

# **City of Warren**

## **BUDGET**

### **AS ADOPTED BY COUNCIL**



**FISCAL YEAR**

July 1, 2015 through June 30, 2016

# 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)

DAVID GRIEM, 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

PHIL EASTER, Director of Human Resources  
MARCIA D. SMITH, City Assessor

## City Seal

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



- 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 .....	3-4
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 2015 to Fiscal 2016 .....	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
Assessing .....	68-71
Human Resources .....	72-75
Department of Property Maintenance Inspection .....	76-79
Community and Economic Development .....	80-82
Administration Unallocated Expense .....	83-84

- TABLE OF CONTENTS -

<u>GENERAL FUND DEPARTMENTAL EXPENDITURES (Continued)</u>	<u>Page Number</u>
<u>Commissions:</u>	
Police and Fire Civil Service .....	85-87
Zoning Board of Appeals .....	88-89
Beautification Commission .....	90-91
Cultural Commission .....	92-93
Crime Commission .....	94-95
Historical Commission .....	96-97
City Retirement Commission .....	98-101
Police and Fire Retirement Commission .....	102-105
Village Historical Commission .....	106-107
Senior Health Care Services .....	108-109
Council of Commissions .....	110-111
Animal Welfare Commission .....	112-113
 <u>Public Safety:</u>	
Fire Department .....	114-118
Police Department .....	119-123
Animal Control .....	124-127
Civil Defense .....	128-131
 <u>Public Services:</u>	
Director .....	132-134
Engineering and Inspections .....	135-138
Building Inspections Division .....	139-142
DPW Garage Division .....	143-146
Building Maintenance Division .....	147-150
Street Lighting .....	151-152
 <u>Planning:</u> .....	 153-156
 <u>Capital Improvements:</u> .....	 157-158

- TABLE OF CONTENTS -

	<u>Page Number</u>
<b><u>SPECIAL REVENUE FUNDS:</u></b>	
Michigan Transportation Funds .....	159-175
Library Special Revenue Fund .....	176-181
Recreation Special Revenue Fund .....	182-188
Communications Special Revenue Fund .....	189-193
Sanitation Special Revenue Fund .....	194-199
Rental Ordinance Fund .....	200-202
Vice Crime Confiscation Fund .....	203-204
Drug Forfeiture Fund .....	205-206
Act 302 Police Training Fund .....	207-208
Downtown Development Authority Operating Fund .....	209-212
2011 Local Street Road Repair & Replacement Fund .....	213-215
<b><u>ENTERPRISE FUNDS:</u></b>	
Senior Citizens Housing Fund - Stilwell Manor .....	216-220
Senior Citizens Housing Fund - Coach Manor .....	221-224
<b><u>CAPITAL PROJECT FUNDS:</u></b>	
37 <sup>th</sup> District Court Building Renovation Fund .....	225-226
<b><u>DEBT FUNDS:</u></b>	
Chapter 20 and 21 Drains .....	227-228
Michigan Transportation Debt .....	229-232
Capital Improvement Debt .....	233-236
Downtown Development Authority Debt .....	237-241
<b><u>SUPPLEMENTAL INFORMATION:</u></b>	
General Information .....	242-243
Capital Outlays .....	244-247
Financial & Demographic Data .....	248-256
Glossary of Terms .....	257-259



**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 12, 2015

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 2016 Annual Budget for the City of Warren. The final adoption of the Budget by the City Council has followed the legally required public hearings prescribed by State law and City Charter. The Appropriations Resolution is the City's legislative vehicle for appropriations and sets the legal expenditures by budgetary center and may not be changed, except with City Council approval, as provided by the State Budget Act.

With the adoption of this budget, the property tax levy for all services will be 27.8656 mills (\$27.8656 of taxes for every \$1000 of taxable valuation). City property taxes will average \$979.98 per residential property taxpayer.

2016 General Fund

The General Fund revenues total \$106,446,728 and expenditures total \$106,446,728. The Budget reflects City Council's decisions made since the Mayor presented the Recommended Budget on April 14, 2015. The City Council reviewed the Budget during two budget sessions and the Charter required public hearing on the Budget.

Changes to the Mayor's Recommended Budget

General Fund:

In summary, the City Council increased the Mayor's recommended \$103,372,949 General Fund Budget to \$106,446,728 resulting in a total increase of \$3,073,779 and an increase in Fund Balance Appropriated of \$1,280,662.

Some of the significant changes and subsequent financial impacts include:

General Fund:

• Increase Revenues	\$1,793,117
<u>Expenditures:</u>	
• Increase Salary and Benefits Mayor	24,399
• Increase VEBA Contribution- Unallocated Expense	2,285,000
• Increase Education Allowance- Unallocated Expense	400
• Reduce Capital Equipment- Fire	(99,250)
• Increase Salary and Benefits- DPW Fleet Maintenance	863,230

Special Revenue Funds:

• Increase Salary and Benefits- Major and Local Roads	\$268,721
• Increase Revenues Library	36,378
• Increase Revenues	26,509
<u>Expenditures:</u>	
• Reduce Salary and Benefits- Recreation	(268,721)
• Increase Revenues	69,496
<u>Expenditures:</u>	
• Reduce Salary and Benefits-	(552,733)
• Increase Fleet Maintenance Expense Sanitation	554,859
• Increase Salary and Benefits- Communications	73,606
• Increase Revenues Downtown Development Authority	1,912,546
• Increase Revenues	57,120
<u>Expenditures:</u>	
• Increase Capital Improvements 2011 Local Street Road Repair	57,120



The Budget represents City Council's plans for City Services. The Fiscal 2016 Budget has been modified to reflect all City Council amendments and represents the Council's plan for providing services to Warren residents.

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

Respectfully,

A handwritten signature in cursive script, appearing to read "Rob Maleszyk".

Rob Maleszyk, C.P.A.  
City Controller



**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)

April 6, 2015

Honorable Council Members:

I respectfully present the Administration's proposed 2015-2016 Budget for the City of Warren. This budget serves as a planning guide outlining our goals and how they will be implemented in the upcoming year. It is the means of allocating financial and personnel resources to provide City services to meet the needs and desires of our residential and business communities. The budget illustrates the City's administrative structure and work plan for the upcoming fiscal year.

This budget reflects the continuation of our overall strategic financial plan that has been in place since the economic downturn. The Public Safety Millage that was passed on August 7, 2012, by the citizens will allow us to maintain staffing levels for public safety. Additionally, the SAFER grant has expired as of the beginning of this budget. However, the Fire Commissioner is in the process of trying to achieve an extension. At this point, we have included the 18 SAFER grant firefighters in this budget without any corresponding revenue. This budget allows us to maintain our strong city services and continue to retain our excellent bond rating.

**Budget Overview**

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

The total General Fund recommended budget is \$103,372,949 which represents an increase of \$138,162 or 0.1% from the previous year's amended budget. The largest portion of

the budget is for salaries and benefits that amount to 82% of the total overall budget. The increase from prior year is primarily attributable to increased expenses for health care and retiree health expenses offset by less capital expenditures and bond payments.

The millage rates applied to our estimated Taxable Value of \$3.163 billion will generate approximately \$88.1 million city-wide. Since the recommended budget is based on an estimated Taxable Value, some adjustments may be necessary upon final review by the Macomb County Equalization Department and State Tax Commission. Based upon our estimated Taxable Value, the average market value of a single-family residence in Warren is \$70,300. City taxes for a typical Warren home will be \$979.98 in fiscal 2015-2016, or \$2.68 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**

As mentioned earlier, the Fire Department's SAFER grant will have expired by the beginning of this budget. We will continue to monitor the progress of the renewal very carefully as we have not included any revenue for the potential renewal. The current budget includes proper equipment purchases for fleet rotation for both police and fire. 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. Our City has received very good response from our residents and the media regarding these programs.

We provide programs to assist residents in need of improving their homes but without the financial resources to do so. The C.D.B.G. residential rehabilitation program is available to improve and upgrade their home to an acceptable level. The Federal Government has continued funding the Community Development Block Grant Program for fiscal year 2015-2016 albeit at a lower level that will hopefully allow for additional improvements in our neighborhoods.

Various volunteer organizations receive funding in the 2015-2016 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 Library will continue to study the upgrading of the south-end libraries including funding for the Busch Library reconstruction of \$1.9 million. As of this date, the library has received three bids from selected vendors to work on the Busch branch.

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 \$6,058,078 which represents a decrease of \$58,318 or 1.0% from the previous year's amended budget. This has been achieved primarily by reducing capital outlay. 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 contingent of people can be found utilizing the wading pool. The Farmer's Market on Sundays is enjoying increasing popularity. There is a continuous array of concerts, art shows and other social events to be found in what is becoming the first ever identifiable downtown area in the City of Warren.

## **ECONOMIC DEVELOPMENT AND REDEVELOPMENT**

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

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

The amended Downtown Development Authority (DDA) plan broadens the scope of its impact, providing direct benefits to residents and businesses from one end of the City to the other. Enhancements to existing City facilities and new developments will provide residents and businesses with access to educational, recreational, and public safety services.

### **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 \$6,642,300 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 \$8,965,026 which represents a decrease of \$804,636 or 8.2% from the previous year's amended budget. The decrease is primarily due to a decrease of administration fees from the General Fund.

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

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

### **FINANCIAL PLANNING**

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

We received an "unqualified opinion" for our Comprehensive Annual Financial Report for the period ending June 30, 2014. 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 10th, you received your copy of the proposed 2015-2016 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 18, 2015.

**SUMMARY**

In conclusion, we have worked many long hours to produce this 2015/2016 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 2015/2016 BUDGET AND**  
**TAX RATE FOR FISCAL YEAR 2015/2016**

A Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan held May 12, 2015, 2015, at 7:00 o'clock p.m. Eastern Day/sav. Time in the Council Chambers at the Warren Community Center.

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

ABSENT: Council Members None

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

The proposed budget for fiscal year of July 1, 2015 to June 30, 2016 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 28, 2015, and the City Council has completed its review of the Mayor's proposed budget for the fiscal year 2015/2016.

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
Police & Fire Operating	4.9000
Emergency Medical Service	.2923
Police	.9746
Fire	<u>.9746</u>
Total General Fund Operating Levy	<u>20.8987</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>27.8656</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, 2015 to June 30, 2016 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
Police & Fire Operating	4.9000
Emergency Medical Service	.2923
Police	.9746
Fire	.9746
Total General Fund Operating Levy	<u>20.8987</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>27.8656</u>

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

AYES: Council Members Green, Sadowski, Boccomino, Colegio

Stevens, Warner, St. Pierre

NAYS: Council Members None

RESOLUTION DECLARED ADOPTED this 12th day of May, 2015.



SCOTT C. STEVENS  
Mayor Pro Tem  
Secretary of the Council

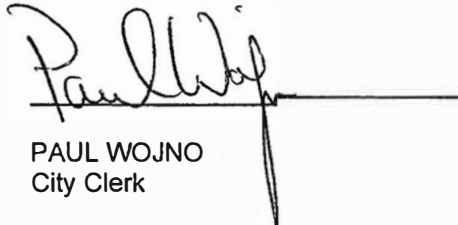
CERTIFICATION

STATE OF MICHIGAN )

) SS

COUNTY OF MACOMB )

I, PAUL WOJNO, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council at its meeting held on May 12, 2015.



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	\$ 67,894,036	\$ 568,449	\$ 68,462,485
Intergovernmental Revenues	14,632,105	477,952	15,110,057
Licenses and Permits	2,876,000	-	2,876,000
Fines and Forfeitures	5,388,000	-	5,388,000
Interest on Investments	120,000	-	120,000
Charges for Services	3,602,500	-	3,602,500
Miscellaneous Income	5,913,330	746,716	6,660,046
Fund Balance Appropriated	<u>2,946,978</u>	<u>1,280,662</u>	<u>4,227,640</u>
Total General Fund	<u>\$ 103,372,949</u>	<u>\$ 3,073,779</u>	<u>\$ 106,446,728</u>
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
State Shared Revenues	\$ 6,300,000	\$ -	\$ 6,300,000
Interest on Investments	2,500	-	2,500
Transfer from General Fund	60,000	-	60,000
Miscellaneous Reimbursements	27,500	-	27,500
Fund Balance Appropriated	<u>672,948</u>	<u>137,352</u>	<u>810,300</u>
Total Major Streets	<u>\$ 7,062,948</u>	<u>\$ 137,352</u>	<u>\$ 7,200,300</u>
<u>Local Streets:</u>			
State Shared Revenues	\$ 2,681,031	\$ -	\$ 2,681,031
Interest on Investments	2,000	-	2,000
Transfer from General Fund	100,000	-	100,000
Transfer from Major Roads	300,000	-	300,000
Fund Balance Appropriated	<u>610,450</u>	<u>131,369</u>	<u>741,819</u>
Total Local Streets	<u>\$ 3,693,481</u>	<u>\$ 131,369</u>	<u>\$ 3,824,850</u>
<u>Library Special Revenue Fund:</u>			
Property Taxes	\$ 4,248,403	\$ 36,378	\$ 4,284,781
Intergovernmental Revenues	78,000	-	78,000
Interest on Investments	1,000	-	1,000
Charges for Services	203,000	-	203,000
Fund Balance Appropriated	<u>73,286</u>	<u>(36,378)</u>	<u>36,908</u>
Total Library Special Revenue Fund	<u>\$ 4,603,689</u>	<u>\$ -</u>	<u>\$ 4,603,689</u>
<u>Recreation Special Revenue Fund:</u>			
Property Taxes	\$ 3,096,158	\$ 26,509	\$ 3,122,667
Intergovernmental Revenues	210,000	-	210,000
Interest on Investments	250	-	250
Charges for Services	2,532,400	-	2,532,400
Fund Balance Appropriated	<u>219,270</u>	<u>(219,270)</u>	<u>-</u>
Total Recreation Special Revenue Fund	<u>\$ 6,058,078</u>	<u>\$ (192,761)</u>	<u>\$ 5,865,317</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	\$ 1,975,000	\$ -	\$ 1,975,000
Interest on Investments	700	-	700
Miscellaneous Income	20,440	-	20,440
Fund Balance Appropriated	<u>445,440</u>	<u>73,606</u>	<u>519,046</u>
Total Communications Special Revenue Fund	<u>\$ 2,441,580</u>	<u>\$ 73,606</u>	<u>\$ 2,515,186</u>
 <u>Sanitation Special Revenue Fund:</u>			
Property Taxes	\$ 8,116,852	\$ 69,496	\$ 8,186,348
Interest on Investments	300	-	300
Miscellaneous Income	230,000	-	230,000
Transfer Station Royalties	150,000	-	150,000
Fund Balance Appropriated	<u>467,874</u>	<u>(67,370)</u>	<u>400,504</u>
Total Sanitation Special Revenue Fund	<u>\$ 8,965,026</u>	<u>\$ 2,126</u>	<u>\$ 8,967,152</u>
 <u>Rental Ordinance Fund:</u>			
Inspection Fees	\$ 660,000	\$ -	\$ 660,000
Interest on Investments	200	-	200
Fund Balance Appropriated	<u>135,199</u>	<u>-</u>	<u>135,199</u>
Total Rental Ordinance Fund	<u>\$ 795,399</u>	<u>\$ -</u>	<u>\$ 795,399</u>
 <u>Vice Crime Confiscation Fund:</u>			
Vice Crime Confiscation's	\$ 50,000	\$ -	\$ 50,000
Interest on Investments	50	-	50
Fund Balance Appropriated	<u>49,950</u>	<u>-</u>	<u>49,950</u>
Total Vice Crime Confiscation Fund	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
 <u>Drug Forfeiture Fund:</u>			
Drug Forfeitures	\$ 400,000	\$ -	\$ 400,000
Interest on Investments	1,800	-	1,800
Fund Balance Appropriated	<u>128,200</u>	<u>-</u>	<u>128,200</u>
Total Drug Forfeiture Fund	<u>\$ 530,000</u>	<u>\$ -</u>	<u>\$ 530,000</u>
 <u>Act 302 Police Training Fund:</u>			
State Grant	\$ 56,000	\$ -	\$ 56,000
Interest on Investments	100	-	100
Fund Balance Appropriated	<u>28,700</u>	<u>-</u>	<u>28,700</u>
Total Act 302 Police Training Fund	<u>\$ 84,800</u>	<u>\$ -</u>	<u>\$ 84,800</u>
 <u>Downtown Development Authority Fund:</u>			
Property Taxes	\$ 7,308,000	\$ 1,912,546	\$ 9,220,546
Interest on Investments	10,000	-	10,000
Lease Proceeds	240,000	-	240,000
Miscellaneous Income	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Total Downtown Development Authority Fund	<u>\$ 7,608,000</u>	<u>\$ 1,912,546</u>	<u>\$ 9,520,546</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	\$ 6,671,385	\$ 57,120	\$ 6,728,505
Interest on Investments	1,000	-	1,000
Fund Balance Appropriated	<u>1,024,003</u>	<u>-</u>	<u>1,024,003</u>
Total 2011 Local Street Repair & Replacement	<u>\$ 7,696,388</u>	<u>\$ 57,120</u>	<u>\$ 7,753,508</u>
<u>Enterprise Funds:</u>			
<u>Stilwell Manor:</u>			
Rental Revenues	\$ 511,800	\$ -	\$ 511,800
Interest on Investments	1,000	-	1,000
Miscellaneous Income	336,714	-	336,714
Appropriation of Retained Earnings	<u>349,690</u>	<u>-</u>	<u>349,690</u>
Total Stilwell Manor	<u>\$ 1,199,204</u>	<u>\$ -</u>	<u>\$ 1,199,204</u>
<u>Coach Manor:</u>			
Rental Revenues	\$ 993,855	\$ -	\$ 993,855
Maintenance Revenues	425,940	-	425,940
Interest on Investments	1,000	-	1,000
Miscellaneous Income	10,000	-	10,000
Appropriation of Retained Earnings	<u>94,490</u>	<u>-</u>	<u>94,490</u>
Total Coach Manor	<u>\$ 1,525,285</u>	<u>\$ -</u>	<u>\$ 1,525,285</u>
<u>Capital Project Fund:</u>			
<u>37th District Court Renovation Fund:</u>			
Court Building Renovation Fee	\$ 650,000	\$ -	\$ 650,000
Interest on Investments	<u>1,400</u>	<u>-</u>	<u>1,400</u>
Total 37th District Court Renovation Fund	<u>\$ 651,400</u>	<u>\$ -</u>	<u>\$ 651,400</u>
<u>Debt Funds:</u>			
<u>Chapter 20 &amp; 21 Drain Debt Fund:</u>			
Interest on Investments	\$ 50	\$ -	\$ 50
Fund Balance Appropriated	<u>13,950</u>	<u>-</u>	<u>13,950</u>
Total Chapter 20 & 21 Drain Debt Fund	<u>\$ 14,000</u>	<u>\$ -</u>	<u>\$ 14,000</u>
<u>Michigan Transportation Debt:</u>			
Transfer from Major Roads	\$ 1,051,938	\$ -	\$ 1,051,938
Total Michigan Transportation Debt	<u>\$ 1,051,938</u>	<u>\$ -</u>	<u>\$ 1,051,938</u>
<u>Capital Improvement Debt:</u>			
Transfer from Major Roads	\$ 803,297	\$ -	\$ 803,297
Total Capital Improvement Debt	<u>\$ 803,297</u>	<u>\$ -</u>	<u>\$ 803,297</u>
<u>Downtown Development Authority Debt:</u>			
Transfer from DDA Operating Fund	\$ 5,016,893	\$ -	\$ 5,016,893
Total Downtown Development Authority Debt	<u>\$ 5,016,893</u>	<u>\$ -</u>	<u>\$ 5,016,893</u>
Total All Funds	<u>\$ 163,274,355</u>	<u>\$ 5,195,137</u>	<u>\$ 168,469,492</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>General Fund:</u>			
Council	\$ 1,074,210	\$ -	\$ 1,074,210
District Court	7,424,582	-	7,424,582
Mayor	637,979	24,399	662,378
Clerk	1,759,516	-	1,759,516
Treasurer	1,338,381	-	1,338,381
Controller	1,482,383	-	1,482,383
Information Systems	763,371	-	763,371
Legal	1,463,593	-	1,463,593
Assessing	2,062,145	-	2,062,145
Human Resources	1,445,493	-	1,445,493
Property Maintenance Inspection	1,234,226	-	1,234,226
Community & Economic Development	183,758	-	183,758
Unallocated Expense	4,201,200	2,285,400	6,486,600
Commissions (12)	191,943	-	191,943
Total General Government	<u>\$ 25,262,780</u>	<u>\$ 2,309,799</u>	<u>\$ 27,572,579</u>
Fire Department	\$ 23,137,821	\$ (99,250)	\$ 23,038,571
Police Department	40,233,559	-	40,233,559
Animal Control	412,463	-	412,463
Civil Defense	220,505	-	220,505
Total Public Safety	<u>\$ 64,004,348</u>	<u>\$ (99,250)</u>	<u>\$ 63,905,098</u>
Director of Public Services	\$ 442,668	\$ -	\$ 442,668
Engineering and Inspections	1,333,329	-	1,333,329
Building and Inspections	3,101,457	-	3,101,457
DPW Garage	2,783,975	863,230	3,647,205
Building Maintenance	2,245,735	-	2,245,735
Street Lighting	3,626,200	-	3,626,200
Total Public Services	<u>\$ 13,533,364</u>	<u>\$ 863,230</u>	<u>\$ 14,396,594</u>
Planning	<u>\$ 572,457</u>	<u>\$ -</u>	<u>\$ 572,457</u>
Total General Fund	<u>\$ 103,372,949</u>	<u>\$ 3,073,779</u>	<u>\$ 106,446,728</u>
<u>Special Revenue Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
Operating Costs	\$ 4,907,713	\$ 137,352	\$ 5,045,065
Debt Service Costs	1,855,235	-	1,855,235
Transfer to Local Streets	300,000	-	300,000
Total Major Streets	<u>\$ 7,062,948</u>	<u>\$ 137,352</u>	<u>\$ 7,200,300</u>
<u>Operating Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Local Streets:</u>			
Operating Costs	\$ 3,693,481	\$ 131,369	\$ 3,824,850
Total Local Streets	<u>\$ 3,693,481</u>	<u>\$ 131,369</u>	<u>\$ 3,824,850</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Library Special Revenue Fund:</u>			
Personnel Services	\$ 1,676,633	\$ -	\$ 1,676,633
Employee Benefits	1,429,270	-	1,429,270
Supplies	72,916	-	72,916
Other Services and Charges	1,035,770	-	1,035,770
Capital Outlay	389,100	-	389,100
Total Library Special Revenue Fund	<u>\$ 4,603,689</u>	<u>\$ -</u>	<u>\$ 4,603,689</u>
<u>Recreation Special Revenue Fund:</u>			
Personnel Services	\$ 2,148,826	\$ (173,301)	\$ 1,975,525
Employee Benefits	1,318,737	(95,420)	1,223,317
Supplies	190,000	-	190,000
Other Services and Charges	2,305,465	-	2,305,465
Capital Outlay	95,050	-	95,050
Total Recreation Special Revenue Fund	<u>\$ 6,058,078</u>	<u>\$ (268,721)</u>	<u>\$ 5,789,357</u>
<u>Communications Special Revenue Fund:</u>			
Personnel Services	\$ 710,887	\$ 48,579	\$ 759,466
Employee Benefits	392,623	25,027	417,650
Supplies	25,500	-	25,500
Other Services and Charges	1,004,570	-	1,004,570
Capital Outlay	308,000	-	308,000
Total Communications Special Revenue Fund	<u>\$ 2,441,580</u>	<u>\$ 73,606</u>	<u>\$ 2,515,186</u>
<u>Sanitation Special Revenue Fund:</u>			
Personnel Services	\$ 3,318,207	\$ (196,602)	\$ 3,121,605
Employee Benefits	3,433,199	(356,131)	3,077,068
Supplies	480,000	-	480,000
Other Services and Charges	1,577,620	554,859	2,132,479
Capital Outlay	156,000	-	156,000
Total Sanitation Special Revenue Fund	<u>\$ 8,965,026</u>	<u>\$ 2,126</u>	<u>\$ 8,967,152</u>
<u>Rental Ordinance Fund:</u>			
Personnel Services	\$ 474,708	\$ -	\$ 474,708
Employee Benefits	213,891	-	213,891
Supplies	8,500	-	8,500
Other Services and Charges	95,800	-	95,800
Capital Outlay	2,500	-	2,500
Total Rental Ordinance Fund	<u>\$ 795,399</u>	<u>\$ -</u>	<u>\$ 795,399</u>
<u>Vice Crime Confiscation Fund:</u>			
Other Services and Charges	\$ 100,000	\$ -	\$ 100,000
Total Vice Crime Confiscation Fund	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<u>Operating Funds:</u>			
<u>Drug Forfeiture Fund:</u>			
Other Services and Charges	\$ 530,000	\$ -	\$ 530,000
Total Drug Forfeiture Fund	<u>\$ 530,000</u>	<u>\$ -</u>	<u>\$ 530,000</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Act 302 Police Training Fund:</u>			
Other Services and Charges	\$ 84,800	\$ -	\$ 84,800
Total Act 302 Police Training Fund	<u>\$ 84,800</u>	<u>\$ -</u>	<u>\$ 84,800</u>
 <u>Downtown Development Authority Fund:</u>			
Personnel Services	\$ 151,859	\$ -	\$ 151,859
Employee Benefits	103,577	-	103,577
Supplies	5,000	-	5,000
Other Services and Charges	6,043,993	-	6,043,993
Total Downtown Development Authority Fund	<u>\$ 6,304,429</u>	<u>\$ -</u>	<u>\$ 6,304,429</u>
 <u>2011 Local Street Repair &amp; Replacement Fund:</u>			
Capital Improvements	\$ 7,696,388	\$ 57,120	\$ 7,753,508
Total 2011 Local Street Repair & Replacement	<u>\$ 7,696,388</u>	<u>\$ 57,120</u>	<u>\$ 7,753,508</u>
 <u>Enterprise Funds:</u>			
<u>Stilwell Manor:</u>			
Personnel Services	\$ 273,143	\$ -	\$ 273,143
Employee Benefits	186,778	-	186,778
Supplies	537,433	-	537,433
Other Services and Charges	186,450	-	186,450
Capital Outlay	15,400	-	15,400
Total Stilwell Manor	<u>\$ 1,199,204</u>	<u>\$ -</u>	<u>\$ 1,199,204</u>
 <u>Coach Manor:</u>			
Personnel Services	\$ 47,000	\$ -	\$ 47,000
Employee Benefits	4,752	-	4,752
Supplies	671,564	-	671,564
Other Services and Charges	751,719	-	751,719
Capital Outlay	50,250	-	50,250
Total Coach Manor	<u>\$ 1,525,285</u>	<u>\$ -</u>	<u>\$ 1,525,285</u>
 <u>Capital Project Fund:</u>			
<u>37th District Court Renovation Fund:</u>			
Capital Improvements	\$ 150,000	\$ -	\$ 150,000
Total 37th District Court Renovation Fund	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>
 <u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund	\$ 14,000	\$ -	\$ 14,000
Michigan Transportation Debt	1,051,938	-	1,051,938
Capital Improvement Debt	803,297	-	803,297
Downtown Development Authority Debt	5,016,893	-	5,016,893
Total Debt Funds	<u>\$ 6,886,128</u>	<u>\$ -</u>	<u>\$ 6,886,128</u>
 Total All Funds	 <u>\$ 161,469,384</u>	 <u>\$ 3,206,631</u>	 <u>\$ 164,676,015</u>



# **CITY OF WARREN, MICHIGAN**

## **ASSOCIATED AGENCIES**

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

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

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

Warren Public School Districts:

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

Warren Economic Development Corporation (inactive)

Warren Tax Increment Finance Authority

Warren Building Authority

Separate budget reports can be obtained from these respective agencies.

# GFOA AWARD

---

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, 2014. 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, 2014**

A handwritten signature in black ink, appearing to read 'Jeffrey R. Egan'.

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**

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

## **January**

2 – 5 Controllers Office prepares estimated revenues and expenditures for current fiscal year.

6 – 8 Controllers Office prepares revenue forecast.

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

12 – 31 Controllers Office analyzes all budget requests.

## **February**

23 – 27 The Mayor and Controllers Office hold administrative budget hearings with all departments, divisions, and commissions.

## **March**

2 – 6 Final administration review of all budget material is completed.

9 - 13 Final adjustments are made to the Budget document and all funds are brought into balance.

16 - 20 Controllers Office prepares proposed Budget document.

23 – 31 Mayor prepares Budget message.

## **April**

1 - 8 Proposed Budget is duplicated.

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

14 The Mayor's Proposed Budget is presented to City Council.

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

18 – 20 City Council Workshops. Each department, division and commission will have a scheduled time to present its budget and answer questions.

28 Public Hearing for Budget.

## **May**

18 City Council adopts Taxation Resolution and Fiscal 2016 Budget.

19 – 29 Controllers Office prepares Adopted Budget document incorporating City Council adjustments.

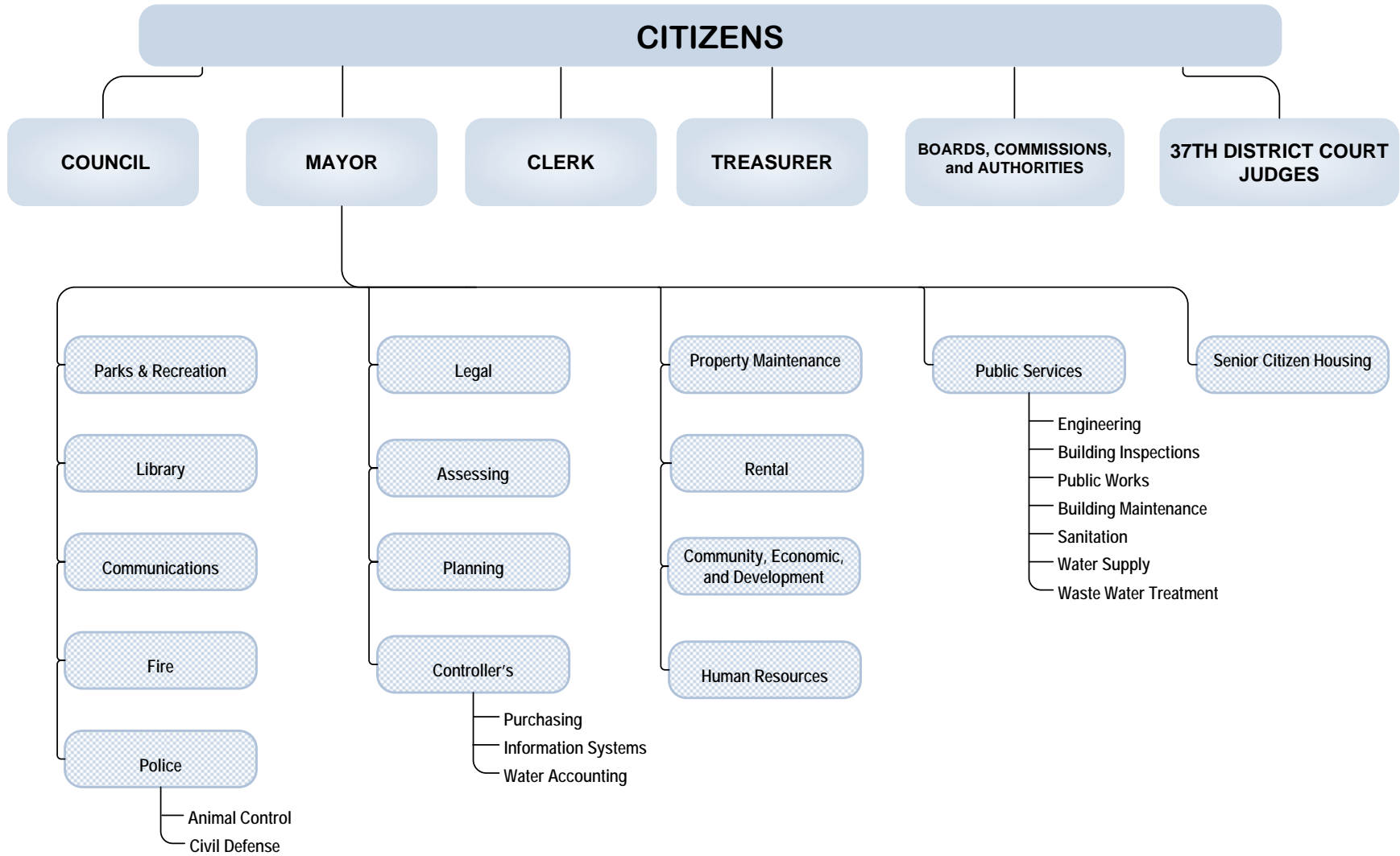
## **June**

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

## **July**

1 Beginning of Fiscal Year 2016.

# 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.

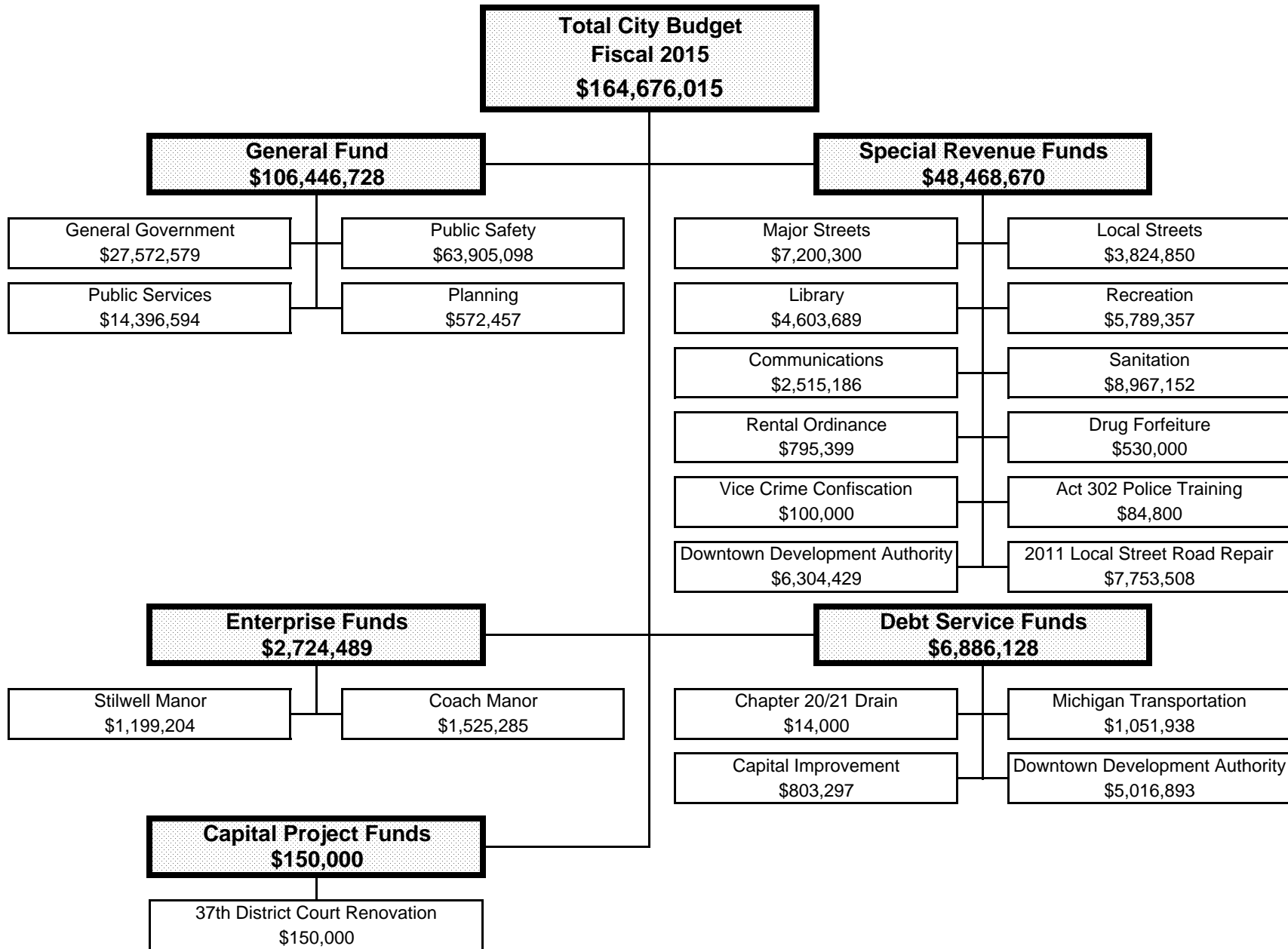
## **Accounting, Auditing and Financial Reporting Policies**

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).

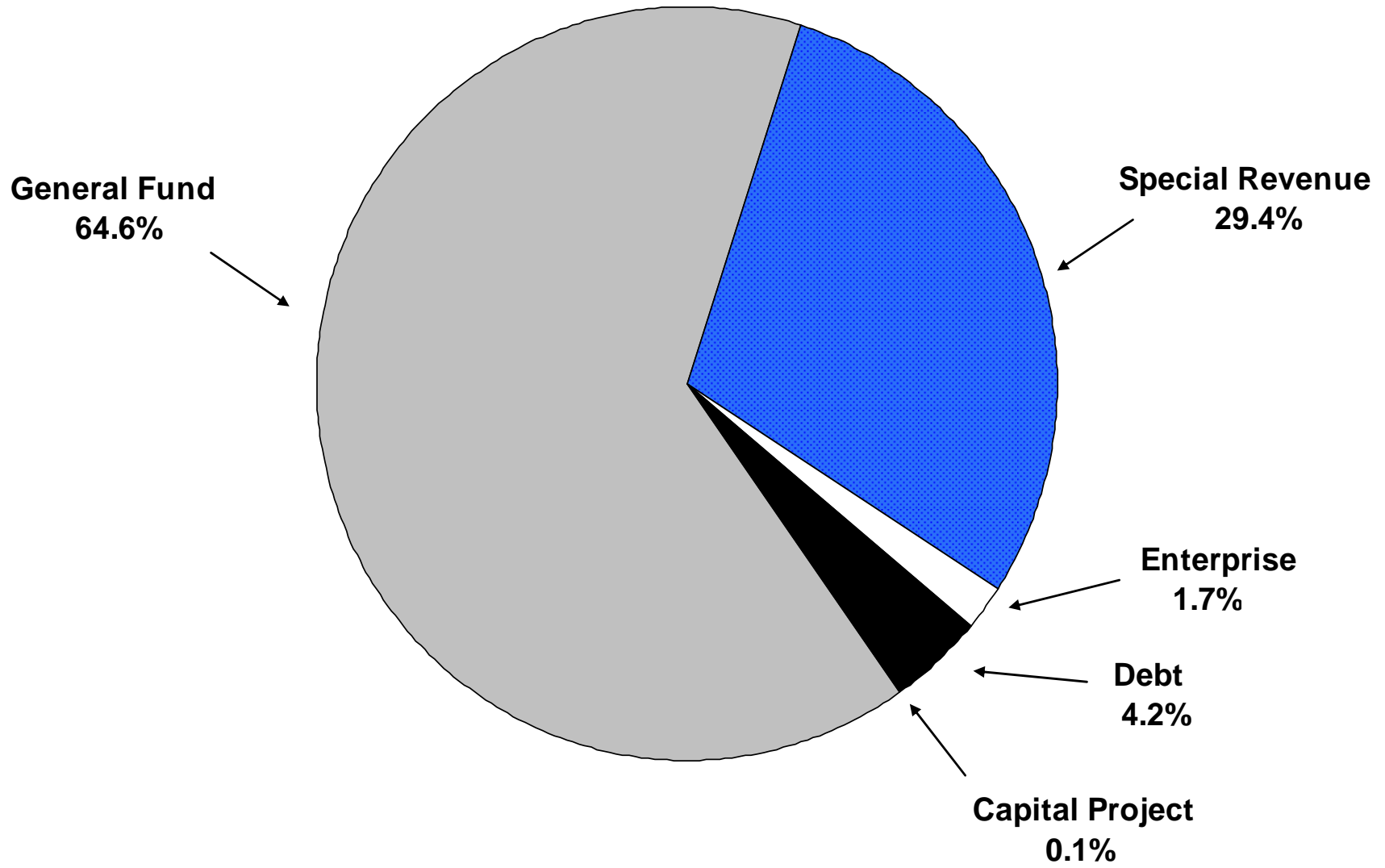
## ***All Funds Summary***

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 2016 TOTAL CITY BUDGETED FUNDS PERCENT OF TOTAL EXPENDITURES



## REVENUE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2013 Actual	Fiscal 2014 Actual	Fiscal 2015 Estimated	Fiscal 2016 Adopted by Council
<b>General Fund</b>				
General Fund	\$101,528,603	\$ 103,067,127	\$ 103,868,580	\$ 106,446,728
<b>Special Revenue Funds</b>				
Major Road Fund	6,299,557	6,742,897	7,983,347	7,200,300
Local Road Fund	2,890,078	3,182,490	3,930,311	3,824,850
Library Fund	4,578,701	4,534,221	6,427,183	4,603,689
Recreation Fund	5,865,791	5,901,669	5,776,581	5,865,317
Communications Fund	1,966,297	2,060,438	2,588,887	2,515,186
Sanitation Fund	8,464,684	8,322,455	10,039,662	8,967,152
Rental Ordinance Fund	586,386	696,499	789,359	795,399
Vice Crime Confiscation Fund	37,890	35,597	50,100	100,000
Drug Forfeiture Fund	1,285,343	837,328	550,000	530,000
Act 302 Police Training Fund	60,527	40,002	85,288	84,800
Downtown Development Authority Fund	5,025,235	6,749,174	7,331,041	9,520,546
2011 Local Street Road Repair Fund	6,753,815	6,609,377	7,109,621	7,753,508
<b>Total Special Revenue Funds</b>	<b>43,814,304</b>	<b>45,712,147</b>	<b>52,661,380</b>	<b>51,760,747</b>
<b>Enterprise Funds</b>				
Stilwell Manor	795,577	821,866	1,284,163	1,199,204
Coach Manor	1,366,468	1,399,458	1,523,778	1,525,285
<b>Total Enterprise Funds</b>	<b>2,162,045</b>	<b>2,221,324</b>	<b>2,807,941</b>	<b>2,724,489</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	656,703	793,528	604,000	651,400
<b>Total Capital Project Funds</b>	<b>656,703</b>	<b>793,528</b>	<b>604,000</b>	<b>651,400</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	14486	21	13,965	14,000
Michigan Transportation Debt	1,183,088	1,139,038	1,094,025	1,051,938
Capital Improvement Debt	620,547	709,603	811,194	803,297
Downtown Development Authority Debt	4,696,506	4,833,512	4,790,883	5,016,893
<b>Total Debt Service Funds</b>	<b>6,514,627</b>	<b>6,682,174</b>	<b>6,710,067</b>	<b>6,886,128</b>
<b>Total All Funds</b>	<b>\$ 154,676,282</b>	<b>\$ 158,476,300</b>	<b>\$ 166,651,968</b>	<b>\$ 168,469,492</b>

## EXPENDITURE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2013 Actual	Fiscal 2014 Actual	Fiscal 2015 Estimated	Fiscal 2016 Adopted by Council
<b>General Fund</b>				
General Fund	\$88,869,818	\$ 91,060,058	\$ 102,194,038	\$ 106,446,728
<b>Special Revenue Funds</b>				
Major Road Fund	5,992,299	6,152,846	7,910,491	7,200,300
Local Road Fund	2,429,779	3,046,046	4,017,199	3,824,850
Library Fund	3,870,027	3,837,632	6,292,424	4,603,689
Recreation Fund	5,865,791	6,091,158	6,058,419	5,789,357
Communications Fund	1,754,130	1,750,117	2,548,607	2,515,186
Sanitation Fund	7,561,503	8,382,943	9,749,138	8,967,152
Rental Ordinance Fund	454,259	471,327	701,489	795,399
Vice Crime Confiscation Fund	13,074	3,651	35,000	100,000
Drug Forfeiture Fund	280,976	516,949	550,000	530,000
Act 302 Police Training Fund	60,527	61,021	84,800	84,800
Downtown Development Authority Fund	5,462,091	5,804,960	6,006,098	6,304,429
2011 Local Street Road Repair Fund	4,677,697	4,725,599	14,721,660	7,753,508
<b>Total Special Revenue Funds</b>	38,422,153	40,844,249	58,675,325	48,468,670
<b>Enterprise Funds</b>				
Stilwell Manor	738,733	806,156	1,284,163	1,199,204
Coach Manor	1,025,846	1,050,202	1,522,378	1,525,285
<b>Total Enterprise Funds</b>	1,764,579	1,856,358	2,806,541	2,724,489
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	233,875	497,680	60,922	150,000
<b>Total Capital Project Funds</b>	233,875	497,680	60,922	150,000
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	13,283	13,283	14,000	14,000
Michigan Transportation Debt	1,183,088	1,139,038	1,094,025	1,051,938
Capital Improvement Debt	620,547	709,603	811,194	803,297
Downtown Development Authority Debt	4,696,506	4,833,512	4,790,883	5,016,893
<b>Total Debt Service Funds</b>	6,513,424	6,695,436	6,710,102	6,886,128
<b>Total All Funds</b>	\$135,803,849	\$140,953,781	\$170,446,928	\$164,676,015

## UNASSIGNED FUND BALANCE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2013 Actual	Fiscal 2014 Actual	Fiscal 2015 Estimated	Fiscal 2016 Adopted by Council
<b>General Fund</b>				
General Fund	\$24,348,477	\$ 32,659,940	\$ 31,619,842	\$ 27,392,202
<b>Special Revenue Funds</b>				
Major Road Fund	3,669,672	4,276,088	3,337,897	2,527,597
Local Road Fund	2,982,889	3,163,696	2,511,591	1,725,409
Library Fund	3,659,670	4,367,132	2,550,842	2,513,934
Recreation Fund	1,692,378	1,372,167	802,596	878,556
Communications Fund	2,979,008	3,264,667	2,673,300	2,154,254
Sanitation Fund	1,804,245	1,761,876	553,500	152,996
Rental Ordinance Fund	714,830	938,273	817,284	682,085
Vice Crime Confiscation Fund	144,022	175,968	191,068	141,118
Drug Forfeiture Fund	2,855,455	3,127,834	2,979,634	2,851,434
Act 302 Police Training Fund	98,784	77,765	29,553	853
Downtown Development Authority Fund	7,228,627	9,117,055	10,325,730	13,541,847
2011 Local Street Road Repair Fund	7,267,800	9,151,578	1,024,003	-
<b>Total Special Revenue Funds</b>	35,097,380	40,794,099	27,796,998	27,170,083
<b>Enterprise Funds</b>				
Stilwell Manor	2,625,805	2,556,095	1,996,719	1,561,609
Coach Manor	3,971,867	4,109,600	4,244,572	4,514,582
<b>Total Enterprise Funds</b>	6,597,672	6,665,695	6,241,291	6,076,191
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	5,661,161	5,957,008	6,500,086	7,001,486
<b>Total Capital Project Funds</b>	5,661,161	5,957,008	6,500,086	7,001,486
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	60,655	47,393	33,408	19,458
Michigan Transportation Debt	-	-	-	-
Capital Improvement Debt	-	-	-	-
Downtown Development Authority Debt	-	-	-	-
<b>Total Debt Service Funds</b>	60,655	47,393	33,408	19,458
<b>Total All Funds</b>	\$71,765,345	\$86,124,135	\$72,191,625	\$67,659,419



## ***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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31		FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 67,424,182	\$ 32,801,445	\$ 66,927,884	\$ 66,927,884	Property Taxes	\$ 67,894,036	\$ 67,894,036	\$ 68,462,485
16,367,515	5,388,098	16,044,675	16,011,320	Intergovernmental Revenues	14,632,105	14,632,105	15,110,057
2,700,351	1,383,910	2,847,000	3,140,000	Licenses and Permits	2,876,000	2,876,000	2,876,000
5,607,617	2,025,196	4,272,000	4,472,000	Fines and Forfeitures	5,388,000	5,388,000	5,388,000
115,008	66,459	80,000	80,000	Interest on Investments	120,000	120,000	120,000
4,143,191	1,854,131	3,463,000	3,551,000	Charges for Services	3,602,500	3,602,500	3,602,500
6,709,263	3,444,319	6,347,411	6,338,139	Miscellaneous Income	5,913,330	5,913,330	6,660,046
<u>\$ 103,067,127</u>	<u>\$ 46,963,558</u>	<u>\$ 99,981,970</u>	<u>\$ 100,520,343</u>	Total Revenues	<u>\$ 100,425,971</u>	<u>\$ 100,425,971</u>	<u>\$ 102,219,088</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 22,198,459	\$ 10,666,492	\$ 23,814,756	\$ 24,298,123	General Government	\$ 26,008,440	\$ 25,262,780	\$ 27,572,579
57,017,017	29,218,897	62,267,577	62,579,531	Public Safety	64,004,348	64,004,348	63,905,098
10,875,196	6,503,345	15,121,045	15,304,974	Public Services	14,300,800	13,533,364	14,396,594
420,724	190,379	458,160	519,659	Planning	613,129	572,457	572,457
548,662	10,238	532,500	532,500	Capital Improvements	-	-	-
<u>\$ 91,060,058</u>	<u>\$ 46,589,351</u>	<u>\$ 102,194,038</u>	<u>\$ 103,234,787</u>	Total Expenditures	<u>\$ 104,926,717</u>	<u>\$ 103,372,949</u>	<u>\$ 106,446,728</u>
<u>\$ 12,007,069</u>	<u>\$ 374,207</u>	<u>\$ (2,212,068)</u>	<u>\$ (2,714,444)</u>	Excess (Deficit) of Revenues over Expenditures	<u>\$ (4,500,746)</u>	<u>\$ (2,946,978)</u>	<u>\$ (4,227,640)</u>
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ -	\$ 1,171,970	\$ 1,171,970	\$ -	Lease Purchase Proceeds	\$ -	\$ -	\$ -
-	2,714,640	2,714,640	2,714,640	Fund Balance Appropriated	4,500,746	2,946,978	4,227,640
<u>\$ -</u>	<u>\$ 3,886,610</u>	<u>\$ 3,886,610</u>	<u>\$ 2,714,640</u>	Total Other Financing Sources	<u>\$ 4,500,746</u>	<u>\$ 2,946,978</u>	<u>\$ 4,227,640</u>
\$ 12,007,069	\$ 4,260,817	\$ 1,674,542	\$ 196	Excess (Deficit) of Revenues over Expenditures and Other Sources	\$ -	\$ -	\$ (0)
44,960,204	56,967,273	56,967,273	56,967,273	Estimated Fund Balance - Beginning of Period	55,927,175	55,927,175	55,927,175
				Reserve for:			
(184,408)	(184,408)	(184,408)	(184,408)	Nonspendable	(184,408)	(184,408)	(184,408)
(78,199)	(78,199)	(78,199)	(78,199)	Restricted	(78,199)	(78,199)	(78,199)
(24,044,726)	(24,044,726)	(24,044,726)	(24,044,726)	Assigned	(24,044,726)	(24,044,726)	(24,044,726)
<u>-</u>	<u>(2,714,640)</u>	<u>(2,714,640)</u>	<u>(2,714,640)</u>	Fund Balance Supplemental Appropriation	<u>(4,500,746)</u>	<u>(2,946,978)</u>	<u>(4,227,640)</u>
<u>\$ 32,659,940</u>	<u>\$ 34,206,117</u>	<u>\$ 31,619,842</u>	<u>\$ 29,945,496</u>	Estimated Unassigned Fund Balance (Deficit) End of Period	<u>\$ 27,119,096</u>	<u>\$ 28,672,864</u>	<u>\$ 27,392,202</u>

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31		FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>PROPERTY TAXES:</u></b>			
\$ 64,974,435	\$ 32,308,682	\$ 64,618,780	\$ 64,618,780	Property Taxes	\$ 66,102,588	\$ 66,102,588	\$ 65,998,095
938,061	489,546	979,104	979,104	Industrial Facilities Tax	289,448	289,448	962,390
420,392	-	400,000	400,000	Penalties & Interest on Taxes	420,000	420,000	420,000
1,059,970	132	900,000	900,000	Administration Fee - Schools	1,050,000	1,050,000	1,050,000
31,324	3,085	30,000	30,000	Trailer & Senior Housing Fees in Lieu of Taxes	32,000	32,000	32,000
<u>\$ 67,424,182</u>	<u>\$ 32,801,445</u>	<u>\$ 66,927,884</u>	<u>\$ 66,927,884</u>	<b>Total Property Taxes</b>	<u>\$ 67,894,036</u>	<u>\$ 67,894,036</u>	<u>\$ 68,462,485</u>
				<b><u>INTERGOVERNMENTAL REVENUES:</u></b>			
				Federal Revenue:			
\$ 70,917	\$ 54,802	\$ -	\$ -	Civil Defense Grant	\$ -	\$ -	\$ -
34,311	42,961	-	-	Metro Medical Response Grant - 2012	-	-	-
137,732	23,913	-	-	Metro Medical Response Grant - 2010	-	-	-
22,484	245,124	-	-	Metro Medical Response Grant - 2011	-	-	-
-	-	325,000	325,000	Substance Abuse Grant - 2015	-	-	-
334,913	81,621	-	-	Substance Abuse Grant - 2014	-	-	-
197,789	-	-	-	Substance Abuse Grant - 2013	-	-	-
17,918	-	-	-	U. S. Department of Justice Grant-13	-	-	-
9,994	-	-	-	U. S. Department of Justice Grant-12	-	-	-
-	5,663	5,663	-	U. S. Department of Justice Assistance Grant	-	-	-
-	-	30,000	30,000	Assistance to Fire Fighters Grant	-	-	-
133,868	-	-	-	Assistance to Fire Fighters Grant - 2011	-	-	-
-	-	56,250	56,250	Assistance to Fire Fighters Grant - 2013	-	-	-
1,046,398	267,506	1,273,670	1,273,670	SAFER Grant	-	-	477,952
				State Shared Revenue:			
12,604,122	4,534,156	13,029,700	13,033,400	Sales and Use Tax	13,354,105	13,354,105	13,354,105
83,656	9,512	25,000	25,000	Liquor Licenses	25,000	25,000	25,000
-	-	125,000	125,000	Michigan Drug Court Program Grant - 15	-	-	-
71,154	30,442	30,442	-	Michigan Drug Court Program Grant - 14	-	-	-
72,291	-	-	-	Michigan Drug Court Program Grant - 13	-	-	-
120,475	950	950	-	Homeland Security Grant	-	-	-
1,949	-	-	-	Scrap Tire Cleanup Grant	-	-	-
				Police Grants:			
58,739	-	-	-	MATS Grant	-	-	-
206,006	-	180,000	180,000	911 Dispatch Training/Equipment	190,000	190,000	190,000
163,151	91,448	183,000	183,000	Judges Salary Standardization	183,000	183,000	183,000
8,004	-	5,000	5,000	Election Expense Reimbursement	80,000	80,000	80,000
				Local Revenue:			
481,123	-	400,000	400,000	Reimbursement from City of Center Line	350,000	350,000	350,000
490,521	-	375,000	375,000	Reimbursement from Schools-Liaison Officers	450,000	450,000	450,000
<u>\$ 16,367,515</u>	<u>\$ 5,388,098</u>	<u>\$ 16,044,675</u>	<u>\$ 16,011,320</u>	<b>Total Intergovernmental Revenues</b>	<u>\$ 14,632,105</u>	<u>\$ 14,632,105</u>	<u>\$ 15,110,057</u>

