

**City of Warren**  
**BUDGET**  
**DEPARTMENTAL REQUESTS**  
**WITH**  
**BUDGET RECOMMENDATIONS**  
**BY MAYOR**



**FISCAL YEAR**  
July 1, 2024 through June 30, 2025

# City of Warren



LORI M. STONE  
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 2020 population per Federal Census, 139,387

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 12, 2027)

### MAYOR

LORI M. STONE

### COUNCIL

ANGELA ROGENSUES, President  
JONATHAN LAFFERTY

MINDY MOORE, Secretary  
DAVE DWYER, Asst. Secretary – Mayor Pro Tem  
MELODY MAGEE, Vice President

HENRY NEWNAN  
GARY BOIKE

**TREASURER**  
LORIE BARNWELL

**CITY CLERK**  
SONJA BUFFA

## DEPARTMENT HEADS (Appointed Officials)

DAVID MUZZARELLI, Public Services Director  
CLARISSA CAYTON, Communications Director  
WILBURT MCADAMS, Fire Commissioner  
RICHARD FOX, City Controller

CHARLES RUSHTON, Acting Police Commissioner  
JACQUELINE DAMRON, Acting HR Director  
DINO TURCATO, Recreation Director  
THOMAS BOMMARITO, DDA Director

RONALD F. WUERTH, Planning Director  
LEE ZUMBRUNNEN, Acting City Assessor  
MARY MICHAELS, Acting City Attorney  
OKSANA URBAN, Library Director

Prepared By:  
KRISTINA BATTLE, Budget Director

## City Seal

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



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# **CITY 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 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 139,387 (2020 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. 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 9.4% of the City's taxable value. In 2021, General Motors Corporation sold the idle Hydramatic Transmission Plant to Northpoint Development. The 117 acre parcel is being redeveloped into an industrial park with its first tenants including Home Depot, Marlo Beauty Supply and Borg Warner subsidiary Akasol.

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 30 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 \$51 million worth of capital improvements. The main items include several road projects, police vehicles, fire station improvements, various Waste Water Treatment Plant improvements, and water and sewer main replacements. In addition, we are continuing to build a 21.5-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**

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

## **January**

3 – 5 Controllers Office prepares estimated revenues and expenditures for current fiscal year.

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

10 – 12 Controllers Office prepares revenue forecast.

12 – 31 Controllers Office analyzes all budget requests.

## **February**

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

## **March**

1 – 18 The Mayor and Controllers Office hold administrative budget hearings with all departments, divisions, and commissions.

19 – 22 Final administration review of all budget material is completed.

25 – 26 Final adjustments are made to the Budget document and all funds are brought into balance.

27 – 28 Controllers Office prepares proposed Budget document.

## **April**

1 – 4 Proposed Budget is duplicated.

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

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

13 City Council Workshops. Each department, division and commission will have a scheduled time to present budgets.

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

23 Public Hearing for Budget.

## **May**

14 City Council adopts Taxation Resolution and Fiscal 2025 Budget.

16 – 31 Controllers Office prepares Adopted Budget document incorporating City Council adjustments.

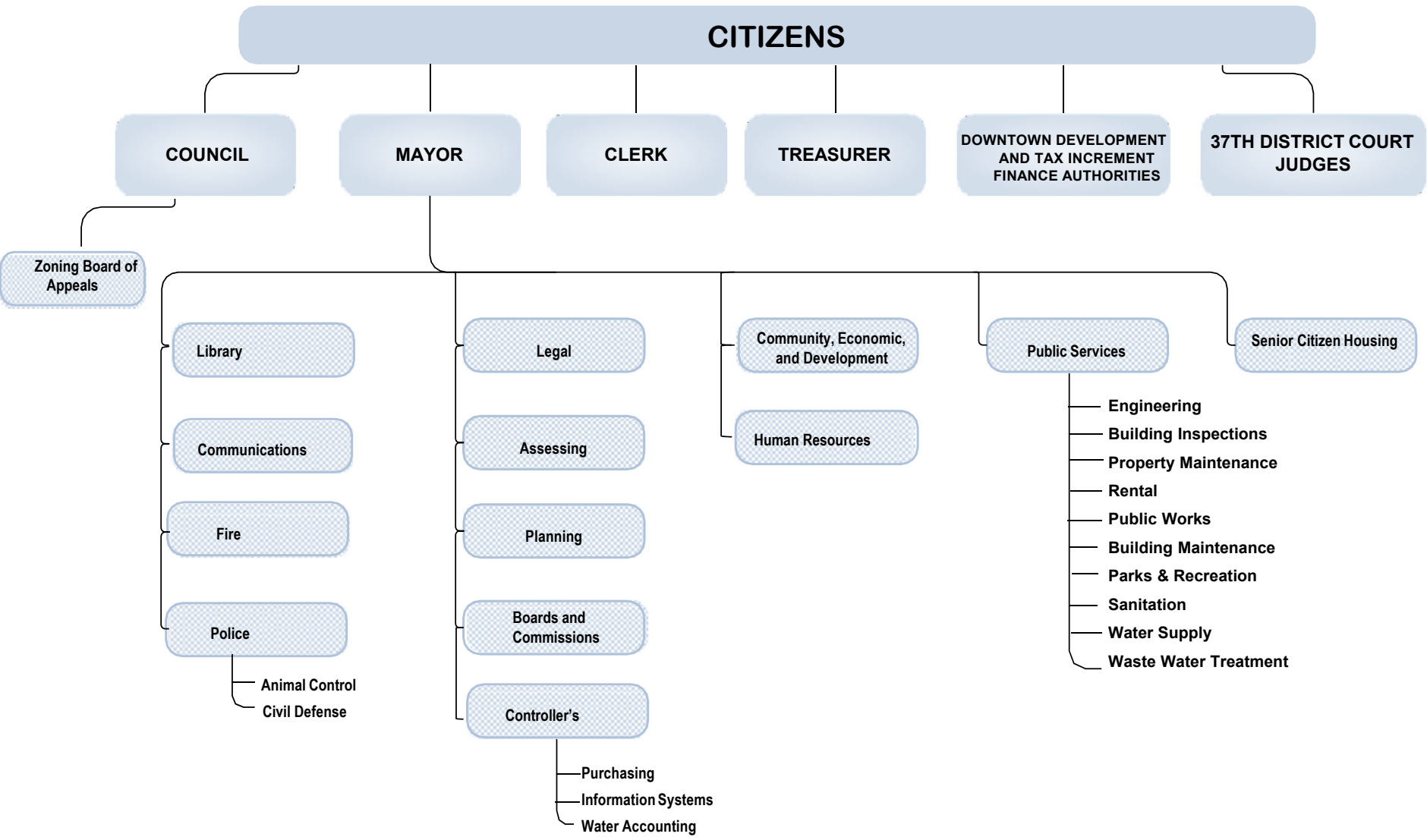
## **June**

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

## **July**

1 Beginning of Fiscal Year 2025.

# 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 thirty (30) 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.

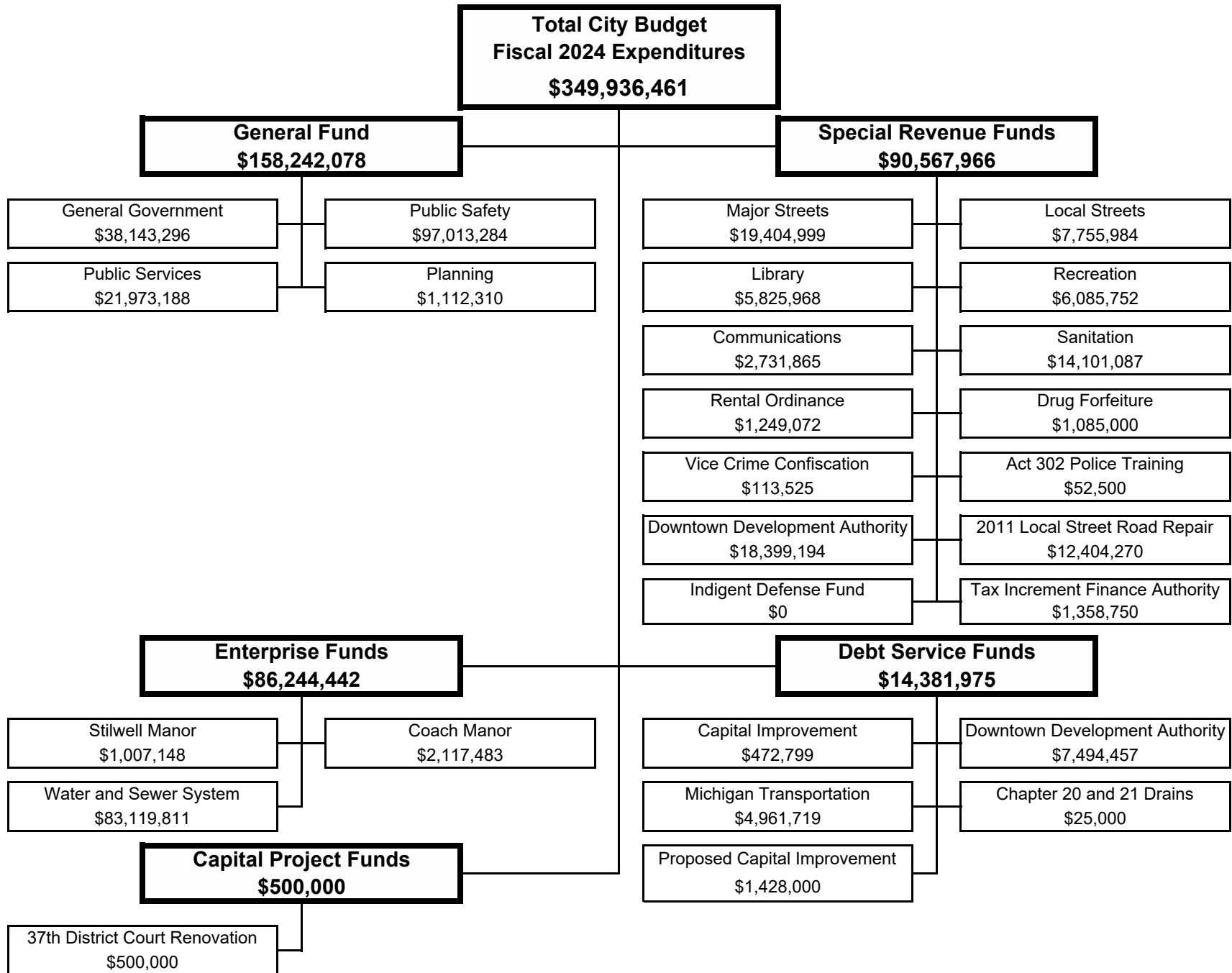
## **Accounting, Auditing and Financial Reporting Policies**

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).

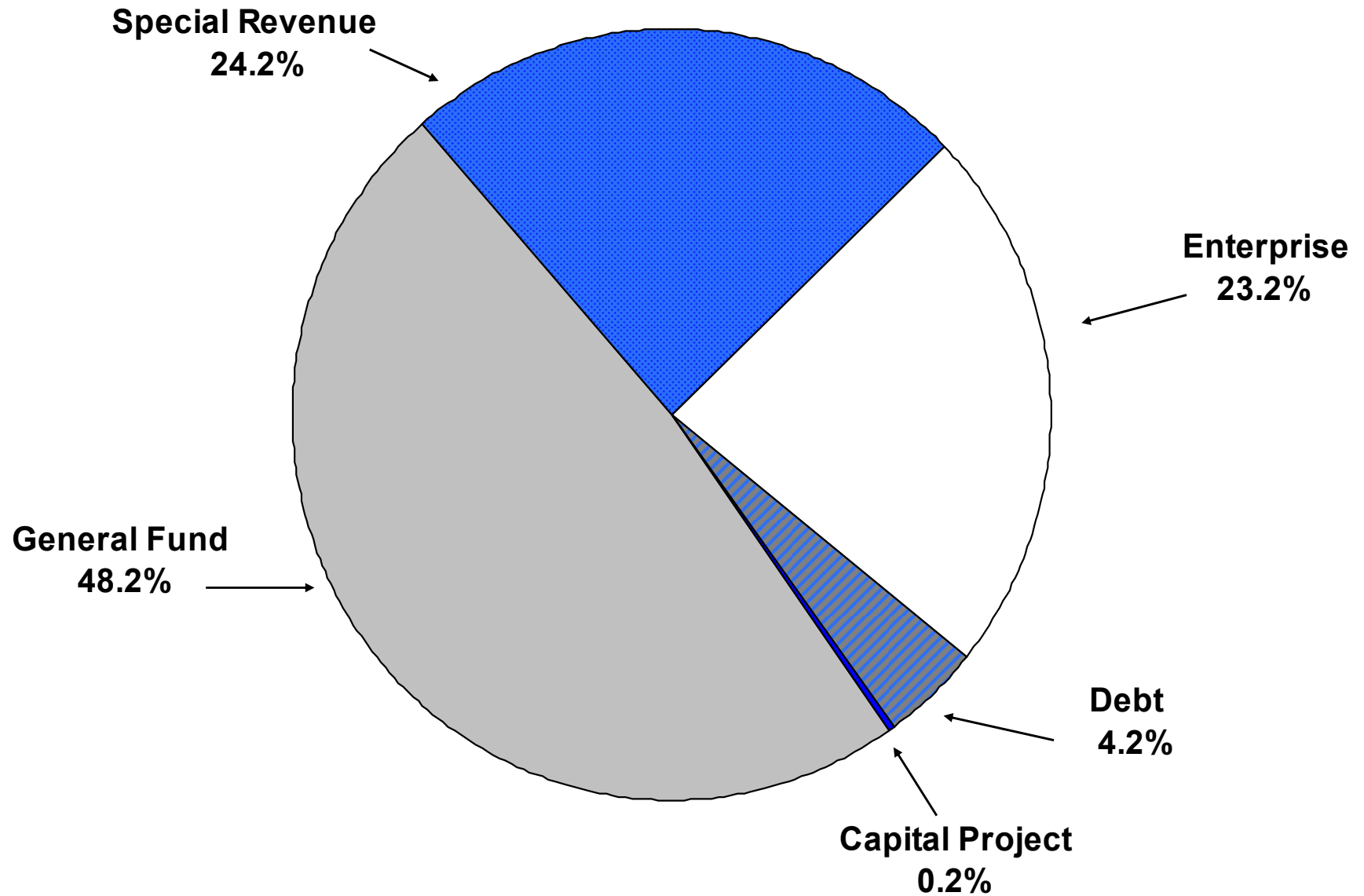
## *All Funds Summary*

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 2025 TOTAL CITY BUDGETED FUNDS PERCENT OF TOTAL EXPENDITURES



## REVENUE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2022 Actual	Fiscal 2023 Actual	Fiscal 2024 Estimated	Fiscal 2025 Mayor Recommended
<b>General Fund</b>				
General Fund	\$ 122,006,799	\$ 129,423,700	\$ 140,198,315	\$ 154,777,784
<b>Special Revenue Funds</b>				
Major Road Fund	12,604,109	13,362,694	13,889,700	14,260,891
Local Road Fund	5,751,540	7,546,115	6,222,600	6,433,054
Library Fund	4,737,823	5,966,109	7,792,521	6,146,860
Recreation Fund	4,849,056	5,219,893	6,755,531	6,015,865
Communications Fund	1,912,532	1,805,906	1,912,071	1,743,090
Sanitation Fund	11,929,928	12,791,601	12,243,395	12,888,708
Rental Ordinance Fund	1,239,647	1,236,322	1,255,000	1,175,000
Vice Crime Confiscation Fund	87,356	44,113	60,000	60,000
Drug Forfeiture Fund	707,231	1,034,106	600,000	705,000
Act 302 Police Training Fund	24,974	48,842	74,500	52,500
Downtown Development Authority Fund	10,951,146	13,174,976	11,613,000	13,202,029
2011 Local Street Road Repair Fund	8,407,654	9,139,920	9,069,715	9,407,521
Indigent Defense Fund	328,834	521,544	3,553,530	-
Tax Increment Finance Authority	325,450	385,530	356,500	1,358,750
<b>Total Special Revenue Funds</b>	<b>63,857,280</b>	<b>72,277,671</b>	<b>75,398,063</b>	<b>73,449,268</b>
<b>Enterprise Funds</b>				
Stilwell Manor	985,535	1,052,402	1,085,632	1,024,068
Coach Manor	1,614,157	1,674,018	1,738,025	1,802,450
Water and Sewer System	57,385,504	79,755,211	59,673,559	83,729,369
<b>Total Enterprise Funds</b>	<b>59,985,196</b>	<b>82,481,631</b>	<b>62,497,216</b>	<b>86,555,887</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	630,710	946,561	820,000	800,000
<b>Total Capital Project Funds</b>	<b>630,710</b>	<b>946,561</b>	<b>820,000</b>	<b>800,000</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	32,040.00	2,925	500	3,100
Michigan Transportation Debt	2,364,318	3,285,773	4,952,781	4,961,719
Capital Improvement Debt including Proposed	743,122	513,768	493,911	1,900,799
Downtown Development Authority Debt	6,378,584	6,124,739	7,768,968	7,494,457
<b>Total Debt Service Funds</b>	<b>9,518,064</b>	<b>9,927,205</b>	<b>13,216,160</b>	<b>14,360,075</b>
<b>Total All Funds</b>	<b>\$ 255,998,049</b>	<b>\$ 295,056,768</b>	<b>\$ 292,129,754</b>	<b>\$ 329,943,014</b>

## EXPENDITURE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2022 Actual	Fiscal 2023 Actual	Fiscal 2024 Estimated	Fiscal 2025 Mayor Recommended
<b>General Fund</b>				
General Fund	\$ 118,820,780	\$ 126,000,014	\$ 162,183,871	\$ 158,242,078
<b>Special Revenue Funds</b>				
Major Road Fund	14,182,136	14,312,669	17,692,297	19,404,999
Local Road Fund	5,032,873	6,533,557	9,336,961	7,755,984
Library Fund	4,556,748	4,837,908	7,711,439	5,825,968
Recreation Fund	5,192,456	5,870,517	8,052,509	6,085,752
Communications Fund	2,153,904	1,981,883	2,589,686	2,731,865
Sanitation Fund	10,257,151	10,126,901	13,853,631	14,101,087
Rental Ordinance Fund	868,085	922,411	1,219,590	1,249,072
Vice Crime Confiscation Fund	48,097	21,960	60,000	113,525
Drug Forfeiture Fund	1,198,472	1,096,107	1,415,194	1,085,000
Act 302 Police Training Fund	20,645	19,235	75,000	52,500
Downtown Development Authority Fund	9,589,903	10,668,057	20,086,023	18,399,194
2011 Local Street Road Repair Fund	6,874,375	9,563,940	14,843,561	12,404,270
Indigent Defense Fund	789,609	806,170	3,961,607	-
Tax Increment Finance Authority	133,066	78,272	654,875	1,358,750
<b>Total Special Revenue Funds</b>	<b>60,897,520</b>	<b>66,839,587</b>	<b>101,552,373</b>	<b>90,567,966</b>
<b>Enterprise Funds</b>				
Stilwell Manor	965,065	1,059,175	1,477,557	1,007,148
Coach Manor	1,391,664	1,359,777	2,342,326	2,117,483
Water and Sewer System	91,531,400	76,011,329	86,020,678	83,119,811
<b>Total Enterprise Funds</b>	<b>93,888,129</b>	<b>78,430,281</b>	<b>89,840,561</b>	<b>86,244,442</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	184,888	240,334	806,932	500,000
<b>Total Capital Project Funds</b>	<b>184,888</b>	<b>240,334</b>	<b>806,932</b>	<b>500,000</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	-	8,162	25,000	25,000
Michigan Transportation Debt	2,364,318	3,285,773	4,952,781	4,961,719
Capital Improvement Debt including Proposed	743,122	513,768	493,911	1,900,799
Downtown Development Authority Debt	6,378,584	6,124,739	7,768,968	7,494,457
<b>Total Debt Service Funds</b>	<b>9,486,024</b>	<b>9,924,280</b>	<b>13,215,660</b>	<b>14,381,975</b>
<b>Total All Funds</b>	<b>\$ 283,277,341</b>	<b>\$ 281,434,496</b>	<b>\$ 367,599,397</b>	<b>\$ 349,936,461</b>

## UNASSIGNED FUND BALANCE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2022 Actual	Fiscal 2023 Actual	Fiscal 2024 Estimated	Fiscal 2025 Mayor Recommended
<b>General Fund</b>				
General Fund	\$ 21,537,370	\$ 22,496,175	\$ 24,207,999	\$ 23,736,312
<b>Special Revenue Funds</b>				
Major Road Fund	17,416,224	16,470,866	12,668,269	7,524,161
Local Road Fund	5,315,286	6,308,207	3,193,846	1,870,916
Library Fund	4,509,481	5,590,677	5,671,759	5,992,651
Recreation Fund	2,064,120	2,283,373	986,395	916,508
Communications Fund	2,625,097	2,452,954	1,775,339	786,564
Sanitation Fund	4,359,377	7,024,077	5,413,841	4,201,462
Rental Ordinance Fund	2,099,961	2,410,548	2,445,958	2,371,886
Vice Crime Confiscation Fund	395,244	417,397	417,397	363,872
Drug Forfeiture Fund	2,134,479	2,072,478	1,257,284	877,284
Act 302 Police Training Fund	19,181	48,788	48,288	48,288
Downtown Development Authority Fund	22,241,668	24,748,587	16,275,564	11,078,399
2011 Local Street Road Repair Fund	9,651,827	9,227,807	3,453,961	457,212
Indigent Defense Fund	745,360	408,077	-	-
Tax Increment Finance Authority	1,251,071	1,558,330	1,259,955	1,259,955
<b>Total Special Revenue Funds</b>	<b>74,828,376</b>	<b>81,022,166</b>	<b>54,867,856</b>	<b>37,749,158</b>
<b>Enterprise Funds</b>				
Stilwell Manor	1,633,321	1,487,272	985,347	892,267
Coach Manor	7,580,321	7,821,660	6,997,359	6,462,326
Water and Sewer System	9,871,642	10,654,899	11,775,320	11,775,320
<b>Total Enterprise Funds</b>	<b>19,085,284</b>	<b>19,963,831</b>	<b>19,758,026</b>	<b>19,129,913</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	10,315,046	11,021,273	11,034,341	11,334,341
<b>Total Capital Project Funds</b>	<b>10,315,046</b>	<b>11,021,273</b>	<b>11,034,341</b>	<b>11,334,341</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	82,173	76,936	52,436	30,536
Michigan Transportation Debt	-	-	-	-
Capital Improvement Debt	-	-	-	-
Downtown Development Authority Debt	-	-	-	-
<b>Total Debt Service Funds</b>	<b>82,173</b>	<b>76,936</b>	<b>52,436</b>	<b>30,536</b>
<b>Total All Funds</b>	<b>\$ 125,848,249</b>	<b>\$ 134,580,381</b>	<b>\$ 109,920,658</b>	<b>\$ 91,980,260</b>

## *General Fund*

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



**GENERAL FUND  
SUMMARY INFORMATION**

GENERAL FUND SUMMARY  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 79,937,737	\$ 41,714,713	\$ 84,689,523	\$ 84,368,523	Property Taxes	\$ 90,384,092	\$ 90,384,092	
24,976,399	11,330,077	26,241,361	26,999,462	Intergovernmental Revenues	34,301,940	34,301,940	
4,608,812	1,860,927	5,905,000	5,905,000	Licenses and Permits	6,030,000	6,030,000	
3,775,688	1,542,261	4,548,982	4,548,982	Fines and Forfeitures	3,950,000	3,950,000	
1,890,430	2,515,935	3,875,000	400,000	Interest on Investments	3,000,000	3,000,000	
5,446,592	2,661,034	5,160,124	5,180,124	Charges for Services	5,546,500	5,546,500	
8,788,042	4,609,831	9,778,325	9,555,810	Miscellaneous Income	11,565,252	11,565,252	
<u>\$ 129,423,700</u>	<u>\$ 66,234,778</u>	<u>\$ 140,198,315</u>	<u>\$ 136,957,901</u>	Total Revenues	<u>\$ 154,777,784</u>	<u>\$ 154,777,784</u>	
				<b><u>EXPENDITURES:</u></b>			
\$ 26,780,142	\$ 15,394,212	\$ 36,689,197	\$ 36,254,928	General Government	\$ 38,143,296	\$ 38,143,296	
81,297,286	41,328,116	97,805,990	97,513,008	Public Safety	97,013,284	97,013,284	
17,265,638	8,414,394	26,304,848	26,284,263	Public Services	21,973,188	21,973,188	
656,948	319,049	1,383,836	1,383,836	Planning	1,112,310	1,112,310	
<u>\$ 126,000,014</u>	<u>\$ 65,455,771</u>	<u>\$ 162,183,871</u>	<u>\$ 161,436,035</u>	Total Expenditures	<u>\$ 158,242,078</u>	<u>\$ 158,242,078</u>	
<u>\$ 3,423,686</u>	<u>\$ 779,007</u>	<u>\$ (21,985,556)</u>	<u>\$ (24,478,134)</u>	Excess (Deficit) of Revenues over Expenditures	<u>\$ (3,464,294)</u>	<u>\$ (3,464,294)</u>	
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ -	\$ -	\$ 23,697,380	\$ 23,697,380	Reserves	\$ 3,464,294	\$ 3,464,294	
-	-	1,450,638	780,754	Fund Balance Appropriated	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,148,018</u>	<u>\$ 24,478,134</u>	Total Other Financing Sources	<u>\$ 3,464,294</u>	<u>\$ 3,464,294</u>	
\$ 3,423,686	\$ 779,007	\$ 3,162,462	\$ -	Excess (Deficit) of Revenues over Expenditures and Other Sources	\$ -	\$ -	
85,740,477	89,164,163	89,164,163	89,164,163	Estimated Fund Balance - Beginning of Period	67,178,607	67,178,607	
				Reserve for:			
(600,936)	(600,936)	(600,936)	(600,936)	Nonspendable	(600,936)	(600,936)	
(66,067,052)	(66,067,052)	(42,369,672)	(42,369,672)	Assigned	(39,377,065)	(39,377,065)	
-	-	(25,148,018)	(24,478,134)	Fund Balance Supplemental Appropriation	(3,464,294)	(3,464,294)	
<u>\$ 22,496,175</u>	<u>\$ 23,275,182</u>	<u>\$ 24,207,999</u>	<u>\$ 21,715,421</u>	Estimated Unassigned Fund Balance (Deficit) End of Period	<u>\$ 23,736,312</u>	<u>\$ 23,736,312</u>	

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>PROPERTY TAXES:</u></b>			
\$ 77,481,743	\$ 41,162,795	\$ 81,695,751	\$ 81,695,751	Property Taxes	\$ 87,608,294	\$ 87,608,294	
545,670	519,888	1,039,772	1,039,772	Industrial Facilities Tax	714,193	714,193	
450,984	25,341	425,000	300,000	Penalties & Interest on Taxes	450,000	450,000	
1,425,166	3,950	1,496,000	1,300,000	Administration Fee - Schools	1,578,605	1,578,605	
34,174	2,739	33,000	33,000	Trailer & Senior Housing Fees in Lieu of Taxes	33,000	33,000	
<u>\$ 79,937,737</u>	<u>\$ 41,714,713</u>	<u>\$ 84,689,523</u>	<u>\$ 84,368,523</u>	<b>Total Property Taxes</b>	<u>\$ 90,384,092</u>	<u>\$ 90,384,092</u>	
				<b><u>INTERGOVERNMENTAL REVENUES:</u></b>			
				Federal Revenue:			
\$ 78,592	\$ 20,453	\$ -	\$ -	Civil Defense Grant	\$ -	\$ -	
90,905	-	-	-	Byrne JAG Grant - 2019-2022	-	-	
-	17,800	86,318	86,318	Byrne JAG Grant - 2023	-	-	
283,259	57,300	-	-	Substance Abuse Grant - 2022/2023	-	-	
-	-	400,000	400,000	Substance Abuse Grant - 2024	-	-	
-	-	-	-	OHSP Ped Bike Grant	-	-	
55,316	-	-	-	DOJ Coronavirus CESF - 2020 Police	-	-	
10,324	-	-	-	Homeland Security Grant	-	-	
18,231	-	-	-	Bulletproof Vest Grant	-	-	
31,315	4,250	-	-	DOJ Coronavirus CESF - 2022 Court	-	-	
37,639	-	-	-	Other Federal Grants - Covid19/ARPA	7,750,000	7,750,000	
				State Shared Revenue:			
18,032,702	6,598,820	18,589,421	18,560,248	Sales and Use Tax	18,802,582	18,802,582	
4,236,589	3,794,726	5,094,726	6,000,000	Reimbursement for Personal Property Loss	5,349,462	5,349,462	
99,141	85,743	80,000	80,000	Liquor Licenses	80,000	80,000	
9,145	20,008	-	-	Medical Marihuana Excise Tax	-	-	
-	-	-	-	Michigan Economic Development Grant	-	-	
51,170	12,823	-	-	Michigan Drug Court Program Grant - 2022/23	-	-	
-	-	23,000	23,000	Michigan Drug Court Program Grant - 2024	-	-	
-	-	-	-	Police Grants:	-	-	
-	-	-	-	MATS Grant	-	-	
603,071	348,401	670,000	670,000	911 Dispatch Training/Equipment	875,000	875,000	
156,165	91,448	182,896	182,896	Judges Salary Standardization	182,896	182,896	
91,912	-	45,000	132,000	Election Expense Reimbursement	132,000	132,000	
				Local Revenue:			
525,324	98,305	545,000	375,000	Reimbursement - City of Center Line	575,000	575,000	
565,599	180,000	525,000	490,000	Reimbursement - School Resource Officers	555,000	555,000	
<u>\$ 24,976,399</u>	<u>\$ 11,330,077</u>	<u>\$ 26,241,361</u>	<u>\$ 26,999,462</u>	<b>Total Intergovernmental Revenues</b>	<u>\$ 34,301,940</u>	<u>\$ 34,301,940</u>	

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>LICENSES AND PERMITS:</u></b>			
\$ 1,114,228	\$ 315,000	\$ 1,900,000	\$ 1,900,000	Building Permits	\$ 1,900,000	\$ 1,900,000	
558,072	239,888	745,000	745,000	Electrical Permits	745,000	745,000	
186,223	73,387	410,000	410,000	Plumbing Permits	410,000	410,000	
463,074	219,216	500,000	500,000	Mechanical Permits	500,000	500,000	
156,664	70,642	190,000	190,000	Zoning Permits and Fees	190,000	190,000	
7,767	3,582	20,000	20,000	Sidewalk Permits	20,000	20,000	
13,225	3,474	25,000	25,000	Animal Licenses	25,000	25,000	
312,220	164,524	440,000	440,000	Plan Review Fees	440,000	440,000	
1,797,339	771,214	1,675,000	1,675,000	Other Permits and Licenses	1,800,000	1,800,000	
<u>\$ 4,608,812</u>	<u>\$ 1,860,927</u>	<u>\$ 5,905,000</u>	<u>\$ 5,905,000</u>	<b>Total Licenses and Permits</b>	<u>\$ 6,030,000</u>	<u>\$ 6,030,000</u>	
				<b><u>CHARGES FOR SERVICES:</u></b>			
\$ 121,822	\$ 40,287	\$ 80,000	\$ 80,000	Engineering & Inspection Fees	\$ 80,000	\$ 80,000	
189,550	61,200	180,000	180,000	Abandoned Auto Administrative Towing Fee	180,000	180,000	
67,350	34,725	70,000	70,000	Foreclosure Fee	70,000	70,000	
128,793	44,566	208,624	208,624	Clerk's Services	175,000	175,000	
102,881	80,006	175,000	175,000	Weed Cutting	175,000	175,000	
32,690	13,820	40,000	40,000	Board of Appeals	40,000	40,000	
400,136	191,700	250,000	250,000	Police Services & Auctions	250,000	250,000	
24,360	3,595	15,000	15,000	Fire Services	15,000	15,000	
4,111,490	2,117,312	3,800,000	3,800,000	EMS Services	4,200,000	4,200,000	
32,226	9,800	30,000	30,000	Planning Commission	30,000	30,000	
54,220	63,023	45,000	45,000	Site Plan Fees	45,000	45,000	
98,554	-	175,000	195,000	Community Development Administration	195,000	195,000	
80,000	-	90,000	90,000	Block Grant Reimbursement	90,000	90,000	
2,520	1,000	1,500	1,500	IFT Exemption Processing Fees	1,500	1,500	
<u>\$ 5,446,592</u>	<u>\$ 2,661,034</u>	<u>\$ 5,160,124</u>	<u>\$ 5,180,124</u>	<b>Total Charges for Services</b>	<u>\$ 5,546,500</u>	<u>\$ 5,546,500</u>	
				<b><u>FINES &amp; FORFEITURES</u></b>			
\$ 3,228,297	\$ 1,315,378	\$ 4,098,982	\$ 4,098,982	37th District Court Fines & Fees	\$ 3,500,000	\$ 3,500,000	
180,493	80,535	250,000	250,000	Probation Fees	250,000	250,000	
275,462	109,270	150,000	150,000	Property Maintenance Fines	150,000	150,000	
91,436	37,078	50,000	50,000	Drug Court Revenue	50,000	50,000	
<u>\$ 3,775,688</u>	<u>\$ 1,542,261</u>	<u>\$ 4,548,982</u>	<u>\$ 4,548,982</u>	<b>Total Fines &amp; Forfeitures</b>	<u>\$ 3,950,000</u>	<u>\$ 3,950,000</u>	

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor
				<b>MISCELLANEOUS REVENUES:</b>		
				Michigan Transportation Funds:		
\$ 1,134,232	\$ 639,400	\$ 1,486,000	\$ 1,486,000	Equipment & Service Reimbursements	\$ 1,586,000	\$ 1,586,000
976,341	525,804	1,051,600	1,051,600	Administrative Expense	1,083,000	1,083,000
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000
				Administrative Expense:		
2,876,900	1,481,600	2,963,200	2,963,200	Water & Sewer System	3,052,000	3,052,000
189,200	97,400	194,800	194,800	Senior Citizen Housing	111,500	111,500
269,100	138,550	277,100	277,100	Library	285,400	285,400
139,600	71,850	143,700	143,700	Recreation	148,000	148,000
-	-	-	-	Sanitation	477,000	477,000
90,400	46,550	93,100	93,100	Rental Ordinance	95,800	95,800
371,300	191,200	382,400	382,400	Communications	-	-
419,200	215,850	431,700	431,700	Downtown Development Authority	444,600	444,600
288,600	148,600	297,200	297,200	2011 Local Street Road Repair Fund	306,100	306,100
				Fleet Maintenance Expense		
534,154	272,641	545,276	545,276	Sanitation	441,406	441,406
235,772	122,369	244,734	244,734	Water & Sewer System	258,878	258,878
57,063	63,340	900,000	900,000	Sale of Property/Equipment	900,000	900,000
126,612	60,743	250,000	250,000	Miscellaneous	250,000	250,000
-	3,000	5,000	5,000	Donations	5,000	5,000
65,960	83,419	65,000	35,000	Telecom Leases/Lease Proceeds	65,000	65,000
758,608	192,515	192,515	-	National Opioid Settlement	142,568	142,568
-	-	-	-	DDA Contribution to P&F Retiree Health	1,658,000	1,658,000
250,000	250,000	250,000	250,000	Court Building Rental	250,000	250,000
<u>\$ 8,788,042</u>	<u>\$ 4,609,831</u>	<u>\$ 9,778,325</u>	<u>\$ 9,555,810</u>	<b>Total Miscellaneous Revenue</b>	<u>\$ 11,565,252</u>	<u>\$ 11,565,252</u>
				<b>INTEREST ON INVESTMENTS:</b>		
\$ 2,450,825	\$ 3,024,640	4,500,000	\$ 400,000	Interest on Investments - Realized	\$ 3,000,000	\$ 3,000,000
(560,395)	(508,705)	(625,000)	-	Interest on Investments - Unrealized	-	-
<u>\$ 1,890,430</u>	<u>\$ 2,515,935</u>	<u>\$ 3,875,000</u>	<u>\$ 400,000</u>	<b>Total Interest on Investments</b>	<u>\$ 3,000,000</u>	<u>\$ 3,000,000</u>
				<b>OTHER FINANCING SOURCES:</b>		
\$ -	\$ -	\$ 23,697,380	\$ 23,697,380	Reserves	\$ 3,464,294	\$ 3,464,294
-	-	1,450,638	780,754	Fund Balance Appropriated	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,148,018</u>	<u>\$ 24,478,134</u>	<b>Total Other Financing Sources</b>	<u>\$ 3,464,294</u>	<u>\$ 3,464,294</u>
<u>\$ 129,423,700</u>	<u>\$ 66,234,778</u>	<u>\$ 165,346,333</u>	<u>\$ 161,436,035</u>	<b>TOTAL GENERAL FUND REVENUES</b>	<u>\$ 158,242,078</u>	<u>\$ 158,242,078</u>

# Fiscal 2025 General Fund Revenues

**PROPERTY TAXES:**

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

<b>Funds:</b>	<b>Estimated Taxable Value</b>	<b>Tax Rate</b>	<b>Levy</b>
<u>General Fund:</u>			
Charter Millage	\$ 4,277,957,612	8.2488	\$ 35,288,017
<u>Special Levies:</u>			
Police & Fire Pension	4,277,957,612	5.4848	23,463,742
Police & Fire Operating	4,277,957,612	4.6306	19,809,511
Emergency Medical Service	4,277,957,612	0.2744	1,173,872
Police	4,277,957,612	0.9202	3,936,577
Fire	4,277,957,612	0.9202	3,936,577
Total General Fund Operating Levy		<u>20.4790</u>	<u>\$ 87,608,294</u>
<u>Special Revenue:</u>			
Library (Charter)	4,277,957,612	0.4579	1,958,877
Library (Voted)	4,277,957,612	0.7989	3,417,660
Sanitation	4,277,957,612	2.7491	11,760,533
Parks & Recreation	4,277,957,612	0.9161	3,919,037
2011 Local Street Repair & Maintenance	4,277,957,612	1.9842	8,488,323
Total Special Revenue Fund Levy		<u>6.9062</u>	<u>\$ 29,544,431</u>
Total Levy		<u>27.3852</u>	<u>\$ 117,152,725</u>

# Fiscal 2025 General Fund Revenues

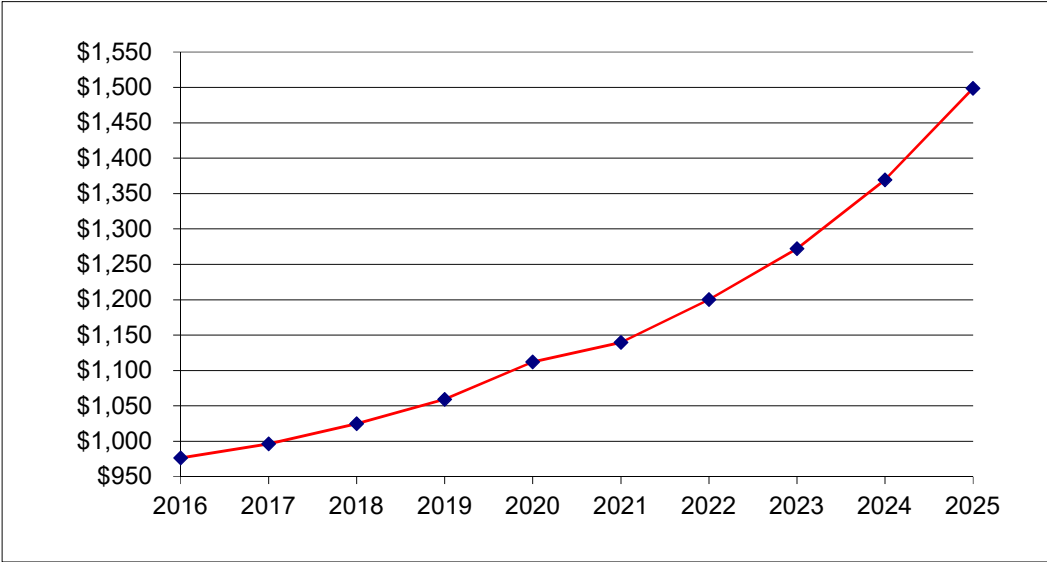
## INDUSTRIAL FACILITY TAXES:

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

<b>Funds:</b>	<b>Estimated Taxable Value</b>	<b>Tax Rate</b>	<b>Levy</b>
<u>General Fund:</u>			
Charter Millage	\$69,748,695	4.1244	\$ 287,673
<u>Special Levies:</u>			
Police & Fire Pension	69,748,695	2.7424	191,279
Police & Fire Operating	69,748,695	2.3153	161,489
Emergency Medical Service	69,748,695	0.1372	9,570
Police	69,748,695	0.4601	32,091
Fire	69,748,695	0.4601	32,091
Total General Fund Operating Levy		<u>10.2395</u>	<u>\$ 714,193</u>
<u>Special Revenue:</u>			
Library (Charter)	69,748,695	0.2289	15,965
Library (Voted)	69,748,695	0.3994	27,858
Sanitation	69,748,695	1.3745	95,870
Parks & Recreation	69,748,695	0.4580	31,945
2011 Local Street Repair & Maintenance	69,748,695	0.9921	69,198
Total Special Revenue Fund Levy		<u>3.4529</u>	<u>\$ 240,836</u>
Total Levy		<u>13.6924</u>	<u>\$ 955,029</u>

# Average Residential City Tax Ten Fiscal Years

	<u>Fiscal 2016</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Fiscal 2019</u>	<u>Fiscal 2020</u>	<u>Fiscal 2021</u>	<u>Fiscal 2022</u>	<u>Fiscal 2023</u>	<u>Fiscal 2024</u>	<u>Fiscal 2025</u>
Charter Millage	8.7285	8.7285	8.7101	8.6709	8.6249	8.5421	8.4600	8.3263	8.3263	8.2488
Police & Fire Pension	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848	5.4848
Emergency Medical Service	0.2908	0.2908	0.2901	0.2887	0.2871	0.2843	0.2815	0.2770	0.2770	0.2744
Police Operating	0.9697	0.9697	0.9676	0.9632	0.9624	0.9531	0.9439	0.9289	0.9289	0.9202
Fire Operating	0.9697	0.9697	0.9676	0.9632	0.9624	0.9531	0.9439	0.9289	0.9289	0.9202
Police & Fire Operating (Voted)	4.8755	4.8755	4.8897	4.8676	4.8418	4.7953	4.7492	4.6741	4.6741	4.6306
Library (Charter)	0.4848	0.4848	0.4837	0.4815	0.4789	0.4743	0.4697	0.4622	0.4622	0.4579
Library (Voted)	0.8457	0.8457	0.8439	0.8401	0.8356	0.6014	0.6014	0.8065	0.8065	0.7989
Sanitation	2.5550	2.5550	2.5550	2.5550	2.5550	2.5550	2.8196	2.7750	2.7750	2.7491
Parks & Recreation	0.9697	0.9697	0.9676	0.9632	0.9580	0.9488	0.9396	0.9247	0.9247	0.9161
2011 Local Street Repairs (Voted)	2.0895	2.1000	2.0955	2.0860	2.0749	2.0549	2.0351	2.0029	2.0029	1.9842
<b>Total</b>	<b>27.7637</b>	<b>27.7742</b>	<b>27.7556</b>	<b>27.6642</b>	<b>27.5658</b>	<b>27.1471</b>	<b>27.2287</b>	<b>27.0913</b>	<b>27.0913</b>	<b>27.3852</b>
Average Residential Taxable Value	\$ 35,168	\$ 35,867	\$ 36,923	\$ 38,279	\$ 40,350	\$ 41,980	\$ 44,075	\$ 46,961	\$ 50,551	\$ 54,733
Average Residential City Taxes	\$ 976.39	\$ 996.18	\$ 1,024.82	\$ 1,058.96	\$ 1,112.28	\$ 1,139.64	\$ 1,200.10	\$ 1,272.23	\$ 1,369.49	\$ 1,498.87



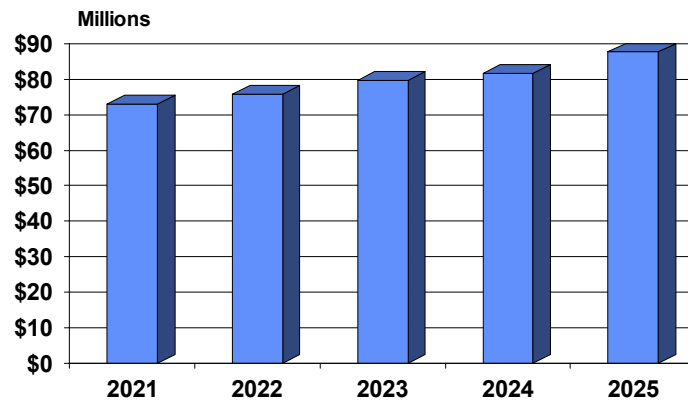


# Fiscal 2025 General Fund Revenues

## 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.

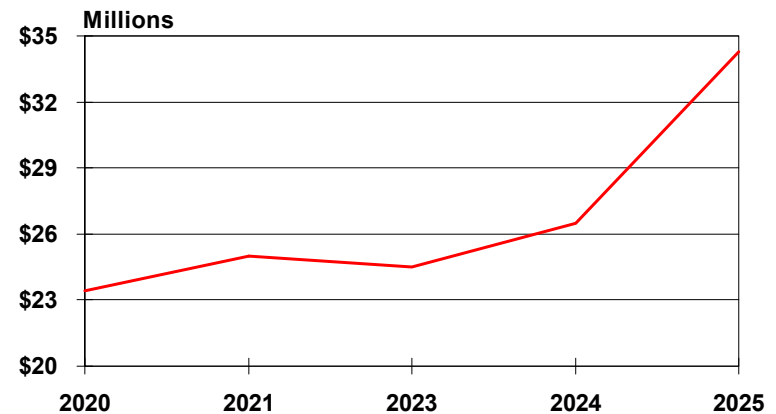
In the Fiscal 2025 Budget, operating city tax revenue represents 57.1% of total revenue sources, an increase of \$6,015,569 or approximately 7.1% more than the Fiscal 2024 Budget. The increase is the result of a slight rise in property values.

The Total General Fund Operating Levy for the 2025 Fiscal Year is 20.479 mills per \$1,000 of taxable value. The mills increased ½ of one mill for Police and Fire Pension Act 345 reduced by the Headlee reduction factor. The operating millage rate continues to be below the 20.97 millage rate limit established by City Charter and at the 20.479 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



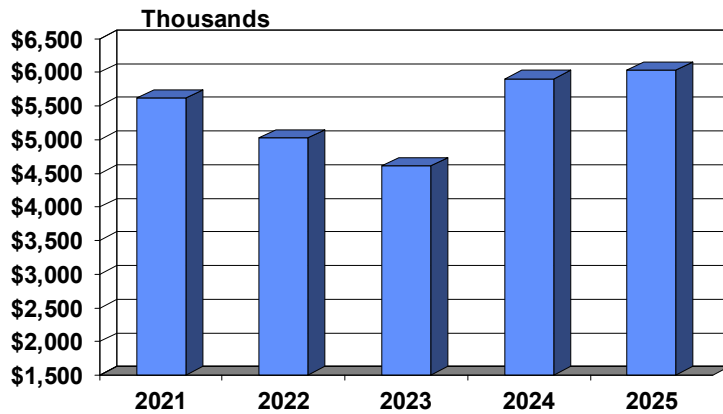
In Fiscal 2025, Intergovernmental Revenues represent 21.7% of total revenue sources. Intergovernmental revenues increased from Fiscal 2024, in part, due to an estimated increase in revenue sharing expected from the State of Michigan. The primary reason for the increase is the inclusion of the recognition of \$7.75 million in American Rescue Plan Act (ARPA) funds not previously committed.

# Fiscal 2025 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

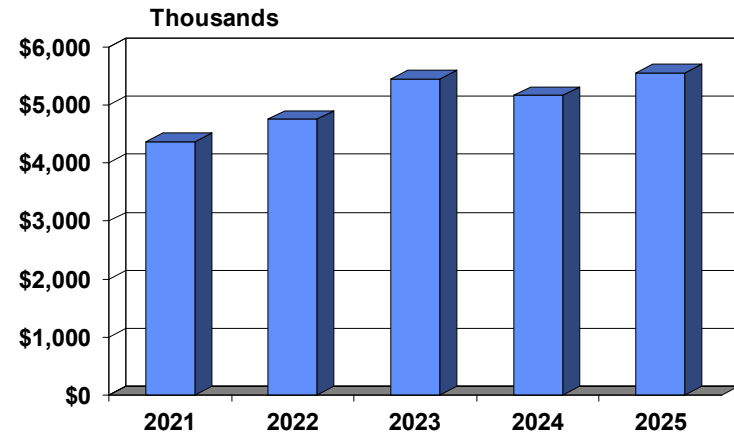


In the Fiscal 2025 Budget, License and Permit revenues represent 3.8% of total revenue sources. No significant change is anticipated for the Fiscal 2025 Budget as compared to the Fiscal 2024 Budget.

## 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



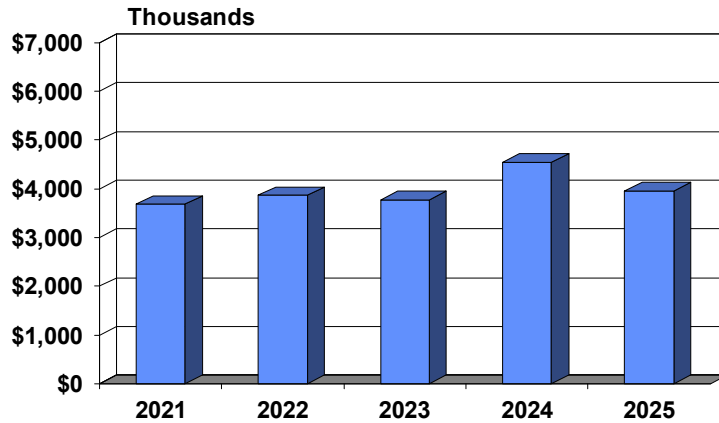
In the Fiscal 2025 Budget, revenues from Charges for Services represent 3.5% of total revenue sources, a \$366,376 increase or 7.1% more than the Fiscal 2024 Budget. This is due mainly to an increase in Community Development Administration reimbursements.

# Fiscal 2025 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

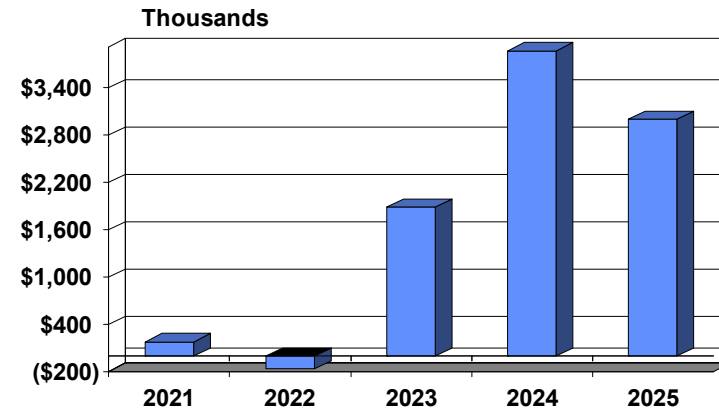


In the Fiscal 2025 Budget, Fines & Forfeiture revenues represent 2.5% of total revenue sources. No significant change is anticipated for the Fiscal 2025 Budget as compared to the Fiscal 2024 Budget.

## 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

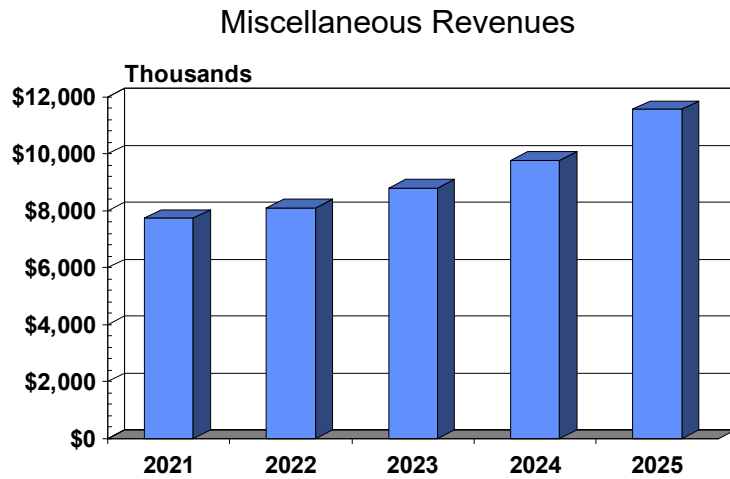


In the Fiscal 2025 Budget, Investment Income revenues represent 1.9% of total revenue sources. No significant change is anticipated for Fiscal 2025. The FY2023 and FY2024 interest comparisons include an “unrealized” investment offset as is required by GAAP. The offset is based on a comparison of investment cost versus market value at a point in time. It would only be realized if an investment was not held to maturity. At maturity, full interest is realized and there is no loss of principal.

# Fiscal 2025 General Fund Revenues

## Miscellaneous Revenues

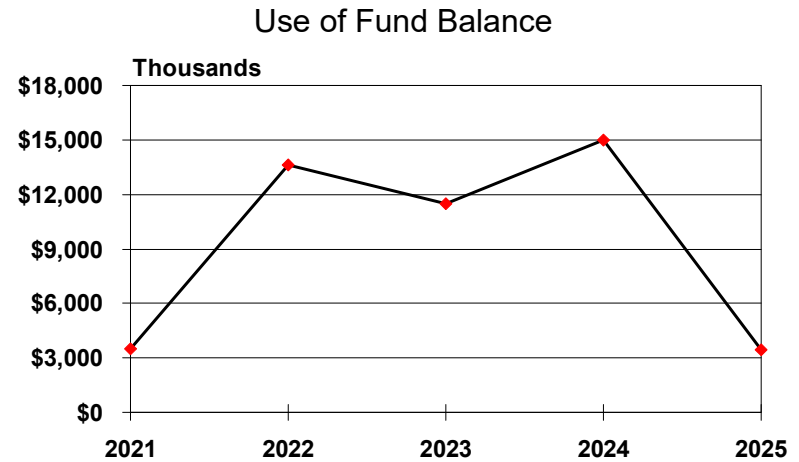
The revenue source of Miscellaneous Revenue includes revenues that cannot be easily classified in other revenue areas. Included in this revenue area are Rental Income and Administrative Costs from different sources, and Sale of Equipment.



In the Fiscal 2025 Budget, Miscellaneous Revenues represent 7.3% of total revenue sources, an increase of \$2,009,442 or 21% more than the Fiscal 2024 Budget. This increase is a result of an increase in inter-governmental charges for administrative services provided with General Fund resources.

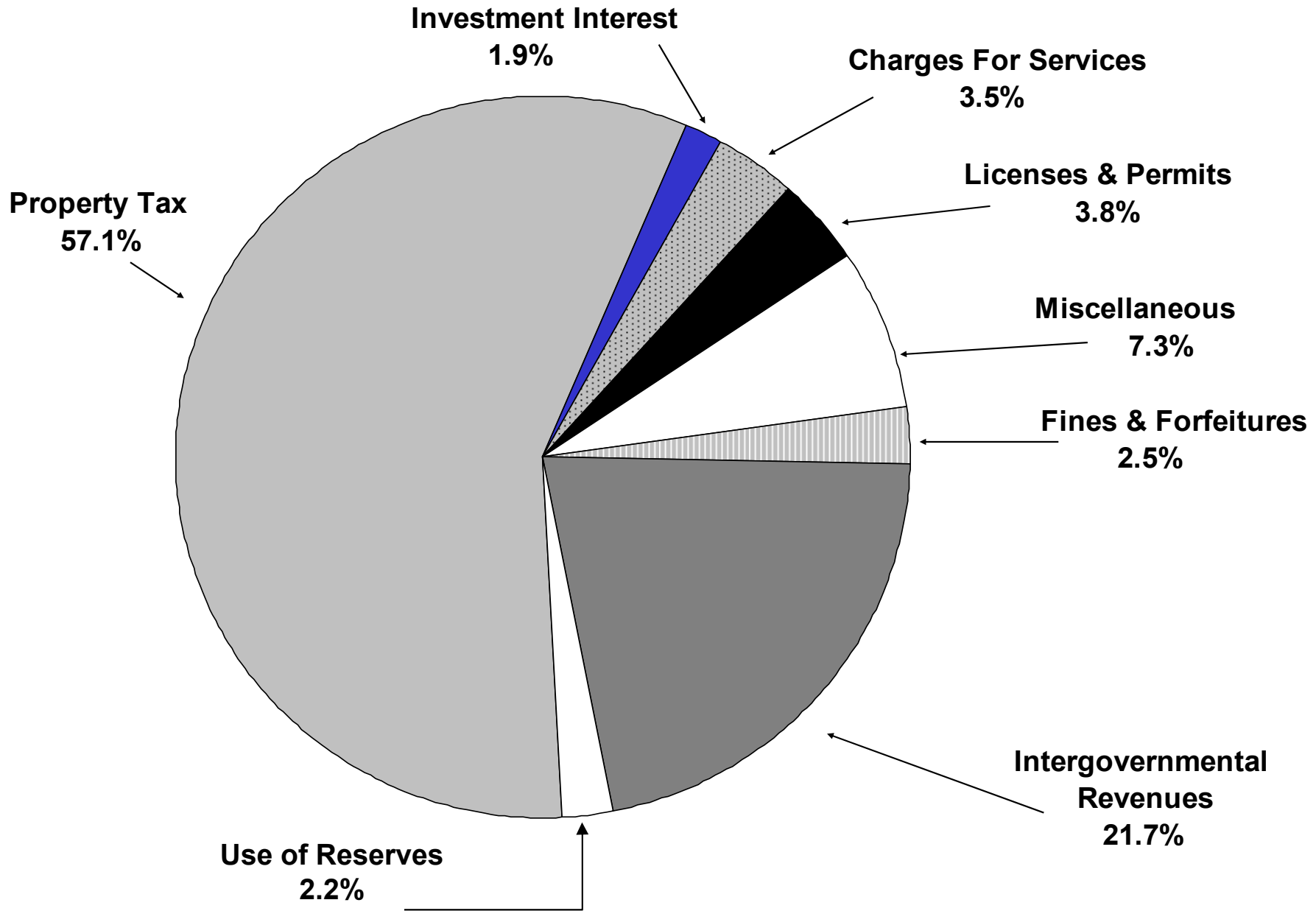
## Use of Fund Balance

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 2025 Budget, Use of Fund Balance represents 2.2% of total revenue sources. This is a decrease \$11,552,542 or 76.9% less than the Fiscal 2024 recommended Budget.

