

# *CITY OF FARMINGTON HILLS*

## *FY 2013/14*

### *ANNUAL BUDGET*



**City of Farmington Hills, Michigan**  
**Annual Budget**  
Fiscal Year  
July 1, 2013 - June 30, 2014



**Farmington Hills City Council**

Standing (l-r): Randy Bruce, Mayor Pro Tem Richard Lerner, Ken Massey, Michael Bridges  
Seated (l-r): Nancy Bates, Mayor Barry Brickner, Cheryl Oliverio

**City Manager**

Steve Brock

**Executive Management Team**

Corey Bartsch, Fire  
Dave Boyer, Assistant City Manager  
Nancy Cappola, Director of Economic Development  
David Gajda, Finance  
Ed Gardiner, Planning and Community Development  
Nathan Geinzer, Assistant to the City Manager  
Michael Lasley, Central Services  
Gary Mekjian, Public Services  
Charles Nebus, Police  
John Randle, Human Resources  
Ellen Schnackel, Special Services  
Pam Smith, City Clerk

**Budget Preparation Staff**

David Gajda, Finance Director  
Shu-Fen Lin, Controller

## MAYOR AND CITY COUNCIL

**Barry Brickner** was elected Mayor in 2011, elected to City Council in 1999, 2003, and 2007, and served as Mayor Pro Tem in 2001 and 2007. He serves on the Brownfield Redevelopment Authority, the Economic Development Corporation, the Multicultural Multiracial Community Council, the SWOCC Board of Directors, and the Greater Farmington Area Chamber of Commerce Board of Directors. He is the Council liaison to the Eight Mile Boulevard Association. He serves as the delegate to the Southeastern Michigan Council of Governments (SEMCOG), is a member of the National League of Cities (NLC) Information Technology and Communications Steering Committee, and participates in River Day, Rebuilding Together, and the Eight Mile Boulevard Clean Team. His term expires in 2013.

**Nancy Bates** was elected to City Council in 1989, served as Mayor in 1993 and again from 1999 to 2003, and was again elected to City Council in 2005 and 2009. She serves as Council liaison to the Beautification Commission, the Commission on Aging, and the Mayor's Youth Council. She co-founded the Suicide Prevention Committee and Intergovernmental Task Force. Her term expires in 2013.

**Michael Bridges** was elected to City Council in 2008 and re-elected in 2009. He serves on the Crime Prevention Advisory Board, and is Council liaison to the Pension Committee and the Commission for Children, Youth & Families. He is a member of the Michigan Municipal League (MML) Municipal Services Committee, and the National League of Cities (NLC) Policy Advocacy Committee - Intergovernmental Relations, Finance and Administration, and serves as the alternate delegate to SEMCOG. His term expires in 2013.

**Randy Bruce** was elected to City Council in 2003, 2007, and 2011. He served as Mayor Pro Tem in 2005 and 2009. He is the Council liaison to the Commission for Energy and Environmental Sustainability and the Farmington Area Arts Commission, is a member of the 47th District Court Sobriety Court Advisory Committee, and co-founded the Suicide Prevention Committee and Intergovernmental Task Force. His term expires in 2015.

**Richard Lerner** was elected to City Council in 2011. He currently serves as Mayor Pro Tem. He serves as the Council liaison to the Parks and Recreation Commission and the Committee to Increase Voter Participation. He currently serves on the Board of Directors of the Optimist Club and the Xemplar Club, and is Vice President of the Farmington Area Inter-Agency Council. His term expires in 2015.

**Ken Massey** was elected to City Council in 2003, 2007, and 2011. He served as Mayor Pro Tem in 2006 and 2010. He is a member of the Emergency Preparedness Commission, chairs the National League of Cities (NLC) Public Safety and Crime Prevention Steering Committee, and is the NLC liaison to the Department of Homeland Security Consortium. He co-founded the Suicide Prevention Committee and Intergovernmental Task Force, and also serves on the Board of Directors of Botsford Hospital. His term expires in 2015.

**Cheryl Oliverio** was elected to City Council in 1993, 1997, 2001, 2005, and 2009. She served as Mayor Pro Tem in 1997 and 2003. She serves as Council liaison to the Historic District Commission and the Historical Commission, and is a member of the 47th District Court Sobriety Court Advisory Committee. Her term expires in 2013.

# City of Farmington Hills

## City Facilities



Facility Name	Address	Facility Name	Address	Facility Name	Address
City Hall	31555 Eleven Mile Rd	Fire Station 4	28711 Drake Rd	Police Station	31655 Eleven Mile Rd
47th District Court	31605 Eleven Mile Rd	Fire Station 5	31455 Eleven Mile Rd	Southwest Oakland Cable Commission	33300 Nine Mile Rd
Dept. of Public Works	27245 Halsted Rd	Farmington Hills Golf Club	37777 Eleven Mile Ct	William Costick Activity Center	28600 Eleven Mile Rd
Fire Station 1	35725 Nine Mile Rd	Ice arena & Skate park	35500 Eight Mile Rd		
Fire Station 2	28225 Middlebelt Rd	Longacre House	24705 Farmington Rd		
Fire Station 3/ Grant Community Ctr	29260 Grand River	Parks and Golf Maintenance	38111 Interchange Dr		



SOURCE: City of Farmington Hills GIS, 2013

## DESCRIPTION OF THE CITY



Farmington Hills is a 34 square mile suburban community with a pastoral and gently rolling terrain in Oakland County, MI. It is one of the largest cities in Oakland County; the most prosperous county in Michigan and the third most prosperous county in America. Incorporated in 1973, the City quickly grew from its rural roots, and today offers a unique blend of historic charm, international diversity, and cutting edge commerce, making it one of the most desirable locations to live and work in the United States.

The City possesses an ideal location within 25 minutes of downtown Detroit and Detroit Metro Airport and at the focal point of a North/South and West/East freeway network. Industrial centers of Warren, the Saginaw/Flint area, Lansing and Toledo, Ohio, as well as the Ann Arbor technology corridor are within an hour's drive. Approximately half of America's disposable income, half of the country's work force and nearly half of the total U.S. population are within a 500-mile radius of the City. The City supports seven industrial parks totaling more than 600 acres, which provide first rate services and facilities. In addition, the 12 Mile Road, Orchard Lake Road and Northwestern Highway corridors host many commercial and office developments, which house many corporate headquarters and district offices of regional, national and international prominence.

The community offers many premier residential areas providing a wide range of housing options, meeting the needs and style demands of those who live here. The distinctive custom residences, neighborhoods with well established landscaping and tree lined streets, well planned condominiums and a variety of apartments provide options to fit every lifestyle and price range.

The City's respect for its Quaker heritage is demonstrated by its commitment to historical preservation through its Historic Commission, Historical District and the conversion of the historic Spicer Estate House to a Visitor Center located in Heritage Park.

The City is enhanced by exemplary educational opportunities for kindergarten through 12th grade via both public and private schools and a premier district library system with one of the highest annual circulation rates in the State. A broad spectrum of recreational and cultural activities are available within the City or within a short drive. Twelve major colleges and universities are within a 45-minute drive of the community. Quality health care is readily accessible through Botsford Hospital, which is a teaching Osteopathic Hospital associated with Michigan State University. Twelve major medical centers and hospitals are within a half-hour driving distance of the City. Many physicians affiliated with these medical facilities maintain their offices in Farmington Hills.

## HOW TO USE THIS BUDGET DOCUMENT

This document outlines the City's operational master plan for the coming budget year. This section is intended to acquaint the reader with the organization of the budget document and assist in obtaining the optimum from the information contained in this document.

The budget is divided by tabs into sections. A *Table of Contents* tab is included in the beginning of the book.

The *City Manager's Message*, which capsulizes the objectives of the budget along with the story behind the raw numbers, is presented in the second tab. It identifies major issues, outlines decisions to be made by the City Council during budget review and adoption, and communicates a thorough understanding of the budget impact for the upcoming fiscal year. A *Budget Overview* is also included in this tab which outlines the City's Total Tax Rate its allocation between funds, and a summary of all the budgetary funds for the City. A graphic portrayal of these budgetary fund revenues and expenditures by sources and uses is also presented in this section. An *Organizational Chart* is provided for the entire City organization. A chart depicting the City's financial and accounting fund structure is also included in this section. Department Organizational Charts are provided in each department's budget section.

The *General Fund* section contains revenue and expenditure summaries for the General Fund as well as brief detail and narratives on each major revenue category. Revenue and expenditure schedules include actuals for the past two completed years, the current fiscal year's amended budget, projected actuals for the current fiscal year, and the proposed/adopted budget. Expenditures are broken down into these categories: personnel, operating supplies, contractual services, and capital expenditures. The General Fund section is further subdivided into major functional areas of activities such as: Boards, Commissions & Agencies, General Government, Public Safety (Police and Fire), Planning & Community Development, Public Services, and Special Services.

*Departmental Expenditures* are grouped by activity. Included in each section are narratives describing the department or division's mission, followed by goals, performance objectives and performance indicators. The performance indicators are divided into service level and efficiency measures. An organization chart, personnel counts and past and projected expenditures are included. Key trends are shown graphically and capital outlay schedules are included. The summary of budget changes from prior year highlights any significant changes from the previous year by category.

The *Special Revenue Funds* section contains budget information and the proposed budget for funds that are maintained for specific revenue sources that are restricted or committed to expenditures for specific functions or activities. These restrictions/commitments are imposed by State Statute or Constitution, City Council Resolution or action by the City's electorate through the approval of special dedicated millages.

The *Debt Service Funds* section provides the budgetary funds for the payment of annual debt service (principal and interest payments) on bonds, which were issued by the City or on behalf of the City by the County.

The **Capital Projects Funds** section contains budget information for the Capital Improvement Fund, including both the capital improvements plan and the capital improvements budget and a description of the difference between the two and how they are interrelated is also included. This section also includes the Golf Course Capital Improvement Fund and Revolving Special Assessment Fund.

The **Component Unit** section contains budget information for the Brownfield Redevelopment Authority Budget and Corridor Improvement Authority.

The **Supplemental Information** section contains financial plans, charts and graphs illustrating the City's financial condition and other statistics and demographics of the community. The budget resolution is included in this section of the final adopted budget.

A **Glossary** at the back of this book which defines technical terms used throughout the budget document, is included in this section of the final adopted budget.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Farmington Hills  
Michigan**

For the Fiscal Year Beginning

**July 1, 2012**

*Christopher P. Morrill*

President

*Jeffrey R. Egan*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award of Distinguished Budget Presentation to the City of Farmington Hills for its annual budget for the fiscal year beginning July 1, 2012.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

This Distinguished Budget Presentation Award represents the 27<sup>th</sup> consecutive award the City of Farmington Hills has received.



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April 2013

To: Honorable Mayor and City Council  
Residents of the City of Farmington Hills

## INTRODUCTION

With this letter I am transmitting the 2013/14 budget for the City of Farmington Hills. The budget is one of the most important documents the City prepares, since it identifies the services to be provided over the next year and how those services are to be financed. It describes in detail how each City department, division, and function will invest the City's resources for the benefit of the community.

Total Advalorem Taxable Values declined 5.6% in FY 2009/10, 13.5% in FY 2010/11, 9.3% in FY 2011/12, and 6.2% in FY 2012/13. Although we are seeing improvements, these continue to be financially challenging and dynamic times. Nearly every City in this State continues to deal with declining revenue. Property tax revenue in the City declined again **in FY 2013/14**, primarily due **an overall 1.2% decline in taxable value** from FY 2012/13. Compared to the original 2012 assessment roll, the Commercial Property Class has the largest decline in total taxable value in 2013 and the Industrial Property Class has the largest percentage decline in taxable value in 2013. These declines were partially offset by increases in Residential Property taxable value and Personal Property taxable value in 2013. Personal Property is 8% of the tax base and is projected to generate approximately \$2.9 million in Total City Tax Revenue in FY 2013/14.

On December 20, 2012, Governor Snyder signed into law a package of bills reforming personal property tax in Michigan. The legislation exempts commercial and industrial personal property of each owner with a combined taxable value in a local taxing unit of less than \$40,000 from ad valorem taxes beginning in 2014. All eligible manufacturing personal property purchased or put into service prior to 2006 and after 2012, and used more than 50% of the time in industrial processing or direct integrated support becomes exempt beginning in 2016. In addition, all industrial personal property taxes will be phased out completely by 2022. The legislation extends certain personal property tax exemptions and tax abatements for technology parks, industrial facilities and enterprise zones that were to expire after 2012, until the newly enacted personal property tax exemptions take effect.

The legislation authorizes local units to specially assess commercial and industrial real property to replace revenue lost due to the personal property tax exemptions for police, fire, ambulance and jail operations. The legislation also includes a formula to reimburse certain local governments for a portion of lost personal property tax revenue from use tax moneys to the extent the local unit has a reduction in taxable value of more than 2.3% as a result of the personal property tax exemption. For such reimbursement provisions to become effective, however voters would need to approve a change in the state distribution of use tax in the August 2014 primary election. If voters approve the redistribution, a portion of the use tax would be directed to a newly created statewide Metropolitan Areas Metropolitan Authority which would redistribute that revenue to qualifying local units beginning in 2016. If voters fail to approve the use tax

redistribution, the above personal property tax reform acts will be repealed and the local reimbursement act and the special assessment act will not go into effect.

Although the final impact of this legislation cannot be determined at this time, we believe the cumulative reduction in taxable value to the City will be less than 2.3% in total, therefore, preventing the City from being eligible for a portion of lost personal property tax revenue from use tax moneys, if approved by the electorate. We understand that additional legislation is being developed to clarify and assist in its implementation. We will continue to keep a close watch on how this unfolds in the near future.

The future loss in personal property tax notwithstanding, we are hopeful real property taxable value will begin to increase in total at a slow but steady pace beyond FY 2013/14. However, the limits on property tax revenue growth due to the interaction of Headlee and Proposal A, will temper this improvement going forward.

State Shared Revenue, which represents our second largest source of revenue, is projected to increase by 1% in FY 2013/14, which is a reflection of a stabilizing and slowly improving State economy, along with the City's commitment to comply with the State's Economic Vitality Incentive Program (EVIP), to retain what was previously known as Statutory Revenue Sharing.

In regards to General Fund Expenditures, we continue to hold the line and cut where we can. For FY 2012/13, Total General Fund Expenditures plus Transfers to Other Funds is projected to be down by approximately \$741,000 or 1.4% compared to the Budget. Furthermore, the FY 2013/14 Proposed Budget for Total General Fund Expenditures plus Transfers to Other Funds is down by approximately \$781,000 or 1.5% compared to the FY 2012/13 Budget. The Budget over Budget reduction results primarily from a \$400,000 decrease in estimated Tax Tribunal Refunds, an approximate \$300,000 decrease in transfers-out to Other Funds, and an approximate \$100,000 decrease in the City's contribution to the District Court's budget.

While Healthcare Costs and Contributions for City employees and retirees declined slightly, the City's actuarially calculated contributions to the Employees' Retirement System increased by 6% for FY 2013/14. Although the City's Retirement System is adequately funded at an 81% funding level, the closure of the Retirement System to General Group new hire employees as of July 1 2006 has and will continue to incrementally reduce employee contributions to the Retirement System. Therefore, in an attempt to work towards a 100% funded Retirement System, the FY 2013/14 Proposed Budget includes a \$3,000,000 future assignment of General Fund – fund balance to the Retirement System, which can be appropriated over time at year-end in the event of future budget surpluses. In addition, you will see to further this attempt towards a fully funded Employees' Retirement System, the Water and Sewer Fund's Financial Plan found in the Supplemental section of this Budget document proposes a one-time \$3.5 million appropriation to the Employees' Retirement System, in the form of an inter-fund loan to be paid back over 20 years by the General Fund to the Water and Sewer Fund, beginning in FY 2014/15. The General Fund's loan payback is estimated to be approximately \$180,000 per year.

The budget preparation directions to department heads included the following:

1. In order to maintain a General Fund – Unassigned Fund Balance of approximately 15% of Total Expenditures, the FY 2013/14 budget requests for the **total Department requests (exclusive of personnel costs) will be maintained at the adopted FY 2012/13 budget level**, “before adjustments for encumbrances outstanding at 6/30/12”. This will be considered your “base budget”. Additional Operational Funding Requests, beyond your base budget, will be eligible for consideration based on FY 2012/13 Projected Expenditure Budget Savings; and

2. There is not to be any out-of-state travel in the FY 2013/14 budget unless it is necessary to maintain approved employee certifications, or to attend required meetings as a standing Board member of an approved professional organization.

I am optimistic about the City of Farmington Hills and where we are headed. There is opportunity in this time of fiscal challenge. Farmington Hills is a great place to live, work, play and learn. We offer a high quality of life and a high level of service to our residents. The fiscal challenge we face can be met through more collaboration with surrounding Communities, and smarter ways of doing business. Over the past years, we have cut back, done without, and changed how we do some things. This has resulted in cost savings and efficiencies. While the response and effort of each department has been excellent, we continue to seek ways to reduce spending. None of us had been through the kind of revenue decline based on property value reductions that we have and continue to see. Fortunately, it appears the worst is over and we expect property values to stabilize in FY 2014/15. This Budget holds the line on operating expenditures without significantly impacting on service delivery. However, we believe there needs to be a stepped up budget effort to maintain, preserve and replace our vital capital assets, which our employees need to provide the service levels our taxpayers expect.

## **BUDGET OVERVIEW**

The budget includes input from City Council, as well as from residents, staff, consultants, and the City's planning program documents. This input assists us in prioritizing and directing our resources toward those programs, projects and activities that have the greatest potential for helping us successfully achieve our goals while addressing the City's most pressing needs. Building community understanding and support for the budget and for the services and programs that we provide is essential. The budget addresses current and future community needs and balances service demands with conservative financial management. It supports the following goals:

1. Employ a multi-disciplined, well-planned strategic approach to address the financial, social, and environmental dimensions of sustainability for the City of Farmington Hills.
2. Provide high quality, dependable public services that residents and businesses expect in order to enjoy a City that is safe and clean. This includes effective fire and police protection, advanced life-support services, safe and efficient water and sewer systems, and refuse pickup including curbside recycling and composting.
3. Support social, cultural, and recreational programs and services that enhance the lives of our residents, help build strong families, and showcase Farmington Hills as a desirable place to live, work, play and learn.
4. Increase the tax base by maintaining a healthy business climate by working cooperatively with federal, state, county, and local agencies to provide assistance to new and existing businesses in the community.

## **GENERAL FUND REVENUE**

**The FY 2013/14 General Fund Budget is Balanced, with No Use of Fund Balance for the 2<sup>nd</sup> Consecutive Year.** The Total General Fund Revenue Budget of \$51,795,537 (including transfers-in from other Funds) increased by \$363,065 or 0.71% compared to the FY 2012/13 Adopted Budget of \$51,432,472 and decreased by \$119,435 or 0.23% compared to the FY 2012/13 Year-end Projection of \$51,914,972. In comparing the FY 2013/14 Revenue Budget to the FY 2012/13 Year-end Revenue Projection, Property Taxes decreased 0.56%, Licenses & Permits increased by 0.20%, Grants decreased by 14.92%, State Shared Revenue increased by 1.01%, Fees increased by 0.64% (Recycling Fees will remain at the FY 2012/13 level), Sales

decreased by 9.75%, Fines & Forfeits increased by 1.00%, Interest Earnings increased by 10.00%, Inter-fund Transfers-in decreased by 6.59%, Recreation User Charges increased by 0.68%, and Other Revenue decreased by 2.28%.

## TAX RATE AND TAX ROLL

The average residential property taxable value increased by 0.83% from \$75,607 in 2012 to \$76,235 in 2013. Using the 2012 millage rates, this equates to an overall average of a \$27.51 property tax increase per residential owner, of which \$7.76 would be increased from City taxes. The budget is based on a property tax rate of 12.3538 mills, a 0.0032 millage increase over FY 2012/13. The increase in millage from the refuse millage (0.0030 mills) and the economic development millage (0.0002 mills) will generate an approximate \$0.25 in additional City property tax revenue from the average residential property owner, which netted with the increased taxable value will result in an average \$8.01 increase in City property taxes from the average residential taxpayer compared to FY 2012/13. The millage comparison and allocation is outlined below.

Millage Type	Fiscal Year 2009/10	Fiscal Year 2010/11	Fiscal Year 2011/12	Fiscal Year 2012/13	Fiscal Year 2013/14
Operations	6.5139	6.3279	7.2148	6.6396	6.7084
Capital	0.4800	0.4800	0.2400	0.7467	0.6163
Debt Service	0.5362	0.6481	0.5012	0.5697	0.6313
Total Charter Operating Millage	7.5301	7.4560	7.9560	7.9560	7.9560
Refuse Removal*	0.5269	0.6010	0.6822	0.7138	0.7168
Economic Development**	0.0000	0.0000	0.0152	0.0162	0.0164
Parks***	0.4882	0.4882	0.4882	0.4882	0.4882
Public Safety***	1.4764	1.4764	1.4764	3.1764	3.1764
<b>Total City Millage</b>	<b>10.0216</b>	<b>10.0216</b>	<b>10.6180</b>	<b>12.3506</b>	<b>12.3538</b>

\* Authorized by Public Act 298.

\*\* Authorized by Public Act 59.

\*\*\* Authorized by Voter Approval.

The City's Advalorem Taxable Value decreased 1.2% from \$3,080,204,340 to \$3,043,288,010. Sixty-six (66%) percent of the tax roll is residential. Thirty-five (34%) percent of the roll is non-residential and includes commercial (23%) and industrial (3%) and personal property (8%).

The Unassigned Fund Balance in the General Fund is estimated to be \$11,157,870 at June 30, 2013 and \$9,848,417 at June 30, 2014, which is at 22% and 19.4% of Total General Fund Expenditures, respectively. The total budget expenditure allocation for All Budgeted Funds for FY 2013/14 is approximately \$77.2 million compared to \$76.4 million for FY 2012/13, and \$68.7 million for FY 2011/12, excluding inter-fund transfers. This is a 1% increase in expenditures from 2012/13. This approximate \$800,000 increase in overall City expenditures is due primarily from increases in the Special Revenue and Component Unit Fund categories.

## BUDGET HIGHLIGHTS

Through fiscal responsibility, we have been able to implement programs that strengthen our community and enhance the lives of our residents. The following is a brief summary of major



programs and projects that are completed, ongoing and included in the FY 2013/14 budget. They are broken down into FY 2012/13 accomplishments and current ongoing projects and FY 2013/14 programs.

### **Ongoing or Fiscal Year 12/13 Accomplishments**

- **Regional Cooperation/Collaboration.** The City worked with the Regional Task Force comprised of the City of Farmington Hills, the City of Farmington, and the Farmington Public Schools to implement a Regional Public Safety Dispatch Service between the two cities and agreed to share Information Technology Services between the two cities.
- **Environmental Sustainability.** The City continues to take an active role in promoting “green efforts” throughout the community with the work of the Commission for Energy and Environmental Sustainability. This group champions energy and environmental sustainability through innovative City policies and initiatives to lessen the City’s impact on the environment. Further, through various program offerings, the Commission helps provide the community with the information and resources to live a more energy and environmentally sustainable life.
- **Safe City.** Farmington Hills was again recognized by C. Q. Press as being the third safest city in Michigan and 46<sup>th</sup> safest City in the United States among cities with populations exceeding 75,000 people (2010 crime data). In addition, during 2011, serious Group A crime decreased 6.2%. Moreover, during the past three years, these offenses which represent the most serious crimes have decreased 21%.
- **Intranet.** This online communication service continues to increase employee productivity and make accessing information easier for employees. Employee news, forms, benefit information, health and wellness, and more are all found on the Intranet.
- **Repaving.** The following significant road projects were or will be completed in FY 2012/13: 14 Mile (Haggerty to Drake), Orchard Lake (13 Mile to 14 Mile), Independence Avenue, Holly Hills Farms (SAD), Glenbrook (SAD), LaMuera Estates (SAD), and Springland (SAD).
- **Sidewalks/Pathways.** In addition to the ongoing sidewalk replacement and maintenance program, the following sidewalks are planned to be built in FY 2012/13: 12 Mile, Southside, Inkster to Herndonwood; and Independence Ave., Southside, Roosevelt to Waldron.
- **New Development and Improvements.** For 2012, the Planning and Community Development Department oversaw the construction of thirty-nine (39) new residential units with a value of over \$14.9 million. Permits for \$12.5 million in improvements and additions to existing residential units were issued. New commercial development along with additions and improvements had a construction value of over \$50.2 million.
- **New Equipment.** The following equipment was or will be placed into service in FY 2012/13: DPW – Five-yard Hook w/Attachments, Refurbished Winter Maintenance Equipment, Refurbished Vector Truck, Vacuum-type Road Sweeper, Roadside Mowing Tractor w/Attachments, Ten-yard Dump Truck with Slip-in Salt Unit, and Pre-wet Controller Upgrades for Dump Trucks; City Hall – Council Room AV Upgrades and various I.T. Upgrades and Improvements; Fire – Engine Replacement, Medic

Refurbishment and Battalion Chief Vehicle; and Police – In-car Camera System and Forensic Software.

- **Public Facilities.** The following public facility improvements were or will be completed in FY 2012/13: Fire Station Roof Repairs; Police Building Interior and Exterior Improvements & Upgrades; Gas Pump Canopy and Key Card System Upgrades; continued Energy & Environmental Sustainability Projects; and Window Replacements at the Activity Center.

### **In Process or FY 2013/14 Program Goals**

- **Bike Path Routes Throughout the City.** With input from various City committees, the City will create bike path routes in and around the City to promote Farmington Hills to walkers and bikers.
- **2020 Visioning.** The City will continue to follow up on the ideas generated from the 2020 Visioning Process for the development of a long-range plan for a sustainable City.
- **Economic Development.** The City will continue to seek out ways to promote and market the City for businesses to locate.
- **City's 40<sup>th</sup> Anniversary.** The City is planning its 40<sup>th</sup> Anniversary Celebration called "FH"ORTYWORKS for July 3, 2013.



- **Special Services Capital Projects.** The Parks & Recreation Millage Fund will finance \$105,500 of capital projects/outlays for Heritage Park, Founders Sports Park, Athletic Fields, Equipment, Comfort Station, Activities Center, and Playground Equipment. In addition, \$20,000 is being funded for a Master Plan.
- **Forfeiture Fund Capital Projects.** The Federal and State Forfeiture Funds will finance \$310,000 of Police Building Improvements and \$10,000 for Police Equipment.
- **Construction Projects.** The Major and Local Road Funds will expend over \$6.4 million in road improvements in 2013/14. The primary projects to be completed and the recommended funding sources are as follows:
  - Freedom Road, Drake to Hillview Ct. – funded by Gas & Weight Taxes/Grants.
  - 13 Mile, Orchard Lake to Middlebelt – funded by Gas & Weight Taxes/Grants.
  - Traffic Signals – funded by Gas & Weight Taxes/Grants.
  - Staman Acres Local Road SAD – funded by SAD Revolving Fund for both the property owner's share and the City's Local Match.
  - Stratton Hill Road SAD – funded by SAD Revolving Fund for both the property owner's share and the City's Local Match.
  - Woodbrook Road SAD – funded by Capital Improvement Bonds for both the property owner's share and the City's Local Match.

- Briar Hill Road Road SAD – funded by Capital Improvement Bonds for both the property owner’s share and the City’s Local Match.
- Stocker Ave. Road SAD – funded by Capital Improvement Bonds for both the property owner’s share and the City’s Local Match.

## **CAPITAL IMPROVEMENT FUND**

In addition to the capital projects contained in the Parks & Recreation Millage Fund, Road Funds and Forfeiture Fund budgets, the City plans to invest approximately \$3.9 million on infrastructure and capital improvements benefiting the entire community. This program is comprised of facility improvements, sidewalk construction, drainage improvements, technology enhancements, and the acquisition of Public Works equipment, Fire Department and Police Department equipment. While the revenue resources are limited, a proper balance of capital vis-a-vis operating cost needs to be maintained. Next year's program includes:

- Drainage improvements will concentrate on the Storm Water Pollution Prevention Initiative; GIS Storm Phases I, II, and III; Illicit Discharge Elimination Program; replacement of the 14 Mile Culvert; replacement of the Biddlestone Culvert; retrofit of the Longwood Detention Basin; and miscellaneous detention basin maintenance and improvements.
- Facility improvements include the DPW Secondary Containment/Cold Storage Area project, replacement of the DPW Garage Heavy Hoist, Fire Station Roof Repairs, Police Building Exterior Repairs, Barrier Free (ADA) Improvements, and continued Energy & Environmental Sustainability Projects.
- A number of sidewalk improvements will take place this next fiscal year including: 8 Mile, Halsted to Lujon; and 14 Mile, Southside, Farmington to Drake.
- Equipment for the Police Department includes the replacement of Handguns.
- Equipment for the Fire Department includes the replacement of mobile computers, turnout clothing, extraction equipment and a medic unit.
- Equipment for the Division of Public Works includes a Five Yard Hook Truck with Attachments, a Hydroseeder, the replacement of an excavator, and Refurbished Winter Maintenance Equipment.
- Various equipment and technology upgrades City-wide to keep the network fast and reliable.

## **CITY-WIDE CAPITAL EXPEDITURES**

The total dollar amount of capital expenditures for fiscal year 13/14 is \$11,594,124, which is approximately \$517,000 more than budgeted in FY 2012/13. Of that total, \$6,415,526 is for Major and Local Road construction projects; \$3,914,000 is for infrastructure/capital improvements included in the Capital Improvement Fund; \$404,098 is for various General Fund capital outlays including \$199,098 for Public Services, \$175,000 for Police and \$30,000 for Support Services; \$380,000 is for the Brownfield Redevelopment Authority; \$320,000 is for the Forfeiture Funds; \$105,500 is for Parks & Recreation capital projects; \$30,000 is for the Public Safety Millage Fund and \$25,000 is for the Golf Course Capital Improvement Fund. Specific information about the capital projects is included in each respective Fund/Department.

## **PERSONNEL COSTS AND STAFFING**

As we have gone through the transition of significantly less staff resources over the last several years, we have restructured operations where appropriate to better utilize existing staff resources to maintain a base level of City services. While full-time staffing remains down over 15% from FY 2007/08, this Budget reflects five additional full-time positions, two of which were converted from part-time status and the remaining three are grant funded public safety positions. Farmington Hills still has one of the lowest employee-to-resident ratios of any local community while continuing to provide efficient and comprehensive services. All employee groups are being asked to accept a 0% pay increase for the fourth year in a row. We are always looking for ways to reduce costs while maintaining a quality workforce. City government is a people business. We serve people's needs and wants with people. This is a good staff with dedicated people who enjoy their work. I am proud of them every day.

## **ACKNOWLEDGEMENTS**

The past year has been highlighted by numerous achievements resulting in both state and national recognition due to the fine work of employees and the cooperation between the City Council, City Administration, and the residents. I am proud to present the following list of accomplishments:

- Amira Fulton, Administrative Secretary, Fire Department was named Employee of the Year. Three others were named Outstanding Employees: Leslie Amato, Dispatch Supervisor, Police Department; Ashlie Simons, Nature Center Supervisor, Special Services Department; and Bill Wright, Parks Maintenance Supervisor, Special Services Department. In addition, the 2012 IDEAS Award winner was Susan Hatch, Secretary, Police Department.
- Sergeant James Knittel was named Police Officer of the Year.
- Inspector/EMS Coordinator Enrique Alonzo was named Firefighter of the Year.
- The City received the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the FY 2012/13 Budget. This is the 27th consecutive year the City has received the award.
- The City received a Certificate of Achievement of Excellence in Financial Reporting from the GFOA for the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2012, which was the 14<sup>th</sup> consecutive year the City received this award.

I would like to personally thank all of the department heads for not only doing their usual excellent job of submitting reasonable and prudent budget requests, but also acknowledging the economic realities and uncertainties facing us and budgeting accordingly. We remain committed to the core values of health and safety for our residents and customers. Mindful of the current economic challenges, our eyes are also trained on the future of our fine City. I am proud of the team effort that went into producing this extremely lean budget which holds down operating expenditure costs while maintaining core services. Thanks also to those who have worked hard on putting together this budget.

Corey Bartsch, Fire Chief  
David Boyer, Assistant City Manager  
Dave Gajda, Finance Director/Treasurer  
Ed Gardiner, Director of Planning and Community Development  
Nathan Geinzer, Management Assistant  
Michael Lasley, Director of Central Services  
Shu-Fen Lin, Controller  
Gary Mekjian, Director of Public Services  
Chuck Nebus, Police Chief  
Kim Ried, Secretary to the Finance Director  
Ellen Schnackel, Director of Special Services  
Pam Smith, City Clerk



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Steve Brock  
City Manager

PS. The City's Annual Budget, Comprehensive Annual Financial Report (CAFR), and Citizen's Guide and Performance Dashboard are and have been available on the City's Website to provide transparent detailed data on the City's finances to the general public.

## MID-TERM AND LONG-TERM GOALS

### MID-TERM GOALS (1 to 5 years)

1. Provide high quality dependable public services.
2. Implement programs and activities to reduce costs, increase revenues, and add efficiencies.
3. Enhance the safety of the city's residents and businesses, as well as visitors to the community.
4. Provide forums that encourage active participation in our local community and government.
5. Expand and retain the existing business base and enhance commitment to the redevelopment of the maturing sections of the city.
6. Provide a wide array of artistic, cultural, and recreation programs and activities to meet the changing leisure needs of the community.
7. Be proactive in the legislative process at the State and Federal level by representing the interests of the city.
8. Maintain an educated staff and provide a safe and positive work environment.
9. Ensure compliance with all federal, state, and local laws in addition to the rules and requirements of other governing agencies and organizations.
10. Participate in sound management practices to protect and enhance the environment.
11. Maintain a strong City identity and citizen participation by enhancing communication with the public.

### LONG-TERM GOALS (5 years or more)

12. Assure the continued vitality of Farmington Hills as a premier community by preserving the tax base, the infrastructure and quality of life.
13. Improve the livability of the city.
14. Preserve and strengthen city home rule to maintain local control of local issues.

**The goals in each departmental budget directly link to the City-wide mid and long-term goals. This is demonstrated by the number(s) in parenthesis at the end of each departmental goal. Achievement of the Department goals and City-wide mid-term goals assist the City's progress in meeting its long-term strategic goals.**

## **THE BUDGETING PROCESS**

Budgeting is a financial plan for utilizing the City's available funds during a fiscal year to accomplish established goals and objectives. It also:

- A. Provides citizens with an understandable financial plan in which the welfare of the citizens may be enhanced or reduced in the budgeting process;
- B. Prioritizes goals that will provide for community needs;
- C. Defines the financial plan that will be used to achieve stated goals;
- D. Determines the level of taxation required.

The budget compiles the financial data needed to support Farmington Hills' decision making/ policy development process. The budget is based on City Council Goals, the Capital Improvements Program and other planning and programming documents, the City's financial policies, City Council direction, current revenue restraints and City Manager and departmental review of operations.

City Council uses the following planning documents to guide its short and long term budget decisions. Valuable information is gathered from these plans and the residents who serve on the various Boards and Commissions responsible for their creation.

### **The Master Plan for Future Land Use**

Provides guidelines for decisions on how land will be used. The master plan is: 1) a long-range, comprehensive and general guide for the development of land; 2) a map of future land uses and the supporting documentation describing the details, and 3) the result of an orderly process of survey and study of the basic planning elements - land use, natural features, populations and community facilities; residential, recreation, commercial, office and industrial land needs and thoroughfares and streets to provide for vehicular movements within and through the city.

### **The Parks and Recreation Master Plan**

Focuses on the needs of current and future residents of Farmington Hills in order to continue providing programs and services to improve their quality of life. The Master Plan: 1) includes public input regarding the current and future park and recreation needs of Farmington Hills residents; 2) provides the Parks and Recreation Commission, Special Services staff, and other community stakeholders with information to guide parks and recreation planning for the next years, and 3) represents the needs and desires of current Farmington Hills residents and projects the needs of future residents based upon growth trends and demographic information.

### **The Capital Improvements Plan**

Plans for and guides needed capital improvements and expenditures in a fiscally sound manner and ensures that improvements are consistent with the goals and policies of the city and the expectations of residents. A capital project or expenditure must: 1) impact the City-at-large or address a major need within the City in some specific way; 2) represent a public facility, 3) represent a physical improvement, and 4) require the expenditure of at least \$25,000.

## **The Budget Process**

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### **The Economic Development Plan**

Provides a framework for making sound decisions regarding the allocation of limited economic development resources. The mission is to: 1) maintain a healthy business climate, including the expansion of business in the international trade arena; 2) work cooperatively with the state, county, chamber of commerce, economic development corporation, schools, universities and others to provide basic business assistance to new and existing businesses in the community, and 3) strengthen and revitalize the economy by attracting and retaining quality jobs.

### **The Master Storm Drainage Plan**

Provides the City with a plan and guide for the continued development of the city. The plan is flexible and allows and encourages the use of the natural open drainage system to its fullest.

## **LEGAL REQUIREMENTS**

In addition to sound financial theory and principles, the City of Farmington Hills' budget process is governed by the City Charter and State Statutes of Michigan. "Article VI, General Finance" of the City Charter establishes July 1 through June 30 as the City's fiscal year and annual budget cycle for the City government.

### **Budget Document**

The City Charter, approved by the electorate on May 8, 1973, and the State of Michigan Uniform Budgeting Act (Public Act 621 of 1978), which amended the Uniform Accounting Act of 1968 (Public Act 2 of 1968), mandates that the budget document present a complete financial plan for the ensuing fiscal year and contain the following:

- A. Estimates of all anticipated revenues of the City from all sources with comparative statement of actual amounts received from each or similar sources for the preceding fiscal year, the current fiscal budget, projected actuals for the current fiscal year and estimated amounts for the proposed budget year.
- B. Detailed estimates of all proposed expenditures for each department and office of the City showing expenditures for corresponding actual expenditures for the preceding fiscal year, budget amounts for the current fiscal year, projected actual expenditures for the current fiscal year and amount for the proposed fiscal year.
- C. Statement of estimated Fund Balance for the end of the current fiscal year.
- D. Statements of the bonded and other indebtedness of the City showing the debt redemption and interest requirements for the fiscal year and the amount of indebtedness outstanding at the end of the fiscal year.



## **The Budget Process**

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### **Budget Procedure**

As required by the City Manager, each City Officer must submit to the City Manager an itemized estimate of expenditures for the next fiscal year for the department or activities under his/her direction. The City Manager then prepares a complete itemized budget proposal for the next fiscal year and must present it to City Council not later than the first regular meeting in May. Prior to the adoption of the budget, at the first regular meeting in June, a Public Hearing on the budget must be held to inform the public and solicit input and comments from the citizenry. At least one week prior to the Public Hearing on the budget, copies of the budget document are on file at the City Clerk's Office and the public libraries for the review and inspection by the citizens. A Public Notice, published in a newspaper of general circulation in the community, announces the time and place of the meeting and the availability of the budget document for review.

### **FY Budget**

The budget process begins in January with the distribution of budget instructions and forms. Department requests are submitted by City officials in February. Departmental budget reviews are held with the City Manager, Finance Director and Department Heads. After revenue projections are prepared by the Finance Department, expenditure requests are reconciled by the City Manager and Finance Director to conform to revenue projections and a recommended budget is presented to City Council.

The City Council holds public study sessions with the City Manager, Finance Director and Department Heads, at which input from the public is received.

A Public Hearing to receive additional citizen input and comments is scheduled for May or June, after a public notice is published in the Farmington Observer. The Budget Document, including a schedule of all Study Session dates and the Public Hearing date is available for review by interested parties at the City Clerk's Office at City Hall and the two branches of the District Library. The Budget Document and Tax Rate are adopted in June, after the Public Hearing.

The final budget document evolving from the budget process consists of 13 major sections and contains the budget message, budget overview, budgets including revenue and expenditure estimates for the upcoming fiscal year for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Component Units and the Budget Resolution.

The budget is constructed in compliance with the State Uniform Accounting Budgetary Act of 1968 (Public Act 22 of 1968), as amended, which categorizes elements of the accounting and budget system into Funds, Departments or categories, Reserves and Expenditures.

The operations of each fund are accounted for as a separate self-balancing set of accounts that consist of assets, liabilities, fund equity and appropriate revenues and expenditures.

### **Budget Appropriation and Amendments**

The City budget is adopted by the City Council on an activity or function/department basis. The City Manager is authorized by Budget Resolution to make budgetary transfers within the appropriation centers established through the budget. However, all transfers between appropriation centers may be made only by further action by the City Council.

City Council may make additional appropriations during the fiscal year for unanticipated expenditures required by the City, but such additional appropriations shall not exceed the amount of actual and/or anticipated revenue and available fund balance as estimated in the budget unless the appropriations are necessary to relieve an emergency endangering the public health, safety or welfare. The Council may also reappropriate funds among appropriation centers. Council is apprised of the budget status through quarterly reports prepared by the Finance Department.

## **FY 2013/14 BUDGET CALENDAR**

January 8, 2013	Distribution of budget instructions and forms to Department Directors
January 12, 2013	City Council Goal Setting Meeting
February 1, 2013	Departmental Budget Requests Submitted to Finance Department.
February 20 – 25, 2013	Finance Department Budget Review Meetings with Departments
March 5 – 14, 2013	City Manager Budget Review meetings with Departments and District Court on General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Component Units.
March 15-April 19, 2013	Budget Preparation
April 22, 2013	Transmittal of FY 2013/14 budget document to City Council.
April 24 – 30, 2013	Budget review study sessions with City Council & direction to staff to publish public hearing notice.
May 2013	Public Notice of Public Hearing on FY 2013/14 proposed budget and tax rate
June 10, 2013	Public Hearing and Adoption of FY 2013/14 budget and tax rate

# **FINANCIAL POLICIES**

## **GENERAL**

All budgetary funds must be balanced. Total anticipated revenue plus appropriations from the beginning fund balance and reserves, in excess of prudent designations of fund balance and reserves, must equal total estimated expenditures for all funds.

The City will strive to establish and maintain an undesignated fund balance of 10-15% of the General Fund expenditures for the subsequent year to pay expenditures caused by unforeseen emergencies, cash shortfalls caused by revenue declines or delays and mitigate the need for short term borrowing.

General fund encumbrances outstanding at the fiscal year end will not be charged to the current year budget but reserved from fund balance and automatically be reappropriated in the new budget year and when paid charged to the new fiscal year.

All budgets shall be adopted on a basis consistent with generally accepted accounting principles promulgated by the Governmental Accounting Standards Board. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable, a fund liability has been incurred and that liability will be liquidated with current resources.

## **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the City conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the significant accounting policies:

### **FUND ACCOUNTING**

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The various funds are grouped into generic fund types in two broad categories as follows:

### **BUDGETARY & GOVERNMENTAL FUNDS:**

#### **General Fund**

The General Fund under GASB 34 has been identified as a major fund and contains the records of the ordinary activities of the City which are not accounted for in another fund. The fund contains appropriation for all operating departments of the city. City Council has broad discretionary powers over the utilization and financial resources of the General Fund. General Fund activities are financed by revenues from general property taxes, state-shared revenues and other sources.

## **Financial Policies**

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### **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of earmarked revenues or financing activities requiring separate accounting because of legal or regulatory provisions. The primary special revenue funds are the Major and Local Road Funds, the Special Assessment Fund, and the Public Safety Millage Fund which have been identified by the criteria of GASB 34 as major funds. The dedicated Recreation Special Millage Fund is also a Special Revenue Fund.

### **Debt Service Funds**

Debt Service Funds are used to account for the annual payment of principal, interest and expenses in connection with certain long-term debt other than enterprise fund bonds payable.

### **Capital Projects Funds**

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities or outlays, other than those of proprietary enterprise funds. The Capital Improvement Fund has been identified as a major fund by the criteria of GASB 34 and is used to account for the development of capital facilities other than those for Roads, Utilities and Parks & Recreation.

### **Enterprise Funds**

An Enterprise Fund is established when the intention is that the costs of providing goods or services is financed or recovered primarily through user charges. Enterprise Funds include the Water & Sewer Funds, which are included as a Financial Plan in the Supplemental Information section of this document.

## **COMPONENT UNITS:**

Component Units are legally separate entities for which the City is financially accountable. The Brownfield Redevelopment Authority is a Component Unit of the City created to facilitate the implementation of plans for the identification, treatment and revitalization of environmentally distressed areas within the City designated as Brownfield Redevelopment Zones. The Corridor Improvement Authority Fund is a Component Unit of the City created to correct and prevent deterioration in business districts, encourage historic preservation, and promote economic growth.

## **FIDUCIARY FUNDS:**

### **Trust and Agency Funds**

Trust and Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments or other funds. These include the Retirement System and Agency Funds. The Retirement System is accounted for in the same manner as a proprietary fund. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The financial activity of the Agency Funds is limited to collection of amounts which are subsequently returned or paid to third parties and, accordingly, are limited to cash transactions.

### **BASIS OF ACCOUNTING**

The budgets of General Governmental Funds are prepared on the modified accrual basis of accounting. Under this method, the City recognizes revenue when it becomes both measurable and available to finance current City operations. Expenditures are recorded when the related fund liabilities are incurred, except principal and interest on general obligation long-term debt, which are recorded when due. Modifications in such method from the accrual basis are as follows:

- A) Property taxes and other revenue that are both measurable and available for use to finance operations of the City are recorded as revenue when received.
- B) Interest on bonded indebtedness and other long-term debt is not recorded as an expenditure until its due date.
- C) Payments for inventoriable types of supplies are recorded as expenditures at the time of purchase.
- D) Normally, expenditures are not divided between years by the recording of prepaid expenses.

Enterprise, and non-expendable Trust and Pension Trust Fund are prepared on the full accrual basis. Under this method, revenues are recognized when earned and expenses are recognized when incurred.

### **CAPITAL ASSETS**

Capital assets used in governmental fund type operations are recorded as expenditures at the time of purchase. All capital assets are recorded at cost, or if donated, at their estimated fair value on the date donated.

### **WATER AND SEWER SYSTEMS**

Oakland County operates the City's water and sewer systems by contract. Periodically, the County transfers the net revenues to the City, which deposits them in the Water & Sewer Fund.

### **INVESTMENTS**

Investments are recorded at cost, which approximates market value.

**ELIMINATIONS**

The total data presented is the aggregate of the fund types. No consolidating or other eliminations were made in arriving at the totals; therefore, they do not present consolidated information.

**LEASE-PURCHASE CONTRACTS**

The City is involved in the purchase by lease contracts of a Department of Public Service Maintenance Building, Fire Station No. 2 and the 47<sup>th</sup> District Court Facility from the City of Farmington Hills Building Authority, a City-created and directed authority, whose sole business activity is acquiring and leasing property to the City. Building Authority operations consist of the issuance and repayment of debt and the construction of facilities, all of which are reported in the appropriate City funds. The financial statements of the City of Farmington Hills Building Authority are consolidated with the financial statements of the City as follows:

- A) The assets of the Building Authority held for payment of outstanding bond issues are reported in the Debt Service Funds.
- B) Construction activities are recorded in a Capital Projects Fund.
- C) Fixed assets (completed construction projects) of the Building Authority are reported in the Capital Assets.
- D) Remaining amounts due on bonds issued by the Building Authority are reported in the non-current liabilities.

**CAPITAL IMPROVEMENT BUDGET POLICIES**

The City will, annually, prepare and update a Six Year Capital Improvement Program. This Program will contain projects and equipment costs in excess of \$25,000. Total project cost and sources of funding, along with project descriptions, will be outlined in the Capital Improvement Program. Areas included in the Program will be: drainage, sanitary sewers and watermains, public facilities, sidewalks, transportation, equipment and parks and recreation facilities.

The purpose of this Six Year Program is to facilitate the orderly planning and infrastructure improvements, maintain, preserve and protect the City's existing infrastructure system and provide for the scheduled replacement of equipment and acquisition of new equipment to insure the efficient delivery of services to the community.

In addition to the Six Year Capital Improvement Program the City will prepare a Capital Improvement Budget, which will implement to the extent of available resources, the first year of the Capital Improvement Program.

**FINANCIAL REPORTING & AUDITING POLICIES**

In accordance with Section 6.10 of the City Charter, an independent audit of all City funds will be conducted annually by a Certified Public Accounting Firm.

The Comprehensive Annual Financial Report (CAFR) shall be subject to the annual audit. The annual audit will be conducted in accordance with generally accepted auditing standards. The scope and procedures of the audit will be in conformance with the "Engagement Letter" signed by the City and the auditors. The City fully complied with the Governmental Accounting Standards Board Pronouncement 34 in the most recent audits. The basis for budgeting follows the same basis as the audited financial statements.

While the City's annual audit includes the Water & Sewer Fund and Pension Funds, the annual budget does not include the Water & Sewer Fund and Pension Funds.

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles as established by the Governmental Accounting Standards Board.

The Finance Department will maintain a system of internal controls to safeguard the City's assets and insure accurate and timely accounting, reporting and disclosure.

The Finance Department will prepare monthly budget and financial reports for internal management purposes. In addition to financial audits, every five years, the City will conduct a Managerial Audit. These audits will be conducted by an independent consultant or consultants chosen by City Council, who will determine the scope of the audit and the nature of the report to be presented to City Council.

As previously stated, the City has developed a Financial Dashboard to enhance the transparency of its financial reporting.

**CASH AND INVESTMENT POLICIES**

On November 16, 1998, the City Council adopted an extensive Investment Policy for all the funds of the City, excluding Employee Pension Assets. This Policy has been amended as recently as January 23, 2012. The Policy stresses legal compliance with Public Act 20 of 1943 as amended by Public Act 196 of 1997 as to type of investments permitted, which include certificates of deposits, treasury bills, obligations of U.S. Government agencies, notes, bonds, commercial paper (two highest rating), repurchase agreements, bankers acceptances, pools or mutual funds with legal investments and full faith and credit U.S. agency paper.

The investment objective of the City is "S.L.Y.," Safety, Liquidity and Yield.

The City has received certification from the Municipal Treasurer's Association of the United States and Canada, certifying that the City's Investment Policy meets the standards established by that body.



## **Financial Policies**

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The document covers the following areas and topics:

- A) Objectives
- B) Combining of funds/prorating of interest among funds.
- C) Delegation of authority (employees authorized to place investments).
- D) Prudence - Prudent Person Principle
- E) Ethics and Conflict of Interest
- F) Internal Control
- G) Reports and Accounting
- H) Diversification of percentages of portfolio allowed for each type of investment maturity schedule and financial institution.
- I) Criteria for selecting banks and dealers.
- J) Safekeeping, custody, investment procedure and internal control
- K) Glossary of terms

### **DEBT MANAGEMENT POLICY**

The City will limit short term borrowing to cover cash flow shortages through the issuance of tax anticipation notes. The issuance of long-term debt will be limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as that portion of fund balance in excess of required reserves.

The maturity of the bond issues will not exceed the useful life of the capital improvement project. Long term bonding will be considered when future citizens will receive a benefit from the improvement. The City's Statement of Legal Debt Margin calculation is located in the Debt Service Fund Section of this Budget Document.

The City will limit its general obligation long term debt to 10% of the City's State Equalized Value (Assessed Value), excluding the following bonds from the limitation:

- A) Special Assessment Bonds
- B) Mortgage Bonds
- C) Transportation Fund Bonds

## **Financial Policies**

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- D) Revenue Bonds
- E) Bonds issued, or contract or assessment obligations, incurred to comply with an order of the Water Resources Commission or a court of competent jurisdiction
- F) Other obligations incurred for water supply, sewage, drainage or refuse disposal projects necessary to protect the public health by abating pollution
- G) Bonds issued for the construction, improvement or replacement of a combined sewer overflow abatement facility
- H) Bonds issued to pay premiums or establish self insurance contracts in accordance with Act 202, Public Acts of Michigan, 1943, as amended

All other bonds are not subject to financial limitations.

The City will maintain communications and relations with bond rating agencies and endeavor to improve or maintain its current bond rating annually.

### **TAX ABATEMENT POLICY**

On February 9, 1998, the City Council adopted a Tax Abatement Policy. The Policy was revised on February 28, 2000 and again on July 28, 2003.

#### **Criteria with which a business must comply in order for City Council to consider an Industrial Development District Tax Abatement Proposal**

1. The abatement must include funding from a State or Federal program, unless the project is for redevelopment or rehabilitation or for new personal property only (if the new personal property request creates or retains new jobs within the City of Farmington Hills).
2. The tax abatement will not cause a negative impact on local tax revenues.
3. The business qualifying for an Industrial Development District Tax Abatement must remain within the City of Farmington Hills for twice the length of the tax abatement period and if a move out of the community should occur, the business shall repay the entire amount of the abatement and it shall be a lien on the property until paid.

### **PURCHASING POLICIES**

On March 26, 2012, the City Council adopted a Resolution establishing the amended City Purchasing Policies and Procedures. These Policies comply with Section 9.12 of the City Charter authorizing the City Council to establish Purchasing Policies and require sealed bids to authorize all awards for goods and services over \$10,000. The Policy provides for a centralized purchasing system administered by the City's Director of Central Services, who reports to the City Manager.

## **Financial Policies**

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All goods and services aggregating in excess of \$10,000 in a fiscal year are formally bid, which is in writing, sealed and submitted in accordance with written specifications and opened at a public bid opening. Bid awards exceeding \$10,000 are reviewed and approved by City Council. Purchase orders from \$3,000 - \$10,000 are approved by the City Manager after receipt of three written quotations. Items under \$3,000 are awarded by the Director of Central Services after solicitation of three verbal quotations.

The Policy also provides for procurement in cases of emergency situations threatening public health, welfare and safety, subject to after the fact review of the basis of the emergency and the selection of the particular vendor to be placed in the purchasing file.

The 12-page Policy Document and 17-page Procedures Document cover topics such as:

- A) Organization and Authority
  - 1) Role of the City Council
  - 2) Role of the City Manager
  - 3) Role of the Director of Central Services
- B) Standards of Conduct
- C) Policy Amendment Procedures
- D) Bid specification preparation, bidding procedures, bid opening, bid awards, correction of bids
- E) Rules against subdivision to avoid sealed bid and Council award procedures
- F) Procurement of professional services

## **REVENUE POLICIES**

The City will strive to maintain diversified, stable sources of revenues to protect essential service delivery from short-term fluctuations in any one source.

The City will maintain sound appraisal procedures and practices to reflect current property values.

The City will minimize the impact of property tax financing for city services by seeking alternative financing such as grants, user fees, and upgrading/enhancing the property tax base.

The City will project its annual revenues based on historical data, county, state and national economics and new statutes.

The City will finance essential City services that have a city-wide benefit from revenue sources generated from a broad base, such as property taxes and state shared revenues.

The City will review fee structures to charge the cost of service to the benefiting property owners and customers serviced, while being sensitive to the needs of low-income individuals.

The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

## FINANCIAL POLICY BENCHMARKS

### Financial Policy Benchmarks

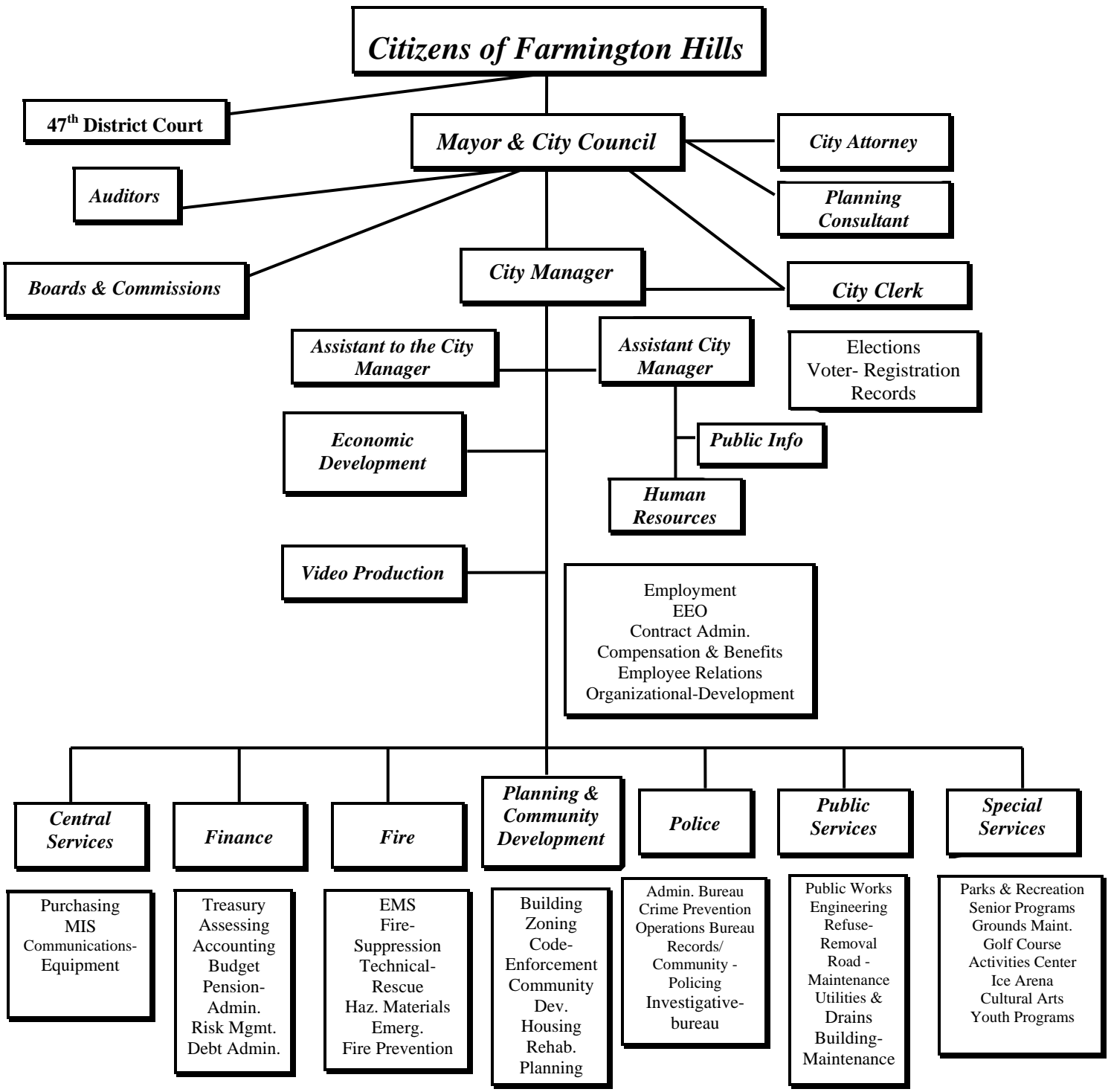
### Status

<p><b><u>Fund Balance</u></b>          Unassigned General Fund – fund balance = 10% - 15% of General Fund Expenditures + Transfers-out.</p>	<p><b><u>Fund Balance</u></b>          Unassigned General Fund - fund balance = 20% of Expenditures + Transfers-out (2012 audit).</p>
<p><b><u>Accounting, Auditing, Financial Reporting Policy</u></b>          Produce Comprehensive Annual Financial Report in accordance with GAAP.</p>	<p><b><u>Accounting, Auditing, Financial Reporting Policy</u></b>          Certificate of Achievement for Excellence in Financial Reporting received June 2012.</p>
<p><b><u>Revenue Policy</u></b>          Maintain a diversified and stable taxable revenue base.</p>	<p><b><u>Revenue Policy</u></b>          Tax base comprised of:              Residential                      66%              Non residential                34%</p>
<p>Maintain sound appraisal procedures and practices to reflect accurate property rates.</p>	<p>Equalization factor of 1.</p>
<p><b><u>Investment Policy</u></b>          Analyze market conditions to maximize yields while maintaining the integrity and safety of principal.</p>	<p><b><u>Investment Policy</u></b>          The City’s average rate of return on investments routinely exceeds the benchmark 3-month Treasury Bill Rate and the Fed Funds Rate.</p>
<p><b><u>Debt Policy</u></b>          Maturity of bond issues will not exceed useful life of capital improvements they finance.</p>	<p><b><u>Debt Policy</u></b>          No bond issue has a maturity schedule beyond 25 years.</p>
<p>Maintain a sound relationship with major bond rating agencies and an investment grade bond rating.</p>	<p>Moody’s rating: Aa1          Standard &amp; Poors rating: AA+</p>

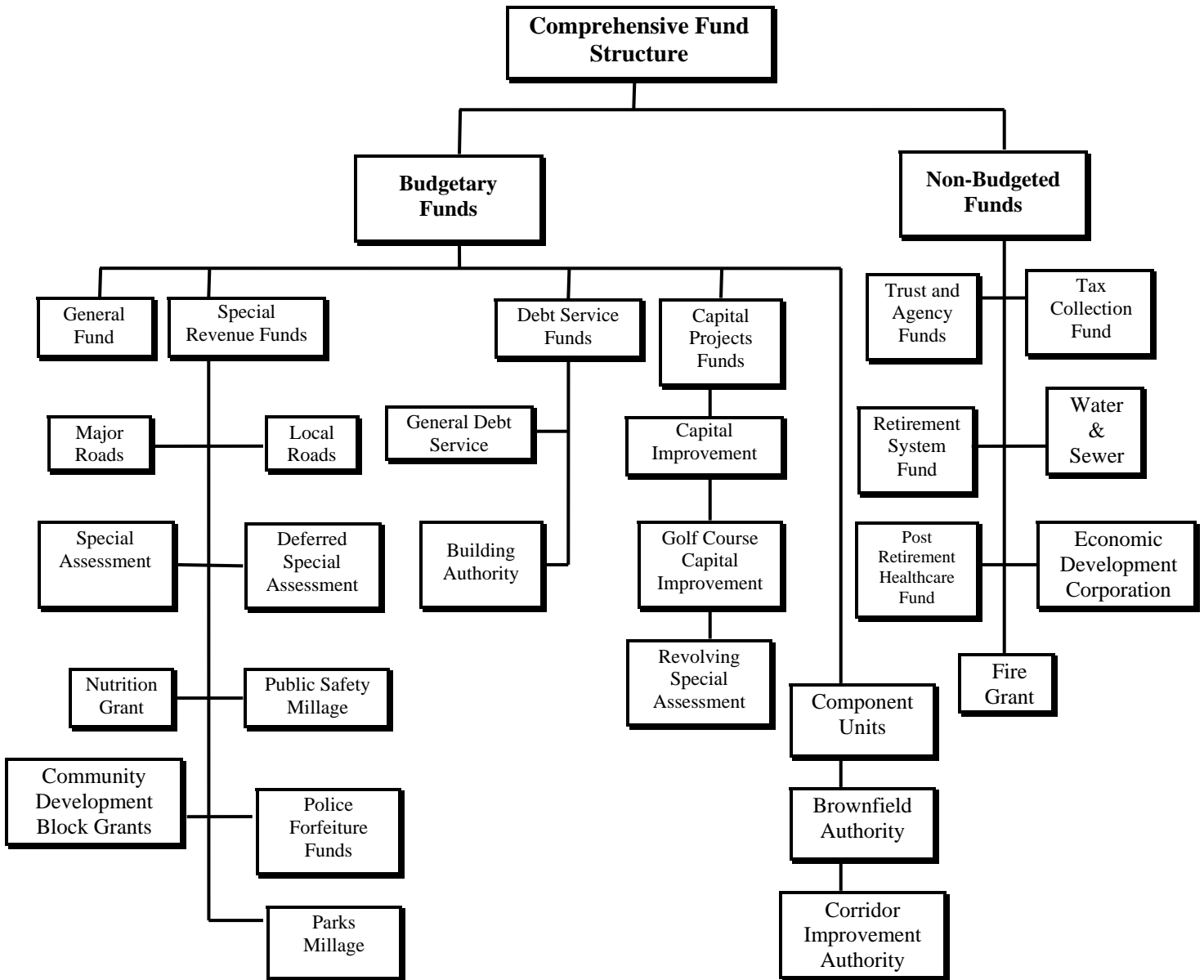
## FINANCIAL POLICY BENCHMARKS (Continued)

<u>Financial Policy Benchmarks</u>	<u>Status</u>
<p><b><u>Capital Improvement Policy</u></b> Maintain long range pre-planning of capital improvements and infrastructure.</p>	<p><b><u>Capital Improvement Policy</u></b> The Planning Commission annually prepares a six-year Capital Improvement Plan.</p>
<p>Implement annually capital improvements in accordance with an adopted six-year capital improvement program within revenue restraints.</p>	<p>Capital Improvements budgeted in 13/14:                      Drainage:       \$ 650,000                      Sidewalks:     \$ 305,000                      Equipment:     \$ 1,829,000                      Public Facilities \$ 1,130,000</p>
<p><b><u>Financial Policy</u></b> Place emphasis on areas of long-term importance such as, employee relations, automation, and technology improvements.</p>	<p><b><u>Financial Policy</u></b> Funding for City-wide technology ensures a reliable network and funding for employee development maintains positive employee relations.</p>
<p>Produce a budget document that is a policy tool, a public information document, a financial control mechanism and a management tool.</p>	<p>Received “Distinguished” Budget Presentation award for the past 27 years.</p>
<p>Integrate performance measurement and productivity indicators in the budget.</p>	<p>Continue to update budget document with performance measures including output and efficiency.</p>
<p>All budgetary funds must be balanced.</p>	<p>The budget is balanced – estimated revenue and available fund balance are equal to or greater than estimated expenditures.</p>
<p>Maintain adequate level of funding for employee retirement systems.</p>	<p>Pension benefit:                      Post retirement       81% funded                      Healthcare             73% funded</p>
<p>Enhance the property tax base.</p>	<p>Community investment:                      Residential: 39 new units valued at \$14.9 million. \$12.5 million in improvements / additions to existing units.                       Commercial New, Additions &amp; Improvements: \$50.2 million.</p>

# CITY OF FARMINGTON HILLS



# CITY OF FARMINGTON HILLS FINANCIAL ORGANIZATION STRUCTURE



**Descriptions for each Budgeted Fund are contained behind each Fund category tab.**

## FULL-TIME EMPLOYEE STATISTICS

	FY	FY	FY	FY 2013-2014		
	10-11	11-12	12-13	Part Time		
	Full Time	Full Time	Full Time	Full Time	FTE*	Total
City Administration	5	5	5	5	0.50	5.50
Public Information	4	4	4	4	0.00	4.00
Finance Department	17	17	18	18	1.00	19.00
City Clerk	5	5	6	6	0.65	6.65
Human Resources	4	4	4	4	0.00	4.00
Central Services	9	9	9	9	0.40	9.40
Police Department	136	136	140	140	12.88	152.88
Fire Department	45	45	48	51	42.63	93.63
Planning & Community Development	18	18	18	18	0.60	18.60
Public Services - Administration	4	4	4	4	0.00	4.00
Road Maintenance	19	19	19	19	3.46	22.46
Building Maintenance	4	4	4	4	0.00	4.00
Engineering	14	13	13	13	2.31	15.31
D.P.W. Garage	10	10	10	10	1.00	11.00
Waste Collection/Recycling	0	0	0	1	0.00	1.00
Special Services Administration	12	11	11	11	9.95	20.95
Youth and Families Division	1	1	1	1	7.00	8.00
Senior Adults	5	5	5	5	22.53	27.53
Parks Division	10	8	8	9	15.87	24.87
Cultural Arts	2	2	2	2	0.75	2.75
Golf Course Division	2	2	2	2	11.17	13.17
Ice Arena	3	3	3	3	11.13	14.13
<b>TOTAL</b>	<b>329</b>	<b>325</b>	<b>334</b>	<b>339.00</b>	<b>143.83</b>	<b>482.83</b>

### FULL TIME EMPLOYEE STATISTICS SUMMARY

	10-11	11-12	12-13	13-14
FULL TIME	329.00	325.00	334.00	339.00
FTE	126.82	131.91	136.34	143.83
<b>TOTAL FULL TIME AND FTE</b>	<b>455.82</b>	<b>456.91</b>	<b>470.34</b>	<b>482.83</b>

The number of full-time employees will increase by 5 in FY2013/14 , by converting the Naturalist position from part-time to full-time, converting a Waste Collection Clerk Typist I position from part-time to full-time, and adding three new fire fighters.

The number of part-time employees will increase by 7.49 F.T.E.'s in FY 2013/14, primarily in the Fire Department.

\*FTE (Full Time Equivalent) Represents part-time employee hours divided by 2080.



## BUDGET OVERVIEW

The City's General Fund accounts for 56.6% or \$50,798,886 of the total expenditure budget, including inter-fund transfers. City resources for all the City's operating departments are financed through the General Fund. The City Council has wide discretionary power over the financial resources attributable to this Fund. Detailed revenue and expenditures by Fund and revenue by source and expenditures by type are portrayed in schedules and graphs within this section as well as their percentage share of the total financial picture. The composition of the Fund category expenditures in the budget document including other financing uses (transfers out) are:

Fund Category	Budget	Percentage
General	\$50,798,886	56.6%
Special Revenue	29,324,737	32.6%
Debt Service	3,632,022	4.1%
Capital Projects	5,404,780	6.0%
Component Units	670,000	0.7%
Total	\$89,830,425	100.00%

The most important decision made annually by City Council is the establishment of the fiscal year tax rate levy and the allocation of this rate among the property tax supported Funds. The Tax Rate Millage for FY 2013/14 and the last three fiscal years and the taxable value for FY 2013/14 are outlined below:

Advalorem Taxable Value (subject to City taxation)\* = \$3,040,696,350

Millage Type	Actual Tax Rate FY 2009/10	Actual Tax Rate FY 2010/11	Actual Tax Rate FY 2011/12	Actual Tax Rate FY 2012/13	Adopted Tax Rate FY 2013/14
Operations	6.5139	6.3279	7.2148	6.6396	6.7084
Capital	0.4800	0.4800	0.2400	0.7467	0.6163
Debt Service	0.5362	0.6481	0.5012	0.5697	0.6313
Total Charter Operating Millage**	7.5301	7.4560	7.9560	7.9560	7.9560
Refuse Removal	0.5269	0.6010	0.6822	0.7138	0.7168
Economic Development	0.0000	0.0000	0.0152	0.0162	0.0164
Voted Parks	0.4882	0.4882	0.4882	0.4882	0.4882
Voted Public Safety	1.4764	1.4764	1.4764	3.1764	3.1764
Total Voted Millage	1.9646	1.9646	1.9646	3.6646	3.6646
<b>Total City Millage</b>	<b>10.0216</b>	<b>10.0216</b>	<b>10.6180</b>	<b>12.3506</b>	<b>12.3538</b>

\* Less Taxable Value on Renaissance Zone Property.

\*\* Subject to Headlee Capped Charter Maximum of 8.4252 Mills.

**2013 TAXABLE VALUE ANALYSIS BY CLASS**

CLASS	Original 2012 Taxable	Net New	Adjustment	Original 2013 Taxable	% of Taxable Adjustment	% of Taxable Roll
COMMERCIAL	734,201,260	1,356,237	(52,011,817)	683,545,680	-7.08%	22.46%
INDUSTRIAL	102,233,330	317,890	(9,615,780)	92,935,440	-9.41%	3.05%
RESIDENTIAL	1,998,603,460	4,296,109	16,638,571	2,019,538,140	0.83%	66.36%
REAL PROPERTY	2,835,038,050	5,970,236	(44,989,026)	2,796,019,260	-1.59%	91.87%
PERSONAL	245,166,290	15,883,600	(13,781,140)	247,268,750	-5.62%	8.13%
GRAND TOTAL	3,080,204,340	21,853,836	(58,770,166)	3,043,288,010	-1.91%	100.00%
GRAND TOTAL*	3,080,204,340	21,853,836	(58,770,166)	3,043,288,010	<b>-1.20%</b>	100.00%

\* Including Net New.

**ANALYSIS OF TAX SAVINGS FROM  
TAXABLE VALUE (T.V.) VERSUS S.E.V.\***

	2013 S.E.V.	2013 TAXABLE	S.E.V. TO T.V. REDUCTION
COMMERCIAL	691,148,640	683,545,680	7,602,960
INDUSTRIAL	94,013,140	92,935,440	1,077,700
RESIDENTIAL	2,052,565,050	2,019,538,140	33,026,910
REAL PROPERTY	2,837,726,830	2,796,019,260	41,707,570
PERSONAL	247,268,990	247,268,750	240
GRAND TOTAL	3,084,995,820	3,043,288,010	41,707,810

Property taxpayer savings (using 2012 millage rates) are:

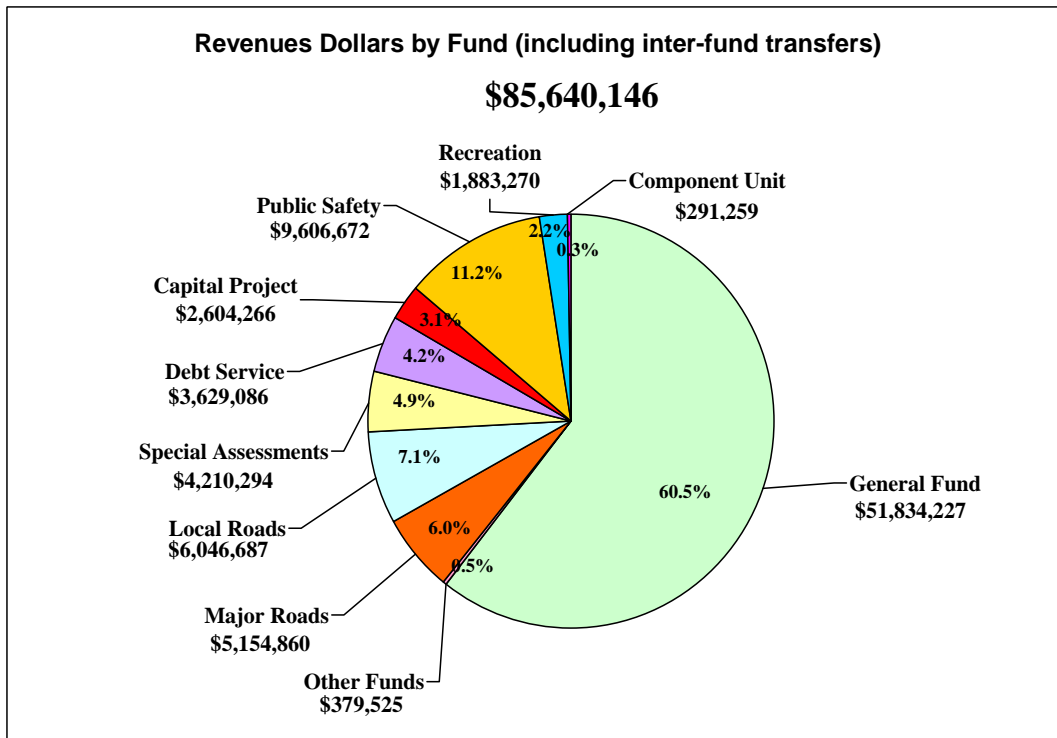
City Taxes at 12.3506 mills	\$ 515,116
Total Taxes at 43.8067 mills **	\$ 1,827,082

\*S.E.V. - State Equalized Value ( 50% of Fair Market Value)

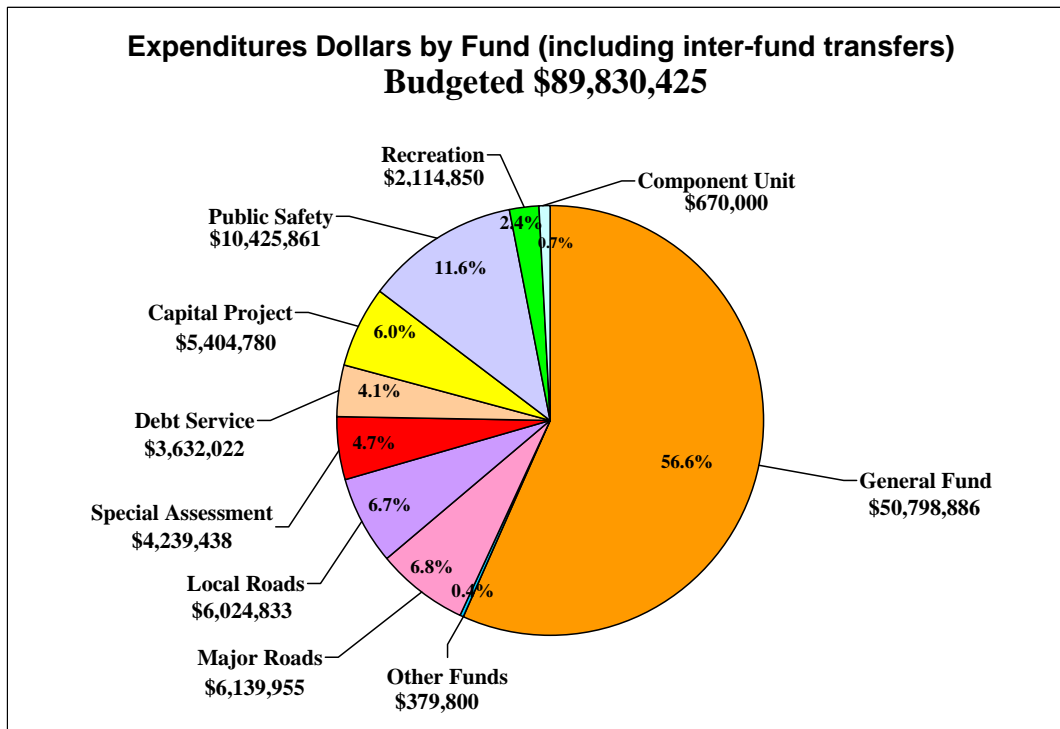
\*\*2012 Farmington Schools Homestead tax rate

Pursuant to Michigan Law, property taxes are levied against Taxable Value, which is capped at the rate of inflation until the property is transferred. State Equalized Value represents 50% of market value and was the basis for the property tax levy until Proposal A was adopted in 1994.

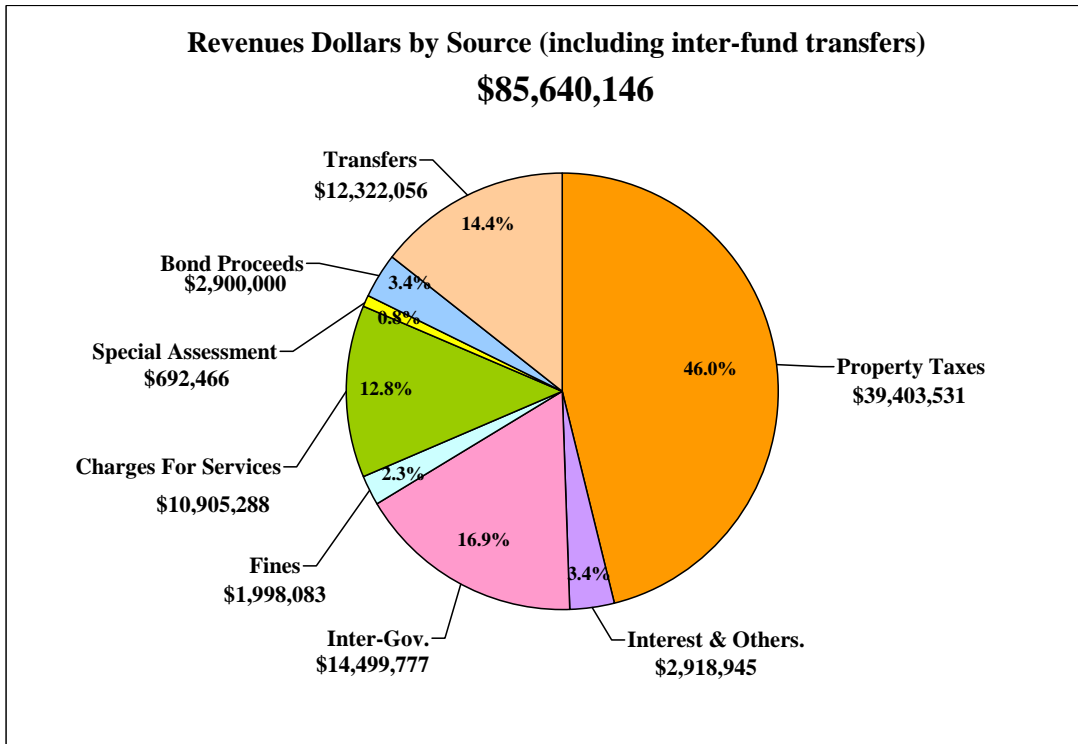
## SUMMARY OF BUDGETARY FUNDS BY FUND TYPE FY 2013/14



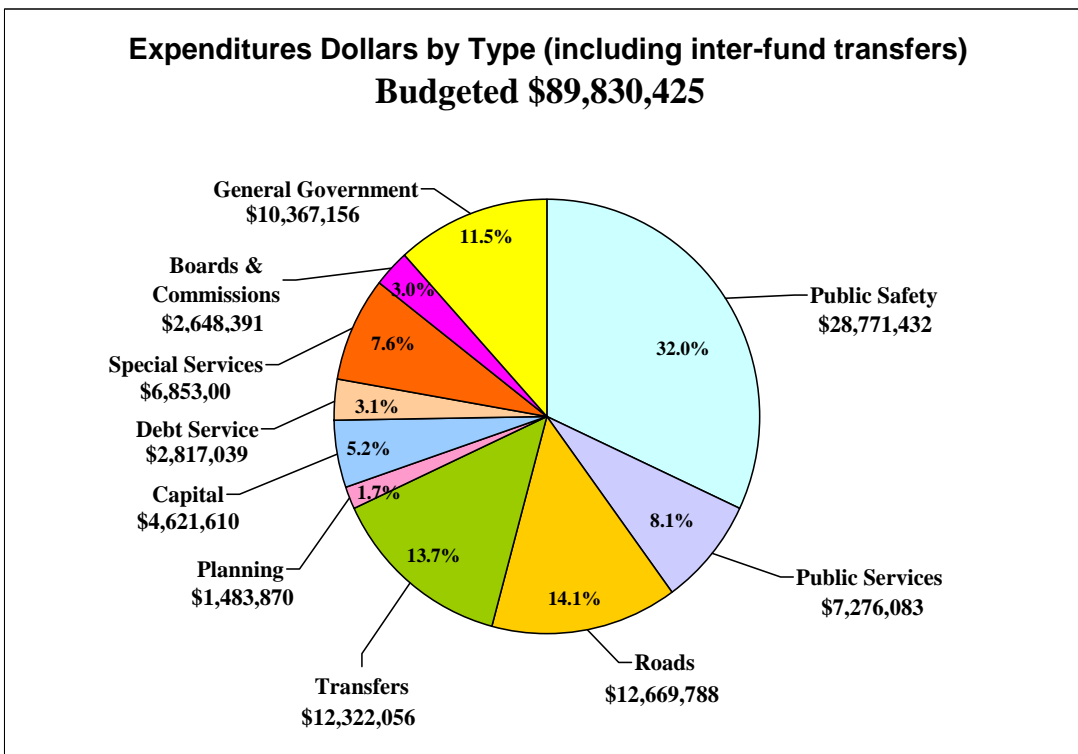
**Variiances between revenues and expenditures are appropriations to and from Fund Balance.**



**SUMMARY OF BUDGETARY FUNDS  
BY REVENUE SOURCE AND EXPENDITURE TYPE  
FY 2013/14**



Variances between revenues and expenditures are appropriations to and from Fund Balances.



**CONSOLIDATED BUDGET SUMMARY**  
**FISCAL YEAR ENDING 6/30/14**

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Component Units	Total Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>19,115,408</b>	<b>8,469,468</b>	<b>2,936</b>	<b>4,133,610</b>	<b>536,532</b>	<b>32,257,954</b>
<b>REVENUES</b>						
Property Taxes	28,070,980	11,071,642	0	0	260,909	<b>39,403,531</b>
Intergovernmental	6,977,711	7,264,046	258,020	0	0	<b>14,499,777</b>
Charges for Service	10,905,288	0	0	0	0	<b>10,905,288</b>
Special Assessment	0	692,466	0	0	0	<b>692,466</b>
Interest Income	110,000	208,289	900	3,490	350	<b>323,029</b>
Fines and Forfeitures	1,998,083	0	0	0	0	<b>1,998,083</b>
Other/Miscellaneous	2,355,315	173,601	0	67,000	0	<b>2,595,916</b>
<b>Total Revenues</b>	<b>50,417,377</b>	<b>19,410,044</b>	<b>258,920</b>	<b>70,490</b>	<b>261,259</b>	<b>70,418,090</b>
<b>EXPENDITURES</b>						
Boards and Commissions	2,648,391	0	0	0	0	<b>2,648,391</b>
General Government	10,367,156	0	0	0	0	<b>10,367,156</b>
Public Safety	18,346,771	10,424,661	0	0	0	<b>28,771,432</b>
Planning, Commun. & Econ. Dev.	1,483,870	0	0	0	0	<b>1,483,870</b>
Public Services	7,276,083	0	0	0	0	<b>7,276,083</b>
Special Services	6,853,000	0	0	0	0	<b>6,853,000</b>
Highways and Streets	0	11,714,788	0	955,000	0	<b>12,669,788</b>
Land Acquisition, Capital Improvements and Other	0	971,000	2,050	2,987,560	661,000	<b>4,621,610</b>
Debt Service Principal	0	360,000	1,792,784	0	0	<b>2,152,784</b>
Debt Service Interest	0	48,651	615,604	0	0	<b>664,255</b>
<b>Total Expenditures</b>	<b>46,975,271</b>	<b>23,519,100</b>	<b>2,410,438</b>	<b>3,942,560</b>	<b>661,000</b>	<b>77,508,369</b>
Revenues over/(under) Expenditures	3,442,107	(4,109,056)	(2,151,518)	(3,872,070)	(399,741)	<b>(7,090,279)</b>
<b>OTHER FINANCING SOURCES AND USES</b>						
Proceeds from Bond Sale	0	2,900,000	0	0	0	<b>2,900,000</b>
Transfers In	1,416,850	4,971,264	3,370,166	2,533,776	30,000	<b>12,322,056</b>
Transfers Out	(3,823,615)	(5,805,637)	(1,221,584)	(1,462,220)	(9,000)	<b>(12,322,056)</b>
<b>Total</b>	<b>(2,406,765)</b>	<b>2,065,627</b>	<b>2,148,582</b>	<b>1,071,556</b>	<b>21,000</b>	<b>2,900,000</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	1,035,342	(2,043,429)	(2,936)	(2,800,514)	(378,741)	<b>(4,190,279)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>20,150,750</b>	<b>6,426,038</b>	<b>0</b>	<b>1,333,096</b>	<b>157,791</b>	<b>28,067,675</b>

<h2 style="margin: 0;">Schedule of Interfund Transfers</h2> <h3 style="margin: 0;">FY 2013/14</h3>
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Fund Transfer From	Fund Transfer To	Amount	
General Fund	Capital Improvement Fund	1,843,981	(3)
	Golf Course Capital Improvement Fund	29,952	(3)
	General Debt Service Fund	1,919,682	(2)
	Corridor Improvement Authority Fund	30,000	(1)
	<b>Total General Fund</b>	<b>3,823,615</b>	
Major Road Fund	Local Road Fund	<b>450,000</b>	(4)
Special Assessment Revolving Fund	Local Road Fund	263,320	(3)
	Special Assessment Fund	1,120,000	(5)
	General Debt Service Fund	78,900	(2)
	<b>Total S.A. Revolving Fund</b>	<b>1,462,220</b>	
Parks Millage Fund	General Fund	1,407,850	(1)
	General Debt Service Fund	150,000	(2)
	<b>Total Parks Millage Fund</b>	<b>1,557,850</b>	
General Debt Service Fund	Building Authority Fund	<b>1,221,584</b>	(2)
Special Assessment Fund	Local Road Fund	3,137,944	(5)
	Special Assessment Revolving Fund	659,843	(6)
	<b>Total Special Assessment Fund</b>	<b>3,797,787</b>	
Brownfield Redevelopment Authority Fund	General Fund	<b>9,000</b>	(1)
<b>Total Interfund Transfers</b>		<b>12,322,056</b>	

- (1) Transfer of discretionary funds to be used for the benefit of the community.
- (2) Transfer for debt service payments.
- (3) Transfer for Capital improvements.
- (4) Allowable transfer under Act 51.
- (5) Transfer for Special Assessment Projects.
- (6) Transfer to repay interfund loan.

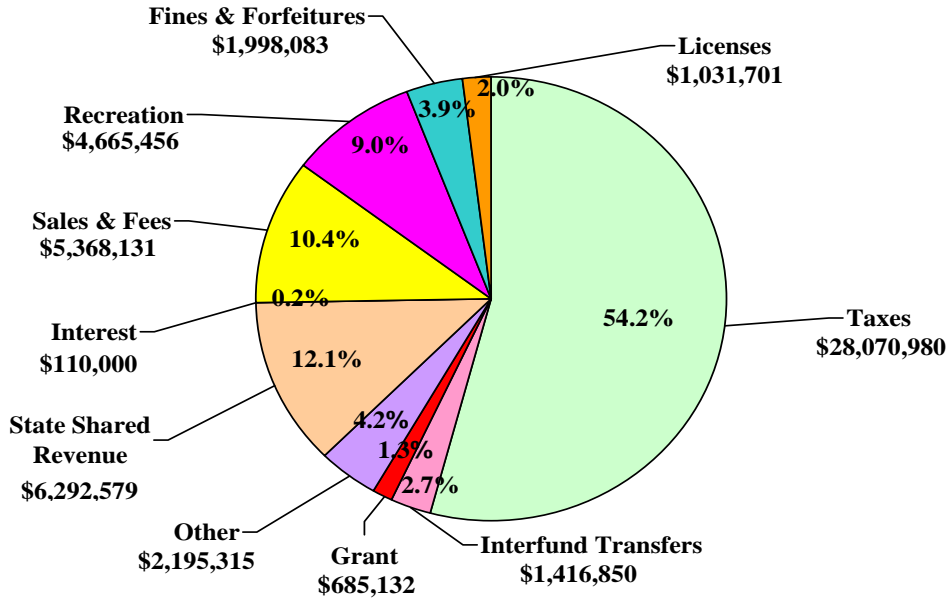
## GENERAL FUND

The City's General Fund contains the budgetary and financial controls for all the City's activities and functions which are not accounted for in other specialized funds, which contain restrictions on the usage of the Fund's assets, mandated by City Charter, State Statute or bond covenants. This Fund contains budgets for all the Operating Departments of the City. A vast variety of revenues such as general property taxes, license fees, court revenues, permits, recreation user charges, investment income, service fees, State Shared Revenues and grants provide the economic resources for the operation of this Fund. City Council has broad discretionary powers over the utilization of financial resources of the General Fund.