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31		FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>LICENSES AND PERMITS:</u></b>			
\$ 672,674	\$ 337,728	\$ 700,000	\$ 800,000	Building Permits	\$ 700,000	\$ 700,000	\$ 700,000
467,573	284,687	479,000	470,000	Electrical Permits	479,000	479,000	479,000
236,140	151,785	200,000	200,000	Plumbing Permits	200,000	200,000	200,000
272,975	156,298	260,000	295,000	Mechanical Permits	260,000	260,000	260,000
144,215	80,736	180,000	230,000	Zoning Permits and Fees	180,000	180,000	180,000
10,392	8,591	11,000	13,000	Sidewalk Permits	11,000	11,000	11,000
29,419	7,091	32,000	32,000	Animal Licenses	32,000	32,000	32,000
244,306	93,163	250,000	250,000	Plan Review Fees	250,000	250,000	250,000
622,657	263,831	735,000	850,000	Other Permits and Licenses	764,000	764,000	764,000
<u>\$ 2,700,351</u>	<u>\$ 1,383,910</u>	<u>\$ 2,847,000</u>	<u>\$ 3,140,000</u>	<b>Total Licenses and Permits</b>	<u>\$ 2,876,000</u>	<u>\$ 2,876,000</u>	<u>\$ 2,876,000</u>
				<b><u>CHARGES FOR SERVICES:</u></b>			
\$ 104,150	\$ 20,768	\$ 35,000	\$ 35,000	Engineering & Inspection Fees	\$ 100,000	\$ 100,000	\$ 100,000
92,150	34,450	80,000	80,000	Abandoned Auto Administrative Towing Fee	90,000	90,000	90,000
130,150	57,950	120,000	160,000	Foreclosure Fee	130,000	130,000	130,000
55,039	23,282	47,000	47,000	Property Maintenance Fees	55,000	55,000	55,000
139,079	57,756	120,000	160,000	Clerk's Services	130,000	130,000	130,000
166,528	169,656	200,000	200,000	Weed Cutting	180,000	180,000	180,000
36,615	15,440	35,000	35,000	Board of Appeals	34,000	34,000	34,000
213,670	74,200	140,000	140,000	Police Services & Auctions	150,000	150,000	150,000
16,787	3,784	16,000	16,000	Fire Services	16,000	16,000	16,000
2,670,383	1,267,509	2,400,000	2,400,000	EMS Services	2,500,000	2,500,000	2,500,000
10,043	14,997	20,000	8,000	Planning Commission	20,000	20,000	20,000
33,034	24,506	40,000	30,000	Site Plan Fees	50,000	50,000	50,000
60,747	-	70,000	70,000	Community Development Administration	70,000	70,000	70,000
144,666	38,493	80,000	110,000	Block Grant Reimbursement	20,000	20,000	20,000
6,000	3,500	10,000	10,000	IFT Exemption Processing Fees	7,500	7,500	7,500
264,150	47,840	50,000	50,000	Miscellaneous	50,000	50,000	50,000
<u>\$ 4,143,191</u>	<u>\$ 1,854,131</u>	<u>\$ 3,463,000</u>	<u>\$ 3,551,000</u>	<b>Total Charges for Services</b>	<u>\$ 3,602,500</u>	<u>\$ 3,602,500</u>	<u>\$ 3,602,500</u>
				<b><u>FINES &amp; FORFEITURES</u></b>			
\$ 5,239,033	\$ 1,870,657	\$ 4,000,000	\$ 4,200,000	37th District Court Fines & Fees	\$ 5,050,000	\$ 5,050,000	\$ 5,050,000
256,169	110,664	190,000	190,000	Probation Fees	230,000	230,000	230,000
44,955	20,195	22,000	22,000	Property Maintenance Fines	43,000	43,000	43,000
67,460	23,680	60,000	60,000	Drug Court Revenue	65,000	65,000	65,000
<u>\$ 5,607,617</u>	<u>\$ 2,025,196</u>	<u>\$ 4,272,000</u>	<u>\$ 4,472,000</u>	<b>Total Fines &amp; Forfeitures</b>	<u>\$ 5,388,000</u>	<u>\$ 5,388,000</u>	<u>\$ 5,388,000</u>

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31		FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>MISCELLANEOUS REVENUES:</u></b>			
				Michigan Transportation Funds:			
\$ 984,458	\$ 579,384	\$ 779,000	\$ 779,000	Equipment Rentals	\$ 861,000	\$ 861,000	\$ 861,000
705,217	403,250	806,500	806,500	Administrative Expense	830,600	830,600	830,600
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
				Water & Sewer System:			
1,803,300	928,700	1,857,400	1,857,400	Administrative Expense	1,913,100	1,913,100	1,913,100
				Administrative Expense:			
145,600	75,000	150,000	150,000	Senior Citizen Housing	154,500	154,500	154,500
206,600	156,400	312,800	312,800	Library	219,100	219,100	219,100
107,500	55,200	110,400	110,400	Recreation	113,700	113,700	113,700
948,500	238,500	477,000	477,000	Sanitation	-	-	-
69,600	35,850	71,700	71,700	Rental Ordinance	73,800	73,800	73,800
243,600	175,500	351,000	351,000	Communications	361,530	361,530	361,530
321,600	165,650	331,300	331,300	Downtown Development Authority	341,100	341,100	341,100
221,500	114,050	228,100	228,100	2011 Local Street Road Repair Fund	234,900	234,900	234,900
				Fleet Maintenance Expense			
-	-	-	-	Sanitation	-	-	554,859
-	-	-	-	Water & Sewer System	-	-	191,857
33,118	-	30,000	30,000	Sale of Property/Equipment	30,000	30,000	30,000
139,371	9,022	9,022	-	Insurance Proceeds	-	-	-
5,421	4,439	4,439	4,189	Donations	5,000	5,000	5,000
495,441	248,374	555,000	555,000	Medicare Part D Reimbursement	500,000	500,000	500,000
23,437	-	18,750	18,750	Telecom Leases	20,000	20,000	20,000
250,000	250,000	250,000	250,000	Court Building Rental	250,000	250,000	250,000
<u>\$ 6,709,263</u>	<u>\$ 3,444,319</u>	<u>\$ 6,347,411</u>	<u>\$ 6,338,139</u>	<b>Total Miscellaneous Revenue</b>	<u>\$ 5,913,330</u>	<u>\$ 5,913,330</u>	<u>\$ 6,660,046</u>
<u>\$ 115,008</u>	<u>\$ 66,459</u>	<u>\$ 80,000</u>	<u>\$ 80,000</u>	<b><u>INTEREST ON INVESTMENTS:</u></b>	<u>\$ 120,000</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ -	\$ 1,171,970	\$ 1,171,970	\$ -	Lease Purchase Proceeds	\$ -	\$ -	\$ -
-	2,714,640	2,714,640	2,714,640	Fund Balance Appropriated	4,500,746	2,946,978	4,227,640
<u>\$ -</u>	<u>\$ 3,886,610</u>	<u>\$ 3,886,610</u>	<u>\$ 2,714,640</u>	<b>Total Other Financing Sources</b>	<u>\$ 4,500,746</u>	<u>\$ 2,946,978</u>	<u>\$ 4,227,640</u>
<u>\$ 103,067,127</u>	<u>\$ 50,850,168</u>	<u>\$ 103,868,580</u>	<u>\$ 103,234,983</u>	<b>TOTAL GENERAL FUND REVENUES</b>	<u>\$ 104,926,717</u>	<u>\$ 103,372,949</u>	<u>\$ 106,446,728</u>

## Fiscal 2016 General Fund Revenues

### PROPERTY TAXES:

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

<b>Funds:</b>	<b><u>Estimated Taxable Value</u></b>	<b><u>Tax Rate</u></b>	<b><u>Levy</u></b>
<u>General Fund:</u>			
Charter Millage	\$ 3,158,000,000	8.7724	\$ 27,703,239
<u>Special Levies:</u>			
Police & Fire Pension	3,158,000,000	4.9848	15,741,998
Police & Fire Operating	3,158,000,000	4.9000	15,474,200
Emergency Medical Service	3,158,000,000	0.2923	923,083
Police	3,158,000,000	0.9746	3,077,787
Fire	3,158,000,000	0.9746	3,077,787
Total General Fund Operating Levy		<u>20.8987</u>	<u>\$ 65,998,095</u>
 <u>Special Revenue:</u>			
Library (Charter)	3,158,000,000	0.4873	1,538,893
Library (Voted)	3,158,000,000	0.8500	2,684,300
Sanitation	3,158,000,000	2.5550	8,068,690
Parks & Recreation	3,158,000,000	0.9746	3,077,787
2011 Local Street Repair & Maintenance	3,158,000,000	2.1000	6,631,800
Total Special Revenue Fund Levy		<u>6.9669</u>	<u>\$ 22,001,470</u>
 Total Levy		 <u>27.8656</u>	 <u>\$ 87,999,565</u>
 DDA			 9,220,546

# Fiscal 2016 General Fund Revenues

**INDUSTRIAL FACILITY TAXES:**

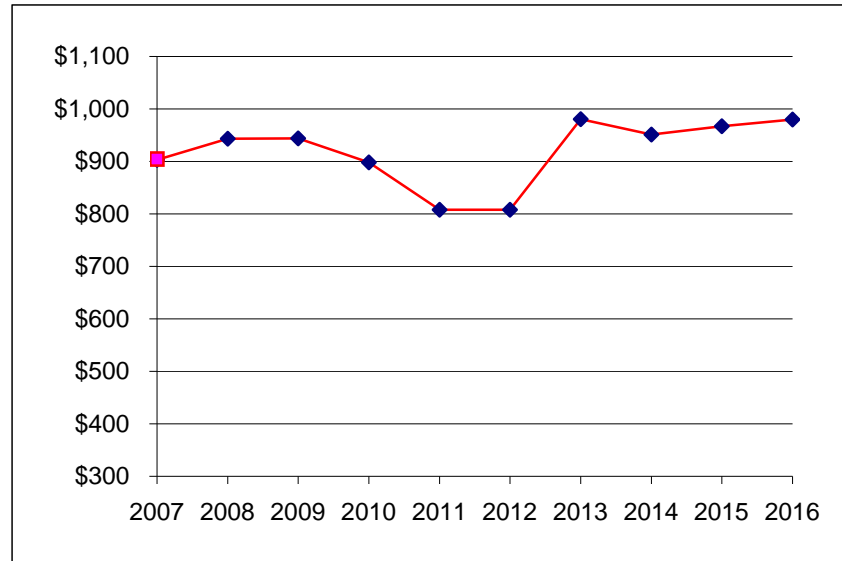
Act No. 198, P.A. 1974 was designed to provide a stimulus in the form of significant tax incentives to industry to renovate and expand aging plants and to build new plants in Michigan. Under the provisions of the Act, a local governmental unit may establish plant rehabilitation districts and industrial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

<b>Funds:</b>	<b>Estimated State Equalized Value</b>	<b>Tax Rate</b>	<b>Levy</b>
<u>General Fund:</u>			
Charter Millage	\$ 92,100,000	4.3862	\$ 403,969
<u>Special Levies:</u>			
Police & Fire Pension	92,100,000	2.4924	229,550
Police & Fire Operating	92,100,000	2.4500	225,645
Emergency Medical Service	92,100,000	0.1462	13,465
Police	92,100,000	0.4873	44,880
Fire	92,100,000	0.4873	44,880
Total General Fund Operating Levy		10.4494	\$ 962,390
<u>Special Revenue:</u>			
Library (Charter)	92,100,000	0.2437	22,445
Library (Voted)	92,100,000	0.4250	39,143
Sanitation	92,100,000	1.2775	117,658
Parks & Recreation	92,100,000	0.4873	44,880
2011 Local Street Repair & Maintenance	92,100,000	1.0500	96,705
Total Special Revenue Fund Levy		3.4835	\$ 320,830
Total Levy		13.9329	\$ 1,283,220



## Average Residential City Tax Ten Fiscal Years

	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>	Fiscal <u>2014</u>	Fiscal <u>2015</u>	Fiscal <u>2016</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 (Voted)	2.5748	2.5748	2.5748	2.8248	2.8248	2.8248	4.9848	4.9848	4.9848	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
Police & Fire Operating (Voted)	-	-	-	-	-	-	4.9000	4.9000	4.9000	4.9000
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	0.8500	0.8500	0.8500
Sanitation	1.8918	1.8918	1.8918	1.6418	1.6418	1.6418	2.5550	2.5550	2.5550	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 (Voted)	-	-	-	-	-	2.1000	2.1000	2.1000	2.1000	2.1000
<b>Total</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>27.8656</b>	<b>27.8656</b>	<b>27.8656</b>	<b>27.8656</b>
Average Residential Taxable Value	\$53,313	\$55,659	\$55,698	\$53,019	\$45,405	\$40,624	\$35,185	\$ 34,134	\$ 34,700	\$ 35,168
Average Residential City Taxes	\$903.25	\$943.00	\$943.66	\$898.27	\$807.86	\$808.11	\$980.45	\$ 951.16	\$ 966.94	\$ 979.98

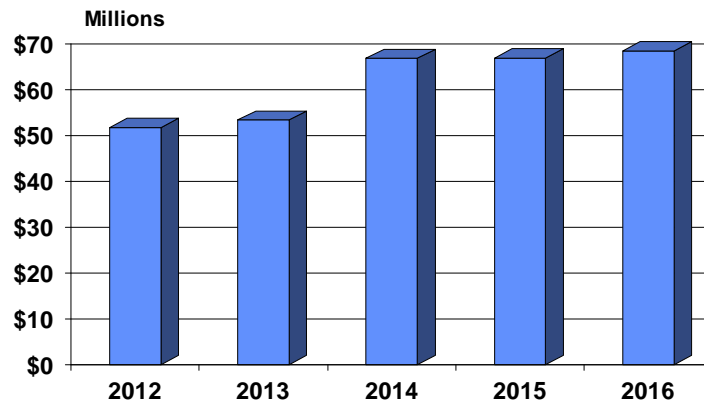


# Fiscal 2016 General Fund Revenues

## City Taxes

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

Operating Tax Revenue



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

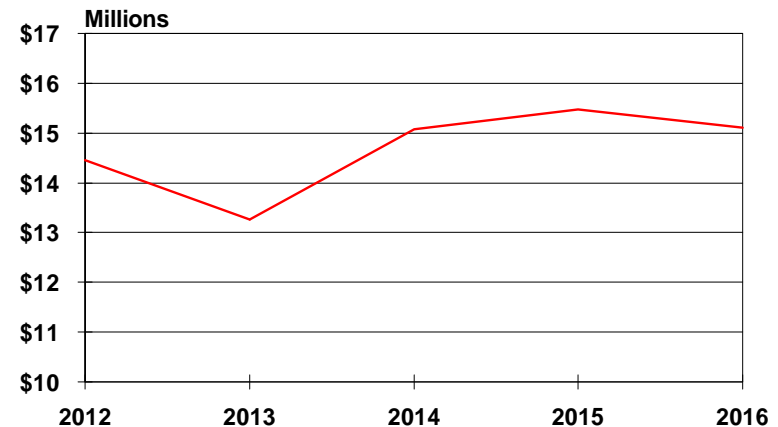
In the Fiscal 2016 Budget, Operating City tax revenue represents 64.2% of total revenue sources, an increase of \$1,534,600 or approximately 2.3% more than the Fiscal 2015 Budget. The City's taxable valuation is estimated to increase by less than 2%.

The Total General Fund Operating Levy for the 2016 Fiscal Year is 20.8987 mills per \$1,000 of taxable value. The mills did not change from the prior year. The operating millage rate continues to be below the 21.1848 millage rate limit established by City Charter and at the 20.8987 Headlee maximum allowable levy.

## Intergovernmental Revenues

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

Intergovernmental Revenues



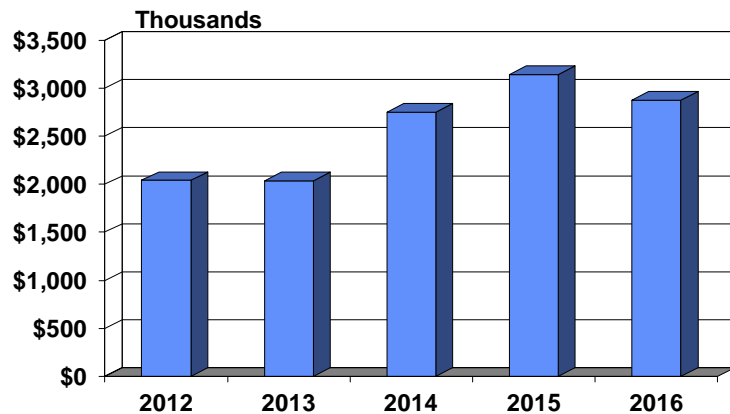
In Fiscal 2016, Intergovernmental Revenues represent 14.2% of total revenue sources. Intergovernmental revenues decreased slightly from Fiscal 2015 as a result of the expiration of the two-year SAFER grant.

# Fiscal 2016 General Fund Revenues

## Licenses & Permits

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

Licenses & Permits

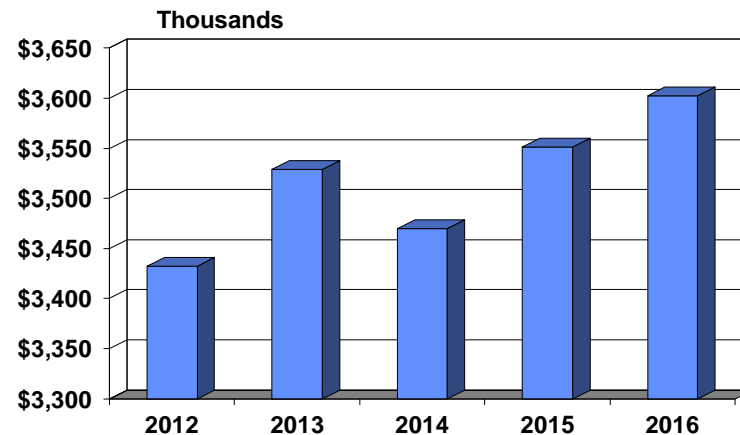


In the Fiscal 2016 Budget, License and Permit revenues represent 2.7% of total revenue sources, a decrease of \$264,000 or 8.4% less than the Fiscal 2015 Budget. This is due to a temporary decrease in fees and building activity.

## 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.

Charges for Services



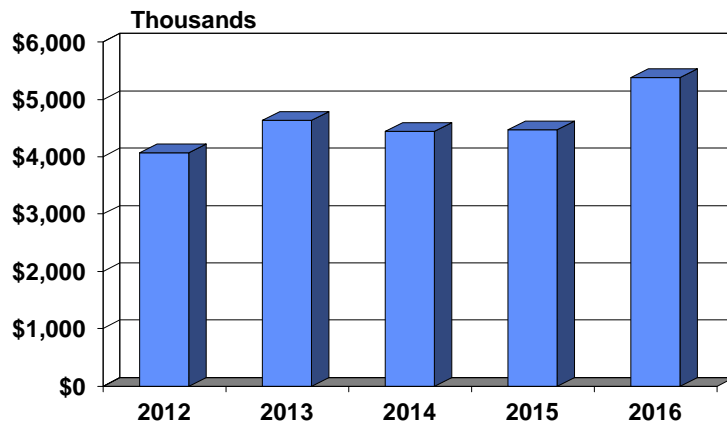
In the Fiscal 2016 Budget, Charges for Services revenues represent 3.4% of total revenue sources, a \$51,500 increase or 1.5% more than the Fiscal 2015 Budget. This is due mainly to an anticipated increase in EMS services and engineering and inspection fees.

# Fiscal 2016 General Fund Revenues

## Fines & Forfeitures

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

Fines & Forfeitures

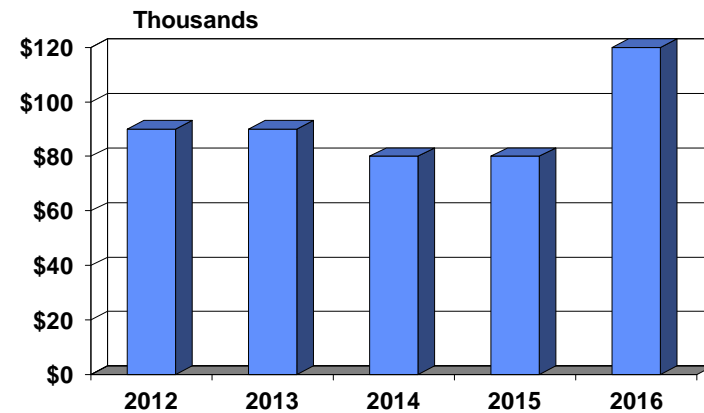


In the Fiscal 2016 Budget, Fines & Forfeiture revenues represent 5.1% of total revenue sources, an increase of \$916,000 or 20.5% more than the Fiscal 2015 Budget. This large increase is a result of an anticipated increase in the number of violations payable to the 37th District Court.

## Investment Income

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

Investment Income

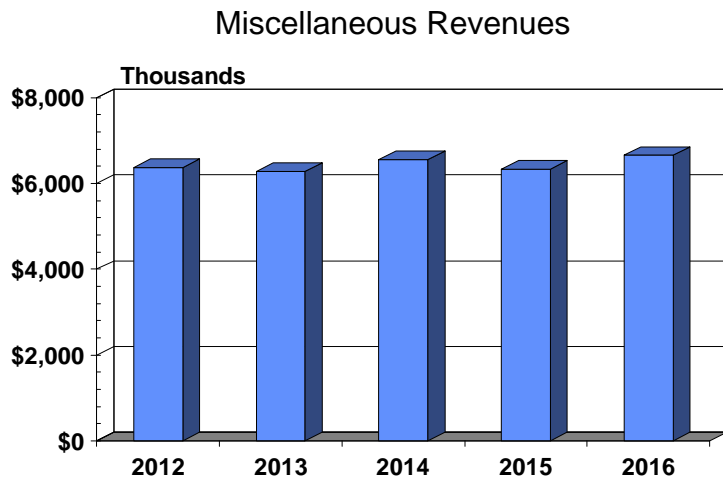


In the Fiscal 2016 Budget, Investment Income revenues represent .1% of total revenue sources, and are expected to increase by 50% from the Fiscal 2015 Budget.

# Fiscal 2016 General Fund Revenues

## Miscellaneous Revenues

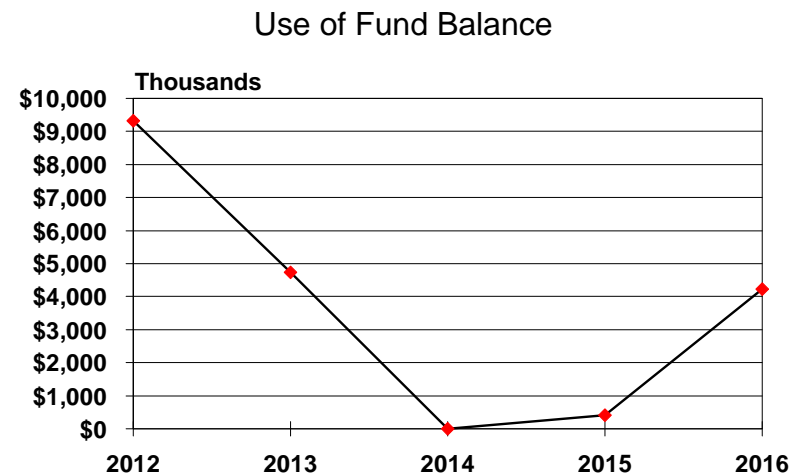
The revenue source of Miscellaneous Revenue includes revenues that cannot be easily classified in other revenue areas. Included in this revenue area are Rental Income and Administrative Costs from different sources, and Sale of Equipment.



In the Fiscal 2016 Budget, Miscellaneous Revenues represent 6.3% of total revenue sources, and slightly increased by \$321,900 or 5.1% more than the Fiscal 2015 Budget. This increase is a result of an increase in inter-governmental charges.

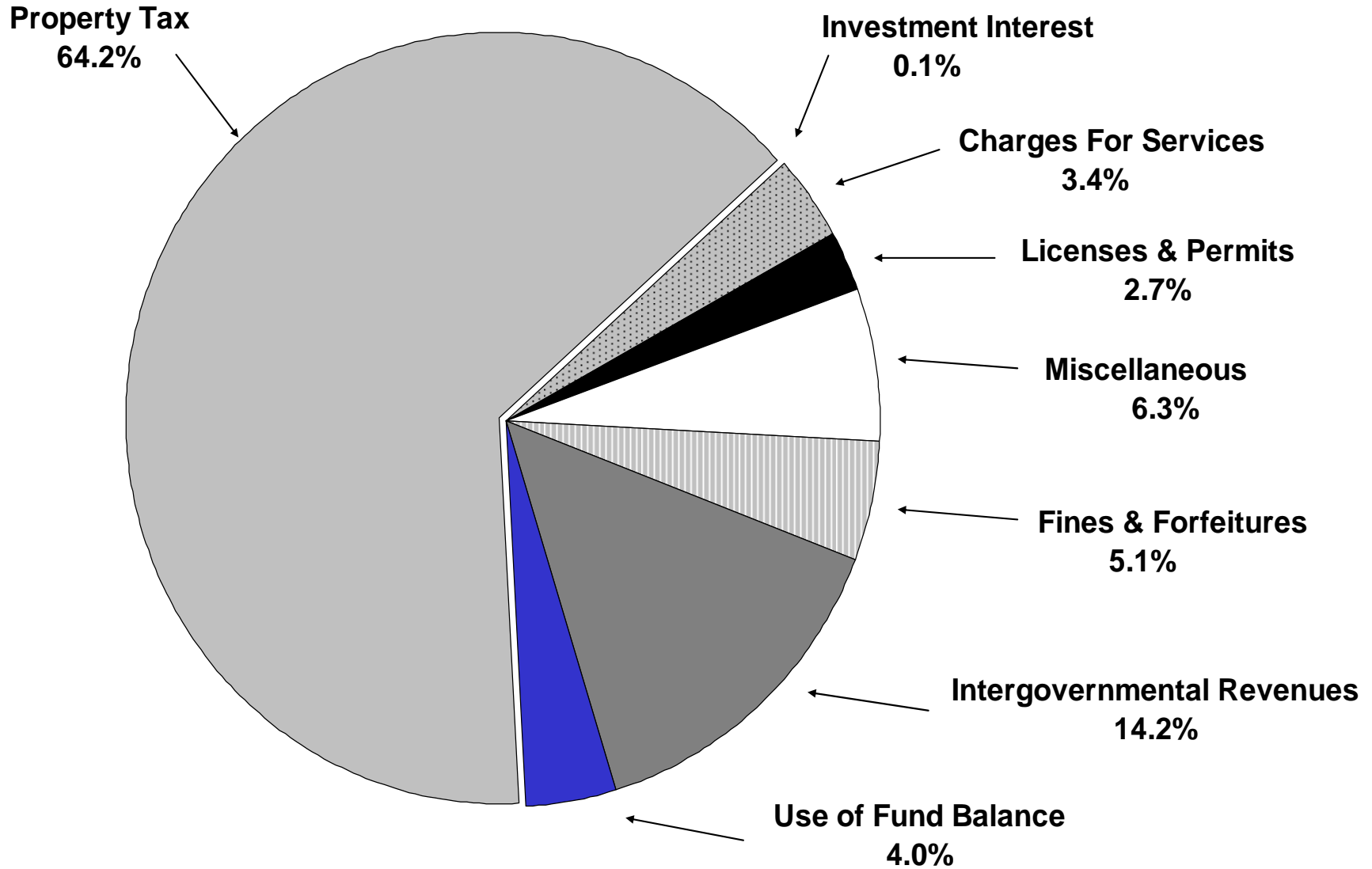
## Use of Fund Balance

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



In the Fiscal 2016 Budget, Use of Fund Balance represents 4.0% of total revenue sources, which is primarily the result of the expiration of the SAFER grant and an increase in contributions to the General Employees Retiree Health plan.

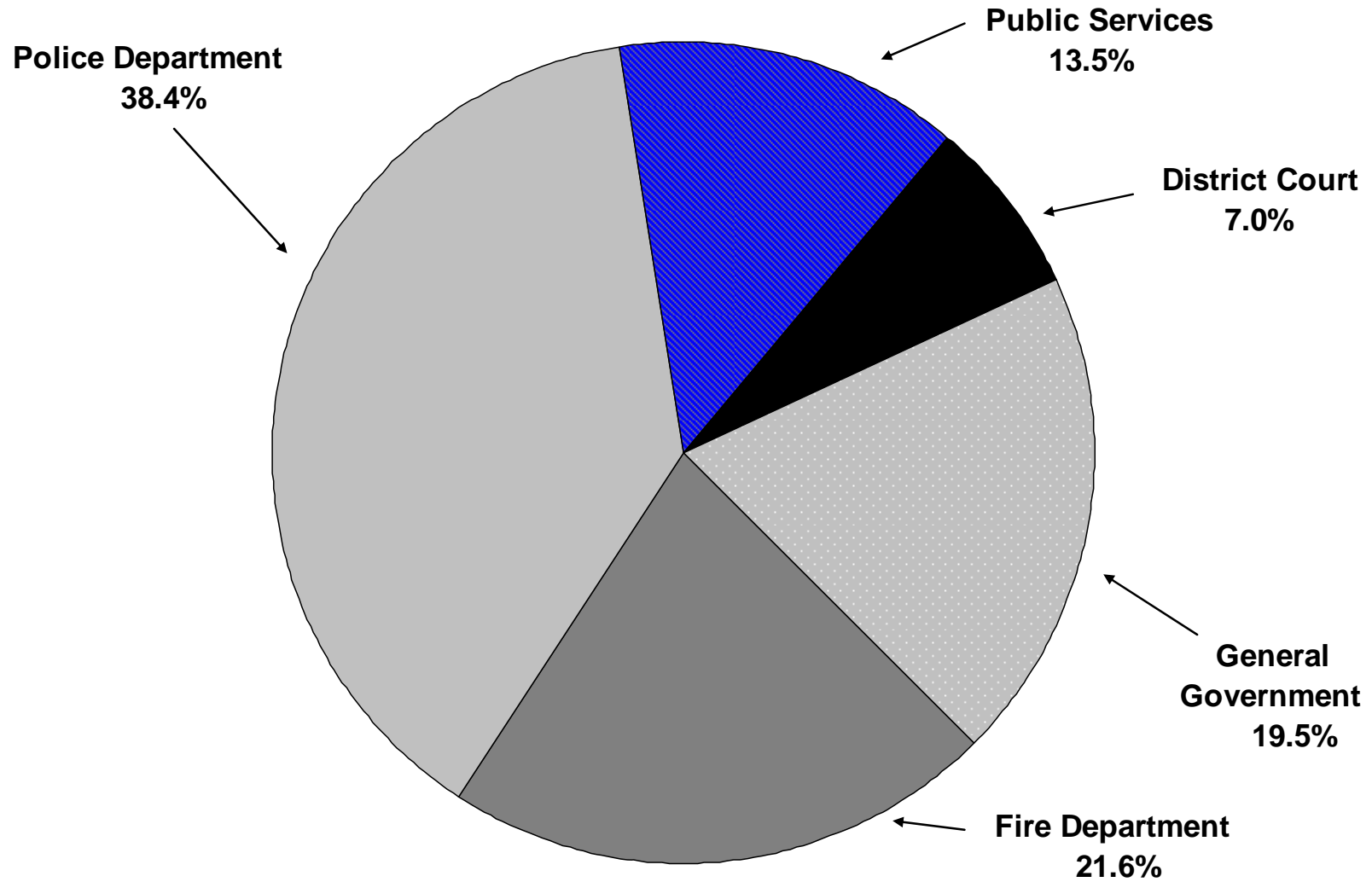
# FISCAL 2016 GENERAL FUND REVENUES



GENERAL FUND REVENUES

Fiscal 2015 <u>Amended Budget</u>		<u>Description</u>	Fiscal 2016 <u>Council Adopted Budget</u>	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
65.0%	\$ 66,927,884	Property Tax	\$ 68,462,485	64.2%
15.5%	16,011,320	Intergovernmental	15,110,057	14.2%
3.0%	3,140,000	Licenses and Permits	2,876,000	2.7%
4.3%	4,472,000	Fines and Forfeitures	5,388,000	5.1%
0.1%	80,000	Interest on Investments	120,000	0.1%
3.4%	3,551,000	Charges for Services	3,602,500	3.4%
6.1%	6,338,139	Miscellaneous	6,660,046	6.3%
<u>2.6%</u>	<u>2,714,444</u>	Fund Balance Appropriated	<u>4,227,640</u>	<u>4.0%</u>
<u>100.0%</u>	<u>\$ 103,234,787</u>	Total Revenues	<u>\$ 106,446,728</u>	<u>100.0%</u>

# FISCAL 2016 GENERAL FUND EXPENDITURES





GENERAL FUND APPROPRIATIONS

Fiscal 2015 <u>Amended Budget</u>		<u>Description</u>	Fiscal 2016 <u>Council Adopted Budget</u>	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
16.5%	\$ 16,949,470	General Government	\$ 20,147,997	19.0%
7.1%	7,348,653	District Court	7,424,582	7.0%
21.8%	22,503,608	Fire Department	23,038,571	21.6%
38.8%	40,075,923	Police Department	40,866,527	38.4%
11.6%	11,957,894	Public Service	10,770,394	10.1%
3.2%	3,347,080	Street Lighting	3,626,200	3.4%
0.5%	519,659	Planning	572,457	0.5%
<u>0.5%</u>	<u>532,500</u>	Capital Improvements	<u>-</u>	<u>0.0%</u>
<u>100.0%</u>	<u>\$ 103,234,787</u>	Total Appropriations	<u>\$ 106,446,728</u>	<u>100.0%</u>

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

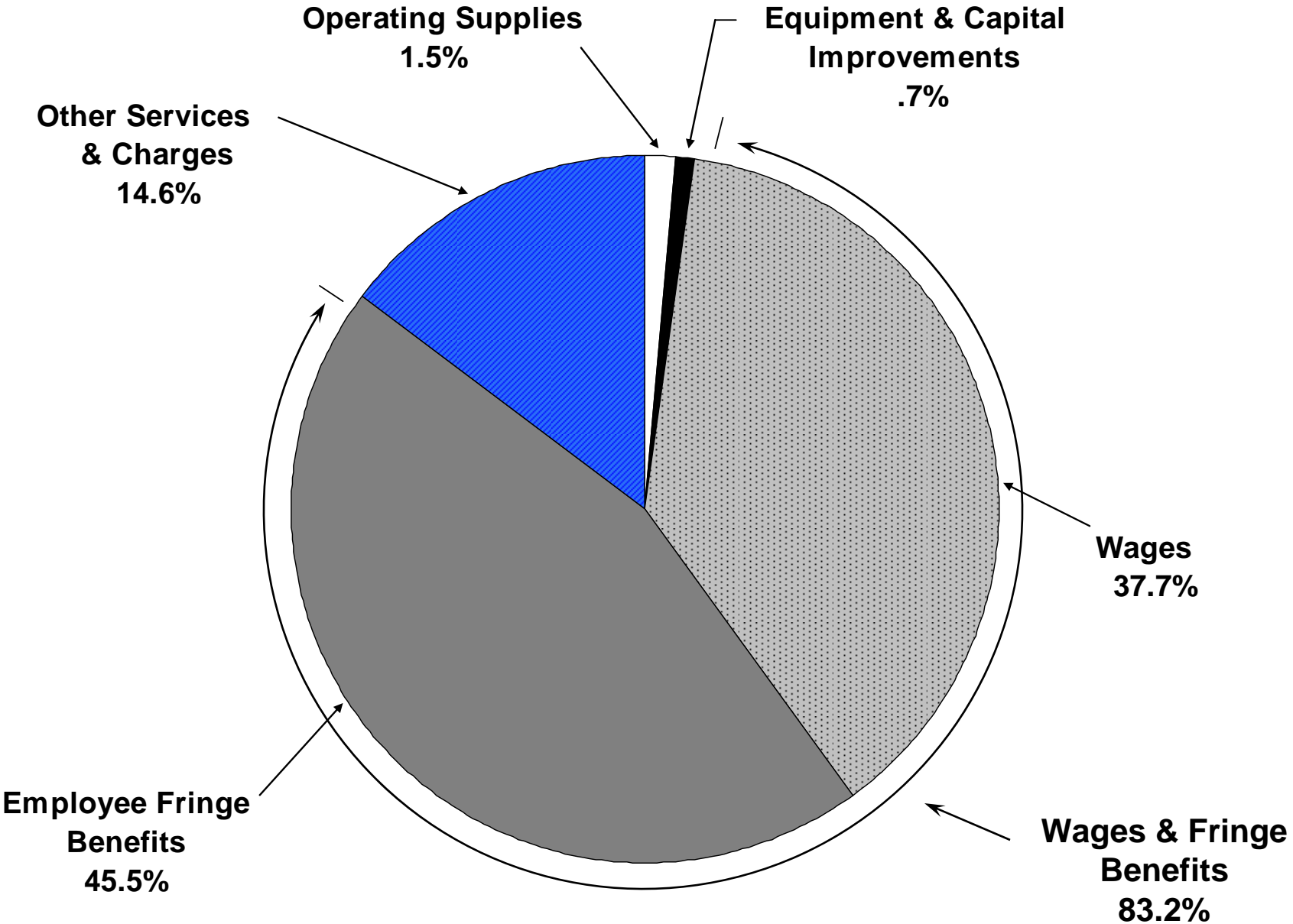
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31		FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>GENERAL GOVERNMENT:</u></b>			
\$ 764,423	\$ 418,530	\$ 1,131,461	\$ 1,180,408	Council	\$ 1,074,210	\$ 1,074,210	\$ 1,074,210
6,756,790	3,537,979	7,348,597	7,348,653	District Court	7,426,139	7,424,582	7,424,582
418,909	179,258	510,039	611,789	Mayor	637,979	637,979	662,378
855,412	557,460	1,265,445	1,357,912	Clerk	1,759,516	1,759,516	1,759,516
1,181,313	618,983	1,245,689	1,274,391	Treasurer	1,338,381	1,338,381	1,338,381
1,265,328	645,497	1,408,483	1,449,279	Controller	1,509,329	1,482,383	1,482,383
711,452	390,949	752,547	752,547	Information Systems	1,272,760	763,371	763,371
1,258,912	646,293	1,421,706	1,430,156	Legal	1,493,443	1,463,593	1,463,593
1,748,144	859,399	1,891,708	1,898,708	Assessing	2,062,145	2,062,145	2,062,145
1,112,035	572,262	1,364,498	1,462,072	Human Resources	1,547,617	1,445,493	1,445,493
937,781	549,682	1,129,266	1,116,921	Property Maintenance Inspection	1,306,780	1,234,226	1,234,226
115,918	63,334	166,815	209,195	Community and Economic Development	183,758	183,758	183,758
4,960,356	1,562,470	3,989,700	4,004,600	Administration Unallocated Expense	4,201,200	4,201,200	6,486,600
				<b><u>Commissions:</u></b>			
11,279	525	24,200	33,200	Police & Fire Civil Service	33,200	33,200	33,200
9,416	3,685	17,430	21,120	Zoning Board of Appeals	18,765	18,765	18,765
30,785	18,605	58,297	58,297	Beautification	59,873	59,873	59,873
24,501	23,700	29,600	29,600	Cultural	26,600	26,600	26,600
10,975	4,385	11,100	11,100	Crime	11,800	11,800	11,800
10,176	4,621	18,345	18,345	Historical	10,355	10,355	10,355
-	-	-	-	City Retirement	-	-	-
-	-	-	-	Police & Fire Retirement	-	-	-
2,939	-	3,500	3,500	Council of Commissions	3,500	3,500	3,500
3,262	6,970	14,830	14,830	Village Historical	17,090	13,850	13,850
7,116	1,553	10,000	10,000	Animal Welfare	12,500	12,500	12,500
1,237	352	1,500	1,500	Senior Health Care Services	1,500	1,500	1,500
<u>\$ 22,198,459</u>	<u>\$ 10,666,492</u>	<u>\$ 23,814,756</u>	<u>\$ 24,298,123</u>	<b>Total General Government</b>	<u>\$ 26,008,440</u>	<u>\$ 25,262,780</u>	<u>\$ 27,572,579</u>
				<b><u>PUBLIC SAFETY:</u></b>			
\$ 20,185,939	\$ 10,696,490	\$ 22,433,263	\$ 22,503,608	Fire Department	\$ 23,137,821	\$ 23,137,821	\$ 23,038,571
36,307,109	18,277,127	39,204,104	39,435,213	Police Department	40,233,559	40,233,559	40,233,559
331,041	188,346	421,052	426,552	Animal Control	412,463	412,463	412,463
192,928	56,934	209,158	214,158	Civil Defense	220,505	220,505	220,505
<u>\$ 57,017,017</u>	<u>\$ 29,218,897</u>	<u>\$ 62,267,577</u>	<u>\$ 62,579,531</u>	<b>Total Public Safety</b>	<u>\$ 64,004,348</u>	<u>\$ 64,004,348</u>	<u>\$ 63,905,098</u>

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31		FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>PUBLIC SERVICES:</u></b>			
\$ 335,803	\$ 195,820	\$ 403,231	\$ 410,109	Director	\$ 442,668	\$ 442,668	\$ 442,668
1,097,684	530,101	1,870,282	1,870,282	Engineering and Inspection	1,333,329	1,333,329	1,333,329
2,485,007	1,300,236	2,857,502	2,923,191	Building Inspections	3,384,537	3,101,457	3,101,457
2,174,636	2,516,548	4,614,227	4,622,660	DPW Garage	3,143,975	2,783,975	3,647,205
1,690,026	847,178	2,028,723	2,131,652	Building Maintenance	2,370,091	2,245,735	2,245,735
3,092,040	1,113,462	3,347,080	3,347,080	Street Lighting	3,626,200	3,626,200	3,626,200
<u>\$ 10,875,196</u>	<u>\$ 6,503,345</u>	<u>\$ 15,121,045</u>	<u>\$ 15,304,974</u>	<b>Total Public Services</b>	<u>\$ 14,300,800</u>	<u>\$ 13,533,364</u>	<u>\$ 14,396,594</u>
<u>\$ 420,724</u>	<u>\$ 190,379</u>	<u>\$ 458,160</u>	<u>\$ 519,659</u>	<b><u>PLANNING:</u></b>	<u>\$ 613,129</u>	<u>\$ 572,457</u>	<u>\$ 572,457</u>
<u>\$ 548,662</u>	<u>\$ 10,238</u>	<u>\$ 532,500</u>	<u>\$ 532,500</u>	<b><u>CAPITAL IMPROVEMENTS:</u></b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 91,060,058</u>	<u>\$ 46,589,351</u>	<u>\$ 102,194,038</u>	<u>\$ 103,234,787</u>	<b>TOTAL GENERAL FUND</b>	<u>\$ 104,926,717</u>	<u>\$ 103,372,949</u>	<u>\$ 106,446,728</u>

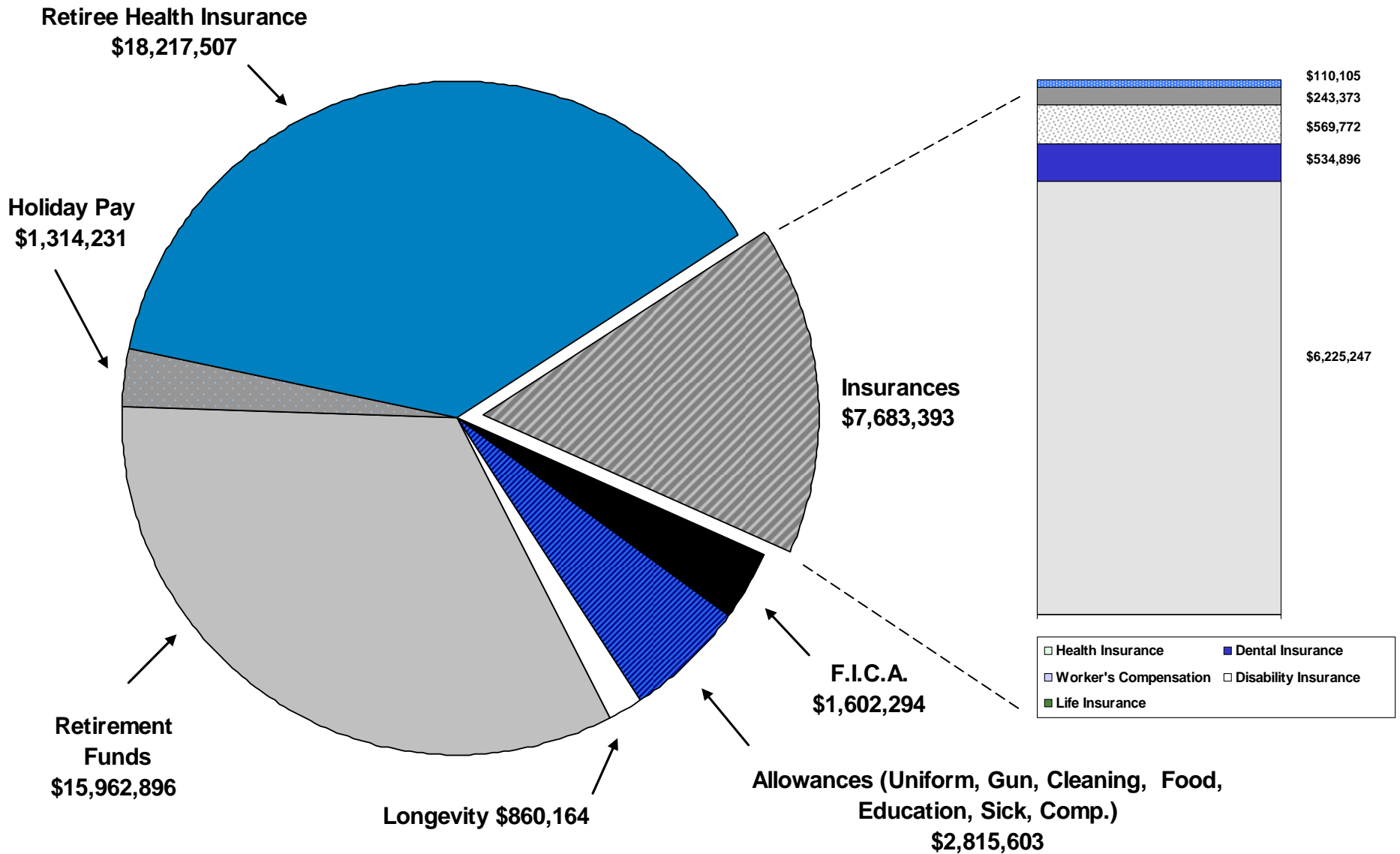
# GENERAL FUND BY TYPE OF EXPENDITURE FISCAL 2016



FISCAL 2016  
GENERAL FUND BUDGET DATA

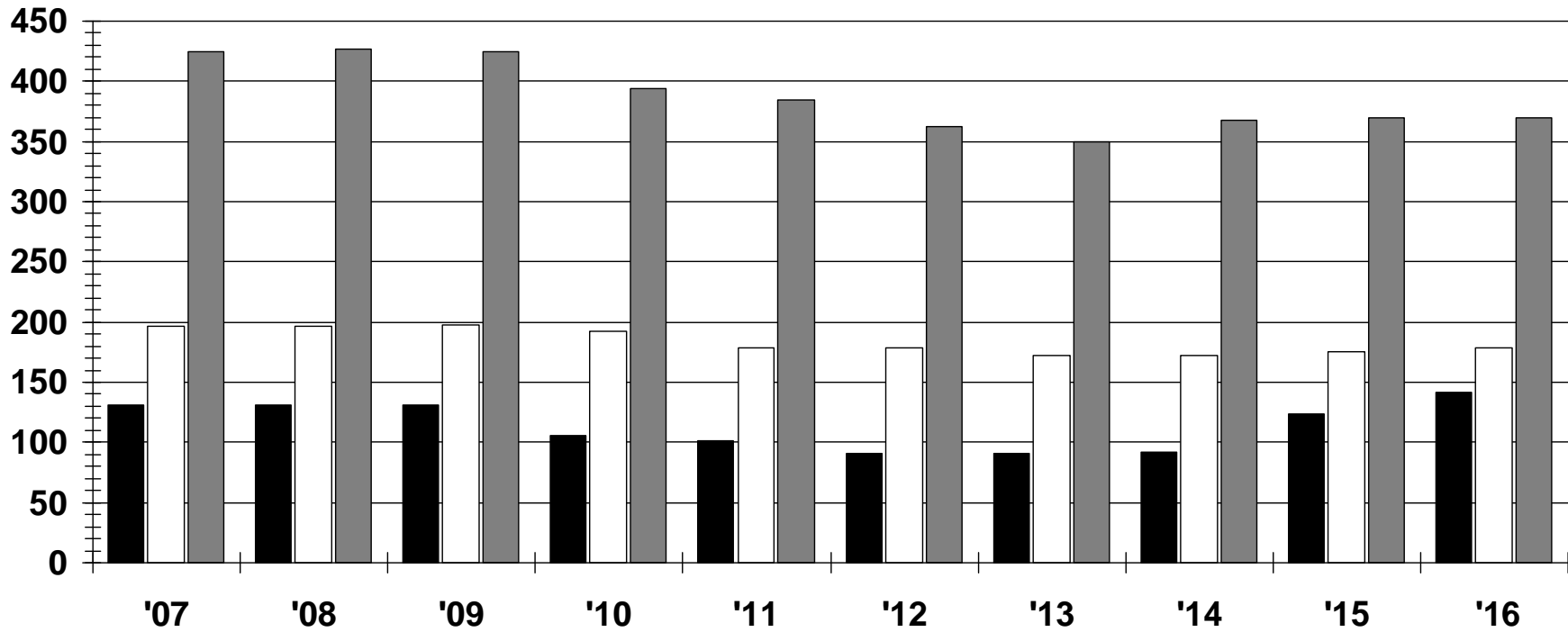
<u>Department</u>	Fiscal 2016 Council Adopted Budget	Personnel Services	Employee Benefits	Supplies	Other Services & Charges	Capital Equipment & Improvements
Council	\$ 1,074,210	\$ 434,379	\$ 521,301	\$ 6,000	\$ 108,930	\$ 3,600
District Court	7,424,582	2,729,901	3,274,831	45,000	1,374,850	-
Mayor	662,378	430,777	216,601	9,000	6,000	-
Clerk	1,759,516	484,938	404,953	20,000	826,625	23,000
Treasurer	1,338,381	579,301	608,880	11,000	139,200	-
Controller	1,482,383	792,765	668,318	16,000	5,300	-
Information Systems	763,371	316,140	272,631	9,110	165,490	-
Legal	1,463,593	795,675	628,918	5,500	27,500	6,000
Assessing	2,062,145	935,354	983,141	14,000	129,650	-
Human Resources	1,445,493	570,829	568,229	8,000	283,435	15,000
Property Maintenance Inspection	1,234,226	520,411	171,535	15,000	527,280	-
Community & Economic Development	183,758	105,624	53,634	1,000	23,500	-
Unallocated Expense	6,486,600	-	2,590,400	-	3,896,200	-
Commissions (12)	191,943	18,560	623	35,045	137,715	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 27,572,579</b>	<b>\$ 8,714,654</b>	<b>\$ 10,963,995</b>	<b>\$ 194,655</b>	<b>\$ 7,651,675</b>	<b>\$ 47,600</b>
Fire Department	\$ 23,038,571	\$ 9,450,681	\$ 11,687,368	\$ 405,000	\$ 1,161,372	\$ 334,150
Police Department	40,233,559	17,420,744	21,153,965	675,000	883,000	100,850
Animal Control	412,463	129,296	211,167	2,000	70,000	-
Civil Defense	220,505	89,017	114,488	1,000	16,000	-
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 63,905,098</b>	<b>\$ 27,089,738</b>	<b>\$ 33,166,988</b>	<b>\$ 1,083,000</b>	<b>\$ 2,130,372</b>	<b>\$ 435,000</b>
Director	\$ 442,668	\$ 276,872	\$ 158,796	\$ 5,000	\$ 2,000	\$ -
Engineering and Inspections	1,333,329	539,245	451,399	15,000	285,685	42,000
Building Inspections	3,101,457	1,511,773	1,439,484	25,000	120,200	5,000
DPW Garage	3,647,205	953,431	999,955	245,000	1,269,819	179,000
Building Maintenance	2,245,735	747,659	1,062,076	46,000	360,000	30,000
Street Lighting	3,626,200	-	-	-	3,626,200	-
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 14,396,594</b>	<b>\$ 4,028,980</b>	<b>\$ 4,111,710</b>	<b>\$ 336,000</b>	<b>\$ 5,663,904</b>	<b>\$ 256,000</b>
Planning	\$ 572,457	\$ 297,812	\$ 213,395	\$ 17,950	\$ 43,300	\$ -
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 106,446,728</b>	<b>\$ 40,131,184</b>	<b>\$ 48,456,088</b>	<b>\$ 1,631,605</b>	<b>\$ 15,489,251</b>	<b>\$ 738,600</b>
<b>PERCENTAGES</b>	<b><u>100.0%</u></b>	<b><u>37.7%</u></b>	<b><u>45.5%</u></b>	<b><u>1.5%</u></b>	<b><u>14.6%</u></b>	<b><u>0.7%</u></b>

# TOTAL GENERAL FUND FRINGE BENEFITS FISCAL YEAR 2016 \$48,456,088



# FULL TIME POSITIONS CHART FISCAL 2007 - 2016

<b>TOTAL</b>	<b>753</b>	<b>754</b>	<b>754</b>	<b>692</b>	<b>664</b>	<b>632</b>	<b>613</b>	<b>632</b>	<b>669</b>	<b>691</b>
--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------



AUTHORIZED FULL-TIME POSITIONS FY 2012 to FY 2016

	Council Adopted <u>Fiscal 2012</u>	Council Adopted <u>Fiscal 2013</u>	Council Adopted <u>Fiscal 2014</u>	Council Adopted <u>Fiscal 2015</u>	Council Adopted <u>Fiscal 2016</u>
<u>GENERAL FUND:</u>					
Council	12	10	10	11	11
District Court	46	46	46	46	49
Mayor	6	6	6	6	6
Clerk	8	7	7	8	7
Treasurer	10	9	9	9	9
Controller	13	12	10	10	10
Information Systems	3	4	4	4	4
Legal	10	10	10	10	10
Assessing	11	11	11	11	12
Human Resources	9	9	9	9	9
Property Maintenance Inspection	-	-	-	-	1
Community and Economic Development	2	2	2	2	2
Commissions (12)	2	2	4	4	4
TOTAL GENERAL GOVERNMENT	<u>132</u>	<u>128</u>	<u>128</u>	<u>130</u>	<u>134</u>
Fire Department	120	114	132	132	132
Police Department	239	233	233	235	235
Animal Control	2	2	2	2	2
Civil Defense	1	1	1	1	1
TOTAL PUBLIC SAFETY	<u>362</u>	<u>350</u>	<u>368</u>	<u>370</u>	<u>370</u>
Director	3	3	3	3	3
Engineering and Inspections	5	5	5	5	5
Building Inspections	15	15	14	16	20
DPW Garage	7	7	8	8	14
Building Maintenance	8	8	8	8	17
TOTAL PUBLIC SERVICE	<u>38</u>	<u>38</u>	<u>38</u>	<u>40</u>	<u>59</u>
Planning	3	3	4	4	4
TOTAL GENERAL FUND	<u>535</u>	<u>519</u>	<u>538</u>	<u>544</u>	<u>567</u>
<u>SPECIAL REVENUE FUNDS:</u>					
Michigan Transportation	24	24	24	24	26
Library	22	22	22	22	24
Recreation	16	13	12	12	9
Communications	5	5	5	5	6
Sanitation	26	26	26	56	53
Rental Ordinance	3	3	4	4	4
Downtown Development Authority	1	1	1	2	2
TOTAL SPECIAL REVENUE FUNDS	<u>97</u>	<u>94</u>	<u>94</u>	<u>125</u>	<u>124</u>
GRAND TOTAL	<u>632</u>	<u>613</u>	<u>632</u>	<u>669</u>	<u>691</u>



GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2015 AMENDED BUDGET vs FISCAL 2016 COUNCIL ADOPTED BUDGET

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>						
	<u>FULL TIME</u>			Fiscal 2015		Fiscal 2016		Departmental		
	Amended Budget	Council Adopted Budget	Increase (Decrease)	Amended Budget Amount	% of Budget	Council Adopted Amount	% of Budget	Increase (Decrease) Amount	% of Change	
<u>GENERAL FUND:</u>										
Council	11	11	-	\$ 1,180,408	1.1%	\$ 1,074,210	1.0%	\$ (106,198)	(9.0)%	
District Court	46	49	3	7,348,653	7.1%	7,424,582	7.0%	75,929	1.0%	
Mayor	6	6	-	611,789	0.6%	662,378	0.6%	50,589	8.3%	
Clerk	8	7	(1)	1,357,912	1.3%	1,759,516	1.7%	401,604	29.6%	
Treasurer	9	9	-	1,274,391	1.2%	1,338,381	1.3%	63,990	5.0%	
Controller	10	10	-	1,449,279	1.4%	1,482,383	1.4%	33,104	2.3%	
Information Systems	4	4	-	752,547	0.7%	763,371	0.7%	10,824	1.4%	
Legal	10	10	-	1,430,156	1.4%	1,463,593	1.4%	33,437	2.3%	
Assessing	11	12	1	1,898,708	1.8%	2,062,145	1.9%	163,437	8.6%	
Human Resources	9	9	-	1,462,072	1.4%	1,445,493	1.4%	(16,579)	(1.1)%	
Property Maintenance Inspection	-	1	1	1,116,921	1.1%	1,234,226	1.2%	117,305	10.5%	
Community and Economic Development	2	2	-	209,195	0.2%	183,758	0.2%	(25,437)	(12.2)%	
Unallocated Expense	-	-	-	4,004,600	4.1%	6,486,600	6.0%	2,482,000	62.0%	
Commissions (12)	4	4	-	201,492	0.2%	191,943	0.2%	(9,549)	(4.7)%	
TOTAL GENERAL GOVERNMENT	130	134	4	\$ 24,298,123	23.6%	\$ 27,572,579	26.0%	\$ 3,274,456	13.5%	
Fire Department	132	132	-	\$ 22,503,608	21.8%	\$ 23,038,571	21.6%	\$ 534,963	2.4%	
Police Department	235	235	-	39,435,213	38.2%	40,233,559	37.8%	798,346	2.0%	
Animal Control	2	2	-	426,552	0.4%	412,463	0.4%	(14,089)	(3.3)%	
Civil Defense	1	1	-	214,158	0.2%	220,505	0.2%	6,347	3.0%	
TOTAL PUBLIC SAFETY	370	370	-	\$ 62,579,531	60.6%	\$ 63,905,098	60.0%	\$ 1,325,567	2.1%	
Director	3	3	-	\$ 410,109	0.4%	\$ 442,668	0.4%	\$ 32,559	7.9%	
Engineering and Inspections	5	5	-	1,870,282	1.8%	1,333,329	1.3%	(536,953)	(28.7)%	
Building Inspections	16	20	4	2,923,191	2.8%	3,101,457	2.9%	178,266	6.1%	
DPW Garage	8	14	6	4,622,660	4.5%	3,647,205	3.4%	(975,455)	(21.1)%	
Building Maintenance	8	17	9	2,131,652	2.1%	2,245,735	2.1%	114,083	5.4%	
Street Lighting	-	-	-	3,347,080	3.2%	3,626,200	3.4%	279,120	8.3%	
TOTAL PUBLIC SERVICE	40	59	19	\$ 15,304,974	14.8%	\$ 14,396,594	13.5%	\$ (908,380)	(5.9)%	
Planning	4	4	-	\$ 519,659	0.5%	\$ 572,457	0.5%	\$ 52,798	10.2%	
Capital Improvements	-	-	-	\$ 532,500	0.5%	\$ -	0.0%	\$ (532,500)	(100.0)%	
TOTAL GENERAL FUND	544	567	23	\$ 103,234,787	100.0%	\$ 106,446,728	100.0%	\$ 3,211,941	3.1%	

(Continued)

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2015 AMENDED BUDGET vs FISCAL 2016 COUNCIL ADOPTED BUDGET

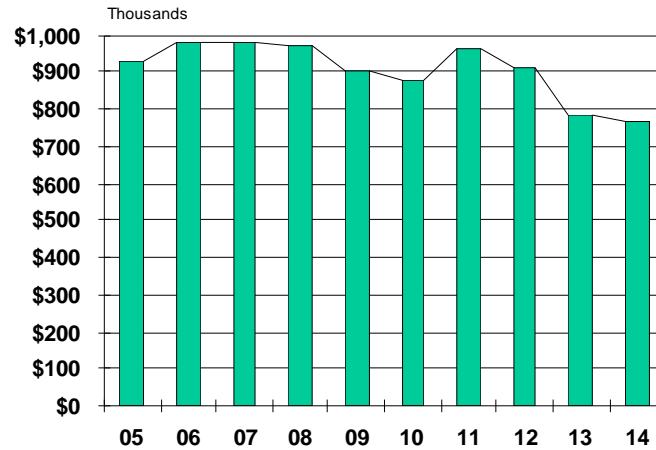
	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2015		Fiscal 2016		Departmental	
	Amended	Council	Increase	Amended Budget	% of	Council Adopted	% of	Increase	% of
<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>(Decrease)</u>	<u>Change</u>
<u>SPECIAL REVENUE FUNDS:</u>									
Michigan Transportation	24	26	2	\$ 11,913,658	23.1%	\$ 11,025,150	22.7%	\$ (888,508)	(7.5)%
Library	22	24	2	6,385,834	12.4%	4,603,689	9.5%	(1,782,145)	(27.9)%
Recreation	12	9	(3)	6,116,396	11.9%	5,789,357	11.9%	(327,039)	(5.3)%
Communications	5	6	1	2,588,887	5.0%	2,515,186	5.2%	(73,701)	(2.8)%
Sanitation	56	53	(3)	9,769,662	18.9%	8,967,152	18.6%	(802,510)	(8.2)%
Rental Ordinance	4	4	-	729,359	1.4%	795,399	1.6%	66,040	9.1%
Vice Crime Confiscation	-	-	-	100,000	0.2%	100,000	0.2%	-	0.0%
Drug Forfeiture	-	-	-	550,000	1.1%	530,000	1.1%	(20,000)	(3.6)%
Act 302 Police Training	-	-	-	84,800	0.2%	84,800	0.2%	-	0.0%
Downtown Development Authority	2	2	-	6,156,228	12.0%	6,304,429	13.0%	148,201	2.4%
2011 Local Street Road Repair	-	-	-	7,109,621	13.8%	7,753,508	16.0%	643,887	9.1%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>125</b>	<b>124</b>	<b>(1)</b>	<b>\$ 51,504,445</b>	<b>100.0%</b>	<b>\$ 48,468,670</b>	<b>100.0%</b>	<b>\$ (3,035,775)</b>	<b>(5.9)%</b>
<b>GRAND TOTAL</b>	<b>669</b>	<b>691</b>	<b>22</b>	<b>\$ 154,739,232</b>		<b>\$ 154,915,398</b>		<b>\$ 176,166</b>	<b>0.1%</b>

**GENERAL FUND  
DEPARTMENTAL  
EXPENDITURES**

## CITY COUNCIL

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

### Expenditure History City Council



GENERAL FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>COUNCIL</u>								
Council Member	7	\$ 27,554	7	\$ 27,554	7	\$ 27,554	7	\$ 27,554
Deputy Council Secretary	1	70,243	1	71,121	1	71,121	1	71,121
Senior Administrative Secretary/Council	1	56,128	1	56,830	1	56,830	1	56,830
Administrative Clerical Technician	1	51,739	2 (c)	52,386	2 (c)	52,386	2 (c)	52,386
Office Assistant - Council	1	34,707	- (c)	35,141	- (c)	35,141	- (c)	35,141
Temporary/Co-op		9,000		9,000		9,000		9,000
Overtime	—	4,800	—	4,300	—	4,300	—	4,300
Total Personnel	<u>11</u>		<u>11</u>		<u>11</u>		<u>11</u>	

(a) Wage rates are based on Local 1250 and Local 412 Unit 59 contracts that expire 6/30/16.

