

# **City of Warren**

## **BUDGET**

### **AS ADOPTED BY COUNCIL**



**FISCAL YEAR**

July 1, 2016 through June 30, 2017

# City of Warren



JAMES R. FOUTS  
MAYOR

ONE CITY SQUARE  
WARREN, MICHIGAN 48093

## ADMINISTRATION

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

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

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

**MAYOR**  
JAMES R. FOUTS

## COUNCIL

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

ROBERT BOCCOMINO, Secretary  
KEITH J. SADOWSKI, Asst. Secretary

KELLY COLEGIO  
SCOTT C. STEVENS  
STEVEN G. WARNER

**TREASURER**  
LORIE BARNWELL

**CITY CLERK**  
PAUL WOJNO

## DEPARTMENT HEADS

(Appointed Officials)

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

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.



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**CITY CONTROLLER'S OFFICE**

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

May 27, 2016

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 2017 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 25.6742 mills (\$25.6742 of taxes for every \$1,000 of taxable valuation). City property taxes will average \$920.86 per residential property taxpayer.

2017 General Fund

The General Fund revenues total \$110,231,690 and expenditures total \$110,231,690. The Budget reflects City Council's decisions made since the Mayor presented the Recommended Budget on April 12, 2016. 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 \$107,799,297 General Fund Budget to \$110,231,690 resulting in a total increase of \$2,432,393.

Some of the significant changes and subsequent financial impacts include:

General Fund:

• Increase Capital Equipment and Vehicles Fire	\$2,350,000
• Increase Temporary Employees – Inspection \$62,500 Building Inspections	79,393
• Increase 401(a) Board Operating Expense Administration Unallocated	<u>3,000</u>
Total General Fund	<u>\$2,432,393</u>

Special Revenue Funds:

• Increase Construction Projects Street Maintenance – Major	\$3,053,338
• Increase Construction Projects Street Maintenance - Local	375,000
• Reduce Salary and Benefits Communications	<u>(129,134)</u>
Total Special Revenue Funds	<u>\$3,299,204</u>

Enterprise Funds:

• Increase Salary and Benefits Senior Housing – Stilwell Manor	<u>\$1,817</u>
Total Enterprise Funds	<u>\$1,817</u>



The Fiscal 2017 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 black ink, appearing to read "Rob Maleszyk". The signature is fluid and cursive, with the first name "Rob" being more prominent than the last name "Maleszyk".

Rob Maleszyk, C.P.A.  
City Controller



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April 4, 2016

Honorable Council Members:

I respectfully present the Administration's proposed 2016-2017 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 \$107,799,297 which represents a decrease of \$ 2,320,283 or 2.1% 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 decrease from prior year is primarily attributable to less capital expenditures.

The millage rates applied to our estimated Taxable Value of \$3.056 billion will generate approximately \$78.5 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 \$71,700. City taxes for a typical Warren home will be \$920.86 in fiscal 2016-2017, or \$2.52 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. This budget includes an increase of four police officers. These officers will be assigned to the street and will continue to have a presence in the community to continue to lower crime rates. 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 2016-2017 albeit at a lower level that will hopefully allow for additional improvements in our neighborhoods.

Various volunteer organizations receive funding in the 2016-2017 City Budget. The Beautification Commission, Cultural Commission, Crime Commission, Historical Commission and Village Historical Commission, among others, provide programs that enhance the quality of life in our community.

## LIBRARY AND EDUCATION

The Library continues its transformation after the successful voter approved millage in August 2010 of .8500 mills. This millage has allowed for the library to keep all four libraries open. It has also allowed for adequate staffing levels, and provided substantial funding to increase our collections and to bring each of our branches to a state of the art facility. The Busch Branch renovation is under way and is planning a grand opening before the end of calendar year 2016.

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

## **PARKS AND RECREATION**

The total recommended Parks and Recreation budget is \$5,545,702 which represents a decrease of \$319,615 or 5.5% from the previous year's amended budget. This has been achieved primarily by smaller bond payments. The recommended millage rate for Parks and Recreation is .9697 mills and is lower due to Headlee reductions. 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 is up for renewal in August 2016. No revenues have been proposed in this budget until we get the results of the August millage.

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

### **SANITATION AND ENVIRONMENT**

The total recommended Sanitation budget is \$9,403,754 which represents an increase of \$211,802 or 2.3% from the previous year's amended budget. The increase is primarily due additional capital as part of our vehicle rotation plan.

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

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

### **FINANCIAL PLANNING**

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

We received an "unmodified opinion" for our Comprehensive Annual Financial Report for the period ending June 30, 2015. 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 11th, you received your copy of the proposed 2016-2017 Budget. The Council will have a number of weeks to deliberate the budget with all departments and divisions. Public inspection copies of the recommended budget will be available in the Clerk's office, all Library branches and on the City website. The Council is required to have a public hearing no later than one week before its final adoption at such time as the Council shall direct. In accordance with the City Charter, no later than the third Monday in May of each year, the Council shall, by resolution, adopt a balanced budget for the ensuing fiscal year. This year, the budget must be adopted by May 16, 2016.

**SUMMARY**

In conclusion, we have worked many long hours to produce this 2016/2017 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 2016/2017 BUDGET AND**  
**TAX RATE FOR FISCAL YEAR 2016/2017**

A Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan held May 24, 2016, at 7:00 o'clock p.m. Eastern Daylight Saving Time in the Council Chambers at the Warren Community Center.

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

ABSENT: Council Members Stevens

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

The proposed budget for fiscal year of July 1, 2016 to June 30, 2017 has been submitted to this Council, as summarized in Table I – Estimated Revenue Budget and Table II – Budget Appropriations, copies of which are attached and incorporated by reference into this General Appropriations Resolution.

A public hearing on the proposed budget was held on April 26, 2016, and the City Council has completed its review of the Mayor’s proposed budget for the fiscal year 2016/2017.

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	8.7285
Special Levies:	
Police and Fire Pension	4.9848
Police & Fire Operating	4.8755
Emergency Medical Service	.2908
Police	.9697
Fire	.9697
Total General Fund Operating Levy	<u>20.8190</u>
<u>Special Revenue</u>	
Library (Charter)	.4848
Library (Voted)	.8457
Sanitation	2.5550
Parks & Recreation	.9697
Total Special Revenue Fund Levy	<u>4.8552</u>
Total Levy	<u>25.6742</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, 2016 to June 30, 2017 is adopted as follows:

<u>Funds:</u>	<u>Tax Rate</u>
<u>General Fund</u>	
Charter Millage	8.7285
Special Levies:	
Police and Fire Pension	4.9848
Police & Fire Operating	4.8755
Emergency Medical Service	.2908
Police	.9697
Fire	.9697
Total General Fund Operating Levy	<u>20.8190</u>
<u>Special Revenue</u>	
Library (Charter)	.4848
Library (Voted)	.8457
Sanitation	2.5550
Parks & Recreation	.9697
Total Special Revenue Fund Levy	<u>4.8552</u>
Total Levy	<u>25.6742</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 Warner, Sadowski, Boccomino, Colegio, Green.

NAYS: Council Members St. Pierre.

RESOLUTION DECLARED ADOPTED this 24<sup>th</sup> day of May, 2016.

  
Robert Boccomino

Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN )

) SS

COUNTY OF MACOMB )

I, PAUL WOJNO, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council at its meeting held on May 24, 2016.

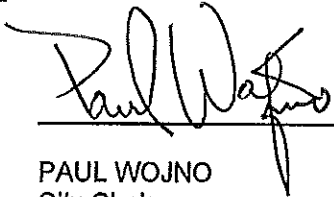
  
\_\_\_\_\_  
PAUL WOJNO  
City Clerk

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	\$ 65,781,700	\$ -	\$ 65,781,700
Intergovernmental Revenues	17,536,922	-	17,536,922
Licenses and Permits	3,707,000	-	3,707,000
Fines and Forfeitures	5,990,000	-	5,990,000
Interest on Investments	140,000	-	140,000
Charges for Services	3,674,000	-	3,674,000
Miscellaneous Income	6,753,535	-	6,753,535
Fund Balance Appropriated - unassigned	-	2,350,000	2,350,000
Fund Balance Appropriated	4,216,140	82,393	4,298,533
Total General Fund	<u>\$ 107,799,297</u>	<u>\$ 2,432,393</u>	<u>\$ 110,231,690</u>
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
State Shared Revenues	\$ 7,900,000	\$ -	\$ 7,900,000
Interest on Investments	2,500	-	2,500
Transfer from General Fund	57,670	-	57,670
Transfer from Local Fund	-	2,000,000	2,000,000
Miscellaneous Reimbursements	33,800	-	33,800
Fund Balance Appropriated	1,280,183	1,053,338	2,333,521
Total Major Streets	<u>\$ 9,274,153</u>	<u>\$ 3,053,338</u>	<u>\$ 12,327,491</u>
<u>Local Streets:</u>			
State Shared Revenues	\$ 2,930,000	\$ -	\$ 2,930,000
Interest on Investments	2,000	-	2,000
Transfer from General Fund	87,670	-	87,670
Fund Balance Appropriated	1,075,878	2,375,000	3,450,878
Total Local Streets	<u>\$ 4,095,548</u>	<u>\$ 2,375,000</u>	<u>\$ 6,470,548</u>
<u>Library Special Revenue Fund:</u>			
Property Taxes	\$ 4,107,985	\$ -	\$ 4,107,985
Intergovernmental Revenues	303,000	-	303,000
Interest on Investments	2,000	-	2,000
Charges for Services	252,000	-	252,000
Fund Balance Appropriated	208,378	-	208,378
Total Library Special Revenue Fund	<u>\$ 4,873,363</u>	<u>\$ -</u>	<u>\$ 4,873,363</u>
<u>Recreation Special Revenue Fund:</u>			
Property Taxes	\$ 2,993,997	\$ -	\$ 2,993,997
Intergovernmental Revenues	404,300	-	404,300
Interest on Investments	400	-	400
Charges for Services	2,122,600	-	2,122,600
Fund Balance Appropriated	24,405	-	24,405
Total Recreation Special Revenue Fund	<u>\$ 5,545,702</u>	<u>\$ -</u>	<u>\$ 5,545,702</u>
<u>Communications Special Revenue Fund:</u>			
Franchise Fee Revenues	\$ 2,200,000	\$ -	\$ 2,200,000
Interest on Investments	1,000	-	1,000
Miscellaneous Income	21,500	-	21,500
Fund Balance Appropriated	537,663	(129,134)	408,529
Total Communications Special Revenue Fund	<u>\$ 2,760,163</u>	<u>\$ (129,134)</u>	<u>\$ 2,631,029</u>

TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Sanitation Special Revenue Fund:</u>			
Property Taxes	\$ 7,888,690	\$ -	\$ 7,888,690
Intergovernmental Revenues	350,000	-	350,000
Interest on Investments	400	-	400
Miscellaneous Income	115,000	-	115,000
Transfer Station Royalties	60,000	-	60,000
Fund Balance Appropriated	989,664	-	989,664
Total Sanitation Special Revenue Fund	<u>\$ 9,403,754</u>	<u>\$ -</u>	<u>\$ 9,403,754</u>
 <u>Rental Ordinance Fund:</u>			
Inspection Fees	\$ 720,000	\$ -	\$ 720,000
Interest on Investments	300	-	300
Fund Balance Appropriated	215,814	-	215,814
Total Rental Ordinance Fund	<u>\$ 936,114</u>	<u>\$ -</u>	<u>\$ 936,114</u>
 <u>Vice Crime Confiscation Fund:</u>			
Vice Crime Confiscation's	\$ 50,000	\$ -	\$ 50,000
Interest on Investments	100	-	100
Fund Balance Appropriated	49,900	-	49,900
Total Vice Crime Confiscation Fund	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
 <u>Drug Forfeiture Fund:</u>			
Drug Forfeitures	\$ 500,000	\$ -	\$ 500,000
Interest on Investments	1,500	-	1,500
Fund Balance Appropriated	98,500	-	98,500
Total Drug Forfeiture Fund	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ 600,000</u>
 <u>Act 302 Police Training Fund:</u>			
State Grant	\$ 56,500	\$ -	\$ 56,500
Interest on Investments	30	-	30
Fund Balance Appropriated	18,464	-	18,464
Total Act 302 Police Training Fund	<u>\$ 74,994</u>	<u>\$ -</u>	<u>\$ 74,994</u>
 <u>Downtown Development Authority Fund:</u>			
Property Taxes	\$ 3,990,937	\$ -	\$ 3,990,937
Intergovernmental Revenues	3,182,000	-	3,182,000
Interest on Investments	5,000	-	5,000
Lease Proceeds	200,000	-	200,000
Miscellaneous Income	120,000	-	120,000
Total Downtown Development Authority Fund	<u>\$ 7,497,937</u>	<u>\$ -</u>	<u>\$ 7,497,937</u>
 <u>2011 Local Street Repair &amp; Replacement Fund:</u>			
Interest on Investments	\$ 2,000	\$ -	\$ 2,000
Fund Balance Appropriated	1,213,131	-	1,213,131
Total 2011 Local Street Repair & Replacement	<u>\$ 1,215,131</u>	<u>\$ -</u>	<u>\$ 1,215,131</u>

TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Enterprise Funds:</u>			
Stilwell Manor:			
Rental Revenues	\$ 511,800	\$ -	\$ 511,800
Interest on Investments	2,500	-	2,500
Miscellaneous Income	359,680	-	359,680
Appropriation of Retained Earnings	325,715	1,817	327,532
Total Stilwell Manor	<u>\$ 1,199,695</u>	<u>\$ 1,817</u>	<u>\$ 1,201,512</u>
Coach Manor:			
Rental Revenues	\$ 993,855	\$ -	\$ 993,855
Maintenance Revenues	425,940	-	425,940
Interest on Investments	2,500	-	2,500
Miscellaneous Income	15,000	-	15,000
Appropriation of Retained Earnings	136,181	-	136,181
Total Coach Manor	<u>\$ 1,573,476</u>	<u>\$ -</u>	<u>\$ 1,573,476</u>
Water and Sewer System:			
Water and Sewer Charges	\$ 40,806,100	\$ -	\$ 40,806,100
Pre-Treatment/Cross Connection Charges	1,068,530	-	1,068,530
Interest on Investments	82,400	-	82,400
Bond Proceeds	7,000,000	-	7,000,000
Miscellaneous Income	1,843,997	-	1,843,997
Appropriation of Retained Earnings	1,197,166	-	1,197,166
Total Water and Sewer System	<u>\$ 51,998,193</u>	<u>\$ -</u>	<u>\$ 51,998,193</u>
<u>Capital Project Fund:</u>			
37th District Court Renovation Fund:			
Court Building Renovation Fee	\$ 800,500	\$ -	\$ 800,500
Interest on Investments	2,500	-	2,500
Total 37th District Court Renovation Fund	<u>\$ 803,000</u>	<u>\$ -</u>	<u>\$ 803,000</u>
<u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund:			
Interest on Investments	\$ 50	\$ -	\$ 50
Fund Balance Appropriated	13,950	-	13,950
Total Chapter 20 & 21 Drain Debt Fund	<u>\$ 14,000</u>	<u>\$ -</u>	<u>\$ 14,000</u>
Michigan Transportation Debt:			
Transfer from Major Roads	\$ 541,000	\$ -	\$ 541,000
Total Michigan Transportation Debt	<u>\$ 541,000</u>	<u>\$ -</u>	<u>\$ 541,000</u>
Capital Improvement Debt:			
Transfer from Major Roads	\$ 766,113	\$ -	\$ 766,113
Total Capital Improvement Debt	<u>\$ 766,113</u>	<u>\$ -</u>	<u>\$ 766,113</u>
Downtown Development Authority Debt:			
Transfer from DDA Operating Fund	\$ 5,272,856	\$ -	\$ 5,272,856
Total Downtown Development Authority Debt	<u>\$ 5,272,856</u>	<u>\$ -</u>	<u>\$ 5,272,856</u>
Total All Funds	<u>\$ 216,344,489</u>	<u>\$ 7,733,414</u>	<u>\$ 224,077,903</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	\$ 1,096,415	\$ -	\$ 1,096,415
District Court	7,192,423	-	7,192,423
Mayor	677,600	-	677,600
Clerk	1,805,565	-	1,805,565
Treasurer	1,321,269	-	1,321,269
Controller	1,528,992	-	1,528,992
Information Systems	892,568	-	892,568
Legal	1,468,814	-	1,468,814
Assessing	2,116,613	-	2,116,613
Human Resources	1,412,153	-	1,412,153
Property Maintenance Inspection	1,245,310	-	1,245,310
Community & Economic Development	225,282	-	225,282
Unallocated Expense	4,373,125	3,000	4,376,125
Commissions (12)	180,831	-	180,831
Total General Government	<u>\$ 25,536,960</u>	<u>\$ 3,000</u>	<u>\$ 25,539,960</u>
Fire Department	\$ 24,310,421	\$ 2,350,000	\$ 26,660,421
Police Department	41,918,361	-	41,918,361
Animal Control	403,102	-	403,102
Civil Defense	232,763	-	232,763
Total Public Safety	<u>\$ 66,864,647</u>	<u>\$ 2,350,000</u>	<u>\$ 69,214,647</u>
Director of Public Services	\$ 438,682	\$ -	\$ 438,682
Engineering and Inspections	1,278,142	-	1,278,142
Building and Inspections	3,143,239	79,393	3,222,632
DPW Garage	4,168,712	-	4,168,712
Building Maintenance	2,142,097	-	2,142,097
Street Lighting	3,593,000	-	3,593,000
Total Public Services	<u>\$ 14,763,872</u>	<u>\$ 79,393</u>	<u>\$ 14,843,265</u>
Planning	\$ 633,818	\$ -	\$ 633,818
Total General Fund	<u>\$ 107,799,297</u>	<u>\$ 2,432,393</u>	<u>\$ 110,231,690</u>
 <u>Special Revenue Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
Operating Costs	\$ 5,244,540	\$ -	\$ 5,244,540
Debt Service Costs	1,307,113	-	1,307,113
Construction Projects	2,722,500	3,053,338	5,775,838
Total Major Streets	<u>\$ 9,274,153</u>	<u>\$ 3,053,338</u>	<u>\$ 12,327,491</u>
 <u>Michigan Transportation Funds:</u>			
<u>Local Streets:</u>			
Operating Costs	\$ 4,095,548	\$ -	\$ 4,095,548
Transfer to Major	-	2,000,000	2,000,000
Construction Projects	-	375,000	375,000
Total Local Streets	<u>\$ 4,095,548</u>	<u>\$ 2,375,000</u>	<u>\$ 6,470,548</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Library Special Revenue Fund:</u>			
Personnel Services	\$ 1,634,880	\$ -	\$ 1,634,880
Employee Benefits	1,394,568	-	1,394,568
Supplies	73,000	-	73,000
Other Services and Charges	1,074,615	-	1,074,615
Capital Outlay	696,300	-	696,300
Total Library Special Revenue Fund	<u>\$ 4,873,363</u>	<u>\$ -</u>	<u>\$ 4,873,363</u>
<u>Recreation Special Revenue Fund:</u>			
Personnel Services	\$ 1,987,473	\$ -	\$ 1,987,473
Employee Benefits	1,162,246	-	1,162,246
Supplies	195,250	-	195,250
Other Services and Charges	2,089,733	-	2,089,733
Capital Outlay	111,000	-	111,000
Total Recreation Special Revenue Fund	<u>\$ 5,545,702</u>	<u>\$ -</u>	<u>\$ 5,545,702</u>
<u>Communications Special Revenue Fund:</u>			
Personnel Services	\$ 740,496	\$ (81,111)	\$ 659,385
Employee Benefits	400,807	(48,023)	352,784
Supplies	25,500	-	25,500
Other Services and Charges	1,362,360	-	1,362,360
Capital Outlay	231,000	-	231,000
Total Communications Special Revenue Fund	<u>\$ 2,760,163</u>	<u>\$ (129,134)</u>	<u>\$ 2,631,029</u>
<u>Sanitation Special Revenue Fund:</u>			
Personnel Services	\$ 2,891,767	\$ -	\$ 2,891,767
Employee Benefits	2,879,526	-	2,879,526
Supplies	486,000	-	486,000
Other Services and Charges	2,376,461	-	2,376,461
Capital Outlay	770,000	-	770,000
Total Sanitation Special Revenue Fund	<u>\$ 9,403,754</u>	<u>\$ -</u>	<u>\$ 9,403,754</u>
<u>Rental Ordinance Fund:</u>			
Personnel Services	\$ 543,165	\$ -	\$ 543,165
Employee Benefits	283,949	-	283,949
Supplies	8,500	-	8,500
Other Services and Charges	98,000	-	98,000
Capital Outlay	2,500	-	2,500
Total Rental Ordinance Fund	<u>\$ 936,114</u>	<u>\$ -</u>	<u>\$ 936,114</u>
<u>Vice Crime Confiscation Fund:</u>			
Other Services and Charges	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
Total Vice Crime Confiscation Fund	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<u>Drug Forfeiture Fund:</u>			
Other Services and Charges	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ 600,000</u>
Total Drug Forfeiture Fund	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ 600,000</u>
<u>Act 302 Police Training Fund:</u>			
Other Services and Charges	<u>\$ 74,800</u>	<u>\$ -</u>	<u>\$ 74,800</u>
Total Act 302 Police Training Fund	<u>\$ 74,800</u>	<u>\$ -</u>	<u>\$ 74,800</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Downtown Development Authority Fund:</u>			
Personnel Services	\$ 151,286	\$ -	\$ 151,286
Employee Benefits	98,455	-	98,455
Supplies	3,000	-	3,000
Other Services and Charges	6,215,156	-	6,215,156
Total Downtown Development Authority Fund	<u>\$ 6,467,897</u>	<u>\$ -</u>	<u>\$ 6,467,897</u>
<u>2011 Local Street Repair &amp; Replacement Fund:</u>			
Capital Improvements	\$ 1,215,131	\$ -	\$ 1,215,131
Total 2011 Local Street Repair & Replacement	<u>\$ 1,215,131</u>	<u>\$ -</u>	<u>\$ 1,215,131</u>
<u>Enterprise Funds:</u>			
<u>Stilwell Manor:</u>			
Personnel Services	\$ 272,201	\$ 1,461	\$ 273,662
Employee Benefits	183,946	356	184,302
Supplies	541,898	-	541,898
Other Services and Charges	186,250	-	186,250
Capital Outlay	15,400	-	15,400
Total Stilwell Manor	<u>\$ 1,199,695</u>	<u>\$ 1,817</u>	<u>\$ 1,201,512</u>
<u>Coach Manor:</u>			
Personnel Services	\$ 47,000	\$ -	\$ 47,000
Employee Benefits	4,752	-	4,752
Supplies	776,355	-	776,355
Other Services and Charges	698,319	-	698,319
Capital Outlay	47,050	-	47,050
Total Coach Manor	<u>\$ 1,573,476</u>	<u>\$ -</u>	<u>\$ 1,573,476</u>
<u>Water and Sewer System:</u>			
Personnel Services	\$ 6,501,174	\$ -	\$ 6,501,174
Employee Benefits	8,140,957	-	8,140,957
Supplies	663,600	-	663,600
Water Purchases	9,268,000	-	9,268,000
Other Services and Charges	16,178,542	-	16,178,542
Capital Outlay	11,245,920	-	11,245,920
Total Water and Sewer System	<u>\$ 51,998,193</u>	<u>\$ -</u>	<u>\$ 51,998,193</u>
<u>Capital Project Fund:</u>			
<u>37th District Court Renovation Fund:</u>			
Capital Improvements	\$ 500,000	\$ -	\$ 500,000
Total 37th District Court Renovation Fund	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund	\$ 14,000	\$ -	\$ 14,000
Michigan Transportation Debt	541,000	-	541,000
Capital Improvement Debt	766,113	-	766,113
Downtown Development Authority Debt	5,272,856	-	5,272,856
Total Debt Funds	<u>\$ 6,593,969</u>	<u>\$ -</u>	<u>\$ 6,593,969</u>
Total All Funds	<u>\$ 215,011,255</u>	<u>\$ 7,733,414</u>	<u>\$ 222,744,669</u>



# **CITY OF WARREN, MICHIGAN**

## **ASSOCIATED AGENCIES**

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

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

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

Warren Public School Districts:

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

Warren Economic Development Corporation (inactive)

Warren Tax Increment Finance Authority

Warren Building Authority

Separate budget reports can be obtained from these respective agencies.

# GFOA AWARD

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Warren, Michigan for its annual budget for the fiscal year beginning July 1, 2015. 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, 2015**

A handwritten signature in cursive script, reading "Jeffrey R. Enos".

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**

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

## **January**

4 – 5 Controllers Office prepares estimated revenues and expenditures for current fiscal year.

6 – 7 Controllers Office prepares revenue forecast.

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

11 – 31 Controllers Office analyzes all budget requests.

## **February**

16 – 24 The Mayor and Controllers Office hold administrative budget hearings with all departments, divisions, and commissions.

## **March**

1 – 4 Final administration review of all budget material is completed.

14 - 16 Final adjustments are made to the Budget document and all funds are brought into balance.

17 - 25 Controllers Office prepares proposed Budget document.

28 – 31 Mayor prepares Budget message.

## **April**

1 - 8 Proposed Budget is duplicated.

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

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

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

16 – 18 City Council Workshops. Each department, division and commission will have a scheduled time to present its budget and answer questions.

26 Public Hearing for Budget.

## **May**

24 City Council adopts Taxation Resolution and Fiscal 2017 Budget.

17 – 31 Controllers Office prepares Adopted Budget document incorporating City Council adjustments.

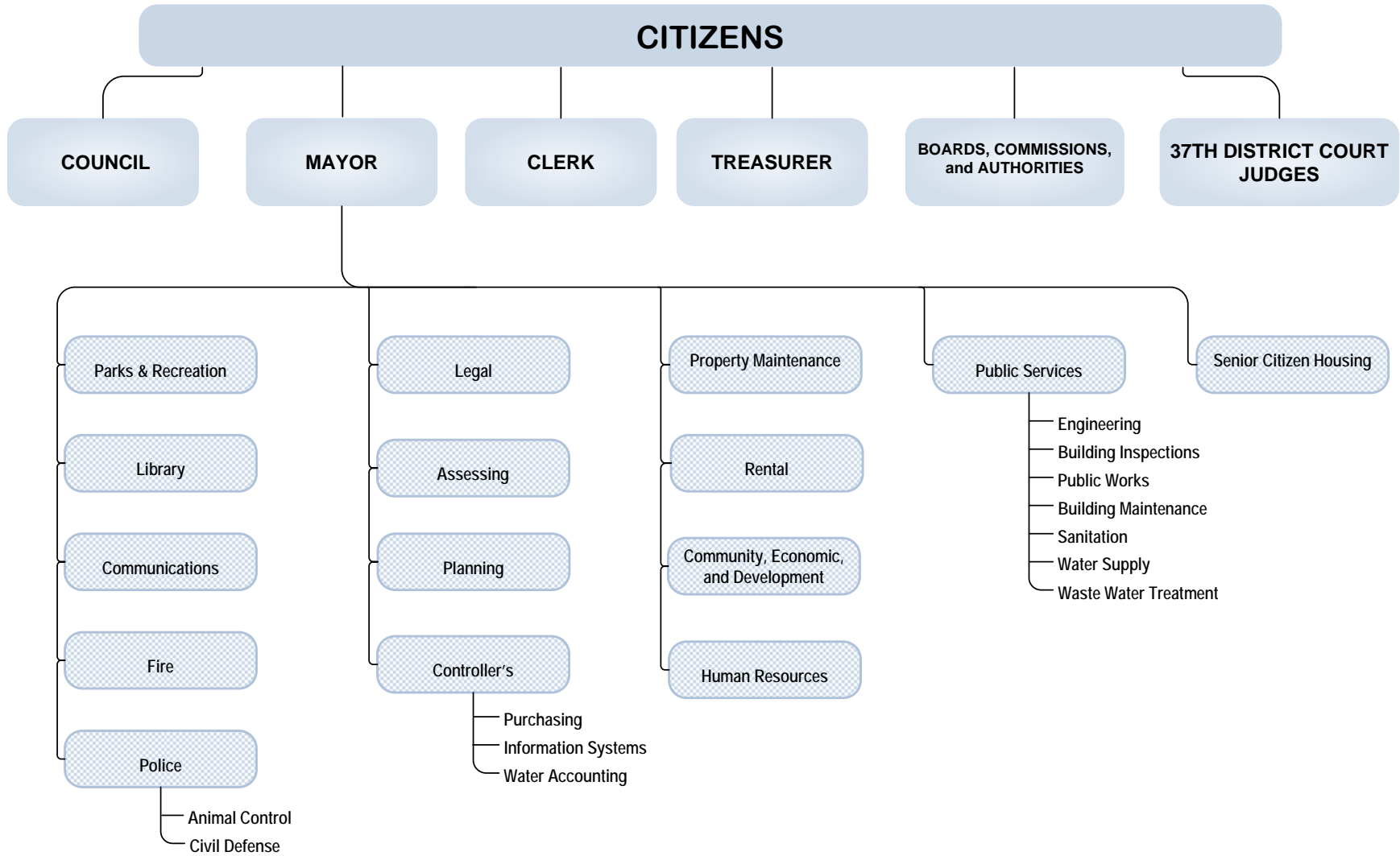
## **June**

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

## **July**

1 Beginning of Fiscal Year 2017.

# 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.

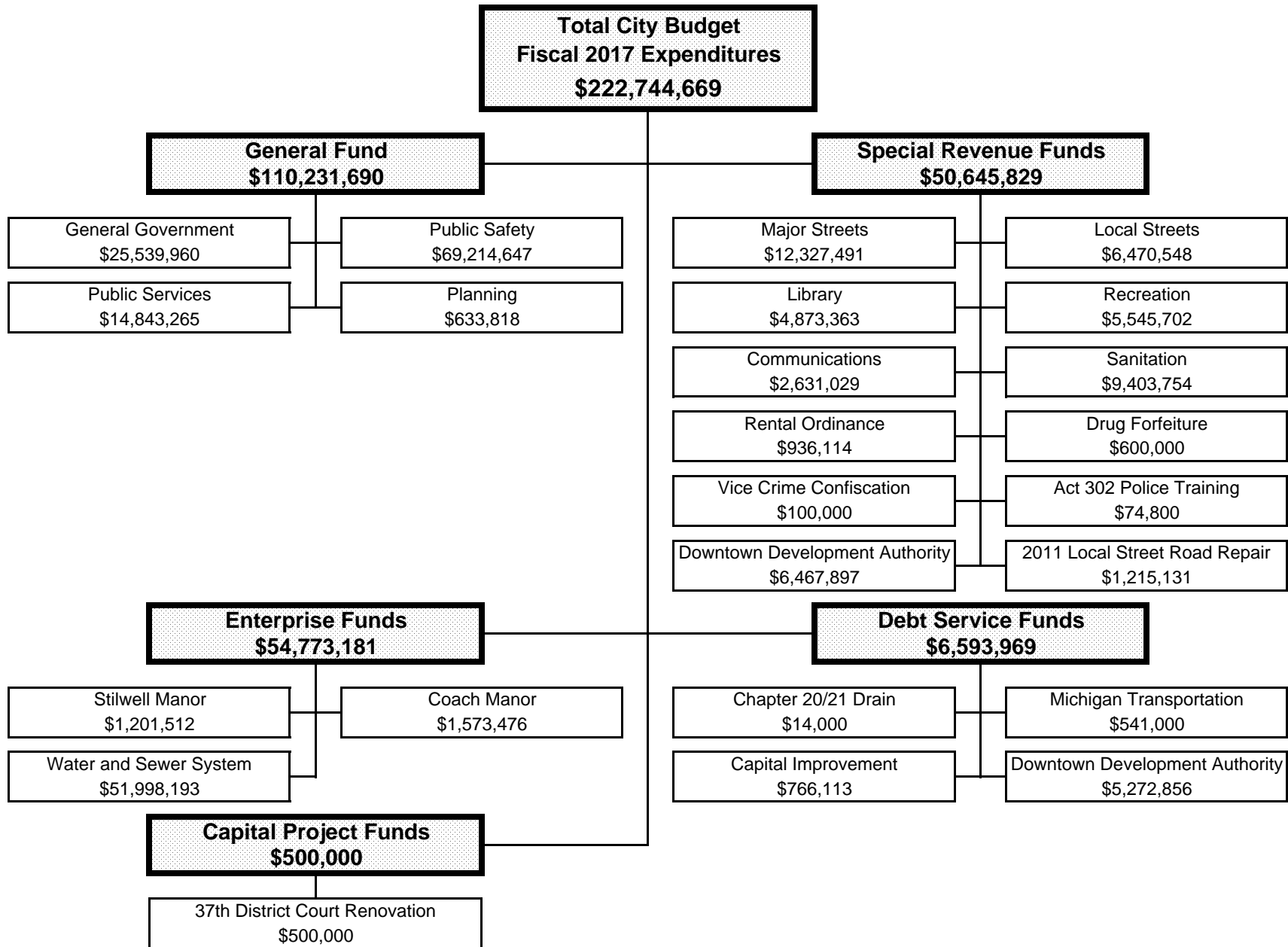
## **Reserve Policies**

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).

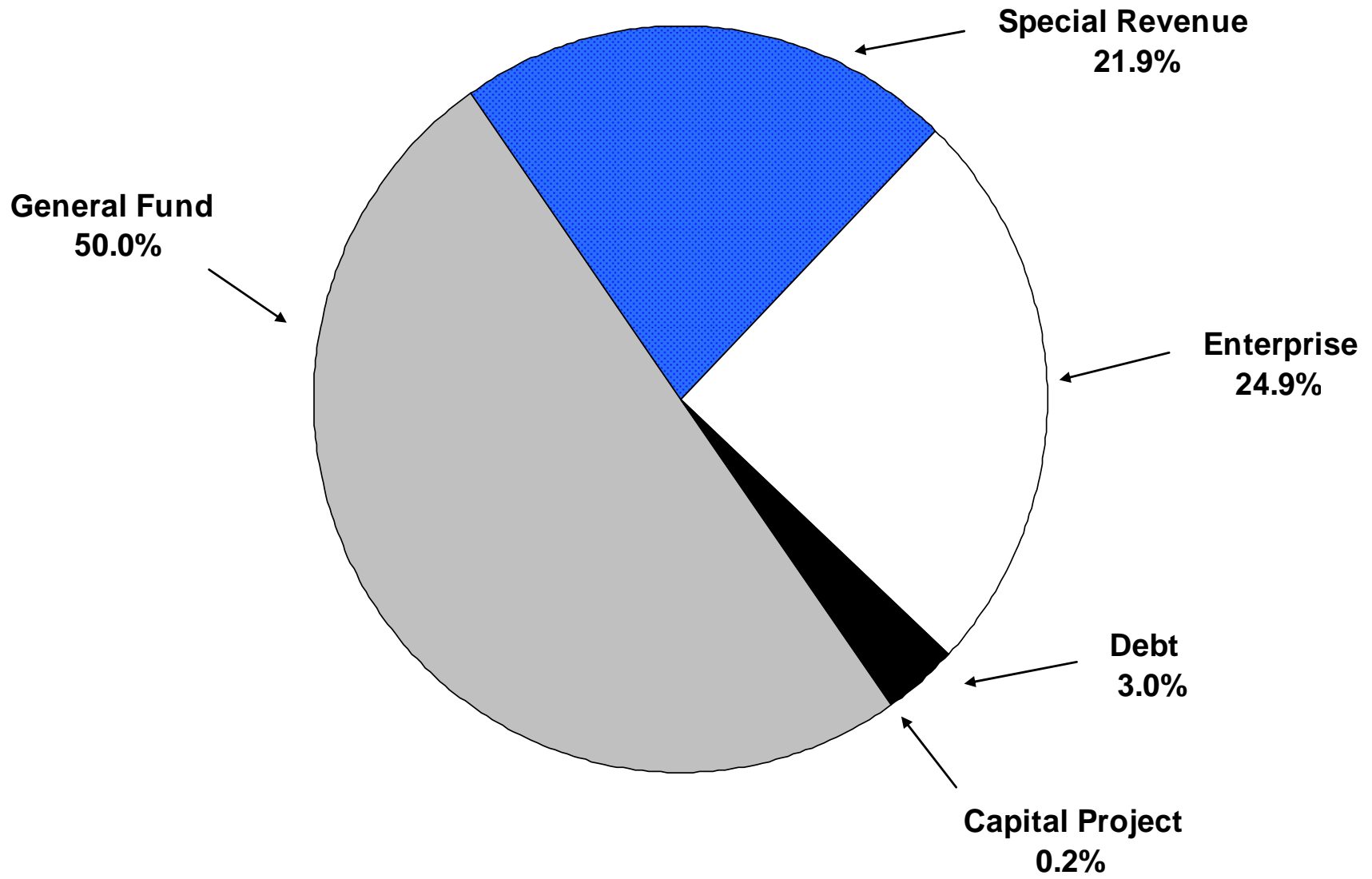
# FINANCIAL ORGANIZATION CHART



## ***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.

# FISCAL 2017 TOTAL CITY BUDGETED FUNDS PERCENT OF TOTAL EXPENDITURES



## ***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**

## REVENUE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2014 Actual	Fiscal 2015 Actual	Fiscal 2016 Estimated	Fiscal 2017 Adopted by Council
<b>General Fund</b>				
General Fund	\$103,067,127	\$ 109,699,766	\$ 103,544,386	\$ 103,583,157
<b>Special Revenue Funds</b>				
Major Road Fund	6,742,897	7,527,556	6,390,584	9,993,970
Local Road Fund	3,182,490	3,649,280	4,209,356	3,019,670
Library Fund	4,534,221	4,618,299	4,530,581	4,664,985
Recreation Fund	5,901,669	5,523,074	5,438,300	5,521,297
Communications Fund	2,060,438	2,233,774	1,996,440	2,222,500
Sanitation Fund	8,322,455	8,404,212	8,540,762	8,414,090
Rental Ordinance Fund	696,499	597,570	660,300	720,300
Vice Crime Confiscation Fund	35,597	81,648	50,100	50,100
Drug Forfeiture Fund	837,328	561,621	401,800	501,500
Act 302 Police Training Fund	40,002	55,496	56,030	56,530
Downtown Development Authority Fund	6,749,174	8,869,391	9,345,000	7,497,937
2011 Local Street Road Repair Fund	6,609,377	6,595,162	6,733,505	2,000
<b>Total Special Revenue Funds</b>	<b>45,712,147</b>	<b>48,717,083</b>	<b>48,352,758</b>	<b>42,664,879</b>
<b>Enterprise Funds</b>				
Stilwell Manor	821,866	905,443	870,214	873,980
Coach Manor	1,399,458	1,460,730	1,437,295	1,437,295
Water and Sewer System	38,839,901	56,104,820	43,705,661	50,801,027
<b>Total Enterprise Funds</b>	<b>41,061,225</b>	<b>58,470,993</b>	<b>46,013,170</b>	<b>53,112,302</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	793,528	775,492	652,000	803,000
<b>Total Capital Project Funds</b>	<b>793,528</b>	<b>775,492</b>	<b>652,000</b>	<b>803,000</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	21	21	15	50
Michigan Transportation Debt	1,139,038	1,092,825	1,051,938	541,000
Capital Improvement Debt	709,603	809,847	803,297	766,113
Downtown Development Authority Debt	4,833,512	4,790,683	4,949,469	5,272,856
<b>Total Debt Service Funds</b>	<b>6,682,174</b>	<b>6,693,376</b>	<b>6,804,719</b>	<b>6,580,019</b>
<b>Total All Funds</b>	<b>\$ 197,316,201</b>	<b>\$ 224,356,710</b>	<b>\$ 205,367,033</b>	<b>\$ 206,743,357</b>



## EXPENDITURE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2014 Actual	Fiscal 2015 Actual	Fiscal 2016 Estimated	Fiscal 2017 Adopted by Council
<b>General Fund</b>				
General Fund	\$91,060,058	\$ 102,803,638	\$ 109,697,195	\$ 110,231,690
<b>Special Revenue Funds</b>				
Major Road Fund	6,152,846	7,508,404	7,190,166	12,327,491
Local Road Fund	3,046,046	3,198,386	3,690,963	6,470,548
Library Fund	3,837,632	3,834,260	6,972,594	4,873,363
Recreation Fund	6,091,158	6,054,550	5,697,953	5,545,702
Communications Fund	1,750,117	2,363,853	2,277,371	2,631,029
Sanitation Fund	8,382,943	9,117,029	8,364,733	9,403,754
Rental Ordinance Fund	471,327	624,230	710,655	936,114
Vice Crime Confiscation Fund	3,651	7,757	100,000	100,000
Drug Forfeiture Fund	516,949	543,039	530,000	600,000
Act 302 Police Training Fund	61,021	86,025	84,800	74,800
Downtown Development Authority Fund	5,804,960	5,870,499	6,290,283	6,467,897
2011 Local Street Road Repair Fund	4,725,599	8,698,669	12,568,445	1,215,131
<b>Total Special Revenue Funds</b>	40,844,249	47,906,701	54,477,963	50,645,829
<b>Enterprise Funds</b>				
Stilwell Manor	806,156	805,309	1,177,102	1,201,512
Coach Manor	1,050,202	1,010,381	1,519,985	1,573,476
Water and Sewer System	39,373,380	83,381,569	54,191,828	51,998,193
<b>Total Enterprise Funds</b>	41,229,738	85,197,259	56,888,915	54,773,181
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	497,680	325,943	150,000	500,000
<b>Total Capital Project Funds</b>	497,680	325,943	150,000	500,000
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	13,283	13,283	14,000	14,000
Michigan Transportation Debt	1,139,038	1,092,825	1,051,938	541,000
Capital Improvement Debt	709,603	809,847	803,297	766,113
Downtown Development Authority Debt	4,833,512	4,790,683	4,949,469	5,272,856
<b>Total Debt Service Funds</b>	6,695,436	6,706,638	6,818,704	6,593,969
<b>Total All Funds</b>	\$180,327,161	\$242,940,179	\$228,032,777	\$222,744,669

## UNASSIGNED FUND BALANCE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2014 Actual	Fiscal 2015 Actual	Fiscal 2016 Estimated	Fiscal 2017 Adopted by Council
<b>General Fund</b>				
General Fund	\$32,659,940	\$ 19,010,250	\$ 12,857,441	\$ 12,393,816
<b>Special Revenue Funds</b>				
Major Road Fund	4,276,088	4,299,160	3,499,578	1,166,057
Local Road Fund	3,163,696	3,618,510	4,136,903	686,025
Library Fund	4,367,132	5,133,511	2,691,498	2,483,120
Recreation Fund	1,372,167	886,175	626,522	602,117
Communications Fund	3,264,667	3,138,903	2,857,972	2,449,443
Sanitation Fund	1,761,876	1,082,656	1,258,685	269,021
Rental Ordinance Fund	938,273	904,653	854,298	638,484
Vice Crime Confiscation Fund	175,968	249,859	199,959	150,059
Drug Forfeiture Fund	3,127,834	3,146,416	3,018,216	2,919,716
Act 302 Police Training Fund	77,765	47,234	18,464	194
Downtown Development Authority Fund	9,117,055	9,777,715	12,832,432	13,862,472
2011 Local Street Road Repair Fund	9,151,578	7,048,071	1,213,131	-
<b>Total Special Revenue Funds</b>	40,794,099	39,332,863	33,207,658	25,226,708
<b>Enterprise Funds</b>				
Stilwell Manor	2,556,095	2,567,440	2,175,130	1,765,498
Coach Manor	4,109,600	4,380,547	4,658,455	4,846,774
Water and Sewer System	12,734,409	12,657,757	10,635,369	10,635,370
<b>Total Enterprise Funds</b>	19,400,104	19,605,744	17,468,954	17,247,642
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	5,957,008	6,406,557	6,908,557	7,211,557
<b>Total Capital Project Funds</b>	5,957,008	6,406,557	6,908,557	7,211,557
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	47,393	47,393	33,408	19,458
Michigan Transportation Debt	-	-	-	-
Capital Improvement Debt	-	-	-	-
Downtown Development Authority Debt	-	-	-	-
<b>Total Debt Service Funds</b>	47,393	47,393	33,408	19,458
<b>Total All Funds</b>	\$98,858,544	\$84,402,806	\$70,476,017	\$62,099,180

GENERAL FUND SUMMARY  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31		FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 67,267,583	\$ 33,557,102	\$ 68,462,485	\$ 68,462,485	Property Taxes	\$ 65,781,700	\$ 65,781,700	\$ 65,781,700
17,105,545	5,196,565	15,404,854	15,732,258	Intergovernmental Revenues	17,536,922	17,536,922	17,536,922
3,253,426	2,602,580	3,916,000	2,876,000	Licenses and Permits	3,707,000	3,707,000	3,707,000
5,354,938	2,344,148	5,420,000	5,388,000	Fines and Forfeitures	5,990,000	5,990,000	5,990,000
136,265	79,603	120,000	120,000	Interest on Investments	140,000	140,000	140,000
3,930,199	2,005,491	3,541,000	3,602,500	Charges for Services	3,674,000	3,674,000	3,674,000
11,479,840	3,698,151	6,680,047	6,660,047	Miscellaneous Income	6,753,535	6,753,535	6,753,535
<u>\$ 108,527,796</u>	<u>\$ 49,483,640</u>	<u>\$ 103,544,386</u>	<u>\$ 102,841,290</u>	Total Revenues	<u>\$ 103,583,157</u>	<u>\$ 103,583,157</u>	<u>\$ 103,583,157</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 27,422,244	\$ 12,800,820	\$ 28,731,174	\$ 29,655,798	General Government	\$ 25,842,732	\$ 25,536,960	\$ 25,539,960
60,916,909	29,805,438	65,397,804	64,432,996	Public Safety	68,462,560	66,864,647	69,214,647
13,519,234	6,330,414	15,024,773	15,447,826	Public Services	16,182,511	14,763,872	14,843,265
412,631	235,287	543,444	582,960	Planning	743,588	633,818	633,818
532,620	-	-	-	Capital Improvements	-	-	-
<u>\$ 102,803,638</u>	<u>\$ 49,171,959</u>	<u>\$ 109,697,195</u>	<u>\$ 110,119,580</u>	Total Expenditures	<u>\$ 111,231,391</u>	<u>\$ 107,799,297</u>	<u>\$ 110,231,690</u>
<u>\$ 5,724,158</u>	<u>\$ 311,681</u>	<u>\$ (6,152,809)</u>	<u>\$ (7,278,290)</u>	Excess (Deficit) of Revenues over Expenditures	<u>\$ (7,648,234)</u>	<u>\$ (4,216,140)</u>	<u>\$ (6,648,533)</u>
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ 1,171,970	\$ -	\$ -	\$ -	Lease Purchase Proceeds	\$ -	\$ -	\$ -
-	2,054,051	6,152,809	6,903,892	Fund Balance Appropriated	7,648,234	4,216,140	6,648,533
<u>\$ 1,171,970</u>	<u>\$ 2,054,051</u>	<u>\$ 6,152,809</u>	<u>\$ 6,903,892</u>	Total Other Financing Sources	<u>\$ 7,648,234</u>	<u>\$ 4,216,140</u>	<u>\$ 6,648,533</u>
\$ 6,896,128	\$ 2,365,732	\$ -	\$ (374,398)	Excess (Deficit) of Revenues over Expenditures and Other Sources	\$ -	\$ -	\$ -
56,967,273	63,863,401	63,863,401	63,863,401	Estimated Fund Balance - Beginning of Period	57,710,592	57,710,592	57,710,592
				Reserve for:			
(363,734)	(363,734)	(363,734)	(363,734)	Nonspendable	(363,734)	(363,734)	(363,734)
(44,489,417)	(44,489,417)	(44,489,417)	(44,489,417)	Assigned	(40,654,509)	(40,654,509)	(38,304,509)
<u>-</u>	<u>(2,054,051)</u>	<u>(6,152,809)</u>	<u>(6,903,892)</u>	Fund Balance Supplemental Appropriation	<u>(7,648,234)</u>	<u>(4,216,140)</u>	<u>(6,648,533)</u>
				Estimated Unassigned Fund Balance (Deficit)			
<u>\$ 19,010,250</u>	<u>\$ 19,321,931</u>	<u>\$ 12,857,441</u>	<u>\$ 11,731,960</u>	End of Period	<u>\$ 9,044,116</u>	<u>\$ 12,476,209</u>	<u>\$ 12,393,816</u>

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31		FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 64,812,343	\$ 33,056,919	\$ 65,998,095	\$ 65,998,095	<b>PROPERTY TAXES:</b>	\$ 63,622,860	\$ 63,622,860	\$ 63,622,860
928,153	481,194	962,390	962,390	Property Taxes	656,840	656,840	656,840
411,618	14,606	420,000	420,000	Industrial Facilities Tax	420,000	420,000	420,000
1,083,639	1,054	1,050,000	1,050,000	Penalties & Interest on Taxes	1,050,000	1,050,000	1,050,000
31,830	3,329	32,000	32,000	Administration Fee - Schools	32,000	32,000	32,000
\$ 67,267,583	\$ 33,557,102	\$ 68,462,485	\$ 68,462,485	Trailer & Senior Housing Fees in Lieu of Taxes	\$ 65,781,700	\$ 65,781,700	\$ 65,781,700
				<b>Total Property Taxes</b>			
				<b>INTERGOVERNMENTAL REVENUES:</b>			
				Federal Revenue:			
\$ 54,659	\$ 55,440	\$ 55,440	\$ -	Civil Defense Grant	\$ -	\$ -	\$ -
42,961	-	-	-	Metro Medical Response Grant - 2012	-	-	-
23,913	-	-	-	Metro Medical Response Grant - 2010	-	-	-
245,124	-	-	-	Metro Medical Response Grant - 2011	-	-	-
-	24,347	325,000	325,000	Substance Abuse Grant - 2016	-	-	-
192,111	24,562	24,562	-	Substance Abuse Grant - 2015	-	-	-
81,621	-	-	-	Substance Abuse Grant - 2014	-	-	-
-	-	59,684	59,684	U. S. Department of Justice Grant-14	-	-	-
-	-	57,517	57,517	U. S. Department of Justice Grant-13	-	-	-
30,204	6,319	6,319	-	U. S. Department of Justice Grant-12	-	-	-
19,513	4,401	4,401	-	U. S. Department of Justice Assist Grant	-	-	-
25,990	-	-	-	Assistance to Fire Fighters Grant	-	-	-
56,250	1,398	1,398	-	Assistance to Fire Fighters Grant - 2013	-	-	-
-	3,450	3,450	-	Homeland Security UASI - 2013	-	-	-
675,199	-	-	-	FEMA Disaster Assistance	-	-	-
1,165,403	-	450,000	477,952	SAFER Grant	-	-	-
				State Shared Revenue:			
12,839,855	4,444,687	12,859,083	13,354,105	Sales and Use Tax	13,258,922	13,258,922	13,258,922
-	-	-	-	Reimbursement for Personal Property Loss	3,000,000	3,000,000	3,000,000
14,531	73,751	75,000	25,000	Liquor Licenses	25,000	25,000	25,000
-	-	180,000	180,000	Michigan Drug Court Program Grant - 16	-	-	-
-	39,223	-	-	Michigan Drug Court Program Grant - 15	-	-	-
51,290	-	-	-	Michigan Drug Court Program Grant - 14	-	-	-
7,559	740	-	-	Homeland Security Grant	-	-	-
168,380	-	-	-	Non-Motorized TAP Project	-	-	-
				Police Grants:			
62,397	38,049	-	-	MATS Grant	-	-	-
253,206	12,147	190,000	190,000	911 Dispatch Training/Equipment	190,000	190,000	190,000
182,897	91,448	183,000	183,000	Judges Salary Standardization	183,000	183,000	183,000
-	125,062	130,000	80,000	Election Expense Reimbursement	80,000	80,000	80,000
				Local Revenue:			
422,407	251,541	350,000	350,000	Reimbursement from City of Center Line	350,000	350,000	350,000
490,075	-	450,000	450,000	Reimbursement from Schools-Liaison Officer	450,000	450,000	450,000
\$ 17,105,545	\$ 5,196,565	\$ 15,404,854	\$ 15,732,258	<b>Total Intergovernmental Revenues</b>	\$ 17,536,922	\$ 17,536,922	\$ 17,536,922

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31		FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>LICENSES AND PERMITS:</u></b>			
\$ 991,103	\$ 1,269,848	\$ 1,600,000	\$ 700,000	Building Permits	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000
621,049	373,848	550,000	479,000	Electrical Permits	690,000	690,000	690,000
269,776	187,175	250,000	200,000	Plumbing Permits	250,000	250,000	250,000
293,033	168,233	275,000	260,000	Mechanical Permits	300,000	300,000	300,000
158,193	90,073	180,000	180,000	Zoning Permits and Fees	180,000	180,000	180,000
13,736	5,873	11,000	11,000	Sidewalk Permits	12,000	12,000	12,000
28,756	6,562	25,000	32,000	Animal Licenses	25,000	25,000	25,000
251,465	168,402	275,000	250,000	Plan Review Fees	300,000	300,000	300,000
626,315	332,566	750,000	764,000	Other Permits and Licenses	600,000	600,000	600,000
<u>\$ 3,253,426</u>	<u>\$ 2,602,580</u>	<u>\$ 3,916,000</u>	<u>\$ 2,876,000</u>	<b>Total Licenses and Permits</b>	<u>\$ 3,707,000</u>	<u>\$ 3,707,000</u>	<u>\$ 3,707,000</u>
				<b><u>CHARGES FOR SERVICES:</u></b>			
\$ 59,749	\$ 26,640	\$ 55,000	\$ 100,000	Engineering & Inspection Fees	\$ 60,000	\$ 60,000	\$ 60,000
84,675	54,800	85,000	90,000	Abandoned Auto Administrative Towing Fee	100,000	100,000	100,000
117,300	37,800	115,000	130,000	Foreclosure Fee	115,000	115,000	115,000
57,040	15,219	45,000	55,000	Property Maintenance Fees	40,000	40,000	40,000
142,778	53,102	120,000	130,000	Clerk's Services	120,000	120,000	120,000
242,089	114,863	200,000	180,000	Weed Cutting	200,000	200,000	200,000
33,975	23,995	34,000	34,000	Board of Appeals	34,000	34,000	34,000
209,357	68,092	150,000	150,000	Police Services & Auctions	150,000	150,000	150,000
18,631	5,494	16,000	16,000	Fire Services	15,000	15,000	15,000
2,435,469	1,466,746	2,500,000	2,500,000	EMS Services	2,600,000	2,600,000	2,600,000
24,957	11,075	20,000	20,000	Planning Commission	20,000	20,000	20,000
50,249	38,553	50,000	50,000	Site Plan Fees	50,000	50,000	50,000
72,010	38,105	70,000	70,000	Community Development Administration	75,000	75,000	75,000
127,555	37,893	40,000	20,000	Block Grant Reimbursement	40,000	40,000	40,000
6,000	500	6,000	7,500	IFT Exemption Processing Fees	5,000	5,000	5,000
248,365	12,614	35,000	50,000	Miscellaneous	50,000	50,000	50,000
<u>\$ 3,930,199</u>	<u>\$ 2,005,491</u>	<u>\$ 3,541,000</u>	<u>\$ 3,602,500</u>	<b>Total Charges for Services</b>	<u>\$ 3,674,000</u>	<u>\$ 3,674,000</u>	<u>\$ 3,674,000</u>
				<b><u>FINES &amp; FORFEITURES</u></b>			
\$ 4,926,257	\$ 2,140,872	\$ 5,050,000	\$ 5,050,000	37th District Court Fines & Fees	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000
301,981	113,950	230,000	230,000	Probation Fees	350,000	350,000	350,000
56,303	61,966	75,000	43,000	Property Maintenance Fines	75,000	75,000	75,000
70,397	27,360	65,000	65,000	Drug Court Revenue	65,000	65,000	65,000
<u>\$ 5,354,938</u>	<u>\$ 2,344,148</u>	<u>\$ 5,420,000</u>	<u>\$ 5,388,000</u>	<b>Total Fines &amp; Forfeitures</b>	<u>\$ 5,990,000</u>	<u>\$ 5,990,000</u>	<u>\$ 5,990,000</u>

