

# CITY OF FARMINGTON HILLS, MI

## FY 2018/19

### ANNUAL BUDGET



**City of Farmington Hills, Michigan**  
**Annual Budget**  
Fiscal Year  
July 1, 2018 - June 30, 2019



**Farmington Hills City Council**

Standing (l-r): Michael Bridges, Randy Bruce, Richard Lerner, Samantha Steckloff  
Seated (l-r): Valerie Knol, Mayor Ken Massey, Theresa Rich

**City Manager**

Dave Boyer

**Executive Management Team**

Steve Barr, Finance  
Ed Gardiner, Planning and Community Development  
Gary Mekjian, Assistant City Manager  
Karen Mondora, Public Services  
Kelly Monico, Central Services  
Charles Nebus, Police  
John Randle, Human Resources  
Ellen Schnackel, Special Services  
Pam Smith, City Clerk  
Khalfani Stephens, Economic Development  
Jon Unruh, Fire

**Budget Preparation Staff**

Steve Barr, Finance Director  
Shu-Fen Lin, Controller  
Kim Ried, Secretary to the Finance Director

## MAYOR AND CITY COUNCIL

**Ken Massey**, a life-long resident of the City, was elected Mayor in 2015 and 2017, and was elected to City Council in 2003, 2007, and 2011. He served as Mayor Pro Tem in 2006, 2010, and 2015. Prior to being elected to City Council, he was the President of both his own homeowners' association and the Council of Homeowner Associations (COHA). He is a member of the Michigan Municipal League, a founding member and past chair of the Emergency Preparedness Commission, and a past member and past chair of the National League of Cities (NLC) Public Safety and Crime Prevention Steering Committee. He co-founded the Suicide Prevention Committee, Farmington SAFE, and served as Chairman of the Board of Directors of Beaumont – Farmington Hills. In 2017, he was one of the three co-founders of CARES of Farmington Hills. His term expires in 2019.

**Michael Bridges** was elected to City Council in 2008 and re-elected in 2009, 2013, and 2017. He serves on the Crime Prevention Advisory Board and is a Board member of the Farmington YMCA. He is a member of the Michigan Municipal League (MML) Municipal Services Committee and Transportation and Infrastructure Policy Committee, and was on the National League of Cities (NLC) Policy Advocacy Committee - Intergovernmental Relations, Finance and Administration. He serves as the alternate delegate to SEMCOG. His term expires in 2021.

**Randy Bruce** was elected to City Council in 2003, 2007, 2011, and 2015. He served as Mayor Pro Tem in 2005, 2009, and 2014. He is the Council liaison to 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 2019.

**Valerie Knol** was elected to City Council in 2013 and 2017, and served as Mayor Pro Tem in 2016. She is the Council liaison to the Historic District Commission, Historical Commission, and the Beautification Commission. She was on the Farmington City Council for eight years and served as the Mayor of Farmington from 2007-09. She has served on the Board of the Farmington YMCA and the Greater Farmington Area Chamber of Commerce, and currently serves on the Board of the Oakland County Zoological Authority. Her term expires in 2021.

**Richard Lerner** was elected to City Council in 2011 and 2015, served as Mayor Pro Tem in 2013, and is currently serving as Mayor Pro Tem for 2018. He is the Council liaison to the Parks and Recreation Commission and the Committee to Increase Voter Participation, and serves on the Michigan Municipal League Finance Steering Committee. He is a member of the Board of Directors of the Xemplar Club, Farmington Ski Club, the F2H Fit Challenge, and the Quaker Valley Farms Association, where he is a past President. He is President and Chairman of the Board of the Farmington Area Goodfellows, Vice President of the Inter-Agency Council, and is a member of the Optimist Club and Sons of the American Legion, where he is the Project Manager for the Farmington Memorial Day Parade. His term expires in 2019.

**Theresa Rich** was elected to City Council in 2015. She is president of the Oakland Schools Board of Education, a partner in Farmington Hills-based law firm RichLaw, PLLC, and is retired from General Motors. She served 10 years on the Farmington/Farmington Hills Foundation for Children, Youth & Families, including seven years as the Allocations Chair. She served on the

## **Mayor and City Council**

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Committee to Increase Voter Participation, the Commission for Children, Youth & Families, and the Arts Commission. She was on the Board of Directors for the Greater Detroit Agency for the Blind and Visually Impaired, including two years as President. She was an active member of the Heritage Hills Homeowners Association and served two years as President. She is Council Liaison to the Retirement Board, and was on the National League of Cities Community and Economic Development Council and the SEMCOG Policy Committee. Her term expires in 2019.

**Samantha Steckloff** was elected to City Council in 2013 and 2017, and served as Mayor Pro Tem in 2017. She is the Council liaison to the Commission on Children, Youth & Families and the Mayor's Youth Council. She served on the Parks and Recreation Commission and the Committee to Increase Voter Participation. She was one of the first participants in the Farmington Hills After-School Program. Her term expires in 2021.



# 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 one of the most prosperous counties 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 East/West 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. 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 is 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, a full service teaching Hospital with a Level II Trauma Center and Certified Stroke Center, which is associated with Michigan State University and a part of Beaumont Health. 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 *Tax Overview* is also included in this tab which outlines the City's Total Tax Rate and its allocation between funds. A graphic portrayal of the 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, professional & contractual services, and capital outlay. The General Fund 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. Also included is an organizational chart, staff position listing and a summary which highlights how we project the current year will end, in total, compared to the budget; as well as how next year's proposed budget, in total, compares to the current year. This is followed by the line-item detail budget, key trends shown graphically and capital outlay schedules.

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.

## **How to Use This Budget Document**

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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, 2017**

*Christopher P. Morill*

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, 2017.

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 34<sup>th</sup> consecutive award the City of Farmington Hills has received.

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OFFICE OF CITY MANAGER

June 2018

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

## **INTRODUCTION**

With this letter I am transmitting the 2018/19 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, activity, and function will invest the City's resources for the benefit of the community.

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.
5. Define and establish long-term funding strategies for Major and Local Road Improvements.

This Budget maintains all City services with some cost increases and by making improvements in areas where previous budget cuts have made it difficult to keep up with work load demands and/or new mandated work requirements.

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

limitations 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.

## **BUDGET OVERVIEW**

Total Ad Valorem taxable value increased by 3.38 % in 2018, compared to the 2017 tax roll. The increase in taxable value is the net result of a 3.8% increase in real property taxable value and a 3.3% decrease in personal property taxable value. The increase in real property taxable value is the result of a 3.7% increase in residential values, a 3.0% increase in commercial values, and a 10.5% increase in industrial values.

Personal property taxable value is approximately 5.9% of the 2018 tax base for FY 2018/19, down from 6.3% in 2017. We expect personal property taxable value to continue its decline as a percentage of the total tax base, as the phase-out of eligible manufacturing personal property continues through FY 2022/23. The City expects to receive reimbursement from the State of Michigan in FY 2018/19 for the loss of personal property taxes due to the exemptions of the phased-out personal property to-date.

The City will be impacted for the third consecutive year by a Headlee Millage Rollback in FY 2018/19. The General Operating, Road, Parks and the Public Safety Millages will be reduced by 0.73% in FY 2018/19. Although taxable value growth is projected to be between 3%-4% annually over the next six years, notwithstanding the continued partial phase-out of personal property, the limits on property tax revenue growth due to the interaction of Headlee and Proposal A, will temper this improvement going forward, with a projected continued Headlee Rollback each year.

Total City costs to provide healthcare benefits for City employees (at the State imposed employer “hard cap” level), including costs of full-time employees opting-out and new costs for eligible part-time employees, plus dental and optical benefits are estimated to be approximately \$5.1 million for FY 2018/19. The City’s Defined Benefit Pension and Retiree Healthcare Contributions are approximately \$6.2 million for FY 2018/19.

## **GENERAL FUND REVENUE**

The Total General Fund Revenue Budget of \$57,623,222 for FY 2018/19 (including transfers-in from other Funds) increased by \$876,096 or 1.5% compared to the FY 2017/18 Adopted Budget of \$56,747,126 and increased by \$654,591 or 1.1% compared to the FY 2017/18 Year-end Projection of \$56,968,631. In comparing the FY 2018/19 Revenue Budget to the FY 2017/18 year-end Revenue Projection, Property Taxes increased 2.8%, Licenses & Permits increased by 1.5%, Grants decreased by 29.5%, State Shared Revenue decreased by 2.6%, Fees increased by 1.0% (Recycling Fees will remain at the FY 2017/18 level), Sales decreased by 2.5%, and Fines & Forfeits increased by 7.7%, Interest Earnings and Inter-fund Transfers-in remained the same, Recreation User Charges decreased by 0.6%, and Other Revenue decreased by 1.2%.

## **GENERAL FUND EXPENDITURES**

For FY 2017/18, Total General Fund Expenditures plus Transfers to Other Funds is projected to end the year lower by approximately \$956,000 or 1.6% compared to the Budget, which is due to across-the-board decreased expenditures in most functional categories. The FY 2018/19 Proposed Budget for Total General Fund Expenditures plus Transfers to Other Funds is higher

by approximately \$1,424,000 or 2.4% compared to the FY 2017/18 Budget. The Budget over Budget increase is the result of increases in most functional categories, partially offset by decreases in Central Services, Public Services and Recreation.

## **GENERAL FUND – FUND BALANCE**

The FY 2018/19 General Fund Budget is balanced with the use of \$2,198,169 of Fund Balance. Total Fund Balance in the General Fund is estimated to be \$30.5 million or 51.0% of Total General Fund Expenditures plus Transfers-out at June 30, 2019. Of that amount, approximately \$18.3 million is Nonspendable/Restricted/Assigned for future funding of General Fund Operations, unfunded 1<sup>st</sup> Year CIP project requests, and contributions to the Employees' Retirement System. The remaining Unassigned Fund Balance of approximately \$12.2 million is equivalent to 20.3% of Total General Fund Expenditures plus Transfers-out at June 30, 2019.

## **TAX RATE AND TAX ROLL**

Approximately seventy (70%) percent of the tax roll is residential. Approximately thirty (30%) percent of the tax roll is non-residential and includes commercial (21%) and industrial (3%) and personal property (6%). The average residential property taxable value increased by 6.2% from \$84,741 in 2017 to \$89,999 in 2018, which includes adjustments to existing properties plus the addition of new residential properties. Using the 2017 millage rates, this equates to an overall average of a \$232.84 property tax increase per principal residential owner, of which \$77.07 would be increased from City taxes. The budget is based on a property tax rate of 14.5797 mills, a **0.0772 millage decrease** from FY 2017/18. This decrease in millage results from a Headlee Rollback on the General Operating Millage (0.0608 mills), Road Millage (0.0145 mills), the Parks Millage (0.0036 mills), and the Public Safety Millage (0.0230 mills), as well as a small decrease in the economic development millage (0.0002), partially offset by a small increase in the refuse millage (0.0249 mills). This millage decrease will result in a \$6.94 reduction in City property tax revenue from the average residential property owner, which netted with the increased taxable value will result in an average \$70.13 increase in City property taxes from the average residential taxpayer compared to FY 2017/18.

## **ALL BUDGETED FUNDS**

The Total Budgeted Expenditure allocation for All Budgeted Funds for FY 2018/19 is approximately \$94.4 million compared to \$93.6 million for FY 2017/18, and \$97.7 million for FY 2016/17, excluding inter-fund transfers. This represents a 0.1% increase in expenditures from FY 2017/18. The approximate \$0.1 million increase in overall City expenditures is primarily due to increases in the General, Major Road, Forfeiture and Capital Projects Funds, partially offset by decreases in Local Road and Brownfield Funds.

## **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 2018/19 budget. They are broken down into FY 2017/18 accomplishments and current ongoing projects and FY 2018/19 programs.



## Ongoing or Fiscal Year 17/18 Accomplishments

- **Regional Cooperation/Collaboration and Environmental Sustainability** - The City of Farmington Hills, the City of Farmington and Farmington Public Schools joined together to compete for the Georgetown University Energy Prize (GUEP), a national competition which challenged communities to create and employ plans for improving municipal and residential energy efficiency. Through this opportunity, the City of Farmington Hills has built partnerships, supported regional collaboration in sustainability, and has helped save money and improve energy efficiency in the areas of commercial, residential and municipal. Moving forward, the City of Farmington Hills will continue to support the community to improve economic viability, community vitality and environmental sustainability through outreach, education, collaboration, critical thinking and problem solving. These efforts will continue to demonstrate the City of Farmington Hills' commitment to a more sustainable future that benefits the community as a whole and positions the City as a local and national leader in the field.
- **Safe City** - Serious Part A Crime decreased 1.41% in 2017, as a result of 84 fewer reported crimes. Compared to 10 years ago, Part A Crime is down 39%. A comparison of 2017 crime against the 30-year average reveals a positive long-term trend; a 43% decrease in armed robberies, 68% fewer burglaries, 57% decrease in auto thefts and a 45% decrease in larceny from autos. The Farmington Hills violent crime rate per 100,000 people is 79% below the Michigan average and our property crime rate is 32% below the state average.
- **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 substantially completed in FY 2017/18: Drake (12 Mile to 13 Mile), 11 Mile (Middlebelt to Orchard Lake) and 13 Mile (Drake to Halsted).
- **Sidewalks/Pathways** - In addition to the ongoing sidewalk replacement and maintenance program, the following sidewalks are planned to be completed in FY 2018/19: Halsted Rd. (South of Nine Mile), 14 Mile (South Side, Pear Ridge to Clubhouse) and 13 Mile (Drake to Marvin).
- **New Development and Improvements** - For 2017, the Planning and Community Development Department oversaw the construction of fourteen (14) new residential units with a value of over \$9.2 million. Permits for \$23.6 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 \$86.7 million.
- **New Equipment** - The following significant equipment was or will be placed into service in FY 2017/18: DPW – new Ten-yard Dump Truck with slip-in V-Box, replacement of a Ten-yard Hook-Loading Dump Truck with attachments, replacement of (2) Five-yard Dump Trucks with slip-in V-Boxes, and the Refurbishment of Existing Equipment; Technology – Election Equipment and various I.T. Upgrades/Improvements; Special Services – Pickup Truck, Pickup Truck with Plow, Three Yard Trailer, (3) Large Mowers and Athletic Field Groomer; Police – Enforcement Truck, (4) Police Cars (marked), (2) Police Cars (unmarked), (2) Investigative Vehicles (unmarked), Supervisor

Vehicle; and Fire – Replacement of Ladder Truck, Rescue Vehicle, (2) Fire Vehicles and (2) Thermal Imaging Monitors.

- **Public Facilities** - The following significant public facility improvements were or will be completed in FY 2017/18: City-Wide Facilities Audit, Sustainability Study (Harrison High School), City-Wide Air Conditioning replacements, Costick Center Building & Grounds Improvements, Gateway Signage at Major Road Entrances to the City, Fire Station Improvements, Police Cell Plumbing Replacement, DPW Salt Storage Dome Re-roof and Make-up Air Unit Replacement, and Barrier Free (ADA) Improvements.
- **Land and Building Acquisitions** – The City entered into agreements to purchase two properties from the Farmington Public Schools:
  - First, the City has an agreement to purchase the former William Grace Elementary School property which is currently being used for the City dog park. Closing on this property is anticipated for June 2018.
  - Second, the City has an agreement to purchase Farmington Harrison High School. The school will be redesigned for use as a state of the art Community Center. Closing on the Harrison property is anticipated for October 2019.

### **In Process or FY 2018/19 Program Goals**

- **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.
- **Special Services Capital Projects** - The General Fund, Parks & Recreation Millage Fund, and the Golf Course Capital Improvement Fund will finance \$391,000 of capital projects/outlays for Heritage Park, Vehicles and Equipment, and the Ice Arena.
- **Forfeiture Fund Capital Projects** - The Federal Forfeiture Fund will finance \$285,000 for the replacement of the Radio System, (2) Unmanned Aircraft Systems and miscellaneous improvements and equipment. Police Vehicles & Equipment. The State Forfeiture Fund will finance \$250,000 for the replacement of the Communication Section Equipment.
- **Construction Projects** - The Major and Local Road Funds will expend over \$12 million in road improvements in FY 2018/19. The primary projects to be completed (either partially or in full) and the recommended funding sources are as follows:
  - Design of Orchard Lake Road, 13 Mile to 14 Mile – funded by Gas & Weight Taxes/Grants/County Road Commission.
  - Design and Reconstruction of Halsted, 12 Mile to I-696 – funded by Road Millage Property Taxes and Gas and Weight Taxes.
  - Design and Reconstruction of Power, 10 Mile to 11 Mile – funded by Gas and Weight Taxes.
  - Design and Reconstruction of 9 Mile, Hawthorne to Middlebelt – funded by Gas and Weight Taxes.
  - Reconstruction of 13 Mile, Inkster to Middlebelt – funded by Road Millage Property Taxes.

- Reconstruction of 13 Mile, Farmington to Drake – funded by Road Millage Property Taxes.
- Reconstruction of 9 Mile and Halsted Improvements -0 Funded by Gas and Weight Taxes.
- Drake, Grand River to 11 Mile, Mill and Fill Resurfacing – Funded by Gas and Weight Taxes.
- Various Major and Local Road Mill & Fill Design and Resurfacing – funded by Road Millage Property Taxes.
- Update traffic signals at 9 Mile and Tuck and Halsted and Hills Tech - funded by Road Millage Property Taxes.

## **CAPITAL IMPROVEMENT FUND**

In addition to the capital projects contained in the Parks & Recreation Millage Fund, Golf Course Capital Improvement Fund, Community Center Renovations Fund, Road Funds, Public Safety Millage Fund and Forfeiture Fund budgets, the City plans to invest approximately \$8.2 million (includes \$1.6 million carried forward from FY 17/18) 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 equipment for the Public Services, Police and Fire Departments. While the revenue resources are limited, a proper balance of capital improvements needs to be maintained. Next year's program includes:

- Drainage improvements which will concentrate on various Culvert Replacements and Repairs; the Improvements to the Minnow Pond Drain and Minnow Pond at Halsted, and update to the City's Master Storm Drainage Plan.
- Facility improvements include City-wide Air-Conditioning replacements, Costick Center Building & Grounds Improvements, Gateway Signage at Major Road Entrances to the City, Fire Station Improvements, Barrier Free (ADA) Improvements, Ice Arena Improvements and Heritage Park Improvements.
- Sidewalk improvements will take place this next fiscal year for Major Road Sidewalk Replacements and Halsted (South of 9 Mile), 14 Mile (South Side, Pear Ridge to Clubhouse) and 13 Mile (Drake to Marvin).
- Equipment for the Fire Department includes the replacement of Medic #3 with Medium Duty Squad Truck, Replacement of Ladder #4 with Engine, Replacement of Battalion Chief Vehicle, 5" Large Diameter Hose, and Vehicle Refurbishment.
- Equipment for the Public Services Department includes replacement of a 5 Yard Dump Truck with a 10 Yard Dump Truck with slip-in V-Box, replacement of a 10 Yard Dump Truck with slip-in V-Box, replacement of 3 Yard Dump Truck, replacement of mini front-end loader and the refurbishment of Existing Equipment.
- Technology upgrades include an Improved Phone and CCTV System (Unified Communications), an ERP/Financial Software Needs Assessment and various City-Wide upgrades to keep the network fast and reliable.

## **CITY-WIDE CAPITAL EXPENDITURES**

The total dollar amount of capital expenditures for FY 2018/19 is \$19,810,733, which is approximately \$588,000 higher than budgeted in FY 2017/18. The majority of the reduced capital expenditures results from less planned Local Road Fund Projects in FY 2018/19. Of the total capital expenditures for FY 2018/19, \$9,543,467 is for Major and Local Road construction projects, \$8,091,471 is for infrastructure/capital improvements/equipment included in the Capital Improvement Fund, \$700,000 is for work related to the renovations of the new Community Center, \$441,000 is for Parks & Recreation and Golf Course Fund capital projects, \$362,795 is for various General Fund capital outlays, \$547,000 is for the Forfeiture Funds capital items, and \$125,000 is for the Brownfield Redevelopment Authority. 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. Except for the four (4) additional staff in the Fire department beginning in April 2019, there is no additional full-time staffing proposed in FY 2018/19. The full-time staffing level remains down 12% from FY 2007/08. Additionally, part-time staff has been reduced by 9.33 FTE's from 158.87 FTE's in FY 2017/18 to 149.54 FTE's in FY 2018/19 including the reduction of 6.23 paid-on-call firefighters. Farmington Hills still has one of the lowest employee-to-resident ratios of any local community while continuing to provide efficient and comprehensive services. 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. The proposed budget includes a 2% pay increase for all full-time employees.

## **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:

- Harry Lee, Information Systems Analyst II in the Central Services Department, was named Employee of the Year. Four other staff were named Outstanding Employees:
  - Lori Brown, Human Resources Analyst in the Human Resources Department
  - Matthew Gale, Recreation Supervisor in the Special Services Department
  - Tammy Murray, Building Official in the Planning and Community Development Department
  - Joseph Van Vliet, Equipment Operator II in the Public Services Department
- Officer Robert Gerak was named Police Officer of the Year.
- Lieutenant Daniel Wecker was named Firefighter of the Year.



- The City received the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the FY 2017/18 Budget. This is the 34<sup>th</sup> 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, 2017, which was the 20<sup>th</sup> consecutive year the City received this award.

I would like to personally thank all 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 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.

Steve Barr, Finance Director/Treasurer  
 Ed Gardiner, Director of Planning and Community Development  
 Shu-Fen Lin, Controller  
 Gary Mekjian, Assistant City Manager  
 Karen Mondora, Director of Public Services  
 Kelly Monico, Director of Central Services  
 Chuck Nebus, Police Chief  
 John Randle, Human Resources Director  
 Kim Ried, Secretary to the Finance Director  
 Ellen Schnackel, Director of Special Services  
 Pam Smith, City Clerk  
 Khalfani Stephens, Economic Development Director  
 Jon Unruh, Fire Chief



Dave Boyer  
 City Manager

## **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.**

## **LONG-TERM FINANCIAL PLANS**

The City's financial planning process assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve its goals. A key component in determining future options, potential problems, and opportunities is the forecast of revenues and expenditures. Financial forecasting is the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables. Revenue and expenditure forecasting does the following:

- Provides an understanding of available funding;
- Evaluates financial risk;
- Assesses the likelihood that services can be sustained;
- Assesses the level at which capital investment can be made;
- Identifies future commitments and resource demands; and
- Identifies the key variables that cause change in the level of revenue.

The City Forecasts the General Fund five (5) years out from the adopted budget using conservative but realistic assumptions as its "Base Forecast". Using the Base Forecast model, the City projects the annual and cumulative change to the General Fund – fund balance relative to its fund balance target range. If the Base Forecast reflects fund balance declining below the fund balance target range within the Forecast timeframe, then alternative forecast scenarios are developed reflecting assumptions which keep fund balance within the target range.

## **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.

### **Fiscal Year Budget**

The budget process begins in January with the distribution of budget instructions and forms. Department requests are submitted by City officials in late January. 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.

## **The Budget Process**

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### **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 2018/19 BUDGET CALENDAR

January 3 - 5, 2018	Distribution of budget instructions and forms to Department Directors
January 8 - 12, 2018	Finance Pre-submittal Meetings with Departments (AM meetings)
January 13, 2018	City Council Goal Setting Meeting
By January 31, 2018	Departmental Budget Requests Submitted to Finance Department.
March 5-7, 2018	Finance Department Budget Review Meetings with Departments
March 19 - 23, 2018	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 26 - April 20, 2018	Budget Document Preparation
April 20, 2018	Budget Document complete for City Council (delivered April 21 to CC)
April 23, 2018	Transmittal of FY 2018/19 budget document to City Council (study session).
Week of May 6, 2018	Budget review study sessions with City Council & direction to staff to publish public hearing notice.
May 2018	Public Notice of Public Hearing on FY 2018/19 proposed budget and tax rate.
June 11, 2018	Public Hearing and Adoption of FY 2018/19 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 unassigned fund balance of 15-25% 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 may be assigned from fund balance and automatically re-appropriated in the new budget year and when paid charged to the new fiscal year. The new fiscal year budget may need to be amended to support the re-appropriated encumbrances, if budget funds were not sufficiently available to be carried forward with the encumbrances.

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, 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. The Local Road Special Assessment Debt Fund has been identified as a major fund by the criteria of GASB 34.

### **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.

## **Financial Policies**

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### **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.

## **Financial Policies**

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### **LEASE-PURCHASE CONTRACTS**

The City is involved in the purchase by lease contract of 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 generally 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.

**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 February 26, 2018. 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 ratings), 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

In addition, the City will establish and follow general debt limitation guidelines for the debt capacity measures below:

- Net Debt as a Percentage of Taxable Value;
- Net Debt per Capita;
- Net Debt per Capita as a Percentage of Income per Capita;
- Annual Debt Service Expenditures as a Percentage of Annual Total Expenditures for the Governmental Activities; and
- Annual Debt Service Expenditures as a Percentage of Annual Total Revenue for the Governmental Activities.

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.

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.



## **Financial Policies**

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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.

## **GRANTS MANAGEMENT POLICY**

The City has established Policies and Procedures to Administer and Manage Federal Grant Awards.

The Policies and Procedures include the requirements for the Grant Development, Application and Approval Process; Grant Program Implementation; Financial and Budgetary Compliance; Recordkeeping; Allowable and Unallowable Costs; Cash Management; Davis-Bacon Act Compliance; Grant Eligibility; Equipment and Real Property Management; Grant Matching, Level of Effort and Earmarking; Period of Availability; Procurement and Vendor Suspension and Debarment; Program Income; Real Property Relocation and Acquisition; Grant Reporting; Record Retention and Access; and Sub-recipient Monitoring

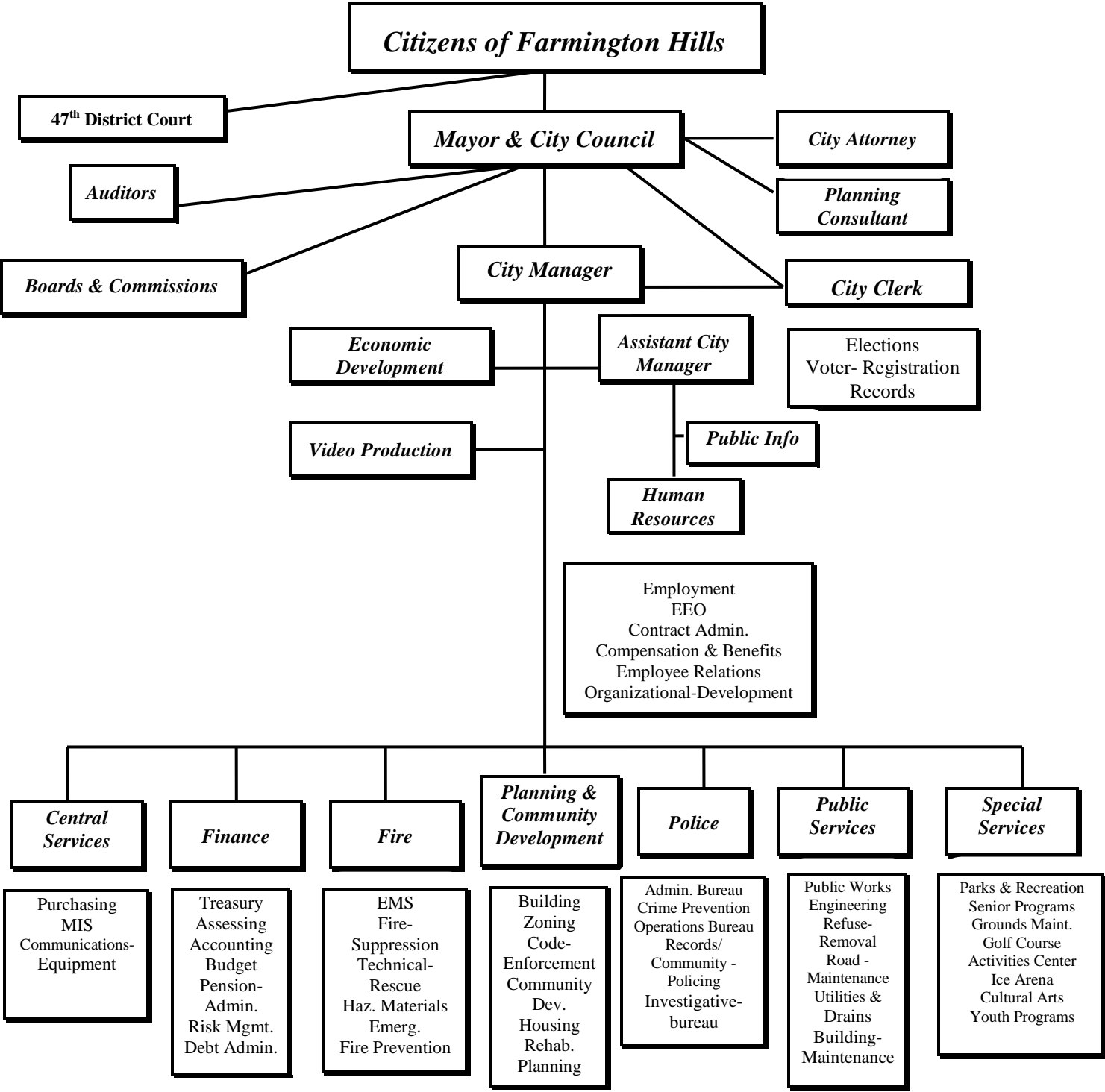
## FINANCIAL POLICY BENCHMARKS

<u>Financial Policy Benchmarks</u>	<u>Status</u>				
<p><b><u>Fund Balance</u></b> Unassigned General Fund – fund balance = 15% - 25% of General Fund Expenditures + Transfers-out.</p>	<p><b><u>Fund Balance</u></b> Unassigned General Fund - fund balance = 26.9% of Expenditures + Transfers-out (FY 2016/17 audit).</p>				
<p><b><u>Accounting, Auditing, Financial Reporting Policy</u></b> Produce Comprehensive Annual Financial Report (CAFR) in accordance with GAAP.</p>	<p><b><u>Accounting, Auditing, Financial Reporting Policy</u></b> Received the GFOA Certificate of Achievement of Excellence in Financial Reporting for the City’s FY 2016/17 CAFR, which was the 20<sup>th</sup> consecutive year the City received this award.</p>				
<p><b><u>Revenue Policy</u></b> Maintain a diversified and stable taxable revenue base.</p>	<p><b><u>Revenue Policy</u></b> 2018 Taxable Value base comprised of:</p> <table style="margin-left: 40px;"> <tr> <td>Residential</td> <td style="text-align: right;">70%</td> </tr> <tr> <td>Non-Residential</td> <td style="text-align: right;">30%</td> </tr> </table>	Residential	70%	Non-Residential	30%
Residential	70%				
Non-Residential	30%				
<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: AAA</p>				

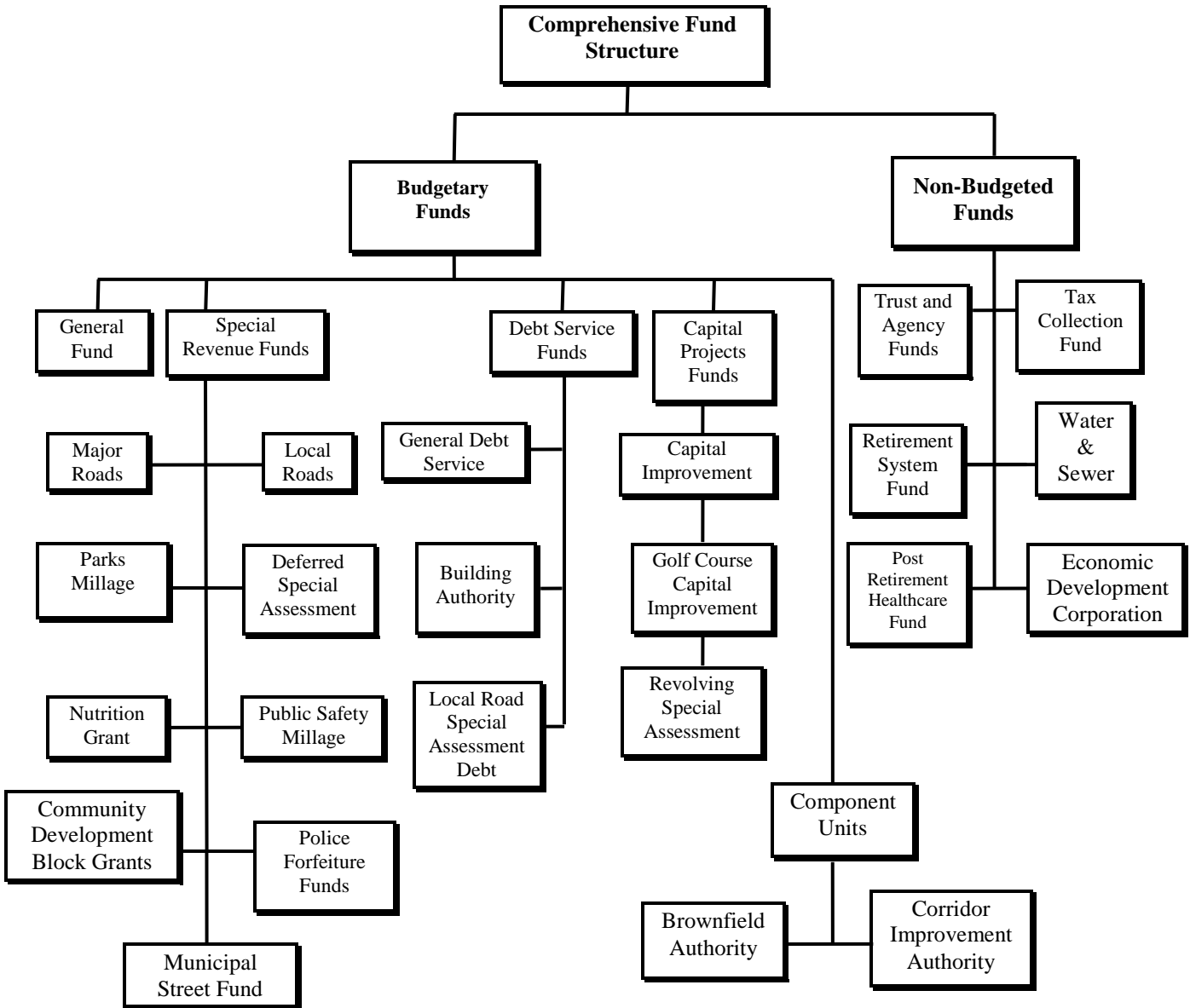
## FINANCIAL POLICY BENCHMARKS (Continued)

<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 FY 18/19:                      Drainage: \$3,567,000                      Sidewalks: \$ 315,000                      Equipment: \$3,351,000                      Public Facilities \$ 858,471</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 the GFOA “Distinguished” Budget Presentation award for FY 2017/18, which is the 34<sup>th</sup> consecutive year the City has received this award.</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>FY 2016/17 Funded Ratio (per the Actuarial Reports):</p> <ul style="list-style-type: none"> <li>• Employees’ Retirement System - 84%</li> <li>• Post-Retirement Healthcare Fund - 107%</li> </ul>
<p>Enhance the property tax base.</p>	<p>2017 Community investment:                      Residential: 14 new units valued at \$9.2 million. \$23.6 million in improvements / additions to existing units.</p> <p>Commercial-New, Additions &amp; Improvements: \$86.7 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

### FULL TIME EMPLOYEE STATISTICS

Department/Function	FY 15-16	FY 16-17	FY 17-18	FY 2018-2019		
	Full Time	Full Time	Full Time	Full Time	Part Time FTE*	Total
<b>General Fund:</b>						
City Administration	5	5	4	4	0.79	4.79
Public Information	4	4	4	4	2.10	6.10
Finance	19	19	19	19	1.09	20.09
City Clerk	6	6	6	6	0.28	6.28
Human Resources	4	4	4	4	0.14	4.14
Central Services	9	9	9	9	0.90	9.90
Police	142	142	142	142	10.79	152.79
Fire	51	55	55	59	32.69	91.69
Planning & Community Development	19	19	19	19	0.50	19.50
<b>Public Services -</b>						
Administration	4	4	4	4	0.00	4.00
Road Maintenance	20	20	21	21	5.46	26.46
Building Maintenance	4	4	4	4	0.00	4.00
Engineering	13	13	13	13	2.32	15.32
D.P.W. Garage	12	12	11	11	0.60	11.60
Waste Collection/Recycling	1	1	1	1	0.00	1.00
<b>Special Services -</b>						
Administration	11	11	12	12	10.00	22.00
Youth and Families	1	1	1	1	8.73	9.73
Senior Adults	5	5	5	5	21.25	26.25
Parks	9	9	9	9	15.92	24.92
Cultural Arts	2	2	2	2	1.47	3.47
Golf Course	2	2	2	2	11.43	13.43
Recreation	0	0	0	0	12.92	12.92
Ice Arena	3	3	3	3	10.16	13.16
<b>TOTAL CITY</b>	<b>346</b>	<b>350</b>	<b>350</b>	<b>354</b>	<b>149.54</b>	<b>503.54</b>

### FULL TIME EMPLOYEE STATISTICS SUMMARY

	15-16	16-17	17-18	18-19
FULL TIME	346.00	350.00	350.00	354.00
FTE	158.92	154.72	158.87	149.54
<b>TOTAL FULL TIME AND FTE</b>	<b>504.92</b>	<b>504.72</b>	<b>508.87</b>	<b>503.54</b>

The number of full-time employees will be increased by 4 in FY 2018/19, by adding four fire fighter positions in the Fire Department. However, part-time paid-on-call fire fighters are being reduced by 6.23 FTE's.

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

## TAX OVERVIEW

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 2018/19 and the last four fiscal years and the taxable value for FY 2018/19 are outlined below:

Advalorem Taxable Value (subject to City taxation)\* = \$3,294,442,850  
IFT Taxable Value = \$846,360

Millage Type	Actual Tax Rate FY 2014/15	Actual Tax Rate FY 2015/16	Actual Tax Rate FY 2016/17	Actual Tax Rate FY 2017/18	Proposed Tax Rate FY 2018/19
Operations	6.5206	5.9466	5.8911	6.1549	6.1956
Capital	0.7986	1.5606	1.5978	1.7168	1.6695
Debt Service	0.6368	0.4488	0.4671	0.4434	0.3892
Total Charter Operating Millage**	7.9560	7.9560	7.9560	8.3151	8.2543
Refuse Removal	0.7436	0.7542	0.7169	0.7359	0.7608
Economic Development	0.0164	0.0160	0.0160	0.0156	0.0154
Voted Road Millage	0.0000	2.0000	1.9908	1.9738	1.9593
Voted Parks	0.4882	0.4882	0.4859	0.4817	0.4781
Voted Public Safety	3.1764	3.1764	3.1617	3.1348	3.1118
Total Voted Millage	3.6646	5.6646	5.6384	5.5903	5.5492
<b>Total City Millage</b>	<b>12.3806</b>	<b>14.3908</b>	<b>14.3273</b>	<b>14.6569</b>	<b>14.5797</b>

\* Less Taxable Value on Renaissance Zone Property.

\*\* Subject to Headlee Capped Charter Maximum of 8.2543 Mills.

## 2018 TAXABLE VALUE ANALYSIS BY CLASS

CLASS	2017 Taxable	Net New	Adjustment	2018 Taxable	% of Taxable Adjustment	% of Taxable Roll
COMMERCIAL	666,176,630	4,386,122	15,631,088	686,193,840	2.35%	20.69%
INDUSTRIAL	94,984,180	2,199,730	8,253,570	105,437,480	8.69%	3.18%
RESIDENTIAL	2,244,198,190	4,323,530	80,124,080	2,328,645,800	3.57%	70.22%
REAL PROPERTY	3,005,359,000	10,909,382	104,008,738	3,120,277,120	3.46%	94.09%
PERSONAL	202,500,580	7,227,590	(13,855,470)	195,872,700	-6.84%	5.91%
<b>GRAND TOTAL</b>	<b>3,207,859,580</b>	<b>18,136,972</b>	<b>90,153,268</b>	<b>3,316,149,820</b>	<b>2.81%</b>	<b>100.00%</b>
<b>GRAND TOTAL*</b>	<b>3,207,859,580</b>	<b>18,136,972</b>	<b>90,153,268</b>	<b>3,316,149,820</b>	<b>3.38%</b>	<b>100.00%</b>

\* Including Net New.

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

	2018 S.E.V.	2018 TAXABLE	S.E.V. TO T.V. REDUCTION
COMMERCIAL	855,625,030	686,193,840	169,431,190
INDUSTRIAL	137,972,190	105,437,480	32,534,710
RESIDENTIAL	2,961,453,890	2,328,645,800	632,808,090
REAL PROPERT	3,955,051,110	3,120,277,120	834,773,990
PERSONAL	195,875,690	195,872,700	2,990
<b>GRAND TOTAL</b>	<b>4,150,926,800</b>	<b>3,316,149,820</b>	<b>834,776,980</b>

Property taxpayer savings (using 2017 millage rates) are:

City Taxes at 14.6569 mills	\$ 12,235,243
Total Taxes at 45.0016 mills **	\$ 37,566,300

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

\*\*2017 Farmington Schools Homestead tax rate

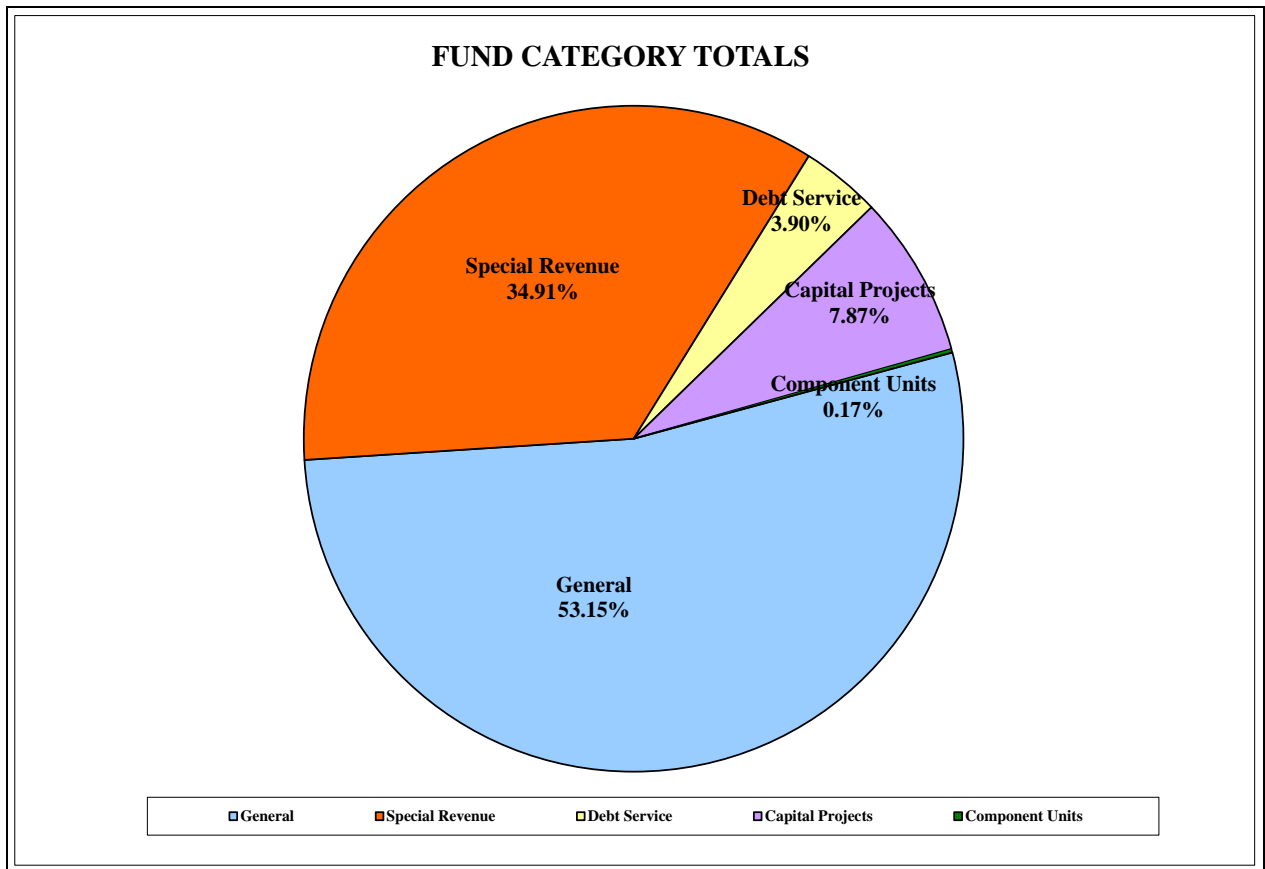
Pursuant to Michigan Law, property taxes are levied against Taxable Value, which is capped at the rate of inflation until the property is transferred. State Equalized Value represents 50% of market value and was the basis for the property tax levy until Proposal A was adopted in 1994.



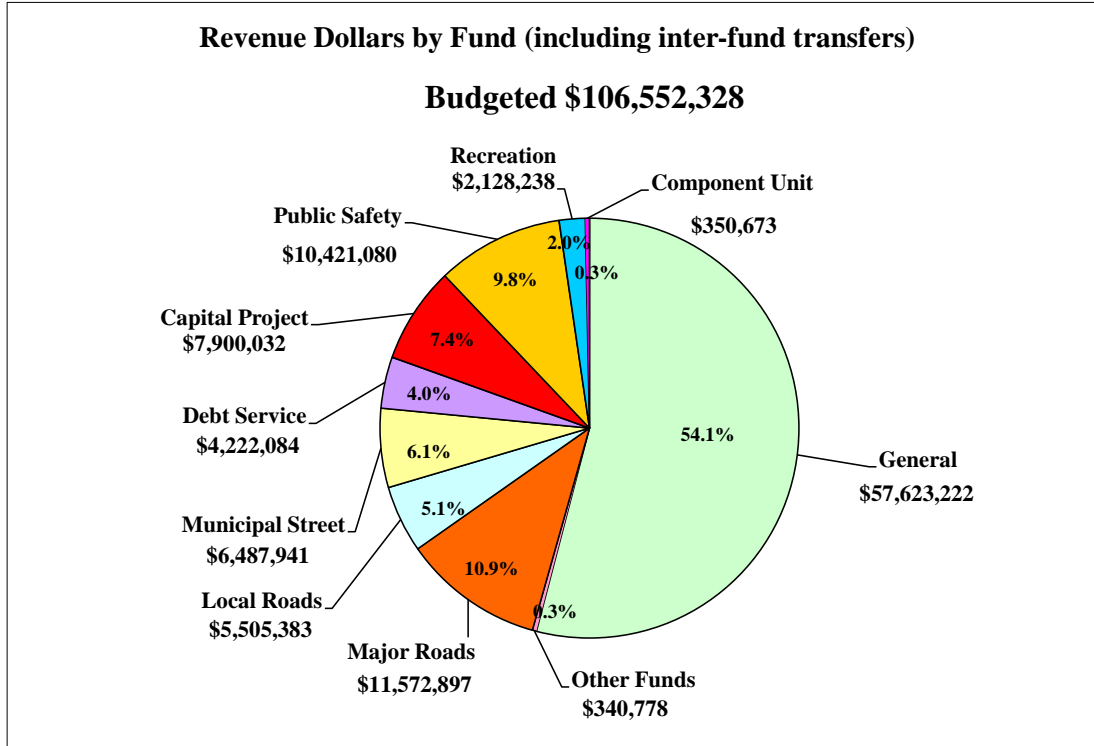
## FUND OVERVIEW

The City’s General Fund accounts for 53.15% or \$59,821,391 of the total expenditure budget, including inter-fund transfers. City resources for the entire 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:

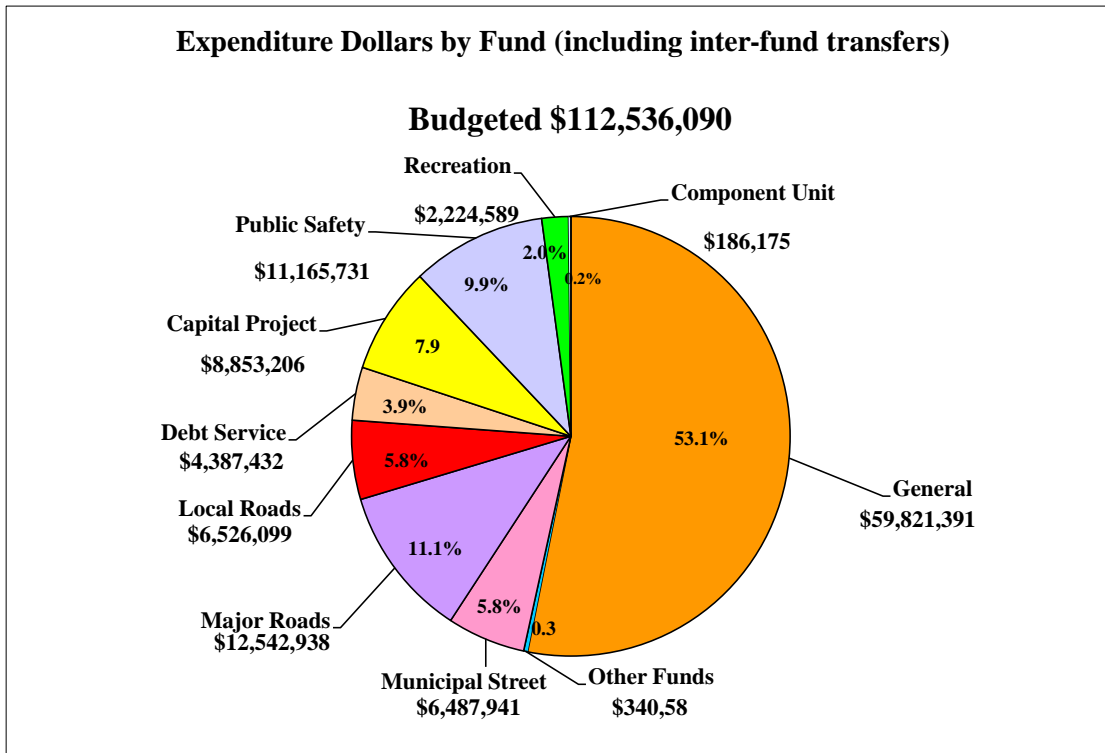
Fund Category	Budget	Percentage
General	\$59,821,391	53.15%
Special Revenue	39,287,886	34.91%
Debt Service	4,387,432	3.90%
Capital Projects	8,853,206	7.87%
Component Units	186,175	0.17%
Total	\$112,536,090	100.00%



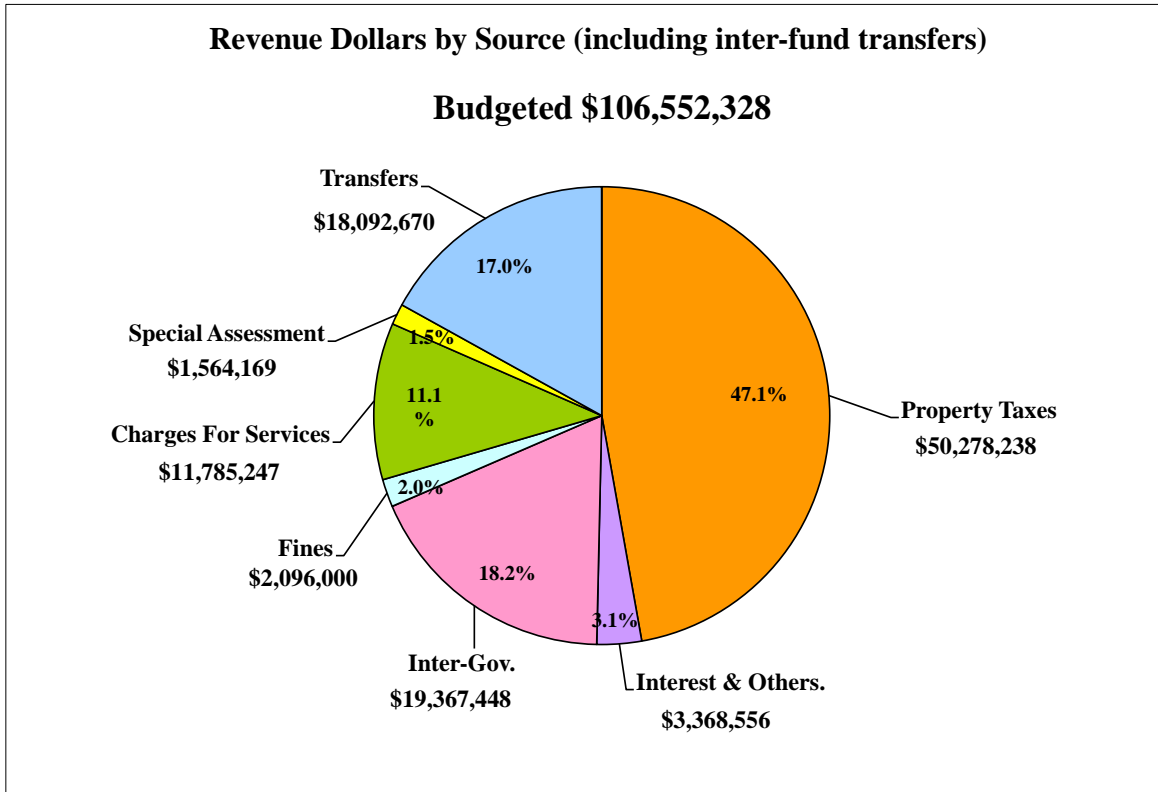
## SUMMARY OF BUDGETARY FUNDS BY FUND TYPE FY 2018/19



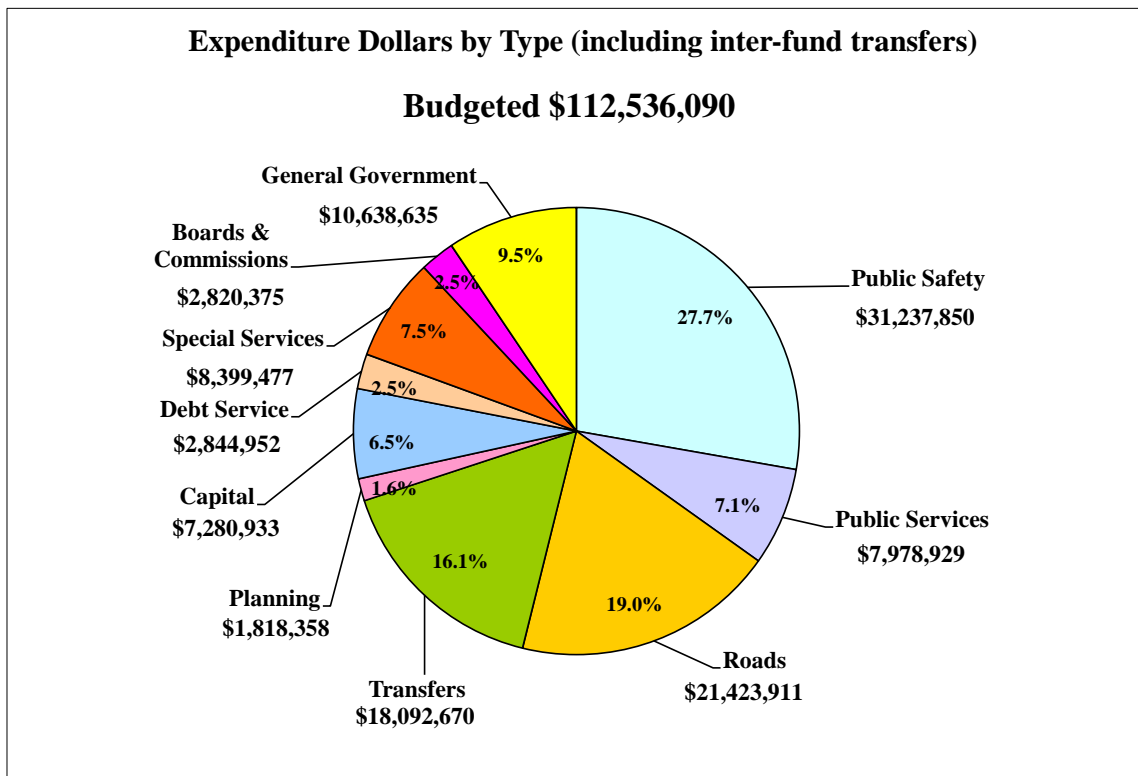
**Variances between revenue and expenditures are from Fund Balance.**



**SUMMARY OF BUDGETARY FUNDS  
BY REVENUE SOURCE AND EXPENDITURE TYPE  
FY 2018/19**



Variances between revenue and expenditures are from Fund Balances.



**CONSOLIDATED BUDGET SUMMARY  
FISCAL YEAR ENDING 6/30/19**

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Component Units	Total Funds
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$32,691,378</b>	<b>\$12,127,208</b>	<b>\$2,113,150</b>	<b>\$4,392,873</b>	<b>\$1,647,728</b>	<b>\$52,972,337</b>
<b>REVENUES</b>						
Property Taxes	31,678,645	18,262,420	0	0	337,173	50,278,238
Intergovernmental	7,983,080	10,244,363	240,005	900,000	0	19,367,448
Charges for Service	11,785,247	0	0	0	0	11,785,247
Special Assessment	0	1,020,372	543,797	0	0	1,564,169
Interest Income	400,000	203,810	128,485	23,650	13,500	769,445
Fines and Forfeitures	2,096,000	0	0	0	0	2,096,000
Other/Miscellaneous	2,363,400	203,711	0	32,000	0	2,599,111
<b>Total Revenues</b>	<b>56,306,372</b>	<b>29,934,676</b>	<b>912,287</b>	<b>955,650</b>	<b>350,673</b>	<b>88,459,658</b>
<b>EXPENDITURES</b>						
Boards and Commissions	2,820,375	0	0	0	0	2,820,375
General Government	10,638,635	0	0	0	0	10,638,635
Public Safety	20,619,119	10,618,731	0	0	0	31,237,850
Planning, Commun. & Econ. Dev.	1,818,358	0	0	0	0	1,818,358
Public Services	7,978,929	0	0	0	0	7,978,929
Special Services	8,399,477	0	0	0	0	8,399,477
Highways and Streets	0	17,856,911	0	3,567,000	0	21,423,911
Land Acquisition, Capital Improvements and Other	0	1,805,127	12,425	5,286,206	177,175	7,280,933
Debt Service Principal	0	0	2,355,000	0	0	2,355,000
Debt Service Interest	0	0	489,952	0	0	489,952
<b>Total Expenditures</b>	<b>52,274,893</b>	<b>30,280,769</b>	<b>2,857,377</b>	<b>8,853,206</b>	<b>177,175</b>	<b>94,443,420</b>
Revenues over/(under) Expenditures	4,031,479	(346,093)	(1,945,090)	(7,897,556)	173,498	(5,983,762)
<b>OTHER FINANCING SOURCES AND USES</b>						
Transfers In	1,316,850	6,521,641	3,309,797	6,944,382	0	18,092,670
Transfers Out	(7,546,498)	(9,007,117)	(1,530,055)	0	(9,000)	(18,092,670)
<b>Total</b>	<b>(6,229,648)</b>	<b>(2,485,476)</b>	<b>1,779,742</b>	<b>6,944,382</b>	<b>(9,000)</b>	<b>0</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(2,198,169)	(2,831,569)	(165,348)	(953,174)	164,498	(5,983,762)
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$30,493,209</b>	<b>\$9,295,639</b>	<b>\$1,947,802</b>	<b>\$3,439,699</b>	<b>\$1,812,226</b>	<b>\$46,988,575</b>

<b>Schedule of Interfund Transfers</b> <b>FY 2018/19</b>
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<b>Fund Transfer From</b>	<b>Fund Transfer To</b>	<b>Amount</b>	
General Fund	Capital Improvement Fund	5,500,000	(3)
	Nutrition Fund	34,500	(1)
	Community Center Renovations Fund	700,000	(3)
	Golf Course Capital Improvement Fund	29,952	(3)
	General Debt Service Fund	<u>1,282,046</u>	(2)
	<b>Total General Fund</b>	<b><u>7,546,498</u></b>	
Municipal Street Fund	Major Roads Fund	4,262,141	(3)
	Local Roads Fund	<u>2,225,000</u>	(3)
	<b>Total Municipal Street Fund</b>	<b><u>6,487,141</u></b>	
Local Roads Fund	Special Assessment Revolving Fund	174,013	(5)
	Local Road Special Assessment Debt Fund	955,213	(2)
	General Debt Service Fund	<u>82,900</u>	(2)
	<b>Total Local Roads Fund</b>	<b><u>1,212,126</u></b>	
Local Road Special Assessment Debt Fund	Special Assessment Revolving Fund	<b>540,417</b>	(5)
Parks Millage Fund	General Fund	<b>1,307,850</b>	(1)
General Debt Service Fund	Building Authority Fund	<b>989,638</b>	(2)
Brownfield Redevelopment Authority Fund	General Fund	<b>9,000</b>	(1)
	<b>Total Interfund Transfers</b>	<b><u>\$18,092,670</u></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 to repay interfund loan.

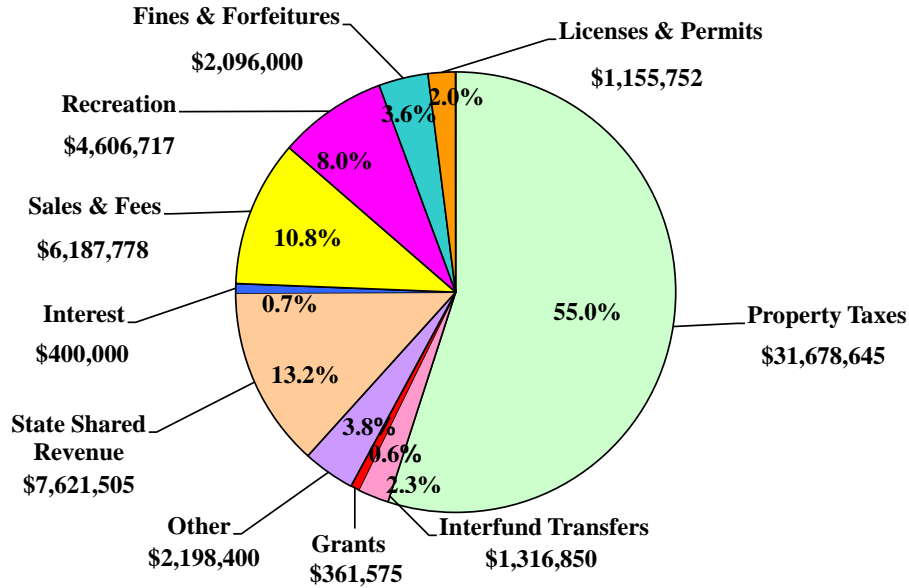
## GENERAL FUND

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.

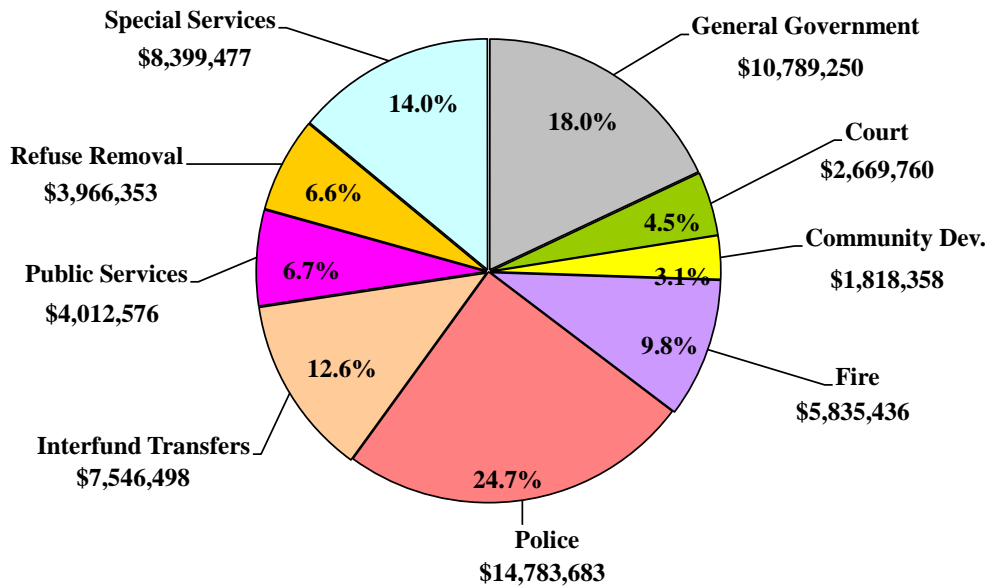


**GENERAL FUND FY 2018/19**

**Total General Fund Revenue and Transfers In  
Budgeted \$57,623,222**

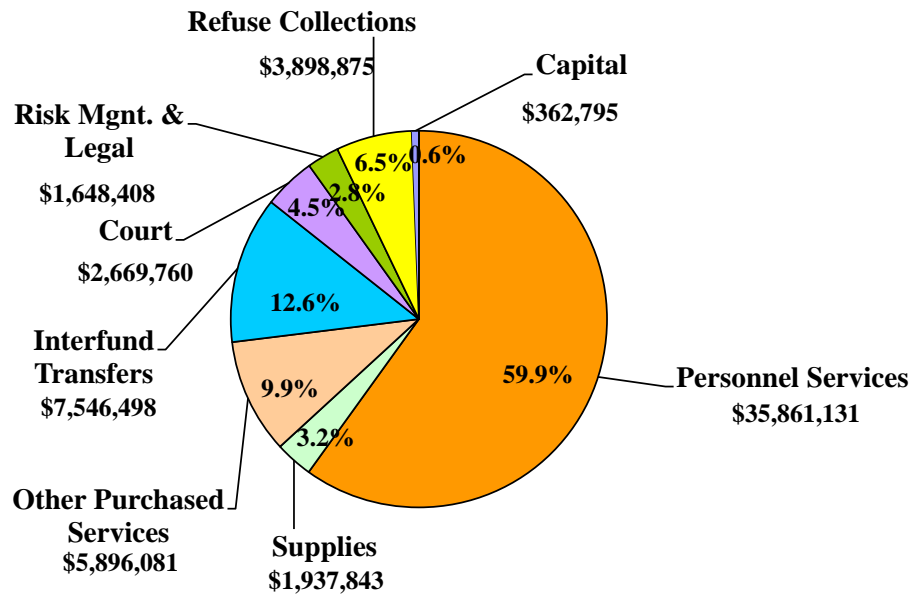


**Total General Fund Expenditures and Transfers Out  
Budgeted \$59,821,391**



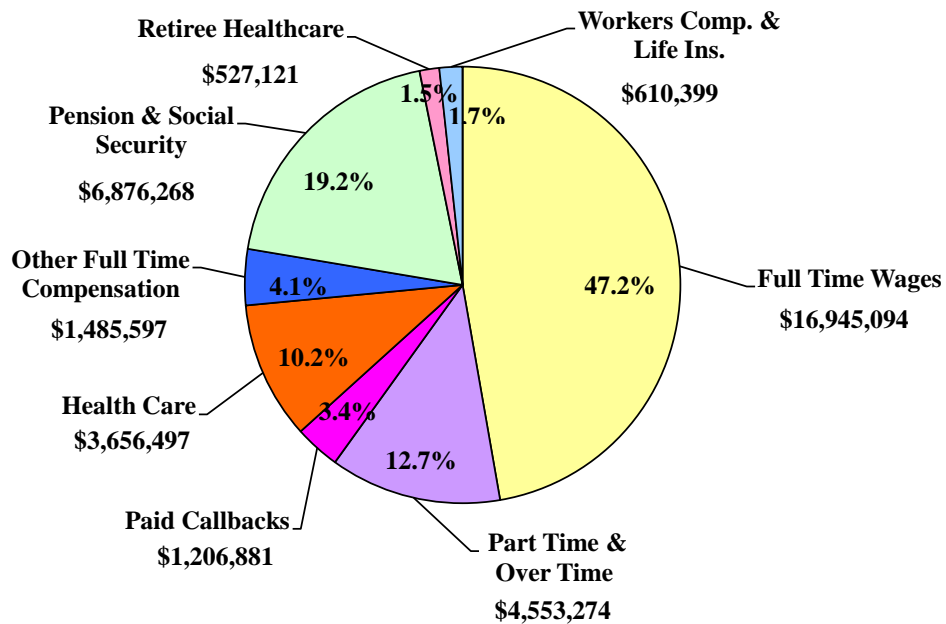
### General Fund Expenditures by Classification

Budgeted \$59,821,391



### General Fund Personnel Services

Budgeted \$35,861,131

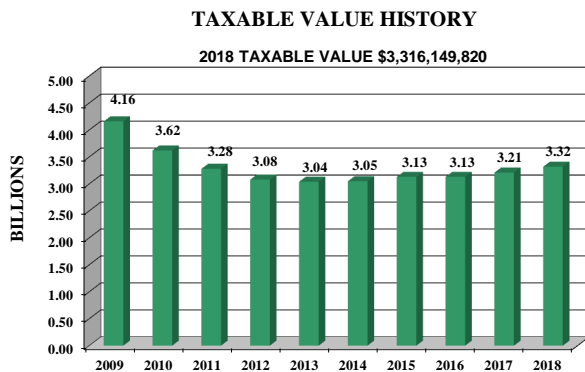




# GENERAL FUND REVENUE ANALYSIS

## City Property Taxes

The Major Source of Revenue for the General, Municipal Street, 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 55% of the General Fund Revenue, up from 54.2% last year. The proposed General Operating Millage (\$1 per \$1,000 of Taxable Value) is 8.2543, which covers operations, debt service and capital outlays. The Taxable Value of \$3,316,149,820 for FY 2018/19 was established on 12/31/17.

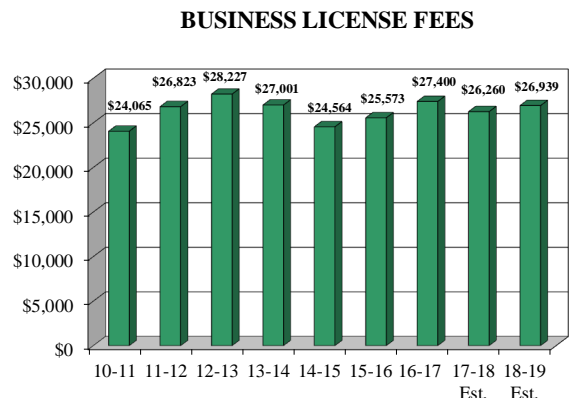
This category also consists of delinquent tax collections, penalties, interest, delinquent taxes, IFT Payments, and administration fees. Total General Fund property tax related revenues are projected at \$31,678,645 for FY 2018/19.

Real Property Taxes that are delinquent at March 1, 2019 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.

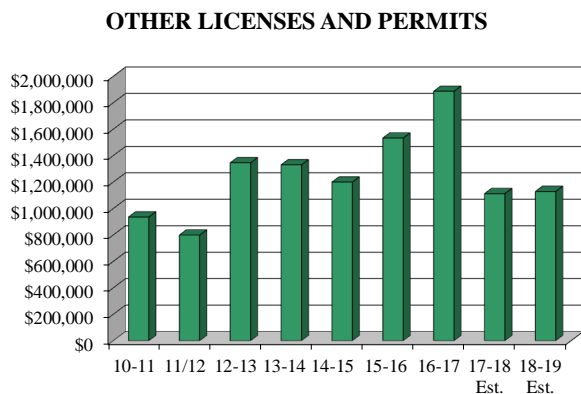
This category of revenue is projected at \$26,939 for FY 2018/19.



## General Fund Revenue Analysis

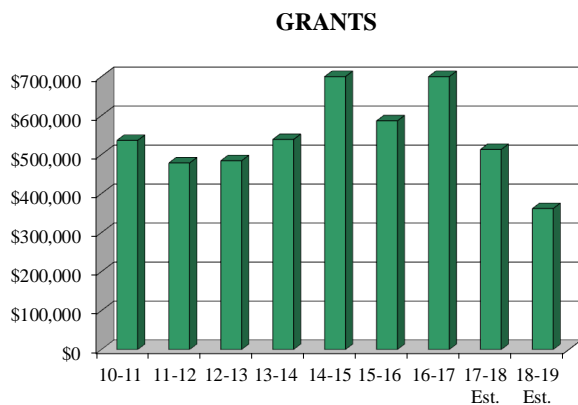
### Other Licenses and Permits

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 \$1,128,813 for FY 2018/19.



### Grants

Grant revenue is primarily based on a Suburban Mobility Authority for Regional Transportation (SMART) Grant, and Auto Theft Grant. Grant Revenue is estimated at \$361,575 for FY 2018/19.

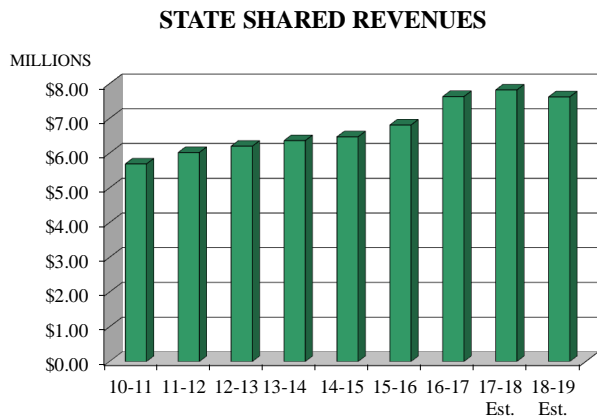


### State Shared Revenues

A major source of revenue for the City is 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 compliance with the State's City, Village and Township Revenue Sharing (CVTRS) Program.

In addition, this revenue source now also includes the State's reimbursement of exempt personal property taxes.

The FY 2018/19 revenues are based on the State's Budget estimates. This amount is projected to be \$7,621,505 or 13.2% of the General Fund Revenue Budget, up from 12.5% last year.

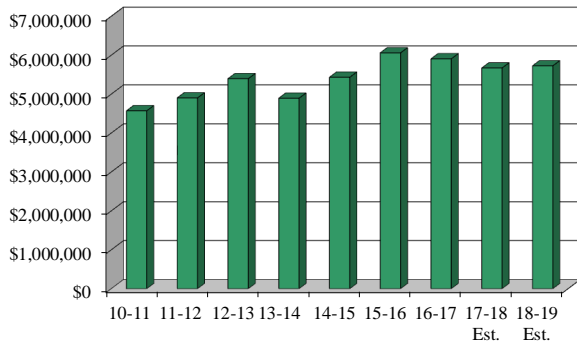


## General Fund Revenue Analysis

### Fees

Sources for these revenues are fees charged for various services provided by the City. This category accounts for \$5,726,228 of the General Fund Revenues. The largest revenue fee items in this group are \$1,766,000 for cable franchise fees, \$1,730,000 for advance life support fees, and \$1,480,000 for curbside recycling fees. Other revenues are estimated on anticipated development and construction and past revenue trends.

**FEES**

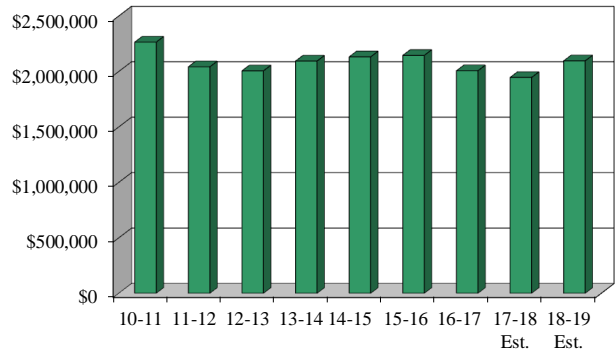


### Fines and Forfeitures

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 \$2,096,000 for FY 2018/19 and comprise 3.6% of the General Fund Budget, down from 3.9% last year.

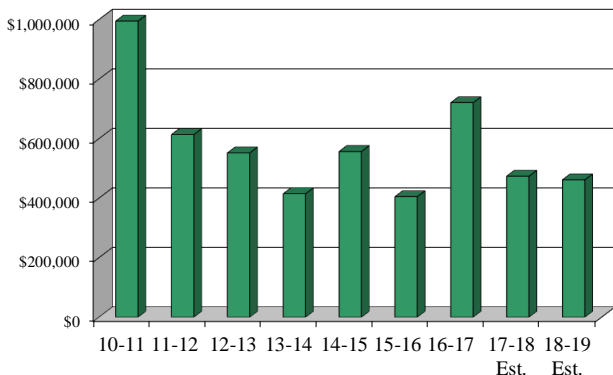
**FINES AND FORFEITURES**



### 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 \$461,550 of the FY 2018/19 General Fund Budget.

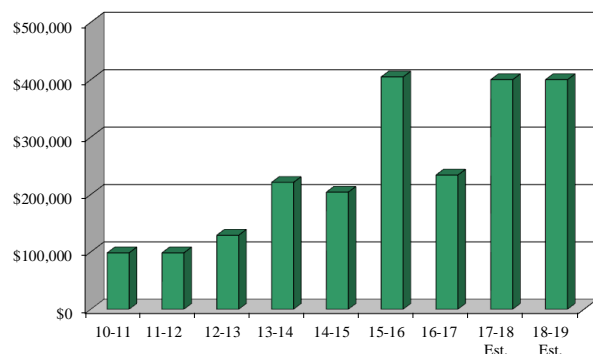
**SALES**



### 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 \$400,000 to the City's revenue.

**INVESTMENT INCOME**

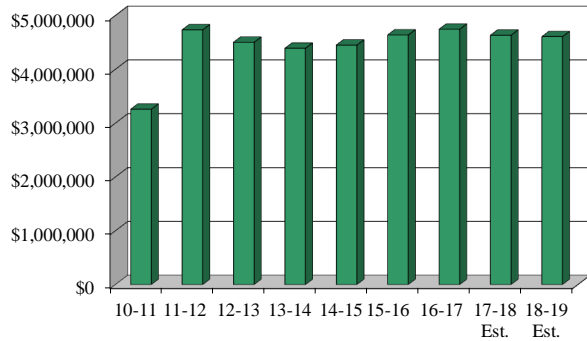


## General Fund Revenue Analysis

### 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, Ice Arena and various school and recreational activity facilities throughout the community, including the City of Farmington. This group of revenue accounts for \$4,606,717 or 8.0% of the FY 2018/19 General Fund Revenue Budget.

RECREATION USER CHARGES

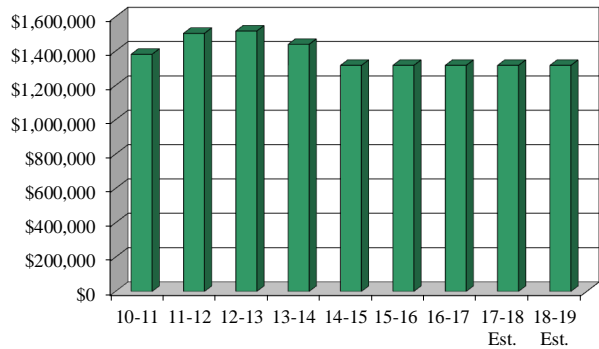


### Contributions from Other Funds

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.

FY 2018/19 contributions will be \$1,316,850 or 2.3% of the General Fund Revenue Budget.

CONTRIBUTIONS FROM OTHER FUNDS



### 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 2018/19 is \$2,198,400.

## GENERAL FUND SUMMARY

	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Estimated	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>					
Nonspendable, Restricted & Assigned	13,750,547	17,464,597	18,604,967	18,604,967	18,521,602
Unassigned	13,987,360	13,418,341	14,558,909	14,558,909	14,169,776
<b>TOTAL FUND BALANCE</b>	<b>27,737,907</b>	<b>30,882,938</b>	<b>33,163,876</b>	<b>33,163,876</b>	<b>32,691,378</b>
<b>REVENUES</b>					
Property Taxes	29,058,007	28,934,178	30,742,979	30,828,702	31,678,645
Business Licenses & Permits	25,573	27,400	25,800	26,260	26,939
Other Licenses & Permits	1,532,521	1,886,282	1,449,414	1,112,489	1,128,813
Grants	586,568	708,890	540,002	513,088	361,575
State Shared Revenues	6,807,773	7,628,780	7,078,425	7,824,298	7,621,505
Fees	6,059,238	5,906,052	5,842,435	5,670,337	5,726,228
Sales	404,838	720,695	387,154	473,542	461,550
Fines & Forfeitures	2,145,354	2,006,801	2,205,438	1,946,000	2,096,000
Interest Earnings	404,784	233,798	319,000	400,000	400,000
Recreation User Charges	4,637,772	4,744,048	4,527,005	4,633,192	4,606,717
Other Revenue	2,442,125	2,344,949	2,312,625	2,223,873	2,198,400
<b>TOTAL OPERATING REVENUE</b>	<b>54,104,553</b>	<b>55,141,873</b>	<b>55,430,276</b>	<b>55,651,781</b>	<b>56,306,372</b>
<b>EXPENDITURES</b>					
Boards & Commissions	2,649,973	2,671,217	2,744,840	2,739,363	2,820,375
General Government	9,274,061	9,682,922	10,475,068	10,295,274	10,638,635
Public Safety	18,378,223	18,881,388	20,473,171	19,954,894	20,619,119
Planning & Community Development	1,423,852	1,574,259	1,779,959	1,637,202	1,818,358
Public Services	7,275,405	7,067,819	7,933,017	7,716,724	7,978,929
Special Services	7,304,009	7,344,732	8,034,061	8,099,436	8,399,477
<b>TOTAL EXPENDITURES</b>	<b>46,305,523</b>	<b>47,222,337</b>	<b>51,440,116</b>	<b>50,442,893</b>	<b>52,274,893</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>7,799,030</b>	<b>7,919,536</b>	<b>3,990,160</b>	<b>5,208,888</b>	<b>4,031,479</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfers In	1,316,850	1,316,850	1,316,850	1,316,850	1,316,850
Operating Transfers Out	(5,970,849)	(6,955,448)	(6,957,236)	(6,998,236)	(7,546,498)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(4,653,999)</b>	<b>(5,638,598)</b>	<b>(5,640,386)</b>	<b>(5,681,386)</b>	<b>(6,229,648)</b>
<b>EXCESS OF REVENUE AND FINANCING SOURCES (USES) OVER (UNDER) EXPENDITURES</b>	<b>3,145,031</b>	<b>2,280,938</b>	<b>(1,650,226)</b>	<b>(472,498)</b>	<b>(2,198,169)</b>
<b>FUND BALANCE AS OF JUNE 30</b>					
Nonspendable, Restricted & Assigned	17,464,597	18,604,967	16,083,733	18,521,602	18,324,189
Unassigned	13,418,341	14,558,909	15,429,917	14,169,776	12,169,020
<b>TOTAL FUND BALANCE</b>	<b>30,882,938</b>	<b>33,163,876</b>	<b>31,513,650</b>	<b>32,691,378</b>	<b>30,493,209</b>
<b>Unassigned Fund Balance As Percent Of Expenditures</b>	<b>25.7%</b>	<b>26.9%</b>	<b>26.4%</b>	<b>24.7%</b>	<b>20.3%</b>

## General Fund Summary

	Actual	Actual	Budget	Estimate	Adopted
<u>Nonspendable and Restricted Fund Balance</u>	<u>June 30, 2016</u>	<u>June 30, 2017</u>	<u>June 30, 2018</u>	<u>June 30, 2018</u>	<u>June 30, 2019</u>
SWOCC Advance of Principal	161,149	0	0	0	0
Restricted	22,408	22,408	22,408	22,408	0
Prepays	871,159	983,365	0	900,000	900,000
<b>Total Nonspendable and Restricted Fund Balance</b>	<b>1,054,716</b>	<b>1,005,773</b>	<b>22,408</b>	<b>922,408</b>	<b>900,000</b>
<u>Assigned Fund Balance</u>					
Next Year's Budgeted Expenditures	2,476,602	1,488,513	2,077,800	1,488,513	1,475,221
Encumbrances Carried Forward	157,541	161,713	175,000	161,713	0
Future Inspections	200,000	200,000		200,000	200,000
Communications	200,000	200,000		200,000	200,000
Information Technology	900,000	900,000		900,000	900,000
Police Patrol Cars	400,000	400,000		400,000	400,000
Activities Center	355,000	355,000		355,000	355,000
Buses	400,000	400,000		400,000	400,000
Stormwater	5,396,353	5,900,000	1,140,837	5,900,000	5,900,000
Sidewalks & Bikepaths	500,000	500,000		500,000	500,000
Corridor Improvement Authority	920,000	920,000		920,000	920,000
Citywide Facilities Imp.	0	873,494		873,494	873,494
Unfunded 1st Year CIP Projects	0	0	8,286,688	0	0
Police Training	4,385	474	3,000	474	474
Public Safety	0	300,000		300,000	300,000
Retirement System Contribution*	2,500,000	3,000,000	3,000,000	3,000,000	3,000,000
Retiree Healthcare System Contribution*	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,378,000</u>	<u>2,000,000</u>	<u>2,000,000</u>
<b>Total Assigned Fund Balance</b>	<b><u>16,409,881</u></b>	<b><u>17,599,194</u></b>	<b><u>16,061,325</u></b>	<b><u>17,599,194</u></b>	<b><u>17,424,189</u></b>
<b>Total Nonspendable, Restricted &amp; Assigned Fund Balance</b>	<b><u>17,464,597</u></b>	<b><u>18,604,967</u></b>	<b><u>16,083,733</u></b>	<b><u>18,521,602</u></b>	<b><u>18,324,189</u></b>

\* Over and above the annual actuarial calculated contribution.