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

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT COUNCIL</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 192,878	\$ 97,232	\$ 192,878	\$ 192,878	Elected Officials	\$ 192,878	\$ 192,878	\$ 192,878
94,957	48,896	160,000	209,347	Permanent Employees	228,201	228,201	228,201
22,094	108	9,000	9,000	Temporary/Co-op	9,000	9,000	9,000
20,013	5,805	12,000	4,800	Overtime	4,300	4,300	4,300
				<b>Employee Benefits:</b>			
25,825	12,007	32,349	32,349	Social Security	33,232	33,232	33,232
84,497	56,114	155,594	155,594	Employee Insurance	174,854	174,854	174,854
41,108	60,347	120,343	120,343	Retiree Health Insurance	133,612	133,612	133,612
3,117	-	-	6,800	Longevity	-	-	-
169,798	85,151	175,017	175,017	Retirement Fund	179,603	179,603	179,603
4,811	1,568	6,000	6,000	<b>Office Supplies</b>	6,000	6,000	6,000
				<b>Other Services and Charges:</b>			
947	852	1,300	1,300	Postage	1,300	1,300	1,300
94,817	48,790	251,880	251,880	Contractual Services	101,880	101,880	101,880
-	-	4,000	4,000	Court Reporter	1,200	1,200	1,200
487	255	700	700	Telephone	1,100	1,100	1,100
731	137	900	900	Mileage	450	450	450
1,215	493	3,000	3,000	Printing and Publishing	3,000	3,000	3,000
				<b>Capital Outlay:</b>			
7,128	775	6,500	6,500	Equipment - Office	3,600	3,600	3,600
<u>\$ 764,423</u>	<u>\$ 418,530</u>	<u>\$ 1,131,461</u>	<u>\$ 1,180,408</u>	<b>Total Council</b>	<u>\$ 1,074,210</u>	<u>\$ 1,074,210</u>	<u>\$ 1,074,210</u>

## **37TH DISTRICT COURT**

The 37th District Court is part of a State system of courts and operates under the supervision of the Michigan Supreme Court. The Court's four judges are elected by the citizens of Warren and Center Line for six year terms. The Court has a location in Warren and a location in Center Line. The judges rotate hearing cases at the Center Line Court on Wednesday mornings.

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

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

### **TRAFFIC**

The District Court handles all traffic violations within the Cities of Warren and Center Line. Approximately 46,500 traffic tickets were processed by the Court in 2014. Seven clerks staff the traffic division.

### **CRIMINAL**

The District Court processes the arraignment, setting of bail and preliminary examinations of all felony charges in the district. In addition, the District Court handles the entire disposition of all misdemeanor criminal prosecutions. In order to handle the approximately 2,250 felony and 2,100 misdemeanor prosecutions processed by the Court each year, four clerks staff the criminal division.

### **CIVIL**

The District Court processes all civil litigation under \$25,000, landlord tenant litigation, evictions, land contract forfeitures and small claim cases. In addition, the District Court processes garnishments and other collection actions. In order to handle approximately 600 small claims, 4,200 general civil matters, and 4,100 landlord tenant matters, five clerks staff the civil division.

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

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

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

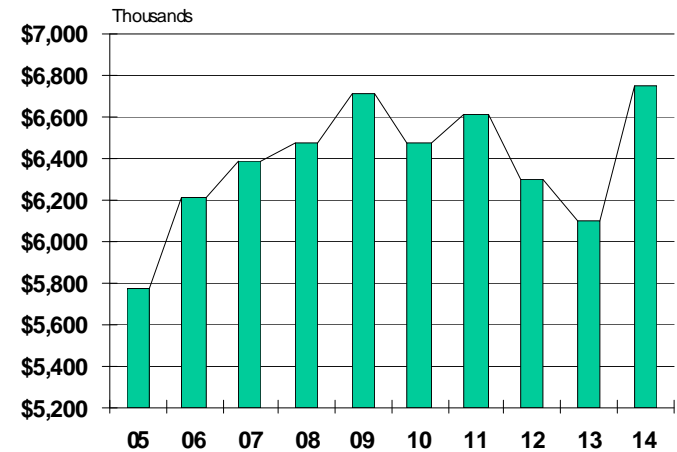
## 37TH DISTRICT COURT

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Small Claims	597	800	700	700
Landlord & Tenant	4,136	5,000	5,000	5,000
Parking Tickets	1,868	1,300	1,500	1,500
Traffic Misdemeanor & Civil	46,529	36,000	50,000	50,000
Non-Traffic Felony	2,252	2,800	2,400	2,400
Non-Traffic Misdemeanor & Civil	1,772	2,000	1,900	1,900
Traffic OUIL/OWI	298	600	400	400
General Civil	4,164	6,000	5,000	5,000
Probation – Active Cases	892	900	900	900
Pre-sentence Investigations/Alcohol Evaluations	429	500	400	400

**Expenditure History  
37th District Court**





GENERAL FUND PERSONNEL

<u>37TH DISTRICT COURT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Judge	4	\$ 45,724	4	\$ 45,724	4	\$ 45,724	4	\$ 45,724
Court Administrator	1	106,694	1	108,028	1	108,028	1	108,028
Chief Probation Officer	1	72,392	1	73,297	1	73,297	1	73,297
Probation Officer	2	63,458	3 (b)	64,251	3 (b)	64,251	3 (b)	64,251
Office Manager	1	63,176	1	63,966	1	63,966	1	63,966
Court Recorder	4	63,176	4	63,966	4	63,966	4	63,966
Drug Court Coordinator	1	63,176	1	63,966	1	63,966	1	63,966
Court Officer	5	58,665	5	59,398	5	59,398	5	59,398
Court Clerk II	6	53,941	6	54,615	6	54,615	6	54,615
Court Clerk I	6	51,028	7 (c)	51,666	7 (c)	51,666	7 (c)	51,666
Court Typist	6	47,516	6	48,110	6	48,110	6	48,110
Court File Clerk	9	44,275	8 (c)	44,828	8 (c)	44,828	8 (c)	44,828
Admin Asst/ImageSoft Coord	-		1 (b)	59,136	1 (b)	59,136	1 (b)	59,136
Account Specialist	-		1 (b)	51,069	1 (b)	51,069	1 (b)	51,069
Temporary Employees		135,000		135,000		135,000		135,000
Overtime	---	5,000	---	5,025	---	5,025	---	5,025
Total Personnel	<u>46</u>		<u>49</u>		<u>49</u>		<u>49</u>	

(a) Wage rates are based on Local 1250 Court Employees and Local 412 Unit 35 contracts that expire 6/30/16.

(b) New position.

(c) Reclassification of Court File Clerk to Court Clerk I.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT 37TH DISTRICT COURT</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 163,551	\$ 90,041	\$ 183,608	\$ 183,608	Elected Officials	\$ 184,304	\$ 184,304	\$ 184,304
2,213,403	1,087,583	2,212,962	2,212,962	Permanent Employees	2,425,572	2,425,572	2,425,572
148,226	84,393	135,000	135,000	Temporary Employees	135,000	115,000	115,000
95,311	46,533	153,788	153,788	Temporary Employees-Drug Court	-	-	-
-	127	5,000	5,000	Overtime	5,025	5,025	5,025
				<b>Employee Benefits:</b>			
194,336	97,396	198,226	198,226	Social Security	203,361	201,831	201,831
447,502	222,502	663,043	663,043	Employee Insurance	789,749	789,722	789,722
640,903	549,588	1,107,611	1,107,611	Retiree Health Insurance	1,221,347	1,221,347	1,221,347
75,811	44,005	84,465	84,465	Longevity	92,776	92,776	92,776
979,270	470,956	944,638	944,638	Retirement Fund	969,155	969,155	969,155
54,579	16,664	55,000	55,000	<b>Office Supplies</b>	45,000	45,000	45,000
				<b>Other Services and Charges:</b>			
18,930	9,214	16,000	16,000	Postage	16,000	16,000	16,000
15,512	5,177	20,000	20,000	Bank Service Charges	16,000	16,000	16,000
52,754	28,897	48,000	48,000	Contractual Services	53,000	53,000	53,000
215,346	120,870	215,000	215,000	Contractual Services - Data Processing	285,000	305,000	305,000
47,998	14,478	48,000	48,000	Contractual Services - Judge/Magistrate	48,000	48,000	48,000
12,086	1,989	20,000	20,000	Drug Court Expense	20,000	20,000	20,000
-	-	2,261	2,261	W.R.A.P. Drug Court Expense	-	-	-
-	39,173	199,249	199,249	Substance Abuse Grant Expense - 2015	-	-	-
93,280	12,109	12,109	-	Substance Abuse Grant Expense - 2013	-	-	-
161,992	47,823	50,091	37,256	Substance Abuse Grant Expense - 2014	-	-	-
-	3,845	100,000	125,000	Michigan Drug Court Grant Expense- 2015	-	-	-
31,727	-	-	-	Michigan Drug Court Grant Expense - 2013	-	-	-
97,704	12,884	17,296	17,296	Michigan Drug Court Grant Expense - 2014	-	-	-
21	-	250	250	Transcripts	250	250	250
584,949	220,888	450,000	450,000	Counsel for Indigent Defendants	500,000	500,000	500,000
23,657	4,777	16,000	16,000	Witness and Jury Fees	23,000	23,000	23,000
20,661	11,802	20,000	20,000	Telephone	22,600	22,600	22,600
701	375	1,700	1,700	Mileage	1,700	1,700	1,700
101,069	36,559	105,000	105,000	Public Utilities	105,000	105,000	105,000
250,000	250,000	250,000	250,000	Building Rental	250,000	250,000	250,000
9,761	2,854	10,000	10,000	Books	10,000	10,000	10,000
5,750	4,477	4,300	4,300	Memberships and Dues	4,300	4,300	4,300
<u>\$ 6,756,790</u>	<u>\$ 3,537,979</u>	<u>\$ 7,348,597</u>	<u>\$ 7,348,653</u>	<b>Total 37th District Court</b>	<u>\$ 7,426,139</u>	<u>\$ 7,424,582</u>	<u>\$ 7,424,582</u>

## MAYOR

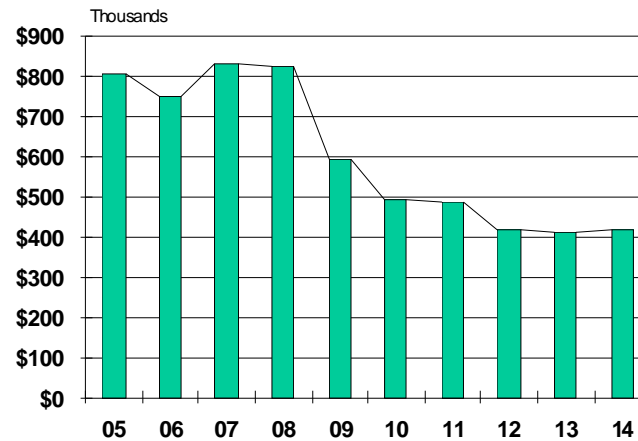
The Mayor, the City's chief elected official, is elected to a four-year term by Warren voters. He serves as liaison between Warren and other governmental agencies at all levels.

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

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

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

### Expenditure History Mayor



GENERAL FUND PERSONNEL

<u>MAYOR</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Mayor	1	\$ 110,212	1	\$ 110,212	1	\$ 110,212	1	\$ 110,212
Executive Administrator	1	81,267	1	82,283	1	82,283	1	82,283
Executive Assistant to the Mayor	1	45,563	1	46,132	1	46,132	1	71,088
Neighborhood Services Coordinator	1	50,625	1	51,258	1	51,258	1	51,258
Administrative Technician-Mayor	1	39,994	1	40,494	1	40,494	1	40,494
Clerical Technician	1	37,463	1	37,931	1	37,931	1	37,931
Temporary/Co-op	—	35,000	—	35,000	—	35,000	—	35,000
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>		<u>6</u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expire 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>MAYOR</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,636	\$ 54,258	\$ 110,642	\$ 110,642	Elected Official	\$ 111,061	\$ 111,061	\$ 111,061
162,887	63,970	173,925	255,192	Permanent Employees	264,732	264,732	284,716
-	256	35,000	35,000	Temporary/Co-op	35,000	35,000	35,000
				<b>Employee Benefits:</b>			
20,855	8,958	24,543	30,743	Social Security	31,504	31,504	33,063
36,262	14,556	71,414	85,697	Employee Insurance	96,107	96,107	96,324
49,280	19,901	41,819	41,819	Retiree Health Insurance	45,868	45,868	46,072
1,000	-	1,013	1,013	Longevity	1,025	1,025	1,422
27,462	11,823	36,683	36,683	Retirement Fund	37,682	37,682	39,720
6,161	4,147	9,000	9,000	<b>Office Supplies</b>	9,000	9,000	9,000
				<b>Other Services and Charges:</b>			
1,490	968	2,000	2,000	Postage	2,000	2,000	2,000
2,876	421	4,000	4,000	Contractual Services	4,000	4,000	4,000
<u>\$ 418,909</u>	<u>\$ 179,258</u>	<u>\$ 510,039</u>	<u>\$ 611,789</u>	<b>Total Mayor</b>	<u>\$ 637,979</u>	<u>\$ 637,979</u>	<u>\$ 662,378</u>

## **CITY CLERK**

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

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

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

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

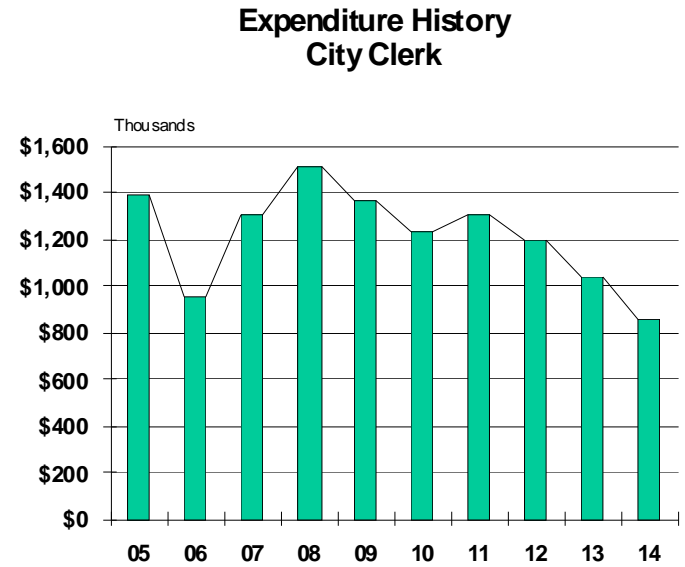
The City Clerk's Office administers licensing for the spring and fall dog vaccination fairs.

## CITY CLERK

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Business licenses issued	660	1,200	1,000	1,000
Public hearings	49	150	150	150
Changes in voter registration	40,559	60,000	60,000	60,000
Dog licenses issued	4,831	6,000	6,000	6,000
Garage sale permits issued	1,285	3,000	3,000	3,000
Death certificates issued	1,523	2,500	2,500	2,500
Birth certificates issued	902	2,300	2,300	2,300
Lawsuits issued	27	100	100	100
Contracts signed, catalogued and filed	100	150	150	150
Internet requests processed	6,750	7,050	7,050	7,050



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	81,108	1	82,122	1	82,122	1	82,122
Office and Elections Analyst	1	56,128	1	56,830	1	56,830	1	56,830
Election Technician & License Officer	1	67,724	- (d)	-	- (d)	-	- (d)	-
Election Assistant Technician	1	53,460	1	54,128	1	54,128	1	54,128
Office Assistant	3	34,707	3	35,141	3	35,141	3	35,141
Seasonal Employees		44,000		67,650		67,650		67,650
Temporary Employees - Election Wages		176,150		401,445		401,445		401,445
Overtime	—	24,000	—	43,110	—	43,110	—	43,110
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 6/30/16.

(d) Position deleted.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT CLERK</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 40,128	\$ 81,829	\$ 81,829	Elected Official	\$ 82,139	\$ 82,139	\$ 82,139
309,832	147,797	358,195	358,195	Permanent Employees	292,039	292,039	292,039
20,261	30,741	44,000	44,000	Seasonal Employees	67,650	67,650	67,650
2,560	13,513	24,000	24,000	Overtime	43,110	43,110	43,110
				<b>Employee Benefits:</b>			
32,859	17,875	39,468	39,468	Social Security	37,532	37,532	37,532
63,428	31,503	100,000	114,560	Employee Insurance	112,089	112,089	112,089
125,086	58,969	120,111	120,111	Retiree Health Insurance	132,175	132,175	132,175
11,641	-	7,923	7,923	Longevity	5,673	5,673	5,673
117,484	58,706	125,336	125,336	Retirement Fund	117,294	117,294	117,294
190	933	933	190	Uniforms	190	190	190
15,888	7,190	18,000	18,000	<b>Office Supplies</b>	20,000	20,000	20,000
				<b>Other Services and Charges:</b>			
3,580	94,136	160,000	176,150	Election Wages	401,445	401,445	401,445
17,181	5,625	25,000	50,000	Postage	50,000	50,000	50,000
23,243	36,269	100,000	137,500	Election Expense	273,940	273,940	273,940
4,419	1,053	14,150	14,150	Contractual Services	54,740	54,740	54,740
947	334	1,500	1,500	Auto Expense	1,500	1,500	1,500
24,988	12,688	45,000	45,000	Printing and Publishing	45,000	45,000	45,000
				<b>Capital Outlay:</b>			
-	-	-	-	Capital Improvements	23,000	23,000	23,000
<u>\$ 855,412</u>	<u>\$ 557,460</u>	<u>\$ 1,265,445</u>	<u>\$ 1,357,912</u>	<b>Total Clerk</b>	<u>\$ 1,759,516</u>	<u>\$ 1,759,516</u>	<u>\$ 1,759,516</u>

## TREASURER

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

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

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

As a Charter member of the Police and Fire Retirement System Board, the Treasurer also oversees the \$296 million Police and Fire Pension Fund and the \$20 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 \$191 million in local unit taxes are collected, accounted for, and distributed annually by the Treasurer to the units.

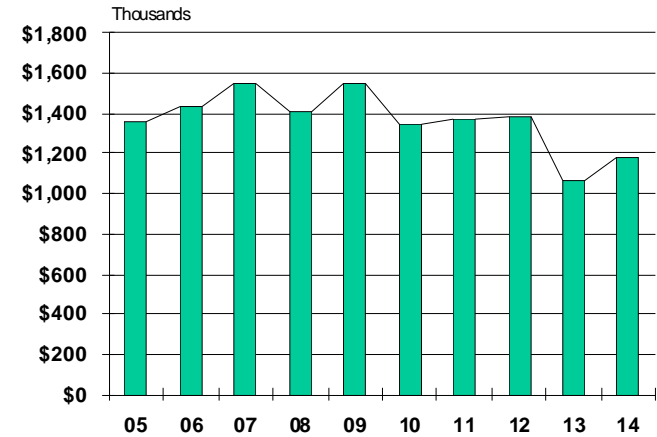
# TREASURER

## Fiscal 2016 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.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Tax bills processed manually	91,288	93,000	92,000	91,000
Tax bills processed off CD-ROM	48,550	49,000	49,000	49,000
Date of delivery to County	April 1	April 1	April 1	April 1
Payroll checks/Advice's processed	27,371	27,000	27,000	27,500
List of Bills checks processed	15,086	15,000	15,000	15,000
Water bills processed manually	381,904	350,000	380,000	380,000
Water bills automatic payment	5,695	6,300	5,700	5,700
Status changes manually	708	600	700	700
Personal Property tax accounts	3,950	4,000	3,950	3,500
Delinquent Personal Property tax accounts	40	40	40	40
Easy Pay Tax Payments	4,733	4,200	4,800	5,000
Easy Pay Water Bill Payments	39,643	37,000	40,000	42,000

**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	81,108	1	82,122	1	82,122	1	82,122
Tax Accountant III	1	77,104	1	78,068	1	78,068	1	78,068
Accountant II	1	70,663	1	71,547	1	71,547	1	71,547
Accountant I	1	60,245	1	60,998	1	60,998	1	60,998
Tax Account Technician	2	54,093	2	54,769	2	54,769	2	54,769
Tax Account Specialist	2	50,439	2	51,069	2	51,069	2	51,069
Seasonal Employees		14,000		15,200		15,200		15,200
Overtime	—	9,000	—	9,000	—	9,000	—	9,000
Total Personnel	<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 59 and Local 1917 contracts that expire 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT TREASURER</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 40,128	\$ 81,829	\$ 81,829	Elected Official	\$ 82,139	\$ 82,139	\$ 82,139
413,766	219,971	463,474	463,474	Permanent Employees	472,962	472,962	472,962
35,864	9,974	14,000	14,000	Seasonal Employees	15,200	15,200	15,200
3,272	847	9,000	9,000	Overtime	9,000	9,000	9,000
				<b>Employee Benefits:</b>			
41,743	21,554	44,633	44,633	Social Security	45,462	45,462	45,462
84,346	43,206	100,000	128,702	Employee Insurance	144,606	144,606	144,606
166,565	97,821	198,261	198,261	Retiree Health Insurance	218,070	218,070	218,070
14,336	10,200	15,114	15,114	Longevity	14,971	14,971	14,971
188,012	91,705	186,178	186,178	Retirement Fund	185,771	185,771	185,771
10,786	3,478	11,000	11,000	<b>Office Supplies</b>	11,000	11,000	11,000
				<b>Other Services and Charges:</b>			
82,843	48,526	60,000	60,000	Postage	80,000	80,000	80,000
42,536	15,333	16,000	16,000	Contractual Services	33,000	33,000	33,000
15,328	16,240	46,000	46,000	Tax Statement Preparation	26,000	26,000	26,000
91	-	200	200	Mileage	200	200	200
<u>\$ 1,181,313</u>	<u>\$ 618,983</u>	<u>\$ 1,245,689</u>	<u>\$ 1,274,391</u>	<b>Total Treasurer</b>	<u>\$ 1,338,381</u>	<u>\$ 1,338,381</u>	<u>\$ 1,338,381</u>

## CONTROLLER

The Controller's Office is charged with the efficient administration, control and reporting of all funds expended by the City. The Controller as the chief financial officer of the City, directs the department, and plays a key 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 all expenditures to ensure that Warren residents receive the best possible return for their tax dollars.

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

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

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

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

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

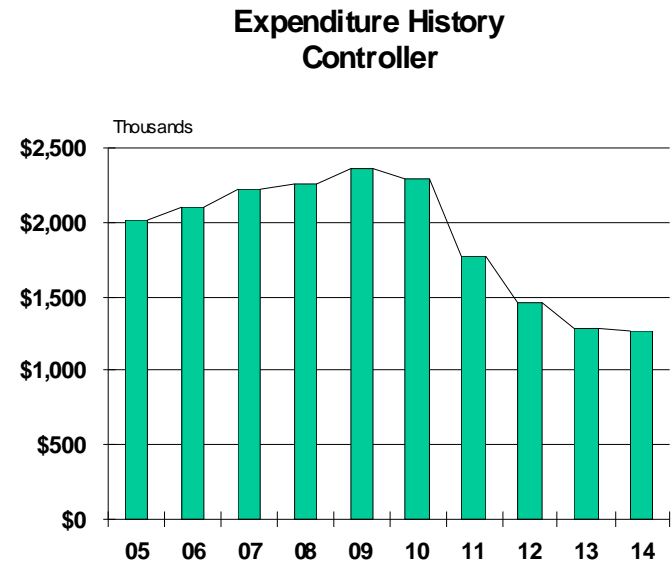
The Purchasing section is responsible to procure the equipment, materials, supplies and services required for the operations of the City departments at the best possible price. The Purchasing section processes over 5,000 purchase orders having a value in excess of \$12 million dollars annually.

# CONTROLLER

## Fiscal 2016 Performance Objectives

1. To continue to further develop the City's financial strategy and continue fiscal responsibility while maintaining core City services.
2. To continue to assist in the financial well-being of the City and cost savings effort by monitoring all City finances, including long-term financing.
3. To continue to receive an Unqualified Audit Opinion from our external auditor, whom attests to the City's controls, processes, and overall financial stability.
4. To continue to receive the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award from the GFOA.
5. To continue implementation of a web based vendor registration/bid notification system, which will include the Tri-County Cooperative.
6. To continue to expand the purchasing information, bid notification, contracts and contract pricing, and vendor information on the intranet.
7. To continue to negotiate in the Request for Proposal process to lower contractual amounts.
8. To continue to improve customer service and timeliness of payments to vendor by implementing sound purchasing practices.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Proposed & Final Budget Documents Printed	40	40	30	30
City Funds Budgeted & Monitored	31	31	31	31
Monthly Financial Reports Prepared	12	12	12	12
Budget Amendments Prepared	33	34	35	35
Travel Requests Processed	24	40	40	40
Labor Contracts Costed	2	-	-	7
G.F.O.A. Distinguished Budget Award	1	1	1	1
Comprehensive Annual Financial Reports Printed	30	30	30	30
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	313	320	310	310
Purchase Orders Processed	5,174	5,100	5,150	5,100
Bids – Council items recommended	166	160	155	160
Informal Bid Correspondence	322	350	290	300
Use of Co-operative Bids	18	16	30	22
Requests for Proposals	15	15	7	10



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	\$ 110,655	1	\$ 112,038	1	\$ 112,038	1	\$ 112,038
Assistant Controller	1	90,652	1	91,785	1	91,785	1	91,785
Budget Director	1	98,765	1	100,000	1	100,000	1	100,000
Accounting Supervisor	1	87,174	1	88,264	1	88,264	1	88,264
Purchasing Agent	1	81,885	1	82,908	1	82,908	1	82,908
Budget Cost Analyst	1	70,663	1	71,547	1	71,547	1	71,547
Accountant I	1	60,245	1	60,998	1	60,998	1	60,998
Account Technician	1	54,089	1	54,765	1	54,765	1	54,765
Account Specialist	1	50,439	1	51,069	1	51,069	1	51,069
Office Assistant - Controllers	1	34,707	1	35,141	1	35,141	1	35,141
Temporary/Co-op		50,000		50,000		25,000		25,000
Overtime	—	30,000	—	30,000	—	30,000	—	30,000
Total Personnel	<u>10</u>		<u>10</u>		<u>10</u>		<u>10</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and 59 and Local 1917 contracts that expire 6/30/16.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT CONTROLLER</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,220	\$ 59,583	\$ 111,087	\$ 111,087	Appointed Official	\$ 112,901	\$ 112,901	\$ 112,901
570,623	286,903	608,129	608,129	Permanent Employees	624,864	624,864	624,864
21,379	16,290	45,000	50,000	Temporary/Co-op	50,000	25,000	25,000
2,013	-	15,000	30,000	Overtime	30,000	30,000	30,000
				<b>Employee Benefits:</b>			
54,802	28,781	62,556	62,556	Social Security	64,233	62,321	62,321
85,677	44,639	125,000	145,796	Employee Insurance	163,250	163,216	163,216
186,585	98,485	199,792	199,792	Retiree Health Insurance	219,679	219,679	219,679
16,398	6,690	18,510	18,510	Longevity	21,921	21,921	21,921
201,667	99,225	202,109	202,109	Retirement Fund	201,181	201,181	201,181
12,827	3,993	16,000	16,000	<b>Office Supplies</b>	16,000	16,000	16,000
				<b>Other Services and Charges:</b>			
892	526	2,200	2,200	Postage	2,200	2,200	2,200
1,930	342	2,500	2,500	Contractual Services	2,500	2,500	2,500
315	40	600	600	Mileage	600	600	600
<u>\$ 1,265,328</u>	<u>\$ 645,497</u>	<u>\$ 1,408,483</u>	<u>\$ 1,449,279</u>	<b>Total Controller</b>	<u>\$ 1,509,329</u>	<u>\$ 1,482,383</u>	<u>\$ 1,482,383</u>

## **INFORMATION SYSTEMS**

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

- Existing Oracle and Access applications.
- BS&A Applications: Tax, Assessing, Building, Cash Receipting, and Utility Billing applications.
- IDC Financial application.
- Aclara meter reading server and software.
- City of Warren internal and external web sites.
- Personal computers and peripherals throughout the City of Warren.
- Networking within City Hall and fiber optic network that serves 19 buildings throughout the City.
- Cisco IP Phone system at City Hall, Community Center, District Court, Sanitation, Owen Jax, Water, DPW, WWTP and Fire Administration.
- Camera security system within City Hall.
- Card access system within City Hall.
- Wireless internet access at and around City Hall.

In addition, the staff of the Information Systems Department operates a help desk for all computer problems of any kind. We also perform operations and maintenance of 21 computer servers. Analysts and programmers determine future departmental information needs and develop new computer systems as needed.

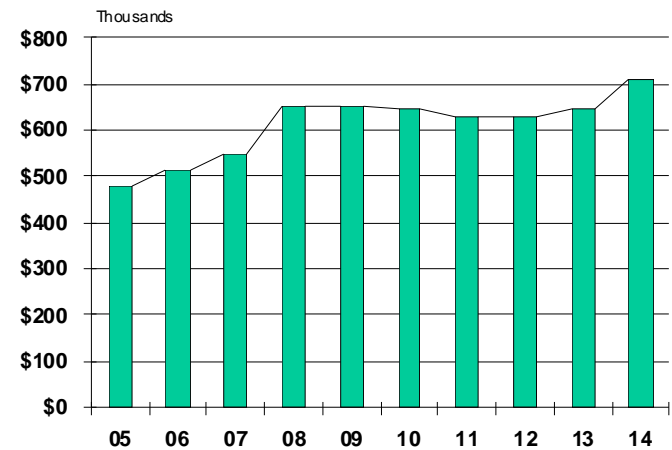
## INFORMATION SYSTEMS

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
PCs supported	509	508	508	525
Help Desk calls	3,400	3,450	3,350	3,450
New programs created	50	60	65	40
Existing program updates	58	55	60	50
Hardware platforms supported	18	22	20	24
Hours spent on PC support	4,475	4,600	4,600	4,650
Hours spent enhancing intranet web site	775	750	700	700

**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	\$ 92,939	1	\$ 94,101	1	\$ 94,101	1	\$ 94,101
Systems Analyst Supervisor	1	79,443	1	80,436	1	80,436	1	80,436
Computer Network Analyst	1	64,839	1	65,650	1	65,650	1	65,650
Website Developer/Computer Support Analyst	1	64,839	1	65,650	1	65,650	1	65,650
Temporary/Co-op		2,500		7,500		2,500		2,500
Overtime	—	5,400	—	5,450	—	5,450	—	5,450
Total Personnel	<u>4</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 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT INFORMATION SYSTEMS</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 313,061	\$ 155,288	\$ 301,011	\$ 301,011	Permanent Employees	\$ 308,190	\$ 308,190	\$ 308,190
-	-	2,500	2,500	Temporary Employee	7,500	2,500	2,500
-	-	5,400	5,400	Overtime	5,450	5,450	5,450
				<b>Employee Benefits:</b>			
24,377	12,565	24,351	24,351	Social Security	25,288	24,905	24,905
52,584	25,674	58,949	58,949	Employee Insurance	66,245	66,239	66,239
111,871	58,410	118,454	118,454	Retiree Health Insurance	130,347	130,347	130,347
9,100	9,394	9,394	9,394	Longevity	9,426	9,426	9,426
41,783	21,479	40,843	40,843	Retirement Fund	41,714	41,714	41,714
2,888	329	5,344	5,344	<b>Operating Supplies</b>	9,110	9,110	9,110
				<b>Other Services and Charges:</b>			
17,038	840	14,000	14,000	Software Services	14,000	14,000	14,000
101,169	106,446	169,301	169,301	Contractual Services	151,490	151,490	151,490
				<b>Capital Outlay:</b>			
37,581	524	3,000	3,000	Equipment - Computer	504,000	-	-
<u>\$ 711,452</u>	<u>\$ 390,949</u>	<u>\$ 752,547</u>	<u>\$ 752,547</u>	<b>Total Information Systems</b>	<u>\$ 1,272,760</u>	<u>\$ 763,371</u>	<u>\$ 763,371</u>

## LEGAL

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

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

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

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

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

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

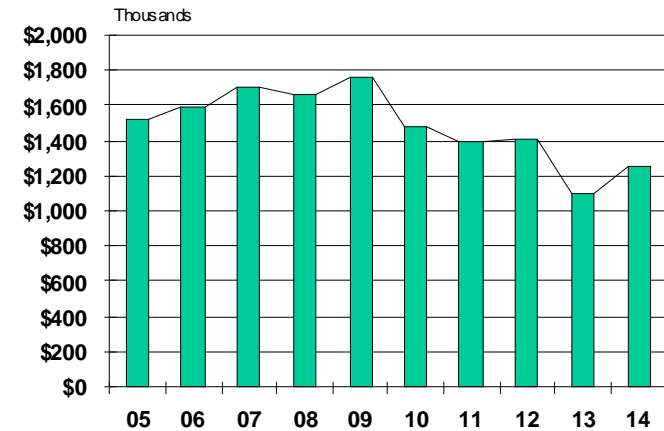
## LEGAL

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Warrants - Prosecuted	1,271	1,402	1,118	1,118
Civil Infractions - Prosecuted	33,672	35,366	32,394	32,394
Misdemeanors - Prosecuted	7,814	8,592	6,956	6,956
Pre-trials - Prosecuted	8,814	7,224	7,890	7,890
Seven Day Letter Complaints	81	80	86	86
Seven Day Letter Responses	34	36	26	26
On-site Police file resolutions	343	290	318	318
Warrants reviewed and refused	145	140	134	134
Discovery Requests	302	388	254	254
Victim Rights action	1,093	1,302	1,066	1,066
Subpoenas	185	140	182	182
Tax Tribunal Appeals	58	62	36	36
Civil Litigation	29	46	20	20
Administrative requests for legal services	373	360	236	236
Freedom of Information Act review & responses	310	338	260	260
Civil Rights complaints	7	4	4	4
Reports for tickets	851	826	960	960
Contracts/agreements/leases	125	74	112	112
Ordinances – proposed	18	22	22	22
Nuisance review	23	68	36	36
Gun and tow	49	50	15	15
Ticket Files for Authorization	3,958	n/a	3,960	3,960
Cash/surety bonds	37	19	34	34

**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	\$ 113,579	1	\$ 114,999	1	\$ 114,999	1	\$ 114,999
Chief Assistant City Attorney	1	104,248	1	105,551	1	105,551	1	105,551
Assistant City Attorney	4	102,499	4	103,781	4	103,781	4	103,781
Administrative Assistant to City Attorney	1	68,383	1	69,238	1	69,238	1	69,238
Legal Administrative Specialist	1	51,903	1	52,552	1	52,552	1	52,552
Paralegal Administrative Clerk	2	49,601	2	50,221	2	50,221	2	50,221
<u>Permanent Part-time Employees:</u>								
Law Clerks		30,000		30,000		30,000		30,000
Temporary/Co-op		-		9,000		4,500		4,500
Overtime	—	14,000	—	7,500	—	7,500	—	7,500
Total Personnel	<u>10</u>		<u>10</u>		<u>10</u>		<u>10</u>	

(a) Wage rates are based on Local 412 Unit 35 and Unit 59 contracts that expire 6/30/16.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>LEGAL</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 121,748	\$ 55,916	\$ 114,022	\$ 114,022	Appointed Official	\$ 115,884	\$ 115,884	\$ 115,884
348,881	198,606	432,781	432,781	Assistant Attorneys	420,565	420,565	420,565
178,967	101,776	200,000	208,450	Clerical Staff	217,226	217,226	217,226
				Part-time Employees -			
35,634	11,069	30,000	30,000	Law Clerks	30,000	30,000	30,000
-	-	-	-	Temporary/Co-op	9,000	4,500	4,500
8,295	2,800	14,000	14,000	Overtime	7,500	7,500	7,500
				<b>Employee Benefits:</b>			
53,468	28,238	62,163	62,163	Social Security	62,312	61,967	61,967
96,435	53,639	145,779	145,779	Employee Insurance	162,518	162,513	162,513
155,728	79,331	161,438	161,438	Retiree Health Insurance	177,126	177,126	177,126
13,276	-	13,314	13,314	Longevity	14,358	14,358	14,358
210,987	104,465	215,209	215,209	Retirement Fund	212,954	212,954	212,954
9,027	1,920	5,500	5,500	<b>Office Supplies</b>	5,500	5,500	5,500
				<b>Other Services and Charges:</b>			
3,907	639	4,800	4,800	Contractual Services	24,800	4,800	4,800
1,072	450	1,700	1,700	Postage	1,700	1,700	1,700
1,265	1,306	2,000	2,000	Legal Fees	2,000	2,000	2,000
785	393	1,000	1,000	Mileage	1,000	1,000	1,000
14,715	5,745	18,000	18,000	Books, Dues, and Subscriptions	18,000	18,000	18,000
				<b>Capital Outlay:</b>			
4,722	-	-	-	Equipment - Office	11,000	6,000	6,000
<u>\$ 1,258,912</u>	<u>\$ 646,293</u>	<u>\$ 1,421,706</u>	<u>\$ 1,430,156</u>	<b>Total Legal</b>	<u>\$ 1,493,443</u>	<u>\$ 1,463,593</u>	<u>\$ 1,463,593</u>

## ASSESSING

The Assessing Department has the responsibility of preparing the Assessment Rolls and Tax Rolls of the City for all classes of property subject to taxation. Appraising and otherwise determining the true cash value of all such properties in the City carries out this responsibility. The state constitution and statutes require that, notwithstanding any other provision of law, the assessed values placed upon the assessment roll shall be at fifty percent (50%) of true cash value, and shall be determined by appraisers who are certified by the State Tax Commission. The Assessing Department's responsibilities provide the primary source of all General Fund revenues, which are local property taxes. In Fiscal Year 2014/2015, the Tax Rolls, including Special Assessments and Administration Fees, totaled more than \$97,535,000 in City operating revenues and more than \$206,307,000 in total levies for the City, County, State Education and School taxes.

Assessing personnel are statutorily required to be certified by the State Tax Commission at varying levels of expertise for each of the different duties required by law within the Department. All certified personnel must meet annual continuing education requirements, and must pay annual fees to maintain their certifications. Though the City is required by law to provide and to fund the Assessing Department, the State Tax Commission maintains all regulatory authority over the responsibilities and compliance of the Assessing Department's employees and their functions. The City currently funds one Michigan Master Assessing Officer (MMAO), seven Michigan Advanced Assessing Officers (MAAO), two Michigan Certified Assessing Officers (MCAO), one Michigan Certified Assessing Technician (MCAT), one temporary Auditor, and two temporary clerical employees. Of the 11 certified employees, 10 also hold the Michigan Certified Personal Property Examiner (MCPPE) designation. The MCPPE certification allows the City to perform personal property audits of businesses within the City. During the past year, our audits discovered \$1,900,000 in omitted personal property taxable value, which generated an additional \$53,000 in City operating tax revenues. In August of 2014, Michigan voters passed Proposal 1, which exempts some businesses from paying personal property taxes. As a result, the Assessing Department has incurred the liability and responsibility for annually auditing all of the businesses claiming an exemption under Proposal 1. This is a monumental task but a necessary one for protecting and preserving the City's tax base. The Assessing Department will need to replace the temporary Auditor with a full-time permanent Auditor to ensure that these audits are performed and that the new annual reporting requirements are met.

The Assessing Department also serves as the primary source of property information in the City by maintaining the most current data for more than 61,000 parcels, consisting of approximately 58,000 real and 4,000 personal property parcels. These include Ad Valorem, Industrial Facility Tax (IFT), Obsolete Property Rehabilitation Act (OPRA), Tax Increment Financing Authority (TIFA), Downtown Development Authority (DDA), Brownfield Authority and Renaissance Zone properties. The Assessing Department property information database is available to the public via internet access, and is the information backbone supporting the databases of the City's Treasury, Planning, Building, Water, Rental, and Property Maintenance Departments. Without the Assessing Department's perpetual diligence in keeping this information current, the integrity of the data relied on by all of these other departments would be compromised.

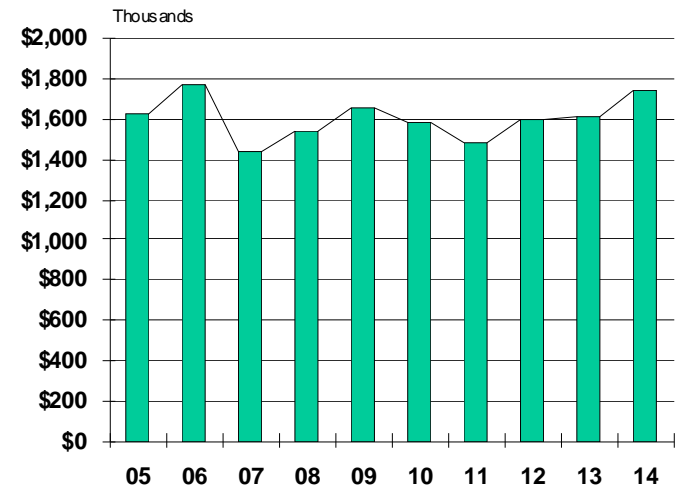
## ASSESSING

### Fiscal 2016 Performance Objectives

1. To implement the use of computer live-time access to property records while working off-site.
2. To complete the re-appraisal of 7,500 Commercial, Industrial and Residential parcels.
3. To complete audits of all businesses currently claiming exemption of personal property taxes.
4. To reduce the number of pending MTT appeals to zero.
5. To implement ArcGIS system and update all city parcel maps.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Preparation of Assessment Rolls (Real, Personal, IFT, OPRA)	6	6	6	6
Preparation of Summer and Winter Tax Rolls	12	12	12	12
Brownfield, TIFA, & DDA captured reports	5	5	5	5
Personal Property Audits	55	100	80	100
Small Claim Michigan Tax Tribunal appeals pending	54	50	12	55
Full Tax Tribunal appeals pending	155	125	70	25
Board of Review appeals	920	1,200	1,200	1,200
State Tax Commission appeals	38	100	45	100
Mandated State and County reports	17	17	17	17
Processing of Principal Residence Exemption affidavits	6,950	8,000	7,000	7,000
Process deeds & transfer affidavits	11,066	11,000	11,500	11,500
Inspect, photograph, and verify sales of sold properties	1,633	3,000	3,000	3,000
Perpetual reappraisal of 20% of entire parcel count	3,740	4,500	4,500	5,000
Review I.F.T. applications	11	10	10	10
Process property Division/Combinations	51	25	30	30
Prepare/Review Special Assessment Rolls	30	30	30	30
Review and determine property assessments	63,559	63,000	63,600	63,625
Process State and Local Unit denials of Principal Residence Exemption	209	300	250	300
Review, inspect, and sketch building permit activity	13,198	15,000	14,000	14,000

### 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	\$ 104,258	1	\$ 105,561	1	\$ 105,561	1	\$ 105,561
Deputy Assessor	1	83,781	1	84,829	1	84,829	1	84,829
Principal Appraiser	1	73,865	1	74,788	1	74,788	1	74,788
Senior Appraiser	5	67,697	5	68,543	5	68,543	5	68,543
Personal Property Administrative Technician	1	70,211	1	71,089	1	71,089	1	71,089
Appraiser	1	58,479	1	59,210	1	59,210	1	59,210
Assessing Specialist	1	46,397	1	46,977	1	46,977	1	46,977
Assessing Auditor	-	-	1 (b)	71,078	1 (b)	71,078	1 (b)	71,078
Seasonal Employees		54,600		66,300		66,300		66,300
Overtime	—	25,700	—	26,000	—	26,000	—	26,000
Total Personnel	<u>11</u>		<u>12</u>		<u>12</u>		<u>12</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/16.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT ASSESSING</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 94,966	\$ 39,298	\$ 104,665	\$ 104,665	Appointed Official	\$ 106,374	\$ 106,374	\$ 106,374
660,201	327,648	658,596	658,596	Permanent Employees	736,680	736,680	736,680
58,408	45,307	54,600	54,600	Seasonal Employees	66,300	66,300	66,300
26,362	14,370	25,700	25,700	Overtime	26,000	26,000	26,000
				<b>Employee Benefits:</b>			
65,828	33,451	66,158	66,158	Social Security	73,346	73,346	73,346
103,776	54,458	172,933	172,933	Employee Insurance	224,015	224,015	224,015
206,728	118,027	239,177	239,177	Retiree Health Insurance	263,647	263,647	263,647
21,210	7,647	21,247	21,247	Longevity	23,423	23,423	23,423
407,380	194,028	393,982	393,982	Retirement Fund	398,710	398,710	398,710
5,630	1,501	7,200	7,200	<b>Office Supplies</b>	14,000	14,000	14,000
				<b>Other Services and Charges:</b>			
3,157	600	7,500	7,500	Board of Review	7,500	7,500	7,500
25,848	3,215	28,500	28,500	Postage	28,500	28,500	28,500
				Contractual Services -			
22,621	9,957	24,950	24,950	Data Conversion	28,000	28,000	28,000
16,898	3,492	14,500	14,500	Software Services	18,650	18,650	18,650
10,643	1,128	15,000	15,000	Tax Roll Preparation	15,000	15,000	15,000
996	1,302	3,000	3,000	Auto Expense	3,000	3,000	3,000
13,843	950	50,000	57,000	Professional Services	25,000	25,000	25,000
3,649	3,020	4,000	4,000	Memberships and Dues	4,000	4,000	4,000
<u>\$ 1,748,144</u>	<u>\$ 859,399</u>	<u>\$ 1,891,708</u>	<u>\$ 1,898,708</u>	<b>Total Assessing</b>	<u>\$ 2,062,145</u>	<u>\$ 2,062,145</u>	<u>\$ 2,062,145</u>

## HUMAN RESOURCES

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

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

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

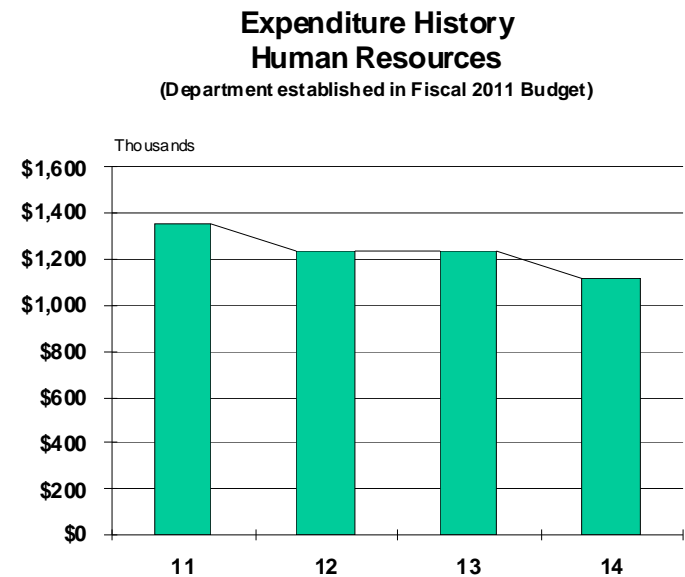
Over the past several years, the size and scope of the Department's mission has increased significantly. The establishment of the Department of Human Resources will enable the city to continue to meet the demands placed on it through additional state and federal regulations in the most efficient manner.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

# HUMAN RESOURCES

## Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Promotional job postings	7	64	32	25
Open competitive job postings	12	19	16	12
Civil Service Commission meetings	13	23	24	24
Employees hired (FT and PT)	190	190	170	150
Applications processed	1,200	900	1,000	850
Random DOT alcohol tests	35	35	35	32
Random DOT drug tests	65	65	65	64
Workers' Comp. claims processed	150	150	150	150
Sick/Accident claims processed	40	45	40	40
Auto/glass claims processed	45	40	45	45
Gen. Liab./Property claims processed	190	60	5600	60
Lawsuit files processed	50	50	45	50
Over the counter contacts	3,500	3,500	4,800	3,500
Written exams administered	10	17	12	18
Performance exams administered	12	160	1,000	50
MESC claims processed	75	30	45	40
W-2's issued by January 31	1,700	1,700	1,700	1,700
MESC Reports/Federal Tax deposits	8	8	8	8
Employee W-4 withholding changes	500	500	500	500
Labor contracts negotiated	8	8	-	-
Arbitration awards	10	10	86	86
AFSCME Local 1250 grievances	86	86	15	100
AFSCME Local 1917 grievances	15	15	20	20
WPOA grievances	20	20	20	20
WPFPU Local 1383 grievances	20	20	20	10
Compliance with labor employmt. laws	200 hrs.	200 hrs.	200 hrs.	200 hrs.
State and Federal court for claims	n/a	n/a	350 hrs.	350 hrs.
Administration of claims/meetings	n/a	n/a	150 hrs.	150hrs.
Procurement of insurances	n/a	n/a	150 hrs.	150 hrs.
Compliance with federal health care reform	n/a	n/a	450 hrs	900 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	\$ 97,542	1	\$ 98,762	1	\$ 98,762	1	\$ 98,762
Labor Relations Manager	1	88,594	1	89,701	1	89,701	1	89,701
Human Resource Analyst	1	68,698	1	69,557	1	69,557	1	69,557
Personnel Assistant	1	66,721	1	67,555	1	67,555	1	67,555
Benefits Administrator	1	60,407	1	61,162	1	61,162	1	61,162
Senior Payroll Technician	1	66,721	1	67,555	1	67,555	1	67,555
Senior Risk Management Technician	1	56,128	1	56,830	1	56,830	1	56,830
Human Resource Assistant	2	39,279	2	39,770	2	39,770	2	39,770
Office Assistant	-	-	1 (b)	35,141	-	-	-	-
Temporary/Co-op		4,000		10,000		10,000		10,000
Overtime	—	3,800	—	2,500	—	2,500	—	2,500
Total Human Resources	<u>9</u>		<u>10</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 6/30/16.

