

City of Warren
BUDGET
DEPARTMENTAL REQUESTS
WITH
BUDGET RECOMMENDATIONS
BY MAYOR



FISCAL YEAR
July 1, 2019 through June 30, 2020

City of Warren



JAMES R. FOUTS
MAYOR

ONE CITY SQUARE
WARREN, MICHIGAN 48093

ADMINISTRATION

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

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

PRESENT ELECTIVE OFFICERS (Terms expire November 10, 2019)

MAYOR
JAMES R. FOUTS

COUNCIL

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

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

KELLY COLEGIO
SCOTT C. STEVENS

TREASURER
LORIE BARNWELL

CITY CLERK (APPOINTED)
SONJA BUFFA

DEPARTMENT HEADS (Appointed Officials)

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

WILLIAM DWYER, Police Commissioner
RONALD F. WUERTH, Planning Director
DINO TURCATO, Recreation Director

GEORGE DIMAS, HR Director
TOM AGRUSA, Deputy Assessor

City Seal

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



- TABLE OF CONTENTS -

	<u>Page Number</u>
<u>INTRODUCTION SECTION</u>	
Budgetary Data	1-2
Budget Calendar and Organization Chart	3-4
City Goals & Objectives	5-6
Financial Policies & Strategies	7-8
 <u>ALL FUNDS SUMMARY</u>	
Financial Organization Chart	9
All Funds Financial Summary	10-13
 <u>GENERAL FUND SUMMARY INFORMATION</u>	
General Fund Summary	14
General Fund Revenues and Assumptions	15-24
Revenue and Appropriation Comparison	25-28
General Fund Appropriations	29-30
Budget Data by Major Components	31-33
Full Time Personnel Trends	34-35
Data Comparison of Fiscal 2019 to Fiscal 2020	36-37
 <u>GENERAL FUND DEPARTMENTAL EXPENDITURES</u>	
<u>General Government:</u>	
Council	38-40
District Court	41-44
Mayor	45-47
Clerk	48-51
Treasurer	52-55
Controller	56-59
Information Systems	60-63
Legal	64-67
Assessing	68-71
Human Resources	72-75
Department of Property Maintenance Inspection	76-79
Community and Economic Development	80-82
Administration Unallocated Expense	83-84

- TABLE OF CONTENTS -

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

- TABLE OF CONTENTS -

	<u>Page Number</u>
<u>SPECIAL REVENUE FUNDS:</u>	
Michigan Transportation Funds	157-173
Library Special Revenue Fund	174-179
Recreation Special Revenue Fund	180-186
Communications Special Revenue Fund	187-191
Sanitation Special Revenue Fund	192-197
Rental Ordinance Fund	198-201
Vice Crime Confiscation Fund	202-203
Drug Forfeiture Fund	204-205
Act 302 Police Training Fund	206-207
Downtown Development Authority Operating Fund	208-211
2011 Local Street Road Repair & Replacement Fund	212-214
<u>ENTERPRISE FUNDS:</u>	
Senior Citizens Housing Fund - Stilwell Manor	215-219
Senior Citizens Housing Fund - Coach Manor	220-223
Water and Sewer System	224-230
<u>CAPITAL PROJECT FUNDS:</u>	
37 th District Court Building Renovation Fund	231-232
Civic Center South Construction Fund	233-234
<u>DEBT FUNDS:</u>	
Chapter 20 and 21 Drains	235-236
Michigan Transportation Debt	237-240
Capital Improvement Debt	241-244
Downtown Development Authority Debt	245-249
<u>SUPPLEMENTAL INFORMATION:</u>	
Capital Outlays	250-256
Glossary of Terms	257-259

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.

CITY OF WARREN, MICHIGAN GENERAL INFORMATION

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

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

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

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

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

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

CITY OF WARREN, MICHIGAN
(Continued)

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

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

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

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

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

MAJOR INITIATIVES

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

This budget has over \$47 million worth of capital improvements. The main items include library construction, several road projects, police vehicles, fire station improvements, rubbish carts, various Waste Water Treatment Plant improvements, and water and sewer main replacements. In addition, we are continuing to build a 12-million-gallon detention basin to help prevent flooding caused by severe weather conditions.

BUDGETARY DATA

Introduction

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

Uniform Budget Act

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

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

Budgetary Basis of Accounting

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

Budgetary Process

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

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

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

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

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

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

BUDGET CALENDAR

November

Controllers Office prepares budget preparation instructions and budget request forms.

December

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

January

- 3 – 4 Controllers Office prepares estimated revenues and expenditures for current fiscal year.
- 4 Operating budget requests due from all departments, divisions, and commissions.
- 9 – 10 Controllers Office prepares revenue forecast.
- 10 – 31 Controllers Office analyzes all budget requests.

February

1-28 Controllers Office prepares budgets in preparation for budget hearings.

March

- 5-14 The Mayor and Controllers Office hold administrative budget hearings with all departments, divisions, and commissions.
- 15 – 21 Final administration review of all budget material is completed.
- 21 – 25 Final adjustments are made to the Budget document and all funds are brought into balance.
- 25 – 29 Controllers Office prepares proposed Budget document.
- 27 – 29 Mayor prepares Budget message.

April

- 1 – 5 Proposed Budget is duplicated.
- 8 The Mayor's Proposed Budget is submitted to City Council in accordance with Charter deadline.
- 9 The Mayor's Proposed Budget is presented to City Council.
- 12 Budget Notice published in local newspaper. Public notice must be made seven days prior to the hearing.
- 13 – 15 City Council Workshops. Each department, division and commission will have a scheduled time to present its budget.
- 23 Public Hearing for Budget.

May

- 14 City Council adopts Taxation Resolution and Fiscal 2019 Budget.
- 15 – 31 Controllers Office prepares Adopted Budget document incorporating City Council adjustments.

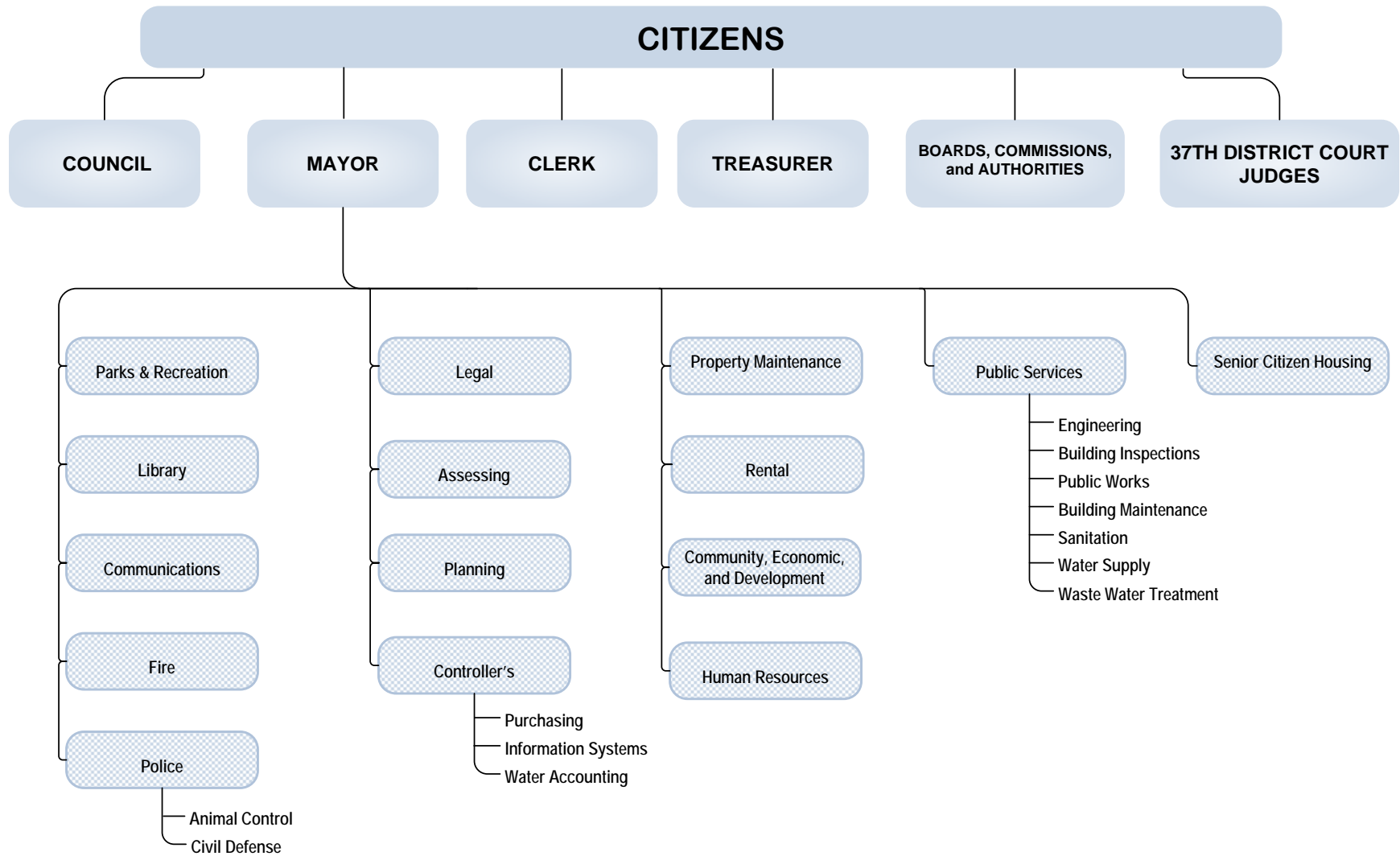
June

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

July

1 Beginning of Fiscal Year 2020.

City of Warren, Michigan Organization Chart



CITY GOALS & OBJECTIVES

Public Health and Safety

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

Neighborhoods

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

Education

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

Recreational and Cultural

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

CITY GOALS & OBJECTIVES

Economic Development

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

Maintenance and Appearance

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

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

Intergovernmental Relations

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

Financial Planning

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

FINANCIAL POLICIES & STRATEGIES

Financial Policies

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

Operating Budget Policies

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

Revenue Policies

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

FINANCIAL POLICIES & STRATEGIES

Investment Policies

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

Debt Policies

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

Reserve Policies

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

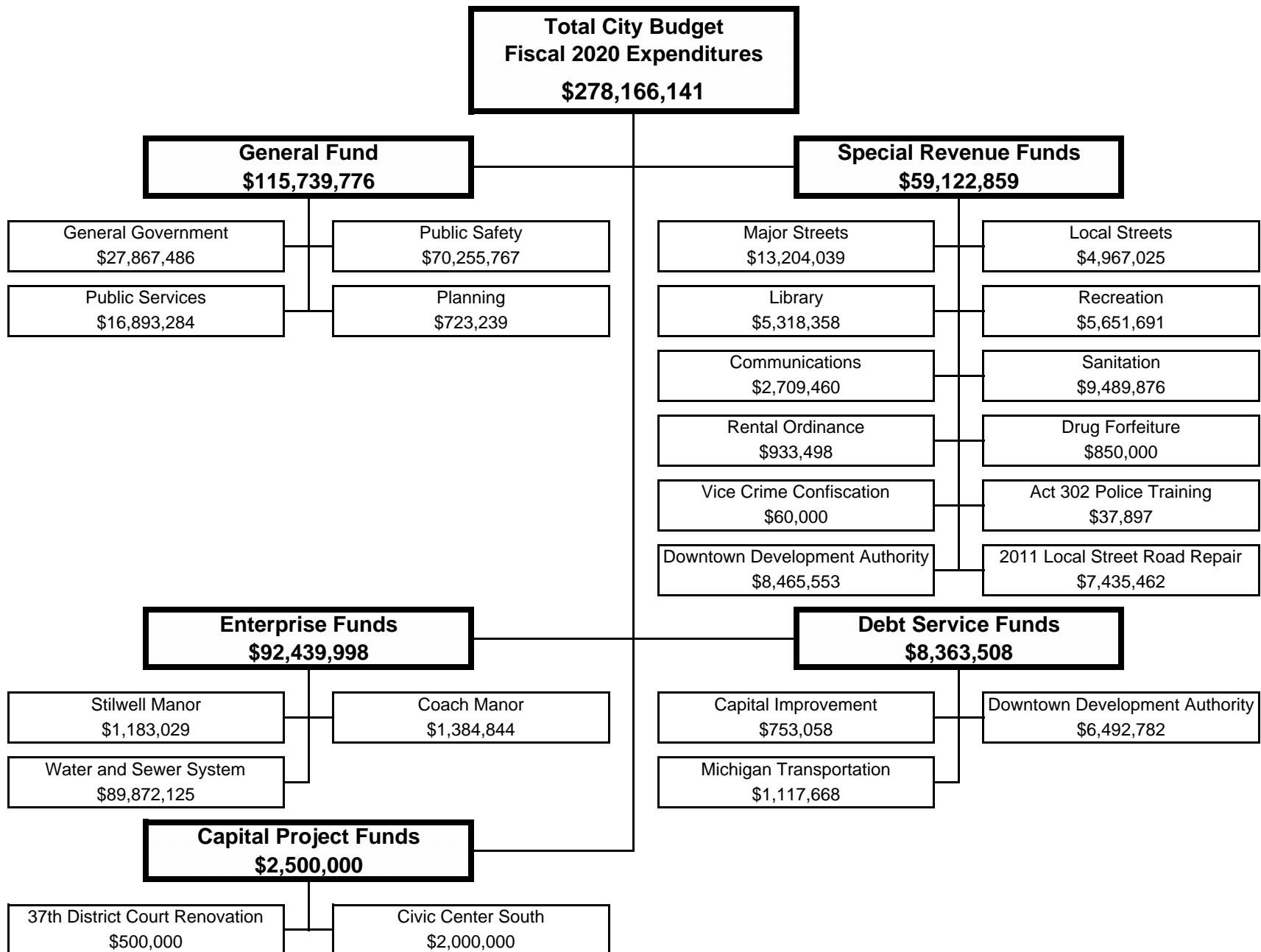
Accounting, Auditing and Financial Reporting Policies

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

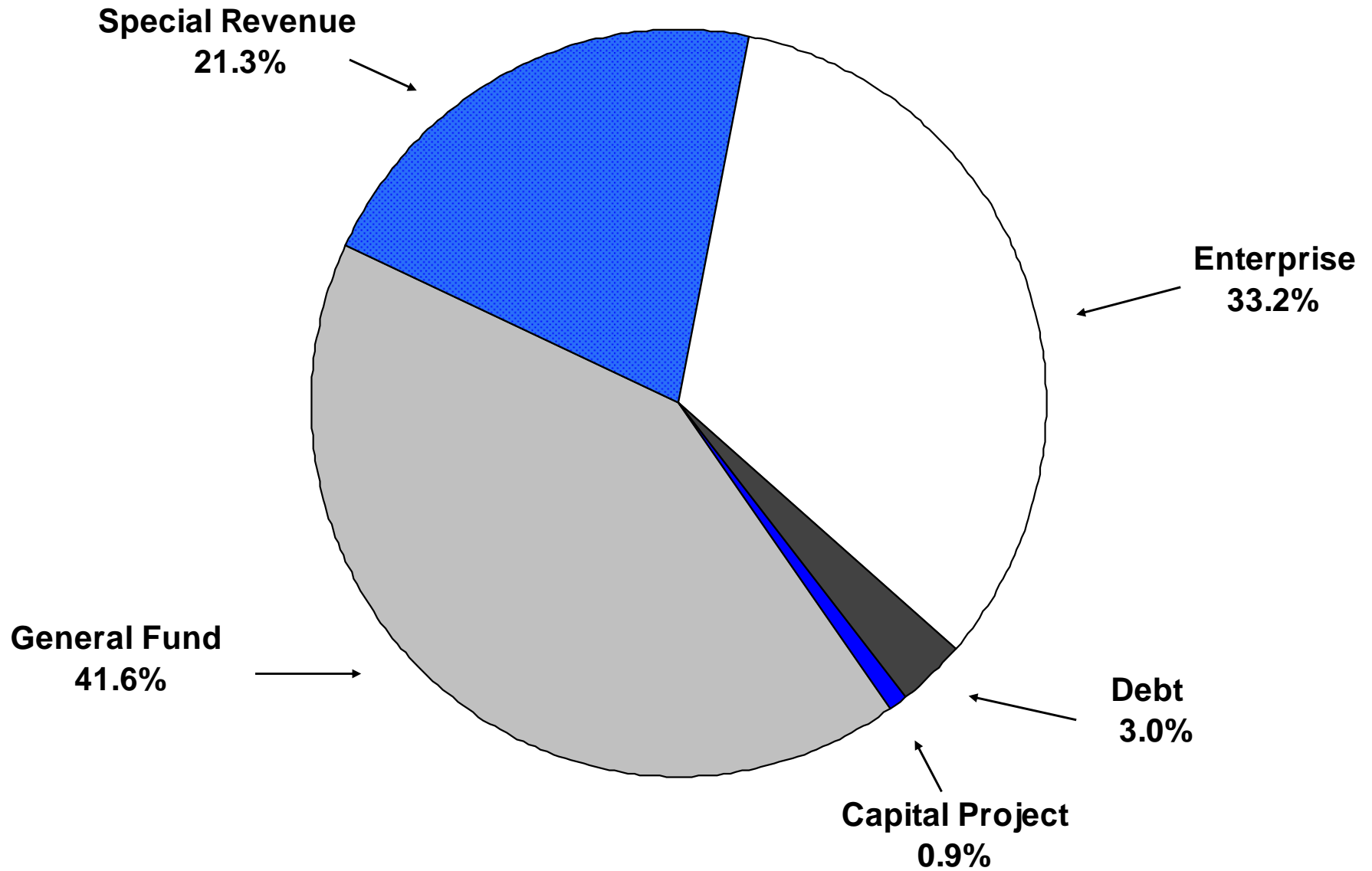
All Funds Summary

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

FINANCIAL ORGANIZATION CHART



FISCAL 2020 TOTAL CITY BUDGETED FUNDS PERCENT OF TOTAL EXPENDITURES



REVENUE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2017 Actual	Fiscal 2018 Actual	Fiscal 2019 Estimated	Fiscal 2020 Recommended by Mayor
General Fund				
General Fund	\$116,338,098	\$ 107,486,120	\$ 113,996,647	\$ 111,944,731
Special Revenue Funds				
Major Road Fund	10,177,378	10,614,675	9,582,562	10,725,400
Local Road Fund	3,161,333	4,011,365	3,678,763	5,051,100
Library Fund	4,937,659	4,941,739	4,909,139	4,868,971
Recreation Fund	5,546,978	5,443,967	5,608,556	5,449,242
Communications Fund	2,293,528	2,214,564	2,150,300	2,140,200
Sanitation Fund	9,103,346	8,663,408	16,939,193	8,975,296
Rental Ordinance Fund	609,360	756,278	623,695	755,000
Vice Crime Confiscation Fund	20,995	120,412	21,000	22,500
Drug Forfeiture Fund	692,820	709,468	645,000	625,000
Act 302 Police Training Fund	36,664	35,147	33,200	33,100
Downtown Development Authority Fund	8,309,884	9,058,623	8,277,160	9,200,000
2011 Local Street Road Repair Fund	7,179,029	6,883,510	6,952,968	7,100,796
Total Special Revenue Funds	52,068,974	53,453,156	59,421,536	54,946,605
Enterprise Funds				
Stilwell Manor	886,098	884,578	924,046	912,620
Coach Manor	1,502,163	1,500,343	1,550,200	1,562,500
Water and Sewer System	97,702,804	48,682,736	54,028,391	56,375,851
Total Enterprise Funds	100,091,065	51,067,657	56,502,637	58,850,971
Capital Project Funds				
37 th District Court Renovation	880,805	946,547	720,000	875,000
Civic Center South	-	-	5,000,000	-
Total Capital Project Funds	880,805	946,547	5,720,000	875,000
Debt Service Funds				
Chapter 20 and 21 Drain Debt	276	611	600	-
Michigan Transportation Debt	540,800	258,234	1,124,268	1,117,668
Capital Improvement Debt	765,041	759,208	744,595	753,058
Downtown Development Authority Debt	5,273,056	5,617,956	5,947,782	6,492,782
Total Debt Service Funds	6,579,173	6,636,009	7,817,245	8,363,508
Total All Funds	\$ 275,958,115	\$ 219,589,489	\$ 243,458,065	\$ 234,980,815

EXPENDITURE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2017 Actual	Fiscal 2018 Actual	Fiscal 2019 Estimated	Fiscal 2020 Recommended by Mayor
General Fund				
General Fund	\$108,742,782	\$ 129,683,429	\$ 115,000,771	\$ 115,739,776
Special Revenue Funds				
Major Road Fund	7,742,998	8,723,129	14,741,103	13,204,039
Local Road Fund	3,604,114	4,228,432	4,630,965	4,967,025
Library Fund	5,994,076	4,364,550	7,210,073	5,318,358
Recreation Fund	5,457,830	5,656,876	5,654,245	5,651,691
Communications Fund	2,155,860	2,278,472	2,787,396	2,709,460
Sanitation Fund	7,874,755	8,872,363	18,634,731	9,489,876
Rental Ordinance Fund	571,599	671,157	931,079	933,498
Vice Crime Confiscation Fund	57,482	22,740	60,000	60,000
Drug Forfeiture Fund	604,907	1,026,486	2,347,922	850,000
Act 302 Police Training Fund	45,308	46,970	41,587	37,897
Downtown Development Authority Fund	6,075,929	6,835,891	6,827,403	8,465,553
2011 Local Street Road Repair Fund	6,829,379	3,314,413	14,531,139	7,435,462
Total Special Revenue Funds	47,014,237	46,041,479	78,397,643	59,122,859
Enterprise Funds				
Stilwell Manor	994,715	719,640	1,197,563	1,183,029
Coach Manor	779,054	800,469	1,463,103	1,384,844
Water and Sewer System	43,175,465	49,050,151	64,425,746	89,872,125
Total Enterprise Funds	44,949,234	50,570,260	67,086,412	92,439,998
Capital Project Funds				
37 th District Court Renovation	495,893	365,591	500,000	500,000
Civic Center South	-	-	3,000,000	2,000,000
Total Capital Project Funds	495,893	365,591	3,500,000	2,500,000
Debt Service Funds				
Michigan Transportation Debt	540,800	258,234	1,124,268	1,117,668
Capital Improvement Debt	765,041	759,208	744,595	753,058
Downtown Development Authority Debt	5,273,056	5,617,956	5,947,782	6,492,782
Total Debt Service Funds	6,578,897	6,635,398	7,816,645	8,363,508
Total All Funds	\$207,781,043	\$233,296,157	\$271,801,471	\$278,166,141

UNASSIGNED FUND BALANCE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2017 Actual	Fiscal 2018 Actual	Fiscal 2019 Estimated	Fiscal 2020 Recommended by Mayor
General Fund				
General Fund	\$16,620,736	\$ 17,504,161	\$ 22,262,802	\$ 18,467,757
Special Revenue Funds				
Major Road Fund	6,846,613	8,750,109	3,591,568	1,112,929
Local Road Fund	2,244,927	2,006,265	1,054,063	1,138,138
Library Fund	4,486,198	5,043,853	2,742,919	2,293,532
Recreation Fund	834,891	634,269	588,580	386,131
Communications Fund	3,558,607	3,490,217	2,853,121	2,283,861
Sanitation Fund	3,155,975	2,959,260	1,263,722	749,142
Rental Ordinance Fund	1,053,687	1,133,086	825,702	647,204
Vice Crime Confiscation Fund	237,969	335,641	296,641	259,141
Drug Forfeiture Fund	3,607,520	3,290,502	1,587,580	1,362,580
Act 302 Police Training Fund	25,007	13,184	4,797	-
Downtown Development Authority Fund	15,471,740	17,843,292	19,293,049	20,027,496
2011 Local Street Road Repair Fund	6,535,314	10,104,412	2,526,241	2,191,575
Total Special Revenue Funds	48,058,448	55,604,090	36,627,983	32,451,729
Enterprise Funds				
Stilwell Manor	2,197,212	1,875,443	1,491,926	1,111,517
Coach Manor	5,350,552	5,848,997	6,091,094	6,428,750
Water and Sewer System	15,206,962	15,016,371	15,646,108	13,043,607
Total Enterprise Funds	22,754,726	22,740,811	23,229,128	20,583,874
Capital Project Funds				
37 th District Court Renovation	7,410,379	7,991,334	8,211,334	8,586,334
Civic Center South	-	-	2,000,000	-
Total Capital Project Funds	7,410,379	7,991,334	10,211,334	8,586,334
Debt Service Funds				
Chapter 20 and 21 Drain Debt	47,791	48,402	49,002	49,002
Michigan Transportation Debt	-	-	-	-
Capital Improvement Debt	-	-	-	-
Downtown Development Authority Debt	-	-	-	-
Total Debt Service Funds	47,791	48,402	49,002	49,002
Total All Funds	\$94,892,080	\$103,888,798	\$92,380,249	\$80,138,696

General Fund

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

**GENERAL FUND
SUMMARY INFORMATION**

GENERAL FUND SUMMARY
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
\$ 66,504,629	\$ 33,534,497	\$ 68,475,214	\$ 68,475,214	Property Taxes	\$ 69,240,368	\$ 69,240,368	
19,616,492	13,218,797	23,376,968	18,920,600	Intergovernmental Revenues	20,348,000	20,348,000	
3,841,077	2,702,355	3,709,000	3,709,000	Licenses and Permits	3,905,000	3,905,000	
4,909,377	2,125,520	5,182,000	5,182,000	Fines and Forfeitures	4,950,000	4,950,000	
313,486	178,859	140,000	140,000	Interest on Investments	300,000	300,000	
5,046,796	2,154,409	4,176,000	4,176,000	Charges for Services	4,536,500	4,536,500	
7,254,263	4,020,245	8,463,758	8,463,758	Miscellaneous Income	8,664,863	8,664,863	
<u>\$ 107,486,120</u>	<u>\$ 57,934,682</u>	<u>\$ 113,522,940</u>	<u>\$ 109,066,572</u>	Total Revenues	<u>\$ 111,944,731</u>	<u>\$ 111,944,731</u>	
				EXPENDITURES:			
\$ 35,908,579	\$ 14,037,075	\$ 27,715,606	\$ 29,272,069	General Government	\$ 28,601,693	\$ 27,867,486	
80,025,257	32,311,693	69,135,709	69,641,465	Public Safety	72,302,110	70,255,767	
13,206,918	7,658,167	17,395,980	17,685,323	Public Services	18,376,857	16,893,284	
542,675	260,434	753,476	753,476	Planning	780,771	723,239	
<u>\$ 129,683,429</u>	<u>\$ 54,267,369</u>	<u>\$ 115,000,771</u>	<u>\$ 117,352,333</u>	Total Expenditures	<u>\$ 120,061,431</u>	<u>\$ 115,739,776</u>	
<u>\$ (22,197,309)</u>	<u>\$ 3,667,313</u>	<u>\$ (1,477,831)</u>	<u>\$ (8,285,761)</u>	Excess (Deficit) of Revenues over Expenditures	<u>\$ (8,116,700)</u>	<u>\$ (3,795,045)</u>	
				OTHER FINANCING SOURCES:			
\$ -	\$ -	\$ 473,707	\$ -	Lease Purchase Proceeds	\$ -	\$ -	
-	-	8,294,762	8,294,762	Fund Balance Appropriated	8,116,700	3,795,045	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,768,469</u>	<u>\$ 8,294,762</u>	Total Other Financing Sources	<u>\$ 8,116,700</u>	<u>\$ 3,795,045</u>	
\$ (22,197,309)	\$ 3,667,313	\$ 7,290,638	\$ 9,001	Excess (Deficit) of Revenues over Expenditures and Other Sources	\$ -	\$ -	
71,413,724	49,216,414	49,216,414	49,216,414	Estimated Fund Balance - Beginning of Period	48,212,290	48,212,290	
(1,018,208)	(1,018,208)	(1,018,208)	(1,018,208)	Reserve for:			
				Nonspendable	(1,018,208)	(1,018,208)	
(30,694,046)	(30,694,046)	(24,931,280)	(24,931,280)	Assigned	(24,931,280)	(24,931,280)	
-	-	(8,294,762)	(8,294,762)	Fund Balance Supplemental Appropriation	(8,116,700)	(3,795,045)	
<u>\$ 17,504,161</u>	<u>\$ 21,171,473</u>	<u>\$ 22,262,802</u>	<u>\$ 14,981,165</u>	Estimated Unassigned Fund Balance (Deficit) End of Period	<u>\$ 14,146,102</u>	<u>\$ 18,467,757</u>	

GENERAL FUND REVENUES
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>PROPERTY TAXES:</u>			
\$ 64,601,246	\$ 33,303,616	\$ 66,591,680	\$ 66,591,680	Property Taxes	\$ 67,359,477	\$ 67,359,477	
473,283	225,264	450,534	450,534	Industrial Facilities Tax	447,891	447,891	
304,878	2,062	300,000	300,000	Penalties & Interest on Taxes	300,000	300,000	
1,093,021	382	1,100,000	1,100,000	Administration Fee - Schools	1,100,000	1,100,000	
32,201	3,173	33,000	33,000	Trailer & Senior Housing Fees in Lieu of Taxes	33,000	33,000	
<u>\$ 66,504,629</u>	<u>\$ 33,534,497</u>	<u>\$ 68,475,214</u>	<u>\$ 68,475,214</u>	Total Property Taxes	<u>\$ 69,240,368</u>	<u>\$ 69,240,368</u>	
				<u>INTERGOVERNMENTAL REVENUES:</u>			
				Federal Revenue:			
\$ 51,618	\$ 58,685	\$ -	\$ -	Civil Defense Grant	\$ -	\$ -	
-	-	400,000	400,000	Substance Abuse Grant - 2019	-	-	
125,582	64,526	-	-	Substance Abuse Grant - 2018	-	-	
97,133	-	-	-	Substance Abuse Grant - 2017	-	-	
67,681	7,471	-	-	JAG Grants	-	-	
34,818	2,526	-	-	Homeland Security Grant	-	-	
-	18,364	-	-	OHSP Ped Bike Grant	-	-	
				State Shared Revenue:			
13,812,081	4,996,302	13,950,000	13,950,000	Sales and Use Tax	14,420,000	14,420,000	
3,632,611	7,456,368	7,456,368	3,000,000	Reimbursement for Personal Property Loss	4,500,000	4,500,000	
81,121	80,874	20,000	20,000	Liquor Licenses	80,000	80,000	
175,000	-	-	-	911 Equipment Grant	-	-	
-	-	157,600	157,600	Michigan Drug Court Program Grant - 19	-	-	
111,892	27,592	-	-	Michigan Drug Court Program Grant - 18	-	-	
9,669	-	-	-	Michigan Drug Court Program Grant - 17	-	-	
				Police Grants:			
72,819	17,175	-	-	MATS Grant	-	-	
222,863	-	225,000	225,000	911 Dispatch Training/Equipment	220,000	220,000	
-	29,531	30,000	30,000	Medical Marihuana Operation Oversight Grant	-	-	
182,896	91,448	183,000	183,000	Judges Salary Standardization	183,000	183,000	
123,653	-	80,000	80,000	Election Expense Reimbursement	80,000	80,000	
				Local Revenue:			
324,085	367,935	375,000	375,000	Reimbursement from City of Center Line	375,000	375,000	
490,970	-	500,000	500,000	Reimbursement from Schools-Liaison Officers	490,000	490,000	
<u>\$ 19,616,492</u>	<u>\$ 13,218,797</u>	<u>\$ 23,376,968</u>	<u>\$ 18,920,600</u>	Total Intergovernmental Revenues	<u>\$ 20,348,000</u>	<u>\$ 20,348,000</u>	

(Continued)

GENERAL FUND REVENUES
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>LICENSES AND PERMITS:</u>			
\$ 1,550,105	\$ 1,381,377	\$ 1,400,000	\$ 1,400,000	Building Permits	\$ 1,500,000	\$ 1,500,000	
528,621	248,989	550,000	550,000	Electrical Permits	550,000	550,000	
235,322	130,217	250,000	250,000	Plumbing Permits	250,000	250,000	
302,474	143,943	300,000	300,000	Mechanical Permits	300,000	300,000	
164,745	96,002	180,000	180,000	Zoning Permits and Fees	170,000	170,000	
15,216	7,993	14,000	14,000	Sidewalk Permits	15,000	15,000	
24,767	5,941	25,000	25,000	Animal Licenses	25,000	25,000	
281,476	132,882	275,000	275,000	Plan Review Fees	280,000	280,000	
738,351	555,011	715,000	715,000	Other Permits and Licenses	815,000	815,000	
<u>\$ 3,841,077</u>	<u>\$ 2,702,355</u>	<u>\$ 3,709,000</u>	<u>\$ 3,709,000</u>	Total Licenses and Permits	<u>\$ 3,905,000</u>	<u>\$ 3,905,000</u>	
				<u>CHARGES FOR SERVICES:</u>			
\$ 120,678	\$ 28,538	\$ 60,000	\$ 60,000	Engineering & Inspection Fees	\$ 80,000	\$ 80,000	
184,550	86,900	150,000	150,000	Abandoned Auto Administrative Towing Fee	180,000	180,000	
68,800	26,275	80,000	80,000	Foreclosure Fee	70,000	70,000	
137,047	47,071	120,000	120,000	Clerk's Services	130,000	130,000	
180,742	88,194	175,000	175,000	Weed Cutting	175,000	175,000	
41,455	18,420	50,000	50,000	Board of Appeals	40,000	40,000	
263,944	109,792	190,000	190,000	Police Services & Auctions	250,000	250,000	
18,962	6,325	10,000	10,000	Fire Services	15,000	15,000	
3,272,244	1,548,401	3,000,000	3,000,000	EMS Services	3,100,000	3,100,000	
34,640	11,080	24,000	24,000	Planning Commission	30,000	30,000	
92,836	16,497	45,000	45,000	Site Plan Fees	45,000	45,000	
78,449	44,342	80,000	80,000	Community Development Administration	80,000	80,000	
95,694	40,304	40,000	40,000	Block Grant Reimbursement	90,000	90,000	
1,500	500	2,000	2,000	IFT Exemption Processing Fees	1,500	1,500	
455,255	81,770	150,000	150,000	Miscellaneous	250,000	250,000	
<u>\$ 5,046,796</u>	<u>\$ 2,154,409</u>	<u>\$ 4,176,000</u>	<u>\$ 4,176,000</u>	Total Charges for Services	<u>\$ 4,536,500</u>	<u>\$ 4,536,500</u>	
				<u>FINES & FORFEITURES</u>			
\$ 4,419,704	\$ 1,917,395	\$ 4,727,000	\$ 4,727,000	37th District Court Fines & Fees	\$ 4,500,000	\$ 4,500,000	
255,156	99,934	250,000	250,000	Probation Fees	250,000	250,000	
156,303	83,071	140,000	140,000	Property Maintenance Fines	150,000	150,000	
78,214	25,120	65,000	65,000	Drug Court Revenue	50,000	50,000	
<u>\$ 4,909,377</u>	<u>\$ 2,125,520</u>	<u>\$ 5,182,000</u>	<u>\$ 5,182,000</u>	Total Fines & Forfeitures	<u>\$ 4,950,000</u>	<u>\$ 4,950,000</u>	

(Continued)

GENERAL FUND REVENUES
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				MISCELLANEOUS REVENUES:			
				Michigan Transportation Funds:			
\$ 1,345,296	\$ 701,326	\$ 1,169,000	\$ 1,169,000	Equipment Rentals	\$ 1,325,000	\$ 1,325,000	
878,309	453,700	907,400	907,400	Administrative Expense	934,600	934,600	
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	
				Administrative Expense:			
2,139,600	1,157,950	2,315,900	2,315,900	Water & Sewer System	2,511,000	2,511,000	
163,700	84,250	168,500	168,500	Senior Citizen Housing	173,500	173,500	
232,400	119,650	239,300	239,300	Library	246,400	246,400	
120,600	62,100	124,200	124,200	Recreation	127,900	127,900	
78,200	40,250	80,500	80,500	Rental Ordinance	82,900	82,900	
383,500	197,500	395,000	395,000	Communications	406,800	406,800	
361,800	186,300	372,600	372,600	Downtown Development Authority	383,700	383,700	
249,200	128,300	256,600	256,600	2011 Local Street Road Repair Fund	264,200	264,200	
				Fleet Maintenance Expense			
581,400	277,323	554,646	554,646	Sanitation	546,642	546,642	
205,356	106,056	212,112	212,112	Water & Sewer System	217,221	217,221	
18,935	250,540	900,000	900,000	Sale of Property/Equipment	900,000	900,000	
-	-	-	-	Insurance Proceeds	-	-	
5,000	-	5,000	5,000	Donations	5,000	5,000	
200,930	-	475,000	475,000	Medicare Part D Reimbursement	250,000	250,000	
35,037	-	33,000	33,000	Telecom Leases	35,000	35,000	
250,000	250,000	250,000	250,000	Court Building Rental	250,000	250,000	
<u>\$ 7,254,263</u>	<u>\$ 4,020,245</u>	<u>\$ 8,463,758</u>	<u>\$ 8,463,758</u>	Total Miscellaneous Revenue	<u>\$ 8,664,863</u>	<u>\$ 8,664,863</u>	
<u>\$ 313,486</u>	<u>\$ 178,859</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	INTEREST ON INVESTMENTS:	<u>\$ 300,000</u>	<u>\$ 300,000</u>	
				OTHER FINANCING SOURCES:			
\$ -	\$ -	\$ 473,707	\$ -	Lease Purchase Proceeds	\$ -	\$ -	
-	-	<u>8,294,762</u>	<u>8,294,762</u>	Fund Balance Appropriated	<u>8,116,700</u>	<u>3,795,045</u>	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,768,469</u>	<u>\$ 8,294,762</u>	Total Other Financing Sources	<u>\$ 8,116,700</u>	<u>\$ 3,795,045</u>	
<u>\$ 107,486,120</u>	<u>\$ 57,934,682</u>	<u>\$ 122,291,409</u>	<u>\$ 117,361,334</u>	TOTAL GENERAL FUND REVENUES	<u>\$ 120,061,431</u>	<u>\$ 115,739,776</u>	

Fiscal 2020 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.

Funds:	Estimated Taxable Value	Tax Rate	Levy
<u>General Fund:</u>			
Charter Millage	\$ 3,256,000,000	8.6249	\$ 28,082,673
<u>Special Levies:</u>			
Police & Fire Pension	3,256,000,000	4.9848	16,230,509
Police & Fire Operating	3,256,000,000	4.8418	15,764,901
Emergency Medical Service	3,256,000,000	0.2871	934,798
Police	3,256,000,000	0.9746	3,173,298
Fire	3,256,000,000	0.9746	3,173,298
Total General Fund Operating Levy		<u>20.6878</u>	<u>\$ 67,359,477</u>
 <u>Special Revenue:</u>			
Library (Charter)	3,256,000,000	0.4789	1,559,298
Library (Voted)	3,256,000,000	0.8356	2,720,714
Sanitation	3,256,000,000	2.5550	8,319,080
Parks & Recreation	3,256,000,000	0.9580	3,119,248
2011 Local Street Repair & Maintenance	3,256,000,000	2.0749	6,755,874
Total Special Revenue Fund Levy		<u>6.9024</u>	<u>\$ 22,474,214</u>
 Total Levy		<u>27.5902</u>	<u>\$ 89,833,691</u>

Fiscal 2020 General Fund Revenues

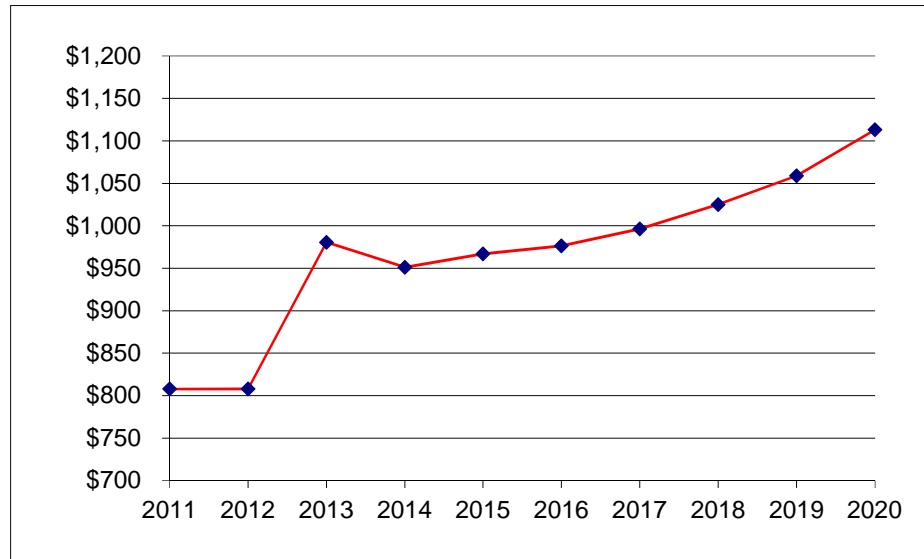
INDUSTRIAL FACILITY TAXES:

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.

Funds:	Estimated State Equalized Value	Tax Rate	Levy
<u>General Fund:</u>			
Charter Millage	\$ 43,300,000	4.3125	\$ 186,729
<u>Special Levies:</u>			
Police & Fire Pension	43,300,000	2.4924	107,921
Police & Fire Operating	43,300,000	2.4209	104,825
Emergency Medical Service	43,300,000	0.1436	6,216
Police	43,300,000	0.4873	21,100
Fire	43,300,000	0.4873	21,100
Total General Fund Operating Levy		10.3439	\$ 447,891
<u>Special Revenue:</u>			
Library (Charter)	43,300,000	0.2395	10,368
Library (Voted)	43,300,000	0.4178	18,091
Sanitation	43,300,000	1.2775	55,316
Parks & Recreation	43,300,000	0.4790	20,741
2011 Local Street Repair & Maintenance	43,300,000	1.0375	44,922
Total Special Revenue Fund Levy		3.4512	\$ 149,437
Total Levy		13.7951	\$ 597,328

Average Residential City Tax Ten Fiscal Years

	<u>Fiscal 2011</u>	<u>Fiscal 2012</u>	<u>Fiscal 2013</u>	<u>Fiscal 2014</u>	<u>Fiscal 2015</u>	<u>Fiscal 2016</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Fiscal 2019</u>	<u>Fiscal 2020</u>
Charter Millage	8.7724	8.7724	8.7724	8.7724	8.7724	8.7285	8.7285	8.7101	8.6709	8.6249
Police & Fire Pension	2.8248	2.8248	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848
Emergency Medical Service	0.2923	0.2923	0.2923	0.2923	0.2923	0.2908	0.2908	0.2901	0.2887	0.2871
Police Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697	0.9676	0.9632	0.9746
Fire Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697	0.9676	0.9632	0.9746
Police & Fire Operating (Voted)	-	-	4.9000	4.9000	4.9000	4.8755	4.8755	4.8897	4.8676	4.8418
Library (Charter)	0.4873	0.4873	0.4873	0.4873	0.4873	0.4848	0.4848	0.4837	0.4815	0.4789
Library (Voted)	0.8500	0.8500	0.8500	0.8500	0.8500	0.8457	0.8457	0.8439	0.8401	0.8356
Sanitation	1.6418	1.6418	2.5550	2.5550	2.5550	2.5550	2.5550	2.5550	2.5550	2.5550
Parks & Recreation	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697	0.9676	0.9632	0.9580
2011 Local Street Repairs (Voted)	-	2.1000	2.1000	2.1000	2.1000	2.0895	2.1000	2.0955	2.0860	2.0749
Total	17.7924	19.8924	27.8656	27.8656	27.8656	27.7637	27.7742	27.7556	27.6642	27.5902
Average Residential Taxable Value	\$45,405	\$40,624	\$35,185	\$34,134	\$34,700	\$ 35,168	\$ 35,867	\$ 36,923	\$ 38,279	\$ 40,350
Average Residential City Taxes	\$807.86	\$808.11	\$980.45	\$951.16	\$966.94	\$ 976.39	\$ 996.18	\$1,024.82	\$1,058.96	\$1,113.26

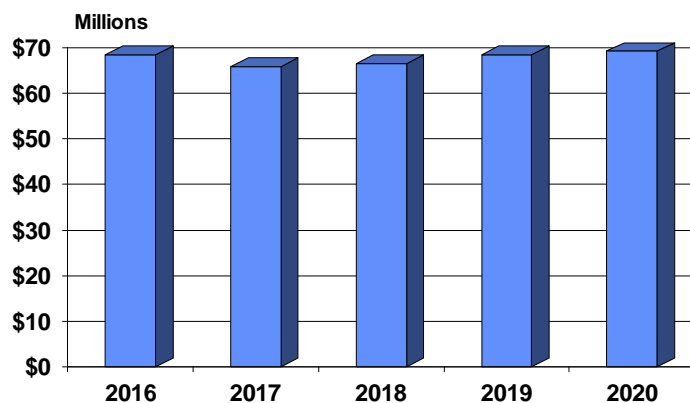


Fiscal 2020 General Fund Revenues

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.

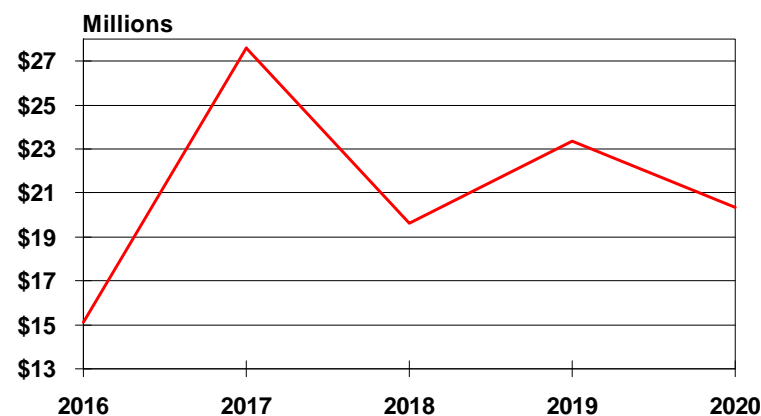
In the Fiscal 2020 Budget, operating city tax revenue represents 59.7% of total revenue sources, an increase of \$765,154 or approximately 1.1% more than the Fiscal 2019 Budget. The increase is the result of a slight rise in property values.

The Total General Fund Operating Levy for the 2020 Fiscal Year is 20.6878 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 21.1444 millage rate limit established by City Charter and at the 20.6878 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



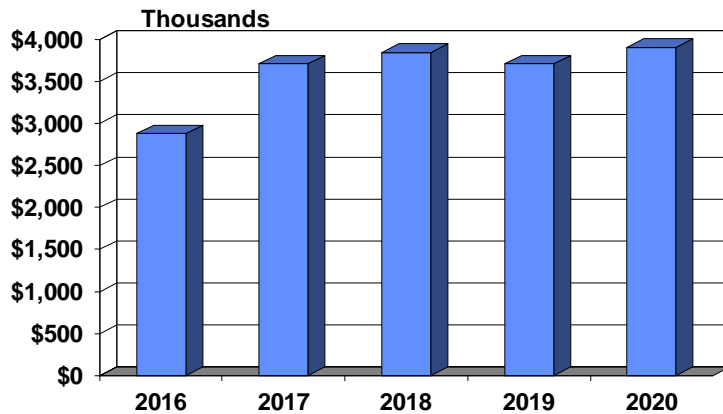
In Fiscal 2020, Intergovernmental Revenues represent 17.6% of total revenue sources. Intergovernmental revenues decreased from Fiscal 2019 since an estimated decrease in Reimbursement for Personal Property Loss of \$3,500,000 from the State of Michigan.