## GENERAL FUND ESTIMATED REVENUE ANALYSIS

ACCT. NO.	DESCRIPTION	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Projection	2018/19 Budget
<b><u>PROPERTY TAXES</u></b>						
403	005 Current Operating Property Tax	24,699,784	24,723,327	26,412,821	26,485,657	27,160,984
	006 Current Refuse Removal Property Tax	2,339,628	2,226,217	2,337,563	2,350,083	2,503,432
	007 Economic Development Property Tax	49,597	49,466	49,553	49,598	49,687
	020 Delinquent Personal Property	50,747	43,240	55,000	45,000	45,000
	025 Interest & Penalty	377,496	362,143	330,000	330,000	330,000
	027 Transfer Affidavit Penalty Fee	24,225	36,530	30,000	30,000	30,000
	030 Payments in Lieu of Taxes	21,458	22,087	19,500	22,000	22,000
	031 IFT Payments	6,610	4,742	4,046	4,213	3,755
	032 Administration Fee	1,490,164	1,482,036	1,501,696	1,509,351	1,530,000
	035 Trailer Taxes	2,913	2,590	2,800	2,800	2,800
	036 MTT Payments/Adjustments	(4,615)	(18,200)	0	0	0
	Total Property Taxes	29,058,007	28,934,178	30,742,979	30,828,702	31,677,657
<b><u>BUSINESS LICENSES &amp; PERMITS</u></b>						
451	025 Vendor Permits	6,338	5,250	6,547	6,400	6,116
	030 Business Licenses	3,600	4,625	3,787	4,000	4,157
	050 Landfill Permit	260	260	309	260	265
	055 Residential Builders Registration	15,375	17,265	15,157	15,600	16,402
	Total Business Licenses & Permits	25,573	27,400	25,800	26,260	26,939
<b><u>OTHER LICENSES &amp; PERMITS</u></b>						
476	006 Fire Damage Reports	374	587	385	400	400
	009 Zoning Compliance Permit	2,900	3,820	2,893	3,000	3,305
	010 Building Permits	1,091,964	1,430,590	1,018,557	700,000	700,000
	015 Electrical Permits	150,321	146,327	147,168	150,000	150,000
	020 Heating Permits	148,978	162,673	148,845	150,000	150,000
	025 Plumbing Permits	70,149	80,276	71,626	70,000	74,945
	035 Over - Size / Weight Permits	1,150	2,000	1,122	2,000	2,000
	045 Cab Card Permits	3,000	5,900	3,200	3,200	3,200
	050 Dog Licenses	4,505	4,234	4,207	4,000	4,000
	060 Sidewalk R.O.W. Utility	11,595	14,185	11,132	11,000	11,000
	065 Residential Improvement & Engineering	6,400	8,800	6,392	6,400	7,344
	066 Residential Improvement Building	800	1,100	799	1,000	986
	069 Rental Unit Inspection Fee	38,640	24,220	31,600	10,000	20,000
	070 Soil Erosion & Sediment	1,745	1,570	1,489	1,489	1,633
	Total Other Licenses & Permits	1,532,521	1,886,282	1,449,414	1,112,489	1,128,813
<b><u>GRANTS</u></b>						
505	004 Federal FEMA Safer Grant	202,112	323,646	172,000	168,830	0
	005 Homeland Security Federal Grant	6,390	39,549	0	5,010	0
	029 SMART Grant Revenue	239,498	239,704	264,499	239,499	264,499
	032 Police Training Grant, P.A. 302	20,972	19,156	20,768	19,545	19,545
	033 Dispatch Training Grant, P.A. 32	7,825	17,103	0	17,000	17,000
	045 Auto Theft Grant	66,507	59,784	60,531	60,531	60,531
	050 County Grants	18,264	9,948	17,704	0	0
	054 Miscellaneous Grant	3,000	0	0	2,673	0
	100 MMRMA Rap Grant	22,000	0	4,500	0	0
	Total Grants	586,568	708,890	540,002	513,088	361,575

## Estimated Revenue Analysis

ACCT. NO.	DESCRIPTION	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Projection	2018/19 Budget
<b><u>STATE SHARED REVENUE</u></b>						
574	000 LCSSA Reimb. of Exempt Personal Property	353,942	823,770	473,689	895,821	500,000
	005 Income, Sales & Intangibles	6,415,437	6,765,271	6,565,736	6,888,999	7,082,027
	010 Liquor License Tax	38,394	39,739	39,000	39,478	39,478
	Total State Shared Revenue	6,807,773	7,628,780	7,078,425	7,824,298	7,621,505
<b><u>FEES</u></b>						
607	030 Police Accident Reports	20,422	21,567	30,813	20,000	20,000
	031 Police Services	45,498	69,257	46,118	75,000	75,000
	032 Franklin Lockup Service Fees	1,000	1,900	1,300	1,300	1,300
	035 Miscellaneous Police Fees	48,851	39,601	57,920	40,000	40,000
	036 False Alarms	46,049	48,420	47,000	47,000	48,099
	037 Liquor License Processing	4,000	7,500	7,310	7,310	6,395
	038 Fire Department Cost Recovery	6,530	809	5,259	0	0
	039 Fire Inspection	96,405	98,041	93,894	98,000	98,000
	040 Weed Cutting	11,772	4,454	10,116	10,116	10,000
	041 Advance Life Support Fees	1,708,423	1,748,536	1,736,634	1,630,000	1,730,000
	042 Animal Appeal Hearing	1,700	1,500	1,275	1,275	1,522
	045 Planning Commission	67,866	38,608	54,762	54,762	54,820
	055 Zoning Board	6,846	6,435	7,792	7,792	7,165
	060 Board Up Fees	250	0	0	0	0
	065 Zoning Site Plan Review	29,333	3,685	5,000	5,000	12,926
	070 Engineering Site Plan Review	201,331	120,891	122,949	75,000	75,000
	076 In-House Engineering Fees	389,979	79,558	269,293	282,000	300,000
	078 Soil Erosion Inspection	(250)	0	0	0	0
	082 S.A.D. Engineering Fees	37,550	311,019	50,000	84,782	0
	083 Revenues Cable TV	1,862,278	1,820,450	1,830,000	1,766,000	1,766,000
	084 SWOCC Contribution	6,237	0	0	0	0
	085 Recycling Fees	1,467,168	1,483,821	1,465,000	1,465,000	1,480,000
	Total Fees	6,059,238	5,906,052	5,842,435	5,670,337	5,726,228
<b><u>SALES</u></b>						
642	005 Maps & Publications	(158)	110	50	62	50
	009 Franklin Dispatch	50,459	51,468	51,468	51,468	52,154
	010 Auctions	20,134	14,496	11,162	33,000	22,994
	013 Permits Expired - Uncompleted	33,455	51,650	35,000	35,000	40,836
	014 Donations	2,133	0	2,000	2,000	1,405
	015 Miscellaneous Income	41,959	346,095	58,449	65,000	65,000
	019 Health Care Co-Pay	(119)	0	50	0	0
	020 Vital Statistics	95,446	92,296	94,001	85,000	92,732
	021 Passport Fees	20,475	16,225	19,474	10,000	15,878
	025 Fixed Asset Sales	75,079	115,907	50,000	121,512	100,000
	055 Building Demolition	250	0	0	0	0
	056 Rental Income (Radio Tower)	65,225	31,948	65,000	70,000	70,000
	057 Phone Franchise Fees	500	500	500	500	500
	Total Sales	404,838	720,695	387,154	473,542	461,550



## Estimated Revenue Analysis

ACCT. NO.	DESCRIPTION	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Projection	2018/19 Budget
<b><u>FINES &amp; FORFEITURES</u></b>						
655	001 Civil Fines	183,512	174,685	200,908	170,000	170,000
	002 Court Filing Fees	833,661	715,027	788,925	640,000	640,000
	003 Probation Fees	289,923	245,867	275,418	240,000	240,000
	004 PSI District Court	25,575	17,368	25,794	18,000	18,000
	005 Ordinance Fines	742,969	771,054	844,777	800,000	950,000
	007 Motor Carrier Fines	15,788	43,354	21,381	40,000	40,000
	015 Parking Fines	31,617	26,447	31,063	20,000	20,000
	025 Bond Forfeitures	22,309	12,999	17,172	18,000	18,000
	Total Fines & Forfeitures	2,145,354	2,006,801	2,205,438	1,946,000	2,096,000
<b><u>INTEREST EARNINGS</u></b>						
664	005 Interest Income	286,842	308,101	319,000	400,000	400,000
668	001 Unrealized Gain/(Loss)	117,942	(74,303)	0	0	0
	Total Interest Earnings	404,784	233,798	319,000	400,000	400,000
<b><u>INTERFUND TRANSFERS</u></b>						
676	243 Brownfield Authority Fund Admin.	9,000	9,000	9,000	9,000	9,000
	410 Parks Millage - Park Maint & Admin.	382,450	382,450	382,450	382,450	382,450
	Parks Millage - Naturalist	75,400	75,400	75,400	75,400	75,400
	Parks Millage - Youth	150,000	150,000	150,000	150,000	150,000
	Parks Millage - Activities Center Programs	400,000	400,000	400,000	400,000	400,000
	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	1,316,850	1,316,850	1,316,850	1,316,850	1,316,850
<b><u>RECREATION USER CHARGES</u></b>						
695	015 Administration	24,181	14,027	10,900	11,285	10,900
	020 Youth & Family Contributions (incl. Farmington)	159,287	147,461	148,000	144,200	110,000
	027 Transportation Sponsorship	15,126	15,750	16,000	16,000	16,000
	028 Kroger Transportation	11,280	12,480	15,800	14,000	14,000
	029 Other Transportation Revenues	34,417	30,298	37,000	32,000	32,000
	030 Senior Revenues	145,806	139,387	133,200	134,000	134,000
	031 Mercy Meal Fees	0	949	0	0	0
	032 Senex Program Revenues	58,927	77,717	70,850	75,000	75,000
	033 Senior Trips	3,548	2,612	3,000	3,000	3,000
	034 Special Functions Revenues	16,303	11,894	13,500	13,500	13,500
	035 Grounds & Recreation	44,050	43,369	37,000	37,010	37,000
	041 Swimming	333,664	362,471	294,990	332,738	325,278
	044 Cultural Arts	323,334	329,688	336,800	341,629	359,614
	045 After School Recreation	19,446	16,199	16,710	14,262	13,970
	055 Day Camp	153,714	145,770	137,470	133,200	149,730
	057 Gym	35,022	30,171	34,330	34,865	34,330
	060 Classes	47,116	56,907	51,710	48,350	48,730
	065 Tennis	4,644	5,593	4,625	3,255	4,625
	070 Golf	5,034	5,253	4,360	4,014	4,360
	071 Junior Golf League	1,750	1,975	2,550	2,465	2,550
	075 Softball	7,535	10,140	11,875	11,470	11,510
	085 Safety Clinic	130	125	300	300	300
	105 Special Events	69,753	72,939	57,370	55,178	57,370
	110 Youth Soccer	34,451	31,064	45,950	35,921	35,825
	120 Youth Basketball	22,086	17,905	18,300	19,220	18,300
	170 Teen Programs	27,155	33,935	25,790	27,475	28,925
	201 Farmington Contributions	221,374	227,790	226,100	226,100	240,000
	202 Golf Course Revenues	1,005,216	992,736	960,000	996,138	993,000
	203 Farmington Hills Golf Club Concessions	6,000	14,000	10,000	10,000	10,000
	204 Farmington Hills Golf Club Reimbursement	0	4,000	0	0	0
	206 Driving Range Fees	204,206	206,596	185,000	202,691	202,500
	208 Adult Chorale	5,479	6,037	7,200	6,730	7,200

## Estimated Revenue Analysis

ACCT. NO.	DESCRIPTION	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Projection	2018/19 Budget
	212 Nature Study	61,208	106,072	42,775	85,000	42,775
	213 Archery	60,839	71,869	61,000	66,195	67,000
	216 Safety Town	11,483	11,530	10,800	10,305	11,400
	218 Children's Travel	51,544	46,552	46,200	49,986	49,000
	300 Activities Center Rent	94,212	97,481	116,500	118,934	113,500
	301 Grant Center Rental	23,760	30,325	27,250	26,380	26,725
	302 Longacre House Rental	114,848	105,247	118,800	104,281	115,800
	303 Dog Park Revenue	10,402	11,125	10,500	10,580	10,500
	408 Heritage Rental Fees	28,331	30,888	30,500	29,535	30,500
Ice	805 Youth Hockey Contract	681,829	668,551	685,000	660,000	660,000
	807 Figure Skating Contract	16,568	26,733	15,350	20,350	20,350
	809 Other Ice Contract Ice	86,213	112,199	80,000	100,000	100,000
	812 Misc. Hourly - Figure Skating	97,469	103,372	85,000	100,000	100,000
	822 Single Usage - Shift Hockey	7,214	165	5,000	1,000	1,000
	824 Single Usage - Open Skate	9,720	9,383	10,000	10,000	10,000
	826 Adult Hockey	37,988	42,197	45,000	43,500	45,000
	830 Learn to Skate	51,675	58,517	65,000	60,000	60,000
	831 Non-Ice Activities	10,000	10,175	10,000	11,500	10,000
	840 Special Events - Ice Show	4,030	4,474	1,000	2,000	3,000
	841 Ice Retail Sales	236	311	500	500	500
	843 Ice Tax Exempt	789	26	50	50	50
	844 Ice Food Sales	79,323	78,930	80,000	80,000	80,000
	845 Ice Arena Vending Machine Revenue	4,132	3,442	5,000	5,000	4,000
	846 Ice Arena Coin Locker Revenue	0	0	100	100	100
	848 Ice Arena Outside Concession	37,970	31,298	40,000	35,000	35,000
	849 Ice Arena Room Rentals	2,625	2,600	3,000	3,000	3,000
	850 Ice Arena Advertising	5,542	5,138	6,000	6,000	6,000
	853 Ice Arena Skate Rental	7,788	8,210	10,000	8,000	8,000
	<b>Total Recreation User Charges</b>	<b>4,637,772</b>	<b>4,744,048</b>	<b>4,527,005</b>	<b>4,633,192</b>	<b>4,606,717</b>
	<b><u>OTHER REVENUE</u></b>					
696	000 Bond/Insurance Recoveries	447,793	504,911	500,000	500,000	500,000
	001 Reimbursements	8,568	95,825	50,000	10,000	10,000
	002 State Reimbursement for Elections	4,057	56,761	5,000	0	0
	003 School Reimbursement for High School Officer	78,287	79,853	81,450	81,450	81,450
	004 Rx Cost Recovery Rebate	62,775	82,511	82,500	132,592	100,000
	005 Equipment Rental - Force Account	1,061,101	1,152,998	1,089,925	1,100,000	1,100,000
	006 Farmington Refuse Removal Contribution	649	715	950	950	950
	007 Refunds	1,775	1,649	2,000	2,000	2,000
	008 O.C.C. Payroll Reimbursement	(576)	0	5,000	0	0
	009 Federal Task Force Overtime Reimbursement	40,629	36,472	46,000	36,000	36,000
	010 Sponsorship - Special Services	1,000	0	5,000	0	0
	011 Traffic Improvement Asso. Bypass Reimbursement	16,733	8,265	17,000	18,681	17,000
	012 Vending Machine Rebates	1,549	1,389	1,600	1,400	1,400
	013 Fuel & Maintenance Reimbursement	4,089	3,344	5,000	3,500	3,500
	014 Overhead Street Lighting Reimbursement	52,576	57,781	58,200	58,200	58,200
	017 Contributions from Other Governments	0	0	1,500	0	0
	018 Contribution for Dispatch Services	217,375	221,763	223,000	223,000	223,000
	019 Contribution for I.T. Services	37,412	37,843	38,500	38,500	38,500
	021 Defined Contribution 401a Forfeiture	230	0	0	0	0
	023 Trust Fund Forfeiture	406,103	2,869	100,000	17,600	26,400
	<b>Total Other Revenue</b>	<b>2,442,125</b>	<b>2,344,949</b>	<b>2,312,625</b>	<b>2,223,873</b>	<b>2,198,400</b>
	<b>TOTAL OPERATING REVENUE</b>	<b>55,421,403</b>	<b>56,458,723</b>	<b>56,747,126</b>	<b>56,968,631</b>	<b>57,622,235</b>

## GENERAL FUND EXPENDITURE SUMMARY FY 2018/19

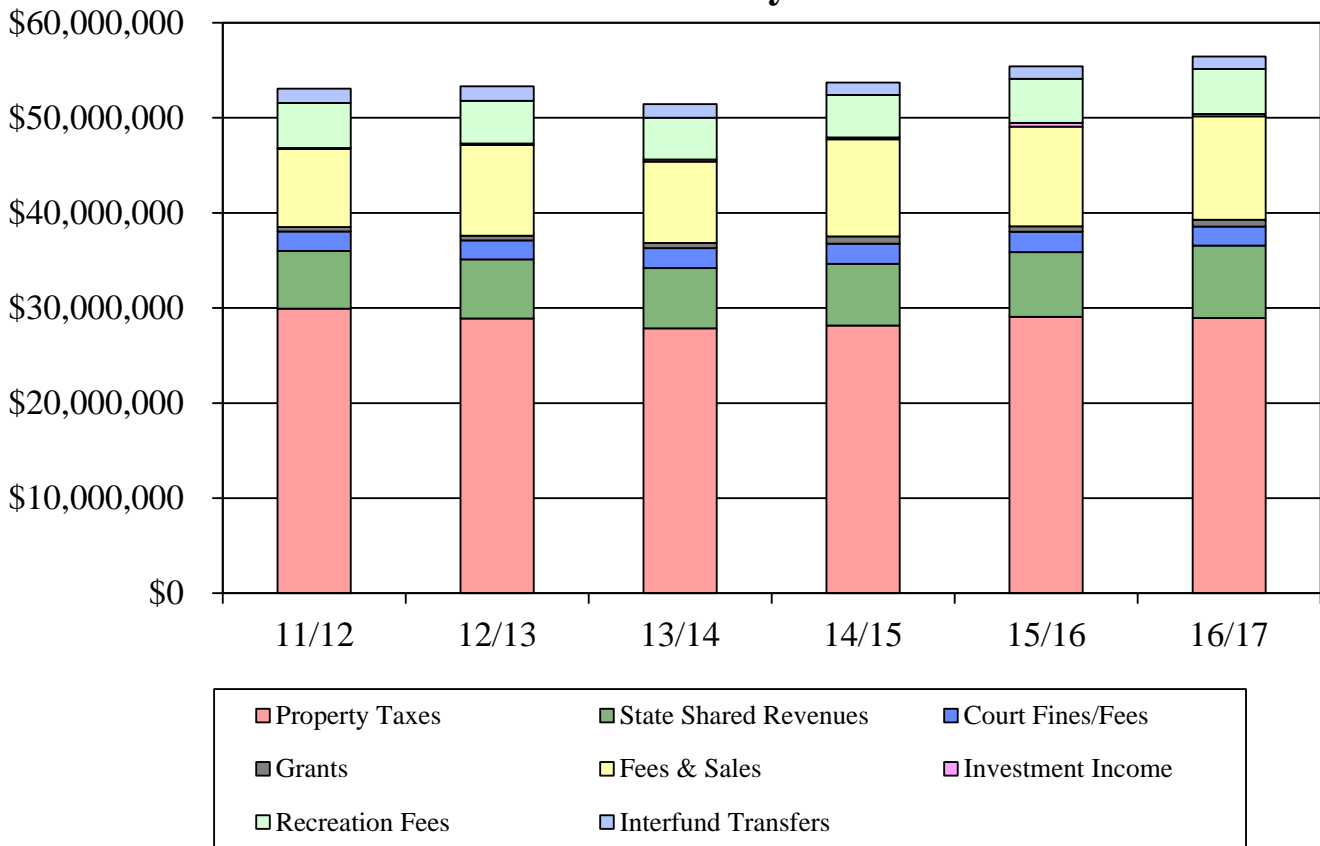
DIV.	2015/16	2016/17	2017/18	2017/18	2018/19	2018/19
NO. Category and Line Item	Actual	Actual	Current	Estimated	Proposed	Adopted
	Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
115 Boards & Commissions	2,649,973	2,671,217	2,744,840	2,739,363	2,820,375	2,820,375
<u>GENERAL GOVERNMENT:</u>						
101 City Council	105,990	103,686	102,737	93,049	96,417	96,417
172 City Administration	584,183	602,875	645,130	621,237	651,155	651,155
175 Public Information	354,218	406,442	464,805	394,560	429,906	429,906
202 Finance	1,632,181	1,700,792	1,981,610	1,932,205	2,003,359	2,003,359
210 Corporation Counsel	592,446	796,565	640,500	663,000	664,020	664,020
215 City Clerk	609,804	620,977	651,182	633,161	707,427	707,427
226 Human Resources	355,431	368,524	393,371	409,955	423,320	423,320
250 Central Services	1,150,629	1,083,395	1,253,772	1,213,345	1,035,843	1,035,843
290 Support Services	1,541,384	1,637,478	1,674,730	1,667,531	2,071,202	2,071,202
298 Post Employment Benefits	2,347,795	2,362,187	2,667,231	2,667,231	2,555,986	2,555,986
<b>TOTAL GENERAL GOVERNMENT</b>	<b>9,274,061</b>	<b>9,682,922</b>	<b>10,475,068</b>	<b>10,295,274</b>	<b>10,638,635</b>	<b>10,638,635</b>
<u>PUBLIC SAFETY:</u>						
300 Police	13,971,973	13,889,873	14,876,595	14,411,426	14,783,683	14,783,683
337 Fire	4,406,251	4,991,514	5,596,575	5,543,468	5,835,436	5,835,436
<b>TOTAL PUBLIC SAFETY</b>	<b>18,378,223</b>	<b>18,881,388</b>	<b>20,473,171</b>	<b>19,954,894</b>	<b>20,619,119</b>	<b>20,619,119</b>
443 Planning, & Community Development	1,423,852	1,574,259	1,779,959	1,637,202	1,818,358	1,818,358
<u>PUBLIC SERVICES:</u>						
440 DPS Administration	346,697	330,475	512,695	505,528	452,082	452,082
442 Road Maint & Supervision	354,108	282,835	350,880	295,934	321,874	321,874
444 Building Maintenance	438,941	444,568	520,850	511,881	512,006	512,006
449 Engineering	1,139,254	1,031,445	1,250,397	1,145,251	1,324,639	1,324,639
450 DPW Maintenance Facility	1,239,921	1,239,840	1,480,210	1,369,258	1,401,975	1,401,975
523 Waste Removal	3,756,484	3,738,657	3,817,985	3,888,872	3,966,353	3,966,353
<b>TOTAL PUBLIC SERVICES</b>	<b>7,275,405</b>	<b>7,067,819</b>	<b>7,933,017</b>	<b>7,716,724</b>	<b>7,978,929</b>	<b>7,978,929</b>
<u>SPECIAL SERVICES:</u>						
752 Administration	1,908,092	1,979,487	2,122,377	2,105,258	2,153,136	2,153,136
760 Youth Services	367,083	382,902	414,371	407,434	421,127	421,127
765 Senior Services	839,277	829,521	943,193	938,610	1,001,959	1,001,959
770 Parks Maintenance	1,458,380	1,481,380	1,651,235	1,684,807	1,760,272	1,760,272
775 Cultural Arts	393,735	397,821	438,418	454,482	482,481	482,481
780 Golf Course	710,658	692,182	795,965	776,135	788,600	788,600
785 Recreation Programs	555,310	622,232	572,504	649,714	603,699	603,699
790 Ice Arena	1,071,472	959,208	1,095,998	1,082,996	1,188,203	1,188,203
<b>TOTAL SPECIAL SERVICES</b>	<b>7,304,008</b>	<b>7,344,732</b>	<b>8,034,061</b>	<b>8,099,436</b>	<b>8,399,477</b>	<b>8,399,477</b>
<b>TOTAL EXPENDITURES</b>	<b>46,305,523</b>	<b>47,222,336</b>	<b>51,440,116</b>	<b>50,442,893</b>	<b>52,274,893</b>	<b>52,274,893</b>
<b>OTHER FINANCING USES</b>						
299 Interfund Transfers	5,970,849	6,955,448	6,957,236	6,998,236	7,546,498	7,546,498
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>52,276,372</b>	<b>54,177,784</b>	<b>58,397,352</b>	<b>57,441,129</b>	<b>59,821,391</b>	<b>59,821,391</b>

**General Fund Expenditure Summary**

<b>General Fund Actual Revenues by Source Fiscal 11/12 Through Fiscal 16/17</b>						
Revenue Source	11/12	12/13	13/14	14/15	15/16	16/17
Property Taxes	29,937,954	28,896,910	27,852,944	28,164,968	29,058,007	28,934,178
State Shared Revenues	6,062,082	6,203,453	6,355,651	6,468,160	6,807,773	7,628,780
Court Fines/Fees	2,042,286	2,006,071	2,094,189	2,132,227	2,145,354	2,006,801
Grants	478,590	484,191	538,699	766,828	586,568	708,890
Fees & Sales	8,205,303	9,570,774	8,558,015	10,208,337	10,464,295	10,885,378
Investment Income	98,321	129,016	221,027	204,059	404,784	233,798
Recreation Fees	4,733,470	4,502,147	4,390,936	4,450,083	4,637,772	4,744,048
Interfund Transfers	1,503,517	1,516,850	1,439,259	1,316,850	1,316,850	1,316,850
<b>Total Revenue</b>	<b>53,061,523</b>	<b>53,309,412</b>	<b>51,450,720</b>	<b>53,711,512</b>	<b>55,421,403</b>	<b>56,458,723</b>

# General Fund

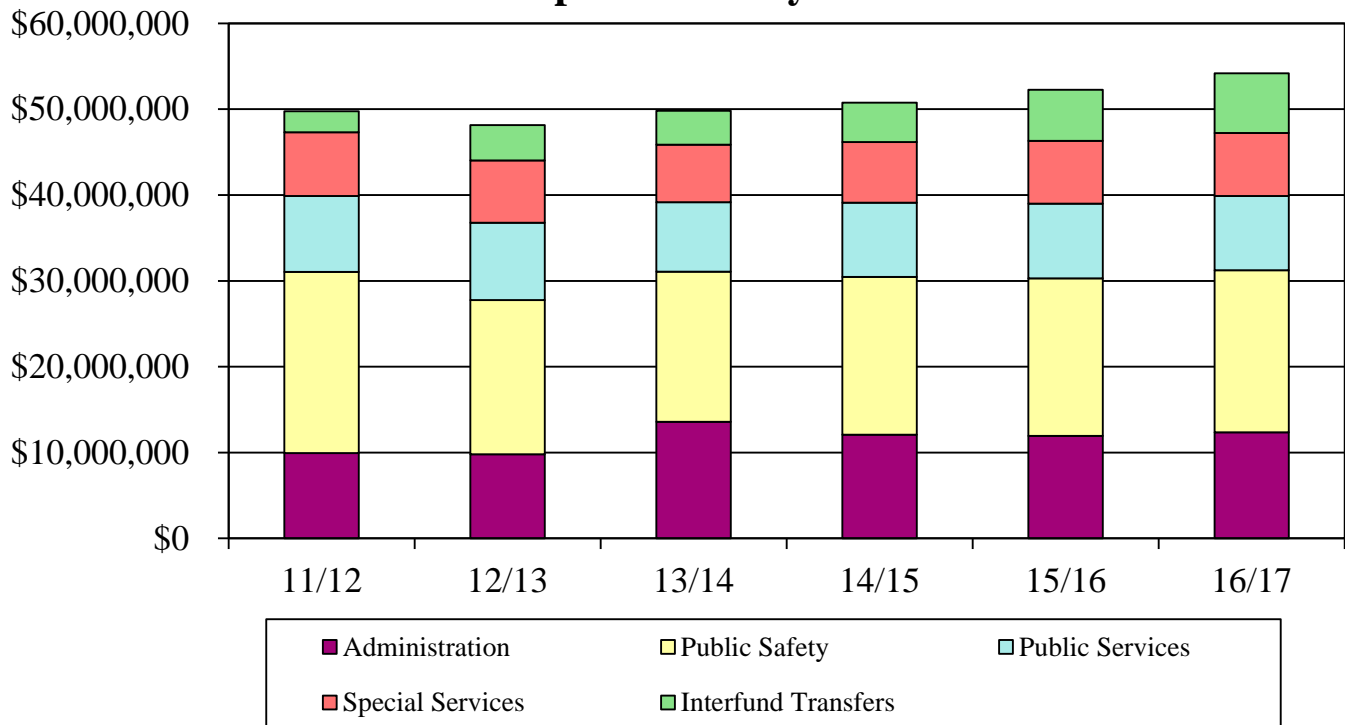
**Actual Revenues by Source**



<b>General Fund Actual Expenditures by Function Fiscal 11/12 through 16/17</b>						
Expenditure Function	11/12	12/13	13/14	14/15	15/16	16/17
Administration	9,927,089	9,786,590	13,584,449	12,087,390	11,924,034	12,354,139
Public Safety	21,111,694	17,978,411	17,498,574	18,372,150	18,378,223	18,881,388
Public Services	8,853,920	9,014,178	8,069,655	8,646,250	8,699,257	8,642,077
Special Services	7,433,857	7,243,999	6,703,167	7,075,084	7,304,009	7,344,732
Interfund Transfers	2,433,906	4,121,412	3,973,615	4,589,764	5,970,849	6,955,448
<b>Total Expenditures</b>	<b>49,760,466</b>	<b>48,144,590</b>	<b>49,829,460</b>	<b>50,770,638</b>	<b>52,276,372</b>	<b>54,177,784</b>

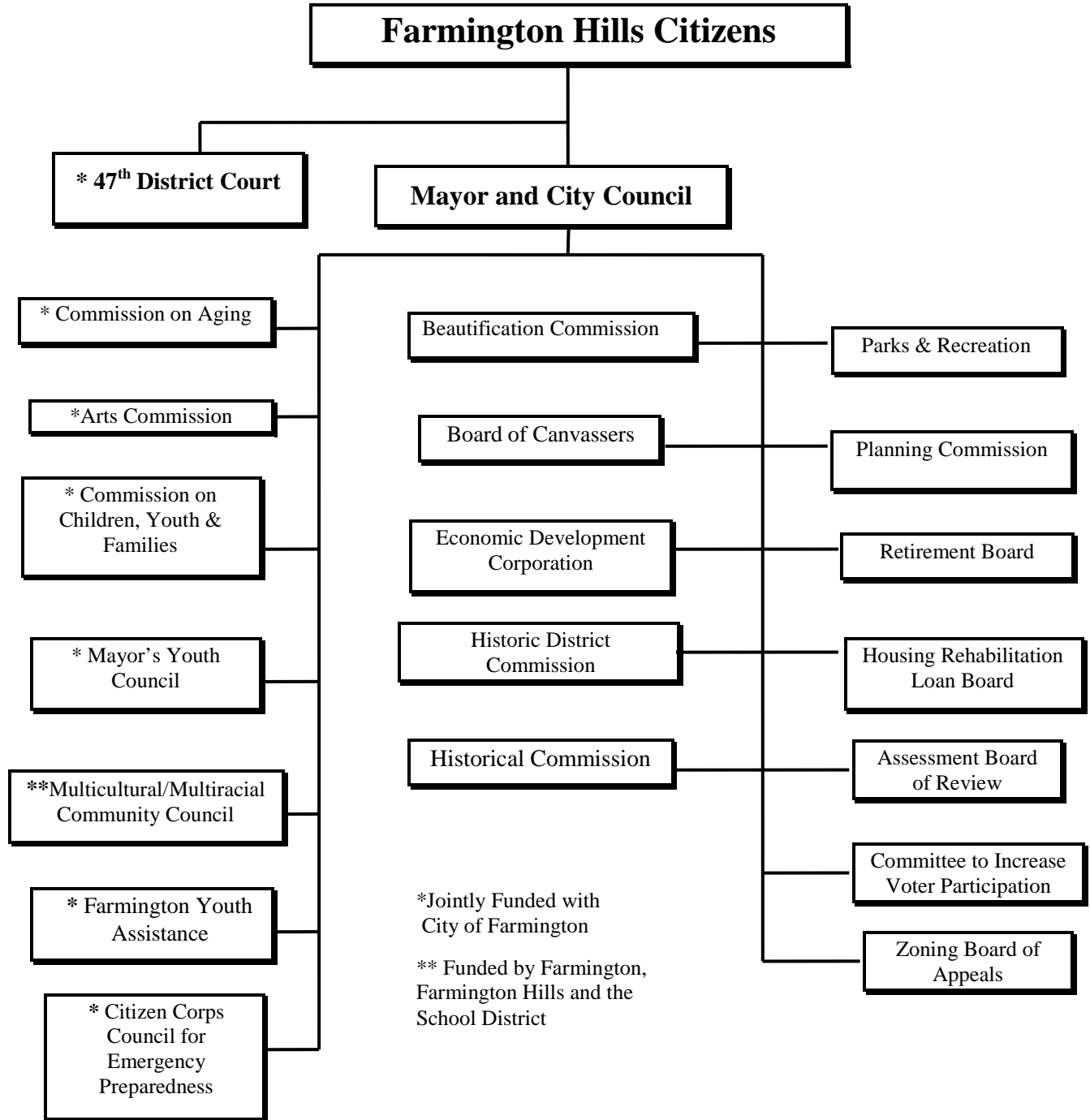
## General Fund

### Actual 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 provide the highest level of service to the public as measured by annual public satisfaction survey results.
- Continue to identify and implement case management strategies to minimize case processing time and ensure organizational goals are met.

## Boards and Commissions

- 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 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>2016/17 Actual</b>	<b>2017/18 Projected</b>	<b>2018/19 Estimated</b>
<b>Service Level</b>	Farm. Hills Contribution to Court Expenses	\$2,506,486	\$2,523,501	\$2,669,760
	Farmington Contribution to Court Expenses	\$465,397	\$528,260	\$511,545
	Total Farmington Hills Court Fine Revenue	\$1,993,802	\$1,928,000	\$2,078,000
	Total Farmington Court Fine Revenue	\$633,564	\$600,000	\$630,000
	Community Work Program Revenue	\$49,020	\$50,000	\$50,000
	New Case Filings – Farmington Hills Venue *	17,603	18,000	18,000
	New Case Filings – Farmington Venue *	4,580	4,800	5,000
	Total Dispositions (Calendar Year) *	22,291	23,000	24,000
	Total Community Work Program Labor Hours*	8,544	8,500	8,500
	Sec. of State Abstracts Processed Timely *	99%	99%	99%
<b>Efficiency</b>	Cost to Cities Per Case Disposition	\$133.32	\$131.68	\$131.05
	Revenue to Cities Per Case Disposition (Excluding CWP Revenue)	\$122.25	\$121.83	\$120.83
	Estimated Minimum Labor Value of Community Work Program to Cities (Based on minimum wage labor rate; includes estimated insurance, supervision, and transportation costs paid).	\$176,041	\$164,000	\$164,000

\*Caseload, CWP labor hours, and abstract processing statistics reported are for the calendar year 2017 actual and projected calendar year 2018. 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; 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. 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 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.

**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. 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. 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. 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. 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. The Committee meets on the first Wednesday of each month.

### **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. 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. 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. 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. 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. Meetings are held at least once every quarter at City Hall. Expenses are paid through the Farmington Hills Retirement Plan.

**Boards and Commissions**

**BOARDS, COMMISSIONS AND AGENCIES**

BOARDS OF COMMISSION  
DEPARTMENT NUMBER: 115

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(800) JOINTLY FUNDED AGENCIES</b>							
021	Farmington Area Youth Assistance	43,566	43,551	43,513	43,513	45,013	45,013
031	47th District Court	2,449,923	2,506,486	2,523,501	2,523,501	2,669,760	2,669,760
033	Farmington Area Arts Commission	837	711	819	819	818	818
034	Commission on Aging	583	1,262	1,637	1,637	1,636	1,636
038	Multicultural/Multiracial Comm. Council	2,601	707	6,567	6,567	6,562	6,562
039	Commission on Children/Youth/Families	1,086	1,020	2,425	2,425	2,423	2,423
042	Mayor's Youth Council	4,856	4,852	5,405	5,405	5,401	5,401
043	Emergency Preparedness Commission	353	655	2,327	2,327	2,325	2,325
		<b>2,503,805</b>	<b>2,559,244</b>	<b>2,586,195</b>	<b>2,586,194</b>	<b>2,733,938</b>	<b>2,733,938</b>
<b>(800) OTHER BOARDS &amp; COMMISSIONS</b>							
002	Zoning Board of Appeals	5,159	4,399	5,870	4,000	4,000	4,000
005	Assessment Board of Review	3,741	3,653	6,000	4,000	4,000	4,000
024	Beautification Commission	5,612	5,300	5,410	5,410	5,410	5,410
032	Historical Commission	1,178	2,210	6,606	5,000	6,606	6,606
036	Historic District Commission	3,209	3,295	10,341	10,341	5,121	5,121
037	Parks & Recreation Commission	1,003	1,238	1,500	1,500	1,500	1,500
040	Comm. to Increase Voter Participation	611	321	667	667	667	667
044	Comm. for Energy & Environ. Sustainability	57,558	33,256	63,118	63,118	0	0
109	Planning Commission	68,097	58,302	59,133	59,133	59,133	59,133
		<b>146,168</b>	<b>111,973</b>	<b>158,645</b>	<b>153,169</b>	<b>86,437</b>	<b>86,437</b>
<b>DEPARTMENT TOTAL</b>		<b>2,649,973</b>	<b>2,671,217</b>	<b>2,744,840</b>	<b>2,739,363</b>	<b>2,820,375</b>	<b>2,820,375</b>

Boards and Commissions comprise 4.71% of the General Fund's proposed budget.

## 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.		2015/16	2016/17	2017/18	2017/18	2018/19	2018/19
NO.	Category and Line Item	Actual	Actual	Current	Estimated	Proposed	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
<b>GENERAL GOVERNMENT:</b>							
101	City Council	105,990	103,686	102,737	93,049	96,417	96,417
172	City Administration	584,183	602,875	645,130	621,237	651,155	651,155
175	Public Information	354,218	406,442	464,805	394,560	429,906	429,906
202	Finance	1,632,181	1,700,792	1,981,610	1,932,205	2,003,359	2,003,359
210	Corporation Counsel	592,446	796,565	640,500	663,000	664,020	664,020
215	City Clerk	609,804	620,977	651,182	633,161	707,427	707,427
226	Human Resources	355,431	368,524	393,371	409,955	423,320	423,320
250	Central Services	1,150,629	1,083,395	1,253,772	1,213,345	1,035,843	1,035,843
290	Support Services	1,541,384	1,637,478	1,674,730	1,667,531	2,071,202	2,071,202
298	Post Employment Benefits	2,347,795	2,362,187	2,667,231	2,667,231	2,555,986	2,555,986
<b>TOTAL GENERAL GOVERNMENT</b>		<b>9,274,061</b>	<b>9,682,922</b>	<b>10,475,068</b>	<b>10,295,274</b>	<b>10,638,635</b>	<b>10,638,635</b>
<b>OTHER FINANCING USES</b>							
299	Interfund Transfers	5,970,849	6,955,448	6,957,236	6,998,236	7,546,498	7,546,498
<b>TOTAL</b>		<b>15,244,910</b>	<b>16,638,370</b>	<b>17,432,304</b>	<b>17,293,510</b>	<b>18,185,133</b>	<b>18,185,133</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 energy and environmental sustainability 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 the City Website, cable programming, citizen/business engagement efforts, 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**

- Continue to evaluate and implement the recommendations of the Vision 2020 reports and Sustainability Study by engaging 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.
- Work towards repurposing Harrison High School into a fully functional community center.
- Develop plans to refurbish and expand the Costick Center and property into a complete senior living facility.
- Develop funding options for the reconstruction of local roads, including ballot language for a local road millage as well as consideration of directed special assessments.
- Expand communication with the public through further use of technology by enhancing the City website, listservs, the low frequency radio station, and other alternatives.
- Improve public bus transportation by engaging and partnering with SMART.
- Continue to evaluate further cooperative relationships with regional communities such as Farmington, Livonia, Novi and Southfield.
- 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 the implementation of tools and polices that encourage private sector reinvestment and redevelopment along the East Grand River, Eight Mile Road, and Orchard Lake Road corridors to improve the long-term viability of these areas.
- Involve high school age students in City government through the Mayor’s Youth Council and work to engage both students and millennial residents (age 18 – 35) in the local government process.
- Work with City Administration to market city owned properties where appropriate.
- Address strategic policy issues in the areas of public safety, transportation infrastructure (incl. non-motorized), traffic, economic development/redevelopment, neighborhoods, 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

**City Council**

permitting, simplify the PUD process, and make way for current and future residential and commercial building needs.

- Work with City Administration to efficiently and effectively implement the City’s road millage and review the levied amount annually.

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Proposed</b>
<b>Service Level</b>	Regular Meetings Held	22	22	22
	Special Meetings Held-(Joint/Other)	3	3	3
	Goals Sessions	1	1	1
	Study Sessions	17	20	20
	Public Hearings	13	14	14
	Ordinances Enacted	10	15	10
	Agenda Items Requiring Action / Resolutions Adopted	212	185	185
<b>Efficiency</b>	Activity Expenditures as a % of General Fund	0.19%	0.16%	0.16%

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$9,688 or 9.4% decrease from the current budget.
- The decrease results primarily from savings in conferences and workshops.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$3,368 or 3.6% decrease from the FY 17-18 year-end projection and a \$6,320 or 6.2% decrease from the FY 17-18 budget.
- The budget to budget decrease results primarily from less conference and workshop expenditures partially offset by increased personnel costs.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>City Council</b>	\$105,990	\$103,686	\$102,737	\$93,049	\$96,417

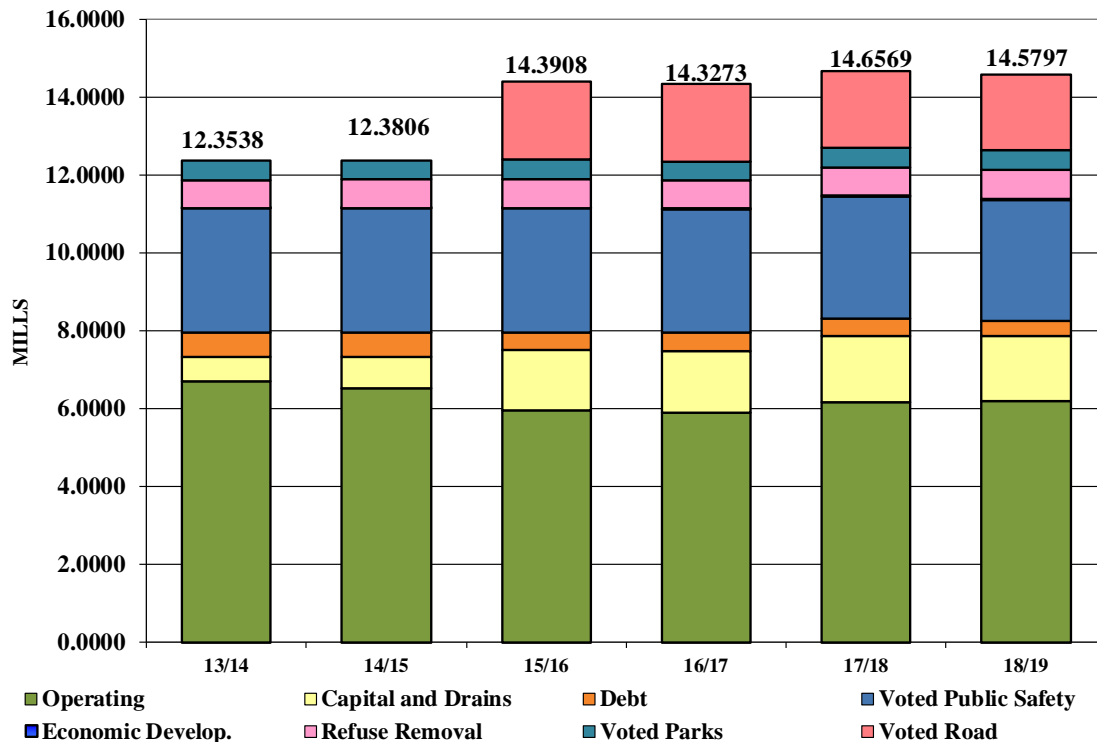


## City Council

DEPARTMENT NUMBER: 101

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Wages	48,505	49,475	50,521	50,521	51,533	51,533
200	Social Security	3,711	3,785	3,865	3,865	3,942	3,942
350	Workers Compensation	49	95	96	108	114	114
Category Total		52,264	53,355	54,482	54,494	55,589	55,589
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conference & Workshops	14,733	11,249	14,700	5,000	6,875	6,875
002	Memberships & Licenses	36,095	36,231	30,555	30,555	30,953	30,953
070	Miscellaneous Expense	2,898	2,851	3,000	3,000	3,000	3,000
Category Total		53,726	50,331	48,255	38,555	40,828	40,828
<b>DEPARTMENT TOTAL</b>		<b>105,990</b>	<b>103,686</b>	<b>102,737</b>	<b>93,049</b>	<b>96,417</b>	<b>96,417</b>

## Tax Rate History



## 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.*

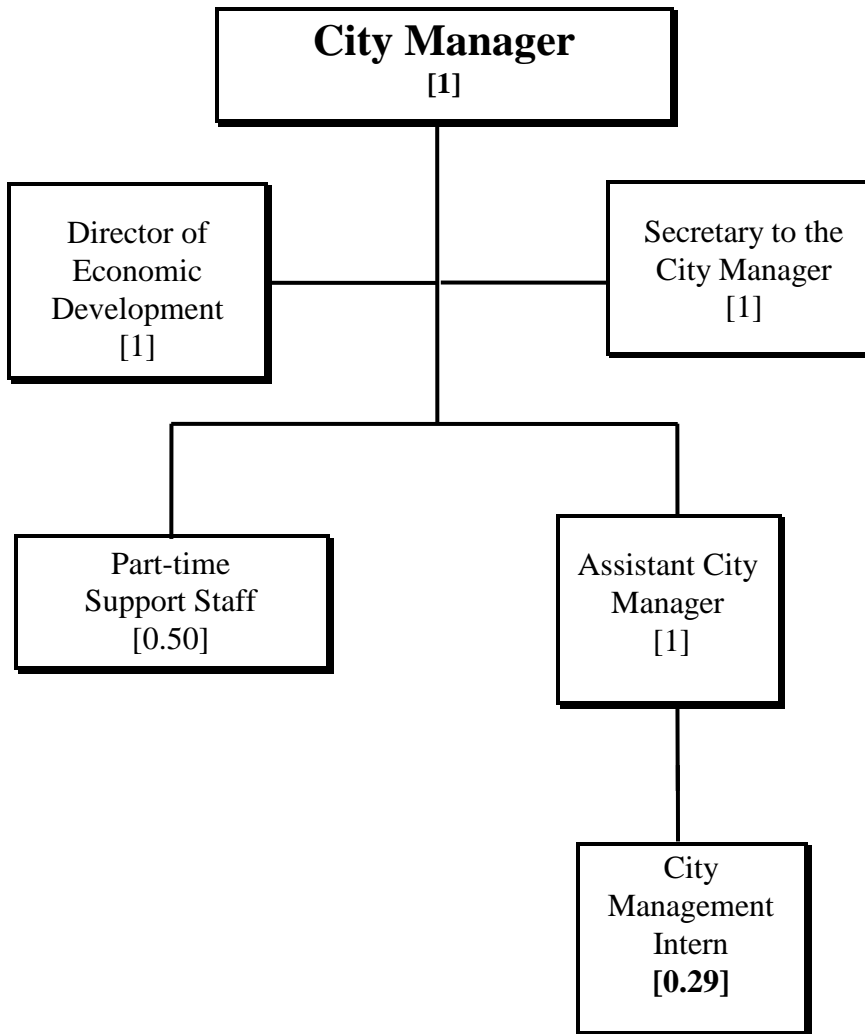
- Continue to develop and maintain Farmington Hills as a quality community for future generations. (1 – 14)
- Identify key priorities and establish procedures that ensure effective management of available resources. (2)
- Identify and implement innovative strategies and priorities that move Farmington Hills beyond economic recovery into growth. (1-14)
- Develop a budget for City operations and capital improvements that encourages investment, creativity, accountability, and fiscal responsibility. (2, 9, 10, 12, 13)
- Provide effective leadership to administrative departments maintaining a climate of positive employee relations that facilitates excellent service to the public. (8)
- Develop and implement a brand story and marketing effort that sets Farmington Hills apart from its peers to attract new residential and commercial interest and investment. (5,11)
- Provide pertinent and timely information to City Council regarding local, state, and federal issues 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)
- Perform the Managerial Audit as prescribed in the City Charter. (1,2,4,9,10)
- Redesign of Farmington FOCUS and other City publications. (4,11)
- Enhance communication through the City website and social media. (11)

**PERFORMANCE OBJECTIVES**

- Continue to systematically review operations and services for greater efficiency.
- Promote and pursue additional outside funding for infrastructure improvements, capital items, and other special projects.
- Work with City Council to develop funding options for the reconstruction of local streets, including ballot language and special assessments.
- Strive to address issues identified by City Council through its annual Goals Setting Session.
- Continue to analyze and evaluate recommendations of the Vision 2020 Reports and 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 and improve the City’s business retention and growth efforts.
- Continue to work with SMART, particularly as it relates to the Grand River Corridor, with the objective of 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, to implement the CIA Development and Tax Increment Financing Plans and the Grand River Corridor Vision Plan.
- Work with the City Council, Community Stakeholders, Non-Profit Organizations, such as the Michigan Municipal League, Southeast Michigan Council of Governments, 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.
- Develop and deliver a brand message that reinforces the core attributes of Farmington Hills as a residential location.

Service Level	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Proposed
	Council, Board, and Commission Meetings Staffed	81	81	88
City Council Agenda Items prepared for Council Action	255	226	231	
Executive Staff Meetings	50	50	50	
Administrative Policies Implemented	1	1	1	
Efficiency	Average Response Time to Citizen Inquiry	4 Hours	4 Hours	4 Hours
	Activity Expenditures as a % of General Fund	1.11%	1.08%	1.09%

# CITY ADMINISTRATION



Total Full Time Equivalent [4.79]

**STAFFING LEVELS**

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 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
	Economic Development Director	1	1	1	1
	Assistant to City Manager	1	0	0	0
		<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>(038)</b>	<b>PART-TIME (FTE)</b>	1.0	1.1	0.79	0.79
	<b>DEPARTMENT TOTAL</b>	<b>6.0</b>	<b>5.1</b>	<b>4.79</b>	<b>4.79</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$23,893 or 3.7% decrease from the current budget.
- The decrease results primarily from reduced, part-time personnel costs as well as lower vehicle expenses.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$29,918 or 4.8% increase from the FY 17-18 year-end projection and \$6,025 or 0.9% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from increased personnel costs with the addition of an intern in the City Manager’s office.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>City Administrator</b>	\$584,183	\$602,875	\$645,130	\$621,237	\$651,155

## City Administration

DEPARTMENT NUMBER: 172

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	378,867	413,766	424,033	423,617	432,089	432,089
038	Part-time	35,758	34,958	34,552	19,830	27,127	27,127
106	Sick & Vacation	20,768	10,024	4,382	4,382	3,510	3,510
112	Overtime	54	0	0	0	0	0
200	Social Security	34,189	32,394	34,011	32,260	34,191	34,191
250	Blue Cross/Optical/Dental	45,753	51,159	64,526	63,500	66,413	66,413
275	Life Insurance	2,501	3,244	3,390	3,370	3,478	3,478
300	Pension - DC	19,613	20,975	31,818	32,459	33,315	33,315
325	Longevity	17,258	10,329	10,993	10,705	13,558	13,558
350	Worker's Compensation	1,004	1,727	1,756	1,876	2,010	2,010
	Category Total	555,764	578,576	609,461	591,998	615,691	615,691
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	1,244	2,671	4,080	2,955	4,800	4,800
002	Books & Subscriptions	0	0	59	59	169	169
008	Supplies	6,218	903	3,000	2,500	5,000	5,000
040	Miscellaneous Expense	354	507	400	400	300	300
	Category Total	7,817	4,080	7,539	5,914	10,269	10,269
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	6,269	7,418	12,905	12,000	13,130	13,130
002	Memberships & Licenses	1,705	3,357	3,633	3,633	3,808	3,808
005	Fleet Insurance	2,208	2,245	2,192	2,192	2,197	2,197
006	Vehicle Maintenance	830	2,463	1,000	700	400	400
013	Education & Training	701	1,136	1,200	1,200	1,810	1,810
041	Vehicle Allowance	5,100	3,600	7,200	3,600	3,600	3,600
042	Mileage Reimbursement	0	0	0	0	250	250
	Category Total	16,812	20,219	28,130	23,325	25,195	25,195
<b>(970) CAPITAL OUTLAY</b>							
002	Office Equipment	3,790	0	0	0	0	0
	Category Total	3,790	0	0	0	0	0
<b>DEPARTMENT TOTAL</b>		<b>584,183</b>	<b>602,875</b>	<b>645,130</b>	<b>621,237</b>	<b>651,155</b>	<b>651,155</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, Focus newsletter, print media, TV, radio, online publications, the City's local cable Channels, 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 203, the City's YouTube Channel, AT&T Channel 99 and the Spectrum Digital Channel 203 provide 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 City Council meetings can be viewed on the City's website at

<http://www.fhgov.com/Government/Reference/Video-on-Demand.aspx>

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.

### GOALS

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

- Keep residents, businesses, and organizations informed about municipal activities, programs, and projects. (11) Channel 203, Spectrum and AT&T for promotional and educational purposes. (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
- 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.
- Develop new, primarily online, topical and informative programming targeting young professionals and families.

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Proposed</b>
<b>Service Level</b>	Total Video Division programs produced	170	165	175
	Resolutions and proclamations produced	32	32	32
	News releases/flyers produced and disseminated	421	350	350
	Speeches written	10	10	10
	Newsletters/annual report produced	3	3	3
	Construction listservs edited and disseminated	142	100	100
	<b>Efficiency</b>	Number of programs produced per full time staff	33	49
Activity Expenditures as a % of General Fund		0.75%	0.69%	0.72%

**STAFFING LEVELS**

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 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 (FTE)</b>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>
	<b>DEPARTMENT TOTAL</b>	<u><b>6.1</b></u>	<u><b>6.1</b></u>	<u><b>6.1</b></u>	<u><b>6.1</b></u>



**Public Information**

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**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$70,245 or 15.1% decrease from the current budget.
- The decrease results primarily from projected lower than budgeted full-time and part-time wages due to open positions and lower newsletter costs. These reductions were partially offset by higher than budgeted sick and vacation payouts.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$35,346 or 9% increase from the FY 17-18 year-end projection and \$34,899 or 7.5% decrease from the FY 17-18 budget.
- The budget to budget decrease results primarily from lower newsletter costs.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Public Information</b>	\$354,218	\$406,442	\$464,805	\$394,560	\$429,906



## Public Information

DEPARTMENT NUMBER: 175

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Salary - Full Time	214,163	217,602	222,164	185,885	217,383	217,383
038	Part-time Technicians	0	23,768	66,830	32,000	66,830	66,830
106	Sick & Vacation	919	2,407	4,264	26,688	2,140	2,140
200	Social Security	17,056	19,208	23,405	18,096	22,459	22,459
250	Blue Cross/Optical/Dental	54,207	60,446	68,287	66,194	63,128	63,128
275	Life Insurance	1,169	1,185	1,239	1,100	1,239	1,239
300	Pension - DC	3,885	5,527	5,663	6,741	14,394	14,394
325	Longevity	10,995	12,298	12,669	11,086	7,232	7,232
350	Worker's Compensation	507	994	1,242	1,090	1,357	1,357
	Category Total	302,902	343,435	405,763	348,880	396,162	396,162
<b>(740) OPERATING SUPPLIES</b>							
001	Gas and Oil	170	278	480	394	480	480
008	Supplies	1,631	1,956	6,075	6,075	6,075	6,075
	Category Total	1,801	2,234	6,555	6,469	6,555	6,555
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
005	Fleet Insurance	387	421	512	512	549	549
006	Vehicle Maintenance	434	157	1,000	300	300	300
007	Equipment Maintenance	521	521	400	880	6,040	6,040
015	Office Rental	1,150	4,600	13,800	13,800	13,800	13,800
024	Newsletter	37,034	34,012	36,775	23,719	6,500	6,500
	Category Total	39,527	39,711	52,487	39,211	27,189	27,189
<b>(970) CAPITAL OUTLAY</b>							
020	Production Equipment	9,989	21,062	0	0	0	0
	Category Total	9,989	21,062	0	0	0	0
<b>DEPARTMENT TOTAL</b>		<b>354,218</b>	<b>406,442</b>	<b>464,805</b>	<b>394,560</b>	<b>429,906</b>	<b>429,906</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, 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 State Statute, City Charter, City Ordinances, City Council Resolutions or direction from 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 19 separate budgeted 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 many mandates in assessment administration, 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, the filing and recording of property transfer affidavits, and now the filing and recording of personal property exemption affidavits. For 2016, the City had approximately 27,900 real parcels (of which 707 are tax-exempt) and 3,000 personal property descriptions (of which 1,526 have no tax, due to the annual filing of the small parcel exemption affidavit). The Assessing Division provides accurate maintenance of the assessment rolls by field inspections of building permits issued by the City, 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 (CAFR) 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)

## **Finance Department**

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- Provide timely payments to vendors within appropriate internal approvals. (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 the City's CAFR is published and made available to the general public on the City's website. (9)
- Maintain an investment grade bond rating of an "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 work on developing "best practice" policies and procedures of key financial functions.
- Continue to train/cross-train all staff, and maintain/update Standard Operating Procedures in order to better serve internal and external users.
- Improve on the efficiency and effectiveness of the Accounts Payable function by offering more vendors the option to receive their payment via the City's Purchasing/Credit Card.
- Expand the functional use of a credit card service provider for City-wide point of collection options for non-tax receipts.
- 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.
- Work with the City's Auditor to keep updated on new and pending GASB Statements impacting the City and develop a long-term plan to manage the resulting workload. This will include the implementation of GASB 74 & 75, new Standards for the accounting and financial reporting of OPEB.

## **Finance Department**

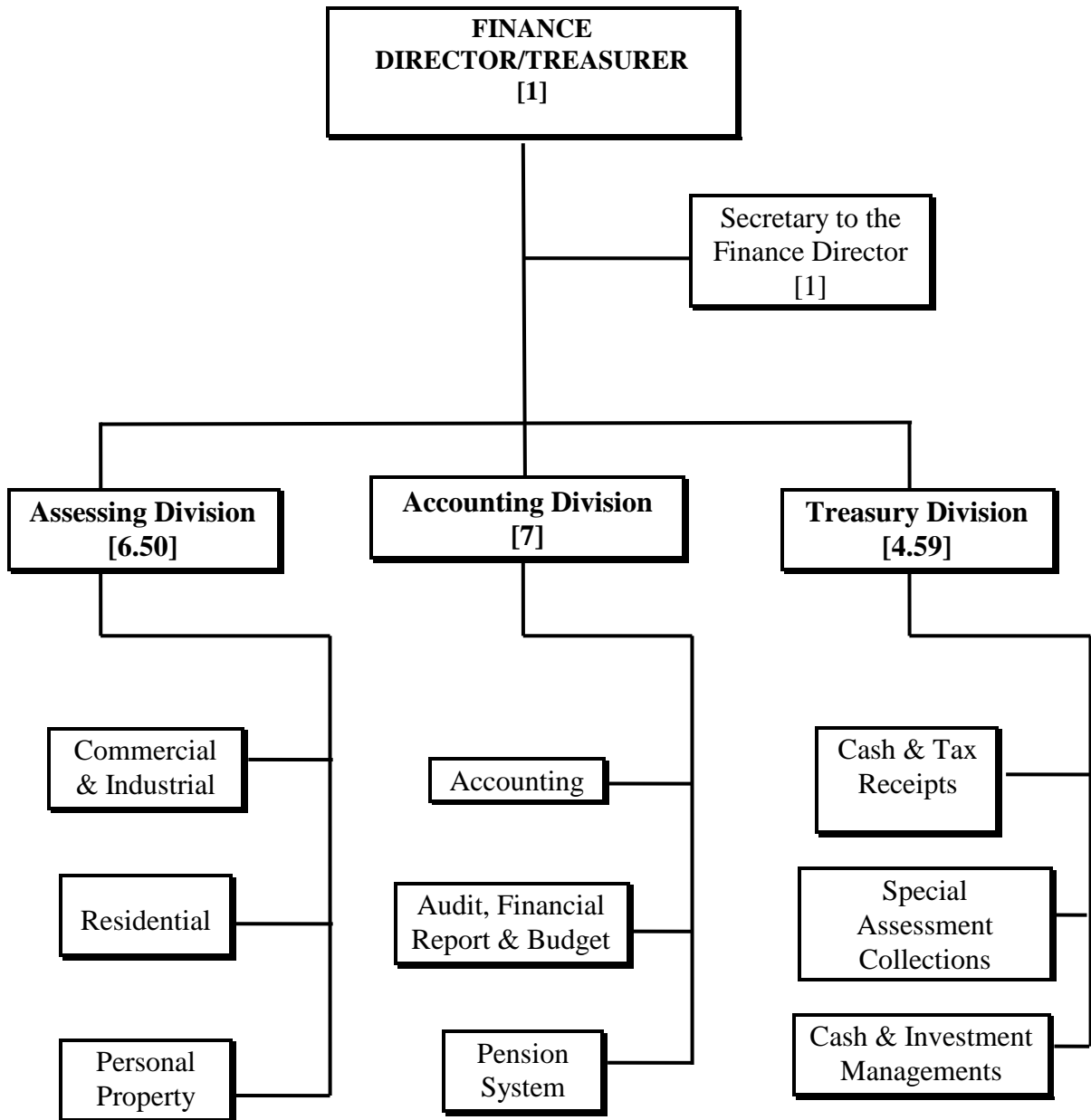
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- Per the recommendation of the City Auditor, and with the advice and counsel of the City Attorney, continue a long-term process to close out the files of old development projects and clean-up the accounting for the related performance bonds held in trust by the City.
- Begin a long-term process to clean-up the accounting for the City's Payback Districts.
- Manage the City's Investments, in order of priority; to safeguard the assets, provide adequate liquidity and maximize yield, including the streamlining of bank accounts to provide improved staff and accounting efficiencies. This may include the setup of a zero balance checking/disbursement account connected to a savings/receiving account, which crosses all City Funds, to reduce the amount of inter-bank/inter-Fund transfers.
- 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 Employees' Retirement System and Post-Retirement Healthcare Fund to the benefit of its members and beneficiaries, including a review and analysis of the Retirement Board's Investment Policy, which drives its Investment Return Assumptions, and make adjustments where warranted to realistically and reasonably fund the System's unfunded liabilities, within the City's budgetary constraints.
- Continue developing a Finance Department staff Succession Plan, including possible functional restructuring and related work area improvements.

**Finance Department**

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Estimated</b>
<b>Service Level</b>	Number of Passport Applications Processed	649	529	494
	Number of Pension Estimates Prepared	56	79	51
	Net Retirement System & Post-Retirement Healthcare Fund Position Held in Trust	\$222,756,278	\$238,000,000	\$254,000,000
	Interest Income	\$1,104,950	\$1,240,763	\$1,224,773
	City taxes billed/levied (adjusted)	\$44,837,717	\$46,636,742	\$48,038,000
	Ad Valorem Original Taxable Value	\$3,127,065,020	\$3,207,859,580	\$3,316,149,820
	Cash and Cash Equivalents at June 30 <sup>th</sup>	\$122,290,836	\$120,000,000	\$115,000,000
	Number of Payroll Direct Deposits Issued	16,808	16,800	16,850
	Number of Payroll Checks Issued	612	560	520
	Number of Accounts Payable Checks Issued	5844	5840	5,800
	Number of Vendor Invoices Paid	11,850	12,500	12,600
	Commercial/Industrial property appraisals	35	30	30
	Residential property appraisals	906	1,719	1,200
	Board of Review Appeals	237	277	352
	Preparation of Special Assessment Rolls	42	0	5
	Property splits/combinations processed	12	12	14
	Homestead exemption affidavits processed	1,516	1,431	1,500
	Property Transfer Affidavits	1,466	1,688	1,700
	<b>Efficiency</b>	City's bond rating – Moody's	Aa1	Aa1
City's bond rating – Standard & Poor's		AAA	AAA	AAA
Total percent of tax levy collected.		98.74%	98.66%	98.70%
Number of years the G.F.O.A. Distinguished Budget Presentation Award received		33	34	35
Number of years the G.F.O.A Certificate of Achievement for Excellence in Financial Reporting received		20	21	22
Average Rate of Return on Investments		1.17%	1.70%	1.90%
Retirement System – Funded Ratio		84.00%	85.00%	85.00%
Post-Retirement Healthcare Fund – Funded Ratio		107.00%	107.00%	107.00%
Activity Expenditures as a % of General Fund		3.14%	3.36%	3.35%

# FINANCE DEPARTMENT



**Total Full Time Equivalent [20.09]**

**STAFFING LEVELS**

Acct. No.	Title	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 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>				
	Asst. Finance Director/Controller	1	1	1	1
	City/Pension Accountant	3	3	3	3
	Payroll Coordinator	1	1	1	1
	AP - Accounting Technician	1	1	2	2
	AP - Account Clerk II	1	1	0	0
	<b>ACCOUNTING TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>208</b>	<b>TREASURY</b>				
	Deputy Treasurer	1	1	1	1
	Account Processing Supervisor	1	1	1	1
	Account Clerk I	2	2	2	2
	Total	4	4	4	4
	Part Time (FTE)	0.50	0.59	0.59	0.59
	<b>TREASURY TOTAL</b>	<b>4.50</b>	<b>4.59</b>	<b>4.59</b>	<b>4.59</b>
<b>209</b>	<b>ASSESSING</b>				
	City Assessor	1	1	1	1
	Assessor III	2	2	3	3
	Assessor II	2	2	0	0
	Assessor I	0	0	1	1
	Clerk Typist I	0	0	1	1
	Clerk Typist II	1	1	0	0
	Total	6	6	6	6
	Part Time (FTE)	0.50	0.50	0.50	0.50
	<b>ASSESSING TOTAL</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>
<b>FINANCE DEPARTMENT TOTAL</b>		<b>20.00</b>	<b>20.09</b>	<b>20.09</b>	<b>20.09</b>



**Finance Department**

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**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$49,405 or 2.5% decrease from the current budget.
- The decrease results primarily from the reduction in MTT Refunds.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$71,154 or 3.7% increase from the FY 17-18 year-end projection, and \$21,749 or 1.1% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from higher personnel and consultant costs.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Finance</b>	\$1,632,181	\$1,700,792	\$1,981,610	\$1,932,205	\$2,003,359

# Finance Department

## DEPARTMENT NUMBER: 202 - ADMINISTRATION

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative Salaries	169,879	173,241	176,226	169,406	169,134	169,134
106	Sick & Vacation	0	29,316	0	0	0	0
112	Overtime	193	2	100	600	600	600
200	Social Security	13,059	13,470	14,243	15,523	13,537	13,537
250	Blue Cross/Optical/Dental	22,721	23,595	25,854	27,256	26,537	26,537
275	Life Insurance	1,278	1,304	1,365	900	1,318	1,318
300	Pension - DC	9,243	13,398	13,678	13,267	12,970	12,970
325	Longevity	1,866	3,175	3,922	2,881	2,277	2,277
350	Worker's Compensation	349	652	682	841	744	744
	Allocate 20% of Sec. to Pension Fund	(15,307)	(15,928)	(16,470)	(16,470)	(16,855)	(16,855)
	Allocate 5% of All to Water fund	(9,644)	(11,430)	(11,804)	(11,534)	(11,356)	(11,356)
	Allocate 5% of All to Sewer fund	(9,644)	(11,430)	(11,804)	(11,534)	(11,356)	(11,356)
	Category Total	183,993	219,365	195,993	191,136	187,550	187,550
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	0	0	0	1,129	1,450	1,450
002	Books & Subscriptions	199	178	200	0	0	0
008	Supplies	1,430	1,335	1,200	2,000	1,540	1,540
041	Over & Short	(156)	44	0	20	0	0
	Category Total	1,473	1,557	1,400	3,149	2,990	2,990
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	2,130	301	1,530	1,530	1,625	1,625
002	Memberships & Licenses	1,815	1,800	920	1,200	1,370	1,370
004	Consultants	2,005	1,425	42,015	42,015	62,015	62,015
005	Fleet Insurance	840	840	840	840	840	840
013	Education & Training	133	183	445	445	1,270	1,270
024	Printing Services	415	33	0	300	300	300
041	Auto Allowance	3,600	3,600	3,600	3,900	3,600	3,600
042	Mileage Reimbursement	137	172	150	150	150	150
	Category Total	11,075	8,353	49,500	50,380	71,170	71,170
<b>(970) CAPITAL OUTLAY</b>							
001	Office Furniture	0	0	8,581	18,079	0	0
	Category Total	0	0	8,581	18,079	0	0
<b>FINANCE - ADMIN. TOTAL</b>		<b>196,541</b>	<b>229,276</b>	<b>255,474</b>	<b>262,744</b>	<b>261,710</b>	<b>261,710</b>

## Finance Department

### DEPARTMENT NUMBER: 207 - ACCOUNTING

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Accounting Salaries	372,889	392,587	409,495	408,721	423,998	423,998
106	Sick & Vacation	26,176	5,132	8,100	6,000	7,216	7,216
112	Overtime	4,492	563	3,230	1,200	2,186	2,186
200	Social Security	31,136	30,005	32,871	31,610	33,901	33,901
250	Blue Cross/Optical/Dental	59,771	63,679	90,181	101,305	92,604	92,604
275	Life Insurance	999	1,031	1,075	1,040	1,092	1,092
300	Pension - DC	27,440	38,689	39,907	42,045	42,862	42,862
325	Longevity	9,891	6,914	8,864	8,779	9,741	9,741
350	Worker's Compensation	834	1,474	1,580	1,741	1,855	1,855
	Allocate 2.5% of All to Water fund	(13,499)	(13,562)	(14,883)	(14,082)	(15,386)	(15,386)
	Allocate 2.5% of All to Sewer fund	(13,499)	(13,562)	(14,883)	(14,082)	(15,386)	(15,386)
	Allocate 67% of pension accountant to Pension fund	(57,229)	(57,228)	(59,340)	(61,636)	(60,805)	(60,805)
	Category Total	449,400	455,721	506,197	512,641	523,878	523,878
<b>(740) OPERATING SUPPLIES</b>							
008	Supplies	1,804	2,081	2,650	2,200	2,650	2,650
	Category Total	1,804	2,081	2,650	2,200	2,650	2,650
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	631	1,628	3,320	1,615	1,900	1,900
002	Memberships & Licenses	810	650	880	975	980	980
013	Education & Training	1,374	1,364	2,330	3,100	3,355	3,355
021	Audit Services	52,115	38,605	62,000	58,305	60,000	60,000
024	Printing Services	2,683	329	1,600	2,150	1,100	1,100
042	Mileage Reimbursement	368	364	550	265	325	325
	Category Total	57,982	42,940	70,680	66,410	67,660	67,660
<b>FINANCE - ACCOUNTING TOTAL</b>		<b>509,187</b>	<b>500,742</b>	<b>579,527</b>	<b>581,251</b>	<b>594,188</b>	<b>594,188</b>

## Finance Department

### DEPARTMENT NUMBER: 208 - TREASURY

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
010 Treasury Salaries	177,443	188,794	203,021	186,000	201,525	201,525
038 Part-time Salary	6,355	16,159	19,154	17,696	19,520	19,520
106 Sick & Vacation	0	0	2,902	12,412	2,962	2,962
112 Overtime	2,759	252	4,020	927	2,750	2,750
200 Social Security	14,232	15,756	17,795	17,267	17,582	17,582
250 Blue Cross/Optical/Dental	25,426	23,145	27,709	27,700	39,603	39,603
275 Life Insurance	632	645	692	672	704	704
300 Pension - DC	10,415	10,509	17,266	16,730	17,906	17,906
325 Longevity	1,520	2,753	3,511	3,476	3,079	3,079
350 Worker's Compensation	510	766	890	964	1,002	1,002
Category Total	239,292	258,780	296,960	283,844	306,633	306,633
<b>(740) OPERATING SUPPLIES</b>						
008 Supplies	1,797	1,346	1,700	1,700	1,700	1,700
Category Total	1,797	1,346	1,700	1,700	1,700	1,700
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences & Workshops	1,850	1,765	1,480	1,515	1,836	1,836
002 Memberships & Licenses	70	70	70	70	70	70
007 Office Equipment Maint	0	0	0	156	0	0
013 Education & Training	99	2,018	1,955	1,831	255	255
024 Printing Services	7,631	7,892	10,023	9,600	9,600	9,600
042 Mileage Reimbursement	107	135	214	153	194	194
500 Bank Service Fees	49,839	70,274	55,000	75,220	75,220	75,220
Category Total	59,596	82,154	68,742	88,545	87,175	87,175
<b>(970) CAPITAL OUTLAY</b>						
002 Office Equipment	0	0	2,000	1,395	0	0
Category Total	0	0	2,000	1,395	0	0
<b>FINANCE - TREASURY TOTAL</b>	<b>300,686</b>	<b>342,280</b>	<b>369,402</b>	<b>375,484</b>	<b>395,508</b>	<b>395,508</b>

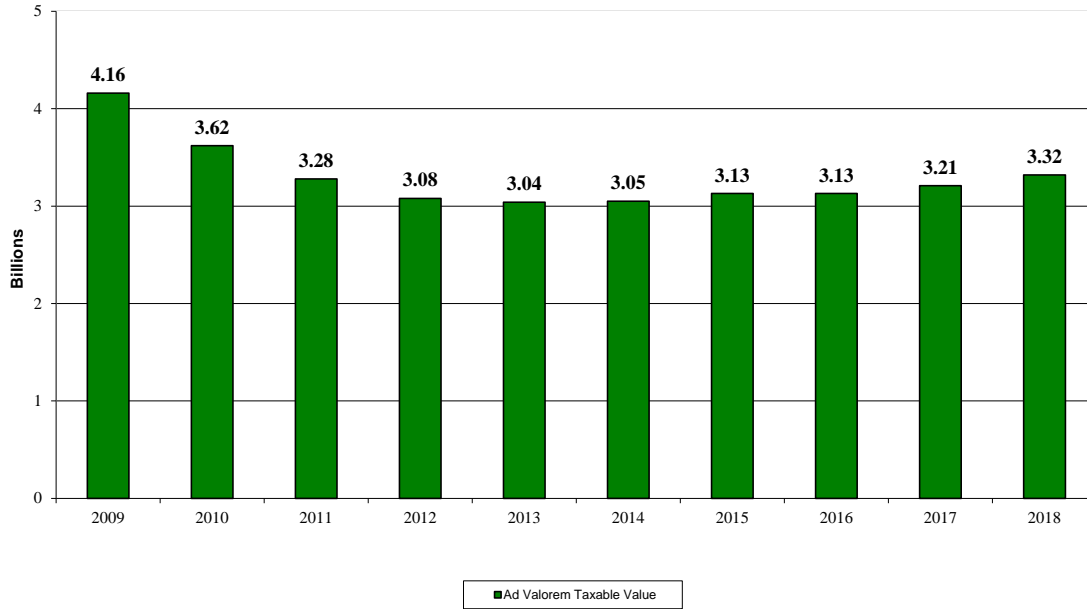
## Finance Department

### DEPARTMENT NUMBER: 209 - ASSESSING

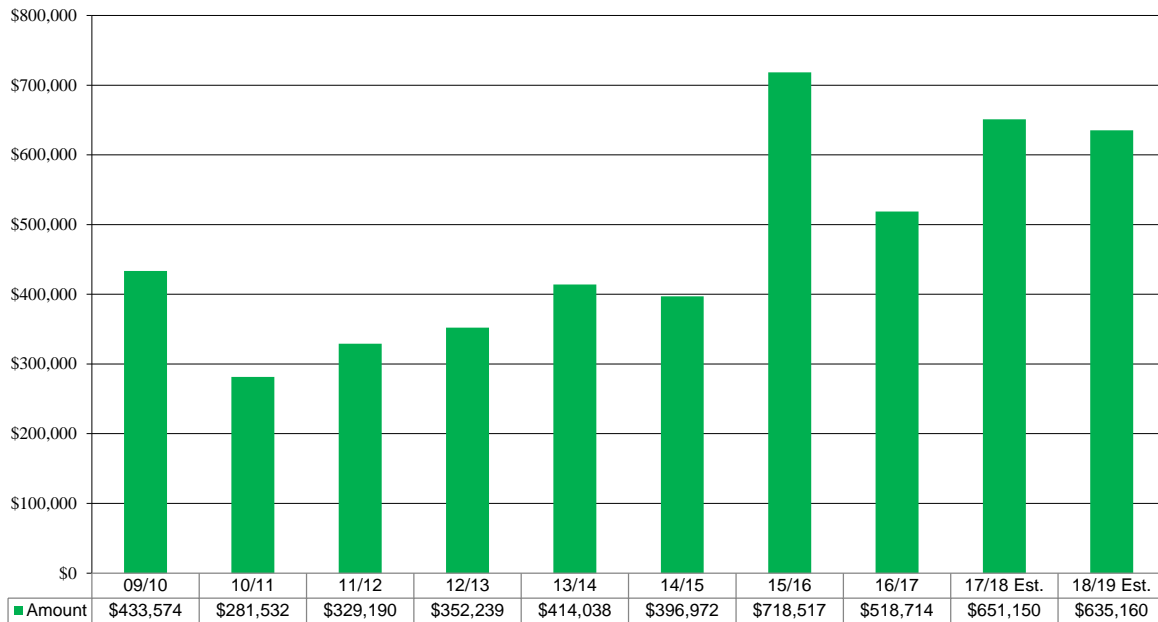
Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	403,638	422,598	435,083	413,554	421,120	421,120
038	Part-time	21,082	16,831	18,882	17,000	19,885	19,885
106	Sick & Vacation	2,041	2,082	2,082	17,418	2,123	2,123
112	Overtime	429	568	750	750	750	750
200	Social Security	33,068	33,806	36,248	34,769	35,190	35,190
250	Blue Cross/Optical/Dental	88,259	86,770	99,099	94,000	102,110	102,110
275	Life Insurance	954	978	1,019	993	1,038	1,038
300	Pension - DC	20,670	24,561	32,619	31,025	40,550	40,550
325	Longevity	12,904	14,347	17,038	17,777	16,120	16,120
350	Worker's Compensation	1,900	3,297	3,575	3,644	3,665	3,665
	Category Total	<u>584,945</u>	<u>605,838</u>	<u>646,395</u>	<u>630,930</u>	<u>642,551</u>	<u>642,551</u>
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	169	205	480	250	350	350
002	Books & Subscriptions	7,408	7,792	7,985	7,985	8,400	8,400
008	Supplies	1,132	830	750	900	900	900
	Category Total	<u>8,708</u>	<u>8,827</u>	<u>9,215</u>	<u>9,135</u>	<u>9,650</u>	<u>9,650</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	663	556	975	2,389	2,550	2,550
002	Memberships & Licenses	2,150	1,590	1,760	1,760	1,690	1,690
005	Fleet Insurance	528	565	512	512	512	512
006	Vehicle Maintenance	68	209	500	250	250	250
009	Consultants	22,700	5,000	20,000	23,000	25,000	25,000
013	Education & Training	2,783	2,827	4,100	1,000	1,000	1,000
024	Printing Services	3,221	3,083	3,750	3,750	3,750	3,750
999	Tax Tribunal Refunds	0	0	90,000	40,000	65,000	65,000
	Category Total	<u>32,114</u>	<u>13,830</u>	<u>121,597</u>	<u>72,661</u>	<u>99,752</u>	<u>99,752</u>
<b>FINANCE - ASSESSING TOTAL</b>		<u><b>625,767</b></u>	<u><b>628,495</b></u>	<u><b>777,207</b></u>	<u><b>712,726</b></u>	<u><b>751,953</b></u>	<u><b>751,953</b></u>
<b>TOTAL FINANCE DEPARTMENT</b>		<u><b>1,632,181</b></u>	<u><b>1,700,792</b></u>	<u><b>1,981,610</b></u>	<u><b>1,932,205</b></u>	<u><b>2,003,359</b></u>	<u><b>2,003,359</b></u>

## KEY DEPARTMENTAL TRENDS

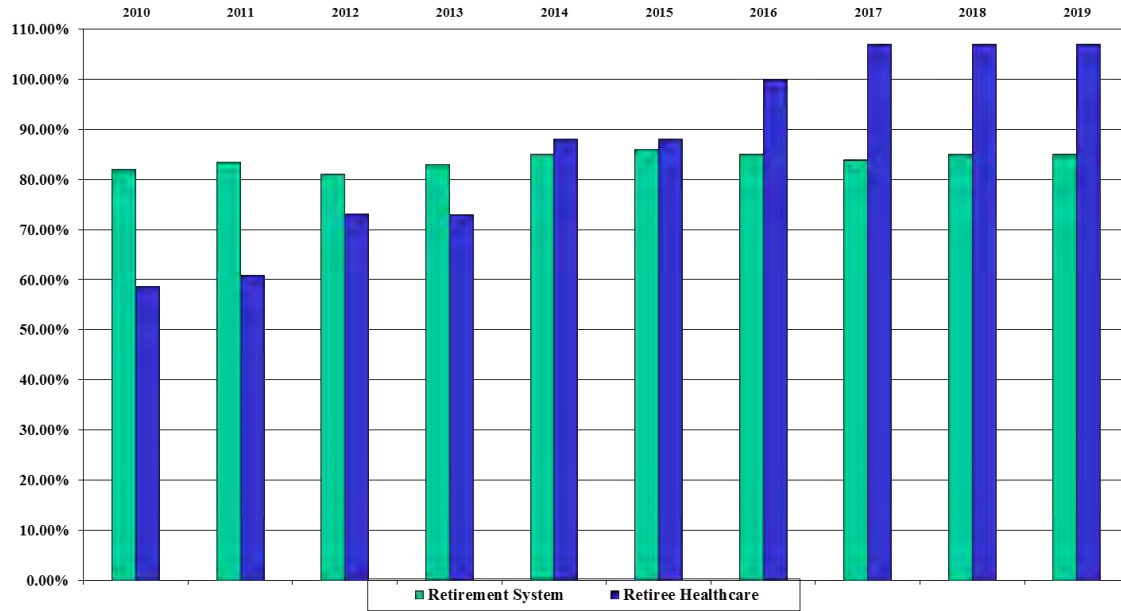
City of Farmington Hills  
Taxable Value History  
2009 - 2018



City of Farmington Hills  
Governmental Activities - 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. Legal Services comprise 1.11% of the General Fund's proposed 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**

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$22,500 or 3.5% increase from the current budget.
- The increase results primarily from projected increased legal fees in the areas of prosecution and special projects partially offset by decreases in costs for court defense and tax tribunals.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$1,020 or 0.2% increase from the FY 17-18 year-end projection and a \$23,520 or 3.7% increase from the FY 17-18 current budget.
- The budget to budget increase results from a 2% increase in legal fees in all areas and anticipated special projects.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>City Attorney</b>	\$592,446	\$796,565	\$640,500	\$663,000	\$664,020

**Corporation Counsel**

DEPARTMENT NUMBER: 210

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
008 Legal Retainer	191,250	208,000	212,000	212,000	216,240	216,240
009 Prosecution	292,145	294,004	290,500	323,000	329,460	329,460
010 Court Defense	42,811	91,020	50,000	35,000	35,700	35,700
011 Labor Relations	6,974	17,147	20,000	20,000	20,400	20,400
012 MTT Professional Service	47,574	178,467	55,000	38,000	38,760	38,760
071 Special Projects	11,692	7,927	13,000	35,000	23,460	23,460
<b>DEPARTMENT TOTAL</b>	<b>592,446</b>	<b>796,565</b>	<b>640,500</b>	<b>663,000</b>	<b>664,020</b>	<b>664,020</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 Clerk's Office and by maintaining accurate and complete records of all business transactions and to conduct in an orderly manner, all federal, 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 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 receiving/reviewing petitions and preparing resolutions for special assessment district 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, 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 2018/19 budget two Elections will be conducted – the State Primary Election scheduled for August 7, 2018 and the General Gubernatorial Election scheduled for November 6, 2018.