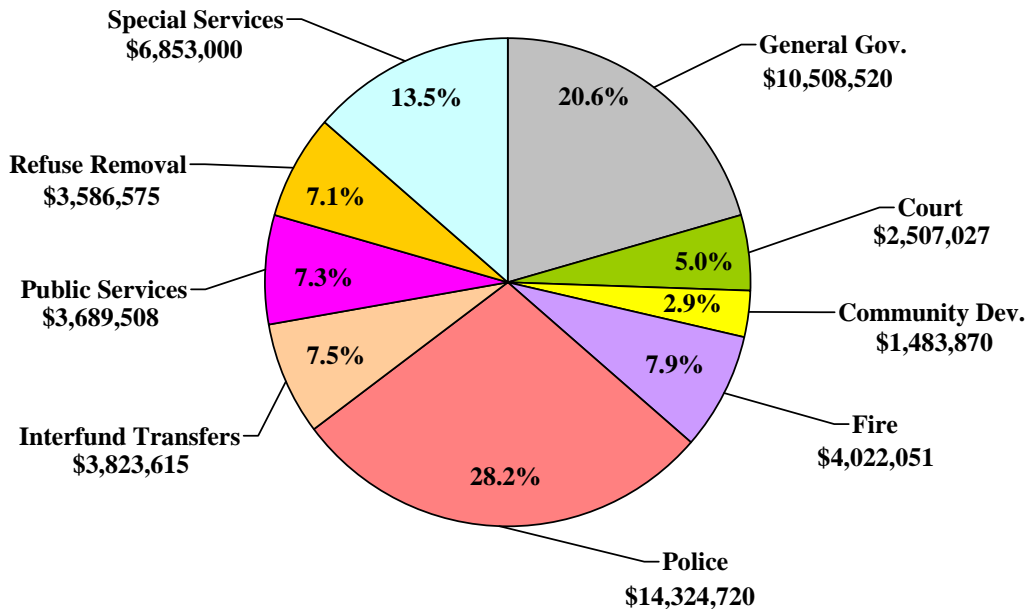


# GENERAL FUND FY 2013/14

## Total General Fund Revenues and Transfers In Budgeted \$51,834,227

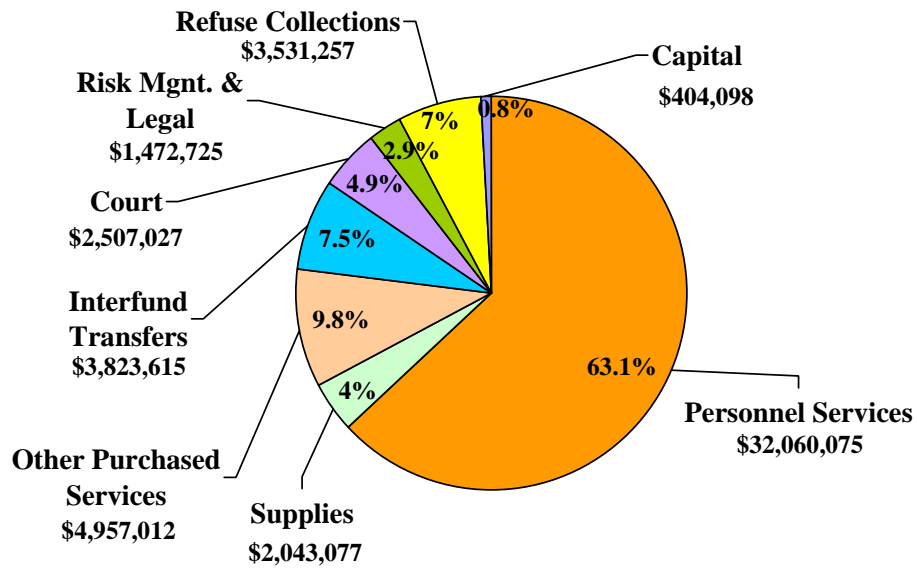


## Total General Fund Expenditures and Transfers Out Budgeted \$50,798,886

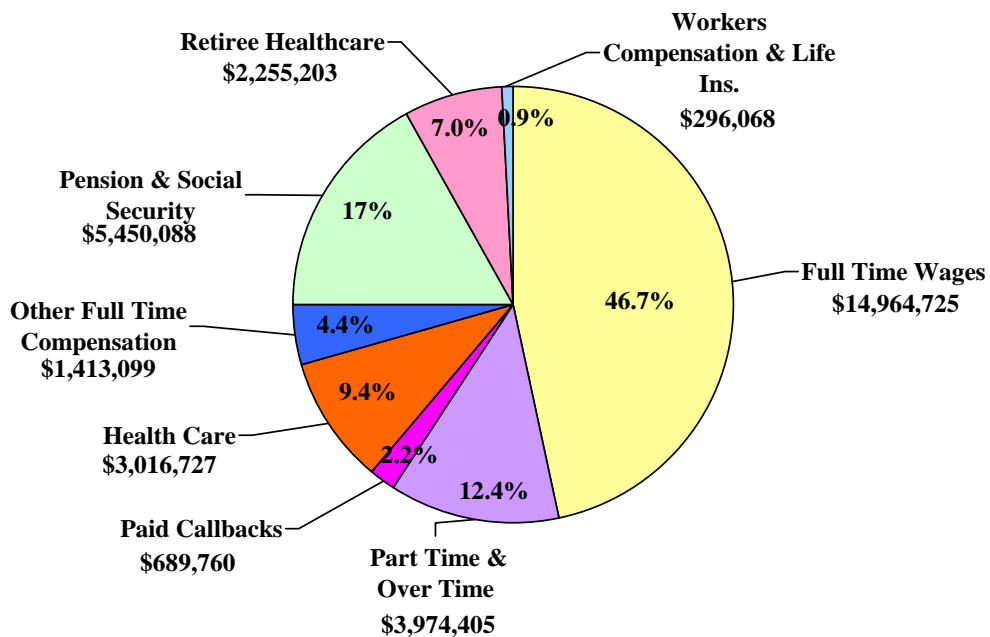




## General Fund Expenditures by Classification Budgeted \$50,798,886



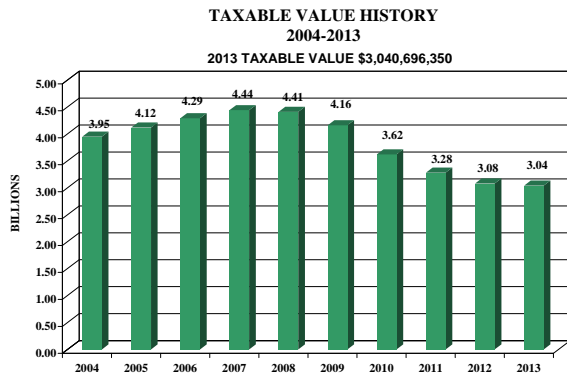
## General Fund Personnel Services Budgeted \$32,060,075



# GENERAL FUND REVENUE ANALYSIS

## City Property Taxes

The Major Source of Revenue for the General, Public Safety Millage, General Debt Service, Capital Improvement, Park Millage, and Brownfield Redevelopment Authority Funds is generated by City Property Taxes. These taxes are levied on both real and personal property within the community. Real property is categorized in three major classifications: residential, commercial, and industrial parcels.



With the implementation of a State Constitutional Amendment commonly known as “Proposal A” (approved by the State electorate in 1994), increases in Taxable Value of individual parcels are limited to the Consumer Price Index or 5%, whichever is lower. This applies to all parcels that do not transfer ownership. Properties which change ownership or where new additions or construction takes place can be assessed at 50% of Fair Market Value.

Property Taxes are the function of two variables: Taxable Value and Tax Rate. The Total Taxable Value (less Renaissance Zone) multiplied by the Tax Rate allocated to the General Fund will calculate the total property tax for the General Fund.

Property Taxes represent 54.2% of the General Fund Revenue, down from 55.4% just one year ago. The proposed General Operating Millage (\$1 per \$1,000 of Taxable Value) is 7.956, which covers operations, debt service and capital outlays. The Taxable Value of \$3,040,696,350 for FY 2013/14 was established on 12/31/12.

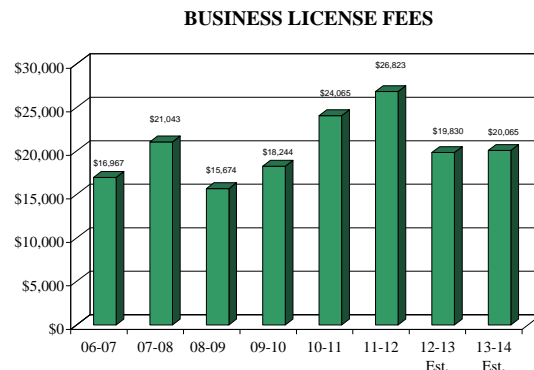
This category also consists of delinquent tax collections, penalties, interest, delinquent taxes, IFT Payments, and administration fees. Total General Fund property tax related revenues are projected at \$28,070,980 for FY 2013/14.

Real Property Taxes that are delinquent at March 1, 2014 will be sold to the County Treasurer. Therefore, real property taxes will be 100% collectable for cash flow purposes.

## Business Licenses and Permits

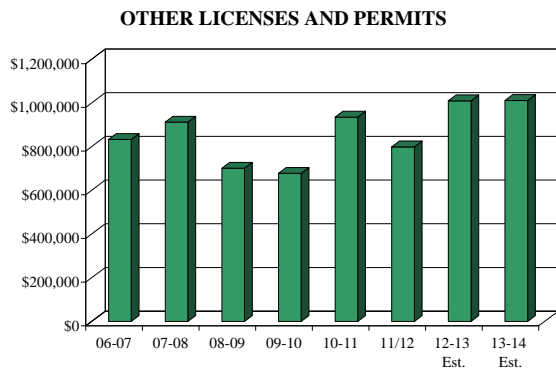
Business licenses and permits are revenues derived from licenses issued to various classes of businesses conducting operations within the City boundaries.

This category of revenue is projected at \$20,065 for FY 2013/14.



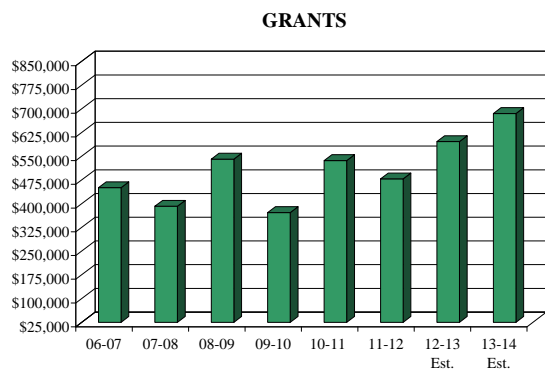
## Other Licenses and Permits

This revenue source represents fees charged to owners and contractors for permits that allow the construction of new structures as well as improvements to existing structures. Mechanical permits such as heating/air conditioning, electrical, and plumbing are also included in this category. Revenue estimates for this classification are \$1,011,636 for FY 2013/14.



## Grants

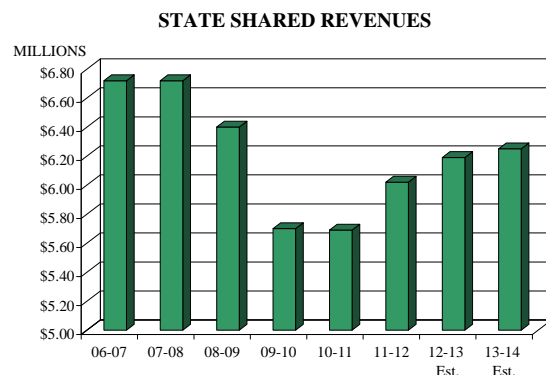
Grant revenue is primarily based on a Suburban Mobility Authority for Regional Transportation (SMART) Grant and a State CGAP Grant and a Federal FEMA Grant. Grant Revenue is estimated at \$685,132 for FY 2013/14.



## State Shared Revenues

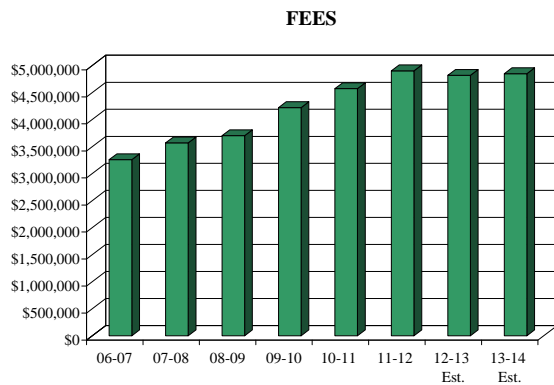
A major source of revenue for the City are State levied and collected taxes on sales, which are shared with local units of government. The Michigan Constitution allocates a portion of the state sales tax to be distributed to local units on a per capita basis, using the last decennial census to determine population. The Legislature has allocated an additional portion of the sales tax to be distributed to the local units, based on taxable value per capita, unit type, population and yield equalization. This allocation is now based on a three-part compliance with the State's Economic Vitality Incentive Program (EVIP).

The FY 2013/14 revenues are based on the State's Budget estimates. This amount is projected to be \$6,253,579 or 12% of the General Fund Revenue Budget, about the same % of the Budget as FY 2012/13.



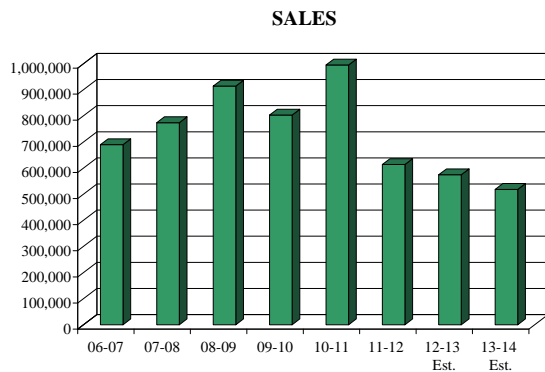
**Fees**

Sources for these revenues are fees charged for various services provided by the City. This category accounts for \$4,849,431 of the General Fund Revenues. The largest revenue fee items in this group are \$1,413,231 for curbside recycling fees, \$1,345,000 for advance life support fees, and \$1,330,000 for Cable Franchise Fees. Other revenues are estimated on anticipated development and construction and past revenue trends.



**Sales**

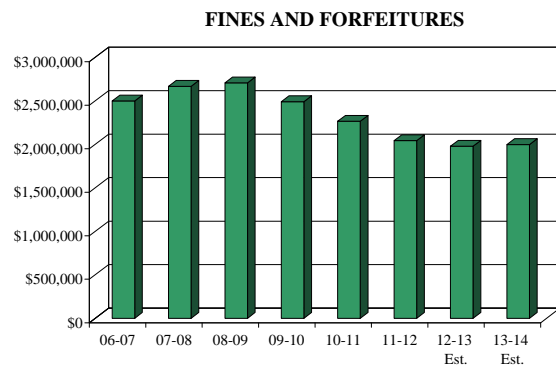
This category of revenue is generated by the sale of various products, fixed asset sales, vital statistics (birth and death records) and radio tower rentals for cellular antennas. This category of revenue accounts for \$518,700 of the FY 2013/14 General Fund Budget.



**Fines and Forfeitures**

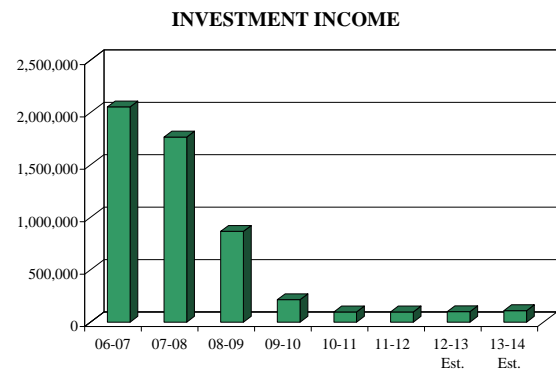
These revenues are collected from the 47th District Court for fines levied on individuals, businesses, and/or corporations who have violated various State statutes, local ordinances or laws. A major portion of this activity is initiated by the Police Department for traffic violations.

These revenues are projected at \$1,998,083 for FY 2013/14 and comprise 4% of the General Fund Budget, about the same as the budget last year.



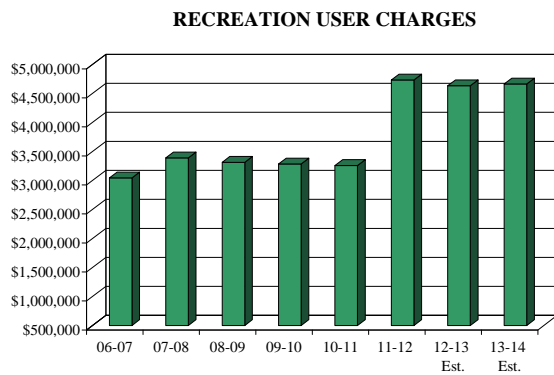
**Investment Income**

Investment Income is revenue derived from investing funds, which are not needed for disbursement for goods and/or services until a later date. This investment or cash management program is anticipated to add \$110,000 to the City's revenue.



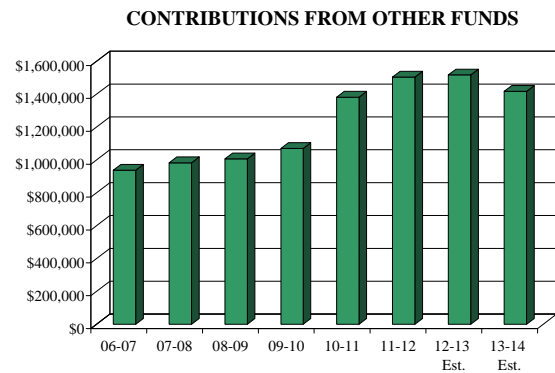
**Recreation User Charges**

This category includes fees for recreation, senior, and cultural programs conducted by the Parks and Recreation Department at the William M. Costick Center, Heritage and Founders Sports Park, and various school and recreational activity facilities throughout the community, including the City of Farmington. This category also includes Ice Arena User Fees. This group of revenue accounts for \$4,665,456 or 9% of the FY 2013/14 General Fund Revenue Budget.



**Contributions from Other Funds**

FY 2013/14 contributions will be \$1,416,850. This category represents the Parks Millage Fund, interfund transfers to assist in the funding of Special Service’s programs for park maintenance, recreation, seniors, youth, and cultural programs contained in the General Fund. This category also includes an appropriation from the Brownfield Redevelopment Authority Fund for administrative costs of the General Fund.



**Other Revenue**

This category includes the rental fees for the Road Funds use of DPS equipment, Bond/Insurance Recoveries and Distributions, as well as various refunds, reimbursements and contributions from other governments and agencies. The Other Revenue budget for FY 2013/14 is \$2,195,315.

## GENERAL FUND SUMMARY

	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Estimated	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>					
Nonspendable & Assigned	5,060,961	6,272,774	7,962,788	7,962,788	7,962,788
Unassigned	8,664,137	8,437,112	10,048,158	10,048,158	11,152,620
<b>TOTAL FUND BALANCE</b>	<b>13,725,098</b>	<b>14,709,886</b>	<b>18,010,946</b>	<b>18,010,946</b>	<b>19,115,408</b>
<b>REVENUES</b>					
Property Taxes	26,193,182	29,937,954	28,475,831	28,230,074	28,070,980
Business Licenses & Permits	24,065	26,823	21,265	19,830	20,065
Other Licenses & Permits	935,064	799,030	763,740	1,009,815	1,011,636
Grants	536,346	478,590	455,090	596,190	685,132
State Shared Revenues	5,691,982	6,062,082	6,105,909	6,229,951	6,292,579
Fees	4,571,571	4,902,386	4,452,352	4,818,416	4,849,431
Sales	994,640	613,583	635,010	574,746	518,700
Fines & Forfeitures	2,264,792	2,042,286	2,100,000	1,978,300	1,998,083
Interest Earnings	98,274	98,321	112,400	100,000	110,000
Recreation User Charges	3,259,105	4,733,470	4,756,718	4,633,749	4,665,456
Other Revenue	167,972	1,863,481	2,037,307	2,207,051	2,195,315
<b>TOTAL OPERATING REVENUE</b>	<b>44,736,993</b>	<b>51,558,006</b>	<b>49,915,622</b>	<b>50,398,122</b>	<b>50,417,377</b>
<b>EXPENDITURES</b>					
Boards & Commissions	2,731,270	2,689,287	2,768,008	2,741,025	2,648,391
General Government	7,212,460	7,237,802	8,724,044	8,387,982	10,367,156
Public Safety	20,379,056	21,111,694	19,164,880	18,905,094	18,346,771
Planning & Community Development	1,746,151	1,675,066	1,783,182	1,752,280	1,483,870
Public Services	6,327,167	7,178,851	7,726,177	7,573,737	7,276,083
Special Services	6,543,104	7,433,857	7,259,233	7,328,980	6,853,000
<b>TOTAL EXPENDITURES</b>	<b>44,939,208</b>	<b>47,326,557</b>	<b>47,425,524</b>	<b>46,689,098</b>	<b>46,975,271</b>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(202,215)	4,231,449	2,490,097	3,709,024	3,442,107
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfers In	1,381,570	1,503,517	1,516,850	1,516,850	1,416,850
Operating Transfers Out	(194,567)	(2,433,906)	(4,121,412)	(4,121,412)	(3,823,615)
<b>TOTAL OTHER FINANCING FINANCING SOURCES (USES)</b>	<b>1,187,003</b>	<b>(930,389)</b>	<b>(2,604,562)</b>	<b>(2,604,562)</b>	<b>(2,406,765)</b>
EXCESS OF REVENUE AND FINANCING SOURCES (USES) OVER (UNDER) EXPENDITURES	984,788	3,301,060	(114,465)	1,104,462	1,035,342
<b>FUND BALANCE AS OF JUNE 30</b>					
Nonspendable & Assigned	6,272,774	7,962,788	7,962,788	7,962,788	10,302,333
Unassigned	8,437,112	10,048,158	9,933,693	11,152,620	9,848,417
<b>TOTAL FUND BALANCE</b>	<b>14,709,886</b>	<b>18,010,946</b>	<b>17,896,481</b>	<b>19,115,408</b>	<b>20,150,750</b>
<b>Unassigned Fund Balance As Percent Of Expenditures</b>	<b>18.7%</b>	<b>20.2%</b>	<b>19.3%</b>	<b>21.9%</b>	<b>19.4%</b>

## General Fund Summary

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	Actual	Actual	Budget	Estimate	Estimate
	June 30, 11	June 30, 12	June 30, 13	June 30, 13	June 30, 14
<b><u>Nonspendable Fund Balance</u></b>					
SWOCC Advance of Principal	<u>1,117,317</u>	<u>940,783</u>	<u>757,187</u>	<u>757,187</u>	<u>566,247</u>
<b>Total Nonspendable Fund Balance</b>	<b><u>1,117,317</u></b>	<b><u>940,783</u></b>	<b><u>757,187</u></b>	<b><u>757,187</u></b>	<b><u>566,247</u></b>
<b><u>Assigned Fund Balance</u></b>					
Next Year's Budgeted Expenditures	1,117,672	0	0	0	0
Encumbrances Carried Forward	36,192	114,464	200,000	200,000	150,000
Future Inspections	300,000	300,000	300,000	300,000	300,000
Communications	100,000	200,000	200,000	200,000	200,000
Information Technology	150,000	150,000	250,000	250,000	250,000
Finance Software	250,000	500,000	250,000	250,000	250,000
Police Patrol Cars	100,000	200,000	200,000	200,000	300,000
Activities Center	786,086	786,086	586,086	586,086	586,086
Buses	400,000	400,000	400,000	400,000	400,000
Stormwater	150,000	250,000	250,000	250,000	500,000
Sidewalks & Bikepaths	300,000	300,000	300,000	300,000	500,000
Misc. Capital Expenditures	215,507	171,455	269,515	269,515	300,000
Retirement System Contribution	0	0	0	0	3,000,000
Retiree Healthcare System Contribution	<u>1,250,000</u>	<u>3,650,000</u>	<u>4,000,000</u>	<u>4,000,000</u>	<u>3,000,000</u>
<b>Total Assigned Fund Balance</b>	<b><u>5,155,457</u></b>	<b><u>7,022,005</u></b>	<b><u>7,205,601</u></b>	<b><u>7,205,601</u></b>	<b><u>9,736,086</u></b>
<b>Total Nonspendable &amp; Assigned Fund Balance</b>	<b><u>6,272,774</u></b>	<b><u>7,962,788</u></b>	<b><u>7,962,788</u></b>	<b><u>7,962,788</u></b>	<b><u>10,302,333</u></b>

## GENERAL FUND ESTIMATED REVENUE ANALYSIS

ACCT. NO.	DESCRIPTION	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Projection	2013/14 Budget
<b><u>PROPERTY TAXES</u></b>						
403 005	Current Operating Property Tax	25,022,719	26,002,104	24,322,940	24,175,970	24,027,984
006	Current Refuse Removal Property Tax	0	2,154,996	2,187,414	2,169,031	2,164,814
007	Economic Development Property Tax	0	47,953	49,792	49,227	49,530
020	Delinquent Personal Property	0	71,773	57,000	90,000	95,000
025	Interest & Penalty	392,404	312,961	436,501	294,183	290,724
027	Transfer Affidavit Penalty Fee	19,972	22,758	22,000	22,350	22,400
030	Payments in Lieu of Taxes	13,678	14,785	13,100	14,785	14,800
031	IFT Payments	7,907	0	8,130	8,128	11,112
032	Administration Fee	1,486,776	1,371,508	1,376,253	1,403,800	1,391,992
035	Trailer Taxes	2,690	2,603	2,700	2,600	2,625
036	MTT Payments	(752,964)	(63,487)	0	0	0
	Total Property Taxes	26,193,182	29,937,954	28,475,831	28,230,074	28,070,980
<b><u>BUSINESS LICENSES &amp; PERMITS</u></b>						
451 025	Vendor Permits	3,900	4,975	2,900	3,200	3,500
030	Business Licenses	5,970	8,288	6,100	2,900	3,500
050	Landfill Permit	65	0	65	130	65
055	Residential Builders Registration	14,130	13,560	12,200	13,600	13,000
	Total Business Licenses & Permits	24,065	26,823	21,265	19,830	20,065
<b><u>OTHER LICENSES &amp; PERMITS</u></b>						
476 006	Fire Damage Reports	302	394	340	400	422
009	Zoning Compliance Permit	1,610	2,085	1,300	2,070	1,649
010	Building Permits	637,549	503,950	490,000	712,000	705,000
015	Electrical Permits	94,810	88,220	93,000	95,000	95,000
020	Heating Permits	117,748	121,377	105,000	121,000	125,000
025	Plumbing Permits	55,652	55,287	52,000	56,000	60,000
035	Over - Size / Weight Permits	1,020	705	925	1,100	916
045	Cab Card Permits	7,200	6,200	6,125	4,200	5,740
050	Dog Licenses	2,193	2,367	2,325	2,000	2,293
060	Sidewalk R.O.W. Utility	4,225	5,315	4,500	5,300	4,860
065	Residential Improvement & Engineering	10,000	10,800	6,425	8,400	8,400
066	Residential Improvement Building	1,250	1,350	800	1,050	1,050
070	Soil Erosion & Sediment	1,505	980	1,000	1,295	1,306
	Total Other Licenses & Permits	935,064	799,030	763,740	1,009,815	1,011,636
<b><u>GRANTS</u></b>						
505 004	Federal FEMA Safer Grant	180,606	161,074	0	182,036	266,792
007	State Homeland Security Grant	0	0	0	1,284	0
029	SMART Grant Revenue	246,371	220,447	224,740	222,740	222,740
032	Police Training Grant, P.A. 302	21,471	19,502	20,000	20,000	20,000
033	State Act 32 Dispatch Training	17,292	16,949	16,000	9,175	0
045	Auto Theft Grant	38,833	48,896	33,600	33,600	33,600
050	County Grants	17,580	11,722	12,500	11,999	12,000
051	CGAP Dispatch Grant	0	0	148,250	115,356	0
052	CGAP I.T. Grant	0	0	0	0	130,000
500	Medicare Subsidy Grant	14,193	0	0	0	0
	Total Grants	536,346	478,590	455,090	596,190	685,132



## Estimated Revenue Analysis

ACCT. NO.	DESCRIPTION	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Projection	2013/14 Budget
<b><u>STATE SHARED REVENUE</u></b>						
574 005	Income, Sales & Intangibles	5,655,971	6,024,718	6,068,909	6,191,662	6,253,579
010	Liquor License Tax	36,011	37,364	37,000	38,289	39,000
	Total State Shared Revenue	5,691,982	6,062,082	6,105,909	6,229,951	6,292,579
<b><u>FEES</u></b>						
607 030	Police Accident Reports	33,323	34,235	34,100	32,500	33,800
031	Police Services	35,211	30,664	36,800	32,500	32,500
035	Miscellaneous Police Fees	45,756	49,478	33,200	47,000	47,000
036	False Alarms	32,685	36,761	30,100	37,000	37,000
037	Liquor License Processing	12,100	4,850	10,900	7,700	8,000
038	Fire Department Cost Recovery	3,088	0	3,000	23,187	10,000
039	Fire Inspection	48,321	61,911	47,100	50,000	50,000
040	Weed Cutting	15,589	15,127	11,800	15,000	15,000
041	Advance Life Support Fees	1,436,779	1,342,683	1,232,000	1,340,000	1,345,000
042	Animal Appeal Hearing	1,000	550	500	500	500
045	Planning Commission	20,716	20,872	13,500	13,500	15,000
048	IFT Application Fees	600	600	600	600	600
055	Zoning Board	6,430	6,589	6,300	6,300	6,500
065	Zoning Site Plan Review	1,920	7,803	1,500	2,050	2,700
070	Engineering Site Plan Review	34,530	79,536	32,800	62,847	70,000
076	In-House Engineering Fees	150,884	359,147	189,000	215,647	232,000
077	S.A.D. Administration Fees	0	0	60,000	0	0
078	Soil Erosion Inspection	4,205	70	4,000	100	1,000
082	S.A.D. Engineering Fees	182,954	53,247	176,500	223,654	192,000
083	Revenues Cable TV	1,157,271	1,286,333	1,133,000	1,287,000	1,330,000
084	SWOCC Contribution	7,682	8,316	7,600	7,600	7,600
085	Recycling Fees	1,340,527	1,503,614	1,388,052	1,413,231	1,413,231
086	Sponsorship Fee	0	0	0	500	0
	Total Fees	4,571,571	4,902,386	4,452,352	4,818,416	4,849,431
<b><u>SALES</u></b>						
642 005	Maps & Publications	347	338	410	300	300
009	Franklin Dispatch	50,458	50,458	50,000	50,000	50,000
010	Auctions	11,233	17,364	10,000	11,468	14,000
012	Fire Training Transfers	0	0	0	143	0
013	Permits Expired - Uncompleted	65,400	81,250	58,800	165,135	100,000
014	Donations	0	255	0	0	0
015	Miscellaneous Income	214,241	110,274	175,900	110,000	100,000
016	Excess Nutrition Funds	33,230	26,216	29,700	26,000	26,000
017	Recycling Products	7,696	2,767	4,500	2,700	2,700
019	Health Care Co-Pay	143,181	80,177	0	0	0
020	Vital Statistics	80,605	84,727	82,200	82,200	83,500
021	Passport Fees	4,003	7,800	4,900	8,250	8,625
025	Fixed Asset Sales	317,289	52,601	150,000	50,000	60,000
052	Topo Maps, Plans, Specs.	65	100	100	50	75
056	Rental Income (Radio Tower)	66,392	99,256	68,000	68,000	73,000
057	Phone Franchise Fees	500	0	500	500	500
	Total Sales	994,640	613,583	635,010	574,746	518,700

## Estimated Revenue Analysis

ACCT. NO.	DESCRIPTION	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Projection	2013/14 Budget
<b><u>FINES &amp; FORFEITURES</u></b>						
655 001	Court Judgement Fees	226,190	227,234	206,724	227,000	229,270
002	Court Filing Fees	512,700	574,990	565,616	523,000	528,230
003	Probation Fees	207,558	194,716	186,392	175,000	176,750
004	PSI District Court	33,269	33,308	30,636	30,000	30,300
005	Ordinance Fines	985,456	838,100	766,176	838,000	846,380
007	Motor Carrier Enforcement Fines	235,123	126,735	308,300	147,000	148,470
015	Parking Fines	49,638	36,663	26,036	34,000	34,340
025	Bond Forfeitures	14,858	10,540	10,120	4,300	4,343
	Total Fines & Forfeitures	2,264,792	2,042,286	2,100,000	1,978,300	1,998,083
<b><u>INTEREST EARNINGS</u></b>						
664 005	Interest Income	98,274	98,321	112,400	100,000	110,000
<b><u>INTERFUND TRANSFERS</u></b>						
676 243	Brownfield Redevelopment Authority Fund	0	9,000	9,000	9,000	9,000
410	Parks Millage - Park Maint & Admin.	360,500	371,315	382,450	382,450	382,450
	Parks Millage - Naturalist	71,070	73,202	75,400	75,400	75,400
	Parks Millage - Youth	150,000	150,000	150,000	150,000	150,000
	Parks Millage - Activities Center Programs	500,000	600,000	600,000	600,000	500,000
	Parks Millage - Facility/Programs	150,000	150,000	150,000	150,000	150,000
	Parks Millage - Cultural Arts	150,000	150,000	150,000	150,000	150,000
	Total Inter-Fund Transfers	1,381,570	1,503,517	1,516,850	1,516,850	1,416,850
<b><u>RECREATION USER CHARGES</u></b>						
695 015	Administration	9,343	696	1,000	9,102	1,000
020	Youth & Family Contributions	162,555	190,766	187,796	153,059	154,210
201	Farmington Contributions	0	204,021	0	0	0
	Recreation Programs	59,663	0	54,339	59,695	58,498
	Senior Programs	141,004	0	129,974	133,473	135,259
	Cultural Arts	9,189	0	7,502	10,657	9,031
	Youth & Family	35,613	0	38,704	37,941	36,790
027	Transportation Sponsorship	37,000	14,500	38,000	40,000	41,000
028	Kroger Transportation	18,120	17,640	15,800	15,800	15,800
029	Other Transportation Revenues	37,161	47,134	39,500	41,000	41,000
030	Senior Revenues	133,139	150,487	149,700	129,200	129,200
032	Senex Program Revenues	81,811	77,243	82,295	73,000	75,000
033	Senior Trips	2,923	3,813	4,000	3,000	3,000
034	Special Functions Revenues	5,800	11,162	5,900	12,550	13,000
035	Grounds & Recreation	20,507	33,938	36,000	36,000	36,000
041	Swimming	216,680	264,439	290,360	270,000	275,000
044	Cultural Arts	292,001	317,192	326,493	305,000	310,000
045	After School Recreation	18,564	22,597	26,460	24,733	25,000
055	Day Camp	117,671	122,491	134,520	126,000	127,000
057	Gym	56,341	63,858	47,685	47,060	49,701
060	Classes	47,642	57,926	64,860	53,960	61,000
065	Tennis	15,318	14,571	15,430	11,523	11,025
070	Golf	4,765	4,510	4,300	4,300	4,300
071	Junior Golf League	5,540	4,215	6,205	5,110	5,525

## Estimated Revenue Analysis

ACCT. NO.	DESCRIPTION	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Projection	2013/14 Budget
075	Softball	19,670	12,600	19,150	13,000	13,350
085	Safety Clinic	754	518	660	640	780
105	Special Events	66,641	67,231	45,130	67,000	54,000
110	Youth Soccer	51,182	55,250	58,500	56,000	57,000
120	Youth Basketball	23,301	26,425	25,450	27,540	27,540
170	Teen Programs	35,670	25,585	39,430	17,555	23,102
202	Golf Course Revenues	970,661	1,086,811	1,023,000	1,025,000	1,025,000
203	Golf Club Concession Rental Fee	4,117	4,731	17,500	7,500	10,000
204	Golf Club Utility Reimbursement	12,844	0	14,800	22,116	14,800
205	Travel Trips	848	(36)	300	0	0
206	Driving Range Fees	181,418	193,890	190,000	190,000	190,000
208	Adult Chorale	8,505	7,669	8,000	7,720	8,000
212	Nature Study	19,377	33,829	22,475	29,083	27,795
216	Safety Town	11,580	12,659	11,800	10,040	11,400
218	Children's Travel	19,520	36,233	40,800	36,000	36,000
300	Activities Center Rent	135,194	134,999	135,000	135,000	135,000
301	Grant Center Rental	27,863	30,286	26,500	26,500	26,500
302	Longacre House Rental	114,517	121,704	110,800	114,000	115,000
303	Dog Park Revenue	0	3,090	0	12,000	12,000
408	Heritage Rental Fees	27,093	33,592	22,750	33,500	30,500
Ice 805	Youth Hockey Contract	0	647,528	622,150	647,000	652,150
807	Figure Skating Contract	0	27,882	15,050	16,000	17,000
809	Other Ice Contract Ice	0	55,344	120,000	60,000	65,000
812	Misc. Hourly - Figure Skating	0	67,884	80,000	70,000	75,000
822	Single Usage - Shift Hockey	0	26,411	22,000	24,000	25,000
824	Single Usage - Open Skate	0	23,276	30,000	23,500	25,000
826	Adult Hockey	0	89,530	73,600	85,000	87,500
830	Learn to Skate	0	68,143	50,000	60,000	64,000
831	Non-Ice Activities	0	13,968	25,000	14,000	15,000
840	Special Events - Ice Show	0	7,415	6,000	6,000	7,000
841	Ice Retail Sales	0	1,448	1,000	1,000	1,250
842	Skate Sharpening	0	0	0	12	0
843	Ice Tax Exempt	0	44	50	50	50
844	Ice Food Sales	0	104,390	100,000	105,000	105,000
845	Ice Arena Vending Machine Revenue	0	9,393	9,000	9,000	9,200
846	Ice Arena Coin Locker Revenue	0	0	100	230	100
847	Ice Arena Video Game Revenue	0	390	500	100	100
848	Ice Arena Outside Concession	0	57,458	55,000	55,000	56,500
849	Ice Arena Room Rentals	0	3,327	5,000	4,000	4,000
850	Ice Arena Advertising	0	5,947	4,000	4,500	4,500
852	Ice Arena Pro-shop Lease	0	17	2,400	0	0
853	Ice Arena Skate Rental	0	13,410	17,000	17,000	17,000
	<b>Total Recreation User Charges</b>	<b>3,259,105</b>	<b>4,733,470</b>	<b>4,756,718</b>	<b>4,633,749</b>	<b>4,665,456</b>

## Estimated Revenue Analysis

ACCT. NO.	DESCRIPTION	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Projection	2013/14 Budget
<b><u>OTHER REVENUE</u></b>						
696 000	Bond/Insurance Recoveries	158,895	425,224	640,000	645,555	500,000
001	Reimbursements	7,984	11,224	10,000	23,112	23,000
002	Reimbursement for Elections	0	52,593	0	0	38,690
003	School Reimb. for High School Officer	0	78,287	78,287	78,287	78,287
004	Rx Cost Recovery Rebate	0	59,622	60,000	60,000	60,000
005	Equipment Rental - Force Account	0	1,068,200	1,089,600	1,050,600	1,057,000
006	Farmington Refuse Removal Contribution	0	1,483	2,000	1,500	1,500
007	Refunds	0	61,140	61,000	61,000	61,000
008	O.C.C. Payroll Reimbursement	0	13,440	7,000	15,180	14,000
009	Federal Task Force Overtime Reimbursement	0	0	0	20,792	21,000
011	Traffic Improv. Asso. Bypass Reimbursement	0	14,057	11,000	11,000	11,000
012	Vending Machine Rebates	0	2,848	2,400	2,400	2,500
013	Fuel & Maintenance Reimbursement	0	18,734	12,700	15,805	16,338
014	Overhead Street Lighting Reimbursement	0	51,629	54,000	51,000	52,000
016	Contribution from SWOCC	0	0	8,320	8,320	9,000
017	Contributions from Other Governments	1,093	5,000	1,000	5,000	5,000
018	Contribution for Dispatch Services	0	0	0	157,500	210,000
019	Contribution for I.T. Services	0	0	0	0	35,000
	<b>Total Other Revenue</b>	<b>167,972</b>	<b>1,863,481</b>	<b>2,037,307</b>	<b>2,207,051</b>	<b>2,195,315</b>
<b>TOTAL OPERATING REVENUE</b>		<b>46,118,563</b>	<b>53,061,523</b>	<b>51,432,472</b>	<b>51,914,972</b>	<b>51,834,227</b>

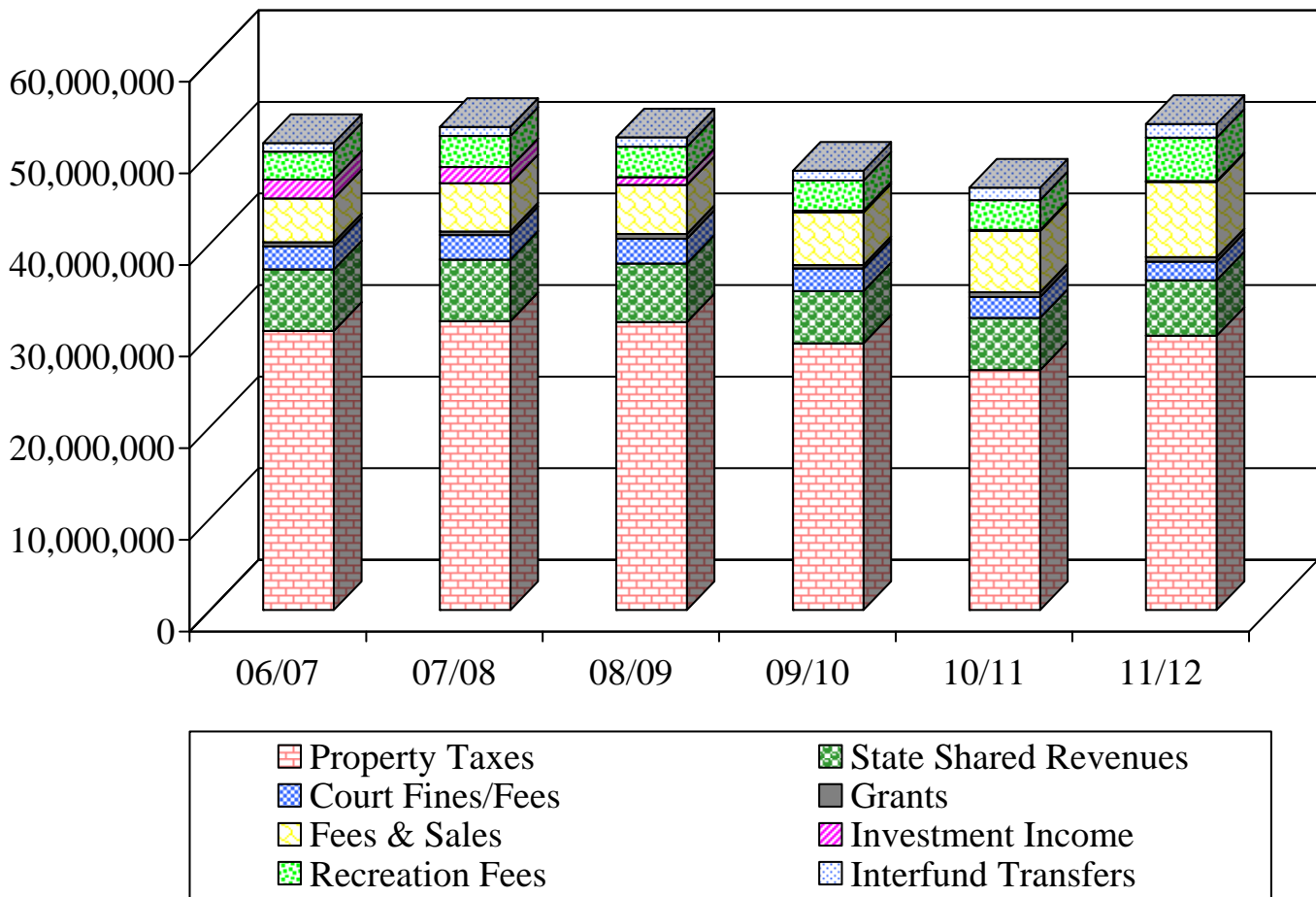
# GENERAL FUND EXPENDITURE SUMMARY FY 2013/14

DIV.	2010/11	2011/12	2012/13	2012/13	2013/14	2013/14
NO. Category and Line Item	Actual	Actual	Adopted	Estimated	Proposed	Adopted
	Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
115 Boards & Commissions	2,731,270	2,689,287	2,768,008	2,741,025	2,648,391	2,648,391
<b><u>GENERAL GOVERNMENT:</u></b>						
101 City Council	104,921	103,397	108,236	108,221	108,238	108,238
172 City Administration	786,302	871,582	841,356	868,294	681,991	681,991
175 Public Information	391,215	391,259	418,031	418,416	349,995	349,995
202 Finance	1,750,540	1,694,771	1,756,055	1,726,209	1,534,391	1,534,391
210 Corporation Counsel	584,589	568,066	597,830	561,830	598,000	598,000
215 City Clerk	617,901	637,811	728,194	724,410	577,496	610,936
226 Human Resources	425,947	402,148	434,665	430,190	405,986	405,986
250 Central Services	1,221,544	1,263,967	1,355,457	1,374,572	1,075,731	1,075,731
290 Support Services	1,329,501	1,304,801	2,484,220	2,175,840	1,877,757	1,877,757
298 Post Employment Benefits	0	0	0	0	3,124,131	3,124,131
<b>TOTAL GENERAL GOVERNMENT</b>	<b>7,212,460</b>	<b>7,237,802</b>	<b>8,724,044</b>	<b>8,387,982</b>	<b>10,333,716</b>	<b>10,367,156</b>
<b><u>PUBLIC SAFETY:</u></b>						
300 Police	15,590,444	15,358,667	14,913,000	14,813,608	14,324,720	14,324,720
337 Fire	4,788,612	5,753,027	4,251,880	4,091,486	4,022,051	4,022,051
<b>TOTAL PUBLIC SAFETY</b>	<b>20,379,056</b>	<b>21,111,694</b>	<b>19,164,880</b>	<b>18,905,094</b>	<b>18,346,771</b>	<b>18,346,771</b>
443 Planning, & Community Development	1,746,151	1,675,066	1,783,182	1,752,280	1,483,870	1,483,870
<b><u>PUBLIC SERVICES:</u></b>						
440 DPS Administration	398,858	426,381	518,550	522,381	473,205	473,205
442 Road Maint & Supervision	2,044,657	1,917,500	2,182,566	2,126,334	1,931,083	1,931,083
444 Building Maintenance	386,414	453,115	465,295	478,972	410,482	410,482
449 Engineering	1,482,763	1,305,651	1,435,144	1,323,211	1,235,900	1,235,900
450 DPW Maintenance Facility	1,214,596	1,207,336	1,405,650	1,385,000	1,181,128	1,181,128
451 Road Reimbursement	(2,699,877)	(1,667,207)	(1,860,522)	(1,778,402)	(1,542,290)	(1,542,290)
523 Waste Removal	3,499,756	3,536,075	3,579,494	3,516,241	3,586,575	3,586,575
<b>TOTAL PUBLIC SERVICES</b>	<b>6,327,167</b>	<b>7,178,851</b>	<b>7,726,177</b>	<b>7,573,737</b>	<b>7,276,083</b>	<b>7,276,083</b>
<b><u>SPECIAL SERVICES:</u></b>						
752 Administration	2,040,515	2,022,174	1,979,081	1,977,742	1,768,060	1,768,060
760 Youth Services	354,373	384,146	351,511	369,543	336,188	336,188
765 Senior Services	876,780	892,748	831,744	811,825	825,852	825,852
770 Parks Maintenance	1,503,416	1,460,399	1,537,484	1,519,530	1,444,490	1,444,490
775 Cultural Arts	365,266	399,903	403,981	408,174	350,349	350,349
780 Golf Course	986,411	764,771	719,666	770,820	706,437	706,437
785 Recreation Programs	416,343	484,607	451,843	439,165	448,379	448,379
790 Ice Arena	0	1,025,109	983,923	1,032,181	973,245	973,245
<b>TOTAL SPECIAL SERVICES</b>	<b>6,543,104</b>	<b>7,433,857</b>	<b>7,259,233</b>	<b>7,328,980</b>	<b>6,853,000</b>	<b>6,853,000</b>
<b>TOTAL EXPENDITURES</b>	<b>44,939,208</b>	<b>47,326,557</b>	<b>47,425,524</b>	<b>46,689,098</b>	<b>46,941,831</b>	<b>46,975,271</b>
<b><u>OTHER FINANCING USES</u></b>						
299 Interfund Transfers	194,567	2,433,906	4,121,412	4,121,412	3,823,615	3,823,615
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>45,133,775</b>	<b>49,760,463</b>	<b>51,546,936</b>	<b>50,810,510</b>	<b>50,765,446</b>	<b>50,798,886</b>

**General Fund  
Actual Revenues by Source  
Fiscal 06/07 Through Fiscal 11/12**

Revenue Source	06/07	07/08	08/09	09/10	10/11	11/12
Property Taxes	30,470,668	31,539,600	31,419,841	29,096,212	26,193,182	29,937,954
State Shared Revenues	6,719,632	6,719,665	6,396,790	5,703,873	5,691,982	6,062,082
Court Fines/Fees	2,498,603	2,667,589	2,706,691	2,490,154	2,264,792	2,042,286
Grants	450,727	392,072	541,025	372,080	536,346	478,590
Fees & Sales	4,795,916	5,274,312	5,331,443	5,721,347	6,693,312	8,205,303
Investment Income	2,054,329	1,766,133	867,195	214,509	98,274	98,321
Recreation Fees	3,045,932	3,389,288	3,313,540	3,285,943	3,259,105	4,733,470
Interfund Transfers	936,879	982,670	1,006,263	1,069,400	1,381,570	1,503,517
<b>Total Revenue</b>	<b>50,972,686</b>	<b>52,731,329</b>	<b>51,582,788</b>	<b>47,953,518</b>	<b>46,118,563</b>	<b>53,061,523</b>

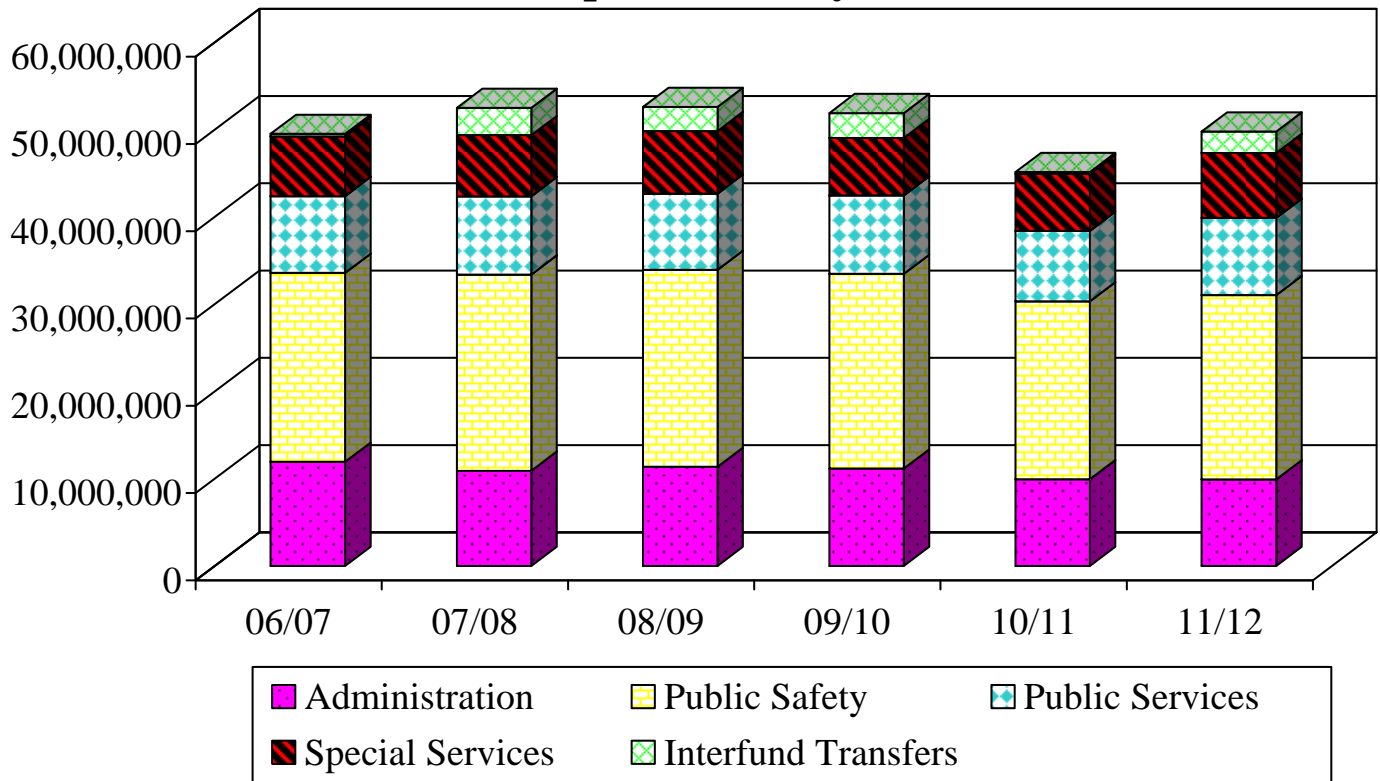
**General Fund  
Revenues by Source**



**General Fund  
Actual Expenditures by Function  
Fiscal 06/07 through 11/12**

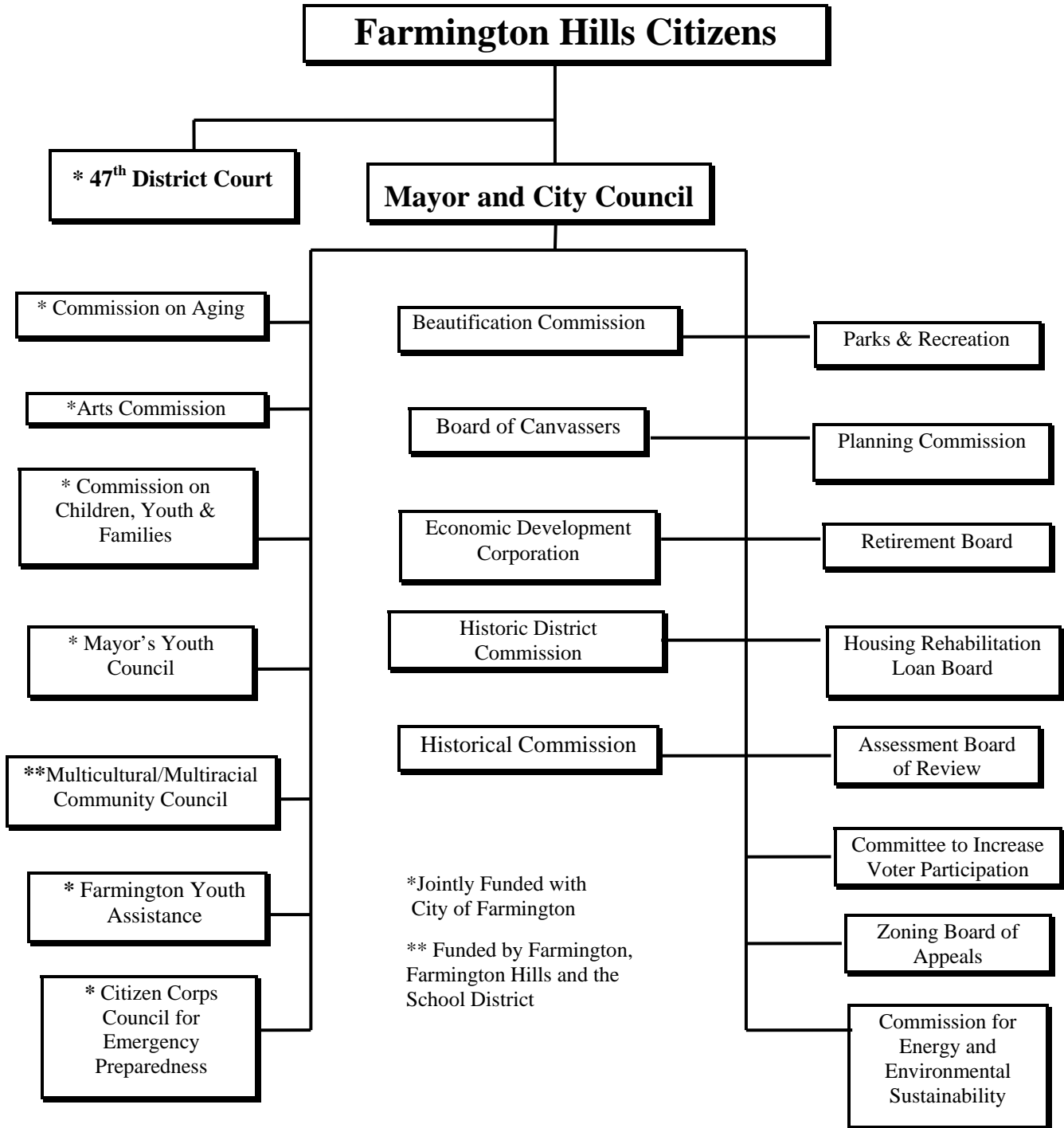
Expenditure Function	06/07	07/08	08/09	09/10	10/11	11/12
Administration	11,937,774	10,918,107	11,352,751	11,162,858	9,943,730	9,927,089
Public Safety	21,641,868	22,480,849	22,584,028	22,309,231	20,379,056	21,111,694
Public Services	8,807,109	8,955,316	8,724,100	8,991,045	8,073,318	8,853,920
Special Services	6,841,552	6,996,253	7,173,848	6,586,965	6,543,104	7,433,857
Interfund Transfers	270,000	3,125,000	2,760,000	2,842,535	194,567	2,433,906
<b>Total Expenditures</b>	<b>49,498,303</b>	<b>52,475,525</b>	<b>52,594,727</b>	<b>51,892,634</b>	<b>45,133,775</b>	<b>49,760,466</b>

**General Fund  
Expenditures by Function**



# CITY OF FARMINGTON HILLS

## Table of Boards & Commissions





# BOARDS, COMMISSIONS AND AGENCIES

## 47th DISTRICT COURT

The 47th Judicial District Court is a limited jurisdiction court serving the cities of Farmington and Farmington Hills. The Court has jurisdiction over criminal misdemeanors, civil cases in which the amount in dispute is \$25,000 or less, parking violations, traffic violations and other civil infractions, landlord-tenant disputes, and small claims matters. In addition, the Court has initial jurisdiction on criminal felony cases for the purpose of determining probable cause.

The Court has two full-time judges elected to six-year terms. The chief judge of the Court is appointed by the Michigan Supreme Court and serves a two-year term as chief judge. The Court utilizes the services of part-time magistrates, who are appointed by the chief judge. Magistrates handle criminal arraignments, informal hearings, small claims hearings, and plea and sentencing on certain violations as permitted by law. The Court strives to provide outstanding service to the community. In establishing its goals and measuring its progress, the Court uses the following five standards:

- 1) Increasing access to court services;
- 2) Ensuring expedition and timeliness of service;
- 3) Ensuring equality, fairness and justice;
- 4) Maintaining independence while also ensuring accountability; and
- 5) Enhancing public trust and confidence in the Court as an institution.

### GOALS

- **Access to Justice:** Strive to eliminate all unnecessary barriers to service including economic, procedural, linguistic, and physical.
- **Expedition and Timeliness:** Eliminate any unnecessary delays in case management.
- **Equality, Fairness and Integrity:** Demonstrate equal and unqualified respect for the rights and concerns of all individuals who contact the court for service and/or information.
- **Independence and Accountability:** Assert and maintain the distinctiveness required of the judiciary while simultaneously working with other branches of government to ensure the most efficient and effective use of public resources.
- **Public Trust and Confidence:** Continually focus on taking actions that inform the public of the Court's efforts and build the public's trust and confidence in the judiciary.

### PERFORMANCE OBJECTIVES

- Continue to manage the caseload in a manner that ensures organizational goals are met.
- Continue to identify and implement case management strategies to minimize case processing time.
- Continue to meet all reporting demands associated with finances, caseload and abstract processing.

- Continue to focus efforts on the collection of outstanding receivables including the use of the special “show cause” calendar and other collection strategies.
- Continue the Court’s Sobriety Court project and work with the State Court Administrative Office on the evaluation component.
- Maintain the success of the Court’s Community Work Program (CWP), which provides approximately 14,000 free labor hours for work projects in Farmington and Farmington Hills.
- Continue to identify areas for improvement in courthouse security and develop and implement policies and practices to ensure public safety.
- Continue to work with the councils and administrations of both cities to address issues of mutual concern and coordinate services for the benefit of the public.
- Continue to be actively involved in the community through working with school and community groups to increase awareness of court-related issues affecting the public.
- Continue implementation of the Court’s document imaging/management system to allow for greater efficiencies in record management and access.

	<b>Performance Indicators *</b>	<b>2011/12 Actual</b>	<b>2012/13 Projected</b>	<b>2013/14 Estimated</b>
<b>Service Level</b>	Farm. Hills Contribution to Court Expenses	\$2,577,864	\$2,596,416	\$2,507,027
	Farmington Contribution to Court Expenses	\$452,778	\$470,098	\$499,886
	Total Farmington Hills Court Revenue	\$2,042,286	\$1,978,300	\$1,998,083
	Total Farmington Revenue	\$720,648	\$650,000	\$650,000
	Community Work Program Revenue	\$106,071	\$90,000	\$90,000
	New Case Filings – Farmington Hills Venue *	22,085	20,837	21,000
	New Case Filings – Farmington Venue *	5,231	5,788	5,750
	Total Dispositions (Calendar Year) *	30,108	28,800	28,800
	Total Community Work Program Labor Hours*	14,108	13,544	13,500
	Sec. of State Abstracts Processed Timely *	99%	99%	99%
<b>Efficiency</b>	Cost to Cities Per Case Disposition	\$100.66	\$106.48	\$105.11
	Revenue to Cities Per Case Disposition (Excluding CWP Revenue)	\$97.52	\$98.96	\$98.96
	Estimated Minimum Labor Value of Community Work Program to Cities (Based on minimum wage labor rate; includes insurance, supervision, and transportation costs paid).	\$189,812	\$185,000	\$185,000

\*Caseload, CWP labor hours, and abstract processing statistics reported are for the calendar year 2011 actual, calendar year 2012 actual, and projected calendar year 2013. Financial statistics reported (except CWP value) are for fiscal year July 1 – June 30.

## **FARMINGTON YOUTH ASSISTANCE**

Farmington Youth Assistance is a volunteer organization serving the Farmington School District Area. It is not a Board or Commission of the City; but it works cooperatively with the Oakland County Probate Court, the schools, police, parents, youth and community resources to help families and young people. Its primary goal is to prevent delinquency and neglect by providing counseling. Funding is provided by the City of Farmington Hills and the City of Farmington.

## **FARMINGTON AREA ARTS COMMISSION**

An encouraging environment stimulates performing and creative artists to study and present their talents. This joint Farmington Hills/Farmington Commission works toward that end by defining and creating appropriate programs to implement artistic and cultural activities that touch many areas such as: music, theater, dance, education institutions, visual arts, literature and letters, architecture and architectural landscaping, museums, and allied arts and crafts. The Commission also encourages public interest in the cultural heritage of the community. This Commission is comprised of 9 members--6 from Farmington Hills and 3 from Farmington--each are appointed by their respective Mayors with concurrence by the City Councils for staggered 3-year terms. Meetings are held on the third Thursday of each month except June/July/August.

## **FARMINGTON AREA COMMISSION ON AGING**

The goals of this joint Farmington Hills/Farmington Commission are all geared toward the betterment of daily living for older adults. The Commission examines social attitudes, creates community awareness, establishes a climate for living independently with dignity, and encourages recognition for their contribution to the past and present. The Commission holds public forums in Farmington Hills and Farmington to identify the needs of the older, adult community. (An advisory council has also been formed to represent their concerns, identify resources at local, County, State, and Federal levels for their assistance and work with elected and appointed representatives in the community to more effectively aid them and provide current factual information regarding the aged in the community.) The Commission is comprised of 11 members--8 from Farmington Hills and 3 from Farmington--each are appointed by their respective Mayors with concurrence of their City Councils for staggered 3-year terms. The Senior Adult Program Supervisor serves as a non-voting member and liaison to the Commission. Meetings are held the fourth Tuesday of each month.

## **MAYOR'S YOUTH COUNCIL**

The Mayor's Youth Council is an advisory Council charged with the authority and responsibility of making recommendations to the Cities of Farmington Hills and Farmington concerning the needs and concerns of youth and the community, and the appropriate means by which public and private agencies including volunteer efforts may address such needs and concerns. The Youth Council consists of eleven high school students from Farmington Hills, appointed by the Mayor with the concurrence of the City Council and two high school students from the City of Farmington, appointed by the Mayor with the concurrence of the City Council. Members serve for one year terms and until their successors are appointed and qualified. Members may serve for more than one term.

## **MULTICULTURAL/MULTIRACIAL COMMUNITY COUNCIL**

The purpose of this Council, representing schools, government, clergy, business, service groups and residents, is to enhance the basic human dignity of all people, and to assure that all residents of Farmington and Farmington Hills feel welcome and comfortable in their City, schools and neighborhoods. The Council promotes community awareness and acceptance of diversity through the development and implementation of appropriate action plans. The principles of the Council are to improve race relations in the community and to promote a climate of inclusion and welcome in the Farmington/Farmington Hills area. Anyone with an interest in the mission and goals of the Council is eligible to apply for membership. Limited funding for the Council is provided by the two Cities and the School District. Steering Committee meetings are held on the third Thursday of each month, and there are monthly forums/presentations for the general membership on designated dates.

## **COMMISSION ON CHILDREN, YOUTH & FAMILIES**

This Commission was established to encourage an environment where children, youth, and families are happy, healthy, educated, and safe and have the opportunity to reach their full potential. The Commission consists of 12-19 members appointed by the Mayor with concurrence of the City Council for staggered 3-year terms. Meetings are held the first Thursday of every month.

## **EMERGENCY PREPAREDNESS COMMISSION**

This committee, established by the City Council, is comprised of residents, business owners, and representatives of the Police and Fire Departments. Its mission is to support and enhance the efforts of local public safety organizations in helping ensure that residents and business owners have the information, education and skills necessary to protect themselves, their families, homes and businesses in the event of a local emergency.

## **FARMINGTON HILLS BEAUTIFICATION COMMISSION**

The purpose of the Beautification Commission is to report to City Council areas of the city in need of aesthetic and environmental attention, to encourage high standards of appearance among property owners, to be an example for others by supporting and participating in aesthetic and environmental projects, to be knowledgeable about city projects and to participate in the Annual Beautification Commission Awards ceremony. The commission consists of up to 21 members, appointed by the Mayor with concurrence of the City Council, for staggered 3-year terms. Beautification Commission meetings are held on the third Tuesday of the month.

## **HISTORICAL COMMISSION**

The purpose of the Commission is to collect, arrange, and preserve historical material indicative of the lives, customs, dress, and resources of the early residents of the Farmington Hills area. They also publish source material and historical studies on the history of the area including such materials as may be furnished for that purpose by educational institutions and by the Michigan Historical Commission. The members are appointed by the Mayor with concurrence of the City Council, and there is no limit on membership. This Commission meets the second Wednesday of the month.

## **HISTORIC DISTRICT COMMISSION**

The purpose of this Commission is to safeguard the heritage of Farmington Hills by establishing and preserving districts in the City which reflect elements of the cultural, social, economic, political or architectural history; stabilize and improve property values in and adjacent to such districts; promote civic beautification of structures and lands within the historic districts for historic and cultural preservation; and promote the use of historic districts and local history for the education, pleasure, and welfare of the citizens of the City. There are 7 members appointed by the Mayor with the concurrence of the City Council. They meet on the second Wednesday of each month except December.

## **COMMITTEE TO INCREASE VOTER PARTICIPATION**

The purpose of this Committee is to stimulate and improve voter participation in all elections and to increase the quality and quantity of publicity and information regarding such elections. It consists of 9 members appointed by the Mayor with concurrence of the City Council for staggered 3-year terms. The Committee meets on the first Wednesday of each month.

## **COMMISSION FOR ENERGY & ENVIRONMENTAL SUSTAINABILITY**

The Commission for Energy and Environmental Sustainability (CEES) was originally established in February 2008 as the Green Efforts Committee. In the first year the Committee was tasked with providing recommendations that would provide energy and cost savings to the City. In February 2009, the Committee was extended for another two years and its purpose was expanded. Its mission was to collaborate with City Staff and the community to enhance energy efficiency and sustainability by encouraging policies and practices based on economical, environmental and community values. In 2011, the Green Efforts Committee was elevated to a Commission. The Commission consists of eleven members appointed by the Mayor with Concurrence by City Council. Meetings are held the third Tuesday of each month. For more information visit: [www.sustainablefh.com](http://www.sustainablefh.com).

## **PARKS AND RECREATION COMMISSION**

The Commission's prime objective is to coordinate recreational programs and to improve, expand, and reflect the park, recreational and cultural needs of the community. It works with other communities and City departments to develop and maintain aesthetically pleasing site development, care, and adequate safety conditions. The Commission is comprised of 9 members appointed by the Mayor with concurrence of the City Council for staggered 3-year terms. Meetings are held the second Tuesday of each month or as needed.

## **ZONING BOARD OF APPEALS**

The Board acts on all questions arising under the Zoning Ordinance. It hears and decides appeals from property owners, and reviews any order, requirement, decision or determination made by an administrative official regarding the Zoning Ordinance. It is comprised of 7 members plus 2 alternates appointed by the Mayor with concurrence of the City Council for staggered 3-year terms. The Zoning Board of Appeals meets on the second Tuesday of the month.

## **PLANNING COMMISSION**

The purpose of this Commission is to promote public health, safety, and welfare through sound land use planning. The Planning Commission's Capital Improvements Plan plans for a system of transportation, sewage disposal, safe and adequate water supply, recreation, and other public improvements. The Planning Commission is responsible for making and adopting a master plan as a guide for development, including a determination of the extent of probable future needs. The Commission consists of 9 members appointed by the Mayor with concurrence of the City Council for staggered 3-year terms. Meetings are held on the first, second and third Thursday of each month.

## **ASSESSMENT BOARD OF REVIEW**

This is a statutory board responsible for the review of the tax assessment role and to hear citizens' appeals of their assessments. The 3-member board has the authority to make corrections where necessary and to endorse the tax roll of the City for the year in which it has been prepared in accordance with Section 7.06 of the Charter. Board members are appointed by the Mayor with concurrence of the City Council for 3-year staggered terms. The Chairperson is chosen the first day of the meeting. The City Assessor serves on the Board but cannot vote. All other members cannot be City employees. The Board meets the second, third and fourth weeks in March; once during the third week of July; and once during the second week of December.

## **RETIREMENT BOARD**

The Board has the authority to administer, manage, and operate the retirement system and to construe and make effective the provisions of the Pension Ordinance. The retirement system provides for the retirement of City employees. This 7 member Board is comprised of the City's Finance Director, 2 representatives from the Police/Fire union, 2 General Employee representatives, and 2 City Council appointed members. Meetings are held at least once every quarter at City Hall. Expenses are paid through the Farmington Hills Retirement Plan.

## BOARDS, COMMISSIONS AND AGENCIES

DEPARTMENT NUMBER: 115

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(800) JOINTLY FUNDED AGENCIES</b>							
021	Farmington Area Youth Assistance	50,453	45,333	43,591	43,543	43,543	43,543
031	47th District Court	2,594,554	2,577,864	2,623,331	2,596,416	2,507,027	2,507,027
033	Farmington Area Arts Commission	832	898	820	820	820	820
034	Commission on Aging	929	1,039	1,640	1,638	1,638	1,638
038	Multicultural/Multiracial Comm. Council	560	3,721	8,278	8,269	8,269	8,269
039	Comm. on Children/Youth/Families	1,299	941	2,429	2,426	2,426	2,426
042	Mayor's Youth Council	(581)	137	3,914	3,910	3,910	3,910
043	Emergency Preparedness Commission	411	297	2,331	2,329	2,329	2,329
		<b>2,648,457</b>	<b>2,630,230</b>	<b>2,686,334</b>	<b>2,659,351</b>	<b>2,569,962</b>	<b>2,569,962</b>
<b>(800) OTHER BOARDS &amp; COMMISSIONS</b>							
002	Zoning Board of Appeals	5,445	5,392	8,229	8,229	8,229	8,229
004	Retirement Board	0	728	0	0	0	0
005	Assessment Board of Review	9,206	6,544	9,680	9,680	9,680	9,680
024	Beautification Commission	5,013	4,389	5,410	5,410	5,410	5,410
032	Historical Commission	5,911	256	5,606	5,606	4,481	4,481
036	Historic District Commission	8,835	643	7,521	7,521	5,121	5,121
037	Parks & Recreation Commission	1,476	846	1,500	1,500	1,500	1,500
040	Comm. to Increase Voter Participation	214	658	667	667	667	667
044	Comm. for Energy & Environ. Sustainability	844	544	719	719	999	999
109	Planning Commission	45,869	39,057	42,342	42,342	42,342	42,342
		<b>82,813</b>	<b>59,057</b>	<b>81,674</b>	<b>81,674</b>	<b>78,429</b>	<b>78,429</b>
<b>DEPARTMENT TOTAL</b>		<b>2,731,270</b>	<b>2,689,287</b>	<b>2,768,008</b>	<b>2,741,025</b>	<b>2,648,391</b>	<b>2,648,391</b>

## GENERAL GOVERNMENT SUMMARY

The General Government classification of the General Fund budget represents a group of departments and functions which provide primarily legislative, administrative and logistical support for departments generally regarded as operating departments, as well as appropriations to support other Funds of the City. The operating departments provide the citizens and property owners of the community with direct services. Although most of the services performed by this General Government group are of an internal nature, some limited external public services are provided such as: election and voter services, property information, tax rates and collection, public information and employment opportunities.

A summary of the budget allocation for these components is contained in the schedule below:

DIV. NO. Category and Line Item	2010/11 Actual Expenditures	2011/12 Actual Expenditures	2012/13 Adopted Budget	2012/13 Estimated Expenditures	2013/14 Proposed Budget	2013/14 Adopted Budget
<b>GENERAL GOVERNMENT:</b>						
101 City Council	104,921	103,397	108,236	108,221	108,238	108,238
172 City Administration	786,302	871,582	841,356	868,294	681,991	681,991
175 Public Information	391,215	391,259	418,031	418,416	349,995	349,995
202 Finance	1,750,540	1,694,771	1,756,055	1,726,209	1,534,391	1,534,391
210 Corporation Counsel	584,589	568,066	597,830	561,830	598,000	598,000
215 City Clerk	617,901	637,811	728,194	724,410	577,496	610,936
226 Human Resources	425,947	402,148	434,665	430,190	405,986	405,986
250 Central Services	1,221,544	1,263,967	1,355,457	1,374,572	1,075,731	1,075,731
290 Support Services	1,329,501	1,304,801	2,484,220	2,175,840	1,877,757	1,877,757
298 Post Employment Benefits	0	0	0	0	3,124,131	3,124,131
<b>TOTAL GENERAL GOVERNMENT</b>	<b>7,212,460</b>	<b>7,237,802</b>	<b>8,724,044</b>	<b>8,387,982</b>	<b>10,333,716</b>	<b>10,367,156</b>
<b>OTHER FINANCING USES</b>						
299 Interfund Transfers	194,567	2,433,906	4,121,412	4,121,412	3,823,615	3,823,615
<b>TOTAL</b>	<b>7,407,027</b>	<b>9,671,708</b>	<b>12,845,456</b>	<b>12,509,394</b>	<b>14,157,331</b>	<b>14,190,771</b>

## CITY COUNCIL

**MISSION STATEMENT:** Provide policy leadership for the community and administration on all issues that affect the health, safety and welfare of Farmington Hills.

The citizens are represented by seven elected officials. The Mayor is elected directly by the electorate for not more than two consecutive two-year terms. The six City Council Members are elected for staggered terms of four years each. The Council meets at least twice monthly, and conducts specially scheduled Study Sessions on an as-needed basis.

The Mayor and Council members are collectively responsible for establishing public policy, adopting a budget, and hiring and directing the City Manager. In addition, the Council appoints the City Clerk and the City Attorney. The City Council represents the City in various local, regional, state, and national boards, commissions, and committees. The Council also provides public leadership and communicates with constituents about the various issues of the community.

One of the primary duties of the City Council is to establish policies. Policy is established in the approval of ordinances, the adoption of resolutions, the setting of goals and objectives, the determination of priorities for public services, and the approval of programs throughout the City. Policy is also established through the approval and amendment of the operational and capital budgets, the approval of grant applications, ratification of labor contracts, and the approval of land acquisitions and major purchases.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Provide policy direction to the City Administration in the implementation and evaluation of various City programs. (1, 2)
- Ensure the City's long-term financial stability by adopting a fiscally responsible budget, monitoring expenses, and continually seeking alternative revenue sources. (2)
- Preserve and improve the City's infrastructure and economic base. (3, 5, 12, 13)
- Strengthen activities, programs, and services that give adults and children the opportunity to enrich their lives, enhance their future, and build a stronger community. (4, 6, 12, 13).
- Take an active roll in promoting "green efforts" throughout the community. (10)
- Protect home rule so that local issues are decided by the City through its residents. (14)
- Enhance communications between the residents and the City government through cable programming, public hearings, community building meetings, the Focus newsletter, surveys and other media. (4, 11)
- Work with state and federal officials to reduce and effectively manage legislative mandates that create administrative and financial challenges for local governments. (7, 14)
- Help shape public policy at the state and federal level by tracking pending legislation and advocating for initiatives deemed beneficial to the City. (7, 14)



**PERFORMANCE OBJECTIVES**

- Evaluate the recommendations of the 2020 Visioning Process and engage City staff, boards and commissions, and the public to plan for implementation as determined to be appropriate for the long-term health and vitality of the City.
- Support environmental sustainability and energy efficiency through efforts of the Commission on Energy and Environmental Sustainability and their educational efforts.
- Expand communication with the public through further use of technology such as the City website, listservs, the low frequency radio station, and other alternatives.
- Improve public bus transportation by continuing the relentless positive action necessary to create a truly regional transportation system.
- Continue to evaluate further cooperative relationships with the neighboring communities of Farmington, Livonia, Novi, and Southfield.
- Continue to implement the recommendations of the Sustainability Study and engage the City’s boards and commissions, public, and staff to implement some, all, or parts of the recommendations as determined to be appropriate for the future long-term health of the City.
- Educate the public regarding emergency preparedness through the Emergency Preparedness Commission to increase the City’s ability to respond in the event of a major emergency.
- Continue to invest in East Grand River, Eight Mile Road, and Orchard Lake Road corridors to encourage reinvestment, redevelopment, and improvements in their appearance.
- Involve high school age students in City government through the Mayor’s Youth Council, to encourage their participation in other boards and commissions, and to bring awareness of City issues into the high schools.
- Work proactively to engage millennial residents (age 18 – 35) in the local government process.
- Address strategic policy issues in the areas of public safety, traffic, community and economic development, telecommunications, transportation, and technology.
- Equitably administer the City’s tax abatement policy and encourage economic development while protecting the long-term financial interests of the City.
- Encourage redevelopment throughout the City by continuing to support policies that streamline the permitting process, simplify the PUD process, and make way for current and future residential and commercial building needs

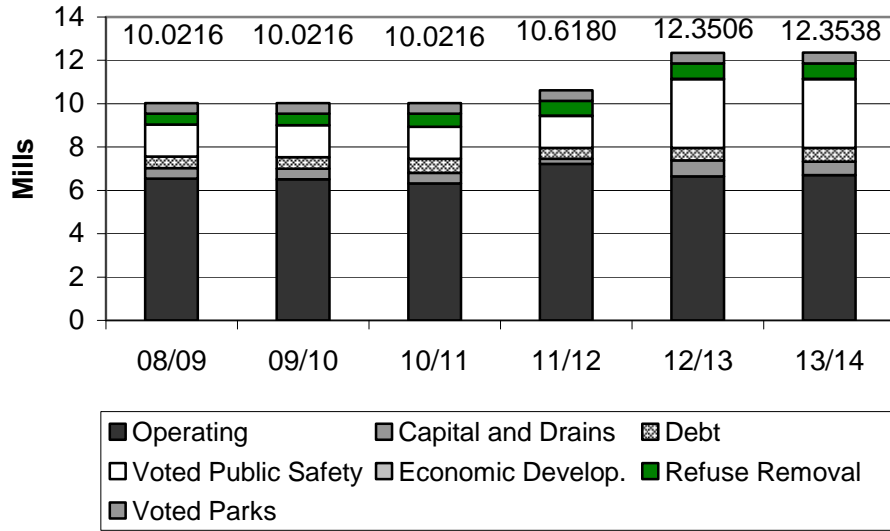
**City Council**

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
		Regular Meetings Held	21	21
	Special Meetings Held	2	1	1
	Goals Sessions	1	1	1
	Study Sessions	20	21	21
	Public Hearings	21	13	18
	Ordinances Enacted	10	9	10
	Agenda Items Requiring Action/Resolutions Adopted	230	189	200
E	Activity Expenditures as a % of General Fund	0.21%	0.21%	0.21%

DEPARTMENT NUMBER: 101

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Wages	46,622	46,622	46,633	46,633	46,633	46,633
200	Social Security	3,566	3,566	3,567	3,567	3,567	3,567
350	Workers Compensation	52	37	40	25	52	52
	Category Total	<u>50,240</u>	<u>50,225</u>	<u>50,240</u>	<u>50,225</u>	<u>50,252</u>	<u>50,252</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conference & Workshops	16,423	17,340	21,876	21,876	21,940	21,940
002	Memberships & Licenses	35,313	33,600	33,620	33,620	33,546	33,546
070	Miscellaneous Expense	2,945	2,232	2,500	2,500	2,500	2,500
	Category Total	<u>54,681</u>	<u>53,172</u>	<u>57,996</u>	<u>57,996</u>	<u>57,986</u>	<u>57,986</u>
<b>DEPARTMENT TOTAL</b>		<b><u>104,921</u></b>	<b><u>103,397</u></b>	<b><u>108,236</u></b>	<b><u>108,221</u></b>	<b><u>108,238</u></b>	<b><u>108,238</u></b>

**CITY MILLAGE RATES**



## CITY ADMINISTRATION

**MISSION STATEMENT:** Under the direction of the City Council, provide administrative leadership and management of the daily operations of the City government.

The City Manager's Office is responsible for the day-to-day administration of the municipal organization under the leadership of the City Manager. This office also provides staff support for the City Council. The Office undertakes special projects, handles citizens' inquiries, customer requests for service, and communications from other governments and agencies. The City Manager approves key purchases and personnel actions. This office provides direct supervision to the City departments noted on the Organization Chart.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Continue to develop and maintain Farmington Hills as a quality community for future generations. (1 – 14)
- Identify key priorities and establish procedures that ensure effective management of available resources. (2)
- Develop and implement proactive strategies to weather the current fiscal climate and position Farmington Hills for the economic recovery. (1-14)
- Develop a budget for City operations and capital improvements that encourages efficiency, accountability, creativity, and fiscal responsibility. (2, 9, 10, 12, 13)
- Provide effective leadership to administrative departments, and develop and maintain a climate of positive employee relations that facilitates excellent service to the public. (8)
- Champion environmental sustainability through innovative City policies and initiatives, which will lessen the City's impact on the environment, reduces energy costs, promote economic development, and advance community pride. (2, 10, 12, 13)
- Commit to the redevelopment of maturing sections of the City and aging areas in business parks. (1, 5, 13)
- Provide pertinent and timely information to City Council regarding local, state, and federal issues, including legislative efforts, to protect the interests of the City and its residents. (7, 14)
- Work in partnership with City Council to achieve the City's mission and goals. (1-14)
- Through Human Resources, continue efforts to have staff reflect the community. (11)

**PERFORMANCE OBJECTIVES**

- Continue to systematically review operations and services for greater efficiency and cost reductions.
- Promote and pursue additional outside funding for infrastructure improvements, capital items, and other special projects.
- Oversee and plan for the long-term implementation of the recommendations of the community-based 2020 Visioning Process as prioritized by the City Council.
- Continue to analyze and evaluate recommendations of the Sustainability Study and direct the implementation of some, all, or portions of the recommendations as determined to be appropriate by the City Council.
- Work with state, county, and local officials to continue the City’s business retention and attraction efforts, and identify ways to keep businesses in and attract businesses to Farmington Hills.
- Continue to monitor the development of a truly regional mass transportation system, with the objective of significantly improving and expanding the availability of public transportation services.
- Work with the Corridor Improvement Authority (CIA) Board of Directors, Grand River Avenue stakeholders, City of Farmington CIA Board of Directors, and local taxing jurisdictions to develop the necessary development and tax increment financing plans to guide and fund the redevelopment of Grand River Avenue.
- Work with the City Council, Community Stakeholders, Non-Profit Organizations, such as the Michigan Municipal League, and other appropriate parties to develop a comprehensive place making strategy designed to attract and retain knowledge-based workers, entrepreneurs and growing sectors of the economy.

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
		Council, Board, and Commission Meetings Staffed	79	84
	City Council Agenda Items prepared for Council Action	230	216	220
	Executive Staff Meetings	50	50	50
	Administrative Policies Implemented	3	2	1
Efficiency	Average Response Time to Citizen Inquiry	4 Hours	4 Hours	4 Hours
	Activity Expenditures as a % of General Fund	1.75%	1.71%	1.34%

**SIGNIFICANT BUDGET CHANGES FROM THE PRIOR YEAR**

Salaries, Wages, and Benefits

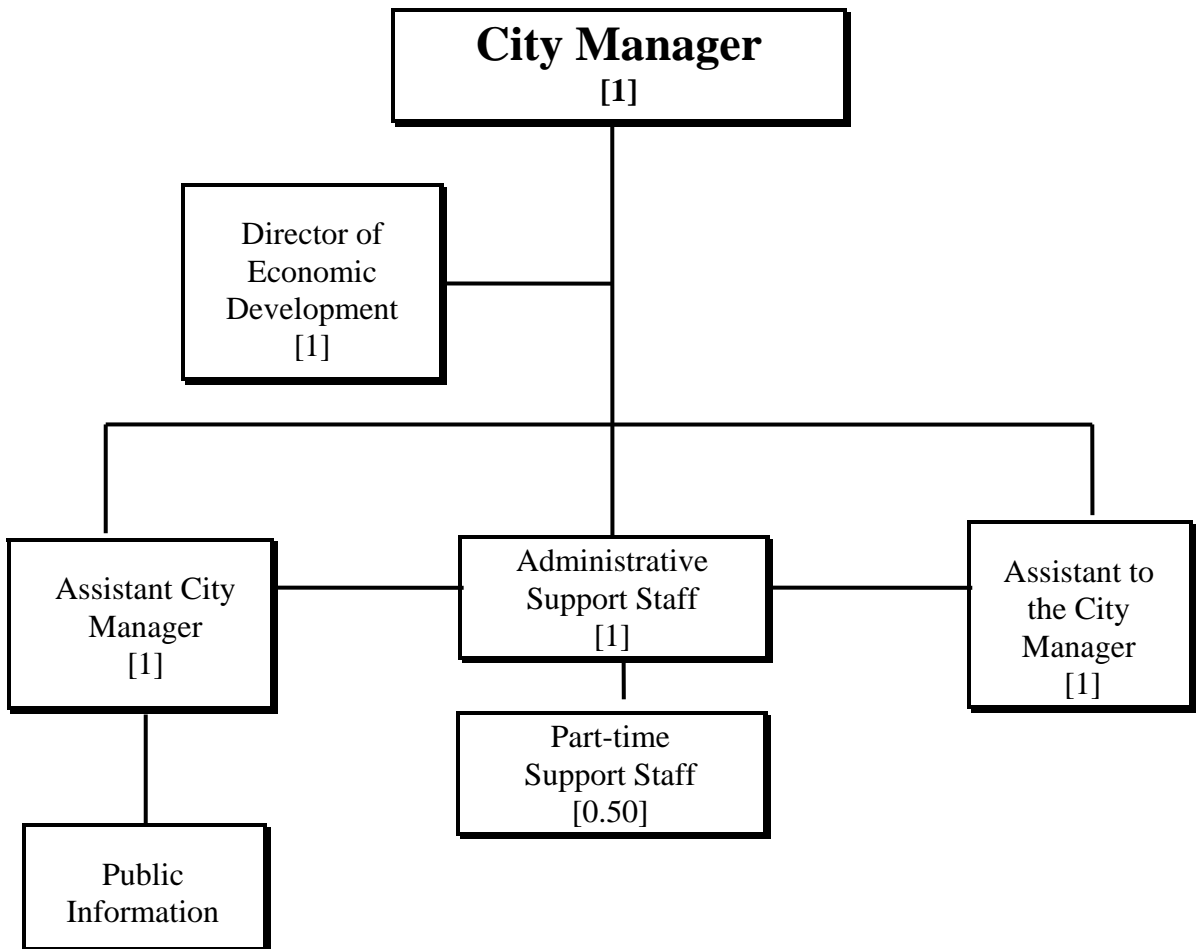
038 Increase in FY 13/14 due to additional part time hours and internship program.

106 Decrease in FY 13/14 due to the increase in FY 12/13 from two employee retirements.

305 Decrease due to the reallocation to a new Post Employment Benefits activity budget.

308 Decrease due to the reallocation to a new Post Employment Benefits activity budget.

**CITY ADMINISTRATION**



Total Full Time Equivalent [5.50]

**STAFFING LEVELS**

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>CITY ADMINISTRATION &amp; MANAGEMENT</b>					
<b>(010) Administrative and Clerical</b>					
	City Manager	1	1	1	1
	Assistant City Manager	1	1	1	1
	Secretary to City Manager	1	1	1	1
	Director of Economic Development	1	1	1	1
	Assistant to the City Manager	1	1	1	1
		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>(038)</b>	<b>PART-TIME</b>	0	0.5	0.5	0.5
	<b>DEPARTMENT TOTAL</b>	<b>5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>

## City Administration

DEPARTMENT NUMBER: 172

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(700) COST REIMBURSEMENT</b>							
250	EECBG Grant	(1,629)	0	0	0	0	0
	Category Total	(1,629)	0	0	0	0	0
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	473,917	480,128	483,817	456,600	473,025	473,025
038	Part-time	7,767	12,011	10,400	8,220	19,300	19,300
106	Sick & Vacation	5,706	52,973	4,797	61,478	7,875	7,875
112	Overtime	0	78	0	0	0	0
200	Social Security	33,868	34,371	36,373	37,150	36,619	36,619
250	Blue Cross/Optical/Dental	86,941	63,341	60,644	54,300	59,648	59,648
275	Life Insurance	2,846	2,884	3,006	2,950	3,296	3,296
300	Pension - DC	15,329	15,995	16,562	20,520	26,018	26,018
305	Pension - DB	110,160	95,398	102,381	102,381	0	0
308	Post Retirement Healthcare	0	59,112	69,354	69,354	0	0
325	Longevity	26,617	26,855	28,182	27,631	20,348	20,348
350	Worker's Compensation	1,256	913	920	630	1,186	1,186
700	Salary & Wage Charged to EECBG	0	(1,023)	0	0	0	0
	Category Total	764,407	843,036	816,436	841,214	647,315	647,315
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	3,011	3,488	4,080	5,665	5,950	5,950
002	Books & Subscriptions	108	59	59	59	59	59
008	Supplies	1,955	1,806	2,200	2,200	2,200	2,200
040	Miscellaneous Expense	318	267	400	400	400	400
	Category Total	5,392	5,620	6,739	8,324	8,609	8,609
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	4,618	7,342	4,500	6,750	12,115	12,115
002	Memberships & Licenses	3,494	3,892	3,635	2,560	3,762	3,762
005	Fleet Insurance	2,400	2,400	2,046	2,046	2,190	2,190
006	Vehicle Maintenance	320	2,090	800	800	800	800
013	Education & Training	100	0	0	0	0	0
041	Vehicle Allowance	7,200	7,200	7,200	6,600	7,200	7,200
042	Mileage Reimbursement	0	2	0	0	0	0
	Category Total	18,132	22,926	18,181	18,756	26,067	26,067
<b>DEPARTMENT TOTAL</b>		<b>786,302</b>	<b>871,582</b>	<b>841,356</b>	<b>868,294</b>	<b>681,991</b>	<b>681,991</b>



## PUBLIC INFORMATION

**MISSION STATEMENT:** Disseminate information on City activities to the public through the most appropriate media available including the City website, Facebook, listserv, print, TV, radio, online publications, the City's local cable Channel 8, AM radio station, and electronic signs.

Keeping the public informed about City services is essential to maintaining the continued trust of those we serve. The two components of public information in the City, Public Relations and Video Production, function together under the direction of the City Manager's Office. This cohesive, focused approach provides a comprehensive public information program.

The municipal cable channel, The Great 8, provides City information and video programming 24 hours a day, seven days a week. Television programming from all City departments is a valuable tool to inform viewers of local issues. The schedule for Channel 8 programs can be found on the City website at [www.fhgov.com/Community/Cable.asp](http://www.fhgov.com/Community/Cable.asp)

The City website, Facebook, and listserv provide regular updates on City news and events. News releases promote the City in local media outlets. The Annual Report highlights the previous year's activities and is distributed each January to every residential address in the City. The Focus newsletter informs residents of City activities, programs, and services and is distributed to all residents twice annually. The City offers workshops to homeowners on a variety of topics.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Keep residents, businesses, and organizations informed about municipal activities, programs, and projects. (11)
- Continue to enhance public confidence and trust in City government. (1-14)
- Promote a vibrant and viable community. (11)
- Reinforce residents' confidence and pride in a City that cares about the needs of the community. (4-11)
- Give departments, boards, and commissions the opportunity to use Channel 8 for promotional and educational purposes. (11)
- Promote City events and services, and present City information and issues through various media. (11)
- Further explore social media as a means to increase the dissemination of public information (4, 11).
- Inform listeners about emergencies, weather, traffic, and road conditions through broadcasts on 1650 AM. (3,11)

### PERFORMANCE OBJECTIVES

- Promote the benefits of living and working in the City of Farmington Hills.
- Provide information to assist residents in making informed decisions about City government.
- Disseminate information on City services, City events, and emergency conditions.