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MISCELLANEOUS REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				Michigan Transportation Funds:			
\$ 1,139,747	\$ 555,110	\$ 861,000	\$ 861,000	Equipment Rentals	\$ 1,135,000	\$ 1,135,000	\$ 1,135,000
710,308	415,300	830,600	830,600	Administrative Expense	855,400	855,400	855,400
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
				Administrative Expense:			
1,857,400	956,550	1,913,100	1,913,100	Water & Sewer System	1,970,500	1,970,500	1,970,500
150,000	77,250	154,500	154,500	Senior Citizen Housing	159,000	159,000	159,000
312,800	109,550	219,100	219,100	Library	225,700	225,700	225,700
110,400	56,850	113,700	113,700	Recreation	117,100	117,100	117,100
477,000	-	-	-	Sanitation	-	-	-
71,700	36,900	73,800	73,800	Rental Ordinance	76,000	76,000	76,000
351,000	180,765	361,530	361,530	Communications	372,400	372,400	372,400
331,200	170,550	341,100	341,100	Downtown Development Authority	351,300	351,300	351,300
228,100	117,450	234,900	234,900	2011 Local Street Road Repair Fund	-	-	-
				Fleet Maintenance Expense			
-	277,430	554,860	554,860	Sanitation	538,690	538,690	538,690
-	95,928	191,857	191,857	Water & Sewer System	192,445	192,445	192,445
-	46,796	50,000	30,000	Sale of Property/Equipment	30,000	30,000	30,000
5,010,341	-	-	-	- Insurance Proceeds	-	-	-
6,068	350	5,000	5,000	Donations	5,000	5,000	5,000
445,339	346,372	500,000	500,000	Medicare Part D Reimbursement	450,000	450,000	450,000
23,437	-	20,000	20,000	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>\$ 11,479,840</u>	<u>\$ 3,698,151</u>	<u>\$ 6,680,047</u>	<u>\$ 6,660,047</u>	<b>Total Miscellaneous Revenue</b>	<u>\$ 6,753,535</u>	<u>\$ 6,753,535</u>	<u>\$ 6,753,535</u>
<u>\$ 136,265</u>	<u>\$ 79,603</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>	<b>INTEREST ON INVESTMENTS:</b>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>
				<b>OTHER FINANCING SOURCES:</b>			
\$ 1,171,970	\$ -	\$ -	\$ -	Lease Purchase Proceeds	\$ -	\$ -	\$ -
-	2,054,051	6,152,809	6,903,892	Fund Balance Appropriated	7,648,234	4,216,140	6,648,533
<u>\$ 1,171,970</u>	<u>\$ 2,054,051</u>	<u>\$ 6,152,809</u>	<u>\$ 6,903,892</u>	<b>Total Other Financing Sources</b>	<u>\$ 7,648,234</u>	<u>\$ 4,216,140</u>	<u>\$ 6,648,533</u>
<u>\$ 109,699,766</u>	<u>\$ 51,537,691</u>	<u>\$ 109,697,195</u>	<u>\$ 109,745,182</u>	<b>TOTAL GENERAL FUND REVENUES</b>	<u>\$ 111,231,391</u>	<u>\$ 107,799,297</u>	<u>\$ 110,231,690</u>

# Fiscal 2017 General Fund Revenues

**PROPERTY TAXES:**

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

<b>Funds:</b>	<b>Estimated <u>Taxable Value</u></b>	<b><u>Tax Rate</u></b>	<b><u>Levy</u></b>
<u>General Fund:</u>			
Charter Millage	\$ 3,056,000,000	8.7285	\$ 26,674,296
<u>Special Levies:</u>			
Police & Fire Pension	3,056,000,000	4.9848	15,233,549
Police & Fire Operating	3,056,000,000	4.8755	14,899,528
Emergency Medical Service	3,056,000,000	0.2908	888,685
Police	3,056,000,000	0.9697	2,963,403
Fire	3,056,000,000	0.9697	2,963,403
Total General Fund Operating Levy		<u>20.8190</u>	<u>\$ 63,622,864</u>
 <u>Special Revenue:</u>			
Library (Charter)	3,056,000,000	0.4848	1,481,549
Library (Voted)	3,056,000,000	0.8457	2,584,459
Sanitation	3,056,000,000	2.5550	7,808,080
Parks & Recreation	3,056,000,000	0.9697	2,963,403
Total Special Revenue Fund Levy		<u>4.8552</u>	<u>\$ 14,837,491</u>
 Total Levy		 <u>25.6742</u>	 <u>\$ 78,460,355</u>

# Fiscal 2017 General Fund Revenues

## INDUSTRIAL FACILITY TAXES:

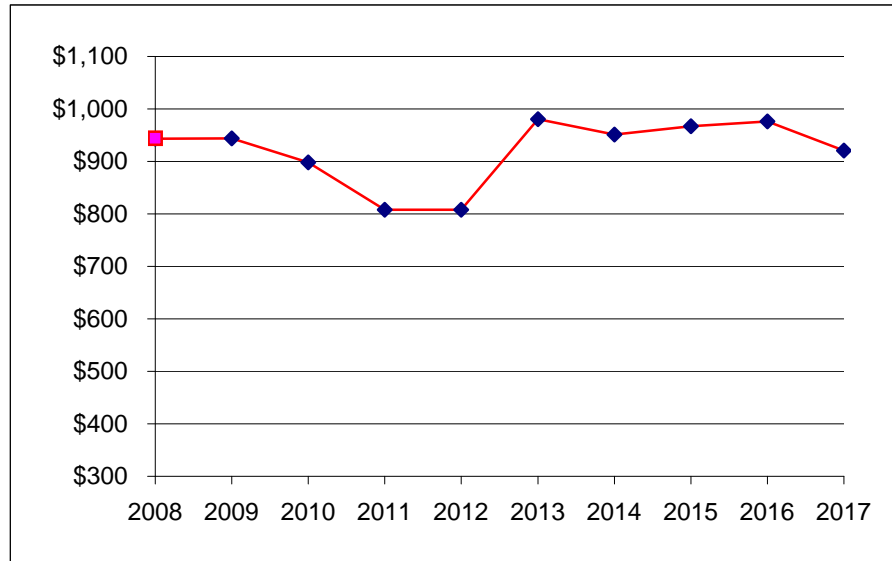
Act No. 198, P.A. 1974 was designed to provide a stimulus in the form of significant tax incentives to industry to renovate and expand aging plants and to build new plants in Michigan. Under the provisions of the Act, a local governmental unit may establish plant rehabilitation districts and industrial 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	\$ 63,100,000	4.3643	\$ 275,384
<u>Special Levies:</u>			
Police & Fire Pension	63,100,000	2.4924	157,270
Police & Fire Operating	63,100,000	2.4378	153,822
Emergency Medical Service	63,100,000	0.1454	9,175
Police	63,100,000	0.4849	30,594
Fire	63,100,000	0.4849	30,594
Total General Fund Operating Levy		10.4095	\$ 656,839
<u>Special Revenue:</u>			
Library (Charter)	63,100,000	0.2424	15,295
Library (Voted)	63,100,000	0.4229	26,682
Sanitation	63,100,000	1.2775	80,610
Parks & Recreation	63,100,000	0.4849	30,594
Total Special Revenue Fund Levy		2.4276	\$ 153,182
Total Levy		12.8371	\$ 810,021



## Average Residential City Tax Ten Fiscal Years

	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>	Fiscal <u>2017</u>
Charter Millage	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7285	8.7285
Police & Fire Pension (Voted)	2.5748	2.5748	2.8248	2.8248	2.8248	4.9848	4.9848	4.9848	4.9848	4.9848
Emergency Medical Service	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2908	0.2908
Police Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697
Fire Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697
Police & Fire Operating (Voted)	-	-	-	-	-	4.9000	4.9000	4.9000	4.8755	4.8755
Library (Charter)	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4848	0.4848
Library (Voted)	-	-	-	0.8500	0.8500	0.8500	0.8500	0.8500	0.8457	0.8457
Sanitation	1.8918	1.8918	1.6418	1.6418	1.6418	2.5550	2.5550	2.5550	2.5550	2.5550
Parks & Recreation	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697
2011 Local Street Repairs (Voted)	-	-	-	-	2.1000	2.1000	2.1000	2.1000	2.0895	-
<b>Total</b>	<u>16.9424</u>	<u>16.9424</u>	<u>16.9424</u>	<u>17.7924</u>	<u>19.8924</u>	<u>27.8656</u>	<u>27.8656</u>	<u>27.8656</u>	<u>27.7637</u>	<u>25.6742</u>
Average Residential Taxable Value	\$55,659	\$55,698	\$53,019	\$45,405	\$40,624	\$35,185	\$ 34,134	\$ 34,700	\$ 35,168	\$ 35,867
Average Residential City Taxes	\$943.00	\$943.66	\$898.27	\$807.86	\$808.11	\$980.45	\$ 951.16	\$ 966.94	\$ 976.39	\$ 920.86

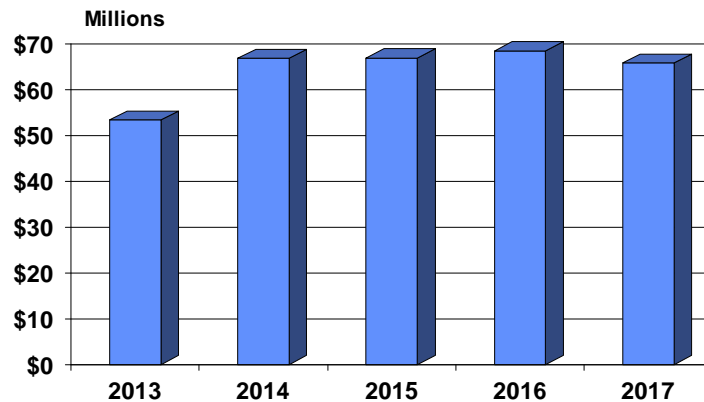


# Fiscal 2017 General Fund Revenues

## 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.

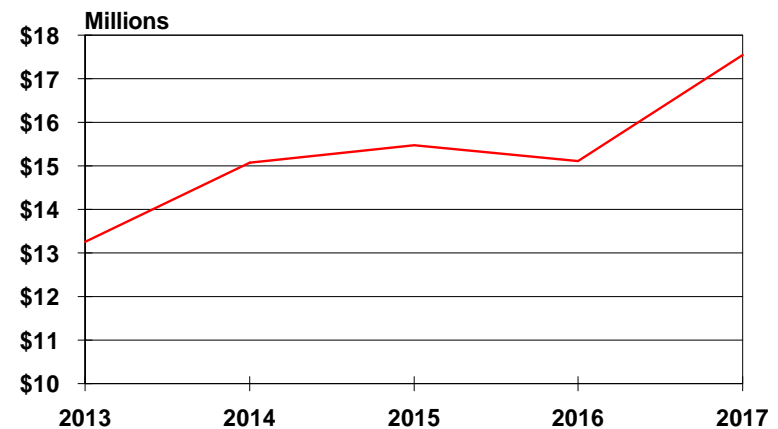
In the Fiscal 2017 Budget, operating city tax revenue represents 59.8% of total revenue sources, a decrease of \$2,680,785 or approximately 3.9% less than the Fiscal 2016 Budget. The decrease is the result of personal property tax reductions.

The Total General Fund Operating Levy for the 2017 Fiscal Year is 20.8190 mills per \$1,000 of taxable value. The mills decreased slightly from the prior year due to the Headlee reduction factor. The operating millage rate continues to be below the 21.1848 millage rate limit established by City Charter and at the 20.8190 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



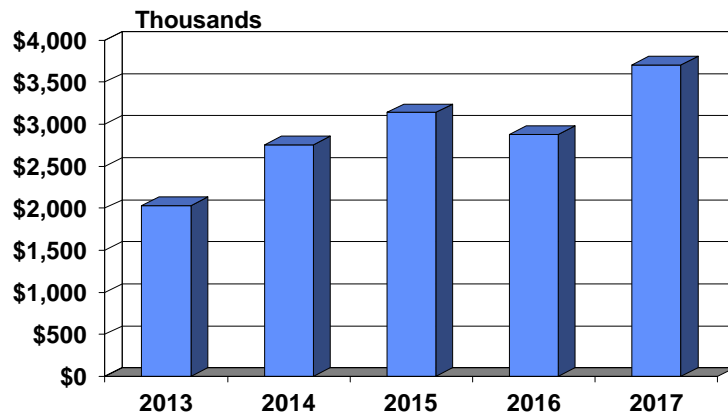
In Fiscal 2017, Intergovernmental Revenues represent 15.9% of total revenue sources. Intergovernmental revenues increased from Fiscal 2016 as a result of the estimated amount to be reimbursed by the State of Michigan for personal property losses.

# Fiscal 2017 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

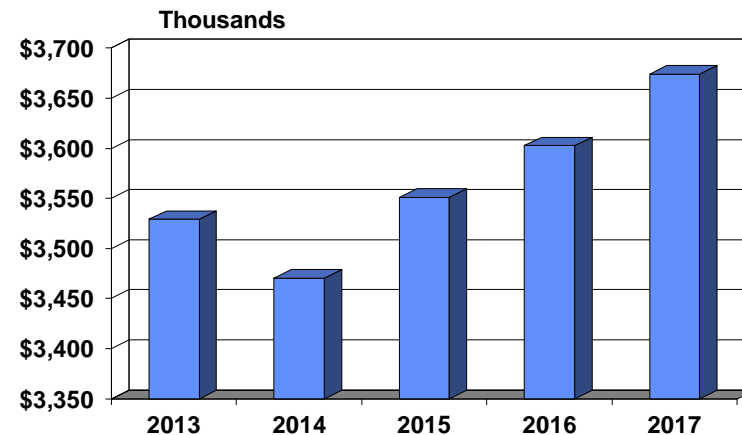


In the Fiscal 2017 Budget, License and Permit revenues represent 3.4% of total revenue sources, an increase of \$831,000 or 28.9% more than the Fiscal 2016 Budget. This is due to the increased building activity throughout the city.

## Charges for Services

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

Charges for Services



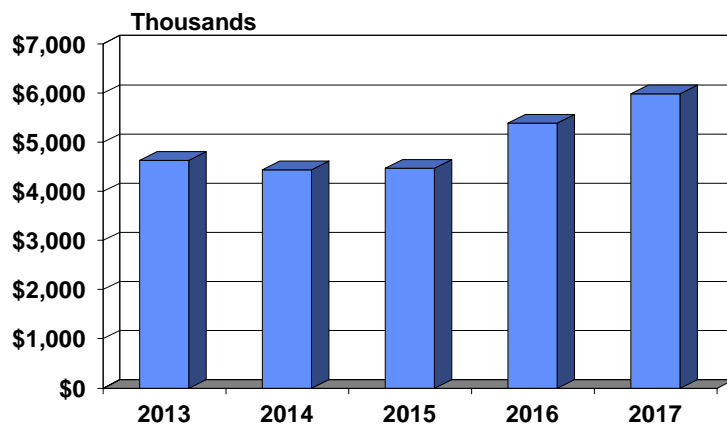
In the Fiscal 2017 Budget, Charges for Services revenues represent 3.3% of total revenue sources, a \$71,500 increase or 2.0% more than the Fiscal 2016 Budget. This is due mainly to an anticipated increase in EMS services.

# Fiscal 2017 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

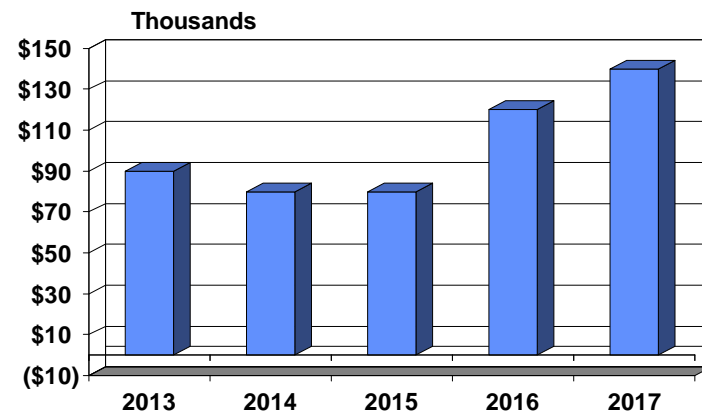


In the Fiscal 2017 Budget, Fines & Forfeiture revenues represent 5.4% of total revenue sources, an increase of \$602,000 or 11.2% more than the Fiscal 2016 Budget. This large increase is a result of an anticipated increase in the number of violations payable to the 37th District Court, including property maintenance fines.

## 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

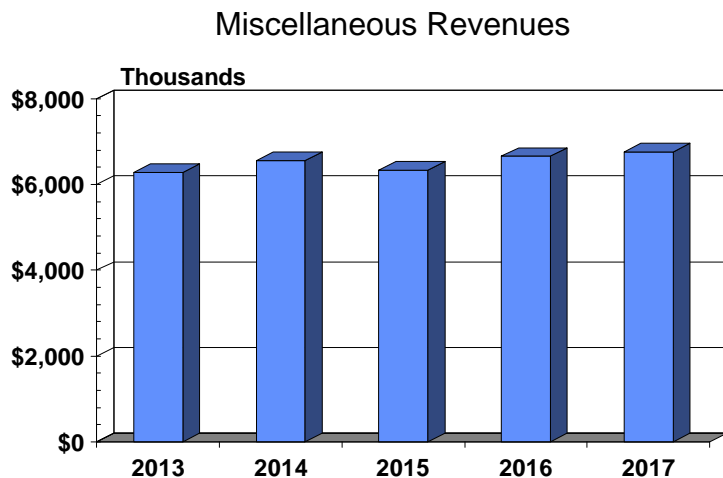


In the Fiscal 2017 Budget, Investment Income revenues represent .1% of total revenue sources, and are expected to increase by 16.7% from the Fiscal 2016 Budget.

# Fiscal 2017 General Fund Revenues

## Miscellaneous Revenues

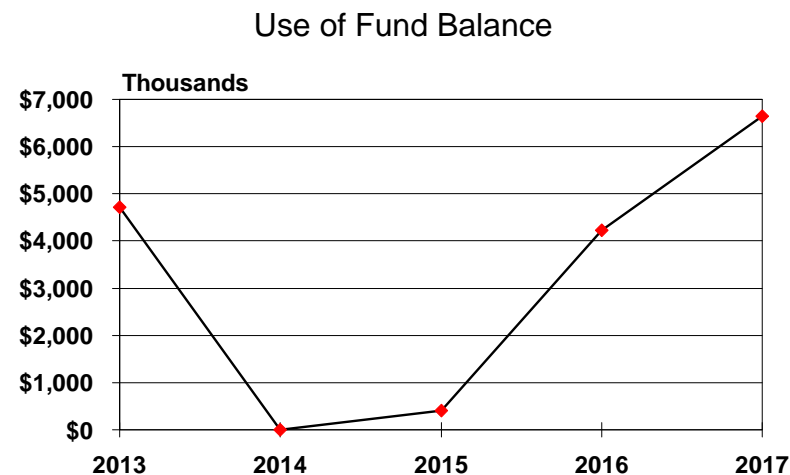
The revenue source of Miscellaneous Revenue includes revenues that cannot be easily classified in other revenue areas. Included in this revenue area are Rental Income and Administrative Costs from different sources, and Sale of Equipment.



In the Fiscal 2017 Budget, Miscellaneous Revenues represent 6.1% of total revenue sources, and slightly increased by \$93,500 or 1.4% more than the Fiscal 2016 Budget. This minor increase is a result of a slight increase in inter-governmental charges for administrative services provided with General Fund resources as well as an increase for the rental of equipment by the Street Maintenance Division.

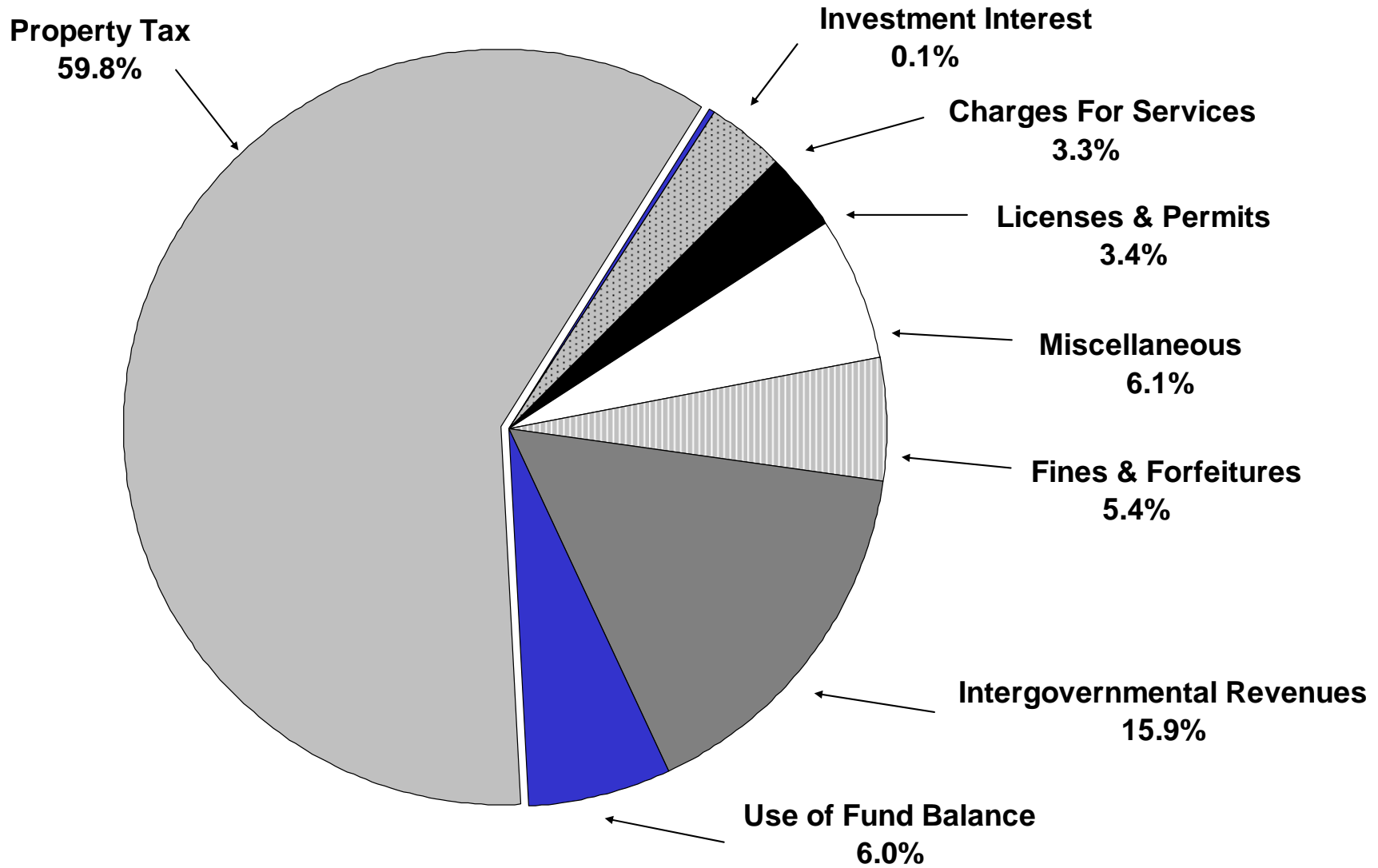
## Use of Fund Balance

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 2017 Budget, Use of Fund Balance represents 6.0% of total revenue sources, which is primarily the result of retaining the firefighters hired under the SAFER grant program, new fire trucks, and an increase in contributions to the Police and Fire Retiree Health plan. \$2,350,000 will be appropriated by decreasing the fund balance reserve for assigned capital equipment.

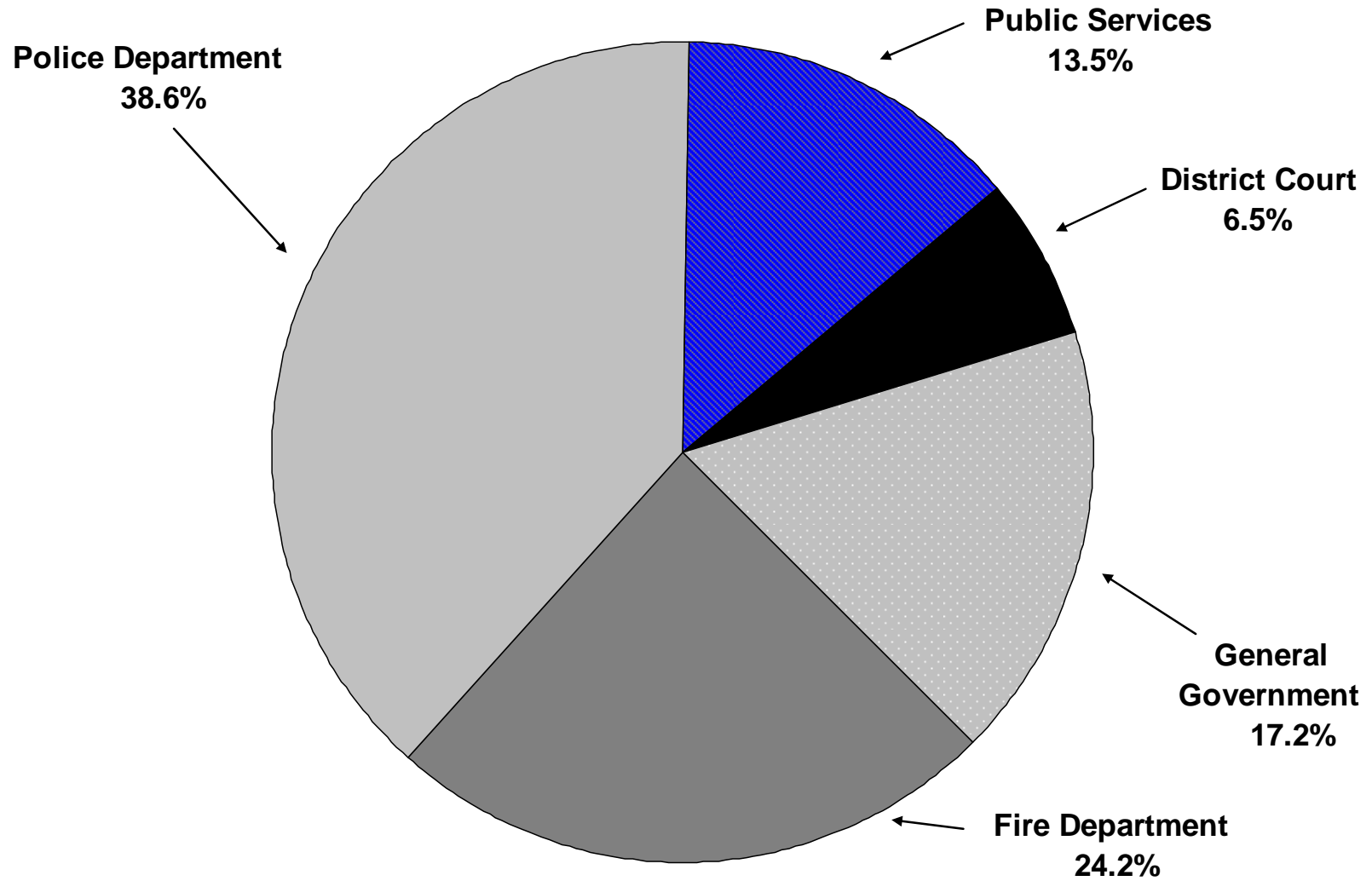
# FISCAL 2017 GENERAL FUND REVENUES



GENERAL FUND REVENUES

Fiscal 2016 <u>Amended Budget</u>		<u>Description</u>	Fiscal 2017 <u>Council Adopted Budget</u>	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
62.2%	\$ 68,462,485	Property Tax	\$ 65,781,700	59.8%
14.3%	15,732,258	Intergovernmental	17,536,922	15.9%
2.6%	2,876,000	Licenses and Permits	3,707,000	3.4%
4.9%	5,388,000	Fines and Forfeitures	5,990,000	5.4%
0.1%	120,000	Interest on Investments	140,000	0.1%
3.3%	3,602,500	Charges for Services	3,674,000	3.3%
6.0%	6,660,047	Miscellaneous	6,753,535	6.1%
<u>6.6%</u>	<u>7,278,290</u>	Fund Balance Appropriated	<u>6,648,533</u>	<u>6.0%</u>
<u>100.0%</u>	<u>\$ 110,119,580</u>	Total Revenues	<u>\$ 110,231,690</u>	<u>100.0%</u>

# FISCAL 2017 GENERAL FUND EXPENDITURES





GENERAL FUND APPROPRIATIONS

Fiscal 2016 Amended Budget		Description	Fiscal 2017 Council Adopted Budget	
Percentage	Amount		Amount	Percentage
19.6%	\$ 21,514,721	General Government	\$ 18,347,537	16.6%
7.4%	8,141,077	District Court	7,192,423	6.5%
21.2%	23,355,878	Fire Department	26,660,421	24.2%
37.3%	41,077,118	Police Department	42,554,226	38.6%
10.7%	11,821,626	Public Service	11,250,265	10.2%
3.3%	3,626,200	Street Lighting	3,593,000	3.3%
<u>0.5%</u>	<u>582,960</u>	Planning	<u>633,818</u>	<u>0.6%</u>
<u>100.0%</u>	<u>\$ 110,119,580</u>	Total Appropriations	<u>\$ 110,231,690</u>	<u>100.0%</u>

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

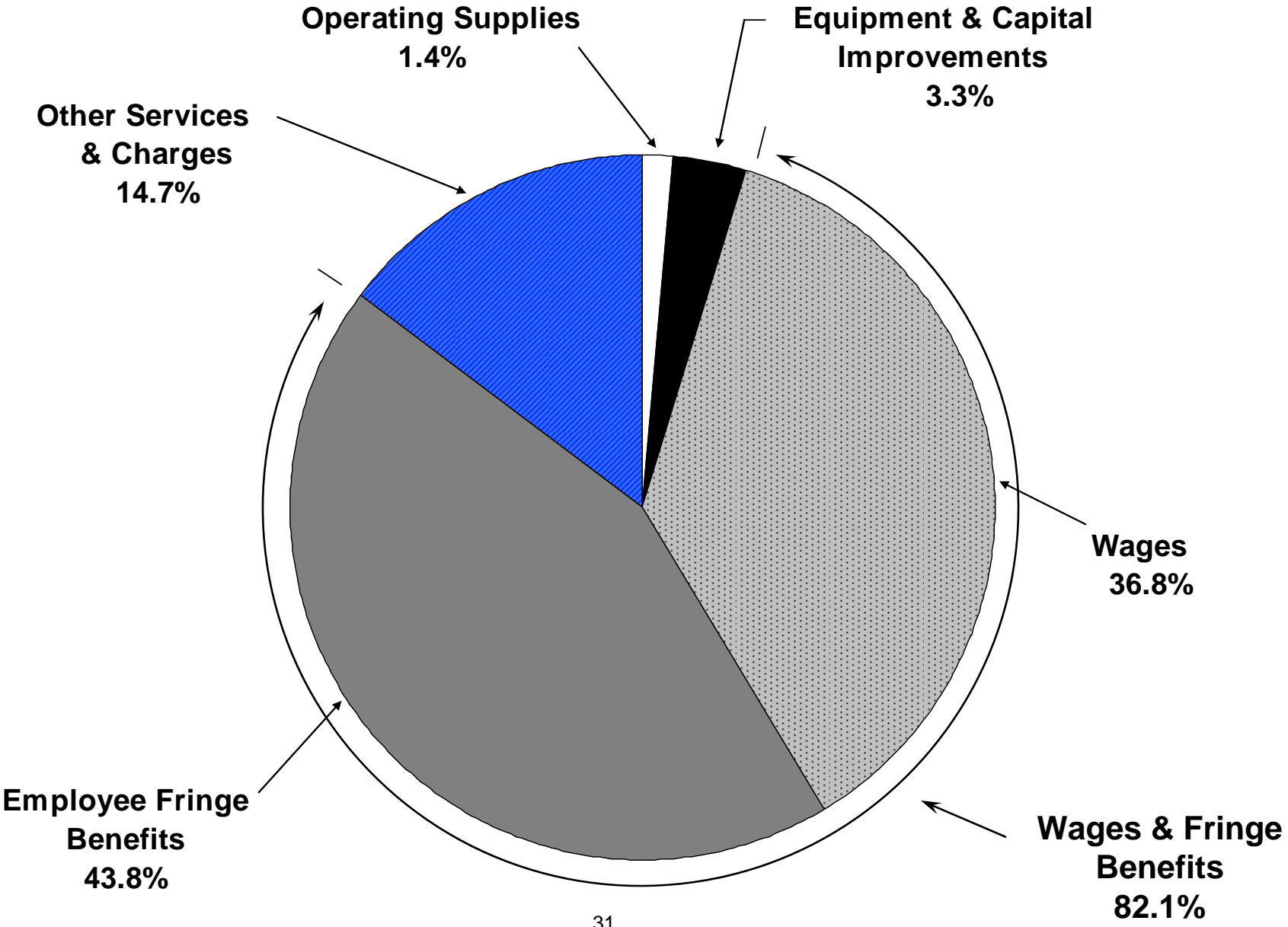
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31		FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>GENERAL GOVERNMENT:</u></b>			
\$ 910,814	\$ 471,842	\$ 1,012,450	\$ 1,074,210	Council	\$ 1,096,415	\$ 1,096,415	\$ 1,096,415
7,128,563	3,682,079	7,988,605	8,141,077	District Court	7,328,980	7,192,423	7,192,423
382,231	184,884	469,318	662,378	Mayor	677,600	677,600	677,600
1,170,672	574,558	1,582,192	1,759,516	Clerk	1,805,565	1,805,565	1,805,565
1,222,859	637,645	1,309,525	1,338,381	Treasurer	1,321,269	1,321,269	1,321,269
1,308,643	678,425	1,414,846	1,482,383	Controller	1,528,992	1,528,992	1,528,992
716,287	373,402	762,261	763,371	Information Systems	892,568	892,568	892,568
1,360,759	602,481	1,370,729	1,463,593	Legal	1,468,814	1,468,814	1,468,814
1,829,798	952,553	2,079,130	2,087,145	Assessing	2,116,613	2,116,613	2,116,613
1,226,311	658,999	1,484,838	1,532,721	Human Resources	1,431,466	1,412,153	1,412,153
1,144,068	557,470	1,213,194	1,230,826	Property Maintenance Inspection	1,395,212	1,245,310	1,245,310
116,883	38,630	128,218	183,758	Community and Economic Development	225,282	225,282	225,282
8,742,554	3,331,391	7,738,200	7,741,256	Administration Unallocated Expense	4,373,125	4,373,125	4,376,125
				<u>Commissions:</u>			
12,589	705	23,250	33,200	Police & Fire Civil Service	18,550	18,550	18,550
8,539	5,414	16,940	22,005	Zoning Board of Appeals	22,005	22,005	22,005
55,233	10,353	59,873	59,873	Beautification	60,951	60,951	60,951
38,100	23,861	26,600	26,600	Cultural	26,600	26,600	26,600
9,967	3,565	11,800	11,800	Crime	11,800	11,800	11,800
14,824	720	10,355	10,355	Historical	12,075	12,075	12,075
-	-	-	-	City Retirement	-	-	-
-	-	-	-	Police & Fire Retirement	-	-	-
2,893	517	3,500	3,500	Council of Commissions	3,500	3,500	3,500
8,431	3,430	13,850	13,850	Village Historical	13,850	13,850	13,850
9,731	6,732	10,000	12,500	Animal Welfare	10,000	10,000	10,000
1,495	1,164	1,500	1,500	Senior Health Care Services	1,500	1,500	1,500
<u>\$ 27,422,244</u>	<u>\$ 12,800,820</u>	<u>\$ 28,731,174</u>	<u>\$ 29,655,798</u>	<b>Total General Government</b>	<u>\$ 25,842,732</u>	<u>\$ 25,536,960</u>	<u>\$ 25,539,960</u>
				<b><u>PUBLIC SAFETY:</u></b>			
\$ 21,765,949	\$ 10,952,701	\$ 22,895,709	\$ 23,355,878	Fire Department	\$ 25,738,379	\$ 24,310,421	\$ 26,660,421
38,563,105	18,561,790	41,871,627	40,439,150	Police Department	42,088,316	41,918,361	41,918,361
414,086	187,731	409,963	417,463	Animal Control	403,102	403,102	403,102
173,769	103,216	220,505	220,505	Civil Defense	232,763	232,763	232,763
<u>\$ 60,916,909</u>	<u>\$ 29,805,438</u>	<u>\$ 65,397,804</u>	<u>\$ 64,432,996</u>	<b>Total Public Safety</b>	<u>\$ 68,462,560</u>	<u>\$ 66,864,647</u>	<u>\$ 69,214,647</u>

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31		FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>PUBLIC SERVICES:</u></b>			
\$ 408,575	\$ 200,422	\$ 431,091	\$ 442,668	Director	\$ 438,682	\$ 438,682	\$ 438,682
1,226,191	604,002	1,389,849	1,411,149	Engineering and Inspection	1,278,142	1,278,142	1,278,142
2,782,710	1,450,869	3,183,009	3,187,367	Building Inspections	3,477,721	3,143,239	3,222,632
4,168,052	2,030,111	4,352,626	4,534,707	DPW Garage	5,098,712	4,168,712	4,168,712
1,901,715	879,149	2,041,998	2,245,735	Building Maintenance	2,296,254	2,142,097	2,142,097
3,031,991	1,165,861	3,626,200	3,626,200	Street Lighting	3,593,000	3,593,000	3,593,000
<u>\$ 13,519,234</u>	<u>\$ 6,330,414</u>	<u>\$ 15,024,773</u>	<u>\$ 15,447,826</u>	<b>Total Public Services</b>	<u>\$ 16,182,511</u>	<u>\$ 14,763,872</u>	<u>\$ 14,843,265</u>
<u>\$ 412,631</u>	<u>\$ 235,287</u>	<u>\$ 543,444</u>	<u>\$ 582,960</u>	<b><u>PLANNING:</u></b>	<u>\$ 743,588</u>	<u>\$ 633,818</u>	<u>\$ 633,818</u>
<u>\$ 532,620</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b><u>CAPITAL IMPROVEMENTS:</u></b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 102,803,638</u>	<u>\$ 49,171,959</u>	<u>\$ 109,697,195</u>	<u>\$ 110,119,580</u>	<b>TOTAL GENERAL FUND</b>	<u>\$ 111,231,391</u>	<u>\$ 107,799,297</u>	<u>\$ 110,231,690</u>

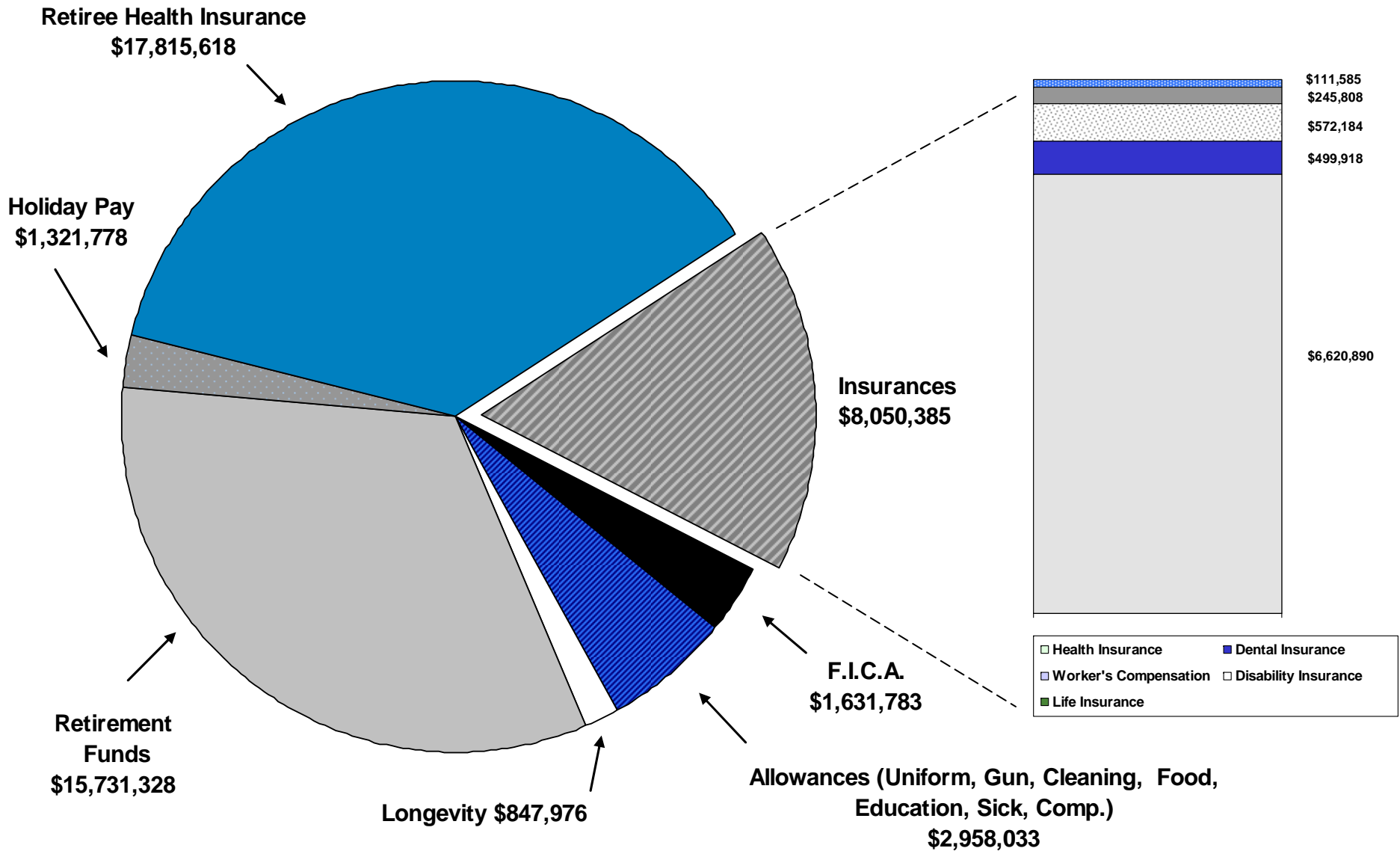
# GENERAL FUND BY TYPE OF EXPENDITURE FISCAL 2017



FISCAL 2016  
GENERAL FUND BUDGET DATA

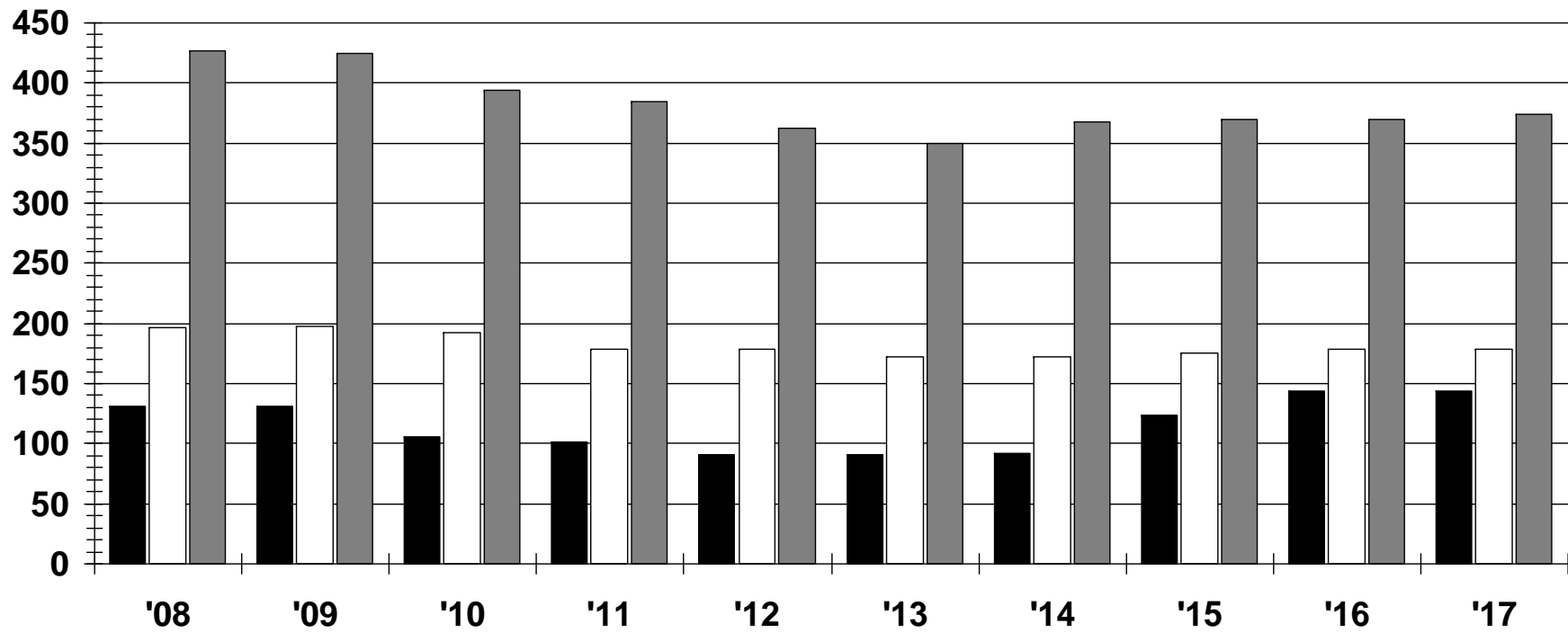
<u>Department</u>	Fiscal 2017 Council Adopted Budget	Personnel Services	Employee Benefits	Supplies	Other Services & Charges	Capital Equipment & Improvements
Council	\$ 1,096,415	\$ 463,022	\$ 514,863	\$ 6,000	\$ 108,930	\$ 3,600
District Court	7,192,423	2,696,458	3,109,715	45,000	1,341,250	-
Mayor	677,600	445,290	217,310	9,000	6,000	-
Clerk	1,805,565	499,194	414,286	25,000	739,085	128,000
Treasurer	1,321,269	603,680	588,389	11,000	118,200	-
Controller	1,528,992	836,788	670,904	16,000	5,300	-
Information Systems	892,568	320,028	257,450	5,890	285,200	24,000
Legal	1,468,814	817,876	614,738	5,500	30,700	-
Assessing	2,116,613	1,000,051	962,912	14,000	139,650	-
Human Resources	1,412,153	580,820	546,733	8,000	276,600	-
Property Maintenance Inspection	1,245,310	515,924	224,886	15,000	489,500	-
Community & Economic Development	225,282	142,622	59,160	-	23,500	-
Unallocated Expense	4,376,125	-	305,000	-	4,071,125	-
Commissions (12)	180,831	21,800	701	20,895	134,385	3,050
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 25,539,960</b>	<b>\$ 8,943,553</b>	<b>\$ 8,487,047</b>	<b>\$ 181,285</b>	<b>\$ 7,769,425</b>	<b>\$ 158,650</b>
Fire Department	\$ 26,660,421	\$ 9,281,648	\$ 12,546,452	\$ 390,000	\$ 1,304,021	\$ 3,138,300
Police Department	41,918,361	17,679,465	22,771,996	525,000	837,000	104,900
Animal Control	403,102	127,780	202,322	3,000	70,000	-
Civil Defense	232,763	88,461	127,302	1,000	16,000	-
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 69,214,647</b>	<b>\$ 27,177,354</b>	<b>\$ 35,648,072</b>	<b>\$ 919,000</b>	<b>\$ 2,227,021</b>	<b>\$ 3,243,200</b>
Director	\$ 438,682	\$ 277,569	\$ 154,113	\$ 5,000	\$ 2,000	\$ -
Engineering and Inspections	1,278,142	471,415	450,367	15,700	322,660	18,000
Building Inspections	3,222,632	1,669,653	1,421,579	28,000	98,400	5,000
DPW Garage	4,168,712	939,595	950,958	285,000	1,799,159	194,000
Building Maintenance	2,142,097	752,546	1,028,551	46,000	315,000	-
Street Lighting	3,593,000	-	-	-	3,593,000	-
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 14,843,265</b>	<b>\$ 4,110,778</b>	<b>\$ 4,005,568</b>	<b>\$ 379,700</b>	<b>\$ 6,130,219</b>	<b>\$ 217,000</b>
Planning	\$ 633,818	\$ 304,319	\$ 216,214	\$ 14,050	\$ 99,235	\$ -
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 110,231,690</b>	<b>\$ 40,536,004</b>	<b>\$ 48,356,901</b>	<b>\$ 1,494,035</b>	<b>\$ 16,225,900</b>	<b>\$ 3,618,850</b>
<b>PERCENTAGES</b>	<b><u>100.0%</u></b>	<b><u>36.8%</u></b>	<b><u>43.8%</u></b>	<b><u>1.4%</u></b>	<b><u>14.7%</u></b>	<b><u>3.3%</u></b>

# TOTAL GENERAL FUND FRINGE BENEFITS FISCAL YEAR 2017 \$48,356,901



# FULL TIME POSITIONS CHART FISCAL 2008 - 2017

<b>TOTAL</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>692</b>	<b>696</b>
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AUTHORIZED FULL-TIME POSITIONS FY 2013 to FY 2017

	Council Adopted Fiscal 2013	Council Adopted Fiscal 2014	Council Adopted Fiscal 2015	Council Adopted Fiscal 2016	Council Adopted Fiscal 2017
<u>GENERAL FUND:</u>					
Council	10	10	11	11	11
District Court	46	46	46	49	49
Mayor	6	6	6	6	6
Clerk	7	7	8	7	7
Treasurer	9	9	9	9	9
Controller	12	10	10	10	11
Information Systems	4	4	4	4	4
Legal	10	10	10	10	10
Assessing	11	11	11	12	12
Human Resources	9	9	9	9	9
Property Maintenance Inspection	-	-	-	1	1
Community and Economic Development	2	2	2	2	2
Commissions (12)	2	4	4	4	4
TOTAL GENERAL GOVERNMENT	<u>128</u>	<u>128</u>	<u>130</u>	<u>134</u>	<u>135</u>
Fire Department	114	132	132	132	132
Police Department	233	233	235	235	239
Animal Control	2	2	2	2	2
Civil Defense	1	1	1	1	1
TOTAL PUBLIC SAFETY	<u>350</u>	<u>368</u>	<u>370</u>	<u>370</u>	<u>374</u>
Director	3	3	3	3	3
Engineering and Inspections	5	5	5	5	5
Building Inspections	15	14	16	21 *	21
DPW Garage	7	8	8	14	14
Building Maintenance	8	8	8	17	17
TOTAL PUBLIC SERVICE	<u>38</u>	<u>38</u>	<u>40</u>	<u>60</u>	<u>60</u>
Planning	3	4	4	4	4
TOTAL GENERAL FUND	<u>519</u>	<u>538</u>	<u>544</u>	<u>568</u>	<u>573</u>
<u>SPECIAL REVENUE FUNDS:</u>					
Michigan Transportation	24	24	24	26	26
Library	22	22	22	24	24
Recreation	13	12	12	9	9
Communications	5	5	5	5	4
Sanitation	26	26	56	53	53
Rental Ordinance	3	4	4	5 *	5
Downtown Development Authority	1	1	2	2	2
TOTAL SPECIAL REVENUE FUNDS	<u>94</u>	<u>94</u>	<u>125</u>	<u>124</u>	<u>123</u>
GRAND TOTAL	<u>613</u>	<u>632</u>	<u>669</u>	<u>692</u>	<u>696</u>

\*Amended Fiscal 2016 Adopted Budget to add one position to the Building Inspection Division and one position to the Rental Special Revenue Fund.



GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2016 AMENDED BUDGET vs FISCAL 2017 COUNCIL ADOPTED BUDGET

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2016		Fiscal 2017		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	-	\$ 1,074,210	1.0%	\$ 1,096,415	1.0%	\$ 22,205	2.1%
District Court	49	49	-	8,141,077	7.4%	7,192,423	6.6%	(948,654)	(11.7)%
Mayor	6	6	-	662,378	0.6%	677,600	0.6%	15,222	2.3%
Clerk	7	7	-	1,759,516	1.6%	1,805,565	1.6%	46,049	2.6%
Treasurer	9	9	-	1,338,381	1.2%	1,321,269	1.2%	(17,112)	(1.3)%
Controller	10	11	1	1,482,383	1.3%	1,528,992	1.4%	46,609	3.1%
Information Systems	4	4	-	763,371	0.7%	892,568	0.8%	129,197	16.9%
Legal	10	10	-	1,463,593	1.3%	1,468,814	1.3%	5,221	0.4%
Assessing	12	12	-	2,087,145	1.9%	2,116,613	1.9%	29,468	1.4%
Human Resources	9	9	-	1,532,721	1.4%	1,412,153	1.3%	(120,568)	(7.9)%
Property Maintenance Inspection	1	1	-	1,230,826	1.1%	1,245,310	1.1%	14,484	1.2%
Community and Economic Development	2	2	-	183,758	0.2%	225,282	0.2%	41,524	22.6%
Unallocated Expense	-	-	-	7,741,256	7.0%	4,376,125	4.0%	(3,365,131)	(43.5)%
Commissions (12)	4	4	-	195,183	0.2%	180,831	0.2%	(14,352)	(7.4)%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>134</b>	<b>135</b>	<b>1</b>	<b>\$ 29,655,798</b>	<b>26.9%</b>	<b>\$ 25,539,960</b>	<b>23.2%</b>	<b>\$ (4,115,837)</b>	<b>(13.9)%</b>
Fire Department	132	132	-	\$ 23,355,878	21.2%	\$ 26,660,421	24.2%	\$ 3,304,543	14.1%
Police Department	235	239	4	40,439,150	36.8%	41,918,361	37.9%	1,479,211	3.7%
Animal Control	2	2	-	417,463	0.4%	403,102	0.4%	(14,361)	(3.4)%
Civil Defense	1	1	-	220,505	0.2%	232,763	0.2%	12,258	5.6%
<b>TOTAL PUBLIC SAFETY</b>	<b>370</b>	<b>374</b>	<b>4</b>	<b>\$ 64,432,996</b>	<b>58.6%</b>	<b>\$ 69,214,647</b>	<b>62.7%</b>	<b>\$ 4,781,651</b>	<b>7.4%</b>
Director	3	3	-	\$ 442,668	0.4%	\$ 438,682	0.4%	\$ (3,986)	(0.9)%
Engineering and Inspections	5	5	-	1,411,149	1.3%	1,278,142	1.2%	(133,008)	(9.4)%
Building Inspections	21	21	-	3,187,367	2.9%	3,222,632	2.9%	35,265	1.1%
DPW Garage	14	14	-	4,534,707	4.1%	4,168,712	3.8%	(365,995)	(8.1)%
Building Maintenance	17	17	-	2,245,735	2.0%	2,142,097	1.9%	(103,638)	(4.6)%
Street Lighting	-	-	-	3,626,200	3.3%	3,593,000	3.3%	(33,200)	(0.9)%
<b>TOTAL PUBLIC SERVICE</b>	<b>60</b>	<b>60</b>	<b>-</b>	<b>\$ 15,447,826</b>	<b>14.0%</b>	<b>\$ 14,843,265</b>	<b>13.5%</b>	<b>\$ (604,562)</b>	<b>(3.9)%</b>
Planning	4	4	-	\$ 582,960	0.5%	\$ 633,818	0.6%	\$ 50,858	8.7%
<b>TOTAL GENERAL FUND</b>	<b>568</b>	<b>573</b>	<b>5</b>	<b>110,119,580</b>	<b>100.0%</b>	<b>\$ 110,231,690</b>	<b>100.0%</b>	<b>\$ 112,110</b>	<b>0.1%</b>

(Continued)

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2016 AMENDED BUDGET vs FISCAL 2017 COUNCIL ADOPTED BUDGET

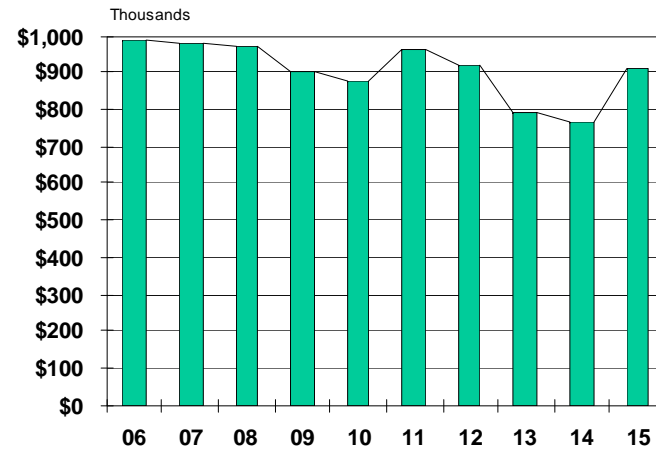
	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2016		Fiscal 2017		Departmental	
	Amended	Council	Increase	Amended Budget	% of	Council Adopted	% of	Increase	% of
<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>(Decrease)</u>	<u>Change</u>
<u>SPECIAL REVENUE FUNDS:</u>									
Michigan Transportation	26	26	-	\$ 11,118,892	20.0%	\$ 18,798,039	37.1%	\$ 7,679,147	69.1%
Library	24	24	-	6,525,689	11.7%	4,873,363	9.6%	(1,652,326)	(25.3)%
Recreation	9	9	-	5,789,357	10.4%	5,545,702	10.9%	(243,655)	(4.2)%
Communications	5	4	(1)	2,437,628	4.4%	2,631,029	5.2%	193,401	7.9%
Sanitation	53	53	-	9,191,952	16.4%	9,403,754	18.7%	211,802	2.3%
Rental Ordinance	5	5	-	873,384	1.6%	936,114	1.8%	62,730	7.2%
Vice Crime Confiscation	-	-	-	100,000	0.2%	100,000	0.2%	-	0.0%
Drug Forfeiture	-	-	-	530,000	1.0%	600,000	1.2%	70,000	13.2%
Act 302 Police Training	-	-	-	84,800	0.2%	74,800	0.1%	(10,000)	(11.8)%
Downtown Development Authority	2	2	-	6,304,429	11.3%	6,467,897	12.8%	163,468	2.6%
2011 Local Street Road Repair	-	-	-	12,661,981	22.8%	1,215,131	2.4%	(11,446,850)	(90.4)%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>124</b>	<b>123</b>	<b>(1)</b>	<b>\$ 55,618,112</b>	<b>100.0%</b>	<b>\$ 50,645,829</b>	<b>100.0%</b>	<b>\$ (4,972,283)</b>	<b>(8.9)%</b>
<b>GRAND TOTAL</b>	<b>692</b>	<b>696</b>	<b>4</b>	<b>\$ 165,737,692</b>		<b>\$ 160,877,519</b>		<b>\$ (4,860,173)</b>	<b>(2.9)%</b>

**GENERAL FUND  
DEPARTMENTAL  
EXPENDITURES**

## CITY COUNCIL

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

### Expenditure History City Council



GENERAL FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>COUNCIL</u>								
Council Member	7	\$ 31,412	7	\$ 31,412	7	\$ 31,412	7	\$ 31,412
Deputy Council Secretary	1	71,121	1	71,121	1	71,121	1	71,121
Senior Administrative Secretary/Council	1	56,830	1	56,830	1	56,830	1	56,830
Administrative Clerical Technician	2	52,386	2	52,386	2	52,386	2	52,386
Temporary/Co-op		9,000		9,000		9,000		9,000
Overtime	—	4,300	—	5,400	—	5,400	—	5,400
Total Personnel	<u>11</u>		<u>11</u>		<u>11</u>		<u>11</u>	

(a) Wage rates are based on Local 227 and Local 412 Unit 59 contracts that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT COUNCIL</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 192,878	\$ 97,232	\$ 208,076	\$ 192,878	Elected Officials	\$ 219,884	\$ 219,884	\$ 219,884
123,676	82,518	170,000	228,201	Permanent Employees	228,738	228,738	228,738
2,766	3,252	9,000	9,000	Temporary/Co-op	9,000	9,000	9,000
10,504	4,601	10,000	4,300	Overtime	5,400	5,400	5,400
				<b>Employee Benefits:</b>			
25,320	14,449	33,232	33,232	Social Security	35,421	35,421	35,421
145,063	67,657	155,000	174,854	Employee Insurance	180,138	180,138	180,138
120,834	66,575	133,612	133,612	Retiree Health Insurance	115,337	115,337	115,337
171,644	87,493	175,000	179,603	Retirement Fund	183,967	183,967	183,967
6,885	1,274	6,000	6,000	<b>Office Supplies</b>	6,000	6,000	6,000
				<b>Other Services and Charges:</b>			
1,153	42	1,300	1,300	Postage	1,300	1,300	1,300
106,757	46,017	101,880	101,880	Contractual Services	101,880	101,880	101,880
-	-	1,200	1,200	Court Reporter	1,200	1,200	1,200
507	253	1,100	1,100	Telephone	1,100	1,100	1,100
426	132	450	450	Mileage	450	450	450
1,479	347	3,000	3,000	Printing and Publishing	3,000	3,000	3,000
				<b>Capital Outlay:</b>			
922	-	3,600	3,600	Equipment - Office	3,600	3,600	3,600
<u>\$ 910,814</u>	<u>\$ 471,842</u>	<u>\$ 1,012,450</u>	<u>\$ 1,074,210</u>	<b>Total Council</b>	<u>\$ 1,096,415</u>	<u>\$ 1,096,415</u>	<u>\$ 1,096,415</u>

## 37TH DISTRICT COURT

The 37th District Court is part of a State system of courts and operates under the supervision of the Michigan Supreme Court. The Court's four judges are elected by the citizens of Warren and Center Line for six year terms. The Court has a location in Warren and a location in Center Line. The judges rotate hearing cases at the Center Line Court on Wednesday mornings. In total, the 37<sup>th</sup> District Court processed approximately 62,487 new cases during 2015.

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 47,875 traffic tickets were processed by the Court in 2015. 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 2,330 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 575 small claims, 4,480 general civil matters, and 4,800 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 three Probation Officers and two support staff.

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

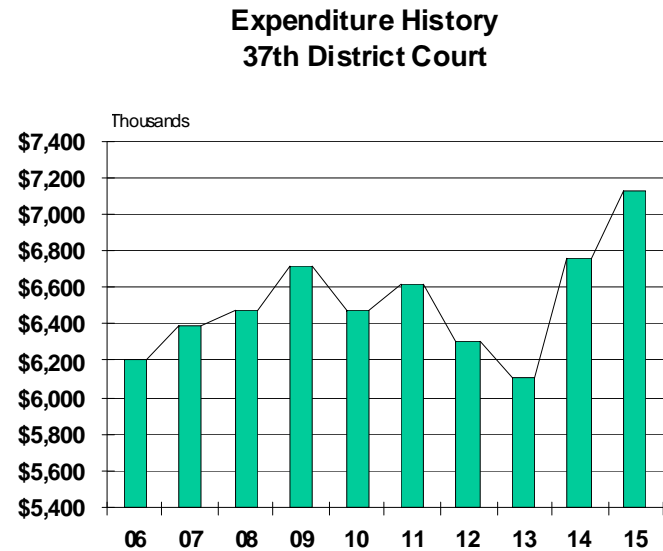
Lastly, the Center Line Court is staffed by three clerks that process all criminal and traffic violations.

## 37TH DISTRICT COURT

### Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Small claims	574	700	700	700
Landlord and tenant	4,804	5,000	5,000	5,000
Parking tickets	1,538	1,500	1,500	1,500
Traffic misdemeanor and civil	46,337	50,000	50,000	50,000
Non-traffic felony	2,251	2,400	2,400	2,400
Non-traffic misdemeanor and civil	1,686	1,900	1,900	1,900
Traffic OUIL/OWI	644	400	400	400
General civil	4,581	5,000	5,000	5,000
Probation – active cases	1,121	900	900	900
Pre-sentence investigations/alcohol evaluations	406	400	400	400





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	108,028	1	108,028	1	108,028	1	108,028
Chief Probation Officer	1	73,297	1	73,297	1	73,297	1	73,297
Probation Officer II	1	68,251	1	68,251	1	68,251	1	68,251
Probation Officer I	1	64,251	1	64,251	1	64,251	1	64,251
Probation Officer - Drug Court	1	64,251	1	64,251	1	64,251	1	64,251
Office Manager	1	63,966	1	63,966	1	63,966	1	63,966
Court Recorder	4	63,966	4	63,966	4	63,966	4	63,966
Drug Court Coordinator	1	63,966	1	63,966	1	63,966	1	63,966
Court Officer	5	59,398	5	59,398	5	59,398	5	59,398
Court Clerk II	6	54,615	6	54,615	6	54,615	6	54,615
Court Clerk I	7	51,666	7	51,666	7	51,666	7	51,666
Court Typist	6	48,110	6	48,110	6	48,110	6	48,110
Court File Clerk	8	35,862	8	35,862	8	35,862	8	35,862
Admin Asst/ImageSoft Coord	1	59,136	1	59,136	1	59,136	1	59,136
Account Specialist	1	51,069	1	51,069	1	51,069	1	51,069
Temporary Employees		115,000		135,000		115,000		115,000
Overtime	---	5,025	---	5,025	---	5,025	---	5,025
Total Personnel	<u>49</u>		<u>49</u>		<u>49</u>		<u>49</u>	

(a) Wage rates are based on Local 227 Court Employees and Local 412 Unit 35 contracts that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT 37TH DISTRICT COURT</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 183,600	\$ 89,338	\$ 184,304	\$ 184,304	Elected Officials	\$ 183,608	\$ 183,608	\$ 183,608
2,239,916	1,149,756	2,425,572	2,425,572	Permanent Employees	2,392,825	2,392,825	2,392,825
185,993	87,325	115,000	115,000	Temporary Employees	135,000	115,000	115,000
80,876	36,714	145,000	160,725	Temporary Employees-Drug Court	-	-	-
370	-	5,000	5,025	Overtime	5,025	5,025	5,025
				<b>Employee Benefits:</b>			
198,711	101,894	214,126	214,126	Social Security	200,016	198,486	198,486
553,131	262,012	770,000	789,722	Employee Insurance	810,632	810,605	810,605
1,104,157	610,462	1,221,347	1,221,347	Retiree Health Insurance	1,049,289	1,049,289	1,049,289
84,089	43,303	92,776	92,776	Longevity	81,761	81,761	81,761
948,722	474,410	969,155	969,155	Retirement Fund	969,574	969,574	969,574
51,013	26,568	50,000	45,000	<b>Office Supplies</b>	45,000	45,000	45,000
				<b>Other Services and Charges:</b>			
20,266	10,328	20,000	16,000	Postage	20,000	20,000	20,000
11,573	4,859	12,000	16,000	Bank Service Charges	12,000	12,000	12,000
56,418	23,796	53,000	53,000	Contractual Services	53,000	53,000	53,000
217,042	127,703	250,000	305,000	Contractual Services - Data Processing	315,000	300,000	300,000
33,176	26,040	48,000	48,000	Contractual Services - Judge/Magistrate	48,000	48,000	48,000
6,931	3,664	20,000	20,000	Drug Court Expense	15,000	15,000	15,000
103	-	2,158	2,158	W.R.A.P. Drug Court Expense	-	-	-
128,960	11,029	73,841	73,841	Substance Abuse Grant Expense - 2015	-	-	-
12,109	-	-	-	Substance Abuse Grant Expense - 2013	-	-	-
49,258	-	-	-	Substance Abuse Grant Expense - 2014	-	-	-
-	2,369	209,662	209,662	Substance Abuse Grant Expense - 2016	-	-	-
49,400	72,008	77,814	77,814	Michigan Drug Court Grant Expense- 2015	-	-	-
12,884	-	-	-	Michigan Drug Court Grant Expense - 2014	-	-	-
-	32,179	180,000	180,000	Michigan Drug Court Grant Expense - 2016	-	-	-
61	-	250	250	Transcripts	250	250	250
513,558	177,260	450,000	500,000	Counsel for Indigent Defendants	600,000	500,000	500,000
11,478	5,414	16,000	23,000	Witness and Jury Fees	15,000	15,000	15,000
20,776	9,187	22,600	22,600	Telephone	25,000	25,000	25,000
1,058	270	1,700	1,700	Mileage	1,700	1,700	1,700
85,866	37,600	95,000	105,000	Public Utilities	85,000	85,000	85,000
250,000	250,000	250,000	250,000	Building Rental	250,000	250,000	250,000
10,699	2,854	10,000	10,000	Books	12,000	12,000	12,000
6,369	3,737	4,300	4,300	Memberships and Dues	4,300	4,300	4,300
<b>\$ 7,128,563</b>	<b>\$ 3,682,079</b>	<b>\$ 7,988,605</b>	<b>\$ 8,141,077</b>	<b>Total 37th District Court</b>	<b>\$ 7,328,980</b>	<b>\$ 7,192,423</b>	<b>\$ 7,192,423</b>

## MAYOR

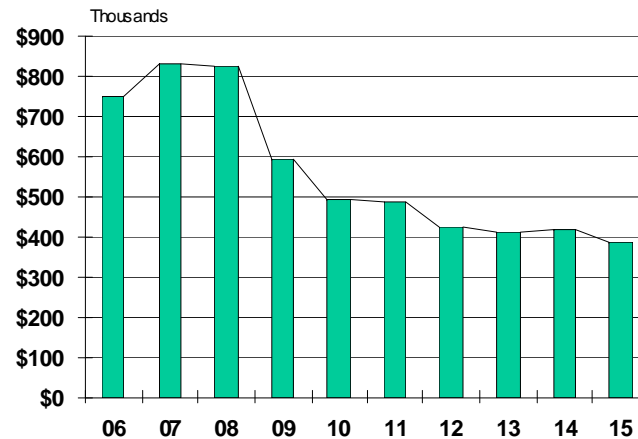
The Mayor, the City's chief elected official, is elected to a four-year term by Warren voters. He serves as liaison between Warren and other governmental agencies at all levels.

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

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

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

### Expenditure History Mayor



GENERAL FUND PERSONNEL

<u>MAYOR</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Mayor	1	\$ 125,642	1	\$ 125,642	1	\$ 125,642	1	\$ 125,642
Executive Administrator	1	82,283	1	82,283	1	82,283	1	82,283
Executive Assistant to the Mayor	1	71,088	1	71,088	1	71,088	1	71,088
Neighborhood Services Coordinator	1	51,258	1	51,258	1	51,258	1	51,258
Administrative Technician-Mayor	1	40,494	1	40,494	1	40,494	1	40,494
Clerical Technician	1	37,931	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 expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>MAYOR</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,636	\$ 53,834	\$ 117,846	\$ 111,061	Elected Official	\$ 126,132	\$ 126,132	\$ 126,132
122,428	53,252	155,000	284,716	Permanent Employees	284,158	284,158	284,158
7,940	13,518	35,000	35,000	Temporary/Co-op	35,000	35,000	35,000
				<b>Employee Benefits:</b>			
18,437	9,255	23,550	33,063	Social Security	34,230	34,230	34,230
36,370	13,318	45,000	96,324	Employee Insurance	99,752	99,752	99,752
40,116	22,153	42,000	46,072	Retiree Health Insurance	39,901	39,901	39,901
-	1,422	1,422	1,422	Longevity	2,180	2,180	2,180
23,306	10,851	25,000	39,720	Retirement Fund	41,247	41,247	41,247
19,636	2,179	9,000	9,000	<b>Office Supplies</b>	9,000	9,000	9,000
				<b>Other Services and Charges:</b>			
2,732	611	2,000	2,000	Postage	2,000	2,000	2,000
630	-	4,000	4,000	Contractual Services	4,000	4,000	4,000
				<b>Capital Outlay:</b>			
-	4,491	9,500	-	Equipment - Office	-	-	-
<u>\$ 382,231</u>	<u>\$ 184,884</u>	<u>\$ 469,318</u>	<u>\$ 662,378</u>	<b>Total Mayor</b>	<u>\$ 677,600</u>	<u>\$ 677,600</u>	<u>\$ 677,600</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.

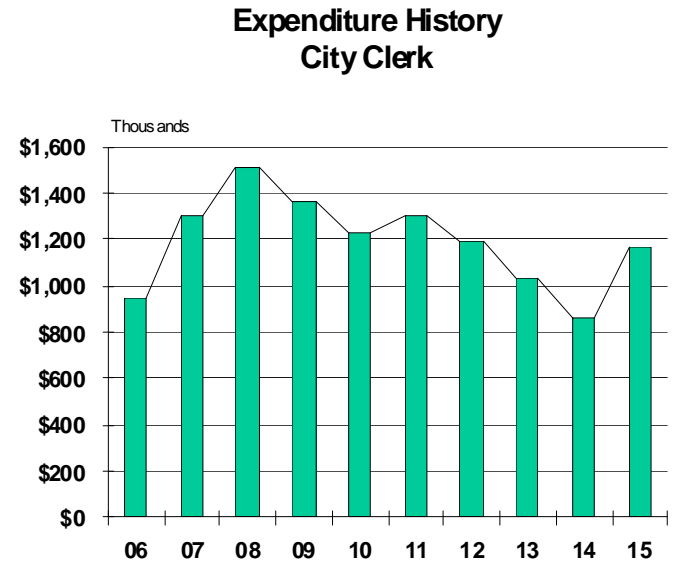
The City Clerk's Office administers licensing for the spring and fall dog vaccination fairs.

## CITY CLERK

### Fiscal 2017 Performance Objectives

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

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Business licenses issued	616	1,000	810	810
Public hearings	47	150	100	100
Changes in voter registration	41,182	60,000	49,000	49,000
Dog licenses issued	4,597	6,000	5,300	5,300
Garage sale permits issued	996	3,000	2,100	2,100
Death certificates issued	1,571	2,500	2,100	2,100
Birth certificates issued	754	2,300	1,500	1,500
Lawsuits issued	35	100	100	100
Contracts signed, catalogued and filed	87	150	150	150
Internet requests processed	6,100	7,050	6,575	6,575



GENERAL FUND PERSONNEL

<u>CLERK</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Clerk	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923
Deputy City Clerk	1	82,122	1	82,122	1	82,122	1	82,122
Office and Elections Analyst	1	56,830	1	56,830	1	56,830	1	56,830
Election Assistant Technician	1	54,128	1	54,128	1	54,128	1	54,128
Office Assistant	3	35,141	3	35,141	3	35,141	3	35,141
Seasonal Employees		67,650		65,400		65,400		65,400
Temporary Employees - Election Wages		401,445		344,825		344,825		344,825
Overtime	—	43,110	—	42,300	—	42,300	—	42,300
Total Personnel	<u>7</u>		<u>7</u>		<u>7</u>		<u>7</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT CLERK</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 39,815	\$ 87,889	\$ 82,139	Elected Official	\$ 93,285	\$ 93,285	\$ 93,285
309,867	141,311	292,039	292,039	Permanent Employees	298,209	298,209	298,209
50,025	21,283	67,650	67,650	Seasonal Employees	65,400	65,400	65,400
16,434	5,800	38,000	43,110	Overtime	42,300	42,300	42,300
				<b>Employee Benefits:</b>			
36,058	16,180	37,532	37,532	Social Security	38,623	38,623	38,623
77,602	38,972	80,000	112,089	Employee Insurance	138,563	138,563	138,563
118,954	65,921	132,175	132,175	Retiree Health Insurance	113,714	113,714	113,714
7,639	-	5,673	5,673	Longevity	5,673	5,673	5,673
118,171	55,468	117,294	117,294	Retirement Fund	117,523	117,523	117,523
(131)	-	190	190	Uniforms	190	190	190
22,866	6,503	20,000	20,000	<b>Office Supplies</b>	25,000	25,000	25,000
				<b>Other Services and Charges:</b>			
177,069	118,860	360,000	401,445	Election Wages	344,825	344,825	344,825
26,435	3,273	50,000	50,000	Postage	50,000	50,000	50,000
95,903	46,279	200,000	273,940	Election Expense	271,060	271,060	271,060
5,027	1,409	25,000	54,740	Contractual Services	27,200	27,200	27,200
676	183	750	1,500	Auto Expense	1,000	1,000	1,000
26,252	13,301	45,000	45,000	Printing and Publishing	45,000	45,000	45,000
				<b>Capital Outlay:</b>			
-	-	23,000	23,000	Capital Improvements	128,000	128,000	128,000
<u>\$ 1,170,672</u>	<u>\$ 574,558</u>	<u>\$ 1,582,192</u>	<u>\$ 1,759,516</u>	<b>Total Clerk</b>	<u>\$ 1,805,565</u>	<u>\$ 1,805,565</u>	<u>\$ 1,805,565</u>

## **TREASURER**

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

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

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

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

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

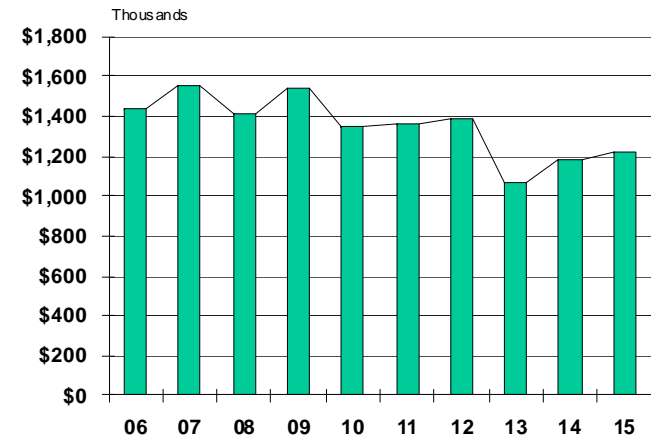
# TREASURER

## Fiscal 2017 Performance Objectives

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

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Tax bills processed manually	82,777	91,000	84,872	85,000
Tax bills processed off CD-ROM	51,380	49,000	51,828	52,000
Date of delivery to County	April 1	April 1	April 1	April 1
Payroll checks/Advice's processed	28,756	27,500	27,560	27,600
List of Bills checks processed	14,641	15,000	13,940	14,000
Water bills processed manually	340,536	380,000	336,000	340,000
Water bills automatic payment	5,591	5,700	5,600	5,600
Status changes manually	696	700	700	700
Personal Property tax accounts	2,664	3,500	2,850	3,000
Easy Pay Tax Payments	4,474	5,000	4,300	4,300
Easy Pay Water Bill Payments	43,011	42,000	43,000	43,000

**Expenditure History  
Treasurer**



GENERAL FUND PERSONNEL

<u>CITY TREASURER</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Treasurer	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923
Deputy City Treasurer	1	82,122	1	82,122	1	82,122	1	82,122
Tax Accountant III	1	78,068	1 (e)	80,000	1 (e)	80,000	1 (e)	80,000
Accountant II	1	71,547	1	71,547	1	71,547	1	71,547
Accountant I	1	60,998	1	60,998	1	60,998	1	60,998
Tax Account Technician	2	54,769	2	54,769	2	54,769	2	54,769
Tax Account Specialist	2	51,069	2	51,069	2	51,069	2	51,069
Customer Service Officer	-	-	-	-	-	-	-	-
Seasonal Employees		15,200		20,000		20,000		20,000
Overtime	—	9,000	—	4,000	—	4,000	—	4,000
Total Personnel	<u>9</u>		<u>9</u>		<u>9</u>		<u>9</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 and Warren Supervisors contracts that expired 6/30/16.

(e) Reflects an increase of \$1,932 for Tax Accountant III position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT TREASURER</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 39,815	\$ 87,889	\$ 82,139	Elected Official	\$ 93,285	\$ 93,285	\$ 93,285
465,146	220,635	472,962	472,962	Permanent Employees	486,395	486,395	486,395
14,918	6,803	15,200	15,200	Seasonal Employees	20,000	20,000	20,000
1,108	264	4,000	9,000	Overtime	4,000	4,000	4,000
				<b>Employee Benefits:</b>			
43,683	21,375	45,462	45,462	Social Security	47,361	47,361	47,361
110,275	46,484	115,000	144,606	Employee Insurance	148,578	148,578	148,578
196,943	108,970	218,070	218,070	Retiree Health Insurance	188,092	188,092	188,092
13,886	10,200	14,971	14,971	Longevity	15,392	15,392	15,392
185,558	90,861	185,771	185,771	Retirement Fund	188,966	188,966	188,966
8,797	2,626	11,000	11,000	<b>Office Supplies</b>	11,000	11,000	11,000
				<b>Other Services and Charges:</b>			
27,240	66,138	80,000	80,000	Postage	80,000	80,000	80,000
27,739	16,664	33,000	33,000	Contractual Services	12,000	12,000	12,000
37,763	6,810	26,000	26,000	Tax Statement Preparation	26,000	26,000	26,000
100	-	200	200	Mileage	200	200	200
				<b>Capital Outlay:</b>			
7,878	-	-	-	Capital Improvements	-	-	-
<u>\$ 1,222,859</u>	<u>\$ 637,645</u>	<u>\$ 1,309,525</u>	<u>\$ 1,338,381</u>	<b>Total Treasurer</b>	<u>\$ 1,321,269</u>	<u>\$ 1,321,269</u>	<u>\$ 1,321,269</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.

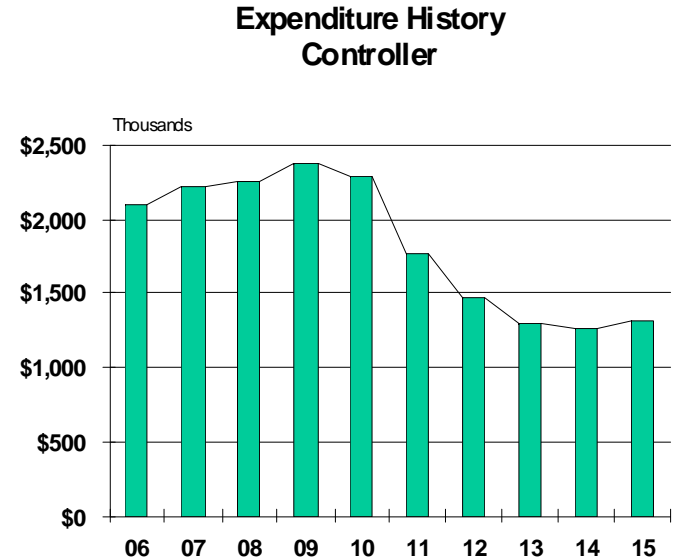
The Purchasing section is responsible to procure the equipment, materials, supplies and services required for the operations of the city departments at the best possible price. The Purchasing section processes over 5,200 purchase orders having a value in excess of \$13 million dollars annually.

# CONTROLLER

## Fiscal 2017 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 a Modified Audit Opinion from our external auditor, who attests to the city's controls, processes, and overall financial stability.
4. To continue to receive the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award from the GFOA.
5. To implement a new purchasing and financial system to increase efficiency and internal controls..
6. To continue to negotiate in the Request for Proposal process to lower contractual amounts.
7. To continue to improve customer service and timeliness of payments to vendor by implementing sound purchasing practices.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Proposed & Final Budget Documents Printed	35	30	30	30
City Funds Budgeted & Monitored	31	31	31	31
Monthly Financial Reports Prepared	12	12	12	12
Budget Amendments Prepared	30	35	35	35
Travel Requests Processed	35	40	40	40
Labor Contracts Costed	-	7	7	-
G.F.O.A. Distinguished Budget Award	1	1	1	1
F-65 Report Submitted	1	1	1	1
G.F.O.A. Certificate of Achievement Award	1	1	1	1
List of Bills Prepared	24	24	24	24
1099's Issued by January 31	304	310	310	310
Purchase Orders Processed	5,214	5,100	5,250	5,200
Bids – Council items recommended	172	160	175	170
Informal Bid Correspondence	320	300	325	310
Use of Co-operative Bids	22	22	26	24
Requests for Proposals	14	10	15	16



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	\$ 112,038	1	\$ 112,038	1	\$ 112,038	1	\$ 112,038
Assistant Controller	1	91,785	1	91,785	1	91,785	1	91,785
Budget Director	1	100,000	1	100,000	1	100,000	1	100,000
Accounting Supervisor	1	88,264	1	88,264	1	88,264	1	88,264
Purchasing Agent	1	82,908	1	82,908	1	82,908	1	82,908
Budget Cost Analyst	1	71,547	2 (b)	71,547	2 (b)	71,547	2 (b)	71,547
Accountant I	1	60,998	1	60,998	1	60,998	1	60,998
Account Technician	1	54,765	1	54,765	1	54,765	1	54,765
Account Specialist	1	51,069	1	51,069	1	51,069	1	51,069
Office Assistant - Controllers	1	35,141	1	35,141	1	35,141	1	35,141
Temporary/Co-op		25,000		25,000		25,000		25,000
Overtime	—	30,000	—	15,000	—	15,000	—	15,000
Total Personnel	<u>10</u>		<u>11</u>		<u>11</u>		<u>11</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 contracts that expired 6/30/16.

(b) New position.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT CONTROLLER</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 116,204	\$ 59,897	\$ 112,901	\$ 112,901	Appointed Official	\$ 112,475	\$ 112,475	\$ 112,475
583,862	299,816	624,864	624,864	Permanent Employees	684,313	684,313	684,313
22,545	10,403	15,000	25,000	Temporary/Co-op	25,000	25,000	25,000
4,445	-	15,000	30,000	Overtime	15,000	15,000	15,000
				<b>Employee Benefits:</b>			
57,617	29,993	62,000	62,321	Social Security	66,035	66,035	66,035
93,779	53,088	125,000	163,216	Employee Insurance	181,574	181,574	181,574
198,122	109,681	219,679	219,679	Retiree Health Insurance	189,289	189,289	189,289
18,528	10,091	21,921	21,921	Longevity	26,422	26,422	26,422
197,335	99,981	201,181	201,181	Retirement Fund	207,584	207,584	207,584
11,984	3,563	12,000	16,000	<b>Office Supplies</b>	16,000	16,000	16,000
				<b>Other Services and Charges:</b>			
1,021	508	2,200	2,200	Postage	2,200	2,200	2,200
2,857	1,363	2,500	2,500	Contractual Services	2,500	2,500	2,500
344	41	600	600	Mileage	600	600	600
<u>\$ 1,308,643</u>	<u>\$ 678,425</u>	<u>\$ 1,414,846</u>	<u>\$ 1,482,383</u>	<b>Total Controller</b>	<u>\$ 1,528,992</u>	<u>\$ 1,528,992</u>	<u>\$ 1,528,992</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

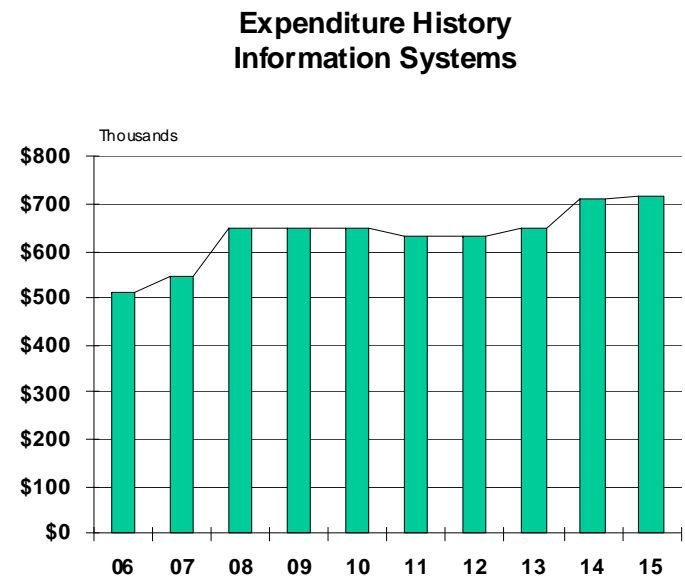
In addition, the staff of the Information Systems Department operates a help desk for all computer problems of any kind. We also perform operations and maintenance of 21 computer servers. Analysts and programmers determine future departmental information needs and develop new computer systems as needed.

## INFORMATION SYSTEMS

### Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
PCs supported	508	525	508	495
Help desk calls	3,450	3,450	3,400	3,450
New programs created	45	40	35	30
Existing program updates	50	50	48	55
Hardware platforms supported	21	24	24	24
Hours spent on PC support	4,620	4,650	4,650	4,675
Hours spent enhancing intranet web site	779	700	700	700



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	\$ 94,101	1	\$ 94,101	1	\$ 94,101	1	\$ 94,101
Systems Analyst Supervisor	1	80,436	1	80,436	1	80,436	1	80,436
Computer Network Analyst	1	65,650	1	65,650	1	65,650	1	65,650
Website Developer/Computer Support Analyst	1	65,650	1	65,650	1	65,650	1	65,650
Temporary/Co-op		2,500		7,500		7,500		7,500
Overtime	—	5,450	—	5,500	—	5,500	—	5,500
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 59 and Warren Supervisors contracts that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT INFORMATION SYSTEMS</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 312,908	\$ 159,570	\$ 308,190	\$ 308,190	Permanent Employees	\$ 307,028	\$ 307,028	\$ 307,028
-	285	2,500	2,500	Temporary Employee	7,500	7,500	7,500
-	-	5,450	5,450	Overtime	5,500	5,500	5,500
				<b>Employee Benefits:</b>			
24,561	12,908	24,905	24,905	Social Security	25,263	25,263	25,263
67,341	28,884	66,239	66,239	Employee Insurance	68,512	68,512	68,512
117,623	65,167	130,347	130,347	Retiree Health Insurance	111,825	111,825	111,825
9,394	9,426	9,426	9,426	Longevity	10,200	10,200	10,200
41,913	21,868	41,714	41,714	Retirement Fund	41,650	41,650	41,650
6,182	1,181	8,000	9,110	<b>Operating Supplies</b>	5,890	5,890	5,890
				<b>Other Services and Charges:</b>			
1,438	3,420	14,000	14,000	Software Services	129,000	129,000	129,000
124,263	70,693	151,490	151,490	Contractual Services	156,200	156,200	156,200
				<b>Capital Outlay:</b>			
10,664	-	-	-	Equipment - Computer	24,000	24,000	24,000
<u>\$ 716,287</u>	<u>\$ 373,402</u>	<u>\$ 762,261</u>	<u>\$ 763,371</u>	<b>Total Information Systems</b>	<u>\$ 892,568</u>	<u>\$ 892,568</u>	<u>\$ 892,568</u>

## LEGAL

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

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

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

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

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

The Law Department is comprised of two separate offices, one at City Hall and the other at the 37<sup>th</sup> District Court Building. Support staff is a necessary component to the efficient operation of both offices. One 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.

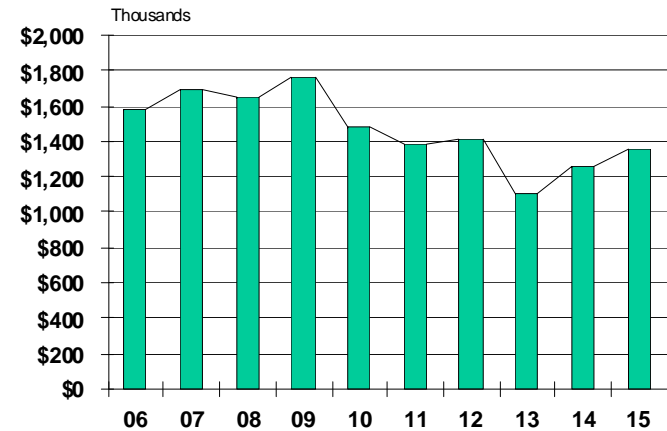
## LEGAL

### Fiscal 2017 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. To 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Warrants - prosecuted	1,219	1,118	1,184	1,184
Civil Infractions - prosecuted	38,343	32,394	40,976	40,976
Misdemeanors - prosecuted	6,841	6,956	7,786	7,786
Pre-trials - prosecuted	8,428	7,890	7,302	7,302
Seven Day Letter complaints	157	86	156	156
Seven Day Letter responses	72	26	62	62
On-site police file resolutions	310	318	286	286
Warrants reviewed and refused	131	134	126	126
Discovery requests	226	254	200	200
Victim rights action	1,001	1,066	1,054	1,054
Subpoenas	226	182	214	214
Tax Tribunal appeals	42	36	36	36
Civil litigation	35	20	42	42
Administrative requests for legal services	340	236	290	290
Freedom of Information Act review & responses	391	260	442	442
Civil Rights complaints	2	4	2	2
Reports for tickets	652	960	964	964
Contracts/agreements/leases	177	112	200	200
Ordinances – proposed	25	22	28	28
Nuisance review	33	36	30	30
Gun and tow	36	14	28	28
Ticket Files for authorization	3,196	3,960	2,930	2,930
Cash/surety bonds	39	34	46	46
Warrant issued for arrest letters	58	n/a	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	\$ 114,999	1	\$ 114,999	1	\$ 114,999	1	\$ 114,999
Chief Assistant City Attorney	1	105,551	1	105,551	1	105,551	1	105,551
Assistant City Attorney	4	103,781	4	103,781	4	103,781	4	103,781
Administrative Assistant to City Attorney	1	69,238	1	69,238	1	69,238	1	69,238
Legal Administrative Specialist	1	52,552	1	52,552	1	52,552	1	52,552
Paralegal Administrative Clerk	2	50,221	2	50,221	2	50,221	2	50,221
<u>Permanent Part-time Employees:</u>								
Law Clerks		30,000		35,000		35,000		35,000
Temporary/Co-op		4,500		9,000		9,000		9,000
Overtime	—	7,500	—	7,500	—	7,500	—	7,500
Total Personnel	<u>10</u>		<u>10</u>		<u>10</u>		<u>10</u>	

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



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>LEGAL</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 104,405	\$ -	\$ 50,000	\$ 115,884	Appointed Official	\$ 115,447	\$ 115,447	\$ 115,447
405,835	204,447	420,565	420,565	Assistant Attorneys	430,507	430,507	430,507
214,121	101,180	217,226	217,226	Clerical Staff	220,422	220,422	220,422
				Part-time Employees -			
27,701	15,995	30,000	30,000	Law Clerks	35,000	35,000	35,000
-	-	4,500	4,500	Temporary/Co-op	9,000	9,000	9,000
-	-	7,500	7,500	Overtime	7,500	7,500	7,500
				<b>Employee Benefits:</b>			
58,587	24,789	57,500	61,967	Social Security	63,667	63,667	63,667
139,182	53,177	140,000	162,513	Employee Insurance	168,411	168,411	168,411
159,777	87,852	177,126	177,126	Retiree Health Insurance	152,573	152,573	152,573
13,314	978	14,358	14,358	Longevity	14,358	14,358	14,358
210,638	99,189	212,954	212,954	Retirement Fund	215,729	215,729	215,729
5,179	2,041	5,500	5,500	<b>Office Supplies</b>	5,500	5,500	5,500
				<b>Other Services and Charges:</b>			
3,676	460	4,800	4,800	Contractual Services	4,800	4,800	4,800
1,119	400	1,700	1,700	Postage	1,700	1,700	1,700
2,075	2,474	2,000	2,000	Legal Fees	4,000	4,000	4,000
815	253	1,000	1,000	Mileage	1,200	1,200	1,200
14,335	5,782	18,000	18,000	Books, Dues, and Subscriptions	19,000	19,000	19,000
				<b>Capital Outlay:</b>			
-	3,464	6,000	6,000	Equipment - Office	-	-	-
<u>\$ 1,360,759</u>	<u>\$ 602,481</u>	<u>\$ 1,370,729</u>	<u>\$ 1,463,593</u>	<b>Total Legal</b>	<u>\$ 1,468,814</u>	<u>\$ 1,468,814</u>	<u>\$ 1,468,814</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 2015/2016, the Tax Rolls, including Special Assessments and Administration Fees, totaled more than \$99,100,000 in City operating revenues and more than \$212,400,000 in total levies for the City, County, State Education and School taxes.

The Assessing Department also serves as the primary source of property information in the City by maintaining the most current data for more than 61,500 parcels, consisting of approximately 57,000 real and 4,500 personal property parcels. These include Ad Valorem, Industrial Facility Tax (IFT), 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 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), three Michigan Certified Assessing Officers (MCAO), one Michigan Certified Assessing Technician (MCAT), and two temporary clerical employees. Of the 12 certified employees, 11 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 \$6,800,000 in incorrectly reported personal property taxable value, which generated an additional \$189,000 in City operating tax revenues. With the passage of Proposal I in August of 2014, the Assessing Department has incurred the liability and responsibility for annually auditing all businesses claiming an exemption under Proposal 1, and for reporting and maintaining historical data on each business. Consequently, we will need to hire two temporary part-time employees in order to ensure the new annual reporting requirements are met.

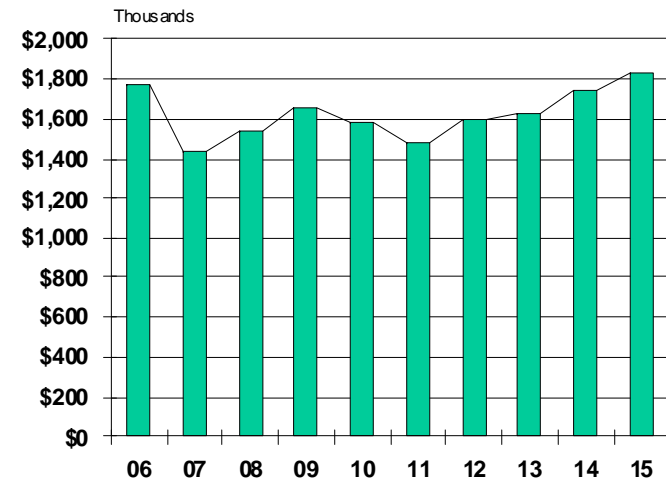
## ASSESSING

### Fiscal 2017 Performance Objectives

1. To complete the re-appraisal of 2,034 Commercial real parcels.
2. To complete audits of all businesses currently claiming exemption of personal property taxes.
3. To reduce the number of pending MTT appeals to zero.
4. To comply with the new Personal Property reporting requirements due to the recent legislation.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 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	75	100	150	150
Small Claim Michigan Tax Tribunal appeals pending	32	55	-	40
Full Tax Tribunal appeals pending	120	25	55	50
Board of Review appeals	819	1,200	820	900
State Tax Commission appeals	60	100	75	100
Mandated State and County reports	17	17	22	22
Processing of Principal Residence Exemption affidavits	3,750	7,000	3,600	5,000
Process deeds & transfer affidavits	8,091	11,500	9,000	10,000
Inspect, photograph, and verify sales of sold properties	2,470	3,000	2,650	3,000
Perpetual reappraisal of 20% of entire parcel count	2,616	5,000	2,500	5,000
Review I.F.T. applications	13	10	7	8
Process property division/combinations	86	30	105	100
Prepare/review special assessment rolls	30	30	30	30
Review and determine property assessments	63,625	63,625	61,625	62,000
Process State and Local unit denials of principal residence exemption	147	300	175	200
Review, inspect, and sketch building permit activity	13,274	14,000	13,400	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	\$ 105,561	1	\$ 105,561	1	\$ 105,561	1	\$ 105,561
Deputy Assessor	1	84,829	1	84,829	1	84,829	1	84,829
Principal Appraiser	1	74,788	1	74,788	1	74,788	1	74,788
Senior Appraiser	5	68,543	5	68,543	5	68,543	5	68,543
Personal Property Administrative Technician	1	71,089	1	71,089	1	71,089	1	71,089
Assessing Auditor	1	71,078	1	71,078	1	71,078	1	71,078
Appraiser	1	59,210	1	59,210	1	59,210	1	59,210
Assessing Specialist	1	46,977	1	46,977	1	46,977	1	46,977
Seasonal Employees		66,300		120,000		120,000		120,000
Overtime	—	26,000	—	30,600	—	30,600	—	30,600
Total Personnel	<u>12</u>		<u>12</u>		<u>12</u>		<u>12</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>ASSESSING</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 92,645	\$ 51,563	\$ 106,374	\$ 106,374	Appointed Official	\$ 105,973	\$ 105,973	\$ 105,973
664,773	352,753	736,680	736,680	Permanent Employees	743,478	743,478	743,478
89,999	34,693	66,300	66,300	Seasonal Employees	120,000	120,000	120,000
26,945	1,758	26,000	26,000	Overtime	30,600	30,600	30,600
				<b>Employee Benefits:</b>			
68,527	34,704	73,346	73,346	Social Security	78,369	78,369	78,369
138,106	72,431	220,000	224,015	Employee Insurance	229,405	229,405	229,405
237,572	131,633	263,647	263,647	Retiree Health Insurance	226,744	226,744	226,744
21,247	9,796	23,423	23,423	Longevity	24,390	24,390	24,390
390,446	196,391	398,710	398,710	Retirement Fund	404,004	404,004	404,004
5,267	1,871	10,000	14,000	<b>Office Supplies</b>	14,000	14,000	14,000
				<b>Other Services and Charges:</b>			
3,387	500	7,500	7,500	Board of Review	7,500	7,500	7,500
26,640	3,626	28,500	28,500	Postage	28,500	28,500	28,500
				Contractual Services -			
21,545	10,116	28,000	28,000	Data Conversion	-	-	-
17,180	8,760	18,650	18,650	Software Services	30,650	30,650	30,650
12,073	2,752	15,000	15,000	Tax Roll Preparation	15,000	15,000	15,000
2,051	283	3,000	3,000	Auto Expense	3,000	3,000	3,000
7,250	35,343	50,000	50,000	Professional Services	50,000	50,000	50,000
4,145	3,580	4,000	4,000	Memberships and Dues	5,000	5,000	5,000
<u>\$ 1,829,798</u>	<u>\$ 952,553</u>	<u>\$ 2,079,130</u>	<u>\$ 2,087,145</u>	<b>Total Assessing</b>	<u>\$ 2,116,613</u>	<u>\$ 2,116,613</u>	<u>\$ 2,116,613</u>

## HUMAN RESOURCES

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

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

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

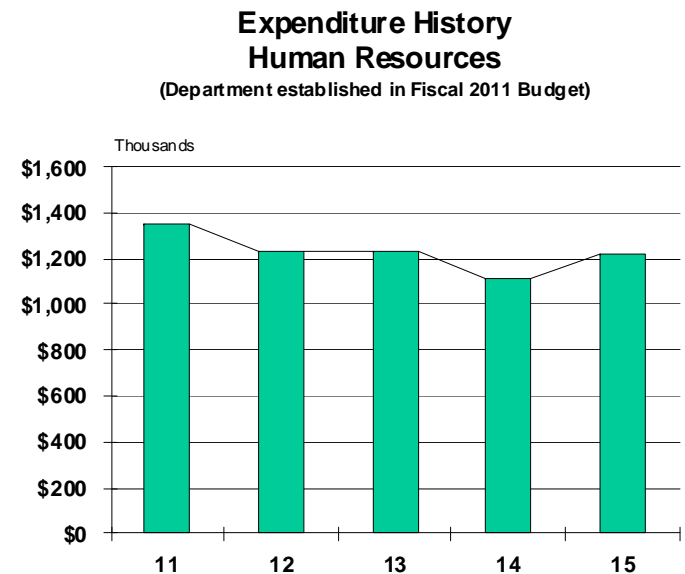
Over the past several years, the size and scope of the Department's mission has increased significantly. The establishment of the Department of Human Resources will enable the city to continue to meet the demands placed on it through additional state and federal regulations in the most efficient manner.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

## HUMAN RESOURCES

### Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Promotional job postings	7	25	25	25
Open competitive job postings	12	16	12	18
Civil Service Commission meetings	13	24	24	25
Employees hired (FT and PT)	190	150	150	150
Applications processed	1,200	850	850	850
Random DOT alcohol tests	35	32	32	32
Random DOT drug tests	65	64	64	64
Workers' Comp. claims processed	150	150	150	150
Sick/Accident claims processed	40	40	40	40
Auto/glass claims processed	45	45	45	45
Gen. Liab./Property claims processed	190	60	60	60
Lawsuit files processed	50	50	50	50
Over the counter contacts	3,500	3,500	3,500	3,500
Written exams administered	10	18	18	18
Performance exams administered	12	50	50	50
MESC claims processed	75	40	40	40
W-2's issued by January 31	1,700	1,700	1,700	1,700
MESC Reports/Federal Tax deposits	8	8	8	8
Employee W-4 withholding changes	500	500	500	500
Labor contracts negotiated	8	-	-	7
Arbitration awards	10	86	86	86
AFSCME Local 1250 grievances	86	100	100	100
AFSCME Local 1917 grievances	15	20	20	20
WPOA grievances	20	20	20	20
WPFPU Local 1383 grievances	20	10	10	10
Compliance with labor employmt. laws	200 hrs.	200 hrs.	200 hrs.	200 hrs.
State and Federal court for claims	n/a	350 hrs.	350 hrs.	350 hrs.
Administration of claims/meetings	n/a	150hrs.	150 hrs.	150hrs.
Procurement of insurances	n/a	150 hrs.	150 hrs.	150 hrs.
Compliance with federal health care reform	n/a	900 hrs	900 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	\$ 98,762	1	\$ 98,762	1	\$ 98,762	1	\$ 98,762
Labor Relations Manager	1	89,701	1	89,701	1	89,701	1	89,701
Human Resource Analyst	1	69,557	1	69,557	1	69,557	1	69,557
Personnel Assistant	1	67,555	1	67,555	1	67,555	1	67,555
Benefits Administrator	1	61,162	1 (e)	67,555	1	61,162	1	61,162
Senior Payroll Technician	1	67,555	1 (e)	78,068	1	67,555	1	67,555
Senior Risk Management Technician	1	56,830	1	56,830	1	56,830	1	56,830
Human Resource Assistant	2	39,770	2	39,770	2	39,770	2	39,770
Temporary/Co-op		10,000		15,000		15,000		15,000
Overtime	—	2,500	—	5,000	—	5,000	—	5,000
Total Human Resources	<u>9</u>		<u>9</u>		<u>9</u>		<u>9</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

(e) Reflects increases of \$6,393 for Benefits Administrator and \$10,513 for Senior Payroll Technician.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HUMAN RESOURCES</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 531,916	\$ 274,348	\$ 550,000	\$ 558,329	Permanent Employees	\$ 574,791	\$ 557,820	\$ 557,820
15,808	5,720	10,000	10,000	Temporary/Co-op	15,000	15,000	15,000
5,102	3,843	3,843	2,500	Overtime	5,000	5,000	5,000
3,000	1,500	3,000	-	Fees and Per Diem	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
43,647	22,790	44,801	44,801	Social Security	46,386	45,079	45,079
96,375	51,266	135,000	146,012	Employee Insurance	150,576	150,390	150,390
157,487	87,291	174,608	174,608	Retiree Health Insurance	150,586	150,520	150,520
14,776	6,800	14,823	14,823	Longevity	11,551	11,423	11,423
186,999	94,105	187,985	187,985	Retirement Fund	189,976	189,321	189,321
10,888	3,339	8,000	8,000	<b>Office Supplies</b>	8,000	8,000	8,000
				<b>Other Services and Charges:</b>			
6,464	859	7,000	7,000	Postage	7,000	7,000	7,000
23,779	19,605	75,000	92,735	Contractual Services	80,000	80,000	80,000
16,195	4,250	15,500	15,500	Contractual Services - E.A.C.	16,500	16,500	16,500
49,172	34,666	55,000	55,000	Medical Services	55,000	55,000	55,000
16	-	50	200	Mileage	100	100	100
14,557	6,810	40,000	50,000	Printing and Publishing	35,000	35,000	35,000
40,105	27,072	75,000	80,000	Arbitration Expense	80,000	80,000	80,000
575	1,164	3,000	3,000	Membership and Dues	3,000	3,000	3,000
				<b>Capital Outlay:</b>			
9,450	13,571	82,228	82,228	Equipment - Office	-	-	-
<u>\$ 1,226,311</u>	<u>\$ 658,999</u>	<u>\$ 1,484,838</u>	<u>\$ 1,532,721</u>	<b>Total Human Resources</b>	<u>\$ 1,431,466</u>	<u>\$ 1,412,153</u>	<u>\$ 1,412,153</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 2015, the Department took over 20,000 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 under 21,000.