Fiscal 2020 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

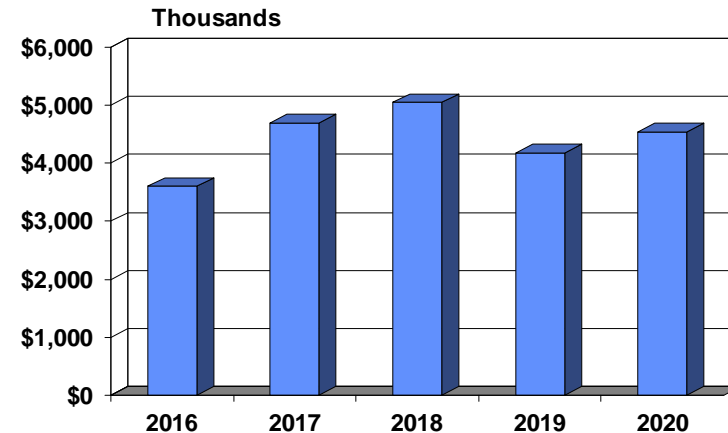


In the Fiscal 2020 Budget, License and Permit revenues represent 3.4% of total revenue sources, an increase of \$196,000 or 5.2% more than the Fiscal 2019 Budget. This is due to an anticipated increase in building activity throughout the city.

Charges for Services

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

Charges for Services



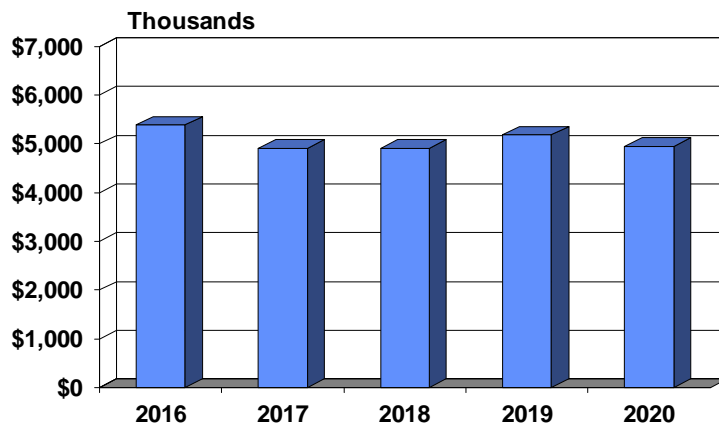
In the Fiscal 2020 Budget, revenues from Charges for Services represent 3.9% of total revenue sources, a \$360,500 increase or 8.6% more than the Fiscal 2019 Budget. This is due mainly to an expected increase in EMS services as well as an increase in revenues from auctions and abandoned vehicle charges.

Fiscal 2020 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

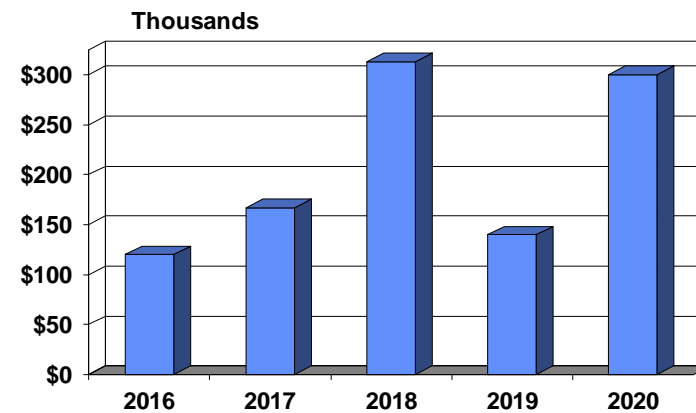


In the Fiscal 2020 Budget, Fines & Forfeiture revenues represent 4.3% of total revenue sources, a decrease of \$232,000 or 4.5% less than the Fiscal 2019 Budget. This decrease is a result of a reduction in court fines and Drug Court revenue.

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

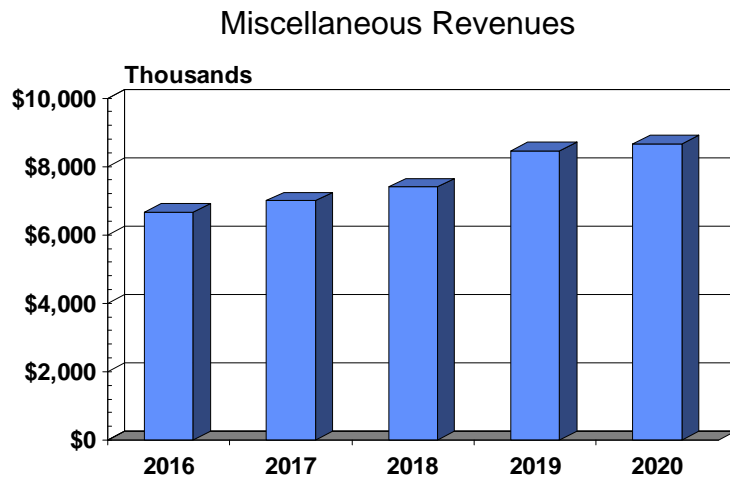


In the Fiscal 2020 Budget, Investment Income revenues represent 0.3% of total revenue sources, and are expected to increase by \$160,000 due to the increase interest rates.

Fiscal 2020 General Fund Revenues

Miscellaneous Revenues

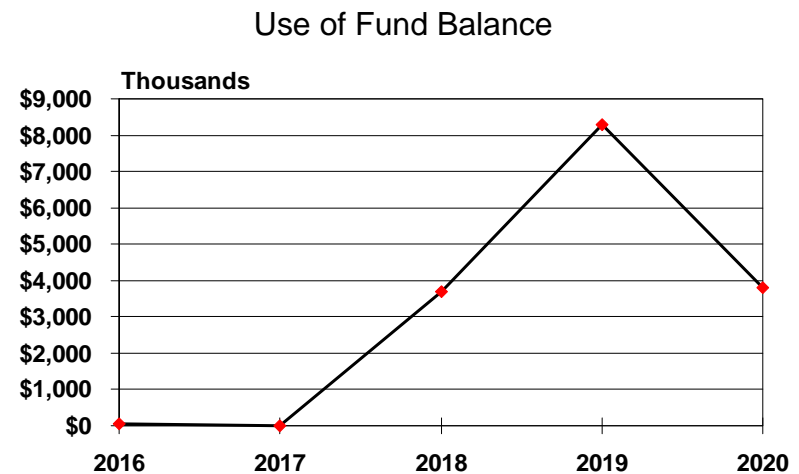
The revenue source of Miscellaneous Revenue includes revenues that cannot be easily classified in other revenue areas. Included in this revenue area are Rental Income and Administrative Costs from different sources, and Sale of Equipment.



In the Fiscal 2020 Budget, Miscellaneous Revenues represent 7.5% of total revenue sources, and increased by \$201,105 or 2.4% more than the Fiscal 2019 Budget. This increase is a result of an increase in inter-governmental charges for administrative services provided with General Fund resources.

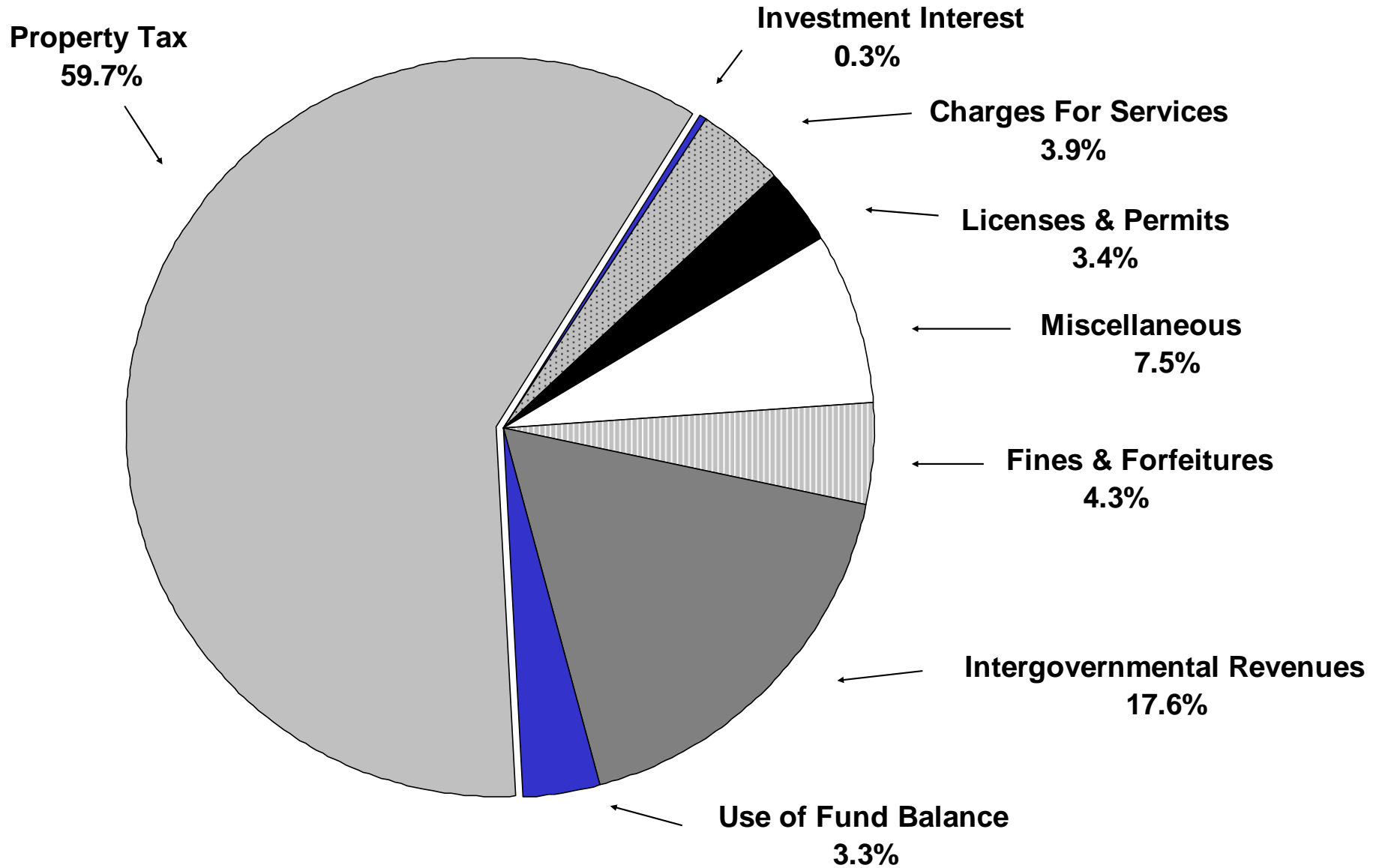
Use of Fund Balance

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 2020 Budget, Use of Fund Balance represents 3.3% of total revenue sources, a decrease of \$4,490,716 or 54.2% less than the Fiscal 2019 Budget. Less funds are needed as a result of reducing employee fringe benefit expenses, mainly for retiree health insurance.

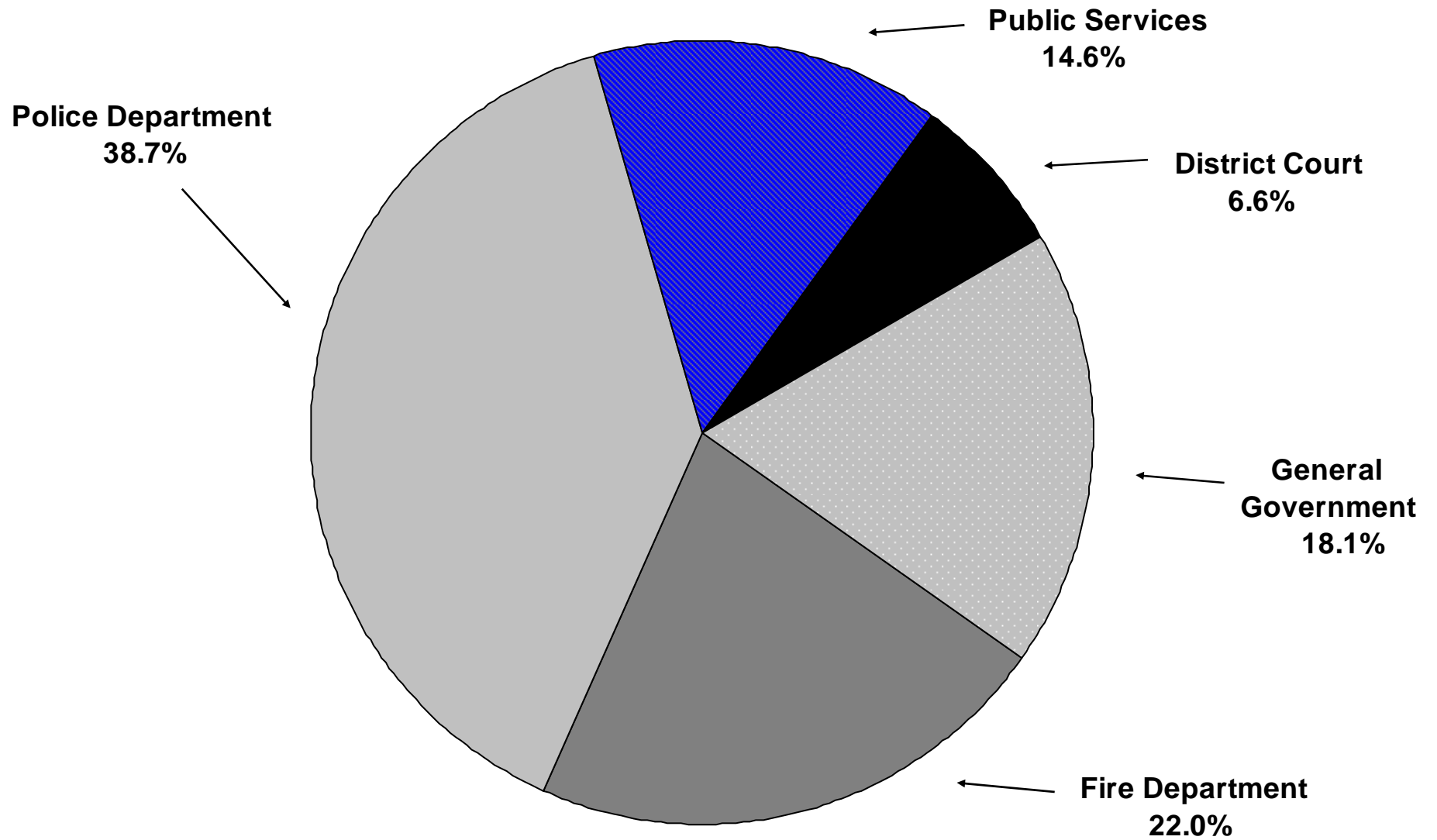
FISCAL 2020 GENERAL FUND REVENUES



GENERAL FUND REVENUES

Fiscal 2019 Amended Budget		Description	Fiscal 2020 Mayor's Recommended Budget	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
58.4%	\$ 68,475,214	Property Tax	\$ 69,240,368	59.7%
16.1%	18,920,600	Intergovernmental	20,348,000	17.6%
3.2%	3,709,000	Licenses and Permits	3,905,000	3.4%
4.4%	5,182,000	Fines and Forfeitures	4,950,000	4.3%
0.1%	140,000	Interest on Investments	300,000	0.3%
3.6%	4,176,000	Charges for Services	4,536,500	3.9%
7.2%	8,463,758	Miscellaneous	8,664,863	7.5%
<u>7.0%</u>	<u>8,285,761</u>	Fund Balance Appropriated	<u>3,795,045</u>	<u>3.3%</u>
<u>100.0%</u>	<u>\$ 117,352,333</u>	Total Revenues	<u>\$ 115,739,776</u>	<u>100.0%</u>

FISCAL 2020 GENERAL FUND EXPENDITURES



GENERAL FUND APPROPRIATIONS

Fiscal 2019 Amended Budget		Description	Fiscal 2020 Mayor's Recommended Budget	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
17.6%	\$ 20,749,082	General Government	\$ 20,237,689	17.5%
7.3%	8,522,987	District Court	7,629,797	6.6%
21.4%	25,075,909	Fire Department	25,514,953	22.0%
38.0%	44,565,556	Police Department	44,740,814	38.7%
12.0%	14,094,019	Public Service	13,693,284	11.8%
3.1%	3,591,304	Street Lighting	3,200,000	2.8%
<u>0.6%</u>	<u>753,476</u>	Planning	<u>723,239</u>	<u>0.6%</u>
<u>100.0%</u>	<u>\$ 117,352,333</u>	Total Appropriations	<u>\$ 115,739,776</u>	<u>100.0%</u>

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

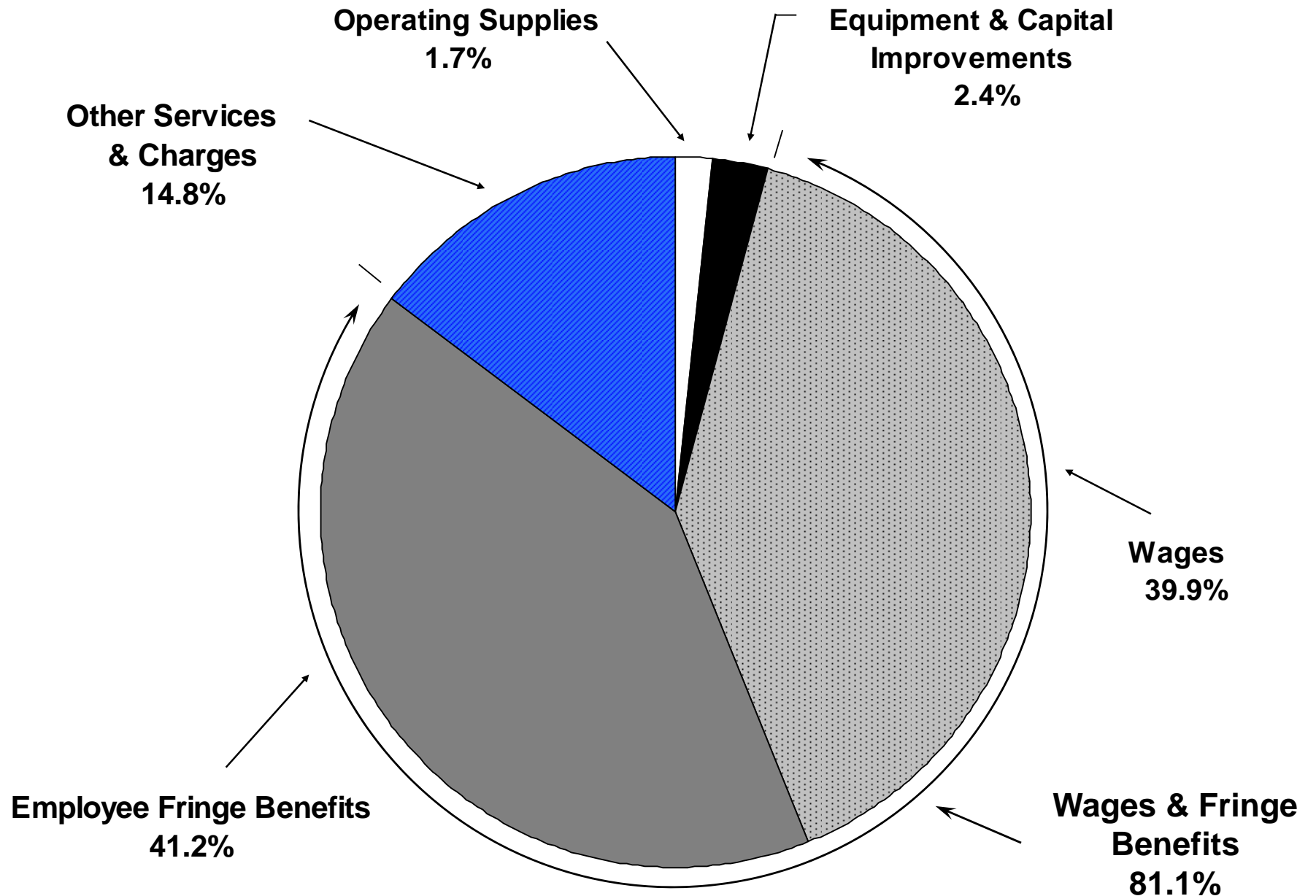
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>GENERAL GOVERNMENT:</u>			
\$ 1,083,170	\$ 505,237	\$ 1,378,116	\$ 1,493,339	Council	\$ 1,150,519	\$ 1,150,519	
7,802,982	3,770,405	8,181,098	8,522,987	District Court	7,735,697	7,629,797	
463,565	218,419	503,007	712,712	Mayor	723,392	723,392	
1,099,673	651,284	1,391,759	1,536,663	Clerk	2,073,832	1,570,652	
1,387,649	679,892	1,391,295	1,391,839	Treasurer	1,400,208	1,400,208	
1,681,644	821,745	1,725,456	1,760,893	Controller	1,815,739	1,788,795	
717,935	384,904	765,730	765,730	Information Systems	747,429	744,735	
1,408,702	676,505	1,408,592	1,584,448	Legal	1,620,719	1,614,252	
2,116,874	949,102	2,166,289	2,302,598	Assessing	2,266,208	2,266,208	
1,236,550	524,054	1,256,682	1,580,605	Human Resources	1,654,810	1,638,442	
1,308,463	752,621	1,634,893	1,634,893	Property Maintenance Inspection	1,702,704	1,626,550	
212,775	103,699	236,340	242,040	Community and Economic Development	269,886	269,886	
15,258,279	3,940,188	5,496,875	5,563,848	Administration Unallocated Expense	5,255,006	5,255,006	
				<u>Commissions:</u>			
13,411	1,205	17,700	17,700	Police & Fire Civil Service	17,700	17,700	
14,739	6,596	22,005	22,005	Zoning Board of Appeals	22,005	22,005	
33,964	10,684	48,851	48,851	Beautification	49,151	49,151	
24,470	26,520	26,600	26,600	Cultural	28,600	29,100	
12,109	3,990	12,800	12,800	Crime	13,800	13,800	
4,469	4,308	14,668	14,668	Historical	15,938	18,938	
-	-	-	-	Employees Retirement Commission	-	-	
-	-	-	-	Police & Fire Retirement Commission	-	-	
3,070	-	3,500	3,500	Council of Commissions	3,500	3,500	
9,531	2,935	15,850	15,850	Village Historical	17,350	17,350	
13,056	1,358	16,000	16,000	Animal Welfare	16,000	16,000	
1,499	1,424	1,500	1,500	Senior Health Care Services	1,500	1,500	
<u>\$ 35,908,579</u>	<u>\$ 14,037,075</u>	<u>\$ 27,715,606</u>	<u>\$ 29,272,069</u>	Total General Government	<u>\$ 28,601,693</u>	<u>\$ 27,867,486</u>	
				<u>PUBLIC SAFETY:</u>			
\$ 30,284,031	\$ 11,477,687	\$ 24,685,642	\$ 25,075,909	Fire Department	\$ 26,999,889	\$ 25,514,953	
49,057,453	20,531,712	43,748,400	43,847,252	Police Department	44,579,035	44,017,446	
454,796	192,129	472,735	489,372	Animal Control	493,160	493,160	
228,977	110,165	228,932	228,932	Civil Defense	230,026	230,208	
<u>\$ 80,025,257</u>	<u>\$ 32,311,693</u>	<u>\$ 69,135,709</u>	<u>\$ 69,641,465</u>	Total Public Safety	<u>\$ 72,302,110</u>	<u>\$ 70,255,767</u>	

(Continued)

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>PUBLIC SERVICES:</u>			
\$ 374,303	\$ 177,608	\$ 404,792	\$ 499,485	Director	\$ 504,887	\$ 504,887	
1,104,451	612,911	1,435,432	1,435,432	Engineering and Inspection	1,816,953	1,726,953	
3,258,287	1,648,059	3,768,884	3,768,884	Building Inspections	3,815,303	3,624,641	
3,633,960	2,567,746	5,843,538	6,028,888	DPW Garage	6,561,742	5,486,742	
2,178,465	981,326	2,352,030	2,361,330	Building Maintenance	2,477,972	2,350,061	
<u>2,657,452</u>	<u>1,670,517</u>	<u>3,591,304</u>	<u>3,591,304</u>	Street Lighting	<u>3,200,000</u>	<u>3,200,000</u>	
<u>\$ 13,206,918</u>	<u>\$ 7,658,167</u>	<u>\$ 17,395,980</u>	<u>\$ 17,685,323</u>	Total Public Services	<u>\$ 18,376,857</u>	<u>\$ 16,893,284</u>	
<u>\$ 542,675</u>	<u>\$ 260,434</u>	<u>\$ 753,476</u>	<u>\$ 753,476</u>	<u>PLANNING:</u>	<u>\$ 780,771</u>	<u>\$ 723,239</u>	
<u>\$ 129,683,429</u>	<u>\$ 54,267,369</u>	<u>\$ 115,000,771</u>	<u>\$ 117,352,333</u>	TOTAL GENERAL FUND	<u>\$ 120,061,431</u>	<u>\$ 115,739,776</u>	

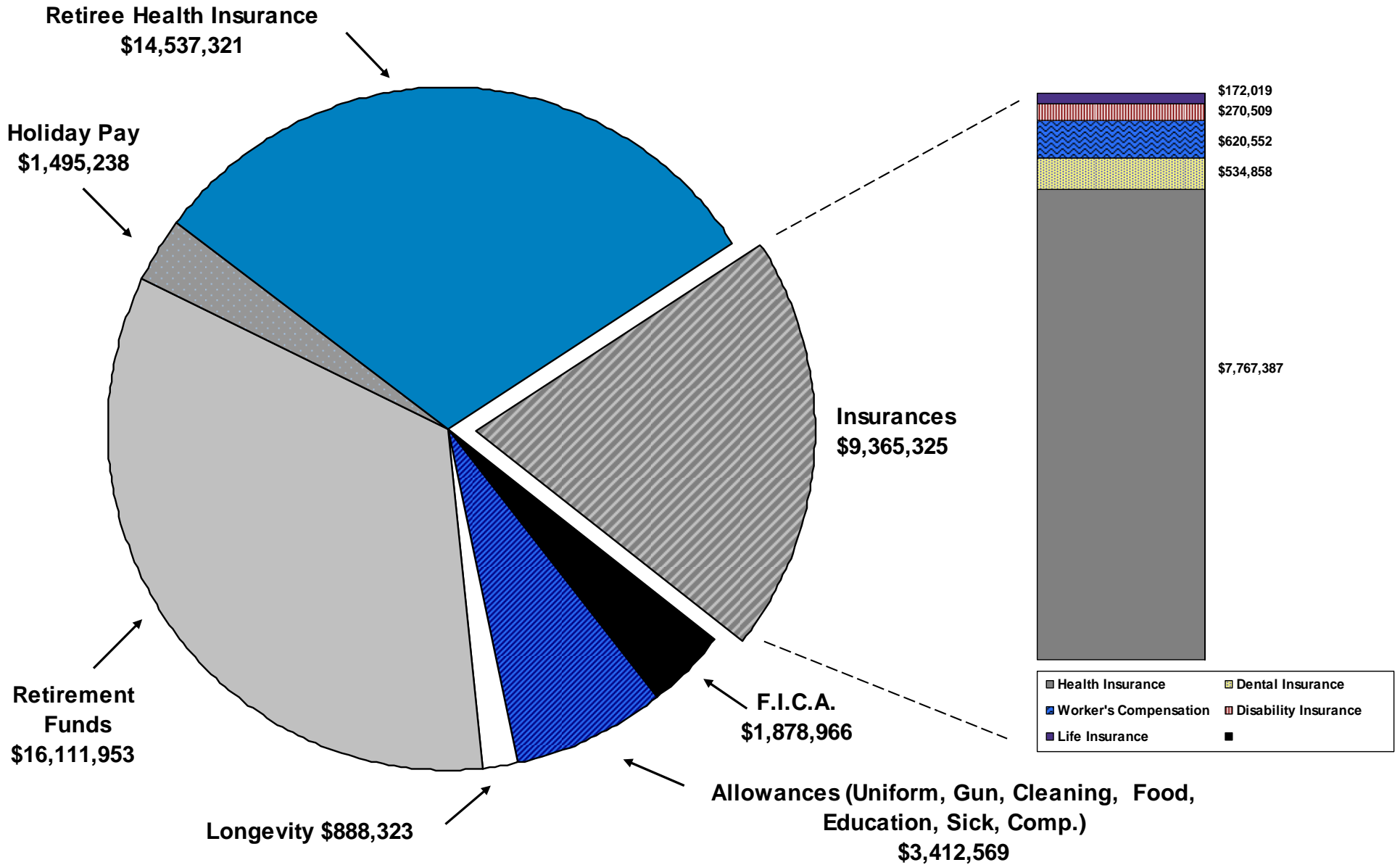
GENERAL FUND BY TYPE OF EXPENDITURE FISCAL 2020



FISCAL 2020
GENERAL FUND BUDGET DATA

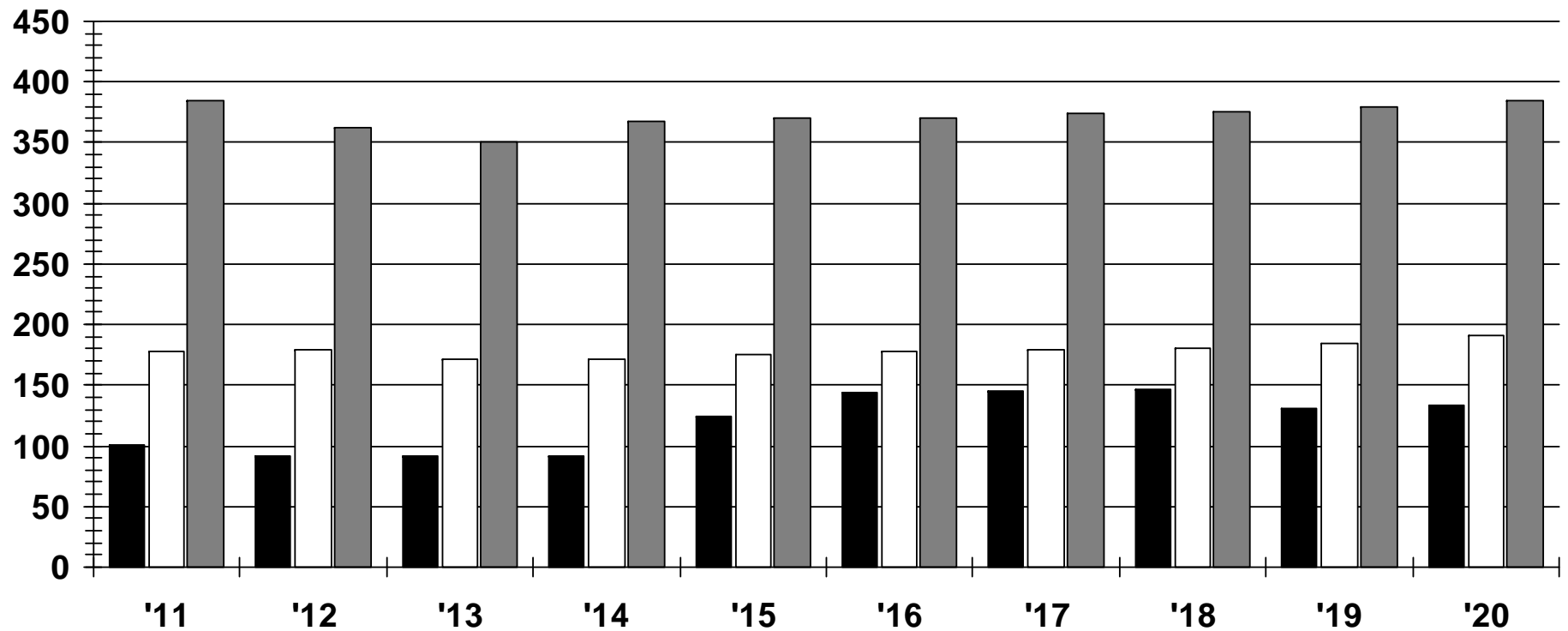
	Fiscal 2020 Mayor's Recommended	Personnel Services	Employee Benefits	Supplies	Other Services & Charges	Capital Equipment & Improvements
<u>Department</u>	<u>Budget</u>					
Council	\$ 1,150,519	\$ 499,096	\$ 532,773	\$ 9,600	\$ 109,050	\$ -
District Court	7,629,797	3,044,991	3,171,456	79,800	1,318,950	14,600
Mayor	723,392	468,465	235,427	10,000	9,500	-
Clerk	1,570,652	615,173	426,079	19,796	473,188	36,416
Treasurer	1,400,208	658,000	601,208	11,000	130,000	-
Controller	1,788,795	1,030,064	725,731	16,000	17,000	-
Information Systems	744,735	350,969	263,796	6,100	118,870	5,000
Legal	1,614,252	918,897	635,705	8,000	42,400	9,250
Assessing	2,266,208	1,082,231	980,727	14,000	189,250	-
Human Resources	1,638,442	739,167	589,775	9,000	300,500	-
Property Maintenance Inspection	1,626,550	690,048	238,027	35,000	663,475	-
Community & Economic Development	269,886	172,954	72,932	500	23,500	-
Unallocated Expense	5,255,006	-	305,000	-	4,950,006	-
Commissions (12)	189,044	21,800	701	20,835	145,708	-
TOTAL GENERAL GOVERNMENT	\$ 27,867,486	\$ 10,291,855	\$ 8,779,337	\$ 239,631	\$ 8,491,397	\$ 65,266
Fire Department	\$ 25,514,953	\$ 10,392,746	\$ 11,983,857	\$ 875,000	\$ 1,023,850	\$ 1,239,500
Police Department	44,017,446	19,980,824	22,146,381	435,000	1,230,241	225,000
Animal Control	493,160	167,544	223,616	3,000	99,000	-
Civil Defense	230,208	97,506	115,002	1,500	16,200	-
TOTAL PUBLIC SAFETY	\$ 70,255,767	\$ 30,638,620	\$ 34,468,856	\$ 1,314,500	\$ 2,369,291	\$ 1,464,500
Director	\$ 504,887	\$ 317,258	\$ 180,254	\$ 5,000	\$ 2,375	\$ -
Engineering and Inspections	1,726,953	598,898	485,844	19,500	590,211	32,500
Building Inspections	3,624,641	1,974,523	1,513,393	34,000	102,725	-
DPW Garage	5,486,742	1,075,975	968,517	341,000	1,909,250	1,192,000
Building Maintenance	2,350,061	859,747	1,032,364	65,000	392,950	-
Street Lighting	3,200,000	-	-	-	3,200,000	-
TOTAL PUBLIC SERVICE	\$ 16,893,284	\$ 4,826,401	\$ 4,180,372	\$ 464,500	\$ 6,197,511	\$ 1,224,500
Planning	\$ 723,239	\$ 396,694	\$ 261,130	\$ 15,460	\$ 49,955	\$ -
TOTAL GENERAL FUND	\$ 115,739,776	\$ 46,153,570	\$ 47,689,695	\$ 2,034,091	\$ 17,108,154	\$ 2,754,266
PERCENTAGES	<u>100.0%</u>	<u>39.9%</u>	<u>41.2%</u>	<u>1.7%</u>	<u>14.8%</u>	<u>2.4%</u>

TOTAL GENERAL FUND FRINGE BENEFITS FISCAL YEAR 2020 \$47,689,695



FULL TIME POSITIONS CHART FISCAL 2011 - 2020

TOTAL	664	632	613	632	669	692	698	704	696	710
--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------



AUTHORIZED FULL-TIME POSITIONS FY 2016 to FY 2020

	Council Adopted <u>Fiscal 2016</u>	Council Adopted <u>Fiscal 2017</u>	Council Adopted <u>Fiscal 2018</u>	Council Adopted <u>Fiscal 2019</u>	Mayor Recommended <u>Fiscal 2020</u>
<u>GENERAL FUND:</u>					
Council	11	11	11	11	11
District Court	49	49	49	50	50
Mayor	6	6	6	6	6
Clerk	7	7	7	7	7
Treasurer	9	9	9	9	9
Controller	10	11	12	12	12
Information Systems	4	4	4	4	4
Legal	10	10	10	10	10
Assessing	12	12	12	13	13
Human Resources	9	9	9	9	10
Property Maintenance Inspection	1	1	2	4	5
Community and Economic Development	2	2	2	2	2
Commissions (12)	4	4	4	4	4
TOTAL GENERAL GOVERNMENT	<u>134</u>	<u>135</u>	<u>137</u>	<u>141</u>	<u>143</u>
Fire Department	132	132	132	133	133
Police Department	235	239	240	243	248
Animal Control	2	2	3	3	3
Civil Defense	1	1	1	1	1
TOTAL PUBLIC SAFETY	<u>370</u>	<u>374</u>	<u>376</u>	<u>380</u>	<u>385</u>
Director	3	3	4	4	4
Engineering and Inspections	5	5	5	5	6
Building Inspections	21	22	22	22	23
DPW Garage	14	14	14	14	14
Building Maintenance	17	17	17	17	17
TOTAL PUBLIC SERVICE	<u>60</u>	<u>61</u>	<u>62</u>	<u>62</u>	<u>64</u>
Planning	4	4	4	4	4
TOTAL GENERAL FUND	<u>568</u>	<u>574</u>	<u>579</u>	<u>587</u>	<u>596</u>
<u>SPECIAL REVENUE FUNDS:</u>					
Michigan Transportation	26	26	26	26	26
Library	24	24	24	24	24
Recreation	9	9	9	9	9
Communications	5	5	5	5	9
Sanitation	53	53	54	38	38
Rental Ordinance	5	5	5	5	6
Downtown Development Authority	2	2	2	2	2
TOTAL SPECIAL REVENUE FUNDS	<u>124</u>	<u>124</u>	<u>125</u>	<u>109</u>	<u>114</u>
GRAND TOTAL	<u>692</u>	<u>698</u>	<u>704</u>	<u>696</u>	<u>710</u>

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON
FISCAL 2019 AMENDED BUDGET vs FISCAL 2020 MAYOR'S RECOMMENDED

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2019		Fiscal 2020		Departmental	
	Amended	Mayor's	Increase	Amended Budget	% of	Mayor's Recommended	% of	Increase	% of
<u>GENERAL FUND:</u>	<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>Change</u>
Council	11	11	-	1,493,339	1.3%	\$ 1,150,519	1.0%	\$ (342,820)	(23.0)%
District Court	50	50	-	8,522,987	7.3%	7,629,797	6.7%	(893,190)	(10.5)%
Mayor	6	6	-	712,712	0.6%	723,392	0.6%	10,680	1.5%
Clerk	7	7	-	1,536,663	1.3%	1,570,652	1.4%	33,989	2.2%
Treasurer	9	9	-	1,391,839	1.2%	1,400,208	1.2%	8,369	0.6%
Controller	12	12	-	1,760,893	1.5%	1,788,795	1.5%	27,902	1.6%
Information Systems	4	4	-	765,730	0.7%	744,735	0.6%	(20,995)	(2.7)%
Legal	10	10	-	1,584,448	1.4%	1,614,252	1.4%	29,804	1.9%
Assessing	13	13	-	2,302,598	2.0%	2,266,208	2.0%	(36,390)	(1.6)%
Human Resources	9	10	1	1,580,605	1.3%	1,638,442	1.4%	57,837	3.7%
Property Maintenance Inspection	4	5	1	1,634,893	1.4%	1,626,550	1.4%	(8,343)	(0.5)%
Community and Economic Development	2	2	-	242,040	0.2%	269,886	0.2%	27,846	11.5%
Unallocated Expense	-	-	-	5,563,848	4.7%	5,255,006	4.5%	(308,842)	(5.6)%
Commissions (12)	4	4	-	179,474	0.2%	189,044	0.2%	9,570	5.3%
TOTAL GENERAL GOVERNMENT	141	143	2	29,272,069	25.1%	\$ 27,867,486	24.1%	\$ (1,404,583)	(4.8)%
Fire Department	133	133	-	25,075,909	21.4%	\$ 25,514,953	22.0%	\$ 439,044	1.8%
Police Department	243	248	5	43,847,252	37.5%	44,017,446	38.0%	170,194	0.4%
Animal Control	3	3	-	489,372	0.4%	493,160	0.4%	3,788	0.8%
Civil Defense	1	1	-	228,932	0.2%	230,208	0.2%	1,276	0.6%
TOTAL PUBLIC SAFETY	380	385	5	69,641,465	59.5%	\$ 70,255,767	60.6%	\$ 614,302	0.9%
Director	4	4	-	499,485	0.4%	\$ 504,887	0.4%	\$ 5,402	1.1%
Engineering and Inspections	5	6	1	1,435,432	1.2%	1,726,953	1.5%	291,521	20.3%
Building Inspections	22	23	1	3,768,884	3.2%	3,624,641	3.1%	(144,243)	(3.8)%
DPW Garage	14	14	-	6,028,888	5.1%	5,486,742	4.7%	(542,146)	(9.0)%
Building Maintenance	17	17	-	2,361,330	2.0%	2,350,061	2.0%	(11,269)	(0.5)%
Street Lighting	-	-	-	3,591,304	3.1%	3,200,000	2.8%	(391,304)	(10.9)%
TOTAL PUBLIC SERVICE	62	64	2	17,685,323	15.0%	\$ 16,893,284	14.5%	\$ (792,039)	(4.5)%
Planning	4	4	-	753,476	0.6%	\$ 723,239	0.6%	\$ (30,237)	(4.0)%
TOTAL GENERAL FUND	587	596	9	117,352,333	100.2%	\$ 115,739,776	99.8%	\$ (1,612,557)	(1.4)%

(Continued)

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON
FISCAL 2019 AMENDED BUDGET vs FISCAL 2020 MAYOR'S RECOMMENDED

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			<u>Fiscal 2019</u>		<u>Fiscal 2020</u>		<u>Departmental</u>	
	<u>Amended</u>	<u>Mayor's</u>	<u>Increase</u>	<u>Amended Budget</u>	<u>% of</u>	<u>Mayor's Recommended</u>	<u>% of</u>	<u>Increase</u>	<u>% of</u>
<u>SPECIAL REVENUE FUNDS:</u>	<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>Change</u>
Michigan Transportation	26	26	-	19,066,080	23.5%	\$ 18,171,064	30.7%	\$ (895,016)	(4.7)%
Library	24	24	-	7,360,122	9.0%	5,318,358	9.0%	(2,041,764)	(27.7)%
Recreation	9	9	-	5,598,612	6.9%	5,651,691	9.6%	53,079	0.9%
Communications	5	9	4	2,840,429	3.5%	2,709,460	4.6%	(130,969)	(4.6)%
Sanitation	38	38	-	19,041,452	23.4%	9,489,876	16.1%	(9,551,576)	(50.2)%
Rental Ordinance	5	6	1	931,079	1.1%	933,498	1.6%	2,419	0.3%
Vice Crime Confiscation	-	-	-	60,000	0.1%	60,000	0.1%	-	0.0%
Drug Forfeiture	-	-	-	2,347,922	2.9%	850,000	1.4%	(1,497,922)	(63.8)%
Act 302 Police Training	-	-	-	41,587	0.1%	37,897	0.1%	(3,690)	(8.9)%
Downtown Development Authority	2	2	-	7,107,340	8.7%	8,465,553	14.3%	1,358,213	19.1%
2011 Local Street Road Repair	-	-	-	17,057,380	20.9%	7,435,462	12.6%	(9,621,918)	(56.4)%
TOTAL SPECIAL REVENUE FUNDS	109	114	5	81,452,003	100.1%	\$ 59,122,859	100.1%	\$ (22,329,144)	(27.4)%
GRAND TOTAL	696	710	14	198,804,336		\$ 174,862,635		\$ (23,941,701)	(12.0)%

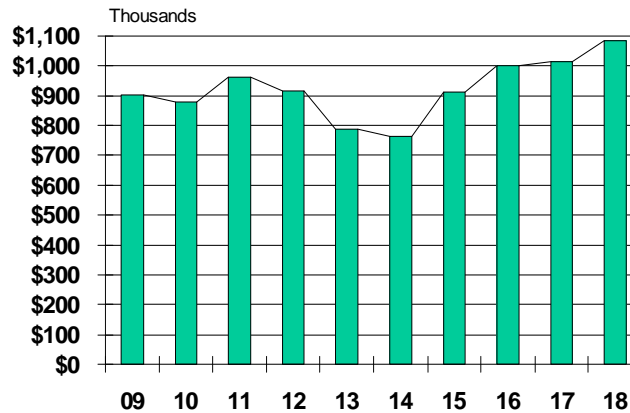
**GENERAL FUND
DEPARTMENTAL
EXPENDITURES**

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>COUNCIL</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>
Council Member	7	\$ 31,412	7	\$ 31,412	7	\$ 31,412		
Deputy Council Secretary	1	76,605	1	78,533	1	78,533		
Senior Administrative Secretary/Council	1	61,211	1	62,751	1	62,751		
Administrative Clerical Technician	2	56,425	2	57,844	2	57,844		
Temporary/Co-op		18,000		18,000		18,000		
Overtime	—	2,500	—	5,400	—	5,400		
Total Personnel	<u>11</u>		<u>11</u>		<u>11</u>			

(a) Wage rates are based on Local 227 and Local 412 Unit 59 contracts that expire 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT COUNCIL</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 219,884	\$ 110,846	\$ 219,884	\$ 219,884	Elected Officials	\$ 219,884	\$ 219,884	
183,390	91,138	186,459	247,670	Permanent Employees	255,812	255,812	
16,647	5,136	17,000	18,000	Temporary/Co-op	18,000	18,000	
599	-	1,250	2,500	Overtime	5,400	5,400	
				Employee Benefits:			
31,951	15,916	32,854	37,537	Social Security	38,475	38,475	
164,267	77,689	184,129	202,809	Employee Insurance	206,731	206,731	
152,607	59,065	118,712	119,936	Retiree Health Insurance	107,206	107,206	
-	-	2,631	2,631	Longevity	3,854	3,854	
173,780	86,297	172,297	178,418	Retirement Fund	176,507	176,507	
3,284	1,299	13,200	13,200	Office Supplies	9,600	9,600	
				Other Services and Charges:			
88	46	500	1,300	Postage	1,300	1,300	
135,521	57,208	425,000	443,704	Contractual Services	102,000	102,000	
-	-	-	1,200	Court Reporter	1,200	1,200	
512	254	750	1,100	Telephone	1,100	1,100	
353	93	450	450	Mileage	450	450	
287	250	3,000	3,000	Printing and Publishing	3,000	3,000	
<u>\$ 1,083,170</u>	<u>\$ 505,237</u>	<u>\$ 1,378,116</u>	<u>\$ 1,493,339</u>	Total Council	<u>\$ 1,150,519</u>	<u>\$ 1,150,519</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 37th District Court processed approximately 68,329 new cases during 2018. Revenues and expenditures operate through the general fund.

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

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

TRAFFIC

The District Court handles all traffic violations within the Cities of Warren and Center Line. Approximately 53,342 traffic tickets were processed by the Court in 2018. 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 1,963 felony and 1,583 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 633 small claims, 6,496 general civil matters, and 4,333 landlord tenant matters, five clerks staff the civil division.