	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Level</b>	Video Division programs produced	168	142	142
	Total programs produced for Channel 8	206	167	167
	Resolutions and proclamations produced	32	32	32
	News releases/flyers produced & disseminated	318	275	275
	Newspaper columns produced	11	15	15
	Newsletters/annual report produced	3	3	3
<b>Efficiency</b>	Number of programs produced per full time staff	67.2	56.8	56.8
	Activity Expenditures as a % of General Fund	0.79%	0.82%	0.69%

### SIGNIFICANT BUDGET CHANGES FROM THE PRIOR YEAR

Salaries, Wages, and Benefits

305 Decrease due to the reallocation to a new Post Employment Benefits activity budget.

308 Decrease due to the reallocation to a new Post Employment Benefits activity budget.

**STAFFING LEVELS**

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010)</b>	<b>Salaries &amp; Wages</b>				
	Video Manager	1	1	1	1
	Production Specialist	2	2	2	2
	Public Information Coordinator	1	1	1	1
		<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>038</b>	<b>PART-TIME</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>DEPARTMENT TOTAL</b>	<u><b>4</b></u>	<u><b>4</b></u>	<u><b>4</b></u>	<u><b>4</b></u>

This Department is partially supported by a \$9,000 contribution from SWOCC for Personnel Costs in FY 2013/14.

## Public Information

DEPARTMENT NUMBER: 175

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Salary - Full Time	205,019	205,049	204,264	204,264	205,050	205,050
106	Sick & Vacation	3,176	648	580	3,241	1,945	1,945
200	Social Security	16,259	16,150	16,314	16,562	16,541	16,541
250	Blue Cross/Optical/Dental	74,876	58,280	63,300	60,500	65,087	65,087
275	Life Insurance	920	920	920	1,020	1,024	1,024
300	Pension - DC	5,269	5,270	5,256	5,256	5,306	5,306
305	Pension - DB	43,376	37,678	40,410	40,410	0	0
308	Post Retirement Healthcare	0	23,347	27,374	27,374	0	0
325	Longevity	7,589	8,133	8,399	8,341	9,213	9,213
350	Worker's Compensation	578	394	391	260	536	536
	Category Total	<u>357,062</u>	<u>355,869</u>	<u>367,208</u>	<u>367,228</u>	<u>304,702</u>	<u>304,702</u>
<b>(740) Operating Supplies</b>							
001	Gas and Oil	495	528	510	575	613	613
008	Supplies	1,578	1,291	2,500	2,500	7,000	7,000
	Category Total	<u>2,073</u>	<u>1,819</u>	<u>3,010</u>	<u>3,075</u>	<u>7,613</u>	<u>7,613</u>
<b>(801) Professional &amp; Contractual</b>							
005	Fleet Insurance	0	0	366	366	330	330
006	Vehicle Maintenance	214	394	300	600	500	500
007	Equipment Maintenance	0	0	300	300	300	300
024	Newsletter	31,866	33,177	36,550	36,550	36,550	36,550
	Category Total	<u>32,080</u>	<u>33,571</u>	<u>37,516</u>	<u>37,816</u>	<u>37,680</u>	<u>37,680</u>
<b>Capital Outlay</b>							
020	Production Equipment	0	0	10,297	10,297	0	0
	Category Total	<u>0</u>	<u>0</u>	<u>10,297</u>	<u>10,297</u>	<u>0</u>	<u>0</u>
<b>DEPARTMENT TOTAL</b>		<b><u>391,215</u></b>	<b><u>391,259</u></b>	<b><u>418,031</u></b>	<b><u>418,416</u></b>	<b><u>349,995</u></b>	<b><u>349,995</u></b>

# FINANCE DEPARTMENT

## MISSION STATEMENT:

Maintain accurate and complete records of all financial transactions, assets and liabilities, safeguard City assets, prepare financial statements and reports and maintain investment grade status for City issued debt instruments with rating agencies. To insure that all ad valorem assessments and taxable values in the City of Farmington Hills are accurate, uniform and equitable and made in conformance with all applicable State directives and statutes.

The Finance Department is comprised of the Administration, Accounting, Assessing and Treasury Divisions. At the direction of the Finance Director/Treasurer, the Finance Department's service to the community is assigned either by City Charter, State Statute or the City Manager.

The fiduciary and accounting functions include the control and accountability for all the monies received, disbursed or held in trust for all the financial activity of the City, which includes 24 separate accounting Funds. The Treasury's responsibilities, in addition to recording all City receipts/money, include a cash management program aimed at maximizing investment income while safeguarding the principal. The Finance Department also maintains relationships with the financial institutions servicing the City, which also serve as a liaison with national rating agencies that rate the City's bond issues.

The Assessing Division's primary responsibility is to annually prepare the property tax assessment roll. This function requires the Division to maintain accurate and complete records of all taxable real and personal property in the City. In light of mandates in assessment administration brought about by Proposal A, the Assessing Division has had to continually monitor and comply with ever changing requirements in assessment administration including the classification of homestead and non-homestead exemptions, updating this information with the State of Michigan, and the filing and recording of property transfer affidavits. Presently, the City has approximately 27,800 real parcels (of which 590 are tax-exempt) and 3,100 personal property descriptions. The Assessing Division provides accurate maintenance of the assessment rolls by field inspections of building permits issued by the City as well as random reviews of existing assessment records, as well as provides information and assistance to taxpayers of the City by phone, email and in person.

## GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Issue the Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles (GAAP) that meets the Government Finance Officers Association (GFOA) Certification program for excellence in financial reporting. (9)
- Provide accurate and timely financial and accounting services to internal and external customers. (9)
- Provide accurate and timely payroll to employees and fulfill all federal and state reporting requirements. (8,9)

- Provide timely payments to vendors after appropriate internal approvals have been granted. (9)
- Ensure customer service and easy access to our property records. (1)
- Ensure compliance with financial reporting standards set by the Governmental Accounting Standards Board (GASB) and State of Michigan Public Acts. (9)
- Provide risk management activities, which will safeguard all City assets in the most cost-effective manner. (2,9)
- Insure a competent audit firm performs an annual audit and that a Comprehensive Annual Financial Report (CAFR) is distributed to City Council and available to all residents. (9)
- Maintain investment grade bond rating at “AA” or above. (9)
- Provide professional money managers to manage and administer the City’s Pension and Post-Retirement benefits. (2-9)
- Assist in developing and implementing needed programs to reduce costs, increase revenues, and add efficiencies. (2)
- Support the continuous professional development and empowerment of staff. (8)
- Provide programs and procedures that ensure a fair and equitable assessment administration system, according to the City Charter and the Michigan General Property Tax Laws. (9)
- Provide a professionally certified and educated staff to meet objectives. (8)
- Prepare the staff for professional advancement opportunities. (8)

### **PERFORMANCE OBJECTIVES**

- Continue to train/cross-train all staff, and maintain/update Standard Operating Procedures in order to better serve internal and external users.
- Continue to expand the use of the City’s Financial Software (Eden) by using the Payroll module to convert all employees to direct deposit or pay card payroll, including paperless pay stubs to be received by employees electronically; and by using the Accounts Payable module to provide an ACH/Direct Debit payment option to the City’s vendors.
- Manage the City’s Debt to leverage funding for long-term capital projects while continuing to maintain or enhance the City’s strong bond ratings.
- Account for all City financial transactions timely and accurately to limit the number of auditor adjusted journal entries.
- Review and study the accounting consolidation of the Special Assessment Fund’s various Districts into their primary Funds, i.e., Local Road Fund, Water Fund or Sewer Fund, respectively.

## **Finance Department**

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- Review and study the option to utilize the BS&A Cash Receipting Module to handle All (tax and non-tax) Cash Receipts, with a customized batch export feature into the Eden General Ledger, including a more effective use of receipt printers leading to enhanced customer service.
- Continue investigating a less expensive and more functional credit card service provider for City-wide point of collection options.
- Analyze and clean-up the accounting for performance bonds and payback districts.
- Manage the City's Investments, in order of priority; to safeguard the assets, provide adequate liquidity and maximize yield.
- Manage the City's General Liability and Property Insurance to protect the City from unexpected liability and property losses.
- Utilize GIS information for greater departmental efficiency and expand the options through which the public can access property record information.
- Continue to accept Passport Applications according to the requirements of the U.S. Department of State.
- Continue to improve the Department's document retention, storage and retrieval and disposal practices.
- Administer the City's Retirement System to the benefit of its members and beneficiaries, including the implementation of GASB Statement No. 67 – Financial Reporting for Pension Plans, as well as looking at alternative ways to fund the System's unfunded liabilities.
- Review the existing contract for auditing services, which expires after the FY 2012/13 audit, for a potential contract renewal, or alternatively to seek proposals for auditing services.

	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Level</b>	Number of Passports processed.	312	330	345
	Pension calculations prepared.	24	28	11
	Net Retirement System & Post-Retirement Healthcare Fund Assets Held in Trust	\$172,284,000	\$179,500,000	\$187,000,000
	Amount of City interest income	\$694,000	\$763,000	\$840,000
	City taxes billed/levied	\$34,428,000	\$37,786,000	\$37,207,000
	Ad Valorem Taxable Value	\$3,283,800,000	\$3,063,491,000	\$3,023,401,000
	City - Cash and cash equivalents at June 30 <sup>th</sup>	\$87,347,000	\$82,549,000	\$84,456,000
	Number of payroll direct deposits	14,134	14,200	15,400
	Number of payroll checks issued.	2,510	2,400	1,200
	Number of accounts payable checks.	6,277	6,445	6,500
	Number of Invoices Paid	13,201	13,290	13,300
	Commercial/Industrial property appraisals	29	35	40
	Residential property appraisals	515	750	800
	Board of Review Appeals	616	600	575
	Preparation of Special Assessment rolls	6	8	10
	Property splits/combinations processed	8	20	30
	Homestead exemption affidavits processed	1,831	2,000	2,200
	Property Transfer Affidavits	1,841	2,000	2,200
	<b>Efficiency</b>	City's bond rating – Moody's.	Aa1	Aa1
City's bond rating – Standard & Poor's.		AA+	AA+	AAA
Total percent of tax levy collected.		97.45%	98.00%	98.00%
Number of years G.F.O.A. Distinguished Budget Awards received.		26	27	28
Number of years the Financial Reporting Achievement Awards received.		14	15	16
Average Rate of Return on Investments		0.38%	0.42%	0.46%
Retirement System – Funded Ratio		81.00%	82.00%	83.00%
Post-Retirement Healthcare Fund – Funded Ratio		73.10%	74.00%	75.00%
Activity Expenditures as a % of General Fund		3.41%	3.40%	3.02%



## SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR

**The FY 2012/13 Year-end Projection is \$29,846 or 1.70% less than the FY 2012/13 Adopted Budget, and \$31,438 or 1.85% more than the FY 2011/12 Actual. The FY 2013/14 Proposed Budget is \$221,664 or 12.62% less than the FY 2012/13 Adopted Budget.**

### **Salaries, Wages & Benefits**

Net salaries, wages and benefits for FY 2013/14 are \$210,154 or 13.34% less than the FY 2012/13 adopted budget, and \$195,578 or 12.53% less than the FY 2012/13 projected actual. The FY 2013/14 Budget decrease compared to the FY 2012/13 Budget and Year-end Projected Actual is primarily due to the movement of the Defined Benefit (DB) Retirement and Retiree Healthcare Contributions to its own Post Employment activity budget in FY 2013/14, as well as a \$16,800 contribution from the Retirement Board for financial support of the Retirement System's secretarial duties.

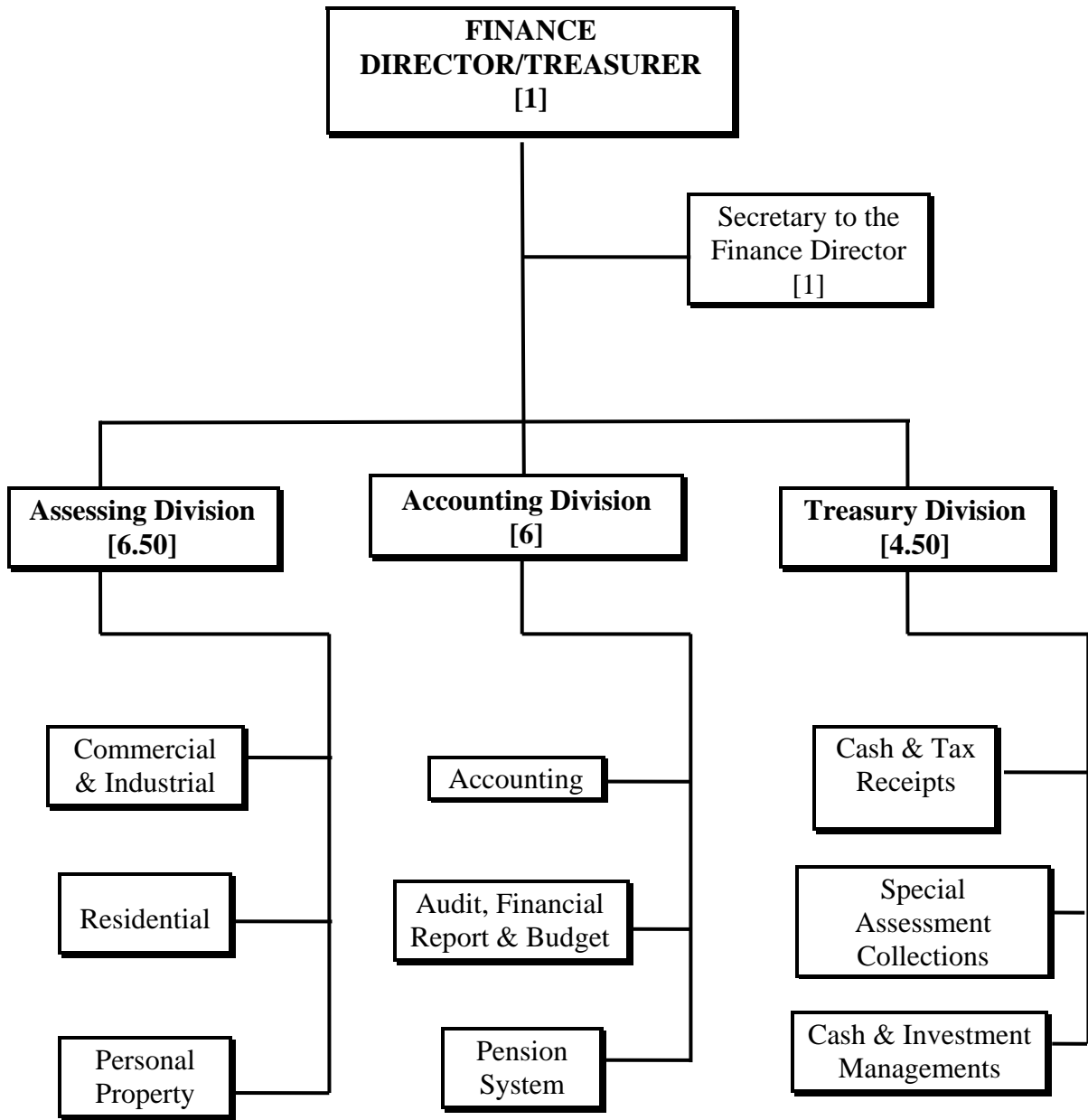
### **Operating Supplies**

Operating supplies for FY 2013/14 are \$932 or 8.30% less than the FY 2012/13 adopted budget, and \$140 or 1.34% less than the FY 2012/13 projected actual.

### **Professional & Contractual**

Professional and contractual services for FY 2013/14 are \$10,578 or 6.26% less than the FY 2012/13 adopted budget, and \$3,900 or 2.53% more than the FY 2012/13 projected actual. The budget-to-budget decrease is primarily the result of less expected contracted appraisal services in FY 2013/14 due to less substantial property tax appeals. The decrease in the FY 12/13 year-end projection is primarily due to less than budgeted contracted appraisal service fees, as well as less than budgeted bank service fees.

# FINANCE DEPARTMENT



Total Full Time Equivalent [19]

**STAFFING LEVELS**

Acct.	702 Title	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>202</b>	<b>ADMINISTRATIVE</b>				
	Finance Director/Treasurer	1	1	1	1
	Secretary to Finance Director	1	1	1	1
	<b>ADMINISTRATIVE TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>207</b>	<b>ACCOUNTING</b>				
	Controller	1	1	1	1
	City/Pension Accountant	1	2	2	2
	Payroll Coordinator	1	1	1	1
	Accounting Technician	1	1	1	1
	Account Clerk II	1	1	1	1
	Total	5	6	6	6
	Part Time	0.63	0.00	0.00	0.00
	<b>ACCOUNTING TOTAL</b>	<b>5.63</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>208</b>	<b>TREASURY</b>				
	Deputy Treasurer	1	1	1	1
	Account Processing Supervisor	1	1	1	1
	Account Clerk II	1	1	1	1
	Account Clerk I	1	1	1	1
	Total	4	4	4	4
	Part Time	0.63	0.50	0.50	0.50
	<b>TREASURY TOTAL</b>	<b>4.63</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>
<b>209</b>	<b>ASSESSING</b>				
	City Assessor	1	1	1	1
	Assessor III	2	2	2	2
	Assessor II	1	2	2	2
	Assessor I	1	0	0	0
	Clerk Typist I	1	1	1	1
	Total	6	6	6	6
	Part Time	0.53	0.50	0.50	0.50
	<b>ASSESSING TOTAL</b>	<b>6.53</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>
	<b>FINANCE DEPARTMENT TOTAL</b>	<b>18.79</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>

# Finance Department

DEPARTMENT NUMBER: 202 - ADMINISTRATION

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702)</b>	<b>SALARIES &amp; WAGES</b>						
010	Administrative Salaries	146,888	162,309	162,027	148,100	159,789	159,789
011	Accounting Salaries	267,756	0	0	0	0	0
012	Treasury Salaries	169,093	0	0	0	0	0
038	Part-time	48,325	0	0	11,100	0	0
106	Sick & Vacation	15,769	0	0	11,832	0	0
112	Overtime	5,622	4	0	41	0	0
200	Social Security	50,728	12,578	12,711	13,350	12,642	12,642
250	Blue Cross/Optical/Dental	118,438	13,851	12,379	13,500	12,870	12,870
275	Life Insurance	1,434	930	988	1,100	1,107	1,107
300	Pension - DC	21,734	12,554	12,546	12,546	12,567	12,567
305	Pension - DB	157,336	12,002	12,852	12,852	0	0
308	Post Retirement Healthcare	0	7,437	8,706	8,706	0	0
325	Longevity	14,481	4,125	4,125	4,094	1,020	1,020
350	Worker's Compensation	1,647	299	305	200	384	384
	Allocate to Pension Fund	(20,625)	0	0	0	(15,000)	(15,000)
	Allocate to Water fund	0	(11,286)	(11,332)	(11,870)	(10,019)	(10,019)
	Allocate to Sewer fund	0	(11,286)	(11,332)	(11,870)	(10,019)	(10,019)
	Category Total	998,626	203,517	203,975	213,681	165,341	165,341
<b>(740)</b>	<b>OPERATING SUPPLIES</b>						
002	Books & Subscriptions	955	0	0	0	560	560
008	Supplies	9,214	2,228	2,200	1,558	1,500	1,500
041	Over & Short	44	2	0	0	0	0
	Category Total	10,213	2,230	2,200	1,558	2,060	2,060
<b>(801)</b>	<b>PROFESSIONAL &amp; CONTRACTUAL</b>						
001	Conferences & Workshops	1,524	1,068	1,825	893	1,935	1,935
002	Memberships & Licenses	1,618	785	865	850	890	890
004	Consultants	2,580	1,105	1,025	425	2,325	2,325
005	Fleet Insurance	0	840	840	840	840	840
013	Education & Training	951	30	0	0	0	0
021	Audit Services	56,640	0	0	0	0	0
024	Printing Services	12,515	22	0	0	0	0
041	Auto Allowance	3,000	3,600	3,600	3,600	3,600	3,600
042	Mileage Reimbursement	173	42	50	0	40	40
500	Banking Service	49,761	0	0	0	0	0
	Allocate to Pension Fund	0	0	0	0	(1,800)	(1,800)
	Category Total	128,762	7,492	8,205	6,608	7,830	7,830
<b>(970)</b>	<b>CAPITAL OUTLAY</b>						
001	Office Furniture	152	346	0	0	0	0
002	Office Equipment	0	0	0	0	0	0
	Category Total	152	346	0	0	0	0
<b>FINANCE - ADMIN. TOTAL</b>		<b>1,137,753</b>	<b>213,585</b>	<b>214,380</b>	<b>221,847</b>	<b>175,231</b>	<b>175,231</b>

# Finance Department

DEPARTMENT NUMBER: 207 - ACCOUNTING

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702)</b>	<b>SALARIES &amp; WAGES</b>						
010	Accounting Salaries	0	298,563	322,378	322,378	326,422	326,422
106	Sick & Vacation	0	7,591	6,228	7,040	6,357	6,357
112	Overtime	0	2,102	4,187	4,710	5,500	5,500
200	Social Security	0	23,612	26,079	26,190	26,535	26,535
250	Blue Cross/Optical/Dental	0	60,074	60,469	55,200	51,832	51,832
275	Life Insurance	0	674	714	816	822	822
300	Pension - DC	0	8,580	11,820	11,820	12,102	12,102
305	Pension - DB	0	61,812	55,911	55,911	0	0
308	Post Retirement Healthcare	0	38,301	37,875	37,875	0	0
325	Longevity	0	7,858	8,103	8,099	8,569	8,569
350	Worker's Compensation	0	538	581	382	784	784
	Allocate to Water fund	0	(12,002)	(12,250)	(13,084)	(10,973)	(10,973)
	Allocate to Sewer fund	0	(12,003)	(12,250)	(13,084)	(10,973)	(10,973)
	Allocate to Pension fund	0	(24,575)	(44,335)	(45,607)	(46,600)	(46,600)
	Category Total	0	461,125	465,509	458,646	370,377	370,377
<b>(740)</b>	<b>OPERATING SUPPLIES</b>						
002	Books & Subscriptions	0	556	590	590	590	590
008	Supplies	0	3,995	2,730	2,503	2,730	2,730
	Category Total	0	4,551	3,320	3,093	3,320	3,320
<b>(801)</b>	<b>PROFESSIONAL &amp; CONTRACTUAL</b>						
001	Conferences & Workshops	0	960	1,166	786	1,044	1,044
002	Memberships & Licenses	0	545	720	545	795	795
004	Consultants	0	545	0	0	0	0
013	Education & Training	0	1,085	2,075	1,815	2,075	2,075
021	Audit Services	0	67,125	67,300	67,300	67,300	67,300
024	Printing Services	0	2,346	2,050	2,007	2,000	2,000
042	Mileage Reimbursement	0	629	500	337	500	500
	Category Total	0	73,235	73,811	72,790	73,714	73,714
<b>FINANCE - ACCOUNTING TOTAL</b>		<b>0</b>	<b>538,911</b>	<b>542,640</b>	<b>534,529</b>	<b>447,411</b>	<b>447,411</b>

# Finance Department

DEPARTMENT NUMBER: 208 - TREASURY

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702)</b>	<b>SALARIES &amp; WAGES</b>						
010	Treasury Salaries	0	189,202	190,177	190,144	192,026	192,026
038	Part-time Salary	0	11,078	15,392	13,116	15,392	15,392
106	Sick & Vacation	0	1,624	1,016	3,314	3,000	3,000
112	Overtime	0	1,460	2,500	1,850	2,500	2,500
200	Social Security	0	15,646	16,245	16,232	16,653	16,653
250	Blue Cross/Optical/Dental	0	29,346	30,558	31,000	31,283	31,283
275	Life Insurance	0	437	503	620	577	577
300	Pension - DC	0	12,804	12,899	12,899	13,022	13,022
305	Pension - DB	0	20,439	21,793	21,793	0	0
308	Post Retirement Healthcare	0	12,665	14,763	14,763	0	0
325	Longevity	0	2,853	3,251	3,758	4,789	4,789
350	Worker's Compensation	0	369	377	245	500	500
	Category Total	0	297,923	309,474	309,734	279,742	279,742
<b>(740)</b>	<b>OPERATING SUPPLIES</b>						
002	Books & Subscriptions	0	0	300	0	300	300
008	Supplies	0	3,164	2,000	2,000	2,000	2,000
	Category Total	0	3,164	2,300	2,000	2,300	2,300
<b>(801)</b>	<b>PROFESSIONAL &amp; CONTRACTUAL</b>						
001	Conferences & Workshops	0	1,946	1,750	1,563	1,750	1,750
002	Memberships & Licenses	0	100	333	333	333	333
013	Education & Training	0	0	740	80	740	740
024	Printing Services	0	6,629	8,600	7,000	8,600	8,600
042	Mileage Reimbursement	0	0	150	0	150	150
500	Bank Service Fees	0	43,375	53,763	50,000	50,000	50,000
	Category Total	0	52,050	65,336	58,976	61,573	61,573
<b>FINANCE - TREASURY TOTAL</b>		<b>0</b>	<b>353,137</b>	<b>377,110</b>	<b>370,710</b>	<b>343,615</b>	<b>343,615</b>

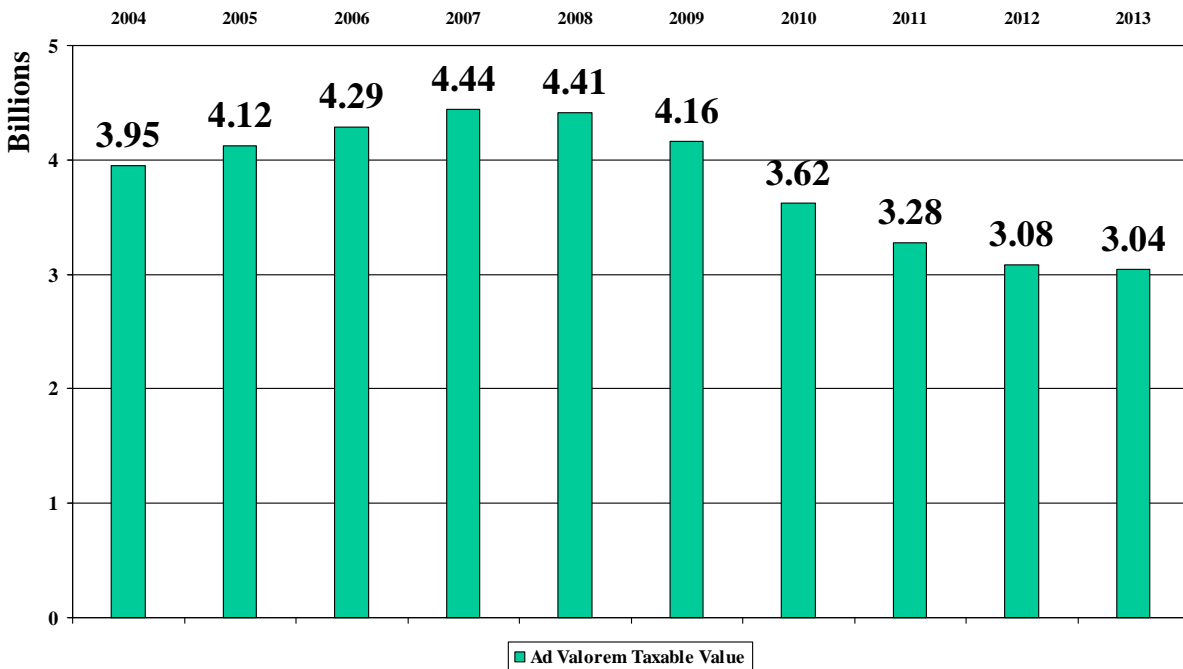
# Finance Department

DEPARTMENT NUMBER: 209 - ASSESSING

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702)</b>	<b>SALARIES &amp; WAGES</b>						
010	Administrative & Clerical	348,007	366,628	379,853	361,080	378,119	378,119
038	Part-time	24,526	16,760	16,120	16,269	16,068	16,068
106	Sick & Vacation	2,531	1,923	1,923	4,736	1,923	1,923
112	Overtime	937	345	1,400	1,400	1,400	1,400
200	Social Security	28,440	29,216	31,168	29,960	31,071	31,071
250	Blue Cross/Optical/Dental	74,694	69,423	68,111	68,000	81,699	81,699
275	Life Insurance	748	754	762	920	874	874
300	Pension - DC	25,029	27,814	28,812	28,812	28,333	28,333
305	Pension - DB	83,957	32,738	35,161	35,161	0	0
308	Post Retirement Healthcare	0	20,285	23,819	23,819	0	0
325	Longevity	6,109	7,518	8,142	8,145	8,648	8,648
350	Worker's Compensation	2,165	1,601	1,716	1,006	2,196	2,196
	Category Total	<u>597,143</u>	<u>575,005</u>	<u>596,987</u>	<u>579,308</u>	<u>550,331</u>	<u>550,331</u>
<b>(740)</b>	<b>OPERATING SUPPLIES</b>						
001	Gas & Oil	669	571	680	1,057	1,138	1,138
002	Books & Subscriptions	553	235	235	235	235	235
008	Supplies	1,180	2,464	2,500	2,500	1,250	1,250
	Category Total	<u>2,402</u>	<u>3,270</u>	<u>3,415</u>	<u>3,792</u>	<u>2,623</u>	<u>2,623</u>
<b>(801)</b>	<b>PROFESSIONAL &amp; CONTRACTUAL</b>						
001	Conferences & Workshops	457	952	1,000	0	1,650	1,650
002	Memberships & Licenses	1,120	1,300	1,725	1,825	1,725	1,725
005	Fleet Insurance	4,040	2,400	1,098	1,098	1,530	1,530
006	Vehicle Maintenance	238	279	600	1,000	300	300
009	Consultants	4,250	0	10,000	5,000	1,500	1,500
013	Education & Training	3,115	2,462	2,600	2,600	3,975	3,975
024	Printing Services	22	3,470	4,500	4,500	4,500	4,500
	Category Total	<u>13,242</u>	<u>10,863</u>	<u>21,523</u>	<u>16,023</u>	<u>15,180</u>	<u>15,180</u>
<b>FINANCE - ASSESSING TOTAL</b>		<u><b>612,787</b></u>	<u><b>589,138</b></u>	<u><b>621,925</b></u>	<u><b>599,123</b></u>	<u><b>568,134</b></u>	<u><b>568,134</b></u>
<b>TOTAL FINANCE DEPARTMENT</b>		<u><b>1,750,540</b></u>	<u><b>1,694,771</b></u>	<u><b>1,756,055</b></u>	<u><b>1,726,209</b></u>	<u><b>1,534,391</b></u>	<u><b>1,534,391</b></u>

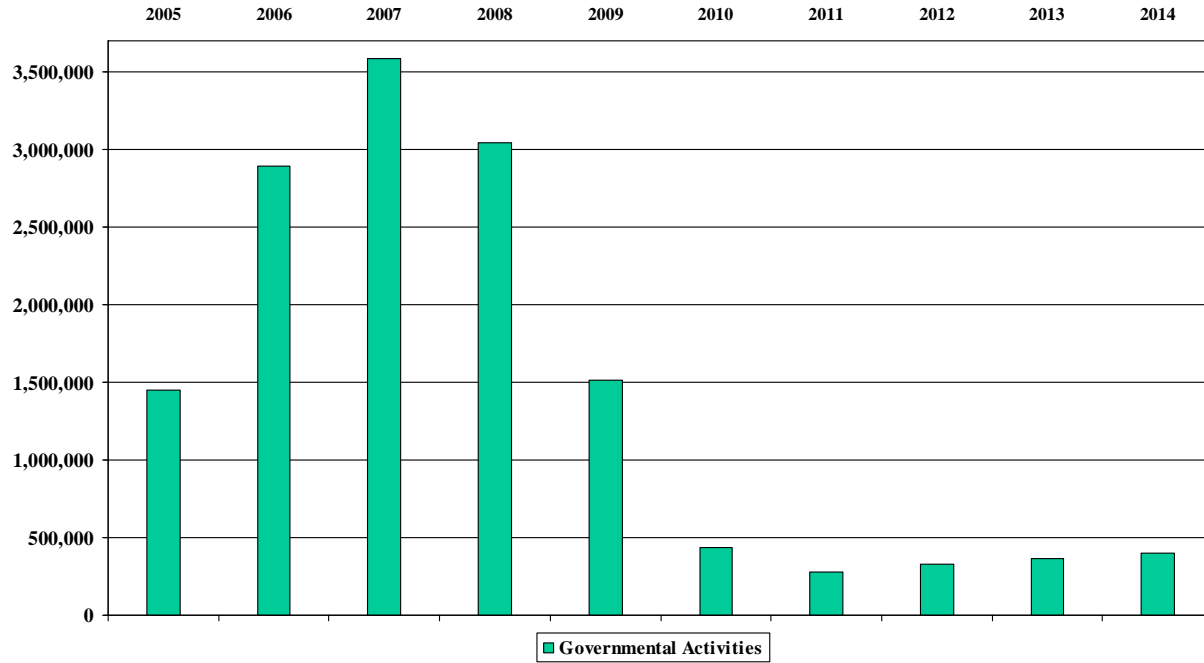
## KEY DEPARTMENTAL TRENDS

City of Farmington Hills  
Taxable Value History/Projection  
2004 - 2013

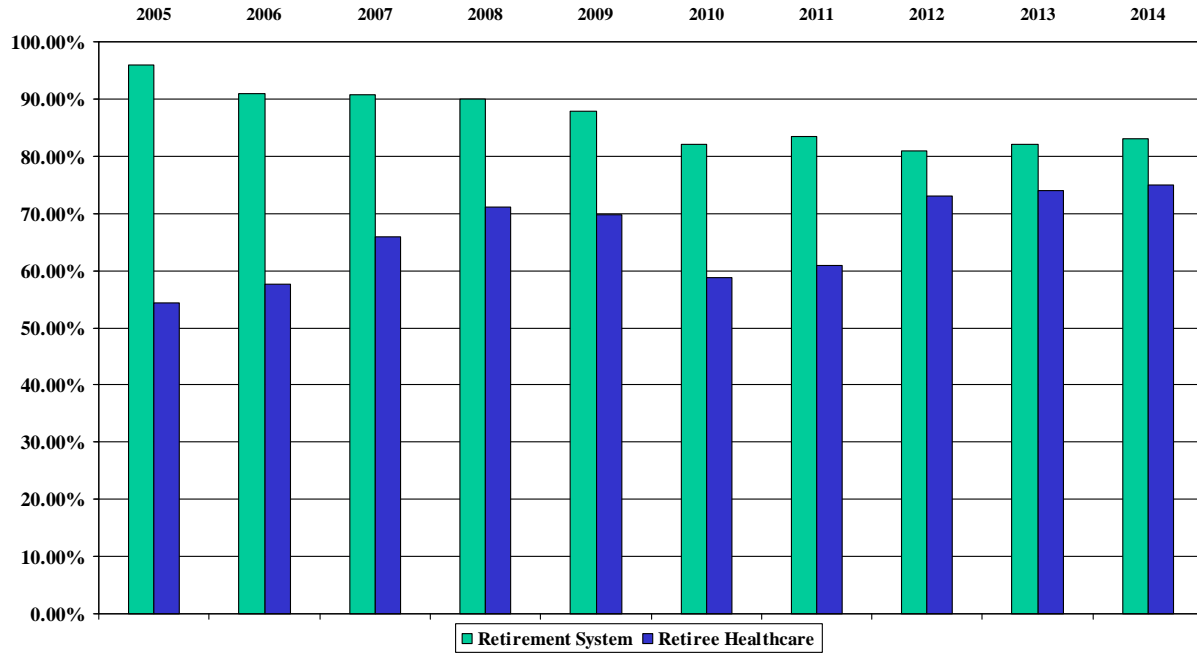




**City of Farmington Hills  
Government-wide Investment Earnings History/Projection  
at June 30th**



**City of Farmington Hills  
Retirement System and Retiree Healthcare- Funded Ratio History/Projection  
at June 30th**



## CORPORATION COUNSEL

**MISSION STATEMENT:** Advise and represent the City Council and Administration in all legal matters.

Legal Services are provided through a contract with a private firm. Legal services include acting as legal advisor to the City Council, Boards and Commissions, and City Staff; preparing all legal documents; preparing for enactment all additions and amendments to the City's Code of Ordinances; and representing the City in all legal proceedings in which the City may have an interest. There are no city employees in this budget.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- To provide legal services in an efficient, competent and cost effective manner. (2,9)
- To identify key legal priorities of the City. (2)
- To assist the City Council and other Boards and Commissions regarding legal issues that may arise at meetings. (2,7)
- To establish legal procedures, guidelines and standards in support of the City Council and City Administration's missions and goals. (1-14)
- To advise and counsel the City regarding developing state and federal legislation, as well as recent court decisions. (7)

### PERFORMANCE OBJECTIVES

- To provide the necessary support to diligently prosecute all ordinances as required by the City of Farmington Hills.
- To provide the necessary support for handling all civil litigation involving the City in State and Federal Courts and administrative agencies.
- To render legal opinions, to prepare and review contracts, and to prepare ordinances in a timely manner.

## Corporation Counsel

DEPARTMENT NUMBER: 210

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
008 Legal Retainer	170,330	191,376	170,330	170,330	187,500	187,500
009 Prosecution	280,710	260,719	283,000	275,000	280,000	280,000
010 Court Defense	109,082	61,385	92,000	38,000	50,000	50,000
011 Labor Relations	21,617	25,484	52,000	20,000	25,000	25,000
012 MTT Professional Service	0	28,655	0	58,000	55,000	55,000
070 Miscellaneous Expense	361	447	500	500	500	500
071 Special Projects	2,489	0	0	0	0	0
<b>DEPARTMENT TOTAL</b>	<b>584,589</b>	<b>568,066</b>	<b>597,830</b>	<b>561,830</b>	<b>598,000</b>	<b>598,000</b>

# CITY CLERK

## MISSION STATEMENT:

To serve the public, City Departments and City Council by efficiently providing up-to-date information on the many diverse functions of City Hall and the City Clerks office and by maintaining accurate and complete records of all business transactions and to conduct in an orderly manner, all national, state, county and local elections.

The City Clerk's Office is responsible for many diverse functions and serves as the main information office of the City. The City Clerk attends and records all meetings of the City Council. A summary report of Council's actions is then prepared and distributed to City staff and the public. The City Clerk also prepares the tentative and final City Council meeting agendas and electronic information packets with the assistance of the City Manager. All public hearing notices are posted and submitted for publishing by the City Clerk's office. Additional responsibilities include answering and directing phone calls for all of city hall, maintaining all files and permanent records of the City and conducting elections and the maintenance of all voter registrations. The Clerk's Office is also responsible for the preparation of petitions and resolutions for special assessment improvements, the processing of Council Resolutions, and all legal advertising for the City. The Clerk's Office maintains the City Codes of Ordinances, Resolutions and other legal documents. In addition, the Clerk's Office processes birth and death records, certain business registrations/permits, new subdivision plats, easements and agreements, street/alley vacations, and is responsible for recording documents with the Oakland County Register of Deeds. The City Clerk functions as Secretary to the City Council and Building and Hospital Authorities and provides direct recording secretarial services to the Planning Commission and Zoning Board of Appeals; and support clerical services for agendas and minutes for the Arts Commission, Beautification Commission, Commission on Children, Youth and Families, Commission for Energy and Environmental Sustainability, Economic Development Corporation, Emergency Preparedness Commission, Historic District Commission, Historical Commission, Mayor's Youth Council, Parks & Recreation Commission and various Ad-Hoc Commissions and Committees.

During the FY 2013/14 budget two elections will be conducted – the Special School Election scheduled for August 6, 2013 and General Election scheduled for November 5, 2013.

## GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Review and update ordinance pertinent to the City Clerk's Office. (2)
- Pilot and implementation of the new state-wide Birth Registry System (BRS) that will allow the City to receive and file birth certificates electronically and work with the State on any necessary changes/updates. (2)
- Implementation of the E-recording services offered by Oakland County to record city documents. (2)
- Pilot of the new state-wide Electronic Death Registry System (EDRS) that will allow the city to receive and file death certificates electronically. (2)
- Manage city documents in the Laser Fiche system to limit paper usage and maintain records according to the approved records retention schedules. (2)
- Streamline meeting minutes and agendas for all boards and commissions in order to ensure that all documents are ADA compliant on the city's website. (1, 2, 9)
- Work with legislators on Election Law changes to assist in better Election Management, such as no-reason absentee voting, early registration for students and streamlining the process for first time registrants, etc. (1, 2, 4)

**PERFORMANCE OBJECTIVES**

- Provide agendas, minutes and all documents within the time frame required by law.
- Provide updated City Clerk Department information on the City’s website.
- Update and accurately maintain the city’s voter registration system.
- Respond to FOIA requests within the time frame(s) required by law.
- Process permits and licenses in a timely manner and schedule before Council as required
- Update and maintain the permanent absent voter list.
- Update and maintain the City Code of Ordinances.
- Maintain accurate counts and documentation of all birth and death records filed with the city.
- Conduct the General Election to be held November 5, 2013 in a thorough and efficient manner.

	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Levels</b>	Birth Records Processed	927	965	985
	Death Records Processed	1,149	1,183	1,207
	Freedom of Information Act (FOIA) Requests Processed	116	110	110
	Ordinances Enacted	8	12	12
	Sets of City Council Minutes(includes study sessions, special meetings) prepared	43	41	43
	Sets of Planning Commission Minutes prepared	17	24	24
	Sets of Zoning Board of Appeals Minutes prepared	11	12	12
	Agendas & Minutes posted and filed for other various board/commission and committees	286	310	310
	Voter Registration Records Processed	5,762	7,642	5,349
	Absentee Ballots Issued	14,272	23,567	7,525
	Council Agendas/Packets Prepared	21	21	21
	No. of Elections Conducted	2	2	2
	No. of Public Notices Published	121	120	120
	No. of Documents Recorded	57	92	95
	No. of Liquor License Requests approved by City Council (New, transfers, One-Day, etc)	6	5	5
	No. of Permits Issued- Special Events, Temporary Outdoor Sales, Massage Businesses, Massage Therapist, Home Daycare, Peddler/Solicitor	110	125	134
	<b>Efficiency</b>	Activity as a % of General Fund	1.28%	1.43%

***SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR***

**SALARIES AND WAGES**

038 – Part-Time: This account reflects part time personnel to assist with the August and November, 2013 Elections as well as a few weeks in June for ballot preparation and mailing for the August, 2014 Election.

039 – Election Workers: The account is reduced as it is based on less Election work in FY 13/14.

**OPERATING SUPPLIES**

012- Election Supplies: This account has increased due to the August and November, 2013 Elections and some supplies (Absent voter ballot envelopes) need to be ordered out of this budget for the August, 2014 Election as they are needed prior to July 1, 2014.

**PROFESSIONAL AND CONTRACTUAL**

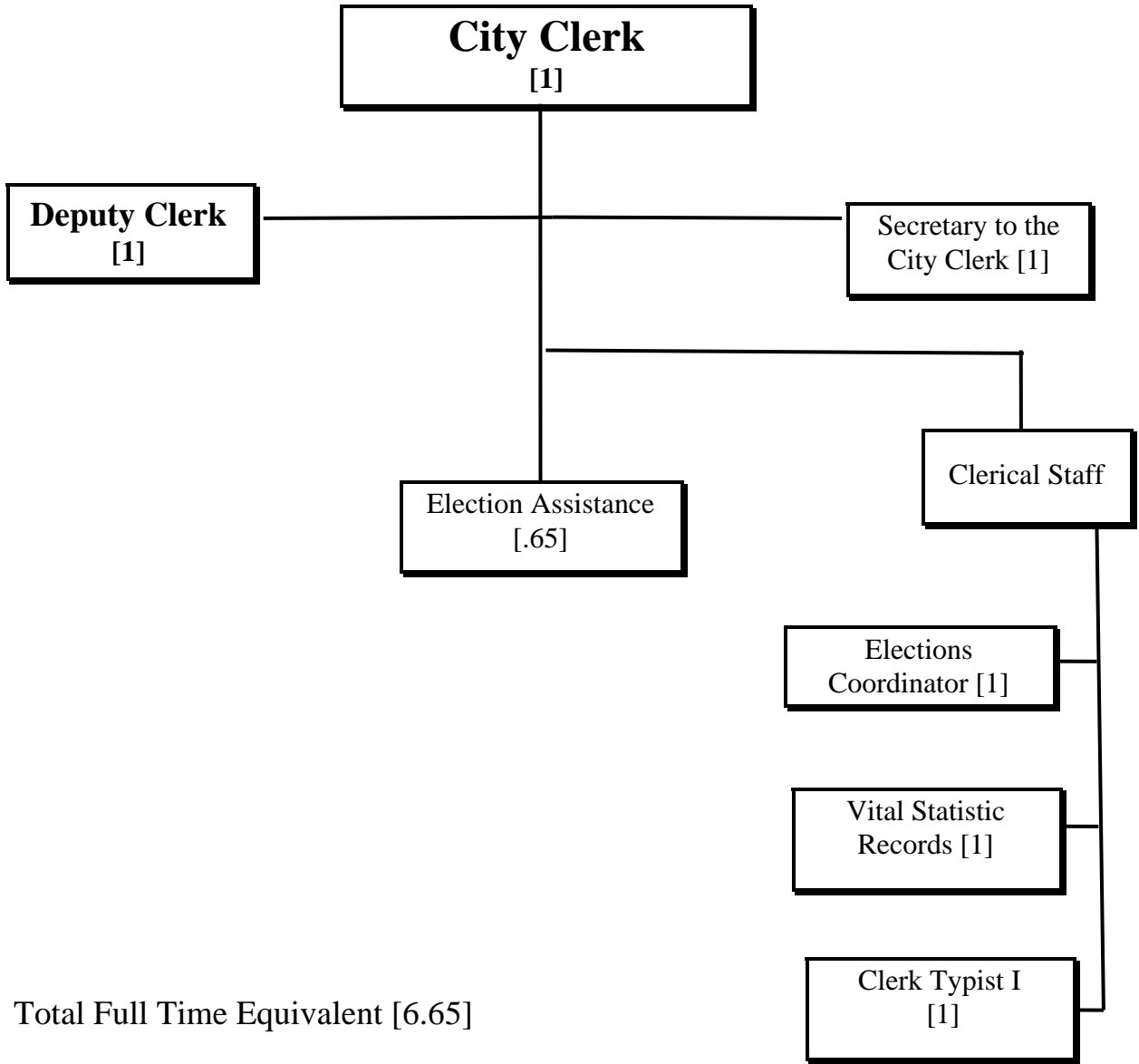
012 – Codification: Reflects an increase due to the implementation of Clearzoning and anticipated costs for the existing code. This budget fluctuates depending on the number of ordinances enacted each year.

014 – Legal Notices: This account is based solely on estimates and depends on the number of legal notices submitted by all departments. Due to the increased number of special assessment districts expected for the next fiscal year and required notices, a slight increase is being requested. It is anticipated this account will exceed the budgeted amount in this current fiscal year.

015 – Election Site Rentals: This account is based on the August and November 2013 Elections and combined precincts. We moved Custodial OT costs for use of the school facilities into this line item rather than having that come out of the Election Supplies account.

024 – Printing Services: This line item is reduced as new ID cards were mailed out to all voters due to district changes in the 2012/13 FY budget, which is not required in this current budget year.

# CITY CLERK





**STAFFING LEVELS**

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010)</b>	<b>Administrative and Clerical</b>				
	City Clerk	0	1	1	1
	Deputy Clerk	1	1	1	1
	Secretary to the Clerk	1	1	1	1
	Clerk Typist II	1	1	1	1
	Clerk Typist I	1	1	1	1
	Election Coordinator	1	1	1	1
	Total	5	6	6	6
<b>(038)</b>	<b>Part Time (FTE)</b>				
	Election Help	1.36	0.62	0.65	0.65
	Total	1.36	0.62	0.65	0.65
	<b>Department Total</b>	<b>6.36</b>	<b>6.62</b>	<b>6.65</b>	<b>6.65</b>

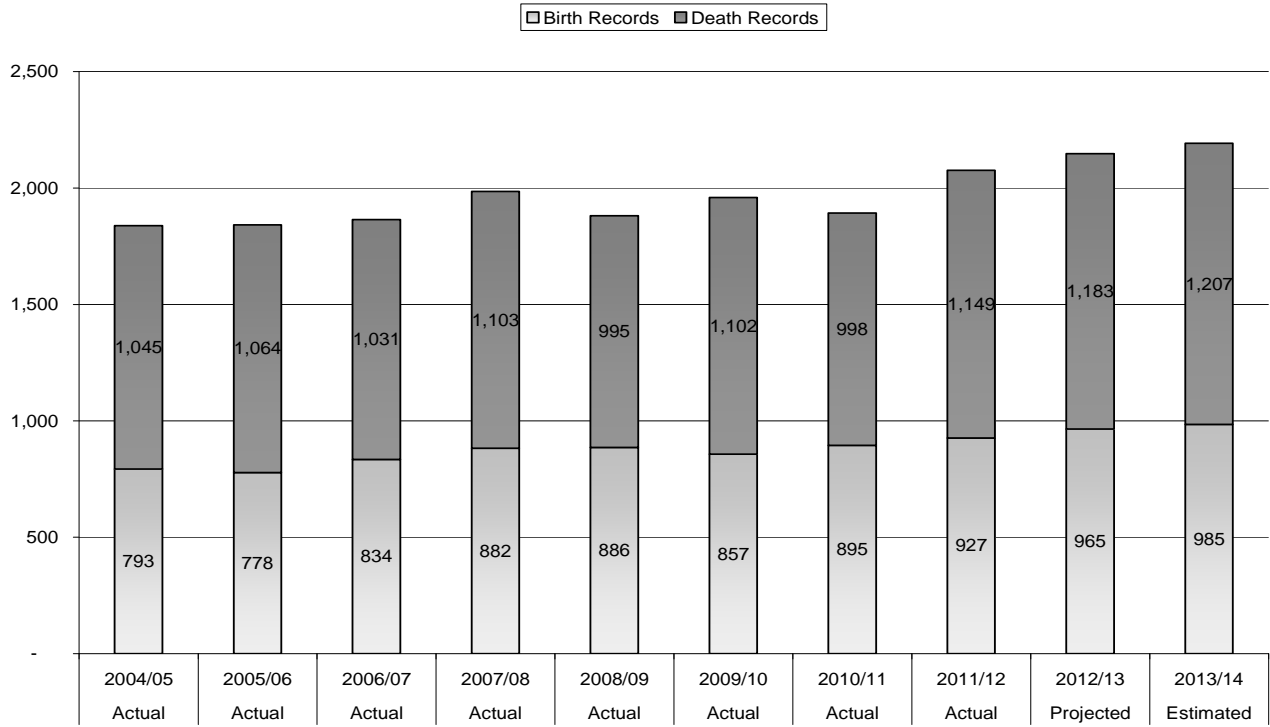
**City Clerk**

DEPARTMENT NUMBER: 215

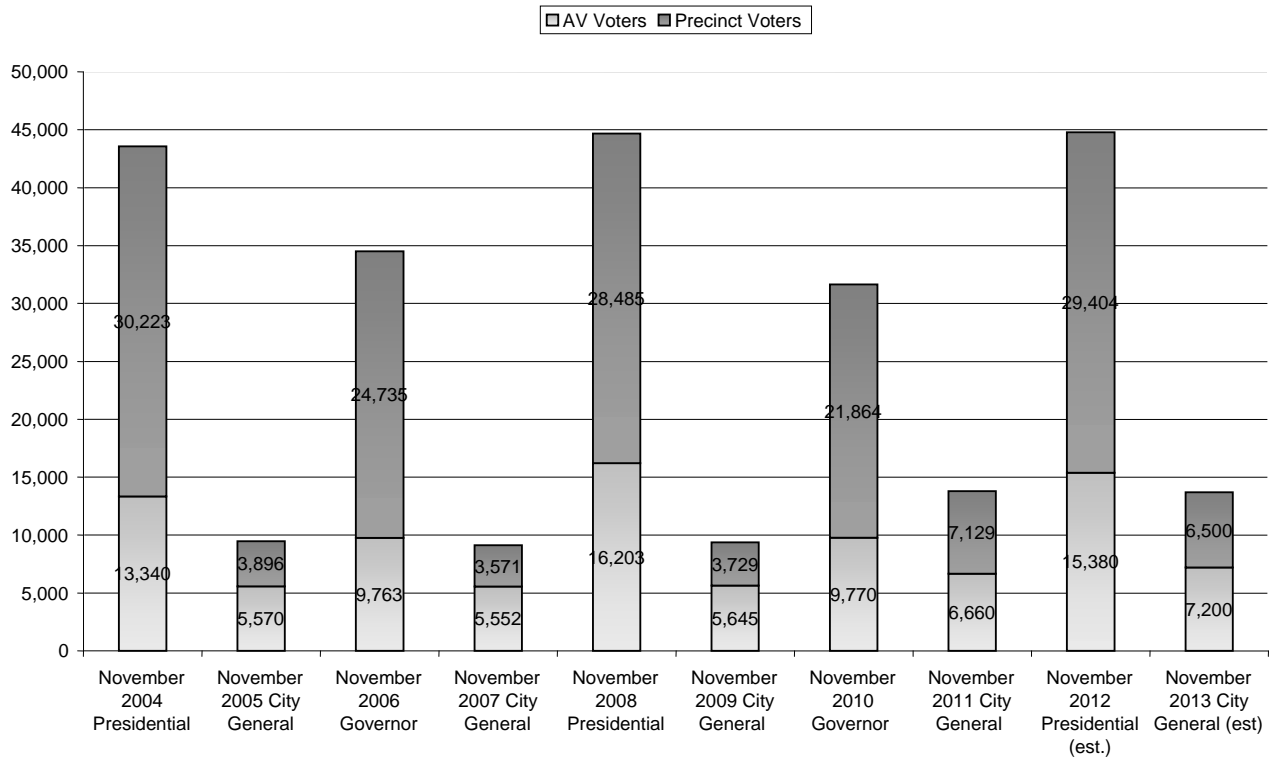
Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
010 Administrative & Clerical	223,393	300,084	329,471	323,250	328,345	328,345
038 Part-time	75,575	13,538	16,640	17,140	10,600	14,100
039 Election Workers	71,838	55,440	87,960	81,700	32,135	51,195
106 Sick & Vacation	0	11,820	715	715	715	715
112 Overtime	15,523	6,136	8,000	10,160	4,401	8,901
200 Social Security	22,306	26,996	28,663	27,880	27,564	28,179
250 Blue Cross/Optical/Dental	50,169	49,577	58,447	59,500	64,636	64,636
275 Life Insurance	729	1,157	1,420	1,495	1,596	1,596
300 Pension - DC	5,758	10,991	12,585	18,800	18,976	18,976
305 Pension - DB	94,818	46,596	56,224	56,224	0	0
308 Post Retirement Healthcare - DB	0	28,873	38,087	38,087	0	0
325 Longevity	11,527	15,940	15,407	11,621	11,804	11,804
350 Worker's Compensation	859	631	662	500	814	834
Category Total	<u>572,495</u>	<u>567,779</u>	<u>654,281</u>	<u>647,072</u>	<u>501,586</u>	<u>529,281</u>
<b>(740) OPERATING SUPPLIES</b>						
001 Gas & Oil	0	163	1,200	452	525	525
002 Books & Subscriptions	318	0	0	0	0	0
008 Supplies	3,351	4,644	4,500	3,500	4,200	4,200
012 Election Supplies	14,536	22,839	13,150	17,996	18,650	22,525
Category Total	<u>18,205</u>	<u>27,646</u>	<u>18,850</u>	<u>21,948</u>	<u>23,375</u>	<u>27,250</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences & Workshops	2,444	860	1,510	1,510	1,550	1,550
002 Memberships & Licenses	562	400	400	420	420	420
004 Consultants	1,851	5,240	10,000	8,500	10,000	10,000
005 Fleet Insurance	0	0	840	840	840	840
006 Vehicle Maintenance	0	5	0	0	0	0
007 Office Equip. Maintenance	6,452	8,998	11,146	7,000	7,390	8,390
012 Codification	5,111	3,165	3,500	5,500	6,500	6,500
013 Education & Training	553	862	1,000	1,000	1,000	1,000
014 Legal Notices	6,866	12,457	10,000	13,500	14,000	14,000
015 Election Site Rentals	2,470	2,470	2,670	2,670	2,535	3,405
024 Printing Services	394	4,059	9,897	10,150	4,000	4,000
041 Vehicle Allowance	0	3,600	3,600	3,600	3,600	3,600
078 Recording Fees	498	270	500	700	700	700
Category Total	<u>27,201</u>	<u>42,386</u>	<u>55,063</u>	<u>55,390</u>	<u>52,535</u>	<u>54,405</u>
<b>DEPARTMENT TOTAL</b>	<u><b>617,901</b></u>	<u><b>637,811</b></u>	<u><b>728,194</b></u>	<u><b>724,410</b></u>	<u><b>577,496</b></u>	<u><b>610,936</b></u>

## KEY DEPARTMENTAL TRENDS

**Birth & Death Certificates Issued**



**Total Voters By Election**



## HUMAN RESOURCES

### MISSION STATEMENT

Provide comprehensive personnel and organizational development services to the employees and operating units of the City.

The Human Resources Department provides service, consultation, and control in the areas of employment and recruitment, compensation administration, employee and labor relations, benefits administration, worker's compensation, safety, unemployment compensation, employee education and development, performance evaluations, discipline, union collective bargaining and contract administration, employment related outside agency complaints, state and federal labor law compliance, personnel records maintenance, organizational development, service and recognition, equal employment opportunity, Title VI compliance and other personnel related issues.

### GOALS

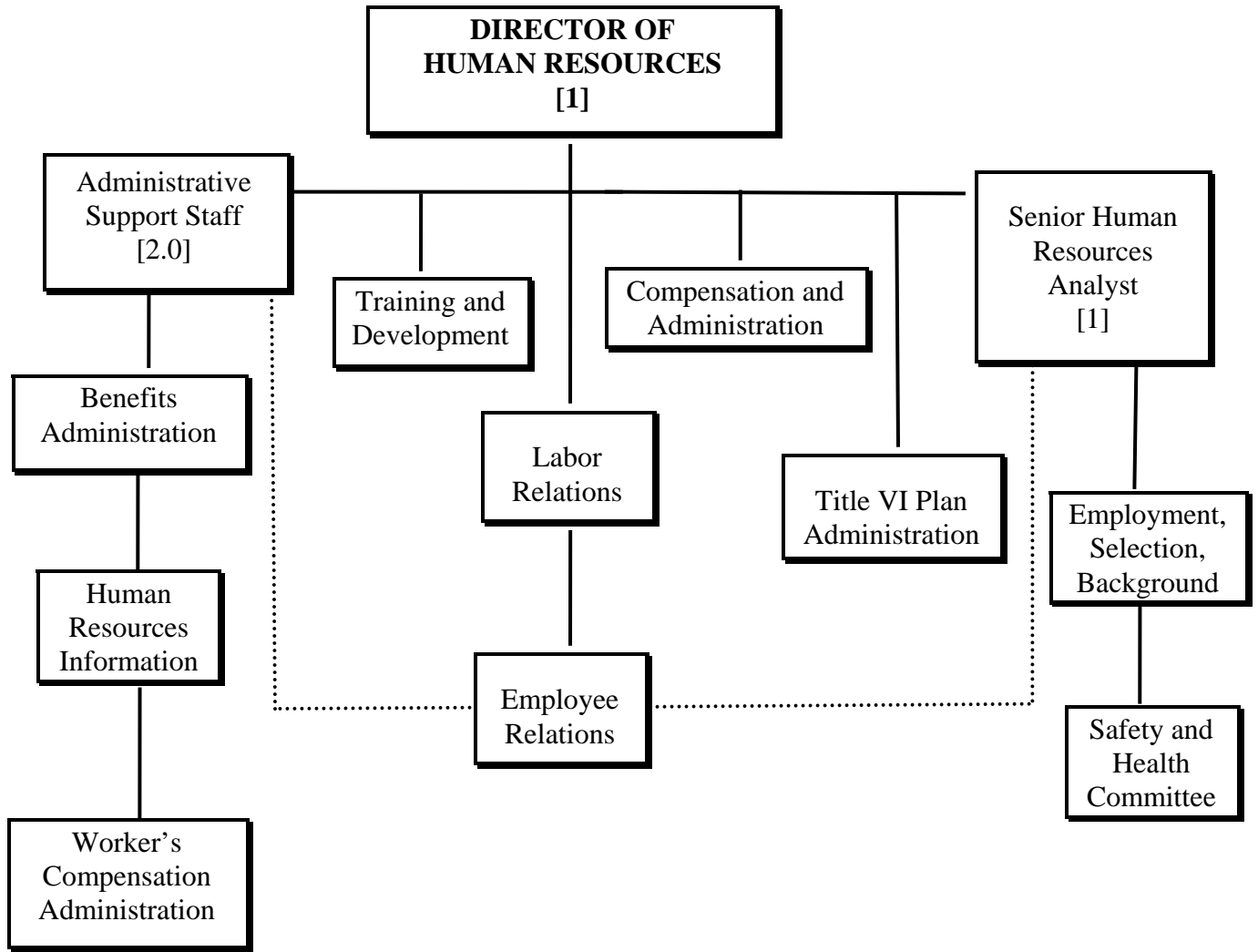
*The number in parenthesis shows the link between the departmental goal and the City goals.*

- To assist departments in cost saving measures through reorganization and personnel management. (1, 2)
- Maintain the Employee Safety Program and the careful administration of the worker's compensation program. (2, 8)
- To continue to effectively manage the HRIS software and encourage appropriate departmental utilization of the database. (2)
- To continue to receive an award for having the lowest experience modification factor among cities of comparable size by the Michigan Municipal League Worker's Compensation Fund. (2, 8)
- Develop additional Standard Practice Policies to ensure uniform administration of policies, benefits and procedures. (8, 9)
- To partner with employee groups and continue to provide a positive, productive and satisfying work environment. (8)
- Update job descriptions for all employee groups. (8)
- To provide quality, efficient employee relations and personnel services to departments and be recognized as a business partner for such. (8)
- Administer the Fit for Life program to encourage employees and spouses to maintain healthy lifestyles. (2, 8)
- Recruit and hire the most qualified candidates using performance based criteria and equal opportunity. (8)
- Develop and support programs that promote morale amongst the workforce and highlight the City as an employer of choice. (8)
- To champion the City's effort to ensure that diversity within the workforce appropriately reflects the Farmington Hills community. (8)
- Maintain the intranet as a critical source of information to employees regarding employment, benefits, polices, programs and procedures. (2, 8)
- To actively manage the benefit plans and discover cost savings opportunities. (2)

## PERFORMANCE OBJECTIVES

	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Level</b>	Full-time new hires	23	34	17
	Part-time/seasonal new hires	181	190	135
	Full-time terminations/Retirements	18	19	14
	Part-time/seasonal terminations	111	181	111
	Health Insurance Administration (including FT, COBRA and retirees)	530	535	530
	Applications received	1,268	966	1,100
	Payroll changes processed	540	535	540
	Occupational injuries or illnesses	33	40	32
	Drivers license checks processed	210	220	225
	Criminal checks processed	250	240	245
	Benefit changes processed	670	630	660
	Employee consultations	4,325	3,300	3,600
	Participation in Fit for Life Program	23%	32%	36%
	<b>Efficiency</b>	Number of years awarded MML Lowest Modification Factor for Workers Compensation	18	19
Average # work days to complete internal recruitment		34	30	30
Average # work days to complete external recruitment		78	110	80
% Labor grievances resolved before arbitration		100%	50%	100%
Full-time employee turnover rate (excluding retirements)		1.2%	1.2%	1.5%
% Minorities in Work Force		13.5%	12.3%	13%
Activity Expenditures as a % of General Fund		0.81%	0.85%	0.80%

# HUMAN RESOURCES



**Total Full Time Equivalent  
[4.0]**

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
226					
<b>(010)</b>	<b>Administrative and Clerical</b>				
	Director of Human Resources	1	1	1	1
	Senior Human Resources Analyst	1	1	1	1
	Secretary to the Director	1	1	1	1
	Human Resources Department Aide	1	1	1	1
	<b>DEPARTMENT TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Human Resources**

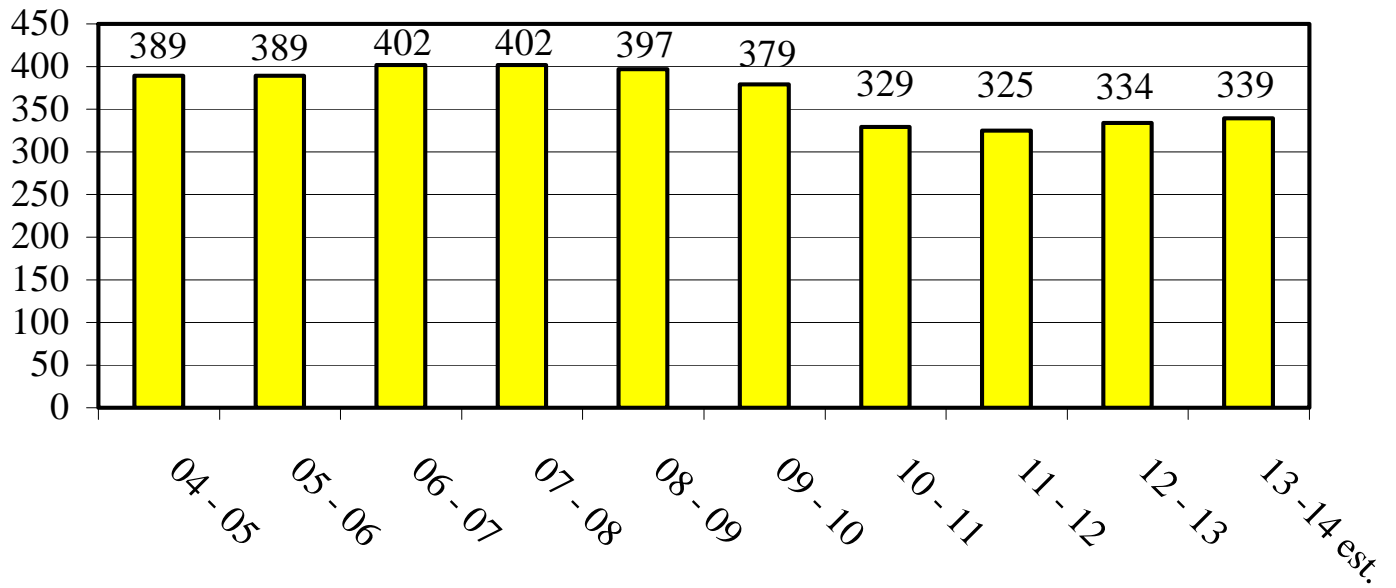
DEPARTMENT NUMBER: 226

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative Salaries	270,083	197,101	253,957	248,900	251,123	251,123
038	Part-time	0	987	0	0	3,000	3,000
106	Sick & Vacation	1,839	28,237	3,079	4,179	28,314	28,314
112	Overtime	0	974	0	0	0	0
200	Social Security	20,757	17,333	20,534	19,900	22,517	22,517
250	Blue Cross/Optical/Dental	37,724	31,764	46,327	46,200	47,436	47,436
275	Life Insurance	1,442	917	1,377	1,100	1,511	1,511
300	Pension - DC	0	3,060	16,498	16,100	19,626	19,626
305	Pension - DB	69,699	60,366	38,294	38,294	0	0
308	Post Retirement Healthcare	0	37,405	25,940	25,940	0	0
325	Longevity	11,040	9,965	6,949	6,950	7,455	7,455
350	Worker's Compensation	716	415	464	290	658	658
	Category Total	<u>413,300</u>	<u>388,524</u>	<u>413,419</u>	<u>407,853</u>	<u>381,640</u>	<u>381,640</u>
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	0	0	750	1,576	1,663	1,663
002	Books & Subscriptions	15	0	0	0	0	0
003	Personnel Testing	0	467	170	247	247	247
004	Personnel Advertising	1,058	3,782	3,500	3,500	5,000	5,000
008	Supplies	1,087	469	800	800	800	800
	Category Total	<u>2,160</u>	<u>4,718</u>	<u>5,220</u>	<u>6,123</u>	<u>7,710</u>	<u>7,710</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	201	378	1,140	1,140	1,140	1,140
002	Memberships & Licenses	715	200	555	815	815	815
004	Consultants/CDL	1,715	1,764	2,115	1,929	2,115	2,115
005	Fleet Insurance	800	800	840	840	840	840
013	Education & Training	0	1,792	5,000	5,000	5,000	5,000
024	Printing Services	0	22	0	0	0	0
025	Safety & Health Committee	880	869	1,350	1,310	1,700	1,700
026	Physical Exams	2,576	1,581	1,426	1,580	1,426	1,426
041	Auto Allowance	3,600	1,500	3,600	3,600	3,600	3,600
	Category Total	<u>10,487</u>	<u>8,906</u>	<u>16,026</u>	<u>16,214</u>	<u>16,636</u>	<u>16,636</u>
<b>DEPARTMENT TOTAL</b>		<u><b>425,947</b></u>	<u><b>402,148</b></u>	<u><b>434,665</b></u>	<u><b>430,190</b></u>	<u><b>405,986</b></u>	<u><b>405,986</b></u>



**KEY DEPARTMENTAL TRENDS**

**FULL-TIME EMPLOYEES**



## CENTRAL SERVICES

### MISSION STATEMENT:

Provide the highest quality, efficient internal support for Information Technology, Purchasing and Telecommunications.

The Department of Central Services provides internal support for Information Technology, Purchasing, Mail Services and Telecommunications. Information Technology staff provides technical support and maintenance of information systems, telecommunications systems and GIS. Supplies and services are procured by purchasing staff for all departments and divisions within the City. Purchasing staff also dispose of surplus City owned property. Mail services for incoming and outgoing mail are managed by Central Services staff.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

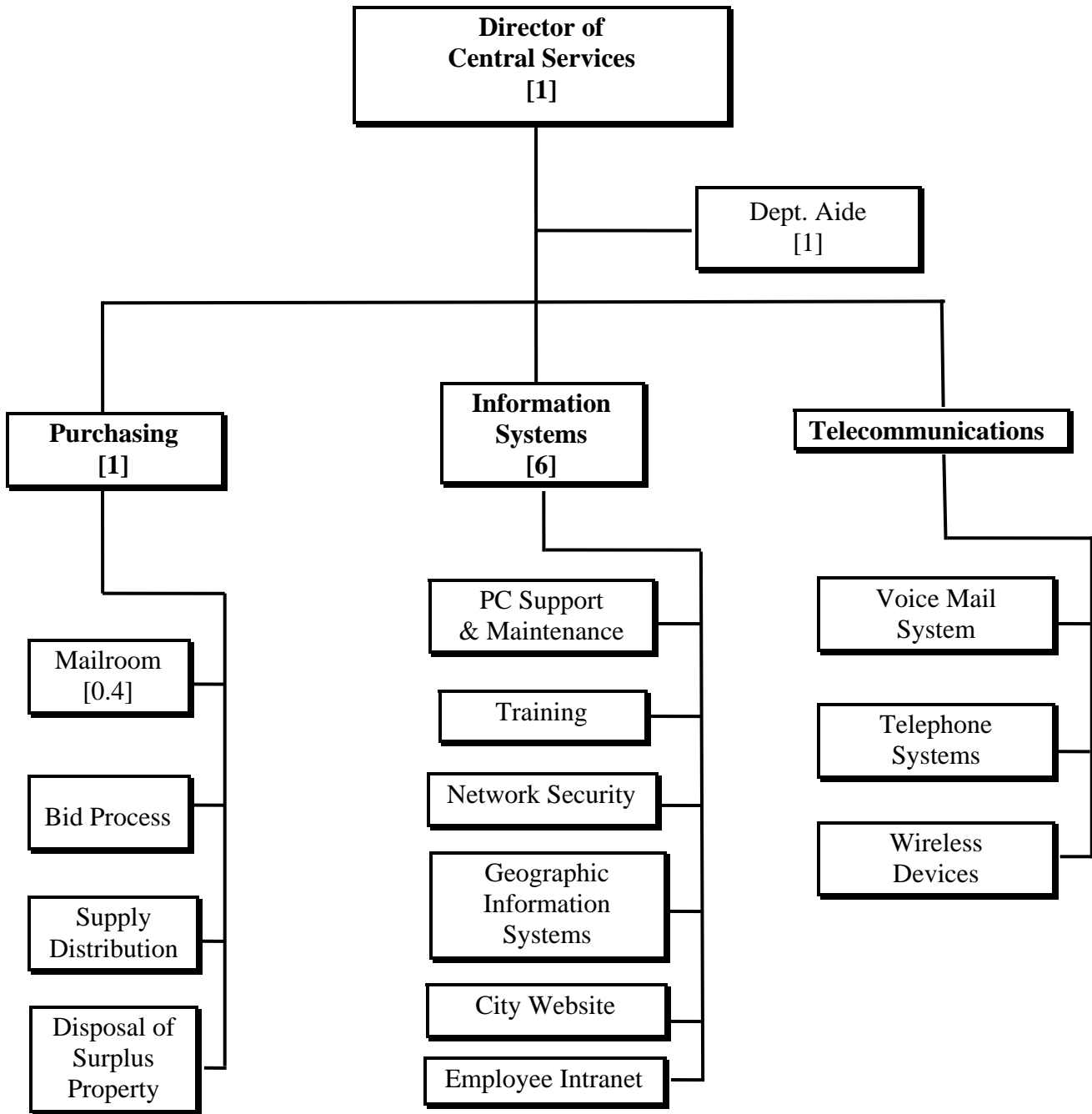
- Streamline routine work-flow with the use of technology. (2,8)
- Maintain a stable, reliable and efficient computer network. (2,8)
- Provide software training opportunities for employees. (2,8)
- Replace obsolete and ineffective technology equipment prior to it becoming a support problem. (2)
- Promote the use of e-Procurement and expand the membership of vendors and agencies. (2)
- Expand the use of cooperative purchasing.
- Replace paper based sealed bidding process with electronic process. (2,8)
- Review, promote and implement creative ways to save money and improve operations. (2)
- Educate staff about the purchasing process. (2,9)
- Expand the use of GIS technology. (2,8)
- Promote, support and expand networked phone system. (2)
- Promote, educate and expand the use of the p-card program. (2,8)
- Implement Green purchasing procedures. (2,10)
- Maintain existing service and support levels with reduced resources. (1,8)
- Review consolidation opportunities.

**PERFORMANCE OBJECTIVES**

- Maintain and improve services at existing levels.
- To promote the use of technology to improve the delivery of City services.
- To support end users in a timely and professional manner without secondary visits.
- Expand the use of the City website and to disseminate information about the City.
- Expand the use of the employee intranet.
- Implement pro-active contracts with multi year renewal options.
- Eliminate redundancy of information maintenance and promote information sharing.
- Improve the use of document imaging.
- Expand and promote cooperative purchasing.
- Support and maintain network to provide uninterrupted work for staff.
- Encourage and promote the use of existing software systems to their fullest capacity.

	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Level</b>	Software Systems Supported	185	187	190
	Software Training Classes Provided	0	15	15
	Computer Hardware Supported (PC's)	370	365	370
	Multi Function Network Printers	19	44	44
	Network & Local Printers	203	78	78
	Portable PC's Supported	35	38	41
	Virtual Servers Maintained	19	20	22
	Stand alone scanners	7	9	8
	Smart phone devices	51	55	62
	Sealed Bids/RFP's Issued	62	63	63
	MITN e-Procurement members	87	103	107
	City Manager Reports	70	70	72
	Purchase Orders Issued	494	540	570
	Total Amount Purchased	\$ 7,738,108	\$8,435,900	\$8,741,250
	Outbound U.S. Mail Processed	75,388	92,320	76,250
	Bulk Mailings	72	85	70
	Purchasing Net Aggregate Savings	\$427,842	\$465,605	\$477,000
	Total Dollars purchased with p-card	\$606,293	\$757,867	\$947,334
	Total number of p-card transactions	4,226	5,280	6,603
	Total sold through MITN auction	\$131,737	\$134,371	\$137,059
Number of items sold through MITN auction	236	240	245	
Ratio of FTE's to PC's	.81 : 1	.80 : 1	.79 : 1	
<b>Efficiency</b>	Average Amount of Purchase Order	\$15,664	\$15,622	\$15,335
	Savings per \$1 expended	\$.055	\$.055	\$.055
	Average p-card transaction	\$143.46	\$143.53	\$143.47
	Activity Expenditures as a % of General Fund	2.54%	2.71%	2.12%

# CENTRAL SERVICES



**Total Full Time Equivalent [9.40]**

### STAFFING LEVELS

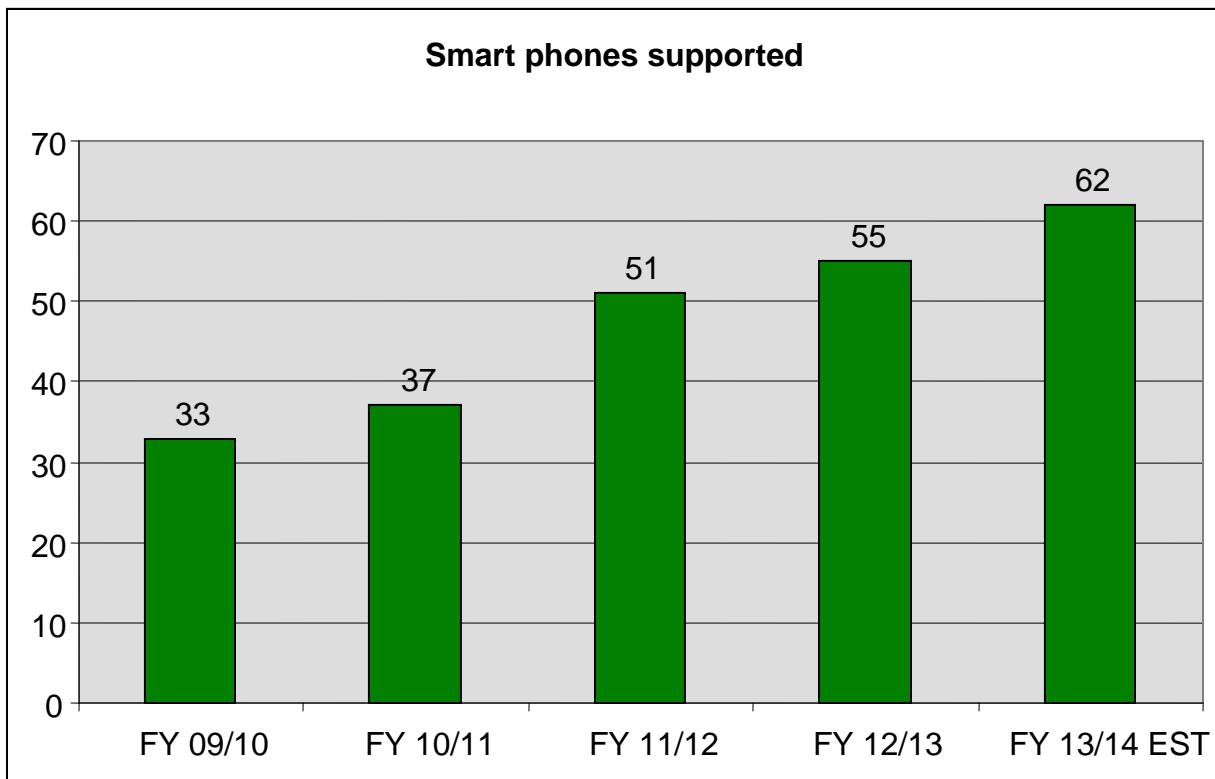
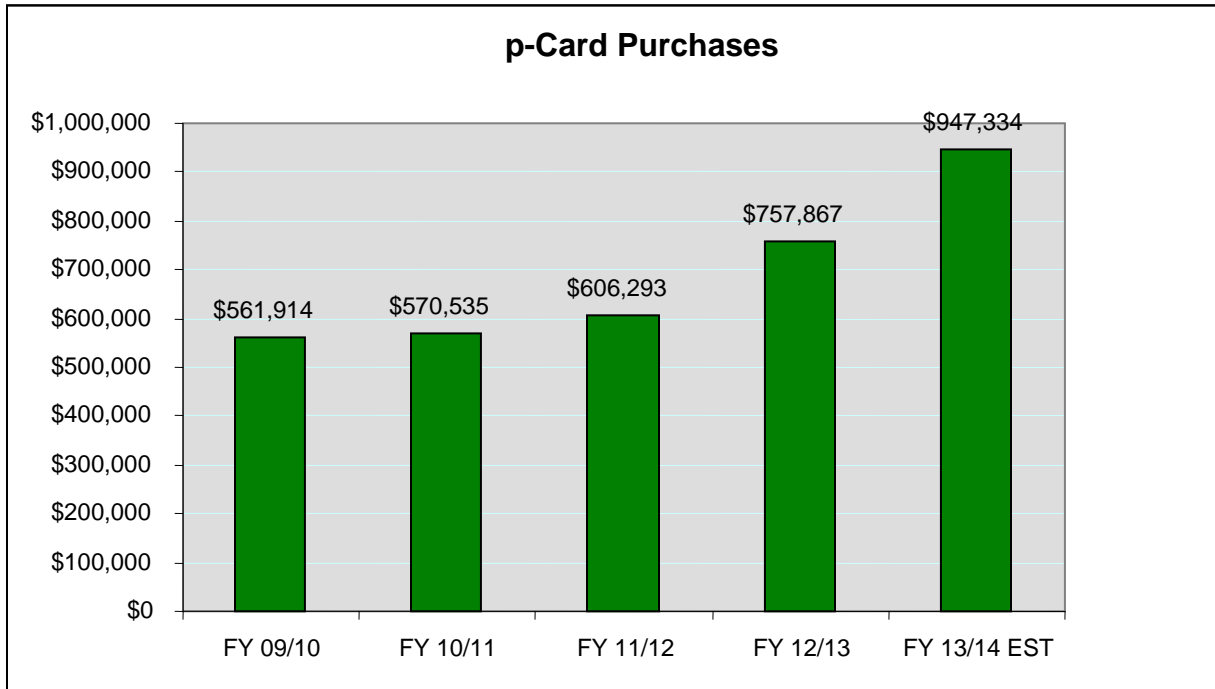
Acct.	Title	Authorized Positions		Requested Positions	Authorized Positions
		FY 2011/12 Budget	FY 2012/13 Budget	FY 2013/14 Budget	FY 2013/14 Budget
<b>(010)</b>	<b>Administrative and Clerical</b>				
	Director of Central Services	1	1	1	1
	Senior Buyer	1	1	1	1
	Manager of Information Technology	1	1	1	1
	Information Systems Analyst II	3	3	3	3
	Information Systems Analyst I	1	1	1	1
	GIS Technician	1	1	1	1
	Aide	1	1	1	1
		<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>
<b>(038)</b>	<b>Part Time (FTE)</b>				
	Part time help	0.26	0.40	0.40	0.40
	Total	<u>0.26</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
	<b>Department Total</b>	<u><b>9.26</b></u>	<u><b>9.40</b></u>	<u><b>9.40</b></u>	<u><b>9.40</b></u>

**Central Services**

DEPARTMENT NUMBER: 250

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative Salaries	638,472	637,913	635,470	635,470	637,914	637,914
038	Part-time	6,467	6,102	9,150	9,050	9,150	9,150
106	Sick & Vacation	27,080	11,202	14,500	7,000	9,500	9,500
112	Overtime	0	0	0	0	10,000	10,000
200	Social Security	50,326	49,521	51,855	50,100	52,798	52,798
250	Blue Cross/Optical/Dental	105,261	87,996	88,298	88,200	90,277	90,277
275	Life Insurance	2,797	2,820	2,819	3,138	3,144	3,144
305	Pension - DB	162,608	142,034	152,724	152,724	0	0
308	Post Retirement Healthcare	0	88,010	103,457	103,457	0	0
325	Longevity	20,136	22,768	26,311	26,242	27,456	27,456
350	Worker's Compensation	1,702	1,187	1,198	750	1,567	1,567
	Category Total	<u>1,014,849</u>	<u>1,049,553</u>	<u>1,085,782</u>	<u>1,076,131</u>	<u>841,806</u>	<u>841,806</u>
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	2,533	2,562	3,210	3,354	3,500	3,500
002	Books & Subscriptions	59	59	60	59	60	60
008	Supplies	1,296	926	1,350	1,300	1,350	1,350
	Category Total	<u>3,888</u>	<u>3,547</u>	<u>4,620</u>	<u>4,713</u>	<u>4,910</u>	<u>4,910</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	801	1,216	1,675	1,400	1,740	1,740
002	Memberships & Licenses	174,788	187,159	214,790	262,790	176,685	176,685
004	Consultants/Website Dev.	22,374	18,067	42,500	24,000	42,500	42,500
005	Fleet Insurance	825	825	840	840	840	840
007	Office Equip. Maintenance	255	0	300	0	300	300
013	Education & Training	120	0	1,000	750	3,000	3,000
024	Printing Services	44	0	350	348	350	350
041	Auto Allowance	3,600	3,600	3,600	3,600	3,600	3,600
	Category Total	<u>202,807</u>	<u>210,867</u>	<u>265,055</u>	<u>293,728</u>	<u>229,015</u>	<u>229,015</u>
<b>DEPARTMENT TOTAL</b>		<u><b>1,221,544</b></u>	<u><b>1,263,967</b></u>	<u><b>1,355,457</b></u>	<u><b>1,374,572</b></u>	<u><b>1,075,731</b></u>	<u><b>1,075,731</b></u>

### KEY DEPARTMENTAL TRENDS



## **SUPPORT SERVICES**

### **MISSION STATEMENT:**

Provide those services and activities necessary to the overall day-to-day operation of the City government.

Support Services refers to services that are provided to support the overall operation of the City. This cost center provides support for the entire organization and accounts for all general costs that cannot be allocated to any one particular department. Budget funding covers general liability & property insurance, tax tribunal refunds, telecommunications, overhead street lighting, copiers, beautification projects, staff vehicles, postage and other administrative functions. There are no employees in this budget.

This Department's operations, which are 3.7% of the General Fund's budget, are partially supported by a \$52,000 Reimbursement for Overhead Street Lighting from various affected subdivisions and properties.



## Support Services

DEPARTMENT NUMBER: 290

Acct.		2010/11	2011/12	2012/13	2012/13	2013/14	2013/14
No.	Category and Line Item	Actual	Actual	Budgeted	Estimated	Proposed	Adopted
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil Pool Cars	7,629	10,478	11,900	9,355	9,625	9,625
008	Miscellaneous Expense	20,740	16,973	22,850	19,300	22,850	22,850
014	Copier Supplies	4,566	5,060	5,400	5,200	5,400	5,400
034	Publications for Resale	224	788	885	600	900	900
046	City-Wide Beautification	13,487	2,119	26,665	25,300	25,300	25,300
	Category Total	<u>46,646</u>	<u>35,418</u>	<u>67,700</u>	<u>59,755</u>	<u>64,075</u>	<u>64,075</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
003	Public Relations	26,044	24,287	30,000	30,000	40,000	40,000
004	Consultants	22,435	26,998	40,000	40,000	30,000	30,000
005	Fleet Insurance	8,800	8,800	3,660	3,660	5,100	5,100
006	Vehicle Maintenance	2,722	3,550	4,000	6,000	6,650	6,650
007	Office Equip. Maintenance	2,990	0	4,050	9,500	9,500	9,500
013	Education and Training	28	0	0	0	0	0
015	Copier Rental	27,350	17,792	40,473	54,596	40,000	40,000
016	Phone Expense	198,101	198,304	198,000	190,000	186,500	186,500
018	Postage & Machine Rental	84,932	95,183	120,000	60,000	60,000	60,000
019	Gen. Liability & Contents	755,375	703,181	772,000	731,973	753,932	753,932
020	Liability Claims Settlement	0	3,647	0	0	0	0
050	Overhead Lighting Utilities	178,120	182,764	175,000	146,000	150,000	150,000
082	Unemployment Compensation	102,231	73,888	96,787	55,000	70,000	70,000
083	Disability Funding	4,651	445	6,150	6,000	6,000	6,000
084	Pest Abatement	14,157	12,249	3,000	300	3,000	3,000
085	Cobra Insurance	(773)	6,527	0	0	0	0
086	Health IBNR	(163,497)	(120,670)	158,400	60,000	50,000	50,000
087	Wellness Program	17,362	4,815	12,000	12,000	12,000	12,000
089	State Hlth. Insurance Claims Tax	0	25,773	50,000	58,000	58,000	58,000
998	Disaster Emergency Fund	1,827	0	3,000	0	3,000	3,000
999	Tax Tribunal Refunds	0	0	700,000	650,000	300,000	300,000
	Category Total	<u>1,282,855</u>	<u>1,267,533</u>	<u>2,416,520</u>	<u>2,113,029</u>	<u>1,783,682</u>	<u>1,783,682</u>
<b>(970) CAPITAL OUTLAY</b>							
015	Vehicles	0	0	0	0	30,000	30,000
055	Land Acquisition	0	1,850	0	3,056	0	0
	Category Total	<u>0</u>	<u>1,850</u>	<u>0</u>	<u>3,056</u>	<u>30,000</u>	<u>30,000</u>
<b>DEPARTMENT TOTAL</b>		<u><b>1,329,501</b></u>	<u><b>1,304,801</b></u>	<u><b>2,484,220</b></u>	<u><b>2,175,840</b></u>	<u><b>1,877,757</b></u>	<u><b>1,877,757</b></u>

## POST EMPLOYMENT BENEFITS

Post Employment Benefits are contributions made to the City's Defined Benefit Retirement System and Retiree Healthcare Plan for the Closed General Member Group. Prior to FY 2013/14, these contributions were allocated to the various representative Departments. However, due to the General Group being closed to new members since FY 2006/07, it became increasingly more difficult to accurately allocate these contributions, as new hires have been placed in Defined Contribution plans.

DEPARTMENT NUMBER: 298

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
305 General Group DB Pension	0	0	0	0	2,020,573	2,020,573
308 General Group DB Retiree Healthcare	0	0	0	0	1,103,558	1,103,558
<b>DEPARTMENT TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,124,131</b>	<b>3,124,131</b>

## INTERFUND TRANSFERS

In accordance with generally accepted accounting principles, the Interfund Transfers section of the budget centralizes all transfers and operating subsidies to various funds.

The Interfund Transfer function provides budget appropriations for the City's General Fund contributions to the General Debt Service Fund for existing debt issues, the Capital Improvement Fund for various capital improvements, for the initial funding of the Corridor Improvement Authority, and to the Golf Course Capital Improvement Fund from Golf Course Bond Refunding Savings.

DEPARTMENT NUMBER: 299

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
203	To Local Road Construction	109,377	0	0	0	0	0
242	To Corridor Improvement Auth. Fund	0	0	30,000	30,000	30,000	30,000
301	To General Debt Service Fund	0	1,645,798	1,753,378	1,753,378	1,919,682	1,919,682
590	To Ice Arena	7,690	0	0	0	0	0
404	To Capital Improvement Fund:	77,500	788,108	2,298,034	2,298,034	1,803,981	1,803,981
	Energy Saving Reimbursement	0	0	40,000	40,000	40,000	40,000
412	To Golf Course Capital Improv. Fund	0	0	0	0	29,952	29,952
	Total Operating Budget	194,567	2,433,906	4,121,412	4,121,412	3,823,615	3,823,615
<b>DEPARTMENT TOTAL</b>		<b>194,567</b>	<b>2,433,906</b>	<b>4,121,412</b>	<b>4,121,412</b>	<b>3,823,615</b>	<b>3,823,615</b>

## PUBLIC SAFETY SUMMARY

DIV.	2010/11 Actual	2011/12 Actual	2012/13 Adopted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
NO. Category and Line Item	Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
<b>PUBLIC SAFETY:</b>						
300 Police	15,590,444	15,358,667	14,913,000	14,813,608	14,324,720	14,324,720
337 Fire	4,788,612	5,753,027	4,251,880	4,091,486	4,022,051	4,022,051
<b>TOTAL PUBLIC SAFETY</b>	<b>20,379,056</b>	<b>21,111,694</b>	<b>19,164,880</b>	<b>18,905,094</b>	<b>18,346,771</b>	<b>18,346,771</b>



## POLICE DEPARTMENT

**MISSION STATEMENT:** The Farmington Hills Police Department is committed to maintaining the safety and quality of life of this community through the delivery of superior police services without prejudice or partiality.