Departmental staff currently includes an Administrator, one full-time office assistant, one temporary clerical employee, six temporary blight buster crew workers, and five temporary code enforcement officers. The 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. In the spring and summer seasons they also enforce the City's Weed Control ordinance. Our five 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 blight issues. In the year 2015, the inspectors issued over 3,300 notices during the sweep. The staff's time is divided between answering telephones, inputting complaints, and inspecting properties.

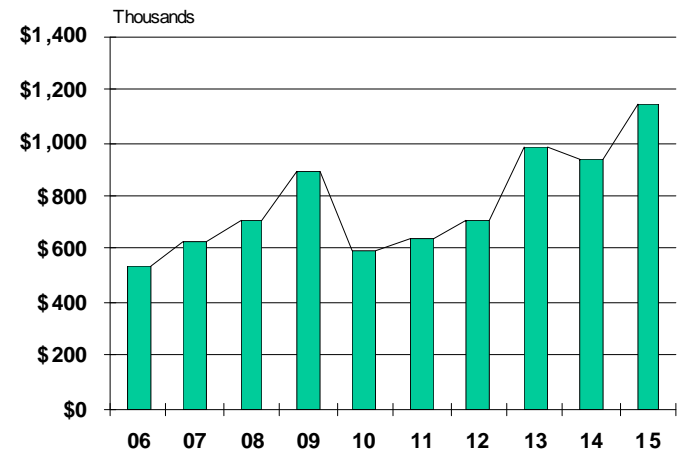
## PROPERTY MAINTENANCE INSPECTION

### Fiscal 2017 Performance Objectives

1. To continue to update the vacant/foreclosed registration database.
2. To continue to make sure all staff members are up to date on current ordinances, laws and procedures.
3. To continue to monitor mobile home parks for blight and property maintenance issues.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Weed enforcement - complaints	5,508	8,500	9,000	9,000
Weed enforcement - vacant homes and lot work orders – grass cutting	3,883	5,000	4,500	4,500
Rodent complaints and investigations	327	800	800	800
Complaints entered into tracking system	30,637	25,000	31,000	31,000
Vacant and foreclosed property clean ups	1,332	1,500	1,500	1,500
Mobile home complaints and investigations	163	200	200	200

**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	\$ 35,141	1	\$ 35,141	1	\$ 35,141	1	\$ 35,141
Temporary/Co-op		35,000		35,000		35,000		35,000
Temporary Employees- Inspection		450,000		480,000		450,000		450,000
Overtime	—	-	—	6,750	—	-	—	-
Total Personnel	<u>1</u>		<u>1</u>		<u>1</u>		<u>1</u>	

(a) Wage rates are based on Local 227 contract that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

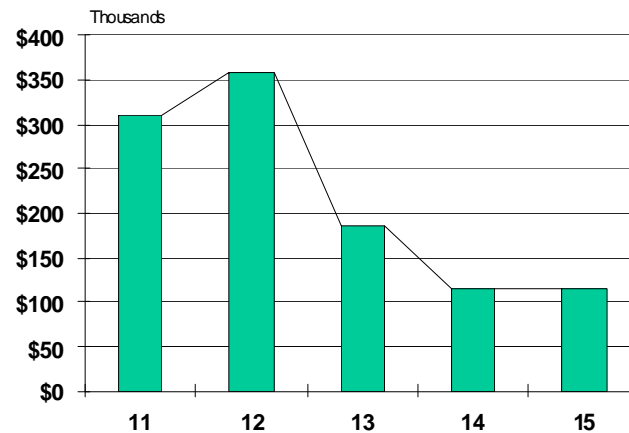
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>PROPERTY MAINTENANCE INSPECTION</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ 12,846	\$ 35,411	\$ 35,411	Permanent Employees	\$ 30,924	\$ 30,924	\$ 30,924
287,101	123,855	260,000	35,000	Temporary/Co-op	35,000	35,000	35,000
247,568	147,364	300,000	450,000	Temporary Employees- Inspection	480,000	450,000	450,000
17,295	1,662	1,662	-	Overtime	6,750	-	-
				<b>Employee Benefits:</b>			
42,196	21,848	40,072	40,072	Social Security	42,280	39,468	39,468
20,789	20,592	55,000	123,794	Employee Insurance	182,357	182,017	182,017
-	128	388	388	Retiree Health Insurance	309	309	309
-	1,285	3,881	3,881	Retirement Fund	3,092	3,092	3,092
12,061	5,047	14,500	15,000	<b>Office Supplies</b>	15,000	15,000	15,000
				<b>Other Services and Charges:</b>			
3,637	1,997	5,000	5,000	Postage	5,000	5,000	5,000
-	-	-	-	Auto Expense	12,000	12,000	12,000
-	-	10,000	10,000	West Nile Virus Expense	10,000	10,000	10,000
274,058	116,583	250,000	275,000	Weed Mowing Program	275,000	275,000	275,000
210,436	102,408	225,000	225,000	Rodent Control Program	225,000	175,000	175,000
5,363	1,855	5,280	5,280	Telephone and Radio	5,500	5,500	5,500
5,055	-	7,000	7,000	Printing and Publishing	7,000	7,000	7,000
				<b>Capital Outlay:</b>			
18,509	-	-	-	Equipment - Maintenance	60,000	-	-
<u>\$ 1,144,068</u>	<u>\$ 557,470</u>	<u>\$ 1,213,194</u>	<u>\$ 1,230,826</u>	<b>Total Property Maintenance Inspection</b>	<u>\$ 1,395,212</u>	<u>\$ 1,245,310</u>	<u>\$ 1,245,310</u>

## COMMUNITY AND ECONOMIC DEVELOPMENT

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

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

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



GENERAL FUND PERSONNEL

<u>COMMUNITY AND ECONOMIC DEVELOPMENT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Community & Economic Development Director	1	\$ 79,943	1	\$ 79,943	1	\$ 79,943	1	\$ 79,943
Community Development Administrative Assistant	<u>1</u>	63,560	<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 227 contracts that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 85,767	\$ 28,944	\$ 80,000	\$ 105,624	Permanent Employees	\$ 142,622	\$ 142,622	\$ 142,622
				<b>Employee Benefits:</b>			
6,951	2,394	6,500	8,081	Social Security	10,911	10,911	10,911
10,931	3,364	15,000	33,935	Employee Insurance	32,559	32,559	32,559
918	319	1,056	1,056	Retiree Health Insurance	1,427	1,427	1,427
9,177	3,194	10,562	10,562	Retirement Fund	14,263	14,263	14,263
-	59	1,000	1,000	<b>Office Supplies</b>	-	-	-
				<b>Other Services and Charges:</b>			
1	-	1,500	3,000	Postage	3,000	3,000	3,000
-	356	5,000	5,000	Contractual Services	5,000	5,000	5,000
-	-	100	500	Mileage	500	500	500
-	-	2,500	5,000	Printing and Publishing	5,000	5,000	5,000
1,000	-	1,000	2,000	Membership & Dues	2,000	2,000	2,000
2,138	-	4,000	8,000	Promotions	8,000	8,000	8,000
<u>\$ 116,883</u>	<u>\$ 38,630</u>	<u>\$ 128,218</u>	<u>\$ 183,758</u>	<b>Total Community &amp; Economic Development</b>	<u>\$ 225,282</u>	<u>\$ 225,282</u>	<u>\$ 225,282</u>

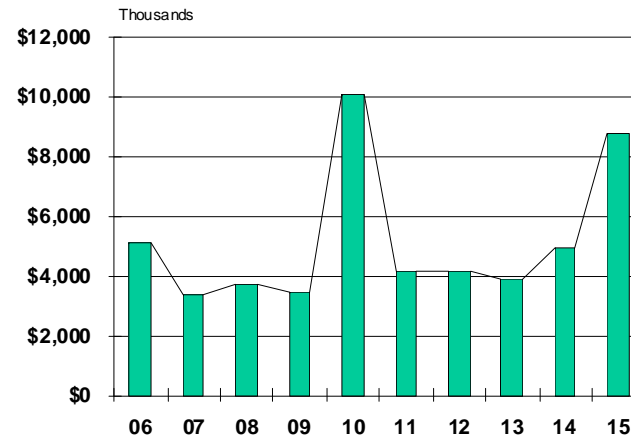


## ADMINISTRATIVE UNALLOCATED EXPENSE

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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>ADMINISTRATION UNALLOCATED EXPENSE</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 63,400	\$ 66,800	\$ 66,800	\$ 65,200	Independent Audit	\$ 68,000	\$ 68,000	\$ 68,000
-	-	-	-	Software Services	400,000	400,000	400,000
5,478,736	-	-	-	Contingencies (Flood)	-	-	-
45,656	24,446	50,000	50,000	Telephone and Radio	50,000	50,000	50,000
11,850	5,707	9,000	9,000	Conferences and Workshops	12,000	12,000	12,000
36,007	3,241	55,400	55,400	Education Allowance	55,000	55,000	55,000
9,213	977	5,000	5,000	Community Promotion	10,000	10,000	10,000
2,109,756	1,390,435	3,180,000	3,180,000	Insurance and Bonds	3,000,000	3,000,000	3,000,000
350,000	-	-	-	Transfer to Fund 801	-	-	-
6,700	6,700	6,700	6,700	8 mile Vision/Action Plan	6,700	6,700	6,700
97,662	50,318	150,000	150,000	Professional Services	120,000	120,000	120,000
-	1,142,502	2,285,000	2,285,000	VEBA Contribution	-	-	-
250,000	250,000	250,000	250,000	Grievance Settlements	250,000	250,000	250,000
-	-	1,000	1,000	Investment Policy Commission	1,000	1,000	1,000
231,993	94,053	290,000	290,000	Public Utilities - Civic Center	290,000	290,000	290,000
8,476	3,719	12,000	12,000	Public Utilities - Court Building	12,000	12,000	12,000
-	-	13,000	13,000	U.S. Conference of Mayors Membership	13,000	13,000	13,000
41,584	36,802	36,800	36,800	Unemployment Costs	7,925	7,925	7,925
1,500	750	2,000	2,000	401(a) Board Operating Expense	2,000	2,000	5,000
21	285	500	500	Disability Commission Operating Expense	500	500	500
-	254,656	1,325,000	1,329,656	Tax Reverted Property Acquisition/Expense	75,000	75,000	75,000
<u>\$ 8,742,554</u>	<u>\$ 3,331,391</u>	<u>\$ 7,738,200</u>	<u>\$ 7,741,256</u>	<b>Total Administration Unallocated Expense</b>	<u>\$ 4,373,125</u>	<u>\$ 4,373,125</u>	<u>\$ 4,376,125</u>

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

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

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

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

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

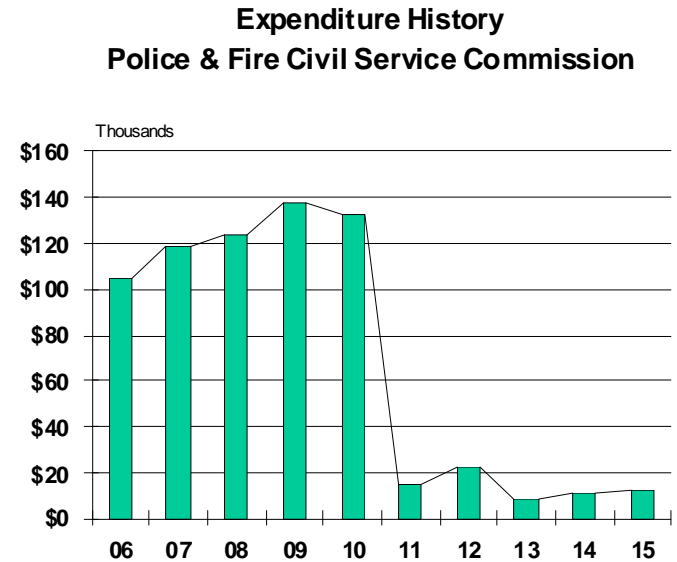
The City of Warren Police and Fire Civil Service Commission shall continue fulfilling its responsibilities according to the requirements of Act 78 to determine qualifications by competitive examinations. All appointments, reinstatements, promotions, and discharges in the Police and Fire Departments will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

## POLICE & FIRE CIVIL SERVICE COMMISSION

### Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Employee promotional exams posted	2	2	2	2
Applications processed	20	21	30	30
Written exams conducted	20	21	30	30
Regular meetings held	10	10	12	12
Special meetings held	2	1	2	2
Certify police promotional list	2	2	2	2



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>POLICE &amp; FIRE CIVIL SERVICE</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 1,700	\$ 700	\$ 2,000	\$ 3,000	Fees and Per Diem	\$ 2,000	\$ 2,000	\$ 2,000
				<b>Supplies:</b>			
393	-	750	1,400	Office Supplies	750	750	750
10,478	-	20,000	28,000	Exams & Operating Supplies	15,000	15,000	15,000
				<b>Other Services and Charges:</b>			
18	5	500	800	Postage	800	800	800
<u>\$ 12,589</u>	<u>\$ 705</u>	<u>\$ 23,250</u>	<u>\$ 33,200</u>	<b>Total Police &amp; Fire Civil Service</b>	<u>\$ 18,550</u>	<u>\$ 18,550</u>	<u>\$ 18,550</u>

## ZONING BOARD OF APPEALS

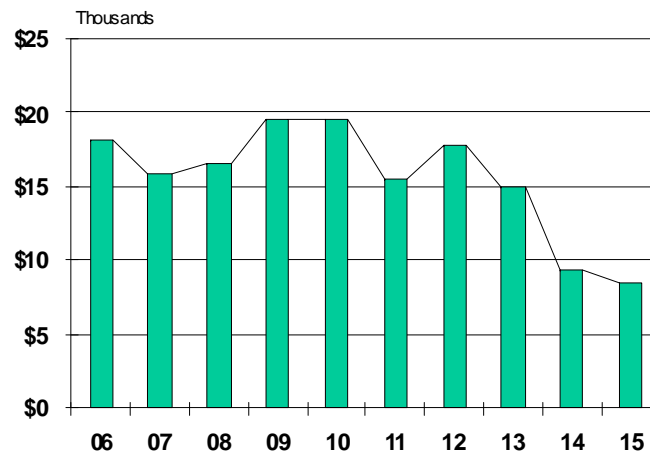
The Zoning Board of Appeals is a nine member quasi-judicial body authorized by the Michigan Zoning Enabling Act, MCL 125.3601 et seq., and the Warren Zoning Ordinance to:

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

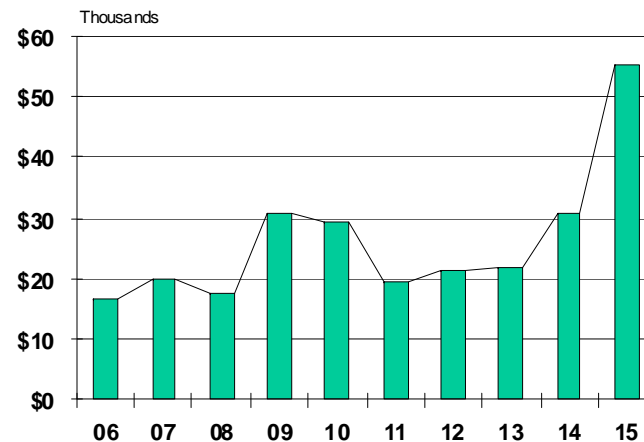
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ZONING BOARD OF APPEALS</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 4,690	\$ 2,900	\$ 8,000	\$ 10,800	Meeting Allowance	\$ 10,800	\$ 10,800	\$ 10,800
-	-	600	1,365	<b>Office Supplies</b>	1,365	1,365	1,365
				<b>Other Services and Charges:</b>			
3,849	2,514	6,000	6,000	Postage	6,000	6,000	6,000
-	-	1,500	3,000	Outside Court Reporter	3,000	3,000	3,000
-	-	840	840	Printing and Publishing	840	840	840
<b>\$ 8,539</b>	<b>\$ 5,414</b>	<b>\$ 16,940</b>	<b>\$ 22,005</b>	<b>Total Zoning Board of Appeals</b>	<b>\$ 22,005</b>	<b>\$ 22,005</b>	<b>\$ 22,005</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

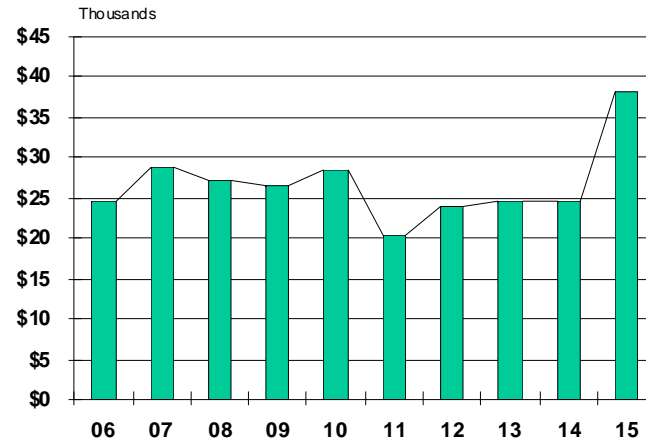
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT BEAUTIFICATION COMMISSION</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 8,387	\$ 4,347	\$ 8,000	\$ 8,000	Part-time Employee	\$ 9,000	\$ 9,000	\$ 9,000
				<b>Employee Benefits:</b>			
642	333	612	612	Social Security	689	689	689
-	6	11	11	Employee Insurance	12	12	12
516	-	600	600	<b>Office Supplies</b>	600	600	600
				<b>Other Services and Charges:</b>			
3,200	1,500	3,000	3,000	Contractual Services	3,000	3,000	3,000
1,267	198	1,700	1,700	Postage	1,700	1,700	1,700
72	36	250	250	Telephone Expense	250	250	250
509	44	800	800	Mileage	800	800	800
622	334	700	700	Public Utilities	700	700	700
1,167	-	1,000	1,000	City Flower Plantings	1,000	1,000	1,000
1,665	-	1,200	1,200	School Program	1,200	1,200	1,200
6,080	3,470	9,000	9,000	Awards Committee	9,000	9,000	9,000
663	-	2,000	2,000	Clean-up Campaign	2,000	2,000	2,000
444	85	1,000	1,000	Installation & Informational Dinner Meetings	1,000	1,000	1,000
29,999	-	30,000	30,000	Decorations	30,000	30,000	30,000
<u>\$ 55,233</u>	<u>\$ 10,353</u>	<u>\$ 59,873</u>	<u>\$ 59,873</u>	<b>Total Beautification Commission</b>	<u>\$ 60,951</u>	<u>\$ 60,951</u>	<u>\$ 60,951</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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CULTURAL COMMISSION</u>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ -	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
				<b>Other Services and Charges:</b>			
15,500	2,400	2,400	2,400	Contractual Services	3,200	3,200	3,200
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
19,305	18,166	19,300	19,300	Summer Program	18,800	18,800	18,800
-	-	2,000	2,000	Winter Program	1,200	1,200	1,200
795	795	800	800	Artist in Residence Program	800	800	800
500	500	-	-	Art Festival/Civic Theatre	500	500	500
<u>\$ 38,100</u>	<u>\$ 23,861</u>	<u>\$ 26,600</u>	<u>\$ 26,600</u>	<b>Total Cultural Commission</b>	<u>\$ 26,600</u>	<u>\$ 26,600</u>	<u>\$ 26,600</u>

## CRIME COMMISSION

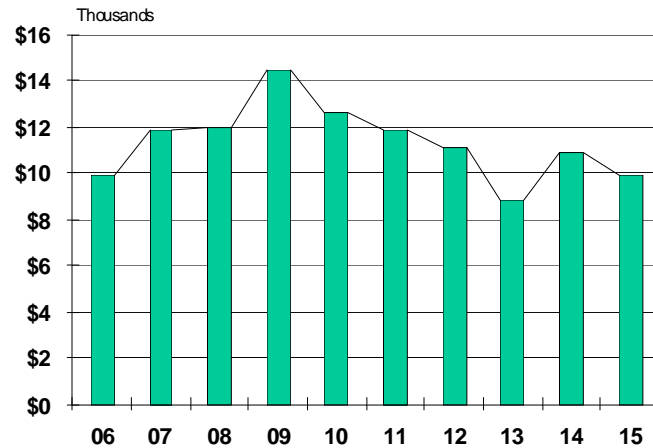
The Crime Commission, established on April 2, 1968, consists of twelve (12) members appointed by the Mayor. Members of the Commission may be persons with qualifications in such areas as: law enforcement, crime prevention, public communication and education.

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

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

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

### Expenditure History Crime Commission



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CRIME COMMISSION</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 752	\$ 148	\$ 1,000	\$ 1,000	<b>Office Supplies</b>	\$ 1,000	\$ 1,000	\$ 1,000
				<b>Other Services and Charges:</b>			
1,746	522	1,800	1,800	Contractual Services	1,800	1,800	1,800
5,794	2,685	7,000	7,000	Community Promotion & Public Relations	7,000	7,000	7,000
<u>1,675</u>	<u>210</u>	<u>2,000</u>	<u>2,000</u>	Public Utilities	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<u>\$ 9,967</u>	<u>\$ 3,565</u>	<u>\$ 11,800</u>	<u>\$ 11,800</u>	<b>Total Crime Commission</b>	<u>\$ 11,800</u>	<u>\$ 11,800</u>	<u>\$ 11,800</u>

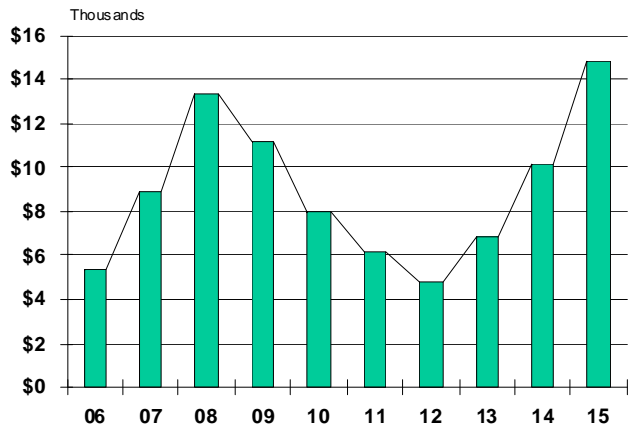
# HISTORICAL COMMISSION

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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HISTORICAL COMMISSION</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 443	\$ 121	\$ 1,830	\$ 1,830	<b>Office Supplies</b>	\$ 1,330	\$ 1,330	\$ 1,330
				<b>Other Services and Charges:</b>			
72	36	300	300	Telephone Expense	300	300	300
689	-	1,200	1,200	Community Promotion & Public Relations	1,200	1,200	1,200
210	185	405	405	Membership & Dues	435	435	435
2,618	-	1,500	1,500	Historical Site Plaques	1,500	1,500	1,500
2,397	378	3,620	3,620	Museum Expense	2,760	2,760	2,760
1,261	-	1,500	1,500	Hall of Fame	1,500	1,500	1,500
				<b>Capital Outlay:</b>			
2,653	-	-	-	Capital Improvements	500	500	500
4,481	-	-	-	Equipment - Office	2,550	2,550	2,550
<u>\$ 14,824</u>	<u>\$ 720</u>	<u>\$ 10,355</u>	<u>\$ 10,355</u>	<b>Total Historical Commission</b>	<u>\$ 12,075</u>	<u>\$ 12,075</u>	<u>\$ 12,075</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, 2014, there were 527 retirees and beneficiaries receiving benefits from the fund. In addition, 22 members have deferred their retirement benefits. All of the 105 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, 2016 is \$9,075,977. For comparison to prior years the Unfunded Actuarial Present Value of Credited Projected Benefits for the year ended December 31, 2014 was \$67,006,000. 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 2017 Performance Objectives

1. To improve communication between the Board of Trustees, retirees, employees, and the city administration.
2. To promote awareness and use of Retirement System's website for better communication and education of members.
3. To improve the database of healthcare eligibility for retirees.
4. To promote education for staff and trustees regarding pension law and changing legislation.
5. To encourage participation in suppression of monthly mailer to retirees for pension checks.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Agendas prepared	16	16	16	16
Pension calculations prepared	24	20	25	25
Annual employee pension ledgers prepared	135	130	130	125
Pension payments distributed	6,500	6,700	6,600	6,600
1099 R's mailed	559	575	570	570

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	\$ 67,750	-	(c) \$ -	1	\$ 67,750	1	\$ 67,750
Administrator II General Employee Rtmt Sys w/Mape	-	-	1	(c) 71,550	-	-	-	\$ -
Account Technician	1	54,765	-	(c) -	1	54,765	1	54,765
Senior Account Technician			1	(c) 58,870		-		-
Part-time Employee		14,000		10,000		10,000		10,000
	—		—		—		—	
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>		<u>2</u>	

(a) Wage rates are based on Local 227 and Local 412 Unit 59 contracts that expired 6/30/16.

(c) Reclassifications of City Retirement Administrator to Administrator II General Employee Retirement System w/Mapers and Account Technician to Senior Account Technician.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>CITY RETIREMENT</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 75,803	\$ 58,476	\$ 116,483	\$ 116,483	Permanent Employees	\$ 130,929	\$ 117,545	\$ 117,545
17,384	4,259	14,000	14,000	Part-time Employee	10,000	10,000	10,000
				<b>Employee Benefits:</b>			
7,382	4,850	10,227	10,227	Social Security	11,160	10,102	10,102
23,056	14,969	32,741	32,741	Employee Insurance	33,626	33,480	33,480
78,335	43,528	87,044	87,044	Retiree Health Insurance	74,807	74,718	74,718
3,145	1,221	3,218	3,218	Longevity	4,963	4,510	4,510
1,701	1,249	1,249	750	Education Allowance	2,150	2,150	2,150
75,932	6,022	11,971	11,971	Retirement Fund	13,589	12,205	12,205
				<b>Retiree Benefits:</b>			
7,744,659	3,188,393	12,785,000	12,785,000	Retiree Insurance	9,000,000	9,000,000	9,000,000
676,385	341,602	679,501	680,000	Medicare Reimbursement	690,000	690,000	690,000
208	-	2,500	2,500	<b>Office Supplies</b>	2,500	2,500	2,500
				<b>Other Services and Charges:</b>			
-	-	10,000	10,000	Legal Services	10,000	10,000	10,000
-	-	700	700	Fees & Per Diem	700	700	700
3,967	1,639	6,000	6,000	Postage	6,000	6,000	6,000
-	-	666,050	666,050	Contractual Services	624,725	624,725	624,725
-	-	1,000	1,000	Service Contracts	1,000	1,000	1,000
-	-	4,000	4,000	Disability Physicals	3,000	3,000	3,000
-	-	350	350	Membership & Dues	350	350	350
-	-	34,700	34,700	Bank Custodial Fees	32,450	32,450	32,450
-	-	7,000	7,000	Travel and Conferences	7,000	7,000	7,000
-	-	12,000	12,000	Insurance and Bonds	12,000	12,000	12,000
-	-	2,000	2,000	Printing & Publishing	2,000	2,000	2,000
761	377	1,000	1,000	Telephone	1,000	1,000	1,000
<u>\$ 8,708,718</u>	<u>\$ 3,666,585</u>	<u>\$ 14,488,734</u>	<u>\$ 14,488,734</u>	<b>Total City Retirement</b>	<u>\$ 10,673,949</u>	<u>\$ 10,657,435</u>	<u>\$ 10,657,435</u>
(231,124)	(116,404)	(982,693)	(982,269)	Charges Reimbursable via Public Act 55	(913,643)	(901,258)	(901,258)
<u>(8,477,594)</u>	<u>(3,550,181)</u>	<u>(13,506,041)</u>	<u>(13,506,465)</u>	Charges Reimbursable via VEBA Trust	<u>(9,760,306)</u>	<u>(9,756,178)</u>	<u>(9,756,178)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net City Retirement</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## **POLICE AND FIRE RETIREMENT COMMISSION**

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

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

Total assets in the fund as of December 31, 2014, were \$296,629,089. 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, 2016 is \$10,357,456, which will change annually after an annual actuarial valuation is completed and a report is issued. As of December 31, 2014 the retirement system is now 72.7% funded, which means that accrued liabilities exceeded actuarial accrued assets by 27.3%.

There are currently 556 retirees or beneficiaries receiving benefits from the fund and 326 active members of the system who pay three and five percent of gross wages into the system. Retirement benefits vest after 10 years of service.

The members of the Police and Fire Retirement Board include the City Treasurer, a police representative, a fire representative and two mayoral appointed positions. The Commission uses the services of an 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 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Estimated pension calculations prepared	14	15	15	20
Actual pension calculations prepared	14	15	15	20
Agendas prepared	17	18	18	18
Active P & F ledgers distributed	331	328	328	330
Pension checks distributed	478	490	490	474
Annuity withdrawals completed	12	15	15	20
Safe-Harbor method calculations	14	15	15	20
Retiree incentive bonuses paid	3	5	5	5
1099R's and W4-P's mailed	616	590	590	580
"Buy-Back" computations	8	10	10	10
Direct deposit enrollments	14	15	15	15
Monitoring monthly direct deposits	6,762	6,644	6,644	6,785
Direct deposits initiated	6,762	6,644	6,644	6,785
Retirement actuarial valuation prepared	1	1	1	1
Retirement financial statements prepared	1	1	1	1
VEBA Trust actuarial valuation prepared	1	-	-	1
VEBA Trust financial statements prepared	1	1	1	1
Pension verifications	-	-	-	560

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	\$ 78,068	1	\$ 78,068	1	\$ 78,068	1	\$ 78,068
Police & Fire Retirement Account Technician	1	54,765	1	54,765	1	54,765	1	54,765
Part-time Employee		5,000		10,000		5,000		5,000
Overtime	—	6,185	—	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 227 and Local 412 Unit 59 contracts that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

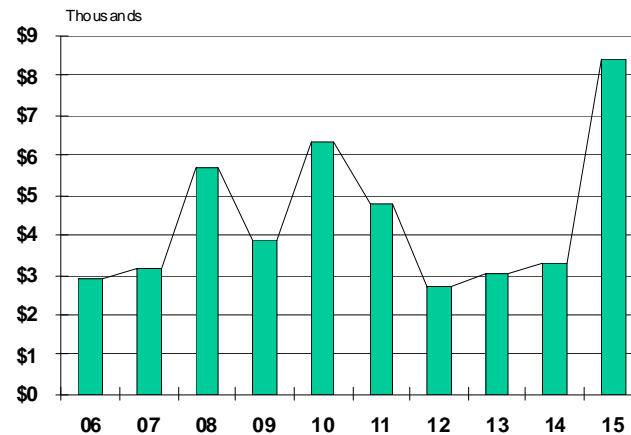
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>GENERAL GOVERNMENT POLICE &amp; FIRE RETIREMENT</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 132,795	\$ 63,633	\$ 131,577	\$ 131,577	Permanent Employees	\$ 132,215	\$ 132,215	\$ 132,215
7,289	-	5,000	5,000	Part-time Employee	10,000	5,000	5,000
14,989	420	6,185	6,185	Overtime	6,185	6,185	6,185
				<b>Employee Benefits:</b>			
12,210	5,165	11,441	11,441	Social Security	11,873	11,491	11,491
34,761	15,080	32,537	32,537	Employee Insurance	33,690	33,683	33,683
78,354	43,212	86,420	86,420	Retiree Health Insurance	74,074	74,074	74,074
6,800	3,400	6,800	6,800	Longevity	6,800	6,800	6,800
-	-	1,200	1,200	Education Allowance	1,200	1,200	1,200
92,373	44,510	90,218	90,218	Retirement Fund	91,063	91,063	91,063
				<b>Retiree Benefits:</b>			
9,060,896	4,443,673	10,500,000	10,500,000	Retiree Insurance	10,500,000	10,500,000	10,500,000
538,137	270,432	555,000	555,000	Medicare Reimbursement	560,000	560,000	560,000
208	-	5,220	5,220	<b>Office Supplies</b>	5,220	5,220	5,220
				<b>Other Services and Charges:</b>			
3,718	1,735	5,000	5,000	Postage	5,000	5,000	5,000
-	-	24,000	24,000	Audit Fees	24,000	24,000	24,000
-	-	1,800,000	1,800,000	Contractual Services	1,800,000	1,800,000	1,800,000
-	-	530	530	Service Contracts	530	530	530
-	-	3,500	3,500	Disability Physicals	3,500	3,500	3,500
-	-	7,000	7,000	Travel and Conferences	20,000	8,000	8,000
-	-	20,000	20,000	Insurance and Bonds	20,000	20,000	20,000
-	-	3,400	3,400	Printing & Publishing	3,400	3,400	3,400
571	283	1,000	1,000	Telephone	1,000	1,000	1,000
<u>\$ 9,983,101</u>	<u>\$ 4,891,543</u>	<u>\$ 13,296,028</u>	<u>\$ 13,296,028</u>	<b>Total Police &amp; Fire Retirement</b>	<u>\$ 13,309,750</u>	<u>\$ 13,292,361</u>	<u>\$ 13,292,361</u>
(384,068)	(177,438)	(2,241,028)	(2,241,028)	Charges Reimbursable via Public Act 55	(2,249,750)	(2,232,361)	(2,232,361)
<u>(9,599,033)</u>	<u>(4,714,105)</u>	<u>(11,055,000)</u>	<u>(11,055,000)</u>	Charges Reimbursable via VEBA Trust	<u>(11,060,000)</u>	<u>(11,060,000)</u>	<u>(11,060,000)</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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>VILLAGE HISTORICAL COMMISSION</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ 250	\$ 250	<b>Office Supplies</b>	\$ 250	\$ 250	\$ 250
				<b>Other Services and Charges:</b>			
5,945	2,906	6,500	6,500	Contractual Services	6,500	6,500	6,500
664	10	2,000	2,000	Community Promotion & Public Relations	2,000	2,000	2,000
1,822	514	3,300	3,300	Public Utilities	3,300	3,300	3,300
-	-	1,400	1,400	Historical Site Plaque	1,400	1,400	1,400
-	-	400	400	Old Village Hall Improvements	400	400	400
<u>\$ 8,431</u>	<u>\$ 3,430</u>	<u>\$ 13,850</u>	<u>\$ 13,850</u>	<b>Total Village Historical Commission</b>	<u>\$ 13,850</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.

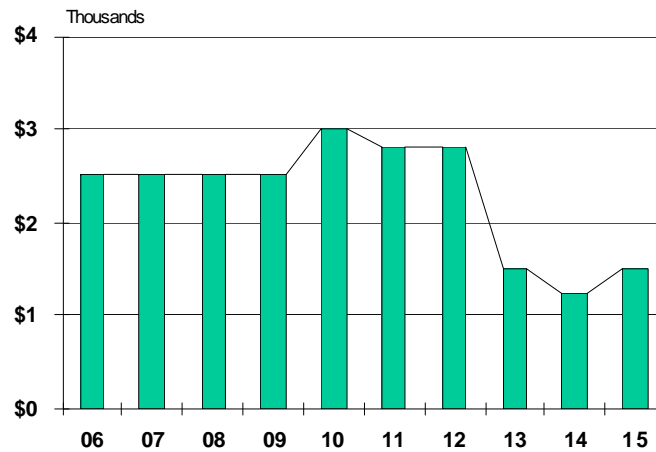
The purpose of the Commission is to identify health care needs of Warren seniors and to provide information of health care services available in the city.

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

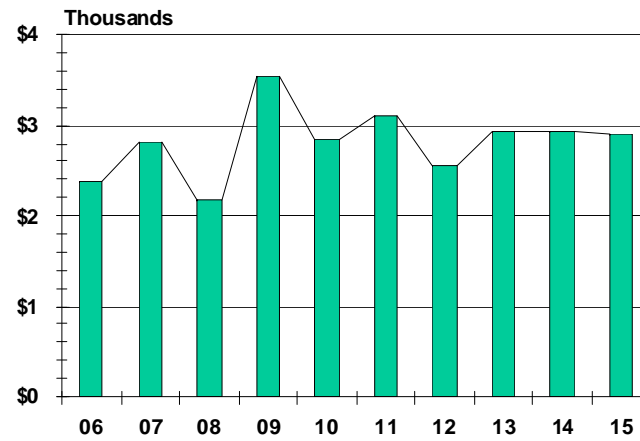
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>CITY COMMISSION ON SENIOR HEALTH CARE SERVICES</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 1,495	\$ 1,164	\$ 1,500	\$ 1,500	<b>Other Services and Charges:</b>			
				Community Promotion & Public Relations	\$ 1,500	\$ 1,500	\$ 1,500
				<b>Total City Commission on Senior Health Care Services</b>			
<u>\$ 1,495</u>	<u>\$ 1,164</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>		<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>

## COUNCIL OF COMMISSIONS

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

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

**Expenditure History  
Council of Commissions**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COUNCIL OF COMMISSIONS</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 82	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
<u>2,811</u>	<u>517</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>\$ 2,893</u>	<u>\$ 517</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

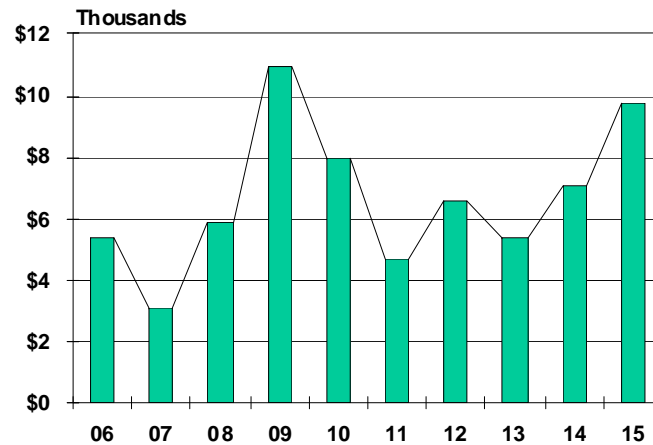
The Animal Welfare Commission was established on October 22, 1998. The Commission shall consist of seven members to be appointed by the Mayor. The members shall serve for three-year terms and may be re-appointed for any number of terms. Council and the Mayor may appoint ex-officio members.

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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ANIMAL WELFARE COMMISSION</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 1,177	\$ -	\$ 400	\$ 400	<b>Office Supplies</b>	\$ 400	\$ 400	\$ 400
				<b>Other Services and Charges:</b>			
2,310	144	1,000	1,000	Operating Expense	1,000	1,000	1,000
6	-	50	50	Postage	50	50	50
-	-	50	50	Telephone Expense	50	50	50
2,195	1,098	2,500	2,500	Vaccination Fair	2,500	2,500	2,500
1,000	500	1,000	1,000	Chipping Clinic	1,000	1,000	1,000
780	-	2,500	2,500	Education	2,500	2,500	2,500
<u>2,263</u>	<u>4,990</u>	<u>2,500</u>	<u>5,000</u>	Dog Park	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
<u>\$ 9,731</u>	<u>\$ 6,732</u>	<u>\$ 10,000</u>	<u>\$ 12,500</u>	<b>Total Animal Welfare Commission</b>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

## **FIRE DEPARTMENT**

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

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

**FIREFIGHTING DIVISION:** The primary role of the 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 firefighting duties, including responding to hazardous materials and technical rescue incidents, natural or man made disasters, chemical, biological, radiological or nuclear incidents.

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

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

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

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

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



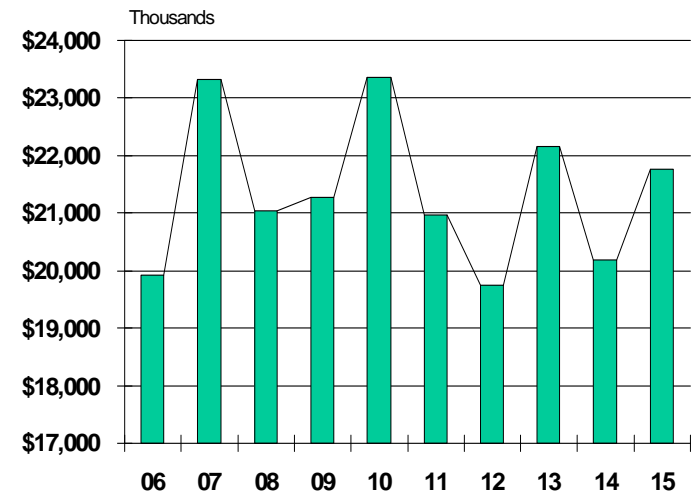
## FIRE DEPARTMENT

### Fiscal 2017 Performance Objectives

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

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Incident reports reviewed	16,718	17,500	17,000	17,500
Fire station inspections	72	72	72	72
Apparatus/equipment inspections	4,745	4,745	4,745	4,745
Total incident responses	16,718	17,500	17,000	17,000
Total equipment responses	31,520	30,000	32,000	32,500
Mutual aid rendered and received	43	75	50	50
On duty injuries	23	30	20	20
Lost work hours from on duty injuries	705	700	700	700
Hours of hydrant maintenance	8,320	8,500	8,500	8,500
Hours of fire training	2,000	3,200	2,000	2,000
Hours of medical training	3,474	4,500	3,474	3,474
Hours of haz-mat training	878	878	878	878
Hours of tech rescue training	690	690	690	390
Hours of SRT training	754	754	754	754
Fire Department vehicle accidents	7	10	10	10

**Expenditure History  
Fire Department**



GENERAL FUND PERSONNEL

<u>FIRE DEPARTMENT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Fire Commissioner	1	\$ 114,101	1	\$ 114,101	1	\$ 114,101	1	\$ 114,101
Administrative Chief of Operations	1	113,170	1	113,170	1	113,170	1	113,170
Deputy Chief	1	108,027	1	108,027	1	108,027	1	108,027
Special Operations Chief	1	102,883	1	102,883	1	102,883	1	102,883
Battalion Chief	3	102,883	3	102,883	3	102,883	3	102,883
Fire Marshal	1	102,883	1	102,883	1	102,883	1	102,883
Chief of E.M.S.	1	93,529	1	93,529	1	93,529	1	93,529
Captain	6	93,529	6	93,529	6	93,529	6	93,529
Training Coordinator	-	-	1 (b)	91,234	-	-	-	-
Lieutenant	15	85,026	15	85,026	15	85,026	15	85,026
Fire Inspector	3	85,026	3	85,026	3	85,026	3	85,026
Sergeant A.E.M.T.	1	85,026	1	85,026	1	85,026	1	85,026
Sergeant	5	77,297	5	77,297	5	77,297	5	77,297
Fire Fighter A.E.M.T.	9	77,297	9	77,297	9	77,297	9	77,297
Fire Fighter Engine & Ladder	20	73,783	20	73,783	20	73,783	20	73,783
Fire Fighter	43	70,269	43	70,269	43	70,269	43	70,269
Office Coordinator - Fire	1	71,089	1	71,089	1	71,089	1	71,089
Administrative Clerk - Fire	1	48,809	1	48,809	1	48,809	1	48,809
EMS Billing Specialist	1	35,141	1	35,581	1	35,581	1	35,581
Temporary/Co-op		-		50,000		-		-
Overtime - Fire Fighters		400,000		500,000		400,000		400,000
Overtime - Clerical		1,500		1,500		1,500		1,500
Total Personnel without SAFER Grant	<u>114</u>		<u>115</u>		<u>114</u>		<u>114</u>	
Fire Fighter (SAFER Grant Award)	18	56,253	18	56,253	18	56,253	18	56,253
Total Personnel with SAFER Grant Award	<u>132</u>		<u>133</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 2270 contracts that expired 6/30/16.

(b) New position.

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

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 117,909	\$ 61,000	\$ 114,979	\$ 114,979	Appointed Official	\$ 114,546	\$ 114,546	\$ 114,546
8,375,880	3,922,164	8,400,000	8,549,978	Fire Fighter Wages	8,460,105	8,373,511	8,373,511
125,000	65,185	134,224	134,224	Civilians & Clerical	138,091	138,091	138,091
-	-	-	-	Temporary/Co-op	50,000	-	-
-	-	1,500	1,500	Overtime - Clerical	1,500	1,500	1,500
283,652	234,415	400,000	400,000	Overtime - Fire Fighters	500,000	400,000	400,000
152,774	30,720	155,000	180,000	Shift Premium	180,000	180,000	180,000
70,000	33,083	70,000	70,000	A.E.M.T. Premium	75,000	74,000	74,000
				<b>Employee Benefits:</b>			
20,275	23,050	23,050	19,800	Educational Allowance	22,500	22,000	22,000
7,992	8,231	8,231	7,700	Cleaning Allowance	8,400	7,700	7,700
154,217	73,411	162,019	162,019	Social Security	169,490	162,806	162,806
463,149	215,836	489,687	489,687	Holiday Pay	486,193	481,217	481,217
2,151,376	916,830	2,100,000	2,303,971	Employee Insurance	2,389,658	2,369,164	2,369,164
3,694,873	2,067,605	4,136,032	4,136,032	Retiree Health Insurance	5,171,877	5,105,621	5,105,621
191,733	95,465	208,411	208,411	Longevity	198,237	194,837	194,837
3,726,733	2,084,349	4,167,598	4,167,598	Retirement Fund	4,042,061	4,010,957	4,010,957
118,168	56,905	120,000	120,000	Food Allowance	120,000	120,000	120,000
73,569	40,083	72,150	72,150	Uniforms	72,800	72,150	72,150
				<b>Supplies:</b>			
93,937	50,394	130,000	130,000	Operating Supplies	130,000	130,000	130,000
93,561	44,584	125,000	125,000	EMS Medical Supplies	135,000	135,000	135,000
100,444	21,561	100,000	150,000	Gasoline & Diesel Oil	125,000	125,000	125,000
				<b>Other Services and Charges:</b>			
287,059	134,565	415,285	415,285	Contractual Services	512,285	512,285	512,285
280,886	280,886	280,886	280,887	Capital Equipment Lease Payment	280,886	280,886	280,886
62,015	35,717	103,473	103,473	Building Maintenance	110,000	110,000	110,000
30,491	13,155	35,000	50,000	Instruction	71,000	71,000	71,000
7,824	-	15,000	15,000	Medical Services	15,000	15,000	15,000
32,373	10,804	49,100	49,100	Telephone and Radio	54,750	54,750	54,750
109,909	33,513	125,000	145,000	Public Utilities	145,000	145,000	145,000
30,000	12,500	30,000	30,000	Hydrant Installation & Repairs	30,000	30,000	30,000
60,000	25,000	60,000	60,000	Public Fire Protection (Water)	60,000	60,000	60,000
2,709	865	4,000	4,000	Memberships & Dues	4,000	4,000	4,000
4,987	600	5,000	5,000	Fire Prevention Week	11,000	11,000	11,000
7,374	-	10,100	10,100	RAFT Fund	10,100	10,100	10,100

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT (CONTINUED)</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Capital Outlay:</b>			
\$ -	\$ 195,000	\$ 243,400	\$ 243,400	Capital Improvements	\$ 105,000	\$ 75,000	\$ 75,000
780,631	163,426	313,669	313,669	Equipment and Vehicles	1,738,900	713,300	3,063,300
54,449		8,369	8,369	Assistance to Fire Fighters Grant - 2013	-	-	-
-	1,799	79,546	79,546	Assistance to Fire Fighters Grant - 2014	-	-	-
<b><u>\$ 21,765,949</u></b>	<b><u>\$ 10,952,701</u></b>	<b><u>\$ 22,895,709</u></b>	<b><u>\$ 23,355,878</u></b>	<b>Total Fire Department</b>	<b><u>\$ 25,738,379</u></b>	<b><u>\$ 24,310,421</u></b>	<b><u>\$ 26,660,421</u></b>

## **POLICE DEPARTMENT**

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

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

The Administrative Services Bureau is responsible for the operation of the Training Division, Technical Services Division, Communications Division, Computer Services Division, along with Technical Systems Management 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.

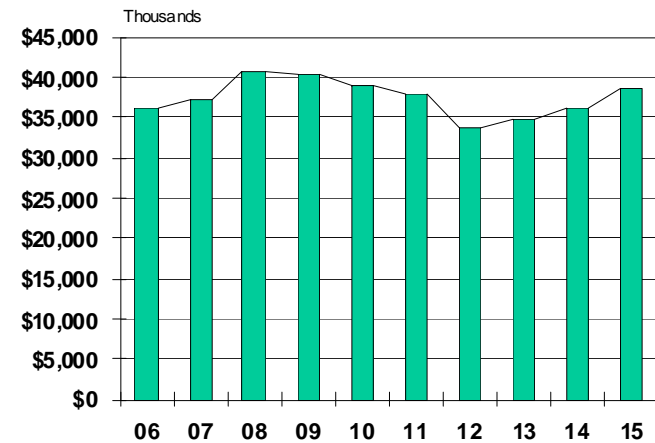
# POLICE DEPARTMENT

## Fiscal 2017 Performance Objectives

1. To replace the dispatch consoles and department radios.
2. To renovate the jail control room by replacing the computers, camera system, and intercom system.
3. To establish a second police station in the south end of the city.
4. To place ten officers in the Macomb County Mobile Field Force to be trained and equipped to respond to any large-scale civil disturbance within the city.
5. To add four budgeted police officer positions to increase manpower and better serve the citizens of Warren.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Calls for police service	95,000	95,000	95,000	95,000
Part I crimes	3,470	4,500	3,500	4,500
Burglary incidents	715	1,000	1,000	1,000
Auto theft incidents	530	750	750	750
Part II crimes	5,980	7,000	7,000	7,000
Narcotic and drug incidents	1,165	1,800	1,800	1,800
Liquor license investigations	150	150	150	150
Traffic citations	24,155	20,500	25,000	25,000
OUIL charges	330	500	450	450
Traffic accidents	3,980	4,500	4,500	4,500
Juveniles charged	200	500	300	300
Total arrests	5,440	7,000	6,500	6,500
Abandoned autos processed	240	1,200	500	500
Guns registered	3,370	7,500	4,000	4,000
Neighborhood watch programs	105	105	110	110
Crime prevention/security survey	75	70	75	75
Monthly training/SRT	21	21	33	33
High risk incidents	7	10	10	10
Private industry safety survey	65	60	65	65
Total citations	31,960	34,000	33,000	33,000
Environmental investigations	80	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>POLICE DEPARTMENT</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 Commissioner	1	\$ 124,707	1	\$ 124,707	1	\$ 124,707	1	\$ 124,707
Deputy Police Commissioner	1	118,477	1	118,477	1	118,477	1	118,477
Captain	2	107,706	2	107,706	2	107,706	2	107,706
Lieutenant	7	97,915	7	97,915	7	97,915	7	97,915
Sergeant	17	89,014	17	89,014	17	89,014	17	89,014
Corporal	27	80,922	27	80,922	27	80,922	27	80,922
Police Officer	<u>144</u>	73,566	<u>148</u> (b)	73,566	<u>148</u> (b)	73,566	<u>148</u> (b)	73,566
Sub-Total Police Personnel	<u>199</u>		<u>203</u>		<u>203</u>		<u>203</u>	
Crime M.I.S. Specialist	1	85,555	- (c)	-	1	85,555	1	85,555
Information Systems Mgr	-	-	1 (c)	94,101	-	-	-	-
Assistant Crime M.I.S. Specialist	1	59,261	1	59,261	1	59,261	1	59,261
Forensic Technologist	1	67,986	1	67,986	1	67,986	1	67,986
Office Coordinator	1	71,089	1	71,089	1	71,089	1	71,089
Administrative Secretary	1	54,769	1	54,769	1	54,769	1	54,769
Stenographic Technician	1	52,997	1	52,997	1	52,997	1	52,997
Police Asset Forfeiture Spec	1	60,750	1	60,750	1	60,750	1	60,750
Dispatch Supervisor	3	63,619	3	63,619	3	63,619	3	63,619
Dispatcher	20	55,321	20	55,321	20	55,321	20	55,321
Senior Clerk	1	54,769	1	54,769	1	54,769	1	54,769
Administrative Clerk	-	-	3 (c)	48,809	-	-	-	-
Office Assistant	<u>5</u>	35,141	<u>2</u> (c)	35,141	<u>5</u>	35,141	<u>5</u>	35,141
Sub-Total Civilian Personnel	<u>36</u>		<u>36</u>		<u>36</u>		<u>36</u>	
Temporary/Co-op		60,000		63,000		63,000		63,000
Permanent Part-time - Crossing Guards		118,600		135,000		135,000		135,000
Overtime - Police		975,000		975,000		975,000		975,000
Overtime - Civilians		20,000		25,000		25,000		25,000
Total Personnel	<u>235</u>		<u>239</u>		<u>239</u>		<u>239</u>	

(a) Wage rates include holiday pay and are based on Local 412 Unit 35, Local 227 and Warren Supervisors contracts that expired 6/30/16, W.P.C.O.A. that expires 6/30/2017, and W.P.O.A. that expires 6/30/19.

(b) New postions.

(c) Reclassifications of Crime MIS Specialist to Information Systems Manager and three (3) Office Assistants to Administrative Clerks.