### GOALS

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

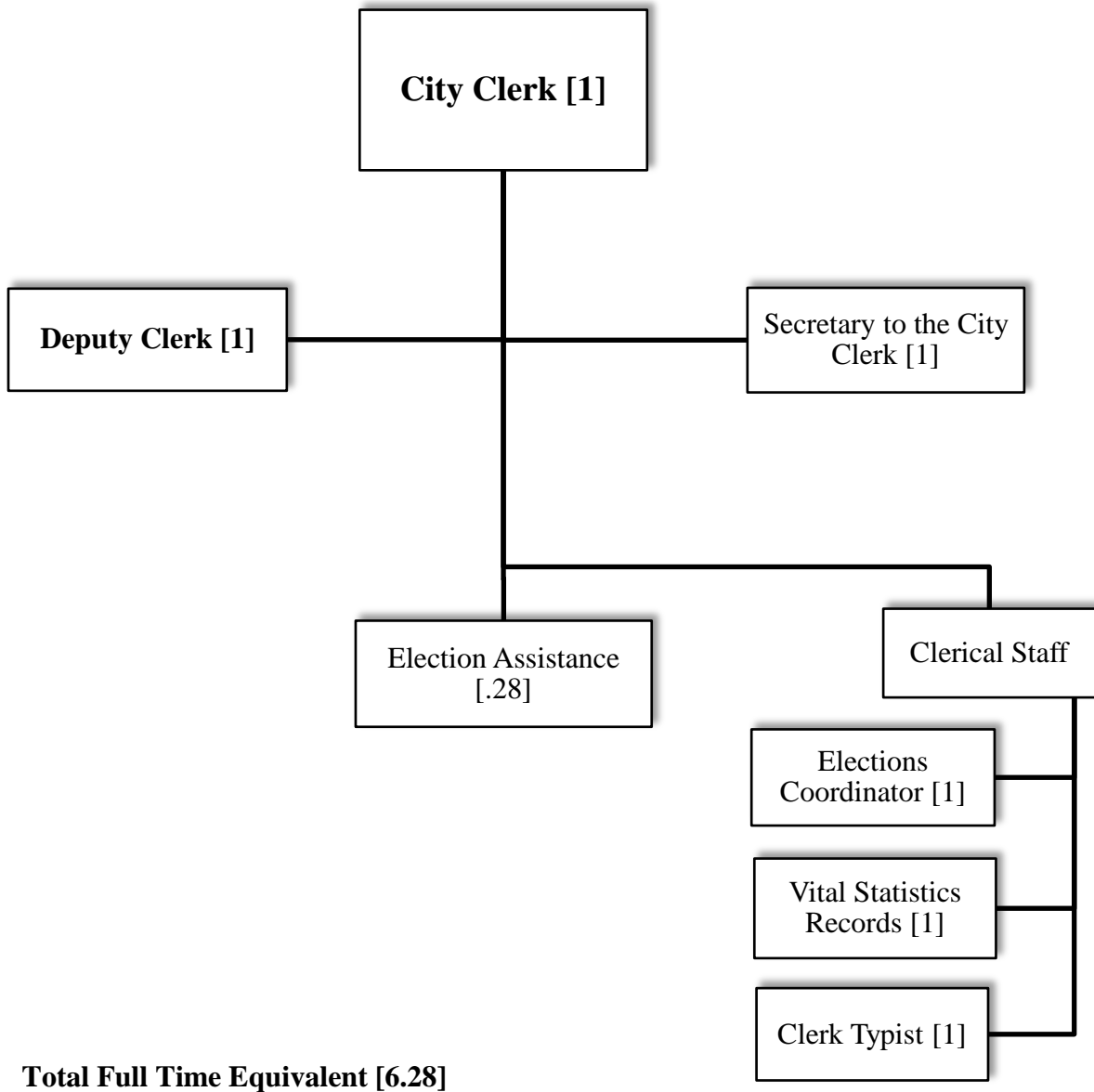
- Review and update ordinances pertinent to the City Clerk's Office. (2)
- Overall review and update of ordinances with Departments. (2,8,9)
- Work with City of Farmington on combined training efforts for Elections when possible. (2,8)
- Streamlining document retention and assisting with department access to public files held by the Clerk's Office to avoid duplication. (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. (1,2,4)
- Host Open Houses for utilizing the new Election Equipment. (1,2,4)
- Develop best practices for use of the new Election Equipment for Election Inspectors and staff. (1,2,9)

**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 Primary and General Gubernatorial elections in a thorough and efficient manner.

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Estimated</b>
<b>Service Levels</b>	Birth Records Processed	739	769	N/A
	Death Records Processed	1,192	1,700+	N/A
	Freedom of Information Act (FOIA) Requests Processed	193	225	200+
	Ordinances Enacted	11	10	10
	Sets of City Council Minutes(includes study sessions, special meetings) prepared	39	38	38
	Sets of Planning Commission Minutes prepared	18	18	18
	Sets of Zoning Board of Appeals Minutes prepared	10	10	10
	Agendas & Minutes posted and filed for other various board/commission and committees	247	247	247
	Voter Registration Records Processed	5,986	7,662	6,400+
	Absentee Ballots Issued	22,802	6,992	16,500
	Council Agendas/Packets Prepared	21	22	22
	No. of Elections Conducted *Included Special Elections held August, 2015 and March and May, 2016	2	1	2
	No. of Public Notices Published	96	100	100+
	No. of Documents Recorded	41	40	40
	No. of Liquor License Requests approved by City Council (New, transfers, One-Day, etc)	4	5	4
	No. of Permits Issued- Special Events, Temporary Outdoor Sales, Massage Businesses, Home Daycare, Peddler/Solicitor	129	129	129
	<b>Efficiency</b>	Activity Expenditures as a % of General Fund	1.15%	1.10%

# CITY CLERK



**STAFFING LEVELS**

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>City Clerk</b>					
<b>(010) Administrative and Clerical</b>					
	City Clerk	1	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
	<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>(038) Part Time (FTE)</b>					
	Election Help	0.35	0.20	0.28	0.28
	<b>Total</b>	<b>0.35</b>	<b>0.20</b>	<b>0.28</b>	<b>0.28</b>
<b>Department Total</b>		<b>6.35</b>	<b>6.20</b>	<b>6.28</b>	<b>6.28</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$18,021 or 2.8% decrease from the current budget.
- The decrease results primarily from a decrease in part-time, election workers and overtime wages, consultant costs and legal notices.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$74,266 or 11.7% increase from the FY 17-18 year-end projection and \$56,245 or 8.6% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from higher personnel costs, increased cost of election workers, overtime wages, office equipment maintenance and legal notice, partially offset by a decrease in election supplies and printing services.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>City Clerk</b>	\$609,804	\$620,977	\$651,182	\$633,161	\$707,427

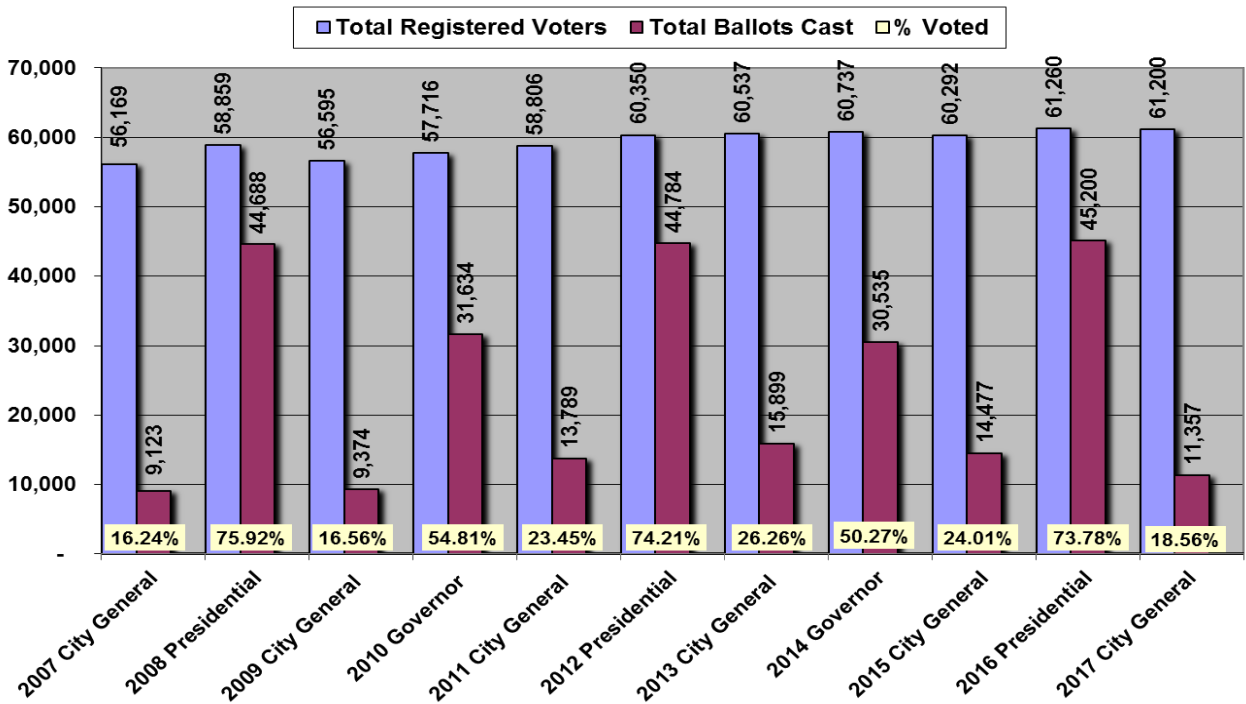
# City Clerk

DEPARTMENT NUMBER: 215

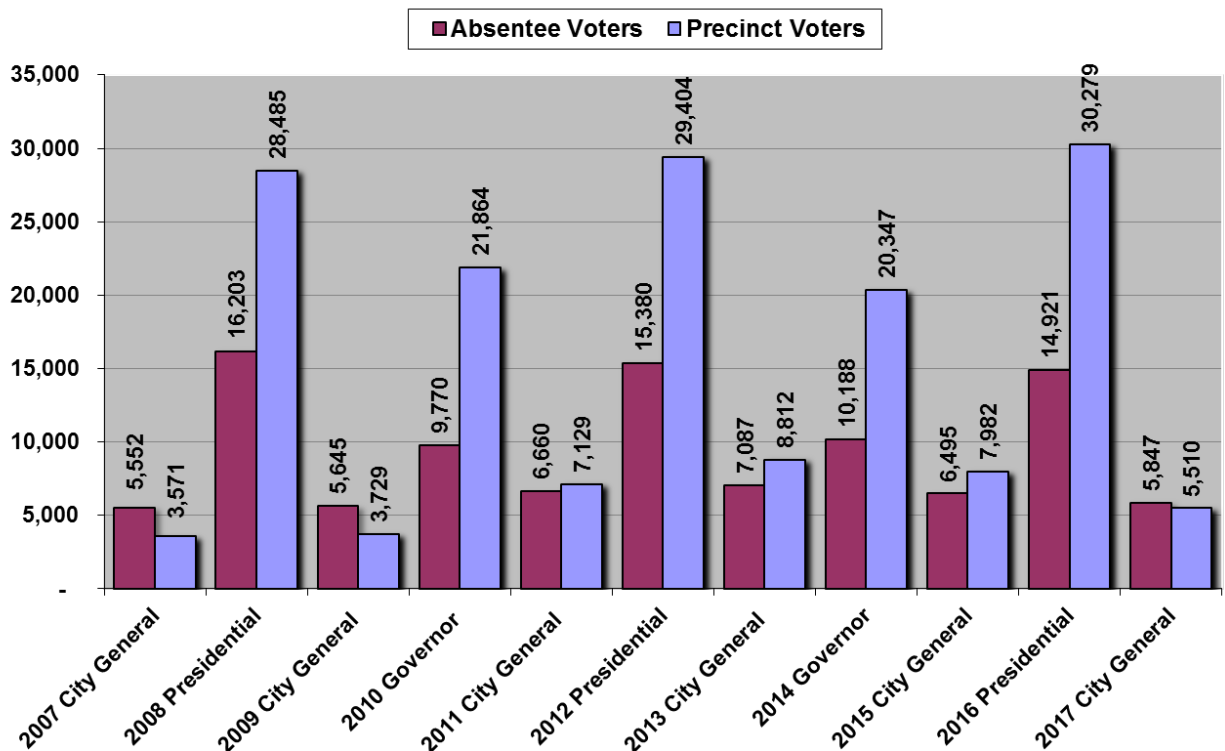
Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
010 Administrative & Clerical	325,743	338,626	359,180	357,400	367,681	367,681
038 Part-time	4,862	2,267	5,304	4,000	7,488	7,488
039 Election Workers	62,815	97,648	39,985	35,847	86,925	86,925
106 Sick & Vacation	2,259	0	2,154	2,154	2,345	2,345
112 Overtime	8,173	13,160	8,116	5,000	10,099	10,099
200 Social Security	26,609	28,239	30,137	29,180	31,212	31,212
250 Blue Cross/Optical/Dental	66,530	63,987	81,353	82,050	79,420	79,420
275 Life Insurance	1,780	1,805	1,920	1,885	1,975	1,975
300 Pension - DC	16,496	5,284	26,119	27,058	27,839	27,839
325 Longevity	11,683	13,053	14,860	14,708	16,177	16,177
350 Worker's Compensation	699	1,348	1,434	1,575	1,691	1,691
Category Total	<u>527,649</u>	<u>565,416</u>	<u>570,562</u>	<u>560,857</u>	<u>632,852</u>	<u>632,852</u>
<b>(740) OPERATING SUPPLIES</b>						
001 Gas & Oil	705	502	960	788	1,080	1,080
008 Supplies	3,310	2,961	3,700	3,700	4,050	4,050
012 Election Supplies	26,296	14,458	24,800	24,800	17,400	17,400
Category Total	<u>30,312</u>	<u>17,920</u>	<u>29,460</u>	<u>29,288</u>	<u>22,530</u>	<u>22,530</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences & Workshops	2,448	3,804	3,750	4,400	4,300	4,300
002 Memberships & Licenses	460	515	470	496	505	505
004 Consultants	6,696	6,294	8,500	6,980	8,500	8,500
005 Fleet Insurance	840	840	840	840	840	840
007 Office Equip. Maintenance	15,478	5,633	400	200	4,300	4,300
012 Codification	2,297	4,760	6,000	6,000	6,000	6,000
013 Education & Training	2,540	1,755	3,500	1,500	3,500	3,500
014 Legal Notices	9,051	4,927	14,000	10,000	12,000	12,000
015 Election Site Rentals	2,800	2,800	1,400	1,300	3,000	3,000
024 Printing Services	5,018	1,938	6,700	6,700	4,500	4,500
041 Vehicle Allowance	3,600	3,600	3,600	3,600	3,600	3,600
078 Recording Fees	615	775	2,000	1,000	1,000	1,000
Category Total	<u>51,843</u>	<u>37,641</u>	<u>51,160</u>	<u>43,016</u>	<u>52,045</u>	<u>52,045</u>
<b>DEPARTMENT TOTAL</b>	<b><u>609,804</u></b>	<b><u>620,977</u></b>	<b><u>651,182</u></b>	<b><u>633,161</u></b>	<b><u>707,427</u></b>	<b><u>707,427</u></b>

## KEY DEPARTMENTAL TRENDS

### Total Votes Cast



### 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 champion the City's effort to ensure that diversity within the workforce appropriately reflects the Farmington Hills community. (8)
- 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)
- Revise and 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 and maintain 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)



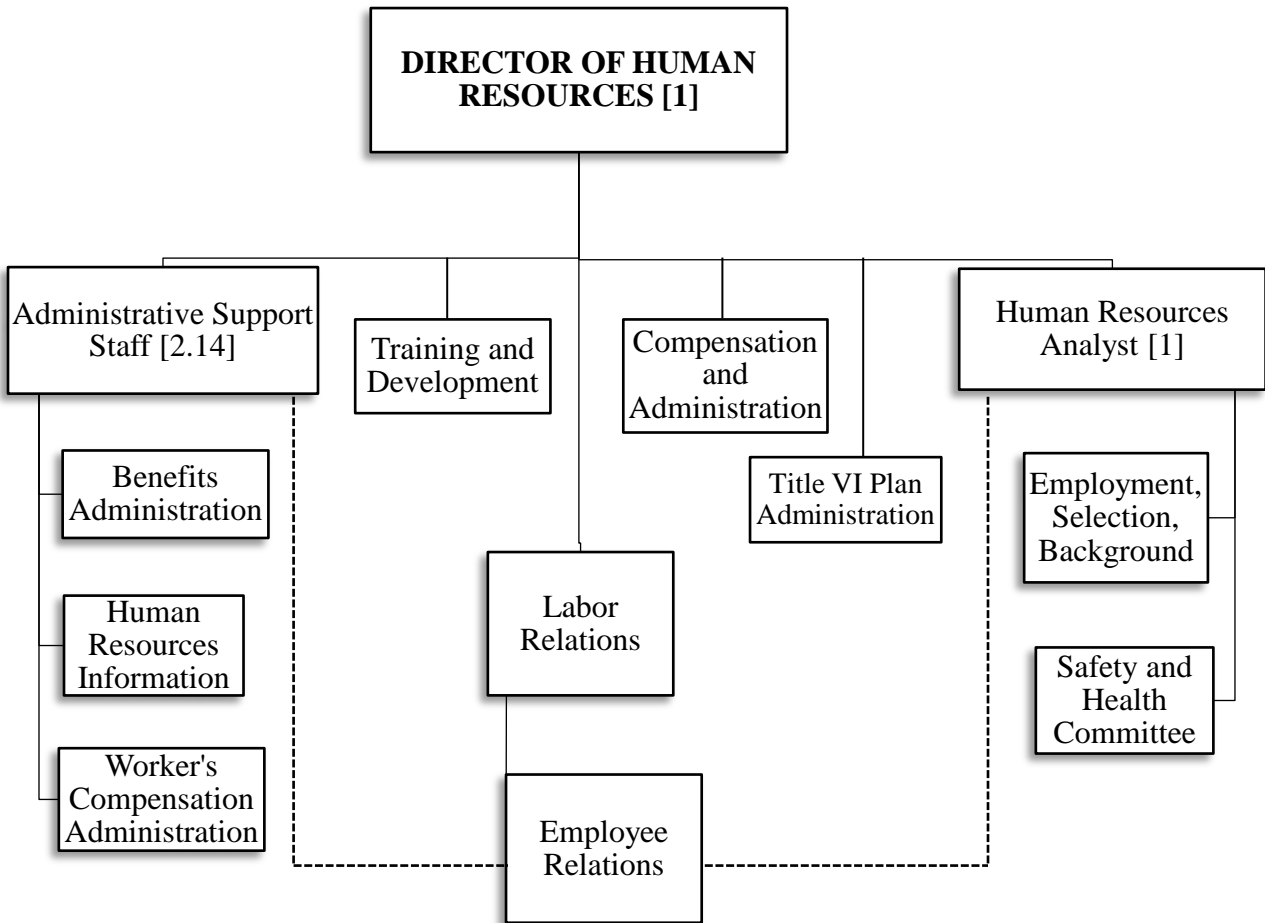
## Human Resources

- 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)
- Maintain the intranet as a critical source of information to employees regarding employment, benefits, policies programs and procedures. (2, 8)
- To actively manage the benefit plans and discover cost savings opportunities. (2)

### PERFORMANCE OBJECTIVES

	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
Service Level	Full-time new hires	17	23	25
	Part-time/seasonal new hires	132	152	152
	Full-time terminations/Retirements	21	29	29
	Part-time/seasonal terminations	129	143	145
	Health Insurance Administration (including FT, COBRA and retirees)	528	530	532
	Applications received	1,201	1,250	1,252
	Payroll changes processed	564	580	580
	Occupational injuries or illnesses	55	43	42
	Drivers license checks processed	330	350	352
	Criminal checks processed	341	360	362
	Benefit changes processed	475	485	485
	Employee consultations	3,600	3,600	3,600
	Participation in Fit for Life Program	32%	33%	34%
Efficiency	Number of years awarded MML Lowest Modification Factor for Workers Compensation	21	21	21
	Average # work days to complete internal recruitment	29	30	30
	Average # work days to complete external recruitment	65	70	72
	% Labor grievances resolved before arbitration	100%	90%	100%
	Full-time employee turnover rate (excluding retirements)	0.03%	0.05%	0.05%
	% Minorities in Work Force	13%	14%	15%
	Activity Expenditures as a % of General Fund	0.68%	0.71%	0.71%

# HUMAN RESOURCES



**Total Full Time Equivalent [4.14]**

**STAFFING LEVELS**

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(010) Administrative and Clerical</b>					
	Director of Human Resources	1	1	1	1
	Human Resources Analyst	1	1	1	1
	Secretary to the Director	1	1	1	1
	Human Resources Department Aide	1	1	1	1
		4	4	4	4
<b>(038)</b>	Part Time (FTE)	0.14	0.14	0.14	0.14
	<b>DEPARTMENT TOTAL</b>	<b>4.14</b>	<b>4.14</b>	<b>4.14</b>	<b>4.14</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$16,584 or 4.2% increase from the current budget.
- The increase results primarily from increased medical insurance costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$13,365 or 3.3% increase from the FY 17-18 year-end projection and \$29,949 or 7.6% increase from the FY 17-18 current budget.
- The budget to budget increase results primarily from higher personnel costs.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
Human Resources	\$355,431	\$368,524	\$393,371	\$409,955	\$423,320

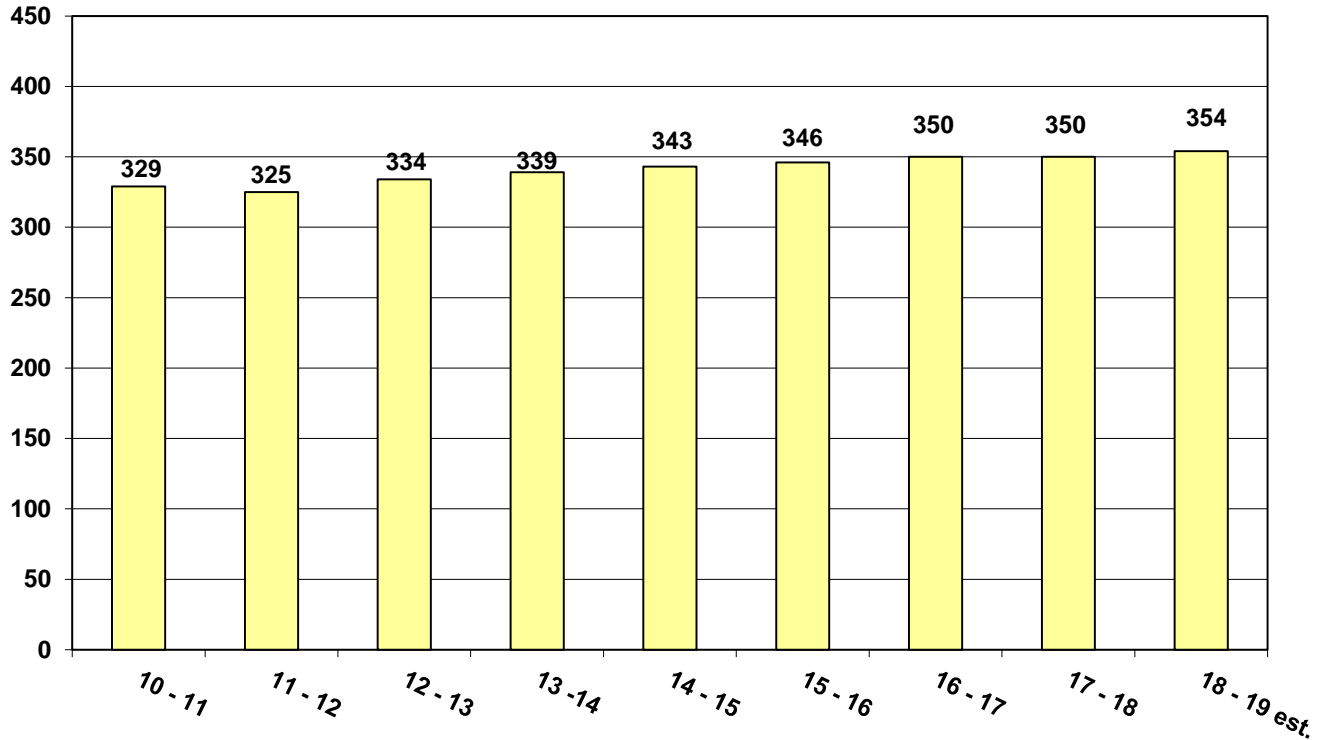
**Human Resources**

DEPARTMENT NUMBER: 226

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative Salaries	244,962	252,277	262,583	264,340	272,743	272,743
038	Part-time	9,484	4,002	3,000	3,000	4,300	4,300
106	Sick & Vacation	4,880	0	6,229	7,391	6,576	6,576
112	Overtime	0	0	500	500	500	500
200	Social Security	19,530	19,502	21,385	21,032	22,408	22,408
250	Blue Cross/Optical/Dental	35,565	39,302	38,947	51,914	53,008	53,008
275	Life Insurance	1,540	1,732	1,825	1,780	1,917	1,917
300	Pension - DC	16,907	24,266	25,306	26,258	27,041	27,041
325	Longevity	1,497	1,790	2,597	2,612	4,101	4,101
350	Worker's Compensation	537	969	1,058	1,156	1,239	1,239
	Category Total	334,902	343,840	363,430	379,983	393,833	393,833
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	1,333	1,274	2,400	1,576	2,400	2,400
003	Personnel Testing	570	899	747	747	747	747
004	Personnel Advertising	5,422	2,114	7,100	6,900	7,100	7,100
008	Supplies	968	1,327	1,600	1,500	1,271	1,271
	Category Total	8,293	5,614	11,847	10,723	11,518	11,518
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	907	172	1,220	900	1,220	1,220
002	Memberships & Licenses	605	692	755	755	755	755
004	Consultants/CDL	219	2,400	3,200	4,800	3,200	3,200
005	Fleet Insurance	840	840	840	840	840	840
013	Education & Training	1,775	2,588	4,325	4,200	4,200	4,200
024	Printing Services	33	0	0	0	0	0
025	Safety & Health Committee	1,979	6,062	1,924	1,924	1,924	1,924
026	Physical Exams	2,279	2,716	2,230	2,230	2,230	2,230
041	Auto Allowance	3,600	3,600	3,600	3,600	3,600	3,600
	Category Total	12,236	19,071	18,094	19,249	17,969	17,969
<b>DEPARTMENT TOTAL</b>		<b>355,431</b>	<b>368,524</b>	<b>393,371</b>	<b>409,955</b>	<b>423,320</b>	<b>423,320</b>

### KEY DEPARTMENTAL TREND

#### FULL TIME EMPLOYEES (positions)



## CENTRAL SERVICES

**MISSION STATEMENT:** Provide the highest quality, efficient internal support for Information Technology, Geospatial Analysis, 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 Geographic Information Systems (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.*

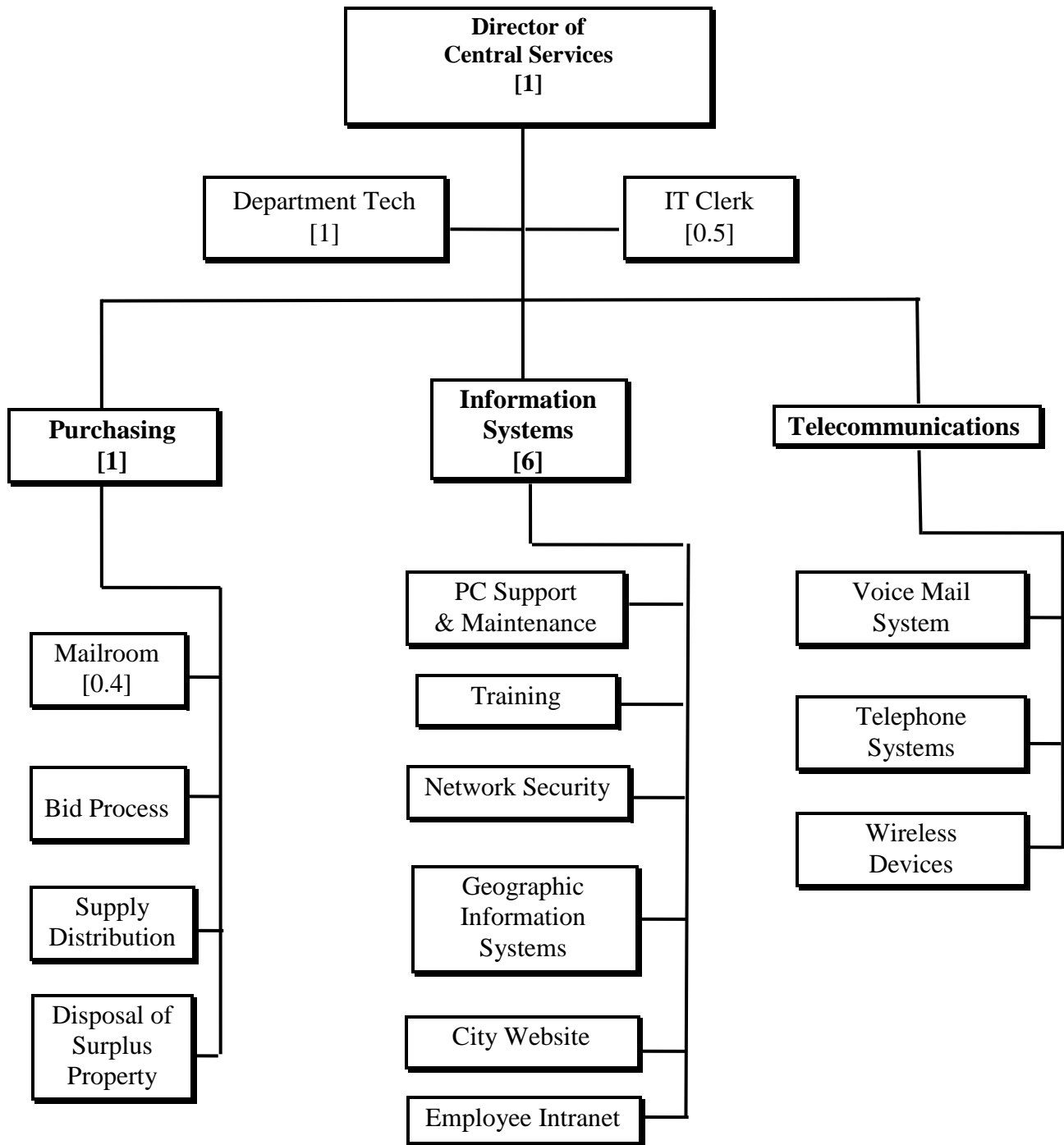
- Streamline routine work-flow with the use of technology. (2,8)
- Maintain a stable, reliable and efficient computer network. (2,8,9)
- Provide software training opportunities for employees. (2,8)
- Replace obsolete and ineffective technology equipment prior to it becoming a support problem. (2)
- Promote the use of e-Procurement and expand the membership of vendors and agencies. (2)
- Expand the use of cooperative purchasing. (2,9, 11)
- 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. (2,8,9)
- Expand the use of GIS technology. (2,8)
- Promote, support and expand network communications system. (2, 3, 8)
- 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 added responsibilities. (1,8)
- Review consolidation opportunities.(2,10)
- Manage additional responsibilities (Farmington IT). (2)

**PERFORMANCE OBJECTIVES**

- Maintain and improve growing services levels within assigned resources.
- 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 and promote the use of the employee intranet.
- Implement pro-active contracts with multi-year renewal options.
- Eliminate redundancy of information maintenance and promote information sharing.
- Expand the use of document imaging.
- Encourage, expand and promote cooperative purchasing.
- Support and maintain data network to provide uninterrupted work for staff.
- Encourage and promote the use of existing software systems to their fullest capacity.
- Leverage the use of GIS Technology to better serve staff, local business & residents.

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Estimated</b>
<b>Service Level</b>	Software Systems Supported	206	200	210
	Software Training Classes Provided	12	12	12
	GIS Enhanced Applications	6	9	12
	Computer Hardware Supported (PC's)	473	475	475
	Helpdesk/Support incidents	1,000	1,000	1,300
	Multi-Function Network Printers	55	55	41
	Network & Local Printers	34	34	60
	Portable PC's Supported	61	61	85
	Virtual Servers Maintained	36	36	36
	Smart phone devices	250	262	272
	Smart phone Users	200	210	215
	Ratio of PC's to IT Analysts	94:1	95:1	95:1
	Sealed Bids/RFP's Issued	60	67	65
	MITN e-Procurement members	184	184	190
	City Manager Reports	52	55	55
	Purchase Orders Issued	736	766	765
	Total Amount Purchased	\$25,866,402	\$23,200,000	\$23,200,000
	Purchasing Net Aggregate Savings	\$394,140	\$412,979	\$415,000
	Total Dollars purchased with p-card	\$1,701,116	\$1,971,228	\$2,358,351
	Total number of p-card transactions	6,960	7,656	8,422
Total sold through MITN auction	\$204,300	\$210,429	\$216,742	
Number of items sold through MITN auction	299	308	317	
Outbound U.S. Mail Spend	\$86,985	\$91,334	\$95,900	
<b>Efficiency</b>	Average Amount of Purchase Order	\$35,144	\$30,287	\$30,326
	Savings per \$1 expended	\$.0152	\$.0178	\$.018
	Average p-card transaction	\$244.41	\$257.47	\$280.02
	Activity Expenditures as % of General Fund	2.00%	2.11%	1.73%

# CENTRAL SERVICES



**Total Full Time Equivalent [9.90]**



**STAFFING LEVELS**

Acct. 250	Title	Authorized Positions		Requested Positions	Authorized Positions
		FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2017/18 Budget
<b>(010) Administrative and Clerical</b>					
	Director of Central Services	1	1	1	1
	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	0	0	0
	Department Technician	0	1	1	1
	<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>(038) Part Time (FTE)</b>					
	Mail Clerk	0.40	0.40	0.40	0.40
	IT Clerk	0.00	0.50	0.50	0.50
	<b>Total</b>	<b>0.40</b>	<b>0.90</b>	<b>0.90</b>	<b>0.90</b>
	<b>Department Total</b>	<b>9.40</b>	<b>9.90</b>	<b>9.90</b>	<b>9.90</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$40,427 or 3.2% decrease from the current budget.
- The decrease results primarily from projected less than budgeted conferences & workshops & education, overtime, consultants and office equipment maintenance.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$177,502 or 14.6% decrease from the FY 17-18 year-end projection and \$217,929 or 17.4% decrease from the FY 17-18 current budget.
- The budget to budget decrease results primarily from transferring \$249,500 of memberships and licenses to the Support Services department partially offset by increased personnel costs and sick & vacation payout for a planned retirement.

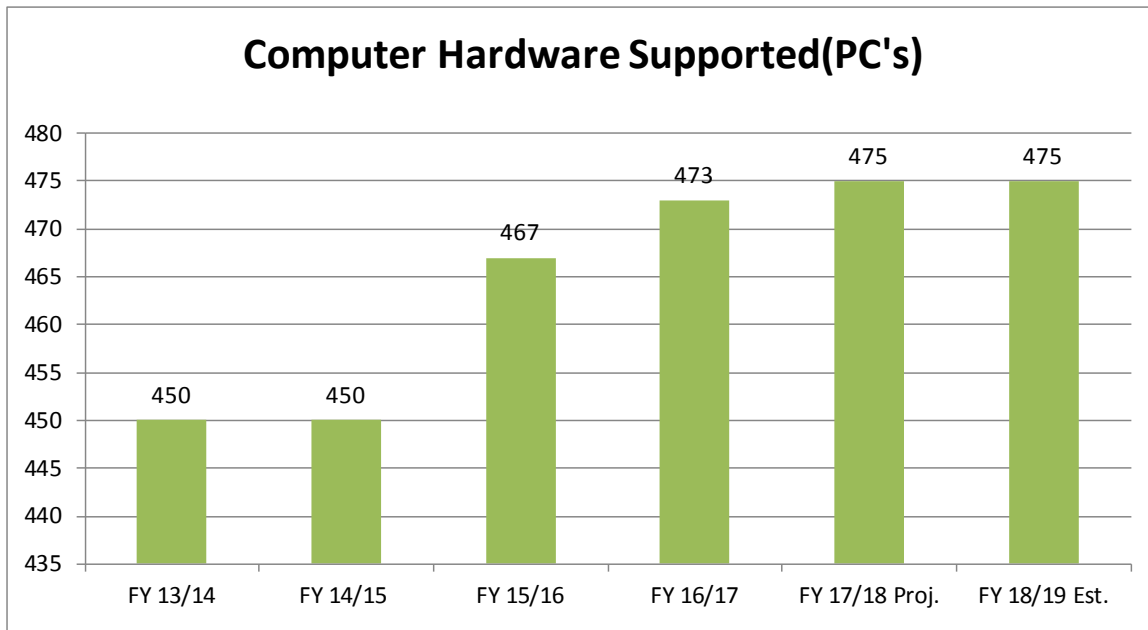
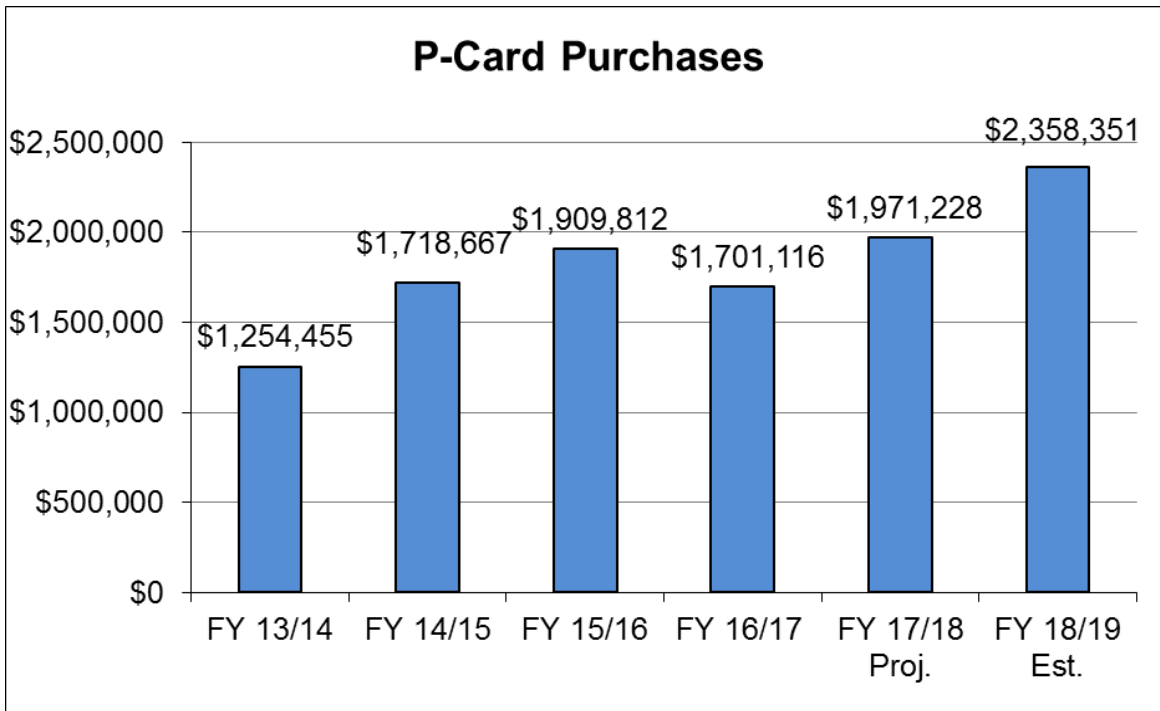
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Central Services</b>	\$1,150,629	\$1,083,395	\$1,253,772	\$1,213,345	\$1,035,843

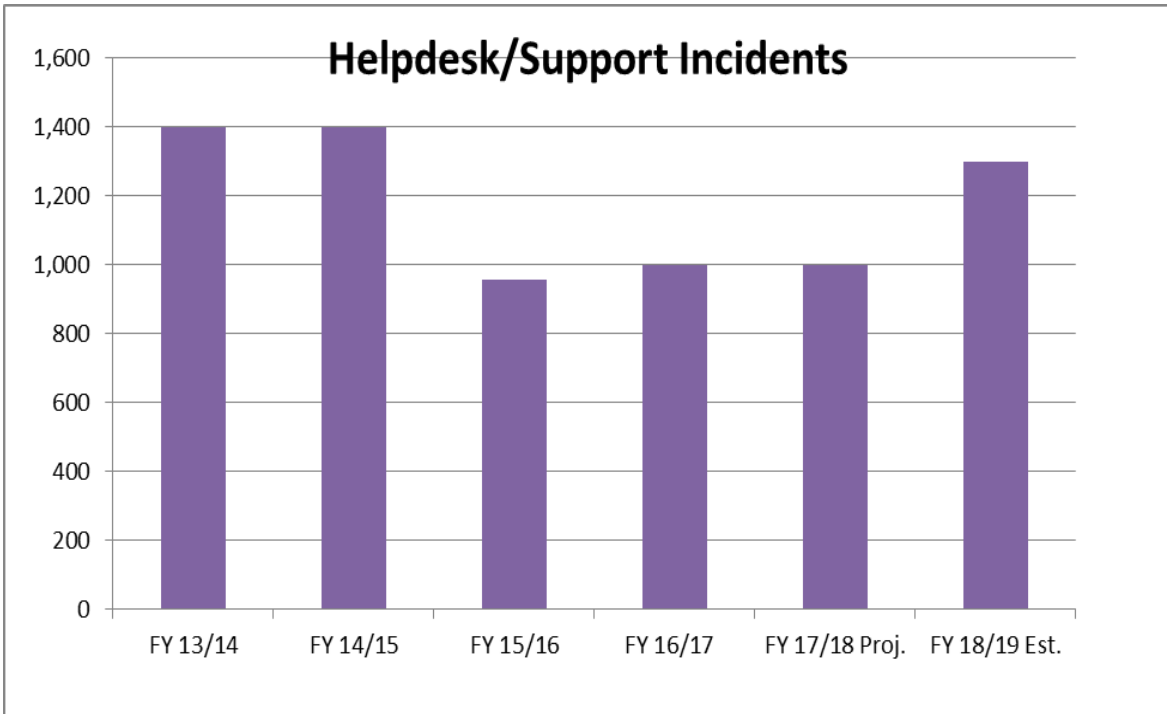
**Central Services**

DEPARTMENT NUMBER: 250

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702)</b>	<b>SALARIES &amp; WAGES</b>						
010	Administrative Salaries	653,728	598,668	641,308	640,000	662,403	662,403
038	Part-time	8,814	11,371	25,585	23,906	25,100	25,100
106	Sick & Vacation	61,565	5,856	4,515	3,200	26,201	26,201
112	Overtime	5,728	3,826	14,000	5,200	8,000	8,000
200	Social Security	53,522	51,866	55,152	47,556	58,255	58,255
250	Blue Cross/Optical/Dental	94,588	109,509	128,952	127,910	125,328	125,328
275	Life Insurance	3,515	2,937	3,579	3,520	3,696	3,696
300	Pension - DC	1,333	8,595	13,040	13,432	14,701	14,701
325	Longevity	34,451	29,951	29,828	29,537	34,232	34,232
350	Worker's Compensation	1,427	2,477	2,624	2,560	3,156	3,156
	Category Total	<u>918,672</u>	<u>825,055</u>	<u>918,583</u>	<u>896,821</u>	<u>961,072</u>	<u>961,072</u>
<b>(740)</b>	<b>OPERATING SUPPLIES</b>						
001	Gas & Oil	1,685	626	1,200	985	1,200	1,200
002	Books & Subscriptions	59	0	59	59	61	61
008	Supplies	902	1,731	1,700	1,700	1,700	1,700
	Category Total	<u>2,646</u>	<u>2,357</u>	<u>2,959</u>	<u>2,744</u>	<u>2,961</u>	<u>2,961</u>
<b>(801)</b>	<b>PROFESSIONAL &amp; CONTRACTUAL</b>						
001	Conferences & Workshops	1,192	1,266	3,500	1,500	2,470	2,470
002	Memberships & Licenses	187,822	205,202	242,690	250,500	1,000	1,000
004	Consultants/Website Dev.	30,340	29,738	50,000	34,500	35,000	35,000
005	Fleet Insurance	840	840	840	840	840	840
007	Office Equip. Maintenance	0	10,692	24,400	15,700	20,000	20,000
013	Education & Training	5,516	6,022	7,000	7,000	8,700	8,700
024	Printing Services	0	122	200	140	200	200
041	Auto Allowance	3,600	2,100	3,600	3,600	3,600	3,600
	Category Total	<u>229,311</u>	<u>255,982</u>	<u>332,230</u>	<u>313,780</u>	<u>71,810</u>	<u>71,810</u>
	<b>DEPARTMENT TOTAL</b>	<u><b>1,150,629</b></u>	<u><b>1,083,395</b></u>	<u><b>1,253,772</b></u>	<u><b>1,213,345</b></u>	<u><b>1,035,843</b></u>	<u><b>1,035,843</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 and property insurance, 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 approximately 3.46% of the General Fund's requested budget, are partially supported by a \$58,200 Reimbursement for Overhead Street Lighting from various affected subdivisions and properties.

### **FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$7,199 or 0.4% decrease from the current budget.
- The decrease results primarily from estimated savings in medical insurance and postage costs offset by significant increases in phone, data and internet management along with overhead lighting utilities.

### **FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$403,671 or 24.2% increase from the FY 17-18 year-end projection and \$396,472 or 23.7% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from transferring \$249,500 of membership and license costs from Central Services, increased membership and license costs, the cost of a city open house and increases in the cost of phone, data and internet management.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Support Services</b>	\$1,541,384	\$1,637,478	\$1,674,730	\$1,667,531	\$2,071,202

## Support Services

DEPARTMENT NUMBER: 290

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil Pool Cars	5,046	5,532	9,600	6,501	9,600	9,600
008	Miscellaneous Expense	13,246	10,541	16,000	14,500	16,000	16,000
014	Copier Supplies	4,108	3,631	5,400	5,200	5,400	5,400
046	City-Wide Beautification	23,641	17,050	25,000	25,000	25,000	25,000
	Category Total	46,040	36,754	56,000	51,201	56,000	56,000
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
002	Membership & Licenses	0	0	0	0	284,582	284,582
003	Public Relations	24,298	25,571	27,000	27,000	47,000	47,000
004	Consultants	23,257	26,102	30,000	30,000	30,000	30,000
005	Fleet Insurance	5,280	5,650	5,120	5,120	5,170	5,170
006	Vehicle Maintenance	3,087	5,850	7,500	1,900	5,000	5,000
007	Office Equip. Maintenance	6,696	471	5,000	3,800	4,000	4,000
015	Copier Rental	35,748	32,791	45,000	40,000	42,000	42,000
016	Phone Expense	154,774	207,829	178,000	215,000	240,000	240,000
018	Postage & Machine Rental	103,254	92,786	115,000	102,000	110,000	110,000
019	Gen. Liability & Contents	711,895	879,250	825,000	825,000	825,000	825,000
022	Insurable Property Repairs	0	0	50,000	39,500	50,000	50,000
024	Printing Services	36	0	0	0	0	0
027	Radio Maintenance	0	0	1,250	1,250	1,250	1,250
050	Overhead Lighting Utilities	173,000	187,236	180,000	200,000	200,000	200,000
052	Document Imaging Management	0	0	0	0	50,000	50,000
082	Unemployment Compensation	48,736	45,251	50,000	42,000	50,000	50,000
083	Disability Funding	9,354	9,802	10,000	10,000	10,000	10,000
084	Pest Abatement	18,453	9,948	13,000	12,600	13,000	13,000
085	Cobra Insurance	6,529	988	6,000	6,000	6,000	6,000
086	Health IBNR	11,052	(198)	50,000	25,000	25,000	25,000
087	Wellness Program	6,932	6,443	11,000	9,200	11,000	11,000
089	State Hlth. Insurance Claims Tax	2,530	2,716	3,600	3,200	3,200	3,200
090	Fed. ACA Transitional Insurance Prgrm.	6,027	41,999	3,260	3,260	0	0
998	Disaster Emergency Fund	0	57	3,000	14,500	3,000	3,000
	Category Total	1,350,939	1,580,541	1,618,730	1,616,330	2,015,202	2,015,202
<b>(970) CAPITAL OUTLAY</b>							
055	Land Acquisition	0	20,183	0	0	0	0
	Category Total	0	20,183	0	0	0	0
<b>(996) CONTRIBUTION</b>							
084	SWOCC	144,405	0	0	0	0	0
	Category Total	144,405	0	0	0	0	0
<b>DEPARTMENT TOTAL</b>		<b>1,541,384</b>	<b>1,637,478</b>	<b>1,674,730</b>	<b>1,667,531</b>	<b>2,071,202</b>	<b>2,071,202</b>

## 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. Post-employment Benefits comprise 4.27% of the General Fund's proposed budget.

### **FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- No change.

### **FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$111,245 or 4.2% decrease from the FY 17/18 budget.
- The City-wide combined Employees' Retirement System and Post-Retirement Healthcare Fund's actuarial calculated contributions decreased in FY 18/19 from FY 17/18. However, the proposed budget reflects the City's overall, combined contribution (including the Public Safety fund) matching the FY 17/18 contribution for the Employees' Retirement System. The increased contribution over the required contribution is reflected in the closed group retirement system only. This activity reflects a budget-to-budget decrease, however, City-wide the combined contribution is the same as FY 17/18.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Post- Employment Benefits</b>	\$2,347,795	\$2,362,187	\$2,667,231	\$2,667,231	\$2,555,986

DEPARTMENT NUMBER: 298

Acct.	2015/16	2016/17	2017/18	2017/18	2018/19	2018/19
No. Category and Line Item	Actual	Actual	Budgeted	Estimated	Proposed	Adopted
<b>(702) SALARIES &amp; WAGES</b>						
305 General Group DB Pension	1,756,865	1,782,993	2,462,813	2,462,813	2,365,004	2,365,004
308 General Group DB Retiree Healthcare	590,930	579,194	204,418	204,418	190,982	190,982
<b>DEPARTMENT TOTAL</b>	<b>2,347,795</b>	<b>2,362,187</b>	<b>2,667,231</b>	<b>2,667,231</b>	<b>2,555,986</b>	<b>2,555,986</b>

## INTERFUND TRANSFERS

In accordance with generally accepted accounting principles, the Interfund Transfers section of the budget provides appropriations for the City’s General Fund contributions to the General Debt Service Fund for existing debt issues, the Nutrition Fund for operations, the Capital Improvement and Community Center Renovations Funds for various capital improvements, and to the Golf Course Capital Improvement Fund from Golf Course Bond Refunding Savings.

### **FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET** –

- \$41,000 or 0.6% increase from the current budget.
- The increase results from a non-budgeted appropriation to the Nutrition Fund due to a deficit fund balance.

### **FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION** –

- \$548,262 or 7.8% increase from the FY 17/18 year-end projection and \$589,262 or 8.47% increase from the FY 17/18 budget.
- The budget to budget increase results from an appropriation to the Nutrition Fund and Community Center Renovations Fund, partially offset by a decrease in the appropriation to the General Debt Service Fund.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Interfund Transfers</b>	\$5,970,849	\$6,955,448	\$6,957,236	\$6,998,236	\$7,546,498

Interfund Transfers comprise 12.62% of the General Fund’s proposed budget.

DEPARTMENT NUMBER: 299

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
242 To Corridor Improvement Auth. Fund	50,000	50,000	0	0	0	0
281 To Nutrition Fund	0	44,705	0	41,000	34,500	34,500
301 To General Debt Service Fund	1,419,180	1,386,391	1,422,162	1,422,162	1,282,046	1,282,046
404 To Capital Improvement Fund	4,471,717	5,444,400	5,505,122	5,455,122	5,500,000	5,500,000
406 To Community Center Renovations Fund	0	0	0	50,000	700,000	700,000
412 To Golf Course Capital Improv. Fund	29,952	29,952	29,952	29,952	29,952	29,952
Total Operating Budget	5,970,849	6,955,448	6,957,236	6,998,236	7,546,498	7,546,498



# PUBLIC SAFETY SUMMARY

DIV.	2015/16	2016/17	2017/18	2017/18	2018/19	2018/19
	Actual	Actual	Current	Estimated	Proposed	Adopted
NO. Category and Line Item	Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
<b>PUBLIC SAFETY:</b>						
300 Police	13,971,973	13,889,873	14,876,595	14,411,426	14,783,683	14,783,683
337 Fire	4,406,251	4,991,514	5,596,575	5,543,468	5,835,436	5,835,436
<b>TOTAL PUBLIC SAFETY</b>	<b>18,378,223</b>	<b>18,881,388</b>	<b>20,473,171</b>	<b>19,954,894</b>	<b>20,619,119</b>	<b>20,619,119</b>



Police Department Honor Guard



Fire Department Honor Guard

# 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.

Criminal activity once again decreased during 2017 with “Group A” (20 most serious) crimes dropping by 1.41%. This reduction is the seventh such decline during the past eight years. Since 2008, Group A crime is down 39%. The total number of Burglaries was the lowest ever recorded in the City’s 44 year history and Auto Thefts were the fifth lowest number ever recorded. Sexual Assaults were the second lowest total since 1995. Larceny from Autos were down (-16%), the fifth lowest yearly total in the City’s history.

## GOALS

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

- Continue successful efforts to reduce crime, increase community and inter-agency cooperation thereby enhancing the quality of life for City residents and visitors. (2,8,13)
- Continue the development of the Department’s ability to gather, analyze and utilize critical crime trend data toward effective deployment of personnel and crime prevention tactics. (1,2)
- Public Safety Dispatch Center redesign and technology upgrades to support “Next Generation 9-1-1” system.
- Continue to build upon law enforcement community connections through several key crime prevention programs. (2,3,11,13)
- Update technology for criminal investigations and evidence collection.
- Replace marked patrol vehicles and unmarked vehicles that have reached their end of law enforcement use. (1,3)
- Install interior and exterior security upgrades to include: additional audio/video security, exterior signage, and security devices. (1,2,3,13)
- Acquisition and implementation of integrated body-worn / in-car camera system. (1,3,12,13)
- Purchase of hardware and software for electronic management of our Field Training Officer Program and Department personnel. (1,2,3,13)
- Continue successful efforts to recruit, hire, and retain quality police employees, while seeking to add diversity to the workforce. (1,8,13)
- Achieve Department accreditation through the Michigan Association of Chiefs of Police. (1,12)
- Increase reality-based training involving the utilization of de-escalation techniques while training in use-of-force options. (1,8)
- Department wide training in “Mental Health First Aid” and patrol officer’s response to mental health incidents. (1,3,8,13)

**PERFORMANCE OBJECTIVES**

	<b>Performance Indicators</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Projected</b>
<b>Service Level</b>	Neighborhood Watch Groups	55	55	55
	Speech/Service Requests	82	114	120
	False Alarm Fees Collected	\$41,485	\$57,437	\$48,380
	Report Copy Requests	1,417	1,344	1,300
	Pistol Permits Processed **	2,042	1,792	1,600
	Investigative Division Cases	4,941	4,782	4,800
	Investigative Division Arrest Warrants	498	465	470
	Investigative Division Juvenile Petitions	62	47	50
	Fire Service Calls	9,208	9,524	9,600
	Adults Arrested	2,267	2,590	2,600
	Juveniles Arrested	56	36	40
	O.U.I.L. Arrests	163	179	190
	Traffic Violations Issued***	7,606	8,861	9,000
	Dispatched Runs (FHPD/FHFD/FDPS/FVPD)	46,479	46,860	47,000
	Group A Crimes per 1,000 Population	31.52	31.53	31.50
	Group B Crimes/Activities per 1,000 Population	10.92	11.58	11.20
	Villages of Franklin & Bingham Farms Dispatched Calls for Service	3,300	3,499	3,500
	City of Farmington Dispatched Calls for Service	6,467	6,725	6,800
	Burglaries-residential*	101	89	90
	Burglaries-commercial*	47	35	40
	Robberies	9	16	12
	Moving Violations (Hazardous)***	5,039	6,530	6,500
	Non-Moving Violations (Non- Hazardous)***	2,567	2,331	2,500
Residential Burglaries/1,000 Housing Units****	2.79	2.49	2.50	
<b>Efficiency</b>	Cases Closed	4,822	4,415	4,600
	Activity Expenditures as a % of General Fund	25.64%	25.09%	24.71%

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

\*\* Change in legislation allowed some firearm purchases directly from a Federal Firearms Licensed Dealer

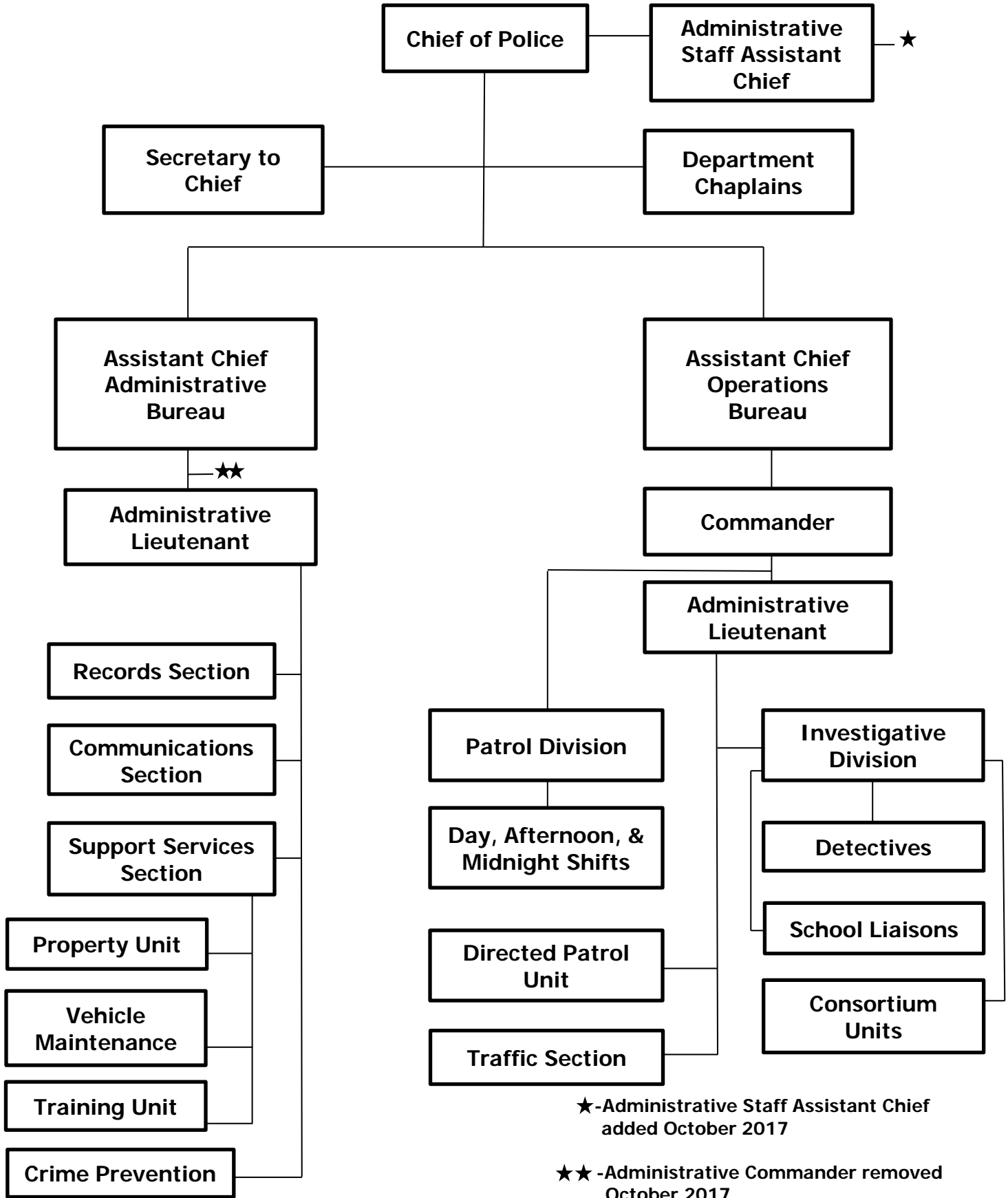
\*\*\* Numbers corrected to include traffic violations only. Misdemeanor ticket violations excluded

\*\*\*\* Formula correction in 2018 for calculation of Residential Burglaries/1000 Housing Units

**Department Budgetary Accomplishments**

- Hired eleven new police officers to fill vacancies.
- Hired five full-time dispatchers and a Communications Section Supervisor to fill vacancies.
- Promoted a Records Section Supervisor, Records Section Coordinator, and hired three Records Section clerks.
- Hired one part-time Crime Prevention Technician and four Police Service Aides.
- Hired one Police Service Technician.
- Hired one Investigative Division Clerk.
- Implemented the Emergency Call Works system in the Communications Section.
- Purchased and equipped four marked patrol SUVs, four unmarked vehicles, one motor carrier enforcement vehicle, and a supervisor's patrol vehicle to replace those being removed from the Department's fleet.
- Reduce the Department's vehicle fleet by two vehicles.
- Replaced five Computer Aided Dispatch workstations.
- Purchase enhanced alternative light source crime processing equipment.
- Purchased walk through and handle held metal detector
- Purchased interactive White Board.
- Purchased SetCom radio.
- Purchased breaching equipment.

# POLICE DEPARTMENT



★-Administrative Staff Assistant Chief added October 2017

★★ -Administrative Commander removed October 2017

**Police Department**

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(010) 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	3	3	3	3
	Secretary	3	3	3	3
	Dispatcher	7	8	8	8
	Teleprocessing Operator	1	1	1	1
	Clerk Typist II	3	2	2	2
	Clerk Typist I	1	2	2	2
	Community Service Officer	1	1	1	1
	Administrative Secretary	3	3	3	3
	Police Service Technician	1	1	1	1
	Records Section Coordinator	1	1	1	1
	Crime Prevention Technician	0	1	1	1
	Record FOIA Technician	2	2	2	2
	<b>Total</b>	<b>29</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>(017)</b>	Assistant Chief	2	2	3	3
<b>(018)</b>	Commander	2	2	1	1
<b>(019)</b>	Lieutenant	5	5	5	5
<b>(020)</b>	Sergeant	16	16	16	16
<b>(021)</b>	Police Officer	45	45	45	45
<b>(051)</b>	Crossing Guard (FTE)	1.22	1.22	1.22	1.22
<b>(038)</b>	Part-time (Dispatch & Clerical) (FTE)	10.57	10.52	9.57	9.57
	<b>Total</b>	<b>81.79</b>	<b>81.74</b>	<b>80.79</b>	<b>80.79</b>
	<b>Total</b>	<b>110.79</b>	<b>112.74</b>	<b>111.79</b>	<b>111.79</b>
<b>705 PUBLIC SAFETY MILLAGE</b>					
<b>(010) Administrative &amp; Clerical</b>					
	Communications Supervisor (Civilian)	1	1	1	1
	Crime Prevention Technician	1	0	0	0
	Dispatcher	6	5	5	5
	<b>Total</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>(021)</b>	Police Officer	35	35	35	35
	<b>Total Public Safety Millage Fund</b>	<b>43.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>
<b>DEPARTMENT TOTAL</b>		<b>153.79</b>	<b>153.74</b>	<b>152.79</b>	<b>152.79</b>

**Police Department**

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**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$465,169 or 3.1% decrease from the current budget.
- The decrease results from projected lower than budgeted personnel costs due to open positions (\$405,900), operating supplies (\$40,600) and professional and contractual expenditures (\$18,700).

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$372,257 or 2.6% increase from the FY 17-18 year-end projection and \$92,912 or 0.6% decrease over the FY 17-18 current budget.
- The budget to budget decrease results primarily from lower operating supplies (\$8,100), professional and contractual expenditures (\$14,000) and capital outlay (\$165,700), partially offset by higher personnel costs (\$94,900).

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Police</b>	\$13,971,973	\$13,889,873	\$14,876,595	\$14,411,426	\$14,783,683

## Police Department

DEPARTMENT NUMBER: 300

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
010 Administrative & Clerical	1,357,087	1,457,943	1,566,405	1,492,000	1,564,332	1,564,332
017 Assistant Chiefs	204,300	210,930	214,322	285,352	327,913	327,913
018 Commanders	203,090	193,704	206,719	133,643	105,427	105,427
019 Lieutenants	453,609	461,187	466,048	468,596	475,371	475,371
020 Sergeants	1,335,670	1,367,399	1,368,122	1,389,504	1,395,491	1,395,491
021 Patrol	3,054,825	2,857,708	3,183,111	2,955,500	3,203,584	3,203,584
038 Part-time	377,191	387,336	400,000	396,500	400,000	400,000
041 Court Time	84,513	85,920	100,000	104,672	101,532	101,532
042 Holiday Pay	301,769	304,023	317,500	302,623	322,803	322,803
051 Crossing Guards	14,590	16,679	17,000	17,000	17,000	17,000
106 Sick/Personal/Vacation	191,550	303,409	350,000	300,000	300,000	300,000
112 Overtime	556,896	728,481	672,900	642,904	658,500	658,500
115 Grant - dispatch Training Wages	1,848	2,214	0	2,000	0	0
200 Social Security	655,067	669,937	721,657	682,996	720,780	720,780
250 Blue Cross/Optical/Dental	1,114,715	1,067,570	1,405,446	1,435,000	1,398,874	1,398,874
275 Life Insurance	13,508	13,659	15,229	14,372	15,125	15,125
300 Pension - DC	68,624	96,535	150,155	156,951	180,725	180,725
305 Pension - DB	1,437,301	1,341,913	1,476,747	1,476,747	1,524,496	1,524,496
308 Post Retirement Healthcare	749,425	750,973	261,284	261,284	263,532	263,532
325 Longevity	512,189	516,371	543,412	504,000	527,912	527,912
350 Worker's Compensation	91,427	163,882	187,331	195,857	214,870	214,870
Category Total	12,779,192	12,997,772	13,623,388	13,217,501	13,718,267	13,718,267
<b>(705) PUBLIC SAFETY MILLAGE</b>						
010 Administrative & Clerical	437,269	338,910	341,662	333,500	336,688	336,688
021 Patrol	2,321,813	2,406,267	2,544,079	2,466,969	2,541,207	2,541,207
041 Court Time	76,649	96,805	90,000	91,562	90,000	90,000
042 Holiday Pay	136,405	137,994	145,563	137,464	146,080	146,080
106 Sick/Personal/Vacation	14,251	30,554	15,000	60,500	15,000	15,000
112 Overtime	270,409	416,472	277,100	303,202	253,500	253,500
200 Social Security	251,642	264,138	268,843	264,245	266,560	266,560
250 Blue Cross/Optical/Dental	449,034	432,020	562,708	595,350	617,018	617,018
275 Life Insurance	5,098	4,824	5,041	4,731	5,081	5,081
300 Pension - DC	46,279	43,386	70,745	68,674	80,778	80,778
305 Pension - DB	622,907	585,568	663,109	663,110	677,502	677,502
308 Post Retirement Healthcare	161,847	156,159	58,518	58,518	60,005	60,005
325 Longevity	65,251	78,978	100,853	86,581	101,694	101,694
350 Worker's Compensation	36,343	69,020	73,779	82,594	83,887	83,887
<b>Reallocation to P.S. Millage Fund</b>	<b>(4,895,196)</b>	<b>(5,061,093)</b>	<b>(5,217,000)</b>	<b>(5,217,000)</b>	<b>(5,275,000)</b>	<b>(5,275,000)</b>
Category Total	0	0	0	0	0	0



## Police Department

DEPARTMENT NUMBER: 300

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	140,764	129,197	216,000	157,600	216,000	216,000
002	Books & Subscriptions	1,211	908	3,100	3,100	3,600	3,600
003	Pers. Testing & Advert.	4,630	9,237	8,000	8,000	13,000	13,000
008	Supplies	54,889	101,139	61,374	60,050	69,950	69,950
011	Rental Equipment	32,013	32,013	34,125	34,125	28,000	28,000
018	Ammunition & Weapons	33,383	13,812	59,236	38,275	44,250	44,250
019	Uniforms/Uniform Equip.	95,664	100,086	99,917	140,000	98,900	98,900
040	Miscellaneous Expense	8,587	3,789	6,000	6,000	6,000	6,000
041	Over and Short	(3)	(8)	0	0	0	0
	Category Total	371,138	390,173	487,752	447,150	479,700	479,700
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	2,338	3,260	5,220	5,220	5,220	5,220
002	Memberships & Licenses	774	1,360	1,815	1,815	2,245	2,245
005	Fleet Insurance	36,325	45,489	41,858	41,858	41,505	41,505
006	Vehicle Maintenance	121,017	77,276	105,550	80,000	104,550	104,550
007	Office Equip. Maint.	2,124	4,557	12,485	12,485	6,100	6,100
008	Firearms Range Maint.	1,743	143	7,500	7,500	4,000	4,000
009	In-car Maint	0	17,985	10,000	10,000	10,000	10,000
013	Education & Training	22,433	19,764	27,150	27,150	24,500	24,500
014	State Act 302 Training	19,124	23,066	20,000	20,000	20,000	20,000
015	State Act 32 Training	5,994	6,654	17,000	17,000	17,000	17,000
016	Telephone Expense	20,935	22,026	38,150	38,150	38,150	38,150
023	Data Processing	82,051	89,973	108,017	108,017	114,633	114,633
024	Printing Services	9,748	6,603	8,550	8,550	8,550	8,550
026	Physical Examinations	8,821	17,260	18,000	18,000	18,000	18,000
027	Vehicle Radio Maint.	16,935	5,324	12,000	12,000	7,000	7,000
028	Prisoner Care	13,487	9,827	14,000	14,000	12,000	12,000
029	Building Maintenance	23,639	11,294	18,230	18,230	17,968	17,968
041	Auto Allowances	18,000	17,700	18,000	18,000	18,000	18,000
043	Auto Washing	5,752	4,137	4,000	4,000	4,000	4,000
044	Towing	75	835	300	300	500	500
056	Utilities	58,449	62,349	60,000	60,000	60,000	60,000
065	Uniform Cleaning	20,214	19,202	18,500	18,500	18,500	18,500
070	Crime Prevention	3,531	3,106	4,500	6,000	4,500	4,500
097	Live Scan Application	15,724	12,627	14,000	14,000	12,500	12,500
098	Investigative Services	11,499	4,217	6,630	12,000	8,000	8,000
	Category Total	520,728	486,032	591,455	572,775	577,421	577,421
<b>(970) CAPITAL OUTLAY</b>							
001	Office Furniture	7,352	0	0	0	8,295	8,295
002	Office Equipment	21,269	15,896	0	0	0	0
015	Automotive/Auto Equip.	168,903	0	174,000	174,000	0	0
019	Radio & Radar Equip.	9,533	0	0	0	0	0
020	Miscellaneous Equipment	81,335	0	0	0	0	0
036	Building Improvements	12,523	0	0	0	0	0
	Category Total	300,914	15,896	174,000	174,000	8,295	8,295
<b>DEPARTMENT TOTAL</b>		<b>13,971,973</b>	<b>13,889,873</b>	<b>14,876,595</b>	<b>14,411,426</b>	<b>14,783,683</b>	<b>14,783,683</b>

**Police Department**

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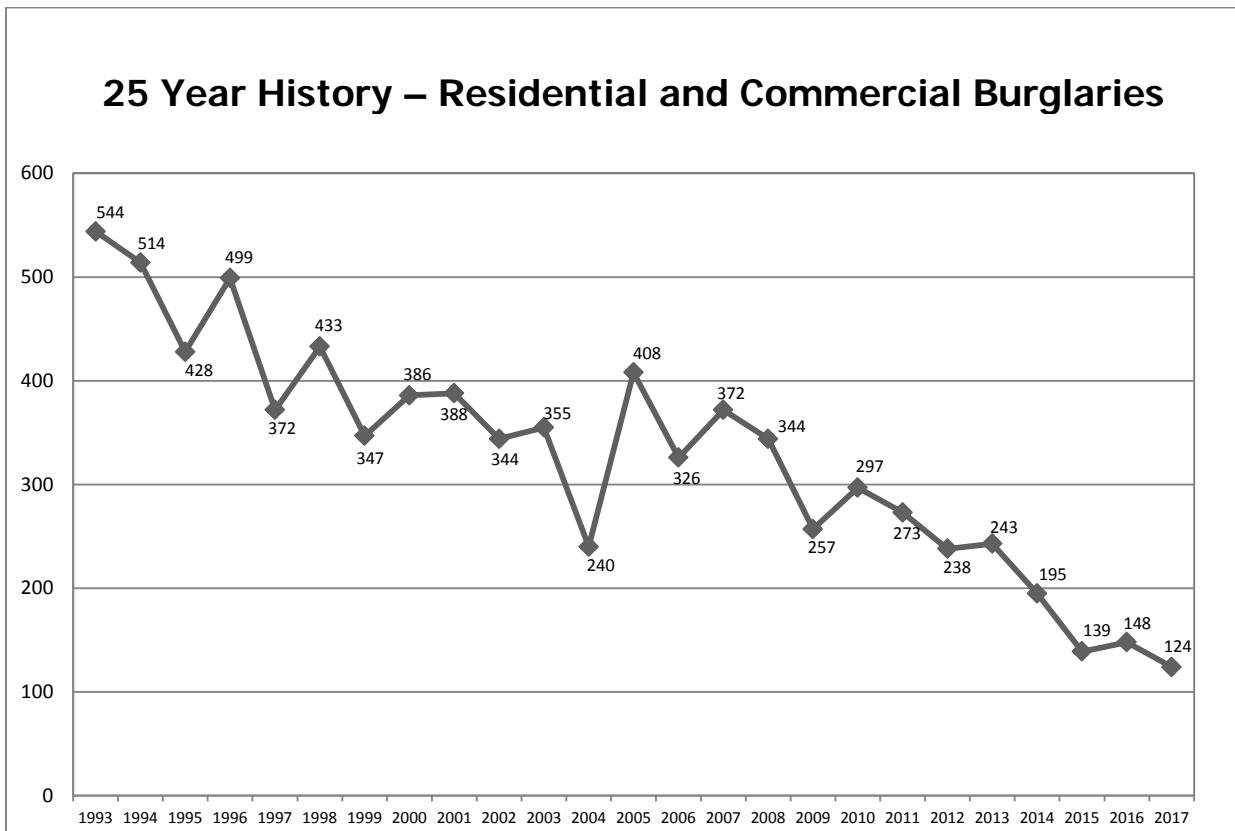
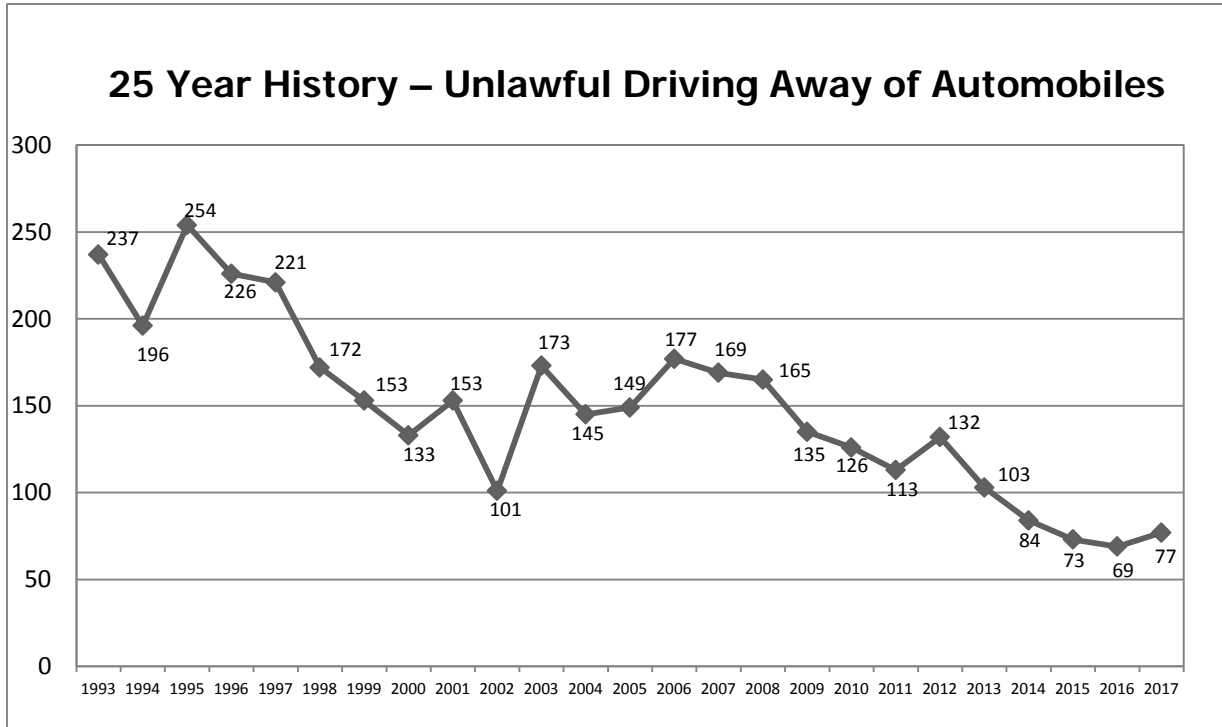
Over \$400,000 of various General Fund Grants, Fees and Contributions help support the cost of providing Police Services throughout the City.

