

# City of Lincoln Park

# ANNUAL BUDGET

## Fiscal Year 2012-2013

*Lincoln Park*

M I C H I G A N

THE CROSSROADS OF DOWNRIVER

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## 2012/2013 Budget

Patricia Diaz Krause  
Mayor

Thomas Murphy  
Council President

Council Members

Mario DiSanto  
Mark Kandes  
Suzanne Moreno  
Tracy Bush  
Joseph Kaiser



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Lincoln Park  
Michigan**

For the Fiscal Year Beginning

**July 1, 2011**

*Linda C. Davidson*     *Jeffrey R. Enner*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Lincoln Park, Michigan for the Annual Budget beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



## BUDGET CALENDAR 2012/13

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December	<ul style="list-style-type: none"><li>• Mid year Budget Report Prepared</li><li>• Capital budget manual and forms distributed to all offices</li><li>• Offices submit Capital requests</li><li>• Prior year Annual Audit released</li></ul>
January	<ul style="list-style-type: none"><li>• Revenue and Expenditure forecast prepared</li><li>• Updated Revenue Study of fees and charges prepared</li><li>• Preparation of Municipal Capital Improvement Plan and Multi-year Financial Plan</li><li>• Finance prepares current year Budget Amendment</li><li>• Personnel costs for Proposed Budget prepared</li><li>• Preparation of the Water Supply &amp; Sewage Disposal System Rate analysis</li><li>• City Council approves current year Budget Amendment</li></ul>
February	<ul style="list-style-type: none"><li>• Distribute Operating Budget Manual and Revenue Worksheets</li><li>• City Council Strategic Planning Workshop – Five year planning session</li></ul>
March	<ul style="list-style-type: none"><li>• Operating Budget Worksheets due from all departments</li><li>• Revenue Worksheets due from all departments</li><li>• City Management analyzes Department’s budget requests</li><li>• Revenue Forecast prepared by City Management</li><li>• Budget Meetings held with all City Departments</li><li>• City Manager makes final proposed Budget recommendations</li><li>• City Management prepares Proposed Budget document</li><li>• Proposed Budget duplicated</li></ul>
April	<ul style="list-style-type: none"><li>• Budget Notice published in local newspaper</li><li>• Recommend budget to council – May 7</li></ul>
May-June	<ul style="list-style-type: none"><li>• Set Public Hearing for Budget – May 21</li><li>• City Council adopts Appropriations Resolution – June 4 (1<sup>st</sup> Monday in June)</li></ul>
July	<ul style="list-style-type: none"><li>• City Management prepares final current year Budget Amendment</li><li>• City Management prepares Approved Budget document incorporation of City Council adjustments</li><li>• Approved Budget document distributed at first City Council meeting in July</li><li>• Preparation of Capital Improvement Status Report</li><li>• Begin Monitoring Budget Performance</li></ul>

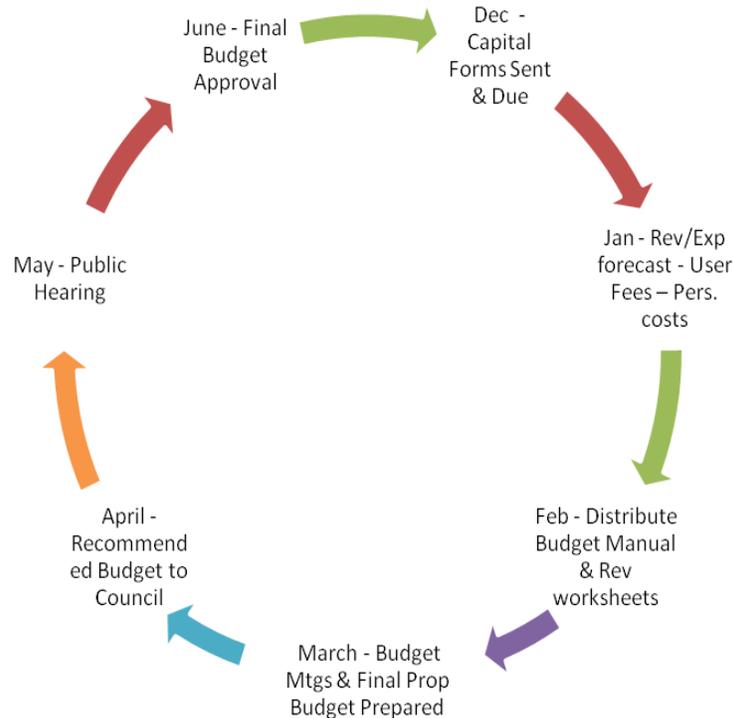


# BUDGET CALENDAR 2012/13

## BUDGET PROCESS

In December of each year the process begins for the next budget cycle. Capital forms are sent to departments and this is the basis for beginning the budget process. Once the capital forms are received they are given priority and the City can determine the amount to be funded for Capital Outlay the following year. In January, The Finance Director begins the revenue and expenditure forecasts and prepares personnel expenditure estimates for the budget. In conjunction with this the City updates the fees and charges and adjusts them where necessary. In February and March there are several budget meetings with Departments and the final budget process is underway. The City Manager makes and prepares the final budget document and presents it to City Council. The Recommended Budget is presented to Council in May and the Public Hearing is set. The Final Budget is then adopted by Mayor and Council no later than the 1<sup>st</sup> Monday in June according to the City Charter.

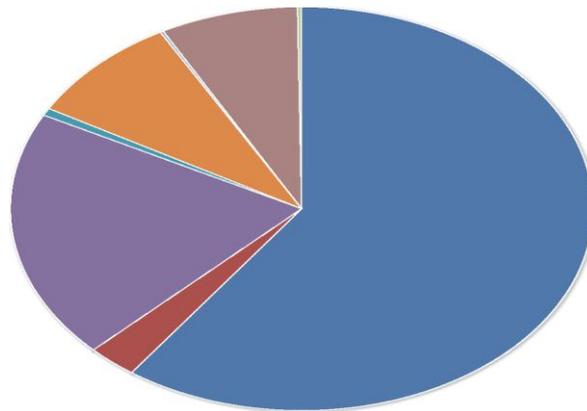
The new budget goes into effect on July 1<sup>st</sup>. City Management and Finance monitor the budget on a monthly basis and revise the budget within the budgetary centers when needed. Any revisions to the budget which would amend the approved revenues or expenditures by budgetary center must be approved by the City Council.



# CITIZENS DASHBOARD TO MUNICIPAL PERFORMANCE AND BUDGET GUIDE

This visual guide is intended to help the citizens of Lincoln Park better understand the funding sources available to the City and to show how the revenue is spent. The budget is developed in accordance within state guidelines and this guide will act as a measure of transparency.

Where Our Money Comes From  
City of Lincoln Park - General Fund



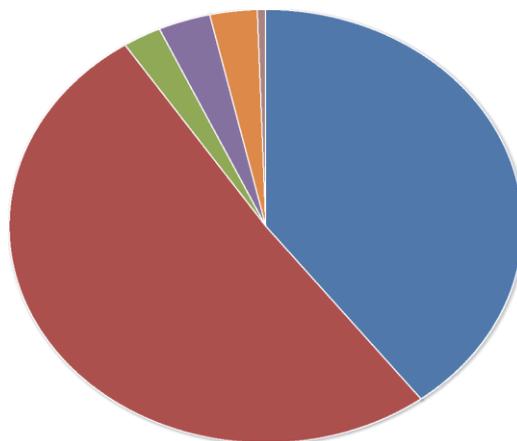
	2010 DATA	2011 DATA	%CHANGE
<b>Revenues</b>			
Taxes	\$15,522,734	\$14,228,288	-8.34 %
Licenses & Permits	\$541,671	\$652,315	20.43 %
From Federal Govt.	\$7,020	\$0	-100.00 %
From State Govt.	\$4,693,874	\$4,750,945	1.22 %
Charges For Services	\$302,294	\$140,687	-53.46 %
Fines And Forfeitures	\$1,354,886	\$2,059,659	52.02 %
Interest & Rent	\$4,902	\$43,101	779.25 %
Other Revenues	\$1,261,716	\$1,817,942	44.08 %
Total Revenues	\$23,689,097	\$23,692,937	0.02 %
Other Financing Sources	\$0	\$52,582	100.00 %

# CITIZENS DASHBOARD TO MUNICIPAL PERFORMANCE AND BUDGET GUIDE

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## Where We Spend Our Money

City of Lincoln Park -  
General Fund



	2010 DATA	2011 DATA	%CHANGE
<b>Expenditures</b>			
General Government	\$10,509,986	\$9,506,037	-9.55 %
Police & Fire	\$9,187,554	\$12,238,891	33.21 %
Other Public Safety	\$2,073,631	\$583,244	-71.87 %
Other Public Works	\$583,501	\$791,139	35.58 %
Community & Economic Dev.	\$17,904	\$0	-100.00 %
Recreation & Culture	\$845,722	\$713,680	-15.61 %
Capital Outlay	\$36,210	\$0	-100.00 %
Debt Service	\$0	\$126,486	100.00 %
Total Expenditures	\$23,254,508	\$23,959,477	3.03 %
Other Financing Uses	\$200,000	\$0	-100.00 %