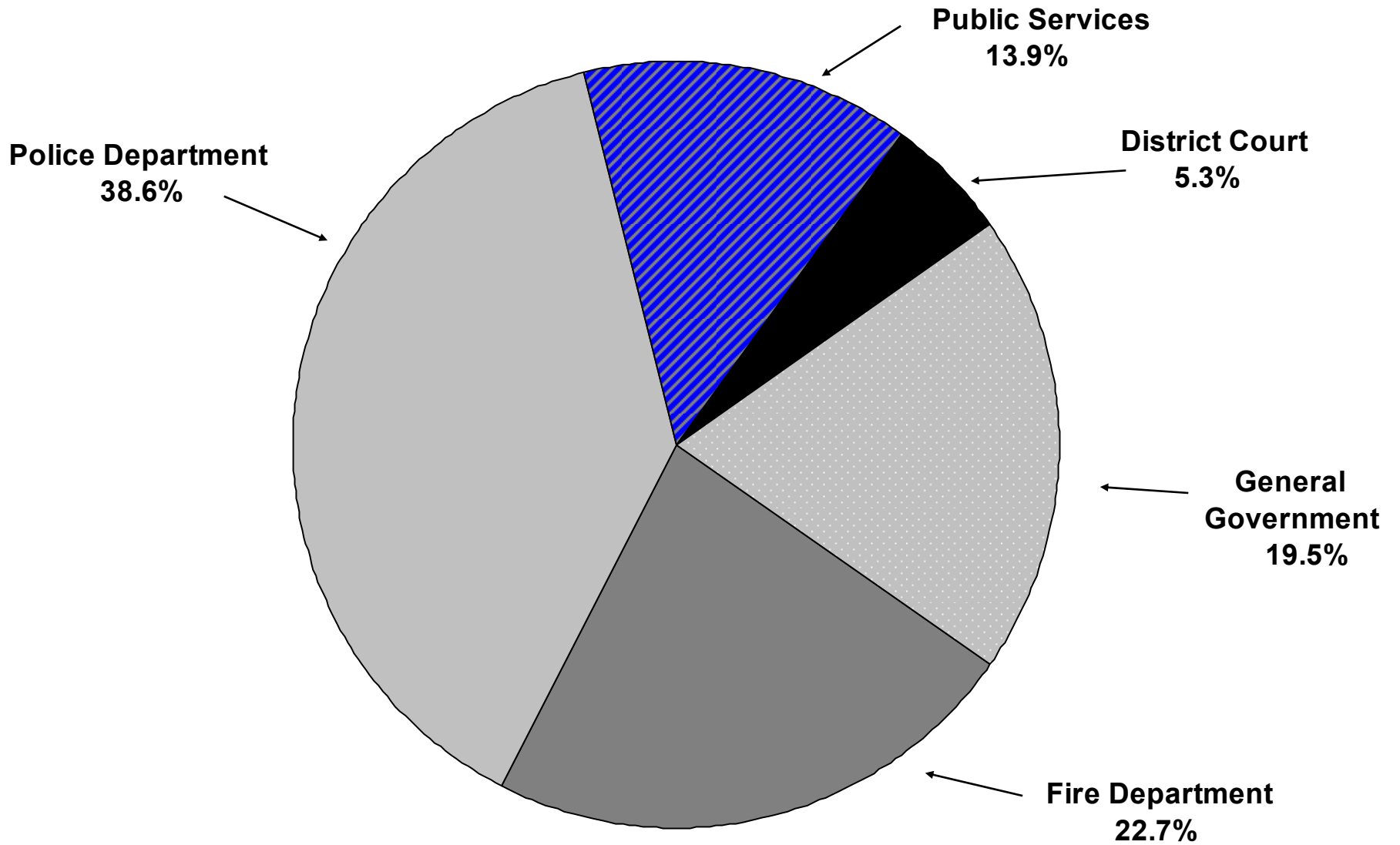
# FISCAL 2025 GENERAL FUND REVENUES



**GENERAL FUND REVENUES**

Fiscal 2024 Amended Budget		Description	Fiscal 2025 Mayor's Recommended Budget	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
53.9%	\$ 84,368,523	Property Tax	\$ 90,384,092	57.1%
16.6%	26,999,462	Intergovernmental	34,301,940	21.7%
3.6%	5,905,000	Licenses and Permits	6,030,000	3.8%
3.1%	4,548,982	Fines and Forfeitures	3,950,000	2.5%
0.3%	400,000	Interest on Investments	3,000,000	1.9%
3.6%	5,180,124	Charges for Services	5,546,500	3.5%
6.2%	9,555,810	Miscellaneous	11,565,252	7.3%
6.0%	23,697,380	Reserves	3,464,294	2.2%
<u>6.7%</u>	<u>780,754</u>	Fund Balance Appropriated	<u>-</u>	<u>0.0%</u>
<u>100.0%</u>	<u>\$ 161,436,035</u>	Total Revenues	<u>\$ 158,242,078</u>	<u>100.0%</u>

# FISCAL 2025 GENERAL FUND EXPENDITURES



**GENERAL FUND APPROPRIATIONS**

Fiscal 2024 Amended Budget		Description	Fiscal 2025 Mayor's Recommended Budget	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
17.0%	\$ 27,451,725	General Government	\$ 29,753,456	18.8%
5.5%	8,803,203	District Court	8,389,840	5.3%
24.7%	39,844,495	Fire Department	35,896,189	22.7%
35.7%	57,668,513	Police Department	61,117,095	38.6%
14.2%	22,984,263	Public Service	18,273,188	11.6%
2.0%	3,300,000	Street Lighting	3,700,000	2.3%
<u>0.9%</u>	<u>1,383,836</u>	Planning	<u>1,112,310</u>	<u>0.7%</u>
<u>100.0%</u>	<u>\$ 161,436,035</u>	Total Appropriations	<u>\$ 158,242,078</u>	<u>100.0%</u>



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

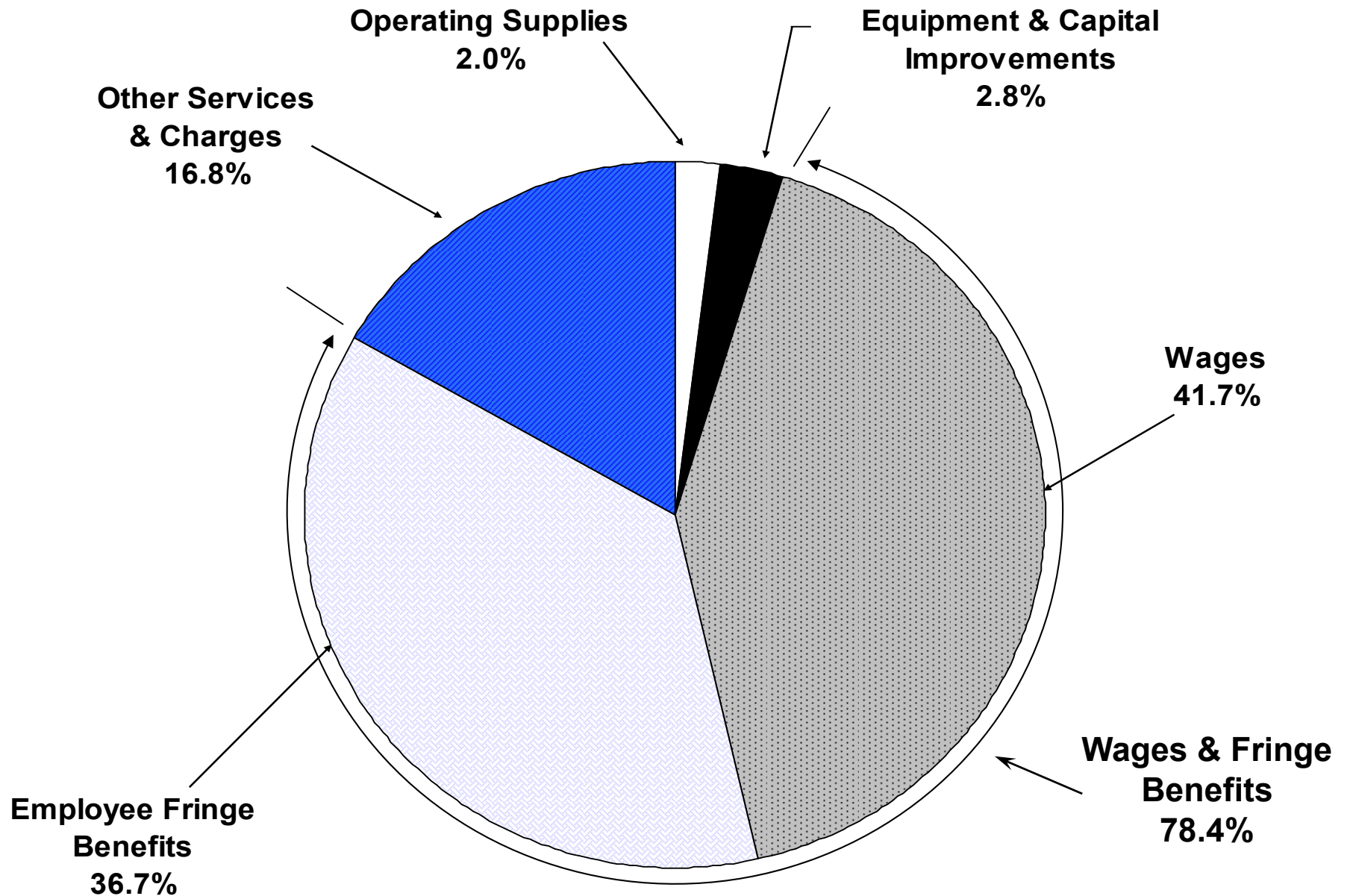
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>GENERAL GOVERNMENT:</u></b>			
\$ 1,204,627	\$ 545,258	\$ 1,449,264	\$ 1,449,264	Council	\$ 1,422,528	\$ 1,422,528	
7,331,836	3,917,850	8,718,203	8,803,203	District Court	8,389,840	8,389,840	
530,783	241,847	791,752	787,397	Mayor	888,710	888,710	
1,342,088	794,763	2,953,550	2,619,236	Clerk	2,625,054	2,625,054	
1,302,453	758,274	1,534,490	1,534,490	Treasurer	1,620,967	1,620,967	
1,714,627	944,602	2,131,438	2,131,438	Controller	2,271,878	2,271,878	
905,521	421,678	1,564,393	1,564,393	Information Systems	1,871,706	1,871,706	
1,705,927	854,996	1,932,159	1,932,159	Legal	2,053,404	2,053,404	
1,948,064	955,490	2,301,314	2,301,314	Assessing	2,467,958	2,467,958	
1,313,905	613,091	1,816,077	1,816,077	Human Resources	1,829,462	1,829,462	
2,261,997	1,139,838	4,005,825	3,988,225	Property Maintenance Inspection	3,917,615	3,917,615	
107,155	89,415	341,967	341,967	Community and Economic Development	425,029	425,029	
4,978,897	4,047,373	6,870,642	6,707,642	Administration Unallocated Expense	8,071,482	8,071,482	
				<u>Commissions:</u>			
11,831	4,105	28,900	28,900	Police & Fire Civil Service	29,150	29,150	
15,756	6,119	27,510	27,510	Zoning Board of Appeals	27,510	27,510	
32,445	33,490	53,400	53,400	Beautification	54,200	54,200	
28,749	19,982	29,100	29,100	Cultural	35,600	35,600	
14,350	3,902	14,800	14,800	Crime	14,800	14,800	
3,635	214	18,363	18,363	Historical	18,363	18,363	
-	-	-	-	Employees Retirement Commission	-	-	
-	-	-	-	Police & Fire Retirement Commission	-	-	
2,810	-	3,950	3,950	Council of Commissions	6,040	6,040	
15,861	766	51,100	51,100	Village Historical	51,100	51,100	
6,080	952	20,000	20,000	Animal Welfare	19,900	19,900	
-	-	29,000	29,000	Veterans Advisory and Memorial Commission	29,000	29,000	
745	207	2,000	2,000	Senior Health Care Services	2,000	2,000	
<u>\$ 26,780,142</u>	<u>\$ 15,394,212</u>	<u>\$ 36,689,197</u>	<u>\$ 36,254,928</u>	<b>Total General Government</b>	<u>\$ 38,143,296</u>	<u>\$ 38,143,296</u>	
				<b><u>PUBLIC SAFETY:</u></b>			
\$ 29,723,433	\$ 14,964,516	\$ 39,847,495	\$ 39,844,495	Fire Department	\$ 35,896,189	\$ 35,896,189	
50,884,509	26,022,905	57,142,187	56,852,205	Police Department	60,239,459	60,239,459	
436,764	220,921	568,645	568,645	Animal Control	609,699	609,699	
252,580	119,774	247,663	247,663	Civil Defense	267,937	267,937	
<u>\$ 81,297,286</u>	<u>\$ 41,328,116</u>	<u>\$ 97,805,990</u>	<u>\$ 97,513,008</u>	<b>Total Public Safety</b>	<u>\$ 97,013,284</u>	<u>\$ 97,013,284</u>	

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>PUBLIC SERVICES:</u></b>			
\$ 433,356	\$ 214,348	\$ 586,529	\$ 581,064	Director	\$ 606,075	\$ 606,075	
1,442,203	864,890	2,400,149	2,399,029	Engineering and Inspection	2,151,359	2,151,359	
3,474,530	1,794,421	4,723,815	4,716,415	Building Inspections	4,896,154	4,896,154	
6,759,695	3,113,413	12,330,614	12,324,014	DPW Garage	7,673,009	7,673,009	
2,188,407	1,116,260	2,963,741	2,963,741	Building Maintenance	2,946,591	2,946,591	
2,967,447	1,311,062	3,300,000	3,300,000	Street Lighting	3,700,000	3,700,000	
<u>\$ 17,265,638</u>	<u>\$ 8,414,394</u>	<u>\$ 26,304,848</u>	<u>\$ 26,284,263</u>	<b>Total Public Services</b>	<u>\$ 21,973,188</u>	<u>\$ 21,973,188</u>	
<u>\$ 656,948</u>	<u>\$ 319,049</u>	<u>\$ 1,383,836</u>	<u>\$ 1,383,836</u>	<b><u>PLANNING:</u></b>	<u>\$ 1,112,310</u>	<u>\$ 1,112,310</u>	
<u>\$ 126,000,014</u>	<u>\$ 65,455,771</u>	<u>\$ 162,183,871</u>	<u>\$ 161,436,035</u>	<b>TOTAL GENERAL FUND</b>	<u>\$ 158,242,078</u>	<u>\$ 158,242,078</u>	

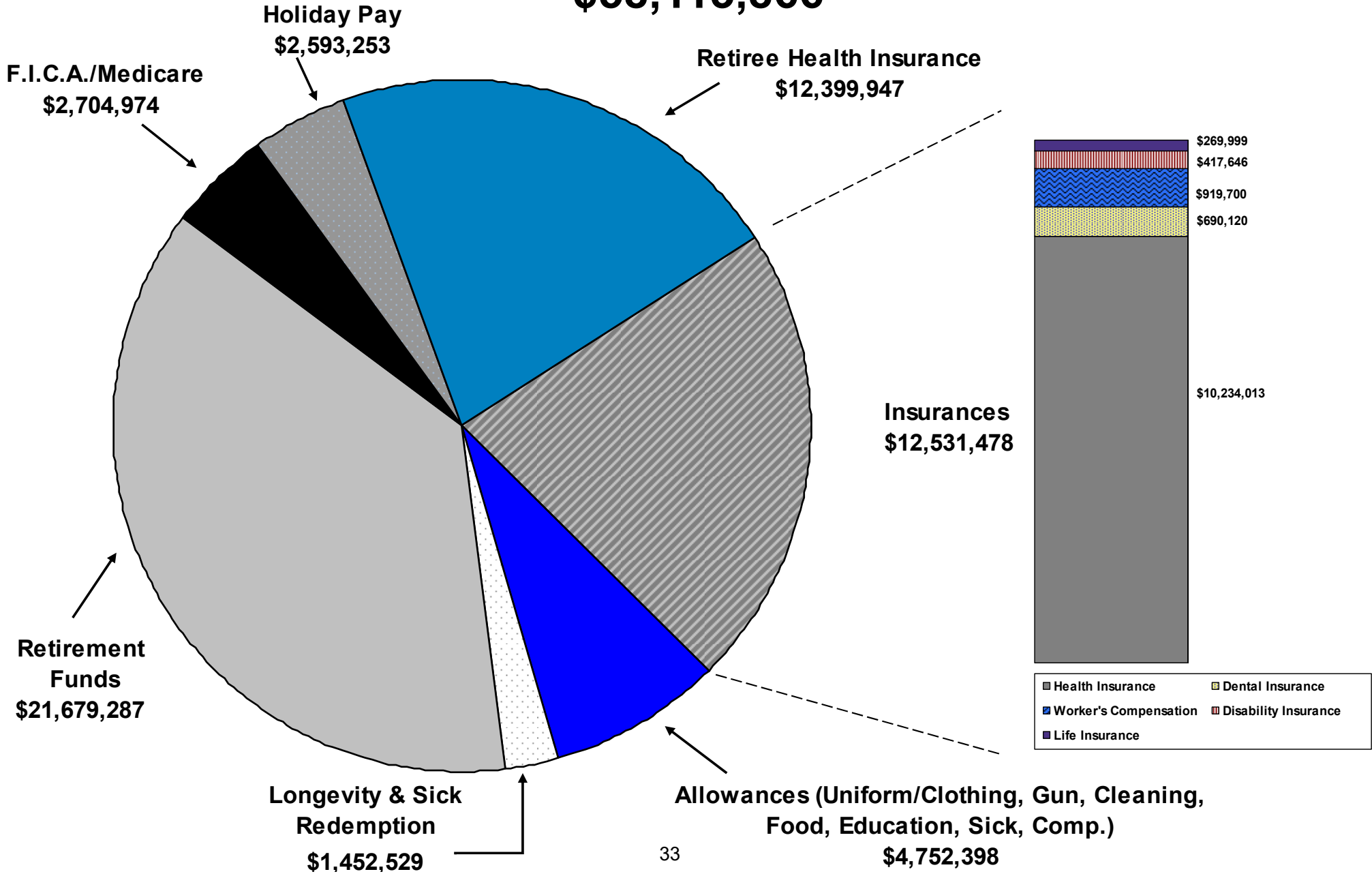
# GENERAL FUND BY TYPE OF EXPENDITURE FISCAL 2025



FISCAL 2025  
GENERAL FUND BUDGET DATA

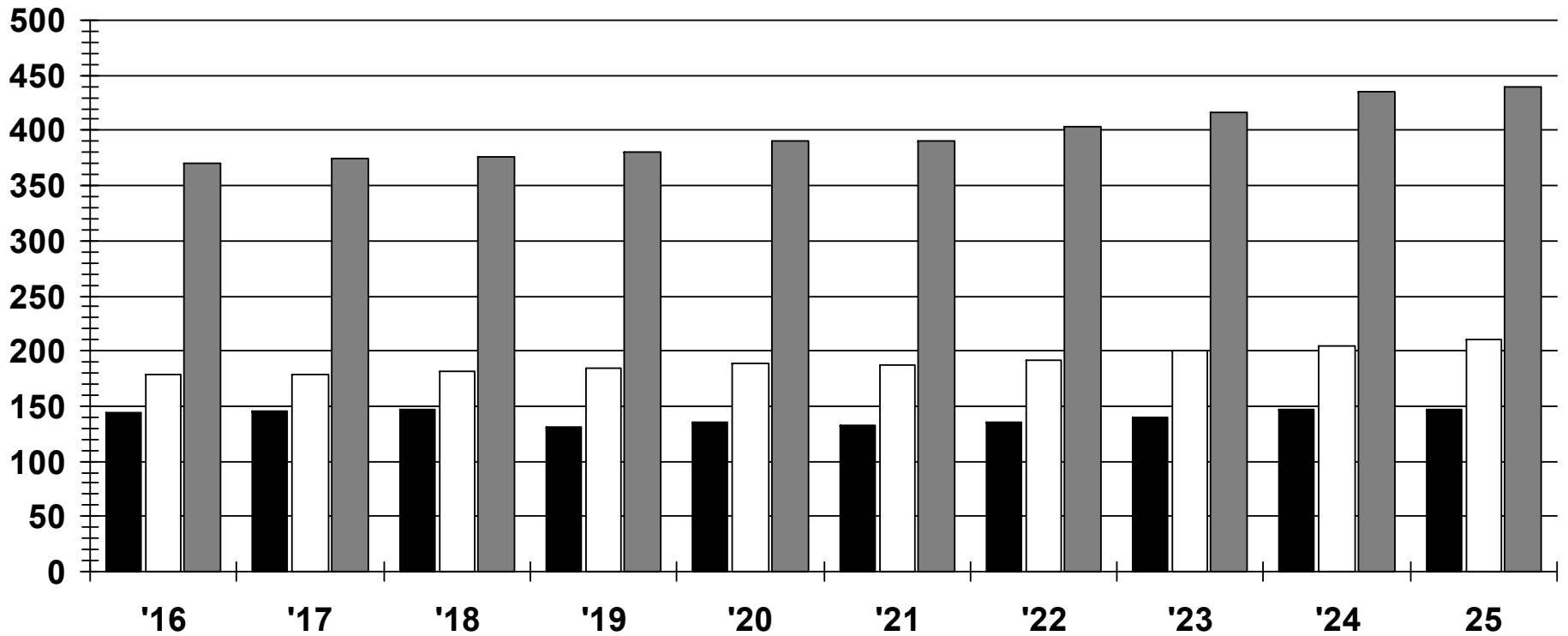
Department	Fiscal 2025					
	Mayor's Recommended Budget	Personnel Services	Employee Benefits	Supplies	Other Services & Charges	Capital Equipment & Improvements
Council	\$ 1,422,528	\$ 556,199	\$ 562,979	\$ 6,950	\$ 286,400	\$ 10,000
District Court	8,389,840	3,732,661	3,060,314	115,000	1,481,865	-
Mayor	888,710	548,841	279,369	15,000	28,500	17,000
Clerk	2,625,054	871,614	477,066	40,000	1,182,825	53,549
Treasurer	1,620,967	787,870	641,397	18,100	173,600	-
Controller	2,271,878	1,349,938	877,940	26,000	18,000	-
Information Systems	1,871,706	621,599	377,107	20,000	583,000	270,000
Legal	2,053,404	1,228,202	713,802	18,000	93,400	-
Assessing	2,467,958	1,140,849	961,259	15,000	310,850	40,000
Human Resources	1,829,462	742,301	552,611	17,000	462,550	55,000
Property Maintenance Inspection	3,917,615	2,028,311	921,079	76,925	846,000	45,300
Community & Economic Development	425,029	266,803	104,726	4,500	49,000	-
Unallocated Expense	8,071,482	-	335,000	-	7,736,482	-
Commissions (12)	287,663	19,350	-	34,390	233,923	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 38,143,296</b>	<b>\$ 13,894,538</b>	<b>\$ 9,864,649</b>	<b>\$ 406,865</b>	<b>\$ 13,486,395</b>	<b>\$ 490,849</b>
Fire Department	\$ 35,896,189	\$ 16,216,028	\$ 14,896,361	\$ 947,500	\$ 1,774,800	\$ 2,061,500
Police Department	60,239,459	28,491,773	27,674,761	863,109	2,213,997	995,819
Animal Control	609,699	213,472	228,227	6,000	162,000	-
Civil Defense	267,937	118,135	130,502	2,500	16,800	-
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 97,013,284</b>	<b>\$ 45,039,408</b>	<b>\$ 42,929,851</b>	<b>\$ 1,819,109</b>	<b>\$ 4,167,597</b>	<b>\$ 3,057,319</b>
Director	\$ 606,075	\$ 379,023	\$ 218,580	\$ 4,000	\$ 4,472	\$ -
Engineering and Inspections	2,151,359	831,619	555,006	30,000	640,734	94,000
Building Inspections	4,896,154	2,564,755	1,779,024	39,000	303,375	210,000
DPW Garage	7,673,009	1,409,184	1,101,926	715,700	3,928,199	518,000
Building Maintenance	2,946,591	1,223,483	1,258,798	100,000	345,810	18,500
Street Lighting	3,700,000	-	-	-	3,700,000	-
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 21,973,188</b>	<b>\$ 6,408,064</b>	<b>\$ 4,913,334</b>	<b>\$ 888,700</b>	<b>\$ 8,922,590</b>	<b>\$ 840,500</b>
Planning	\$ 1,112,310	\$ 620,468	\$ 406,032	\$ 17,860	\$ 67,950	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 158,242,078</b>	<b>\$ 65,962,478</b>	<b>\$ 58,113,866</b>	<b>\$ 3,132,534</b>	<b>\$ 26,644,532</b>	<b>\$ 4,388,668</b>
<b>PERCENTAGES</b>	<b><u>100.0%</u></b>	<b><u>41.68%</u></b>	<b><u>36.72%</u></b>	<b><u>1.98%</u></b>	<b><u>16.84%</u></b>	<b><u>2.77%</u></b>

# TOTAL GENERAL FUND FRINGE BENEFITS FISCAL YEAR 2025 \$58,113,866



# FULL TIME POSITIONS CHART FISCAL 2016 - 2025

<b>TOTAL</b>	<b>692</b>	<b>698</b>	<b>704</b>	<b>696</b>	<b>715</b>	<b>710</b>	<b>730</b>	<b>757</b>	<b>789</b>	<b>796</b>
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AUTHORIZED FULL-TIME POSITIONS FY 2021 to FY 2025

	Council Adopted <u>Fiscal 2021</u>	Council Adopted <u>Fiscal 2022</u>	Council Adopted <u>Fiscal 2023</u>	Council Adopted <u>Fiscal 2024</u>	Mayor Recommended <u>Fiscal 2025</u>
<u>GENERAL FUND:</u>					
Council	11	11	11	11	11
District Court	50	50	50	50	50
Mayor	5	4	6	6	6
Clerk	8	8	8	8	8
Treasurer	9	9	9	9	9
Controller	11	12	12	13	13
Information Systems	4	4	5	5	6
Legal	10	10	10	10	10
Assessing	12	12	12	12	12
Human Resources	9	9	9	9	9
Property Maintenance Inspection	9	11	12	12	18
Community and Economic Development	2	2	1	3	3
Commissions (12)	4	4	5	5	5
TOTAL GENERAL GOVERNMENT	<u>144</u>	<u>146</u>	<u>150</u>	<u>153</u>	<u>160</u>
Fire Department	133	134	139	147	147
Police Department	253	265	274	288	288
Animal Control	3	3	3	3	3
Civil Defense	1	1	1	1	1
TOTAL PUBLIC SAFETY	<u>390</u>	<u>403</u>	<u>417</u>	<u>439</u>	<u>439</u>
Director	4	4	4	4	4
Engineering and Inspections	6	6	6	6	6
Building Inspections	22	23	25	27	27
DPW Garage	13	13	14	16	16
Building Maintenance	17	18	19	20	20
TOTAL PUBLIC SERVICE	<u>62</u>	<u>64</u>	<u>68</u>	<u>73</u>	<u>73</u>
Planning	5	5	7	7	7
TOTAL GENERAL FUND	<u>601</u>	<u>618</u>	<u>642</u>	<u>672</u>	<u>679</u>
<u>SPECIAL REVENUE FUNDS:</u>					
Michigan Transportation	26	27	27	30	30
Library	23	24	24	24	24
Recreation	8	9	11	11	11
Communications	6	6	6	6	6
Sanitation	38	38	39	38	38
Rental Ordinance	6	6	6	6	6
Downtown Development Authority	2	2	2	2	2
TOTAL SPECIAL REVENUE FUNDS	<u>109</u>	<u>112</u>	<u>115</u>	<u>117</u>	<u>117</u>
GRAND TOTAL	<u>710</u>	<u>730</u>	<u>757</u>	<u>789</u>	<u>796</u>

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2024 AMENDED BUDGET vs FISCAL 2025 MAYOR RECOMMENDED BUDGET

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2024		Fiscal 2025		Departmental	
	Amended	Mayor's	Increase	Amended Budget	% of	Mayor's Recommended	% of	Increase	% of
<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>(Decrease)</u>	<u>Change</u>
<u>GENERAL FUND:</u>									
Council	11	11	-	1,449,264	0.9%	\$ 1,422,528	0.9%	\$ (26,736)	(1.8)%
District Court	50	50	-	8,803,203	5.5%	8,389,840	5.3%	(413,363)	(4.7)%
Mayor	6	6	-	787,397	0.5%	888,710	0.6%	101,313	12.9%
Clerk	8	8	-	2,619,236	1.6%	2,625,054	1.7%	5,818	0.2%
Treasurer	9	9	-	1,534,490	1.0%	1,620,967	1.0%	86,477	5.6%
Controller	13	13	-	2,131,438	1.3%	2,271,878	1.4%	140,440	6.6%
Information Systems	5	6	1	1,564,393	1.0%	1,871,706	1.2%	307,313	19.6%
Legal	10	10	-	1,932,159	1.2%	2,053,404	1.3%	121,245	6.3%
Assessing	12	12	-	2,301,314	1.4%	2,467,958	1.6%	166,644	7.2%
Human Resources	9	9	-	1,816,077	1.1%	1,829,462	1.2%	13,385	0.7%
Property Maintenance Inspection	12	18	6	3,988,225	2.5%	3,917,615	2.5%	(70,610)	(1.8)%
Community and Economic Development	3	3	-	341,967	0.2%	425,029	0.3%	83,062	24.3%
Unallocated Expense	-	-	-	6,707,642	4.2%	8,071,482	5.1%	1,363,840	20.3%
Commissions (12)	5	5	-	278,123	0.2%	287,663	0.2%	9,540	3.4%
TOTAL GENERAL GOVERNMENT	<u>153</u>	<u>160</u>	<u>7</u>	<u>36,254,928</u>	<u>22.5%</u>	<u>\$ 38,143,296</u>	<u>24.1%</u>	<u>\$ 1,888,368</u>	<u>5.2%</u>
Fire Department	147	147	-	39,844,495	24.7%	\$ 35,896,189	22.7%	\$ (3,948,306)	(9.9)%
Police Department	288	288	-	56,852,205	35.2%	60,239,459	38.1%	3,387,254	6.0%
Animal Control	3	3	-	568,645	0.4%	609,699	0.4%	41,054	7.2%
Civil Defense	1	1	-	247,663	0.2%	267,937	0.2%	20,274	8.2%
TOTAL PUBLIC SAFETY	<u>439</u>	<u>439</u>	<u>-</u>	<u>97,513,008</u>	<u>60.4%</u>	<u>\$ 97,013,284</u>	<u>61.3%</u>	<u>\$ (499,724)</u>	<u>(0.5)%</u>
Director	4	4	-	581,064	0.4%	\$ 606,075	0.4%	\$ 25,011	4.3%
Engineering and Inspections	6	6	-	2,399,029	1.5%	2,151,359	1.4%	(247,670)	(10.3)%
Building Inspections	27	27	-	4,716,415	2.9%	4,896,154	3.1%	179,739	3.8%
DPW Garage	16	16	-	12,324,014	7.6%	7,673,009	4.8%	(4,651,005)	(37.7)%
Building Maintenance	20	20	-	2,963,741	1.8%	2,946,591	1.9%	(17,150)	(0.6)%
Street Lighting	-	-	-	3,300,000	2.0%	3,700,000	2.3%	400,000	12.1%
TOTAL PUBLIC SERVICE	<u>73</u>	<u>73</u>	<u>-</u>	<u>26,284,263</u>	<u>16.3%</u>	<u>\$ 21,973,188</u>	<u>13.9%</u>	<u>\$ (4,311,075)</u>	<u>(16.4)%</u>
Planning	7	7	-	1,383,836	0.9%	\$ 1,112,310	0.7%	\$ (271,526)	(19.6)%
TOTAL GENERAL FUND	<u>672</u>	<u>679</u>	<u>7</u>	<u>161,436,035</u>	<u>100.0%</u>	<u>\$ 158,242,078</u>	<u>100.0%</u>	<u>\$ (3,193,957)</u>	<u>(2.0)%</u>

(Continued)



GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2024 AMENDED BUDGET vs FISCAL 2025 MAYOR RECOMMENDED BUDGET

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2024		Fiscal 2025		Departmental	
	Amended	Mayor's	Increase	Amended Budget	% of	Mayor's Recommended	% of	Increase	% of
<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>(Decrease)</u>	<u>Change</u>
Michigan Transportation	30	30	-	26,966,665	27.4%	\$ 27,160,983	30.0%	\$ 194,318	0.7%
Library	24	24	-	7,653,264	7.8%	5,825,968	6.4%	(1,827,296)	(23.9)%
Recreation	11	11	-	8,047,009	8.2%	6,085,752	6.7%	(1,961,257)	(24.4)%
Communications	6	6	-	2,589,686	2.6%	2,731,865	3.0%	142,179	5.5%
Sanitation	38	38	-	13,788,631	14.0%	14,101,087	15.6%	312,456	2.3%
Rental Ordinance	6	6	-	1,204,990	1.2%	1,249,072	1.4%	44,082	3.7%
Vice Crime Confiscation	-	-	-	60,000	0.1%	113,525	0.1%	53,525	89.2%
Drug Forfeiture	-	-	-	1,415,194	1.4%	1,085,000	1.2%	(330,194)	(23.3)%
Act 302 Police Training	-	-	-	25,000	0.0%	52,500	0.1%	27,500	110.0%
Downtown Development Authority	2	2	-	17,030,323	17.3%	18,399,194	20.3%	1,368,871	8.0%
2011 Local Street Road Repair	-	-	-	14,842,561	15.1%	12,404,270	13.7%	(2,438,291)	(16.4)%
Tax Increment Finance Authority	-	-	-	654,875	0.7%	1,358,750	1.5%	703,875	107.5%
Indigent Defense Grant Fund	-	-	-	3,961,607	4.0%	-	0.0%	(3,961,607)	(100.0)%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>117</b>	<b>117</b>	<b>-</b>	<b>98,239,805</b>	<b>100.0%</b>	<b>\$ 90,567,966</b>	<b>100.0%</b>	<b>\$ (7,671,839)</b>	<b>(7.8)%</b>
<b>GRAND TOTAL</b>	<b>789</b>	<b>796</b>	<b>7</b>	<b>259,675,840</b>		<b>\$ 248,810,044</b>		<b>\$ (10,865,796)</b>	<b>(4.2)%</b>

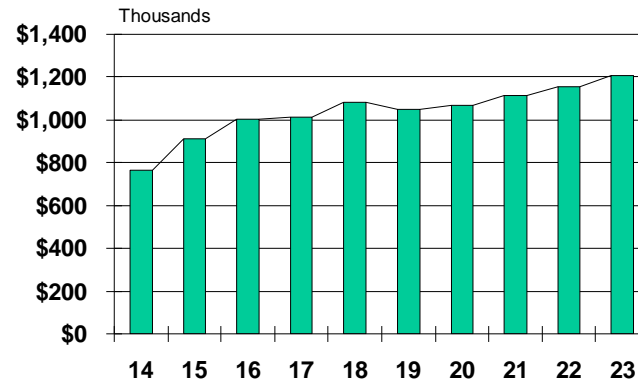
**GENERAL FUND  
DEPARTMENTAL  
EXPENDITURES**

## CITY COUNCIL

The City Council is an elected body responsible for the legislative activities of the City of Warren. City Council is composed of seven members, five are District Council Members, and two are at large. In addition to the legislative activities, the City Council is responsible for approving the City of Warren's Budget and the Water and Sewer System Budget on an annual basis.

City Council meets twice a month, on the second and fourth Tuesday of the month in the Council chambers, located in the Warren Community Center. Council will routinely meet for Committee of the Whole, Closed Sessions or Special Meetings. These meetings are designed to study, discuss, develop strategy or take immediate action on a wide range of topics facing the City. Council Members also sit on a number of commissions that are in place to help the community at large. Most of these commissions are run by residents who volunteer their time 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	98,630	1	98,630	1	98,630		
Coordinator - Council	-	-	1 (b)	88,797	1 (b)	88,797		
Senior Administrative Secretary/Council	1	68,257	1	70,987	1	70,987		
Administrative Clerical Technician	1	62,919	1	65,436	1	65,436		
Office Assistant	1	42,206	- (d)	-	- (d)	-		
Temporary/Co-op		-		-		-		
Overtime	—	7,839	—	5,000	—	5,000		
Total Personnel	<u>11</u>		<u>11</u>		<u>11</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/24 and Local 227 contract that expires 6/30/25.

(b) New position.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>GENERAL GOVERNMENT COUNCIL</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 219,884	\$ 110,846	\$ 219,884	\$ 219,884	Elected Officials	\$ 219,884	\$ 219,884	
163,186	82,450	273,075	273,075	Permanent Employees	331,315	331,315	
-	-	-	-	Temporary/Co-op	-	-	
2,407	484	7,839	7,839	Overtime	5,000	5,000	
				<b>Employee Benefits:</b>			
29,976	14,859	39,454	39,454	Social Security	44,325	44,325	
132,062	77,700	199,520	199,520	Employee Insurance	247,895	247,895	
75,913	38,015	78,830	78,830	Retiree Health Insurance	77,505	77,505	
7,239	-	7,457	7,457	Bonus/Sick Redemption	11,900	11,900	
3,137	-	5,917	5,917	Longevity	9,570	9,570	
650	700	1,400	1,400	Clothing	1,600	1,600	
164,584	77,311	166,123	166,123	Retirement Fund	170,184	170,184	
1,372	842	17,215	17,215	<b>Office Supplies</b>	6,950	6,950	
				<b>Other Services and Charges:</b>			
250	316	1,300	1,300	Postage	2,000	2,000	
398,050	138,628	425,000	425,000	Contractual Services	277,650	277,650	
-	-	1,200	1,200	Court Reporter	1,200	1,200	
442	154	1,100	1,100	Telephone	1,100	1,100	
-	-	450	450	Mileage	450	450	
590	2,953	3,500	3,500	Printing and Publishing	4,000	4,000	
				<b>Capital Outlay:</b>			
4,885	-	-	-	Equipment - Office	10,000	10,000	
<u>\$ 1,204,627</u>	<u>\$ 545,258</u>	<u>\$ 1,449,264</u>	<u>\$ 1,449,264</u>	<b>Total Council</b>	<u>\$ 1,422,528</u>	<u>\$ 1,422,528</u>	

## **37TH DISTRICT COURT**

The 37th District Court is part of a State system of courts and operates under the supervision of the Michigan Supreme Court. The Court's four judges are elected by the citizens of Warren and Center Line for six year terms. The Court has a location in Warren and a location in Center Line. The judges rotate hearing cases at the Center Line Court on Wednesday mornings. In total, the 37<sup>th</sup> District Court processed approximately 58,978 new cases during 2023. 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/PARKING**

The District Court handles all traffic violations within the Cities of Warren and Center Line. Approximately 41,466 traffic/parking tickets were processed in Warren and 6,204 were processed in Center Line in 2023. Seven clerks staff the traffic division in Warren.

### **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. The Warren Division processed 3,113 felony cases and 3,404 misdemeanor prosecutions. The Center Line Division processed 91 felony cases and 303 misdemeanor prosecutions. Four clerks staff the criminal division in Warren while two clerks staff and process all criminal and traffic violations for the Center Line 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 586 small claims, 9,743 general civil matters, and 5,534 landlord tenant matters, five clerks staff the civil division. The court was selected by the Michigan Supreme Court to be the first Model Michigan District Court to implement the "MiFile" solution which is the statewide e-Filing Project relating to electronic filing of civil cases. The e-filing system is great benefit to court participants using the electronic filing system.

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, Financial Coordinator and Assistant. Financial transaction support includes three cashiers and two clerks who process bonds and other electronic fund transactions. 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.

(\* Note: change in case management system may affect the numbers for FY24 budget)

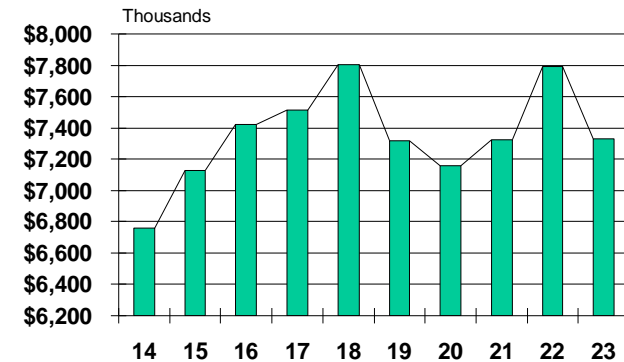
## 37TH DISTRICT COURT

### Fiscal 2025 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.
8. To comply with the requirements set forth in the Michigan indigent Defense Commission Act.
9. To continue to support the Landlord-Tenant Legal Aid Clinic.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Small claims	586	700	700	700
Landlord and tenant	5,534	5,000	5,600	5,600
Parking tickets	1,776	2,500	2,000	2,000
Traffic felony, misdemeanor and civil	39,385	45,000	41,000	41,000
Non-traffic felony	3,113	2,500	3,200	3,200
Non-traffic misdemeanor and civil	3,426	2,500	3,500	3,500
Traffic OWI/OWVI	305	300	315	315
General civil	9,743	6,000	7,000	7,000
Probation - active cases/bench warrants	1,854	1,600	1,900	1,900
Pre-sentence investigations/alcohol evaluations	318	300	325	325
Ordinance civil infraction non traffic/property maintenance	7,996	-	7,200	8,000

**Expenditure History  
37<sup>th</sup> 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	129,743	1	129,743	1	129,743		
Chief Probation Officer	1	88,031	1	88,031	1	88,031		
Probation Officer II	1	81,969	1	81,969	1	81,969		
Probation Officer I	1	77,167	1	77,167	1	77,167		
Probation Officer - Drug Court	1	77,167	1	77,167	1	77,167		
Office Manager/IT Coordinator	1	79,391	1	79,391	1	79,391		
Court Recorder	4	76,823	4	76,823	4	76,823		
Drug Court Administrator	1	81,888	1	81,888	1	81,888		
Drug Court - Administrative Clerk	1	53,843	1	53,843	1	53,843		
Court Officer	5	71,338	5	71,338	5	71,338		
Court Clerk II	7	65,598	7	68,222	7	68,222		
Court Clerk I	8	62,055	8	64,537	8	64,537		
Court Typist	6	57,783	6	60,094	6	60,094		
Court File Clerk	6	53,843	6	55,997	6	55,997		
Administrative Assistant to Court Administrator	1	68,927	1	68,927	1	68,927		
Financial Coordinator	1	68,927	1	68,927	1	68,927		
Temporary Employees		269,520		297,705		297,705		
Overtime	—	5,025	—	20,000	—	20,000		
<b>Total Personnel</b>	<u>50</u>		<u>50</u>		<u>50</u>			

(a) Wage rates are based on Local 412 Unit 35 that expires 6/30/24 and Local 227 Court Employees contract that expires 6/30/25.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>GENERAL GOVERNMENT 37TH DISTRICT COURT</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 156,693	\$ 90,744	\$ 183,612	\$ 183,612	Elected Officials	\$ 184,308	\$ 184,308	
2,706,869	1,424,994	3,108,514	3,108,514	Permanent Employees	3,230,648	3,230,648	
225,649	120,324	269,520	269,520	Temporary Employees	297,705	297,705	
2,937	-	149,589	149,589	Temporary Employees-Drug Court	-	-	
2,574	516	30,025	30,025	Overtime	20,000	20,000	
				<b>Employee Benefits:</b>			
235,002	123,874	284,636	284,636	Social Security	288,842	288,842	
729,139	415,593	891,608	891,608	Employee Insurance	943,423	943,423	
676,984	340,607	683,936	683,936	Retiree Health Insurance	670,031	670,031	
52,264	26,290	82,366	82,366	Bonus/Sick Redemption	89,232	89,232	
77,768	35,959	87,069	87,069	Longevity	90,185	90,185	
5,725	6,275	16,100	16,100	Clothing	18,400	18,400	
966,320	464,897	948,635	948,635	Retirement Fund	960,201	960,201	
				<b>Supplies:</b>			
104,381	53,888	110,000	110,000	Office Supplies	115,000	115,000	
31,315	4,250	21,740	21,740	DOJ Coronavirus CESF Grant	-	-	
				<b>Other Services and Charges:</b>			
20,451	91,308	122,000	122,000	Postage	125,000	125,000	
15,818	5,987	16,000	16,000	Bank Service Charges	16,500	16,500	
21,348	12,374	45,000	45,000	State of Michigan MIDC fee	45,000	45,000	
86,529	64,883	138,200	138,200	Contractual Services	142,230	142,230	
261,472	84,098	337,234	422,234	Contractual Services - Data Processing	421,000	421,000	
111,816	37,174	82,500	82,500	Contractual Services - Judge/Magistrate	115,000	115,000	
5,910	1,226	15,000	15,000	Drug Court Expense	15,000	15,000	
231,006	42,473	141,656	141,656	Substance Abuse Grant Expense - 2022/23	-	-	
-	5,054	305,698	305,698	Substance Abuse Grant Expense - 2024	-	-	
51,169	14,013	68,240	68,240	Michigan Drug Court Grant - 2022/23/24	-	-	
-	-	650	650	Transcripts	1,000	1,000	
123,769	123,769	135,000	135,000	Transfer to Indigent Defense	150,000	150,000	
13,382	4,554	15,000	15,000	Witness and Jury Fees	15,000	15,000	
37,485	13,550	40,735	40,735	Telephone	42,195	42,195	
187	181	1,700	1,700	Mileage	1,700	1,700	
-	-	500	500	Community Outreach Programs	500	500	
105,256	48,393	110,000	110,000	Public Utilities	115,000	115,000	
250,000	250,000	250,000	250,000	Building Rental	250,000	250,000	
13,513	6,140	13,500	13,500	Books	14,500	14,500	
9,105	4,462	12,240	12,240	Memberships and Dues	12,240	12,240	
<u>\$ 7,331,836</u>	<u>\$ 3,917,850</u>	<u>\$ 8,718,203</u>	<u>\$ 8,803,203</u>	<b>Total 37th District Court</b>	<u>\$ 8,389,840</u>	<u>\$ 8,389,840</u>	

## MAYOR

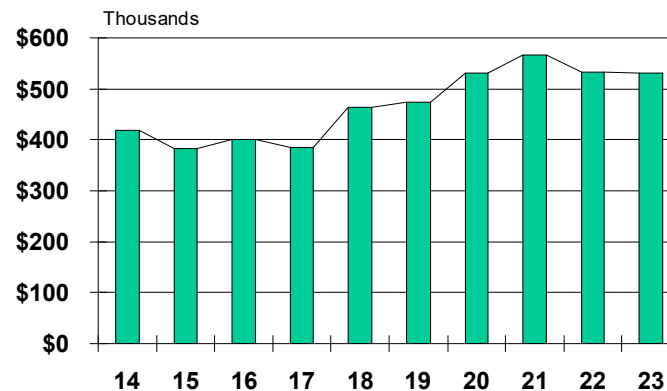
The Mayor, the City's chief elected official, is elected to a four-year term by Warren voters. He serves as liaison between Warren and other governmental agencies at all levels.

As the Chief Executive Officer of the City, the Mayor, 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</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>
Mayor	1	\$ 125,642	1	\$ 125,642	1	\$ 125,642		
Chief of Staff	1	90,000	1	90,000	1	90,000		
Community Outreach Director	2	75,000	2	75,000	2	75,000		
Administrative Coordinator	2	53,500	2	53,500	2	53,500		
Temporary/Co-op		35,000		50,000		50,000		
Overtime	—	-	—	5,000	—	5,000		
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/2024.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>MAYOR</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 126,125	\$ 62,338	\$ 126,133	\$ 126,133	Elected Official	\$ 126,610	\$ 126,610	
206,855	92,862	348,495	348,495	Permanent Employees	367,231	367,231	
28,081	5,180	35,000	35,000	Temporary/Co-op	50,000	50,000	
-	4,054	4,055	-	Overtime	5,000	5,000	
				<b>Employee Benefits:</b>			
28,829	13,465	40,172	40,172	Social Security	43,216	43,216	
41,297	18,284	108,841	108,541	Employee Insurance	143,119	143,119	
27,350	13,887	30,118	30,118	Retiree Health Insurance	32,151	32,151	
7,401	2,775	7,625	7,625	Bonus/Sick Redemption	7,997	7,997	
5,977	3,615	6,054	6,054	Longevity	-	-	
900	1,117	1,750	1,750	Clothing	2,000	2,000	
35,176	17,176	49,009	49,009	Retirement Fund	50,886	50,886	
6,203	2,771	10,000	10,000	<b>Office Supplies</b>	15,000	15,000	
				<b>Other Services and Charges:</b>			
2,040	1,058	5,000	5,000	Postage	5,000	5,000	
9,276	-	13,000	13,000	U.S. Conference of Mayors Membership	13,000	13,000	
-	-	-	-	Auto Expense	2,500	2,500	
5,273	3,265	6,500	6,500	Contractual Services	8,000	8,000	
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Office	17,000	17,000	
<u>\$ 530,783</u>	<u>\$ 241,847</u>	<u>\$ 791,752</u>	<u>\$ 787,397</u>	<b>Total Mayor</b>	<u>\$ 888,710</u>	<u>\$ 888,710</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.

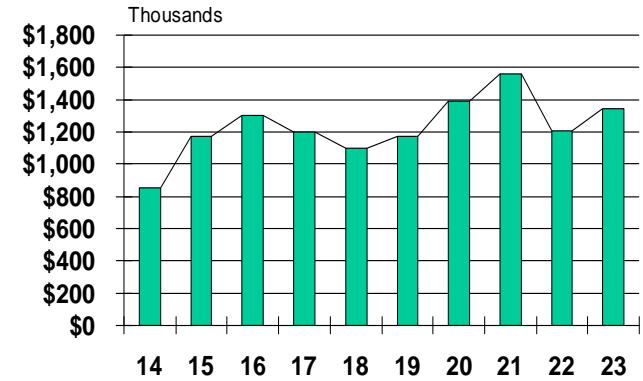
## CITY CLERK

### Fiscal 2025 Performance Objectives

1. To increase voter participation.
2. To comply with State mandates that accompany Proposal 2 and Proposal 3.
3. To improve business license program.
4. To continue scanning documents for department viewing.
5. To continue using the Electronic Death Registry Program.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Business licenses processed	692	800	900	900
Public hearings	37	60	80	80
Current voter registration	111,456	150,000	160,000	160,000
Dog licenses issued	2,305	4,000	4,000	4,000
Garage sale permits issued	630	700	750	750
Death certificates issued	3,661	5,000	5,000	5,000
Birth certificates issued	1,491	3,000	3,000	3,000
Lawsuits filed	31	75	75	75
Contracts signed, catalogued and filed	87	100	125	125

**Expenditure History  
City Clerk**



GENERAL FUND PERSONNEL

<u>CLERK</u>	<u>Present</u>		<u>Requested(a)</u>		<u>By Mayor(a)</u>		<u>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	98,630	1	98,630	1	98,630		
Office & Elections Analyst	2	68,257	2	68,257	2	68,257		
Assistant Election Technician	1	65,013	1	65,013	1	65,013		
Administrative Clerk	-	-	2 (c)	60,967	2 (c)	60,967		
Office Assistant	2	42,206	- (c)	-	- (c)	-		
Election Assistant Tech Trainee	1	42,206	1	43,894	1	43,894		
Seasonal Employees		221,600		225,000		225,000		
Temporary Employees - Election Wages		629,425		573,825		573,825		
Overtime	—	92,900	—	95,000	—	95,000		
Total Personnel	<u>8</u>		<u>8</u>		<u>8</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

(c) Reclassification of two Office Assistants to two Administrative Clerks.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CLERK</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 93,280	\$ 46,104	\$ 93,286	\$ 93,286	Elected Official	\$ 93,639	\$ 93,639	
373,058	193,280	426,694	426,694	Permanent Employees	457,975	457,975	
88,236	61,429	281,754	221,600	Seasonal Employees	225,000	225,000	
24,953	18,534	105,500	92,900	Overtime	95,000	95,000	
				<b>Employee Benefits:</b>			
45,937	24,792	76,616	66,312	Social Security	85,245	85,245	
95,318	55,677	140,210	140,034	Employee Insurance	147,689	147,689	
77,031	38,714	79,774	79,552	Retiree Health Insurance	77,827	77,827	
8,352	3,000	19,620	19,620	Bonus/Sick Redemption	20,977	20,977	
8,638	2,730	10,163	10,163	Longevity	12,800	12,800	
118,828	57,852	127,715	126,455	Retirement Fund	2,800	2,800	
2,157	2,100	2,450	2,450	Uniforms/Clothing	129,728	129,728	
14,543	3,614	43,350	40,000	<b>Office Supplies</b>	40,000	40,000	
				<b>Other Services and Charges:</b>			
175,170	137,815	691,355	629,425	Election Wages	573,825	573,825	
49,201	23,966	144,000	114,000	Postage	114,000	114,000	
121,767	82,592	551,800	398,900	Election Expense	378,000	378,000	
18,228	13,171	64,900	64,900	Contractual Services	60,000	60,000	
757	445	2,000	2,000	Auto Expense	3,000	3,000	
26,634	21,185	51,418	50,000	Printing and Publishing	50,000	50,000	
-	-	4,000	4,000	Building Maintenance	4,000	4,000	
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicle	53,549	53,549	
-	7,763	36,945	36,945	Office Equipment	-	-	
<u>\$ 1,342,088</u>	<u>\$ 794,763</u>	<u>\$ 2,953,550</u>	<u>\$ 2,619,236</u>	<b>Total Clerk</b>	<u>\$ 2,625,054</u>	<u>\$ 2,625,054</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.

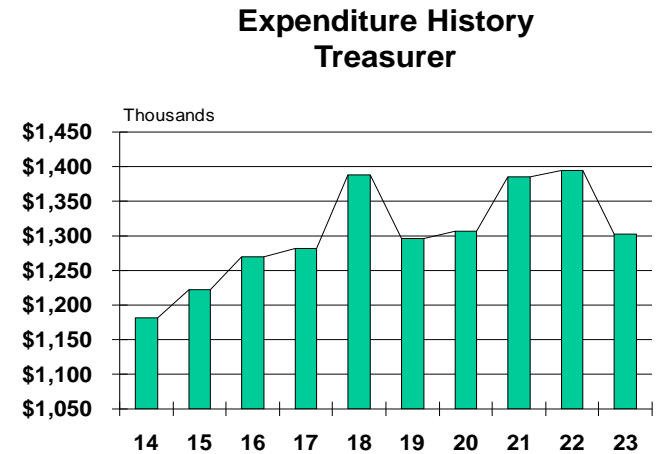
The Treasurer also acts as the property tax collection agent for all taxing units located in the City. Taxes are collected, accounted for, and distributed annually by the Treasurer to the units. The department is comprised of the elected Treasurer, eight full time employees, and one part-time clerical employee.