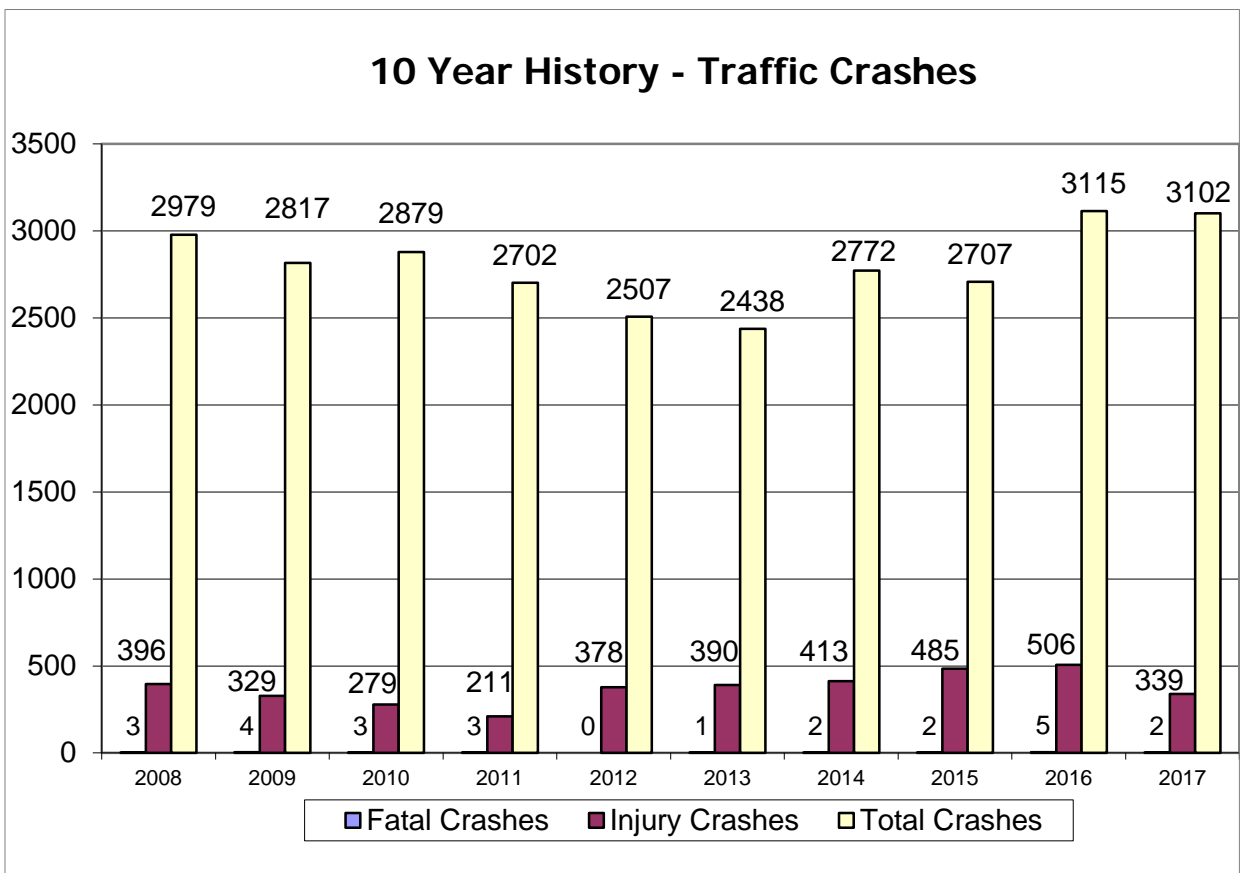
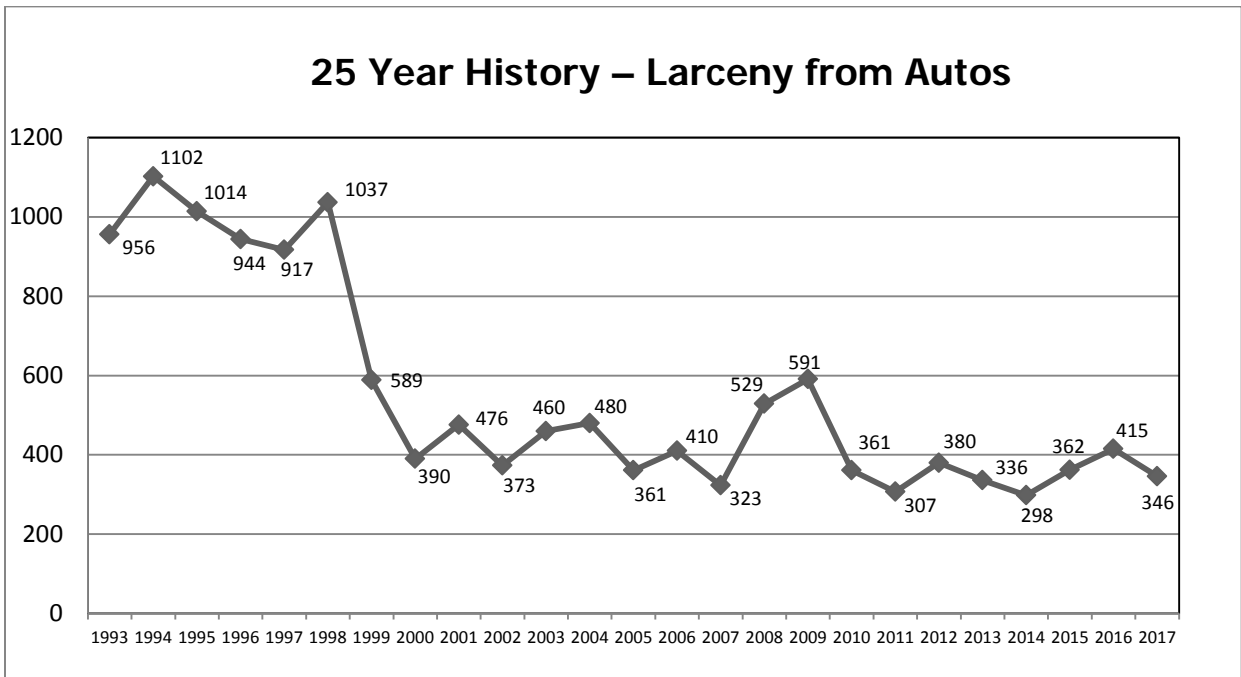
**CAPITAL OUTLAY**

Department Number: 300

Acct.	Quantity	Item Description	Unit Cost	Budget Request	Manager's Budget Quantity	Manager's Budget Amount
<b>001</b>		<b>Office Furniture</b>				
	22	Office Chair	377	8,295	22	8,295
		Total Office Furniture		<u>8,295</u>		<u>8,295</u>
		<b>CAPITAL OUTLAY TOTAL</b>		<u><b>8,295</b></u>		<u><b>8,295</b></u>

## Key Department Trends





## 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 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 incidents 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 City Management, have taken significant steps to prepare for such events by conducting Incident Management 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 3.4% increase in overall incident volume from 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 and expand personnel training levels in order to meet the ever-changing response needs of the community. (3,8)
- To emphasize personal and team safety in all tasks performed. (8)
- To prepare the Department and City Staff to safely and effectively handle all hazards in the community through continued education and necessary equipment. (3,12)
- To provide City-wide planning and coordination of governmental services in the event of a catastrophic event. (3)
- To educate children and adults in fire and other safety principles and practices. (3,12)

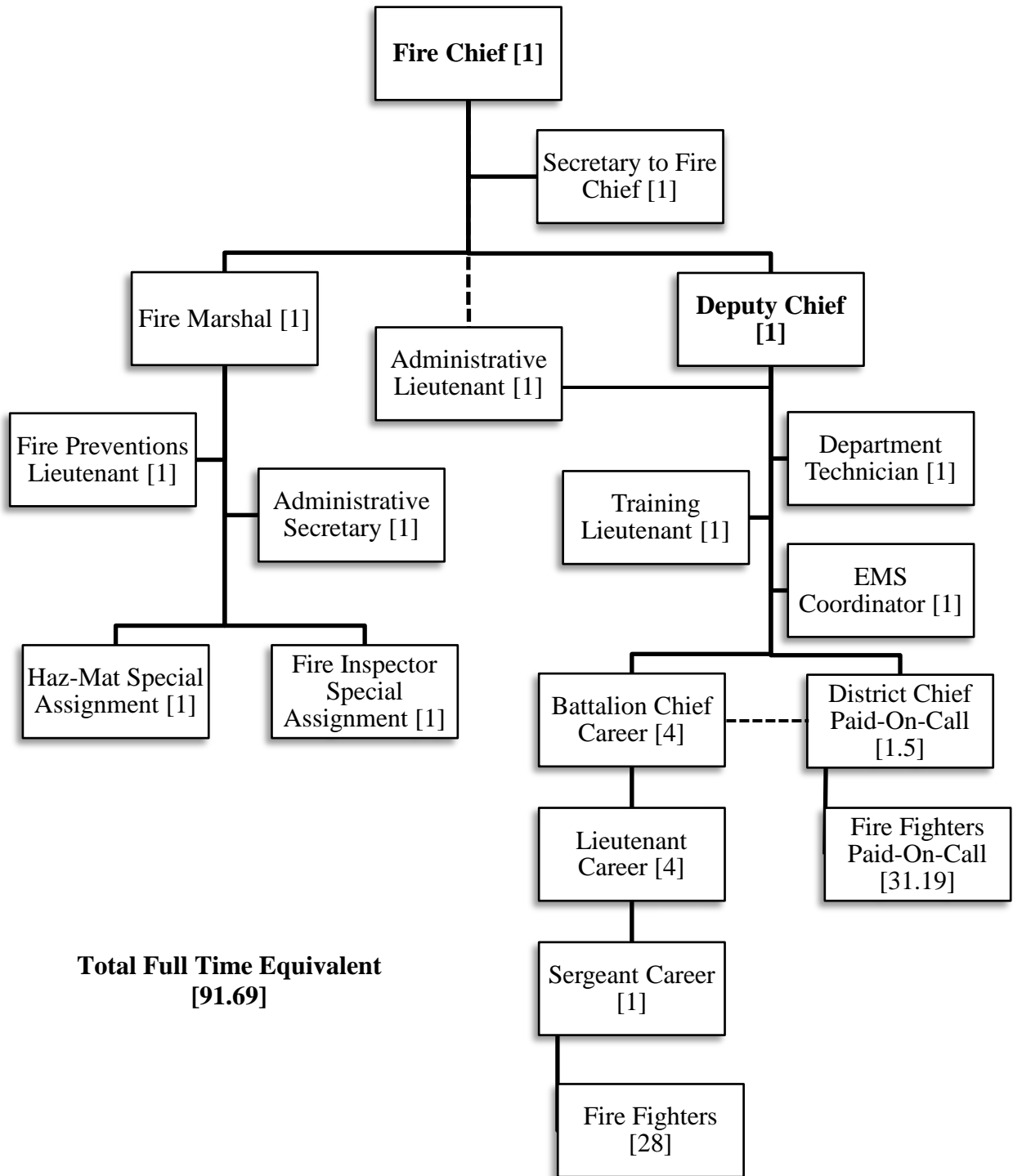
**PERFORMANCE OBJECTIVES**

- 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 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Estimated</b>
<b>Service Level</b>	Number of Incidents	9,208	9,524	9,809
	Number of Emergency Medical Incidents	6,097	6,006	6,120
	Number of Public Education Programs	112	140	160
	Number of Training Hours	19,024	20,554	20,767
<b>Efficiency</b>	Activity Expenditures as a % of General Fund	9.21%	9.65%	9.75%



# FIRE DEPARTMENT



**STAFFING LEVELS**

Acct.	Title	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b><u>GENERAL FUND</u></b>					
<b>(010) Full Time Wages</b>					
	Lieutenant	3	3	3	3
	Fire Marshal	1	1	1	1
	Secretary to the Fire Chief	1	1	1	1
	Administrative Secretary	1	1	1	1
	Department Tech.	1	1	1	1
	Station Sergeant	4	3	3	3
	Full-time Fire Fighter	14	13	13	13
	Fire Fighter/Inspector	1	1	1	1
	Hazardous Material Specialist	1	1	1	1
	<b>Total</b>	<b>27</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>(025) Paid Callback System (FTE)</b>					
	Paid Callback	16.51	28.02	27.40	27.40
	<b>Total</b>	<b>16.51</b>	<b>28.02</b>	<b>27.40</b>	<b>27.40</b>
<b><u>PUBLIC SAFETY MILLAGE FUND</u></b>					
<b>(010) Administrative and Clerical</b>					
	Fire Chief	1	1	1	1
	Deputy Chief	1	1	1	1
	Battalion Chief	4	4	4	4
	Shift Lieutenant	4	4	4	4
	Shift Sergeant	0	4	8	8
	Full-time Fire Fighter	17	15	15	15
	EMS Coordinator	1	1	1	1
	<b>Total</b>	<b>28</b>	<b>30</b>	<b>34</b>	<b>34</b>
<b>(025) Paid Callback System (FTE)</b>					
	Paid Callback	20.19	10.90	5.29	5.29
	<b>Total</b>	<b>20.19</b>	<b>10.90</b>	<b>5.29</b>	<b>5.29</b>
<b>Department Total</b>		<b>91.70</b>	<b>93.92</b>	<b>91.69</b>	<b>91.69</b>



**Fire Department**

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**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$53,107 or 1% decrease from the current budget.
- The decrease results from estimated lower than budgeted personnel costs (\$16,000), operating supplies (\$35,000) and professional and contractual costs (\$2,100).

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$291,968 or 5.2% increase from the FY 17-18 year-end projection and \$238,861 or 4.3% increase over the FY 17-18 current budget.
- The budget to budget increase results primarily from \$220,900 in higher personnel costs, \$27,300 in higher professional and contractual costs (primarily in equipment maintenance), \$8,000 of increased capital outlay, partially offset by \$17,400 in lower operating supplies.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Fire</b>	\$4,406,251	\$4,991,514	\$5,596,575	\$5,543,468	\$5,835,436

## Fire Department

DEPARTMENT NUMBER: 337

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
010 Administrative & Clerical	1,654,749	1,958,385	1,864,703	1,964,500	1,942,136	1,942,136
025 Paid Callback Wages	914,090	674,951	1,250,327	1,004,063	1,206,881	1,206,881
038 Part-time	0	0	1,000	0	0	0
042 Holiday Pay	7,257	16,438	28,830	30,854	27,645	27,645
106 Sick & Vacation	6,714	79,968	36,000	53,169	53,000	53,000
112 Overtime	90,219	146,929	110,250	165,481	165,000	165,000
200 Social Security	204,228	215,355	257,736	241,797	265,154	265,154
250 Blue Cross/Optical/Dental	260,804	292,254	330,619	387,000	363,173	363,173
275 Life Insurance	2,941	3,447	3,299	3,350	3,310	3,310
300 Pension - DC	12,058	21,950	22,644	31,500	30,390	30,390
305 Pension - DB	263,883	338,206	359,140	359,140	385,234	385,234
308 Post Retirement Healthcare	80,686	94,519	66,267	66,267	72,607	72,607
325 Longevity	55,723	71,364	78,044	81,753	87,914	87,914
350 Workers Compensation	64,103	113,196	145,936	149,962	173,294	173,294
Category Total	3,617,454	4,026,962	4,554,795	4,538,836	4,775,738	4,775,738
<b>(705) PUBLIC SAFETY MILLAGE</b>						
010 Full Time Wages	2,365,041	2,318,165	2,528,101	2,416,000	2,651,130	2,651,130
025 Paid Callback Wages	575,643	963,892	483,590	521,620	233,250	233,250
042 Holiday	115,796	127,172	146,535	132,693	149,617	149,617
106 Sick & Vacation	91,019	9,531	81,900	76,630	81,900	81,900
112 Overtime	312,271	351,392	299,250	400,000	410,000	410,000
200 Social Security	268,273	290,243	280,574	275,839	280,032	280,032
250 Blue Cross/Optical/Dental	355,016	341,161	442,665	425,000	472,211	472,211
275 Life Insurance	4,602	4,334	4,994	4,791	5,227	5,227
300 Pension - DC	17,432	25,580	26,286	29,916	32,932	32,932
305 Pension - DB	430,953	438,378	528,696	528,696	546,818	546,818
308 Post Retirement Healthcare	154,970	141,211	128,121	128,121	122,936	122,936
325 Longevity	118,625	106,709	127,819	118,201	134,184	134,184
350 Workers Compensation	77,461	152,370	138,469	159,493	154,763	154,763
<b>Reallocation to P.S. Millage Fund</b>	<b>(4,887,102)</b>	<b>(5,270,138)</b>	<b>(5,217,000)</b>	<b>(5,217,000)</b>	<b>(5,275,000)</b>	<b>(5,275,000)</b>
Category Total	0	0	0	0	0	0
<b>(740) OPERATING SUPPLIES</b>						
001 Gas & Oil	65,241	60,438	111,950	77,288	112,983	112,983
002 Books & Subscriptions	9,810	13,512	10,865	10,500	11,425	11,425
008 Supplies	65,771	84,924	79,648	78,708	81,900	81,900
011 Medical Supplies	69,210	89,394	91,541	90,469	90,000	90,000
019 Uniforms	28,425	23,939	27,000	27,000	28,182	28,182
020 Protective Clothing	10,499	6,269	5,600	8,200	5,600	5,600
040 Miscellaneous	8,090	8,489	8,049	8,049	8,049	8,049
075 Fire Equipment Repair Parts	23,618	21,127	40,625	40,000	23,325	23,325
076 Fire Prevention Materials	4,746	4,796	9,400	9,508	5,800	5,800
Category Total	285,409	312,886	384,678	349,722	367,264	367,264

# Fire Department

DEPARTMENT NUMBER: 337

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences & Workshops	6,044	9,158	9,470	9,500	13,100	13,100
002 Memberships & Licenses	14,046	18,240	26,763	30,000	45,853	45,853
005 Fleet Insurance	72,420	69,613	62,518	62,518	65,025	65,025
006 Vehicle Maintenance	60,570	78,640	65,000	28,500	28,500	28,500
007 Office Equip. Maintenance	8,017	8,017	10,500	10,112	10,500	10,500
009 Consultants	85,684	79,401	77,000	77,000	77,000	77,000
013 Education and Training	49,490	63,566	65,720	63,000	62,775	62,775
016 Phone Expense	11,039	21,835	16,500	24,500	24,500	24,500
023 Data Processing	12,455	18,740	27,736	20,000	25,301	25,301
025 Utilities	117,804	130,808	120,955	120,000	122,000	122,000
026 Physical Examinations	22,006	32,330	56,000	42,000	43,500	43,500
027 Radio Maintenance	1,251	584	2,000	2,000	2,000	2,000
029 Building Maintenance	15,106	95,015	91,285	90,000	75,600	75,600
031 Fire Hydrant Rentals	25,655	25,720	25,655	25,780	25,780	25,780
032 Fire Equip. Maintenance	0	0	0	50,000	63,000	63,000
041 Auto Allowance	1,800	0	0	0	0	0
Category Total	503,387	651,666	657,102	654,910	684,434	684,434
<b>(970) CAPITAL OUTLAY</b>						
007 Equipment	0	0	0	0	8,000	8,000
Category Total	0	0	0	0	8,000	8,000
<b>DEPARTMENT TOTAL</b>	<b>4,406,251</b>	<b>4,991,514</b>	<b>5,596,575</b>	<b>5,543,468</b>	<b>5,835,436</b>	<b>5,835,436</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 (ambulance transport) which is expected to generate over \$1.73 million for the City in FY 18/19.

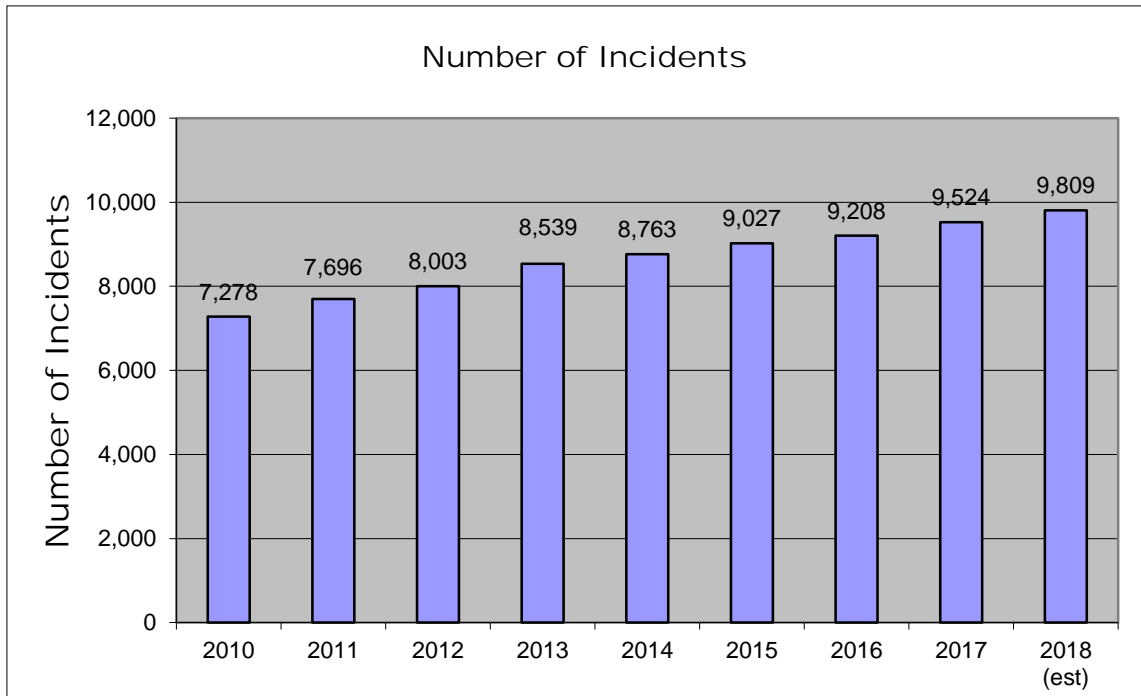
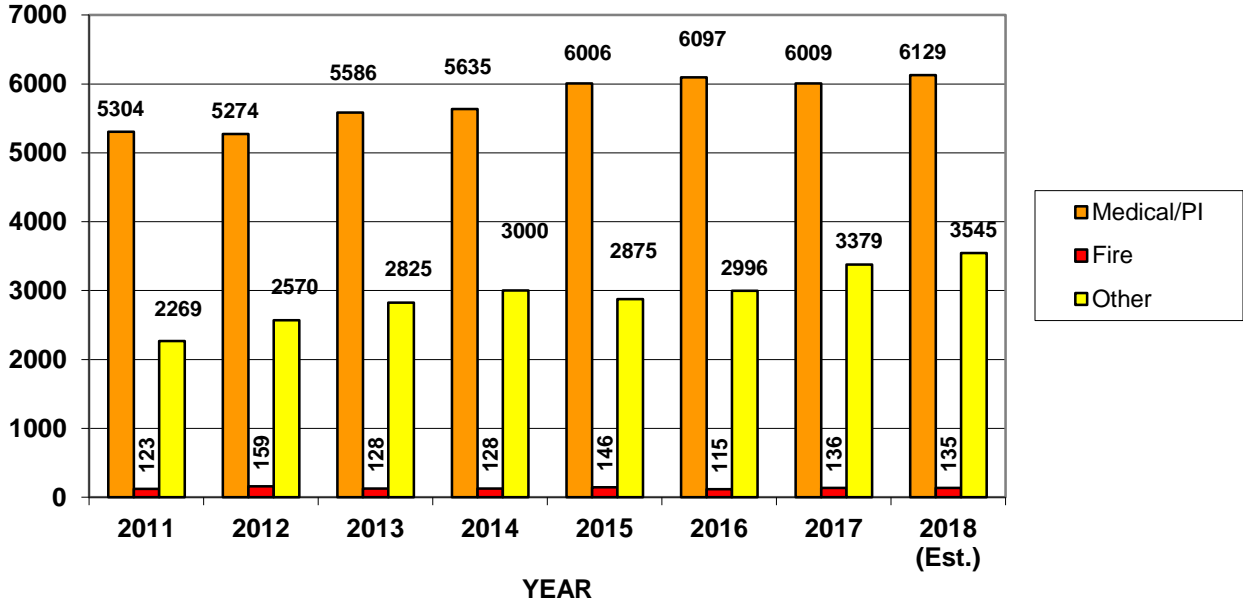
## CAPITAL OUTLAY

Department Number: 337

Acct.	Quantity	Item Description	Unit Cost	Budget Request	Manager's Budget	
					Quantity	Amount
<b>007</b>		<b>Computer Equipment</b>				
	4	Surface Pro Computers	2,000	8,000	4	8,000
<b>CAPITAL OUTLAY TOTAL</b>				<b>8,000</b>		<b>8,000</b>

## KEY DEPARTMENTAL TRENDS

### INCIDENTS BY TYPE

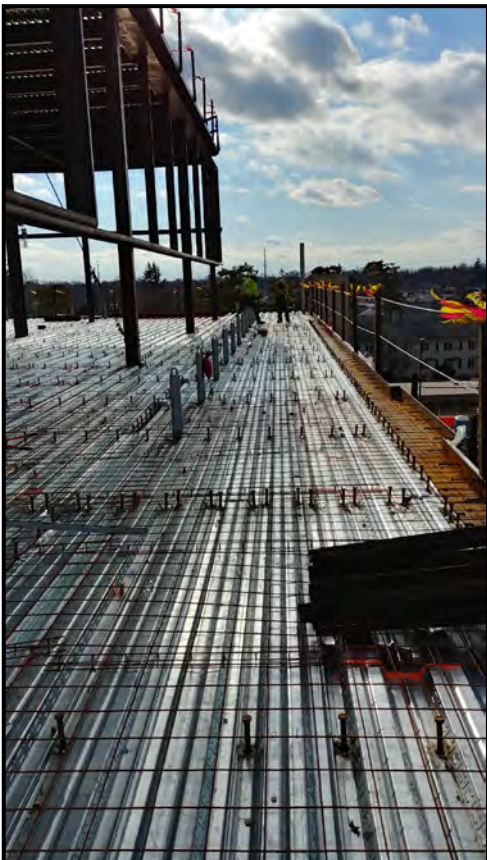


## PLANNING AND COMMUNITY DEVELOPMENT

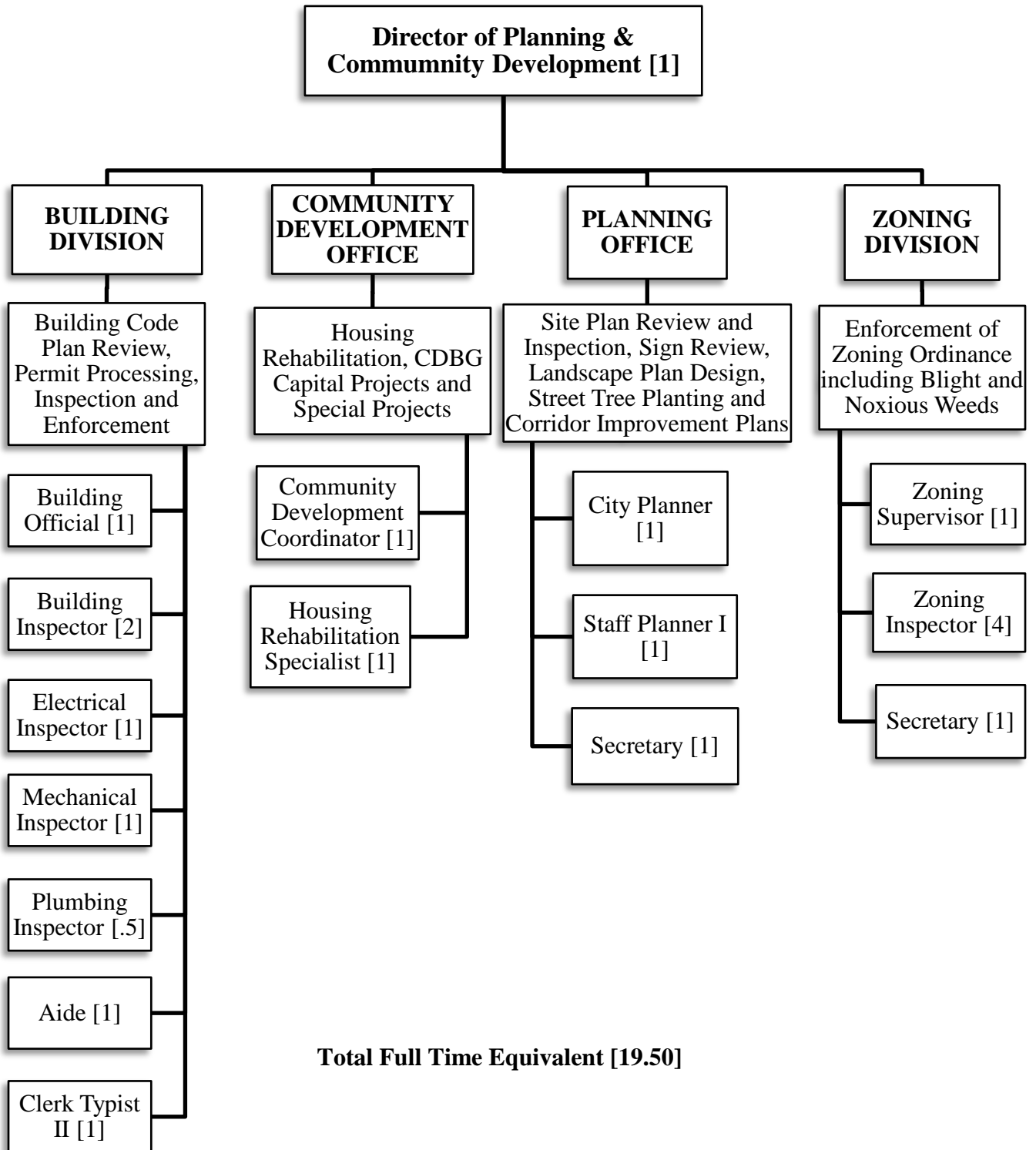
**MISSION STATEMENT:** Provide professional planning and community development services as directed by the City's codes and ordinances with an appreciation for a participatory approach to community change involving residents and property owners.

### 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. Nineteen 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, Historical Commission, Housing Rehabilitation Loan Board and Building Boards.



## PLANNING AND COMMUNITY DEVELOPMENT



**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 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
	Housing Rehab Specialist	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>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>(032) Code Inspectors</b>					
	Chief Building Inspector	1	1	0	0
	Building Inspector	1	1	2	2
	Electrical Inspector	1	1	1	1
	Mechanical Inspector	1	1	1	1
	Zoning Code Inspector	4	4	4	4
	<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>(038) Part-time (FTE)</b>					
	Department Worker	0.04	0.37	0	0
	Plumbing Inspector	0	0	0.5	0.5
	<b>Total Part-Time</b>	<b>0.04</b>	<b>0.37</b>	<b>0.5</b>	<b>0.5</b>
<b>DEPARTMENT TOTAL</b>		<b>19.04</b>	<b>19.37</b>	<b>19.50</b>	<b>19.50</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)
- Provide on-going training to inspectors necessary to maintain State registrations. (8)
- Improve process efficiency to shorten turnaround time of permit requests. (1,2)

### PERFORMANCE OBJECTIVES

- Perform inspections within the next available date of request.
- Perform plan review for residential permit in 3-5 days and commercial permits in 5-10 days.

	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
<b>Service Level</b>	Building Permits Issued	2,089	2,242	2,166
	Electrical Permits Issued	829	900	865
	HVAC Permits Issued	1,241	1,454	1,348
	Plumbing Permits Issued	612	600	606
	Change of Occupancy Permits	81	68	75
	Demolition Permits Issued	31	26	29
	Certificates of Occupancy Issued	1,787	2,272	2,030
	Building Inspections	4,087	4,792	4,440
	Electrical Inspections	2,733	2,738	2,736
	HVAC Inspections	1,703	1,904	1,804
	Plumbing Inspections	1,173	1,058	1,116
	<b>Efficiency</b>	Inspections/Inspector/Year	2,424	2,623
Inspections Performed within 24 hrs.		97%	99%	98%
Permit Fees Collected		1,819,866	1,070,000	1,074,945



# Building Permits at Market Value

Ten Year History 2008-2017 (Calendar Year)



## Residential

Year	New Construction		Additions and Improvements		Total Value
	Number	Value	Number	Value	
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
2013	75	25,526,217	1,203	13,953,649	39,479,866
2014	78	26,231,580	1,104	10,265,886	36,497,466
2015	22	6,750,578	1,450	16,195,759	22,946,337
2016	11	5,647,600	1,403	20,017,495	25,665,095
2017	14	9,189,930	1,851	23,578,910	32,768,840

## Commercial

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
2013	5	7,229,192	188	30,661,877	37,891,069
2014	5	3,479,190	197	35,239,862	38,719,052
2015	5	7,658,502	206	30,694,871	38,353,373
2016	6	38,212,748	216	38,908,951	77,121,699
2017	6	54,696,559	184	32,050,256	86,746,815

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 CDBG program is to provide assistance to low and moderate income families at their homes and in eligible areas. There are many aspects to the program: Housing Rehabilitation Program, participating in the non-profit Rebuilding Together, capital projects, assisting the administration of CDBG funding from City of Farmington, participation in the HOME Consortium with Oakland County and administration of the Single-Family Rental Inspection Program.

In 2017, 28 homes were rehabilitated through the Housing Rehabilitation Program. The Community Development Office funded repair of an additional seven homes through Rebuilding Together. Administration of CDBG funds from the City of Farmington is provided by this office for the Costick Activities Center Senior Adult program, including building costs and staffing. Fire Station #3, located at Grand River, received funding for replacement HVAC units in 2017. Interior and exterior lighting improvements for Fire Station #3 had a delayed start but will be completed by the end of the fiscal year.

The City of Farmington Hills has continued its relationship with the Oakland County HOME Consortium. The funding for home repairs available through the HOME Consortium has been made available to eligible Farmington Hills families. The Community Development Office has referred Housing Rehabilitation clients that fit the Oakland County criteria, for necessary home repairs. The Oakland County HOME Consortium has completed home repairs for four Farmington Hills families in 2017. The Single-Family Rental Inspection ordinance has been in effect for three years. The initial notification of non-homestead property owners has been completed. In 2017, the number of rental homes inspected was 200, about half the number from the previous two years. In 2018 the Community Development Office will begin the first renewal of rental certifications. We believe the majority of previously certified rental property owners will continue renting and will require re-inspection. This will increase the number of yearly inspections to approximately 350 houses.

### 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)
- Assist the City of Farmington with the expenditure of their CDBG funds at the Costick Activities Center. (2, 9)
- Provide staff assistance to the Beautification Commission. (1, 12)
- Administer the Single-Family Rental Inspection code to prevent blight and property deterioration of the City's housing stock. (1, 3, 9, 12)

**PERFORMANCE OBJECTIVES**

- Rehabilitate 28 homes with a budget of \$224,028.
- Successfully coordinate with Oakland County HOME Consortium.
- Complete capital projects within one year of letting contract.
- Successfully coordinate special projects including Rebuilding Together.
- Administer the Single-Family Rental Inspection Program, completing inspections on 350 homes.

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Estimated</b>
<b>Service Level</b>	Housing Rehabilitations Completed	15	28	28
	Housing Rehabilitation	\$162,367	\$290,000	\$224,028
	CDBG Capital	\$134,825	\$20,000	\$0
	CDBG Loan Board Meetings	7	8	8
	Special Project Meetings/Beautification Commission Meetings	8	8	10
<b>Efficiency</b>	Single-Family Rental Inspections	350	200	350
	% of CDBG Admin. Cost/Total Entitlement (below HUD 20% guideline)	20%	20%	20%
	% of Capital Projects completed within one year	100%	100%	100%
	Dollars/Housing Rehab Completed	10,825	10,357	8,001

## 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, Historical 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, the Zoning Board of Appeals, the Historic District Commission and Historical Commission. (1,12)
- Lead the effort to encourage redevelopment and reinvestment in the community by updating the planning standards. (1,2)

### PERFORMANCE OBJECTIVES

- 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.

**Planning and Community Development**

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Estimated</b>
<b>Service Level</b>	Planning Commission meetings	15	15	15
	Historic District Commission meetings	12	12	12
	PUD Plans	2	4	2
	Site Plans	21	34	36
	Rezoning Requests	2	3	4
	Zoning Text and City Code Amendments	4	6	4
	Landscape Plans	15	34	36
	Lot Splits	4	6	5
	Land Transfers/Combinations	6	12	14
	Plat/Site Condominium	0	1	1
	Cluster Options	0	1	2
	PUD Option Qualification	3	5	2
	New Building Permits (off., comm., ind.)	17	19	10
	Tree Permits	70	50	55
	Residential Permits	26	44	25
	Re-Occupancy Permits	71	74	70
<b>Efficiency</b>	Miscellaneous Permits	172	208	215
	% of tree permits reviewed within 5 days	100%	100%	100%
	% of permit requests reviewed 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)
- Update ordinance language when changes are required to meet or enhance community standards. (12)
- Improve code enforcement tracking and reporting with updated software. (2,12)
- Neighborhood stabilization through enforcement of property maintenance codes. (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 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
<b>Service Level</b>	ZBA-Regular Meetings	8	12	12
	ZBA-Special Meetings	0	1	1
	ZBA Cases	16	40	41
	ZBA Mailings	1,093	2,300	2,200
	Junk Vehicles Inspections	2,059	2,000	2,000
	Blight Inspections	6,021	11,000	11,000
	Sign Inspections	513	1,450	1,400
	Zoning Inspections	472	1,900	2,000
	Total Number of Inspections	10,983	16,350	16,400
<b>Efficiency</b>	Average # of Inspections/Inspector	2,784	4,012	4,015
	Number of Abatements	2,728	5,000	5,000

**Planning and Community Development**

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Planning and Community Development comprises 3.04% of the General Fund’s proposed budget.

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$142,757 or 8% decrease from the current budget.
- The decrease results primarily from budget savings in personnel costs and gas and oil costs partially offset by higher professional and contractual costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$181,156 or 11% increase from the FY 17-18 year-end projection, and a \$38,399 or 2% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from increased personnel costs (assuming full-staffing) and professional and contractual costs.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Planning and Community Development</b>	\$1,423,852	\$1,574,259	\$1,779,959	\$1,637,202	\$1,818,358

\$1,074,945 of Building related Licenses and Permits Revenue supports the costs of the Planning and Community Development Department.

**Planning and Community Development**

**Planning & Community Development**

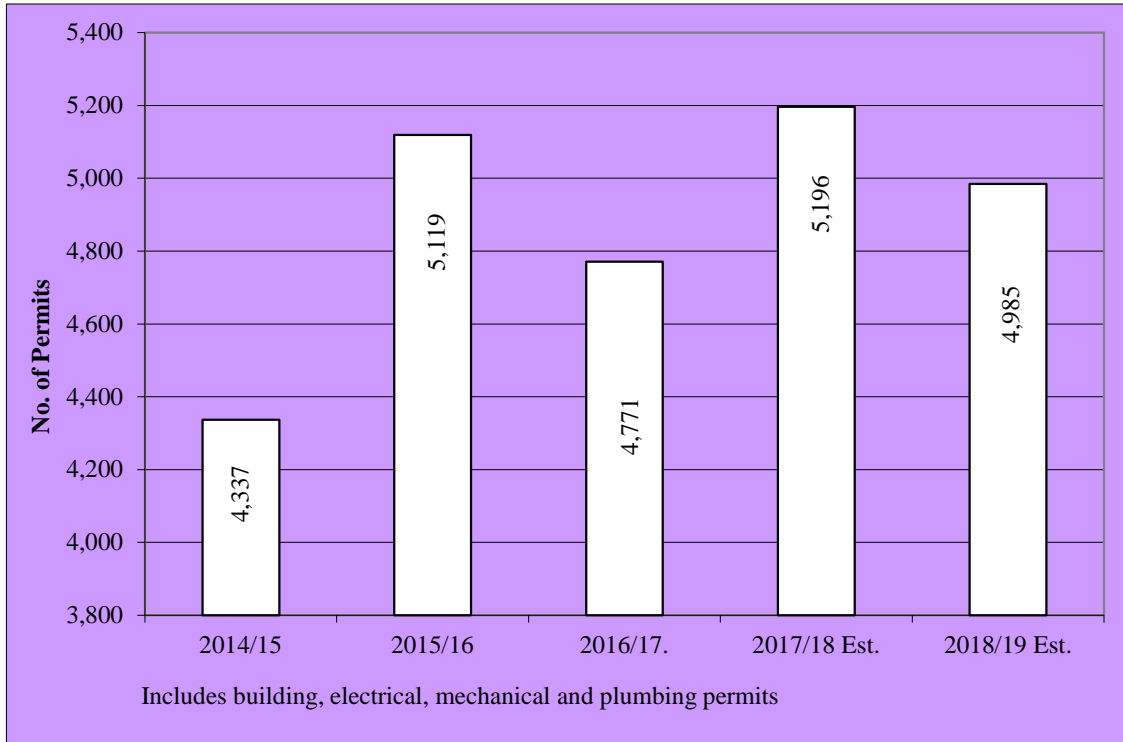
DEPARTMENT NUMBER: 443

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
010 Administrative & Clerical	600,156	669,955	696,066	688,982	713,796	713,796
032 Code Inspectors	456,315	455,343	486,637	377,230	484,003	484,003
038 Part-time	1,634	6,918	12,000	36,250	31,200	31,200
106 Sick & Vacation	7,631	51,205	60,000	42,080	51,626	51,626
112 Overtime	7,782	5,989	7,500	7,500	7,500	7,500
200 Social Security	83,248	90,163	101,041	89,992	102,291	102,291
250 Blue Cross/Optical/Dental	195,376	210,211	281,310	281,035	307,256	307,256
275 Life Insurance	3,007	3,085	3,259	2,778	3,352	3,352
300 Pension - DC	36,676	48,632	68,070	63,400	79,292	79,292
325 Longevity	39,309	44,803	53,297	40,787	44,539	44,539
350 Worker's Compensation	4,759	8,628	9,216	9,458	10,170	10,170
700 Cost allocate to CDBG	(74,824)	(75,326)	(68,356)	(80,950)	(90,300)	(90,300)
Category Total	<u>1,361,068</u>	<u>1,519,607</u>	<u>1,710,040</u>	<u>1,558,542</u>	<u>1,744,725</u>	<u>1,744,725</u>
<b>(740) OPERATING SUPPLIES</b>						
001 Gas & Oil	10,554	9,762	16,320	12,411	15,600	15,600
002 Books & Subscriptions	747	1,347	700	350	500	500
008 Supplies	4,104	3,945	4,550	4,500	4,500	4,500
Category Total	<u>15,405</u>	<u>15,054</u>	<u>21,570</u>	<u>17,261</u>	<u>20,600</u>	<u>20,600</u>
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences & Workshops	635	100	500	500	500	500
002 Memberships & Licenses	2,070	1,321	1,600	1,600	2,125	2,125
004 Engineering Consultant	7,500	8,094	7,000	7,000	7,000	7,000
005 Fleet Insurance	5,979	5,914	5,549	5,549	5,458	5,458
006 Vehicle Maintenance	5,173	5,159	8,000	5,150	5,150	5,150
013 Education & Training	505	575	400	500	500	500
024 Printing Services	3,065	2,006	3,500	1,500	2,000	2,000
041 Vehicle Allowance	3,600	3,600	3,600	3,600	3,600	3,600
066 Contractual Services	0	7,988	0	20,000	10,000	10,000
085 Weed Cutting	3,808	4,080	4,200	4,000	4,200	4,200
086 Building Board-Up	195	760	2,500	2,000	2,500	2,500
087 Building Demolition	14,850	0	11,500	10,000	10,000	10,000
Category Total	<u>47,380</u>	<u>39,597</u>	<u>48,349</u>	<u>61,399</u>	<u>53,033</u>	<u>53,033</u>
<b>DEPARTMENT TOTAL</b>	<b><u>1,423,852</u></b>	<b><u>1,574,259</u></b>	<b><u>1,779,959</u></b>	<b><u>1,637,202</u></b>	<b><u>1,818,358</u></b>	<b><u>1,818,358</u></b>

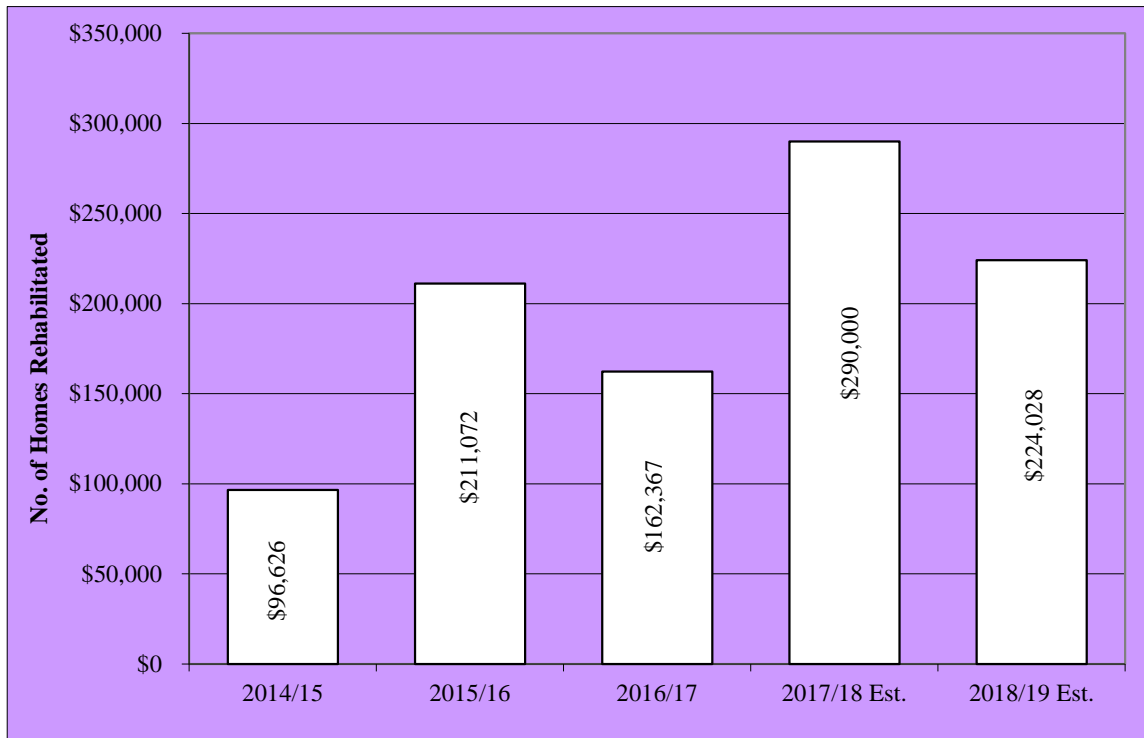


**KEY DEPARTMENTAL TRENDS**

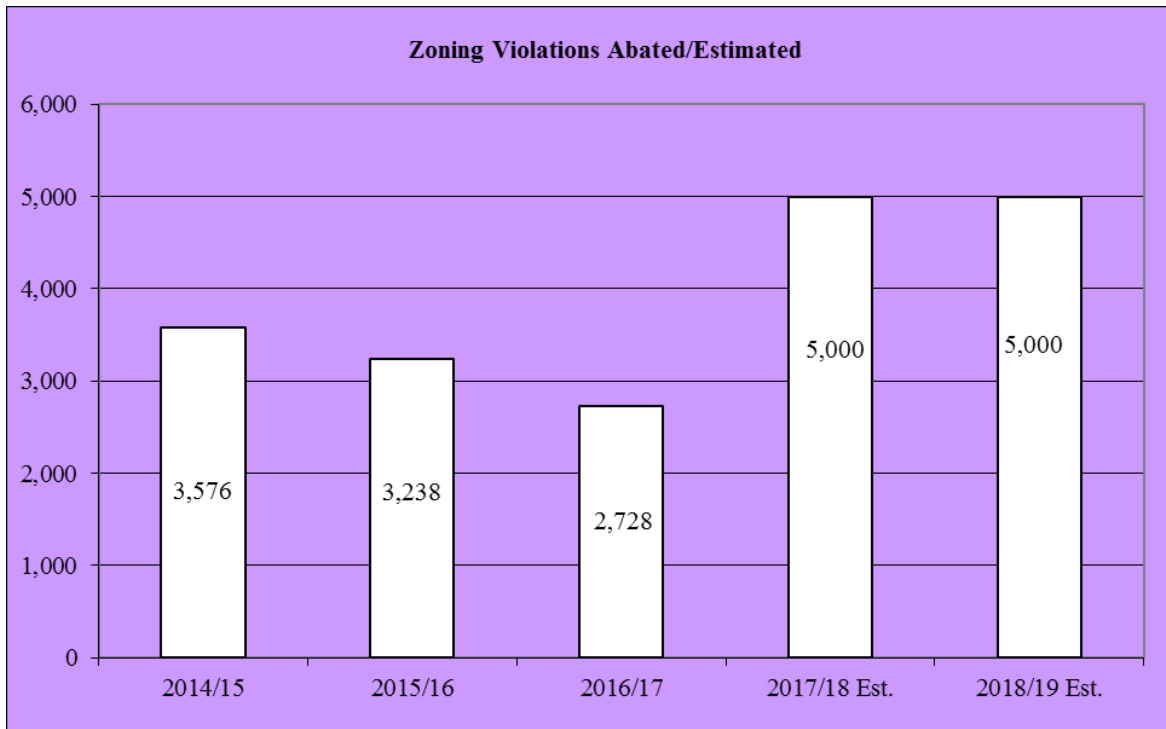
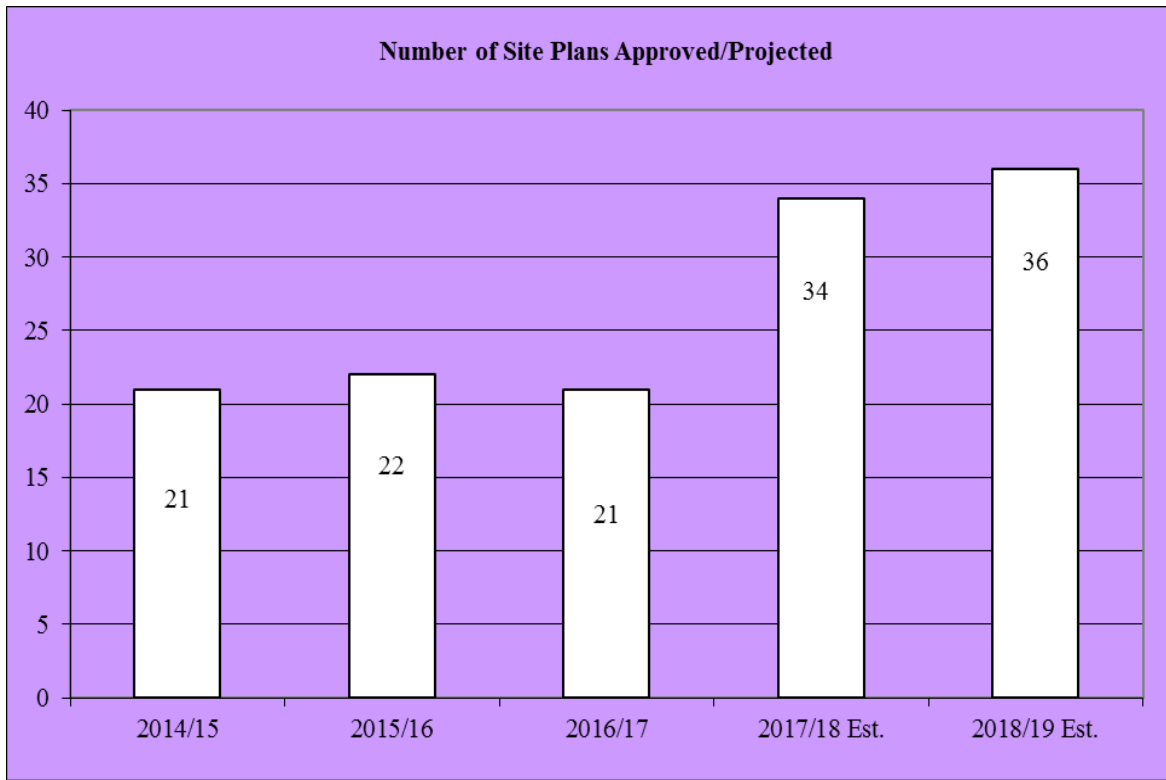
**All Permits Issued/Estimated**



**Housing Rehabilitation Program  
Homes Assisted/Projected**



KEY DEPARTMENTAL TRENDS (Continued)



## PUBLIC SERVICES SUMMARY

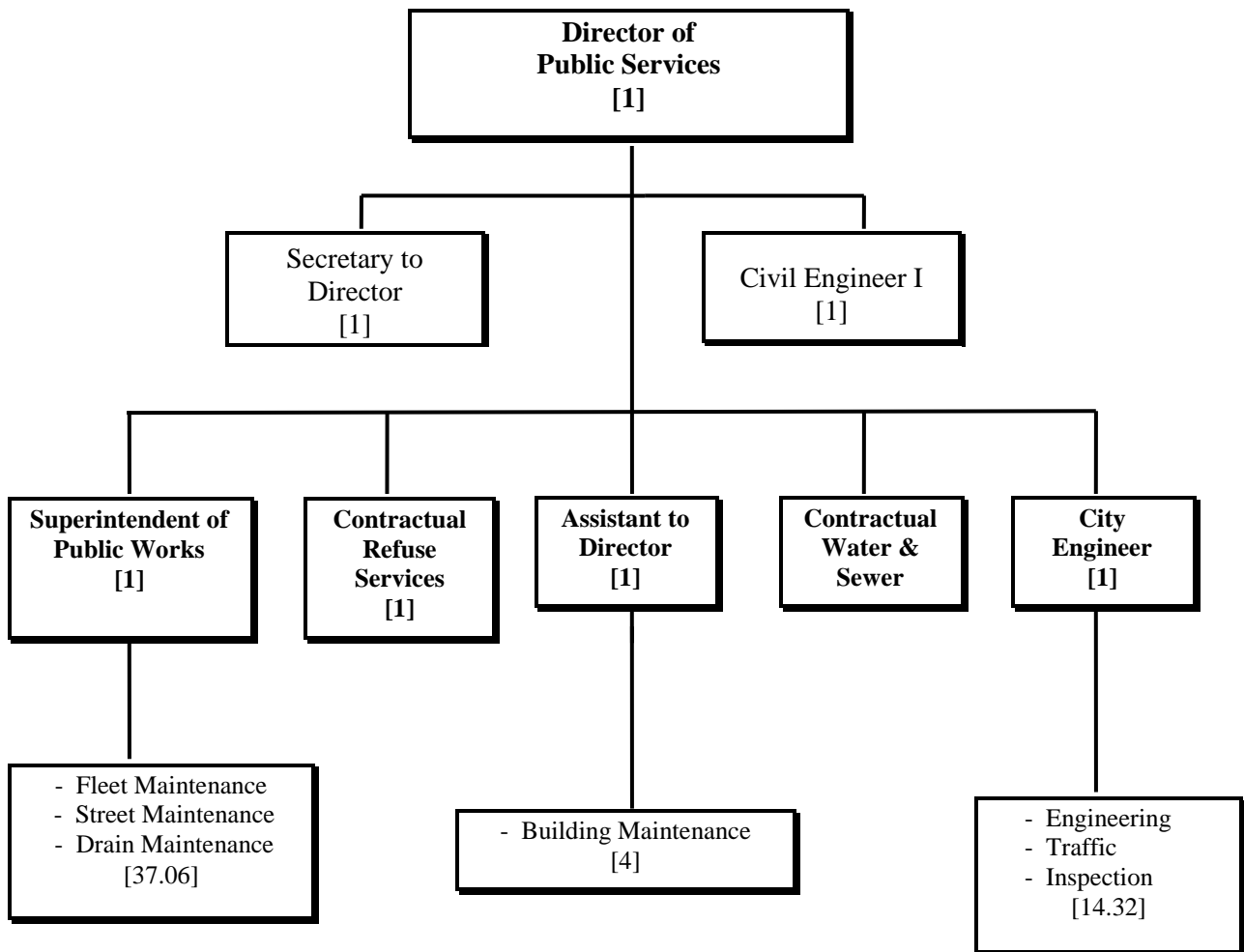
DIV.		2015/16	2016/17	2017/18	2017/18	2018/19	2018/19
NO.	Category and Line Item	Actual	Actual	Current	Estimated	Proposed	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
<b>PUBLIC SERVICES:</b>							
440	DPS Administration	346,697	330,475	512,695	505,528	452,082	452,082
442	Road Maint & Supervision	354,108	282,835	350,880	295,934	321,874	321,874
444	Building Maintenance	438,941	444,568	520,850	511,881	512,006	512,006
449	Engineering	1,139,254	1,031,445	1,250,397	1,145,251	1,324,639	1,324,639
450	DPW Maintenance Facility	1,239,921	1,239,840	1,480,210	1,369,258	1,401,975	1,401,975
523	Waste Removal	3,756,484	3,738,657	3,817,985	3,888,872	3,966,353	3,966,353
<b>TOTAL PUBLIC SERVICES</b>		<b>7,275,405</b>	<b>7,067,819</b>	<b>7,933,017</b>	<b>7,716,724</b>	<b>7,978,929</b>	<b>7,978,929</b>

The Public Services Department comprises 13.34% of the General Fund's Proposed Budget.



# 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.



**Total Full Time Equivalent [62.38]**

## 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 salaries of these employees are partially reimbursed from the water and sewer funds.

### 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 NPDES 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.

	<b>Performance Indicators</b>	<b>FY 2016/17 Actual</b>	<b>FY 2017/18 Projected</b>	<b>FY 2018/19 Estimated</b>
<b>Service Level</b>	Reports to council	64	50	50
	Meetings attended impacting the delivery of public services	275	275	275
<b>Efficiency</b>	% of City Council meetings attended	75%	80%	80%
	% of site plans for sewer fees reviewed within 48 hours	98%	98%	98%
	Activity Expenditures as a % of General Fund	0.61%	0.88%	0.76%

**ADMINISTRATION STAFFING LEVELS**

Acct. 440 Title or Position	Authorized Positions		Requested Positions	Authorized Positions
	16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<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 I	1	1	1	1
<b>Administration Division Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$7,167 or 1.4% decrease from the current budget.
- The decrease results primarily from estimated less than budgeted personnel costs (\$3,700), lower professional and contractual costs (\$4,400), offset by higher operating supplies (\$900).

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$53,446 or 10.6% decrease from the FY 17-18 year-end projection and \$60,613 or 11.8% decrease from the FY 17-18 budget.
- The budget to budget decrease results from approximately \$71,800 lower professional and contractual costs partially offset by \$11,200 more personnel costs.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>DPS Administration</b>	\$346,697	\$330,475	\$512,695	\$505,528	\$452,082

## DPS Administration

DEPARTMENT NUMBER: 440

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Administrative & Clerical	208,237	268,246	293,037	294,776	303,841	303,841
106	Sick & Vacation	4,276	3,283	3,489	3,489	3,290	3,290
112	Overtime	2,305	2,688	9,128	3,500	9,458	9,458
200	Social Security	16,109	21,142	24,403	23,525	25,302	25,302
250	Blue Cross/Optical/Dental	36,106	30,922	35,150	34,750	35,642	35,642
275	Life Insurance	1,324	1,515	1,886	1,840	1,985	1,985
300	Pension - DC	9,268	17,563	18,392	19,255	19,845	19,845
325	Longevity	3,129	5,913	8,734	8,773	9,504	9,504
350	Worker's Compensation	435	1,293	1,572	1,614	1,828	1,828
591	Reallocation to Water Funds	(28,119)	(35,255)	(39,579)	(39,348)	(51,337)	(51,337)
592	Reallocation to Sewer Funds	(42,179)	(52,882)	(59,369)	(59,022)	(51,337)	(51,337)
	Category Total	210,892	264,428	296,843	293,152	308,021	308,021
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	1,527	1,006	1,920	1,379	1,920	1,920
002	Books & Subscriptions	208	0	100	157	100	100
004	Recruiting	0	450	1,000	600	1,000	1,000
008	Supplies	2,481	3,707	3,000	4,800	3,000	3,000
025	Pilot- Vegetation Management	2,003	35	0	0	0	0
	Category Total	6,218	5,198	6,020	6,936	6,020	6,020
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	5,046	4,054	5,835	5,500	2,845	2,845
002	Memberships & Licenses	31,395	34,698	32,808	37,000	37,345	37,345
004	Consultants	89,257	17,236	164,284	155,000	92,056	92,056
005	Fleet Insurance	840	840	840	840	840	840
006	Vehicle Maintenance	85	0	130	0	0	0
013	Education & Training	565	421	2,335	3,500	1,355	1,355
041	Auto Allowance	2,400	3,600	3,600	3,600	3,600	3,600
	Category Total	129,587	60,849	209,832	205,440	138,041	138,041
<b>DEPARTMENT TOTAL</b>		<b>346,697</b>	<b>330,475</b>	<b>512,695</b>	<b>505,528</b>	<b>452,082</b>	<b>452,082</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 approximately 58 miles of major streets and 246 miles of local streets. Farmington Hills has the ninth 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 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
	Service Level	Maintenance contracts completed	32	32
Utility structure inspections		16	12	15
Community work programs work days supervised		16	14	12
Efficiency	Square yards of 8” concrete placed	11,750	12,000	12,000
	Tons of asphalt placed	7,475	7,400	7,600
	Lineal feet of re-ditching	10,288	12,000	12,500
	Miles per road maintenance personnel	15.2	14.5	14.5
	Gallons of Liquid De-Icer	245,000	275,000	300,000
	Tons of Cold Patch Material Placed	243	250	275
	Activity Expenditures as a % of General Fund	0.52%	0.52%	0.54%

**ROAD MAINTENANCE STAFFING LEVELS**

Acct.	Title	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(010) Administrative and Clerical</b>					
	Supervisor	3	3	3	3
	Equipment Operator III	5	5	5	5
	Sign Shop Technician	1	1	1	1
	Equipment Operator II	7	9	9	9
	Equipment Operator I	2	1	2	2
	Laborer II	0	0	1	1
	Laborer I	2	2	0	0
	Total	20	21	21	21
<b>(038)</b>	<b>Seasonal Aide (FTE)</b>	6.92	6.92	5.46	5.46
	<b>Department Total</b>	<b>26.92</b>	<b>27.92</b>	<b>26.46</b>	<b>26.46</b>

**Road Maintenance**

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**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$54,946 or 15.7% decrease from current budget.
- The decrease is primarily the result of projected less than budgeted operating supplies (\$39,400) and professional and contractual services (\$15,600).

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$25,940 or 8.8% increase from the FY 17-18 year-end projection and \$29,006 or 8.3% decrease from the FY 17-18 budget.
- The budget-to-budget decrease results from a \$8,200 decrease in operating supplies, \$7,900 decrease in professional & contractual expenditures and a \$12,900 decrease in capital outlay.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>*Road Maintenance</b>	\$354,108	\$282,835	\$350,880	\$295,934	\$321,874

\* Net of Reimbursement from the Road Funds.

## Road Maintenance

DEPARTMENT NUMBER: 442

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>						
010 Administrative & Clerical	1,038,644	1,093,855	1,177,413	1,177,413	1,202,123	1,202,123
015 Seasonal Aides	94,894	110,581	145,920	115,000	115,000	115,000
106 Sick & Vacation	11,203	9,803	39,014	31,000	10,000	10,000
112 Overtime	98,459	82,138	130,084	130,000	120,000	120,000
200 Social Security	96,538	100,123	120,364	114,012	117,172	117,172
250 Blue Cross/Optical/Dental	233,420	211,915	301,597	338,150	292,736	292,736
275 Life Insurance	2,058	1,984	2,146	2,146	2,163	2,163
300 Pension - DC	24,991	29,956	45,635	47,524	57,602	57,602
325 Longevity	49,046	50,106	56,787	60,050	62,343	62,343
350 Worker's Compensation	42,709	77,891	92,830	102,046	104,155	104,155
Category Total	1,691,964	1,768,354	2,111,790	2,117,341	2,083,294	2,083,294
<b>(740) OPERATING SUPPLIES</b>						
001 Gas & Oil	77,093	73,613	122,250	85,974	114,070	114,070
002 Books & Subscriptions	107	0	150	150	150	150
008 Supplies	401	506	1,800	1,000	1,800	1,800
019 Uniforms	17,190	14,897	19,000	19,000	19,000	19,000
030 Tools & Misc. Small Equip.	6,303	7,559	9,000	9,000	9,000	9,000
034 Safety Equipment	13,288	5,929	12,300	10,000	12,300	12,300
Category Total	114,381	102,503	164,500	125,124	156,320	156,320
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences & Workshops	4,607	4,225	7,715	7,715	7,740	7,740
002 Memberships & Licenses	1,078	1,612	1,525	1,455	1,260	1,260
005 Fleet Insurance	20,511	22,313	19,500	19,500	19,329	19,329
006 Vehicle Maintenance	129,530	94,187	88,500	74,000	77,000	77,000
008 Equipment Maintenance	1,150	3,123	2,500	2,500	2,500	2,500
013 Education & Training	2,823	1,359	4,125	3,625	8,125	8,125
029 Cemetery Maintenance	172	0	1,000	500	1,000	1,000
030 Emergency Meal Allowance	489	705	1,100	1,100	1,100	1,100
071 Contractual Projects	17,018	10,772	10,000	10,000	10,000	10,000
Category Total	177,378	138,295	135,965	120,395	128,054	128,054
<b>(970) CAPITAL OUTLAY</b>						
002 Office Equipment	3,119	0	0	0	0	0
020 Equipment	29,674	2,680	8,415	8,415	0	0
058 Trucks	29,556	39,300	42,000	42,000	37,500	37,500
Category Total	62,349	41,981	50,415	50,415	37,500	37,500
<b>GROSS DEPARTMENT TOTAL</b>	<b>2,046,072</b>	<b>2,051,132</b>	<b>2,462,670</b>	<b>2,413,275</b>	<b>2,405,168</b>	<b>2,405,168</b>
Less: Road Funds Reimbursement	(1,691,964)	(1,768,297)	(2,111,790)	(2,117,341)	(2,083,294)	(2,083,294)
<b>NET DEPARTMENT TOTAL</b>	<b>354,108</b>	<b>282,835</b>	<b>350,880</b>	<b>295,934</b>	<b>321,874</b>	<b>321,874</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.

**Road Maintenance**

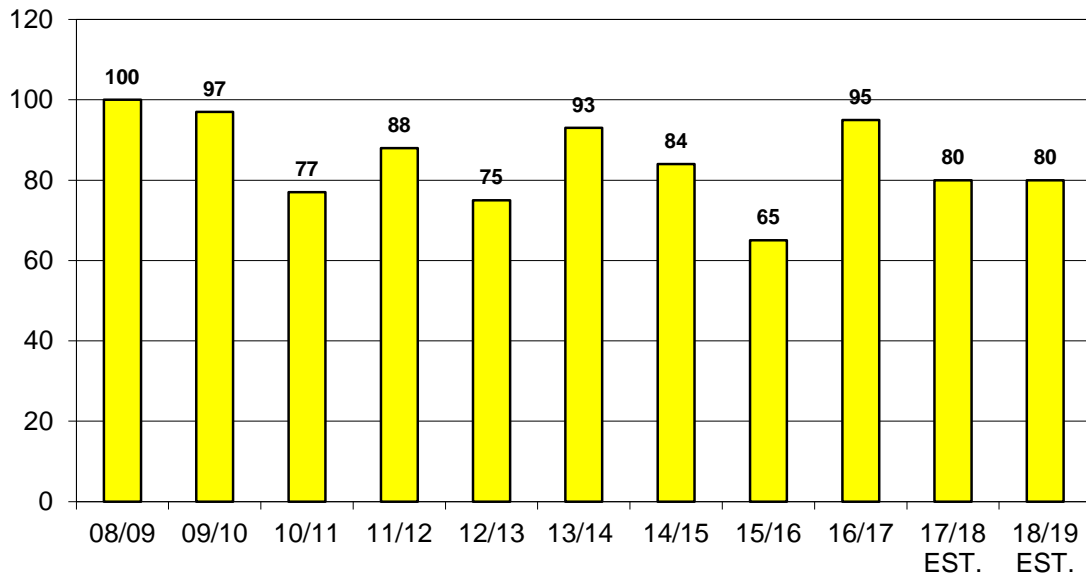
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**Capital Outlay**

Acct. No.	Quantity	Item Description	Unit Cost	Budget Request	Manager's Budget	
					Quantity	Amount
<b>058</b>	1	<b>Truck</b>				
		Pickup Truck with Snow Plow	37,500	37,500	1	37,500
		Truck Subtotal		37,500		37,500
<b>CAPITAL OUTLAY TOTAL</b>				<b>37,500</b>		<b>37,500</b>

**KEY DEPARTMENTAL TRENDS**

**Emergency Call-Ins (Roads)  
(Supervisor Response)**



## 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.

Service Level	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
	Community Work Program work days supervised	40	42	42
Number of monthly inspections (HVAC)	168	168	168	
Number of buildings maintained	14	14	14	
Efficiency	Percentage of service requests met within 10 days	90%	95%	95%
	Percentage of emergency call-ins responded to within 30 minutes	95%	95%	95%
	Activity Expenditures as a % of General Fund	0.82%	0.89%	0.86%

**BUILDING MAINTENANCE STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(010)</b>					
	Building Maintenance Supervisor	1	1	1	1
	Building Maintenance Technician	1	1	1	1
	Building Maintenance Worker	2	2	2	2
	<b>Building Maint. Division Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$8,969 or 1.7% decrease from the current budget.
- This decrease results primarily from estimated less professional and contractual expenditures than budgeted partially offset by estimated higher than budget personnel costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$125 or 0.02% increase from the FY 17-18 year-end projection and \$8,844 or 1.7% decrease over the FY 17-18 budget.
- The budget to budget decrease is due to reduced professional & contractual expenditures and operating supplies, partially offset by increases in personnel costs.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Building Maintenance</b>	\$438,941	\$444,568	\$520,850	\$511,881	\$512,006

## Building Maintenance

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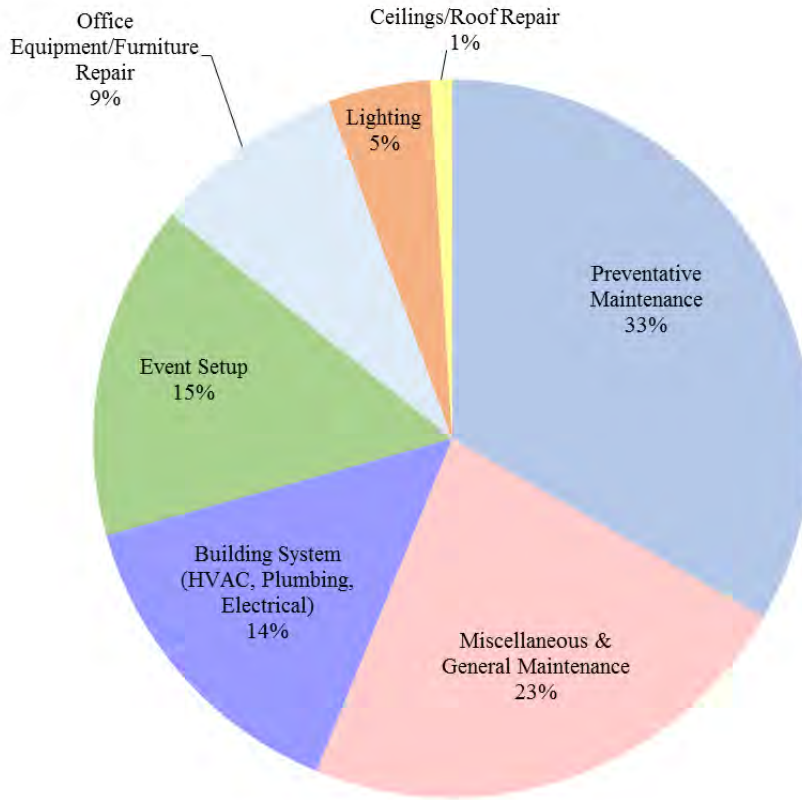
DEPARTMENT NUMBER: 444

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Salaries	194,411	199,045	206,321	205,175	209,878	209,878
106	Sick & Vacation	6,190	2,573	4,074	2,037	2,753	2,753
112	Overtime	7,842	5,080	9,061	9,061	9,885	9,885
200	Social Security	17,783	17,534	19,336	18,033	19,760	19,760
250	Blue Cross/Optical/Dental	67,105	75,744	88,924	99,500	91,733	91,733
275	Life Insurance	492	484	511	460	515	515
300	Pension - DC	7,568	2,923	10,595	11,094	11,290	11,290
325	Longevity	9,216	10,014	10,317	11,231	11,810	11,810
350	Worker's Compensation	4,684	8,467	9,110	9,709	11,033	11,033
	Category Total	315,290	321,864	358,249	366,300	368,657	368,657
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	486	579	960	887	1,080	1,080
008	Supplies	8,869	10,220	9,550	9,550	10,550	10,550
019	Uniforms	1,371	1,410	1,800	1,800	1,800	1,800
	Category Total	10,726	12,210	12,310	12,237	13,430	13,430
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	513	0	1,370	1,173	1,370	1,370
002	Memberships & Licenses	300	0	1,200	200	200	200
005	Fleet Insurance	559	611	543	543	549	549
006	Vehicle Maintenance	198	38	400	250	250	250
013	Education & Training	860	1,195	1,000	400	1,000	1,000
025	Utilities	60,120	56,022	75,000	60,000	60,000	60,000
029	Building Maintenance	45,618	50,103	70,778	70,778	66,550	66,550
	Category Total	108,167	107,969	150,291	133,344	129,919	129,919
<b>(970) CAPITAL OUTLAY</b>							
036	Building Improvements	4,758	2,525	0	0	0	0
	Category Total	4,758	2,525	0	0	0	0
<b>DEPARTMENT TOTAL</b>		<b>438,941</b>	<b>444,568</b>	<b>520,850</b>	<b>511,881</b>	<b>512,006</b>	<b>512,006</b>



**KEY DEPARTMENTAL TRENDS**

**Service Requests for Building 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 for aging infrastructure. (5)
- Incorporate and improve GIS technology into delivery of engineering services. (2, 8)
  - Address storm water quality concerns and pursue innovative “green” practices. (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 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
Service Level	Contracts Let (number)	8	9	12
	Contracts Let (amount)	\$9,621,336	\$8,590,092	\$9,200,000
	Site Plans Reviewed	20	13	12
	Subdivision/Locations Participating in SAFE-TE <sup>3</sup>	4	6	4
	Citizen Service Requests	296	138	150
Efficiency	Percent first reviews within four weeks	65%	70%	65%
	Activity Expenditures as a % of General Fund	1.90%	1.99%	2.21%

**ENGINEERING STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(010)</b>	<b>Salaries and Wages</b>				
	Engineering Manager	1	0	0	0
	City Engineer	0	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	1	0	0	0
	Civil Engineer II	2	2	1	1
	Civil Engineer I	1	1	2	2
	Construction Inspector IV	0	1	1	1
	Construction Inspector III	1	0	0	0
	Construction Inspector II	2	2	3	3
	Construction Inspector I	0	1	0	0
	Clerk Typist I	1	1	0	0
	Clerk Typist II	0	0	1	1
	Administrative Secretary	1	1	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	2.39	2.32	2.32	2.32
	<b>Total</b>	<b>2.39</b>	<b>2.32</b>	<b>2.32</b>	<b>2.32</b>
	<b>Engineering Division Total</b>	<b>15.39</b>	<b>15.32</b>	<b>15.32</b>	<b>15.32</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$105,146 or 8.4% decrease from the current budget.
- The decrease results primarily from projected less than budgeted personnel costs (\$89,100), operating supplies (\$7,400) and professional and contractual expenditures (\$11,500), partially offset by projected more than budgeted capital outlay (\$2,800).

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$179,388 or 15.7% increase from the FY 17-18 year-end projection and \$74,242 or 5.9% increase from the FY 17-18 budget.
- The budget to budget increase results from \$35,600 higher personal costs and \$40,500 higher capital outlay, partially offset by \$1,800 lower professional and contractual expenditures.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Engineering</b>	\$1,139,254	\$1,031,445	\$1,250,397	\$1,145,251	\$1,324,639

## Engineering Division

DEPARTMENT NUMBER: 449

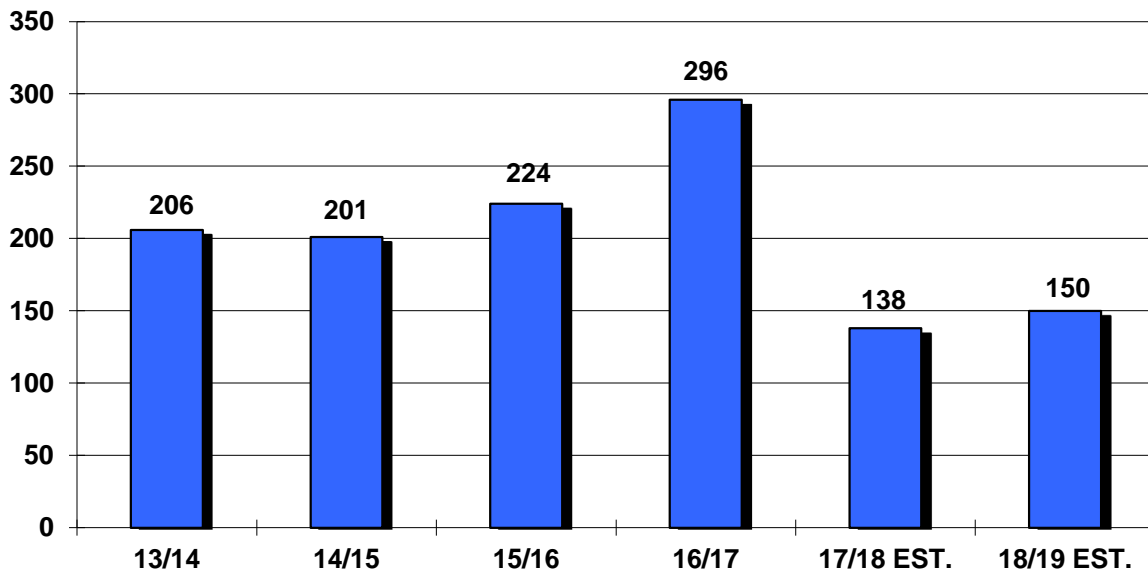
Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Salaries & Wages	772,591	738,213	820,988	782,482	836,057	836,057
038	Part-time	65,190	64,847	81,411	65,000	79,019	79,019
106	Sick & Vacation	27,373	25,512	37,807	25,747	43,199	43,199
112	Overtime	129,509	132,207	157,268	140,564	168,724	168,724
200	Social Security	77,315	74,218	86,719	79,291	88,994	88,994
250	Blue Cross/Optical/Dental	138,973	129,603	158,367	144,950	166,932	166,932
275	Life Insurance	3,380	3,048	3,457	3,151	3,895	3,895
300	Pension - DC	25,834	43,960	54,613	47,091	57,422	57,422
325	Longevity	31,989	29,589	31,672	30,871	31,897	31,897
350	Worker's Compensation	5,415	8,118	8,584	8,922	9,832	9,832
	<b>Reallocation to Water Fund</b>	(177,450)	(278,822)	(259,359)	(239,052)	(267,475)	(267,475)
	<b>Reallocation to Sewer Fund</b>	(40,756)	(35,692)	(43,227)	(39,842)	(44,579)	(44,579)
	Category Total	1,059,364	934,802	1,138,300	1,049,175	1,173,917	1,173,917
<b>(740) OPERATING SUPPLIES</b>							
001	Gas & Oil	13,251	13,536	24,000	19,700	24,000	24,000
002	Books & Subscriptions	0	0	410	0	500	500
008	Supplies	19,702	8,712	8,802	6,149	8,600	8,600
	Category Total	32,954	22,248	33,212	25,849	33,100	33,100
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	2,581	362	5,430	3,370	5,505	5,505
002	Memberships & Licenses	1,977	4,157	2,263	1,767	2,070	2,070
004	Consultants	150	1,200	1,700	1,200	2,100	2,100
005	Fleet Insurance	2,463	2,670	3,227	3,227	3,252	3,252
006	Vehicle Maintenance	4,271	3,993	5,800	5,000	5,000	5,000
007	Office Equip. Maintenance	2,931	4,734	6,800	2,185	3,900	3,900
009	Consulting & Review Fee	0	0	500	500	500	500
013	Education & Training	2,451	4,334	7,565	4,475	9,095	9,095
024	Printing Services	33	79	0	100	100	100
041	Auto Allowance	0	3,600	3,600	3,600	3,600	3,600
	Category Total	16,857	25,129	36,885	25,424	35,122	35,122
<b>(970) CAPITAL OUTLAY</b>							
001	Office Furniture	524	0	0	0	0	0
008	IT Equipment	0	0	0	10,000	45,000	45,000
015	Inspection Vehicles	29,556	49,266	42,000	34,803	37,500	37,500
	Category Total	30,080	49,266	42,000	44,803	82,500	82,500
<b>DEPARTMENT TOTAL</b>		<b>1,139,254</b>	<b>1,031,445</b>	<b>1,250,397</b>	<b>1,145,251</b>	<b>1,324,639</b>	<b>1,324,639</b>

**CAPITAL OUTLAY**

Acct. 970	Quantity	Item Description	Unit Cost	Budget Request	Manager's Budget	
					Quantity	Amount
<b>008</b>		<b>IT Equipment</b>				
	1	New Leica Total Station	45,000	45,000	1	45,000
		IT Equipment Subtotal		45,000		45,000
<b>015</b>		<b>Inspection Vehicles</b>				
	1	Pickup Truck with Snow Plow	37,500	37,500	1	37,500
		Inspection Vehicles Subtotal		37,500		37,500
		<b>CAPITAL OUTLAY TOTAL</b>		<b>82,500</b>		<b>82,500</b>

**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)
- Promote more shared use of City fleet by all departments through the use of higher-quality pool 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.
- Improve the quality of the automobiles in the fleet.

**DPW Maintenance Facility**

Service Level	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
	Parts Received	\$216,882	\$179,816	\$187,009
	Parts Issued	\$190,731	\$162,851	\$169,365
	Fuel Gallons	227,719	240,550	259,950
	Number of Vehicles and Equipment	445	463	465
	Average Age of Vehicles and Equipment	4.88	4.82	4.80
	New Vehicles and Equipment Purchased	33	26	26
	Efficiency	Activity Expenditures as a % of General Fund	2.29%	2.38%

**DPW MAINTENANCE FACILITY STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 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	2	2	1	1
	Mechanic II	3	1	3	3
	Mechanic I	1	1	1	1
	Auto Service Worker	0	1	0	0
	Inventory & Repair Coordinator	1	1	1	1
	Building Maint Mechanic	1	1	1	1
	<b>Total Full-time</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>(038)</b>	<b>Part-time</b>	<b>1.0</b>	<b>1.0</b>	<b>0.6</b>	<b>0.6</b>
	<b>DPW Maintenance Facility Total</b>	<b>13.00</b>	<b>12.00</b>	<b>11.60</b>	<b>11.60</b>

**DPW Maintenance Facility**

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**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$110,952 or 7.5% decrease from the current budget.
- The decrease results primarily from projected budget savings in personnel costs (\$94,700), operating supplies (\$243,100) and professional & contractual services (\$18,900), partially offset by a reduction in interdepartmental billings (\$245,800).

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$32,717 or 2.4% increase from the FY 17/18 year-end projection and a \$78,235 or 5.3% decrease from the FY 17/18 budget.
- The budget-to-budget decrease results primarily from \$59,500 less personnel costs, \$60,800 less operating supplies and \$12,300 less capital outlay, partially offset by \$1,000 more professional and contractual expenditures and \$53,400 more interdepartmental billings.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>DPW Maintenance Facility</b>	\$1,239,921	\$1,239,840	\$1,480,210	\$1,369,258	\$1,401,975



## DPW Maintenance Facility

DEPARTMENT NUMBER: 450

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
015	Supervision/Sec./Mech.	650,282	609,408	653,598	619,827	659,432	659,432
038	Part-time	23,716	13,640	43,800	17,000	33,700	33,700
106	Sick & Vacation	25,863	12,992	57,894	34,200	3,000	3,000
112	Overtime	37,742	38,109	43,960	51,287	49,969	49,969
200	Social Security	56,784	53,497	63,471	56,654	58,933	58,933
250	Blue Cross/Optical/Dental	157,551	131,696	176,853	168,000	170,615	170,615
275	Life Insurance	1,397	1,388	1,522	1,450	1,544	1,544
300	Pension - DC	17,627	30,867	39,515	36,500	50,675	50,675
325	Longevity	36,854	34,323	30,445	31,041	24,256	24,256
350	Worker's Compensation	9,346	16,249	19,484	19,848	18,901	18,901
	Category Total	1,017,161	942,168	1,130,542	1,035,807	1,071,025	1,071,025
<b>(740) OPERATING SUPPLIES</b>							
001	Fuel & Oil Inventory	399,646	391,879	655,735	483,514	649,353	649,353
002	Books & Subscriptions	1,500	1,500	2,400	1,800	1,800	1,800
008	Supplies	8,826	8,283	8,790	8,800	9,000	9,000
009	Gas & Oil	2,509	2,711	5,280	3,349	4,080	4,080
012	Mechanics Tool Allowance	4,289	3,699	3,750	3,750	3,750	3,750
076	Auto/Truck Parts	214,909	155,897	239,450	171,100	191,300	191,300
085	Misc. Auto/Truck Supplies	16,965	18,711	20,729	20,729	16,000	16,000
	Category Total	648,644	582,679	936,134	693,042	875,283	875,283
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
001	Conferences & Workshops	1,852	3,040	4,745	4,745	5,420	5,420
002	Memberships & Licenses	2,544	1,208	1,046	1,050	1,126	1,126
005	Fleet Insurance	1,302	1,407	1,637	1,637	1,654	1,654
006	Vehicle Maintenance	1,042	2,140	1,500	1,700	2,400	2,400
007	Office Equip. Maintenance	4,607	4,607	6,300	6,300	6,300	6,300
008	Garage Equip. Maintenance	3,393	4,903	16,971	16,971	14,200	14,200
013	Education & Training	154	412	1,320	1,320	3,320	3,320
025	Utilities Expense	58,615	70,804	80,500	80,500	80,500	80,500
027	Radio Maintenance	1,523	0	2,000	2,000	2,000	2,000
029	Building Maintenance	26,548	33,461	40,500	30,000	40,500	40,500
046	Custodial Contract	7,028	9,692	14,000	14,000	14,000	14,000
056	Refuse Removal	6,413	6,776	9,400	6,000	8,400	8,400
104	Subcontract Repairs	74,092	57,746	84,350	79,150	85,450	85,450
	Category Total	189,112	196,196	264,269	245,373	265,270	265,270

**DPW Maintenance Facility**

DEPARTMENT NUMBER: 450

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(970) CAPITAL OUTLAY</b>							
007	Garage Equipment	23,963	3,378	9,000	9,000	0	0
015	Vehicles	94,764	153,379	117,000	117,000	116,500	116,500
019	Radio Equipment	0	0	2,800	2,800	0	0
036	Building Improvements	20,000	0	0	0	0	0
	Category Total	<u>138,727</u>	<u>156,757</u>	<u>128,800</u>	<u>128,800</u>	<u>116,500</u>	<u>116,500</u>
	Total Expenditures	1,993,643	1,877,800	2,459,745	2,103,022	2,328,078	2,328,078
	Less Interdepartment Billings	<u>(753,722)</u>	<u>(637,960)</u>	<u>(979,535)</u>	<u>(733,764)</u>	<u>(926,103)</u>	<u>(926,103)</u>
<b>DEPARTMENT TOTAL</b>		<b><u>1,239,921</u></b>	<b><u>1,239,840</u></b>	<b><u>1,480,210</u></b>	<b><u>1,369,258</u></b>	<b><u>1,401,975</u></b>	<b><u>1,401,975</u></b>

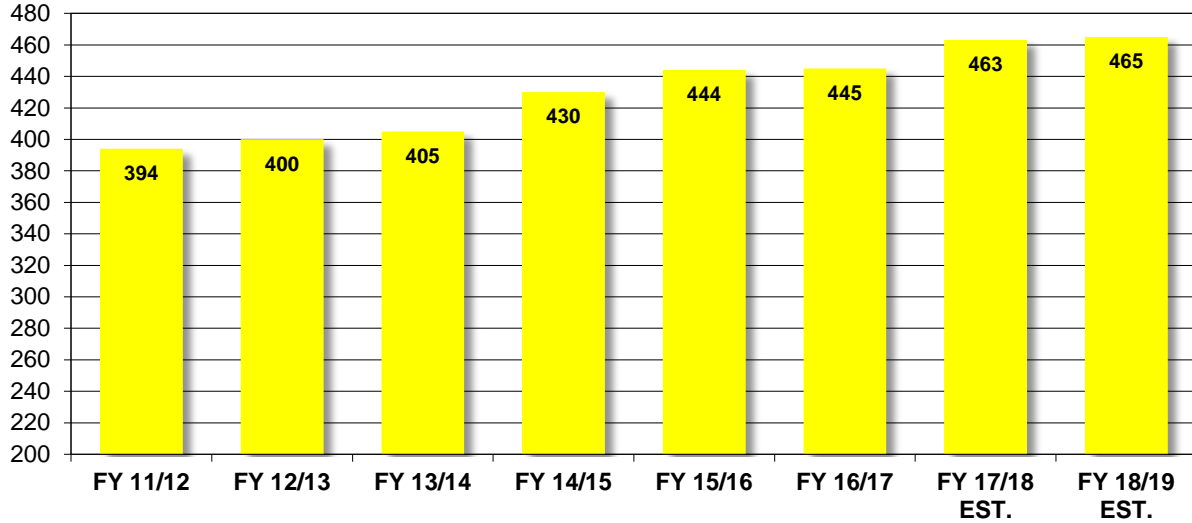
This Division’s operations are partially supported by Reimbursements for Fuel & Maintenance costs from other local governments.