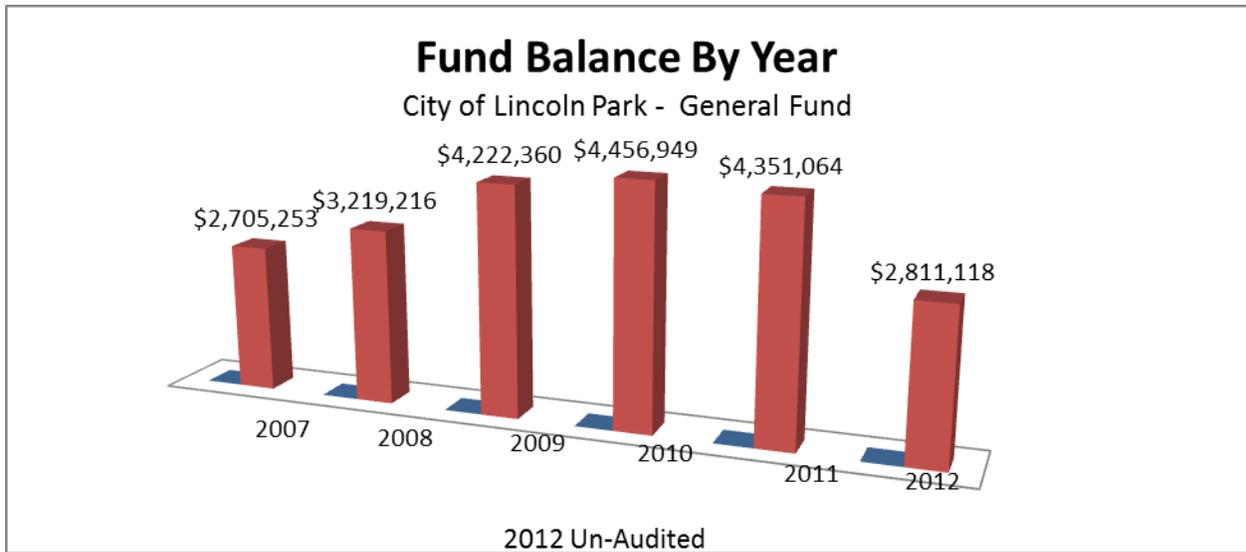
# CITIZENS DASHBOARD TO MUNICIPAL PERFORMANCE AND BUDGET GUIDE

ACCOUNTABILITY

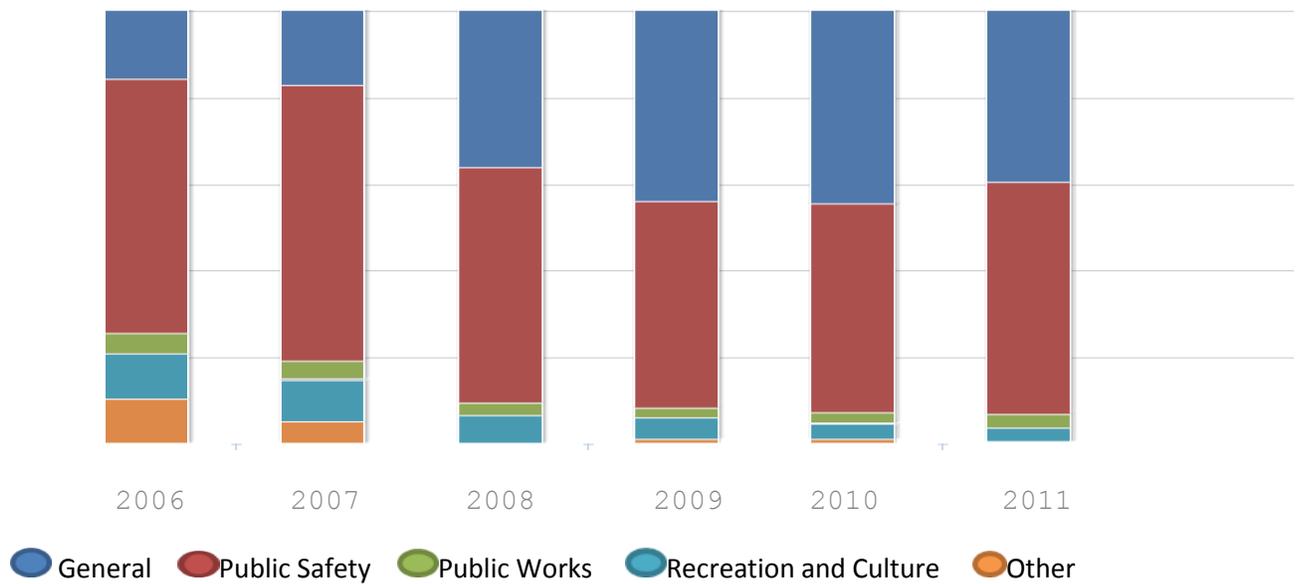
STRATEGIC PLANNING

TRANSPARENCY

FISCAL SUSTAINABILITY



### Expenditures By Category





# **BUDGET MESSAGE**



## BUDGET MESSAGE

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DATE: May 7, 2012  
TO: The Honorable Mayor and City Council  
FROM: Lisa Griggs, Interim City Manager  
SUBJECT: Transmittal of the Recommended Budget for 2012/13 Fiscal Year

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Dear Mayor Krause and the Lincoln Park City Council:

This constitutes my recommendations to be reviewed as the proposed financial and operations plan and enhance the budget prepared.

Pursuant to Chapter VII, Section 3, of the Charter of the City of Lincoln Park, there is transmitted, herewith, a recommended budget for the Fiscal Year (FY) 2012/13, beginning July 1, 2012. The Mayor and Council will now hold a public hearing on May 21, 2012 before Adopting the Budget on June 4, 2012.

The FY 2012/13 Budget incorporates the Uniform Chart of Accounts as required under Michigan Public Act 451 of 1982 as amended. This budget is also prepared in detail with consideration given to the requirements of the Government Finance Officers Association's Distinguished Budget Presentation and it is anticipated that it will be submitted for review and recognition in meeting those requirements.

The Chart of Accounts used in this budget preparation is available in the "Operations by Line Item" section of this document.

The budget format provides a basis for a comparative analysis of expenditures and appropriations by Fund, Activity, Department, and Line Item Classification.

The financial structure of the City of Lincoln Park is made up of a number of funds. Eleven of these funds are classified as active, operational, debt service or capital outlay, which are presented in this budget.

Other funds of the City can be characterized as trust and agency funds and may be excluded from primary budget consideration.



## BUDGET MESSAGE

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The City is facing what is going to be the most challenging of times ahead in the next one to three years. Taxable values for the City once again declined and will likely decline again next year. The personal property tax will be going away causing yet another challenge to our government services. The state continues to push the burden onto communities who are limited in the ways that revenue can be captured. We are going to have to look for innovative ways to face our revenue challenges through the use of continued and future joint ventures with other communities, reduced personnel and/or sharing personnel between departments and other communities. Local government must be able to provide the necessary governmental services essential to the public health, safety and welfare on an ongoing and sustainable basis and protect the continued financial viability of this local government.

If February, the Five Year Forecast was presented to council and was developed in preparation towards the annual budget to begin the process of looking ahead with a snapshot at where we will be in the coming years and the picture is bleak. The challenges we face are no different than those we have faced for years now except that we do not have the luxury of simply raising taxes any longer to make up for our declining revenue. The City was successful in passing a Library and Public Safety millage a few years ago to allow for those continued services. However, the City could not predict the decline in taxable revenues which has significantly reduced the funds received by these millages, so we are once again confronted with the challenge of what level of services we can offer.

The projected General Fund revenue for 2012/13 is \$20,900,384 which is a decrease of just over a million dollars. This budget estimates a use of Fund Balance in the amount of just under \$1.6 Million Dollars. The City will likely have a significant use of fund balance in the current 2011/12 budget year and this will cause our fund balance to decrease substantially in the next couple of years. As the likelihood of tax foreclosures continue, we will once again be faced with the loss of property tax revenue received from Wayne County. The impact of this along with the unknown future of revenue sharing, the loss of personal property taxes and the continue declining of taxable values bring about challenges that are beyond our control on a local level, but ones that we are forced to face and try to solve.

### Revenue Projections:

#### Property Taxes

Property taxes are the City's main revenue source. In the past year, the market value of property has once again decreased. With the assessments at December 31, 2011, the



## BUDGET MESSAGE

City experienced a loss in taxable value of approximately 9.3% and taxable value will likely decrease again next year, however we hope that it will be at a much lower rate to allow for some stabilization in the coming years.

For an older community, Lincoln Park had still experienced increases in its taxable value, now, the trend changes as follows:

Tax year 2006	748,617,000	+4.6%
Tax year 2007	781,028,000	+4.3%
Tax year 2008	792,167,000	+1.4%
Tax year 2009	793,185,000	+0.1%
Tax year 2010	712,274,000	(10.2%)
Tax Year 2011	643,024,001	(10.0%)
Tax Year 2012	583,254,764	( 9.3%)

Lincoln Park’s charter maximum for operating mills is 20 however, due to the Headlee Amendment, the maximum the City could levy for operations had been rolled back to 15.5567 mills. The City recently passed two special millages that will bring the total closer to 20 mills, but these levies are only temporary and will expire. A headlee amendment may be something that the city should consider for increased revenue, however this will only generate approximately \$300,000 which is not going to solve the budget issues that we face.

### State Shared Revenue and EVIP

For years now the City has seen its revenue sharing payments reduced significantly. In 2011, the state introduced the Economic Vitality Incentive Program (EVIP), in which the city must follow certain steps in order to receive what was formerly the statutory revenue sharing. The city must now conform to certain requirements and meet all of them in order to receive the revenue that was promised to us. Lincoln Park is heavily dependent on revenue sharing payments and without them the city will likely be cash insolvent in a short time period. It is unknown what the future will bring and if we will continue to receive this form of revenue sharing which accounts for 2.5 million of our revenue.

### REVENUE SHARING HISTORY

<u>2003</u>	<u>2012 Est.</u>
\$6,047,000	\$4,045,474



## BUDGET MESSAGE

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As you can see from above, Lincoln Park has lost two million dollars in state revenue sharing payments. This paints a picture along with the decrease in tax revenue received by the city that much of what has happened has been out of our control and not due to spending without fiscal controls. Everything is working against a stable local government to the point where the basic services are now threatened.

The effect of the 2010 Census also has an impact on revenue sharing. The City population dropped from 40,008 to 38,144 which is a 4.65% decrease. Overall, the State of Michigan went down by 0.6%. As a result, we will be a smaller piece of the overall collections than before and Constitutional Revenue Sharing is strictly population based.

### District Court Revenue

Over the past few years, the revenue produced by the 25<sup>th</sup> District Court has significantly increased. In the fiscal year 2010/11, the court revenue was up nearly 50% generating just over 2.1 million dollars to the City. The increase in enforcement efforts by both Police Officers and of the court staff has contributed to the increase. Revenues are estimated at just over 1.7 million to be conservative. In the next year, Lincoln Park will begin negotiations with the City's of Ecorse and River Rouge due to the court consolidation and it is not known at this time what the impact of future revenue as well as expenditures will be for the District Court.

### Interest Revenue

Due to the poor economy, the City has faced drastic declines in the amount of investment earnings we receive. In 2012/13 the amount is estimated at \$1,500 for the entire year. Several years ago we were receiving over \$150,000.

### **EXPENDITURES:**

Lincoln Park has taken many steps in the past to address our declining revenue through the reduction in expenditures. We have looked at every service offered and made the obvious reductions to a point where we have reduced operations to basic core services. Some of the steps taken are as follows:

- Expenditures are down \$6.5 million from 4 years ago. Significant on this size of General Government Fund Budget.
- Staff in the building department clerical and inspectors has been reduced.
- Reduction in staffing in the Treasurer's Office and combined staff with the water office to produce efficiencies.
- Moved to a shared service agreement with The City of Southgate for the City Assessor and eliminated fees paid to Wayne County.



## BUDGET MESSAGE

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- Reduced clerical staffing in the records department
- Reduced staffing at the Department of Public Services and moved all active employees to Act 51 and Water and Sewer operations.
- Reduced clerical staffing in City Management
- Parks and Recreation services are offered for only fee based programs.
- Various positions reduced through attrition.
- Implemented employee contributions for health care benefits.
- New municipal employees are now in a defined contribution pension.
- Eliminated special pays for employees.
- Implemented bank sick time for Police and Fire employees.