# TREASURER

## Fiscal 2025 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 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Tax bills processed manually	53,445	61,000	52,000	51,500
Tax bills processed off CD-ROM	58,684	60,000	60,000	60,000
Date of delivery to County	April 1	April 1	April 1	April 1
Payroll checks/Advice's processed	26,374	27,000	26,500	27,000
List of Bills checks processed	12,831	15,000	13,000	10,000
Water bills processed manually	242,092	240,000	220,000	220,000
Water bills automatic payment	5,150	5,300	5,200	5,200
Status changes manually	420	780	500	500
Personal Property tax accounts	2,505	2,600	2,089	2,100
Point and Pay Tax Payments	22,385	23,000	23,000	23,500
Point and Pay Water Bill Payments	200,442	200,000	202,000	203,000



GENERAL FUND PERSONNEL

<u>CITY TREASURER</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>By Mayor(a)</u>	<u>Rate</u>
City Treasurer	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923
Deputy City Treasurer	1	98,630	1	98,630	1	98,630
Tax Accountant III	1	96,086	1	96,086	1	96,086
Investment Analyst	1	90,122	1	90,122	1	90,122
Accountant I	1	73,264	1	76,195	1	76,195
Tax Account Technician	4	65,783	4	68,414	4	68,414
Seasonal Employees		21,000		40,000		40,000
Overtime	—	4,000	—	6,000	—	6,000
Total Personnel	<u>9</u>		<u>9</u>		<u>9</u>	

(a) Wage rates are based on Local 412 Unit 35 and Unit 59, Warren Supervisors that expire 6/30/24 and Local 227 contracts that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>TREASURER</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 93,280	\$ 46,104	\$ 93,286	\$ 93,286	Elected Official	\$ 93,639	\$ 93,639	
514,143	285,063	615,467	615,467	Permanent Employees	648,231	648,231	
8,652	5,760	21,000	21,000	Seasonal Employees	40,000	40,000	
442	72	4,000	4,000	Overtime	6,000	6,000	
				<b>Employee Benefits:</b>			
49,535	27,298	59,541	59,541	Social Security	64,553	64,553	
149,440	94,858	195,127	195,127	Employee Insurance	209,401	209,401	
119,891	60,312	121,725	121,725	Retiree Health Insurance	125,932	125,932	
18,461	8,594	22,007	22,007	Bonus/Sick Redemption	29,981	29,981	
16,155	10,200	19,632	19,632	Longevity	19,663	19,663	
2,350	2,800	2,800	2,800	Clothing	3,200	3,200	
187,943	92,231	199,210	199,210	Retirement Fund	188,667	188,667	
9,635	6,906	21,150	21,150	<b>Office Supplies</b>	18,100	18,100	
				<b>Other Services and Charges:</b>			
58,954	72,958	84,000	84,000	Postage	100,000	100,000	
32,773	25,098	45,545	45,545	Contractual Services	50,600	50,600	
14,769	7,271	16,000	16,000	Tax Statement Preparation	23,000	23,000	
-	-	-	-	Mileage	-	-	
				<b>Capital Outlay:</b>			
26,030	12,749	14,000	14,000	Office Equipment	-	-	
<u>\$ 1,302,453</u>	<u>\$ 758,274</u>	<u>\$ 1,534,490</u>	<u>\$ 1,534,490</u>	<b>Total Treasurer</b>	<u>\$ 1,620,967</u>	<u>\$ 1,620,967</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 \$240 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.

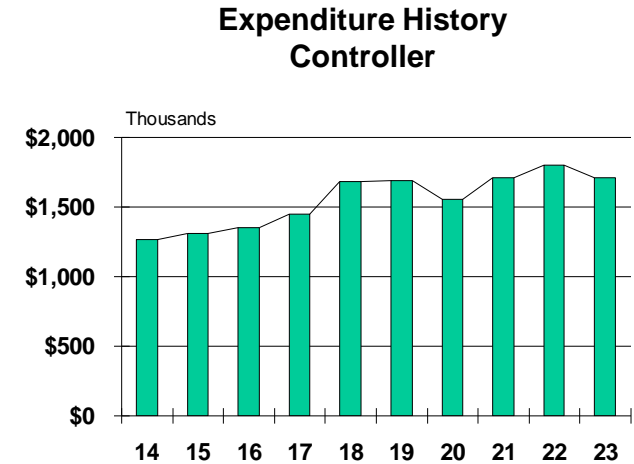
The Purchasing section is responsible for procuring the equipment, materials, supplies and services required for the operations of the City departments, at the best possible price. The Purchasing section processes over 4,500 purchase orders, having a value in excess of \$43 million dollars annually.

# CONTROLLER

## Fiscal 2025 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 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 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Proposed & Final Budget Documents Printed	50	50	50	50
City Funds Budgeted & Monitored	33	33	33	33
Monthly Financial Reports Prepared	12	12	12	12
Budget Amendments Prepared	78	100	100	100
Travel Requests Processed	101	90	150	150
Labor Contracts Costed	8	8	8	8
F-65 Report Submitted	1	1	1	1
GFOA Certificate of Achievement Award	1	1	1	1
List of Bills Prepared	24	24	24	24
1099's Issued by January 31	300	350	350	350
Purchase Orders Processed	5,213	5,000	4,511	4,500
Bids – Council items recommended	187	200	206	200
Informal Bid Correspondence	63	55	49	45
Use of Co-operative Bids	67	65	72	70
Requests for Proposals	12	8	24	16



GENERAL FUND PERSONNEL

<u>CONTROLLER</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Controller	1	\$ 134,560	1	\$ 134,560	1	\$ 134,560		
Assistant Controller	1	110,235	1	110,235	1	110,235		
Budget Director	1	120,108	1	120,108	1	120,108		
Accounting Supervisor	1	113,096	1	113,096	1	113,096		
Purchasing Agent	1	106,665	1	106,665	1	106,665		
Buyer - Purchasing	1	81,286	1	81,286	1	81,286		
Accountant III	2	93,766	2	93,766	2	93,766		
Budget Cost Analyst	1	85,932	1	89,369	1	89,369		
Accountant I	1	73,264	1	76,195	1	76,195		
Account Technician	3	65,778	3	68,409	3	68,409		
Temporary/Co-op		40,000		40,000		40,000		
Overtime	—	20,000	—	40,000	—	40,000		
Total Personnel	<u>13</u>		<u>13</u>		<u>13</u>			

(a) Wage rates are based on Local 412 Unit 35 and 412 Unit 59 contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT CONTROLLER</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 127,534	\$ 66,763	\$ 135,085	\$ 135,085	Appointed Official	\$ 142,376	\$ 142,376	
876,452	476,947	1,075,738	1,075,738	Permanent Employees	1,127,562	1,127,562	
-	-	40,000	40,000	Temporary/Co-op	40,000	40,000	
10,450	1,663	20,000	20,000	Overtime	40,000	40,000	
				<b>Employee Benefits:</b>			
84,210	45,501	104,195	104,195	Social Security	113,524	113,524	
190,654	127,790	270,536	270,536	Employee Insurance	290,592	290,592	
124,088	63,045	130,357	130,357	Retiree Health Insurance	125,162	125,162	
48,801	22,505	51,919	51,919	Bonus/Sick Redemption	83,310	83,310	
27,156	17,465	34,548	34,548	Longevity	37,118	37,118	
3,800	3,850	4,550	4,550	Clothing	5,200	5,200	
209,152	104,650	221,510	221,510	Retirement Fund	223,034	223,034	
10,434	10,195	25,000	25,000	<b>Office Supplies</b>	26,000	26,000	
				<b>Other Services and Charges:</b>			
803	269	1,000	1,000	Postage	1,000	1,000	
1,093	3,959	17,000	17,000	Contractual Services	17,000	17,000	
<u>\$ 1,714,627</u>	<u>\$ 944,602</u>	<u>\$ 2,131,438</u>	<u>\$ 2,131,438</u>	<b>Total Controller</b>	<u>\$ 2,271,878</u>	<u>\$ 2,271,878</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:

- Oracle and Access database applications
- BS&A Applications: Financial, Tax, Assessing, Building, Cash Receipting, and Utility Billing applications
- District Court Onbase imaging applications
- District Court Archived Quatran Reporting Services
- 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 21 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
- Mobile Device management
- Manage City-wide email system
- Cyber Security for all City services and network

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 41 physical and virtual servers. Analysts and programmers determine future departmental information needs and develop new computer systems as needed.

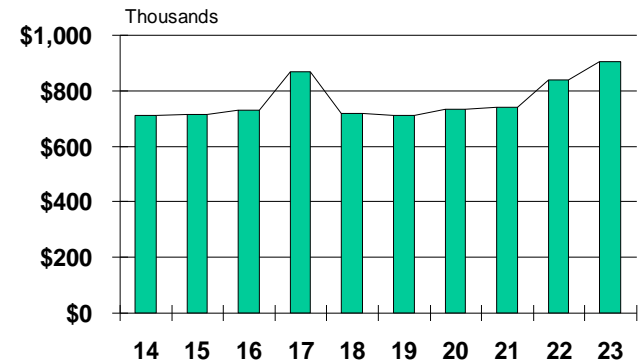
# INFORMATION SYSTEMS

## Fiscal 2025 Performance Objectives

1. To maintain, enhance and support the City's network.
2. To upgrade and modernize the City's cyber security footprint.
3. To support citywide internet access.
4. To implement an enterprise level data backup solution.
5. To upgrade and virtualize the City's server environment.
6. To migrate applications and services to Cloud based.
7. To enhance the City's web sites (External & Internal).
8. To develop and implement new applications.
9. To provide help desk support for City departments.
10. To upgrade and maintain City telephone system.
11. To upgrade and maintain City Hall security system.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
PCs supported	575	600	600	600
Help desk calls	4,000	4,000	4,000	4,000
New programs created	12	10	10	10
Existing program updates	50	50	50	50
Hardware platforms supported	20	20	20	20
Hours spent on PC support	6,000	5,650	5,650	5,650
Hours spent enhancing intranet web site	400	500	500	500

## 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	\$ 113,024	1	\$ 113,024	1	\$ 113,024		
Systems Analyst Supervisor	1	96,612	1	96,612	1	96,612		
Network Analyst & Program Coordinator	1	96,612	1	96,612	1	96,612		
GIS Specialist	-	-	1 (b)	81,581	1 (b)	81,581		
Website Developer/Computer Support Analyst	1	78,852	1	82,006	1	82,006		
Computer Technician	1	72,615	1	75,520	1	75,520		
Temporary/Co-op		7,500		7,500		7,500		
Overtime	—	15,000	—	45,000	—	45,000		
Total Personnel	<u>5</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Local 412 Unit 59, Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

(b) New Position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT INFORMATION SYSTEMS</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 327,347	\$ 182,136	\$ 445,133	\$ 445,133	Permanent Employees	\$ 569,099	\$ 569,099	
-	-	7,500	7,500	Temporary Employee	7,500	7,500	
16,763	-	15,000	15,000	Overtime	45,000	45,000	
				<b>Employee Benefits:</b>			
28,214	15,144	38,481	38,481	Social Security	50,631	50,631	
64,556	39,799	109,802	109,802	Employee Insurance	140,760	140,760	
72,076	36,215	74,370	74,370	Retiree Health Insurance	74,572	74,572	
16,458	4,017	20,467	20,467	Bonus/Sick Redemption	26,067	26,067	
11,552	11,652	13,094	13,094	Longevity	11,711	11,711	
1,050	1,400	1,750	1,750	Clothing	2,400	2,400	
42,788	22,780	55,556	55,556	Retirement Fund	70,966	70,966	
2,358	3,060	23,740	23,740	<b>Operating Supplies</b>	20,000	20,000	
				<b>Other Services and Charges:</b>			
26,046	-	27,500	27,500	Software Services	27,800	27,800	
211,676	105,475	482,000	482,000	Contractual Services	555,200	555,200	
				<b>Capital Outlay:</b>			
84,637	-	250,000	250,000	Equipment - Computer	270,000	270,000	
-	-	-	-	ARPA Expenditures	-	-	
<u>\$ 905,521</u>	<u>\$ 421,678</u>	<u>\$ 1,564,393</u>	<u>\$ 1,564,393</u>	<b>Total Information Systems</b>	<u>\$ 1,871,706</u>	<u>\$ 1,871,706</u>	

## LEGAL

The City of Warren Law Department is a full service law office for the City of Warren. The 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; supporting development projects and community 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 37<sup>th</sup> District Court.

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

The Law Department is comprised of two separate offices, one at City Hall and the other at the 37<sup>th</sup> District Court Building. Support staff is a necessary component to the efficient operation of both offices. One Court Administrative Secretary is assigned to the District Court Office and is responsible to maintain the day-to-day administrative functions of that office, the third busiest district court in the state. One Legal Office Manager and two Paralegal Administrative Clerks maintain the day-to-day functions of the City Hall Office.

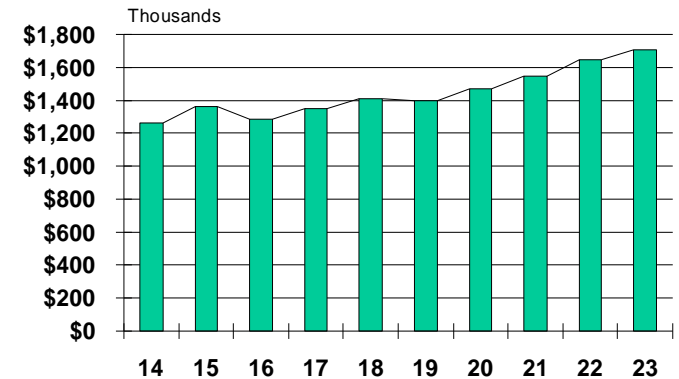
# LEGAL

## Fiscal 2025 Performance Objectives

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

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Warrants – prosecuted	923	938	1,052	1,052
Civil Infractions – prosecuted	25,964	62,314	26,206	26,206
Misdemeanors – prosecuted	5,323	36,393	5,502	5,502
Pre-trials – prosecuted	9,434	4,173	9,294	9,294
Citizen Letter complaints	59	80	64	64
Citizen Day Letter responses	4	6	3	3
Requests to Further	95	88	116	116
Warrants reviewed and refused	246	146	280	280
Discovery requests	629	474	748	748
Victim rights action	1,964	1,888	2,078	2,078
Subpoenas	116	65	80	80
Tax Tribunal appeals	8	16	6	6
Civil litigation	36	50	30	30
Administrative requests for legal services	400	266	500	500
Freedom of Information Act review & responses	747	752	696	696
Tax Reverted Sales: Individual lot sales	12	60	5	5
Reports for tickets	1,585	1,690	1,822	1,822
Contracts/agreements/leases	194	225	172	172
Ordinances – proposed	20	12	15	15
Nuisance review	31	32	22	22
Gun and tow	72	84	52	52
Cash/Surety Bonds	31	28	20	20
Ticket Files for authorization	2,670	1,708	2,256	2,256
Warrant issued for arrest letters	275	314	334	334
Forfeitures	5	15	3	3

**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	\$ 138,117	1	\$ 138,117	1	\$ 138,117		
Chief Assistant City Attorney	1	126,768	1	126,768	1	126,768		
Assistant City Attorney	4	124,642	4	124,642	4	124,642		
Legal Office Manager	1	85,382	1	85,382	1	85,382		
Court Administrative Secretary	1	72,966	1	72,966	1	72,966		
Paralegal Administrative Clerk	2	65,778	2	65,778	2	65,778		
 <u>Permanent Part-time Employees:</u>								
Law Clerks		50,000		50,000		50,000		
Temporary/Co-op		100,000		120,000		120,000		
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 Local 412 Unit 59 contracts that expire 6/30/24.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>LEGAL</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 134,610	\$ 68,527	\$ 138,656	\$ 138,656	Appointed Official	\$ 146,140	\$ 146,140	
515,077	242,771	553,962	553,962	Assistant Attorneys	597,818	597,818	
279,787	141,096	291,036	291,036	Clerical Staff	306,744	306,744	
				Part-time Employees -			
35,070	22,493	50,000	50,000	Law Clerks	50,000	50,000	
25,330	23,676	100,000	100,000	Temporary/Co-op	120,000	120,000	
-	-	7,500	7,500	Overtime	7,500	7,500	
				<b>Employee Benefits:</b>			
78,385	39,530	91,846	91,846	Social Security	98,720	98,720	
201,994	103,708	221,457	221,457	Employee Insurance	235,084	235,084	
102,807	51,866	106,516	106,516	Retiree Health Insurance	103,737	103,737	
25,116	9,523	32,049	32,049	Bonus/Sick Redemption	33,846	33,846	
18,579	6,012	23,753	23,753	Longevity	24,259	24,259	
3,000	3,500	3,500	3,500	Clothing	4,000	4,000	
212,835	101,065	209,784	209,784	Retirement Fund	214,156	214,156	
10,100	19,569	24,000	24,000	<b>Office Supplies</b>	18,000	18,000	
				<b>Other Services and Charges:</b>			
22,058	1,594	19,700	19,700	Contractual Services	27,000	27,000	
727	376	1,700	1,700	Postage	1,700	1,700	
2,286	3,367	14,000	14,000	Legal Fees	14,000	14,000	
254	-	700	700	Mileage	700	700	
34,795	16,323	42,000	42,000	Books, Dues, and Subscriptions	50,000	50,000	
				<b>Capital Outlay:</b>			
3,117	-	-	-	Equipment - Office	-	-	
<u>\$ 1,705,927</u>	<u>\$ 854,996</u>	<u>\$ 1,932,159</u>	<u>\$ 1,932,159</u>	<b>Total Legal</b>	<u>\$ 2,053,404</u>	<u>\$ 2,053,404</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 2023/2024, the Tax Rolls, including Special Assessments and Administration Fees, totaled more than \$119,754,658 in City operating revenues and more than \$276,234,876 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 58,878 parcels, consisting of approximately 54,446 real and 4,432 personal property parcels. These include Ad Valorem, Industrial Facility Tax (IFT), Commercial Facility Tax (CFT), Tax Increment Financing Authority (TIFA), Downtown Development Authority (DDA), Brownfield Authority and Neighborhood Enterprise Zone properties. The Assessing Department property information database is available to the public via internet access, and is the information backbone supporting the databases of the City's Treasury, Planning, Building, Water, Rental, and Property Maintenance Departments. Without the Assessing Department's perpetual diligence in keeping this information current, the integrity of the data relied on by all of these other departments would be compromised.

Assessing personnel are statutorily required to be certified by the State Tax Commission at varying levels of expertise for each of the different duties required by law within the Department. All certified personnel must meet annual continuing education requirements, and must pay annual fees to maintain their certifications. Though the City is required by law to provide and to fund the Assessing Department, the State Tax Commission maintains all regulatory authority over the responsibilities and compliance of the Assessing Department's employees and their functions. The City currently funds one Michigan Master Assessing Officers (MMAO), three Michigan Advanced Assessing Officer (MAAO), six Michigan Certified Assessing Officers (MCAO), and two Michigan Certified Assessing Technicians (MCAT) employees of which one is a temporary position. Ten of the permanent certified employees 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 \$3,103,494 in incorrectly reported personal property taxable value, which generated an additional \$84,000 in City operating tax revenues.

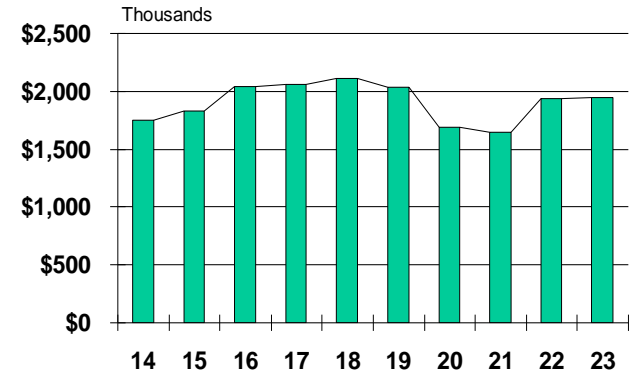
# ASSESSING

## Fiscal 2025 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.
5. To prepare and pass the scheduled 2026 State of Michigan AMAR audit.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 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	7	8	8	8
Personal property audits	97	100	100	100
Small Claim Michigan Tax Tribunal appeals pending	22	30	30	30
Full Tax Tribunal appeals pending	28	30	30	30
Board of Review appeals	554	750	700	700
State Tax Commission appeals	40	30	40	40
Mandated State and County reports	42	42	42	42
Processing of Principal Residence Exemption affidavits	3,475	3,000	4,000	4,000
Process deeds & transfer affidavits	5,841	5,000	6,000	6,000
Inspect, photograph, and verify sales of sold properties	7,452	8,000	8,000	8,000
Perpetual reappraisal of 20% of entire parcel count	10,000	15,000	15,000	15,000
Review I.F.T. & C.F.T. applications	3	5	5	5
Process property division/combinations	25	100	100	100
Prepare/review special assessment rolls	12	25	25	25
Review and determine property assessments	64,000	64,000	64,000	64,000
Process State and Local unit denials of principal residence exemption	553	500	600	600
Review, inspect, and sketch building permit activity	10,445	25,000	25,000	25,000
Prepare GIS Maps	20	20	20	20
Preparation of Settlement Tax Warrants	17	23	19	19

**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	\$ 126,779	1	\$ 126,779	1	\$ 126,779		
Deputy Assessor	1	101,887	1	101,887	1	101,887		
Personal Property Examiner	1	91,588	1	91,588	1	91,588		
Senior Property Appraiser	2	87,298	2	87,298	2	87,298		
Property Appraiser III	2	80,962	2	84,200	2	84,200		
Property Appraiser II	3	71,114	3	73,959	3	73,959		
Property Appraiser I	1	67,545	1	70,247	1	70,247		
Assessing Specialist	1	61,340	1	63,794	1	63,794		
Seasonal Employees		50,000		90,000		90,000		
Overtime	—	25,000	—	25,000	—	25,000		
Total Personnel	<u>12</u>		<u>12</u>		<u>12</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>GENERAL GOVERNMENT ASSESSING</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 123,560	\$ 62,902	\$ 127,274	\$ 127,274	Appointed Official	\$ 134,144	\$ 134,144	
738,974	397,003	850,008	850,008	Permanent Employees	891,705	891,705	
15,390	2,493	50,000	50,000	Seasonal Employees	90,000	90,000	
21,149	9,457	25,000	25,000	Overtime	25,000	25,000	
				<b>Employee Benefits:</b>			
70,644	37,267	84,065	84,065	Social Security	91,318	91,318	
190,454	117,271	251,015	251,015	Employee Insurance	283,871	283,871	
153,106	77,135	155,786	155,786	Retiree Health Insurance	151,571	151,571	
17,537	8,235	25,833	25,833	Bonus/Sick Redemption	26,705	26,705	
12,786	4,692	16,392	16,392	Longevity	18,166	18,166	
3,800	4,200	4,200	4,200	Clothing	4,800	4,800	
391,506	186,303	380,191	380,191	Retirement Fund	379,328	379,328	
-	-	-	-	Fees and Per Diem	5,500	5,500	
9,344	1,970	15,000	15,000	<b>Office Supplies</b>	15,000	15,000	
				<b>Other Services and Charges:</b>			
2,918	400	7,000	7,000	Board of Review	7,000	7,000	
34,606	3,011	34,300	34,300	Postage	41,500	41,500	
				Contractual Services -			
34,046	19,157	41,000	41,000	Software Services	44,100	44,100	
15,969	1,582	35,000	35,000	Tax Roll Preparation	21,000	21,000	
75	-	250	250	Telephone	250	250	
1,127	615	2,000	2,000	Auto Expense	2,500	2,500	
79,382	18,367	190,000	190,000	Professional Services	187,000	187,000	
3,526	3,430	7,000	7,000	Memberships and Dues	7,500	7,500	
				<b>Capital Outlay:</b>			
28,165	-	-	-	Equipment - Vehicle	40,000	40,000	
<b>\$ 1,948,064</b>	<b>\$ 955,490</b>	<b>\$ 2,301,314</b>	<b>\$ 2,301,314</b>	<b>Total Assessing</b>	<b>\$ 2,467,958</b>	<b>\$ 2,467,958</b>	

## 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 900 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.

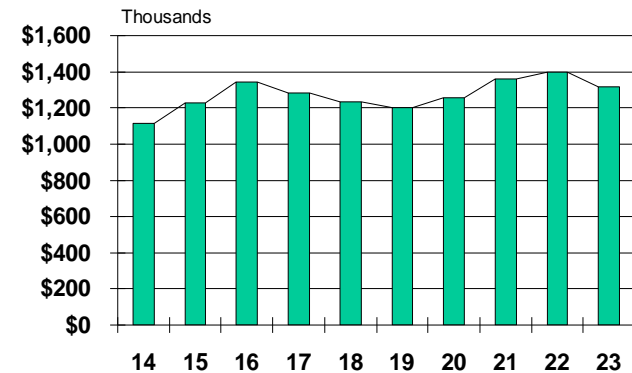
## HUMAN RESOURCES

### Fiscal 2025 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 affects our employee/retiree costs and benefits.
4. To implement an efficient, cost saving attendance, timekeeping and payroll process.
5. To negotiate labor contracts that preserve and protect the public interest.
6. To comply with the Civil Service Rules and Regulations along with all Federal and State employment laws.
7. To preserve an acceptable level of public service in the face of shrinking financial resources.
8. To ensure compliance with requirements of federal health care reform.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Promotional job postings	27	50	50	50
Open competitive job postings	52	70	70	70
Civil Service Commission meetings	14	16	14	16
Employees hired (FT and PT)	500	600	500	600
Applications processed	1,200	1,400	100	1,400
Random DOT alcohol tests	24	30	30	30
Random DOT drug tests	59	60	60	60
Workers' Comp. claims processed	86	110	95	95
Sick/Accident claims processed	54	50	60	60
Auto/glass claims processed	67	50	70	70
Gen. Liab./Property claims processed	34	30	35	35
Lawsuit files processed	19	40	40	40
Over the counter contacts	2,000	3,500	2,500	2,500
Written exams administered	5	10	8	10
Performance exams administered	75	100	100	100
MESC claims processed	8	25	20	20
W-2's issued by January 31	1,400	1,750	1,750	1,750
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	10	60	2	40
GELC 227 grievances	27	50	35	50
GELC Supervisors grievances	3	25	25	25
WPOA grievances	10	25	25	25
WPPFU Local 1383 grievances	10	15	15	15
Compliance with labor employment laws	75	75	75	75
State and Federal court for claims in hours	350	350	350	350
Administration of claims/meetings in hours	150	150	150	150
Procurement of insurances in hours	150	150	150	150
Federal health care reform compliance/hrs	900	900	900	900
IRS 1094-C/1095-C returns processed	1,245	1,500	1,300	1,300

**Expenditure History  
Human Resources**



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	\$ 118,615	1 (e)	\$ 140,000	1 (e)	\$ 140,000		
Chief Equity, Diversity & Inclusion Officer*	1	126,721	1	126,721	1	126,721		
Human Resource Analyst	1	83,541	1	83,541	1	83,541		
Benefits Administrator	1	81,716	1	81,716	1	81,716		
Senior Payroll Technician	1	81,140	1	81,140	1	81,140		
Payroll Technician	1	65,778	1	68,409	1	68,409		
Senior Risk Management Technician	1	81,140	1	84,386	1	84,386		
Administrative Clerk Technician - HR	1	62,919	1	65,436	1	65,436		
Office Assistant	1	42,206	1	43,894	1	43,894		
Temporary/Co-op		75,000		45,000		45,000		
Overtime	—	25,000	—	25,000	—	25,000		
<b>Total Human Resources</b>	<u>9</u>		<u>9</u>		<u>9</u>			

(a) Wage rates are based on Local 412 Unit 35, Warren Supervisors that expire 6/30/24 and Local 227 contract that expires 6/30/25.

(e) Reflects wage increase of \$21,385.

(\*) Position to remain unfunded until EDI Commission is appointed.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>HUMAN RESOURCES</u>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 542,345	\$ 278,547	\$ 620,149	\$ 620,149	Permanent Employees	\$ 665,926	\$ 665,926	
34,075	-	75,000	75,000	Temporary/Co-op	45,000	45,000	
10,739	6,864	25,000	25,000	Overtime	25,000	25,000	
4,450	650	4,000	4,000	Fees and Per Diem	6,375	6,375	
				<b>Employee Benefits:</b>			
47,341	23,706	58,237	58,237	Social Security	59,451	59,451	
91,992	57,478	159,192	159,192	Employee Insurance	167,099	167,099	
100,934	50,930	102,530	102,530	Retiree Health Insurance	102,527	102,527	
21,401	13,350	24,056	24,056	Bonus/Sick Redemption	21,693	21,693	
11,838	6,587	14,138	14,138	Longevity	13,186	13,186	
2,350	2,800	2,800	2,800	Clothing	3,200	3,200	
184,111	89,225	183,175	183,175	Retirement Fund	185,455	185,455	
8,939	2,758	14,500	14,500	<b>Office Supplies</b>	17,000	17,000	
				<b>Other Services and Charges:</b>			
1,868	575	2,000	2,000	Postage	2,000	2,000	
76,557	34,830	198,800	198,800	Contractual Services	156,800	156,800	
23,421	-	27,000	27,000	Contractual Services - E.A.C.	27,000	27,000	
95,417	33,972	160,000	160,000	Medical Services	160,750	160,750	
49,493	8,307	79,000	79,000	Printing and Publishing	64,500	64,500	
5,881	2,053	50,000	50,000	Arbitration Expense	50,000	50,000	
753	-	1,500	1,500	Membership and Dues	1,500	1,500	
				<b>Capital Outlay:</b>			
-	459	15,000	15,000	Equipment - Office/Computer	55,000	55,000	
<u>\$ 1,313,905</u>	<u>\$ 613,091</u>	<u>\$ 1,816,077</u>	<u>\$ 1,816,077</u>	<b>Total Human Resources</b>	<u>\$ 1,829,462</u>	<u>\$ 1,829,462</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 fiscal year 2023, Department of Property Maintenance Inspection took 20,859 complaints from residents and inspectors of the City of Warren. Departmental staff currently includes three full-time clerical positions, three full-time Code Enforcement Officers, six full-time Blight Buster/Special Public Service Workers, twenty temporary Code Enforcement Officers, four temporary Blight Buster Crew workers, (two of which are reimbursed by TIFA) and one temporary clerical position.

Our 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 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. 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. The Property Maintenance Inspection Department's overall goal is to strengthen the emphasis on property maintenance, neighborhood stabilization, and reinvestment in the City. The Department's personnel secures continued knowledge of all applicable ordinances, laws and procedures. All vacant and blighted properties will continue to be monitored to ensure a clean and safe City.

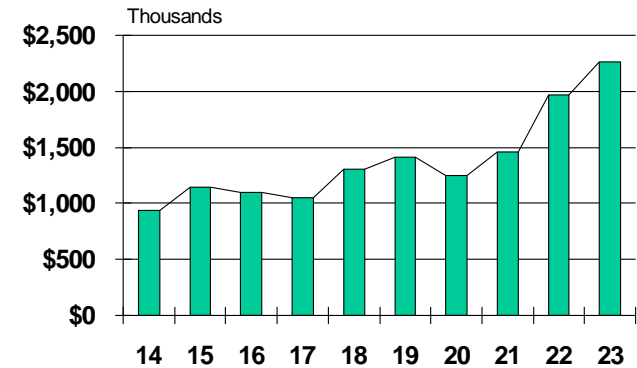
# PROPERTY MAINTENANCE INSPECTION

## Fiscal 2025 Performance Objectives

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

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Weed enforcement – complaints	7,390	8,000	8,000	8,000
Weed enforcement – vacant homes and lot work orders – grass cutting	2,368	4,500	4,500	4,500
Rodent complaints and investigations	274	570	600	600
Property Maintenance Complaints entered into tracking system	20,859	29,500	29,500	29,500
Vacant and foreclosed property clean ups (not including City lots/properties)	794	1,500	1,500	1,500
Manufactured home complaints and investigations	125	350	350	350

**Expenditure History  
Property Maintenance**



GENERAL FUND PERSONNEL

<u>PROPERTY MAINTENANCE INSPECTION</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>
Code Enforcement Officer	3	\$ 68,853	9 (b)	\$ 71,607	9 (b)	\$ 71,607		
Administrative Clerk	2	58,622	2	60,967	2	60,967		
Special Public Service Worker	6	43,056	6	44,778	6	44,778		
Office Assistant	1	42,206	1	43,894	1	43,894		
Temporary/Co-op		35,000		35,000		35,000		
Temporary Employees- Inspection		1,265,000		655,000		655,000		
Overtime	—	250,000	—	250,000	—	250,000		
Total Personnel	<u>12</u>		<u>18</u>		<u>18</u>			

(a) Wage rates are based on Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

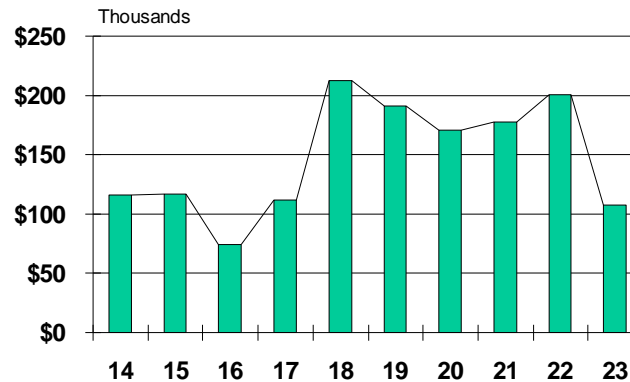
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>GENERAL GOVERNMENT PROPERTY MAINTENANCE INSPECTION</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 156,097	\$ 65,862	\$ 202,587	\$ 202,587	Inspectors	\$ 649,431	\$ 649,431	
254,237	151,662	414,457	414,457	Permanent Employees	437,880	437,880	
35,806	19,908	35,000	35,000	Temporary/Co-op	36,000	36,000	
801,606	353,828	1,265,000	1,265,000	Temporary Employees- Inspection	655,000	655,000	
25,657	16,850	250,000	250,000	Overtime	250,000	250,000	
				<b>Employee Benefits:</b>			
97,251	46,878	167,021	167,021	Social Security	157,126	157,126	
184,251	96,014	401,533	401,533	Employee Insurance	571,083	571,083	
8,643	4,821	17,669	17,669	Retiree Health Insurance	27,264	27,264	
5,899	5,369	8,360	8,360	Bonus/Sick Redemption	14,264	14,264	
957	2,401	3,624	3,624	Longevity	3,873	3,873	
43,736	24,107	88,324	88,324	Retirement Fund	136,269	136,269	
2,605	3,150	4,200	4,200	Clothing	7,200	7,200	
-	-	-	-	Fees and Per Diem	4,000	4,000	
				<b>Supplies:</b>			
25,851	2,268	11,000	11,000	Office Supplies	11,925	11,925	
-	5,370	65,000	65,000	Operating Expense	65,000	65,000	
				<b>Other Services and Charges:</b>			
2,377	1,120	5,000	5,000	Postage	5,000	5,000	
-	-	10,000	10,000	West Nile Virus Expense	10,000	10,000	
-	-	20,000	20,000	Wildlife Nuisance Control	20,000	20,000	
171,561	154,948	350,000	350,000	Weed Mowing Program	350,000	350,000	
354,620	163,040	375,000	375,000	Rodent Control Program	375,000	375,000	
3,576	1,829	4,450	4,450	Telephone and Radio	4,500	4,500	
47,049	18,466	50,000	50,000	Vehicle Maintenance	55,000	55,000	
3,909	595	20,000	20,000	Printing and Publishing	20,000	20,000	
-	1,352	1,500	1,500	Public Utilities	6,500	6,500	
				<b>Capital Outlay:</b>			
35,200	-	210,100	192,500	Vehicles	-	-	
1,109	-	26,000	26,000	Equipment	45,300	45,300	
<u>\$ 2,261,997</u>	<u>\$ 1,139,838</u>	<u>\$ 4,005,825</u>	<u>\$ 3,988,225</u>	<b>Total Property Maintenance Inspection</b>	<u>\$ 3,917,615</u>	<u>\$ 3,917,615</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>By Mayor(a)</u>		<u>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 Administrator	-	\$ -	-	\$ -	-	\$ -		
Community Development Administrative Assistant	1	85,382	1	88,797	1	88,797		
Economic Development Technician	1	59,189	1	61,557	1	61,557		
Community Development Block Grant Technician I	1	49,673	1	51,660	1	51,660		
Temporary/Co-op	—	35,000	—	70,000	—	70,000		
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>			

(a) Wage rates are based on Local 412 Unit 35 that expires 6/30/24 and Local 227 contract that expires 6/30/25.

Note: All Community Development personnel salaries reimbursed through Community Development Block Grants funds.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

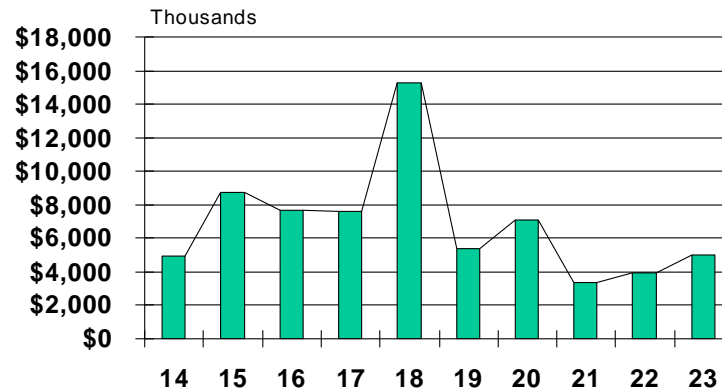
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COMMUNITY &amp; ECONOMIC DEVELOPMENT</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ -	\$ -	Appointed Official	\$ -	\$ -	
77,449	63,009	175,382	175,382	Permanent Employees	196,803	196,803	
-	-	35,000	35,000	Temporary/Co-op	70,000	70,000	
				<b>Employee Benefits:</b>			
6,420	5,085	16,707	16,707	Social Security	21,309	21,309	
4,578	3,852	64,698	64,698	Employee Insurance	49,696	49,696	
1,722	1,364	3,669	3,669	Retiree Health Insurance	4,171	4,171	
1,140	-	3,524	3,524	Bonus/Sick Redemption	4,099	4,099	
2,965	-	3,400	3,400	Longevity	3,400	3,400	
350	700	1,050	1,050	Clothing	1,200	1,200	
8,610	6,821	18,337	18,337	Retirement Fund	20,851	20,851	
-	146	1,000	1,000	<b>Office Supplies</b>	4,500	4,500	
				<b>Other Services and Charges:</b>			
3	6	2,500	2,500	Postage	2,500	2,500	
-	-	-	-	Contractual Services	25,000	25,000	
1,292	-	1,500	1,500	Auto Expense	1,500	1,500	
641	1,732	5,000	5,000	Printing and Publishing	5,000	5,000	
1,985	-	3,000	3,000	Membership & Dues	5,000	5,000	
-	6,700	7,200	7,200	8 Mile Boulevard Association Dues	-	-	
-	-	-	-	Community Outreach Programs	10,000	10,000	
<u>\$ 107,155</u>	<u>\$ 89,415</u>	<u>\$ 341,967</u>	<u>\$ 341,967</u>	<b>Total Community &amp; Economic Development</b>	<u>\$ 425,029</u>	<u>\$ 425,029</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 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>ADMINISTRATION UNALLOCATED EXPENSE</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 91,500	\$ 90,500	\$ 99,400	\$ 99,400	Independent Audit	\$ 106,950	\$ 106,950	
80,500	-	774,965	774,965	Contractual Services - Data Conversion	-	-	
29,177	13,339	80,000	80,000	Telephone and Radio	80,000	80,000	
38,977	23,061	40,000	40,000	Conferences and Workshops	50,000	50,000	
63,033	61,667	70,000	70,000	Education Allowance	85,000	85,000	
-	-	-	-	Community Outreach Programs	30,000	30,000	
-	-	15,000	15,000	Incoming Mayor Transition Expense	-	-	
2,877,282	3,247,194	3,300,000	3,300,000	Insurance and Bonds	3,900,000	3,900,000	
639,985	204,128	710,273	547,273	Professional Services	757,450	757,450	
250,000	250,000	250,000	250,000	Grievance Settlements	250,000	250,000	
288,609	128,642	295,000	295,000	Public Utilities - Civic Center	295,000	295,000	
10,410	4,786	15,000	15,000	Public Utilities - Court Building	15,000	15,000	
-	14	1,250	1,250	Unemployment Costs	19,264	19,264	
55,413	14,162	58,675	58,675	401(a) Board Operating Expense	62,250	62,250	
-	-	-	-	National Opioid Settlement Expense	142,568	142,568	
500,000	-	-	-	Transfer - Nuisance Revolving Fund	-	-	
-	-	-	-	Transfer - Capital Improvement Bonds, 2024	1,428,000	1,428,000	
16,373	6,263	850,000	850,000	Tax Reverted Property Acquisition/Expense	850,000	850,000	
37,638	3,617	311,079	311,079	ARPA Expenditures - Guidehouse	-	-	
<b><u>\$ 4,978,897</u></b>	<b><u>\$ 4,047,373</u></b>	<b><u>\$ 6,870,642</u></b>	<b><u>\$ 6,707,642</u></b>	<b>Total Administration Unallocated Expense</b>	<b><u>\$ 8,071,482</u></b>	<b><u>\$ 8,071,482</u></b>	

## **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 examinations 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.

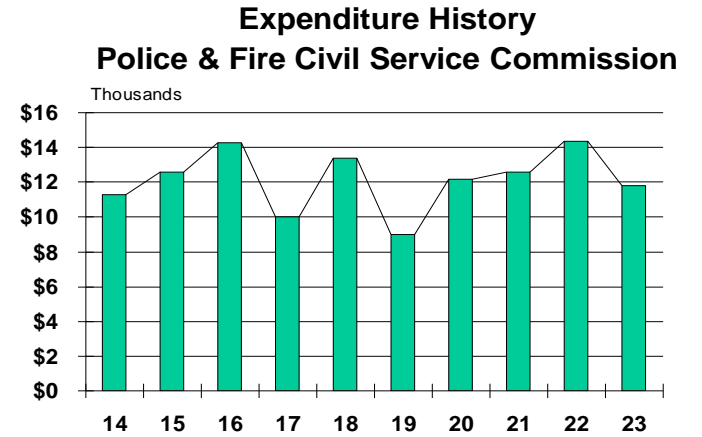
The City of Warren Police and Fire Civil Service Commission shall continue fulfilling its responsibilities according to the requirements of Act 78 to determine qualifications by competitive examinations. All appointments, reinstatements, promotions, and discharges in the Police and Fire Departments will 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 2025 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 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Employee promotional exams posted	3	3	3	3
Applications processed	200	100	200	200
Written exams conducted	3	3	3	3
Regular meetings held	12	12	12	12
Special meetings held	2	2	2	2
Certify police promotional list	3	3	3	3



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>POLICE &amp; FIRE CIVIL SERVICE</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 1,250	\$ 250	\$ 2,000	\$ 2,000	Fees and Per Diem	\$ 3,150	\$ 3,150	
				<b>Supplies:</b>			
598	-	700	700	Office Supplies	800	800	
1,000	-	6,000	6,000	Exams & Operating Supplies	2,000	2,000	
				<b>Other Services and Charges:</b>			
8,952	3,853	20,000	20,000	Contractual Services	23,000	23,000	
<u>31</u>	<u>2</u>	<u>200</u>	<u>200</u>	Postage	<u>200</u>	<u>200</u>	
<u>\$ 11,831</u>	<u>\$ 4,105</u>	<u>\$ 28,900</u>	<u>\$ 28,900</u>	<b>Total Police &amp; Fire Civil Service</b>	<u>\$ 29,150</u>	<u>\$ 29,150</u>	

## ZONING BOARD OF APPEALS

The Zoning Board of Appeals is a nine-member with up to two alternates, quasi-judicial body authorized by the Michigan Zoning Enabling Act, MCL 125.3101 et seq., and the Warren Zoning Ordinance to:

1. Hear and decide appeals 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

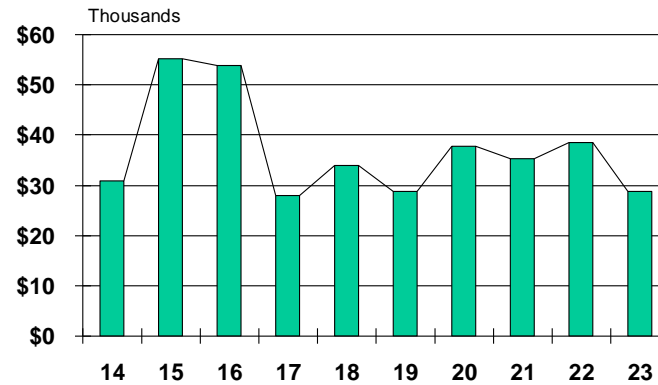
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ZONING BOARD OF APPEALS</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 12,975	\$ 4,725	\$ 16,200	\$ 16,200	Meeting Allowance	\$ 16,200	\$ 16,200	
302	-	1,470	1,470	<b>Office Supplies</b>	1,470	1,470	
				<b>Other Services and Charges:</b>			
2,314	1,394	6,000	6,000	Postage	6,000	6,000	
165	-	3,000	3,000	Outside Court Reporter	3,000	3,000	
<u>-</u>	<u>-</u>	<u>840</u>	<u>840</u>	Printing and Publishing	<u>840</u>	<u>840</u>	
<b><u>\$ 15,756</u></b>	<b><u>\$ 6,119</u></b>	<b><u>\$ 27,510</u></b>	<b><u>\$ 27,510</u></b>	<b>Total Zoning Board of Appeals</b>	<b><u>\$ 27,510</u></b>	<b><u>\$ 27,510</u></b>	

## **BEAUTIFICATION COMMISSION**

The Beautification Commission was established in 1966, pursuant to Chapter 9, Section 2-101, 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 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>BEAUTIFICATION COMMISSION</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 3,192	\$ -	\$ -	\$ -	Part-time Employee	\$ -	\$ -	
				<b>Employee Benefits:</b>			
244	-	-	-	Social Security	-	-	
3	-	-	-	Employee Insurance	-	-	
55	-	500	500	<b>Office Supplies</b>	500	500	
				<b>Other Services and Charges:</b>			
5,660	3,000	6,500	6,500	Contractual Services	9,500	9,500	
57	153	1,700	1,700	Postage	350	350	
63	22	200	200	Telephone Expense	200	200	
396	152	800	800	Mileage	800	800	
497	187	1,000	1,000	Public Utilities	1,000	1,000	
1,735	-	4,000	4,000	City Flower Plantings	1,850	1,850	
1,096	-	1,200	1,200	School Program	1,000	1,000	
3,849	3,976	9,000	9,000	Awards Committee	6,000	6,000	
-	-	1,500	1,500	Clean-up Campaign	6,000	6,000	
607	-	1,000	1,000	Installation & Informational Dinner Meetings	1,000	1,000	
14,991	26,000	26,000	26,000	Decorations	26,000	26,000	
<u>\$ 32,445</u>	<u>\$ 33,490</u>	<u>\$ 53,400</u>	<u>\$ 53,400</u>	<b>Total Beautification Commission</b>	<u>\$ 54,200</u>	<u>\$ 54,200</u>	

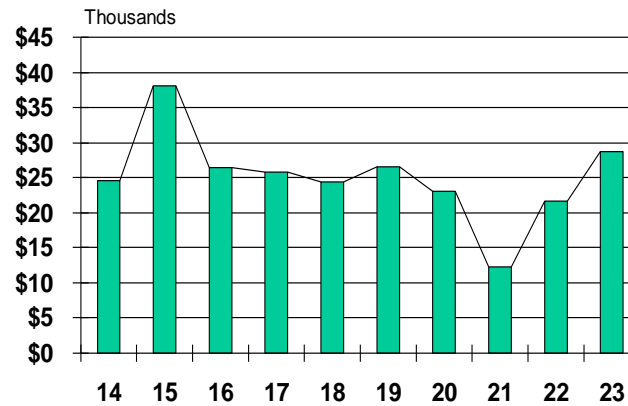


## CULTURAL COMMISSION

The Cultural Commission was established by ordinance, on May 12, 1970. It consists of nine members, appointed by the Mayor, 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 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CULTURAL COMMISSION</u>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ -	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	
				<b>Other Services and Charges:</b>			
11,500	6,650	11,500	11,500	Contractual Services	11,500	11,500	
16,478	13,332	16,500	16,500	Summer Program	21,500	21,500	
<u>771</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	Winter Program	<u>2,500</u>	<u>2,500</u>	
<b><u>\$ 28,749</u></b>	<b><u>\$ 19,982</u></b>	<b><u>\$ 29,100</u></b>	<b><u>\$ 29,100</u></b>	<b>Total Cultural Commission</b>	<b><u>\$ 35,600</u></b>	<b><u>\$ 35,600</u></b>	

## CRIME COMMISSION

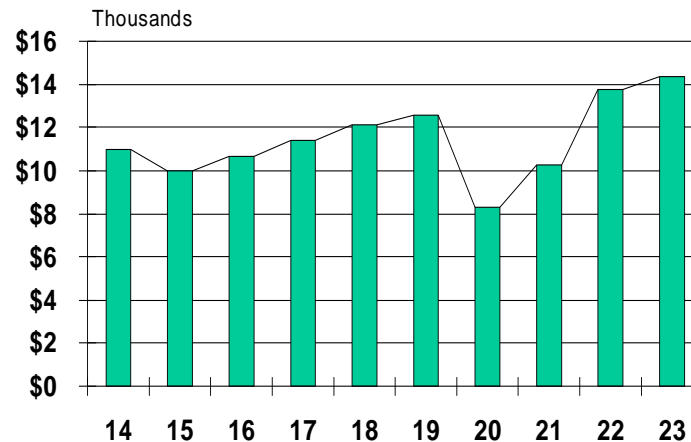
The Crime Commission, established on April 2, 1968, consists of twelve (12) members appointed by the Mayor. Members of the Commission may be persons with qualifications in such areas as: law enforcement, crime prevention, public communication and education.

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 prompting Community Policing 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

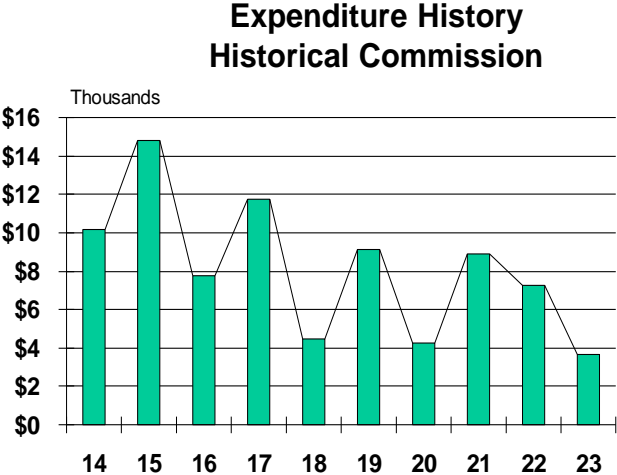
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 299	\$ -	\$ 1,000	\$ 1,000	<b><u>CRIME COMMISSION</u></b>			
				<b>Office Supplies</b>	\$ 1,000	\$ 1,000	
				<b>Other Services and Charges:</b>			
2,100	600	1,800	1,800	Contractual Services	1,800	1,800	
9,780	2,922	10,000	10,000	Community Outreach Programs	10,000	10,000	
<u>2,171</u>	<u>380</u>	<u>2,000</u>	<u>2,000</u>	Public Utilities	<u>2,000</u>	<u>2,000</u>	
<b><u>\$ 14,350</u></b>	<b><u>\$ 3,902</u></b>	<b><u>\$ 14,800</u></b>	<b><u>\$ 14,800</u></b>	<b>Total Crime Commission</b>	<b><u>\$ 14,800</u></b>	<b><u>\$ 14,800</u></b>	

# HISTORICAL COMMISSION

The Historical Commission was established by ordinance, on December 9, 1969, and consists of nine members appointed by the Mayor. The office is held for three years.

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.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>HISTORICAL COMMISSION</u>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 304	\$ 54	\$ 1,520	\$ 1,520	<b>Office Supplies</b>	\$ 1,520	\$ 1,520	
				<b>Other Services and Charges:</b>			
63	22	300	300	Telephone Expense	300	300	
515	-	1,200	1,200	Community Outreach Programs	1,200	1,200	
263	138	363	363	Membership & Dues	363	363	
-	-	1,800	1,800	Historical Site Plaques	1,800	1,800	
2,490	-	5,180	5,180	Museum Expense	5,180	5,180	
-	-	4,000	4,000	Storage Unit Rental	4,000	4,000	
-	-	2,000	2,000	Moving and Shelving Unit Expense	2,000	2,000	
-	-	2,000	2,000	Hall of Fame	2,000	2,000	
<u>\$ 3,635</u>	<u>\$ 214</u>	<u>\$ 18,363</u>	<u>\$ 18,363</u>	<b>Total Historical Commission</b>	<u>\$ 18,363</u>	<u>\$ 18,363</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, 2022, there were 491 retirees and beneficiaries receiving benefits from the fund. In addition, ten members have deferred their retirement benefits. All of the 37 active members in the system have vested pension rights.

The City of Warren Employees' Retirement System is governed by a board of five trustees; the Mayor or an alternate, a Council Member, a citizen appointed by the Mayor, and two elected members of the retirement system. Elected trustees serve three-year terms. The trustees' actions are governed under ordinances and resolutions adopted by Council, the City Retirement Board's adopted rules of procedure, and State of Michigan Public Act 55. The System has contractual agreements with nine money managers to invest approximately \$135 million in assets.

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, 2024 is \$7,352,372, which will change annually after an annual actuarial valuation is completed. The system is audited annually by an independent certified public accountant and is evaluated each year by an actuarial firm. As of December 31, 2022, the retirement system is now 68.5% funded, which means that the accrued liabilities exceeded actuarial accrued assets by 31.5%.

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. At December 31, 2022 plan assets are in excess of \$79 million. As of the most recent actuarial valuation dated December 31, 2022 there are 590 retirees and beneficiaries, 32 deferred members and 105 active vested members covered by the VEBA Trust.

## EMPLOYEE RETIREMENT COMMISSION

### Fiscal 2025 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.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Agendas prepared	20	24	24	24
Formal pension calculations prepared	20	25	22	22
Annual employee pension ledgers prepared	70	70	50	40
Pension checks distributed	5,900	6,250	6,000	6,100
1099R's mailed	510	535	520	525
Retirement actuarial statements prepared	1	1	1	1
Retirement financial statements prepared	1	1	1	1
VEBA Trust actuarial valuation prepared	1	0	-	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	\$ 93,766	1	\$ 93,766	1	\$ 93,766		
Account Administrator	1	74,593	1	77,577	1	77,577		
Part-time Employee		10,000		10,000		10,000		
Overtime	—	10,000	—	10,000	—	10,000		
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>			

(a) Wage rates are based on Local 412 Unit 59 contract that expires 6/30/24 and Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CITY RETIREMENT</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 156,946	\$ 83,511	\$ 169,016	\$ 169,016	Permanent Employees	\$ 177,388	\$ 177,388	
2,468	1,470	10,000	10,000	Part-time Employee	10,000	10,000	
9,043	4,072	10,000	10,000	Overtime	10,000	10,000	
				<b>Employee Benefits:</b>			
13,663	7,639	15,745	15,745	Social Security	16,420	16,420	
31,470	18,895	43,978	43,978	Employee Insurance	46,496	46,496	
47,748	24,018	47,939	47,939	Retiree Health Insurance	46,314	46,314	
4,736	7,197	7,771	7,771	Bonus/Sick Redemption	8,126	8,126	
6,800	3,400	6,800	6,800	Longevity	6,800	6,800	
1,400	1,500	1,500	1,500	Education Allowance	1,500	1,500	
650	700	700	700	Clothing	800	800	
17,938	10,038	19,579	19,579	Retirement Fund	20,462	20,462	
				<b>Retiree Benefits:</b>			
7,745,001	4,135,228	8,500,000	8,500,000	Retiree Insurance	8,600,000	8,600,000	
1,037,127	495,889	1,150,000	1,150,000	Medicare Reimbursement	1,300,000	1,300,000	
-	-	-	-	<b>Office Supplies</b>	1,500	1,500	
				<b>Other Services and Charges:</b>			
-	-	-	-	Legal Services	14,000	14,000	
-	-	-	-	Fees & Per Diem	1,000	1,000	
744	812	2,000	2,000	Postage	1,000	1,000	
-	-	-	-	Contractual Services	578,600	578,600	
-	-	-	-	Service Contracts	1,000	1,000	
-	-	-	-	Disability Physicals	3,000	3,000	
-	-	-	-	Membership & Dues	200	200	
-	-	-	-	Bank Custodial Fees	41,360	41,360	
-	-	-	-	Travel and Conferences	10,000	10,000	
-	-	-	-	Insurance and Bonds	15,000	15,000	
-	-	-	-	Printing & Publishing	2,000	2,000	
570	255	1,000	1,000	Telephone	1,000	1,000	
\$ 9,076,304	\$ 4,794,624	\$ 9,986,028	\$ 9,986,028	<b>Total City Retirement</b>	\$ 10,913,966	\$ 10,913,966	
(177,031)	(98,531)	(202,817)	(202,817)	Charges Reimbursable via Public Act 55	(876,244)	(876,244)	
(8,899,273)	(4,696,093)	(9,783,211)	(9,783,211)	Charges Reimbursable via VEBA Trust	(10,037,722)	(10,037,722)	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net City Retirement</b>	<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, 2022, were \$276,004,613. 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, 2024 is \$15,888,005, which will change annually after an annual actuarial valuation is completed and a report is issued. As of December 31, 2022 the retirement system is now 61.9% funded, which means that accrued liabilities exceeded actuarial accrued assets by 38.1%.