**Capital Outlay**

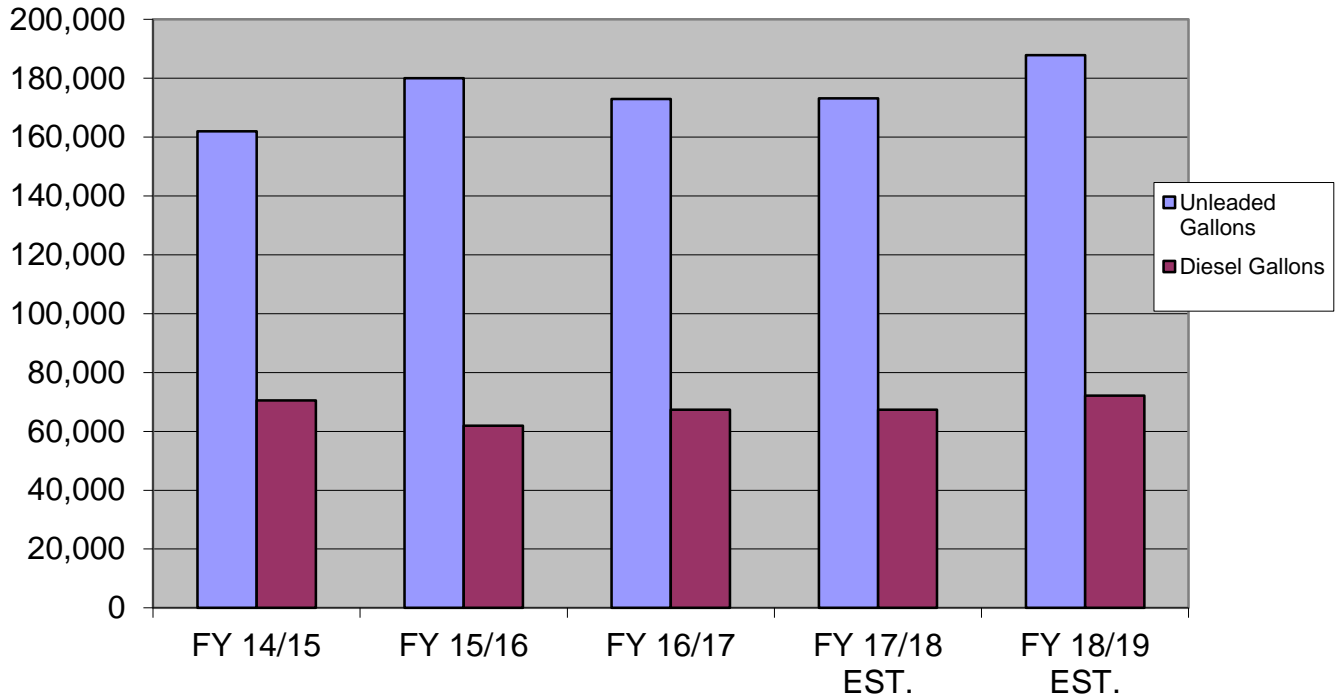
Acct. No.	Quantity	Item Description	Unit Cost	Budget Request	Manager's Budget	
					Quantity	Amount
<b>015</b>		<b>Vehicles</b>				
	3	Fleet Vehicles	26,333	79,000	3	79,000
	1	Pickup Truck with Snow Plow	37,500	37,500	1	37,500
		Vehicle Subtotal		<u>116,500</u>		<u>116,500</u>
		<b>CAPITAL OUTLAY TOTAL</b>		<b><u>116,500</u></b>		<b><u>116,500</u></b>

### KEY DEPARTMENTAL TRENDS

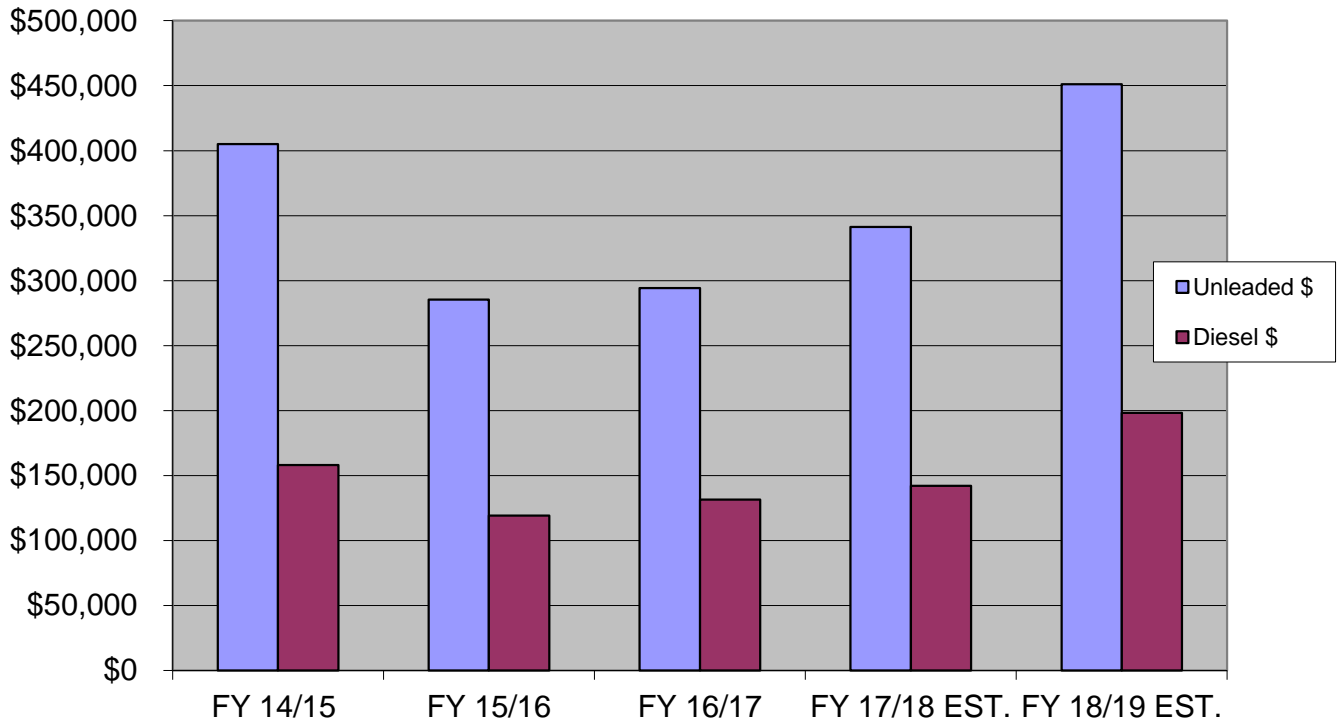
Number of Vehicles and Equipment Maintained



### UNLEADED AND DIESEL FUEL USAGE (gallons)



### UNLEADED AND DIESEL FUEL USAGE (\$)



## 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 six events scheduled for 2017. 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)
- Improve the attendance and quality of materials collected at the Household Hazardous Waste Day events. (1,2)
- Increase recycling and yard waste diversion rate. (1,2,10,12,13)

### PERFORMANCE OBJECTIVES

	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
<b>Service Level</b>	Pounds of waste per household	2,386	2,300	2,300
	Dwelling units served	23,343	23,356	23,460
<b>Efficiency</b>	Diversion rate	39.4%	42%	44%
	Waste Landfilled	60.6%	59%	56%
	Farmington Hills attendance at all 5 Household Hazardous Waste events	2,642	2,700	2,800
	Activity Expenditures as a % of General Fund	6.90%	6.77%	6.63%

**WASTE COLLECTION/RECYCLING STAFFING LEVELS**

Acct.	702 Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(010) Full time</b>					
	Clerk Typist I	1	1	1	1
	Total	1	1	1	1
<b>Department Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$70,887 or 1.9% increase from the current budget.
- The increase is due primarily to projected higher than budgeted professional contractual costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$77,481 or 2.0% increase from the FY 17-18 year-end projection and \$148,368 or 3.9% increase from the FY 17-18 budget.
- The budget-to-budget increase is due primarily to increases in the contractual annual per-home rate and one additional week of service that is being provided in FY 18/19.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Waste Collection</b>	\$3,756,484	\$3,738,657	\$3,817,985	\$3,888,872	\$3,966,353

## Waste Collection/Recycling

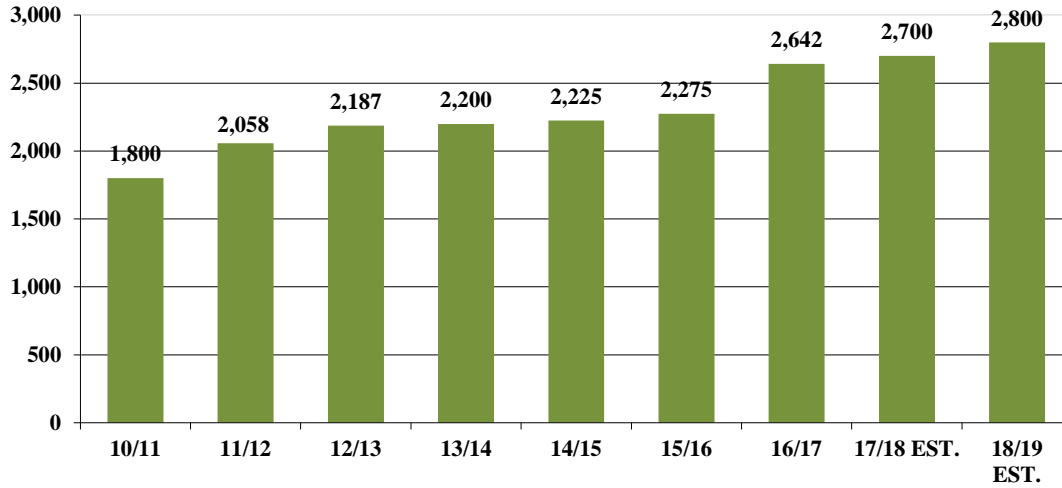
DEPARTMENT NUMBER: 523

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) SALARIES &amp; WAGES</b>							
010	Salaries & Wages	32,130	34,999	36,904	36,904	38,967	38,967
112	Overtime	45	0	40	0	0	0
200	Social Security	2,298	2,593	2,826	2,770	2,996	2,996
250	Blue Cross/Optical/Dental	11,654	16,821	19,336	17,200	15,660	15,660
275	Life Insurance	98	98	127	102	128	128
300	Pension - DC	3,338	4,950	5,204	5,455	5,666	5,666
325	Longevity	0	0	140	136	200	200
350	Workers Compensation	62	123	133	150	161	161
	Category Total	49,626	59,585	64,710	62,717	63,778	63,778
<b>(740) OPERATING SUPPLIES</b>							
008	Miscellaneous	1,375	2,100	3,700	3,700	3,700	3,700
	Category Total	1,375	2,100	3,700	3,700	3,700	3,700
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>							
056	Collection Contract	3,534,230	3,495,481	3,565,600	3,625,980	3,698,400	3,698,400
058	Recycling Center	8,545	2,370	16,800	16,800	16,800	16,800
059	Contribution to RRRASOC	99,675	99,675	99,675	99,675	99,675	99,675
060	Disposal of Household Hazardous Materials	63,032	79,446	67,500	80,000	84,000	84,000
	Category Total	3,705,483	3,676,972	3,749,575	3,822,455	3,898,875	3,898,875
	<b>Total Refuse Removal Expenditures</b>	<b>3,756,484</b>	<b>3,738,657</b>	<b>3,817,985</b>	<b>3,888,872</b>	<b>3,966,353</b>	<b>3,966,353</b>

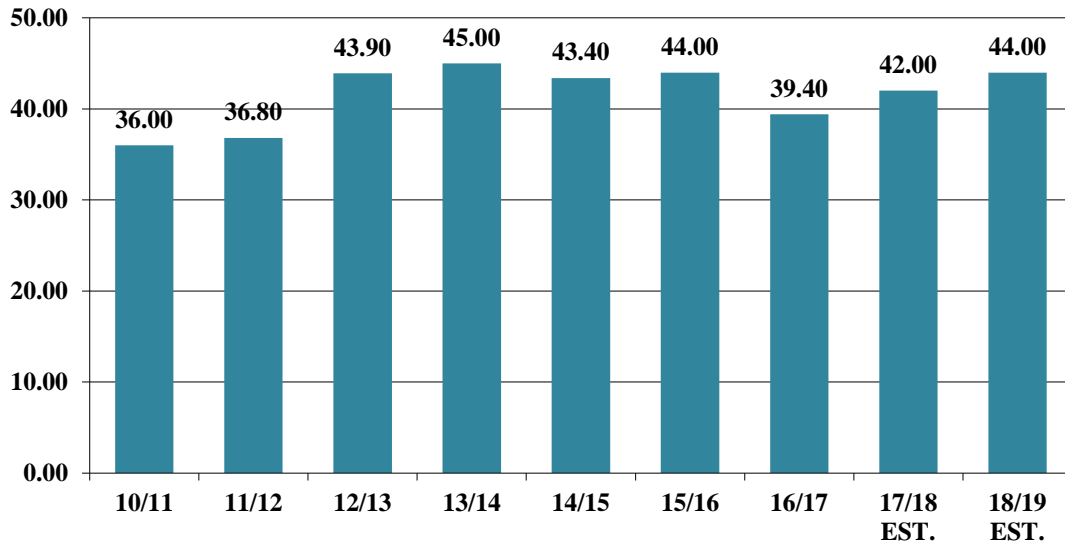
**This Division is supported primarily by a Refuse Collection & Disposal Dedicated Millage and Recycling User Fees.**

### KEY DEPARTMENTAL TRENDS

Number of Cars Participating in HazMat Events

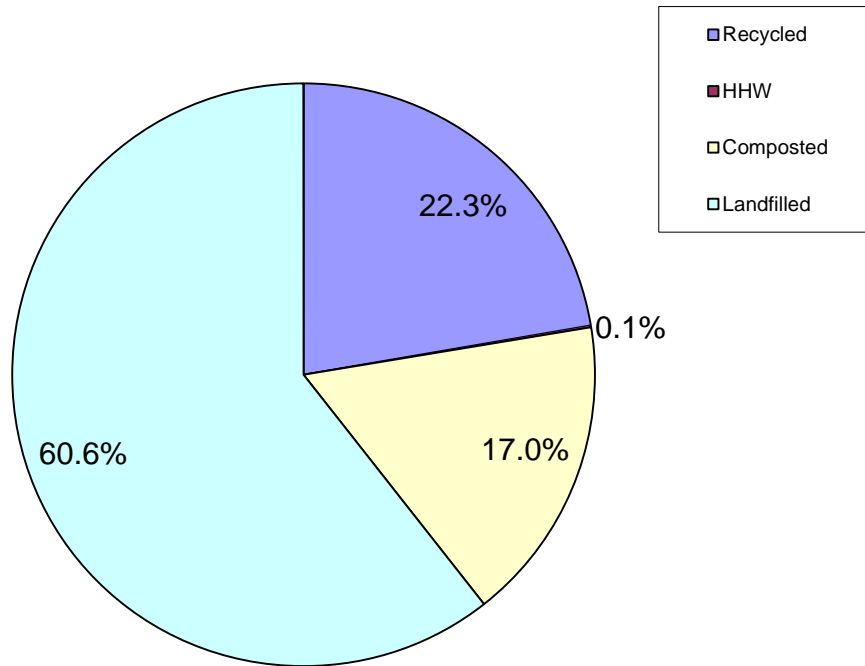


Percent of Recycled and Composted Materials Diverted from Landfill





**Diversion Rate - 2017**



## SPECIAL SERVICES SUMMARY

DIV.		2015/16	2016/17	2017/18	2017/18	2018/19	2018/19
NO.	Category and Line Item	Actual	Actual	Current	Estimated	Proposed	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget	Budget
<b>SPECIAL SERVICES:</b>							
752	Administration	1,908,092	1,979,487	2,122,377	2,105,258	2,153,136	2,153,136
760	Youth Services	367,083	382,902	414,371	407,434	421,127	421,127
765	Senior Services	839,277	829,521	943,193	938,610	1,001,959	1,001,959
770	Parks Maintenance	1,458,380	1,481,380	1,651,235	1,684,807	1,760,272	1,760,272
775	Cultural Arts	393,735	397,821	438,418	454,482	482,481	482,481
780	Golf Course	710,658	692,182	795,965	776,135	788,600	788,600
785	Recreation Programs	555,310	622,232	572,504	649,714	603,699	603,699
790	Ice Arena	1,071,472	959,208	1,095,998	1,082,996	1,188,203	1,188,203
<b>TOTAL SPECIAL SERVICES</b>		<b>7,304,008</b>	<b>7,344,732</b>	<b>8,034,061</b>	<b>8,099,436</b>	<b>8,399,477</b>	<b>8,399,477</b>

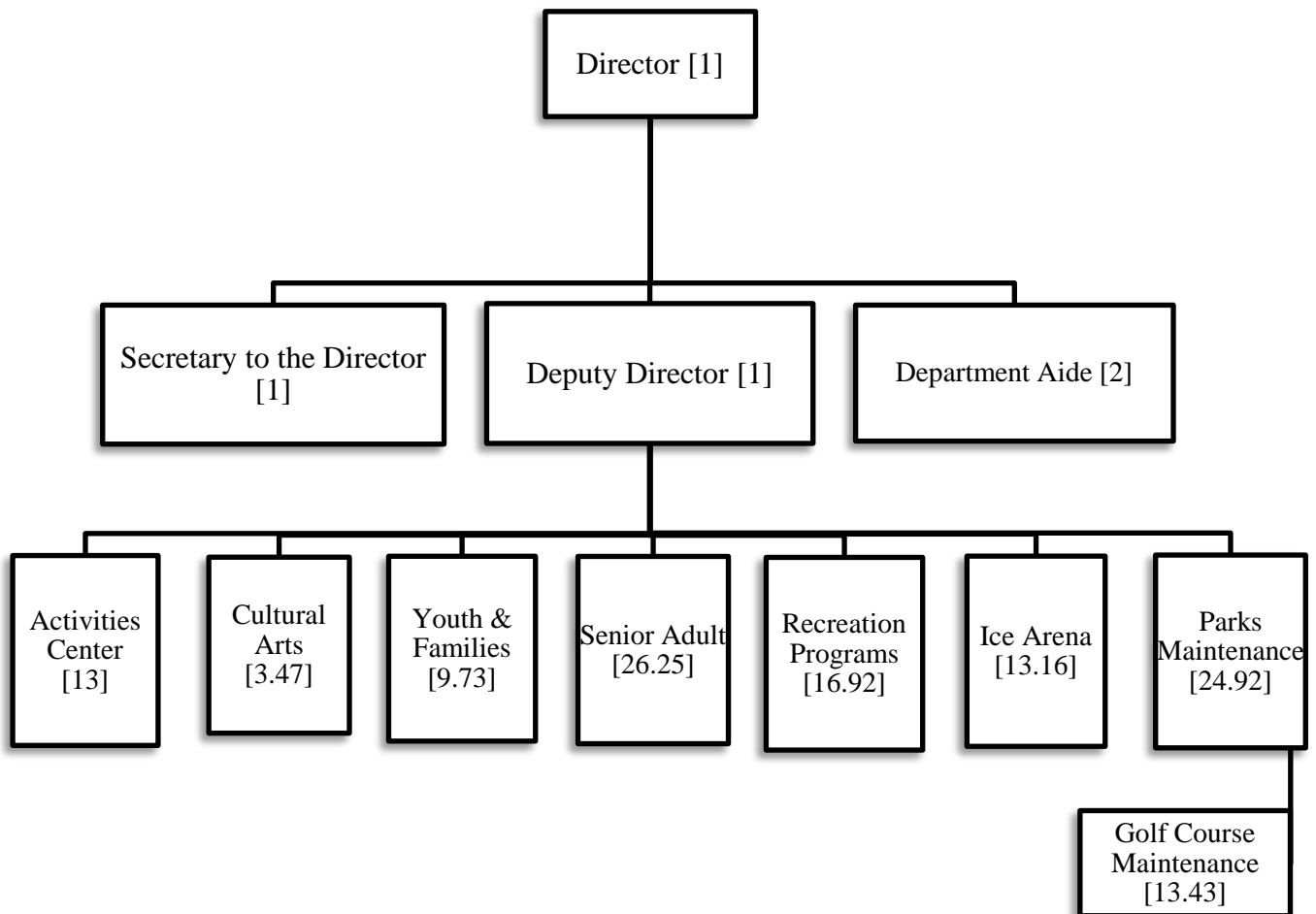
The Special Services Department comprises 14.04% of the General Fund's Proposed Budget and is supported primarily from Recreation User Fee (\$4,606,717), an appropriation from the Parks Millage (\$1,307,850), and a SMART Grant (\$264,499).



## SPECIAL SERVICES

**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.

## SPECIAL SERVICES



**Total Full Time Equivalent [125.88]**

## ADMINISTRATION

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 3.64% of the General Fund Budget in FY 2018/19.

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.*

- Provide administrative oversight and support to each Division within the Department so that staff are empowered to provide the best services for our residents/customers. (8)
- 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)
- Research and pursue Federal, State and private grants, and other funding sources to maximize spending dollars for capital growth and land improvements. (2,7)
- 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)
- Provide direction to the Video Division and enhance video productions. Develop and implement a Department-wide Marketing & Communications Plan aligned with City's overall brand. (11)
- Continue to seek new strategies to promote our programs, facilities and services. (2)
- Continue to work closely with other City Departments to ensure the delivery of high-quality services to our residents and customers. (1,13)

**Administration**

**ADMINISTRATION STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		15/16 Budget	16/17 Budget	17/18 Budget	17/18 Budget
<b>(702) ADMINISTRATION</b>					
<b>(010) Administration</b>					
	Director	1	1	1	1
	Deputy Director	1	1	1	1
	Facilities Supervisor	1	1	1	1
	Secretary to the Director	1	1	1	1
	Bldg. Maintenance Tech.	1	1	1	1
	Department Aide	2	2	2	2
	Marketing Assisstant	0	1	1	1
	<b>Total</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>(011) Program Management</b>					
	Recreation Superintendant	0	1	1	1
	Recreation Supervisor	4	3	2	2
	Recreation Specialist	0	0	1	1
		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>(038) Part-time (FTE)</b>					
		9.55	10.25	10.00	10.00
	<b>ADMINISTRATION TOTAL</b>	<b>20.55</b>	<b>22.25</b>	<b>22.00</b>	<b>22.00</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$17,119 or 0.8% decrease from the current budget.
- The decrease results from \$34,400 less than budgeted personnel costs and \$1,200 less operating supplies, partially offset by \$18,500 more than budgeted professional and contractual services.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$47,878 or 2.3% increase from the FY 17-18 year-end projection and \$30,759 or 1.5% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from increased personnel costs (\$5,800) and professional and contractual costs (\$25,400).

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Special Services Administration</b>	\$1,908,092	\$1,979,487	\$2,122,377	\$2,105,258	\$2,153,136

## Administration

DEPARTMENT NUMBER: 752

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) Salaries &amp; Wages</b>						
010 Administrative & Clerical	424,736	424,904	470,521	466,634	492,585	492,585
011 Program Management	228,651	237,659	246,977	241,168	240,043	240,043
038 Part-time	249,590	259,854	289,420	249,237	279,760	279,760
106 Sick & Vacation	19,622	31,853	29,613	32,000	6,338	6,338
112 Overtime	1,940	6,463	3,659	5,590	5,700	5,700
200 Social Security	72,458	74,610	82,619	77,951	81,466	81,466
250 Blue Cross/Optical/Dental	110,811	120,216	177,742	182,560	186,965	186,965
275 Life Insurance	2,315	2,335	2,551	2,510	2,828	2,828
300 Pension - DC	13,553	22,210	31,905	40,164	47,233	47,233
325 Longevity	27,989	28,446	28,051	26,835	23,735	23,735
350 Worker's Compensation	9,902	18,130	21,233	25,228	23,472	23,472
Category Total	<u>1,161,569</u>	<u>1,226,679</u>	<u>1,384,291</u>	<u>1,349,877</u>	<u>1,390,125</u>	<u>1,390,125</u>
<b>(740) Operating Supplies</b>						
001 Gas & Oil	2,407	2,721	4,440	3,349	4,080	4,080
002 Books & Subscriptions	0	0	85	0	0	0
008 Supplies	94,357	100,772	86,250	86,250	86,250	86,250
Category Total	<u>96,764</u>	<u>103,493</u>	<u>90,775</u>	<u>89,599</u>	<u>90,330</u>	<u>90,330</u>
<b>(801) Professional &amp; Contractual</b>						
001 Conferences & Workshops	2,994	2,631	3,075	2,155	3,075	3,075
002 Memberships & Licenses	8,636	12,373	7,299	7,299	7,299	7,299
005 Fleet Insurance	1,399	2,016	1,895	1,895	1,583	1,583
006 Vehicle Maintenance	283	480	900	500	500	500
007 Office Equip. Maint. & Rent	36,535	41,263	35,000	34,239	35,071	35,071
013 Education & Training	0	250	750	3,700	4,000	4,000
016 Telephone	5,883	8,836	7,800	7,520	7,800	7,800
018 Postage & Bulk Mailing	21,045	20,910	21,678	21,456	21,678	21,678
024 Printing Costs	48,864	46,790	48,000	61,418	69,750	69,750
025 Utilities	217,119	232,537	216,240	214,987	216,100	216,100
029 Maintenance & Repair	160,741	110,922	143,244	143,228	143,230	143,230
035 Credit Card Fees	57,739	64,003	60,000	66,375	60,000	60,000
041 Auto Allowance	3,600	3,600	3,600	3,600	3,600	3,600
066 Contract Services	58,133	87,313	79,980	79,560	79,560	79,560
067 Scholarships	10,000	10,000	10,000	10,000	10,000	10,000
072 Special Projects	8,065	5,390	7,850	7,850	9,435	9,435
Category Total	<u>641,034</u>	<u>649,314</u>	<u>647,311</u>	<u>665,782</u>	<u>672,681</u>	<u>672,681</u>
<b>(970) Capital Outlay</b>						
036 Building Improvements	8,725	0	0	0	0	0
Category Total	<u>8,725</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ADMINISTRATION TOTAL</b>	<b><u>1,908,092</u></b>	<b><u>1,979,487</u></b>	<b><u>2,122,377</u></b>	<b><u>2,105,258</u></b>	<b><u>2,153,136</u></b>	<b><u>2,153,136</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 youth in middle school. Since 1996, 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 after school.

Our After School Youth Centers are located in each of the four quadrants of Farmington Hills offering opportunities to middle school age youth in Farmington Hills and Farmington. Over 14,000 youth have taken part in the youth center program since its beginning. This year more than 425 youth members have joined the program and have attended one of the four youth centers on a daily basis. Our 2017 Summer Drop-In Program had 88 participants enrolled, averaging 51 youth per day and averaging 30 youth on each of the 32 field trips that were offered. Some of our youth cannot afford the field trips, but thanks to our generous partnerships, we were able to include many of the youth on educational and outdoor field trips, at no cost. These campers visited Ann Arbor Hands-On Museum, Underground Railroad, Yankee Air Museum, the DIA and Detroit Historic Museum. Courtesy of Farmington Hills/Farmington Xemplar Club, Farmington Public School Education Foundation, the Bernstein Law Firm, Susan Sloat-Ray Okonski Foundation, Farmington/Farmington Hills Community Foundation, service organizations, friends and families.

We consistently seek input from youth members in creating and implementing programs, while simultaneously providing leadership opportunities for participants. Because of transportation being limited for Warner youth to come to the Costick Youth Center, we worked together with the Warner administration and Warner became a 5-day center. We continue our partnership with Club Z! Tutoring, assisting the youth with homework and healthy study habits.

PKC Group, Gordon Food Services and Busch's worked together again this year with the youth and senior division giving back to their community during this holiday season feeding over 400 families at our Thanksgiving Dinner. Youth members also set up two Holiday Giving Trees which collected over 100 sets of new scarves, mittens, socks and gloves for families in need.

We are proud to be going into our 22nd full year providing a fun, secure environment where young people can be actively involved in physical, social and educational benefits while learning important lifelong lessons. The Youth and Family Services Division comprises 0.71% of the General Fund's FY 2018/19 Proposed Budget.





## **GOALS**

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

- Maintain and work to increase enrollment for the After School and Summer Drop-In programs. (1,2)
- Continue our affiliation with Farmington Public Schools becoming stronger as we work together supporting our youth through tutoring and awareness of positive mental health. (1)
- Meet with EMU regarding implementation of “Bright Future” program run by EMU students for middle school age youth. (1,2,6)
- Explore new opportunities on ways to reach families not participating in after school programs by partnering with local faith organizations, youth publications, cable shows. (4)
- 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)
- Create leadership opportunities at each youth center by creating work groups that providing services to seniors or families in need. (1,4,6)
- Partner with our police department to spend time with our youth and discuss the seriousness of on-line, cell phone/social media use and misuse. (1)
- Sustain our partnership with Oakland Early Education which provides volunteer students to assist at the Youth Centers. (1,2,8)
- Continuously evaluate our focus on health and fitness with the help of our personal technology devices and working together with fitness goals. (1)
- Continue to offer new programs, meeting with growing businesses that expose our youth to activities (such as Parkour Gym) that get them moving and off of their digital devices. (1, 4)
- Continue working with Bernstein Law Firm. Our youth will interact and learn directly from these leaders in the field of law with hands-on workshops. (1,3)
- Maintain our staff/youth member relationship and trust. Create more mentoring opportunities. (1,6,8)





**PERFORMANCE OBJECTIVES**

- Communicate with parents/guardians of our youth to continue to evaluate their needs and program interests.
- In partnership with Oakland Early Education Center, 5 volunteers worked at the After School and Summer Drop-In Programs at no cost to the City of Farmington Hills.
- 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 15,520 hours. During the school year program, the average youth member spends an average of 2.75 hours per day for a total for 93,844 hours and 6 half days at 7 hours each. **This equals 103,827 hours our youth have spent in a supervised safe and structured environment.**

	Performance Indicators	FY 2016-2017 Actual	FY 2017-2018 Estimated	FY 2018-2019 Projected
Service Level Summer	Summer Drop-in Program participation	104	88	100
	Number of days Summer Drop-In Program is offered	39	38	39
	Average daily participants of Summer Drop-in	58	51	55
	Total number of Summer Drop-In visits	2050	1940	2145
	Daily average of summer field trip participants	33	30	35
	Number of summer field trips	25	32	34
	Total of summer field trip participants	807	930	1000
	Service Level School Year	Total number of enrolled After School youth members (6 <sup>th</sup> – 9 <sup>th</sup> Grade)	484	440
Total number of days program is offered		171	172	173
Daily average participation (Four centers operate Mon. through Thurs. Three centers open on Friday)		201	184	200
Total youth center school year program visits (All Youth Centers)		34,200	31,648	34,600
Total school year field trip participants *		486	300	475
Efficiency	Total number of Summer Drop-In and school year field trip participants *	1293	1230	1475
	Total number of days program is offered summer/school year	210	210	212
	Total number of Summer Drop-In and school year visits	36,250	33,588	36,745
	Total number of hours our youth have spent in the Summer Drop-In and After School Program	112,516	103,827	114,329
	Activity Expenditures as a % of General Fund	0.71%	0.71%	0.70%

**Note:**\* Decrease in school year field trip number is due to school district reconfiguration going back to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.

**Note:** To calculate the average number of hours youth spend in the programs, we averaged summer total by 8 hours per day, school year average 2.75 hours per day and 7 hours per half day.

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Authorized Positions	Requested Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(760)</b>	<b>YOUTH &amp; FAMILIES</b>				
010	Youth Services Supervisor	1	1	1	1
	Total	1	1	1	1
038	<b>Part time (FTE)</b>	8.73	8.73	8.73	8.73
	<b>DEPARTMENT TOTAL</b>	<b>9.73</b>	<b>9.73</b>	<b>9.73</b>	<b>9.73</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$6,937 or 1.7% decrease from the current budget.
- The increase results primarily from projected more than budgeted part-time wages, partially offset by projected less than budgeted health insurance costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR END PROJECTION –**

- \$13,693 or 3.4% increase from the FY 17-18 year-end projection and \$6,756 or 1.6% increase over the FY 17-18 budget.
- The budget to budget increase results from more personnel costs, primarily in the area of part-time wages.

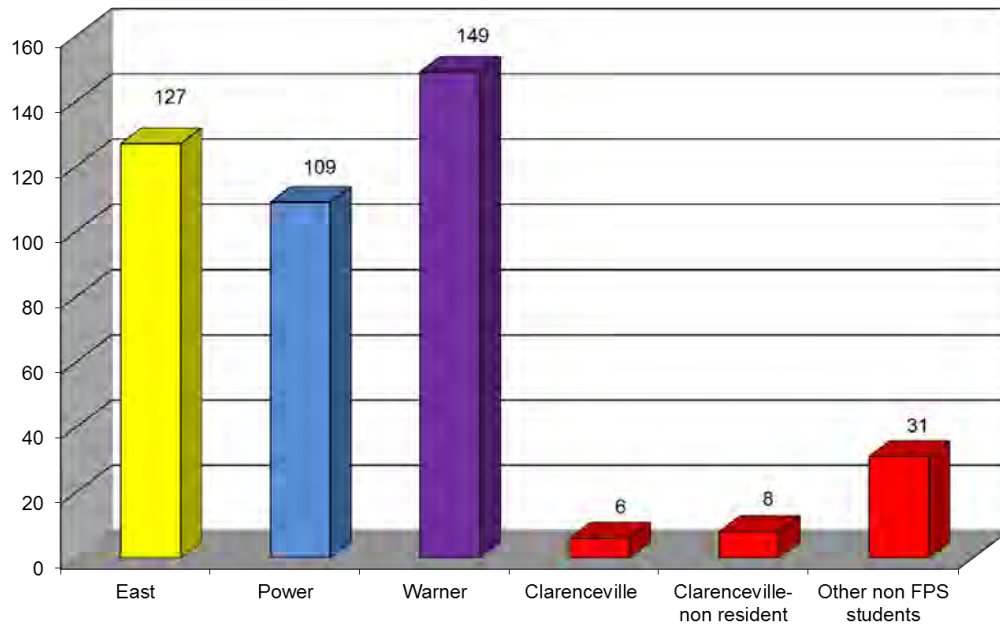
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Youth &amp; Family Services</b>	\$367,083	\$382,902	\$414,371	\$407,434	\$421,127

## Youth & Family Services

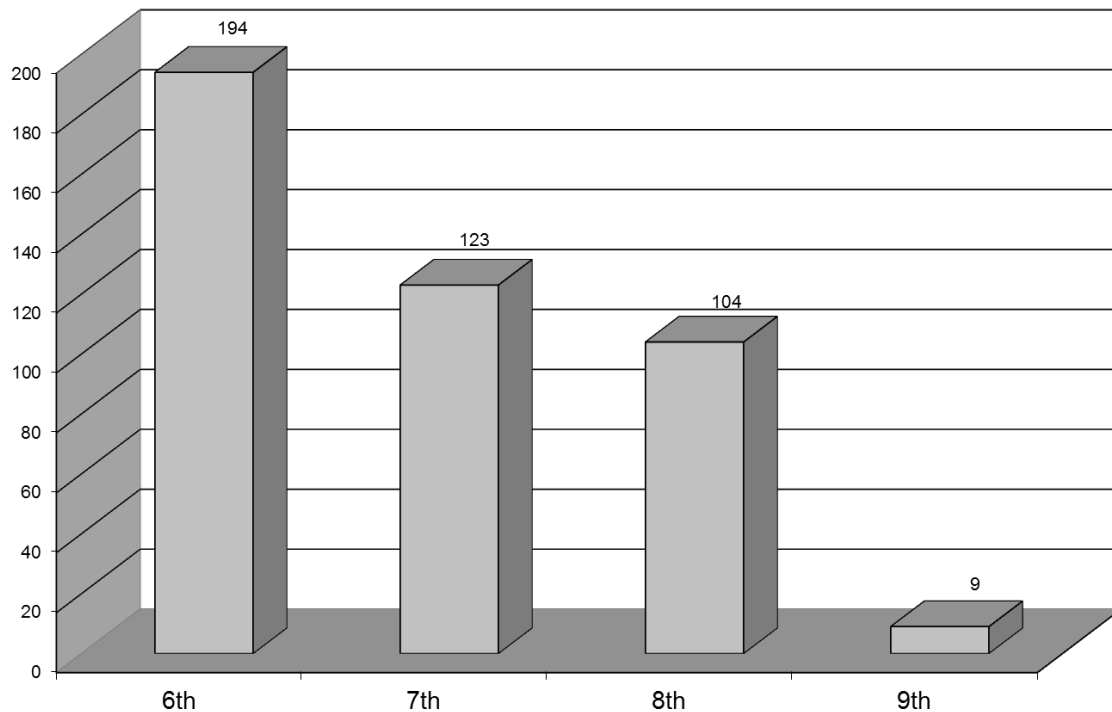
### DEPARTMENT NUMBER: 760

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Administrative & Clerical	66,102	67,150	68,571	68,300	69,608	69,608
038	Part-time	207,129	210,068	225,347	219,000	229,190	229,190
106	Sick & Vacation	1,892	4,375	4,593	4,500	4,696	4,696
112	Overtime	136	86	200	200	0	0
200	Social Security	21,307	21,866	23,270	22,634	23,643	23,643
250	Blue Cross/Optical/Dental	6,147	7,128	11,398	11,250	11,626	11,626
275	Life Insurance	98	98	102	100	103	103
325	Longevity	4,185	5,352	5,460	5,460	5,569	5,569
350	Worker's Compensation	3,551	6,442	7,330	7,890	8,592	8,592
	<b>Category Total</b>	<b>310,548</b>	<b>322,566</b>	<b>346,271</b>	<b>339,334</b>	<b>353,027</b>	<b>353,027</b>
<b>(740) Operating Supplies</b>							
002	Books & Subscriptions	0	0	100	100	100	100
008	Supplies	36,765	42,328	36,000	36,000	36,000	36,000
	<b>Category Total</b>	<b>36,765</b>	<b>42,328</b>	<b>36,100</b>	<b>36,100</b>	<b>36,100</b>	<b>36,100</b>
<b>(801) Professional &amp; Contractual</b>							
001	Conferences & Workshops	0	50	200	200	200	200
002	Memberships & Licenses	780	876	1,000	1,000	1,000	1,000
007	Office Equip. Maint. & Rent	1,471	891	2,000	1,500	1,500	1,500
013	Education & Training	0	0	100	100	100	100
066	Contractual Services	17,519	16,192	28,700	29,200	29,200	29,200
	<b>Category Total</b>	<b>19,771</b>	<b>18,009</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>Total Youth &amp; Families</b>		<b>367,083</b>	<b>382,902</b>	<b>414,371</b>	<b>407,434</b>	<b>421,127</b>	<b>421,127</b>

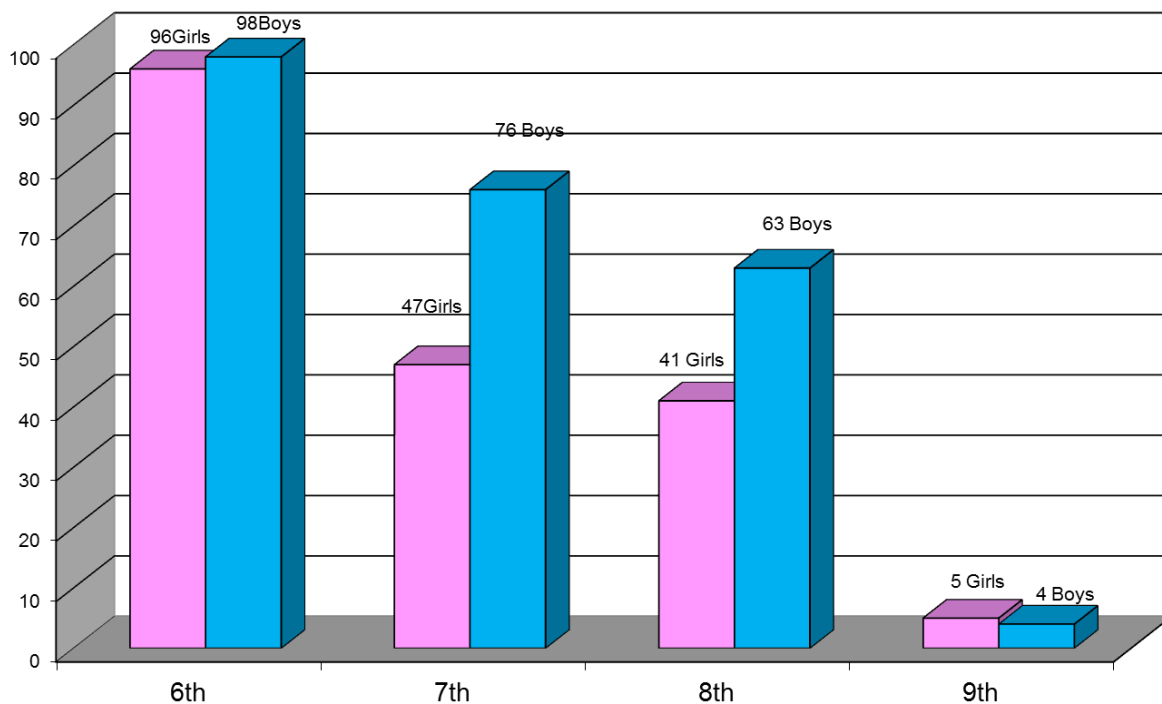
### 2017-2018 Youth Members By School



Youth Members Per Grade 2017-2018



2017-2018 Girl & Boy Youth Members by Grade



## SENIOR SERVICES DIVISION

**MISSION STATEMENT:** The Farmington Hills Senior Services Division provides Adults 50 & Better with recreation, education, socialization, volunteer opportunities, referrals and services.

The Farmington Hills Senior Services Division serves residents 50 years of age and over by providing programs and services designed to foster independent and healthy lifestyles. Emphasis is placed on innovative programming targeting aging baby boomers as well as older adults. The wide variety of programs encompasses physical, social, educational, and recreational activities to include older adults ages 50 & better regardless of ability. Community-based service programs are designed for adult residents requiring assistance with transportation, chore services, home delivered meals, nutritional supplements, adult day program and food assistance programs. A variety of community partnerships enhance the ability of the Senior Division to provide quality programs and services. The Senior Services 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 Senior Services Division comprises 1.67% of the General Fund's FY 2018/19 Proposed Budget.

### GOALS

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

- Program evening and weekend physical activities, such as exercise classes, bicycling and pickleball to encourage Baby Boomers to be active before retirement. (6,13)
- Create and enhance programs and services to ensure seniors in the community are able to maintain a quality of life that makes retirement years full and dignified. (1,6,13)
- 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)
- Continue to improve the quality of life for older adults with dementia by providing workshops and support groups for family caregivers and SENEX Adult Day Program. (1,13)
- Work with area senior living facilities and social groups to encourage participation in Senior Division special events, lifelong learning classes and pool activities. (1,12,13)

**PERFORMANCE OBJECTIVES**

- Promote and expand innovative programs to attract greater number of adults.
- Create more opportunities for volunteers to enhance services for Farmington area older adults.
- Expand programs to promote independence, health and wellness for adults of all abilities

**Senior Division Monthly Attendance Totals 2016-2017**

	Card Swipe	Nutrition	Outreach	Trips and Travel	Senex	Transportation	Chore	Aquatics	Exercise	Clubs	Special Events	Service	Support Groups	Dance	Activities, Speakers & Classes	Totals
July 2016	2,253	7,744	441	28	143	1,888	8	1,060	961	395	66	76	64	150	265	15,542
August 2016	1,810	9,287	307	24	191	7,263	7	1,030	992	486	55	95	55	76	501	22,179
September 2016	1,957	9,228	412	23	145	1,920	12	1,061	1,289	515	376	88	28	101	334	17,489
October 2016	2,321	8,056	491	37	115	1,903	17	840	816	421	162	94	56	42	317	15,688
November 2016	1,843	8,850	632	11	180	2,163	23	1,043	1,722	556	857	286	61	139	272	18,638
December 2016	1,785	9,138	1,104	21	152	1,794	16	881	838	329	186	65	43	90	338	16,780
January 2017	1,847	8,756	377	17	177	1,904	6	1,198	1,215	434	203	104	54	91	250	16,633
February 2017	1,772	8,818	451	15	201	1,898	9	1,070	1,198	823	626	651	103	171	558	18,364
March 2017	1,849	10,522	502	38	263	2,055	12	1,096	1,352	554	465	347	48	127	482	19,712
April 2017	1,697	8,801	422	13	218	1,707	7	1,035	1,126	617	134	281	83	225	457	16,823
May 2017	1,789	9,922	518	12	289	1,799	8	1,217	1,437	540	270	168	50	154	551	18,724
June 2017	1,834	9,114	614	30	244	1,733	9	1,265	1,019	227	174	133	45	165	356	16,962
<b>TOTALS</b>	22,757	108,236	6,271	269	2,318	28,027	134	12,796	13,965	5,897	3,574	2,388	690	1,531	4,681	213,534

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		2016/17 Budget	2017/18 Budget	2018/19 Budget	2018/19 Budget
<b>(765) SENIOR ADULTS</b>					
<b>010 Administrative &amp; Clerical</b>					
	Senior Adult Program Supervisor	1	1	1	1
	Senior Adult Supervisor	2	2	2	2
	Senior Adult Specialist - Programming	1	1	1	1
	Senior Adult Nutrition Coordinator	1	1	1	1
	<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>038 Part-time (FTE)</b>					
	Part-time	4.06	4.09	4.11	4.11
	Part-time Nutrition Grant	6.01	6.01	6.08	6.08
	Maintenance	0.24	0.24	0.24	0.24
	Part-time Transportation Grant	10.82	10.82	10.82	10.82
	<b>Total</b>	<b>21.13</b>	<b>21.16</b>	<b>21.25</b>	<b>21.25</b>
	<b>SENIOR ADULTS TOTAL</b>	<b>26.13</b>	<b>26.16</b>	<b>26.25</b>	<b>26.25</b>

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$4,583 or 0.5% decrease from the current budget.
- The decrease results from estimated lower than budgeted personnel and SMART transportation costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$63,349 or 6.8% increase from the FY 17-18 year-end projected budget and \$58,766 or 6.2% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from increased personnel (\$51,300) and SMART transportation (\$7,400) costs.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
Senior Adult	\$839,277	\$829,521	\$943,193	\$938,610	\$1,001,959

## Senior Services Division

DEPARTMENT NUMBER: 765

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) Salaries &amp; Wages</b>							
010	Administrative & Clerical	251,453	262,367	273,538	272,151	283,007	283,007
038	Part-time	107,078	110,718	108,225	108,225	111,900	111,900
039	Part-time Nutrition Grant	135,770	145,879	141,916	141,916	161,518	161,518
040	Maintenance	3,467	3,372	4,484	4,484	4,729	4,729
075	Part-time Transportation	231,012	223,673	249,300	249,300	276,000	276,000
106	Sick & Vacation	3,282	2,541	3,768	3,768	3,349	3,349
112	Overtime	114	538	0	1,086	0	0
200	Social Security	55,725	57,216	60,161	59,717	64,786	64,786
250	Blue Cross/Optical/Dental	41,754	40,951	64,477	60,295	67,506	67,506
275	Life Insurance	575	641	672	651	687	687
300	Pension - DC	18,301	19,808	27,751	28,578	29,618	29,618
325	Longevity	2,694	4,331	5,195	5,145	6,373	6,373
350	Worker's Compensation	9,748	17,350	19,185	20,781	23,676	23,676
	Reallocate to Nutrition Grant Fund	(200,216)	(216,572)	(203,223)	(203,146)	(226,446)	(226,446)
	Category Total	660,758	672,813	755,449	752,951	806,703	806,703
<b>(740) Operating Supplies</b>							
008	Supplies	18,020	18,598	17,800	17,800	17,800	17,800
009	Kitchen Food & Supplies	269,247	272,661	247,800	247,800	247,800	247,800
010	Special Events	935	1,566	2,000	2,000	2,000	2,000
072	Special Function Expense	7,655	6,773	9,050	9,050	9,050	9,050
	Reallocate to Nutrition Grant Fund	(259,826)	(274,438)	(247,800)	(247,800)	(247,800)	(247,800)
	Category Total	36,030	25,160	28,850	28,850	28,850	28,850
<b>(801) Professional &amp; Contractual</b>							
001	Conferences & Workshops	95	225	350	350	350	350
002	Memberships & Licenses	685	909	1,005	1,005	1,055	1,055
005	Fleet Insurance	8,370	8,744	7,509	7,509	7,593	7,593
013	Education & Training	0	0	250	250	250	250
024	Printing Costs	3,035	2,258	2,930	2,930	2,930	2,930
066	Contract Services	62,700	60,993	55,650	55,650	55,650	55,650
075	SMART Transportation	63,357	55,023	87,200	85,115	94,578	94,578
076	Dial - A - Ride	4,247	3,396	4,000	4,000	4,000	4,000
	Category Total	142,489	131,548	158,894	156,809	166,406	166,406
<b>Total Senior Adults</b>		<b>839,277</b>	<b>829,521</b>	<b>943,193</b>	<b>938,610</b>	<b>1,001,959</b>	<b>1,001,959</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, William Grace Dog Park and the recently completed Riley Archery Range have increased user participation in park activities and maintenance demands. The Visitor Center, 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, Art on the Grand, 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.*

- Monitor landscape and drainage improvements at the Heritage Stable Studio and Heritage History Center area in conjunction with new archery range. (3,13)
- Continue environmentally sound maintenance practices established by certification under the Michigan Turfgrass Environmental Stewardship Program. (2,3)
- Monitor final phases of the reestablishment of wetlands environment in the former Boardwalk area at Heritage Park. (1,3)
- Interior renovations for Stables Art Studio at Heritage Park. (2)
- Add more interpretive and educational features to trail system at Heritage Park. (1,13)
- Supplement and improve equipment maintenance procedures through utilization of dedicated part-time personnel. (1,2)
- Re-establish turf and landscape planting in conjunction with new pavement and drainage at Heritage Park entrance. (3,13)
- Enhance site security at various parks. (2,13)
- Improve paved trails at Heritage Park. (3,13)
- Begin implementation of topdressing applications to maintain and improve quality of Founders Park soccer fields. (1,3)

**PERFORMANCE OBJECTIVES**

- Continue development of the instructional planting area at the regraded intersection area of Heritage Park.
- Continue landscaping around Heritage equipment storage area.
- Monitor and control invasive species in the new wetlands reestablishment area surrounding the former boardwalk at Heritage Park.
- Continue construction of Heritage Park Nature Discovery Trail Extension.
- Increase removal and replacement of dead or dangerous trees in all park sites.
- 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.
- Coordinate and develop projects involving the increased use of corporate and casual volunteer groups in all parks.
- Begin sand topdressing program at Founders 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.
- Continue maintenance and monitor operation for William Grace Dog Park.
- Explore installation of security fencing at the Founders Park Maintenance Building to deter theft and vandalism.
- Resurface/repair trails at Heritage Park.
- Upgrade equipment and vehicle fleet.

Service Level	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
	Fields Maintained	60	60	60
Total acreage maintained	528	528	528	
Flower beds maintained (Square feet)	24,435	24,435	24,435	
Acres mowed	155	155	155	
Efficiency	Numbers of acres maintained per FTE	20.57	20.59	20.48
	Acres of parkland per 1,000 population	7.47	7.47	7.47
	Activity Expenditures as a % of General Fund	2.73%	2.93%	2.94%

**STAFFING LEVELS**

Acct. 770	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(770)</b>	<b>PARKS DIVISION</b>				
<b>(010)</b>	<b>Salaries &amp; Wages</b>				
	Park Maintenance Superintendent	1	1	1	1
	Park Maintenance Supervisor	1	1	1	1
	Building Maintenance Mechanic	1	1	1	1
	Laborer II	2	2	2	2
	Laborer I	1	1	1	1
	Park Maintenance Technician	2	2	2	2
	Naturalist	1	1	0	0
	Recreation Specialist	0	0	1	1
	<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>(038)</b>	<b>Part-Time (EFT)</b>	<b>16.70</b>	<b>16.59</b>	<b>15.92</b>	<b>15.92</b>
	<b>PARKS DIVISION TOTAL</b>	<b>25.70</b>	<b>25.59</b>	<b>24.92</b>	<b>24.92</b>

**FY 17/18 YEAR-END PROJECTION vs. FY 17/18 CURRENT BUDGET –**

- \$33,572 or 2.0% increase from the current budget.
- The increase results from estimated \$27,000 higher than budgeted personnel costs and \$14,900 in higher professional and contractual costs, partially offset by an estimated increase of \$8,300 in operating supplies.

**FY 18/19 PROPOSED BUDGET vs. FY 17/18 YEAR-END PROJECTION –**

- \$75,465 or 4.5% increase from the FY 17/18 year-end projection and \$109,037 or 6.6% increase over the FY 17/18 budget.
- The budget to budget increase results from \$56,000 higher personnel costs, \$24,500 more operating supplies and a \$28,500 increase in professional & contractual services.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Parks</b>	\$1,458,381	\$1,481,380	\$1,651,235	\$1,684,807	\$1,760,272

## Parks Division

### Department 770

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702)</b>	<b>Salaries &amp; Wages</b>						
010	Salaries & Wages	441,270	452,008	466,248	465,535	484,154	484,154
038	Part-time	360,362	345,019	400,952	384,940	382,875	382,875
106	Sick & Vacation	13,854	13,116	15,266	32,725	42,000	42,000
112	Overtime	59,240	64,572	60,000	64,000	60,000	60,000
200	Social Security	68,125	68,140	74,186	74,267	76,101	76,101
250	Blue Cross/Optical/Dental	64,088	67,826	103,557	128,000	121,074	121,074
275	Life Insurance	901	894	920	900	927	927
300	Pension-DC	7,470	11,400	11,954	13,540	19,328	19,328
325	Longevity	23,808	26,058	27,291	21,169	25,744	25,744
350	Worker's Compensation	12,191	20,993	23,717	26,016	27,923	27,923
	Category Total	<u>1,051,308</u>	<u>1,070,025</u>	<u>1,184,091</u>	<u>1,211,092</u>	<u>1,240,126</u>	<u>1,240,126</u>
<b>(740)</b>	<b>Operating Supplies</b>						
001	Gas & Oil	39,109	36,089	63,635	50,592	62,093	62,093
002	Books & Subscriptions	0	186	200	100	200	200
008	Supplies	87,619	84,286	74,000	79,550	100,250	100,250
014	Chemical Supplies	32,309	36,356	47,503	47,000	47,285	47,285
019	Uniforms & Clothing	6,471	6,154	7,160	6,940	7,160	7,160
030	Miscellaneous Tools	2,396	1,640	2,000	2,000	2,000	2,000
	Category Total	<u>167,903</u>	<u>164,711</u>	<u>194,497</u>	<u>186,182</u>	<u>218,988</u>	<u>218,988</u>
<b>(801)</b>	<b>Professional &amp; Contractual</b>						
001	Conferences & Workshops	844	651	1,150	840	1,150	1,150
002	Memberships & License	586	684	1,045	647	1,045	1,045
005	Fleet Insurance	6,646	7,635	7,942	7,942	8,026	8,026
006	Vehicle Maintenance	20,605	29,808	23,500	23,000	23,000	23,000
007	Equipment Maintenance	23,388	15,030	21,000	20,000	21,000	21,000
013	Education & Training	537	530	600	800	800	800
025	Utilities	89,313	87,782	102,823	94,550	97,550	97,550
029	Park Bldgs. Maintenance	5,873	8,009	6,000	14,000	6,000	6,000
056	Refuse Dumpster	5,601	5,939	10,787	10,454	10,787	10,787
066	Contract Services	85,776	90,576	97,800	115,300	131,800	131,800
	Category Total	<u>239,169</u>	<u>246,643</u>	<u>272,647</u>	<u>287,533</u>	<u>301,158</u>	<u>301,158</u>
	<b>DEPARTMENT TOTAL</b>	<u><b>1,458,380</b></u>	<u><b>1,481,380</b></u>	<u><b>1,651,235</b></u>	<u><b>1,684,807</b></u>	<u><b>1,760,272</b></u>	<u><b>1,760,272</b></u>

## CULTURAL ARTS DIVISION

The Special Services' Cultural Arts Division supports the positive influence of arts and culture in our community, both economically and socially, by answering the needs and desires expressed by our citizens. The Division offers a widely varied selection of educational and entertainment opportunities in all areas of the arts, seeking out high-quality professional instructors and performers. Division offerings include art, music and theater classes and productions, a wide range of summer camps, workshops and lessons, a concert series at the Farmington Players Barn Theatre and free summer concerts at Heritage Park. The Division's Public Art Program at the Farmington Hills City Hall opened the fourth exhibition in January 2017, showcasing over 90 works of art from both local and regional artists. The Division also presents ongoing art exhibits at the City Gallery, as well as Art on the Grand, the annual fine arts fair in downtown Farmington, bringing over 100 artists to the area from across the country. The Division supports the Festival of the Arts, in conjunction with the Farmington Community Arts Council and the Farmington Public Schools, and programs such as the Artist in Residence, Student Art Awards, Art of the Matter conference, and the Greater Farmington Film Festival.

The Division works with other cultural organizations in the State, such as the Michigan Council for the Arts and Cultural Affairs, as well as the Detroit Institute of Arts, Farmington Area Art Commission, the Farmington Community Arts Council, KickstART Farmington, Farmington Public Schools and PTA, 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. The Division also seeks out funding in the form of grants from various sources.

### GOALS

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

- Continuously evaluate all arts-related programs based on time, space and value to community. Monitor and maintain high quality of programming, while being aware of the need to keep programs affordable and competitively priced. (2, 6)
- Serve as an advocate for the intrinsic value of art and cultural programs to the community, sharing information about the economic and educational gains to our area available through the arts.(4,11)
- Work with the Farmington Community Arts Council and the Farmington Area Arts Commission to investigate ways to better serve the needs of individuals, organizations and businesses involved in all areas of the arts. (1, 6, 11)
- Renew and expand the Public Art Program at City Hall. (1, 4, 6)
- Expand the current Farmington Hills Youth Theatre offerings and continue to explore the idea of creating a larger regional Youth Theatre program.(1, 2, 6)
- Connect students with professional artists and performers at theatre camps, art camps, and the Festival of the Arts. (2, 4, 6, 11)

## **Cultural Arts Division**

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- Provide new, diverse and high-quality concerts that provide affordable entertainment for families. (1, 2, 6)
- Serve as an ongoing facilitator and/or supporter for large area art events, such as Art on the Grand, the Festival of the Arts, and the Greater Farmington Film Festival; seek out ideas for new festivals and events. (1, 6)
- Continue to support Division and Departmental promotional efforts. (1, 2, 11)
- Encourage increased volunteer inclusion in Division's events and services. (4)

### **PERFORMANCE OBJECTIVES**

- Using information gleaned from the Creative Census, and additional feedback from the community, continue to investigate strategies with the Farmington Hills Cultural Arts Division, the Farmington Community Arts Council, and the Farmington Area Arts Commission for ways to better serve the needs of individuals, organizations and businesses involved in all areas of the arts.
- Create and implement a new junior program for the Farmington Hills Youth Theatre, and continue to explore the idea of creating a larger regional Youth Theatre program.
- Evaluate community's needs and specific interests in the arts, in order to continue to satisfy current customers, add new patrons, and attract people to the area.
- Recognize and encourage young local artists and performers through programs such as the Student Art Awards and the Festival of the Arts, and through performance opportunities such as the "Young Classical Musician Showcase" at the Farmington Players Barn Theatre.
- Expand promotional efforts in order to build awareness of the available programs, the Department, and the arts in general.
- Continue to bring in new artists to participate in Art on the Grand, while supporting cooperative efforts between the Cities of Farmington Hills and Farmington, in order to introduce thousands of new visitors to our community.
- Enhance and support the activities of the Farmington Area Art Commission, including the Student Art Awards and Artist in Residence programs, as well as new educational projects such as the annual "Art of the Matter" student conference.
- Create new events to connect businesses with talented citizens in our community, such as art receptions and artist talks at City Hall.
- Connect students with professional artists and performers at theatre camps, art camps, and the Festival of the Arts.

## Cultural Arts Division

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- Develop new, more varied full-day summer camp offerings and classes, especially in the theater arts.
- Explore the possibility of including artwork from international artists in the Farmington Hills Public Art Program.

	<b>Performance Indicators</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>	<b>FY 2018-19 Estimated</b>
<b>Service Level</b>	Art, Dance and Music Class Participants	625	600	650
	Professional Concert Series, Special Events, Youth Theatre performances	9,500	9,500	10,800
	Summer Concerts Attendance (est.)	3,500	4,000	4,000
	Performance Classes, Youth Theatre	410	440	525
	Festival of the Arts Attendance (est.) Artist Awards, Art Receptions	1,550	1,700	1,800
	Art on the Grand Attendance (est.)	40,000	40,000	40,000
	Instrumental Lessons	250	350	375
<b>Efficiency</b>	Activity Expenditures as a % of General fund	0.73%	0.79%	0.81%

**STAFFING LEVELS**

Acct. 702 Title or Position	Authorized Positions		Requested Positions	Authorized Positions
	2016/17 Budget	2017/18 Budget	2018/19 Budget	2018/19 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
	2	2	2	2
<b>038 Part-time (FTE)</b>	1.47	1.47	1.47	1.47
<b>CULTURAL ARTS TOTAL</b>	3.47	3.47	3.47	3.47

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$16,064 or 3.7% increase from the current budget.
- The increase results primarily from higher personnel costs, operating supplies and professional and contractual services, partially offset by grants and sponsorships.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$27,999 or 6.2% increase from the FY 17/18 year-end projection and \$44,063 or 10.1% increase over the FY 17/18 budget.
- The increase results primarily from increased personnel costs as well as operating supplies and contractual service payments due to addition of new programs, partially offset by grants and sponsorships.

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 CURRENT BUDGET	2017-18 PROJECTED YEAR-END	2018-19 PROPOSED BUDGET
<b>Cultural Arts</b>	393,735	397,821	438,418	454,482	482,481



## Cultural Arts Division

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DEPARTMENT NUMBER: 775

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) Salaries &amp; Wages</b>						
010 Administrative & Clerical	118,231	121,125	128,502	128,125	130,768	130,768
038 Part-time	52,244	40,201	43,605	43,605	52,020	52,020
106 Sick & Vacation	0	2,573	0	2,574	0	0
112 Overtime	0	828	0	0	0	0
200 Social Security	12,627	11,959	13,328	13,155	14,228	14,228
250 Blue Cross/Optical/Dental	24,838	20,072	37,544	46,515	38,631	38,631
275 Life Insurance	197	197	204	200	206	206
300 Pension - DC	4,866	6,852	7,499	7,716	7,997	7,997
325 Longevity	1,270	1,338	2,111	2,089	3,190	3,190
350 Worker's Compensation	2,307	3,838	4,198	4,776	5,170	5,170
Category Total	<u>216,580</u>	<u>208,984</u>	<u>236,991</u>	<u>248,755</u>	<u>252,210</u>	<u>252,210</u>
<b>(740) Operating Supplies</b>						
002 Subscriptions	50	0	0	0	0	0
008 Supplies	34,588	31,293	31,142	31,142	39,527	39,527
010 Special Functions	32,816	31,153	32,950	34,450	34,375	34,375
Category Total	<u>67,454</u>	<u>62,446</u>	<u>64,092</u>	<u>65,592</u>	<u>73,902</u>	<u>73,902</u>
<b>(801) Professional &amp; Contractual</b>						
001 Conferences & Workshops	150	0	0	0	0	0
002 Memberships & Licenses	393	611	660	660	660	660
066 Contractual Services	109,158	125,780	136,675	139,475	155,709	155,709
Category Total	<u>109,701</u>	<u>126,391</u>	<u>137,335</u>	<u>140,135</u>	<u>156,369</u>	<u>156,369</u>
<b>Total Cultural Arts</b>	<u><b>393,735</b></u>	<u><b>397,821</b></u>	<u><b>438,418</b></u>	<u><b>454,482</b></u>	<u><b>482,481</b></u>	<u><b>482,481</b></u>

## 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.

In spite of a weak economy the number of rounds played per year is holding steady, except for weather related fluctuations. This further serves to verify the excellent reputation that 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)
- Complete implementation of new Driving Range ball dispenser hardware and software which will facilitate customer service and increase sales at the range. (11)
- Complete repaving of the cart paths on the Front 9 and repair parking lot at the clubhouse. (1,2)

### PERFORMANCE OBJECTIVES

- Complete ground restoration adjoining new cart paths.
- Continue parking lot maintenance around Clubhouse.
- Finish construction of cart paths on Front 9.
- Complete full implementation of software installation on Driving Range.
- Rebuild Ladies Tee on Hole 6 and repair Tees 5 & 13.
- Continue removal of dead trees and replacement with native species.
- Continue maintenance program for sewer pumps on course.
- Continue with maintenance program on cart rental fleet

Service Level	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
	Service Level	Total number of rounds	42,987	43,000
Resident		32,651	32,000	31,500
Non-Resident		10,336	11,000	11,000
9/18 Holes Weekdays		32,313	32,000	32,000
9/18 Holes Weekend		10,671	11,000	10,500
Seniors 9/18 hole		15,637	13,500	13,500
Efficiency	Total Revenue	\$1,199,332	\$1,198,829	\$1,195,500
	Cost for 9 holes of golf (weekday resident)	\$15.00	\$15.00	\$15.00
	Activity Expenditures as a % of General Fund	1.28%	1.35%	1.32%

**STAFFING LEVELS**

Acct.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>(780)</b>	<b>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)	11.46	11.41	11.43	11.43
	<b>GOLF COURSE TOTAL</b>	<b>13.46</b>	<b>13.41</b>	<b>13.43</b>	<b>13.43</b>

**Golf Division**

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**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$19,830 or 2.5% decrease over the current budget.
- The decrease results from projected \$13,200 lower than budgeted personnel costs, \$4,700 lower than budgeted operating supplies and \$1,900 less professional and contractual costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$12,465 or 1.6% increase from the FY 17/18 year-end projection and \$7,365 or 0.9% decrease over the FY 17/18 budget.
- The budget to budget decrease results from a reduction of \$5,500 in personnel costs and slight reductions in operating supplies (\$600) and professional and contractual services (\$1,300).

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Golf</b>	\$710,658	\$692,182	\$795,965	\$776,135	\$788,600

## Golf Division

### DEPARTMENT: 780

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>702</b>	<b>Salaries &amp; Wages</b>						
010	Salaries & Wages	103,479	105,116	107,331	106,973	108,952	108,952
038	Part-time	233,335	219,571	250,320	248,500	253,728	253,728
106	Sick & Vacation	3,052	5,857	22,520	5,900	5,500	5,500
112	Overtime	27,051	26,223	24,000	26,000	26,000	26,000
200	Social Security	28,661	27,847	31,387	30,341	30,631	30,631
250	Blue Cross/Optical/Dental	19,989	15,159	25,654	29,590	29,871	29,871
275	Life Insurance	197	197	204	200	206	206
325	Longevity	5,139	5,987	6,112	6,108	6,229	6,229
350	Worker's Compensation	3,165	5,716	6,311	7,048	7,202	7,202
	Category Total	<u>424,068</u>	<u>411,672</u>	<u>473,838</u>	<u>460,660</u>	<u>468,319</u>	<u>468,319</u>
<b>740</b>	<b>Operating Supplies</b>						
001	Gas & Oil	10,693	8,876	21,400	17,371	22,218	22,218
008	Supplies	45,360	35,383	35,371	34,700	34,600	34,600
009	Golf Pro Shop Merchandise	15,942	24,559	30,626	30,625	30,000	30,000
014	Fertilizer & Insect Control	61,517	43,680	52,700	52,700	52,700	52,700
019	Uniforms	2,165	2,654	3,788	3,749	3,788	3,788
	Category Total	<u>135,676</u>	<u>115,152</u>	<u>143,885</u>	<u>139,145</u>	<u>143,306</u>	<u>143,306</u>
<b>801</b>	<b>Professional &amp; Contractual</b>						
002	Memberships & Licenses	310	435	1,295	1,170	1,295	1,295
005	Fleet Insurance	387	421	375	375	379	379
006	Vehicle Maintenance	61	4,337	450	250	250	250
007	Equipment Maintenance	21,761	28,601	27,500	30,000	28,000	28,000
013	Education & Training	0	0	200	0	200	200
024	Printing Costs	940	3,254	2,800	2,800	2,800	2,800
025	Utilities	63,461	76,608	88,200	86,700	88,200	88,200
027	Radio Equipment Maint.	0	0	200	200	200	200
029	Maintenance & Building Repairs	6,463	4,012	7,691	6,520	6,520	6,520
056	Refuse Dumpster	2,074	1,496	3,681	3,005	3,681	3,681
066	Contractual Services	55,457	46,195	45,850	45,310	45,450	45,450
	Category Total	<u>150,914</u>	<u>165,359</u>	<u>178,242</u>	<u>176,330</u>	<u>176,975</u>	<u>176,975</u>
<b>GOLF TOTAL</b>		<u>710,658</u>	<u>692,182</u>	<u>795,965</u>	<u>776,135</u>	<u>788,600</u>	<u>788,600</u>

## RECREATION DIVISION

The Recreation Division continued to maintain a strong presence in the community in 2017 with high participation numbers in several areas. The Recreation Division continues to focus on outdoor programming, special events, camps, fitness programs, classes, and the development of new programs for people of all ages, abilities 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 developing sponsorships & partnerships. (2)
- Continue successful identification and implementation of new revenue producing programs. (2,6)
- Utilize available marketing resources. (2)
- Perform annual review of existing programs to continue, modify, eliminate or replace. (2,6)
- Continue to develop facilities and amenities to meet the needs of residents. (6)

### PERFORMANCE OBJECTIVES

- Creation of 10 new programs.
- Creation of 5 new sponsorships/partnerships.
- Increase number of participants.
- Recruit and train new full time Recreation Specialist.
- Continue to market utilizing existing and new resources.

	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
<b>Service Level</b>	Total participation hours	307,600	308,500	309,150
	Recreation programs offered	2,670	2,690	2,714
	Number of people participating in programs	29,400	29,900	29,920
	Number of new programs created	20	15	16
	Number of athletic field reservations	5,000	5,000	5,000
	Volunteer hours donated	7,600	7,900	7,800
<b>Efficiency</b>	Activity Expenditures as a % of General Fund	1.15%	1.13%	1.01%

**Recreation Division**

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$77,210 or 13.5% increase from the current budget.
- The increase results primarily from the cost of additional staffing and supplies for the Swimming, Teens and Nature Study Programs, and from the net of projected increases and decreases in a variety of programs. Revenue reflects an increase as well.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

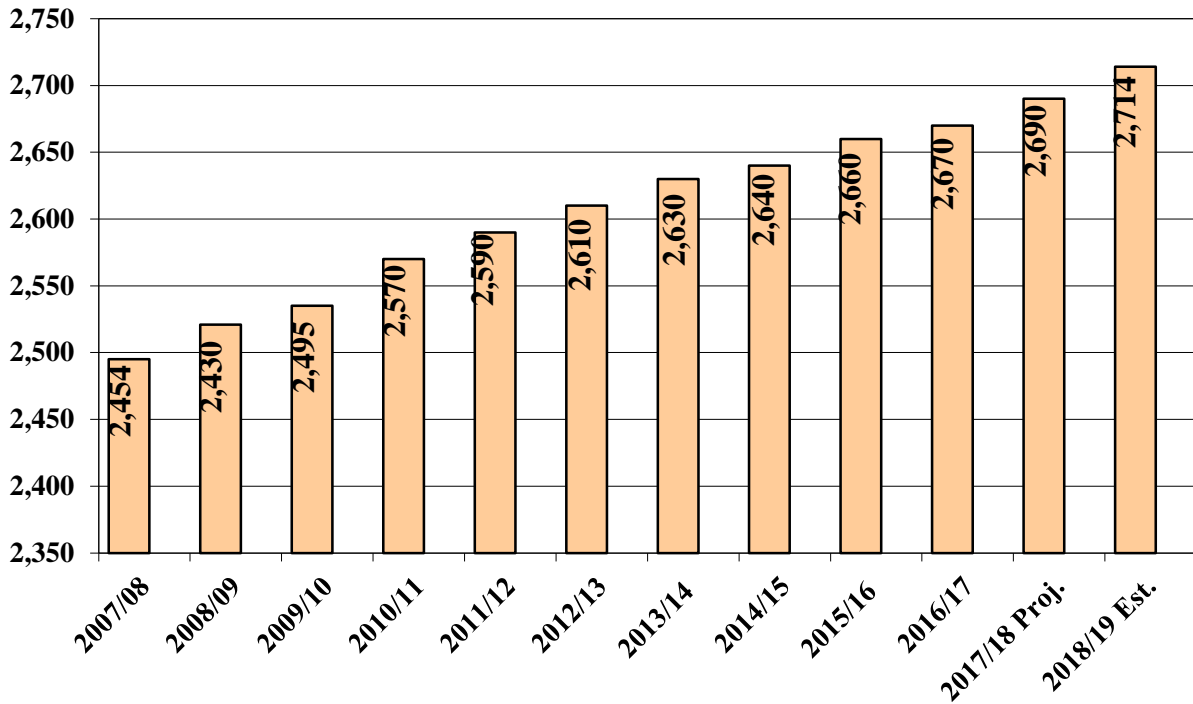
- \$46,015 or 7.1% decrease from the FY 17/18 year-end projection and \$31,195 or 5.5% increase from the FY 17/18 budget.
- The 18/19 budget increase results primarily from a projected increase in costs for the Swimming and Day Camp Programs along with the net of projected increases and decreases in a variety of programs. It is projected that additional program revenue will offset the additional expenditures.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Recreation</b>	\$555,310	\$622,232	\$572,504	\$649,714	\$603,699

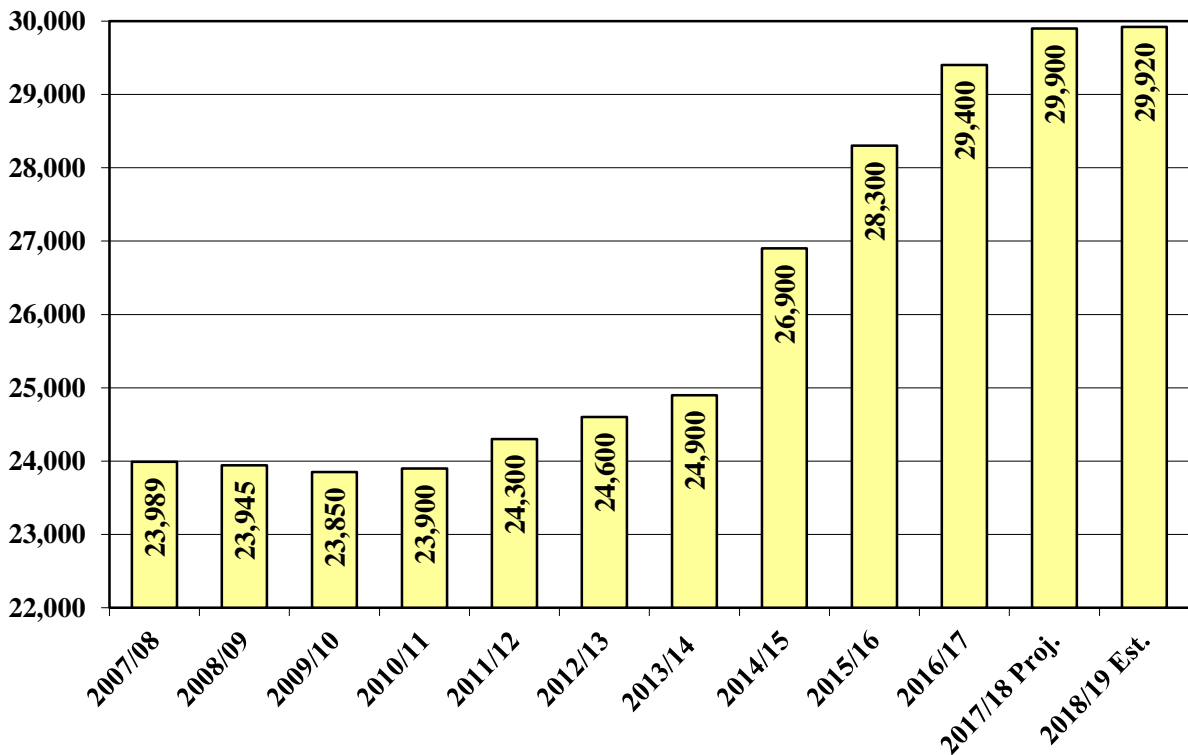
**DEPARTMENT NUMBER: 785**

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(965) RECREATION PROGRAMS</b>							
001	Over & Short	(484)	552	0	0	0	0
041	Swimming	159,020	172,475	150,108	169,922	161,108	161,108
045	After School Recreation	16,607	13,264	12,238	9,148	9,933	9,933
055	Day Camp	74,091	82,386	90,563	89,523	97,563	97,563
057	Gym	20,772	18,180	20,952	20,240	20,949	20,949
060	Classes	33,414	32,481	33,984	34,619	32,105	32,105
065	Tennis Lessons	3,883	2,192	3,738	3,913	3,738	3,738
070	Golf	5,143	5,612	5,540	6,314	5,770	5,770
075	Softball	4,512	5,301	8,820	8,975	8,820	8,820
105	Special Events	30,250	32,177	30,321	30,315	30,291	30,291
110	Youth Soccer	10,532	8,263	9,360	9,447	9,360	9,360
120	Youth Basketball	14,877	12,450	14,936	15,946	14,930	14,930
170	Teen Programs	20,718	31,783	23,531	35,734	27,531	27,531
200	Social Security	22,600	25,799	23,050	23,017	26,640	26,640
208	Adult Chorus	5,674	6,592	7,700	4,931	7,700	7,700
212	Nature Study	41,004	66,030	34,658	76,658	34,616	34,616
213	Archery	49,905	54,358	53,000	56,517	56,800	56,800
216	Safety Town	4,363	7,028	7,541	7,222	7,538	7,538
218	Children's Travel	35,337	38,970	36,264	38,655	38,464	38,464
219	Sled Hill	0	51	0	0	0	0
350	Worker's Compensation	3,090	6,287	6,200	8,618	9,843	9,843
<b>TOTAL REC. PROGRAMS</b>		<b>555,310</b>	<b>622,232</b>	<b>572,504</b>	<b>649,714</b>	<b>603,699</b>	<b>603,699</b>

### KEY DEPARTMENT TRENDS TOTAL PROGRAM ACTIVITIES

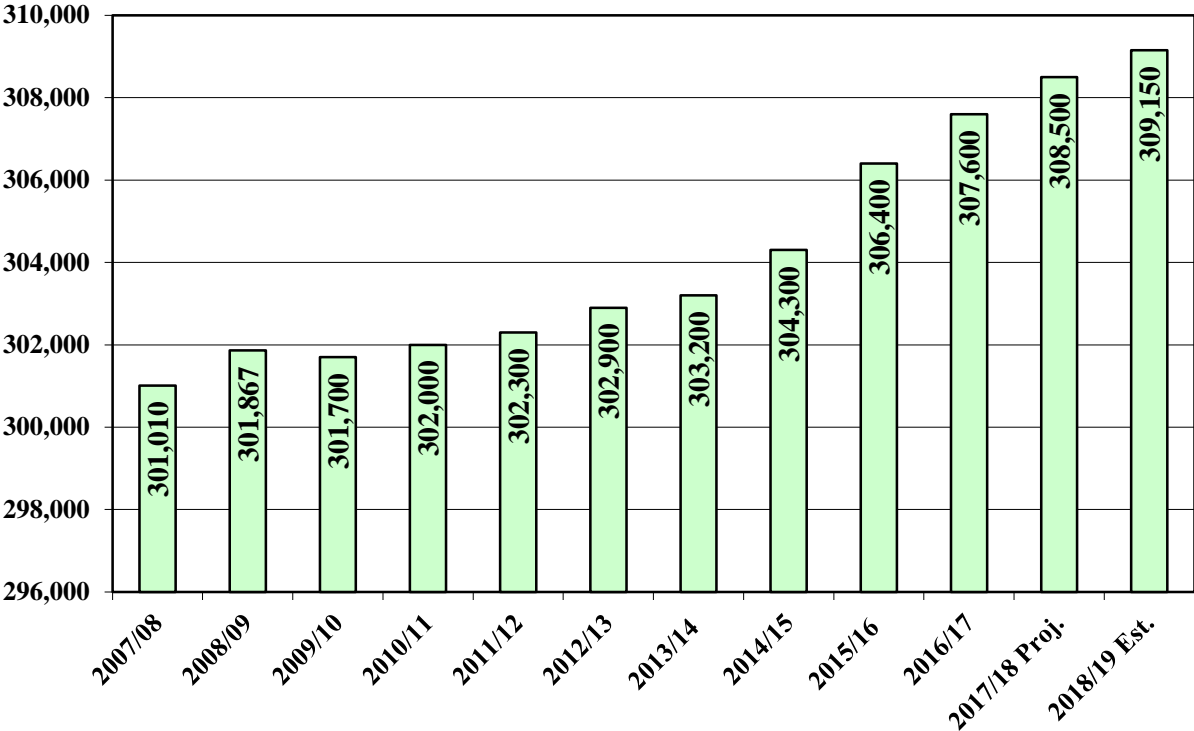


### NUMBER OF PROGRAM ENROLLEES





**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
- Figure Skating Club
- Private Contract Ice time
- High School Hockey Teams
- High School Figure Skating Teams
- Adult Hockey Leagues
- Public Open Skating Sessions
- Hockey Clinics and Schools
- Youth Center Ice Time
- Ice Soccer

## GOALS

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

- Utilize mobile options (e-mail, texting, etc.) for booking ice time, registration receipts, confirmations, communications and promotion of programs and activities. (2)
- Upgrade outdated equipment to be more efficient, cost effective, and sustainable. (10)
- Continue to provide the community with a first-class facility offering the best in programming and services at an affordable price. (1, 2, 6)
- Continue to improve and promote web-based registration for Arena programs through the city website. (2)
- Increase program enrollment by proactively promoting and marketing through specialized flyers, emails, mailing, and other various media forms. (2, 11)
- Utilize available means to promote and increase awareness of Arena programs and activities, including social networking. (6, 11)
- Identify and implement new revenue producing programs, activities, and events. (2)
- Work cooperatively with Recreation and Youth & Family Services to promote the After School Program. (2, 6)

- Continue collaboration and develop enhanced partnerships with user associations. (2, 6)
- Utilize social media for publicizing, communications and promotion of programs and activities. (2)
- Research and analyze current data from ice arenas around the country for benchmarks and best practices. (2, 6)
- Continue to explore opportunities presented by the Riley Skate Park near the Ice Arena, the baseball diamonds, the disc golf course, the fishing pier, and the soccer fields. (1, 2, 6)

### **PERFORMANCE OBJECTIVES**

- Renovate and upgrade the 23 year old arena to maintain its state-of-the-art attractiveness
- 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, including hosting State and National Tournaments and events.
- Increase new skater registration in Arena programs and activities in partnership with the Little Caesars Farmington Hills Hockey Association.
- Promote efficient and effective operations to provide the most affordable skating activities and programs.
- Teach and grow the sport of skating, for all ability levels, in a safe and enjoyable environment.
- Provide Youth Hockey Association activities and programs that meet the needs of both house and travel players to increase membership and participation.
- Host United States Ice Rink Association Training events.
- Continue to grow offerings to the Adult Hockey League players

Service Level	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
	Number of participants at open skate	17,500	16,500	15,500
Learn to Skate Class Participation	1,000	1,050	1,100	
Efficiency	Inside concession revenue	\$79,000	\$80,000	\$85,000
	Outside concession revenue	\$32,000	\$36,000	\$40,000
	Activity Expenditures as a % of General Fund	1.77%	1.89%	1.99%

## STAFFING LEVELS

Acct. No.	Title or Position	Authorized Positions		Requested Positions	Authorized Positions
		16/17 Budget	17/18 Budget	18/19 Budget	18/19 Budget
<b>702</b>	<b>ICE ARENA ADMINISTRATION</b>				
<b>(010)</b>	<b>Salaries &amp; Wages</b>				
	Ice Arena Manager	1	1	1	1
	Arena Maintenance Supervisor	1	1	1	1
	Ice arena Supervisor	1	1	1	1
	Total	3	3	3	3
<b>(038)</b>	<b>Part-Time (FTE)</b>	7.13	7.38	6.88	6.88
	<b>ADMINISTRATION TOTAL</b>	<b>10.13</b>	<b>10.38</b>	<b>9.88</b>	<b>9.88</b>
<b>703</b>	<b>ICE ARENA CONCESSION STAND</b>				
<b>(038)</b>	<b>Part Time (FTE)</b>	3.03	3.03	3.28	3.28
	<b>CONCESSION STAND TOTAL</b>	<b>3.03</b>	<b>3.03</b>	<b>3.28</b>	<b>3.28</b>
	<b>ICE ARENA TOTAL</b>	<b>13.16</b>	<b>13.41</b>	<b>13.16</b>	<b>13.16</b>

### FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –

- \$13,002 or 1.2% decrease from the current budget.
- The increase results primarily from projected lower than budgeted personnel costs.

### FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –

- \$105,207 or 9.7% increase from the FY 17/18 year-end projection and \$92,205 or 8.4% increase over the FY 17/18 budget.
- The budget to budget increase is primarily due to the purchase of an ice resurfacing machine in FY 18/19.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Ice Arena</b>	\$1,071,472	\$959,208	\$1,095,998	\$1,082,996	\$1,188,203

**DEPARTMENT NUMBER: 790**

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(702) Admin. Salaries &amp; Wages</b>						
010 Administrative & Clerical	160,660	164,274	169,691	169,330	173,277	173,277
038 Part-time	145,222	147,183	183,000	160,000	180,000	180,000
106 Sick & Vacation	7,296	8,907	9,462	9,035	9,768	9,768
112 Overtime	0	0	500	500	500	500
200 Social Security	24,306	24,711	28,385	26,241	28,506	28,506
250 Blue Cross/Optical/Dental	49,754	48,975	58,309	69,270	67,413	67,413
275 Life Insurance	690	702	741	714	761	761
300 Pension - DC	4,296	6,231	6,592	6,868	7,033	7,033
325 Longevity	7,215	8,008	8,375	8,354	9,085	9,085
350 Worker's Compensation	2,262	3,988	4,638	5,125	5,366	5,366
Category Total	401,702	412,980	469,693	455,437	481,709	481,709
<b>(703) Concession Salaries &amp; Wages</b>						
038 Part-time	54,973	61,613	61,265	61,314	68,578	68,578
112 Overtime	0	0	350	350	350	350
200 Social Security	4,206	4,714	4,714	4,718	5,273	5,273
350 Worker's Compensation	398	773	770	885	993	993
Category Total	59,577	67,099	67,099	67,267	75,194	75,194
<b>(740) Operating Supplies</b>						
001 Gas & Oil	1,251	880	1,750	1,500	1,500	1,500
002 Books & Subscriptions	230	200	150	200	150	150
008 Supplies	90,205	83,005	95,580	95,580	95,580	95,580
019 Uniforms & Cleaning	669	979	850	850	850	850
030 Miscellaneous Tools	154	0	100	100	100	100
035 Bank Credit Card Charges	5,241	6,657	6,600	6,600	6,600	6,600
Category Total	97,751	91,721	105,030	104,830	104,780	104,780
<b>(801) Professional &amp; Contractual</b>						
002 Memberships & Licenses	4,297	4,582	5,000	5,000	5,000	5,000
007 Office Equip. Maintenance	5,316	4,040	4,500	5,786	4,500	4,500
008 Arena Equip. Maintenance	18,245	9,089	11,000	11,000	11,000	11,000
013 Education & Training	0	9	300	300	300	300
024 Printing Costs	1,045	257	5,500	5,500	4,000	4,000
025 Utilities	269,262	277,339	291,380	291,380	291,380	291,380
029 Building Maintenance	76,652	43,255	61,596	61,596	50,440	50,440
066 Contract Services	37,547	48,837	48,800	48,800	48,800	48,800
068 Non-Ice Activities	1,100	0	1,100	1,100	1,100	1,100
Category Total	413,466	387,407	429,176	430,462	416,520	416,520
<b>(970) Capital Outlay</b>						
004 Recreation Equipment	0	0	0	0	110,000	110,000
036 Building Improvements	98,976	0	25,000	25,000	0	0
Category Total	98,976	0	25,000	25,000	110,000	110,000
<b>TOTAL</b>	<b>1,071,472</b>	<b>959,208</b>	<b>1,095,998</b>	<b>1,082,996</b>	<b>1,188,203</b>	<b>1,188,203</b>

**CAPITAL OUTLAY**

Department Number 790

Acct.			Unit	Budget	Manager's Budget	
970	Quantity	Item Description	Cost	Request	Quantity	Amount
<b>004</b>		<b>Recreation Equipment</b>				
	1	Ice Resurfacing Machine		110,000	1	\$110,000
				<u>\$110,000</u>		<u>\$110,000</u>
		<b>CAPITAL OUTLAY TOTAL</b>		<b><u>\$110,000</u></b>		<b><u>\$110,000</u></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, as well as City Road Millage Property Taxes.

**The Municipal Street Fund** was established to account for up to a 2 Mills (\$2.00 per \$1,000 of Taxable Value) levy approved by the electorate of the City in November 2014, effective July 2015 for ten years. These funds are dedicated for the City's local match to Major Road grant funded Projects and Local Road special assessment projects, as well as preventative maintenance treatments on both Major and Local Roads.

**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 and/or meet criteria for the City's deferment program.

### **Recreation –**

**The Parks Millage Fund** provides for the accounting and budgeting of up to 0.5000 Mill (\$0.5000 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 June 30, 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 originally 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 in November 1995. This millage has been utilized to fund the Police and Fire Departments. The original millage was renewed in November 2003 for a ten-year period beginning July 2006. Up to an additional 0.5 mill was also approved at that time. The renewed and additional millage became effective with the July 2006 levy. In November 2015 voters passed a renewal of the Headlee Rolled back 1.4764 millage. This renewal becomes effective in July 2016 and expires June 30, 2026. An additional 1.7 mills were approved in 2011, effective July 2012 for ten years and expires June 30, 2022.

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

## **Special Revenue Funds**

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### **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 four special millages:

- Up to 0.5000 Mill (\$0.50 per \$1,000 Taxable Value) for Parks acquisition and development.
- Up to 1.4764 (\$1.4764 per \$1,000 Taxable Value) for Police and Fire Public Safety.
- Up to 1.7000 (\$1.7000 per \$1,000 Taxable Value) for Police and Fire Public Safety.
- Up to 2.0000 Mills (\$2.00 per \$1,000 Taxable Value) for Major and Local Roads.

These millages have been or could be 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 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, 2018</b>	<b>\$8,943,771</b>	<b>\$463,392</b>	<b>\$2,720,045</b>	<b>\$0</b>	<b>\$12,127,208</b>
<b>REVENUES</b>					
Property Taxes	6,447,941	1,573,399	10,241,080	0	<b>18,262,420</b>
Intergovernmental	9,500,582	338,503	100,000	305,278	<b>10,244,363</b>
Interest Income	110,500	13,310	80,000	0	<b>203,810</b>
Special Assessments	1,020,372	0	0	0	<b>1,020,372</b>
Miscellaneous	185	168,526	0	35,000	<b>203,711</b>
<b>Total Revenues</b>	<b>17,079,580</b>	<b>2,093,738</b>	<b>10,421,080</b>	<b>340,278</b>	<b>29,934,676</b>
<b>EXPENDITURES</b>					
Highways & Streets	17,856,911	0	0	0	<b>17,856,911</b>
Public Safety	0	0	10,618,731	0	<b>10,618,731</b>
Land Acquisition, Capital Improvements and Other	1,110	916,739	547,000	340,278	<b>1,805,127</b>
<b>Total Expenditures</b>	<b>17,858,021</b>	<b>916,739</b>	<b>11,165,731</b>	<b>340,278</b>	<b>30,280,769</b>
Revenues over/(under) Expenditures	(778,441)	1,176,999	(744,651)	0	<b>(346,093)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfers In	6,487,141	34,500	0	0	<b>6,521,641</b>
Transfers Out	(7,699,267)	(1,307,850)	0	0	<b>(9,007,117)</b>
<b>Total</b>	<b>(1,212,126)</b>	<b>(1,273,350)</b>	<b>0</b>	<b>0</b>	<b>(2,485,476)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(1,990,567)	(96,351)	(744,651)	0	<b>(2,831,569)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$6,953,203</b>	<b>\$367,041</b>	<b>\$1,975,394</b>	<b>\$0</b>	<b>\$9,295,639</b>

<p><b>SPECIAL REVENUE FUNDS</b>  <b>INFRASTRUCTURE FUNDS SUMMARY</b></p>
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	Municipal Street Fund #201	Major Roads Fund #202	Local Roads Fund #203	Deferred Special Assessment Fund #255	Total Infrastructure Funds
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$30,117</b>	<b>\$4,887,532</b>	<b>\$3,972,924</b>	<b>\$53,197</b>	<b>\$8,943,771</b>
<b>REVENUES</b>					
Property Taxes	6,447,941	0	0	0	6,447,941
Intergovernmental	0	7,280,571	2,220,011	0	9,500,582
Interest Income	40,000	30,000	40,000	500	110,500
Special Assessments	0	0	1,020,372	0	1,020,372
Miscellaneous	0	185	0	0	185
<b>Total Revenues</b>	<b>6,487,941</b>	<b>7,310,756</b>	<b>3,280,383</b>	<b>500</b>	<b>17,079,580</b>
<b>EXPENDITURES</b>					
Highways & Streets	0	12,542,938	5,313,973	0	17,856,911
Land Acquisition, Capital Improvements and Other	800	0	0	310	1,110
<b>Total Expenditures</b>	<b>800</b>	<b>12,542,938</b>	<b>5,313,973</b>	<b>310</b>	<b>17,858,021</b>
Revenues over/(under) Expenditures	6,487,141	(5,232,182)	(2,033,590)	190	(778,441)
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfers In	0	4,262,141	2,225,000	0	6,487,141
Transfers Out	(6,487,141)	0	(1,212,126)	0	(7,699,267)
	(6,487,141)	4,262,141	1,012,874	0	(1,212,126)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(970,041)	(1,020,716)	190	(1,990,567)
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$30,117</b>	<b>\$3,917,491</b>	<b>\$2,952,208</b>	<b>\$53,387</b>	<b>\$6,953,203</b>

<p><b>SPECIAL REVENUE FUNDS RECREATION FUNDS SUMMARY</b></p>
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	Nutrition Fund #281	Parks & Recreation Millage Fund #410	Total Recreation Funds
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$0</b>	<b>\$463,392</b>	<b>\$463,392</b>
<b>REVENUES</b>			
Property Taxes	0	1,573,399	1,573,399
Intergovernmental	298,503	40,000	338,503
Interest Income	310	13,000	13,310
Miscellaneous	168,526	0	168,526
<b>Total Revenues</b>	<b>467,339</b>	<b>1,626,399</b>	<b>2,093,738</b>
<b>EXPENDITURES</b>			
Land Acquisition, Capital Improvements and Other	501,839	414,900	916,739
<b>Total Expenditures</b>	<b>501,839</b>	<b>414,900</b>	<b>916,739</b>
Revenues over/(under) Expenditures	(34,500)	1,211,499	1,176,999
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In	34,500	0	34,500
Transfers Out	0	(1,307,850)	(1,307,850)
<b>Total</b>	<b>34,500</b>	<b>(1,307,850)</b>	<b>(1,273,350)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(96,351)	(96,351)
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$0</b>	<b>\$367,041</b>	<b>\$367,041</b>

<p><b>SPECIAL REVENUE FUNDS</b>  <b>PUBLIC SAFETY FUNDS SUMMARY</b></p>
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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, 2018</b>	<b>\$2,047,486</b>	<b>\$295,797</b>	<b>\$376,762</b>	<b>\$2,720,045</b>
<b>REVENUES</b>				
Property Taxes	10,241,080	0	0	<b>10,241,080</b>
Intergovernmental	100,000	0	0	<b>100,000</b>
Interest Income	80,000	0	0	<b>80,000</b>
<b>Total Revenues</b>	<b>10,421,080</b>	<b>0</b>	<b>0</b>	<b>10,421,080</b>
<b>EXPENDITURES</b>				
Public Safety	10,551,200	18,681	48,850	<b>10,618,731</b>
Land Acquisition, Capital Improvements and Other	0	250,000	297,000	<b>547,000</b>
<b>Total Expenditures</b>	<b>10,551,200</b>	<b>268,681</b>	<b>345,850</b>	<b>11,165,731</b>
Revenues over/(under) Expenditures	(130,120)	(268,681)	(345,850)	<b>(744,651)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(130,120)	(268,681)	(345,850)	<b>(744,651)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$1,917,366</b>	<b>\$27,116</b>	<b>\$30,912</b>	<b>\$1,975,394</b>

## MUNICIPAL STREET FUND

This Fund provides for the accounting and budgeting of the voter approved up to 2.00 Mill special Road Millage. Revenue is calculated by multiplying the eligible taxable value by the City Council approved millage rate and reducing the figure for estimated delinquent personal property taxes. The millage was approved by the electorate in November 2014, effective July 2015 for ten years.

### **Revenue**

This Fund receives revenue from the special millage levy, industrial facilities tax payments and interest income. Overall tax revenue will increase by 3.0% in FY 18/19 from an increase in taxable value, partially offset by a Headlee Rollback of the millage, as shown below.

CITY OF FARMINGTON HILLS  
MUNICIPAL STREET FUND

#### **Ad Valorem**

##### **Real Property:**

	FY 17/18	FY 18/19
Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$2,981,812,480	\$3,098,570,150
Millage Rate	1.9738	1.9593
Real Property Tax Levy	\$5,885,501	\$6,071,028

##### **Personal Property:**

Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$199,414,870	\$195,872,700
Millage Rate	1.9738	1.9593
Personal Property Tax Levy	\$393,605	\$383,773
Estimated Collections after Delinquencies	\$373,925	\$376,098

Total Ad Valorem	\$6,259,426	\$6,447,126
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#### **IFT**

##### **Real Property:**

	FY 17/18	FY 18/19
Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$107,530	\$109,780
Millage Rate	0.9869	0.9796
Real Property Tax Levy	\$106	\$108

##### **Personal Property:**

Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$821,820	\$736,580
Millage Rate	0.9869	0.9796
Personal Property Tax Levy	\$811	\$722
Estimated Collections after Delinquencies	\$811	\$707

Total IFT	\$917	\$815
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## Municipal Street Fund

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### Expenditures

The Municipal Street Fund intends to appropriate 100% of its tax revenue to the Major and Local Road Funds in FY 2018/19 for the City's local match to Major Road grant funded Projects, Local Road special assessment Projects, as well as preventative maintenance treatments on both Major and Local Roads.

### Fund Balance

Fund Balance is projected to be \$30,117 at June 30, 2019.

### FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –

- No change from the current budget.

### FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –

- \$196,445 or 3.12% increase from the FY 17-18 year-end projection.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
Municipal Street Fund	\$5,045,349	\$7,358,991	\$6,291,496	\$6,291,496	\$6,487,941

**Municipal Street Fund**

**MUNICIPAL STREET FUND**

FUND NUMBER: 201

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>		<b>0</b>	<b>1,180,627</b>	<b>21,270</b>	<b>21,270</b>	<b>30,117</b>	<b>30,117</b>
<b>REVENUES</b>							
403 008	Road Millage Property Tax	6,217,175	6,171,999	6,270,578	6,259,426	6,447,126	6,447,126
031	IFT Payments	1,515	1,032	917	917	815	815
664 005	Interest Income	7,286	26,603	20,000	40,000	40,000	40,000
<b>TOTAL REVENUES</b>		<b>6,225,976</b>	<b>6,199,634</b>	<b>6,291,496</b>	<b>6,300,343</b>	<b>6,487,941</b>	<b>6,487,941</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		<b>6,225,976</b>	<b>6,199,634</b>	<b>6,291,496</b>	<b>6,300,343</b>	<b>6,487,941</b>	<b>6,487,941</b>
<b>(500) EXPENDITURES</b>							
996 003	Miscellaneous/Audit Expenditures	0	750	750	750	800	800
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>800</b>	<b>800</b>
<b>(299) OTHER FINANCING USES</b>							
801 202	Transfer to Major Road Fund	2,795,349	3,679,121	4,235,125	4,235,125	4,262,141	4,262,141
801 203	Transfer to Local Road Fund	2,250,000	3,679,120	2,055,621	2,055,621	2,225,000	2,225,000
<b>TOTAL OTHER FINANCING USES</b>		<b>5,045,349</b>	<b>7,358,241</b>	<b>6,290,746</b>	<b>6,290,746</b>	<b>6,487,141</b>	<b>6,487,141</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>5,045,349</b>	<b>7,358,991</b>	<b>6,291,496</b>	<b>6,291,496</b>	<b>6,487,941</b>	<b>6,487,941</b>
Revenue over/(under) Expenditures		1,180,627	(1,159,357)	0	8,847	0	0
<b>FUND BALANCE AT JUNE 30</b>		<b>1,180,627</b>	<b>21,270</b>	<b>21,270</b>	<b>30,117</b>	<b>30,117</b>	<b>30,117</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 approximately 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 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
Service Level	Pothole Patching - tons of cold patch	62	50	50
	Pavement Replacement --tons of asphalt	5,900	5,700	5,800
	Pavement Replacement - yards of 8" concrete	7,800	11,650	12,000
	Joint Sealing/Overband-pounds	356,020	340,000	350,000
	Sweeping – curb miles	370	380	380
	Snow/Ice Control – tons of salt	3,520	5,500	5,500
	Storm Drain Structure Repairs – each	35	40	40
	Ditching – lineal feet	2,255	3,000	3,000
	Traffic Counts - approaches	0	40	40
	Roadside Cleanup – roadside miles	1,185	1,190	1,190
	Roadside Mowing – swath mile (5 ft. wide cut)	445	445	445
	Lawn Mowing – acres	604	604	604
	Sign Install/Repair – each	35	40	50
	Efficiency	Maintenance cost/major road mile	82,558	85,414
Miles per Road Maintenance personnel.		2.9	2.8	2.8
Major Road mileage		58	58	58

## **REVENUE/OTHER FINANCING SOURCES – FY 2018/19**

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

### **Intergovernmental Revenue:**

**Gas & Weight Tax (Act 51)** – This 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, which comprises approximately 48% of the budgeted resources needed to fund the Major Road Fund, is projected to increase by approximately 6% for FY 2018/19, based on MDOT estimates of Gas & Weight Tax.

**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.

**METRO Act Franchise Fees** – This is an annual maintenance fee assessed on all telecommunications providers operating in the City’s Right-of-Way (R.O.W.). The fee which is collected by the State and distributed to the City once each year, is five cents per linear foot of public right-of-way used. The fees collected can only be used for City right-of-way purposes.

**Other Government Contributions** - This source of revenue is primarily from Oakland County for jointly funded Road Projects.

**Federal/State Grants** - These sources of revenue are Federal Grants passed through MDOT to pay for the design of the reconstruction of Orchard Lake between 13 Mile Road and 14 Mile Road.

## Major Roads

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### Other Revenue:

**Miscellaneous Income** – Minimal revenue is projected in 18/19.

**Interest on Investments** – Consistent revenue is projected for 18/19.

### Other Financing Sources:

**Municipal Street Fund** – This is an appropriation of the Road Millage property tax funds to pay for preventative maintenance treatments and the City’s local match to Grant funded infrastructure Projects.

## **EXPENDITURES/OTHER FINANCING USES**

### **FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$3,358,505 or 28.3% decrease from the current budget.
- The decrease results primarily from less projected construction expenditures compared to budget due to projects that will completed after June 30, 2018.

### **FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$4,068,578 or 48.0% increase from the FY 17-18 year-end projection, and \$710,073 or 6% increase from the FY 17-18 budget.
- The budget to budget increase results primarily from increased construction (\$701,500), routine maintenance (\$53,500) and winter maintenance (\$242,700) costs, partially offset by decreased traffic service (\$43,900) and administrative costs (\$18,800), and a lower transfer to the local roads fund (\$225,000).
- Fund balance is projected to be \$3,917,491 or 31.2% of Total Expenditures and Other Financing Uses at June 30, 2019.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Major Road Fund</b>	\$7,232,899	\$10,349,367	\$11,832,865	\$8,474,360	\$12,542,938

## Major Roads

### MAJOR ROAD FUND

FUND NUMBER: 202

Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>2,984,378</b>	<b>3,601,945</b>	<b>2,464,605</b>	<b>2,464,605</b>	<b>4,887,532</b>	<b>4,887,532</b>
<b>REVENUES</b>						
Intergovernmental Revenues						
Gas & Weight Tax (Act 51)	4,122,242	4,760,085	5,586,000	5,633,761	5,984,471	5,984,471
State of Michigan - General Fund Appropriator	73,672	0	0	428,477	0	0
Build Michigan Program Revenue	132,725	132,694	132,700	132,700	132,700	132,700
Metro Act Franchise	287,659	280,831	220,000	220,000	220,000	220,000
Other Government (County, etc.)	352,342	0	176,900	117,161	206,900	206,900
Federal/State Grants	54,367	338,311	741,072	99,878	736,500	736,500
<b>Total Intergovernmental Revenues</b>	<b>5,023,007</b>	<b>5,511,920</b>	<b>6,856,672</b>	<b>6,631,977</b>	<b>7,280,571</b>	<b>7,280,571</b>
Miscellaneous Income	129	187	129	185	185	185
Interest on Investments	31,981	3,808	23,000	30,000	30,000	30,000
<b>Total Other Revenues</b>	<b>32,110</b>	<b>3,995</b>	<b>23,129</b>	<b>30,185</b>	<b>30,185</b>	<b>30,185</b>
<b>TOTAL REVENUES</b>	<b>5,055,117</b>	<b>5,515,915</b>	<b>6,879,801</b>	<b>6,662,162</b>	<b>7,310,756</b>	<b>7,310,756</b>
<b>OTHER FINANCING SOURCES</b>						
Contributions from Other Funds:						
Other Govt Contrib	0	16,991	0	0	0	0
Municipal Street Fund	2,795,349	3,679,121	4,235,125	4,235,125	4,262,141	4,262,141
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>2,795,349</b>	<b>3,696,112</b>	<b>4,235,125</b>	<b>4,235,125</b>	<b>4,262,141</b>	<b>4,262,141</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>7,850,466</b>	<b>9,212,027</b>	<b>11,114,926</b>	<b>10,897,287</b>	<b>11,572,897</b>	<b>11,572,897</b>

## Major Roads

FUND NUMBER: 202

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>EXPENDITURES</b>							
<b>(451) CONSTRUCTION</b>							
	Category Total	1,994,467	5,380,760	6,516,936	2,937,396	7,218,467	7,218,467
<b>(463) ROUTINE MAINTENANCE</b>							
011	Surface Maint - Labor	442,502	416,422	566,356	438,450	433,735	433,735
012	Surface Maint - Equip Rent	243,000	118,300	246,700	110,000	110,000	110,000
013	Surface Maint - Materials	34,927	36,964	56,700	56,700	56,700	56,700
014	Joint Sealing Program	294,849	343,046	414,100	414,100	366,400	366,400
015	Pavement Replacement	1,990,363	1,590,665	1,260,000	1,510,000	1,500,000	1,500,000
016	Surface Maint - Contract	24,026	30,078	50,000	35,000	35,000	35,000
021	Guard Rails - Labor	9,687	538	11,793	21,387	21,772	21,772
022	Guard Rails - Equip Rent	2,000	136	2,000	11,000	11,000	11,000
023	Guard Rails - Materials	76	257	2,000	2,000	2,000	2,000
024	Guard Rails - Contract	60,654	9,125	45,000	45,000	45,000	45,000
031	Sweep & Flush - Labor	19,263	19,983	23,452	21,387	21,772	21,772
032	Sweep & Flush - Equip Rent	35,500	24,174	36,000	11,000	11,000	11,000
033	Sweep & Flush - Materials	0	0	3,000	3,000	3,000	3,000
034	Sweep & Flush - Contract	16,932	20,360	33,000	26,500	27,000	27,000
041	Shoulder Maint - Labor	19,263	11,591	23,452	21,387	21,772	21,772
042	Shoulder Maint - Equip Rent	25,400	22,003	25,800	22,000	22,000	22,000
051	Forestry Maint - Labor	77,163	57,850	93,942	64,161	65,317	65,317
052	Forestry Maint - Equip Rent	40,600	38,525	41,200	22,000	22,000	22,000
054	Forestry Maint - Contract	70,530	114,082	110,100	110,000	117,000	117,000
061	Drain Structures - Labor	19,263	86,489	23,452	85,547	87,090	87,090
062	Drain Structures - Equip	15,200	44,635	15,500	22,000	22,000	22,000
063	Drain Structures - Mat	11,731	3,477	10,000	10,000	10,000	10,000
064	Drain Structures - Contract	49,416	43,250	40,600	40,600	40,600	40,600
066	Sump Pump & Catch Basin Rehab -	0	0	68,200	68,200	68,200	68,200
071	Ditching & Bk Slope - Labor	57,900	32,583	70,332	42,774	43,545	43,545
072	Ditching & Bk Slope - Equip	27,000	35,894	27,400	33,000	33,000	33,000
073	Ditching & Bk Slope - Mat	11,970	12,317	14,000	14,000	14,000	14,000
081	Road Cleanup - Labor	19,263	56,754	23,452	64,161	65,317	65,317
082	Road Cleanup - Equip Rent	10,200	13,385	10,400	11,000	11,000	11,000
083	Road Cleanup - Materials	0	222	0	0	0	0
091	Grass/Weed - Labor	52,396	76,611	63,789	85,547	87,090	87,090
092	Grass/Weed - Equip Rental	20,300	45,287	20,600	22,000	22,000	22,000
093	Grass/Weed - Materials	68	124	3,500	2,500	2,500	2,500
094	Grass/Weed - Contract	239,254	304,542	305,000	330,000	395,500	395,500
	Category Total	3,940,698	3,609,668	3,740,820	3,776,401	3,794,310	3,794,310

## Major Roads

FUND NUMBER: 202

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(474) TRAFFIC SERVICES - MAINT.</b>							
011	Sign Maint - Labor	106,112	20,751	129,186	21,387	21,772	21,772
012	Sign Maint - Equip Rent	15,200	4,271	15,500	11,000	11,000	11,000
013	Sign Maint - Materials	35,990	26,066	18,000	27,000	27,000	27,000
024	Signal Maint - Contract	121,475	164,463	155,000	170,000	175,000	175,000
031	Pavement Striping - Labor	2,202	0	2,680	21,387	21,772	21,772
032	Pavement Striping - Equip	1,000	0	1,100	11,000	11,000	11,000
033	Pavement Striping - Mat.	0	0	500	500	500	500
034	Pavement Striping - Contract	142,003	143,514	183,200	183,200	183,200	183,200
041	Traffic Count - Labor	14,089	1,939	17,154	21,387	21,772	21,772
042	Traffic Count - Equip Rent	5,500	2,479	5,600	11,000	11,000	11,000
043	Traffic Counts - Other	395	65	4,500	4,500	4,500	4,500
050	Overhead Lighting	30,946	13,728	25,000	42,125	25,000	25,000
	Category Total	<u>474,912</u>	<u>377,277</u>	<u>557,420</u>	<u>524,486</u>	<u>513,516</u>	<u>513,516</u>
<b>(478) WINTER MAINTENANCE</b>							
001	Snow/Ice Control - Labor	125,376	278,992	152,639	363,577	346,645	346,645
002	Snow/Ice Control - Equip	85,450	148,854	86,300	121,000	121,000	121,000
003	Snow/Ice Control - Mat	343,420	282,692	450,000	450,000	464,000	464,000
	Category Total	<u>554,246</u>	<u>710,538</u>	<u>688,939</u>	<u>934,577</u>	<u>931,645</u>	<u>931,645</u>
<b>(482) ADMIN., RECORDS, ENGINEERING</b>							
001	Admin., Records, Eng.	90	3,611	25,000	13,016	15,000	15,000
002	Traffic Improvement Assoc.	27,000	27,900	28,500	28,500	28,500	28,500
003	Pavement Management update	6,782	4,372	15,000	8,000	16,500	16,500
012	Third Party Equipment Rental	204	641	15,000	15,000	15,000	15,000
021	Audit Fees	9,500	9,600	20,250	11,984	10,000	10,000
	Category Total	<u>43,576</u>	<u>46,124</u>	<u>103,750</u>	<u>76,500</u>	<u>85,000</u>	<u>85,000</u>
	<b>TOTAL EXPENDITURES</b>	<b>7,007,899</b>	<b>10,124,367</b>	<b>11,607,865</b>	<b>8,249,360</b>	<b>12,542,938</b>	<b>12,542,938</b>
<b>(485) OTHER FINANCING USES</b>							
Contributions to other Funds:							
001	Local Roads	225,000	225,000	225,000	225,000	0	0
	<b>TOTAL OTHER FINANCING USES</b>	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>7,232,899</b>	<b>10,349,367</b>	<b>11,832,865</b>	<b>8,474,360</b>	<b>12,542,938</b>	<b>12,542,938</b>
	Revenues over/(under) Expenditures	<u>617,567</u>	<u>(1,137,340)</u>	<u>(717,939)</u>	<u>2,422,927</u>	<u>(970,041)</u>	<u>(970,041)</u>
	<b>FUND BALANCE AT JUNE 30</b>	<b>3,601,945</b>	<b>2,464,605</b>	<b>1,746,666</b>	<b>4,887,532</b>	<b>3,917,491</b>	<b>3,917,491</b>
	<b>Fund Balance as a % of Total Expenditures and Other Financing Uses</b>	<b>49.80%</b>	<b>23.81%</b>	<b>14.76%</b>	<b>57.67%</b>	<b>31.23%</b>	<b>31.23%</b>

# Major Roads

## MAJOR ROAD CONSTRUCTION DETAIL

PROJECTS	Total Cost	Spent Through 6/30/2017	Project Commitment Remaining	To Be Expended in 17/18			Other Govt. (OC, State)	To be Spent in 2018/2019 and Beyond
				Gas & Weight		Road Millage		
				Tax / Fund Balance	Grants			
<u>2009/2010</u>								
NW Hwy Connector Ph 1 (Remainder - ROW) - 047 -OPEN	900,000	0	900,000	0	0	0	0	900,000
14 Mile, Haggerty to Drake - 2012 - 131	931,888	921,888	10,000	10,000	0	0	0	0
<u>2012/2013</u>								
Orchard Lake, 13-14 Mile PE Concept -184	300,000	137,666	162,334	0	8,731	1,936	0	151,667
<u>2013/2014</u>								
Farmington, 10 Mile to 11 Mile - 084	425,435	423,435	2,000	2,000	0	0	0	0
10 Mile, Farmington to Orchard Lake - 057	445,042	405,042	40,000	0	0	0	0	40,000
<u>2015/2016</u>								
Orchard Lk Rd, 13 Mile to 14 Mile Road - DESIGN - 184	969,000	0	969,000	0	0	0	0	969,000
Colfax & Gill Road Reconstruction/CDBG Sidewalk -101/239	1,754,071	1,728,071	26,000	0	0	26,000	0	0
13 Mile, Haggerty - Halsted CONSTRUCTION - 236	574,017	554,017	20,000	0	0	20,000	0	0
13 Mile, Farmington - Orchard Lake CONSTRUCTION - 194	578,645	558,645	20,000	0	91,147	20,000	0	(91,147)
Drake, 13 Mile - 14 Mile CONSTRUCTION - 020	1,457,210	1,437,210	20,000	0	0	20,000	0	0
9 Mile - Halsted Intersection Improvement Study - 200	14,509	13,059	1,450	1,450	0	0	0	0
<u>2016/2017</u>								
11 Mile, Middlebelt to Orchard Lake CONSTRUCTION 242	568,931	463,151	105,780	0	0	95,000	0	10,780
I-275 - 8 Mile to M-5 044	733,207	695,207	38,000	0	0	18,793	0	19,207
Drake Road Mill & Fill, 12 Mile - 13 Mile - CONSTRUCTION 243	703,124	603,124	100,000	0	0	100,000	0	0
13 Mile Halsted - Drake CONSTRUCTION 197	1,875,383	1,140,946	734,437	0	0	734,437	0	0
	12,230,462	9,081,461	3,149,001	13,450	99,878	1,036,166	0	1,999,507

Prior Year(s) Funds Held over for 17/18 Project Completion 1,149,494

	Total Cost	Spent Through 6/30/2017	Project Commitment Remaining	To Be Expended in 17/18			Other Govt. (OC, State)	To be Spent in 2018/19 and Beyond
				Gas & Weight		Road Millage		
				Tax / Fund Balance	Grants			
<u>2017/2018</u>								
Bi-Party 2017 Program	200,000	199,698	302	0	0	302	0	0
13 Mile, Drake to Farmington - DESIGN - 181	157,500	0	157,500	0	0	157,500	0	0
Halsted Road, 12 Mile to I-696 - DESIGN - 246	175,600	0	175,600	0	0	6,000	0	169,600
2018 Major Road Mill & Fill Drake (Grand Rvr-11 Mile) - DESIGN - 059	35,800	0	35,800	0	0	35,800	0	0
2018 Major Road Mill & Fill Drake (Grand Rvr-11 Mile)-CONSTRUCTION-059	750,000	0	750,000	0	0	200,000	0	550,000
Major Road ADA - 104	45,000	35,000	10,000	0	0	0	0	10,000
Tri-Party - 12 Mile Haggerty to Farmington - 245	200,000	0	200,000	0	0	200,000	0	0
13 Mile, Middlebelt - Inkster - DESIGN - 058	158,500	0	158,500	0	0	158,500	0	0
13 Mile (Middlebelt - Inkster) - 058 Includes Inkster (13 Mile to Northwestern Hwy)-CONSTRUCTION-058	1,714,000	0	1,714,000	342,800	0	0	0	1,371,200
13 Mile, Drake to Farmington - CONSTRUCTION - 181	1,500,000	0	1,500,000	0	0	600,000	0	900,000
9 Mile & Halsted Intersection Improvements - DESIGN - 200	87,000	0	87,000	0	0	87,000	0	0
	5,023,400	234,698	4,788,702	342,800	0	1,445,102	0	3,000,800

Current Year Project Costs for 17/18 1,787,902

FY 17/18 Total Project Costs 2,937,396    356,250    99,878    2,481,268    0

# Major Roads

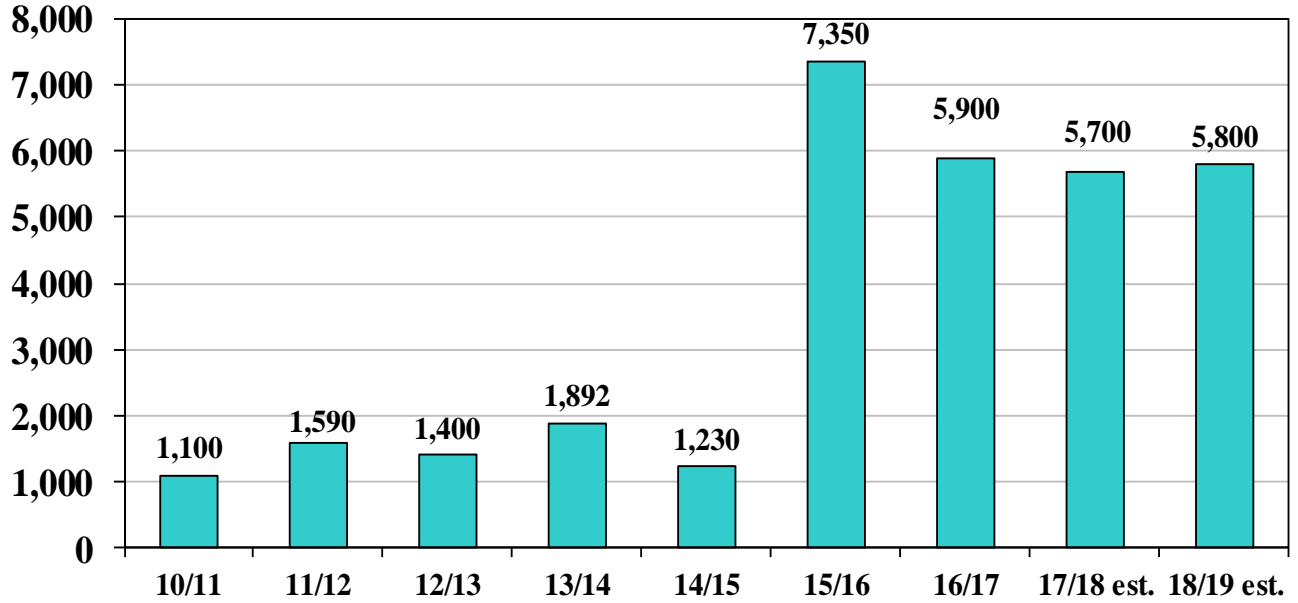
## MAJOR ROAD CONSTRUCTION DETAIL

	To Be Expended in 18/19							
	Spent	Project	Gas & Weight	Other			To be Spent	
	Total	Commitment	Tax /	Road	Govt.	in 2019/20		
Cost	Through 6/30/2018	Remaining	Fund Balance	Grants	Millage	(OC, State)	and Beyond	
<u>Carryover</u>								
NW Hwy Connector Ph 1 (Remainder - ROW) - 047	900,000	0	900,000	0	0	0	0	900,000
10 Mile, Farmington to Orchard Lake - 057	445,042	405,042	40,000	0	0	0	0	40,000
Orchard Lake, 13-14 Mile Rd PE Concept - 184	300,000	148,333	151,667	367	121,300	0	30,000	0
Orchard Lake, 13-14 Mile Rd - DESIGN - 184	969,000	0	969,000	76,900	615,200	0	76,900	200,000
I-275 - 8 Mile to M-5 - 044	733,207	714,000	19,207	10,000	0	0	0	9,207
Halsted Road, 12 Mile to I-696 - DESIGN - 246	175,600	6,000	169,600	0	0	169,600	0	0
2018 Major Rd Mill & Fill Drake (Grand Rvr-11 Mile)-CONSTRUCTION-059	750,000	200,000	550,000	0	0	550,000	0	0
13 Mile, Drake to Farmington - CONSTRUCTION 181	1,500,000	600,000	900,000	850,000	0	0	0	50,000
Major Road ADA - 104	45,000	35,000	10,000	10,000	0	0	0	0
13 Mile (Middlebelt - Inkster) - 058								
Includes Inkster (13 mile to Northwestern Hwy - CONSTRUCTION - 058	1,371,200	0	1,371,200	0	0	1,321,200	0	50,000
11 Mile - Middlebelt - Orchard Lake Rd - CONSTRUCTION - 242	568,931	558,151	10,780	0	0	0	0	10,780
<u>2018/2019</u>								
Bi-Party 2018 Program	200,000	0	200,000	0	0	100,000	100,000	0
Power Road (10-11 Mile) - DESIGN	200,000	0	200,000	200,000	0	-	0	0
9 Mile (Hawthorne - Middlebelt) - DESIGN	200,000	0	200,000	200,000	0	-	0	0
2019 Major Road Mill Fill - DESIGN	100,000	0	100,000	0	0	100,000	0	0
Tri-Party	356,000	0	356,000	0	0	0	0	356,000
Signal - Tuck/9 Mile	150,000	0	150,000	0	0	150,000	0	0
Signal - Hills Tech/Halsted	150,000	0	150,000	0	0	150,000	0	0
Major Road ADA	45,000	0	45,000	45,000	0	-	0	0
Major Road Geotech	50,000	0	50,000	50,000	0	-	0	0
Halsted (12 Mile - I-696) - CONSTRUCTION - 246	2,100,000	0	2,100,000	432,000	0	-	0	1,668,000
9 Mile (Hawthorne - Middlebelt) - CONSTRUCTION	900,000	0	900,000	200,000	0	-	0	700,000
Power Road (10-11 Mile) - CONSTRUCTION	2,300,000	0	2,300,000	460,000	0	-	0	1,840,000
9 Mile and Halsted Intersection Improvements - CONSTRUCTION	1,300,000	0	1,300,000	1,200,000	0	-	0	100,000
	15,808,980	2,666,526	13,142,454	3,734,267	736,500	2,540,800	206,900	5,923,987

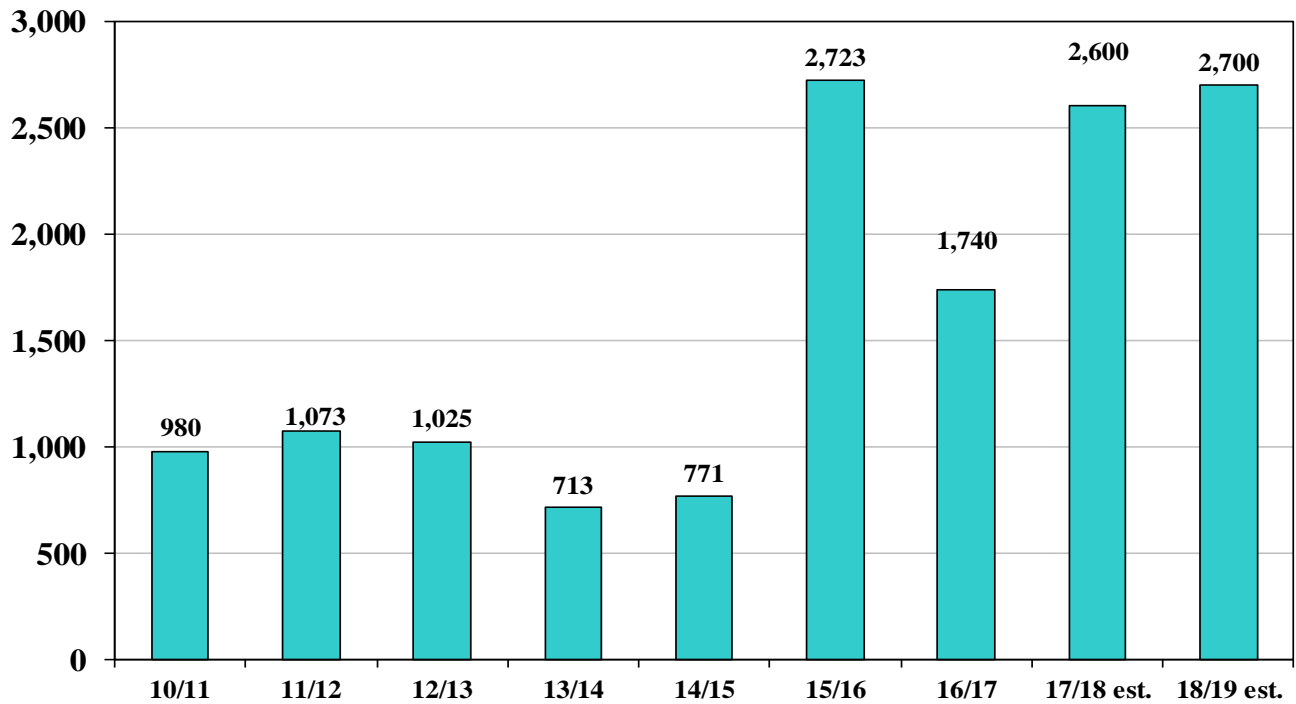
FY 18/19 Total Project Costs 7,218,467

**KEY DEPARTMENTAL TRENDS**

**ASPHALT REMOVED AND REPLACED (Tons)**



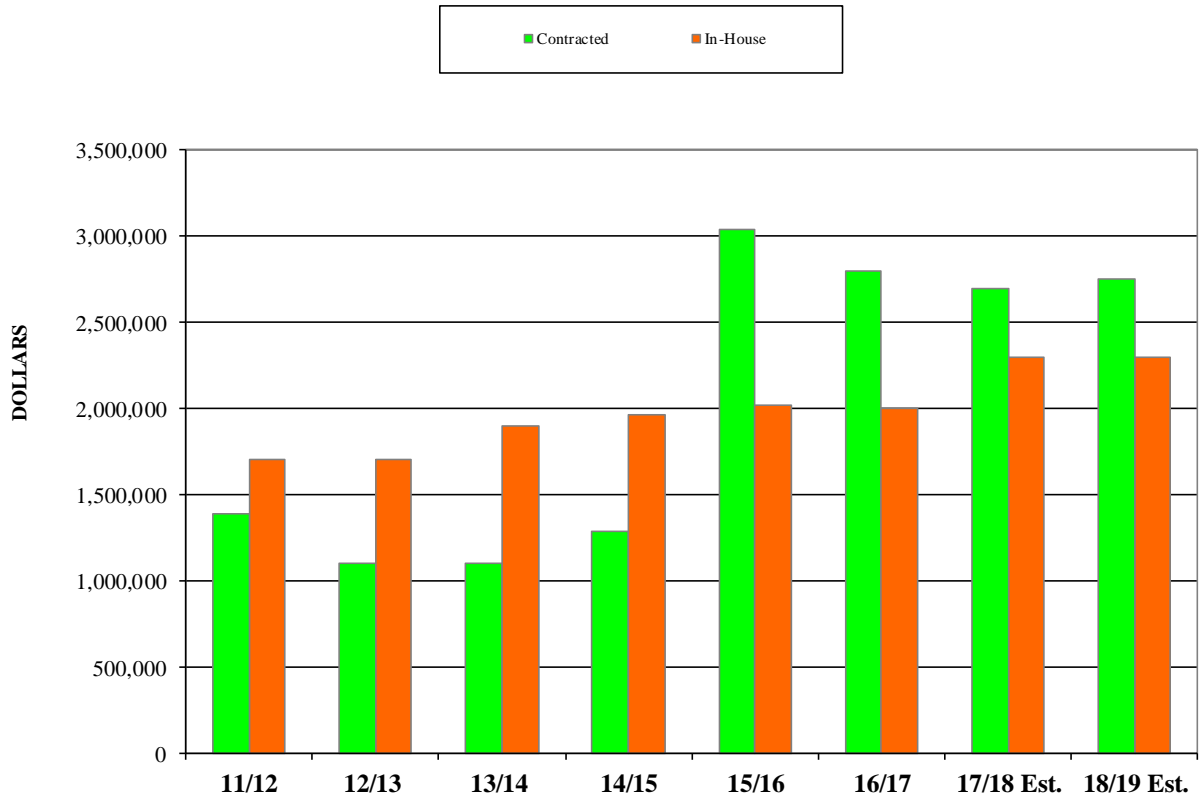
**CONCRETE REMOVED AND REPLACED (Cubic Yards)**





### KEY DEPARTMENTAL TRENDS (continued)

CONTRACTED VS. IN-HOUSE MAINTENANCE



## LOCAL ROADS

The Local Road Fund budget provides funding for the maintenance of the City's 246 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.

## Local Roads

	Performance Indicators	FY 2016/17 Actual	FY 2017/18 Projected	FY 2018/19 Estimated
Service Level	Pothole Patching – tons of cold patch	181	200	225
	Pavement Replacement – tons of asphalt	1,575	1,700	1,800
	Pavement Replacement – yards of 8” concrete	3,950	4,500	4,700
	Gravel Road Grading – miles	490	490	490
	Joint Sealing – lineal feet	269,000	270,000	270,000
	Sweeping – curb miles	1,900	1,900	1,925
	Storm Drain Structure Repairs	75	75	80
	Ditching – lineal feet	8,033	9,000	9,500
	Plowing – # of complete plowing of local roads	3	10	10
	Culvert Installations	48	50	50
	Roadside Cleanup – roadside miles	10	10	10
	Roadside Mowing – swath mile (5 ft. wide cut)	148	148	150
	Lawn Mowing – acres	201	210	210
	Sign Installations and Repairs	140	140	150
	Traffic Counts	12	15	20
Efficiency	Maintenance cost/local road mile	10,530	13,390	11,900
	Miles per Road Maintenance personnel	12.3	11.7	11.7

## **REVENUE/OTHER FINANCING SOURCES – FY 2018/19**

All 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)** – This 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. Gas & Weight Tax revenue, which comprises 33% of the budgeted resources needed to fund the Local Road Fund, is projected to increase by approximately 6% for FY 2018/19, based on MDOT estimates of Gas & Weight Tax.

**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.

**Fines & Forfeitures** – This is an allocation of approximately 1/3 of the Motor Carrier Enforcement Fines expected to be collected in FY 18/19.

**Special Assessments** – For assessment rolls confirmed after June 30, 2015, this is money paid by property owners in installments for their share of the cost of local road improvements directly benefiting their property.

**Interest on Investments** - Consistent revenue projected for 18/19 compared to the 2017/18 year-end projection.

**Municipal Street Fund** – This is an appropriation of the Road Millage property tax funds to pay for preventative maintenance treatments and the City’s local match for Special Assessment infrastructure Projects.

**Local Roads**

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**EXPENDITURES/OTHER FINANCING USES**

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET**

- \$2,824,516 or 28% decrease from the current budget.
- The decrease results primarily from lower projected construction costs, routine maintenance and administrative costs compared to budget, partially offset by more traffic services and winter maintenance costs.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION**

- \$751,741 or 10.3% decrease from the FY 17/18 year end projection and \$3,576,257 or 35.4% decrease from the FY 17/18 current budget.
- The budget-to-budget decrease results primarily from less construction (\$3,167,700), routine maintenance (\$387,100) and administrative costs (\$97,100), and reduced contributions to other funds (\$42,400), partially offset by more traffic service costs (\$44,200), more winter maintenance costs (\$73,800).
- Fund balance is projected to be \$2,952,209 or 45.2% of Total Expenditure and Other Financing Uses at June 30, 2019.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Local Road Fund</b>	\$6,291,215	\$13,459,068	\$10,102,356	\$7,277,840	\$6,526,099

**Local Roads****LOCAL ROAD FUND**

FUND NUMBER: 203

Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>1,320,202</b>	<b>318,754</b>	<b>4,175,011</b>	<b>4,175,011</b>	<b>3,972,924</b>	<b>3,972,924</b>
<b>REVENUES</b>						
Intergovernmental Revenues:						
Gas & Weight Tax (Act 51)	1,468,190	1,695,743	1,990,000	1,997,451	2,132,736	2,132,736
State of Michigan - General Fund Approp.	791,489	0	0	152,641	0	0
Build Michigan Fund	47,272	47,271	47,275	47,275	47,275	47,275
Fines & Forfeitures	6,051	21,677	13,000	40,000	40,000	40,000
Total	2,313,002	1,764,691	2,050,275	2,237,367	2,220,011	2,220,011
Other Revenues:						
Special Assessment Principal	474,416	1,333,373	861,629	2,237,975	775,218	775,218
Special Assessment Interest	15,546	69,988	338,861	279,790	245,154	245,154
Interest on Investments	10,778	32,908	12,000	40,000	40,000	40,000
Proceeds from Bond Sale	0	10,210,246	0	0	0	0
Total	500,740	11,646,514	1,212,490	2,557,765	1,060,372	1,060,372
<b>TOTAL REVENUES</b>	<b>2,813,742</b>	<b>13,411,205</b>	<b>3,262,765</b>	<b>4,795,132</b>	<b>3,280,383</b>	<b>3,280,383</b>
<b>OTHER FINANCING SOURCES</b>						
Contributions from Other Funds:						
Municipal Street Fund	2,250,000	3,679,120	2,055,621	2,055,621	2,225,000	2,225,000
Major Roads	225,000	225,000	225,000	225,000	0	0
Local Road SAD Revolving (247)	205	0	1,763,435	0	0	0
Local Road SAD Debt Fund (813)	820	0	0	0	0	0
S.A.D Bond Proceeds	0	0	2,400,000	0	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>2,476,025</b>	<b>3,904,120</b>	<b>6,444,056</b>	<b>2,280,621</b>	<b>2,225,000</b>	<b>2,225,000</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>5,289,767</b>	<b>17,315,325</b>	<b>9,706,821</b>	<b>7,075,753</b>	<b>5,505,383</b>	<b>5,505,383</b>

**Local Roads**

**LOCAL ROAD FUND**

FUND NUMBER: 203

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>EXPENDITURES</b>							
<b>(451) CONSTRUCTION</b>							
	Category Total	3,512,998	10,300,563	5,492,666	2,700,898	2,325,000	2,325,000
<b>(463) ROUTINE MAINTENANCE</b>							
011	Surface Maint - Labor	269,134	195,595	343,135	203,196	194,239	194,239
012	Surface Maint - Equip Rent	184,000	214,307	186,800	198,000	198,000	198,000
013	Surface Maint - Materials	99,950	84,268	97,900	97,900	100,800	100,800
014	Joint Sealing Program	305,466	333,011	332,600	333,000	402,500	402,500
015	Pavement Replacement	452,736	386,364	778,000	878,000	378,000	378,000
016	Surface Main - Contract	8,009	11,362	25,000	25,000	25,000	25,000
021	Rails/Posts - Labor	7,264	200	8,844	21,387	21,772	21,772
022	Rails/Posts - Equip Rent	900	278	1,000	11,000	11,000	11,000
023	Rails/Posts - Materials	0	0	500	500	500	500
024	Rails/Posts - Contract	7,200	2,633	12,000	12,000	12,000	12,000
031	Sweep & Flush - Labor	21,794	22,174	26,533	42,774	43,545	43,545
032	Sweep & Flush - Equip Rent	55,000	36,280	55,900	55,000	55,000	55,000
034	Sweep & Flush - Contract	44,663	51,992	89,000	79,500	81,300	81,300
041	Shoulder Maint - Labor	3,301	2,272	4,020	21,387	21,772	21,772
042	Shoulder Maint - Equip Rent	4,000	3,058	4,100	11,000	11,000	11,000
051	Forestry Maint - Labor	72,759	99,737	88,580	106,934	108,862	108,862
052	Forestry Maint - Equip Rent	43,000	59,166	43,700	55,000	55,000	55,000
054	Forestry Maint - Contract	40,987	55,201	76,000	79,800	83,800	83,800
061	Drain Structures - Labor	45,902	78,611	55,882	85,547	87,090	87,090
062	Drain Structures - Equip	28,000	57,408	28,400	55,000	55,000	55,000
063	Drain Structures - Mat	5,788	178	8,000	7,000	7,000	7,000
064	Drain Structures - Contract	241,038	185,737	216,050	62,900	62,900	62,900
066	Sump Pump & Catch Basin Rehab - Contract	0	0	0	153,150	153,150	153,150
071	Ditching & Bk Slope - Labor	178,542	108,440	217,366	106,934	108,862	108,862
072	Ditching & Bk Slope - Equip	120,000	138,462	121,800	132,000	132,000	132,000
073	Ditching & Bk Slope - Mat	41,210	36,573	45,000	45,000	45,000	45,000
081	Road Cleanup - Labor	2,202	11,381	2,678	21,387	21,772	21,772
082	Road Cleanup - Equip Rent	1,000	2,309	1,050	11,000	11,000	11,000
091	Grass/Weed - Labor	21,794	23,036	26,473	21,387	21,772	21,772
092	Grass/Weed - Equip Rental	20,900	23,374	21,200	11,000	11,000	11,000
093	Grass/Weed - Materials	0	147	4,100	4,100	4,100	4,100
094	Grass/Weed - Contract	0	0	3,000	3,000	3,000	3,000
103	Dust Control - Materials	0	0	7,000	7,000	7,000	7,000
104	Dust Control - Contract	85,155	60,589	53,100	61,000	62,800	62,800
	Category Total	2,411,693	2,284,142	2,984,711	3,018,783	2,597,536	2,597,536

**Local Roads**

**LOCAL ROAD FUND**

FUND NUMBER: 203

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>(474) TRAFFIC SERVICES - MAINT.</b>							
011	Sign Maint - Labor	21,794	56,502	26,473	64,161	65,317	65,317
012	Sign Maint - Equip Rent	5,500	6,816	5,600	11,000	11,000	11,000
013	Sign Maint -Materials	6,089	3,196	8,200	8,200	8,200	8,200
	Category Total	<b>33,383</b>	<b>66,515</b>	<b>40,273</b>	<b>83,361</b>	<b>84,517</b>	<b>84,517</b>
<b>(478) WINTER MAINTENANCE</b>							
001	Snow/Ice Control - Labor	82,998	109,902	100,818	149,708	128,920	128,920
002	Snow/Ice Control - Equip	85,000	129,696	86,275	132,000	132,000	132,000
003	Snow/Ice Control - Material	44	181	0	0	0	0
	Category Total	<b>168,041</b>	<b>239,779</b>	<b>187,093</b>	<b>281,708</b>	<b>260,920</b>	<b>260,920</b>
<b>(482) ADMIN., RECORDS, ENGINEERING</b>							
001	Admin., Records, Eng.	0	18,050	10,000	14,234	19,750	19,750
002	Bond Financing Costs	79,550	124,992	100,000	0	0	0
003	Pav't Mgt System Update	0	0	3,000	3,000	6,000	6,000
012	Third-Party Equip. Rental	0	0	15,000	15,000	15,000	15,000
021	Audit Fees	4,400	4,900	15,125	8,766	5,250	5,250
	Category Total	<b>83,950</b>	<b>147,942</b>	<b>143,125</b>	<b>41,000</b>	<b>46,000</b>	<b>46,000</b>
<b>(485) OTHER FINANCING USES</b>							
	Contribution to Other Funds						
	Local Road SAD Revolving Fund	0	179,858	176,935	176,935	174,013	174,013
	Local Road SAD Debt Fund	0	160,319	993,753	891,355	955,213	955,213
	General Debt Service Fund	81,150	79,950	83,800	83,800	82,900	82,900
	Category Total	<b>81,150</b>	<b>420,127</b>	<b>1,254,488</b>	<b>1,152,090</b>	<b>1,212,126</b>	<b>1,212,126</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>6,291,215</b>	<b>13,459,068</b>	<b>10,102,356</b>	<b>7,277,840</b>	<b>6,526,099</b>	<b>6,526,099</b>
Revenues over/(under) Expenditures		(1,001,448)	3,856,258	(395,535)	(202,087)	(1,020,716)	(1,020,716)
<b>FUND BALANCE AT JUNE 30</b>		<b>318,754</b>	<b>4,175,011</b>	<b>3,779,476</b>	<b>3,972,924</b>	<b>2,952,208</b>	<b>2,952,208</b>
<b>Fund Balance as a % of Total Expenditures and Other Financing Uses</b>		<b>5.07%</b>	<b>31.02%</b>	<b>37.41%</b>	<b>54.59%</b>	<b>45.24%</b>	<b>45.24%</b>

**Local Roads**

**LOCAL ROAD CONSTRUCTION DETAIL**

To Be Expended in 2017/18

PROJECTS	Total Project Cost	Spent through 06/30/2017	Project Commitment Remaining	Act 51 Local	Bond Proceeds	Road Millage	To be Spent in 2018/19 and Beyond
<u>2016/17</u>							
Orchard West Sub Road Rehabilitation - 343	377,928	370,741	7,187	0	5,749	1,438	0
Independence Commons Road Rehab - 345	7,869,000	7,251,998	617,002	0	493,602	123,400	0
Briar Hill Subdivision Road Rehabilitation - 346	1,844,054	1,618,897	225,157	0	180,126	45,031	0
Hollywood, Westhill Woods, Tarabusi Grand River Gardens Area Sub Road Rehabilitation - 34	2,292,840	2,277,671	15,169	0	12,135	3,034	0
Tarabusi, Roseland Gardens/Flemings Roseland Gardens and Farmington Acres - DESIGN - 351	215,000	214,500	500	0	0	500	0
Pleasant Valley Farms #1 & 2 and Old Homestead #1 - DESIGN - 353	84,700	55,055	29,645	0	0	29,645	0
Richland Gardens Area - DESIGN - 352	227,715	151,329	76,386	0	0	76,386	0
Cora & Haynes - DESIGN - 000	51,480	39,234	12,246	0	0	12,246	0
Stonecreek Sub & Westlake Sub - DESIGN - 350	299,485	169,229	130,256	0	0	130,256	0
Paramount Ct, Buttons Orchard and Chelsea Crossing Mill & Fill - 087	268,012	0	268,012	0	0	268,012	0
Country Club Drive SAD - 349	1,903,100	590,512	1,312,588	0	1,050,070	262,518	0
<u>Residential Speed Control</u>							
-Local Road Radar Signs and Count Panel - 015	6,750	0	6,750	6,750	0	0	0
	<u>15,440,064</u>	<u>12,739,166</u>	<u>2,700,898</u>	<u>6,750</u>	<u>1,741,682</u>	<u>952,466</u>	<u>0</u>

**Total Project Costs for 17/18**

**2,700,898**

To Be Expended in 2018/19

PROJECTS	Total Project Cost	Spent through 06/30/2018	Project Commitment Remaining	Act 51 Local	Bond Proceeds	Road Millage	To be Spent in 2019/20 and Beyond
<u>2018/19</u>							
Residential Speed Control - 015	25,000	0	25,000	25,000	0	0	0
SAD DESIGN	300,000	0	300,000	0	0	300,000	0
Directed SAD	2,000,000	0	2,000,000	0	0	2,000,000	0
Local Road Mill & Fill Resurfacing 2018	0	0	0	0	0	0	0
	<u>2,325,000</u>	<u>0</u>	<u>2,325,000</u>	<u>25,000</u>	<u>0</u>	<u>2,300,000</u>	<u>0</u>

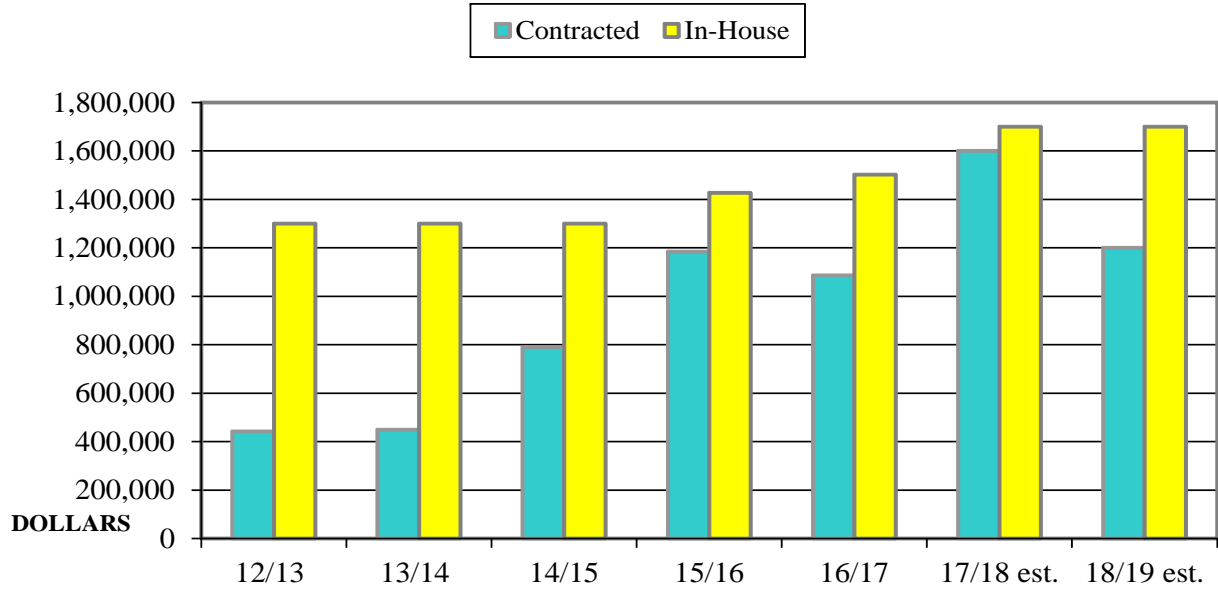
**Total Project Costs for 18/19**

**2,325,000**

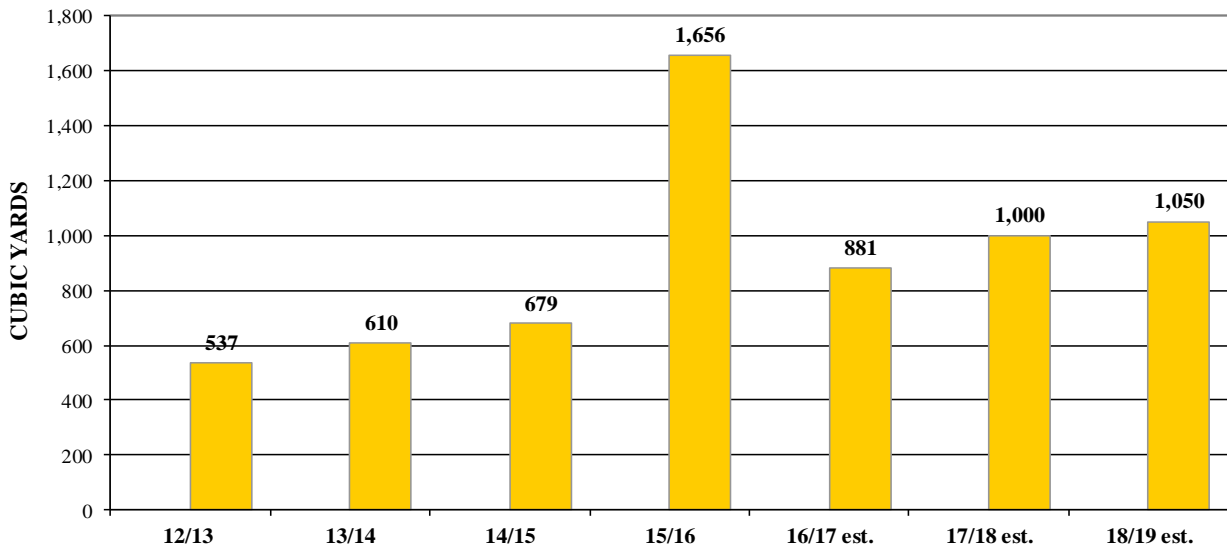


### KEY DEPARTMENTAL TRENDS

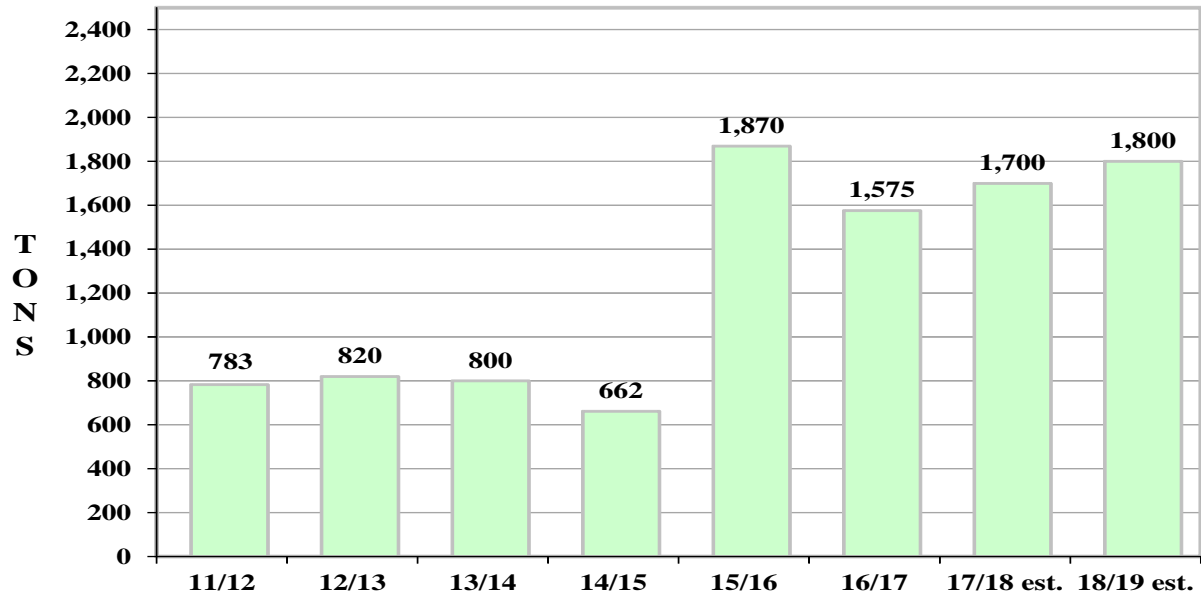
#### CONTRACTED VS. IN HOUSE MAINTENANCE



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

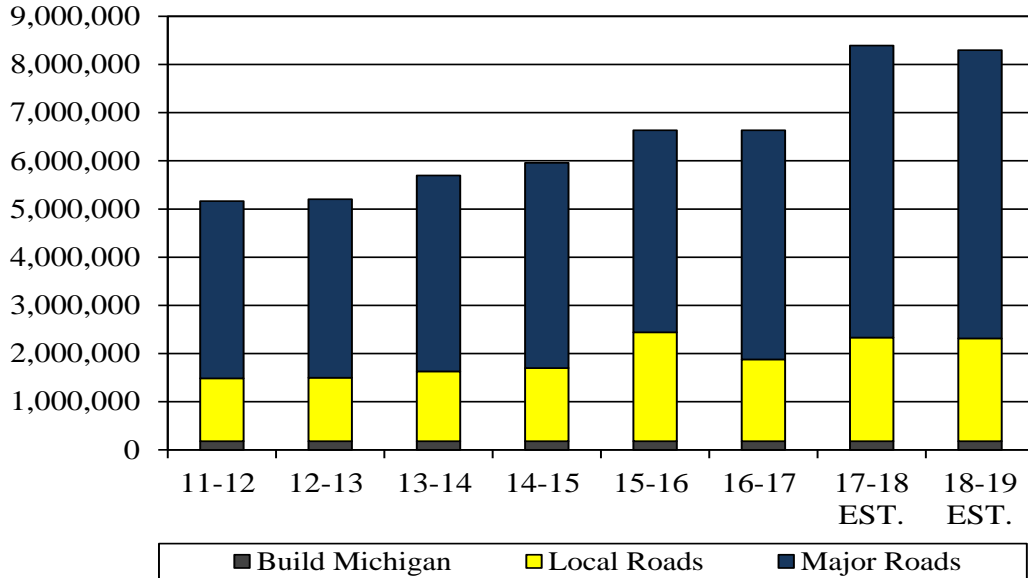


**ASPHALT REMOVED AND REPLACED (TONS)**



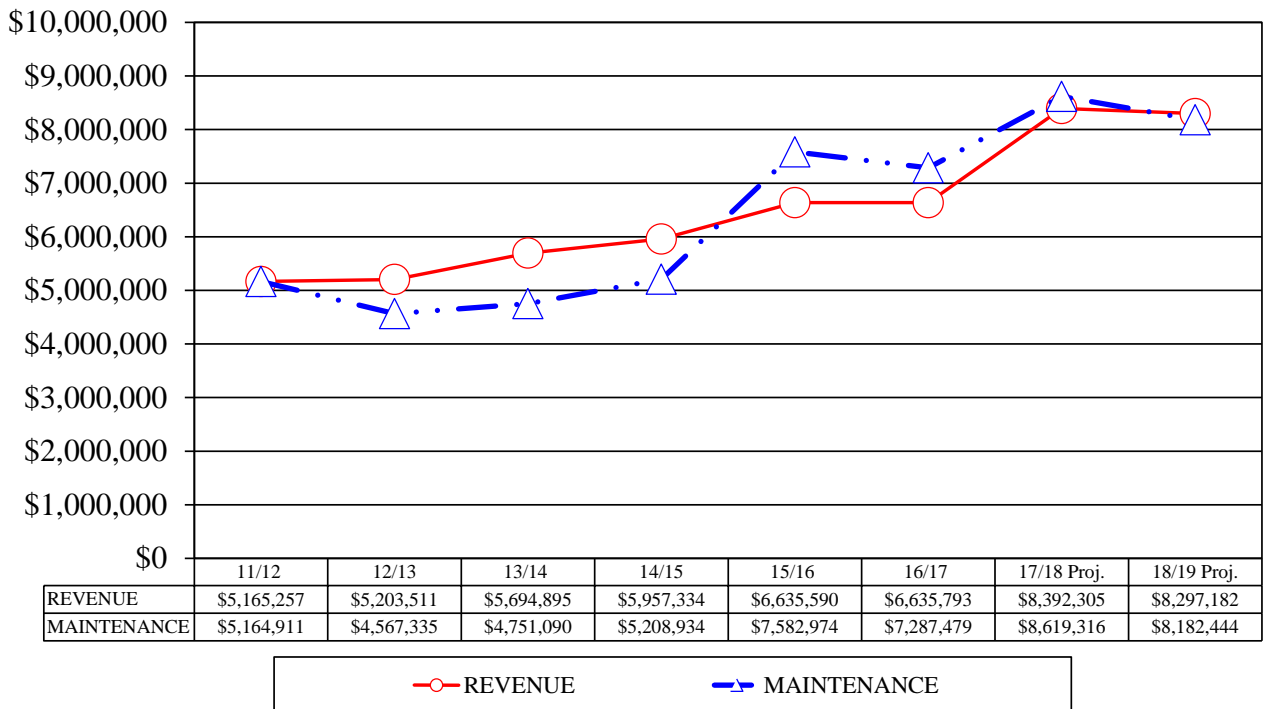
# MAJOR AND LOCAL ROAD FUNDS SUMMARY

## GAS AND WEIGHT TAX HISTORY



## MAJOR & LOCAL ROAD

### STATE SHARED REVENUE VS. MAINTENANCE



## Major and Local Road Funds Summary

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### Road Funds Summary Of Revenue & Expenditures FY 2018/19

Category	Major Roads	Local Roads	Total Road Funds
<b>Revenues</b>			
Gas & Weight Funds (Act 51)	6,117,171	2,180,011	8,297,182
Fines & Forfeits	0	40,000	40,000
Local Road Special Assessment	0	1,020,372	1,020,372
Contributions From Other Governments	426,900	0	426,900
Federal and State Grants	736,500	0	736,500
Transfer From Municipal Street Fund	4,262,141	2,225,000	6,487,141
Interest Income	30,000	40,000	70,000
Miscellaneous Income	185	0	185
Appropriation (To)/From Fund Balance	970,041	1,020,716	1,990,757
<b>Total Revenues</b>	<b>12,542,938</b>	<b>6,526,099</b>	<b>19,069,037</b>
<b>Expenditures</b>			
Construction	7,218,467	2,325,000	9,543,467
Routine Maintenance	3,794,310	2,597,536	6,391,846
Traffic Services Maintenance	513,516	84,517	598,033
Winter Maintenance	931,645	260,920	1,192,565
Transfer to SAD Revolving Fund	0	174,013	174,013
Transfer to Local Road SAD Debt Service Fund	0	955,213	955,213
Transfer to General Debt Service Fund	0	82,900	82,900
Admin., Records, Engineering	85,000	46,000	131,000
Total Maintenance	5,324,471	4,201,099	9,525,570
<b>Total Expenditures</b>	<b>12,542,938</b>	<b>6,526,099</b>	<b>19,069,037</b>

## Major and Local Road Funds Summary

### TRANSPORTATION

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Capital Preventative Maintenance Projects (see Capital Preventative Maint Sheet)	10,025,000	10,025,000	NC	900 WGM	900 WGM	900 WGM	400 WGM	1,350 WGM	1,100 WGM	4,475 WGM
Gravel to Paved, Special Assessment Districts	2,400,000	480,000	NC	80 WGM	80 WGM	80 WGM	80 WGM	80 WGM	80 WGM	
Local Road Rehabilitation, Special Assessment Districts (See Local Road SAD sheet)	60,000,000	12,000,000	NC	2,000 WGM	2,000 WGM	2,000 WGM	2,000 WGM	2,000 WGM	2,000 WGM	
Tri-Party TBD	2,070,000	690,000	NC	115 WGM	115 WGM	115 WGM	115 WGM	115 WGM	115 WGM	
Orchard Lake Boulevard, Thirteen to Fourteen Mile - ROW & Construction	37,500,000	6,000,000	NC	1,765 WGM	1,985 WGM			2,250 WGM		
Thirteen Mile Road, Drake to Farmington	3,500,000	1,900,000	NC	1,900 WGM						
Inkster Road, Thirteen Mile Road to Northwestern Highway	1,350,000	1,350,000	NC	1,350 WGM						
Thirteen Mile Road, Middlebelt to Inkster Road	2,500,000	1,000,000		1,000 WGM						
Nine Mile/Halsted Intersection Improvements	1,775,000	839,000	NC	839 WGM						
Industrial/Commercial Rd Rehabilitation Special Assessment Districts (See Industrial/Commercial SAD spreadsheet)	13,425,000	2,685,000	NC		100 WGM	300 WGM	220 WGM	250 WGM	570 WGM	1,245 WGM
Halsted, I-696 to Twelve Mile	2,200,000	2,200,000	NC		2,200 WGM					
Power Road, Ten Mile to Eleven Mile Road	2,500,000	2,500,000	NC		2,500 WGM					
Nine Mile, Hawthorne to Middlebelt	1,200,000	520,000	NC		520 WGM					
Eleven Mile Road, Middlebelt to Inkster	2,750,000	2,750,000	NC			2,750 WGM				
Farmington, Twelve Mile to Thirteen Mile	2,250,000	2,250,000	NC				2,250 WGM			
Nine Mile, Halsted to Drake	2,250,000	2,250,000	NC					2,250 WGM		
<b>SUB-TOTAL:</b>	<b>\$147,695,000</b>	<b>\$49,439,000</b>	<b>NC</b>	<b>9,949</b>	<b>10,400</b>	<b>6,145</b>	<b>5,065</b>	<b>8,295</b>	<b>3,865</b>	<b>5,720</b>

## Major and Local Road Funds Summary

### TRANSPORTATION (continued)

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Eleven Mile Road, Farmington to Orchard Lake	2,500,000	2,500,000	NC						2,500 WG	
Twelve Mile Widening, Inkster to Middlebelt	12,000,000	1,200,000	NC							1,200 WG
Ten Mile/Grand River/M-5 Phase II	25,000,000	313,000	NC							313 WG
Thirteen Mile Widening, Middlebelt to Orchard Lake	12,000,000	4,000,000	NC							4,000 WG
Orchard Lake Boulevard, Twelve to Thirteen Mile	45,000,000	4,500,000	NC							4,500 WG
Nine Mile Road, Drake to Gill, Reconstruction	1,250,000	1,250,000	NC							1,250 WG
Grand River, Ten Mile to Shiawassee	30,500,000	765,000	NC							765 WG
Grand River, Shiawassee to M-5 end	23,060,000	575,000	NC							575 WG
Grand River, M-5 to Eight Mile	19,380,000	485,000	NC							485 WG
Nine Mile Road, Middlebelt Road to Inkster Road	2,500,000	2,500,000	NC							2,500 WG
Nine Mile Road, Gill Road to Farmington Road	1,675,000	1,675,000	NC							1,675 WG
Halsted Road, Eight Mile Road to Nine Mile Road	3,150,000	3,150,000	NC							3,150 WG
Tuck Road, Folsom Road to Eight Mile Road	1,500,000	1,500,000	NC							1,500 WG
Grand River Corridor Improvement Authority (CIA) Projects	10,000,000	0	NC							0
<b>PAGE 2 SUB-TOTAL:</b>	<b>\$189,515,000</b>	<b>\$24,413,000</b>	<b>NC</b>						<b>2,500</b>	<b>21,913</b>
<b>PAGE 1 SUB-TOTAL:</b>	<b>\$147,695,000</b>	<b>\$49,439,000</b>	<b>NC</b>	<b>9,949</b>	<b>10,400</b>	<b>6,145</b>	<b>5,065</b>	<b>8,295</b>	<b>3,865</b>	<b>5,720</b>
<b>TOTAL:</b>	<b>\$337,210,000</b>	<b>\$73,852,000</b>	<b>NC</b>	<b>9,949</b>	<b>10,400</b>	<b>6,145</b>	<b>5,065</b>	<b>8,295</b>	<b>6,365</b>	<b>27,633</b>

## Major and Local Road Funds Summary

### LOCAL ROADS

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures shown are in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Flemings Roseland Park	2,200,000	440,000	NC		440 M					
Tarabusi Roseland Gardens	2,000,000	400,000	NC		400 M					
Old Homestead and Pleasant Valley Farms #1	1,850,000	450,000	NC		450 M					
Oakland Hills Orchard	1,600,000	320,000	NC		320 M					
Supervisor's Plat #13 - Sunnydale	800,000	160,000	NC		160 M					
Fendt's Hilldale Subdivision - Bridgeman	650,000	130,000	NC		130 M					
Supervisor's Middlebelt & Ten Mile Road. Plat #2	1,500,000	300,000	NC		300 M					
Farmington Acres	950,000	190,000	NC		190 M					
Farmington View Sub	500,000	100,000	NC		100 M					
Tarabusi Grand River Gardens (Concrete)	1,300,000	260,000	NC			260 M				
Westlake Subdivision (HMA)	1,800,000	360,000	NC			360 M				
Stone Creek Subdivision (Concrete)	500,000	100,000	NC			100 M				
Westlake Subdivision (Concrete)	5,700,000	1,140,000	NC			1,140 M				
Drake Farm Sub	310,000	62,000	NC			62 M				
<b>SUB-TOTAL:</b>	<b>21,660,000</b>	<b>4,412,000</b>	<b>NC</b>		<b>2,490</b>	<b>1,922</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Major and Local Road Funds Summary

### LOCAL ROADS (continued)

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Stone Creek Sub (HMA)	875,000	175,000	NC			175 M				
Fairway Hills	450,000	90,000	NC			90 M				
Grand River Homes Subdivision (HMA)	35,000	7,000	NC			7 M				
Richland Gardens Subdivision	3,600,000	720,000	NC			720 M				
Wedgewood Commons	3,600,000	720,000	NC				720 M			
Heritage Hills	10,650,000	2,130,000	NC				300 M	1,830 M		
Supervisor's Sub #8	500,000	100,000	NC					100 M		
Coventry	400,000	80,000	NC					80 M		
Woodland Trails Subdivision	900,000	180,000	NC					180 M		
Halsted Estates Condos	275,000	55,000	NC					55 M		
Franklin Forest Subdivision	730,000	146,000	NC					146 M		
Normandy Hills	1,310,000	262,000	NC					262 M		
Woodcreek Hills Subdivision	2,000,000	400,000	NC						400 M	
Supervisor's Plat of Quaker Valley Farms	1,650,000	330,000	NC						330 M	
Canterbury West	555,000	111,000	NC						111 M	
Franklin Oaks	430,000	86,000	NC						86 M	
Grand Gardens (Olde Town/Meadowbrook Heights)	275,000	55,000	NC						55 M	
<b>PAGE 2 SUB-TOTAL:</b>	<b>\$28,235,000</b>	<b>\$5,647,000</b>	<b>NC</b>		<b>0</b>	<b>992</b>	<b>1,020</b>	<b>2,653</b>	<b>982</b>	<b>0</b>
<b>PAGE 1 SUB-TOTAL:</b>	<b>\$21,660,000</b>	<b>\$4,412,000</b>	<b>NC</b>		<b>2,490</b>	<b>1,922</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL:</b>	<b>\$49,895,000</b>	<b>\$10,059,000</b>	<b>NC</b>		<b>2,490</b>	<b>2,914</b>	<b>1,020</b>	<b>2,653</b>	<b>982</b>	<b>0</b>



## Major and Local Road Funds Summary

### LOCAL ROADS (continued)

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Arbor Park Subvision	800,000	160,000	NC						160 M	
Camelot Courts Subdivision	4,308,000	862,000	NC						862 M	
Farm Meadows Subdivision	1,600,000	320,000	NC						320 M	
Krave's Grand River Heights	2,035,000	407,000	NC							407 M
Farmington Hills Subdivision	1,300,000	260,000	NC							260 M
Meadowbrook Heights Subdivision	820,000	164,000	NC							164 M
Country Corner	360,000	72,000	NC							72 M
Hunters Pointe Colony	300,000	60,000	NC							60 M
Grand River Homes	4,000,000	800,000	NC							800 M
Willowbrook Commons	1,800,000	360,000	NC							360 M
Woodstream Farms Subdivision	2,850,000	570,000	NC							570 M
Barbizon Estates	2,000,000	400,000	NC							400 M
<b>PAGE 3 SUB-TOTAL:</b>	<b>\$22,173,000</b>	<b>\$4,435,000</b>	<b>NC</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,342</b>	<b>3,093</b>
<b>PAGE 2 SUB-TOTAL:</b>	<b>\$28,235,000</b>	<b>\$5,647,000</b>	<b>NC</b>		<b>0</b>	<b>992</b>	<b>1,020</b>	<b>2,653</b>	<b>982</b>	<b>0</b>
<b>PAGE 1 SUB-TOTAL:</b>	<b>\$21,660,000</b>	<b>\$4,412,000</b>	<b>NC</b>		<b>2,490</b>	<b>1,922</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL:</b>	<b>\$72,068,000</b>	<b>\$14,494,000</b>	<b>NC</b>		<b>2,490</b>	<b>2,914</b>	<b>1,020</b>	<b>2,653</b>	<b>2,324</b>	<b>3,093</b>

### INDUSTRIAL / COMMERCIAL ROADS

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Farmington Hills IRO Park North (Enterprise Ct.)	500,000	100,000	NC		100 M					
Farmington Interchange Industrial Park (Interchange Dr. & Ct.)	1,500,000	300,000	NC			300 M				
North Industrial Drive	1,100,000	220,000	NC				220 M			
Supervisor's Plat # 11 (Hathaway Street)	1,250,000	250,000	NC					250 M		
Farmington Freeway Industrial Park 3	2,850,000	570,000	NC						570 M	
Farmington Research & Industrial Lane Center Indoplex Circle	1,725,000	345,000	NC							345 M
Farmington Freeway Industrial Park, 2	1,250,000	250,000	NC							250 M
Farmington Freeway Industrial Park, 1	3,250,000	650,000	NC							650 M
<b>TOTAL:</b>	<b>\$13,425,000</b>	<b>\$2,685,000</b>	<b>NC</b>		<b>100</b>	<b>300</b>	<b>220</b>	<b>250</b>	<b>570</b>	<b>1,245</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 2018/2019 other than annual audit fees.