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

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

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

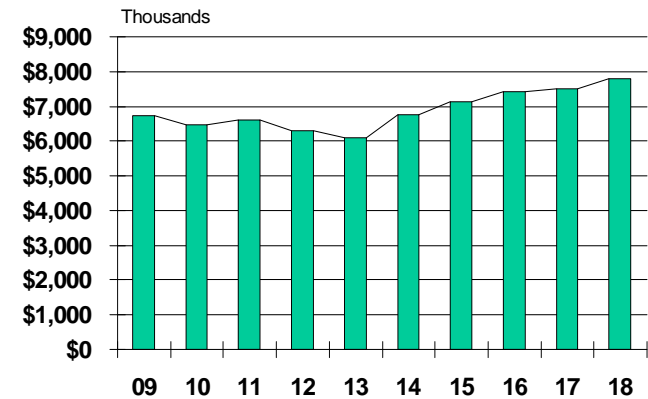
37TH DISTRICT COURT

Fiscal 2020 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 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Small claims	633	700	700	700
Landlord and tenant	4,333	5,000	5,000	5,000
Parking tickets	2,159	1,500	1,575	3,000
Traffic misdemeanor and civil	50,971	50,000	50,000	53,000
Non-traffic felony	1,918	2,400	2,400	2,400
Non-traffic misdemeanor and civil	1,583	1,900	1,900	1,900
Traffic OUIL/OWI	212	400	400	400
General civil	6,496	5,000	6,500	6,600
Probation – active cases	716	900	900	900
Pre-sentence investigations/alcohol evaluations	325	400	400	400

Expenditure History 37th District Court



GENERAL FUND PERSONNEL

<u>37TH DISTRICT COURT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Judge	4	\$ 45,724	4	\$ 45,724	4	\$ 45,724		
Court Administrator	1	116,357	1	119,284	1	119,284		
Chief Probation Officer	1	78,948	1	80,934	1	80,934		
Probation Officer II	1	73,513	1	75,362	1	75,362		
Probation Officer I	1	69,205	1	70,946	1	70,946		
Probation Officer - Drug Court	1	69,205	1	70,946	1	70,946		
Office Manager	1	68,897	1	70,630	1	70,630		
Court Recorder	4	68,897	4	70,630	4	70,630		
Drug Court Administrator	1	73,440	1	75,287	1	75,287		
Drug Court - Administrative Clerk	1	38,627	1	39,599	1	39,599		
Court Officer	5	63,977	5	65,587	5	65,587		
Court Clerk II	7	58,826	7	60,306	7	60,306		
Court Clerk I	8	55,650	8	57,050	8	57,050		
Court Typist	6	41,454	6	42,497	6	42,497		
Court File Clerk	6	38,627	6	39,599	6	39,599		
Admin Asst/ImageSoft Coord	1	63,695	1	65,298	1	65,298		
Account Specialist	1	55,007	1	56,391	1	56,391		
Temporary Employees		187,638		212,093		212,093		
Overtime	—	5,025	—	5,025	—	5,025		
Total Personnel	<u>50</u>		<u>50</u>		<u>50</u>			

(a) Wage rates are based on the Local 412 Unit 35 contract that expires 6/30/20 as well as the proposed rate increase offered to Local 227 Court Employees whose contract expired 06/30/19.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	GENERAL GOVERNMENT 37TH DISTRICT COURT	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 182,896	\$ 87,227	\$ 182,896	\$ 182,896	Elected Officials	\$ 182,896	\$ 182,896	
2,512,589	1,213,855	2,594,595	2,628,731	Permanent Employees	2,644,977	2,644,977	
178,686	70,731	150,000	150,000	Temporary Employees	212,093	212,093	
73,918	19,741	157,638	187,638	Temporary Employees-Drug Court	-	-	
813	642	5,025	5,025	Overtime	5,025	5,025	
				Employee Benefits:			
218,550	105,210	217,163	234,129	Social Security	225,666	225,666	
673,822	327,187	920,803	930,696	Employee Insurance	949,165	949,165	
1,384,858	531,477	1,064,675	1,065,358	Retiree Health Insurance	950,821	950,821	
84,559	50,405	89,167	89,167	Longevity	87,834	87,834	
961,089	477,404	952,509	955,923	Retirement Fund	957,970	957,970	
66,066	31,516	74,000	79,800	Office Supplies	95,700	79,800	
				Other Services and Charges:			
20,591	10,450	20,000	20,000	Postage	22,000	22,000	
11,490	5,726	12,000	12,000	Bank Service Charges	12,000	12,000	
58,084	29,266	60,000	60,000	Contractual Services	70,000	70,000	
234,735	150,830	275,000	275,000	Contractual Services - Data Processing	275,000	275,000	
41,009	19,628	50,000	50,000	Contractual Services - Judge/Magistrate	50,000	50,000	
5,718	3,505	8,400	15,000	Drug Court Expense	15,000	15,000	
67,861	42,662	42,662	141,801	Substance Abuse Grant Expense - 2018	-	-	
30,578	-	-	-	Substance Abuse Grant Expense - 2016	-	-	
44,446	-	-	18,275	Substance Abuse Grant Expense - 2017	-	-	
-	13,552	234,873	294,873	Substance Abuse Grant Expense - 2019	-	-	
111,892	27,592	27,592	39,453	Michigan Drug Court Grant Expense- 2018	-	-	
9,669	-	-	2,122	Michigan Drug Court Grant Expense - 2017	-	-	
-	58,459	147,600	157,600	Michigan Drug Court Grant Expense - 2019	-	-	
115	-	250	250	Transcripts	250	250	
425,685	162,613	450,000	475,000	Counsel for Indigent Defendants	540,000	450,000	
13,664	4,860	15,000	15,000	Witness and Jury Fees	15,000	15,000	
22,528	15,557	30,000	30,000	Telephone	30,000	30,000	
281	39	1,700	1,700	Mileage	1,700	1,700	
96,359	42,536	97,000	105,000	Public Utilities	105,000	105,000	
250,000	250,000	250,000	250,000	Building Rental	250,000	250,000	
11,679	4,895	12,000	12,000	Books	12,000	12,000	
8,752	5,399	8,550	8,550	Memberships and Dues	11,000	11,000	
				Capital Outlay:			
-	7,441	30,000	30,000	Equipment - Office	14,600	14,600	
\$ 7,802,982	\$ 3,770,405	\$ 8,181,098	\$ 8,522,987	Total 37th District Court	\$ 7,735,697	\$ 7,629,797	

MAYOR

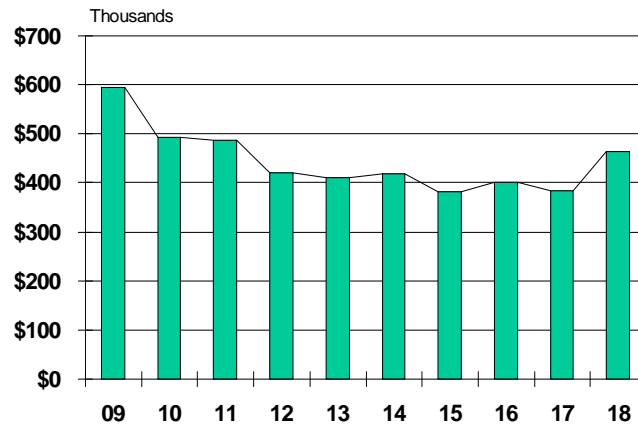
The Mayor, the City's chief elected official, is elected to a four-year term by Warren voters. He serves as liaison between Warren and other governmental agencies at all levels.

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		
Executive Administrator	1	88,627	1	90,857	1	90,857		
Executive Assistant to the Mayor	1	76,568	1	78,494	1	78,494		
Neighborhood Services Coordinator	1	55,210	1	56,599	1	56,599		
Administrative Technician-Mayor	1	43,616	1	44,713	1	44,713		
Clerical Technician	1	43,009	1	44,091	1	44,091		
Temporary/Co-op	—	35,000	—	35,000	—	35,000		
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>MAYOR</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 125,700	\$ 59,922	\$ 125,642	\$ 125,642	Elected Official	\$ 125,642	\$ 125,642	
158,270	69,041	155,989	299,826	Permanent Employees	307,823	307,823	
12,935	15,630	35,000	35,000	Temporary/Co-op	35,000	35,000	
				Employee Benefits:			
22,579	11,069	24,406	35,410	Social Security	36,025	36,025	
44,473	20,472	74,472	112,075	Employee Insurance	114,230	114,230	
51,800	19,937	40,204	43,081	Retiree Health Insurance	39,129	39,129	
2,345	1,531	2,392	2,392	Longevity	2,452	2,452	
28,746	13,169	28,402	42,786	Retirement Fund	43,591	43,591	
9,353	2,713	9,000	9,000	Office Supplies	10,000	10,000	
				Other Services and Charges:			
2,998	750	2,000	2,000	Postage	3,000	3,000	
4,366	4,185	5,500	5,500	Contractual Services	6,500	6,500	
<u>\$ 463,565</u>	<u>\$ 218,419</u>	<u>\$ 503,007</u>	<u>\$ 712,712</u>	Total Mayor	<u>\$ 723,392</u>	<u>\$ 723,392</u>	

CITY CLERK

The City Clerk is the Chief Elections Officer of the City, and 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. The City Clerk administers any oath required for municipal purposes by law or City Ordinance, and 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.

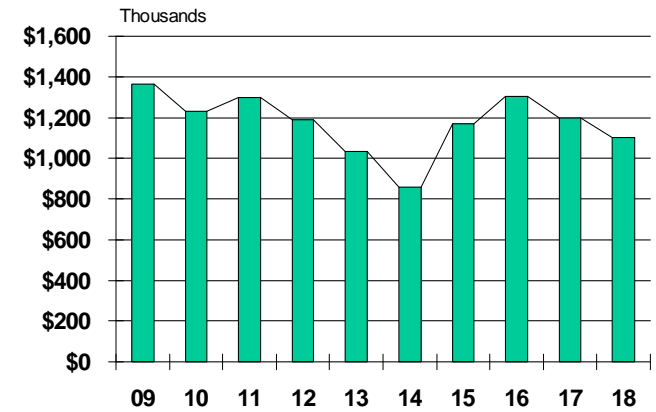
CITY CLERK

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Business licenses issued	568	900	1,100	1,100
Public hearings	38	60	60	60
Changes in voter registration	45,136	60,000	75,000	75,000
Dog licenses issued	5,621	7,500	7,500	7,500
Garage sale permits issued	749	2,500	2,500	2,500
Death certificates issued	1,497	3,000	3,000	3,000
Birth certificates issued	694	1,500	1,500	1,500
Lawsuits filed	11	50	50	50
Contracts signed, catalogued and filed	85	200	200	200
Internet requests processed	5,122	6,200	6,200	6,200

**Expenditure History
City Clerk**



GENERAL FUND PERSONNEL

<u>CLERK</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Clerk	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923		
Deputy City Clerk	1	88,453	1	90,678	1	90,678		
Senior Election Analyst	1	68,551	1	70,276	1	70,276		
Election Assistant Technician	1	58,301	1	59,768	1	59,768		
Administrative Clerical Tech	-	-	3 (c)	57,844	3 (c)	57,844		
Administrative Clerk	3	52,572	- (c)	-	- (c)	-		
Seasonal Employees		51,675		89,700		89,700		
Temporary Employees - Election Wages		234,700		479,600		234,700		
Overtime	---	50,870	---	52,335	---	52,335		
Total Personnel	<u>7</u>		<u>7</u>		<u>7</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

(c) Reclassification of (3) Administrative Clerks to (3) Administrative Clerical Technicians.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	GENERAL GOVERNMENT CLERK	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 92,923	\$ 44,317	\$ 92,923	\$ 92,923	Elected Official	\$ 92,923	\$ 92,923	
323,258	159,367	287,993	333,720	Permanent Employees	380,215	380,215	
8,503	18,340	51,675	51,675	Seasonal Employees	89,700	89,700	
8,145	17,839	50,870	50,870	Overtime	52,335	52,335	
				Employee Benefits:			
33,810	18,867	37,623	41,125	Social Security	48,126	48,126	
102,832	48,853	120,644	129,933	Employee Insurance	133,661	133,343	
150,655	58,355	98,584	117,134	Retiree Health Insurance	107,626	107,626	
7,285	828	8,454	8,454	Longevity	13,923	13,923	
114,789	57,835	114,623	118,759	Retirement Fund	122,761	122,761	
300	171	300	300	Uniforms	300	300	
13,122	4,729	15,000	15,000	Office Supplies	19,796	19,796	
				Other Services and Charges:			
77,072	173,662	211,000	234,700	Election Wages	479,600	234,700	
6,558	4,646	20,000	25,000	Postage	25,000	20,000	
63,165	14,376	120,000	150,000	Election Expense	402,962	150,000	
7,707	10,594	19,273	19,273	Contractual Services	18,488	18,488	
804	259	1,000	1,000	Auto Expense	1,000	1,000	
25,882	16,521	40,000	45,000	Printing and Publishing	45,000	45,000	
-	1,725	4,000	4,000	Building Maintenance	4,000	4,000	
				Capital Outlay:			
62,863	-	97,797	97,797	Capital Improvements	36,416	36,416	
<u>\$ 1,099,673</u>	<u>\$ 651,284</u>	<u>\$ 1,391,759</u>	<u>\$ 1,536,663</u>	Total Clerk	<u>\$ 2,073,832</u>	<u>\$ 1,570,652</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.

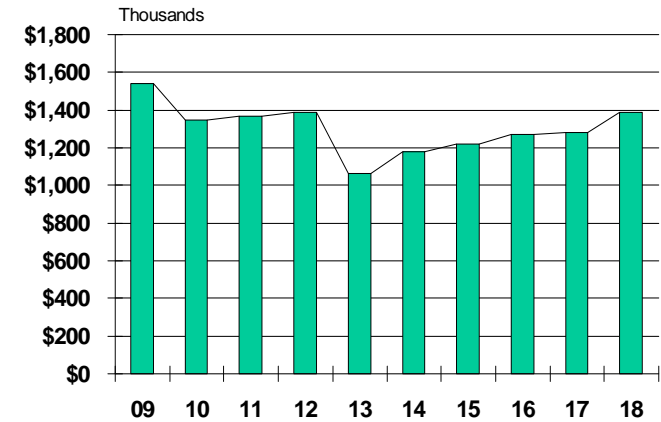
TREASURER

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Tax bills processed manually	74,663	79,000	75,000	75,000
Tax bills processed off CD-ROM	53,584	53,000	53,600	54,000
Date of delivery to County	April 1	April 1	April 1	April 1
Payroll checks/Advice's processed	27,585	28,200	27,600	28,000
List of Bills checks processed	14,001	12,000	14,100	14,000
Water bills processed manually	305,787	320,000	310,000	310,000
Water bills automatic payment	5,446	5,600	5,500	5,500
Status changes manually	762	750	750	750
Personal Property tax accounts	2,539	2,800	2,800	2,800
Easy Pay Tax Payments	7,677	7,000	7,700	7,700
Easy Pay Water Bill Payments	57,619	54,000	60,000	60,000

**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		
Deputy City Treasurer	1	88,453	1	90,678	1	90,678		
Tax Accountant III	1	86,168	1	88,336	1	88,336		
Investment Analyst	1	75,990	1	77,902	1	77,902		
Accountant I	1	65,701	1	67,354	1	67,354		
Tax Account Technician	2	58,993	2	60,477	2	60,477		
Tax Account Specialist	2	55,007	2	56,391	2	56,391		
Seasonal Employees		23,000		25,000		25,000		
Overtime	—	4,000	—	4,000	—	4,000		
Total Personnel	<u>9</u>		<u>9</u>		<u>9</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 and Warren Supervisors contracts that expire 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>TREASURER</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 92,923	\$ 44,317	\$ 92,923	\$ 92,923	Elected Official	\$ 92,923	\$ 92,923	
515,619	246,824	518,424	518,424	Permanent Employees	536,077	536,077	
20,188	10,686	23,000	23,000	Seasonal Employees	25,000	25,000	
46	-	4,000	4,000	Overtime	4,000	4,000	
				Employee Benefits:			
48,730	23,808	49,682	49,682	Social Security	51,654	51,654	
156,735	72,580	164,000	166,451	Employee Insurance	169,905	169,905	
250,314	96,250	192,779	192,779	Retiree Health Insurance	172,430	172,430	
15,905	7,900	16,955	16,955	Longevity	17,221	17,221	
193,456	94,732	191,425	191,425	Retirement Fund	189,998	189,998	
13,027	4,982	11,000	11,000	Office Supplies	11,000	11,000	
				Other Services and Charges:			
66,041	41,758	80,000	80,000	Postage	80,000	80,000	
1,093	22,907	22,907	21,000	Contractual Services	27,000	27,000	
13,396	8,143	17,000	17,000	Tax Statement Preparation	17,000	17,000	
176	15	200	200	Mileage	-	-	
				Capital Outlay:			
-	4,990	7,000	7,000	Office Equipment	6,000	6,000	
<u>\$ 1,387,649</u>	<u>\$ 679,892</u>	<u>\$ 1,391,295</u>	<u>\$ 1,391,839</u>	Total Treasurer	<u>\$ 1,400,208</u>	<u>\$ 1,400,208</u>	

CONTROLLER

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

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

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

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

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

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

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

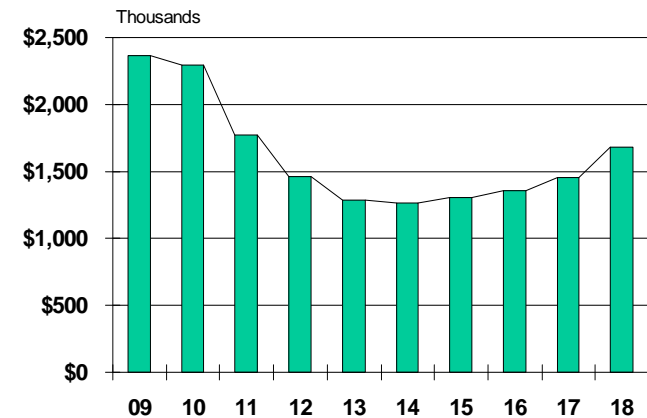
CONTROLLER

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Proposed & Final Budget Documents Printed	35	30	30	30
City Funds Budgeted & Monitored	31	31	31	31
Monthly Financial Reports Prepared	12	12	12	12
Budget Amendments Prepared	27	32	35	32
Travel Requests Processed	80	53	53	53
Labor Contracts Costed	7	-	-	-
G.F.O.A. Distinguished Budget Award	1	1	1	1
F-65 Report Submitted	1	1	1	1
G.F.O.A. Certificate of Achievement Award	1	1	1	1
List of Bills Prepared	24	24	24	24
1099's Issued by January 31	274	300	300	300
Purchase Orders Processed	5,217	4,900	5,604	5,500
Bids – Council items recommended	131	160	125	130
Informal Bid Correspondence	276	290	235	230
Use of Co-operative Bids	56	24	70	75
Requests for Proposals	15	14	15	15

**Expenditure History
Controller**



GENERAL FUND PERSONNEL

<u>CONTROLLER</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Controller	1	\$ 120,677	1	\$ 123,712	1	\$ 123,712		
Assistant Controller	1	98,861	1	101,348	1	101,348		
Budget Director	1	107,711	1	110,420	1	110,420		
Accounting Supervisor	1	95,069	1	97,460	1	97,460		
Accountant III	1	84,088	2 (c)	86,203	2 (c)	86,203		
Purchasing Agent	1	89,301	1	91,547	1	91,547		
Budget Cost Analyst	2	77,062	1 (c)	79,000	1 (c)	79,000		
Accountant I	1	65,701	1	67,354	1	67,354		
Account Technician	1	58,988	1	60,472	1	60,472		
Account Specialist	2	55,007	2	56,391	2	56,391		
Temporary/Co-op		25,000		50,000		25,000		
Overtime	—	15,000	—	15,000	—	15,000		
Total Personnel	<u>12</u>		<u>12</u>		<u>12</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 contracts that expire 6/30/20.

(c) Reclassification of (1) Budget Cost Analyst to Accountant III.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CONTROLLER</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 120,550	\$ 63,123	\$ 120,677	\$ 120,677	Appointed Official	\$ 123,896	\$ 123,896	
824,295	419,182	846,276	846,276	Permanent Employees	866,168	866,168	
-	-	5,000	25,000	Temporary/Co-op	50,000	25,000	
-	-	5,000	15,000	Overtime	15,000	15,000	
				Employee Benefits:			
74,126	38,458	77,019	79,314	Social Security	82,901	80,989	
169,952	85,056	228,372	228,414	Employee Insurance	228,277	228,245	
252,243	97,611	194,830	195,030	Retiree Health Insurance	177,571	177,571	
27,833	16,065	29,803	29,803	Longevity	28,597	28,597	
194,440	98,765	195,379	196,379	Retirement Fund	210,329	210,329	
11,783	2,953	14,500	16,000	Office Supplies	16,000	16,000	
				Other Services and Charges:			
375	144	1,000	1,000	Postage	1,000	1,000	
6,047	388	7,500	7,500	Contractual Services	16,000	16,000	
-	-	100	500	Mileage	-	-	
<u>\$ 1,681,644</u>	<u>\$ 821,745</u>	<u>\$ 1,725,456</u>	<u>\$ 1,760,893</u>	Total Controller	<u>\$ 1,815,739</u>	<u>\$ 1,788,795</u>	

INFORMATION SYSTEMS

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

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

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

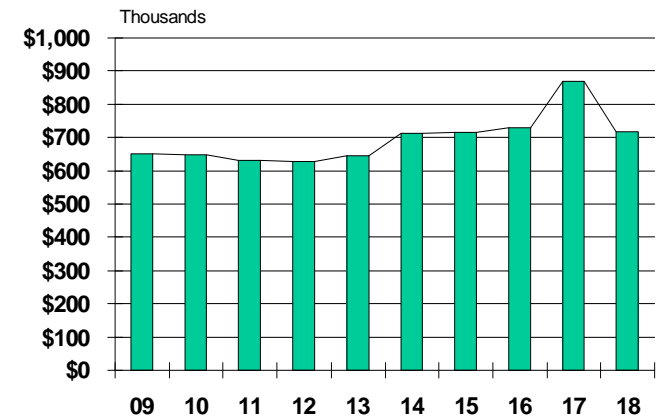
INFORMATION SYSTEMS

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
PCs supported	512	520	515	515
Help desk calls	3,625	3,650	3,650	3,670
New programs created	12	10	10	10
Existing program updates	52	58	58	58
Hardware platforms supported	20	18	22	22
Hours spent on PC support	4,670	4,675	4,700	4,700
Hours spent enhancing intranet web site	775	1,000	825	850

**Expenditure History
Information Systems**



GENERAL FUND PERSONNEL

<u>INFORMATION SYSTEMS</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Information Systems Manager	1	\$ 101,357	1	\$ 103,907	1	\$ 103,907		
Systems Analyst Supervisor	1	86,639	1	88,819	1	88,819		
Computer Network Analyst	1	70,712	1	72,491	1	72,491		
Website Developer/Computer Support Analyst	1	70,712	1	72,491	1	72,491		
Temporary/Co-op		7,500		10,000		7,500		
Overtime	—	6,459	—	5,263	—	5,263		
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 59 and Warren Supervisors contracts that expire 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>INFORMATION SYSTEMS</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 338,015	\$ 165,050	\$ 329,420	\$ 329,420	Permanent Employees	\$ 338,206	\$ 338,206	
-	960	7,500	7,500	Temporary Employee	10,000	7,500	
806	272	6,459	6,459	Overtime	5,263	5,263	
				Employee Benefits:			
26,661	13,577	27,158	27,158	Social Security	27,932	27,741	
76,655	34,087	77,973	77,973	Employee Insurance	78,291	78,288	
147,168	56,263	112,683	112,683	Retiree Health Insurance	100,351	100,351	
11,587	11,614	11,614	11,614	Longevity	11,650	11,650	
45,251	23,038	44,813	44,813	Retirement Fund	45,766	45,766	
4,209	1,573	6,100	6,100	Operating Supplies	6,100	6,100	
				Other Services and Charges:			
-	4,800	15,000	15,000	Software Services	15,000	15,000	
67,583	73,670	115,010	115,010	Contractual Services	103,870	103,870	
				Capital Outlay:			
-	-	12,000	12,000	Equipment - Computer	5,000	5,000	
<u>\$ 717,935</u>	<u>\$ 384,904</u>	<u>\$ 765,730</u>	<u>\$ 765,730</u>	Total Information Systems	<u>\$ 747,429</u>	<u>\$ 744,735</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 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 37th 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 37th District Court Building. Support staff is a necessary component to the efficient operation of both offices. One Court Administrative Secretary is assigned to the District Court Office and is responsible to maintain the day-to-day administrative functions of that office. One Administrative Assistant to the City Attorney and two Paralegal Administrative Clerks maintain the day-to-day functions of the City Hall Office.

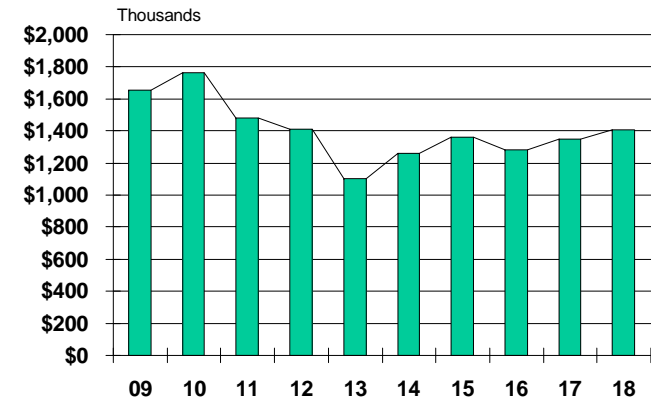
LEGAL

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Warrants – prosecuted	991	990	982	982
Civil Infractions – prosecuted	33,391	32,418	35,980	35,980
Misdemeanors – prosecuted	5,826	5,852	6,148	6,148
Pre-trials – prosecuted	6,569	7,456	5,426	5,426
Seven Day Letter complaints	53	76	48	48
Seven Day Letter responses	20	42	22	22
On-site police file resolutions	174	250	176	176
Warrants reviewed and refused	116	96	62	62
Discovery requests	263	232	244	244
Victim rights action	1,129	1,074	998	998
Subpoenas	183	101	62	62
Tax Tribunal appeals	12	10	15	15
Civil litigation	21	20	30	30
Administrative requests for legal services	232	266	226	226
Freedom of Information Act review & responses	1,786	1,070	1200	1200
Tax Reverted Sales: Individual lot sales	110	40	120	120
Reports for tickets	1,297	718	1,574	1,574
Contracts/agreements/leases	172	140	196	196
Ordinances – proposed	17	18	16	16
Nuisance review	16	10	10	10
Gun and tow	81	75	50	50
Ticket Files for authorization	2,741	2,364	2,360	2,360
Cash/surety bonds	28	76	32	32
Warrant issued for arrest letters	158	184	110	110

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	\$ 123,866	1	\$ 126,982	1	\$ 126,982		
Chief Assistant City Attorney	1	113,689	1	116,549	1	116,549		
Assistant City Attorney	4	111,782	4	114,594	4	114,594		
Legal Office Coordinator	-	-	1 (c)	78,495	1 (c)	78,495		
Administrative Assistant to City Attorney	1	74,576	- (c)	-	- (c)	-		
Court Administrative Secretary	1	60,706	1	62,233	1	62,233		
Paralegal Administrative Clerk	2	54,093	2	55,454	2	55,454		
<u>Permanent Part-time Employees:</u>								
Law Clerks		35,000		46,000		40,000		
Temporary/Co-op		9,000		18,000		18,000		
Overtime	—	7,500	—	7,500	—	7,500		
Total Personnel	<u>10</u>		<u>10</u>		<u>10</u>			

(a) Wage rates are based on Local 412 Unit 35 and Unit 59 contracts that expire 6/30/20.

(c) Reclassification of Administrative Assistant to City Attorney to Legal Office Coordinator.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	GENERAL GOVERNMENT LEGAL	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 121,493	\$ 59,075	\$ 123,866	\$ 123,866	Appointed Official	\$ 127,170	\$ 127,170	
346,222	161,871	343,361	470,143	Assistant Attorneys	474,219	474,219	
233,823	116,193	243,468	243,468	Clerical Staff	252,008	252,008	
				Part-time Employees -			
61,590	40,053	35,000	35,000	Law Clerks	46,000	40,000	
-	801	9,000	9,000	Temporary/Co-op	18,000	18,000	
2,484	3,728	7,500	7,500	Overtime	7,500	7,500	
				Employee Benefits:			
58,311	28,760	59,518	69,217	Social Security	72,232	71,773	
137,104	59,234	165,681	189,342	Employee Insurance	193,136	193,128	
202,951	78,415	157,568	160,104	Retiree Health Insurance	143,859	143,859	
11,261	1,082	15,763	15,763	Longevity	19,303	19,303	
198,507	96,393	196,567	209,245	Retirement Fund	207,642	207,642	
11,932	7,761	6,000	6,000	Office Supplies	8,000	8,000	
				Other Services and Charges:			
3,268	1,109	6,000	6,000	Contractual Services	6,000	6,000	
698	619	1,200	1,700	Postage	1,700	1,700	
1,122	202	4,000	4,000	Legal Fees	14,000	14,000	
323	97	1,200	1,200	Mileage	700	700	
17,613	7,388	19,000	19,000	Books, Dues, and Subscriptions	20,000	20,000	
				Capital Outlay:			
-	13,724	13,900	13,900	Equipment - Office	9,250	9,250	
<u>\$ 1,408,702</u>	<u>\$ 676,505</u>	<u>\$ 1,408,592</u>	<u>\$ 1,584,448</u>	Total Legal	<u>\$ 1,620,719</u>	<u>\$ 1,614,252</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 2018/2019, the Tax Rolls, including Special Assessments and Administration Fees, totaled more than \$91,730,000 in City operating revenues and more than \$226,950,000 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 62,909 parcels, consisting of approximately 57,309 real and 5,600 personal property parcels. These include Ad Valorem, Industrial Facility Tax (IFT), Tax Increment Financing Authority (TIFA), Downtown Development Authority (DDA), Brownfield Authority and Renaissance Zone properties. The Assessing Department property information database is available to the public via internet access, and is the information backbone supporting the databases of the City's Treasury, Planning, Building, Water, Rental, and Property Maintenance Departments. Without the Assessing Department's perpetual diligence in keeping this information current, the integrity of the data relied on by all of these other departments would be compromised.

Assessing personnel are statutorily required to be certified by the State Tax Commission at varying levels of expertise for each of the different duties required by law within the Department. All certified personnel must meet annual continuing education requirements, and must pay annual fees to maintain their certifications. Though the City is required by law to provide and to fund the Assessing Department, the State Tax Commission maintains all regulatory authority over the responsibilities and compliance of the Assessing Department's employees and their functions. The City currently funds two Michigan Master Assessing Officers (MMAO), four Michigan Advanced Assessing Officers (MAAO), five Michigan Certified Assessing Officers (MCAO), two Michigan Certified Assessing Technician (MCAT), and three temporary certified employees. Of the 12 permanent certified employees, 9 also hold the Michigan Certified Personal Property Examiner (MCPPE) designation. The MCPPE certification allows the City to perform personal property audits of businesses within the City. During the past year, our audits discovered \$4,218,000 in incorrectly reported personal property taxable value, which generated an additional \$117,500 in City operating tax revenues.

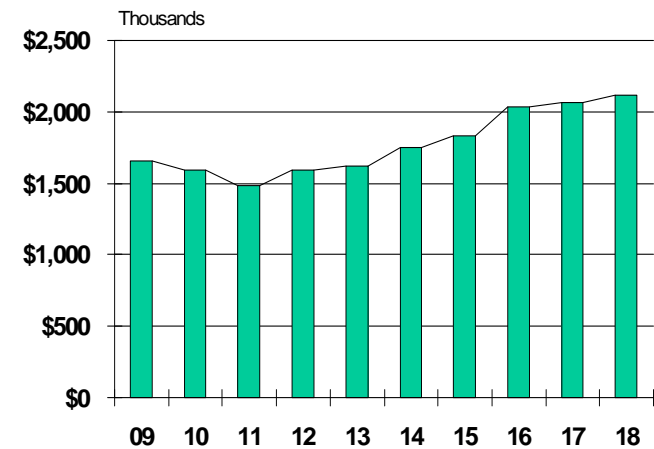
ASSESSING

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Preparation of assessment rolls (Real, Personal, Special Acts)	6	6	6	6
Preparation of Summer and Winter tax rolls	12	12	12	12
Brownfield, TIFA, & DDA captured reports	4	6	5	6
Personal property audits	106	100	100	100
Small Claim Michigan Tax Tribunal appeals pending	35	38	30	38
Full Tax Tribunal appeals pending	40	50	40	50
Board of Review appeals	689	900	750	900
State Tax Commission appeals	28	70	50	70
Mandated State and County reports	42	42	42	42
Processing of Principal Residence Exemption affidavits	2,175	5,000	3,000	3,000
Process deeds & transfer affidavits	3,675	8,500	4,000	4,500
Inspect, photograph, and verify sales of sold properties	6,326	7,500	7,500	8,000
Perpetual reappraisal of 20% of entire parcel count	13,953	5,000	15,000	16,000
Review I.F.T. & C.F.T. applications	5	5	5	5
Process property division/combinations	320	100	400	450
Prepare/review special assessment rolls	30	30	30	30
Review and determine property assessments	62,823	61,000	63,000	64,000
Process State and Local unit denials of principal residence exemption	71	175	100	100
Review, inspect, and sketch building permit activity	18,604	11,000	25,000	30,000
Prepare GIS Maps	14	20	15	20
Preparation of Settlement Tax Warrants	23	23	23	23

Expenditure History Assessing



GENERAL FUND PERSONNEL

<u>ASSESSING</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Assessor	1	\$ 113,699	1	\$ 116,559	1	\$ 116,559		
Deputy Assessor	1	91,369	1	93,667	1	93,667		
Assistant City Assessor - Level 4	1	89,988	1	92,252	1	92,252		
Principal Appraiser	1	80,555	1	82,582	1	82,582		
Senior Appraiser	3	73,828	3	75,685	3	75,685		
Personal Property Administrative Technician	1	76,569	1	78,495	1	78,495		
Assessing Auditor	1	76,558	1	78,484	1	78,484		
Appraiser	2	63,774	2	65,378	2	65,378		
Appraiser Aide	1	42,750	1	43,825	1	43,825		
Assessing Specialist	1	55,007	1	56,391	1	56,391		
Seasonal Employees		80,000		70,000		70,000		
Overtime	—	34,200	—	25,000	—	25,000		
Total Personnel	<u>13</u>		<u>13</u>		<u>13</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>ASSESSING</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 66,921	\$ -	\$ 47,375	\$ 113,699	Appointed Official	\$ 116,732	\$ 116,732	
798,136	404,986	824,785	842,885	Permanent Employees	870,499	870,499	
87,470	39,592	80,000	80,000	Seasonal Employees	70,000	70,000	
25,534	1,631	20,000	34,200	Overtime	25,000	25,000	
				Employee Benefits:			
76,252	34,817	76,090	83,635	Social Security	84,524	84,524	
176,438	92,444	258,718	276,738	Employee Insurance	268,643	268,643	
301,055	115,259	232,680	234,358	Retiree Health Insurance	209,892	209,892	
25,357	8,883	22,494	22,494	Longevity	22,692	22,692	
391,718	190,088	393,413	401,855	Retirement Fund	394,976	394,976	
8,195	5,064	12,000	14,000	Office Supplies	14,000	14,000	
				Other Services and Charges:			
3,257	400	7,500	7,500	Board of Review	7,000	7,000	
28,769	849	30,000	30,000	Postage	31,000	31,000	
				Contractual Services -			
29,110	21,047	31,000	31,000	Software Services	31,000	31,000	
9,314	1,178	15,000	15,000	Tax Roll Preparation	12,000	12,000	
-	135	225	225	Telephone	250	250	
1,180	497	3,000	3,000	Auto Expense	3,000	3,000	
83,523	28,437	100,000	100,000	Professional Services	100,000	100,000	
4,645	3,795	5,000	5,000	Memberships and Dues	5,000	5,000	
				Capital Outlay:			
-	-	7,009	7,009	Equipment - Motorola Radios	-	-	
<u>\$ 2,116,874</u>	<u>\$ 949,102</u>	<u>\$ 2,166,289</u>	<u>\$ 2,302,598</u>	Total Assessing	<u>\$ 2,266,208</u>	<u>\$ 2,266,208</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 738 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.

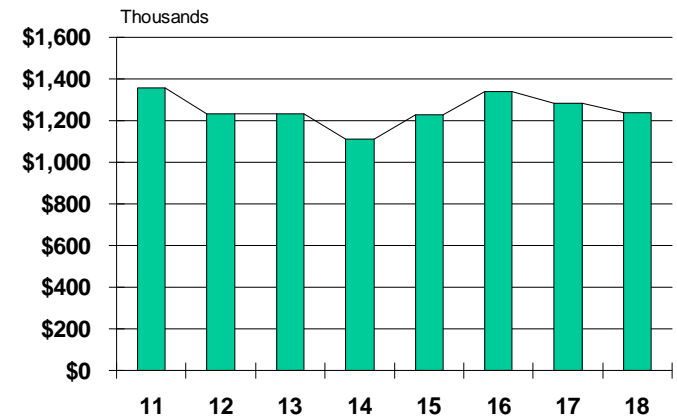
HUMAN RESOURCES

Fiscal 2020 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 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Promotional job postings	13	25	25	25
Open competitive job postings	42	18	12	45
Civil Service Commission meetings	25	25	25	25
Employees hired (FT and PT)	370	150	150	390
Applications processed	1,315	850	850	1,400
Random DOT alcohol tests	36	32	32	80
Random DOT drug tests	36	64	64	80
Workers' Comp. claims processed	139	150	150	125
Sick/Accident claims processed	39	40	40	35
Auto/glass claims processed	45	45	45	65
Gen. Liab./Property claims processed	19	60	60	30
Lawsuit files processed	23	50	50	40
Over the counter contacts	3,500	3,500	3,500	3,500
Written exams administered	5	18	18	10
Performance exams administered	50	50	50	50
MESC claims processed	40	40	40	40
W-2's issued by January 31	1,700	1,700	1,700	1,785
MESC Reports/Federal Tax deposits	8	8	8	8
Employee W-4 withholding changes	500	500	500	500
Labor contracts negotiated	8	8	8	8
Arbitration awards	1	86	86	43
AFSCME Local 1250 grievances	10	100	100	100
AFSCME Local 1917 grievances	15	20	20	34
WPOA grievances	20	20	20	20
WPPFU Local 1383 grievances	20	10	10	10
Compliance with labor employment laws	200 hrs.	200 hrs.	200 hrs.	200 hrs.
State and Federal court for claims	350 hrs.	350 hrs.	350 hrs.	350 hrs.
Administration of claims/meetings	150 hrs.	150 hrs.	150 hrs.	150 hrs.
Procurement of insurances	150 hrs.	150 hrs.	150 hrs.	150 hrs.
Compliance with federal health care reform	200 hrs.	900 hrs.	900 hrs.	900 hrs.
IRS 1094-C and 1095-C minimum essential value returns processed	1,400	5,500	5,500	5,500

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



GENERAL FUND PERSONNEL

<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	\$ 106,376	1	\$ 109,052	1	\$ 109,052		
Labor Relations Manager	1	96,617	1	99,047	1	99,047		
Diversity Coordinator	1	72,722	1	74,551	1	74,551		
Human Resource Analyst	1	74,919	1	76,804	1	76,804		
Benefits Administrator	1	65,877	1	67,534	1	67,534		
Senior Payroll Technician	1	72,764	1	74,594	1	74,594		
Administrative Clerk Technician - HR	3	56,425	3	57,845	3	57,845		
Office Assistant	-	-	-	-	1 (b)	38,802		
Temporary/Co-op		31,000		40,000		40,000		
Overtime	---	5,000	---	5,000	---	5,000		
Total Human Resources	<u>9</u>		<u>9</u>		<u>10</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

(b) New position.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>HUMAN RESOURCES</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 415,076	\$ 197,209	\$ 417,315	\$ 646,476	Permanent Employees	\$ 658,710	\$ 691,167	
51,095	25,405	48,073	31,000	Temporary/Co-op	40,000	40,000	
2,048	685	3,000	5,000	Overtime	5,000	5,000	
3,000	750	3,000	3,000	Fees and Per Diem	3,000	3,000	
				Employee Benefits:			
36,230	17,515	36,718	53,096	Social Security	54,558	57,041	
114,023	54,923	130,538	168,952	Employee Insurance	171,686	190,383	
199,261	76,388	152,912	157,886	Retiree Health Insurance	141,505	142,154	
10,416	5,522	11,602	11,602	Longevity	9,434	9,434	
173,597	85,257	170,224	195,093	Retirement Fund	187,517	190,763	
8,546	5,533	9,000	9,000	Office Supplies	9,000	9,000	
				Other Services and Charges:			
1,448	694	1,800	2,000	Postage	2,000	2,000	
66,191	20,477	80,000	85,000	Contractual Services	135,000	110,000	
21,096	3,263	22,000	22,000	Contractual Services - E.A.C.	22,000	22,000	
69,738	24,977	65,000	65,000	Medical Services	90,000	90,000	
-	-	100	100	Mileage	-	-	
20,276	4,856	25,000	25,000	Printing and Publishing	25,000	25,000	
44,509	600	60,000	80,000	Arbitration Expense	80,000	50,000	
-	-	1,500	1,500	Membership and Dues	1,500	1,500	
				Capital Outlay:			
-	-	18,900	18,900	Equipment - Office	18,900	-	
<u>\$ 1,236,550</u>	<u>\$ 524,054</u>	<u>\$ 1,256,682</u>	<u>\$ 1,580,605</u>	Total Human Resources	<u>\$ 1,654,810</u>	<u>\$ 1,638,442</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 2018, the Department took over 28,371 complaints from residents and inspectors of the City of Warren. Departmental staff currently includes an Administrator, one full-time office assistant, one temporary office assistant, six blight buster crew workers, and five part-time Code Enforcement officers.

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

Our five code enforcement officers also respond to all complaints regarding rubbish/debris, inoperative/unlicensed vehicles, unkempt pools, garbage containers, and all other general property maintenance blight concerns. They also partake in a six-month Clean Sweep Program where each inspector walks down every street in every section of the city checking for any blight issues. In the year 2018, the inspectors issued 2,977 warning notices during the sweep. The staff's time is divided between answering telephones, inputting complaints, and inspecting properties. Our inspectors are also the first to respond to issues regarding vacant homes and rodent control issues.

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

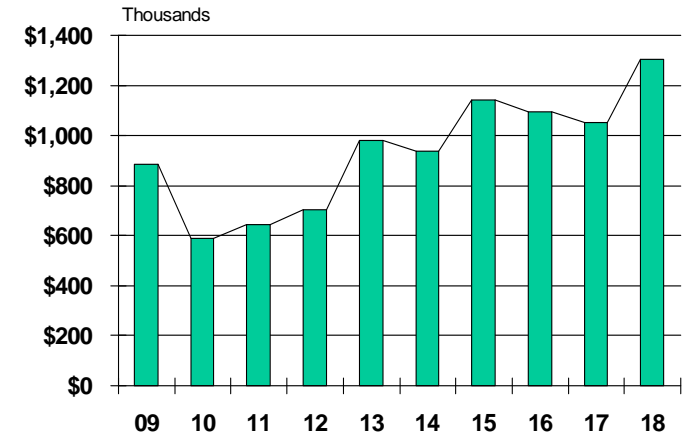
PROPERTY MAINTENANCE INSPECTION

Fiscal 2020 Performance Objectives

1. Continue to update the vacant, abandoned and foreclosed registration database.
2. Continue to make sure all staff members are up to date on current ordinances, laws and procedures.
3. Continue Warren’s national “City Livability Award” winning anti-blight program “Operation: Clean Sweep”.
4. Continue to monitor manufactured home communities for blight and property maintenance issues.
5. Continue our Winter Sweep program for occupied and vacant commercial properties.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Weed enforcement – complaints	4,783	8,000	6,500	6,500
Weed enforcement – vacant homes and lot work orders – grass cutting	2,977	4,000	4,500	4,500
Rodent complaints and investigations	422	575	575	575
Complaints entered into tracking system	28,371	29,000	29,500	29,500
Vacant and foreclosed property clean ups	1,323	1,500	1,500	1,500
Mobile home complaints and investigations	315	500	500	500

**Expenditure History
Property Maintenance**



GENERAL FUND PERSONNEL

<u>PROPERTY MAINTENANCE INSPECTION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Chief Code Enforcement Officer	-	\$ -	1 (c)	\$ 83,306	-	\$ -		
Rental Code Inspector	1	61,746	-	(c) -	1	63,299		
Code Enforcement Officer	2	61,746	2	63,299	2	63,299		
Administrative Clerk	-	-	1 (b)	53,894	1 (b)	53,894		
Office Assistant	1	37,850	1	38,802	1	38,802		
Temporary/Co-op		35,000		35,000		35,000		
Temporary Employees- Inspection	—	410,000	—	410,000	—	410,000		
Total Personnel	<u>4</u>		<u>5</u>		<u>5</u>			

(a) Wage rates are based on Local 227 and Warren Supervisors contracts that expire 6/30/20.

(b) New position.

(c) Reclassification of Rental Code Inspector to Chief Code Enforcement Officer.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

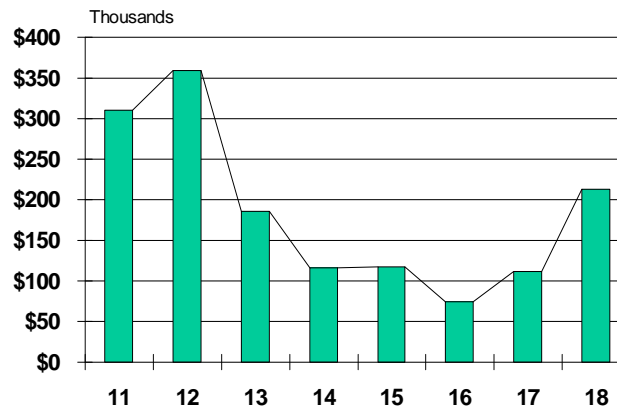
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>PROPERTY MAINTENANCE INSPECTION</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 21,478	\$ 50,096	\$ 156,889	\$ 156,889	Inspectors	\$ 188,395	\$ 166,877	
23,975	15,439	33,179	33,179	Permanent Employees	78,171	78,171	
299,398	18,752	35,000	35,000	Temporary/Co-op	35,000	35,000	
262,453	242,105	410,000	410,000	Temporary Employees- Inspection	410,000	410,000	
225	326	-	-	Overtime	-	-	
				Employee Benefits:			
46,406	24,986	48,582	48,582	Social Security	54,436	52,790	
60,735	35,677	134,217	134,217	Employee Insurance	156,239	155,831	
909	1,330	3,803	3,803	Retiree Health Insurance	5,330	4,900	
4,545	6,529	19,008	19,008	Retirement Fund	26,658	24,506	
17,476	5,798	25,200	25,200	Office Supplies	35,000	35,000	
				Other Services and Charges:			
2,657	1,426	5,000	5,000	Postage	5,000	5,000	
-	-	12,000	12,000	Auto Expense	12,000	12,000	
-	-	10,000	10,000	West Nile Virus Expense	10,000	10,000	
224,838	132,226	275,000	275,000	Weed Mowing Program	325,000	325,000	
304,136	214,032	420,000	420,000	Rodent Control Program	295,000	295,000	
4,089	1,931	6,475	6,475	Telephone and Radio	6,475	6,475	
5,790	1,968	10,000	10,000	Printing and Publishing	10,000	10,000	
				Capital Outlay:			
29,353	-	-	-	Vehicles	50,000	-	
-	-	30,540	30,540	Equipment	-	-	
<u>\$ 1,308,463</u>	<u>\$ 752,621</u>	<u>\$ 1,634,893</u>	<u>\$ 1,634,893</u>	Total Property Maintenance Inspection	<u>\$ 1,702,704</u>	<u>\$ 1,626,550</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	\$ 100,000	1	\$ 102,516	1	\$ 102,516		
Community Development Administrative Assistant	<u>1</u>	68,460	<u>1</u>	70,182	<u>1</u>	70,182		
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>			

(a) Wage rates are based on Local 412 Unit 35 and Local 227 contracts that expire 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

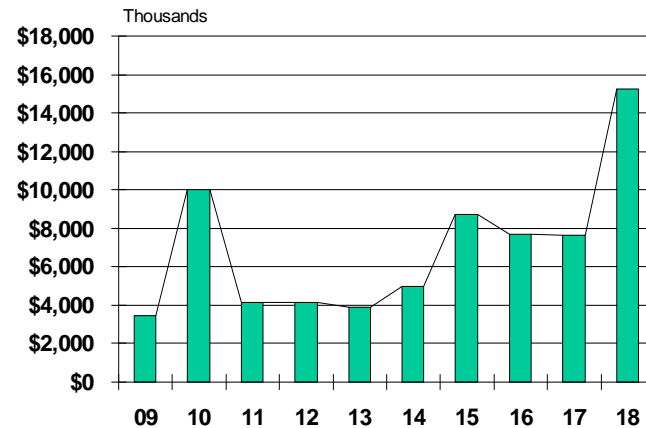
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>COMMUNITY & ECONOMIC DEVELOPMENT</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 148,357	\$ 73,171	\$ 150,532	\$ 150,532	Personnel Services:			
				Permanent Employees	\$ 172,954	\$ 172,954	
				Employee Benefits:			
11,438	5,790	11,620	11,620	Social Security	13,338	13,338	
26,900	13,565	36,291	36,291	Employee Insurance	37,267	37,267	
3,068	1,533	3,038	3,038	Retiree Health Insurance	3,487	3,487	
1,312	-	1,369	1,369	Longevity	1,404	1,404	
15,267	7,737	15,190	15,190	Retirement Fund	17,436	17,436	
39	-	300	500	Office Supplies	500	500	
				Other Services and Charges:			
-	-	1,000	2,500	Postage	2,500	2,500	
193	-	3,000	5,000	Contractual Services	5,000	5,000	
1,685	185	1,000	1,000	Mileage	1,000	1,000	
55	-	3,000	5,000	Printing and Publishing	5,000	5,000	
-	-	2,000	2,000	Membership & Dues	2,000	2,000	
4,461	1,718	8,000	8,000	Promotions	8,000	8,000	
<u>\$ 212,775</u>	<u>\$ 103,699</u>	<u>\$ 236,340</u>	<u>\$ 242,040</u>	Total Community & Economic Development	<u>\$ 269,886</u>	<u>\$ 269,886</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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>ADMINISTRATION UNALLOCATED EXPENSE</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Other Services and Charges:			
\$ 82,990	\$ 43,000	\$ 73,000	\$ 73,000	Independent Audit	\$ 75,800	\$ 75,800	
57,850	-	-	-	Software Services	-	-	
61,613	32,304	60,000	70,000	Telephone and Radio	80,000	80,000	
18,340	11,403	25,000	50,000	Conferences and Workshops	40,000	40,000	
36,947	42,300	45,000	55,000	Education Allowance	55,000	55,000	
10,495	23,457	25,000	7,500	Community Promotion	30,000	30,000	
2,438,002	2,190,635	3,200,000	3,200,000	Insurance and Bonds	3,300,000	3,300,000	
-	-	6,700	6,700	8 mile Vision/Action Plan	6,700	6,700	
170,315	122,574	135,000	135,000	Professional Services	180,000	180,000	
-	-	5,000	5,000	Cable Commission Operating Expense	5,000	5,000	
4,500,000	-	-	-	VEBA Contribution	-	-	
6,582,110	-	-	-	Pension Contribution	-	-	
250,000	250,000	250,000	250,000	Grievance Settlements	250,000	250,000	
200,967	108,263	250,000	290,000	Public Utilities - Civic Center	290,000	290,000	
9,573	4,207	12,000	13,000	Public Utilities - Court Building	13,000	13,000	
-	-	13,000	13,000	U.S. Conference of Mayors Membership	13,000	13,000	
18,311	16,675	16,675	15,148	Unemployment Costs	11,506	11,506	
-	-	5,000	5,000	401(a) Board Operating Expense	55,000	55,000	
3	-	500	500	Disability Commission Operating Expense	-	-	
-	550,485	525,000	525,000	Purchase of Land	-	-	
820,763	544,885	850,000	850,000	Tax Reverted Property Acquisition/Expense	850,000	850,000	
<u>\$ 15,258,279</u>	<u>\$ 3,940,188</u>	<u>\$ 5,496,875</u>	<u>\$ 5,563,848</u>	Total Administration Unallocated Expense	<u>\$ 5,255,006</u>	<u>\$ 5,255,006</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.