(b) New position.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HUMAN RESOURCES</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 504,431	\$ 257,028	\$ 539,302	\$ 569,302	Permanent Employees	\$ 621,003	\$ 558,329	\$ 558,329
12,351	12,084	12,084	4,000	Temporary/Co-op	10,000	10,000	10,000
4,277	2,192	3,800	3,800	Overtime	2,500	2,500	2,500
2,950	1,500	3,000	3,000	Fees and Per Diem	-	-	-
				<b>Employee Benefits:</b>			
40,979	21,342	42,878	45,278	Social Security	49,856	44,801	44,801
78,840	38,745	100,000	130,673	Employee Insurance	162,138	146,012	146,012
131,413	78,202	159,017	159,017	Retiree Health Insurance	175,269	174,608	174,608
14,645	6,768	14,776	14,776	Longevity	18,223	14,823	14,823
191,689	92,836	190,941	190,941	Retirement Fund	194,593	187,985	187,985
8,992	5,521	8,000	8,000	<b>Office Supplies</b>	8,000	8,000	8,000
				<b>Other Services and Charges:</b>			
3,713	5,457	7,000	7,000	Postage	7,000	7,000	7,000
23,782	4,609	110,000	122,585	Contractual Services	72,735	72,735	72,735
13,675	7,675	15,500	15,500	Contractual Services - E.A.C.	15,500	15,500	15,500
48,161	18,302	55,000	55,000	Medical Services	55,000	55,000	55,000
96	-	200	200	Mileage	200	200	200
17,372	9,979	40,000	50,000	Printing and Publishing	50,000	50,000	50,000
9,105	9,637	60,000	80,000	Arbitration Expense	80,000	80,000	80,000
750	385	3,000	3,000	Membership and Dues	10,600	3,000	3,000
				<b>Capital Outlay:</b>			
4,814	-	-	-	Equipment - Office	15,000	15,000	15,000
<u>\$ 1,112,035</u>	<u>\$ 572,262</u>	<u>\$ 1,364,498</u>	<u>\$ 1,462,072</u>	<b>Total Human Resources</b>	<u>\$ 1,547,617</u>	<u>\$ 1,445,493</u>	<u>\$ 1,445,493</u>

## **DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION**

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

During the year 2014, the Department took over 21,000 complaints from residents and inspectors of the City of Warren. Of those complaints, 12,563 were resolved within the Department and 5,737 were referred to other City departments such as Zoning, Building or Public Service. Complaints received by the Department have been steady throughout the last five years. In the years 2010 through 2014, the average number of complaints received was just over 21,000.

Departmental staff currently includes an Administrator, two temporary Office Assistants, and five part-time Code Enforcement Officers. Our five Code Enforcement Officers monitor over 3,000 city owned and privately owned vacant lots and buildings, and abandoned/foreclosed homes for blight, rubbish/debris, rodent harborage and unsanitary conditions, weeds and board-ups. In the spring and summer seasons they also enforce the City's Weed Control ordinance. Our five part-time Code Enforcement Officers respond to all complaints regarding rubbish/debris, inoperative/unlicensed vehicles, unkempt pools, garbage containers, and all other general property maintenance blight concerns. They also partake in a six month Clean Sweep Program where each inspector walks down every street in every section of the city searching for any blight issues. In the year 2014, the inspectors issued over 3,000 notices during the sweep. The staff's time is divided between answering telephones, inputting complaints, and inspecting properties. Our inspectors are also the first to respond regarding vacant homes and rodent control issues.

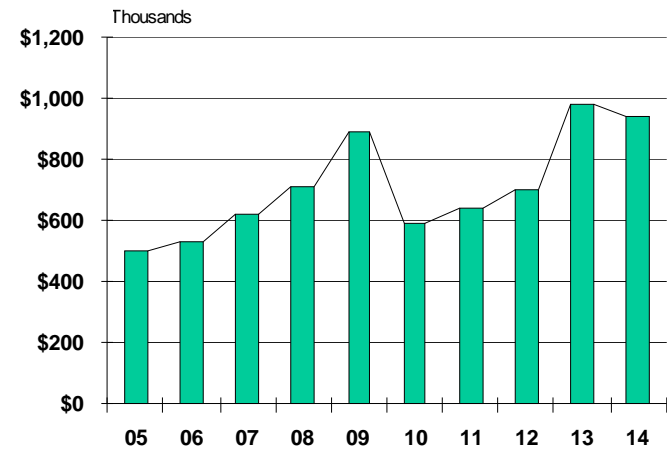
## PROPERTY MAINTENANCE INSPECTION

### Fiscal 2016 Performance Objectives

1. To continue to update the Vacant/Foreclosed registration program.
2. To continue to make sure all staff are up to date on current ordinances/laws and procedures.
3. To implement Mobile Home Parks to our Clean Sweep Program.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Weed Enforcement - Complaints	4,045	9,000	8,500	8,500
Weed Enforcement - Vacant Homes & Lot Work Orders – Grass cutting	3,583	4,500	5,000	5,000
Rodent complaints and investigations	436	800	800	800
Complaints entered into tracking system	21,016	25,000	25,000	25,000
Vacant & foreclosed property clean ups	524	900	900	900

**Expenditure History  
Property Maintenance**



GENERAL FUND PERSONNEL

<u>PROPERTY MAINTENANCE INSPECTION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Office Assistant	-	\$ -	1 (b)	\$ 35,141	1 (b)	\$ 35,141	1 (b)	\$ 35,141
Temporary/Co-op		65,000		70,000		35,000		35,000
Temporary Employees- Inspection		425,000		450,000		450,000		450,000
Overtime	---	-	---	6,750	---	-	---	-
Total Personnel	<u>-</u>		<u>1</u>		<u>1</u>		<u>1</u>	

(a) Wage rates are based on Local 1250 and Local 412 Unit 35 contracts that expire 6/30/16.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

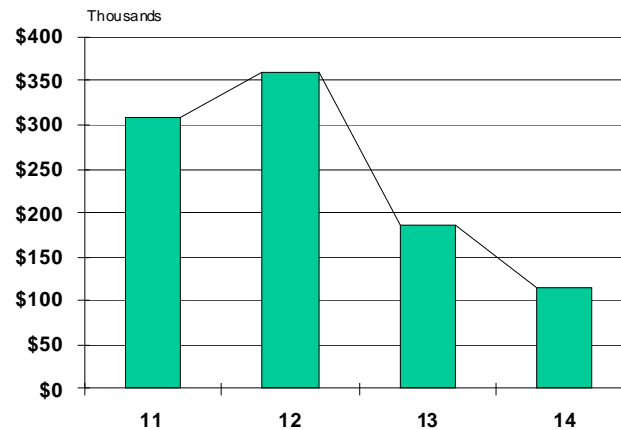
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>PROPERTY MAINTENANCE INSPECTION</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ -	\$ -	Permanent Employees	\$ 35,411	\$ 35,411	\$ 35,411
121,303	139,021	265,000	65,000	Temporary/Co-op	70,000	35,000	35,000
352,140	124,557	225,000	425,000	Temporary Employees- Inspection	450,000	450,000	450,000
2,302	9,036	10,000	-	Overtime	6,750	-	-
				<b>Employee Benefits:</b>			
37,231	20,134	37,486	37,486	Social Security	43,266	40,072	40,072
4,009	2,323	20,000	22,935	Employee Insurance	123,904	123,794	123,794
-	-	-	-	Retiree Health Insurance	388	388	388
-	-	-	-	Longevity	3,400	3,400	3,400
-	-	-	-	Retirement Fund	3,881	3,881	3,881
-	-	-	-	Auto Allowance	15,000	-	-
9,491	5,675	14,500	14,500	<b>Office Supplies</b>	15,000	15,000	15,000
				<b>Other Services and Charges:</b>			
1,734	1,703	5,000	5,000	Postage	5,000	5,000	5,000
-	-	-	-	Auto Expense	7,500	-	-
-	-	15,000	15,000	West Nile Virus Expense	15,000	10,000	10,000
168,431	141,847	300,000	300,000	Weed Mowing Program	275,000	275,000	275,000
214,169	102,234	225,000	225,000	Rodent Control Program	225,000	225,000	225,000
4,181	1,714	5,280	-	Telephone and Radio	5,280	5,280	5,280
3,160	1,438	7,000	7,000	Printing and Publishing	7,000	7,000	7,000
				<b>Capital Outlay:</b>			
19,630	-	-	-	Equipment - Maintenance	-	-	-
<b>\$ 937,781</b>	<b>\$ 549,682</b>	<b>\$ 1,129,266</b>	<b>\$ 1,116,921</b>	<b>Total Property Maintenance Inspection</b>	<b>\$ 1,306,780</b>	<b>\$ 1,234,226</b>	<b>\$ 1,234,226</b>

## COMMUNITY AND ECONOMIC DEVELOPMENT

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

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

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



GENERAL FUND PERSONNEL

<u>COMMUNITY AND ECONOMIC DEVELOPMENT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Community & Economic Development Director	1	\$ 78,956	1	\$ 79,943	1	\$ 79,943	1	\$ 79,943
Community Development Administrative Assistant	<u>1</u>	62,775	<u>1</u>	63,560	<u>1</u>	63,560	<u>1</u>	63,560
 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 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 85,609	\$ 45,491	\$ 100,000	\$ 129,477	Permanent Employees	\$ 105,624	\$ 105,624	\$ 105,624
2,181	-	-	-	Temporary Employee	-	-	-
				<b>Employee Benefits:</b>			
7,077	3,925	7,914	10,014	Social Security	8,081	8,081	8,081
7,095	7,948	20,000	29,366	Employee Insurance	33,935	33,935	33,935
909	515	1,309	1,309	Retiree Health Insurance	1,056	1,056	1,056
-	-	-	1,437	Longevity	-	-	-
9,086	5,149	13,092	13,092	Retirement Fund	10,562	10,562	10,562
-	-	1,000	1,000	<b>Office Supplies</b>	1,000	1,000	1,000
				<b>Other Services and Charges:</b>			
8	1	3,000	3,000	Postage	3,000	3,000	3,000
-	-	5,000	5,000	Contractual Services	5,000	5,000	5,000
-	-	500	500	Mileage	500	500	500
-	-	5,000	5,000	Printing and Publishing	5,000	5,000	5,000
1,375	305	2,000	2,000	Membership & Dues	2,000	2,000	2,000
2,578	-	8,000	8,000	Promotions	8,000	8,000	8,000
<u>\$ 115,918</u>	<u>\$ 63,334</u>	<u>\$ 166,815</u>	<u>\$ 209,195</u>	<b>Total Community &amp; Economic Development</b>	<u>\$ 183,758</u>	<u>\$ 183,758</u>	<u>\$ 183,758</u>

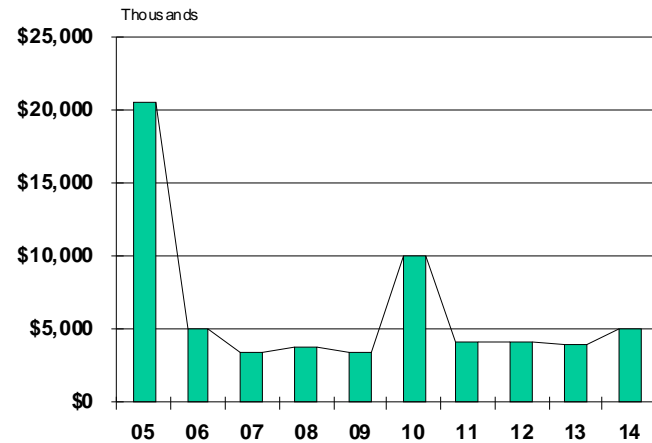


## ADMINISTRATIVE UNALLOCATED EXPENSE

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

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

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



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>ADMINISTRATION UNALLOCATED EXPENSE</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 62,000	\$ 63,400	\$ 63,400	\$ 60,000	Independent Audit	\$ 65,200	\$ 65,200	\$ 65,200
42,352	22,378	50,000	50,000	Telephone and Radio	50,000	50,000	50,000
4,395	5,813	9,000	9,000	Conferences and Workshops	9,000	9,000	9,000
35,783	50,619	55,000	55,000	Education Allowance	55,000	55,000	55,400
2,364	1,736	5,000	5,000	Community Promotion	5,000	5,000	5,000
2,274,844	979,309	3,000,000	3,000,000	Insurance and Bonds	3,180,000	3,180,000	3,180,000
1,750,000	-	-	-	Settlement Agreement	-	-	-
6,700	6,700	6,700	-	8 mile Vision/Action Plan	6,700	6,700	6,700
180,023	44,763	150,000	150,000	Professional Services	150,000	150,000	150,000
-	-	-	-	VEBA Contribution	-	-	2,285,000
250,000	250,000	250,000	250,000	Grievance Settlements	250,000	250,000	250,000
425	-	1,000	1,000	Investment Policy Commission	1,000	1,000	1,000
260,188	100,310	290,000	290,000	Public Utilities - Civic Center	290,000	290,000	290,000
9,996	3,616	12,000	12,000	Public Utilities - Court Building	12,000	12,000	12,000
12,242	-	10,000	10,000	U.S. Conference of Mayors Membership	13,000	13,000	13,000
66,957	33,076	33,100	33,100	Unemployment Costs	36,800	36,800	36,800
1,776	750	4,000	4,000	401(a) Board Operating Expense	2,000	2,000	2,000
6	-	500	500	Disability Commission Operating Expense	500	500	500
305	-	50,000	75,000	Tax Reverted Property Acquisition/Expense	75,000	75,000	75,000
<u>\$ 4,960,356</u>	<u>\$ 1,562,470</u>	<u>\$ 3,989,700</u>	<u>\$ 4,004,600</u>	<b>Total Administration Unallocated Expense</b>	<u>\$ 4,201,200</u>	<u>\$ 4,201,200</u>	<u>\$ 6,486,600</u>

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

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

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

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

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

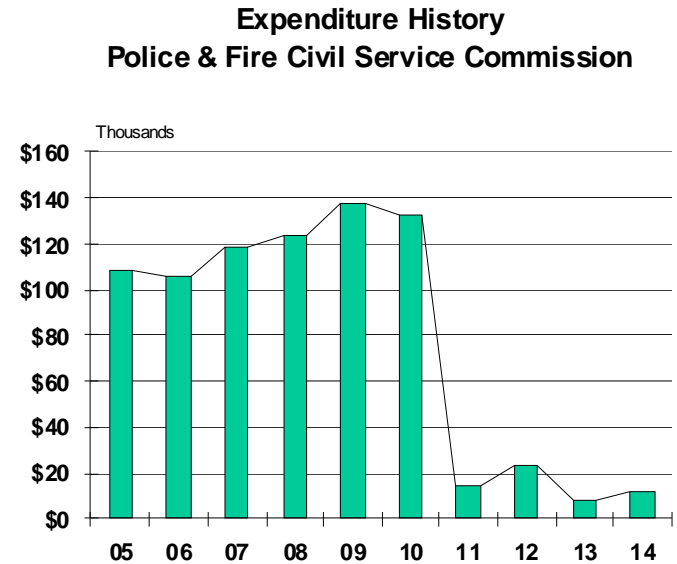
The City of Warren Police & Fire Civil Service Commission shall continue fulfilling its responsibilities according to the requirements of Act 78 to determine qualifications by competitive examinations. All appointments, reinstatements, promotions, and discharges in the Police & Fire Departments will 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.

## POLICE & FIRE CIVIL SERVICE COMMISSION

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Employee promotional exams posted	2	2	1	2
Non-employee postings	1	-	1	-
Applications processed	91	50	120	21
Written exams conducted	69	48	27	21
Regular meetings held	10	12	9	10
Special meetings held	1	1	2	1
Appeals heard	-	1	2	-
Certify police recruit eligibility list	1	1	1	-
Certify police promotional list	2	2	1	2



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>POLICE &amp; FIRE CIVIL SERVICE</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 1,450	\$ 400	\$ 2,000	\$ 3,000	Fees and Per Diem	\$ 3,000	\$ 3,000	\$ 3,000
				<b>Supplies:</b>			
319	114	1,400	1,400	Office Supplies	1,400	1,400	1,400
9,487	-	20,000	28,000	Exams & Operating Supplies	28,000	28,000	28,000
				<b>Other Services and Charges:</b>			
23	11	800	800	Postage	800	800	800
<u>\$ 11,279</u>	<u>\$ 525</u>	<u>\$ 24,200</u>	<u>\$ 33,200</u>	<b>Total Police &amp; Fire Civil Service</b>	<u>\$ 33,200</u>	<u>\$ 33,200</u>	<u>\$ 33,200</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 Offices.

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



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

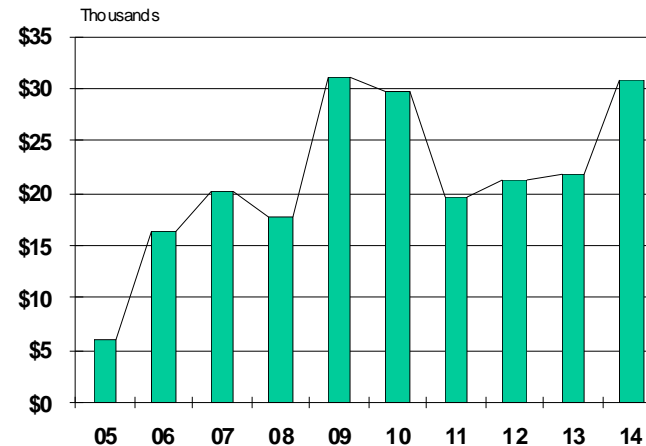
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ZONING BOARD OF APPEALS</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 5,250	\$ 1,995	\$ 6,000	\$ 7,840	Meeting Allowance	\$ 7,560	\$ 7,560	\$ 7,560
-	-	1,615	1,615	<b>Office Supplies</b>	1,365	1,365	1,365
				<b>Other Services and Charges:</b>			
4,166	1,690	7,100	7,100	Postage	6,000	6,000	6,000
-	-	1,700	3,550	Outside Court Reporter	3,000	3,000	3,000
-	-	1,015	1,015	Printing and Publishing	840	840	840
<b>\$ 9,416</b>	<b>\$ 3,685</b>	<b>\$ 17,430</b>	<b>\$ 21,120</b>	<b>Total Zoning Board of Appeals</b>	<b>\$ 18,765</b>	<b>\$ 18,765</b>	<b>\$ 18,765</b>

## **BEAUTIFICATION COMMISSION**

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

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

**Expenditure History  
Beautification Commission**





GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

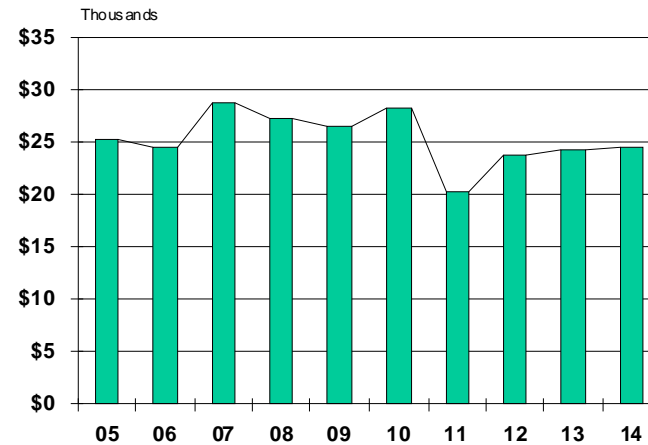
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT BEAUTIFICATION COMMISSION</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 4,992	\$ 3,614	\$ 7,000	\$ 7,000	Part-time Employee	\$ 8,000	\$ 8,000	\$ 8,000
				<b>Employee Benefits:</b>			
382	276	538	538	Social Security	612	612	612
-	-	9	9	Employee Insurance	11	11	11
275	160	600	600	<b>Office Supplies</b>	600	600	600
				<b>Other Services and Charges:</b>			
3,015	900	2,500	2,500	Contractual Services	3,000	3,000	3,000
1,389	181	1,700	1,700	Postage	1,700	1,700	1,700
70	36	250	250	Telephone Expense	250	250	250
684	177	800	800	Mileage	800	800	800
645	223	700	700	Public Utilities	700	700	700
825	-	1,000	1,000	City Flower Plantings	1,000	1,000	1,000
884	-	1,200	1,200	School Program	1,200	1,200	1,200
5,823	3,285	9,000	9,000	Awards Committee	9,000	9,000	9,000
1,332	-	2,000	2,000	Clean-up Campaign	2,000	2,000	2,000
480	60	1,000	1,000	Installation & Informational Dinner Meetings	1,000	1,000	1,000
9,989	9,693	30,000	30,000	Decorations	30,000	30,000	30,000
<u>\$ 30,785</u>	<u>\$ 18,605</u>	<u>\$ 58,297</u>	<u>\$ 58,297</u>	<b>Total Beautification Commission</b>	<u>\$ 59,873</u>	<u>\$ 59,873</u>	<u>\$ 59,873</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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CULTURAL COMMISSION</u>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 100	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
				<b>Other Services and Charges:</b>			
2,000	2,000	7,000	7,000	Contractual Services	2,400	2,400	2,400
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
19,001	18,405	19,100	19,100	Summer Program	19,300	19,300	19,300
-	-	-	-	Winter Program	2,000	2,000	2,000
800	795	800	800	Artist in Residence Program	800	800	800
600	500	600	600	Art Festival	-	-	-
<u>\$ 24,501</u>	<u>\$ 23,700</u>	<u>\$ 29,600</u>	<u>\$ 29,600</u>	<b>Total Cultural Commission</b>	<u>\$ 26,600</u>	<u>\$ 26,600</u>	<u>\$ 26,600</u>

## CRIME COMMISSION

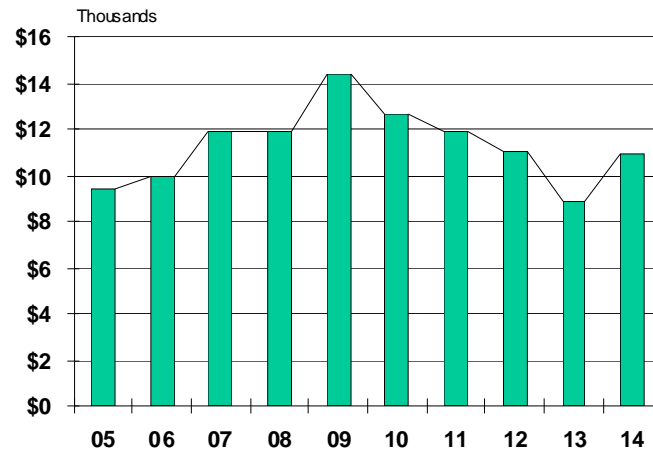
The Crime Commission, established on April 2, 1968, consists of twelve (12) members appointed by the Mayor. Members of the Commission may be persons with qualifications in such areas as: law enforcement, crime prevention, public communication and education.

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

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

The Commission will be working with the Police Department in helping facilitate the Neighborhood Watch Program and the senior seminars.

**Expenditure History  
Crime Commission**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CRIME COMMISSION</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 789	\$ 522	\$ 800	\$ 800	<b>Office Supplies</b>	\$ 1,000	\$ 1,000	\$ 1,000
				<b>Other Services and Charges:</b>			
1,790	450	1,800	1,800	Contractual Services	1,800	1,800	1,800
338	-	300	300	Telephone	-	-	-
6,202	3,080	6,200	6,200	Community Promotion & Public Relations	7,000	7,000	7,000
<u>1,856</u>	<u>333</u>	<u>2,000</u>	<u>2,000</u>	Public Utilities	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<u>\$ 10,975</u>	<u>\$ 4,385</u>	<u>\$ 11,100</u>	<u>\$ 11,100</u>	<b>Total Crime Commission</b>	<u>\$ 11,800</u>	<u>\$ 11,800</u>	<u>\$ 11,800</u>

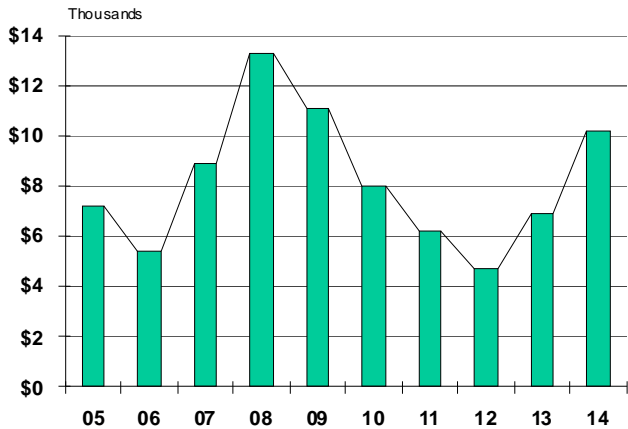
# HISTORICAL COMMISSION

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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HISTORICAL COMMISSION</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 1,786	\$ 60	\$ 1,630	\$ 1,630	<b>Office Supplies</b>	\$ 1,830	\$ 1,830	\$ 1,830
				<b>Other Services and Charges:</b>			
70	36	300	300	Telephone Expense	300	300	300
787	483	1,200	1,200	Community Promotion & Public Relations	1,200	1,200	1,200
195	115	405	405	Membership & Dues	405	405	405
1,302	-	1,500	1,500	Historical Site Plaques	1,500	1,500	1,500
1,796	100	2,460	2,460	Museum Expense	3,620	3,620	3,620
-	1,174	1,500	1,500	Hall of Fame	1,500	1,500	1,500
				<b>Capital Outlay:</b>			
-	2,653	4,500	4,500	Capital Improvements	-	-	-
4,240	-	4,850	4,850	Equipment - Office	-	-	-
<u>\$ 10,176</u>	<u>\$ 4,621</u>	<u>\$ 18,345</u>	<u>\$ 18,345</u>	<b>Total Historical Commission</b>	<u>\$ 10,355</u>	<u>\$ 10,355</u>	<u>\$ 10,355</u>

## **EMPLOYEES RETIREMENT COMMISSION**

Established under General City Ordinance on January 1, 1958, the City of Warren Employees' Retirement System is the administrator of a single-employer public employees' retirement system that covers all remaining full time employees, except police and fire personnel hired prior to the close of the plan effective upon ratification of the final collective bargaining agreements in February 2000. As of December 31, 2013, there were 534 retirees and beneficiaries receiving benefits from the fund. In addition, 22 members have deferred their retirement benefits. All of the 111 active members in the system have vested pension rights.

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

The system is funded through investment earnings and contributions from the City. The City's funding policy provides for periodic employer contributions at actuarially determined amounts that are designed to accumulate sufficient assets to pay benefits when due. The contribution for the fiscal year beginning July 1, 2015 is \$8,977,851. For comparison to prior years the Unfunded Actuarial Present Value of Credited Projected Benefits for the year ended December 31, 2013 was \$68,922,000. 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 nine money managers to invest approximately \$122 million in assets.



## EMPLOYEE RETIREMENT COMMISSION

### Fiscal 2016 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 promote awareness and use of Retirement System's Website for better communication and education of members.
4. To improve communication between the Board of Trustees, retirees and employees.
5. To encourage more enrollment in the direct deposit program.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Agendas prepared	21	16	16	16
Pension calculations prepared	18	40	25	20
Annual employee pension ledgers prepared	156	160	140	130
Pension payments distributed	6,600	6,700	6,700	6,700
1099 R's mailed	563	565	570	575

GENERAL FUND PERSONNEL

<u>CITY RETIREMENT</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 Retirement Administrator	1	\$ 66,913	1	\$ 67,750	1	\$ 67,750	1	\$ 67,750
Account Technician	1	54,089	1	54,765	1	54,765	1	54,765
Part-time Employee		14,000		14,000		14,000		14,000
	—		—		—		—	
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 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>CITY RETIREMENT</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 108,391	\$ 29,728	\$ 95,000	\$ 114,975	Permanent Employees	\$ 116,483	\$ 116,483	\$ 116,483
14,863	17,492	30,000	14,000	Part-time Employee	14,000	14,000	14,000
9,239	-	-	-	Overtime	-	-	-
				<b>Employee Benefits:</b>			
10,394	2,976	9,500	10,367	Social Security	10,227	10,227	10,227
27,447	7,505	29,121	29,121	Employee Insurance	32,741	32,741	32,741
53,611	38,884	78,514	78,514	Retiree Health Insurance	87,044	87,044	87,044
5,449	-	6,545	6,545	Longevity	3,218	3,218	3,218
1,200	1,200	1,200	-	Education Allowance	750	750	750
88,813	36,422	84,570	84,570	Retirement Fund	11,971	11,971	11,971
				<b>Retiree Benefits:</b>			
8,466,811	4,086,335	9,500,000	9,500,000	Retiree Insurance	10,500,000	10,500,000	12,785,000
669,147	336,881	674,000	650,000	Medicare Reimbursement	680,000	680,000	680,000
254	74	2,500	2,500	<b>Office Supplies</b>	2,500	2,500	2,500
				<b>Other Services and Charges:</b>			
-	-	-	10,000	Legal Services	10,000	10,000	10,000
-	-	-	600	Fees & Per Diem	700	700	700
3,361	2,234	5,000	6,000	Postage	6,000	6,000	6,000
-	-	-	640,460	Contractual Services	666,050	666,050	666,050
-	-	-	1,000	Service Contracts	1,000	1,000	1,000
-	-	-	5,000	Disability Physicals	4,000	4,000	4,000
-	-	-	350	Membership & Dues	350	350	350
-	-	-	34,320	Bank Custodial Fees	34,700	34,700	34,700
-	-	-	7,000	Travel and Conferences	7,000	7,000	7,000
-	-	-	12,500	Insurance and Bonds	12,000	12,000	12,000
-	-	-	2,000	Printing & Publishing	2,000	2,000	2,000
740	383	1,000	1,000	Telephone	1,000	1,000	1,000
\$ 9,459,720	\$ 4,560,114	\$ 10,516,950	\$ 11,210,822	<b>Total City Retirement</b>	\$ 12,203,734	\$ 12,203,734	\$ 14,488,734
(259,880)	(116,767)	(292,783)	(1,010,108)	Charges Reimbursable via Public Act 55	(982,269)	(982,269)	(982,269)
(9,199,840)	(4,443,347)	(10,224,168)	(10,200,714)	Charges Reimbursable via VEBA Trust	(11,221,465)	(11,221,465)	(13,506,465)
\$ -	\$ -	\$ -	\$ -	<b>Net City Retirement</b>	\$ -	\$ -	\$ -

## **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, 2013, were \$268,708,219. The financial objective of the plan, which meets the State of Michigan requirements, is to establish and receive periodic employer contributions at actuarially determined amounts in order to accumulate sufficient assets to pay benefits when due. The contribution for the fiscal year beginning July 1, 2015 is \$10,587,927, which will change annually after an annual actuarial valuation is completed and a report is issued. As of December 31, 2013 the retirement system is now 71.1% funded, which means that accrued liabilities exceeded actuarial accrued assets by 28.9%.

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.

## POLICE AND FIRE RETIREMENT COMMISSION

### Fiscal 2016 Performance Objectives

1. To encourage more enrollments in the direct deposit program.
2. To continue software development for the accounting systems.
3. To encourage use of online capabilities relative to forms.
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 work actuarial study for Health Benefits Plan.
8. To begin database work for Medicare reimbursements under the Health Benefits Plan.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Estimated pension calculations prepared	9	15	15	15
Actual pension calculations prepared	9	15	15	15
Agendas prepared	16	18	18	18
Active P & F ledgers distributed	333	320	320	328
Pension checks distributed	493	528	528	490
Annuity withdrawals completed	8	15	15	15
Safe-Harbor method calculations	9	15	15	15
Retiree incentive bonuses paid	6	5	5	5
1099R's and W4-P's mailed	597	614	614	590
"Buy-Back" computations	9	10	10	10
Direct deposit enrollments	9	15	15	15
Monitoring monthly direct deposits	6,606	6,768	6,768	6,644
Direct deposits initiated	6,606	6,768	6,768	6,644
Retirement Actuarial Valuation Prepared	1	1	1	1
Retirement Financial Statements Prepared	1	1	1	1
VEBA Trust Actuarial Valuation Prepared	1	1	1	1
VEBA Trust Financial Statements Prepared	1	1	1	1

GENERAL FUND PERSONNEL

<u>P&amp;F RETIREMENT</u>	<u>Present (a)</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Police & Fire Retirement Administrator	1	\$ 77,104	1	\$ 78,068	1	\$ 78,068	1	\$ 78,068
Police & Fire Retirement Account Technician	1	54,089	1	54,765	1	54,765	1	54,765
Part-time Employee		5,000		5,000		5,000		5,000
Overtime	—	6,200	—	6,185	—	6,185	—	6,185
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 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

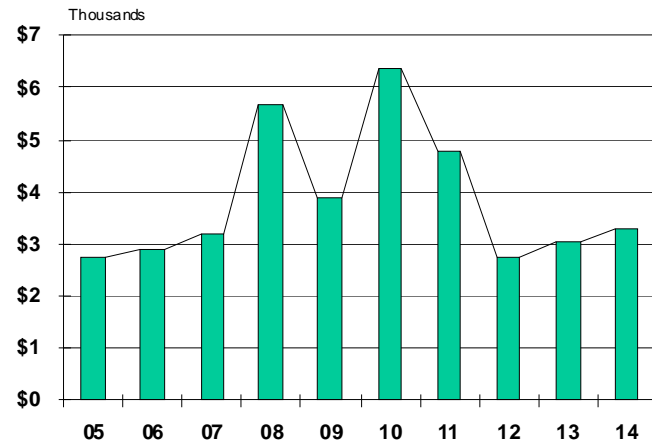
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>GENERAL GOVERNMENT POLICE &amp; FIRE RETIREMENT</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 126,853	\$ 64,881	\$ 128,904	\$ 128,904	Permanent Employees	\$ 131,577	\$ 131,577	\$ 131,577
2,933	-	5,000	5,000	Part-time Employee	5,000	5,000	5,000
8,801	9,239	11,000	6,200	Overtime	6,185	6,185	6,185
				<b>Employee Benefits:</b>			
11,180	5,828	11,550	11,239	Social Security	11,441	11,441	11,441
16,883	12,397	28,941	28,941	Employee Insurance	32,537	32,537	32,537
62,691	39,098	78,514	78,514	Retiree Health Insurance	86,420	86,420	86,420
8,523	3,400	6,800	6,800	Longevity	6,800	6,800	6,800
1,313	-	-	-	Education Allowance	1,200	1,200	1,200
80,143	46,194	78,296	78,296	Retirement Fund	90,218	90,218	90,218
				<b>Retiree Benefits:</b>			
8,706,332	4,509,579	9,500,000	9,500,000	Retiree Insurance	10,500,000	10,500,000	10,500,000
526,178	267,285	545,000	555,000	Medicare Reimbursement	555,000	555,000	555,000
254	74	5,200	5,218	<b>Office Supplies</b>	5,220	5,220	5,220
				<b>Other Services and Charges:</b>			
4,011	1,649	5,000	5,016	Postage	5,000	5,000	5,000
-	-	-	24,000	Audit Fees	24,000	24,000	24,000
-	-	-	1,800,000	Contractual Services	1,800,000	1,800,000	1,800,000
-	-	-	530	Service Contracts	530	530	530
-	-	-	3,500	Disability Physicals	3,500	3,500	3,500
-	-	-	7,000	Travel and Conferences	7,000	7,000	7,000
-	-	-	20,000	Insurance and Bonds	20,000	20,000	20,000
-	-	-	3,400	Printing & Publishing	3,400	3,400	3,400
555	287	1,000	1,000	Telephone	1,000	1,000	1,000
<u>\$ 9,556,650</u>	<u>\$ 4,959,911</u>	<u>\$ 10,405,205</u>	<u>\$ 12,268,558</u>	<b>Total Police &amp; Fire Retirement</b>	<u>\$ 13,296,028</u>	<u>\$ 13,296,028</u>	<u>\$ 13,296,028</u>
(324,139)	(183,047)	(360,205)	(2,213,558)	Charges Reimbursable via Public Act 55	(2,241,028)	(2,241,028)	(2,241,028)
<u>(9,232,511)</u>	<u>(4,776,864)</u>	<u>(10,045,000)</u>	<u>(10,055,000)</u>	Charges Reimbursable via VEBA Trust	<u>(11,055,000)</u>	<u>(11,055,000)</u>	<u>(11,055,000)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net Police &amp; Fire Retirement</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## VILLAGE HISTORICAL COMMISSION

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

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

**Expenditure History  
Village Historical Commission**





GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>VILLAGE HISTORICAL COMMISSION</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ -	\$ -	Meeting Allowance	\$ 2,940	\$ -	\$ -
-	-	250	250	<b>Office Supplies</b>	250	250	250
				<b>Other Services and Charges:</b>			
-	5,945	6,500	6,500	Contractual Services	6,800	6,500	6,500
980	664	3,680	3,680	Community Promotion & Public Relations	2,000	2,000	2,000
2,282	361	3,300	3,300	Public Utilities	3,300	3,300	3,300
-	-	-	-	Historical Site Plaque	1,400	1,400	1,400
-	-	1,100	1,100	Old Village Hall Improvements	400	400	400
<u>\$ 3,262</u>	<u>\$ 6,970</u>	<u>\$ 14,830</u>	<u>\$ 14,830</u>	<b>Total Village Historical Commission</b>	<u>\$ 17,090</u>	<u>\$ 13,850</u>	<u>\$ 13,850</u>

## SENIOR HEALTH CARE SERVICES

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

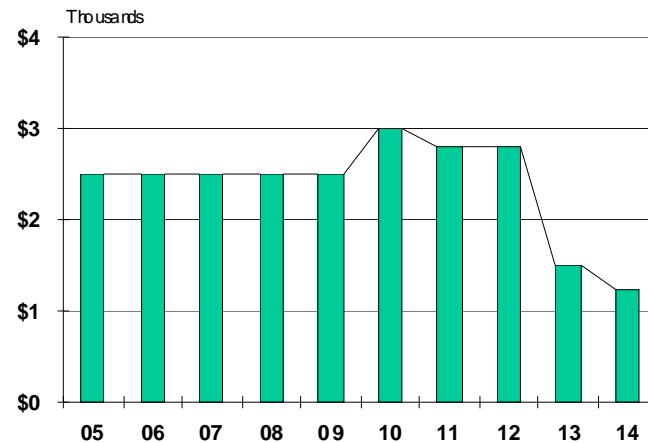
The purpose of the Commission is to identify health care needs of Warren seniors and to provide information of health care services available in the City.

The Commission consists of twelve (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

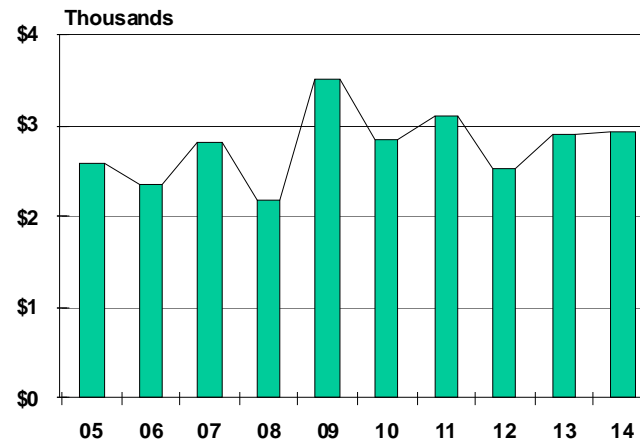
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CITY COMMISSION ON</u></b> <b><u>SENIOR HEALTH CARE SERVICES</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 1,237	\$ 352	\$ 1,500	\$ 1,500	<b>Other Services and Charges:</b> Community Promotion & Public Relations	\$ 1,500	\$ 1,500	\$ 1,500
<u>\$ 1,237</u>	<u>\$ 352</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<b>Total City Commission on Senior Health Care Services</b>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>

## COUNCIL OF COMMISSIONS

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

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

**Expenditure History  
Council of Commissions**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COUNCIL OF COMMISSIONS</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 4	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
<u>2,935</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>\$ 2,939</u>	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<b>Total Council of Commissions</b>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>

## **ANIMAL WELFARE COMMISSION**

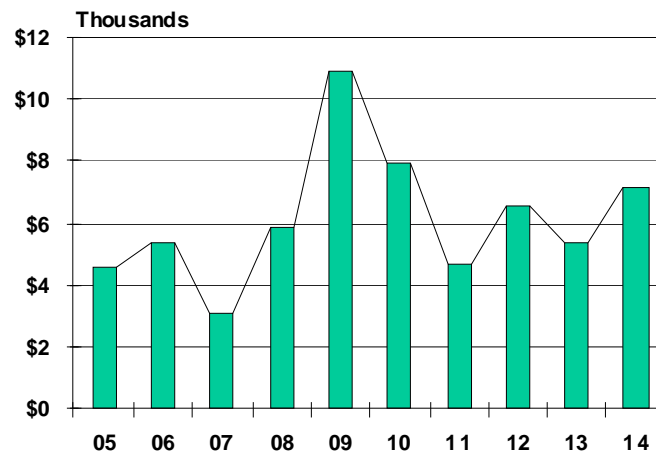
The Animal Welfare Commission was established on October 22, 1998. The Commission shall consist of seven members to be appointed by the Mayor. The members shall serve for three-year terms and may be re-appointed for any number of terms. Council and the Mayor may appoint ex-officio members.

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

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

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

### **Expenditure History Animal Welfare Commission**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ANIMAL WELFARE COMMISSION</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 73	\$ -	\$ 400	\$ 400	<b>Office Supplies</b>	\$ 400	\$ 400	\$ 400
				<b>Other Services and Charges:</b>			
1,514	-	1,000	1,000	Operating Expense	1,000	1,000	1,000
-	-	50	50	Postage	50	50	50
-	-	50	50	Telephone Expense	50	50	50
2,118	1,053	2,500	2,500	Vaccination Fair	2,500	2,500	2,500
500	500	1,000	1,000	Chipping Clinic	1,000	1,000	1,000
1,500	-	2,500	2,500	Education	2,500	2,500	2,500
<u>1,411</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>	Dog Park	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<u>\$ 7,116</u>	<u>\$ 1,553</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<b>Total Animal Welfare Commission</b>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>

## **FIRE DEPARTMENT**

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

**ADMINISTRATION:** Executes and directs the research planning and development of all department assignments, 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 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 focus in the areas of fire protection systems and egress pathways for new or renovated facilities. Public fire safety education is also a responsibility of this division.

**HAZARDOUS MATERIALS TEAM:** The primary role of this specialized team within the 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.

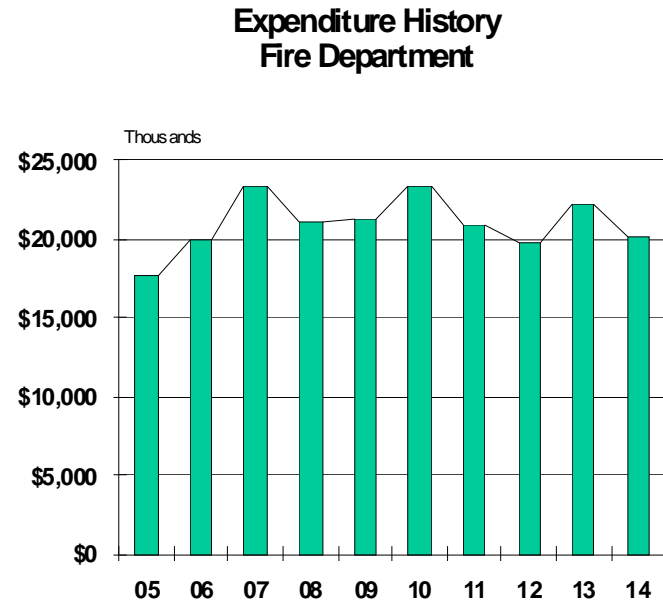


## FIRE DEPARTMENT

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Incident reports reviewed	16,547	17,000	17,000	17,500
Fire Station/Apparatus/Equipment Inspections	600	600	600	600
Total incident responses	16,547	17,000	17,000	17,500
Total equipment responses	30,530	30,000	30,000	30,000
Mutual aid rendered and received	58	65	65	75
Injuries on-duty	32	30	30	30
Lost work hours/on-duty injury	1,125.24	1,200	1,200	1,200
Hours of hydrant maintenance	2,860	2,000	2,000	2,000
Hours of fire training	3,062	3,200	3,200	3,200
Hours of medical training	4,401	4,500	4,500	4,500
Fire Department vehicle accidents	10	10	10	10



GENERAL FUND PERSONNEL

<u>FIRE DEPARTMENT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Fire Commissioner	1	\$ 112,692	1	\$ 114,101	1	\$ 114,101	1	\$ 114,101
Administrative Chief of Operations	1	111,773	1	113,170	1	113,170	1	113,170
Deputy Chief	1	106,693	1	108,027	1	108,027	1	108,027
Special Operations Chief	1	101,612	1	102,883	1	102,883	1	102,883
Battalion Chief	3	101,612	3	102,883	3	102,883	3	102,883
Fire Marshal	1	101,612	1	102,883	1	102,883	1	102,883
Chief of E.M.S.	1	92,374	1	93,529	1	93,529	1	93,529
Captain	6	92,374	6	93,529	6	93,529	6	93,529
Lieutenant	15	83,977	16 (c)	85,026	16 (c)	85,026	16 (c)	85,026
Fire Inspector	3	83,977	3	85,026	3	85,026	3	85,026
Sergeant A.E.M.T.	1	83,977	2 (c)	85,026	2 (c)	85,026	2 (c)	85,026
Sergeant	5	76,343	4 (c)	77,297	4 (c)	77,297	4 (c)	77,297
Fire Fighter A.E.M.T.	17	76,343	10 (c)	77,297	10 (c)	77,297	10 (c)	77,297
Fire Fighter Engine & Ladder	23	72,872	21 (c)	73,783	21 (c)	73,783	21 (c)	73,783
Fire Fighter	32	69,402	40 (c)	70,269	40 (c)	70,269	40 (c)	70,269
Overtime - Fire Fighters		300,000		300,000		300,000		300,000
<u>Civilians &amp; Clerical:</u>								
Office Manager	-	-	1 (c)	71,089	1 (c)	71,089	1 (c)	71,089
Senior Administrative Secretary - Fire Prevention	1	56,128	- (c)	-	- (c)	-	- (c)	-
Administrative Clerk	-	-	1 (c)	48,809	1 (c)	48,809	1 (c)	48,809
Office Assistant	1	34,707	- (c)	-	- (c)	-	- (c)	-
EMS Billing Specialist	1	34,707	1	35,141	1	35,141	1	35,141
Overtime - Clerical		-		1,500		1500		1500
Total Personnel without SAFER Grant	<u>114</u>		<u>114</u>		<u>114</u>		<u>114</u>	
Fire Fighter (2-Year Federal Grant Award)	18	52,528	18	56,253	18	56,253	18	56,253
Overtime - Fire Fighters (2-Year Federal Grant Award)		100,000		100,000		100,000		100,000
Total Personnel with SAFER Grant	<u>132</u>		<u>132</u>		<u>132</u>		<u>132</u>	

(a) Wage rates include holiday pay and are based on Local 412 Unit 35, Local 1383 and Local 1250 contracts that expire 6/30/16.

(c) Reclassification of various positions.

Note: Reduced rates apply to the positions of Captain, Lieutenant, Sergeant, and Firefighter for employees hired after 1/1/2009.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 117,377	\$ 60,247	\$ 113,132	\$ 113,132	Appointed Official	\$ 114,979	\$ 114,979	\$ 114,979
7,926,088	3,920,717	8,294,555	8,294,555	Fire Fighter Wages	8,549,978	8,549,978	8,549,978
120,984	60,393	121,733	121,733	Civilians & Clerical	134,224	134,224	134,224
-	-	-	-	Overtime - Clerical	1,500	1,500	1,500
269,610	156,200	350,000	400,000	Overtime - Fire Fighters	400,000	400,000	400,000
190,152	36,257	180,000	180,000	Shift Premium	180,000	180,000	180,000
51,000	33,000	67,000	67,000	A.E.M.T. Premium	70,000	70,000	70,000
				<b>Employee Benefits:</b>			
18,600	19,800	19,800	19,800	Educational Allowance	19,800	19,800	19,800
7,700	7,700	7,700	7,700	Cleaning Allowance	7,700	7,700	7,700
146,603	73,390	159,648	159,648	Social Security	162,019	162,019	162,019
443,075	246,790	476,684	476,684	Holiday Pay	489,687	489,687	489,687
1,749,238	849,565	2,051,590	2,051,590	Employee Insurance	2,303,971	2,303,971	2,303,971
2,869,446	1,823,371	3,744,348	3,744,348	Retiree Health Insurance	4,136,032	4,136,032	4,136,032
176,986	87,948	197,428	197,428	Longevity	208,411	208,411	208,411
4,008,969	1,831,583	4,198,265	4,198,265	Retirement Fund	4,167,598	4,167,598	4,167,598
118,826	59,060	120,000	120,000	Food Allowance	120,000	120,000	120,000
73,750	34,654	71,850	71,850	Uniforms	72,150	72,150	72,150
				<b>Supplies:</b>			
53,644	42,797	75,000	75,000	Operating Supplies	130,000	130,000	130,000
75,783	37,903	90,000	90,000	EMS Medical Supplies	125,000	125,000	125,000
134,315	54,966	150,000	150,000	Gasoline & Diesel Oil	150,000	150,000	150,000
				<b>Other Services and Charges:</b>			
297,633	76,915	250,000	270,345	Contractual Services	415,285	415,285	415,285
280,886	280,886	280,887	280,887	Capital Equipment Lease Payment	280,887	280,887	280,887
123,614	20,532	97,000	97,000	Building Maintenance	97,000	97,000	97,000
30,324	7,406	30,000	30,000	Instruction	50,000	50,000	50,000
6,300	-	15,000	15,000	Medical Services	15,000	15,000	15,000
31,943	18,182	45,000	45,000	Telephone and Radio	49,100	49,100	49,100
4,468	-	-	-	Community Promotions	-	-	-
137,360	35,634	135,000	135,000	Public Utilities	145,000	145,000	145,000
30,000	20,000	30,000	30,000	Hydrant Installation & Repairs	30,000	30,000	30,000
60,000	17,500	60,000	60,000	Public Fire Protection (Water)	60,000	60,000	60,000
2,417	1,105	4,000	4,000	Memberships & Dues	4,000	4,000	4,000
2,479	1,145	5,000	5,000	Fire Prevention Week	5,000	5,000	5,000
4,195	2,690	7,500	7,500	RAFT Fund	10,100	10,100	10,100

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT (CONTINUED)</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Capital Outlay:</b>			
\$ -	\$ -	\$ 125,000	\$ 125,000	Capital Improvements	\$ 43,400	\$ 43,400	\$ 43,400
130,320	777,202	780,116	780,116	Equipment and Vehicles	390,000	390,000	290,750
252,543	-	11,118	11,118	Metro Medical Response Grant - 2011	-	-	-
71,091	-	6,409	6,409	2012 UASI MMRS	-	-	-
-	952	62,500	62,500	Assistance to Fire Fighters Grant - 2013	-	-	-
168,220	-	-	-	Assistance to Fire Fighters Grant - 2010	-	-	-
<u>\$ 20,185,939</u>	<u>\$ 10,696,490</u>	<u>\$ 22,433,263</u>	<u>\$ 22,503,608</u>	<b>Total Fire Department</b>	<u>\$ 23,137,821</u>	<u>\$ 23,137,821</u>	<u>\$ 23,038,571</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.

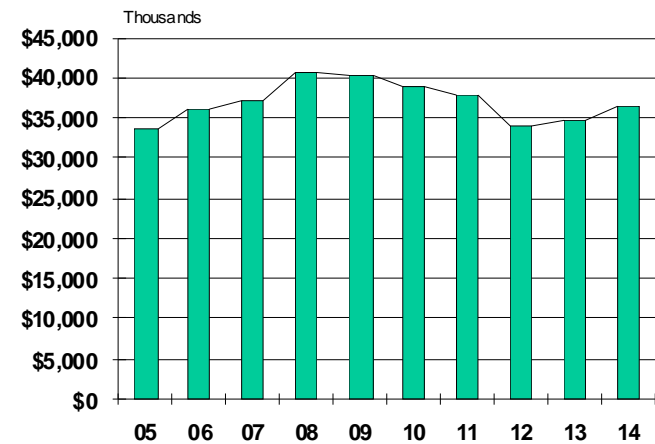
# POLICE DEPARTMENT

## Fiscal 2016 Performance Objectives

1. To complete the installation of the Kustom Signals in-car cameras for all scout cars and train all patrol officers on the use of the system.
2. To upgrade the Criminal Investigations Division interview room video system. Add an additional interview room in the Detention Facility.
3. To outfit the property room with moveable shelving units to greatly expand the storage capacity.
4. To conduct training on Cultural Diversity for all assigned WPD employees.
5. To replace the old flood-damaged gun range with a new state-of-the-art range.
6. To analyze crime data and assign personnel according to crime trends through the use of CLEMIS/CLEAR.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Calls for Police service	95,000	90,000	95,000	95,000
Part I Crimes	3,550	4,500	4,500	4,500
Burglary incidents	750	1,000	1,000	1,000
Auto theft incidents	590	750	750	750
Part II Crimes	6,200	7,000	7,000	7,000
Narcotic and drug incidents	1,575	1,800	1,800	1,800
Liquor license investigations	160	150	150	150
Traffic citations	20,500	20,000	20,500	20,500
OUIL charges	355	500	500	500
Traffic accidents	4,320	4,000	4,500	4,500
Juveniles charged	205	500	500	500
Total arrests	6,200	7,000	7,000	7,000
Abandoned autos processed	1,100	1,200	1,200	1,200
Guns registered	6,300	7,500	7,500	7,500
Neighborhood watch programs	103	100	105	105
Crime prevention/security survey	63	25	70	70
Monthly training/SRT	21	18	21	21
High risk incidents	7	10	10	10
Private industry safety survey	59	50	60	60
Total citations	31,500	34,000	34,000	34,000
Environmental investigations	78	100	100	100

**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	\$ 123,168	1	\$ 124,707	1	\$ 124,707	1	\$ 124,707
Deputy Police Commissioner	1	117,015	1	118,477	1	118,477	1	118,477
Captain	2	106,376	2	107,706	2	107,706	2	107,706
Lieutenant	7	96,706	7	97,915	7	97,915	7	97,915
Sergeant	17	87,915	17	89,014	17	89,014	17	89,014
Corporal	27	79,923	27	80,922	27	80,922	27	80,922
Police Officer	<u>144</u>	<u>72,658</u>	<u>144</u>	<u>73,566</u>	<u>144</u>	<u>73,566</u>	<u>144</u>	<u>73,566</u>
Sub-Total Police Personnel	<u>199</u>		<u>199</u>		<u>199</u>		<u>199</u>	
Crime M.I.S. Specialist	1	84,499	1	85,555	1	85,555	1	85,555
Assistant Crime M.I.S. Specialist	1	58,529	1	59,261	1	59,261	1	59,261
Forensic Technologist	1	67,147	1	67,986	1	67,986	1	67,986
Office Coordinator	1	70,211	1	71,088	1	71,088	1	71,088
Administrative Secretary	1	54,093	1	54,769	1	54,769	1	54,769
Stenographic Technician	2	52,343	1 (c)	52,997	1 (c)	52,997	1 (c)	52,997
Police Asset Forfeiture Specialist	-	-	1 (c)	60,750	1 (c)	60,750	1 (c)	60,750
Dispatch Supervisor	3	62,834	3	63,619	3	63,619	3	63,619
Dispatcher	20	54,638	20	55,321	20	55,321	20	55,321
Senior Clerk	1	54,093	1	54,769	1	54,769	1	54,769
Office Assistant	<u>5</u>	<u>34,707</u>	<u>5</u>	<u>35,141</u>	<u>5</u>	<u>35,141</u>	<u>5</u>	<u>35,141</u>
Sub-Total Civilian Personnel	<u>36</u>		<u>36</u>		<u>36</u>		<u>36</u>	
Temporary/Co-op		70,000		60,000		60,000		60,000
Permanent Part-time - Crossing Guards		118,600		118,600		118,600		118,600
Overtime - Police		987,000		975,000		975,000		975,000
Overtime - Civilians		32,400		20,000		20,000		20,000
Total Personnel	<u>235</u>		<u>235</u>		<u>235</u>		<u>235</u>	

(a) Wage rates include holiday pay and are based on Local 412 Unit 35 contract that expires 6/30/16 and W.P.C.O.A. expires 6/30/2017, and W.P.O.A, Local 1917, Local 1250 contracts that expire 6/30/16.