While the above items are some significant steps toward expenditure reduction, our work is not done. In the coming year, we will need to continue reduction efforts and ask employees to assist in these efforts. Under the new EVIP requirements, the City must move employees to a more affordable level of benefits. Employees will likely face reductions in pension multipliers, 20% contribution toward healthcare and caps on the amount the city will contribute towards pensions. These are steps that the city must take in order to remain in compliance and receive future EVIP payments. The city has begun looking at options for retiree health care and ways to make this more affordable. In the coming months we will move toward achieving this goal and save nearly a half million dollars.

Staffing levels will be constantly under review and flexibility and opportunities for continual department re-organization must be examined. The City has taken steps in recent years to decrease the number of City employees. The total number of employees has decreased from 180 to less than 141.

**INTERNAL SERVICE FUNDS** -The rental charges from General Fund to the Internal Service Funds have been eliminated and a transfer from the Motor Pool Fund to General Fund has been budgeted this year.

**POLICE AND FIRE**- There has been no changes in staffing levels in the recommended budget. Reductions in some special pays have been recognized in this budget year. Overtime continues to be an area that is of concern. The amounts budgeted for this coming year remain the same but significant changes need to be addressed in the Fire Department staffing to remain on target.

**OTHER DEPARTMENTS** - Wages are forecast at 0% increases. General overtime is eliminated in this budget and supply accounts have either been kept at remaining levels or reduced in certain areas.



## BUDGET MESSAGE

FRINGE BENEFITS – Health Insurance premiums are projected to increase only .59% this coming year. These along with the contribution by employees toward health care premiums will allow these costs to remain relatively level this next year.

The City's annual required contribution for Police and Fire System for the 2011/12 fiscal year is estimated at \$3,333,011 pending the actuarial valuation. The Municipal Employees System contribution is meant to cover water and sewer and court employees as well as General Fund employees. The required 11/12 contribution of \$2,183,707 allocated to the General Fund in the amount of \$1,019,733, consistent with previous year's allocation of approximately 60% of the cost. The City moved the municipal employees to MERS January 1, 2012 and the contribution is estimated with a slight savings.

The most significant cost of City operations involves personnel in terms of salary and benefits for active employees providing daily services and the legacy costs associated with pension and retiree health care for former employees. The shortfall between new income and expenses was predicted a prior five-year financial plan and was forecast to decrease into a deficit of \$50,000 by 2005. This did not happen due to the significant financial management changes made in the previous fiscal years and, instead, resulted in an audited general fund balance of \$4,222,360 in 2010. The fiscal year of 2011 was the first year that we had a use of fund balance in several years. With the projection for a use of fund balance this year we must put actions into place to stop this trend or the city will begin running out of cash.

Projected Revenue for 2012/13 Fiscal Year	= \$20,900,384
Projected Expenditures	= \$22,482,810
Use of General Fund Balance	= \$ 1,582,426
Projected Fund General Fund Balance after June 30, 2013	= \$ 2,166,297

### **Other Significant City Operations and Funds Summary**

#### **Water and Sewer Fund**

The City operates one Enterprise Fund, which accounts for the operation of the Water and Sewer System. The fund is financed and operated in a manner similar to a private enterprise. The intent is that costs (expenses, including depreciation) of providing water



## BUDGET MESSAGE

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and sewer services to the general public are recovered through user charges. The fund uses full accrual accounting for budget purposes, which is based on Generally Accepted Accounting Principals (GAAP) and follows accounting and financial activities prescribed by the Financial Accounting and Standards Board (FASB) as long as it does not conflict with the Government Accounting Standards Board (GASB) guidance.

The appropriation for the Water & Sewer Fund is proposed to be \$9,958,245 which is an increase from the FY 2011/12 appropriation. The cost allocations for all funds have been reviewed and redistributed causing to help offset some of the burden on General Fund, however overall costs for all city operations must be reviewed to lessen the burden on all city funds. Only the bare essential projects have been planned for this year. This budget includes a proposal to increase the water rates to \$22.20 including Detroit charges which is an increase of 5%. Sewer disposal proposed system improvements and pass-on rates for sewer charges from the County will pass along the increase of approximately .59%. In the last fiscal year a large amount of sewer claims were paid to residents causing the need for an additional increase of the sewage rate to 26.00 per 1,000 cubic feet.

This next year will bring tough choices to our elected officials and administration. We have been able to build a fund balance over the past five years to prepare for the next three years as property tax assessments dropped. The City has some security and time to make solid decisions but they must be made soon and with clear direction. This is no time to retreat and we must maintain fiscal discipline and not create any new spending.

Respectfully submitted,

Lisa Griggs  
Interim City Manager



## **Statement of Compliance with Budgetary Policies and Practices**

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This recommended budget complies with the policies adopted by the Mayor and City Council by Resolution 05-37 as follows:

Emphasis on areas of long-term importance such as efficiency, effectiveness, employee relations, and technology improvements.

***Two new funds to properly service equipment replacement and technology infrastructure have been established and funded.***

Integrate performance measurement and productivity indicators in the budget.

***These are included in departmental program budgets.***

Avoid practices that balance current expenditures at the expense of future years' revenues.

***The use of unassigned fund balance is part of a three-year plan and draws back from the prior year's contribution of a near-equivalent amount. Policy goal met within five-year budget practice.***

Provide adequate maintenance and orderly replacement of capital facilities and equipment.

***The funding for equipment is budgeted for one year and schedules for five years.***

Maintain adequate level of funding for all retirement systems.

***Currently \$4 million to retirees to meet the systems budgeted.***

Enhance the property tax base.

***Cooperative financing and general employees support for economic development are incorporated in this budget.***

Actively support state legislative representatives that support proper community funding.

***Support for the MML Legislative Coordinator to be selected by the Mayor and Council will be provided in this budget.***

### Revenue

Maintain a diversified and stable taxable revenue base.

***Efforts to seek commercial area growth are supported and investments in capital projects promote private re-investment and new growth.***



## STATEMENT OF COMPLIANCE WITH BUDGETARY POLICIES & PRACTICES

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Review fees and charges to ensure the cost of providing the service is appropriately charged.

***All fees for business services have been reviewed and generally adjusted for inflation.***

### Reserve Policy

18% of General Fund operations

*The budget provides for a General Fund balance of approximately 11%, well below our policy.*

### Capital Improvement Policies

#### **Implement a multi-year plan for capital improvements.**

Second year with multi-year perspective is recommended for funding. The plan for fiscal year 2012/13 also complies with the following subcomponents of the policy.

1. Maintain the fiscal integrity of the City's operating debt service and capital improvement budgets in order to provide services and construct and maintain public facilities, streets, and utilities.
2. The City shall make all capital improvements in accordance with the adopted capital acquisition program.
3. The City will continue to implement a multi-year plan for capital improvements, with proposed funding sources, and update it annually.
4. The City will coordinate decision making for the Capital Improvement Budget with the operating budget to make effective use of the City's limited resources for operating and maintaining existing services and facilities.
5. The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the priorities, and for which operating and maintenance costs have been included in the operating budget.
6. The City will attempt to maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
7. Capital investments will foster Lincoln Park's goal of preserving its infrastructure and heritage.
8. The City will maintain a responsible and prudent fiscal condition to minimize long-term interest expense when financing capital improvements with an ongoing systematic bonding program, which spreads the costs of the improvements to benefiting citizens.



## **STATEMENT OF COMPLIANCE WITH BUDGETARY POLICIES & PRACTICES**

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The City will use governmental assistance to finance capital improvements that are consistent with the adopted capital improvement plan and City priorities. The City will approve these improvements only if operating and maintenance costs have been included in operating budget.

### *Debt Policies*

1. The City will confine long-term borrowing to capital improvements or project that cannot be financed from current revenues, and where the issuance of long-term debt is required, it will pay back bonds within a period not to exceed the expected useful life of the project.
2. The City will attempt to keep the average maturity of general obligation bonds at or below 20 years.
3. When possible, the City will use special assessment, revenue, tax increment, or other self-supporting bonds.
4. The City will not incur long-term debt to support current operations.
5. The City will maintain a sound relationship with all bond-rating agencies and will keep them informed about our current capital projects.
6. General obligation debt will not be used for enterprise activities.



## BUDGETARY TRENDS, ASSUMPTIONS & SUMMARIES

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In developing this budget and annual operations plan, numerous sources are used for the purpose of estimating community need; priorities and estimating revenue capacity have been utilized.

The city approaches the development of the budget by complying with the Uniform and Accounting Budgeting and Accounting Act of the State of Michigan. The budget is based on the same modified accrual method of accounting that is applied in the annual audited financial statements. In accordance with state law, the budget is amended at least once at mid-year and at the conclusion of the fiscal year or as often as experience indicates that material deviations from the adopted plan are occurring. Internally, the Director of Finance initiates the process and in concert with the City Manager, establishes an annually budget preparation calendar. A series of internal briefings and conferences with key staff administrators are held and then internal input is coordinated with external inputs beginning with an annual strategic organizational planning session of the Mayor and Council in January of each year. These activities result in submission of a recommended budget to the Mayor and City Council by the first week of May of the calendar year as required by charter.

Amendments to the budget are initiated by administration based upon experience or revised estimates and submitted to the Mayor and Council for adoption. All budgets are approved at the department level and the adopting resolution of the Mayor and City Council assigned activity and line item amendatory change authority to the Finance Director and City Manager as assigned.

A significant external input is the economic strategic plan (2006) that provides objectives and priorities for enhancement of the tax base and demographic characteristics such as housing, population and commercial sales trends. Additionally citywide survey data (2006) was used by City Management concerning resident priorities in developing the recommendations for services and the financing of those services.

The master land use plan that guides the development and use of properties upon which property tax is based. This plan (2007) was adopted following significant input from the public during three public hearings.

Plant & Moran, PLLC, the City's independent auditing consulting firm was retained to compile a five-year financial forecast. The Five-Year Financial analysis and projections provide an in-depth estimation of future financial conditions and developed an automated tool to facilitate the analysis of financial operational objective and the projection of fee income, tax income and the use of fund balance, or reserves.



## **BUDGETARY TRENDS, ASSUMPTIONS & SUMMARIES**

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Estimates for property tax revenue are based on the underlying application of various state laws and the formulation for each is described in this budget. The city has determined that the long-term revenues include the planned use of or draw down from fund reserves or balances, the funds on hand after the completion of one fiscal year and unencumbered or designated to capital or contractual obligations.