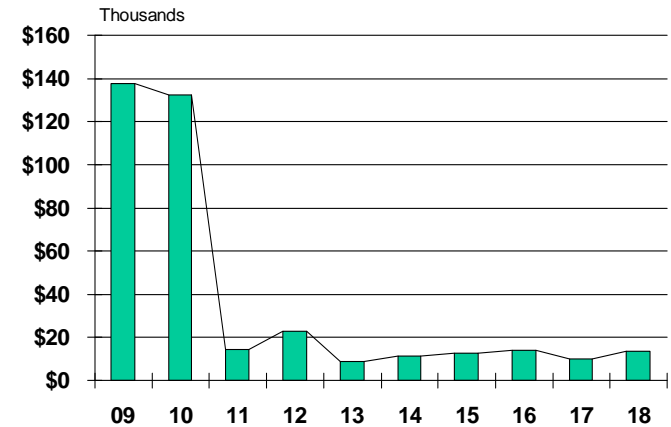
POLICE & FIRE CIVIL SERVICE COMMISSION

Fiscal 2020 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 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Employee promotional exams posted	2	2	2	2
Applications processed	20	30	30	30
Written exams conducted	20	30	30	30
Regular meetings held	10	12	12	12
Special meetings held	2	2	2	2
Certify police promotional list	2	2	2	2

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



GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>POLICE & FIRE CIVIL SERVICE</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 1,500	\$ 300	\$ 2,000	\$ 2,000	Fees and Per Diem	\$ 2,000	\$ 2,000	
				Supplies:			
229	-	500	500	Office Supplies	500	500	
11,670	872	15,000	15,000	Exams & Operating Supplies	15,000	15,000	
				Other Services and Charges:			
<u>12</u>	<u>33</u>	<u>200</u>	<u>200</u>	Contractual Service/Postage	<u>200</u>	<u>200</u>	
<u>\$ 13,411</u>	<u>\$ 1,205</u>	<u>\$ 17,700</u>	<u>\$ 17,700</u>	Total Police & Fire Civil Service	<u>\$ 17,700</u>	<u>\$ 17,700</u>	

ZONING BOARD OF APPEALS

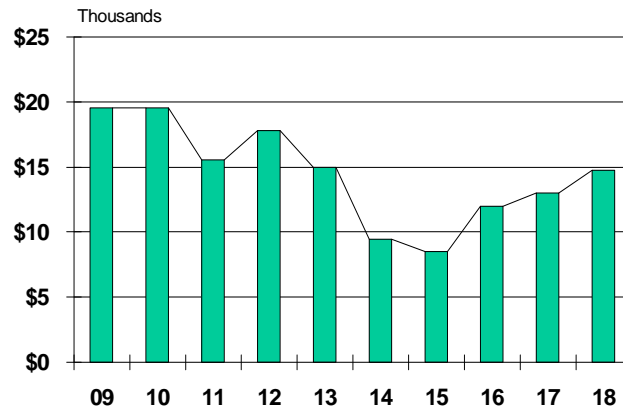
The Zoning Board of Appeals is a nine-member quasi-judicial body authorized by the Michigan Zoning Enabling Act, MCL 125.3601 et seq., and the Warren Zoning Ordinance to:

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

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

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

Expenditure History Zoning Board of Appeals



GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>ZONING BOARD OF APPEALS</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 9,000	\$ 3,850	\$ 10,800	\$ 10,800	Meeting Allowance	\$ 10,800	\$ 10,800	
702	390	1,365	1,365	Office Supplies	1,365	1,365	
				Other Services and Charges:			
5,037	2,356	6,000	6,000	Postage	6,000	6,000	
-	-	3,000	3,000	Outside Court Reporter	3,000	3,000	
-	-	840	840	Printing and Publishing	840	840	
\$ 14,739	\$ 6,596	\$ 22,005	\$ 22,005	Total Zoning Board of Appeals	\$ 22,005	\$ 22,005	

BEAUTIFICATION COMMISSION

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

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

**Expenditure History
Beautification Commission**



GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

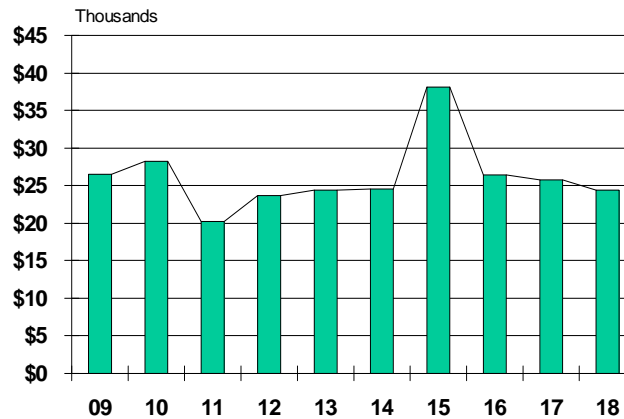
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	GENERAL GOVERNMENT BEAUTIFICATION COMMISSION	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 10,440	\$ 3,555	\$ 9,000	\$ 9,000	Personnel Services:			
				Part-time Employee	\$ 9,000	\$ 9,000	
				Employee Benefits:			
799	272	689	689	Social Security	689	689	
19	5	12	12	Employee Insurance	12	12	
488	-	500	500	Office Supplies	500	500	
				Other Services and Charges:			
4,050	2,160	6,000	6,000	Contractual Services	6,000	6,000	
1,167	115	1,700	1,700	Postage	1,700	1,700	
73	36	250	250	Telephone Expense	250	250	
537	81	800	800	Mileage	800	800	
940	208	700	700	Public Utilities	1,000	1,000	
770	-	1,000	1,000	City Flower Plantings	1,000	1,000	
314	-	1,200	1,200	School Program	1,200	1,200	
5,952	2,237	9,000	9,000	Awards Committee	9,000	9,000	
1,070	-	2,000	2,000	Clean-up Campaign	2,000	2,000	
409	-	1,000	1,000	Installation & Informational Dinner Meetings	1,000	1,000	
6,936	2,015	15,000	15,000	Decorations	15,000	15,000	
<u>\$ 33,964</u>	<u>\$ 10,684</u>	<u>\$ 48,851</u>	<u>\$ 48,851</u>	Total Beautification Commission	<u>\$ 49,151</u>	<u>\$ 49,151</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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CULTURAL COMMISSION</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ -	\$ -	\$ 100	\$ 100	Office Supplies	\$ 100	\$ 100	
				Other Services and Charges:			
1,700	6,350	6,350	6,350	Contractual Services	6,350	6,350	
500	500	500	500	Concert Band	500	500	
500	500	500	500	Warren Tri-County Fine Arts	500	500	
500	500	500	500	Warren Civic Theatre	500	500	
500	500	500	500	Warren Community Chorus	500	500	
500	500	500	500	Warren Symphony Orchestra	500	500	
16,220	14,670	13,000	13,000	Summer Program	15,000	15,500	
1,050	-	1,650	1,650	Winter Program	1,650	1,650	
3,000	3,000	3,000	3,000	Artist in Residence Program	3,000	3,000	
<u>\$ 24,470</u>	<u>\$ 26,520</u>	<u>\$ 26,600</u>	<u>\$ 26,600</u>	Total Cultural Commission	<u>\$ 28,600</u>	<u>\$ 29,100</u>	

CRIME COMMISSION

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

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

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

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

Expenditure History Crime Commission



GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CRIME COMMISSION</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 973	\$ 294	\$ 1,000	\$ 1,000	Office Supplies	\$ 1,000	\$ 1,000	
				Other Services and Charges:			
1,740	483	1,800	1,800	Contractual Services	1,800	1,800	
7,779	2,951	8,000	8,000	Community Promotion & Public Relations	9,000	9,000	
<u>1,617</u>	<u>262</u>	<u>2,000</u>	<u>2,000</u>	Public Utilities	<u>2,000</u>	<u>2,000</u>	
<u>\$ 12,109</u>	<u>\$ 3,990</u>	<u>\$ 12,800</u>	<u>\$ 12,800</u>	Total Crime Commission	<u>\$ 13,800</u>	<u>\$ 13,800</u>	

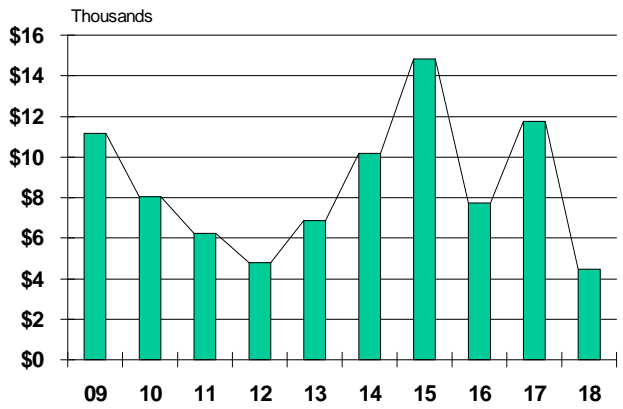
HISTORICAL COMMISSION

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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>HISTORICAL COMMISSION</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 132	\$ 564	\$ 2,300	\$ 2,300	Office Supplies	\$ 1,720	\$ 1,720	
				Other Services and Charges:			
73	36	300	300	Telephone Expense	300	300	
481	244	1,200	1,200	Community Promotion & Public Relations	1,200	1,200	
320	213	488	488	Membership & Dues	488	488	
23	-	1,500	1,500	Historical Site Plaques	1,600	1,600	
2,018	3,251	7,380	7,380	Museum Expense	9,030	12,030	
<u>1,422</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	Hall of Fame	<u>1,600</u>	<u>1,600</u>	
<u>\$ 4,469</u>	<u>\$ 4,308</u>	<u>\$ 14,668</u>	<u>\$ 14,668</u>	Total Historical Commission	<u>\$ 15,938</u>	<u>\$ 18,938</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, 2017, there were 503 retirees and beneficiaries receiving benefits from the fund. In addition, 21 members have deferred their retirement benefits. All of the 76 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, 2019 is \$8,384,920. For comparison to prior years the Unfunded Actuarial Present Value of Credited Projected Benefits for the year ended December 31, 2017 was \$57,573,000. The system is audited annually by an independent certified public accountant and is evaluated each year by an actuarial firm.

The City of Warren Employees' Retirement System is governed by a board of five trustees; the Mayor or an alternate, a Council Member, a citizen appointed by the Mayor, and two elected members of the retirement system. Elected trustees serve three-year terms. The trustees' actions are governed under ordinances and resolutions adopted by Council, the City Retirement Board's adopted rules of procedure, and State of Michigan Public Act 55. The System has contractual agreements with six money managers to invest approximately \$136 million in assets.

EMPLOYEE RETIREMENT COMMISSION

Fiscal 2020 Performance Objectives

1. To improve communication between Board of Trustees, Retirees, Employees and City Administration.
2. To promote awareness and use of Retirement system's Webpage for better communication and education of members.
3. To promote education for staff and trustees regarding pension law and changing legislation.
4. To improve the databases of healthcare eligibility for retirees.
5. To encourage participation in suppression of monthly mailer to retirees for pension checks.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Agendas prepared	22	18	21	21
Formal pension calculations prepared	25	25	30	35
Annual employee pension ledgers prepared	120	110	110	110
Pension checks distributed	6400	6400	6400	6400
1099R's mailed	538	540	545	545
Retirement actuarial statements 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

GENERAL FUND PERSONNEL

<u>CITY 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>
Administrator II			1 (c)	\$ 81,933	1 (c)	\$ 81,933		
City Retirement Administrator	1	72,972	- (c)	-	- (c)	-		
Senior Account Technician			1 (c)	65,004	1 (c)	65,004		
Account Technician	1	58,988	- (c)	-	- (c)	-		
Part-time Employee	—	10,000	—	10,000	—	10,000		
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>			

(a) Wage rates are based on Local 227 and Local 412 Unit 59 contracts that expire 6/30/20.

(c) Reclassification of City Retirement Administrator to Administrator II and Account Technician to Senior Account Technician.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	GENERAL GOVERNMENT CITY RETIREMENT	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 125,581	\$ 62,935	\$ 131,960	\$ 131,960	Permanent Employees	\$ 147,154	\$ 147,154	
7,190	2,609	10,000	10,000	Part-time Employee	10,000	10,000	
4,384	936	-	-	Overtime	-	-	
				Employee Benefits:			
10,620	5,257	11,343	11,343	Social Security	12,533	12,533	
41,483	18,850	37,955	37,955	Employee Insurance	38,592	38,592	
98,678	37,821	75,592	75,592	Retiree Health Insurance	67,551	67,551	
4,817	2,919	6,319	6,319	Longevity	6,677	6,677	
1,150	1,150	2,150	2,150	Education Allowance	2,150	2,150	
13,593	6,794	13,828	13,828	Retirement Fund	15,383	15,383	
				Retiree Benefits:			
6,667,402	3,471,821	9,000,000	9,000,000	Retiree Insurance	8,000,000	8,000,000	
798,068	445,560	750,000	750,000	Medicare Reimbursement	900,000	900,000	
24	-	2,500	2,500	Office Supplies	2,500	2,500	
				Other Services and Charges:			
-	-	10,000	10,000	Legal Services	12,000	12,000	
-	-	1,000	1,000	Fees & Per Diem	1,000	1,000	
3,091	1,251	6,000	6,000	Postage	6,000	6,000	
-	-	677,909	677,909	Contractual Services	619,110	619,110	
-	-	1,000	1,000	Service Contracts	1,000	1,000	
-	-	3,000	3,000	Disability Physicals	3,000	3,000	
-	-	350	350	Membership & Dues	350	350	
-	-	36,520	36,520	Bank Custodial Fees	37,180	37,180	
-	-	7,000	7,000	Travel and Conferences	7,000	7,000	
-	-	12,000	12,000	Insurance and Bonds	13,000	13,000	
-	-	2,000	2,000	Printing & Publishing	2,000	2,000	
774	386	1,000	1,000	Telephone	1,000	1,000	
<u>\$ 7,776,855</u>	<u>\$ 4,058,289</u>	<u>\$ 10,799,426</u>	<u>\$ 10,799,426</u>	Total City Retirement	<u>\$ 9,905,180</u>	<u>\$ 9,905,180</u>	
(188,387)	(85,200)	(933,767)	(933,767)	Charges Reimbursable via Public Act 55	(885,164)	(885,164)	
<u>(7,588,468)</u>	<u>(3,973,089)</u>	<u>(9,865,659)</u>	<u>(9,865,659)</u>	Charges Reimbursable via VEBA Trust	<u>(9,020,016)</u>	<u>(9,020,016)</u>	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Net City Retirement	<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, 2017, were \$300,598,677. 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, 2018 is \$11,236,726, which will change annually after an annual actuarial valuation is completed and a report is issued. As of December 31, 2016 the retirement system is now 73.1% funded, which means that accrued liabilities exceeded actuarial accrued assets by 26.9%.

There are currently 569 retirees or beneficiaries receiving benefits from the fund and 320 active members of the system who pay three and five percent of gross wages into the system. Retirement benefits vest after 10 years of service.

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

In 2004, an ordinance was passed creating the Warren Police and Fire Health Benefits Plan. The board members are comprised of a police representative, fire representative, City Treasurer and two mayoral appointees. The primary objective is to receive contributions from the City and to fund for current employee's future health expenditures and pay current retirees health expenditures and Medicare reimbursements. Plan assets as of December 31, 2017, were \$44,968,815.

POLICE AND FIRE RETIREMENT COMMISSION

Fiscal 2020 Performance Objectives

1. To encourage more enrollments in the direct deposit program.
2. To continue software development for accounting system.
3. To continue software training for staff.
4. To continue education of active members regarding plan benefits.
5. To begin work on database of separating Police and Firefighters with different benefit tiers.
6. To begin work actuarial study for Health Benefits Plan.
7. To encourage use of online capabilities relative to forms.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Pension calculations prepared	12	20	20	20
Actual pension calculations prepared	15	20	20	20
Agendas prepared	23	18	18	18
Active employee ledgers distributed	335	330	330	330
Pension checks distributed	275	474	474	474
Annuity withdrawals completed	14	20	20	20
Safe-Harbor method calculations	14	20	20	20
Retiree incentive bonuses paid	3	5	5	5
1099R's and W4-P's mailed	642	580	580	580
Buy-Back computations	9	10	10	10
Direct deposit enrollments	14	15	15	15
Monitoring monthly direct deposits	7117	7125	7125	7130
Direct deposits initiated	7117	7125	7125	7130
Pension verifications	-	1	1	-
Retirement System actuarial valuation prepared	1	1	1	1
Retirement System financial statements prepared	1	1	1	1
VEBA Trust actuarial valuation prepared	1	1	1	1
VEBA Trust financial statements prepared	1	1	1	1

GENERAL FUND PERSONNEL

<u>POLICE & FIRE 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 Administrator	1	\$ 84,088	1	\$ 86,203	1	\$ 86,203		
Account Technician	1	58,988	1	60,472	1	60,472		
Part-time Employee		20,000		20,000		20,000		
Overtime	—	6,185	—	6,185	—	6,185		
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>			

(a) Wage rates are based on Local 227 and Local 412 Unit 59 contracts that expire 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

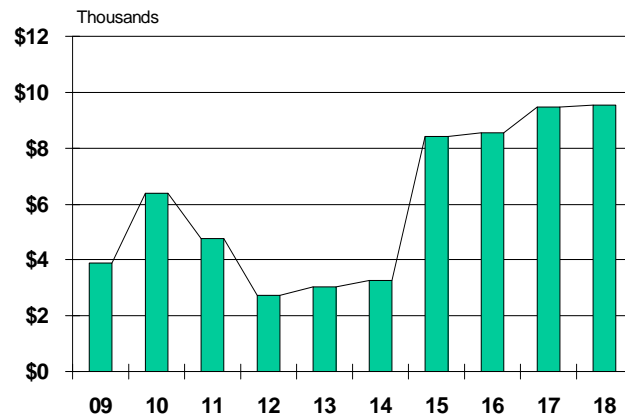
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	GENERAL GOVERNMENT POLICE & FIRE RETIREMENT	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 125,581	\$ 67,936	\$ 142,467	\$ 142,467	Permanent Employees	\$ 142,677	\$ 142,677	
7,190	5,862	20,000	20,000	Part-time Employee	20,000	20,000	
4,384	1,337	6,185	6,185	Overtime	6,185	6,185	
				Employee Benefits:			
10,620	5,918	13,422	13,422	Social Security	13,438	13,438	
41,483	18,944	38,754	38,754	Employee Insurance	38,608	38,608	
98,678	37,038	74,074	74,074	Retiree Health Insurance	65,844	65,844	
4,817	3,400	6,800	6,800	Longevity	6,800	6,800	
1,150	1,200	1,200	1,200	Education Allowance	1,200	1,200	
13,593	44,007	88,893	88,893	Retirement Fund	87,357	87,357	
				Retiree Benefits:			
6,667,402	4,255,934	10,000,000	10,000,000	Retiree Insurance	10,000,000	10,000,000	
798,067	313,126	610,000	610,000	Medicare Reimbursement	655,000	655,000	
24	100	5,220	5,220	Office Supplies	5,220	5,220	
				Other Services and Charges:			
3,091	441	5,000	5,000	Postage	5,000	5,000	
-	-	24,000	24,000	Audit Fees	24,000	24,000	
-	-	1,800,000	1,800,000	Contractual Services	1,800,000	1,800,000	
-	-	530	530	Service Contracts	530	530	
-	-	3,500	3,500	Disability Physicals	3,500	3,500	
-	-	8,000	8,000	Travel and Conferences	8,000	8,000	
-	-	20,000	20,000	Insurance and Bonds	20,000	20,000	
-	-	3,400	3,400	Printing & Publishing	3,400	3,400	
774	290	1,000	1,000	Telephone	1,000	1,000	
\$ 7,776,854	\$ 4,755,533	\$ 12,872,445	\$ 12,872,445	Total Police & Fire Retirement	\$ 12,907,759	\$ 12,907,759	
(188,386)	(186,473)	(2,262,445)	(2,262,445)	Charges Reimbursable via Public Act 55	(2,252,759)	(2,252,759)	
(7,588,468)	(4,569,060)	(10,610,000)	(10,610,000)	Charges Reimbursable via VEBA Trust	(10,655,000)	(10,655,000)	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Net Police & Fire Retirement	<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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>VILLAGE HISTORICAL COMMISSION</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 316	\$ -	\$ 250	\$ 250	Office Supplies	\$ 250	\$ 250	
				Other Services and Charges:			
7,393	2,482	8,500	8,500	Contractual Services	10,000	10,000	
55	137	2,000	2,000	Community Promotion & Public Relations	2,000	2,000	
1,767	316	3,300	3,300	Public Utilities	3,300	3,300	
-	-	1,400	1,400	Historical Site Plaque	1,400	1,400	
-	-	400	400	Old Village Hall Improvements	400	400	
<u>\$ 9,531</u>	<u>\$ 2,935</u>	<u>\$ 15,850</u>	<u>\$ 15,850</u>	Total Village Historical Commission	<u>\$ 17,350</u>	<u>\$ 17,350</u>	

SENIOR HEALTH CARE SERVICES

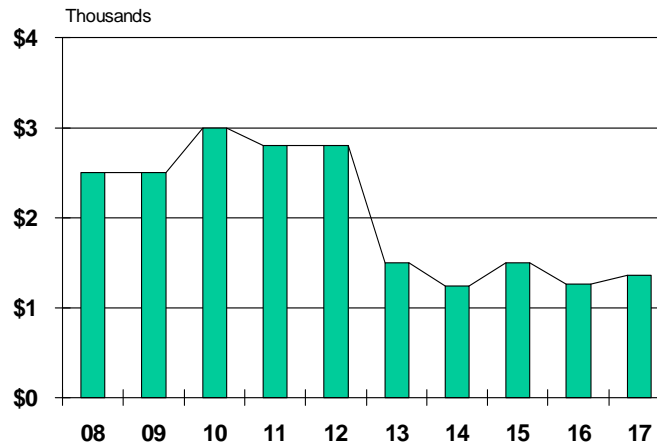
The Warren City Commission for Senior Health Care Services was created by city ordinance effective December 28, 1987.

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

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

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

Expenditure History Senior Health Care Services



GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

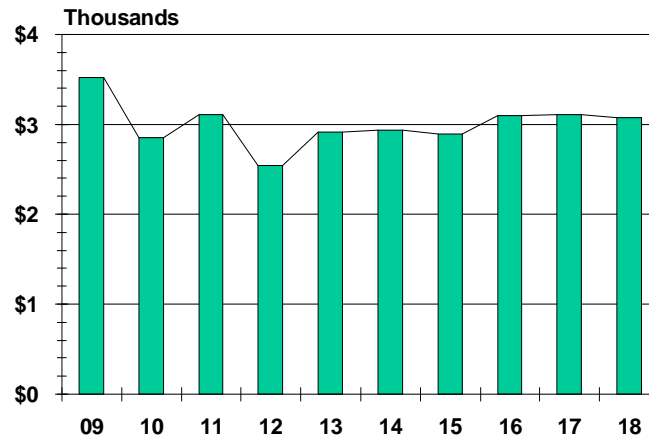
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>CITY COMMISSION ON SENIOR HEALTH CARE SERVICES</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 1,499	\$ 1,424	\$ 1,500	\$ 1,500	Other Services and Charges:			
				Community Promotion & Public Relations	\$ 1,500	\$ 1,500	
<u>\$ 1,499</u>	<u>\$ 1,424</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	Total Senior Health Care Svcs Commission	<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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>COUNCIL OF COMMISSIONS</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ -	\$ -	\$ 100	\$ 100	Office Supplies	\$ 100	\$ 100	
<u>3,070</u>	<u>-</u>	<u>3,400</u>	<u>3,400</u>	Other Services and Charges: Appreciation Reception	<u>3,400</u>	<u>3,400</u>	
<u>\$ 3,070</u>	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	Total Council of Commissions	<u>\$ 3,500</u>	<u>\$ 3,500</u>	

ANIMAL WELFARE COMMISSION

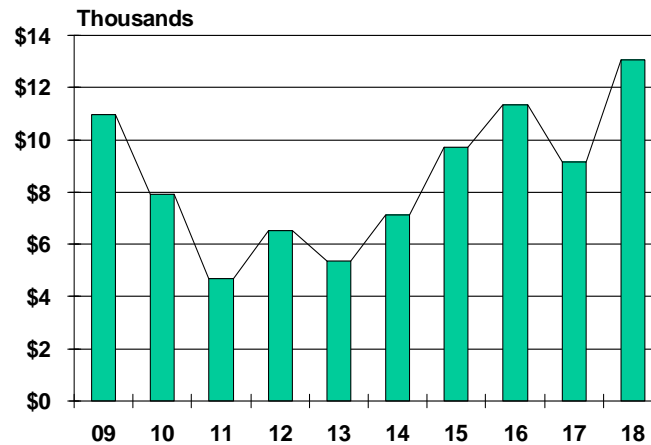
The Animal Welfare Commission was established on October 22, 1998. The Commission shall consist of seven members to be appointed by the Mayor. The members shall serve for three-year terms and may be re-appointed for any number of terms. Council and the Mayor may appoint ex-officio members.

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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>ANIMAL WELFARE COMMISSION</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 58	\$ -	\$ 300	\$ 300	Office Supplies	\$ 300	\$ 300	
				Other Services and Charges:			
2,725	-	2,000	2,000	Operating Expense	2,000	2,000	
-	-	50	50	Postage	50	50	
-	-	50	50	Telephone Expense	50	50	
2,371	858	2,600	2,600	Vaccination Fair	2,600	2,600	
1,000	500	1,000	1,000	Chipping Clinic	1,000	1,000	
3,073	-	2,500	2,500	Education	2,500	2,500	
<u>3,829</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>	Dog Park	<u>7,500</u>	<u>7,500</u>	
<u>\$ 13,056</u>	<u>\$ 1,358</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>	Total Animal Welfare Commission	<u>\$ 16,000</u>	<u>\$ 16,000</u>	

FIRE DEPARTMENT

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

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

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

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

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

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

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

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

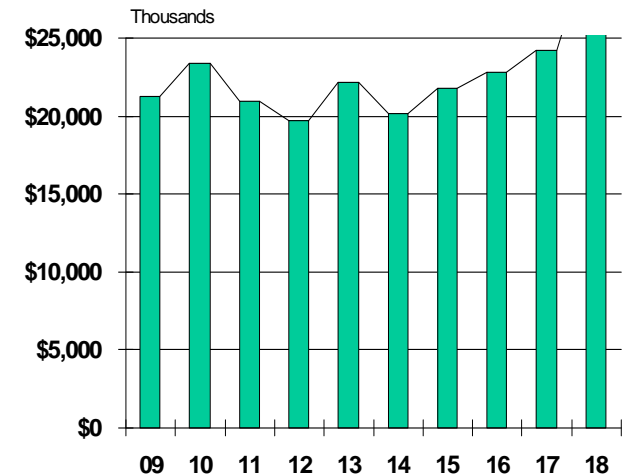
FIRE DEPARTMENT

Fiscal 2020 Performance Objectives

1. To collaborate 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 21st century.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Incident reports reviewed	18,503	20,000	19,500	20,000
Fire station inspections	75	72	75	75
Total incident responses	18,503	19,000	19,500	20,000
Total equipment responses	34,104	35,000	37,000	38,000
Mutual aid rendered and received	87	80	95	100
On duty injuries	16	20	15	15
Lost work hours from on duty injuries	2,352	2,300	2,300	2,300
Hours of hydrant maintenance	7,800	7,800	7,800	7,800
Hours of fire training	1,464.6	1,500	1,600	1,700
Hours of medical training	3,567	3,500	3,700	3,800
Hours of haz-mat training	576	600	600	600
Hours of tech rescue training	504	700	525	525
Hours of SRT training	864	900	900	900
Fire Department vehicle accidents	10	10	12	12

**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	\$ 122,899	1	\$ 133,215	1	\$ 133,215		
Administrative Chief of Operations	1	121,895	1	124,921	1	124,921		
Deputy Chief	1	116,356	1	119,243	1	119,243		
Special Operations Chief	1	110,815	1	113,564	1	113,564		
Battalion Chief	3	110,815	3	113,564	3	113,564		
Fire Marshal	1	110,815	1	113,564	1	113,564		
Chief of E.M.S.	1	110,815	1	113,564	1	113,564		
Captain	6	100,740	6	103,240	6	103,240		
Lieutenant	15	91,582	15	93,853	15	93,853		
Fire Inspector	3	91,582	4 (b)	93,853	3	93,853		
EMS Coordinator	-	-	1 (b)	96,833	-	96,833		
Sergeant A.E.M.T.	6	91,582	6	93,853	6	93,853		
Sergeant - Training Coordinator	1	83,257	1	93,853	1	93,853		
Fire Fighter A.E.M.T.	9	83,257	9	85,321	9	85,321		
Fire Fighter Engine & Ladder	20	79,472	21 (c)	81,442	21 (c)	81,442		
Fire Fighter	61	75,687	60 (c)	77,564	60 (c)	77,564		
Office Coordinator - Fire	1	76,569	1	78,495	1	78,495		
Administrative Clerk Technician	1	56,425	1	57,844	1	57,844		
EMS Billing Clerk	1	52,572	1	53,894	1	53,894		
Overtime - Fire Fighters		425,000		500,000		450,000		
Overtime - Clerical	---	1,500	---	1,500	---	1,500		
Total Personnel	<u>133</u>		<u>135</u>		<u>133</u>			

(a) Wage rates include holiday pay and are based on Local 412 Unit 35 and Local 227 contracts that expire 6/30/20 as well as the proposed rate increase offered to Local 1383 employees whose contract expired 06/30/19.

(b) New position.

(c) Reclassification of (1) Fire Fighter to (1) Fire Figther Engine & Ladder.

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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SAFETY</u> <u>FIRE DEPARTMENT</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 130,276	\$ 58,613	\$ 129,517	\$ 129,517	Appointed Official	\$ 126,177	\$ 126,177	
8,917,094	4,216,098	8,800,000	9,085,754	Fire Fighter Wages	9,585,641	9,405,028	
154,717	79,410	164,890	164,890	Civilians & Clerical	175,041	175,041	
-	-	1,500	1,500	Overtime - Clerical	1,500	1,500	
468,597	330,907	650,000	425,000	Overtime - Fire Fighters	500,000	450,000	
131,709	31,428	135,000	150,000	Shift Premium	150,000	150,000	
81,808	40,000	83,000	83,000	A.E.M.T. Premium	85,000	85,000	
				Employee Benefits:			
20,783	24,341	21,800	21,800	Educational Allowance	25,400	25,400	
7,700	8,376	7,700	7,700	Cleaning Allowance	9,800	8,400	
170,324	79,937	177,346	177,346	Social Security	187,364	183,762	
489,069	197,746	524,155	524,155	Holiday Pay	556,001	545,661	
2,627,340	1,147,945	2,500,000	2,677,313	Employee Insurance	2,763,974	2,721,309	
8,328,126	1,996,364	4,045,413	4,045,413	Retiree Health Insurance	3,998,819	3,998,819	
192,543	103,740	208,602	208,602	Longevity	213,868	207,748	
4,145,836	2,183,142	4,379,847	4,379,847	Retirement Fund	4,138,454	4,099,958	
115,988	55,127	121,000	121,000	Food Allowance	120,000	120,000	
72,421	35,820	72,700	72,700	Uniforms	74,100	72,800	
				Supplies:			
232,114	108,252	350,000	407,700	Operating Supplies	737,400	600,000	
161,457	43,472	160,000	160,000	EMS Medical Supplies	210,000	175,000	
86,743	50,150	100,000	100,000	Gasoline & Diesel Oil	100,000	100,000	
				Other Services and Charges:			
345,394	182,974	450,000	518,800	Contractual Services	490,650	440,650	
-	140,882	140,902	140,902	Contractual Services - Data Conversion			
280,886	-	-	-	Capital Equipment Lease Payment	-	-	
168,014	55,454	153,800	153,800	Building Maintenance	165,000	165,000	
64,830	30,145	95,000	102,200	Instruction	95,000	70,000	
18,369	67	17,500	17,500	Medical Services	22,000	22,000	
27,591	16,947	63,500	63,500	Telephone and Radio	73,600	73,600	
124,875	40,201	125,000	125,000	Public Utilities	125,000	125,000	
30,000	15,000	30,000	30,000	Hydrant Installation & Repairs	30,000	30,000	
60,000	30,000	60,000	60,000	Public Fire Protection (Water)	60,000	60,000	
3,969	980	20,350	20,350	Memberships & Dues	7,600	7,600	
11,120	8,523	20,000	23,500	Fire Prevention Week	30,000	30,000	

(Continued)

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SAFETY</u> <u>FIRE DEPARTMENT (CONTINUED)</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Capital Outlay:			
\$ 9,845	\$ 350	\$ 250,000	\$ 250,000	Capital Improvements	\$ 450,000	\$ 400,000	
<u>2,604,493</u>	<u>165,296</u>	<u>627,120</u>	<u>627,120</u>	Equipment and Vehicles	<u>1,692,500</u>	<u>839,500</u>	
<u>\$ 30,284,031</u>	<u>\$ 11,477,687</u>	<u>\$ 24,685,642</u>	<u>\$ 25,075,909</u>	Total Fire Department	<u>\$ 26,999,889</u>	<u>\$ 25,514,953</u>	

POLICE DEPARTMENT

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

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

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

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

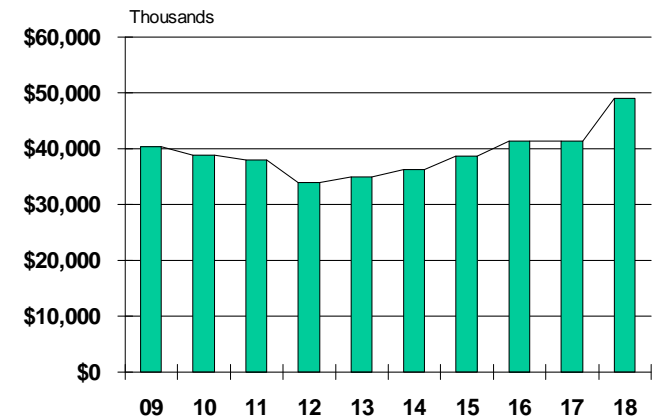
POLICE DEPARTMENT

Fiscal 2020 Performance Objectives

1. Assist in the conceptualization and development of the Civic Center South Police station. Allocate resources so the station can be manned 24/7.
2. Add one supervisor and four officers to the department so the Civic Center South PD can be manned without pulling officers from current patrol.
3. Continue to grow and expand the Community Policing Unit and further expand Neighborhood Watch programs and initiatives.
4. Replace the Departments entire antiquated computer network with state of the art network/server/data storage system with VM technology.
5. Continue to complete necessary building infrastructure repairs on the roof, entryways, and surveillance systems.
6. Conclude the research and order the department's mobile command vehicle to be utilized for high-risk incidents.
7. Launch the Macomb County narcotic task force, which is a partnership between Warren, Sterling Heights, Shelby Township, Clinton Township, Chesterfield, and the DEA.
8. Write and develop an Officer Wellness program that has been federally funded. Program to be the model policy and disseminated to regional PD's.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Calls for police service	95,000	95,000	95,000	95,000
Part A crimes	8,325	9,000	7,950	8,200
Burglary incidents	567	800	525	600
Auto theft incidents	543	500	450	500
Narcotic and drug incidents	1,086	2,000	1,050	1,200
Liquor license investigations	158	190	165	170
Traffic citations	27,580	20,000	29,850	31,000
OUIL charges	284	250	305	330
Traffic accidents	4,827	4,500	4,925	5,500
Juveniles charged	157	180	150	145
Total arrests	4,596	5,500	5,425	6,000
Abandoned autos processed	1,055	600	1,200	1,200
Guns registered	4,504	6,000	5,000	6,000
Neighborhood watch programs	105	120	125	130
Citizens Police Academy	2	2	2	2
Crime prevention/security survey	98	125	125	130
Monthly training/SRT	18	25	20	20
High risk incidents	7	10	10	14
Private industry safety survey	67	85	90	95
Environmental investigations	11	110	13	15
SID/SOU Search Warrants Executed	100	125	115	120
Junior Detectives Club	2	2	2	2

**Expenditure History
Police Department**



GENERAL FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>POLICE DEPARTMENT</u>								
Police Commissioner	1	\$ 134,322	1	\$ 137,658	1	\$ 137,658		
Deputy Police Commissioner	1	127,612	1	130,782	1	130,782		
Captain	2	116,010	2	118,893	2	118,893		
Lieutenant	9	105,464	9	108,085	9	108,085		
Sergeant	17	95,877	18 (b)	98,260	18 (b)	98,260		
Corporal	27	87,161	27	89,327	27	89,327		
Police Officer	<u>149</u>	79,238	<u>153</u> (b)	81,205	<u>153</u> (b)	81,205		
Sub-Total Police Personnel	<u>206</u>		<u>211</u>		<u>211</u>			
Crime M.I.S. Specialist	1	92,152	1	94,470	1	94,470		
Assistant Crime M.I.S. Specialist	2	63,830	2	65,436	2	65,436		
Forensic Technologist	1	73,228	1	75,070	1	75,070		
Office Coordinator	1	76,569	1	78,495	1	78,495		
Administrative Secretary	1	58,993	1	60,477	1	60,477		
Police Asset Forfeiture Spec	1	65,434	1	67,080	1	67,080		
Stenographic Technician	1	57,083	1	58,519	1	58,519		
Dispatch Supervisor	3	68,524	3	70,226	3	70,226		
Dispatcher	20	59,586	20	61,065	20	61,065		
Senior Clerk	1	58,993	1	60,477	1	60,477		
Fire Arms Specialist	1	56,541	1	57,964	1	57,964		
Administrative Clerical Technician	1	56,425	1	57,844	1	57,844		
Administrative Clerk	-	-	1 (c)	53,894	1 (c)	53,894		
Office Assistant	<u>3</u>	37,850	<u>2</u> (c)	38,802	<u>2</u> (c)	38,802		
Sub-Total Civilian Personnel	<u>37</u>		<u>37</u>		<u>37</u>			
Temporary/Co-op		65,000		65,000		65,000		
Permanent Part-time - Crossing Guards		145,000		151,560		151,560		
Overtime - Police		950,000		950,000		950,000		
Overtime - Civilians	---	38,948	---	33,463	---	33,463		
Total Personnel	<u>243</u>		<u>248</u>		<u>248</u>			

(a) Wage rates include holiday pay and are based on Local 412 Unit 35, Local 227, Warren Supervisors, W.P.O.A., and W.P.C.O.A. contracts that expire 6/30/20.

(b) New position.

(c) Reclassification of (1) Office Assistant to Administrative Clerk.

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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SAFETY</u> <u>POLICE DEPARTMENT</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 127,000	\$ 60,789	\$ 127,459	\$ 127,459	Appointed Official	\$ 130,860	\$ 130,860	
15,007,339	7,324,675	15,459,649	15,459,649	Police Officers	16,243,489	16,243,489	
1,814,522	946,610	1,992,299	2,090,020	Civilians & Clerical	2,141,452	2,141,452	
143,515	62,181	145,000	145,000	Crossing Guards	151,560	151,560	
53,923	28,150	60,000	65,000	Temporary/Co-op	65,000	65,000	
929,759	433,253	950,000	950,000	Overtime - Police Officers	950,000	950,000	
51,986	21,804	38,948	38,948	Overtime - Civilians	33,463	33,463	
243,140	63,186	250,000	265,000	Shift Premium	265,000	265,000	
				Employee Benefits:			
184,419	1,697	195,225	195,225	Gun Allowance	200,450	200,450	
58,400	52,283	54,500	54,500	Education Allowance	54,800	54,800	
117,848	105,776	130,200	130,200	Cleaning Allowance	133,500	133,500	
421,047	208,300	459,190	469,252	Social Security	485,315	485,315	
825,762	309,282	901,491	907,804	Holiday Pay	944,555	944,555	
4,433,123	2,085,227	4,600,000	4,831,658	Employee Insurance	5,022,345	5,022,345	
14,250,198	3,601,276	7,219,671	7,221,744	Retiree Health Insurance	7,145,976	7,145,976	
345,637	173,614	353,627	353,627	Longevity	350,764	350,764	
7,529,681	3,973,601	7,939,099	7,968,156	Retirement Fund	7,637,715	7,676,126	
215,595	109,704	130,850	131,525	Uniforms	132,550	132,550	
				Supplies:			
90,510	49,743	65,000	65,000	Office Supplies	65,000	65,000	
120,891	32,476	72,000	72,000	Operating Expense	70,000	70,000	
204,338	101,922	225,000	400,000	Gasoline & Diesel Oil	350,000	300,000	
				Other Services and Charges:			
11,070	4,918	15,000	15,000	Prisoners' Food	15,000	15,000	
-	-	-	-	Capital Equipment Lease Payment	94,741	94,741	
-	-	3,500	3,500	Crime Prevention	15,000	15,000	
55,522	363,431	514,489	514,489	Building Maintenance	375,000	225,000	
280,062	128,645	420,000	420,000	Contractual Services	400,000	400,000	
6,631	3,079	7,000	7,000	Postage	7,000	7,000	
33,525	24,345	55,000	55,000	Instruction	55,000	55,000	
23,893	1,498	15,000	15,000	911 Dispatch Training Expense	17,500	17,500	
92,188	38,567	115,000	115,000	Telephone and Radio	115,000	115,000	
2,020	4,645	40,000	40,000	Vehicle Maintenance	45,000	45,000	
9,380	-	10,000	10,000	Youth Athletic League	10,000	10,000	
-	-	2,000	2,000	CERT	5,000	5,000	

(Continued)

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SAFETY</u> <u>POLICE DEPARTMENT (CONTINUED)</u>	FY 2020 Departmental Request	FY 2020 Departmental Request	FY 2020 Departmental Request
				Other Services and Charges:			
\$ 4,439	\$ 1,320	\$ 6,000	\$ 6,000	Community Promotion	\$ 6,000	\$ 6,000	
3,022	205	3,500	3,500	Explorers	5,000	5,000	
193,242	68,701	200,000	200,000	Public Utilities	200,000	200,000	
12,000	4,000	12,000	12,000	Special Investigations	15,000	15,000	
				Capital Outlay:			
317,602	-	200,000	200,000	Capital Improvements	400,000	-	
133,902	92,720	623,707	150,000	Police Equipment	140,000	140,000	
17,907	-	35,000	35,000	Office Equipment	35,000	35,000	
526,394	-	50,000	50,000	911 Equipment	50,000	50,000	
130,052	9,008	21,996	21,996	U.S. Department of Justice Assistance Grant	-	-	
-	28,452	30,000	30,000	Medical Marihuana Operation and Oversight G	-	-	
9,979	12,629	-	-	OHSP - Ped Bike Enforcement	-	-	
25,990	-	-	-	UASI Grant	-	-	
<u>\$ 49,057,453</u>	<u>\$ 20,531,712</u>	<u>\$ 43,748,400</u>	<u>\$ 43,847,252</u>	Total Police Department	<u>\$ 44,579,035</u>	<u>\$ 44,017,446</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 three (3) civilian employees. On the average these Officers respond to 35 calls for service a day and return 30 to 40 telephone calls each day. They also deliver 50 abandoned or injured animals to the Macomb County Animal Shelter per week.