There are currently 579 retirees or beneficiaries receiving benefits from the fund and 353 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, 2022 were \$68,372,500.

## POLICE AND FIRE RETIREMENT COMMISSION

### Fiscal 2025 Performance Objectives

1. To encourage more enrollments in the direct deposit program.
2. To continue software training for staff.
3. To continue education of active members regarding plan benefits.
4. To encourage use of online capabilities relative to forms.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Pension calculations prepared	14	20	20	20
Actual pension calculations prepared	14	20	20	20
Agendas prepared	19	18	18	18
Active employee ledgers distributed	400	375	400	400
Pension checks distributed	39	54	35	35
Annuity withdrawals completed	14	20	20	20
Safe-Harbor method calculations	1	5	5	5
Retiree incentive bonuses paid	7	5	5	5
1099R's and W4-P's mailed	680	660	680	680
Buy-Back computations	12	25	25	25
Direct deposit enrollments	14	1	1	1
Monitoring monthly direct deposits	7,782	7,620	7,783	7,783
Direct deposits initiated	7,782	7,620	7,783	7,783
Pension verifications	-	570	-	570
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>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>
<u>POLICE &amp; FIRE RETIREMENT</u>								
Police & Fire Retirement Director	1	\$ 97,706	1	\$ 97,706	1	\$ 97,706		
Accountant I	1	73,264	1	76,195	1	76,195		
Account Administrator	1	74,593	1	77,577	1	77,577		
Part-time Employee		20,000		10,000		10,000		
Overtime	—	5,200	—	15,200	—	15,200		
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>			

(a) Wage rates are based on Local 412 Unit 59 contract that expires 6/30/24 and Local 227 contract that expires 6/30/25.

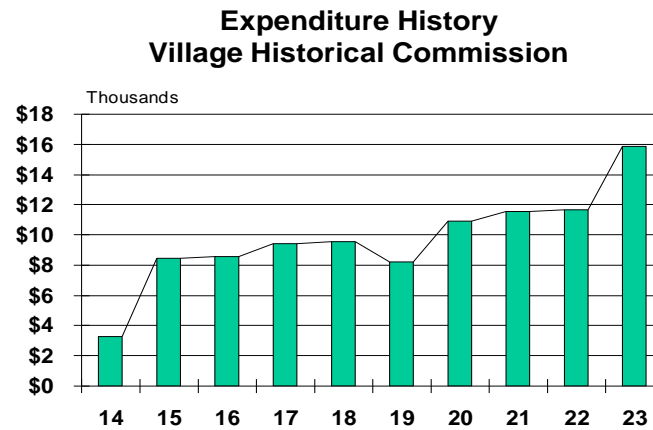
GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>GENERAL GOVERNMENT POLICE &amp; FIRE RETIREMENT</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 214,732	\$ 121,837	\$ 246,522	\$ 246,522	Permanent Employees	\$ 258,338	\$ 258,338	
9,054	-	20,000	20,000	Part-time Employee	10,000	10,000	
13,938	5,186	5,200	5,200	Overtime	15,200	15,200	
				<b>Employee Benefits:</b>			
19,181	9,967	22,450	22,450	Social Security	23,663	23,663	
54,947	34,063	65,914	65,914	Employee Insurance	69,670	69,670	
46,705	23,590	47,344	47,344	Retiree Health Insurance	45,948	45,948	
5,746	-	11,335	11,335	Bonus/Sick Redemption	11,833	11,833	
10,200	3,400	6,800	6,800	Longevity	10,200	10,200	
1,500	2,500	2,500	2,500	Education Allowance	2,500	2,500	
650	1,050	1,050	1,050	Clothing	1,200	1,200	
96,654	46,849	94,377	94,377	Retirement Fund	96,762	96,762	
				<b>Retiree Benefits:</b>			
9,232,625	5,135,261	10,500,000	10,500,000	Retiree Insurance	11,125,000	11,125,000	
927,560	494,925	1,000,000	1,000,000	Medicare Reimbursement	1,125,000	1,125,000	
-	-	-	-	<b>Office Supplies</b>	5,218	5,218	
				<b>Other Services and Charges:</b>			
796	138	5,016	5,016	Postage	5,016	5,016	
-	-	-	-	Audit Fees	24,000	24,000	
-	-	-	-	Contractual Services	1,800,000	1,800,000	
-	-	-	-	Service Contracts	1,000	1,000	
-	-	-	-	Disability Physicals	3,500	3,500	
-	-	-	-	Travel and Conferences	8,000	8,000	
-	-	-	-	Insurance and Bonds	20,000	20,000	
-	-	-	-	Printing & Publishing	3,400	3,400	
428	191	1,000	1,000	Telephone	1,000	1,000	
\$ 10,634,716	\$ 5,878,957	\$ 12,029,508	\$ 12,029,508	<b>Total Police &amp; Fire Retirement</b>	\$ 14,666,448	\$ 14,666,448	
(474,531)	(248,771)	(529,508)	(529,508)	Charges Reimbursable via Public Act 55	(2,416,448)	(2,416,448)	
(10,160,185)	(5,630,186)	(11,500,000)	(11,500,000)	Charges Reimbursable via VEBA Trust	(12,250,000)	(12,250,000)	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net Police &amp; Fire Retirement</b>	<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.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>VILLAGE HISTORICAL COMMISSION</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 100	\$ -	\$ 600	\$ 600	<b>Office Supplies</b>	\$ 600	\$ 600	
				<b>Other Services and Charges:</b>			
7,858	-	14,000	14,000	Contractual Services	14,000	14,000	
-	-	5,000	5,000	Community Outreach Programs	5,000	5,000	
7,903	766	3,300	3,300	Public Utilities	3,300	3,300	
-	-	3,200	3,200	Historical Site Plaque	3,200	3,200	
-	-	15,000	15,000	Old Village Hall Improvements	15,000	15,000	
-	-	10,000	10,000	Vintage Light Poles	10,000	10,000	
<u>\$ 15,861</u>	<u>\$ 766</u>	<u>\$ 51,100</u>	<u>\$ 51,100</u>	<b>Total Village Historical Commission</b>	<u>\$ 51,100</u>	<u>\$ 51,100</u>	



## SENIOR HEALTH CARE SERVICES

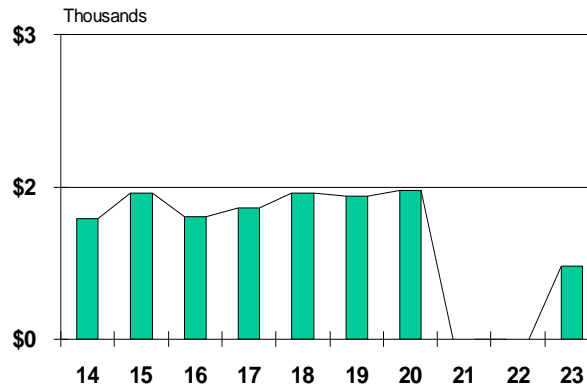
The Warren City Commission for Senior Health Care Services was created by City ordinance effective December 28, 1987.

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

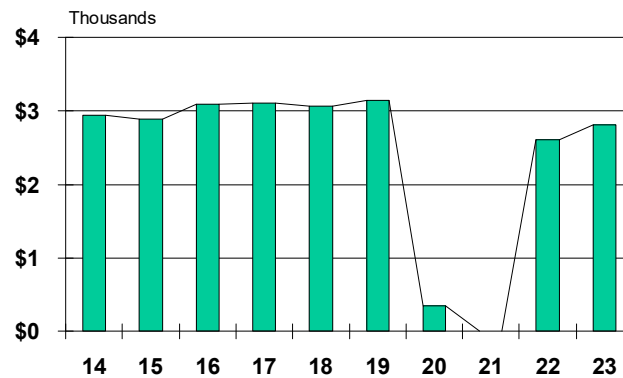
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>CITY COMMISSION ON SENIOR HEALTH CARE SERVICES</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 745	\$ 207	\$ 2,000	\$ 2,000	<b>Other Services and Charges:</b>			
				Community Outreach Programs	\$ 2,000	\$ 2,000	
<u>\$ 745</u>	<u>\$ 207</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<b>Total Senior Health Care Svcs Commission</b>	<u>\$ 2,000</u>	<u>\$ 2,000</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 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COUNCIL OF COMMISSIONS</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 3	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	
-	-	-	-	<b>Other Services and Charges:</b>			
-	-	-	-	Postage	250	250	
-	-	-	-	Printing and Publishing	840	840	
<u>2,807</u>	<u>-</u>	<u>3,850</u>	<u>3,850</u>	Appreciation Reception	<u>4,850</u>	<u>4,850</u>	
<u>\$ 2,810</u>	<u>\$ -</u>	<u>\$ 3,950</u>	<u>\$ 3,950</u>	<b>Total Council of Commissions</b>	<u>\$ 6,040</u>	<u>\$ 6,040</u>	

## **ANIMAL WELFARE COMMISSION**

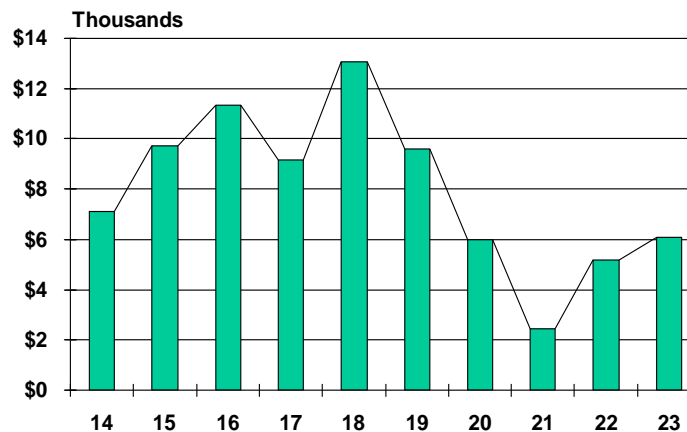
The Animal Welfare Commission was established on October 22, 1998. The Commission shall consist of seven members to be appointed by the Mayor. The members shall serve for three-year terms and may be re-appointed for any number of terms. Council and the Mayor may appoint ex-officio members.

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 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ANIMAL WELFARE COMMISSION</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ -	\$ -	\$ 300	\$ 300	<b>Office Supplies</b>	\$ 300	\$ 300	
				<b>Other Services and Charges:</b>			
776	-	1,500	1,500	Operating Expense	1,500	1,500	
-	-	50	50	Postage	50	50	
-	532	4,000	4,000	Education	3,000	3,000	
-	-	50	50	Telephone Expense	50	50	
2,522	420	3,000	3,000	Vaccination Fair	3,000	3,000	
-	-	2,100	2,100	Dog Park	2,000	2,000	
2,782	-	3,000	3,000	Chipping Clinic	3,000	3,000	
-	-	4,000	4,000	Spay/Neuter Clinic	5,000	5,000	
-	-	2,000	2,000	Community Outreach Programs	2,000	2,000	
<u>\$ 6,080</u>	<u>\$ 952</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<b>Total Animal Welfare Commission</b>	<u>\$ 19,900</u>	<u>\$ 19,900</u>	

## **VETERANS ADVISORY AND MEMORIAL COMMISSION**

The purpose and function of the Veterans Advisory and Memorial Commission is to assist resident veterans and their families by creating awareness of the rights and needs of veterans among the veterans and within the community.

The Veterans Advisory and Memorial Commission shall:

- Establish working relationships with neighboring veteran agencies.
- Recognize and honor the contributions of resident veterans, deceased resident veterans and active service personnel.
- Offer and promote volunteer opportunities that benefit resident veterans and their families.
- Recognize and honor the community service of residents working to promote veterans' rights and interests.
- Work cooperatively with other commissions, committees and boards, and City departments to develop recommendations for policies and programs addressing veterans' interests.
- The Commission is intended to be comprised of five (5) members appointed by the Mayor and confirmed by Council. At least three (3) members must be veterans.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>VETERANS ADVISORY AND</u></b> <b><u>MEMORIAL COMMISSION</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ -	\$ -	\$ 1,000	\$ 1,000	<b>Operating Supplies</b>	\$ 26,000	\$ 26,000	
-	-	3,000	3,000	<b>Other Services and Charges:</b> Community Outreach Programs	3,000	3,000	
-	-	25,000	25,000	<b>Capital Outlay:</b> Capital Improvements	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 29,000</u>	<u>\$ 29,000</u>	<b>Total Veterans Memorial Commission</b>	<u>\$ 29,000</u>	<u>\$ 29,000</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.

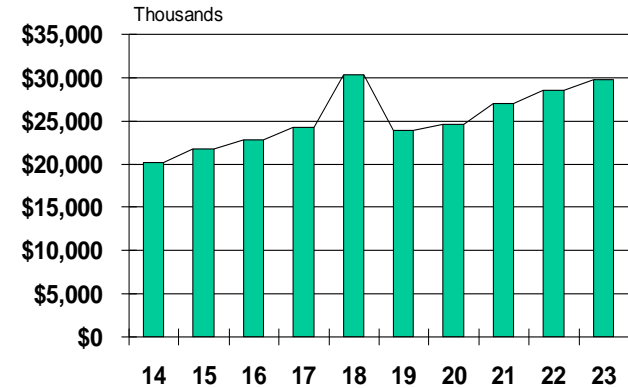
# FIRE DEPARTMENT

## Fiscal 2025 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 break ground on the new fire station #1 and #5 in the Summer 2024.
3. To gain approval for development of a new fire administration building coupled with a new fire station complete with apparatus storage and training facility along Van Dyke between 13 and 13 Mile Roads.
4. To implement a replacement schedule for all apparatus, squad, utility and staff vehicles that equalizes the capital expenditures across multiple fiscal years.
5. To continue to implement technological solutions (hardware & software) that improve workplace efficiencies while also accomplishing the goal of transforming the department into a paperless environment.
6. To continue to modernize and transform the department to meet the challenges of the 21<sup>st</sup> century.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Incident reports reviewed	21,107	7,500	21,500	22,000
Fire station/apparatus/equipment inspections	72	72	72	72
Total incident responses	21,107	21,000	21,500	22,000
Total equipment responses	43,617	42,000	47,000	47,000
Mutual aid rendered and received	64	25	60	60
On duty injuries	12	15	15	15
Lost work hours from on duty injuries	1,587	1,600	1,600	1,600
Hours of hydrant maintenance	8,320	8,000	8,320	8,320
Hours of fire training	958	1,000	1,000	1,000
Hours of medical training	1,215	5,000	1,300	1,300
Fire Department vehicle accidents	22	10	20	20
Hours of haz-mat training	372	1,000	400	400
Hours of tech rescue training	496	1,000	500	500
Hours of SRT training	504	400	550	550

**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	\$ 145,999	1	\$ 145,999	1	\$ 145,999		
Administrative Chief of Operations	1	136,239	1	136,239	1	136,239		
Deputy Chief	1	130,045	1	130,045	1	130,045		
Special Operations Chief	1	123,854	1	123,854	1	123,854		
Battalion Chief	3	123,854	3	123,854	3	123,854		
Fire Marshal	1	123,854	1	123,854	1	123,854		
Chief of E.M.S.	1	123,854	1	123,854	1	123,854		
Captain	6	123,854	6	123,854	6	123,854		
Chief of Training	1	123,854	1	123,854	1	123,854		
Training Coordinator	1	112,594	1	112,594	1	112,594		
Chief Safety Officer	1	112,594	1	112,594	1	112,594		
Lieutenant	15	112,594	15	112,594	15	112,594		
M.I.S. Specialist	1	112,594	1	112,594	1	112,594		
Fire Inspector	4	112,594	4	112,594	4	112,594		
Sergeant	6	102,355	6	102,355	6	102,355		
Fire Fighter	78	93,051	78	93,051	78	93,051		
Fire Fighter Engine & Ladder	21	93,051	21	93,051	21	93,051		
Cadet Firefighters	12	24,355	12	24,355	12	24,355		
Office Coordinator - Fire	1	85,382	1	88,797	1	88,797		
Senior Administrative Secretary	1	68,257	1	70,987	1	70,987		
Administrative Clerk Technician	1	62,919	1	65,436	1	65,436		
EMS Billing Administrator	-	-	1 (c)	68,414	1 (c)	68,414		
EMS Billing Clerk	1	58,622	- (c)	-	- (c)	-		
Temporary		35,000		46,000		46,000		
Overtime - Fire Fighters		1,000,000		1,300,000		1,300,000		
Overtime - Cadets		5,000		5,000		5,000		
Overtime - Clerical		5,000		5,000		5,000		
<b>Total Personnel</b>	<u>159</u>		<u>159</u>		<u>159</u>			

(a) Wage rates include holiday pay and are based on Local 1383 and Local 412 Unit 35 contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

(c) Reclassification of one (1) EMS Billing Clerk to EMS Billing Administrator.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 133,558	\$ 67,992	\$ 137,572	\$ 137,572	Appointed Official	\$ 144,998	\$ 144,998	
11,241,223	5,774,152	12,687,538	12,687,538	Fire Fighter Wages	13,806,281	13,806,281	
241,831	30,944	293,400	293,400	Cadet Fire Fighters	441,828	441,828	
197,937	119,813	276,253	276,253	Civilians & Clerical	295,896	295,896	
-	-	35,000	35,000	Temporary/Co-op	46,000	46,000	
2,329	525	5,000	5,000	Overtime - Clerical	5,000	5,000	
2,029,528	935,184	1,000,000	1,000,000	Overtime - Fire Fighters	1,300,000	1,300,000	
-	-	5,000	5,000	Overtime - Cadets	5,000	5,000	
66,877	14,293	150,000	150,000	Shift Premium	150,000	150,000	
27,250	2,833	17,500	17,500	A.E.M.T. Premium	21,025	21,025	
				<b>Employee Benefits:</b>			
23,850	19,275	23,950	23,950	Educational Allowance	24,350	24,350	
10,491	11,046	17,450	17,450	Cleaning/Clothing Allowance	17,000	17,000	
247,073	119,197	279,155	279,155	Social Security	316,266	316,266	
697,830	403,778	835,375	835,375	Holiday Pay	958,508	958,508	
2,598,318	1,511,855	3,468,541	3,468,541	Employee Insurance	3,595,915	3,595,915	
3,886,697	1,591,414	3,205,664	3,205,664	Retiree Health Insurance	3,638,268	3,638,268	
10,368	-	18,473	18,473	Bonus/Sick Redemption	20,197	20,197	
163,253	61,402	173,502	173,502	Longevity	159,766	159,766	
5,104,472	2,639,650	5,288,228	5,288,228	Retirement Fund	5,933,891	5,933,891	
121,085	60,722	129,000	129,000	Food Allowance	129,000	129,000	
94,100	75,292	119,950	119,950	Uniforms	103,200	103,200	
				<b>Supplies:</b>			
407,657	202,293	430,226	430,226	Operating Supplies	450,500	450,500	
206,814	85,827	233,000	233,000	EMS Medical Supplies	262,000	262,000	
196,785	85,644	225,000	225,000	Gasoline & Diesel Oil	235,000	235,000	
				<b>Other Services and Charges:</b>			
396,412	227,090	618,686	615,686	Contractual Services	686,180	686,180	
210,905	84,901	406,000	406,000	Building Maintenance	251,000	251,000	
141,226	194,161	556,600	556,600	Instruction	314,870	314,870	
11,849	381	58,500	58,500	Medical Services	46,300	46,300	
84,888	19,929	106,000	106,000	Telephone and Radio	104,000	104,000	
141,845	47,173	160,000	160,000	Public Utilities	160,000	160,000	
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	

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT (CONTINUED)</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 2,751	\$ 3,065	\$ 31,070	\$ 31,070	Memberships & Dues	\$ 33,450	\$ 33,450	
33,691	33,003	60,200	60,200	Fire Prevention Week	89,000	89,000	
				<b>Capital Outlay:</b>			
325,705	350,702	6,416,047	6,416,047	Capital Improvements and Vehicles	1,190,500	1,190,500	
574,835	145,980	1,889,615	1,889,615	Fire Equipment	871,000	871,000	
-	-	-	-	ARPA Expenditures	-	-	
-	-	400,000	400,000	Michigan Economic Development Grant	-	-	
<u>\$ 29,723,433</u>	<u>\$ 14,964,516</u>	<u>\$ 39,847,495</u>	<u>\$ 39,844,495</u>	<b>Total Fire Department</b>	<u>\$ 35,896,189</u>	<u>\$ 35,896,189</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 four bureaus: Administrative, Patrol, Investigative and Professional Standards.

The Administrative Services Bureau is responsible for the operation of the Computer Services Division, 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 Uniformed Patrol Division, and The Patrol Support Division (Traffic). The Uniformed Patrol Division concentrates on crimes against persons and property, with the ultimate goal of arresting offenders and preventing crime. The Patrol Support Division (Traffic) 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, and an animal control unit. Patrol Services is also responsible for jail operations, neighborhood watch, The K9 Division, and interaction with prisoner processing through the 37<sup>th</sup> District Court. They also oversee the School Resource Officer Unit, which is the department's liaison to our community schools.

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. 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.

The Professional Standards Division Manages and oversees department hiring, the Technical Services Division, the Dispatch Center, and the Training Division. Technical Services responds to all request for FOIA, fingerprinting, records request and paperwork for firearms. The Dispatch Center handles all incoming calls from citizens requesting police or fire department assistance. Professional Standards also maintains all department policies and procedures, and maintains department accreditation.

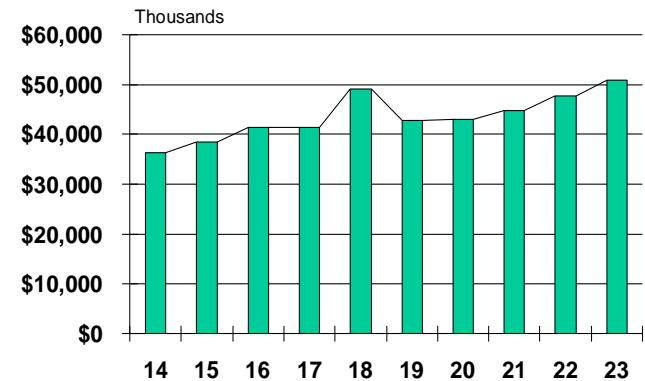
# POLICE DEPARTMENT

## Fiscal 2025 Performance Objectives

1. To continue to interrupt any drug networks/trafficking in and around the City of Warren and Macomb County using new technology, techniques, and interdictions alongside other jurisdictions.
2. To dedicate officers in a supplemental Police Patrol Program to enhance police response times and create additional patrols during peak hours to serve the citizens efficiently and effectively.
3. To emphasis on working closely with Neighborhood Watch programs and businesses to enhance relationships, educate, and combat criminal elements affecting our City.
4. To research and implement new technological ways of policing which include the use of advanced technology, new computer databases, and expanding existing cyber capabilities.
5. To update the forensic lab to more modern equipment for the investigations of crimes against the citizens of Warren and preservation of evidence.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Calls for police service	90,890	107,000	102,000	107,000
Part A crimes	1,950	1,750	1,900	2,000
Burglary incidents	277	450	425	450
Auto theft incidents	424	550	650	650
Narcotic and drug incidents	898	1,450	1,250	1300
License investigations (Liquor, Gambling, etc.)	372	275	385	385
Traffic citations	29,067	35,000	32,000	32,000
OUIL arrest	202	165	190	210
Traffic accidents	4,349	4,200	4,400	4,400
Juveniles arrest	250	165	210	250
Total arrests	4,692	4,950	4,800	4,800
Abandoned autos process/auctioned	1,345	1,225	1,300	1,300
Fingerprint requests	952	1,225	1,100	1,200
Guns registered	4,719	5,800	5,100	5,200
Neighborhood watch programs	140	140	140	140
Citizens Police Academy	1	3	3	3
Crime prevention/security survey	150	160	155	160
SRT training days	12	12	12	12
High risk incidents	8	14	10	12
Environmental investigations	22	14	18	20
SID/SOU Search Warrants Executed	73	200	130	130
Junior Detectives Club	1	3	3	3

### Expenditure History Police Department



GENERAL FUND PERSONNEL

<u>POLICE 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>
Police Commissioner	1	\$ 150,872	1	\$ 150,872	1	\$ 150,872		
Deputy Police Commissioner	1	146,935	1	146,935	1	146,935		
Captain	3	133,577	3	133,577	3	133,577		
Lieutenant	10	121,434	10	121,434	10	121,434		
Sergeant	21	110,395	21	110,395	21	110,395		
Corporal	31	100,359	31	105,759	31	105,759		
Police Officer	<u>175</u>	<u>91,234</u>	<u>175</u>	<u>96,143</u>	<u>175</u>	<u>96,143</u>		
Sub-Total Police Personnel	<u>242</u>		<u>242</u>		<u>242</u>			
Crime M.I.S. Specialist	1	102,759	1	102,759	1	102,759		
Assistant Crime M.I.S. Technician	-	-	1 (c)	82,863	1 (c)	82,863		
Assistant Crime M.I.S. Specialist	2	71,176	1 (c)	74,023	1 (c)	74,023		
Forensic Technologist	1	81,656	1	84,922	1	84,922		
Office Coordinator	1	85,382	1	88,797	1	88,797		
Administrative Secretary	2	65,783	2	68,414	2	68,414		
Police Asset Forfeiture Spec	1	72,966	1	75,885	1	75,885		
Dispatch Supervisor	4	78,899	4	78,899	4	78,899		
Dispatcher	25	68,607	25	72,297	25	72,297		
Administrative Processing Specialist	-	-	1 (c)	75,885	1 (c)	75,885		
Senior Clerk	2	65,783	1 (c)	68,414	1 (c)	68,414		
Fire Arms Specialist	1	63,050	1	65,572	1	65,572		
Administrative Clerical Technician	1	62,919	1	65,436	1	65,436		
Administrative Clerk	3	58,622	3	60,967	3	60,967		
Office Assistant	<u>2</u>	<u>42,206</u>	<u>2</u>	<u>43,894</u>	<u>2</u>	<u>43,894</u>		
Sub-Total Civilian Personnel	<u>46</u>		<u>46</u>		<u>46</u>			
Temporary/Co-op		96,824		58,344		58,344		
Permanent Part-time - Crossing Guards		330,000		330,000		330,000		
Overtime - Police		1,213,795		1,213,785		1,213,785		
Overtime - Civilians		151,913		151,913		151,913		
Total Personnel	<u>288</u>		<u>288</u>		<u>288</u>			

(a) Wage rates include holiday pay and are based on W.P.C.O.A., Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and W.P.O.A. and Local 227 contracts that expire 6/30/25.

(c) Reclassification of one (1) Assistant Crime M.I.S. Specialist to Assistant Crime M.I.S. Technician and reclassification of one (1) Senior Clerk to Administrative Processing Specialist.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 138,515	\$ 70,516	\$ 142,680	\$ 142,680	Appointed Official	\$ 150,381	\$ 150,381	
19,376,646	10,221,553	21,883,563	21,883,563	Police Officers	23,127,385	23,127,385	
1,999,305	1,107,537	2,879,950	2,888,992	Civilians & Clerical	3,072,965	3,072,965	
246,890	119,844	330,000	330,000	Crossing Guards	330,000	330,000	
108,307	49,449	105,848	96,824	Temporary/Co-op	58,344	58,344	
1,395,128	847,264	1,213,795	1,213,795	Overtime - Police Officers	1,213,785	1,213,785	
192,802	62,880	151,913	151,913	Overtime - Civilians	151,913	151,913	
307,680	87,279	325,000	325,000	Shift Premium	387,000	387,000	
				<b>Employee Benefits:</b>			
213,167	3,672	229,900	229,900	Gun Allowance	229,900	229,900	
54,067	55,400	59,300	59,300	Education Allowance	54,400	54,400	
119,017	142,044	160,450	160,450	Cleaning/Clothing Allowance	466,600	466,600	
541,868	284,728	652,342	652,342	Social Security	692,247	692,247	
1,224,681	559,732	1,450,123	1,450,123	Holiday Pay	1,627,605	1,627,605	
4,897,140	2,773,313	6,655,595	6,655,595	Employee Insurance	6,761,682	6,761,682	
6,678,266	2,782,189	5,626,338	5,626,338	Retiree Health Insurance	6,279,477	6,279,477	
25,152	2,953	47,548	47,548	Bonus/Sick Redemption	54,933	54,933	
312,312	199,915	355,996	355,996	Longevity	315,842	315,842	
9,866,158	5,033,813	10,137,281	10,137,281	Retirement Fund	11,095,115	11,095,115	
231,252	151,899	265,800	265,800	Uniforms	96,960	96,960	
				<b>Supplies:</b>			
52,971	30,961	157,639	157,639	Office Supplies	167,314	167,314	
83,986	55,778	128,049	128,049	Operating Expense	195,795	195,795	
53,850	-	-	-	2020 DOJ Coronavirus CESF Grant	-	-	
390,537	174,606	500,000	500,000	Gasoline & Diesel Oil	500,000	500,000	
				<b>Other Services and Charges:</b>			
23,046	16,775	60,000	60,000	Prisoners' Food	60,000	60,000	
94,741	94,741	94,742	94,742	Capital Equipment Lease Payment	-	-	
4,116	-	25,000	25,000	Crime Prevention	5,000	5,000	
73,794	26,494	112,450	62,450	Building Maintenance	70,450	70,450	
860,330	242,911	720,961	705,961	Contractual Services	1,271,937	1,271,937	
5,801	2,845	7,000	7,000	Postage	7,000	7,000	
61,917	33,576	97,715	97,715	Instruction	118,611	118,611	
46,283	1,116	37,500	37,500	911 Dispatch Training Expense	37,500	37,500	
112,476	8,932	277,622	277,622	Telephone and Radio	294,649	294,649	
26,276	5,932	26,250	26,250	Vehicle Maintenance	30,250	30,250	

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT (CONTINUED)</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 8,442	\$ 1,756	\$ 8,500	\$ 8,500	Community Outreach Programs	\$ 18,000	\$ 18,000	
10,000	8,348	10,000	10,000	Youth Athletic League	15,100	15,100	
7,455	240	7,500	7,500	CERT	7,500	7,500	
-	-	8,000	8,000	Wellness Program	7,000	7,000	
4,967	-	5,000	5,000	Explorers	11,000	11,000	
212,220	88,072	225,000	-	Public Utilities	250,000	250,000	
8,000	4,000	10,000	10,000	Special Investigations	10,000	10,000	
				<b>Capital Outlay:</b>			
350,801	61,233	768,033	768,033	Capital Improvements	175,000	175,000	
345,797	577,602	1,014,058	1,014,058	Police Equipment	377,503	377,503	
14,166	-	41,050	41,050	Office Equipment	143,316	143,316	
13,279	13,207	14,641	14,641	911 Equipment	300,000	300,000	
9,775	-	-	-	U.S. Dept of Justice Assistance Grant-2019	-	-	
12,607	-	-	-	U.S. Dept of Justice Assistance Grant-2020	-	-	
-	-	12,813	12,813	U.S. Dept of Justice Assistance Grant-2021	-	-	
68,523	-	12,924	12,924	U.S. Dept of Justice Assistance Grant-2022	-	-	
-	17,800	86,318	86,318	U.S. Dept of Justice Assistance Grant-2023	-	-	
-	-	-	-	U.S. Dept of Justice Assistance Grant-2024	-	-	
-	-	-	-	Bulletproof Vest Partnership Grant	-	-	
-	-	-	-	Homeland Security Grant - 2019	-	-	
-	-	-	-	OHSP - Ped Bike Enforcement	-	-	
-	-	-	-	ARPA Expenditures	-	-	
<b><u>\$ 50,884,509</u></b>	<b><u>\$ 26,022,905</u></b>	<b><u>\$ 57,142,187</u></b>	<b><u>\$ 56,852,205</u></b>	<b>Total Police Department</b>	<b><u>\$ 60,239,459</u></b>	<b><u>\$ 60,239,459</u></b>	

## **ANIMAL CONTROL**

The Animal Control Unit is responsible for the enforcement of local animal control ordinances, and picking up stray, lost, and unlicensed animals. Additionally, they investigate all incoming community animal complaints. The Unit consists of three (3) civilian Animal Control Officers (ACO) employees. On average, these Officers respond to 40 calls for service a day and return 30 to 40 telephone calls each day. They also deliver 35 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. Animal Control Services include; attending to injured animals, removing dead animals from the roadway and neighborhoods, responding to animal bite complaints, and responding to stray dogs and vicious animals. Animal Control personnel also respond to animal welfare complaints including abuse and cruelty. The Animal Control Officers have the authority to issue violations for animal ordinance violations that they witness.

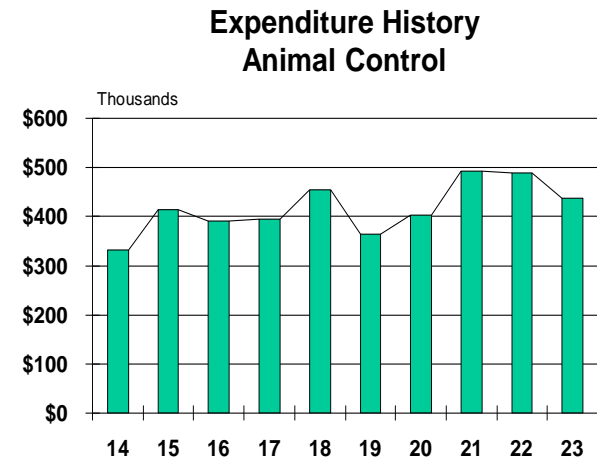
As a public service, Animal Control Officers assist citizens with advice on how to care for their animals along with referring them to low cost programs available for veterinarian care.

## ANIMAL CONTROL

### Fiscal 2025 Performance Objectives

1. To provide investigative service and education to the community with regard to stray, lost, unlicensed or dead animals.
2. To expand pet food programs by hosting more events.
3. To implement a computer program to track animal-related incidents.
4. To provide enforcement of ordinances pertaining to all animals.
5. To encourage citizens to transport sick or injured animals to the Macomb County Animal shelter whenever possible.
6. To develop relationships with area Veterinary doctors and hospitals to help with the care and relocation of animals.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Animal Control calls for service	4,234	4,100	4,300	4,300
Number of miles driven per year	31,456	80,000	35,000	40,000
Stray animals picked up	620	1,600	850	900
Dead animals handled	525	1,000	750	800
Animals given up by owner	87	65	80	90
SNR cats	283	350	300	325



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - ANIMAL CONTROL</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Animal Control Officer	3	\$ 65,671	3	\$ 68,298	3	\$ 68,298		
Temporary Employee		-		-				
Overtime	—	7,000	—	7,000	—	7,000		
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>			

(a) Wage rates are based on Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>ANIMAL CONTROL</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 157,231	\$ 89,677	\$ 197,784	\$ 197,784	Permanent Employees	\$ 206,472	\$ 206,472	
1,328	-	-	-	Temporary Employee	-	-	
-	-	7,000	7,000	Overtime	7,000	7,000	
				<b>Employee Benefits:</b>			
12,084	6,843	16,315	16,315	Social Security	17,381	17,381	
34,381	21,258	65,992	65,992	Employee Insurance	69,826	69,826	
48,568	24,679	49,938	49,938	Retiree Health Insurance	48,486	48,486	
-	-	6,062	6,062	Bonus/Sick Redemption	9,459	9,459	
1,508	1,313	1,314	1,314	Longevity	2,732	2,732	
78,338	37,851	78,600	78,600	Retirement Fund	78,843	78,843	
1,139	1,140	1,140	1,140	Clothing	1,500	1,500	
4,169	755	5,500	5,500	<b>Operating Supplies</b>	6,000	6,000	
				<b>Other Services and Charges:</b>			
95,018	34,685	135,500	135,500	Animal Collection	156,000	156,000	
3,000	2,720	3,500	3,500	Vehicle Maintenance	6,000	6,000	
<u>\$ 436,764</u>	<u>\$ 220,921</u>	<u>\$ 568,645</u>	<u>\$ 568,645</u>	<b>Total Animal Control</b>	<u>\$ 609,699</u>	<u>\$ 609,699</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 (FEMA), the Department of Homeland Security (DHS), 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:

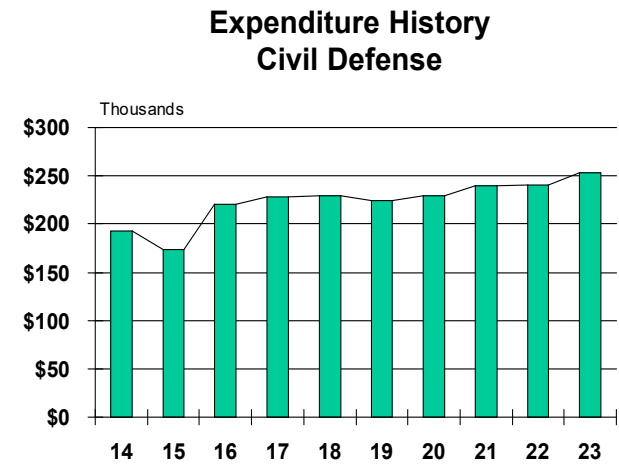
- \* Coordinates the emergency management plans and operations for the City of Warren.
- \* Maintains disaster response and recovery programs in the event of any type of disaster.
- \* Coordinates the training of personnel in emergency planning, disaster response and recovery operations.
- \* Coordinates 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 2025 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. To maintain the warning system and sirens within the City of Warren.
4. To coordinate training and planning for an emergency or disaster and assist with the recovery process for the incident.
5. To 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. To provide public schools, local churches and local businesses with security and building assessments upon request.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Responses to disaster or emergency incidents	9	22	20	22
Emergency operation plans reviewed	5	55	40	40
Michigan State Police Emergency Management Division meetings attended	13	25	26	25
Macomb County Emergency Management Meetings attended	11	25	25	25
MSP emergency management training classes attended	10	25	25	25
Functional/full-scale exercises	2	6	5	6
Orientation/table top preparation exercises	4	15	10	15
Hazard analysis & risk assessment	2	30	12	20
Chemical inventory reports processed	8	22	20	22





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	\$ 110,395	1	\$ 110,395	1	\$ 110,395		
Overtime	—	8,000	—	8,000	—	8,000		
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 6/30/24.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>CIVIL DEFENSE</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 109,605	\$ 51,597	\$ 104,401	\$ 104,401	Police Officer	\$ 110,035	\$ 110,035	
4,999	3,600	8,000	8,000	Overtime	8,000	8,000	
-	-	100	100	Shift Premium	100	100	
				<b>Employee Benefits:</b>			
950	-	950	950	Gun Allowance	950	950	
-	600	600	600	Education Allowance	600	600	
202	600	600	600	Cleaning Allowance	2,100	2,100	
1,780	1,069	1,831	1,831	Social Security	1,983	1,983	
6,204	2,788	6,400	6,400	Holiday Pay	7,140	7,140	
25,054	14,404	24,150	24,150	Employee Insurance	25,431	25,431	
47,503	19,008	38,013	38,013	Retiree Health Insurance	43,163	43,163	
-	-	2,400	2,400	Bonus/Sick Redemption	5,040	5,040	
2,720	-	2,720	2,720	Longevity	2,720	2,720	
38,359	18,822	37,648	37,648	Retirement Fund	41,375	41,375	
750	750	750	750	Uniforms	-	-	
				<b>Supplies:</b>			
1,378	-	2,500	2,500	Operating Expense	2,500	2,500	
				<b>Other Services and Charges:</b>			
11,775	5,968	15,000	15,000	Contractual Services	15,000	15,000	
1,301	568	1,600	1,600	Public Utilities	1,800	1,800	
\$ 252,580	\$ 119,774	\$ 247,663	\$ 247,663	<b>Total Civil Defense</b>	\$ 267,937	\$ 267,937	

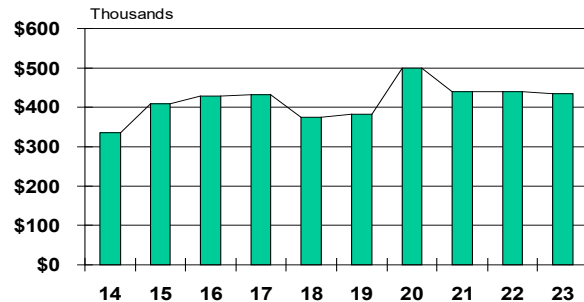
## DEPARTMENT OF PUBLIC SERVICE

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</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>
Director of Public Services	1	\$ 133,173	1	\$ 133,173	1	\$ 133,173		
Administrative Supervisor	1	82,409	1	82,409	1	82,409		
Office Coordinator Public Service	1	85,382	1	88,797	1	88,797		
Administrative Clerk	<u>1</u>	58,622	<u>1</u>	60,967	<u>1</u>	60,967		
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/24 and Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>PUBLIC SERVICES DIRECTOR</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 129,791	\$ 59,255	\$ 133,693	\$ 133,693	Appointed Official	\$ 140,909	\$ 140,909	
140,610	71,199	227,297	227,297	Permanent Employees	238,114	238,114	
-	-	-	-	Temporary/Co-op	-	-	
-	5,463	5,465	-	Overtime	-	-	
				<b>Employee Benefits:</b>			
21,608	10,652	29,316	29,316	Social Security	30,759	30,759	
57,821	32,832	91,174	91,174	Employee Insurance	96,566	96,566	
26,804	13,394	28,633	28,633	Retiree Health Insurance	28,065	28,065	
5,968	-	12,794	12,794	Bonus/Sick Redemption	13,367	13,367	
7,938	4,572	7,973	7,973	Longevity	8,020	8,020	
1,000	1,050	1,400	1,400	Clothing Allowance	1,600	1,600	
28,531	14,154	38,317	38,317	Retirement Fund	40,203	40,203	
3,241	691	6,300	6,300	<b>Office Supplies</b>	4,000	4,000	
				<b>Other Services and Charges:</b>			
1,103	654	2,000	2,000	Postage	2,000	2,000	
-	-	600	600	Vehicle Maintenance	750	750	
989	432	1,567	1,567	Telephone & Radio	1,722	1,722	
				<b>Capital Outlay:</b>			
7,952	-	-	-	Office Equipment	-	-	
<u>\$ 433,356</u>	<u>\$ 214,348</u>	<u>\$ 586,529</u>	<u>\$ 581,064</u>	<b>Total Public Services Director</b>	<u>\$ 606,075</u>	<u>\$ 606,075</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, addresses as well as overseeing the implementation of Geographic Info System (GIS) programs to various City departments. All such records are available to residents, prospective developers, builders, architects and engineers. 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 as well as large private developments.

To meet the demands of the City, its businesses, and residents, the Engineering Division is organized into four functional areas, which are:

- **Field Engineering:** provides electronic survey data of existing conditions; inspects City contracted infrastructure system improvements and privately contracted work within City right-of-way and easements; inspects the condition of all City streets and sidewalks; investigates citizen complaints.
- **GIS/Drafting/Mapping:** utilizes field-generated survey data to draft proposed infrastructure system improvements; updates City infrastructure maps and GIS maps and programs for proper viewing/distribution; records all municipal underground utility locations; and provides construction standards and City-owned utility information to the public.
- **Civil Engineering:** assesses existing conditions; prioritizes infrastructure system improvements; determines feasibility of design options; implements the optimal design option; manages the contract bid process; provides contract oversight and administration; performs reviews of all proposed private site work within the City and issues permits for that work.
- **Office Management:** maintains parcel, private development, and City contract records; manages personnel; monitors and posts necessary cost accounting information; effectively communicates proposed programs and projects to other City departments and the public; interacts regularly with citizens regarding infrastructure and roadway complaints and concerns.

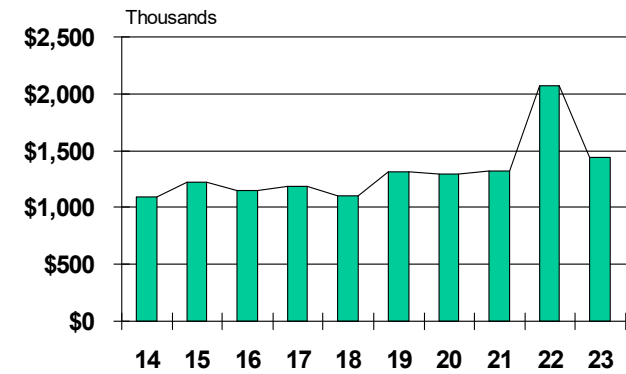
## ENGINEERING DIVISION

### Fiscal 2025 Performance Objectives

1. Implementation of GIS based mapping programs for City Departments.
2. To maintain and provide updated public utility information to residents, business owners, developers and all City departments.
3. Implementation of the annual sidewalk repair program to repair defective sidewalk in the City.
4. Ensure proper inspection of private/public construction within the City.
5. To continue implementation of the local roadway repair program.
6. To facilitate repair of known and unknown illicit connections to the City's storm sewer and ultimately the waters of the State.
7. To provide restoration to sanitary/water repair locations within the City.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Engineering and inspection revenues	\$82,769	\$70,000	\$80,000	\$80,000
Private and public engineering permits	105	100	90	100
Planning reviews	80	120	80	90
Site plan reviews	462	400	600	600
Sign permit structural reviews	14	20	20	20
Resident complaint evaluations	565	650	500	500
Sidewalk locations inspected & repaired	256	500	300	300
Street repairs	150	180	150	150
Sanitary/Water locations – repair/restoration	609	400	500	500
Storm water drain connections/repairs	12	15	15	15
Illicit connection, evaluation, review and remediation	1	2	1	1

**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 Design Specialist	1	\$ 78,375	1	\$ 81,510	1	\$ 81,510		
Engineering Clerical Technician	1	62,919	1	65,436	1	65,436		
<u>Engineering Field:</u>								
Engineering Field Supervisor	1	92,976	1	92,976	1	92,976		
Engineering Technician	1	80,580	1	83,804	1	83,804		
Construction Specialist	1	76,170	1	79,207	1	79,207		
Engineering Specialist	1	59,052	1	61,423	1	61,423		
Temporary Employees - Inspections		148,000		148,000		148,000		
Temporary Employee - Engineer		74,000		80,000		80,000		
Overtime - Clerical		500		1,000		1,000		
Overtime - Engineers & Inspectors	—	130,000	—	130,000	—	130,000		
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Warren Supervisors contract that expires 6/30/24 and Local 227 contract that expires 6/30/25.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>ENGINEERING AND INSPECTIONS</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 312,122	\$ 187,623	\$ 401,947	\$ 401,947	Engineers & Inspectors	\$ 406,679	\$ 406,679	
59,896	30,942	63,165	63,165	Permanent Employees - Clerical	65,940	65,940	
16,200	-	148,000	148,000	Temporary Employees- Inspection	148,000	148,000	
-	-	74,000	74,000	Temporary Employee- Engineer	80,000	80,000	
122,153	79,484	130,000	130,000	Overtime - Engineers & Inspectors	130,000	130,000	
-	-	500	500	Overtime - Clerical	1,000	1,000	
				<b>Employee Benefits:</b>			
39,563	23,735	64,683	64,683	Social Security	66,342	66,342	
99,766	72,918	179,211	179,211	Employee Insurance	188,590	188,590	
75,939	39,137	78,953	78,953	Retiree Health Insurance	76,564	76,564	
3,244	6,029	14,432	14,432	Bonus/Sick Redemption	21,648	21,648	
9,554	6,800	11,283	11,283	Longevity	11,462	11,462	
181,931	92,471	188,472	188,472	Retirement Fund	188,000	188,000	
1,449	2,100	2,100	2,100	Uniforms/Clothing	2,400	2,400	
15,920	15,887	43,600	43,600	<b>Office Supplies</b>	30,000	30,000	
				<b>Other Services and Charges:</b>			
259,349	99,947	240,000	240,000	Contractual Services	232,775	232,775	
6,193	1,800	23,500	23,500	Contractual Services - Software Services	14,200	14,200	
33,756	14,847	374,000	374,000	Contractual Services - Inspectors	173,800	173,800	
596	333	800	800	Postage	800	800	
580	637	1,620	500	Telephone & Radio	5,256	5,256	
21,372	9,782	25,000	25,000	Auto Expense	25,000	25,000	
8,095	520	13,250	13,250	Memberships and Dues	13,250	13,250	
159,530	82,962	165,923	165,923	Transfer to W&S System/Engineering Svcs.	175,653	175,653	
				<b>Capital Outlay:</b>			
-	96,628	145,710	145,710	Equipment - Vehicles	59,000	59,000	
5,058	308	10,000	10,000	Equipment - Survey Equipment	10,000	10,000	
9,937	-	-	-	Equipment - Office	25,000	25,000	
<u>\$ 1,442,203</u>	<u>\$ 864,890</u>	<u>\$ 2,400,149</u>	<u>\$ 2,399,029</u>	<b>Total Engineering and Inspections</b>	<u>\$ 2,151,359</u>	<u>\$ 2,151,359</u>	

## **BUILDING INSPECTIONS DIVISION**

Fiscal year 2023 was a continuation of robust building activity with 9,474 permits issued indicating substantial reinvestment within the City. This continued level of activity reflects the vitality of our residential and business community. Construction valuation amounted to \$304,649,530. Total Building Division permit fees collected amounted to \$4,628,277 with the cannabis industry receipts totaling \$1,404,420 indicating that cannabis continues to be a strong viable industry in Warren.

The Building 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 plays a significant role in the image presented by the building to the surrounding neighborhood. ADA Compliance and inspection will help to promote a barrier free environment for disabled persons using the City and its commercial buildings.

The Building Division will aggressively pursue code enforcement of new ordinances, including the Michigan Medical Marihuana Act (MMMA), the Medical Marihuana Facilities Licensing Act (MMFLA), and the Michigan Regulation and Taxation of Marihuana Act, (aka Recreational Marihuana). We will also monitor vacant commercial/industrial properties. Enforcement is coordinated with Zoning, Rental, Assessing and Property Maintenance Inspectors along with Fire and Police.

The Certificate of Compliance program for new businesses or changes in the use of existing commercial buildings has proven to be very effective in getting code violations corrected and properties properly upgraded. The inspection program added 277 new or recertified businesses established in new and/or existing buildings for fiscal year 2023.

Building Division personnel are trained and licensed professionals monitored by the State of Michigan's Bureau of Construction Codes. The Building Director monitors the training and advanced education of all inspectors employed by the City, as required by the State. Technical improvements, along with team building, are a top priority. The Building Division has implemented its International Code Council (ICC) Certification Programing for all new and existing employees. The improvement will increase the Building Division's general knowledge base along with helping to increase our accreditation score that contributes to improving the City's overall score for lower insurance rates for its residents and businesses.

The Building Division met its highest priority goal in fiscal 2023 by transitioning to on-line permitting and on-line inspection requests. With the City's decision to move forward with a cloud based information services platform, a real time field inspection program utilizing surface pro 8 tablets to complete all inspections remotely in a paperless environment which will save approximately 4,800 man hours per year is estimate to be completed Spring of 2025.

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.

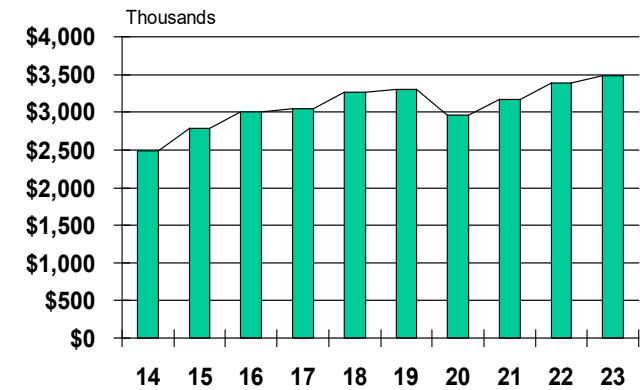
## **BUILDING INSPECTIONS DIVISION**

### **Fiscal 2025 Performance Objectives**

1. To promptly investigate citizen complaints for eyesores.
2. To improve permit application process, including paperless applications.
3. To promote a safe Marihuana Industry by code compliance and revised ordinances
4. To remove unsafe structures under the Nuisance Abatement program.
5. To monitor new construction and demolition projects.
6. To continue manufactured housing community inspections, including vigorous State and local ordinance enforcement.
7. To continue mandatory employee training and improvement of job performances.
8. To continue to create a model Building Department that will set the standard for Southeast Michigan.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Nuisance abatement inspections	74	250	120	170
Certificates of Compliance - commercial	277	300	300	325
City Certification - residential	448	310	475	500
Building permits	2,118	2,250	2,200	2,200
Plumbing permits	1,218	1,250	1,220	1,230
Electrical permits	2,628	1,750	2,600	2,700
Mechanical permits	2,374	2,450	2,400	2,400
Demolition permits	49	50	75	75
Miscellaneous permits	1,087	1,250	1,150	1,200
Building inspections	6,603	600	6,600	6,650
Plumbing inspections	5,500	4,750	5,400	5,500
Electrical inspections	6,082	6,750	6,000	6,200
Mechanical inspections	5,428	5,250	5,500	5,500
Zoning inspections	4,822	6,500	5,000	5,100
Zoning Board of Appeals – applications	101	125	110	110
Plan reviews	673	625	650	660
Demolition inspections	71	135	100	110
Court violations	936	700	800	700
Mobile home park investigations	88	90	100	140
Medical Marihuana (MMMA) licenses	53	8	48	45
Medical Marihuana (MMFLA) licenses	83	65	85	90
Adult Use Marihuana (MRTMA) licenses	152	170	175	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 & Safety Engineering	1	\$ 124,146	1	\$ 124,146	1	\$ 124,146		
Building Plan Examiner	1	94,822	1	94,822	1	94,822		
Assistant Plans Examiner - Building	1	77,519	1	77,519	1	77,519		
<u>Chief Inspectors:</u>								
Electrical	1	90,615	1	90,615	1	90,615		
Building	1	90,615	1	90,615	1	90,615		
Plumbing	1	90,615	1	90,615	1	90,615		
Zoning	1	90,615	1	90,615	1	90,615		
Mechanical/Heating Inspector	1	90,615	1	90,615	1	90,615		
<u>Inspectors:</u>								
Zoning	6	77,519	6	80,620	6	80,620		
Building	2	77,519	2	80,620	2	80,620		
Plumbing	1	77,519	1	80,620	1	80,620		
Electrical	2	77,519	2	80,620	2	80,620		
Mechanical/Heating Inspector	2	77,519	2	80,620	2	80,620		
<u>Clerical:</u>								
Senior Administrative Secretary	1	68,257	1	70,987	1	70,987		
Administrative Clerical Technician	2	62,919	2	65,436	2	65,436		
Administrative Clerk	2	58,622	2	60,967	2	60,967		
Office Assistant	1	42,206	1	43,894	1	43,894		
Temporary Employees - Inspections		175,000		175,000		175,000		
Temporary/Co-op		95,000		95,000		95,000		
Overtime - Clerical		5,000		5,000		5,000		
Overtime - Inspectors	—	70,000	—	70,000	—	70,000		
Total Personnel	<u>27</u>		<u>27</u>		<u>27</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>BUILDING INSPECTIONS</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 106,057	\$ 53,988	\$ 124,630	\$ 124,630	Supervisory	\$ 131,357	\$ 131,357	
1,249,914	698,878	1,600,211	1,600,211	Inspectors	1,717,880	1,717,880	
192,730	45,799	354,924	354,924	Permanent Employees - Clerical	370,518	370,518	
88,582	11,059	175,000	175,000	Temporary Employees- Inspection	175,000	175,000	
49,623	45,466	95,000	95,000	Temporary/Co-op	95,000	95,000	
75,388	38,986	70,000	70,000	Overtime - Inspectors	70,000	70,000	
2,489	2,610	5,000	5,000	Overtime - Clerical	5,000	5,000	
				<b>Employee Benefits:</b>			
137,398	71,381	194,175	194,175	Social Security	202,801	202,801	
398,317	230,502	683,521	683,521	Employee Insurance	705,316	705,316	
281,160	141,530	292,885	292,885	Retiree Health Insurance	285,535	285,535	
32,311	23,664	69,589	69,589	Bonus/Sick Redemption	37,367	37,367	
27,251	21,061	34,023	34,023	Longevity	34,691	34,691	
6,600	7,379	9,450	9,450	Clothing	10,800	10,800	
421,894	206,143	467,432	467,432	Retirement Fund	470,514	470,514	
11,273	6,153	15,000	15,000	Fees and Per Diem	32,000	32,000	
30,869	8,670	47,000	47,000	<b>Office Supplies</b>	39,000	39,000	
				<b>Other Services and Charges:</b>			
5,223	1,950	15,000	15,000	Postage	7,500	7,500	
2,598	498	19,775	19,775	Telephone & Radio	24,300	24,300	
				Nuisance Abatements:			
5,820	1,700	12,000	12,000	Title Search	15,000	15,000	
-	-	25,000	25,000	Demolition Expense	25,000	25,000	
66,543	48,957	204,000	204,000	Contractual Services	151,500	151,500	
4,968	-	14,800	14,800	Software Services	17,360	17,360	
18,656	7,594	37,000	37,000	Vehicle Maintenance	38,000	38,000	
-	-	-	-	Conferences and Workshops	24,715	24,715	
				<b>Capital Outlay:</b>			
58,993	-	17,000	17,000	Equipment - Office	90,000	90,000	
199,873	120,453	141,400	134,000	Equipment - Vehicles	120,000	120,000	
<b>\$ 3,474,530</b>	<b>\$ 1,794,421</b>	<b>\$ 4,723,815</b>	<b>\$ 4,716,415</b>	<b>Total Building Inspections</b>	<b>\$ 4,896,154</b>	<b>\$ 4,896,154</b>	

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

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

As of June 2008, D.P.W. has absorbed Sanitation and Water along with its mechanics to consolidate all City repairs inside the D.P.W. Garage. In 2010, maintenance of fire apparatus equipment was added. 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 15<sup>th</sup>, 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.