### FY 17-18 YEAR-END PROJECTION vs. FY 16-17 CURRENT BUDGET –

- No change projected.

### FY 18-19 PROPOSED BUDGET vs. FY 16-17 YEAR-END PROJECTION –

- \$10 increase from the FY 17-18 year-end projection and budget.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Deferred S.A. Fund</b>	\$300	\$300	\$310	\$300	\$310

Fund Number: 255

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>52,536</b>	<b>52,986</b>	<b>52,997</b>	<b>52,997</b>	<b>53,197</b>	<b>53,197</b>
<b>REVENUES</b>						
664-005 Interest Income	750	311	500	500	500	500
<b>Total Revenues</b>	<b>750</b>	<b>311</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>EXPENDITURES</b>						
996-00 Miscellaneous	300	300	310	300	310	310
<b>Total Expenditures</b>	<b>300</b>	<b>300</b>	<b>310</b>	<b>300</b>	<b>310</b>	<b>310</b>
Revenues over/(under) Expenditures	450	11	190	200	190	190
<b>FUND BALANCE AT JUNE 30</b>	<b>52,986</b>	<b>52,997</b>	<b>53,187</b>	<b>53,197</b>	<b>53,387</b>	<b>53,387</b>

## PARKS MILLAGE FUND

### Overview

This Fund provides for the accounting and budgeting of the voter approved up to 0.50 mill special parks millage. Revenue is calculated by multiplying the eligible taxable value by the Headlee adjusted millage rate and reducing the figure for estimated tax captures 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 historically receives revenue from the special millage levy, industrial facilities tax payments and interest income. Beginning in FY 16/17, this Fund also received a reimbursement from the State of Michigan for the exemption of certain personal property taxes, per the State’s phased-in personal property tax reform. Overall tax revenue will increase by 3.0% in FY 18/19 from an increase in taxable value, partially offset by a Headlee Rollback of the millage, as shown below.

CITY OF FARMINGTON HILLS  
PARKS & RECREATION MILLAGE

#### Ad Valorem

##### Real Property:

	FY 17/18	FY 18/19
Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$2,981,812,480	\$3,098,570,150
Millage Rate	0.4817	0.4781
Real Property Tax Levy	\$1,436,339	\$1,481,426

##### Personal Property:

Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$199,414,870	\$195,872,700
Millage Rate	0.4817	0.4781
Personal Property Tax Levy	\$96,058	\$93,647
Estimated Collections after Delinquencies	\$91,255	\$91,774

Total Ad Valorem	\$1,527,594	\$1,573,200
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#### IFT

##### Real Property:

	FY 17/18	FY 18/19
Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$107,530	\$109,780
Millage Rate	0.2409	0.2390
Real Property Tax Levy	\$26	\$26

##### Personal Property:

Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$821,820	\$736,580
Millage Rate	0.2409	0.2390
Personal Property Tax Levy	\$198	\$176
Estimated Collections after Delinquencies	\$198	\$173

Total IFT	\$224	\$199
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## **Parks Millage Fund**

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### **Expenditures**

Financial support this year will continue for the Players Barn, various Capital Improvements, 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 \$96,351 or 21% to \$367,041 at June 30, 2019, which is 21% of Total Expenditures and Other Financing Uses.

### **FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$380 or 0.02% decrease from the current budget primarily due to slightly lower than budgeted operation expenditures.

### **FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$71,450 or 4% decrease from the FY 17/18 year-end projection and \$71,830 or 4% decrease from the FY 17/18 budget.
- The budget to budget decrease results from decreased capital expenditures for Heritage Park, Founders Park, Athletic Field and the Playground Imp, partially offset by increased expenditures for Activities Center Improvements.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Parks Millage Fund</b>	\$1,368,297	\$1,460,438	\$1,794,580	\$1,794,200	\$1,722,750

**Parks Millage Fund**

**PARKS MILLAGE FUND**

FUND NUMBER: 410

Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>414,673</b>	<b>568,188</b>	<b>650,495</b>	<b>650,495</b>	<b>463,392</b>	<b>463,392</b>
<b>REVENUES</b>						
Special Levy	1,515,691	1,510,004	1,530,889	1,527,594	1,573,200	1,573,200
IFT Payments	370	252	224	224	199	199
LCSSA Reimb. of Exempt Pers. Propert	0	23,794	26,499	66,279	40,000	40,000
Interest on Investments	5,752	8,695	6,500	13,000	13,000	13,000
<b>TOTAL REVENUES</b>	<b>1,521,813</b>	<b>1,542,745</b>	<b>1,564,112</b>	<b>1,607,097</b>	<b>1,626,399</b>	<b>1,626,399</b>
<b>EXPENDITURES</b>						
Operations:						
Audit & Legal Fees	1,100	750	1,130	750	800	800
Park Maintenance	5,740	7,962	8,000	8,000	8,000	8,000
Players Barn Contract	23,100	23,100	23,100	23,100	23,100	23,100
<b>Total Operations</b>	<b>29,940</b>	<b>31,812</b>	<b>32,230</b>	<b>31,850</b>	<b>31,900</b>	<b>31,900</b>
Capital:						
Heritage Park (YAC)	0	26,036	58,000	38,000	0	0
Athletic Fields	6,888	0	25,000	25,000	0	0
Construction Heritage	2,341	0	0	0	0	0
Equipment	13,255	78,888	223,000	223,000	223,000	223,000
Founders Park Improvements	0	0	30,000	30,000	0	0
Playground Improvement	0	0	5,000	5,000	0	0
Activities Center Improvements	8,024	15,852	113,500	133,500	160,000	160,000
<b>Total Capital</b>	<b>30,507</b>	<b>120,776</b>	<b>454,500</b>	<b>454,500</b>	<b>383,000</b>	<b>383,000</b>
<b>Total Expenditures</b>	<b>60,447</b>	<b>152,588</b>	<b>486,730</b>	<b>486,350</b>	<b>414,900</b>	<b>414,900</b>
<b>OTHER FINANCING USES</b>						
General Fund						
Park Maintenance/Operations	382,450	382,450	382,450	382,450	382,450	382,450
Nature Center	75,400	75,400	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	400,000	400,000	400,000	400,000	400,000	400,000
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
<b>Total Other Financing Uses</b>	<b>1,307,850</b>	<b>1,307,850</b>	<b>1,307,850</b>	<b>1,307,850</b>	<b>1,307,850</b>	<b>1,307,850</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES (OFU)</b>						
	<b>1,368,297</b>	<b>1,460,438</b>	<b>1,794,580</b>	<b>1,794,200</b>	<b>1,722,750</b>	<b>1,722,750</b>
Revenues over/(under) Expenditures	153,515	82,307	(230,468)	(187,103)	(96,351)	(96,351)
<b>FUND BALANCE AT JUNE 30</b>	<b>568,188</b>	<b>650,495</b>	<b>420,027</b>	<b>463,392</b>	<b>367,041</b>	<b>367,041</b>
<b>Fund Balance as a % of Expend/OFU</b>	<b>41.53%</b>	<b>44.54%</b>	<b>23.41%</b>	<b>25.83%</b>	<b>21.31%</b>	<b>21.31%</b>

**Parks Millage Fund**

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**CAPITAL PROJECT DETAIL**

	<b>FY 2017/18 Actual</b>	<b>FY 2017/18 Estimated</b>	<b>FY 2018/19 Budget</b>
<b>HERITAGE PARK</b>			
Longacre	15,000	18,000	0
Daycamp/Nature Center (Floor)	15,000	0	0
Signage	0	20,000	0
Spicer House Boiler Replacements	28,000	0	0
<b>Total Heritage Park</b>	<b>58,000</b>	<b>38,000</b>	<b>0</b>
<b>ATHLETIC FIELDS</b>			
Ball field & soccer field renovation	25,000	25,000	0
<b>EQUIPMENT</b>			
Parks Equipment	223,000	223,000	223,000
<b>Total Equipment</b>	<b>223,000</b>	<b>223,000</b>	<b>223,000</b>
<b>ACTIVITIES CENTER IMPROVEMENTS</b>			
Gym Flooring	3,500	3,500	0
Master Plan	35,000	35,000	0
Costick Center-HVAC/Mechanical Upgrades	0	0	100,000
Costick Center Exterior Tuckpointing/Painting	25,000	25,000	0
Costick Center - Senior Center Carpet Replacement	25,000	25,000	0
Costick Center-Replace Carpeting	0	0	60,000
Misc improvements	25,000	45,000	0
<b>Total Activies Center Improvements</b>	<b>113,500</b>	<b>133,500</b>	<b>160,000</b>
<b>FOUNDERS PARK</b>			
Playground Equipment/Improvements	30,000	30,000	0
<b>Total Funders Park</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>
<b>PLAYGROUND EQUIPMENT</b>			
Soccer Fields Top-dress (Fpunders Park)	5,000	5,000	0
<b>Total Playground Equipment</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
<b>TOTAL CAPITAL</b>	<b>454,500</b>	<b>454,500</b>	<b>383,000</b>

# NUTRITION GRANT FUND

## **Overview**

The Nutrition Grant Fund provides meals to Farmington/Farmington Hills residents, 60 years and over and is funded primarily by Federal Grants from the U.S. Department of Health and Human Services passed through the Area Agency on Aging. The Federal Grants are subject to Federal compliance audits. The Senior Division of the Special Services Department 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 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 (HDM) program mandates the delivery of one hot meal on five or more days a week at least one meal per day, may consist of a hot meal, cold meal, frozen meal, shelf stable or supplemental foods.

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 108,236 meals were served in FY 2016/17. A projection of 108,000 meals is estimated for the FY 2017/18 contract year.

## **Revenue Assumptions**

Funding is primarily provided by Federal Grants and program income for both congregate and homebound meals. A local grant match is also required from the City. Additional funding comes from donations and interest income.

## **Expenditures**

Personnel, supplies and utility/rent expenditures are used to provide congregate and homebound meals to those 60 years and older.

## **Fund Balance**

Fund balance is projected to be \$0 at June 30, 2019.

## **FY 17-18 YEAR-END PROJECTION vs. FY 17/18 CURRENT BUDGET**

- \$11,190 increase from the current budget is due to increased Homebound meals.

## **FY 18-19 PROPOSED BUDGET vs. FY 17/18 YEAR-END PROJECTION**

- \$23,310 increase from the FY 17/18 year-end projection is due to increased Homebound meals.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Nutrition Grant Fund</b>	\$485,795	\$518,214	\$467,339	\$478,529	\$501,839

**Nutrition Grant Fund**

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**Nutrition Grant Fund**

FUND NUMBER: 281

Category and Lin	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>						
Federal Grant	345,904	329,017	298,503	298,503	298,503	298,503
Program Income	113,826	117,056	141,243	111,243	141,243	141,243
Interest Income	313	532	310	500	310	310
Local Match	25,752	26,904	27,283	27,283	27,283	27,283
Other Income - GF contribution	0	44,705	0	41,000	34,500	34,500
<b>Total Revenues</b>	<b>485,795</b>	<b>518,214</b>	<b>467,339</b>	<b>478,529</b>	<b>501,839</b>	<b>501,839</b>
<b>EXPENDITURES</b>						
Audit Fees	0	300	310	300	310	310
Congregate Meals	78,078	78,457	96,221	96,221	96,221	96,221
Homebound Meals	407,717	439,457	370,808	382,008	405,308	405,308
<b>Total Expenditures</b>	<b>485,795</b>	<b>518,214</b>	<b>467,339</b>	<b>478,529</b>	<b>501,839</b>	<b>501,839</b>
Revenues over/(under) Expendi	0	0	0	0	0	0
<b>FUND BALANCE AT JUNE</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 2015 voters passed a renewal of the 1.4764 millage. This renewal became effective in July 2016 and expires June 30, 2026. An additional 1.70 mills was approved by the electorate in 2011, effective in July 2012 and expires June 30, 2022. Revenue is calculated by multiplying the eligible taxable value by the Headlee adjusted millage rate and reducing the figure for estimated tax captures and delinquent taxes.

### **Revenue Assumptions**

This Fund historically receives revenue from the special millage levy, industrial facilities tax payments and interest income. Beginning in FY 16/17, this Fund also received a reimbursement from the State of Michigan for the exemption of certain personal property taxes, per the State's phased-in personal property tax reform. Overall tax revenue will increase by 3.0% in FY 18/19 from an increase in taxable value, partially offset by a Headlee Rollback of the millage, as shown below.

### CITY OF FARMINGTON HILLS PUBLIC SAFETY MILLAGE

#### **Ad Valorem**

##### **Real Property:**

	FY 17/18	FY 18/19
Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$2,981,812,480	\$3,098,570,150
Millage Rate	3.1348	3.1118
Real Property Tax Levy	\$9,347,386	\$9,642,440

##### **Personal Property:**

Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$199,414,870	\$195,872,700
Millage Rate	3.1348	3.1118
Personal Property Tax Levy	\$625,126	\$609,536
Estimated Collections after Delinquencies	\$593,869	\$597,346

Total Ad Valorem

	\$9,941,255	\$10,239,786
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#### **IFT**

##### **Real Property:**

	FY 17/18	FY 18/19
Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$107,530	\$109,780
Millage Rate	1.5674	1.5559
Real Property Tax Levy	\$169	\$171

##### **Personal Property:**

Taxable Value (Excl. Ren Zone, Sr., Brownfield., CIA)	\$821,820	\$736,580
Millage Rate	1.5674	1.5559
Personal Property Tax Levy	\$1,288	\$1,146
Estimated Collections after Delinquencies	\$1,288	\$1,123

Total IFT

	\$1,457	\$1,294
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**Public Safety Millage**

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**Expenditures**

The public safety millage funds the following expenditures in FY 2018/19:

**Police**

- 35 sworn police officers
- 5 full-time police dispatchers - required for the delivery of Emergency Medical Dispatch services
- 1 full-time civilian police dispatch supervisor

**Fire**

- 4 fire shift lieutenants
- 4 battalion chiefs
- 8 Shift Sergeants
- 15 full-time fire fighters
- 1 EMS Coordinator
- 1 Fire Chief
- 1 Deputy Chief
- 5.29 FTE Paid Callback Fire Fighters

**Fund Balance**

Fund Balance is projected to be approximately \$1.9 million or 18.2% of expenditures at June 30, 2019. The \$130,120 reduction in fund balance is due to planned appropriations for Public Safety purposes, while maintaining an adequate fund balance available for emergencies and/or revenue shortfalls.

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- No change.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$40,070 or 0.4% increase from the FY 17/18 year-end projection and budget.
- The budget to budget increase results from more personnel expenditures for both the Police and Fire Departments.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Public Safety Millage Fund</b>	\$9,940,500	\$10,759,979	\$10,511,130	\$10,511,130	\$10,551,200

**Public Safety Millage**

**Public Safety Millage**

FUND NUMBER: 205

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>		<b>3,141,768</b>	<b>3,103,093</b>	<b>2,367,544</b>	<b>2,367,544</b>	<b>2,047,486</b>	<b>2,047,486</b>
<b>REVENUES</b>							
403-005	Public Safety Millage	9,849,396	9,813,206	9,958,932	9,941,255	10,239,786	10,239,786
403-031	IFT Payments	2,406	1,639	1,457	1,457	1,294	1,294
574-001	LCSSA Reimb. of Exempt Pers. Property	0	154,811	172,427	168,361	100,000	100,000
664-005	Interest Income	50,023	54,774	40,000	80,000	80,000	80,000
<b>TOTAL REVENUES</b>		<b>9,901,825</b>	<b>10,024,430</b>	<b>10,172,815</b>	<b>10,191,073</b>	<b>10,421,080</b>	<b>10,421,080</b>
<b>EXPENDITURES</b>							
<b>(445) REIMBURSEMENTS TO GENERAL FUND</b>							
300	Police Department						
	Salaries and Wages	4,895,196	5,061,093	5,217,000	5,217,000	5,275,000	5,275,000
	Professional & Contractual	550	550	565	565	600	600
970-058	Capital Outlay	0	240,318	0	0	0	0
	<b>Total Police Department</b>	<b>4,895,746</b>	<b>5,301,961</b>	<b>5,217,565</b>	<b>5,217,565</b>	<b>5,275,600</b>	<b>5,275,600</b>
337	Fire Department						
	Salaries and Wages	4,887,102	5,270,138	5,217,000	5,217,000	5,275,000	5,275,000
	Operating Supplies	94,202	0	0	0	0	0
	Professional & Contractual	550	550	565	565	600	600
970-058	Capital Outlay	62,900	187,330	76,000	76,000	0	0
	<b>Total Fire Department</b>	<b>5,044,754</b>	<b>5,458,018</b>	<b>5,293,565</b>	<b>5,293,565</b>	<b>5,275,600</b>	<b>5,275,600</b>
<b>TOTAL EXPENDITURES</b>		<b>9,940,500</b>	<b>10,759,979</b>	<b>10,511,130</b>	<b>10,511,130</b>	<b>10,551,200</b>	<b>10,551,200</b>
Excess Revenues over Expenditures		(38,675)	(735,549)	(338,315)	(320,057)	(130,120)	(130,120)
<b>FUND BALANCE AT JUNE 30</b>		<b>3,103,093</b>	<b>2,367,544</b>	<b>2,029,229</b>	<b>2,047,486</b>	<b>1,917,366</b>	<b>1,917,366</b>
<b>Fund Balance as a % of Expenditures</b>		<b>31.22%</b>	<b>22.00%</b>	<b>19.31%</b>	<b>19.48%</b>	<b>18.17%</b>	<b>18.17%</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. Its forfeiture funds are considered Federal Grants for purposes of compliance with Federal Grant regulations.

### **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 2018/19, available resources will be utilized to:

- Fund Drug Education;
- Fund the technology upgrade of the communications/dispatch section of the public safety department; and
- Fund other necessary expenditures not available in the Department's General Fund base budget.

### **Fund Balance**

Fund balance is projected to be \$27,116 at June 30, 2019. The \$268,681 reduction in fund balance is due to an agency requirement to not budget for revenue, therefore, all budgeted expenditures are covered by available fund balance.

### **FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$11,845 or 4.7% increase from the current budget.
- The increase results primarily from higher than budgeted capital outlay expenditures for equipment.

### **FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$3,125 or 1.2% increase from the FY 17/18 year-end projection, and \$14,970 or 6% increase from the FY 17/18 budget.
- The budget to budget increase results primarily from increased capital outlay expenditures partially offset by decreased operating supplies and professional and contractual costs.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Federal Forfeiture Fund</b>	\$261,544	\$191,401	\$253,711	\$265,556	\$268,681

**Federal Forfeiture Fund****Federal Forfeiture Fund**

FUND NUMBER: 213

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>436,458</b>	<b>345,476</b>	<b>307,853</b>	<b>307,853</b>	<b>295,797</b>	<b>295,797</b>
<b>REVENUES</b>						
010 Auction	17,225	0	0	0	0	0
012 Federal Treasury Forfeiture	53,454	0	0	0	0	0
013 Federal Forfeiture	95,995	150,091	0	250,000	0	0
015 Miscellaneous Income	0	922	0	0	0	0
664 Interest Income	3,888	2,765	0	3,500	0	0
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>170,562</b>	<b>153,777</b>	<b>0</b>	<b>253,500</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>						
<b>(740) OPERATING SUPPLIES</b>						
008 Drug Education	0	0	1,200	1,200	1,200	1,200
009 Evidence Lab Supplies	0	0	7,850	7,850	0	0
018 Ammunition & Weapons	0	0	9,825	9,825	6,056	6,056
019 Uniform	5,467	1,994	16,000	16,000	11,000	11,000
021 Audit Fee	0	400	410	400	425	425
040 Miscellaneous	0	4,642	14,490	14,490	0	0
Category Total	5,467	7,036	49,775	49,765	18,681	18,681
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
001 Conferences and Workshops	2,147	1,270	0	355	0	0
006 Vehicle Maintenance	36,882	37,477	66,000	66,000	0	0
013 Education & Training		3,900	0	0	0	0
023 Data Processing	0	12,995	0	0	0	0
098 Polygraph/DNA Services	5,743	0	0	0	0	0
Category Total	44,772	55,642	66,000	66,355	0	0
<b>(970) CAPITAL OUTLAY</b>						
001 Office Furniture	2,990	0	0	0	0	0
002 Equipment	0	12,948	0	11,500	250,000	250,000
015 Automotive & Auto Equipment	208,315	115,775	137,936	137,936	0	0
Category Total	211,305	128,723	137,936	149,436	250,000	250,000
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>261,544</b>	<b>191,401</b>	<b>253,711</b>	<b>265,556</b>	<b>268,681</b>	<b>268,681</b>
Revenues over/(under) Expenditures	(90,982)	(37,623)	(253,711)	(12,056)	(268,681)	(268,681)
<b>FUND BALANCE AS OF JUNE 30</b>	<b>345,476</b>	<b>307,853</b>	<b>54,142</b>	<b>295,797</b>	<b>27,116</b>	<b>27,116</b>

**Federal Forfeiture Fund**

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**CAPITAL OUTLAY**

Fund Number: 213

Acct.		Unit	Budget	<u>Manager's Budget</u>	
970	Quantity	Item Description	Request	Quantity	Amount
<b>002</b>		<b>EQUIPMENT</b>			
		Complete Radio System Replacement	250,000		250,000
		<b>CAPITAL OUTLAY TOTAL</b>	<u>250,000</u>		<u>250,000</u>

## 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 2018/19, funding will be utilized for:

- Complete radio system replacement for the Police Department;
- Purchase of unmanned aircraft system equipment; and
- Miscellaneous police and training equipment.

### Fund Balance

Fund balance is projected to be \$30,912 at June 30, 2019. The \$345,850 reduction in fund balance is due to an agency requirement to not budget for revenue, therefore, all budgeted expenditures are covered by available fund balance.

### FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –

- \$16,690 or 22.7% increase from the current budget.
- The increase results primarily from more than budgeted building improvements and miscellaneous expenditures.

### FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –

- \$255,600 or 283% increase from the FY 17/18 year-end projection and \$272,290 or 370% increase from the FY 17/18 budget.
- The budget to budget increase results primarily from more capital outlay and education & training, partially offset by less operating supplies.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
State Forfeiture Fund	\$2,778	\$83,652	\$73,560	\$90,250	\$345,850

## State Forfeiture Fund

### State Forfeiture Fund

FUND NUMBER: 214

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>69,952</b>	<b>183,544</b>	<b>426,574</b>	<b>426,574</b>	<b>376,762</b>	<b>376,762</b>
<b>REVENUES</b>						
010 Auction	0	7,914	0	0	0	0
014 State Forfeiture	114,251	315,461	0	25,000	0	0
015 Miscellaneous	0	0	0	11,638	0	0
025 Sale of Fixed Assets	0	208	0	0	0	0
664 Interest Income	2,120	3,100	0	3,800	0	0
<b>TOTAL REVENUE</b>	<b>116,371</b>	<b>326,682</b>	<b>0</b>	<b>40,438</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>						
<b>(740) OPERATING SUPPLIES</b>						
008 Drug Education	0	850	1,100	1,100	1,100	1,100
009 Evidence Lab Supplies	0	0	15,000	15,000	0	0
018 Ammunition & Weapons	236	12,586	17,600	17,600	15,100	15,100
019 Uniform	0	5,000	16,500	16,500	4,000	4,000
021 Audit Fees	0	400	410	400	425	425
040 Miscellaneous	2,541	10,863	20,250	27,250	17,225	17,225
Total Operating Supplies	2,778	29,699	70,860	77,850	37,850	37,850
<b>(801) PROFESSIONAL &amp; CONTRACTUAL</b>						
013 Education & Training	0	53,953	2,700	2,700	11,000	11,000
Total Professional & Contractual	0	53,953	2,700	2,700	11,000	11,000
<b>(970) CAPITAL OUTLAY</b>						
002 Equipment	0	0	0	0	293,000	293,000
036 Building Improvements	0	0	0	9,700	4,000	4,000
Total Capital Outlay	0	0	0	9,700	297,000	297,000
<b>TOTAL EXPENDITURES</b>	<b>2,778</b>	<b>83,652</b>	<b>73,560</b>	<b>90,250</b>	<b>345,850</b>	<b>345,850</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>						
	<b>2,778</b>	<b>83,652</b>	<b>73,560</b>	<b>90,250</b>	<b>345,850</b>	<b>345,850</b>
Revenues over/(under) Expenditures	113,593	243,030	(73,560)	(49,812)	(345,850)	(345,850)
<b>FUND BALANCE AS OF JUNE 30</b>	<b>183,544</b>	<b>426,574</b>	<b>353,014</b>	<b>376,762</b>	<b>30,912</b>	<b>30,912</b>



**State Forfeiture Fund**

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**Capital Outlay**

Fund Number: 214

Acct.

970	Quantity	Item Description	Unit Cost	Budget Request	Manager's Budget	
					Quantity	Amount
<b>002</b>		<b>EQUIPMENT</b>				
		Communications Section Workstation Replacement/Upgrade		250,000		250,000
		Unmanned Aircraft System (UAS)		35,000		35,000
		Server to accommodate increased data storage due to anticipated integrated in-car and bodycam system		8,000		8,000
		<b>Total Equipment</b>		293,000		293,000
<b>036</b>		<b>BUILDING IMPROVEMENTS</b>				
	4	Women's Lockers	1,000	4,000	4	4,000
		<b>Total Building Improvements</b>		4,000		4,000

**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 Federal Grants are subject to Federal compliance audits. 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 2018/19, approximately 28 homes will be rehabilitated at a cost of \$ 290,000 as part of the Housing Rehabilitation Program.

**Fund Balance**

Fund balance is projected to be \$0 at June 30, 2018.

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$ 87,897.00 or 25 % increase from the current budget.
- The increase results from additional loan receipt funds being primarily appropriated to Housing Rehabilitation projects and Capital Improvement Fund contribution.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$ 90,122 or 21% decrease from the FY 17-18 year-end projection, and \$2,225 or 1% decrease from the current budget.
- The budget to budget decrease result from less housing rehabilitation, partially offset by more administrative costs. No appropriation to the Capital Improvement Fund in FY 2018/19.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>CDBG Fund</b>	\$665,158	\$398,492	\$342,503	\$430,400	\$340,278

## Community Development Block Grant Fund

### COMMUNITY DEVELOPMENT BLOCK GRANT FUND

FUND NUMBER: 275

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 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	445,917	315,551	307,503	260,400	305,278	305,278
	Housing Rehabilitation						
	Program Loan Receipts	219,241	82,941	35,000	170,000	35,000	35,000
	<b>Total Revenues</b>	<b>665,158</b>	<b>398,492</b>	<b>342,503</b>	<b>430,400</b>	<b>340,278</b>	<b>340,278</b>
<b>EXPENDITURES</b>							
<b>ADMINISTRATION</b>							
	Salaries & Wages	15,026	15,012	53,356	21,150	30,500	30,500
	Fringe Benefits	14,998	15,534	15,000	15,000	15,000	15,000
	Rehab Programs	44,800	44,780	0	44,800	44,800	44,800
	Supplies	475	20	100	100	100	100
	Conferences & Workshops	1,210	610	800	400	800	800
	Memberships & Dues	3,540	3,840	1,400	1,400	1,400	1,400
	Education & Training	0	30	600	200	600	600
	Legal Notices	932	474	1,400	1,400	1,400	1,400
	South Oakland Shelter	7,500	7,500	7,500	7,500	7,500	7,500
	Haven	5,500	5,500	5,500	5,500	5,500	5,500
	Audit Fees	6,000	6,000	6,150	6,250	6,150	6,150
	Common Ground	2,000	2,000	2,500	2,500	2,500	2,500
	Category Total	<b>101,981</b>	<b>101,300</b>	<b>94,306</b>	<b>106,200</b>	<b>116,250</b>	<b>116,250</b>
<b>CAPITAL OUTLAY</b>							
	Housing Rehab. Grants	61,386	20,867	44,347	70,000	40,000	40,000
	Housing Rehabilitation	1,012	141,500	168,850	94,200	149,028	149,028
	Housing Rehab. Income Est.	148,674	0	35,000	140,000	35,000	35,000
	Category Total	<b>211,072</b>	<b>162,367</b>	<b>248,197</b>	<b>304,200</b>	<b>224,028</b>	<b>224,028</b>
	<b>Total Expenditures</b>	<b>313,053</b>	<b>263,667</b>	<b>342,503</b>	<b>410,400</b>	<b>340,278</b>	<b>340,278</b>
<b>OTHER FINANCING USES</b>							
	Contribution to Other Funds						
	Capital Improvement Fund	0	81,895	0	0	0	0
	Capital Projects	352,105	52,930	0	20,000	0	0
	<b>Total Other Financing Uses</b>	<b>352,105</b>	<b>134,825</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>665,158</b>	<b>398,492</b>	<b>342,503</b>	<b>430,400</b>	<b>340,278</b>	<b>340,278</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 three Debt Service Funds; the General Debt Service Fund, the Building Authority Debt Service Fund, and the Local Road Special Assessment Debt Service Fund. Water and Sewer Debt is accounted for within the Water and Sewer Enterprise 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. Bonds are payable on the City-at-large share of Local Road SAD's through 2027, and the Golf Club through 2031.

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

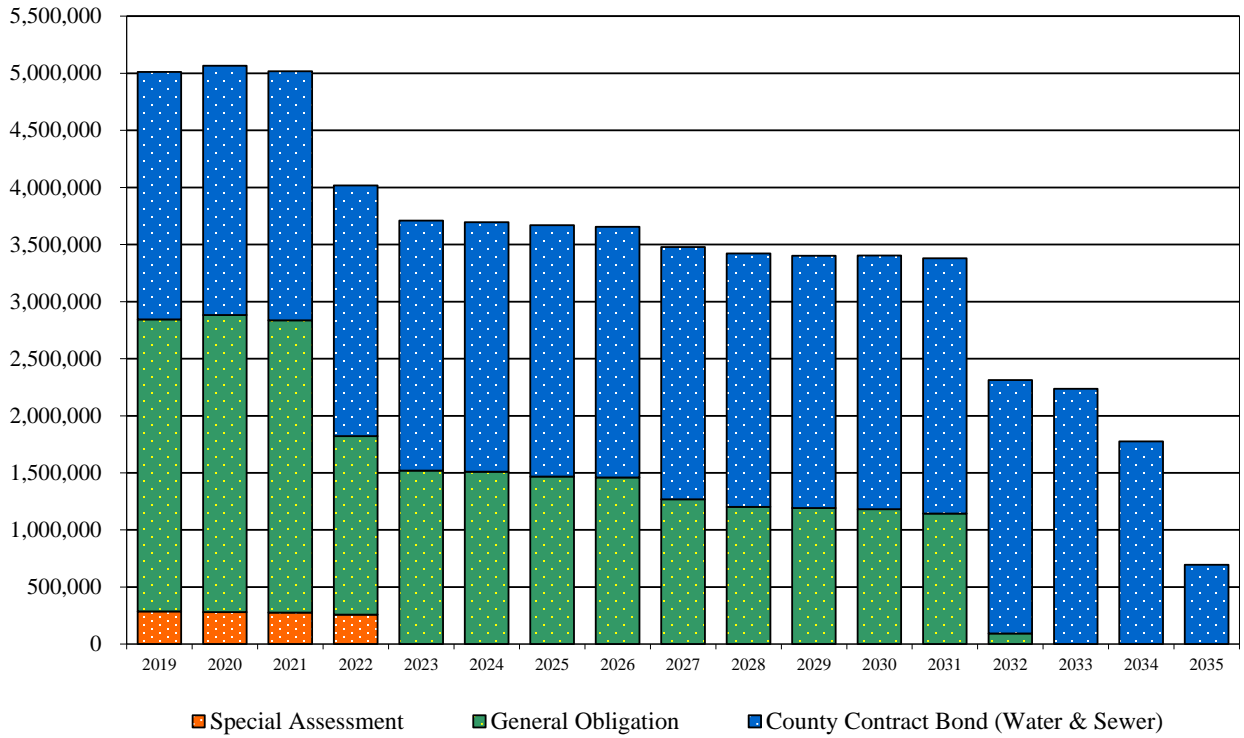
The City of Farmington Hills Building Authority is a financing vehicle utilized in Michigan to finance facilities through the issuance of bonded debt. This separate Authority issues debt, builds the facility and enters into lease agreements for the facilities with the community. The annual lease payments 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 47<sup>th</sup> District Court Facility through the City of Farmington Hills Building Authority.

### **Local Road Special Assessment Debt Service Fund**

This Fund has historically been 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 road improvements that benefit property owners, as well as to pay back special assessment loans from the Special Assessment Revolving Fund. As of FY 2015/16, all new special assessment districts are to be accounted for in the Local Road Fund. Therefore, this Fund will continue to account for special assessment receipts and paybacks to the SAD Revolving Fund for SAD's confirmed prior to FY 2015/16. Once all the assessments have been received and the loans have been paid back, then this Debt Service Fund will only account for the payment of special assessment debt service, and related miscellaneous expenditures.

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 Existing Debt Service (as of June 30, 2018)  
for Fiscal Years Ending June 30, 2018 - 2035**



**Debt Service Funds**

**DEBT SERVICE FUNDS SUMMARY**

	General Debt Service Fund #301	Building Authority Debt Fund #662	Local Road SAD Debt Fund #813	Total Debt Service Funds
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$138,166</b>	<b>\$27</b>	<b>\$1,974,957</b>	<b>\$2,113,150</b>
<b>REVENUES</b>				
Interest income	2,000	0	126,485	<b>128,485</b>
Special Assessments	0	0	543,797	<b>543,797</b>
Intergovernmental Revenues	240,005	0	0	<b>240,005</b>
<b>Total Revenues</b>	<b>242,005</b>	<b>0</b>	<b>670,282</b>	<b>912,287</b>
<b>EXPENDITURES</b>				
Bond principal payments	425,000	940,000	990,000	<b>2,355,000</b>
Interest and fiscal charges	190,313	48,638	251,001	<b>489,952</b>
Miscellaneous	2,000	925	9,500	<b>12,425</b>
<b>Total Expenditures</b>	<b>617,313</b>	<b>989,563</b>	<b>1,250,501</b>	<b>2,857,377</b>
Revenues over/(under) Expenditures	<b>(375,308)</b>	<b>(989,563)</b>	<b>(580,219)</b>	<b>(1,945,090)</b>
<b>OTHER FINANCING SOURCES AND USES</b>				
Transfers In				
-General Fund	1,282,046	0	0	<b>1,282,046</b>
-Local Road Fund	82,900	0	955,213	<b>1,038,113</b>
-General Debt Fund	0	989,638	0	<b>989,638</b>
<b>Total Transfers In</b>	<b>1,364,946</b>	<b>989,638</b>	<b>955,213</b>	<b>3,309,797</b>
Transfers Out				
-SAD Revolving Fund	0	0	(540,417)	<b>(540,417)</b>
- Building Authority Fund	(989,638)	0	0	<b>(989,638)</b>
<b>Total Transfers out</b>	<b>(989,638)</b>	<b>0</b>	<b>(540,417)</b>	<b>(1,530,055)</b>
<b>Total Other Financing Sources and Uses</b>	<b>375,308</b>	<b>989,638</b>	<b>414,796</b>	<b>1,779,742</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	75	(165,423)	<b>(165,348)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$138,166</b>	<b>\$102</b>	<b>\$1,809,534</b>	<b>\$1,947,802</b>

**Debt Service Funds****GENERAL DEBT SERVICE FUND**

FUND NUMBER: 301

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>161,247</b>	<b>162,194</b>	<b>144,141</b>	<b>144,141</b>	<b>138,166</b>	<b>138,166</b>
<b>REVENUES</b>						
(664) Interest Income	620	7,103	1,000	3,000	2,000	2,000
(655) Contribution from Farmington - Court	148,957	143,837	161,010	161,010	159,005	159,005
(655) District Court Building Fund	75,727	74,087	89,000	81,000	81,000	81,000
<b>Total Revenues</b>	<b>225,304</b>	<b>225,027</b>	<b>251,010</b>	<b>245,010</b>	<b>242,005</b>	<b>242,005</b>
<b>OTHER FINANCING SOURCES</b>						
(676) Contribution From Other Funds:						
General Fund	1,419,180	1,386,391	1,422,162	1,422,162	1,282,046	1,282,046
Local Road Fund	81,150	79,950	83,800	83,800	82,900	82,900
(695) Proceeds from Bond Sale	0	3,805,000	0	0	0	0
	<b>1,500,330</b>	<b>5,271,341</b>	<b>1,505,962</b>	<b>1,505,962</b>	<b>1,364,946</b>	<b>1,364,946</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>1,725,634</b>	<b>5,496,368</b>	<b>1,756,972</b>	<b>1,750,972</b>	<b>1,606,951</b>	<b>1,606,951</b>
<b>EXPENDITURES</b>						
GENERAL DEBT ISSUES:						
(990) Interest:						
Farmington Hills Golf Club	5,150	0	0	0	0	0
2012 G.O. Limited Capital Impr. Bonds	21,250	20,050	18,800	18,800	17,400	17,400
2013 Golf Refunding Interest	192,563	188,913	182,313	182,313	172,913	172,913
Total	<b>218,963</b>	<b>208,963</b>	<b>201,113</b>	<b>201,113</b>	<b>190,313</b>	<b>190,313</b>
(995) Principal:						
Farmington Hills Golf Club	250,000	0	0	0	0	0
2012 G.O. Limited Capital Impr. Bonds	60,000	60,000	65,000	65,000	65,000	65,000
2013 Golf Refunding	50,000	315,000	360,000	360,000	360,000	360,000
Total	<b>360,000</b>	<b>375,000</b>	<b>425,000</b>	<b>425,000</b>	<b>425,000</b>	<b>425,000</b>
<b>TOTAL GENERAL DEBT</b>	<b>578,963</b>	<b>583,963</b>	<b>626,113</b>	<b>626,113</b>	<b>615,313</b>	<b>615,313</b>
(996) Miscellaneous/Audit Expense	900	900	925	900	2,000	2,000
Bond Issuance Costs	0	39,498	0	0	0	0
<b>Total Expenditures</b>	<b>579,863</b>	<b>624,361</b>	<b>627,038</b>	<b>627,013</b>	<b>617,313</b>	<b>617,313</b>

**Debt Service Funds****GENERAL DEBT SERVICE FUND**

FUND NUMBER: 301

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>OTHER FINANCING USES</b>							
(905)	Contribution to Building Authority						
	Interest:						
	Refunding Bond - 2003 DPW/Fire	19,700	12,000	4,200	4,050	0	0
	47th District Court - Refunding	230,125	118,200	60,159	60,159	48,638	48,638
	Total	249,825	130,200	64,359	64,209	48,638	48,638
	Principal:						
	Refunding Bond - 2003 DPW/Fire	200,000	195,000	195,000	195,000	0	0
	47th District Court - Refunding	695,000	800,000	870,000	870,000	940,000	940,000
	Total	895,000	995,000	1,065,000	1,065,000	940,000	940,000
	Use of Bldg. Authority Fund Balance	0	0	0	0	0	0
	Total Contribution to Building Auth.	1,144,825	1,126,100	1,129,934	1,129,934	989,638	989,638
	Transfer to Escrow Agent	0	3,763,960	0	0	0	0
	<b>Total Other Financing Uses</b>	1,144,825	4,890,060	1,129,934	1,129,934	989,638	989,638
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>1,724,688</b>	<b>5,514,421</b>	<b>1,756,972</b>	<b>1,756,947</b>	<b>1,606,951</b>	<b>1,606,951</b>
	Revenues Over/(Under) Expenditures	947	(18,052)	0	(5,975)	0	0
<b>FUND BALANCE AT JUNE 30</b>		<b>162,194</b>	<b>144,141</b>	<b>144,141</b>	<b>138,166</b>	<b>138,166</b>	<b>138,166</b>



**Debt Service Funds****BUILDING AUTHORITY FUND**

FUND NUMBER: 662

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>		<b>1,050</b>	<b>150</b>	<b>152</b>	<b>152</b>	<b>27</b>	<b>27</b>
<b>REVENUES</b>							
(664)	Interest Income	0	2	0	0	0	0
<b>Total Revenues</b>		<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER FINANCING SOURCES</b>							
<b>Contributions from other funds:</b>							
(301)	General Debt Service Fund	1,144,825	1,126,100	1,129,934	1,129,934	989,638	989,638
<b>Total Other Financing Sources</b>		<b>1,144,825</b>	<b>1,126,100</b>	<b>1,129,934</b>	<b>1,129,934</b>	<b>989,638</b>	<b>989,638</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		<b>1,144,825</b>	<b>1,126,102</b>	<b>1,129,934</b>	<b>1,129,934</b>	<b>989,638</b>	<b>989,638</b>
<b>EXPENDITURES</b>							
	Bond Principal	895,000	995,000	1,065,000	1,065,000	940,000	940,000
	Bond Interest:						
	Refunding -DPW/Fire	19,700	12,000	4,000	4,000	0	0
	47th District Court - Refunding	230,125	118,200	60,159	60,159	48,638	48,638
<b>Total Interest</b>		<b>249,825</b>	<b>130,200</b>	<b>64,159</b>	<b>64,159</b>	<b>48,638</b>	<b>48,638</b>
<b>Total Debt Service</b>		<b>1,144,825</b>	<b>1,125,200</b>	<b>1,129,159</b>	<b>1,129,159</b>	<b>988,638</b>	<b>988,638</b>
	Audit Fees	900	900	925	900	925	925
<b>TOTAL EXPENDITURES</b>		<b>1,145,725</b>	<b>1,126,100</b>	<b>1,130,084</b>	<b>1,130,059</b>	<b>989,563</b>	<b>989,563</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>1,145,725</b>	<b>1,126,100</b>	<b>1,130,084</b>	<b>1,130,059</b>	<b>989,563</b>	<b>989,563</b>
Revenues Over/(Under) Expenditures		(900)	2	(150)	(125)	75	75
<b>FUND BALANCE AT JUNE 30</b>		<b>150</b>	<b>152</b>	<b>2</b>	<b>27</b>	<b>102</b>	<b>102</b>

**Debt Service Funds****LOCAL ROAD SPECIAL ASSESSMENT DEBT SERVICE FUND**

FUND NUMBER: 813

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>2,097,263</b>	<b>2,113,034</b>	<b>2,094,668</b>	<b>2,094,668</b>	<b>1,974,957</b>	<b>1,974,957</b>
<b>REVENUES</b>						
672-001 Special Assessment Principal	792,961	768,805	621,806	666,040	543,797	543,797
672-002 Investment Earnings	0	22,183	4,000	28,000	50,630	50,630
672-003 Special Assessment Interest	164,578	109,032	81,962	81,962	75,855	75,855
<b>Total Revenue</b>	<b>957,539</b>	<b>900,020</b>	<b>707,768</b>	<b>776,002</b>	<b>670,282</b>	<b>670,282</b>
<b>EXPENDITURES</b>						
996-001 Debt Service (P&I)	306,536	461,457	1,289,390	1,186,993	1,241,001	1,241,001
996-003 Auditing Fees	9,075	9,075	9,302	9,075	9,500	9,500
<b>Total Expenditures</b>	<b>315,611</b>	<b>470,532</b>	<b>1,298,692</b>	<b>1,196,068</b>	<b>1,250,501</b>	<b>1,250,501</b>
<b>Excess or Revenue (Under)/Over Expenditures</b>	<b>641,928</b>	<b>429,488</b>	<b>(590,924)</b>	<b>(420,066)</b>	<b>(580,219)</b>	<b>(580,219)</b>
<b>OTHER FINANCING SOURCES/(USES)</b>						
Revolving SAD Fund (net)	(625,337)	(608,173)	(591,000)	(591,000)	(540,417)	(540,417)
Local Roads	(820)	160,319	993,753	891,355	955,213	955,213
<b>Total Other Financing Sources/(Uses)</b>	<b>(626,157)</b>	<b>(447,854)</b>	<b>402,753</b>	<b>300,355</b>	<b>414,796</b>	<b>414,796</b>
<b>Net Change in Fund Balance</b>	<b>15,771</b>	<b>(18,366)</b>	<b>(188,171)</b>	<b>(119,711)</b>	<b>(165,423)</b>	<b>(165,423)</b>
<b>FUND BALANCE AT JUNE 30</b>	<b>2,113,034</b>	<b>2,094,668</b>	<b>1,906,497</b>	<b>1,974,957</b>	<b>1,809,534</b>	<b>1,809,534</b>

**Debt Service Funds**

**CALCULATION OF DEBT LEVY FY 2018/19  
GENERAL DEBT SERVICE FUND**

<i>Description of Debt</i>	<i>Fund Servicing Debt</i>	<i>Final Maturity</i>	<i>Debt Outstanding Year Ended 6/30/18</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	<i>Millage*</i>
<b>Building Authority Issues:</b>							
47TH District							
Court Refunding	Building Authority	20-21	2,935,000	940,000	48,638	988,638	
Farmington Hills Court Debt			2,935,000	940,000	48,638	988,638	0.3002
Less Farmington's Share				(151,182)	(7,823)	(159,005)	(0.0482)
Less Contributions - Court Bldg. Fund				(77,015)	(3,985)	(81,000)	(0.0245)
Net Debt Levy				711,803	36,830	748,633	0.2275
<b>Total Building Authority Issues</b>			<b>2,935,000</b>	<b>711,803</b>	<b>36,830</b>	<b>748,633</b>	<b>0.2275</b>
<b>Farmington Hills Golf Club:</b>		30-31	<b>5,770,000</b>	<b>360,000</b>	<b>172,913</b>	<b>532,913</b>	<b>0.1618</b>
<b>Capital Improvement Bonds - City Share of SAD</b>		26-27	<b>675,000</b>	<b>65,000</b>	<b>17,400</b>	<b>82,400</b>	<b>0.0250</b>
Miscellaneous Expenditures						2,000	
Local Road Fund						(82,900)	
Interest Earnings						(2,000)	
Fund Balance Contribution						0	
						(82,900)	(0.0252)
<b>GRAND TOTAL</b>			<b>9,380,000</b>	<b>1,136,803</b>	<b>227,143</b>	<b>1,281,046</b>	<b>0.3892</b>
			<b>Net Amount</b>	<b>Debt Millage</b>			
<b>DEBT LEVY:</b>			<b>1,281,046</b>	<b>0.3892</b>			
<b>Taxable Value less Ren.Zone</b>			<b>3,294,442,850</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 Service Funds**

**DEBT SUMMARY FY 2018/19**

Description of Existing Debt	Fund Servicing Debt	Existing Debt Outstanding at June 30, 2018	Principal	Interest	Total
<b>General Obligation:</b>					
Farmington Golf Club	Debt Service	5,770,000	360,000	172,913	532,913
Local Roads - City	Debt Service	675,000	65,000	17,400	82,400
Local Roads - Assesseees	Special Assessment	9,050,000	725,000	229,213	954,213
Building Authority Bonds	Debt Service	2,935,000	940,000	48,638	988,638
County Contract Bonds	* Water and Sewer	28,577,829	1,430,880	737,185	2,168,065
Special Assessment Bonds	Special Assessment	1,050,000	265,000	20,288	285,288
<b>TOTAL</b>		<b>48,057,829</b>	<b>3,785,880</b>	<b>1,225,637</b>	<b>5,011,517</b>

\* Included in the City's Water and Sewer Funds

**STATEMENT OF LEGAL DEBT MARGIN  
AS OF JUNE 30, 2018**

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. The following is the Legal Debt Margin calculation:

2018 State Equalized Value (SEV)		<u>\$4,150,926,800</u>
Debt Limited (10% of State Equalized Valuation and Equivalent)		415,092,680
Amount of Outstanding Debt *	48,057,829	
Less:		
Special Assessment Bonds	1,050,000	<u>47,007,829</u>
<b>LEGAL DEBT MARGIN</b>		<b><u>\$368,084,851</u></b>
 <b>Percentage of Legal Debt Limit Utilized</b>		 <b>11.32%</b>

\* Inclusive of Water and Sewer Funds Debt.

## 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/Millage, 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.
- **The Community Center Renovations Fund**, which was established in 2018 and is used to account for the acquisition and renovations to the Community Center.
- **The Golf Course Capital Improvement Fund**, which was established in 1992 and is used to account for the acquisition of golf course equipment and capital improvements.
- **The Special Assessment Revolving 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.

The following summarizes the City's CIP requests for the Capital Project Funds (without the costs from non-City funding sources):

### CIP (Non-Roads/Non-Utilities) Summary 2018/19- 2023/24

DEPARTMENT	Primarily Funded by an Appropriation from the General Fund.						
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Public Facilities	\$2,738	\$1,952	\$1,607	\$1,066	\$555	\$500	\$80
Parks & Recreation	28,313	1,389	558	1,190	1,018	418	6,500
Fire Equipment	983	1,078	1,250	959	1,384	1,288	0
DPW Equipment	934	860	1,185	935	1,041	1,090	0
Drainage	3,847	1,882	2,190	2,419	2,419	2,644	3,941
Sidewalks	650	466	805	961	520	397	5,524
<b>TOTALS:</b>	<b>\$37,465</b>	<b>\$7,627</b>	<b>\$7,595</b>	<b>\$7,530</b>	<b>\$6,937</b>	<b>\$6,337</b>	<b>\$16,045</b>

\*Costs shown are in thousands of dollars

## CAPITAL PROJECTS FUNDS SUMMARY

	Capital Improvement Fund #404	Community Center Renovations Fund #406	Golf Course Capital Improv. Fund #412	Special Assessment Revolving Fund #247	Total Capital Project Funds
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$1,934,065</b>	<b>\$0</b>	<b>\$12,226</b>	<b>\$2,446,582</b>	<b>\$4,392,873</b>
<b>REVENUES</b>					
Sales, Fees & Other	0	0	32,000	0	32,000
Grant	900,000	0	0	0	900,000
Interest income	17,000	300	350	6,000	23,650
<b>Total Revenues</b>	<b>917,000</b>	<b>300</b>	<b>32,350</b>	<b>6,000</b>	<b>955,650</b>
<b>EXPENDITURES</b>					
Public Facilities	858,471	0	0	0	858,471
Drainage	3,567,000	0	0	0	3,567,000
Sidewalk	315,000	0	0	0	315,000
Equipment	3,351,000	0	58,000	0	3,409,000
Professional	0	700,000	0	0	700,000
Administration & Misc.	1,900	300	205	1,330	3,735
<b>Total Expenditures</b>	<b>8,093,371</b>	<b>700,300</b>	<b>58,205</b>	<b>1,330</b>	<b>8,853,206</b>
Revenues over/(under)					
Expenditures	(7,176,371)	(700,000)	(25,855)	4,670	(7,897,556)
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfer in from Local Road SAD	0	0	0	540,417	540,417
Transfer in from Local Road Fund	0	0	0	174,013	174,013
Transfer in from General Fund	5,500,000	700,000	29,952	0	6,229,952
<b>Total Other Financing Sources and Uses</b>	<b>5,500,000</b>	<b>700,000</b>	<b>29,952</b>	<b>714,430</b>	<b>6,944,382</b>
Excess Revenues and Other Financing Sources over/(under)					
Expenditures and Other Uses	(1,676,371)	0	4,097	719,100	(953,174)
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$257,694</b>	<b>\$0</b>	<b>\$16,323</b>	<b>\$3,165,682</b>	<b>\$3,439,699</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 generally 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 decreases by \$5,122 in FY 18/19 to fund the proposed Capital Projects.

### **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. For FY 17/18, there were over \$593,000 of project expenditures encumbered and carried forward from FY 16/17. For FY 18/19, 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 \$8.1 million for capital improvements in this Fund benefiting the entire community. This includes \$1.6 million of uncompleted projects carried forward from FY 17/18. This program is comprised of facility improvements, sidewalk construction, drainage improvements, technology enhancements, and the acquisition of various equipment for the Public Services, Police and Fire Departments. The project detail pages describe the capital projects.



## Capital Improvement Fund

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### Fund Balance:

The projected fund balance will decrease by \$1,676,371 to \$257,694 at June 30, 2019 All available fund balance is assumed to be used in conjunction with the City's limited taxing authority since General Fund tax dollars is the primary funding source for this Fund.

### FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –

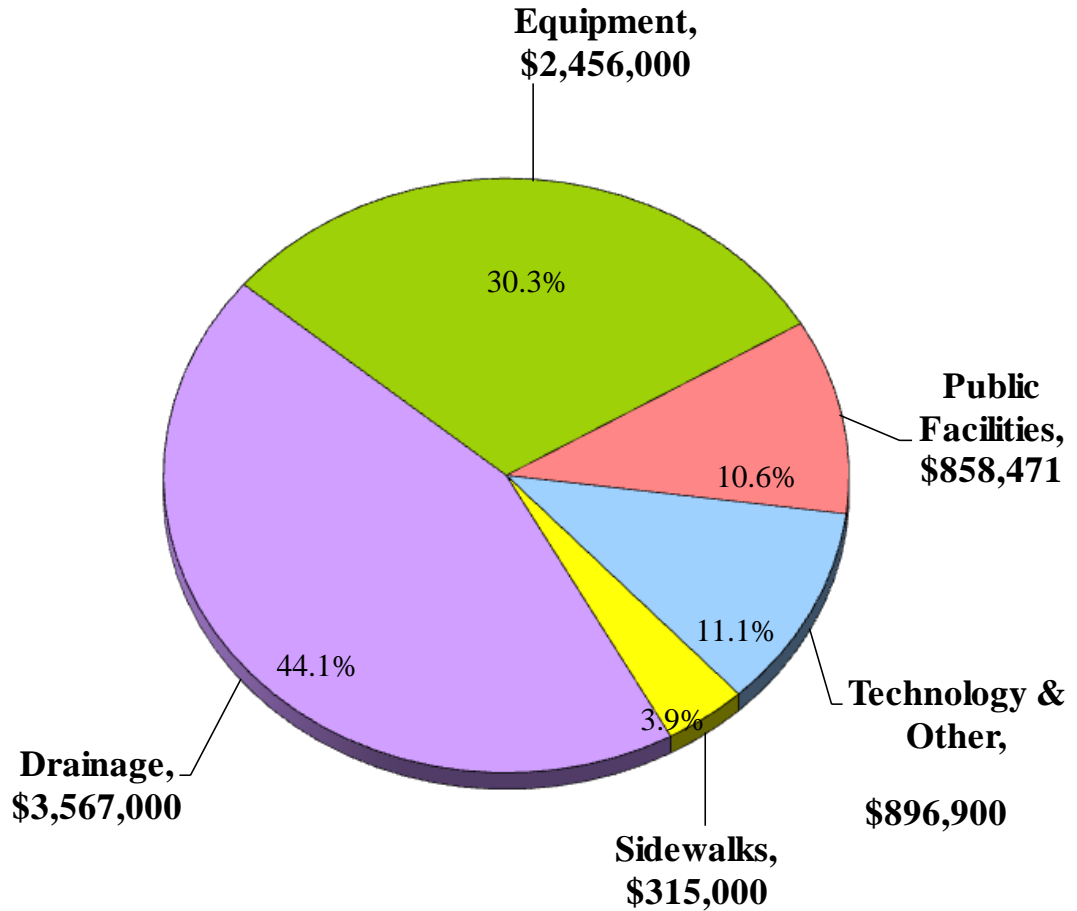
- \$730,012 or 11% decrease from the current budget.
- The decrease results from lower than budgeted expenditures for drainage and equipment expenditures, partially offset by higher than budgeted public facilities costs because of the purchase of the dog park property from the Farmington Public Schools. The year-end projection assumes that the closing on the dog park property occurs by June 30, 2018.

### FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –

- \$2,282,349 or 39% increase from the FY 17/18 year-end projection and \$1,552,337 or 24% increase from the FY 17/18 budget.
- The budget to budget increase results from approximately \$1,834,000 more drainage expenditures and \$48,000 more equipment expenditures, partially offset by \$35,000 less sidewalk expenditures and \$295,000 less public facilities expenditures.

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
Capital Improvement Fund	\$4,066,823	\$6,748,762	\$6,541,034	\$5,811,022	\$8,093,371

# Capital Improvement Fund Expenditures \$8,093,371



# Capital Improvement Fund

## CAPITAL IMPROVEMENT FUND

FUND NUMBER: 404

Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>2,076,505</b>	<b>2,884,806</b>	<b>1,751,470</b>	<b>1,751,470</b>	<b>1,934,065</b>	<b>1,934,065</b>
<b>REVENUES</b>						
Interest on Investments	26,046	3,739	3,000	21,000	17,000	17,000
Sidewalk/Drainage Assessments	13,117	53,592	0	9,000	0	0
Energy & Environmental Sustainability	12,147	0	0	0	0	0
Grants	0	31,800	200,000	488,495	900,000	900,000
<b>Total Revenues</b>	<b>51,310</b>	<b>89,130</b>	<b>203,000</b>	<b>518,495</b>	<b>917,000</b>	<b>917,000</b>
<b>OTHER FINANCING SOURCES</b>						
Contribution From:						
CDBG Fund	352,105	81,895	0	20,000	0	0
General Fund - Property Tax Allocation	4,471,709	5,444,400	5,505,122	5,455,122	5,500,000	5,500,000
<b>Total Other Financing Sources</b>	<b>4,823,814</b>	<b>5,526,295</b>	<b>5,505,122</b>	<b>5,475,122</b>	<b>5,500,000</b>	<b>5,500,000</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>4,875,124</b>	<b>5,615,426</b>	<b>5,708,122</b>	<b>5,993,617</b>	<b>6,417,000</b>	<b>6,417,000</b>
<b>EXPENDITURES</b>						
<b>DRAINAGE</b>	<b>566,776</b>	<b>1,458,918</b>	<b>1,733,056</b>	<b>1,269,402</b>	<b>3,567,000</b>	<b>3,567,000</b>
<b>SIDEWALKS</b>	<b>662,549</b>	<b>228,938</b>	<b>350,000</b>	<b>350,000</b>	<b>315,000</b>	<b>315,000</b>
<b>EQUIPMENT</b>						
Video Equipment	208,243	57,726	0	0	0	0
Improved Phone & CCTV System (Unified Communications)	0	0	0	0	400,000	400,000
ERP/Financial Software Needs Assessment	0	0	0	0	50,000	50,000
Digitizing of Microfiche and Microfilm	0	0	0	84,351	0	0
Election Equipment	0	0	0	377,795	0	0
Data Processing & Technology	31,133	225,242	767,910	238,560	445,000	445,000
Police Vehicles and Equipment	3,119	91,969	0	0	664,000	664,000
Fire Vehicles, Equipment and Apparatus	261,227	1,922,005	1,224,332	1,140,595	933,000	933,000
Special Services Equipment	259,923	153,761	0	0	0	0
D.P.W. Equipment	607,098	1,031,888	1,310,738	959,320	859,000	859,000
<b>Total Equipment</b>	<b>1,370,743</b>	<b>3,482,591</b>	<b>3,302,979</b>	<b>2,800,621</b>	<b>3,351,000</b>	<b>3,351,000</b>
<b>ADMINISTRATIVE</b>						
Audit Fees	1,850	1,850	1,900	1,900	1,900	1,900
<b>Total Administrative</b>	<b>1,850</b>	<b>1,850</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>

## Capital Improvement Fund

### CAPITAL IMPROVEMENT FUND

FUND NUMBER: 404

Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>PUBLIC FACILITIES</b>						
Land Acquisition	4,060	0	0	285,000	0	0
Sustainability Study	0	45,870	100,000	0	0	0
City-Wide Facilities Audit	0	0	150,000	150,000	0	0
City-Wide Air Conditioning Replacements	0	75,371	69,446	69,447	125,000	125,000
Barrier Free (ADA) Improvements	23,507	19,980	25,000	25,000	25,000	25,000
Gateway Signage @ Entrances to City - Major Roads	0	2,488	50,000	71,263	50,000	50,000
Exterior Wayfinding @ City Hall Municipal Campus	0	0	25,000	0	0	0
Costick Center Improvements/Mechanical Replacements	323,922	281,939	350,000	78,529	271,471	271,471
Costick Center - Parking Lot/Drive Improvements (Gate 4)	24,787	428,359	50,000	115,111	0	0
Heritage Park Nature Center Roof Replacement	674	0	0	0	60,000	60,000
Heritage Park-Replace Boilers @ Spicer and Heritage History House	0	0	0	0	30,000	30,000
Heritage Park-Seal and Stripe Parking Lot	0	0	0	0	10,000	10,000
Ice Arena Improvements / Restroom Partitions	0	97,990	0	0	0	0
Ice Arena-Rebuild Compressor	0	0	0	0	15,000	15,000
Ice Arena-Replace Rubber Flooring in Locker Rooms	0	0	0	0	32,000	32,000
Parks (City-Wide)-Trail and Wayfinding Signs	0	0	0	0	40,000	40,000
Fire Station Improvements	75,536	220,126	180,000	316,159	200,000	200,000
Police Building Improvements	818,110	0	0	30,000	0	0
Police Dept. Parking Lot Imp.	941	0	0	0	0	0
Police Cell Plumbing Replacement	0	71,117	30,000	0	0	0
Energy & Environmental Sustainability Projects	193,368	425	0	93,130	0	0
DPW Make-up Air Unit Replacement	0	0	28,652	65,000	0	0
DPW Saly Storage Dome Re-roof	0	332,801	95,000	90,460	0	0
<b>Total Public Facilities</b>	<b>1,464,905</b>	<b>1,576,465</b>	<b>1,153,099</b>	<b>1,389,099</b>	<b>858,471</b>	<b>858,471</b>
<b>TOTAL EXPENDITURES</b>	<b>4,066,823</b>	<b>6,748,762</b>	<b>6,541,034</b>	<b>5,811,022</b>	<b>8,093,371</b>	<b>8,093,371</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>4,066,823</b>	<b>6,748,762</b>	<b>6,541,034</b>	<b>5,811,022</b>	<b>8,093,371</b>	<b>8,093,371</b>
Revenues Over/(under) Expenditures	808,301	(1,133,336)	(832,912)	182,595	(1,676,371)	(1,676,371)
<b>FUND BALANCE AT JUNE 30</b>	<b>2,884,806</b>	<b>1,751,470</b>	<b>918,558</b>	<b>1,934,065</b>	<b>257,694</b>	<b>257,694</b>

**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 FY 18/19, drainage expenditures of \$3,567,000 will be as follows:

	<b>DRAINAGE PROJECTS</b>	<b>18/19 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 and III	25,000	No Change	No Change
5.	Open Channel Maintenance	50,000	No Change	No Change
6.	Misc. Major Culvert Replacement & Repair	75,000	No Change	No Change
7.	Miscellaneous Storm Sewer Repair	95,000	No Change	No Change
8.	City-owned Storm Water Basin Maintenance	25,000	No Change	No Change
9.	Minnow Pond Drain, Thirteen Mile at Lake Park:	450,000	No Change	No Change
10.	Minnow Pond at Halsted	1,500,000	No Change	No Change
11.	Lundy 44” by 72” Culvert Improvement	75,000	No Change	No Change
12.	Storm Modeling and Master Plan Update & Asset Management Plan	1,142,000	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.

## Capital Improvement Fund

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4. GIS Storm Phases I, II and 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. Miscellaneous Major Culvert Replacement & Repair. This involves emergency replacement and repair of major culverts in the public right-of-way.
7. Miscellaneous Storm Sewer Repair. Throughout this City many local roads are being considered for reconstruction through the Special Assessment process. In addition, several of the areas where the roads are not candidates for local reconstruction have storm sewers in need of rehabilitation. The storm sewer system in these areas as determined by the DPS will be televised and inspected. If deemed necessary an appropriate cleaning, repair, replacement, lining and rehabilitation program will be implemented at the time of or prior to the road reconstruction.
8. City-owned Storm Water Basin Maintenance. The City owns a total of nine storm water detention and retention basins. These basins are required to be maintained in accordance with the Federal Clean Water Act to control urban pollutants. This project provides improvement for all nine City owned basins. The improvements include select vegetation removal, sedimentation removal, and inlet/outlet pipe maintenance. In conjunction with the Capital Improvement Plan, the project is intended to provide annual maintenance and upkeep.
9. Minnow Pond Drain, Thirteen Mile at Lake Park: Rehabilitate 9'-6" by 6'-5" CMP arch pipe. This project will be coordinated through the Oakland County Water Resources Commission.
10. Minnow Pond at Halsted: This project includes the improvement of the Minnow Pond Drain at Fourteen Mile and Halsted and provides for the raising of Halsted to eliminate the flooding that occasionally occurs.
11. Lundy 44" by 72" Culvert Improvement: The existing Lundy 44" by 72" culvert under Lundy services the upstream section of the North Bell Creek. It is old corrugated metal pipe and needs to be rehabilitated. Additional downstream improvement may also be necessary.
12. Storm Modeling and Master Plan Update & Asset Management Plan. The State of Michigan recently made \$450 million dollars available to communities to assist them in addressing stormwater and wastewater issues and construct improvements. Communities could submit requests of up to \$2 million. If successful in obtaining grant dollars, the first million dollars is provided at 90/10 match and the second million dollars is provided at a 75/25 match. This funding will be used, in part, to update the City's Master Storm Drainage Plan adopted by the City in 1986 to incorporate modern storm water best management practices involving quantity, quality, and sustainability techniques. In addition, the monies will be used to develop an asset management program so that the City can more strategically fund and schedule storm drainage improvements. Grant revenue totaling \$900,000 is budgeted in FY 18/19 for this project.

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

## Capital Improvement Fund

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**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 FY 18/19, public facilities expenditures of \$858,471 will be as follows:

	<b>PUBLIC FACILITIES</b>	<b>18/19 BUDGET</b>	<b>MAINTENANCE COSTS</b>	<b>OTHER OPERATING COSTS</b>
1.	City-wide Air Conditioning Replacements	125,000	No Change	No Change
2.	Costick Center HVAC / Mechanical Updates	271,471	No Change	No Change
3.	Ice Arena-Rebuild Compressor	15,000	No Change	No change
4.	Ice Arena-Replace Rubber Flooring in Locker Rooms	32,000	No Change	No Change
5.	Sustainability Study Parks (City-Wide)-Trail and Wayfinding Signs	40,000	No Change	No Change
6.	Heritage Park-Replace Boilers @ Spicer and Heritage History House	30,000	No Change	No Change
7.	Heritage Park-Replace Nature Center Roof	60,000	No Change	No Change
8.	Heritage Park-Seal and Stripe Parking Lot	10,000	No Change	No Change
9.	Gateway Signage @ Entrances to City - Major Roads	50,000	No Change	No Change
10.	Barrier Free (ADA) Improvements	25,000	No Change	No Change
11.	Fire Station Improvements	200,000	No Change	No Change

1. City-wide Air Conditioning Replacements-HVAC systems at seven City facilities are impacted by the pending phase-out of R-22 refrigerant. R-22 is a hydro chlorofluorocarbon subject to EPA mandates. R-22 refrigerant will not be manufactured or imported after January 1, 2020. Replacement of these systems will be required at some point in the future.
2. Costick Center HVAC/Mechanical Updates-This includes replacement of Air Handling Units HV-409, HV-412, AC-406, makeup air unit HV-406, Rooftop units AC-1 and AC-2.
3. Ice Arena-Rebuild Compressor #1 (of 3)-This project rebuilds a Compressor that was originally installed in 1995. Some parts were replaced in 2011. The other two Compressors were rebuilt in 2015 and 2016.
4. Ice Arena-Replace Rubber Flooring in Locker Rooms-This project replaces rubber flooring that was originally installed in 1995 then replaced under warranty in 2000. Locker Rooms are first priority since they are highest abuse area. Restrooms and Lobby are second priority.
5. Sustainability Study Parks (City-Wide)-Trail and Wayfinding Signs-These signs will assist visitors to City parks and facilities with navigation.
6. Heritage Park-Replace Boilers @ Spicer and Heritage History House-This replaces boilers that were installed in 2000 (Spicer) and the late 1980's (Heritage History House).

## Capital Improvement Fund

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7. Heritage Park-Replace Nature Center Roof-This roof is original from Nature Center construction in the early 2000's. It is connected to the Day Camp building roof which is original from the late 1980's. It is cedar shake and has frequent leaks.
8. Heritage Park-Seal and Stripe Parking Lot-The parking lot is original from the late 1980's and has never been sealed. It was last striped by City staff in 2017.
9. Gateway Signage @ Entrances to City – Major road: The existing entrance/gateway signs were installed over 18 years ago. Many have since been damaged and removed. This project includes planning, design, and installation of new signage. This two year project concludes in FY 18/19.
10. 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 person's ability to access City facilities and/or programs.
11. Fire Station Improvements: Fire stations 1 and, 2 need a network of interior improvements. These stations are all over 19 years old. Currently, various cabinets, countertops, and wall coverings need replacement. The estimated total for this project is \$175,000. The concrete aprons, driveways, sidewalks, parking lots and catch basins are deteriorating at fire stations and need replacement and/or repairs. This is reflected in the 2018/2019 budget. The estimated total for this project is \$25,000.

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

Non-financial Impact: Improved employee working conditions are 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 FY 18/19, sidewalks and bike path expenditures of \$315,000 will be as follows:

	<b>SIDEWALKS AND BIKE PATHS</b>	<b>18/19 BUDGET</b>	<b>MAINTENANCE COSTS</b>	<b>OTHER OPERATING COSTS</b>
1.	Major Road Sidewalk Replacements	100,000	No Change	No Change
2.	Non-motorized Master Plan	25,000	No Change	No Change
3.	Halsted South of Nine mile @ 22311 & 22315	90,000	No Change	No Change
4.	Thirteen Mile, Drake to Marvin	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.



## Capital Improvement Fund

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### Equipment

In FY 18/19, equipment in the amount of \$3,351,000 will be purchased.

#### Technology Equipment/Software

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, implementation of the Unified Communications program and a study of a new ERP/Financial software system.

#### Police, Fire and Public Service Department Equipment

Due to the expense of major equipment purchases for the City, a continuous provision must be made annually 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>18/19 BUDGET</b>	<b>MAINT. COSTS</b>	<b>OTHER OPERATING COSTS</b>
	<b>Technology</b>			
1.	Improved Phone & CCTV System	400,000	No Change	No Change
2.	ERP/Financial Software Needs Assessment	50,000	No Change	No Change
3.	City-Wide Technology	445,000	No Change	No Change
	<b>Police Department</b>			
4.	Purchase 5 Marked, Equipped Police Cars	210,000	No Change	No Change
5.	Purchase 2 Unmarked Police Cars	54,000	No Change	No Change
6.	Police Officer Wearable/In Car Camera System	400,000	No Change	No Change
	<b>Fire Department</b>			
7.	Replacement of Medic #3 w/ Medium Duty Squad	245,000	No Change	No Change
8.	Replacement of Ladder #4 with Engine	577,000	No Change	No Change
9.	Purchase 5 inch Large Diameter Hose	50,000	No Change	No Change
10.	Purchase Replacement of Battalion Chief Vehicle	61,000	No Change	No Change
	<b>Public Service Department</b>			
11.	Replacement of Five Yard Dump Truck with Sip-in V-Box-Replace/Upgrade to Ten Yard Dump Truck	275,000	No Change	No Change
12.	Replacement of Ten Yard Dump Truck with slip-in V-Box	295,000	No Change	No Change
13.	Replacement of Mini-Front-End Loader	120,000	No Change	No Change
14.	Refurbished Existing Equipment	50,000	No Change	No Change
15.	Replacement of Three Yard Dump Truck	119,000	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**

	<b>PROPOSED BUDGET FY 2018/19</b>
<b><u>DRAINS</u></b>	
Storm Water Pollution Prevention Initiative (SWPPI)	\$50,000
Miscellaneous Drainage Construction & Improvements	50,000
IDEP Elimination Program	30,000
Storm Water GIS	25,000
Drainage Maintenance (Open Channel)	50,000
Miscellaneous Major Culvert Replacement & Repair	75,000
Miscellaneous Storm Sewer Repair	95,000
City-Owned Storm Water Basin Maintenance	25,000
Minnow Pond Drain, Thirteen Mile at Lake Park	450,000
Minnow Pond at Halsted	1,500,000
Culvert Improvement-Lundy	75,000
Storm Modeling and Master Plan Update & Asset Management Plan	1,142,000
<b>TOTAL DRAINAGE</b>	<b><u>3,567,000</u></b>
<b><u>PUBLIC FACILITIES</u></b>	
City-Wide Air Conditioning Replacements	125,000
Costick Center-HVAC/Mechanical Upgrades	271,471
Ice Arena-Rebuild Compressor	15,000
Ice Arena-Replace Rubber Flooring in Locker Rooms	32,000
Parks (City-Wide)-Trail and Wayfinding Signs	40,000
Heritage Park-Replace Boilers @ Spicer and Heritage History House	30,000
Heritage Park-Replace Nature Center Roof	60,000
Heritage Park-Seal and Stripe Parking Lot	10,000
Gateway Signage @ Entrances to City - Major Roads	50,000
Barrier Free (ADA) Improvements	25,000
Fire Station Improvements	200,000
<b>TOTAL PUBLIC FACILITIES</b>	<b><u>858,471</u></b>
<b><u>SIDEWALK PROGRAM</u></b>	
Major Road Sidewalk Replacements, incl. Brick Pavers	100,000
Non-motorized Master Plan	25,000
Halsted South of Nine Mile @ 22311 & 22315	90,000
Thirteen Mile, Drake to Marvin	100,000
<b>TOTAL SIDEWALK PROGRAM</b>	<b><u>315,000</u></b>

**PROJECT LIST**

	<b>PROPOSED BUDGET FY 2018/19</b>
<b><u>EQUIPMENT</u></b>	
<b>Technology</b>	
Improved Phone & CCTV System (Unified Communications)	400,000
ERP/Financial Software Needs Assessment	50,000
City-Wide Technology	445,000
<b>Total Technology</b>	<b>895,000</b>
<b>Police Equipment and Vehicles:</b>	
Purchase 5 Marked, Equipped Police Cars (reduced from 8)	210,000
Purchase 2 Unmarked Police Cars	54,000
Police Officer Wearable/In Car Camera System	400,000
<b>Total Police Equipment and Vehicles</b>	<b>664,000</b>
<b>Fire Equipment:</b>	
Purchase replacement for Medic #3 with Medium Duty Squad	245,000
Purchase replacement of Ladder #4 with Engine	577,000
Purchase 5 inch Large Diameter Hose	50,000
Purchase replacement of Battalion Chief Vehicle	61,000
<b>Total Fire Equipment</b>	<b>933,000</b>
<b>D.P.W. Equipment:</b>	
Five Yard Dump Truck with slip-in V-Box-Replace/Upgrade to Ten Y	275,000
Ten Yard Dump Truck with slip-in V-Box-Replacement	295,000
Mini-Front-End Loader – Replacement	120,000
Refurbish Existing Equipment	50,000
Replacement of 3-Yard Dump Truck	119,000
<b>Total DPW Equipment</b>	<b>859,000</b>
<b>TOTAL EQUIPMENT</b>	<b>3,351,000</b>

# Capital Improvement Fund

## DRAINAGE

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Storm Water Management Plan (SWMP)	300,000	300,000	NC	50 CF	50 CF	50 CF	50 CF	50 CF	50 CF	
Storm Water GIS	150,000	150,000	NC	25 CF	25 CF	25 CF	25 CF	25 CF	25 CF	
IDEP Elimination Program	180,000	180,000	NC	30 CF	30 CF	30 CF	30 CF	30 CF	30 CF	
Miscellaneous Drain Construction and Improvements	600,000	600,000	NC	100 CF	100 CF	100 CF	100 CF	100 CF	100 CF	
Open Channel Maintenance Program	600,000	600,000	NC	100 CF	100 CF	100 CF	100 CF	100 CF	100 CF	
Miscellaneous Major Culvert Replacement & Repair	450,000	450,000	NC	75 CF	75 CF	75 CF	75 CF	75 CF	75 CF	
Miscellaneous Storm Sewer Repair	1,800,000	1,800,000	NC	300 CF	300 CF	300 CF	300 CF	300 CF	300 CF	
City Owned Storm Water Basin Maintenance	150,000	150,000	NC	25 CF	25 CF	25 CF	25 CF	25 CF	25 CF	
Minnow Pond Drain, Thirteen Mile at Lake Park	1,000,000	1,000,000	NC	1,000 CF						
Minnow Pond at Halsted	2,000,000	2,000,000	10,000 AC	2,000 CF						
Storm Modeling and Master Plan Update & Asset Management Plan	1,235,000	142,000	NC	142 CF						
Power Road Culvert between Ten Mile and Eleven Mile - Replacement	298,000	298,000	NC		298 CF					
Brittany Culvert Replacement	879,000	879,000	NC		879 CF					
Cora and Haynes 73" x 55" CMP Rehab in Main Ravine District	395,000	395,000	NC			395 CF				
North Ravines Eleven Mile crossing between Middlebelt and Inkster	1,090,000	1,090,000	1,000 AC			1,090 CF				
Woodcreek Hills Subdivision Drainage	3,428,000	3,428,000	NC				1,714 CF	1,714 CF		
Rockridge Outfall Project	225,000	225,000	NC					225 CF		
Quaker Valley Road Culvert Replacement	1,080,000	1,080,000	NC						1,080 CF	
<b>SUB TOTAL:</b>	<b>\$15,860,000</b>	<b>\$14,767,000</b>	<b>\$11,000</b>	<b>3,847</b>	<b>1,882</b>	<b>2,190</b>	<b>2,419</b>	<b>2,644</b>	<b>1,785</b>	<b>0</b>

**Capital Improvement Fund**

**DRAINAGE (continued)**

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Caddell Drain, Nine Mile at Drake	1,500,000	1,500,000	NC						1,500 CF	
Robinson and Parker Culvert Rehab south of Colfax	656,000	656,000	NC						656 CF	
Rollcrest/North Ravines	494,000	494,000	1,500 AC							494 CF
Minnow Pond Drain, Thirteen Mile and Mirlon	248,000	239,000	NC							239 CF
Brookhill Subdivision Drainage	972,000	194,000	NC							194 CF
Fendt Channel Improvement	141,000	141,000	NC							141 CF
Caddell Drain Improvements - Phase II	1,000,000	600,000	NC							600 CF
Mirlon Driveway Culvert	115,000	115,000	NC							115 CF
Harwich Dr. Drainage Improvement	104,000	104,000	NC							104 CF
Windwood Pointe Subdivision Drainage	273,000	137,000	NC							137 CF
North Bell, Eight Mile to Randall	800,000	800,000	3,000 AC							800 CF
North Bell, Ruth to Farmington City Limit	1,212,000	1,212,000	3,500 AC							1,212 CF
Staman Acres Storm Water Relief	1,358,000	1,358,000	5,000 AC							1,358 CF
North Bell, Randall to Ruth	1,186,000	1,186,000	1,500 AC							1,186 CF
Vacri Lane Rear Yard Drainage Improvements	77,000	77,000	5,000 AC							77 CF
<b>SUB-TOTAL:</b>	<b>\$10,136,000</b>	<b>\$8,813,000</b>	<b>\$19,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,156</b>	<b>6,657</b>

**DRAINAGE (continued)**

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Lundy 44" by 72" Culvert Improvement	140,000	140,000	5,000 AC							140 CF
Omenwood, Geraldine and Medbury Culvert Improvement	150,000	150,000	NC							150 CF
Tuck Road Bridge Rehab south of Folsom	2,500,000	2,500,000	NC							2,500 CF
Folsom Road Box Culvert Rehab East of Randall	1,900,000	1,900,000	NC							1,900 CF
<b>SUB-TOTAL:</b>	<b>\$4,690,000</b>	<b>\$4,690,000</b>	<b>\$5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,690</b>
<b>TABLE 1 SUB-TOTAL:</b>	<b>\$15,860,000</b>	<b>\$14,767,000</b>	<b>\$11,000</b>	<b>3,847</b>	<b>1,882</b>	<b>2,190</b>	<b>2,419</b>	<b>2,644</b>	<b>1,785</b>	<b>0</b>
<b>TABLE 2 SUB-TOTAL:</b>	<b>\$10,136,000</b>	<b>\$8,813,000</b>	<b>\$19,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,156</b>	<b>6,657</b>
<b>TOTAL:</b>	<b>\$30,686,000</b>	<b>\$28,270,000</b>	<b>\$35,500</b>	<b>3,847</b>	<b>1,882</b>	<b>2,190</b>	<b>2,419</b>	<b>2,644</b>	<b>3,941</b>	<b>11,347</b>

# Capital Improvement Fund

## PUBLIC FACILITIES

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
City-Wide Technology	2,200,000	2,200,000	60,000 AC	400 CF	400 CF	350 CF	350 CF	350 CF	350 CF	
Unified Communications	1,400,000	1,400,000	40,000 AC	400 CF	400 CF	200 CF	200 CF	100 CF	100 CF	
Digitizing of Microfiche and Microfilm	300,000	300,000	NC	50 CF	50 CF	50 CF	50 CF	50 CF		50 CF
Fire Station Improvements	630,000	300,000	NC	200 CF			50 CF		50 CF	
Energy and Environmental Sustainability Investments	150,000	150,000	Reduction	30 CF	30 CF	30 CF	30 CF	30 CF		
Barrier Free (ADA) Improvements	125,000	125,000	NC	25 CF	25 CF	25 CF	25 CF	25 CF		
Air Conditioning Replacements	125,000	125,000	NC	125 CF						
ERP/Financial Software	850,000	850,000	75,000 AC	50 CF	800 CF					
Tablets and BS & A upgrades	32,000	32,000		32 CF						
Gateway Signage at Entrances to the City on Major Roads Phase II	50,000	50,000	NC	50 CF						
DPW Fuel Dispenser Replacement	35,000	35,000	NC	35 CF						
DPW Interior Surface Maintenance and Restoration	100,000	100,000	NC	100 CF						
<b>TOTAL:</b>	<b>\$5,997,000</b>	<b>\$5,667,000</b>	<b>\$205,000</b>	<b>1,497</b>	<b>1,705</b>	<b>655</b>	<b>705</b>	<b>555</b>	<b>500</b>	<b>50</b>

## PUBLIC FACILITIES (continued)

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Police Access Control	190,000	190,000	NC	40 CF	50 CF	50 CF	50 CF			
Police Officer Body Worn/In-car Camera System	450,000	450,000	NC	450 CF						
Communications Section Workstation Replacement/upgrade	250,000	250,000	NC	250 CF						
Complete Radio System Replacement	250,000	250,000	NC	250 CF						
Unmanned Aircraft System (UAS)	35,000	35,000	NC	35 CF						
Police Department Maintenance	25,000	25,000	NC	25 CF						
City Hall Parking Lot	191,000	191,000	NC	191 CF						
South Parking Lot of City Hill Campus	197,000	197,000	NC		197 CF					
City Hall/Police Department Underground Fuel Tank Replacement	300,000	300,000	NC			300 CF				
West Parking Lot of City Hall Campus	346,000	346,000	NC			346 CF				
Mobile Command Post Vehicle	256,000	256,000	NC			256 CF				
Courthouse Parking Lot	311,000	311,000	NC				311 CF			
Police Department Master Keying	30,000	30,000	NC							30 CF
<b>SUB-TOTAL:</b>	<b>2,831,000</b>	<b>2,831,000</b>	<b>NC</b>	<b>1,241</b>	<b>247</b>	<b>952</b>	<b>361</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>TABLE 1 SUB-TOTAL:</b>	<b>5,997,000</b>	<b>5,667,000</b>	<b>\$205,000</b>	<b>1,497</b>	<b>1,705</b>	<b>655</b>	<b>705</b>	<b>555</b>	<b>500</b>	<b>50</b>
<b>TOTAL:</b>	<b>\$8,828,000</b>	<b>\$8,498,000</b>	<b>\$205,000</b>	<b>2,738</b>	<b>1,952</b>	<b>1,607</b>	<b>1,066</b>	<b>555</b>	<b>500</b>	<b>80</b>

# Capital Improvement Fund

## SIDEWALKS

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Sidewalk replacement along major roads including brick paver repair/replace	600,000	600,000	NC	100 CF	100 CF	100 CF	100 CF	100 CF	100 CF	
Halsted south of Nine Mile at 22311 & 22315 (westside)	90,000	90,000	NC	90 CF						
Fourteen Mile, south side, Pear Ridge to Clubhouse	260,000	260,000	NC	260 CF						
Thirteen Mile, Drake to Marvin	100,000	100,000	NC	100 CF						
Non-motorized Master Plan	100,000	100,000	NC	100 CF						
Inkster, west side, Twelve Mile to I-696	366,000	366,000	NC		366 CF					
Eleven Mile, north side, Old Homestead to Farmington Hills, Golf Club	152,000	152,000	NC			152 CF				
Inkster Road, west side, Nine Mile to Eleven Mile Road	1,106,000	1,106,000	NC			553 CF	553 CF			
Farmington, east side, between Thirteen and Fourteen Mile	308,000	308,000	NC				308 CF			
Halsted Road, east side, Brookwood to Fourteen Mile Road	420,000	420,000	NC					420 CF		
Inkster Road from Eleven Mile to the north end of the I-696 over pass	297,000	297,000	NC						297 CF	
Halsted, west side, Nine Mile to Windwood, City ROW only	97,000	97,000	NC							97 CF
Thirteen Mile, south side, Drake to Valley Bend	189,000	189,000	NC							189 CF
Power, east side, Ten Mile to Eleven Mile	992,000	992,000	NC							992 CF
<b>SUB-TOTAL:</b>	<b>\$5,077,000</b>	<b>\$5,077,000</b>	<b>NC</b>	<b>650</b>	<b>466</b>	<b>805</b>	<b>961</b>	<b>520</b>	<b>397</b>	<b>1,278</b>

# Capital Improvement Fund

## SIDEWALKS (continued)

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Riverwalk, Colfax pathway, Riverwalk to Mayfield	54,000	54,000	NC							54 CF
Rouge River Trail	139,000	0	NC							0
Inkster Road, west side, Thirteen Mile to Old Colony Street	421,000	421,000	NC							421 CF
Folsom, south side, Orchard Lake to Power	356,000	178,000	NC							178 CF
Nine Mile, south side, Drake to Farmington	445,000	223,000	NC							223 CF
Nine Mile, south side, Heather Ridge to Acadia Way	84,000	84,000	NC							84 CF
Folsom, south side, Tuck to Orchard Lake Road	918,000	459,000	NC							459 CF
Hills Tech Bike Path **	909,000	909,000	NC							909 CF
Country Club, Haggerty to Twelve Mile	575,000	575,000	NC							575 CF
Halsted Road, Twelve Mile to Hills Tech Drive upgrade to Bike Path	576,000	576,000	NC							576 CF
Haggerty, east side, Hills Tech Drive to Country Club Drive **	539,000	539,000	NC							539 CF
Orchard Lake Road, east side, Folsom to Grand River	457,000	0	NC							0
Ten Mile, south side, Stoney Creek to Inkster	362,000	181,000	NC							181 CF
Scottsdale north, to south of Fourteen Mile Road	47,000	47,000	NC							47 CF
<b>SUB-TOTAL:</b>	<b>\$5,882,000</b>	<b>\$4,246,000</b>	<b>NC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,246</b>
<b>TABLE 1 SUB-TOTAL:</b>	<b>\$5,077,000</b>	<b>\$5,077,000</b>	<b>NC</b>	<b>650</b>	<b>466</b>	<b>805</b>	<b>961</b>	<b>520</b>	<b>397</b>	<b>1,278</b>
<b>TOTAL:</b>	<b>\$10,959,000</b>	<b>\$9,323,000</b>	<b>NC</b>	<b>650</b>	<b>466</b>	<b>805</b>	<b>961</b>	<b>520</b>	<b>397</b>	<b>5,524</b>



## Capital Improvement Fund

### DPW EQUIPMENT

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/2019	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
2018/2019 DPW Equipment	934,000	934,000	NC	934 CF						
2019/2020 DPW Equipment	860,000	860,000	NC		860 CF					
2020/2021 DPW Equipment	1,185,000	1,185,000	NC			1,185 CF				
2021/2022 DPW Equipment	935,000	935,000	NC				935 CF			
2022/2023 DPW Equipment	1,041,000	1,041,000	NC					1,041 CF		
2023/2024 DPW Equipment	1,090,000	1,090,000	NC						1,090 CF	
<b>TOTAL:</b>	<b>\$6,045,000</b>	<b>\$6,045,000</b>	<b>NC</b>	<b>934</b>	<b>860</b>	<b>1,185</b>	<b>935</b>	<b>1,041</b>	<b>1,090</b>	

### FIRE EQUIPMENT

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures shown are in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
2018/2019 Fire Equipment and Apparatus	983,000	983,000	NC	983 CF						
2019/2020 Fire Equipment and Apparatus	1,078,000	1,078,000	NC		1,078 CF					
2020/2021 Fire Equipment and Apparatus	1,250,000	1,250,000	NC			1,250 CF				
2021/2020 Fire Equipment and Apparatus	959,000	959,000	NC				959 CF			
2022/2023 Fire Equipment and Apparatus	1,384,000	1,384,000	NC					1,384 CF		
2023/2024 Fire Equipment and Apparatus	1,288,000	1,288,000	NC						1,288 CF	
<b>TOTAL:</b>	<b>\$6,942,000</b>	<b>\$6,942,000</b>	<b>NC</b>	<b>983</b>	<b>1,078</b>	<b>1,250</b>	<b>959</b>	<b>1,384</b>	<b>1,288</b>	<b>0</b>

**Capital Improvement Fund**

**PARKS & RECREATION**

PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.							
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE	
Harrison High School Repurposing	20,000,000	20,000,000	315,000 AC	20,000 CF							
2018/2019 Vehicles, Equipment and Infrastructure	1,313,000	1,313,000	NC	1,313 CF							
2019/2020 Vehicles, Equipment and Infrastructure	1,389,000	1,389,000	NC		1,389 CF						
2020/2021 Vehicles, Equipment and Infrastructure	558,000	558,000	NC			558 CF					
2021/2022 Vehicles, Equipment and Infrastructure	1,190,000	1,190,000	NC				1,190 CF				
2022/2023 Vehicles, Equipment and Infrastructure	1,018,000	1,018,000	NC					1,018 CF			
2023/2024 Vehicles, Equipment and Infrastructure	418,000	418,000	NC						418 CF		
Acquisition of Park Land	1,500,000	1,500,000	NC								1,500 CF
Costick Center	5,000,000	5,000,000	155,000 AC								5,000 CF
<b>TOTAL:</b>	<b>\$32,386,000</b>	<b>\$32,386,000</b>	<b>\$470,000</b>	<b>21,313</b>	<b>1,389</b>	<b>558</b>	<b>1,190</b>	<b>1,018</b>	<b>418</b>		<b>6,500</b>

## COMMUNITY CENTER RENOVATIONS FUND

### Overview

This Capital Projects Fund was established in 2018 and is used to account for the acquisition of and renovation of Harrison High School for use as a Community Center.