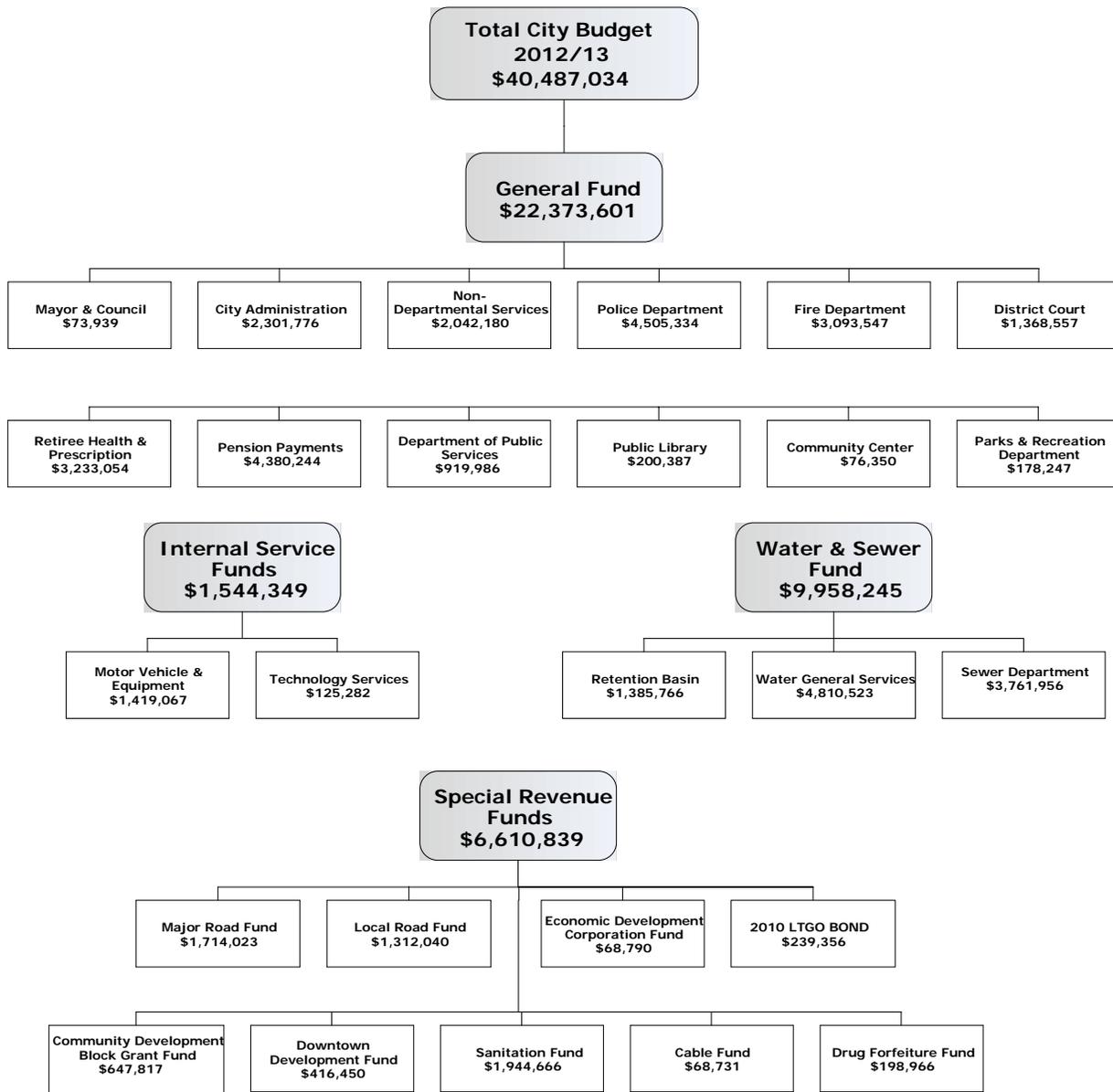
This budget has been developed using the best available information concerning financial trends and community conditions.



# **APPROPRIATIONS RESOLUTION**



# FINANCIAL ORGANIZATIONAL CHART



## PROPOSED RESOLUTION

DATE:

**MOVED:** COUNCILPERSONS Bush, DiSanto, Kaiser, Kandes, Moreno, Murphy, Mayor Krause

**SUPPORTED:** COUNCILPERSONS Bush, DiSanto, Kaiser, Kandes, Moreno, Murphy, Mayor Krause

### CITY OF LINCOLN PARK GENERAL AND SPECIAL APPROPRIATIONS ACT

A RESOLUTION TO PROVIDE FOR ADOPTION OF A BUDGET PROPOSED BY THE MAYOR CONTAINING ESTIMATES OF PROPOSED REVENUES AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JULY 1, 2012 AND ENDING JUNE 30, 2013 AND MILLAGE RATES TO SUPPORT THIS BUDGET.

#### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINCOLN PARK:

**SECTION 1.** That for the expenditures of the City Government and its activities for the fiscal year, beginning July 1, 2012 and ending June 30, 2013, the amounts in the following sections are hereby appropriated.

**SECTION 2.** That for the said fiscal year there is hereby appropriated out of the General Fund on an activity basis, the following:

<b>REVENUES</b>		
	<b>PROPERTY TAXES</b>	11,714,969
	<b>FEDERAL SOURCES</b>	0
	<b>STATE SOURCES</b>	4,110,474
	<b>LICENSES AND PERMITS</b>	776,850
	<b>FINES &amp; FORFEITS</b>	1,795,293
	<b>INTEREST AND RENTS</b>	13,500
	<b>TRANSFER FROM OTHER FUNDS</b>	594,000
	<b>OTHER</b>	1,895,298
	<b>TOTAL REVENUES</b>	20,900,384
<b>EXPENDITURES</b>	<b>MAYOR &amp; COUNCIL</b>	73,939
	<b>CLERK</b>	192,070
	<b>MANAGEMENT OFFICE</b>	233,287
	<b>ELECTIONS</b>	67,705
	<b>ASSESSOR</b>	154,998
	<b>CITY ATTORNEY</b>	213,600
	<b>FINANCE</b>	276,329
	<b>TREASURER</b>	130,775
	<b>BUILDING &amp; GROUNDS</b>	790,529
	<b>HISTORICAL MUSEUM</b>	17,000
	<b>POLICE</b>	7,935,956
	<b>POLICE/FIRE CLERICAL</b>	577,514
	<b>FIRE</b>	5,312,157
	<b>BUILDING</b>	428,513
	<b>DEPARTMENT OF PUBLIC SERVICES</b>	30,027
	<b>STREET LIGHTING</b>	682,885
	<b>SOCIAL SERVICES</b>	171,555
	<b>PARKS &amp; FORESTRY</b>	99,430
	<b>RECREATION</b>	178,247
	<b>COMMUNITY CENTER</b>	76,350
	<b>LIBRARY</b>	200,387
	<b>DISTRICT COURT</b>	1,368,557
	<b>PLANNING COMMISSION</b>	11,250
	<b>COMM PLANNING &amp; DEV</b>	15,735
	<b>GENERAL GOVERNMENT</b>	3,134,806
	<b>TOTAL EXPENDITURES</b>	22,373,601
	<b>TOTAL EXPENDITURES</b>	22,373,601
	<b>APPROPRIATED USE OF UNASSIGNED FUND BALANCE</b>	<u>(1,473,217)</u>
	<b>TOTAL GENERAL FUND</b>	22,373,601

**SECTION 3.** That for the said fiscal year there is hereby appropriated out of the Major Streets Fund on an activity basis, the following:

<b>REVENUES</b>		
	<b>INTEREST ON INVESTMENTS</b>	450
	<b>STATE SHARED REVENUES</b>	1,691,749
	<b>TOTAL REVENUES</b>	1,692,199
<b>EXPENDITURES</b>		
	<b>ROUTINE MAINTENANCE</b>	686,242
	<b>TRAFFIC SERVICES</b>	40,084
	<b>WINTER MAINTENANCE</b>	323,027
	<b>TRANSFER TO LOCAL STREETS</b>	664,670
		0
	<b>TOTAL EXPENDITURES</b>	1,714,023
	<b>USE OF FUND BALANCE</b>	(21,824)
	<b>TOTAL MAJOR ROADS</b>	1,714,023

**SECTION 4.** That for the said fiscal year there is hereby appropriated out of the Local Streets Fund on an activity basis, the following:

<b>REVENUES</b>		
	<b>INTEREST ON INVESTMENTS</b>	20,575
	<b>STATE SHARED REVENUES</b>	567,431
	<b>TRANSFER IN - MAJOR STREETS FUND</b>	664,670
	<b>TOTAL REVENUES</b>	1,252,676
<b>EXPENDITURES</b>		
	<b>ROUTINE MAINTENANCE</b>	892,546
	<b>TRAFFIC SERVICES</b>	38,382
	<b>WINTER MAINTENANCE</b>	381,112
	<b>TOTAL EXPENDITURES</b>	1,312,040
	<b>USE OF FUND BALANCE</b>	(59,364)
	<b>TOTAL LOCAL ROADS</b>	1,312,040

**SECTION 5.** That for the said fiscal year there is hereby appropriated out of the Cable T.V. Fund on an activity basis, the following:

<b>CABLE T.V. REVENUES</b>	95,200
<b>CABLE T.V. EXPENDITURES</b>	68,731

**SECTION 6.** That for the said fiscal year there is hereby appropriated out of the Sanitation Fund on an activity basis, the following:

<b>SANITATION REVENUES</b>	1,762,476
<b>SANITATION EXPENDITURES</b>	1,944,666

**SECTION 7.** That for the said fiscal year there is hereby appropriated out of the Community Development Block Grant Fund on an activity basis, the following:

<b>COMMUNITY DEVELOPMENT GRANTS REVENUES</b>	647,817
<b>COMMUNITY DEVELOPMENT GRANTS EXPENDITURES</b>	647,817

**SECTION 8.** That for the said fiscal year there is hereby appropriated out of the Drug/Forfeiture Fund on an activity basis, the following:

<b>DRUG/FORFEITURE REVENUES</b>	135,300
<b>DRUG/FORFEITURE EXPENDITURES</b>	198,966

**SECTION 9.** That for the said fiscal year there is hereby appropriated out of the Road Improvement Fund on an activity basis, the following:

<b>2010 LIMITED TAX GENERAL OBLIGATION BOND REVENUE</b>	239,356
<b>2010 LIMITED TAX GENERAL OBLIGATION BOND EXPENDITURES</b>	239,356

**SECTION 10.** That for the said fiscal year there is hereby appropriated out of the Sewer and Water Fund on an activity basis, the following:

<b>WATER AND SEWER REVENUES</b>	10,093,018
<b>WATER AND SEWER EXPENDITURES</b>	9,958,245

**SECTION 11.** That for the said fiscal year there is hereby appropriated out of the Vehicle and Equipment Fund on an activity basis, the following:

<b>VEHICLE AND EQUIPMENT REVENUES</b>	611,075
<b>VEHICLE AND EQUIPMENT EXPENDITURES</b>	1,419,067

**SECTION 12.** That for the said fiscal year there is hereby appropriated out of the Technology Services Fund on an activity basis, the following:

<b>TECHNOLOGY SERVICES REVENUES</b>	151,662
<b>TECHNOLOGY SERVICES EXPENDITURES</b>	125,282

**SECTION 13.** That for the said fiscal year there is hereby appropriated out of the Economic Development Fund on an activity basis, the following:

<b>ECONOMIC DEVELOPMENT CORPORATION REVENUES</b>	13,300
<b>ECONOMIC DEVELOPMENT CORPORATION EXPENDITURES</b>	68,790
<b>APPROPRIATED USE OF FUND BALANCE</b>	55,490
<b>TOTAL ECONOMIC DEVELOPMENT CORPORATION</b>	68,790

**SECTION 14.** That for the said fiscal year there is hereby appropriated out of the Downtown Development Authority Fund on an activity basis, the following:

<b>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES</b>	436,000
<b>DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES</b>	416,450

**SECTION 15.** That the City Council adopts by this resolution fees for the public records and services provided by the City of Lincoln Park for the fiscal year July 1, 2012 through June 30, 2013. Any parts of resolutions that are in conflict with this article are repealed. Charges for Water services and Sewerage services shall be increased to the following rates for bills rendered after July 1, 2012:

Water Rates	\$	22.20	per 1,000 cu ft.
Capital Improvements	\$	2.90	per 1,000 cu ft.
Sewer Rates	\$	26.00	per 1,000 cu ft.
Sewer Improvements	\$	5.68	per 1,000 cu ft.
Ecorse Creek User Fee	\$	4.04	per 1,000 cu ft.
Sewer Surcharge	\$	1.43	per 1,000 cu ft.
Meter Charges:			
Less than 1"	\$	2.55	per quarter
1"	\$	4.10	per quarter
1.5"	\$	5.75	per quarter
2"	\$	7.60	per quarter
2.5"	\$	8.85	per quarter
3"	\$	10.45	per quarter
3.5"	\$	12.05	per quarter
Composting Charge	\$	6.00	per quarter

This article is intended to preserve all existing charges and fees set forth in any resolution, ordinance, or law which is not in conflict with this article and to fulfill the requirement of any ordinance authorizing the City Council to establish fees by resolution. Fees for public records not set forth in this article, or in any resolution, ordinance, or law, shall be set by the City Manager, with concurrence of City Council, in accordance with Act 442 of the Public Acts of 1976,

as amended. Fees for public services not specifically set forth in this article or in any other resolution, ordinance, or law may be established by the City Manager, who shall promptly notify City Council in writing of each of them. The City Manager shall establish fees for public services based upon the cost of providing the public service.

The City Manager is hereby authorized to make transfers within the budgetary centers established in this resolution but all transfers between budgetary centers, contingencies, reserves, and fund balances shall be made only by further action of the City Council pursuant to law. The City Manager is hereby authorized to release bidding documents for those capital items and recurring commodities expressly authorized within appropriations in this resolution for public review by the City Council following receipt of bids.

The Mayor and Council directs the Treasurer to add one percent penalty per month to all taxes, charges and assessments paid and further, upon all city taxes, charges and assessments returned to the County Treasurer upon any delinquent tax roll, a charge of three percent shall be added and the same shall be collected by the County Treasurer in like manner as together with the taxes, charges and assessments so returned.

**SECTION 16.** Be it further resolved that the following millage rates as provided by charter or statute be assessed:

<b>OPERATING MILLAGE*</b>	19.3300
<b>SANITATION MILLAGE*</b>	2.3278

\* These are estimated millage rates at the time of preliminary budget preparation. Waiting for Wayne County final equalization numbers so actual millage rates are yet to be determined.



# **COMMUNITY TRENDS**

## ORGANIZATIONAL STRATEGY AND PLAN

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Established as a village in 1921 and reorganized as a city in 1925, the City of Lincoln Park was founded on the principals of family values and hard work. While on this continuous process of shaping the urban lifestyle of the future with the values of the past. The City of Lincoln Park must prepare a strategy that will sustain a strong economic foundation.

This strategic plan is a framework for future action and it provides a rationale approach to a new strategy for the City of Lincoln Park. It is framework for action to support Lincoln Park's future economic prosperity and long-term fiscal competitiveness. It is not a work plan, in that it does not assign specific tasks to specific organizations. Rather, it proposes strategic directions to focus the attention and energies of all stakeholders in a common direction. Stakeholders are provided suggested priorities, which is the first focus of this effort and challenges all of the stakeholders to jointly develop and implement specific action plans.

The strategy supports the Mission Statement for the City Government and achievement of Council's Goals for the Community as articulated in Lincoln Park City Council's Strategic Policies – Resolution 5-37.

The central goal of the is clear, it is to improve the quality of life in the City through economic growth that creates jobs, generates wealth and investment, and helps to ensure the City's long-term fiscal health.

The strategy is one of a series of strategic policy documents being prepared under the umbrella of the City Council's Corporate Strategic Plan in order to guide the decision-making process of this great City. The other strategic efforts include the Downtown Development Plan, Master Land Use Plan, and Community Development Block Grant Program Plan.

One of the biggest challenges for the city government is to make better use of the resources that already exist in the community. This means two things:

1. All stakeholders must conceive and then act upon a common vision for Lincoln Park's economic future.
2. The city administration, other governments and public agencies, the private and volunteer sectors and all other interested parties must forge new partnerships and create "An Alignment of Strategic Intent" in order to successfully implement this vision.

***The next steps are critical to the success of the strategy. These steps include communicating the strategic directions and potential action areas in the strategy to the city's administration, the community, our government partners in Wayne County, and other regional organizations such as the Michigan Suburbs Alliance and the Downriver Community Conference.***

## ORGANIZATIONAL STRATEGY AND PLAN

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### ***Mission Statement***

Our mission is to improve the livability and quality of life in Lincoln Park. We will accomplish this task through the creation of incentives that will ensure the optimal future financial success of Lincoln Park for the City's stakeholders.

The Incentives for our Economic Development Strategy are:

- ❖ Increase the tax base
- ❖ Provide excellent means of commerce for residents and visitors
- ❖ Restore infrastructure to a level supportive of both citizens, and new development
- ❖ Create Jobs
- ❖ Generate Wealth and Investment
- ❖ Build on strengths to attract new business

### **Vision Statement for City of Lincoln Park for Economic Development**

The future of economic development for the City of Lincoln Park will depend very greatly on this strategic plan project. We are responsible for the development and improvement of the business, industrial and residential districts.

This strategic plan supports the Downtown Development Authority, Master Land Use Plan and Community Development Block Grant Program, and provides assistance to the Planning Commission and the City council for economic development projects.

We will use this vision to plan for the future of our city, with the collaboration of these various authorities being the key to success. We must avoid duplication of projects and to be able to concentrate our financial goals to one common goal- development to fit Lincoln Park, and improve the quality of life for our residents.

It is through this strategic vision we will show responsibility for business retention and expansions throughout the city, improving the economic base of the community, creating employment opportunities and reducing commercial, industrial and residential property vacancies.

## ORGANIZATIONAL STRATEGY AND PLAN

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Successful economic development in the area will guarantee the continued success of Lincoln Park being a vibrant inner ring suburb of Detroit. We will provide awareness and leadership to the DDA, Master Land Use Plan, Community Development Block Grant Program and city council to see that we must all have one common goal in mind-the future of our city.

### Strengths

1. There is an existing Downtown Development Authority, Economic Development Corporation and Brownfield Redevelopment Authority. All three are groups that assist a city in handling development issues. The DDA would see to the downtown area and probably more commercial and restaurant development, the EDC would see to larger scale city development, including the industrial concerns and the BRA would ensure that all parcels in the city could function at their highest potential, especially those with perceived or real pollution. To enhance this strength, a workshop could be held to ensure that all three are functioning as team members and are up to date on the possibilities that further economic development would offer the city.
2. Condominium and housing development has grown slightly. A higher density housing development is currently under construction and there are no real vacancies among the homes in the city. This provides for a customer base for commercial growth and offers assistance to the city's tax base. Single-family houses can range from \$75,000-\$150,000 and up. This affordability makes this community appealing to young families and the elderly.
3. A five-year capital project plan is already in place. This plan includes important improvements such as street repair. It is also flexible and could be altered to facilitate new development.
4. The concerned city departments (planning, engineering, etc.) have gone through a redevelopment-ready review, which streamlines the process to benefit those looking to develop in the city. The departments also rewrote some development-related ordinances to make them user-friendlier.
5. A five-year financial operations plan is in place. This plan provides estimates of renewable revenue and illustration as to the effects of operational and policy decisions on business components such as fund balances, distribution of cost and resources and the needs of the community government with financial illustration of net results.

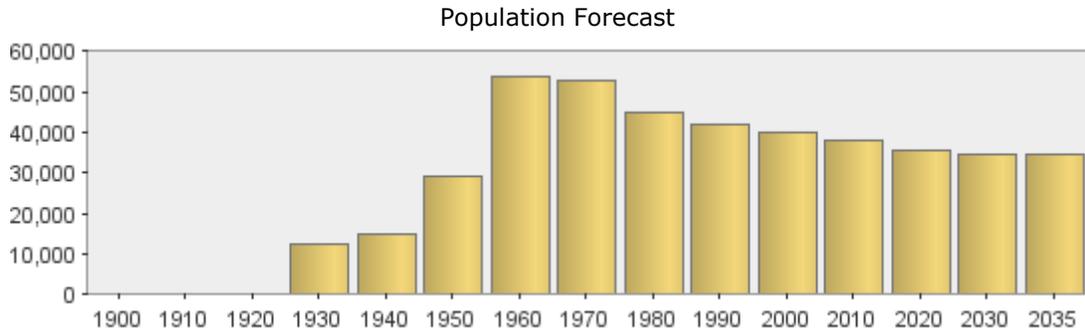
## ORGANIZATIONAL STRATEGY AND PLAN

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### Weaknesses

1. The government has not changed and thus, is becoming antiquated. The city's charter has not been revised since 1925 and does not allow for efficiency in all cases. To overcome this weakness, the important players, such as the block grant officer, planning and building offices would have to buy into strategic plans that make the development process more streamlined. Unfortunately the city is too focused on the past and often looks backward through rose-colored glasses rather than into the future.
2. The city's infrastructure is in poor shape. Roads and other city provided infrastructure are important to smart economic development; lack of this infrastructure has not enticed businesses to locate in the city. Much of the water and sewer infrastructure in Lincoln Park dates from the 1920's through the 1950's.

## COMMUNITY PROFILE



Note for Lincoln Park: Incorporated in 1921 from part of Ecorse Township.

Source: U.S. Census Bureau and SEMCOG 2035 Forecast produced in 2007-08.