(c) Reclassification of Stenographic Technician to Police Asset Forfeiture Specialist.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 115,875	\$ 57,438	\$ 117,330	\$ 117,330	Appointed Official	\$ 119,246	\$ 119,246	\$ 119,246
13,633,509	6,695,071	13,813,581	13,813,581	Police Officers	13,994,308	13,994,308	13,994,308
1,798,990	889,262	1,861,287	1,861,287	Civilians & Clerical	1,908,590	1,908,590	1,908,590
106,572	52,407	118,600	118,600	Crossing Guards	118,600	118,600	118,600
52,669	29,307	70,000	70,000	Temporary/Co-op	60,000	60,000	60,000
872,739	422,289	987,000	987,000	Overtime - Police Officers	975,000	975,000	975,000
8,556	5,183	32,400	32,400	Overtime - Civilians	20,000	20,000	20,000
226,935	53,449	245,000	270,000	Shift Premium	225,000	225,000	225,000
				<b>Employee Benefits:</b>			
182,207	1,213	189,050	189,050	Gun Allowance	189,050	189,050	189,050
55,167	51,350	52,350	52,350	Education Allowance	52,350	52,350	52,350
115,042	97,514	119,400	119,400	Cleaning Allowance	119,400	119,400	119,400
386,163	188,165	421,681	421,681	Social Security	422,899	422,899	422,899
777,033	277,221	811,701	811,701	Holiday Pay	819,996	819,996	819,996
3,037,122	1,468,985	3,500,000	3,659,160	Employee Insurance	4,067,701	4,067,701	4,067,701
5,138,237	3,369,339	6,827,751	6,827,751	Retiree Health Insurance	7,541,268	7,541,268	7,541,268
333,980	173,001	347,425	347,425	Longevity	333,483	333,483	333,483
8,114,887	3,874,550	7,897,741	7,897,741	Retirement Fund	7,516,838	7,516,838	7,516,838
101,821	63,669	90,980	90,980	Uniforms	90,980	90,980	90,980
				<b>Supplies:</b>			
53,074	16,413	60,000	60,000	Office Supplies	60,000	60,000	60,000
47,581	17,426	69,748	69,748	Operating Expense	65,000	65,000	65,000
376,317	139,700	500,000	550,000	Gasoline & Diesel Oil	550,000	550,000	550,000
				<b>Other Services and Charges:</b>			
11,707	4,454	15,000	15,000	Prisoners' Food	15,000	15,000	15,000
62,241	10,024	80,000	80,000	Building Maintenance	80,000	80,000	80,000
214,054	105,352	340,000	340,000	Contractual Services	325,000	325,000	325,000
4,809	2,738	7,000	7,000	Postage	7,000	7,000	7,000
16,486	2,545	30,000	30,000	Instruction	30,000	30,000	30,000
2,362	13,051	13,051	10,000	911 Dispatch Training Expense	10,000	10,000	10,000
77,601	62,863	150,000	150,000	Telephone and Radio	150,000	150,000	150,000
21,202	2,319	60,000	60,000	Vehicle Maintenance	40,000	40,000	40,000
6,159	5,372	7,500	7,500	Youth Athletic League	7,500	7,500	7,500
96	-	1,500	1,500	Crime Prevention	1,500	1,500	1,500
-	-	1,500	1,500	Community Promotion	1,500	1,500	1,500
1,162	-	1,500	1,500	Explorers	1,500	1,500	1,500

(Continued)



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT (CONTINUED)</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 220,863	\$ 68,734	\$ 210,000	\$ 210,000	Public Utilities	\$ 210,000	\$ 210,000	\$ 210,000
4,000	4,000	4,000	4,000	Special Investigations	4,000	4,000	4,000
				<b>Capital Outlay:</b>			
-	-	20,000	20,000	Capital Improvements	20,000	20,000	20,000
92,976	26,733	70,950	70,950	Equipment	70,950	70,950	70,950
3,109	-	9,900	9,900	Office Equipment	9,900	9,900	9,900
9,984	-	-	-	U.S. Department of Justice Assistance Grant	-	-	-
23,822	25,990	49,178	49,178	UASI Grant-2014	-	-	-
\$ 36,307,109	\$ 18,277,127	\$ 39,204,104	\$ 39,435,213	<b>Total Police Department</b>	\$ 40,233,559	\$ 40,233,559	\$ 40,233,559

## **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.

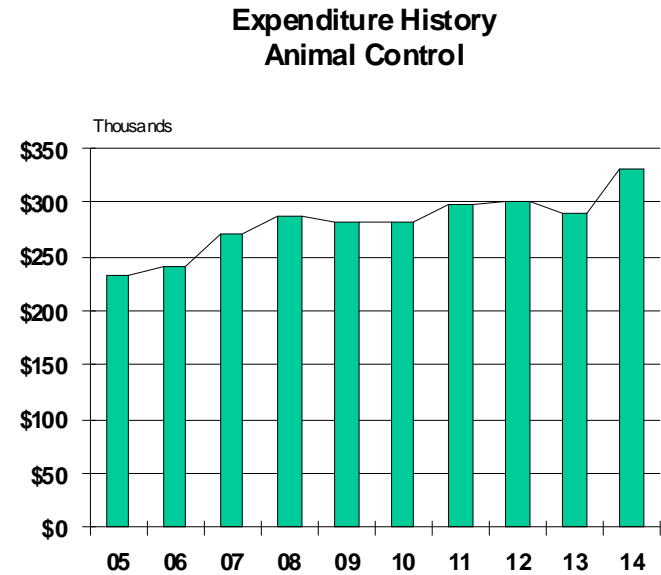
As a public service, Animal Control Officers assist citizens with advice on how to care for their animals along with referring them to low cost programs available for veterinarian care.

## ANIMAL CONTROL

### Fiscal 2016 Performance Objectives

1. To establish the trap, neuter, and release program with the Macomb County Animal Shelter.
2. To utilize the All About Animals Rescue for all feral cat issues.
3. To provide better investigative service to the community with regards to stray, lost, unlicensed or dead animals.
4. To provide better enforcement of ordinances that pertain to animals.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Animal Control calls for service	3,000	3,500	3,500	3,500
Number of Miles Driven per year	22,500	30,000	30,000	30,000
Stray animals picked up	850	1,600	1,600	1,600
Dead animals handled	800	1,000	1,000	1,000
Animals given up by owner	300	350	350	350



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	\$ 54,002	2	\$ 54,677	2	\$ 54,677	2	\$ 54,677
Temporary Employee		15,000		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 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>ANIMAL CONTROL</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,347	\$ 55,664	\$ 108,424	\$ 108,424	Permanent Employees	\$ 110,196	\$ 110,196	\$ 110,196
6,906	5,742	15,000	15,000	Temporary Employee	15,000	15,000	15,000
1,094	-	4,100	4,100	Overtime	4,100	4,100	4,100
				<b>Employee Benefits:</b>			
9,339	4,849	10,168	10,168	Social Security	10,319	10,319	10,319
31,229	13,765	29,739	29,739	Employee Insurance	33,408	33,408	33,408
51,037	38,900	78,514	78,514	Retiree Health Insurance	86,420	86,420	86,420
5,334	3,240	5,400	5,400	Longevity	5,587	5,587	5,587
78,262	37,225	75,178	75,178	Retirement Fund	74,673	74,673	74,673
760	60	760	760	Uniforms	760	760	760
1,106	583	2,000	2,500	<b>Operating Supplies</b>	2,000	2,000	2,000
				<b>Other Services and Charges:</b>			
30,683	347	50,000	55,000	Animal Collection	55,000	55,000	55,000
	26,769	26,769	26,769	Animal Control Grant	-	-	-
4,944	1,202	15,000	15,000	Vehicle Maintenance	15,000	15,000	15,000
<u>\$ 331,041</u>	<u>\$ 188,346</u>	<u>\$ 421,052</u>	<u>\$ 426,552</u>	<b>Total Animal Control</b>	<u>\$ 412,463</u>	<u>\$ 412,463</u>	<u>\$ 412,463</u>

## CIVIL DEFENSE

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

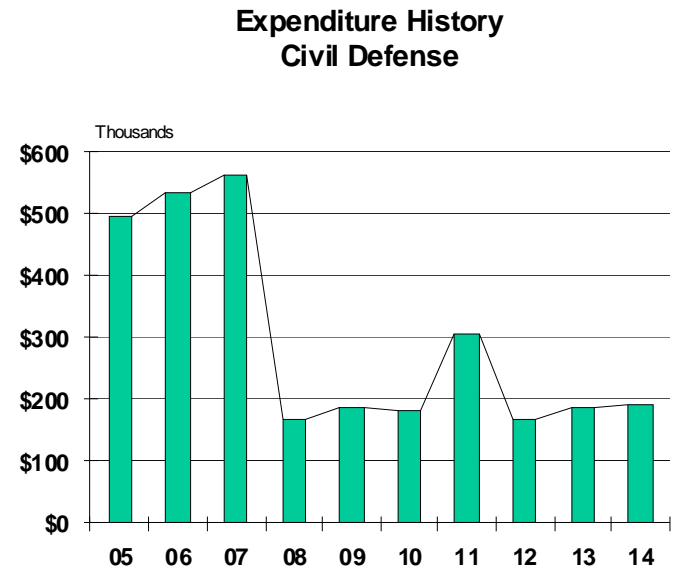
- \* Coordinates the emergency management plans and operations for the City of Warren.
- \* Maintains disaster response and recovery programs in the event of any type of disaster.
- \* Coordinates the training of personnel in emergency planning, disaster response and recovery operations.
- \* Coordinates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

## CIVIL DEFENSE

### Fiscal 2016 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 and sirens for the city.
5. To conduct simulated disaster exercises. Maintain liaison with federal and state emergency agencies.
6. To conduct tornado shelter advisory surveys for schools, industry, and government agencies.
7. To coordinate response and reporting of hazardous and toxic material accidents.
8. To procure grants that apply to emergency management.
9. To coordinate training for domestic preparedness and homeland security.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Responses to disaster or emergency incidents	6	10	10	10
Emergency Operations Plans Reviewed	21	25	25	25
Michigan State Police Emergency Management Division meetings attended	35	12	12	12
Macomb County Emergency Management Meetings attended	40	30	30	30
MSP Emergency Management Training Classes attended	3	3	3	3
Functional/full-scale exercises	3	3	3	3
Orientation/table top preparation exercises	5	5	5	5
Planning & preparation for disaster exercises	9	10	10	10
Public information requests received	9	10	10	10
Hazard analysis & risk assessment	21	25	25	25
Chemical inventory reports processed	5	8	8	8



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - CIVIL DEFENSE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Sergeant	1	\$ 83,424	1	\$ 84,467	1	\$ 84,467	1	\$ 84,467
Overtime	—	3,800	—	3,800	—	3,800	—	3,800
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 6/30/17.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>CIVIL DEFENSE</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 83,218	\$ 41,070	\$ 83,748	\$ 83,748	Police Officer	\$ 85,117	\$ 85,117	\$ 85,117
-	-	3,800	3,800	Overtime	3,800	3,800	3,800
-	-	100	100	Shift Premium	100	100	100
				<b>Employee Benefits:</b>			
950	-	950	950	Gun Allowance	950	950	950
600	600	600	600	Education Allowance	600	600	600
600	-	600	600	Cleaning Allowance	600	600	600
1,306	649	1,406	1,406	Social Security	1,427	1,427	1,427
4,437	1,604	4,492	4,492	Holiday Pay	4,548	4,548	4,548
16,019	8,094	16,194	16,194	Employee Insurance	17,948	17,948	17,948
37,010	(257)	47,739	47,739	Retiree Health Insurance	52,764	52,764	52,764
2,720	2,720	2,720	2,720	Longevity	2,720	2,720	2,720
40,143	(280)	34,209	34,209	Retirement Fund	32,331	32,331	32,331
403	-	600	600	Uniforms	600	600	600
				<b>Supplies:</b>			
1,035	-	1,000	1,000	Operating Expense	1,000	1,000	1,000
				<b>Other Services and Charges:</b>			
3,563	2,438	10,000	15,000	Contractual Services	15,000	15,000	15,000
924	296	1,000	1,000	Public Utilities	1,000	1,000	1,000
<u>\$ 192,928</u>	<u>\$ 56,934</u>	<u>\$ 209,158</u>	<u>\$ 214,158</u>	<b>Total Civil Defense</b>	<u>\$ 220,505</u>	<u>\$ 220,505</u>	<u>\$ 220,505</u>

## DEPARTMENT OF PUBLIC SERVICE

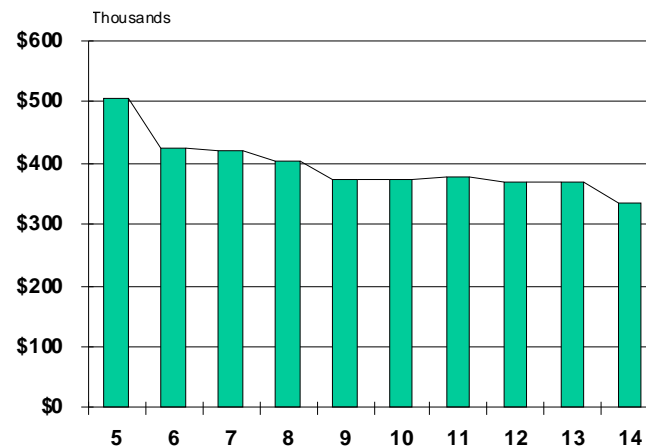
The Department of Public Services is responsible for overseeing and coordinating the activities of the following divisions:

1. Building and Rental - 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	\$ 109,514	1	\$ 110,883	1	\$ 110,883	1	\$ 110,883
Administrative Supervisor/Citistat Coordinator	1	67,770	1	68,617	1	68,617	1	68,617
Senior Administrative Secretary - Public Service	1	56,128	- (c)	-	- (c)	-	- (c)	-
Office Coordinator Public Service	-	-	1 (c)	71,089	1 (c)	71,089	1 (c)	71,089
Temporary/Co-op	—	28,000	—	33,000	—	33,000	—	33,000
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 6/30/16.

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

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>PUBLIC SERVICES DIRECTOR</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 114,081	\$ 58,969	\$ 109,941	\$ 109,941	Appointed Official	\$ 111,737	\$ 111,737	\$ 111,737
95,604	60,992	124,381	124,381	Permanent Employees	132,135	132,135	132,135
29,121	15,096	28,000	28,000	Temporary/Co-op	33,000	33,000	33,000
				<b>Employee Benefits:</b>			
17,379	10,376	20,492	20,492	Social Security	21,611	21,611	21,611
23,627	12,865	40,000	46,878	Employee Insurance	61,577	61,577	61,577
26,568	20,385	41,058	41,058	Retiree Health Insurance	45,041	45,041	45,041
4,381	2,190	5,558	5,558	Longevity	5,618	5,618	5,618
20,168	12,215	23,987	23,987	Retirement Fund	24,949	24,949	24,949
3,230	2,096	7,814	7,814	<b>Office Supplies</b>	5,000	5,000	5,000
				<b>Other Services and Charges:</b>			
1,644	636	2,000	2,000	Postage	2,000	2,000	2,000
<u>\$ 335,803</u>	<u>\$ 195,820</u>	<u>\$ 403,231</u>	<u>\$ 410,109</u>	<b>Total Public Services Director</b>	<u>\$ 442,668</u>	<u>\$ 442,668</u>	<u>\$ 442,668</u>

## **ENGINEERING DIVISION**

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

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

To meet the demands of the City, its businesses and residents, the Engineering Division is organized into four 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.

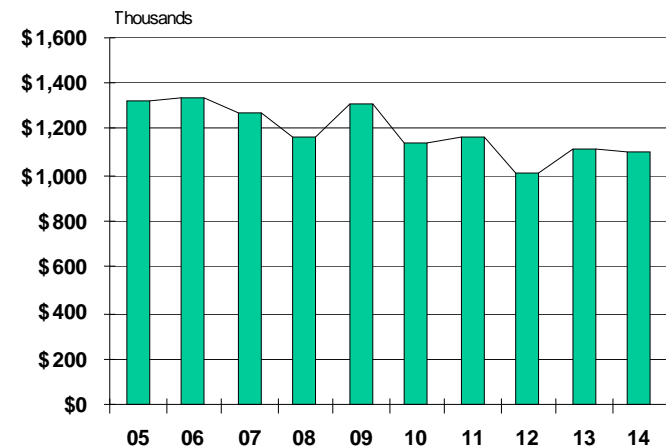
## ENGINEERING DIVISION

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Account 63400 Engineering and inspection revenues	54,886	50,000	50,000	55,000
Requests for service processed	877	950	900	950
Planning reviews	66	75	80	85
Site plan reviews	426	200	390	400
Sign permit structural reviews	30	30	18	20
Private & public project inspections	258	230	230	245
Sidewalk locations inspected & repaired	501	975	600	650
Street and water main break repairs	1,095	1,300	1,200	1,200
Illicit connection, evaluation, review and remediation	2	4	2	2

**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	\$ 69,938	1	\$ 70,813	1	\$ 70,813	1	\$ 70,813
Office Assistant	1	34,707	1	35,141	1	35,141	1	35,141
Overtime - Clerical		700		550		550		550
<u>Engineering Field:</u>								
Senior Engineering Field Supervisor	1	76,440	1	77,396	1	77,396	1	77,396
Engineering Technician	1	66,276	1	67,104	1	67,104	1	67,104
Construction Specialist	1	62,608	1	63,391	1	63,391	1	63,391
Temporary Employees - Inspections		168,000		110,400		110,400		110,400
Temporary Employee - Engineer		26,250		26,250		26,250		26,250
Overtime - Engineers & Inspectors	—	90,000	—	91,500	—	91,500	—	91,500
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 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>ENGINEERING AND INSPECTIONS</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 221,691	\$ 131,274	\$ 271,802	\$ 271,802	Engineers & Inspectors	\$ 278,061	\$ 278,061	\$ 278,061
19,102	14,494	30,542	30,542	Permanent Employees - Clerical	32,484	32,484	32,484
7,554	-	-	-	Temporary/Co-op	-	-	-
99,481	42,576	168,000	168,000	Temporary Employees- Inspection	110,400	110,400	110,400
26,027	-	26,250	26,250	Temporary Employee- Engineer	26,250	26,250	26,250
72,521	69,665	90,000	90,000	Overtime - Engineers & Inspectors	91,500	91,500	91,500
7,248	-	700	700	Overtime - Clerical	550	550	550
				<b>Employee Benefits:</b>			
35,093	20,005	45,709	45,709	Social Security	42,034	42,034	42,034
49,760	33,175	76,989	76,989	Employee Insurance	85,186	85,186	85,186
117,661	56,203	119,603	119,603	Retiree Health Insurance	131,524	131,524	131,524
10,200	6,800	10,200	10,200	Longevity	10,200	10,200	10,200
173,077	88,626	182,065	182,065	Retirement Fund	181,885	181,885	181,885
704	434	570	570	Uniforms	570	570	570
11,451	5,499	12,500	12,500	<b>Operating Supplies</b>	15,000	15,000	15,000
				<b>Other Services and Charges:</b>			
116,008	9,992	117,100	117,100	Contractual Services	143,100	143,100	143,100
24,536	-	18,300	18,300	Contractual Services - Software Services	14,300	14,300	14,300
1,374	581	1,000	1,000	Postage	1,250	1,250	1,250
-	-	538,292	538,292	TAP Project Expense	-	-	-
13,084	8,183	22,000	22,000	Auto Expense	22,000	22,000	22,000
8,355	764	16,200	16,200	Memberships and Dues	16,200	16,200	16,200
70,392	41,830	83,660	83,660	Transfer to W&S System/Engineering Svcs.	88,835	88,835	88,835
				<b>Capital Outlay:</b>			
-	-	35,000	35,000	Equipment - Vehicles	35,000	35,000	35,000
12,365	-	3,800	3,800	Equipment - Office	7,000	7,000	7,000
<u>\$ 1,097,684</u>	<u>\$ 530,101</u>	<u>\$ 1,870,282</u>	<u>\$ 1,870,282</u>	<b>Total Engineering and Inspections</b>	<u>\$ 1,333,329</u>	<u>\$ 1,333,329</u>	<u>\$ 1,333,329</u>



## **BUILDING INSPECTIONS DIVISION**

Calendar year 2014 was a continuation of moderate building activity. A total of 13,070 permits were issued in 2014. Building permits for alterations and remodeling indicate substantial reinvestment within the City of Warren. This continued level of activity reflects the vitality of our residential and business communities. Construction valuation amounted to \$57,158,609.00. Permit fees collected amounted to \$2,717,504.90, an increase of \$151,709.00.

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

The Division plans to put heavy emphasis on code enforcement within Mobile Home Parks. The State of Michigan, Macomb County and the City have neglected 12 parks and 2700 mobile homes in this city for many years, due to budget constraints and lack of personnel. Integration of Mobile Home Parks into our very successful "sweeps" code enforcement program is long overdue.

The program requiring Certificates of Occupancy for new business or for significant changes in the use of existing commercial buildings, has proven to be very effective in getting code violations corrected and properties properly upgraded. This program also prohibits uses within a zoning district that are not permitted by ordinance. Over 387 investigations were done during 2014.

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 Division of Building Inspections, safeguards the community against improperly constructed structures by numerous preliminary and final inspections.

Building Division personnel are trained and registered professionals monitored by the 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.

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.

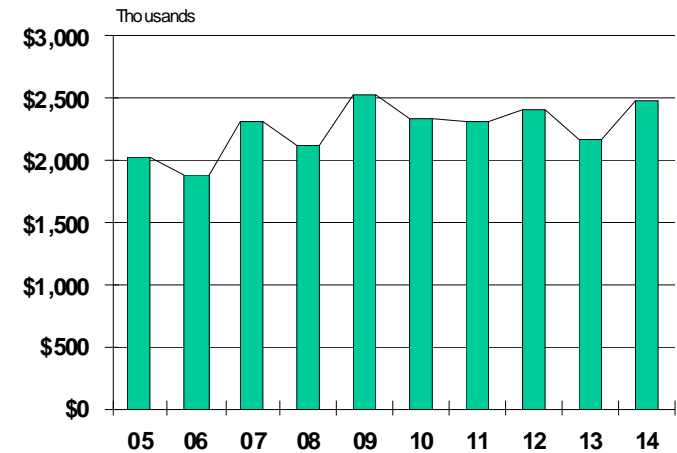
## BUILDING INSPECTIONS DIVISION

### Fiscal 2016 Performance Objectives

1. To remove derelict structures from neighborhoods through the Nuisance Abatement Program.
2. To promptly respond to citizen complaints regarding neighborhood eyesores and rodent infestation.
3. To inspect property maintenance in all Mobile Home Parks.
4. To closely monitor new construction and demolition projects.
5. To enforce property maintenance code through the neighborhood sweep program.
6. To improve the payment policy for the permit application and issuance process.
7. To train personnel and improve job performance.
8. To inspect rental registration properties – property maintenance code.
9. To improve the city certification, court violation, and inspection processes.
10. To continue to support website improvements and maintain the BS&A program.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Nuisance Abatement properties	180	240	200	200
Certificates of Occupancy Inspections	420	650	500	500
Building Permits	2,053	2,080	2,100	2,100
Plumbing Permits	1,152	1,400	1,400	1,200
Electrical Permits	3,402	3,400	3,400	3,400
Mechanical Permits	2,095	2,400	2,300	2,200
Miscellaneous Permits	944	830	850	850
City Certification - Residential	1,285	1,300	1,300	1,275
Building Inspections	15,296	14,200	14,500	14,000
Plumbing Inspections	10,529	9,200	9,000	9,000
Electrical Inspections	14,276	12,500	13,500	12,500
Mechanical Inspections	10,004	9,600	9,800	9,800
Zoning Inspections	6,320	6,600	6,700	6,600
Property Maintenance Inspections	14,178	12,000	11,000	12,000
Zoning Board of Appeals - Applications	108	120	110	110
Plan reviews	2,165	2,200	2,300	2,200
Demolition Permits	70	90	80	80
Demolition Inspections	207	320	290	290
District Court violations	450	400	400	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	\$ 91,733	1	\$ 92,879	1	\$ 92,879	1	\$ 92,879
Assistant Director	-	-	1 (c)	82,343	1 (c)	82,343	1 (c)	82,343
Building Plan Examiner	1	77,973	1	78,947	1	78,947	1	78,947
<u>Chief Inspectors:</u>								
Building	1	74,514	- (c)	75,445	- (c)	75,445	- (c)	75,445
Electrical	1	74,514	1	75,445	1	75,445	1	75,445
Plumbing	1	74,514	1	75,445	1	75,445	1	75,445
Zoning	1	74,514	1	75,445	1	75,445	1	75,445
Mechanical	1	74,514	1	75,445	1	75,445	1	75,445
<u>Inspectors:</u>								
Zoning	2	63,743	3 (b)	64,540	3 (b)	64,540	3 (b)	64,540
Building	1	63,743	2 (b)	64,540	2 (b)	64,540	2 (b)	64,540
Plumbing	1	63,743	1	64,540	1	64,540	1	64,540
Electrical	-		1 (b)	64,540	1 (b)	64,540	1 (b)	64,540
<u>Clerical:</u>								
Office Coordinator - Building	1	70,211	1	71,088	1	71,088	1	71,088
Administrative Clerical Technician	2	51,739	2	52,385	2	52,385	2	52,385
Administrative Clerk	1	48,206	1	48,809	1	48,809	1	48,809
Office Assistant	1	34,707	2 (b)	35,141	2 (b)	35,141	2 (b)	35,141
Temporary Employees - Inspections		451,590		442,920		206,620		206,620
Temporary/Co-op		23,400		48,000		23,400		23,400
Overtime - Inspectors		16,180		16,400		16,400		16,400
Overtime - Clerical	---	5,520	---	5,670	---	5,670	---	5,670
<b>Total Personnel</b>	<u>16</u>		<u>20</u>		<u>20</u>		<u>20</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/16.

(b) New position.

(c) Reclassification of Building Chief Inspector to Assistant Director.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>BUILDING INSPECTIONS</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 95,639	\$ 45,161	\$ 92,090	\$ 92,090	Supervisory	\$ 93,595	\$ 93,595	\$ 93,595
572,229	306,436	650,000	692,102	Inspectors	877,199	877,199	877,199
243,475	99,644	246,392	246,392	Permanent Employees - Clerical	288,889	288,889	288,889
421,117	215,368	451,590	451,590	Temporary Employees- Inspection	442,920	206,620	206,620
28,404	27,663	40,000	23,400	Temporary/Co-op	48,000	23,400	23,400
7,329	4,331	16,180	16,180	Overtime - Inspectors	16,400	16,400	16,400
1,527	2,516	5,520	5,520	Overtime - Clerical	5,670	5,670	5,670
				<b>Employee Benefits:</b>			
106,972	54,870	119,691	119,691	Social Security	138,622	118,663	118,663
148,007	81,544	215,000	255,187	Employee Insurance	401,375	399,154	399,154
321,917	215,167	434,120	434,120	Retiree Health Insurance	480,554	480,554	480,554
37,637	20,557	37,308	37,308	Longevity	39,358	39,358	39,358
374,631	178,857	375,311	375,311	Retirement Fund	395,755	395,755	395,755
6,232	2,974	5,500	5,500	Fees and Per Diem	6,000	6,000	6,000
23,804	6,042	22,000	22,000	<b>Office Supplies</b>	25,000	25,000	25,000
				<b>Other Services and Charges:</b>			
6,152	2,720	12,000	12,000	Postage	13,000	13,000	13,000
2,737	782	-	-	Telephone & Radio	2,400	2,400	2,400
				<b>Nuisance Abatements:</b>			
7,271	1,444	8,800	8,800	Title Search	8,800	8,800	8,800
-	-	25,000	25,000	Demolition Expense	25,000	25,000	25,000
29,684	17,681	31,000	31,000	Software Services	31,000	31,000	31,000
20,511	16,479	40,000	40,000	Auto Expense	40,000	40,000	40,000
				<b>Capital Outlay:</b>			
-	-	5,000	5,000	Equipment - Office	5,000	5,000	5,000
29,732	-	25,000	25,000	Equipment - Vehicles	-	-	-
<b>\$ 2,485,007</b>	<b>\$ 1,300,236</b>	<b>\$ 2,857,502</b>	<b>\$ 2,923,191</b>	<b>Total Building Inspections</b>	<b>\$ 3,384,537</b>	<b>\$ 3,101,457</b>	<b>\$ 3,101,457</b>

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

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

As of June 2008, D.P.W. has absorbed Sanitation and Water along with its mechanics to consolidate all City repairs inside the D.P.W. Garage. In 2010 we added maintenance of Fire Apparatus equipment.

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.

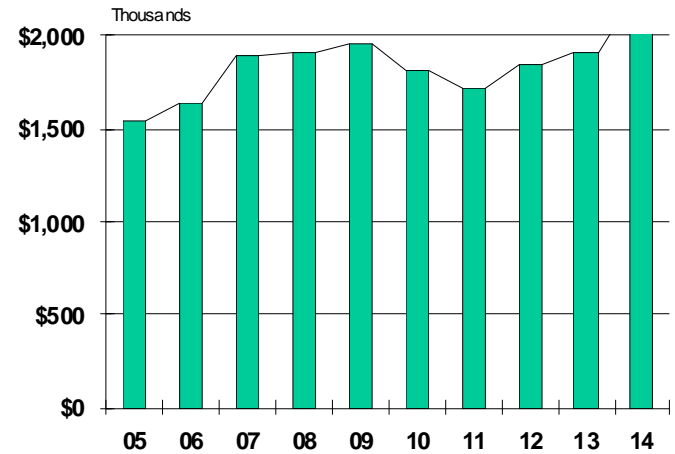
## D.P.W. FLEET MAINTENANCE

### Fiscal 2016 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.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
3,000 Mile-Maintenance Cycles/Police Vehicles	340	500	500	500
6 Months maintenance Cycles/all other vehicles	315	300	300	300
Pre-season maintenance street sweepers	5	5	5	5
Winterize Police vehicles	110	150	150	150
Pre-season maintenance salt trucks	45	60	60	60
Vehicle Maintenance:				
Lube, oil, filter	655	300	500	500
Brakes	308	400	400	400
Tires-occurrences	699	600	600	600
Tune-ups	10	30	30	30
Transmissions	5	50	50	50
Road calls	135	150	150	150
AC/Recycling /Recovery service	45	50	50	50
Miscellaneous-minor repairs	5,495	4,000	4,000	4,000

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



GENERAL FUND PERSONNEL

<u>D.P.W. FLEET MAINTENANCE DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Associate Manager	-	\$ -	-	\$ -	-	\$ -	1 (b)	\$ 79,354
Garage Supervisor	1	70,909	1	71,795	1	71,795	1	71,795
Fleet Maintenance Mechanic	-	-	-	-	-	-	11 (c)	65,644
Chief Diagnostic Mechanic Technician	1	64,844	1	65,644	1	65,644	-	(c) -
Automotive Mechanic Technician	5	64,233	5	65,036	5	65,036	-	(c) -
Automotive Mechanic Assistant	1	43,636	1	44,182	1	44,182	1	44,182
Overtime - Mechanics		13,500		32,000		32,000		32,000
			—		—		—	
Total Personnel	<u>8</u>		<u>8</u>		<u>8</u>		<u>14</u>	

(a) Wage rates are based on Local 1250 contract that expire 6/30/16.

(b) New position.

(c) Reflects transfer and reclassifications of (3) mechanic positions from Sanitation and (2) mechanic positions from the Water & Sewer System, and reclassification of Chief Diagnostic Mechanic Technician and Automotive Mechanic Technician to Fleet Maintenance Mechanic.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>D. P. W. FLEET MAINTENANCE</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 409,191	\$ 191,394	\$ 476,981	\$ 496,981	Mechanics Wages	\$ 507,646	\$ 507,646	\$ 921,431
44,847	20,392	33,500	13,500	Overtime - Mechanics	32,000	32,000	32,000
				<b>Employee Benefits:</b>			
35,464	16,827	40,294	40,294	Social Security	42,700	42,700	75,159
77,569	38,221	100,000	125,530	Employee Insurance	140,008	140,008	244,992
165,250	95,363	198,160	198,160	Retiree Health Insurance	218,178	218,178	349,936
16,138	10,200	16,169	16,169	Longevity	18,436	18,436	28,636
122,332	57,918	129,706	129,706	Retirement Fund	129,668	129,668	298,763
1,148	169	1,520	1,520	Uniforms	1,520	1,520	2,470
				<b>Supplies:</b>			
51,218	20,472	90,000	90,000	Operating Supplies	110,000	110,000	110,000
174,585	60,231	130,000	135,000	Gasoline & Diesel Oil	135,000	135,000	135,000
				<b>Other Services and Charges:</b>			
10,554	16,733	44,800	44,800	Contractual Services	140,000	140,000	140,000
-	242,097	242,097	200,000	Capital Equipment Lease Payment	242,419	242,419	242,419
11,636	4,860	10,000	10,000	Telephone & Radio	12,400	12,400	12,400
498,847	216,276	500,000	500,000	Vehicle Maintenance Expense	550,000	550,000	550,000
113,314	24,738	115,000	115,000	Public Utilities	115,000	115,000	115,000
18,553	3,224	30,000	50,000	Building & Grounds Maintenance	50,000	50,000	50,000
58,805	30,000	60,000	60,000	Reimbursement to Major Streets	60,000	60,000	60,000
85,241	33,908	100,000	100,000	Reimbursement to Local Streets	100,000	100,000	100,000
				<b>Capital Outlay:</b>			
-	-	30,000	30,000	Capital Improvements	50,000	50,000	50,000
277,995	1,433,525	2,266,000	2,266,000	Equipment & Machinery	489,000	129,000	129,000
1,949	-	-	-	Scrap Tire Grant Expense	-	-	-
<u>\$ 2,174,636</u>	<u>\$ 2,516,548</u>	<u>\$ 4,614,227</u>	<u>\$ 4,622,660</u>	<b>Total D.P.W. Fleet Maintenance</b>	<u>\$ 3,143,975</u>	<u>\$ 2,783,975</u>	<u>\$ 3,647,205</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, seven day basis to handle all emergency situations.

The Maintenance Section is responsible for the overall operations of the City Hall building, Warren Police Headquarters, 37th District Court building and the parking structure. Maintenance is responsible for the preventative maintenance of over 50 heating, cooling and ventilating units that require quarterly filter changing, lubricating, belt changing and constant monitoring. This includes maintenance and repair of the boilers. Maintenance is responsible for minor electrical problems, changing light bulbs, minor plumbing problems, minor foundation and roof leaks, lawn irrigation systems, moving furniture, remodeling, painting and assisting with shipping and receiving. Maintenance is also responsible for snow removal, lawn cutting, minor tree trimming and lawn upkeep for the City Hall building, Warren Police Headquarters, the 37<sup>th</sup> District Court building, the parking structure and the four branch libraries. They also maintain the north east corner lot of Chicago and Van Dyke called the "W".

The Building and Grounds Maintenance Division oversees the 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, Warren Police Headquarter building and the 37th District Court.. This section is responsible for cleaning all the offices, public areas and restrooms, including the cell blocks at the Warren Police Headquarter building.

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

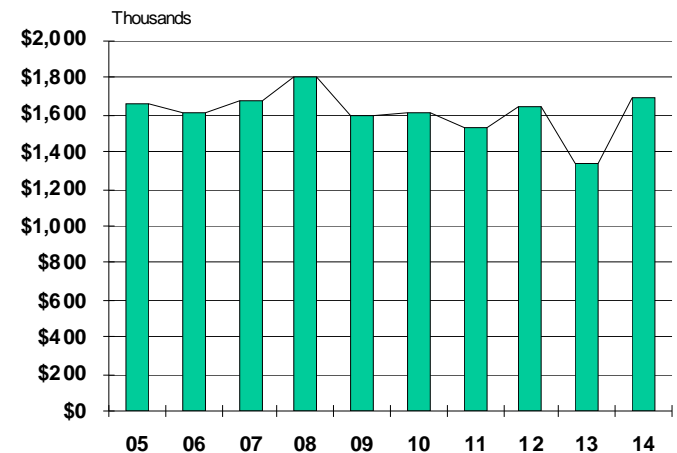
## BUILDING MAINTENANCE

### Fiscal 2016 Performance Objectives

1. To upgrade HVAC operating system at the Police Station and City Hall.
2. To repair concrete and reseal all the bridge joints in the parking structure.
3. To enclose the north east stairwell and elevator area of the parking structure and provide HVAC.
4. To update the lighting control system in City Hall.
5. To update the audio and visual system in the City Hall first floor conference room.
6. To patch and seal Court parking lot.
7. To re-landscape the west and east side of Police Station.
8. To re-landscape the Court building.
9. To clean and repair brick work on Court building.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Air handler filter change	12	12	12	12
Outside light repairs	50	65	50	50
Parking lot lights maintenance	4	4	4	4
Exhaust fans maintenance	6	4	4	4
Grass cutting	28	28	28	28
Emergency generator exercise	52	52	52	52
Sump pump maintenance	4	4	4	4
Emergency lighting maintenance	4	4	12	4
Fire extinguisher maintenance	12	12	12	12
U.P.S. battery checks	4	4	4	4
Gas tank checks	12	12	12	12
Snow removal	21	28	25	25
Boiler maintenance	10	28	28	25
Boiler pump maintenance	5	5	6	4
U.P.S. battery replacement	n/a	1	n/a	n/a
Ship files to Water Garage storage	30	20	21	15
Work request orders	125	100	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	\$ 78,374	1	\$ 79,353	1	\$ 79,353	1	\$ 79,353
Foreman	1	67,808	1	68,656	1	68,656	1	68,656
Building Maintenance Specialist	4	55,016	4	55,704	4	55,704	4	55,704
Janitor	2	51,660	2	52,306	- (c)	-	- (c)	-
General Laborer Tier II	9	30,534	9	30,916	11 (c)	30,916	11 (c)	30,916
Seasonal Employees		256,000		58,000		-		-
Overtime	—	20,000	—	20,000	—	20,000	—	20,000
Total Personnel	<u>17</u>		<u>17</u>		<u>17</u>		<u>17</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/16.

(c) Reclassification of Janitor to General Laborer Tier II.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>BUILDING MAINTENANCE</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,784	\$ 38,584	\$ 78,679	\$ 78,679	Superintendent	\$ 79,965	\$ 79,965	\$ 79,965
372,851	266,564	550,000	401,284	Permanent Employees	685,042	647,694	647,694
183,357	1,856	100,000	256,000	Seasonal Employees	58,000	-	-
7,438	3,247	20,000	20,000	Overtime	20,000	20,000	20,000
				<b>Employee Benefits:</b>			
49,982	24,671	59,672	59,672	Social Security	65,821	58,526	58,526
87,542	61,805	133,657	133,657	Employee Insurance	253,036	242,017	242,017
142,258	133,448	275,801	275,801	Retiree Health Insurance	304,224	303,286	303,286
17,049	13,883	24,034	24,034	Longevity	17,415	17,415	17,415
459,386	219,579	442,695	442,695	Retirement Fund	449,258	439,882	439,882
840	222	1,330	1,330	Uniforms	1,330	950	950
38,757	8,528	45,000	45,000	<b>Operating Supplies</b>	46,000	46,000	46,000
				<b>Other Services and Charges:</b>			
43,443	7,447	50,000	70,000	Repairs & Maintenance	70,000	70,000	70,000
166,844	26,814	200,000	280,000	Contractual Services	280,000	280,000	280,000
8,610	3,675	10,000	10,000	Vehicle Maintenance	10,000	10,000	10,000
				<b>Capital Outlay:</b>			
-	-	1,000	1,000	Equipment - Office	-	-	-
29,885	36,855	36,855	32,500	Equipment - Vehicles	30,000	30,000	30,000
<b>\$ 1,690,026</b>	<b>\$ 847,178</b>	<b>\$ 2,028,723</b>	<b>\$ 2,131,652</b>	<b>Total Building Maintenance</b>	<b>\$ 2,370,091</b>	<b>\$ 2,245,735</b>	<b>\$ 2,245,735</b>

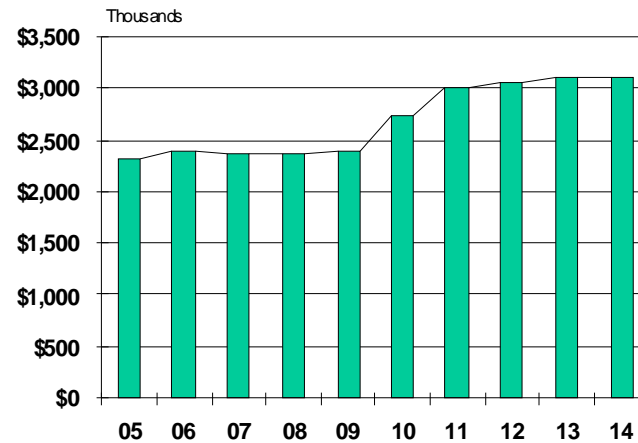
## STREET LIGHTING

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

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

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

**Expenditure History  
Street Lighting**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>HIGHWAY STREET LIGHTING</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 3,092,040	\$ 1,113,462	\$ 3,347,080	\$ 3,347,080	Street Lighting	\$ 3,626,200	\$ 3,626,200	\$ 3,626,200
<u>\$ 3,092,040</u>	<u>\$ 1,113,462</u>	<u>\$ 3,347,080</u>	<u>\$ 3,347,080</u>	<b>Total Street Lighting</b>	<u>\$ 3,626,200</u>	<u>\$ 3,626,200</u>	<u>\$ 3,626,200</u>

## **PLANNING**

The Department of Planning provides professional advice and guidance to the Planning Commission, Mayor, City Administration, City Council and the general public on all City general planning matters. The Department prepares plans and studies, and provides information and guidance toward the orderly growth and redevelopment of our City. City Planners apply sound planning practice and principals and use their professional foresight and skills to coordinate the location, extent and timing of public and private improvements. This professional planning helps prevent the numerous problems that result from unplanned growth and development and the failure to preserve and redevelop existing infrastructure. The basic tools of the Planning Director are the zoning ordinance (Ordinance No. 30, as amended), the Comprehensive/Master Plan, Subdivision Regulations, other related city codes and ordinances, and State of Michigan enabling laws, as well as resources such as the United States Census and other similar statistical, marketing and economic development resources.

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

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

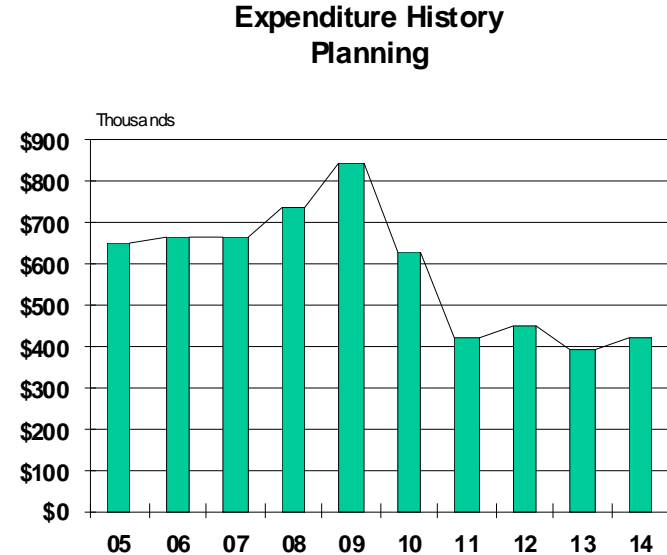
The Department of Planning also works with other City departments, boards, and commissions, as well as with many community, private sector, state and federal agencies on City planning, housing, community/economic development projects and related issues. For example, the department provides staff support for the City of Warren Downtown Development Authority (DDA), the Tax Increment Financing Authority (TIFA), the Environmental Advisory Committee 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 guides its programming and Land Acquisition.

## PLANNING

### Fiscal 2016 Performance Objectives

1. To continue Zoning Ordinance revisions.
2. To improve site plan review and recommendation process and update applications.
3. To continue updating Zoning maps and improving Zoning Atlas.
4. To work on developing and implementing a plan for Warren's older areas.
5. To assist in the coordination of the G.I.S./database/computer technology development.
6. To provide planning info and assistance to Mayor's office and other departments and boards.
7. To assist DDA and TIFA with planning and implementing their tax increment finance and development plans.
8. To update and revise the City's Comprehensive Development Master Plan.
9. To work with ZBA by providing Impact Statements.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Planning Commission public meetings	18	17	17	28
Site plans reviewed	60	75	75	80
Rezoning and conditional rezoning petitions reviewed	3	4	4	9
Lot splits reviewed for PC/City Council	2	4	2	3
Bond release inspections	48	50	50	50
Bond releases processed	20	32	30	30
Amendments to zoning ordinance	6	5	5	5
Public Hearing notices mailed	4,388	3,500	3,500	4,500
Alley & Street vacations reviewed	-	4	2	3
Special use permits reviewed	7	3	5	8
Office customers served	1,578	1,800	1,800	1,850
City Council Meetings attended - Planning	11	7	10	12
DDA Meetings	12	12	12	12
General public inquires	9,800	9,800	9,800	9,850
Impact statements for ZBA	20	75	75	100
CDBG Technical Committee meetings	24	24	24	24
TIFA meetings	12	12	12	12
Acreage parcel splits approved	14	5	7	6
Lot combinations approved	11	15	15	10
Planned unit development	-	3	1	1





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	\$ 93,060	1	\$ 94,223	1	\$ 94,223	1	\$ 94,223
City Planner I	1	65,191	1	66,006	1	66,006	1	66,006
Assistant Planner	1	48,672	1	49,280	1	49,280	1	49,280
Administrative Clerical Technician	1	51,739	- (c)	-	1	52,386	1	52,386
Sen Admin Secretary -Planning	-	-	1 (c)	56,830	-	-	-	-
Temporary/Co-op - Planning Aide		25,200		57,100		25,200		25,200
Overtime	—	3,000	—	3,000	—	3,000	—	3,000
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 1250 and Local 412 Unit 35 contracts that expire 6/30/16.

(c) Reclassification of Administrative Clerical Technician to Senior Administrative Secretary.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31		FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>PLANNING</b>			
				<b>Personnel Services:</b>			
\$ 95,980	\$ 45,814	\$ 93,423	\$ 93,423	Appointed Official	\$ 94,949	\$ 94,949	\$ 94,949
105,719	30,709	120,000	160,640	Permanent Employees	167,741	163,263	163,263
13,716	19,656	25,200	25,200	Co-op Employee - Planning Aide	57,100	25,200	25,200
68	26	3,000	3,000	Overtime	3,000	3,000	3,000
5,145	1,680	5,460	5,460	Meeting Allowance	11,400	11,400	11,400
				<b>Employee Benefits:</b>			
16,843	7,573	19,212	22,012	Social Security	25,215	22,412	22,412
33,438	12,605	40,000	58,059	Employee Insurance	65,283	65,193	65,193
65,144	38,787	79,631	79,631	Retiree Health Insurance	87,555	87,555	87,555
5,444	2,070	5,470	5,470	Longevity	6,800	6,543	6,543
25,864	10,545	31,244	31,244	Retirement Fund	32,166	31,692	31,692
10,461	756	8,350	8,350	<b>Office Supplies</b>	17,950	17,950	17,950
				<b>Other Services and Charges:</b>			
2,152	1,289	2,250	2,250	Postage	3,000	3,000	3,000
9,058	2,390	3,500	3,500	Contractual Services	19,550	19,550	19,550
256	-	1,170	1,170	Mileage	1,170	500	500
612	510	2,250	2,250	Publications - Advertising	2,250	2,250	2,250
16,938	15,969	18,000	18,000	Membership & Dues	18,000	18,000	18,000
13,886	-	-	-	Office Equipment	-	-	-
<u>\$ 420,724</u>	<u>\$ 190,379</u>	<u>\$ 458,160</u>	<u>\$ 519,659</u>	<b>Total Planning</b>	<u>\$ 613,129</u>	<u>\$ 572,457</u>	<u>\$ 572,457</u>

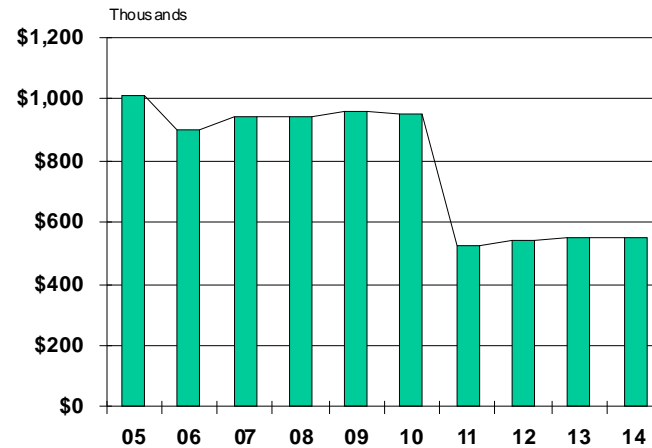
## CAPITAL IMPROVEMENTS

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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>CAPITAL IMPROVEMENTS</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 548,662	\$ 10,238	\$ 532,500	\$ 532,500	2005 Capital Equipment Loan Payment	\$ -	\$ -	\$ -
<u>\$ 548,662</u>	<u>\$ 10,238</u>	<u>\$ 532,500</u>	<u>\$ 532,500</u>	<b>Total Capital Improvements</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# ***Special Revenue Funds***

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

The Special Revenue Funds of the City are:

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

## **STREET MAINTENANCE DIVISION**

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

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

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

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

The employees who make up this division's road crews are also called upon to 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 2016 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.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
SERVICE REQUESTS:				
Branch Pick-ups – Zone, claw, chip	731	700	700	700
Catch Basin Cleaning – Inspect, plate	98	250	200	200
Catch Basin Cleaning/ Jetting	239	600	600	600
Chloride	41	35	35	35
Potholes	350	300	350	350
Catch Basin Covers	33	50	50	50
Debris – Zone, claw, lot	400	350	450	350
Ditching	18	25	25	25
Grading/Gravel	86	50	50	50
Mowing – Bush, x-mark	2	25	10	25
Pavement problems	87	275	275	275
Snowplowing/Salting	500	450	450	450
Street signs - stop	37	40	40	40
Building Board up	134	275	275	275
Sweeping	41	25	25	25
Street/Traffic Signs	284	125	175	150
Sidewalk – cold patch, mill	73	100	50	50
Rear Yard drainage/repair	80	50	75	75
Flooding problems	58	25	25	25
Sweeping sign location	-	25	25	25
Graffiti location	40	25	25	25
Culvert jetting/repairs	15	15	15	15
Weed spray needed	-	10	10	10
Pavement seal patching	7	100	100	100
Gutter grinding – handmill	-	50	25	25
Gutter grinding - Bobcat	-	20	10	10
Tree trimming/stumping/removal	550	500	500	500
Miscellaneous	50	60	75	75

SPECIAL REVENUE FUND PERSONNEL

<u>STREET MAINTENANCE DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Public Works Superintendent	1	\$ 91,589	1	\$ 92,734	1	\$ 92,734	1	\$ 92,734
DPW Associate Manager	1	78,374	1	79,354	1	79,354	1	79,354
Foreman	3	69,326	2 (d)	70,193	2 (d)	70,193	2 (d)	70,193
General Maintenance Specialist	17	56,618	17	57,326	17	57,326	20 (c)	57,326
Account Technician	1	54,089	1	54,765	1	54,765	1	54,765
Fleet Assistant	1	38,757	1	39,242	1	39,242	1	39,242
Seasonal Employees		60,000		60,000		60,000		60,000
Overtime	—	125,000	—	126,503	—	126,503	—	126,503
Total Personnel	<u>24</u>		<u>23</u>		<u>23</u>		<u>26</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 6/30/16.

(c) Reflects transfer of (3) General Maintenance Specialists from Recreation.