Following three consecutive years of declining criminal activity, a minor increase was noted during 2012, with “Group A” offenses up by 3.7%. While Group A offenses are generally the most serious crimes, the most significant increases in these offenses were the result of reported non-violent fraud and larceny crimes as well as police narcotic enforcement activities. Aggressive police patrols and increased communications with residents contributed to an overall decrease in burglaries of nearly thirteen percent. Further, reported robberies fell by more than 50% during the year. Through combined enforcement, education and engineering efforts, traffic crashes fell by nearly 2.5% during the year and there were no fatal crashes reported.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Reduce crime through community and inter-agency cooperation thereby increasing the quality of life for City residents. (2,8,13)
- Increase the ability to gather, analyze and utilize crime trend data toward effective deployment of personnel. (1,2)
- Implement an automated scheduling program that will streamline and increase efficiency. (2)
- Evaluate and reallocate workflow for specified clerical positions. (2)
- Redevelop and implement several key crime prevention programs with proven track records of reducing crime and building upon law enforcement/community relationships. (2,4,11)
- Reorganize and redefine the training section for the purpose of increase department training, education, liability reduction, documentation and standardized records retention. (2,8)
- Replace a select number of ageing surveillance vehicles. (1,8)

**PERFORMANCE OBJECTIVES**

	<b>Performance Indicators</b>	<b>2011/12 Actual</b>	<b>2012/13 Projected</b>	<b>2013/14 Estimated</b>	
<b>Service Level</b>	Neighborhood Watch Groups	27	63	100	
	Speech/Service Requests	10	40	60	
	False Alarm Fees Collected	\$30,025	\$43,455	\$40,000	
	Report Copy Requests	1,388	1,427	1,400	
	Pistol Permits Processed	1,453	2,123	1,000	
	Investigative Division Cases	4,632	5,027	4,500	
	Investigative Division Arrest Warrants	371	292	350	
	Investigative Division Juvenile Petitions	160	**	150	
	Fire Service Calls	7,680	7,746	7,900	
	Adults Arrested	1,970	2,414	2,500	
	Juveniles Arrested	137	83	100	
	O.U.I.L. Arrests	141	197	200	
	Traffic Violations Issued	16,377	13,168	15,000	
	Dispatched Runs (FHPD/FHFD/FVPD)	35,784	37,802	44,000	
	Group A Crimes per 1,000 Population	40.40	42.05	41.50	
	Group B Crimes/Activities per 1,000 Population	10.40	11.95	11.00	
	Villages of Franklin & Bingham Farms Runs	2,795	3,000	3,000	
	City of Farmington		5,250	7,000	
	Burglaries-residential*	212	197	190	
	Burglaries-commercial*	61	41	45	
	Robberies	28	13	15	
	Moving Violations (Hazardous)	12,718	8,768	10,000	
	Non-Moving Violations (Non- Hazardous)	3,659	4,400	5,000	
	Residential Burglaries/1,000 Housing Units	5.72	5.33	5.33	
	<b>Efficiency</b>	Cases Closed	4,095	4,674	4,500
		Average Response Time to Primary Calls (Group A Crimes which included both emergency and non-emergency service calls)	5.76	6.71	6.00
Activity Expenditures as a % of General Fund		30.87%	29.16%	28.22%	

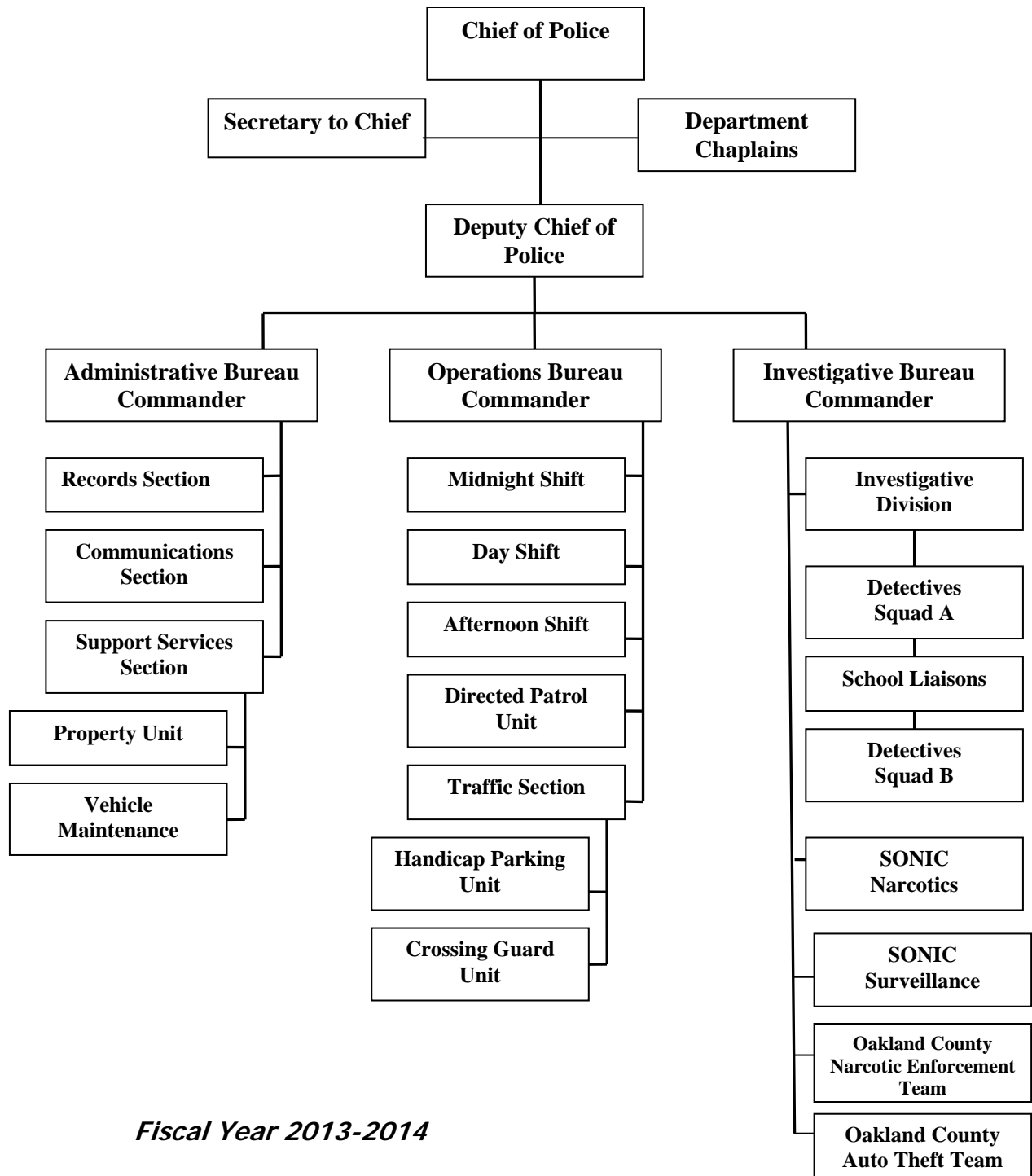
\* Includes entry by forcible and non-forcible (unsecured) means

\*\* Changes to the Oakland County CLEMIS Clear system and internal data tracking rendered this specific data as undeterminable

## **Department Budgetary Accomplishments**

- Completed a dispatch shared services project with the City of Farmington and utilized a State funded grant to purchase infrastructure upgrades and training cost reimbursement.
- The Department hired 5 new police officers during the fiscal year to replace retiring personnel increase the overall police officer staffing levels by two.
- Two BMW motorcycles were purchased. These are considered the most advanced and highest rated police motorcycles available for officers on patrol. Training was also provided by the dealer, further adding to their implementation.
- Formerly, the Traffic Safety Section support staff consisted of a secretary and a part-time staff member. This position was redefined as technology improved and now serves as the Operations Bureau Secretary, supporting all of the Operations Bureau.
- The Traffic Safety Section was supervised by a lieutenant who also served as an Administrative Lieutenant in the Administrative Bureau. It became apparent that there was a need for a sergeant to supervise the Traffic Safety Section due to increased workloads. In July 2012, the position was included in the budget and it was staffed.
- The Police Service Aide program was increased by two. By having Police Service Aides working at the Command Desk, the Department is able to keep officers on the streets and available for emergencies.
- Revitalized and redesigned the command desk. Increased officer safety with the addition of bullet resistant glass and redesigned workstation orientation. Increased prisoner safety with updated video monitoring system. Increased accommodations for ADA compliance.
- Designed and built a new report writing area which is utilized by uniformed officers. The redesigned space permitted the addition of three computer workstations.
- Redesign the first floor restrooms for ADA compliance and simplified maintenance and cleaning.
- Reconfigured and equipped the interior firearms range with a safe bullet collection trap and noise reduction technology.

# POLICE DEPARTMENT



*Fiscal Year 2013-2014*



**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010)</b>	<b>Administrative &amp; Clerical</b>				
	Chief of Police	1	1	1	1
	Secretary to the Chief of Police	1	1	1	1
	Records Division Supervisor	1	1	1	1
	Dispatch Coordinator	2	3	3	3
	Secretary	3	3	3	3
	Clerk Dispatcher	6	4	4	4
	Teleprocessing Coordinator	1	0	0	0
	Teleprocessing Operator	2	2	2	2
	Clerk Typist II	4	3	0	0
	Clerk Typist I	0	1	4	4
	Community Service Officers	1	1	1	1
	Administrative Secretary	3	3	3	3
	Police Service Technician	0	1	1	1
	Records Section Coordinator	1	1	1	1
	Record FOIA Technician	0	1	1	1
	<b>Total</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>(017)</b>	Assistant Chiefs	1	1	1	1
<b>(018)</b>	Commanders	3	3	3	3
<b>(019)</b>	Lieutenants	4	4	4	4
<b>(020)</b>	Sergeants	15	16	16	16
<b>(021)</b>	Police Officers	62	51	47	47
<b>(023)</b>	Cadets	3	0	0	0
<b>(050)</b>	Auxiliary Officers (FTE)	0	0	0	0
<b>(051)</b>	Crossing Guards (FTE)	1.22	1.22	1.22	1.22
<b>(038)</b>	Part-time (Dispatch & Clerical) (FTE)	7.62	11.5	11.66	11.66
	<b>Total</b>	<b>96.84</b>	<b>87.72</b>	<b>83.88</b>	<b>83.88</b>
	<b>Total General Fund</b>	<b>122.84</b>	<b>113.72</b>	<b>109.88</b>	<b>109.88</b>

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>705</b>	<b>PUBLIC SAFETY MILLAGE</b>				
<b>(010)</b>	<b>Administrative &amp; Clerical</b>				
	Communications Supervisor (Civilian)	1	1	1	1
	Crime Prevention Technicians	0	1	1	1
	Dispatchers	3	6	6	6
		4	8	8	8
<b>(021)</b>	<b>Police Officers</b>	18	31	35	35
	<b>Total Public Safety Millage Fund</b>	<b>22.00</b>	<b>39.00</b>	<b>43.00</b>	<b>43.00</b>
	<b>DEPARTMENT TOTAL</b>	<b>144.84</b>	<b>152.72</b>	<b>152.88</b>	<b>152.88</b>

## Police Department

DEPARTMENT NUMBER: 300

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(700)</b>	<b>COST REIMBURSEMENT</b>						
213	Forfeiture Reimbursement-OT	(64,000)	0	0	0	0	0
400	School Reimbursement	(78,287)	0	0	0	0	0
	Category Total	(142,287)	0	0	0	0	0
<b>(702)</b>	<b>SALARIES &amp; WAGES</b>						
010	Administrative & Clerical	1,291,504	1,258,688	1,222,385	1,199,500	1,201,717	1,201,717
017	Assistant Chiefs	99,381	99,381	99,000	99,000	99,381	99,381
018	Commanders	287,567	287,538	286,464	286,464	287,566	287,566
019	Lieutenants	344,918	344,711	344,444	345,980	345,769	345,769
020	Sergeants	1,155,939	1,191,335	1,263,936	1,272,200	1,268,797	1,268,797
021	Patrol	4,229,777	4,032,129	3,433,575	3,287,600	3,104,138	3,104,138
023	Cadets	96,182	42,771	0	0	0	0
038	Part-time	319,392	371,694	500,885	500,885	524,793	524,793
041	Court Time	180,939	141,037	177,151	132,320	145,552	145,552
042	Holiday Pay	347,569	335,124	306,237	299,900	288,262	288,262
051	Crossing Guards	15,845	16,205	20,690	20,690	20,690	20,690
106	Sick/Personal Leave	194,918	338,597	400,767	400,000	420,000	420,000
112	Overtime	420,797	429,946	440,556	597,000	554,750	554,750
200	Social Security	718,376	707,678	689,430	678,000	670,590	670,590
250	Blue Cross/Optical/Dental	1,464,808	1,260,900	1,182,093	1,156,800	1,256,499	1,256,499
275	Life Insurance	12,530	12,329	11,292	13,640	12,911	12,911
300	Pension - DC	44,163	48,731	33,769	46,350	54,939	54,939
305	Pension - DB	3,036,466	1,680,815	1,520,882	1,520,882	1,254,970	1,254,970
308	Post Retirement Healthcare	0	1,343,301	1,366,783	1,366,783	1,056,009	1,056,009
325	Longevity	479,582	476,314	503,194	464,500	485,263	485,263
350	Worker's Compensation	112,973	77,551	77,851	49,700	103,711	103,711
	Category Total	14,853,626	14,496,775	13,881,384	13,738,194	13,156,307	13,156,307
<b>(705)</b>	<b>PUBLIC SAFETY MILLAGE</b>						
010	Administrative & Clerical	217,425	203,758	386,432	347,550	390,082	390,082
020	Sergeants	5,329	0	0	0	0	0
021	Patrol	1,219,094	1,189,089	1,979,160	1,895,000	2,274,906	2,274,906
041	Court Time	47,849	40,258	52,518	75,278	75,000	75,000
042	Holiday Pay	72,405	71,968	117,683	102,000	132,676	132,676
106	Sick/Personal/Vacation	35,204	28,636	37,323	37,323	37,500	37,500
112	Overtime	143,102	152,688	225,342	216,768	221,830	221,830
200	Social Security	135,291	130,954	219,398	208,300	244,616	244,616
250	Blue Cross/Optical/Dental	319,305	273,793	489,370	396,500	487,035	487,035
275	Life Insurance	2,018	1,976	3,567	4,100	4,845	4,845
300	Pension - DC	6,479	6,485	40,633	41,790	53,697	53,697
305	Pension - DB	512,961	315,732	484,140	484,140	532,551	532,551
308	Post Retirement Healthcare	0	254,212	324,984	324,984	280,474	280,474
325	Longevity	55,562	56,366	69,459	47,675	65,582	65,582
350	Worker's Compensation	21,287	14,428	24,329	15,800	37,907	37,907
	<b>Reallocation to P.S. Millage Fund</b>	<b>(2,793,311)</b>	<b>(2,740,343)</b>	<b>(4,454,338)</b>	<b>(4,197,208)</b>	<b>(4,838,701)</b>	<b>(4,838,701)</b>
	Category Total	0	0	0	0	0	0

## Police Department

DEPARTMENT NUMBER: 300

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	237,309	258,636	297,500	291,418	300,132	300,132
002	Books & Subscriptions	3,139	958	700	1,400	1,000	1,000
003	Pers. Testing & Advert.	2,960	5,311	13,000	13,000	13,000	13,000
008	Supplies	43,736	54,595	57,000	57,000	57,000	57,000
011	Rental Equipment	13,488	533	10,000	32,500	32,500	32,500
018	Ammunition & Weapons	3,896	8,742	26,400	26,400	11,000	11,000
019	Uniforms/Uniform Equip.	28,490	40,889	31,925	41,000	31,925	31,925
040	Miscellaneous Expense	3,139	2,750	3,000	3,000	3,000	3,000
Category Total		336,157	372,414	439,525	465,718	449,557	449,557
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	0	821	1,738	0	1,738	1,738
002	Memberships & Licenses	648	779	1,740	870	1,740	1,740
005	Fleet Insurance	56,025	42,800	32,405	32,405	32,530	32,530
006	Vehicle Maintenance	109,951	99,296	105,350	100,000	105,350	105,350
007	Office Equip. Maint.	8,682	8,487	26,125	26,125	9,000	9,000
008	Firearms Range Maint.	23	45	2,000	1,200	2,500	2,500
013	Education & Training	27,074	35,819	31,625	30,000	31,000	31,000
014	State Act 302 Training	22,879	18,211	15,000	25,000	18,000	18,000
015	State Act 32 Training	5,460	1,207	4,000	4,000	25,000	25,000
016	Telephone Expense	42,255	32,550	43,500	43,500	43,500	43,500
023	Data Processing	79,472	57,920	81,128	81,128	91,198	91,198
024	Printing Services	10,059	9,226	8,695	9,700	9,000	9,000
026	Physical Examinations	193	2,381	4,000	7,058	2,000	2,000
027	Vehicle Radio Maint.	2,209	221	0	510	0	0
028	Prisoner Care	19,826	9,996	13,500	10,000	11,500	11,500
029	Building Maintenance	24,782	10,520	14,085	25,000	14,000	14,000
041	Auto Allowances	18,000	18,000	18,000	18,000	18,000	18,000
043	Auto Washing	5,163	3,903	4,000	4,000	4,000	4,000
044	Towing	207	620	300	300	300	300
056	Utilities	74,408	67,193	65,000	65,000	65,000	65,000
065	Uniform Cleaning	17,436	17,186	15,500	15,500	15,500	15,500
070	Crime Prevention	509	186	2,500	2,500	3,500	3,500
097	Live Scan Application	15,022	20,233	24,000	30,000	30,000	30,000
098	Polygraph/DNA Services	2,665	7,015	9,500	9,500	9,500	9,500
Category Total		542,948	464,615	523,691	541,296	543,856	543,856
<b>(970) CAPITAL OUTLAY</b>							
001	Office Furniture	0	0	8,400	8,400	0	0
015	Automotive/Auto Equip.	0	0	0	0	60,000	60,000
019	Radio & Radar Equip.	0	7,141	0	0	5,000	5,000
020	Miscellaneous Equipment	0	7,752	0	0	110,000	110,000
036	Building Improvements	0	9,970	60,000	60,000	0	0
Category Total		0	24,863	68,400	68,400	175,000	175,000
<b>DEPARTMENT TOTAL</b>		<b>15,590,444</b>	<b>15,358,667</b>	<b>14,913,000</b>	<b>14,813,608</b>	<b>14,324,720</b>	<b>14,324,720</b>

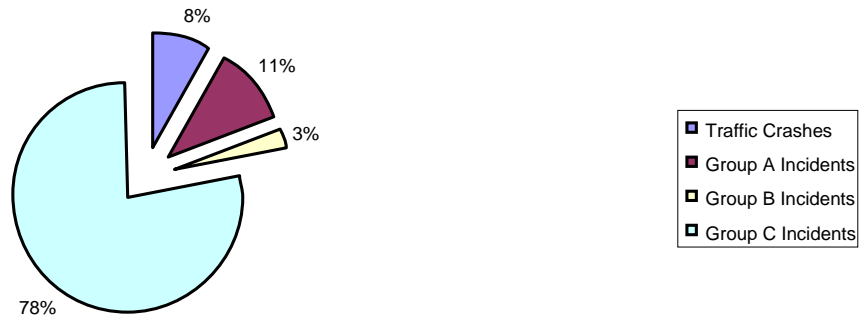
**CAPITAL OUTLAY**

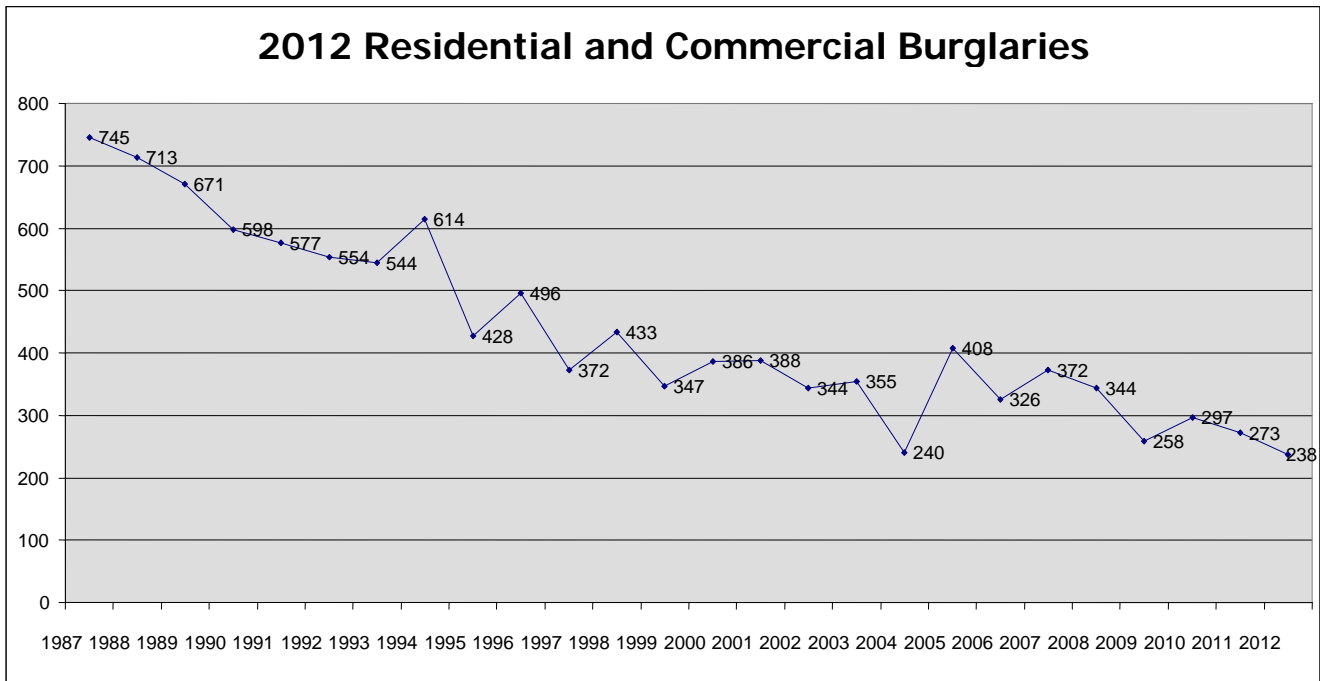
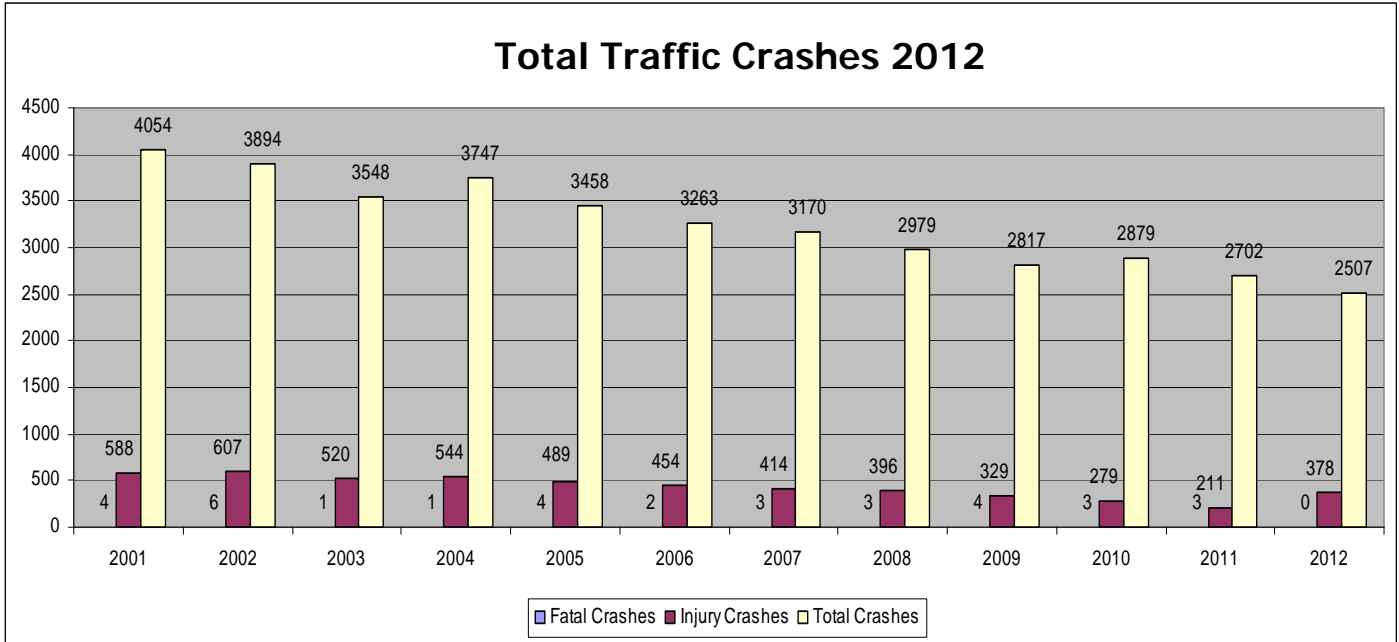
Department Number: 300

Acct.	Quantity	Item Description	Unit Cost	Budget Request	Manager's Budget	
					Quantity	Amount
<b>015</b>	3	<b>Automotive &amp; Auto Equipment</b>	20,000	60,000	3	60,000
<b>019</b>		<b>Radio and Radar Equipment</b>				
	1	Speed Monitoring Awareness Radar Trailer	5,000	5,000	1	5,000
<b>020</b>		<b>Miscellaneous Equipment</b>				
		Mobile Data Computer Upgrades		110,000		110,000
<b>CAPITAL OUTLAY TOTAL</b>				<b>175,000</b>		<b>175,000</b>

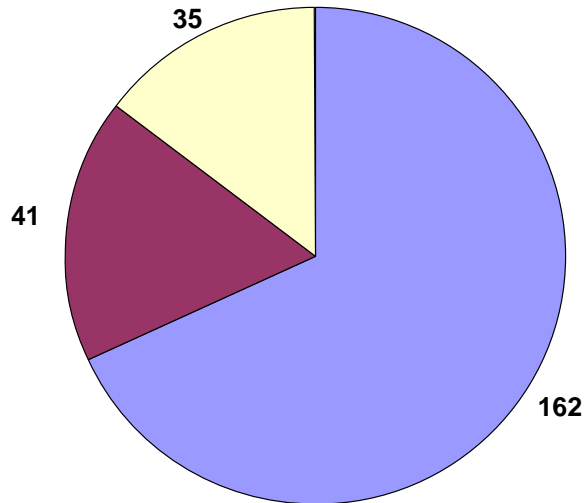
**Key Department Trends**

**2012 CALLS FOR SERVICE AND DISPATCHED RUNS: 27,056**





### 2012 BURGLARIES: METHOD OF ENTRY



# FIRE DEPARTMENT

## **MISSION STATEMENT:**

The Farmington Hills Fire Department, utilizing a combination of career and part-paid personnel in an efficient and effective manner, has the responsibility to preserve the resources of the community through fire prevention and suppression, to reduce the adverse effects of injury or sudden illness through quality emergency medical service as first responders, to provide the necessary services during natural or man-made disasters and to respond to the community as requested in the spirit of the fire service.

The Fire Department serves the community in four primary areas: fire suppression, fire prevention, EMS/rescue services, and emergency disaster management. Fire suppression includes the response to fires and the other preparation needed to be ready and capable, including training and equipment maintenance. Fire prevention includes inspection, plan review, public safety education and fire investigation. The code enforcement functions are coordinated with other appropriate departments of the City to create and maintain safe conditions in buildings and during events. The Fire Department also responds to all calls for emergency medical services and rescue situations using vehicles that have been equipped with Basic and Advanced Life Support (ALS) capabilities. Fire Fighter/Paramedics respond and provide ALS on the scene and transport the patient, if necessary, to the hospital.

Emergency Management involves the preparation for and response to natural or man-made disasters. The Emergency Manager within the Fire Department, along with the City Management, have taken significant steps to prepare for such events by conducting Incident Command System training for Fire, Police, DPW, Special Services, and Emergency Operations Center personnel, as well as the planning and coordination of regular exercises. The Emergency Manager is also responsible for the coordination of all of the programs that are conducted under the auspice of Department of Homeland Security grants.

The fire department has been and continues to be a very cost effective and an efficient method to deliver service to the community. Because the fire department is a combination department, the annual budget is significantly less than other cities of comparable size and services provided.

The fire department experienced a 3.98% increase in overall run volume from the previous year. So far this calendar year, the fire department is already experiencing a 16.13% higher incident volume than during the same period in the previous year.

## **GOALS**

*The number in parenthesis shows the link between the Departmental goal and the City goals.*

- To continually evaluate all aspects of the Department's activities for effectiveness and efficiency. (2,3)
- To provide service to the community during emergency, non-emergency and disaster events. (1,3)
- To maintain personnel training levels and to expand them to meet the ever-changing response needs of the community. (3,8)
- To emphasize personal and team safety in all task performance. (8)
- To educate children and adults in fire and other safety principles and practices. (3,12)
- To prepare the Department and City Staff to safely and effectively handle all hazards in the community through continued education and necessary equipment. (3,8)
- To provide City-wide planning and coordination of governmental services in the event of a catastrophic event. (3)



**PERFORMANCE OBJECTIVES**

- Develop and implement personnel career paths and training criteria for succession planning.
- Evaluate individual and team skill levels to ensure performance is at the expected standards.
- Continue to emphasize safety on the fire ground and emergency scenes by training personnel in hazard recognition, self-survival and emergency communications techniques.
- Continue the integration of the National Incident Management System criteria for both Fire Department and other critical City personnel.
- Participate in local, regional, and State exercises to test and refine disaster preparedness capabilities.
- Enhance the wellness/fitness awareness of all Department personnel and encourage healthy lifestyles thereby minimizing the frequency and severity of job related injury and illness.

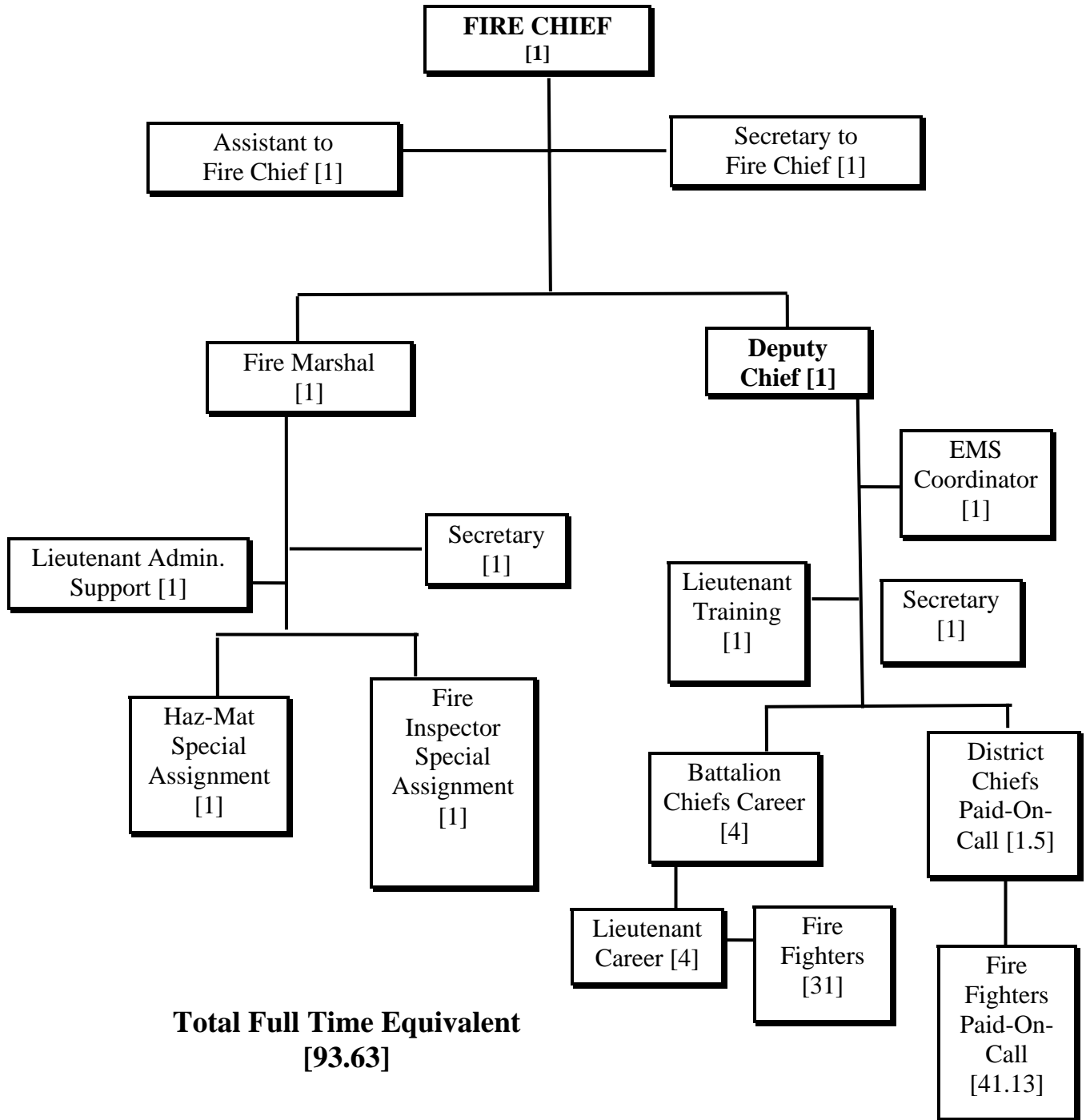
	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Level</b>	Number of Incidents	8,003	8,556	8,984
	Number of Emergency Medical Incidents	5,274	5,639	5,921
	Number of Public Education Programs	43	60	60
	Number of Training Hours	21,929	25,000	23,014
<b>Efficiency</b>	Activity Expenditures as a % of General Fund	11.56%	8.05%	7.92%

**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM THE PRIOR YEAR**

**705-106** - Impact from retirements; **801-001** - Impact from retirement/recent promotions; **801-009** – Increase in plan review



# FIRE DEPARTMENT



**Fire Department**

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**STAFFING LEVELS**

Acct. 337 Title	Authorized Positions		Requested Positions	Authorized Positions
	11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b><u>GENERAL FUND</u></b>				
<b>(010) Full Time Wages</b>				
Fire Chief	1	0	0	0
Deputy Chief	1	0	0	0
Lieutenants	2	2	2	2
Fire Marshal	1	1	1	1
Secretary to the Fire Chief	1	1	1	1
Administrative Secretary	1	1	1	1
Secretary	1	1	1	1
Shift Lieutenants	2	0	0	0
Full-time Fire Fighters	11	11	14	14
Assistant to the Chief	1	1	1	1
Fire Fighter/Inspector	1	1	1	1
Hazardous Material Specialist	1	1	1	1
Battalion Chief	3	0	0	0
Total	27	20	23	23
<b>(025) Paid Callback System (FTE)</b>				
Paid-Callback Wages	36.95	31.27	19.63	19.63
Total	36.95	31.27	19.63	19.63
<b><u>PUBLIC SAFETY MILLAGE FUND</u></b>				
<b>(010) Administrative and Clerical</b>				
Fire Chief	0	1	1	1
Deputy Chief	0	1	1	1
Battalion Chief	1	4	4	4
Shift Lieutenants	2	4	4	4
Full-time Fire Fighter	15	18	18	18
Total	18	28	28	28
<b>(025) Paid-Callback System (FTE)</b>				
Paid Callback Wages	0	5.68	17.32	23.00
Total	0	5.68	17.32	23
<b>Department Total</b>	<b>81.95</b>	<b>84.95</b>	<b>87.95</b>	<b>93.63</b>

## Fire Department

DEPARTMENT NUMBER: 337

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	1,764,034	1,950,648	1,319,184	1,315,000	1,488,118	1,488,118
025	Paid Callback Wages	875,904	1,083,975	941,775	941,775	689,760	689,760
038	Part-time	0	3,372	2,500	27,000	2,500	2,500
042	Holiday Pay	52,198	68,021	8,529	3,500	0	0
106	Sick & Vacation	28,897	90,569	68,000	20,000	20,000	20,000
112	Overtime	166,073	405,212	145,000	100,000	100,000	100,000
200	Social Security	198,701	282,474	195,311	187,660	180,056	180,056
250	Blue Cross/Optical/Dental	366,722	343,329	281,591	230,970	268,114	268,114
275	Life Insurance	3,519	3,698	2,209	2,860	2,919	2,919
300	Pension - DC	0	0	4,500	9,750	12,000	12,000
305	Pension - DB	540,001	342,315	172,454	172,454	182,533	182,533
308	Post Retirement Healthcare	0	230,393	142,991	142,991	95,636	95,636
325	Longevity	94,053	136,370	68,077	45,756	53,296	53,296
350	Workers Compensation	64,607	65,080	44,124	30,200	56,127	56,127
	Category Total	4,154,709	5,005,456	3,396,245	3,229,916	3,151,059	3,151,059
<b>(705) PUBLIC SAFETY MILLAGE</b>							
010	Full Time Wages	1,584,355	1,377,685	2,181,730	2,179,500	2,174,212	2,174,212
025	Paid Callback Wages	299,960	149,413	358,000	358,000	789,277	789,277
042	Holiday	69,755	54,596	120,527	110,900	120,527	120,527
106	Sick & Vacation	22,291	71,493	40,000	64,512	63,752	63,752
112	Overtime	226,619	0	230,000	275,000	265,000	265,000
200	Social Security	194,586	127,273	232,174	231,100	269,368	269,368
250	Blue Cross/Optical/Dental	325,233	236,253	380,476	355,200	393,573	393,573
275	Life Insurance	2,016	1,787	3,635	4,060	4,243	4,243
300	Pension - DC	0	0	1,500	2,125	3,000	3,000
305	Pension - DB	415,107	209,264	281,212	281,212	331,109	331,109
308	Post Retirement Healthcare	0	142,703	251,657	251,657	253,810	253,810
325	Longevity	70,575	57,484	120,808	107,100	115,902	115,902
350	Workers Compensation	58,967	26,479	48,281	32,250	83,227	83,227
	<b>Reallocation to P.S. Millage Fund</b>	<b>(3,269,464)</b>	<b>(2,454,430)</b>	<b>(4,250,000)</b>	<b>(4,252,616)</b>	<b>(4,867,000)</b>	<b>(4,867,000)</b>
	Category Total	0	0	0	0	0	0
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	85,997	100,814	110,896	111,308	114,690	114,690
002	Books & Subscriptions	3,244	7,566	4,566	4,500	4,566	4,566
008	Supplies	94,724	97,415	86,300	77,500	77,400	77,400
011	Medical Supplies	50,395	61,287	67,000	64,000	64,000	64,000
019	Uniforms	15,853	17,896	20,000	33,000	30,000	30,000
020	Protective Clothing	6,435	8,652	15,284	15,300	9,500	9,500
040	Miscellaneous	11,039	12,803	8,100	8,100	8,100	8,100
075	Fire Equipment Repair Parts	11,128	20,362	20,000	18,000	20,000	20,000
076	Fire Prevention Materials	1,605	2,292	2,700	2,700	2,700	2,700
	Category Total	280,420	329,087	334,846	334,408	330,956	330,956

## Fire Department

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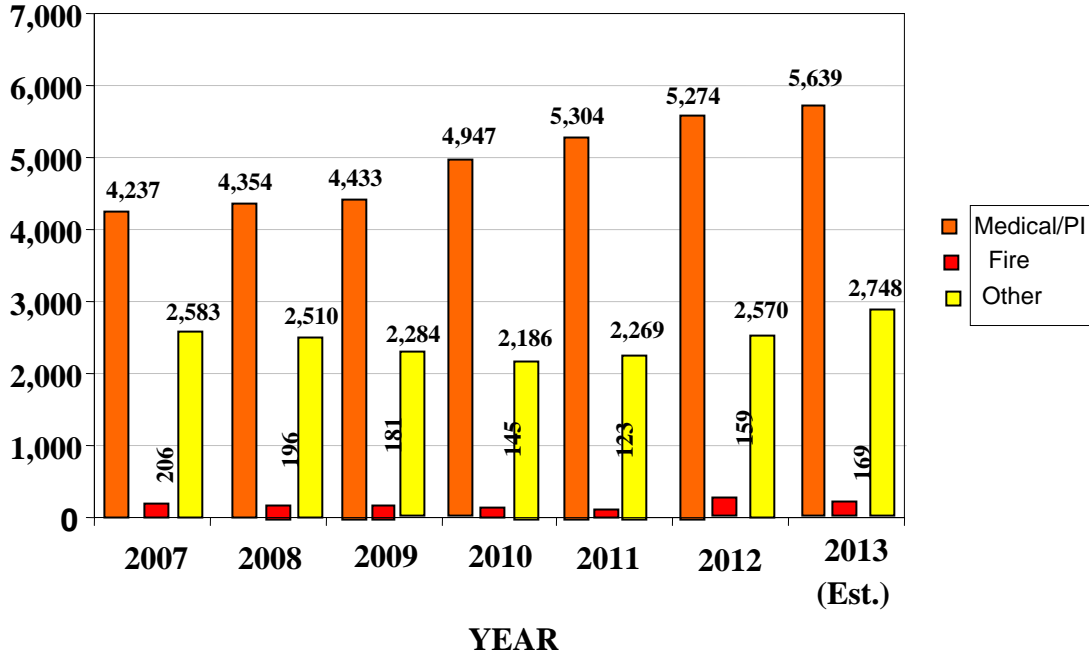
DEPARTMENT NUMBER: 337

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences & Workshops	1,260	0	0	0	6,200	6,200
002 Memberships & Licenses	12,276	16,186	19,052	19,052	23,251	23,251
005 Fleet Insurance	33,740	33,740	46,696	46,696	40,313	40,313
006 Vehicle Maintenance	26,228	38,498	35,517	52,000	51,400	51,400
007 Office Equip. Maintenance	5,570	6,517	6,000	7,250	8,500	8,500
009 Consultants	53,412	58,025	55,000	77,000	77,000	77,000
013 Education and Training	11,901	23,142	66,615	50,000	49,165	49,165
016 Phone Expense	13,299	15,046	15,000	16,500	16,500	16,500
023 Data Processing	6,022	5,835	9,789	9,789	9,789	9,789
025 Utilities	123,225	120,270	148,500	132,000	133,423	133,423
026 Physical Examinations	8,345	34,205	30,760	32,940	36,760	36,760
027 Radio Maintenance	3,486	3,343	3,500	1,066	2,000	2,000
029 Building Maintenance	28,894	34,857	55,540	54,034	56,900	56,900
031 Fire Hydrant Rentals	25,225	25,220	25,220	25,235	25,235	25,235
041 Auto Allowance	600	3,600	3,600	3,600	3,600	3,600
Category Total	353,483	418,484	520,789	527,162	540,036	540,036
<b>DEPARTMENT TOTAL</b>	<b>4,788,612</b>	<b>5,753,027</b>	<b>4,251,880</b>	<b>4,091,486</b>	<b>4,022,051</b>	<b>4,022,051</b>

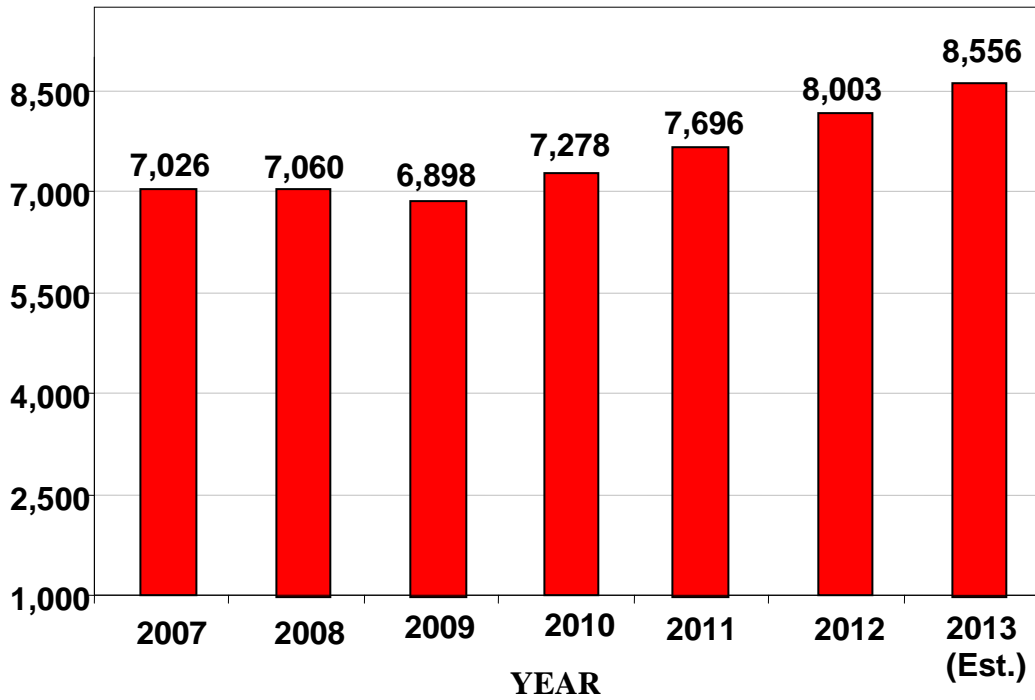
Various General Fund Licenses & Permits and User Fee Revenue helps to support the cost of providing Fire Services throughout the City. The most significant are Advance Life Support Fees which generate approximately \$1.34 million of revenue annually for the City.

KEY DEPARTMENTAL TRENDS

INCIDENTS BY TYPE



NUMBER OF INCIDENTS



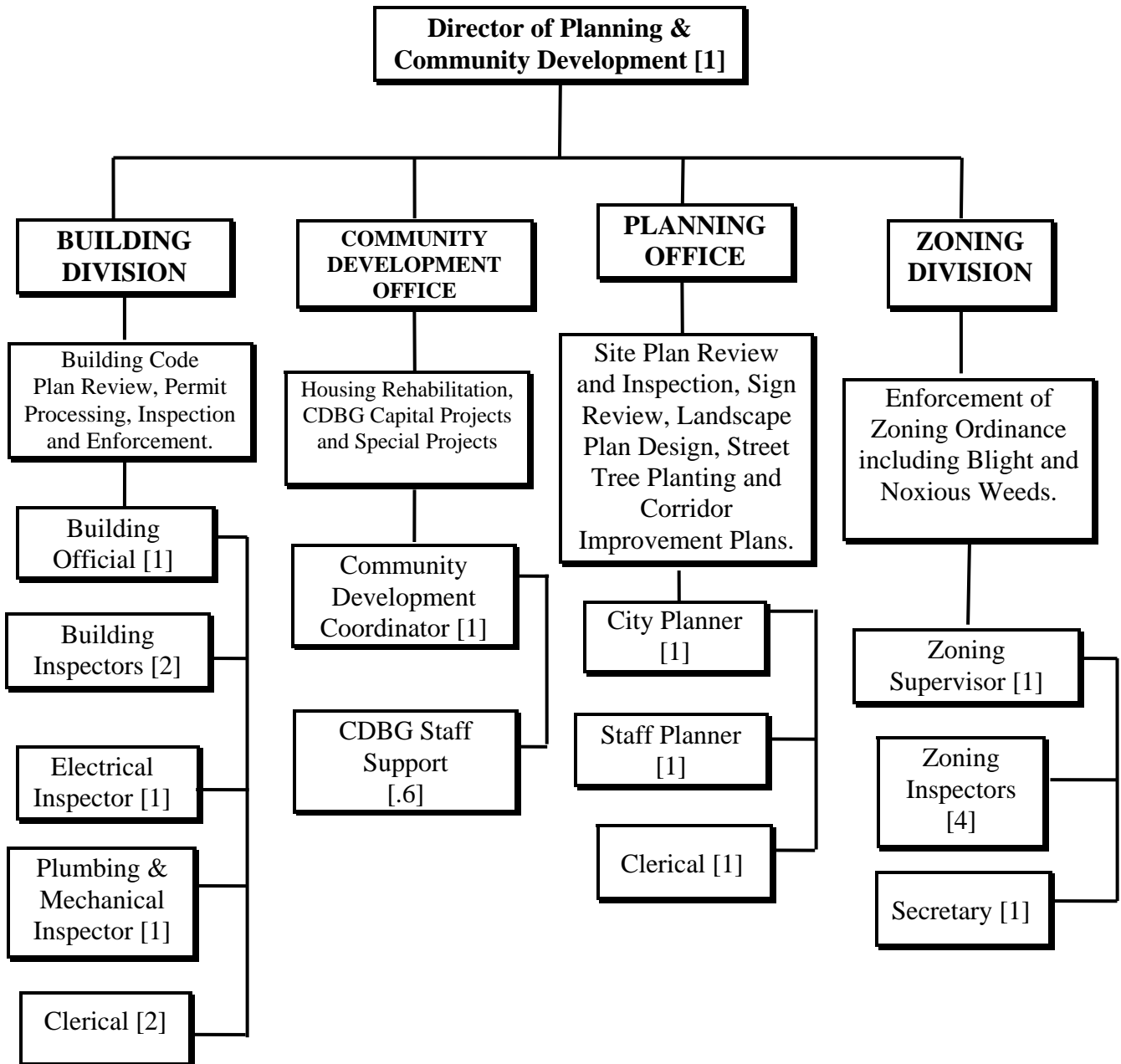
## **PLANNING AND COMMUNITY DEVELOPMENT**

**MISSION STATEMENT:** Provide professional planning, community and economic development services as required by the City's codes and ordinances with an appreciation for a participatory approach to community change involving residents and property owners.

### **ADMINISTRATION**

The Department of Planning and Community Development is comprised of the Building Division, Zoning and Code Enforcement Division, Community Development Office and Planning Office. Under the Director, the primary responsibility of the department is to monitor the City's development, redevelopment and property maintenance through enforcement of all applicable codes and ordinances. The department as well undertakes special planning projects and assignments as directed by the City Manager. Eighteen full time equivalent employees make the department an efficient operation. Funding for the department continues to be in large part supported by permit fees. The department provides professional staff support to City Council, Planning Commission, Zoning Board of Appeals, Beautification Commission, Historic District Commission, Housing Rehabilitation Loan Board and Building Boards.

# PLANNING & COMMUNITY DEVELOPMENT



**Total Full Time Equivalent [18.60]**



## STAFFING LEVELS

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010) Administrative &amp; Clerical</b>					
	Community Development Director	1	1	1	1
	Community Development Coordinator	1	1	1	1
	Building Official	1	1	1	1
	City Planner	1	1	1	1
	Zoning Office Supervisor	1	1	1	1
	Staff Planner I	1	1	1	1
	Secretary to the Director	1	1	1	1
	Secretary	1	1	1	1
	Aide	1	1	1	1
	Clerk Typist II	1	1	1	1
	<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>(032) Code Inspectors</b>					
	Building Inspector	2	2	2	2
	Electrical Inspector	1	1	1	1
	Plumbing/Mechanical Inspector	1	1	1	1
	Zoning Code Inspectors	4	4	4	4
	<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Part time (FTE)</b>					
	Housing Rehabilitation Specialist	0.6	0.6	0.6	0.6
	<b>Total Part-time</b>	<b>0.6</b>	<b>0.6</b>	<b>0.6</b>	<b>0.6</b>
<b>DEPARTMENT TOTAL</b>		<b>18.60</b>	<b>18.60</b>	<b>18.60</b>	<b>18.60</b>

## BUILDING DIVISION

The Building Division's primary duties include the review of construction plans and documents, the issuance of building, electrical, mechanical and plumbing permits and the inspection of new and renovated structures for compliance with applicable codes and standards. The Building Official oversees a staff of six full time employees: 2 Building Inspectors; 1 Electrical Inspector; 1 Plumbing and Mechanical Inspector; 1 Building Division Aide; and 1 Clerk Typist. Additional duties include the registration of all contractors performing work within the city and responding to service requests from residents. Statistical reports are sent monthly to the U. S. Census Bureau, the F. W. Dodge Report and the Southeastern Michigan Council of Governments (SEMCOG) in addition to other city departments. The Building Division maintains permit and plan records in accordance with the State of Michigan record retention schedule and receives numerous requests for copies of plans and construction documents each year. The Building Division also responds to resident complaints pertaining to substandard housing and dangerous buildings as well as property maintenance issues. Inspection staff initiates enforcement action through District Court when warranted.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Enforce the Property Maintenance Code to ensure protection of the City's housing stock. (1,12,13) (8)
- Provide on-going training to inspectors necessary to maintain State registrations. (1,2)
- Improve process efficiency to shorten turn around time of permit requests.

### PERFORMANCE OBJECTIVES

- Perform inspections within 24 hours of request.
- Perform plan review for residential permit in 3-5 days and commercial permits in 5-10 days.

	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
<b>Service Level</b>	Building Permits Issued	1,530	1,775	1,780
	Electrical Permits Issued	609	618	627
	HVAC Permits Issued	1,104	1,106	1,124
	Plumbing Permits Issued	548	497	506
	Change of Occupancy Permits	64	92	93
	Demolition Permits Issued	15	24	24
	Certificates of Occupancy Issued	1,240	1,380	1,392
	Building Inspections	3,406	3,860	3,900
	Electrical Inspections	1,785	1,985	1,992
	HVAC Inspections	1,581	1,450	1,489
<b>Efficiency</b>	Plumbing Inspections	1,107	1,400	1,428
	Inspections/Inspector/Year	1,970	2,174	2,202
	Inspections Performed within 24 hrs.	99%	99%	99%
	Fees Collected	763,834	984,000	985,000

# Building Permits at Market Value

Ten Year History 2003-2012



## Residential

Year	New Construction		Additions & Improvements		Total Value
	Number	Value	Number	Value	
2003	108	19,476,862	1,275	22,729,161	42,206,023
2004	184	34,607,070	1,423	10,119,638	44,726,708
2005	119	26,238,412	1,238	7,577,929	33,816,341
2006	28	6,131,736	1,119	7,717,196	13,848,932
2007	29	6,048,965	1,336	6,425,830	12,474,795
2008	9	2,897,272	211	3,714,370	6,611,642
2009	11	3,569,160	315	5,351,442	8,920,602
2010	29	7,993,496	1,338	6,149,024	14,142,520
2011	18	5,573,463	1,182	9,678,290	15,251,753
2012	39	14,948,935	1,167	12,561,971	27,510,906

## Commercial

2003	10	18,960,000	135	22,818,301	41,778,301
2004	24	9,237,550	256	28,946,921	38,184,471
2005	6	14,941,512	168	23,360,330	38,301,842
2006	5	4,362,091	140	13,551,264	17,913,355
2007	8	2,584,392	160	24,966,680	27,551,072
2008	5	4,784,200	173	27,979,274	32,763,474
2009	6	6,032,056	127	16,899,337	23,931,393
2010	4	17,856,729	166	14,058,606	31,915,335
2011	3	858,623	150	18,191,427	19,050,050
2012	5	15,286,092	168	34,915,575	50,201,667

Source: Building Division records

## COMMUNITY DEVELOPMENT OFFICE

The Community Development Coordinator administers the Community Development Block Grant (CDBG) Program, provides professional assistance to the Beautification Commission and oversees various special projects. The purpose of the block grant program is to provide assistance to low and moderate income individuals and eligible areas. In 2012, 36 homes were rehabilitated through the housing rehabilitation program. The Community Development Office coordinated the City’s participation in Rebuilding Together in 2012. Eight houses were rehabilitated by more than 400 volunteers as part of that program. This office is also responsible for administering the CDBG program for the City of Farmington, which includes funding of improvements and staffing for senior adult programs at the Activities Center.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Administer CDBG funds in accordance with HUD regulations. (5, 9, 12, 13)
- Provide staff assistance to the Beautification Commission. (1, 12)
- Assist the City of Farmington with the expenditure of their CDBG funds at the Activities Center. (2, 9)

### PERFORMANCE OBJECTIVES

- Rehabilitate 34 homes with a budget of \$286,900.
- Complete capital projects within one year of letting contract.
- Successfully coordinate special projects including Rebuilding Together.

	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
<b>Service Level</b>	Housing Rehabilitations Completed	27	36	34
	Housing Rehabilitation Dollars	294,193	290,000	286,900
	CDBG Capital Dollars	261	220,000	0
	CDBG Loan Board Meetings	9	8	8
	Special Project Meetings/Beautification Commission Meetings	10	10	10
<b>Efficiency</b>	% of CDBG Admin. Cost/Total Entitlement (below HUD 20% guideline)	20%	20%	20%
	% of Capital Projects completed within one year		100%	NA
	Dollars/Housing Rehab Completed	10,896	8,055	8,438

## PLANNING OFFICE

The Planning Office is responsible for the long-range land use planning for the City including review of all development and redevelopment activity. The office consists of two professional planners and a secretary. The office provides professional staff to the Planning Commission, Historic District Commission and other commissions as required. Administrative duties to those commissions include preparation of agendas, coordination of reviews and public notification. Additional staff duties in conjunction with the City's planning consultant involve site plan and landscape plan review, site development inspection, tree removal permit review and inspection, city-wide addressing, review of construction permits for zoning ordinance compliance, special landscape project design and implementation, and processing of all rezoning and development requests.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Provide professional planning assistance to residents, property owners and land developers. (1,12)
- Provide professional staff assistance to the Planning Commission and the Historic District Commission. (1,12)
- Lead the effort to encourage redevelopment and reinvestment in the community by updating the planning standards. (1,2)

### PERFORMANCE OBJECTIVES

- Coordinate the creation of zoning ordinance amendments resulting from the Master Plan update.
- Expand opportunities for web based applications for review by the Planning Office.
- Provide professional assistance in the adaptive reuse of commercial and industrial buildings and properties.

	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Level</b>	Planning Commission meetings	19	20	21
	PUD Plans	0	1	1
	Historic District Commission meetings	11	11	11
	Site Plans	12	16	15
	Rezoning Requests	2	3	3
	Zoning Text Amendments	4	3	3
	Landscape Plans	6	5	5
	Land Divisions	6	4	5
	Plat/Site Condominium	0	1	0
	Cluster Options	0	1	1
	PUD Option Qualification	0	1	1
	New Building Permits (off.,comm.,ind)	6	4	5
	Tree Permits	70	75	70
	Residential Permits	42	50	90
	Change of Occupancy Permits	70	75	70
	Miscellaneous Permits	483	470	495
Certificate of Occupancy Inspections	5	5	5	
<b>Efficiency</b>	% of tree permits reviewed within 5 days	100%	100%	100%
	% of permit requests reviewed within 5 days	100%	100%	100%
	% of occupancy inspections performed within 5 days	100%	100%	100%

# ZONING DIVISION

The Zoning and Code Enforcement Division is responsible for the enforcement of the Zoning Ordinance and of those parts of the City Code that relate to property, including the blight ordinance and the noxious weed ordinance. The division is comprised of a supervisor, four field inspectors, and a secretary. The division conducts inspections and contacts residents and business owners to obtain compliance with the City Code. If necessary, violators are taken to district court for a hearing before a magistrate or a judge. The magistrate or judge is empowered to order abatement of the violations that are civil infractions. The Zoning Division coordinates the court ordered clean ups, weed cutting and towing of illegal vehicles. The Zoning Division and Building Division work cooperatively to remove dangerous buildings and to upgrade the housing stock in the City by responding to residents' complaints and observed violations. The division also provides staff support for the Zoning Board of Appeals. This included site review, case preparation, notification mailings, and presentation of all agenda items before the Board.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Participate in forums to educate the public about code requirements and how enforcement sustains property values. (11,12)
- Improve code enforcement tracking and reporting with updated software. (2,12)
- Update ordinance language when changes are required to meet or enhance community standards. (12)

### PERFORMANCE OBJECTIVES

- Respond within 24 hours of a report of a violation of a city code.
- Enhance operational efficiency by use of code enforcement tracking system

	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
<b>Service Level</b>	ZBA-Regular Meetings	12	12	12
	ZBA-Special Meetings	0	1	1
	ZBA Cases	34	60	65
	ZBA Mailings	1,524	2,000	2,200
	Junk Vehicles Inspections	2,743	2,400	2,500
	Blight Inspections	13,683	12,300	12,500
	Sign Inspections	1,912	1,300	1,800
	Zoning Inspections	2,143	2,300	2,500
	Total Number of Inspections	17,738	16,400	16,400
<b>Efficiency</b>	Average # of Inspections/Inspector	4,434.5	4,100	4,100
	Number of Abatements	4,741	5,300	5,400

**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

- The \$299,312 decrease in the Department Budget from FY 2012/13 to FY 2013/14 is primarily due to the movement of the Defined Benefit (DB) Retirement and Retiree Healthcare Contributions to its own Post Employment activity budget in FY 2013/14.
- The Planning and Community Development Budget in FY 2013/14 is 2.92% of the General Fund Budget, down from 3.45% of the Budget in FY 2012/13.



## Planning & Community Development

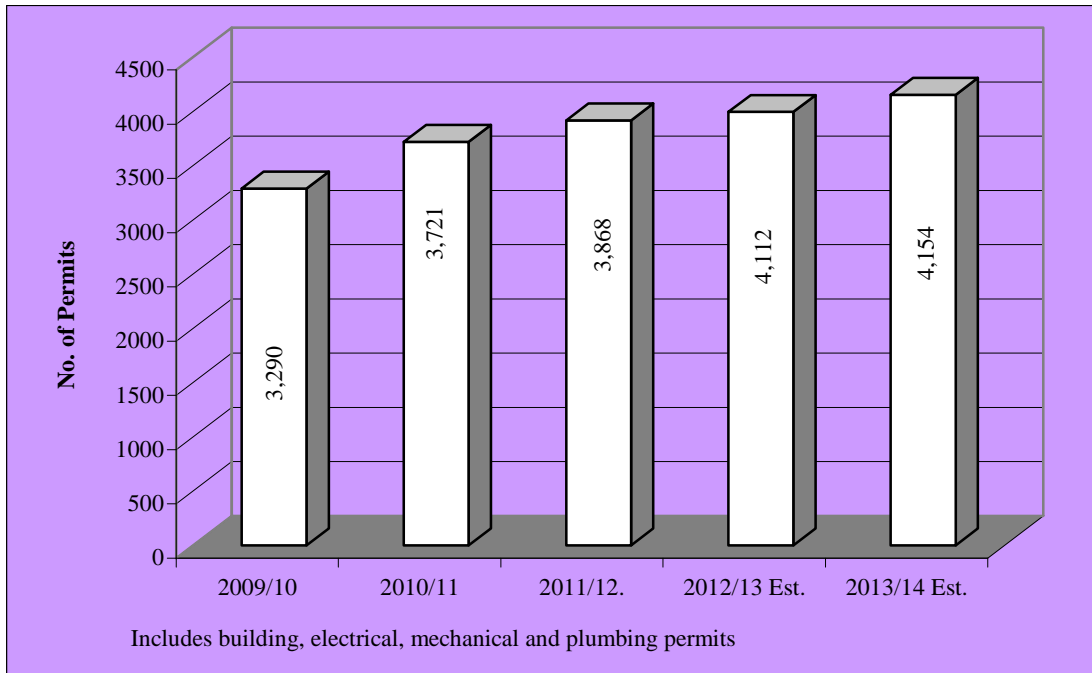
DEPARTMENT NUMBER: 443

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(700) COST REIMBURSEMENT</b>							
250	EECBG Grant	(3,019)	0	0	0	0	0
275	HUD Block Grant	(69,411)	0	0	0	0	0
279	NSP Grant	(975)	0	0	0	0	0
	Category Total	(73,405)	0	0	0	0	0
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	598,788	616,321	619,929	555,500	592,810	592,810
032	Code Inspectors	443,829	399,402	449,681	445,000	450,645	450,645
038	Part-time	35,996	35,777	36,000	36,000	36,000	36,000
106	Sick & Vacation	14,641	25,980	14,000	57,895	14,000	14,000
112	Overtime	9,133	5,308	7,000	5,000	4,000	4,000
200	Social Security	84,406	82,507	88,994	87,100	86,852	86,852
250	Blue Cross/Optical/Dental	219,317	194,131	205,210	187,700	218,598	218,598
275	Life Insurance	2,376	2,344	2,423	2,680	2,690	2,690
300	Pension - DC	34,585	38,806	45,033	49,500	58,127	58,127
305	Pension - DB	257,578	175,257	172,886	172,886	0	0
308	Post Retirement Healthcare	0	108,597	117,114	117,114	0	0
325	Longevity	34,712	37,696	39,854	38,750	33,430	33,430
350	Worker's Compensation	6,179	4,053	4,388	2,965	5,608	5,608
700	Cost allocate to CDBG	0	(102,490)	(81,000)	(81,450)	(82,000)	(82,000)
	Category Total	1,741,540	1,623,689	1,721,512	1,676,640	1,420,760	1,420,760
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	13,684	13,832	15,470	18,021	18,550	18,550
002	Books & Subscriptions	359	340	400	419	435	435
008	Supplies	3,959	3,685	4,000	3,500	3,500	3,500
	Category Total	18,002	17,857	19,870	21,940	22,485	22,485
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	477	223	1,000	250	500	500
002	Memberships & Licenses	1,907	1,305	1,500	2,200	1,685	1,685
004	Engineering Consultant	3,325	4,125	4,500	4,000	4,000	4,000
005	Fleet Insurance	8,000	8,000	4,500	4,500	5,940	5,940
006	Vehicle Maintenance	3,642	3,367	4,200	6,500	5,400	5,400
013	Education & Training	2,427	349	2,000	500	2,000	2,000
024	Printing Services	361	1,126	500	150	500	500
041	Vehicle Allowance	3,600	3,600	3,600	3,600	3,600	3,600
085	Weed Cutting	7,439	8,045	8,000	8,000	8,000	8,000
086	Building Board-Up	3,525	3,380	4,000	4,000	4,000	4,000
087	Building Demolition	25,311	0	8,000	20,000	5,000	5,000
	Category Total	60,014	33,520	41,800	53,700	40,625	40,625
<b>DEPARTMENT TOTAL</b>		<b>1,746,151</b>	<b>1,675,066</b>	<b>1,783,182</b>	<b>1,752,280</b>	<b>1,483,870</b>	<b>1,483,870</b>

**\$985,000 of Building related Licenses & Permits Revenue supports the costs of the Planning & Community Development Department.**

KEY DEPARTMENTAL TRENDS

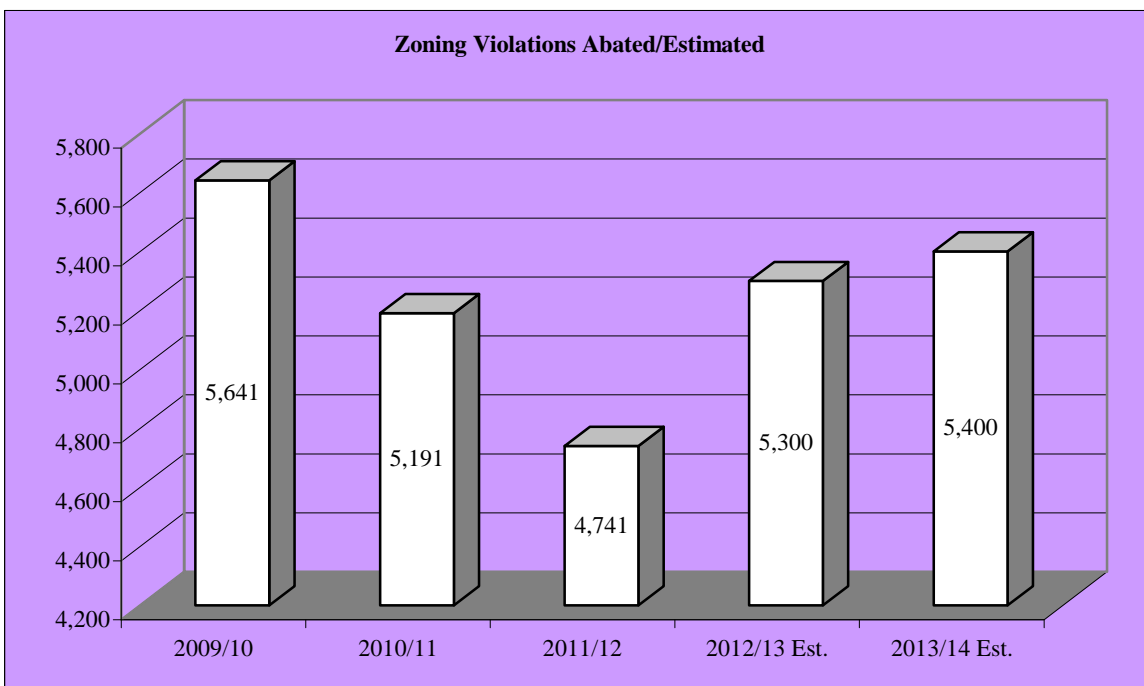
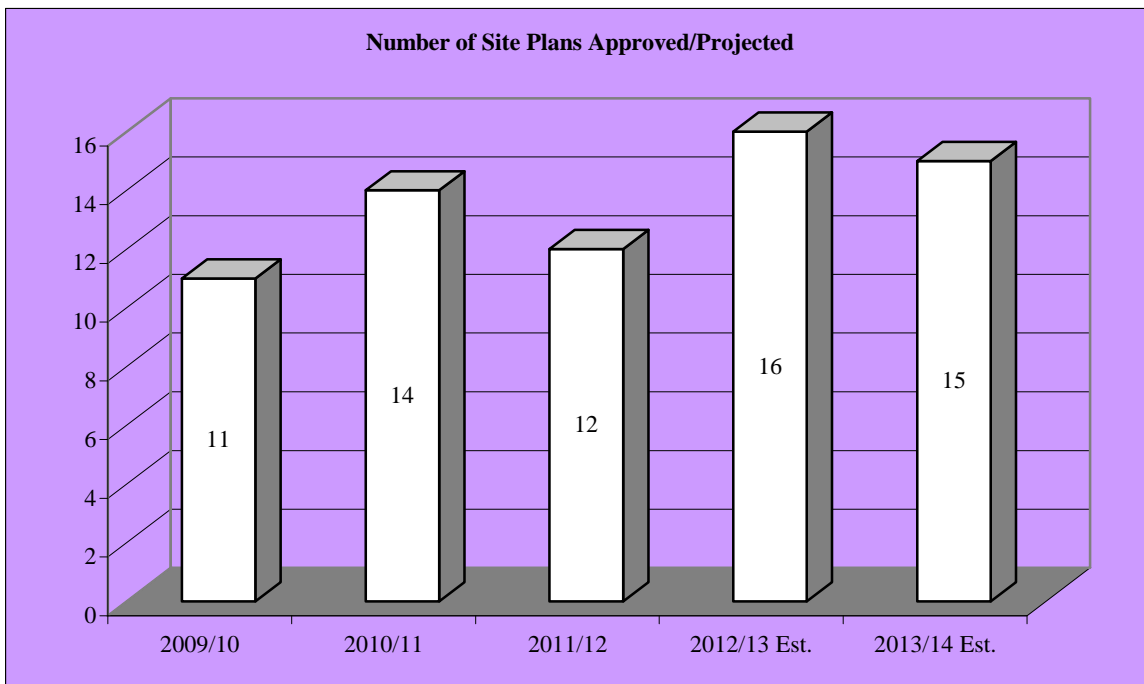
Building Permits Issued/Estimated



Housing Rehabilitation Program  
Homes Assisted/Projected



KEY DEPARTMENTAL TRENDS (Continued)



## PUBLIC SERVICES SUMMARY

DIV.		2010/11	2011/12	2012/13	2012/13	2013/14	2013/14
NO.	Category and Line Item	Actual	Actual	Adopted	Estimated	Proposed	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
<b>PUBLIC SERVICES:</b>							
440	DPS Administration	398,858	426,381	518,550	522,381	473,205	473,205
442	Road Maint & Supervision	2,044,657	1,917,500	2,182,566	2,126,334	1,931,083	1,931,083
444	Building Maintenance	386,414	453,115	465,295	478,972	410,482	410,482
449	Engineering	1,482,763	1,305,651	1,435,144	1,323,211	1,235,900	1,235,900
450	DPW Maintenance Facility	1,214,596	1,207,336	1,405,650	1,385,000	1,181,128	1,181,128
451*	Road Reimbursement	(2,699,877)	(1,667,207)	(1,860,522)	(1,778,402)	(1,542,290)	(1,542,290)
523	Waste Removal	3,499,756	3,536,075	3,579,494	3,516,241	3,586,575	3,586,575
<b>TOTAL PUBLIC SERVICES</b>		<b>6,327,167</b>	<b>7,178,851</b>	<b>7,726,177</b>	<b>7,573,737</b>	<b>7,276,083</b>	<b>7,276,083</b>

\* Includes Equipment Rental in FY 2010/11 only, which was moved to Revenue beginning in FY 2011/12. Effective FY 2012/13 this activity was merged/netted with Road Maintenance in the line item detail.



## PUBLIC SERVICES

**MISSION STATEMENT:** The mission of the Department of Public Services is to provide technical expertise and assistance to our residents as well as maintain accurate records. We strive to improve efficiency and customer service through embracing innovation, resulting in superior quality of life for those in our community. We plan, design, construct and preserve city buildings, roads, public utilities and community mobility in a safe and environmentally sensitive manner. In addition we provide refuse removal as well as maintain city vehicles and equipment.

## DPS ADMINISTRATION

The Department of Public Services Administration provides the overall management for the Department's three operating divisions: Public Works, Engineering and Building Maintenance. The department consists of the Director and three administrative staff members. The salary of the Civil Engineer II is reimbursed from the sewer interceptor fund.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- To provide administration for the Department of Public Services including refuse disposal within the City, maintenance and repair of all public streets, public utilities, review and inspection of all right-of-way installations, and the maintenance of public buildings and properties. (1,13)
- To represent the City's interests with federal, state, county and other agencies coordinating programs relative to the roads, sewers, drainage, water supply, solid waste, and public facilities. (9,13)
- To eliminate inefficiencies and redundancies for all City buildings and properties regarding construction and maintenance projects. (2)
- To develop and implement a citywide geographical information system (GIS). (2)
- To understand the condition of the Cities streets, drainage, water and sewer systems to ensure timely and cost effective management of these vital assets. (2,11)
- To report to City Manager and City Council regarding City infrastructure and departmental activities. (1,12)
- To achieve high levels of service despite budget cuts by cross training and innovative practices. (1,3,8)
- To participate in sound management practices to protect and enhance the Rouge River Watershed. (9,10,12)

**PERFORMANCE OBJECTIVES**

- Coordinate the construction and maintenance for all City buildings and properties including materials, personnel and equipment.
- Enroll staff in classes, seminars, conventions, etc. which highlight current state-of-the-art technology and information.
- Work with Rouge River Watershed communities and the Michigan Department of Environmental Quality (MDEQ) on the General Storm Water Permit.
- Work with Oakland County to develop base maps for the GIS system and implementation of a Collaborative Asset Management System (CAMS).
- Pursue and promote additional funding for road maintenance and improvement utilizing the pavement management system.
- Pursue and promote additional funding for maintaining existing drainage systems and capital improvement projects for new drainage systems.
- Update the Master Drainage Plan.
- Evaluate the Oakland County Evergreen/Farmington system and complete the master sanitary sewer plan.

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
Service Level	Reports to council	70	68	72
	Meetings attended impacting the delivery of public services	263	275	270
Efficiency	% of City Council meetings attended	75%	75%	75%
	% of site plans for sewer fees reviewed within 48 hours	98%	98%	98%
	Activity Expenditures as a % of General Fund	0.86%	1.03%	0.93%

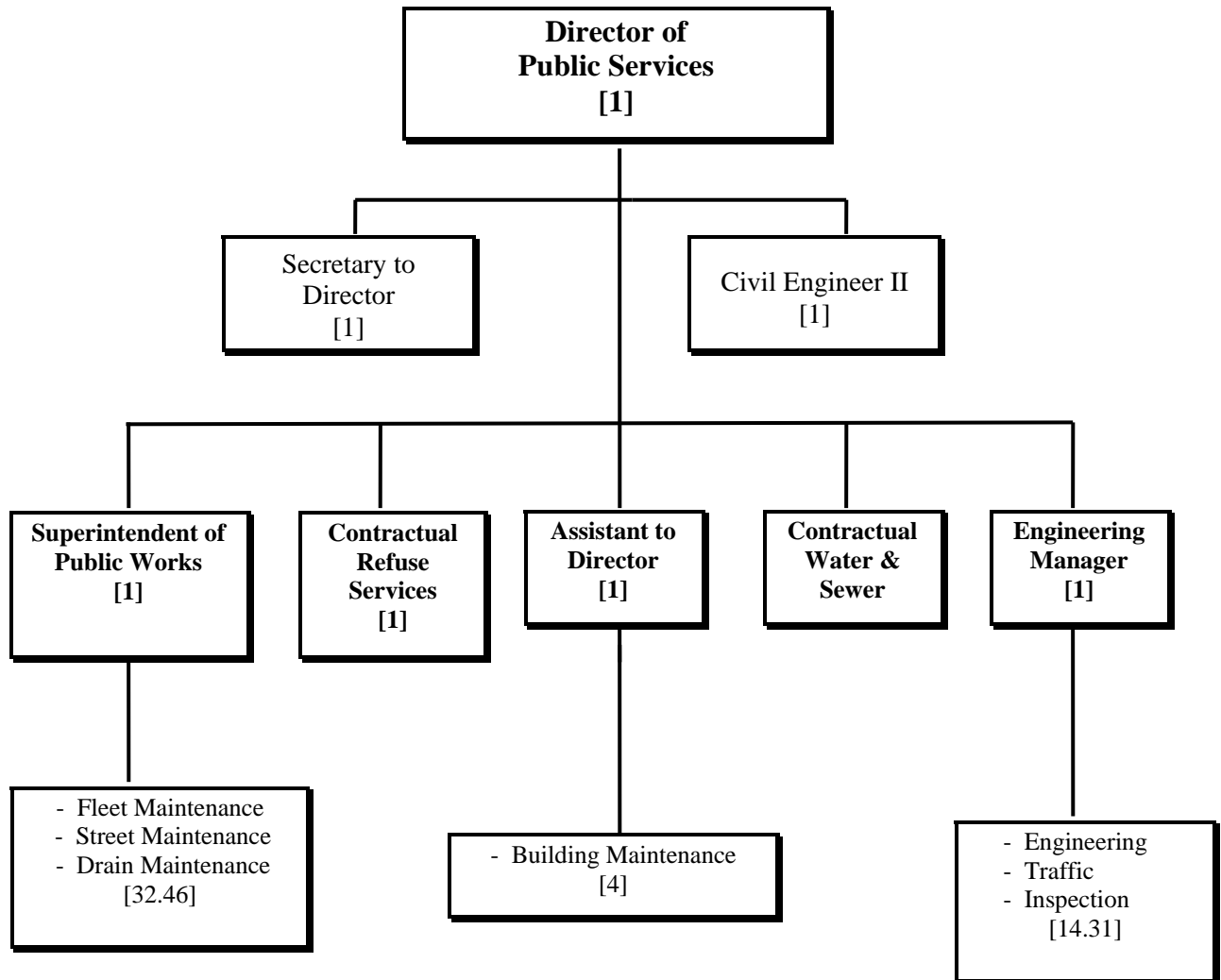
**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries & Wages – 702**

**106 – Sick & Vacation** – FY 2012/13 estimate is higher than budget due to an unanticipated staff retirement.

**305 & 308 – Defined Benefit Pension and Retiree Healthcare** – Moved to its own new General Fund activity for Post Employment Benefits, effective for FY 2013/14.

## PUBLIC SERVICES



Total Full Time Equivalent [57.77]

**ADMINISTRATION STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
440	<b>(010) Administrative and Clerical</b>				
	Director of Public Services	1	1	1	1
	Assistant to Director	1	1	1	1
	Secretary to Director of Public Services	1	1	1	1
	Civil Engineer III	1	1	0	0
	Civil Engineer II	0	0	1	1
	<b>Administration Division Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



**DPS Administration**

DEPARTMENT NUMBER: 440

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	268,338	300,387	299,015	300,420	302,303	302,303
038	Part-time	26,726	0	0	0	0	0
106	Sick & Vacation	420	30,351	992	24,868	1,487	1,487
112	Overtime	149	1,145	2,020	2,000	2,025	2,025
200	Social Security	20,283	25,897	24,000	25,850	23,900	23,900
250	Blue Cross/Optical/Dental	52,435	47,842	41,468	42,050	49,051	49,051
275	Life Insurance	1,061	1,348	1,552	1,552	1,744	1,744
300	Pension - DC	8,020	15,223	20,382	20,420	29,558	29,558
305	Pension - DB	84,240	45,272	48,624	48,624	0	0
308	Post Retirement Healthcare	0	28,052	32,938	32,938	0	0
325	Longevity	12,696	13,178	7,541	10,470	2,146	2,146
350	Worker's Compensation	1,092	862	726	480	940	940
	<b>Reallocation to Sewer Fund</b>	<b>(128,089)</b>	<b>(137,243)</b>	<b>(82,750)</b>	<b>(84,607)</b>	<b>(85,152)</b>	<b>(85,152)</b>
	Category Total	347,371	372,314	396,508	425,065	328,002	328,002
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	1,244	2,462	2,890	3,200	3,325	3,325
002	Books & Subscriptions	109	0	100	100	100	100
008	Supplies	2,279	1,741	5,167	5,000	3,000	3,000
	Category Total	3,632	4,203	8,157	8,300	6,425	6,425
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	2,155	754	2,000	2,000	2,000	2,000
002	Memberships & Licenses	31,806	31,897	32,015	32,015	33,008	33,008
004	Consultants	10,678	12,290	75,000	50,000	98,900	98,900
005	Fleet Insurance	800	800	840	840	840	840
006	Vehicle Maintenance	8	32	130	130	130	130
013	Education & Training	308	410	300	350	300	300
016	Telephone Expense	0	81	0	81	0	0
041	Auto Allowance	2,100	3,600	3,600	3,600	3,600	3,600
	Category Total	47,855	49,864	113,885	89,016	138,778	138,778
<b>DEPARTMENT TOTAL</b>		<b>398,858</b>	<b>426,381</b>	<b>518,550</b>	<b>522,381</b>	<b>473,205</b>	<b>473,205</b>

## ROAD MAINTENANCE

The road maintenance and supervision budget provides funding for the staff assigned to right-of-way maintenance activities in support of the Department's Vision and Mission Statements. The City's street network currently includes 58 miles of major streets and 246 miles of local streets. Farmington Hills has the eighth largest municipal street network in the State of Michigan and the largest municipal network in Oakland County. Routine maintenance of the City's street system includes pavement patching, road grading, litter control, forestry maintenance, storm drain maintenance and improvements, sign maintenance and snow/ice control. Additionally, City crews provide mowing and litter control services to 40 miles of State and County roads.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Improve road safety. (1,3,13)
- Reduce complaints. (8,11,13)
- Improve efficiency of the snow and ice control operations. (3,10,13)
- Improve the efficiency of road maintenance services. (2,12)
- Maintain a safe work environment. (8)
- Contribute to the City's beautification. (12,13)
- Utilize the Pavement Management System to improve the efficiency and planning of road maintenance operations. (12,13)
- Implement and utilize modern Asset Management software. (2,8)
- Obtain APWA certification. (1)
- Improve the contract preparation, scheduling, and oversight of contracted road and right-of-way maintenance services. (1,3)

### PERFORMANCE OBJECTIVES

- Dedicate training time to staff development and safety programs.
- Utilize best (maintenance) management practices.
- Improve response to service requests

**PERFORMANCE OBJECTIVES**

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
	Efficiency	Maintenance contracts completed	34	32
Utility structure inspections		10	14	20
Community work programs work days supervised		18	20	20
Square yards of 8" concrete placed		4,400	4,800	4,800
Tons of asphalt placed		16,150	16,500	16,500
Service Level	Lineal feet of re-ditching	7,000	7,000	7,500
	Miles per road maintenance personnel	17.9	17.9	16.0
	Activity Expenditures as a % of General Fund	0.50%	0.68%	0.77%

**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries & Wages (702)**

**106—Sick and Vacation**—Vacation cashout is anticipated to meet the City’s carry-over policy.

**305 & 308 – Defined Benefit Pension and Retiree Healthcare** – Moved to its own new General Fund activity for Post Employment Benefits, effective for FY 2013/14.

**Operating Supplies (740)**

**001—Gas & Oil**—Fleet maintenance staff’s trend analysis predicts a significant cost increase in the road maintenance fuel use for FY 13/14.

**030—Tools & Misc. Small Equipment**—Replacement purchases of small equipment were postponed during recent budget years to reduce costs. They are currently in desperate need of replacement.

**Professional & Contractual (801)**

**001—Conferences & Workshops**—Phase I of MPSI’s three-phase leadership training was added to this budget for one of the crew leader Equipment Operator IIIs.

**006—Vehicle Maintenance**—Fleet Maintenance staff’s trend analysis predicts a significant cost increase in vehicle parts and supplies for FY 13/14.

**013—Education and Training**—Staff recertification for aerial lift equipment is due during FY 13/14.

**ROAD MAINTENANCE STAFFING LEVELS**

Acct.	Title	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010)</b>	<b>Administrative and Clerical</b>				
	Supervisors	2	2	2	2
	Equipment Operator III	4	4	4	4
	Equipment Operator II	9	11	11	11
	Equipment Operator I	2	0	0	0
	Laborer I	2	2	2	2
	Total	19	19	19	19
<b>(038)</b>	<b>Seasonal Aides (FTE)</b>	2.12	3.46	3.46	3.46
	<b>Department Total</b>	<b>21.12</b>	<b>22.46</b>	<b>22.46</b>	<b>22.46</b>

## Road Maintenance

DEPARTMENT NUMBER: 442

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	879,047	890,049	958,870	925,547	968,420	968,420
015	Seasonal Aides	77,095	52,936	72,576	72,576	72,576	72,576
106	Sick & Vacation	2,067	4,836	2,043	2,939	3,583	3,583
112	Overtime	100,045	65,680	90,418	85,915	87,881	87,881
200	Social Security	82,635	79,372	89,372	89,464	90,208	90,208
250	Blue Cross/Optical/Dental	220,723	207,252	231,123	200,250	229,856	229,856
275	Life Insurance	1,302	1,306	1,463	1,658	1,752	1,752
300	Pension - DC	12,628	12,998	22,727	18,500	23,108	23,108
305	Pension - DB	278,497	179,632	191,144	191,144	0	0
308	Post Retirement Healthcare	0	111,308	129,483	129,483	0	0
325	Longevity	35,001	37,630	44,348	43,826	46,738	46,738
350	Worker's Compensation	35,229	24,207	26,955	17,100	38,379	38,379
	Category Total	<u>1,724,269</u>	<u>1,667,206</u>	<u>1,860,522</u>	<u>1,778,402</u>	<u>1,562,501</u>	<u>1,562,501</u>
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	118,784	100,274	100,700	106,458	111,821	111,821
002	Books & Subscriptions	0	0	150	150	150	150
008	Supplies	854	1,460	4,000	2,000	2,000	2,000
019	Uniforms	8,571	8,571	10,400	10,400	10,600	10,600
030	Tools & Misc. Small Equip.	7,307	4,167	9,000	8,000	9,000	9,000
034	Safety Equipment	4,560	4,198	8,100	8,100	8,900	8,900
	Category Total	<u>140,076</u>	<u>118,670</u>	<u>132,350</u>	<u>135,108</u>	<u>142,471</u>	<u>142,471</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	2,491	1,889	1,720	2,000	3,275	3,275
002	Memberships & Licenses	762	681	1,221	1,221	1,276	1,276
005	Fleet Insurance	27,250	25,750	17,755	17,755	17,490	17,490
006	Vehicle Maintenance	80,952	69,050	62,750	87,000	90,000	90,000
008	Equipment Maintenance	2,236	1,012	3,000	2,500	2,500	2,500
013	Education & Training	2,249	1,854	3,330	3,330	4,670	4,670
029	Cemetery Maintenance	257	299	2,000	1,000	1,000	1,000
030	Emergency Meal Allowance	965	0	900	1,000	900	900
071	Contractual Projects	0	0	20,000	20,000	20,000	20,000
	Category Total	<u>117,162</u>	<u>100,535</u>	<u>112,676</u>	<u>135,806</u>	<u>141,111</u>	<u>141,111</u>

## Road Maintenance

DEPARTMENT NUMBER: 442

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(970) CAPITAL OUTLAY</b>							
002	Office Equipment	0	0	17,870	17,870	0	0
020	Equipment	34,469	6,395	23,900	23,900	53,000	53,000
058	Trucks	28,681	24,694	35,248	35,248	32,000	32,000
	Category Total	63,150	31,089	77,018	77,018	85,000	85,000
<b>GROSS DEPARTMENT TOTAL</b>		<b>2,044,657</b>	<b>1,917,500</b>	<b>2,182,566</b>	<b>2,126,334</b>	<b>1,931,083</b>	<b>1,931,083</b>
Less: Road Funds Reimbursement		(1,385,950)	(1,667,206)	(1,860,522)	(1,778,402)	(1,542,290)	(1,542,290)
<b>NET DEPARTMENT TOTAL</b>		<b>658,707</b>	<b>250,294</b>	<b>322,044</b>	<b>347,932</b>	<b>388,793</b>	<b>388,793</b>

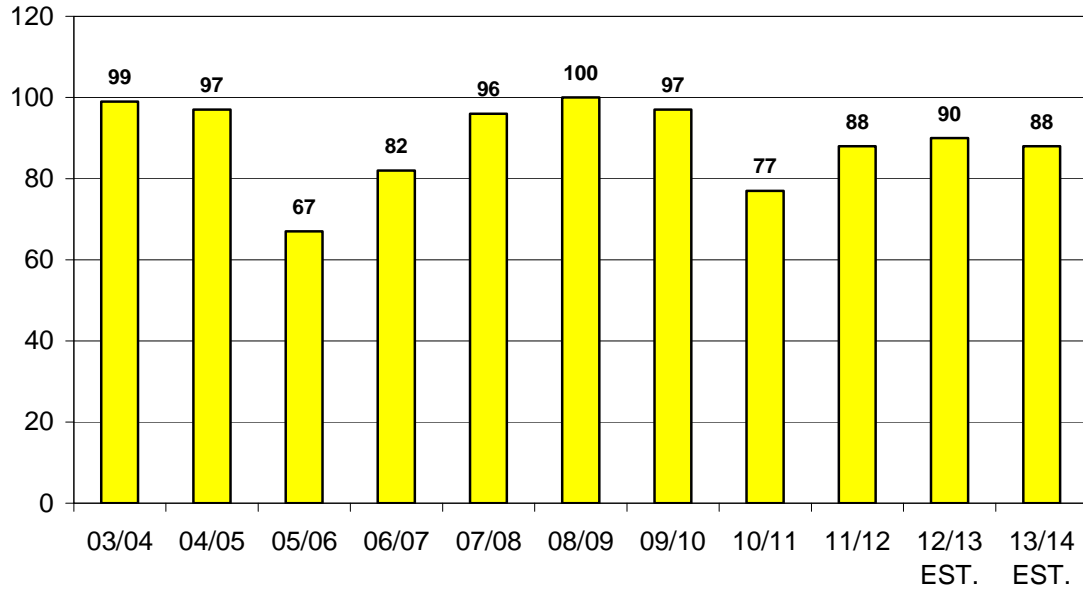
In addition to the Road Fund's Reimbursement for Personnel Costs netted above, General Fund Revenue reflects Fees from the Road Fund's for Equipment Rental.