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

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 117,240	\$ 57,802	\$ 119,246	\$ 119,246	Appointed Official	\$ 118,797	\$ 118,797	\$ 118,797
13,869,261	6,680,303	13,500,000	13,994,308	Police Officers	14,252,147	14,252,147	14,252,147
1,773,195	885,820	1,908,590	1,908,590	Civilians & Clerical	1,912,048	1,895,521	1,895,521
122,832	55,019	118,600	118,600	Crossing Guards	135,000	135,000	135,000
62,731	30,499	60,000	60,000	Temporary/Co-op	63,000	63,000	63,000
901,349	426,574	975,000	975,000	Overtime - Police Officers	975,000	975,000	975,000
11,780	18,736	20,000	20,000	Overtime - Civilians	25,000	25,000	25,000
200,403	46,363	225,000	225,000	Shift Premium	215,000	215,000	215,000
				<b>Employee Benefits:</b>			
182,109	2,907	189,050	189,050	Gun Allowance	192,850	192,850	192,850
52,267	50,692	52,350	52,350	Education Allowance	53,000	53,000	53,000
115,816	96,902	119,400	119,400	Cleaning Allowance	121,800	121,800	121,800
389,917	188,213	422,899	422,899	Social Security	430,662	429,384	429,384
779,113	281,699	819,996	819,996	Holiday Pay	836,013	836,013	836,013
3,711,533	1,614,270	3,700,000	4,067,701	Employee Insurance	4,254,992	4,254,815	4,254,815
6,756,771	3,764,090	7,541,268	7,541,268	Retiree Health Insurance	9,027,257	9,027,155	9,027,155
340,059	160,379	333,483	333,483	Longevity	355,907	355,708	355,708
7,834,310	3,754,926	7,516,838	7,516,838	Retirement Fund	7,410,563	7,408,891	7,408,891
115,854	62,119	90,980	90,980	Uniforms	92,380	92,380	92,380
				<b>Supplies:</b>			
52,248	16,193	60,000	60,000	Office Supplies	60,000	60,000	60,000
54,839	16,990	65,000	65,000	Operating Expense	65,000	65,000	65,000
262,212	62,384	400,000	550,000	Gasoline & Diesel Oil	500,000	400,000	400,000
				<b>Other Services and Charges:</b>			
11,987	4,788	15,000	15,000	Prisoners' Food	15,000	15,000	15,000
67,815	6,482	80,000	89,670	Building Maintenance	100,000	100,000	100,000
228,895	115,485	325,000	325,000	Contractual Services	325,000	275,000	275,000
5,548	2,715	7,000	7,000	Postage	7,000	7,000	7,000
6,991	7,858	30,000	30,000	Instruction	25,000	25,000	25,000
16,481	880	10,000	10,000	911 Dispatch Training Expense	10,000	10,000	10,000
97,574	45,308	150,000	150,000	Telephone and Radio	130,000	130,000	130,000
18,840	7,896	40,000	40,000	Vehicle Maintenance	40,000	40,000	40,000
8,478	3,027	7,500	7,500	Youth Athletic League	10,000	10,000	10,000
-	-	1,500	1,500	Crime Prevention	-	-	-
1,006	884	1,500	1,500	Community Promotion	1,500	1,500	1,500
270	452	1,500	1,500	Explorers	1,500	1,500	1,500

(Continued)



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT (CONTINUED)</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 206,127	\$ 69,336	\$ 210,000	\$ 210,000	Public Utilities	\$ 210,000	\$ 210,000	\$ 210,000
12,000	4,000	4,000	4,000	Special Investigations	12,000	12,000	12,000
				<b>Capital Outlay:</b>			
-	-	20,000	20,000	Capital Improvements	-	-	-
72,154	14,155	70,950	70,950	Police Equipment	95,000	95,000	95,000
6,100	320	9,900	9,900	Office Equipment	9,900	9,900	9,900
-	-	2,454,156	-	911 Equipment	-	-	-
39,584	5,324	176,743	176,743	U.S. Department of Justice Assistance Grant	-	-	-
57,416	-	19,178	19,178	UASI Grant-2014	-	-	-
<u>\$ 38,563,105</u>	<u>\$ 18,561,790</u>	<u>\$ 41,871,627</u>	<u>\$ 40,439,150</u>	<b>Total Police Department</b>	<u>\$ 42,088,316</u>	<u>\$ 41,918,361</u>	<u>\$ 41,918,361</u>

## **ANIMAL CONTROL**

The Animal Control Unit is responsible for the enforcement of local animal control ordinances, picking up stray, lost or unlicensed animals and to investigate animal complaints. The Unit consists of two (2) civilian employees. On the average these Officers respond to 35 calls for service a day and return 30 to 40 telephone calls each day. They also deliver 50 abandoned or injured animals to the Macomb County Animal Shelter per week.

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

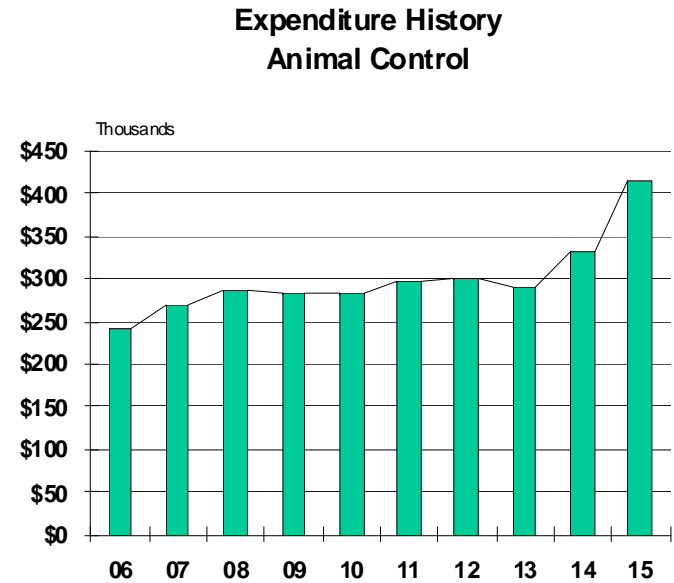
As a public service, Animal Control Officers assist citizens with advice on how to care for their animals along with referring them to low cost programs available for veterinarian care.

## ANIMAL CONTROL

### Fiscal 2017 Performance Objectives

1. To establish an open contract with a 24-hour animal hospital in order to treat injured animals located after hours by WPD officers.
2. To increase the animal control operating supply budget to better meet the needs of the animals being temporarily kept at the WPD kennel.
3. To provide better enforcement of ordinances that pertain to animals.
4. To provide better investigative services to the community in regards to stray, lost, unlicensed or dead animals.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Animal Control calls for service	8,860	3,500	9,000	9,000
Number of miles driven per year	26,000	30,000	30,000	30,000
Stray animals picked up	890	1,600	900	900
Dead animals handled	350	1,000	350	350
Animals given up by owner	60	350	100	100
SNR cats	360	400	400	400



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	\$ 54,677	2	\$ 54,677	2	\$ 54,677	2	\$ 54,677
Temporary Employee		15,000		15,000		15,000		15,000
Overtime	—	4,100	—	3,000	—	3,000	—	3,000
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>		<u>2</u>	

(a) Wage rates are based on Local 227 contract that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>ANIMAL CONTROL</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,927	\$ 55,728	\$ 110,196	\$ 110,196	Permanent Employees	\$ 109,780	\$ 109,780	\$ 109,780
9,956	8,617	15,000	15,000	Temporary Employee	15,000	15,000	15,000
831	-	4,100	4,100	Overtime	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
9,611	5,133	10,319	10,319	Social Security	10,287	10,287	10,287
34,302	14,013	33,408	33,408	Employee Insurance	34,538	34,538	34,538
78,156	43,212	86,420	86,420	Retiree Health Insurance	74,656	74,656	74,656
5,400	3,400	5,587	5,587	Longevity	6,681	6,681	6,681
74,769	36,937	74,673	74,673	Retirement Fund	75,400	75,400	75,400
760	543	760	760	Uniforms	760	760	760
2,198	131	2,000	2,000	<b>Operating Supplies</b>	3,000	3,000	3,000
				<b>Other Services and Charges:</b>			
57,841	18,876	50,000	55,000	Animal Collection	62,000	62,000	62,000
26,769	-	5,000	5,000	Animal Control Grant	-	-	-
2,566	1,141	12,500	15,000	Vehicle Maintenance	8,000	8,000	8,000
<u>\$ 414,086</u>	<u>\$ 187,731</u>	<u>\$ 409,963</u>	<u>\$ 417,463</u>	<b>Total Animal Control</b>	<u>\$ 403,102</u>	<u>\$ 403,102</u>	<u>\$ 403,102</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:

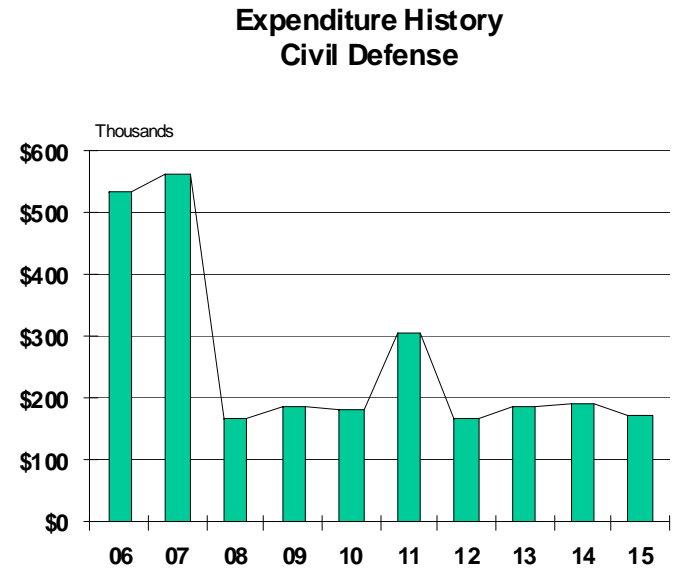
- \* Coordinates the emergency management plans and operations for the City of Warren.
- \* Maintains disaster response and recovery programs in the event of any type of disaster.
- \* Coordinates the training of personnel in emergency planning, disaster response and recovery operations.
- \* Coordinates 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 2017 Performance Objectives

1. To increase the number of Citizens Emergency Response Team (CERT) members.
2. To develop a full scale simulated disaster exercise, including shelter activation.
3. To maintain a current disaster response and recovery program in the event of a nuclear, technological, or natural disaster.
4. To coordinate training for emergency planning, disaster response, and recovery.
5. To maintain the warning system and sirens with the city.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Responses to disaster or emergency incidents	12	10	12	12
Emergency operation plans reviewed	30	25	30	30
Michigan State Police Emergency Management Division meetings attended	30	12	30	30
Macomb County Emergency Management Meetings attended	40	30	40	40
MSP emergency management training classes attended	10	3	10	10
Functional/full-scale exercises	3	3	3	3
Orientation/table top preparation exercises	12	5	12	12
Hazard analysis & risk assessment	40	25	40	40
Chemical inventory reports processed	20	8	20	20



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	\$ 84,467	1	\$ 84,467	1	\$ 84,467	1	\$ 84,467
Overtime	—	3,800	—	3,565	—	3,565	—	3,565
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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>CIVIL DEFENSE</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 86,965	\$ 41,259	\$ 85,117	\$ 85,117	Police Officer	\$ 84,796	\$ 84,796	\$ 84,796
802	-	3,800	3,800	Overtime	3,565	3,565	3,565
-	-	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
1,373	652	1,427	1,427	Social Security	1,419	1,419	1,419
4,492	1,624	4,548	4,548	Holiday Pay	4,548	4,548	4,548
20,951	8,929	17,948	17,948	Employee Insurance	18,505	18,505	18,505
47,202	26,382	52,764	52,764	Retiree Health Insurance	66,256	66,256	66,256
2,720	2,720	2,720	2,720	Longevity	2,720	2,720	2,720
-	16,164	32,331	32,331	Retirement Fund	31,104	31,104	31,104
374	-	600	600	Uniforms	600	600	600
				<b>Supplies:</b>			
-	-	1,000	1,000	Operating Expense	1,000	1,000	1,000
				<b>Other Services and Charges:</b>			
5,842	4,500	15,000	15,000	Contractual Services	15,000	15,000	15,000
898	386	1,000	1,000	Public Utilities	1,000	1,000	1,000
<u>\$ 173,769</u>	<u>\$ 103,216</u>	<u>\$ 220,505</u>	<u>\$ 220,505</u>	<b>Total Civil Defense</b>	<u>\$ 232,763</u>	<u>\$ 232,763</u>	<u>\$ 232,763</u>

## DEPARTMENT OF PUBLIC SERVICE

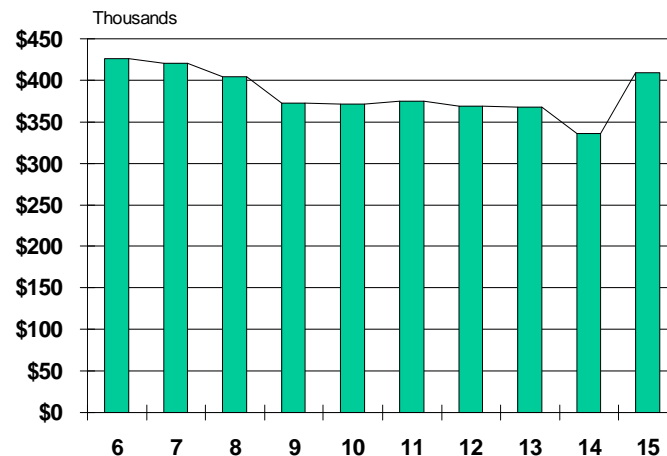
The Department of Public Services is responsible for overseeing and coordinating the activities of the following divisions:

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	\$ 110,883	1	\$ 110,883	1	\$ 110,883	1	\$ 110,883
Administrative Supervisor/Citistat Coordinator	1	68,617	1	68,617	1	68,617	1	68,617
Office Coordinator Public Service	1	71,089	1	71,089	1	71,089	1	71,089
Temporary/Co-op	—	33,000	—	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 227 and Local 412 Unit 35 contracts that expired 6/30/16.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>PUBLIC SERVICES DIRECTOR</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 120,060	\$ 54,162	\$ 111,737	\$ 111,737	Appointed Official	\$ 111,315	\$ 111,315	\$ 111,315
124,431	63,477	132,135	132,135	Permanent Employees	133,254	133,254	133,254
31,310	14,573	33,000	33,000	Temporary/Co-op	33,000	33,000	33,000
				<b>Employee Benefits:</b>			
21,369	10,151	21,611	21,611	Social Security	21,665	21,665	21,665
34,746	20,069	50,000	61,577	Employee Insurance	62,950	62,950	62,950
40,974	22,500	45,041	45,041	Retiree Health Insurance	38,861	38,861	38,861
5,558	2,218	5,618	5,618	Longevity	5,618	5,618	5,618
25,005	11,986	24,949	24,949	Retirement Fund	25,019	25,019	25,019
3,937	633	5,000	5,000	<b>Office Supplies</b>	5,000	5,000	5,000
				<b>Other Services and Charges:</b>			
1,185	653	2,000	2,000	Postage	2,000	2,000	2,000
<u>\$ 408,575</u>	<u>\$ 200,422</u>	<u>\$ 431,091</u>	<u>\$ 442,668</u>	<b>Total Public Services Director</b>	<u>\$ 438,682</u>	<u>\$ 438,682</u>	<u>\$ 438,682</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.

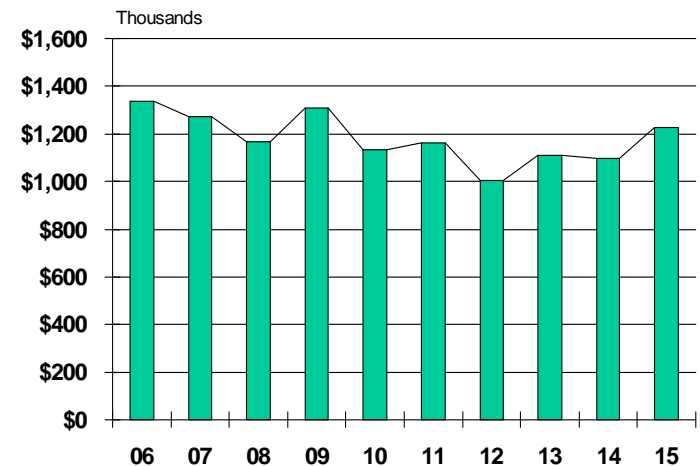
## ENGINEERING DIVISION

### Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Engineering and inspection revenues	52,479	55,000	48,724	54,000
Requests for service processed	1,355	950	800	850
Planning reviews	100	85	116	100
Site plan reviews	386	400	408	400
Sign permit structural reviews	13	20	20	20
Private and public project inspections	121	245	110	150
Sidewalk locations inspected & repaired	254	650	408	600
Street and water main break repairs	227	1,200	846	950
Illicit connection, evaluation, review and remediation	1	2	1	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	\$ 70,813	1	\$ 70,813	1	\$ 70,813	1	\$ 70,813
Office Assistant	1	35,141	1	35,141	1	35,141	1	35,141
Overtime - Clerical		550		-		-		-
<u>Engineering Field:</u>								
Engineering Field Supervisor	1	77,396	1	77,396	1	77,396	1	77,396
Engineering Technician	1	67,104	1	67,104	1	67,104	1	67,104
Construction Specialist	1	63,398	1	63,398	1	63,398	1	63,398
Temporary Employees - Inspections		110,400		73,600		73,600		73,600
Temporary Employee - Engineer		26,250		-		-		-
Overtime - Engineers & Inspectors	—	91,500	—	84,600	—	84,600	—	84,600
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 227 and Warren Supervisors contracts that expired 6/30/16.

Note: The title for the previously budgeted Senior Engineering Field Supervisor position was changed to Engineering Field Supervisor.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>ENGINEERING AND INSPECTIONS</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 275,204	\$ 165,479	\$ 278,061	\$ 278,061	Engineers & Inspectors	\$ 277,937	\$ 277,937	\$ 277,937
30,060	14,029	32,484	32,484	Permanent Employees - Clerical	35,278	35,278	35,278
83,941	22,172	110,400	110,400	Temporary Employees- Inspection	73,600	73,600	73,600
-	8,777	26,250	26,250	Temporary Employee- Engineer	-	-	-
101,396	53,887	91,500	91,500	Overtime - Engineers & Inspectors	84,600	84,600	84,600
-	-	550	550	Overtime - Clerical	-	-	-
				<b>Employee Benefits:</b>			
37,876	19,570	42,034	42,034	Social Security	36,583	36,583	36,583
88,471	38,252	85,186	85,186	Employee Insurance	110,108	110,108	110,108
115,620	65,438	131,524	131,524	Retiree Health Insurance	113,742	113,742	113,742
10,200	6,800	10,200	10,200	Longevity	6,800	6,800	6,800
177,283	87,970	181,885	181,885	Retirement Fund	182,564	182,564	182,564
989	1,063	570	570	Uniforms	570	570	570
10,976	7,780	15,000	15,000	<b>Operating Supplies</b>	15,700	15,700	15,700
				<b>Other Services and Charges:</b>			
63,112	14,336	125,000	143,100	Contractual Services	191,100	191,100	191,100
13,053	503	14,300	14,300	Contractual Services - Software Services	7,000	7,000	7,000
1,706	511	1,250	1,250	Postage	1,800	1,800	1,800
86,540	38,355	77,820	77,820	TAP Project Expense	-	-	-
15,675	4,647	22,000	22,000	Auto Expense	20,300	20,300	20,300
8,389	10,015	16,200	16,200	Memberships and Dues	16,200	16,200	16,200
83,660	44,418	88,835	88,835	Transfer to W&S System/Engineering Svcs.	86,260	86,260	86,260
				<b>Capital Outlay:</b>			
19,298	-	35,000	35,000	Equipment - Vehicles	-	-	-
2,742	-	3,800	7,000	Equipment - Office	18,000	18,000	18,000
<u>\$ 1,226,191</u>	<u>\$ 604,002</u>	<u>\$ 1,389,849</u>	<u>\$ 1,411,149</u>	<b>Total Engineering and Inspections</b>	<u>\$ 1,278,142</u>	<u>\$ 1,278,142</u>	<u>\$ 1,278,142</u>



## **BUILDING INSPECTIONS DIVISION**

Calendar year 2015 was a continuation of robust building activity. A total of 12,162 permits were issued in 2015. 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 \$121,567,919. Permit fees collected amounted to \$3,383,759, an increase of \$655,759.

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 2,700 mobile homes in this city for many years due to budget constraints and lack of personnel. Integration of mobile home parks into our very successful 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 327 investigations were done during 2015.

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

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

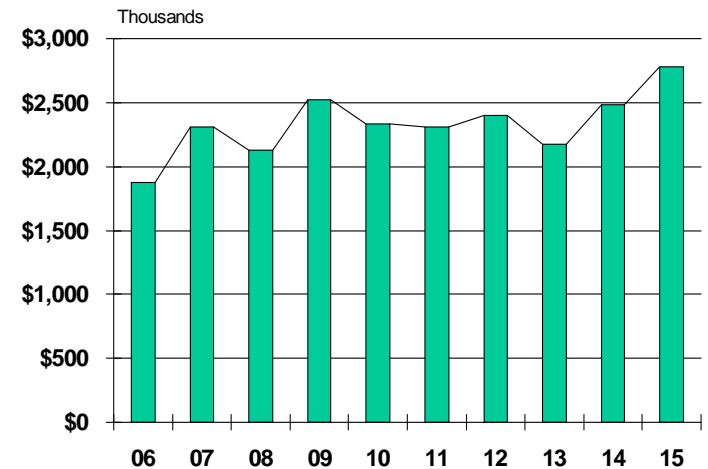
## BUILDING INSPECTIONS DIVISION

### Fiscal 2017 Performance Objectives

1. To continue to monitor properties for maintenance code violations.
2. To promptly respond to citizen complaints regarding neighborhood eyesores and rodent infestation.
3. To remove fire damaged structures through the city's nuisance abatement program.
4. To closely monitor new construction and demolition projects.
5. To improve the payment policy for the permit application and issuance process.
6. To train personnel and improve job performance.
7. To continue mobile home park clean sweep program.
8. To continue to support website improvements and maintain the BS&A program.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Nuisance abatement properties	128	200	175	175
Certificates of occupancy Inspections	327	500	475	480
Building permits	2,160	2,100	2,150	2,200
Plumbing permits	1,054	1,200	1,150	1,300
Electrical permits	3,161	3,400	3,400	3,350
Mechanical permits	2,107	2,200	2,200	2,170
Miscellaneous permits	634	850	800	800
City certification - residential	1,142	1,275	1,250	1,225
Building inspections	11,134	14,000	13,000	13,000
Plumbing inspections	9,814	9,000	9,200	9,000
Electrical inspections	13,727	12,500	13,000	13,000
Mechanical inspections	10,041	9,800	10,000	10,000
Zoning inspections	926	900	925	925
Property maintenance inspections	8,213	5,900	6,500	6,000
Zoning Board of Appeals - applications	108	110	105	110
Plan reviews	716	800	825	800
Demolition permits	66	80	85	80
Demolition inspections	228	290	300	300
Court violations	292	400	320	350
Mobile home park investigations	820	600	650	650

**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	\$ 92,879	1	\$ 92,879	1	\$ 92,879	1	\$ 92,879
Assistant Director	1	82,343	1	82,343	1	82,343	1	82,343
Building Plan Examiner	1	78,947	1	78,947	1	78,947	1	78,947
<u>Chief Inspectors:</u>								
Electrical	1	75,445	1	75,445	1	75,445	1	75,445
Plumbing	1	75,445	1	75,445	1	75,445	1	75,445
Zoning	1	75,445	1	75,445	1	75,445	1	75,445
Mechanical	1	75,445	1	75,445	1	75,445	1	75,445
<u>Inspectors:</u>								
Zoning	3	64,540	3	64,540	3	64,540	3	64,540
Building	3	64,540	3	64,540	3	64,540	3	64,540
Plumbing	1	64,540	1	64,540	1	64,540	1	64,540
Electrical	1	64,540	1	64,540	1	64,540	1	64,540
<u>Clerical:</u>								
Office Coordinator - Building	1	71,089	1	71,089	1	71,089	1	71,089
Administrative Clerical Technician	2	52,385	2	52,385	1 (c)	52,385	1 (c)	52,385
Administrative Clerk	1	48,809	1	48,809	2 (c)	48,809	2 (c)	48,809
Office Assistant	2	35,141	2	35,141	2	35,141	2	35,141
Temporary Employees - Inspections		206,620		360,170		250,000		312,500
Temporary/Co-op		23,400		23,400		23,400		23,400
Overtime - Inspectors		16,400		19,150		10,000		10,000
Overtime - Clerical	—	5,670	—	5,670	—	-	—	-
Total Personnel	<u>21</u>		<u>21</u>		<u>21</u>		<u>21</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

(c) Reclassification of Administrative Clerical Technician to Administrative Clerk.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>BUILDING INSPECTIONS</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 96,333	\$ 45,368	\$ 93,595	\$ 93,595	Supervisory	\$ 93,242	\$ 93,242	\$ 93,242
658,755	410,891	900,000	935,666	Inspectors	944,510	944,510	944,510
226,455	144,201	288,889	288,889	Permanent Employees - Clerical	289,592	286,001	286,001
412,452	136,340	356,620	206,620	Temporary Employees- Inspection	360,170	250,000	312,500
57,292	15,473	23,400	23,400	Temporary/Co-op	23,400	23,400	23,400
10,156	9,521	16,400	16,400	Overtime - Inspectors	19,150	10,000	10,000
2,516	-	5,670	5,670	Overtime - Clerical	5,670	-	-
				<b>Employee Benefits:</b>			
113,716	59,490	123,136	123,136	Social Security	135,329	125,493	130,274
237,508	124,220	300,000	415,692	Employee Insurance	428,370	427,217	439,329
432,569	239,873	481,139	481,139	Retiree Health Insurance	414,070	413,921	413,921
34,157	24,310	39,358	39,358	Longevity	33,248	33,248	33,248
367,296	194,437	401,602	401,602	Retirement Fund	401,070	398,307	398,307
5,978	4,890	6,000	6,000	Fees and Per Diem	6,500	6,500	6,500
21,179	8,466	25,000	25,000	<b>Office Supplies</b>	28,000	28,000	28,000
				<b>Other Services and Charges:</b>			
6,160	2,774	10,000	13,000	Postage	14,000	14,000	14,000
1,993	760	2,400	2,400	Telephone & Radio	2,600	2,600	2,600
				Nuisance Abatements:			
4,788	1,644	8,800	8,800	Title Search	8,800	8,800	8,800
-	-	25,000	25,000	Demolition Expense	25,000	25,000	25,000
29,269	17,965	31,000	31,000	Software Services	20,000	20,000	20,000
34,592	10,246	40,000	40,000	Auto Expense	28,000	28,000	28,000
				<b>Capital Outlay:</b>			
5,014	-	5,000	5,000	Equipment - Office	5,000	5,000	5,000
24,532	-	-	-	Equipment - Vehicles	192,000	-	-
<b>\$ 2,782,710</b>	<b>\$ 1,450,869</b>	<b>\$ 3,183,009</b>	<b>\$ 3,187,367</b>	<b>Total Building Inspections</b>	<b>\$ 3,477,721</b>	<b>\$ 3,143,239</b>	<b>\$ 3,222,632</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, maintenance of fire apparatus equipment was added.

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

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

There are also some 60 small pieces of equipment that are maintained, 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.

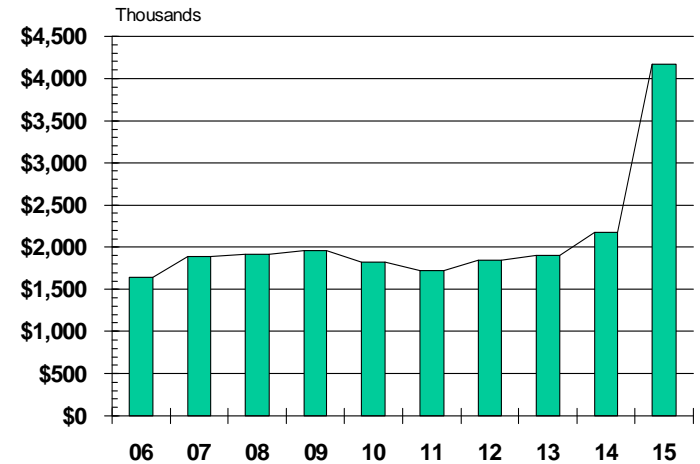
## D.P.W. FLEET MAINTENANCE

### Fiscal 2017 Performance Objectives

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

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
3,000 mile maintenance cycles/Police vehicles	350	500	500	500
6 Months maintenance cycles/all other vehicles	299	300	300	300
Pre-season maintenance street sweepers	5	5	5	5
Winterize Police vehicles	101	150	150	150
Pre-season maintenance salt trucks	45	60	60	60
Lube, oil, filter	575	500	500	500
Brakes	379	400	400	400
Tires-occurrences	660	600	600	600
Tune-ups	20	30	30	30
Transmissions	20	50	50	50
Road calls	145	150	150	150
A/C recycling/recovery service	50	50	50	50
Miscellaneous minor repairs	5,220	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	\$ 79,354	1	\$ 79,354	1	\$ 79,354	1	\$ 79,354
Garage Supervisor	1	71,802	1	71,802	1	71,802	1	71,802
Fleet Maintenance Mechanic	11	65,645	11	65,645	11	65,645	11	65,645
Parts Clerk Technician	1	44,182	1	44,182	1	44,182	1	44,182
Overtime - Mechanics	—	32,000	—	32,000	—	32,000	—	32,000
Total Personnel	<u>14</u>		<u>14</u>		<u>14</u>		<u>14</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

Note: The title for the previously budgeted Automotive Mechanic Assistant position was changed to Parts Clerk Technician.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>D. P. W. FLEET MAINTENANCE</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 419,237	\$ 318,799	\$ 800,000	\$ 921,431	Mechanics Wages	\$ 907,595	\$ 907,595	\$ 907,595
37,944	5,840	32,000	32,000	Overtime - Mechanics	32,000	32,000	32,000
				<b>Employee Benefits:</b>			
35,890	25,562	70,000	75,159	Social Security	73,851	73,851	73,851
99,932	70,635	210,000	244,992	Employee Insurance	252,462	252,462	252,462
194,006	173,551	349,936	349,936	Retiree Health Insurance	301,093	301,093	301,093
16,169	13,600	28,636	28,636	Longevity	25,236	25,236	25,236
119,327	133,073	298,763	298,763	Retirement Fund	295,846	295,846	295,846
1,141	1,943	2,470	2,470	Uniforms	2,470	2,470	2,470
				<b>Supplies:</b>			
37,408	29,946	110,000	110,000	Operating Supplies	180,000	150,000	150,000
133,356	29,319	135,000	135,000	Gasoline & Diesel Oil	135,000	135,000	135,000
				<b>Other Services and Charges:</b>			
22,943	26,435	140,000	140,000	Contractual Services	174,000	174,000	174,000
193,070	-	-	-	Tree Maintenance	450,000	450,000	450,000
242,097	241,919	241,919	242,419	Capital Equipment Lease Payment	242,419	242,419	242,419
10,787	3,121	12,400	12,400	Telephone & Radio	12,400	12,400	12,400
598,641	237,669	550,000	550,000	Vehicle Maintenance Expense	700,000	600,000	600,000
89,307	23,135	100,000	115,000	Public Utilities	115,000	115,000	115,000
23,494	2,833	45,000	50,000	Building & Grounds Maintenance	60,000	60,000	60,000
60,000	30,000	60,000	60,000	Reimbursement to Major Streets	57,670	57,670	57,670
63,908	30,000	100,000	100,000	Reimbursement to Local Streets	87,670	87,670	87,670
				<b>Capital Outlay:</b>			
-	-	50,000	50,000	Capital Improvements	850,000	50,000	50,000
1,769,395	632,731	1,016,502	1,016,502	Equipment & Machinery	144,000	144,000	144,000
-	-	-	-	Scrap Tire Grant Expense	-	-	-
<b><u>\$ 4,168,052</u></b>	<b><u>\$ 2,030,111</u></b>	<b><u>\$ 4,352,626</u></b>	<b><u>\$ 4,534,707</u></b>	<b>Total D.P.W. Fleet Maintenance</b>	<b><u>\$ 5,098,712</u></b>	<b><u>\$ 4,168,712</u></b>	<b><u>\$ 4,168,712</u></b>



## **BUILDING MAINTENANCE**

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

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

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

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

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

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

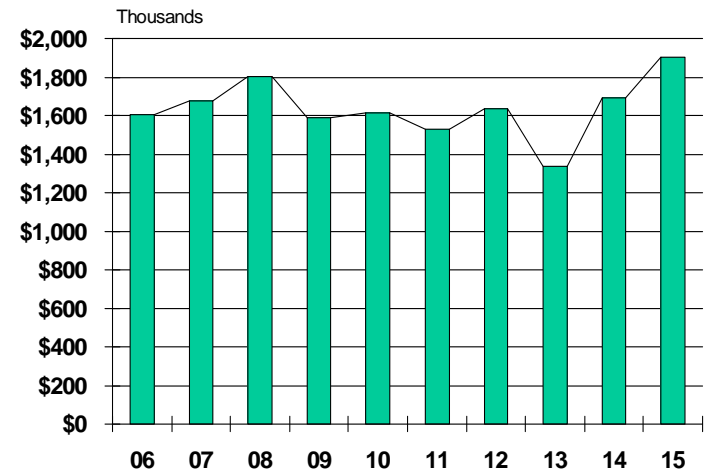
## BUILDING MAINTENANCE

### Fiscal 2017 Performance Objectives

1. To repair concrete and reseal all the bridge joints in the parking structure.
2. To enclose the north east stairwell and elevator area of the parking structure and provide HVAC.
3. To install new sky lights in the jail.
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 the 37<sup>th</sup> District Court parking lot.
7. To re-landscape the west and east side of Police building.
8. To re-landscape the Court building.
9. To clean and repair brick work on Court building.
10. To replace concrete on the west side of the Police building plaza.
11. To replace the concrete area of the Police gas pumps and raise the grade at street level to control storm water.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Air handler filter change	12	12	12	12
Outside light repairs	50	50	50	50
Parking lot lights maintenance	4	4	4	4
Exhaust fans maintenance	6	4	4	4
Grass cutting	28	28	28	28
Emergency generator exercise	52	52	52	52
Sump pump maintenance	4	4	4	4
Emergency lighting maintenance	4	4	12	4
Fire extinguisher maintenance	12	12	12	12
U.P.S. battery checks	4	4	4	4
Gas tank checks	12	12	12	12
Snow removal	21	25	25	25
Boiler maintenance	10	25	28	25
Boiler pump maintenance	5	4	6	4
U.P.S. battery replacement	n/a	n/a	1	n/a
Ship files to Water Garage storage	30	15	21	15
Work request orders	125	90	115	90

**Expenditure History  
Building Maintenance**



GENERAL FUND PERSONNEL

<u>BUILDING MAINTENANCE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Building and Grounds Superintendent	1	\$ 79,353	1	\$ 79,353	1	\$ 79,353	1	\$ 79,353
Foreman	1	68,661	2 (b)	68,661	1	68,661	1	68,661
Building Maintenance Specialist	4	55,702	4	55,702	4	55,702	4	55,702
General Laborer Tier II	11	30,909	11	30,909	11	30,909	11	30,909
Overtime	—	20,000	—	20,000	—	20,000	—	20,000
Total Personnel	<u>17</u>		<u>18</u>		<u>17</u>		<u>17</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>BUILDING MAINTENANCE</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 82,922	\$ 37,541	\$ 79,965	\$ 79,965	Superintendent	\$ 79,663	\$ 79,663	\$ 79,663
565,173	263,670	575,000	647,694	Permanent Employees	720,789	652,883	652,883
1,856	1,088	2,000	-	Seasonal Employees	-	-	-
7,286	3,048	10,000	20,000	Overtime	20,000	20,000	20,000
				<b>Employee Benefits:</b>			
51,227	24,440	57,500	58,526	Social Security	64,439	58,984	58,984
167,590	77,539	200,000	242,017	Employee Insurance	264,582	245,901	245,901
271,291	151,627	303,286	303,286	Retiree Health Insurance	260,665	260,072	260,072
15,300	15,187	17,415	17,415	Longevity	21,929	18,529	18,529
438,796	216,457	439,882	439,882	Retirement Fund	450,047	444,115	444,115
1,035	-	950	950	Uniforms	1,140	950	950
37,877	14,222	46,000	46,000	<b>Operating Supplies</b>	48,000	46,000	46,000
				<b>Other Services and Charges:</b>			
67,457	14,739	70,000	70,000	Repairs & Maintenance	75,000	75,000	75,000
152,284	58,946	200,000	280,000	Contractual Services	280,000	230,000	230,000
4,766	645	10,000	10,000	Vehicle Maintenance	10,000	10,000	10,000
				<b>Capital Outlay:</b>			
36,855	-	30,000	30,000	Equipment - Vehicles	-	-	-
<u>\$ 1,901,715</u>	<u>\$ 879,149</u>	<u>\$ 2,041,998</u>	<u>\$ 2,245,735</u>	<b>Total Building Maintenance</b>	<u>\$ 2,296,254</u>	<u>\$ 2,142,097</u>	<u>\$ 2,142,097</u>

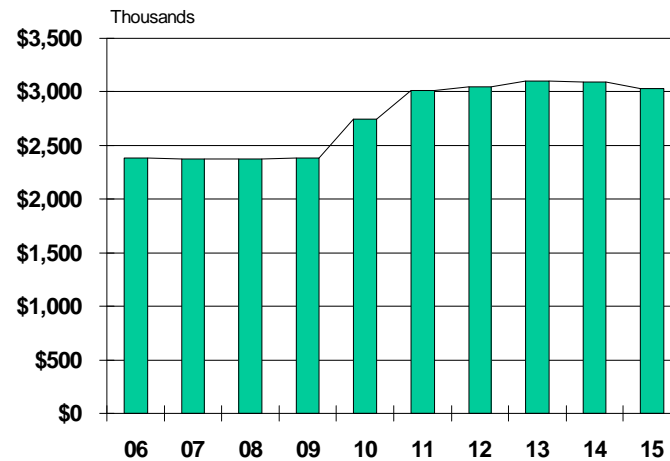
## STREET LIGHTING

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

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

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

**Expenditure History  
Street Lighting**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>HIGHWAY STREET LIGHTING</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 3,031,991	\$ 1,165,861	\$ 3,626,200	\$ 3,626,200	Street Lighting	\$ 3,593,000	\$ 3,593,000	\$ 3,593,000
<u>\$ 3,031,991</u>	<u>\$ 1,165,861</u>	<u>\$ 3,626,200</u>	<u>\$ 3,626,200</u>	<b>Total Street Lighting</b>	<u>\$ 3,593,000</u>	<u>\$ 3,593,000</u>	<u>\$ 3,593,000</u>

## **PLANNING**

The Department of Planning provides professional advice and guidance to the Planning Commission, Mayor, City Administration, City Council and the general public on all City general planning matters. The Department prepares plans and studies, and provides information and guidance toward the orderly growth and redevelopment of our City. City Planners apply sound planning practice and principals and use their professional foresight and skills to coordinate the location, extent and timing of public and private improvements. This professional planning helps prevent the numerous problems that result from unplanned growth and development and the failure to preserve and redevelop existing infrastructure. The basic tools of the Planning Director are the zoning ordinance (Ordinance No. 30, as amended), the 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.

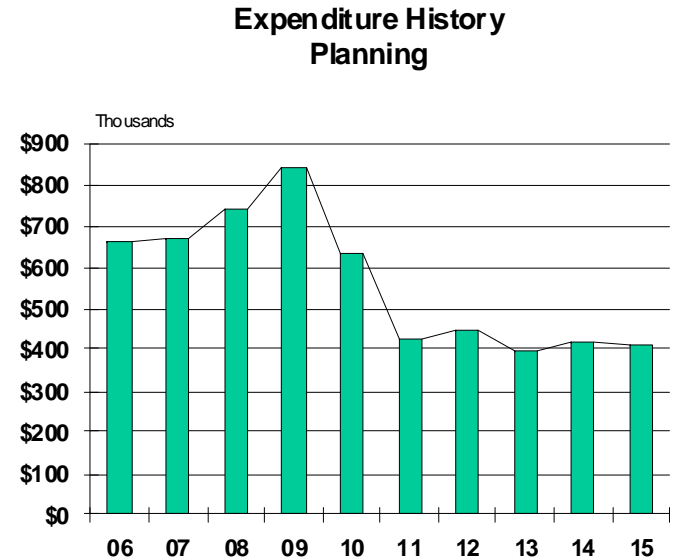
The Department of Planning also works with other City departments, boards, and commissions, as well as with many community, private sector, state and federal agencies on City planning, housing, community/economic development projects and related issues. For example, the department provides staff support 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 2017 Performance Objectives

1. To continue zoning ordinance revisions.
2. To continue 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 the city'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 the 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.
10. To scan all files.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Planning Commission public meetings	18	28	24	24
Site plans reviewed	85	80	95	100
Rezoning and conditional rezoning petitions reviewed	7	9	5	8
Lot splits reviewed for PC/City Council	2	3	2	3
Bond release inspections	35	50	40	45
Bond releases processed	22	30	35	40
Amendments to zoning ordinance	3	5	4	5
Public Hearing notices mailed	4,985	4,500	3,500	4,000
Alley and street vacations reviewed	2	3	2	4
Special use permits reviewed	5	8	8	10
Office customers served	1,824	1,850	1,900	1,950
City Council Meetings attended - Planning	15	12	15	16
DDA meetings	5	12	6	7
General public inquires	9,856	9,850	9,900	9,990
Impact statements for ZBA	10	100	13	14
CDBG Technical Committee meetings	20	24	22	23
TIFA meetings	7	12	7	7
Acreage parcel splits approved	7	6	7	9
Lot combinations approved	18	10	6	7
Planned unit development	2	1	2	3
Environmental Advisory Committee	5	5	4	6





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	\$ 94,223	1	\$ 94,223	1	\$ 94,223	1	\$ 94,223
City Planner I	1	66,006	- (c)	-	1	66,006	1	66,006
City Planner II	-	-	1 (c)	75,458	-	-	-	-
Assistant Planner	1	49,280	1	49,280	1	49,280	1	49,280
Sen Admin Secretary -Planning	1	56,830	1	56,830	1	56,830	1	56,830
Office Assistant	-	-	1 (b)	35,141	-	-	-	-
Temporary/Co-op - Planning Aide		25,200		63,050		26,650		26,650
Overtime	—	3,000	—	3,000	—	3,000	—	3,000
Total Personnel	<u>4</u>		<u>5</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 227 and Local 412 Unit 35 contracts that expired 6/30/16.

(b) New position.

(c) Reclassification of Planner I to Planner II.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31		FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>PLANNING</b>			
				<b>Personnel Services:</b>			
\$ 93,431	\$ 46,024	\$ 94,949	\$ 94,949	Appointed Official	\$ 94,590	\$ 94,590	\$ 94,590
86,776	58,044	145,000	167,741	Permanent Employees	210,844	168,679	168,679
31,554	10,240	25,200	25,200	Co-op Employee - Planning Aide	63,050	26,650	26,650
26	358	3,000	3,000	Overtime	3,000	3,000	3,000
4,480	2,700	10,000	16,285	Meeting Allowance	11,400	11,400	11,400
				<b>Employee Benefits:</b>			
16,547	9,100	22,774	22,774	Social Security	29,199	22,928	22,928
38,362	20,199	55,000	65,240	Employee Insurance	95,580	79,059	79,059
78,339	43,518	87,555	87,555	Retiree Health Insurance	75,676	75,220	75,220
5,470	3,400	6,800	6,800	Longevity	10,200	6,800	6,800
23,858	13,210	32,166	32,166	Retirement Fund	36,764	32,207	32,207
5,362	7,590	17,950	17,950		14,050	14,050	14,050
				<b>Office Supplies</b>			
				<b>Other Services and Charges:</b>			
2,893	1,319	3,000	3,000	Postage	3,000	3,000	3,000
7,430	2,245	19,550	19,550	Contractual Services	74,065	74,065	74,065
63	-	250	500	Mileage	1,170	1,170	1,170
1,046	451	2,250	2,250	Publications - Advertising	3,000	3,000	3,000
16,994	16,889	18,000	18,000	Membership & Dues	18,000	18,000	18,000
<u>\$ 412,631</u>	<u>\$ 235,287</u>	<u>\$ 543,444</u>	<u>\$ 582,960</u>	<b>Total Planning</b>	<u>\$ 743,588</u>	<u>\$ 633,818</u>	<u>\$ 633,818</u>

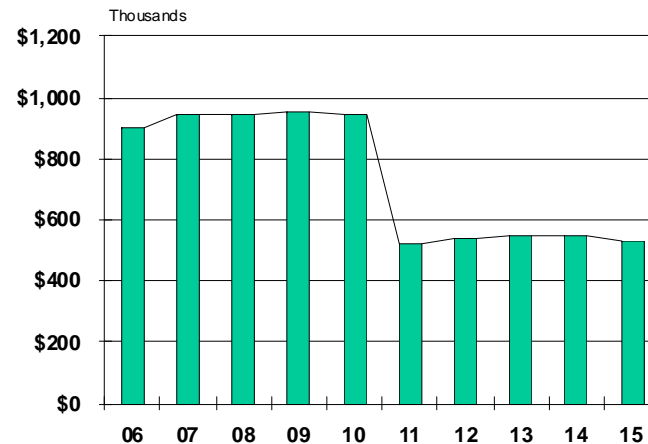
## CAPITAL IMPROVEMENTS

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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>CAPITAL IMPROVEMENTS</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 532,620	\$ -	\$ -	\$ -	2005 Capital Equipment Loan Payment	\$ -	\$ -	\$ -
<u>\$ 532,620</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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 2017 Performance Objectives

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

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Branch pick ups	1,440	700	700	700
Catch basin inspection/repairs	315	200	200	200
Catch basin cleaning/jetting	155	600	600	600
Chloride	40	35	35	35
Potholes	490	350	350	350
Catch basin covers	12	50	50	50
Debris removal	638	350	450	450
Ditching	15	25	25	25
Grading/gravel	66	50	50	50
Mowing	35	25	25	25
Pavement problems	185	275	275	275
Snowplowing/salting	441	450	450	450
Street stop signs	33	40	40	40
Boarding of buildings	-	275	275	275
Sweeping	60	25	25	25
Street traffic Signs	221	150	175	150
Sidewalk cold patch/milling	47	50	50	50
Rear yard drainage repair	30	75	75	75
Flooding problems	28	25	25	25
Sweeping sign location	-	25	25	25
Graffiti location	44	25	25	25
Culvert jetting/repairs	4	15	15	15
Weed spraying	10	10	10	10
Pavement seal patching	3	100	100	100
Gutter grinding - handmill	-	25	25	25
Gutter grinding - bobcat	-	10	10	10
Tree trimming/stumping/tree removal	565	500	600	600
Miscellaneous	50	75	75	75

SPECIAL REVENUE FUND PERSONNEL

<u>STREET MAINTENANCE DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Public Works Superintendent	1	\$ 92,734	1	\$ 92,734	1	\$ 92,734	1	\$ 92,734
DPW Associate Manager	1	79,354	1	79,354	1	79,354	1	79,354
Foreman	2	70,193	2	70,193	2	70,193	2	70,193
General Maintenance Specialist	20	57,326	21 (b)	57,326	20	57,326	20	57,326
Account Technician	1	54,765	1	54,765	1	54,765	1	54,765
Fleet Assistant	1	39,242	1	39,242	1	39,242	1	39,242
Seasonal Employees		60,000		60,000		60,000		60,000
Overtime	—	126,500	—	126,500	—	126,500	—	126,500
Total Personnel	<u>26</u>		<u>27</u>		<u>26</u>		<u>26</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

(b) New position.