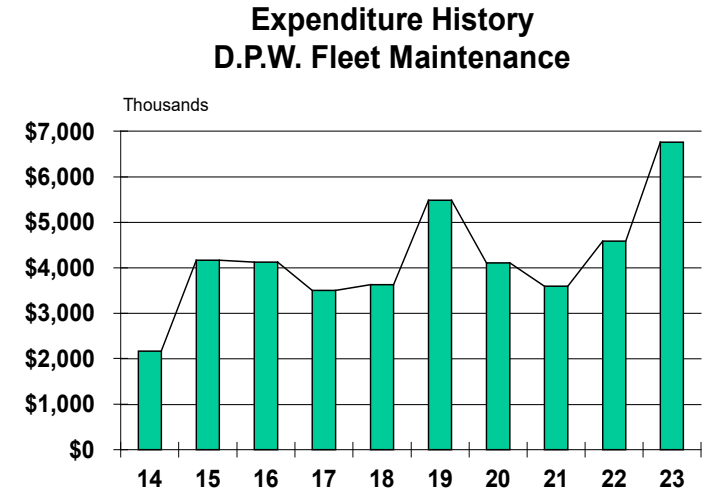
The employees that make up this section have been able to provide on-time preventive maintenance and an improved fleet, while doing the majority of repairs and maintenance in-house.

## D.P.W. FLEET MAINTENANCE

### Fiscal 2025 Performance Objectives

1. To provide and arrange new vehicle technical training for ever-increasing diagnosis changes.
2. To maintain a high level of maintenance at the best price possible through competitive bids.
3. To continue the fleet consolidation program.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
3,000 mile maintenance cycles/Police vehicles	400	500	400	400
6 Months maintenance cycles/all other vehicles	300	350	300	300
Pre-season maintenance street sweepers	5	4	5	5
Pre-season maintenance salt trucks	50	50	50	50
Lube, oil, filter	500	500	500	500
Brakes	600	600	600	600
Tires-occurrences	750	750	750	750
Tune-ups	15	30	15	15
Transmissions	20	40	20	20
Road calls	150	350	150	150
A/C recycling/recovery service	85	85	85	85
Miscellaneous minor repairs	6,000	6,000	6,000	6,000



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	\$ 95,305	1	\$ 95,305	1	\$ 95,305		
Fleet Maintenance Mechanic	11	78,832	11	81,994	11	81,994		
Parts Clerk Technician	1	65,583	1	68,204	1	68,204		
Heavy Duty Truck & Auto Mechanic Trainee	2	43,056	2	44,783	2	44,783		
Custodian	1	43,056	1	44,783	1	44,783		
Temporary Employees		40,000		80,000		80,000		
Overtime - Temporary		3,500		5,500		5,500		
Overtime - Mechanics	—	100,000	—	100,000	—	100,000		
<b>Total Personnel</b>	<u>16</u>		<u>16</u>		<u>16</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/24 and Local 227 contract that expires 6/30/25.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>D. P. W. FLEET MAINTENANCE</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 941,941	\$ 443,387	\$ 1,171,616	\$ 1,171,616	Mechanics Wages	\$ 1,223,684	\$ 1,223,684	
27,426	12,316	40,000	40,000	Temporary Employees	80,000	80,000	
40,175	14,970	100,000	100,000	Overtime - Mechanics	100,000	100,000	
249	109	5,500	5,500	Overtime - Clerical/Temporary	5,500	5,500	
				<b>Employee Benefits:</b>			
79,275	37,230	106,086	106,086	Social Security	112,383	112,383	
209,956	110,713	388,667	388,667	Employee Insurance	410,632	410,632	
194,779	97,912	200,869	200,869	Retiree Health Insurance	198,029	198,029	
15,944	15,766	25,621	25,621	Bonus/Sick Redemption	26,688	26,688	
27,514	6,800	38,220	38,220	Longevity	26,565	26,565	
283,320	135,669	302,791	302,791	Retirement Fund	6,400	6,400	
4,386	4,200	5,600	5,600	Uniforms/Clothing	321,229	321,229	
				<b>Supplies:</b>			
135,671	53,977	410,750	410,750	Operating Supplies	410,700	410,700	
166,066	72,840	200,000	200,000	Gasoline & Diesel Oil	305,000	305,000	
				<b>Other Services and Charges:</b>			
249,560	97,453	1,509,300	1,509,300	Contractual Services	709,300	709,300	
919,817	424,625	1,000,000	1,000,000	Tree Maintenance	1,007,500	1,007,500	
6,817	2,062	19,000	19,000	Telephone & Radio	12,600	12,600	
997,315	441,385	1,750,000	1,750,000	Vehicle Maintenance Expense	1,750,000	1,750,000	
92,847	31,052	140,000	140,000	Public Utilities	140,000	140,000	
17,989	7,412	314,500	314,500	Building & Grounds Maintenance	142,250	142,250	
-	-	76,905	76,905	Reimbursement to Major Streets	78,275	78,275	
-	-	106,905	106,905	Reimbursement to Local Streets	88,274	88,274	
				<b>Capital Outlay:</b>			
126,912	2,806	1,307,050	1,307,050	Capital Improvements	100,000	100,000	
2,221,736	1,100,729	3,111,234	3,104,634	Equipment & Machinery	418,000	418,000	
<b><u>\$ 6,759,695</u></b>	<b><u>\$ 3,113,413</u></b>	<b><u>\$ 12,330,614</u></b>	<b><u>\$ 12,324,014</u></b>	<b>Total D.P.W. Fleet Maintenance</b>	<b><u>\$ 7,673,009</u></b>	<b><u>\$ 7,673,009</u></b>	

## **BUILDING MAINTENANCE**

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

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

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

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

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

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 as well as the Mayor's office and Police substation at Civic Center South. 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 37<sup>th</sup> District Court, parking structure and libraries are the main concern of the Building and Grounds Maintenance Division, this division will also assist in both inside and outside maintenance at other City owned buildings.

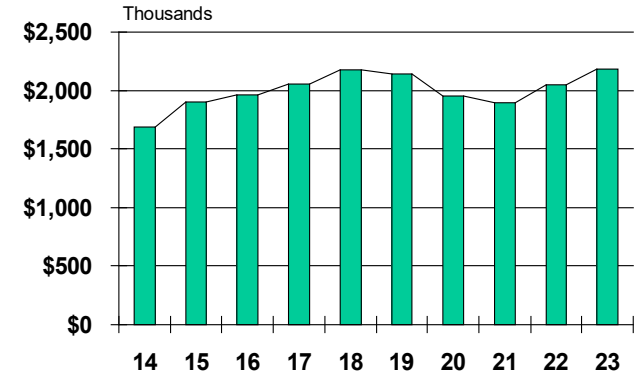
## BUILDING MAINTENANCE

### Fiscal 2025 Performance Objectives

1. To maintain City Hall, parking structure, 37<sup>th</sup> 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 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 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	4	4	4	4
Grass cutting	28	28	30	30
Emergency generator exercise	52	104	104	104
Sump pump maintenance	4	4	4	4
Emergency lighting maintenance	4	4	4	4
Fire extinguisher maintenance	12	12	12	12
U.P.S. battery checks	4	-	-	-
Gas tank checks	12	12	12	12
Snow removal	25	25	25	25
Boiler maintenance	25	25	25	25
Boiler pump maintenance	4	4	4	4
U.P.S. battery replacement	-	-	-	-
Ship files to Water Garage storage	15	15	20	20
Work request orders	120	150	150	150

**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	\$ 105,000	1	\$ 105,000	1	\$ 105,000		
Foreman	1	82,430	1	82,430	1	82,430		
Building Maintenance Specialist	4	66,934	4	69,618	4	69,618		
Custodian	13	43,056	13	44,782	13	44,782		
Administrative Clerk	<u>1</u>	58,622	<u>1</u>	60,967	<u>1</u>	60,967		
Temporary Employees		-		25,000		25,000		
Overtime	—	36,000	—	36,000	—	36,000		
Total Personnel	<u>20</u>		<u>20</u>		<u>20</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

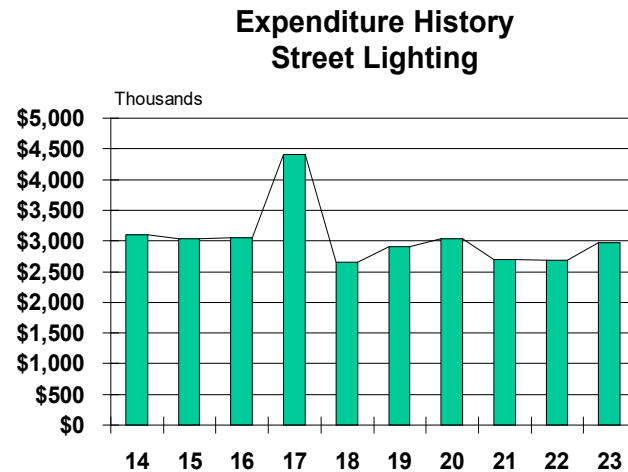
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>BUILDING MAINTENANCE</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 92,885	\$ 52,096	\$ 105,410	\$ 105,410	Superintendent	\$ 111,099	\$ 111,099	
774,952	397,011	1,004,631	1,004,631	Permanent Employees	1,051,384	1,051,384	
-	-	-	-	Temporary Employees	25,000	25,000	
4,324	4,212	36,000	36,000	Overtime	36,000	36,000	
				<b>Employee Benefits:</b>			
68,160	35,835	92,253	92,253	Social Security	98,542	98,542	
246,571	166,039	474,049	474,049	Employee Insurance	463,624	463,624	
172,755	86,628	178,329	178,329	Retiree Health Insurance	175,997	175,997	
11,221	3,804	25,705	25,705	Bonus/Sick Redemption	24,007	24,007	
14,710	6,800	26,805	26,805	Longevity	26,435	26,435	
461,137	218,298	470,759	470,759	Retirement Fund	462,193	462,193	
4,591	5,950	7,000	7,000	Uniforms/Clothing	8,000	8,000	
48,749	22,331	103,040	103,040	<b>Operating Supplies</b>	100,000	100,000	
				<b>Other Services and Charges:</b>			
51,638	16,036	114,000	114,000	Maintenance Supplies	115,000	115,000	
145,911	61,724	184,650	184,650	Contractual Services	190,000	190,000	
-	1,500	30,000	30,000	Community Landscapping	30,000	30,000	
421	-	1,110	1,110	Telephone and Radio	810	810	
6,343	2,826	10,000	10,000	Vehicle Maintenance	10,000	10,000	
				<b>Capital Outlay:</b>			
48,041	35,170	50,000	50,000	Vehicles	-	-	
35,998	-	50,000	50,000	Equipment - Maintenance	18,500	18,500	
<u>\$ 2,188,407</u>	<u>\$ 1,116,260</u>	<u>\$ 2,963,741</u>	<u>\$ 2,963,741</u>	<b>Total Building Maintenance</b>	<u>\$ 2,946,591</u>	<u>\$ 2,946,591</u>	

## STREET LIGHTING

The City of Warren currently has approximately 11,700 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.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>HIGHWAY STREET LIGHTING</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 2,967,447	\$ 1,311,062	\$ 3,300,000	\$ 3,300,000	Street Lighting	\$ 3,700,000	\$ 3,700,000	
<u>\$ 2,967,447</u>	<u>\$ 1,311,062</u>	<u>\$ 3,300,000</u>	<u>\$ 3,300,000</u>	<b>Total Street Lighting</b>	<u>\$ 3,700,000</u>	<u>\$ 3,700,000</u>	

## **PLANNING**

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

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

The basic tools of the Planning Director are the zoning ordinance (Ordinance No. 30, as amended), the Master Plan, Subdivision Regulations, other related City codes and ordinances, and State of Michigan enabling laws, as well as resources such as APA, MAP, 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, land divisions, 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.



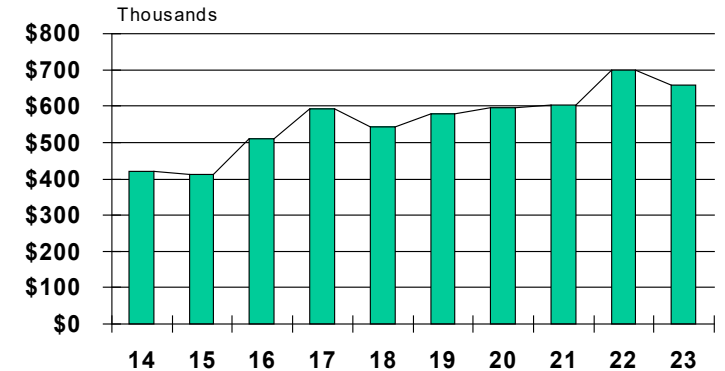
# PLANNING

## Fiscal 2025 Performance Objectives

1. To continue working on the zoning ordinance, zoning maps, and zoning atlas updates.
2. To continue working on the Van Dyke Corridor Plan with the consultants, and assist in the development of recommendations for the corridor.
3. To continue working in coordination with Economic Development and MEDC until the City obtains RRC Certification.
4. To begin work on a non-motorized transportation plan & a green space conservation plan.
5. To continue to improve site plan review and recommendation process and update applications.
6. To continue working with City Departments to development and utilize ArcGIS for planning purposes.
7. To provide planning information and assistance to the Mayor's office and other departments and boards (e.g. ZBA, by providing Zoning Impact Statements).
8. To assist DDA and TIFA with planning and implementing their tax increment finance and development plans, and CDBG in their economic development efforts in South Warren.
9. To continue working on the Village Historic District Plan.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Planning Commission public meetings	22	24	22	24
Site plan/minor amendments reviewed	70	90	84	90
Rezoning and conditional rezoning petitions reviewed	10	12	12	12
Lot splits reviewed for PC/City Council	4	3	3	3
Tabled items reviewed and submitted more than once	18	20	19	20
Bond release inspections	45	50	57	50
Bond releases processed	38	45	32	45
Amendments to zoning ordinance	3	2	2	2
Public Hearing notices mailed	10,111	9,671	9,355	9,671
Alley and street vacations reviewed	4	4	4	4
Lot splits & combinations approved	41	30	46	30
Special land use permits reviewed	2	7	6	7
Office customers served	1,500	1,500	1,675	1,500
City Council meetings attended by Director or staff planner	15	15	15	15
DDA meetings	8	8	8	8
General public inquires	9,500	10,000	9,924	10,000
Impact statements for ZBA	12	14	14	14
CDBG Technical Committee meetings	16	16	24	16
TIFA meetings	12	12	12	12
Acreage parcel splits approved	3	3	7	3
Planned unit development meetings	0	1	1	1
Environmental Advisory Committee	-	-	-	-
Regional planning meetings attended	10	10	10	10
Easement Vacations and Site Condos	4	4	4	4
Miscellaneous	70	70	60	70

### Expenditure History Planning



GENERAL FUND PERSONNEL

<u>PLANNING COMMISSION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>By Mayor(a)</u>		<u>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	\$ 113,164	1	\$ 113,164	1	\$ 113,164		
Assistant Planning Director	-	-	1 (c)	102,646	1 (c)	\$ 102,646		
Planner III	1	100,518	- (c)	-	- (c)	-		
Assistant Planner	2	79,279	2	82,450	2	82,450		
Office Coordinator	1	85,382	1	88,797	1	88,797		
Administrative Clerk	1	58,622	1	60,967	1	60,967		
Office Assistant	1	42,206	1	43,894	1	43,894		
Temporary/Co-op - Planning Aide		35,360		10,000		10,000		
Overtime	—	5,000	—	9,000	—	9,000		
Total Personnel	<u>7</u>		<u>7</u>		<u>7</u>			

(a) Wage rates are based on Local 412 Unit 35, Warren Supervisors and Local 227 contracts that expire 6/30/24.

(c) Reclassification from Planner III to Assistant Planning Director.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>PLANNING</b>			
				<b>Personnel Services:</b>			
\$ 110,291	\$ 56,147	\$ 113,606	\$ 113,606	Appointed Official	\$ 119,737	\$ 119,737	
236,928	120,113	447,026	447,026	Permanent Employees	448,321	448,321	
23,760	-	35,360	35,360	Temporary - Planning Aide	10,000	10,000	
4,370	5,696	5,000	5,000	Overtime	9,000	9,000	
12,000	5,025	19,275	19,275	Meeting Allowance	33,410	33,410	
				<b>Employee Benefits:</b>			
30,297	14,619	48,463	48,463	Social Security	48,010	48,010	
62,990	32,644	185,902	185,902	Employee Insurance	195,522	195,522	
50,776	25,558	55,186	55,186	Retiree Health Insurance	53,913	53,913	
12,784	6,894	21,124	21,124	Bonus/Sick Redemption	20,391	20,391	
5,222	-	8,810	8,810	Longevity	17,197	17,197	
1,350	1,750	2,450	2,450	Clothing	2,800	2,800	
43,594	22,310	65,934	65,934	Retirement Fund	68,199	68,199	
11,270	3,709	18,550	18,550	<b>Office Supplies</b>	17,860	17,860	
				<b>Other Services and Charges:</b>			
4,488	2,263	8,000	8,000	Postage	8,000	8,000	
9,000	3,600	311,200	311,200	Contractual Services	22,500	22,500	
125	-	1,000	1,000	Vehicle Maintenance	500	500	
7,266	300	16,000	16,000	Printing & Publishing	16,000	16,000	
18,913	18,421	20,950	20,950	Membership & Dues	20,950	20,950	
				<b>Capital Outlay:</b>			
-	-	-	-	Vehicles	-	-	
11,524	-	-	-	Office Equipment	-	-	
<u>\$ 656,948</u>	<u>\$ 319,049</u>	<u>\$ 1,383,836</u>	<u>\$ 1,383,836</u>	<b>Total Planning</b>	<u>\$ 1,112,310</u>	<u>\$ 1,112,310</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
- Indigent Defense Fund
- Tax Increment Finance Authority

## **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.

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 2025 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 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Debris & branch pick ups	1,015	800	1,000	1,000
Catch basin inspection/repairs	74	100	100	100
Catch basin cleaning/jetting	303	250	300	300
Chloride	41	35	40	40
Potholes	324	350	350	350
Catch basin covers	10	50	50	50
Ditching	6	25	25	25
Grading/gravel	58	50	75	75
Pavement problems	197	200	200	200
Snowplowing/salting	822	800	850	850
Street stop signs	38	50	50	50
Sweeping	23	30	30	30
Street traffic Signs	187	250	250	250
Sidewalk cold patch/milling	41	75	60	60
Rear yard drainage repair	39	50	50	50
Flooding problems	16	40	30	30
Graffiti location	21	5	15	15
Culvert jetting/repairs	12	15	15	15
Weed spraying	2	10	10	10
Pavement seal patching	3	10	10	10
Tree trimming/stumping/tree removal	1,425	1,500	1,750	1,750
Mosquito pellets	4	125	75	75
Miscellaneous	82	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	\$ 111,376	1	\$ 111,376	1	\$ 111,376		
DPW Associate Manager	1	95,305	1	95,305	1	95,305		
Foreman	2	84,303	2	87,672	2	87,672		
General Maintenance Specialist	23	68,828	23	71,573	23	71,573		
Office Coordinator	1	85,382	1	88,797	1	88,797		
Account Technician	1	65,778	1	68,409	1	68,409		
Fleet Assistant	1	51,416	1	53,473	1	53,473		
Temporary/Co-op		35,000		35,000		35,000		
Seasonal Employees		75,000		75,000		75,000		
Overtime - Clerical		10,000		10,000		10,000		
Overtime	—	187,500	—	210,000	—	210,000		
Total Personnel	<u>30</u>		<u>30</u>		<u>30</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

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 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MAJOR &amp; LOCAL ROADS STREET MAINTENANCE OPERATING COSTS</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 106,945	\$ 59,773	\$ 207,487	\$ 207,487	Supervision	\$ 218,686	\$ 218,686	
1,503,948	869,576	2,041,200	2,041,200	Permanent Employees	2,132,699	2,132,699	
4,759	-	75,000	75,000	Seasonal Employees	75,000	75,000	
-	-	-	-	Temporary Clerical/Co-op	35,000	35,000	
89,359	29,339	197,500	197,500	Overtime	220,000	220,000	
				<b>Employee Benefits:</b>			
900	1,500	5,800	5,800	Education Allowance	6,800	6,800	
137,020	78,828	212,153	212,153	Social Security	221,050	221,050	
445,959	290,496	739,265	739,265	Employee Insurance	796,229	796,229	
492,392	248,966	510,028	510,028	Retiree Health Insurance	516,985	516,985	
-	-	-	-	Bonus/Sick Redemption	103,928	103,928	
63,754	29,359	100,657	100,657	Longevity	82,675	82,675	
868,790	417,653	914,327	914,327	Retirement Fund	977,091	977,091	
7,520	9,304	10,500	10,500	Uniforms/Clothing	12,000	12,000	
				<b>Supplies:</b>			
318,428	35,978	895,000	895,000	Materials and Supplies	970,000	970,000	
				<b>Other Services and Charges:</b>			
976,341	525,804	1,051,600	1,051,600	Administrative Expense	1,083,000	1,083,000	
1,134,232	639,400	1,486,000	1,486,000	Equipment Rental	1,586,000	1,586,000	
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	
227,708	45,812	1,219,500	1,219,500	Contractual Services	1,200,600	1,200,600	
96,597	-	400,000	400,000	Joint Sealing	400,000	400,000	
2,844,675	1,353,404	3,387,552	3,387,552	Pavement repairs	1,150,000	1,150,000	
1,019,682	-	-	-	Bridge repairs	10,000	10,000	
4,074	2,507	10,000	10,000	Traffic & Street Signs	130,000	130,000	
119,039	2,850	246,047	246,047	Traffic Signals	240,000	240,000	
422,749	138,138	365,000	365,000	Traffic Signal Maintenance	460,000	460,000	
87,395	161,789	300,000	300,000	Pavement Markings	300,000	300,000	
73,644	44,208	88,417	88,417	Transfer to Water System/Engineering Svcs.	93,722	93,722	
<u>\$ 11,050,910</u>	<u>\$ 4,989,684</u>	<u>\$ 14,468,033</u>	<u>\$ 14,468,033</u>	<b>Total Street Maintenance Operating</b>	<u>\$ 13,026,465</u>	<u>\$ 13,026,465</u>	



## **Major Streets:**

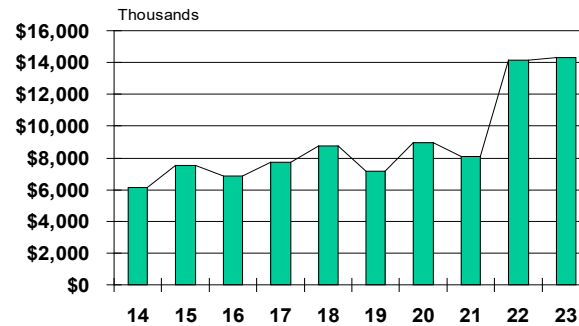
The Major Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

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 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>SUMMARY</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>MICHIGAN TRANSPORTATION OPERATING FUNDS - MAJOR STREETS</u></b>			
				<b><u>REVENUES:</u></b>			
\$ 13,081,123	\$ 4,455,731	\$ 13,502,200	\$ 13,259,400	State Shared Weight & Gas Tax	\$ 13,920,116	\$ 13,920,116	
-	-	-	-	Median Maintenance - State	-	-	
223,931	326,971	375,000	18,000	Interest on Investments	250,000	250,000	
-	-	-	76,906	Contribution from General Fund	78,275	78,275	
-	-	-	-	Weed Mowing - Macomb County	-	-	
12,500	-	12,500	12,500	Winter Maintenance - Macomb County	12,500	12,500	
45,140	-	-	-	Miscellaneous	-	-	
-	-	4,325,491	4,262,898	Fund Balance Appropriated	5,144,108	5,144,108	
<u>\$ 13,362,694</u>	<u>\$ 4,782,702</u>	<u>\$ 18,215,191</u>	<u>\$ 17,629,704</u>	<b>Total Major Street Revenues</b>	<u>\$ 19,404,999</u>	<u>\$ 19,404,999</u>	
				<b><u>EXPENDITURES:</u></b>			
\$ 3,467,145	\$ 178,509	\$ 4,970,733	\$ 4,970,733	Transfer to Construction Project Funds	\$ 7,100,000	\$ 7,100,000	
4,545,983	1,753,318	6,274,872	6,274,872	Operating Costs	5,870,481	5,870,481	
3,799,541	1,598,972	5,446,692	5,384,099	Transfer to Debt Service Funds	5,434,518	5,434,518	
2,500,000	2,500,000	1,000,000	1,000,000	Transfer to Local Street Fund	1,000,000	1,000,000	
<u>\$ 14,312,669</u>	<u>\$ 6,030,799</u>	<u>\$ 17,692,297</u>	<u>\$ 17,629,704</u>	<b>Total Major Street Expenditures</b>	<u>\$ 19,404,999</u>	<u>\$ 19,404,999</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	12,754,420	12,754,420	
				<b>RESERVE FOR:</b>			
(86,151)	(86,151)	(86,151)	(86,151)	<b>COMPENSATED ABSENCES</b>	(86,151)	(86,151)	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(5,144,108)	(5,144,108)	
<u>-</u>	<u>-</u>	<u>(4,325,491)</u>	<u>(4,262,898)</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 7,524,161</u>	<u>\$ 7,524,161</u>	
<u>\$ 16,470,866</u>	<u>\$ 15,222,769</u>	<u>\$ 12,668,269</u>	<u>\$ 12,207,968</u>				

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ROUTINE MAINTENANCE:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 363,213	\$ 254,906	\$ 539,900	\$ 539,900	Permanent Employees	\$ 496,480	\$ 496,480	
2,871	2,392	55,081	55,081	Overtime	54,291	54,291	
1,593	-	33,750	33,750	Seasonal Employees	33,750	33,750	
				<b>Employee Benefits:</b>			
233	1,500	1,705	1,705	Education/Certification	1,758	1,758	
30,866	18,477	52,171	52,171	Social Security	48,070	48,070	
103,710	70,998	193,425	193,425	Employee Insurance	179,076	179,076	
125,741	65,723	134,865	134,865	Retiree Health Insurance	119,810	119,810	
18,976	22,157	23,752	23,752	Bonus/Sick Redemption	21,765	21,765	
14,208	21,919	24,970	24,970	Longevity	17,305	17,305	
222,573	110,043	240,219	240,219	Retirement Fund	238,409	238,409	
6,520	8,138	2,570	2,570	Uniforms/Clothing	2,585	2,585	
36,282	8,273	150,000	150,000	<b>Repairs &amp; Maintenance Supplies</b>	200,000	200,000	
				<b>Other Services and Charges:</b>			
151,790	7,541	464,500	464,500	Contractual Services	455,600	455,600	
72,448	-	300,000	300,000	Joint Sealing	300,000	300,000	
293,372	260,306	1,135,806	1,135,806	Pavement repairs	600,000	600,000	
1,019,682	-	-	-	Bridge repairs	10,000	10,000	
154,211	91,912	305,000	305,000	Equipment Rental	305,000	305,000	
<u>\$ 2,618,289</u>	<u>\$ 944,285</u>	<u>\$ 3,657,714</u>	<u>\$ 3,657,714</u>	<b>Total Routine Maintenance</b>	<u>\$ 3,083,899</u>	<u>\$ 3,083,899</u>	
38,463	-	114,259	114,259	Supervisory wage & benefit allocation	93,961	93,961	
<u>\$ 2,656,752</u>	<u>\$ 944,285</u>	<u>\$ 3,771,973</u>	<u>\$ 3,771,973</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,177,860</u>	<u>\$ 3,177,860</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS TRAFFIC SERVICES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 23,967	\$ 12,080	\$ 30,067	\$ 30,067	Permanent Employees	\$ 34,510	\$ 34,510	
-	-	3,068	3,068	Overtime	3,774	3,774	
				<b>Employee Benefits:</b>			
16	-	95	95	Education/Certification	122	122	
1,897	1,452	2,761	2,761	Social Security	3,160	3,160	
7,223	4,337	10,772	10,772	Employee Insurance	12,447	12,447	
7,175	3,691	7,511	7,511	Retiree Health Insurance	8,328	8,328	
-	-	1,323	1,323	Bonus/Sick Redemption	1,513	1,513	
988	-	1,391	1,391	Longevity	1,203	1,203	
11,964	5,850	13,378	13,378	Retirement Fund	16,571	16,571	
-	-	143	143	Uniforms/Clothing	180	180	
				<b>Other Services and Charges:</b>			
1,771	954	5,000	5,000	Traffic & Street Signs	65,000	65,000	
119,039	2,850	246,047	246,047	Traffic Signals	240,000	240,000	
350,882	101,701	300,000	300,000	Traffic Signal Maintenance	375,000	375,000	
65,546	125,521	225,000	225,000	Pavement Markings	225,000	225,000	
6,651	2,269	28,000	28,000	Equipment Rental	28,000	28,000	
<u>\$ 597,119</u>	<u>\$ 260,705</u>	<u>\$ 874,556</u>	<u>\$ 874,556</u>	<b>Total Traffic Services</b>	<u>\$ 1,014,808</u>	<u>\$ 1,014,808</u>	
2,674	-	6,363	6,363	Supervisory wage & benefit allocation	6,531	6,531	
<u>\$ 599,793</u>	<u>\$ 260,705</u>	<u>\$ 880,919</u>	<u>\$ 880,919</u>	<b>Net Traffic Services</b>	<u>\$ 1,021,339</u>	<u>\$ 1,021,339</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS SNOW AND ICE CONTROL:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 14,847	\$ 2,266	\$ 51,423	\$ 51,423	Permanent Employees	\$ 51,351	\$ 51,351	
42,914	890	5,246	5,246	Overtime	5,615	5,615	
				<b>Employee Benefits:</b>			
24	-	162	162	Education/Certification	182	182	
4,916	251	4,722	4,722	Social Security	4,702	4,702	
10,508	1,888	18,423	18,423	Employee Insurance	18,522	18,522	
15,648	6,107	12,845	12,845	Retiree Health Insurance	12,392	12,392	
-	-	2,262	2,262	Bonus/Sick Redemption	2,251	2,251	
1,469	-	2,378	2,378	Longevity	1,790	1,790	
28,424	9,054	22,880	22,880	Retirement Fund	24,659	24,659	
-	-	245	245	Uniforms/Clothing	267	267	
183,831	6,348	315,000	315,000	<b>Repairs &amp; Maintenance Supplies</b>	315,000	315,000	
				<b>Other Services and Charges:</b>			
-	-	25,000	25,000	Contractual Services	25,000	25,000	
91,169	6,225	120,000	120,000	Equipment Rental	120,000	120,000	
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	
<u>\$ 396,250</u>	<u>\$ 35,529</u>	<u>\$ 583,086</u>	<u>\$ 583,086</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 584,231</u>	<u>\$ 584,231</u>	
3,978	-	10,883	10,883	Supervisory wage & benefit allocation	9,718	9,718	
<u>\$ 400,228</u>	<u>\$ 35,529</u>	<u>\$ 593,969</u>	<u>\$ 593,969</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 593,949</u>	<u>\$ 593,949</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ADMINISTRATION:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 53,472	\$ 29,886	\$ 103,744	\$ 103,744	Supervision	\$ 109,343	\$ 109,343	
54,790	29,537	101,684	101,684	Clerical	106,151	106,151	
802	2,285	5,000	5,000	Overtime	5,000	5,000	
-	-	17,500	17,500	Temporary Clerical/Co-op	17,500	17,500	
-	-	-	-	<b>Employee Benefits:</b>			
9,078	4,847	18,828	18,828	Education/Certification	-	-	
23,468	11,989	40,421	40,421	Social Security	19,728	19,728	
23,336	11,707	25,473	25,473	Employee Insurance	51,779	51,779	
4,827	9,938	9,445	9,445	Retiree Health Insurance	26,779	26,779	
4,398	3,720	7,829	7,829	Bonus/Sick Redemption	9,871	9,871	
500	583	875	875	Longevity	7,870	7,870	
37,305	18,103	48,308	48,308	Clothing	1,000	1,000	
				Retirement Fund	27,461	27,461	
				<b>Other Services and Charges:</b>			
36,822	22,104	44,209	44,209	Transfer to Water System/Engineering Svcs.	46,861	46,861	
714,800	368,100	736,200	736,200	Administrative Expense	758,200	758,200	
<u>\$ 963,598</u>	<u>\$ 512,799</u>	<u>\$ 1,159,516</u>	<u>\$ 1,159,516</u>	<b>Total Administration</b>	<u>\$ 1,187,543</u>	<u>\$ 1,187,543</u>	
(74,388)	-	(131,505)	(131,505)	Supervisory wage & benefit allocation	(110,210)	(110,210)	
<u>\$ 889,210</u>	<u>\$ 512,799</u>	<u>\$ 1,028,011</u>	<u>\$ 1,028,011</u>	<b>Net Administration</b>	<u>\$ 1,077,333</u>	<u>\$ 1,077,333</u>	
				<b>Summary of Operating Costs:</b>			
\$ 2,656,752	\$ 944,285	\$ 3,771,973	\$ 3,771,973	Routine Maintenance	\$ 3,177,860	\$ 3,177,860	
599,793	260,705	880,919	880,919	Traffic Services	1,021,339	1,021,339	
400,228	35,529	593,969	593,969	Snow and Ice Control	593,949	593,949	
889,210	512,799	1,028,011	1,028,011	Administration	1,077,333	1,077,333	
<u>\$ 4,545,983</u>	<u>\$ 1,753,318</u>	<u>\$ 6,274,872</u>	<u>\$ 6,274,872</u>	<b>Total Operating Costs</b>	<u>\$ 5,870,481</u>	<u>\$ 5,870,481</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

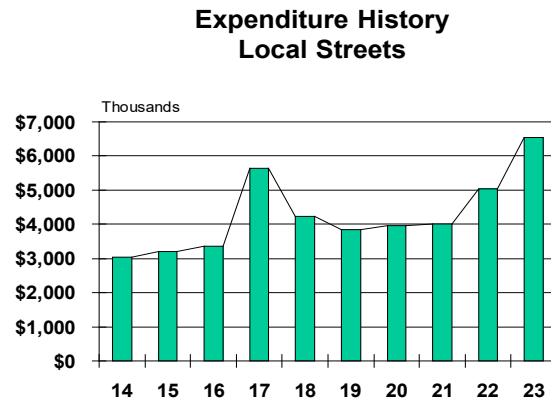
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS DEBT SERVICE TRANSFER TO:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 1,258,700	\$ 293,600	\$ 1,256,700	\$ 1,256,700	2021 Michigan Transportation Debt Retirement	\$ 1,258,201	\$ 1,258,201	
322,125	305,719	311,161	311,161	2021A Capital Improvement Refunding	303,717	303,717	
191,643	172,483	182,750	182,750	2015 Capital Improvement Refunding	169,082	169,082	
922,055	279,625	923,750	923,750	2022 Michigan Transportation Debt Retirement	925,500	925,500	
-	401,637	1,671,013	1,608,420	2023 Michigan Transportation Debt Retirement	1,676,000	1,676,000	
1,105,018	145,908	1,101,318	1,101,318	2018 Michigan Transportation Debt Retirement	1,102,018	1,102,018	
<u>\$ 3,799,541</u>	<u>\$ 1,598,972</u>	<u>\$ 5,446,692</u>	<u>\$ 5,384,099</u>	<b>Total Debt Service Costs</b>	<u>\$ 5,434,518</u>	<u>\$ 5,434,518</u>	
				<b><u>LOCAL STREET TRANSFER:</u></b>			
<u>\$ 2,500,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	Total Local Street Transfer	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	
				<b><u>CONSTRUCTION PROJECTS</u></b>			
				<b>Other Services and Charges:</b>			
<u>\$ 3,467,145</u>	<u>\$ 178,509</u>	<u>\$ 4,970,733</u>	<u>\$ 4,970,733</u>	Capital Improvements	<u>\$ 7,100,000</u>	<u>\$ 7,100,000</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.

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SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>SUMMARY</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>MICHIGAN TRANSPORTATION OPERATING FUNDS - LOCAL STREETS</u></b>			
				<b><u>REVENUES:</u></b>			
\$ 4,359,521	\$ 1,486,797	\$ 4,504,600	\$ 4,418,250	State Shared Weight & Gas Tax	\$ 4,644,780	\$ 4,644,780	
103,603	143,580	168,000	12,000	Interest on Investments	150,000	150,000	
-	-	-	86,906	Contribution from General Fund	88,274	88,274	
2,500,000	1,000,000	1,000,000	1,000,000	Contribution from Major Street Fund	1,000,000	1,000,000	
582,991	-	550,000	550,000	P.A. 48 - Metro Act	550,000	550,000	
-	-	3,269,805	3,269,805	Fund Balance Appropriated	1,322,930	1,322,930	
<u>\$ 7,546,115</u>	<u>\$ 2,630,377</u>	<u>\$ 9,492,405</u>	<u>\$ 9,336,961</u>	<b>Total Local Street Revenues</b>	<u>\$ 7,755,984</u>	<u>\$ 7,755,984</u>	
				<b><u>EXPENDITURES:</u></b>			
\$ -	\$ -	\$ 1,009,057	\$ 1,009,057	Transfer to Construction Project Funds	\$ 600,000	\$ 600,000	
6,533,557	3,278,399	8,327,904	8,327,904	Operating Costs	7,155,984	7,155,984	
<u>\$ 6,533,557</u>	<u>\$ 3,278,399</u>	<u>\$ 9,336,961</u>	<u>\$ 9,336,961</u>	<b>Total Local Street Expenditures</b>	<u>\$ 7,755,984</u>	<u>\$ 7,755,984</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
1,012,558	(648,022)	155,444	-				
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	3,391,834	3,391,834	
5,493,637	6,506,195	6,506,195	6,506,195				
				<b>RESERVE FOR:</b>			
(197,988)	(197,988)	(197,988)	(197,988)	<b>COMPENSATED ABSENCES</b>	(197,988)	(197,988)	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(1,322,930)	(1,322,930)	
-	-	(3,269,805)	(3,269,805)				
<u>\$ 6,308,207</u>	<u>\$ 5,660,185</u>	<u>\$ 3,193,846</u>	<u>\$ 3,038,402</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 1,870,916</u>	<u>\$ 1,870,916</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31		FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ROUTINE MAINTENANCE:</b>			
				<b>Personnel Services:</b>			
\$ 904,710	\$ 504,493	\$ 1,090,993	\$ 1,090,993	Permanent Employees	\$ 1,203,590	\$ 1,203,590	
29,622	21,296	111,306	111,306	Overtime	131,615	131,615	
3,166	-	41,250	41,250	Seasonal Employees	41,250	41,250	
				<b>Employee Benefits:</b>			
564	-	3,443	3,443	Education/Certification	4,262	4,262	
73,174	42,543	103,325	103,325	Social Security	113,350	113,350	
249,628	176,922	390,860	390,860	Employee Insurance	434,125	434,125	
257,537	134,813	272,525	272,525	Retiree Health Insurance	290,448	290,448	
-	-	47,997	47,997	Bonus/Sick Redemption	52,763	52,763	
34,445	-	50,459	50,459	Longevity	41,951	41,951	
465,152	232,859	485,418	485,418	Retirement Fund	577,960	577,960	
-	-	5,195	5,195	Uniforms/Clothing	6,267	6,267	
43,868	18,040	175,000	175,000	<b>Repairs &amp; Maintenance Supplies</b>	200,000	200,000	
				<b>Other Services and Charges:</b>			
75,918	38,271	710,000	710,000	Contractual Services	700,000	700,000	
24,149	-	100,000	100,000	Joint Sealing	100,000	100,000	
2,551,303	1,093,098	2,251,746	2,251,746	Pavement repairs	550,000	550,000	
819,168	527,944	850,000	850,000	Equipment Rental	950,000	950,000	
<u>\$ 5,532,404</u>	<u>\$ 2,790,279</u>	<u>\$ 6,689,517</u>	<u>\$ 6,689,517</u>	<b>Total Routine Maintenance</b>	<u>\$ 5,397,581</u>	<u>\$ 5,397,581</u>	
93,244	-	230,887	230,887	Supervisory wage & benefit allocation	227,785	227,785	
<u>\$ 5,625,648</u>	<u>\$ 2,790,279</u>	<u>\$ 6,920,404</u>	<u>\$ 6,920,404</u>	<b>Net Routine Maintenance</b>	<u>\$ 5,625,366</u>	<u>\$ 5,625,366</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS TRAFFIC SERVICES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 72,367	\$ 33,855	\$ 87,848	\$ 87,848	Permanent Employees	\$ 104,028	\$ 104,028	
-	50	8,963	8,963	Overtime	11,376	11,376	
				<b>Employee Benefits:</b>			
49	-	277	277	Education/Certification	369	369	
5,748	4,167	8,066	8,066	Social Security	9,525	9,525	
21,852	12,373	31,473	31,473	Employee Insurance	37,522	37,522	
22,133	10,742	21,944	21,944	Retiree Health Insurance	25,104	25,104	
-	-	3,865	3,865	Bonus/Sick Redemption	4,560	4,560	
2,977	-	4,063	4,063	Longevity	3,626	3,626	
36,845	16,932	39,087	39,087	Retirement Fund	49,954	49,954	
-	-	418	418	Uniforms/Clothing	542	542	
				<b>Other Services and Charges:</b>			
2,303	1,553	5,000	5,000	Traffic & Street Signs	65,000	65,000	
71,867	36,437	65,000	65,000	Traffic Signal Maintenance	85,000	85,000	
21,849	36,268	75,000	75,000	Pavement Markings	75,000	75,000	
8,298	4,611	28,000	28,000	Equipment Rental	28,000	28,000	
<u>\$ 266,288</u>	<u>\$ 156,988</u>	<u>\$ 379,004</u>	<u>\$ 379,004</u>	<b>Total Traffic Services</b>	<u>\$ 499,606</u>	<u>\$ 499,606</u>	
8,059	-	18,591	18,591	Supervisory wage & benefit allocation	19,688	19,688	
<u>\$ 274,347</u>	<u>\$ 156,988</u>	<u>\$ 397,595</u>	<u>\$ 397,595</u>	<b>Net Traffic Services</b>	<u>\$ 519,294</u>	<u>\$ 519,294</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS SNOW AND ICE CONTROL:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 15,264	\$ 2,902	\$ 37,602	\$ 37,602	Permanent Employees	\$ 30,438	\$ 30,438	
12,348	141	3,836	3,836	Overtime	3,329	3,329	
				<b>Employee Benefits:</b>			
14	-	118	118	Education/Certification	107	107	
2,263	242	3,453	3,453	Social Security	2,787	2,787	
6,102	-	13,471	13,471	Employee Insurance	10,979	10,979	
17,486	4,477	9,393	9,393	Retiree Health Insurance	7,345	7,345	
-	-	1,654	1,654	Bonus/Sick Redemption	1,334	1,334	
871	-	1,739	1,739	Longevity	1,061	1,061	
29,222	6,710	16,730	16,730	Retirement Fund	14,616	14,616	
-	-	179	179	Uniforms/Clothing	159	159	
54,447	3,317	255,000	255,000	<b>Repairs &amp; Maintenance Supplies</b>	255,000	255,000	
				<b>Other Services and Charges:</b>			
-	-	20,000	20,000	Contractual Services	20,000	20,000	
54,735	6,439	155,000	155,000	Equipment Rental	155,000	155,000	
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	
<u>\$ 195,252</u>	<u>\$ 26,728</u>	<u>\$ 520,675</u>	<u>\$ 520,675</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 504,655</u>	<u>\$ 504,655</u>	
2,358	-	7,958	7,958	Supervisory wage & benefit allocation	5,761	5,761	
<u>\$ 197,610</u>	<u>\$ 26,728</u>	<u>\$ 528,633</u>	<u>\$ 528,633</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 510,416</u>	<u>\$ 510,416</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ADMINISTRATION:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 53,473	\$ 29,887	\$ 103,743	\$ 103,743	Supervision	\$ 109,343	\$ 109,343	
54,790	29,537	101,683	101,683	Clerical	106,151	106,151	
802	2,285	5,000	5,000	Overtime	5,000	5,000	
-	-	17,500	17,500	Temporary Clerical/Co-op	17,500	17,500	
				<b>Employee Benefits:</b>			
9,078	6,849	18,827	18,827	Social Security	19,728	19,728	
23,468	11,989	40,420	40,420	Employee Insurance	51,779	51,779	
23,336	11,706	25,472	25,472	Retiree Health Insurance	26,779	26,779	
4,827	9,938	9,445	9,445	Bonus/Sick Redemption	9,871	9,871	
4,398	3,720	7,828	7,828	Longevity	7,869	7,869	
500	583	875	875	Clothing	1,000	1,000	
37,305	18,102	48,307	48,307	Retirement Fund	27,461	27,461	
				<b>Other Services and Charges:</b>			
36,822	22,104	44,208	44,208	Transfer to Water System/Engineering Svcs.	46,861	46,861	
261,541	157,704	315,400	315,400	Administrative Expense	324,800	324,800	
<u>\$ 510,340</u>	<u>\$ 304,404</u>	<u>\$ 738,708</u>	<u>\$ 738,708</u>	<b>Total Administration</b>	<u>\$ 754,142</u>	<u>\$ 754,142</u>	
(74,388)	-	(257,436)	(257,436)	Supervisory wage & benefit allocation	(253,234)	(253,234)	
<u>\$ 435,952</u>	<u>\$ 304,404</u>	<u>\$ 481,272</u>	<u>\$ 481,272</u>	<b>Net Administration</b>	<u>\$ 500,908</u>	<u>\$ 500,908</u>	
				<b>Summary of Operating Costs:</b>			
\$ 5,625,648	\$ 2,790,279	\$ 6,920,404	\$ 6,920,404	Routine Maintenance	\$ 5,625,366	\$ 5,625,366	
274,347	156,988	397,595	397,595	Traffic Services	519,294	519,294	
197,610	26,728	528,633	528,633	Snow and Ice Control	510,416	510,416	
435,952	304,404	481,272	481,272	Administration	500,908	500,908	
<u>\$ 6,533,557</u>	<u>\$ 3,278,399</u>	<u>\$ 8,327,904</u>	<u>\$ 8,327,904</u>	<b>Total Operating Costs</b>	<u>\$ 7,155,984</u>	<u>\$ 7,155,984</u>	
				<b>CONSTRUCTION PROJECTS</b>			
				<b>Other Services and Charges:</b>			
-	-	1,009,057	1,009,057	Capital Improvements	600,000	600,000	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,009,057</u>	<u>\$ 1,009,057</u>		<u>\$ 600,000</u>	<u>\$ 600,000</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 MLibraryCard program which gives Warren residents the ability to borrow material from over 70 participating Michigan libraries while traveling throughout the state.

2023 featured several highlights for the Warren Public Library. The "Read Beyond the Beaten Path" Summer Reading Club program had 1,321 participants, a 15% increase compared to 2022. Author visits continued to be popular programs. This year the library featured visits by novelist Deborah Goodrich Royce, local author Karen Dybis who was promoting her new book on "Detroit Style Pizza", as well as beloved children's book author Nancy Shaw. The library book bikes were used extensively for summer outreach story times at local parks. Other programming highlights included the history of the Underground Railroad in Detroit, the history of the Juneteenth holiday, the 100<sup>th</sup> anniversary of the Detroit Historical Society, and programs about movies, UFOs and the paranormal, and important public service topics such as eldercare, wills, and building credit. The library also saw positive growth with its eResource collection, with OverDrive circulation increasing by 8%, Hoopla circulation increasing by 6%, and Freegal experiencing a significant 37% increase in the number of songs streamed as compared to 2023.

In 2023 the library started several initiatives for the residents of Warren. One of the most popular was the introduction of seed libraries at both the Warren Civic Center and Maybelle Burnette Branch. Through a grant, the library participated in the "Stories of Exile" Reading Groups for Public Libraries project through the Yiddish Book Center. The library received a Library Services and Technology Act Improving Access to Information grant to create the "Warren Digital History Project." The three goals of this project are to create an oral history of residents of Warren (specifically focusing on immigrants and/or seniors/long term residents), digitize accompanied artifacts and items in the library, and add them to the SLC digital history website. Additionally, through an If/Then Gender Equity Grant the library provided STEM (Science, Technology, Engineering, Math) programming for children during the fall.

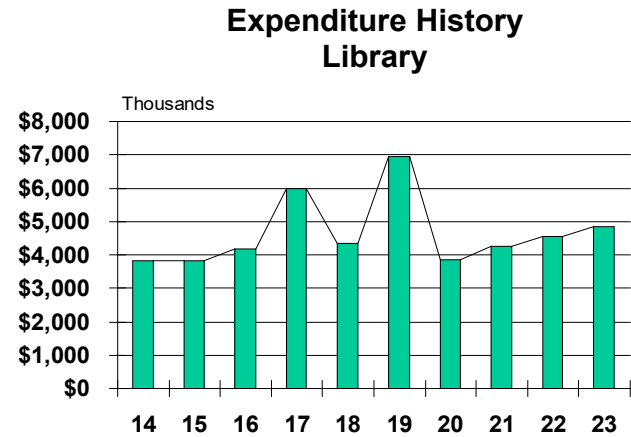
A brief review of 2023 indicates that the Warren Public Library has 58,644 registered borrowers. The library circulated 645,005 items.

# LIBRARY

## Fiscal 2025 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 a variety of 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 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Annual Library visits	194,838	300,000	172,000	250,000
Total circulation including digital	645,005	675,000	650,000	700,000
Reference information requests	39,455	53,000	51,000	53,000
Total registered borrowers	58,644	80,000	60,000	80,000
Items loaned to other libraries	60,073	50,000	55,000	60,000
Items received from other libraries	31,018	50,000	40,000	50,000
Total circulation of children's materials	143,591	150,000	145,000	160,000
Materials added to the collection	28,160	30,000	30,000	31,000
Materials deleted from the collection	22,889	20,000	20,000	20,000
Children's story hour attendance	3,109	5,000	4,000	6,000
Computer sessions, incl. wireless	122,615	150,000	155,000	160,000
Attendance-children programs	8,829	22,000	9,000	11,000
Virtual visits to Library website	184,643	300,000	203,000	215,000
Early Literacy attendance	6,748	3,000	4,500	5,000
School visits to library	173	200	180	200



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	\$ 113,164	1	\$ 113,164	1	\$ 113,164		
Senior Administrative Secretary	1	68,257	1	70,987	1	70,987		
Branch Library Supervisor	4	90,155	4	90,155	4	90,155		
Branch Librarian	5	72,841	5	75,755	5	75,755		
Library Technician	6	62,227	6	64,716	6	64,716		
Office Assistant	5	42,206	5	43,894	5	43,894		
Library Asst - Outreach Grant	1	66,277	1	68,928	1	68,928		
Library Building & Grounds Maintenance Specialist	1	66,935	1	69,612	1	69,612		
Library Pages and Assistant Librarians (Substitutes)		300,000		300,000		300,000		
Overtime	—	20,000	—	20,000	—	20,000		
Total Personnel	<u>24</u>		<u>24</u>		<u>24</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>LIBRARY SPECIAL REVENUE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 4,873,505	\$ 2,594,532	\$ 5,151,461	\$ 5,151,461	Property Tax Revenue	\$ 5,376,537	\$ 5,376,537	
32,140	32,778	65,560	65,560	Industrial Facilities Tax	43,823	43,823	
530,018	274,647	250,000	250,000	Reimbursement for Personal Property Loss	275,000	275,000	
91,247	-	117,000	117,000	Penal Fines	90,000	90,000	
12,304	5,336	25,000	25,000	Over the Counter Fines	25,000	25,000	
205,101	165,408	15,000	15,000	Interest on Investments	200,000	200,000	
-	-	2,000,000	2,000,000	Other Federal Grants - ARPA	-	-	
16,309	-	-	-	Emergency Connectivity Grant	-	-	
141,348	-	90,000	90,000	State Aid	75,000	75,000	
-	-	17,000	17,000	Renaissance Zone Reimbursement	-	-	
26,429	13,285	30,000	30,000	Copy Machine User Fees	30,000	30,000	
8,393	4,980	11,000	11,000	Lost Book Fees	11,000	11,000	
1,069	508	2,000	2,000	Video User Fees	2,000	2,000	
3,261	1,888	8,000	8,000	Non-Resident Internet Fees/Room Use	8,000	8,000	
24,985	109,887	10,500	10,500	Miscellaneous	10,500	10,500	
-	-	199,196	141,021	Fund Balance Appropriated	-	-	
<u>\$ 5,966,109</u>	<u>\$ 3,203,249</u>	<u>\$ 7,991,717</u>	<u>\$ 7,933,542</u>	<b>Total Revenues</b>	<u>\$ 6,146,860</u>	<u>\$ 6,146,860</u>	
				<b>EXPENDITURES:</b>			
\$ 1,663,582	\$ 877,786	\$ 1,940,196	\$ 1,940,196	Personnel Services	\$ 2,034,776	\$ 2,034,776	
1,276,163	713,493	1,483,133	1,482,958	Employee Benefits	1,500,789	1,500,789	
58,321	14,966	97,600	97,600	Supplies	90,000	90,000	
1,268,120	626,980	1,625,280	1,567,280	Other Services and Charges	1,612,403	1,612,403	
571,722	160,265	2,565,230	2,565,230	Capital Outlay	588,000	588,000	
<u>\$ 4,837,908</u>	<u>\$ 2,393,490</u>	<u>\$ 7,711,439</u>	<u>\$ 7,653,264</u>	<b>Total Expenditures</b>	<u>\$ 5,825,968</u>	<u>\$ 5,825,968</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 320,892	\$ 320,892	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	5,949,865	5,949,865	
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(278,106)	(278,106)	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	
<u>\$ 5,590,677</u>	<u>\$ 6,400,436</u>	<u>\$ 5,671,759</u>	<u>\$ 5,729,934</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 5,992,651</u>	<u>\$ 5,992,651</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>LIBRARY</b> <b>SPECIAL REVENUE FUND</b> <b>EXPENDITURES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,291	\$ 56,147	\$ 113,605	\$ 113,605	Appointed Official	\$ 119,737	\$ 119,737	
1,392,150	732,226	1,491,091	1,491,091	Permanent Employees	1,579,539	1,579,539	
150,914	86,945	300,000	300,000	Permanent Part-time Employees - Pages	300,000	300,000	
317	-	20,000	20,000	Overtime	20,000	20,000	
9,910	2,468	15,500	15,500	Shift Premium	15,500	15,500	
				<b>Employee Benefits:</b>			
17,900	22,000	26,500	26,500	Education Allowance	25,000	25,000	
131,794	72,451	158,537	158,537	Social Security	165,605	165,605	
337,588	207,633	467,618	467,618	Employee Insurance	494,231	494,231	
206,733	104,521	209,673	209,673	Retiree Health Insurance	203,855	203,855	
18,753	22,091	53,228	53,228	Bonus/Sick Redemption	38,926	38,926	
38,095	25,529	43,755	43,755	Longevity	47,166	47,166	
517,650	251,218	515,247	515,247	Retirement Fund	516,406	516,406	
7,650	8,050	8,575	8,400	Clothing Allowance	9,600	9,600	
58,321	14,966	97,600	97,600	<b>Office Supplies</b>	90,000	90,000	
				<b>Other Services and Charges:</b>			
8,976	2,412	20,000	20,000	Copy Machine Expense	20,000	20,000	
204,846	82,168	345,700	328,700	Contractual Services	364,200	364,200	
166,113	98,313	219,000	219,000	Cooperative Services	225,000	225,000	
70,674	-	75,000	69,000	Library Cooperative-Indirect Aid	75,000	75,000	
215	76	3,000	3,000	Postage	3,000	3,000	
-	724	800	800	Unemployment Costs	100	100	
16,100	7,417	16,100	16,100	Digital Video Discs	18,600	18,600	
100,999	35,851	101,000	101,000	Library Circulating Materials	108,000	108,000	
19,291	-	22,000	22,000	Periodicals	22,000	22,000	
16,735	3,722	30,000	30,000	Telephone	17,700	17,700	
33	-	200	200	Mileage	200	200	
993	415	3,000	3,000	Auto Expense	3,000	3,000	
7,218	3,783	15,000	15,000	Training & Workshops	15,000	15,000	
-	-	100	100	Book Binding	100	100	
215,901	86,568	220,000	220,000	Public Utilities	250,000	250,000	
18,720	42,808	121,291	86,291	Repairs & Maintenance	47,000	47,000	
105,306	99,817	107,289	107,289	Cap Imprvmt Refunding Bonds, Series 2021C	107,503	107,503	
46,900	24,354	48,700	48,700	Insurance and Bonds	50,600	50,600	
269,100	138,552	277,100	277,100	Administrative Expense	285,400	285,400	

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>LIBRARY</b> <b>SPECIAL REVENUE FUND</b> <b>EXPENDITURES (Continued):</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Capital Outlay:</b>			
\$ 203,832	\$ 10,188	\$ 183,230	\$ 183,230	Improvements	\$ 142,000	\$ 142,000	
27,106	-	-	-	Vehicles	64,000	64,000	
25,784	24,089	67,000	67,000	Equipment	56,000	56,000	
315,000	125,988	315,000	315,000	Books	326,000	326,000	
-	-	-	-	Emergency Connectivity Grant	-	-	
-	-	2,000,000	2,000,000	ARPA Expenditures	-	-	
<u>\$ 4,837,908</u>	<u>\$ 2,393,490</u>	<u>\$ 7,711,439</u>	<u>\$ 7,653,264</u>	<b>Total Expenditures</b>	<u>\$ 5,825,968</u>	<u>\$ 5,825,968</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 30 City parks. While the land acreage may not meet the needs of the community, the locations of the 30 parks play a vital role in the community, especially since numerous schools have closed in the past 25 years. The total parkland is 370 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, restrooms, pavilions and athletic facilities. All newly renovated restrooms and pavilions are ADA compliant. ADA compliant play structures are scheduled to be installed at Veteran's Memorial Park and Licht Park in 2024. We are in the process of creating destination parks for residents. Currently, Veteran's Memorial Park is defined as a destination park with its nine hole disc golf course. In 2024, Eckstein Park will be the home of the largest skate park in Michigan with a 40,000 square foot skate park and a 15,000 square foot BMX track. Wiegand Park will also be defined as a destination park with a new splash pad breaking ground Spring of 2024.