- Move cursor over chart to view population numbers

Population and Households	Census 2000	Census 2010	Change 2000-2010	Pct Change 2000-2010	SEMCOG Dec 2011
Total Population	40,008	38,144	-1,864	-4.7%	38,291
Group Quarters Population	128	64	-64	-50.0%	64
Household Population	39,880	38,080	-1,800	-4.5%	38,227
Housing Units	16,821	16,530	-291	-1.7%	16,509
Households (Occupied Units)	16,204	14,924	-1,280	-7.9%	14,887
Residential Vacancy Rate	3.7%	9.7%	6.0%	-	9.8%
Average Household Size	2.46	2.55	0.09	-	2.57

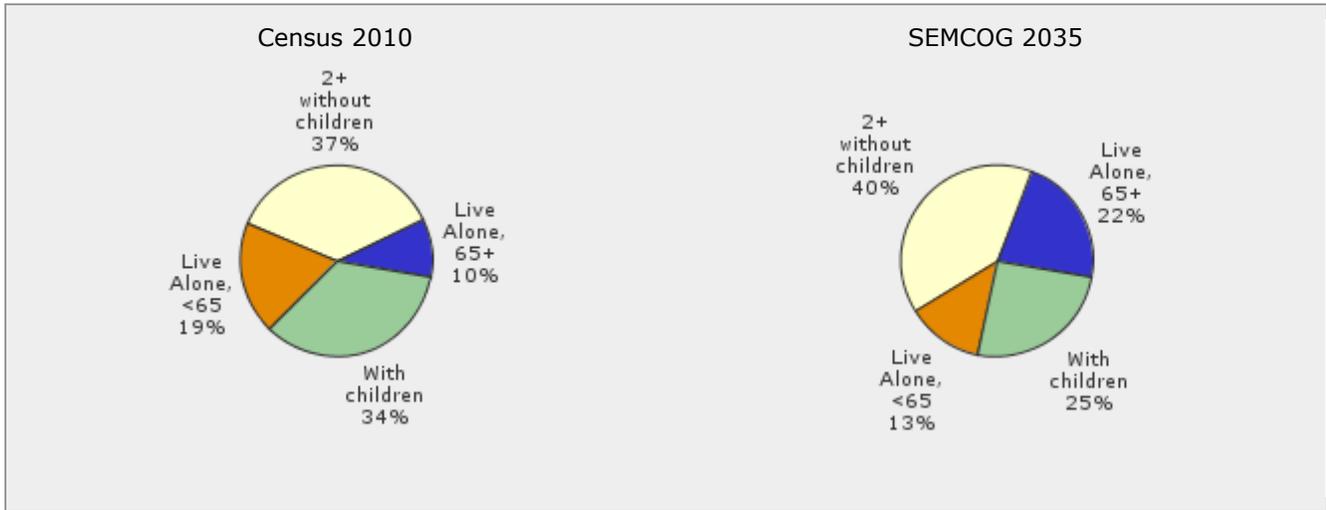
Components of Population Change	Annual Average	
	Census 1990-1999	SEMCOG 2000-2009
Natural Increase (Births - Deaths)	170	119
Births	587	534
Deaths	417	416
Net Migration (Movement In - Movement Out)	-352	-269
Population Change (Natural Increase + Net Migration)	-182	-151

Source: Michigan Department of Community Health Vital Statistics, U.S. Census Bureau, and SEMCOG.

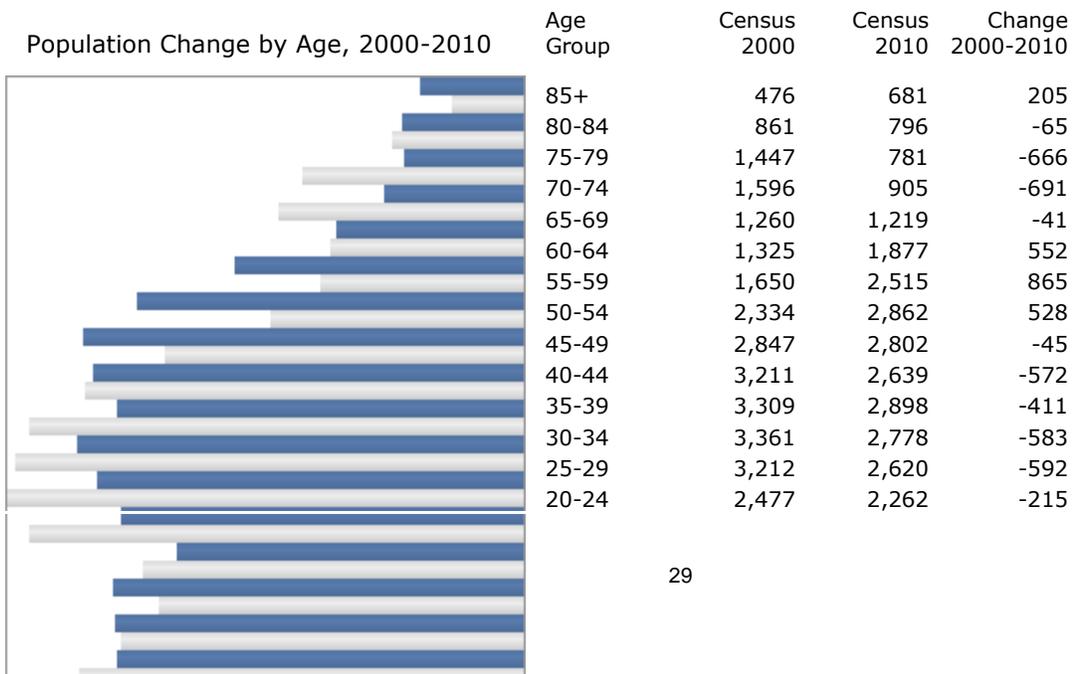
# COMMUNITY PROFILE

## Demographics

### Household Types

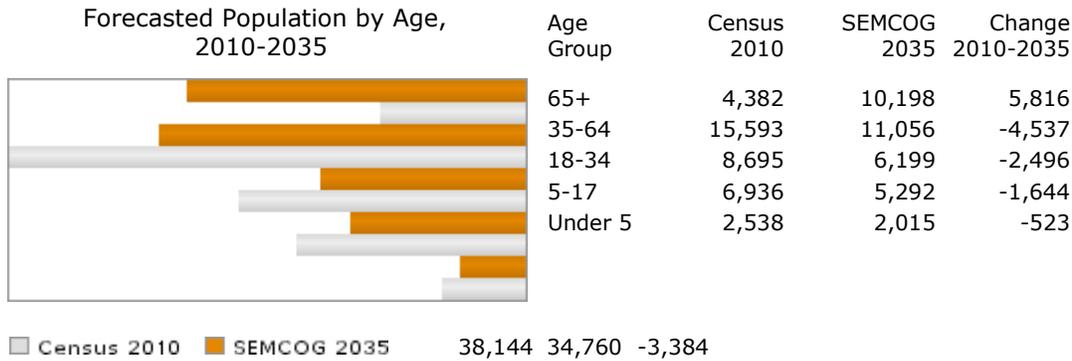


Household Types	Census 2000	Census 2010	Pct Change 2000-2010	SEMCOG 2035	Pct Change 2010-2035
With seniors 65+	4,253	3,472	-18.4%	7,247	108.7%
Without seniors	11,951	11,452	-4.2%	8,560	-25.3%
Two or more persons without children	6,030	5,462	-9.4%	6,303	15.4%
Live alone, 65+	1,828	1,467	-19.7%	3,407	132.2%
Live alone, under 65	2,914	2,863	-1.8%	2,070	-27.7%
With children	5,432	5,132	-5.5%	4,027	-21.5%
<b>Total Households</b>	<b>16,204</b>	<b>14,924</b>	<b>-7.9%</b>	<b>15,807</b>	<b>5.9%</b>



## COMMUNITY PROFILE

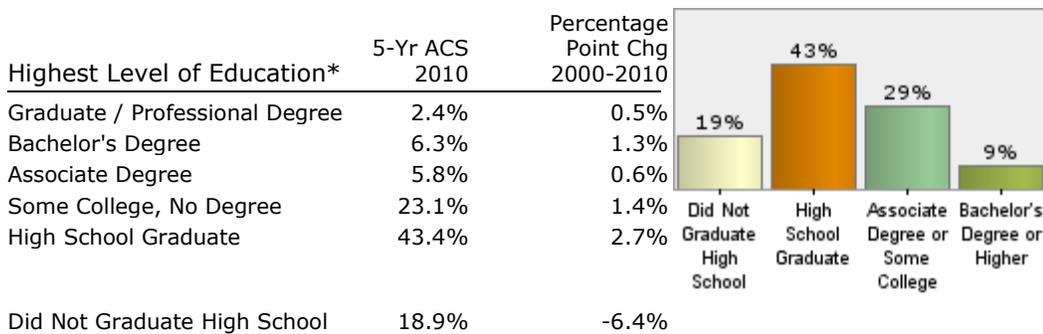
	15-19	2,368	2,673	305
	10-14	2,618	2,656	38
	5-9	2,885	2,642	-243
	Under 5	2,771	2,538	-233
■ Census 2000 ■ Census 2010	Total	40,008	38,144	-1,864
	Median Age	35.5	36.7	1.2



Senior and Youth Population	Census 2000	Census 2010	Pct Change 2000-2010	SEMCOG 2035	Pct Change 2010-2035
65 and over	5,640	4,382	-22.3%	10,198	132.7%
Under 18	9,732	9,474	-2.7%	7,307	-22.9%
5 to 17	6,961	6,936	-0.4%	5,292	-23.7%
Under 5	2,771	2,538	-0.6%	2,015	-20.6%

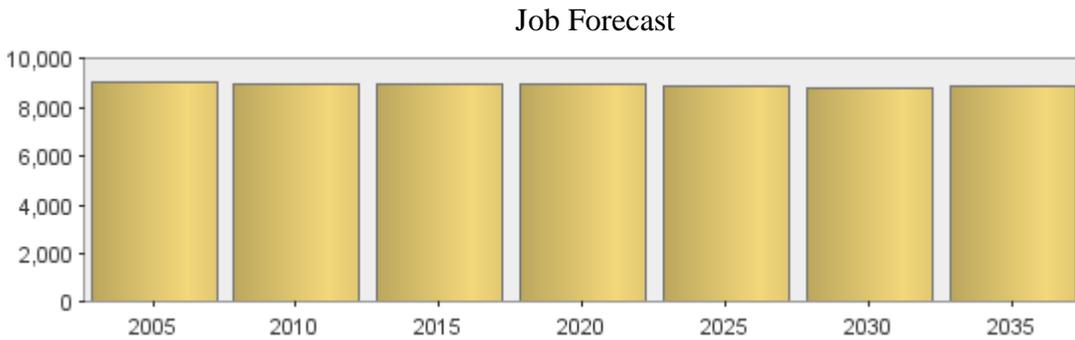
Note: Population by age changes over time because of the aging of people into older age groups, the movement of people, and the occurrence of births and deaths.