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

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

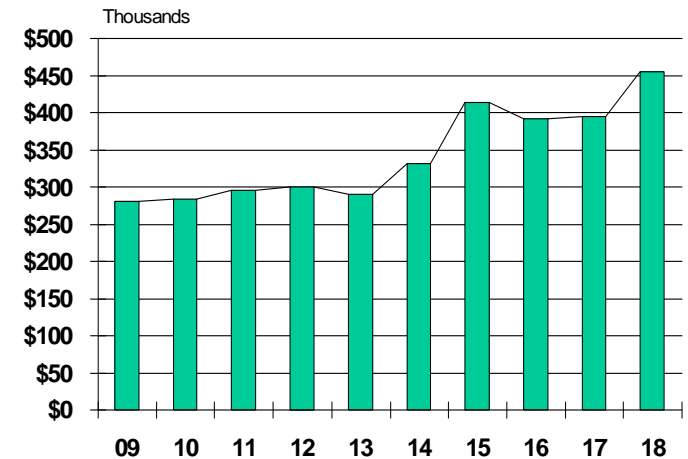
ANIMAL CONTROL

Fiscal 2020 Performance Objectives

1. To provide increased investigative service to the community with regard to stray, lost, unlicensed or dead animals.
2. Looking to expand our pet food programs by hosting more events.
3. Increase the Spay, Neuter, Release (SNR) cat numbers.
4. To provide better enforcement of ordinances pertaining to all animals.
5. Encourage citizens to transport sick or injured animals to the Macomb County Animal shelter themselves whenever possible.
6. Striving to decrease dependency on the Macomb County Animal Control by developing relationships with other entities, such as “I heart Dogs”.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Animal Control calls for service	1,873	2,000	2,150	2,300
Number of miles driven per year	30,178	45,000	45,000	50,000
Stray animals picked up	738	1,900	1,400	1,600
Dead animals handled	458	1800	650	1,800
Animals given up by owner	285	90	360	700
SNR cats	213	500	375	375

**Expenditure History
Animal Control**



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - ANIMAL CONTROL</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>By Mayor(a)</u>	<u>Rate</u>	<u>By Council(a)</u>	<u>Rate</u>
Animal Control Officer	3	\$ 58,892	3	\$ 60,373	3	\$ 60,373		
Overtime	—	5,500	—	-	—	-		
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>			

(a) Wage rates are based on Local 227 contract that expires 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SAFETY</u> <u>ANIMAL CONTROL</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 153,748	\$ 73,804	\$ 153,747	\$ 163,270	Permanent Employees	\$ 167,544	\$ 167,544	
3,339	-	-	-	Temporary Employee	-	-	
5,444	-	5,500	5,500	Overtime	-	-	
				Employee Benefits:			
12,723	5,724	12,213	12,941	Social Security	12,847	12,847	
36,164	16,474	52,477	57,282	Employee Insurance	57,502	57,502	
98,412	37,952	77,099	77,347	Retiree Health Insurance	67,926	67,926	
6,517	3,400	3,400	3,400	Longevity	3,400	3,400	
79,158	40,511	81,254	82,492	Retirement Fund	80,801	80,801	
-	-	1,045	1,140	Uniforms	1,140	1,140	
1,940	905	3,000	3,000	Operating Supplies	3,000	3,000	
				Other Services and Charges:			
56,358	13,359	75,000	75,000	Animal Collection	95,000	95,000	
993	-	8,000	8,000	Vehicle Maintenance	4,000	4,000	
<u>\$ 454,796</u>	<u>\$ 192,129</u>	<u>\$ 472,735</u>	<u>\$ 489,372</u>	Total Animal Control	<u>\$ 493,160</u>	<u>\$ 493,160</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.

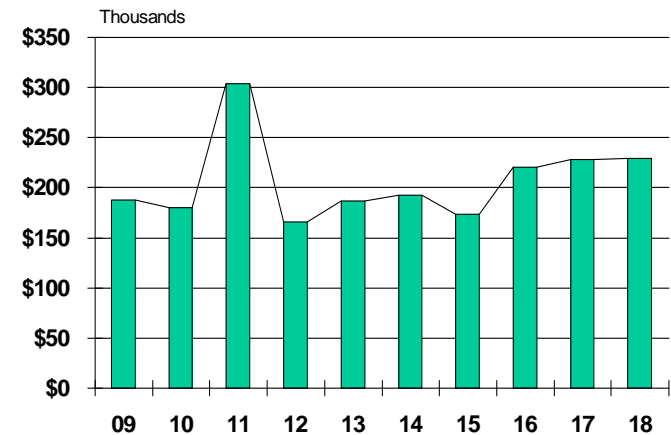
CIVIL DEFENSE

Fiscal 2020 Performance Objectives

1. To continue working with active Citizens Emergency Response Team (CERT) members and provide them the materials needed to maintain their readiness for the City of Warren.
2. To maintain a current disaster response and recovery program in the event of a nuclear, technological, or natural disaster.
3. Maintain the warning system and sirens within the City of Warren.
4. Coordinate training and planning for an emergency or disaster and assist with the recovery process for the incident.
5. Participate in full-scale exercises with General Motors, the Tank Arsenal and Fitzgerald Public Schools regarding Active Shooters, Civil Disorder and Rescue Task Force.
6. Provide public schools, local churches and local businesses with security and building assessments upon request.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Responses to disaster or emergency incidents	14	12	16	18
Emergency operation plans reviewed	40	40	44	50
Michigan State Police Emergency Management Division meetings attended	25	25	28	30
Macomb County Emergency Management Meetings attended	36	30	40	45
MSP emergency management training classes attended	14	20	15	17
Functional/full-scale exercises	4	5	4	5
Orientation/table top preparation exercises	10	12	12	14
Hazard analysis & risk assessment	30	40	34	36
Chemical inventory reports processed	12	15	14	16

**Expenditure History
Civil Defense**



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - CIVIL DEFENSE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Sergeant	1	95,877	1	98,260	1	\$ 98,260		
Overtime	—	4,000	—	4,000	—	4,000		
Total Personnel	<u>1</u>		<u>1</u>		<u>1</u>			

(a) Wage rates include holiday pay and are based on W.P.C.O.A. contract that expires 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SAFETY</u> <u>CIVIL DEFENSE</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 83,467	\$ 43,390	\$ 90,980	\$ 90,980	Police Officer	\$ 93,406	\$ 93,406	
4,101	5,446	4,000	4,000	Overtime	4,000	4,000	
-	-	100	100	Shift Premium	100	100	
				Employee Benefits:			
950	-	950	950	Gun Allowance	950	950	
-	600	600	600	Education Allowance	600	600	
202	-	600	600	Cleaning Allowance	600	600	
1,356	723	1,510	1,510	Social Security	1,557	1,557	
4,429	1,750	4,899	4,899	Holiday Pay	5,022	5,022	
25,006	11,236	20,906	20,906	Employee Insurance	21,292	21,292	
68,448	25,128	50,251	50,251	Retiree Health Insurance	50,251	50,251	
2,040	-	2,040	2,040	Longevity	2,720	2,720	
31,632	16,926	33,846	33,846	Retirement Fund	31,078	31,260	
1,103	-	750	750	Uniforms	750	750	
				Supplies:			
-	-	1,500	1,500	Operating Expense	1,500	1,500	
				Other Services and Charges:			
5,006	4,545	15,000	15,000	Contractual Services	15,000	15,000	
1,237	421	1,000	1,000	Public Utilities	1,200	1,200	
<u>\$ 228,977</u>	<u>\$ 110,165</u>	<u>\$ 228,932</u>	<u>\$ 228,932</u>	Total Civil Defense	<u>\$ 230,026</u>	<u>\$ 230,208</u>	

DEPARTMENT OF PUBLIC SERVICE

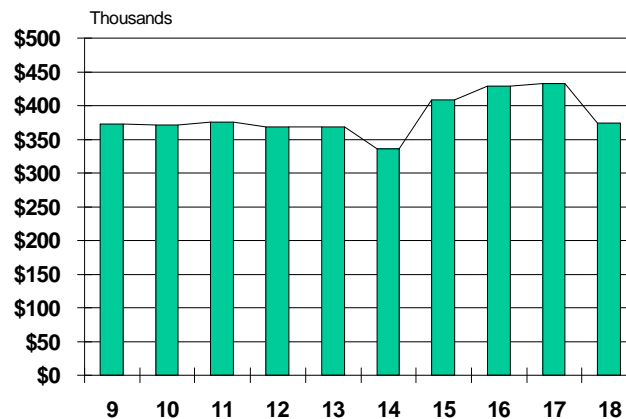
The Department of Public Services is responsible for overseeing and coordinating the activities of the following divisions:

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

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

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

**Expenditure History
Public Services Director**



GENERAL FUND PERSONNEL

<u>PUBLIC SERVICES DIRECTOR</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director of Public Services	1	\$ 119,432	1	\$ 122,437	1	\$ 122,437		
Administrative Supervisor/Citistat Coordinator	1	73,907	1	75,766	1	75,766		
Office Coordinator Public Service	1	76,569	1	78,495	1	78,495		
Administrative Clerk	-	-	1 (c)	53,894	1 (c)	53,894		
Office Assistant - Public Service	<u>1</u>	37,850	<u>-</u> (c)	-	<u>-</u> (c)	-		
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>			

(a) Wage rates are based on Local 227 and Local 412 Unit 35 contracts that expire 6/30/20.

(c) Reclassification of Office Assistant to Administrative Clerk.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SERVICES</u> <u>PUBLIC SERVICES DIRECTOR</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 122,548	\$ 56,960	\$ 119,432	\$ 119,432	Appointed Official	\$ 122,618	\$ 122,618	
92,842	53,709	115,702	179,609	Permanent Employees	194,640	194,640	
9,842	-	-	-	Temporary/Co-op			
				Employee Benefits:			
17,580	8,582	18,508	23,397	Social Security	24,790	24,790	
46,614	21,924	59,350	77,378	Employee Insurance	78,448	78,448	
51,520	20,078	40,158	41,636	Retiree Health Insurance	37,810	37,810	
6,800	3,400	6,800	6,800	Longevity	6,800	6,800	
22,219	11,407	24,193	30,584	Retirement Fund	32,406	32,406	
3,408	1,004	5,000	5,000	Office Supplies	5,000	5,000	
				Other Services and Charges:			
930	544	2,000	2,000	Postage	2,000	2,000	
-	-	375	375	Telephone & Radio	375	375	
				Capital Outlay:			
-	-	13,274	13,274	Equipment - Motorola Radios	-	-	
<u>\$ 374,303</u>	<u>\$ 177,608</u>	<u>\$ 404,792</u>	<u>\$ 499,485</u>	Total Public Services Director	<u>\$ 504,887</u>	<u>\$ 504,887</u>	

ENGINEERING DIVISION

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

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

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

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

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

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

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

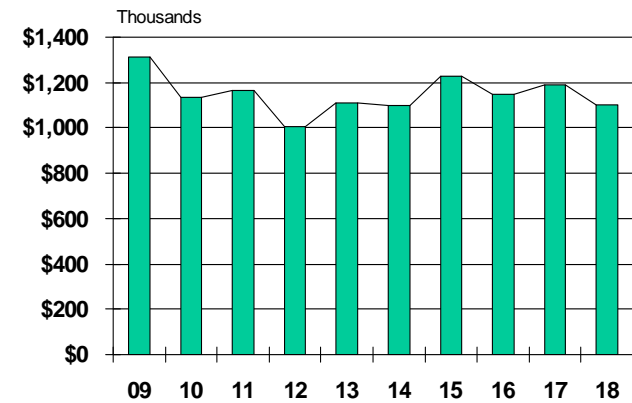
ENGINEERING DIVISION

Fiscal 2020 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 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Engineering and inspection revenues	135,324	175,000	80,000	80,000
Requests for service processed	816	750	800	800
Planning reviews	154	180	170	160
Site plan reviews	364	450	375	375
Sign permit structural reviews	21	30	20	20
Private and public project inspections	134	160	140	140
Sidewalk locations inspected & repaired	687	600	550	600
Street repairs	167	200	200	200
Water main break repairs	127	150	150	150
Illicit connection, evaluation, review and remediation	6	1	5	5

**Expenditure History
Engineering**



GENERAL FUND PERSONNEL

<u>ENGINEERING DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
CAD System Administrator	1	\$ 76,272	1	\$ 78,190	1	\$ 78,190		
Engineering Clerical Technician	-	-	1 (c)	57,844	1 (c)	57,844		
Office Assistant	1	37,850	- (c)	-	- (c)	-		
<u>Engineering Field:</u>								
Engineering Field Supervisor	1	83,379	1	85,476	1	85,476		
Engineering Technician	1	72,262	1	74,080	1	74,080		
Construction Specialist	1	68,294	1	70,012	1	70,012		
Engineering Specialist	-	-	1 (b)	63,501	1 (b)	63,501		
Temporary Employees - Inspections		74,000		74,000		74,000		
Temporary Employee - Engineer		20,000		20,000		20,000		
Overtime - Clerical		500		500		500		
Overtime - Engineers & Inspectors	—	97,000	—	97,000	—	97,000		
Total Personnel	<u>5</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Local 227 and Warren Supervisors contracts that expire 6/30/20.

(b) New position.

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

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SERVICES</u> <u>ENGINEERING AND INSPECTIONS</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 289,243	\$ 141,136	\$ 300,207	\$ 300,207	Engineers & Inspectors	\$ 353,314	\$ 353,314	
32,695	16,560	36,287	36,287	Permanent Employees - Clerical	54,084	54,084	
9,612	43,348	74,000	74,000	Temporary Employees- Inspection	74,000	74,000	
-	-	20,000	20,000	Temporary Employee- Engineer	20,000	20,000	
91,869	74,950	97,000	97,000	Overtime - Engineers & Inspectors	97,000	97,000	
-	-	500	500	Overtime - Clerical	500	500	
				Employee Benefits:			
32,235	21,096	41,232	41,232	Social Security	46,663	46,663	
118,889	54,585	112,356	112,356	Employee Insurance	133,381	133,381	
149,988	58,156	116,682	116,682	Retiree Health Insurance	105,670	105,670	
9,318	6,047	10,977	10,977	Longevity	11,082	11,082	
185,252	94,185	183,971	183,971	Retirement Fund	188,148	188,148	
900	278	900	900	Uniforms	900	900	
17,486	5,292	18,500	18,500	Office Supplies	19,500	19,500	
				Other Services and Charges:			
56,425	6,226	105,000	105,000	Contractual Services	385,000	385,000	
6,355	-	9,000	9,000	Contractual Services - Software Services	20,000	20,000	
884	433	1,800	1,800	Postage	1,800	1,800	
-	-	900	900	Telephone & Radio	900	900	
12,675	8,068	9,500	9,500	Auto Expense	15,000	15,000	
8,535	7,801	16,000	16,000	Memberships and Dues	10,500	10,500	
82,090	74,750	149,501	149,501	Transfer to W&S System/Engineering Svcs.	157,011	157,011	
				Capital Outlay:			
-	-	37,000	37,000	Equipment - Vehicles	90,000	-	
-	-	28,119	28,119	Equipment - Motorola Radios	-	-	
-	-	66,000	66,000	Equipment - Office	32,500	32,500	
<u>\$ 1,104,451</u>	<u>\$ 612,911</u>	<u>\$ 1,435,432</u>	<u>\$ 1,435,432</u>	Total Engineering and Inspections	<u>\$ 1,816,953</u>	<u>\$ 1,726,953</u>	

BUILDING INSPECTIONS DIVISION

Calendar year 2018 was a continuation of robust building activity. A total of 11,274 permits were issued in 2018. 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 \$266,258,285. Permit fees collected amounted to \$4,194,991.

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

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

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

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 428 investigations were done during 2018.

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

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

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

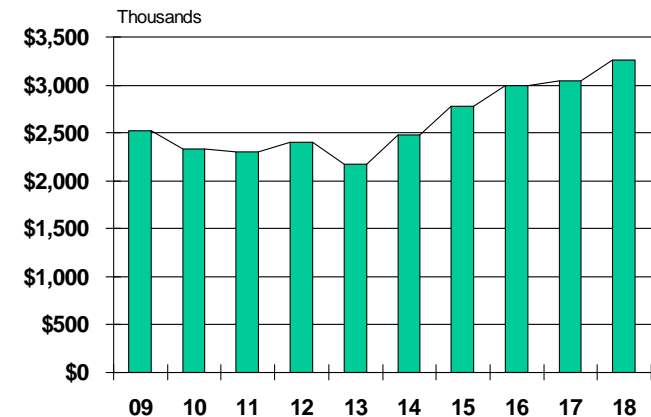
BUILDING INSPECTIONS DIVISION

Fiscal 2020 Performance Objectives

1. Promptly investigate citizen complaints for eyesores and rodents.
2. Continue to monitor properties for maintenance code violations, as part of Warren’s National “City Livability Award” winning anti-blight program “Operation: Clean Sweep”.
3. Improve permit application process, including paperless applications.
4. Enforce Medical Marihuana Code and revised ordinances
5. Remove eyesores under the Nuisance Abatement program.
6. Monitor new construction and demolition projects.
7. Continue manufactured home park inspections, including vigorous State and local ordinance enforcement.
8. Implement improvements in BS&A software system
9. Continue mandatory employee training and improvement of job performances.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Nuisance abatement properties	241	95	250	250
Certificates of occupancy Inspections	298	400	350	350
Building permits	2,388	2,700	2,700	2,700
Plumbing permits	1,117	2,400	2,000	2,000
Electrical permits	2,157	4,200	2,500	2,500
Mechanical permits	1,860	2,600	2,300	2,300
Miscellaneous permits	882	825	900	900
City certification – residential	642	1,150	800	800
Building inspections	8,058	12,000	9,000	9,000
Plumbing inspections	5,814	7,800	6,000	6,000
Electrical inspections	8,303	9,250	9,000	9,000
Mechanical inspections	4,898	8,250	6,000	6,000
Zoning inspections	9,475	8,200	10,000	10,000
Property maintenance inspections	7,788	6,200	6,220	6,200
Zoning Board of Appeals – applications	151	170	170	170
Plan reviews	560	900	800	800
Demolition permits	56	65	65	65
Demolition inspections	119	145	150	150
Court violations	565	595	590	595
Mobile home park investigations	120	600	525	600
Medical Marihuana grow operations	132	120	200	200

**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	\$ 100,041	1	\$ 102,557	1	\$ 102,557		
Assistant Director	1	88,692	1	90,924	1	90,924		
Building Plan Examiner	1	85,034	1	87,173	1	87,173		
<u>Chief Inspectors:</u>								
Electrical	1	81,262	1	83,306	1	83,306		
Building	1	81,262	1	83,306	1	83,306		
Plumbing	1	81,262	1	83,306	1	83,306		
Zoning	1	81,262	1	83,306	1	83,306		
Mechanical/Heating Inspector	1	81,262	1	83,306	1	83,306		
<u>Inspectors:</u>								
Zoning	5	69,516	4 (c)	71,265	4 (c)	71,265		
Building	2	69,516	2	71,265	2	71,265		
Plumbing	1	69,516	1	71,265	1	71,265		
Electrical	1	69,516	2 (c)	71,265	2 (c)	71,265		
Heating & Refrigeration	-	-	1 (b)	71,265	1 (b)	71,265		
<u>Clerical:</u>								
Senior Administrative Secretary - Building	1	61,211	1	62,751	1	62,751		
Administrative Clerical Technician	2	56,425	2	57,845	2	57,845		
Administrative Clerk	1	52,572	2 (b)	53,894	2 (c)	53,894		
Office Assistant	1	37,850	1	38,802	- (c)	38,802		
Temporary Employees - Inspections		336,500		336,500		286,500		
Temporary/Co-op		35,000		35,000		35,000		
Overtime - Clerical		5,000		5,000		5,000		
Overtime - Inspectors	---	19,830	---	19,830	---	19,830		
Total Personnel	<u>22</u>		<u>24</u>		<u>23</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

(b) New position.

(c) Reclassifications of Zoning Inspector to Electrical Inspector and Office Assistant to Administrative Clerk.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	PUBLIC SERVICES BUILDING INSPECTIONS	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 102,651	\$ 47,712	\$ 100,041	\$ 100,041	Supervisory	\$ 102,710	\$ 102,710	
1,020,076	557,695	1,157,931	1,157,931	Inspectors	1,263,384	1,263,384	
186,994	119,723	249,197	249,197	Permanent Employees - Clerical	297,747	262,099	
195,463	48,105	336,500	336,500	Temporary Employees- Inspection	336,500	286,500	
57,832	14,146	35,000	35,000	Temporary/Co-op	35,000	35,000	
12,853	6,657	19,830	19,830	Overtime - Inspectors	19,830	19,830	
4,584	3,263	5,000	5,000	Overtime - Clerical	5,000	5,000	
				Employee Benefits:			
120,809	60,963	147,513	147,513	Social Security	159,762	153,210	
400,634	196,338	481,634	481,634	Employee Insurance	528,292	509,108	
550,524	213,708	428,591	428,591	Retiree Health Insurance	386,271	385,558	
26,365	16,902	24,767	24,767	Longevity	28,271	28,271	
396,801	206,646	421,114	421,114	Retirement Fund	430,911	427,346	
7,205	3,080	9,900	9,900	Fees and Per Diem	9,900	9,900	
33,791	11,530	34,000	34,000	Office Supplies	34,000	34,000	
				Other Services and Charges:			
5,510	2,571	10,000	10,000	Postage	10,000	10,000	
1,386	593	5,225	5,225	Telephone & Radio	5,225	5,225	
				Nuisance Abatements:			
6,901	3,355	9,500	9,500	Title Search	9,500	9,500	
7,500	-	25,000	25,000	Demolition Expense	25,000	25,000	
18,182	63,537	80,000	80,000	Software Services	25,000	25,000	
33,296	17,739	28,000	28,000	Auto Expense	28,000	28,000	
				Capital Outlay:			
-	-	7,000	7,000	Equipment - Office	15,000	-	
-	-	97,141	97,141	Equipment - Motorola Radios	-	-	
68,930	53,796	56,000	56,000	Equipment - Vehicles	60,000	-	
<u>\$ 3,258,287</u>	<u>\$ 1,648,059</u>	<u>\$ 3,768,884</u>	<u>\$ 3,768,884</u>	Total Building Inspections	<u>\$ 3,815,303</u>	<u>\$ 3,624,641</u>	

D.P.W. FLEET MAINTENANCE

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

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

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

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

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

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

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

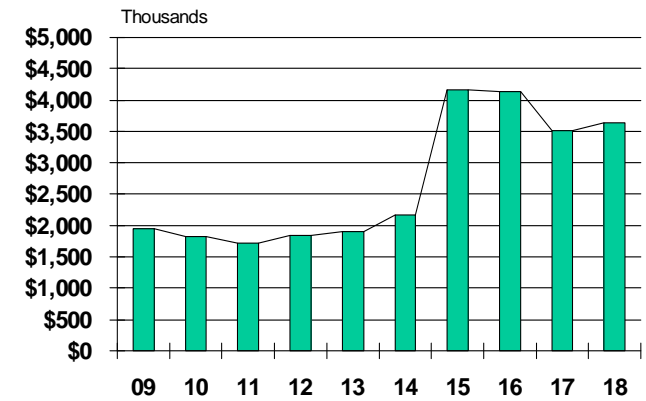
D.P.W. FLEET MAINTENANCE

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
3,000 mile maintenance cycles/Police vehicles	500	500	500	500
6 Months maintenance cycles/all other vehicles	300	300	300	300
Pre-season maintenance street sweepers	5	5	5	5
Winterize Police vehicles	150	150	150	150
Pre-season maintenance salt trucks	60	60	60	60
Lube, oil, filter	500	500	500	500
Brakes	400	400	400	400
Tires-occurrences	600	600	600	600
Tune-ups	30	30	30	30
Transmissions	50	50	50	50
Road calls	150	150	150	150
A/C recycling/recovery service	50	50	50	50
Miscellaneous minor repairs	4,000	4,000	4,000	4,000

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



GENERAL FUND PERSONNEL

<u>D.P.W. FLEET MAINTENANCE DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Associate Manager	1	\$ 85,472	1	\$ 87,622	1	\$ 87,622		
Garage Supervisor	1	77,355	1	79,301	1	79,301		
Fleet Maintenance Mechanic	11	70,699	11	72,478	11	72,478		
Parts Clerk Technician	1	58,802	1	60,281	1	60,281		
Overtime - Mechanics	—	32,000	—	45,000	—	45,000		
Total Personnel	<u>14</u>		<u>14</u>		<u>14</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SERVICES</u> <u>D. P. W. FLEET MAINTENANCE</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 793,898	\$ 384,324	\$ 914,412	\$ 984,412	Mechanics Wages	\$ 1,030,975	\$ 1,030,975	
13,216	12,846	20,000	-	Temporary Employees	-	-	
93,141	22,314	82,000	32,000	Overtime - Mechanics	45,000	45,000	
				Employee Benefits:			
69,184	32,098	79,756	79,756	Social Security	84,321	84,321	
230,394	110,665	283,775	283,775	Employee Insurance	289,431	289,431	
396,509	151,977	308,240	308,240	Retiree Health Insurance	276,285	276,285	
23,172	10,200	24,937	24,937	Longevity	25,052	25,052	
274,719	132,373	287,991	287,991	Retirement Fund	289,528	289,528	
2,544	1,108	3,900	3,900	Uniforms	3,900	3,900	
				Supplies:			
65,336	114,333	200,000	200,000	Operating Supplies	206,000	206,000	
114,030	47,253	135,000	135,000	Gasoline & Diesel Oil	135,000	135,000	
				Other Services and Charges:			
116,633	49,914	325,000	452,800	Contractual Services	412,800	412,800	
241,879	133,228	250,000	250,000	Tree Maintenance	450,000	450,000	
241,919	241,919	241,919	241,919	Capital Equipment Lease Payment	-	-	
10,663	4,735	15,400	12,450	Telephone & Radio	21,450	21,450	
693,350	231,240	700,000	700,000	Vehicle Maintenance Expense	1,100,000	800,000	
78,987	20,842	83,000	115,000	Public Utilities	115,000	115,000	
50,566	10,642	51,500	80,000	Building & Grounds Maintenance	80,000	80,000	
61,910	31,881	63,762	63,762	Reimbursement to Major Streets	-	-	
61,910	31,881	93,763	93,763	Reimbursement to Local Streets	30,000	30,000	
				Capital Outlay:			
-	791,973	1,600,000	1,600,000	Capital Improvements	1,000,000	700,000	
-	-	10,567	10,567	Equipment - Motorola Radios	-	-	
-	-	68,616	68,616	Equipment & Machinery	967,000	492,000	
<u>\$ 3,633,960</u>	<u>\$ 2,567,746</u>	<u>\$ 5,843,538</u>	<u>\$ 6,028,888</u>	Total D.P.W. Fleet Maintenance	<u>\$ 6,561,742</u>	<u>\$ 5,486,742</u>	

BUILDING MAINTENANCE

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

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

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

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

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

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

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

While City Hall, the Warren Police Headquarters, the 37th 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.

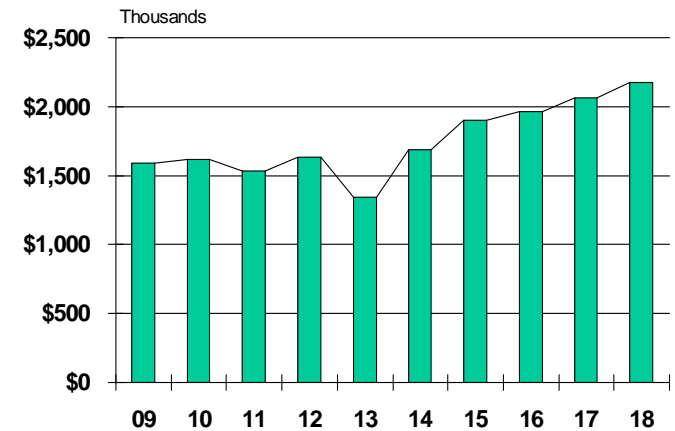
BUILDING MAINTENANCE

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Air handler filter change	12	12	12	12
Outside light repairs	50	50	50	50
Parking lot lights maintenance	4	4	4	4
Exhaust fans maintenance	6	4	4	4
Grass cutting	28	28	28	28
Emergency generator exercise	52	52	52	52
Sump pump maintenance	4	4	4	4
Emergency lighting maintenance	4	4	12	4
Fire extinguisher maintenance	12	12	12	12
U.P.S. battery checks	4	4	4	4
Gas tank checks	12	12	12	12
Snow removal	21	25	25	25
Boiler maintenance	10	25	28	25
Boiler pump maintenance	5	4	6	4
U.P.S. battery replacement	-	1	-	-
Ship files to Water Garage storage	30	15	21	15
Work request orders	125	90	115	90

**Expenditure History
Building Maintenance**



GENERAL FUND PERSONNEL

<u>BUILDING MAINTENANCE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Building and Grounds Superintendent	1	\$ 85,472	1	\$ 87,622	1	\$ 87,622		
Foreman	1	73,965	2 (b)	75,825	1	75,825		
Building Maintenance Specialist	4	60,008	4	61,517	4	61,517		
General Laborer Tier II	11	36,067	11	36,974	11	36,974		
Overtime	—	25,000	—	25,000	—	20,000		
Total Personnel	<u>17</u>		<u>18</u>		<u>17</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

(b) New position.

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	PUBLIC SERVICES BUILDING MAINTENANCE	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 83,835	\$ 40,764	\$ 85,472	\$ 85,472	Superintendent	\$ 87,752	\$ 87,752	
625,272	335,077	732,420	732,420	Permanent Employees	825,178	751,995	
36,421	3,816	25,000	25,000	Overtime	25,000	20,000	
				Employee Benefits:			
57,991	29,949	66,321	66,321	Social Security	73,705	67,724	
206,740	98,719	284,781	284,781	Employee Insurance	311,075	290,160	
341,668	130,513	261,037	261,037	Retiree Health Insurance	233,740	232,276	
20,352	17,000	24,007	24,007	Longevity	25,576	25,576	
425,770	210,339	424,586	424,586	Retirement Fund	423,196	415,128	
1,500	1,603	1,500	1,500	Uniforms	1,800	1,500	
55,652	21,865	60,000	60,000	Operating Supplies	65,000	65,000	
				Other Services and Charges:			
40,907	19,364	80,000	80,000	Repairs & Maintenance	90,000	90,000	
269,052	70,122	275,000	281,800	Contractual Services	291,800	291,800	
324	162	750	750	Telephone and Radio	1,150	1,150	
5,681	2,033	7,500	10,000	Vehicle Maintenance	10,000	10,000	
				Capital Outlay:			
7,300	-	-	-	Equipment - Maintenance	13,000	-	
-	-	23,656	23,656	Equipment - Motorola Radios	-	-	
\$ 2,178,465	\$ 981,326	\$ 2,352,030	\$ 2,361,330	Total Building Maintenance	\$ 2,477,972	\$ 2,350,061	

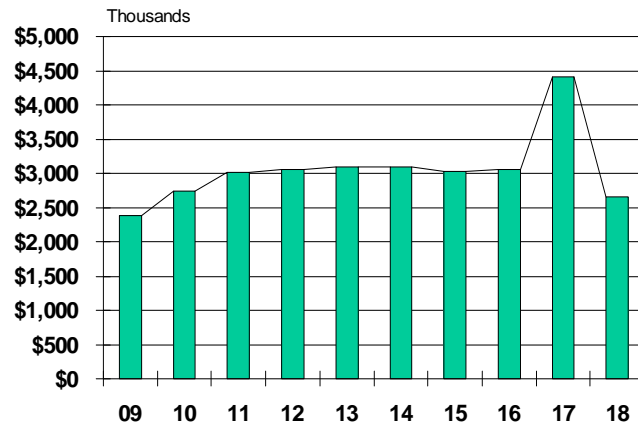
STREET LIGHTING

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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>PUBLIC SERVICES</u> <u>HIGHWAY STREET LIGHTING</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 2,657,452	\$ 1,670,517	\$ 3,591,304	\$ 3,591,304	Street Lighting	\$ 3,200,000	\$ 3,200,000	
<u>\$ 2,657,452</u>	<u>\$ 1,670,517</u>	<u>\$ 3,591,304</u>	<u>\$ 3,591,304</u>	Total Street Lighting	<u>\$ 3,200,000</u>	<u>\$ 3,200,000</u>	

PLANNING

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

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

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

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

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

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

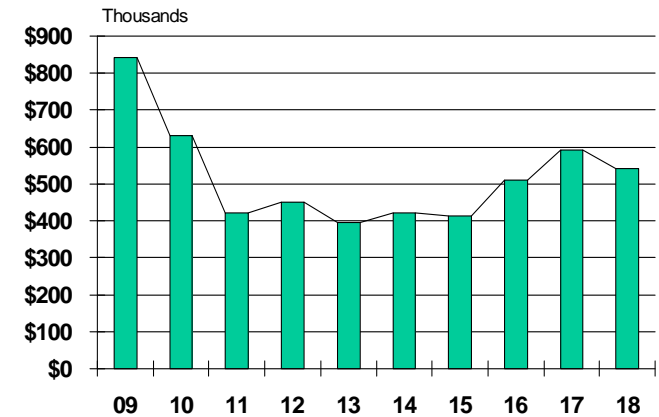
PLANNING

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Planning Commission public meetings	23	24	24	24
Site plans reviewed	101	110	105	110
Rezoning and conditional rezoning petitions reviewed	8	7	5	7
Lot splits reviewed for PC/City Council	5	4	3	4
Tabled items reviewed and submitted more than once	38	30	35	32
Bond release inspections	29	20	25	20
Bond releases processed	21	40	25	35
Amendments to zoning ordinance	8	5	4	5
Public Hearing notices mailed	8,564	7,500	7,500	7,500
Alley and street vacations reviewed	1	4	2	3
Lot splits & combinations approved	23	22	20	22
Special use permits reviewed	1	7	6	7
Office customers served	1,895	1,950	1,900	1,950
City Council meetings attended by Director or staff planner	15	12	12	12
DDA meetings	5	7	6	7
General public inquires	8,764	9,990	9,900	9,990
Impact statements for ZBA	3	2	2	2
CDBG Technical Committee meetings	10	20	15	20
TIFA meetings	6	7	7	7
Acreage parcel splits approved	8	12	8	10
Lot combinations approved	21	22	20	22
Planned unit development meetings	0	3	3	3
Environmental Advisory Committee	0	3	3	3
Regional planning meetings attended	10	12	11	12
Miscellaneous	38	25	32	30

**Expenditure History
Planning**



GENERAL FUND PERSONNEL

<u>PLANNING COMMISSION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Planning Director	1	\$ 101,488	1	\$ 104,041	1	\$ 104,041		
City Planner III	-	-	1 (c)	92,409	1 (c)	\$ 92,409		
City Planner II	1	81,276	- (c)	-	- (c)	-		
Assistant Planner	1	71,095	1	72,884	1	72,884		
Senior Administrative Secretary - Planning	1	61,211	1	62,751	1	62,751		
Office Assistant	-	-	1 (b)	38,802	-	-		
Temporary/Co-op - Planning Aide		62,400		55,120		55,120		
Overtime	—	3,000	—	3,000	—	3,000		
Total Personnel	<u>4</u>		<u>5</u>		<u>4</u>			

(a) Wage rates are based on Local 227 and Local 412 Unit 35 contracts that expire 6/30/20.

(b) New position.

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

GENERAL FUND APPROPRIATIONS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				PLANNING			
				Personnel Services:			
\$ 99,544	\$ 48,402	\$ 101,488	\$ 101,488	Appointed Official	\$ 104,195	\$ 104,195	
129,294	73,072	205,608	205,608	Permanent Employees	253,036	220,579	
41,386	15,522	62,400	62,400	Co-op Employee - Planning Aide	55,120	55,120	
2,822	-	3,000	3,000	Overtime	3,000	3,000	
10,100	4,550	21,400	21,400	Meeting Allowance	13,800	13,800	
				Employee Benefits:			
21,397	10,765	29,018	29,018	Social Security	32,429	29,946	
55,479	26,189	104,901	104,901	Employee Insurance	125,000	106,303	
98,559	37,914	77,022	77,022	Retiree Health Insurance	77,973	77,324	
6,800	3,400	6,800	6,800	Longevity	8,546	8,546	
29,173	15,078	36,934	36,934	Retirement Fund	42,257	39,011	
10,022	3,946	15,310	15,310		15,460	15,460	
				Office Supplies			
				Other Services and Charges:			
4,887	1,424	5,000	5,000	Postage	5,000	5,000	
9,454	3,135	62,425	62,425	Contractual Services	17,425	17,425	
-	-	-	-	Telephone and Radio	360	360	
-	-	1,170	1,170	Mileage	1,170	1,170	
6,403	706	3,000	3,000	Publications - Advertising	7,500	7,500	
17,355	16,331	18,000	18,000	Membership & Dues	18,500	18,500	
<u>\$ 542,675</u>	<u>\$ 260,434</u>	<u>\$ 753,476</u>	<u>\$ 753,476</u>	Total Planning	<u>\$ 780,771</u>	<u>\$ 723,239</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 oversee the mowing of the median on Mound Road from Eight Mile to Fourteen Mile under an existing contract with Macomb County.

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

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

STREET MAINTENANCE DIVISION

Fiscal 2020 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 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Branch pick ups	586	550	550	550
Catch basin inspection/repairs	75	150	150	150
Catch basin cleaning/jetting	280	300	300	300
Chloride	40	35	35	35
Potholes	627	400	400	400
Catch basin covers	52	50	50	75
Debris removal	289	450	450	450
Ditching	6	25	25	25
Grading/gravel	95	75	75	75
Mowing	0	0	0	0
Pavement problems	70	250	250	250
Snowplowing/salting	458	500	500	500
Street stop signs	34	40	40	40
Boarding of buildings	0	0	0	0
Sweeping	32	30	30	30
Street traffic Signs	150	200	200	200
Sidewalk cold patch/milling	71	60	60	60
Rear yard drainage repair	65	75	75	75
Flooding problems	27	25	40	40
Sweeping sign location	0	0	0	0
Graffiti location	11	25	25	25
Culvert jetting/repairs	14	15	15	15
Weed spraying	10	10	10	10
Pavement seal patching	1	100	25	25
Gutter grinding – handmill	0	0	0	0
Gutter grinding – bobcat	0	10	10	10
Tree trimming/stumping/tree removal	925	1,000	1,000	1,000
Mosquito pellets	15	50	50	50
Miscellaneous	50	75	75	75

SPECIAL REVENUE FUND PERSONNEL

<u>STREET MAINTENANCE DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Public Works Superintendent	1	\$ 99,884	1	\$ 102,397	1	\$ 102,397		
DPW Associate Manager	1	85,472	1	87,622	1	87,622		
Foreman	2	75,608	2	77,510	2	77,510		
General Maintenance Specialist	20	61,734	20	63,287	20	63,287		
Account Technician	1	58,988	1	60,472	1	60,472		
Fleet Assistant	1	42,267	1 (e)	47,267	1 (e)	47,267		
Seasonal Employees		60,000		60,000		60,000		
Overtime	—	125,001	—	125,000	—	125,000		
Total Personnel	<u>26</u>		<u>26</u>		<u>26</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

(e) Reflects wage increase of \$5,000.

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

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MAJOR & LOCAL ROADS STREET MAINTENANCE OPERATING COSTS	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 87,380	\$ 40,764	\$ 185,356	\$ 185,356	Supervision	\$ 190,300	\$ 190,300	
1,472,715	671,003	1,675,685	1,543,264	Permanent Employees	1,586,768	1,586,768	
13,041	9,458	60,000	60,000	Seasonal Employees	60,000	60,000	
188,163	11,068	125,001	125,001	Overtime	125,000	125,000	
				Employee Benefits:			
2,521	2,000	3,000	2,000	Education Allowance	1,600	1,600	
140,304	58,450	162,550	152,708	Social Security	156,117	156,117	
499,127	212,853	600,960	562,583	Employee Insurance	570,746	570,746	
1,023,905	390,802	787,396	787,396	Retiree Health Insurance	703,714	703,714	
77,970	32,681	80,419	80,419	Longevity	77,217	77,217	
867,152	425,338	888,930	888,930	Retirement Fund	885,457	885,457	
7,224	4,669	9,029	6,599	Uniforms	6,600	6,600	
				Supplies:			
902,719	52,692	737,000	737,000	Materials and Supplies	740,000	740,000	
				Other Services and Charges:			
878,309	453,700	907,400	907,400	Administrative Expense	934,600	934,600	
1,345,296	701,325	1,214,000	1,169,000	Equipment Rental	1,325,000	1,325,000	
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	
339,560	139,660	330,500	330,500	Contractual Services	585,000	585,000	
374,770	249,236	460,000	400,000	Joint Sealing	400,000	400,000	
51,497	15,392	525,000	525,000	Pavement repairs	875,000	875,000	
-	-	400,000	400,000	Bridge repairs	232,480	232,480	
2,470	1,657	60,000	60,000	Traffic & Street Signs	10,000	10,000	
2,411	35,000	50,000	50,000	Traffic Signals	50,000	50,000	
291,141	111,177	280,000	280,000	Traffic Signal Maintenance	310,000	310,000	
132,806	119,892	300,000	300,000	Pavement Markings	300,000	300,000	
82,090	32,574	65,150	65,150	Transfer to Water System/Engineering Svcs.	69,739	69,739	
<u>\$ 8,787,571</u>	<u>\$ 3,776,391</u>	<u>\$ 9,912,376</u>	<u>\$ 9,623,306</u>	Total Street Maintenance Operating	<u>\$ 10,200,338</u>	<u>\$ 10,200,338</u>	

Major Streets:

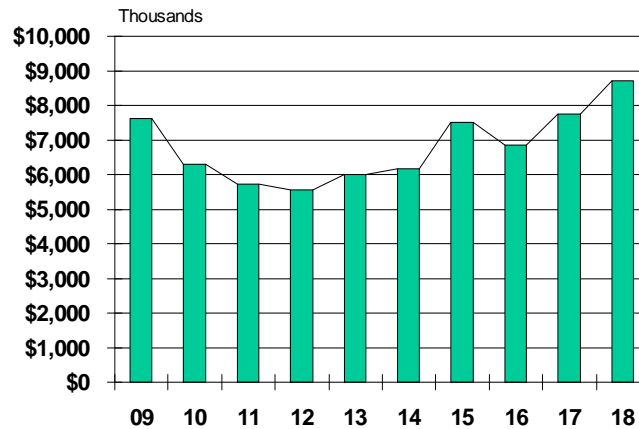
The Major Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	SUMMARY MICHIGAN TRANSPORTATION OPERATING FUNDS - MAJOR STREETS	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
\$ 10,445,975	\$ 4,266,728	\$ 9,400,000	\$ 9,400,000	State Shared Weight & Gas Tax	\$ 10,596,600	\$ 10,596,600	
9,512	-	15,000	15,000	Median Maintenance - State	25,000	25,000	
73,467	65,661	80,000	30,000	Interest on Investments	80,000	80,000	
8	-	-	-	Contribution from Bond Fund	-	-	
61,910	31,881	63,762	63,762	Contribution from General Fund	-	-	
14,511	-	14,500	14,500	Weed Mowing - Macomb County	14,500	14,500	
9,291	-	9,300	9,300	Winter Maintenance - Macomb County	9,300	9,300	
-	-	5,007,553	5,007,553	Fund Balance Appropriated	2,478,639	2,478,639	
<u>\$ 10,614,675</u>	<u>\$ 4,364,270</u>	<u>\$ 14,590,115</u>	<u>\$ 14,540,115</u>	Total Major Street Revenues	<u>\$ 13,204,039</u>	<u>\$ 13,204,039</u>	
				EXPENDITURES:			
\$ 2,846,547	\$ 1,293,244	\$ 7,490,829	\$ 7,490,829	Transfer to Construction Project Funds	\$ 5,000,000	\$ 5,000,000	
4,559,140	1,858,695	5,381,411	5,197,341	Operating Costs	5,333,313	5,333,313	
1,017,442	874,583	1,868,863	1,851,945	Transfer to Debt Service Funds	1,870,726	1,870,726	
300,000	-	-	-	Transfer to Local Street Fund	1,000,000	1,000,000	
<u>\$ 8,723,129</u>	<u>\$ 4,026,522</u>	<u>\$ 14,741,103</u>	<u>\$ 14,540,115</u>	Total Major Street Expenditures	<u>\$ 13,204,039</u>	<u>\$ 13,204,039</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ 1,891,546	\$ 337,748	\$ (150,988)	\$ -	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE			
6,986,429	8,877,975	8,877,975	8,877,975	BEGINNING OF PERIOD	3,719,434	3,719,434	
				RESERVE FOR:			
(127,866)	(127,866)	(127,866)	(127,866)	COMPENSATED ABSENCES	(127,866)	(127,866)	
				LESS: FUND BALANCE			
-	-	(5,007,553)	(5,007,553)	APPROPRIATED	(2,478,639)	(2,478,639)	
				ESTIMATED FUND BALANCE			
<u>\$ 8,750,109</u>	<u>\$ 9,087,857</u>	<u>\$ 3,591,568</u>	<u>\$ 3,742,556</u>	(DEFICIT) END OF PERIOD	<u>\$ 1,112,929</u>	<u>\$ 1,112,929</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ROUTINE MAINTENANCE:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 529,869	\$ 215,972	\$ 561,547	\$ 561,547	Permanent Employees	\$ 569,912	\$ 569,912	
61,120	4,782	18,678	18,678	Overtime	20,171	20,171	
6,770	4,723	27,000	27,000	Seasonal Employees	27,000	27,000	
				Employee Benefits:			
1,156	2,000	2,000	1,000	Education Allowance	721	721	
48,045	16,266	50,697	50,697	Social Security	49,385	49,385	
169,754	57,982	236,409	236,409	Employee Insurance	239,751	239,751	
434,889	144,836	290,359	290,359	Retiree Health Insurance	256,664	256,664	
27,873	25,035	28,285	28,285	Longevity	28,003	28,003	
357,838	160,634	334,703	334,703	Retirement Fund	329,562	329,562	
2,487	4,669	5,000	2,570	Uniforms	2,543	2,543	
160,352	12,731	70,000	70,000	Repairs & Maintenance Supplies	70,000	70,000	
				Other Services and Charges:			
168,078	100,753	130,000	130,000	Contractual Services	155,000	155,000	
261,282	99,694	300,000	300,000	Joint Sealing	300,000	300,000	
12,901	-	350,000	350,000	Pavement repairs	575,000	575,000	
-	-	400,000	400,000	Bridge repairs	232,480	232,480	
301,311	109,216	300,000	300,000	Equipment Rental	305,000	305,000	
<u>\$ 2,543,725</u>	<u>\$ 959,293</u>	<u>\$ 3,104,678</u>	<u>\$ 3,101,248</u>	Total Routine Maintenance	<u>\$ 3,161,192</u>	<u>\$ 3,161,192</u>	
51,094	-	104,657	104,657	Supervisory wage & benefit allocation	104,494	104,494	
<u>\$ 2,594,819</u>	<u>\$ 959,293</u>	<u>\$ 3,209,335</u>	<u>\$ 3,205,905</u>	Net Routine Maintenance	<u>\$ 3,265,686</u>	<u>\$ 3,265,686</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS TRAFFIC SERVICES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 32,859	\$ 143,981	\$ 170,000	\$ 37,579	Permanent Employees	\$ 34,325	\$ 34,325	
382	-	3,258	3,258	Overtime	901	901	
				Employee Benefits:			
2,690	11,437	13,235	3,393	Social Security	2,827	2,827	
10,421	37,152	50,000	11,623	Employee Insurance	11,787	11,787	
28,104	9,654	19,431	19,431	Retiree Health Insurance	15,458	15,458	
1,482	-	1,893	1,893	Longevity	1,687	1,687	
22,408	15,314	22,398	22,398	Retirement Fund	19,849	19,849	
219	-	172	172	Uniforms	153	153	
				Other Services and Charges:			
825	501	25,000	25,000	Traffic & Street Signs	5,000	5,000	
2,411	35,000	50,000	50,000	Traffic Signals	50,000	50,000	
241,916	92,882	230,000	230,000	Traffic Signal Maintenance	250,000	250,000	
99,605	89,919	225,000	225,000	Pavement Markings	225,000	225,000	
18,660	13,057	18,000	18,000	Equipment Rental	20,000	20,000	
<u>\$ 461,982</u>	<u>\$ 448,897</u>	<u>\$ 828,387</u>	<u>\$ 647,747</u>	Total Traffic Services	<u>\$ 636,987</u>	<u>\$ 636,987</u>	
3,076	-	7,004	7,004	Supervisory wage & benefit allocation	6,293	6,293	
<u>\$ 465,058</u>	<u>\$ 448,897</u>	<u>\$ 835,391</u>	<u>\$ 654,751</u>	Net Traffic Services	<u>\$ 643,280</u>	<u>\$ 643,280</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS SNOW AND ICE CONTROL:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 29,330	\$ -	\$ 36,353	\$ 36,353	Permanent Employees	\$ 61,994	\$ 61,994	
53,623	1,236	33,151	33,151	Overtime	35,240	35,240	
				Employee Benefits:			
6,831	95	3,282	3,282	Social Security	7,677	7,677	
18,753	150	13,599	13,599	Employee Insurance	13,792	13,792	
37,716	9,336	18,797	18,797	Retiree Health Insurance	27,920	27,920	
2,678	-	1,831	1,831	Longevity	3,046	3,046	
32,851	9,918	21,668	21,668	Retirement Fund	35,849	35,849	
396	-	166	166	Uniforms	277	277	
428,169	10,933	305,000	305,000	Repairs & Maintenance Supplies	305,000	305,000	
				Other Services and Charges:			
-	-	25,000	25,000	Contractual Services	25,000	25,000	
147,371	4,019	85,000	85,000	Equipment Rental	90,000	90,000	
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	
<u>\$ 760,218</u>	<u>\$ 38,187</u>	<u>\$ 546,347</u>	<u>\$ 546,347</u>	Total Snow & Ice Control	<u>\$ 608,295</u>	<u>\$ 608,295</u>	
5,555	-	6,775	6,775	Supervisory wage & benefit allocation	11,367	11,367	
<u>\$ 765,773</u>	<u>\$ 38,187</u>	<u>\$ 553,122</u>	<u>\$ 553,122</u>	Net Snow & Ice Control	<u>\$ 619,662</u>	<u>\$ 619,662</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ADMINISTRATION:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 43,690	\$ 20,382	\$ 92,678	\$ 92,678	Supervision	\$ 95,150	\$ 95,150	
51,368	24,145	50,628	50,628	Clerical	53,949	53,949	
				Employee Benefits:			
7,525	3,720	11,261	11,261	Social Security	11,580	11,580	
24,313	11,504	40,157	40,157	Employee Insurance	40,829	40,829	
1,348	9,910	20,888	20,888	Retiree Health Insurance	18,847	18,847	
3,790	3,823	3,892	3,892	Longevity	2,276	2,276	
9,998	4,947	14,720	14,720	Retirement Fund	15,138	15,138	
				Other Services and Charges:			
41,045	16,287	32,575	32,575	Transfer to Water System/Engineering Svcs.	34,870	34,870	
616,700	317,600	635,200	635,200	Administrative Expense	654,200	654,200	
<u>\$ 799,777</u>	<u>\$ 412,318</u>	<u>\$ 901,999</u>	<u>\$ 901,999</u>	Total Administration	<u>\$ 926,839</u>	<u>\$ 926,839</u>	
(66,287)	-	(118,436)	(118,436)	Supervisory wage & benefit allocation	(122,154)	(122,154)	
<u>\$ 733,490</u>	<u>\$ 412,318</u>	<u>\$ 783,563</u>	<u>\$ 783,563</u>	Net Administration	<u>\$ 804,685</u>	<u>\$ 804,685</u>	
				Summary of Operating Costs:			
\$ 2,594,819	\$ 959,293	\$ 3,209,335	\$ 3,205,905	Routine Maintenance	\$ 3,265,686	\$ 3,265,686	
465,058	448,897	835,391	654,751	Traffic Services	643,280	643,280	
765,773	38,187	553,122	553,122	Snow and Ice Control	619,662	619,662	
733,490	412,318	783,563	783,563	Administration	804,685	804,685	
<u>\$ 4,559,140</u>	<u>\$ 1,858,695</u>	<u>\$ 5,381,411</u>	<u>\$ 5,197,341</u>	Total Operating Costs	<u>\$ 5,333,313</u>	<u>\$ 5,333,313</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS DEBT SERVICE TRANSFER TO:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 258,234	\$ -	\$ -	\$ -	2003 Michigan Transportation Debt Retirement	\$ -	\$ -	
514,073	475,097	513,356	513,356	2013 Capital Improvement Refunding	530,565	530,565	
245,135	211,683	231,239	231,239	2015 Capital Improvement Refunding	222,493	222,493	
-	187,803	1,124,268	1,107,350	2018 Michigan Transportation Debt Retirement	1,117,668	1,117,668	
<u>\$ 1,017,442</u>	<u>\$ 874,583</u>	<u>\$ 1,868,863</u>	<u>\$ 1,851,945</u>	Total Debt Service Costs	<u>\$ 1,870,726</u>	<u>\$ 1,870,726</u>	
<u>LOCAL STREET TRANSFER:</u>							
<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Local Street Transfer	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	
<u>CONSTRUCTION PROJECTS</u>							
Other Services and Charges:							
2,846,547	1,293,244	7,490,829	7,490,829	Contractual Services	5,000,000	5,000,000	
<u>\$ 2,846,547</u>	<u>\$ 1,293,244</u>	<u>\$ 7,490,829</u>	<u>\$ 7,490,829</u>		<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>	