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 of 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 Fitzgerald Senior Recreation Center, Owen Jax Recreation Center, Stilwell Manor, City Square and the Warren Community Center. Fitzgerald Recreation Center is open Tuesdays and Thursdays for senior programs, activities, and various events throughout the year.

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, and a senior citizen wing. The center has been very successful and widely used with over 4,700 memberships at this time. We had almost 260,000 visitors to the community center in the past year. Many improvements have been made to the Warren Community Center to improve our services. The fitness center was completely renovated with new equipment in 2023. The Warren Community Center former Café was completely renovated to be the one of the new TRX fitness family. TRX is a form of suspension training that uses bodyweight exercises to develop strength, balance, flexibility and core stability simultaneously. In the aquatics area, play structure replacements and water park improvements are anticipated.

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 during the summer months to upkeep our parks and in the winter months to run operations at the Ice Rink.

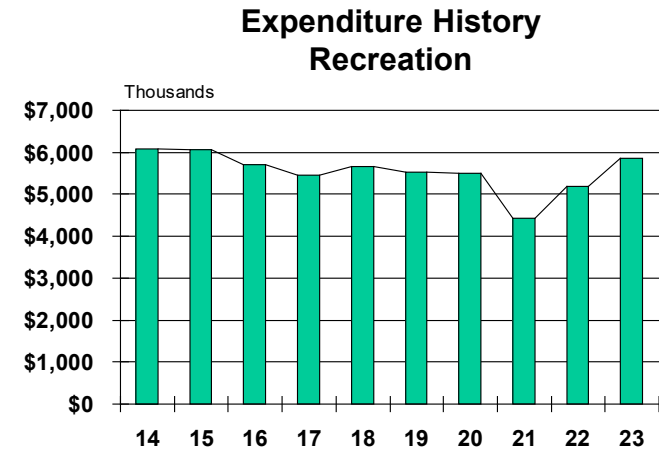
Public transportation demands continue to grow with the older population in Warren. The Parks and Recreation Department has established and provides transportation for numerous older citizens. Funding is primarily secured through the Michigan Department of Transportation, Smart Grants and the Parks and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

## RECREATION

### Fiscal 2025 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 promote membership growth and total usage of the Warren Community Center.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Pavilion rentals	300	400	400	400
Bus transportation	1,500	1,500	1,750	1,750
Special event youth participation	1,500	1,500	1,500	2,000
Senior special events	500	850	500	500
Adult & youth sports participants	5,000	5,000	5,000	6,000
Senior programs	500	500	500	500
Senior sports programs	500	500	500	600
WCC pool attendance	40,000	40,000	50,000	50,000
Swim lesson registration	500	500	500	500
Yearly pass registration	2,500	1,500	1,500	1,500



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	\$ 121,199	1	\$ 121,199	1	\$ 121,199		
Assistant Director Parks & Recreation	1	102,290	1	102,290	1	102,290		
Parks & Forestry Supervisor	1	81,476	1	81,476	1	81,476		
Program Supervisor	1	79,401	1	79,401	1	79,401		
Event & Sports Supervisor	1	47,677	1	47,677	1	47,677		
Aquatics Supervisor	1	79,401	1	79,401	1	79,401		
Seasonal Employees		930,000		980,000		980,000		
Seasonal Employees - Transportation		140,000		140,000		140,000		
<u>MAINTENANCE</u>								
Parks and Recreation Maintenance Assistant	5	\$ 59,010	5	\$ 61,360	5	\$ 61,360		
Seasonal Employees		85,000		85,000		85,000		
Overtime - Supervision		5,000		5,000		5,000		
Overtime - Maintenance	—	20,000	—	20,000	—	20,000		
Total Personnel	<u>11</u>		<u>11</u>		<u>11</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 3,556,606	\$ 1,891,900	\$ 3,754,675	\$ 3,754,675	Property Tax Revenue	\$ 3,919,037	\$ 3,919,037	
23,425	23,892	47,783	47,783	Industrial Facilities Tax	31,945	31,945	
464,941	200,178	380,178	375,000	Reimbursement for Personal Property Loss	385,000	385,000	
74,285	53,011	74,285	74,285	MDOT Grant	74,285	74,285	
191,612	54,924	147,760	147,760	S.M.A.R.T. Community Credit Grant	191,612	191,612	
-	-	1,000,000	1,000,000	Other Federal Grants - ARPA	-	-	
169,554	111,047	175,000	175,000	Recreation Fees	175,000	175,000	
514,771	354,636	925,000	925,000	Warren Community Center Fees	925,000	925,000	
695	1,165	15,000	15,000	Downtown Ice Rink Fees	15,000	15,000	
-	-	20,000	20,000	Senior Transportation	20,000	20,000	
1,919	734	70,000	70,000	Special Events	70,000	70,000	
44,248	15,138	40,000	40,000	Sponsored Events	40,000	40,000	
-	-	350	350	Bingo Fees	350	350	
99,841	65,386	43,000	43,000	Interest on Investments	93,000	93,000	
68,136	68,136	55,000	55,000	Tower/Lease Proceeds	68,136	68,136	
8,800	7,600	-	-	Sale of Property/Equipment	-	-	
1,060	20,000	7,500	7,500	Miscellaneous	7,500	7,500	
-	-	1,302,156	1,296,656	Fund Balance Appropriated	69,887	69,887	
<u>\$ 5,219,893</u>	<u>\$ 2,867,747</u>	<u>\$ 8,057,687</u>	<u>\$ 8,047,009</u>	<b>Total Revenues</b>	<u>\$ 6,085,752</u>	<u>\$ 6,085,752</u>	
				<b>EXPENDITURES:</b>			
\$ 1,469,807	\$ 879,926	\$ 1,913,160	\$ 1,913,160	Personnel Services	\$ 2,070,889	\$ 2,070,889	
823,846	444,699	1,105,134	1,105,134	Employee Benefits	1,117,325	1,117,325	
158,507	56,577	207,200	207,200	Supplies	206,900	206,900	
2,161,385	1,155,889	2,502,489	2,502,489	Other Services and Charges	2,536,638	2,536,638	
<u>1,256,972</u>	<u>130,768</u>	<u>2,324,526</u>	<u>2,319,026</u>	Capital Outlay	<u>154,000</u>	<u>154,000</u>	
<u>\$ 5,870,517</u>	<u>\$ 2,667,859</u>	<u>\$ 8,052,509</u>	<u>\$ 8,047,009</u>	<b>Total Expenditures</b>	<u>\$ 6,085,752</u>	<u>\$ 6,085,752</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,083,017	1,083,017	
				<b>RESERVE FOR:</b>			
(96,622)	(96,622)	(96,622)	(96,622)	COMPENSATED ABSENCES	(96,622)	(96,622)	
-	-	-	-	CAPITAL OUTLAY	-	-	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(69,887)</u>	<u>(69,887)</u>	
<u>\$ 2,283,373</u>	<u>\$ 2,483,261</u>	<u>\$ 986,395</u>	<u>\$ 986,717</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 916,508</u>	<u>\$ 916,508</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 118,122	\$ 60,433	\$ 121,672	\$ 121,672	Appointed Official	\$ 128,239	\$ 128,239	
353,819	182,140	391,768	391,768	Permanent Employees	412,913	412,913	
112,975	74,272	219,720	219,720	Permanent Employees - Maintenance	299,737	299,737	
				Seasonal Employees:			
756,225	493,285	930,000	930,000	Recreation	980,000	980,000	
-	-	85,000	85,000	Maintenance	85,000	85,000	
-	-	5,000	5,000	Overtime - Supervision	5,000	5,000	
7,139	2,775	20,000	20,000	Overtime - Maintenance	20,000	20,000	
				<b>Employee Benefits:</b>			
2,500	2,500	4,500	4,500	Education Allowance	2,500	2,500	
97,669	59,034	139,432	139,432	Social Security	151,465	151,465	
159,057	112,032	374,943	374,943	Employee Insurance	377,316	377,316	
259,954	130,355	263,346	263,346	Retiree Health Insurance	255,768	255,768	
20,005	-	27,584	27,584	Bonus/Sick Redemption	24,788	24,788	
11,686	6,800	13,419	13,419	Longevity	15,246	15,246	
259,320	124,076	264,039	264,039	Retirement Fund	271,821	271,821	
2,400	3,150	3,850	3,850	Clothing/Uniforms	4,400	4,400	
				<b>Supplies:</b>			
3,673	1,821	8,000	8,000	Office Supplies	17,700	17,700	
-	-	200	200	Bingo Operating Supplies	200	200	
10,063	1,656	10,000	10,000	Operating Supplies	10,000	10,000	
49,667	16,059	60,000	60,000	Playground & Athletic Supplies	60,000	60,000	
94,525	37,041	125,000	125,000	Repair & Maintenance Supplies	115,000	115,000	
				<b>Other Services and Charges:</b>			
746,501	447,487	900,000	900,000	Contractual Services	902,750	902,750	
291	5,307	10,000	10,000	Postage	12,000	12,000	
4,657	-	-	-	Unemployment Costs	-	-	
91,166	16,963	115,000	115,000	Building Maintenance	115,000	115,000	
18,190	-	25,000	25,000	Tree Maintenance	25,000	25,000	
26,930	6,706	37,350	37,350	Telephone	39,350	39,350	
39,037	17,691	40,000	40,000	Vehicle Maintenance Expense	45,000	45,000	
22,341	13,082	40,000	40,000	Marketing and Promotions	40,000	40,000	
162,300	84,354	168,700	168,700	Insurance and Bonds	175,400	175,400	
480,064	200,412	500,000	500,000	Public Utilities	500,000	500,000	
538	188	55,000	55,000	Horticulture Consultant	55,000	55,000	
1,569	1,036	5,000	5,000	Rentals & Janitorial Service	5,000	5,000	

(Continued)



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES (Continued):</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 74,534	\$ 16,554	\$ 70,000	\$ 70,000	Special Events	\$ 70,000	\$ 70,000	
24,642	11,864	40,000	40,000	Sponsored Events	40,000	40,000	
10,796	23	15,000	15,000	Downtown Ice Rink Expense	15,000	15,000	
245,713	232,905	250,339	250,339	Cap Imprvmt Refunding Bonds, Series 2021C	250,838	250,838	
139,600	71,850	143,700	143,700	Administrative Expense	148,000	148,000	
				<b>Capital Outlay:</b>			
1,140,571	35,994	1,188,502	1,188,502	Capital Improvements	30,000	30,000	
66,856	60,524	66,024	60,524	Equipment - Vehicle	64,000	64,000	
49,545	34,250	70,000	70,000	Equipment - Recreation	60,000	60,000	
-	-	1,000,000	1,000,000	ARPA Expenditures	-	-	
<u>\$ 5,664,640</u>	<u>\$ 2,564,619</u>	<u>\$ 7,807,088</u>	<u>\$ 7,801,588</u>	<b>Total Expenditures</b>	<u>\$ 5,829,431</u>	<u>\$ 5,829,431</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND TRANSPORTATION EXPENDITURES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 121,527	\$ 67,021	\$ 140,000	\$ 140,000	Seasonal Employees	\$ 140,000	\$ 140,000	
				<b>Employee Benefits:</b>			
9,297	5,127	10,710	10,710	Social Security	10,710	10,710	
1,958	1,625	3,311	3,311	Employee Insurance	3,311	3,311	
				<b>Supplies:</b>			
579	-	2,000	2,000	Office Supplies	2,000	2,000	
-	-	2,000	2,000	Operating Supplies	2,000	2,000	
				<b>Other Services and Charges:</b>			
5,050	1,954	10,000	10,000	Contractual Services	15,000	15,000	
-	-	100	100	Postage	200	200	
11,970	1,853	15,000	15,000	Building Maintenance	15,000	15,000	
593	377	1,000	1,000	Telephone	1,000	1,000	
20,622	12,707	20,000	20,000	Vehicle Maintenance Expense	25,000	25,000	
14,681	2,424	18,000	18,000	Public Utilities	18,000	18,000	
19,600	10,152	20,300	20,300	Insurance and Bonds	21,100	21,100	
-	-	3,000	3,000	Bus Rental	3,000	3,000	
<u>\$ 205,877</u>	<u>\$ 103,240</u>	<u>\$ 245,421</u>	<u>\$ 245,421</u>	<b>Total Expenditures</b>	<u>\$ 256,321</u>	<u>\$ 256,321</u>	

## **COMMUNICATIONS**

The Communications Special Revenue Fund was established to account for fees 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 and most significant revenue through its subscribers.

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

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

The Communications Department currently generates two channels of access cable television programming (Comcast channels 5 and 12, WOW channels 10 and 18, and AT&T channel 99). We also create all cable bulletin board notices, City social media posts, provide maintenance and operation of the City websites ([www.cityofwarren.org](http://www.cityofwarren.org)), and produce the City newsletter (Newsbeat), the City calendar and City press releases.

The department is also responsible for the operation and maintenance of the Warren Community Center's auditorium. The Communications' department provides production assistance and coverage of official City meetings like City Council, Zoning Board of Appeals and Planning Commission meetings.

Additionally, the Communications Department assists other City departments with projects such as marketing plans, training, and informational videos for employees and residents. Another service provided to residents is posting emergency alerts and bulletins, using every tool available to notify residents of severe weather, snow emergencies, road closures and other emergencies.

We continually replace antiquated equipment and are currently making necessary upgrades to our auditorium. These upgrades will enhance our audio and video quality operation for our meetings, improve our workflow and help Warren residents stay informed.

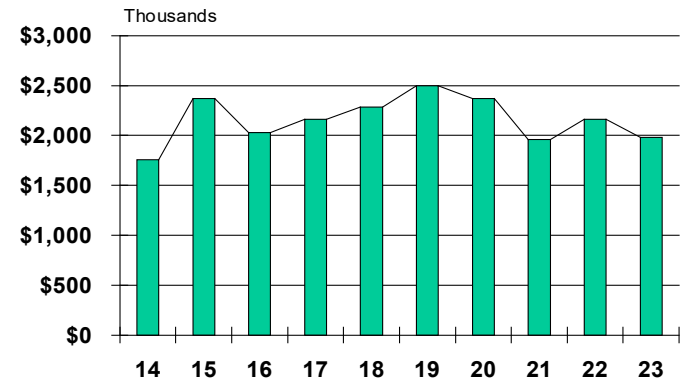
# COMMUNICATIONS

## Fiscal 2025 Performance Objectives

1. To increase resident's access to more meetings through video streaming.
2. To bring back the printed Newsbeat with a new name and look.
3. To enhance our branding/promotions tier of the Communications Department.
4. To continue to enhance the look and performance of the digital Newsbeat Magazine and City Calendar while meeting ADA guidelines.
5. To do heavy recruiting for qualified interns and staff.
6. To continue to support City departments/stakeholders with their communication needs.
7. To help develop and execute campaigns that enhance City services.
8. To expand emergency communications to residents and City employees via the CivicReady alert system.
9. To educate City employees/citizens about current ADA guidelines and available services.
10. To create new cable shows that connect local government with Warren citizens.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Meeting coverage (City Council, Zoning Board, Planning Commission)	65	70	65	70
Newsbeat magazine	4	4	4	4
Annual calendar	1	1	1	1
Original programs (sporting events, concerts, talk shows, etc.)	207	245	245	245
Auditorium support (plays, rentals, recitals, meetings, etc.)	38	120	103	103
Bulletin board postings (garage sales, non-profit ads, City information, etc.)	120	240	120	120
Snow and storm alerts (emergency information crawl on channels)	3	5	3	4
Website postings and updates (community events, department services)	5,100	4,100	5,100	5,200
Internship program (number of interns)	2	3	6	6
Public service announcements	13	42	30	35
Truck Productions	7	40	20	30

## Expenditure History Communications



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	\$ 95,305	1	\$ 95,305	1	\$ 95,305		
Communications Specialist	1	77,763	1	77,763	1	77,763		
Media Specialist 1	1	70,019	1	70,019	1	70,019		
Broadcast Engineer	1	66,907	1	66,907	1	66,907		
Videographer/Editor	1	61,674	1	61,674	1	61,674		
Administrative Clerk	1	58,622	1	60,967	1	60,967		
Part-time Employees		300,000		450,000		450,000		
Overtime	—	7,613	—	7,613	—	7,613		
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Local 412 Unit 35 and Local 412 Unit 59 contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 1,707,103	\$ 393,122	\$ 1,840,066	\$ 1,840,066	Cable TV Franchise Fees	\$ 1,655,890	\$ 1,655,890	
81,020	51,497	65,000	65,000	Interest on Investments	75,000	75,000	
17,688	6,805	6,805	-	Lease Proceeds	12,000	12,000	
95	-	200	200	Miscellaneous	200	200	
-	-	684,420	684,420	Fund Balance Appropriated	988,775	988,775	
<u>\$ 1,805,906</u>	<u>\$ 451,424</u>	<u>\$ 2,596,491</u>	<u>\$ 2,589,686</u>	<b>Total Revenues</b>	<u>\$ 2,731,865</u>	<u>\$ 2,731,865</u>	
				<b>EXPENDITURES:</b>			
\$ 510,371	\$ 245,766	\$ 739,584	\$ 739,584	Personnel Services	\$ 912,308	\$ 912,308	
303,471	165,426	464,004	464,004	Employee Benefits	490,783	490,783	
19,193	11,713	29,070	29,070	Supplies	35,500	35,500	
1,071,489	683,672	1,219,446	1,219,446	Other Services and Charges	1,093,274	1,093,274	
77,359	34,631	137,582	137,582	Capital Outlay	200,000	200,000	
<u>\$ 1,981,883</u>	<u>\$ 1,141,208</u>	<u>\$ 2,589,686</u>	<u>\$ 2,589,686</u>	<b>Total Expenditures</b>	<u>\$ 2,731,865</u>	<u>\$ 2,731,865</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,834,610	1,834,610	
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(59,271)	(59,271)	
(59,271)	(59,271)	(59,271)	(59,271)				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(988,775)	(988,775)	
-	-	(684,420)	(684,420)				
<u>\$ 2,452,954</u>	<u>\$ 1,763,170</u>	<u>\$ 1,775,339</u>	<u>\$ 1,768,534</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 786,564</u>	<u>\$ 786,564</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 341,466	\$ 196,198	\$ 431,971	\$ 431,971	<b>Personnel Services:</b>	\$ 454,695	\$ 454,695	
167,552	48,671	300,000	300,000	Permanent Employees	450,000	450,000	
1,353	897	7,613	7,613	Part-time Employees	7,613	7,613	
				Overtime			
				<b>- Employee Benefits:</b>			
2,000	3,000	3,500	3,500	Education Allowance	3,500	3,500	
39,312	19,438	58,925	58,925	Social Security	72,328	72,328	
82,120	46,103	193,852	193,852	Employee Insurance	203,550	203,550	
74,097	37,656	76,353	76,353	Retiree Health Insurance	75,823	75,823	
-	1,152	16,774	16,774	Bonus/Sick Redemption	17,585	17,585	
6,622	6,718	8,202	8,202	Longevity	9,552	9,552	
1,850	1,750	2,100	2,100	Clothing Allowance	2,400	2,400	
97,470	49,609	104,298	104,298	Retirement Fund	106,045	106,045	
				<b>Supplies:</b>			
1,450	239	3,500	3,500	Office	3,500	3,500	
15,753	11,474	23,570	23,570	Operating	30,000	30,000	
1,990	-	2,000	2,000	Tapes/DVD's	2,000	2,000	
				<b>Other Services and Charges:</b>			
42,543	19,938	65,000	65,000	Contractual Services	75,000	75,000	
12,768	13,287	15,000	15,000	Postage	110,000	110,000	
-	-	5,000	5,000	Unemployment	-	-	
4,296	682	7,000	7,000	Telephone	9,000	9,000	
2,802	1,235	4,000	4,000	Vehicle Maintenance	4,000	4,000	
145	-	3,500	3,500	Conferences & Workshops	3,500	3,500	
14,038	5,360	15,000	15,000	Community Outreach Programs	30,000	30,000	
46,900	24,354	48,700	48,700	Insurance and Bonds	50,600	50,600	
104,090	39,955	115,000	115,000	Public Utilities	115,000	115,000	
700	12,500	13,700	13,700	Memberships & Dues	13,835	13,835	
-	-	3,000	3,000	Sets and Design	5,000	5,000	
9,402	13,488	25,000	25,000	Web site	27,000	27,000	
45,758	-	50,000	50,000	City Calendar	55,000	55,000	
2,000	-	2,000	2,000	Music Library	2,000	2,000	
-	-	-	-	City Newsletter	150,000	150,000	
46,974	22,078	80,000	80,000	Software & Contractual Service	60,000	60,000	
16,754	6,871	27,520	27,520	Auditorium Expense	25,000	25,000	
371,300	191,202	382,400	382,400	Administrative Expense	-	-	
351,019	332,722	357,626	357,626	Cap Imprvmt Refunding Bonds, 2021C	358,339	358,339	
				<b>Capital Outlay:</b>			
-	-	35,000	35,000	Vehicles	-	-	
77,359	34,631	102,582	102,582	Production/Cable TV Equipment	200,000	200,000	
<u>\$ 1,981,883</u>	<u>\$ 1,141,208</u>	<u>\$ 2,589,686</u>	<u>\$ 2,589,686</u>	<b>Total Expenditures</b>	<u>\$ 2,731,865</u>	<u>\$ 2,731,865</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, metal, appliances and concrete at the curb 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 10 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 ten years.

In conjunction with other departments, we participate in all blight sweep clean ups and other special projects including landlord/renters move outs and tenant evictions ordered from the 37<sup>th</sup> District Court. We have one Hazardous Waste Drop Off Day per year that generated over 25,000 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, car batteries and household batteries.

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.



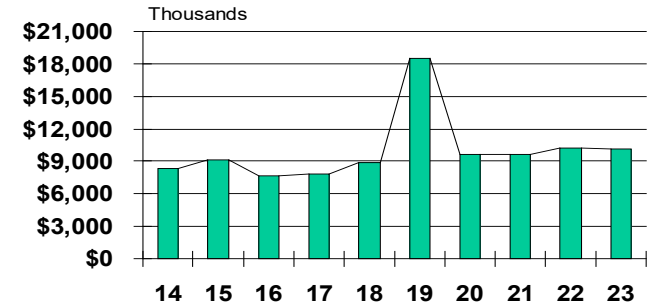
## SANITATION DIVISION

### Fiscal 2025 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 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Collection points (per week)	56,000	56,000	56,000	56,000
Refuse collection at curb (tons)	55,830	56,000	56,000	56,000
Citizen complaints received	1,248	1,000	1,000	1,000
Number of refuse collection routes	12	12	12	12
Curbside recycling collected (tons)	5,000	5,700	5,700	5,700
Number of recycle routes	12	10	12	12
Curbside compost collected (tons)	12,400	14,000	14,000	14,000
Number of compost routes	12	12	12	12
Recycling center drop offs (tons)	3,000	4,000	4,000	4,000
Car batteries dropped off	205	400	400	400
Non-ferrous metal dropped off (tons)	4.2	5	5	5
Cardboard dropped off (tons)	68	70	75	75
Metals (tons)	130	150	150	150
Newspapers (tons)	23	20	25	25
Computers/electronics (tons)	26	30	30	30
Plastic (tons)	22	30	25	25
Styrofoam (44 gallon bags)	420	500	500	500
Concrete dropped off (tons)	64	100	65	65
Motor oil dropped off (gallons)	7,700	5,000	7,500	7,500
Antifreeze dropped off (gallons)	1,575	1,000	1,500	1,500

**Expenditure History  
Sanitation**



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	\$ 111,376	1	\$ 111,376	1	\$ 111,376		
Assistant Superintendent	1	89,497	1	89,497	1	89,497		
Sanitation Associate Manager	1	85,305	1	85,305	1	85,305		
Administrative Clerical Technician	1	62,919	1	65,436	1	65,436		
Office Assistant	1	42,206	1	43,894	1	43,894		
Custodian	1	43,056	1	44,778	1	43,056		
<u>Rubbish Pick-up:</u>								
Foreman	3	82,347	3	82,347	3	82,347		
Sanitation Operator Technician	1	68,827	1	71,573	1	71,573		
Sanitation Operator Specialist	1	67,059	1	69,742	1	69,742		
Sanitation Worker	27	59,010	27	61,360	27	61,360		
Temporary Employees - Rubbish Collection		220,000		220,000		220,000		
<u>Overtime:</u>								
Rubbish Pick-up		475,000		500,000		500,000		
Clerical	—	13,000	—	13,000	—	13,000		
Total Personnel	<u>38</u>		<u>38</u>		<u>38</u>			

(a) Wage rates are based on Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/24 and Local 227 contract that expires 6/30/25.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 10,671,891	\$ 5,676,437	\$ 11,267,679	\$ 11,267,679	Property Tax Revenue	\$ 11,760,533	\$ 11,760,533	
70,299	71,706	143,411	143,411	Industrial Facilities Tax	95,870	95,870	
1,395,218	600,730	440,000	440,000	Reimbursement for Personal Property Loss	600,000	600,000	
214,060	198,674	80,000	80,000	Interest on Investments	120,000	120,000	
52,311	17,738	52,305	52,305	Lease Proceeds	52,305	52,305	
172,509	40,837	80,000	80,000	Miscellaneous Revenue	80,000	80,000	
176,965	75,298	145,000	145,000	Transfer Station Royalties	145,000	145,000	
38,348	21,514	35,000	35,000	Recycling Revenue	35,000	35,000	
-	69,400	-	-	Sale of Equipment	-	-	
-	-	1,610,236	1,545,236	Fund Balance Appropriated	1,212,379	1,212,379	
<u>\$ 12,791,601</u>	<u>\$ 6,772,334</u>	<u>\$ 13,853,631</u>	<u>\$ 13,788,631</u>	<b>Total Revenues</b>	<u>\$ 14,101,087</u>	<u>\$ 14,101,087</u>	
				<b>EXPENDITURES:</b>			
\$ 2,474,042	\$ 1,206,824	\$ 3,159,707	\$ 3,159,707	Personnel Services	\$ 3,263,150	\$ 3,263,150	
2,140,794	1,120,979	2,871,800	2,871,800	Employee Benefits	2,907,588	2,907,588	
495,759	182,382	630,000	565,000	Supplies	605,000	605,000	
4,498,518	2,889,000	5,635,124	5,635,124	Other Services and Charges	6,475,349	6,475,349	
517,788	397,586	1,557,000	1,557,000	Capital Outlay	850,000	850,000	
<u>\$ 10,126,901</u>	<u>\$ 5,796,771</u>	<u>\$ 13,853,631</u>	<u>\$ 13,788,631</u>	<b>Total Expenditures</b>	<u>\$ 14,101,087</u>	<u>\$ 14,101,087</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	5,603,104	5,603,104	
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(189,263)	(189,263)	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(1,212,379)</u>	<u>(1,212,379)</u>	
<u>\$ 7,024,077</u>	<u>\$ 7,999,640</u>	<u>\$ 5,413,841</u>	<u>\$ 5,478,841</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 4,201,462</u>	<u>\$ 4,201,462</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 182,794	\$ 82,140	\$ 287,294	\$ 287,294	<b>Personnel Services:</b>	\$ 302,801	\$ 302,801	
1,537,386	709,082	1,994,006	1,994,006	Supervisory	2,075,560	2,075,560	
82,234	47,260	145,407	145,407	Permanent Employees - Rubbish Collection	151,789	151,789	
81,772	59,401	220,000	220,000	Permanent Employees - Permanent	220,000	220,000	
9,209	-	-	-	Temporary Employees - Rubbish Collection	-	-	
569,403	304,527	500,000	500,000	Temporary Employee - Clerical	500,000	500,000	
11,244	4,414	13,000	13,000	Overtime - Rubbish Collection	13,000	13,000	
				Overtime - Clerical			
				<b>Employee Benefits:</b>			
1,333	1,167	2,000	2,000	Education Allowance	1,000	1,000	
192,217	94,713	248,390	248,390	Social Security	255,777	255,777	
524,973	321,606	1,100,131	1,100,131	Employee Insurance	1,169,603	1,169,603	
534,294	268,779	556,680	556,680	Retiree Health Insurance	538,636	538,636	
17,631	20,270	28,274	28,274	Bonus/Sick Redemption	29,612	29,612	
39,001	13,735	43,031	43,031	Longevity	29,854	29,854	
822,668	390,442	879,994	879,994	Retirement Fund	866,906	866,906	
8,677	10,267	13,300	13,300	Uniforms/Clothing	16,200	16,200	
				<b>Supplies:</b>			
14,082	1,483	15,000	15,000	Office Supplies	35,000	35,000	
-	2,643	65,000	-	Operating Supplies	65,000	65,000	
481,677	180,899	550,000	550,000	Gasoline & Diesel Oil	505,000	505,000	
				<b>Other Services and Charges:</b>			
1,208,448	1,208,448	1,208,449	1,208,449	Capital Equipment Lease Payment	1,208,449	1,208,449	
-	-	2,000	2,000	Notifications	3,000	3,000	
15,934	2,174	15,000	15,000	Contractual Services	16,000	16,000	
				Contractual Services:			
1,846,371	820,149	2,500,000	2,500,000	Rubbish Hauling	2,500,000	2,500,000	
501,138	314,218	800,000	800,000	Recycling & Compost Disposal	1,000,000	1,000,000	
18,660	34,007	47,000	47,000	Hazardous Waste Collection	55,000	55,000	
9,400	16,450	20,000	20,000	SMDA Closure Costs	23,500	23,500	
37,600	65,800	65,800	65,800	SMDA Legal/Engineering Costs	94,000	94,000	
2,191	500	500	500	Unemployment Costs	-	-	
-	84	2,500	2,500	Postage	2,500	2,500	
6,754	1,661	11,875	11,875	Telephone	13,500	13,500	
820,059	414,535	897,000	897,000	Vehicle Maintenance	844,000	844,000	
23,329	5,619	40,000	40,000	Public Utilities	40,000	40,000	
-	-	-	-	Insurance and Bonds	173,400	173,400	
8,634	5,355	25,000	25,000	Building & Grounds Maintenance	25,000	25,000	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>SANITATION</u></b> <b><u>SPECIAL REVENUE FUND</u></b> <b><u>EXPENDITURES (Continued):</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ -	\$ -	\$ -	\$ -	Administrative Expense	\$ 477,000	\$ 477,000	
				<b>Capital Outlay:</b>			
99,567	-	76,000	76,000	Capital Improvements	-	-	
-	-	-	-	Office Furniture	30,000	30,000	
311,934	242,000	1,245,000	1,245,000	Vehicles	730,000	730,000	
106,287	155,586	236,000	236,000	Equipment	90,000	90,000	
<u>\$ 10,126,901</u>	<u>\$ 5,799,414</u>	<u>\$ 13,853,631</u>	<u>\$ 13,788,631</u>	<b>Total Expenditures</b>	<u>\$ 14,101,087</u>	<u>\$ 14,101,087</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 8,200 licensed properties. In Fiscal 2023, the Rental Division performed over 7,700 inspections, re-inspections and investigations.

The Rental Program is funded by fees collected for license applications and inspections, which generated \$1,118,685 in revenue for Fiscal 2023. The rental Program for 2024 is projected to be over \$1,000,000.

The largest expense in the Rental Division is Personnel Services. The Rental Division staff currently includes a Senior Office Coordinator, a Chief Code Enforcement Officer, one Administrative Clerk, two Rental Code Inspectors and one Office Assistant. The program is additionally supported by two 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 generated \$29,825 in Fiscal 2023 and is projected to generate \$100,000 for Fiscal 2024.

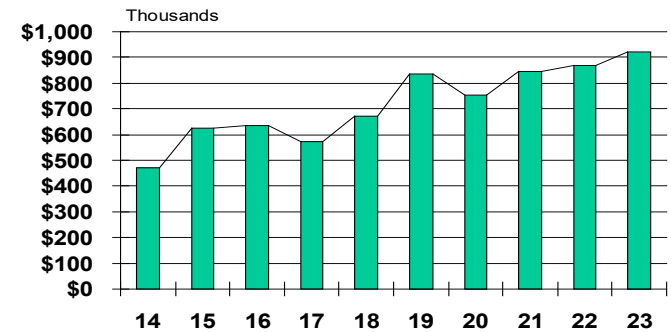
# RENTAL

## Fiscal 2025 Performance Objectives

1. To register and inspect all rental properties/condominiums/air bnb's/apartment complexes and bring them into compliance with City codes.
2. Continue to work with Property Maintenance / Building Inspectors during sweeps to locate unregistered rental properties.
3. To continue to cross-train our staff/personnel to interact with other departments enabling them to better assist residents and investors.
4. 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.
5. To continue 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 ensure all Group Homes registered with the City have current licenses with the State of Michigan.
7. To work with Animal Control to ensure all dogs in rental properties are licensed with the City of Warren.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Registration/licensing of rental properties	7,219	8,200	8,200	7,900
Rental inspections	7,759	7,800	7,800	7,800
Court violations issued	1,850	1,200	1,700	1,700
Apartment registrations	25	95	25	70

**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	\$ 90,615	1	\$ 90,615	1	\$ 90,615		
Senior Office Coordinator	1	85,382	1	88,797	1	88,797		
Rental Code Inspector	2	68,853	2	71,607	2	71,607		
Administrative Clerk	1	58,622	1	60,967	1	60,967		
Office Assistant	1	42,206	1	43,894	1	43,894		
Temporary Employees - Inspections		200,000		200,000		200,000		
Temporary/Co-op		80,000		45,000		45,000		
Overtime - Clerical	—	10,000	—	10,000	—	10,000		
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>			

(a) Wage rates are based on Warren Supervisors contract that expires 6/30/24 and Local 227 contract that expires 6/30/25.

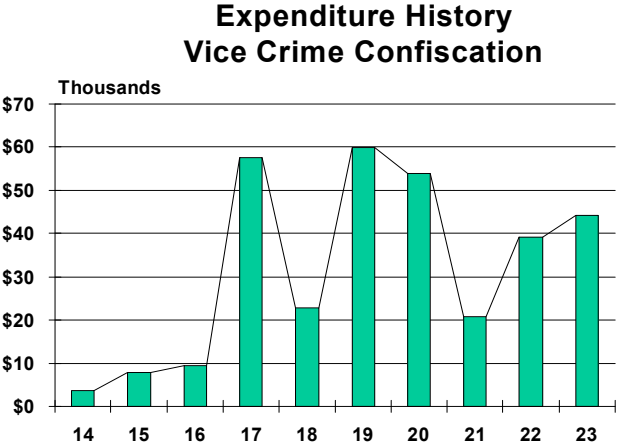


SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>RENTAL ORDINANCE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 1,118,685	\$ 547,090	\$ 1,050,000	\$ 1,050,000	Residential Inspection Fees	\$ 1,050,000	\$ 1,050,000	
29,825	33,955	100,000	145,000	Apartment Inspection Fee	35,000	35,000	
87,812	66,816	105,000	66,000	Interest on Investments	90,000	90,000	
-	-	-	-	Fund Balance Appropriated	74,072	74,072	
<u>\$ 1,236,322</u>	<u>\$ 647,861</u>	<u>\$ 1,255,000</u>	<u>\$ 1,261,000</u>	<b>Total Revenues</b>	<u>\$ 1,249,072</u>	<u>\$ 1,249,072</u>	
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 372,505	\$ 192,017	\$ 397,920	\$ 397,920	Permanent Employees	\$ 424,918	\$ 424,918	
1,430	625	10,000	10,000	Overtime	10,000	10,000	
136,489	42,525	200,000	200,000	Temporary Employees - Inspection	200,000	200,000	
34,013	12,624	80,000	80,000	Temporary/Co-op	45,000	45,000	
				<b>Employee Benefits:</b>			
42,864	19,294	54,724	54,724	Social Security	54,226	54,226	
105,497	57,854	151,529	151,529	Employee Insurance	159,294	159,294	
30,801	15,458	31,546	31,546	Retiree Health Insurance	31,248	31,248	
14,082	3,321	16,428	16,428	Bonus/Sick Redemption	17,229	17,229	
7,232	3,550	8,814	8,814	Longevity	9,182	9,182	
2,100	2,100	2,100	2,100	Clothing	2,400	2,400	
39,819	20,200	43,529	43,529	Retirement Fund	46,375	46,375	
9,331	4,267	12,300	12,300	<b>Office Supplies</b>	20,000	20,000	
				<b>Other Services and Charges:</b>			
12,402	6,301	13,200	13,200	Postage	14,000	14,000	
-	-	1,800	1,800	Fees and Per Diem	7,800	7,800	
-	-	5,000	5,000	Contractual Services	10,000	10,000	
339	171	1,000	1,000	Telephone	1,600	1,600	
6,807	2,100	15,000	15,000	Vehicle Maintenance	20,000	20,000	
90,400	46,554	93,100	93,100	Administrative Expense	95,800	95,800	
				<b>Capital Outlay:</b>			
16,300	-	81,600	67,000	Equipment - Office/Vehicles	80,000	80,000	
<u>\$ 922,411</u>	<u>\$ 428,961</u>	<u>\$ 1,219,590</u>	<u>\$ 1,204,990</u>	<b>Total Expenditures</b>	<u>\$ 1,249,072</u>	<u>\$ 1,249,072</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ 313,911	\$ 218,900	\$ 35,410	\$ 56,010	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE</b>			
2,146,856	2,460,767	2,460,767	2,460,767	<b>BEGINNING OF PERIOD</b>	2,496,177	2,496,177	
				<b>RESERVE FOR:</b>			
(50,219)	(50,219)	(50,219)	(50,219)	<b>COMPENSATED ABSENCES</b>	(50,219)	(50,219)	
				<b>LESS: FUND BALANCE</b>			
-	-	-	-	<b>APPROPRIATED</b>	(74,072)	(74,072)	
<u>\$ 2,410,548</u>	<u>\$ 2,629,448</u>	<u>\$ 2,445,958</u>	<u>\$ 2,466,558</u>	<b>ESTIMATED FUND BALANCE</b>	<u>\$ 2,371,886</u>	<u>\$ 2,371,886</u>	
				<b>(DEFICIT) END OF PERIOD</b>			

# VICE CRIME CONFISCATION FUND

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

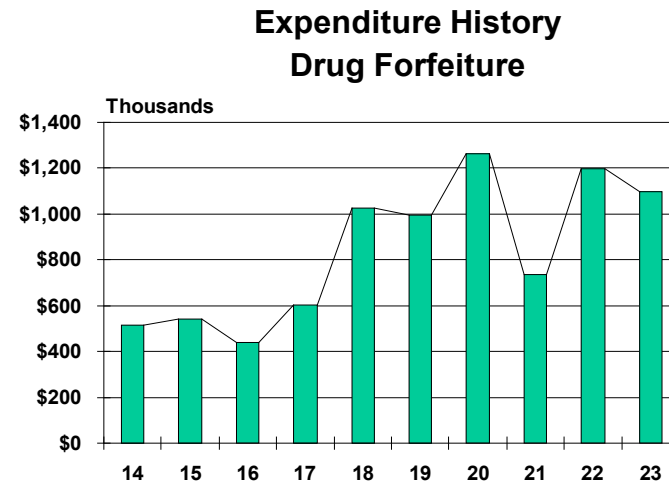


SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>VICE CRIME CONFISCATION FUND</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 28,290	\$ 20,764	\$ 45,000	\$ 59,000	Vice Crime Confiscation's	\$ 50,000	\$ 50,000	
15,823	11,350	15,000	1,000	Interest on Investments	10,000	10,000	
-	-	-	-	Fund Balance Appropriated	53,525	53,525	
\$ 44,113	\$ 32,114	\$ 60,000	\$ 60,000	<b>Total Revenues</b>	\$ 113,525	\$ 113,525	
				<b><u>EXPENDITURES:</u></b>			
				<b>Other Services and Charges:</b>			
\$ 21,960	\$ 1,838	\$ 60,000	\$ 60,000	Vice Crime Expenditures	\$ 113,525	\$ 113,525	
\$ 21,960	\$ 1,838	\$ 60,000	\$ 60,000	<b>Total Expenditures</b>	\$ 113,525	\$ 113,525	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	417,397	417,397	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(53,525)	(53,525)	
\$ 417,397	\$ 447,673	\$ 417,397	\$ 417,397	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	\$ 363,872	\$ 363,872	

## 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.



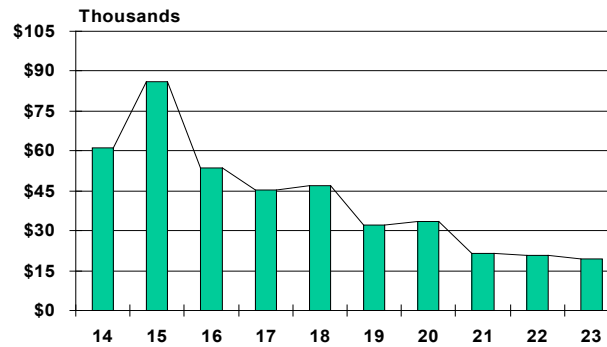
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>DRUG FORFEITURE FUND</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 961,925	\$ 311,731	\$ 525,000	\$ 525,000	Drug Forfeitures	\$ 625,000	\$ 625,000	
72,181	47,895	75,000	7,500	Interest on Investments	80,000	80,000	
-	-	882,694	882,694	Fund Balance Appropriated	380,000	380,000	
<b>\$ 1,034,106</b>	<b>\$ 359,626</b>	<b>\$ 1,482,694</b>	<b>\$ 1,415,194</b>	<b>Total Revenues</b>	<b>\$ 1,085,000</b>	<b>\$ 1,085,000</b>	
				<b><u>EXPENDITURES:</u></b>			
				<b>Other Services and Charges:</b>			
\$ 475,317	\$ 41,705	\$ 242,705	\$ 242,705	Federal Drug Forfeiture Expense	\$ 457,000	\$ 457,000	
620,790	611,061	1,172,489	1,172,489	Local Drug Forfeiture Expense	628,000	628,000	
<b>\$ 1,096,107</b>	<b>\$ 652,766</b>	<b>\$ 1,415,194</b>	<b>\$ 1,415,194</b>	<b>Total Expenditures</b>	<b>\$ 1,085,000</b>	<b>\$ 1,085,000</b>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	<b>\$ -</b>	<b>\$ -</b>	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,257,284	1,257,284	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<b>(380,000)</b>	<b>(380,000)</b>	
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<b>\$ 877,284</b>	<b>\$ 877,284</b>	

## 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**



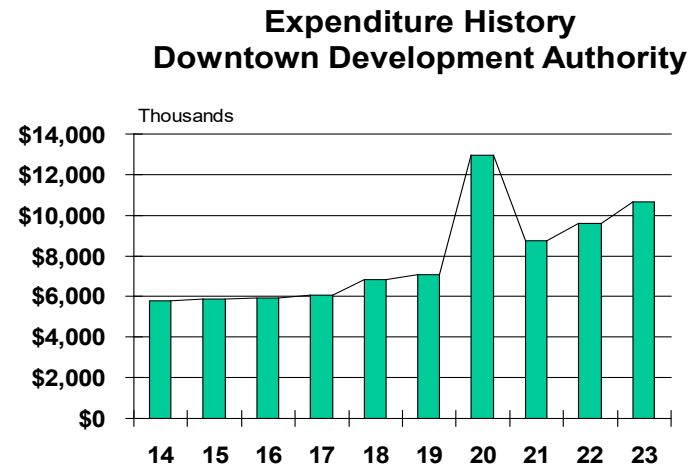
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>ACT 302 POLICE TRAINING FUND</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 47,452	\$ 41,221	\$ 72,000	\$ 22,000	State Grant - Police Training	\$ 50,000	\$ 50,000	
1,390	1,645	2,500	250	Interest on Investments	2,500	2,500	
-	-	2,750	2,750	Fund Balance Appropriated	-	-	
<u>\$ 48,842</u>	<u>\$ 42,866</u>	<u>\$ 77,250</u>	<u>\$ 25,000</u>	<b>Total Revenues</b>	<u>\$ 52,500</u>	<u>\$ 52,500</u>	
				<b><u>EXPENDITURES:</u></b>			
				<b>Other Services and Charges:</b>			
\$ 19,235	\$ 12,484	\$ 75,000	\$ 25,000	Conferences & Workshops	\$ 52,500	\$ 52,500	
<u>\$ 19,235</u>	<u>\$ 12,484</u>	<u>\$ 75,000</u>	<u>\$ 25,000</u>	<b>Total Expenditures</b>	<u>\$ 52,500</u>	<u>\$ 52,500</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
29,607	30,382	2,250	-				
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	48,288	48,288	
19,181	48,788	48,788	48,788				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	
-	-	(2,750)	(2,750)				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 48,288</u>	<u>\$ 48,288</u>	
<u>\$ 48,788</u>	<u>\$ 79,170</u>	<u>\$ 48,288</u>	<u>\$ 46,038</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.





SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 7,296,426	\$ 3,656,496	\$ 7,313,000	\$ 7,313,000	Property Tax Revenue	\$ 8,277,029	\$ 8,277,029	
4,907,998	5,124,608	4,200,000	4,200,000	Reimbursement for Personal Property Loss	4,200,000	4,200,000	
709,526	388,579	75,000	75,000	Interest on Investments	700,000	700,000	
261,026	-	25,000	25,000	Donations/ Miscellaneous Revenue	25,000	25,000	
-	-	<u>8,473,023</u>	<u>5,417,323</u>	Fund Balance Appropriated	<u>5,197,165</u>	<u>5,197,165</u>	
<u>\$ 13,174,976</u>	<u>\$ 9,169,683</u>	<u>\$ 20,086,023</u>	<u>\$ 17,030,323</u>	<b>Total Revenues</b>	<u>\$ 18,399,194</u>	<u>\$ 18,399,194</u>	
				<b><u>EXPENDITURES:</u></b>			
\$ 218,817	\$ 103,448	\$ 291,160	\$ 291,160	Personnel Services	\$ 315,938	\$ 315,938	
95,987	56,664	180,345	180,345	Employee Benefits	186,229	186,229	
-	-	3,000	3,000	Supplies	3,000	3,000	
6,911,448	6,783,898	8,755,818	8,755,818	Other Services and Charges	11,760,977	11,760,977	
<u>3,441,805</u>	<u>1,365,449</u>	<u>10,855,700</u>	<u>7,800,000</u>	Capital Outlay	<u>6,133,050</u>	<u>6,133,050</u>	
<u>\$ 10,668,057</u>	<u>\$ 8,309,459</u>	<u>\$ 20,086,023</u>	<u>\$ 17,030,323</u>	<b>Total Expenditures</b>	<u>\$ 18,399,194</u>	<u>\$ 18,399,194</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE FOR PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	16,275,564	16,275,564	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(5,197,165)</u>	<u>(5,197,165)</u>	
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 11,078,399</u>	<u>\$ 11,078,399</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>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director	1	\$ 111,506	1	\$ 111,506	1	\$ 111,506		
DDA Assistant	1	68,950	1	68,950	1	68,950		
Temporary Clerical		35,000		50,000		50,000		
Temporary Blight	—	75,000	—	75,000	—	75,000		
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>			

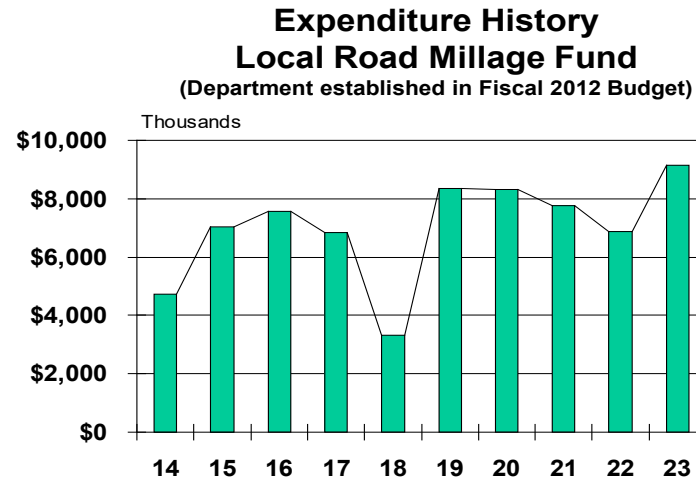
(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/24.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>EXPENDITURES:</u></b>			
				<b>Personnel Services:</b>			
\$ 166,096	\$ 81,394	\$ 181,160	\$ 181,160	Permanent Employees	\$ 190,938	\$ 190,938	
52,721	22,054	110,000	110,000	Temporary Employees	125,000	125,000	
-	-	-	-	Overtime	-	-	
				<b>Employee Benefits:</b>			
-	-	2,000	2,000	Education Allowance	2,000	2,000	
18,006	8,798	23,673	23,673	Social Security	25,536	25,536	
26,119	17,774	91,656	91,656	Employee Insurance	95,825	95,825	
26,563	13,327	26,826	26,826	Retiree Health Insurance	26,147	26,147	
2,915	4,289	8,330	8,330	Bonus/Sick Redemption	8,746	8,746	
3,453	2,230	7,219	7,219	Longevity	6,296	6,296	
300	700	700	700	Clothing	800	800	
18,631	9,546	19,941	19,941	Retirement Fund	20,879	20,879	
-	-	3,000	3,000	<b>Office Supplies</b>	3,000	3,000	
				<b>Other Services and Charges:</b>			
341,323	141,425	500,000	500,000	Contractual Services	750,000	750,000	
103	49	150	150	Postage	5,000	5,000	
271	121	700	700	Telephone	700	700	
784	945	1,500	1,500	Mileage	1,000	1,000	
2,753	-	7,800	7,800	Conferences & Workshops	10,000	10,000	
-	-	-	-	Community Outreach Programs	350,000	350,000	
120	956	3,000	3,000	Public Utilities	3,000	3,000	
419,200	215,850	431,700	431,700	Administrative Expense	444,600	444,600	
14,455	-	30,000	30,000	City Flower Plantings	25,000	25,000	
7,700	-	12,000	12,000	Membership and Dues	12,000	12,000	
-	-	-	-	8 Mile Boulevard Association Dues	7,200	7,200	
-	-	-	-	Contribution to P&F Retiree Health	1,658,020	1,658,020	
-	-	-	-	Transfer to T.I.F.A	1,000,000	1,000,000	
6,124,739	6,424,552	7,768,968	7,768,968	Transfer to DDA Debt Retirement Funds	7,494,457	7,494,457	
				<b>Capital Outlay:</b>			
3,441,805	1,365,449	10,855,700	7,800,000	Capital Improvements	6,133,050	6,133,050	
<u>\$ 10,668,057</u>	<u>\$ 8,309,459</u>	<u>\$ 20,086,023</u>	<u>\$ 17,030,323</u>	<b>Total Expenditures</b>	<u>\$ 18,399,194</u>	<u>\$ 18,399,194</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 and August 2021. These funds are used to repair and improve local streets and roads within the City of Warren.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 7,713,605	\$ 4,099,057	\$ 8,132,625	\$ 8,132,625	Property Tax Revenue	\$ 8,488,323	\$ 8,488,323	
50,739	51,750	103,504	103,504	Industrial Facilities Tax	69,198	69,198	
1,007,033	433,586	433,586	320,000	Reimbursement for Personal Property Loss	450,000	450,000	
368,543	301,701	400,000	15,000	Interest on Investments	400,000	400,000	
-	-	7,072,951	7,072,951	Fund Balance Appropriated	2,996,749	2,996,749	
<u>\$ 9,139,920</u>	<u>\$ 4,886,094</u>	<u>\$ 16,142,666</u>	<u>\$ 15,644,080</u>	<b>Total Revenues</b>	<u>\$ 12,404,270</u>	<u>\$ 12,404,270</u>	
				<b><u>EXPENDITURES:</u></b>			
\$ 9,275,340	\$ 1,372,005	\$ 14,546,361	\$ 14,545,361	Capital Improvements	\$ 12,098,170	\$ 12,098,170	
288,600	148,602	297,200	297,200	Administrative Expense	306,100	306,100	
<u>\$ 9,563,940</u>	<u>\$ 1,520,607</u>	<u>\$ 14,843,561</u>	<u>\$ 14,842,561</u>	<b>Total Expenditures</b>	<u>\$ 12,404,270</u>	<u>\$ 12,404,270</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	3,453,961	3,453,961	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(2,996,749)	(2,996,749)	
-	-	(7,072,951)	(7,072,951)				
<u>\$ 9,227,807</u>	<u>\$ 12,593,294</u>	<u>\$ 3,453,961</u>	<u>\$ 2,956,375</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 457,212</u>	<u>\$ 457,212</u>	

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</b> <b>Capital Improvements:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 350,919	\$ 2,191	\$ 1,473,550	\$ 1,473,550	Concrete Pavement Repr Program (City Wide)	\$ 1,200,000	\$ 1,200,000	
8,176	-	-	-	Panama (Stephens to 10 Mile)	-	-	
7,088	-	-	-	Alvin (Firwood to Hayes)	-	-	
1,123,102	-	95,000	75,000	Beierman (9 Mile to Stephens)	-	-	
654,341	-	-	254,000	Arden (Chalfonte to Exeter)	-	-	
222,768	-	-	-	Cosgrove (Fenwick to Martin)	-	-	
-	-	615,699	1,000,000	Engineering Services & Contingency	-	-	
1,601,136	(35,440)	-	215,000	Warner (Stephens to 10 Mile)	-	-	
649,962	186	186	37,500	Yvonne and Yvette (Schoenherr to DeMott)	-	-	
-	371	785,000	785,000	Hayman (Orville to Runey)	-	-	
64,485	880,164	975,787	535,500	Cromie/Dover (Iroquios-Moulin/Common-Iowa)	-	-	
2,483	-	1,363,799	1,350,000	Palomino (Champaign to Potomac)	-	-	
1,180,245	-	-	25,000	Roseberry (9 Mile to Stephens)	-	-	
841,296	-	-	-	Lyon's Circle W (Pagels to Buchanan)	-	-	
752,106	154,700	263,542	155,000	Mullin (Sherman to Toepfer)	-	-	
1,588,431	277,125	2,831,206	3,000,000	City/Park Parking Lot Pavement	-	-	
181,028	-	85,951	85,951	Campbell - CDBG shared	-	-	
5,782	-	-	-	Lawrence - CDBG shared	-	-	
-	-	1,056,312	800,000	Northhampton Dr (Sheffield to 14 Mile)	-	-	
2,442	-	1,020,800	1,020,800	Ira, Masch & Hudson (Toepfer/Ira-Hudson,etc)	-	-	
39,550	6,382	1,052,493	1,358,060	Stanley & Evelyn (VD-Evelyn, Marion-12 Mile)	-	-	
-	-	875,000	875,000	Regency Park (Stephens to end)	-	-	
-	-	300,000	300,000	Republic (Hoover to Wagner)	600,000	600,000	
-	-	-	-	Autumn Lane (south of Common)	1,200,000	1,200,000	
-	86,326	1,752,036	1,200,000	Toepfer (Mullin to MacArthur)	-	-	
-	-	-	-	Mavis, Irvington, Sheridan Ct & Adler	748,220	748,220	
-	-	-	-	Prospect (Waltham to Fairfield)	400,000	400,000	
-	-	-	-	Currie (8 Mile to 9 Mile)	2,500,000	2,500,000	
-	-	-	-	Los Olas & Palm Beach (12 to Martin/Gerald)	3,757,600	3,757,600	
-	-	-	-	Arsenal, Stanley & Marian	1,692,350	1,692,350	
<b>\$ 9,275,340</b>	<b>\$ 1,372,005</b>	<b>\$ 14,546,361</b>	<b>\$ 14,545,361</b>	<b>Total Capital Improvements</b>	<b>\$ 12,098,170</b>	<b>\$ 12,098,170</b>	

## INDIGENT DEFENSE FUND

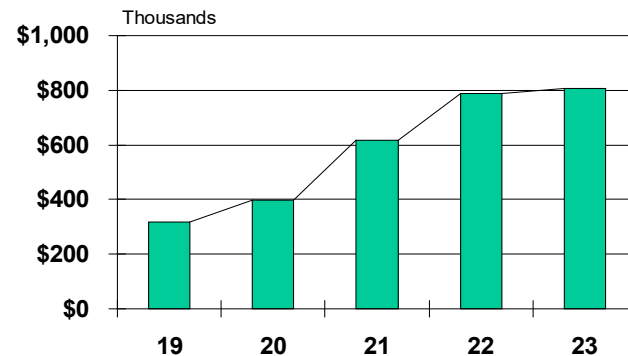
In October 2011, Governor Snyder issued Executive Order 2011-12, establishing the initial Indigent Defense Advisory Commission, which was responsible for recommending improvements to indigent defense. As a result of these recommendations, several laws were passed in July of 2013 with the intent on improving indigent defense. The City of Warren's 37<sup>th</sup> District Court established its Indigent Defense Fund in fiscal 2019.