Race and Hispanic Origin	Census 2000		Census 2010		Percentage Point Chg 2000-2010
Non-Hispanic	37,452	93.6%	32,468	85.1%	-8.5%
White	35,701	89.2%	29,102	76.3%	-12.9%
Black	810	2.0%	2,172	5.7%	3.7%
Asian	198	0.5%	183	0.5%	-0.0%
Multi-Racial	538	1.3%	770	2.0%	0.7%
Other	205	0.5%	241	0.6%	0.1%
Hispanic	2,556	6.4%	5,676	14.9%	8.5%
Total Population	40,008	100.0%	38,144	100.0%	0.0%



## COMMUNITY PROFILE

\* Population age 25 and over



If any five-year interval employment numbers from 2005-2035 are not shown, the numbers were blocked for confidentiality reasons.

Source: SEMCOG 2035 Forecast.

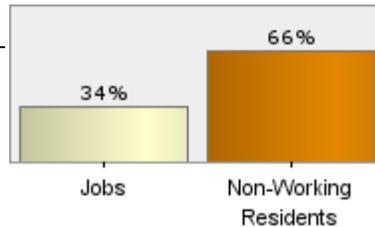


Forecasted Jobs by Industry	SEMCOG 2005	SEMCOG 2035	Change 2005-2035
Natural Resources & Mining	0	0	0
Manufacturing	296	153	-143
Wholesale Trade	147	108	-39
Retail Trade	2,358	1,721	-637
Transportation & Warehousing	217	260	43
Utilities	C	C	C
Information	46	37	-9
Financial Activities	420	390	-30
Professional, Scientific, & Technical Services	382	417	35
Management of Companies & Enterprises	C	C	C
Administrative, Support, & Waste Services	426	480	54
Education Services	895	984	89
Health Care & Social Assistance	1,153	1,651	498
Leisure & Hospitality	1,215	1,252	37
Other Services	1,166	1,077	-89
Public Administration	322	334	12
<b>Total</b>	<b>9,048</b>	<b>8,868</b>	<b>-180</b>

Note: "C" indicates data blocked due to confidentiality concerns of ES-202 files.

## COMMUNITY PROFILE

Daytime Population	SEMCOG and Census 2000	Change 1990- 2000
Jobs	10,859	-1,521
Non-Working Residents	21,437	-1,569
Age 15 and under	8,753	-284
Not in labor force	11,467	-913
Unemployed	1,217	-372
Daytime Population	32,296	-3,090



Note: The number of residents attending school outside Lincoln Park is not available. Likewise, the number of students commuting into Lincoln Park to attend school is also not known.

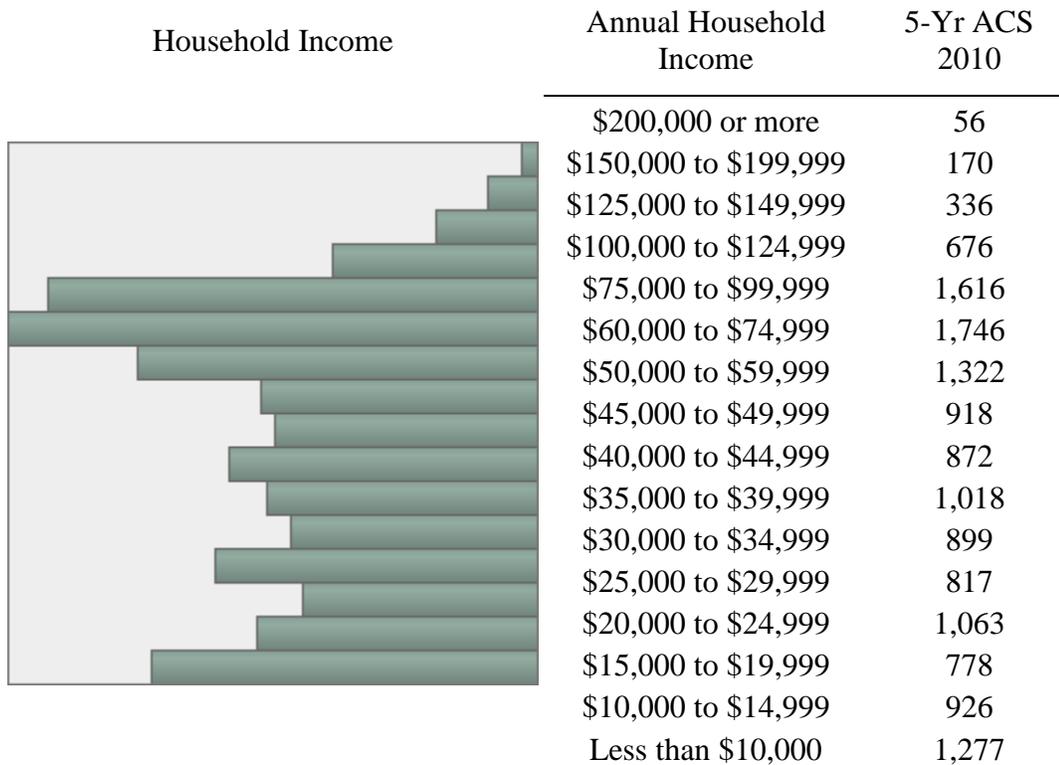
Where Workers Commute From *		Census 2000	
		Workers	Percent
1	Lincoln Park	2,436	29.5%
2	Detroit	961	11.6%
3	Allen Park	414	5.0%
4	Taylor	399	4.8%
5	Wyandotte	394	4.8%
6	Southgate	267	3.2%
7	Brownstown Township	221	2.7%
8	Dearborn	211	2.6%
9	Ecorse	191	2.3%
10	Trenton	168	2.0%
-	Elsewhere	2,594	31.4%
* Workers, age 16 and over, employed in Lincoln Park Resident Population		8,256	100.0%

Where Residents Work *		Census 2000	
		Workers	Percent
1	Detroit	2,803	15.5%
2	Lincoln Park	2,436	13.5%
3	Dearborn	1,595	8.8%

## COMMUNITY PROFILE

4	Taylor	1,386	7.7%
5	Southgate	965	5.3%
6	Romulus	902	5.0%
7	Livonia	661	3.7%
8	Wyandotte	655	3.6%
9	Allen Park	596	3.3%
10	Ecorse	498	2.8%
-	Elsewhere	5,594	30.9%
* Workers, age 16 and over, residing in Lincoln Park		18,091	100.0%

Income	5-Yr ACS 2010	Change 2000-2010	Percent Change 2000-2010
Median Household Income (in 2010 dollars)	\$ 42,123	\$ -13,523	-24.3%
Per Capita Income (in 2010 dollars)	\$ 19,343	\$ -7,017	-26.6%



## COMMUNITY PROFILE

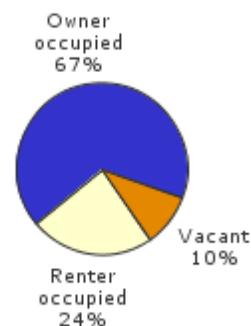
Poverty	Total				Percentage Point Chg 2000-2010
	Census 2000	5-Yr ACS 2010		14,490	
Persons in Poverty	3,059	7.7%	6,128	16.0%	8.2%
Households in Poverty	1,260	7.8%	2,183	15.1%	7.3%

### Housing

Housing Type	Census 2000	5-Yr ACS 2010	Change 2000-2010	New Units Permitted 2010-2012
Single Family Detached	13,735	12,687	-1,048	1
Duplex	627	457	-170	0
Townhouse / Attached Condo	193	419	226	0
Multi-Unit Apartment	2,069	1,859	-210	0
Mobile Home / Manufactured Housing	183	193	10	0
Other	14	0	-14	-
<b>Total</b>	<b>16,821</b>	<b>15,615</b>	<b>-1,206</b>	<b>1</b>
Units Demolished				- 27
<b>Net (Total Permitted Units - Units Demolished)</b>				<b>-26</b>

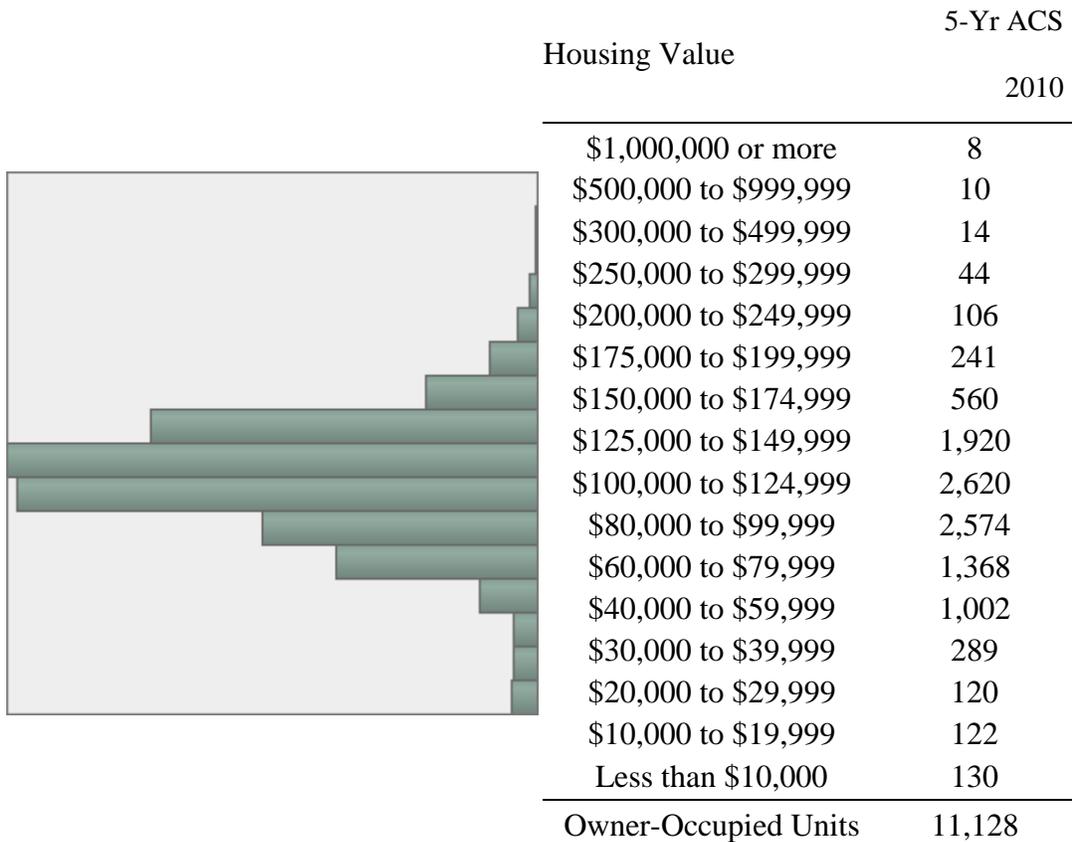
Housing Tenure	Census 2000	Census 2010	Change 2000-2010
Owner occupied	12,816	11,024	-1,792
Renter occupied	3,388	3,900	512
Vacant	617	1,606	989
Seasonal/migrant	45	40	-5
Other vacant units	572	1,566	994
<b>Total Housing Units</b>	<b>16,821</b>	<b>16,530</b>	<b>-291</b>