### Revenue Assumptions

This Fund is anticipated to receive revenue from proceeds from the sale of bonds in FY 19/20 and interest income. Operating Millage will be appropriated to this Fund from within the City Charter millage until the bonds are sold.

### Expenditures

For FY 17/18, expenditures will relate to the professional assessments of Harrison High School. In FY 18/19, expenditures are planned for the design of the repurposing of the high school into a Community Center.

### Fund Balance

The fund balance is projected to be \$0 at June 30, 2019 and 2018.

### FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –

- The increase is a result of the cost of the professional assessments of the high school that was not included in the original budget.

### FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –

- The increase is a result of the professional design fees to be incurred in FY 18/19.

\	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Recreation Center Renovations Fund</b>	\$0	\$0	\$0	\$50,000	\$700,000

## Community Center Renovations Fund

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### Community Center Renovations Fund

FUND NUMBER: 406

Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 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>						
Proceeds from Bond sale	0	0	0	0	0	0
Approp. from the General Fund	0	0	0	50,000	700,000	700,000
Interest	0	0	0	0	300	300
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>700,300</b>	<b>700,300</b>
<b>EXPENDITURES</b>						
Miscellaneous	0	0	0	0	0	0
Administration	0	0	0	0	300	300
Professional Fees	0	0	0	50,000	700,000	700,000
Construction	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>700,300</b>	<b>700,300</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>

## GOLF COURSE CAPITAL IMPROVEMENT FUND

### Overview

This Capital Projects Fund was established in 1992, and is used to account for the acquisition of golf course equipment and capital improvements.

### Revenue Assumptions

This Fund receives revenue from a per-round surcharge on green fees and interest income. In addition, the General Fund appropriates funds equivalent to the annual average bond interest expense savings from a 2013 Golf Course Improvement Bond Refunding, which matures in FY 2030/31.

### Expenditures

For FY 2017/18, a Greens Roller and Fairway Mower are projected to be purchased. For FY 2018/19, another Fairway Mower is being proposed to be purchased.

### Fund Balance

Fund balance is projected to increase by \$4,097 or 34% to \$16,323 by June 30, 2019 which is 28% of Total Expenditures.

### FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –

- \$3,260 or 4% decrease from the current budget.

### FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –

- \$18,529 or 24% decrease from the FY 17-18 year-end projection and \$21,789 decrease from the FY 17-18 budget.
- The budget to budget decrease results from less capital outlay expenditure.

\	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Golf Course Capital Improvement Fund</b>	\$97,580	\$54,411	\$79,994	\$76,734	\$58,205

**Golf Course Capital Improvement Fund**

**Golf Course Capital Improvement Fund**

FUND NUMBER: 412

Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>52,278</b>	<b>17,250</b>	<b>26,658</b>	<b>26,658</b>	<b>12,226</b>	<b>12,226</b>
<b>REVENUES</b>						
Green Fees	32,345	33,338	31,500	32,000	32,000	32,000
Approp. from the General Fund	29,952	29,952	29,952	29,952	29,952	29,952
Interest	255	529	350	350	350	350
<b>TOTAL REVENUES</b>	<b>62,552</b>	<b>63,819</b>	<b>61,802</b>	<b>62,302</b>	<b>62,302</b>	<b>62,302</b>
<b>EXPENDITURES</b>						
Miscellaneous	200	200	205	205	205	205
Equipment	97,380	54,211	79,789	76,529	58,000	58,000
<b>TOTAL EXPENDITURES</b>	<b>97,580</b>	<b>54,411</b>	<b>79,994</b>	<b>76,734</b>	<b>58,205</b>	<b>58,205</b>
Revenues Over/(Under) Expenditures	(35,028)	9,408	(18,192)	(14,432)	4,097	4,097
<b>FUND BALANCE AT JUNE 30</b>	<b>17,250</b>	<b>26,658</b>	<b>8,466</b>	<b>12,226</b>	<b>16,323</b>	<b>16,323</b>

**Capital Outlay**

Acct.	2018/19 Requested	Unit	Budget	Manager's Budget
970 Quantity	Item Description	Cost	Request	Quantity Amount
<b>(002)</b>	<b>Equipment</b>			
1	Mower, Fairway Jac	58,000	58,000	1 58,000
<b>CAPITAL OUTLAY TOTAL</b>			<b>58,000</b>	<b>58,000</b>

## SPECIAL ASSESSMENT REVOLVING FUND

### **Overview**

This Capital Projects 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) appropriations directly to the Local Road Fund for local road repairs and required maintenance activities. 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.

### **Revenue**

Revenue/other financing sources are derived primarily from loan paybacks from special assessment districts, excess assessments from closed-out special assessment districts and interest income on investable funds.

### **Expenditures**

FY 2018/19 expenditures reflect an annual auditing fee.

### **Fund Balance**

Fund balance is projected to be \$3,165,682 at June 30, 2019. The \$719,100 or 30% increase in fund balance is due to inter-funds loan payback and interest income.

### **FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$1,763,470 decrease from the current budget.
- The decrease results primarily from a planned appropriation to the Local Road Fund for maintenance projects not being transferred in 2017/18.

### **FY 17-18 PROPOSED BUDGET vs. FY 16-17 YEAR-END PROJECTION –**

- \$35 increase from the FY 17-18 year-end projection and \$1,762,435 decrease from the FY 17-18 budget.
- The budget to budget decrease results from a less than budgeted appropriation to Local Road Fund for maintenance projects.

	2015-16 ACTUAL	2016-17 ACTUAL	2017-2018 CURRENT BUDGET	2017-2018 PROJECTED YEAR-END	2018-2019 PROPOSED BUDGET
<b>Revolving S.A. Fund</b>	\$1,500	\$1,295	\$1,764,765	\$1,295	\$1,330

**Special Assessment Revolving Loan/Maintenance Fund**

**Special Assessment Revolving Loan/Maintenance Fund**

FUND NUMBER: 247

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>241,694</b>	<b>874,875</b>	<b>1,670,442</b>	<b>1,670,442</b>	<b>2,446,582</b>	<b>2,446,582</b>
<b>REVENUES</b>						
Interest Income	9,344	8,831	3,000	9,500	6,000	6,000
<b>Total Revenues</b>	<b>9,344</b>	<b>8,831</b>	<b>3,000</b>	<b>9,500</b>	<b>6,000</b>	<b>6,000</b>
<b>OTHER FINANCING SOURCES</b>						
Local Road SAD Fund - Loan Paybacks	625,337	608,173	591,000	591,000	540,417	540,417
Local Road Fund - Loan Paybacks	0	179,858	176,935	176,935	174,013	174,013
Contribution from SAD's	625,337	788,031	767,935	767,935	714,430	714,430
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>634,681</b>	<b>796,862</b>	<b>770,935</b>	<b>777,435</b>	<b>720,430</b>	<b>720,430</b>
<b>EXPENDITURES</b>						
Administration	1,295	1,295	1,330	1,295	1,330	1,330
<b>Total Expenditures</b>	<b>1,295</b>	<b>1,295</b>	<b>1,330</b>	<b>1,295</b>	<b>1,330</b>	<b>1,330</b>
<b>OTHER FINANCING USES</b>						
Contribution to other funds:						
SAD Roads (813...)	0	0	0	0	0	0
Loan to Local Road Fund	205	0	0	0	0	0
Appropriation to Local Road Fund	0	0	1,763,435	0	0	0
General Debt Service	0	0	0	0	0	0
<b>Total Other Financing Uses</b>	<b>205</b>	<b>0</b>	<b>1,763,435</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>1,500</b>	<b>1,295</b>	<b>1,764,765</b>	<b>1,295</b>	<b>1,330</b>	<b>1,330</b>
Excess Revenues over/(under) Expenditures and Other Financing Uses	633,181	795,567	(993,830)	776,140	719,100	719,100
<b>FUND BALANCE AT JUNE 30</b>	<b>874,875</b>	<b>1,670,442</b>	<b>676,612</b>	<b>2,446,582</b>	<b>3,165,682</b>	<b>3,165,682</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, 2018</b>	<b>\$100,452</b>	<b>\$1,547,276</b>	<b>\$1,647,728</b>
<b>REVENUES</b>			
Property Taxes	31,955	305,218	337,173
Intergovernmental	0	0	0
Interest Income	1,500	12,000	13,500
<b>Total Revenues</b>	<b>33,455</b>	<b>317,218</b>	<b>350,673</b>
<b>EXPENDITURES</b>			
Legal Fees	500	0	500
Audit Fees	525	1,050	1,575
Capital Outlay	0	125,000	125,000
Miscellaneous	40,100	10,000	50,100
Consultants	0	0	0
<b>Total Expenditures</b>	<b>41,125</b>	<b>136,050</b>	<b>177,175</b>
Revenues over/(under) Expenditures	(7,670)	181,168	173,498
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers Out-General Fund	0	(9,000)	(9,000)
Total Transfers Out	0	(9,000)	(9,000)
<b>Total Other Financing Sources and Uses</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(7,670)	172,168	164,498
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$92,782</b>	<b>\$1,719,444</b>	<b>\$1,812,226</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, State Education Tax, Zoo Authority and Art Institute; as shown below:

CITY OF FARMINGTON HILLS  
BROWNFIELD REDEVELOPMENT AUTHORITY  
TAX INCREMENT REVENUE

	FY 17/18	FY 18/19
Captured Taxable Value	11,447,540	11,792,710
Property Taxes By Taxing Unit:		
City of Farmington Hills	163,704	167,346
Oakland County/HCMA	50,623	51,732
Oakland ISD	37,623	38,448
Oakland Community College	17,694	18,082
Farmington District Library	17,777	18,167
Oakland County PTA	11,199	11,444
<b>Total</b>	<b>298,621</b>	<b>305,218</b>
Millages		
City of Farmington Hills	14.3004	14.1906
Oakland County/HCMA	4.4222	4.3868
Oakland ISD	3.2866	3.2603
Oakland Community College	1.5457	1.5333
Farmington District Library	1.5530	1.5405
Oakland County PTA	0.9783	0.9704
<b>Total</b>	<b>26.0860</b>	<b>25.8820</b>

### Expenditures

Expenditures for FY 17/18 primarily reflect funds appropriated for the assessment of various sites and administrative/operating expenditures.

Expenditures for FY 18/19 reflect funds allocated for planned projects and administrative/operating expenditures.

### Fund Balance

**Brownfield Redevelopment Authority**

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Fund balance is projected to be \$1,547,276 at June 30, 2018 and \$1,719,444 at June 30, 2019. Brownfield funds are to be expended during the life of the Brownfield Plan.

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$537,500 or 97% decrease from the current budget.
- The decrease results primarily from less overall project costs than budgeted.

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$127,525 increase from the FY 17-18 year-end projection, and \$409,975 or 74% decrease from the FY 17-18 budget.
- The budget to budget decrease results primarily from anticipated less overall capital project expenditures.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Brownfield Redevelopment Fund</b>	\$120,357	\$229,580	\$555,025	\$17,525	\$145,050

**Brownfield Redevelopment Authority**

**BROWNFIELD REDEVELOPMENT AUTHORITY FUND**

FUND NUMBER: 243

Acct. No.	Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>		<b>944,762</b>	<b>1,170,235</b>	<b>1,249,380</b>	<b>1,249,380</b>	<b>1,547,276</b>	<b>1,547,276</b>
<b>REVENUES</b>							
	Property Taxes	274,231	297,336	299,709	298,621	305,218	305,218
	Federal Grant	55,200	2,600	0	4,800	0	0
	Interest Income	16,398	13,115	8,000	12,000	12,000	12,000
	Unrealized Gain/(loss)	0	(4,326)	0	0	0	0
<b>TOTAL REVENUES</b>		<b>345,829</b>	<b>308,724</b>	<b>307,709</b>	<b>315,421</b>	<b>317,218</b>	<b>317,218</b>
<b>EXPENDITURES</b>							
	Audit Fees	1,000	1,049	1,025	1,025	1,050	1,050
	Building Demolition	51,406	152,993	75,000	0	0	0
	Assessments	55,200	2,600	20,000	7,500	10,000	10,000
(970)	Capital Outlay	3,751	0	100,000	0	125,000	125,000
<b>TOTAL EXPENDITURES</b>		<b>111,357</b>	<b>156,642</b>	<b>196,025</b>	<b>8,525</b>	<b>136,050</b>	<b>136,050</b>
<b>OTHER FINANCING USES</b>							
	Transfer to General Fund	9,000	9,000	9,000	9,000	9,000	9,000
	Site Remediation Revolving Loan Fund	0	63,938	350,000	0	0	0
<b>TOTAL OTHER FINANCING USES</b>		<b>9,000</b>	<b>72,938</b>	<b>359,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>120,357</b>	<b>229,580</b>	<b>555,025</b>	<b>17,525</b>	<b>145,050</b>	<b>145,050</b>
Revenues Over/(Under) Expenditures		225,472	79,145	(247,316)	297,896	172,168	172,168
<b>FUND BALANCE AT JUNE 30</b>		<b>1,170,235</b>	<b>1,249,380</b>	<b>1,002,064</b>	<b>1,547,276</b>	<b>1,719,444</b>	<b>1,719,444</b>

**Capital Outlay**

Fund Number: 243

Acct.	970	Quantity	Item Description	Budget Request	Manager's Budget Quantity	Amount
<b>001</b>			<b>PUBLIC FACILITIES</b>			
			Golf Course-Seal and Stripe Parking Lot	10,000		10,000
			Golf Course-Complete Cart Paths on Front Nine	60,000		60,000
			Golf Course-Tee Alterations: #5, #6, #13	35,000		35,000
			Golf Course-Green Alteration #1	20,000		20,000
<b>CAPITAL OUTLAY TOTAL</b>				<b>125,000</b>		<b>125,000</b>

## CORRIDOR IMPROVEMENT AUTHORITY FUND

The Corridor Improvement Authority (CIA) 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.

### GOALS

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

- Implement the priorities identified in the Grand River Corridor Vision Plan and the Development/Tax Increment Finance Plan. (3, 5, 6, 10, 12, 13)
- Work cooperatively with the Michigan Department of Transportation to study road design alternatives that facilitate the Vision Plan. (3, 5, 6, 10, 12, 13)
- Develop a strategy to re-engage the Rouge River Corridor. ( 5, 6, 10)
- Actively promote Corridor revitalization efforts and projects. (4)

### Revenue

On November 24, 2014 the City Council approved the CIA's Development and Tax Increment Financing Plan, setting Tax Year 2014 as the base year. Beginning in FY 2015/16 (Tax Year 2015), tax increments were eligible to be captured from incremental cumulative increases in taxable value from the base year, applied to the operating millage rates of the participating taxing units. However, total taxable value decreased in Tax Years 2015 and 2016 compared to Tax Year 2014, therefore, there were no captured tax dollars available in FY 2015/16 or FY 2016/17. Total taxable value in 2018 is expected to be \$1,728,980 higher compared to Tax Year 2014, therefore, there will be tax captures available in FY 2018/19.

Tax increment revenue is projected to be \$31,955 in FY 2018/19, which will be generated from the City of Farmington Hills, Oakland County, the Oakland County Public Transportation Authority and Schoolcraft Community College.

### Expenditures

Expenditures include supplies, legal notices, professional service fees and funds set aside for potential projects that are in the planning phase.

**Corridor Improvement Authority**

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**Fund Balance**

Fund balance is projected to be \$100,452 and \$92,782 at June 30, 2018 and 2019, respectively. The \$7,670 decrease in fund balance is primarily the result of the elimination of General Fund support, now that tax increment revenue is beginning to be generated from the capture of increased overall taxable value within the CIA’s Development District.

**FY 17-18 YEAR-END PROJECTION vs. FY 17-18 CURRENT BUDGET –**

- \$34,400 or 46% decrease from the current budget.
- The decrease results primarily from no anticipated land acquisition costs, and partially offset by higher anticipated consultant expenditures

**FY 18-19 PROPOSED BUDGET vs. FY 17-18 YEAR-END PROJECTION –**

- \$510 or 1% increase from the FY 17-18 year-end projection, and \$33,890 or 45% decrease from the FY 17-18 budget.
- The budget to budget decrease results primarily a decrease in consultant expenditures and no anticipated land acquisition costs, partially offset by more miscellaneous expenditures.

	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 CURRENT BUDGET</b>	<b>2017-2018 PROJECTED YEAR-END</b>	<b>2018-2019 PROPOSED BUDGET</b>
<b>Corridor Improvement Authority Fund</b>	\$19,999	\$11,388	\$75,015	\$40,615	\$41,125

## Corridor Improvement Authority

### CORRIDOR IMPROVEMENT AUTHORITY FUND

FUND NUMBER: 242

Acct. No. Category and Line Item	2015/16 Actual	2016/17 Actual	2017/18 Budgeted	2017/18 Estimated	2018/19 Proposed	2018/19 Adopted
<b>FUND BALANCE AT JULY 1</b>	<b>43,398</b>	<b>90,161</b>	<b>130,104</b>	<b>130,104</b>	<b>100,452</b>	<b>100,452</b>
<b>REVENUES</b>						
403-001 Property Taxes	0	0	9,463	9,463	31,955	31,955
505-016 Federal Grants	16,473	0	0	0	0	0
664-005 Interest Income	289	1,331	500	1,500	1,500	1,500
<b>TOTAL REVENUES</b>	<b>16,762</b>	<b>1,331</b>	<b>9,963</b>	<b>10,963</b>	<b>33,455</b>	<b>33,455</b>
<b>OTHER FINANCING SOURCES</b>						
676-101 Transfer from General Fund	50,000	50,000	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>66,762</b>	<b>51,331</b>	<b>9,963</b>	<b>10,963</b>	<b>33,455</b>	<b>33,455</b>
<b>EXPENDITURES</b>						
740-008 Supplies	1,635	0	1,500	0	0	0
801-004 Consultants	18,304	10,880	20,000	40,000	0	0
801-012 Legal Fees	0	0	1,000	0	500	500
801-014 Legal Notices	0	0	500	0	0	0
801-021 Audit Fees	0	500	515	515	525	525
970-055 Land Acquisition	0	0	50,000	0	0	0
996-003 Miscellaneous	61	8	1,500	100	40,100	40,100
<b>TOTAL EXPENDITURES</b>	<b>19,999</b>	<b>11,388</b>	<b>75,015</b>	<b>40,615</b>	<b>41,125</b>	<b>41,125</b>
Revenues & Other Sources Over/(Under)						
Expenditures	46,763	39,943	(65,052)	(29,652)	(7,670)	(7,670)
<b>FUND BALANCE AT JUNE 30</b>	<b>90,161</b>	<b>130,104</b>	<b>65,052</b>	<b>100,452</b>	<b>92,782</b>	<b>92,782</b>

## BUDGET RESOLUTION

WHEREAS, the appropriate City Officers have submitted to the City Manager an itemized estimate of expenditures for FY 2018/19 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 2018/19 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 2018/19 on June 11, 2018 and the property tax millage rate to be levied to support the FY 2018/19 budget; and,

WHEREAS, an appropriate public notice was published on May 30 and June 6, 2018, notifying citizens of the Public Hearing on the proposed FY 2018/19 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 11, 2018 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 2018/19;

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 2018/19 in the aggregate amount of \$59,821,391 for expenditures and transfers-out funded by \$57,623,622 in revenues and transfers-in.
- 2) That the City Council for the City of Farmington Hills hereby appropriates the sum of \$59,821,391 in expenditures and transfers-out for FY 2018/19 for General Fund purposes on a departmental and activity total basis as follows:

Boards & Commissions	\$2,820,375
General Government	10,638,635
Public Safety	20,619,119
Planning & Community Development	1,818,358
Public Services	7,978,929
Special Services	8,399,477
Operating Transfers Out	7,546,498
<b>Total Expenditures + Transfers-out</b>	<b><u>\$59,821,391</u></b>

- 3) That the City of Farmington Hills shall levy 6.1956 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 2018/19 for general operating purposes.
- 4) That the City of Farmington Hills shall levy 0.3892 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 2018/19 for general debt service requirements (all 0.3892 mills are from within the City Charter Limit) and to adopt the 2018/19 Debt Service Fund Budgets schedule as attached below.

- 5) That the City of Farmington Hills shall levy 2.1476 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 2018/19 for Capital Improvements of which 0.4781 mills will be dedicated to Parks Development as approved by the electorate in November 2007 and to adopt the 2018/19 Capital Improvement Fund Budget and Parks & Recreation Capital Development Funds Budget as attached below.
- 6) That the City of Farmington Hills shall levy 3.1118 mills ad valorem (as approved by the electorate in November 2011 and November 2015) on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for the FY 2018/19 for the purposes of public safety.
- 7) That the City of Farmington Hills shall levy 0.7608 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 2018/19 for refuse removal and disposal.
- 8) That the City of Farmington Hills shall levy 0.0154 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 2018/19 for economic development and public information.
- 9) That the City of Farmington Hills shall levy 1.9593 mills ad valorem tax (as approved by the electorate in November 2014) on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2018/19 for the City's local match to Major Road grant funded projects and Local Road special assessment projects as well as preventative maintenance treatments on both Major and Local Roads.
- 10) That the City of Farmington Hills shall levy a total of 14.5797 mills ad valorem on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for FY 2018/19.
- 11) That the City of Farmington Hills estimates General Fund Revenues and transfers-in for the FY 2018/19 to total \$57,623,222, as follows:

Property Taxes	\$31,678,645
Business Licenses & Permits	26,939
Other Licenses & Permits	1,128,813
Grants	361,575
State Shared Revenues	7,621,505
Fees	5,726,228
Sales	461,550
Fines & Forfeitures	2,096,000
Interest Earnings	400,000
Recreation User Charges	4,606,717
Other Revenue	2,198,400
Operating Transfers In	1,316,850
<b>Total Revenue + Transfers-in</b>	<b><u>\$57,623,222</u></b>

- 12) That the City of Farmington Hills adopts the Special Revenue Funds Budgets for the FY 2018/19 as follows:

## 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, 2018</b>	<b>\$8,943,771</b>	<b>\$463,392</b>	<b>\$2,720,045</b>	<b>\$0</b>	<b>\$12,127,208</b>
<b>REVENUES</b>					
Property Taxes	6,447,941	1,573,399	10,241,080	0	18,262,420
Intergovernmental	9,500,582	338,503	100,000	305,278	10,244,363
Interest Income	110,500	13,310	80,000	0	203,810
Special Assessments	1,020,372	0	0	0	1,020,372
Miscellaneous	185	168,526	0	35,000	203,711
<b>Total Revenues</b>	<b>17,079,580</b>	<b>2,093,738</b>	<b>10,421,080</b>	<b>340,278</b>	<b>29,934,676</b>
<b>EXPENDITURES</b>					
Highways & Streets	17,856,911	0	0	0	17,856,911
Public Safety	0	0	10,618,731	0	10,618,731
Land Acquisition, Capital Improvements and Other	1,110	916,739	547,000	340,278	1,805,127
<b>Total Expenditures</b>	<b>17,858,021</b>	<b>916,739</b>	<b>11,165,731</b>	<b>340,278</b>	<b>30,280,769</b>
Revenues over/(under) Expenditures	(778,441)	1,176,999	(744,651)	0	(346,093)
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfers In	6,487,141	34,500	0	0	6,521,641
Transfers Out	(7,699,267)	(1,307,850)	0	0	(9,007,117)
<b>Total</b>	<b>(1,212,126)</b>	<b>(1,273,350)</b>	<b>0</b>	<b>0</b>	<b>(2,485,476)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(1,990,567)	(96,351)	(744,651)	0	(2,831,569)
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$6,953,203</b>	<b>\$367,041</b>	<b>\$1,975,394</b>	<b>\$0</b>	<b>\$9,295,639</b>

<b>SPECIAL REVENUE FUNDS INFRASTRUCTURE FUNDS SUMMARY</b>
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	Municipal Street Fund #201	Major Roads Fund #202	Local Roads Fund #203	Deferred Special Assessment Fund #255	Total Infrastructure Funds
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$30,117</b>	<b>\$4,887,532</b>	<b>\$3,972,924</b>	<b>\$53,197</b>	<b>\$8,943,771</b>
<b>REVENUES</b>					
Property Taxes	6,447,941	0	0	0	<b>6,447,941</b>
Intergovernmental	0	7,280,571	2,220,011	0	<b>9,500,582</b>
Interest Income	40,000	30,000	40,000	500	<b>110,500</b>
Special Assessments	0	0	1,020,372	0	<b>1,020,372</b>
Miscellaneous	0	185	0	0	<b>185</b>
<b>Total Revenues</b>	<b>6,487,941</b>	<b>7,310,756</b>	<b>3,280,383</b>	<b>500</b>	<b>17,079,580</b>
<b>EXPENDITURES</b>					
Highways & Streets	0	12,542,938	5,313,973	0	<b>17,856,911</b>
Land Acquisition, Capital Improvements and Other	800	0	0	310	<b>1,110</b>
<b>Total Expenditures</b>	<b>800</b>	<b>12,542,938</b>	<b>5,313,973</b>	<b>310</b>	<b>17,858,021</b>
Revenues over/(under) Expenditures	6,487,141	(5,232,182)	(2,033,590)	190	<b>(778,441)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfers In	0	4,262,141	2,225,000	0	<b>6,487,141</b>
Transfers Out	(6,487,141)	0	(1,212,126)	0	<b>(7,699,267)</b>
	(6,487,141)	4,262,141	1,012,874	0	<b>(1,212,126)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(970,041)	(1,020,716)	190	<b>(1,990,567)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$30,117</b>	<b>\$3,917,491</b>	<b>\$2,952,208</b>	<b>\$53,387</b>	<b>\$6,953,203</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, 2018</b>	<b>\$0</b>	<b>\$463,392</b>	<b>\$463,392</b>
<b>REVENUES</b>			
Property Taxes	0	1,573,399	<b>1,573,399</b>
Intergovernmental	298,503	40,000	<b>338,503</b>
Interest Income	310	13,000	<b>13,310</b>
Miscellaneous	168,526	0	<b>168,526</b>
<b>Total Revenues</b>	<b>467,339</b>	<b>1,626,399</b>	<b>2,093,738</b>
<b>EXPENDITURES</b>			
Land Acquisition, Capital Improvements and Other	501,839	414,900	<b>916,739</b>
<b>Total Expenditures</b>	<b>501,839</b>	<b>414,900</b>	<b>916,739</b>
Revenues over/(under) Expenditures	(34,500)	1,211,499	<b>1,176,999</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In	34,500	0	<b>34,500</b>
Transfers Out	0	(1,307,850)	<b>(1,307,850)</b>
<b>Total</b>	<b>34,500</b>	<b>(1,307,850)</b>	<b>(1,273,350)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(96,351)	<b>(96,351)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$0</b>	<b>\$367,041</b>	<b>\$367,041</b>

**SPECIAL REVENUE FUNDS  
PUBLIC SAFETY FUNDS SUMMARY**

	Public Safety Fund #205	Federal Forfeiture Fund #213	State Forfeiture Fund #214	<b>Total Public Safety Funds</b>
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$2,047,486</b>	<b>\$295,797</b>	<b>\$376,762</b>	<b>\$2,720,045</b>
<b>REVENUES</b>				
Property Taxes	10,241,080	0	0	<b>10,241,080</b>
Intergovernmental	100,000	0	0	<b>100,000</b>
Interest Income	80,000	0	0	<b>80,000</b>
<b>Total Revenues</b>	<b>10,421,080</b>	<b>0</b>	<b>0</b>	<b>10,421,080</b>
<b>EXPENDITURES</b>				
Public Safety	10,551,200	18,681	48,850	<b>10,618,731</b>
Land Acquisition, Capital Improvements and Other	0	250,000	297,000	<b>547,000</b>
<b>Total Expenditures</b>	<b>10,551,200</b>	<b>268,681</b>	<b>345,850</b>	<b>11,165,731</b>
Revenues over/(under) Expenditures	(130,120)	(268,681)	(345,850)	<b>(744,651)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(130,120)	(268,681)	(345,850)	<b>(744,651)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$1,917,366</b>	<b>\$27,116</b>	<b>\$30,912</b>	<b>\$1,975,394</b>

- 13) That the City of Farmington Hills adopts the 2018/19 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	Local Road SAD Debt Fund #813	Total Debt Service Funds
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$138,166</b>	<b>\$27</b>	<b>\$1,974,957</b>	<b>\$2,113,150</b>
<b>REVENUES</b>				
Interest income	2,000	0	126,485	<b>128,485</b>
Special Assessments	0	0	543,797	<b>543,797</b>
Intergovernmental Revenues	240,005	0	0	<b>240,005</b>
<b>Total Revenues</b>	<b>242,005</b>	<b>0</b>	<b>670,282</b>	<b>912,287</b>
<b>EXPENDITURES</b>				
Bond principal payments	425,000	940,000	990,000	<b>2,355,000</b>
Interest and fiscal charges	190,313	48,638	251,001	<b>489,952</b>
Miscellaneous	2,000	925	9,500	<b>12,425</b>
<b>Total Expenditures</b>	<b>617,313</b>	<b>989,563</b>	<b>1,250,501</b>	<b>2,857,377</b>
Revenues over/(under) Expenditures	<b>(375,308)</b>	<b>(989,563)</b>	<b>(580,219)</b>	<b>(1,945,090)</b>
<b>OTHER FINANCING SOURCES AND USES</b>				
Transfers In				
-General Fund	1,282,046	0	0	<b>1,282,046</b>
-Local Road Fund	82,900	0	955,213	<b>1,038,113</b>
-General Debt Fund	0	989,638	0	<b>989,638</b>
Total Transfers In	<b>1,364,946</b>	<b>989,638</b>	<b>955,213</b>	<b>3,309,797</b>
Transfers Out				
-SAD Revolving Fund	0	0	(540,417)	<b>(540,417)</b>
- Building Authority Fund	(989,638)	0	0	<b>(989,638)</b>
Total Transfers out	<b>(989,638)</b>	<b>0</b>	<b>(540,417)</b>	<b>(1,530,055)</b>
<b>Total Other Financing Sources and Uses</b>	<b>375,308</b>	<b>989,638</b>	<b>414,796</b>	<b>1,779,742</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	75	(165,423)	<b>(165,348)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$138,166</b>	<b>\$102</b>	<b>\$1,809,534</b>	<b>\$1,947,802</b>

- 14) That the City of Farmington Hills adopts the 2018/19 Capital Projects Fund Budgets as follows:

## CAPITAL PROJECT FUNDS SUMMARY

	Capital Improvement Fund #404	Community Center Renovations Fund #406	Golf Course Capital Improv. Fund #412	Special Assessment Revolving Fund #247	<b>Total Capital Project Funds</b>
<b>FUND BALANCE AT JULY 1, 2018</b>	<b>\$1,934,065</b>	<b>\$0</b>	<b>\$12,226</b>	<b>\$2,446,582</b>	<b>\$4,392,873</b>
<b>REVENUES</b>					
Sales, Fees & Other	0	0	32,000	0	<b>32,000</b>
Grant	900,000	0	0	0	<b>900,000</b>
Interest income	17,000	300	350	6,000	<b>23,650</b>
<b>Total Revenues</b>	<b>917,000</b>	<b>300</b>	<b>32,350</b>	<b>6,000</b>	<b>955,650</b>
<b>EXPENDITURES</b>					
Public Facilities	858,471	0	0	0	<b>858,471</b>
Drainage	3,567,000	0	0	0	<b>3,567,000</b>
Sidewalk	315,000	0	0	0	<b>315,000</b>
Equipment	3,351,000	0	58,000	0	<b>3,409,000</b>
Professional	0	700,000	0	0	<b>700,000</b>
Administration & Misc.	1,900	300	205	1,330	<b>3,735</b>
<b>Total Expenditures</b>	<b>8,093,371</b>	<b>700,300</b>	<b>58,205</b>	<b>1,330</b>	<b>8,853,206</b>
Revenues over/(under)					
Expenditures	(7,176,371)	(700,000)	(25,855)	4,670	<b>(7,897,556)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfer in from Local Road SAD	0	0	0	540,417	<b>540,417</b>
Transfer in from Local Road Fund	0	0	0	174,013	<b>174,013</b>
Transfer in from General Fund	5,500,000	700,000	29,952	0	<b>6,229,952</b>
<b>Total Other Financing Sources and Uses</b>	<b>5,500,000</b>	<b>700,000</b>	<b>29,952</b>	<b>714,430</b>	<b>6,944,382</b>
Excess Revenues and Other Financing Sources over/(under)					
Expenditures and Other Uses	(1,676,371)	0	4,097	719,100	<b>(953,174)</b>
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$257,694</b>	<b>\$0</b>	<b>\$16,323</b>	<b>\$3,165,682</b>	<b>\$3,439,699</b>

- 15) That the City of Farmington Hills adopts the 2018/19 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, 2018</b>	<b>\$100,452</b>	<b>\$1,547,276</b>	<b>\$1,647,728</b>
<b>REVENUES</b>			
Property Taxes	31,955	305,218	337,173
Intergovernmental	0	0	0
Interest Income	1,500	12,000	13,500
<b>Total Revenues</b>	<b>33,455</b>	<b>317,218</b>	<b>350,673</b>
<b>EXPENDITURES</b>			
Legal Fees	500	0	500
Audit Fees	525	1,050	1,575
Capital Outlay	0	125,000	125,000
Miscellaneous	40,100	10,000	50,100
Consultants	0	0	0
<b>Total Expenditures</b>	<b>41,125</b>	<b>136,050</b>	<b>177,175</b>
Revenues over/(under) Expenditures	(7,670)	181,168	173,498
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers Out-General Fund	0	(9,000)	(9,000)
Total Transfers Out	0	(9,000)	(9,000)
<b>Total Other Financing Sources and Uses</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(7,670)	172,168	164,498
<b>FUND BALANCE AT JUNE 30, 2019</b>	<b>\$92,782</b>	<b>\$1,719,444</b>	<b>\$1,812,226</b>



- 16) 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.
- 17) That the FY 2018/19 Budgets of the General Fund, Special Revenue Funds and Capital Projects Funds shall be automatically amended on July 1, 2018 to re-appropriate fund balances for certain outstanding encumbrances and/or available capital project budget balances at June 30, 2018, as authorized by the City Manager.
- 18) That the City Council hereby authorizes the City Manager to assign General Fund – fund balance 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.
- 19) That the FY 2017/18 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 2018/19, as may be updated by the Finance Director:

**Revenues**

Property Taxes	\$30,828,702
Business Licenses & Permits	26,260
Other Licenses & Permits	1,112,489
Grants	513,088
State Shared Revenues	7,824,298
Fees	5,670,337
Sales	473,542
Fines & Forfeitures	1,946,000
Interest Earnings	400,000
Recreation User Charges	4,633,192
Other Revenue	2,223,873
Operating Transfers In	1,316,850
<b>Total Revenue + Transfers-in</b>	<b><u>\$56,968,631</u></b>

**Expenditures**

Boards & Commissions	\$2,739,363
General Government	10,295,274
Public Safety	19,954,894
Planning & Community Development	1,637,202
Public Services	7,716,724
Special Services	8,099,436
Operating Transfers Out	6,998,236
<b>Total Expenditures + Transfers-out</b>	<b><u>\$57,441,129</u></b>

- 20) That the FY 2017/18 Special Revenue Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2018/19, as may be updated by the Finance Director:

## SPECIAL REVENUE FUNDS

	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, 2017</b>	<b>\$6,713,883</b>	<b>\$650,495</b>	<b>\$3,101,970</b>	<b>\$0</b>	<b>\$10,466,349</b>
<b>REVENUES</b>					
Property Taxes	6,260,343	1,527,818	9,942,712	0	17,730,873
Intergovernmental	8,869,344	364,782	443,361	260,400	9,937,887
Interest Income	110,500	13,500	87,300	0	211,300
Special Assessments	2,517,765	0	0	0	2,517,765
Miscellaneous	185	138,526	11,638	170,000	320,349
<b>Total Revenues</b>	<b>17,758,137</b>	<b>2,044,626</b>	<b>10,485,011</b>	<b>430,400</b>	<b>30,718,174</b>
<b>EXPENDITURES</b>					
Highways & Streets	14,375,110	0	0	0	14,375,110
Public Safety	0	0	10,631,800	0	10,631,800
Debt Service	0	0	0	0	0
Land Acquisition, Capital Improvements and Other	1,050	964,879	235,136	410,400	1,611,465
<b>Total Expenditures</b>	<b>14,376,160</b>	<b>964,879</b>	<b>10,866,936</b>	<b>410,400</b>	<b>26,618,375</b>
Revenues over/(under) Expenditures	3,381,977	1,079,747	(381,925)	20,000	4,099,799
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfers In	6,515,746	41,000	0	0	6,556,746
Transfers Out	(7,667,836)	(1,307,850)	0	(20,000)	(8,995,686)
<b>Total</b>	<b>(1,152,090)</b>	<b>(1,266,850)</b>	<b>0</b>	<b>(20,000)</b>	<b>(2,438,940)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	2,229,887	(187,103)	(381,925)	0	1,660,859
<b>FUND BALANCE AT JUNE 30, 201</b>	<b>\$8,943,771</b>	<b>\$463,392</b>	<b>\$2,720,045</b>	<b>\$0</b>	<b>\$12,127,208</b>

<b>SPECIAL REVENUE FUNDS INFRASTRUCTURE FUNDS SUMMARY</b>
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	Municipal Street Fund #201	Major Roads Fund #202	Local Roads Fund #203	Deferred Special Assessment Fund #255	Total Infrastructure Funds
<b>FUND BALANCE AT JULY 1, 2017</b>	<b>\$21,270</b>	<b>\$2,464,605</b>	<b>\$4,175,011</b>	<b>\$52,997</b>	<b>\$6,713,883</b>
<b>REVENUES</b>					
Property Taxes	6,260,343	0	0	0	<b>6,260,343</b>
Intergovernmental	0	6,631,977	2,237,367	0	<b>8,869,344</b>
Interest Income	40,000	30,000	40,000	500	<b>110,500</b>
Special Assessments	0	0	2,517,765	0	<b>2,517,765</b>
Miscellaneous	0	185	0	0	<b>185</b>
<b>Total Revenues</b>	<b>6,300,343</b>	<b>6,662,162</b>	<b>4,795,132</b>	<b>500</b>	<b>17,758,137</b>
<b>EXPENDITURES</b>					
Highways & Streets	0	8,249,360	6,125,750	0	<b>14,375,110</b>
Land Acquisition, Capital Improvements and Other	750	0	0	300	<b>1,050</b>
<b>Total Expenditures</b>	<b>750</b>	<b>8,249,360</b>	<b>6,125,750</b>	<b>300</b>	<b>14,376,160</b>
Revenues over/(under) Expenditures	6,299,593	(1,587,198)	(1,330,618)	200	<b>3,381,977</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfers In	0	4,235,125	2,280,621	0	<b>6,515,746</b>
Transfers Out	(6,290,746)	(225,000)	(1,152,090)	0	<b>(7,667,836)</b>
	(6,290,746)	4,010,125	1,128,531	0	<b>(1,152,090)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	8,847	2,422,927	(202,087)	200	<b>2,229,887</b>
<b>FUND BALANCE AT JUNE 30, 201</b>	<b>\$30,117</b>	<b>\$4,887,532</b>	<b>\$3,972,924</b>	<b>\$53,197</b>	<b>\$8,943,771</b>

<p><b>SPECIAL REVENUE FUNDS RECREATION FUNDS SUMMARY</b></p>
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	Nutrition Fund #281	Parks & Recreation Millage Fund #410	Total Recreation Funds
<b>FUND BALANCE AT JULY 1, 2017</b>	<b>\$0</b>	<b>\$650,495</b>	<b>\$650,495</b>
<b>REVENUES</b>			
Property Taxes	0	1,527,818	<b>1,527,818</b>
Intergovernmental	298,503	66,279	<b>364,782</b>
Interest Income	500	13,000	<b>13,500</b>
Miscellaneous	138,526	0	<b>138,526</b>
<b>Total Revenues</b>	<b>437,529</b>	<b>1,607,097</b>	<b>2,044,626</b>
<b>EXPENDITURES</b>			
Land Acquisition, Capital Improvements and Other	478,529	486,350	<b>964,879</b>
<b>Total Expenditures</b>	<b>478,529</b>	<b>486,350</b>	<b>964,879</b>
Revenues over/(under) Expenditures	(41,000)	1,120,747	<b>1,079,747</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers In	41,000	0	<b>41,000</b>
Transfers Out	0	(1,307,850)	<b>(1,307,850)</b>
<b>Total</b>	<b>41,000</b>	<b>(1,307,850)</b>	<b>(1,266,850)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(187,103)	<b>(187,103)</b>
<b>FUND BALANCE AT JUNE 30, 2018</b>	<b>\$0</b>	<b>\$463,392</b>	<b>\$463,392</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, 2017</b>	<b>\$2,367,544</b>	<b>\$307,853</b>	<b>\$426,574</b>	<b>\$3,101,970</b>
<b>REVENUES</b>				
Property Taxes	9,942,712	0	0	<b>9,942,712</b>
Intergovernmental	168,361	250,000	25,000	<b>443,361</b>
Interest Income	80,000	3,500	3,800	<b>87,300</b>
Miscellaneous	0	0	11,638	<b>11,638</b>
<b>Total Revenues</b>	<b>10,191,073</b>	<b>253,500</b>	<b>40,438</b>	<b>10,485,011</b>
<b>EXPENDITURES</b>				
Public Safety	10,435,130	116,120	80,550	<b>10,631,800</b>
Land Acquisition, Capital Improvements and Other	76,000	149,436	9,700	<b>235,136</b>
<b>Total Expenditures</b>	<b>10,511,130</b>	<b>265,556</b>	<b>90,250</b>	<b>10,866,936</b>
Revenues over/(under) Expenditures	(320,057)	(12,056)	(49,812)	<b>(381,925)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(320,057)	(12,056)	(49,812)	<b>(381,925)</b>
<b>FUND BALANCE AT JUNE 30, 2018</b>	<b>\$2,047,486</b>	<b>\$295,797</b>	<b>\$376,762</b>	<b>\$2,720,045</b>

- 21) That the FY 2017/18 Debt Service Fund Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2018/19, 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	Local Road SAD Debt Fund #813	Total Debt Service Funds
<b>FUND BALANCE AT JULY 1, 2017</b>	<b>\$144,141</b>	<b>\$152</b>	<b>\$2,094,668</b>	<b>\$2,238,961</b>
<b>REVENUES</b>				
Interest income	3,000	0	109,962	112,962
Special Assessments	0	0	666,040	666,040
Intergovernmental Revenues	242,010	0	0	242,010
<b>Total Revenues</b>	<b>245,010</b>	<b>0</b>	<b>776,002</b>	<b>1,021,012</b>
<b>EXPENDITURES</b>				
Bond principal payments	425,000	1,065,000	920,000	2,410,000
Interest and fiscal charges	201,113	64,159	266,993	532,265
Miscellaneous	900	900	9,075	10,875
<b>Total Expenditures</b>	<b>627,013</b>	<b>1,130,059</b>	<b>1,196,068</b>	<b>2,953,140</b>
Revenues over/(under) Expenditures	<b>(382,003)</b>	<b>(1,130,059)</b>	<b>(420,067)</b>	<b>(1,932,128)</b>
<b>OTHER FINANCING SOURCES AND USES</b>				
Transfers In:				
-General Fund	1,422,162	0	0	1,422,162
-Local Road Fund	83,800	0	891,355	975,155
-General Debt Fund	0	1,129,934	0	1,129,934
Total Transfers In	<b>1,505,962</b>	<b>1,129,934</b>	<b>891,355</b>	<b>3,527,251</b>
Transfers Out:				
-SAD Revolving Fund	0	0	(591,000)	(591,000)
-Building Authority Fund	(1,129,934)	0	0	(1,129,934)
Total Transfers out	<b>(1,129,934)</b>	<b>0</b>	<b>(591,000)</b>	<b>(1,720,934)</b>
<b>Total Other Financing Sources and Uses</b>	<b>376,028</b>	<b>1,129,934</b>	<b>300,355</b>	<b>1,806,317</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	<b>(5,975)</b>	<b>(125)</b>	<b>(119,711)</b>	<b>(125,811)</b>
<b>FUND BALANCE AT JUNE 30, 2018</b>	<b>\$138,166</b>	<b>\$27</b>	<b>\$1,974,957</b>	<b>\$2,113,150</b>

- 22) That the FY 2017/18 Capital Projects Fund Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2018/19, as may be updated by the Finance Director:

## CAPITAL PROJECT FUNDS SUMMARY

	Capital Improvement Fund #404	Community Center Renovations Fund #406	Golf Course Capital Improv. Fund #412	Special Assessment Revolving Fund #247	<b>Total Capital Project Funds</b>
<b>FUND BALANCE AT JULY 1, 2017</b>	<b>\$1,751,470</b>	<b>\$0</b>	<b>\$26,658</b>	<b>\$1,670,442</b>	<b>\$3,448,570</b>
<b>REVENUES</b>					
Sales, Fees & Other	9,000	0	32,000	0	<b>41,000</b>
Grant Revenue	488,495	0	0	0	<b>488,495</b>
Interest income	21,000	0	350	9,500	<b>30,850</b>
<b>Total Revenues</b>	<b>518,495</b>	<b>0</b>	<b>32,350</b>	<b>9,500</b>	<b>560,345</b>
<b>EXPENDITURES</b>					
Public Facilities	1,389,099		0	0	<b>1,389,099</b>
Drainage	1,269,402	0	0	0	<b>1,269,402</b>
Sidewalk	350,000	0	0	0	<b>350,000</b>
Equipment	2,800,621	0	76,529	0	<b>2,877,150</b>
Professional	0	50,000	0	0	<b>50,000</b>
Administration & Misc.	1,900	0	205	1,295	<b>3,400</b>
<b>Total Expenditures</b>	<b>5,811,022</b>	<b>50,000</b>	<b>76,734</b>	<b>1,295</b>	<b>5,939,051</b>
Revenues over/(under)					
Expenditures	(5,292,527)	(50,000)	(44,384)	8,205	<b>(5,378,706)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Transfer in from Local Road SAD	0	0	0	591,000	<b>591,000</b>
Transfer in from Local Road Fund	0	0	0	176,935	<b>176,935</b>
Transfer in from CDBG	20,000	0	0	0	<b>20,000</b>
Transfer in from General Fund	5,455,122	50,000	29,952	0	<b>5,535,074</b>
<b>Total Other Financing Sources and Uses</b>	<b>5,475,122</b>	<b>50,000</b>	<b>29,952</b>	<b>767,935</b>	<b>6,323,009</b>
Excess Revenues and Other Financing Sources over/(under)					
Expenditures and Other Uses	182,595	0	(14,432)	776,140	<b>944,303</b>
<b>FUND BALANCE AT JUNE 30, 2018</b>	<b>\$1,934,065</b>	<b>\$0</b>	<b>\$12,226</b>	<b>\$2,446,582</b>	<b>\$4,392,873</b>

- 23) That the FY 2017/18 Component Units Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2018/19, as may be updated by the Finance Director:

## COMPONENT UNITS SUMMARY

	Corridor Improvement Authority Fund #242	Brownfield Redevelopment Authority Fund #243	<b>Total Component Units</b>
<b>FUND BALANCE AT JULY 1, 2017</b>	<b>\$130,104</b>	<b>\$1,249,380</b>	<b>\$1,379,484</b>
<b>REVENUES</b>			
Property Taxes	9,463	298,621	<b>308,084</b>
Grant	0	4,800	<b>4,800</b>
Interest Income	1,500	12,000	<b>13,500</b>
<b>Total Revenues</b>	<b>10,963</b>	<b>315,421</b>	<b>326,384</b>
<b>EXPENDITURES</b>			
Audit Fees	515	1,025	<b>1,540</b>
Miscellaneous	100	7,500	<b>7,600</b>
Consultants	40,000	0	<b>40,000</b>
<b>Total Expenditures</b>	<b>40,615</b>	<b>8,525</b>	<b>49,140</b>
Revenues over/(under) Expenditures	(29,652)	306,896	<b>277,244</b>
<b>OTHER FINANCING SOURCES AND USES</b>			
Transfers Out-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>0</b>	<b>(9,000)</b>	<b>(9,000)</b>
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(29,652)	297,896	<b>268,244</b>
<b>FUND BALANCE AT JUNE 30, 2018</b>	<b>\$100,452</b>	<b>\$1,547,276</b>	<b>\$1,647,728</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.

On September 9, 2014, the City of Detroit, the Counties of Macomb, Oakland and Wayne, and the State of Michigan signed a Memorandum of Understanding (MOU) which paved the way for the formation of the Great Lakes Water Authority (GLWA) designed to leverage the assets of the Detroit-owned water and sewerage systems. The GLWA was formally approved on October 10, 2014. A six-person board was established for the GLWA, comprised of one member from each County, one from the State of Michigan and two from the City of Detroit.

Effective January 1, 2016 the GLWA assumed responsibility for the management, operations, and maintenance of the City of Detroit's water and sewer infrastructure supplying wholesale customers across the region, including the City of Farmington Hills. In exchange for the management of the utility systems, the GLWA will provide annual lease payments of \$50 million a year for 40 years to the City of Detroit. The City of Detroit will use these funds to overhaul its aging infrastructure. The lease also provides for a \$4.5 million Water Residential Assistance Program to help low-income customers of GLWA customer communities pay their water and sewer bills.

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.

## **Water & Sewer Fund**

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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 22,900 City water customers and approximately 22,600 City sewer customers on a quarterly basis. Average annual water consumption per water customer is 16.17 thousand cubic feet (MCF) and the average annual sewage treatment is 14.62 MCF. There are approximately 456 miles of water main and over 5,100 fire hydrants in the City. There are approximately 328 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, virtually all other funding uses (expenses/ capital assets) are paid by the WRC.

## **Water & Sewer Fund**

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### **FY 17/18 YEAR-END PROJECTION vs. FY 16/17 ACTUAL**

- Conservatively, total revenue is projected to decrease by approximately \$1,776,000 or 6% from the previous year. The remaining bond proceeds totaling approximately \$3.5 million is expected to be issued for the Middlebelt Sanitary Sewer Transport Tunnel Project.
- Total expenses are projected to increase by approximately \$803,000 or 3% from the previous year.
- The impact from above, results in a projected \$4,961,101 increase in Working Capital to \$79,244,211 at June 30, 2018, which is 331% of total projected expenses and transfers-out (less depreciation) for FY 17/18. This is well above the Working Capital Minimum Target of 25% of Total Expenses plus Transfers-out, less Depreciation.

### **FY 18/19 PROPOSED FINANCIAL PLAN vs. FY 17/18 YEAR-END PROJECTION**

- Total Revenue is projected to increase by approximately \$415,000 or 2% from the previous year.
- Total Expenses are projected to increase by approximately \$774,000 or 3% from the previous year.
- The impact from above, results in a projected \$1,157,045 increase in Working Capital to \$80,401,256 at June 30, 2019, which is 327% of total projected expenses and transfers-out (less depreciation) for FY 18/19. 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 \$56 million in Capital Projects, of which some can be funded on a pay-as-you-go basis, while other large projects, could be funded through a County borrowing paid back over the term of the bonds.

## Water & Sewer Fund

### CITY OF FARMINGTON HILLS FINANCIAL SUMMARY WATER & SEWER FUND

	ACTUAL	ACTUAL	YEAR-END	PROPOSED
	FY 2015/16	FY 2016/17	PROJECTION	PLAN
	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>FY 2018/19</u>
<b>REVENUES</b>				
Sale of Water	12,298,112	13,772,568	12,510,000	12,474,900
Sewage Disposal Charges	10,026,314	11,058,632	10,497,010	10,812,430
Other Operating Revenue	<u>3,324,258</u>	<u>509,469</u>	<u>500,000</u>	<u>500,000</u>
Total Operating Revenue	25,648,684	25,340,669	23,507,010	23,787,330
Other Non-operating Revenue				
Interest Income	737,573	576,113	633,724	697,097
Debt Service Charge	<u>812,059</u>	<u>2,406,655</u>	<u>2,252,000</u>	<u>2,292,090</u>
<b>TOTAL REVENUES</b>	<b>27,198,316</b>	<b>28,323,437</b>	<b>26,392,734</b>	<b>26,776,517</b>
<b>EXPENSES</b>				
Cost of Water	7,948,053	9,090,180	9,200,430	9,181,430
Cost of Sewage Treatment	8,272,238	8,555,862	8,889,990	9,449,870
Other Operation and Maintenance	4,022,327	4,144,956	3,441,500	3,422,250
Billing and Administrative Costs*	1,052,686	828,524	1,475,090	1,233,780
Depreciation	<u>3,667,667</u>	<u>3,721,397</u>	<u>3,750,000</u>	<u>3,750,000</u>
Total Operating Expenses	24,962,971	26,340,919	26,757,010	27,037,330
Other Non-operating Expenses				
Interest Expense	<u>426,514</u>	<u>556,588</u>	<u>737,185</u>	<u>704,106</u>
<b>TOTAL EXPENSES</b>	<b><u>25,389,485</u></b>	<b><u>26,897,507</u></b>	<b><u>27,494,195</u></b>	<b><u>27,741,436</u></b>
Income/(Loss) Before Contributions	1,808,831	1,425,930	(1,101,461)	(964,919)
Capital Contributions:				
Tap-in Fees	180,003	451,191	200,000	200,000
Special Assessments	<u>85,410</u>	<u>396,125</u>	<u>85,000</u>	<u>85,000</u>
Total Capital Contributions	265,413	847,316	285,000	285,000
<b>CHANGE IN NET POSITION</b>	<b>2,074,244</b>	<b>2,273,246</b>	<b>(816,461)</b>	<b>(679,919)</b>
Capital Assets	(12,849,780)	(8,125,268)	-	-
Depreciation	3,667,667	3,721,397	3,750,000	3,750,000
Bond Proceeds	2,812,434	11,635,448	3,509,881	-
Current Portion of Long-term Debt	<u>(630,000)</u>	<u>(1,402,295)</u>	<u>(1,430,880)</u>	<u>(1,479,465)</u>
<b>CHANGE IN WORKING CAPITAL</b>	<b>(4,925,435)</b>	<b>8,102,528</b>	<b>5,012,540</b>	<b>1,590,616</b>
<b>WORKING CAPITAL-BEGINNING</b>	<b><u>71,502,142</u></b>	<b><u>66,576,707</u></b>	<b><u>74,679,235</u></b>	<b><u>79,691,775</u></b>
<b>WORKING CAPITAL-ENDING</b>	<b>66,576,707</b>	<b>74,679,235</b>	<b>79,691,775</b>	<b>81,282,391</b>
WC as a % of Expenses plus Transfers-out				
less Depreciation	306%	322%	336%	339%

\* Includes City Labor Costs associated with Accounting and Project Engineering.

# Water & Sewer Fund

## WATER MAINS

WATER MAIN PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Miscellaneous upgrades to the Water System	600,000	600,000	NC	100 WS	100 WS	100 WS	100 WS	100 WS	100 WS	
Grand River Homes, Replace existing 4" & 6" with 8", Phase III	1,120,000	1,120,000	NC	1,120 WS						
Grayling, Waldron and Dresden (aka Meadowbrook Heights), Replace existing 4" & 6" with 8"	1,349,000	1,349,000	NC	1,349 WS						
Cora Water Main, north of Fink	229,000	229,000	NC		229 WS					
Riverwalk, 8" loop to Folsom	204,000	204,000	NC		204 WS					
Parker Avenue, 8" Loop to Nine Mile Road	427,000	427,000	NC		427 WS					
Villa Capri Subdivision, Replace existing 6" & 8" with 8"	2,716,000	2,716,000	NC		906 WS	1,810 WS				
Kimberley Subdivision, Replace existing 6" & 8" with 8" & 12"	4,101,000	4,101,000	NC				2,050 WS	2,051 WS		
Westbrooke Plaza Water Main Replacement	341,000	341,000	NC						341 WS	
Kirkside, Westerleigh, Nottingwood, Nestlewood, Replace existing 6" with 8"	1,665,000	1,665,000	NC						1,665 WS	
Kendallwood No. 1, Replace existing 6" & 8" with 8"	5,332,000	5,332,000	NC							5,332 WS
Kendallwood No. 2 and No. 3 Subdivision, Replace existing 6" & 8" with 8"	4,747,000	4,747,000	NC							4,747 WS
Community Well Conversion	2,602,000	2,602,000	NC							2,602 WS
Westbrooke Manor Subdivision, Replace existing 6" & 8" with 8"	2,991,000	2,991,000	NC							2,991 WS
Colwell Water Main, Shiawassee to Sedalia	515,000	515,000	NC							515 WS
Inkster Road, Water Main Franklin Hills Country Club to Thirteen Mile Road	773,000	773,000	NC							773 WS
Inkster Road, south of Thirteen Mile to Northwestern Highway	794,000	794,000	NC							794 WS
<b>TOTAL:</b>	<b>\$30,506,000</b>	<b>\$30,506,000</b>	<b>NC</b>	<b>2,569</b>	<b>1,866</b>	<b>1,910</b>	<b>2,150</b>	<b>2,151</b>	<b>2,106</b>	<b>17,754</b>

**Water & Sewer Fund**

**SANITARY SEWERS**

SANITARY SEWER PROJECT	TOTAL COST	CITY COST	MAINTENANCE COSTS	City Cost figures are shown in thousands of dollars.						
				2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	FUTURE
Sanitary Sewer Rehabilitation Program	3,000,000	3,000,000	NC	500 SS	500 SS	500 SS	500 SS	500 SS	500 SS	
Wastewater Asset Management Plan	1,210,000	302,000	NC	302 SS						
Thirteen Mile Sanitary Sewer (Marvin to Drake)	700,000	700,000	NC	700 SS						
Kirby Sanitary Sewer, Farmington Road to Cass	1,041,000	1,041,000	NC		1,041 SS					
Bridgeman Street Sanitary Sewer	853,000	853,000	NC		853 SS					
Evergreen/Farmington LTCAP Upgrade - Eight Mile Road Storage	17,625,000	10,223,000	NC			10,223 SS				
Goldsmith Sanitary Sewer	1,569,000	1,569,000	NC					1,569 SS		
<b>TOTAL:</b>	<b>\$25,998,000</b>	<b>\$17,688,000</b>	NC	<b>1,502</b>	<b>2,394</b>	<b>10,723</b>	<b>500</b>	<b>2,069</b>	<b>500</b>	<b>0</b>

# YOUR 2017 TAX DOLLAR

Based on Principal Residence (Homestead) Rate

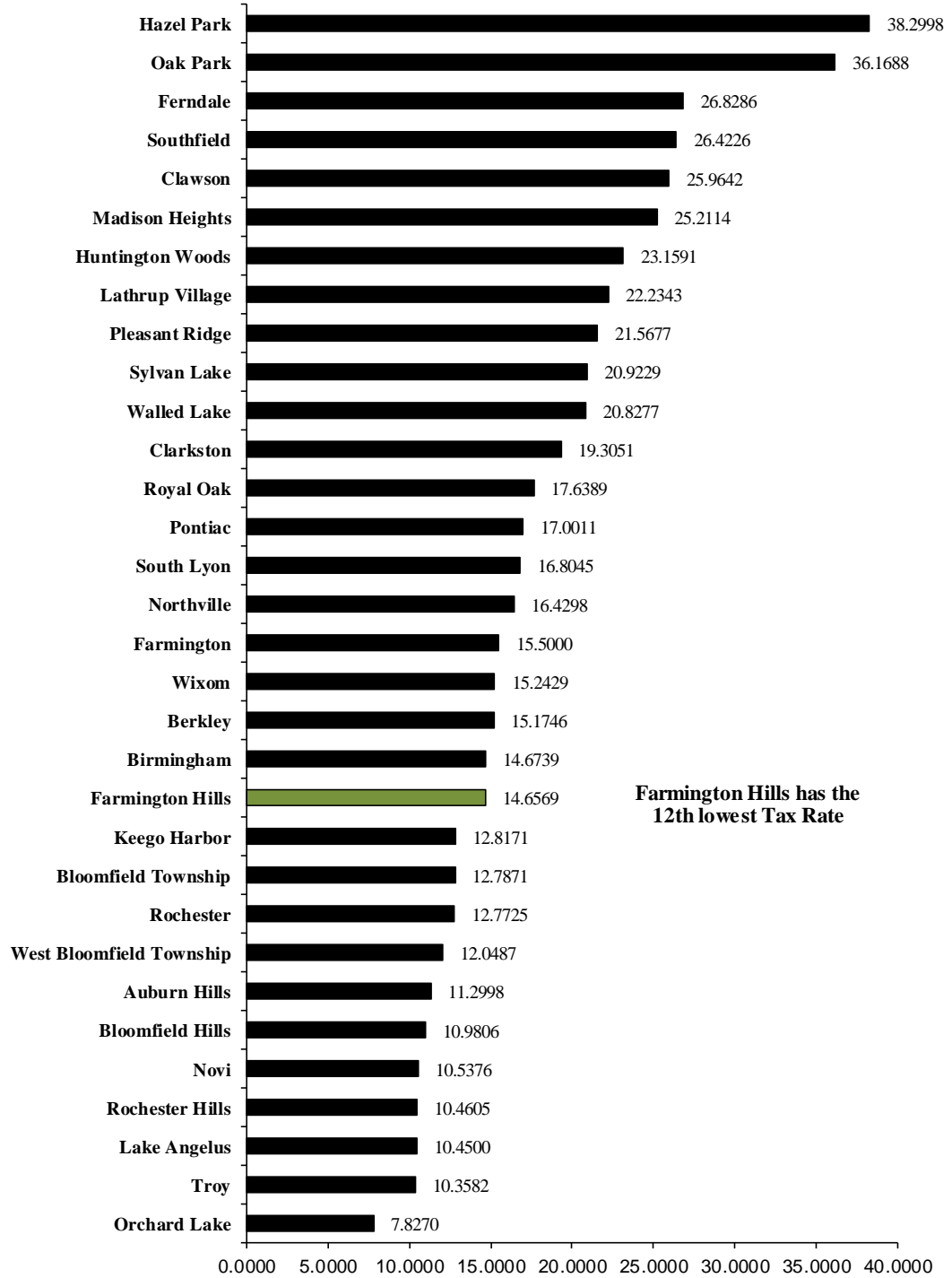
School District	County/Other	Education *	City
Farmington	16.56%	50.34%	33.10%
Walled Lake	18.43%	44.75%	36.82%
Clarenceville	19.52%	41.48%	39.00%



\* Local Schools (including State support) + Oakland Intermediate Schools + Community College

# 2017 Local Unit Tax Rates

For all Cities and Major Townships in Oakland





<b>2017 Tax Comparison for All Cities and Major Townships in Oakland County</b>
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<u>Local Taxing Unit</u>	2017 <u>Millage</u>	2017 <u>Taxable Value</u>	2017 <u>City Taxes</u>
Southfield	26.4226	2,427,593,700	64,143,337
Troy	10.3582	4,679,798,440	48,474,288
<b>Farmington Hills*</b>	<b>14.6569</b>	<b>3,207,859,580</b>	<b>47,017,277</b>
Bloomfield Township	12.7871	3,577,725,090	45,748,728
Royal Oak	17.6389	2,549,382,070	44,968,295
West Bloomfield Township	12.0487	3,424,396,020	41,259,520
Novi	10.5376	3,450,116,990	36,355,953
Rochester Hills	10.4605	3,321,014,620	34,739,473
Birmingham	14.6739	2,220,344,410	32,581,112
Madison Heights	25.2114	770,671,510	19,429,708
Auburn Hills	11.2998	1,547,115,934	17,482,101
Oak Park	36.1688	458,935,120	16,599,133
Ferndale	26.8286	568,846,060	15,261,343
Pontiac	17.0011	686,237,450	11,666,792
Wixom	15.2429	681,484,650	10,387,802
Bloomfield Hills	10.9806	822,148,110	9,027,680
Rochester	12.7725	705,420,760	9,009,987
Clawson	25.9642	342,173,420	8,884,259
Berkley	15.1746	535,721,820	8,129,364
Huntington Woods	23.1591	342,689,140	7,936,372
Hazel Park	38.2998	180,444,330	6,910,982
South Lyon	16.8045	342,282,030	5,751,878
Farmington	15.5000	327,781,890	5,080,619
Walled Lake	20.8277	188,704,480	3,930,280
Pleasant Ridge	21.5677	145,722,450	3,142,898
Orchard Lake	7.8270	359,847,770	2,816,528
Lathrup Village	22.2343	125,854,280	2,798,282
Northville	16.4298	157,315,293	2,584,659
Sylvan Lake	20.9229	88,138,620	1,844,116
Keego Harbor	12.8171	92,276,520	1,182,717
Clarkston	19.3051	40,833,740	788,299
Lake Angelus	10.4500	72,942,900	762,253

\* Less Renaissance Zone and Senior Housing

Source: Original Taxable Value from Oakland County Equalization Department

**CITY PROPERTY TAX RATE, LEVY & COLLECTIONS HISTORY  
BY TAX YEAR**

<u>Millage Type</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</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
Roads	0.0000	0.0000	0.0000	0.0000	0.0000
Public Safety	1.4764	1.4764	1.4764	1.4764	3.1764
Total City Millage	10.0216	10.0216	10.0216	10.6180	12.3506
Taxable Value*	\$4,411,543,260	\$4,165,008,570	\$3,619,696,470	\$3,281,707,580	\$3,077,626,770
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%

<u>Millage Type</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Operations	6.7084	6.5206	5.9466	5.8911	6.1549
Capital	0.6163	0.7986	1.5606	1.5978	1.7168
Debt	0.6313	0.6368	0.4488	0.4671	0.4434
Total Charter	7.9560	7.9560	7.9560	7.9560	8.3151
Refuse	0.7168	0.7436	0.7542	0.7169	0.7359
Econ. Develop.	0.0164	0.0164	0.0160	0.0160	0.0156
Parks	0.4882	0.4882	0.4882	0.4859	0.4817
Roads	0.0000	0.0000	2.0000	1.9908	1.9738
Public Safety	3.1764	3.1764	3.1764	3.1617	3.1348
Total City Millage	12.3538	12.3806	14.3908	14.3273	14.6569
Taxable Value*	\$3,040,696,350	\$3,051,369,420	\$3,125,682,070	\$3,125,760,110	\$3,208,788,930
Tax Levy	\$37,564,155	\$37,777,784	\$44,981,066	\$44,783,703	\$47,030,898
Tax Collections**	\$36,922,255	\$36,898,852	\$44,257,766	\$44,127,138	\$46,245,009
Percent Collected***	98.29%	97.67%	98.39%	98.53%	98.33%

\* From the Original Ad valorem Tax Roll less Renaissance Zone.

\*\* 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**

<b>Farmington School District</b>					
<u>Millage Type</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</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>Walled Lake School District</b>					
<u>Millage Type</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</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>Clarenceville School District</b>					
<u>Millage Type</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</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>

**HISTORICAL REAL PROPERTY TAX RATES FOR ALL TAXING UNITS  
BY TAX YEAR**

<b>Farmington School District</b>					
<u>Millage Type</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
City	12.3538	12.3806	14.3908	14.3273	14.6569
Local Schools P.R.E.	13.0140	11.7472	12.4418	12.1482	11.4268
State Education Tax	6.0000	6.0000	6.0000	6.0000	6.0000
Oakland Community College	1.5844	1.5844	1.5819	1.5707	1.5555
Intermediate Schools	3.3690	3.3690	3.3633	3.3398	3.3079
County	4.6461	4.6461	4.5456	4.4938	4.4908
Library	1.5856	1.5856	1.5856	1.5781	1.5644
Transit Authority	0.5900	1.0000	0.9998	0.9941	0.9863
Zoo	0.1000	0.1000	0.0998	0.0990	0.0980
Art Institute	0.2000	0.2000	0.1996	0.1981	0.1961
<b>Total P.R.E. Millage</b>	<b>43.4429</b>	<b>42.6129</b>	<b>45.2082</b>	<b>44.7491</b>	<b>44.2827</b>
Local Schools Non-P.R.E.	7.5460	8.5128	8.9982	9.2918	9.8732
<b>Total Non-P.R.E. Millage</b>	<b>50.9889</b>	<b>51.1257</b>	<b>54.2064</b>	<b>54.0409</b>	<b>54.1559</b>

<b>Walled Lake School District</b>					
<u>Millage Type</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
City	12.3538	12.3806	14.3908	14.3273	14.6569
Local Schools P.R.E.	7.4730	7.6843	7.2841	7.0150	6.9458
State Education Tax	6.0000	6.0000	6.0000	6.0000	6.0000
Oakland Community College	1.5844	1.5844	1.5819	1.5707	1.5555
Intermediate Schools	3.3690	3.3690	3.3633	3.3398	3.3079
County	4.6461	4.6461	4.5456	4.4938	4.4908
Library	1.5856	1.5856	1.5856	1.5781	1.5644
Transit Authority	0.5900	1.0000	0.9998	0.9941	0.9863
Zoo	0.1000	0.1000	0.0998	0.0990	0.0980
Art Institute	0.2000	0.2000	0.1996	0.1981	0.1961
<b>Total P.R.E. Millage</b>	<b>37.9019</b>	<b>38.5500</b>	<b>40.0505</b>	<b>39.6159</b>	<b>39.8017</b>
Local Schools Non-P.R.E.	15.6715	15.8029	15.8339	15.9129	13.4721
<b>Total Non-P.R.E. Millage</b>	<b>53.5734</b>	<b>54.3529</b>	<b>55.8844</b>	<b>55.5288</b>	<b>53.2738</b>

<b>Clarenceville School District</b>					
<u>Millage Type</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
City	12.3538	12.3806	14.3908	14.3273	14.6569
Local Schools P.R.E.	4.5000	4.5000	4.5000	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	1.7880	1.7766
Intermediate Schools	3.3690	3.3690	3.3633	3.3398	3.3079
County	4.6461	4.6461	4.5456	4.4938	4.4908
Library	1.5856	1.5856	1.5856	1.5781	1.5644
Transit Authority	0.5900	1.0000	0.9998	0.9941	0.9863
Zoo	0.1000	0.1000	0.0998	0.0990	0.0980
Art Institute	0.2000	0.2000	0.1996	0.1981	0.1961
<b>Total P.R.E. Millage</b>	<b>35.1412</b>	<b>35.5780</b>	<b>37.4812</b>	<b>37.3182</b>	<b>37.5770</b>
Local Schools Non-P.R.E.	18.0000	18.0000	18.0000	18.0000	18.0000
<b>Total Non-P.R.E. Millage</b>	<b>53.1412</b>	<b>53.5780</b>	<b>55.4812</b>	<b>55.3182</b>	<b>55.5770</b>

## Retirement System & Retiree Healthcare Plan Funding Progress

### CITY OF FARMINGTON HILLS EMPLOYEES' RETIREMENT SYSTEM

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	*Future Annual Contribution	Active Members	Benefit Receipts
6/30/07	\$109,839,894	\$121,107,744	\$11,267,850	90.7%	\$3,613,612	416	155
6/30/08	\$117,994,843	\$131,182,445	\$13,187,602	89.9%	\$3,701,944	402	166
6/30/09	\$123,309,158	\$140,261,150	\$16,951,992	87.9%	\$3,999,704	386	173
6/30/10	\$122,384,733	\$149,204,540	\$26,819,807	82.0%	\$4,474,398	327	229
6/30/11	\$126,993,894	\$152,271,739	\$25,277,845	83.4%	\$4,293,782	318	230
6/30/12	\$127,759,371	\$157,810,232	\$30,050,861	81.0%	\$4,549,123	301	244
6/30/13	\$135,447,393	\$163,515,916	\$28,068,523	82.8%	\$4,882,377	299	265
6/30/14	\$142,635,461	\$168,555,933	\$25,920,472	84.6%	\$4,710,931	288	279
6/30/15	\$148,299,323	\$171,958,385	\$23,659,062	86.2%	\$4,710,485	283	283
6/30/16**	\$150,257,018	\$179,218,630	\$28,961,612	83.8%	\$5,370,490	277	293
6/30/17	\$155,325,541	\$185,538,016	\$30,212,475	83.7%	\$5,577,463	269	307

Note: The above data includes the 47th District Court.

\* Annual Contribution to be made in the 2nd subsequent fiscal year from the Valuation Date.

\*\* Investment Return Assumption lowered from 7.50% to 7.40%.

### CITY OF FARMINGTON HILLS POST-RETIREMENT HEALTHCARE FINANCE FUND

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	**Future Annual Contribution	Covered Members	Covered Benefit Receipts
6/30/07	\$35,850,866	\$54,475,299	\$18,624,433	65.8%	\$3,231,967	416	103
6/30/08	\$40,551,585	\$57,063,627	\$16,512,042	71.1%	\$2,971,747	402	108
6/30/09	\$41,318,305	\$59,275,315	\$17,957,010	69.7%	\$3,186,426	386	115
6/30/10	\$44,004,631	\$74,937,594	\$30,932,963	58.7%	\$3,311,150	323	121
6/30/10*	\$44,004,631	\$72,230,135	\$28,225,504	60.9%	\$3,329,505	323	169
6/30/12	\$50,982,851	\$69,722,666	\$18,739,815	73.1%	\$2,892,858	292	177
6/30/13	\$51,000,000	\$69,700,000	\$18,700,000	73.2%	\$2,890,395	292	177
6/30/14	\$62,830,994	\$71,356,286	\$8,525,292	88.1%	\$1,808,068	255	203
6/30/15	\$62,830,994	\$71,356,286	\$8,525,292	88.1%	\$1,794,724	255	203
6/30/16	\$71,438,401	\$71,198,513	(\$239,888)	100.3%	\$776,762	233	214
6/30/17	\$71,438,401	\$71,198,513	(\$239,888)	100.3%	\$776,762	233	214

Note: The above data includes the 47th District Court.

\* Revised the 2010 valuation using revised assumptions, as of June 30, 2011.

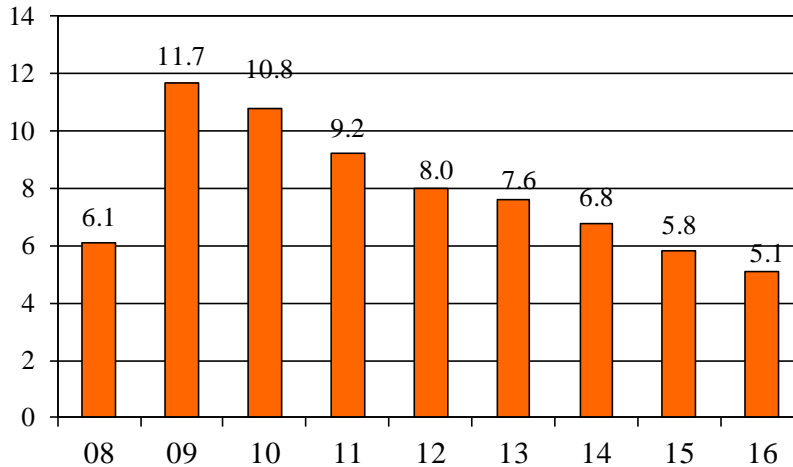
\*\* Annual Contribution made in the 2nd subsequent fiscal year from the Valuation Date.

# COMMUNITY DEMOGRAPHIC STATISTICS

## Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Population (1)</u>	<u>Number of Households</u>	<u>School Enrollment</u>	<u>Annual Average Unemployment Rate</u>
2008	79,327	33,412	12,092	6.1
2009	79,152	33,423	12,038	11.7
2010	79,740	33,366	11,701	10.8
2011	79,740	33,559	11,490	9.2
2012	79,777	33,591	11,296	8
2013	80,895	34,255	10,838	7.6
2014	81,798	34,755	10,875	6.8
2015	81,910	35,138	10,039	5.8
2016	81,412	34,963	9,653	5.1
2017	81,803	34,910	9,610	3.2

**Annual Average Unemployment Rate  
Last 10 Years**



## 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.

**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.

**BUDGET POLICIES** – General and specific guidelines that govern financial plan preparation and administration.

## **Glossary of Terms**

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**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.

**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.

**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.



## **Glossary of Terms**

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**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.

**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.

**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.

**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.

## **Glossary of Terms**

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**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.

**SPECIAL ASSESSMENT DISTRICT (SAD)** 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.

**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.