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



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

#REF! Actual Year	#REF! Actual to December 31	#REF! Estimated To June 30	#REF! Amended Budget December 31	<b>MAJOR &amp; LOCAL ROADS STREET MAINTENANCE OPERATING COSTS</b>	#REF! Departmental Request	#REF! Recommended By Mayor	#REF! Adopted By Council
\$ 82,304	\$ 59,998	\$ 130,000	\$ 173,413	<b>Personnel Services:</b>	\$ 172,759	\$ 172,759	\$ 172,759
1,255,495	595,951	1,402,196	1,445,537	Supervision	1,497,828	1,440,279	1,440,279
45,409	11,349	47,000	60,000	Permanent Employees	60,000	60,000	60,000
107,429	13,748	126,501	126,501	Seasonal Employees	126,501	126,501	126,501
				Overtime			
				<b>Employee Benefits:</b>			
1,393	1,600	2,600	2,000	Education Allowance	2,000	2,000	2,000
119,536	54,741	144,366	144,366	Social Security	148,475	143,812	143,812
408,254	113,497	415,761	497,491	Employee Insurance	528,884	510,704	510,704
813,975	454,727	868,150	868,150	Retiree Health Insurance	782,924	782,316	782,316
71,427	35,189	79,711	79,711	Longevity	81,604	78,204	78,204
870,809	438,984	844,935	844,935	Retirement Fund	934,267	928,173	928,173
3,944	1,957	4,302	4,181	Uniforms	4,369	4,180	4,180
				<b>Supplies:</b>			
538,661	49,135	553,000	625,000	Materials and Supplies	625,000	625,000	625,000
				<b>Other Services and Charges:</b>			
710,308	415,300	830,600	830,600	Administrative Expense	855,400	855,400	855,400
1,139,747	555,110	886,000	861,000	Equipment Rental	1,135,000	1,135,000	1,135,000
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
60,532	48,175	382,500	392,500	Contractual Services	406,000	406,000	406,000
255,103	-	400,000	400,000	Joint Sealing	400,000	400,000	400,000
288,215	118,891	520,595	520,595	Pavement repairs	525,000	525,000	525,000
-	-	200,695	200,695	Bridge repairs	363,500	363,500	363,500
1,505	403	60,000	60,000	Traffic & Street Signs	60,000	60,000	60,000
35,277	-	53,850	53,850	Traffic Signals	50,000	50,000	50,000
379,511	105,057	280,000	280,000	Traffic Signal Maintenance	280,000	280,000	280,000
197,980	126,043	380,000	380,000	Pavement Markings	300,000	300,000	300,000
87,902	44,418	88,835	88,835	Transfer to Water System/Engineering Svcs.	86,260	86,260	86,260
<u>\$ 7,479,716</u>	<u>\$ 3,249,273</u>	<u>\$ 8,706,597</u>	<u>\$ 8,944,360</u>	<b>Total Street Maintenance Operating</b>	<u>\$ 9,430,771</u>	<u>\$ 9,340,088</u>	<u>\$ 9,340,088</u>

## **Major Streets:**

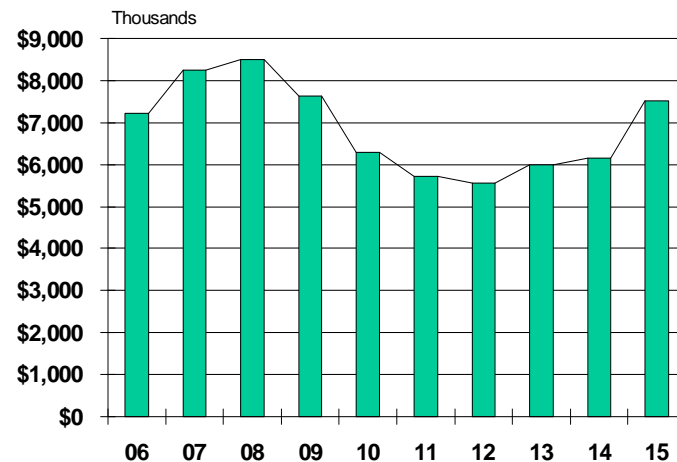
The Major Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b>OPERATING FUNDS - MAJOR STREETS</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>REVENUES:</b>			
\$ 6,534,948	\$ 1,806,339	\$ 6,300,000	\$ 6,300,000	State Shared Weight & Gas Tax	\$ 7,900,000	\$ 7,900,000	\$ 7,900,000
882,300	-	-	-	MDOT Grant	-	-	-
21,375	5,584	5,584	4,500	Median Maintenance - State	10,000	10,000	10,000
5,131	1,018	2,000	2,500	Interest on Investments	2,500	2,500	2,500
60,000	30,000	60,000	60,000	Contribution from General Fund	57,670	57,670	57,670
-	-	-	-	Contribution from Local Street Fund	-	-	2,000,000
14,511	-	14,000	14,000	Weed Mowing - Macomb County	14,500	14,500	14,500
9,291	-	9,000	9,000	Winter Maintenance - Macomb County	9,300	9,300	9,300
-	93,742	904,042	904,042	Fund Balance Appropriated	1,326,371	1,280,183	2,333,521
<u>\$ 7,527,556</u>	<u>\$ 1,936,683</u>	<u>\$ 7,294,626</u>	<u>\$ 7,294,042</u>	<b>Total Major Street Revenues</b>	<u>\$ 9,320,341</u>	<u>\$ 9,274,153</u>	<u>\$ 12,327,491</u>
				<b>EXPENDITURES:</b>			
\$ 1,024,402	\$ 11,557	\$ 19,297	\$ 19,297	Transfer to Construction Project Funds	\$ 2,722,500	\$ 2,722,500	\$ 5,775,838
4,281,330	1,786,575	5,015,634	5,119,510	Operating Costs	5,290,728	5,244,540	5,244,540
1,902,672	721,705	1,855,235	1,855,235	Transfer to Debt Service Funds	1,307,113	1,307,113	1,307,113
300,000	300,000	300,000	300,000	Transfer to Local Street Fund	-	-	-
<u>\$ 7,508,404</u>	<u>\$ 2,819,837</u>	<u>\$ 7,190,166</u>	<u>\$ 7,294,042</u>	<b>Total Major Street Expenditures</b>	<u>\$ 9,320,341</u>	<u>\$ 9,274,153</u>	<u>\$ 12,327,491</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ 19,152	\$ (883,154)	\$ 104,460	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
4,383,128	4,402,280	4,402,280	4,402,280	<b>BEGINNING OF PERIOD</b>	3,602,698	3,602,698	3,602,698
				<b>RESERVE FOR:</b>			
(103,120)	(103,120)	(103,120)	(103,120)	<b>COMPENSATED ABSENCES</b>	(103,120)	(103,120)	(103,120)
				<b>LESS: FUND BALANCE</b>			
-	(93,742)	(904,042)	(904,042)	<b>APPROPRIATED</b>	(1,326,371)	(1,280,183)	(2,333,521)
<u>\$ 4,299,160</u>	<u>\$ 3,322,264</u>	<u>\$ 3,499,578</u>	<u>\$ 3,395,118</u>	<b>ESTIMATED FUND BALANCE</b> <b>(DEFICIT) END OF PERIOD</b>	<u>\$ 2,173,207</u>	<u>\$ 2,219,395</u>	<u>\$ 1,166,057</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ROUTINE MAINTENANCE:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 531,832	\$ 260,570	\$ 550,000	\$ 593,341	Permanent Employees	\$ 602,293	\$ 577,596	\$ 577,596
15,339	3,793	14,906	14,906	Overtime	13,644	13,644	13,644
25,282	6,412	27,000	27,000	Seasonal Employees	27,000	27,000	27,000
				<b>Employee Benefits:</b>			
689	1,600	1,600	1,000	Education Allowance	1,000	1,000	1,000
44,127	21,657	51,188	51,188	Social Security	54,713	52,712	52,712
156,082	46,878	175,000	209,893	Employee Insurance	224,180	215,267	215,267
378,520	190,007	341,406	341,406	Retiree Health Insurance	319,170	318,909	318,909
29,157	30,317	32,873	32,873	Longevity	32,592	31,133	31,133
415,805	188,607	339,080	339,080	Retirement Fund	389,170	386,554	386,554
1,699	1,957	1,957	1,836	Uniforms	1,875	1,794	1,794
56,968	21,543	68,000	68,000	<b>Repairs &amp; Maintenance Supplies</b>	68,000	68,000	68,000
				<b>Other Services and Charges:</b>			
36,299	32,340	156,500	156,500	Contractual Services	115,000	115,000	115,000
153,062	-	300,000	300,000	Joint Sealing	300,000	300,000	300,000
246,759	57,617	370,595	370,595	Pavement repairs	350,000	350,000	350,000
-	-	200,695	200,695	Bridge repairs	363,500	363,500	363,500
350,169	254,201	250,000	250,000	Equipment Rental	375,000	375,000	375,000
<u>\$ 2,441,789</u>	<u>\$ 1,117,499</u>	<u>\$ 2,880,800</u>	<u>\$ 2,958,313</u>	<b>Total Routine Maintenance</b>	<u>\$ 3,237,137</u>	<u>\$ 3,197,109</u>	<u>\$ 3,197,109</u>
51,893	-	107,543	107,543	Supervisory wage & benefit allocation	105,216	105,216	105,216
<u>\$ 2,493,682</u>	<u>\$ 1,117,499</u>	<u>\$ 2,988,343</u>	<u>\$ 3,065,856</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,342,353</u>	<u>\$ 3,302,325</u>	<u>\$ 3,302,325</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS TRAFFIC SERVICES:</b>	FY 2017 Departmental Request	Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 28,592	\$ 15,892	\$ 22,153	\$ 22,153	Permanent Employees	\$ 31,255	\$ 29,973	\$ 29,973
133	135	2,050	2,050	Overtime	2,784	2,784	2,784
				<b>Employee Benefits:</b>			
2,402	1,288	2,023	2,023	Social Security	2,839	2,735	2,735
8,119	3,100	10,319	10,319	Employee Insurance	11,021	10,583	10,583
18,066	7,086	13,494	13,494	Retiree Health Insurance	16,563	16,549	16,549
1,498	-	1,227	1,227	Longevity	1,691	1,616	1,616
19,089	6,854	13,407	13,407	Retirement Fund	20,195	20,060	20,060
87	-	69	69	Uniforms	97	93	93
				<b>Other Services and Charges:</b>			
678	181	25,000	25,000	Traffic & Street Signs	25,000	25,000	25,000
35,277	-	53,850	53,850	Traffic Signals	50,000	50,000	50,000
317,197	87,500	230,000	230,000	Traffic Signal Maintenance	230,000	230,000	230,000
147,620	94,532	290,000	290,000	Pavement Markings	225,000	225,000	225,000
3,390	173	11,000	11,000	Equipment Rental	5,000	5,000	5,000
<u>\$ 582,148</u>	<u>\$ 216,741</u>	<u>\$ 674,592</u>	<u>\$ 674,592</u>	<b>Total Traffic Services</b>	<u>\$ 621,445</u>	<u>\$ 619,393</u>	<u>\$ 619,393</u>
2,667	-	4,015	4,015	Supervisory wage & benefit allocation	5,460	5,460	5,460
<u>\$ 584,815</u>	<u>\$ 216,741</u>	<u>\$ 678,607</u>	<u>\$ 678,607</u>	<b>Net Traffic Services</b>	<u>\$ 626,905</u>	<u>\$ 624,853</u>	<u>\$ 624,853</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS SNOW AND ICE CONTROL:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 41,248	\$ 220	\$ 64,839	\$ 64,839	Permanent Employees	\$ 69,611	\$ 66,757	\$ 66,757
34,010	2,718	46,000	46,000	Overtime	46,200	46,200	46,200
				<b>Employee Benefits:</b>			
6,281	257	8,921	8,921	Social Security	6,324	6,092	6,092
18,078	24	12,075	12,075	Employee Insurance	12,896	12,384	12,384
23,854	20,742	59,493	59,493	Retiree Health Insurance	36,889	36,859	36,859
3,199	-	3,592	3,592	Longevity	3,767	3,598	3,598
26,772	19,920	59,239	59,239	Retirement Fund	44,979	44,677	44,677
186	-	201	201	Uniforms	217	207	207
227,738	6,288	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
116,311	1,673	110,000	110,000	Equipment Rental	75,000	75,000	75,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 500,177</u>	<u>\$ 54,342</u>	<u>\$ 641,860</u>	<u>\$ 641,860</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 573,383</u>	<u>\$ 569,274</u>	<u>\$ 569,274</u>
5,693	-	11,752	11,752	Supervisory wage & benefit allocation	12,161	12,161	12,161
<u>\$ 505,870</u>	<u>\$ 54,342</u>	<u>\$ 653,612</u>	<u>\$ 653,612</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 585,544</u>	<u>\$ 581,435</u>	<u>\$ 581,435</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ADMINISTRATION:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 41,152	\$ 29,999	\$ 70,000	\$ 86,707	Supervision	\$ 86,380	\$ 86,380	\$ 86,380
47,187	24,140	47,366	47,366	Clerical	47,187	47,187	47,187
-	-	750	750	Overtime - Clerical	750	750	750
				<b>Employee Benefits:</b>			
6,949	4,377	10,501	10,501	Social Security	10,492	10,492	10,492
22,214	7,100	25,000	34,656	Employee Insurance	35,781	35,782	35,782
20,153	11,211	22,685	22,685	Retiree Health Insurance	19,599	19,599	19,599
1,866	2,436	2,436	2,436	Longevity	2,829	2,829	2,829
9,133	5,771	13,726	13,726	Retirement Fund	13,715	13,715	13,715
				<b>Other Services and Charges:</b>			
43,951	22,209	44,418	44,418	Transfer to Water System/Engineering Svcs.	43,130	43,130	43,130
564,600	290,750	581,500	581,500	Administrative Expense	598,900	598,900	598,900
<u>\$ 757,205</u>	<u>\$ 397,993</u>	<u>\$ 818,382</u>	<u>\$ 844,745</u>	<b>Total Administration</b>	<u>\$ 858,763</u>	<u>\$ 858,764</u>	<u>\$ 858,764</u>
(60,242)	-	(123,310)	(123,310)	Supervisory wage & benefit allocation	(122,837)	(122,837)	(122,837)
<u>\$ 696,963</u>	<u>\$ 397,993</u>	<u>\$ 695,072</u>	<u>\$ 721,435</u>	<b>Net Administration</b>	<u>\$ 735,926</u>	<u>\$ 735,927</u>	<u>\$ 735,927</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,493,682	\$ 1,117,499	\$ 2,988,343	\$ 3,065,856	Routine Maintenance	\$ 3,342,353	\$ 3,302,325	\$ 3,302,325
584,815	216,741	678,607	678,607	Traffic Services	626,905	624,853	624,853
505,870	54,342	653,612	653,612	Snow and Ice Control	585,544	581,435	581,435
696,963	397,993	695,072	721,435	Administration	735,926	735,927	735,927
<u>\$ 4,281,330</u>	<u>\$ 1,786,575</u>	<u>\$ 5,015,634</u>	<u>\$ 5,119,510</u>	<b>Total Operating Costs</b>	<u>\$ 5,290,728</u>	<u>\$ 5,244,540</u>	<u>\$ 5,244,540</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS DEBT SERVICE TRANSFER TO:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 579,050	\$ 30,000	\$ 560,500	\$ 560,500	2003 Michigan Transportation Debt Retirement	\$ 541,000	\$ 541,000	\$ 541,000
513,775	8,219	491,438	491,438	2010 Transportation Debt - Refunding Series	-	-	-
510,642	455,666	511,646	511,646	2013 Capital Improvement Refunding	511,607	511,607	511,607
299,205	227,820	291,651	291,651	2015 Capital Improvement Refunding	254,506	254,506	254,506
<u>\$ 1,902,672</u>	<u>\$ 721,705</u>	<u>\$ 1,855,235</u>	<u>\$ 1,855,235</u>	<b>Total Debt Service Costs</b>	<u>\$ 1,307,113</u>	<u>\$ 1,307,113</u>	<u>\$ 1,307,113</u>
				<b><u>LOCAL STREET TRANSFER:</u></b>			
<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	Total Local Street Transfer	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b><u>CONSTRUCTION PROJECTS</u></b>			
				<b>Other Services and Charges:</b>			
1,024,402	11,557	19,297	19,297	Contractual Services	2,722,500	2,722,500	5,775,838
<u>\$ 1,024,402</u>	<u>\$ 11,557</u>	<u>\$ 19,297</u>	<u>\$ 19,297</u>		<u>\$ 2,722,500</u>	<u>\$ 2,722,500</u>	<u>\$ 5,775,838</u>



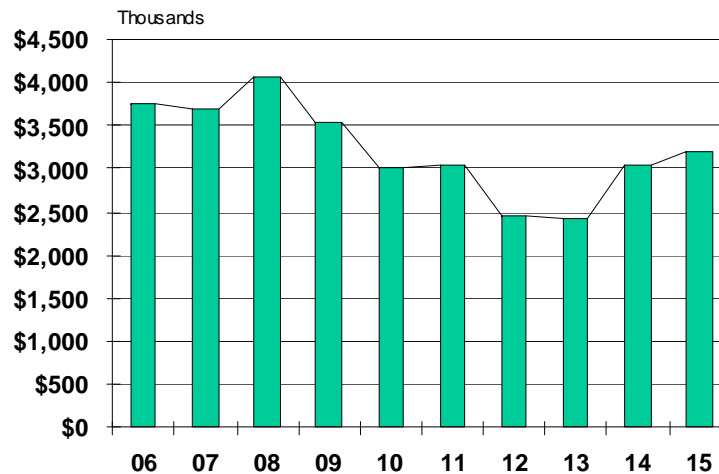
**Local Streets:**

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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b><u>OPERATING FUNDS - LOCAL STREETS</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 2,180,697	\$ 947,235	\$ 2,100,000	\$ 2,100,000	State Shared Weight & Gas Tax	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
764,104	334,339	1,377,356	191,031	Other State Sources	-	-	-
1,274	1,033	2,000	2,000	Interest on Investments	2,000	2,000	2,000
63,908	30,000	100,000	100,000	Contribution from General Fund	87,670	87,670	87,670
300,000	300,000	300,000	300,000	Contribution from Major Street Fund	-	-	-
339,297	-	330,000	390,000	P.A. 48 - Metro Act	330,000	330,000	330,000
-	633,393	633,393	1,375,212	Fund Balance Appropriated	1,120,373	1,075,878	3,450,878
<u>\$ 3,649,280</u>	<u>\$ 2,246,000</u>	<u>\$ 4,842,749</u>	<u>\$ 4,458,243</u>	<b>Total Local Street Revenues</b>	<u>\$ 4,140,043</u>	<u>\$ 4,095,548</u>	<u>\$ 6,470,548</u>
				<b><u>EXPENDITURES:</u></b>			
\$ -	\$ -	\$ -	\$ -	Transfer to Construction Project Funds	\$ -	\$ -	\$ 375,000
3,198,386	1,462,698	3,690,963	3,824,850	Operating Costs	4,140,043	4,095,548	4,095,548
-	-	-	-	Transfer to Major Street Fund	-	-	2,000,000
<u>\$ 3,198,386</u>	<u>\$ 1,462,698</u>	<u>\$ 3,690,963</u>	<u>\$ 3,824,850</u>	<b>Total Local Street Expenditures</b>	<u>\$ 4,140,043</u>	<u>\$ 4,095,548</u>	<u>\$ 6,470,548</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	4,240,023	4,240,023	4,240,023
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(103,120)	(103,120)	(103,120)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(1,120,373)	(1,075,878)	(3,450,878)
<u>\$ 3,618,510</u>	<u>\$ 3,768,419</u>	<u>\$ 4,136,903</u>	<u>\$ 2,876,691</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 3,016,530</u>	<u>\$ 3,061,025</u>	<u>\$ 686,025</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ROUTINE MAINTENANCE:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 492,123	\$ 252,340	\$ 555,006	\$ 555,006	Permanent Employees	\$ 613,296	\$ 588,148	\$ 588,148
43,022	6,363	31,359	31,359	Overtime	39,624	39,624	39,624
20,127	4,937	20,000	33,000	Seasonal Employees	33,000	33,000	33,000
				<b>Employee Benefits:</b>			
704	-	1,000	1,000	Education Allowance	1,000	1,000	1,000
45,874	21,232	49,187	49,187	Social Security	55,712	53,675	53,675
158,974	45,706	150,000	170,992	Employee Insurance	183,432	176,139	176,139
309,314	177,534	338,056	338,056	Retiree Health Insurance	325,001	324,735	324,735
29,769	-	30,749	30,749	Longevity	33,188	31,702	31,702
342,947	176,622	325,880	325,880	Retirement Fund	396,279	393,616	393,616
1,735	-	1,717	1,717	Uniforms	1,910	1,827	1,827
67,251	16,467	85,000	107,000	<b>Repairs &amp; Maintenance Supplies</b>	107,000	107,000	107,000
				<b>Other Services and Charges:</b>			
24,233	15,835	191,000	191,000	Contractual Services	246,000	246,000	246,000
102,041	-	100,000	100,000	Joint Sealing	100,000	100,000	100,000
41,456	61,274	150,000	150,000	Pavement repairs	175,000	175,000	175,000
532,371	296,931	425,000	375,000	Equipment Rental	600,000	600,000	600,000
<u>\$ 2,211,941</u>	<u>\$ 1,075,241</u>	<u>\$ 2,453,954</u>	<u>\$ 2,459,946</u>	<b>Total Routine Maintenance</b>	<u>\$ 2,910,442</u>	<u>\$ 2,871,466</u>	<u>\$ 2,871,466</u>
52,981	-	100,594	100,594	Supervisory wage & benefit allocation	107,138	107,138	107,138
<u>\$ 2,264,922</u>	<u>\$ 1,075,241</u>	<u>\$ 2,554,548</u>	<u>\$ 2,560,540</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,017,580</u>	<u>\$ 2,978,604</u>	<u>\$ 2,978,604</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS TRAFFIC SERVICES:</b>	FY 2017 Departmental Request	Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 28,707	\$ 18,540	\$ 33,851	\$ 33,851	Permanent Employees	\$ 32,265	\$ 30,942	\$ 30,942
920	270	3,133	3,133	Overtime	2,874	2,874	2,874
				<b>Employee Benefits:</b>			
2,579	1,511	3,092	3,092	Social Security	2,931	2,824	2,824
8,359	3,547	8,500	12,032	Employee Insurance	12,851	12,340	12,340
19,766	10,830	20,619	20,619	Retiree Health Insurance	17,098	17,084	17,084
1,545	-	1,875	1,875	Longevity	1,746	1,668	1,668
21,248	10,594	20,486	20,486	Retirement Fund	20,848	20,708	20,708
90	-	105	105	Uniforms	100	96	96
				<b>Other Services and Charges:</b>			
827	222	35,000	35,000	Traffic & Street Signs	35,000	35,000	35,000
62,314	17,557	50,000	50,000	Traffic Signal Maintenance	50,000	50,000	50,000
50,360	31,511	90,000	90,000	Pavement Markings	75,000	75,000	75,000
7,836	347	15,000	15,000	Equipment Rental	5,000	5,000	5,000
<u>\$ 204,551</u>	<u>\$ 94,929</u>	<u>\$ 281,661</u>	<u>\$ 285,193</u>	<b>Total Traffic Services</b>	<u>\$ 255,713</u>	<u>\$ 253,536</u>	<u>\$ 253,536</u>
2,750	-	6,135	6,135	Supervisory wage & benefit allocation	5,637	5,637	5,637
<u>\$ 207,301</u>	<u>\$ 94,929</u>	<u>\$ 287,796</u>	<u>\$ 291,328</u>	<b>Net Traffic Services</b>	<u>\$ 261,350</u>	<u>\$ 259,173</u>	<u>\$ 259,173</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS SNOW AND ICE CONTROL:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 38,619	\$ 110	\$ 81,616	\$ 81,616	Permanent Employees	\$ 54,735	\$ 52,490	\$ 52,490
14,005	469	27,553	27,553	Overtime	19,875	19,875	19,875
				<b>Employee Benefits:</b>			
4,376	43	8,954	8,954	Social Security	4,972	4,790	4,790
14,214	42	12,867	12,867	Employee Insurance	12,942	12,428	12,428
24,150	26,106	49,712	49,712	Retiree Health Insurance	29,005	28,982	28,982
2,528	-	4,522	4,522	Longevity	2,962	2,829	2,829
26,682	24,846	59,392	59,392	Retirement Fund	35,367	35,129	35,129
147	-	253	253	Uniforms	170	163	163
186,704	4,837	150,000	200,000	<b>Repairs &amp; Maintenance Supplies</b>	200,000	200,000	200,000
				<b>Other Services and Charges:</b>			
-	-	10,000	20,000	Contractual Services	20,000	20,000	20,000
129,670	1,785	75,000	100,000	Equipment Rental	75,000	75,000	75,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 443,595</u>	<u>\$ 60,738</u>	<u>\$ 482,369</u>	<u>\$ 567,369</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 457,528</u>	<u>\$ 454,186</u>	<u>\$ 454,186</u>
4,499	-	14,793	14,793	Supervisory wage & benefit allocation	9,562	9,562	9,562
<u>\$ 448,094</u>	<u>\$ 60,738</u>	<u>\$ 497,162</u>	<u>\$ 582,162</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 467,090</u>	<u>\$ 463,748</u>	<u>\$ 463,748</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ADMINISTRATION:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 41,152	\$ 29,999	\$ 60,000	\$ 86,706	Supervision	\$ 86,379	\$ 86,379	\$ 86,379
47,187	24,139	47,365	47,365	Clerical	47,186	47,186	47,186
-	-	750	750	Overtime - Clerical	750	750	750
				<b>Employee Benefits:</b>			
6,948	4,376	10,500	10,500	Social Security	10,492	10,492	10,492
22,214	7,100	22,000	34,657	Employee Insurance	35,781	35,781	35,781
20,152	11,211	22,685	22,685	Retiree Health Insurance	19,599	19,599	19,599
1,865	2,436	2,437	2,437	Longevity	2,829	2,829	2,829
9,133	5,770	13,725	13,725	Retirement Fund	13,714	13,714	13,714
				<b>Other Services and Charges:</b>			
43,951	22,209	44,417	44,417	Transfer to Water System/Engineering Svcs.	43,130	43,130	43,130
145,708	124,550	249,100	249,100	Administrative Expense	256,500	256,500	256,500
<u>\$ 338,310</u>	<u>\$ 231,790</u>	<u>\$ 472,979</u>	<u>\$ 512,342</u>	<b>Total Administration</b>	<u>\$ 516,360</u>	<u>\$ 516,360</u>	<u>\$ 516,360</u>
(60,241)	-	(121,522)	(121,522)	Supervisory wage & benefit allocation	(122,337)	(122,337)	(122,337)
<u>\$ 278,069</u>	<u>\$ 231,790</u>	<u>\$ 351,457</u>	<u>\$ 390,820</u>	<b>Net Administration</b>	<u>\$ 394,023</u>	<u>\$ 394,023</u>	<u>\$ 394,023</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,264,922	\$ 1,075,241	\$ 2,554,548	\$ 2,560,540	Routine Maintenance	\$ 3,017,580	\$ 2,978,604	\$ 2,978,604
207,301	94,929	287,796	291,328	Traffic Services	261,350	259,173	259,173
448,094	60,738	497,162	582,162	Snow and Ice Control	467,090	463,748	463,748
278,069	231,790	351,457	390,820	Administration	394,023	394,023	394,023
<u>\$ 3,198,386</u>	<u>\$ 1,462,698</u>	<u>\$ 3,690,963</u>	<u>\$ 3,824,850</u>	<b>Total Operating Costs</b>	<u>\$ 4,140,043</u>	<u>\$ 4,095,548</u>	<u>\$ 4,095,548</u>
				<b>MAJOR STREET TRANSFER:</b>			
\$ -	\$ -	\$ -	\$ -	Total Local Street Transfer	\$ -	\$ -	\$ 2,000,000
				<b>CONSTRUCTION PROJECTS</b>			
				<b>Other Services and Charges:</b>			
-	-	-	-	Contractual Services	-	-	375,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 375,000</u>

## LIBRARY

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

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

The Warren Public Library is a member of the Suburban Library Cooperative and participates in the Michigan eLibrary (MeL). Participation in the collaborative provides Warren residents interlibrary loan privileges from library collections throughout the state. The Warren Public Library is also a member of the 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.

A brief review of 2015 indicates that the Warren Public Library has 53,988 registered borrowers and provided a combined total of 698 programs for children, teens, and adults that were enjoyed by 15,108 patrons. Computer classes were attended by 159 patrons. The library circulated 963,065 materials, had 109,400 uses of their public Internet computers and 75,150 wireless logins. Reference librarians fielded 43,304 reference transactions. The combined Warren libraries have a collection of 286,773 items, including 20,827 eBooks and eAudiobooks, auto repair manuals, international language collection which is comprised of 16 different languages, DVDs, music CDs, sheet music, periodicals, books on tape and CD, CD-ROMs and video software.

Highlights from 2015 include the addition of Zinio, a digital magazine service, which allows Warren residents the ability to download magazines of their choice from a list of 90 titles. A free downloadable mobile application allows patrons to access Pronunciator from home and/or a smart device. Pronunciator is an 80 language learning database which also provides lessons for patrons who wish to speak English more fluently. A newly initiated class, English as a Second Language, was created to meet the needs of newly emigrated patrons. Additionally, wireless printing is a new service at the Civic Center Branch which allows patrons to send a print job to the library from home or any other location. The document will wait in queue until the patron arrives to release the print job.

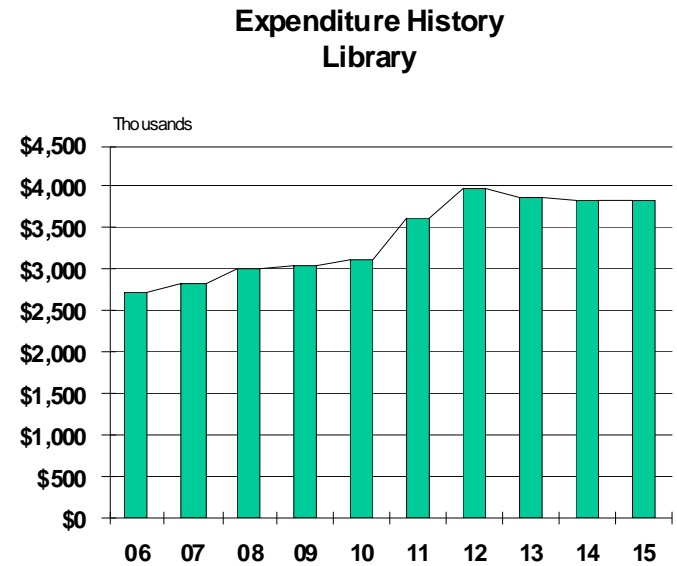
The library also continued its successful program of author visits to the library as well as its Author Interview series in partnership with TV Warren. Visiting authors this year included Dr. Beata Zatorska.

# LIBRARY

## Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Annual library attendance	339,789	500,000	337,000	500,000
Annual circulation of materials	482,397	700,000	488,000	700,000
Reference information requests	43,304	72,000	43,900	72,000
Total registered borrowers	53,988	72,000	59,800	72,000
Items loaned to other libraries	63,062	80,000	66,200	80,000
Items received from other libraries	38,869	55,000	38,100	55,000
Total circulation/children's materials	256,746	275,000	262,800	275,000
Materials added to the collection	39,956	55,000	25,000	55,000
Materials deleted from the collection	24,740	15,000	27,400	15,000
Children's story hour attendance	2,865	4,000	1,300	4,000
Computer sessions	184,550	140,000	208,668	250,000
Attendance-children programs	5,980	7,000	10,288	11,000
Home Page hits	333,915	360,000	337,000	360,000
Literacy attendance	2,879	3,000	2,400	3,000
School visits to library	25	35	30	40
Grant received	2,000	n/a	2,000	2,000
Attendance-adult special programs	2,414	2,500	2,800	3,000





SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>LIBRARY SPECIAL REVENUE FUND REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 4,144,448	\$ 2,115,276	\$ 4,223,193	\$ 4,223,193	Property Tax Revenue	\$ 4,066,008	\$ 4,066,008	\$ 4,066,008
59,392	30,792	61,588	61,588	Industrial Facilities Tax	41,977	41,977	41,977
-	-	-	-	Reimbursement for Personal Property Loss	225,000	225,000	225,000
126,842	-	90,000	90,000	Penal Fines	126,000	126,000	126,000
44,681	18,700	40,000	50,000	Over the Counter Fines	50,000	50,000	50,000
1,900	1,026	2,000	1,000	Interest on Investments	2,000	2,000	2,000
78,937	22,862	55,000	78,000	State Aid	78,000	78,000	78,000
41,349	-	-	-	Renaissance Zone Reimbursement	-	-	-
28,596	14,570	23,000	23,000	Copy Machine User Fees	30,000	30,000	30,000
16,818	8,030	15,000	17,000	Lost Book Fees	17,000	17,000	17,000
3,206	1,478	2,800	5,000	Video User Fees	7,000	7,000	7,000
9,137	4,332	8,000	8,000	Non-Resident Internet Fees	10,000	10,000	10,000
12,993	6,554	10,000	10,000	Miscellaneous	12,000	12,000	12,000
50,000	1,922,000	2,653,049	1,958,908	Fund Balance Appropriated	208,378	208,378	208,378
<b>\$ 4,618,299</b>	<b>\$ 4,145,620</b>	<b>\$ 7,183,630</b>	<b>\$ 6,525,689</b>	<b>Total Revenues</b>	<b>\$ 4,873,363</b>	<b>\$ 4,873,363</b>	<b>\$ 4,873,363</b>
				<b>EXPENDITURES:</b>			
\$ 1,345,646	\$ 653,974	\$ 1,528,749	\$ 1,676,633	Personnel Services	\$ 1,634,880	\$ 1,634,880	\$ 1,634,880
1,155,086	598,831	1,293,059	1,429,270	Employee Benefits	1,394,568	1,394,568	1,394,568
45,142	17,833	72,916	72,916	Supplies	73,000	73,000	73,000
996,526	461,934	1,014,770	1,035,770	Other Services and Charges	1,074,615	1,074,615	1,074,615
291,860	82,243	3,063,100	2,311,100	Capital Outlay	696,300	696,300	696,300
<b>\$ 3,834,260</b>	<b>\$ 1,814,815</b>	<b>\$ 6,972,594</b>	<b>\$ 6,525,689</b>	<b>Total Expenditures</b>	<b>\$ 4,873,363</b>	<b>\$ 4,873,363</b>	<b>\$ 4,873,363</b>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD(as restated)</b>	<b>2,877,722</b>	<b>2,877,722</b>	<b>2,877,722</b>
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	<b>(186,224)</b>	<b>(186,224)</b>	<b>(186,224)</b>
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<b>(208,378)</b>	<b>(208,378)</b>	<b>(208,378)</b>
<b>\$ 5,133,511</b>	<b>\$ 5,542,316</b>	<b>\$ 2,691,498</b>	<b>\$ 3,174,603</b>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<b>\$ 2,483,120</b>	<b>\$ 2,483,120</b>	<b>\$ 2,483,120</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	\$ 94,223	1	\$ 94,223	1	\$ 94,223	1	\$ 94,223
Administrative Specialist - Library	1	59,459	1	59,459	1	59,459	1	59,459
Branch Library Supervisor	4	75,061	4	75,061	4	75,061	4	75,061
Branch Librarian	5	60,645	5	60,645	5	60,645	5	60,645
Library Technician	6	51,810	6	51,810	6	51,810	6	51,810
Office Assistant	5	35,141	5	35,141	5	35,141	5	35,141
Library Asst Spec Svcs	1	55,203	1	55,203	1	55,203	1	55,203
Library Maintenance Specialist	1	33,696	1	33,696	1	33,696	1	33,696
<u>Permanent Part-time Employees:</u>								
Library Pages		279,900		258,460		258,460		258,460
Assistant Librarians (Substitutes)		45,000		26,070		26,070		26,070
Overtime	—	22,150	—	32,500	—	32,500	—	32,500
Total Personnel	<u>24</u>		<u>24</u>		<u>24</u>		<u>24</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES:</u>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
<b>Personnel Services:</b>							
\$ 97,726	\$ 46,024	\$ 94,949	\$ 94,949	Appointed Official	\$ 94,590	\$ 94,590	\$ 94,590
954,163	467,633	1,100,000	1,222,984	Permanent Employees	1,211,660	1,211,660	1,211,660
278,376	132,329	300,000	324,900	Permanent Part-time Employees - Pages	284,530	284,530	284,530
8,313	6,263	22,150	22,150	Overtime	32,500	32,500	32,500
7,068	1,725	11,650	11,650	Shift Premium	11,600	11,600	11,600
<b>Employee Benefits:</b>							
8,759	7,634	8,800	7,600	Education Allowance	9,600	9,600	9,600
105,217	51,671	130,000	131,013	Social Security	127,690	127,690	127,690
201,873	102,293	250,000	386,398	Employee Insurance	397,371	397,371	397,371
317,379	175,884	353,893	353,893	Retiree Health Insurance	305,621	305,621	305,621
25,801	13,905	28,348	28,348	Longevity	24,692	24,692	24,692
496,057	247,444	522,018	522,018	Retirement Fund	529,594	529,594	529,594
45,142	17,833	72,916	72,916	<b>Office Supplies</b>	73,000	73,000	73,000
<b>Other Services and Charges:</b>							
11,371	3,804	15,000	15,000	Copy Machine Expense	16,000	16,000	16,000
87,617	33,909	87,820	87,820	Contractual Services	91,000	91,000	91,000
126,767	68,873	170,000	170,000	Cooperative Services	181,000	181,000	181,000
39,469	-	39,600	39,600	Library Cooperative-Indirect Aid	40,000	40,000	40,000
841	639	2,000	2,000	Postage	2,500	2,500	2,500
6,301	2,616	7,000	7,000	Digital Video Discs	9,000	9,000	9,000
34,842	15,395	41,000	41,000	Library Circulating Materials	42,000	42,000	42,000
13,371	13,698	17,000	17,000	Periodicals	17,000	17,000	17,000
6,144	3,049	10,000	10,000	Telephone	20,000	20,000	20,000
667	69	2,000	2,000	Mileage	2,000	2,000	2,000
605	253	2,000	3,000	Auto Expense	3,000	3,000	3,000
442	3,727	8,000	8,000	Training & Workshops	8,000	8,000	8,000
-	-	100	100	Book Binding	100	100	100
182,101	71,565	200,000	220,000	Public Utilities	215,000	215,000	215,000
17,210	8,377	36,000	36,000	Repairs & Maintenance	43,000	43,000	43,000
121,478	108,460	122,250	122,250	Cap Imprvmt Refunding Bonds, Series 2014	122,015	122,015	122,015
34,500	17,950	35,900	35,900	Insurance and Bonds	37,300	37,300	37,300
312,800	109,550	219,100	219,100	Administrative Expense	225,700	225,700	225,700

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES (Continued):</u>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Capital Outlay:</b>			
\$ 51,269	\$ -	\$ 2,674,000	\$ 1,922,000	Improvements	\$ 200,000	\$ 200,000	\$ 200,000
851	-	72,100	72,100	Equipment	174,300	174,300	174,300
<u>239,740</u>	<u>82,243</u>	<u>317,000</u>	<u>317,000</u>	Books	<u>322,000</u>	<u>322,000</u>	<u>322,000</u>
<u>\$ 3,834,260</u>	<u>\$ 1,814,815</u>	<u>\$ 6,972,594</u>	<u>\$ 6,525,689</u>	<b>Total Expenditures</b>	<u>\$ 4,873,363</u>	<u>\$ 4,873,363</u>	<u>\$ 4,873,363</u>

## RECREATION

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

The City of Warren is gifted with 25 City parks. While the land acreage may not meet the needs of the community, the locations of the 25 parks play a vital role in the community, especially since numerous schools have closed in the past 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.

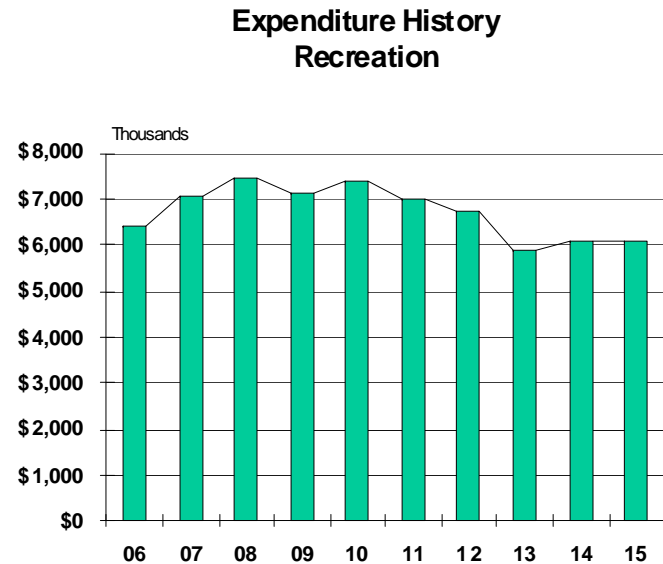
Public transportation demands continue to grow with the older population in Warren. The Parks and Recreation Department has established and provides transportation for numerous older citizens. Funding is primarily secured through the Michigan Department of Transportation, Smart Grants and the Parks and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

## RECREATION

### Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Pavilion rentals	424	450	450	450
Bus transportation	15,309	15,500	15,500	15,500
Special event youth participation	25,000	25,000	26,000	25,000
Day camp registration	636	645	645	645
Senior special events	3,800	3,900	3,850	3,900
Adult & youth sports participants	107,000	107,500	107,250	107,500
Senior programs	86,000	87,000	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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 3,025,438	\$ 1,541,813	\$ 3,077,787	\$ 3,077,787	Property Tax Revenue	\$ 2,963,403	\$ 2,963,403	\$ 2,963,403
43,284	22,440	44,880	44,880	Industrial Facilities Tax	30,594	30,594	30,594
-	-	-	-	Reimbursement for Personal Property Loss	150,000	150,000	150,000
124,968	17,547	58,000	58,000	MDOT Grant	61,300	61,300	61,300
321,034	63,595	152,000	152,000	S.M.A.R.T. Community Credit Grant	193,000	193,000	193,000
7,389	1,878	-	-	Farmers Market Promo Grant	-	-	-
472,917	201,567	500,000	650,000	Recreation Fees	475,000	475,000	475,000
1,278,240	630,396	1,300,000	1,550,000	Warren Community Center Fees	1,400,000	1,400,000	1,400,000
36,988	4,116	40,000	75,000	Downtown Ice Rink Fees	40,000	40,000	40,000
14,669	6,687	25,000	25,000	Senior Transportation	15,000	15,000	15,000
18,939	8,536	40,000	40,000	Special Events	20,000	20,000	20,000
58,541	40,838	75,000	65,000	Sponsored Events	70,000	70,000	70,000
505	299	1,000	1,000	Bingo Fees	600	600	600
580	-	1,000	1,000	Forestry - Tree Planting	1,000	1,000	1,000
464	215	400	250	Interest on Investments	400	400	400
56,540	93,383	100,000	73,400	Lease Proceeds	100,000	100,000	100,000
-	1,233	1,233	-	Sale of Equipment	-	-	-
62,578	25	22,000	52,000	Miscellaneous	1,000	1,000	1,000
-	-	-	-	Fund Balance Appropriated	111,460	24,405	24,405
<u>\$ 5,523,074</u>	<u>\$ 2,634,568</u>	<u>\$ 5,438,300</u>	<u>\$ 5,865,317</u>	<b>Total Revenues</b>	<u>\$ 5,632,757</u>	<u>\$ 5,545,702</u>	<u>\$ 5,545,702</u>
				<b>EXPENDITURES:</b>			
\$ 2,392,212	\$ 1,265,069	\$ 2,163,125	\$ 1,975,525	Personnel Services	\$ 2,037,473	\$ 1,987,473	\$ 1,987,473
1,202,201	596,971	1,171,732	1,223,317	Employee Benefits	1,167,301	1,162,246	1,162,246
173,635	56,535	153,000	190,000	Supplies	195,250	195,250	195,250
2,182,844	1,086,474	2,114,965	2,305,465	Other Services and Charges	2,089,733	2,089,733	2,089,733
103,658	40,861	95,131	95,050	Capital Outlay	143,000	111,000	111,000
<u>\$ 6,054,550</u>	<u>\$ 3,045,910</u>	<u>\$ 5,697,953</u>	<u>\$ 5,789,357</u>	<b>Total Expenditures</b>	<u>\$ 5,632,757</u>	<u>\$ 5,545,702</u>	<u>\$ 5,545,702</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
1,545,426	1,013,950	1,013,950	1,013,950	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD(as restated)</b>	754,297	754,297	754,297
(127,775)	(127,775)	(127,775)	(127,775)	<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(127,775)	(127,775)	(127,775)
-	-	-	-	<b>LESS: FUND BALANCE APPROPRIATED</b>	(111,460)	(24,405)	(24,405)
<u>\$ 886,175</u>	<u>\$ 474,833</u>	<u>\$ 626,522</u>	<u>\$ 962,135</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 515,062</u>	<u>\$ 602,117</u>	<u>\$ 602,117</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	\$ 100,914	1	\$ 100,914	1	\$ 100,914	1	\$ 100,914
Superintendent of Facilities & Operations	2	75,927	2	75,927	2	75,927	2	75,927
Program Supervisor	3	66,107	3	66,107	3	66,107	3	66,107
Recreation Manager	1	41,006	1	41,006	1	41,006	1	41,006
Account Specialist	1	51,069	1	51,069	1	51,069	1	51,069
Seasonal Employees		1,150,000		1,200,000		1,150,000		1,150,000
Seasonal Employees - Transportation		140,000		145,000		145,000		145,000
<u>MAINTENANCE</u>								
Facility Maintenance Technician	1	65,042	1	65,042	1	65,042	1	65,042
Seasonal Employees - Maintenance		50,000		70,000		70,000		70,000
Overtime - Maintenance	—	22,400	—	11,895	—	11,895	—	11,895
Total Personnel	<u>9</u>		<u>9</u>		<u>9</u>		<u>9</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 and Warren Supervisors contracts that expired 6/30/16.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 103,708	\$ 49,293	\$ 101,691	101,691	Appointed Official	\$ 101,308	\$ 101,308	101,308
455,339	216,426	446,147	446,147	Permanent Employees - Supervision	443,975	443,975	443,975
222,552	53,869	65,287	65,287	Permanent Employees - Maintenance	65,295	65,295	65,295
				Seasonal Employees:			
71,483	31,709	50,000	50,000	Maintenance	70,000	70,000	70,000
1,356,907	841,841	1,350,000	1,150,000	Recreation	1,200,000	1,150,000	1,150,000
7,126	-	-	-	Overtime - Supervision	-	-	-
35,419	6,800	10,000	22,400	Overtime - Maintenance	11,895	11,895	11,895
				<b>Employee Benefits:</b>			
4,150	3,750	3,750	3,750	Education Allowance	3,750	3,750	3,750
160,073	80,297	142,787	142,787	Social Security	147,138	143,313	143,313
250,339	109,732	220,000	271,585	Employee Insurance	278,280	277,050	277,050
427,655	237,854	475,728	475,728	Retiree Health Insurance	407,819	407,819	407,819
39,290	13,600	27,200	27,200	Longevity	27,200	27,200	27,200
307,097	145,359	287,924	287,924	Retirement Fund	288,264	288,264	288,264
161	-	190	190	Uniforms	190	190	190
				<b>Supplies:</b>			
7,699	1,610	7,000	9,000	Office Supplies	8,500	8,500	8,500
150	-	400	400	Bingo Operating Supplies	150	150	150
12,086	5,443	8,500	8,500	Operating Supplies	9,500	9,500	9,500
50,097	14,231	35,000	55,000	Playground & Athletic Supplies	55,000	55,000	55,000
103,603	35,251	100,000	115,000	Repair & Maintenance Supplies	120,000	120,000	120,000
				<b>Other Services and Charges:</b>			
336,363	108,791	300,000	380,000	Contractual Services	390,000	390,000	390,000
3,171	1,094	3,000	3,000	Postage	3,000	3,000	3,000
17,183	1,113	1,115	1,115	Unemployment Costs	9,533	9,533	9,533
54,153	14,641	38,000	38,000	Building Maintenance	40,000	40,000	40,000
218,585	103,940	225,000	225,000	Tree Maintenance	225,000	225,000	225,000
27,481	10,331	25,000	30,000	Telephone	30,000	30,000	30,000
46,897	10,771	25,000	42,000	Vehicle Maintenance Expense	42,000	42,000	42,000
45,050	10,559	35,000	55,000	Marketing and Promotions	55,000	55,000	55,000
118,900	61,800	123,600	123,600	Insurance and Bonds	128,500	128,500	128,500
480,065	181,495	500,000	540,000	Public Utilities	550,000	550,000	550,000
785	-	1,000	1,000	Conferences and Workshops	1,000	1,000	1,000
5,519	1,085	5,000	5,000	Rentals & Janitorial Service	5,000	5,000	5,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES (Continued): Other Services and Charges:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 44,047	\$ 23,730	\$ 45,000	\$ 55,000	Special Events	\$ 55,000	\$ 55,000	\$ 55,000
44,673	5,635	45,000	60,000	Sponsored Events	50,000	50,000	50,000
3,500	1,224	5,000	8,500	Downtown Ice Rink Expense	8,500	8,500	8,500
29,505	-	-	-	2005 Capital Equipment Loan Payment	-	-	-
526,407	469,995	529,750	529,750	Cap Imprvmt Refunding Bonds, Series 2014	284,700	284,700	284,700
110,400	56,850	113,700	113,700	Administrative Expense	117,100	117,100	117,100
				<b>Capital Outlay:</b>			
17,754	-	30,050	30,050	Capital Improvements	30,000	30,000	30,000
26,532	-	-	-	Equipment - Vehicle	32,000	-	-
45,140	40,780	65,000	65,000	Equipment - Reception	81,000	81,000	81,000
5,445	-	-	-	Equipment - Office	-	-	-
-	81	81	-	HUD Grant Expense	-	-	-
8,787	-	-	-	Farmers Market Promo Grant Expense	-	-	-
<u>\$ 5,831,276</u>	<u>\$ 2,950,980</u>	<u>\$ 5,446,900</u>	<u>\$ 5,538,304</u>	<b>Total Expenditures</b>	<u>\$ 5,375,597</u>	<u>\$ 5,288,542</u>	<u>\$ 5,288,542</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND TRANSPORTATION EXPENDITURES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 139,678	\$ 65,131	\$ 140,000	\$ 140,000	Seasonal Employees	\$ 145,000	\$ 145,000	\$ 145,000
				<b>Employee Benefits:</b>			
10,686	4,983	10,710	10,710	Social Security	11,093	11,093	11,093
2,750	1,396	3,443	3,443	Employee Insurance	3,567	3,567	3,567
				<b>Supplies:</b>			
-	-	1,200	1,200	Office Supplies	1,200	1,200	1,200
-	-	900	900	Operating Supplies	900	900	900
				<b>Other Services and Charges:</b>			
1,447	700	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
646	288	1,000	1,000	Telephone	1,000	1,000	1,000
35,062	10,964	46,000	46,000	Vehicle Maintenance Expense	46,000	46,000	46,000
-	-	250	250	Printing and Publishing	250	250	250
18,276	7,550	15,000	15,000	Public Utilities	20,000	20,000	20,000
-	3,918	300	300	Conferences and Workshops	300	300	300
14,600	-	15,100	15,100	Insurance and Bonds	15,700	15,700	15,700
-	-	10,000	10,000	Bus Rental	5,000	5,000	5,000
<u>\$ 223,274</u>	<u>\$ 94,930</u>	<u>\$ 251,053</u>	<u>\$ 251,053</u>	<b>Total Expenditures</b>	<u>\$ 257,160</u>	<u>\$ 257,160</u>	<u>\$ 257,160</u>

## **COMMUNICATIONS**

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

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

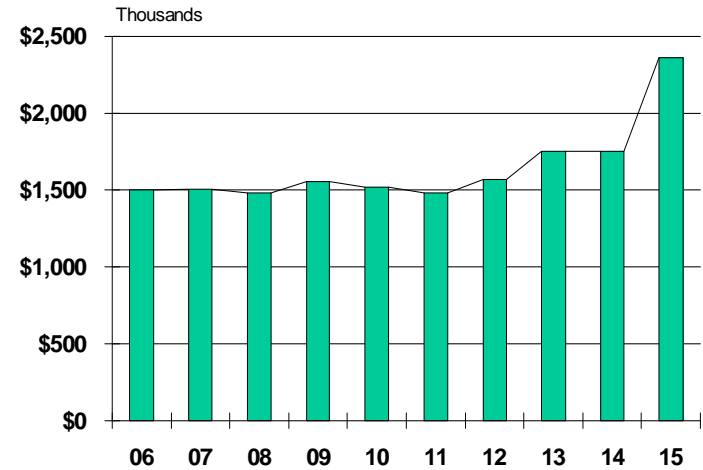
# COMMUNICATIONS

## Fiscal 2017 Performance Objectives

1. To continue providing high quality, award winning television productions.
2. To overhaul and create a more user friendly city website with expanded online services.
3. To continue to educate students with our highly successful volunteer and internship programs.
4. To update channels' playback systems to accommodate closed captioning.
5. To continue to share information with residents via television, internet, direct mail newsletters, etc.
6. To support all city departments' communications needs (training, web, residential, etc.).

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 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.)	228	250	250	250
Auditorium support (plays, rentals, recitals, meetings, etc.)	115	120	115	115
Bulletin board postings (garage sales, non-profit ads, city information, etc.)	1,500	1,500	1,500	1,500
Snow and storm alerts (emergency information crawl on channels)	8	20	20	30
Website postings and updates (community events, department services)	2,500	2,500	2,500	2,500
Internship program (number of interns)	26	36	30	30
Public service announcements	50	54	50	50
Social media oversight, maintenance, updates for all city social media sites	10	10	10	10

**Expenditure History Communications**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 2,210,881	\$ 554,402	\$ 1,975,000	\$ 1,975,000	Cable TV Franchise Fees	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
1,067	509	1,000	700	Interest on Investments	1,000	1,000	1,000
21,240	10,620	19,440	19,440	Lease Proceeds	21,000	21,000	21,000
586	223	1,000	1,000	Miscellaneous	500	500	500
-	441,488	631,647	441,488	Fund Balance Appropriated	537,663	537,663	408,529
<u>\$ 2,233,774</u>	<u>\$ 1,007,242</u>	<u>\$ 2,628,087</u>	<u>\$ 2,437,628</u>	<b>Total Revenues</b>	<u>\$ 2,760,163</u>	<u>\$ 2,760,163</u>	<u>\$ 2,631,029</u>
				<b>EXPENDITURES:</b>			
\$ 593,346	\$ 298,092	\$ 665,000	\$ 707,586	Personnel Services	\$ 740,496	\$ 740,496	\$ 659,385
305,391	154,660	349,301	391,972	Employee Benefits	400,807	400,807	352,784
23,057	4,131	25,500	25,500	Supplies	25,500	25,500	25,500
894,338	489,936	929,570	1,004,570	Other Services and Charges	1,362,360	1,362,360	1,362,360
547,721	118,592	308,000	308,000	Capital Outlay	231,000	231,000	231,000
<u>\$ 2,363,853</u>	<u>\$ 1,065,411</u>	<u>\$ 2,277,371</u>	<u>\$ 2,437,628</u>	<b>Total Expenditures</b>	<u>\$ 2,760,163</u>	<u>\$ 2,760,163</u>	<u>\$ 2,631,029</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,896,505	2,896,505	2,896,505
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(38,533)	(38,533)	(38,533)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(537,663)	(537,663)	(408,529)
<u>\$ 3,138,903</u>	<u>\$ 2,639,246</u>	<u>\$ 2,857,972</u>	<u>\$ 2,697,415</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,320,309</u>	<u>\$ 2,320,309</u>	<u>\$ 2,449,443</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	\$ 79,354	1	\$ 79,354	1	\$ 79,354	1	\$ 79,354
Communications Specialist	1	64,744	1	64,744	1	64,744	1	64,744
Media Specialist 1	1	58,297	1	58,297	1	58,297	1	58,297
Communications Specialist 1	-	-	1 (b)	51,484	1 (b)	51,484	-	-
Sports Information Broadcaster	1	48,207	- (d)	-	- (d)	-	- (d)	-
Broadcast Engineer	-	-	1 (b)	40,000	1 (b)	40,000	-	-
Administrative Clerk	1	48,809	1	48,809	1	48,809	1	48,809
Part-time Employees	—	415,000	—	415,000	—	415,000	—	415,000
Total Personnel	<u>5</u>		<u>6</u>		<u>6</u>		<u>4</u>	

(a) Wage rates are based on Local 227, Local 412 Units 35 and 59 contracts that expired 6/30/16.

(b) New position.

(d) Position deleted.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 261,243	\$ 118,242	\$ 250,000	\$ 292,586	<b>Personnel Services:</b>	\$ 325,496	\$ 325,496	\$ 244,385
329,129	179,850	415,000	415,000	Permanent Employees	415,000	415,000	415,000
2,974	-	-	-	Part-time Employees	-	-	-
				Overtime			
2,250	2,250	2,250	2,250	<b>Employee Benefits:</b>	2,250	2,250	2,250
45,879	23,053	55,001	55,001	Education Allowance	57,600	57,600	51,395
30,093	13,725	50,000	92,672	Social Security	111,887	111,887	78,993
117,806	65,012	130,517	130,517	Employee Insurance	112,335	112,335	111,523
8,838	2,332	9,132	9,132	Retiree Health Insurance	10,200	10,200	10,200
100,525	48,288	102,401	102,401	Longevity	106,535	106,535	98,423
				Retirement Fund			
2,136	1,096	3,500	3,500	<b>Supplies:</b>	3,500	3,500	3,500
19,647	2,047	20,000	20,000	Office	20,000	20,000	20,000
1,274	988	2,000	2,000	Operating	2,000	2,000	2,000
				Tapes/DVD's			
18,863	3,691	27,000	27,000	<b>Other Services and Charges:</b>	27,000	27,000	27,000
58,191	38,686	60,000	60,000	Contractual Services	80,000	80,000	80,000
6,516	-	-	-	Postage	-	-	-
2,244	1,120	2,300	2,300	Unemployment Costs	-	-	-
-	-	200	200	Telephone	2,300	2,300	2,300
3,285	1,057	3,500	3,500	Mileage	200	200	200
6	-	-	-	Vehicle Maintenance	3,500	3,500	3,500
39,278	12,791	50,000	100,000	Conferences & Workshops	400	400	400
-	17,950	35,900	35,900	Community Promotions	100,000	100,000	100,000
100,959	38,651	100,000	125,000	Insurance and Bonds	37,300	37,300	37,300
295	-	600	600	Public Utilities	125,000	125,000	125,000
2,922	4,151	3,000	3,000	Memberships & Dues	20,000	20,000	20,000
1,616	935	2,000	2,000	Sets and Design	3,000	3,000	3,000
24,276	23,200	25,000	25,000	Web site	50,000	50,000	50,000
2,000	-	2,040	2,040	City Calendar	26,000	26,000	26,000
76,101	18,750	72,000	72,000	Music Library	2,040	2,040	2,040
5,441	2,970	16,500	16,500	City Newsletter	80,000	80,000	80,000
3,781	485	5,000	5,000	Software & Contractual Service	16,500	16,500	16,500
35,594	-	-	-	Auditorium Expense	10,000	10,000	10,000
351,000	180,885	361,530	361,530	2005 Capital Equipment Loan Payment	-	-	-
161,971	144,614	163,000	163,000	Administrative Expense	372,400	372,400	372,400
				Cap Imprvmt Refunding Bonds, Series 2014	406,720	406,720	406,720
		15,000	15,000	<b>Capital Outlay:</b>			
404,970	118,189	258,000	258,000	Equipment - Office	1,000	1,000	1,000
22,368	-	35,000	35,000	Equipment - Cable TV	200,000	200,000	200,000
120,383	403	-	-	Vehicles	30,000	30,000	30,000
				Production Equipmtment	-	-	-
<b>\$ 2,363,854</b>	<b>\$ 1,065,411</b>	<b>\$ 2,277,371</b>	<b>\$ 2,437,628</b>	<b>Total Expenditures</b>	<b>\$ 2,760,163</b>	<b>\$ 2,760,163</b>	<b>\$ 2,631,029</b>



## **SANITATION DIVISION**

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

The Sanitation Division is responsible for picking up refuse, recyclables, compost and appliances in a prompt, reliable, and efficient manner from approximately 56,000 homes per week, which equates to over seven million individual pick up stops annually. In addition, the division provides a curbside recycle program for 44 schools, 16 churches and 26 miscellaneous buildings including all city libraries, fire stations, senior centers and many other city buildings. We average over 200 move ins, move outs, and evictions over the last 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. There is one Hazardous Waste Drop Off Day per year that generates over 30,000 pounds of hazardous waste.