The new legislation created a 15-member Indigent Defense Commission known as the Michigan Indigent Defense Commission (MIDC).

The MIDC is charged with developing and overseeing the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that indigent criminal defense services provide effective assistance of counsel.

Each year, the Managed Assigned Council Coordinator (MACC) is required to submit a compliance plan/budget to the MIDC in order to receive grant funds to help fund the costs of indigent defense. The City of Warren is required by law to support the costs of indigent defense by paying its local share. The grant is conditioned upon funds being available through the State of Michigan.

### Expenditure History Indigent Defense



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>INDIGENT DEFENSE FUND</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 377,565	\$ 953,581	\$ 3,429,761	\$ 3,429,761	State Grant - Indigent Defense	\$ -	\$ -	\$ -
20,210	10,893	-	-	Interest on Investments	-	-	-
123,769	123,769	123,769	123,769	Contribution from General Fund	-	-	-
-	-	408,077	408,077	Fund Balance Appropriated	-	-	-
<u>\$ 521,544</u>	<u>\$ 1,088,243</u>	<u>\$ 3,961,607</u>	<u>\$ 3,961,607</u>	<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b><u>EXPENDITURES:</u></b>			
				<b>Personnel Services:</b>			
\$ 53,518	\$ 28,781	\$ 77,089	\$ 77,089	Permanent Employees	\$ -	\$ -	\$ -
-	-	-	-	Temporary Employees	-	-	-
				<b>Employee Benefits:</b>			
4,226	2,240	5,869	5,869	Social Security	-	-	-
6,331	6,478	23,665	23,665	Employee Insurance	-	-	-
1,130	601	1,542	1,542	Retiree Health Insurance	-	-	-
5,652	3,003	7,709	7,709	Retirement Fund	-	-	-
3,078	2,105	4,200	4,200	<b>Office Supplies</b>	-	-	-
				<b>Other Services and Charges:</b>			
-	-	-	-	State of Michigan	-	-	-
-	600	19,137	19,137	Contractual Services	-	-	-
-	-	600	600	Unemployment Costs	-	-	-
732,235	469,933	3,821,796	3,821,796	Counsel for Indigent Defendants	-	-	-
-	-	-	-	Conferences & Workshops	-	-	-
				<b>Capital Outlay:</b>			
-	-	-	-	Construction Contracts	-	-	-
-	-	-	-	Equipment	-	-	-
<u>\$ 806,170</u>	<u>\$ 513,741</u>	<u>\$ 3,961,607</u>	<u>\$ 3,961,607</u>	<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ (284,626)	\$ 574,502	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
692,703	408,077	408,077	408,077	<b>BEGINNING OF PERIOD</b>	-	-	-
				<b>LESS: FUND BALANCE</b>			
				<b>APPROPRIATED</b>			
-	-	(408,077)	(408,077)		-	-	-
<u>\$ 408,077</u>	<u>\$ 982,579</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE</b>			
				<b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



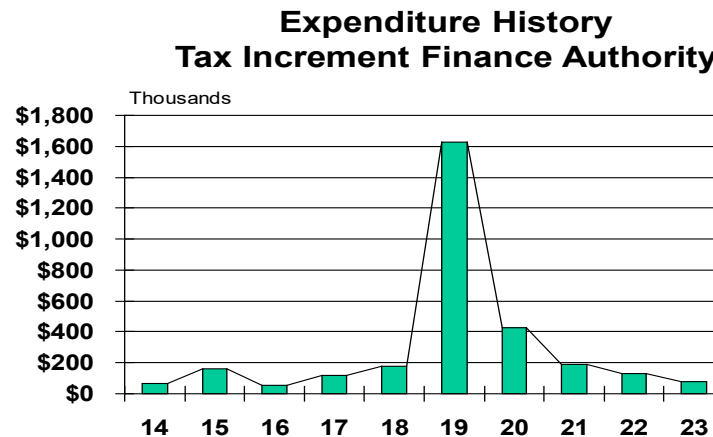
## **TAX INCREMENT FINANCE AUTHORITY CONSTRUCTION FUND**

The City of Warren established the Warren TIFA in 1986 under the State of Michigan Tax Increment Finance Authority (TIFA) Act of 1980, superseded by the Recodified Tax Increment Financing Act 57 of 2018. The TIF plan was originally adopted in 1986 and revised in 1991. TIFA generally covers the portion of Warren along Van Dyke Avenue, from Eight Mile Road north to Stephens Road. A nine-member Board of Directors administers TIFA.

The function of the authority is to prevent urban deterioration and encourage economic development and activity and to encourage neighborhood revitalization and historic preservation; to provide for the establishment of Tax Increment Finance authorities and to prescribe their powers and duties; to authorize the acquisition and disposal of interests in real and personal property; to provide for the creation and implementation of development plans; to provide for the creation of a board to govern an authority and to prescribe its powers and duties; to permit the issuance of bonds and other evidences of indebtedness by an authority; and to permit the use of tax increment financing.

In 2005, pursuant to a change in State law, the City amended its Downtown Development Authority plan to include the TIFA area. It was not intended for the DDA to supplant the TIFA but rather to make available the more substantial funding sources of the DDA to supplement TIFA funding.

Based on a 2010 opinion from the City Attorney, the City has continued to operate the TIFA in furtherance of the goals established in the revised TIF plan. The revenues and expenditures of the TIFA fund have been part of the City's audited Annual Comprehensive Financial Report since the fund's inception.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>TAX INCREMENT FINANCE AUTHORITY</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
<b>REVENUES:</b>							
\$ 383,660	\$ -	\$ 350,000	\$ 350,000	Property Tax Revenue	\$ 356,500	\$ 356,500	
1,207	-	4,000	4,000	Reimbursement for Personal Property Loss	1,500	1,500	
663	498	2,500	2,500	Interest on Investments	750	750	
-	-	-	-	Other Revenue	1,000,000	1,000,000	
-	-	298,375	298,375	Fund Balance Appropriated	-	-	
<u>\$ 385,530</u>	<u>\$ 498</u>	<u>\$ 654,875</u>	<u>\$ 654,875</u>	<b>Total Revenues</b>	<u>\$ 1,358,750</u>	<u>\$ 1,358,750</u>	
<b>EXPENDITURES:</b>							
<b>Personnel Services:</b>							
\$ 8,335	\$ 6,849	\$ 18,000	\$ 18,000	Permanent/Temporary Employees	\$ 20,000	\$ 20,000	
	1,504			<b>Employee Benefits:</b>			
-	-	6,000	6,000	Employee Insurance	6,250	6,250	
-	-	500	500	<b>Office Supplies</b>	500	500	
<b>Other Services and Charges:</b>							
62,041	47,981	150,000	150,000	Contractual Services	150,000	150,000	
-	2	25	25	Postage	500	500	
-	-	100,000	100,000	Façade Improvement Program	150,000	150,000	
-	6	100	100	Telephone	100	100	
21	2,802	5,000	5,000	Maintenance	25,000	25,000	
3,980	-	-	-	Community Promotions	125,000	125,000	
-	178	250	250	Public Utilities	250	250	
3,895	-	375,000	375,000	<b>Capital Outlay:</b>			
				Capital Improvements	881,150	881,150	
<u>\$ 78,272</u>	<u>\$ 59,322</u>	<u>\$ 654,875</u>	<u>\$ 654,875</u>	<b>Total Expenditures</b>	<u>\$ 1,358,750</u>	<u>\$ 1,358,750</u>	
<b>NET INCREASE (DECREASE) IN FUND</b>							
\$ 307,259	\$ (58,824)	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
<b>ESTIMATED FUND BALANCE</b>							
1,251,071	1,558,330	1,558,330	1,558,330	<b>BEGINNING OF PERIOD</b>	1,259,955	1,259,955	
<b>LESS: FUND BALANCE</b>							
-	-	(298,375)	(298,375)	<b>APPROPRIATED</b>	-	-	
<u>\$ 1,558,330</u>	<u>\$ 1,499,506</u>	<u>\$ 1,259,955</u>	<u>\$ 1,259,955</u>	<b>ESTIMATED FUND BALANCE</b>			
				<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 1,259,955</u>	<u>\$ 1,259,955</u>	

# *Enterprise Funds*

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

The Enterprise Funds of the City are:

- Senior Housing
- Water and Sewer System

## **STILWELL MANOR**

Harold Stilwell Manor, Warren's Senior Citizen Housing Project on Burg Road was built to accommodate Warren-area seniors. Stilwell Manor consists of 24 efficiency (435 square feet) apartments, 90 one-bedroom (480 square feet) apartments, and six two-bedroom (740 square feet) apartments that became operational in October 1975.

The cost of the Stilwell Manor construction 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. Stilwell Manor is designated for seniors that are considered very-low income, 30-80% of Macomb County Median Income. Specifically, seniors with an annual income between \$10,464 and \$27,904 single occupancy and \$20,348 and \$54,262 double occupancy. All utilities are included in the rental rate, and apartments are furnished with appliances. Stilwell Manor has secured key-fob building access, and 24-hour maintenance and snow removal.

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. The Warren Senior Housing staff also coordinates food assistance support for residents that includes, meal delivery, in-person dining, and grocery delivery services.

Stilwell Manor provides equal housing opportunity.

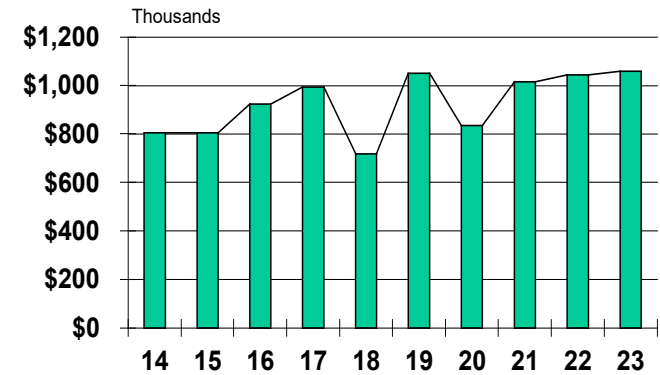
## STILWELL MANOR

### Fiscal 2025 Performance Objectives

1. Increase preventative maintenance programs.
2. Provide a clean and safe independent living facility.
3. Advocate on behalf of tenants with local, state, and national social agencies.
4. Increase the number of social programs accessible to our tenants.
5. Maintain a 95% occupancy rate.
6. Seal coat and stripe parking lot.
7. Update outdoor security and pedestrian lighting.
8. Build a shaded seating area, gazebo, in courtyard.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Apartment painting	15	15	15	15
Appliance replacement – A/C unit	8	10	6	10
Appliance replacement - Fridge	6	10	6	10
Appliance replacement – Stove	6	10	6	10
Applications mailed	215	175	325	225
Carpet replacement	12	15	10	15
Countertop replacement	6	12	8	12
Educational Seminars - Seniors	48	48	48	48
Focus Hope Food Assistance	600	600	720	600
Forgotten Harvest Food Assistance	600	576	700	576
Gleaners Food Assistance	750	750	750	750
In-Person Dining Food Assistance	7,500	7,500	7,500	7,500
Inspection – Boilers	2	2	2	2
Inspection – Elevators	2	2	2	2
Inspection – Fire Extinguishers	10	10	10	10
Inspection – Fire panel	1	1	1	1
Inspection – Fire Suppression System	1	1	1	1
Inspection – Generator	2	2	2	2
Linoleum replacement	8	15	8	15
Maintenance service requests	550	500	500	500
Occupancy Rate	96%	95%	98%	95%
Phone calls to perspective tenants	250	250	250	250
Resident assistance – Family	75	75	75	75
Resident assistance – Social agencies	75	75	75	75

**Expenditure History  
Stilwell Manor**



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING STILWELL MANOR</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 571,490	\$ 303,712	\$ 584,755	\$ 584,755	Rental Revenues	\$ 603,910	\$ 603,910	
480,912	250,770	500,877	500,877	Other Income	420,158	420,158	
-	-	391,925	391,925	Appropriation of Retained Earnings	-	-	
<u>\$ 1,052,402</u>	<u>\$ 554,482</u>	<u>\$ 1,477,557</u>	<u>\$ 1,477,557</u>	<b>Total Revenues</b>	<u>\$ 1,024,068</u>	<u>\$ 1,024,068</u>	
				<b><u>EXPENDITURES:</u></b>			
\$ 352,637	\$ 184,200	\$ 400,117	\$ 400,117	Personnel Services	\$ 314,621	\$ 314,621	
212,146	114,224	239,052	239,052	Employee Benefits	205,831	205,831	
14,829	8,113	14,000	14,000	Supplies	14,500	14,500	
458,765	184,122	554,688	554,688	Other Services and Charges	420,946	420,946	
20,798	80,174	269,700	269,700	Capital Outlay	51,250	51,250	
<u>\$ 1,059,175</u>	<u>\$ 570,833</u>	<u>\$ 1,477,557</u>	<u>\$ 1,477,557</u>	<b>Total Expenditures</b>	<u>\$ 1,007,148</u>	<u>\$ 1,007,148</u>	
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ 16,920	\$ 16,920	
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
(139,276)	(110,000)	(110,000)	(110,000)	<b>DEPRECIATION</b>	(110,000)	(110,000)	
1,633,321	1,487,272	1,487,272	1,487,272	<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD</b>	985,347	985,347	
-	-	(391,925)	(391,925)	<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	-	-	
<u>\$ 1,487,272</u>	<u>\$ 1,360,921</u>	<u>\$ 985,347</u>	<u>\$ 985,347</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 892,267</u>	<u>\$ 892,267</u>	

ENTERPRISE FUND PERSONNEL

<u>SENIOR CITIZEN HOUSING</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director of Operations - Administration	1	\$ 103,826	1	\$ 103,826	1	\$ 103,826		
Director of Operations - Maintenance	1	98,409	1	98,409	1	98,409		
Deputy Director of Operations	1	72,875	1	72,875	1	72,875		
Deputy of Maintenance	1	55,037	1	55,037	1	55,037		
Maintenance Specialist	1 (b)	50,033	2 (b)	50,033	2 (b)	50,033		
Senior Citizen Housing Clerk	1	42,372	1	42,372	1	42,372		
Housekeeper	2	37,534	2	37,534	2	37,534		
Part-time Employees - Stilwell		25,000		25,000		25,000		
Part-time Employees - Coach		25,000		25,000		25,000		
Overtime	—	10,000	—	12,000	—	12,000		
Total Personnel	<u>8</u>		<u>9</u>		<u>9</u>			

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/24.

(b) New position.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING STILWELL MANOR</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>REVENUES:</b>			
\$ 571,490	\$ 303,712	\$ 584,755	\$ 584,755	Rental Revenues	\$ 603,910	\$ 603,910	
-	-	1,500	1,500	Interest on Investments	-	-	
454,181	238,458	479,377	479,377	Administrative Fee - Coach Manor	390,158	390,158	
26,731	12,312	20,000	20,000	Miscellaneous	30,000	30,000	
-	-	391,925	391,925	Appropriation of Retained Earnings	-	-	
<u>\$ 1,052,402</u>	<u>\$ 554,482</u>	<u>\$ 1,477,557</u>	<u>\$ 1,477,557</u>	<b>Total Revenues</b>	<u>\$ 1,024,068</u>	<u>\$ 1,024,068</u>	
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 346,715	\$ 181,190	\$ 369,117	\$ 369,117	Permanent Employees	\$ 279,621	\$ 279,621	
5,922	3,010	6,000	6,000	Overtime	10,000	10,000	
-	-	25,000	25,000	Part-time Employees	25,000	25,000	
				<b>Employee Benefits:</b>			
27,361	14,867	32,343	32,343	Social Security	25,856	25,856	
97,447	46,804	113,540	113,540	Employee Insurance	97,150	97,150	
33,874	15,443	30,793	30,793	Retiree Health Insurance	28,731	28,731	
13,019	15,238	15,239	15,239	Bonus/Sick Redemption	12,808	12,808	
2,029	-	5,612	5,612	Longevity	5,892	5,892	
1,500	1,750	1,750	1,750	Clothing Allowance	1,600	1,600	
36,916	20,122	39,775	39,775	Retirement Fund	33,794	33,794	
				<b>Supplies:</b>			
1,397	137	2,000	2,000	Office Supplies	2,000	2,000	
1,344	174	2,000	2,000	Program Activity Supplies	2,500	2,500	
12,088	7,802	10,000	10,000	Maintenance Supplies	10,000	10,000	
				<b>Other Services and Charges:</b>			
85,805	44,478	132,550	132,550	Contractual Services	153,250	153,250	
-	269	500	500	Postage/Unemployment Costs	500	500	
13,425	2,419	15,200	15,200	Telephone	10,000	10,000	
1,384	23	500	500	Vehicle Maintenance	500	500	
37,300	19,350	38,700	38,700	Insurance and Bonds	-	-	
183,172	70,385	175,000	175,000	Public Utilities	190,000	190,000	
25,554	3,950	76,500	76,500	Building Maintenance	36,500	36,500	
28,125	-	29,238	29,238	Payment to City in Lieu of Taxes	30,196	30,196	
84,000	43,248	86,500	86,500	Administrative Expense - General Fund	-	-	
				<b>Capital Outlay:</b>			
10,021	77,682	251,500	251,500	Equipment - Maintenance and Office	30,000	30,000	
10,777	2,492	18,200	18,200	Equipment - Appliances	21,250	21,250	
<u>\$ 1,059,175</u>	<u>\$ 570,833</u>	<u>\$ 1,477,557</u>	<u>\$ 1,477,557</u>	<b>Total Expenditures</b>	<u>\$ 1,007,148</u>	<u>\$ 1,007,148</u>	



## **COACH MANOR**

Joseph Coach Manor, Warren's second Senior Citizen Housing Project was built in order to accommodate 216 one-bedroom (570 square feet) and 28 two-bedroom (800 square feet) units of Senior Housing that became available during Fiscal 1992. Joseph Coach Manor consists of three apartment buildings adjacent to the Stilwell Manor, on Burg Road.

Joseph Coach Manor is intended to serve City of Warren, Macomb County, and local-area residents, 60 and older. Joseph Coach Manor is designated for seniors that are considered low income, 50-100% of Macomb County Median Income. Specifically, seniors with an annual income between \$17,440 - \$34,880 single occupancy and \$33,914 - \$67,828 double occupancy. In addition to rent, all tenants pay for their own gas and electric service. Joseph Coach apartments are furnished with all appliances, including an in-unit washer and dryer with patio and balcony access. Joseph Coach buildings are secured with key-fob entry access and 24-hour assistance.

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. The Warren Senior Housing staff also coordinates food assistance support for residents that includes meal delivery, in-person dining, and grocery delivery services.

Joseph Coach Manor provides equal housing opportunity.

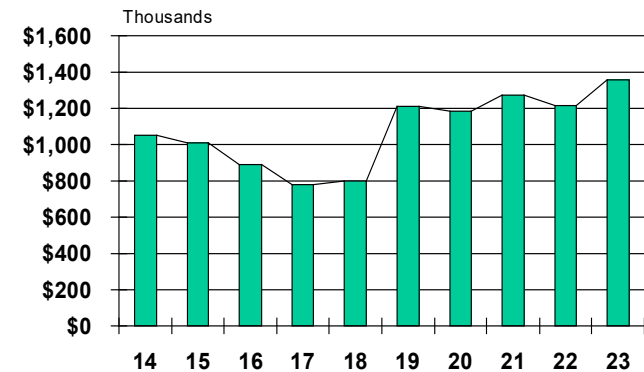
## COACH MANOR

### Fiscal 2025 Performance Objectives

1. Increase the preventative maintenance programs.
2. Provide a clean and safe independent living facility.
3. Advocate on behalf of our tenants with local, state, and national agencies.
4. Increase the number of social programs accessible to our residents.
5. Maintain a 95% occupancy rate.
6. Update resident hallway carpeting and paint resident hallways.
7. Continue to replace door walls, furnace room doors, deck boards, and patio concrete.
8. Replace Make Up air units in Buildings B & C.
9. Paint hallways in Buildings B & C and resident balcony handrails.
10. Update outdoor lighting.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Apartment painting	40	40	35	40
Appliance replacement – Dishwasher	20	20	15	20
Appliance replacement – Fridge	20	20	15	20
Appliance replacement – Stove	20	20	15	20
Appliance replacement – Washer/Dryer	20	20	12	20
Applications mailed	215	175	325	225
Carpet replacement	35	35	35	35
Countertop replacement	15	15	10	15
Inspection – Elevator	5	5	5	5
Inspection – Fire extinguisher	30	30	30	30
Inspection – Fire panel	3	3	3	3
Inspection – Fire suppression system	3	3	3	3
Inspection – Generator	3	3	3	3
Linoleum replacement	20	20	12	20
Maintenance service requests	800	1000	750	800
Occupancy Rate	96%	95%	97%	95%
Phone calls to perspective tenants	250	250	250	250
Resident assistance – Family	60	60	60	60
Resident assistance – Social agencies	60	60	60	60

**Expenditure History  
Coach Manor**



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING</u></b> <b><u>COACH MANOR</u></b> <b><u>REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 1,653,371	\$ 839,828	\$ 1,717,525	\$ 1,717,525	Rental Revenues	\$ 1,774,450	\$ 1,774,450	
20,647	11,278	20,500	20,500	Other Income	28,000	28,000	
<u>-</u>	<u>-</u>	<u>604,301</u>	<u>604,301</u>	Appropriation of Retained Earnings	<u>315,033</u>	<u>315,033</u>	
<u>\$ 1,674,018</u>	<u>\$ 851,106</u>	<u>\$ 2,342,326</u>	<u>\$ 2,342,326</u>	<b>Total Revenues</b>	<u>\$ 2,117,483</u>	<u>\$ 2,117,483</u>	
				<b><u>EXPENDITURES:</u></b>			
\$ 149,005	\$ 69,519	\$ 161,448	\$ 161,448	Personnel Services	\$ 334,848	\$ 334,848	
98,504	46,217	104,751	104,751	Employee Benefits	207,227	207,227	
38,383	8,279	48,000	48,000	Supplies	43,500	43,500	
1,030,038	474,882	1,212,827	1,212,827	Other Services and Charges	1,123,158	1,123,158	
43,847	217,143	815,300	815,300	Capital Outlay	<u>408,750</u>	<u>408,750</u>	
<u>\$ 1,359,777</u>	<u>\$ 816,040</u>	<u>\$ 2,342,326</u>	<u>\$ 2,342,326</u>	<b>Total Expenditures</b>	<u>\$ 2,117,483</u>	<u>\$ 2,117,483</u>	
				<b>NET INCREASE (DECREASE) IN</b>			
\$ 314,241	\$ 35,066	\$ -	\$ -	<b>RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	
				<b>OTHER DIRECT ADJUSTMENTS</b>			
				<b>TO RETAINED EARNINGS:</b>			
150,000	-	-	-	<b>BOND PRINCIPAL PAYMENT</b>	-	-	
(222,902)	(220,000)	(220,000)	(220,000)	<b>DEPRECIATION</b>	(220,000)	(220,000)	
7,580,321	7,821,660	7,821,660	7,821,660	<b>ESTIMATED RETAINED EARNINGS</b>			
				<b>BEGINNING OF PERIOD</b>	6,997,359	6,997,359	
<u>-</u>	<u>-</u>	<u>(604,301)</u>	<u>(604,301)</u>	<b>LESS: APPROPRIATION OF</b>			
				<b>RETAINED EARNINGS</b>	<u>(315,033)</u>	<u>(315,033)</u>	
<u>\$ 7,821,660</u>	<u>\$ 7,636,726</u>	<u>\$ 6,997,359</u>	<u>\$ 6,997,359</u>	<b>ESTIMATED RETAINED EARNINGS</b>			
				<b>END OF PERIOD</b>	<u>\$ 6,462,326</u>	<u>\$ 6,462,326</u>	

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING COACH MANOR</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>REVENUES:</b>			
\$ 1,653,371	\$ 839,828	\$ 1,717,525	\$ 1,717,525	Rental Revenues	\$ 1,774,450	\$ 1,774,450	
-	-	3,000	3,000	Interest on Investments	3,000	3,000	
20,647	11,278	17,500	17,500	Miscellaneous	25,000	25,000	
-	-	604,301	604,301	Appropriation of Retained Earnings	315,033	315,033	
<u>\$ 1,674,018</u>	<u>\$ 851,106</u>	<u>\$ 2,342,326</u>	<u>\$ 2,342,326</u>	<b>Total Revenues</b>	<u>\$ 2,117,483</u>	<u>\$ 2,117,483</u>	
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 129,744	\$ 63,084	\$ 130,448	\$ 130,448	Permanent Employees	\$ 299,848	\$ 299,848	
6,796	1,313	6,000	6,000	Overtime	10,000	10,000	
12,465	5,122	25,000	25,000	Part-time Employees	25,000	25,000	
				<b>Employee Benefits:</b>			
11,148	5,241	12,894	12,894	Social Security	26,913	26,913	
69,966	32,071	67,586	67,586	Employee Insurance	121,209	121,209	
2,748	1,309	2,871	2,871	Retiree Health Insurance	7,037	7,037	
-	-	5,999	5,999	Bonus/Sick Redemption	13,736	13,736	
-	-	-	-	Longevity	1,156	1,156	
900	1,050	1,050	1,050	Clothing Allowance	2,000	2,000	
13,742	6,546	14,351	14,351	Retirement Fund	35,176	35,176	
				<b>Supplies:</b>			
2,720	589	12,000	12,000	Office Supplies	6,000	6,000	
3,016	523	6,000	6,000	Program Activity Supplies	7,500	7,500	
32,647	7,167	30,000	30,000	Maintenance Supplies	30,000	30,000	
				<b>Other Services and Charges:</b>			
196	57	1,500	1,500	Postage	1,500	1,500	
115,217	89,404	231,650	231,650	Contractual Services	308,400	308,400	
7,666	4,302	8,000	8,000	Telephone	9,500	9,500	
340	-	1,500	1,500	Vehicle Maintenance	1,500	1,500	
27,000	14,004	28,000	28,000	Insurance and Bonds	29,100	29,100	
112,788	41,220	125,000	125,000	Public Utilities	125,000	125,000	
56,304	33,287	229,500	229,500	Building Maintenance	146,500	146,500	
150,000	-	-	-	Bond Principal	-	-	
1,146	-	-	-	Bond Interest and Agent Fees	-	-	
454,181	292,608	479,377	479,377	Administrative Expense - Stilwell	390,158	390,158	
105,200	-	108,300	108,300	Administrative Expense - General Fund	111,500	111,500	
				<b>Capital Outlay:</b>			
8,075	206,879	761,000	761,000	Equipment - Maintenance and Office	345,000	345,000	
35,772	10,264	54,300	54,300	Equipment - Appliances	63,750	63,750	
<u>\$ 1,359,777</u>	<u>\$ 816,040</u>	<u>\$ 2,342,326</u>	<u>\$ 2,342,326</u>	<b>Total Expenditures</b>	<u>\$ 2,117,483</u>	<u>\$ 2,117,483</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 2025 Water & Sewer System Budget is presented with an increase in the consumption-based water rate for City of Warren Water Utility customers from \$4.352 per 100 cubic feet {approximately 750 gallons} to \$4.504 per 100 cubic feet. The consumption-based waste water treatment rate for the City of Warren Water Utility customers will change from \$3.442 per 100 cubic feet {approximately 750 gallons} to \$3.967. The consumption-based rate for sanitary sewer improvements will change from \$0.960 per 100 cubic feet {approximately 750 gallons} to \$0.961.

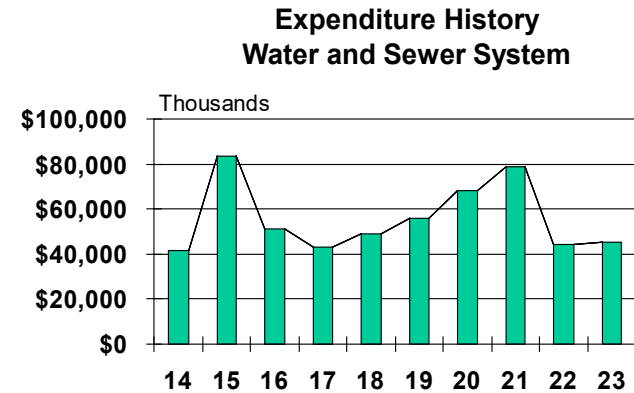
The fixed rate meter service charge will remain the same at \$0.84 per month for accounts with a 5/8" service meter. The fixed rate sewer service charge will remain the same at \$2.03 per month for accounts with a 5/8" service meter.

## WATER AND SEWER SYSTEM

### Fiscal 2025 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 convert permits and reports to our new mandated asset management program and new work order system.
6. To maintain delinquent receivables at three million dollars or less.
7. To implement a new work order system, paperless billing, bill presentment and customer meter-read access.
8. To maintain water loss at 10% or less.

Performance Indicators	Fiscal 2023 Actual	Fiscal 2024 Budget	Fiscal 2024 Estimated	Fiscal 2025 Budget
Water utility accounts	49,619	49,500	49,625	49,625
Sewer utility accounts	49,491	49,229	49,497	49,497
Second meter accounts	787	780	800	800
Water sold (thousand cu. ft.)	570,992	619,163	619,163	619,163
Water purchased	630,337	666,731	666,731	666,731
Broken water main repairs	177	200	169	175
Customer Inquiries	53,161	55,500	54,000	54,000
Sewage treated	6.2	8.1	6.5	7
Sludge solids removed	24	30	28	30
Power consumption	12.8	14	14	14
Natural gas for incinerator	68	72	70	70
Laboratory samples taken	7,429	7,900	7,600	7,700
Analytical lab tests run	33,120	38,000	35,000	37,000
Dye tests performed	3	15	10	12
Storm water samples collected	149	350	250	250
Illicit discharges identified	2	3	1	1
Illicit discharges removed	2	4	1	1



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>WATER &amp; SEWER SYSTEM REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 52,712,818	\$ 27,510,780	\$ 55,021,560	\$ 55,368,790	Water & Sewer Charges	\$ 59,240,990	\$ 59,240,990	
5,970	3,080	10,000	25,000	Water Sales-Unmetered	10,000	10,000	
90,000	45,000	90,000	90,000	Public Fire Protection	90,000	90,000	
802,880	427,819	892,937	975,000	Penalties	900,000	900,000	
687,445	348,233	620,000	595,000	Other Income	684,390	684,390	
65,604	38,675	68,037	65,604	Building Rental	70,470	70,470	
82,683	35,606	70,000	70,000	Meter Sales/Repairs	70,010	70,010	
1,124,797	678,525	1,322,467	1,262,467	Pre-Treatment/Cross Connection Charges	1,432,404	1,432,404	
10,800	24,630	24,630	15,000	Gain (Loss) On Asset Conversion	15,000	15,000	
1,028,336	803,334	1,203,333	168,040	Interest On Investments	1,006,105	1,006,105	
6,942,086	350,595	350,595	-	Grant Revenue	-	-	
16,201,792	-	-	-	Financing Proceeds	20,210,000	20,210,000	
-	-	27,467,540	13,750,187	Fund Balance Appropriated	-	-	
<u>\$ 79,755,211</u>	<u>\$ 30,266,277</u>	<u>\$ 87,141,099</u>	<u>\$ 72,385,088</u>	<b>Total Revenues</b>	<u>\$ 83,729,369</u>	<u>\$ 83,729,369</u>	
				<b>EXPENDITURES:</b>			
\$ 7,327,538	\$ 3,607,941	\$ 8,011,697	\$ 8,785,099	Personnel Services	\$ 9,275,417	\$ 9,275,417	
7,452,863	3,798,072	7,761,094	7,894,911	Employee Benefits	8,045,585	8,045,585	
37,475,207	13,556,827	37,446,067	37,446,067	Other Services and Charges	39,231,809	39,231,809	
23,755,721	7,248,411	32,801,820	18,974,415	Capital Outlay	26,567,000	26,567,000	
<u>\$ 76,011,329</u>	<u>\$ 28,211,251</u>	<u>\$ 86,020,678</u>	<u>\$ 73,100,492</u>	<b>Total Expenditures</b>	<u>\$ 83,119,811</u>	<u>\$ 83,119,811</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 609,558	\$ 609,558	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	23,466,672	23,466,672	
				<b>RESERVE FOR:</b>			
(433,075)	(433,075)	(433,075)	(433,075)	COMPENSATED ABSENCES	(433,075)	(433,075)	
(38,725,817)	(33,189,800)	(11,258,277)	(24,975,630)	CAPITAL OUTLAY	(11,867,835)	(11,867,835)	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	
<u>\$ 10,654,899</u>	<u>\$ 18,245,942</u>	<u>\$ 11,775,320</u>	<u>\$ 9,939,495</u>	<b>EST. UNRESTRICTED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 11,775,320</u>	<u>\$ 11,775,320</u>	

ENTERPRISE FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>WATER &amp; SEWER SYSTEM</u>								
<u>Water &amp; Sewer Maintenance</u>								
Deputy Superintendent	1	\$ 110,313	1	\$ 110,313	1	\$ 110,313		
Water Operations Manager	1	103,423	1	103,423	1	103,423		
Water Division Supervisor/Dispatcher	1	93,101	1	93,101	1	93,101		
Water Division Supervisor	3	86,237	3	86,237	3	86,237		
Water Utilities Operator	27	69,285	27	72,056	27	72,056		
Senior Water Systems Monitor	1	89,716	1	93,305	1	93,305		
Water Systems Monitor	1	77,519	1	80,620	1	80,620		
Senior Admin Secretary	1	68,257	1	70,987	1	70,987		
Stock Clerk	1	65,582	1	68,205	1	68,205		
Account Specialist	1	61,340	1	63,794	1	63,794		
<u>Shared Services</u>								
Superintendent	1	\$ 126,883	1	\$ 126,883	1	\$ 126,883		
Accounting Supervisor	1	106,012	1	106,012	1	106,012		
Coordinator-Water Customer Service/Accounting	1	85,382	1	88,797	1	88,797		
Computer Technician	-	-	1 (b)	75,520	1 (b)	75,520		
Senior Account Technician	1	70,707	1	73,535	1	73,535		
Account Technician	6	65,778	6	68,409	6	68,409		
Office Coordinator-Engineering	1	85,382	1	88,797	1	88,797		
GIS Coordinator	1	90,696	1	90,696	1	90,696		
City Engineer	1	137,898	1	137,898	1	137,898		
Assistant City Engineer	1	110,313	1	110,313	1	110,313		
Civil Engineer II	1	101,209	1	101,209	1	101,209		
Civil Engineer	1	96,564	1	96,564	1	96,564		
CAD Design Specialist	1	78,375	1	81,510	1	81,510		
Construction Specialist	3	76,170	3	79,217	3	79,217		
<u>Waste Water Treatment Plant</u>								
Sanitary Engineer	1	\$ 137,898	1	\$ 137,898	1	\$ 137,898		
Wastewater Specialist	1	103,157	1	103,157	1	103,157		
Senior Facility Engineer	-		1 (c)	110,313	1 (c)	110,313		
Facility Engineer	2	105,621	1 (c)	105,621	1 (c)	105,621		
Environmental Compliance Engineer	2	105,439	2	105,439	2	105,439		
Laboratory Director	1	98,643	1	98,643	1	98,643		
Junior Chemist	2	77,298	2	80,390	2	80,390		

(a) Wage rates are based on Local 412 Unit 35 and Unit 59, Warren Supervisors that expire 6/30/24 and Local 227 contracts that expires 6/30/25.

(b) New position.

(c) Reclassification of Facility Engineer to Senior Facility Engineer



ENTERPRISE FUND PERSONNEL

<u>WATER &amp; 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 (continued)</u>								
Laboratory Technician	1	\$ 68,814	1	\$ 71,567	1	\$ 71,567		
Maintenance M&P Manager	1	95,438	1	95,438	1	95,438		
Mechanic Technician	3	76,216	3	79,265	3	79,265		
Mechanic Specialist	1	69,835	1	72,628	1	72,628		
Master Electrician	1	84,495	1	87,875	1	87,875		
WWTP Electrical Calibration Specialist	1	88,070	- (c)		- (c)			
WWTP Electrician	-		1 (c)	84,612	1 (c)	84,612		
Electrician/Instrumentation Technical Spec.	1	93,131	1	96,856	1	96,856		
Industrial Services Manager	1	98,384	1	98,384	1	98,384		
Industrial Waste Senior Specialist	1	78,938	1	82,096	1	82,096		
Industrial Waste Specialist	1	73,685	1	76,632	1	76,632		
Industrial Waste Technician	1	65,326	1	67,939	1	67,939		
I & C System Manager	1	98,767	1	98,767	1	98,767		
I & C System Technician	1	83,160	1	86,486	1	86,486		
Chief Operator	1	105,439	1	105,439	1	105,439		
Operations Supervisor	3	93,663	3	93,663	3	93,663		
Treatment Specialist	9	74,028	9	76,989	9	76,989		
WWTP Trainee	2	54,246	2	56,416	2	56,416		
WWTP Office Coordinator	-		1 (c)	88,797	1 (c)	88,797		
Senior Administrative Secretary-WWTP	2	68,257	1 (c)	70,987	1 (c)	70,987		
 <u>Temporary Employees</u>								
Water & Sewer Maintenance		204,800		208,000		208,000		
Shared Services		-		-		-		
Waste Water Treatment Plant		80,000		40,000		40,000		
 <u>Overtime</u>								
Water & Sewer Maintenance		120,000		120,000		120,000		
Shared Services		120,000		120,000		120,000		
Waste Water Treatment Plant		275,050		300,000		300,000		
 Total Personnel	 <u>99</u>		 <u>100</u>		 <u>100</u>			

(a) Wage rates are based on Local 412 Unit 35 and Unit 59, Warren Supervisors that expire 6/30/24 and Local 227 contracts that expires 6/30/25.

(c) Reclassification of WWTP Electrical Calibration Specialist to WWTP Electrician and Senior Admin Secretary to WWTP Office Coordinator

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>WATER &amp; SEWER SYSTEM EXPENDITURES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Personnel Services:</b>			
\$ 6,703,947	\$ 3,288,142	\$ 7,280,727	\$ 7,985,169	Permanent	\$ 8,487,417	\$ 8,487,417	
127,453	86,990	229,595	284,880	Temporary Labor	248,000	248,000	
496,138	232,809	501,375	515,050	Overtime	540,000	540,000	
				<b>Employee Benefits:</b>			
51,670	51,209	95,150	93,000	Education Allowance	99,000	99,000	
576,117	288,109	637,122	698,023	Social Security	742,836	742,836	
2,016,218	1,113,884	2,218,663	2,218,663	Employee Insurance	2,328,470	2,328,470	
1,381,701	603,808	1,231,759	1,241,911	Retiree Health Insurance	1,209,296	1,209,296	
165,770	74,243	239,524	239,524	Longevity	191,077	191,077	
3,115,961	1,553,225	3,165,356	3,230,270	Retirement Fund	3,281,134	3,281,134	
50,808	49,000	58,000	58,000	Certification Bonuses	58,000	58,000	
68,118	33,386	80,870	80,870	Holiday Pay	95,772	95,772	
26,500	31,208	34,650	34,650	Cleaning/Clothing Allowance	40,000	40,000	
				<b>Supplies and Other Charges:</b>			
1,742,032	126,477	564,000	564,000	Operating Supplies	595,000	595,000	
1,235,093	283,187	1,416,807	1,430,000	Professional Services	1,541,799	1,541,799	
333,189	44,106	100,000	100,000	Materials	120,000	120,000	
51,191	63,716	242,000	242,000	Meter Replacement	100,000	100,000	
178,199	82,576	200,000	200,000	Dirt Removal	200,000	200,000	
1,646,715	(295,716)	1,200,000	1,200,000	Concrete, Lawn & Manhole Repairs	1,200,000	1,200,000	
262,970	102,740	750,000	750,000	Lead and Copper Rule Replacements	360,000	360,000	
191,420	109,672	300,000	300,000	Chemicals	300,000	300,000	
31,969	-	50,000	50,000	Odor Control	50,000	50,000	
94,823	51,570	300,000	300,000	Ash Removal Contract	300,000	300,000	
74,422	17,690	116,000	116,000	Telephone	103,000	103,000	
541,875	244,872	551,000	551,000	Auto Expense	533,797	533,797	
955,912	230,517	1,010,800	1,010,800	Utilities	1,021,000	1,021,000	
1,172,713	477,988	1,240,000	1,240,000	Electric Power	1,240,000	1,240,000	
673,149	306,401	736,270	736,270	Repairs & Maintenance	750,000	750,000	
280,772	115,036	250,000	250,000	Health, Safety & Security	270,000	270,000	
24,917	17,664	25,000	25,000	Management Agency Fee	28,000	28,000	
33,102	35,193	35,193	35,000	M.S.D.W.A. Annual Fee	38,000	38,000	
18,200	18,700	18,700	18,700	Auditing	20,200	20,200	
212,114	56,325	245,395	245,395	Grant Expenses	-	-	

(Continued)

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>WATER &amp; SEWER SYSTEM EXPENDITURES (Continued):</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 22,170	\$ 9,291	\$ 260,040	\$ 260,040	Facility Maintenance	\$ 420,000	\$ 420,000	
264,030	169,025	288,000	275,000	Postage	310,000	310,000	
11,248,234	3,696,643	11,155,000	11,155,000	Water Purchases	11,502,000	11,502,000	
-	-	5,000	5,000	Unemployment Benefits	5,000	5,000	
600,000	300,000	600,000	600,000	General Insurance	600,000	600,000	
(10,361)	-	100,000	100,000	Uncollectible Debt	100,000	100,000	
2,876,900	1,481,604	2,963,200	2,963,200	Administrative Expense	3,052,000	3,052,000	
12,719,457	5,811,550	12,723,662	12,723,662	Debt Payments	14,472,013	14,472,013	
				<b>Capital Outlay:</b>			
10,769,295	1,738,153	7,429,415	7,429,415	Capital Improvements-Equipment	5,532,000	5,532,000	
12,986,426	5,510,258	25,372,405	11,545,000	Capital Improvements-Infrastructure	21,035,000	21,035,000	
<u>\$ 76,011,329</u>	<u>\$ 28,211,251</u>	<u>\$ 86,020,678</u>	<u>\$ 73,100,492</u>	<b>Total Expenditures</b>	<u>\$ 83,119,811</u>	<u>\$ 83,119,811</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.

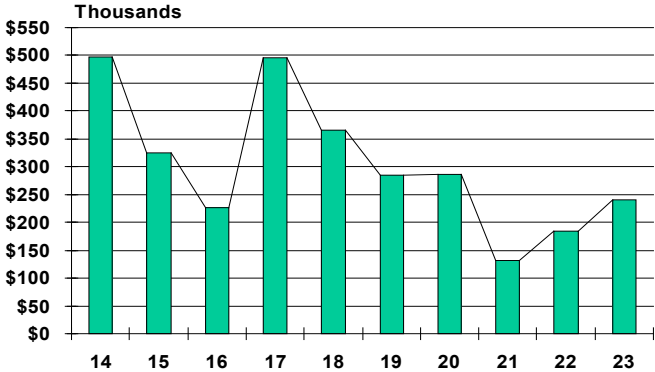
The Capital Project Funds of the City are:

- 37th District Court Building Renovation Fund

# 37TH DISTRICT COURT BUILDING RENOVATION FUND

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

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



CAPITAL PROJECT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>37th DISTRICT COURT BUILDING RENOVATION REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ 546,292	\$ 198,004	\$ 500,000	\$ 500,000	Court Building Renovation Fee	\$ 550,000	\$ 550,000	
400,269	290,059	320,000	15,000	Interest on Investments	250,000	250,000	
<u>-</u>	<u>-</u>	<u>306,932</u>	<u>306,932</u>	Fund Balance Appropriated	<u>-</u>	<u>-</u>	
<u>\$ 946,561</u>	<u>\$ 488,063</u>	<u>\$ 1,126,932</u>	<u>\$ 821,932</u>	<b>Total Revenues</b>	<u>\$ 800,000</u>	<u>\$ 800,000</u>	
				<b>EXPENDITURES:</b>			
<u>\$ 240,334</u>	<u>\$ 85,528</u>	<u>\$ 806,932</u>	<u>\$ 806,932</u>	Capital Improvements	<u>\$ 500,000</u>	<u>\$ 500,000</u>	
<u>\$ 240,334</u>	<u>\$ 85,528</u>	<u>\$ 806,932</u>	<u>\$ 806,932</u>	<b>Total Expenditures</b>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 300,000	\$ 300,000	
10,315,046	11,021,273	11,021,273	11,021,273	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	11,034,341	11,034,341	
<u>-</u>	<u>-</u>	<u>(306,932)</u>	<u>(306,932)</u>	<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>-</u>	<u>-</u>	
<u>\$ 11,021,273</u>	<u>\$ 11,423,808</u>	<u>\$ 11,034,341</u>	<u>\$ 10,729,341</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 11,334,341</u>	<u>\$ 11,334,341</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.

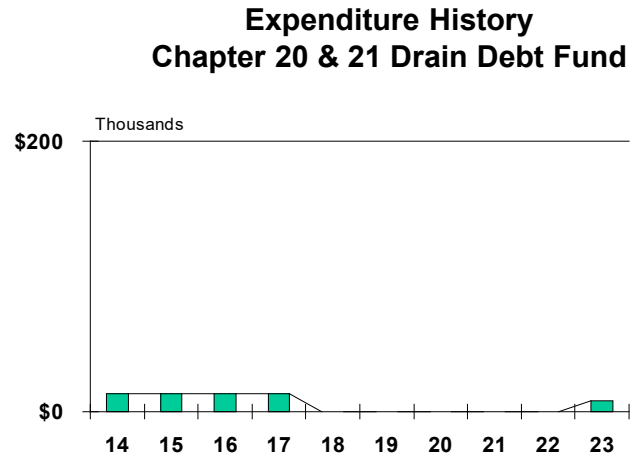
The following are Debt Funds of the City:

- 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.





DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

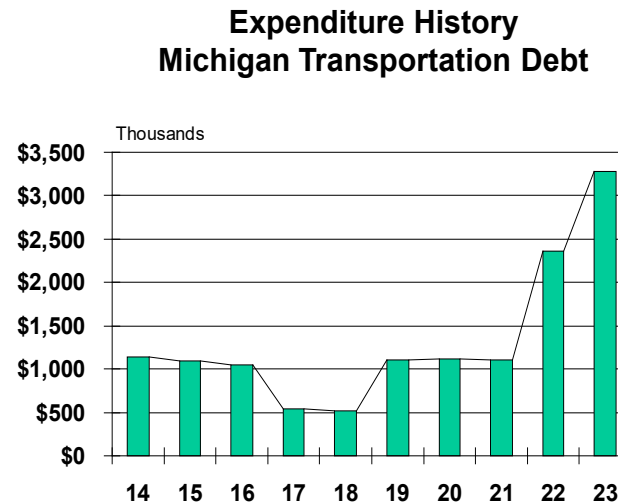
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>CHAPTER 20 AND 21 DRAINS DEBT FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
\$ -	\$ 3	\$ -	\$ -	Miscellaneous	\$ -	\$ -	
2,925	2,013	500	500	Interest on Investments	3,100	3,100	
-	-	25,000	25,000	Fund Balance Appropriated	21,900	21,900	
<u>\$ 2,925</u>	<u>\$ 2,016</u>	<u>\$ 25,500</u>	<u>\$ 25,500</u>	<b>Total Revenues</b>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	
				<b>EXPENDITURES:</b>			
\$ 8,162	\$ -	\$ 25,000	\$ 25,000	Maintenance Fees	\$ 25,000	\$ 25,000	
<u>\$ 8,162</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<b>Total Expenditures</b>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	52,436	52,436	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(21,900)	(21,900)	
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 30,536</u>	<u>\$ 30,536</u>	

## MICHIGAN TRANSPORTATION DEBT FUNDS

Michigan Transportation Bonds are issued pursuant to the provisions of Act 175, Public Acts of Michigan 1952 as amended, for the purpose of defraying part of the cost of constructing major and local street improvements in the City of Warren. These bonds are issued in anticipation of state shared Michigan Transportation Fund payments from the State of Michigan to be received by the City. The bonds pledge the full faith and credit of the City of Warren as additional security for payment of the principal and interest.