(d) Position deleted.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MAJOR &amp; LOCAL ROADS STREET MAINTENANCE OPERATING COSTS</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 136,784	\$ 38,584	\$ 120,000	\$ 170,625	<b>Personnel Services:</b>			
1,228,547	609,418	1,319,557	1,319,557	Supervision	\$ 173,413	\$ 173,413	\$ 173,413
51,031	23,557	60,000	60,000	Permanent Employees	1,272,235	1,272,235	1,445,537
195,183	54,943	145,699	124,999	Seasonal Employees	60,000	60,000	60,000
				Overtime	126,503	126,503	126,501
				<b>Employee Benefits:</b>			
800	416	800	800	Education Allowance	1,600	1,600	2,000
128,793	58,366	130,688	133,688	Social Security	130,296	130,296	144,366
336,888	158,723	381,170	393,671	Employee Insurance	445,660	445,660	497,491
652,249	401,159	828,283	828,283	Retiree Health Insurance	868,150	868,150	868,150
75,528	34,020	71,665	71,665	Longevity	69,513	69,513	79,711
909,934	435,381	901,050	901,050	Retirement Fund	826,585	826,585	844,935
4,240	3,329	3,799	3,799	Uniforms	3,609	3,609	4,181
				<b>Supplies:</b>			
699,893	80,413	593,000	625,000	Materials and Supplies	625,000	625,000	625,000
				<b>Other Services and Charges:</b>			
705,317	403,250	806,500	806,500	Administrative Expense	830,600	830,600	830,600
984,459	579,384	927,000	802,000	Equipment Rental	861,000	861,000	861,000
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
68,736	19,824	743,594	755,594	Contractual Services	392,500	392,500	392,500
97,851	-	250,000	250,000	Joint Sealing	400,000	400,000	400,000
130,493	9,727	350,000	350,000	Pavement repairs	450,000	450,000	450,000
2,053	-	87,525	87,525	Bridge repairs	200,695	200,695	200,695
9,688	444	55,000	60,000	Traffic & Street Signs	60,000	60,000	60,000
874	-	85,000	101,542	Traffic Signals	50,000	50,000	50,000
334,291	169,688	280,000	280,000	Traffic Signal Maintenance	280,000	280,000	280,000
110,651	188,780	356,300	356,300	Pavement Markings	380,000	380,000	380,000
70,392	43,950	87,902	87,902	Transfer to Water System/Engineering Svcs.	88,835	88,835	88,835
<u>\$ 6,939,675</u>	<u>\$ 3,318,356</u>	<u>\$ 8,589,532</u>	<u>\$ 8,575,500</u>	<b>Total Street Maintenance Operating</b>	<u>\$ 8,601,194</u>	<u>\$ 8,601,194</u>	<u>\$ 8,869,915</u>

## **Major Streets:**

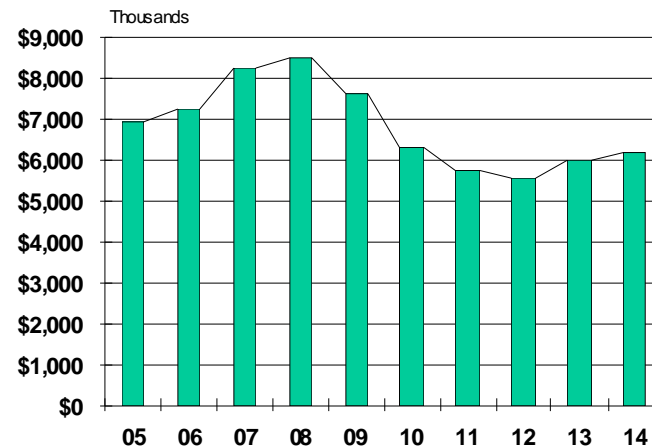
The Major Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

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

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

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

### **Expenditure History Major Streets**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b>OPERATING FUNDS - MAJOR STREETS</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>REVENUES:</b>			
\$ 6,646,718	\$ 2,215,492	\$ 6,000,000	\$ 6,000,000	State Shared Weight & Gas Tax	\$ 6,300,000	\$ 6,300,000	\$ 6,300,000
-	882,300	882,300	882,300	MDOT Grant	-	-	-
12,089	19,765	4,500	4,500	Median Maintenance - State	4,500	4,500	4,500
1,483	565	2,500	2,500	Interest on Investments	2,500	2,500	2,500
58,805	30,000	60,000	60,000	Contribution from General Fund	60,000	60,000	60,000
14,511	-	14,000	14,000	Weed Mowing - Macomb County	14,000	14,000	14,000
9,291	-	9,000	9,000	Winter Maintenance - Macomb County	9,000	9,000	9,000
-	1,011,047	1,011,047	1,011,047	Fund Balance Appropriated	672,948	672,948	810,300
<u>\$ 6,742,897</u>	<u>\$ 4,159,169</u>	<u>\$ 7,983,347</u>	<u>\$ 7,983,347</u>	<b>Total Major Street Revenues</b>	<u>\$ 7,062,948</u>	<u>\$ 7,062,948</u>	<u>\$ 7,200,300</u>
				<b>EXPENDITURES:</b>			
\$ 110,575	\$ 422,952	\$ 1,132,939	\$ 1,132,939	Transfer to Construction Project Funds	\$ -	\$ -	\$ -
3,893,630	1,851,166	4,572,333	4,645,189	Operating Costs	4,907,713	4,907,713	5,045,065
1,848,641	735,829	1,905,219	1,905,219	Transfer to Debt Service Funds	1,855,235	1,855,235	1,855,235
300,000	-	300,000	300,000	Transfer to Local Street Fund	300,000	300,000	300,000
<u>\$ 6,152,846</u>	<u>\$ 3,009,947</u>	<u>\$ 7,910,491</u>	<u>\$ 7,983,347</u>	<b>Total Major Street Expenditures</b>	<u>\$ 7,062,948</u>	<u>\$ 7,062,948</u>	<u>\$ 7,200,300</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ 590,051	\$ 1,149,222	\$ 72,856	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
3,793,077	4,383,128	4,383,128	4,383,128	<b>BEGINNING OF PERIOD</b>	3,444,937	3,444,937	3,444,937
				<b>RESERVE FOR:</b>			
(107,040)	(107,040)	(107,040)	(107,040)	<b>COMPENSATED ABSENCES</b>	(107,040)	(107,040)	(107,040)
				<b>LESS: FUND BALANCE</b>			
-	(1,011,047)	(1,011,047)	(1,011,047)	<b>APPROPRIATED</b>	(672,948)	(672,948)	(810,300)
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ 4,276,088</u>	<u>\$ 4,414,263</u>	<u>\$ 3,337,897</u>	<u>\$ 3,265,041</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 2,664,949</u>	<u>\$ 2,664,949</u>	<u>\$ 2,527,597</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ROUTINE MAINTENANCE:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 535,824	\$ 293,559	\$ 601,455	\$ 601,455	Permanent Employees	\$ 517,219	\$ 517,219	\$ 593,341
26,652	7,239	13,199	13,199	Overtime	14,908	14,908	14,906
29,005	13,040	27,000	27,000	Seasonal Employees	27,000	27,000	27,000
				<b>Employee Benefits:</b>			
395	416	416	416	Education Allowance	800	800	1,000
44,904	23,126	51,835	51,835	Social Security	45,008	45,008	51,188
128,003	65,455	150,000	162,501	Employee Insurance	184,485	184,485	209,893
239,041	186,387	365,131	365,131	Retiree Health Insurance	341,406	341,406	341,406
29,173	30,311	33,271	33,271	Longevity	28,393	28,393	32,873
369,648	208,257	407,878	407,878	Retirement Fund	331,020	331,020	339,080
1,828	3,329	1,860	1,860	Uniforms	1,586	1,586	1,836
117,300	13,565	68,000	68,000	<b>Repairs &amp; Maintenance Supplies</b>	68,000	68,000	68,000
				<b>Other Services and Charges:</b>			
40,280	14,001	50,000	62,000	Contractual Services	156,500	156,500	156,500
78,281	-	150,000	150,000	Joint Sealing	300,000	300,000	300,000
56,551	9,727	250,000	250,000	Pavement repairs	300,000	300,000	300,000
2,053	-	87,525	87,525	Bridge repairs	200,695	200,695	200,695
200,768	211,770	250,000	250,000	Equipment Rental	250,000	250,000	250,000
<u>\$ 1,899,706</u>	<u>\$ 1,080,182</u>	<u>\$ 2,507,570</u>	<u>\$ 2,532,071</u>	<b>Total Routine Maintenance</b>	<u>\$ 2,767,020</u>	<u>\$ 2,767,020</u>	<u>\$ 2,887,718</u>
109,579	53,140	106,279	106,279	Supervisory wage & benefit allocation	107,543	107,543	107,543
<u>\$ 2,009,285</u>	<u>\$ 1,133,322</u>	<u>\$ 2,613,849</u>	<u>\$ 2,638,350</u>	<b>Net Routine Maintenance</b>	<u>\$ 2,874,563</u>	<u>\$ 2,874,563</u>	<u>\$ 2,995,261</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS TRAFFIC SERVICES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 20,127	\$ 9,037	\$ 28,278	\$ 28,278	Permanent Employees	\$ 19,311	\$ 19,311	\$ 22,153
515	-	2,830	2,830	Overtime	2,050	2,050	2,050
				<b>Employee Benefits:</b>			
15	-	18	18	Education Allowance	-	-	-
1,792	743	2,606	2,606	Social Security	1,792	1,792	2,023
4,766	2,083	7,834	7,834	Employee Insurance	9,070	9,070	10,319
10,124	9,036	18,107	18,107	Retiree Health Insurance	13,494	13,494	13,494
1,099	-	1,564	1,564	Longevity	1,060	1,060	1,227
17,308	9,546	20,117	20,117	Retirement Fund	13,106	13,106	13,407
69	-	87	87	Uniforms	59	59	69
				<b>Other Services and Charges:</b>			
4,874	238	20,000	25,000	Traffic & Street Signs	25,000	25,000	25,000
874	-	85,000	101,542	Traffic Signals	50,000	50,000	50,000
280,807	141,985	230,000	230,000	Traffic Signal Maintenance	230,000	230,000	230,000
90,410	141,585	267,225	267,225	Pavement Markings	290,000	290,000	290,000
10,661	1,051	11,000	11,000	Equipment Rental	11,000	11,000	11,000
<u>\$ 443,441</u>	<u>\$ 315,304</u>	<u>\$ 694,666</u>	<u>\$ 716,208</u>	<b>Total Traffic Services</b>	<u>\$ 665,942</u>	<u>\$ 665,942</u>	<u>\$ 670,742</u>
4,130	2,738	5,476	5,476	Supervisory wage & benefit allocation	4,015	4,015	4,015
<u>\$ 447,571</u>	<u>\$ 318,042</u>	<u>\$ 700,142</u>	<u>\$ 721,684</u>	<b>Net Traffic Services</b>	<u>\$ 669,957</u>	<u>\$ 669,957</u>	<u>\$ 674,757</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS SNOW AND ICE CONTROL:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 38,953	\$ 2,358	\$ 37,337	\$ 37,337	Permanent Employees	\$ 56,520	\$ 56,520	\$ 64,839
58,536	5,569	50,737	50,737	Overtime	46,000	46,000	46,000
				<b>Employee Benefits:</b>			
8,271	680	7,041	7,041	Social Security	8,246	8,246	8,921
14,305	1,212	9,167	9,167	Employee Insurance	10,613	10,613	12,075
46,343	11,928	43,908	43,908	Retiree Health Insurance	59,493	59,493	59,493
3,784	-	2,065	2,065	Longevity	3,103	3,103	3,592
52,336	12,764	46,562	46,562	Retirement Fund	58,358	58,358	59,239
237	-	115	115	Uniforms	173	173	201
357,067	27,692	250,000	250,000	<b>Repairs &amp; Maintenance Supplies</b>	250,000	250,000	250,000
				<b>Other Services and Charges:</b>			
-	-	25,000	25,000	Contractual Services	25,000	25,000	25,000
141,233	15,061	105,000	105,000	Equipment Rental	110,000	110,000	110,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 723,565</u>	<u>\$ 79,764</u>	<u>\$ 579,432</u>	<u>\$ 579,432</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 630,006</u>	<u>\$ 630,006</u>	<u>\$ 641,860</u>
14,213	3,615	7,230	7,230	Supervisory wage & benefit allocation	11,752	11,752	11,752
<u>\$ 737,778</u>	<u>\$ 83,379</u>	<u>\$ 586,662</u>	<u>\$ 586,662</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 641,758</u>	<u>\$ 641,758</u>	<u>\$ 653,612</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ADMINISTRATION:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 68,392	\$ 19,292	\$ 60,000	\$ 85,313	Supervision	\$ 86,707	\$ 86,707	\$ 86,707
43,719	23,270	45,324	45,324	Clerical	47,366	47,366	47,366
1,062	-	1,000	1,000	Overtime - Clerical	750	750	750
				<b>Employee Benefits:</b>			
8,990	3,462	8,711	10,211	Social Security	10,501	10,501	10,501
22,421	9,170	31,150	31,150	Employee Insurance	34,656	34,656	34,656
26,570	10,025	20,687	20,687	Retiree Health Insurance	22,685	22,685	22,685
3,934	1,866	1,843	1,843	Longevity	2,436	2,436	2,436
50,793	4,556	13,399	13,399	Retirement Fund	13,726	13,726	13,726
				<b>Other Services and Charges:</b>			
35,196	21,975	43,951	43,951	Transfer to Water System/Engineering Svcs.	44,418	44,418	44,418
548,200	282,300	564,600	564,600	Administrative Expense	581,500	581,500	581,500
<u>\$ 809,277</u>	<u>\$ 375,916</u>	<u>\$ 790,665</u>	<u>\$ 817,478</u>	<b>Total Administration</b>	<u>\$ 844,745</u>	<u>\$ 844,745</u>	<u>\$ 844,745</u>
(110,281)	(59,493)	(118,985)	(118,985)	Supervisory wage & benefit allocation	(123,310)	(123,310)	(123,310)
<u>\$ 698,996</u>	<u>\$ 316,423</u>	<u>\$ 671,680</u>	<u>\$ 698,493</u>	<b>Net Administration</b>	<u>\$ 721,435</u>	<u>\$ 721,435</u>	<u>\$ 721,435</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,009,285	\$ 1,133,322	\$ 2,613,849	\$ 2,638,350	Routine Maintenance	\$ 2,874,563	\$ 2,874,563	\$ 2,995,261
447,571	318,042	700,142	721,684	Traffic Services	669,957	669,957	674,757
737,778	83,379	586,662	586,662	Snow and Ice Control	641,758	641,758	653,612
698,996	316,423	671,680	698,493	Administration	721,435	721,435	721,435
<u>\$ 3,893,630</u>	<u>\$ 1,851,166</u>	<u>\$ 4,572,333</u>	<u>\$ 4,645,189</u>	<b>Total Operating Costs</b>	<u>\$ 4,907,713</u>	<u>\$ 4,907,713</u>	<u>\$ 5,045,065</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS DEBT SERVICE TRANSFER TO:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 597,263	\$ 39,375	\$ 579,250	\$ 579,250	2003 Michigan Transportation Debt Retirement	\$ 560,500	\$ 560,500	\$ 560,500
396,802	450,078	511,392	511,392	2013 Capital Improvement Refunding	511,646	511,646	511,646
312,801	231,988	299,802	299,802	2008 Capital Improvement Debt Retirement	291,651	291,651	291,651
<u>541,775</u>	<u>14,388</u>	<u>514,775</u>	<u>514,775</u>	2010 Transportation Debt - Refunding Series	<u>491,438</u>	<u>491,438</u>	<u>491,438</u>
<u>\$ 1,848,641</u>	<u>\$ 735,829</u>	<u>\$ 1,905,219</u>	<u>\$ 1,905,219</u>	<b>Total Debt Service Costs</b>	<u>\$ 1,855,235</u>	<u>\$ 1,855,235</u>	<u>\$ 1,855,235</u>
				<b><u>LOCAL STREET TRANSFER:</u></b>			
<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	Total Local Street Transfer	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>
				<b><u>CONSTRUCTION PROJECTS</u></b>			
				<b>Other Services and Charges:</b>			
<u>110,575</u>	<u>422,952</u>	<u>1,132,939</u>	<u>1,132,939</u>	Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 110,575</u>	<u>\$ 422,952</u>	<u>\$ 1,132,939</u>	<u>\$ 1,132,939</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



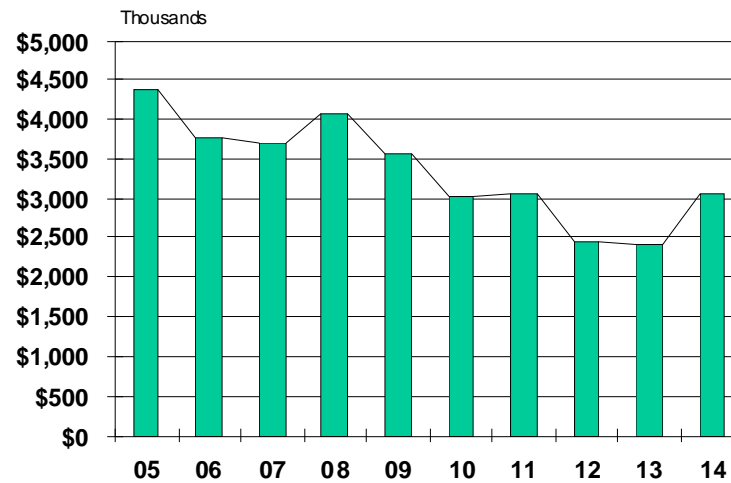
**Local Streets:**

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

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

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

**Expenditure History  
Local Streets**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b><u>OPERATING FUNDS - LOCAL STREETS</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 2,415,194	\$ 739,307	\$ 2,000,000	\$ 2,000,000	State Shared Weight & Gas Tax	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000
-	191,031	573,094	573,094	Other State Sources	191,031	191,031	191,031
1,282	466	2,000	2,000	Interest on Investments	2,000	2,000	2,000
85,241	33,908	100,000	100,000	Contribution from General Fund	100,000	100,000	100,000
300,000	-	300,000	300,000	Contribution from Major Street Fund	300,000	300,000	300,000
380,773	-	390,000	390,000	P.A. 48 - Metro Act	390,000	390,000	390,000
-	565,217	565,217	565,217	Fund Balance Appropriated	610,450	610,450	741,819
<u>\$ 3,182,490</u>	<u>\$ 1,529,929</u>	<u>\$ 3,930,311</u>	<u>\$ 3,930,311</u>	<b>Total Local Street Revenues</b>	<u>\$ 3,693,481</u>	<u>\$ 3,693,481</u>	<u>\$ 3,824,850</u>
				<b><u>EXPENDITURES:</u></b>			
<u>\$ 3,046,046</u>	<u>\$ 1,467,190</u>	<u>\$ 4,017,199</u>	<u>\$ 3,930,311</u>	Operating Costs	<u>\$ 3,693,481</u>	<u>\$ 3,693,481</u>	<u>\$ 3,824,850</u>
<u>\$ 3,046,046</u>	<u>\$ 1,467,190</u>	<u>\$ 4,017,199</u>	<u>\$ 3,930,311</u>	<b>Total Local Street Expenditures</b>	<u>\$ 3,693,481</u>	<u>\$ 3,693,481</u>	<u>\$ 3,824,850</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ 136,444	\$ 62,739	\$ (86,888)	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
3,134,292	3,270,736	3,270,736	3,270,736	<b>BEGINNING OF PERIOD</b>	2,618,631	2,618,631	2,618,631
				<b>RESERVE FOR:</b>			
(107,040)	(107,040)	(107,040)	(107,040)	<b>COMPENSATED ABSENCES</b>	(107,040)	(107,040)	(151,403)
				<b>LESS: FUND BALANCE</b>			
-	(565,217)	(565,217)	(565,217)	<b>APPROPRIATED</b>	(610,450)	(610,450)	(741,819)
<u>\$ 3,163,696</u>	<u>\$ 2,661,218</u>	<u>\$ 2,511,591</u>	<u>\$ 2,598,479</u>	<b>ESTIMATED FUND BALANCE</b>	<u>\$ 1,901,141</u>	<u>\$ 1,901,141</u>	<u>\$ 1,725,409</u>
				<b>(DEFICIT) END OF PERIOD</b>			

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ROUTINE MAINTENANCE:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 473,889	\$ 248,825	\$ 492,565	\$ 492,565	Permanent Employees	\$ 483,801	\$ 483,801	\$ 555,006
13,188	39,892	50,000	29,300	Overtime	31,359	31,359	31,359
22,026	10,517	33,000	33,000	Seasonal Employees	33,000	33,000	33,000
				<b>Employee Benefits:</b>			
367	-	346	346	Education Allowance	800	800	1,000
42,031	25,876	43,899	43,899	Social Security	43,406	43,406	49,187
119,657	69,100	132,787	132,787	Employee Insurance	150,203	150,203	170,992
226,468	151,968	315,405	315,405	Retiree Health Insurance	338,056	338,056	338,056
27,122	-	27,247	27,247	Longevity	26,558	26,558	30,749
310,602	172,320	340,413	340,413	Retirement Fund	318,340	318,340	325,880
1,700	-	1,523	1,523	Uniforms	1,483	1,483	1,717
55,990	22,277	75,000	107,000	<b>Repairs &amp; Maintenance Supplies</b>	107,000	107,000	107,000
				<b>Other Services and Charges:</b>			
28,456	5,823	648,594	648,594	Contractual Services	191,000	191,000	191,000
19,570	-	100,000	100,000	Joint Sealing	100,000	100,000	100,000
73,942	-	100,000	100,000	Pavement repairs	150,000	150,000	150,000
437,182	341,383	475,000	350,000	Equipment Rental	375,000	375,000	375,000
<u>\$ 1,852,190</u>	<u>\$ 1,087,981</u>	<u>\$ 2,835,779</u>	<u>\$ 2,722,079</u>	<b>Total Routine Maintenance</b>	<u>\$ 2,350,006</u>	<u>\$ 2,350,006</u>	<u>\$ 2,459,946</u>
101,877	52,785	105,569	105,569	Supervisory wage & benefit allocation	100,594	100,594	100,594
<u>\$ 1,954,067</u>	<u>\$ 1,140,766</u>	<u>\$ 2,941,348</u>	<u>\$ 2,827,648</u>	<b>Net Routine Maintenance</b>	<u>\$ 2,450,600</u>	<u>\$ 2,450,600</u>	<u>\$ 2,560,540</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS TRAFFIC SERVICES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 32,906	\$ 8,618	\$ 31,476	\$ 31,476	Permanent Employees	\$ 29,508	\$ 29,508	\$ 33,851
381	-	3,150	3,150	Overtime	3,133	3,133	3,133
				<b>Employee Benefits:</b>			
23	-	20	20	Education Allowance	-	-	-
2,694	801	2,901	2,901	Social Security	2,739	2,739	3,092
7,305	2,161	9,134	9,134	Employee Insurance	10,575	10,575	12,032
15,202	9,712	20,155	20,155	Retiree Health Insurance	20,619	20,619	20,619
1,712	-	1,741	1,741	Longevity	1,620	1,620	1,875
20,305	10,626	22,392	22,392	Retirement Fund	20,026	20,026	20,486
107	-	97	97	Uniforms	90	90	105
				<b>Other Services and Charges:</b>			
4,814	206	35,000	35,000	Traffic & Street Signs	35,000	35,000	35,000
53,484	27,703	50,000	50,000	Traffic Signal Maintenance	50,000	50,000	50,000
20,241	47,195	89,075	89,075	Pavement Markings	90,000	90,000	90,000
19,562	3,504	11,000	11,000	Equipment Rental	15,000	15,000	15,000
<u>\$ 178,736</u>	<u>\$ 110,526</u>	<u>\$ 276,141</u>	<u>\$ 276,141</u>	<b>Total Traffic Services</b>	<u>\$ 278,310</u>	<u>\$ 278,310</u>	<u>\$ 285,193</u>
6,430	3,047	6,095	6,095	Supervisory wage & benefit allocation	6,135	6,135	6,135
<u>\$ 185,166</u>	<u>\$ 113,573</u>	<u>\$ 282,236</u>	<u>\$ 282,236</u>	<b>Net Traffic Services</b>	<u>\$ 284,445</u>	<u>\$ 284,445</u>	<u>\$ 291,328</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS SNOW AND ICE CONTROL:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 39,410	\$ 481	\$ 37,799	\$ 37,799	Permanent Employees	\$ 71,145	\$ 71,145	\$ 81,616
94,849	2,243	23,783	23,783	Overtime	27,553	27,553	27,553
				<b>Employee Benefits:</b>			
11,236	216	4,984	4,984	Social Security	8,104	8,104	8,954
18,010	372	9,949	9,949	Employee Insurance	11,401	11,401	12,867
62,577	12,078	24,204	24,204	Retiree Health Insurance	49,712	49,712	49,712
4,770	-	2,091	2,091	Longevity	3,906	3,906	4,522
38,300	12,756	36,891	36,891	Retirement Fund	58,284	58,284	59,392
299	-	117	117	Uniforms	218	218	253
169,536	16,879	200,000	200,000	<b>Repairs &amp; Maintenance Supplies</b>	200,000	200,000	200,000
				<b>Other Services and Charges:</b>			
-	-	20,000	20,000	Contractual Services	20,000	20,000	20,000
175,053	6,615	75,000	75,000	Equipment Rental	100,000	100,000	100,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 616,540</u>	<u>\$ 54,140</u>	<u>\$ 437,318</u>	<u>\$ 437,318</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 552,823</u>	<u>\$ 552,823</u>	<u>\$ 567,369</u>
17,916	3,660	7,320	7,320	Supervisory wage & benefit allocation	14,793	14,793	14,793
<u>\$ 634,456</u>	<u>\$ 57,800</u>	<u>\$ 444,638</u>	<u>\$ 444,638</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 567,616</u>	<u>\$ 567,616</u>	<u>\$ 582,162</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ADMINISTRATION:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 68,392	\$ 19,292	\$ 60,000	\$ 85,312	Supervision	\$ 86,706	\$ 86,706	\$ 86,706
43,719	23,270	45,323	45,323	Clerical	47,365	47,365	47,365
-	-	1,000	1,000	Overtime - Clerical	750	750	750
				<b>Employee Benefits:</b>			
8,875	3,462	8,711	10,211	Social Security	10,500	10,500	10,500
22,421	9,170	31,149	31,149	Employee Insurance	34,657	34,657	34,657
25,924	10,025	20,686	20,686	Retiree Health Insurance	22,685	22,685	22,685
3,934	1,843	1,843	1,843	Longevity	2,437	2,437	2,437
50,642	4,556	13,398	13,398	Retirement Fund	13,725	13,725	13,725
				<b>Other Services and Charges:</b>			
35,196	21,975	43,951	43,951	Transfer to Water System/Engineering Svcs.	44,417	44,417	44,417
157,117	120,950	241,900	241,900	Administrative Expense	249,100	249,100	249,100
<u>\$ 416,220</u>	<u>\$ 214,543</u>	<u>\$ 467,961</u>	<u>\$ 494,773</u>	<b>Total Administration</b>	<u>\$ 512,342</u>	<u>\$ 512,342</u>	<u>\$ 512,342</u>
(143,863)	(59,492)	(118,984)	(118,984)	Supervisory wage & benefit allocation	(121,522)	(121,522)	(121,522)
<u>\$ 272,357</u>	<u>\$ 155,051</u>	<u>\$ 348,977</u>	<u>\$ 375,789</u>	<b>Net Administration</b>	<u>\$ 390,820</u>	<u>\$ 390,820</u>	<u>\$ 390,820</u>
				<b>Summary of Operating Costs:</b>			
\$ 1,954,067	\$ 1,140,766	\$ 2,941,348	\$ 2,827,648	Routine Maintenance	\$ 2,450,600	\$ 2,450,600	\$ 2,560,540
185,166	113,573	282,236	282,236	Traffic Services	284,445	284,445	291,328
634,456	57,800	444,638	444,638	Snow and Ice Control	567,616	567,616	582,162
272,357	155,051	348,977	375,789	Administration	390,820	390,820	390,820
<u>\$ 3,046,046</u>	<u>\$ 1,467,190</u>	<u>\$ 4,017,199</u>	<u>\$ 3,930,311</u>	<b>Total Operating Costs</b>	<u>\$ 3,693,481</u>	<u>\$ 3,693,481</u>	<u>\$ 3,824,850</u>

## LIBRARY

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

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

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

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

In 2012 the Library also upgraded its online public access catalog, switching from eLibrary to Enterprise. Enterprise is the next-generation online public access catalog from SirsiDynix. Enterprise includes several features to help patrons, including the ability to text message title information, "like" items on Facebook, create lists, as well as easily view library holdings for items throughout the Suburban Library Cooperative.

A brief review of 2014 indicates that the Warren Public Library has 62,475 registered borrowers and provided a combined total of 589 programs for children, teens, and adults that were enjoyed by 13,706 patrons. Computer classes were attended by 366 patrons. The library circulated 568,805 materials, had 129,210 uses of their public Internet computers, and reference librarians fielded 53,776 reference transactions. The combined Warren libraries have a collection of 339,713 items, including 43,775 eBooks and eAudiobooks, auto repair manuals, international language materials, periodicals, DVDs, music CDs, sheet music, books on tape and CD, CD-ROMs and videogame software.

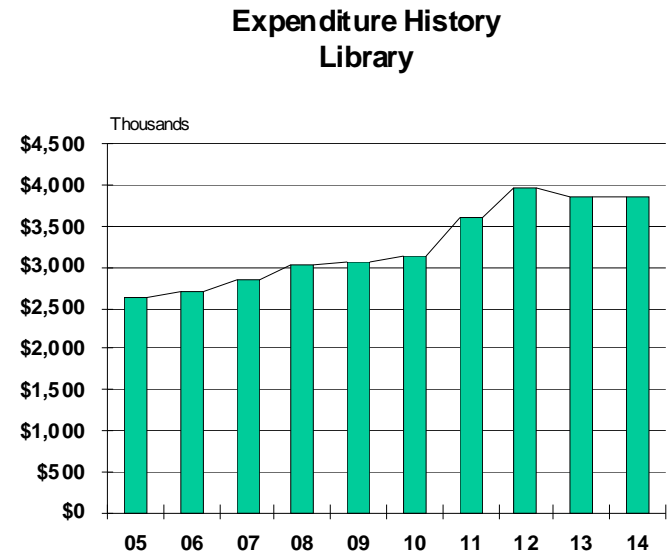
Additional highlights from 2014 include a display of vintage toys from the Detroit Historical Society, the addition of Freegal, a downloadable and streaming music service, which allows Warren residents the ability to download and keep up to five songs per week, as well as stream three hours of ad-free music per day. The Library also continued its successful program of author visits to the library, as well as its Author interview series in partnership with TV Warren. Visiting authors this year included Robert Conroy, author of *Liberty 1784: The Second War for Independence*, Kristina Riggle, author of *The Whole Golden World*, and Bob Morris, author of *Built in Detroit: A Story of the UAW, a Company, and a Gangster*. Authors visiting Warren's children's department included Pam Flowers, author of *Alone Across the Arctic* and children's book illustrator Tim Bowers. Additionally, the library now accepts online or in the library credit/debit card payments for charges on patron's account.

# LIBRARY

## Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Annual library attendance	347,214	550,00	356,000	500,000
Annual circulation of materials	568,805	800,000	572,000	700,000
Reference information requests	53,776	70,000	59,000	72,000
Total registered borrowers	62,475	68,000	69,270	72,000
Items loaned to other libraries	70,602	90,000	69,170	80,000
Items received from other libraries	49,408	70,000	42,900	55,000
Total circulation/children's materials	239,449	250,000	269,300	275,000
Materials added to the collection	46,225	60,000	42,000	55,000
Materials deleted from the collection	18,741	15,000	19,000	15,000
Children's story hour attendance	2,223	4,000	3,000	4,000
Computer sessions	129,210	150,000	116,920	140,000
Attendance-Children Programs	6,759	5,000	7,000	7,000
Home Page Hits	357,531	360,000	345,000	360,000
Literacy attendance	2,858	3,600	2,500	3,000
School visits to Library	21	25	30	35
Grant received	1,200	n/a	n/a	n/a
Attendance-Adult Special Programs	1,836	1,500	2,200	2,500





SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>LIBRARY SPECIAL REVENUE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 4,149,345	\$ 2,067,567	\$ 4,134,932	\$ 4,134,932	Property Tax Revenue	\$ 4,229,880	\$ 4,229,880	\$ 4,223,193
60,018	31,326	62,653	62,653	Industrial Facilities Tax	18,523	18,523	61,588
108,254	-	80,000	80,000	Penal Fines	90,000	90,000	90,000
47,049	20,444	45,000	45,000	Over the Counter Fines	50,000	50,000	50,000
1,628	516	2,200	2,200	Interest on Investments	1,000	1,000	1,000
79,011	-	55,000	55,000	State Aid	78,000	78,000	78,000
-	41,349	41,349	-	Renaissance Zone Reimbursement	-	-	-
23,442	11,770	20,000	20,000	Copy Machine User Fees	23,000	23,000	23,000
16,345	6,951	15,000	15,000	Lost Book Fees	17,000	17,000	17,000
3,422	1,425	3,500	3,500	Video User Fees	5,000	5,000	5,000
8,155	4,246	6,500	6,500	Non-Resident Internet Fees	8,000	8,000	8,000
12,574	5,592	10,000	10,000	Miscellaneous	10,000	10,000	10,000
24,978	1,951,049	1,951,049	1,951,049	Fund Balance Appropriated	2,073,286	73,286	36,908
<b>\$ 4,534,221</b>	<b>\$ 4,142,235</b>	<b>\$ 6,427,183</b>	<b>\$ 6,385,834</b>	<b>Total Revenues</b>	<b>\$ 6,603,689</b>	<b>\$ 4,603,689</b>	<b>\$ 4,603,689</b>
				<b>EXPENDITURES:</b>			
\$ 1,395,156	\$ 652,372	\$ 1,546,287	\$ 1,571,187	Personnel Services	\$ 1,676,633	\$ 1,676,633	\$ 1,676,633
1,061,960	562,106	1,237,163	1,305,673	Employee Benefits	1,429,270	1,429,270	1,429,270
37,035	15,422	61,724	61,724	Supplies	72,916	72,916	72,916
1,023,000	494,369	1,118,200	1,118,200	Other Services and Charges	1,035,770	1,035,770	1,035,770
320,481	86,574	2,329,050	2,329,050	Capital Outlay	2,389,100	389,100	389,100
<b>\$ 3,837,632</b>	<b>\$ 1,810,843</b>	<b>\$ 6,292,424</b>	<b>\$ 6,385,834</b>	<b>Total Expenditures</b>	<b>\$ 6,603,689</b>	<b>\$ 4,603,689</b>	<b>\$ 4,603,689</b>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD(as restated)</b>	2,769,410	2,769,410	2,769,410
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(218,568)	(218,568)	(218,568)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(2,073,286)	(73,286)	(36,908)
<b>\$ 4,367,132</b>	<b>\$ 4,747,475</b>	<b>\$ 2,550,842</b>	<b>\$ 2,416,083</b>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<b>\$ 477,556</b>	<b>\$ 2,477,556</b>	<b>\$ 2,513,934</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	\$ 93,060	1	\$ 94,223	1	\$ 94,223	1	\$ 94,223
Administrative Specialist - Library	1	58,725	1	59,459	1	59,459	1	59,459
Branch Library Supervisor	4	74,134	4	75,061	4	75,061	4	75,061
Branch Librarian	5	59,896	5	60,645	5	60,645	5	60,645
Library Technician	6	51,170	6	51,810	6	51,810	6	51,810
Office Assistant	5	34,707	5	35,141	5	35,141	5	35,141
Library Asst Spec Svcs	-	-	1 (b)	54,524	1 (b)	54,524	1 (b)	54,524
Library Maintenance Specialist	-	-	1 (b)	55,704	1 (b)	55,704	1 (b)	55,704
<u>Permanent Part-time Employees:</u>								
Library Pages		279,900		279,900		279,900		279,900
Assistant Librarians (Substitutes)		45,000		45,000		45,000		45,000
Overtime	—	25,250	—	22,150	—	22,150	—	22,150
Total Personnel	<u>22</u>		<u>24</u>		<u>24</u>		<u>24</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/16.

(b) New position.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES:</u>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 101,257	\$ 45,814	\$ 93,423	\$ 93,423	Appointed Official	\$ 94,949	\$ 94,949	\$ 94,949
979,501	474,939	1,115,914	1,115,914	Permanent Employees	1,222,984	1,222,984	1,222,984
299,036	126,273	300,000	324,900	Permanent Part-time Employees - Pages	324,900	324,900	324,900
7,336	3,375	25,250	25,250	Overtime	22,150	22,150	22,150
8,026	1,971	11,700	11,700	Shift Premium	11,650	11,650	11,650
				<b>Employee Benefits:</b>			
9,774	7,600	7,600	7,600	Education Allowance	7,600	7,600	7,600
108,276	51,535	120,000	122,661	Social Security	131,013	131,013	131,013
147,440	84,803	250,000	315,849	Employee Insurance	386,398	386,398	386,398
255,831	157,768	321,158	321,158	Retiree Health Insurance	353,893	353,893	353,893
23,490	11,398	24,668	24,668	Longevity	28,348	28,348	28,348
517,149	249,002	513,737	513,737	Retirement Fund	522,018	522,018	522,018
37,035	15,422	61,724	61,724	<b>Office Supplies</b>	72,916	72,916	72,916
				<b>Other Services and Charges:</b>			
12,022	4,118	14,000	14,000	Copy Machine Expense	15,000	15,000	15,000
168,772	40,463	85,300	85,300	Contractual Services	87,820	87,820	87,820
122,812	60,700	170,000	170,000	Cooperative Services	170,000	170,000	170,000
39,505	-	30,000	30,000	Library Cooperative-Indirect Aid	39,600	39,600	39,600
1,085	447	2,000	2,000	Postage	2,000	2,000	2,000
9,562	1,589	9,000	9,000	Digital Video Discs	7,000	7,000	7,000
37,779	7,935	38,000	38,000	Library Circulating Materials	41,000	41,000	41,000
16,248	13,371	17,000	17,000	Periodicals	17,000	17,000	17,000
5,522	2,992	10,000	10,000	Telephone	10,000	10,000	10,000
1,045	91	2,000	2,000	Mileage	2,000	2,000	2,000
1,251	396	2,000	2,000	Auto Expense	3,000	3,000	3,000
3,458	357	8,000	8,000	Training & Workshops	8,000	8,000	8,000
-	-	100	100	Book Binding	100	100	100
212,962	75,426	215,000	215,000	Public Utilities	220,000	220,000	220,000
17,381	6,028	34,000	34,000	Repairs & Maintenance	36,000	36,000	36,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<u>LIBRARY</u> <b>SPECIAL REVENUE FUND</b> <b>EXPENDITURES (Continued):</b> <b>Other Services and Charges:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 133,896	\$ 106,806	\$ 134,500	\$ 134,500	Cap Imprvmt Refunding Bonds, Series 2014	\$ 122,250	\$ 122,250	\$ 122,250
33,100	17,250	34,500	34,500	Insurance and Bonds	35,900	35,900	35,900
206,600	156,400	312,800	312,800	Administrative Expense	219,100	219,100	219,100
				<b>Capital Outlay:</b>			
-	51,224	1,972,000	1,972,000	Improvements	2,000,000	-	-
37,183	642	45,580	45,580	Equipment	72,100	72,100	72,100
<u>283,298</u>	<u>85,932</u>	<u>311,470</u>	<u>311,470</u>	Books	<u>317,000</u>	<u>317,000</u>	<u>317,000</u>
<b><u>\$ 3,837,632</u></b>	<b><u>\$ 1,862,067</u></b>	<b><u>\$ 6,292,424</u></b>	<b><u>\$ 6,385,834</u></b>	<b>Total Expenditures</b>	<b><u>\$ 6,603,689</u></b>	<b><u>\$ 4,603,689</u></b>	<b><u>\$ 4,603,689</u></b>

## **RECREATION**

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

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

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

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

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

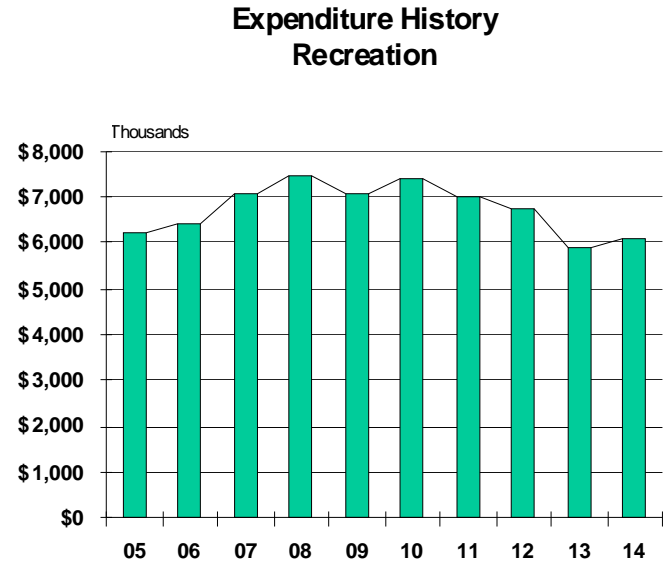
Public transportation demands continue to grow with the older population in Warren. The Parks and Recreation Department has established and provides transportation for numerous older citizens. Funding is primarily secured through the Michigan Department of Transportation, Smart Grants and the Parks and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

## RECREATION

### Fiscal 2016 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.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Pavilion rentals	424	450	450	450
Bus transportation	15,309	14,375	15,500	15,500
Special event youth participation	25,000	25,500	26,000	25,000
Day camp registration	636	640	645	645
Senior special events	3,800	4,500	3,850	3,900
Adult & youth sports participants	107,000	107,250	107,250	107,500
Senior programs	86,000	80,000	87,000	87,000
Senior sports programs	23,000	23,250	23,250	23,250
Trees removed	n/a	n/a	n/a	n/a
Trees trimmed	n/a	n/a	n/a	n/a
Trees planted	n/a	n/a	n/a	n/a
WCC pool attendance	350,000	380,000	380,000	380,000
Swim lesson registration	3,800	4,225	4,000	4,225
Yearly pass registration	4,142	5,000	4,400	5,000
WCC pool rental attendance	8,600	9,000	9,000	9,000



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 3,030,020	\$ 1,506,827	\$ 3,013,463	\$ 3,013,463	Property Tax Revenue	\$ 3,082,660	\$ 3,082,660	\$ 3,077,787
43,738	22,830	45,660	45,660	Industrial Facilities Tax	13,498	13,498	44,880
36,093	70,185	70,185	58,000	MDOT Grant	58,000	58,000	58,000
246,533	59,156	200,000	152,000	S.M.A.R.T. Community Credit Grant	152,000	152,000	152,000
136,398	-	-	-	HUD Grant	-	-	-
18,879	6,137	-	-	Farmers Market Promo Grant	-	-	-
516,366	206,740	500,000	650,000	Recreation Fees	650,000	650,000	650,000
1,425,067	525,644	1,300,000	1,550,000	Warren Community Center Fees	1,550,000	1,550,000	1,550,000
31,365	14,604	75,000	75,000	Downtown Ice Rink Fees	75,000	75,000	75,000
12,620	6,671	25,000	25,000	Senior Transportation	25,000	25,000	25,000
20,568	10,914	40,000	40,000	Special Events	40,000	40,000	40,000
64,024	26,408	75,000	75,000	Sponsored Events	65,000	65,000	65,000
930	171	1,000	1,000	Bingo Fees	1,000	1,000	1,000
200	-	1,000	1,000	Forestry - Tree Planting	1,000	1,000	1,000
678	169	1,500	1,500	Interest on Investments	250	250	250
75,390	75,133	89,040	89,040	Lease Proceeds	73,400	73,400	73,400
5,437	-	-	-	Sale of Equipment	-	-	-
66,417	20	52,000	52,000	Miscellaneous	52,000	52,000	52,000
170,946	287,733	287,733	287,733	Fund Balance Appropriated	334,325	219,270	-
<u>\$ 5,901,669</u>	<u>\$ 2,819,342</u>	<u>\$ 5,776,581</u>	<u>\$ 6,116,396</u>	<b>Total Revenues</b>	<u>\$ 6,173,133</u>	<u>\$ 6,058,078</u>	<u>\$ 5,865,317</u>
				<b>EXPENDITURES:</b>			
\$ 2,454,275	\$ 1,119,918	\$ 2,216,926	\$ 2,186,926	Personnel Services	\$ 2,198,826	\$ 2,148,826	\$ 1,975,525
1,149,748	562,112	1,174,870	1,191,847	Employee Benefits	1,323,792	1,318,737	1,223,317
161,066	61,495	175,000	190,000	Supplies	190,000	190,000	190,000
2,204,977	1,173,382	2,356,900	2,412,900	Other Services and Charges	2,305,465	2,305,465	2,305,465
121,092	66,973	134,723	134,723	Capital Outlay	155,050	95,050	95,050
<u>\$ 6,091,158</u>	<u>\$ 2,983,880</u>	<u>\$ 6,058,419</u>	<u>\$ 6,116,396</u>	<b>Total Expenditures</b>	<u>\$ 6,173,133</u>	<u>\$ 6,058,078</u>	<u>\$ 5,789,357</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ 75,960
1,905,931	1,545,496	1,545,496	1,545,496	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD(as restated)</b>	975,925	975,925	975,925
(173,329)	(173,329)	(173,329)	(173,329)	<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(173,329)	(173,329)	(173,329)
(170,946)	(287,733)	(287,733)	(287,733)	<b>LESS: FUND BALANCE APPROPRIATED</b>	(334,325)	(219,270)	-
<u>\$ 1,372,167</u>	<u>\$ 919,896</u>	<u>\$ 802,596</u>	<u>\$ 1,084,434</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 468,271</u>	<u>\$ 583,326</u>	<u>\$ 878,556</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	\$ 99,668	1	\$ 100,914	1	\$ 100,914	1	\$ 100,914
Superintendent of Facilities & Operations	2	74,990	2	75,927	2	75,927	2	75,927
Program Supervisor	3	65,291	3	66,107	3	66,107	3	66,107
Recreation Manager	1	40,500	1	41,006	1	41,006	1	41,006
Account Specialist	1	50,439	1	51,069	1	51,069	1	51,069
Seasonal Employees		1,200,000		1,200,000		1,150,000		1,150,000
Seasonal Employees - Transportation		140,000		140,000		140,000		140,000
<u>MAINTENANCE</u>								
Facility Maintenance Technician	1	64,233	1	65,036	1	65,036	1	65,036
General Maintenance Specialist	3	56,618	3	57,326	3	57,326	- (c)	-
Seasonal Employees - Maintenance		50,000		50,000		50,000		50,000
Overtime - Maintenance	—	22,400	—	22,400	—	22,400	—	22,400
Total Personnel	<u>12</u>		<u>12</u>		<u>12</u>		<u>9</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and 59 and Local 1917 contracts that expire 6/30/16.

(c) Reflects transfer of (3) General Maintenance Specialists to Local and Major Roads.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 103,869	\$ 49,067	\$ 100,057	\$ 100,057	Appointed Official	\$ 101,691	\$ 101,691	101,691
487,873	228,487	439,495	439,495	Permanent Employees - Supervision	446,147	446,147	446,147
230,601	103,972	234,974	234,974	Permanent Employees - Maintenance	238,588	238,588	65,287
				Seasonal Employees:			
77,536	16,941	50,000	50,000	Maintenance	50,000	50,000	50,000
1,354,289	627,583	1,200,000	1,200,000	Recreation	1,200,000	1,150,000	1,150,000
19,402	22,377	30,000	-	Overtime - Supervision	-	-	-
35,950	5,817	22,400	22,400	Overtime - Maintenance	22,400	22,400	22,400
				<b>Employee Benefits:</b>			
4,150	4,150	4,150	4,150	Education Allowance	4,150	4,150	3,750
165,070	75,440	159,741	159,741	Social Security	160,680	156,855	142,787
215,622	94,661	220,000	236,977	Employee Insurance	324,647	323,417	271,585
395,721	211,599	432,468	432,468	Retiree Health Insurance	475,728	475,728	475,728
43,744	18,893	37,023	37,023	Longevity	37,400	37,400	27,200
310,553	150,602	306,575	306,575	Retirement Fund	306,274	306,274	287,924
532	183	760	760	Uniforms	760	760	190
				<b>Supplies:</b>			
6,421	4,266	9,000	9,000	Office Supplies	9,000	9,000	9,000
500	-	400	400	Bingo Operating Supplies	400	400	400
12,037	6,295	8,500	8,500	Operating Supplies	8,500	8,500	8,500
49,273	13,373	55,000	55,000	Playground & Athletic Supplies	55,000	55,000	55,000
92,538	37,561	100,000	115,000	Repair & Maintenance Supplies	115,000	115,000	115,000
				<b>Other Services and Charges:</b>			
373,112	121,428	390,000	390,000	Contractual Services	380,000	380,000	380,000
2,456	1,909	3,000	3,000	Postage	3,000	3,000	3,000
11,540	17,183	17,200	17,200	Unemployment Costs	1,115	1,115	1,115
28,114	7,670	38,000	38,000	Building Maintenance	38,000	38,000	38,000
159,070	127,630	225,000	225,000	Tree Maintenance	225,000	225,000	225,000
29,024	16,191	25,000	25,000	Telephone	30,000	30,000	30,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES (Continued): Other Services and Charges:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 45,667	\$ 23,767	\$ 45,000	\$ 45,000	Vehicle Maintenance Expense	\$ 42,000	\$ 42,000	\$ 42,000
34,193	12,795	50,000	50,000	Marketing and Promotions	55,000	55,000	55,000
114,300	59,448	118,900	118,900	Insurance and Bonds	123,600	123,600	123,600
534,956	213,582	550,000	550,000	Public Utilities	540,000	540,000	540,000
340	-	1,000	1,000	Conferences and Workshops	1,000	1,000	1,000
4,113	396	8,500	8,500	Rentals & Janitorial Service	5,000	5,000	5,000
44,802	16,760	55,000	55,000	Special Events	55,000	55,000	55,000
23,620	6,655	60,000	60,000	Sponsored Events	60,000	60,000	60,000
3,738	1,415	8,500	8,500	Downtown Ice Rink Expense	8,500	8,500	8,500
30,395	567	30,100	30,100	2005 Capital Equipment Loan Payment	-	-	-
580,218	462,825	527,000	583,000	Cap Imprvmt Refunding Bonds, Series 2014	529,750	529,750	529,750
107,400	55,200	110,400	110,400	Administrative Expense	113,700	113,700	113,700
				<b>Capital Outlay:</b>			
1,182	58,447	70,000	70,000	Capital Improvements	70,050	30,050	30,050
-	-	35,000	35,000	Equipment - Vehicle	-	-	-
7,498	-	-	-	Equipment - Maintenance	-	-	-
13,556	-	-	-	Equipment - Recreation	85,000	65,000	65,000
390	446	14,800	14,800	Equipment - Office	-	-	-
89,134	-	6,101	6,101	HUD Grant Expense	-	-	-
9,332	8,080	8,822	8,822	Farmers Market Promo Grant Expense	-	-	-
<u>\$ 5,853,831</u>	<u>\$ 2,883,661</u>	<u>\$ 5,807,866</u>	<u>\$ 5,865,843</u>	<b>Total Expenditures</b>	<u>\$ 5,922,080</u>	<u>\$ 5,807,025</u>	<u>\$ 5,538,304</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND TRANSPORTATION EXPENDITURES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Personnel Services:</b>			
\$ 144,755	\$ 65,674	\$ 140,000	\$ 140,000	Seasonal Employees	\$ 140,000	\$ 140,000	\$ 140,000
				<b>Employee Benefits:</b>			
11,057	5,024	10,710	10,710	Social Security	10,710	10,710	10,710
3,299	1,560	3,443	3,443	Employee Insurance	3,443	3,443	3,443
				<b>Supplies:</b>			
-	-	1,200	1,200	Office Supplies	1,200	1,200	1,200
297	-	900	900	Operating Supplies	900	900	900
				<b>Other Services and Charges:</b>			
3,518	373	5,000	5,000	Contractual Services	5,000	5,000	5,000
-	-	150	150	Postage	150	150	150
-	129	2,000	2,000	Building Maintenance	2,000	2,000	2,000
614	325	1,000	1,000	Telephone	1,000	1,000	1,000
45,048	15,487	46,000	46,000	Vehicle Maintenance Expense	46,000	46,000	46,000
-	-	250	250	Printing and Publishing	250	250	250
14,639	4,345	15,000	15,000	Public Utilities	15,000	15,000	15,000
-	-	300	300	Conferences and Workshops	300	300	300
14,100	7,302	14,600	14,600	Insurance and Bonds	15,100	15,100	15,100
-	-	10,000	10,000	Bus Rental	10,000	10,000	10,000
<u>\$ 237,327</u>	<u>\$ 100,219</u>	<u>\$ 250,553</u>	<u>\$ 250,553</u>	<b>Total Expenditures</b>	<u>\$ 251,053</u>	<u>\$ 251,053</u>	<u>\$ 251,053</u>

## **COMMUNICATIONS SPECIAL REVENUE FUND**

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

The Communications Department currently generates: Two channels of government access cable television programming (Comcast Channels 5 & 12, WOW Channels 10 & 18 and AT&T Channel 99), cable bulletin board notices, maintenance and operation of the City website ([www.cityofwarren.org](http://www.cityofwarren.org)), production of the City newsletter (Newsbeat), and production of the City Calendar. The department also partners with Parks & Recreation in the operation and maintenance of the Community Center Auditorium to provide space and coverage of official City operational meetings like City Council, Zoning Board of Appeals and Planning Commission. Another service provided to residents is emergency alerts and bulletins. In the case of severe weather and snow emergencies, the Communications Department uses every tool available to notify residents.

To support years of technical advances and to replace aging equipment, the Communications Department is in the final stages of updating the equipment and electronics. A highly skilled engineering team has kept costs for the updates at a minimum and prudent financial planning over the course of several years allowed the department to build a fund balance that would support the necessary updates. This final phase will make the City of Warren a leader in the State of Michigan in its ability to communicate with residents.

At the Mayor's direction, the Communication's Department has looked into and found a solution for providing Closed Captioning on our television programs. In years past, the possibility of providing this service was nearly impossible as the cost was far more than the department's budget could sustain. With advances in technology, however, it is now a service that can be handled in-house and at a cost that is more in-line with the finances that are available.

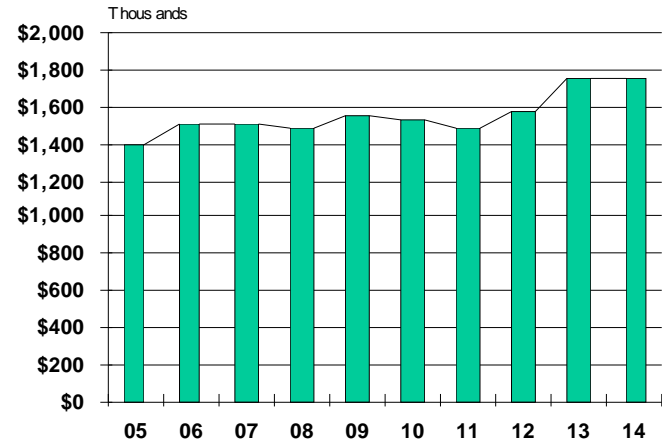
## COMMUNICATIONS SPECIAL REVENUE FUND

### Fiscal 2016 Performance Objectives

1. To provide oversight of CATV franchise agreements as well as state CATV Franchise as it interfaces with Federal Legislation.
2. To rewire the production truck for the final digital application.
3. To begin the process to replace analog cameras with digital HDSDA cameras.
4. To open the revenue stream to expand services of collaboration.
5. To continue to encourage the film industry to flourish in Warren.
6. To produce new programs and encourage creative use of studio facilities.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Meeting Coverage (City Council, Zoning Board, Planning Commission)	60	60	60	60
Newsbeat Magazine	4	4	4	4
Annual Calendar	1	1	1	1
Original Programs (Sporting Events, Concerts, Talk Shows, Etc.)	225	225	225	250
Auditorium Support (Plays, Rentals, Recitals, Meetings, Etc.)	117	117	117	120
Bulletin Board Postings (Garage Sales, Non-Profit Ads, City Information, Etc.)	1,500	1,500	1,500	1,500
Snow & Storm Alerts (Emergency Information Crawl on Channels)	6	8	20	20
Website Postings & Updates (Community Events, Department Services)	2,500	2,500	2,500	2,500
Internship Program (Number of Interns)	0	0	15	36
Public Service Announcements	54	54	54	54

**Expenditure History  
Communications**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 2,008,354	\$ 521,521	\$ 1,935,000	\$ 1,935,000	Cable TV Franchise Fees	\$ 1,975,000	\$ 1,975,000	\$ 1,975,000
1,039	306	1,800	1,800	Interest on Investments	700	700	700
21,390	10,191	19,440	19,440	Lease Proceeds	19,440	19,440	19,440
2,450	334	1,000	1,000	Miscellaneous	1,000	1,000	1,000
<u>27,205</u>	<u>631,647</u>	<u>631,647</u>	<u>631,647</u>	Fund Balance Appropriated	<u>445,440</u>	<u>445,440</u>	<u>519,046</u>
<u>\$ 2,060,438</u>	<u>\$ 1,163,999</u>	<u>\$ 2,588,887</u>	<u>\$ 2,588,887</u>	<b>Total Revenues</b>	<u>\$ 2,441,580</u>	<u>\$ 2,441,580</u>	<u>\$ 2,515,186</u>
				<b>EXPENDITURES:</b>			
\$ 586,524	\$ 286,605	\$ 669,848	\$ 669,848	Personnel Services	\$ 710,887	\$ 710,887	\$ 759,466
274,621	150,101	336,125	358,605	Employee Benefits	392,623	392,623	417,650
24,167	3,132	27,500	27,500	Supplies	25,500	25,500	25,500
808,969	461,994	945,156	962,956	Other Services and Charges	1,004,570	1,004,570	1,004,570
<u>55,836</u>	<u>29,261</u>	<u>569,978</u>	<u>569,978</u>	Capital Outlay	<u>308,000</u>	<u>308,000</u>	<u>308,000</u>
<u>\$ 1,750,117</u>	<u>\$ 931,093</u>	<u>\$ 2,548,607</u>	<u>\$ 2,588,887</u>	<b>Total Expenditures</b>	<u>\$ 2,441,580</u>	<u>\$ 2,441,580</u>	<u>\$ 2,515,186</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,716,150	2,716,150	2,716,150
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(42,850)	(42,850)	(42,850)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(445,440)</u>	<u>(445,440)</u>	<u>(519,046)</u>
<u>\$ 3,264,667</u>	<u>\$ 2,865,926</u>	<u>\$ 2,673,300</u>	<u>\$ 2,633,020</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,227,860</u>	<u>\$ 2,227,860</u>	<u>\$ 2,154,254</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	\$ 78,374	1	\$ 79,354	1	\$ 79,354	1	\$ 79,354
Communications Specialist	1	63,945	1	64,744	1	64,744	1	64,744
Media Specialist 1	1	57,577	1	58,297	1	58,297	1	58,297
Communications Specialist 1	1	50,848	1	51,484	1	51,484	1	51,484
Sports Information Broadcaster	-	-	-	-	-	-	1 (b)	48,207
Administrative Clerk	1	47,611	1	48,206	1	48,206	1	48,206
Part-time Employees		375,000		415,000		415,000		415,000
Overtime	—	5,000	—	-	—	-	—	-
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>6</u>	

(a) Wage rates are based on Local 412 Units 35 and 59 contracts that expire 6/30/16.