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

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

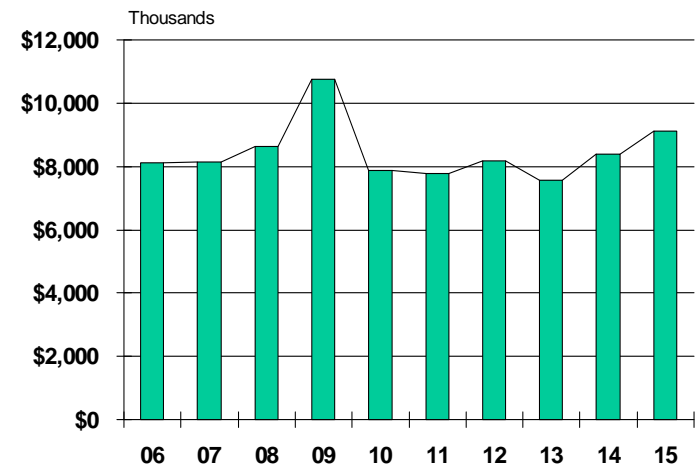
## SANITATION DIVISION

### Fiscal 2017 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 an E-Waste collection day.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Collection points (per week)	56,000	56,000	56,000	56,000
Refuse collection at curb (tons)	63,236	63,000	63,000	63,000
Citizen complaints received	1,454	1,400	1,400	1,400
Number of refuse collection routes	12	15	12	12
Curbside recycling collected (tons)	4,661	5,000	5,000	5,000
Number of recycle routes	6	6	6	6
Curbside compost collected (tons)	3,048	3,200	3,200	3,200
Number of compost routes	7	5	7	7
Car batteries dropped off	255	150	275	275
Non-ferrous metal dropped off (tons)	2	1	2	2
Cardboard dropped off (tons)	67	60	68	68
Metals (tons)	134	150	150	150
Newspapers (tons)	56	60	60	60
Computers/electronics (tons)	60	60	60	60
Plastic (tons)	28	33	30	30
Styrofoam (44 gallon bags)	1,117	450	1,200	1,200
Concrete dropped off (tons)	261	210	265	265
Motor oil dropped off (gallons)	7,120	6,200	8,000	8,000
Antifreeze dropped off (gallons)	1,980	1,500	2,000	2,000

**Expenditure History  
Sanitation**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 7,923,145	\$ 4,041,376	\$ 7,900,060	\$ 8,068,690	Property Tax Revenue	\$ 7,808,080	\$ 7,808,080	\$ 7,808,080
113,472	58,830	119,702	117,658	Industrial Facilities Tax	80,610	80,610	80,610
-	-	-	-	Reimbursement for Personal Property Loss	350,000	350,000	350,000
594	317	1,000	300	Interest on Investments	400	400	400
41,298	7,002	40,000	40,000	Lease Proceeds	40,000	40,000	40,000
-	22,463	-	-	Sale of Equipment	-	-	-
106,127	37,207	80,000	90,000	Miscellaneous Revenue	75,000	75,000	75,000
151,972	-	300,000	150,000	Transfer Station Royalties	60,000	60,000	60,000
67,604	18,321	100,000	100,000	Recycling Revenue	-	-	-
-	625,304	-	625,304	Fund Balance Appropriated	991,375	989,664	989,664
<u>\$ 8,404,212</u>	<u>\$ 4,810,820</u>	<u>\$ 8,540,762</u>	<u>\$ 9,191,952</u>	<b>Total Revenues</b>	<u>\$ 9,405,465</u>	<u>\$ 9,403,754</u>	<u>\$ 9,403,754</u>
				<b>EXPENDITURES:</b>			
\$ 2,752,838	\$ 1,091,727	\$ 2,574,335	\$ 3,121,605	Personnel Services	\$ 2,893,270	\$ 2,891,767	\$ 2,891,767
2,905,569	1,232,277	2,847,119	3,077,068	Employee Benefits	2,879,734	2,879,526	2,879,526
381,335	98,952	430,000	480,000	Supplies	486,000	486,000	486,000
2,463,141	939,765	2,132,479	2,132,479	Other Services and Charges	2,376,461	2,376,461	2,376,461
614,146	353,000	380,800	380,800	Capital Outlay	770,000	770,000	770,000
<u>\$ 9,117,029</u>	<u>\$ 3,715,721</u>	<u>\$ 8,364,733</u>	<u>\$ 9,191,952</u>	<b>Total Expenditures</b>	<u>\$ 9,405,465</u>	<u>\$ 9,403,754</u>	<u>\$ 9,403,754</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b> (as restated)	1,422,929	1,422,929	1,422,929
(164,244)	(164,244)	(164,244)	(164,244)	<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(164,244)	(164,244)	(164,244)
-	(625,304)	-	(625,304)	<b>LESS: FUND BALANCE APPROPRIATED</b>	(991,375)	(989,664)	(989,664)
<u>\$ 1,082,656</u>	<u>\$ 1,552,451</u>	<u>\$ 1,258,685</u>	<u>\$ 457,352</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 267,310</u>	<u>\$ 269,021</u>	<u>\$ 269,021</u>

SPECIAL REVENUE FUND PERSONNEL

<u>SANITATION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Sanitation Superintendent	1	\$ 92,734	1	\$ 92,734	1	\$ 92,734	1	\$ 92,734
Assistant Superintendent	1	74,513	1	74,513	1	74,513	1	74,513
Administrative Clerk	1	48,809	1	48,809	1	48,809	1	48,809
<u>Rubbish Pick-up:</u>								
Foreman	3	68,598	3	68,598	3	68,598	3	68,598
Sanitation Operator Technician	1	57,325	2 (c)	57,325	1	57,325	1	57,325
Sanitation Operator Specialist	16	55,827	10 (c)	55,827	11 (c)	55,827	11 (c)	55,827
General Laborer Tier II	30	34,840	35 (c)	34,840	35 (c)	34,840	35 (c)	34,840
Temporary Employees - Clerical		25,000		25,000		25,000		25,000
Temporary Employees - Rubbish Collection		150,000		150,000		150,000		150,000
<u>Overtime:</u>								
Rubbish Pick-up		483,100		417,000		417,000		417,000
Mechanics		38,800		-		-		-
Clerical	---	5,800	---	4,570	---	4,570	---	4,570
Total Personnel	<u>53</u>		<u>53</u>		<u>53</u>		<u>53</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

(c) Reclassifications of one (1) Sanitation Operator Specialist to Sanitation Operator Technician and five (5) Sanitation Operator Specialists to General Laborer Tier II.

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

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 172,616	\$ 81,694	\$ 168,535	\$ 168,535	<b>Personnel Services:</b>	\$ 167,900	\$ 167,900	\$ 167,900
1,762,402	726,845	1,750,000	2,201,186	Supervisory	2,079,801	2,078,298	2,078,298
187,154	-	-	-	Permanent Employees - Rubbish Collection	-	-	-
-	-	-	49,184	Permanent Employees - Mechanics	48,999	48,999	48,999
195,018	149,039	300,000	150,000	Permanent Employees - Clerical	150,000	150,000	150,000
65,444	30,135	60,000	25,000	Temporary Employees - Rubbish Collection	25,000	25,000	25,000
353,377	101,810	275,000	483,100	Temporary Employee - Clerical	417,000	417,000	417,000
10,080	2,012	15,000	38,800	Overtime - Rubbish Collection	-	-	-
6,747	192	5,800	5,800	Overtime - Mechanics	4,570	4,570	4,570
				Overtime - Clerical			
				<b>Employee Benefits:</b>			
2,600	1,200	2,400	1,200	Education Allowance	800	800	800
215,326	85,463	244,188	244,188	Social Security	225,495	225,380	225,380
690,996	249,566	700,000	931,149	Employee Insurance	932,097	932,004	932,004
968,783	475,765	952,123	952,123	Retiree Health Insurance	816,301	816,301	816,301
70,939	30,020	69,102	69,102	Longevity	53,518	53,518	53,518
952,723	389,016	875,506	875,506	Retirement Fund	848,673	848,673	848,673
4,202	1,247	3,800	3,800	Uniforms	2,850	2,850	2,850
				<b>Supplies:</b>			
23,403	2,276	30,000	30,000	Operating Supplies	36,000	36,000	36,000
357,932	96,676	400,000	450,000	Gasoline & Diesel Oil	450,000	450,000	450,000
				<b>Other Services and Charges:</b>			
989	-	-	-	Notifications	5,000	5,000	5,000
3,145	855	4,300	4,300	Contractual Services	4,300	4,300	4,300
				<b>Contractual Services:</b>			
1,205,212	427,932	800,000	800,000	Rubbish Hauling	800,000	800,000	800,000
97,723	10,969	280,000	280,000	Recycling & Compost Disposal	475,000	475,000	475,000
24,911	-	27,000	27,000	Hazardous Waste Collection	30,000	30,000	30,000
11,750	5,875	12,000	12,000	SMDA Closure Costs	12,000	12,000	12,000
35,250	17,625	35,000	35,000	SMDA Legal/Engineering Costs	35,000	35,000	35,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES (Continued): Other Services and Charges:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 10,376	\$ 13,818	\$ 13,820	\$ 13,820	Unemployment Costs	\$ 5,720	\$ 5,720	\$ 5,720
5,441	2,206	5,500	5,500	Telephone	5,500	5,500	5,500
348,480	452,057	904,859	904,859	Vehicle Maintenance	943,941	943,941	943,941
27,792	5,864	40,000	40,000	Public Utilities	40,000	40,000	40,000
173,400	-	-	-	Insurance and Bonds	-	-	-
9,891	2,564	10,000	10,000	Building & Grounds Maintenance	20,000	20,000	20,000
31,781	-	-	-	2005 Capital Equipment Loan Payment	-	-	-
477,000	-	-	-	Administrative Expense	-	-	-
-	-	-	-	<b>Capital Outlay:</b>			
				Capital Improvements	145,000	145,000	145,000
24,468	-	6,000	6,000	Equipment - Office and Garage	-	-	-
589,678	353,000	374,800	374,800	Equipment - Vehicles	625,000	625,000	625,000
<u>\$ 9,117,029</u>	<u>\$ 3,715,721</u>	<u>\$ 8,364,733</u>	<u>\$ 9,191,952</u>	<b>Total Expenditures</b>	<u>\$ 9,405,465</u>	<u>\$ 9,403,754</u>	<u>\$ 9,403,754</u>

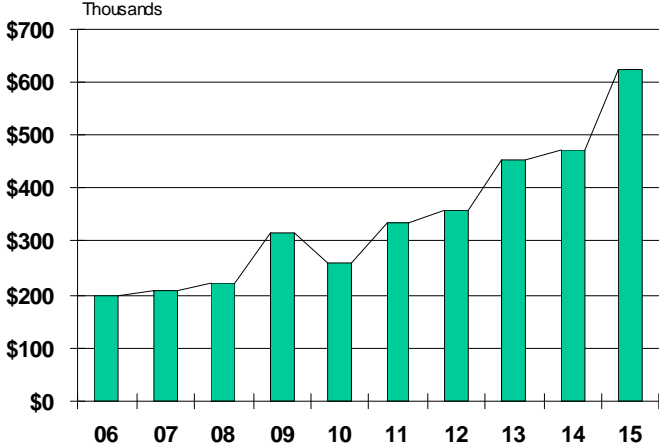
# RENTAL ORDINANCE FUND

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 6,500 inspections, re-inspections and investigations.

The Rental Program is funded by fees collected for license applications and inspections which are projected to be approximately \$600,000 by the end of the fiscal year 2017. The Rental Division is additionally supported by Community Development Block Grant funds in the amount of \$75,000 for an estimated total of \$675,000. The largest expense in the Rental Division is Personnel Services. The Rental Division staff currently includes a Senior Rental Coordinator, one Office Assistant, and three Rental Inspectors. The program is additionally supported by three temporary clerical employees and four temporary rental inspector employees.

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 2017.

**Expenditure History  
Rental Ordinance Fund**



SPECIAL REVENUE FUND PERSONNEL

<u>RENTAL ORDINANCE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Rental Code Inspector	3	\$ 57,326	3	\$ 57,326	3	\$ 57,326	3	\$ 57,326
Senior Rental Coordinator	1	71,089	1	71,089	1	71,089	1	71,089
Office Assistant	1	35,141	1	35,141	1	35,141	1	35,141
Temporary Employees - Inspections		175,000		190,000		190,000		190,000
Temporary/Co-op		83,000		83,000		83,000		83,000
Overtime - Clerical	—	-	—	2,500	—	2,500	—	2,500
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 227 contract that expired 6/30/16.

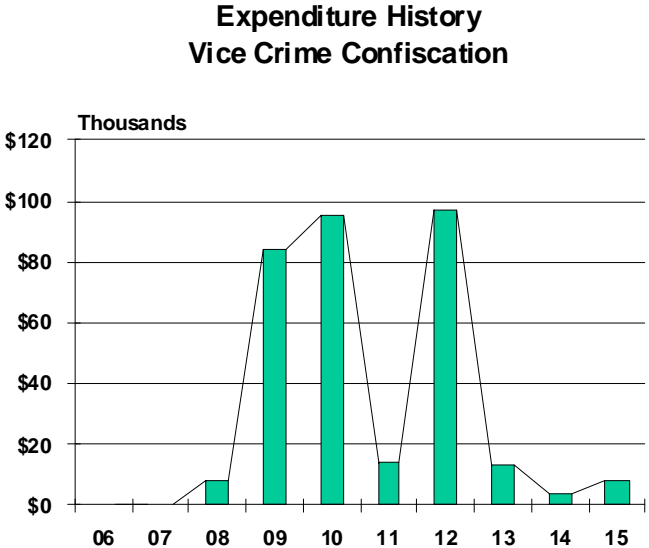


SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>RENTAL ORDINANCE FUND</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>REVENUES:</b>			
\$ 583,930	\$ 296,500	\$ 560,000	\$ 560,000	Residential Inspection Fees	\$ 600,000	\$ 600,000	\$ 600,000
13,275	46,990	100,000	100,000	Apartment Inspection Fee	120,000	120,000	120,000
365	173	300	200	Interest on Investments	300	300	300
-	213,184	50,355	213,184	Fund Balance Appropriated	271,814	215,814	215,814
<u>\$ 597,570</u>	<u>\$ 556,847</u>	<u>\$ 710,655</u>	<u>\$ 873,384</u>	<b>Total Revenues</b>	<u>\$ 992,114</u>	<u>\$ 936,114</u>	<u>\$ 936,114</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 212,834	\$ 111,203	\$ 243,000	\$ 268,602	Permanent Employees	\$ 267,665	\$ 267,665	\$ 267,665
2,438	1,856	-	-	Overtime - Inspection	-	-	\$ -
918	-	-	-	Overtime - Clerical	2,500	2,500	\$ 2,500
79,499	40,758	100,000	175,000	Temporary Employees- Inspection	190,000	190,000	190,000
41,559	31,059	83,000	83,000	Temporary/Co-op	83,000	83,000	83,000
				<b>Employee Benefits:</b>			
26,126	14,341	32,590	40,707	Social Security	41,977	41,977	41,977
49,491	25,373	65,000	117,940	Employee Insurance	166,645	166,645	166,645
40,639	22,412	45,340	45,340	Retiree Health Insurance	39,185	39,185	39,185
5,495	3,400	5,525	5,525	Longevity	5,525	5,525	5,525
25,217	13,010	29,400	30,470	Retirement Fund	30,617	30,617	30,617
5,756	2,332	8,500	8,500	<b>Office Supplies</b>	8,500	8,500	8,500
				<b>Other Services and Charges:</b>			
8,007	4,607	9,000	9,000	Postage	9,000	9,000	9,000
-	-	8,500	8,500	Contractual Services - Software Services	8,500	8,500	8,500
2,082	506	4,500	4,500	Vehicle Maintenance	4,500	4,500	4,500
71,700	36,900	73,800	73,800	Administrative Expense	76,000	76,000	76,000
				<b>Capital Outlay:</b>			
-	-	2,500	2,500	Equipment - Office	2,500	2,500	2,500
52,469	-	-	-	Equipment - Vehicle	56,000	-	-
<u>\$ 624,230</u>	<u>\$ 307,757</u>	<u>\$ 710,655</u>	<u>\$ 873,384</u>	<b>Total Expenditures</b>	<u>\$ 992,114</u>	<u>\$ 936,114</u>	<u>\$ 936,114</u>
\$ (26,660)	\$ 249,090	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
955,231	928,571	928,571	928,571	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	878,216	878,216	878,216
(23,918)	(23,918)	(23,918)	(23,918)	<b>RESERVE FOR:</b>			
-	(213,184)	(50,355)	(213,184)	COMPENSATED ABSENCES	(23,918)	(23,918)	(23,918)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(271,814)	(215,814)	(215,814)
<u>\$ 904,653</u>	<u>\$ 940,559</u>	<u>\$ 854,298</u>	<u>\$ 691,469</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 582,484</u>	<u>\$ 638,484</u>	<u>\$ 638,484</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.



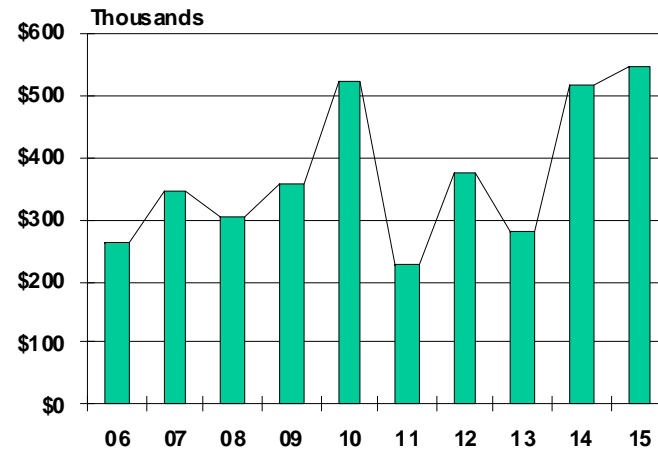
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>VICE CRIME CONFISCATION FUND</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>REVENUES:</b>			
\$ 81,575	\$ 13,682	\$ 50,000	\$ 50,000	Vice Crime Confiscation's	\$ 50,000	\$ 50,000	\$ 50,000
73	46	100	50	Interest on Investments	100	100	100
-	49,950	49,900	49,950	Fund Balance Appropriated	49,900	49,900	49,900
<u>\$ 81,648</u>	<u>\$ 63,678</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<b>Total Revenues</b>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 7,757	\$ 973	\$ 100,000	\$ 100,000	Vice Crime Expenditures	\$ 100,000	\$ 100,000	\$ 100,000
<u>\$ 7,757</u>	<u>\$ 973</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<b>Total Expenditures</b>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	199,959	199,959	199,959
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(49,900)	(49,900)	(49,900)
-	(49,950)	(49,900)	(49,950)				
<u>\$ 249,859</u>	<u>\$ 262,614</u>	<u>\$ 199,959</u>	<u>\$ 199,909</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 150,059</u>	<u>\$ 150,059</u>	<u>\$ 150,059</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**



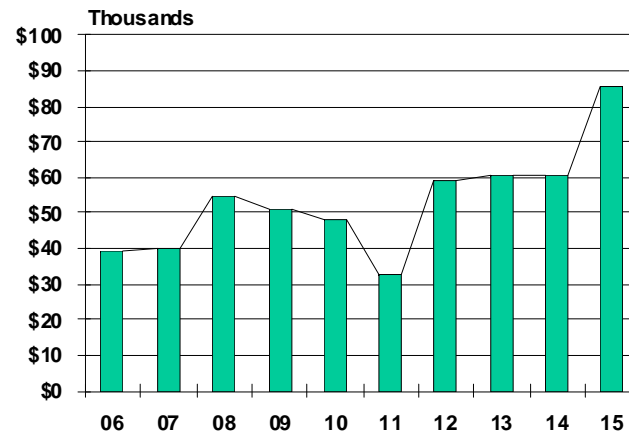
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>DRUG FORFEITURE FUND</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>REVENUES:</b>			
\$ 560,456	\$ 289,830	\$ 400,000	\$ 400,000	Drug Forfeitures	\$ 500,000	\$ 500,000	\$ 500,000
1,165	597	1,800	1,800	Interest on Investments	1,500	1,500	1,500
-	<u>128,200</u>	<u>128,200</u>	<u>128,200</u>	Fund Balance Appropriated	<u>98,500</u>	<u>98,500</u>	<u>98,500</u>
<u>\$ 561,621</u>	<u>\$ 418,627</u>	<u>\$ 530,000</u>	<u>\$ 530,000</u>	<b>Total Revenues</b>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 467,341	\$ 103,640	\$ 430,000	\$ 430,000	Federal Drug Forfeiture Expense	\$ 500,000	\$ 500,000	\$ 500,000
75,698	26,868	100,000	100,000	Local Drug Forfeiture Expense	100,000	100,000	100,000
<u>\$ 543,039</u>	<u>\$ 130,508</u>	<u>\$ 530,000</u>	<u>\$ 530,000</u>	<b>Total Expenditures</b>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	3,018,216	3,018,216	3,018,216
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(98,500)	(98,500)	(98,500)
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,919,716</u>	<u>\$ 2,919,716</u>	<u>\$ 2,919,716</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**



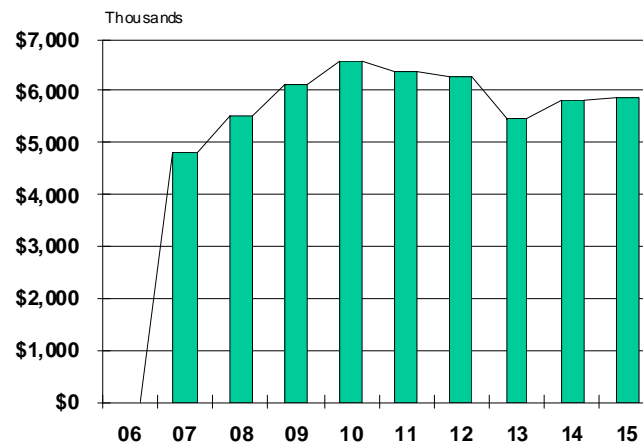
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>ACT 302 POLICE TRAINING FUND</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>REVENUES:</b>			
\$ 55,470	\$ 20,184	\$ 56,000	\$ 56,000	State Grant - Police Training	\$ 56,500	\$ 56,500	\$ 56,500
26	8	30	100	Interest on Investments	30	30	30
-	28,700	28,770	28,700	Fund Balance Appropriated	18,464	18,464	18,464
<u>\$ 55,496</u>	<u>\$ 48,892</u>	<u>\$ 84,800</u>	<u>\$ 84,800</u>	<b>Total Revenues</b>	<u>\$ 74,994</u>	<u>\$ 74,994</u>	<u>\$ 74,994</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 86,025	\$ 15,010	\$ 84,800	\$ 84,800	Conferences & Workshops	\$ 74,800	\$ 74,800	\$ 74,800
<u>\$ 86,025</u>	<u>\$ 15,010</u>	<u>\$ 84,800</u>	<u>\$ 84,800</u>	<b>Total Expenditures</b>	<u>\$ 74,800</u>	<u>\$ 74,800</u>	<u>\$ 74,800</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ (30,529)	\$ 33,882	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ 194	\$ 194	\$ 194
				<b>ESTIMATED FUND BALANCE</b>			
77,763	47,234	47,234	47,234	<b>BEGINNING OF PERIOD</b>	18,464	18,464	18,464
				<b>LESS: FUND BALANCE</b>			
-	(28,700)	(28,770)	(28,700)	<b>APPROPRIATED</b>	(18,464)	(18,464)	(18,464)
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ 47,234</u>	<u>\$ 52,416</u>	<u>\$ 18,464</u>	<u>\$ 18,534</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 194</u>	<u>\$ 194</u>	<u>\$ 194</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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 8,513,852	\$ 4,610,274	\$ 9,000,000	\$ 9,220,546	Property Tax Revenue	\$ 3,990,937	\$ 3,990,937	\$ 3,990,937
355,539	185,274	345,000	300,000	Other Income	3,507,000	3,507,000	3,507,000
-	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 8,869,391</u>	<u>\$ 4,795,548</u>	<u>\$ 9,345,000</u>	<u>\$ 9,520,546</u>	<b>Total Revenues</b>	<u>\$ 7,497,937</u>	<u>\$ 7,497,937</u>	<u>\$ 7,497,937</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 133,209	\$ 70,926	\$ 155,672	\$ 151,859	Personnel Services	\$ 151,286	\$ 151,286	\$ 151,286
89,556	44,782	101,042	103,577	Employee Benefits	98,455	98,455	98,455
1,429	553	5,000	5,000	Supplies	3,000	3,000	3,000
5,646,305	4,422,308	6,028,569	6,043,993	Other Services and Charges	6,215,156	6,215,156	6,215,156
<u>\$ 5,870,499</u>	<u>\$ 4,538,569</u>	<u>\$ 6,290,283</u>	<u>\$ 6,304,429</u>	<b>Total Expenditures</b>	<u>\$ 6,467,897</u>	<u>\$ 6,467,897</u>	<u>\$ 6,467,897</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE FOR PERIOD</b>	\$ 1,030,040	\$ 1,030,040	\$ 1,030,040
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	12,832,432	12,832,432	12,832,432
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
-	-	-	-				
<u>\$ 9,777,715</u>	<u>\$ 10,034,694</u>	<u>\$ 12,832,432</u>	<u>\$ 12,993,832</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 13,862,472</u>	<u>\$ 13,862,472</u>	<u>\$ 13,862,472</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	\$ 93,289	1	\$ 93,289	1	\$ 93,289	1	\$ 93,289
DDA Assistant	<u>1</u>	57,409	<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 expired 6/30/16.

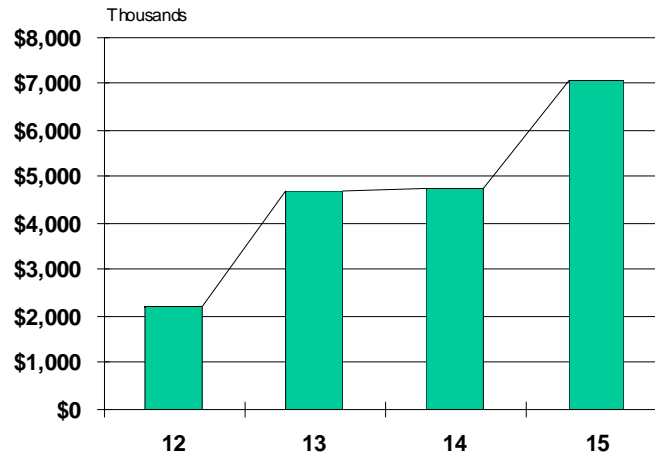
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 8,513,852	\$ 4,610,274	\$ 9,000,000	\$ 9,220,546	Property Tax Revenue	\$ 3,990,937	\$ 3,990,937	\$ 3,990,937
-	-	-	-	Reimbursement for Personal Property Loss	3,182,000	3,182,000	3,182,000
6,922	2,563	5,000	10,000	Interest on Investments	5,000	5,000	5,000
230,653	100,471	240,000	240,000	Lease Proceeds	200,000	200,000	200,000
117,964	82,240	100,000	50,000	Donations/ Miscellaneous Revenue	120,000	120,000	120,000
-	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 8,869,391</u>	<u>\$ 4,795,548</u>	<u>\$ 9,345,000</u>	<u>\$ 9,520,546</u>	<b>Total Revenues</b>	<u>\$ 7,497,937</u>	<u>\$ 7,497,937</u>	<u>\$ 7,497,937</u>
				<b><u>EXPENDITURES:</u></b>			
				<b>Personnel Services:</b>			
\$ 128,161	\$ 67,113	\$ 151,859	\$ 151,859	Permanent Employee	\$ 151,286	\$ 151,286	\$ 151,286
5,048	3,813	3,813	-	Temporary Employees	-	-	-
				<b>Employee Benefits:</b>			
10,699	5,446	12,020	12,020	Social Security	11,976	11,976	11,976
26,804	11,656	30,000	32,535	Employee Insurance	33,669	33,669	33,669
39,797	22,013	44,169	44,169	Retiree Health Insurance	37,992	37,992	37,992
4,980	1,600	5,266	5,266	Longevity	5,266	5,266	5,266
7,276	4,067	9,587	9,587	Retirement Fund	9,552	9,552	9,552
1,429	553	5,000	5,000	<b>Office Supplies</b>	3,000	3,000	3,000
				<b>Other Services and Charges:</b>			
35,451	-	200,000	200,000	Repairs & Maintenance	200,000	200,000	200,000
134,230	13,186	40,000	40,000	Contractual Services	40,000	40,000	40,000
263,127	111,698	250,000	200,000	Management Fees & Expenses	200,000	200,000	200,000
4,500	2,250	4,500	4,500	Court Reporter	4,500	4,500	4,500
154	77	5,000	5,000	Postage	5,000	5,000	5,000
371	188	1,000	1,000	Telephone	1,000	1,000	1,000
-	-	500	500	Mileage	500	500	500
-	-	3,000	3,000	Conferences & Workshops	2,000	2,000	2,000
84,879	78,543	200,000	200,000	Community Promotions	100,000	100,000	100,000
80	-	12,000	12,000	Printing and Publishing	12,000	12,000	12,000
-	1,032	2,000	-	Public Utilities	2,000	2,000	2,000
331,200	170,550	341,100	341,100	Administrative Expense	351,300	351,300	351,300
-	-	15,000	15,000	City Flower Plantings	15,000	15,000	15,000
1,630	905	5,000	5,000	Membership and Dues	9,000	9,000	9,000
4,790,683	4,043,879	4,949,469	5,016,893	Transfer to DDA Debt Retirement Funds	5,272,856	5,272,856	5,272,856
<u>\$ 5,870,499</u>	<u>\$ 4,538,569</u>	<u>\$ 6,290,283</u>	<u>\$ 6,304,429</u>	<b>Total Expenditures</b>	<u>\$ 6,467,897</u>	<u>\$ 6,467,897</u>	<u>\$ 6,467,897</u>

## 2011 LOCAL STREET ROAD REPAIR & REPLACEMENT FUND

This fund was established in December 2011 to account for the Revenues and Expenditures of a voter approved millage lasting five years 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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>2011 LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 6,498,816	\$ 3,321,233	\$ 6,631,800	\$ 6,631,800	Property Tax Revenue	\$ -	\$ -	\$ -
93,264	48,354	96,705	96,705	Industrial Facilities Tax	-	-	-
3,082	3,877	5,000	1,000	Interest on Investments	2,000	2,000	2,000
-	4,908,473	5,834,940	5,932,476	Fund Balance Appropriated	<u>1,213,131</u>	<u>1,213,131</u>	<u>1,213,131</u>
<u>\$ 6,595,162</u>	<u>\$ 8,281,937</u>	<u>\$ 12,568,445</u>	<u>\$ 12,661,981</u>	<b>Total Revenues</b>	<u>\$ 1,215,131</u>	<u>\$ 1,215,131</u>	<u>\$ 1,215,131</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 8,470,569	\$ 4,893,593	\$ 12,333,545	\$ 12,427,081	Capital Improvements	\$ 1,215,131	\$ 1,215,131	\$ 1,215,131
228,100	117,450	234,900	234,900	Administrative Expense	-	-	-
<u>\$ 8,698,669</u>	<u>\$ 5,011,043</u>	<u>\$ 12,568,445</u>	<u>\$ 12,661,981</u>	<b>Total Expenditures</b>	<u>\$ 1,215,131</u>	<u>\$ 1,215,131</u>	<u>\$ 1,215,131</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,213,131	1,213,131	1,213,131
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(1,213,131)</u>	<u>(1,213,131)</u>	<u>(1,213,131)</u>
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>2011 LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>Capital Improvements:</u></b>			
\$ 2,389,644	\$ 329,989	\$ 1,746,524	\$ 2,197,303	Concrete Pavement Repr Program (City Wide)	\$ 1,215,131	\$ 1,215,131	\$ 815,131
901,744	15,708	15,708	-	- Hot Mix Asphalt Program (City Wide)	-	-	-
265,453	57,996	772,900	772,900	Engineering Services (City Wide)	-	-	-
31,212	-	-	-	- Tree Removal (City Wide)	-	-	-
17,398	-	-	-	- Federal (Hudson to 9 Mile)	-	-	-
2,051,308	825	825	-	- Martin Road (Van Dyke to Hoover)	-	-	-
17,462	-	-	-	- Roan Reconstruction	-	-	-
1,122,864	-	-	-	- Common and Gilbert	-	-	-
940,965	-	4,416	43,408	Warner, Section 30	-	-	-
-	898,538	898,538	896,060	Newport and Suburban	-	-	-
378,697	792,269	795,036	795,036	Cousino and Holmes	-	-	-
-	1,828,989	2,020,002	2,020,002	Toepfer (Ryan to Mound)	-	-	-
-	563,834	563,834	627,625	Lorraine (13 Mile to Common, Southbound)	-	-	-
353,823	75,563	75,563	75,563	13 Mile (Primrose to Hayes)	-	-	-
-	329,882	441,015	-	- Elza (Audrey to Panama)	-	-	-
-	-	408,356	408,356	Regal Street	-	-	-
-	-	795,468	795,468	Chicago (Chicago South to Hoover)	-	-	-
-	-	335,100	335,100	Sherwood (11 Mile to +/- 600' South)	-	-	-
-	-	1,086,200	1,086,200	MacArthur (8 Mile to Toepfer)	-	-	-
-	-	1,180,720	1,180,720	Dawson, Revere, Arden, Yonka	-	-	-
-	-	710,400	710,400	Lorraine (Common to 12 Mile, Southbound)	-	-	-
-	-	267,880	267,880	Common (+/- 300' West and East of Schoenherr)	-	-	-
-	-	215,060	215,060	Marcy (Curie to Blackmar)	-	-	-
-	-	-	-	- Elza (Panama to Mound)	-	-	400,000
<u>\$ 8,470,569</u>	<u>\$ 4,893,593</u>	<u>\$ 12,333,545</u>	<u>\$ 12,427,081</u>	Total Capital Improvements	<u>\$ 1,215,131</u>	<u>\$ 1,215,131</u>	<u>1,215,131</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 Enterprise Funds of the City are:

- Senior Housing
- Water and Sewer System

## **STILWELL MANOR**

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

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



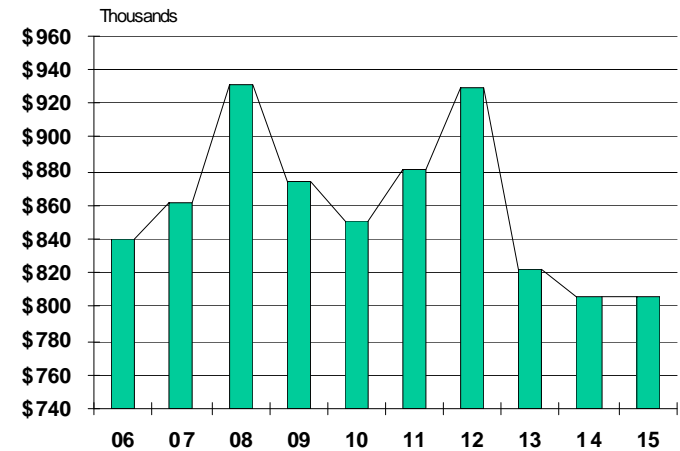
## STILWELL MANOR

### Fiscal 2017 Performance Objectives

1. To continue to provide maintenance for safety and appearance purposes.
2. To work with family members and/or social agencies in making the transition from this complex into nursing homes or assisted living facilities less stressful for the tenant.
3. To help tenants find assistance in keeping their apartments and themselves in a clean and healthy environment.
4. To continue the painting and carpeting replacement policies.
5. To execute the replacement of approximately 25 kitchen cabinets and counter tops in apartments.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Carpet replacement	12	25	25	25
Linoleum replacement	7	12	12	12
Stove replacement	4	6	6	6
Thermostat replacement	9	6	6	6
Apartment painting	21	25	25	25
Applications mailed	95	130	130	130
Requests for lists of subsidized housing	125	390	390	250
Air conditioner replacements	8	12	12	12
Calls to social agencies & family members	35	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	25	26	25
Apartment maintenance work orders	375	600	600	450

**Expenditure History  
Stilwell Manor**



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 510,007	\$ 265,131	\$ 511,800	\$ 511,800	Rental Revenues	\$ 511,800	\$ 511,800	\$ 511,800
395,436	177,535	358,414	337,714	Other Income	362,180	362,180	362,180
-	389,000	306,888	389,000	Appropriation of Retained Earnings	331,785	325,715	327,532
<u>\$ 905,443</u>	<u>\$ 831,666</u>	<u>\$ 1,177,102</u>	<u>\$ 1,238,514</u>	<b>Total Revenues</b>	<u>\$ 1,205,765</u>	<u>\$ 1,199,695</u>	<u>\$ 1,201,512</u>
				<b>EXPENDITURES:</b>			
\$ 275,567	\$ 137,469	\$ 263,643	\$ 273,143	Salaries	\$ 277,082	\$ 272,201	\$ 273,662
204,256	96,067	185,632	186,778	Fringe Benefits	185,135	183,946	184,302
172,167	91,662	550,977	576,743	Operating Supplies & Expenses	541,898	541,898	541,898
27,539	9,827	36,450	36,450	Contractual Services	36,250	36,250	36,250
112,163	36,389	125,000	150,000	Utilities	150,000	150,000	150,000
13,617	2,419	15,400	15,400	Equipment/Improvement	15,400	15,400	15,400
<u>\$ 805,309</u>	<u>\$ 373,833</u>	<u>\$ 1,177,102</u>	<u>\$ 1,238,514</u>	<b>Total Expenditures</b>	<u>\$ 1,205,765</u>	<u>\$ 1,199,695</u>	<u>\$ 1,201,512</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
(88,789)	(85,422)	(85,422)	(85,420)	<b>DEPRECIATION</b>	(82,100)	(82,100)	(82,100)
2,556,095	2,567,440	2,567,440	2,567,440	<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD(as restated)</b>	2,175,130	2,175,130	2,175,130
-	(389,000)	(306,888)	(389,000)	<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	(331,785)	(325,715)	(327,532)
<u>\$ 2,567,440</u>	<u>\$ 2,550,851</u>	<u>\$ 2,175,130</u>	<u>\$ 2,093,020</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 1,761,245</u>	<u>\$ 1,767,315</u>	<u>\$ 1,765,498</u>

ENTERPRISE FUND PERSONNEL

<u>SENIOR CITIZEN HOUSING</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director of Operations - Maintenance	1	\$ 80,000	1	\$ 80,000	1	\$ 80,000	1	\$ 80,000
Director of Operations - Administration	1	69,597	1	69,597	1	69,597	1	69,597
Maintenance Assistant	1	34,071	1 (e)	37,478	1	34,071	1	34,071
Senior Citizen Housing Clerk	1	34,957	1	34,957	1	34,957	1	34,957
Housekeeper	1	29,110	1 (e)	30,556	1	29,110	1 (e)	30,556
Part-time Employees - Stilwell		19,500		19,500		19,500		19,500
Part-time Employees - Coach		47,000		47,000		47,000		47,000
Overtime	—	4,000	—	4,000	—	4,000	—	4,000
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

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

(e) Reflects increases of \$3,407 for the Maintenance Assistant position and \$1,456 for the Housekeeper position.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 510,007	\$ 265,131	\$ 511,800	\$ 511,800	Rental Revenues	\$ 511,800	\$ 511,800	\$ 511,800
3,682	1,381	2,700	1,000	Interest on Investments	2,500	2,500	2,500
316,227	162,857	325,714	325,714	Administrative Fee - Coach Manor	329,680	329,680	329,680
75,527	13,297	30,000	11,000	Miscellaneous	30,000	30,000	30,000
-	389,000	306,888	389,000	Appropriation of Retained Earnings	331,785	325,715	327,532
<u>\$ 905,443</u>	<u>\$ 831,666</u>	<u>\$ 1,177,102</u>	<u>\$ 1,238,514</u>	<b>Total Revenues</b>	<u>\$ 1,205,765</u>	<u>\$ 1,199,695</u>	<u>\$ 1,201,512</u>
				<b><u>EXPENDITURES:</u></b>			
				<b>Personnel Services:</b>			
\$ 255,065	\$ 132,443	\$ 249,643	\$ 249,643	Permanent Employees	\$ 253,582	\$ 248,701	\$ 250,162
2,019	786	2,000	4,000	Overtime	4,000	4,000	4,000
18,483	4,240	12,000	19,500	Part-time Employees	19,500	19,500	19,500
				<b>Employee Benefits:</b>			
21,167	10,747	20,169	21,315	Social Security	21,667	21,287	21,401
97,665	41,160	84,718	84,718	Employee Insurance	87,718	87,553	87,602
50,303	22,529	44,960	44,960	Retiree Health Insurance	38,838	38,788	38,803
4,775	5,473	5,473	5,473	Longevity	6,153	6,056	6,085
30,346	16,158	30,312	30,312	Retirement Fund	30,759	30,262	30,411
				<b>Supplies:</b>			
1,624	267	2,000	2,000	Office Supplies	2,000	2,000	2,000
1,622	512	2,000	2,000	Program Activity Supplies	2,000	2,000	2,000
13,940	6,611	16,000	16,000	Maintenance Supplies	16,000	16,000	16,000
				<b>Other Services and Charges:</b>			
91	-	200	200	Mileage	200	200	200
27,539	9,827	36,450	36,450	Contractual Services	36,250	36,250	36,250
356	854	854	855	Unemployment Costs	-	-	-
4,403	2,272	5,000	5,000	Telephone	6,000	6,000	6,000
292	62	400	600	Vehicle Maintenance	500	500	500
27,600	14,350	28,700	28,700	Insurance and Bonds	29,800	29,800	29,800
112,163	36,389	125,000	150,000	Public Utilities	150,000	150,000	150,000
30,139	32,434	400,000	425,565	Building Maintenance	387,575	387,575	387,575
25,500	-	27,223	27,223	Payment to City in Lieu of Taxes	27,223	27,223	27,223
66,600	34,300	68,600	68,600	Administrative Expense - General Fund	70,600	70,600	70,600
				<b>Capital Outlay:</b>			
-	-	1,000	1,000	Equipment - Maintenance	1,000	1,000	1,000
13,617	1,728	13,500	13,500	Equipment - Appliances	13,500	13,500	13,500
-	691	900	900	Equipment - Office	900	900	900
<u>\$ 805,309</u>	<u>\$ 373,833</u>	<u>\$ 1,177,102</u>	<u>\$ 1,238,514</u>	<b>Total Expenditures</b>	<u>\$ 1,205,765</u>	<u>\$ 1,199,695</u>	<u>\$ 1,201,512</u>

## **COACH MANOR**

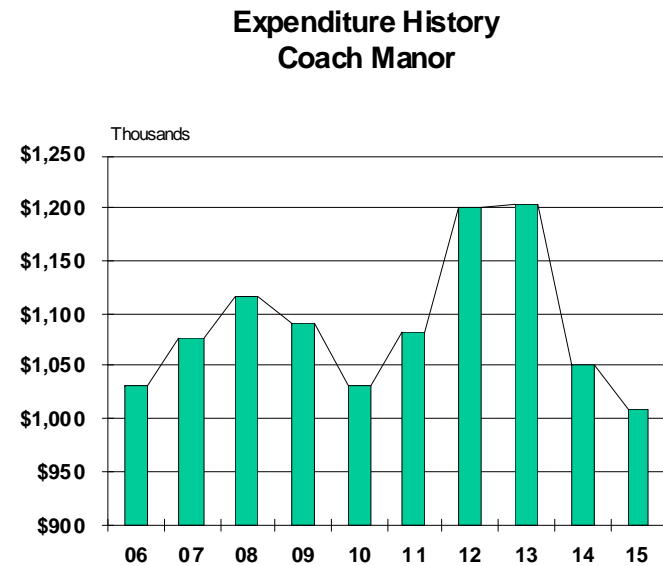
Joseph Coach Manor, Warren's second Senior Citizen Housing Project was built in order to accommodate 244 new units of Senior Housing that became available during Fiscal 1992. These units are located adjacent to the Stilwell Manor on Burg Road.

## COACH MANOR

### Fiscal 2017 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 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Apartment painting	28	65	45	45
Carpet replacement	26	55	45	40
Countertop replacement	18	20	20	20
Linoleum replacement	12	20	20	20
Back up generator maintenance	2	2	2	2
Applications mailed	110	130	130	130
Requests for lists of subsidized housing	225	250	250	250
Calls to social agencies & family members	35	50	50	50
Calls to prospective tenants	60	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	936	1,200	1,200	1,000



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 979,064	\$ 489,369	\$ 993,855	\$ 993,855	Rental Revenues	\$ 993,855	\$ 993,855	\$ 993,855
463,137	237,207	425,940	425,940	Maintenance Revenues	425,940	425,940	425,940
18,529	9,786	17,500	11,000	Other Income	17,500	17,500	17,500
-	145,928	81,940	94,490	Appropriation of Retained Earnings	136,181	136,181	136,181
<u>\$ 1,460,730</u>	<u>\$ 882,290</u>	<u>\$ 1,519,235</u>	<u>\$ 1,525,285</u>	<b>Total Revenues</b>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 41,265	\$ 26,328	\$ 47,000	\$ 47,000	Salaries	\$ 47,000	\$ 47,000	\$ 47,000
4,012	2,568	4,752	4,752	Fringe Benefits	4,752	4,752	4,752
670,995	265,258	670,264	671,564	Operating Supplies & Expenses	776,355	776,355	776,355
41,564	17,457	56,350	56,350	Contractual Services	53,350	53,350	53,350
86,667	27,185	93,000	97,000	Utilities	97,000	97,000	97,000
119,978	561,173	598,369	598,369	Debt Payment	547,969	547,969	547,969
45,900	15,471	50,250	50,250	Equipment/Improvement	47,050	47,050	47,050
<u>\$ 1,010,381</u>	<u>\$ 915,440</u>	<u>\$ 1,519,985</u>	<u>\$ 1,525,285</u>	<b>Total Expenditures</b>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
-	540,000	540,000	540,000	<b>BOND PRINCIPAL PAYMENT</b>	500,000	500,000	500,000
(179,402)	(179,402)	(179,402)	(175,500)	<b>DEPRECIATION</b>	(179,400)	(175,500)	(175,500)
				<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD (as restated)</b>	4,658,455	4,658,455	4,658,455
4,109,600	4,380,547	4,380,547	4,380,547				
				<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	(136,181)	(136,181)	(136,181)
-	(94,490)	(81,940)	(94,490)				
				<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 4,842,874</u>	<u>\$ 4,846,774</u>	<u>\$ 4,846,774</u>
<u>\$ 4,380,547</u>	<u>\$ 4,613,505</u>	<u>\$ 4,658,455</u>	<u>\$ 4,650,557</u>				

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 979,064	\$ 489,369	\$ 993,855	\$ 993,855	Rental Revenues	\$ 993,855	\$ 993,855	\$ 993,855
463,137	237,207	425,940	425,940	Maintenance Revenues	425,940	425,940	425,940
3,025	1,299	2,500	1,000	Interest on Investments	2,500	2,500	2,500
15,504	8,487	15,000	10,000	Miscellaneous	15,000	15,000	15,000
-	94,490	81,940	94,490	Appropriation of Retained Earnings	136,181	136,181	136,181
<u>\$ 1,460,730</u>	<u>\$ 830,852</u>	<u>\$ 1,519,235</u>	<u>\$ 1,525,285</u>	<b>Total Revenues</b>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>
<b>EXPENDITURES:</b>							
<b>Personnel Services:</b>							
\$ 41,265	\$ 26,328	\$ 47,000	\$ 47,000	Part-time Employees	\$ 47,000	\$ 47,000	\$ 47,000
<b>Employee Benefits:</b>							
3,157	2,014	3,596	3,596	Social Security	3,596	3,596	3,596
855	554	1,156	1,156	Employee Insurance	1,156	1,156	1,156
<b>Supplies:</b>							
1,735	228	2,200	3,000	Office Supplies	3,000	3,000	3,000
1,251	367	1,500	2,000	Program Activity Supplies	2,000	2,000	2,000
20,007	6,764	29,500	29,500	Maintenance Supplies	29,500	29,500	29,500
<b>Other Services and Charges:</b>							
301	104	250	250	Postage	300	300	300
41,564	17,457	56,350	56,350	Contractual Services	53,350	53,350	53,350
71	-	200	200	Mileage	200	200	200
3,018	2,178	4,000	4,000	Telephone	4,000	4,000	4,000
-	-	200	200	Vehicle Maintenance	100	100	100
20,000	10,400	20,800	20,800	Insurance and Bonds	21,600	21,600	21,600
86,667	27,185	93,000	97,000	Public Utilities	97,000	97,000	97,000
224,985	39,410	200,000	200,000	Building Maintenance	297,575	297,575	297,575
-	540,000	540,000	540,000	Bond Principal	500,000	500,000	500,000
119,728	20,923	57,369	57,369	Bond Interest	46,969	46,969	46,969
250	250	1,000	1,000	Bond Agent Fees	1,000	1,000	1,000
316,227	162,857	325,714	325,714	Administrative Expense - Stilwell	329,680	329,680	329,680
83,400	42,950	85,900	85,900	Administrative Expense - General Fund	88,400	88,400	88,400
<b>Capital Outlay:</b>							
-	-	1,000	1,000	Equipment - Maintenance	1,000	1,000	1,000
44,985	15,471	48,350	48,350	Equipment - Appliances	45,150	45,150	45,150
915	-	900	900	Equipment - Office	900	900	900
<u>\$ 1,010,381</u>	<u>\$ 915,440</u>	<u>\$ 1,519,985</u>	<u>\$ 1,525,285</u>	<b>Total Expenditures</b>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>	<u>\$ 1,573,476</u>



## **WATER & SEWER SYSTEM**

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

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

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

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

The 2017 Water & Sewer System Budget is presented with an increase in the consumption-based water rate for City of Warren Water Utility customers from \$3.173 per 100 cubic feet {approximately 750 gallons} to \$3.431 per 100 cubic feet. The consumption-based waste water treatment rate for the City of Warren Water Utility customers will change from \$2.198 per 100 cubic feet {approximately 750 gallons} to \$2.412. The fixed rate meter service charge will remain the same at \$0.84 per month for accounts with a 5/8" service meter. The fixed rate sewer service charge will remain the same at \$2.03 per month for accounts with a 5/8" service meter.

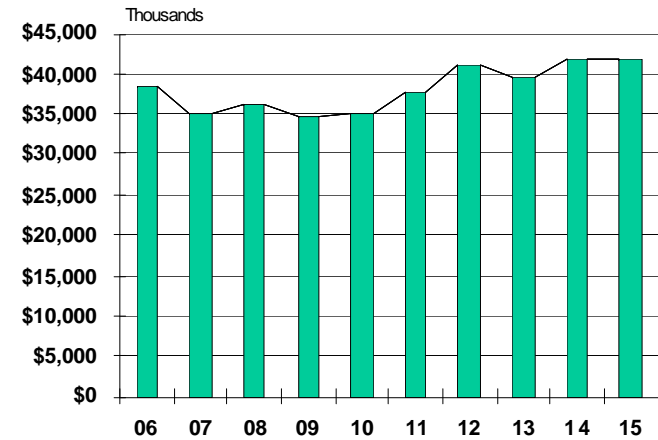
## WATER AND SEWER SYSTEM

### Fiscal 2017 Performance Objectives

1. To continue to maintain and replace water and sewer line.
2. To continue to meet the stringent discharge limitations at the treatment plant imposed by the State and Federal authorities.
3. To establish storm water management plan meeting government standards.
4. To continue collection of delinquent accounts.
5. To explore the options available to bring more efficiency to the work order process.
6. To explore opportunities to reduce water loss.

Performance Indicators	Fiscal 2015 Actual	Fiscal 2016 Budget	Fiscal 2016 Estimated	Fiscal 2017 Budget
Water utility accounts	49,639	50,472	49,584	49,529
Sewer utility accounts	49,089	49,622	48,900	48,711
Second meter accounts	712	725	725	730
Water sold (thousand cu. ft.)	637,952	679,000	641,579	645,348
Water purchased	722,554	757,200	717,858	722,048
Broken water main repairs	262	239	239	225
Sewer jetting (in footage)	303144	306,869	306,869	310,000
Sewage treated	7.8	7.8	7.8	7.8
Sludge solids removed	28.20	29.75	29.75	30
Power consumption	12.73	12.50	12.50	12
Natural gas for incinerator	87	85	85	85
Laboratory samples taken	5,924	6,100	6,100	6,100
Analytical lab tests run	36,629	36,750	36,750	36,750
Dye tests performed	5	10	10	10
Storm water samples collected	245	245	245	245
Illicit discharges identified	3	3	3	3
Illicit discharges removed	3	3	3	3

**Expenditure History  
Water and Sewer System**



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015*** Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>WATER &amp; SEWER SYSTEM REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 51,602,689	\$ 20,190,237	\$ 40,766,500	\$ 38,030,143	Water & Sewer Charges	\$ 40,791,100	\$ 40,791,100	\$ 40,791,100
27,835	6,900	13,800	15,000	Water Sales-Unmetered	15,000	15,000	15,000
127,500	45,000	90,000	90,000	Public Fire Protection	90,000	90,000	90,000
1,666,438	457,244	1,000,000	1,500,000	Penalties	1,000,000	1,000,000	1,000,000
835,227	301,123	604,634	526,720	Other Income	618,622	618,622	618,622
48,364	22,636	54,327	54,327	Building Rental	63,375	63,375	63,375
151,669	25,435	45,000	43,000	Meter Sales/Repairs	57,000	57,000	57,000
1,478,522	542,098	1,055,494	1,060,000	Pre-Treatment/Cross Connnection Charges	1,068,530	1,068,530	1,068,530
(14,465)	(7,957)	(5,000)	100,000	Gain (Loss) On Asset Conversion	15,000	15,000	15,000
181,041	43,541	80,906	60,333	Interest On Investments	82,400	82,400	82,400
-	-	-	-	Bond Proceeds	7,000,000	7,000,000	7,000,000
-	7,571,234	7,571,234	7,571,234	Fund Balance Appropriated	3,941,322	1,197,166	1,197,166
<u>\$ 56,104,820</u>	<u>\$ 29,197,491</u>	<u>\$ 51,276,895</u>	<u>\$ 49,050,757</u>	<b>Total Revenues</b>	<u>\$ 54,742,349</u>	<u>\$ 51,998,193</u>	<u>\$ 51,998,193</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 8,766,925	\$ 2,923,647	\$ 6,132,555	\$ 6,546,420	Personnel Services	\$ 6,511,187	\$ 6,501,174	\$ 6,501,174
12,514,586	3,624,970	8,130,363	8,025,842	Employee Benefits	8,143,103	8,140,957	8,140,957
37,907,656	11,208,486	26,973,199	25,448,335	Other Services and Charges	26,110,142	26,110,142	26,110,142
24,192,402	7,047,152	12,955,711	9,030,160	Capital Outlay	13,977,917	11,245,920	11,245,920
<u>\$ 83,381,569</u>	<u>\$ 24,804,255</u>	<u>\$ 54,191,828</u>	<u>\$ 49,050,757</u>	<b>Total Expenditures</b>	<u>\$ 54,742,349</u>	<u>\$ 51,998,193</u>	<u>\$ 51,998,193</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b> (as restated)	29,397,272	29,397,272	29,397,272
				<b>RESERVE FOR:</b>			
(76,651)	(76,651)	(76,651)	(76,651)	<b>COMPENSATED ABSENCES</b>	(76,651)	(76,651)	(76,651)
(27,149,032)	(25,892,517)	(18,685,253)	(22,097,070)	<b>CAPITAL OUTLAY</b>	(17,488,086)	(17,488,086)	(17,488,086)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(3,941,322)	(1,197,166)	(1,197,166)
<u>\$ 12,657,757</u>	<u>\$ 10,736,274</u>	<u>\$ 10,635,369</u>	<u>\$ 10,138,485</u>	<b>EST. UNRESTRICTED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 7,891,214</u>	<u>\$ 10,635,370</u>	<u>\$ 10,635,370</u>

ENTERPRISE FUND PERSONNEL

<u>WATER &amp; SEWER SYSTEM</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>Water &amp; Sewer Maintenance</u>								
Deputy Superintendent	1	\$ 90,631	1	\$ 90,631	1	\$ 90,631	1	\$ 90,631
Water Operations Manager	1	86,113	1	86,113	1	86,113	1	86,113
General Supervisor/Dispatcher	1	77,501	- (d)	-	- (d)	-	- (d)	-
Water Division Supervisor	3	71,794	3	71,802	3	71,802	3	71,802
Water Utilities Operator	24	57,704	24	57,699	24	57,699	24	57,699
Water Systems Monitor	1	64,540	- (c)	-	1	64,540	1	64,540
Senior Water Systems Monitor	-	-	1 (c)	74,514	-	-	-	-
Heavy Duty Truck & Auto Mech. Technician	1	65,033	- (d)	-	- (d)	-	- (d)	-
Automotive Mechanic Technician	1	65,033	- (d)	-	- (d)	-	- (d)	-
Stock Clerk	1	53,872	1	53,872	1	53,872	1	53,872
Office Assistant	1	35,141	- (e)	-	- (e)	-	- (e)	-
<u>Shared Services</u>								
Superintendent	1	95,664	1	95,664	1	95,664	1	95,664
Senior Account Tech/Water Acctg	1	58,870	1	58,870	1	58,870	1	58,870
Accountant III	1	78,068	1	78,068	1	78,068	1	78,068
Account Technician	8	54,765	8	54,765	8	54,765	8	54,765
Administrative Clerical Technician	1	52,386	1	52,386	1	52,386	1	52,386
Office Assistant	-	-	1 (e)	35,141	1 (e)	35,141	1 (e)	35,141
City Engineer	1	114,818	1	114,818	1	114,818	1	114,818
Civil Engineer II	1	84,264	1	84,264	1	84,264	1	84,264
Civil Engineer	2	80,398	2	80,398	2	80,398	2	80,398
Drafting Specialist	1	59,320	1	59,320	1	59,320	1	59,320
Construction Specialist	3	63,391	3	63,398	3	63,398	3	63,398
<u>Waste Water Treatment Plant</u>								
Sanitary Engineer	1	\$ 103,967	1	\$ 103,967	1	\$ 103,967	1	\$ 103,967
Wastewater Specialist	1	85,892	1	85,892	1	85,892	1	85,892
Facility Engineer	1	87,939	1	87,939	1	87,939	1	87,939

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

(c) Reclassifications of Water Systems Monitor to Senior Water Systems Monitor.