The following schedules reflect existing debts only and do not include any proposed bond issues.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 2,590,000	\$ 2,369,719	\$ 4,959,719
2026	2,695,000	2,256,918	4,951,918
2027	2,820,000	2,139,368	4,959,368
2028	2,940,000	2,016,068	4,956,068
2029	3,070,000	1,887,368	4,957,368
2030	3,205,000	1,751,728	4,956,728
2031	3,350,000	1,609,423	4,959,423
2032	3,505,000	1,460,013	4,965,013
2033	3,650,000	1,312,913	4,962,913
2034	2,685,000	1,168,750	3,853,750
2035	2,800,000	1,055,800	3,855,800
2036	2,905,000	948,650	3,853,650
2037	3,020,000	836,850	3,856,850
2038	3,135,000	720,050	3,855,050
2039	3,255,000	598,100	3,853,100
2040	3,385,000	470,900	3,855,900
2041	3,515,000	337,950	3,852,950
2042	2,395,000	199,250	2,594,250
2043	1,590,000	79,500	1,669,500
	<u>\$ 56,510,000</u>	<u>\$ 23,219,318</u>	<u>\$ 79,729,318</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>SUMMARY</u></b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				Transfer from Michigan Transportation Operating Fund:			
\$ 3,285,773	\$ 1,120,770	\$ 4,952,781	\$ 4,890,188	Major Streets	\$ 4,961,719	\$ 4,961,719	
<u>\$ 3,285,773</u>	<u>\$ 1,120,770</u>	<u>\$ 4,952,781</u>	<u>\$ 4,890,188</u>	<b>Total Revenues</b>	<u>\$ 4,961,719</u>	<u>\$ 4,961,719</u>	
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 1,935,000	\$ -	\$ 2,590,000	\$ 2,405,000	Major Streets	\$ 2,590,000	\$ 2,590,000	
1,349,273	1,119,270	2,360,781	2,483,188	Interest: Major Streets	2,369,719	2,369,719	
1,500	1,500	2,000	2,000	Agent Fees: Major Streets	2,000	2,000	
<u>\$ 3,285,773</u>	<u>\$ 1,120,770</u>	<u>\$ 4,952,781</u>	<u>\$ 4,890,188</u>	<b>Total Expenditures</b>	<u>\$ 4,961,719</u>	<u>\$ 4,961,719</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
-	-	-	-	<b>ESTIMATED FUND BALANCE</b>			
-	-	-	-	<b>BEGINNING OF PERIOD</b>	-	-	
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2023</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<u>Transfer from Michigan Transportation</u> <u>Operating Fund:</u>			
\$ -	\$ 401,637	\$ 1,671,013	\$ 1,608,420	Major Streets	\$ 1,676,000	\$ 1,676,000	
<u>\$ -</u>	<u>\$ 401,637</u>	<u>\$ 1,671,013</u>	<u>\$ 1,608,420</u>	<b>Total Revenues</b>	<u>\$ 1,676,000</u>	<u>\$ 1,676,000</u>	
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ -	\$ -	\$ 745,000	\$ 560,000	Major Streets	\$ 665,000	\$ 665,000	
-	401,637	925,513	1,047,920	Interest: Major Streets	1,010,500	1,010,500	
-	-	500	500	Agent Fees: Major Streets	500	500	
<u>\$ -</u>	<u>\$ 401,637</u>	<u>\$ 1,671,013</u>	<u>\$ 1,608,420</u>	<b>Total Expenditures</b>	<u>\$ 1,676,000</u>	<u>\$ 1,676,000</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE</b>			
-	-	-	-	<b>BEGINNING OF PERIOD</b>	-	-	
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2022</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 922,055	\$ 279,625	\$ 923,750	\$ 923,750	Major Streets	\$ 925,500	\$ 925,500	
<u>\$ 922,055</u>	<u>\$ 279,625</u>	<u>\$ 923,750</u>	<u>\$ 923,750</u>	<b>Total Revenues</b>	<u>\$ 925,500</u>	<u>\$ 925,500</u>	
				<b><u>EXPENDITURES:</u></b>			
				Debt Service Payments:			
				Principal:			
\$ 505,000	\$ -	\$ 365,000	\$ 365,000	Major Streets	\$ 385,000	\$ 385,000	
416,555	279,125	558,250	558,250	Interest: Major Streets	540,000	540,000	
500	500	500	500	Agent Fees: Major Streets	500	500	
<u>\$ 922,055</u>	<u>\$ 279,625</u>	<u>\$ 923,750</u>	<u>\$ 923,750</u>	<b>Total Expenditures</b>	<u>\$ 925,500</u>	<u>\$ 925,500</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2021</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b><u>REVENUES:</u></b>			
				Transfer from Michigan Transportation Operating Fund:			
				Major Streets			
\$ 1,258,700	\$ 293,600	\$ 1,256,700	\$ 1,256,700		\$ 1,258,201	\$ 1,258,201	
<u>\$ 1,258,700</u>	<u>\$ 293,600</u>	<u>\$ 1,256,700</u>	<u>\$ 1,256,700</u>	<b>Total Revenues</b>	<u>\$ 1,258,201</u>	<u>\$ 1,258,201</u>	
				<b><u>EXPENDITURES:</u></b>			
				Debt Service Payments:			
				Principal:			
				Major Streets			
\$ 640,000	\$ -	\$ 670,000	\$ 670,000		\$ 705,000	\$ 705,000	
				Interest:			
				Major Streets			
618,200	293,100	586,200	586,200		552,701	552,701	
				Agent Fees:			
				Major Streets			
500	500	500	500		500	500	
<u>\$ 1,258,700</u>	<u>\$ 293,600</u>	<u>\$ 1,256,700</u>	<u>\$ 1,256,700</u>	<b>Total Expenditures</b>	<u>\$ 1,258,201</u>	<u>\$ 1,258,201</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE</b>			
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>BEGINNING OF PERIOD</b>	<u>-</u>	<u>-</u>	
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

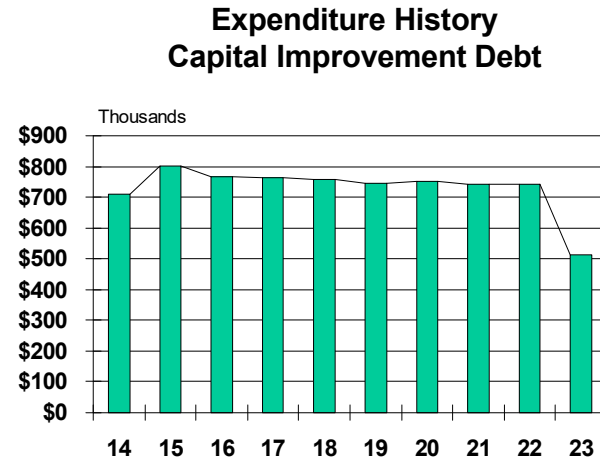
FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2018</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<u>Transfer from Michigan Transportation</u> <u>Operating Fund:</u>			
\$ 1,105,018	\$ 145,908	\$ 1,101,318	\$ 1,101,318	Major Streets	\$ 1,102,018	\$ 1,102,018	
<u>\$ 1,105,018</u>	<u>\$ 145,908</u>	<u>\$ 1,101,318</u>	<u>\$ 1,101,318</u>	<b>Total Revenues</b>	<u>\$ 1,102,018</u>	<u>\$ 1,102,018</u>	
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 790,000	\$ -	\$ 810,000	\$ 810,000	Major Streets	\$ 835,000	\$ 835,000	
				Interest:			
314,518	145,408	290,818	290,818	Major Streets	266,518	266,518	
				Agent Fees:			
500	500	500	500	Major Streets	500	500	
<u>\$ 1,105,018</u>	<u>\$ 145,908</u>	<u>\$ 1,101,318</u>	<u>\$ 1,101,318</u>	<b>Total Expenditures</b>	<u>\$ 1,102,018</u>	<u>\$ 1,102,018</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE</b>			
-	-	-	-	<b>BEGINNING OF PERIOD</b>	-	-	
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<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>
2025	\$ 444,531	\$ 27,268	\$ 471,799
2026	432,347	19,541	451,888
2027	373,469	12,061	385,530
2028	135,000	6,334	141,334
2029	130,000	2,113	132,113
	<u>\$ 1,515,347</u>	<u>\$ 67,317</u>	<u>\$ 1,582,664</u>





DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>SUMMARY</u></b> <b><u>CAPITAL IMPROVEMENT</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 513,768	\$ 478,202	\$ 493,911	\$ 493,911	Major Streets	\$ 472,799	\$ 472,799	
<u>\$ 513,768</u>	<u>\$ 478,202</u>	<u>\$ 493,911</u>	<u>\$ 493,911</u>	<b>Total Revenues</b>	<u>\$ 472,799</u>	<u>\$ 472,799</u>	
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 470,116	\$ 457,932	\$ 457,934	\$ 457,934	Major Streets	\$ 444,531	\$ 444,531	
42,881	19,501	35,067	35,067	Interest: Major Streets	27,268	27,268	
771	769	910	910	Agent Fees: Major Streets	1,000	1,000	
<u>\$ 513,768</u>	<u>\$ 478,202</u>	<u>\$ 493,911</u>	<u>\$ 493,911</u>	<b>Total Expenditures</b>	<u>472,799</u>	<u>\$ 472,799</u>	
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	
-	-	-	-	<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2021A (Refinanced 2013A/2006 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>REVENUES:</b>			
				Transfer from Michigan Transportation Operating Fund:			
\$ 322,125	\$ 305,719	\$ 311,161	\$ 311,161	Major Streets	\$ 303,717	\$ 303,717	
<u>\$ 322,125</u>	<u>\$ 305,719</u>	<u>\$ 311,161</u>	<u>\$ 311,161</u>	<b>Total Revenues</b>	<u>\$ 303,717</u>	<u>\$ 303,717</u>	
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 305,306	\$ 298,122	\$ 298,123	\$ 298,123	Major Streets	\$ 294,531	\$ 294,531	
16,460	7,238	12,538	12,538	Interest:			
				Major Streets	8,686	8,686	
				Agent Fees:			
359	359	500	500	Major Streets	500	500	
<u>\$ 322,125</u>	<u>\$ 305,719</u>	<u>\$ 311,161</u>	<u>\$ 311,161</u>	<b>Total Expenditures</b>	<u>\$ 303,717</u>	<u>\$ 303,717</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2015 (Refinanced 2008 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 191,643	\$ 172,483	\$ 182,750	\$ 182,750	Major Streets	\$ 169,082	\$ 169,082	
<u>\$ 191,643</u>	<u>\$ 172,483</u>	<u>\$ 182,750</u>	<u>\$ 182,750</u>	<b>Total Revenues</b>	<u>\$ 169,082</u>	<u>\$ 169,082</u>	
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 164,810	\$ 159,810	\$ 159,811	\$ 159,811	Major Streets	\$ 150,000	\$ 150,000	
26,421	12,263	22,529	22,529	Interest: Major Streets	18,582	18,582	
412	410	410	410	Agent Fees: Major Streets	500	500	
<u>\$ 191,643</u>	<u>\$ 172,483</u>	<u>\$ 182,750</u>	<u>\$ 182,750</u>	<b>Total Expenditures</b>	<u>\$ 169,082</u>	<u>\$ 169,082</u>	
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	
-	-	-	-	<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

## CAPITAL IMPROVEMENT PROPOSED 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 being issued in anticipation of tax revenue generated by the General Fund. 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 proposed bond issues.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 854,250	\$ 573,250	\$ 1,427,500
2026	920,000	507,288	1,427,288
2027	966,250	461,288	1,427,538
2028	1,014,500	412,975	1,427,475
2029	1,065,000	362,250	1,427,250
2030	1,118,500	309,000	1,427,500
2031	1,174,500	253,075	1,427,575
2032	1,233,000	194,350	1,427,350
2033	1,294,500	132,700	1,427,200
2034	1,359,500	67,975	1,427,475
	<u>\$ 11,000,000</u>	<u>\$ 3,274,151</u>	<u>\$ 14,274,151</u>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b><u>PROPOSED CAPITAL IMPROVEMENT BOND, SERIES 2024 DEBT SERVICE FUNDS REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor
				<u>Transfer from General Fund General Government</u>		
\$ -	\$ -	\$ -	\$ -	Administrative Unallocated	\$ 1,428,000	\$ 1,428,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Revenues</b>	<u>\$ 1,428,000</u>	<u>\$ 1,428,000</u>
				<b><u>EXPENDITURES:</u></b>		
				Debt Service Payments:		
				Principal:		
\$ -	\$ -	\$ -	\$ -	Administrative Unallocated	\$ 854,250	\$ 854,250
-	-	-	-	Interest:		
-	-	-	-	Administrative Unallocated	573,250	573,250
-	-	-	-	Agent Fees:		
-	-	-	-	Administrative Unallocated	500	500
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Expenditures</b>	<u>\$ 1,428,000</u>	<u>\$ 1,428,000</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-
-	-	-	-	<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>

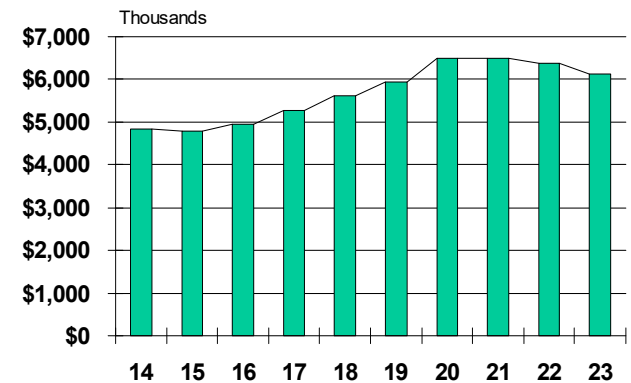
## DOWNTOWN DEVELOPMENT AUTHORITY DEBT FUNDS

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>
2025	6,070,000	1,421,957	7,491,957
2026	5,950,000	1,259,242	7,209,242
2027	4,655,000	1,101,450	5,756,450
2028	3,225,000	969,275	4,194,275
2029	1,930,000	877,275	2,807,275
2030	835,000	820,500	1,655,500
2031	880,000	778,750	1,658,750
2032	925,000	734,750	1,659,750
2033	970,000	688,500	1,658,500
2034	1,015,000	640,000	1,655,000
2035	1,070,000	589,250	1,659,250
2036	1,120,000	535,750	1,655,750
2037	1,180,000	479,750	1,659,750
2038	1,235,000	420,750	1,655,750
2039	1,300,000	359,000	1,659,000
2040	1,365,000	294,000	1,659,000
2041	1,430,000	225,750	1,655,750
2042	1,505,000	154,250	1,659,250
2044	1,580,000	79,000	1,659,000
	<u>\$ 38,240,000</u>	<u>\$ 12,429,199</u>	<u>\$ 50,669,199</u>

**Expenditure History  
Downtown Development Authority Debt**



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>SUMMARY</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 6,124,739	\$ 6,424,552	\$ 7,768,968	\$ 7,768,968		\$ 7,494,457	\$ 7,494,457	
<u>\$ 6,124,739</u>	<u>\$ 6,424,552</u>	<u>\$ 7,768,968</u>	<u>\$ 7,768,968</u>	<b>Total Revenues</b>	<u>\$ 7,494,457</u>	<u>\$ 7,494,457</u>	
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 5,445,000	\$ 5,555,000	\$ 6,140,000	\$ 6,140,000	Principal	\$ 6,070,000	\$ 6,070,000	
678,239	868,052	1,626,468	1,626,468	Interest	1,421,957	1,421,957	
1,500	1,500	2,500	2,500	Agent Fees	2,500	2,500	
<u>\$ 6,124,739</u>	<u>\$ 6,424,552</u>	<u>\$ 7,768,968</u>	<u>\$ 7,768,968</u>	<b>Total Expenditures</b>	<u>7,494,457</u>	<u>\$ 7,494,457</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE</b>			
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>BEGINNING OF PERIOD</b>	<u>-</u>	<u>-</u>	
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2023 DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ -	\$ 558,458	\$ 1,659,959	\$ 1,659,959		\$ 1,657,750	\$ 1,657,750	
<u>\$ -</u>	<u>\$ 558,458</u>	<u>\$ 1,659,959</u>	<u>\$ 1,659,959</u>	<b>Total Revenues</b>	<u>\$ 1,657,750</u>	<u>\$ 1,657,750</u>	
				<b>EXPENDITURES:</b> Debt Service Payments:			
\$ -	\$ -	\$ 585,000	\$ 585,000	Principal	\$ 655,000	\$ 655,000	
-	558,458	1,073,959	1,073,959	Interest	1,001,750	1,001,750	
-	-	1,000	1,000	Agent Fees	1,000	1,000	
<u>\$ -</u>	<u>\$ 558,458</u>	<u>\$ 1,659,959</u>	<u>\$ 1,659,959</u>	<b>Total Expenditures</b>	<u>\$ 1,657,750</u>	<u>\$ 1,657,750</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2021 (Refinanced 2013/2002 Issue) DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,548,089	\$ 1,449,219	\$ 1,458,059	\$ 1,458,059		\$ 1,358,607	\$ 1,358,607	
<u>\$ 1,548,089</u>	<u>\$ 1,449,219</u>	<u>\$ 1,458,059</u>	<u>\$ 1,458,059</u>	<b>Total Revenues</b>	<u>\$ 1,358,607</u>	<u>\$ 1,358,607</u>	
				<b>EXPENDITURES:</b> Debt Service Payments:			
\$ 1,515,000	\$ 1,435,000	\$ 1,435,000	\$ 1,435,000	Principal	\$ 1,345,000	\$ 1,345,000	
32,589	13,719	22,559	22,559	Interest	13,107	13,107	
500	500	500	500	Agent Fees	500	500	
<u>\$ 1,548,089</u>	<u>\$ 1,449,219</u>	<u>\$ 1,458,059</u>	<u>\$ 1,458,059</u>	<b>Total Expenditures</b>	<u>\$ 1,358,607</u>	<u>\$ 1,358,607</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	-
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	-

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2014 (Refinanced 2003 and 2004 Issues) DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				<b>REVENUES:</b>			
				Transfer from Downtown Development Authority Operating Fund			
\$ 3,342,600	\$ 3,074,650	\$ 3,220,525	\$ 3,220,525		\$ 3,099,500	\$ 3,099,500	
<u>\$ 3,342,600</u>	<u>\$ 3,074,650</u>	<u>\$ 3,220,525</u>	<u>\$ 3,220,525</u>	<b>Total Revenues</b>	<u>\$ 3,099,500</u>	<u>\$ 3,099,500</u>	
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal			
\$ 2,920,000	\$ 2,885,000	\$ 2,885,000	\$ 2,885,000		\$ 2,850,000	\$ 2,850,000	
422,100	189,150	335,025	335,025	Interest	249,000	249,000	
500	500	500	500	Agent Fees	500	500	
<u>\$ 3,342,600</u>	<u>\$ 3,074,650</u>	<u>\$ 3,220,525</u>	<u>\$ 3,220,525</u>	<b>Total Expenditures</b>	<u>\$ 3,099,500</u>	<u>\$ 3,099,500</u>	
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ -	\$ -	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE</b>			
-	-	-	-	<b>BEGINNING OF PERIOD</b>	-	-	
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2023 Actual Year	FY 2024 Actual to December 31	FY 2024 Estimated To June 30	FY 2024 Amended Budget December 31	<b>2015 (Refinanced 2005 Issue) DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND REVENUES:</b>	FY 2025 Departmental Request	FY 2025 Recommended By Mayor	FY 2025 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,234,050	\$ 1,342,225	\$ 1,430,425	\$ 1,430,425		\$ 1,378,600	\$ 1,378,600	
<u>\$ 1,234,050</u>	<u>\$ 1,342,225</u>	<u>\$ 1,430,425</u>	<u>\$ 1,430,425</u>	<b>Total Revenues</b>	<u>\$ 1,378,600</u>	<u>\$ 1,378,600</u>	
				<b>EXPENDITURES:</b> Debt Service Payments:			
\$ 1,010,000	\$ 1,235,000	\$ 1,235,000	\$ 1,235,000	Principal	\$ 1,220,000	\$ 1,220,000	
223,550	106,725	194,925	194,925	Interest	158,100	158,100	
500	500	500	500	Agent Fees	500	500	
<u>\$ 1,234,050</u>	<u>\$ 1,342,225</u>	<u>\$ 1,430,425</u>	<u>\$ 1,430,425</u>	<b>Total Expenditures</b>	<u>\$ 1,378,600</u>	<u>\$ 1,378,600</u>	
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	

## *Supplemental Information*

The following supplemental information is presented to furnish the reader with a detailed analysis of the 2025 capital outlays, financial operations, and historical trends.

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

GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<u>Department/Item</u> <u>Council</u>	<u>Qty</u>	<u>Departmental</u> <u>Request</u> <u>Amount</u>	<u>Qty</u>	<u>Recommended</u> <u>By Mayor</u> <u>Amount</u>	<u>Qty</u>	<u>Adopted</u> <u>By Council</u> <u>Amount</u>	<u>New or</u> <u>Replacement</u> <u>Item</u>
Audio Recorders	1	\$ 2,500	1	\$ 2,500			Replacement
Table with Chairs - Conference Room		7,500		7,500			Replacement
		<u>\$ 10,000</u>		<u>\$ 10,000</u>			
<u>Mayor</u>							
Copier	1	\$ 17,000	1	\$ 17,000			Replacement
<u>Clerk</u>							
2024 Ford Transit Van	1	\$ 53,549	1	\$ 53,549			Replacement
<u>Information Systems</u>							
File Server Replacement/Migration		\$ 20,000		\$ 20,000			Replacement
Onbase Upgrade		50,000		50,000			Replacement
Security Camera Upgrade		30,000		30,000			Replacement
Voice Upgrade		170,000		170,000			Replacement
		<u>\$ 270,000</u>		<u>\$ 270,000</u>			
<u>Assessing</u>							
Vehicle - Passenger		\$ 40,000		\$ 40,000			Replacement
<u>Human Resources</u>							
Software - Skills Testing		\$ 15,000		\$ 15,000			Replacement
Software - Onboarding		40,000		40,000			New
		<u>\$ 55,000</u>		<u>\$ 55,000</u>			
<u>Property Maintenance</u>							
Truck Plow	2	\$ 20,000	2	\$ 20,000			New
I-pads with cases	23	25,300	23	25,300			New
		<u>\$ 45,300</u>		<u>\$ 45,300</u>			
<u>Engineering</u>							
Dual Plotter/Scanner		\$ 25,000		\$ 25,000			Replacement
Survey Equipment		10,000		10,000			Replacement
Vehicles		59,000		59,000			Replacement
		<u>\$ 94,000</u>		<u>\$ 94,000</u>			
<u>Building Maintenance</u>							
Zero Turn Lawnmower	1	\$ 18,500	1	\$ 18,500			Replacement

(Continued)

GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<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>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	
<u>Fire</u>							
PPE Turnout Coats & Bunker Pants		\$ 250,000		\$ 250,000			Replacement
Up-fitting Fire Vehicles		60,000		60,000			Replacement
Encapsulating Agent & Misc		50,000		50,000			Replacement
Tech Rescue Equipment		110,000		110,000			Replacement
Helmets, Hoods, Gloves, Suspenders, Boots		65,500		65,500			Replacement
Haz-mat Equipment		100,000		100,000			Replacement
Apparatus Equipment - Existing		100,000		100,000			Replacement
Station/Vehicle Base Radios		80,000		80,000			Replacement
Half Masks		40,000		40,000			Replacement
Misc. Equipment - Smokehouse/Training Trailer		15,500		15,500			Replacement
Air Fill Station		60,000		60,000			Replacement
Vehicles		260,000		260,000			Replacement
Emergency Generators		130,000		130,000			Replacement
Red Wave Monitor		55,000		55,000			Replacement
Paratech Equipment		60,000		60,000			Replacement
Powerload Lift System & Cots		140,000		140,000			Replacement
CPAT Test Equipment		64,000		64,000			Replacement
EMS Lucas Device		24,000		24,000			Replacement
General Computer Equipment		25,000		25,000			Replacement
Smart Boards		50,000		50,000			Replacement
Video Conference Equipment		50,000		50,000			Replacement
Training Trailer Accessories		40,000		40,000			Replacement
Network Switches		75,000		75,000			Replacement
Training Vehicle Box remount		150,000		150,000			Replacement
Vehicle Scales		7,500		7,500			Replacement
		<u>\$ 2,061,500</u>		<u>\$ 2,061,500</u>			
<u>Building Inspections</u>							
BSA Implementation fee		\$ 60,000		\$ 60,000			New
HRC GIS Program		30,000		30,000			New
Vehicles	3	120,000	3	120,000			New
		<u>\$ 210,000</u>		<u>\$ 210,000</u>			

(Continued)

GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	
<u>Police</u>							
Building Interior Door - Rekey 1st & 3rd Floor		\$ 25,000		\$ 25,000			Replacement
LED Lighting - Entire Building		50,000		50,000			Replacement
Roof Repairs		20,000		20,000			Replacement
Epoxy Flooring - Locker Rooms & Kennels		20,000		20,000			Replacement
Evidence Room - Offsite		60,000		60,000			Replacement
Dell & HP Laser Printers	24	46,067	24	46,067			Replacement
Laptops/Scanners	20	58,372	20	58,372			Replacement
Mobile Printers	32	38,877	32	38,877			Replacement
MDC Computers/parts		24,365		24,365			Replacement
Trimble Station Upgrades		16,415		16,415			Replacement
Gun Safe		12,000		12,000			Replacement
Forensic Lighting System		13,575		13,575			Replacement
ISB Equipment		17,748		17,748			Replacement
NVR Server Replacement		80,000		80,000			Replacement
Firewall Replacement		46,000		46,000			Replacement
Microsoft Office Upgrade		74,400		74,400			Replacement
Motore Traffic Tablets		58,000		58,000			New
Emergency Management Safety Devices		35,000		35,000			New
911 Call Handling Equipment - ATOS		218,051		218,051			Replacement
911 Equipment - Miscellaneous		81,949		81,949			Replacement
		<u>\$ 995,819</u>		<u>\$ 995,819</u>			
<u>DPW - 1442</u>							
Sec 12 Storm Drain Relief Sewer		\$ 100,000		\$ 100,000			Replacement
Post Lifts	4	75,000	4	75,000			Replacement
Bobcat Bucket		3,000		3,000			Replacement
Stanley Hydraulic Power Unit		30,000		30,000			Replacement
Scan Tool - Trucks		10,000		10,000			Replacement
Zone/Plow/Dump Truck	2	200,000	2	200,000			Replacement
Stump Grinder - Walk behind		100,000		100,000			Replacement
		<u>\$ 518,000</u>		<u>\$ 518,000</u>			
Total Capital Outlay (General Fund)		<u>\$ 4,388,668</u>		<u>\$ 4,388,668</u>			

GENERAL FUND  
CAPITAL OUTLAYS - PROPOSED BOND ISSUE  
FISCAL YEAR 2025

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	
<u>Fire</u>							
Motorola Radios		\$ 950,000		\$ 950,000			Replacement
Station Renovations		800,000		800,000			Replacement
EMS Squads	3	1,000,000	3	1,000,000			Replacement
Quint	1	1,800,000	1	1,800,000			Replacement
Spartan Remount		650,000		650,000			Replacement
Apparatus Equipment - New		500,000		500,000			Replacement
		<u>\$ 5,700,000</u>		<u>\$ 5,700,000</u>			
<u>Police</u>							
Cell Block Control Panel		\$ 200,000		\$ 200,000			Replacement
Scout Cars plus upfitting	14	944,000	14	944,000			Replacement
General Purpose Vehicle - SRT		423,000		423,000			Replacement
Drones		280,000		280,000			New
Motorola Radios		1,700,472		1,700,472			Replacement
		<u>\$ 3,547,472</u>		<u>\$ 3,547,472</u>			
<u>DPW - 1442</u>							
Plow/Dump/Salt Trucks	2	\$ 1,000,000	2	\$ 1,000,000			Replacement
Pelican Sweeper	2	600,000	2	600,000			Replacement
Contingency		152,528		152,528			
		<u>\$ 1,752,528</u>		<u>\$ 1,752,528</u>			
Total Proposed Capital Bond Issue		<u>\$ 11,000,000</u>		<u>\$ 11,000,000</u>			



SPECIAL REVENUE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<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>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	
<u>Communications</u>							
Archiving System		\$ 50,000		\$ 50,000			Replacement
Equipment Upgrades - Auditorium/Control Room		150,000		150,000			Replacement
		<u>\$ 200,000</u>		<u>\$ 200,000</u>			
<u>Sanitation</u>							
Office Furniture - Office		\$ 30,000		\$ 30,000			Replacement
Side Arm Recycle/Trash Truck	2	730,000		730,000			Replacement
95-Gallon Trash/Recycling Carts	671	40,000		40,000			Replacement
Garage Sweeper		50,000		50,000			Replacement
		<u>\$ 850,000</u>		<u>\$ 850,000</u>			
<u>Library</u>							
Security Camera Upgrade		\$ 52,000		\$ 52,000			Replacement
Special Collection Room-Civic Ctr Makerspace		90,000		90,000			New
Computer Rollaway Chairs		14,000		14,000			Replacement
Furniture & Makerspace Equipment		32,000		32,000			Replacement
ADA Compliance Equipment		10,000		10,000			Replacement
Vehicle wih Plow		64,000		64,000			Replacement
		<u>\$ 262,000</u>		<u>\$ 262,000</u>			
<u>Rental</u>							
Vehicles	2	\$ 80,000		\$ 80,000			Replacement
<u>Court Renovation</u>							
General Capital Improvements		\$ 423,600		\$ 423,600			Replacement
Security Locks & Camera Upgrades		40,000		40,000			Replacement
Chairs - Courtrooms, Lobby & Jury Rooms		6,400		6,400			Replacement
Computers and Monitors	10	30,000		30,000			Replacement
		<u>\$ 500,000</u>		<u>\$ 500,000</u>			
(Continued)							
<u>Parks &amp; Recreation</u>							
Courtyard - Benches and Plants		\$ 30,000		\$ 30,000			New
Vehicle with Plow		64,000		64,000			Replacement
Recreation Equipment - Fitness		60,000		60,000			Replacement
		<u>\$ 154,000</u>		<u>\$ 154,000</u>			

SPECIAL REVENUE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<u>Department/Item</u>	Departmental Request	Recommended By Mayor	Adopted By Council	New or Replacement Item
	<u>Qty</u> <u>Amount</u>	<u>Qty</u> <u>Amount</u>	<u>Qty</u> <u>Amount</u>	
<u>Tax Increment Finance Authority</u>				
Stephens Pocket Park	\$ 75,000	\$ 75,000		Replacement
23158 Van Dyke (Louie's Bar) Restoration	650,000	650,000		Replacement
Fences, Sidewalks, etc.	100,000	100,000		Replacement
Rap Match Funds	31,150	31,150		New
Public Art	25,000	25,000		New
	<u>\$ 881,150</u>	<u>\$ 881,150</u>		
<u>Downtown Development Authority</u>				
Fire Escape - City Hall	\$ 1,500,000	\$ 1,500,000		New
Historic Preservation	100,000	100,000		Replacement
Façade Improvement Program	150,000	150,000		Replacement
Security Camera Upgrades	500,000	500,000		Replacement
Carpeting - City Hall 4th Floor Offices	250,000	250,000		Replacement
Brick Paver Leveling & Sealing	50,000	50,000		Replacement
Parking Garage Repairs	250,000	250,000		Replacement
Christmas Lights - City Wide	60,000	60,000		Replacement
Generator - City Hall	250,000	250,000		Replacement
Atrium Furniture	10,000	10,000		Replacement
Brick Restoration - Bee Bee Building	50,000	50,000		Replacement
Presentation Hardware - Conference Room	10,000	10,000		New
Network Infrastructure Upgrade	750,000	750,000		Replacement
Wireless Upgrade	300,000	300,000		Replacement
Community Center Improvements	1,500,000	1,500,000		Replacement
Evidence Lab - Police	403,050	403,050		Replacement
	<u>\$ 6,133,050</u>	<u>\$ 6,133,050</u>		
Total Capital Outlay (Special Revenue Funds)	<u>\$ 9,060,200</u>	<u>\$ 9,060,200</u>		

ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<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>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	
<u>Senior Citizens' Housing</u>							
Stilwell Manor:							
Gazebo/Pergola	1	\$ 30,000	1	\$ 30,000			New
Coach Manor:							
Doorwalls		\$ 100,000		\$ 100,000			Replacement
Sidewalk, Ramp & Patios		20,000		20,000			Replacement
Security System Televisions		5,000		5,000			Replacement
Make Up Air Units		60,000		60,000			Replacement
Outdoor Lighting		150,000		150,000			Replacement
Office Furniture		10,000		10,000			Replacement
		<u>\$ 345,000</u>		<u>\$ 345,000</u>			
<u>Water and Sewer System</u>							
Water Maintenance Equipment/Shared Services:							
Television/Camera Vehicle		\$ 500,000		\$ 500,000			Replacement
Crew Van		73,000		73,000			Replacement
Meter/Utility Van		45,000		45,000			Replacement
		<u>\$ 618,000</u>		<u>\$ 618,000</u>			
Waste Water Treatment							
(To be Funded with Rate)							
Scada Monitors and Office Updates		\$ 140,000		\$ 140,000			Replacement
Tech Connect		95,000		95,000			Replacement
Decant Staircase		90,000		90,000			Replacement
Dry Well Accumulator Hydraulic System		400,000		400,000			Replacement
Lab Equipment		80,000		80,000			Replacement
Hesco Flow Meters Collection System		50,000		50,000			Replacement
Illicit Connections Repairs Fund		50,000		50,000			Replacement
Truck (Operations)		50,000		50,000			Replacement
Electrical Inspection Services		100,000		100,000			Replacement
UV Wipers		70,000		70,000			Replacement

(Continued)

ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<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>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	<u>Qty</u>	<u>Amount</u>	
Waste Water Treatment							
(To be Funded with Rate)							
UV Ballast		\$ 32,000		\$ 32,000			Replacement
UV Bulbs		57,000		57,000			Replacement
Aeration Tanks Waterproofing		1,100,000		1,100,000			Replacement
Sand Filter Piping/Valving/Pumping Repairs		100,000		100,000			Replacement
Excavator		500,000		500,000			Replacement
On Site Road Repairs		50,000		50,000			Replacement
Fall Protections		150,000		150,000			Replacement
Maintenance Break Room		80,000		80,000			Replacement
Overhead Door		60,000		60,000			Replacement
Aeration Tunnel Deck Repairs		60,000		60,000			Replacement
(To be Funded with 2020 Bond Reserve)							
Drywell Column Repair		1,600,000		1,600,000			Replacement
		<u>\$ 4,914,000</u>		<u>\$ 4,914,000</u>			
Infrastructure							
Watermain Replacements Funded with Proposed Bond							
Toepfer (Mullin to Lorraine)		\$ 510,000		\$ 510,000			Replacement
Curie (8 Mile to 9 Mile)		2,000,000		2,000,000			Replacement
Prospect WM & San (Waltham to Fairfield)		980,000		980,000			Replacement
Los Olas, Palm Beach, Campbell, Newland		1,200,000		1,200,000			Replacement
Mavis, Irvington, Sheridan Ct, Adler		400,000		400,000			Replacement
Common (Dequindre to S Side of Warner)		550,000		550,000			Replacement
Sherwood (8 Mile to 9 Mile)		1,500,000		1,500,000			Replacement
Stephens (Van Dyke to Hoover)		2,000,000		2,000,000			Replacement
Frazho (Hoover to Schoenherr)		2,000,000		2,000,000			Replacement
Hoover (9 Mile to 10 Mile)		2,830,000		2,830,000			Replacement
Chicago & 13 Mile (Chicago to Campbell)		940,000		940,000			Replacement
Common (Hayes to Schoenherr)		2,000,000		2,000,000			Replacement

(Continued)

ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2025

<u>Department/Item</u>	<u>Qty</u>	<u>Departmental Request Amount</u>	<u>Qty</u>	<u>Recommended By Mayor Amount</u>	<u>Qty</u>	<u>Adopted By Council Amount</u>	<u>New or Replacement Item</u>
Infrastructure							
Watermain Replacements Funded with Proposed Bond 14 Mile (Hoover to Van Dyke)		\$ 3,000,000		\$ 3,000,000			Replacement
Sewer Repairs and Lining (Funded with Rate)		<u>1,125,000</u>		<u>1,125,000</u>			Replacement
		<u>\$ 21,035,000</u>		<u>\$ 21,035,000</u>			
 Total Water & Sewer System		 <u>\$ 26,567,000</u>		 <u>\$ 26,567,000</u>			
 Total Capital Outlay (Enterprise Funds)		 <u>\$ 26,942,000</u>		 <u>\$ 26,942,000</u>			

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

Fiscal Year	2016	2017	2018 (1)	2019	2020	2021	2022	2023
<b>Governmental Activities:</b>								
Invested in capital assets, net of related debt	117,332,131	123,302,796	113,821,101	137,591,150	148,821,662	147,713,494	147,004,950	149,129,949
Restricted	44,077,625	45,423,260	62,562,871	51,381,660	56,657,895	60,813,301	62,672,438	66,772,250
Unrestricted	<u>(148,581,462)</u>	<u>(152,409,503)</u>	<u>(353,060,453)</u>	<u>(331,784,055)</u>	<u>(293,964,403)</u>	<u>(241,193,827)</u>	<u>(194,946,743)</u>	<u>(190,519,602)</u>
<b>Total governmental activities net assets</b>	<b><u>\$ 12,828,294</u></b>	<b><u>\$ 16,316,553</u></b>	<b><u>\$ (176,676,481)</u></b>	<b><u>\$ (142,811,245)</u></b>	<b><u>\$ (88,484,846)</u></b>	<b><u>\$ (32,667,032)</u></b>	<b><u>\$ 14,730,645</u></b>	<b><u>\$ 25,382,597</u></b>
<b>Business-type activities:</b>								
Invested in capital assets, net of related debt	73,329,416	74,111,047	78,416,923	88,586,233	97,426,077	107,137,005	119,294,810	130,599,205
Restricted	12,215,367	9,907,889	10,604,481	11,758,477	12,864,828	11,701,581	9,814,138	10,091,328
Unrestricted	<u>(5,756,509)</u>	<u>831,598</u>	<u>(4,522,150)</u>	<u>(13,653,738)</u>	<u>(13,298,569)</u>	<u>(10,985,033)</u>	<u>(6,918,829)</u>	<u>(6,592,965)</u>
<b>Total business-type activities net assets</b>	<b><u>\$ 79,788,274</u></b>	<b><u>\$ 84,850,534</u></b>	<b><u>\$ 84,499,254</u></b>	<b><u>\$ 86,690,972</u></b>	<b><u>\$ 96,992,336</u></b>	<b><u>\$ 107,853,553</u></b>	<b><u>\$ 122,190,119</u></b>	<b><u>\$ 134,097,568</u></b>
<b>Primary government:</b>								
Invested in capital assets, net of related debt	190,661,547	197,413,843	192,238,024	226,177,383	246,247,739	254,850,499	266,299,760	279,728,154
Restricted	56,292,992	55,331,149	73,167,352	63,140,137	69,522,723	72,514,882	72,486,576	76,863,578
Unrestricted	<u>(154,337,971)</u>	<u>(151,577,905)</u>	<u>(357,582,603)</u>	<u>(345,437,793)</u>	<u>(307,262,972)</u>	<u>(252,178,860)</u>	<u>(201,865,572)</u>	<u>(197,112,567)</u>
<b>Total primary government net assets</b>	<b><u>\$ 92,616,568</u></b>	<b><u>\$ 101,167,087</u></b>	<b><u>\$ (92,177,227)</u></b>	<b><u>\$ (56,120,273)</u></b>	<b><u>\$ 8,507,490</u></b>	<b><u>\$ 75,186,521</u></b>	<b><u>\$ 136,920,764</u></b>	<b><u>\$ 159,479,165</u></b>

(1) Reflects retroactive implementation of GASB Statement Number 75, Accounting and Financial Reporting for Post Retirement Benefits Other than Pensions.

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

<b>Expenses</b>	2016	2017	2018	2019	2020	2021	2022	2023
<b>Governmental activities:</b>								
General government	\$ 24,104,939	\$ 11,213,283	\$ 16,097,711	\$ 13,009,185	\$ 8,555,463	\$ 14,130,689	\$ 8,021,513	\$ 15,499,656
District Court	7,289,471	7,044,306	6,464,165	7,840,727	5,663,508	6,645,015	5,330,732	8,342,545
Public safety	82,746,267	82,752,844	62,391,916	60,857,353	55,271,480	46,455,172	56,272,504	81,720,834
Public works	29,080,210	36,116,970	26,695,024	34,995,669	35,020,927	35,368,130	42,145,948	56,854,000
Recreation and culture	11,812,918	13,945,510	11,398,091	9,492,031	5,211,844	4,001,355	9,509,946	10,801,563
Community and economic development	4,292,710	3,588,945	3,966,082	7,438,567	6,513,838	10,100,720	4,769,563	5,165,585
Interest on long-term debt	472,567	386,248	359,449	541,808	675,970	800,814	1,383,726	1,707,887
Total governmental activities expenses	<u>159,799,082</u>	<u>155,048,106</u>	<u>127,372,438</u>	<u>134,175,340</u>	<u>116,913,030</u>	<u>117,501,895</u>	<u>127,433,932</u>	<u>180,092,070</u>
<b>Business-type activities:</b>								
Water and Sewer System	40,773,173	39,590,168	31,872,979	52,185,596	41,501,782	44,287,599	43,238,821	51,508,087
Senior citizen housing	2,094,997	2,069,939	1,797,443	2,126,731	1,944,925	2,291,810	2,186,408	2,631,130
Total business-type activities expenses	<u>42,868,170</u>	<u>41,660,107</u>	<u>33,670,422</u>	<u>54,312,327</u>	<u>43,446,707</u>	<u>46,579,409</u>	<u>45,425,229</u>	<u>54,139,217</u>
Total primary government expenses	<u>\$ 202,667,252</u>	<u>\$ 196,708,213</u>	<u>\$ 161,042,860</u>	<u>\$ 188,487,667</u>	<u>\$ 160,359,737</u>	<u>\$ 164,081,304</u>	<u>\$ 172,859,161</u>	<u>\$ 234,231,287</u>
<b>Program Revenues</b>								
<b>Governmental activities:</b>								
Charges for services	\$ 23,645,696	\$ 22,409,974	\$ 21,808,137	\$ 23,004,408	\$ 20,085,980	\$ 19,061,826	\$ 20,532,170	\$ 21,236,051
Operating grants and contributions	17,390,917	15,536,736	19,154,256	20,534,246	20,086,577	29,283,510	23,328,385	26,628,137
Capital grants and contributions	844,295	2,190,092	326,759	193,543	9,286,649	1,345,524	2,351,816	4,516,294
Total governmental activities program revenues	<u>41,880,908</u>	<u>40,136,802</u>	<u>41,289,152</u>	<u>43,732,197</u>	<u>49,459,206</u>	<u>49,690,860</u>	<u>46,212,371</u>	<u>52,380,482</u>
<b>Business-type activities:</b>								
Water and Sewer System	40,682,519	44,240,520	47,890,812	52,340,914	50,383,639	54,868,133	57,124,402	62,281,110
Senior citizen housing	2,371,020	2,380,731	2,379,554	2,482,676	2,455,909	2,484,655	2,598,771	2,726,420
Total business-type activities program revenues	<u>43,053,539</u>	<u>46,621,251</u>	<u>50,270,366</u>	<u>54,823,590</u>	<u>52,839,548</u>	<u>57,352,788</u>	<u>59,723,173</u>	<u>65,007,530</u>
Total primary government program revenues	<u>\$ 84,934,447</u>	<u>\$ 86,758,053</u>	<u>\$ 91,559,518</u>	<u>\$ 98,555,787</u>	<u>\$ 102,298,754</u>	<u>\$ 107,043,648</u>	<u>\$ 105,935,544</u>	<u>\$ 117,388,012</u>
<b>Net (expense) revenue</b>								
Governmental activities	\$ (117,918,174)	\$ (114,911,304)	\$ (86,083,286)	\$ (90,443,143)	\$ (67,453,824)	\$ (67,811,035)	\$ (81,221,561)	\$ (127,711,588)
Business-type activities	185,369	4,961,144	16,599,944	511,263	9,392,841	10,773,379	14,297,944	10,868,313
Total primary government net (expense) revenue	<u>\$ (117,732,805)</u>	<u>\$ (109,950,160)</u>	<u>\$ (69,483,342)</u>	<u>\$ (89,931,880)</u>	<u>\$ (58,060,983)</u>	<u>\$ (57,037,656)</u>	<u>\$ (66,923,617)</u>	<u>\$ (116,843,275)</u>
<b>General Revenues and Other Changes in Net Assets</b>								
<b>Governmental activities:</b>								
Property taxes	90,658,051	87,521,449	88,206,104	90,212,955	93,420,380	96,020,738	100,786,741	106,929,947
Sales and use taxes	12,830,042	28,184,436	18,394,692	26,158,925	22,967,832	25,046,426	25,954,903	25,666,501
Franchise fees	2,263,382	2,266,273	2,175,819	2,095,219	2,015,541	2,018,162	1,896,974	1,707,103
Investment earnings	318,427	427,405	870,709	2,371,630	1,816,753	217,319	(494,724)	3,997,331
Gain (loss) on sale of capital assets	-	-	-	-	-	-	-	-
Other revenue	-	-	37,982	3,469,650	1,559,717	326,204	475,344	61,658
Transfers	-	-	-	-	-	-	-	-
Total governmental activities	<u>106,069,902</u>	<u>118,399,563</u>	<u>109,685,306</u>	<u>124,308,379</u>	<u>121,780,223</u>	<u>123,628,849</u>	<u>128,619,238</u>	<u>138,362,540</u>
<b>Business-type activities:</b>								
Investment earnings	108,047	101,116	636,200	1,760,106	908,523	87,838	38,622	1,028,336
Gain (loss) on sale of capital assets	-	-	-	(79,651)	-	-	-	10,800
Other general revenue	-	-	-	-	-	-	-	-
Total business-type activities	<u>108,047</u>	<u>101,116</u>	<u>636,200</u>	<u>1,680,455</u>	<u>908,523</u>	<u>87,838</u>	<u>38,622</u>	<u>1,039,136</u>
Total primary government	<u>\$ 106,177,949</u>	<u>\$ 118,500,679</u>	<u>\$ 110,321,506</u>	<u>\$ 125,988,834</u>	<u>\$ 122,688,746</u>	<u>\$ 123,716,687</u>	<u>\$ 128,657,860</u>	<u>\$ 139,401,676</u>
<b>Changes in Net Assets</b>								
Governmental activities	\$ (11,848,272)	\$ 3,488,259	\$ 23,602,020	\$ 33,865,236	\$ 54,326,399	\$ 55,817,814	\$ 47,397,677	\$ 10,650,952
Business-type activities	293,416	5,062,260	17,236,144	2,191,718	10,301,364	10,861,217	14,336,566	11,907,449
Total primary government	<u>\$ (11,554,856)</u>	<u>\$ 8,550,519</u>	<u>\$ 40,838,164</u>	<u>\$ 36,056,954</u>	<u>\$ 64,627,763</u>	<u>\$ 66,679,031</u>	<u>\$ 61,734,243</u>	<u>\$ 22,558,401</u>

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

Fiscal Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>General Fund:</b>										
Nonspendable	\$ 184,408	\$ 363,734	\$ 579,045	\$ 488,137	\$ 1,018,208	\$ 978,208	\$ 570,605	\$ 852,775	\$ 800,677	\$ 600,936
Restricted	78,199	-	-	-	-	-	-	-	-	-
Assigned	24,044,726	44,489,417	45,342,612	54,304,851	30,694,045	40,972,321	46,852,322	62,341,595	63,402,430	66,067,052
Unassigned	<u>32,659,940</u>	<u>19,010,250</u>	<u>17,896,751</u>	<u>16,620,736</u>	<u>17,504,161</u>	<u>17,408,258</u>	<u>18,146,893</u>	<u>19,360,088</u>	<u>21,537,370</u>	<u>22,496,175</u>
<b>Total general fund</b>	<u>\$ 56,967,273</u>	<u>\$ 63,863,401</u>	<u>\$ 63,818,408</u>	<u>\$ 71,413,724</u>	<u>\$ 49,216,414</u>	<u>\$ 59,358,787</u>	<u>\$ 65,569,820</u>	<u>\$ 82,554,458</u>	<u>\$ 85,740,477</u>	<u>\$ 89,164,163</u>
<b>All Other Governmental Funds:</b>										
Nonspendable	\$ 53,178	\$ 36,258	\$ 38,165	\$ 29,679	\$ 51,057	\$ 55,249	\$ 47,971	\$ 36,782	\$ 58,723	\$ 65,775
Restricted	35,495,128	32,997,440	35,138,179	35,541,188	53,037,480	51,084,443	48,150,409	73,645,453	69,057,393	71,869,921
Committed	1,053,463	1,285,591	1,243,997	1,272,625	1,326,799	1,444,972	1,670,057	1,869,967	2,222,850	2,978,033
Assigned	6,223,114	6,453,982	7,072,981	7,458,170	8,054,317	8,849,088	9,401,273	9,919,357	10,397,221	10,791,278
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total all other governmental funds</b>	<u>\$ 42,824,883</u>	<u>\$ 40,773,271</u>	<u>\$ 43,493,322</u>	<u>\$ 44,301,662</u>	<u>\$ 62,469,653</u>	<u>\$ 61,433,752</u>	<u>\$ 59,269,710</u>	<u>\$ 85,471,559</u>	<u>\$ 81,736,187</u>	<u>\$ 85,705,007</u>



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

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Revenues:</b>										
Property taxes	\$ 89,360,407	\$ 89,168,842	\$ 90,615,975	\$ 87,521,449	\$ 88,206,104	\$ 90,212,955	\$ 93,420,380	\$ 96,020,738	\$ 100,786,741	\$ 106,929,947
Special assessments	642,545	542,016	268,564	320,742	337,461	216,085	294,158	189,444	324,001	389,074
Licenses and permits	2,700,351	3,253,426	4,265,251	4,018,513	3,841,077	7,054,475	6,184,488	7,631,277	6,919,340	6,325,060
Intergovernmental:										
Federal revenue	5,986,783	5,611,462	3,681,679	3,913,933	3,577,958	3,210,255	3,591,773	11,566,905	4,783,533	4,169,618
State revenue	24,793,129	26,163,042	27,103,065	41,747,464	34,921,047	45,333,707	40,815,671	43,918,419	46,272,828	47,605,879
Charges for services	6,046,079	5,652,636	6,213,357	6,503,468	6,807,317	6,794,015	6,148,689	4,454,264	5,373,652	6,223,992
Fines and fees	7,229,026	6,909,278	7,326,390	6,392,742	6,706,617	7,016,632	5,726,850	5,472,330	5,844,551	5,550,236
Interest	131,813	177,106	269,262	402,702	860,007	2,452,406	1,914,947	253,385	(417,006)	4,038,731
Other	4,461,539	9,750,547	6,927,801	6,392,356	5,564,304	6,008,780	4,180,883	2,862,779	3,135,702	3,618,525
<b>Total revenues</b>	<b>141,351,672</b>	<b>147,228,355</b>	<b>146,671,344</b>	<b>157,213,369</b>	<b>150,821,892</b>	<b>168,299,310</b>	<b>162,277,839</b>	<b>172,369,541</b>	<b>173,023,342</b>	<b>184,851,062</b>
<b>Expenditures:</b>										
General government	11,858,091	16,275,040	16,524,940	16,785,509	24,627,533	14,048,925	11,724,444	12,069,470	12,687,262	13,308,905
District court	6,756,822	7,128,439	7,423,740	7,514,872	7,802,982	7,522,817	7,457,866	7,817,129	8,460,990	8,014,236
Public safety	59,763,179	64,014,960	68,062,083	69,691,662	84,110,962	71,718,485	72,677,218	76,410,290	81,547,206	85,828,728
Public works	28,397,991	36,843,249	33,294,649	35,771,364	33,345,393	51,698,511	47,252,283	36,220,296	49,415,439	60,608,701
Recreation and culture	10,757,141	11,439,118	11,136,185	12,841,100	11,500,198	11,877,714	10,921,674	9,865,713	11,083,002	12,036,513
Community and economic development	4,334,700	3,711,712	4,342,649	3,522,057	4,019,759	7,458,288	5,467,507	4,068,628	5,070,047	5,121,195
Debt service	4,322,800	4,187,092	3,212,040	2,683,149	2,681,104	2,738,987	2,729,856	4,013,354	5,365,720	5,849,493
<b>Total expenditures</b>	<b>126,190,724</b>	<b>143,599,610</b>	<b>143,996,286</b>	<b>148,809,713</b>	<b>168,087,931</b>	<b>167,063,727</b>	<b>158,230,848</b>	<b>150,464,880</b>	<b>173,629,666</b>	<b>190,767,771</b>
<b>Excess of revenues over (under) expenditures</b>	<b>15,160,948</b>	<b>3,628,745</b>	<b>2,675,058</b>	<b>8,403,656</b>	<b>(17,266,039)</b>	<b>1,235,583</b>	<b>4,046,991</b>	<b>21,904,661</b>	<b>(606,324)</b>	<b>(5,916,709)</b>
<b>Other Financing Sources (Uses):</b>										
Transfers in	3,833,755	4,116,088	3,067,228	4,387,854	-	-	-	-	-	-
Transfers to fiduciary funds	-	-	-	-	-	-	-	-	-	-
Transfers to Water and Sewer System	(3,833,755)	(4,116,088)	(3,067,228)	(4,387,854)	-	-	-	-	-	-
Proceeds from sale of property	763	-	-	-	-	-	-	-	-	-
Proceeds from issuance of debt	13,790,528	3,589,572	-	-	13,236,720	7,870,889	-	21,281,826	4,569,538	11,670,000
Payment to refunded bond escrow agent	(13,677,426)	(2,385,000)	-	-	-	-	-	-	(4,975,816)	-
Bond premium (discounts)	-	11,199	-	-	-	-	-	-	463,249	1,639,215
Settlement agreement	-	-	-	-	-	-	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>113,865</b>	<b>1,215,771</b>	<b>-</b>	<b>-</b>	<b>13,236,720</b>	<b>7,870,889</b>	<b>-</b>	<b>21,281,826</b>	<b>56,971</b>	<b>13,309,215</b>
<b>Net changes in fund balances</b>	<b>\$ 15,274,813</b>	<b>\$ 4,844,516</b>	<b>\$ 2,675,058</b>	<b>\$ 8,403,656</b>	<b>\$ (4,029,319)</b>	<b>\$ 9,106,472</b>	<b>\$ 4,046,991</b>	<b>\$ 43,186,487</b>	<b>\$ (549,353)</b>	<b>\$ 7,392,506</b>

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

Valuation Date Dec. 31	Fiscal Year Ended June 30	Real Property					
		Commercial		Industrial		Residential	
		State Equalized Value	Taxable Value	State Equalized Value	Taxable Value	State Equalized Value	Taxable Value
2012	2014	482,333,454	458,808,554	453,959,170	448,374,390	1,686,089,234	1,683,397,269
2013	2015	516,746,530	462,659,000	448,512,670	441,815,910	1,765,565,520	1,685,392,040
2014	2016	552,421,890	477,195,010	557,876,810	536,764,340	2,000,550,680	1,731,216,405
2015	2017	574,574,110	479,762,650	578,180,810	541,688,250	2,222,026,347	1,764,665,377
2016	2018	605,853,780	499,783,830	602,680,980	550,371,070	2,377,073,450	1,818,118,720
2017	2019	635,317,540	533,676,070	640,338,020	576,625,900	2,473,597,023	1,892,319,973
2018	2020	663,434,110	540,896,560	662,623,930	596,729,950	2,713,853,089	1,987,886,187
2019	2021	695,570,595	568,136,475	725,992,230	619,975,020	2,946,749,019	2,078,961,947
2020	2022	690,400,420	568,582,718	791,097,440	647,737,401	3,162,889,387	2,169,931,025
2021	2023	743,050,000	602,455,253	854,247,970	692,467,946	3,369,574,471	2,315,119,902

The State Equalized Value (SEV) is the Actual Value multiplied by the Equalization Factor, currently equal to fifty percent.

The amounts reported are provided annually by the City Assessor's Office and do not reflect any tax exempt properties. Assessments are valued as of December 31 of each year. The respective taxes were levied on July 1 of the following year for the fiscal year indicated. During the fiscal year, the SEV and taxable values may be amended through judgements of the State Tax Commission (STC), Michigan Tax Tribunal (MTT) or Board of Review (BOR).

On March 15, 1994, Michigan voters passed Proposal A which places a limit on the value used to compute property taxes. Effective with the July 1, 1995 levy, property taxes are calculated using a Taxable Value. The Taxable Value is the lower of the State Equalized Value or the Capped Value. The State Equalized Value is the Assessed Value (representing fifty percent of the true cash value) multiplied by the Equalization Factor (currently equal to 1.000). The Capped Value is calculated by using the prior year's Taxable Value minus losses times the lower of 1.05 or the prior year's Consumers Price Index for the twelve months ended September 30 plus any additions.

(1) I.F.T. = Industrial Facilities Tax, O.P.R.A. = Obsolete Property Rehabilitation Act

(Continued)

Personal Property		I.F.T. & O.P.R.A. Tax Rolls(1)		Totals		Total Direct Tax Rate
State Equalized Value	Taxable Value	State Equalized Value	Taxable Value	State Equalized Value	Taxable Value	
634,554,529	634,434,070	280,996,661	280,996,661	3,537,933,048	3,506,010,944	27.8656
678,749,788	678,172,094	279,897,629	278,817,689	3,689,472,137	3,546,856,733	27.8656
709,290,551	709,171,093	186,835,509	185,265,499	4,006,975,440	3,639,612,347	27.7637
405,829,168	405,147,626	146,087,053	144,171,073	3,926,697,488	3,335,434,976	27.7703
362,220,969	362,101,897	117,775,742	117,178,112	4,065,604,921	3,347,553,629	27.7659
346,038,987	345,920,597	121,223,562	119,672,957	4,216,515,132	3,468,215,497	27.6539
357,859,651	357,859,651	132,348,329	130,998,924	4,530,119,109	3,614,371,272	27.5658
380,012,060	380,012,060	130,426,914	128,110,219	4,878,750,818	3,775,195,721	27.1471
411,930,164	411,930,164	159,771,540	154,253,998	5,216,088,951	3,952,435,306	27.2265
450,372,625	450,372,625	216,925,844	213,101,084	5,634,170,910	4,273,516,810	27.0913

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

	<u>Fiscal Year Ended June 30, 2023</u>			<u>Fiscal Year Ended June 30, 2013</u>		
	<u>Taxable Value (including. I.F.T. and O.P.R.A)</u>	<u>Rank</u>	<u>Percent of Total Taxable Value</u>	<u>Taxable Value (including. I.F.T.)</u>	<u>Rank</u>	<u>Percent of Total Taxable Value</u>
General Motors	\$ 343,104,577	1	8.03%	\$ 438,392,440	1	12.21%
DTE Electric Co	60,651,045	2	1.42%	38,591,007	3	1.07%
Consumers Energy	58,356,394	3	1.37%	155,302,692	8	4.32%
Chrysler - FCA US LLC	58,141,958	4	1.36%	13,680,418	2	0.38%
International Transmission	43,690,320	5	1.02%	25,417,520	4	0.71%
14 Mack LP	24,218,601	6	0.57%			
Stag Industrial Holdings LLC	20,474,981	7	0.48%			
Lex Warren LP	20,023,148	8	0.47%			
Livwell Michigan LLC	15,875,000	9	0.37%			
Signature Financial LLC	14,694,657	10	0.34%			
US Manufacturing Corp				24,013,807	5	0.67%
Flex-N-Gate				20,424,799	6	0.57%
Art Van Furniture				17,978,153	7	0.50%
Iroquois Industries				12,924,627	9	0.36%
Noble 12B LLC				12,235,490	10	0.34%
Ten largest taxpayers	659,230,681		15.43%	758,960,953		21.13%
Other taxpayers	<u>3,614,286,129</u>		<u>84.57%</u>	<u>2,832,257,528</u>		<u>78.87%</u>
Total taxable value	<u><b>\$ 4,273,516,810</b></u>		<u><b>100.00%</b></u>	<u><b>\$ 3,591,218,481</b></u>		<u><b>100.00%</b></u>

Source: Audited Financial Statements of the City of Warren and/or City Records.

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

	<b>Fiscal Year</b>				
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Assessed value	<u>\$ 3,537,933,048</u>	<u>\$ 3,689,472,137</u>	<u>\$ 4,006,975,440</u>	<u>\$ 3,926,697,488</u>	<u>\$ 4,065,604,921</u>
Debt limit (10% of assessed value)	\$ 353,793,305	\$ 368,947,214	\$ 400,697,544	\$ 392,669,749	\$ 406,560,492
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 353,793,305</u>	<u>\$ 368,947,214</u>	<u>\$ 400,697,544</u>	<u>\$ 392,669,749</u>	<u>\$ 406,560,492</u>
Total debt applicable to the debt limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

	<b>Fiscal Year</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Assessed value	<u>\$ 4,216,515,132</u>	<u>\$ 4,530,119,109</u>	<u>\$ 4,878,750,818</u>	<u>\$ 5,216,088,951</u>	<u>\$ 5,216,088,951</u>
Debt limit (10% of assessed value)	\$ 421,651,513	\$ 453,011,911	\$ 487,875,082	\$ 521,608,895	\$ 563,417,091
Total debt applicable to debt limit	-	123,570,000	115,015,000	103,695,000	126,830,000
Legal debt margin	<u>\$ 421,651,513</u>	<u>\$ 329,441,911</u>	<u>\$ 372,860,082</u>	<u>\$ 417,913,895</u>	<u>\$ 436,587,091</u>
Total debt applicable to the debt limit as a percentage of debt limit	0.00%	27.28%	23.57%	19.88%	22.51%

Section 8.11 of the Warren City Charter limits the net bonded indebtedness incurred for all public purposes to ten percent of the assessed value of all real and personal property in the city. Net bonded indebtedness applicable to the legal debt margin is defined as general obligation bonds, the principal and interest of which are payable from taxes levied upon taxable real and personal property in the city and for payment of which the full faith and credit of the city are pledged, when authorized by a three-fifths vote of the electors voting thereon at any general or special election.

**CITY OF WARREN, MICHIGAN  
DEMOGRAPHIC AND ECONOMIC STATISTICS  
LAST TEN FISCAL YEARS**

Fiscal Year	Population (1)	Number of Households (1)	Income		Unemployment Rate (3)		
			Per Capita (2)	Total	City of Warren	Macomb County	State of Michigan
2014	134,424	53,408	19,376	2,604,599,424	9.60%	9.10%	7.90%
2015	134,805	53,539	19,376	2,611,981,680	7.50%	6.30%	5.80%
2016	134,850	53,492	19,376	2,612,853,600	6.80%	5.60%	4.90%
2017	135,121	52,164	19,376	2,618,104,496	4.30%	3.60%	4.00%
2018	135,031	53,543	19,376	2,616,360,656	4.90%	4.10%	4.30%
2019	136,168	53,747	19,376	2,638,391,168	5.30%	4.40%	4.40%
2020	133,423	53,207	19,376	2,585,204,048	21.40%	18.30%	15.00%
2021	139,387	53,652	25,803	3,596,602,761	5.40%	4.50%	5.30%
2022	139,623	54,936	26,508	3,701,126,484	5.20%	4.30%	4.80%
2023	137,253	53,881	30,611	4,201,451,583	4.30%	3.60%	4.10%

**Sources:**

- (1) Southeast Michigan Council of Governments est population through July 2022  
2021 U.S. Census Bureau 2019 American Community Survey
- (2) 2010 U.S. Census Bureau, 2014-2020  
2020 U.S. Census Bureau, 2022  
2023 U.S. Census Bureau-American Community Survey (updated yearly), 2021 & 2023
- (3) Michigan Department of Technology, Management & Budget  
*-Not Seasonally Adjusted*

# **GLOSSARY OF TERMS**

## **A**

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

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

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

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

## **B**

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

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

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

## **C**

**CAPITAL OUTLAY** - A disbursement of money that results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$10,000 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 \$1,000.

**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.