## CAPITAL OUTLAY

Acct. 970	Quantity	Item Description	Budget Request	Manager's Budget Quantity	Amount
<b>020</b>		<b>EQUIPMENT</b>			
	1	GPS Tracing for DPW Road Maintenance Vehicle	15,000	1	15,000
	1	Digital Pole Mounted Pipe & Manhole Inspection Camera	15,000	1	15,000
	1	Hydraulic Pavement Hammer for use w/Miniloader	9,000	1	9,000
	1	Minky Light Duty Wood Chipper	8,000	1	8,000
	1	Garage Shelving	6,000	1	6,000
		<b>Total Equipment</b>	<b>53,000</b>		<b>53,000</b>
<b>058</b>		<b>Trucks</b>			
	1	Pick-up Truck	27,500	1	27,500
	1	Plow	4,500	1	4,500
		<b>Total Trucks</b>	<b>32,000</b>		<b>32,000</b>
		<b>CAPITAL OUTLAY TOTAL</b>	<b>85,000</b>		<b>85,000</b>

### KEY DEPARTMENTAL TRENDS

Emergency Call-Ins (Roads)



## BUILDING MAINTENANCE

The operation and maintenance expenses for City Hall and the Police Facility are charged to this account. Principal expenses are for salaries and supplies to keep the buildings in good repair. The building maintenance staff is responsible for monthly inspections of all heating, ventilation and air conditioning (HVAC) equipment for 14 City-owned buildings.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Create an organized environment for all departments for record storage and retrieval. (2,8)
  - Continue to utilize the Community Service Work Program for various maintenance projects. (2)
  - To operate efficiently, reduce unnecessary spending and effectively maintain the City’s facilities. (2,8)
- Meet all safety standards prescribed by the State and Federal regulations. (8,9)
  - Provide preventative maintenance programs on all mechanical, electrical, and plumbing equipment for all City buildings. (2,8)
  - Ensure that residents and employees have clean and safe facilities to carry on their day-to-day business. (3,8,13)
  - Become experts in Green Technology. (2)

### PERFORMANCE OBJECTIVES

- To maintain within the budgetary framework, 14 City facilities in a safe, clean and economical manner.
- To test and maintain backflow prevention devices for all City facilities.
- To conduct monthly preventative maintenance inspections on a timely basis and oversee quarterly inspections performed by contractors.
- To coordinate the storage or disposal of any unused furniture or equipment for City auctions.

	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
<b>Service Level</b>	Community Work Program “worker days”	200	256	288
	Requests for maintenance service	1,258	1,276	1,267
	Number of monthly inspections (HVAC)	168	168	168
	Number of buildings maintained	14	14	14
<b>Efficiency</b>	Percentage of service requests met within 10 days	90%	90%	90%
	Percentage of emergency call-ins responded to within 30 minutes.	95%	95%	95%
	Activity Expenditures as a % of General Fund	0.91%	0.94%	0.81%



**Building Maintenance**

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**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries & Wages – 702**

**305 & 308 – Defined Benefit Pension and Retiree Healthcare** – Moved to its own new General Fund activity for Post Employment Benefits, effective for FY 2013/14.

**Professional & Contractual – 801**

**025 – Utilities** - Increase in 2012/13 estimated budget and 2013/14 requested budget due to DTE mistakenly billing at an artificially low multiplier for City Hall for 1 1/2 years.

**BUILDING MAINTENANCE STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010) Salaries</b>					
	Building Maintenance Supervisor	1	1	1	1
	Building Maintenance Technician	1	1	1	1
	Building Maintenance Worker	2	2	2	2
	<b>Building Maintenance Division Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## Building Maintenance

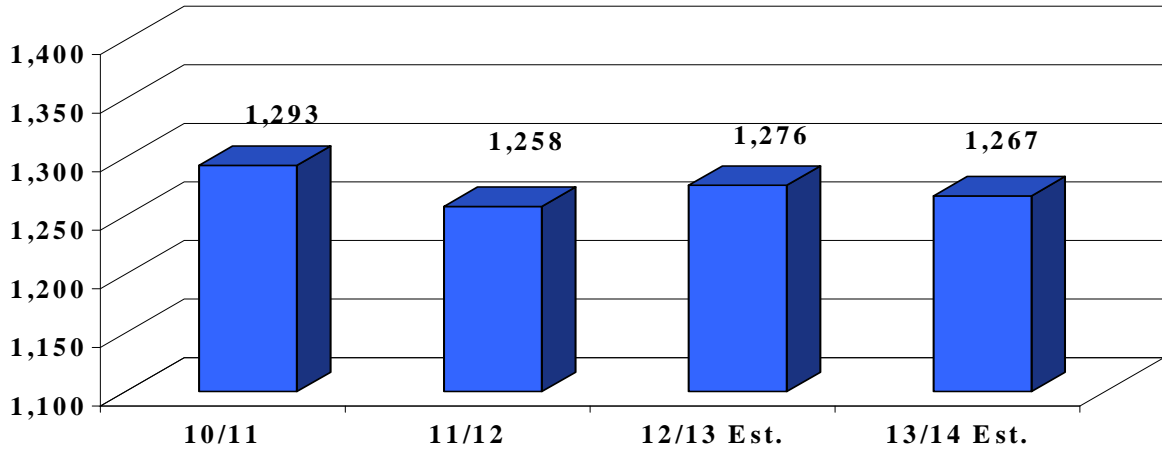
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DEPARTMENT NUMBER: 444

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702)</b>	<b>SALARIES &amp; WAGES</b>						
010	Salaries	167,771	168,266	182,791	180,500	183,494	183,494
106	Sick & Vacation	4,635	2,597	1,303	1,258	1,152	1,152
112	Overtime	11,362	8,015	13,901	13,800	13,901	13,901
200	Social Security	15,131	14,682	15,771	15,752	15,851	15,851
250	Blue Cross/Optical/Dental	63,913	57,913	56,900	54,650	57,903	57,903
275	Life Insurance	297	307	308	365	369	369
300	Pension - DC	4,995	4,999	5,076	5,001	5,018	5,018
305	Pension - DB	38,500	33,779	35,815	35,815	0	0
308	Post Retirement Healthcare	0	20,930	24,262	24,262	0	0
325	Longevity	6,298	6,560	8,162	8,060	8,650	8,650
350	Worker's Compensation	3,831	2,624	2,720	1,750	3,858	3,858
	Category Total	<u>316,733</u>	<u>320,672</u>	<u>347,009</u>	<u>341,213</u>	<u>290,196</u>	<u>290,196</u>
<b>(740)</b>	<b>OPERATING SUPPLIES</b>						
001	Gas & Oil	758	828	1,020	923	963	963
008	Supplies	6,331	10,128	10,000	9,000	10,000	10,000
019	Uniforms	811	832	1,258	1,100	1,258	1,258
	Category Total	<u>7,900</u>	<u>11,788</u>	<u>12,278</u>	<u>11,023</u>	<u>12,221</u>	<u>12,221</u>
<b>(801)</b>	<b>PROFESSIONAL &amp; CONTRACTUAL</b>						
002	Memberships & Licenses	300	0	0	20	300	300
005	Fleet Insurance	800	800	366	366	510	510
006	Vehicle Maintenance	153	424	850	850	850	850
013	Education & Training	0	900	3,000	2,000	2,000	2,000
025	Utilities	38,496	54,398	39,000	65,500	56,030	56,030
026	Physical Exams	0	5,330	0	0	0	0
029	Building Maintenance	15,360	58,803	58,792	58,000	48,375	48,375
046	Custodial Contract	0	0	4,000	0	0	0
	Category Total	<u>55,109</u>	<u>120,655</u>	<u>106,008</u>	<u>126,736</u>	<u>108,065</u>	<u>108,065</u>
<b>(970)</b>	<b>CAPITAL OUTLAY</b>						
020	Equipment	6,672	0	0	0	0	0
	Category Total	<u>6,672</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>DEPARTMENT TOTAL</b>	<b><u>386,414</u></b>	<b><u>453,115</u></b>	<b><u>465,295</u></b>	<b><u>478,972</u></b>	<b><u>410,482</u></b>	<b><u>410,482</u></b>

**KEY DEPARTMENTAL TRENDS**

**Service Requests for Maintenance**



# ENGINEERING DIVISION

Activities of the Engineering Division include municipal project design and administration, as well as, plan review and inspection of new developments. In addition, the Division addresses traffic concerns and considerable requests for information by engineers, builders and residents. The Division strives to improve the safety and mobility of the transportation system of the City.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Maintain accurate records. Make available to public. (1,10,12,13)
  - Improve condition of city water system by replacing old water main. (13)
  - Pursue grant funds or aging infrastructure. (5)
  - Incorporate GIS technology into delivery of engineering services. (2,8)
- Improve CIS technology into delivery of engineering services. (2,8)
  - Address storm quality concerns. (10,13)
  - Maintain quality engineering services including design review and analysis. (1,2)

### PERFORMANCE OBJECTIVES

- Reduce initial review time for sites and subdivisions.
- Complete requested and budgeted capital improvement projects.
- Reduce vehicle crash rate citywide.
- Assist neighborhoods with Traffic SAFE-TE<sup>3</sup> Program implementations (Safety Awareness for Everyone through Education, Enforcement and Engineering).

	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
<b>Service Level</b>	Contracts Let (number)	9	12	11
	Contracts Let (amount)	\$8,319,870	\$4,611,400	\$9,206,400
	Site Plans Reviewed	8	7	8
	Subdivision/Locations Participating in SAFE-TE <sup>3</sup>	1	2	2
	Citizen Service Requests	98	84	91
<b>Efficiency</b>	Percent first reviews within four weeks	63%	100%	100%
	Activity Expenditures as a % of General Fund	2.62%	2.60%	2.43%

## SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR

### Salaries and Wages - 702

**010 – Salaries & Wages** – The decrease in FY 12/13 is due to vacancies for part of the year from retirements.

**038 & 112 – Part time** work and **overtime** have again increased to address the escalated work load projected for the two road SADs and the two mile of road reconstruction (13 Mile and Freedom Road). This is also supported by the projected multi-year Grand River Homes water main replacement. This has resulted in a requested 1.03 FTE increase in part-time staffing for FY 13/14.

**106 – Sick and vacation** buyouts have significantly increased from last year's budget with the unexpected retirement of the Chief Engineering Inspector and the now projected retirement of the Design Technician. We also anticipate retirement of an Engineering Aide III in the upcoming 2013-2014 budget year.

**305 & 308 – Defined Benefit Pension and Retiree Healthcare** – Moved to its own new General Fund activity for Post Employment Benefits, effective for FY 2013/14.

### Reallocation to Water and Sewer Fund - 702

Similar to last year, significant time is anticipated to be spent on the water main replacement program, and will result in a larger charge-off of the water and sewer funds than in previous years.

### Capital Outlay - 970

**015** – One four-wheel drive pickup truck with plow assembly has been budgeted to replace an existing 2003 pickup truck.

**ENGINEERING STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010)</b>	<b>Salaries and Wages</b>				
	Chief Engineer	1	0	0	0
	Engineering Manager	0	1	1	1
	Senior Engineer	1	1	1	1
	Chief Engineering inspector	1	1	1	1
	Design Technician	1	1	1	1
	Traffic Engineer	1	1	1	1
	Civil Engineer III	0	0	1	1
	Civil Engineer II	2	1	0	0
	Civil Engineer I	0	1	1	1
	Engineering Aide IV	1	1	1	1
	Engineering Aide III	1	1	2	2
	Engineering Aide II	2	2	1	1
	Department Technician	0	1	0	0
	Clerk Typist I	1	1	1	1
	Engineering Office Aide	1	0	1	1
	<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>(038)</b>	<b>Part time (FTE)</b>				
	Part time wages	0	1.28	2.31	2.31
	<b>Total</b>	<b>0</b>	<b>1.28</b>	<b>2.31</b>	<b>2.31</b>
	<b>Engineering Division Total</b>	<b>13</b>	<b>14.28</b>	<b>15.31</b>	<b>15.31</b>

**Engineering Division**

DEPARTMENT NUMBER: 449

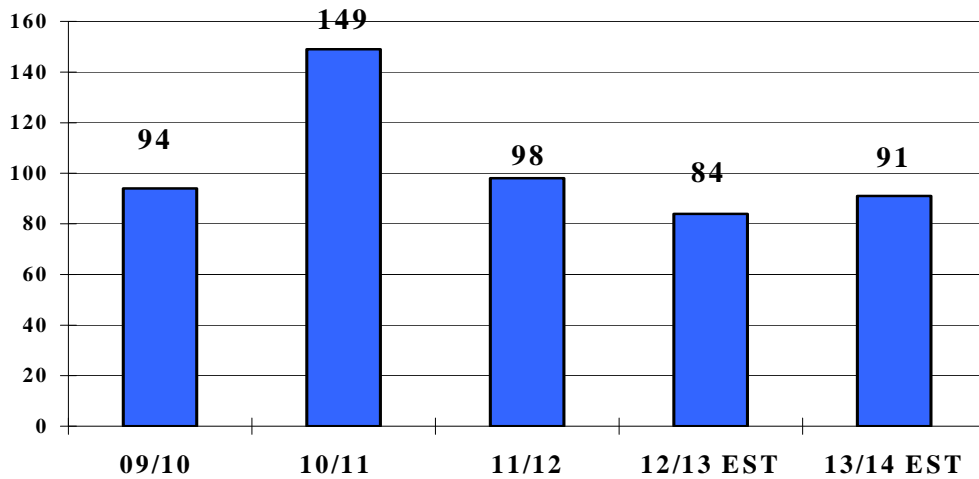
Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Salaries & Wages	873,083	707,495	815,816	690,838	811,166	811,166
038	Part-time	10,243	31,043	68,050	58,801	85,048	85,048
106	Sick & Vacation	28,790	61,958	13,246	63,358	30,244	30,244
112	Overtime	19,802	67,453	91,050	131,315	133,600	133,600
200	Social Security	73,545	68,083	78,598	75,168	83,712	83,712
250	Blue Cross/Optical/Dental	201,504	139,871	169,675	127,500	155,569	155,569
275	Life Insurance	3,317	2,648	3,018	2,900	3,369	3,369
300	Pension - DC	5,168	10,549	27,581	19,000	34,919	34,919
305	Pension - DB	262,038	188,259	147,531	147,531	0	0
308	Post Retirement Healthcare	0	116,652	99,939	99,939	0	0
325	Longevity	49,375	45,954	39,276	38,278	34,204	34,204
350	Worker's Compensation	6,346	3,829	4,252	2,655	6,010	6,010
	<b>Reallocation to Water Fund</b>	0	(144,595)	(207,532)	(207,532)	(209,589)	(209,589)
	<b>Reallocation to Sewer Fund</b>	(110,299)	(40,574)	(17,253)	(17,253)	(23,947)	(23,947)
	Category Total	<u>1,422,912</u>	<u>1,258,625</u>	<u>1,333,247</u>	<u>1,232,498</u>	<u>1,144,305</u>	<u>1,144,305</u>
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	15,762	16,620	19,400	23,408	24,150	24,150
002	Books & Subscriptions	0	0	550	325	440	440
008	Supplies	8,012	10,218	10,300	8,750	9,000	9,000
	Category Total	<u>23,774</u>	<u>26,838</u>	<u>30,250</u>	<u>32,483</u>	<u>33,590</u>	<u>33,590</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	719	303	5,450	4,960	6,380	6,380
002	Memberships & Licenses	746	983	995	853	1,711	1,711
004	Consultants	0	601	1,000	0	1,000	1,000
005	Fleet Insurance	7,200	5,600	2,200	2,200	2,160	2,160
006	Vehicle Maintenance	2,209	3,632	4,500	4,000	4,000	4,000
007	Office Equip. Maintenance	3,570	2,325	7,202	1,600	4,800	4,800
009	Consulting & Review Fee	450	4,144	9,600	9,100	1,000	1,000
013	Education & Training	996	201	5,550	2,515	3,306	3,306
024	Printing Services	22	43	0	0	0	0
041	Vehicle Allowance	3,600	900	0	0	0	0
	Category Total	<u>19,512</u>	<u>18,732</u>	<u>36,497</u>	<u>25,228</u>	<u>24,357</u>	<u>24,357</u>
<b>(970) CAPITAL OUTLAY</b>							
002	Office Equipment	16,565	1,456	3,950	1,802	2,148	2,148
015	Inspection Vehicles	0	0	31,200	31,200	31,500	31,500
	Category Total	<u>16,565</u>	<u>1,456</u>	<u>35,150</u>	<u>33,002</u>	<u>33,648</u>	<u>33,648</u>
<b>DEPARTMENT TOTAL</b>		<u><b>1,482,763</b></u>	<u><b>1,305,651</b></u>	<u><b>1,435,144</b></u>	<u><b>1,323,211</b></u>	<u><b>1,235,900</b></u>	<u><b>1,235,900</b></u>

## CAPITAL OUTLAY

Acct.			Unit	Budget	<u>Manager's Budget</u>	
970	Quantity	Item Description	Cost	Request	Quantity	Amount
<b>002</b>		Office Equipment		2,148		2,148
		<b>Total Office Equipment</b>		<u>2,148</u>	<u>0</u>	<u>2,148</u>
<b>015</b>	1	Truck	27,000	27,000	1	27,000
	1	Snow Plow	4,500	4,500	1	4,500
		<b>Total Vehicle Costs</b>		<u>31,500</u>	<u>1</u>	<u>31,500</u>
<b>CAPITAL OUTLAY TOTAL</b>				<u>33,648</u>	<u>1</u>	<u>33,648</u>

## KEY DEPARTMENTAL TRENDS

### Citizens Service Requests





## DPW MAINTENANCE FACILITY

The DPW maintenance facility budget provides funding for the administrative office and fleet maintenance operations. The office staff processes all service requests and inquiries from residents for street, drainage, roadside maintenance, as well as refuse/recycling services. The office staff also serves as the communications link between residents and the DPW field staff, via cell phones and two-way radio, ensuring a quick response to citizen service requests. All of this activity is in support of the Department's Vision and Mission Statements.

The DPW's garage is responsible for maintaining the City's fleet of approximately 400 vehicles and pieces of equipment, which includes passenger vehicles, patrol vehicles, pick-up trucks, light trucks, utility vehicles, heavy trucks, private vehicles, vans/buses, multi-purpose vehicles, heavy road equipment, and small equipment. New emission control requirements, fuel economy standards, computerized engine controls, safety enhancements, and an aging fleet all contribute significantly to the fleet maintenance workload.

The cornerstone of the DPW garage is the preventative maintenance (PM) program. The objective of preventative maintenance is to extend the service life of equipment, minimize downtime and avoid equipment failures through scheduled inspection and service.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Improve fleet safety, reliability, and equipment longevity. (2,8)
- Promote alternative fuels within the fleet. (2)
- Improve City-wide fueling system and fueling records. (2)
- Promote more shared use of City fleet by departments to assure maximum benefit from the existing vehicles. (2)
- Provide adequate maintenance and upgrades to the DPW facility to ensure maximum benefit and longevity. (1,2)
- Ensure a safe work environment. (8)

### PERFORMANCE OBJECTIVES

- Reduce vehicle down-time.
- Improve vehicle lifecycle costs.
- More balanced use of the fleet.
- Improve equipment versatility.

**DPW Maintenance Facility**

	<b>Performance Indicators</b>	<b>FY 2011/12 Actual</b>	<b>FY 2012/13 Projected</b>	<b>FY 2013/14 Estimated</b>
<b>Service Level</b>	Parts Received	137,742	217,000	220,000
	Parts Issued	141,752	201,000	205,000
	Fuel Gallons	34,729	46,991	47,000
	Number of Vehicles and Equipment	394	405	400
	Average Age of Vehicles and Equipment	5.7	4.7	5
	Preventative Maintenance % of Labor Hours	34%	55%	70%
	New Vehicles and Equipment Purchased	20	21	20
	<b>Efficiency</b>	Activity Expenditures as a % of General Fund	2.43%	2.73%

**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries & Wages (702)**

**106—Sick & Vacation**—Reflects potential retirement of current Fleet Maintenance Supervisor.

**112—Overtime**—The Fleet Maintenance Supervisor currently is in the emergency on-call rotation for road maintenance, assisting the two Road Maintenance Supervisors on a one-week-on/two-weeks-off, 24-hour, 7-day rotation.

**305 & 308 – Defined Benefit Pension and Retiree Healthcare** – Moved to its own new General Fund activity for Post Employment Benefits, effective for FY 2013/14.

**Operating Supplies (740)**

**076 – Auto/Truck Parts** – The \$64,828 budget increase from FY 12/13 to FY 13/14 is caused by price and quantity increases.

**Professional & Contractual (801)**

**001—Conferences & Workshops**—With a possible retirement of the Fleet Maintenance Supervisor, the first year of a three-year APWA Management Training (MPSI) has been budgeted for his replacement. The proposed budget also includes winter vehicle maintenance workshops for our newly hired mechanics (full and part-time).

**002—Memberships & Licenses**—The proposed budget reflects an increase to cover the testing and licenses for two new garage mechanics (one full-time and one part-time) for their required CDL license.

**DPW Maintenance Facility**

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**007—Office Equipment Maintenance**—The current copier/printer contract provided a reduction in the monthly maintenance costs for this equipment.

**025—Utilities**—A reduction in cost has been realized with the recently upgraded rooftop HVAC units and the new radiant heaters in the equipment parking garage.

**029—Building Maintenance**—The proposed budget reflects the current needs of the building, reflecting a reduction in costs from items encumbered from FY 12/13.

**046—Custodial Contract**—The current custodial contract is up for rebid during FY 13/14. The proposed budget reflects an anticipated market adjustment.

**DPW MAINTENANCE FACILITY STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(015)</b>	<b>Supervision/Secretary/Mechanics</b>				
	DPW Superintendent	1	1	1	1
	Secretary	1	1	1	1
	DPW Contract Technician	1	1	1	1
	Fleet & Facility Maintenance Supervisor	1	1	1	1
	Mechanic III	3	2	2	2
	Mechanic II	1	1	1	1
	Mechanic I	0	1	1	1
	Inventory & Repair Coordinator	1	1	1	1
	Building Maint Tech.	1	1	1	1
	<b>Total Full-time</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>(038)</b>	<b>Part-time</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
	<b>DPW Maintenance Facility Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

**DPW Maintenance Facility**

DEPARTMENT NUMBER: 450

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
015	Supervision/Sec./Mech.	552,563	548,499	562,572	555,450	559,468	559,468
038	Part-time	600	2,542	43,970	43,970	43,970	43,970
106	Sick & Vacation	2,610	13,018	1,884	6,513	18,894	18,894
112	Overtime	43,621	35,956	38,869	38,860	42,288	42,288
200	Social Security	47,800	48,009	52,046	51,950	53,268	53,268
250	Blue Cross/Optical/Dental	145,416	127,578	129,275	114,500	133,232	133,232
275	Life Insurance	988	947	1,064	1,200	1,236	1,236
300	Pension - DC	0	921	6,355	8,350	16,525	16,525
305	Pension - DB	165,294	131,717	125,840	125,840	0	0
308	Post Retirement Healthcare	0	81,617	85,245	85,245	0	0
325	Longevity	35,011	37,074	33,011	33,003	31,692	31,692
350	Worker's Compensation	7,626	5,649	6,408	4,170	9,115	9,115
	Category Total	1,001,529	1,033,527	1,086,539	1,069,051	909,688	909,688
<b>(740) OPERATING SUPPLIES</b>							
001	Fuel & Oil Inventory	650,716	678,799	762,839	756,885	782,415	782,415
002	Books & Subscriptions	1,595	1,595	2,000	2,000	2,000	2,000
008	Supplies	5,564	5,245	7,500	6,000	7,500	7,500
009	Gas & Oil	4,346	6,981	7,650	8,165	8,400	8,400
012	Mechanics Tool Allowance	2,852	3,318	3,125	3,125	3,125	3,125
076	Auto/Truck Parts	131,222	124,663	153,072	220,800	217,900	217,900
085	Misc. Auto/Truck Supplies	12,004	7,829	12,000	10,000	12,000	12,000
	Category Total	808,299	828,430	948,186	1,006,975	1,033,340	1,033,340
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	1,199	1,193	3,025	3,025	5,050	5,050
002	Memberships & Licenses	566	667	891	1,000	1,087	1,087
005	Fleet Insurance	1,950	1,950	1,036	1,036	1,170	1,170
006	Vehicle Maintenance	2,339	2,748	1,500	1,500	1,200	1,200
007	Office Equip. Maintenance	6,971	3,595	7,500	5,600	6,300	6,300
008	Garage Equip. Maintenance	5,214	3,210	5,000	5,000	5,000	5,000
013	Education & Training	273	593	1,120	1,120	1,120	1,120
025	Utilities Expense	74,635	63,128	74,000	62,100	65,700	65,700
027	Radio Maintenance	0	0	2,000	2,000	2,000	2,000
029	Building Maintenance	30,638	30,566	36,262	36,200	29,000	29,000
046	Custodial Contract	8,056	9,505	12,000	12,000	15,000	15,000
056	Refuse Removal	5,024	4,915	9,000	8,000	9,000	9,000
104	Subcontract Repairs	45,968	47,216	61,229	37,500	33,850	33,850
	Category Total	182,833	169,286	214,563	176,081	175,477	175,477

**DPW Maintenance Facility**

DEPARTMENT NUMBER: 450

Acct.		2010/11	2011/12	2012/13	2012/13	2013/14	2013/14
No.	Category and Line Item	Actual	Actual	Budgeted	Estimated	Proposed	Adopted
<b>(970) CAPITAL OUTLAY</b>							
001	Office Furniture	0	0	7,000	7,000	0	0
002	Office Equipment	1,224	0	0	0	0	0
007	Garage Equipment	0	1,600	11,025	11,025	11,950	11,950
015	Vehicles	28,432	24,694	66,248	66,248	51,000	51,000
036	Building Improvements	0	0	48,000	48,000	17,500	17,500
	Category Total	<u>29,656</u>	<u>26,294</u>	<u>132,273</u>	<u>132,273</u>	<u>80,450</u>	<u>80,450</u>
	Total Expenditures	2,022,317	2,057,537	2,381,561	2,384,380	2,198,955	2,198,955
	Less Interdepartment Billings	<u>(807,721)</u>	<u>(850,201)</u>	<u>(975,911)</u>	<u>(999,380)</u>	<u>(1,017,827)</u>	<u>(1,017,827)</u>
	<b>DEPARTMENT TOTAL</b>	<b><u>1,214,596</u></b>	<b><u>1,207,336</u></b>	<b><u>1,405,650</u></b>	<b><u>1,385,000</u></b>	<b><u>1,181,128</u></b>	<b><u>1,181,128</u></b>

This Division's operations are partially supported by Reimbursements for Fuel & Maintenance costs from other local governments (\$16,338).

**CAPITAL OUTLAY**

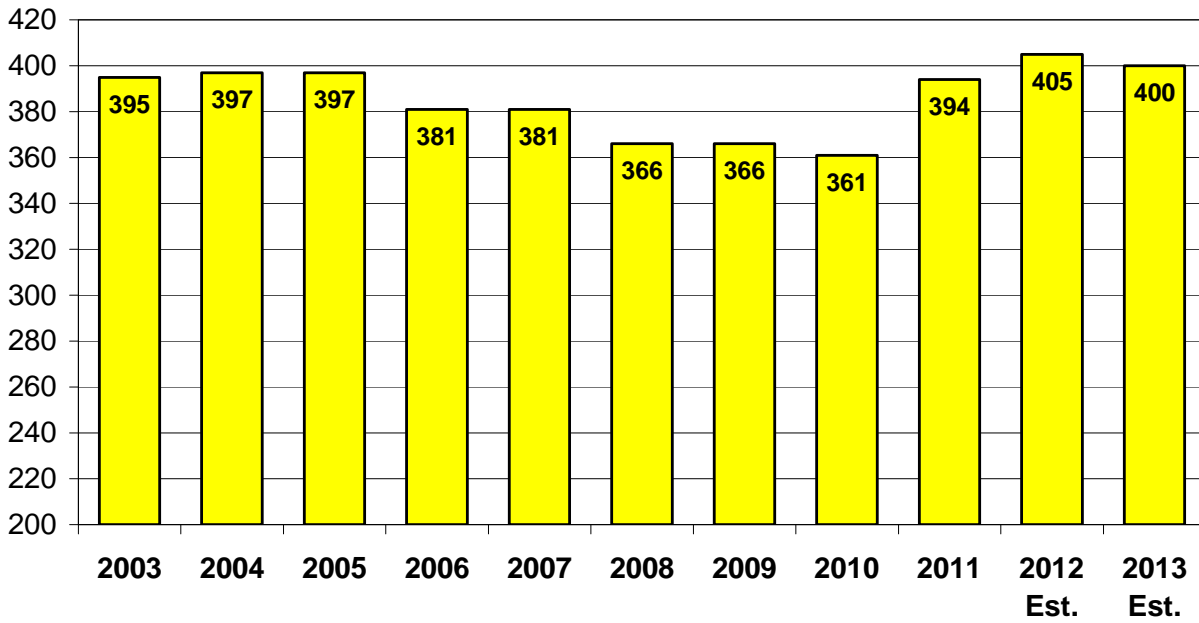
Acct.		Unit	Budget	Manager's Budget	
970	Quantity Item Description	Cost	Request	Quantity	Amount
<b>007</b>	<b>GARAGE EQUIPMENT</b>				
	1 OTC Scan Tool Annual Update	4,000	4,000	1	4,000
	1 Tech II Scan Tool Annual Update	950	950	1	950
	1 OE-PCM Programmable PCM Interface	7,000	7,000	1	7,000
	<b>Total Garage Equipment</b>		<u>11,950</u>		<u>11,950</u>
<b>015</b>	<b>TRUCKS</b>				
	1 Pick-Up Truck	27,500	27,500	1	27,500
	1 Plow	4,500	4,500	1	4,500
	1 Automobile	19,000	19,000	1	19,000
	<b>Total Vehicles</b>		<u>51,000</u>		<u>51,000</u>
<b>036</b>	<b>BUILDING IMPROVEMENTS</b>				
	1 Office Carpet Replacement	17,500	17,500	1	17,500
	<b>CAPITAL OUTLAY TOTAL</b>		<b><u>80,450</u></b>		<b><u>80,450</u></b>

## KEY DEPARTMENTAL TRENDS

### Service Requests Processed

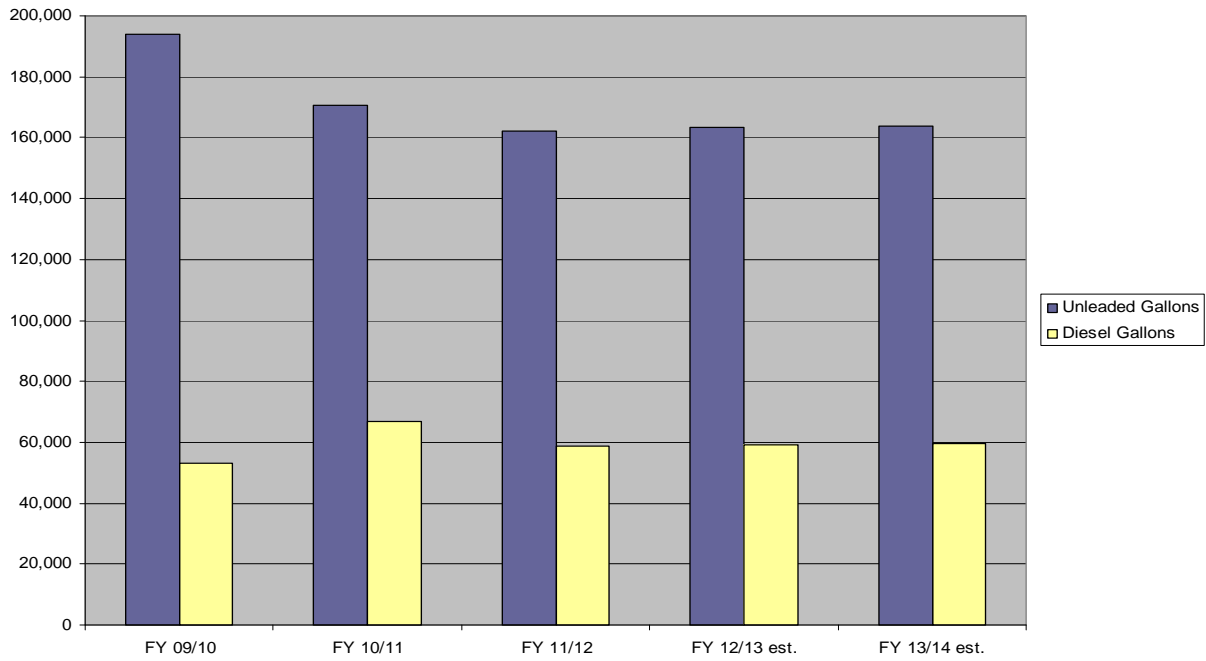
DPS is currently transitioning to a more detailed service request and work order program. Therefore, current data is not available. Once the transition is completed and new, more accurate data is available (during FY 13/14), a table will be provided for the FY 14/15 budget document.

### Number of Vehicles and Equipment Maintained

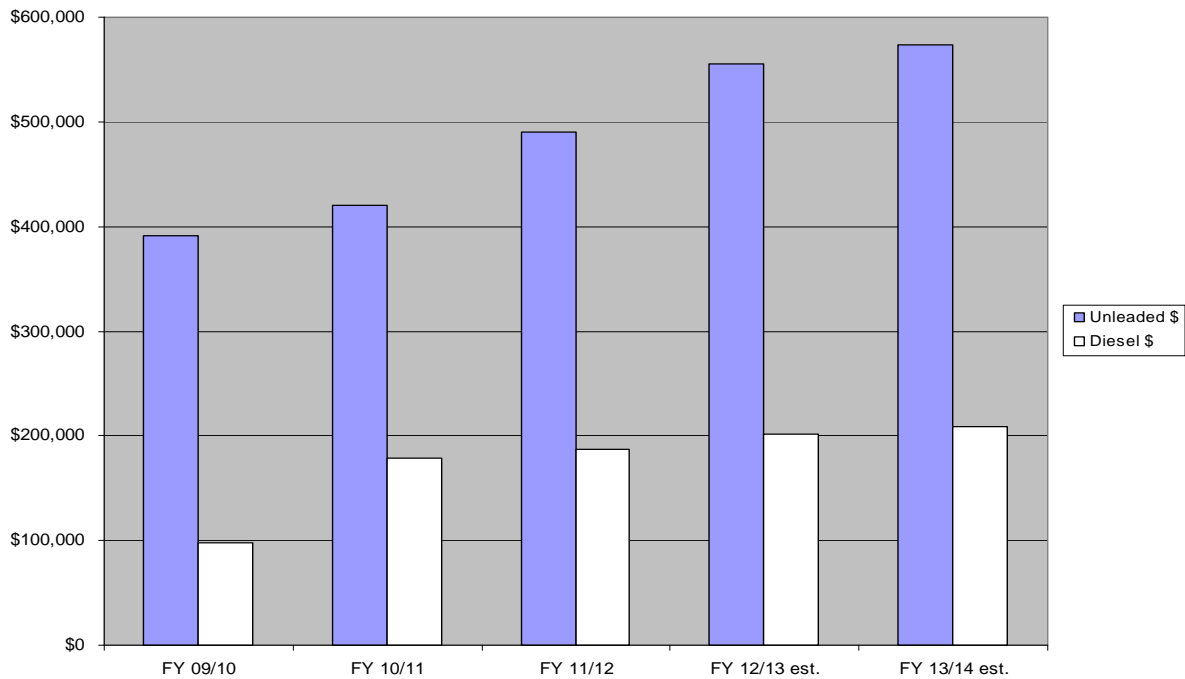


**DPW Maintenance Facility**

**UNLEADED AND DIESEL FUEL USAGE (gallons)**



**UNLEADED AND DIESEL FUEL USAGE (cost)**



## WASTE COLLECTION/RECYCLING

In 2012, the City extended the contract for refuse, recycling and yard waste collection with Waste Management, Inc. to 2022, which broadens the range of recyclable materials and improves collection methods. This agreement was made possible through the efforts of the Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC). The City is one of seven member communities that participated in a private/public partnership and operates a Materials Recovery Facility (MRF) on Eight Mile Road in Southfield.

The DPW is responsible for monitoring day-to-day refuse/recycling services, dispatching complaints to the contractor’s supervisory staff, and responding to questions and special requests from residents. Beginning in 1999, the Hazardous Materials Collection program was expanded to allow Farmington Hills residents to participate in other RRRASOC member Hazardous Materials Collection events, with five events scheduled for 2013. This program enables residents to properly dispose of oil-based paint, pesticides, chemicals, solvents, used computer equipment, and other hazardous materials.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Provide the most cost-effective waste collection, recycling, and yard waste collection program. (1,2,10,12,13)
  - Increase recycling and yard waste diversion rate. (1,2,10,12,13)
- Improve the attendance and quality of materials collected at the Household Hazardous Waste Day events. (1,2)

### PERFORMANCE OBJECTIVES

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
Service Level	Pounds of waste per household	2,381	2,380	2,378
	Dwelling units served	23,163	23,200	23,220
Efficiency	Diversion rate	46%	52%	54%
	Waste Landfilled	54%	48%	46%
	Activity Expenditures as a % of General Fund	7.11%	6.92%	7.06%



**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries and Wages**

**702-Salaries and Wages**—In the spring of 2012 (FY 11/12) the two part-time Clerk Typist positions were converted to one full-time employee. This budget submission will be the first refuse removal budget to reflect this change.

**Operating Supplies**

**008-Miscellaneous**-Due to the recent change in the recycling collection process, the City is no longer providing bins to new homes. Additionally, the office supply needs have also been reduced.

**Professional and Contractual**

**056—Collection Contract**-The recent contract extension resulted in an adjustment to the fuel surcharge calculation that has reduced monthly costs.

**060—Disposal of Household Hazardous Material**-Attendance trends over the last two years have revealed a need to adjust the budget estimates, reflecting a cost savings.

**WASTE COLLECTION/RECYCLING STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(010)</b>	<b>Full time</b>				
	Clerk Typist I	0	0	1	1
	Total	0	0	1	1
<b>(038)</b>	<b>Part time (FTE)</b>				
	Teleprocessing Operator	0.5	0.5	0	0
	Clerk Typist I	0.5	0.5	0	0
	Total	1	1	0	0
	<b>Department Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## Waste Collection/Recycling

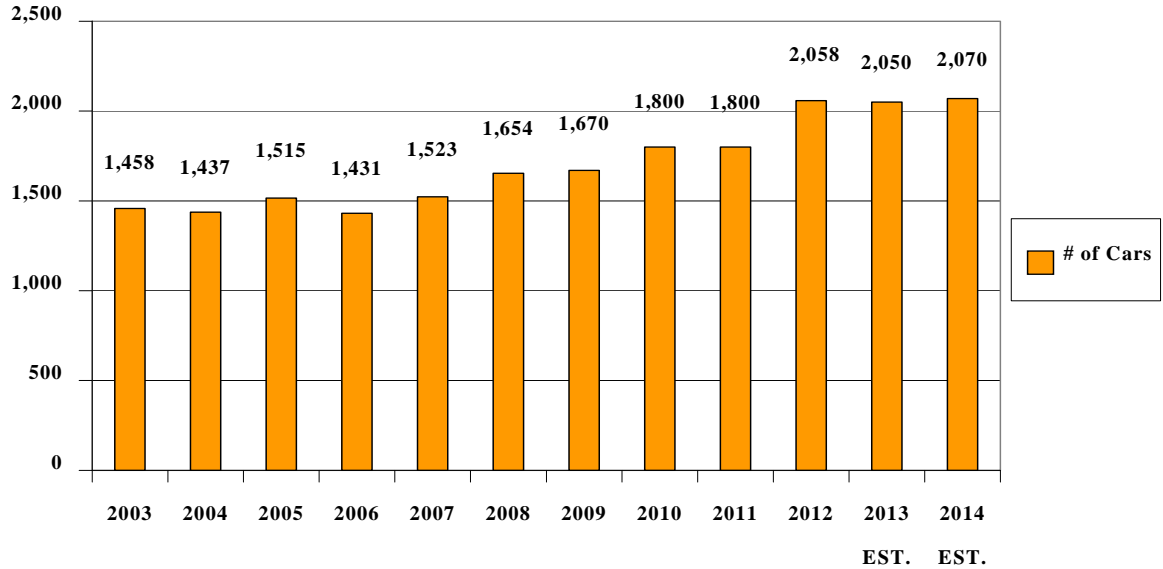
DEPARTMENT NUMBER: 523

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Salaries & Wages	0	6,148	0	22,400	29,603	29,603
038	Part-time	35,036	28,288	34,220	8,100	0	0
112	Overtime	0	0	0	190	0	0
200	Social Security	2,680	2,616	2,618	2,350	2,265	2,265
250	Blue Cross/Optical/Dental	0	4,046	0	16,800	17,632	17,632
275	Life Insurance	0	13	0	92	92	92
300	Pension - DC	0	990	0	3,735	4,460	4,460
350	Workers Compensation	84	59	84	35	66	66
	Category Total	<u>37,800</u>	<u>42,160</u>	<u>36,922</u>	<u>53,702</u>	<u>54,118</u>	<u>54,118</u>
<b>(740) OPERATING SUPPLIES</b>							
008	Miscellaneous	7,090	2,594	2,200	1,200	1,200	1,200
	Category Total	<u>7,090</u>	<u>2,594</u>	<u>2,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
056	Collection Contract	3,265,184	3,319,803	3,349,600	3,289,754	3,358,372	3,358,372
058	Recycling Center	8,648	17,195	17,210	17,210	17,210	17,210
059	Contribution to RRRASOC	102,639	102,639	103,662	99,675	99,675	99,675
060	Disposal of Household Hazardous Materials	78,395	51,684	69,900	54,700	56,000	56,000
	Category Total	<u>3,454,866</u>	<u>3,491,321</u>	<u>3,540,372</u>	<u>3,461,339</u>	<u>3,531,257</u>	<u>3,531,257</u>
	<b>Total Refuse Removal Expenditures</b>	<b><u>3,499,756</u></b>	<b><u>3,536,075</u></b>	<b><u>3,579,494</u></b>	<b><u>3,516,241</u></b>	<b><u>3,586,575</u></b>	<b><u>3,586,575</u></b>

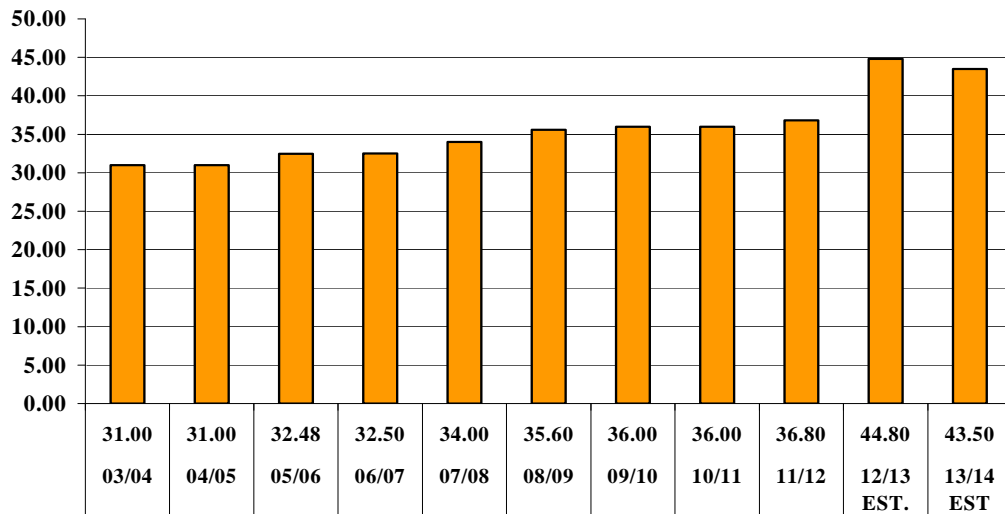
**This Division is supported primarily by a Refuse Collection & Disposal Dedicated Millage and Recycling User Fees.**

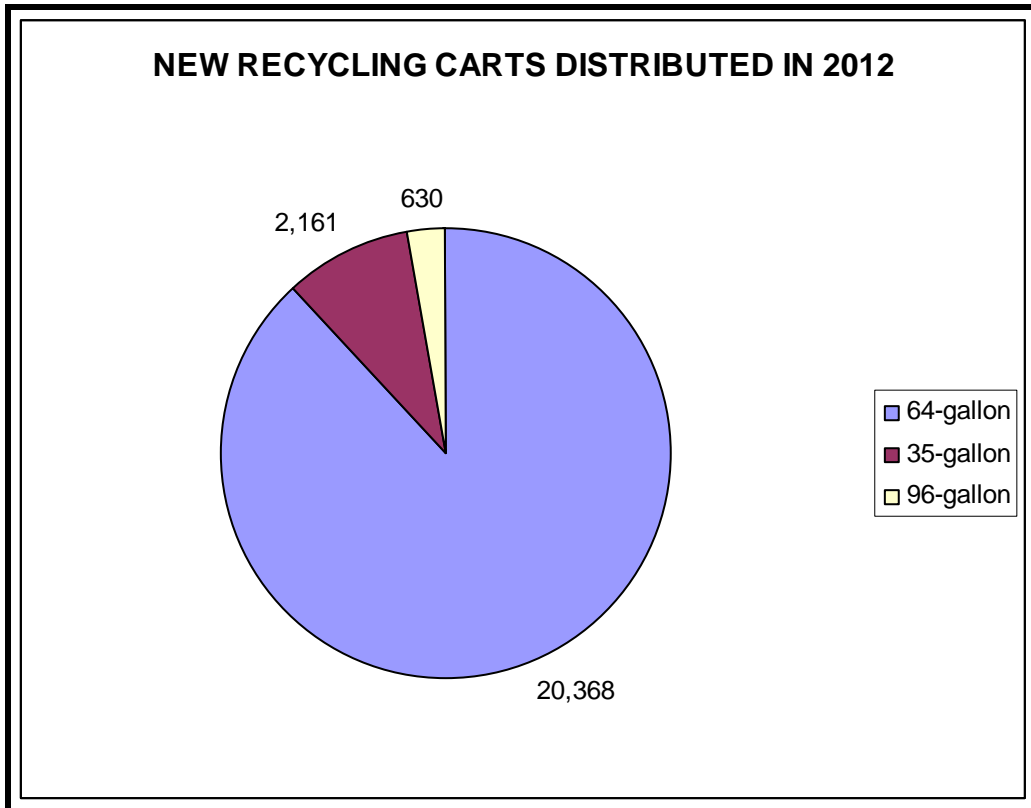
### KEY DEPARTMENTAL TRENDS

Number of Cars Participating in HazMat Events



Percent of Recycled and Composted Materials Diverted from Landfill





## SPECIAL SERVICES SUMMARY

DIV.		2010/11	2011/12	2012/13	2012/13	2013/14	2013/14
NO.	Category and Line Item	Actual	Actual	Adopted	Estimated	Proposed	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
<b>SPECIAL SERVICES:</b>							
752	Administration	2,040,515	2,022,174	1,979,081	1,977,742	1,768,060	1,768,060
760	Youth Services	354,373	384,146	351,511	369,543	336,188	336,188
765	Senior Services	876,780	892,748	831,744	811,825	825,852	825,852
770	Parks Maintenance	1,503,416	1,460,399	1,537,484	1,519,530	1,444,490	1,444,490
775	Cultural Arts	365,266	399,903	403,981	408,174	350,349	350,349
780	Golf Course	986,411	764,771	719,666	770,820	706,437	706,437
785	Recreation Programs	416,343	484,607	451,843	439,165	448,379	448,379
790	Ice Arena	0	1,025,109	983,923	1,032,181	973,245	973,245
<b>TOTAL SPECIAL SERVICES</b>		<b>6,543,104</b>	<b>7,433,857</b>	<b>7,259,233</b>	<b>7,328,980</b>	<b>6,853,000</b>	<b>6,853,000</b>

The Special Services Department is supported primarily from Recreation User Fee (\$4,665,456), an appropriation from the Parks Millage (\$1,407,850), a SMART Grant (\$222,740), and Reimbursements from Oakland Community College for part-time employees (\$14,000).



## SPECIAL SERVICES

### ADMINISTRATION

**MISSION STATEMENT:** Provide municipal services for the physical, recreational, leisure and cultural well-being of the residents of the City of Farmington Hills. The Department provides activities, services and facilities for fitness, athletics, cultural arts, conservation and general open space use in a safe and enjoyable environment for all age groups.

The Department has gradually evolved from the Farmington Area Recreation Commission (established in 1948) to the Parks and Recreation Department in 1978 and finally by authority of the City Council as stated in the City Charter, to the Department of Special Services in 1985. The Department consists of eight divisions including Administration, Cultural Arts, Senior Division, Youth and Families Division, Recreation Division, Parks & Golf Division, Facilities Division and the Ice Arena. The Administration Division is 3.48% of the General Fund Budget in FY 2013/14.

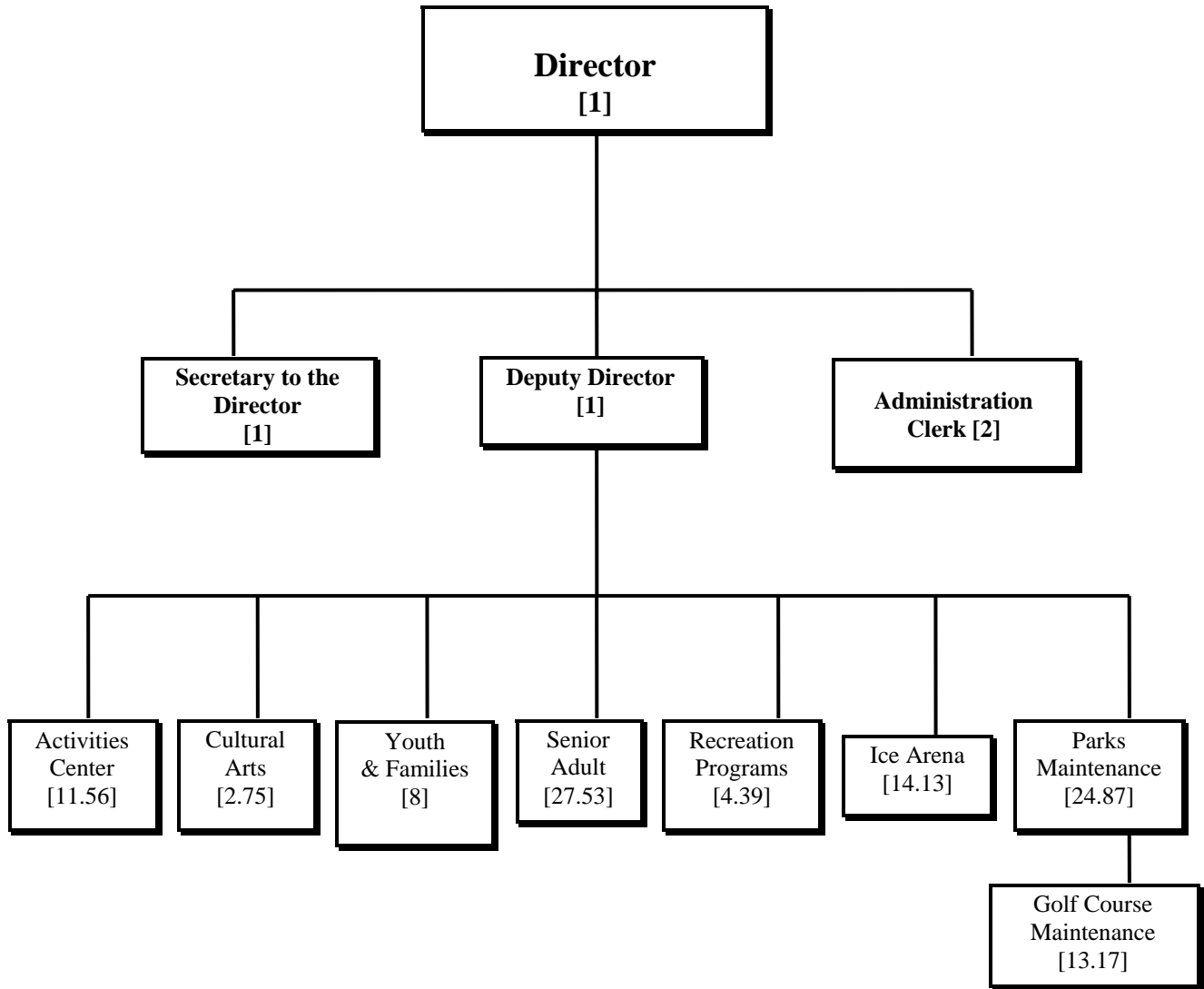
The Department provides a wide variety of programs, services and facilities to the residents. The City has experienced rapid growth since the early 1980's, and the Department is endeavoring to keep pace with the growing and diverse requests for leisure activities and facilities. Land acquisition, facility development, program expansion and diversification have always been paramount and still are today.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Continue to promote and enhance web-based registration system for department's programs, classes and ticket sales. (2)
- Manage millage funds to maintain and improve facilities and programs. (2)
- Provide proper protective equipment and training for staff so that they may complete their duties in a safe and efficient manner. (2,8)
- Provide administrative oversight and support to each division within the department. (8)
- Continue to work closely with other City Departments to ensure the delivery of high-quality services to our residents and customers. (1,13)
- Strengthen existing and create new partnerships. (2)
- Provide high quality programs, facilities and services. (1,6,13)
- Proactively respond to emerging trends and issues in order to remain a vital force in the community. (6,12,13)
- Preserve and enhance attractive and valuable natural resources within the community and maximize accessibility for all users. (2,6)
- Increase sponsorship revenue. (3)
- Continue to seek new strategies to promote our programs, facilities and services. (2)
- Create Parks and Recreation Master Plan. (2,8)

### SPECIAL SERVICES



Total Full Time Equivalent [111.40]

**ADMINISTRATION STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(702) ADMINISTRATION</b>					
<b>(010) Administration</b>					
	Director	1	1	1	1
	Deputy Director	1	1	1	1
	Facilities Supervisor	0	0	1	1
	Facilities Coordinator	1	1	0	0
	Secretary to the Director	1	1	1	1
	Bldg. Maintenance Tech. Aide	1	1	1	1
	Clerk Typist II	1	1	1	1
	<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>(011) Program Management</b>					
	Recreation Supervisor	3	3	4	4
	Recreation Superintendent	1	1	0	0
	<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>(038) Part time</b>					
		8.96	8.90	9.95	9.95
<b>ADMINISTRATION TOTAL</b>		<b>19.96</b>	<b>19.90</b>	<b>20.95</b>	<b>20.95</b>

**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries & Wages**

**010–Administrative & Clerical** – Personnel changes with FT Director, Deputy Director, Facilities Supervisor.

**038–Part-Time**– Office Assistant hours at Costick were increased. Building Attendant hours at Jon Grant Center were decreased.



**Administration**

DEPARTMENT NUMBER: 752

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Administrative & Clerical	405,937	411,304	410,701	371,372	394,902	394,902
011	Program Management	228,024	228,672	229,231	223,520	216,272	216,272
038	Part-time	221,102	231,812	216,147	229,110	245,531	245,531
106	Sick & Vacation	15,341	11,216	14,327	31,942	9,357	9,357
112	Overtime	3,029	3,986	3,304	4,500	3,302	3,302
200	Social Security	68,097	69,310	68,457	67,580	68,515	68,515
250	Blue Cross/Optical/Dental	150,690	134,296	125,446	125,200	137,967	137,967
275	Life Insurance	1,904	1,903	1,905	1,905	2,020	2,020
300	Pension - DC	4,853	4,984	5,102	9,108	18,930	18,930
305	Pension - DB	181,100	135,046	145,141	145,141	0	0
308	Post Retirement Healthcare	0	83,681	98,320	98,320	0	0
325	Longevity	21,979	22,908	25,007	22,912	21,815	21,815
350	Worker's Compensation	10,499	7,350	7,447	5,950	10,412	10,412
	Category Total	<u>1,312,555</u>	<u>1,346,468</u>	<u>1,350,535</u>	<u>1,336,560</u>	<u>1,129,023</u>	<u>1,129,023</u>
<b>(740) Operating Supplies</b>							
001	Gas & Oil	2,818	3,878	4,420	3,719	3,850	3,850
002	Books & Subscriptions	30	30	85	85	85	85
008	Supplies	88,661	101,504	85,700	85,246	88,610	88,610
	Category Total	<u>91,509</u>	<u>105,412</u>	<u>90,205</u>	<u>89,050</u>	<u>92,545</u>	<u>92,545</u>
<b>(801) Professional &amp; Contractual</b>							
001	Conferences & Workshops	542	870	670	925	1,060	1,060
002	Memberships & Licenses	6,657	7,376	6,488	6,398	6,455	6,455
005	Fleet Insurance	1,600	1,600	1,572	1,572	1,350	1,350
006	Vehicle Maintenance	471	800	500	1,600	1,700	1,700
007	Office Equip. Maint. & Rent	25,281	22,246	26,600	26,600	25,850	25,850
013	Education & Training	(200)	0	0	300	750	750
016	Telephone	7,352	7,028	7,800	8,900	8,900	8,900
018	Postage & Bulk Mailing	19,672	18,655	20,400	20,400	22,950	22,950
024	Printing Costs	39,387	39,237	40,500	40,500	40,500	40,500
025	Utilities	203,867	219,858	213,708	216,372	213,484	213,484
029	Maintenance & Repair	153,281	73,282	83,650	75,295	74,690	74,690
035	Credit Card Fees	42,645	47,266	45,000	60,000	60,000	60,000
041	Auto Allowance	3,600	3,600	3,600	3,600	3,600	3,600
042	Mileage Reimbursement	0	0	650	650	0	0
066	Contract Services	114,587	117,476	75,203	77,920	75,203	75,203
067	Scholarships	11,000	11,000	11,000	11,100	10,000	10,000
072	Special Projects	(91)	0	1,000	0	0	0
	Category Total	<u>629,651</u>	<u>570,294</u>	<u>538,341</u>	<u>552,132</u>	<u>546,492</u>	<u>546,492</u>
<b>(970) Capital Outlay</b>							
036	Building Improvements	<u>6,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Category Total	<u>6,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ADMINISTRATION TOTAL</b>		<b><u>2,040,515</u></b>	<b><u>2,022,174</u></b>	<b><u>1,979,081</u></b>	<b><u>1,977,742</u></b>	<b><u>1,768,060</u></b>	<b><u>1,768,060</u></b>

## YOUTH & FAMILY SERVICES – AFTER SCHOOL PROGRAM

**MISSION STATEMENT:** Provide an after-school and summer program for middle school youth that offers a safe, fun environment, free from inappropriate influences. Reduce the use and abuse of alcohol, tobacco, and drugs by middle school youth.

Farmington Hills Area Youth & Family Services has successfully developed and implemented a structured program for middle and upper elementary school age students. The program targets youth that would benefit from supervised after-school activities consisting of educational tutoring, group discussions, recreation, and social skills development. Throughout its history, the program has been a model of innovation and a place where the youth want to be! The After School Program is proud to be recognized nationally by the After School Alliance Organization as one of six valuable after school programs.

We consistently seek input from youth members in creating and implementing programs, while simultaneously providing leadership opportunities for participants. Youth center members have the opportunity to participate in special programs throughout the year. These programs include Club Z! Tutoring; a professional tutoring service, Exercise Programs, Internet Safety, Life Skills Training, Girl Power, and overnight outings. Community Service Projects and Intergenerational Programs are also an important element of the general program. In partnership with the George Riley Foundation and Heavner Nature Center, our “Outdoor Education Program”, that relates school curriculum to nature experiences has been fun and rewarding to our youth members. We also partnered with Best Buy to offer educational/technology programs. Gordon Food Services and the PKC Group brought programs to our youth that taught them about giving back to their community by supporting and serving families in need.

The program sites provide services to each of the four quadrants of Farmington Hills offering opportunities to middle and upper elementary school age youth in Farmington Hills and Farmington. Over 10,500 youth have taken part in the youth center program since its beginning. This year, 730 youth members have joined the program and have attended one of the five youth centers on a daily basis. We see more consistency in our daily visits. The 2012 Summer Program saw 137 participants enrolled in the Summer Drop-In Center, averaging 84 youth per day and averaging 30 youth on each of the 27 field trips that were offered. This program still thrives because of generous donations from our local businesses and corporations, F/FH Community Foundation, service organizations, friends and families.

We are proud to be going into our 17<sup>th</sup> year providing a fun, secure environment where young people can be actively involved in physical, social and educational benefits while learning important lifelong lessons. Families can be at ease knowing their children are safe during these critical after school hours.



## GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Our affiliation with Farmington Public Schools has become stronger as we work together supporting our youth through tutoring and awareness of positive mental health. (2,4)
- Proceed with our partnership with Michigan School of Professional Psychology to look at new and creative programming for middle school age youth. This partnership will increase awareness both for students and staff. (2,6)
- Build on the success of programs for the After School Youth Members, such as Girl Power. Expand our enrichment opportunities with implementation of our Outdoor Education Program which matches Farmington Public School curriculum. This program is in partnership with the George Riley Foundation, Farmington Area Optimist Club and Heavner Nature Connection. (2,6)
- Expand the tutoring program through our partnership with Club Z! Tutoring, a professional tutoring organization. Increase enrichment opportunities to include study skills training for youth members. (1,6)
- Explore new opportunities on ways to reach families not participating in after school programs by partnering with local faith organizations, youth publications, cable shows. (1,6,11)
- Our goal is to continue our partnership with OCC and their work study program to help offset staff budget costs and continue to pursue other colleges that could afford us this same opportunity. (2,8)
- Maintain enrollment for the After School and Summer Drop-In programs. (6,13)
- Take advantage of the new computers; both HP and MAC, video equipment, computer programs that were made possible by our partnership with Best Buy and the LEAP Program. This new equipment will give youth members an opportunity to do research for homework, and expand their knowledge. (11)
- Continue to work with corporate and local business facilities to establish programs allowing youth to see first-hand career opportunities. (2,4)
- Continue to offer and promote programs during the week and on weekends that include family participation. (6)
- Create a much needed program for the young men in the After School Program based on leadership skills, responsibility, and much more. (6)
- Increase our partnership with Brighthouse Networks, PKC Group and Botsford Hospital to enhance educational and healthy programs and volunteer opportunities for our youth members. (1,6,11)
- Continue our successful Girl Power program where we target topics such as building healthy relationships, future academic careers, setting and achieving goals, the importance of volunteerism and much more. Ending each year with an overnight retreat. (6)



**“The best way to predict your future is to create it”**

## PERFORMANCE OBJECTIVES

- We have seen an average increase of 15% in our daily visits at the After School Youth Centers.
- In partnership with Oakland Early Education Center, OCC, and Oakland Early Education, we have had 8 students work and 5 volunteer at the After School and Summer Drop-In Programs at no cost to the City of Farmington Hills. **A total savings of approximately \$12,000 in staff costs.**
- The total number of hours spent by youth members in the After School and Summer Drop-In Programs is as follows: In the summer program, each youth member averaged 8 hours per day for a total of 27,736 hours, in the school year program, the average youth member spent an average of 2.2 hours per day for a total for 90,252 hours. **This equals 115,988 hours our youths have spent supervised in a safe, structured environment.**

	Performance Indicators	FY 2011-2012 Actual	FY 2012-2013 Projected	FY 2013-2014 Estimated
<b>Service Level Summer</b>	Summer Drop-in Program participation	162	137	160
	Number of days Summer Drop-In Program is offered	39	39	38
	Average daily participants of Summer Drop-in	97	84	100
	Total number of Summer Drop-In visits	3,783	3,217	3,800
	Daily average of summer field trip participants	37	30	40
	Number of summer field trips	32	27	30
	Total of summer field trip participants	1,184	809	1,200
<b>Service Level School Year</b>	Total number of enrolled After School youth members (5 <sup>th</sup> – 9 <sup>th</sup> Grade)	813	730	750
	Total number of days program is offered	170	170	170
	Daily average participation (Four centers operate Mon. through Thurs. Three centers open on Friday)	210	237	255
	Total youth center school year program visits (All Youth Centers)	35,700	40,290	43,350
	Total school year field trip participants	937	780	1,000
	New Program: Wilderness Wellness Education Program participants	0	105	125
<b>Efficiency</b>	Total number of Summer Drop-In and school year field trip participants	2,121	1,589	2,200
	Total number of days program is offered summer/school year	209	209	208
	Total number of Summer Drop-In and school year visits	34,483	43,507	47,150
	Activity Expenditures as a % of General Fund	0.77%	0.73%	0.66%
	<b>Total number of hours our youth have spent in the Summer Drop-In and After School Program</b>	<b>110,589</b>	<b>115,988</b>	<b>127,938</b>

**Note:** Decrease in field trip number is due to a younger-age youth and some trips too costly for parents to afford. We are finding more affordable field trips and also using our own surrounding facilities.

**Note:** To figure out the average number of hours youth spend in the programs, we averaged summer total by 8 hours per day and school year average 2.25 hours per day.

**STAFFING LEVELS**

Acct.	760 Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(760) YOUTH &amp; FAMILIES</b>					
010	Youth Services Supervisor	1	1	1	1
	Total	1	1	1	1
038	Part time (FTE)	7.00	7.00	7.00	7.00
<b>DEPARTMENT TOTAL</b>		<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

**DEPARTMENT NUMBER: 760**

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Administrative & Clerical	63,289	63,289	63,046	63,288	63,288	63,288
038	Part-time	167,768	189,509	167,200	176,550	167,250	167,250
106	Sick & Vacation	4,122	4,243	4,244	4,244	4,244	4,244
112	Overtime	278	126	0	0	0	0
200	Social Security	18,469	19,888	18,227	18,937	18,250	18,250
250	Blue Cross/Optical/Dental	6,979	5,590	6,553	6,000	6,838	6,838
275	Life Insurance	74	77	77	92	92	92
305	Pension - DB	16,395	14,402	15,423	15,423	0	0
308	Post Retirement Healthcare	0	8,924	10,447	10,447	0	0
325	Longevity	2,761	3,783	3,783	3,783	3,783	3,783
350	Worker's Compensation	3,563	2,664	2,431	1,699	3,363	3,363
	Category Total	283,698	312,495	291,431	300,463	267,108	267,108
<b>(740) Operating Supplies</b>							
002	Books & Subscriptions	0	0	100	100	100	100
008	Supplies	40,618	39,344	35,000	35,000	35,000	35,000
	Category Total	40,618	39,344	35,100	35,100	35,100	35,100
<b>(801) Professional &amp; Contractual</b>							
001	Conferences & Workshops	272	200	200	200	200	200
002	Memberships & Licenses	536	1,178	1,480	1,480	1,480	1,480
007	Office Equip. Maint. & Rent	4,365	4,200	5,200	5,200	5,200	5,200
013	Education & Training	0	0	100	100	100	100
042	Mileage Reimbursement	3,058	3,090	3,000	3,000	3,000	3,000
066	Contractual Services	21,826	23,639	15,000	24,000	24,000	24,000
	Category Total	30,057	32,307	24,980	33,980	33,980	33,980
<b>Total Youth &amp; Families</b>		<b>354,373</b>	<b>384,146</b>	<b>351,511</b>	<b>369,543</b>	<b>336,188</b>	<b>336,188</b>

## SENIOR DIVISION

**MISSION STATEMENT:** Provide a broad spectrum of activities, programs, and services to meet the needs of resident **Adults 50 & Over** in the areas of health and wellness, education, recreation and socialization. Engage older adults in their community as leaders, teachers and learners while developing the Senior Division as a model for active and successful aging.

The Farmington Hills Senior Division serves residents 50 years of age and over by providing programs and services designed to enrich and foster independent, healthy lifestyles while promoting continued productivity and engagement. Emphasis is placed on innovative, leading-edge programming targeting aging baby boomers as well as traditional programs encompassing physical, social, educational, recreational activities, regardless of income, race, religion, physical or mental disability. Vital community-based service programs are in place for adult residents requiring assistance with specialized transportation, chore services, home delivered meals, nutritional supplements, prescriptions, adult day care, food assistance programs and other services specialized to accommodate older adults and their lifestyles. Intercommunity partnerships expand opportunities for more diverse programming. The Senior Division offers a place to gain the skills, resources and connections needed to respond to the personal and community challenges that face the older adult. Planned events are scheduled daily including evenings and weekends at the Costick Activities Center, Longacre House and the Jon Grant Community Center. The FY 2013/14 Senior Division Budget is 1.63% of the FY 2013/14 General Fund Budget.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Improve the quality of life for older adults with dementia and their caregivers through education, adult daycare, support groups and community advocacy. (11)
- Continue to expand community awareness of the existing programs and services through networking, social media, web, newspapers and cable television. (11)
- Enhance accessibility for older adults and people with a disability to participate as an active member of the community through a comprehensive transportation program. (1, 12, 13)
- Create intergenerational activities and special events to encourage participation in community events for multiple generations. (6,12)
- Program evening and weekend activities and events to attract the young 50 & better adults. (6)
- Enhance the dining experience by updating look of the dining area and add special events like the Chili Cook Off. (1,12)
- Create a No Senior Left Inside event to celebrate National Senior Health and Fitness Day to encourage an active outdoor lifestyle. (2,6,12)

**PERFORMANCE OBJECTIVES**

- Enhance current and create new innovative programs to attract greater number of adults.
- Create more opportunities for volunteers to enhance the programs for older adults.
- Cultivate a Logic Model system of tracking programs and services as required by the Office of Services to the Aging.
- Expand programs to promote health and wellness for adults of all abilities.

**Senior Division Monthly Attendance Totals 2011 -2012**

	<i>Card Swipe</i>	<i>Nutrition</i>	<i>Outreach</i>	<i>Trips and Travel</i>	<i>Senex</i>	<i>Transportation</i>	<i>Chore</i>	<i>Aquatics</i>	<i>Exercise</i>	<i>Clubs</i>	<i>Special Events</i>	<i>Service</i>	<i>Support Groups</i>	<i>Dance</i>	<i>Activities, Speakers &amp; Classes</i>	<i>TOTALS</i>
<b>July 2011</b>	2248	7068	171	31	148	2199		1071	759	530	73	78	95	164	379	15014
<b>August 2011</b>	2683	7889	149	20	177	9373		1415	522	620	66	102	72	219	372	23679
<b>September 2011</b>	2362	7715	188	23	171	2383		1035	732	651	258	82	86	268	490	16444
<b>October 2011</b>	2559	7532	212	30	159	2992		1228	755	797	249	554	68	257	518	17910
<b>November 2011</b>	2211	7621	265	15	156	2339		1041	862	664	334	76	118	289	440	16431
<b>December 2011</b>	1956	7802	303	23	141	2259		893	716	520	235	73	84	134	351	15490
<b>January 2012</b>	2325	7392	146	14	149	2935		1095	1026	461	102	96	101	254	450	16546
<b>February 2012</b>	2357	7004	132	16	156	2119		1042	924	508	288	258	97	275	462	15638
<b>March 2012</b>	2511	7459	196	15	156	2352		1181	853	624	360	304	74	449	488	17022
<b>April 2012</b>	2517	6879	154	46	150	2514		1146	820	682	199	155	84	431	353	16130
<b>May 2012</b>	2376	7805	178	49	156	2693		1220	906	346	105	103	90	176	573	16776
<b>June 2012</b>	2190	6950	184	31	159	2065		805	539	358	86	59	74	65	265	13830
<b>TOTALS</b>	28295	89116	2278	313	1878	36223	0	13172	9414	6761	2355	1940	1043	2981	5141	200910

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		2011/12 Budget	2012/13 Budget	2013/14 Budget	2013/14 Budget
<b>(765) SENIOR ADULTS</b>					
<b>010 Administrative &amp; Clerical</b>					
	Senior Adult Program Supervisor	1	1	1	1
	Senior Adult Specialist - Programming	2	2	2	2
	Senior Adult Specialist - SENEX	1	1	1	1
	Senior Adult Nutrition Coordinator	1	1	1	1
	Total	5	5	5	5
<b>038 Part time (FTE)</b>					
	Part time wages	4.41	4.42	4.42	4.42
	Part-time Nutrition Grant	6.70	6.70	6.70	6.70
	Maintenance	0.38	0.38	0.38	0.38
	Part-time Transportation Grant	11.04	11.03	11.03	11.03
	Total	22.53	22.53	22.53	22.53
	<b>SENIOR ADULTS TOTAL</b>	27.53	27.53	27.53	27.53



## Senior Adult Division

DEPARTMENT NUMBER: 765

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Salaries &amp; Wages</b>						
010 Administrative & Clerical	237,124	217,717	247,132	235,200	237,720	237,720
038 Part-time	90,529	89,691	89,500	89,500	89,500	89,500
039 Part-time Nutrition Grant	121,649	113,034	117,900	117,900	117,900	117,900
040 Maintenance	4,319	5,218	6,300	6,300	6,300	6,300
075 Part-time Transportation	213,311	213,920	215,000	215,000	220,000	220,000
106 Sick & Vacation	35,218	35,600	0	1,898	1,898	1,898
112 Overtime	347	622	340	512	0	0
200 Social Security	54,516	52,159	51,879	51,205	51,666	51,666
250 Blue Cross/Optical/Dental	53,743	34,370	46,126	46,700	47,401	47,401
275 Life Insurance	486	364	509	549	594	594
300 Pension - DC	4,797	16,299	25,781	24,500	24,829	24,829
305 Pension - DB	66,746	45,805	11,840	11,840	0	0
308 Post Retirement Healthcare	0	28,382	8,021	8,021	0	0
325 Longevity	8,970	8,397	1,973	1,973	2,051	2,051
350 Worker's Compensation	11,385	8,001	7,063	4,490	9,725	9,725
Reallocate to Nutrition Grant Fund	(210,895)	(182,036)	(205,660)	(180,876)	(177,608)	(177,608)
Category Total	692,245	687,543	623,704	634,712	631,976	631,976
<b>(740) Operating Supplies</b>						
001 Gas & Oil	12	0	0	158	175	175
008 Supplies	8,450	17,928	18,200	18,200	18,200	18,200
009 Kitchen Food & Supplies	187,103	200,361	194,764	203,118	194,764	194,764
010 Special Events	162	729	2,000	2,000	2,000	2,000
072 Special Function Expense	2,220	3,259	5,630	4,000	5,600	5,600
Reallocate to Nutrition Grant Fund	(172,551)	(187,935)	(194,765)	(203,118)	(194,764)	(194,764)
Category Total	25,396	34,342	25,829	24,358	25,975	25,975
<b>(801) Professional &amp; Contractual</b>						
001 Conferences & Workshops	175	175	350	350	350	350
002 Memberships & Licenses	145	783	710	700	700	700
005 Fleet Insurance	5,600	5,600	6,527	6,527	7,532	7,532
006 Vehicle Maintenance	0	872	600	600	600	600
013 Education & Training	10	0	250	150	250	250
024 Printing Costs	4,092	3,836	4,250	2,400	3,050	3,050
066 Contract Services	40,070	44,814	49,450	38,200	49,450	49,450
075 SMART Transportation	71,146	76,439	100,024	95,163	96,969	96,969
076 Dial - A - Ride	38,251	38,694	20,400	9,000	9,000	9,000
Reallocate to Nutrition Grant Fund	(350)	(350)	(350)	(335)	0	0
Category Total	159,139	170,863	182,211	152,755	167,901	167,901
<b>Total Senior Adults</b>	<b>876,780</b>	<b>892,748</b>	<b>831,744</b>	<b>811,825</b>	<b>825,852</b>	<b>825,852</b>

## PARKS DIVISION

The Parks Division operates, maintains and provides security for over 600 acres of parkland, including 62 athletic fields. This includes turf management on all sites, grading, re-building, dragging and lining of baseball diamonds; layout, lining, goal and net replacement on soccer, lacrosse, field hockey, and flag football fields; mowing; landscaping; trash pickup and disposal; and the care and replacement of amenities at all park and municipal sites. The Parks Division also provides for leaf removal, seasonal cleanup, snow and ice removal and melting compound application. Riley Skate Park, the Heritage Splash Pad and recently completed William Grace Dog Park have increased user participation in park activities and maintenance demands. during the season. The Visitor Center and Day Camp Building and the Nature Center at Heritage Park are operated and maintained by the Parks Division. Assistance to park users and security for all sites is provided by the Park Ranger Service 365 days a year.

The Parks Division works very closely with other Divisions of the Department of Special Services, other City departments, the City of Farmington, Farmington Public Schools, baseball and soccer associations and various community groups to provide a wide variety of athletic, recreational and special needs for the citizens of the community. Some examples of the diverse functions of the Parks Division include the pick up and distribution of food commodities for the Senior Adult Division, and the pick up, installation, removal and storage of voting devices at all precincts for city, state and national elections. The division is also responsible for the set-up and takedown for many special events such as the holiday lighting, banners, Founder's Festival, Festival of the Arts, Hay Day, Special Olympics, and special tournaments for baseball and soccer.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Construct landscape and drainage improvements at the Heritage Stable Studio and Heritage History Center. (3,13)
- Continue environmentally sound maintenance practices established by certification under the Michigan Turfgrass Environmental Stewardship Program. (2,3)
- Removal of boardwalk and reestablishment of wetlands environment at Heritage park. (1,3)
- Interior renovations for Stables Art Studio at Heritage Park. (2)
- Supplement and improve equipment maintenance procedures through utilization of dedicated part time personnel. (1,2)
- Refine operational procedures and maintenance at new dog park. (2)
- Enhance site security at various parks. (2,13)
- Improve paved trails at Heritage Park. (3,13)
- Paint & Stain Heritage Park Buildings as necessary. (1,3)

**PERFORMANCE OBJECTIVES**

- Construct additional drainage and site improvements around the Art Studio/Caretaker House parking, and Longacre House.
- Remove old Boardwalk and reestablish stream flow and wetlands.
- Construct observation areas in wetlands near Heritage Sled Hill.
- Continue operation of new Splash Pad at Heritage Park and establish landscaped area surrounding.
- Enlarge “no mow” areas around ponds and in certain parks to further reduce maintenance costs and environmental impact.
- Expand use of the City of Farmington Hills recycling program in all parks and buildings.
- Expand and monitor program of eradication of non-native plant species in parks.
- Continue to develop procedures to perfect current use of in house personnel in performing previously contracted janitorial work in order to maintain new standards of quality.
- Complete development of Nature Discovery Trail at Heritage Park.
- Continue work with DPW to review and establish more effective ice/snow control measures by expanding the use of brine treatments on walks, parking lots and drives on all City sites.
- Work with DPW in collaborating on efficient use of equipment and personnel on various maintenance and construction projects throughout the City.
- Continue work with FPS and user groups to control costs in athletic field use.
- Establish and implement new maintenance and operation procedures for William Grace Dog Park.
- Install security fencing at the Founders Park Maintenance Building and Heritage Park Maintenance area to deter theft and vandalism.
- Re-stain & seal Heritage Park Amphitheater.
- Exterior painting for Heritage Day Camp and Stables buildings.
- Resurface trails at Heritage Park.

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
		Fields Maintained	65	62
	Total acreage maintained	518	528	528
	Flower beds maintained (Square feet)	24,350	22,750	24,350
	Acres mowed	147	155	159
Efficiency	Numbers of acres maintained per FTE	22.68	21.91	20.57
	Acres of parkland per 1,000 population	7.46	7.47	7.47
	Activity Expenditures as a % of General Fund	2.93%	2.99%	2.85%

**Parks Division**

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**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries & Wages**

**250 & 300 – Blue Cross/Optical/Dental:** Increased due to converting one part-time position to full-time status.

**305 & 308- Defined Benefit Pension and Retiree Healthcare:** Moved to its own new General Fund activity for Post Employment Benefits, effective for FY 2013/14.

**Operating Supplies**

**014 – Chemical Supplies:** Increased due to supplier price increases

**Professional & Contractual**

**006 – Vehicle Maintenance:** Reduced per DPW estimates.

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(770)</b>	<b>PARKS DIVISION</b>				
<b>(010)</b>	<b>Salaries &amp; Wages</b>				
	Park Maintenance Superintendent	0	0	1	1
	Park Maintenance Supervisor	2	2	1	1
	Laborer II	3	3	3	3
	Park Maintenance Technician	3	3	3	3
	Naturalist	0	0	0	1
	Total	8	8	8	9
<b>(038)</b>	<b>Part Time</b>	16.52	16.1	16.62	15.87
	<b>PARKS DIVISION TOTAL</b>	<b>24.52</b>	<b>24.10</b>	<b>24.62</b>	<b>24.87</b>

## Parks Division

DEPARTMENT NUMBER: 770

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Salaries & Wages	370,203	378,101	376,679	378,112	420,305	420,305
038	Part-time	318,400	319,752	337,637	342,379	332,602	332,602
106	Sick & Vacation	15,444	10,584	11,629	11,496	12,280	12,280
112	Overtime	50,616	37,633	50,000	46,000	50,000	50,000
200	Social Security	59,787	58,942	61,053	61,209	64,090	64,090
250	Blue Cross/Optical/Dental	100,447	86,178	86,785	82,600	102,600	102,600
275	Life Insurance	612	614	616	738	950	950
300	Pension - DC	0	0	0	0	5,260	5,260
305	Pension - DB	147,126	86,543	91,580	91,580	0	0
308	Post Retirement Healthcare	0	53,625	62,037	62,037	0	0
325	Longevity	19,713	21,314	22,154	22,085	22,619	22,619
350	Worker's Compensation	7,393	5,153	4,897	3,255	7,075	7,075
	Category Total	<u>1,089,741</u>	<u>1,058,439</u>	<u>1,105,067</u>	<u>1,101,491</u>	<u>1,017,781</u>	<u>1,017,781</u>
<b>(740) Operating Supplies</b>							
001	Gas & Oil	56,711	64,788	76,207	73,688	75,959	75,959
002	Books & Subscriptions	0	65	200	111	200	200
008	Supplies	69,384	68,350	73,550	74,000	72,450	72,450
014	Chemical Supplies	42,484	43,062	42,484	37,925	44,280	44,280
019	Uniforms & Clothing	4,946	6,055	6,550	6,545	6,465	6,465
030	Miscellaneous Tools	1,932	1,441	2,000	2,000	2,000	2,000
	Category Total	<u>175,457</u>	<u>183,761</u>	<u>200,991</u>	<u>194,269</u>	<u>201,354</u>	<u>201,354</u>
<b>(801) Professional &amp; Contractual</b>							
001	Conferences & Workshops	926	829	1,000	1,000	1,160	1,160
002	Memberships & Licenses	462	234	665	667	675	675
005	Fleet Insurance	14,400	12,000	5,360	5,360	5,650	5,650
006	Vehicle Maintenance	9,345	17,486	16,400	14,000	14,000	14,000
007	Equipment & Radio Maint.	13,489	15,069	14,500	14,500	15,000	15,000
013	Education & Training	164	707	600	500	600	600
025	Park Utilities	93,224	82,394	94,750	92,500	92,800	92,800
029	Park Buildings Maintenance	17,879	5,946	5,000	4,000	4,000	4,000
056	Refuse Dumpster	12,513	8,167	8,791	8,943	9,170	9,170
066	Contract Services	75,816	74,677	84,360	82,300	82,300	82,300
	Category Total	<u>238,218</u>	<u>217,509</u>	<u>231,426</u>	<u>223,770</u>	<u>225,355</u>	<u>225,355</u>
<b>(970) Capital Outlay</b>							
020	Maintenance Equipment	0	690	0	0	0	0
	Category Total	<u>0</u>	<u>690</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>PARKS TOTAL</b>		<u><b>1,503,416</b></u>	<u><b>1,460,399</b></u>	<u><b>1,537,484</b></u>	<u><b>1,519,530</b></u>	<u><b>1,444,490</b></u>	<u><b>1,444,490</b></u>

## CULTURAL ARTS DIVISION

The Special Services' Cultural Arts Division has become a community arts leader in the State of Michigan, offering our citizens and surrounding communities a selection of high-quality educational and entertainment opportunities in all areas of the arts, including art, music and theater classes, summer camps, workshops and lessons taught by experts in each field; two series of concerts at the Farmington Players Theatre and Heritage Park; and a large Youth Theater and accomplished Youth Choir. The Division's Public Art Program at the Farmington Hills City Hall is in its second exhibition, with a new grouping of over 70 works of art in a wide range of media and styles. The Division also presents rotating art exhibits at the City Gallery, as well as Art on the Grand, the annual fine arts fair in downtown Farmington and the Festival of the Arts, in conjunction with the Farmington Community Arts Council and the Farmington Public Schools.

The Division has also begun a cutting-edge Community Arts Certification Program, which is being developed in cooperation with the Michigan Council for the Arts and Cultural Affairs. In addition, the Division also works with other cultural organizations in the State, as well as the Farmington Area Art Commission, the Farmington Community Arts Council, media and the residents, in order to enhance and support the presence of the arts in our State by means of strategic planning, information, education, arts advocacy and the sharing of resources.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Serve as an example program in the arts for other communities. (11)
- Connect Farmington Area Art Commission to area cultural businesses and artists, in order to expand its advocacy efforts. (2,13)
- Seek out new professionals to serve as instructors for our programs. Continue to offer new subject matter to draw people into City facilities, gain appreciation of City offerings, and keep cultural offerings fresh and attractive. (2,13)
- Explore restructuring larger, existing programs for maximum quality and benefit to the City. (2)
- Continue to provide new, high-quality concerts to provide affordable, high-quality entertainment for families. (2)
- Continuously evaluate all arts-related programs based on time, space and value to community. (2)
- Monitor and maintain high quality of programming, while keeping programs affordable and competitively priced. (2)
- Continue to improve quality of departmental brochures and promotion efforts. (2,4)
- Continue strategic use of volunteers, including opportunities with area colleges, interns, adult volunteers and community service workers. (2,11)
- Encourage new public art within the City, to provide more space for local artists to exhibit and to expose public to different forms of art. (2,11)

## Cultural Arts Division

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- Promote the value of art and cultural programs to the community, sharing information about economic and educational importance. (2,11)
- Support greater participation in the Artist in Residence program, through increased communication efforts. (6)
- Incorporate multicultural element into annual Festival of the Arts. (2,11)

### PERFORMANCE OBJECTIVES

- Share information with other communities via organizations such as MRPA, Artserve, and MCACA.
- Provide programs that allow youth to gain self-confidence and life skills such as Youth Choir, Youth Theatre and visual expression.
- Recognize and encourage young artists and performers through programs such as the Student Art Awards and the Festival of the Arts.
- Continue to expand promotional efforts in order to build awareness of the available programs, department, and the arts in general, as well as adding new students and patrons for the City's cultural arts activities.
- Continue to develop the quality of Art on the Grand and the cooperation between the Cities of Farmington Hills and Farmington, in order to introduce thousands of new visitors to both communities. Assist DDA by creatively contributing to efforts to adopt themes, design promotion and develop fund raising.
- Utilize Public Art Program at City Hall and the Costick's City Gallery as a means of making these facilities a destination draw for our citizens and surrounding communities.
- Develop and encourage partnerships with organizations such as the Japanese Consulate in Detroit, through shared exhibits and communication efforts.
- Assist exposure for businesses involved in the arts such as Artpack and Yessian Music, via the Cultural Connections cable show.
- Introduce new artists to the public by encouraging them to exhibit in the City Gallery and City Hall.
- Encourage citizens to become personally involved in the arts by presenting membership-based group exhibits such as Michigan Weavers Guild, Great Lakes Beadworkers, and Farmington Art Foundation, and sharing information about the organizations.
- Evaluate community's needs and specific interests in the arts, in order to continue to satisfy current customers and attract new patrons.
- Continue to find new ways to partner with area businesses, the DDA, and the Chamber of Commerce through mutual support and shared opportunities.

**Cultural Arts Division**

	Performance Indicators	FY 2011-12 Actual	FY 2012-13 Projected	FY 2013-14 Estimated
	<b>Service Level</b>	Art, Dance and Music Class Participants	575	590
Professional Concert Series, Teas, Special Events, Youth Theatre performances		8,025	8,025	8,075
Summer Concerts Attendance (est.)		7,000	7,000	8,000
Performance Classes, Play Participants & Choir		556	575	575
Festival of the Arts Attendance (est.) Artist Awards, art receptions, Titanic event		1,400 (est.)	1,450	1,450
Art on the Grand Attendance (est.)		30,000 (est.)	35,000	35,000
Instrumental & Vocal Lessons		183	185	185
<b>Efficiency</b>		Activity Expenditures as a % of General Fund	0.80%	0.80%

**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**740-008 – Supplies** – Restructuring of Youth Theatre.

**801-066 – Contractual Services** – Contractual services were reduced by City restructuring Youth Theatre to a more viable pay level in place of a percentage basis.

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		2011/12 Budget	2012/13 Budget	2013/14 Budget	2013/14 Budget
<b>(775) CULTURAL ARTS</b>					
<b>010 Administrative &amp; Clerical</b>					
	Cultural Arts Supervisor	1	1	1	1
	Cultural Arts Coordinator	1	1	1	1
		<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>038</b>	<b>Part time (FTE)</b>	<u>0.47</u>	<u>0.65</u>	<u>0.75</u>	<u>0.75</u>
	<b>CULTURAL ARTS TOTAL</b>	<u>2.47</u>	<u>2.65</u>	<u>2.75</u>	<u>2.75</u>



**Cultural Arts Division**

DEPARTMENT NUMBER: 775

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Administrative & Clerical	117,057	117,699	118,441	118,441	118,897	118,897
038	Part-time	19,443	20,627	25,395	24,180	25,395	25,395
106	Sick & Vacation	3,031	3,100	2,030	3,101	2,030	2,030
112	Overtime	336	782	0	50	50	50
200	Social Security	11,205	10,869	11,383	11,400	11,433	11,433
250	Blue Cross/Optical/Dental	24,739	22,872	22,184	23,800	22,839	22,839
275	Life Insurance	151	154	154	184	184	184
305	Pension - DB	29,697	26,127	28,011	28,011	0	0
308	Post Retirement Healthcare	0	16,190	18,975	18,975	0	0
325	Longevity	2,645	2,790	2,937	2,929	3,076	3,076
350	Worker's Compensation	2,234	1,505	1,567	1,120	2,175	2,175
	Category Total	210,538	222,715	231,077	232,191	186,079	186,079
<b>(740) Operating Supplies</b>							
008	Supplies	7,270	7,122	8,095	8,725	23,985	23,985
010	Special Functions	21,813	31,596	30,309	30,288	30,260	30,260
	Category Total	29,083	38,718	38,404	39,013	54,245	54,245
<b>(801) Professional &amp; Contractual</b>							
002	Memberships & Licenses	20	0	0	70	0	0
042	Mileage Reimbursement	114	0	0	0	175	175
066	Contractual Services	125,511	138,470	134,500	136,900	109,850	109,850
	Category Total	125,645	138,470	134,500	136,970	110,025	110,025
	<b>Total Cultural Arts</b>	<b>365,266</b>	<b>399,903</b>	<b>403,981</b>	<b>408,174</b>	<b>350,349</b>	<b>350,349</b>

## GOLF DIVISION

The beautiful, 175 acre Farmington Hills Golf Club was established in 2002. Renovation was completed in 2005 with all 18 holes open for play. The Golf Club, located at 11 Mile and Halsted, presents one of the best golfing venues in the area. The Golf Club offers 18 championship holes, measuring 6,413 yards. A 32 station driving range, located in the middle of the front nine, is very accessible from the parking lot. A tunnel connects two distinctively different nines, each offering remarkable beauty and character with bent grass tees, fairways, and greens. The full service clubhouse offers dining, a pro shop, outdoor patio and wonderful views of the course.

The number of rounds played per year is increasing in spite of the weak economy and serves to verify the excellent reputation the golf course and driving range have achieved since the renovation.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Continue to add and maintain new tree plantings and site amenities to enhance the future ambience of the property. (6,13)
- Market the golf course and driving range to expand revenues and maximize exposure for the facility. (11)
- Continue comprehensive maintenance program to insure longevity and serviceability of golf cart fleet. (1,2)
- Continue to research the latest products available for turf maintenance to assure the best cost ratio and environmental sustainability. (1,2)

### PERFORMANCE OBJECTIVES

- Replace vent caps on landfill portion of front nine.
- Resurface cart paths on front nine.
- Construct drainage improvements in conjunction with cart path work.
- Repair parking lot and walks around Clubhouse.
- Dredge pond near Hole 13 to restore irrigation water source.
- Rebuild Ladies Tee on Hole 6.
- Paint fascia and trim on Clubhouse and Driving Range Building.
- Strip and paint railing around Clubhouse porch.