(b) New position.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 286,962	\$ 129,570	\$ 289,848	\$ 289,848	<b>Personnel Services:</b>	\$ 295,887	\$ 295,887	\$ 344,466
299,562	154,061	375,000	375,000	Permanent Employees	415,000	415,000	415,000
-	2,974	5,000	5,000	Part-time Employees	-	-	-
				Overtime			
				<b>Employee Benefits:</b>			
2,250	2,250	2,250	2,250	Education Allowance	2,250	2,250	2,250
45,331	22,152	52,128	52,128	Social Security	55,254	55,254	58,970
28,689	14,571	50,000	72,480	Employee Insurance	92,706	92,706	108,674
83,099	58,718	119,004	119,004	Retiree Health Insurance	130,550	130,550	131,036
9,232	2,303	9,304	9,304	Longevity	9,132	9,132	9,132
106,020	50,107	103,439	103,439	Retirement Fund	102,731	102,731	107,589
				<b>Supplies:</b>			
3,563	821	3,500	3,500	Office	3,500	3,500	3,500
19,792	1,881	20,000	20,000	Operating	20,000	20,000	20,000
812	430	4,000	4,000	Tapes/DVD's	2,000	2,000	2,000
				<b>Other Services and Charges:</b>			
13,253	6,610	27,000	27,000	Contractual Services	27,000	27,000	27,000
51,681	33,354	55,000	55,000	Postage	60,000	60,000	60,000
1,671	6,516	6,516	6,516	Unemployment Costs	-	-	-
3,050	1,127	2,300	2,300	Telephone	2,300	2,300	2,300
10	-	200	200	Mileage	200	200	200
1,741	1,525	3,500	3,500	Vehicle Maintenance	3,500	3,500	3,500
90	-	300	300	Conferences & Workshops	-	-	-
45,487	7,533	50,000	50,000	Community Promotions	100,000	100,000	100,000
-	-	10,000	10,000	Insurance and Bonds	35,900	35,900	35,900
124,326	41,637	125,000	125,000	Public Utilities	125,000	125,000	125,000
130	-	600	600	Memberships & Dues	600	600	600
2,364	992	3,000	3,000	Sets and Design	3,000	3,000	3,000
1,558	927	1,000	1,000	Web site	2,000	2,000	2,000
23,217	199	25,000	25,000	City Calendar	25,000	25,000	25,000
2,040	-	2,040	2,040	Music Library	2,040	2,040	2,040
68,123	38,550	72,000	72,000	City Newsletter	72,000	72,000	72,000
8,075	3,179	7,500	7,500	Software & Contractual Service	16,500	16,500	16,500
3,357	1,253	5,000	5,000	Auditorium Expense	5,000	5,000	5,000
36,667	684	36,000	36,000	2005 Capital Equipment Loan Payment	-	-	-
243,600	175,500	351,000	351,000	Administrative Expense	361,530	361,530	361,530
178,529	142,408	162,200	180,000	Cap Imprvmt Refunding Bonds, Series 2014	163,000	163,000	163,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Office	15,000	15,000	15,000
55,836	-	419,978	419,978	Equipment - Cable TV	258,000	258,000	258,000
-	22,368	30,000	30,000	Vehicles	35,000	35,000	35,000
-	6,893	120,000	120,000	Production Equipment	-	-	-
<u>\$ 1,750,117</u>	<u>\$ 931,093</u>	<u>\$ 2,548,607</u>	<u>\$ 2,588,887</u>	<b>Total Expenditures</b>	<u>\$ 2,441,580</u>	<u>\$ 2,441,580</u>	<u>\$ 2,515,186</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 44 schools, 16 churches and 26 miscellaneous buildings including all City libraries, fire stations, senior centers and many other City buildings. We average over 200 move ins, move outs, and evictions over the last five years. In conjunction with other departments, we participate in all blight sweep clean-ups and other special projects including landlord/renters move-outs and tenant evictions ordered from the 37<sup>th</sup> District Court. The City also hosted an E-Waste collection event with LG Electronics and Vintage Tech. We have one "Hazardous Waste Drop Off Day" per year, and that generated over 71,698 pounds of hazardous waste, with over 827 vehicles serviced, of which 779 were Warren residents. Our goal is to expand the hazardous waste day for the upcoming year.

The Sanitation Division is also responsible for operating and maintaining the Recycling Center, which provides additional recycling options to the community. In addition to picking up all appliances at the curb such as refrigerators and freezers (including the removal of Freon), we also recover concrete, metal, computers, and styrofoam.

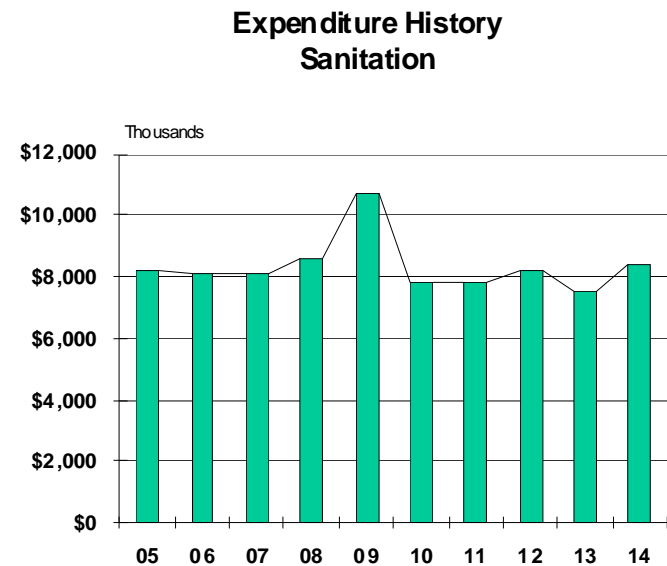
In addition, we are responsible for the general maintenance of the building, offices, and grounds of the Sanitation Complex. Our regular inspections of the Transfer Station to insure it is kept in good repair and operating condition have expanded in scope this year to include overseeing major renovations and coordinating downtimes to insure no breaks in service to residents.

## SANITATION

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Collection points (per week)	56,000	56,000	56,000	56,000
Tonnage refuse landfilled	45,207.56	46,000	46,000	46,000
Citizen complaints received	1,408	1,400	1,400	1,400
Number of refuse collection routes	12	15	15	15
Curbside recycling collected	4,816.72 tons	5,000 tons	5,000 tons	5,000 tons
Number of recycle routes	6	6	6	6
Curbside compost collected	12,684.24 tons	13,000 tons	13,000 tons	13,000 tons
Number of compost routes	5	5	5	5
Tonnage recycle drop-off center	487.15	450	450	450
Car batteries dropped off	138	150	150	150
Non ferrous metal dropped off	0.25 tons	1 ton	1 ton	1 ton
Cardboard collected/dropped off	57.54 tons	60 tons	60 tons	60 tons
White goods/scrap metal	82.4 tons	86 tons	86 tons	86 tons
Newspaper	57.76 tons	60 tons	60 tons	60 tons
Computers/electronics	50 tons	60 tons	60 tons	60 tons
Plastic	30.49 tons	33 tons	33 tons	33 tons
Styrofoam (44 gallon bags)	408 bags	450 bags	450 bags	450 bags
Concrete dropped off	208.71 tons	210 tons	210 tons	210 tons
Motor oil dropped off	6,145 gal.	6,200 gal.	6,200 gal.	6,200 gal.
Antifreeze dropped off	1,380 gal.	1500 gal.	1,500 gal.	1,500 gal.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 7,932,082	\$ 3,950,251	\$ 7,900,060	\$ 7,900,060	Property Tax Revenue	\$ 8,081,465	\$ 8,081,465	\$ 8,068,690
114,694	59,850	119,702	119,702	Industrial Facilities Tax	35,387	35,387	117,658
800	181	1,000	1,000	Interest on Investments	300	300	300
40,095	10,197	40,000	40,000	Lease Proceeds	40,000	40,000	40,000
4,769	-	-	-	Sale of Equipment	-	-	-
83,102	45,489	80,000	50,000	Miscellaneous Revenue	90,000	90,000	90,000
31,449	76,199	300,000	60,000	Transfer Station Royalties	150,000	150,000	150,000
96,109	34,883	100,000	100,000	Recycling Revenue	100,000	100,000	100,000
19,355	1,498,900	1,498,900	1,498,900	Fund Balance Appropriated	552,874	467,874	400,504
<u>\$ 8,322,455</u>	<u>\$ 5,675,950</u>	<u>\$ 10,039,662</u>	<u>\$ 9,769,662</u>	<b>Total Revenues</b>	<u>\$ 9,050,026</u>	<u>\$ 8,965,026</u>	<u>\$ 8,967,152</u>
				<b>EXPENDITURES:</b>			
\$ 2,703,702	\$ 1,400,746	\$ 3,057,139	\$ 3,057,139	Personnel Services	\$ 3,318,207	\$ 3,318,207	\$ 3,121,605
2,447,456	1,388,199	2,985,453	2,985,453	Employee Benefits	3,433,199	3,433,199	3,077,068
508,970	191,149	510,000	536,000	Supplies	480,000	480,000	480,000
2,676,525	1,264,476	2,339,576	2,334,100	Other Services and Charges	1,577,620	1,577,620	2,132,479
46,290	510,247	856,970	856,970	Capital Outlay	241,000	156,000	156,000
<u>\$ 8,382,943</u>	<u>\$ 4,754,817</u>	<u>\$ 9,749,138</u>	<u>\$ 9,769,662</u>	<b>Total Expenditures</b>	<u>\$ 9,050,026</u>	<u>\$ 8,965,026</u>	<u>\$ 8,967,152</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b> (as restated)	751,339	751,339	751,339
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(197,839)	(197,839)	(197,839)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(552,874)</u>	<u>(467,874)</u>	<u>(400,504)</u>
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 626</u>	<u>\$ 85,626</u>	<u>\$ 152,996</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>SANITATION</u>								
Sanitation Superintendent	1	\$ 91,589	1	\$ 92,734	1	\$ 92,734	1	\$ 92,734
Assistant Superintendent	1	73,593	1	74,513	1	74,513	1	74,513
Administrative Clerk	1	48,206	1	48,809	1	48,809	1	48,809
<u>Rubbish Pick-up:</u>								
Foreman	3	67,746	3	68,593	3	68,593	3	68,593
Sanitation Operator Technician	1	56,618	1	57,326	1	57,326	1	57,326
Sanitation Operator Specialist	16	55,141	16	55,830	16	55,830	16	55,830
General Laborer Tier II	30	34,403	30	34,833	30	34,833	30	34,833
<u>Garage:</u>								
Automotive Mechanic Technician	3	64,230	3	65,033	3	65,033	- (c)	-
Temporary Employees - Clerical		25,000		25,000		25,000		25,000
Temporary Employees - Rubbish Collection		200,000		150,000		150,000		150,000
<u>Overtime:</u>								
Rubbish Pick-up		227,800		483,100		483,100		483,100
Mechanics		21,500		38,800		38,800		38,800
Clerical	—	7,200	—	5,800	—	5,800	—	5,800
Total Personnel	<u>56</u>		<u>56</u>		<u>56</u>		<u>53</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/16.

(c) Reflects transfer of (3) Automotive Mechanic Technicians to DPW.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 172,035	\$ 81,320	\$ 165,826	\$ 165,826	<b>Personnel Services:</b>	\$ 168,535	\$ 168,535	\$ 168,535
1,267,399	898,491	2,167,967	2,167,967	Supervisory	2,201,186	2,201,186	2,201,186
189,435	92,198	193,452	193,452	Permanent Employees - Rubbish Collection	196,602	196,602	-
-	-	48,394	48,394	Permanent Employees - Mechanics	49,184	49,184	49,184
774,123	98,334	200,000	200,000	Permanent Employees - Clerical	150,000	150,000	150,000
39,236	25,927	25,000	25,000	Temporary Employees - Rubbish Collection	25,000	25,000	25,000
237,580	200,127	227,800	227,800	Temporary Employee - Clerical	483,100	483,100	483,100
17,072	4,152	21,500	21,500	Overtime - Rubbish Collection	38,800	38,800	38,800
6,822	197	7,200	7,200	Overtime - Mechanics	5,800	5,800	5,800
				Overtime - Clerical			
				<b>Employee Benefits:</b>			
2,800	1,600	2,400	2,400	Education Allowance	1,600	1,600	1,200
211,568	109,507	239,419	239,419	Social Security	260,040	260,040	244,188
469,946	288,850	706,905	706,905	Employee Insurance	983,160	983,160	931,149
701,748	477,520	984,974	984,974	Retiree Health Insurance	1,081,753	1,081,753	952,123
71,399	35,466	70,934	70,934	Longevity	79,302	79,302	69,102
985,915	473,110	976,451	976,451	Retirement Fund	1,022,974	1,022,974	875,506
4,080	2,146	4,370	4,370	Uniforms	4,370	4,370	3,800
				<b>Supplies:</b>			
23,748	4,966	30,000	36,000	Operating Supplies	30,000	30,000	30,000
485,222	186,183	480,000	500,000	Gasoline & Diesel Oil	450,000	450,000	450,000
				<b>Other Services and Charges:</b>			
-	989	4,000	5,000	Notifications	-	-	-
-	-	1,000	1,000	Community Recycling & Compost Education	-	-	-
9,214	1,069	4,300	4,300	Contractual Services	4,300	4,300	4,300
				<b>Contractual Services:</b>			
740,774	601,683	800,000	800,000	Rubbish Hauling	800,000	800,000	800,000
232,636	85,649	280,000	280,000	Recycling & Compost Disposal	280,000	280,000	280,000
21,676	24,911	27,000	27,000	Hazardous Waste Collection	27,000	27,000	27,000
11,750	5,875	15,000	15,000	SMDA Closure Costs	12,000	12,000	12,000
33,840	17,625	75,000	100,000	SMDA Legal/Engineering Costs	35,000	35,000	35,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES (Continued):</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 21,845	\$ 10,376	\$ 10,376	\$ 10,400	Unemployment Costs	\$ 13,820	\$ 13,820	\$ 13,820
4,959	2,628	5,500	4,000	Telephone	5,500	5,500	5,500
405,948	178,428	375,000	350,000	Truck Expense	350,000	350,000	350,000
39,248	7,690	40,000	35,000	Public Utilities	40,000	40,000	40,000
166,700	86,700	173,400	173,400	Insurance and Bonds	-	-	-
6,696	1,742	20,000	20,000	Building & Grounds Maintenance	10,000	10,000	10,000
32,739	611	32,000	32,000	2005 Capital Equipment Loan Payment	-	-	-
-	-	-	-	Fleet Maintenance Expense	-	-	554,859
948,500	238,500	477,000	477,000	Administrative Expense	-	-	-
				<b>Capital Outlay:</b>			
46,290	569	39,000	39,000	Equipment - Office and Garage	91,000	6,000	6,000
-	509,678	817,970	817,970	Equipment - Vehicles	150,000	150,000	150,000
<u>\$ 8,382,943</u>	<u>\$ 4,754,817</u>	<u>\$ 9,749,138</u>	<u>\$ 9,769,662</u>	<b>Total Expenditures</b>	<u>\$ 9,050,026</u>	<u>\$ 8,965,026</u>	<u>\$ 8,967,152</u>

# RENTAL ORDINANCE FUND

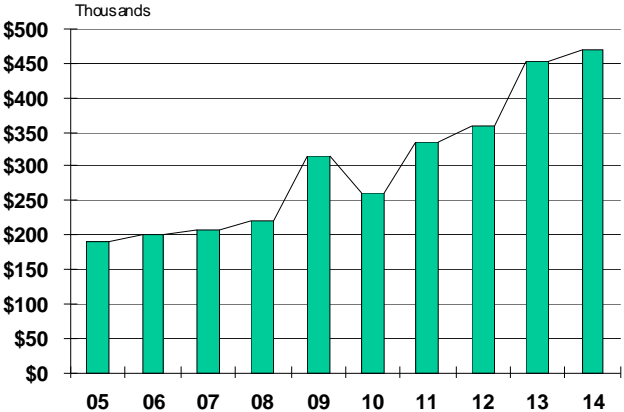
The Rental Division is charged with the enforcement of the City’s rental ordinances which were created to provide regulations and enforcements to protect the health, welfare and safety of occupants and owners of rental properties. In particular, the Rental Division administers the licensing and inspection of both residential, multi-family and apartment income producing properties on a biennial basis. The Rental Division is currently monitoring over 7,200 licensed properties. In 2014, the Rental Division performed over 6,300 inspections, re-inspections and investigations.

The Rental Program is funded by fees collected for license applications and inspections which are projected to be approximately \$520,000 by the end of the fiscal year 2015. The Rental Division is additionally supported by Block Grant funds in the amount of \$40,000 for an estimated total of \$560,000. The largest expense in the Rental Division is Personnel Services. The Rental Division staff currently includes a Senior Rental Coordinator, and two Rental Inspectors. However, the program is additionally supported by two temporary Clerks and four part-time Rental Inspectors from The Department of Property Maintenance Inspection.

In 2006, City Council amended the Rental Ordinance to include the licensing and inspection of multi-family (apartment) rentals in the City. An apartment licensing program was implemented in fiscal year 2010. The apartment licensing program is expected to generate approximately \$100,000 for 2015.

There are several major goals planned in the coming year to improve the Rental Division. First, the Rental Division will update its apartment licensing and inspection program. Second, the Rental Division will evaluate the inspection fee structure and its owner internal structure and propose changes that will bring revenues and expenses in line. Third, the Rental Division will establish performance tracking measures and procedures for evaluating Rental Division performance.

**Expenditure History  
Rental Ordinance Fund**



SPECIAL REVENUE FUND PERSONNEL

<u>RENTAL ORDINANCE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Rental Code Inspector	2	\$ 56,618	2	\$ 57,326	2	\$ 57,326	2	\$ 57,326
Senior Rental Coordinator	1	70,211	1	71,089	1	71,089	1	71,089
Office Assistant	1	34,707	1	35,141	1	35,141	1	35,141
Temporary Employees - Inspections		100,000		175,000		175,000		175,000
Temporary/Co-op	—	83,000	—	83,000	—	83,000	—	83,000
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 1250 contract that expires 6/30/16.



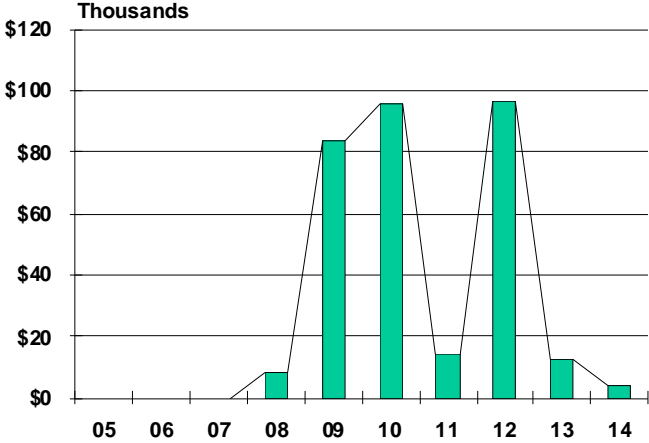
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>RENTAL ORDINANCE FUND</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>REVENUES:</b>			
\$ 552,355	\$ 272,670	\$ 500,000	\$ 440,000	Residential Inspection Fees	\$ 560,000	\$ 560,000	\$ 560,000
143,812	10,750	80,000	80,000	Apartment Inspection Fee	100,000	100,000	100,000
332	105	500	500	Interest on Investments	200	200	200
-	208,859	208,859	208,859	Fund Balance Appropriated	135,199	135,199	135,199
<u>\$ 696,499</u>	<u>\$ 492,384</u>	<u>\$ 789,359</u>	<u>\$ 729,359</u>	<b>Total Revenues</b>	<u>\$ 795,399</u>	<u>\$ 795,399</u>	<u>\$ 795,399</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 134,260	\$ 104,926	\$ 219,006	\$ 219,006	Permanent Employees	\$ 216,708	\$ 216,708	\$ 216,708
80,058	20,004	100,000	100,000	Temporary Employees- Inspection	175,000	175,000	175,000
69,973	41,125	83,000	83,000	Temporary/Co-op	83,000	83,000	83,000
				<b>Employee Benefits:</b>			
21,937	12,905	31,100	31,100	Social Security	36,738	36,738	36,738
21,470	16,426	40,000	67,870	Employee Insurance	101,526	101,526	101,526
27,699	20,175	40,890	40,890	Retiree Health Insurance	44,821	44,821	44,821
3,355	3,397	4,529	4,529	Longevity	5,525	5,525	5,525
16,869	12,392	28,264	28,264	Retirement Fund	25,281	25,281	25,281
6,679	2,167	8,500	8,500	<b>Office Supplies</b>	8,500	8,500	8,500
				<b>Other Services and Charges:</b>			
7,650	3,718	9,000	9,000	Postage	9,000	9,000	9,000
5,792	-	-	-	Unemployment Costs	-	-	-
3,450	-	8,500	8,500	Contractual Services - Software Services	8,500	8,500	8,500
2,535	1,164	4,500	4,500	Vehicle Maintenance	4,500	4,500	4,500
69,600	35,850	71,700	71,700	Administrative Expense	73,800	73,800	73,800
				<b>Capital Outlay:</b>			
-	-	2,500	2,500	Equipment - Office	2,500	2,500	2,500
-	-	50,000	50,000	Equipment - Vehicle	-	-	-
<u>\$ 471,327</u>	<u>\$ 274,249</u>	<u>\$ 701,489</u>	<u>\$ 729,359</u>	<b>Total Expenditures</b>	<u>\$ 795,399</u>	<u>\$ 795,399</u>	<u>\$ 795,399</u>
\$ 225,172	\$ 218,135	\$ 87,870	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
730,058	955,230	955,230	955,230	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	834,241	834,241	834,241
(16,957)	(16,957)	(16,957)	(16,957)	<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(16,957)	(16,957)	(16,957)
-	(208,859)	(208,859)	(208,859)	<b>LESS: FUND BALANCE APPROPRIATED</b>	(135,199)	(135,199)	(135,199)
<u>\$ 938,273</u>	<u>\$ 947,549</u>	<u>\$ 817,284</u>	<u>\$ 729,414</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 682,085</u>	<u>\$ 682,085</u>	<u>\$ 682,085</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**



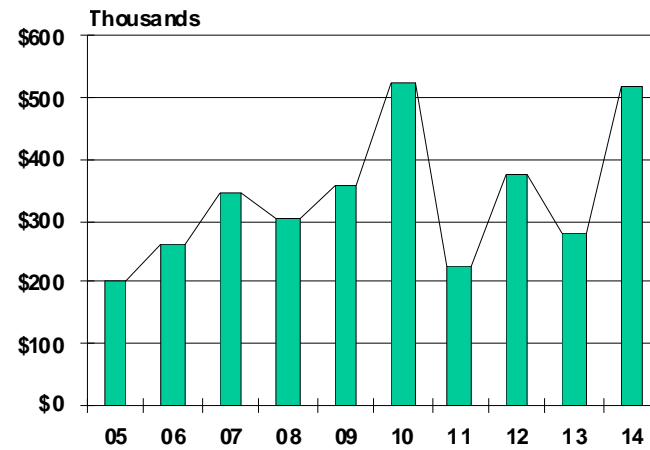
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>VICE CRIME CONFISCATION FUND</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>REVENUES:</b>			
\$ 35,537	\$ 12,307	\$ 50,000	\$ 100,000	Vice Crime Confiscation's	\$ 50,000	\$ 50,000	\$ 50,000
60	19	100	100	Interest on Investments	50	50	50
-	-	-	-	Fund Balance Appropriated	<u>49,950</u>	<u>49,950</u>	<u>49,950</u>
<u>\$ 35,597</u>	<u>\$ 12,326</u>	<u>\$ 50,100</u>	<u>\$ 100,100</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>			
\$ 3,651	\$ 1,389	\$ 35,000	\$ 100,000	Vice Crime Expenditures	\$ 100,000	\$ 100,000	\$ 100,000
<u>\$ 3,651</u>	<u>\$ 1,389</u>	<u>\$ 35,000</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>	191,068	191,068	191,068
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(49,950)</u>	<u>(49,950)</u>	<u>(49,950)</u>
-	-	-	-				
<u>\$ 175,968</u>	<u>\$ 186,905</u>	<u>\$ 191,068</u>	<u>\$ 176,068</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 141,118</u>	<u>\$ 141,118</u>	<u>\$ 141,118</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**



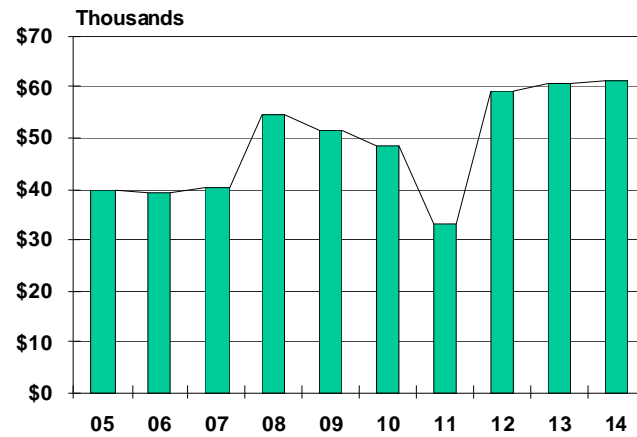
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>DRUG FORFEITURE FUND</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>REVENUES:</b>			
\$ 788,203	\$ 169,322	\$ 400,000	\$ 400,000	Drug Forfeitures	\$ 400,000	\$ 400,000	\$ 400,000
1,125	343	1,800	1,800	Interest on Investments	1,800	1,800	1,800
<u>48,000</u>	<u>148,200</u>	<u>148,200</u>	<u>148,200</u>	Fund Balance Appropriated	<u>128,200</u>	<u>128,200</u>	<u>128,200</u>
<u>\$ 837,328</u>	<u>\$ 317,865</u>	<u>\$ 550,000</u>	<u>\$ 550,000</u>	<b>Total Revenues</b>	<u>\$ 530,000</u>	<u>\$ 530,000</u>	<u>\$ 530,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 447,929	\$ 404,750	\$ 450,000	\$ 450,000	Federal Drug Forfeiture Expense	\$ 430,000	\$ 430,000	\$ 430,000
69,020	27,398	100,000	100,000	Local Drug Forfeiture Expense	100,000	100,000	100,000
<u>\$ 516,949</u>	<u>\$ 432,148</u>	<u>\$ 550,000</u>	<u>\$ 550,000</u>	<b>Total Expenditures</b>	<u>\$ 530,000</u>	<u>\$ 530,000</u>	<u>\$ 530,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,979,634	2,979,634	2,979,634
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(128,200)</u>	<u>(128,200)</u>	<u>(128,200)</u>
2,855,455	3,127,834	3,127,834	3,127,834	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,851,434</u>	<u>\$ 2,851,434</u>	<u>\$ 2,851,434</u>
<u>(48,000)</u>	<u>(148,200)</u>	<u>(148,200)</u>	<u>(148,200)</u>				
<u>\$ 3,127,834</u>	<u>\$ 2,865,351</u>	<u>\$ 2,979,634</u>	<u>\$ 2,979,634</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**



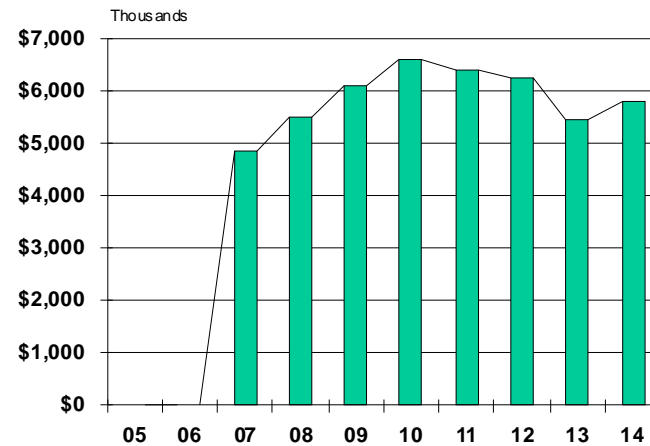
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>ACT 302 POLICE TRAINING FUND</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>REVENUES:</b>			
\$ 39,967	\$ 36,558	\$ 36,558	\$ 36,000	State Grant - Police Training	\$ 56,000	\$ 56,000	\$ 56,000
35	9	30	100	Interest on Investments	100	100	100
-	48,700	48,700	48,700	Fund Balance Appropriated	28,700	28,700	28,700
<u>\$ 40,002</u>	<u>\$ 85,267</u>	<u>\$ 85,288</u>	<u>\$ 84,800</u>	<b>Total Revenues</b>	<u>\$ 84,800</u>	<u>\$ 84,800</u>	<u>\$ 84,800</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 61,021	\$ 46,129	\$ 84,800	\$ 84,800	Conferences & Workshops	\$ 84,800	\$ 84,800	\$ 84,800
<u>\$ 61,021</u>	<u>\$ 46,129</u>	<u>\$ 84,800</u>	<u>\$ 84,800</u>	<b>Total Expenditures</b>	<u>\$ 84,800</u>	<u>\$ 84,800</u>	<u>\$ 84,800</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ (21,019)	\$ 39,138	\$ 488	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
98,784	77,765	77,765	77,765	<b>BEGINNING OF PERIOD</b>	29,553	29,553	29,553
				<b>LESS: FUND BALANCE</b>			
-	(48,700)	(48,700)	(48,700)	<b>APPROPRIATED</b>	(28,700)	(28,700)	(28,700)
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ 77,765</u>	<u>\$ 68,203</u>	<u>\$ 29,553</u>	<u>\$ 29,065</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 853</u>	<u>\$ 853</u>	<u>\$ 853</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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 6,398,568	\$ 2,869,980	\$ 6,910,324	\$ 5,739,960	Property Tax Revenue	\$ 7,308,000	\$ 7,308,000	\$ 9,220,546
350,606	162,581	304,449	300,000	Other Income	300,000	300,000	300,000
-	116,268	116,268	116,268	Fund Balance Appropriated	-	-	-
<u>\$ 6,749,174</u>	<u>\$ 3,148,829</u>	<u>\$ 7,331,041</u>	<u>\$ 6,156,228</u>	<b>Total Revenues</b>	<u>\$ 7,608,000</u>	<u>\$ 7,608,000</u>	<u>\$ 9,520,546</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 142,496	\$ 65,360	\$ 149,418	\$ 149,418	Personnel Services	\$ 151,859	\$ 151,859	\$ 151,859
80,022	41,099	93,597	93,597	Employee Benefits	103,577	103,577	103,577
1,465	639	5,000	5,000	Supplies	5,000	5,000	5,000
5,580,977	4,100,006	5,758,083	5,908,213	Other Services and Charges	6,043,993	6,043,993	6,043,993
<u>\$ 5,804,960</u>	<u>\$ 4,207,104</u>	<u>\$ 6,006,098</u>	<u>\$ 6,156,228</u>	<b>Total Expenditures</b>	<u>\$ 6,304,429</u>	<u>\$ 6,304,429</u>	<u>\$ 6,304,429</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE FOR PERIOD</b>	\$ 1,303,571	\$ 1,303,571	\$ 3,216,117
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	10,325,730	10,325,730	10,325,730
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
-	(116,268)	(116,268)	(116,268)				
<u>\$ 9,117,055</u>	<u>\$ 7,942,512</u>	<u>\$ 10,325,730</u>	<u>\$ 9,000,787</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 11,629,301</u>	<u>\$ 11,629,301</u>	<u>\$ 13,541,847</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	\$ 92,138	1	\$ 93,289	1	\$ 93,289	1	\$ 93,289
DDA Assistant	<u>1</u>	56,700	<u>1</u>	57,409	1	57,409	1	57,409
Total Personnel	<u><u>2</u></u>		<u><u>2</u></u>		<u><u>2</u></u>		<u><u>2</u></u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/16.

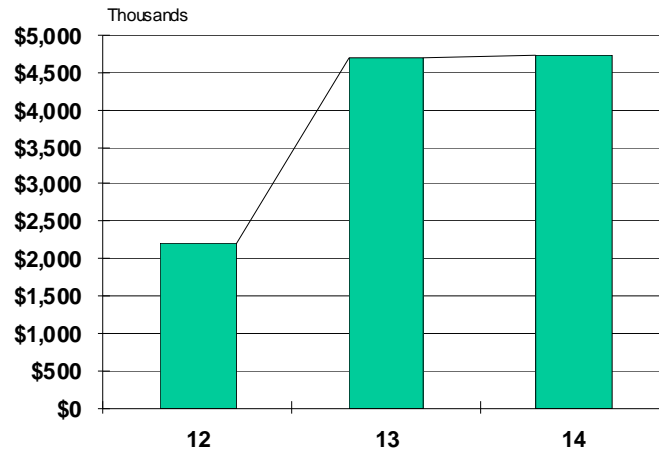
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 6,398,568	\$ 2,869,980	\$ 6,910,324	\$ 5,739,960	Property Tax Revenue	\$ 7,308,000	\$ 7,308,000	\$ 9,220,546
6,261	3,101	10,000	10,000	Interest on Investments	10,000	10,000	10,000
230,879	105,031	240,000	240,000	Lease Proceeds	240,000	240,000	240,000
113,466	54,449	54,449	50,000	Donations/ Miscellaneous Revenue	50,000	50,000	50,000
-	116,268	116,268	116,268	Fund Balance Appropriated	-	-	-
<u>\$ 6,749,174</u>	<u>\$ 3,148,829</u>	<u>\$ 7,331,041</u>	<u>\$ 6,156,228</u>	<b>Total Revenues</b>	<u>\$ 7,608,000</u>	<u>\$ 7,608,000</u>	<u>\$ 9,520,546</u>
				<b><u>EXPENDITURES:</u></b>			
				<b>Personnel Services:</b>			
\$ 138,607	\$ 62,488	\$ 149,418	\$ 149,418	Permanent Employee	\$ 151,859	\$ 151,859	\$ 151,859
3,889	2,872	-	-	Temporary Employees	-	-	-
				<b>Employee Benefits:</b>			
11,455	5,043	11,691	11,691	Social Security	12,020	12,020	12,020
29,402	11,481	29,074	29,074	Employee Insurance	32,535	32,535	32,535
26,946	19,761	40,182	40,182	Retiree Health Insurance	44,169	44,169	44,169
3,360	1,580	3,400	3,400	Longevity	5,266	5,266	5,266
8,859	3,234	9,250	9,250	Retirement Fund	9,587	9,587	9,587
1,465	639	5,000	5,000	Office Supplies	5,000	5,000	5,000
				<b>Other Services and Charges:</b>			
-	-	200,000	200,000	Repairs & Maintenance	200,000	200,000	200,000
58,717	23,056	40,000	40,000	Contractual Services	40,000	40,000	40,000
278,144	122,716	250,000	200,000	Management Fees & Expenses	200,000	200,000	200,000
3,125	1,125	4,500	4,500	Court Reporter	4,500	4,500	4,500
118	65	5,000	5,000	Postage	5,000	5,000	5,000
357	191	1,000	1,000	Telephone	1,000	1,000	1,000
-	-	500	500	Mileage	500	500	500
-	289	3,000	3,000	Conferences & Workshops	3,000	3,000	3,000
81,307	79,983	100,000	100,000	Community Promotions	200,000	200,000	200,000
-	-	12,000	12,000	Printing and Publishing	12,000	12,000	12,000
320,945	165,600	331,200	331,200	Administrative Expense	341,100	341,100	341,100
-	-	15,000	15,000	City Flower Plantings	15,000	15,000	15,000
4,752	183	5,000	5,000	Membership and Dues	5,000	5,000	5,000
<u>4,833,512</u>	<u>3,706,798</u>	<u>4,790,883</u>	<u>4,991,013</u>	Transfer to DDA Debt Retirement Funds	<u>5,016,893</u>	<u>5,016,893</u>	<u>5,016,893</u>
<u>\$ 5,804,960</u>	<u>\$ 4,207,104</u>	<u>\$ 6,006,098</u>	<u>\$ 6,156,228</u>	<b>Total Expenditures</b>	<u>\$ 6,304,429</u>	<u>\$ 6,304,429</u>	<u>\$ 6,304,429</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.

**Expenditure History**  
**2011 Street Road Repair & Replacement**  
(Department established in Fiscal 2012 Budget)



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>2011 LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 6,512,063	\$ 3,246,724	\$ 6,493,200	\$ 6,493,200	Property Tax Revenue	\$ 6,642,300	\$ 6,642,300	\$ 6,631,800
94,265	49,194	98,385	98,385	Industrial Facilities Tax	29,085	29,085	96,705
3,049	1,001	2,500	2,500	Interest on Investments	1,000	1,000	1,000
<u>-</u>	<u>515,536</u>	<u>515,536</u>	<u>515,536</u>	Fund Balance Appropriated	<u>1,024,003</u>	<u>1,024,003</u>	<u>1,024,003</u>
<b><u>\$ 6,609,377</u></b>	<b><u>\$ 3,812,455</u></b>	<b><u>\$ 7,109,621</u></b>	<b><u>\$ 7,109,621</u></b>	<b>Total Revenues</b>	<b><u>\$ 7,696,388</u></b>	<b><u>\$ 7,696,388</u></b>	<b><u>\$ 7,753,508</u></b>
				<b><u>EXPENDITURES:</u></b>			
\$ 4,504,099	\$ 6,180,926	\$ 14,493,560	\$ 6,881,521	Capital Improvements	\$ 7,461,488	\$ 7,461,488	\$ 7,518,608
<u>221,500</u>	<u>114,048</u>	<u>228,100</u>	<u>228,100</u>	Administrative Expense	<u>234,900</u>	<u>234,900</u>	<u>234,900</u>
<b><u>\$ 4,725,599</u></b>	<b><u>\$ 6,294,974</u></b>	<b><u>\$ 14,721,660</u></b>	<b><u>\$ 7,109,621</u></b>	<b>Total Expenditures</b>	<b><u>\$ 7,696,388</u></b>	<b><u>\$ 7,696,388</u></b>	<b><u>\$ 7,753,508</u></b>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,024,003	1,024,003	1,024,003
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(1,024,003)</u>	<u>(1,024,003)</u>	<u>(1,024,003)</u>
<b><u>\$ 9,151,578</u></b>	<b><u>\$ 6,153,523</u></b>	<b><u>\$ 1,024,003</u></b>	<b><u>\$ 8,636,042</u></b>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>2011 LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
<b><u>Capital Improvements:</u></b>							
\$ 1,601,635	\$ 1,449,437	\$ 3,485,649	\$ 1,874,964	Concrete Pavement Repr Program (City Wide)	\$ 1,746,524	\$ 1,746,524	\$ 1,746,524
-	587,069	818,706	-	- Hot Mix Asphalt Program (City Wide)	-	-	-
335,518	203,372	203,372	-	- Engineering Services (City Wide)	715,780	715,780	772,900
20,947	-	-	-	- Stephens Road (Ryan to Mound)	-	-	-
557,690	-	-	-	- Buchanan, Pagels, Lyons	-	-	-
594,406	-	-	-	- Geoffry, Ironwood, Edwin, Desmond	-	-	-
333,221	17,398	17,398	-	- Federal (Hudson to 9 Mile)	-	-	-
1,400	-	-	-	- Reid, Norrid, Buchanan	-	-	-
4,950	1,897,044	2,083,696	-	- Martin Road (Van Dyke to Hoover)	-	-	-
627,485	-	-	-	- Toepfer (Warner to Ryan)	-	-	-
179,133	17,462	17,462	-	- Roan Reconstruction	-	-	-
247,714	1,134,421	1,159,300	-	- Common and Gilbert	-	-	-
-	874,723	984,373	-	- Warner, Section 30	-	-	-
-	-	279,400	-	- Warkop (14 Mile to +/- 600' South)	-	-	-
-	-	215,875	215,875	Newport (12 Mile to +/- 250' South)	-	-	-
-	-	663,168	663,168	Suburban (Adler to Adler)	-	-	-
-	-	657,833	649,572	Holmes (Reid to Cousino)	-	-	-
-	-	515,900	515,900	Cousino (13 Mile to Holmes)	-	-	-
-	-	2,069,678	2,069,678	Toepfer (Ryan to Mound)	-	-	-
-	-	892,364	892,364	Lorraine (13 Mile to Common, Southbound)	-	-	-
-	-	429,386	-	- 13 Mile (Primrose to Hayes)	-	-	-
-	-	-	-	- Regal Street	408,356	408,356	408,356
-	-	-	-	- Chicago (Chicago South to Hoover)	795,468	795,468	795,468
-	-	-	-	- Sherwood (11 Mile to +/- 600' South)	335,100	335,100	335,100
-	-	-	-	- MacArthur (8 Mile to Toepfer)	1,086,200	1,086,200	1,086,200
-	-	-	-	- Dawson, Revere, Arden, Yonka	1,180,720	1,180,720	1,180,720
-	-	-	-	- Lorraine (Common to 12 Mile, Southbound)	710,400	710,400	710,400
-	-	-	-	- Common (+/- 300' West and East of Schoenherr)	267,880	267,880	267,880
-	-	-	-	- Marcy (Curie to Blackmar)	215,060	215,060	215,060
<u>\$ 4,504,099</u>	<u>\$ 6,180,926</u>	<u>\$ 14,493,560</u>	<u>\$ 6,881,521</u>	Total Capital Improvements	<u>\$ 7,461,488</u>	<u>\$ 7,461,488</u>	<u>7,518,608</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 was submitted under separate cover late in 2014 because its budget year was on a calendar year basis. In an effort to meet State requirements and to consolidate budgets, future Water and Sewer System Funds will no longer be submitted under separate cover, but rather included in this section of the budget.

## **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.

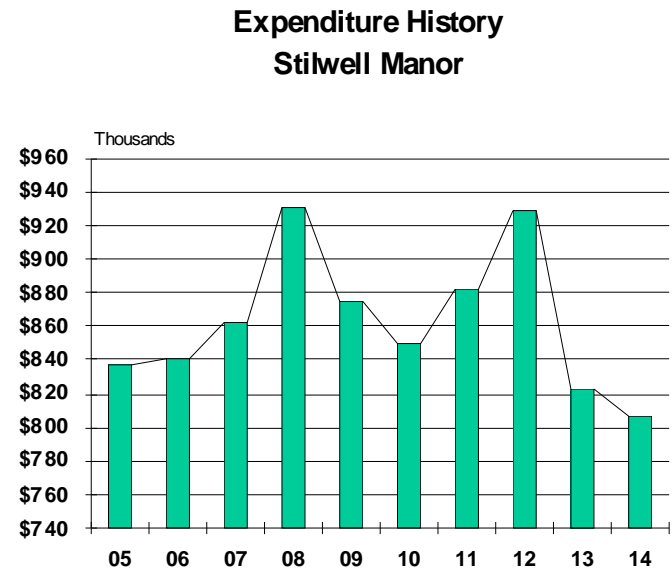


## STILWELL MANOR

### Fiscal 2016 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 living facilities less stressful for the tenant.
3. To help tenants find assistance in keeping their apartments and themselves in a clean and healthy environment.
4. To continue the painting and carpeting replacement policies.
5. To execute the replacement of all interior handrails.
6. To execute the replacement of the roof.
7. To execute the replacement of kitchen cabinets in apartments.

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Carpet replacement	22	25	25	25
Linoleum replacement	10	12	12	12
Stove replacement	6	10	6	6
Thermostat replacement	10	6	6	6
Apartment painting	23	25	25	25
Applications mailed	125	130	130	130
Requests for lists of subsidized housing	325	390	390	390
Air conditioner replacements	10	15	12	12
Calls to social agencies & family members	30	50	50	50
Calls to prospective tenants	125	150	150	150
Elevator State inspections	1	1	1	1
Fire alarm system inspections	1	1	1	1
Fire extinguisher inspections	1	1	1	1
Boiler inspections	1	1	1	1
Back up generator inspections	2	2	2	2
Kitchen cabinet replacement in apts.	n/a	n/a	n/a	25
Apartment maintenance work orders	450	600	600	600



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 497,593	\$ 262,308	\$ 482,380	\$ 482,380	Rental Revenues	\$ 511,800	\$ 511,800	\$ 511,800
324,273	163,911	327,827	327,827	Other Income	337,714	337,714	337,714
-	473,956	473,956	473,956	Appropriation of Retained Earnings	349,690	349,690	349,690
<u>\$ 821,866</u>	<u>\$ 900,175</u>	<u>\$ 1,284,163</u>	<u>\$ 1,284,163</u>	<b>Total Revenues</b>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>
				<b>EXPENDITURES:</b>			
\$ 274,769	\$ 142,577	\$ 260,449	\$ 260,449	Salaries	\$ 273,143	\$ 273,143	\$ 273,143
173,009	88,863	170,633	170,633	Fringe Benefits	186,778	186,778	186,778
174,872	84,140	666,756	666,756	Operating Supplies & Expenses	537,433	537,433	537,433
25,892	12,624	33,550	33,550	Contractual Services	36,450	36,450	36,450
141,566	35,495	135,000	135,000	Utilities	150,000	150,000	150,000
16,048	3,847	17,775	17,775	Equipment/Improvement	15,400	15,400	15,400
<u>\$ 806,156</u>	<u>\$ 367,546</u>	<u>\$ 1,284,163</u>	<u>\$ 1,284,163</u>	<b>Total Expenditures</b>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
(85,420)	(85,420)	(85,420)	(83,500)	<b>DEPRECIATION</b>	(85,420)	(85,420)	(85,420)
2,625,805	2,556,095	2,556,095	2,556,095	<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD(as restated)</b>	1,996,719	1,996,719	1,996,719
-	(473,956)	(473,956)	(473,956)	<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	(349,690)	(349,690)	(349,690)
<u>\$ 2,556,095</u>	<u>\$ 2,529,348</u>	<u>\$ 1,996,719</u>	<u>\$ 1,998,639</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 1,561,609</u>	<u>\$ 1,561,609</u>	<u>\$ 1,561,609</u>

ENTERPRISE FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>SENIOR CITIZEN HOUSING</u>								
Director of Operations - Maintenance	1	\$ 74,895	1 (e)	\$ 80,000	1 (e)	\$ 80,000	1 (e)	\$ 80,000
Director of Operations - Administration	1	68,738	1	69,597	1	69,597	1	69,597
Maintenance Assistant	1	33,650	1	34,071	1	34,071	1	34,071
Senior Citizen Housing Clerk	1	34,525	1	34,957	1	34,957	1	34,957
Housekeeper	1	28,751	1	29,110	1	29,110	1	29,110
Part-time Employees - Stilwell		18,000		19,500		19,500		19,500
Part-time Employees - Coach		45,000		47,000		47,000		47,000
Overtime	—	4,000	—	4,000	—	4,000	—	4,000
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/16.

(e) Reflects increase of \$4,169.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 497,593	\$ 262,308	\$ 482,380	\$ 482,380	Rental Revenues	\$ 511,800	\$ 511,800	\$ 511,800
876	1,868	600	600	Interest on Investments	1,000	1,000	1,000
307,017	158,112	316,227	316,227	Administrative Fee - Coach Manor	325,714	325,714	325,714
16,380	3,931	11,000	11,000	Miscellaneous	11,000	11,000	11,000
-	473,956	473,956	473,956	Appropriation of Retained Earnings	349,690	349,690	349,690
<u>\$ 821,866</u>	<u>\$ 900,175</u>	<u>\$ 1,284,163</u>	<u>\$ 1,284,163</u>	<b>Total Revenues</b>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 251,973	\$ 129,532	\$ 238,449	\$ 238,449	Permanent Employees	\$ 249,643	\$ 249,643	\$ 249,643
3,063	1,122	4,000	4,000	Overtime	4,000	4,000	4,000
19,733	11,923	18,000	18,000	Part-time Employees	19,500	19,500	19,500
				<b>Employee Benefits:</b>			
20,972	11,075	20,291	20,291	Social Security	21,315	21,315	21,315
82,213	36,989	75,772	75,772	Employee Insurance	84,718	84,718	84,718
34,894	20,295	40,944	40,944	Retiree Health Insurance	44,960	44,960	44,960
4,732	4,775	4,775	4,775	Longevity	5,473	5,473	5,473
30,198	15,729	28,851	28,851	Retirement Fund	30,312	30,312	30,312
				<b>Supplies:</b>			
1,565	105	3,200	3,200	Office Supplies	2,000	2,000	2,000
1,330	503	1,500	1,500	Program Activity Supplies	2,000	2,000	2,000
13,923	6,250	16,000	16,000	Maintenance Supplies	16,000	16,000	16,000
				<b>Other Services and Charges:</b>			
52	38	200	200	Mileage	200	200	200
25,892	12,624	33,550	33,550	Contractual Services	36,450	36,450	36,450
3,640	356	400	400	Unemployment Costs	855	855	855
3,684	2,237	4,000	4,000	Telephone	5,000	5,000	5,000
605	136	500	500	Vehicle Maintenance	600	600	600
26,600	13,800	27,600	27,600	Insurance and Bonds	28,700	28,700	28,700
141,566	35,495	135,000	135,000	Public Utilities	150,000	150,000	150,000
33,893	27,415	522,637	522,637	Building Maintenance	386,255	386,255	386,255
24,880	-	24,119	24,119	Payment to City in Lieu of Taxes	27,223	27,223	27,223
64,700	33,300	66,600	66,600	Administrative Expense - General Fund	68,600	68,600	68,600
				<b>Capital Outlay:</b>			
1,202	-	1,000	1,000	Equipment - Maintenance	1,000	1,000	1,000
13,958	3,156	15,875	15,875	Equipment - Appliances	13,500	13,500	13,500
888	691	900	900	Equipment - Office	900	900	900
<u>\$ 806,156</u>	<u>\$ 367,546</u>	<u>\$ 1,284,163</u>	<u>\$ 1,284,163</u>	<b>Total Expenditures</b>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>	<u>\$ 1,199,204</u>

## **COACH MANOR**

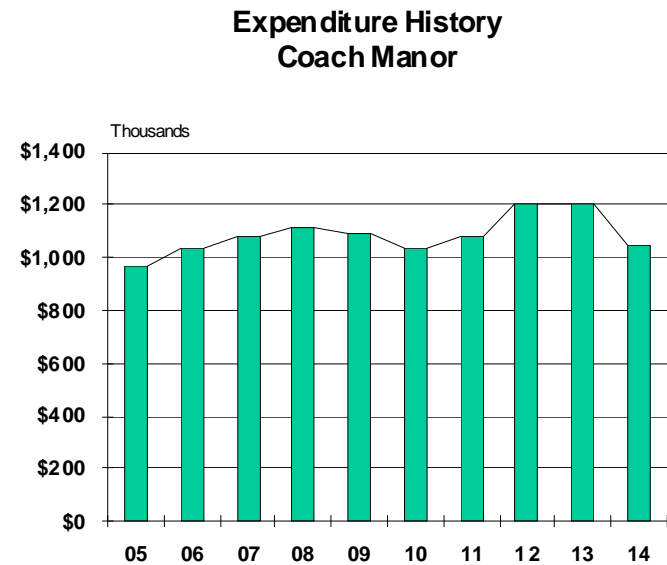
Joseph Coach Manor, Warren's second Senior Citizen Housing Project was built in order to accommodate 244 new units of Senior Housing that became available during Fiscal 1992. These units are located adjacent to the Stilwell Manor on Burg Road.