(d) Positions deleted.

(e) Position transferred from Water & Sewer Maintenance to Shared Services

(Continued)

ENTERPRISE FUND PERSONNEL

<u>WATER &amp; SEWER SYSTEM</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>Waste Water Treatment Plant</u>								
Environmental Compliance Engineer	1	87,786	1	87,786	1	87,786	1	87,786
Laboratory Director	1	82,128	1	82,128	1	82,128	1	82,128
Junior Chemist	2	64,380	2	64,380	2	64,380	2	64,380
Laboratory Technician	2	57,304	2	57,304	2	57,304	2	57,304
Maintenance M&P Manager	1	75,086	1	75,086	1	75,086	1	75,086
Mechanic Technician	3	63,457	3	63,457	3	63,457	3	63,457
Master Electrician	1	70,349	1	70,349	1	70,349	1	70,349
WWTP Electrician	1	67,737	1	67,737	1	67,737	1	67,737
Electrician/Instrumentation Technical Spec.	1	77,539	1	77,539	1	77,539	1	77,539
Industrial Services Manager	1	77,539	1	77,539	1	77,539	1	77,539
Industrial Waste Specialist	1	61,350	1	61,350	1	61,350	1	61,350
Industrial Waste Technician	1	54,389	1	54,389	1	54,389	1	54,389
I & C System Manager	1	82,232	1	82,232	1	82,232	1	82,232
I & C System Technician	1	69,238	1	69,238	1	69,238	1	69,238
I & C Trainee	1	59,261	1	59,261	1	59,261	1	59,261
Chief Operator	1	87,786	1	87,786	1	87,786	1	87,786
Operations Supervisor	-	-	2 (b)	72,987	2 (b)	72,987	2 (b)	72,987
Treatment Specialist	12	61,622	10 (d)	61,630	10 (d)	61,630	10 (d)	61,630
Calibration Specialist	1	60,297	1	60,297	1	60,297	1	60,297
Senior Administrative Secretary-WWTP	1	56,830	1	56,830	1	56,830	1	56,830
Administrative Clerk -WWTP	1	48,809	1	48,809	1	48,809	1	48,809
<u>Temporary Employees</u>								
Water & Sewer Maintenance		69,825		124,980		124,980		124,980
Shared Services		20,000		27,000		27,000		27,000
Waste Water Treatment Plant		50,000		30,000		30,000		30,000
<u>Overtime</u>								
Water & Sewer Maintenance		145,000		125,000		125,000		125,000
Shared Services		107,700		123,850		123,850		123,850
Waste Water Treatment Plant		233,500		263,500		263,500		263,500
Total Personnel	<u>93</u>		<u>90</u>		<u>90</u>		<u>90</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expired 6/30/16.

(b) New positions.

(d) Positions deleted.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015*** Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>WATER &amp; SEWER SYSTEM EXPENDITURES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Personnel Services:</b>			
\$ 7,951,339	\$ 2,674,589	\$ 5,563,672	\$ 5,920,395	Permanent	\$ 5,816,857	\$ 5,806,844	\$ 5,806,844
185,492	78,919	162,685	139,825	Temporary Labor	181,980	181,980	181,980
630,094	170,139	406,198	486,200	Overtime	512,350	512,350	512,350
				<b>Employee Benefits:</b>			
52,830	31,383	76,667	76,667	Education Allowance	89,205	89,205	89,205
695,050	236,615	489,734	522,620	Social Security	520,873	520,106	520,106
1,419,265	463,265	1,812,492	1,812,492	Employee Insurance	2,005,037	2,004,760	2,004,760
5,104,473	1,049,605	2,105,508	1,917,907	Retiree Health Insurance	1,812,441	1,812,341	1,812,341
234,381	96,551	171,899	171,899	Longevity	165,172	165,172	165,172
4,854,679	1,661,534	3,346,505	3,403,699	Retirement Fund	3,423,153	3,422,151	3,422,151
53,663	57,000	57,000	50,000	Certification Bonuses	55,000	55,000	55,000
88,181	23,501	58,968	58,968	Holiday Pay	60,522	60,522	60,522
12,064	5,516	11,590	11,590	Uniforms	11,700	11,700	11,700
				<b>Supplies and Other Charges:</b>			
606,838	155,326	500,918	508,124	Operating Supplies	503,600	503,600	503,600
1,015,084	175,092	840,000	903,693	Professional Services	880,000	880,000	880,000
197,987	22,597	45,000	50,000	Materials	50,000	50,000	50,000
209,276	159,362	200,000	132,000	Meter Replacement	125,000	125,000	125,000
150,162	70,842	125,000	100,000	Dirt Removal	125,000	125,000	125,000
931,152	615,780	770,000	773,858	Concrete, Lawn & Manhole Repairs	1,080,000	1,080,000	1,080,000
146,096	19,582	100,000	150,000	Chemicals	110,000	110,000	110,000
27,000	-	-	54,000	Building Lease	-	-	-
14,693	5,334	20,000	20,000	Odor Control	20,000	20,000	20,000
178,883	31,903	150,000	150,000	Ash Removal Contract	150,000	150,000	150,000
74,180	21,201	46,729	53,210	Telephone	52,000	52,000	52,000
203,821	180,187	215,500	195,500	Auto Expense	251,565	251,565	251,565
1,302,022	113,665	865,667	867,667	Utilities	740,750	740,750	740,750
1,703,241	337,331	1,100,000	1,100,000	Electric Power	1,050,000	1,050,000	1,050,000
852,259	302,594	600,000	600,000	Repairs & Maintenance	600,000	600,000	600,000
36,607	7,553	33,333	33,333	Management Agency Fee	30,000	30,000	30,000
26,709	26,040	26,040	27,000	M.S.D.W.A. Annual Fee	27,000	27,000	27,000
16,900	15,200	15,200	33,000	Auditing	20,000	20,000	20,000

\*\*\*FY 2015 figures represent 18 months of revenues and expenditures, covering the period of January 1, 2014 to June 30, 2015.

(Continued)

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015*** Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>WATER &amp; SEWER SYSTEM</u></b> <b><u>EXPENDITURES (Continued):</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 53,034	\$ 8,002	\$ 25,000	\$ 25,000	Facility Maintenance	\$ 120,000	\$ 120,000	\$ 120,000
345,443	139,067	245,000	239,357	Postage	250,000	250,000	250,000
13,695,536	3,482,204	10,631,640	9,012,000	Water Purchases	9,268,000	9,268,000	9,268,000
-	8,210	8,210	2,667	Unemployment Benefits	1,000	1,000	1,000
900,000	300,000	600,000	600,000	General Insurance	600,000	600,000	600,000
-	-	66,667	66,667	Uncollectible Debt	100,000	100,000	100,000
2,759,050	956,550	1,913,100	1,913,100	Administrative Expense	1,970,500	1,970,500	1,970,500
12,461,683	4,054,864	7,830,195	7,838,159	Debt Payments	7,985,727	7,985,727	7,985,727
				<b>Capital Outlay:</b>			
3,419,514	2,829,511	7,243,601	3,339,950	Capital Improvements-Equipment	4,060,497	1,328,500	1,328,500
20,772,888	4,217,641	5,712,110	5,690,210	Capital Improvements-Infrastructure	9,917,420	9,917,420	9,917,420
<u>\$ 83,381,569</u>	<u>\$ 24,804,255</u>	<u>\$ 54,191,828</u>	<u>\$ 49,050,757</u>	<b>Total Expenditures</b>	<u>\$ 54,742,349</u>	<u>\$ 51,998,193</u>	<u>\$ 51,998,193</u>

## ***Capital Project Funds***

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

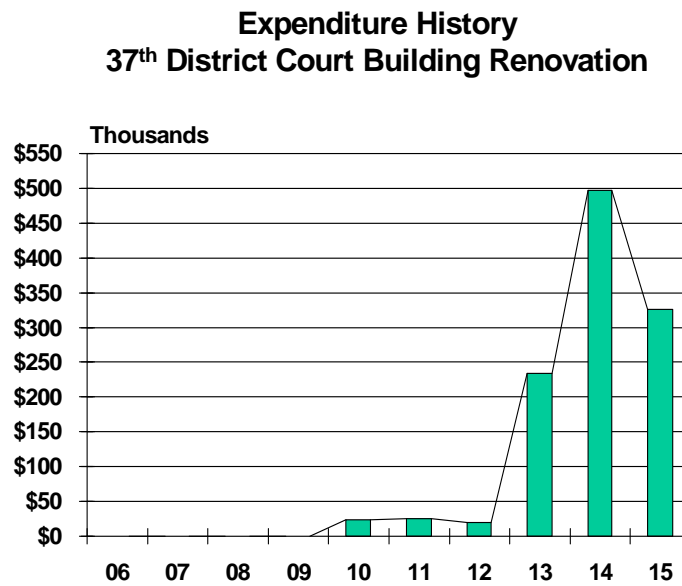
The Capital Project Fund of the City is:

- 37th District Court Building Renovation Fund



## 37TH DISTRICT COURT BUILDING RENOVATION FUND

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



CAPITAL PROJECT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>37th DISTRICT COURT BUILDING RENOVATION REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
\$ 773,122	\$ 341,951	\$ 650,000	\$ 650,000	Court Building Renovation Fee	\$ 800,500	\$ 800,500	\$ 800,500
2,370	1,189	2,000	1,400	Interest on Investments	2,500	2,500	2,500
-	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 775,492</u>	<u>\$ 343,140</u>	<u>\$ 652,000</u>	<u>\$ 651,400</u>	<b>Total Revenues</b>	<u>\$ 803,000</u>	<u>\$ 803,000</u>	<u>\$ 803,000</u>
				<b>EXPENDITURES:</b>			
\$ 325,943	\$ 34,074	\$ 150,000	\$ 150,000	Capital Improvements	\$ 500,000	\$ 500,000	\$ 500,000
<u>\$ 325,943</u>	<u>\$ 34,074</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<b>Total Expenditures</b>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 303,000	\$ 303,000	\$ 303,000
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	6,908,557	6,908,557	6,908,557
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
-	-	-	-				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 7,211,557</u>	<u>\$ 7,211,557</u>	<u>\$ 7,211,557</u>
<u>\$ 6,406,557</u>	<u>\$ 6,715,623</u>	<u>\$ 6,908,557</u>	<u>\$ 6,907,957</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:

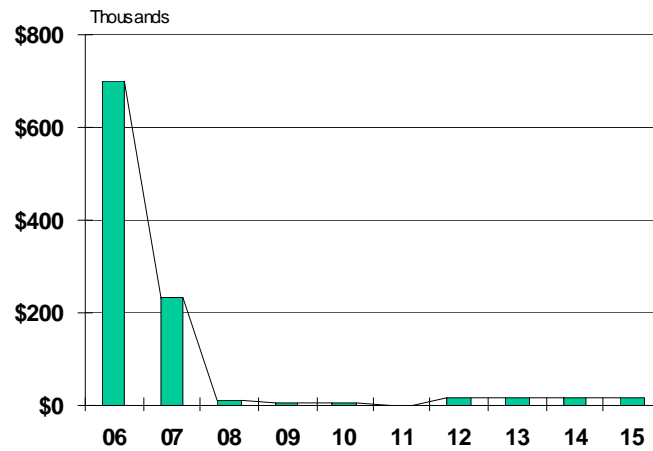
- Chapter 20 and 21 Drain Debt
- Michigan Transportation Debt Funds
- Capital Improvement Debt Funds
- Downtown Development Authority Debt Funds

## 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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>CHAPTER 20 AND 21 DRAINS DEBT FUND</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b>REVENUES:</b>			
\$ -	\$ -	\$ -	\$ -	Property Tax Revenue	\$ -	\$ -	\$ -
21	5	15	50	Interest on Investments	50	50	50
-	13,950	13,950	13,950	Fund Balance Appropriated	13,950	13,950	13,950
<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>				

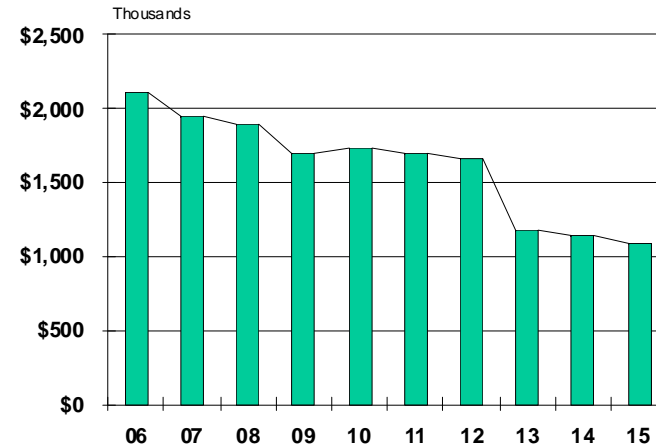
## MICHIGAN TRANSPORTATION DEBT FUNDS

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.

**Expenditure History  
Michigan Transportation Debt**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	500,000	40,500	540,500
2018	<u>500,000</u>	<u>20,500</u>	<u>520,500</u>
	<u>\$1,000,000</u>	<u>\$61,000</u>	<u>\$1,061,000</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>SUMMARY</u></b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 1,092,825	\$ 38,219	\$ 1,051,938	\$ 1,051,938	Major Streets	\$ 541,000	\$ 541,000	\$ 541,000
<u>\$ 1,092,825</u>	<u>\$ 38,219</u>	<u>\$ 1,051,938</u>	<u>\$ 1,051,938</u>	<b>Total Revenues</b>	<u>\$ 541,000</u>	<u>\$ 541,000</u>	<u>\$ 541,000</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 985,000	\$ -	\$ 975,000	\$ 975,000	Major Streets	\$ 500,000	\$ 500,000	\$ 500,000
107,525	37,719	75,438	75,438	Interest: Major Streets	40,500	40,500	40,500
300	500	1,500	1,500	Agent Fees: Major Streets	500	500	500
<u>\$ 1,092,825</u>	<u>\$ 38,219</u>	<u>\$ 1,051,938</u>	<u>\$ 1,051,938</u>	<b>Total Expenditures</b>	<u>541,000</u>	<u>\$ 541,000</u>	<u>\$ 541,000</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<u>2003</u> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 579,050	\$ 30,000	\$ 560,500	\$ 560,500	Major Streets	\$ 541,000	\$ 541,000	\$ 541,000
<u>\$ 579,050</u>	<u>\$ 30,000</u>	<u>\$ 560,500</u>	<u>\$ 560,500</u>	<b>Total Revenues</b>	<u>\$ 541,000</u>	<u>\$ 541,000</u>	<u>\$ 541,000</u>
				<b><u>EXPENDITURES:</u></b>			
				Debt Service Payments:			
				Principal:			
\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Major Streets	\$ 500,000	\$ 500,000	\$ 500,000
				Interest:			
78,750	30,000	60,000	60,000	Major Streets	40,500	40,500	40,500
				Agent Fees:			
300	-	500	500	Major Streets	500	500	500
<u>\$ 579,050</u>	<u>\$ 30,000</u>	<u>\$ 560,500</u>	<u>\$ 560,500</u>	<b>Total Expenditures</b>	<u>\$ 541,000</u>	<u>\$ 541,000</u>	<u>\$ 541,000</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>BEGINNING OF PERIOD</b>	<u>-</u>	<u>-</u>	<u>-</u>
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

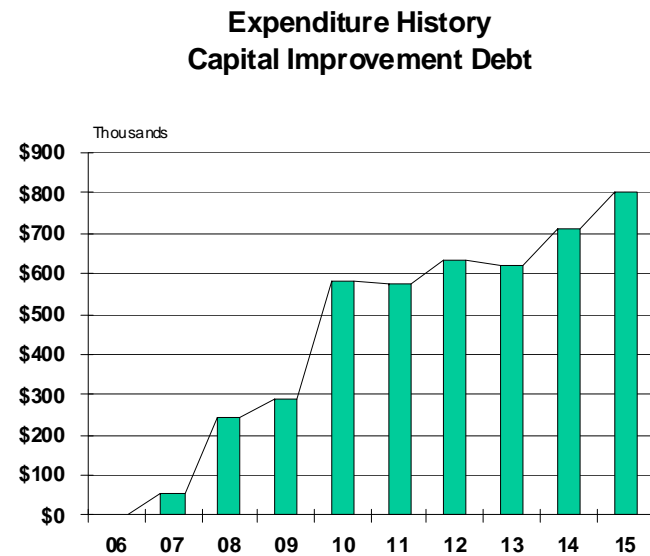
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>2010 REFUNDING SERIES</u></b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 513,775	\$ 8,219	\$ 491,438	\$ 491,438	Major Streets	\$ -	\$ -	\$ -
<u>\$ 513,775</u>	<u>\$ 8,219</u>	<u>\$ 491,438</u>	<u>\$ 491,438</u>	<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 485,000	\$ -	\$ 475,000	\$ 475,000	Major Streets	\$ -	\$ -	\$ -
28,775	7,719	15,438	15,438	Interest: Major Streets	-	-	-
-	500	1,000	1,000	Agent Fees: Major Streets	-	-	-
<u>\$ 513,775</u>	<u>\$ 8,219</u>	<u>\$ 491,438</u>	<u>\$ 491,438</u>	<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## 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>
2017	610,687	153,926	764,613
2018	620,055	138,728	758,783
2019	620,830	123,339	744,169
2020	644,565	107,568	752,133
2021	650,340	91,364	741,704
2022	677,667	74,677	752,344
2023	459,340	60,268	519,608
2024	450,749	48,471	499,220
2025	440,939	36,669	477,608
2026	432,347	24,918	457,265
2027	377,061	13,745	390,806
2028	135,000	6,335	141,335
2029	130,000	2,113	132,113
	<u>\$6,249,580</u>	<u>\$882,121</u>	<u>\$7,131,701</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SUMMARY</b> <b>CAPITAL IMPROVEMENT</b> <b>DEBT SERVICE FUNDS</b> <b>REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 809,847	\$ 683,486	\$ 803,297	\$ 803,297	Major Streets	\$ 766,113	\$ 766,113	\$ 766,113
<u>\$ 809,847</u>	<u>\$ 683,486</u>	<u>\$ 803,297</u>	<u>\$ 803,297</u>	<b>Total Revenues</b>	<u>\$ 766,113</u>	<u>\$ 766,113</u>	<u>\$ 766,113</u>
				<b>EXPENDITURES:</b> Debt Service Payments:			
				Principal:			
\$ 544,929	\$ 555,705	\$ 555,705	\$ 555,705	Major Streets	\$ 610,687	\$ 610,687	\$ 610,687
264,765	127,781	246,092	246,092	Interest: Major Streets	153,926	153,926	153,926
153	-	1,500	1,500	Agent Fees: Major Streets	1,500	1,500	1,500
<u>\$ 809,847</u>	<u>\$ 683,486</u>	<u>\$ 803,297</u>	<u>\$ 803,297</u>	<b>Total Expenditures</b>	<u>766,113</u>	<u>\$ 766,113</u>	<u>\$ 766,113</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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>2013A (Refinanced 2006 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 510,642	\$ 455,666	\$ 511,646	\$ 511,646	Major Streets	\$ 511,607	\$ 511,607	\$ 511,607
<u>\$ 510,642</u>	<u>\$ 455,666</u>	<u>\$ 511,646</u>	<u>\$ 511,646</u>	<b>Total Revenues</b>	<u>\$ 511,607</u>	<u>\$ 511,607</u>	<u>\$ 511,607</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 384,326	\$ 395,102	\$ 395,102	\$ 395,102	Major Streets	\$ 405,877	\$ 405,877	\$ 405,877
126,316	60,564	115,794	115,794	Interest: Major Streets	104,980	104,980	104,980
-	-	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 510,642</u>	<u>\$ 455,666</u>	<u>\$ 511,646</u>	<u>\$ 511,646</u>	<b>Total Expenditures</b>	<u>\$ 511,607</u>	<u>\$ 511,607</u>	<u>\$ 511,607</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

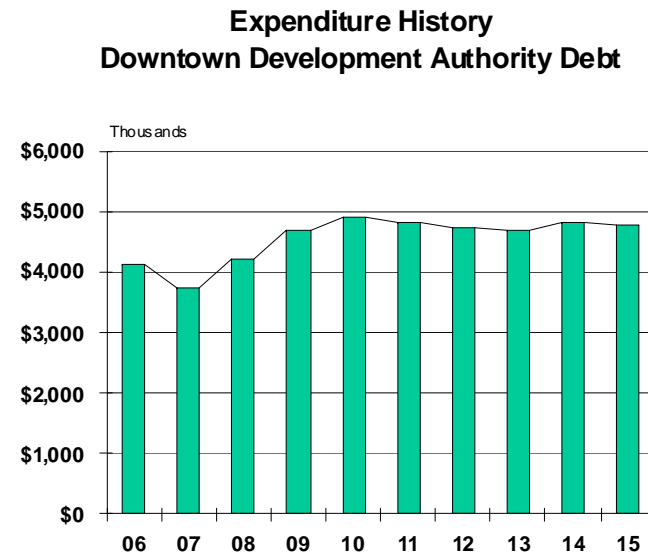
FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>2015 (Refinanced 2008 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 299,205	\$ 227,820	\$ 291,651	\$ 291,651	Major Streets	\$ 254,506	\$ 254,506	\$ 254,506
<u>\$ 299,205</u>	<u>\$ 227,820</u>	<u>\$ 291,651</u>	<u>\$ 291,651</u>	<b>Total Revenues</b>	<u>\$ 254,506</u>	<u>\$ 254,506</u>	<u>\$ 254,506</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 160,603	\$ 160,603	\$ 160,603	\$ 160,603	Major Streets	\$ 204,810	\$ 204,810	\$ 204,810
138,449	67,217	130,298	130,298	Interest: Major Streets	48,946	48,946	48,946
153	-	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 299,205</u>	<u>\$ 227,820</u>	<u>\$ 291,651</u>	<u>\$ 291,651</u>	<b>Total Expenditures</b>	<u>\$ 254,506</u>	<u>\$ 254,506</u>	<u>\$ 254,506</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>
2017	3,615,000	1,656,807	5,271,807
2018	4,050,000	1,566,707	5,616,707
2019	4,485,000	1,461,532	5,946,532
2020	5,155,000	1,336,532	6,491,532
2021	5,310,000	1,187,656	6,497,656
2022	5,455,000	1,021,806	6,476,806
2023	5,360,000	855,332	6,215,332
2024	5,515,000	681,388	6,196,388
2025	5,425,000	498,406	5,923,406
2026	5,320,000	316,384	5,636,384
2027	3,930,000	166,950	4,096,950
2028	2,465,000	71,025	2,536,025
2029	<u>1,135,000</u>	<u>17,025</u>	<u>1,152,025</u>
	<u><b>\$57,220,000</b></u>	<u><b>\$10,837,550</b></u>	<u><b>\$68,057,550</b></u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>SUMMARY</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 4,790,683	\$ 4,043,879	\$ 4,949,469	\$ 5,016,893		\$ 5,272,856	\$ 5,272,856	\$ 5,272,856
<u>\$ 4,790,683</u>	<u>\$ 4,043,879</u>	<u>\$ 4,949,469</u>	<u>\$ 5,016,893</u>	<b>Total Revenues</b>	<u>\$ 5,272,856</u>	<u>\$ 5,272,856</u>	<u>\$ 5,272,856</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal	\$ 3,615,000	\$ 3,615,000	\$ 3,615,000
\$ 2,380,000	\$ 3,030,000	\$ 3,030,000	\$ 3,030,000	Interest	1,656,806	1,656,806	1,656,806
2,409,833	1,012,979	1,918,419	1,985,993	Agent Fees	1,050	1,050	1,050
850	900	1,050	900		<u>5,272,856</u>	<u>\$ 5,272,856</u>	<u>\$ 5,272,856</u>
<u>\$ 4,790,683</u>	<u>\$ 4,043,879</u>	<u>\$ 4,949,469</u>	<u>\$ 5,016,893</u>	<b>Total Expenditures</b>			
				<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>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 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 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,471,731	\$ 1,159,391	\$ 1,435,481	\$ 1,435,531		\$ 1,887,106	\$ 1,887,106	\$ 1,887,106
<u>\$ 1,471,731</u>	<u>\$ 1,159,391</u>	<u>\$ 1,435,481</u>	<u>\$ 1,435,531</u>	<b>Total Revenues</b>	<u>\$ 1,887,106</u>	<u>\$ 1,887,106</u>	<u>\$ 1,887,106</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 880,000	\$ 870,000	\$ 870,000	\$ 870,000	Principal	\$ 1,355,000	\$ 1,355,000	\$ 1,355,000
591,481	289,141	565,231	565,231	Interest	531,856	531,856	531,856
250	250	250	300	Agent Fees	250	250	250
<u>\$ 1,471,731</u>	<u>\$ 1,159,391</u>	<u>\$ 1,435,481</u>	<u>\$ 1,435,531</u>	<b>Total Expenditures</b>	<u>\$ 1,887,106</u>	<u>\$ 1,887,106</u>	<u>\$ 1,887,106</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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b>2014 (Refinanced 2003 and 2004 Issues) DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND</b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				<b><u>REVENUES:</u></b>			
				Transfer from Downtown Development Authority Operating Fund			
\$ 2,463,121	\$ 2,084,150	\$ 2,491,200	\$ 2,491,000		\$ 2,443,150	\$ 2,443,150	\$ 2,443,150
<u>\$ 2,463,121</u>	<u>\$ 2,084,150</u>	<u>\$ 2,491,200</u>	<u>\$ 2,491,000</u>	<b>Total Revenues</b>	<u>\$ 2,443,150</u>	<u>\$ 2,443,150</u>	<u>\$ 2,443,150</u>
				<b><u>EXPENDITURES:</u></b>			
				Debt Service Payments:			
\$ 1,250,000	\$ 1,660,000	\$ 1,660,000	\$ 1,660,000	Principal	\$ 1,645,000	\$ 1,645,000	\$ 1,645,000
1,212,821	423,650	830,700	830,700	Interest	797,650	797,650	797,650
300	500	500	300	Agent Fees	500	500	500
<u>\$ 2,463,121</u>	<u>\$ 2,084,150</u>	<u>\$ 2,491,200</u>	<u>\$ 2,491,000</u>	<b>Total Expenditures</b>	<u>\$ 2,443,150</u>	<u>\$ 2,443,150</u>	<u>\$ 2,443,150</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 2015 Actual Year	FY 2016 Actual to December 31	FY 2016 Estimated To June 30	FY 2016 Amended Budget December 31	<b><u>2015 (Refinanced 2005 Issue)</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2017 Departmental Request	FY 2017 Recommended By Mayor	FY 2017 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 855,831	\$ 800,338	\$ 1,022,788	\$ 1,090,362		\$ 942,600	\$ 942,600	\$ 942,600
<u>\$ 855,831</u>	<u>\$ 800,338</u>	<u>\$ 1,022,788</u>	<u>\$ 1,090,362</u>	<b>Total Revenues</b>	<u>\$ 942,600</u>	<u>\$ 942,600</u>	<u>\$ 942,600</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	Principal	\$ 615,000	\$ 615,000	\$ 615,000
605,531	300,188	522,488	590,062	Interest	327,300	327,300	327,300
300	150	300	300	Agent Fees	300	300	300
<u>\$ 855,831</u>	<u>\$ 800,338</u>	<u>\$ 1,022,788</u>	<u>\$ 1,090,362</u>	<b>Total Expenditures</b>	<u>\$ 942,600</u>	<u>\$ 942,600</u>	<u>\$ 942,600</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## ***Supplemental Information***

The following supplemental information is presented to furnish the reader with a detailed analysis of the 2017 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 as well as water and sewer main infrastructure where necessary. The majority of the road projects in this budget are funded directly by the City utilizing state shared state gas and weight taxes, through cooperative efforts with the Michigan Department of Transportation or Macomb County Road Commission. Water mains will be replaced in conjunction with many of these road projects. The City is also committed to replacing capital equipment and vehicles.

After many years of putting capital purchases off because of the Great Recession, this budget has \$22.8 million worth of capital. The main items include election equipment, fire trucks, recycle and rubbish trucks, HVAC replacement at the Water Division facility, various Waste Water Treatment Plant improvements, water and sewer main replacements, and several road projects.

**GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2017**

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Council</u>							
I-pads, shredder, etc	1	\$ 3,600	1	\$ 3,600	1	\$ 3,600	Replacement
<u>Clerk</u>							
Election Equipment		\$ 128,000		\$ 128,000		\$ 128,000	Replacement
<u>Information Systems</u>							
Computer Equipment		\$ 24,000		\$ 24,000		\$ 24,000	Replacement
<u>Historical Commission</u>							
Speakers, Microphone, etc.		\$ 2,550		\$ 2,550		\$ 2,550	
UV Tube Covers		500		500		500	
		<u>\$ 3,050</u>		<u>\$ 3,050</u>		<u>\$ 3,050</u>	
<u>Property Maintenance</u>							
Chevy Silverado	2	\$ 60,000		\$ -		\$ -	New
<u>Engineering</u>							
GPS Data Collector	1	\$ 10,000	1	\$ 10,000	1	\$ 10,000	New
Engineering File Server	1	8,000	1	8,000	1	8,000	New
		<u>\$ 18,000</u>		<u>\$ 18,000</u>		<u>\$ 18,000</u>	
<u>DPW</u>							
Concrete Replacement		\$ 800,000		\$ -		\$ -	Replacement
Salt Dome Repairs		50,000		50,000		50,000	Replacement
Central Lube System		80,000		80,000		80,000	New
Air Compressor	2	28,000	2	28,000	2	28,000	New
Post Lifts	2	25,000	2	25,000	2	25,000	New
Software for Transmissions		7,000		7,000		7,000	Replacement
Shop Tools		4,000		4,000		4,000	Replacement
		<u>\$ 994,000</u>		<u>\$ 194,000</u>		<u>\$ 194,000</u>	
<u>Building Inspections</u>							
Vehicles	6	\$ 192,000		\$ -	1	\$ -	Replacement
Computer Equipment		5,000		5,000		5,000	Replacement
		<u>\$ 197,000</u>		<u>\$ 5,000</u>		<u>\$ 5,000</u>	

(Continued)

**GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2017**

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Fire</u>							
Rescue Pumper	1	\$ 650,000	1	\$ 650,000	1	\$ -	New
Aerial Trucks (100' and 75')	-	-		-	2	2,000,000	New
Fire Engine	1	450,000		-	2	1,000,000	New
Roof at Fire Station 3	1	75,000	1	75,000	1	75,000	Replacement
PPE Bunker Gear	25	50,000		-		-	Replacement
PPE General	25	40,000		-		-	Replacement
Body Armor Equipment		65,000		-		-	Replacement
Fire Safety Educational Trailer	1	65,000		-		-	Replacement
2016 Chevy Suburban	1	50,000		-		-	Replacement
2016 Chevy Tahoe	1	45,000		-		-	Replacement
2016 Chevy Tahoe	1	45,000		-		-	Replacement
LifePak 15		30,000		-		-	Replacement
LifePak 15		30,000		-		-	Replacement
Powerloading Cot System		25,000		-		-	New
PowerPro Cots		15,000		-		-	New
PowerPro Stair Chair		2,500		-		-	New
Large Surface Patient Mattress	6	16,800	6	16,800	6	16,800	New
EMS Squad Toughbooks	6	18,000	6	18,000	6	18,000	Replacement
KingVision Larnoscope	6	8,100	6	8,100	6	8,100	New
Portable EMS Squad Printer	2	400	2	400	2	400	New
Commercial Washer/Dryer	7	21,000		-		-	New
Office Furniture		15,000		-		-	Replacement
Epoxy Flooring at Stations		20,000		-		-	New
Carpet at 3 Stations		10,000		-		-	Replacement
Kitchen Chairs		3,600		-		-	New
Rescue Boat, Motor, Trailer		15,000		-		-	New
Hand Tools		10,000		-		-	
Hurst Cutters		6,000		-		-	
Foam		5,000		-		-	
Refrigerators/Dishwashers		3,000		-		-	
Tech Rescue Rope		3,900		-		-	
Confined Space Rescue Bottles	6	3,750		-		-	
Misc Fire Equipment		46,850		20,000		20,000	
		<u>\$ 1,843,900</u>		<u>\$ 788,300</u>		<u>\$ 3,138,300</u>	

(Continued)

**GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2017**

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Police</u>							
Patrol Vehicle Outfitting, etc		\$ 95,000		\$ 95,000		\$ 95,000	
Computer Equipment		9,900		9,900		9,900	
		<u>\$ 104,900</u>		<u>\$ 104,900</u>		<u>\$ 104,900</u>	
Total Capital Outlay (General Fund)		<u>\$ 3,376,450</u>		<u>\$ 1,268,850</u>		<u>\$ 3,618,850</u>	



**SPECIAL REVENUE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2017**

Department/Item	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	Quantity	Amount	Quantity	Amount	Quantity	Amount	
<u>Library</u>							
LED Lighting at Civic Center		\$ 200,000		\$ 200,000		\$ 200,000	Replacement
Computers		174,300		174,300		174,300	Replacement
Books		322,000		322,000		322,000	Replacement
		<u>\$ 696,300</u>		<u>\$ 696,300</u>		<u>\$ 696,300</u>	
<u>Parks and Recreation</u>							
Vehicle		\$ 32,000		\$ -		\$ -	New
ADA Compliant Restroom		30,000		30,000		30,000	Replacement
Fitness Equipment		50,000		50,000		50,000	Replacement
Playstructure Equipment		20,000		20,000		20,000	Replacement
Turnstiles at Front Desk		5,000		5,000		5,000	New
Ice Skates		4,000		4,000		4,000	Replacement
Computer Equipment		2,000		2,000		2,000	Replacement
		<u>\$ 143,000</u>		<u>\$ 111,000</u>		<u>\$ 111,000</u>	
<u>Rental</u>							
Vehicles	2	\$ 56,000		\$ -		\$ -	Replacement
Computer Equipment		2,500		2,500		2,500	
		<u>\$ 58,500</u>		<u>\$ 2,500</u>		<u>\$ 2,500</u>	
<u>Communications</u>							
Playback System		\$ 200,000		\$ 200,000		\$ 200,000	Replacement
Printer		1,000		1,000		1,000	Replacement
Vehicle	1	30,000	1	30,000	1	30,000	Replacement
		<u>\$ 231,000</u>		<u>\$ 231,000</u>		<u>\$ 231,000</u>	
<u>Sanitation</u>							
Recycle Trucks	2	\$ 400,000	2	\$ 400,000	2	\$ 400,000	Replacement
Cab/Chassis - Garbage truck	1	225,000	1	225,000	1	225,000	Replacement
Concrete Repair		100,000		100,000		100,000	Replacement
Roof		45,000		45,000		45,000	Replacement
		<u>\$ 770,000</u>		<u>\$ 770,000</u>		<u>\$ 770,000</u>	
<b>Total Capital Outlay (Special Revenue Funds)</b>		<u><b>\$ 1,898,800</b></u>		<u><b>\$ 1,810,800</b></u>		<u><b>\$ 1,810,800</b></u>	

**ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2017**

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Water and Sewer System</u>							
<i>Water Maintenance Equipment:</i>							
15-yard dump truck w/front plow	1	\$ 122,000		\$ -		\$ -	Replacement
John Deere backhoe	1	125,000		-		-	Replacement
2-3 yard dump truck w/front plow	1	55,000		-		-	Replacement
Crew van	2	48,500		-		-	Replacement
Meter/utility van	2	70,000		-		-	Replacement
6" Diesel Powered Trash Pump	1	82,000		-		-	New
4" Diesel Powred Trash Pump	1	31,000		-		-	New
100kw portable generator	1	57,000		-		-	New
TV camera for laterals	1	9,000		-		-	Replacement
Solar traffic arrow boards	2	12,000	1	6,000	1	6,000	Replacement
Confined space air blower	2	7,000		-		-	New
Hot water/steamer for hydrant thawir	1	6,450		-		-	New
Motorola Port Radios	5	15,000		-		-	Replacement
Cross connection software	1	25,000		-		-	New
Building Maintenance		310,000		310,000		310,000	
<i>Waste Water Treatment Equipment:</i>							
PLC parts		\$ 20,000		\$ 20,000		\$ 20,000	Replacement
Allen Bradley development station		45,000		45,000		45,000	Replacement
Rockwell TechConnect support		30,000		-		-	Replacement
Network switch upgrade		50,000		50,000		50,000	Replacement
GMC 4x4 cab pickup truck w/liftgate	1	35,000	1	35,000	1	35,000	
Grit chain		15,000		15,000		15,000	Replacement
Filter system for blending tank exhaust		30,000		30,000		30,000	Replacement
New roof installation building 1 sec 7		15,000		15,000		15,000	Replacement
Operator locker room rehabilitation		75,000		75,000		75,000	Replacement
Overhead door #80 replacement		15,000		15,000		15,000	Replacement
Window replacement building V		30,000		-		-	Replacement
6 inch diesel pump on trailer		25,000		25,000		25,000	New

(Continued)

**ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2017**

Department/Item	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	Quantity	Amount	Quantity	Amount	Quantity	Amount	
2017 ops truck	1	30,000	1	30,000	1	30,000	
Aeration tank 1, 2, and 3 joint repair		70,200		-		-	Replacement
Flood proofing of building		200,000		-		-	New
Pump caisson water proofing		350,000		350,000		350,000	Replacement
Miscellaneous roadway repairs		123,250		-		-	Replacement
Building C brick repair project		176,157		-		-	Replacement
Road replacement-access loop		210,940		-		-	Replacement
Grit channel gate repairs		20,000		20,000		20,000	Replacement
Incinerator hearth repairs		150,000		150,000		150,000	Replacement
VFD and Motor for RSP #1		1,100,000		-		-	Replacement
Primary splitting box-gate upgrades		102,500		-		-	Replacement
Actuators on sand filter gates		30,000		-		-	Replacement
UPS replacement		4,500		4,500		4,500	Replacement
UV Trojan lamps		47,000		47,000		47,000	
Replace LP in blower building		4,000		4,000		4,000	Replacement
Lab re Fridgeration, samples		7,000		7,000		7,000	
Asset management		75,000		75,000		75,000	
<i>Watermain Replacements:</i>							
12 and 14 Mile, Mound to Dequindre		6,077,500		6,077,500		6,077,500	
13 Mile, Hoover to ITC Corridor		662,500		662,500		662,500	
<i>Ongoing Approved Projects (Funded with Bonds)</i>		<u>3,177,420</u>		<u>3,177,420</u>		<u>3,177,420</u>	
<b>Total Capital Outlay (Enterprise Funds)</b>		<u><b>\$ 13,977,917</b></u>		<u><b>\$ 11,245,920</b></u>		<u><b>\$ 11,245,920</b></u>	

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

Fiscal Year	2008	2009	2010	2011 (1)	2012	2013 (2)	2014	2015 (3)
<b>Governmental Activities:</b>								
Invested in capital assets, net of related debt	\$ 56,796,215	\$ 48,445,832	\$ 44,342,389	\$ 110,629,268	110,327,564	110,679,720	109,841,350	115,090,168
Restricted	35,970,344	42,844,224	45,175,268	33,189,358	28,243,279	41,217,523	44,730,230	41,673,841
Unrestricted	<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>	<u>(132,087,443)</u>
<b>Total governmental activities net assets</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><u>\$ 24,676,566</u></b>
<b>Business-type activities:</b>								
Invested in capital assets, net of related debt	\$ 56,511,038	\$ 57,656,542	\$ 58,586,273	\$ 60,527,790	59,757,545	60,698,300	61,917,558	66,690,180
Restricted	14,045,192	11,779,391	8,267,105	7,656,513	9,800,098	10,511,646	11,418,448	11,195,095
Unrestricted	<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>	<u>1,609,583</u>
<b>Total business-type activities net assets</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><u>\$ 79,494,858</u></b>
<b>Primary government:</b>								
Invested in capital assets, net of related debt	\$ 113,307,253	\$ 106,102,374	\$ 102,928,662	\$ 171,157,058	170,085,109	171,378,020	171,758,908	181,780,348
Restricted	50,015,536	54,623,615	53,442,373	40,845,871	38,043,377	51,729,169	56,148,678	52,868,936
Unrestricted	<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>	<u>(130,477,860)</u>
<b>Total primary government net assets</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>	<b><u>\$ 104,171,424</u></b>

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

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

<b>Expenses</b>	2008	2009	2010	2011 (1)	2012	2013	2014	2015 (2)
Governmental activities:								
General government	\$ 22,183,390	\$ 21,806,236	\$ 20,605,904	\$ 13,914,301	\$ 10,805,443	\$ 11,005,229	\$ 12,963,834	\$ 25,310,012
District Court	-	-	-	6,614,802	6,308,210	5,939,804	6,501,550	7,138,274
Public safety	62,509,563	63,420,416	62,875,335	62,662,439	56,710,270	59,683,364	63,792,208	66,512,308
Public works	26,523,628	26,580,333	25,695,939	25,440,576	24,619,847	24,338,956	27,934,896	31,261,848
Recreation and culture	12,737,364	12,386,834	13,255,263	12,909,715	12,584,351	12,111,420	11,815,426	11,749,078
Community and economic development	5,796,843	6,288,023	7,245,368	6,270,509	4,851,249	4,254,706	4,331,962	3,750,923
Interest on long-term debt	4,983,460	4,911,254	4,814,715	1,268,110	1,172,012	1,085,956	937,659	645,177
Total governmental activities expenses	<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>	<u>146,367,620</u>
Business-type activities:								
Water and Sewer System	34,199,663	33,432,269	33,717,269	32,775,108	33,119,786	34,191,241	35,174,833	58,331,386
Senior citizen housing	2,047,491	1,965,932	1,881,330	1,969,244	2,130,362	2,025,103	2,121,185	2,083,881
Total business-type activities expenses	<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>	<u>60,415,267</u>
Total primary government expenses	<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>	<u>\$ 206,782,887</u>
<b>Program Revenues</b>								
Governmental activities:								
Charges for services	\$ 13,541,050	\$ 13,419,382	\$ 15,507,458	\$ 14,493,843	\$ 14,646,243	\$ 14,573,858	\$ 16,511,721	\$ 16,317,219
Operating grants and contributions	12,228,029	11,542,918	13,291,132	16,639,068	15,689,801	15,882,698	16,769,695	17,431,409
Capital grants and contributions	4,169,546	1,648,845	845,016	953,777	837,793	700,760	821,463	504,251
Total governmental activities program revenues	<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>	<u>34,252,879</u>
Business-type activities:								
Water and Sewer System	31,957,062	30,465,234	32,068,323	37,288,058	38,427,954	40,839,611	38,541,038	55,669,322
Senior citizen housing	2,187,278	2,184,011	2,141,694	2,174,696	2,168,354	2,157,649	2,219,578	2,359,466
Total business-type activities program revenues	<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>	<u>58,028,788</u>
Total primary government program revenues	<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>	<u>\$ 92,281,667</u>
Net (expense) revenue								
Governmental activities	\$ (104,795,623)	\$ (108,781,951)	\$ (104,848,918)	\$ (96,993,764)	\$ (85,877,545)	\$ (87,262,119)	\$ (94,174,656)	\$ (112,114,741)
Business-type activities	(2,102,814)	(2,748,956)	(1,388,582)	4,718,402	5,346,160	6,780,916	3,464,598	(2,386,479)
Total primary government net (expense) revenue	<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>	<u>\$ (114,501,220)</u>
<b>General Revenues and Other Changes in Net Assets</b>								
Governmental activities:								
Property taxes	\$ 88,383,524	\$ 87,572,093	\$ 85,171,772	\$ 72,077,679	73,206,799	90,992,186	89,157,917	89,085,885
Sales and use taxes	14,105,387	13,559,035	12,051,133	12,125,928	11,895,230	12,256,586	12,604,122	15,470,027
Franchise fees	1,471,277	1,582,133	1,630,260	1,778,029	1,841,166	1,935,470	2,009,117	2,209,191
Investment earnings	3,378,435	703,476	35,936	153,793	177,108	169,068	151,370	214,871
Gain (loss) on sale of capital assets	(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	8,240,399
Reduction in long-term debt obligation	-	-	-	-	-	-	-	-
SMDA settlement agreement	1,000,000	23,485	(5,975,000)	-	-	-	-	-
Transfers	(148,400)	(253,092)	(160,868)	-	-	(90,000)	-	-
Total governmental activities	<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>	<u>115,220,373</u>
Business-type activities:								
Investment earnings	771,610	324,610	28,561	35,221	26,887	48,181	65,970	187,828
Gain (loss) on sale of capital assets	-	-	-	-	90,904	140,108	37,339	14,466
Other general revenue	-	-	-	-	178,457	289,164	188,364	-
Total business-type activities	<u>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>	<u>202,294</u>
Total primary government	<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>	<u>\$ 115,422,667</u>
<b>Changes in Net Assets</b>								
Governmental activities	\$ 3,353,378	\$ (5,710,319)	\$ (12,358,860)	\$ (7,487,057)	\$ 4,420,465	\$ 20,684,033	\$ 12,944,548	\$ 3,105,632
Business-type activities	(1,331,204)	(2,424,346)	(1,360,021)	4,753,623	5,642,408	7,258,369	3,756,271	(2,184,185)
Total primary government	<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>	<u>\$ 921,447</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	2006	2007	2008	2009	2010	2011(a)(1)	2012	2013	2014	2015
<b>General Fund:</b>										
Reserved	\$ 4,389,944	\$ 2,057,662	\$ 2,333,663	\$ 1,377,804	\$ 1,296,151	\$ -	\$ -	\$ -	\$ -	\$ -
Nonspendable	-	-	-	-	-	192,969	308,659	368,087	184,408	363,734
Restricted	-	-	-	-	-	78,199	78,199	78,199	78,199	-
Assigned	-	-	-	-	-	22,283,613	18,810,884	20,165,441	24,044,726	44,489,417
Unassigned	-	-	-	-	-	14,850,205	13,103,677	24,348,477	32,659,940	19,010,250
Unreserved	<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>\$ 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><u>\$ 63,863,401</u></b>
<b>All Other Governmental Funds:</b>										
Reserved	\$ 27,970,850	\$ 8,129,748	\$ 6,291,526	\$ 6,431,502	\$ 4,514,260	\$ -	\$ -	\$ -	\$ -	\$ -
Nonspendable	-	-	-	-	-	28,278	24,182	54,358	53,178	36,258
Restricted	-	-	-	-	-	21,638,636	26,601,915	32,306,941	35,495,128	32,997,440
Committed	-	-	-	-	-	883,721	970,471	1,038,648	1,053,463	1,285,591
Assigned	-	-	-	-	-	5,518,448	5,971,715	6,157,192	6,223,114	6,453,982
Unreserved, reported in:						526,689	(69,318)	-	-	-
Special revenue funds	20,653,148	28,587,139	27,592,994	26,577,183	25,648,764	-	-	-	-	-
Capital projects funds	6,586,018	9,396,449	9,795,442	12,565,096	12,239,796	-	-	-	-	-
Debt service funds	<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>\$ 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>	<b><u>\$ 40,773,271</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)**

	2006 (1)	2007	2008	2009	2010	2011 (1)	2012	2013	2014	2015
<b>Revenues:</b>										
Property taxes	\$ 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	\$ 89,168,842
Special assessments	982,318	944,084	1,072,824	1,055,385	1,061,672	953,569	844,775	706,457	642,545	542,016
Licenses and permits	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	3,253,426
Intergovernmental:										
Federal revenue	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	5,611,462
State revenue	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	26,163,042
Charges for services	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	5,652,636
Fines and fees	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	6,909,278
Interest	5,404,617	5,760,013	4,277,702	995,060	125,984	154,001	170,130	163,641	131,813	177,106
Other	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	9,750,547
<b>Total revenues</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>147,228,355</b>
<b>Expenditures:</b>										
General government	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	16,275,040
District court	-	-	-	-	-	6,614,802	6,308,210	6,104,152	6,756,822	7,128,439
Public safety	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	64,014,960
Public works	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	36,843,249
Recreation and culture	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	11,439,118
Community and economic development	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	3,711,712
Debt service	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	4,187,092
<b>Total expenditures</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>143,599,610</b>
<b>Excess of revenues over (under) expenditures</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>3,628,745</b>
<b>Other Financing Sources (Uses):</b>										
Transfers in	-	-	-	-	-	4,095,093	3,992,886	3,839,724	3,833,755	4,116,088
Transfers to fiduciary funds	-	-	-	-	-	-	-	-	-	-
Transfers to Water and Sewer System	(137,000)	(140,000)	(148,400)	(253,092)	(160,868)	(3,935,417)	(3,992,886)	(3,929,724)	(3,833,755)	(4,116,088)
Proceeds from sale of property	2,240,087	115,741	81,067	-	49,283	247,852	2,859	-	763	-
Proceeds from issuance of debt	25,835,000	5,409,304	-	5,305,000	3,040,000	-	-	1,724,856	13,790,528	3,589,572
Payment to refunded bond escrow agent	(10,474,047)	-	-	-	(3,000,000)	-	-	-	(13,677,426)	(2,385,000)
Bond premium (discounts)	(284,909)	(56,901)	-	(79,575)	18,984	-	-	-	-	11,199
Settlement agreement	-	-	1,000,000	23,485	(5,975,000)	-	-	-	-	-
<b>Total other financing sources (uses)</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>1,215,771</b>
<b>Net changes in fund balances</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>	<b>\$ 4,844,516</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
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
2013	2015	516,746,530	462,659,000	448,512,670	441,815,910	1,765,565,520	1,685,392,040

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	
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
678,749,788	678,172,094	279,897,629	278,817,689	3,689,472,137	3,546,856,733	27.8656

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

	Year Ended June 30, 2015			Year Ended June 30, 2005		
	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	\$ 480,127,968	1	13.54%	\$ 544,787,040	1	12.95%
Chrysler	144,892,247	2	4.09%	304,098,063	2	7.23%
Detroit Edison	38,565,732	3	1.09%	59,055,646	3	1.40%
International Transmission	19,763,353	4	0.56%	23,459,139	5	0.56%
Art Van Furniture	18,421,142	5	0.52%	26,951,097	4	0.64%
US Manufacturing Corp	26,491,684	6	0.75%			
Consumers Energy	14,568,724	7	0.41%	17,254,070	7	0.41%
IBM Credit LLC	13,674,036	8	0.39%			
Noble 12B	12,291,690	9	0.35%			
WICO Metal Products Co	17,048,228	10	0.48%			
E.D.S. Corporation				21,240,552	6	0.50%
Carboloy				9,385,954		0.22%
Parkview Village				7,596,690		0.18%
Universal Mall Properties				7,405,840		0.18%
Ten largest taxpayers	785,844,804		22.16%	1,021,234,091		24.28%
Other taxpayers	2,761,011,929		77.84%	3,184,873,649		75.72%
Total taxable value	<u>\$ 3,546,856,733</u>		<u>100.00%</u>	<u>\$ 4,206,107,740</u>		<u>100.00%</u>

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

	Fiscal Year				
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Assessed value	\$ 5,730,657,941	\$ 5,951,085,588	\$ 6,064,919,039	\$ 5,809,257,741	\$ 5,342,889,105
Debt limit (10% of assessed value)	\$ 573,065,794	\$ 595,108,559	\$ 606,491,904	\$ 580,925,774	\$ 534,288,911
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 573,065,794</u>	<u>\$ 595,108,559</u>	<u>\$ 606,491,904</u>	<u>\$ 580,925,774</u>	<u>\$ 534,288,911</u>
Total debt applicable to the debt limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

	Fiscal Year				
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Assessed value	<u>\$ 4,561,685,622</u>	<u>\$ 4,081,046,497</u>	<u>\$ 3,630,847,280</u>	<u>\$ 3,537,933,048</u>	<u>\$ 3,689,472,137</u>
Debt limit (10% of assessed value)	\$ 456,168,562	\$ 408,104,650	\$ 363,084,728	\$ 353,793,305	\$ 368,947,214
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 456,168,562</u>	<u>\$ 408,104,650</u>	<u>\$ 363,084,728</u>	<u>\$ 353,793,305</u>	<u>\$ 368,947,214</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
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%
2015	134,805	53,539	19,376	2,611,981,680	7.50%	6.30%	5.80%

**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.