	Performance Indicators	FY 2011/12	FY 2012/13	FY 2013/14
		Actual	Projected	Estimated
Service Level	Total number of rounds	46,384	43,822	44,600
	Resident	27,269	25,970	27,100
	Non-Resident	9,417	8,200	9,500
	9/18 Holes Weekdays	33,564	31,800	30,500
	9/18 Holes Weekend	9,979	9,970	9,800
	Seniors 9/18 hole	14,541	14,600	14,600
Efficiency	Total Revenue	\$1,086,811	\$1,025,000	\$1,025,000
	Cost for 9 holes of golf (weekday resident)	\$15.00	\$15.00	\$15.00
	Activity Expenditures as a % of General Fund	1.54%	1.52%	1.39%

**SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

**Salaries & Wages**

**305 & 308- Defined Benefit Pension and Retiree Healthcare:** Moved to its own new General Fund activity for Post Employment Benefits, effective for FY 2013/14.

**Professional & Contractual**

**025 – Utilities: Electricity** increased due to restaurant operations and new irrigation wells.

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(780) GOLF COURSE</b>					
(010)	Salaries & Wages				
	Golf Supervisor	1	1	1	1
	Laborer II	1	1	1	1
	Total	2	2	2	2
(038)	Part Time (FTE)	10.32	10.50	11.17	11.17
	<b>GOLF COURSE TOTAL</b>	<b>12.32</b>	<b>12.50</b>	<b>13.17</b>	<b>13.17</b>

**Golf Division**

DEPARTMENT NUMBER: 780

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Salaries & Wages	97,578	99,088	98,722	98,723	99,100	99,100
038	Part-time	224,915	253,863	218,540	234,480	226,990	226,990
106	Sick & Vacation	2,063	5,425	5,013	3,778	5,013	5,013
112	Overtime	22,613	23,558	20,000	23,000	20,000	20,000
200	Social Security	27,065	29,540	26,465	27,920	27,140	27,140
250	Blue Cross/Optical/Dental	24,528	22,970	22,184	23,500	22,839	22,839
275	Life Insurance	151	154	154	184	184	184
305	Pension - DB	24,674	21,761	23,516	23,516	0	0
308	Post Retirement Healthcare	0	13,484	15,930	15,930	0	0
325	Longevity	2,403	3,334	3,678	3,678	3,678	3,678
350	Worker's Compensation	4,010	3,049	2,140	1,955	3,520	3,520
	Category Total	<u>430,000</u>	<u>476,226</u>	<u>436,342</u>	<u>456,664</u>	<u>408,464</u>	<u>408,464</u>
<b>(740) Operating Supplies</b>							
001	Gas & Oil	18,055	19,993	21,554	21,777	22,526	22,526
008	Supplies	38,408	32,764	30,045	41,995	30,045	30,045
009	Golf Pro Shop Merchandise	28,490	31,063	30,000	30,000	30,000	30,000
014	Fertilizer & Insect Control	49,791	49,750	48,900	48,900	48,900	48,900
019	Uniforms	3,152	2,682	3,549	3,549	3,549	3,549
	Category Total	<u>137,896</u>	<u>136,252</u>	<u>134,048</u>	<u>146,221</u>	<u>135,020</u>	<u>135,020</u>
<b>(801) Professional &amp; Contractual</b>							
001	Conferences & Workshops	0	30	0	0	0	0
002	Memberships & Licenses	280	909	1,415	1,420	1,370	1,370
005	Fleet Insurance	800	800	335	335	330	330
006	Vehicle Maintenance	1,065	305	2,100	2,100	2,100	2,100
007	Equipment Maintenance	19,760	23,843	25,000	25,000	25,000	25,000
013	Education & Training	37	0	200	0	200	200
024	Printing Costs	7,260	1,546	3,500	2,445	3,500	3,500
025	Utilities	53,340	66,069	64,900	81,900	78,500	78,500
027	Radio Equipment Maint.	0	0	500	500	500	500
029	Maintenance & Repairs	7,388	5,874	6,000	9,000	6,000	6,000
056	Refuse Dumpster	3,270	2,571	3,626	3,435	3,653	3,653
066	Contractual Services	33,385	50,346	41,700	41,800	41,800	41,800
	Category Total	<u>126,585</u>	<u>152,293</u>	<u>149,276</u>	<u>167,935</u>	<u>162,953</u>	<u>162,953</u>
<b>(970) Capital Outlay</b>							
020	Miscellaneous Equipment	291,930	0	0	0	0	0
	Category Total	<u>291,930</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GOLF TOTAL</b>		<u><b>986,411</b></u>	<u><b>764,771</b></u>	<u><b>719,666</b></u>	<u><b>770,820</b></u>	<u><b>706,437</b></u>	<u><b>706,437</b></u>

## RECREATION DIVISION

The Recreation Division continued to maintain a strong presence in the community in 2012 with high participation numbers in several areas. The Recreation Division continues to focus on special events, camps, fitness programs, classes, nature programs and the development of new programs, for people of all ages and interests. The Recreation Division continued to maintain partnerships with area businesses through receiving funding and volunteerism.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Expand/support current programs. (1)
- Continue successful identification and implementation of new revenue producing programs. (2,6)
- Perform annual review of existing programs to continue, modify, eliminate or replace. (2,6)
- Continue developing sponsorships & partnerships. (2)
- Utilize available marketing resources.(2)

### PERFORMANCE OBJECTIVES

- Creation of 20 new programs
- Creation of 15 new sponsorships/partnerships.
- Increase number of participants.
- Market programs via social media and on line.
- Maintain revenues and expenditures to have balanced budget for Division.

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2-13/14 Estimated
	Total participation hours	302,300	302,900	303,500
Recreation programs offered	2,590	2,610	2,630	
Number of people participating in programs	24,300	24,600	24,900	
Number of new programs created	20	20	20	
Number of athletic field reservations	5,000	5,000	5,000	
Volunteer hours donated	5,500	6,000	6,500	
Efficiency	Activity Expenditures as a % of General Fund	0.97%	0.86%	0.88%

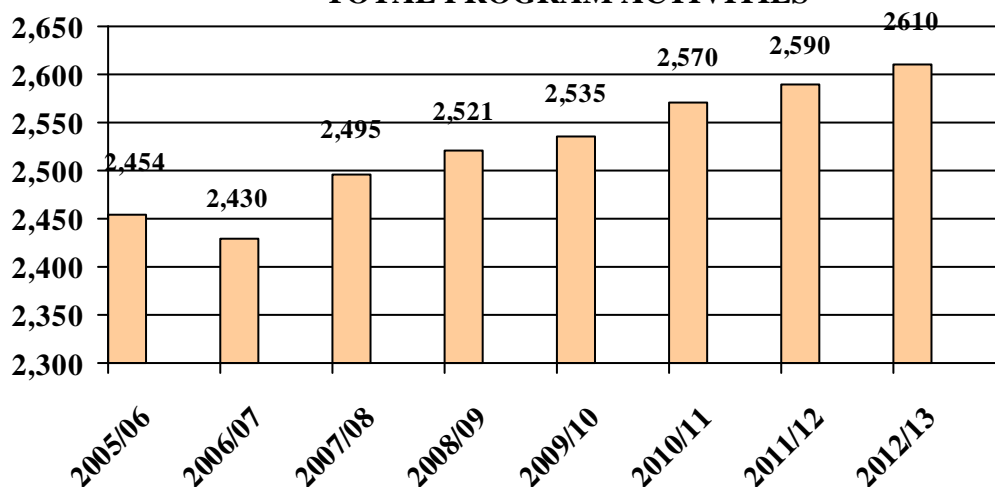
## Recreation Division

DEPARTMENT NUMBER: 785

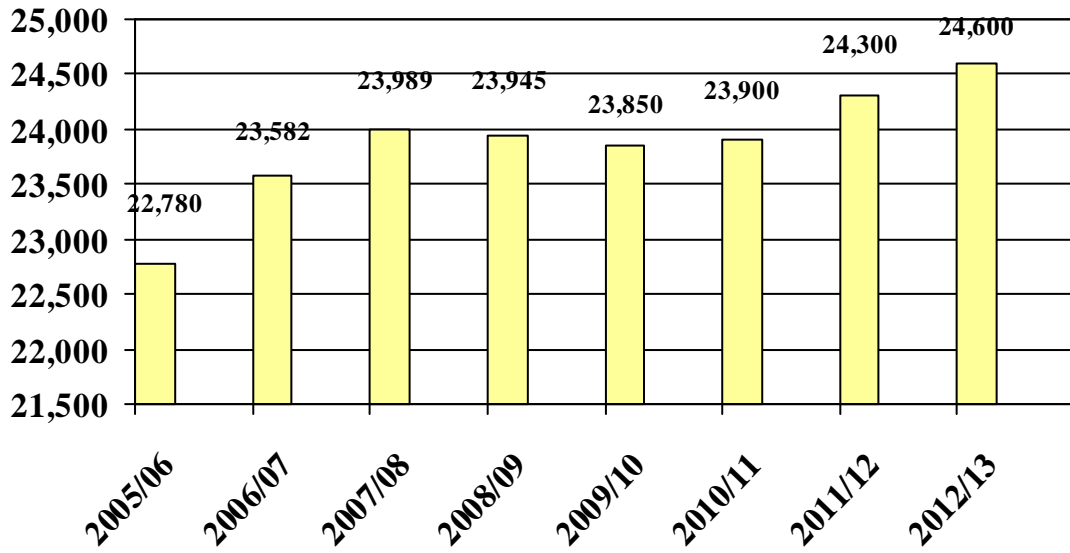
Acct.	2010/11	2011/12	2012/13	2012/13	2013/14	2013/14
No. Category and Line Item	Actual	Actual	Budgeted	Estimated	Proposed	Adopted
<b>(965) RECREATION PROGRAMS</b>						
001 Over & Short	(61)	398	0	0	0	0
041 Swimming	95,563	129,996	125,158	120,369	116,994	116,994
045 After School Recreation	16,500	18,411	15,168	15,300	15,168	15,168
055 Day Camp	59,477	68,494	59,590	67,500	66,213	66,213
057 Gym	37,778	36,373	30,807	29,389	32,017	32,017
060 Classes	38,358	39,632	42,108	30,416	39,681	39,681
065 Tennis Lessons	7,953	11,877	11,301	4,995	8,218	8,218
070 Golf	4,486	5,860	2,413	2,550	2,453	2,453
075 Softball	11,283	9,513	10,994	9,800	10,745	10,745
105 Special Events	31,584	32,009	16,848	32,109	28,193	28,193
110 Youth Soccer	8,878	12,564	14,050	13,079	12,770	12,770
120 Youth Basketball	12,699	15,932	15,302	15,950	15,302	15,302
170 Teen Programs	26,294	29,389	37,137	17,082	21,561	21,561
200 Social Security	14,546	17,406	17,266	17,266	17,266	17,266
208 Adult Chorus	7,682	7,127	7,700	7,590	7,700	7,700
212 Nature Study	11,177	13,501	10,961	15,930	15,461	15,461
216 Safety Town	5,916	6,699	6,910	6,734	7,246	7,246
218 Children's Travel	23,456	27,107	25,840	30,574	27,814	27,814
219 Sled Hill	0	0	258	213	258	258
350 Worker's Compensation	2,774	2,319	2,032	2,319	3,319	3,319
<b>TOTAL REC. PROGRAMS</b>	<b>416,343</b>	<b>484,607</b>	<b>451,843</b>	<b>439,165</b>	<b>448,379</b>	<b>448,379</b>

### KEY DEPARTMENT TRENDS

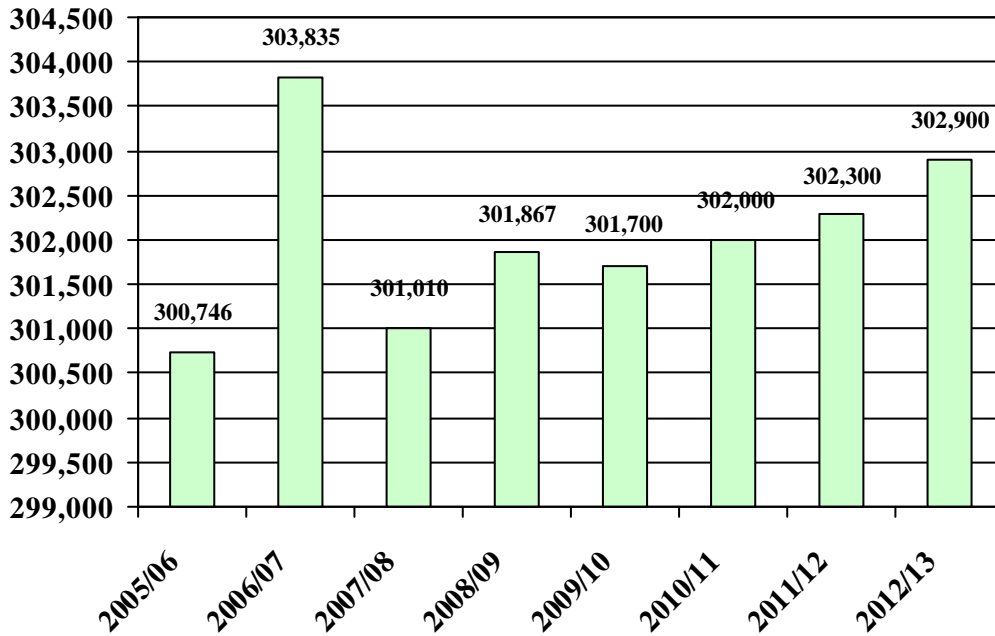
#### TOTAL PROGRAM ACTIVITIES



**NUMBER OF PROGRAM ENROLLEES**



**PROGRAM PARTICIPATION HOURS**



# ICE ARENA DIVISION

## MISSION STATEMENT:

Provide the public of all ages with the best possible environment in which to enjoy ice skating and related activities.

On September 1, 1995, the City opened a 70,000 square foot Ice Arena facility containing two ice surfaces, seating capacity for 1,200, concession facilities, locker rooms, lockers, meeting rooms, administrative offices, and a pro-shop. The facility provides recreational and competitive skating for youth and adult hockey associations, public skating, instructional skating, figure skating, and general private contracted rentals. The facility was financed by \$6,000,000 in Limited Tax General Obligations Bonds approved by the voters.

The Farmington Hills Ice Arena is a division of the Special Services Department. The facility serves the community primarily through various ice skating activities. Additional services include: The Club 2<sup>nd</sup> Floor for middle school and high school youth, room rentals for various meetings and parties, snack bar concession operations both in the arena and at Founders Sports Park.

The following programs comprise the arena on-ice activities, serving the public of all ages:

- Learn-to-Skate Instructional Programs
- Youth Hockey Leagues
- Adult Hockey Leagues
- High School Hockey Teams
- Junior Hockey Teams
- Private Contract Ice time
- Figure Skating Club
- Synchronized Skating Teams
- High School Figure Skating Teams
- Public Open Skating Sessions
- Hockey Clinics and Schools
- Ice Soccer

## GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Utilize e-mail for booking ice time, registration receipts, confirmations, communications and promotion of programs and activities. (2)
- Utilize available means to promote and increase awareness of Arena programs and activities, including social networking. (6, 11)
- Implement and promote web-based registration for Arena programs through the city website. (2)
- Identify and implement new revenue producing programs and activities. (2)
- Work cooperatively with Recreation and Youth & Family Services to promote the After School Program and Club 2<sup>nd</sup> Floor. (2, 6)
- Continue collaboration and develop enhanced partnerships with user associations. (2, 6)
- Continue to provide the community with a first-class facility offering the best in programming and services at an affordable price. (1, 2, 6)
- Research and analyze current data from ice arenas around the country for benchmarks and best practices. (2, 6)
- Increase program enrollment by proactively promoting and marketing through specialized flyers, emails, mailing, and other various media forms. (2, 11)
- Utilize social media for publicizing, communications and promotion of programs and activities. (2)



- Upgrade outdated equipment to be more efficient, cost effective, and green for the environment. (10)
- Continue to explore opportunities presented by the Riley Skate Park near the Ice Arena, the baseball diamonds, and the soccer fields. (1, 2, 6)

### **PERFORMANCE OBJECTIVES**

- Increase new skater registration in Arena programs and activities.
- Promote efficient and effective operations to provide the most affordable skating activities and programs.
- Provide the Youth Hockey Association activities and programs that meet the needs of both house and travel players to increase membership and participation.
- Aggressively market the use of ice rentals during the months of March through August to increase revenue during the off-season.
- Increase exposure of the Arena as a destination facility to the public thru events and tournaments.

Service Level	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
		Number of participants at open skate	19,600	19,000
	Learn to Skate Class Participation	1,000	1,050	1,150
Efficiency	Inside concession revenue	\$104,390	\$105,280	\$100,000
	Outside concession revenue	\$57,458	\$60,000	\$55,000
	Activity Expenditures as a % of General Fund	2.06%	2.03%	1.92%

## STAFFING LEVELS

Title or Position	Authorized Positions		Requested Positions	Authorized Positions
	11/12 Budget	12/13 Budget	13/14 Budget	13/14 Budget
<b>(720) ICE ARENA ADMINISTRATION</b>				
<b>(702) Salaries &amp; Wages</b>				
Ice Arena Manager	1	1	1	1
Arena Maintenance Supervisor	1	1	1	1
Secretary	1	1	1	1
Total	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
(038) Part Time (FTE)	<u>9.16</u>	<u>8.10</u>	<u>8.10</u>	<u>8.10</u>
<b>ADMINISTRATION TOTAL</b>	<b><u>12.16</u></b>	<b><u>11.10</u></b>	<b><u>11.10</u></b>	<b><u>11.10</u></b>
<b>(730) ICE ARENA CONCESSION STAND</b>				
<b>(702) Salaries &amp; Wages</b>				
(038) Part Time (FTE)	3.03	3.03	3.03	3.03
<b>CONCESSION STAND TOTAL</b>	<b><u>3.03</u></b>	<b><u>3.03</u></b>	<b><u>3.03</u></b>	<b><u>3.03</u></b>
<b>ICE ARENA TOTAL</b>	<b><u>15.19</u></b>	<b><u>14.13</u></b>	<b><u>14.13</u></b>	<b><u>14.13</u></b>

DEPARTMENT NUMBER: 790

Acct. No.	Category and Line Item	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(702) Admin. Salaries &amp; Wages</b>						
010	Administrative & Clerical	151,210	151,537	151,537	152,120	152,120
038	Part-time	160,369	170,246	170,246	170,246	170,246
106	Sick & Vacation	2,005	2,500	2,500	2,500	2,500
112	Overtime	1,585	1,500	1,500	1,500	1,500
200	Social Security	24,303	25,352	25,352	25,443	25,443
250	Blue Cross/Optical/Dental	46,617	44,942	41,660	41,598	41,598
275	Life Insurance	410	411	469	469	469
305	Pension - DB	33,785	36,189	36,189	0	0
308	Post Retirement Healthcare	20,934	24,515	24,515	0	0
325	Longevity	5,564	5,613	5,607	6,214	6,214
350	Worker's Compensation	2,041	1,988	1,360	2,733	2,733
	Category Total	448,823	464,793	460,935	402,823	402,823
<b>(703) Concession Salaries &amp; Wages</b>						
038	Part-time	48,433	46,620	46,620	46,620	46,620
112	Overtime	0	350	350	350	350
200	Social Security	3,705	3,605	3,595	3,595	3,595
350	Worker's Compensation	292	285	205	407	407
	Category Total	52,430	50,860	50,770	50,972	50,972
<b>(740) Operating Supplies</b>						
001	Gas & Oil	1,185	1,750	1,670	1,750	1,750
002	Books & Subscriptions	0	150	230	150	150
008	Supplies	101,338	97,300	96,000	95,000	95,000
019	Uniforms & Cleaning	1,288	750	1,250	850	850
030	Miscellaneous Tools	0	200	100	100	100
035	Bank Credit Card Charges	4,392	3,825	4,500	4,500	4,500
040	Over & Short	(19)	0	0	0	0
	Category Total	108,184	103,975	103,750	102,350	102,350
<b>(801) Professional &amp; Contractual</b>						
002	Memberships & Licenses	6,412	5,000	5,000	5,000	5,000
006	Vehicle Maintenance	447	0	0	0	0
007	Office Equip. Maintenance	1,962	4,500	4,500	4,500	4,500
008	Arena Equip. Maintenance	10,151	11,000	11,000	11,000	11,000
013	Education & Training	0	300	300	300	300
024	Printing Costs	1,011	4,000	4,000	4,000	4,000
025	Utilities	305,014	244,700	297,126	297,500	297,500
029	Building Maintenance	50,659	45,500	45,500	45,500	45,500
066	Contract Services	40,016	48,800	48,800	48,800	48,800
068	Non-Ice Activities	0	495	500	500	500
	Category Total	415,672	364,295	416,726	417,100	417,100
<b>TOTAL</b>		<b>1,025,109</b>	<b>983,923</b>	<b>1,032,181</b>	<b>973,245</b>	<b>973,245</b>

## SPECIAL REVENUE FUNDS

Special Revenue Funds are maintained to account for specific revenue sources that are legally restricted to expenditures for specific functions or activities. The legal restrictions are imposed by State Statute or Constitution, City Council Resolution or action of the City's electorate through the approval of special dedicated millages.

Funds budgeted in this group can be categorized as follows:

### **Infrastructure** –

**Major and Local Road Funds** are restricted by State Statute to finance the maintenance and construction of the major and local street system. Funds are derived from State levied and collected gas taxes and vehicle registration fees shared with local units of government.

**The Special Assessment Fund** is used to accumulate special assessment collections to be used to pay debt service costs for bonds issued for specific improvements that benefit property owners and to account for the construction activity for local improvements that benefit property owners, as well as to pay back special assessment loans from the Special Assessment Revolving Fund.

**The Deferred Special Assessment Fund** was established by City Council to provide interim financing of special assessment installments for citizens who are not eligible for State Programs but meet criteria for the City's deferment program.

### **Recreation** –

**The Parks Millage Fund** provides for the accounting and budgeting of up to \$.5000 Mill (\$.5000 per \$1,000 of Taxable Value). The initial millage was approved in June of 1986. These funds are dedicated to the acquisition, development and equipping of parks and recreational and cultural facilities in the City, as well as supporting the senior program. The initial millage expired June 30, 2009. Voters approved a 10-year renewal in August 2008. It will expire on June 2019.

**The Nutrition Grant Fund** for meals and services to seniors is financed primarily by Federal Grants.

### **Public Safety** –

**The Public Safety Millage Fund** was established to account for up to a \$1 Mill (\$1.00 per \$1,000 of Taxable Value) levy approved by the electorate of the City on November 7, 1995. This millage is to be utilized to expand Police and Fire staffs, construct a central fire station, and acquire equipment and technology for the Police and Fire services. The millage was renewed on November 4, 2003 for a ten year period beginning July 2006. Up to an additional 0.5 mill was also approved. The renewed millage became effective with the July 2006 levy. An additional 1.7 mill was approved in 2011, effective July 2012 for ten years.

**The Police Forfeiture Funds** into which all monies seized in arrests for illegal drug activities are deposited.

### **Grants** -

**Community Development Block Grant** for assistance to low and moderate income individuals for housing rehabilitation work and for capital improvements in eligible areas. The grant funds come from the U.S. Department of Housing and Urban Development (HUD)

## **Revenue**

The primary revenue sources for major Special Revenue Funds are summarized in the following paragraphs:

### **Road Funds**

Sales tax on gasoline use, diesel fuel, driver's license fees, and vehicle registration fees are collected at the State level and are the funding mechanism for the construction and maintenance of municipal roads. These State revenues are shared with the City based on miles of roads and population. Projections are based on estimates prepared by the Michigan Department of Transportation. These revenues can be leveraged with Federal and State grants and locally assessed Special Assessments to benefiting properties. In July 1997, the State Legislature increased the gas tax by 4 cents per gallon. The revenues generated by the additional four cents per gallon are to be distributed to the following formula: one cent to the critical bridge fund for state projects only; three cents through the current Act 51 distribution formula.

### **Voted Millage**

The electorate of the community has approved two special millages:

- 0.5000 Mill (\$0.5000 per \$1,000 Taxable Value) for parks acquisition and development.
- One Mill (\$1.000 per \$1,000 Taxable Value) for Police and Fire Public Safety approved for 10 years on November 7, 1995. The millage was renewed on November 4, 2003 and includes a .5 mill increase. It became effective with the July, 2006 levy. An additional 1.7 mills was approved in 2011, effective July 2012 for ten years.

These millages have been reduced and capped per the cumulative impact of the Headlee Millage Reduction Factor Calculation. The revenue generated from these millages is calculated by multiplying the Taxable Values by the Millage rate and reducing the figure for estimated delinquent taxes.

**Other revenue** sources include special assessments, bonds and grants.

## SPECIAL REVENUE FUNDS SUMMARY

	Total Infrastructure Funds	Total Recreation Funds	Public Safety Funds	C.D.B.G Fund #275	Total Special Revenue Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>4,476,129</b>	<b>681,532</b>	<b>3,311,807</b>	<b>0</b>	<b>8,469,468</b>
<b>REVENUES</b>					
Property Taxes	0	1,474,970	9,596,672	0	<b>11,071,642</b>
Intergovernmental	6,651,847	267,699	0	344,500	<b>7,264,046</b>
Interest Income	195,289	3,000	10,000	0	<b>208,289</b>
Special Assessments	692,466	0	0	0	<b>692,466</b>
Miscellaneous	1,000	137,601	0	35,000	<b>173,601</b>
<b>Total Revenues</b>	<b>7,540,602</b>	<b>1,883,270</b>	<b>9,606,672</b>	<b>379,500</b>	<b>19,410,044</b>
<b>EXPENDITURES</b>					
Highways & Streets	11,714,788	0	0	0	<b>11,714,788</b>
Public Safety	0	0	10,424,661	0	<b>10,424,661</b>
Debt Service	408,651	0	0	0	<b>408,651</b>
Land Acquisition, Capital Improvements and Other	33,300	557,000	1,200	379,500	<b>971,000</b>
<b>Total Expenditures</b>	<b>12,156,739</b>	<b>557,000</b>	<b>10,425,861</b>	<b>379,500</b>	<b>23,519,100</b>
Revenues over/(under) Expenditures	(4,616,137)	1,326,270	(819,190)	0	<b>(4,109,056)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Bond Proceeds	2,900,000	0	0	0	<b>2,900,000</b>
Transfers In	4,971,264	0	0	0	<b>4,971,264</b>
Transfers Out	(4,247,787)	(1,557,850)	0	0	<b>(5,805,637)</b>
<b>Total</b>	<b>3,623,477</b>	<b>(1,557,850)</b>	<b>0</b>	<b>0</b>	<b>2,065,627</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(992,660)	(231,580)	(819,190)	0	<b>(2,043,429)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>3,483,469</b>	<b>449,952</b>	<b>2,492,617</b>	<b>0</b>	<b>6,426,038</b>

<b>SPECIAL REVENUE FUNDS INFRASTRUCTURE FUNDS SUMMARY</b>
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	Major Roads Fund #202	Local Roads Fund #203	Special Assessment Fund #813/883	Deferred Special Assessment Fund #255	Total Infrastructure Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>2,527,903</b>	<b>469,224</b>	<b>1,426,329</b>	<b>52,673</b>	<b>4,476,129</b>
<b>REVENUES</b>					
Intergovernmental	5,152,260	1,499,587	0	0	<b>6,651,847</b>
Interest Income	1,600	500	193,164	25	<b>195,289</b>
Special Assessments	0	0	692,466	0	<b>692,466</b>
Miscellaneous	1,000	0	0	0	<b>1,000</b>
<b>Total Revenues</b>	<b>5,154,860</b>	<b>1,500,087</b>	<b>885,630</b>	<b>25</b>	<b>7,540,602</b>
<b>EXPENDITURES</b>					
Highways & Streets	5,689,955	6,024,833	0	0	<b>11,714,788</b>
Public Safety	0	0	0	0	<b>0</b>
Debt Service	0	0	408,651	0	<b>408,651</b>
Land Acquisition, Capital Improvements and Other	0	0	33,000	300	<b>33,300</b>
<b>Total Expenditures</b>	<b>5,689,955</b>	<b>6,024,833</b>	<b>441,651</b>	<b>300</b>	<b>12,156,739</b>
Revenues over/(under) Expenditures	(535,095)	(4,524,746)	443,979	(275)	<b>(4,616,137)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Bond Proceeds	0	695,336	2,204,664	0	<b>2,900,000</b>
Transfers In	0	3,851,264	1,120,000	0	<b>4,971,264</b>
Transfers Out	(450,000)	0	(3,797,787)	0	<b>(4,247,787)</b>
	(450,000)	4,546,600	(473,123)	0	<b>3,623,477</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(985,095)	21,854	(29,144)	(275)	<b>(992,660)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>1,542,808</b>	<b>491,078</b>	<b>1,397,185</b>	<b>52,398</b>	<b>3,483,469</b>

<b>SPECIAL REVENUE FUNDS RECREATION FUNDS SUMMARY</b>
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	Nutrition Fund #281	Parks & Recreation Millage Fund #410	Total Recreation Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>0</b>	<b>681,532</b>	<b>681,532</b>
<b>REVENUES</b>			
Property Taxes	0	1,474,970	<b>1,474,970</b>
Intergovernmental	267,699	0	<b>267,699</b>
Interest Income	0	3,000	<b>3,000</b>
Miscellaneous	137,601	0	<b>137,601</b>
<b>Total Revenues</b>	<b>405,300</b>	<b>1,477,970</b>	<b>1,883,270</b>
<b>EXPENDITURES</b>			
Land Acquisition, Capital Improvements and Other	405,300	151,700	<b>557,000</b>
<b>Total Expenditures</b>	<b>405,300</b>	<b>151,700</b>	<b>557,000</b>
Revenues over/(under) Expenditures	0	1,326,270	<b>1,326,270</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers Out	0	(1,557,850)	<b>(1,557,850)</b>
<b>Total</b>	<b>0</b>	<b>(1,557,850)</b>	<b>(1,557,850)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(231,580)	<b>(231,580)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>0</b>	<b>449,952</b>	<b>449,952</b>



<b>SPECIAL REVENUE FUNDS PUBLIC SAFETY SUMMARY</b>
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	Public Safety Fund #205	Federal Forfeiture Fund #213	State Forfeiture Fund #214	<b>Total Public Safety Funds</b>
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>2,384,745</b>	<b>814,908</b>	<b>112,154</b>	<b>3,311,807</b>
<b>REVENUES</b>				
Property Taxes	9,596,672	0	0	<b>9,596,672</b>
Interest Income	10,000	0	0	<b>10,000</b>
<b>Total Revenues</b>	<b>9,606,672</b>	<b>0</b>	<b>0</b>	<b>9,606,672</b>
<b>EXPENDITURES</b>				
Public Safety	9,744,161	655,000	25,500	<b>10,424,661</b>
Land Acquisition, Capital Improvements and Other	1,200	0	0	<b>1,200</b>
<b>Total Expenditures</b>	<b>9,745,361</b>	<b>655,000</b>	<b>25,500</b>	<b>10,425,861</b>
Revenues over/(under) Expenditures	(138,690)	(655,000)	(25,500)	<b>(819,190)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(138,690)	(655,000)	(25,500)	<b>(819,190)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>2,246,055</b>	<b>159,908</b>	<b>86,654</b>	<b>2,492,617</b>

## MAJOR ROADS

Ensuring safe driving conditions is the primary objective of the street maintenance program. Maintaining the aesthetic quality of Farmington Hills' street network is also a high priority. In order to meet these objectives, routine maintenance of the City's 58-mile major road system includes pavement patching and replacement, shoulder grading, litter control, roadside mowing, landscaping, forestry services, storm drain maintenance, street sweeping, ditching, sign installation and repair, snow/ice control, and a variety of emergency activities.

The DPW supplements the work performed by the staff with the services of private contractors. Contracted programs include: pavement striping and marking, crack sealing, catch basin cleaning, forestry services, landscape maintenance, signal maintenance, guardrail replacement, and street sweeping.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Improve the safety of motorized and non-motorized travel. (3,12,13)
- Improve snow and ice control services while reducing costs. (10,12,13)
- Extend the service life of the major road infrastructure by implementing industry Best Management Practices for asset management. (2,12,13)
- Improve the efficiency of road maintenance services. (1)
- Utilize the Pavement Management System to improve the efficiency of road maintenance operations and planning. (2,13)
- Fulfill National Pollutant Discharge Elimination System (NPDES) permit requirements. (9,10,12)
- Improve storm drain maintenance services-reduce frequency and severity of roadway flooding and icing. (10,12,13)

### PERFORMANCE OBJECTIVES

- Improve street safety by replacing deteriorating pavement and repairing/replacing infrastructure that has reached the end of its useful life.
- Improve effectiveness of street signs by utilizing state-of-the-art reflective sign sheeting materials.
- Fulfill NPDES mandate, adopt Best Management (maintenance) Practices.
- Improve cost effectiveness of road maintenance activities by using Best Maintenance Practices of the Industry and continually searching for new and improved products and methods.

## Major Roads

	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
Service Level	Pothole Patching - tons of cold patch	70	150	110
	Pavement Replacement --tons of asphalt	1,590	1,500	1,550
	Pavement Replacement - yards of 8" concrete	3,575	3,700	3,700
	Joint Sealing – lineal feet	42,750	40,000	42,000
	Sweeping – curb miles	250	400	400
	Snow/Ice Control – tons of salt	3,200	6,990	6,500
	Storm Drain Structure Repairs – each	18	20	20
	Ditching – lineal feet	3,900	4,300	4,500
	Traffic Counts - approaches	90	120	120
	Roadside Cleanup – roadside miles	1,050	1,700	1,200
	Roadside Mowing – swath mile (5 ft. wide cut)	150	150	180
	Lawn Mowing – acres	850	850	850
	Sign Install/Repair – each	310	330	320
	Efficiency	Maintenance cost/major road mile	56,324	54,800
Miles per Road Maintenance personnel.		3.4	3.1	3.1
Major Road mileage		58	58	58

## SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR

### Routine Maintenance (463)

All Equipment line items—based on calendar year 2012 trend analysis and a revised MDOT Equipment Rate Schedule, all Equipment categories have been revised and adjusted to reflect current and projected operations.

**012 – Surface Maintenance-Equipment** – Based on trend analysis from FY 11/12 and 12/13, additional equipment is predicted to be used in these operations.

**014 – Joint Sealing Program** – The proposed budget reflects an increase to allow more preventative maintenance on specific roadways extending their service life.

**016 – Surface Maintenance-Contracted** – Due to increased activity in both surface maintenance and ditching, additional spoils are anticipated and supported in past trend analysis.

**054 – Forestry Maintenance-Contracted** – Issues pertaining to contractor performance in FY 11/12 resulted in a backlog of safety-related tree removals. The proposed budget reflects an increased effort to resolve this backlog.

**015 and 064 – Contracted Services** – The proposed budget reflects a reduction from the FY 12/13 budget, which included encumbrances from FY 11/12.

**073 – Ditching and Backslope Materials** – The proposed budget reflects additional culvert purchases that have been identified in trend analysis.

**091 and 092 – Grass/Weed Labor and Equipment** – Increased based on trend analysis of all categories.

### **REVENUE/OTHER FINANCING SOURCES**

These funds are restricted by state statute to finance the maintenance and construction of the major street system.

**Gas & Weight Tax (Act 51)** - Comes from state levied and collected gas taxes, drivers license and vehicle registration fees and are shared with local units of government based on population, miles and classification of road types. Gas & Weight Tax revenue is projected to increase 2% in 13/14 based on State estimates.

**Build Michigan Program Revenue** - This is money from the Michigan Department of Transportation for road and bridge infrastructure improvements. It has remained relatively consistent over the years.

**Other Government** - This source of revenue is primarily from Metro Act Fees, which are maintenance fees collected by the State from telecommunication providers in the City, for their actual footages installed in our rights-of-way as of March 31st of each year, the money is distributed back to the City once each year, usually by May 31<sup>st</sup>. The remaining funds are received primarily from Oakland County.

**Federal/State Grants** - These Grants pay for Road Infrastructure Projects.

**Miscellaneous Income** – Minimal revenue projected in 13/14.

**Interest on Investments** – Minimal revenue projected for 13/14.

## Major Roads

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FUND NUMBER: 202

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>2,108,861</b>	<b>2,708,619</b>	<b>2,833,635</b>	<b>2,833,635</b>	<b>2,527,903</b>	<b>2,527,903</b>
<b>REVENUES</b>						
Intergovernmental Revenues						
Gas & Weight Tax (Act 51)	3,613,701	3,681,646	3,782,000	3,717,437	3,807,417	3,807,417
Build Michigan Program Revenue	132,336	132,951	132,900	133,044	133,000	133,000
Other Government (Metro Act + County)	257,202	327,208	236,000	280,740	336,200	336,200
Federal/State Grants	159,369	211,086	875,684	777,901	875,643	875,643
Federal Stimulus Funds - County/City	70,823	8,277	0	0	0	0
<b>Total Intergovernmental Revenues</b>	<b>4,233,431</b>	<b>4,361,168</b>	<b>5,026,584</b>	<b>4,909,122</b>	<b>5,152,260</b>	<b>5,152,260</b>
Miscellaneous Income	55,937	2,185	2,000	1,000	1,000	1,000
Interest on Investments	1,937	1,644	2,000	1,500	1,600	1,600
<b>Total Other Revenues</b>	<b>57,874</b>	<b>3,829</b>	<b>4,000</b>	<b>2,500</b>	<b>2,600</b>	<b>2,600</b>
<b>TOTAL REVENUES</b>	<b>4,291,305</b>	<b>4,364,997</b>	<b>5,030,584</b>	<b>4,911,622</b>	<b>5,154,860</b>	<b>5,154,860</b>
<b>OTHER FINANCING SOURCES</b>						
Contributions from other Funds:						
Water Fund	0	0	1,250,000	1,234,376	0	0
Capital Improvement Fund	0	0	0	20,000	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>1,254,376</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>4,291,305</b>	<b>4,364,997</b>	<b>6,280,584</b>	<b>6,165,998</b>	<b>5,154,860</b>	<b>5,154,860</b>

## Major Roads

FUND NUMBER: 202

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>EXPENDITURES</b>							
<b>(451) CONSTRUCTION</b>							
	Category Total	873,006	395,741	3,179,376	2,733,237	2,433,096	2,433,096
<b>(463) ROUTINE MAINTENANCE</b>							
011	Surface Maint - Labor	390,000	392,639	434,300	466,281	403,357	403,357
012	Surface Maint - Equip Rent	150,300	194,900	200,000	225,000	245,000	245,000
013	Surface Maint - Materials	18,508	24,493	41,000	41,000	41,800	41,800
014	Joint Sealing Program	86,036	98,773	120,000	127,424	150,000	150,000
015	Pavement Replacement	12,828	639,950	443,548	443,548	416,000	416,000
016	Surface Maint - Contract	25,702	15,919	36,000	40,000	54,000	54,000
021	Guard Rails - Labor	9,000	8,577	7,000	10,145	8,830	8,830
022	Guard Rails - Equip Rent	2,000	1,700	2,000	2,000	2,000	2,000
023	Guard Rails - Materials	256	3,668	2,500	2,000	2,000	2,000
024	Guard Rails - Contract	0	31,065	40,000	40,000	40,000	40,000
031	Sweep & Flush - Labor	18,000	19,060	40,000	20,290	17,559	17,559
032	Sweep & Flush - Equip Rent	36,000	25,000	40,000	40,000	35,500	35,500
033	Sweep & Flush - Materials	1,216	0	2,000	2,000	2,000	2,000
034	Sweep & Flush - Contract	19,702	16,467	25,000	25,000	25,000	25,000
041	Shoulder Maint - Labor	38,700	38,120	40,000	20,290	17,559	17,559
042	Shoulder Maint - Equip Rent	22,950	33,000	35,000	30,000	25,400	25,400
051	Forestry Maint - Labor	70,000	76,622	83,000	81,063	70,337	70,337
052	Forestry Maint - Equip Rent	38,000	36,900	38,000	38,000	40,600	40,600
054	Forestry Maint - Contract	46,084	86,091	65,500	80,000	80,000	80,000
061	Drain Structures - Labor	22,400	26,208	39,000	20,290	17,559	17,559
062	Drain Structures - Equip	19,200	18,600	18,600	14,000	10,200	10,200
063	Drain Structures - Mat	1,957	211	3,500	2,000	2,000	2,000
064	Drain Structures - Contract	5,910	29,200	57,238	60,000	40,000	40,000
071	Ditching & Bk Slope - Labor	55,000	57,180	74,000	60,870	52,778	52,778
072	Ditching & Bk Slope - Equip	35,854	45,028	45,000	35,000	25,400	25,400
073	Ditching & Bk Slope - Mat	4,220	1,408	4,000	5,000	5,000	5,000
081	Road Cleanup - Labor	30,000	15,248	36,000	20,290	17,559	17,559
082	Road Cleanup - Equip Rent	12,000	12,000	12,000	11,000	10,200	10,200
083	Road Cleanup - Materials	0	240	0	0	0	0
091	Grass/Weed - Labor	50,000	23,825	32,000	60,870	47,761	47,761
092	Grass/Weed - Equip Rental	25,000	15,000	18,000	18,000	20,300	20,300
093	Grass/Weed - Materials	1,618	3,235	2,000	2,000	2,000	2,000
094	Grass/Weed - Contract	157,797	230,280	240,000	250,000	250,000	250,000
	Category Total	1,406,238	2,220,607	2,276,186	2,293,361	2,177,699	2,177,699

## Major Roads

FUND NUMBER: 202

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>(474) TRAFFIC SERVICES - MAINT.</b>							
011	Sign Maint - Labor	80,000	93,395	95,000	113,058	96,725	96,725
012	Sign Maint - Equip Rent	10,000	13,500	14,000	15,000	15,200	15,200
013	Sign Maint - Materials	12,586	12,490	15,000	15,000	15,000	15,000
024	Signal Maint - Contract	140,035	166,136	150,000	145,000	145,000	145,000
031	Pavement Striping - Labor	3,000	1,906	2,000	1,951	2,007	2,007
032	Pavement Striping - Equip	700	1,000	1,000	1,000	1,000	1,000
033	Pavement Striping - Mat.	355	0	1,000	1,000	1,000	1,000
034	Pavement Striping - Contract	38,137	234,589	158,500	160,000	160,000	160,000
041	Traffic Count - Labor	8,000	10,483	11,000	15,413	12,843	12,843
042	Traffic Count - Equip Rent	4,204	3,600	5,500	5,500	5,500	5,500
043	Traffic Counts - Other	119	1,191	2,000	2,000	2,000	2,000
050	Overhead Lighting	5,334		0	0	0	0
	Category Total	<u>302,470</u>	<u>538,290</u>	<u>455,000</u>	<u>474,922</u>	<u>456,275</u>	<u>456,275</u>
<b>(478) WINTER MAINTENANCE</b>							
001	Snow/Ice Control - Labor	120,000	133,421	175,900	122,910	114,285	114,285
002	Snow/Ice Control - Equip	85,000	87,000	88,000	80,000	71,100	71,100
003	Snow/Ice Control - Mat	225,064	287,480	321,562	180,000	300,000	300,000
	Category Total	<u>430,064</u>	<u>507,901</u>	<u>585,462</u>	<u>382,910</u>	<u>485,385</u>	<u>485,385</u>
<b>(482) ADMIN., RECORDS, ENGINEERING</b>							
001	Admin., Records, Eng.	82,000	91,131	100,000	89,875	89,875	89,875
002	Traffic Improvement Assoc.	26,000	25,200	25,000	25,300	25,500	25,500
003	Pavement Management update	1,770	11,111	12,000	12,000	12,000	12,000
021	Audit Fees	0	0	0	10,125	10,125	10,125
	Category Total	<u>109,770</u>	<u>127,442</u>	<u>137,000</u>	<u>137,300</u>	<u>137,500</u>	<u>137,500</u>
	<b>TOTAL EXPENDITURES</b>	<b>3,121,548</b>	<b>3,789,981</b>	<b>6,633,024</b>	<b>6,021,730</b>	<b>5,689,955</b>	<b>5,689,955</b>
<b>(485) OTHER FINANCING USES</b>							
	Contributions to other Funds:						
001	Local Roads	570,000	450,000	450,000	450,000	450,000	450,000
	<b>TOTAL OTHER FINANCING USES</b>	<u>570,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b><u>3,691,548</u></b>	<b><u>4,239,981</u></b>	<b><u>7,083,024</u></b>	<b><u>6,471,730</u></b>	<b><u>6,139,955</u></b>	<b><u>6,139,955</u></b>
	Revenues over/(under) Expenditures	<u>599,757</u>	<u>125,016</u>	<u>(802,440)</u>	<u>(305,732)</u>	<u>(985,095)</u>	<u>(985,095)</u>
<b>FUND BALANCE AT JUNE 30</b>		<b><u>2,708,619</u></b>	<b><u>2,833,635</u></b>	<b><u>2,031,195</u></b>	<b><u>2,527,903</u></b>	<b><u>1,542,808</u></b>	<b><u>1,542,808</u></b>
<b>Fund Balance as a % of Total Expenditures and Other Financing Uses</b>		<b>73.37%</b>	<b>66.83%</b>	<b>28.68%</b>	<b>39.06%</b>	<b>25.13%</b>	<b>25.13%</b>

# Major Roads

## MAJOR ROAD CONSTRUCTION DETAIL

PROJECTS	Total Cost	Spent Through 6/30/2012	Project Commitment Remaining	To Be Expended in 12/13				Portion of Remaining Amount to be Spent in 2013/14
				Act 51	Grants	Other Funds	Other Govt.	
<u>1999/00</u>								
Reconstruction of I-275 -045	420,000		10,000	10,000	0	0	0	0
<u>2007/08</u>								
14 Mile Rd. ( Drake to Farmington) - 125	162,301		25,000	25,000	0	0	0	0
Farmington Rd. (13 Mile to 14 Mile) - 139	309,958		0	0	0	0	0	0
<u>2008/09</u>								
13 Mile/Detroit Baptist Manor Signal Upgrade - 014	15,150		5,000	5,000	0	0	0	0
MDOT Bridge at Halsted & I-696 plus Orchard Lake	1,282,962		10,000	10,000	0	0	0	0
<u>2009/2010</u>								
Pedestrian Bridge Crossing @ I-696 and Harrison H	32,942		1,000	1,000	0	0	0	0
MDOT Bridge at Drake & I-696 - 119	18,015		2,000	2,000	0	0	0	0
NW Hwy Connector Ph I (14/Farm Roundabout) - 1	328,785		5,000	5,000	0	0	0	0
NW Hwy Connector Ph I (Remainder Phase 1)	870,000		0	0	0	0	0	0
Orchard Lake, 12 Mile to 13 Mile (ARRA)	53,050		0	0	0	0	0	0
14 Mile, Haggerty to Drake - 2012 - 131	992,000	324,219	667,781	285,504	382,277	0	0	0
Grand River Ave, 10 Mile to Haggerty (ARRA)	307,265	277,265	30,000	30,000	0	0	0	0
<u>2010/2011</u>								
14 Mile, NW Hwy to Middlebelt - 234	245,413		25,000	25,000	0	0	0	0
<u>2011/2012</u>								
Grand River, 8 Mile to Purdue, Widening			0	0	0	0	0	0
<u>2012/2013</u>								
Freedom Road, Drake to Hillview Ct - 138	454,784		454,784	100,000		0	0	354,784
13 Mile Rehab, Orchard Lake to Middlebelt - 195	878,312		878,312	133,000	0	0	0	745,312
Orchard Lake, 13-14 Mile PE Concept -184	155,000	2,731	152,269	7,602	124,000	0	20,667	0
Orchard Lake Rd Resurfacing, 13-14 Mile (Triparty)	34,967	24,780	10,187	10,187	0	0	0	0
Independence Ave	1,506,000		1,506,000	0	271,624	1,234,376	0	0
Eight Mile (Grand River to Inkster Road)- 069	11,000		11,000	11,000				0
14 Mile & Clubhouse Lane Culvert	250,000		250,000	0	0	20,000	0	230,000
14 Mile at Halsted CMAQ SCATS Signal	20,000		20,000	10,000	0			10,000
14 Mile at Drake CMAQ SCATS Signal	20,000		20,000	10,000	0			10,000
			4,083,333	680,293	777,901	1,254,376	20,667	1,350,096
Total Construction Projected 12/13				2,733,237				



# Major Roads

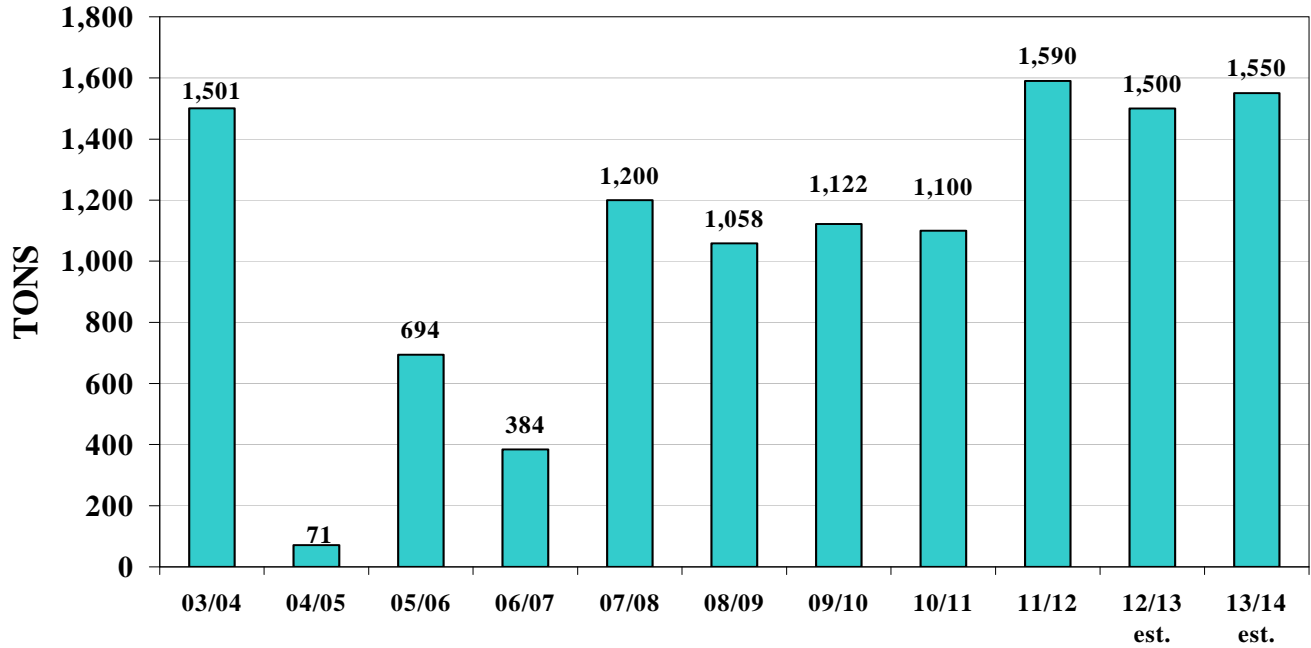
## MAJOR ROAD CONSTRUCTION DETAIL

PROJECTS	Project Commitment Remaining	To Be Expended in 13/14				Portion of Remaining Amount to be Spent > 13/14
		Act 51	Grants	General & Other Funds	Other Govt.	
<u>Carryover</u>						
Freedom Rd, Drake to Hillview Ct - 138	354,784	245,591	109,193	0	0	0
13 Mile Rehab, Orchard Lake to Middlebelt - 195	745,312	524,062	221,250	0	0	0
14 Mile at Halsted CMAQ SCATS Signal	10,000	5,000	5,000			0
14 Mile at Drake CMAQ SCATS Signal	10,000	5,000	5,000			0
<u>2013/2014</u>						
Orchard Lake, 13 Mile to 14 Mile, PE Design	769,000	144,600	535,200		89,200	
Farmington, 10 Mile to 11 Mile - 2014	1,426,000	135,000	0	0	0	1,291,000
10 Mile, Farmington to Orchard Lake - 2014	1,338,000	135,000	0	0	0	1,203,000
14/Orchard Lake Roundabout						
Farmington, 11 Mile to 12 Mile -2014	1,727,000	135,000	0	0	0	1,592,000
Pedestrian Upgrade at 10 Mile & Haggerty Intersection	8,000	8,000	0	0	0	0
Orchard Lake & 13 Mile Safety Project (Signal/Peds)	20,000	20,000				
Grand River & Haggerty Safety Project (Signal/Peds)	10,000	10,000				
Hillel Day Triparty	51,000	51,000	0	0	0	0
Excess Triparty	431,511					431,511
Anticipated 2013 Triparty	165,000					165,000
Miscellaneous	50,000	50,000	0	0	0	0
Total Value of Construction for 13/14	7,115,607	1,468,253	875,643	0	89,200	4,682,511
Total Construction Projected 13/14	2,433,096					

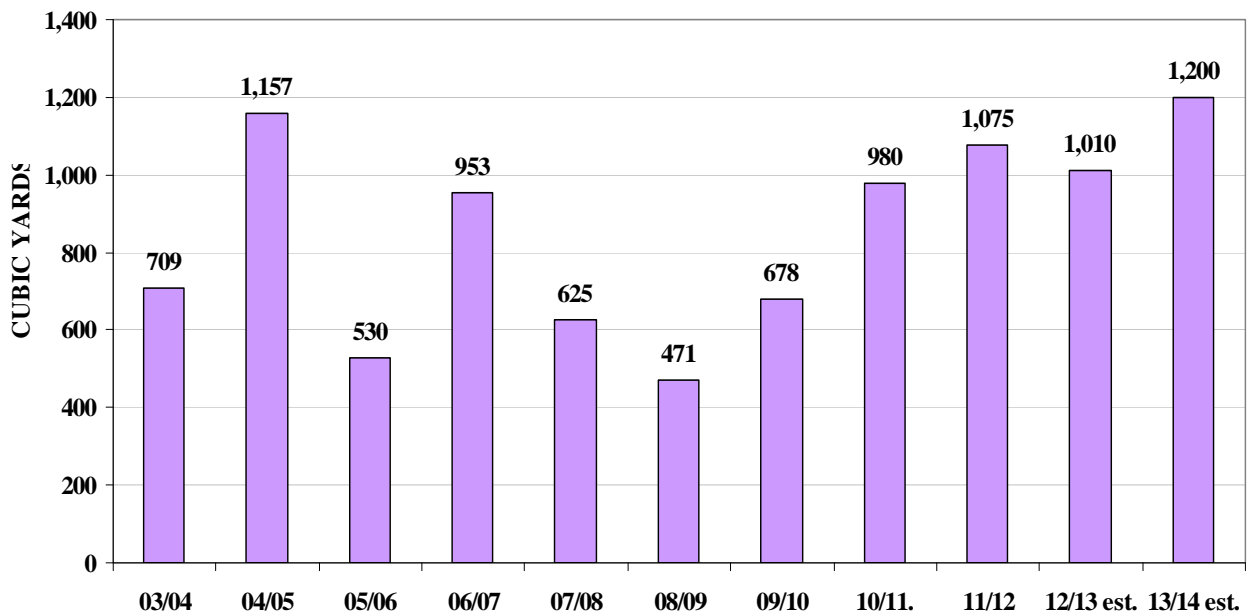
Anything project that is CLOSED & has less than \$1,000 to be spent in THIS fiscal year is NOT included in budget

### KEY DEPARTMENTAL TRENDS

#### ASPHALT REMOVED AND REPLACED (Tons)

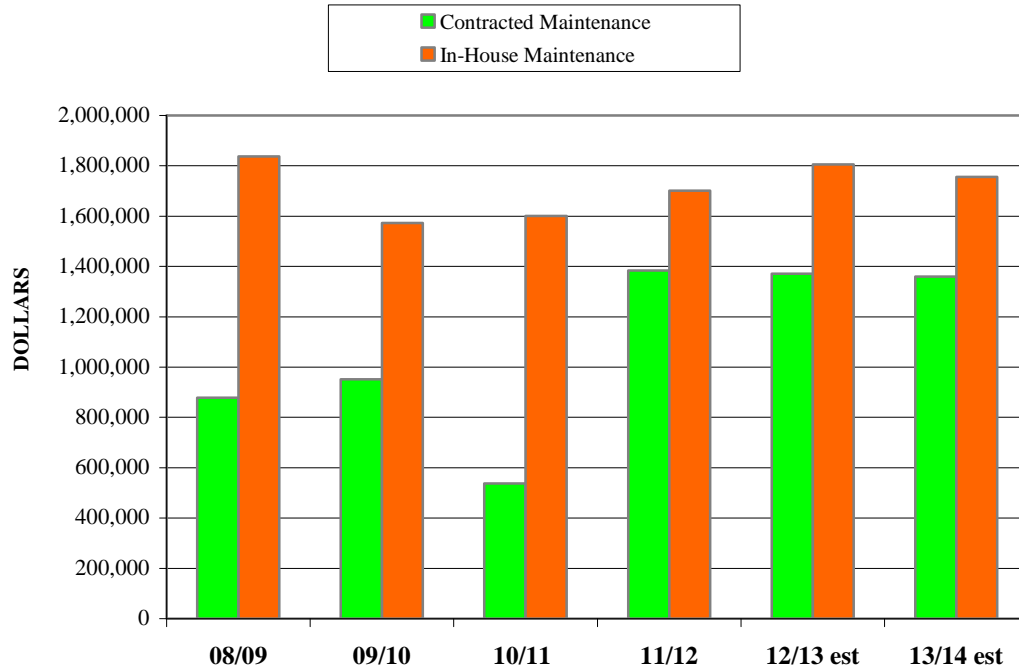


#### CONCRETE REMOVED AND REPLACED (Cubic yards)



### KEY DEPARTMENTAL TRENDS (Cont'd.)

CONTRACTED VS. IN-HOUSE MAINTENANCE



## LOCAL ROADS

The local road budget provides funding for the maintenance of the City's 245 miles of paved and unpaved local streets. Local street services include pavement patching/replacement, road grading, dust control, forestry maintenance, storm drain maintenance, sign repair, guardrail repairs, snow/ice control, roadside mowing and litter control. The DPW supervisory staff establishes pavement repair priorities in consultation with the Engineering Division.

Private contractors are used to supplement the work performed by the DPW staff. Contracted services include crack/joint sealing, catch basin cleaning, dust control, street sweeping, forestry services, pavement replacement, catch basin repair, and sump pump connections.

### GOALS

*The number in parenthesis shows the link between the departmental goal and the City goals.*

- Improve local road safety. (3,12,13)
- Extend the service life of the local road infrastructure by implementing industry Best Management Practices for asset management. (2,12,13)
- Improve snow & ice control services. (3)
- Fulfill National Pollutant Discharge Elimination System (NPDES) permit requirements. (9,10,12)
- Improve storm drain maintenance services—reduce frequency and severity of local street flooding. (10,12,13)

### PERFORMANCE OBJECTIVES

- Improve street safety by replacing deteriorated pavement, repairing guardrails, and upgrading intersection signs.
- Improve effectiveness of street signs by utilizing state-of-the-art reflective sign sheeting materials.
- Fulfill NPDES mandate, adopt best management (maintenance) practices.
- Improve cost effectiveness of road maintenance activities by using Best Maintenance Practices of the industry and continually searching for new and improved products and methods.

	Performance Indicators	FY 2011/12 Actual	FY 2012/13 Projected	FY 2013/14 Estimated
<b>Service Level</b>	Pothole Patching – tons of cold patch	200	330	350
	Pavement Replacement – tons of asphalt	783	700	700
	Pavement Replacement – yards of 8" concrete	1,690	1,800	1,700
	Gravel Road Grading – miles	375	425	425
	Joint Sealing – lineal feet	82,500	80,000	81,000
	Sweeping – curb miles	1,390	1,600	1,600
	Storm Drain Structure Repairs	39	38	40
	Ditching – lineal feet	5,150	5,000	5,000
	Plowing – # of complete plowing of local roads	0	5	5
	Culvert Installations	21	30	30
	Roadside Cleanup – roadside miles	4	4	5
	Roadside Mowing – swath mile (5 ft. wide cut)	45	60	60
	Lawn Mowing – acres	85	85	85
	Sign Installations and Repairs	510	525	520
	Traffic Counts	10	15	15
<b>Efficiency</b>	Maintenance cost/local road mile	7,750	8,000	7,650
	Miles per Road Maintenance personnel	14.5	13.0	13.0

## **Local Roads**

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### **SUMMARY OF SIGNIFICANT BUDGET CHANGES FROM PRIOR YEAR**

#### **Routine Maintenance (463)**

All Equipment line items—based on calendar year 2012 trend analysis and a revised MDOT Equipment Rate Schedule, all Equipment categories have been revised and adjusted to reflect current and projected operations.

**012 – Surface Maintenance-Equipment** – Based on trend analysis from FY 11/12 and 12/13, additional equipment is predicted to be used in these operations.

**014 – Joint Sealing Program** – The proposed budget reflects an increase to allow more preventative maintenance on specific roadways extending their service life.

**054 – Forestry Maintenance-Contracted** – Issues pertaining to contractor performance in FY 11/12 resulted in a backlog of safety-related tree removals. The proposed budget reflects an increased effort to resolve this backlog.

**015 and 064 – Contracted Services** – The proposed budget reflects a reduction from the FY 12/13 budget, which included encumbrances from FY 11/12.

**073 – Ditching and Backslope Materials** – The proposed budget reflects additional culvert purchases that have resulted from the increased ditching and culvert replacement activities associated with the increased number of SAD projects.

**091 and 092 – Grass/Weed Labor and Equipment** – Increased based on trend analysis of all categories.

## **Local Roads**

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### **REVENUE**

Local Road funds are restricted by the State to finance the maintenance and construction of the local street system. Revenue fluctuates from year to year based on the number and size of local road improvement Special Assessment District (SAD) projects.

Gas & Weight Tax (Act 51) - Comes from state levied and collected gas taxes, drivers license and vehicle registration fees and are shared with local units of government based on population, miles and classification of road type. The Gas & Weight Tax revenue is projected to increase by 2% in 13/14 based on State estimates.

Build Michigan Fund - This is money from the Michigan Department of Transportation for road and bridge infrastructure improvements. It has remained relatively consistent over the years.

Interest on Investments - Minimal revenue projected for 13/14.

Major Road Fund Appropriation – Act 51 allows up to 50% of the Major Road Fund Gas & Weight Tax revenue to be appropriated annually to the Local Road Fund for Local Road expenditures. The \$450,000 proposed appropriation is approximately 12% of the estimated Major Road Gas & Weight tax for FY 2013/14.

Special Assessment Revolving Fund Appropriation – The \$263,320 proposed appropriation is for the City's 20% at-large share of the Staman Acres and Stratton Hill SAD Road Projects, as well as Design Engineering for three additional potential Local Road SAD's that may be initiated during FY 2013/14.

Bond Financing – Capital Improvement Bonds are anticipated for 100% of the three additional potential Local Road SAD Projects, if approved in FY 2013/14.

**Local Roads**

FUND NUMBER: 203

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>318,466</b>	<b>616,156</b>	<b>506,801</b>	<b>506,801</b>	<b>469,224</b>	<b>469,224</b>
<b>REVENUES</b>						
Intergovernmental Revenues:						
Gas & Weight Tax (Act 51)	1,262,532	1,303,578	1,343,000	1,320,554	1,352,007	1,352,007
Build Michigan Fund	46,235	47,082	47,000	47,244	47,000	47,000
Fines & Forfeitures	0	0	0	107,000	100,580	100,580
Other Government	0	107,561	0	2,671	0	0
Total	1,308,767	1,458,221	1,390,000	1,477,469	1,499,587	1,499,587
Other Revenues:						
Interest on Investments	649	198	500	425	500	500
Total	649	198	500	425	500	500
<b>TOTAL REVENUES</b>	<b>1,309,416</b>	<b>1,458,419</b>	<b>1,390,500</b>	<b>1,477,894</b>	<b>1,500,087</b>	<b>1,500,087</b>
<b>OTHER FINANCING SOURCES</b>						
Contributions from other Funds:						
General Fund	109,377	0	0	0	0	0
Major Roads	570,000	450,000	450,000	450,000	450,000	450,000
SAD Revolving (247)	299,744	16,446	30,000	19,368	263,320	263,320
SAD Roads (813...)	1,198,974	378,195	0	1,733,827	3,137,944	3,137,944
Bond Proceeds	0	0	0	614,672	695,336	695,336
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>2,178,095</b>	<b>844,641</b>	<b>480,000</b>	<b>2,817,867</b>	<b>4,546,600</b>	<b>4,546,600</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>3,487,511</b>	<b>2,303,060</b>	<b>1,870,500</b>	<b>4,295,761</b>	<b>6,046,687</b>	<b>6,046,687</b>

**Local Roads**

FUND NUMBER: 203

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>EXPENDITURES</b>							
<b>(451) CONSTRUCTION</b>							
	Category Total	1,498,717	486,903	3,469,421	2,362,968	3,982,430	3,982,430
<b>(463) ROUTINE MAINTENANCE</b>							
011	Surface Maint - Labor	285,000	252,547	300,000	282,987	245,326	245,326
012	Surface Maint - Equip Rent	168,000	200,000	180,000	180,000	186,900	186,900
013	Surface Maint - Materials	84,460	92,410	95,000	90,000	95,000	95,000
014	Joint Sealing Program	117,202	138,262	120,000	115,728	139,000	139,000
015	Pavement Replacement	1,348	107,803	110,000	110,000	110,000	110,000
016	Surface Main - Contract	8,565	5,306	20,000	20,000	20,000	20,000
021	Rails/Posts - Labor	3,000	3,335	10,000	7,609	6,622	6,622
022	Rails/Posts - Equip Rent	1,500	1,500	1,500	1,500	1,000	1,000
023	Rails/Posts - Materials	256	231	600	500	500	500
031	Sweep & Flush - Labor	13,000	14,295	16,000	22,924	19,867	19,867
032	Sweep & Flush - Equip Rent	32,000	34,000	34,000	40,000	55,000	55,000
034	Sweep & Flush - Contract	66,319	56,506	76,000	78,000	78,000	78,000
041	Shoulder Maint - Labor	2,600	1,906	3,000	2,926	3,010	3,010
042	Shoulder Maint - Equip Rent	4,000	4,000	4,000	4,000	4,000	4,000
051	Forestry Maint - Labor	53,000	62,899	66,300	76,478	66,323	66,323
052	Forestry Maint - Equip Rent	26,000	36,000	36,000	40,000	44,000	44,000
054	Forestry Maint - Contract	18,169	78,169	40,000	51,000	51,000	51,000
061	Drain Structures - Labor	69,329	71,476	75,000	53,652	41,841	41,841
062	Drain Structures - Equip	50,000	50,000	55,000	35,000	27,500	27,500
063	Drain Structures - Mat	3,609	332	6,000	4,000	4,000	4,000
064	Drain Structures - Contract	16,309	92,105	69,500	96,500	70,000	70,000
071	Ditching & Bk Slope - Labor	130,000	123,891	140,000	181,342	162,748	162,748
072	Ditching & Bk Slope - Equip	130,000	120,000	120,000	120,000	122,800	122,800
073	Ditching & Bk Slope - Mat	31,407	27,467	30,000	35,000	35,000	35,000
081	Road Cleanup - Labor	1,500	1,906	2,000	1,951	2,007	2,007
082	Road Cleanup - Equip Rent	1,000	500	1,000	1,000	1,000	1,000
091	Grass/Weed - Labor	11,000	14,295	15,000	22,924	19,867	19,867
092	Grass/Weed - Equip Rental	9,000	11,000	14,000	13,600	21,900	21,900
093	Grass/Weed - Materials	73	19	1,000	1,000	1,000	1,000
094	Grass/Weed - Contract	1,980	0	1,000	0	0	0
103	Dust Control - Materials	0	0	5,000	5,000	5,000	5,000
104	Dust Control - Contract	43,901	39,882	54,000	20,000	45,000	45,000
	Category Total	1,383,527	1,642,042	1,700,900	1,714,621	1,685,211	1,685,211



**Local Roads**

FUND NUMBER: 203

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>EXPENDITURES</b>							
<b>(474) TRAFFIC SERVICES - MAINT.</b>							
011	Sign Maint - Labor	30,000	33,370	34,000	22,924	19,867	19,867
012	Sign Maint - Equip Rent	12,000	12,000	12,000	6,000	5,500	5,500
013	Sign Maint -Materials	3,107	3,400	9,000	9,000	9,000	9,000
041	Traffic Counts	219	0	0	0	0	0
042	Traffic Counts - Equip.	143	0	0	0	0	0
	Category Total	45,469	48,770	55,000	37,924	34,367	34,367
<b>(478) WINTER MAINTENANCE</b>							
001	Snow/Ice Control - Labor	120,000	95,301	130,000	88,964	75,655	75,655
002	Snow/Ice Control - Equip	121,772	112,000	115,000	95,000	80,000	80,000
003	Snow/Ice Control - Material	336	0	0	0	0	0
004	Snow/Ice Control - Contract	0	0	0	0	0	0
	Category Total	242,108	207,301	245,000	183,964	155,655	155,655
<b>(482) ADMIN., RECORDS, ENGINEERING</b>							
001	Admin., Records, Eng.	20,000	19,170	20,000	15,125	15,125	15,125
002	Bond Financing Costs	0	2,579	0	10,861	144,170	144,170
003	Pav't Mgt System Update	0	5,651	3,000	3,000	3,000	3,000
021	Audit Fees	0	0	0	4,875	4,875	4,875
	Category Total	20,000	27,400	23,000	33,861	167,170	167,170
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>3,189,821</b>	<b>2,412,416</b>	<b>5,493,321</b>	<b>4,333,338</b>	<b>6,024,833</b>	<b>6,024,833</b>
Revenues over/(under) Expenditures		297,690	(109,356)	(3,622,821)	(37,577)	21,854	21,854
<b>FUND BALANCE AT JUNE 30</b>		<b>616,156</b>	<b>506,801</b>	<b>(3,116,020)</b>	<b>469,224</b>	<b>491,078</b>	<b>491,078</b>
<b>Fund Balance as a % of Total Expenditures and Other Financing Uses</b>		<b>19.32%</b>	<b>21.01%</b>	<b>-56.72%</b>	<b>10.83%</b>	<b>8.15%</b>	<b>8.15%</b>

**Local Roads**

**LOCAL ROAD CONSTRUCTION DETAIL**

To Be Expended in 2012/13

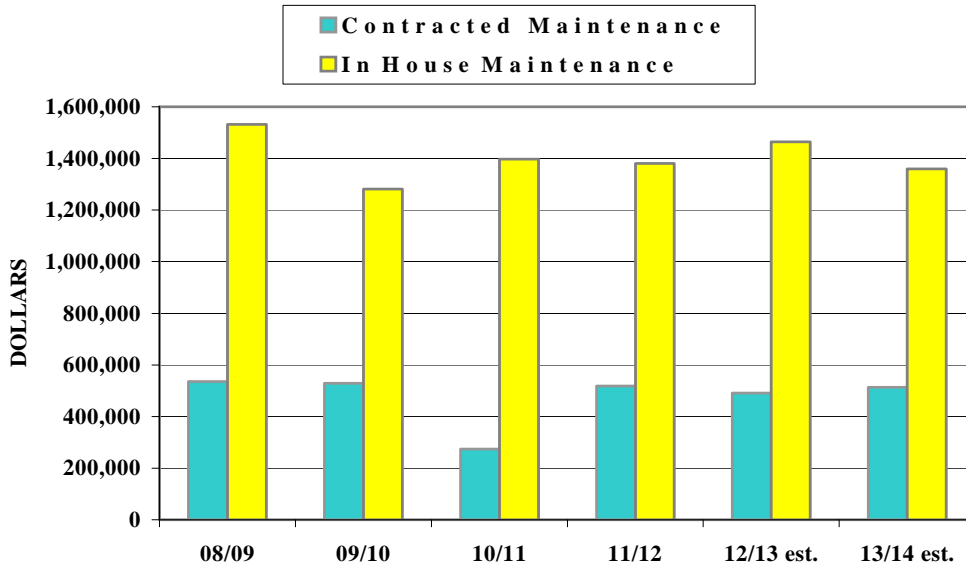
PROJECT	Project	Act 51	S.A.D.	S.A.D.	General	Portion of
	Commitment	Local	S.A.D.	Revolving	Obligation	Remaining
	Remaining	Local	S.A.D.	Fund	Bonds	Amount to be
						Spent in
						2013/14
<u>2012/2013</u>						
Holly Hill Farms Road Rehabilitation	944,477	0	700,202	0	244,275	0
Glenbrook Road Rehabilitation	330,104	0	244,727	0	85,377	0
LaMuera Estates Road Rehabilitation	244,746	0	181,446	0	63,300	0
Springland Road Rehabilitation	815,273	0	604,414	0	210,859	0
Staman Acres Road Rehabilitation	1,049,300	3,000	0	0	0	1,046,300
Stratton Hill Road Rehabilitation	123,300	3,000	0	0	0	120,300
Residential Speed Control	3,000	3,000	0	0	0	0
SAD Design	19,368	0	0	19,368	0	0
Total Construction Projected 12/13	2,362,968	9,000	1,730,789	19,368	603,811	1,166,600
	2,362,968					

To Be Expended in 2013/14

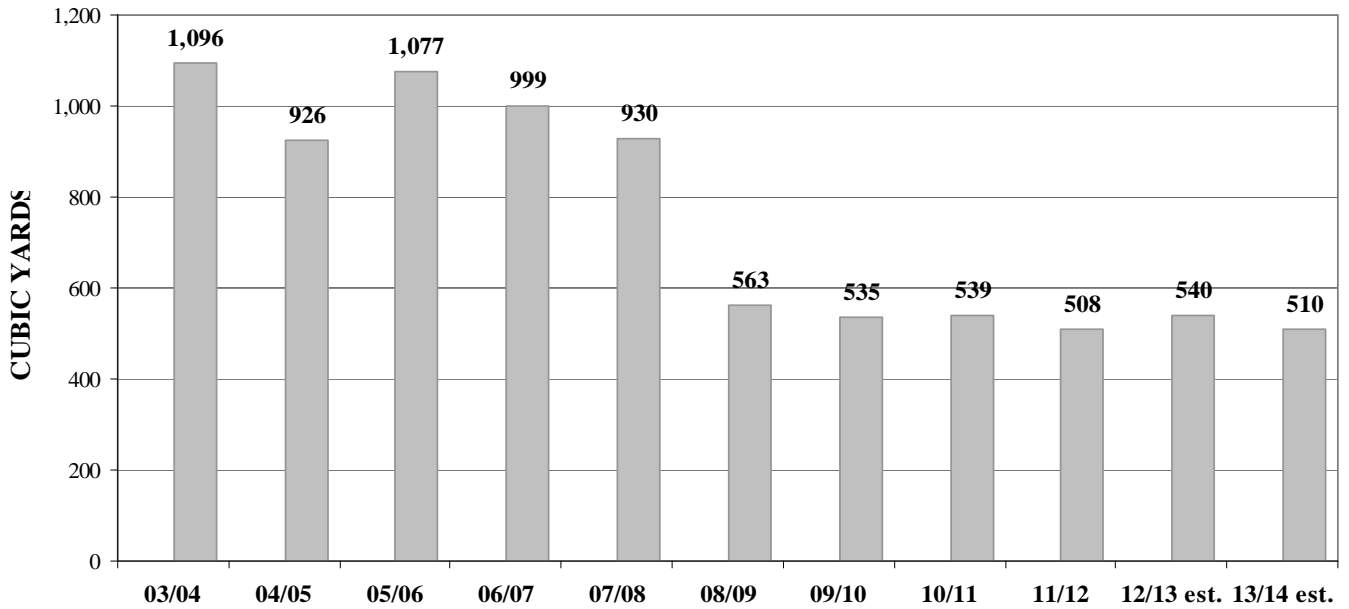
	Total Project	Act 51	S.A.D.	S.A.D.	General
	Cost	Local	S.A.D.	Revolving	Obligation
				Fund	Bonds
<u>Carryover</u>					
Staman Acres Road Rehabilitation	1,046,300	0	837,040	209,260	0
Stratton Hill Road Rehabilitation	120,300	0	96,240	24,060	0
<u>2013/14</u>					
Residential Speed Humps	15,000	15,000	0	0	0
Residential Speed Control	15,000	15,000	0	0	0
Woodbrook Road Rehabilitation	1,062,000	0	849,600	0	212,400
Briar Hill Road Rehabilitation	1,486,200	0	1,188,960	0	297,240
Stocker Ave Road Rehabilitation	207,630	0	166,104	0	41,526
SAD Design	30,000	0	0	30,000	
Total Construction Projected 13/14	3,982,430	30,000	3,137,944	263,320	551,166
	3,982,430				

**KEY DEPARTMENTAL TRENDS**

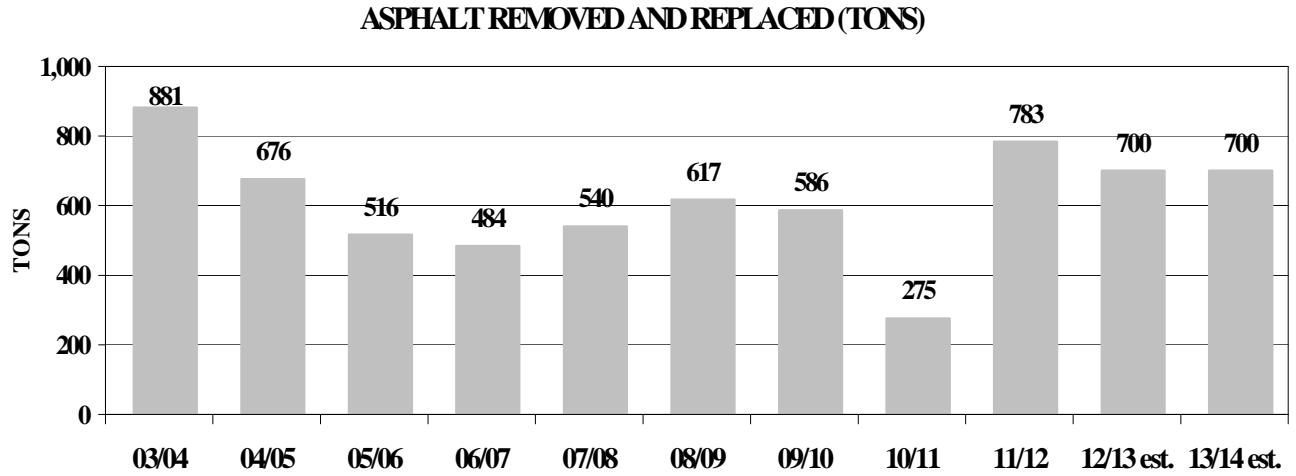
**CONTRACTED MAINTENANCE VS. IN HOUSE MAINTENANCE**



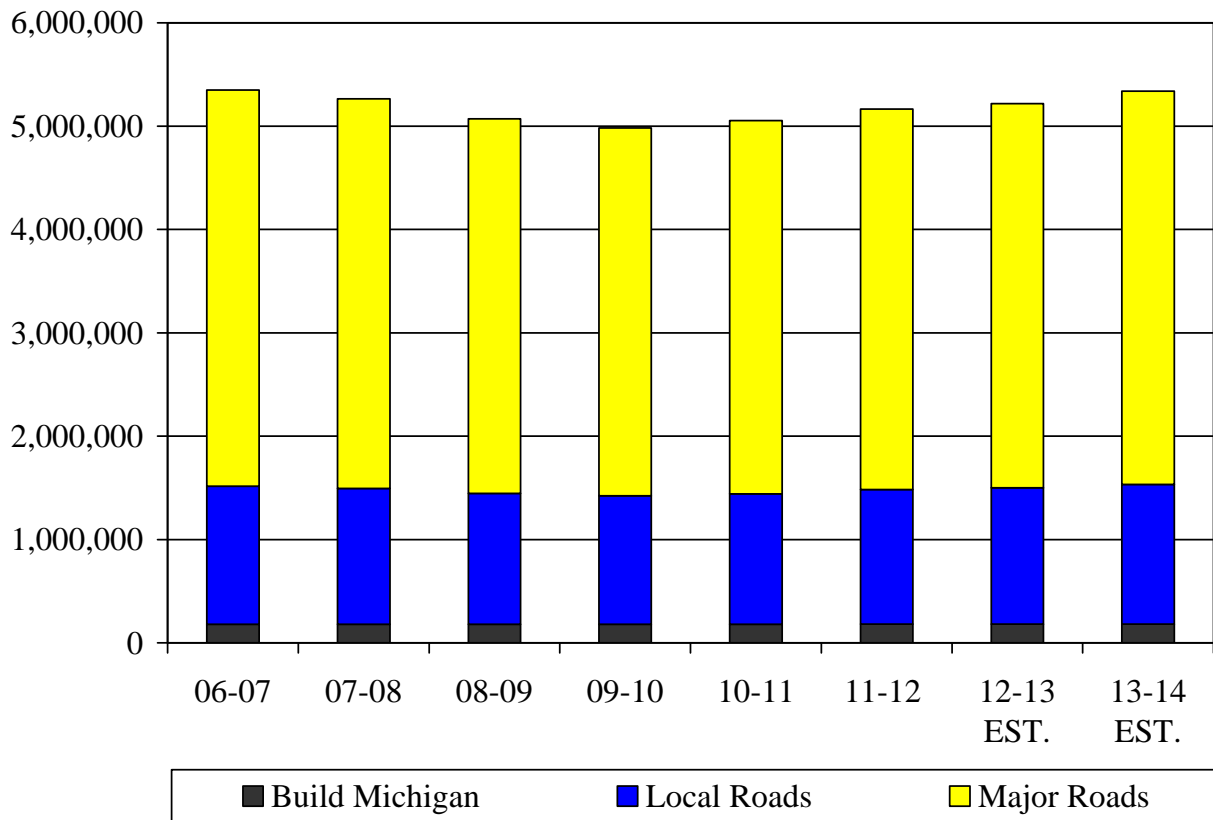
**CONCRETE REMOVED AND REPLACED (Cubic yards)**



**Local Roads**

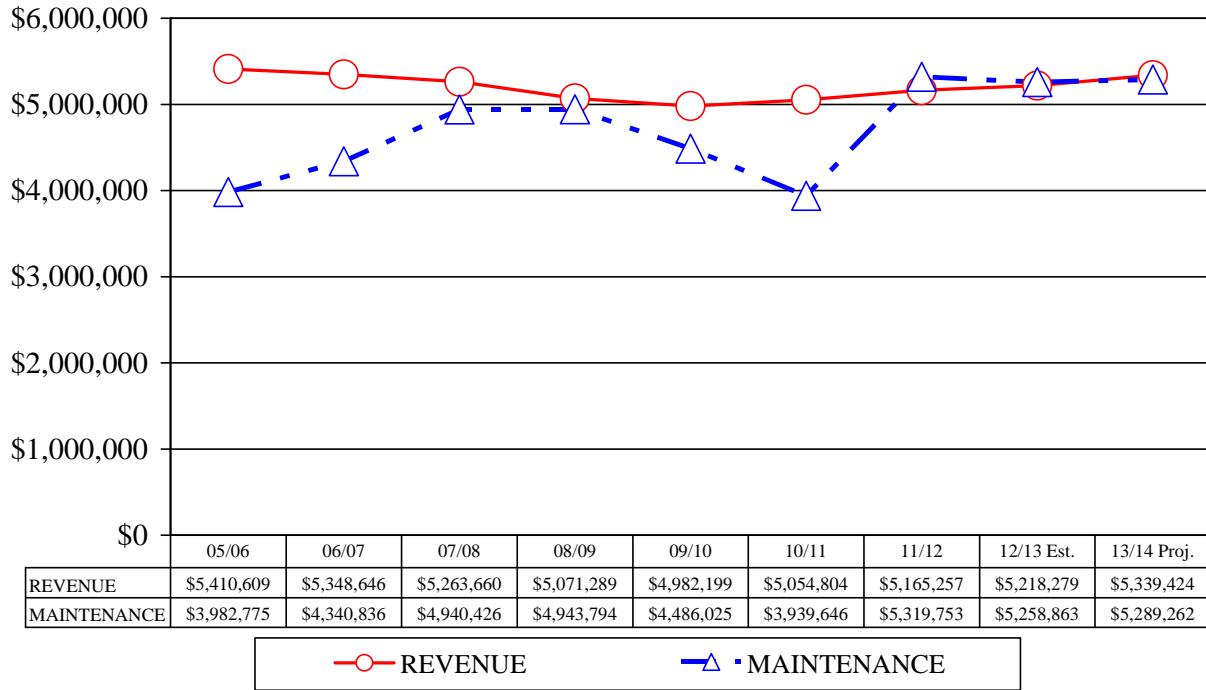


**ROADS - GAS & WEIGHT TAX HISTORY**



## MAJOR & LOCAL ROAD

**STATE SHARED REVENUE VS. MAINTENANCE**



**Local Roads**

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**Road Funds Summary Of  
Revenue & Expenditures  
FY 2013/14**

Category	Major Roads	Local Roads	Eliminate Transfers Between Road Funds	Total Road Funds
<b>Revenues</b>				
Gas & Weight Funds (Act 51)	3,940,417	1,399,007	0	5,339,424
Fines & Forfeits	0	100,580	0	100,580
Contributions From SAD Related Funds	0	3,401,264	0	3,401,264
Contributions From Other Governments	336,200	0	0	336,200
Federal and State Grants	875,643	0	0	875,643
Transfer From Major Roads	0	450,000	(450,000)	0
Interest Income	1,600	500	0	2,100
Miscellaneous Income	1,000	0	0	1,000
Bond Proceeds	0	695,336	0	695,336
Appropriation (To)/From Fund Balance	985,095	(21,854)	0	963,241
<b>Total Revenues</b>	<b>6,139,955</b>	<b>6,024,833</b>	<b>(450,000)</b>	<b>11,714,788</b>
<b>Expenditures</b>				
Construction	2,433,096	3,982,430	0	6,415,526
Routine Maintenance	2,177,699	1,685,211	0	3,862,910
Traffic Services Maintenance	456,275	34,367	0	490,642
Winter Maintenance	485,385	155,655	0	641,040
Admin., Records, Engineering	137,500	167,170	0	304,670
Total Maintenance	3,256,859	2,042,403	0	5,299,262
Transfer To Local Roads	450,000	0	(450,000)	0
<b>Total Expenditures</b>	<b>6,139,955</b>	<b>6,024,833</b>	<b>(450,000)</b>	<b>11,714,788</b>

## **SPECIAL ASSESSMENT FUND**

### **Overview**

The Special Assessment Fund is used to accumulate special assessment collections to be used to pay debt service costs for bonds issued for specific improvements that benefit property owners and to account for the construction activity for local improvements that benefit property owners, as well as to pay back special assessment loans from the Special Assessment Revolving Fund.

The Special Assessment Fund is comprised of Special Assessments Districts (SAD's) established for local roads and utility (water & sewer) projects. Alternatively, SAD's can be accounted for within its primary Fund, i.e., local road SAD's can be accounted for in the Local Road Fund, and any water and/or sewer SAD can be accounted for in the Water and Sewer Fund.

Of the 41 current active SAD's, which are assessed on the City's tax roll; 29 are local road districts, 12 are water/sewer districts. There are currently 2 pending local road SAD's, as well as 3 other potential SAD's being considered. For FY 2012/13, there are five SAD bond issues outstanding (for twelve local road and utility SAD's). In addition, we are collecting assessments on seven local road districts to be used to pay back inter-fund loans.

### **Revenue/Other Financing Sources**

FY 2012/13 and FY 2013/14 revenue is derived primarily from special assessment principal and interest collected from the active districts. Other Financing Sources includes Bond Proceeds for the Holly Hills, Glenbrook, Springland and LaMuera SAD's in FY 12/13, Bond Proceeds for potential Woodbrook, Briar Hill and Stocker SAD's in FY 2013/14, and an appropriation from the Revolving SAD Fund in FY 13/14 for the pending Staman Acres and Stratton Hill SAD's

### **Expenditures/Other Financing Uses**

FY 2012/13 and FY 2013/14 expenditures reflect bond financing costs, audit fees and debt service. Other Financing Uses reflect appropriations to the Revolving Special Assessment Fund for loan paybacks and closed-out SAD's, as well as an appropriation to the Local Road Fund for the specially assessed share of construction costs.

### **Fund Balance**

Fund balance is projected to increase to approximately \$1.4 million by June 30, 2013 and to stay near that level at June 30, 2014.

## Special Assessment Fund

FUND NUMBER: 813/883

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>1,028,274</b>	<b>1,394,373</b>	<b>910,852</b>	<b>910,852</b>	<b>1,426,329</b>	<b>1,426,329</b>
<b>REVENUES</b>						
664 Interest Income	158,502	219,160	340,754	197,250	193,164	193,164
672 Special Assessments	1,179,753	825,939	749,642	753,011	692,466	692,466
<b>Total Revenue</b>	<b>1,338,255</b>	<b>1,045,099</b>	<b>1,090,396</b>	<b>950,261</b>	<b>885,630</b>	<b>885,630</b>
<b>EXPENDITURES</b>						
440 Capital Outlay	33,635	20,490	0	32,381	33,000	33,000
996 Debt Service	592,661	473,717	604,810	283,394	408,651	408,651
<b>Total Expenditures</b>	<b>626,296</b>	<b>494,207</b>	<b>604,810</b>	<b>315,775</b>	<b>441,651</b>	<b>441,651</b>
<b>Excess or Revenue (Under)/Over Expenditures</b>	<b>711,959</b>	<b>550,892</b>	<b>485,586</b>	<b>634,486</b>	<b>443,979</b>	<b>443,979</b>
<b>OTHER FINANCING SOURCES/(USES)</b>						
Bond Proceeds	0	0	0	2,470,000	2,204,664	2,204,664
Revolving SAD Fund	853,114	(642,333)	(517,384)	(855,182)	460,157	460,157
Local Roads	(1,198,974)	(378,195)	0	(1,733,827)	(3,137,944)	(3,137,944)
Water/Sewer	0	(13,885)	0	0	0	0
<b>Total Other Financing Sources/(Uses)</b>	<b>(345,860)</b>	<b>(1,034,413)</b>	<b>(517,384)</b>	<b>(119,009)</b>	<b>(473,123)</b>	<b>(473,123)</b>
<b>Net Change in Fund Balance</b>	<b>366,099</b>	<b>(483,521)</b>	<b>(31,798)</b>	<b>515,477</b>	<b>(29,144)</b>	<b>(29,144)</b>
<b>FUND BALANCE AT JUNE 30</b>	<b>1,394,373</b>	<b>910,852</b>	<b>879,054</b>	<b>1,426,329</b>	<b>1,397,185</b>	<b>1,397,185</b>



## DEFERRED SPECIAL ASSESSMENT FUND

### Overview

In 1982, the City Council established a Special Assessment Deferment Policy and Procedure to defer annual special assessment installments that present a financial hardship for homeowners. This deferment procedure is for homestead property owners who do not qualify for the State deferment program or assistance from the State Social Services Department. Deferments must be renewed annually. Eligibility criteria such as household income and other factors are outlined in the “Guidelines - Special Assessment Deferment Procedures” available at the Treasury Office.

The Deferred Special Assessment Fund is the Fund established to retain and account for funds appropriated for the deferment program.

### Revenue Assumptions

Interest income is minimal due to a small fund balance and relatively low market interest rates.

### Expenditures

There are no expenditures for FY 2013/14 other than annual audit fees.

### Deferred Special Assessment Fund

Fund Number: 255

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>53,300</b>	<b>53,029</b>	<b>52,953</b>	<b>52,953</b>	<b>52,673</b>	<b>52,673</b>
<b>REVENUES</b>						
664 Interest Income	29	24	50	20	25	25
<b>Total Revenues</b>	<b>29</b>	<b>24</b>	<b>50</b>	<b>20</b>	<b>25</b>	<b>25</b>
<b>EXPENDITURES</b>						
Miscellaneous	300	100	300	300	300	300
<b>Total Expenditures</b>	<b>300</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
Revenues over/(under) Expenditures	(271)	(76)	(250)	(280)	(275)	(275)
<b>FUND BALANCE AT JUNE 30</b>	<b>53,029</b>	<b>52,953</b>	<b>52,703</b>	<b>52,673</b>	<b>52,398</b>	<b>52,398</b>

## PARKS MILLAGE FUND

### Overview

This Fund provides for the accounting and budgeting of the voter approved up to 0.50 mill special millage. Revenue is calculated by multiplying the taxable value by the Headlee adjusted millage rate and reducing the figure for estimated Brownfield Authority tax capture and delinquent taxes. The initial millage was approved in 1986 and renewed for a ten-year period in 1997. Voters approved a 10 year renewal in August 2008 which will run July 2009 – June 2019.