## COACH MANOR

### Fiscal 2016 Performance Objectives

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

Performance Indicators	Fiscal 2014 Actual	Fiscal 2015 Budget	Fiscal 2015 Estimated	Fiscal 2016 Budget
Apartment painting	63	65	65	65
Carpet replacement	35	55	55	55
Hot water tank replacement	70	50	50	n/a
Furnace ignition control module replacement	4	2	2	n/a
Countertop replacement	16	20	20	20
Linoleum replacement	17	25	25	20
Back up generator maintenance	2	2	2	2
Applications mailed	65	130	130	130
Requests for lists of subsidized housing	90	390	390	250
Calls to social agencies & family members	40	50	50	50
Calls to prospective tenants	50	75	75	75
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	760	1,200	1,200	1,200



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 961,327	\$ 497,531	\$ 963,267	\$ 963,267	Rental Revenues	\$ 993,855	\$ 993,855	\$ 993,855
425,773	234,002	399,583	399,583	Maintenance Revenues	425,940	425,940	425,940
12,358	3,492	15,000	13,600	Other Income	11,000	11,000	11,000
-	145,928	145,928	145,928	Appropriation of Retained Earnings	94,490	94,490	94,490
<u>\$ 1,399,458</u>	<u>\$ 880,953</u>	<u>\$ 1,523,778</u>	<u>\$ 1,522,378</u>	<b>Total Revenues</b>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 43,240	\$ 14,666	\$ 45,000	\$ 45,000	Salaries	\$ 47,000	\$ 47,000	\$ 47,000
4,202	1,469	4,550	4,550	Fringe Benefits	4,752	4,752	4,752
694,980	304,923	756,409	756,409	Operating Supplies & Expenses	671,564	671,564	671,564
41,142	18,286	55,350	55,350	Contractual Services	56,350	56,350	56,350
93,439	25,177	85,000	85,000	Utilities	97,000	97,000	97,000
128,872	479,289	523,319	523,319	Debt Payment	598,369	598,369	598,369
44,327	15,471	52,750	52,750	Equipment/Improvement	50,250	50,250	50,250
<u>\$ 1,050,202</u>	<u>\$ 859,281</u>	<u>\$ 1,522,378</u>	<u>\$ 1,522,378</u>	<b>Total Expenditures</b>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
-	455,000	455,000	455,000	<b>BOND PRINCIPAL PAYMENT</b>	540,000	540,000	540,000
(179,402)	(174,753)	(175,500)	(175,500)	<b>DEPRECIATION</b>	(175,500)	(175,500)	(175,500)
				<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD (as restated)</b>	4,244,572	4,244,572	4,244,572
3,939,746	4,109,600	4,109,600	4,109,600				
				<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	(94,490)	(94,490)	(94,490)
-	(145,928)	(145,928)	(145,928)				
				<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 4,514,582</u>	<u>\$ 4,514,582</u>	<u>\$ 4,514,582</u>
<u>\$ 4,109,600</u>	<u>\$ 4,265,591</u>	<u>\$ 4,244,572</u>	<u>\$ 4,243,172</u>				

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 961,327	\$ 497,531	\$ 963,267	\$ 963,267	Rental Revenues	\$ 993,855	\$ 993,855	\$ 993,855
425,773	234,002	399,583	399,583	Maintenance Revenues	425,940	425,940	425,940
875	1,572	2,000	600	Interest on Investments	1,000	1,000	1,000
11,483	1,920	13,000	13,000	Miscellaneous	10,000	10,000	10,000
-	145,928	145,928	145,928	Appropriation of Retained Earnings	94,490	94,490	94,490
<u>\$ 1,399,458</u>	<u>\$ 880,953</u>	<u>\$ 1,523,778</u>	<u>\$ 1,522,378</u>	<b>Total Revenues</b>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>
<b>EXPENDITURES:</b>							
<b>Personnel Services:</b>							
\$ 43,240	\$ 14,666	\$ 45,000	\$ 45,000	Part-time Employees	\$ 47,000	\$ 47,000	\$ 47,000
<b>Employee Benefits:</b>							
3,308	1,122	3,443	3,443	Social Security	3,596	3,596	3,596
894	347	1,107	1,107	Employee Insurance	1,156	1,156	1,156
<b>Supplies:</b>							
1,127	262	2,200	2,200	Office Supplies	3,000	3,000	3,000
1,287	413	1,500	1,500	Program Activity Supplies	2,000	2,000	2,000
16,168	5,996	29,500	29,500	Maintenance Supplies	29,500	29,500	29,500
<b>Other Services and Charges:</b>							
246	170	200	200	Postage	250	250	250
41,142	18,286	55,350	55,350	Contractual Services	56,350	56,350	56,350
25	29	200	200	Mileage	200	200	200
-	-	3,855	3,855	Bond/Filing Fees	-	-	-
2,647	1,515	4,000	4,000	Telephone	4,000	4,000	4,000
-	-	200	200	Vehicle Maintenance	200	200	200
19,300	1,002	20,000	20,000	Insurance and Bonds	20,800	20,800	20,800
93,439	25,177	85,000	85,000	Public Utilities	97,000	97,000	97,000
266,263	95,724	295,127	295,127	Building Maintenance	200,000	200,000	200,000
-	455,000	455,000	455,000	Bond Principal	540,000	540,000	540,000
128,628	23,956	67,319	67,319	Bond Interest	57,369	57,369	57,369
244	333	1,000	1,000	Bond Agent Fees	1,000	1,000	1,000
307,017	158,112	316,227	316,227	Administrative Expense - Stilwell	325,714	325,714	325,714
80,900	41,700	83,400	83,400	Administrative Expense - General Fund	85,900	85,900	85,900
<b>Capital Outlay:</b>							
1,202	-	1,000	1,000	Equipment - Maintenance	1,000	1,000	1,000
42,434	15,471	50,850	50,850	Equipment - Appliances	48,350	48,350	48,350
691	-	900	900	Equipment - Office	900	900	900
<u>\$ 1,050,202</u>	<u>\$ 859,281</u>	<u>\$ 1,522,378</u>	<u>\$ 1,522,378</u>	<b>Total Expenditures</b>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>	<u>\$ 1,525,285</u>



## ***Capital Project Funds***

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

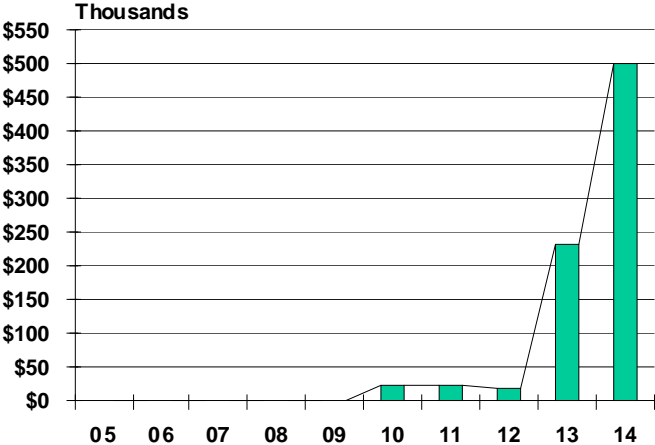
The Capital Project Fund of the City is:

- 37th District Court Building Renovation Fund

**37TH DISTRICT COURT BUILDING RENOVATION FUND**

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

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



CAPITAL PROJECT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>37th DISTRICT COURT BUILDING RENOVATION REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
\$ 791,292	\$ 261,286	\$ 600,000	\$ 650,000	Court Building Renovation Fee	\$ 650,000	\$ 650,000	\$ 650,000
2,236	651	4,000	4,000	Interest on Investments	1,400	1,400	1,400
-	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 793,528</u>	<u>\$ 261,937</u>	<u>\$ 604,000</u>	<u>\$ 654,000</u>	<b>Total Revenues</b>	<u>\$ 651,400</u>	<u>\$ 651,400</u>	<u>\$ 651,400</u>
				<b>EXPENDITURES:</b>			
\$ 497,680	\$ 60,922	\$ 60,922	\$ 50,000	Capital Improvements	\$ 150,000	\$ 150,000	\$ 150,000
<u>\$ 497,680</u>	<u>\$ 60,922</u>	<u>\$ 60,922</u>	<u>\$ 50,000</u>	<b>Total Expenditures</b>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 501,400	\$ 501,400	\$ 501,400
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	6,500,086	6,500,086	6,500,086
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
-	-	-	-				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 7,001,486</u>	<u>\$ 7,001,486</u>	<u>\$ 7,001,486</u>
<u>\$ 5,957,008</u>	<u>\$ 6,158,023</u>	<u>\$ 6,500,086</u>	<u>\$ 6,561,008</u>				

## ***Debt Service Funds***

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

The following are Debt Funds of the City:

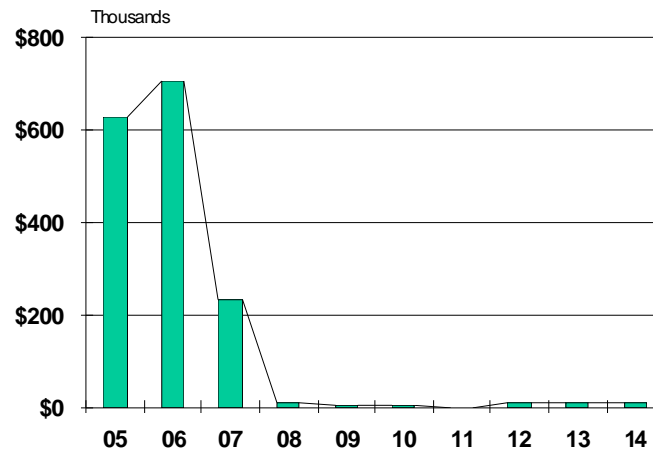
- Chapter 20 and 21 Drain Debt
- Michigan Transportation Debt Funds
- Capital Improvement Debt Funds
- Downtown Development Authority Debt Funds

## CHAPTER 20 AND 21 DRAIN DEBT FUND

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

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

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



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>CHAPTER 20 AND 21 DRAINS DEBT FUND</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<b>REVENUES:</b>			
\$ -	\$ -	\$ -	\$ -	Property Tax Revenue	\$ -	\$ -	\$ -
21	5	15	50	Interest on Investments	50	50	50
<u>-</u>	<u>13,950</u>	<u>13,950</u>	<u>13,950</u>	Fund Balance Appropriated	<u>13,950</u>	<u>13,950</u>	<u>13,950</u>
<u>\$ 21</u>	<u>\$ 13,955</u>	<u>\$ 13,965</u>	<u>\$ 14,000</u>	<b>Total Revenues</b>	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>
				<b>EXPENDITURES:</b>			
\$ 13,283	\$ -	\$ 14,000	\$ 14,000	Maintenance Fees	\$ 14,000	\$ 14,000	\$ 14,000
<u>\$ 13,283</u>	<u>\$ -</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<b>Total Expenditures</b>	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	33,408	33,408	33,408
60,655	47,393	47,393	47,393				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(13,950)</u>	<u>(13,950)</u>	<u>(13,950)</u>
<u>-</u>	<u>(13,950)</u>	<u>(13,950)</u>	<u>(13,950)</u>				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 19,458</u>	<u>\$ 19,458</u>	<u>\$ 19,458</u>
<u>\$ 47,393</u>	<u>\$ 47,398</u>	<u>\$ 33,408</u>	<u>\$ 33,443</u>				

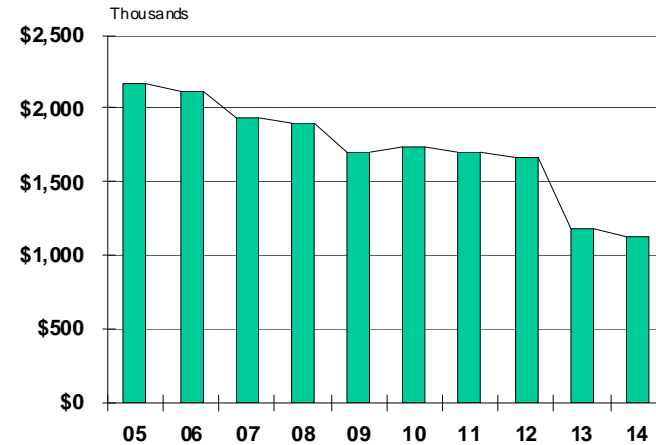
## MICHIGAN TRANSPORTATION DEBT FUNDS

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.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 975,000	\$ 75,438	\$1,050,438
2017	500,000	40,500	540,500
2018	500,000	20,500	520,500
	<u>\$1,975,000</u>	<u>\$136,438</u>	<u>\$2,111,438</u>

**Expenditure History  
Michigan Transportation Debt**



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 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 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 1,139,038	\$ 53,763	\$ 1,094,025	\$ 1,094,025	Major Streets	\$ 1,051,938	\$ 1,051,938	\$ 1,051,938
<u>\$ 1,139,038</u>	<u>\$ 53,763</u>	<u>\$ 1,094,025</u>	<u>\$ 1,094,025</u>	<b>Total Revenues</b>	<u>\$ 1,051,938</u>	<u>\$ 1,051,938</u>	<u>\$ 1,051,938</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 1,000,000	\$ -	\$ 985,000	\$ 985,000	Major Streets	\$ 975,000	\$ 975,000	\$ 975,000
138,275	53,763	107,525	107,525	Interest: Major Streets	75,438	75,438	75,438
763	-	1,500	1,500	Agent Fees: Major Streets	1,500	1,500	1,500
<u>\$ 1,139,038</u>	<u>\$ 53,763</u>	<u>\$ 1,094,025</u>	<u>\$ 1,094,025</u>	<b>Total Expenditures</b>	<u>1,051,938</u>	<u>\$ 1,051,938</u>	<u>\$ 1,051,938</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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>2003</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 597,263	\$ 39,375	\$ 579,250	\$ 579,250	Major Streets	\$ 560,500	\$ 560,500	\$ 560,500
<u>\$ 597,263</u>	<u>\$ 39,375</u>	<u>\$ 579,250</u>	<u>\$ 579,250</u>	<b>Total Revenues</b>	<u>\$ 560,500</u>	<u>\$ 560,500</u>	<u>\$ 560,500</u>
				<b><u>EXPENDITURES:</u></b>			
				Debt Service Payments:			
				Principal:			
\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Major Streets	\$ 500,000	\$ 500,000	\$ 500,000
97,000	39,375	78,750	78,750	Interest: Major Streets	60,000	60,000	60,000
263	-	500	500	Agent Fees: Major Streets	500	500	500
<u>\$ 597,263</u>	<u>\$ 39,375</u>	<u>\$ 579,250</u>	<u>\$ 579,250</u>	<b>Total Expenditures</b>	<u>\$ 560,500</u>	<u>\$ 560,500</u>	<u>\$ 560,500</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

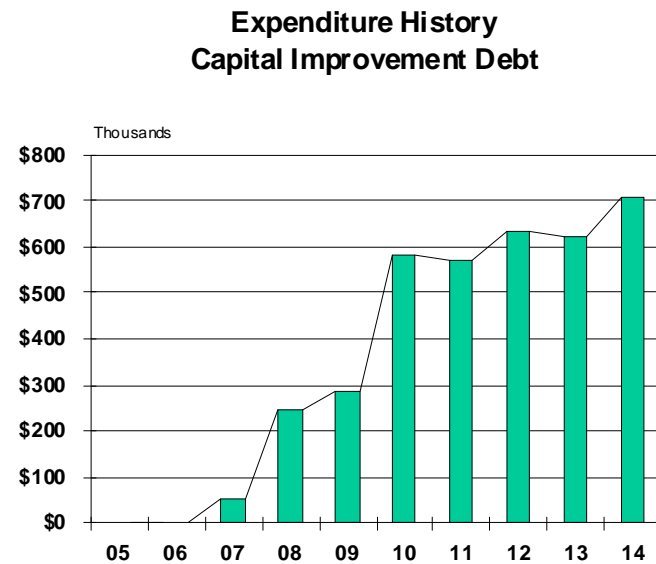
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>2010 REFUNDING SERIES MICHIGAN TRANSPORTATION DEBT SERVICE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 541,775	\$ 14,388	\$ 514,775	\$ 514,775	Major Streets	\$ 491,438	\$ 491,438	\$ 491,438
<u>\$ 541,775</u>	<u>\$ 14,388</u>	<u>\$ 514,775</u>	<u>\$ 514,775</u>	<b>Total Revenues</b>	<u>\$ 491,438</u>	<u>\$ 491,438</u>	<u>\$ 491,438</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 500,000	\$ -	\$ 485,000	\$ 485,000	Major Streets	\$ 475,000	\$ 475,000	\$ 475,000
41,275	14,388	28,775	28,775	Interest: Major Streets	15,438	15,438	15,438
500	-	1,000	1,000	Agent Fees: Major Streets	1,000	1,000	1,000
<u>\$ 541,775</u>	<u>\$ 14,388</u>	<u>\$ 514,775</u>	<u>\$ 514,775</u>	<b>Total Expenditures</b>	<u>\$ 491,438</u>	<u>\$ 491,438</u>	<u>\$ 491,438</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## CAPITAL IMPROVEMENT DEBT FUNDS

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

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

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	555,705	246,092	801,797
2017	566,480	226,888	793,368
2018	580,848	207,142	787,990
2019	591,623	186,896	778,519
2020	620,358	165,958	786,316
2021	631,133	144,326	775,459
2022	663,460	121,950	785,410
2023	460,133	101,642	561,775
2024	456,542	83,885	540,427
2025	450,939	65,862	516,801
2026	447,347	47,655	495,002
2027	402,061	30,013	432,074
2028	165,000	16,088	181,088
2029	165,000	5,363	170,363
	<u>\$6,756,629</u>	<u>\$1,649,760</u>	<u>\$8,406,389</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 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 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				Transfer from Michigan Transportation Operating Fund:			
\$ 709,603	\$ 682,066	\$ 811,194	\$ 811,194	Major Streets	\$ 803,297	\$ 803,297	\$ 803,297
<u>\$ 709,603</u>	<u>\$ 682,066</u>	<u>\$ 811,194</u>	<u>\$ 811,194</u>	<b>Total Revenues</b>	<u>\$ 803,297</u>	<u>\$ 803,297</u>	<u>\$ 803,297</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 388,727	\$ 544,929	\$ 544,929	\$ 544,929	Major Streets	\$ 555,705	\$ 555,705	\$ 555,705
320,642	136,984	264,765	264,765	Interest: Major Streets	246,092	246,092	246,092
234	153	1,500	1,500	Agent Fees: Major Streets	1,500	1,500	1,500
<u>\$ 709,603</u>	<u>\$ 682,066</u>	<u>\$ 811,194</u>	<u>\$ 811,194</u>	<b>Total Expenditures</b>	<u>803,297</u>	<u>\$ 803,297</u>	<u>\$ 803,297</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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>2008 CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 312,801	\$ 231,988	\$ 299,802	\$ 299,802	Major Streets	\$ 291,651	\$ 291,651	\$ 291,651
<u>\$ 312,801</u>	<u>\$ 231,988</u>	<u>\$ 299,802</u>	<u>\$ 299,802</u>	<b>Total Revenues</b>	<u>\$ 291,651</u>	<u>\$ 291,651</u>	<u>\$ 291,651</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 166,033	\$ 160,603	\$ 160,603	\$ 160,603	Major Streets	\$ 160,603	\$ 160,603	\$ 160,603
146,615	71,232	138,449	138,449	Interest: Major Streets	130,298	130,298	130,298
153	153	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 312,801</u>	<u>\$ 231,988</u>	<u>\$ 299,802</u>	<u>\$ 299,802</u>	<b>Total Expenditures</b>	<u>\$ 291,651</u>	<u>\$ 291,651</u>	<u>\$ 291,651</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

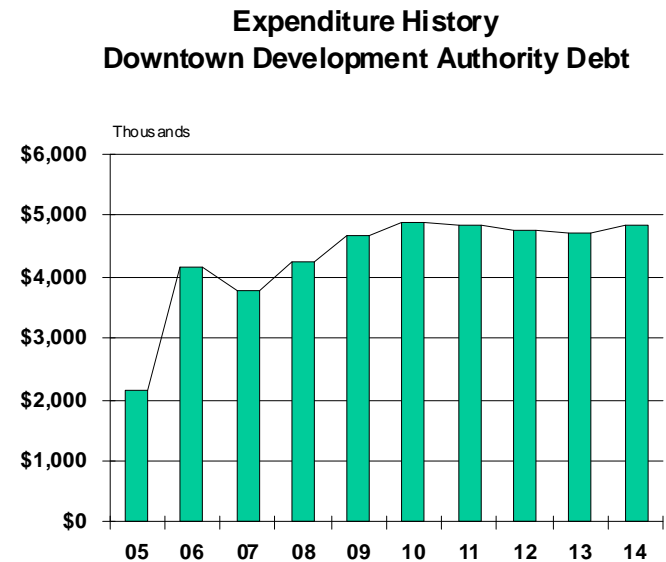
FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>2013A (Refinanced 2006 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 396,802	\$ 450,078	\$ 511,392	\$ 511,392	Major Streets	\$ 511,646	\$ 511,646	\$ 511,646
<u>\$ 396,802</u>	<u>\$ 450,078</u>	<u>\$ 511,392</u>	<u>\$ 511,392</u>	<b>Total Revenues</b>	<u>\$ 511,646</u>	<u>\$ 511,646</u>	<u>\$ 511,646</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 222,694	\$ 384,326	\$ 384,326	\$ 384,326	Major Streets	\$ 395,102	\$ 395,102	\$ 395,102
174,027	65,752	126,316	126,316	Interest: Major Streets	115,794	115,794	115,794
81	-	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 396,802</u>	<u>\$ 450,078</u>	<u>\$ 511,392</u>	<u>\$ 511,392</u>	<b>Total Expenditures</b>	<u>\$ 511,646</u>	<u>\$ 511,646</u>	<u>\$ 511,646</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</u>	<u>Interest</u>	<u>Total</u>
2016	3,030,000	1,985,995	5,015,995
2017	3,500,000	1,898,945	5,398,945
2018	3,945,000	1,800,420	5,745,420
2019	4,390,000	1,686,432	6,076,432
2020	5,075,000	1,545,182	6,620,182
2021	5,250,000	1,372,706	6,622,706
2022	5,420,000	1,182,806	6,602,806
2023	5,350,000	991,782	6,341,782
2024	5,530,000	795,838	6,325,838
2025	5,455,000	593,431	6,048,431
2026	5,375,000	391,384	5,766,384
2027	4,005,000	221,250	4,226,250
2028	2,560,000	104,025	2,664,025
2029	<u>1,250,000</u>	<u>28,125</u>	<u>1,278,125</u>
	<u><b>\$60,135,000</b></u>	<u><b>\$14,598,321</b></u>	<u><b>\$74,733,321</b></u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>SUMMARY</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 4,833,512	\$ 3,706,798	\$ 4,790,883	\$ 4,992,212		\$ 5,016,893	\$ 5,016,893	\$ 5,016,893
<u>\$ 4,833,512</u>	<u>\$ 3,706,798</u>	<u>\$ 4,790,883</u>	<u>\$ 4,992,212</u>	<b>Total Revenues</b>	<u>\$ 5,016,893</u>	<u>\$ 5,016,893</u>	<u>\$ 5,016,893</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal			
\$ 2,000,000	\$ 2,380,000	\$ 2,380,000	\$ 2,380,000	Interest	\$ 3,030,000	\$ 3,030,000	\$ 3,030,000
2,832,575	1,326,248	2,409,833	2,611,012	Agent Fees	1,985,993	1,985,993	1,985,993
937	550	1,050	1,200		900	900	900
<u>\$ 4,833,512</u>	<u>\$ 3,706,798</u>	<u>\$ 4,790,883</u>	<u>\$ 4,992,212</u>	<b>Total Expenditures</b>	<u>5,016,893</u>	<u>\$ 5,016,893</u>	<u>\$ 5,016,893</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>	\$ -	\$ -	\$ -



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>2005</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 866,106	\$ 555,494	\$ 855,831	\$ 855,831		\$ 1,090,362	\$ 1,090,362	\$ 1,090,362
<u>\$ 866,106</u>	<u>\$ 555,494</u>	<u>\$ 855,831</u>	<u>\$ 855,831</u>	<b>Total Revenues</b>	<u>\$ 1,090,362</u>	<u>\$ 1,090,362</u>	<u>\$ 1,090,362</u>
				<b><u>EXPENDITURES:</u></b>			
				Debt Service Payments:			
\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	Principal	\$ 500,000	\$ 500,000	\$ 500,000
615,844	305,344	605,531	605,531	Interest	590,062	590,062	590,062
262	150	300	300	Agent Fees	300	300	300
<u>\$ 866,106</u>	<u>\$ 555,494</u>	<u>\$ 855,831</u>	<u>\$ 855,831</u>	<b>Total Expenditures</b>	<u>\$ 1,090,362</u>	<u>\$ 1,090,362</u>	<u>\$ 1,090,362</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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b><u>2013 (Refinanced 2002 Issue)</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,511,618	\$ 1,182,591	\$ 1,471,781	\$ 1,471,781		\$ 1,435,531	\$ 1,435,531	\$ 1,435,531
<u>\$ 1,511,618</u>	<u>\$ 1,182,591</u>	<u>\$ 1,471,781</u>	<u>\$ 1,471,781</u>	<b>Total Revenues</b>	<u>\$ 1,435,531</u>	<u>\$ 1,435,531</u>	<u>\$ 1,435,531</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 750,000	\$ 880,000	\$ 880,000	\$ 880,000	Principal	\$ 870,000	\$ 870,000	\$ 870,000
761,481	302,341	591,481	591,481	Interest	565,231	565,231	565,231
137	250	300	300	Agent Fees	300	300	300
<u>\$ 1,511,618</u>	<u>\$ 1,182,591</u>	<u>\$ 1,471,781</u>	<u>\$ 1,471,781</u>	<b>Total Expenditures</b>	<u>\$ 1,435,531</u>	<u>\$ 1,435,531</u>	<u>\$ 1,435,531</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 2014 Actual Year	FY 2015 Actual to December 31	FY 2015 Estimated To June 30	FY 2015 Amended Budget December 31	<b>2014 (Refinanced 2003 and 2004 Issues) DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND REVENUES:</b>	FY 2016 Departmental Request	FY 2016 Recommended By Mayor	FY 2016 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 2,455,788	\$ 1,968,713	\$ 2,463,271	\$ 2,664,600		\$ 2,491,000	\$ 2,491,000	\$ 2,491,000
<u>\$ 2,455,788</u>	<u>\$ 1,968,713</u>	<u>\$ 2,463,271</u>	<u>\$ 2,664,600</u>	<b>Total Revenues</b>	<u>\$ 2,491,000</u>	<u>\$ 2,491,000</u>	<u>\$ 2,491,000</u>
				<b>EXPENDITURES:</b> Debt Service Payments:			
				Principal			
\$ 1,000,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	Interest	\$ 1,660,000	\$ 1,660,000	\$ 1,660,000
1,455,250	718,563	1,212,821	1,414,000	Agent Fees	830,700	830,700	830,700
<u>538</u>	<u>150</u>	<u>450</u>	<u>600</u>		<u>300</u>	<u>300</u>	<u>300</u>
<u>\$ 2,455,788</u>	<u>\$ 1,968,713</u>	<u>\$ 2,463,271</u>	<u>\$ 2,664,600</u>	<b>Total Expenditures</b>	<u>\$ 2,491,000</u>	<u>\$ 2,491,000</u>	<u>\$ 2,491,000</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>
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## ***Supplemental Information***

The following supplemental information is presented to furnish the reader with a detailed analysis of the 2016 capital outlays, financial operations, and historical trends.

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

## **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/Transmission 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% of the City's taxable value.

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

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

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

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

The City of Warren has developed 25 City parks. Halmich Park, the largest of the City parks sits on approximately 80 acres and has four-lighted baseball diamonds, soccer fields, a concession stand and picnic pavilions. The City operates three indoor recreational facilities: the Warren Community Center, Owen Jax Recreation Center and the Stilwell Manor Senior Drop-In Center. The Warren Community Center facility houses the Parks and Recreation, Communications Department and City Council offices as well as the Miller Branch of the Warren Public Library. The facility operates a year round aquatics center which includes a 150 foot water slide, a lazy river, play structure and lap pool. In addition there are three gymnasiums, multi-purpose meeting rooms, and an auditorium and fitness center. The exterior grounds include a lighted football stadium, walking paths and irrigated soccer fields. With grant assistance from the Michigan Department of Transportation, the Recreation Department continues to offer specialized transportation for seniors and special populations. The Parks and Recreation Department offers many year-round recreational programs, including baseball, softball, basketball, volleyball, swimming, bowling, arts and crafts, music, theater and dancing. Programs service pre-school children to senior citizens. Summer concerts are conducted by the City's Cultural Commission and the Parks and Recreation Department.

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

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

**MAJOR INITIATIVES**

There is an ongoing commitment to improve conditions of road surfaces and traffic flows throughout the City. 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. There is also an ongoing commitment to improve water and sewer main infrastructure where necessary by utilizing low interest financing.

After many years of putting capital purchases off because of the Great Recession, this budget has \$1.4 million worth of capital. The main items include a rubbish truck, auditorium upgrades, salt dome repairs, police and fire equipment, and various vehicles. It is noteworthy that all the capital purchases will be paid out of the current budget and not through the financing of bonds.

**GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2016**

Department/Item	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item	Item to be Replaced		
	Quantity	Amount	Quantity	Amount	Quantity	Amount		Description	Mileage	Condition
<b>Council:</b>										
Copier/Scanner	1	\$ 3,600	1	\$ 3,600	1	\$ 3,600	Replacement			
<b>Clerk:</b>										
Voting Garage Improvements		\$ 23,000		\$ 23,000		\$ 23,000				
<b>Information Systems:</b>										
Cisco Hardware and Software		\$ 504,000		\$ -		\$ -	New			
<b>Legal:</b>										
Copier/Scanner	1	\$ 11,000	1	\$ 6,000	1	\$ 6,000	Replacement			
<b>Human Resources:</b>										
NEOGOV-Recruitment program	1	\$ 15,000	1	\$ 15,000	1	\$ 15,000	New			
<b>Engineering:</b>										
Inspection vehicle	1	\$ 35,000	1	\$ 35,000	1	\$ 35,000	Replacement	2000 Dodge	115,375	Poor
Computer	2	3,000	2	3,000	2	3,000	New			
Printer	1	4,000	1	4,000	1	4,000	Replacement	2005 HP		
		<u>\$ 42,000</u>		<u>\$ 42,000</u>		<u>\$ 42,000</u>				
<b>DPW:</b>										
Sweeper Debris/Aggregate Truck	1	\$ 180,000		\$ -		\$ -	Replacement	Sweeper		Poor
Sweeper Debris/Aggregate Truck	1	180,000		-		-	Replacement	Sweeper		Poor
Salt dome repairs		50,000		50,000		50,000				
Pick up Truck	1	35,000	1	35,000	1	35,000	Replacement	19 years old		Poor
Pick up Truck with Weed Sprayer	1	35,000	1	35,000	1	35,000	Replacement	18 years old		Poor
Fork Lift	1	30,000	1	30,000	1	30,000	Replacement	34 years old		Poor
Post Lifts	2	20,000	2	20,000	2	20,000	New			
Transmission Software	1	5,000	1	5,000	1	5,000	Replacement			
Shop Tools		4,000		4,000		4,000	Replacement			
		<u>\$ 539,000</u>		<u>\$179,000</u>		<u>\$ 179,000</u>				

(Continued)

**GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2016**

Department/Item	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item	Item to be Replaced		
	Quantity	Amount	Quantity	Amount	Quantity	Amount		Description	Mileage	Condition
<b>Building Inspections:</b>										
HP Scanner	1	\$ 3,000	1	\$ 3,000	1	\$ 3,000	New			
HP Printer	1	2,000	1	2,000	1	2,000	New			
		<u>\$ 5,000</u>		<u>\$ 5,000</u>		<u>\$ 5,000</u>				
<b>Building Maintenance:</b>										
Pick-up truck with plow	1	\$ 30,000	1	\$ 30,000	1	\$ 30,000	Replacement	1997 GMC	115,984	Very Poor
<b>Fire:</b>										
2015 Chevrolet Suburban	1	\$ 40,000	1	\$ 40,000	-	\$ -	New			
2015 Chevrolet Pick Up Truck	1	40,000	1	40,000	1	40,000	Replacement			Good
2015 Chevrolet Pick Up Truck	1	40,000	1	40,000	1	40,000	Replacement			
PPE Bunker Gear	25	44,250	25	44,250	-	-	Replacement			
PPE General	25	18,250	25	18,250	25	18,250	Replacement			
Computer and Hardware		20,000		20,000		20,000	Replacement			
Mattresses/Box Springs	10	4,000	10	4,000	10	4,000	Replacement			
Batteries	20	5,000	20	5,000	20	5,000	Replacement			
LifePak 15	3	90,000	3	90,000	3	90,000				
Power Pro Cots	3	45,000	3	45,000	3	45,000				
Power Pro Stair Chair	3	7,500	3	7,500	3	7,500				
Hand Tools		10,000		10,000		10,000				
Hurst Cutters		6,000		6,000		6,000				
Chain Saws		5,000		5,000		5,000	New			
Rescue Boat, Motor, & Trailer		15,000		15,000		-	Replacement			
Station carpeting		20,000		20,000		20,000	Replacement			
Office Furniture		15,000		15,000		15,000	Replacement			
Kitchen Chairs		3,600		3,600		3,600	New			
Misc Fire Improvements		4,800		4,800		4,800	Replacement			
		<u>\$ 433,400</u>		<u>\$433,400</u>		<u>\$ 334,150</u>				

(Continued)



**GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2016**

Department/Item	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item	Item to be Replaced		
	Quantity	Amount	Quantity	Amount	Quantity	Amount		Description	Mileage	Condition
<b>Police:</b>										
Patrol Vehicle Outfitting	11	\$ 37,500	11	\$ 37,500	11	\$ 37,500	Replacement			
Computer Equipment		9,900		9,900		9,900	Replacement			
Speed Detection Lasers	6	15,000	6	15,000	6	15,000	Replacement			
Computer Software		10,000		10,000		10,000	New			
Misc Police Equipment		8,450		8,450		8,450	New			
Sanitary Cast Iron Pipes		20,000		20,000		20,000	Replacement			
		<u>\$ 100,850</u>		<u>\$100,850</u>		<u>\$ 100,850</u>				
Total Capital Outlay (General Fund)		<u>\$ 1,706,850</u>		<u>\$837,850</u>		<u>\$ 738,600</u>				

**SPECIAL REVENUE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2016**

Department/Item	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item	Item to be Replaced	
	Quantity	Amount	Quantity	Amount	Quantity	Amount		Description	Mileage
<b>Library:</b>									
Burnette Library Reconstruction		\$ 2,000,000		\$ -		\$ -	Replacement		
Computer	58	69,600	58	69,600	58	69,600	Replacement		Fair
3M Workstation Pad	1	2,500	1	2,500	1	2,500	New		
		<u>\$ 2,072,100</u>		<u>\$ 72,100</u>		<u>\$ 72,100</u>			
<b>Parks and Recreation:</b>									
Fitness room equipment		\$ 45,000		\$ 45,000		\$ 45,000	Replacement		Poor
Playstructure equipment		40,000		20,000		20,000	Replacement		
Rollerblade rink surface		50,000		10,000		10,000	Replacement		
Paint/update pool equipment		15,000		15,000		15,000			
Auditorium carpet		5,050		5,050		5,050	Replacement		Poor
		<u>\$ 155,050</u>		<u>\$ 95,050</u>		<u>\$ 95,050</u>			
<b>Rental:</b>									
Computer Equipment		\$ 2,500		\$ 2,500		\$ 2,500	Replacement		
<b>Communications:</b>									
Auditorium updates		\$ 200,000		\$200,000		\$ 200,000	Replacement	Cameras/control room	Poor
Storage system		15,000		15,000		15,000	New		
Cargo van	1	35,000	1	35,000	1	35,000	Replacement	2000 Ram Van 18,524	Poor
Archiving system		45,000		45,000		45,000	New		
Editor computer system		13,000		13,000		13,000	Replacement		Poor
		<u>\$ 308,000</u>		<u>\$308,000</u>		<u>\$ 308,000</u>			
<b>Sanitation:</b>									
Cab/Chassis - Garbage truck	1	\$ 150,000	1	\$150,000	1	\$ 150,000	Replacement		
Parking lot concrete		85,000		-		-	Replacement		
Air Compressor	1	3,500	1	3,500	1	3,500	Replacement		
Garage inside door	1	2,500	1	2,500	1	2,500	Replacement		
		<u>\$ 241,000</u>		<u>\$156,000</u>		<u>\$ 156,000</u>			
Total Capital Outlay (Special Revenue Funds)		<u>\$ 2,778,650</u>		<u>\$633,650</u>		<u>\$ 633,650</u>			

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

Fiscal Year	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011 (1)</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b>Governmental Activities:</b>								
Invested in capital assets, net of related debt	\$ 59,140,668	\$ 56,796,215	\$ 48,445,832	\$ 44,342,389	\$ 110,629,268	110,327,564	110,679,720	109,841,350
Restricted	33,087,848	35,970,344	42,844,224	45,175,268	33,189,358	28,243,279	41,217,523	44,730,230
Unrestricted	<u>33,618,180</u>	<u>36,433,515</u>	<u>32,199,699</u>	<u>21,613,238</u>	<u>15,236,928</u>	<u>24,905,176</u>	<u>31,944,097</u>	<u>42,214,308</u>
<b>Total governmental activities net assets</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>\$ 159,055,554</u></b>	<b><u>\$ 163,476,019</u></b>	<b><u>\$ 183,841,340</u></b>	<b><u>\$ 196,785,888</u></b>
<b>Business-type activities:</b>								
Invested in capital assets, net of related debt	\$ 56,924,642	\$ 56,511,038	\$ 57,656,542	\$ 58,586,273	\$ 60,527,790	59,757,545	60,698,300	61,917,558
Restricted	16,915,115	14,045,192	11,779,391	8,267,105	7,656,513	9,800,098	10,511,646	11,418,448
Unrestricted	<u>7,173,338</u>	<u>9,125,661</u>	<u>7,821,612</u>	<u>9,044,146</u>	<u>15,309,884</u>	<u>19,578,952</u>	<u>25,152,897</u>	<u>26,783,108</u>
<b>Total business-type activities net assets</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>\$ 83,494,187</u></b>	<b><u>\$ 89,136,595</u></b>	<b><u>\$ 96,362,843</u></b>	<b><u>\$ 100,119,114</u></b>
<b>Primary government:</b>								
Invested in capital assets, net of related debt	\$ 116,065,310	\$ 113,307,253	\$ 106,102,374	\$ 102,928,662	\$ 171,157,058	170,085,109	171,378,020	171,758,908
Restricted	50,002,963	50,015,536	54,623,615	53,442,373	40,845,871	38,043,377	51,729,169	56,148,678
Unrestricted	<u>40,791,518</u>	<u>45,559,176</u>	<u>40,021,311</u>	<u>30,657,384</u>	<u>30,546,812</u>	<u>44,484,128</u>	<u>57,096,994</u>	<u>68,997,416</u>
<b>Total primary government net assets</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>\$ 242,549,741</u></b>	<b><u>\$ 252,612,614</u></b>	<b><u>\$ 280,204,183</u></b>	<b><u>\$ 296,905,002</u></b>

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

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

<b>Expenses</b>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011 (1)</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Governmental activities:								
General government	\$ 24,554,397	\$ 22,183,390	\$ 21,806,236	\$ 20,605,904	\$ 13,914,301	\$ 10,805,443	\$ 11,005,229	\$ 12,963,834
District Court	-	-	-	-	6,614,802	6,308,210	5,939,804	6,501,550
Public safety	61,848,485	62,509,563	63,420,416	62,875,335	62,662,439	56,710,270	59,683,364	63,792,208
Public works	28,067,722	26,523,628	26,580,333	25,695,939	25,440,576	24,619,847	24,338,956	27,934,896
Recreation and culture	12,351,491	12,737,364	12,386,834	13,255,263	12,909,715	12,584,351	12,111,420	11,815,426
Community and economic development	2,543,134	5,796,843	6,288,023	7,245,368	6,270,509	4,851,249	4,254,706	4,331,962
Interest on long-term debt	5,082,442	4,983,460	4,911,254	4,814,715	1,268,110	1,172,012	1,085,956	937,659
Total governmental activities expenses	<u>134,447,671</u>	<u>134,734,248</u>	<u>135,393,096</u>	<u>134,492,524</u>	<u>129,080,452</u>	<u>117,051,382</u>	<u>118,419,435</u>	<u>128,277,535</u>
Business-type activities:								
Water and Sewer System	32,499,489	34,199,663	33,432,269	33,717,269	32,775,108	33,119,786	34,191,241	35,174,833
Senior citizen housing	1,937,454	2,047,491	1,965,932	1,881,330	1,969,244	2,130,362	2,025,103	2,121,185
Total business-type activities expenses	<u>34,436,943</u>	<u>36,247,154</u>	<u>35,398,201</u>	<u>35,598,599</u>	<u>34,744,352</u>	<u>35,250,148</u>	<u>36,216,344</u>	<u>37,296,018</u>
Total primary government expenses	<u>\$ 168,884,614</u>	<u>\$ 170,981,402</u>	<u>\$ 170,791,297</u>	<u>\$ 170,091,123</u>	<u>\$ 163,824,804</u>	<u>\$ 152,301,530</u>	<u>\$ 154,635,779</u>	<u>\$ 165,573,553</u>
<b>Program Revenues</b>								
Governmental activities:								
Charges for services	\$ 13,702,181	\$ 13,541,050	\$ 13,419,382	\$ 15,507,458	\$ 14,493,843	\$ 14,646,243	\$ 14,573,858	\$ 16,511,721
Operating grants and contributions	12,684,642	12,228,029	11,542,918	13,291,132	16,639,068	15,689,801	15,882,698	16,769,695
Capital grants and contributions	3,243,612	4,169,546	1,648,845	845,016	953,777	837,793	700,760	821,463
Total governmental activities program revenues	<u>29,630,435</u>	<u>29,938,625</u>	<u>26,611,145</u>	<u>29,643,606</u>	<u>32,086,688</u>	<u>31,173,837</u>	<u>31,157,316</u>	<u>34,102,879</u>
Business-type activities:								
Water and Sewer System	29,674,597	31,957,062	30,465,234	32,068,323	37,288,058	38,427,954	40,839,611	38,541,038
Senior citizen housing	2,143,419	2,187,278	2,184,011	2,141,694	2,174,696	2,168,354	2,157,649	2,219,578
Total business-type activities program revenues	<u>31,818,016</u>	<u>34,144,340</u>	<u>32,649,245</u>	<u>34,210,017</u>	<u>39,462,754</u>	<u>40,596,308</u>	<u>42,997,260</u>	<u>40,760,616</u>
Total primary government program revenues	<u>\$ 61,448,451</u>	<u>\$ 64,082,965</u>	<u>\$ 59,260,390</u>	<u>\$ 63,853,623</u>	<u>\$ 71,549,442</u>	<u>\$ 71,770,145</u>	<u>\$ 74,154,576</u>	<u>\$ 74,863,495</u>
Net (expense) revenue								
Governmental activities	\$ (104,817,236)	\$ (104,795,623)	\$ (108,781,951)	\$ (104,848,918)	\$ (96,993,764)	\$ (85,877,545)	\$ (87,262,119)	\$ (94,174,656)
Business-type activities	(2,618,927)	(2,102,814)	(2,748,956)	(1,388,582)	4,718,402	5,346,160	6,780,916	3,464,598
Total primary government net (expense) revenue	<u>\$ (107,436,163)</u>	<u>\$ (106,898,437)</u>	<u>\$ (111,530,907)</u>	<u>\$ (106,237,500)</u>	<u>\$ (92,275,362)</u>	<u>\$ (80,531,385)</u>	<u>\$ (80,481,203)</u>	<u>\$ (90,710,058)</u>
<b>General Revenues and Other Changes in Net Assets</b>								
Governmental activities:								
Property taxes	\$ 85,079,549	\$ 88,383,524	\$ 87,572,093	\$ 85,171,772	\$ 72,077,679	73,206,799	90,992,186	89,157,917
Sales and use taxes	14,105,387	14,105,387	13,559,035	12,051,133	12,125,928	11,895,230	12,256,586	12,604,122
Franchise fees	1,344,444	1,471,277	1,582,133	1,630,260	1,778,029	1,841,166	1,935,470	2,009,117
Investment earnings	4,289,636	3,378,435	703,476	35,936	153,793	177,108	169,068	151,370
Gain (loss) on sale of capital assets	40,283	(41,222)	(115,498)	(263,175)	208,536	30,051	26,204	19,489
Other revenue	-	-	-	-	3,162,742	3,147,656	2,656,638	3,177,189
Reduction in long-term debt obligation	-	-	-	-	-	-	-	-
SMDA settlement agreement	-	1,000,000	23,485	(5,975,000)	-	-	-	-
Transfers	(140,000)	(148,400)	(253,092)	(160,868)	-	-	(90,000)	-
Total governmental activities	<u>104,719,299</u>	<u>108,149,001</u>	<u>103,071,632</u>	<u>92,490,058</u>	<u>89,506,707</u>	<u>90,298,010</u>	<u>107,946,152</u>	<u>107,119,204</u>
Business-type activities:								
Investment earnings	842,126	771,610	324,610	28,561	35,221	26,887	48,181	65,970
Gain (loss) on sale of capital assets	-	-	-	-	-	90,904	140,108	37,339
Other general revenue	-	-	-	-	-	178,457	289,164	188,364
Total business-type activities	<u>842,126</u>	<u>771,610</u>	<u>324,610</u>	<u>28,561</u>	<u>35,221</u>	<u>296,248</u>	<u>477,453</u>	<u>291,673</u>
Total primary government	<u>\$ 105,561,425</u>	<u>\$ 108,920,611</u>	<u>\$ 103,396,242</u>	<u>\$ 92,518,619</u>	<u>\$ 89,541,928</u>	<u>\$ 90,594,258</u>	<u>\$ 108,423,605</u>	<u>\$ 107,410,877</u>
<b>Changes in Net Assets</b>								
Governmental activities	\$ (97,937)	\$ 3,353,378	\$ (5,710,319)	\$ (12,358,860)	\$ (7,487,057)	\$ 4,420,465	\$ 20,684,033	\$ 12,944,548
Business-type activities	(1,776,801)	(1,331,204)	(2,424,346)	(1,360,021)	4,753,623	5,642,408	7,258,369	3,756,271
Total primary government	<u>\$ (1,874,738)</u>	<u>\$ 2,022,174</u>	<u>\$ (8,134,665)</u>	<u>\$ (13,718,881)</u>	<u>\$ (2,733,434)</u>	<u>\$ 10,062,873</u>	<u>\$ 27,942,402</u>	<u>\$ 16,700,819</u>

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

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

Fiscal Year	2005	2006	2007	2008	2009	2010	2011(a)(1)	2012	2013	2014
<b>General Fund:</b>										
Reserved	\$ 2,507,872	\$ 4,389,944	\$ 2,057,662	\$ 2,333,663	\$ 1,377,804	\$ 1,296,151	-	-	-	-
Nonspendable	-	-	-	-	-	-	\$ 192,969	\$ 308,659	\$ 368,087	\$ 184,408
Restricted	-	-	-	-	-	-	78,199	78,199	78,199	78,199
Assigned	-	-	-	-	-	-	22,283,613	18,810,884	20,165,441	24,044,726
Unassigned	-	-	-	-	-	-	14,850,205	13,103,677	24,348,477	32,659,940
Unreserved	<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>	-	-	-	-
<b>Total general fund</b>	<b><u>\$ 47,228,035</u></b>	<b><u>\$ 52,922,453</u></b>	<b><u>\$ 55,455,625</u></b>	<b><u>\$ 57,557,789</u></b>	<b><u>\$ 54,197,408</u></b>	<b><u>\$ 43,502,328</u></b>	<b><u>\$ 37,404,986</u></b>	<b><u>\$ 32,301,419</u></b>	<b><u>\$ 44,960,204</u></b>	<b><u>\$ 56,967,273</u></b>
<b>All Other Governmental Funds:</b>										
Reserved	\$ 45,883,472	\$ 27,970,850	\$ 8,129,748	\$ 6,291,526	\$ 6,431,502	\$ 4,514,260	-	-	-	-
Nonspendable	-	-	-	-	-	-	\$ 28,278	\$ 24,182	\$ 54,358	\$ 53,178
Restricted	-	-	-	-	-	-	21,638,636	26,601,915	32,306,941	35,495,128
Committed	-	-	-	-	-	-	883,721	970,471	1,038,648	1,053,463
Assigned	-	-	-	-	-	-	5,518,448	5,971,715	6,157,192	6,223,114
Unreserved, reported in:							526,689	(69,318)	-	-
Special revenue funds	22,677,100	20,653,148	28,587,139	27,592,994	26,577,183	25,648,764	-	-	-	-
Capital projects funds	8,990,773	6,586,018	9,396,449	9,795,442	12,565,096	12,239,796	-	-	-	-
Debt service funds	<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>	-	-	-	-
<b>Total all other governmental funds</b>	<b><u>\$ 81,486,145</u></b>	<b><u>\$ 58,182,197</u></b>	<b><u>\$ 48,229,702</u></b>	<b><u>\$ 45,081,290</u></b>	<b><u>\$ 47,036,778</u></b>	<b><u>\$ 43,633,166</u></b>	<b><u>\$ 28,595,772</u></b>	<b><u>\$ 33,498,965</u></b>	<b><u>\$ 39,557,139</u></b>	<b><u>\$ 42,824,883</u></b>

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

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

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

	2005	2006 (1)	2007	2008	2009	2010	2011 (1)	2012	2013	2014
<b>Revenues:</b>										
Property taxes	\$ 74,787,704	\$ 84,328,809	\$ 84,953,504	\$ 88,029,125	\$ 87,229,169	\$ 84,841,410	\$ 71,241,497	\$ 71,507,381	\$ 90,938,534	\$ 89,360,407
Special assessments	994,766	982,318	944,084	1,072,824	1,055,385	1,061,672	953,569	844,775	706,457	642,545
Licenses and permits	2,167,451	2,420,993	2,329,132	1,691,127	1,759,663	1,567,892	1,765,856	2,368,083	2,691,555	2,700,351
Intergovernmental:										
Federal revenue	4,612,382	3,305,681	1,981,507	2,187,623	2,161,955	4,022,414	6,629,367	5,761,605	5,330,345	5,986,783
State revenue	26,446,572	26,359,247	25,963,338	26,817,909	24,005,863	22,503,036	22,627,501	22,263,849	22,714,684	24,793,129
Charges for services	2,894,923	4,101,728	3,039,087	3,117,357	3,476,265	3,546,149	6,571,928	6,127,204	5,474,068	6,046,079
Fines and fees	6,810,020	7,295,418	7,596,165	8,089,029	7,579,592	7,982,727	6,014,963	5,958,718	6,411,051	7,229,026
Interest	2,599,643	5,404,617	5,760,013	4,277,702	995,060	125,984	154,001	170,130	163,641	131,813
Other	6,173,358	6,358,491	7,025,380	6,916,324	7,087,489	7,752,382	4,269,622	4,214,605	3,983,816	4,461,539
<b>Total revenues</b>	<b>127,486,819</b>	<b>140,557,302</b>	<b>139,592,210</b>	<b>142,199,020</b>	<b>135,350,441</b>	<b>133,403,666</b>	<b>120,228,304</b>	<b>119,216,350</b>	<b>138,414,151</b>	<b>141,351,672</b>
<b>Expenditures:</b>										
General government	22,496,853	25,992,081	24,850,290	25,814,644	25,841,058	25,094,958	12,354,513	11,857,239	10,303,758	11,858,091
District court	-	-	-	-	-	-	6,614,802	6,308,210	6,104,152	6,756,822
Public safety	52,271,304	59,597,955	62,100,913	62,885,562	62,529,660	63,543,704	62,123,437	57,004,462	59,701,143	59,763,179
Public works	28,021,037	27,602,281	28,528,266	30,315,852	28,856,645	25,989,907	23,242,704	23,689,400	26,170,932	28,397,991
Recreation and culture	10,060,656	9,816,038	10,655,537	11,217,234	11,009,604	11,240,440	11,122,496	11,236,664	10,563,328	10,757,141
Community and economic development	17,284,223	41,555,060	16,747,313	4,301,744	4,174,763	5,318,074	6,195,074	4,698,321	4,164,219	4,334,700
Debt service	8,682,334	10,782,548	9,457,358	9,642,899	9,339,422	10,287,674	4,474,959	4,503,846	4,324,516	4,322,800
<b>Total expenditures</b>	<b>138,816,407</b>	<b>175,345,963</b>	<b>152,339,677</b>	<b>144,177,935</b>	<b>141,751,152</b>	<b>141,474,757</b>	<b>126,127,985</b>	<b>119,298,142</b>	<b>121,332,048</b>	<b>126,190,724</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(11,329,588)</b>	<b>(34,788,661)</b>	<b>(12,747,467)</b>	<b>(1,978,915)</b>	<b>(6,400,711)</b>	<b>(8,071,091)</b>	<b>(5,899,681)</b>	<b>(81,792)</b>	<b>17,082,103</b>	<b>15,160,948</b>
<b>Other Financing Sources (Uses):</b>										
Transfers in	-	-	-	-	-	-	4,095,093	3,992,886	3,839,724	3,833,755
Transfers to fiduciary funds	(17,068,543)	-	-	-	-	-	-	-	-	-
Transfers to Water and Sewer System	(131,000)	(137,000)	(140,000)	(148,400)	(253,092)	(160,868)	(3,935,417)	(3,992,886)	(3,929,724)	(3,833,755)
Proceeds from sale of property	-	2,240,087	115,741	81,067	-	49,283	247,852	2,859	-	763
Proceeds from issuance of debt	27,015,000	25,835,000	5,409,304	-	5,305,000	3,040,000	-	-	1,724,856	13,790,528
Payment to refunded bond escrow agent	-	(10,474,047)	-	-	-	(3,000,000)	-	-	-	(13,677,426)
Bond premium (discounts)	(135,008)	(284,909)	(56,901)	-	(79,575)	18,984	-	-	-	-
Settlement agreement	-	-	-	1,000,000	23,485	(5,975,000)	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>9,680,449</b>	<b>17,179,131</b>	<b>5,328,144</b>	<b>932,667</b>	<b>4,995,818</b>	<b>(6,027,601)</b>	<b>407,528</b>	<b>2,859</b>	<b>1,634,856</b>	<b>113,865</b>
<b>Net changes in fund balances</b>	<b>\$ (1,649,139)</b>	<b>\$ (17,609,530)</b>	<b>\$ (7,419,323)</b>	<b>\$ (1,046,248)</b>	<b>\$ (1,404,893)</b>	<b>\$ (14,098,692)</b>	<b>\$ (5,492,153)</b>	<b>\$ (78,933)</b>	<b>\$ 18,716,959</b>	<b>\$ 15,274,813</b>

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

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

Valuation Date Dec. 31	Fiscal Year Ended June 30	Real Property					
		Commercial		Industrial		Residential	
		State Equalized Value	Taxable Value	State Equalized Value	Taxable Value	State Equalized Value	Taxable Value
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
2010	2012	591,055,730	553,254,790	523,359,600	509,330,590	2,006,909,739	2,004,558,959
2011	2013	510,962,520	486,206,920	479,895,320	467,227,030	1,761,111,820	1,759,274,870
2012	2014	482,333,454	458,808,554	453,959,170	448,374,390	1,686,089,234	1,683,397,269

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	
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
633,336,034	633,247,484	326,385,394	326,385,394	4,081,046,497	4,026,777,217	19.8924
609,201,237	609,080,048	269,676,383	269,429,613	3,630,847,280	3,591,218,481	27.8656
634,554,529	634,434,070	280,996,661	280,996,661	3,537,933,048	3,506,010,944	27.8656



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

	Year Ended June 30, 2014			Year Ended June 30, 2004		
	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	\$ 438,392,440	1	12.50%	\$ 534,730,508	1	11.54%
Chrysler	150,979,923	2	4.31%	322,229,579	2	6.95%
Detroit Edison	38,591,007	3	1.10%	61,060,246	3	1.32%
US Manufacturing Corp	24,013,843	4	0.68%			
International Transmission	19,515,240	5	0.56%			
Art Van Furniture	17,978,153	6	0.51%	28,135,186	4	0.61%
Consumers Energy	13,517,018	7	0.39%	16,319,571	6	0.35%
Noble 12B	12,235,490	8	0.35%			
WICO Metal Products Co	11,690,330	9	0.33%			
Universal Mall Properties LLC	7,571,430	10	0.22%			
E.D.S. Corporation				23,939,934	5	0.52%
Carboloy				12,502,751	7	0.27%
Flex-N-Gate			0.00%	11,997,991	8	0.26%
Paslin Company				11,647,235	9	0.25%
Target				11,433,855	10	0.25%
Ten largest taxpayers	734,484,874		20.95%	1,033,996,856		22.32%
Other taxpayers	2,771,526,070		79.05%	3,599,226,832		77.68%
Total taxable value	<u>\$ 3,506,010,944</u>		<u>100.00%</u>	<u>\$ 4,633,223,688</u>		<u>100.00%</u>

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

	Fiscal Year				
	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Assessed value	\$ 5,594,012,321	\$ 5,730,657,941	\$ 5,951,085,588	\$ 6,064,919,039	\$ 5,809,257,741
Debt limit (10% of assessed value)	\$ 559,401,232	\$ 573,065,794	\$ 595,108,559	\$ 606,491,904	\$ 580,925,774
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 559,401,232</u>	<u>\$ 573,065,794</u>	<u>\$ 595,108,559</u>	<u>\$ 606,491,904</u>	<u>\$ 580,925,774</u>
Total debt applicable to the debt limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

	Fiscal Year				
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Assessed value	<u>\$ 5,342,889,105</u>	<u>\$ 4,561,685,622</u>	<u>\$ 4,081,046,497</u>	<u>\$ 3,630,847,280</u>	<u>\$ 3,537,933,048</u>
Debt limit (10% of assessed value)	\$ 534,288,911	\$ 456,168,562	\$ 408,104,650	\$ 363,084,728	\$ 353,793,305
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 534,288,911</u>	<u>\$ 456,168,562</u>	<u>\$ 408,104,650</u>	<u>\$ 363,084,728</u>	<u>\$ 353,793,305</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
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%
2012	133,764	53,228	19,376	2,591,811,264	10.20%	10.10%	9.20%
2013	133,466	53,066	19,376	2,586,037,216	11.60%	9.90%	9.40%
2014	134,424	53,408	19,376	2,604,599,424	9.60%	9.10%	7.90%

**Sources:**

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

# **GLOSSARY OF TERMS**

## **A**

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

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

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

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

## **B**

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

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

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

## **C**

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

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

## **D**

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

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

## **E**

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

## **GLOSSARY OF TERMS**

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

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

### **F**

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

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

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

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

### **G**

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

### **L**

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

### **M**

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

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

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

# **GLOSSARY OF TERMS**

## **O**

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

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

## **P**

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

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

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

## **R**

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

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

## **S**

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

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

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

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

## **T**

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