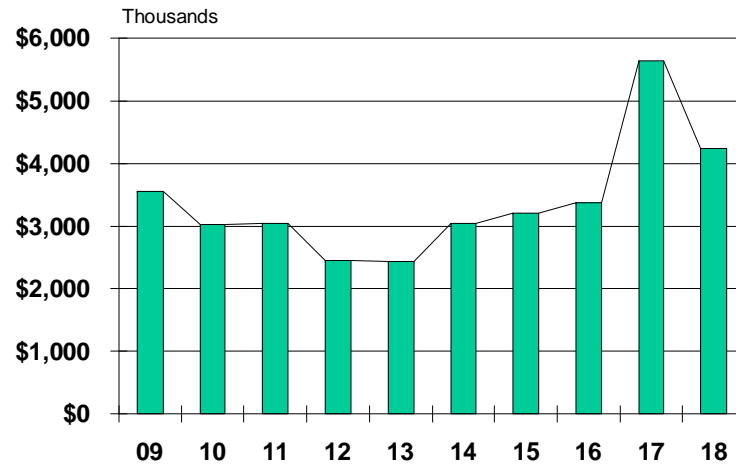
Local Streets:

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

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

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

**Expenditure History
Local Streets**



SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	SUMMARY MICHIGAN TRANSPORTATION <u>OPERATING FUNDS - LOCAL STREETS</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>REVENUES:</u>			
\$ 3,164,865	\$ 1,158,928	\$ 3,100,000	\$ 3,100,000	State Shared Weight & Gas Tax	\$ 3,536,100	\$ 3,536,100	
34,410	23,365	35,000	1,500	Interest on Investments	35,000	35,000	
61,910	31,881	93,763	93,763	Contribution from General Fund	30,000	30,000	
300,000	-	-	-	Contribution from Major Street Fund	1,000,000	1,000,000	
450,180	-	450,000	450,000	P.A. 48 - Metro Act	450,000	450,000	
-	-	880,702	880,702	Fund Balance Appropriated	-	-	
<u>\$ 4,011,365</u>	<u>\$ 1,214,174</u>	<u>\$ 4,559,465</u>	<u>\$ 4,525,965</u>	Total Local Street Revenues	<u>\$ 5,051,100</u>	<u>\$ 5,051,100</u>	
				<u>EXPENDITURES:</u>			
\$ 5,272	\$ -	\$ 100,000	\$ 100,000	Transfer to Construction Project Funds	\$ 100,000	\$ 100,000	
<u>4,228,432</u>	<u>1,917,696</u>	<u>4,530,965</u>	<u>4,425,965</u>	Operating Costs	<u>4,867,025</u>	<u>4,867,025</u>	
<u>\$ 4,233,704</u>	<u>\$ 1,917,696</u>	<u>\$ 4,630,965</u>	<u>\$ 4,525,965</u>	Total Local Street Expenditures	<u>\$ 4,967,025</u>	<u>\$ 4,967,025</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ (222,339)	\$ (703,522)	\$ (71,500)	\$ -	BALANCE DURING THE PERIOD	\$ 84,075	\$ 84,075	
				ESTIMATED FUND BALANCE			
2,384,742	2,162,403	2,162,403	2,162,403	BEGINNING OF PERIOD	1,210,201	1,210,201	
				RESERVE FOR:			
(156,138)	(156,138)	(156,138)	(156,138)	COMPENSATED ABSENCES	(156,138)	(156,138)	
				LESS: FUND BALANCE			
-	-	(880,702)	(880,702)	APPROPRIATED	-	-	
<u>\$ 2,006,265</u>	<u>\$ 1,302,743</u>	<u>\$ 1,054,063</u>	<u>\$ 1,125,563</u>	ESTIMATED FUND BALANCE	<u>\$ 1,138,138</u>	<u>\$ 1,138,138</u>	
				(DEFICIT) END OF PERIOD			

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ROUTINE MAINTENANCE:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 678,906	\$ 230,112	\$ 705,315	\$ 705,315	Permanent Employees	\$ 673,049	\$ 673,049	
10,339	4,641	46,140	46,140	Overtime	11,889	11,889	
6,271	4,735	33,000	33,000	Seasonal Employees	33,000	33,000	
				Employee Benefits:			
1,365	-	1,000	1,000	Education Allowance	879	879	
54,490	20,381	63,676	63,676	Social Security	57,508	57,508	
208,972	84,468	193,438	193,438	Employee Insurance	196,174	196,174	
456,588	181,158	364,698	364,698	Retiree Health Insurance	303,113	303,113	
32,328	-	35,527	35,527	Longevity	33,071	33,071	
379,392	201,834	420,394	420,394	Retirement Fund	389,202	389,202	
3,229	-	3,228	3,228	Uniforms	3,004	3,004	
98,061	29,028	107,000	107,000	Repairs & Maintenance Supplies	110,000	110,000	
				Other Services and Charges:			
171,482	38,907	155,500	155,500	Contractual Services	385,000	385,000	
113,488	149,542	160,000	100,000	Joint Sealing	100,000	100,000	
38,596	15,392	175,000	175,000	Pavement repairs	300,000	300,000	
711,519	561,202	720,000	675,000	Equipment Rental	730,000	730,000	
<u>\$ 2,965,026</u>	<u>\$ 1,521,400</u>	<u>\$ 3,183,916</u>	<u>\$ 3,078,916</u>	Total Routine Maintenance	<u>\$ 3,325,889</u>	<u>\$ 3,325,889</u>	
60,335	-	131,452	131,452	Supervisory wage & benefit allocation	123,404	123,404	
<u>\$ 3,025,361</u>	<u>\$ 1,521,400</u>	<u>\$ 3,315,368</u>	<u>\$ 3,210,368</u>	Net Routine Maintenance	<u>\$ 3,449,293</u>	<u>\$ 3,449,293</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS TRAFFIC SERVICES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 50,536	\$ 25,169	\$ 61,228	\$ 61,228	Permanent Employees	\$ 52,470	\$ 52,470	
285	145	5,308	5,308	Overtime	435	435	
				Employee Benefits:			
4,137	2,219	5,528	5,528	Social Security	4,249	4,249	
16,359	8,131	13,552	13,552	Employee Insurance	13,743	13,743	
34,188	15,726	31,659	31,659	Retiree Health Insurance	23,630	23,630	
2,266	-	3,084	3,084	Longevity	2,578	2,578	
27,220	16,764	36,494	36,494	Retirement Fund	30,341	30,341	
336	-	280	280	Uniforms	234	234	
				Other Services and Charges:			
1,645	1,156	35,000	35,000	Traffic & Street Signs	5,000	5,000	
49,225	18,295	50,000	50,000	Traffic Signal Maintenance	60,000	60,000	
33,201	29,973	75,000	75,000	Pavement Markings	75,000	75,000	
19,047	13,831	16,000	16,000	Equipment Rental	25,000	25,000	
<u>\$ 238,445</u>	<u>\$ 131,409</u>	<u>\$ 333,133</u>	<u>\$ 333,133</u>	Total Traffic Services	<u>\$ 292,680</u>	<u>\$ 292,680</u>	
4,706	-	11,411	11,411	Supervisory wage & benefit allocation	9,620	9,620	
<u>\$ 243,151</u>	<u>\$ 131,409</u>	<u>\$ 344,544</u>	<u>\$ 344,544</u>	Net Traffic Services	<u>\$ 302,300</u>	<u>\$ 302,300</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS SNOW AND ICE CONTROL:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 48,479	\$ 7,479	\$ 39,987	\$ 39,987	Permanent Employees	\$ 87,120	\$ 87,120	
62,414	264	18,466	18,466	Overtime	56,364	56,364	
				Employee Benefits:			
9,062	612	3,610	3,610	Social Security	11,311	11,311	
26,243	1,962	13,648	13,648	Employee Insurance	13,841	13,841	
29,724	10,272	20,676	20,676	Retiree Health Insurance	39,235	39,235	
3,763	-	2,014	2,014	Longevity	4,281	4,281	
27,448	10,980	23,834	23,834	Retirement Fund	50,379	50,379	
557	-	183	183	Uniforms	389	389	
216,137	-	255,000	255,000	Repairs & Maintenance Supplies	255,000	255,000	
				Other Services and Charges:			
-	-	20,000	20,000	Contractual Services	20,000	20,000	
147,388	-	75,000	75,000	Equipment Rental	155,000	155,000	
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	
<u>\$ 573,715</u>	<u>\$ 34,069</u>	<u>\$ 474,918</u>	<u>\$ 474,918</u>	Total Snow & Ice Control	<u>\$ 695,420</u>	<u>\$ 695,420</u>	
7,809	-	7,452	7,452	Supervisory wage & benefit allocation	15,974	15,974	
<u>\$ 581,524</u>	<u>\$ 34,069</u>	<u>\$ 482,370</u>	<u>\$ 482,370</u>	Net Snow & Ice Control	<u>\$ 711,394</u>	<u>\$ 711,394</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ADMINISTRATION:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 43,690	\$ 20,382	\$ 92,678	\$ 92,678	Supervision	\$ 95,150	\$ 95,150	
51,368	24,145	50,627	50,627	Clerical	53,949	53,949	
				Employee Benefits:			
7,524	3,720	11,261	11,261	Social Security	11,580	11,580	
24,312	11,504	40,157	40,157	Employee Insurance	40,829	40,829	
1,348	9,910	20,888	20,888	Retiree Health Insurance	18,847	18,847	
3,790	3,823	3,893	3,893	Longevity	2,275	2,275	
9,997	4,947	14,719	14,719	Retirement Fund	15,137	15,137	
				Other Services and Charges:			
41,045	16,287	32,575	32,575	Transfer to Water System/Engineering Svcs.	34,869	34,869	
261,609	136,100	272,200	272,200	Administrative Expense	280,400	280,400	
<u>\$ 444,683</u>	<u>\$ 230,818</u>	<u>\$ 538,998</u>	<u>\$ 538,998</u>	Total Administration	<u>\$ 553,036</u>	<u>\$ 553,036</u>	
(66,287)	-	(150,315)	(150,315)	Supervisory wage & benefit allocation	(148,998)	(148,998)	
<u>\$ 378,396</u>	<u>\$ 230,818</u>	<u>\$ 388,683</u>	<u>\$ 388,683</u>	Net Administration	<u>\$ 404,038</u>	<u>\$ 404,038</u>	
				Summary of Operating Costs:			
\$ 3,025,361	\$ 1,521,400	\$ 3,315,368	\$ 3,210,368	Routine Maintenance	\$ 3,449,293	\$ 3,449,293	
243,151	131,409	344,544	344,544	Traffic Services	302,300	302,300	
581,524	34,069	482,370	482,370	Snow and Ice Control	711,394	711,394	
378,396	230,818	388,683	388,683	Administration	404,038	404,038	
<u>\$ 4,228,432</u>	<u>\$ 1,917,696</u>	<u>\$ 4,530,965</u>	<u>\$ 4,425,965</u>	Total Operating Costs	<u>\$ 4,867,025</u>	<u>\$ 4,867,025</u>	
				CONSTRUCTION PROJECTS			
				Other Services and Charges:			
5,272	-	100,000	100,000	Contractual Services	100,000	100,000	
<u>\$ 5,272</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>		<u>\$ 100,000</u>	<u>\$ 100,000</u>	

LIBRARY

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

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

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

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

A brief review of 2018 indicates that the Warren Public Library has 72,578 registered borrowers, 288,043 patrons visited the library and 224,885 were virtual visits to the library's website, for a total of 512,928 actual and virtual visits. The Library provided a total of 1,173 programs. Programs attended by children and teens totaled 19,856, and 5,192 adults attended programs for a combined total of 25,048. Computer classes held at Civic Center Library and the Burnette Branch were attended by 279 patrons. The library circulated 853,047 print and digital items, had 73,527 uses of their public Internet computers and 104,380 wireless logins, totaling 177,907 Internet uses. Reference librarians fielded 41,987 reference transactions. The combined Warren libraries have a collection of 317,161 physical items, (print, audio and video). Special collections include auto repair manuals, an international language collection which is comprised of 16 different languages, ESL (English as a Second Language Collection), DVDs, music CDs, sheet music, periodicals, audiobooks and video games. The Library also has an eBook and eAudiobook collection of over 39,000 items.

Highlights for 2018 included the "Libraries Rock" 2018 Summer Reading Club program which had 1,387 participants. The Arthur Miller Branch Library was awarded the Backyard Wilderness grant from HHMI Tangled Bank Studios. This grant featured a pop-up exhibit that was on display at the Miller Library in September and October that encouraged library patrons to explore the natural world found in their community. The library was also awarded the Mary Ritter Literacy Grant of \$1,000 from the Metro Detroit Book and Author Society to develop Alzheimer's kits. The library held the 3rd year of its Prime Time Family Reading Time program in September through a grant of \$2,749 from The Michigan Humanities Council. The library began offering hoopla digital, a digital resource featuring eBooks, eAudiobooks, streaming movies and television episodes, download music and graphic novels. Building improvements included the replacement of carpeting at the Civic Center Library and the starting of construction for Civic Center South which will replace the Maybelle Burnette Branch in 2019.

Additionally, the Library continued its successful program of author visits to the library. Authors who visited the library included 2018 Michigan Notable Book winning author Karen Dionne (*The Marsh King's Daughter*), Karen Dybis (*Secret Detroit*), and Susan Whitall (*Joni on Joni*).

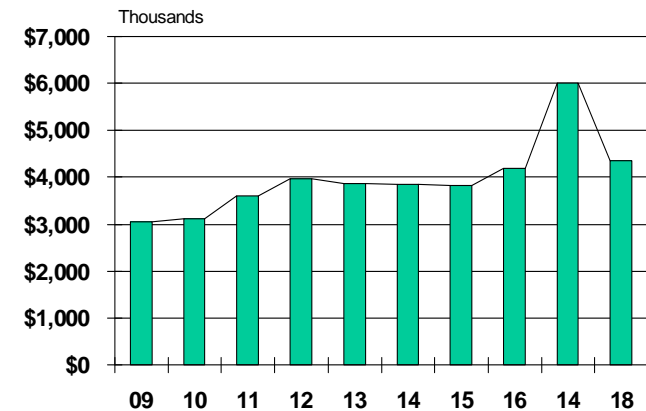
LIBRARY

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Annual Library visits	288,043	400,000	412,000	415,000
Total circulation including digital	853,047	400,000	939,410	900,000
Reference information requests	41,987	50,000	39,456	48,000
Total registered borrowers	72,578	60,000	55,000	78,000
Items loaned to other libraries	26,749	60,000	55,840	35,000
Items received from other libraries	36,033	40,000	36,744	40,000
Total circulation of children's materials	150,905	200,000	160,984	200,000
Materials added to the collection	23,310	40,000	22,708	25,000
Materials deleted from the collection	18,163	10,000	5,756	20,000
Children's story hour attendance	4,718	4,200	3,424	5,000
Computer sessions, incl. wireless	177,907	200,000	181,944	210,000
Attendance-children programs	9,358	20,000	19,692	20,000
Virtual visits to Library website	224,885	350,000	340,572	360,000
Early Literacy attendance	5,780	7,000	6,050	7,100
School visits to library	65	100	97	110
Grant received	3,749	0	0	0
Attendance-adult special programs	5,192	4,000	6,000	6,500

**Expenditure History
Library**



SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 4,113,698	\$ 2,124,503	\$ 4,248,320	\$ 4,248,320	Property Tax Revenue	\$ 4,280,012	\$ 4,280,012	
30,177	14,376	28,742	28,742	Industrial Facilities Tax	28,459	28,459	
225,000	252,985	252,985	210,000	Reimbursement for Personal Property Loss	210,000	210,000	
116,086	-	110,000	110,000	Penal Fines	117,000	117,000	
30,977	7,945	32,325	32,325	Over the Counter Fines	25,000	25,000	
66,122	57,247	65,000	10,000	Interest on Investments	40,000	40,000	
171,767	-	-	-	Insurance Proceeds	-	-	
98,306	-	88,267	88,267	State Aid	90,000	90,000	
17,196	12,742	17,000	10,000	Renaissance Zone Reimbursement	17,000	17,000	
33,994	15,139	30,000	30,000	Copy Machine User Fees	30,000	30,000	
13,636	5,905	15,000	15,000	Lost Book Fees	11,000	11,000	
2,129	1,011	2,500	2,500	Video User Fees	2,000	2,000	
8,673	3,198	8,500	8,500	Non-Resident Internet Fees	8,000	8,000	
13,978	5,814	10,500	10,500	Miscellaneous	10,500	10,500	
-	-	2,405,919	2,555,968	Fund Balance Appropriated	688,837	449,387	
<u>\$ 4,941,739</u>	<u>\$ 2,500,865</u>	<u>\$ 7,315,058</u>	<u>\$ 7,360,122</u>	Total Revenues	<u>\$ 5,557,808</u>	<u>\$ 5,318,358</u>	
				EXPENDITURES:			
\$ 1,415,395	\$ 703,888	\$ 1,574,575	\$ 1,738,922	Personnel Services	\$ 1,797,461	\$ 1,797,461	
1,339,250	634,870	1,391,066	1,457,273	Employee Benefits	1,436,932	1,436,932	
63,765	16,120	80,000	83,995	Supplies	94,900	94,900	
1,052,829	729,902	1,419,891	1,335,391	Other Services and Charges	1,427,115	1,427,115	
493,311	216,544	2,744,541	2,744,541	Capital Outlay	801,400	561,950	
<u>\$ 4,364,550</u>	<u>\$ 2,301,324</u>	<u>\$ 7,210,073</u>	<u>\$ 7,360,122</u>	Total Expenditures	<u>\$ 5,557,808</u>	<u>\$ 5,318,358</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ 577,189	\$ 199,541	\$ 104,985	\$ -	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE			
4,699,988	5,277,177	5,277,177	5,277,177	BEGINNING OF PERIOD	2,976,243	2,976,243	
				RESERVE FOR:			
(233,324)	(233,324)	(233,324)	(233,324)	COMPENSATED ABSENCES	(233,324)	(233,324)	
				LESS: FUND BALANCE			
-	-	(2,405,919)	(2,555,968)	APPROPRIATED	(688,837)	(449,387)	
<u>\$ 5,043,853</u>	<u>\$ 5,243,394</u>	<u>\$ 2,742,919</u>	<u>\$ 2,487,885</u>	ESTIMATED FUND BALANCE	<u>\$ 2,054,082</u>	<u>\$ 2,293,532</u>	
				(DEFICIT) END OF PERIOD			

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	\$ 101,488	1	\$ 104,041	1	\$ 104,041		
Administrative Specialist - Library	1	64,043	1	65,655	1	65,655		
Branch Library Supervisor	4	80,848	4	82,882	4	82,882		
Branch Librarian	5	65,321	5	66,965	5	66,965		
Library Technician	6	55,804	6	57,208	6	57,208		
Office Assistant	5	37,850	5	38,802	5	38,802		
Library Asst Spec Svcs	1	59,446	1	60,941	1	60,941		
Library Maintenance Technician	1	43,035	1	44,118	1	44,118		
Library Pages and Assistant Librarians (Substitutes)		271,529		302,448		302,448		
Overtime	—	35,888	—	30,000	—	30,000		
Total Personnel	<u>24</u>		<u>24</u>		<u>24</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 99,544	\$ 48,402	\$ 101,488	\$ 101,488	Appointed Official	\$ 104,195	\$ 104,195	
1,138,396	571,735	1,177,343	1,315,919	Permanent Employees	1,348,818	1,348,818	
162,292	73,924	271,529	271,529	Permanent Part-time Employees - Pages	302,448	302,448	
6,460	7,681	15,250	35,888	Overtime	30,000	30,000	
8,703	2,146	8,965	14,098	Shift Premium	12,000	12,000	
				Employee Benefits:			
10,400	11,600	11,600	10,400	Education Allowance	10,400	10,400	
109,586	55,949	123,553	136,034	Social Security	140,478	140,478	
286,695	140,471	391,893	446,819	Employee Insurance	454,630	454,630	
404,725	156,608	316,761	316,761	Retiree Health Insurance	285,298	285,298	
26,734	19,779	28,953	28,953	Longevity	28,470	28,470	
500,810	250,463	518,006	518,006	Retirement Fund	517,356	517,356	
300	-	300	300	Uniforms	300	300	
63,765	16,120	80,000	83,995	Office Supplies	94,900	94,900	
				Other Services and Charges:			
10,417	4,511	20,000	20,000	Copy Machine Expense	20,000	20,000	
140,284	51,027	198,600	198,600	Contractual Services	225,477	225,477	
150,395	81,197	205,000	205,000	Cooperative Services	185,000	185,000	
71,226	-	45,000	45,000	Library Cooperative-Indirect Aid	50,000	50,000	
306	233	850	2,500	Postage	2,500	2,500	
-	120	121	121	Unemployment Costs	-	-	
7,384	2,278	9,000	9,000	Digital Video Discs	15,500	15,500	
39,943	14,356	57,000	57,000	Library Circulating Materials	72,000	72,000	
17,743	20,268	24,000	20,000	Periodicals	25,000	25,000	
7,684	5,288	15,000	25,000	Telephone	25,000	25,000	
41	180	200	500	Mileage	200	200	
-	-	1,200	3,000	Auto Expense	3,000	3,000	
6,850	5,085	10,250	11,000	Training & Workshops	13,000	13,000	
-	-	100	100	Book Binding	100	100	
168,151	80,546	185,000	215,000	Public Utilities	215,000	215,000	
35,579	211,031	245,000	120,000	Repairs & Maintenance	164,000	164,000	
125,726	114,032	124,070	124,070	Cap Imprvmt Refunding Bonds, Series 2014	123,138	123,138	
38,700	20,100	40,200	40,200	Insurance and Bonds	41,800	41,800	
232,400	119,650	239,300	239,300	Administrative Expense	246,400	246,400	

(Continued)

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>LIBRARY</u> SPECIAL REVENUE FUND EXPENDITURES (Continued):	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 250,479	\$ 80,549	\$ 2,369,241	\$ 2,369,241	Capital Outlay:			
-	-	-	-	Improvements	\$ 237,000	\$ 112,000	
5,848	24,623	43,300	43,300	Vehicles	29,000	29,000	
236,984	111,372	332,000	332,000	Equipment	185,400	70,950	
				Books	350,000	350,000	
<u>\$ 4,364,550</u>	<u>\$ 2,301,324</u>	<u>\$ 7,210,073</u>	<u>\$ 7,360,122</u>	Total Expenditures	<u>\$ 5,557,808</u>	<u>\$ 5,318,358</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.

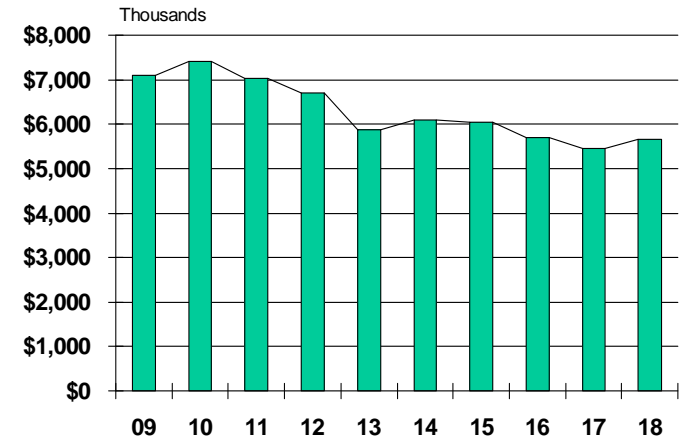
RECREATION

Fiscal 2020 Performance Objectives

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

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Pavilion rentals	518	520	520	520
Bus transportation	14,376	14,500	14,690	14,500
Special event youth participation	25,000	25,000	25,000	25,000
Day camp registration	538	550	550	550
Senior special events	3,750	3,800	3,800	3,800
Adult & youth sports participants	107,500	107,500	107,500	107,500
Senior programs	86,200	86,250	86,200	86,250
Senior sports programs	22,750	23,000	23,000	23,000
WCC pool attendance	360,000	400,000	400,000	400,000
Swim lesson registration	2,533	4,300	4,250	4,300
Yearly pass registration	4,129	5,000	4,500	5,000
WCC pool rental attendance	9,000	9,250	9,200	9,250

**Expenditure History
Recreation**



SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	RECREATION SPECIAL REVENUE FUND REVENUES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 3,003,255	\$ 1,548,682	\$ 3,096,320	\$ 3,096,320	Property Tax Revenue	\$ 3,119,248	\$ 3,119,248	
21,994	10,476	20,949	20,949	Industrial Facilities Tax	20,741	20,741	
150,000	184,384	184,384	140,000	Reimbursement for Personal Property Loss	140,000	140,000	
53,889	35,092	61,300	61,300	MDOT Grant	53,000	53,000	
197,378	58,331	193,000	193,000	S.M.A.R.T. Community Credit Grant	193,000	193,000	
408,639	166,507	425,000	425,000	Recreation Fees	350,000	350,000	
1,408,738	664,399	1,375,000	1,450,000	Warren Community Center Fees	1,375,000	1,375,000	
21,655	4,651	25,000	25,000	Downtown Ice Rink Fees	25,000	25,000	
12,525	5,512	12,500	12,500	Senior Transportation	11,000	11,000	
12,210	6,901	15,000	15,000	Special Events	12,000	12,000	
40,510	24,265	75,000	75,000	Sponsored Events	50,000	50,000	
421	191	450	450	Bingo Fees	400	400	
4,710	5,825	-	-	Forestry - Tree Planting	-	-	
11,446	9,065	15,000	3,500	Interest on Investments	10,000	10,000	
96,574	75,039	104,803	104,803	Lease Proceeds	89,803	89,803	
-	4,750	4,750	-	Sale of Equipment	-	-	
23	4	100	100	Miscellaneous	50	50	
-	-	3,603	3,603	Fund Balance Appropriated	265,163	202,449	
<u>\$ 5,443,967</u>	<u>\$ 2,804,074</u>	<u>\$ 5,612,159</u>	<u>\$ 5,626,525</u>	Total Revenues	<u>\$ 5,714,405</u>	<u>\$ 5,651,691</u>	
				EXPENDITURES:			
\$ 2,116,124	\$ 961,381	\$ 2,170,876	\$ 2,122,376	Personnel Services	\$ 2,196,817	\$ 2,147,174	
1,260,901	549,159	1,199,671	1,199,671	Employee Benefits	1,165,686	1,152,615	
181,689	61,913	194,975	195,250	Supplies	186,300	186,300	
2,005,579	1,093,380	1,919,562	1,923,687	Other Services and Charges	2,015,602	2,015,602	
92,583	44,161	169,161	157,628	Capital Outlay	150,000	150,000	
<u>\$ 5,656,876</u>	<u>\$ 2,709,994</u>	<u>\$ 5,654,245</u>	<u>\$ 5,598,612</u>	Total Expenditures	<u>\$ 5,714,405</u>	<u>\$ 5,651,691</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
968,873	755,964	755,964	755,964	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	710,275	710,275	
(121,695)	(121,695)	(121,695)	(121,695)	RESERVE FOR: COMPENSATED ABSENCES	(121,695)	(121,695)	
-	-	(3,603)	(3,603)	LESS: FUND BALANCE APPROPRIATED	(265,163)	(202,449)	
<u>\$ 634,269</u>	<u>\$ 728,349</u>	<u>\$ 588,580</u>	<u>\$ 658,579</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 323,417</u>	<u>\$ 386,131</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	\$ 108,694	1	\$ 111,429	1	\$ 111,429		
Superintendent of Facilities & Operations	2	81,782	2	83,839	2	83,839		
Program Supervisor	3	71,204	3	72,995	3	72,995		
Recreation Manager	1	53,000	1	54,334	1	54,334		
Account Specialist	1	55,007	1	56,391	1	56,391		
Office Assistant	-	-	-	-	1 (b)	38,802		
Seasonal Employees		1,250,000		1,250,000		1,225,000		
Seasonal Employees - Transportation		145,000		145,000		145,000		
<u>MAINTENANCE</u>								
Facility Maintenance Specialist	1	65,083	1	66,721	-	(d)	-	
Seasonal Employees - Maintenance		75,000		75,000		75,000		
Overtime - Supervision		1,500		60,000		60,000		
Overtime - Maintenance	—	5,000	—	-	—	-		
Total Personnel	<u>9</u>		<u>9</u>		<u>9</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 and Warren Supervisors contracts that expire 6/30/20.

(b) New position.

(d) Position deleted.

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	RECREATION SPECIAL REVENUE FUND EXPENDITURES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 111,531	\$ 63,495	\$ 108,694	\$ 108,694	Appointed Official	\$ 111,594	\$ 111,594	
487,327	231,395	485,182	485,182	Permanent Employees	498,123	530,580	
22,293	-	52,000	52,000	Permanent Employees - Maintenance	56,100	-	
				Seasonal Employees:			
30,649	-	75,000	75,000	Maintenance	75,000	75,000	
1,323,283	585,240	1,250,000	1,250,000	Recreation	1,250,000	1,225,000	
1,374	24,890	55,000	1,500	Overtime - Supervision	60,000	60,000	
476	-	-	5,000	Overtime - Maintenance	-	-	
-	-	1,000	-	Shift Premium	1,000	1,000	
				Employee Benefits:			
3,750	3,750	3,750	3,750	Education Allowance	3,750	3,750	
142,788	66,096	153,640	153,640	Social Security	159,154	155,176	
254,423	109,159	302,347	302,347	Employee Insurance	302,435	300,243	
535,102	204,279	409,575	409,575	Retiree Health Insurance	366,671	366,131	
24,083	15,583	27,200	27,200	Longevity	24,848	21,487	
285,516	144,523	288,199	288,199	Retirement Fund	294,005	291,305	
-	-	300	300	Uniforms	300	-	
				Supplies:			
5,947	3,434	10,000	10,000	Office Supplies	10,000	10,000	
6,175	69	150	150	Bingo Operating Supplies	300	300	
14,449	3,543	15,500	15,500	Operating Supplies	15,000	15,000	
69,593	20,755	60,000	60,000	Playground & Athletic Supplies	60,000	60,000	
85,011	33,657	108,000	108,000	Repair & Maintenance Supplies	100,000	100,000	
				Other Services and Charges:			
524,198	174,935	400,000	400,000	Contractual Services	500,000	500,000	
2,201	1,001	2,700	2,700	Postage	2,700	2,700	
1,018	129	416	416	Unemployment Costs	156	156	
118,698	49,309	65,000	65,000	Building Maintenance	65,000	65,000	
54,416	97,350	100,000	100,000	Tree Maintenance	100,000	100,000	
24,514	14,847	30,975	30,975	Telephone	30,975	30,975	
16,974	12,597	28,000	28,000	Vehicle Maintenance Expense	25,000	25,000	
54,844	17,072	60,000	60,000	Marketing and Promotions	55,000	55,000	
133,600	69,450	138,900	138,900	Insurance and Bonds	144,400	144,400	
496,185	264,498	500,000	500,000	Public Utilities	500,000	500,000	
-	-	500	1,000	Conferences and Workshops	-	-	
7,445	849	5,500	5,500	Rentals & Janitorial Service	5,500	5,500	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>RECREATION</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES (Continued):</u> <u>Other Services and Charges:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 65,363	\$ 24,536	\$ 55,000	\$ 55,000	Special Events	\$ 55,000	\$ 55,000	
29,890	12,498	35,000	35,000	Sponsored Events	35,000	35,000	
5,845	2,140	8,500	8,500	Downtown Ice Rink Expense	8,500	8,500	
293,360	266,075	289,496	289,496	Cap Imprvmt Refunding Bonds, Series 2014	287,321	287,321	
120,600	62,100	124,200	124,200	Administrative Expense	127,900	127,900	
				<u>Capital Outlay:</u>			
30,000	-	125,000	125,000	Capital Improvements	100,000	100,000	
62,583	44,161	44,161	32,628	Equipment - Recreation	50,000	50,000	
<u>\$ 5,445,504</u>	<u>\$ 2,623,415</u>	<u>\$ 5,418,885</u>	<u>\$ 5,358,352</u>	<u>Total Expenditures</u>	<u>\$ 5,480,732</u>	<u>\$ 5,419,018</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	RECREATION SPECIAL REVENUE FUND TRANSPORTATION EXPENDITURES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 139,191	\$ 56,361	\$ 145,000	\$ 145,000	Seasonal Employees	\$ 145,000	\$ 145,000	
				Employee Benefits:			
10,648	4,312	11,093	11,093	Social Security	11,093	11,093	
4,591	1,457	3,567	3,567	Employee Insurance	3,430	3,430	
				Supplies:			
514	455	725	1,000	Office Supplies	1,000	1,000	
-	-	600	600	Operating Supplies	-	-	
				Other Services and Charges:			
1,907	782	5,000	5,000	Contractual Services	5,000	5,000	
-	-	150	150	Postage	150	150	
-	-	1,500	1,500	Building Maintenance	1,500	1,500	
578	289	875	1,000	Telephone	1,000	1,000	
25,780	10,371	26,500	30,000	Vehicle Maintenance Expense	25,000	25,000	
-	-	200	200	Printing and Publishing	-	-	
11,863	4,102	20,000	20,000	Public Utilities	20,000	20,000	
-	-	250	250	Conferences and Workshops	-	-	
16,300	8,450	16,900	16,900	Insurance and Bonds	17,500	17,500	
-	-	4,000	4,000	Bus Rental	3,000	3,000	
<u>\$ 211,372</u>	<u>\$ 86,579</u>	<u>\$ 236,360</u>	<u>\$ 240,260</u>	Total Expenditures	<u>\$ 233,673</u>	<u>\$ 233,673</u>	

COMMUNICATIONS

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

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

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

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

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

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

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

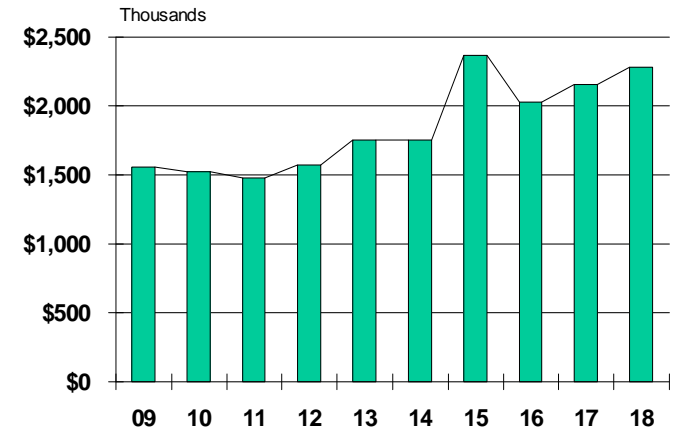
COMMUNICATIONS

Fiscal 2020 Performance Objectives

1. Establish an effective brand strategy that gives Warren a competitive edge over other metro area cities.
2. Generate more revenue for the Communications Department by providing services to public.
3. Create new award winning programming.
4. Establish a profitable relationship with Parks and Recreation.
5. Add a new cost savings Branding / Promotions tier to the Communications Department.
6. Increase interactive productions with community.
7. Enhance the look of the Newsbeat Magazine and Calendar.
8. Enhance partnership with DDA to expand the "MI Warren" campaign and new business ventures.
9. Continue to support City departments with communication needs.
10. Work with the City to enhance 2020 Census numbers.
11. Expand online and emergency services.
12. Expand ADA communication services with the public.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Meeting coverage (City Council, Zoning Board, Planning Commission)	68	60	68	68
Newsbeat magazine	4	4	4	4
Annual calendar	1	1	1	1
Original programs (sporting events, concerts, talk shows, etc.)	265	483	275	250
Auditorium support (plays, rentals, recitals, meetings, etc.)	105	120	130	150
Bulletin board postings (garage sales, non-profit ads, city information, etc.)	1,500	1,200	1,500	1,500
Snow and storm alerts (emergency information crawl on channels)	2	20	5	10
Website postings and updates (community events, department services)	2,500	2,550	2,750	3,000
Internship program (number of interns)	30	40	20	20
Public service announcements	36	65	50	50
Truck Productions	50	60	60	60

**Expenditure History
Communications**



SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	COMMUNICATIONS SPECIAL REVENUE FUND REVENUES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 2,175,819	\$ 526,917	\$ 2,100,000	\$ 2,300,000	Cable TV Franchise Fees	\$ 2,100,000	\$ 2,100,000	
38,538	28,994	50,000	3,000	Interest on Investments	40,000	40,000	
207	40	300	300	Miscellaneous	200	200	
-	-	537,129	537,129	Fund Balance Appropriated	958,210	569,260	
<u>\$ 2,214,564</u>	<u>\$ 555,951</u>	<u>\$ 2,687,429</u>	<u>\$ 2,840,429</u>	Total Revenues	<u>\$ 3,098,410</u>	<u>\$ 2,709,460</u>	
				EXPENDITURES:			
\$ 587,909	\$ 287,577	\$ 703,583	\$ 733,571	Personnel Services	\$ 951,288	\$ 748,838	
371,383	179,133	381,397	383,692	Employee Benefits	489,278	473,528	
22,898	9,275	25,500	25,500	Supplies	25,500	25,500	
1,236,665	781,687	1,360,801	1,381,551	Other Services and Charges	1,432,344	1,361,594	
59,617	139,414	316,115	316,115	Capital Outlay	200,000	100,000	
<u>\$ 2,278,472</u>	<u>\$ 1,397,086</u>	<u>\$ 2,787,396</u>	<u>\$ 2,840,429</u>	Total Expenditures	<u>\$ 3,098,410</u>	<u>\$ 2,709,460</u>	
\$ (63,908)	\$ (841,135)	\$ (99,967)	\$ -	NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
3,577,906	3,513,998	3,513,998	3,513,998	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	2,876,902	2,876,902	
(23,781)	(23,781)	(23,781)	(23,781)	RESERVE FOR: COMPENSATED ABSENCES	(23,781)	(23,781)	
-	-	(537,129)	(537,129)	LESS: FUND BALANCE APPROPRIATED	(958,210)	(569,260)	
<u>\$ 3,490,217</u>	<u>\$ 2,649,082</u>	<u>\$ 2,853,121</u>	<u>\$ 2,953,088</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 1,894,911</u>	<u>\$ 2,283,861</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	\$ 85,472	1	\$ 87,622	1	\$ 87,622		
Communications Specialist	1	69,736	1	71,491	1	71,491		
Media Specialist 1	1	62,791	1	64,371	1	64,371		
Broadcast Engineer	1	60,000	1	61,509	1	61,509		
Web Master	-	-	1 (b)	56,000	1 (b)	56,000		
Closed Captioning Production Specialist	-	-	1 (b)	56,000	1 (b)	56,000		
Videographer/Editor	-	-	1 (b)	56,000	1 (b)	56,000		
Communications Specialist 1	-	-	1 (b)	56,848	1 (b)	56,848		
Administrative Clerk	1	52,572	1	53,894	1	53,894		
 Part-time Employees	 —	 415,000	 —	 427,450	 —	 225,000		
 Total Personnel	 <u>5</u>		 <u>9</u>		 <u>9</u>			

(a) Wage rates are based on Local 227, Local 412 Units 35 and 59 contracts that expire 6/30/20.

(b) New position.

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	COMMUNICATIONS SPECIAL REVENUE FUND EXPENDITURES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 256,209	\$ 152,121	\$ 318,571	\$ 318,571	Personnel Services:	\$ 523,838	\$ 523,838	
331,101	135,444	385,000	415,000	Permanent Employees	427,450	225,000	
599	12	12	-	Part-time Employees	-	-	
				Overtime			
				Employee Benefits:			
750	1,150	750	750	Education Allowance	1,150	1,150	
45,012	22,221	54,213	56,508	Social Security	73,199	57,712	
79,360	44,847	107,907	107,907	Employee Insurance	185,615	185,352	
149,521	58,024	116,246	116,246	Retiree Health Insurance	107,978	107,978	
4,294	4,340	4,340	4,340	Longevity	4,392	4,392	
92,446	48,551	97,941	97,941	Retirement Fund	116,944	116,944	
				Supplies:			
2,134	547	3,500	3,500	Office	3,500	3,500	
18,929	7,854	20,000	20,000	Operating	20,000	20,000	
1,835	874	2,000	2,000	Tapes/DVD's	2,000	2,000	
				Other Services and Charges:			
29,574	18,803	32,600	32,600	Contractual Services	32,600	27,600	
61,629	34,228	65,000	85,750	Postage	85,750	68,000	
3,108	2,204	3,200	3,200	Telephone	3,200	3,200	
-	-	200	200	Mileage	200	200	
2,990	1,479	3,500	3,500	Vehicle Maintenance	3,500	3,500	
498	-	400	400	Conferences & Workshops	400	400	
66,199	26,110	100,000	100,000	Community Promotions	100,000	75,000	
38,700	20,100	40,200	40,200	Insurance and Bonds	41,800	41,800	
93,282	44,465	105,000	125,000	Public Utilities	125,000	125,000	
-	570	1,135	1,135	Memberships & Dues	13,635	13,635	
2,689	995	8,000	8,000	Sets and Design	6,000	3,000	
1,789	30,000	30,000	10,000	Web site	20,000	20,000	
23,100	-	26,000	26,000	City Calendar	26,000	26,000	
2,000	-	2,000	2,000	Music Library	2,000	2,000	
80,875	21,277	95,000	95,000	City Newsletter	105,000	95,000	
17,684	1,798	30,000	30,000	Software & Contractual Service	30,000	30,000	
9,963	2,050	10,000	10,000	Auditorium Expense	20,000	10,000	
383,500	197,500	395,000	395,000	Administrative Expense	406,800	406,800	
419,085	380,108	413,566	413,566	Cap Imprvmt Refunding Bonds, Series 2014	410,459	410,459	
				Capital Outlay:			
59,617	139,414	316,115	316,115	Equipment - Cable TV	200,000	100,000	
<u>\$ 2,278,472</u>	<u>\$ 1,397,086</u>	<u>\$ 2,787,396</u>	<u>\$ 2,840,429</u>	Total Expenditures	<u>\$ 3,098,410</u>	<u>\$ 2,709,460</u>	

SANITATION DIVISION

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

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

In conjunction with other departments, we participate in all blight sweep clean ups and other special projects including landlord/renters move outs and tenant evictions ordered from the 37th District Court. We have one Hazardous Waste Drop Off Day per year that generated over 23,700 pounds of hazardous waste last year.