### Revenue Assumptions

This Fund receives revenue from the special millage levy, industrial facilities tax payments and interest income. This year revenue will decrease by 0.6% due to decreased property tax revenue from a lower taxable value, as shown below:

#### CITY OF FARMINGTON HILLS PARKS & RECREATION MILLAGE

<u>Advalorem</u>	<u>FY 12/13</u>	<u>FY 13/14</u>
Total Advalorem TV	3,061,586,193	3,043,288,010
Less: Delinquent Personal TV	(9,732,558)	(9,963,668)
Less: Renaissance Zone	(2,577,570)	(2,591,660)
Less: Brownfield TV	(10,566,960)	(10,769,910)
Applicable TV	3,038,709,105	3,019,962,772
Millage	0.00048820	0.00048820
Applicable Levy	<b>1,483,498</b>	<b>1,474,346</b>
<u>IFT</u>		
	<u>FY 11/12</u>	<u>FY 12/13</u>
Total TV	1,871,620	2,557,680
Millage	0.00024410	0.00024410
Applicable Levy	<b>457</b>	<b>624</b>

### Expenditures

Financial support this year will continue for the Players Barn, various Capital Improvements, Debt Service for the Ice Arena, and General Fund support for Park Maintenance, the Nature Center, Senior Programs, Youth and Family Programs, Cultural Arts, and various Facility Programs.

### Fund Balance

Fund balance is projected to decrease by \$231,580 to \$449,952 by June 30, 2014, which is 26.32% of Total Expenditures and Other Financing Uses.

**PARKS MILLAGE FUND**

FUND NUMBER: 410

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>1,239,256</b>	<b>1,301,406</b>	<b>1,047,427</b>	<b>1,047,427</b>	<b>681,532</b>	<b>681,532</b>
<b>REVENUES</b>						
Special Levy	1,749,409	1,579,997	1,491,220	1,483,498	1,474,346	1,474,346
IFT Payments	479	0	457	457	624	624
Interest on Investments	3,327	1,915	2,200	3,000	3,000	3,000
<b>TOTAL REVENUES</b>	<b>1,753,215</b>	<b>1,581,912</b>	<b>1,493,877</b>	<b>1,486,955</b>	<b>1,477,970</b>	<b>1,477,970</b>
<b>EXPENDITURES</b>						
Operations:						
Audit & Legal Fees	1,200	1,250	1,500	1,500	1,200	1,200
Players Barn Contract	25,000	18,250	25,000	25,000	25,000	25,000
Total Operations	26,200	19,500	26,500	26,500	26,200	26,200
Capital:						
Heritage Park	34,345	12,326	31,900	26,500	18,500	18,500
Athletic Fields	13,434	31,252	55,610	45,000	25,000	25,000
Equipment	57,941	49,516	42,500	45,000	27,000	27,000
Comfort Station (Port-A-Johns)	9,340	5,569	8,000	8,000	8,000	8,000
Facility Maintenance	0	0	10,000	5,000	5,000	5,000
Playground Improvement	6,301	32,980	16,584	14,000	7,000	7,000
Activities Center Improvements	11,934	36,933	25,000	25,000	15,000	15,000
Master Plan	0	0	0	0	20,000	20,000
Miscellaneous	0	3,298	0	0	0	0
Total Capital	133,295	171,874	189,594	168,500	125,500	125,500
<b>Total Expenditures</b>	<b>159,495</b>	<b>191,374</b>	<b>216,094</b>	<b>195,000</b>	<b>151,700</b>	<b>151,700</b>

**PARKS MILLAGE FUND**

FUND NUMBER: 410

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>OTHER FINANCING USES</b>						
General Fund						
Park Maintenance/Operations	360,500	371,315	382,450	382,450	382,450	382,450
Nature Center	71,070	73,202	75,400	75,400	75,400	75,400
Youth Services	150,000	150,000	150,000	150,000	150,000	150,000
Activities Center/Seniors	500,000	600,000	600,000	600,000	500,000	500,000
Cultural Arts	150,000	150,000	150,000	150,000	150,000	150,000
Facility/Programs	150,000	150,000	150,000	150,000	150,000	150,000
Ice Arena Fund (Debt)	150,000	0	0	0	0	0
General Debt Service Fund	0	150,000	150,000	150,000	150,000	150,000
<b>Total Other Financing Uses</b>	<b>1,531,570</b>	<b>1,644,517</b>	<b>1,657,850</b>	<b>1,657,850</b>	<b>1,557,850</b>	<b>1,557,850</b>
<b>TOTAL EXPENDITURES AND</b>						
<b>OTHER FINANCING USES</b>	<b>1,691,065</b>	<b>1,835,891</b>	<b>1,873,944</b>	<b>1,852,850</b>	<b>1,709,550</b>	<b>1,709,550</b>
Revenues over/(under) Expenditures	62,150	(253,979)	(380,067)	(365,895)	(231,580)	(231,580)
<b>FUND BALANCE AT JUNE 30</b>	<b>1,301,406</b>	<b>1,047,427</b>	<b>667,360</b>	<b>681,532</b>	<b>449,952</b>	<b>449,952</b>
<b>Fund Balance as a % of Expend/OFU</b>	<b>76.96%</b>	<b>57.05%</b>	<b>35.61%</b>	<b>36.78%</b>	<b>26.32%</b>	<b>26.32%</b>

## CAPITAL PROJECT DETAIL

	FY 2011/12 Actual	FY 2012/13 Estimated	FY 2013/14 Budget
<b>HERITAGE PARK</b>			
Splash Park	2,546	0	0
Land Improvements-Mulch and sod	5,641	0	0
Caretakers House Improvements	0	1,000	0
Park Picnic tables	4,139	0	0
Longacre	3,298	15,000	15,000
Stable Improvements	0	1,500	0
Daycamp/Nature Center Roof-Repair	0	3,000	0
Daycamp/Nature Improvements - Painting	0	3,500	0
Visitor Center	0	2,500	3,500
<b>Total Heritage Park</b>	<b>15,624</b>	<b>26,500</b>	<b>18,500</b>
<b>FOUNDERS SPORTS PARK IMPROVEMENTS</b>			
Park Improvements	0	5,000	5,000
<b>ATHLETIC FIELDS</b>			
Ball field & soccer field renovation	31,252	45,000	25,000
<b>EQUIPMENT</b>			
V - plow	1,355	0	0
1 K-2500 Pickup Replacement	24,963	0	0
1 Hustler Mowers	8,898	0	0
2 Snapper Riding Mowers	14,300	0	0
Cannon Pickup Replacement 4x4	0	21,000	19,000
Wood Chipper (split with DPW)	0	0	8,000
Kromer field painter	0	15,000	0
1 Zero Turn Mower	0	9,000	0
<b>Total Equipment</b>	<b>49,516</b>	<b>45,000</b>	<b>27,000</b>
<b>COMFORT STATION</b>			
Portable units for Little League program	5,569	8,000	8,000
<b>ACTIVITIES CENTER IMPROVEMENTS</b>			
Locker Room Flooring	0	0	10,000
Shannon AV system	36,933	0	0
A-Door Replacement	0	15,000	0
Misc. Improvements	0	10,000	5,000
<b>Total Activies Center Improvements</b>	<b>36,933</b>	<b>25,000</b>	<b>15,000</b>
<b>PLAYGROUND EQUIPMENT</b>			
Dog Park	32,980	10,000	2,000
Playground Equipment/Improvements	0	4,000	5,000
<b>Total Playground Equipment</b>	<b>32,980</b>	<b>14,000</b>	<b>7,000</b>
<b>TOTAL CAPITAL</b>	<b>171,874</b>	<b>168,500</b>	<b>105,500</b>

## **NUTRITION GRANT FUND**

### **Overview**

The Senior Grants Fund provides meals to Farmington/Farmington Hills residents, 60 years and over and is funded primarily by Federal Grants through the Older American's Act. The Special Services Senior Division provides nutrition services for both congregate (on site) meals offered at the Center for Active Adults located in the Costick Center, and to homebound older adults unable to prepare their own meals. The current contract was extended for one additional year, funding remains the same for FY 2013/14.

The congregate and home delivered meals are designed to meet one-third of the recommended daily dietary requirement focusing on nutritional needs through careful menu planning, quality food and nutrition education.

The home delivered meal program mandates the delivery of one hot meal, a minimum of three days per week, with the option of a second cold meal, breakfast and weekend package based on need and availability of funds. Six shelf stable meals are required to be in every HDM client's home in the event of an emergency that would prohibit the daily meal delivery. (i.e. inclement weather, power failure, etc. preventing the preparation and delivery of meals) All daily meals are delivered to the home by volunteers. Holiday Meals are prepared in the Costick Center Kitchen and delivered by staff and volunteers on Thanksgiving, Christmas and Easter Day. A total of 89,116 meals were served in FY 2011/12. A projection of 91,000 meals is estimated for the FY 2012/13 contract year.

### **Revenue Assumptions**

Funding is primarily provided by Federal Grants through the Older American's Act and program income from donations for both congregate and homebound meals. A local grant match is also required. Additional funding comes from fundraising, donations and interest income.

### **Expenditures**

Congregate and homebound meals are provided to those 60 years and older.

### **Fund Balance**

Fund balance is projected to be \$0 at June 30, 2014.

# Nutrition Grant Fund

FUND NUMBER: 281

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>						
Federal Grant	295,186	293,879	265,388	276,663	267,699	267,699
Program Income	124,479	116,332	102,708	103,804	113,091	113,091
Interest Income	129	55	500	0	0	0
Local Match	24,721	24,949	24,509	25,448	24,510	24,510
ARRA Income	3,437	0	0	0	0	0
Other Income	8,955	410	7,670	0	0	0
<b>Total Revenues</b>	<b>456,907</b>	<b>435,625</b>	<b>400,775</b>	<b>405,915</b>	<b>405,300</b>	<b>405,300</b>
<b>EXPENDITURES</b>						
Congregate Meals	136,946	121,581	78,783	92,380	100,481	100,481
Homebound Meals	316,276	314,044	321,992	313,535	304,819	304,819
ARRA expenditures	3,685	0	0	0	0	0
<b>Total Expenditures</b>	<b>456,907</b>	<b>435,625</b>	<b>400,775</b>	<b>405,915</b>	<b>405,300</b>	<b>405,300</b>
Revenues over/(under) Expenditures	0	0	0	0	0	0
<b>FUND BALANCE AT JUNE 30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## PUBLIC SAFETY MILLAGE FUND

In November 2003, voters passed a renewal and an increase to an existing public safety millage which had been in effect since 1995. The renewal became effective in July 2006 and expires June 30, 2016. This Fund provides for the accounting and budgeting of the voter approved up to 1.50 mill special millage. An additional 1.7 mills was approved by the electorate in 2011, effective July 2012 for ten years. Revenue is calculated by multiplying the taxable value by the Headlee adjusted millage rate and reducing the figure for estimated Brownfield Authority tax capture and delinquent taxes.

### Revenue Assumptions

This Fund receives revenue from the special millage levy, industrial facilities tax payments and interest income. This year revenue will decrease by approximately 2% due to decreased property tax revenue from a lower taxable value, as shown below:

#### CITY OF FARMINGTON HILLS PUBLIC SAFETY MILLAGE

<u>Advalorem</u>	<u>FY 12/13</u>	<u>FY 13/14</u>
Total Advalorem TV	3,061,586,193	3,043,288,010
Less: Delinquent Personal TV	(9,732,558)	(9,963,668)
Less: Renaissance Zone	(2,577,570)	(2,591,660)
Less: Brownfield TV	(10,566,960)	(10,769,910)
Applicable TV	3,038,709,105	3,019,962,772
Millage	0.00317640	0.00317640
Applicable Levy	<u>9,652,156</u>	<u>9,592,610</u>
<u>IFT</u>	<u>FY 10/11</u>	<u>FY 11/12</u>
Total TV	1,871,620	2,557,680
Millage	0.00158820	0.00158820
Applicable Levy	<u>2,973</u>	<u>4,062</u>

### Expenditures

The public safety millage funds the following expenditures in FY 2013/14:

#### Police

- 35 sworn police officers
- 6 full-time police dispatcher–required for implementation of Emergency Medical Dispatch
- 1 full-time civilian police dispatch supervisor
- 1 civilian support employees

#### Fire

- 4 fire shift lieutenants
- 4 battalion chief
- 18 full-time fire fighters
- 1 Fire Chief
- 1 Deputy Chief
- 23 FTE Paid call back Fire Fighters
- Training Books
- 1 Staff Vehicle



**Fund Balance**

Fund Balance is projected to be approximately \$2.2 million or approximately 23% of expenditures at June 30, 2014.

**Public Safety Millage**

FUND NUMBER: 205

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>2,349,499</b>	<b>1,584,886</b>	<b>1,170,641</b>	<b>1,170,641</b>	<b>2,384,745</b>	<b>2,384,745</b>
<b>REVENUES</b>						
Public Safety Millage	5,290,811	4,778,477	9,679,926	9,652,156	9,592,610	9,592,610
IFT Payments	1,449	0	2,973	2,973	4,062	4,062
Interest Income	5,902	3,252	7,441	10,000	10,000	10,000
<b>TOTAL REVENUES</b>	<b>5,298,162</b>	<b>4,781,729</b>	<b>9,690,340</b>	<b>9,665,128</b>	<b>9,606,672</b>	<b>9,606,672</b>
<b>EXPENDITURES</b>						
300 Police Department						
Salaries and Wages	2,793,311	2,740,343	4,454,338	4,197,208	4,838,701	4,838,701
Professional & Contractual	0	600	600	600	600	600
Total Police Department	<u>2,793,311</u>	<u>2,740,943</u>	<u>4,454,938</u>	<u>4,197,808</u>	<u>4,839,301</u>	<u>4,839,301</u>
337 Fire Department						
Salaries and Wages	3,269,464	2,454,431	4,250,000	4,252,616	4,867,000	4,867,000
Operating Supplies	0	0	0	0	8,460	8,460
Professional & Contractual	0	600	600	600	600	600
Capital Outlay	0	0	0	0	30,000	30,000
Total Fire Department	<u>3,269,464</u>	<u>2,455,031</u>	<u>4,250,600</u>	<u>4,253,216</u>	<u>4,906,060</u>	<u>4,906,060</u>
<b>TOTAL EXPENDITURES</b>	<b>6,062,775</b>	<b>5,195,974</b>	<b>8,705,538</b>	<b>8,451,024</b>	<b>9,745,361</b>	<b>9,745,361</b>
Excess Revenues over Expenditures	<u>(764,613)</u>	<u>(414,245)</u>	<u>984,802</u>	<u>1,214,104</u>	<u>(138,690)</u>	<u>(138,690)</u>
<b>FUND BALANCE AT JUNE 30</b>	<b>1,584,886</b>	<b>1,170,641</b>	<b>2,155,443</b>	<b>2,384,745</b>	<b>2,246,055</b>	<b>2,246,055</b>
<b>Fund Balance as a % of Expenditures</b>	<b>26.14%</b>	<b>22.53%</b>	<b>24.76%</b>	<b>28.22%</b>	<b>23.05%</b>	<b>23.05%</b>

## **FEDERAL FORFEITURE FUND**

### **Overview**

This fund was established in 2007, to comply with the guidelines of the Uniform Budgeting Act of 1978. It obtains its funding from the distribution of forfeited assets seized in drug arrests under federal statutes.

### **Revenue Assumptions**

Revenue is difficult to predict given that it comes solely from seizures subsequent to drug-related arrests. Acquisitions are not made until sufficient funds have been secured to cover them.

### **Expenditures**

In FY 2013/14 funding will be utilized to:

- Funding of Police building interior updates;
- Funding for Drug Education;
- Funding for Ammunition & Weapons;
- Funding of remaining portions of police officers' class B uniforms to include short sleeved shirts and nylon gun belts/holsters/accessories;
- Purchase of a maintenance contract for the Department's 9-1-1 Vesta Pallas phone system; and
- Other necessary expenditures not available via the Department's adopted operating budget.

### **Fund Balance**

Fund balance is projected to be \$159,908 at June 30, 2014.

## Federal Forfeiture Fund

FUND NUMBER: 213

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>710,186</b>	<b>646,747</b>	<b>810,832</b>	<b>810,832</b>	<b>814,908</b>	<b>814,908</b>
<b>REVENUES</b>						
013 Federal Forfeiture	106,621	537,748	0	160,000	0	0
664 Interest Income	885	1,077	0	1,000	0	0
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>107,506</b>	<b>538,825</b>	<b>0</b>	<b>161,000</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>						
<b>(702) SALARIES &amp; WAGES</b>						
Overtime	64,000	50,000	0	0	0	0
	64,000	50,000	0	0	0	0
<b>(740) OPERATING SUPPLIES</b>						
008 Drug Education	5,562	1,944	0	1,442	5,000	5,000
009 Evidence Lab Supplies	154	0	0	0	0	0
011 Lease Equipment	11,358	22,405	0	500	0	0
017 Prosecutor Fees	0	0	0	0	0	0
018 Ammunition & Weapons	15,732	10,070	0	7,800	10,000	10,000
019 Uniform	0	14,197	0	10,000	10,000	10,000
040 Miscellaneous	1,026	3,428	0	86,000	50,000	50,000
Category Total	33,832	52,044	0	105,742	75,000	75,000
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
006 Vehicle Maintenance	12,112	2,299	0	0	0	0
007 Office Equipment Maintenance	22,405	20,864	0	1,210	20,000	20,000
008 Firearms Range Maintenance	2,587	0	0	2,000	0	0
009 In-Car Camera Maintenance	24,750	14,100	0	1,510	0	0
013 Education & Training	2,935	2,585	0	10,000	0	0
098 Polygraph/DNA Services	0	0	0	0	0	0
Category Total	64,789	39,848	0	14,720	20,000	20,000
<b>(970) CAPITAL OUTLAY</b>						
002 Equipment*	8,324	0	0	0	0	0
015 Automotive & Auto Equipment	0	232,848	0	36,462	0	250,000
036 Building Improvements	0	0	0	0	310,000	310,000
Category Total	8,324	232,848	0	36,462	310,000	560,000
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>						
	<b>170,945</b>	<b>374,740</b>	<b>0</b>	<b>156,924</b>	<b>405,000</b>	<b>655,000</b>
Revenues over/(under) Expenditures	(63,439)	164,085	0	4,076	(405,000)	(655,000)
<b>FUND BALANCE AS OF JUNE 30</b>	<b>646,747</b>	<b>810,832</b>	<b>810,832</b>	<b>814,908</b>	<b>409,908</b>	<b>159,908</b>

## **STATE FORFEITURE FUND**

### **Overview**

The State Forfeiture fund was established in 1989, to comply with the guidelines of the Uniform Budgeting Act of 1978. This fund obtains its funding from the distribution of forfeited assets seized in drug arrests under state statutes.

### **Revenue Assumptions**

Revenue is difficult to predict given that it comes solely from seizures subsequent to drug-related arrests. Acquisitions are not made until sufficient funds have been secured to cover them.

### **Expenditures**

In FY 2013/14, funding will be utilized to:

- continue support of the department's drug education and prevention efforts
- support Investigative Bureau communications equipment
- purchase ammunition, weapons and related supplies
- provide police canine training, maintenance and health care
- provide drug enforcement training

### **Fund Balance**

Fund balance is projected to be \$86,654 at June 30, 2014.

**State Forfeiture Fund**

**State Forfeiture Fund**

FUND NUMBER: 214

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>304,135</b>	<b>280,911</b>	<b>426,710</b>	<b>426,710</b>	<b>112,154</b>	<b>112,154</b>
<b>REVENUES</b>						
014 State Forfeiture	42,046	302,625	0	130,000	0	0
015 Miscellaneous	0	32,468	0	0	0	0
664 Interest Income	630	378	0	150	0	0
<b>TOTAL REVENUE</b>	<b>42,676</b>	<b>335,471</b>	<b>0</b>	<b>130,150</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>						
<b>(740) OPERATING SUPPLIES</b>						
008 Drug Education	50	1,868	0	0	0	0
011 Lease Equipment	8,883	0	0	0	0	0
017 Prosecutor Fees	2,945	0	0	0	0	0
019 Uniform	0	2,224	0	0	0	0
021 Audit Fees	0	0	0	500	500	500
040 Miscellaneous	4,455	4,747	0	5,522	10,000	10,000
Total Operating Supplies	16,333	8,839	0	6,022	10,500	10,500
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
070 Crime Prevention	0	0	0	1,100	5,000	5,000
Total Professional & Contractual	0	0	0	1,100	5,000	5,000
<b>(970) CAPITAL OUTLAY</b>						
002 Equipment	7,400	65,976	0	9,204	10,000	10,000
015 Automotive & Auto Equipment	42,167	104,864	0	0	0	0
036 Building Improvements	0	9,993	0	428,380	0	0
Total Capital Outlay	49,567	180,833	0	437,584	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>65,900</b>	<b>189,672</b>	<b>0</b>	<b>444,706</b>	<b>25,500</b>	<b>25,500</b>
<b>Revenues over/(under) Expenditures</b>	<b>(23,224)</b>	<b>145,799</b>	<b>0</b>	<b>(314,556)</b>	<b>(25,500)</b>	<b>(25,500)</b>
<b>FUND BALANCE AS OF JUNE 30</b>	<b>280,911</b>	<b>426,710</b>	<b>426,710</b>	<b>112,154</b>	<b>86,654</b>	<b>86,654</b>

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND**

### **Overview**

Annually, Farmington Hills receives CDBG funds from the United States Department of Housing and Urban Development (HUD). The funds are used to provide assistance to low and moderate income individuals for housing rehabilitation work and for capital improvements in eligible areas.

### **Revenue Assumptions**

This Fund receives revenue from the Community Development Block Grant Program, block grant carryover which is unused money from the previous year, and program loan receipts or payments made upon the sale of property which received a deferred loan. Block grant carryover and loan receipts are unpredictable and fluctuate from year to year.

### **Expenditures**

In FY 2013/14, approximately 34 homes will be rehabilitated at a cost of \$286,900 as part of the Housing Rehabilitation Program.

### **Fund Balance**

Fund balance is projected to be \$0 at June 30, 2014.

## Community Development Block Grant Fund

FUND NUMBER: 275

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>						
Community Development Block Grant	275,700	288,177	344,677	344,516	344,500	344,500
Block Grant Carryover	0	0	83,497	227,034	0	0
Housing Rehabilitation Program Loan Receipts	52,662	54,677	35,000	35,000	35,000	35,000
<b>Total Revenues</b>	<b>328,362</b>	<b>342,854</b>	<b>463,174</b>	<b>606,550</b>	<b>379,500</b>	<b>379,500</b>
<b>EXPENDITURES</b>						
<b>ADMINISTRATION</b>						
Salaries & Wages	61,923	19,784	70,000	70,450	70,000	70,000
Fringe Benefits	7,487	19,107	11,000	11,000	12,000	12,000
Supplies	17	0	50	50	100	100
Conferences & Workshops	575	440	1,000	900	1,000	1,000
Memberships & Dues	2,435	2,315	2,400	2,400	2,400	2,400
Legal Notices	1,044	754	1,100	750	1,100	1,100
Haven	5,000	5,000	5,000	5,000	5,000	5,000
Contracted Services	1,000	1,000	1,000	1,000	1,000	1,000
Category Total	79,481	48,400	91,550	91,550	92,600	92,600
<b>CAPITAL OUTLAY</b>						
Housing Rehab. Grants	41,138	88,265	40,000	40,000	45,000	45,000
Housing Rehabilitation	148,089	151,251	140,000	220,000	206,900	206,900
Housing Rehab. Income Est.	52,662	54,677	35,000	35,000	35,000	35,000
Category Total	241,889	294,193	215,000	295,000	286,900	286,900
<b>Total Expenditures</b>	<b>321,370</b>	<b>342,593</b>	<b>306,550</b>	<b>386,550</b>	<b>379,500</b>	<b>379,500</b>
<b>OTHER FINANCING USES</b>						
Contribution to Other Funds Capital Improvement Fund						
Capital Projects	0	261	156,624	220,000	0	0
13 Mile Rd Sidewalk	5,546	0	0	0	0	0
Middlebelt San Souci Sidewalk	1,446	0	0	0	0	0
<b>Total Other Financing Uses</b>	<b>6,992</b>	<b>261</b>	<b>156,624</b>	<b>220,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>328,362</b>	<b>342,854</b>	<b>463,174</b>	<b>606,550</b>	<b>379,500</b>	<b>379,500</b>
Excess Revenue over Expenditures	0	0	0	0	0	0
<b>FUND BALANCE AT JUNE 30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **DEBT SERVICE FUNDS**

Debt Service Funds are established by State Statute and bond covenants to account for the recording of the collection and expenditure of resources earmarked for the retirement of debt issued directly by the City or for which the City agreed, by contract, to make debt payments on bonds issued by other units of government on the City's behalf. The City has two Debt Service Funds, the General Debt Service Fund and the Building Authority Debt Service Fund.

### **General Debt Service Fund**

This Fund was established in FY 1994/95 for all the debt service payments to be funded with local property tax revenue. The bond issues to be serviced by this Fund fall into the following categories: G.O. Tax Limited Capital Improvement Bonds, Storm Drain Bonds, Highway Bonds, and Building Authority Bonds, although the service of the Building Authority Bonds is just a pass through from the General Fund to the Building Authority Debt Service Fund. The City is under contract with the Oakland County Department of Public Works to service debt on one bond issue for storm drain improvements on the Caddell Drain, which was bonded and constructed on behalf of the City by the County Department of Public Works. That bond matures in 2014. In addition, bonds are payable on the Farmington Hills Ice Arena through 2015, the City-at-large share of Local Road SAD's through 2026, and the Golf Club (recently refunded) through 2031.

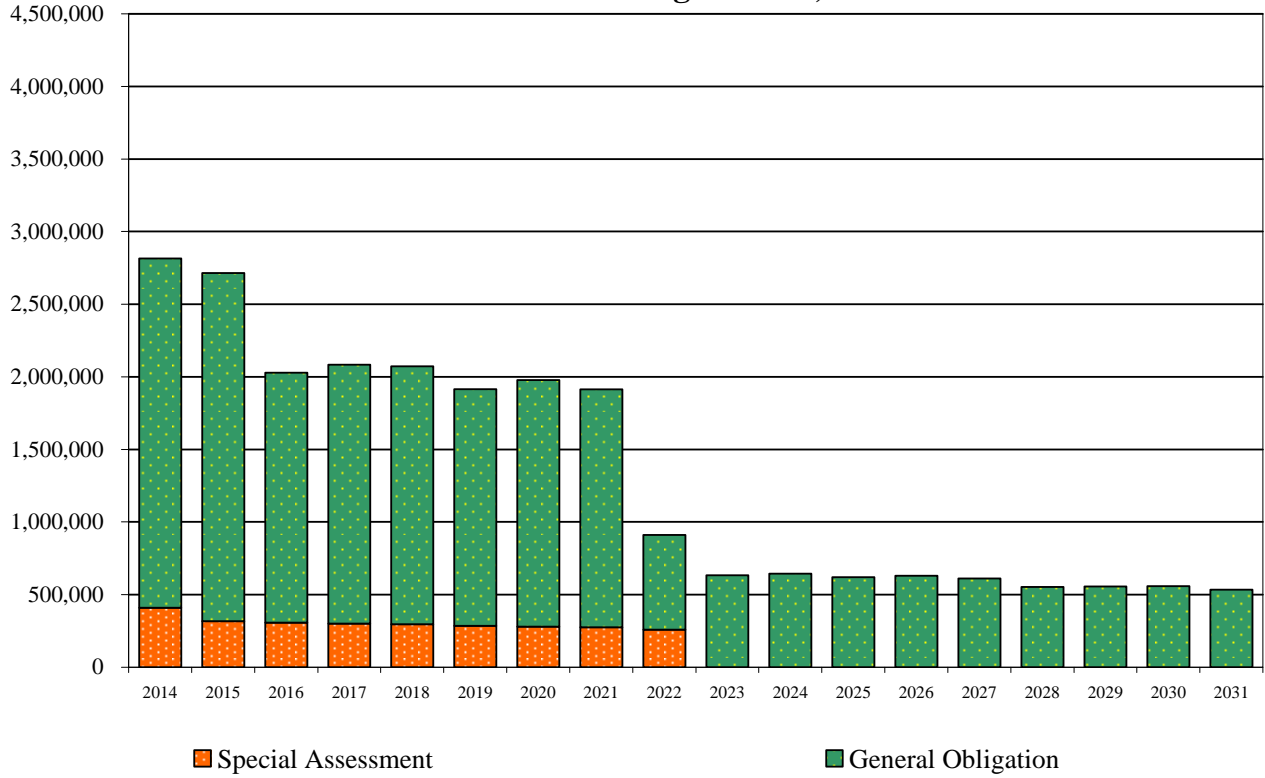
### **Building Authority Debt Service Fund**

The City of Farmington Hills Building Authority is a financing vehicle utilized in Michigan to finance facilities through the issuance of bonded debt. This separate Authority issues debt, builds the facility and enters into lease agreements for the facilities with the community. The annual lease payments are in amounts equal to the annual debt service requirements. The operating tax levy support for debt service is budgeted in the General Fund and appropriated ultimately to the Building Authority Debt Service Fund. Lease payments are made to the Building Authority and the Building Authority renders payment to the bond paying agent. The City is currently financing the expansion of the D.P.W. Facility, renovation of Fire Station No. 2, and the relocation and expansion of the 47<sup>th</sup> District Court Facility through the City of Farmington Hills Building Authority.

The City of Farmington Hills' Debt Management Policies are outlined in the Financial Policies Section of this Budget Document. The following Chart reflects the Schedule of Debt Retirement for Existing Debt.



**Schedule of Debt Service (as of June 30, 2013)  
for Fiscal Years Ending June 30, 2014-2031**



## DEBT SERVICE FUNDS SUMMARY

	General Debt Service Fund #301	Building Authority Debt Fund #662	Total Debt Service Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>0</b>	<b>2,936</b>	<b>2,936</b>
<b>REVENUES</b>			
Interest income	800	100	900
Intergovernmental Revenues	258,020	0	258,020
<b>Total Revenues</b>	<b>258,820</b>	<b>100</b>	<b>258,920</b>
<b>EXPENDITURES</b>			
Bond principal payments	902,784	890,000	1,792,784
Interest and fiscal charges	281,959	333,645	615,604
Miscellaneous	1,075	975	2,050
<b>Total Expenditures</b>	<b>1,185,818</b>	<b>1,224,620</b>	<b>2,410,438</b>
Revenues over/(under) Expenditures	(926,998)	(1,224,520)	(2,151,518)
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In			
-from General Fund	1,919,682	0	1,919,682
-SAD Revolving Fund	78,900	0	78,900
-from General Debt Fund	0	1,221,584	1,221,584
-from Park Millage Fund	150,000	0	150,000
<b>Total Transfers In</b>	<b>2,148,582</b>	<b>1,221,584</b>	<b>3,370,166</b>
Transfers Out			
- to Building Authority	(1,221,584)	0	(1,221,584)
<b>Total Transfers out</b>	<b>(1,221,584)</b>	<b>0</b>	<b>(1,221,584)</b>
<b>Total Other Financing Sources and Uses</b>	<b>926,998</b>	<b>1,221,584</b>	<b>2,148,582</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(2,936)	(2,936)
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>0</b>	<b>0</b>	<b>0</b>

## General Debt Service Fund

FUND NUMBER: 301

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>		<b>379,191</b>	<b>227,953</b>	<b>22,255</b>	<b>22,255</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>							
(403)	Debt Service Levy	2,345,759	0	0	0	0	0
(642)	Oakland County Credit - Minnow Pond	6,692	0	0	0	0	0
	Oakland County Credit - Pebble Creek	3,448	0	0	0	0	0
(664)	Interest Income	1,517	0	0	800	800	800
(655)	Contribution from Farmington - Court	119,394	126,385	140,188	140,188	163,520	163,520
(655)	District Court Building Fund	112,480	95,946	95,000	94,379	94,500	94,500
<b>Total Revenues</b>		<b>2,589,290</b>	<b>222,331</b>	<b>235,188</b>	<b>235,367</b>	<b>258,820</b>	<b>258,820</b>
<b>OTHER FINANCING SOURCES</b>							
(676)	Contribution From Other Funds:						
	General Fund		1,645,798	1,753,378	1,753,378	1,919,682	1,919,682
	SAD Revolving Fund	0	0	93,167	17,298	78,900	78,900
	Park Millage Fund	0	150,000	150,000	150,000	150,000	150,000
		<b>0</b>	<b>1,795,798</b>	<b>1,996,545</b>	<b>1,920,676</b>	<b>2,148,582</b>	<b>2,148,582</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		<b>2,589,290</b>	<b>2,018,129</b>	<b>2,231,732</b>	<b>2,156,043</b>	<b>2,407,402</b>	<b>2,407,402</b>
<b>EXPENDITURES</b>							
GENERAL DEBT ISSUES:							
(990)	Interest:						
	Pebble Creek Drain	6,686	0	0	0	0	0
	Minnow Pond	36,317	0	0	0	0	0
	Caddell Erosion - 1994	20,285	16,410	12,112	12,112	7,436	7,436
	Farmington Hills Golf Club	307,794	302,456	296,363	296,363	217,543	217,543
	Farmington Hills Ice Arena	0	73,971	54,085	54,085	33,080	33,080
	2012 G.O. Limited Capital Impr. Bonds	0	0	48,195	17,298	23,900	23,900
<b>Total</b>		<b>371,082</b>	<b>392,837</b>	<b>410,755</b>	<b>379,858</b>	<b>281,959</b>	<b>281,959</b>
(995)	Principal:						
	Pebble Creek Drain	185,217	0	0	0	0	0
	Minnow Pond	807,035	0	0	0	0	0
	Caddell Erosion - 1994	115,109	111,273	126,621	126,621	122,784	122,784
	Farmington Hills Golf Club	175,000	175,000	225,000	225,000	225,000	225,000
	Farmington Hills Ice Arena	0	465,000	460,000	460,000	500,000	500,000
	2012 G.O. Limited Capital Impr. Bonds	0		44,972	0	55,000	55,000
<b>Total</b>		<b>1,282,361</b>	<b>751,273</b>	<b>856,593</b>	<b>811,621</b>	<b>902,784</b>	<b>902,784</b>
<b>TOTAL GENERAL DEBT</b>		<b>1,653,443</b>	<b>1,144,110</b>	<b>1,267,348</b>	<b>1,191,479</b>	<b>1,184,743</b>	<b>1,184,743</b>
(996)	Miscellaneous Expense	975	1,010	1,000	1,075	1,075	1,075
<b>Total Expenditures</b>		<b>1,654,418</b>	<b>1,145,120</b>	<b>1,268,348</b>	<b>1,192,554</b>	<b>1,185,818</b>	<b>1,185,818</b>

**General Debt Service Fund**

FUND NUMBER: 301

Acct. No.	Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>OTHER FINANCING USES</b>							
(905)	Contribution to Building Authority						
	Interest:						
	47th District Court	68,950	47,075	26,075	26,075	0	0
	Refunding Bond - 2003 DPW/Fire	53,285	47,758	41,580	41,580	34,770	34,770
	47th District Court - Refunding	298,875	298,875	298,875	298,875	298,875	298,875
	<b>Total</b>	<b>421,110</b>	<b>393,708</b>	<b>366,530</b>	<b>366,530</b>	<b>333,645</b>	<b>333,645</b>
	Principal:						
	47th District Court	500,000	500,000	600,000	600,000	685,000	685,000
	Refunding Bond - 2003 DPW/Fire	165,000	185,000	180,000	180,000	205,000	205,000
	47th District Court - Refunding	0	0	0	0	0	0
	<b>Total</b>	<b>665,000</b>	<b>685,000</b>	<b>780,000</b>	<b>780,000</b>	<b>890,000</b>	<b>890,000</b>
	Use of Bldg. Authority Fund Balance	0	(1,078,708)	(163,729)	(160,787)	(2,061)	(2,061)
	<b>Total Contribution to Building Auth.</b>	<b>1,086,110</b>	<b>1,078,708</b>	<b>982,801</b>	<b>985,744</b>	<b>1,221,584</b>	<b>1,221,584</b>
	<b>Total Other Financing Uses</b>	<b>1,086,110</b>	<b>1,078,708</b>	<b>982,801</b>	<b>985,744</b>	<b>1,221,584</b>	<b>1,221,584</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>2,740,528</b>	<b>2,223,828</b>	<b>2,251,149</b>	<b>2,178,298</b>	<b>2,407,402</b>	<b>2,407,402</b>
	Revenues Over/(Under) Expenditures	(151,238)	(205,699)	(19,417)	(22,255)	0	0
	<b>FUND BALANCE AT JUNE 30</b>	<b>227,953</b>	<b>22,255</b>	<b>2,838</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Building Authority Fund

FUND NUMBER: 662

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>166,180</b>	<b>165,439</b>	<b>164,589</b>	<b>164,589</b>	<b>2,936</b>	<b>2,936</b>
<b>REVENUES</b>						
(664) Interest Income	234	125	120	108	100	100
<b>Total Revenues</b>	<b>234</b>	<b>125</b>	<b>120</b>	<b>108</b>	<b>100</b>	<b>100</b>
<b>OTHER FINANCING SOURCES</b>						
<b>Contributions from other funds:</b>						
(301) General Debt Service Fund	1,086,110	1,078,708	982,801	985,744	1,221,584	1,221,584
<b>Total Other Financing Sources</b>	<b>1,086,110</b>	<b>1,078,708</b>	<b>982,801</b>	<b>985,744</b>	<b>1,221,584</b>	<b>1,221,584</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>						
	<b>1,086,344</b>	<b>1,078,833</b>	<b>982,921</b>	<b>985,852</b>	<b>1,221,684</b>	<b>1,221,684</b>
<b>EXPENDITURES</b>						
995 Bond Principal	665,000	685,000	780,000	780,000	890,000	890,000
996 Bond Interest:						
Refunding -DPW/Fire	53,285	47,758	41,580	41,580	0	0
47th District Court	68,950	47,075	26,075	26,075	34,770	34,770
47th District Court - Refunding	298,875	298,875	298,875	298,875	298,875	298,875
<b>Total Interest</b>	<b>421,110</b>	<b>393,708</b>	<b>366,530</b>	<b>366,530</b>	<b>333,645</b>	<b>333,645</b>
<b>Total Debt Service</b>	<b>1,086,110</b>	<b>1,078,708</b>	<b>1,146,530</b>	<b>1,146,530</b>	<b>1,223,645</b>	<b>1,223,645</b>
970-994 Audit Fees	975	975	975	975	975	975
<b>TOTAL EXPENDITURES</b>						
	<b>1,087,085</b>	<b>1,079,683</b>	<b>1,147,505</b>	<b>1,147,505</b>	<b>1,224,620</b>	<b>1,224,620</b>
Revenues Over/(Under) Expenditures	(741)	(850)	(164,584)	(161,653)	(2,936)	(2,936)
<b>FUND BALANCE AT JUNE 30</b>	<b>165,439</b>	<b>164,589</b>	<b>5</b>	<b>2,936</b>	<b>0</b>	<b>0</b>

**CALCULATION OF DEBT LEVY FY 2013/14  
GENERAL DEBT SERVICE FUND**

<i>Description of Debt</i>	<i>Fund Servicing Debt</i>	<i>Final Maturity</i>	<i>Debt Outstanding Year Ended 6/30/13</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	<i>Millage*</i>
<b>Building Authority Issues:</b>							
Refunding Bonds-2003 DPW/Fire Station No.2	Building Authority	11-17	995,000	205,000	34,770	239,770	0.0789
<b>47TH District</b>							
Court Refunding	Building Authority	04-21	6,555,000	685,000	298,875	983,875	
Farmington Hills Court Debt			6,555,000	685,000	298,875	983,875	0.3236
Less Farmington's Share (16.62%)				(113,847)	(49,673)	(163,520)	(0.0538)
Less Revenues/Contributions				(65,793)	(28,707)	(94,500)	(0.0311)
Net Debt Levy				505,360	220,495	725,855	0.2387
Use of Bldg. Authority Fund Balance						(2,061)	(0.0007)
<b>Total Building Authority Issues</b>			<b>7,550,000</b>	<b>710,360</b>	<b>255,265</b>	<b>963,564</b>	<b>0.3169</b>
<b>Storm Drain Debt Issues:</b>							
Caddell Drain II	Debt Service Fund	10-14	245,567	122,784	7,436	130,220	0.0428
<b>Total Storm Drain Debt Issues</b>			<b>245,567</b>	<b>122,784</b>	<b>7,436</b>	<b>130,220</b>	<b>0.0428</b>
<b>Ice Arena</b>			<b>995,000</b>	<b>500,000</b>	<b>33,080</b>	<b>533,080</b>	<b>0.1753</b>
<b>Farmington Hills Golf Club:</b>		10-31	<b>7,025,000</b>	<b>225,000</b>	<b>217,543</b>	<b>442,543</b>	<b>0.1455</b>
<b>Capital Improvement Bonds - City Share of SAD</b>		27-28	<b>970,000</b>	<b>55,000</b>	<b>23,900</b>	<b>78,900</b>	<b>0.0259</b>
Miscellaneous Expenditures						1,075	
Parks & Rec. Millage Fund						(150,000)	
SAD Revolving Fund						(78,900)	
Interest Earnings						(800)	
Fund Balance Contribution						0	
						(228,625)	(0.0752)
<b>GRAND TOTAL</b>			<b>16,785,567</b>	<b>1,613,144</b>	<b>537,224</b>	<b>1,919,682</b>	<b>0.6313</b>
			<b>Net</b>	<b>Debt</b>			
			<b>Amount</b>	<b>Millage</b>			
<b>DEBT LEVY:</b>			<b>1,919,682</b>	<b>0.6313</b>			
<b>Taxable Value</b>			<b>3,040,696,350</b>				

\* Debt issued prior to the State Constitutional Amendment in December, 1978, or approved by the vote of the electorate since that time, is exempt from Charter Millage Limitation. Debt issued without a vote of the electorate since then is subject to Charter Millage Limitations. All current bond issues and related debt service is subject to the Charter limits.

## DEBT SUMMARY FY 2013/14

Description of Existing Debt	Fund Servicing Debt	Debt Outstanding at June 30, 2013	Principal	Interest	Total
General Obligation:					
Ice Arena	Debt Service	995,000	500,000	33,080	533,080
Golf Club	Debt Service	7,025,000	225,000	217,543	442,543
Local Roads	Debt Service	970,000	55,000	23,900	78,900
Building Authority Bonds	Debt Service	7,550,000	890,000	333,645	1,223,645
Special Assessment Bonds	Special Assessment	2,495,000	360,000	48,651	408,651
Contractual Obligation					
Oakland County	Debt Service	245,567	122,784	7,436	130,220
<b>TOTAL</b>		<b>19,280,567</b>	<b>2,152,784</b>	<b>664,255</b>	<b>2,817,039</b>

## STATEMENT OF LEGAL DEBT MARGIN AS OF JUNE 30, 2013

Act 279, Public Acts of Michigan of 1909, as amended, provides that the net indebtedness of the City shall not exceed 10 percent of all assessed valuation as shown by the last preceding assessment roll of the City. In accordance with Act 279, the following bonds are excluded from the computation of net indebtedness:

- Special Assessment Bonds
- Mortgage Bonds
- Revenue Bonds
- Bonds issued, or contracts or assessment obligations incurred, to comply with an order of the Water Resources Commission or a court of competent jurisdiction.
- Other obligations incurred for water supply, drainage, sewerage, or refuse disposal projects necessary to protect the public health by abating pollution.

The Municipal Finance Act provides that the total debt in Special Assessment Bonds, which would require that the City pledge its full faith and credit, shall not exceed 12 percent of the assessed valuation of taxable property of the City, nor shall such bonds be issued in excess of three percent in any calendar year unless voted. The Special Assessment Bond percent is in addition to the above described 10 percent limit provided in Act 279, Public Acts of Michigan of 1909, as amended.

### FY 2013/14 BUDGET

2013 State Equalized Value	3,084,995,820
Debt Limited (10% of State Equalized Valuation and Equivalent)	308,499,582
Amount of Outstanding Debt	19,280,567
Less:	
Special Assessment Bonds	2,495,000
<b>LEGAL DEBT MARGIN</b>	<b>291,714,015</b>

## CAPITAL PROJECTS FUNDS

Capital Projects Funds are maintained to account for financial resources that are restricted, committed or assigned to expenditures for capital outlays; including the acquisition or construction of major capital facilities or outlays, other than those of Roads funded by Gas & Weight Taxes, Parks & Recreation, Forfeiture Funds, and Water & Sewer Utilities, which are accounted for in separate Special Revenue and Enterprise Funds. Budget Funds in this group include:

- **The Capital Improvement Fund**, which is a major Fund by the criteria of GASB 34 and is used to account for the development of capital projects, facilities and equipment; and
- **The Golf Course Capital Improvement Fund**, which was established in 1992 and is financed by a per-round surcharge on green fees for improvements at the City's Golf Course.
- **The Revolving Special Assessment Fund**, which was established in 1986 to utilize assessments for construction advances, loans to SAD's, the City's contribution to SAD's, the elimination of SAD deficits, and for ongoing repairs and maintenance to SAD's

	Capital Improvement Fund #404	Golf Course Capital Improv. Fund #412	Revolving Special Assessment Fund #247	Total Capital Project Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>2,159,969</b>	<b>30,759</b>	<b>1,942,882</b>	<b>4,133,610</b>
<b>REVENUES</b>				
Sales, Fees & Other	34,000	33,000	0	<b>67,000</b>
Interest income	3,000	90	400	<b>3,490</b>
<b>Total Revenues</b>	<b>37,000</b>	<b>33,090</b>	<b>400</b>	<b>70,490</b>
<b>EXPENDITURES</b>				
Public Facilities	1,130,000	0	0	<b>1,130,000</b>
Drainage	650,000	0	0	<b>650,000</b>
Side Walk	305,000	0	0	<b>305,000</b>
Equipment	1,829,000	25,000	0	<b>1,854,000</b>
Administration & Misc.	1,950	200	1,410	<b>3,560</b>
<b>Total Expenditures</b>	<b>3,915,950</b>	<b>25,200</b>	<b>1,410</b>	<b>3,942,560</b>
Revenues over/(under)				
Expenditures	(3,878,950)	7,890	(1,010)	<b>(3,872,070)</b>
<b>OTHER FINANCING SOURCES AND USES</b>				
Transfer in from SAD's	0	0	659,843	<b>659,843</b>
Transfer in from General Fund	1,843,981	29,952	0	<b>1,873,933</b>
Transfer out	0	0	(1,462,220)	<b>(1,462,220)</b>
<b>Total Other Financing Sources and Uses</b>	<b>1,843,981</b>	<b>29,952</b>	<b>(802,377)</b>	<b>1,071,556</b>
Excess Revenues and Other Financing Sources over/(under)				
Expenditures and Other Uses	(2,034,969)	37,842	(803,387)	<b>(2,800,514)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>125,000</b>	<b>68,601</b>	<b>1,139,495</b>	<b>1,333,096</b>



## CAPITAL IMPROVEMENT FUND

### Overview

In 1982, the City Council established the Capital Improvement Fund for the purpose of providing financing for the acquisition and construction of infrastructure improvements and equipment acquisitions in excess of \$25,000 to maintain the quality of service in Farmington Hills. The annual Capital Improvement Fund Budget is the financial means by which the first year of the Capital Improvement Program (CIP) is implemented to the extent revenues are available.

### Capital Improvement Plan

The City Charter (Sections 3.07 and 6.08) charges the City Manager with the responsibility of submitting a Capital Improvements Plan to the City Council. Public Act 285 of the Public Acts of 1931 of the State of Michigan requires cities with Planning Commissions to prepare a Six-Year Capital Improvements Plan.

The goal in developing a multi-year Capital Improvement Program is to plan for and establish guidelines and priorities for capital improvements and expenditures in a fiscally sound manner. This program sets forward the basis for annual fiscal capital projects budgeted in the budgetary funds such as the Capital Improvement Fund, Road Funds and dedicated millage funds for Public Safety and Parks and Recreation development. The CIP helps track multi-year projects that may require planning, design, land acquisition, construction and future operating costs. The projects identified in the CIP represent the City's plan to serve residents and anticipate the needs of our dynamic community. It is updated annually by the Planning Commission and presented to the City Council for their consideration. The following documents are considered in the preparation of the CIP:

- Five Year Departmental Plans
- Capital Improvements Plan
- The Master Plan for Future Land Use
- The Parks and Recreation Master Plan
- The Economic Development Plan
- The Master Storm Drainage Plan
- The Sustainability Study
- The Technology Master Plan
- The Municipal Complex Master Plan

Within each of these plans, a prioritization process is described that outlines how specific projects are ranked. Each year the Planning Commission, with staff input, prioritizes the projects in the Capital Improvements Plan. The establishment of priorities is indicated by the fiscal year in which the projects are scheduled to be implemented.

The Plan is reviewed by the Planning Commission at a study session and then set for public review at a public hearing. The finalized document becomes the "City of Farmington Hills Six Year Capital Improvements Plan." This formal document is not static but is used as a basis for next year's plan.

## **Capital Improvement Fund**

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As used in this document, the term Capital Improvements Plan is intended to reflect a complete list of all major capital projects with estimates anticipated in both capital and future operating costs over the next six-year period that will be necessary to serve existing and new development in the City. All of these public facilities, utility and service projects are listed on a priority basis, which reflects the fiscal year in which they are proposed. This six-year program also includes a discussion for providing the financial means for implementing the projects so that the City can provide, as adequately as possible, for the public health, safety and general welfare of all the people of the City and economic activities that support them.

### **Relationship between the Capital and Operating Budgets**

The Capital and Operating budgets are closely interrelated. The allocation of the total millage between operating expenditures in the General Fund, capital expenditures in the Capital Improvement Fund, and debt service on bond issues, whose proceeds were utilized to fund prior capital improvements, has a direct impact on funding committed for operations and capital improvements.

Capital expenditures impact the operating budget both positively and negatively. Paving and resurfacing roads reduces maintenance costs as does major refurbishing of City facilities. Sidewalk and bike path construction, storm drainage improvements, and DPW equipment replacement do not add any significant operating costs. However, the construction of new facilities and expansions of existing facilities will increase utility, building maintenance and custodial costs. See the Project Detail section for specific information on the operating impact of funded capital projects.

### **Revenue**

Operating Millage appropriated to this Fund from within the City Charter millage is the primary source of revenue. The property tax appropriation will decrease in 13/14, due to the utilization of the majority of the remaining fund balance in this Fund.

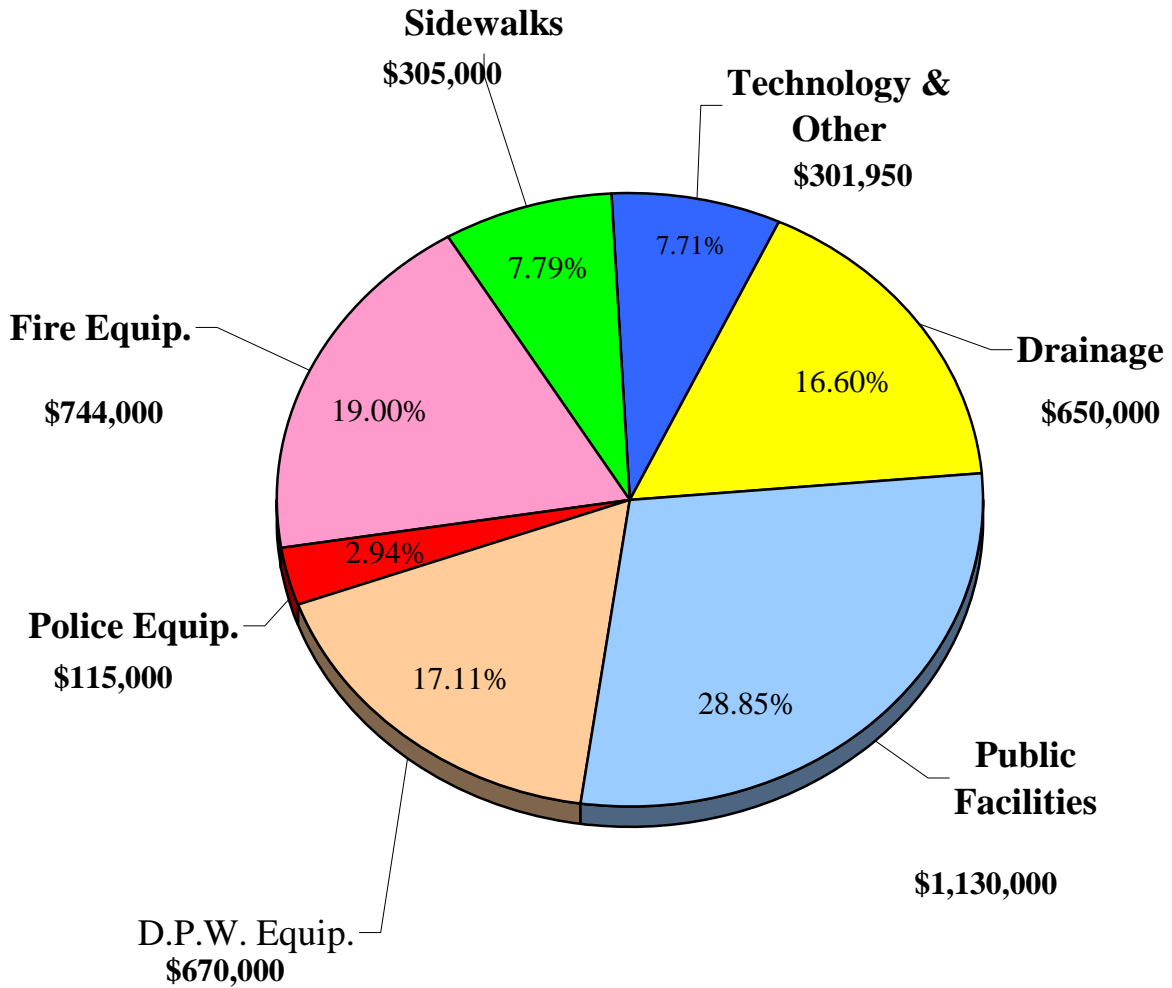
### **Expenditures**

The annual Capital Improvement Fund budget is the financial means by which the first year of the Capital Improvement Program is implemented to the extent revenues are available. In addition to the capital projects contained in the General Fund, Road Funds, Forfeiture Funds, the Parks Millage Fund, the Brownfield Redevelopment Authority Fund and Golf Course Capital Improvement Fund budgets, the City plans to expend approximately \$3.9 million for capital improvements in this Fund benefiting the entire community. This program is comprised of facility improvements and expansions, sidewalk construction, drainage improvements, technology enhancements, and the acquisition of various equipment for the Public Works, Police and Fire Departments. The Project Detail pages describe the capital projects.

### **Fund Balance:**

The projected fund balance for 13/14 will decrease by \$2,159,969 to \$125,000 by June 30, 2014.

# Capital Improvement Fund Expenditures \$3,915,950



## CAPITAL IMPROVEMENT FUND

**FUND NUMBER: 404**

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>6,110,338</b>	<b>3,652,005</b>	<b>3,696,544</b>	<b>3,696,544</b>	<b>2,159,969</b>	<b>2,159,969</b>
<b><u>REVENUES</u></b>						
Property Tax	1,730,307	0	0	0	0	0
Interest on Investments	8,634	2,692	3,000	2,700	3,000	3,000
Sale of Fixed Assets	26,100	2,400	5,000	2,500	33,000	33,000
Donations-Fire Station #3	75,000	0	0	0	0	0
Energy & Environmental Sustainability	39,880	6,968	0	0	0	0
Grants	0	94,521	10,313	12,150	0	0
Miscellaneous	11,071	0	500	10,556	1,000	1,000
<b>Total Revenues</b>	<b>1,890,992</b>	<b>106,581</b>	<b>18,813</b>	<b>27,906</b>	<b>37,000</b>	<b>37,000</b>
<b><u>OTHER FINANCING SOURCES</u></b>						
Bond Proceeds	0	0	256,000	355,328	0	0
Contribution From Other Funds:						
Trust Fund	96,181	0	0	0	0	0
CDBG Fund	6,992	261	156,624	219,439	0	0
EECBG Fund	90,630	0	0	0	0	0
General Fund - Property Tax Allocation	77,500	788,108	2,298,034	2,298,034	1,803,981	1,803,981
General Fund - Energy/Utility Savings Allocation	0	0	40,000	40,000	40,000	40,000
Water Fund	0	0	53,377	0	0	0
Contribution From Other Governments						
City of Farmington	0	24,000	0	0	0	0
Other Government-911/ARRA	62,975	0	0	0	0	0
<b>Total Other Financing Sources</b>	<b>334,278</b>	<b>812,369</b>	<b>2,804,034</b>	<b>2,912,801</b>	<b>1,843,981</b>	<b>1,843,981</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>2,225,270</b>	<b>918,950</b>	<b>2,822,847</b>	<b>2,940,707</b>	<b>1,880,981</b>	<b>1,880,981</b>
<b><u>EXPENDITURES</u></b>						
<b>DRAINAGE</b>	<b>159,073</b>	<b>48,538</b>	<b>865,000</b>	<b>865,000</b>	<b>650,000</b>	<b>650,000</b>
<b><u>PUBLIC FACILITIES</u></b>						
Land Acquisition	5,664	4,213	0	550	0	0
Fire Station Improvements	45,750	161,797	220,000	220,000	165,000	165,000
City Hall Revitalization Project	2,117,517	5,804	5,762	0	0	0
City Hall Furnishings	324,001	0	0	14,898	0	0
Gas Tank Replacement @ police Department	24,960	0	0	0	0	0
Police Building Improvements	0	10,733	289,467	289,467	210,000	210,000
Gas Pump & Related Canopy Replacement	0	0	118,000	118,000	0	0
Barrier Free (ADA) Improvements	0	0	0	0	25,000	25,000
Performance Contracting	26,850	0	0	0	0	0
DPW Improvements	0	152,940	0	0	690,000	690,000
Energy & Environmental Sustainability Projects	900	124,636	40,000	47,369	40,000	40,000
Activity Center Window Replacements	0	0	200,000	200,000	0	0
<b>Total Public Facilities</b>	<b>2,545,642</b>	<b>460,123</b>	<b>873,229</b>	<b>890,284</b>	<b>1,130,000</b>	<b>1,130,000</b>
<b>SIDEWALKS</b>	<b>161,173</b>	<b>90,859</b>	<b>475,303</b>	<b>475,303</b>	<b>305,000</b>	<b>305,000</b>

## CAPITAL IMPROVEMENT FUND

**FUND NUMBER: 404**

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>EQUIPMENT</b>						
Phone System Upgrade	1,750	0	75,000	0	0	0
Communications (Radar)	0	12,720	0	0	0	0
Data Processing & Technology	282,115	55,603	263,860	292,302	300,000	300,000
City Hall Council Room AV Equipment Upgrade	0	0	25,000	25,000	0	0
Police Comm. Equipment (non 911)	38,601	0	0	0	0	0
Police Equipment	0	0	230,313	230,313	115,000	115,000
Surveying Equipment	26,476	0	0	0	0	0
Fire Equipment & Apparatus	1,096,160	880	669,978	690,364	744,000	744,000
D.P.W. Equipment	370,663	202,566	973,498	1,000,545	670,000	670,000
Total Equipment	<u>1,815,765</u>	<u>271,769</u>	<u>2,237,649</u>	<u>2,238,524</u>	<u>1,829,000</u>	<u>1,829,000</u>
<b>ADMINISTRATIVE</b>						
NPDES Expenses	0	0	500	0	0	0
Bond Issuance Costs	0	1,472	0	6,221	0	0
General E&E Sustainability Supplies	0	0	1,500	0	0	0
Audit Fees	1,950	1,650	2,000	1,950	1,950	1,950
Total Administrative	<u>1,950</u>	<u>3,122</u>	<u>4,000</u>	<u>8,171</u>	<u>1,950</u>	<u>1,950</u>
<b>TOTAL EXPENDITURES</b>	<u>4,683,603</u>	<u>874,411</u>	<u>4,455,181</u>	<u>4,477,282</u>	<u>3,915,950</u>	<u>3,915,950</u>
Revenues Over/(under) Expenditures	<u>(2,458,333)</u>	<u>44,539</u>	<u>(1,632,334)</u>	<u>(1,536,575)</u>	<u>(2,034,969)</u>	<u>(2,034,969)</u>
<b>FUND BALANCE AT JUNE 30</b>	<u><b>3,652,005</b></u>	<u><b>3,696,544</b></u>	<u><b>2,064,210</b></u>	<u><b>2,159,969</b></u>	<u><b>125,000</b></u>	<u><b>125,000</b></u>

## **PROJECT DESCRIPTIONS**

### **Drainage**

Drainage projects improve the drainage courses outlined in the Master Storm Drainage Plan and are supplemented by storm water quality considerations required under the City's National Pollutant Discharge Elimination System storm water permit. Priority criteria are:

- Integrating water quantity issues with water quality issues;
- Immediate flood peak reduction to solve the most significant flooding concerns;
- Integration with other improvements including water main, sanitary sewer, paving and building construction;
- Ensuring the continued development and redevelopment of the City; and
- Encouragement of riparian stewardship and maintenance.

In 2013/14 drainage expenditures of \$650,000 will be as follows:

	<b>DRAINAGE PROJECTS</b>	<b>13/14 BUDGET</b>	<b>MAINT. COSTS</b>	<b>OTHER OPERATING COSTS</b>
1.	Storm Water Pollution Prevention Initiative	50,000	No Change	No Change
2.	Miscellaneous Drain Construction	50,000	No Change	No Change
3.	Illicit Discharge Elimination Program	30,000	No Change	No Change
4.	GIS Storm Phases I, II & III	25,000	No Change	No Change
5.	Open Channel Maintenance	100,000	No Change	No Change
6.	Biddlestone Culvert Replacement	75,000	\$200/yr	No Change
7.	Longwood Retrofit Detention Basin	45,000	No Change	No Change
8.	14 Mile Culvert Replacement	275,000	No Change	No Change

1. Storm Water Pollution Preventative Initiative. An NPDES permit was obtained from the MDEQ. As a requirement of the permit, a watershed management plan is needed. A major component of this plan is the Storm Water Pollution Prevention Initiative. The Pollution Prevention Initiative requires that certain projects and procedures be adopted that will ultimately lead to a cleaner Rouge River in accordance with the Federal Clean Water Act. Projects may include erosion controls in the open watercourses in Farmington Hills and siltation basins to remove suspended sediment from storm water.
2. Miscellaneous Drain Construction. This involves construction of storage facilities, pipe and culvert enclosures and channel improvements throughout most of the drainage districts in the City. It also includes projects that are necessitated from inspection programs.
3. Illicit Discharge Elimination Program. Under the current NPDES storm water permit, the City has a continuous requirement to identify and remove illegal discharges into City owned drainage systems. This includes sanitary system corrections, drainage system sampling and monitoring, education programs, pollution investigative efforts, etc, that are related to the City owned drainage system.
4. GIS Storm Phases I, II & III. This project involves the identification of areas in the City where storm system features have not been acquired to date and locating plans for these areas where available. The additional plans will be digitized and storm features will be added to the GIS storm sewer layer as required under the NPDES permit issued to Farmington Hills.
5. Open Channel Maintenance. Ninety-percent of the City's drainage system is in open channels. Most of these major drainage courses have not been cleaned since their original construction. This program represents a continuous program for maintenance of these drainage courses.
6. Biddlestone Culvert Replacement. A corrugated drain pipe under Biddestone is in need of replacement. The main box culvert is in satisfactory condition.

7. Longwood Retrofit Detention Basin. This project involves modification to the City owned detention basin on Longwood Drive. The pond's inlet/outlet structure will be rebuilt to provide water quality treatment and management of a wider range of storm events. The completed project will provide an example as to how privately owned detention basins can be properly maintained and improved. 50% funding for construction has been obtained through a grant from the Rouge Program Office.
8. 14 Mile Culvert Replacement. The twin 48" drainage culverts under Fourteen Mile Rd at the Pebble Creek Drain near Club House Lane are undersized and deteriorated and need to be replaced/rehabilitated. The preliminary plan calls for replacement with a 5'x 9' box culvert. however, Engineering is reviewing options.

Financial impact: Drainage improvements do not have a significant impact on operating budgets. The cost of the capital improvements are distributed over many years and ensure continued improvement, thereby having the potential to save millions of dollars in flood damage in the future.

Non-financial impact: The City is required to install various improvements in accordance with the United States Clean Water Act. All projects are consistent with the City's federal permit. Funding projects in the Master Storm Drainage Plan promotes an improved quality of life.

**Public Facilities**

The Municipal Complex Master Plan defines space requirements necessary to alleviate overcrowding and provides the technological requirements that are necessary for the City to provide services.

In 2013/14 public facilities expenditures of \$1,130,000 will be as follows:

	<b>PUBLIC FACILITIES</b>	<b>13/14 BUDGET</b>	<b>MAINTENANCE COSTS</b>	<b>OTHER OPERATING COSTS</b>
1.	Energy & Environmental Sustainability	40,000	Reduction	No Change
2.	Barrier Free (ADA) Improvements	25,000	No Change	No Change
3.	Fire Station Improvements	165,000	No Change	No Change
4.	Police Building Exterior Repairs	210,000	No Change	No Change
5.	DPW Garage Heavy Hoist Replacement	60,000	No Change	No Change
6.	DPW Secondary Containment/Cold Storage Area	630,000	No Change	No Change

1. Energy & Environmental Sustainability. Numerous opportunities remain throughout city facilities to decrease energy use, deploy renewable energy and implement other energy and environmental initiatives. Investing in sustainability reduces city operating costs and hedges against the rising cost of energy. In most cases, investments in energy efficiency can have a positive impact on operation and maintenance budgets allowing funds to be redeployed to other priorities. Projects to be targeted as Energy and Environmental Sustainability Funds or grants allow include:
  - Lighting Upgrades: Various Locations
  - Energy Efficiency Upgrades (Non-Lighting): Various Locations
  - LED Parking Lot Light Retrofits: Various Locations.
  - Building Envelope Improvements: Various Locations.
  - Fleet Average MPG Improvements.
  - Alternative Fueled Vehicles and Infrastructure Deployment (Charging Stations): Municipal Complex, Costick Center, Golf Course and Heritage Park.
2. Barrier Free (ADA) Improvements. The City conducted a survey of architectural barriers in its buildings, facilities, and parks in the spring and summer of 2008. The survey identified physical barriers in City buildings, facilities, and parks built prior to 1992 based on Michigan Barrier Free Design standards. Recognizing that the City has limited funds and cannot immediately make all buildings, facilities, and parks fully accessible, the City has prioritized barriers based on a barrier's level of impact on a persons ability to access City facilities and/or programs.

3. Fire Station Improvements. The following improvements to Fire Station #1 are reflected in FY 2013/14: Roof replacement; Generator replacement; and Parking lot replacement
4. Police Building Exterior Repairs. Exterior renovations are needed to repair limestone façade on all sides of the Police Building. These areas are in a state of deterioration and have subsequently resulted in water leaks within the building. This project has remained part of the Capital Improvement Plan and is projected for completion during the 2013-2014 fiscal year.
5. DPW Garage Heavy Hoist Replacement. In order to service the motor vehicle fleet, as with any maintenance garage, vehicle hoists are necessary. Servicing the larger equipment and trucks requires heavy-vehicle rated hoists. Based on age, down time, and repair costs, the mechanic staff has determined that the existing 37-year-old heavy vehicle hoist has reached the end of its feasible life. This acquisition would replace the existing heavy vehicle hoist with a four-unit wireless mobile hoist having equal lifting capacity, and modern safety features, as well as being mobile to allow for flexible operation, even outside in the facility's parking area.
6. DPW Secondary Containment/Cold Storage Area. As winter maintenance operations have become more accepted and our equipment has been modernized, our demand for the salt brine has greatly increased. The DPW facility currently has storage capacity for 18,000 gallons. Anti-icing alone (treating the major roads prior to a storm event) uses 9,000 gallons in one eight-hour shift. Additionally, the pre-wet equipment treating the granular salt as it is being broadcast combined with the salt brine used as a de-icing agent at all of the City's facilities, much if not all of the 18,000 gallon capacity during one snow event. In order to have adequate liquid supply to handle a larger or longer duration event, the City needs additional storage capacity. In Michigan, liquid salt brine is required to have secondary containment to prevent liquids from entering the storm water system. As the number of storage vessels increase, individual secondary containment becomes costly and has maintenance issues. Also with the construction of the City's new water storage tank approximately 2,900 square feet of covered storage was lost. This area was used for covered storage of our winter maintenance equipment during the summer season, both protecting, and extending its life. The proposal is to construct a winter maintenance liquid storage area within a covered structure at the DPW facility. This will provide for low maintenance, and increased/expandable liquid storage capacity that meets the environmental requirements of secondary containment. It will also provide the necessary covered area for off-season storage. The total project cost is estimated at \$1,500,000, of which \$870,000 would be funded through the water tower project for replacement of the storage lost as part of the project, with the remaining to be provided from \$630,000 of City funds.

**Financial Impact:** Some of these public facility improvements/replacements are expected to provide energy savings cost reductions.

**Non-financial Impact:** Improved employee working conditions is expected to increase employee efficiency, effectiveness and morale.

**Sidewalks and Bike Paths**

Providing safe pedestrian travel along major traffic corridors is a priority of the City Council, School Board, staff, and residents. Developers have installed sidewalks as a requirement of development. In many cases, sidewalk gaps have resulted. Annually, pedestrian traffic generators and sidewalk gaps are identified in preparation of the Capital Improvements Plan. These areas continue to be a priority. In 2013/14 sidewalks and bike path expenditures of \$305,000 will be as follows:

	<b>SIDEWALKS AND BIKE PATHS</b>	<b>13/14 BUDGET</b>	<b>MAINENANCE COSTS</b>	<b>OTHER OPERATING COSTS</b>
1.	Sidewalk Replacement Program	80,000	No Change	No Change
2.	8 Mile, Halsted to Lujon	125,000	No Change	No Change
3.	14 Mile, South Side, Farmington to Drake	100,000	No Change	No Change



Financial Impact: Providing sidewalks and bike paths does not have a significant impact on operating budgets.

Non-financial Impact: Sidewalks and bike paths add to the attractiveness of the City, appeal to families, and signal a resident-friendly community. They contribute positively to the community’s environment and image. They provide safe pedestrian travel to schools, shopping centers, and recreational areas.

**Equipment**

In 2013/14 equipment in the amount of \$ 1,829,000 will be purchased.

**Public Facilities Equipment**

The Technology Master Plan provides for ongoing costs of equipment and technology improvements. Ongoing costs include the replacement of equipment and a fast and reliable network. Included in the budget are: PC/network and database upgrades, scheduling software, and various other technology improvements and upgrades to keep the network fast and reliable.

**Public Works and Public Safety Equipment**

Due to the expense of major equipment purchases for the DPW and Public Safety (Police & Fire) Departments, a continuous provision must be made from year to year for new equipment and to replace worn out and unserviceable equipment. Priority is given based on mileage, safety, body/interior condition, functionality, mechanical condition, and service record.

	<b>EQUIPMENT</b>	<b>13/14 BUDGET</b>	<b>MAINT. COSTS</b>	<b>OTHER OPERATING COSTS</b>
	<b>Public Facilities</b>			
1.	City-Wide Technology	300,000	35,000	No Change
	<b>Police Department</b>			
2.	Handgun Replacement	115,000	No Change	No Change
	<b>Fire Department</b>			
3.	Mobile Computers Replacement	140,000	860	No Change
4.	Turnout Clothing Replacement	392,000	2,340	No Change
5.	Medic #4 Replacement	146,000	900	No Change
6.	Extrication Equipment Replacement	66,000	400	No Change
	<b>Division of Public Works</b>			
7.	Gradall Excavator Replacement	350,000	No Change	No Change
8.	5-yard Hook Truck with Attachments	220,000	No Change	No Change
9.	Refurbished Winter Maintenance Equipment	50,000	No Change	No Change
10.	Hydroseeder	50,000	No Change	No Change

Financial Impact: Purchasing equipment does not have a significant impact on the operating budget.

Non-financial Impact: Having reliable equipment is essential to maintain roads and for the safety of our residents.

## PROJECT LIST

	ESTIMATED	PROPOSED	ADOPTED
	FY 2012/13	FY 2013/4	FY 2013/4
<b><u>DRAINS</u></b>			
Storm Water Pollution Prevention Initiative (SWPPI)	50,000	50,000	50,000
Miscellaneous Drainage Construction	50,000	50,000	50,000
Lamuera Estates Drainage Improvements	360,000	0	0
Longwood Retrofit Detention Basin	0	45,000	45,000
IDEP Elimination Program	30,000	30,000	30,000
GIS Storm Phases I & II & III	25,000	25,000	25,000
Drainage Maintenance (Open Channel)	100,000	100,000	100,000
14 Mile Culvert Replacement	200,000	275,000	275,000
Edgemoor Culvert	50,000	0	0
Biddlestone Culvert Replacement	0	75,000	75,000
Storm Modeling and Master Plan Update	0	0	0
<b>TOTAL DRAINAGE</b>	<b>865,000</b>	<b>650,000</b>	<b>650,000</b>
<b><u>PUBLIC FACILITIES</u></b>			
Land Acquisition	550	0	0
City Hall Furnishings	14,898	0	0
Barrier Free (ADA) Improvements	0	25,000	25,000
Energy & Environmental Sustainability Projects	47,369	40,000	40,000
Activity Center Windows Replacement	200,000	0	0
Fire Station Improvements	220,000	165,000	165,000
Police Bldg.-Limestone Facade Repairs	144,733	210,000	210,000
Police Bldg.-Interior Updates	144,734	0	0
Police Department Gas Pump Canopy Replacement	30,000	0	0
Gas Pump Key-Card System	88,000	0	0
DPW Garage Heavy Hoist Replacement	0	60,000	60,000
DPW Secondary Containment/Cold Storage Area	0	630,000	630,000
<b>TOTAL PUBLIC FACILITIES</b>	<b>890,284</b>	<b>1,130,000</b>	<b>1,130,000</b>
<b><u>SIDEWALK PROGRAM</u></b>			
Sidewalk Replacement Program along Major Roads	85,303	80,000	80,000
12 Mile, South Side, Inkster to Herndonwood	180,000	0	0
Independence, South Side, Rossevelt to Waldron	210,000	0	0
8 Mile, Halsted to Lujon	0	125,000	125,000
14 Mile, South Side, Farmington to Drake	0	100,000	100,000
<b>TOTAL SIDEWALK PROGRAM</b>	<b>475,303</b>	<b>305,000</b>	<b>305,000</b>

	<b>ESTIMATED PROPOSED</b>		<b>ADOPTED</b>
	<b>FY 2012/13</b>	<b>FY 2013/4</b>	<b>FY 2013/4</b>
<b><u>EQUIPMENT</u></b>			
General Government:			
Data Processing, Technology & Office Equipment	292,302	300,000	300,000
City Hall Council Room AV Equipment Upgrade	25,000	0	0
Phone System Upgrade	0	0	0
Total General Government Equipment	317,302	300,000	300,000
Police Equipment:			
Police Handgun Replacement	0	115,000	115,000
Forensic Software	10,313	0	0
Police Patrol Vehicle In-Car Camera System	220,000	0	0
Total Police Equipment	230,313	115,000	115,000
Fire Equipment:			
Fire Radio Repeaters (5)	60,364	0	0
Replacement of Mobile Computers	0	140,000	140,000
Replacement of Turnout Clothing	0	392,000	392,000
Replacement of Extraction Equipment	0	66,000	66,000
Fire - Battalion Chief Vehicle	60,000	0	0
Fire - Engine #33 Replacement	485,000	0	0
Replacement for Medic #4	0	146,000	146,000
Fire - Medic #2 Refurbishment	85,000	0	0
Total Fire Equipment	690,364	744,000	744,000
D.P.W. Equipment:			
Ten Yard Dump Truck with Slip-in Salt Unit	270,000	0	0
Five Yard Hook Truck with Attachments	216,000	220,000	220,000
Refurbish Winter Maintenance Equipment	50,000	50,000	50,000
Refurbish Vactor Truck	100,000	0	0
Replacement of Gradall Excavator	0	350,000	350,000
Pre-wet Controller Upgrades for Dumptucks	40,197	0	0
Roadside Mowing Tractor w/Attachments	94,683	0	0
Vacuum-type Road Sweeper	229,665	0	0
Hydroseeder	0	50,000	50,000
Total DPW Equipment	1,000,545	670,000	670,000
<b>TOTAL EQUIPMENT</b>	<b>2,238,524</b>	<b>1,829,000</b>	<b>1,829,000</b>

## CIP SUMMARY TABLE

DEPARTMENT	TOTAL COST*	CITY COST*	Maint. Costs								Projects
				2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Future	
Drainage	\$13,449	\$11,792	25	\$690	\$443	\$375	\$1,237	\$666	\$255	\$8,126	20
Sanitary	67,225	38,461	NC	500	25,711	500	500	10,750	500	0	3
Watermains	40,470	40,470	100	14,100	1,100	1,100	1,100	1,000	900	21,170	11
Public Facilities	5,685	4,815	65	2,040	780	415	515	815	0	250	12
Sidewalks	8,359	8,359	NC	405	250	266	435	290	120	6,593	27
Transportation	250,453	19,610	20	1,235	2,370	1,814	840	1,700	240	11,411	26
DPW Equipment	3,880	3,880	NC	670	850	770	385	575	630	0	24
Fire Equipment	4,978	4,978	19	744	511	206	1,140	1,140	1,237	0	19
Parks & Rec.	8,265	8,265	155	85	65	65	65	70	65	7,850	6
<b>TOTALS:</b>	<b>\$402,764</b>	<b>\$140,630</b>	<b>\$384</b>	<b>\$20,469</b>	<b>\$32,080</b>	<b>\$5,511</b>	<b>\$6,217</b>	<b>\$17,006</b>	<b>\$3,947</b>	<b>\$55,400</b>	<b>148</b>

\* Costs shown are in thousands of dollars.

### DRAINAGE

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	Storm Water Pollution Prevention Initiative (SWPPI)	300,000	300,000	NC	100% City	50 CF	50 CF	50 CF	50 CF	50 CF	50 CF	
2	Storm Water GIS	150,000	150,000	NC	100% City	25 CF	25 CF	25 CF	25 CF	25 CF	25 CF	
3	IDEP Elimination Program	180,000	180,000	NC	100% City	30 CF	30 CF	30 CF	30 CF	30 CF	30 CF	
4	Miscellaneous Drain Construction	300,000	300,000	NC	100% City	50 CF	50 CF	50 CF	50 CF	50 CF	50 CF	
5	Open Channel Maintenance Program	600,000	600,000	NC	100% City	100 CF	100 CF	100 CF	100 CF	100 CF	100 CF	
6	Storm Modeling and Master Plan Update	400,000	40,000	NC	10% City 90% S	40 CF						
7	Longwood Retrofit Detention Basin	90,000	45,000	NC	50% City 50% S	45 CF						
8	Fourteen Mile Culvert Replacement	275,000	275,000	NC	100% City	275 CF						
9	Biddestone Culvert Replacement	75,000	75,000	200 AC	100% City	75 CF						
10	Brookhill Subdivision Drainage	936,000	188,000	NC	20% City 80% SAD		188 CF					
11	Fendt Channel Improvement	120,000	120,000	NC	100% City			120 CF				
12	North Bell, Randall to Ruth	982,000	982,000	1,500 AC	100% City				982 CF			
13	Rollcrest/North Ravines	411,000	411,000	1,500 AC	100% City					411 CF		
14	Minnow Pond at Halsted	3,500,000	3,500,000	10,000 AC	100% City							3,500 CF
15	Staman Acres Storm Water Relief	1,200,000	1,200,000	5,000 AC	100% City							1,200 CF
16	North Bell, Eight Mile to Randall	800,000	800,000	3,000 AC	100% City							800 CF
17	North Bell, Ruth to Farmington City Limit	1,050,000	1,050,000	3,500 AC	100% City							1,050 CF
18	Brittany Culvert Replacement	730,000	730,000	N C	100% City							730 CF
19	Minnow Pond Drain, 13 Mile and Mirlon	100,000	96,000	NC	96% City 4% O							96 CF
20	Cadell Drain Improvements	1,250,000	750,000	NC	60% City 40% O							750 CF
<b>TOTAL:</b>		<b>\$13,449,000</b>	<b>\$11,792,000</b>	<b>\$24,700</b>		<b>690</b>	<b>443</b>	<b>375</b>	<b>1,237</b>	<b>666</b>	<b>255</b>	<b>8,126</b>

SANITARY SEWERS

Reference No.	SANITARY SEWER PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	Sanitary Sewer Rehabilitation Program	3,000,000	3,000,000	NC	100% City	500 SS	500 SS	500 SS	500 SS	500 SS	500 SS	
2	Evergreen/Farmington LTCAP Upgrade - Middlebelt Storage Tunnel	46,600,000	25,210,600	NC	51% City 49% O		25,210,600 SS*					
3	Evergreen/Farmington LTCAP Upgrade - Eight Mile Road Storage	17,625,000	10,250,000	NC	58% City 42% O					10,250 SS		
	<b>TOTAL:</b>	<b>67,225,000</b>	<b>38,460,600</b>	<b>NC</b>		<b>500</b>	<b>25,211,100</b>	<b>500</b>	<b>500</b>	<b>10,750</b>	<b>500</b>	

WATERMAINS

Reference No.	WATERMAIN PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	Miscellaneous upgrades to the Water System	600,000	600,000	NC	100% City	100 WS	100 WS	100 WS	100 WS	100 WS	100 WS	
2	Grand River Homes Replace existing 4" & 6" with 8"	4,900,000	4,900,000	NC	100% City	1,000 WS	1,000 WS	1,000 WS	1,000 WS	900 WS		
3	Water Tower (3 MG tank) & DPW Improvements	13,000,000	13,000,000	100,000 AC	100% City	13,000 WS						
4	Grayling, Waldron and Dresden, Replace existing 4" & 6" with 8"	800,000	800,000	NC	100% City						800 WS	
5	Villa Capri Subdivision, Replace existing 6" & 8" with 8"	2,400,000	2,400,000	NC	100% City							2,400 WS
6	Kimberly Subdivision, Replace existing 6" & 8" with 8" & 12"	3,500,000	3,500,000	NC	100% City							3,500 WS
7	Kendallwood No. 1, Replace existing 6" & 8" with 8"	4,700,000	4,700,000	NC	100% City							4,700 WS
8	Kendallwood #2 and #3 Subdivision, Replace existing 6" & 8" with 8"	4,200,000	4,200,000	NC	100% City							4,200 WS
9	Kirkside, Westerleigh, Nottingwood, Nestlewood, Replace existing 6" with 8"	1,500,000	1,500,000	NC	100% City							1,500 WS
10	Community Well Conversion	2,270,000	2,270,000	NC	100% SAD							2,270 WS
11	Westbrooke Manor Subdivision, Replace existing 6" & 8" with 8"	2,600,000	2,600,000	NC	100% City							2,600 WS
	<b>TOTAL:</b>	<b>\$40,470,000</b>	<b>\$40,470,000</b>	<b>\$100,000</b>		<b>14,100</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>	<b>1,000</b>	<b>900</b>	<b>21,170</b>

PUBLIC FACILITIES

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	City-Wide Technology	1,615,000	1,615,000	35,000 AC	100% City	350 CF	315 CF	250 CF	350 CF	350 CF		
2	Energy and Environmental Sustainability Investments	200,000	200,000	Reduction	100% City	40 CF	40 CF	40 CF	40 CF	40 CF		
3	Barrier Free (ADA) Improvements	125,000	125,000	NC	100% City	25 CF	25 CF	25 CF	25 CF	25 CF		
4	Fire Station Improvements	465,000	465,000	NC	100% City	165 CF	50 CF					250 CF
5	Police Building Interior Updates	495,000	495,000	NC	100% City	195 CF	100 CF	100 CF	100 CF			
6	Police Building Limestone Façade Repair	210,000	210,000	NC	100% City	210 CF						
7	Police Handgun Replacement	115,000	115,000	NC	100% City	115 CF						
8	Police Parking Lot Improvements	250,000	250,000	NC	100% City	250 CF						
9	Police Locker Rooms Renovation	250,000	250,000	NC	100%		250 CF					
10	DPW Garage Heavy Hoist Replacement	60,000	60,000	NC	100%	60 CF						
11	DPW Secondary Containment/Cold Storage Area	1,500,000	630,000	NC	42% City 58% WS	630 CF						
12	Improved Phone System	400,000	400,000	30,000 AC	100% City					400 CF		
	<b>TOTAL:</b>	<b>\$5,685,000</b>	<b>\$4,815,000</b>	<b>\$65,000</b>		<b>2,040</b>	<b>780</b>	<b>415</b>	<b>515</b>	<b>815</b>		<b>250</b>

SIDEWALKS

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Future shown in thousands of dollars						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	Sidewalk replacement along major roads	400,000	400,000	80,000 AC	100% City	80 CF	80 CF	80 CF	80 CF	80 CF		
2	Non-motorized Master Plan	100,000	100,000	NC	100% City	100 CF						
3	Fourteen Mile, south side, Farmington to Drake	200,000	200,000	NC	100% City	200 CF						
4	Eight Mile, Halsted to Lujon	125,000	125,000	NC	100% City		125 CF					
5	Fourteen Mile, south side, Orchard Lake to Farmington	170,000	170,000	NC	100% City		170 CF					
6	Thirteen Mile, south side, Drake to Valley Bend	143,000	143,000	NC	100% City			143 CF				
7	Middlebelt, west side Ten Mile to Kirkway Ravine	43,000	43,000	NC	100% City			43 CF				
8	Ten Mile, north side, Power to Farmington	115,000	115,000	NC	100% City				115 CF			
9	Farmington, east side, between Thirteen and Fourteen Mile	240,000	240,000	NC	100% City				240 CF			
10	Inkster, west side, Twelve Mile to I-696	210,000	210,000	NC	100% City					210 CF		
11	Eleven Mile, north side, Old Homestead to Farmington Hills	120,000	120,000	NC	100% City						120 CF	
12	Halsted, west side, Nine Mile to Windwood, City ROW only	40,000	40,000	NC	100% City							40 CF
13	Hills Tech Bike Path	708,000	708,000	NC	100% City							708 CF
14	Country Club Bike Path	293,000	293,000	NC	100% City							293 CF
	<b>SUB-TOTAL:</b>	<b>\$2,907,000</b>	<b>\$2,907,000</b>	<b>\$80,000</b>		<b>380</b>	<b>375</b>	<b>266</b>	<b>435</b>	<b>290</b>	<b>120</b>	<b>1,041</b>

SIDEWALKS

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
15	Halsted upgrade to Bike Path (12 Mile to Hills Tech) & Haggerty, Hills Tech to Country Club	576,000	576,000	NC	100% City							576 CF
16	Halsted, east side, Brookwood to Fourteen Mile	330,000	330,000	NC	100% City							330 CF
17	Power, east side, Ten Mile to Eleven Mile	772,000	772,000	NC	100% City							772 CF
18	Tuck/Folsom/Orchard Lake, Community Living Center to Orchard Lake	716,000	716,000	NC	100% City							716 CF
19	Inkster, west side, Thirteen Mile to Northwestern	330,000	330,000	NC	100% City							330 CF
20	Gill, west side, Colfax to Nine Mile	320,000	320,000	NC	100% City							320 CF
21	Ten Mile, south side, Stoney Creek to Inkster	270,000	270,000	NC	100% City							270 CF
22	Folsom, south side, Orchard Lake to Power	280,000	280,000	NC	100% City							280 CF
23	Gill Road, east side, Nine Mile to Colfax	521,000	521,000	NC	100% City							521 CF
24	Inkster Road, west side, Nine Mile to Eleven Mile Road	900,000	900,000	NC	100% City							900 CF
25	Nine Mile, south side, Healthier Ridge to Compo Drive	70,000	70,000	NC	100% City							70 CF
26	Nine Mile, south side, Drake to Farmington	317,000	317,000	NC	100% City							317 CF
27	Halsted, west side from River Bend to Windwood	50,000	50,000	NC	100% City							50 CF
	<b>SUB-TOTAL:</b>	<b>\$5,452,000</b>	<b>\$5,452,000</b>									<b>5,452</b>
	<b>PAGE 1 SUB-TOTAL:</b>	<b>\$2,907,000</b>	<b>\$2,907,000</b>	<b>\$80,000</b>		<b>380</b>	<b>375</b>	<b>266</b>	<b>435</b>	<b>290</b>	<b>120</b>	<b>1,041</b>
	<b>TOTAL:</b>	<b>\$8,359,000</b>	<b>\$8,359,000</b>			<b>380</b>	<b>375</b>	<b>266</b>	<b>435</b>	<b>290</b>	<b>120</b>	<b>6,493</b>



**TRANSPORTATION**

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	Local Road Paving, Special Assessment Districts	2,400,000	480,000	NC	80% SAD 20% City	80 WG	80 WG	80 WG	80 WG	80 WG	80 WG	
2	Local Road Rehabilitation, Special Assessment Districts	4,800,000	960,000	NC	80% SAD 20% City	160 WG	160 WG	160 WG	160 WG	160 WG	160 WG	
3	Tri-Party Right Turn Lane on Middlebelt at Hillel Day School	153,000	51,000	NC	33% City 33% OC 33% RCOC	51 WG						
4	Fourteen Mile/Halsted Signal - Replace signal with upgraded SCATS ready signal	170,000	20,000	NC	90% FG (CMAQ) 10% City	20 WG						
5	Farmington/Colfax Intersection- Reconstruct Crosswalks	40,000	20,000	NC	50% RCOC 50% City	20 WG						
6	Freedom, Drake to west City Limits	946,000	284,000	NC	70% FG 30% City	284 WG						
7	Fourteen Mile/Drake Signal - Replace signal with upgraded SCATS ready signal	170,000	20,000	NC	90% FG (CMAQ) 10% City	20 WG						
8	Thirteen Mile, Middlebelt to Orchard Lake - Reconstruct	1,898,000	570,000	NC	70% FG 30% City	570 WG						
9	School Speed Zone Signs (Changeable) on Gill near Colfax	30,000	30,000	NC	100% City	30 WG						
10	Business Park Pavement Replacement	4,800,000	2,400,000	NC	50% City 50% SAD		600 WG	600 WG	600 WG	600 WG		
11	Fourteen Mile/Middlebelt Intersection- Reinstall Crosswalks	40,000	20,000	NC	50% RCOC 50% City		20 WG					
12	Northwestern Connector Phase 1 REMAINDER	36,000,000	1,200,000	NC	0.3% City 19.7% O 80% FG		600 WG	600 WG				
13	Farmington, Eleven Mile to Twelve Mile - Reconstruct	1,687,000	506,000	NC	70% FG 30% City		506 WG					
14	Farmington, Ten Mile to Eleven Mile - Reconstruct	1,347,000	404,000	NC	70% FG 30% City		404 WG					
	<b>SUB-TOTAL:</b>	<b>\$54,481,000</b>	<b>\$6,965,000</b>	<b>NC</b>		<b>1,235</b>	<b>2,370</b>	<b>1,440</b>	<b>840</b>	<b>840</b>	<b>240</b>	<b>0</b>

**TRANSPORTATION**

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
15	Ten Mile, Orchard Lake to Farmington - Reconstruct	1,247,000	374,000	NC	70% FG 30% City			374 WG				
16	Thirteen Mile/Haggerty Intersection Improvements	500,000	100,000	NC	80% FG 20% City					100 WG		
17	Orchard Lake Boulevard, Thirteen to Fourteen Mile - ROW & Construction	20,300,000	1,520,000	10,000 AC	70% FG 5% RCOC 17.5% O 7.5% City					760 WG		760 WG
18	Twelve Mile Widening, Inkster to Middlebelt	8,500,000	850,000	NC	80% FG 10% RCOC 10% City							850 WG
19	Nine Mile/Halsted Intersection Improvements	975,000	195,000	NC	80% FG 20% City							195 WG
20	Ten Mile/Grand River/M-5 Phase Two	16,500,000	206,000	NC	1.25% City 98.75% SG							206 WG
21	Thirteen Mile Widening, Middlebelt to Orchard Lake	8,500,000	1,700,000	NC	80% FG 20% City							1,700 WG
22	Northwestern Connector Phase 2	120,000,000	1,800,000	NC	1.5% City 18.5% O 80% FG							1,800 WG
23	Orchard Lake Boulevard, Twelve to Thirteen Mile	17,000,000	4,250,000	10,000 AC	50% FG 25% RCOC 25% City							4,250 WG
24	Weighmaster Eyebrow	250,000	250,000	NC	100% City							250 WG
25	Halsted, Nine Mile to M-5	1,200,000	1,200,000	NC	100% City							1,200 WG
26	Twelve Mile/Farmington Intersection Improvements	1,000,000	200,000	NC	80% FG 20% City							200 WG
	<b>PAGE 2 SUB-TOTAL:</b>	<b>\$195,972,000</b>	<b>\$12,645,000</b>	<b>\$20,000</b>				<b>374</b>		<b>860</b>		<b>11,411</b>
	<b>PAGE 1 SUB-TOTAL:</b>	<b>\$54,481,000</b>	<b>\$6,965,000</b>	<b>NC</b>		<b>1,235</b>	<b>2,370</b>	<b>1,440</b>	<b>840</b>	<b>840</b>	<b>240</b>	<b>0</b>
	<b>TOTAL:</b>	<b>\$250,453,000</b>	<b>\$19,610,000</b>	<b>\$20,000</b>		<b>1,235</b>	<b>2,370</b>	<b>1,814</b>	<b>840</b>	<b>1,700</b>	<b>240</b>	<b>11,411</b>

DPW EQUIPMENT

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	DPW Equipment	670,000	670,000	NC	100% City	670 CF						
2	DPW Equipment	850,000	850,000	NC	100% City		850 CF					
3	DPW Equipment	770,000	770,000	NC	100% City			770 CF				
4	DPW Equipment	385,000	385,000	NC	100% City				385 CF			
5	DPW Equipment	575,000	575,000	NC	100% City					575 CF		
6	DPW Equipment	630,000	630,000	NC	100% City						630 CF	
	<b>TOTAL:</b>	<b>\$3,880,000</b>	<b>\$3,880,000</b>			<b>670</b>	<b>850</b>	<b>770</b>	<b>385</b>	<b>575</b>	<b>630</b>	<b>0</b>

FIRE EQUIPMENT

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	Fire Equipment and Apparatus	744,000	744,000	4,500 AC	100% City	744 CF						
2	Fire Equipment and Apparatus	511,000	511,000	2,500 AC	100% City		511 CF					
3	Fire Equipment and Apparatus	206,000	206,000	1,000 AC	100% City			206 CF				
4	Fire Equipment and Apparatus	1,140,000	1,140,000	1,000 AC	100% City				1140 CF			
5	Fire Equipment and Apparatus	1,140,000	1,140,000	5,000 AC	100% City					1140 CF		
6	Fire Equipment and Apparatus	1,237,000	1,237,000	5,000 AC	100% City						1,237 CF	
	<b>TOTAL:</b>	<b>4,978,000</b>	<b>4,978,000</b>	<b>19,000 AC</b>		<b>744</b>	<b>511</b>	<b>206</b>	<b>1,140</b>	<b>1,140</b>	<b>1,237</b>	

PARKS & RECREATION

Reference No.	PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	PROJECTED FUNDING & SOURCE	Figures shown are in thousands of dollars.						
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	FUTURE
1	Maintenance Equipment and Operations	225,000	225,000	NC	100% City	50 PM	35 PM	35 PM	35 PM	35 PM	35 PM	
2	Heritage Park Historic Buildings	190,000	190,000	NC	100% City	35 PM	30 PM	30 PM	30 PM	35 PM	30 PM	
3	Founders Park Turn-Lane Improvement	100,000	100,000	NC	100% City							100 O
4	Acquisition of Park Land	1,500,000	1,500,000	NC	100% City							1,500 PM
5	Costick Center Pool and Performing Arts Space	6,000,000	6,000,000	155,000 AC	100% City							6,000 PM
6	Costick Center Parking Lot Improvements	250,000	250,000	NC	100% City							250 PM
	<b>TOTAL:</b>	<b>\$8,265,000</b>	<b>\$8,265,000</b>	<b>\$155,000</b>		<b>85</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>70</b>	<b>65</b>	<b>7,850</b>

# GOLF COURSE CAPITAL IMPROVEMENT FUND

**Overview**

This fund was established in 1992, and is financed by a per-round surcharge on green fees. It is used for golf course equipment and capital improvements.