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

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

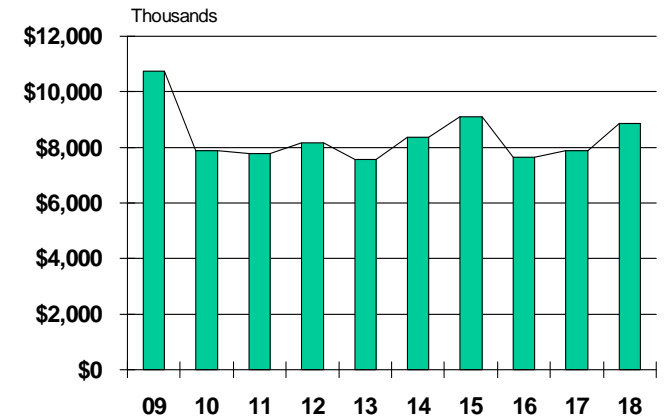
SANITATION DIVISION

Fiscal 2020 Performance Objectives

1. To continue to provide the best sanitation service in the County and quickly respond to requests 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 revenues from when 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 continue implementation of one-man trucks for refuse, compost and recycling.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Collection points (per week)	56,000	56,000	56,000	56,000
Refuse collection at curb (tons)	50,931	52,000	52,000	52,000
Citizen complaints received	2,918	3,000	3,000	3,000
Number of refuse collection routes	12	12	12	12
Curbside recycling collected (tons)	4,447	5,000	5,000	5,000
Number of recycle routes	6	6	6	6
Curbside compost collected (tons)	12,490	9,200	15,000	15,000
Number of compost routes	5	5	5	5
Car batteries dropped off	2,566	350	500	500
Non-ferrous metal dropped off (tons)	3	20	20	20
Cardboard dropped off (tons)	83	75	75	75
Metals (tons)	133	185	185	185
Newspapers (tons)	54	60	60	60
Computers/electronics (tons)	13	15	15	15
Plastic (tons)	35	38	38	38
Styrofoam (44 gallon bags)	491	515	515	515
Concrete dropped off (tons)	222	325	185	185
Motor oil dropped off (gallons)	4,935	8,800	5,000	5,000
Antifreeze dropped off (gallons)	3,022	2,300	3,500	3,500

**Expenditure History
Sanitation**



SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>SANITATION</u> <u>SPECIAL REVENUE FUND</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>REVENUES:</u>			
\$ 7,924,580	\$ 4,089,044	\$ 8,176,000	\$ 8,176,000	Property Tax Revenue	\$ 8,319,080	\$ 8,319,080	
58,078	27,660	55,316	55,316	Industrial Facilities Tax	55,316	55,316	
350,000	486,877	486,877	325,000	Reimbursement for Personal Property Loss	325,000	325,000	
44,019	32,683	45,000	2,500	Interest on Investments	20,000	20,000	
44,901	15,300	7,451,000	7,481,000	Lease Proceeds	45,900	45,900	
99,395	84,067	95,000	95,000	Miscellaneous Revenue	80,000	80,000	
105,466	43,108	95,000	95,000	Transfer Station Royalties	95,000	95,000	
36,969	21,951	35,000	35,000	Recycling Revenue	35,000	35,000	
-	-	500,000	500,000	Recycling Infrastructure Grant	-	-	
-	-	2,276,637	2,276,636	Fund Balance Appropriated	801,697	514,580	
<u>\$ 8,663,408</u>	<u>\$ 4,800,690</u>	<u>\$ 19,215,830</u>	<u>\$ 19,041,452</u>	Total Revenues	<u>\$ 9,776,993</u>	<u>\$ 9,489,876</u>	
				<u>EXPENDITURES:</u>			
\$ 2,465,545	\$ 1,260,342	\$ 2,684,296	\$ 2,752,206	Personnel Services	\$ 2,424,696	\$ 2,434,951	
2,678,701	1,157,789	2,686,458	2,721,276	Employee Benefits	2,550,298	2,552,926	
294,797	151,635	319,000	486,000	Supplies	486,500	486,500	
2,504,986	1,282,826	2,638,987	2,811,971	Other Services and Charges	3,899,499	3,599,499	
928,334	1,456,190	10,305,990	10,270,000	Capital Outlay	416,000	416,000	
<u>\$ 8,872,363</u>	<u>\$ 5,308,782</u>	<u>\$ 18,634,731</u>	<u>\$ 19,041,452</u>	Total Expenditures	<u>\$ 9,776,993</u>	<u>\$ 9,489,876</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ (208,955)	\$ (508,092)	\$ 581,099	\$ -	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE			
3,318,862	3,109,907	3,109,907	3,109,907	BEGINNING OF PERIOD	1,414,369	1,414,369	
				RESERVE FOR:			
(150,647)	(150,647)	(150,647)	(150,647)	COMPENSATED ABSENCES	(150,647)	(150,647)	
				LESS: FUND BALANCE			
-	-	(2,276,637)	(2,276,636)	APPROPRIATED	(801,697)	(514,580)	
				ESTIMATED FUND BALANCE			
<u>\$ 2,959,260</u>	<u>\$ 2,451,168</u>	<u>\$ 1,263,722</u>	<u>\$ 682,624</u>	(DEFICIT) END OF PERIOD	<u>\$ 462,025</u>	<u>\$ 749,142</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	\$ 99,884	1	\$ 102,396	1 (e)	\$ 112,636		
Sanitation Associate Manager	1	76,500	1	78,424	1	78,424		
Assistant Superintendent	1	80,258	1	82,277	1	82,277		
Administrative Clerk	1	52,572	1	53,894	1	53,894		
<u>Rubbish Pick-up:</u>								
Foreman	3	73,875	3	75,733	3	75,733		
Sanitation Operator Technician	1	61,739	1	63,291	1	63,291		
Sanitation Operator Specialist	8	60,126	8	61,639	8	61,639		
General Laborer Tier II	22	37,531	22	38,475	22	38,475		
Temporary Employees - Clerical		27,300		27,300		27,300		
Temporary Employees - Rubbish Collection		700,000		100,000		100,000		
<u>Overtime:</u>								
Rubbish Pick-up		365,368		365,368		365,368		
Clerical	—	6,652	—	6,652	—	6,652		
Total Personnel	<u>38</u>		<u>38</u>		<u>38</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/20.

(e) Reflects wage increase of \$10,240.

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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	SANITATION SPECIAL REVENUE FUND EXPENDITURES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 194,599	\$ 93,999	\$ 197,704	\$ 265,614	Personnel Services:			
1,260,689	607,830	1,344,461	1,344,461	Supervisory	\$ 259,068	\$ 269,323	
39,426	20,182	42,811	42,811	Permanent Employees - Rubbish Collection	1,620,923	1,620,923	
633,493	283,468	700,000	700,000	Permanent Employees - Clerical	45,385	45,385	
25,491	12,632	27,300	27,300	Temporary Employees - Rubbish Collection	100,000	100,000	
308,075	242,168	365,368	365,368	Temporary Employee - Clerical	27,300	27,300	
3,772	63	6,652	6,652	Overtime - Rubbish Collection	365,368	365,368	
				Overtime - Clerical	6,652	6,652	
				Employee Benefits:			
1,200	1,200	1,200	1,200	Education Allowance	1,200	1,200	
192,489	98,347	209,327	214,522	Social Security	189,313	190,098	
611,824	257,609	815,949	835,385	Employee Insurance	800,248	800,861	
1,071,447	408,793	819,579	819,579	Retiree Health Insurance	730,579	730,784	
48,916	23,375	50,818	50,818	Longevity	48,800	48,800	
749,422	366,454	785,985	796,172	Retirement Fund	776,558	777,583	
3,406	2,011	3,600	3,600	Uniforms	3,600	3,600	
				Supplies:			
25,702	9,823	34,000	36,000	Operating Supplies	36,500	36,500	
269,095	141,812	285,000	450,000	Gasoline & Diesel Oil	450,000	450,000	
				Other Services and Charges:			
-	-	-	-	Capital Equipment Lease Payment	1,208,449	1,208,449	
-	2,535	5,000	5,000	Notifications	5,000	5,000	
4,914	1,562	4,300	4,300	Contractual Services	4,300	4,300	
				Contractual Services:			
928,960	480,502	800,000	800,000	Rubbish Hauling	800,000	800,000	
434,081	160,875	450,000	622,500	Recycling & Compost Disposal	600,000	600,000	
35,939	32,492	40,000	40,000	Hazardous Waste Collection	40,000	40,000	
11,750	3,948	100,000	100,000	SMDA Closure Costs	20,000	20,000	
35,250	15,792	50,000	50,000	SMDA Legal/Engineering Costs	50,000	50,000	
3,293	20,921	20,921	20,921	Unemployment Costs	-	-	
-	-	9,766	-	Postage	2,500	2,500	
4,710	2,618	6,000	9,250	Telephone	9,250	9,250	
1,001,491	549,842	1,100,000	1,100,000	Vehicle Maintenance	1,100,000	800,000	
29,788	6,131	33,000	40,000	Public Utilities	40,000	40,000	
14,810	5,608	20,000	20,000	Building & Grounds Maintenance	20,000	20,000	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>SANITATION</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES (Continued):</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 105,121	\$ -	\$ -	\$ -	Capital Improvements	\$ -	\$ -	
5,568	-	-	-	Office Equipment	-	-	
806,785	-	5,598,800	5,638,000	Vehicles	385,000	385,000	
10,860	1,456,190	4,707,190	4,632,000	Capital Equipment	31,000	31,000	
<u>\$ 8,872,366</u>	<u>\$ 5,308,782</u>	<u>\$ 18,634,731</u>	<u>\$ 19,041,453</u>	Total Expenditures	<u>\$ 9,776,993</u>	<u>\$ 9,489,876</u>	

RENTAL ORDINANCE FUND

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

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

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

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

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

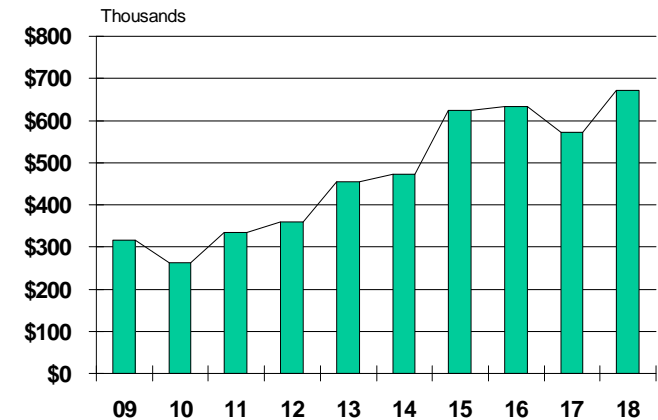
RENTAL

Fiscal 2020 Performance Objectives

1. To continue training our personnel, enabling them to interact effectively with other departments and better assist residents and investors.
2. Continue to work with Property Maintenance / Building Inspectors during sweeps to locate unregistered rental properties.
3. To update the division's website to make it more user friendly for the landlords to obtain vital information such as accessing registration forms, inspection information and the division's policies and procedures.
4. To revise current Rental Ordinance for registration of Corporations and LLC's etc. with the Legal Department to include Marihuana Grow houses and to ensure all rental properties are in compliance with the rental ordinance.
5. To take an aggressive approach toward marihuana grow houses and work with code enforcement and the Building Department to ensure the rental dwelling(s) are in compliance with the Medical Marihuana Ordinance.
6. To insure all Group Homes registered with the city have current licenses with the State of Michigan.
7. To work with Animal Control to insure all dogs in rental properties are licensed with the City of Warren.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Registration/licensing of rental properties	8,100	8,000	8,400	8,500
Rental inspections	5,760	8,200	7,400	7,800
Court violations issued	784	575	720	700
Apartment registrations	95	95	95	95
Rental District Court Fines	\$262,100	\$175,000	\$200,000	\$175,000

**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>
Chief Code Enforcement Officer	-	\$ -	-	\$ -	1 (c)	\$ 83,306		
Rental Code Inspector	3	61,746	3	63,299	2 (c)	63,299		
Senior Rental Coordinator	1	76,569	1	78,495	1	78,495		
Office Assistant	1	37,850	2 (b)	38,802	2 (b)	38,802		
Temporary Employees - Inspections		150,000		150,000		150,000		
Temporary/Co-op		40,000		20,412		20,412		
Overtime - Clerical	—	2,000	—	2,000	—	2,000		
 Total Personnel	<u>5</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Local 227 contract that expire 6/30/20.

(b) New Position.

(c) Reclassification of Rental Code Inspector to Chief Code Enforcement Officer.

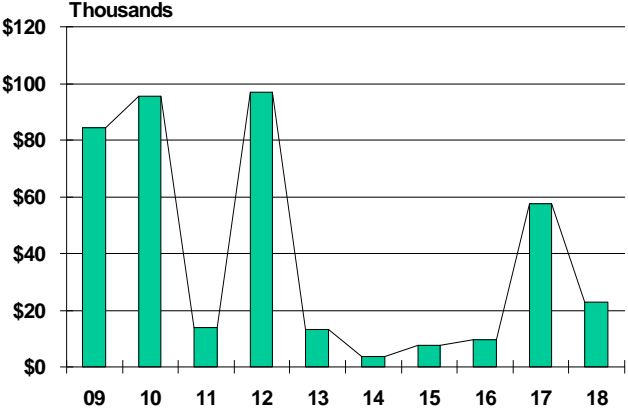
SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>RENTAL ORDINANCE FUND</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
\$ 592,920	\$ 414,705	\$ 600,000	\$ 600,000	Residential Inspection Fees	\$ 600,000	\$ 600,000	
148,795	8,695	8,695	7,500	Apartment Inspection Fee	145,000	145,000	
14,563	12,144	15,000	3,500	Interest on Investments	10,000	10,000	
-	-	320,079	320,079	Fund Balance Appropriated	182,658	178,498	
\$ 756,278	\$ 435,544	\$ 943,774	\$ 931,079	Total Revenues	\$ 937,658	\$ 933,498	
				EXPENDITURES:			
				Personnel Services:			
\$ 267,703	\$ 127,984	\$ 290,718	\$ 290,718	Permanent Employees	\$ 334,660	\$ 351,967	
121	-	2,000	2,000	Overtime - Clerical	2,000	2,000	
76,800	17,600	150,000	150,000	Temporary Employees - Inspection	150,000	150,000	
36,144	33,915	40,000	40,000	Temporary/Co-op	20,412	20,412	
				Employee Benefits:			
29,286	13,898	37,399	37,399	Social Security	39,389	40,713	
73,308	35,429	151,970	151,970	Employee Insurance	173,454	173,586	
52,723	20,469	41,713	41,713	Retiree Health Insurance	38,475	38,821	
4,901	3,400	6,166	6,166	Longevity	7,806	7,806	
30,809	15,121	33,146	33,146	Retirement Fund	37,787	39,518	
10,063	2,553	11,000	11,000	Office Supplies	11,000	11,000	
				Other Services and Charges:			
9,076	4,150	9,000	9,000	Postage	9,000	9,000	
-	-	8,500	8,500	Contractual Services - Software Services	-	-	
-	54	450	450	Telephone	1,275	1,275	
2,023	796	4,500	4,500	Vehicle Maintenance	4,500	4,500	
78,200	40,250	80,500	80,500	Administrative Expense	82,900	82,900	
				Capital Outlay:			
-	44,580	64,017	64,017	Equipment - Vehicle & Motorola Radios	25,000	-	
\$ 671,157	\$ 360,199	\$ 931,079	\$ 931,079	Total Expenditures	\$ 937,658	\$ 933,498	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	859,748	859,748	
				RESERVE FOR:			
(34,046)	(34,046)	(34,046)	(34,046)	COMPENSATED ABSENCES	(34,046)	(34,046)	
				LESS: FUND BALANCE APPROPRIATED	(182,658)	(178,498)	
\$ 1,133,086	\$ 1,208,431	\$ 825,702	\$ 813,007	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	\$ 643,044	\$ 647,204	

VICE CRIME CONFISCATION FUND

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

**Expenditure History
Vice Crime Confiscation**



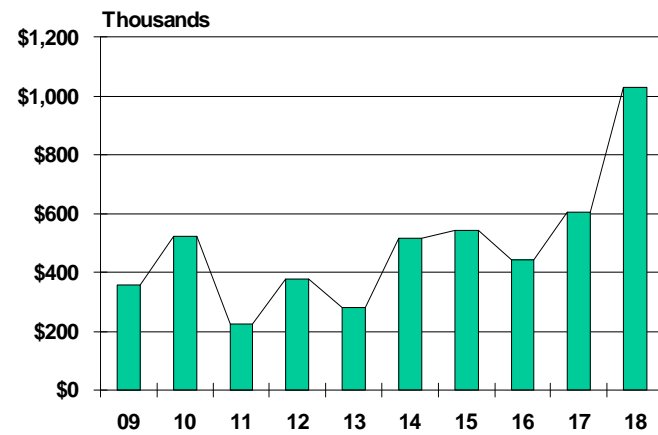
SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>VICE CRIME CONFISCATION FUND</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
\$ 117,217	\$ 3,413	\$ 20,000	\$ 20,000	Vice Crime Confiscation's	\$ 20,000	\$ 20,000	
3,195	3,347	1,000	1,000	Interest on Investments	2,500	2,500	
-	-	39,000	39,000	Fund Balance Appropriated	<u>37,500</u>	<u>37,500</u>	
<u>\$ 120,412</u>	<u>\$ 6,760</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	Total Revenues	<u>\$ 60,000</u>	<u>\$ 60,000</u>	
				EXPENDITURES:			
				Other Services and Charges:			
\$ 22,740	\$ 22,965	\$ 60,000	\$ 60,000	Vice Crime Expenditures	\$ 60,000	\$ 60,000	
<u>\$ 22,740</u>	<u>\$ 22,965</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	Total Expenditures	<u>\$ 60,000</u>	<u>\$ 60,000</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
97,672	(16,205)	-	-				
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	296,641	296,641	
237,969	335,641	335,641	335,641				
				LESS: FUND BALANCE APPROPRIATED	<u>(37,500)</u>	<u>(37,500)</u>	
<u>-</u>	<u>-</u>	<u>(39,000)</u>	<u>(39,000)</u>				
				ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 259,141</u>	<u>\$ 259,141</u>	
<u>\$ 335,641</u>	<u>\$ 319,436</u>	<u>\$ 296,641</u>	<u>\$ 296,641</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



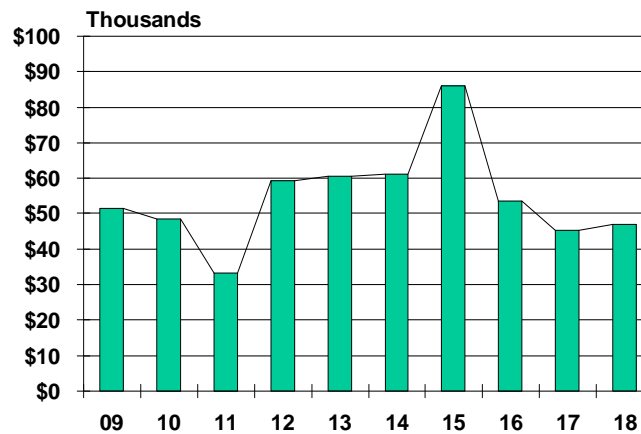
SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>DRUG FORFEITURE FUND</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
\$ 664,545	\$ 151,595	\$ 600,000	\$ 600,000	Drug Forfeitures	\$ 600,000	\$ 600,000	
44,923	33,258	45,000	5,000	Interest on Investments	25,000	25,000	
<u>-</u>	<u>-</u>	<u>1,742,922</u>	<u>1,742,922</u>	Fund Balance Appropriated	<u>225,000</u>	<u>225,000</u>	
<u>\$ 709,468</u>	<u>\$ 184,853</u>	<u>\$ 2,387,922</u>	<u>\$ 2,347,922</u>	Total Revenues	<u>\$ 850,000</u>	<u>\$ 850,000</u>	
				EXPENDITURES:			
				Other Services and Charges:			
\$ 694,210	\$ 42,134	\$ 733,183	\$ 733,183	Federal Drug Forfeiture Expense	\$ 700,000	\$ 700,000	
<u>332,276</u>	<u>341,108</u>	<u>1,614,739</u>	<u>1,614,739</u>	Local Drug Forfeiture Expense	<u>150,000</u>	<u>150,000</u>	
<u>\$ 1,026,486</u>	<u>\$ 383,242</u>	<u>\$ 2,347,922</u>	<u>\$ 2,347,922</u>	Total Expenditures	<u>\$ 850,000</u>	<u>\$ 850,000</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
3,607,520	3,290,502	3,290,502	3,290,502	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	1,587,580	1,587,580	
<u>-</u>	<u>-</u>	<u>(1,742,922)</u>	<u>(1,742,922)</u>	LESS: FUND BALANCE APPROPRIATED	<u>(225,000)</u>	<u>(225,000)</u>	
<u>\$ 3,290,502</u>	<u>\$ 3,092,113</u>	<u>\$ 1,587,580</u>	<u>\$ 1,547,580</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 1,362,580</u>	<u>\$ 1,362,580</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

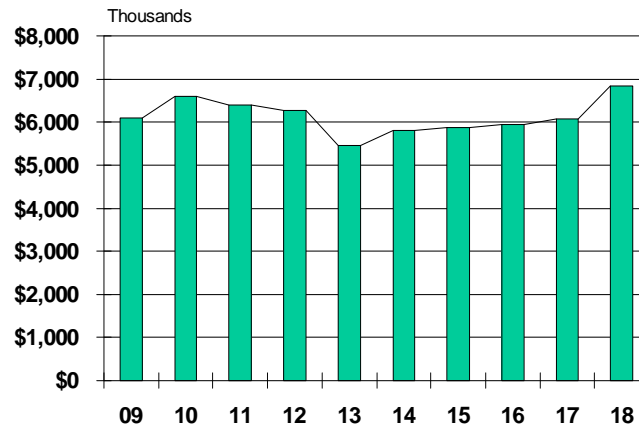
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>ACT 302 POLICE TRAINING FUND</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
\$ 34,921	\$ 18,123	\$ 33,000	\$ 40,000	State Grant - Police Training	\$ 33,000	\$ 33,000	
226	160	200	50	Interest on Investments	100	100	
-	-	1,537	1,537	Fund Balance Appropriated	4,797	4,797	
<u>\$ 35,147</u>	<u>\$ 18,283</u>	<u>\$ 34,737</u>	<u>\$ 41,587</u>	Total Revenues	<u>\$ 37,897</u>	<u>\$ 37,897</u>	
				EXPENDITURES:			
				Other Services and Charges:			
\$ 46,970	\$ 12,645	\$ 41,587	\$ 41,587	Conferences & Workshops	\$ 37,897	\$ 37,897	
<u>\$ 46,970</u>	<u>\$ 12,645</u>	<u>\$ 41,587</u>	<u>\$ 41,587</u>	Total Expenditures	<u>\$ 37,897</u>	<u>\$ 37,897</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ (11,823)	\$ 5,638	\$ (6,850)	\$ -	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE			
25,007	13,184	13,184	13,184	BEGINNING OF PERIOD	4,797	4,797	
-	-	(1,537)	(1,537)	APPROPRIATED	(4,797)	(4,797)	
				ESTIMATED FUND BALANCE			
<u>\$ 13,184</u>	<u>\$ 18,822</u>	<u>\$ 4,797</u>	<u>\$ 11,647</u>	(DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 5,231,023	\$ 1,952,221	\$ 3,904,442	\$ 3,904,442	Property Tax Revenue	\$ 6,000,000	\$ 6,000,000	
3,827,600	4,351,207	4,372,718	3,525,000	Other Income	3,200,000	3,200,000	
<u>\$ 9,058,623</u>	<u>\$ 6,303,428</u>	<u>\$ 8,277,160</u>	<u>\$ 7,429,442</u>	Total Revenues	<u>\$ 9,200,000</u>	<u>\$ 9,200,000</u>	
				<u>EXPENDITURES:</u>			
\$ 4,476	\$ 6,675	\$ 62,000	\$ 151,490	Personnel Services	\$ 155,438	\$ 155,438	
46,759	18,260	61,571	104,018	Employee Benefits	101,433	101,433	
208	-	3,000	3,000	Supplies	3,000	3,000	
6,784,448	5,582,610	6,700,832	6,848,832	Other Services and Charges	7,481,932	7,481,932	
-	-	-	-	Capital Outlay	323,750	723,750	
<u>\$ 6,835,891</u>	<u>\$ 5,607,545</u>	<u>\$ 6,827,403</u>	<u>\$ 7,107,340</u>	Total Expenditures	<u>\$ 8,065,553</u>	<u>\$ 8,465,553</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE FOR PERIOD	\$ 1,134,447	\$ 734,447	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	19,293,049	19,293,049	
				LESS: FUND BALANCE APPROPRIATED	-	-	
				ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 20,427,496</u>	<u>\$ 20,027,496</u>	

SPECIAL REVENUE FUND PERSONNEL

<u>DOWNTOWN DEVELOPMENT AUTHORITY</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>By Mayor(a)</u>	<u>Rate</u>	<u>By Council(a)</u>	<u>Rate</u>
Director	1	\$ 86,155	1	\$ 88,322	1	\$ 88,322		
DDA Assistant	1	61,835	1	63,391	1	63,391		
Temporary/Co-op	—	3,500	—	3,500	—	3,500		
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expire 6/30/20.

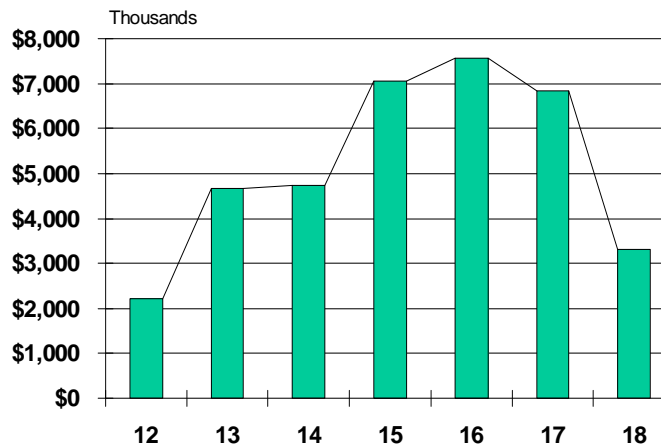
SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 5,231,023	\$ 1,952,221	\$ 3,904,442	\$ 3,904,442	Property Tax Revenue	\$ 6,000,000	\$ 6,000,000	
3,680,073	4,152,718	4,152,718	3,400,000	Reimbursement for Personal Property Loss	3,000,000	3,000,000	
93,704	157,287	170,000	5,000	Interest on Investments	150,000	150,000	
53,823	41,202	50,000	120,000	Donations/ Miscellaneous Revenue	50,000	50,000	
-	-	-	-	Fund Balance Appropriated	-	-	
<u>\$ 9,058,623</u>	<u>\$ 6,303,428</u>	<u>\$ 8,277,160</u>	<u>\$ 7,429,442</u>	Total Revenues	<u>\$ 9,200,000</u>	<u>\$ 9,200,000</u>	
				<u>EXPENDITURES:</u>			
				Personnel Services:			
\$ -	\$ -	\$ 50,000	\$ 147,990	Permanent Employees	\$ 151,938	\$ 151,938	
4,476	6,675	12,000	3,500	Temporary Employees	3,500	3,500	
				Employee Benefits:			
360	534	4,743	11,590	Social Security	11,892	11,892	
-	-	10,631	37,631	Employee Insurance	38,386	38,386	
46,399	17,726	39,997	39,997	Retiree Health Insurance	35,961	35,961	
-	-	6,200	14,800	Retirement Fund	15,194	15,194	
208	-	3,000	3,000	Office Supplies	3,000	3,000	
				Other Services and Charges:			
183,490	-	-	-	Repairs & Maintenance	-	-	
527,671	90,504	250,000	250,000	Contractual Services	325,000	325,000	
38	-	150	150	Postage	150	150	
371	139	700	700	Telephone	700	700	
-	-	800	800	Mileage	800	800	
24	497	7,800	7,800	Conferences & Workshops	7,800	7,800	
74,358	57,202	100,000	250,000	Community Promotions	250,000	250,000	
171	1,829	3,000	1,000	Public Utilities	3,000	3,000	
361,800	186,423	372,600	372,600	Administrative Expense	383,700	383,700	
10,319	-	10,000	10,000	City Flower Plantings	10,000	10,000	
8,250	-	8,000	8,000	Membership and Dues	8,000	8,000	
5,617,956	5,246,016	5,947,782	5,947,782	Transfer to DDA Debt Retirement Funds	6,492,782	6,492,782	
				Capital Outlay:			
-	-	-	-	Capital Equipment	323,750	323,750	
-	-	-	-	Capital Improvements	-	400,000	
<u>\$ 6,835,891</u>	<u>\$ 5,607,545</u>	<u>\$ 6,827,403</u>	<u>\$ 7,107,340</u>	Total Expenditures	<u>\$ 8,065,553</u>	<u>\$ 8,465,553</u>	

2011 LOCAL STREET ROAD REPAIR & REPLACEMENT FUND

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

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



SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	LOCAL STREET ROAD REPAIR & REPLACEMENT FUND	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
\$ 6,502,059	\$ 3,352,983	\$ 6,705,600	\$ 6,705,600	Property Tax Revenue	\$ 6,755,874	\$ 6,755,874	
47,633	22,686	45,368	45,368	Industrial Facilities Tax	44,922	44,922	
225,000	399,315	200,000	200,000	Reimbursement for Personal Property Loss	200,000	200,000	
108,818	112,233	2,000	2,000	Interest on Investments	100,000	100,000	
-	12,071,523	7,578,171	12,071,523	Fund Balance Appropriated	334,666	334,666	
<u>\$ 6,883,510</u>	<u>\$ 15,958,740</u>	<u>\$ 14,531,139</u>	<u>\$ 19,024,491</u>	Total Revenues	<u>\$ 7,435,462</u>	<u>\$ 7,435,462</u>	
				EXPENDITURES:			
\$ 3,065,213	\$ 3,547,756	\$ 14,274,539	\$ 16,800,780	Capital Improvements	\$ 7,171,262	\$ 7,171,262	
249,200	128,300	256,600	256,600	Administrative Expense	264,200	264,200	
<u>\$ 3,314,413</u>	<u>\$ 3,676,056</u>	<u>\$ 14,531,139</u>	<u>\$ 17,057,380</u>	Total Expenditures	<u>\$ 7,435,462</u>	<u>\$ 7,435,462</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	2,526,241	2,526,241	
				LESS: FUND BALANCE APPROPRIATED	<u>(334,666)</u>	<u>(334,666)</u>	
				ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 2,191,575</u>	<u>\$ 2,191,575</u>	

SPECIAL REVENUE FUND
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	LOCAL STREET ROAD REPAIR & REPLACEMENT FUND Capital Improvements:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 573,852	\$ 1,790,603	\$ 1,896,554	\$ 2,841,734	Concrete Pavement Repr Program (City Wide)	\$ 2,418,550	\$ 2,418,550	
13,727	-	-	-	- Toepfer (Ryan to Mound)	-	-	
23,574	-	-	-	- MacArthur (8 Mile to Toepfer)	-	-	
486,493	-	-	-	- Shawn Drive and Parkside Drive	-	-	
331,522	-	-	-	- Canterbury and Reader	-	-	
836,235	14,368	16,169	16,169	Easy Street (10 Mile to Groesbeck)	-	-	
394,161	-	-	-	- Marcy Street (Cunningham to Masch)	-	-	
290,435	-	-	-	- Warkop	-	-	
-	-	226,600	226,600	Iroquois (13 Mile to Lutz)	-	-	
-	502,584	587,347	587,347	Buchanan and Pagels	-	-	
-	-	736,285	736,285	Girard (Warner to Dell)	-	-	
-	-	822,800	822,800	Racine (Dover to Schoenherr)	-	-	
-	-	2,857,580	2,824,580	Frazho (Ryan to Mound)	-	-	
115,214	470,219	470,449	470,449	Arsenal (I696 to Martin)	-	-	
-	-	38,802	38,802	Allyn	-	-	
-	-	1,280,000	1,280,000	11 Mile (Dequindre to I-696)	-	-	
-	-	835,120	835,120	Greenbriar (Arden to 14 Mile)	-	-	
-	-	237,600	237,600	Bruce (Rome to Pearl)	-	-	
-	-	797,500	797,500	Continental (Marmon to Hoover)	-	-	
-	240	133,058	237,600	Lawson (9 Mile to 350')	-	-	
-	509,655	806,407	803,660	Engleman and Burg	-	-	
-	-	1,198,090	2,669,150	Common (Hoover to 300' W of Schoenherr)	-	-	
-	260,087	260,087	301,293	Mruk (Roan to Palomino)	-	-	
-	-	175,835	175,835	Doyle (E of Schoenherr)	-	-	
-	-	887,550	887,550	Parkview (E of Dequindre)	-	-	
-	-	-	-	- Yvonne and Yvette (Schoenherr to DeMott)	831,600	831,600	
-	-	-	-	- Lefever (8 Mile to 300' S of Hayden)	511,032	511,032	
-	-	-	-	- Eureka (Stephens to Marcy)	878,900	878,900	
-	-	-	-	- Beierman (9 Mile to Stephens)	1,164,680	1,164,680	
-	-	-	-	- Audrey (Toepfer to Hudson)	566,500	566,500	
-	-	10,706	10,706	Lyons Circle W (Buchanan to Pagels)	800,000	800,000	
\$ 3,065,213	\$ 3,547,756	\$ 14,274,539	\$ 16,800,780	Total Capital Improvements	\$ 7,171,262	\$ 7,171,262	

Enterprise Funds

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

The Enterprise Funds of the City are:

- Senior Housing
- Water and Sewer System

STILWELL MANOR

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

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

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

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

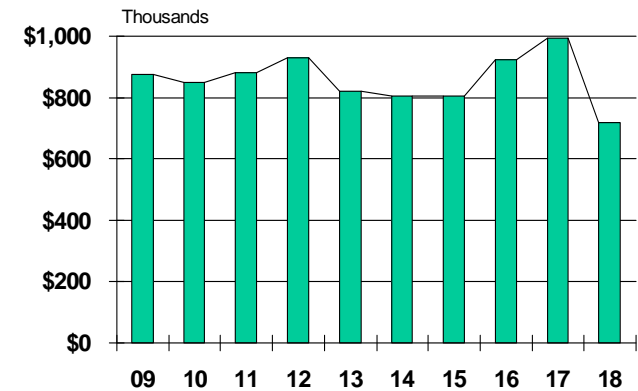
STILWELL MANOR

Fiscal 2020 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 begin the exterior renovations of the building, including roofing, siding, windows and doorwall replacement.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Carpet replacement	24	32	28	30
Linoleum replacement	23	10	10	10
Stove replacement	4	4	4	4
Thermostat replacement	5	6	6	6
Apartment painting	26	28	25	26
Applications mailed	75	125	75	125
Requests for lists of subsidized housing	135	175	145	150
Air conditioner replacements	7	10	10	10
Calls to social agencies & family members	65	75	75	75
Calls to prospective tenants	95	125	125	125
Elevator State inspections	1	1	1	1
Fire alarm system inspections	1	1	1	1
Fire extinguisher inspections	1	1	1	1
Boiler inspections	1	1	1	1
Back up generator inspections	1	2	1	1
Kitchen cabinet replacement in apts.	50	0	0	0
Apartment maintenance work orders	337	375	350	375

**Expenditure History
Stilwell Manor**



ENTERPRISE FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 516,994	\$ 267,102	\$ 534,200	\$ 531,715	Rental Revenues	\$ 533,420	\$ 533,420	
367,584	196,268	389,846	389,446	Other Income	379,200	379,200	
-	-	293,430	293,430	Appropriation of Retained Earnings	270,409	270,409	
<u>\$ 884,578</u>	<u>\$ 463,370</u>	<u>\$ 1,217,476</u>	<u>\$ 1,214,591</u>	Total Revenues	<u>\$ 1,183,029</u>	<u>\$ 1,183,029</u>	
				<u>EXPENDITURES:</u>			
\$ 281,336	\$ 149,346	\$ 301,536	\$ 306,008	Personnel Services	\$ 315,673	\$ 315,673	
65,728	101,455	203,319	204,362	Employee Benefits	203,410	203,410	
19,874	7,453	22,700	22,700	Supplies	25,700	25,700	
342,007	131,137	404,954	416,467	Other Services and Charges	393,796	393,796	
10,695	28,086	265,054	265,054	Capital Outlay	244,450	244,450	
<u>\$ 719,640</u>	<u>\$ 417,477</u>	<u>\$ 1,197,563</u>	<u>\$ 1,214,591</u>	Total Expenditures	<u>\$ 1,183,029</u>	<u>\$ 1,183,029</u>	
				NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD	\$ -	\$ -	
				OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:			
(75,905)	(75,905)	(110,000)	(110,000)	DEPRECIATION	(110,000)	(110,000)	
1,786,410	1,875,443	1,875,443	1,875,443	ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD (as restated)	1,491,926	1,491,926	
-	-	(293,430)	(293,430)	LESS: APPROPRIATION OF RETAINED EARNINGS	(270,409)	(270,409)	
<u>\$ 1,875,443</u>	<u>\$ 1,845,431</u>	<u>\$ 1,491,926</u>	<u>\$ 1,472,013</u>	ESTIMATED RETAINED EARNINGS END OF PERIOD	<u>\$ 1,111,517</u>	<u>\$ 1,111,517</u>	

ENTERPRISE FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>By Mayor(a)</u>	<u>Rate</u>	<u>By Council(a)</u>	<u>Rate</u>
<u>SENIOR CITIZEN HOUSING</u>								
Director of Operations - Maintenance	1	\$ 86,168	1 (e)	\$ 90,476	1 (e)	\$ 90,476		
Director of Operations - Administration	1	76,500	1	78,424	1	78,424		
Maintenance Specialist	1	46,920	1	48,101	1	48,101		
Senior Citizen Housing Clerk	1	38,760	1	39,736	1	39,736		
Housekeeper	1	33,660	1	34,507	1	34,507		
Part-time Employees - Stilwell		20,000		20,000		20,000		
Part-time Employees - Coach		47,000		47,000		47,000		
Overtime	—	4,000	—	4,000	—	4,000		
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expire 6/30/20.

(e) Reflects wage increase of \$4,308 (5%).

ENTERPRISE FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 516,994	\$ 267,102	\$ 534,200	\$ 531,715	Rental Revenues	\$ 533,420	\$ 533,420	
2,402	1,213	2,400	2,000	Interest on Investments	2,400	2,400	
344,480	184,223	368,446	368,446	Administrative Fee - Coach Manor	356,800	356,800	
20,702	10,832	19,000	19,000	Miscellaneous	20,000	20,000	
-	-	293,430	293,430	Appropriation of Retained Earnings	270,409	270,409	
<u>\$ 884,578</u>	<u>\$ 463,370</u>	<u>\$ 1,217,476</u>	<u>\$ 1,214,591</u>	Total Revenues	<u>\$ 1,183,029</u>	<u>\$ 1,183,029</u>	
				EXPENDITURES:			
				Personnel Services:			
\$ 263,265	\$ 143,193	\$ 277,536	\$ 282,008	Permanent Employees	\$ 291,673	\$ 291,673	
2,882	1,123	4,000	4,000	Overtime	4,000	4,000	
15,189	5,030	20,000	20,000	Part-time Employees	20,000	20,000	
				Employee Benefits:			
21,785	11,670	23,614	23,956	Social Security	24,701	24,701	
104,013	45,632	98,008	98,173	Employee Insurance	99,987	99,987	
(100,690)	20,192	41,019	41,108	Retiree Health Insurance	36,304	36,304	
8,578	6,460	7,133	7,133	Longevity	7,227	7,227	
32,042	17,501	33,545	33,992	Retirement Fund	35,191	35,191	
				Supplies:			
1,573	438	2,700	2,700	Office Supplies	3,700	3,700	
2,031	376	2,000	2,000	Program Activity Supplies	2,000	2,000	
16,270	6,639	18,000	18,000	Maintenance Supplies	20,000	20,000	
				Other Services and Charges:			
64	-	200	200	Mileage	-	-	
38,817	23,555	57,700	57,700	Contractual Services	57,700	57,700	
-	1,388	1,388	1,388	Unemployment Costs	-	-	
6,376	4,523	7,000	7,000	Telephone	9,200	9,200	
324	119	500	500	Vehicle Maintenance	500	500	
30,900	16,050	32,100	32,100	Insurance and Bonds	33,300	33,300	
128,007	33,167	129,000	140,000	Public Utilities	140,000	140,000	
38,970	14,935	75,556	75,556	Building Maintenance	49,426	49,426	
25,849	-	26,710	27,223	Payment to City in Lieu of Taxes	26,670	26,670	
72,700	37,400	74,800	74,800	Administrative Expense - General Fund	77,000	77,000	
				Capital Outlay:			
500	21,207	252,104	252,104	Equipment - Maintenance	235,000	235,000	
8,079	4,549	9,450	9,450	Equipment - Appliances	9,450	9,450	
2,116	2,330	3,500	3,500	Equipment - Office	-	-	
<u>\$ 719,640</u>	<u>\$ 417,477</u>	<u>\$ 1,197,563</u>	<u>\$ 1,214,591</u>	Total Expenditures	<u>\$ 1,183,029</u>	<u>\$ 1,183,029</u>	

COACH MANOR

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

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

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

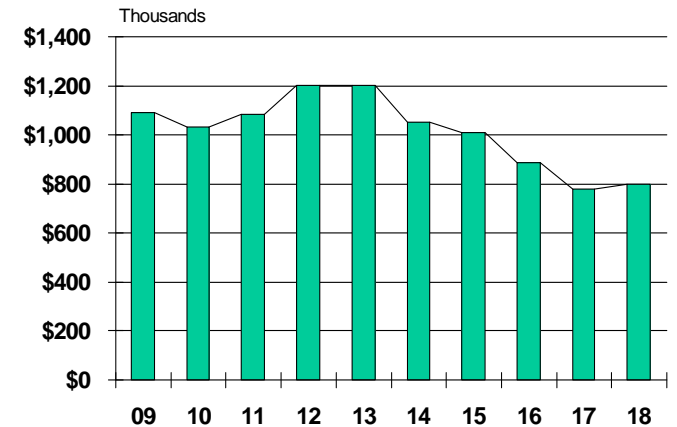
COACH MANOR

Fiscal 2020 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 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Apartment painting	40	62	36	36
Carpet replacement	27	56	45	56
Countertop replacement	16	15	12	12
Linoleum replacement	13	25	20	25
Back up generator maintenance	2	2	2	2
Applications mailed	117	125	125	125
Requests for lists of subsidized housing	145	200	200	175
Calls to social agencies & family members	40	45	40	45
Calls to prospective tenants	45	65	65	65
Elevator inspections	1	1	1	1
Fire alarm system inspections	1	1	1	1
Fire extinguisher inspections	1	1	1	1
Apartment maintenance work orders	825	800	800	800

**Expenditure History
Coach Manor**



ENTERPRISE FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 983,556	\$ 505,250	\$ 988,000	\$ 980,000	Rental Revenues	\$ 1,012,000	\$ 1,012,000	
493,357	269,007	538,000	490,000	Maintenance Revenues	530,000	530,000	
23,430	11,919	24,200	22,500	Other Income	20,500	20,500	
-	-	26,841	26,841	Appropriation of Retained Earnings	-	-	
<u>\$ 1,500,343</u>	<u>\$ 786,176</u>	<u>\$ 1,577,041</u>	<u>\$ 1,519,341</u>	Total Revenues	<u>\$ 1,562,500</u>	<u>\$ 1,562,500</u>	
				EXPENDITURES:			
\$ 41,407	\$ 19,926	\$ 47,000	\$ 47,000	Personnel Services	\$ 47,000	\$ 47,000	
4,560	2,029	4,752	4,752	Employee Benefits	4,708	4,708	
24,840	9,288	34,500	34,500	Supplies	36,000	36,000	
701,639	724,642	1,124,485	1,156,515	Other Services and Charges	1,244,761	1,244,761	
28,023	36,630	252,366	252,366	Capital Outlay	52,375	52,375	
<u>\$ 800,469</u>	<u>\$ 792,515</u>	<u>\$ 1,463,103</u>	<u>\$ 1,495,133</u>	Total Expenditures	<u>\$ 1,384,844</u>	<u>\$ 1,384,844</u>	
				NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD	\$ 177,656	\$ 177,656	
				OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:			
-	375,000	375,000	375,000	BOND PRINCIPAL PAYMENT	380,000	380,000	
(201,429)	(220,000)	(220,000)	(220,000)	DEPRECIATION	(220,000)	(220,000)	
5,350,552	5,848,997	5,848,997	5,848,997	ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD	6,091,094	6,091,094	
-	-	(26,841)	(26,841)	LESS: APPROPRIATION OF RETAINED EARNINGS	-	-	
<u>\$ 5,848,997</u>	<u>\$ 5,997,658</u>	<u>\$ 6,091,094</u>	<u>\$ 6,001,364</u>	ESTIMATED RETAINED EARNINGS END OF PERIOD	<u>\$ 6,428,750</u>	<u>\$ 6,428,750</u>	

ENTERPRISE FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 983,556	\$ 505,250	\$ 988,000	\$ 980,000	Rental Revenues	\$ 1,012,000	\$ 1,012,000	
493,357	269,007	538,000	490,000	Maintenance Revenues	530,000	530,000	
2,965	2,906	4,200	2,500	Interest on Investments	3,000	3,000	
20,465	9,013	20,000	20,000	Miscellaneous	17,500	17,500	
-	-	26,841	26,841	Appropriation of Retained Earnings	-	-	
<u>\$ 1,500,343</u>	<u>\$ 786,176</u>	<u>\$ 1,577,041</u>	<u>\$ 1,519,341</u>	Total Revenues	<u>\$ 1,562,500</u>	<u>\$ 1,562,500</u>	
				<u>EXPENDITURES:</u>			
				Personnel Services:			
\$ 41,407	\$ 19,926	\$ 47,000	\$ 47,000	Part-time Employees	\$ 47,000	\$ 47,000	
				Employee Benefits:			
3,168	1,524	3,596	3,596	Social Security	3,596	3,596	
1,392	505	1,156	1,156	Employee Insurance	1,112	1,112	
				Supplies:			
1,894	324	3,000	3,000	Office Supplies	4,000	4,000	
1,492	667	2,000	2,000	Program Activity Supplies	2,000	2,000	
21,454	8,297	29,500	29,500	Maintenance Supplies	30,000	30,000	
				Other Services and Charges:			
110	7	300	300	Postage	300	300	
45,107	29,899	46,250	73,000	Contractual Services	69,770	69,770	
17	-	200	200	Mileage	-	-	
3,922	2,314	4,720	5,000	Telephone	5,500	5,500	
-	-	-	-	Vehicle Maintenance	-	-	
22,400	11,600	23,200	23,200	Insurance and Bonds	24,100	24,100	
101,628	39,748	90,000	95,000	Public Utilities	100,000	100,000	
61,679	23,195	91,500	91,500	Building Maintenance	188,172	188,172	
-	375,000	375,000	375,000	Bond Principal	380,000	380,000	
31,046	11,556	30,919	30,919	Bond Interest	23,369	23,369	
250	250	250	250	Bond Agent Fees	250	250	
344,480	184,223	368,446	368,446	Administrative Expense - Stilwell	356,800	356,800	
91,000	46,850	93,700	93,700	Administrative Expense - General Fund	96,500	96,500	
				Capital Outlay:			
735	23,827	211,841	211,841	Equipment - Maintenance	-	-	
24,114	10,473	37,025	37,025	Equipment - Appliances	52,375	52,375	
3,174	2,330	3,500	3,500	Equipment - Office	-	-	
<u>\$ 800,469</u>	<u>\$ 792,515</u>	<u>\$ 1,463,103</u>	<u>\$ 1,495,133</u>	Total Expenditures	<u>\$ 1,384,844</u>	<u>\$ 1,384,844</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 2020 Water & Sewer System Budget is presented with an increase in the consumption-based water rate for City of Warren Water Utility customers from \$3.784 per 100 cubic feet {approximately 750 gallons} to \$4.151 per 100 cubic feet. The consumption-based waste water treatment rate for the City of Warren Water Utility customers will change from \$2.967 per 100 cubic feet {approximately 750 gallons} to \$3.108.

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

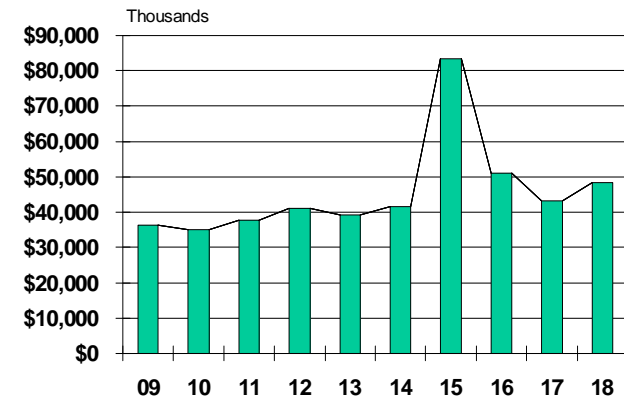
WATER AND SEWER SYSTEM

Fiscal 2020 Performance Objectives

1. To continue to maintain and replace water and sewer line.
2. To continue to meet the stringent discharge limitations at the treatment plant imposed by the State and Federal authorities.
3. To establish storm water management plan meeting government standards.
4. To minimize power usage while maximizing treatment efficiency.
5. To implement a recently mandated asset management program (CMMS) and purchase ESRI GIS Software.
6. To maintain delinquent receivables at three million dollars or less.
7. To automate the Work Order process, implement Paperless billing, Bill Presentment and Customer Meter-Read access.
8. To maintain water loss at 10% or less.

Performance Indicators	Fiscal 2018 Actual	Fiscal 2019 Budget	Fiscal 2019 Estimated	Fiscal 2020 Budget
Water utility accounts	49,685	49,529	49,656	49,656
Sewer utility accounts	48,899	48,711	48,820	48,820
Second meter accounts	799	775	765	775
Water sold (thousand cu. ft.)	622,872	645,348	645,348	645,348
Water purchased	669,744	713,248	713,248	713,248
Broken water main repairs	177	175	170	200
Customer Inquiries	57,181	52,500	58,500	58,500
Sewage treated	8.2	8.0	8.0	8.1
Sludge solids removed	32.0	30	30	31
Power consumption	12	11.5	12	12
Natural gas for incinerator	75	75	77	77
Laboratory samples taken	7,900	8,000	8,000	7,950
Analytical lab tests run	35,000	35,000	34,500	34,750
Dye tests performed	10	10	11	11
Storm water samples collected	220	220	200	210
Illicit discharges identified	3	3	2	2
Illicit discharges removed	3	3	2	2

**Expenditure History
Water and Sewer System**



ENTERPRISE FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31		FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				WATER & SEWER SYSTEM			
				REVENUES:			
44,626,852	26,019,695	49,460,200	49,460,200	Water & Sewer Charges	57,534,100	\$ 52,647,600	
20,240	13,145	25,000	15,000	Water Sales-Unmetered	25,000	25,000	
90,000	45,000	90,000	90,000	Public Fire Protection	90,000	90,000	
798,497	367,886	800,000	850,000	Penalties	800,000	800,000	
789,540	345,879	715,000	695,000	Other Income	755,000	755,000	
63,180	31,590	64,594	63,180	Building Rental	65,604	65,604	
74,718	23,695	55,000	58,500	Meter Sales/Repairs	55,000	55,000	
1,207,542	681,273	1,274,917	1,274,918	Pre-Treatment/Cross Connection Charges	1,262,467	1,262,467	
173,946	5,400	15,000	15,000	Gain (Loss) On Asset Conversion	15,000	15,000	
630,833	464,032	678,680	329,410	Interest On Investments	660,180	660,180	
207,388	207,388	850,000	2,000,000	SAW Grant Revenue	-	-	
-	152,067	11,027,092	17,425,407	Fund Balance Appropriated	30,897,191	33,496,274	
<u>\$ 48,682,736</u>	<u>\$ 28,357,050</u>	<u>\$ 65,055,483</u>	<u>\$ 72,276,615</u>	Total Revenues	<u>\$ 92,159,542</u>	<u>\$ 89,872,125</u>	
				EXPENDITURES:			
6,396,388	3,158,626	6,743,265	7,099,803	Personnel Services	7,725,200	\$ 7,646,415	
8,255,489	3,848,832	8,083,887	8,152,014	Employee Benefits	8,165,195	8,108,849	
29,597,788	15,551,484	32,921,218	34,489,402	Other Services and Charges	32,111,278	32,112,342	
4,800,486	2,552,601	16,677,376	22,682,551	Capital Outlay	44,157,869	42,004,519	
<u>\$ 49,050,151</u>	<u>\$ 25,111,543</u>	<u>\$ 64,425,746</u>	<u>\$ 72,423,770</u>	Total Expenditures	<u>\$ 92,159,542</u>	<u>\$ 89,872,125</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ (367,415)	\$ 3,245,507	\$ 629,737	\$ (147,155)	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE			
87,052,323	86,684,909	86,684,909	86,684,909	BEGINNING OF PERIOD	76,287,554	76,287,554	
				RESERVE FOR:			
(411,908)	(411,908)	(411,908)	(411,908)	COMPENSATED ABSENCES	(411,908)	(411,908)	
(71,256,629)	(71,104,563)	(60,229,537)	(53,831,221)	CAPITAL OUTLAY	(29,332,346)	(29,335,764)	
				LESS: FUND BALANCE			
-	(152,067)	(11,027,092)	(17,425,407)	APPROPRIATED	(30,897,191)	(33,496,274)	
				EST. UNRESTRICTED FUND BALANCE			
<u>\$ 15,016,371</u>	<u>\$ 18,261,877</u>	<u>\$ 15,646,108</u>	<u>\$ 14,869,217</u>	(DEFICIT) END OF PERIOD	<u>\$ 15,646,108</u>	<u>\$ 13,043,607</u>	

ENTERPRISE FUND PERSONNEL

<u>WATER & SEWER SYSTEM</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>Water & Sewer Maintenance</u>								
Deputy Superintendent	1	\$ 97,618	1	\$ 100,073	1	\$ 100,073		
Water Operations Manager	1	92,753	1	95,086	1	95,086		
Water Division Supervisor	3	77,354	3	79,300	3	79,300		
Water Utilities Operator	27	62,142	27	63,705	27	63,705		
Senior Water Systems Monitor	1	80,455	1	82,479	1	82,479		
Water Systems Monitor	-	-	1 (b)	71,265	1 (b)	71,265		
Stock Clerk	1	58,026	1	59,485	1	59,485		
Office Assistant	-	-	1 (b)	38,802	-	-		
<u>Shared Services</u>								
Superintendent	1	103,039	1	105,631	1	105,631		
Senior Account Tech/Water Acctg	1	63,408	1	65,004	1	65,004		
Account Technician	8	58,988	8	60,472	8	60,472		
Office Assistant	1	37,850	1	38,802	1	38,802		
Administrative Clerical Technician	1	56,425	- (c)	-	- (c)	-		
Office Coordinator-Engineering	-	-	1 (c)	78,495	1 (c)	78,495		
GIS Specialist/Date Base Maintenance	-	-	1 (b)	75,000	-	-		
GIS Coordinator	-	-	1 (b)	83,379	1 (b)	83,379		
City Engineer	1	123,670	1	126,781	1	126,781		
Civil Engineer II	1	90,761	1	93,045	1	93,045		
Civil Engineer	2	86,597	2	88,775	2	88,775		
Drafting Specialist	1	63,894	1	65,502	1	65,502		
Construction Specialist	3	68,294	3	70,012	3	70,012		
<u>Waste Water Treatment Plant</u>								
Sanitary Engineer	1	111,984	1	114,801	1	114,801		
Wastewater Specialist	1	92,513	1	94,840	1	94,840		
Facility Engineer	1	94,719	1	97,102	1	97,102		
Environmental Compliance Engineer	2	94,555	2	96,934	2	96,934		
Laboratory Director	1	88,460	1	90,686	1	90,686		
Junior Chemist	2	69,334	2	71,079	2	71,079		

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/20.

(b) New position.

(c) Reclassification of Administrative Clerical Technician to Office Coordinator-Engineering.

(Continued)

ENTERPRISE FUND PERSONNEL

<u>WATER & SEWER SYSTEM</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>Waste Water Treatment Plant</u>								
Laboratory Technician	1	\$ 61,717	1	\$ 63,269	1	\$ 63,269		
Process Control & Training Engineer	-	-	1 (b)	96,934	1 (b)	96,934		
Maintenance M&P Manager	1	80,875	1	82,910	1	82,910		
Mechanic Technician	3	68,349	3	70,068	3	70,068		
Mechanic Specialist	1	62,627	1	64,203	1	64,203		
Master Electrician	1	75,773	1	77,679	1	77,679		
WWTP Electrician	1	72,960	1	74,795	1	74,795		
Electrician/Instrumentation Technical Spec.	1	83,518	1	85,619	1	85,619		
Industrial Services Manager	1	83,518	1	85,619	1	85,619		
Industrial Waste Specialist	2	66,080	2	67,742	2	67,742		
Industrial Waste Technician	1	58,583	1	60,056	1	60,056		
I & C System Manager	1	88,572	1	90,800	1	90,800		
I & C System Technician	1	74,576	1	76,452	1	76,452		
Chief Operator	1	94,555	1	96,934	1	96,934		
Operations Supervisor	2	84,015	2	86,128	2	86,128		
Treatment Specialist	10	66,364	10	68,034	10	68,034		
Calibration Specialist	1	64,945	1	66,579	1	66,579		
Office Coordinator - WWTP	1	76,570	1	78,496	1	78,496		
Administrative Clerk - WWTP	1	52,572	1	53,894	1	53,894		
<u>Temporary Employees</u>								
Water & Sewer Maintenance		123,000		137,000		166,250		
Shared Services		-		25,000		25,000		
Waste Water Treatment Plant		30,000		30,000		30,000		
<u>Overtime</u>								
Water & Sewer Maintenance		125,000		125,000		125,000		
Shared Services		120,000		130,000		130,000		
Waste Water Treatment Plant		250,000		250,000		250,000		
Total Personnel	<u>93</u>		<u>98</u>		<u>96</u>			

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/20.

(b) New position.

ENTERPRISE FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>WATER & SEWER SYSTEM EXPENDITURES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Personnel Services:			
\$ 5,805,034	\$ 2,861,863	\$ 6,095,265	\$ 6,466,803	Permanent	\$ 7,028,200	\$ 6,920,165	
163,103	68,879	168,000	153,000	Temporary Labor	192,000	221,250	
428,251	227,884	480,000	480,000	Overtime	505,000	505,000	
				Employee Benefits:			
41,906	29,279	70,000	67,000	Education Allowance	88,200	88,200	
504,075	251,707	536,293	569,171	Social Security	617,433	611,406	
1,662,196	815,780	1,923,254	1,923,254	Employee Insurance	2,053,146	2,015,792	
2,397,682	923,529	1,861,041	1,864,692	Retiree Health Insurance	1,680,722	1,678,561	
157,203	80,954	201,104	201,104	Longevity	202,039	202,039	
3,354,892	1,657,424	3,349,446	3,384,044	Retirement Fund	3,379,023	3,368,219	
61,500	55,000	61,500	61,500	Certification Bonuses	61,500	61,500	
59,593	24,547	62,349	62,349	Holiday Pay	63,932	63,932	
16,442	10,612	18,900	18,900	Uniforms	19,200	19,200	
				Supplies and Other Charges:			
525,971	171,431	499,000	549,000	Operating Supplies	577,000	577,000	
440,880	403,213	870,000	870,000	Professional Services	877,150	877,150	
45,692	38,700	60,000	50,000	Materials	50,000	50,000	
153,591	157,644	200,000	125,000	Meter Replacement	125,000	125,000	
70,258	29,274	125,000	125,000	Dirt Removal	125,000	125,000	
852,183	227,461	750,000	931,420	Concrete, Lawn & Manhole Repairs	750,000	750,000	
				Lead and Copper Rule Replacements	256,663	256,663	
94,720	37,059	85,000	85,000	Chemicals	85,000	85,000	
17,843	4,478	25,000	25,000	Odor Control	25,000	25,000	
60,241	14,422	100,000	100,000	Ash Removal Contract	100,000	100,000	
54,717	32,034	68,575	68,575	Telephone	70,625	70,625	
458,940	230,809	464,752	464,751	Auto Expense	507,215	511,696	
751,750	271,794	690,750	690,750	Utilities	810,750	810,750	
1,036,961	387,673	925,000	925,000	Electric Power	935,000	935,000	
886,914	414,458	800,000	800,000	Repairs & Maintenance	850,000	850,000	
21,638	17,507	25,000	25,000	Management Agency Fee	25,000	25,000	
28,091	29,102	29,102	29,000	M.S.D.W.A. Annual Fee	29,500	29,500	
18,450	10,700	16,500	16,500	Auditing	16,800	16,800	
16,328	119,527	850,000	2,000,000	SAW Grant Expenses	-	-	

(Continued)

ENTERPRISE FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 <u>Actual</u> <u>Year</u>	FY 2019 <u>Actual to</u> <u>December 31</u>	FY 2019 <u>Estimated</u> <u>To June 30</u>	FY 2019 <u>Amended Budget</u> <u>December 31</u>	<u>WATER & SEWER SYSTEM</u> <u>EXPENDITURES (Continued):</u>	FY 2020 <u>Departmental</u> <u>Request</u>	FY 2020 <u>Recommended</u> <u>By Mayor</u>	FY 2020 <u>Adopted</u> <u>By Council</u>
				Other Services and Charges:			
36,015	22,764	30,000	30,000	Facility Maintenance	100,000	\$ 100,000	
233,147	137,331	251,000	251,000	Postage	250,000	250,000	
10,054,383	5,346,913	10,964,000	10,964,000	Water Purchases	11,011,000	11,011,000	
-	-	5,000	5,000	Unemployment Benefits	5,000	5,000	
600,000	300,000	600,000	600,000	General Insurance	600,000	600,000	
(23,410)	-	100,000	100,000	Uncollectible Debt	100,000	100,000	
2,139,600	1,157,950	2,315,900	2,315,900	Administrative Expense	2,511,000	2,511,000	
-	237,298	737,298	1,009,165	Sanitary Sewer Inspection and Cleaning	-	-	
11,022,885	5,751,942	11,334,341	11,334,341	Debt Payments	11,318,575	11,315,158	
				Capital Outlay:			
1,712,572	1,512,679	8,246,144	8,246,144	Capital Improvements-Equipment	6,316,346	4,227,996	
3,087,914	1,039,922	8,431,232	14,436,407	Capital Improvements-Infrastructure	37,841,523	37,776,523	
<u>\$ 49,050,151</u>	<u>\$ 25,111,543</u>	<u>\$ 64,425,746</u>	<u>\$ 72,423,770</u>	Total Expenditures	<u>\$ 92,159,542</u>	<u>\$ 89,872,125</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.

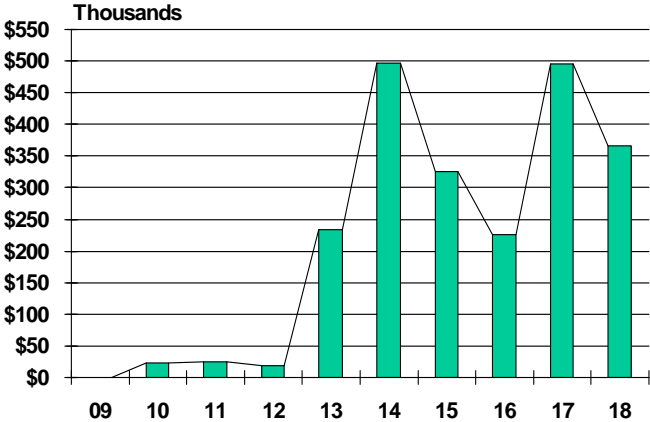
The Capital Project Funds of the City are:

- 37th District Court Building Renovation Fund
- Civic Center South Fund

37TH DISTRICT COURT BUILDING RENOVATION FUND

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

**Expenditure History
37th District Court Building Renovation**



CAPITAL PROJECT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>37th DISTRICT COURT BUILDING RENOVATION</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>REVENUES:</u>			
\$ 848,898	\$ 325,962	\$ 700,000	\$ 700,000	Court Building Renovation Fee	\$ 780,000	\$ 780,000	
<u>97,649</u>	<u>83,546</u>	<u>20,000</u>	<u>20,000</u>	Interest on Investments	<u>95,000</u>	<u>95,000</u>	
<u>\$ 946,547</u>	<u>\$ 409,508</u>	<u>\$ 720,000</u>	<u>\$ 720,000</u>	Total Revenues	<u>\$ 875,000</u>	<u>\$ 875,000</u>	
				<u>EXPENDITURES:</u>			
\$ 365,591	\$ 27,442	\$ 500,000	\$ 500,000	Capital Improvements	\$ 500,000	\$ 500,000	
<u>\$ 365,591</u>	<u>\$ 27,442</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	Total Expenditures	<u>\$ 500,000</u>	<u>\$ 500,000</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ 375,000	\$ 375,000	
7,410,378	7,991,334	7,991,334	7,991,334	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	8,211,334	8,211,334	
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	LESS: FUND BALANCE APPROPRIATED	<u>-</u>	<u>-</u>	
<u>\$ 7,991,334</u>	<u>\$ 8,373,400</u>	<u>\$ 8,211,334</u>	<u>\$ 8,211,334</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 8,586,334</u>	<u>\$ 8,586,334</u>	

Civic Center South Construction Fund

This fund was established in September 2018 to account for revenues and expenditures of the Civic Center South construction project. The creation of this capital project fund enables review, tracking and control of project expenditures as well as internal and external financial data reporting. Civic Center South will help revitalize and spur growth in the TIFA District. It is being funded by TIFA, Brownfield and Library. Estimated completion of the new facility is October 2019.

CAPITAL PROJECT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	Civic Center South Construction	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
				Transfer from:			
\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	Tifa Construction Fund	\$ -	\$ -	
-	-	1,000,000	1,000,000	Brownfield Authority Fund	-	-	
-	-	2,500,000	2,500,000	Library Special Revenue	-	-	
-	-	-	-	Interest on Investments	-	-	
-	-	-	-	Fund Balance Appropriated	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>	Total Revenues	<u>\$ -</u>	<u>\$ -</u>	
				EXPENDITURES:			
\$ -	\$ 27,516	\$ 3,000,000	\$ 5,000,000	Capital Improvements	\$ 2,000,000	\$ 2,000,000	
<u>\$ -</u>	<u>\$ 27,516</u>	<u>\$ 3,000,000</u>	<u>\$ 5,000,000</u>	Total Expenditures	<u>\$ 2,000,000</u>	<u>\$ 2,000,000</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ (2,000,000)	\$ (2,000,000)	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	2,000,000	2,000,000	
				LESS: FUND BALANCE APPROPRIATED	-	-	
<u>\$ -</u>	<u>\$ (27,516)</u>	<u>\$ 2,000,000</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

Debt Service Funds

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

The following are Debt Funds of the City:

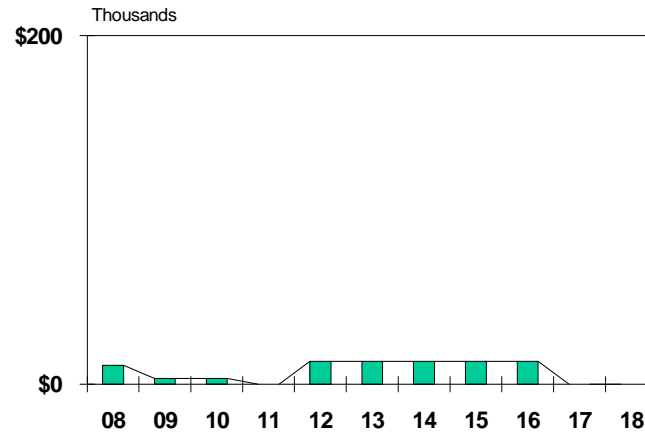
- Chapter 20 and 21 Drain Debt
- Michigan Transportation Debt Funds
- Capital Improvement Debt Funds
- Downtown Development Authority Debt Funds

CHAPTER 20 AND 21 DRAIN DEBT FUND

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

The City's Chapter 20 and 21 drain funds reflect Warren's drain debt requirements 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 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	CHAPTER 20 AND 21 DRAINS DEBT FUND REVENUES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
\$ 611	\$ 496	\$ 600	\$ 50	Interest on Investments	\$ 50	\$ -	
<u>\$ 611</u>	<u>\$ 496</u>	<u>\$ 600</u>	<u>\$ 50</u>	Total Revenues	<u>\$ 50</u>	<u>\$ -</u>	
				EXPENDITURES:			
\$ -	\$ -	\$ -	\$ -	Maintenance Fees	\$ -	\$ -	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ 50	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	49,002	49,002	
				LESS: FUND BALANCE APPROPRIATED	-	-	
				ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ 49,052</u>	<u>\$ 49,002</u>	

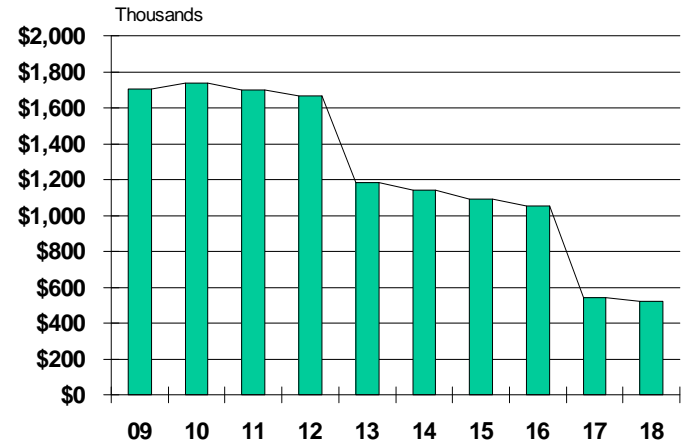
MICHIGAN TRANSPORTATION DEBT FUNDS

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>
2020	735,000	382,168	1,117,168
2021	750,000	360,118	1,110,118
2022	770,000	337,618	1,107,618
2023	790,000	314,518	1,104,518
2024	810,000	290,818	1,100,818
2025	835,000	266,518	1,101,518
2026	860,000	241,468	1,101,468
2027	885,000	215,668	1,100,668
2028	915,000	189,118	1,104,118
2029	940,000	161,668	1,101,668
2030	970,000	132,528	1,102,528
2031	1,005,000	101,974	1,106,974
2032	1,040,000	69,814	1,109,814
2033	<u>1,075,000</u>	<u>36,004</u>	<u>1,111,004</u>
	<u>\$12,380,000</u>	<u>\$3,100,000</u>	<u>\$15,480,000</u>



DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	SUMMARY <u>MICHIGAN TRANSPORTATION</u> <u>DEBT SERVICE FUND</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>REVENUES:</u>			
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 258,234	\$ 187,803	\$ 1,124,268	\$ 1,107,350	Major Streets	\$ 1,117,668	\$ 1,117,668	
<u>\$ 258,234</u>	<u>\$ 187,803</u>	<u>\$ 1,124,268</u>	<u>\$ 1,107,350</u>	Total Revenues	<u>\$ 1,117,668</u>	<u>\$ 1,117,668</u>	
				<u>EXPENDITURES:</u>			
				Debt Service Payments:			
				Principal:			
\$ 237,434	\$ -	\$ 720,000	\$ 720,000	Major Streets	\$ 735,000	\$ 735,000	
20,500	187,803	403,768	386,850	Interest: Major Streets	382,168	382,168	
300	-	500	500	Agent Fees: Major Streets	500	500	
<u>\$ 258,234</u>	<u>\$ 187,803</u>	<u>\$ 1,124,268</u>	<u>\$ 1,107,350</u>	Total Expenditures	<u>1,117,668</u>	<u>\$ 1,117,668</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ -	\$ -	\$ -	\$ -	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	2003 MICHIGAN TRANSPORTATION DEBT SERVICE FUND	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>REVENUES:</u>			
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 258,234	\$ -	\$ -	\$ -	Major Streets	\$ -	\$ -	
<u>\$ 258,234</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Revenues	<u>\$ -</u>	<u>\$ -</u>	
				<u>EXPENDITURES:</u>			
				Debt Service Payments:			
				Principal:			
\$ 237,434	\$ -	\$ -	\$ -	Major Streets	\$ -	\$ -	
20,500	-	-	-	Major Streets	-	-	
300	-	-	-	Agent Fees: Major Streets	-	-	
<u>\$ 258,234</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ -	\$ -	\$ -	\$ -	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD			
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
				ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	2018 MICHIGAN TRANSPORTATION DEBT SERVICE FUND	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>REVENUES:</u>			
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ -	\$ 187,803	\$ 1,124,268	\$ 1,107,350	Major Streets	\$ 1,117,668	\$ 1,117,668	
<u>\$ -</u>	<u>\$ 187,803</u>	<u>\$ 1,124,268</u>	<u>\$ 1,107,350</u>	Total Revenues	<u>\$ 1,117,668</u>	<u>\$ 1,117,668</u>	
				<u>EXPENDITURES:</u>			
				Debt Service Payments:			
				Principal:			
\$ -	\$ -	\$ 720,000	\$ 720,000	Major Streets	\$ 735,000	\$ 735,000	
-	187,803	403,768	386,850	Interest: Major Streets	382,168	382,168	
-	-	500	500	Agent Fees: Major Streets	500	500	
<u>\$ -</u>	<u>\$ 187,803</u>	<u>\$ 1,124,268</u>	<u>\$ 1,107,350</u>	Total Expenditures	<u>\$ 1,117,668</u>	<u>\$ 1,117,668</u>	
				NET INCREASE (DECREASE) IN FUND			
\$ -	\$ -	\$ -	\$ -	BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD			
-	-	-	-		-	-	
				ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	

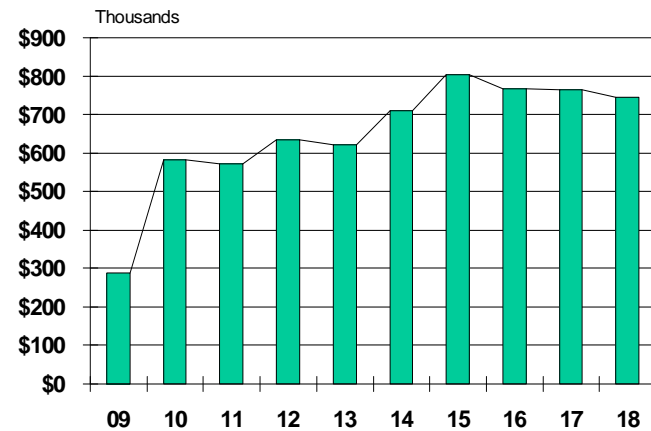
CAPITAL IMPROVEMENT DEBT FUNDS

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>
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>\$4,398,008</u>	<u>\$466,128</u>	<u>\$4,864,136</u>

**Expenditure History
Capital Improvement Debt**



DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>SUMMARY</u> <u>CAPITAL IMPROVEMENT</u> <u>DEBT SERVICE FUNDS</u> <u>REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 759,208	\$ 686,780	\$ 744,595	\$ 744,595	Major Streets	\$ 753,058	\$ 753,058	
<u>\$ 759,208</u>	<u>\$ 686,780</u>	<u>\$ 744,595</u>	<u>\$ 744,595</u>	Total Revenues	<u>\$ 753,058</u>	<u>\$ 753,058</u>	
				<u>EXPENDITURES:</u> Debt Service Payments:			
				Principal:			
\$ 620,055	\$ 620,830	\$ 620,830	\$ 620,830	Major Streets	\$ 644,565	\$ 644,565	
138,728	65,528	123,340	123,340	Interest: Major Streets	107,568	107,568	
425	422	425	425	Agent Fees: Major Streets	925	925	
<u>\$ 759,208</u>	<u>\$ 686,780</u>	<u>\$ 744,595</u>	<u>\$ 744,595</u>	Total Expenditures	<u>753,058</u>	<u>\$ 753,058</u>	
\$ -	\$ -	\$ -	\$ -	NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
-	-	-	-	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	-	-	
-	-	-	-	LESS: FUND BALANCE APPROPRIATED	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	2013A (Refinanced 2006 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 514,073	\$ 475,097	\$ 513,356	\$ 513,356	Major Streets	\$ 530,565	\$ 530,565	
<u>\$ 514,073</u>	<u>\$ 475,097</u>	<u>\$ 513,356</u>	<u>\$ 513,356</u>	Total Revenues	<u>\$ 530,565</u>	<u>\$ 530,565</u>	
				EXPENDITURES:			
				Debt Service Payments:			
				Principal:			
\$ 420,245	\$ 431,020	\$ 431,020	\$ 431,020	Major Streets	\$ 459,755	\$ 459,755	
93,828	44,077	82,336	82,336	Interest:			
				Major Streets	70,310	70,310	
				Agent Fees:			
-	-	-	-	Major Streets	500	500	
<u>\$ 514,073</u>	<u>\$ 475,097</u>	<u>\$ 513,356</u>	<u>\$ 513,356</u>	Total Expenditures	<u>\$ 530,565</u>	<u>\$ 530,565</u>	
\$ -	\$ -	\$ -	\$ -	NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
-	-	-	-	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	-	-	
-	-	-	-	LESS: FUND BALANCE APPROPRIATED	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

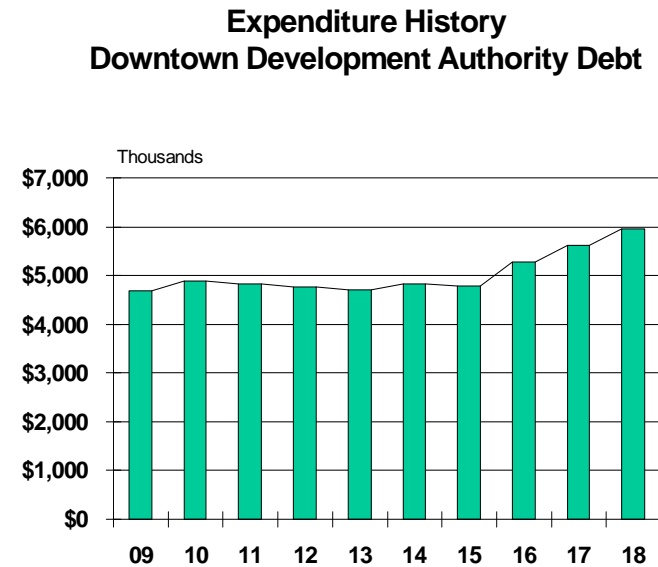
FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	2015 (Refinanced 2008 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 245,135	\$ 211,683	\$ 231,239	\$ 231,239	Major Streets	\$ 222,493	\$ 222,493	
<u>\$ 245,135</u>	<u>\$ 211,683</u>	<u>\$ 231,239</u>	<u>\$ 231,239</u>	Total Revenues	<u>\$ 222,493</u>	<u>\$ 222,493</u>	
				EXPENDITURES:			
				Debt Service Payments:			
				Principal:			
\$ 199,810	\$ 189,810	\$ 189,810	\$ 189,810	Major Streets	\$ 184,810	\$ 184,810	
44,900	21,451	41,004	41,004	Interest:			
				Major Streets	37,258	37,258	
				Agent Fees:			
425	422	425	425	Major Streets	425	425	
<u>\$ 245,135</u>	<u>\$ 211,683</u>	<u>\$ 231,239</u>	<u>\$ 231,239</u>	Total Expenditures	<u>\$ 222,493</u>	<u>\$ 222,493</u>	
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	-	-	
				LESS: FUND BALANCE APPROPRIATED	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<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>
2020	5,155,000	1,336,532	6,491,532
2021	5,310,000	1,187,656	6,497,656
2022	5,455,000	1,021,806	6,476,806
2023	5,360,000	855,332	6,215,332
2024	5,515,000	681,388	6,196,388
2025	5,425,000	498,406	5,923,406
2026	5,320,000	316,384	5,636,384
2027	3,930,000	166,950	4,096,950
2028	2,465,000	71,025	2,536,025
2029	1,135,000	17,025	1,152,025
	<u>\$45,070,000</u>	<u>\$6,152,504</u>	<u>\$51,222,504</u>



DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>SUMMARY</u> <u>DOWNTOWN DEVELOPMENT AUTHORITY</u> <u>DEBT SERVICE FUNDS</u> <u>REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 5,617,956	\$ 5,246,016	\$ 5,947,782	\$ 5,947,782		\$ 6,492,782	\$ 6,492,782	
<u>\$ 5,617,956</u>	<u>\$ 5,246,016</u>	<u>\$ 5,947,782</u>	<u>\$ 5,947,782</u>	Total Revenues	<u>\$ 6,492,782</u>	<u>\$ 6,492,782</u>	
				<u>EXPENDITURES:</u> Debt Service Payments:			
\$ 4,050,000	\$ 4,485,000	\$ 4,485,000	\$ 4,485,000	Principal	\$ 5,155,000	\$ 5,155,000	
1,566,706	759,766	1,461,532	1,461,532	Interest	1,336,532	1,336,532	
1,250	1,250	1,250	1,250	Agent Fees	1,250	1,250	
<u>\$ 5,617,956</u>	<u>\$ 5,246,016</u>	<u>\$ 5,947,782</u>	<u>\$ 5,947,782</u>	Total Expenditures	<u>6,492,782</u>	<u>\$ 6,492,782</u>	
\$ -	\$ -	\$ -	\$ -	NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	<u>-</u>	<u>-</u>	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>2013 (Refinanced 2002 Issue)</u> <u>DOWNTOWN DEVELOPMENT AUTHORITY</u> <u>DEBT SERVICE FUND</u> <u>REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,826,756	\$ 1,550,991	\$ 1,760,432	\$ 1,760,432		\$ 1,933,232	\$ 1,933,232	
<u>\$ 1,826,756</u>	<u>\$ 1,550,991</u>	<u>\$ 1,760,432</u>	<u>\$ 1,760,432</u>	Total Revenues	<u>\$ 1,933,232</u>	<u>\$ 1,933,232</u>	
				<u>EXPENDITURES:</u> Debt Service Payments:			
\$ 1,335,000	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000	Principal	\$ 1,545,000	\$ 1,545,000	
491,506	235,741	445,182	445,182	Interest	387,982	387,982	
250	250	250	250	Agent Fees	250	250	
<u>\$ 1,826,756</u>	<u>\$ 1,550,991</u>	<u>\$ 1,760,432</u>	<u>\$ 1,760,432</u>	Total Expenditures	<u>\$ 1,933,232</u>	<u>\$ 1,933,232</u>	
\$ -	\$ -	\$ -	\$ -	NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
-	-	-	-	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	2014 (Refinanced 2003 and 2004 Issues) DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				REVENUES:			
				Transfer from Downtown Development Authority Operating Fund	\$ 3,192,700	\$ 3,192,700	
\$ 2,870,600	\$ 2,945,000	\$ 3,288,750	\$ 3,288,750	Total Revenues	<u>\$ 3,192,700</u>	<u>\$ 3,192,700</u>	
\$ 2,870,600	\$ 2,945,000	\$ 3,288,750	\$ 3,288,750	EXPENDITURES:			
				Debt Service Payments:			
				Principal	\$ 2,530,000	\$ 2,530,000	
\$ 2,110,000	\$ 2,575,000	\$ 2,575,000	\$ 2,575,000	Interest	662,200	662,200	
760,100	369,500	713,250	713,250	Agent Fees	500	500	
500	500	500	500	Total Expenditures	<u>\$ 3,192,700</u>	<u>\$ 3,192,700</u>	
\$ 2,870,600	\$ 2,945,000	\$ 3,288,750	\$ 3,288,750				
				NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
				ESTIMATED FUND BALANCE BEGINNING OF PERIOD	-	-	
				ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2018 Actual Year	FY 2019 Actual to December 31	FY 2019 Estimated To June 30	FY 2019 Amended Budget December 31	<u>2015 (Refinanced 2005 Issue)</u> <u>DOWNTOWN DEVELOPMENT AUTHORITY</u> <u>DEBT SERVICE FUND</u> <u>REVENUES:</u>	FY 2020 Departmental Request	FY 2020 Recommended By Mayor	FY 2020 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 920,600	\$ 750,025	\$ 898,600	\$ 898,600		\$ 1,366,850	\$ 1,366,850	
<u>\$ 920,600</u>	<u>\$ 750,025</u>	<u>\$ 898,600</u>	<u>\$ 898,600</u>	Total Revenues	<u>\$ 1,366,850</u>	<u>\$ 1,366,850</u>	
				<u>EXPENDITURES:</u> Debt Service Payments:			
\$ 605,000	\$ 595,000	\$ 595,000	\$ 595,000	Principal	\$ 1,080,000	\$ 1,080,000	
315,100	154,525	303,100	303,100	Interest	286,350	286,350	
500	500	500	500	Agent Fees	500	500	
<u>\$ 920,600</u>	<u>\$ 750,025</u>	<u>\$ 898,600</u>	<u>\$ 898,600</u>	Total Expenditures	<u>\$ 1,366,850</u>	<u>\$ 1,366,850</u>	
\$ -	\$ -	\$ -	\$ -	NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD	\$ -	\$ -	
-	-	-	-	ESTIMATED FUND BALANCE BEGINNING OF PERIOD	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD	<u>\$ -</u>	<u>\$ -</u>	

Supplemental Information

The following supplemental information is presented to furnish the reader with a detailed analysis of the 2020 capital outlays for the General Fund, Special Revenue Funds and the Water and Sewer System Enterprise Fund.

GENERAL FUND
CAPITAL OUTLAYS
FISCAL YEAR 2020

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Clerk</u>							
Digital Central Scan Tabulator	1	\$ 36,416	1	\$ 36,416			Replacement
<u>Treasurer</u>							
Envelope Slitter	1	\$ 6,000	1	\$ 6,000			Replacement
<u>Information Systems</u>							
Computer Equipment		\$ 5,000		\$ 5,000			Replacement
<u>Human Resources</u>							
Time Clocks	6	\$ 18,900	-	\$ -			New
<u>Engineering</u>							
Plotter	1	\$ 24,000	1	\$ 24,000			New
Survey Equipment	1	8,500	1	8,500			New
Inspection Vehicle	3	90,000	-	-			Replacement
		<u>\$ 122,500</u>		<u>\$ 32,500</u>			
<u>Building Inspections</u>							
Vehicles	2	\$ 60,000	-	\$ -			New
Computers	10	15,000	-	-			Replacement
		<u>\$ 75,000</u>		<u>\$ -</u>			
<u>DPW</u>							
Concrete Replacement		\$ 300,000		\$ -			Replacement
Storm Drain Relief Sewer		700,000		700,000			New
Salt Trucks	2	382,000	2	382,000			Replacement
Zone Plow/Dump Truck		225,000		-			Replacement
Pelican Sweeper		200,000		-			Replacement
Fork Lift		80,000		80,000			Replacement
Pickup Truck		35,000		-			New
Post Lifts	2	30,000	2	30,000			New
Cement Saw		15,000		-			Replacement
		<u>\$ 1,967,000</u>		<u>\$ 1,192,000</u>			
<u>Legal</u>							
Computer Upgrades	10	\$ 9,250	10	\$ 9,250			Replacement

(Continued)

GENERAL FUND
CAPITAL OUTLAYS
FISCAL YEAR 2020

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Court</u>							
Office Equipment		\$ 14,600		\$ 14,600			New
<u>Fire</u>							
Station Renovations including Admin		\$ 450,000		\$ 400,000			Replacement
Haz Mat Air Quality Monitor	1	24,000	1	24,000			New
Tech Rescue Equipment		10,500		10,500			Replacement
Air Fill O2 Station		50,000		-			New
EMS Squads	3	555,000	3	525,000			New
Vehicles	9	512,000	4	200,000			New
Refurbish Heavy Resue & 85' Tower		250,000		-			Replacement
LifePak 15	1	25,000	2	50,000			New
Powerloading Cot System	3	75,000	-	-			New
Power Pro Cots	3	45,000	-	-			New
Mechanical CPR Devices	6	96,000	-	-			New
Area Rays	2	20,000	-	-			New
Hurst Electric Cutter	1	30,000	1	30,000			Replacement
		<u>\$ 2,142,500</u>		<u>\$ 1,239,500</u>			
<u>Police</u>							
Concrete/Handicap Ramp		\$ 200,000		\$ -			New
Lobby Upgrades		200,000		-			Replacement
Equipment for Replacement Vehicles		140,000		140,000			Replacement
911 Equipment		50,000		50,000			Replacement
Workstations/Copy Machines/Printers		35,000		35,000			Replacement
		<u>\$ 625,000</u>		<u>\$ 225,000</u>			
<u>Property Maintenance</u>							
Vehicle with Plow Blade	1	\$ 50,000	-	\$ -			New
<u>Building Maintenance</u>							
Scissor Lift	1	\$ 13,000	-	\$ -			New
Total Capital Outlay (General Fund)		<u>\$ 5,085,166</u>		<u>\$ 2,760,266</u>			

SPECIAL REVENUE FUNDS
CAPITAL OUTLAYS
FISCAL YEAR 2020

<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>Library</u>							
Books		350,000		350,000			Replacement
Computers	80	91,900	40	45,950			Replacement
Furniture for Civic Center South		75,000		-			New
Electronic Marketing Signs	2	50,000	2	50,000			New
Shelving for Civic Center South		50,000		-			New
Security Cameras for Civic Center South		37,000		37,000			New
Vehicle	1	29,000	1	29,000			Replacement
Signage for Civic Center South		25,000		25,000			New
Phone Installation at Civic Center South		25,000		25,000			New
Disc Cleaning Machine		22,000		-			Replacement
Television Monitors		15,000		-			New
Chairs for Civic Center		10,000		-			Replacement
Microfilm/Fiche Reader		10,000		-			Replacement
Table/Chairs for Miller Branch		5,000		-			Replacement
Ipads		6,500		-			Replacement
		<u>\$ 801,400</u>		<u>\$ 561,950</u>			
<u>Communications</u>							
LED Stage Lighting		\$ 100,000		\$ 100,000			Replacement
Edit Suite A		40,000		-			Replacement
Network Storage		50,000		-			New
Install Fiber Optic Network for Edit Suite		10,000		-			New
		<u>\$ 200,000</u>		<u>\$ 100,000</u>			
<u>Downtown Development Authority</u>							
Computers	350	323,750	350	323,750			Replacement
Concrete/Handicap Ramp		-		200,000			New
Lobby Upgrades		-		200,000			Replacement
		<u>\$ 323,750</u>		<u>\$ 723,750</u>			
<u>Parks and Recreation</u>							
Water Park Improvements		\$ 100,000		\$ 100,000			Replacement
Playground Equipment		50,000		50,000			Replacement
		<u>\$ 150,000</u>		<u>\$ 150,000</u>			
<u>Rental Inspections</u>							
Vehicles	1	\$ 25,000	-	\$ -			Replacement

(Continued)

SPECIAL REVENUE FUNDS
CAPITAL OUTLAYS
FISCAL YEAR 2020

<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>Sanitation</u>							
Recycle Truck	1	350,000	1	350,000			Replacement
Pickup Truck w/Plow	1	35,000	1	35,000			Replacement
Self-contained compactor	1	15,000	1	15,000			New
20 yard roll off container	2	16,000	2	16,000			New
		<u>\$ 416,000</u>		<u>\$ 416,000</u>			
<u>Court Renovation</u>							
General Capital Improvements		\$ 388,000		\$ 388,000			Replacement
Imagesoft Upgrade		5,000		5,000			New
Imagesoft Enhancements		32,000		32,000			New
Security Locks and Doors		15,000		15,000			Replacement
Security Cameras		10,000		10,000			Both
Access Control Doors		40,000		40,000			Replacement
Sound Masking		10,000		10,000			New
		<u>\$ 500,000</u>		<u>\$ 500,000</u>			
Total Capital Outlay (Special Revenue Funds)		<u>\$ 2,416,150</u>		<u>\$ 2,451,700</u>			

ENTERPRISE FUNDS
CAPITAL OUTLAYS
FISCAL YEAR 2020

<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>Stilwell</u>							
Roof and Gutter Replacement		\$ 235,000		\$ 235,000			Replacement
Appliances		9,450		9,450			Replacement
		<u>244,450</u>		<u>244,450</u>			
<u>Jos Coach Manor</u>							
Appliances		\$ 52,375	1	\$ 52,375			Replacement
<u>Water and Sewer System</u>							
<i>Water Maintenance Equipment:</i>							
Bill Presentation/Hi Usage Detection		\$ 125,000		125,000			New
Mobile Workforce/Work Order Software		300,000		300,000			New
ESRI GIS Software		125,000		125,000			New
Backup Power Generator		125,000		125,000			New
Zennergy Water Savings Devices		55,000		55,000			New
12821 Stephens Driveway		500,000		400,000			Replacement
Jet/Rodder/Tanker (Referb)		120,000		120,000			Replacement
15 Yd Dump Truck with Front Plow		195,000		195,000			Replacement
Meter/Utility Vans	2	70,000	1	35,000			Replacement
Admin/Supervisor Inspection Vehicle	2	90,000		-			New
Utility Vehicle, 4x4/w Front Plow		47,000		-			Replacement
Utility/Safety Zone Vehicle		50,000		-			Replacement
TV/Camera for Laterals		12,000		12,000			Replacement
Solar Traffic Arrow Boards		7,000		7,000			Replacement
		<u>1,821,000</u>		<u>1,499,000</u>			
<i>Waste Water Treatment Equipment:</i>							
Motivity Tech Network Improvements		\$ 45,000		\$ 45,000			Replacement
PLC SCADA Migration		900,000		900,000			Replacement
Work Station Replacements		14,000		14,000			Replacement
Rack Server System		50,000		50,000			Replacement
Tech Connect		28,000		28,000			Replacement
Maintenance Truck		45,000		45,000			Replacement
Air Compressors		60,000		60,000			Replacement
Belt Scrapper and Belt		80,000		80,000			Replacement
Grit Pumps		40,000		40,000			Replacement
Diaphragm Valves	7	24,000	7	24,000			Replacement

(Continued)

ENTERPRISE FUNDS
CAPITAL OUTLAYS
FISCAL YEAR 2020

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<i>Waste Water Treatment Equipment:</i>							
Samplers		\$ 50,000		\$ 50,000			Replacement
Lab Oven, Glassware, etc.		10,000		10,000			Replacement
IPP/Lab Truck		45,000		45,000			Replacement
6 Inch Diesel Pump		30,000		-			Replacement
Operations Truck		42,000		42,000			Replacement
Articulated Manlift		100,000		-			Replacement
UV Wipers		62,000		62,000			Replacement
UV Ballasts		67,200		67,200			Replacement
Bray Valves		20,600		20,600			Replacement
New VFD Motor RSP 1		1,500,000		-			Replacement
UV Bulbs		100,000		100,000			Replacement
Raw Sewage Pump Motor Referbishment		130,000		130,000			Replacement
Back Up Power Transformer Replacement		50,000		50,000			Replacement
Sand Filter Diversion Actuators		30,900		30,900			Replacement
Light Poles for Site Lighting		46,350		-			Replacement
Outdoor Overhead Lights		15,296		15,296			Replacement
Facilities Engineering Truck		45,000		45,000			Replacement
New Grit PLC Pilot Installation		65,000		-			Replacement
Mag Meter for Primary Flow		150,000		150,000			Replacement
Primary Tank Access Walk Repairs		50,000		50,000			Replacement
On Site Road Repairs		100,000		100,000			Replacement
Fire Protection		25,000		25,000			Replacement
Painting		40,000		40,000			Replacement
Security Fence		25,000		25,000			Replacement
Overhead Door N		20,000		20,000			Replacement
Overhead Door J		20,000		20,000			Replacement
Building N Roof Replacement		200,000		200,000			Replacement
Crane 216T		25,000		-			Replacement
Breech Removal Building V		25,000		25,000			Replacement
Misc Roof Replacement		120,000		120,000			Replacement
		<u>4,495,346</u>		<u>2,728,996</u>			

(Continued)

ENTERPRISE FUNDS
CAPITAL OUTLAYS
FISCAL YEAR 2020

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Infrastructure</u>							
<i>Detention Basin Construction (Bond Proceeds)</i>		\$ 30,614,430		\$ 30,614,430			
<i>Watermain Replacements (Bond Proceeds):</i>							
12 Mile Road (Ryan and Dequindre)		958,659		958,659			
14 Mile Road (Ryan and Dequindre)		958,659		958,659			
<i>Watermain Replacements (Funded with Rate):</i>							
14 Mile Road (Mound and Ryan)		1,200,000		1,700,000			
13 Mile at Lund		65,000		-			
George Merrelli (11 Mile to 1200 ft north)		200,000		200,000			
Lorna (12 Mile to 1300 ft south)		165,000		165,000			
Greenbriar (Arden to 14 Mile)		340,000		340,000			
Racine (Dover to Schoenher)		260,000		260,000			
Iroquois (13 Mile to Lutz)		40,000		40,000			
<i>Sewer Repairs and Lining (Funded with Rate):</i>							
Various Locations		3,000,000		2,500,000			
<i>Ongoing Approved Projects (Funded with Bonds)</i>		39,775		39,775			
		<u>37,841,523</u>		<u>37,776,523</u>			
Total Water & Sewer System		<u>\$ 44,157,869</u>		<u>42,004,519</u>			
Total Capital Outlay (Enterprise Funds)		<u>\$ 44,454,694</u>		<u>\$ 42,301,344</u>			

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.