**Revenue Assumptions**

This Fund receives revenue from a per-round surcharge on green fees and interest income. For FY 2013/14, the General Fund is appropriating funds equivalent to the annual average bond interest expense savings from the recent Golf Course Improvement Bond Refunding.

**Expenditures**

For FY 2013/14 the replacement of Driving Range Netting and two Club Car Carry All Carts is being proposed to be purchased.

**Fund Balance**

The projected fund balance at June 30, 2014 is \$68,601.

## Golf Course Capital Improvement Fund

FUND NUMBER: 412

Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>7,383</b>	<b>26,547</b>	<b>48,869</b>	<b>48,869</b>	<b>30,759</b>	<b>30,759</b>
<b>REVENUES</b>						
Green Fees	19,344	22,487	33,000	33,000	33,000	33,000
Approp. from the General Fund	0	0	0	0	29,952	29,952
Interest	20	35	25	90	90	90
<b>TOTAL REVENUES</b>	<b>19,364</b>	<b>22,522</b>	<b>33,025</b>	<b>33,090</b>	<b>63,042</b>	<b>63,042</b>
<b>EXPENDITURES</b>						
Miscellaneous	200	200	210	200	200	200
Equipment	0	0	51,000	51,000	25,000	25,000
<b>TOTAL EXPENDITURES</b>	<b>200</b>	<b>200</b>	<b>51,210</b>	<b>51,200</b>	<b>25,200</b>	<b>25,200</b>
Revenues Over/(Under) Expenditures	19,164	22,322	(18,185)	(18,110)	37,842	37,842
<b>FUND BALANCE AT JUNE 30</b>	<b>26,547</b>	<b>48,869</b>	<b>30,684</b>	<b>30,759</b>	<b>68,601</b>	<b>68,601</b>

### CAPITAL PROJECT DETAIL

<u>EQUIPMENT</u>	<u>FY 2012/13</u>	<u>FY 2013/14</u>
Toro Groundsmaster 4000-D 124" Rough Mower	51,000	
Replacement of Driving Range Netting		10,000
Replace two (2) Club Car Carry All Carts		15,000
Total	51,000	25,000

## **REVOLVING SPECIAL ASSESSMENT FUND**

### **Overview**

This Fund was established by City Council in 1986 to utilize assessments in excess of the actual cost of the improvement by 5% or less of the original special assessment roll for (1) special assessment construction advances, (2) loans to special assessment districts in lieu of selling special assessment bonds for the property owners share of the SAD, (3) an appropriation for the City-at-large share of SAD Projects (4) the elimination of deficits in special assessment districts too small to warrant the expense of reassessing, and (5) for repairs and required maintenance activities related to the original special assessment district. Special assessments districts (SAD's) have been established for local roads and utility (water & sewer) projects. Historically, each SAD has had its own active sub-Fund (District). Once an SAD is closed its account balances roll into this Closed SAD Revolving Fund. Alternatively, Closed SAD balances can be accounted for within its primary Fund, i.e., local road SAD balances can be accounted for in the Local Road Fund, and any water and/or sewer SAD balances can be accounted for in the Water and Sewer Fund.

### **Revenue**

FY 2012/13 and FY 2013/14 revenue is derived primarily from loan paybacks from special assessment districts, excess assessments from closed-out special assessment districts and interest income on investable funds. Loans are currently being paid back from the following Local Road SAD's:

- Ramble Hills;
- Springbrook;
- Dunbar Oaks;
- Franklin Knolls;
- Quaker Valley Farms;
- Hunters Pointe; and
- Woodbine.

Excess assessment in FY 2012/13 came from the following Closed-out Special Assessment Districts:

Local Roads –

- Rhonswood Paving;
- Forestbrook-Grand Duke;
- Meadowbrook Paving;
- Stockton Avenue Rd Pavement;
- Kimberly Subdivision;
- Ridgewood Paving;
- Fendt Avenue Paving;
- Westbrooke/Kendallwood Rd.

Water –

- Westmoreland-Harcourt
- Belfast Avenue Water
- Canfield Drive Water
- Springbrook Drive Water
- Ardmore Drive Watermain

Sewer –

- 10 MI Sewer Briarhill to Inkster
- Greencastle Subdivision

## Expenditures

FY 2012/13 expenditures reflect an appropriation for the City-at-large share of debt service on the Holly Hill Farms, Glenbrook, Springland and LaMuera Estates SAD Local Road Projects; preliminary engineering for new proposed special assessment projects that develop during FY 2013/14, as well as auditing fees. FY 2013/14 expenditures reflect an appropriation for the City-at-large share of debt service on the Holly Hill Farms, Glenbrook, Springland and LaMuera Estates SAD Local Road Projects; appropriations for the property owner's and City-at-large share of two new pending Local Road SAD's for Staman Acres and Stratton Hill, as well as auditing fees.

## Fund Balance

Fund balance is projected to increase to approximately \$1.9 million by June 30, 2013 and to decrease to approximately \$1.1 million by June 30, 2014.

## **Revolving Special Assessment Fund**

FUND NUMBER: 247

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>1,654,026</b>	<b>500,606</b>	<b>1,125,361</b>	<b>1,125,361</b>	<b>1,942,882</b>	<b>1,942,882</b>
<b>REVENUES</b>						
664 Interest Income	833	293	750	400	400	400
Total Revenues	833	293	750	400	400	400
<b>OTHER FINANCING SOURCES</b>						
Loan Paybacks from SAD's	325,245	517,035	517,035	503,474	490,174	490,174
Appropriations from SAD's	156,410	125,298	0	351,708	169,669	169,669
Contribution from SAD's	481,655	642,333	517,035	855,182	659,843	659,843
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>482,488</b>	<b>642,626</b>	<b>517,785</b>	<b>855,582</b>	<b>660,243</b>	<b>660,243</b>
<b>EXPENDITURES</b>						
482 Administration	1,394	1,425	1,500	1,395	1,410	1,410
Total Expenditures	1,394	1,425	1,500	1,395	1,410	1,410
<b>OTHER FINANCING USES</b>						
(482) Contribution to other funds:						
SAD Roads (813...)	1,310,000	0	0	0	1,120,000	1,120,000
Local Roads	308,520	16,446	30,000	19,368	263,320	263,320
General Debt Service	0	0	93,167	17,298	78,900	78,900
Water/Sewer	15,994	0	0	0	0	0
Total Other Financing Uses	1,634,514	16,446	123,167	36,666	1,462,220	1,462,220
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>1,635,908</b>	<b>17,871</b>	<b>124,667</b>	<b>38,061</b>	<b>1,463,630</b>	<b>1,463,630</b>
Excess Revenues over/(under)						
Expenditures and Other Financing Uses (1,153,420)	624,755	393,118	817,521	(803,387)	(803,387)	
<b>FUND BALANCE AT JUNE 30</b>	<b>500,606</b>	<b>1,125,361</b>	<b>1,518,479</b>	<b>1,942,882</b>	<b>1,139,495</b>	<b>1,139,495</b>

## COMPONENT UNITS

Component Units are legally separate entities for which the City is financially accountable. The Brownfield Redevelopment Authority Fund and Corridor Improvement Authority Fund are included in this group and are included in the City's government-wide financial statements.

	Corridor Improvement Authority Fund #242	Brownfield Redevelopment Authority Fund #243	Total Component Units
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>20</b>	<b>536,512</b>	<b>536,532</b>
<b>REVENUES</b>			
Property Taxes	0	260,909	<b>260,909</b>
Interest Income	50	300	<b>350</b>
<b>Total Revenues</b>	<b>50</b>	<b>261,209</b>	<b>261,259</b>
<b>EXPENDITURES</b>			
Legal Fees	5,000	0	<b>5,000</b>
Legal Notices	500	0	<b>500</b>
Audit Fees	1,000	1,000	<b>2,000</b>
Supplies	500	0	<b>500</b>
Building Demolition	0	250,000	<b>250,000</b>
Capital Outlay	0	380,000	<b>380,000</b>
Miscellaneous	500	0	<b>500</b>
Consultants	22,500	0	<b>22,500</b>
<b>Total Expenditures</b>	<b>30,000</b>	<b>631,000</b>	<b>661,000</b>
Revenues over/(under) Expenditures	(29,950)	(369,791)	<b>(399,741)</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In			
-from General Fund	30,000	0	<b>30,000</b>
Total Transfers In	30,000	0	<b>30,000</b>
Transfers Out			
-to General Fund	0	(9,000)	<b>(9,000)</b>
Total Transfers out	0	(9,000)	<b>(9,000)</b>
<b>Total Other Financing Sources and Uses</b>	<b>30,000</b>	<b>(9,000)</b>	<b>21,000</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	50	(378,791)	<b>(378,741)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>70</b>	<b>157,721</b>	<b>157,791</b>

## BROWNFIELD REDEVELOPMENT AUTHORITY FUND

The Brownfield Redevelopment Authority Fund is a Component Unit of the City created to facilitate the implementation of plans for the identification, treatment and revitalization of environmentally distressed areas within the City designated as Brownfield Redevelopment Zones.

### **Revenue**

Revenue is currently derived primarily from tax increments captured from incremental cumulative increases in taxable value applied to the operating millage rates of the various taxing units, exclusive of the Farmington Schools and State Education Tax, as shown below:

CITY OF FARMINGTON HILLS BROWNFIELD REDEVELOPMENT AUTHORITY TAX INCREMENT REVENUE		
	<u>FY 2012/13</u>	<u>FY 2013/14</u>
Captured Taxable Value	10,566,960	10,769,910
Property Taxes By Taxing Unit:		
City of Farmington Hills	130,508	133,015
Oakland County/HCMA	49,095	50,038
Oakland ISD	35,600	36,284
Oakland Community College	16,742	17,064
Farmington District Library	16,755	17,077
Oakland County PTA	6,235	6,354
Zoo Authority	1,057	1,077
<b>Total</b>	<b>255,992</b>	<b>260,909</b>

### **Expenditures**

Expenditures for FY 2012/13 reflect funds appropriated for a Methane Control System Restoration, Sewer Line Restoration, Park Maintenance Building Grade Restoration, the old ATG Site Environmental Study, an appropriation to the Site Remediation Revolving Loan sub-fund, as well as funds allocated for administrative/operating expenditures.

Expenditures for 2013/14 reflect funds appropriated for the Golf Course Cart Path Improvements (\$200,000), Parking Lot Improvements (\$30,000) and Pond Dredging (\$150,000); the Building Demolition at the old ATG property (\$250,000), and for administrative and operating expenditures.

### **Fund Balance**

Fund balance is projected to be \$536,512 at June 30, 2013 and \$157,721 at June 30, 2014.

## Brownfield Redevelopment Authority Fund

FUND NUMBER: 243

Acct. No. Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>108,046</b>	<b>508,926</b>	<b>705,703</b>	<b>705,703</b>	<b>536,512</b>	<b>536,512</b>
<b>REVENUES</b>						
403-001 Property Taxes	414,021	240,738	237,684	255,992	260,909	260,909
664-005 Interest Income	209	339	722	300	300	300
<b>TOTAL REVENUES</b>	<b>414,230</b>	<b>241,077</b>	<b>238,406</b>	<b>256,292</b>	<b>261,209</b>	<b>261,209</b>
<b>EXPENDITURES</b>						
801-002 Engineering Fees	0	0	0	32,687	0	0
801-012 Legal Fees	12,350	0	0	0	0	0
801-021 Audit Fees	1,000	975	1,000	1,000	1,000	1,000
801-087 Building Demolition	0	0	0	0	250,000	250,000
(970) Capital Outlay	0	34,325	0	85,000	380,000	380,000
<b>TOTAL EXPENDITURES</b>	<b>13,350</b>	<b>35,300</b>	<b>1,000</b>	<b>118,687</b>	<b>631,000</b>	<b>631,000</b>
<b>OTHER FINANCING USES</b>						
Transfer to General Fund	0	9,000	9,000	9,000	9,000	9,000
Site Remediation Revolving Loan Fund	0		335,243	297,796	0	0
Transfer Surplus Funds to Taxing Units	0	0	0	0	0	0
<b>TOTAL OTHER FINANCING USES</b>	<b>0</b>	<b>9,000</b>	<b>344,243</b>	<b>306,796</b>	<b>9,000</b>	<b>9,000</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>						
	<b>13,350</b>	<b>44,300</b>	<b>345,243</b>	<b>425,483</b>	<b>640,000</b>	<b>640,000</b>
Revenues Over/(Under) Expenditures	400,880	196,777	(106,837)	(169,191)	(378,791)	(378,791)
<b>FUND BALANCE AT JUNE 30</b>	<b>508,926</b>	<b>705,703</b>	<b>598,866</b>	<b>536,512</b>	<b>157,721</b>	<b>157,721</b>



## **CORRIDOR IMPROVEMENT AUTHORITY FUND**

The Corridor Improvement Authority Fund is a Component Unit of the City created to correct and prevent deterioration in business districts, encourage historic preservation, and promote economic growth. The Authority was created in collaboration with the City of Farmington in sharing a corridor to leverage investments by defraying some of the costs of redevelopment and sharing resources that can be invested in improvements. The Authority, among other things, can secure funding for improvement projects; acquire, improve and operate real property; and develop plans to protect the properties from deterioration and promote economic growth in the development area. These initiatives can serve to improve the aesthetics of the corridor by installing new landscaping, improving building façades and implementing design guidelines. The authority can also work to improve the function of the corridor by marketing and supporting corridor businesses, improving transportation systems, and improving wayfinding.

### **Revenue**

The City's General Fund is budgeted to appropriate \$30,000 of start-up or "seed" money for the Authority per year from FY 2012/13 through FY 2014/15. Over time, tax increments may be captured from incremental cumulative increases in taxable value applied to the operating millage rates of the various taxing units.

### **Expenditures**

Expenditures include supplies, legal notices, and professional service fees.

### **Fund Balance**

Fund balance is projected to be \$20 at June 30, 2013, and \$70 at June 30, 2014.

## Corridor Improvement Authority Fund

FUND NUMBER: 242

Acct. No.    Category and Line Item	2010/11 Actual	2011/12 Actual	2012/13 Budgeted	2012/13 Estimated	2013/14 Proposed	2013/14 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>
<b>REVENUES</b>						
664-005 Interest Income	0	0	225	20	50	50
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>225</b>	<b>20</b>	<b>50</b>	<b>50</b>
<b>OTHER FINANCING SOURCES</b>						
676-101 Transfer from General Fund	0	0	30,000	30,000	30,000	30,000
<b>TOTAL OTHER FINANCING SOURCE</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>0</b>	<b>0</b>	<b>30,225</b>	<b>30,020</b>	<b>30,050</b>	<b>30,050</b>
<b>EXPENDITURES</b>						
740-008 Supplies	0	0	2,000	0	500	500
801-004 Consultants	0	0	20,000	28,000	22,500	22,500
801-012 Legal Fees	0	0	5,000	500	5,000	5,000
801-014 Legal Notices	0	0	2,000	0	500	500
801-021 Audit Fees	0	0	1,000	1,000	1,000	1,000
996-003 Miscellaneous	0	0	0	500	500	500
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
Revenues & Other Sources Over/(Under)						
Expenditures	0	0	225	20	50	50
<b>FUND BALANCE AT JUNE 30</b>	<b>0</b>	<b>0</b>	<b>225</b>	<b>20</b>	<b>70</b>	<b>70</b>

## BUDGET RESOLUTION

WHEREAS, the appropriate City Officers have submitted to the City Manager an itemized estimate of expenditures for FY 2013/14 for the respective departments and/or activities under his/her direction; and,

WHEREAS, the City Manager has prepared a complete itemized budget proposal for FY 2013/14 including the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and the Component Units, and has submitted the same to the City Council pursuant to Article VI of the City Charter; and,

WHEREAS, a Public Hearing was held on the combined budgets for FY 2013/14 on June 10, 2013 and the property tax millage rate to be levied to support the FY 2013/14 budget; and,

WHEREAS, an appropriate public notice was published on May 30 and June 2, 2013, notifying citizens of the Public Hearing on the proposed FY 2013/14 Budget and the proposed property tax levy to support these budgets and the City Council's intention to adopt the budgets and establish the property tax rates on June 10, 2013 after the Public Hearing; and,

WHEREAS, all necessary proceedings have been taken by the City of Farmington Hills, Oakland County, Michigan, for the adoption of its Budget for the FY 2013/14;

THEREFORE, be it resolved by the City Council as follows:

- 1) That the City Council for the City of Farmington Hills hereby adopts the General Fund Budget for FY 2013/14 in the aggregate amount of \$50,798,886 for expenditures and transfers-out funded by \$51,834,227 in revenues and transfers-in.
- 2) That the City Council for the City of Farmington Hills hereby appropriates the sum of \$50,798,886 in expenditures and transfers-out for FY 2013/14 for General Fund purposes on a departmental and activity total basis as follows:

<u>GENERAL FUND</u>	
Boards & Commissions	\$2,648,391
General Government	10,367,156
Public Safety	18,346,771
Planning & Community Development	1,483,870
Public Services	7,276,083
Special Services	6,853,000
Operating Transfers Out	3,823,615
Total Expenditures + Transfers-out	<u>\$50,798,886</u>

- 3) That the City of Farmington Hills shall levy 6.7084 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2013/14 for general operating purposes.
- 4) That the City of Farmington Hills shall levy 0.6313 mills ad valorem tax on the

Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2013/14 for general debt service requirements (all 0.6313 mills are from within the City Charter Limit) and to adopt the 2013/14 Debt Service Fund Budgets schedule as attached below.

- 5) That the City of Farmington Hills shall levy 1.1045 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2013/14 for Capital Improvements of which 0.4882 mills will be dedicated to Parks Development as approved by voters in November 2007 and to adopt the 2013/14 Capital Improvement Fund Budget and Parks & Recreation Capital Development Funds Budget as attached below.
- 6) That the City of Farmington Hills shall levy 3.1764 mills ad valorem (1.4764 mills approved by the electorate for 10 years on November 4, 2003 and 1.7000 mills approved by the electorate for 10 years on November 8, 2011) on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for the FY 2013/14 for the purposes of public safety.
- 7) That the City of Farmington Hills shall levy 0.7168 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2013/14 for refuse removal and disposal.
- 8) That the City of Farmington Hills shall levy 0.0164 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2013/14 for economic development and public information.
- 9) That of the City of Farmington Hills shall levy a total of 12.3538 mills ad valorem on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for FY 2013/14.
- 10) That the City of Farmington Hills estimates General Fund Revenues and transfers-in for the FY 2013/14 to total \$51,834,227, as follows:

<u>GENERAL FUND</u>	
Property Taxes	\$28,070,980
Business Licenses & Permits	20,065
Other Licenses & Permits	1,011,636
Grants	685,132
State Shared Revenues	6,292,579
Fees	4,849,431
Sales	518,700
Fines & Forfeitures	1,998,083
Interest Earnings	110,000
Recreation User Charges	4,665,456
Other Revenue	2,195,315
Operating Transfers In	1,416,850
Total Revenue + Transfers-in	<u>\$51,834,227</u>

- 11) That the City of Farmington Hills adopts the Special Revenue Funds Budgets for

the FY 2013/14 as follows:

<b>SPECIAL REVENUE FUNDS SUMMARY</b>
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	Total Infrastructure Funds	Total Recreation Funds	Public Safety Funds	C.D.B.G Fund #275	Total Special Revenue Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>4,476,129</b>	<b>681,532</b>	<b>3,311,807</b>	<b>0</b>	<b>8,469,468</b>
<b>REVENUES</b>					
Property Taxes	0	1,474,970	9,596,672	0	11,071,642
Intergovernmental	6,651,847	267,699	0	344,500	7,264,046
Interest Income	195,289	3,000	10,000	0	208,289
Special Assessments	692,466	0	0	0	692,466
Miscellaneous	1,000	137,601	0	35,000	173,601
<b>Total Revenues</b>	<b>7,540,602</b>	<b>1,883,270</b>	<b>9,606,672</b>	<b>379,500</b>	<b>19,410,044</b>
<b>EXPENDITURES</b>					
Highways & Streets	11,714,788	0	0	0	11,714,788
Public Safety	0	0	10,424,661	0	10,424,661
Debt Service	408,651	0	0	0	408,651
Land Acquisition, Capital Improvements and Other	33,300	557,000	1,200	379,500	971,000
<b>Total Expenditures</b>	<b>12,156,739</b>	<b>557,000</b>	<b>10,425,861</b>	<b>379,500</b>	<b>23,519,100</b>
Revenues over/(under) Expenditures	(4,616,137)	1,326,270	(819,190)	0	(4,109,056)
<b>OTHER FINANCING SOURCES AND USES</b>					
Bond Proceeds	2,900,000	0	0	0	2,900,000
Transfers In	4,971,264	0	0	0	4,971,264
Transfers Out	(4,247,787)	(1,557,850)	0	0	(5,805,637)
<b>Total</b>	<b>3,623,477</b>	<b>(1,557,850)</b>	<b>0</b>	<b>0</b>	<b>2,065,627</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(992,660)	(231,580)	(819,190)	0	(2,043,429)
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>3,483,469</b>	<b>449,952</b>	<b>2,492,617</b>	<b>0</b>	<b>6,426,038</b>

<b>SPECIAL REVENUE FUNDS INFRASTRUCTURE FUNDS SUMMARY</b>
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	Major Roads Fund #202	Local Roads Fund #203	Special Assessment Fund #813/883	Deferred Special Assessment Fund #255	Total Infrastructure Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>2,527,903</b>	<b>469,224</b>	<b>1,426,329</b>	<b>52,673</b>	<b>4,476,129</b>
<b>REVENUES</b>					
Intergovernmental	5,152,260	1,499,587	0	0	<b>6,651,847</b>
Interest Income	1,600	500	193,164	25	<b>195,289</b>
Special Assessments	0	0	692,466	0	<b>692,466</b>
Miscellaneous	1,000	0	0	0	<b>1,000</b>
<b>Total Revenues</b>	<b>5,154,860</b>	<b>1,500,087</b>	<b>885,630</b>	<b>25</b>	<b>7,540,602</b>
<b>EXPENDITURES</b>					
Highways & Streets	5,689,955	6,024,833	0	0	<b>11,714,788</b>
Public Safety	0	0	0	0	<b>0</b>
Debt Service	0	0	408,651	0	<b>408,651</b>
Land Acquisition, Capital Improvements and Other	0	0	33,000	300	<b>33,300</b>
<b>Total Expenditures</b>	<b>5,689,955</b>	<b>6,024,833</b>	<b>441,651</b>	<b>300</b>	<b>12,156,739</b>
Revenues over/(under) Expenditures	(535,095)	(4,524,746)	443,979	(275)	<b>(4,616,137)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Bond Proceeds	0	695,336	2,204,664	0	<b>2,900,000</b>
Transfers In	0	3,851,264	1,120,000	0	<b>4,971,264</b>
Transfers Out	(450,000)	0	(3,797,787)	0	<b>(4,247,787)</b>
	(450,000)	4,546,600	(473,123)	0	<b>3,623,477</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(985,095)	21,854	(29,144)	(275)	<b>(992,660)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>1,542,808</b>	<b>491,078</b>	<b>1,397,185</b>	<b>52,398</b>	<b>3,483,469</b>

<b>SPECIAL REVENUE FUNDS RECREATION FUNDS SUMMARY</b>
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	Nutrition Fund #281	Parks & Recreation Millage Fund #410	Total Recreation Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>0</b>	<b>681,532</b>	<b>681,532</b>
<b>REVENUES</b>			
Property Taxes	0	1,474,970	<b>1,474,970</b>
Intergovernmental	267,699	0	<b>267,699</b>
Interest Income	0	3,000	<b>3,000</b>
Miscellaneous	137,601	0	<b>137,601</b>
<b>Total Revenues</b>	<b>405,300</b>	<b>1,477,970</b>	<b>1,883,270</b>
<b>EXPENDITURES</b>			
Land Acquisition, Capital Improvements and Other	405,300	151,700	<b>557,000</b>
<b>Total Expenditures</b>	<b>405,300</b>	<b>151,700</b>	<b>557,000</b>
Revenues over/(under) Expenditures	0	1,326,270	<b>1,326,270</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers Out	0	(1,557,850)	<b>(1,557,850)</b>
Total	0	(1,557,850)	<b>(1,557,850)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(231,580)	<b>(231,580)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>0</b>	<b>449,952</b>	<b>449,952</b>

<b>SPECIAL REVENUE FUNDS</b> <b>PUBLIC SAFETY FUNDS SUMMARY</b>
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	Public Safety Fund #205	Federal Forfeiture Fund #213	State Forfeiture Fund #214	<b>Total Public Safety Funds</b>
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>2,384,745</b>	<b>814,908</b>	<b>112,154</b>	<b>3,311,807</b>
<b>REVENUES</b>				
Property Taxes	9,596,672	0	0	<b>9,596,672</b>
Interest Income	10,000	0	0	<b>10,000</b>
<b>Total Revenues</b>	<b>9,606,672</b>	<b>0</b>	<b>0</b>	<b>9,606,672</b>
<b>EXPENDITURES</b>				
Public Safety	9,744,161	655,000	25,500	<b>10,424,661</b>
Land Acquisition, Capital Improvements and Other	1,200	0	0	<b>1,200</b>
<b>Total Expenditures</b>	<b>9,745,361</b>	<b>655,000</b>	<b>25,500</b>	<b>10,425,861</b>
Revenues over/(under) Expenditures	(138,690)	(655,000)	(25,500)	<b>(819,190)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(138,690)	(655,000)	(25,500)	<b>(819,190)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>2,246,055</b>	<b>159,908</b>	<b>86,654</b>	<b>2,492,617</b>



- 12) That the City of Farmington Hills adopts the 2013/14 Debt Service Fund Budgets as follows:

<b>DEBT SERVICE FUNDS SUMMARY</b>
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	General Debt Service Fund #301	Building Authority Debt Fund #662	Total Debt Service Funds
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>0</b>	<b>2,936</b>	<b>2,936</b>
<b>REVENUES</b>			
Interest income	800	100	900
Intergovernmental Revenues	258,020	0	258,020
<b>Total Revenues</b>	<b>258,820</b>	<b>100</b>	<b>258,920</b>
<b>EXPENDITURES</b>			
Bond principal payments	902,784	890,000	1,792,784
Interest and fiscal charges	281,959	333,645	615,604
Miscellaneous	1,075	975	2,050
<b>Total Expenditures</b>	<b>1,185,818</b>	<b>1,224,620</b>	<b>2,410,438</b>
Revenues over/(under) Expenditures	<b>(926,998)</b>	<b>(1,224,520)</b>	<b>(2,151,518)</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In			
-from General Fund	1,919,682	0	1,919,682
-SAD Revolving Fund	78,900	0	78,900
-from General Debt Fund	0	1,221,584	1,221,584
-from Park Millage Fund	150,000	0	150,000
<b>Total Transfers In</b>	<b>2,148,582</b>	<b>1,221,584</b>	<b>3,370,166</b>
Transfers Out			
- to Building Authority	(1,221,584)	0	(1,221,584)
<b>Total Transfers out</b>	<b>(1,221,584)</b>	<b>0</b>	<b>(1,221,584)</b>
<b>Total Other Financing Sources and Uses</b>	<b>926,998</b>	<b>1,221,584</b>	<b>2,148,582</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(2,936)	(2,936)
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 13) That the City of Farmington Hills adopts the 2013/14 Capital Projects Fund Budgets as follows:

## CAPITAL PROJECT FUNDS SUMMARY

	Capital Improvement Fund #404	Golf Course Capital Improv. Fund #412	Revolving Special Assessment Fund #247	<b>Total Capital Project Funds</b>
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>2,159,969</b>	<b>30,759</b>	<b>1,942,882</b>	<b>4,133,610</b>
<b>REVENUES</b>				
Sales, Fees & Other	34,000	33,000	0	<b>67,000</b>
Interest income	3,000	90	400	<b>3,490</b>
<b>Total Revenues</b>	<b>37,000</b>	<b>33,090</b>	<b>400</b>	<b>70,490</b>
<b>EXPENDITURES</b>				
Public Facilities	1,130,000	0	0	<b>1,130,000</b>
Drainage	650,000	0	0	<b>650,000</b>
Side Walk	305,000	0	0	<b>305,000</b>
Equipment	1,829,000	25,000	0	<b>1,854,000</b>
Administration & Misc.	1,950	200	1,410	<b>3,560</b>
<b>Total Expenditures</b>	<b>3,915,950</b>	<b>25,200</b>	<b>1,410</b>	<b>3,942,560</b>
Revenues over/(under) Expenditures	(3,878,950)	7,890	(1,010)	<b>(3,872,070)</b>
<b>OTHER FINANCING SOURCES AND USES</b>				
Transfer in from SAD's	0	0	659,843	<b>659,843</b>
Transfer in from General Fund	1,843,981	29,952	0	<b>1,873,933</b>
Transfer out	0	0	(1,462,220)	<b>(1,462,220)</b>
<b>Total Other Financing Sources and Uses</b>	<b>1,843,981</b>	<b>29,952</b>	<b>(802,377)</b>	<b>1,071,556</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(2,034,969)	37,842	(803,387)	<b>(2,800,514)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>125,000</b>	<b>68,601</b>	<b>1,139,495</b>	<b>1,333,096</b>

- 14) That the City of Farmington Hills adopts the 2013/14 Component Unit Fund Budgets as follows:

<b>COMPONENT UNIT FUNDS SUMMARY</b>
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	Corridor Improvement Authority Fund #242	Brownfield Redevelopment Authority Fund #243	Total Component Units
<b>FUND BALANCE AT JULY 1, 2013</b>	<b>20</b>	<b>536,512</b>	<b>536,532</b>
<b>REVENUES</b>			
Property Taxes	0	260,909	<b>260,909</b>
Interest Income	50	300	<b>350</b>
<b>Total Revenues</b>	<b>50</b>	<b>261,209</b>	<b>261,259</b>
<b>EXPENDITURES</b>			
Legal Fees	5,000	0	<b>5,000</b>
Legal Notices	500	0	<b>500</b>
Audit Fees	1,000	1,000	<b>2,000</b>
Supplies	500	0	<b>500</b>
Building Demolition	0	250,000	<b>250,000</b>
Capital Outlay	0	380,000	<b>380,000</b>
Miscellaneous	500	0	<b>500</b>
Consultants	22,500	0	<b>22,500</b>
<b>Total Expenditures</b>	<b>30,000</b>	<b>631,000</b>	<b>661,000</b>
Revenues over/(under) Expenditures	(29,950)	(369,791)	<b>(399,741)</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In			
-from General Fund	30,000	0	<b>30,000</b>
Total Transfers In	30,000	0	<b>30,000</b>
Transfers Out			
-to General Fund	0	(9,000)	<b>(9,000)</b>
Total Transfers out	0	(9,000)	<b>(9,000)</b>
<b>Total Other Financing Sources and Uses</b>	<b>30,000</b>	<b>(9,000)</b>	<b>21,000</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	50	(378,791)	<b>(378,741)</b>
<b>FUND BALANCE AT JUNE 30, 2014</b>	<b>70</b>	<b>157,721</b>	<b>157,791</b>

- 15) That the City Council hereby authorizes the City Manager to make budgetary transfers within the appropriation centers established through the budget and that all transfers between appropriation centers may be made only by further action by the City Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.

- 16) That the FY 2013/14 Budgets of the General Fund, Special Revenue Funds and Capital Projects Funds shall be automatically amended on July 1, 2013 to re-appropriate fund balances for certain outstanding encumbrances and/or available capital project budget balances at June 30, 2013, as authorized by the City Manager.
- 17) That the City Council hereby authorizes the City Manager to assign all General Fund – unassigned fund balance in excess of 20% of General Fund expenditures at June 30, 2013 for future City budget amendment appropriations, which may be made only by further action by the City Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.
- 18) That the FY 2012/13 departmental and activity budget amounts for the General Fund be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2013/14, as may be updated by the Finance Director:

**GENERAL FUND**

Revenues

Property Taxes	\$28,413,811
Business Licenses & Permits	25,452
Other Licenses & Permits	1,209,721
Grants	596,190
State Shared Revenues	6,229,951
Fees	4,818,416
Sales	574,746
Fines & Forfeitures	1,978,300
Interest Earnings	100,000
Recreation User Charges	4,415,749
Other Revenue	2,207,051
Operating Transfers In	1,516,850
Total Revenue + Transfers-in	<u><u>\$52,086,237</u></u>

Expenditures

Boards & Commissions	\$2,741,525
General Government	8,387,982
Public Safety	18,905,094
Planning & Community Development	1,752,280
Public Services	7,593,737
Special Services	7,328,980
Operating Transfers Out	4,121,412
Total Expenditures + Transfers-out	<u><u>\$50,831,010</u></u>

- 19) That the FY 2012/13 Special Revenue Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2013/14, as may be updated by the Finance Director:

## SPECIAL REVENUE FUNDS

	Total Infrastructur Funds	Total Recreation Funds	Public Safety Funds	C.D.B.G Fund #275	Total Special Revenue Funds
<b>FUND BALANCE AT JULY 1, 2012</b>	<b>4,304,241</b>	<b>1,047,427</b>	<b>2,408,183</b>	<b>0</b>	<b>7,759,851</b>
<b>REVENUES</b>					
Property Taxes	0	1,483,955	9,655,128	0	<b>11,139,083</b>
Intergovernmental	6,386,591	276,663	290,000	571,550	<b>7,524,804</b>
Interest Income	199,195	3,000	11,150	0	<b>213,345</b>
Special Assessments	753,011		0	0	<b>753,011</b>
Miscellaneous	1,000	129,252	0	35,000	<b>165,252</b>
<b>Total Revenues</b>	<b>7,339,797</b>	<b>1,892,870</b>	<b>9,956,278</b>	<b>606,550</b>	<b>19,795,495</b>
<b>EXPENDITURES</b>					
Highways & Streets	10,355,068	0	9,051,454	0	<b>19,406,522</b>
Public Safety	0	0	0	0	<b>0</b>
Debt Service	283,394	0	0	0	<b>283,394</b>
Land Acquisition, Capital Improvements and Other	32,681	600,915	1,200	386,550	<b>1,021,346</b>
<b>Total Expenditures</b>	<b>10,671,143</b>	<b>600,915</b>	<b>9,052,654</b>	<b>386,550</b>	<b>20,711,262</b>
Revenues over/(under) Expenditures	(3,331,346)	1,291,955	903,624	220,000	<b>(915,767)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Bond Proceeds	3,084,672	0	0	0	<b>3,084,672</b>
Transfers In	3,457,571	0	0	0	<b>3,457,571</b>
Transfers Out	(3,039,009)	(1,657,850)	0	(220,000)	<b>(4,916,859)</b>
<b>Total</b>	<b>3,503,234</b>	<b>(1,657,850)</b>	<b>0</b>	<b>(220,000)</b>	<b>1,625,384</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	171,888	(365,895)	903,624	0	<b>709,617</b>
<b>FUND BALANCE AT JUNE 30, 2013</b>	<b>4,476,129</b>	<b>681,532</b>	<b>3,311,807</b>	<b>0</b>	<b>8,469,468</b>

<b>SPECIAL REVENUE FUNDS INFRASTRUCTURE FUNDS SUMMARY</b>
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	Major Roads Fund #202	Local Roads Fund #203	Special Assessment Fund #813/883	Deferred Special Assessment Fund #255	Total Infrastructure Funds
<b>FUND BALANCE AT JULY 1, 2012</b>	<b>2,833,635</b>	<b>506,801</b>	<b>910,852</b>	<b>52,953</b>	<b>4,304,241</b>
<b>REVENUES</b>					
Intergovernmental	4,909,122	1,477,469	0	0	<b>6,386,591</b>
Interest Income	1,500	425	197,250	20	<b>199,195</b>
Special Assessments	0	0	753,011	0	<b>753,011</b>
Miscellaneous	1,000	0	0	0	<b>1,000</b>
<b>Total Revenues</b>	<b>4,911,622</b>	<b>1,477,894</b>	<b>950,261</b>	<b>20</b>	<b>7,339,797</b>
<b>EXPENDITURES</b>					
Highways & Streets	6,021,730	4,333,338	0	0	<b>10,355,068</b>
Public Safety	0	0	0	0	<b>0</b>
Debt Service	0	0	283,394	0	<b>283,394</b>
Land Acquisition, Capital Improvements and Other	0	0	32,381	300	<b>32,681</b>
<b>Total Expenditures</b>	<b>6,021,730</b>	<b>4,333,338</b>	<b>315,775</b>	<b>300</b>	<b>10,671,143</b>
Revenues over/(under) Expenditures	(1,110,108)	(2,855,444)	634,486	(280)	<b>(3,331,346)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Bond Proceeds	0	614,672	2,470,000	0	<b>3,084,672</b>
Transfers In	1,254,376	2,203,195	0	0	<b>3,457,571</b>
Transfers Out	(450,000)	0	(2,589,009)	0	<b>(3,039,009)</b>
	804,376	2,817,867	(119,009)	0	<b>3,503,234</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(305,732)	(37,577)	515,477	(280)	<b>171,888</b>
<b>FUND BALANCE AT JUNE 30, 2013</b>	<b>2,527,903</b>	<b>469,224</b>	<b>1,426,329</b>	<b>52,673</b>	<b>4,476,129</b>

<b>SPECIAL REVENUE FUNDS RECREATION FUNDS SUMMARY</b>
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	Nutrition Fund #281	Parks & Recreation Millage Fund #410	<b>Total Recreation Funds</b>
<b>FUND BALANCE AT JULY 1, 2012</b>	<b>0</b>	<b>1,047,427</b>	<b>1,047,427</b>
<b>REVENUES</b>			
Property Taxes	0	1,483,955	<b>1,483,955</b>
Intergovernmental	276,663	0	<b>276,663</b>
Interest Income	0	3,000	<b>3,000</b>
Miscellaneous	129,252	0	<b>129,252</b>
<b>Total Revenues</b>	<b>405,915</b>	<b>1,486,955</b>	<b>1,892,870</b>
<b>EXPENDITURES</b>			
Land Acquisition, Capital Improvements and Other	405,915	195,000	<b>600,915</b>
<b>Total Expenditures</b>	<b>405,915</b>	<b>195,000</b>	<b>600,915</b>
Revenues over/(under) Expenditures	0	1,291,955	<b>1,291,955</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers Out	0	(1,657,850)	<b>(1,657,850)</b>
<b>Total</b>	<b>0</b>	<b>(1,657,850)</b>	<b>(1,657,850)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(365,895)	<b>(365,895)</b>
<b>FUND BALANCE AT JUNE 30, 2013</b>	<b>0</b>	<b>681,532</b>	<b>681,532</b>

<b>SPECIAL REVENUE FUNDS PUBLIC SAFETY FUNDS SUMMARY</b>
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	Public Safety Fund #205	Federal Forfeiture Fund #213	State Forfeiture Fund #214	<b>Total Public Safety Funds</b>
<b>FUND BALANCE AT JULY 1, 2012</b>	<b>1,170,641</b>	<b>810,832</b>	<b>426,710</b>	<b>2,408,183</b>
<b>REVENUES</b>				
Property Taxes	9,655,128	0	0	<b>9,655,128</b>
Intergovernmental	0	160,000	130,000	<b>290,000</b>
Interest Income	10,000	1,000	150	<b>11,150</b>
<b>Total Revenues</b>	<b>9,665,128</b>	<b>161,000</b>	<b>130,150</b>	<b>9,956,278</b>
<b>EXPENDITURES</b>				
Public Safety	8,449,824	156,924	444,706	<b>9,051,454</b>
Land Acquisition, Capital Improvements and Other	1,200	0	0	<b>1,200</b>
<b>Total Expenditures</b>	<b>8,451,024</b>	<b>156,924</b>	<b>444,706</b>	<b>9,052,654</b>
Revenues over/(under) Expenditures	1,214,104	4,076	(314,556)	<b>903,624</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	1,214,104	4,076	(314,556)	<b>903,624</b>
<b>FUND BALANCE AT JUNE 30, 2013</b>	<b>2,384,745</b>	<b>814,908</b>	<b>112,154</b>	<b>3,311,807</b>



20) That the FY 2012/13 Debt Service Fund Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2013/14, as may be updated by the Finance Director:

<b>DEBT SERVICE FUNDS SUMMARY</b>
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	General Debt Service Fund #301	Building Authority Debt Fund #662	Total Debt Service Funds
<b>FUND BALANCE AT JULY 1, 2012</b>	<b>22,255</b>	<b>164,589</b>	<b>186,844</b>
<b>REVENUES</b>			
Interest income	800	108	<b>908</b>
Intergovernmental Revenues	234,567	0	<b>234,567</b>
<b>Total Revenues</b>	<b>235,367</b>	<b>108</b>	<b>235,475</b>
<b>EXPENDITURES</b>			
Bond principal payments	811,621	780,000	<b>1,591,621</b>
Interest and fiscal charges	379,858	366,530	<b>746,388</b>
Miscellaneous	1,075	975	<b>2,050</b>
<b>Total Expenditures</b>	<b>1,192,554</b>	<b>1,147,505</b>	<b>2,340,059</b>
Revenues over/(under) Expenditures	<b>(957,187)</b>	<b>(1,147,397)</b>	<b>(2,104,584)</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In			
-from General Fund	1,753,378	0	<b>1,753,378</b>
-SAD Revolving Fund	17,298	0	<b>17,298</b>
-from General Debt Fund	0	985,744	<b>985,744</b>
-from Park Millage Fund	150,000	0	<b>150,000</b>
<b>Total Transfers In</b>	<b>1,920,676</b>	<b>985,744</b>	<b>2,906,420</b>
Transfers Out			
- to Building Authority	(985,744)	0	(985,744)
<b>Total Transfers out</b>	<b>(985,744)</b>	<b>0</b>	<b>(985,744)</b>
<b>Total Other Financing Sources and Uses</b>	<b>934,933</b>	<b>985,744</b>	<b>1,920,677</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(22,255)	(161,653)	<b>(183,908)</b>
<b>FUND BALANCE AT JUNE 30, 2013</b>	<b>0</b>	<b>2,936</b>	<b>2,936</b>

21) That the FY 2012/13 Capital Projects Fund Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2013/14, as may be updated by the Finance Director:

## CAPITAL PROJECT FUNDS SUMMARY

	Capital Improvement Fund #404	Golf Course Capital Improv. Fund #412	Revolving Special Assessment Fund #247	<b>Total Capital Project Funds</b>
<b>FUND BALANCE AT JULY 1, 2012</b>	<b>3,696,544</b>	<b>48,869</b>	<b>1,125,361</b>	<b>4,870,774</b>
<b>REVENUES</b>				
Sales, Fees & Other	25,206	33,000	0	<b>58,206</b>
Interest income	2,700	90	400	<b>3,190</b>
<b>Total Revenues</b>	<b>27,906</b>	<b>33,090</b>	<b>400</b>	<b>61,396</b>
<b>EXPENDITURES</b>				
Public Facilities	890,284	0	0	<b>890,284</b>
Drainage	865,000	0	0	<b>865,000</b>
Side Walk	475,303	0	0	<b>475,303</b>
Equipment	2,238,524	51,000	0	<b>2,289,524</b>
Administration & Misc.	8,171	200	1,395	<b>9,766</b>
<b>Total Expenditures</b>	<b>4,477,282</b>	<b>51,200</b>	<b>1,395</b>	<b>4,529,877</b>
Revenues over/(under)				
Expenditures	(4,449,376)	(18,110)	(995)	<b>(4,468,481)</b>
<b>OTHER FINANCING SOURCES AND USES</b>				
Bond Proceeds	355,328	0	0	<b>355,328</b>
Transfer in from CDBG	219,439	0	0	<b>219,439</b>
Transfer in from SAD's	0	0	855,182	<b>855,182</b>
Transfer in from General Fund	2,338,034	0	0	<b>2,338,034</b>
Transfer out	0	0	(36,666)	<b>(36,666)</b>
<b>Total Other Financing Sources and Uses</b>	<b>2,912,801</b>	<b>0</b>	<b>818,516</b>	<b>3,156,550</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(1,536,575)	(18,110)	817,521	<b>(737,164)</b>
<b>FUND BALANCE AT JUNE 30, 2013</b>	<b>2,159,969</b>	<b>30,759</b>	<b>1,942,882</b>	<b>4,133,610</b>

22) That the FY 2012/13 Component Units Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2013/14, as may be updated by the Finance Director:

## COMPONENT UNITS SUMMARY

	Corridor Improvement Authority Fund #242	Brownfield Redevelopment Authority Fund #243	Total Component Units
<b>FUND BALANCE AT JULY 1, 2012</b>	<b>0</b>	<b>705,703</b>	<b>705,703</b>
<b>REVENUES</b>			
Property Taxes	0	255,992	255,992
Interest Income	20	300	320
<b>Total Revenues</b>	<b>20</b>	<b>256,292</b>	<b>256,312</b>
<b>EXPENDITURES</b>			
Legal Fees	500	0	500
Engineering Fees	0	32,687	32,687
Audit Fees	1,000	1,000	2,000
Supplies	0	0	0
Building Demolition	0	0	0
Capital Outlay	0	85,000	85,000
Miscellaneous	500	0	500
Consultants	28,000	0	28,000
<b>Total Expenditures</b>	<b>30,000</b>	<b>118,687</b>	<b>148,687</b>
Revenues over/(under) Expenditures	(29,980)	137,605	107,625
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In			
-from General Fund	30,000	0	30,000
Total Transfers In	30,000	0	30,000
Transfers Out			
-tp General Fund	0	(9,000)	(9,000)
Site Remediation Revolving Loan Fund	0	(297,796)	(297,796)
Total Transfers out	0	(306,796)	(306,796)
<b>Total Other Financing Sources and Uses</b>	<b>30,000</b>	<b>(306,796)</b>	<b>(276,796)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	20	(169,191)	(169,171)
<b>FUND BALANCE AT JUNE 30, 2013</b>	<b>20</b>	<b>536,512</b>	<b>536,532</b>

## **WATER & SEWER FUND**

### **MISSION STATEMENT:**

Provide an uninterrupted supply of clean, safe and clear water to its customers in sufficient amount to meet their needs and demands throughout the entire year. Provide for the collection, treatment and proper discharge of domestic, commercial and industrial wastewater in accordance with the State of Michigan National Pollutants Discharge Elimination System (NPDES) Discharge Permit and United States Environmental Protection Agency regulations.

The Water and Sewer Fund accounts for the operational, capital and related debt service activity of water distribution and sanitary sewage collection systems in the City, which are supplied by the Detroit Water and Sewerage Department (DWSD); and operated, maintained and administered by the Oakland County Water Resources Commission (WRC). The costs of providing utility services to the general public on a continuing basis are financed or recovered primarily through user charges and/or capital contributions.

The Water and Sewer Funds distinguish between current and non-current assets and liabilities. The measure of Working Capital (i.e., current assets less current liabilities) reflects the relatively liquid portion of total Water and Sewer Fund capital, which constitutes a margin or buffer for meeting obligations. It is essential that the City maintain an adequate level of Working Capital in its Water and Sewer Funds to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenses) and to ensure stable services and fees. Working capital is a crucial consideration, too, in long-term financial planning. Credit rating agencies consider the availability of working capital in their evaluations of continued creditworthiness. Likewise, relevant laws and regulations look to appropriate levels of working capital for Water and Sewer Funds.

The Government Finance Officers Association (GFOA) recommends that under no circumstances should the target for working capital be less than forty-five (45) days worth of annual operating expenses and other working capital needs of the utility funds. In order to arrive at a customized target amount of working capital for the City we reviewed the following characteristics of the Water & Sewer Fund:

- Support from general government.
- Transfers out.
- Cash cycles.
- Customer concentration.
- Demand for services.
- Control over rates and revenues.
- Asset age and condition.

- Volatility of expenses.
- Control over expenses.
- Management plans for working capital.
- Separate targets for operating and capital needs.
- Debt position.

Based on a review of the above characteristics of the Water and Sewer Fund, we have targeted to have a Water and Sewer Fund Working Capital balance of no less than 25% of total expenses and transfers-out, exclusive of depreciation, a non-cash item. In this context, a target working capital balance equal to approximately one quarter of the fiscal year's cash based expenses, provides a reasonable cushion to pay for ongoing expenses in the event of revenue shortfalls, or emergencies requiring unexpected outlays of cash.

The WRC bills approximately 22,700 City water customers and approximately 22,400 City sewer customers on a quarterly basis. Average annual water consumption per water customer is 17 thousand cubic feet (mcf) and the average annual sewage treatment is 16 mcf. There are approximately 472 miles of water main and over 5,100 fire hydrants in the City. There are approximately 329 miles of sanitary sewer main in the City.

With the exception of some Interest Earnings on City investments, virtually all other funding sources (revenue/capital contributions) are generated by WRC utility billings fee collections. Annually, Water and Sewer User Fee Rates for City customers are developed by the WRC, with input and assistance from City staff, and then subsequently recommended to the City Council for adoption.

With the exception of some City Administrative, Accounting and Engineering Labor Costs, as well as utility contributions associated with City Road Projects and loans to the Employees' Retirement System, virtually all other funding uses (expenses/ capital assets) are paid by the WRC.

**FY 12/13 YEAR-END PROJECTION vs. FY 11/12 ACTUAL -**

- Total Revenue is projected to increase by approximately \$854,000 or 3% from the previous year, primarily due to water and sewer rate increases during the year. Capital Contributions are projected to increase by approximately \$7,030,000 from the previous year, primarily due to a \$6.8 million bond issuance borrowing for Phase 1 of the Water Tower project.
- Total Expenses are projected to increase by approximately \$1,367,000 or 5% from the previous year, which includes approximately \$113,000 in new interest expense on the County issued bonds for the new Water Tower. Transfers-out to Other Funds is projected to increase by approximately \$1.2 million due to an appropriation to the Major Road Fund for the Independence Avenue project. Capital Assets are projected to increase by approximately \$8,541,000 from the previous year, primarily due to approximately \$6.8 million for Phase 1 of the Water Tower project.
- The impact from above, results in a projected \$2,378,680 decrease in Working Capital to \$59,471,303 at June 30, 2013, which is 225% of total projected expenses and transfers-out (less depreciation) for FY 12/13. This is well above the Working Capital Minimum Target of 25% of Total Expenses plus Transfers-out, less Depreciation.

**FY 13/14 PROPOSED FINANCIAL PLAN vs. FY 12/13 YEAR-END PROJECTION -**

- Total Revenue is projected to increase by approximately \$871,000 or 3% from the previous year, primarily due to projected water and sewer rate increase during the year. Capital Contributions are projected to decrease by approximately \$590,000 from the previous year, due to a lower County bond issue for Phase 2 of the Water Tower project.
- Total Expenses are projected to increase by approximately \$906,000 or 3% from the previous year, based on historical trends in all expense classifications. Transfers-out to Other Funds is projected to increase by approximately \$2.2 million due to an approximate \$3.5 million appropriation to the Employees' Retirement System in the form of an inter-fund loan to be paid back over time by the General Fund beginning in FY 2014/15. Capital Assets which are projected to decrease by approximately \$2.6 million from the previous year includes \$6,200,000 for Phase 2 of the Water Tower Project, \$1,000,000 for Watermain Replacements, \$500,000 for the Sanitary Sewer Rehabilitation Program, and \$100,000 for Miscellaneous Upgrades to the Water System.
- The impact from above, results in a projected \$2,519,647 decrease in Working Capital to \$56,951,656 at June 30, 2014, which is 193% of total projected expenses and transfers-out (less depreciation) for FY 13/14. This is well above the Working Capital Minimum Target of 25% of Total Expenses plus Transfers-out, less Depreciation. However, it is important to note that the CIP includes over \$64 million in Capital Projects in the out-years, of which some can be funded on a pay-as-you-go basis, while other Big Projects, like the Middlebelt Storage Tunnel Project would be funded through a County borrowing paid back over the term of the loan.

**CITY OF FARMINGTON HILLS FINANCIAL SUMMARY WATER & SEWER FUND**

	ACTUAL	ACTUAL	YEAR-END PROJECTION	PROPOSED BUDGET
	<u>FY 2010/11</u>	<u>FY 2011/12</u>	<u>FY 2012/13</u>	<u>FY 2013/14</u>
<b>REVENUES</b>				
Sale of Water	13,487,226	13,157,700	13,868,216	14,284,262
Sewage Disposal Charges	9,447,063	10,030,725	10,963,582	11,292,490
Other Operating Revenue	<u>797,829</u>	<u>2,370,178</u>	<u>1,430,517</u>	<u>1,473,432</u>
Total Operating Revenue	23,732,118	25,558,603	26,262,315	27,050,184
Debt Service Charge	547,097	536,402	653,561	696,704
Other Non-operating Revenue	-	2,723	-	-
Interest Income	<u>721,807</u>	<u>364,135</u>	<u>400,549</u>	<u>440,603</u>
<b>TOTAL REVENUES</b>	<b>25,001,022</b>	<b>26,461,863</b>	<b>27,316,425</b>	<b>28,187,491</b>
<b>EXPENSES</b>				
Cost of Water	8,412,267	10,258,029	10,976,091	11,305,374
Cost of Sewage Treatment	7,734,376	7,963,640	8,202,549	8,448,626
Other Operation and Maintenance	3,196,716	4,627,817	4,700,000	4,841,000
Billing and Administrative Costs*	3,486,029	928,438	1,151,263	1,185,801
Depreciation	<u>3,352,259</u>	<u>3,343,107</u>	<u>3,344,003</u>	<u>3,444,323</u>
Total Operating Expenses	26,181,647	27,121,031	28,373,907	29,225,124
Other Non-operating Expenses	34,972	36,645	38,477	39,632
Interest Expense	<u>-</u>	<u>-</u>	<u>112,525</u>	<u>166,488</u>
<b>TOTAL EXPENSES</b>	<b><u>26,216,619</u></b>	<b><u>27,157,676</u></b>	<b><u>28,524,909</u></b>	<b><u>29,431,243</u></b>
Income/(Loss) Before Contributions	(1,215,597)	(695,813)	(1,208,484)	(1,243,752)
<b>Capital Contributions:</b>				
Tap-in Fees	65,188	68,198	73,939	76,158
Bond Proceeds	-	-	6,800,000	6,200,000
Other Capital Contributions	<u>206,463</u>	<u>21,800</u>	<u>246,237</u>	<u>253,624</u>
Total Capital Contributions	271,651	89,998	7,120,177	6,529,782
Transfer-in From Other Funds	-	13,885	-	-
Transfer-out To Other Funds	-	-	(1,234,376)	(3,450,000)
<b>CHANGE IN NET ASSETS</b>	<b>(943,946)</b>	<b>(591,930)</b>	<b>4,677,316</b>	<b>1,836,030</b>
Capital Assets	(691,044)	(1,859,174)	(10,400,000)	(7,800,000)
Depreciation	3,352,259	3,343,107	3,344,003	3,444,323
Other Costs	-	-	-	-
Collection on Advance from Component Unit	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>CHANGE IN WORKING CAPITAL</b>	<b>1,717,269</b>	<b>892,003</b>	<b>(2,378,680)</b>	<b>(2,519,647)</b>
<b>WORKING CAPITAL-BEGINNING</b>	<b><u>59,240,711</u></b>	<b><u>60,957,980</u></b>	<b><u>61,849,983</u></b>	<b><u>59,471,303</u></b>
<b>WORKING CAPITAL-ENDING</b>	<b>60,957,980</b>	<b>61,849,983</b>	<b>59,471,303</b>	<b>56,951,656</b>
WC as a % of Expenses plus Transfers-out less Depreciation	267%	260%	225%	193%

\* Includes City Labor Costs associated with Accounting and Project Engineering.

# YOUR 2012 TAX DOLLAR

Based on Farmington Schools Homestead Rate

**County/Other**  
**12.64%**

**Education \***  
**59.17%**

**City**  
**28.19%**

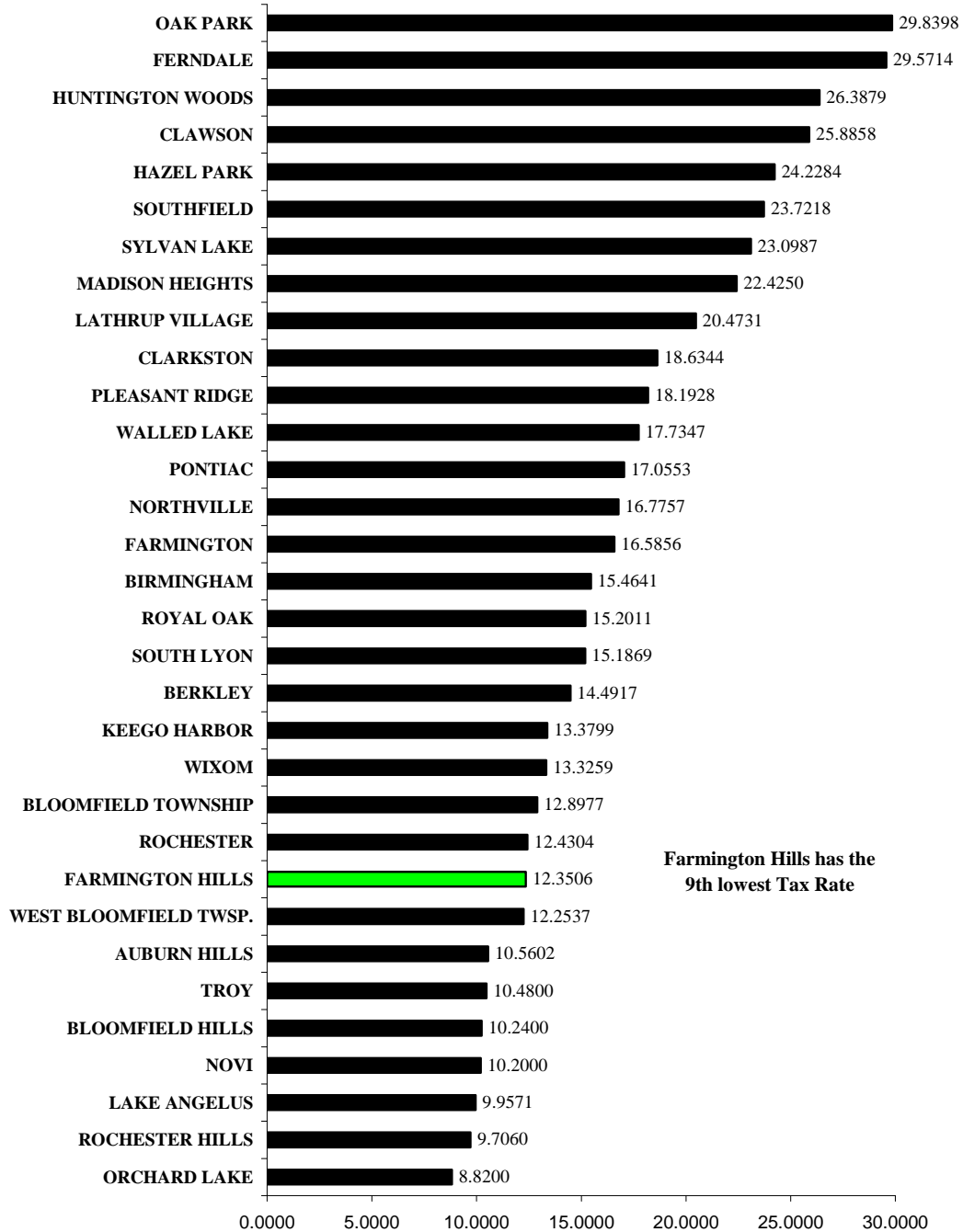


\* Farmington Schools – Oakland Intermediate Schools – Oakland Community College – Farmington Hills Library



# 2012 Local Unit Tax Rates

## For all Cities and Major Townships in Oakland County



<b>2012 Tax Comparison for All Local Units of Governments in Oakland County</b>
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<u>Local Taxing Unit</u>	2012 <u>Millage</u>	2012 <u>Taxable Value</u>	2012 <u>City Taxes</u>
Southfield	23.7218	2,522,981,550	59,849,664
Troy	10.4800	4,312,692,050	45,197,013
Bloomfield Township	12.8977	3,096,798,011	39,941,572
West Bloomfield Township	12.2537	3,116,174,870	38,184,672
<b>Farmington Hills*</b>	<b>12.3506</b>	<b>3,077,626,770</b>	<b>38,010,537</b>
Royal Oak	15.2011	2,196,356,290	33,387,032
Novi	10.2000	2,920,333,650	29,787,403
Rochester Hills	9.7060	2,972,809,776	28,854,092
Birmingham	15.4641	1,791,720,590	27,707,346
Madison Heights	22.4250	825,192,250	18,504,936
Auburn Hills	10.5602	1,669,896,835	17,634,445
Ferndale	29.5714	519,680,220	15,367,672
Oak Park	29.8398	474,972,590	14,173,087
Pontiac	17.0553	791,583,260	13,500,690
Wixom	13.3259	640,941,620	8,541,124
Clawson	25.8858	309,685,340	8,016,453
Rochester	12.4304	627,374,220	7,798,513
Huntington Woods	26.3879	293,384,570	7,741,803
Bloomfield Hills	10.2400	713,564,170	7,306,897
Berkley	14.4917	454,037,820	6,579,780
Farmington	16.5856	303,483,270	5,033,452
South Lyon	15.1869	306,639,810	4,656,908
Hazel Park	24.2284	192,108,790	4,654,489
Walled Lake	17.7347	175,635,500	3,114,843
Orchard Lake	8.8200	330,426,560	2,914,362
Lathrup Village	20.4731	120,972,970	2,476,692
Northville	16.7757	138,130,687	2,317,239
Pleasant Ridge	18.1928	125,258,290	2,278,799
Sylvan Lake	23.0987	78,459,860	1,812,321
Keego Harbor	13.3799	80,059,450	1,071,187
Clarkston	18.6344	36,944,060	688,430
Lake Angelus	9.9571	65,142,210	648,627

\* Less Renaissance Zone.

Source: Original Taxable Value from Oakland County Equalization Department

**CITY PROPERTY TAX RATE, LEVY & COLLECTIONS HISTORY  
BY TAX YEAR**

<u>Millage Type</u>	<u>2,003</u>	<u>2,004</u>	<u>2,005</u>	<u>2,006</u>	<u>2,007</u>
Operations	7.0076	7.1688	6.4093	6.4138	6.4341
Capital	0.3916	0.3413	0.4800	0.4800	0.4800
Debt	0.7932	0.7014	0.6318	0.6362	0.6347
Total Charter	8.1924	8.2115	7.5211	7.5300	7.5488
Refuse	0.5629	0.5454	0.5359	0.5270	0.5082
Econ. Develop.	0.0000	0.0000	0.0000	0.0000	0.0000
Parks	0.4888	0.4883	0.4882	0.4882	0.4882
Public Safety	0.9780	0.9769	0.9769	1.4764	1.4764
<b>Total City Millage</b>	<b>10.2221</b>	<b>10.2221</b>	<b>9.5221</b>	<b>10.0216</b>	<b>10.0216</b>
<b>Taxable Value*</b>	<b>\$3,830,232,170</b>	<b>\$3,974,587,000</b>	<b>\$4,120,595,630</b>	<b>\$4,294,168,650</b>	<b>\$4,438,529,490</b>
Tax Levy	\$39,153,016	\$40,628,626	\$39,236,724	\$43,034,441	\$44,481,167
Tax Collections**	\$38,244,628	\$39,824,096	\$38,817,558	\$41,829,579	\$43,356,322
Percent Collected***	97.68%	98.02%	98.93%	97.20%	97.47%

<u>Millage Type</u>	<u>2,008</u>	<u>2,009</u>	<u>2,010</u>	<u>2,011</u>	<u>2,012</u>
Operations	6.5435	6.5139	6.3279	7.2148	6.6396
Capital	0.4800	0.4800	0.4800	0.2400	0.7467
Debt	0.5402	0.5362	0.6481	0.5012	0.5697
Total Charter	7.5637	7.5301	7.4560	7.9560	7.9560
Refuse	0.4933	0.5269	0.6010	0.6822	0.7138
Econ. Develop.	0.0000	0.0000	0.0000	0.0152	0.0162
Parks	0.4882	0.4882	0.4882	0.4882	0.4882
Public Safety	1.4764	1.4764	1.4764	1.4764	3.1764
<b>Total City Millage</b>	<b>10.0216</b>	<b>10.0216</b>	<b>10.0216</b>	<b>10.6180</b>	<b>12.3506</b>
<b>Taxable Value*</b>	<b>\$4,411,543,260</b>	<b>\$4,165,008,570</b>	<b>\$3,619,696,470</b>	<b>\$3,281,707,580</b>	<b>\$3,077,626,770</b>
Tax Levy	\$44,210,722	\$41,740,050	\$36,275,150	\$34,845,171	\$38,010,476
Tax Collections**	\$42,669,852	\$40,166,471	\$34,911,860	\$33,353,601	\$36,891,023
Percent Collected***	96.51%	96.23%	96.24%	95.72%	97.05%

\* From the Original Ad valorem Tax Roll less Renaissance Zone, in thousand's.

\*\* From the Adjusted Ad valorem Tax Roll. Exclusive of non-City Taxes collected for the Brownfield Redevelopment Authority.

\*\*\* Collections through February each year. 100% of the delinquent real property taxes are remitted to the City from the County's Delinquent Tax Fund by the end of each fiscal year.

## HISTORICAL REAL PROPERTY TAX RATES FOR ALL TAXING UNITS BY TAX YEAR

### Farmington School District

<u>Millage Type</u>	<u>2.003</u>	<u>2.004</u>	<u>2.005</u>	<u>2.006</u>	<u>2.007</u>
City	10.2221	10.2221	9.5221	10.0216	10.0216
Local Schools P.R.E.	11.8783	11.5466	11.1596	10.6511	10.1784
State Education Tax	5.0000	6.0000	6.0000	6.0000	6.0000
Oakland Community College	1.5983	1.5889	1.5844	1.5844	1.5844
Intermediate Schools	3.3991	3.3789	3.3690	3.3690	3.3690
County	4.6497	4.6476	4.6461	4.6461	4.6461
Library	0.5866	0.5856	1.5856	1.5856	1.5856
Transit Authority	0.5974	0.5962	0.5950	0.5900	0.5900
Zoo	0.0000	0.0000	0.0000	0.0000	0.0000
Art Institute	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total P.R.E. Millage</b>	<b>37.9315</b>	<b>38.5659</b>	<b>38.4618</b>	<b>38.4478</b>	<b>37.9751</b>
Local Schools Non-P.R.E.	8.0605	8.3922	8.7792	9.0877	9.6216
<b>Total Non-P.R.E. Millage</b>	<b>45.9920</b>	<b>46.9581</b>	<b>47.2410</b>	<b>47.5355</b>	<b>47.5967</b>

### Walled Lake School District

<u>Millage Type</u>	<u>2.003</u>	<u>2.004</u>	<u>2.005</u>	<u>2.006</u>	<u>2.007</u>
City	10.2221	10.2221	9.5221	10.0216	10.0216
Local Schools P.R.E.	7.5248	7.0548	6.8975	6.7841	6.6700
State Education Tax	5.0000	6.0000	6.0000	6.0000	6.0000
Oakland Community College	1.5983	1.5889	1.5844	1.5844	1.5844
Intermediate Schools	3.3991	3.3789	3.3690	3.3690	3.3690
County	4.6497	4.6476	4.6461	4.6461	4.6461
Library	0.5866	0.5856	1.5856	1.5856	1.5856
Transit Authority	0.5974	0.5962	0.5950	0.5900	0.5900
Zoo	0.0000	0.0000	0.0000	0.0000	0.0000
Art Institute	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total P.R.E. Millage</b>	<b>33.5780</b>	<b>34.0741</b>	<b>34.1997</b>	<b>34.5808</b>	<b>34.4667</b>
Local Schools Non-P.R.E.	15.5752	15.7352	15.8925	16.0059	16.1200
<b>Total Non-P.R.E. Millage</b>	<b>49.1532</b>	<b>49.8093</b>	<b>50.0922</b>	<b>50.5867</b>	<b>50.5867</b>

### Clarenceville School District

<u>Millage Type</u>	<u>2.003</u>	<u>2.004</u>	<u>2.005</u>	<u>2.006</u>	<u>2.007</u>
City	10.2221	10.2221	9.5221	10.0216	10.0216
Local Schools P.R.E.	4.7114	4.5763	4.3392	5.1766	5.1324
State Education Tax	5.0000	6.0000	6.0000	6.0000	6.0000
Schoolcraft College	1.8024	1.7967	1.7967	1.7967	1.7967
Intermediate Schools	3.3991	3.3789	3.3690	3.3690	3.3690
County	4.6497	4.6476	4.6461	4.6461	4.6461
Library	0.5866	0.5856	1.5856	1.5856	1.5856
Transit Authority	0.5974	0.5962	0.5950	0.5900	0.5900
Zoo	0.0000	0.0000	0.0000	0.0000	0.0000
Art Institute	0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total P.R.E. Millage</b>	<b>30.9687</b>	<b>31.8034</b>	<b>31.8537</b>	<b>33.1856</b>	<b>33.1414</b>
Local Schools Non-P.R.E.	17.1657	17.1759	17.2335	17.3234	17.3676
<b>Total Non-P.R.E. Millage</b>	<b>48.1344</b>	<b>48.9793</b>	<b>49.0872</b>	<b>50.5090</b>	<b>50.5090</b>

**HISTORICAL REAL PROPERTY TAX RATES FOR ALL TAXING UNITS  
BY TAX YEAR**

<b><u>Farmington School District</u></b>					
<u>Millage Type</u>	<u>2,008</u>	<u>2,009</u>	<u>2,010</u>	<u>2,011</u>	<u>2,012</u>
City	10.0216	10.0216	10.0216	10.6180	12.3506
Local Schools P.R.E.	9.6915	10.1442	12.0278	12.3334	13.3810
State Education Tax	6.0000	6.0000	6.0000	6.0000	6.0000
Oakland Community College	1.5844	1.5844	1.5844	1.5844	1.5844
Intermediate Schools	3.3690	3.3690	3.3690	3.3690	3.3690
County	4.6461	4.6461	4.6461	4.6461	4.6461
Library	1.5856	1.5856	1.5856	1.5856	1.5856
Transit Authority	0.5900	0.5900	0.5900	0.5900	0.5900
Zoo	0.1000	0.1000	0.1000	0.1000	0.1000
Art Institute	0.0000	0.0000	0.0000	0.0000	0.2000
<b>Total P.R.E. Millage</b>	<b>37.5882</b>	<b>38.0409</b>	<b>39.9245</b>	<b>40.8265</b>	<b>43.8067</b>
Local Schools Non-P.R.E.	10.1085	9.6558	8.0722	7.8466	7.1790
<b>Total Non-P.R.E. Millage</b>	<b>47.6967</b>	<b>47.6967</b>	<b>47.9967</b>	<b>48.6731</b>	<b>50.9857</b>

<b><u>Walled Lake School District</u></b>					
<u>Millage Type</u>	<u>2,008</u>	<u>2,009</u>	<u>2,010</u>	<u>2,011</u>	<u>2,012</u>
City	10.0216	10.0216	10.0216	10.6180	12.3506
Local Schools P.R.E.	6.5722	6.4793	6.7508	6.8812	7.0254
State Education Tax	6.0000	6.0000	6.0000	6.0000	6.0000
Oakland Community College	1.5844	1.5844	1.5844	1.5844	1.5844
Intermediate Schools	3.3690	3.3690	3.3690	3.3690	3.3690
County	4.6461	4.6461	4.6461	4.6461	4.6461
Library	1.5856	1.5856	1.5856	1.5856	1.5856
Transit Authority	0.5900	0.5900	0.5900	0.5900	0.5900
Zoo	0.1000	0.1000	0.1000	0.1000	0.1000
Art Institute	0.0000	0.0000	0.0000	0.0000	0.2000
<b>Total P.R.E. Millage</b>	<b>34.4689</b>	<b>34.3760</b>	<b>34.6475</b>	<b>35.3743</b>	<b>37.4511</b>
Local Schools Non-P.R.E.	16.2178	16.0207	15.7492	15.6188	15.5346
<b>Total Non-P.R.E. Millage</b>	<b>50.6867</b>	<b>50.3967</b>	<b>50.3967</b>	<b>50.9931</b>	<b>52.9857</b>

<b><u>Clarenceville School District</u></b>					
<u>Millage Type</u>	<u>2,008</u>	<u>2,009</u>	<u>2,010</u>	<u>2,011</u>	<u>2,012</u>
City	10.0216	10.0216	10.0216	10.6180	12.3506
Local Schools P.R.E.	5.0898	5.1146	5.1922	4.5000	4.5000
State Education Tax	6.0000	6.0000	6.0000	6.0000	6.0000
Schoolcraft College	1.7967	1.7967	1.7967	1.7967	1.7967
Intermediate Schools	3.3690	3.3690	3.3690	3.3690	3.3690
County	4.6461	4.6461	4.6461	4.6461	4.6461
Library	1.5856	1.5856	1.5856	1.5856	1.5856
Transit Authority	0.5900	0.5900	0.5900	0.5900	0.5900
Zoo	0.1000	0.1000	0.1000	0.1000	0.1000
Art Institute	0.0000	0.0000	0.0000	0.0000	0.2000
<b>Total P.R.E. Millage</b>	<b>33.1988</b>	<b>33.2236</b>	<b>33.3012</b>	<b>33.2054</b>	<b>35.1380</b>
Local Schools Non-P.R.E.	17.4102	17.3854	17.3078	18.0000	18.0000
<b>Total Non-P.R.E. Millage</b>	<b>50.6090</b>	<b>50.6090</b>	<b>50.6090</b>	<b>51.2054</b>	<b>53.1380</b>

## Retirement System & Retiree Healthcare Plan Funding Progress

### CITY OF FARMINGTON HILLS EMPLOYEE'S RETIREMENT SYSTEM

Actuarial Valuation <u>Date</u>	Actuarial Value of <u>Assets</u>	Actuarial Accrued Liability <u>(AAL)</u>	Unfunded AAL <u>(UAAL)</u>	Funded <u>Ratio</u>	*Future Annual <u>Contribution</u>	Active <u>Members</u>	Benefit <u>Receipts</u>
12/31/02	\$80,092,122	\$83,269,487	\$3,177,365	96.2%	\$2,262,014	424	112
12/31/03	\$89,838,146	\$90,563,804	\$725,658	99.2%	\$2,909,330	419	120
12/31/04	\$93,046,559	\$96,914,249	\$3,867,690	96.0%	\$3,389,124	414	133
06/30/06	\$101,041,990	\$111,174,556	\$10,132,566	90.9%	\$3,767,273	414	150
06/30/07	\$109,839,894	\$121,107,744	\$11,267,850	90.7%	\$3,613,612	416	155
06/30/08	\$117,994,843	\$131,182,445	\$13,187,602	89.9%	\$3,701,944	402	166
06/30/09	\$123,309,158	\$140,261,150	\$16,951,992	87.9%	\$3,999,704	386	173
06/30/10	\$122,384,733	\$149,204,540	\$26,819,807	82.0%	\$4,474,398	327	229
06/30/11	\$126,993,894	\$152,271,739	\$25,277,845	83.4%	\$4,293,782	318	230
06/30/12	\$127,759,371	\$157,810,232	\$30,050,861	81.0%	\$4,549,123	301	244

\* Annual Contribution to be made in the 2nd subsequent fiscal year from the Valuation Date.

### CITY OF FARMINGTON HILLS POST-RETIREMENT HEALTHCARE FINANCE FUND

Actuarial Valuation <u>Date</u>	Actuarial Value of <u>Assets</u>	Actuarial Accrued Liability <u>(AAL)</u>	Unfunded AAL <u>(UAAL)</u>	Funded <u>Ratio</u>	**Future Annual <u>Contribution</u>	Covered <u>Members</u>	Covered Benefit <u>Receipts</u>
12/31/02	\$15,459,174	\$36,655,147	\$21,195,973	42.2%	\$2,481,285	424	58
12/31/03	\$19,377,563	\$42,193,426	\$22,815,863	45.9%	\$5,270,313	419	69
12/31/04	\$22,490,090	\$41,411,091	\$18,921,001	54.3%	\$4,749,479	414	78
06/30/06	\$29,245,746	\$50,674,604	\$21,428,858	57.7%	\$3,051,388	414	89
06/30/07	\$35,850,866	\$54,475,299	\$18,624,433	65.8%	\$3,231,967	416	103
06/30/08	\$40,551,585	\$57,063,627	\$16,512,042	71.1%	\$2,971,747	402	108
06/30/09	\$41,318,305	\$59,275,315	\$17,957,010	69.7%	\$3,186,426	386	115
06/30/10	\$44,004,631	\$74,937,594	\$30,932,963	58.7%	\$3,311,150	323	121
6/30/2010*	\$44,004,631	\$72,230,135	\$28,225,504	60.9%	\$3,329,505	323	169
06/30/12	\$50,982,851	\$69,722,666	\$18,739,815	73.1%	\$2,892,858	292	177

\* Revised the 2010 valuation using revised assumptions, as of June 30, 2011.

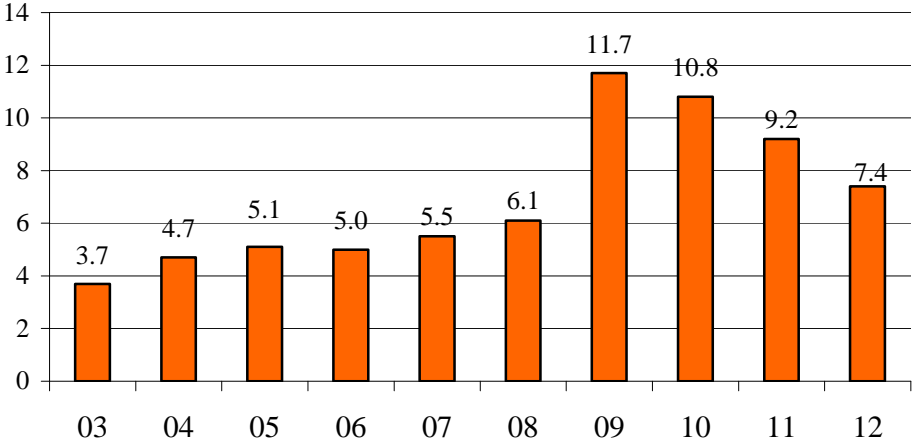
\*\* Annual Contribution made in the 2nd subsequent fiscal year from the Valuation Date.

# COMMUNITY DEMOGRAPHIC STATISTICS

## Last Ten Fiscal Years

<u>Year</u>	<u>Population (1)</u>	<u>Number of Households</u>	<u>School Enrollment</u>	<u>Annual Average Unemployment Rate</u>
2003	82,274	33,854	12,059	3.7
2004	81,058	33,615	12,158	4.7
2005	80,895	33,644	12,154	5.1
2006	80,486	33,650	12,162	5.0
2007	80,280	33,740	12,023	5.5
2008	79,327	33,412	12,004	6.1
2009	79,152	33,423	11,967	11.7
2010	79,740	33,366	11,649	10.8
2011	79,740	33,559	11,435	9.2
2012	79,777	33,591	11,230	7.4

## Annual Average Unemployment Rate Last 10 Years



Source: SEMCOG, Farmington School District, and the Michigan Department of Labor and Economic Growth

## GLOSSARY OF TERMS

**ACCRUAL BASIS** is the recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

**ACTIVITY** is the budgetary expenditure level adopted in the Budget Resolution. An activity is generally a department organization for budgetary purposes. An activity is further broken down into object classes of expenditures: Personal Services, Operating Supplies, Professional & Contractual and Capital Outlay. These are defined within this Glossary.

**ADA – AMERICANS WITH DISABILITIES ACT** - provides for equal opportunities for disabled persons.

**AD VALOREM TAXES** – Commonly referred to as property taxes. These taxes are levied on both real and personal property according to the property's valuation and the tax rate.

**APPROPRIATION** – A legal authorization to incur obligations and to make expenditures for specific purposes.

**APPROVED BUDGET** the revenue and expenditure plan for the City for the fiscal year as reviewed and formally adopted by City Council Budget Resolution.

**ASSESSED VALUATION** the value placed upon property equal to 50% of fair market value, as required by State law.

**ASSETS** - Resources owned or held by a government that have monetary value.

**AUDIT** – Prepared by an independent certified public accountant, the primary objective of an audit is to determine if the city's financial statements present fairly the city's financial position and results of operations in conformity with generally accepted accounting principles. It is customary that a Management Letter be issued.

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

**BOND** – A long-term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date, the maturity date. Bonds are primarily used to finance capital projects.

**BUDGET** – A plan of financial activity for a specified period of time, indicating all planned revenues and expenses for the budget period.

**BUDGET AMENDMENT** 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. The adjustment is made by formally amending the approved budget.

**BUDGET CALENDAR** – The schedule of key dates a government follows in the preparations and adoption of the budget.



## Glossary of Terms

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**BUDGET POLICIES** – General and specific guidelines that govern financial plan preparation and administration.

**BUDGET RESOLUTION** the formal Resolution by which the City Council adopts the recommended budget and establishes the millage rate for taxation of property during the budget year.

**CAPITAL BUDGET** – The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

**CAPITAL EXPENDITURE** expenditures relating to the purchase of equipment, facility modifications, land or other fixed assets. To be categorized as a capital outlay item (fixed asset), the purchase must have a value of at least \$1,000 and a useful life of more than one fiscal year. If an item is \$25,000 or more, it is budgeted out of the Capital Improvement Fund.

**CAPITAL IMPROVEMENT PLAN (CIP)** – A six (6) year plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government’s long-term plans.

**COMMUNITY DEVELOPMENT BLOCK PROGRAM - CDBG** - A program of the U.S. Department of Housing and Urban Development designed to benefit low and moderate-income persons by providing revitalization and human services to communities.

**CLEMIS** Courts and Law Enforcement Management Information System.

**DEBT SERVICE** expenditures relating to the retirement of long-term debt principal and interest.

**DEBT SERVICE FUNDS** are used to account for the payment of general long-term debt principal and interest. Budgeted Debt Service Funds are General Debt Service Fund, Building Authority, and Special Assessments.

**EFFICIENCY INDICATORS** quantify the relationship between input and output.

**ENTERPRISE FUNDS** are used to account for operations financed and operated in a manner similar to private business enterprises. An Enterprise Fund is established when the intention is that the costs of providing goods or services is financed or recovered primarily through user charges.

**EXPENDITURES** are decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

**EXPENSES** are outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity’s ongoing major or central operations.

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

**FTE** (Full Time Equivalent) represents part-time employee hours divided by 2080.

## **Glossary of Terms**

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**FUND** an independent fiscal entity with a self-balancing set of accounts recording cash and other resources, together with all related liabilities, obligations, reserves and equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds are categorized for budgeting purposes as General, Special Revenue, Debt Service, Capital Project, and Component Unit. Funds are defined in the Uniform Chart of Accounts for Counties and Local Units of Government in Michigan.

**FUND BALANCE** an accumulated excess of revenues over expenditures segregated by fund. Exception: Proprietary Funds (Enterprise, Internal Service) are accounted for in the same manner as private businesses and record retained earnings as opposed to fund balances. The budgets for these funds are prepared on a net working capital basis, which equates to fund balances.

**FUND BALANCE, AVAILABLE (UNASSIGNED)** – The funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

**GENERAL FUND** the fund used to account for all financial transactions except those required to be accounted for in another fund.

**G.I.S.** - the Geographic Information System.

**GOAL** – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**GRANTS** – Contributions by a government or other organization to support a particular function. Grants may be classified as either operational or capital.

**INTERFUND TRANSFERS** budgeted allocations of the resources of one fund transferred to another fund. This is typical for those funds which do not receive sufficient revenues to pay for necessary expenditures incurred in their operations. Transfers are also made from certain operating funds to debt retirement funds to retire debt related to the operations of the transferring fund.

**INFRASTRUCTURE** the basic physical framework or foundation of the City, referring to its buildings, roads, bridges, sidewalks, water system and sewer systems.

**MDEQ** Michigan Department of Environmental Quality

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

**MILLAGE** the total tax obligation per \$1,000 of assessed valuation of property.

**MODIFIED ACCRUAL BASIS** is the accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments are recognized when they become susceptible to accrual, that is when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred except for inventories of materials and supplies that may be considered expenditures either when purchased or when used, and prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

**NET WORKING CAPITAL** the excess of cash, accounts receivable and inventory over accounts payable and other short-term liabilities. See Fund Balance.

## **Glossary of Terms**

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**OPERATING SUPPLIES** expenditures relating to the purchase of expendable items utilized in service delivery such as office supplies, gas and oil and parts and repair items.

**ORGANIZATION CHART** a chart representing the authority, responsibility and relationships of departmental entities within the City organization.

**PERFORMANCE INDICATORS** are the measurement of how a program is accomplishing its mission through the delivery of products or service.

**PERFORMANCE OBJECTIVES** are the desired output oriented accomplishments that can be measured within a given time period.

**PROFESSIONAL & CONTRACTUAL** expenditures relating to services rendered to the City of external providers of legal services, auditing and architectural services, as well as other private contractors providing telephone service, utilities, insurance and printing.

**PROPOSAL “A”** is a State Constitutional Amendment approved by the electorate in 1994 that limits increases in Taxable Value of individual parcels to the Consumer Price Index or 5%, whichever is lower. This applies to all parcels that do not transfer ownership. Properties that change ownership or where new additions or construction takes place can be assessed at 50% of Fair Market Value.

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

**RETAINED EARNINGS** an accumulated excess of revenues over expenditures for proprietary funds (Enterprise, Internal Service) equates to fund balance for governmental funds.

**REVENUES** are increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as “other financing sources” rather than as revenues.

**SEMCOG** the Southeast Michigan Council of Governments is the regional planner for Southeast Michigan in the areas of transportation, environment, community and economic development and education.

**SERVICE LEVEL INDICATOR** is the measure of quantity or volume of products or services provided.

**SMART** stands for the Suburban Mobility Authority for Regional Transportation, an agency responsible for public transportation services and facilities for the Southeastern Michigan region.

**SONIC** is the South Oakland Narcotics Intelligence Consortium, a multi-jurisdictional unit that engages in surveillance and narcotics enforcement operations.

**SPECIAL ASSESSMENT DISTRICT** a method of financing public improvements by distributing the cost of a project to those properties realizing a direct benefit. Types of projects most often financed through Special Assessments include sanitary sewers, water mains, road construction and reconstruction and sidewalk construction.

## **Glossary of Terms**

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**SPECIAL REVENUE FUNDS** are used to account for the proceeds of specific revenue sources or to finance specified activities in accordance with statutory or administrative requirements. Budgeted special revenue funds are Major Roads, Local Roads, Senior Center, Community Development Block Grant, Parks Capital Development, Capital Improvement Fund, Revolving Special Assessment, Nutrition and Police Forfeiture Fund.

**STATE EQUALIZED VALUE (SEV)** the assessed valuation of property in the City as determined by the City Assessor subject to review by higher levels of government to assure that it equals 50% of fair market value, as required by State law.

**TAXABLE VALUE** In March 1994, the electorate of the State of Michigan approved Proposal A, which added new terminology to property tax administration. This terminology was "Taxable Value." Taxable Value is the State Equalized Value at December 31, 1994, adjusted for changes in fair market value, the cost of living index or 5%, whichever provides the lower Taxable Value for calculation of taxes.

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

**TRANSFERS OUT** See Interfund Transfers.

**TRUST AND AGENCY FUNDS** are used to account for assets held by the City as trustee.