Housing Tenure in 2010



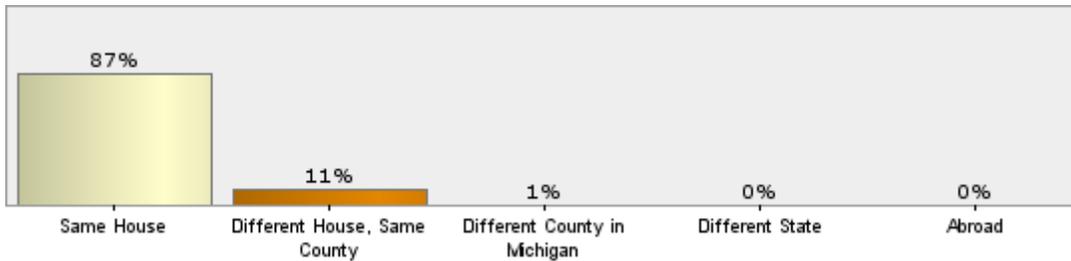
## COMMUNITY PROFILE

Housing Value (in 2010 dollars)	5-Yr ACS 2010	Change 2000- 2010	Percent Change 2000- 2010
Median housing value	\$ 99,700	\$ -11,001	-9.9%
Median gross rent	\$ 679	\$ -10	-1.4%



Residence One Year Ago \*

## COMMUNITY PROFILE

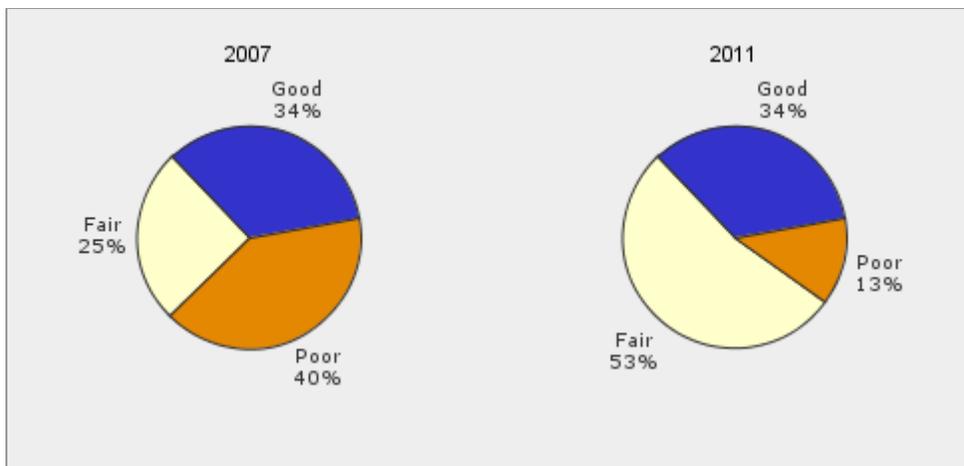


\* This table represents persons, age 1 and over, living in Lincoln Park from 2006-2010. The table does not represent persons who moved out of Lincoln Park from 2006-2010.

### Roads & Bridges

Miles of public road (including boundary roads): 139

#### Pavement Condition (in Lane Miles)



Note: Poor pavements are generally in need of rehabilitation or full reconstruction to return to good condition. Fair pavements are in need of capital preventive maintenance to avoid deteriorating to the poor classification. Good pavements generally receive only routine maintenance, such as street sweeping and snow removal, until they deteriorate to the fair condition.

## COMMUNITY PROFILE

Bridge Status	2008		2009		2010		Percentage Point Chg 2008-2010
Open	23	85.2%	20	74.1%	34	85.0%	-0.2%
Open with restrictions	4	14.8%	7	25.9%	6	15.0%	0.2%
Closed*	0	-	0	-	0	-	0.0%
Total bridges	27	100.0%	27	100.0%	40	100.0%	0.0%

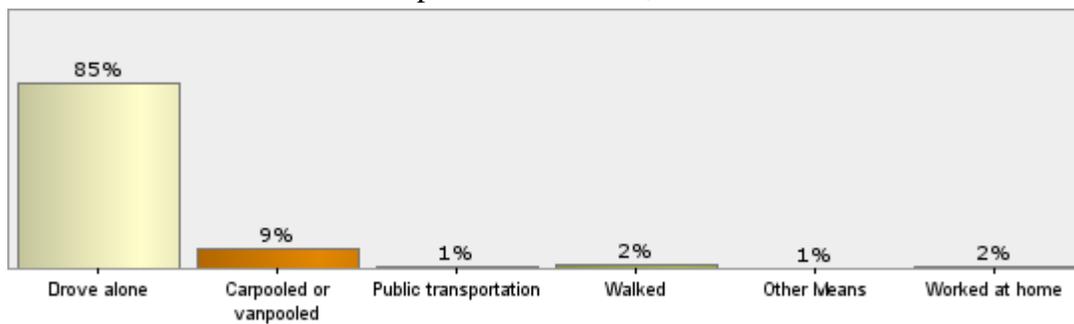
\* Bridges may be closed because of new construction or failed condition.

Deficient Bridges	2008		2009		2010		Percentage Point Chg 2008-2010
	9	33.3%	9	33.3%	10	25.0%	-8.3%

Note: A bridge is considered deficient if it is *structurally deficient* (in poor shape and unable to carry the load for which it was designed) or *functionally obsolete* (in good physical condition but unable to support current or future demands, for example, being too narrow to accommodate truck traffic).

### Travel

Transportation to Work, 2010 \*



\* Resident workers age 16 and over

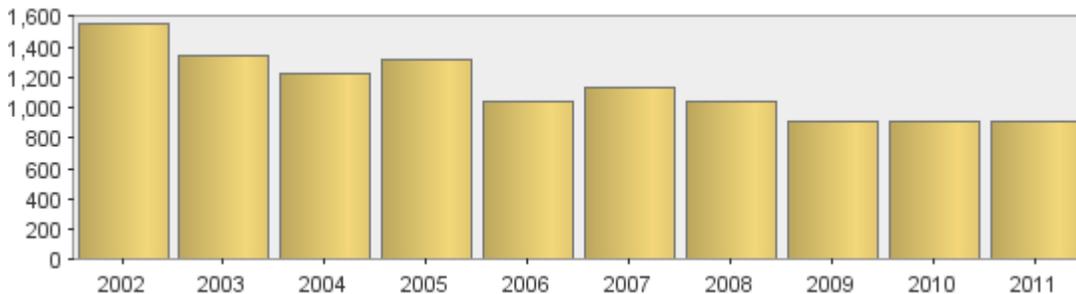
## COMMUNITY PROFILE

Transportation to Work	Census 2000		5-Yr ACS 2010		Percentage Point Chg 2000-2010
Drove Alone	15,408	85.1%	13,013	85.4%	0.3%
Carpooled or Vanpooled	1,963	10.8%	1,446	9.5%	-1.4%
Public Transportation	147	0.8%	152	1.0%	0.2%
Walked	279	1.5%	282	1.9%	0.3%
Other Means	90	0.5%	112	0.7%	0.2%
Worked at Home	209	1.2%	230	1.5%	0.4%
Resident workers age 16 and over	18,096	100.0%	15,235	100.0%	0.0%

Mean Travel Time To Work	Census 2000		5-Yr ACS 2010		Change 2000-2010
For residents age 16 and over who worked outside the home	22.4	minutes	21.8	minutes	-0.6 minutes

### Safety

Crashes, 2002-2011



Source: Michigan Department of State Police, Criminal Justice Information Center, and SEMCOG.

↑ - Move cursor over chart to view crash counts

## COMMUNITY PROFILE

Crash Severity	2007	2008	2009	2010	2011	Percent of Crashes 2007-2011
Fatal	2	3	1	2	3	0.2%
Incapacitating Injury	17	24	22	9	14	1.7%
Other Injury	184	162	151	169	182	17.2%
Property Damage Only	930	860	739	725	717	80.8%
<b>Total Crashes</b>	<b>1,133</b>	<b>1,049</b>	<b>913</b>	<b>905</b>	<b>916</b>	<b>100.0%</b>
Crashes by Involvement	2007	2008	2009	2010	2011	Percent of Crashes 2007-2011
Red-light Running	45	41	28	43	36	3.9%
Lane Departure	128	133	130	121	134	13.1%
Alcohol	56	40	53	34	37	4.5%
Drugs	27	16	13	22	16	1.9%
Deer	0	0	0	0	2	0.0%
Train	0	0	0	0	0	0.0%
Commercial Truck/Bus	64	66	34	54	59	5.6%
School Bus	3	0	1	0	2	0.1%
Emergency Vehicle	5	2	2	1	4	0.3%
Motorcycle	10	17	10	6	13	1.1%
Intersection	383	371	309	315	302	34.2%
Work Zone	4	43	82	58	8	4.0%
Pedestrian	13	9	15	6	15	1.2%
Bicyclist	17	22	23	15	21	2.0%
Older Driver (65 and older)	215	207	172	188	181	19.6%
Young Driver (16 to 24)	367	335	292	311	268	32.0%

### High-Frequency Crash Intersections

Local Rank	County Rank	Region Rank	Intersection	Annual Avg. 2007-2011
1	62	220	<a href="#">Dix Ave @ N M 39</a>	23.2
2	129	422	<a href="#">Dix Ave @ Moran Ave</a>	17.8
3	155	512	<a href="#">Dix Ave @ Old Goddard Rd</a>	16.4
4	159	526	<a href="#">Dix Ave @ Champaign Rd</a>	16.2
5	191	592	<a href="#">Dix Ave @ S M 39</a>	15.4

## COMMUNITY PROFILE

6	244	744	<a href="#">Dix Ave @ London Ave</a>	13.6
7	293	882	<a href="#">Dix Ave @ Gregory Ave</a>	12.2
8	333	1,024	<a href="#">Dix Ave @ Emmons Ave</a>	11.2
9	593	1,646	<a href="#">Fort St @ N M 39</a>	8.2
10	593	1,646	<a href="#">S I 75/Southfield Ramp @ N M 39</a>	8.2

Note: Intersections are ranked by the number of reported crashes, which does not take into account traffic volume. Crashes reported occurred within 150 feet of the intersection.

### High-Frequency Crash Segments

Local Rank	County Rank	Region Rank	Segment	From Road - To Road	Annual Avg. 2007-2011
1	39	176	<a href="#">Dix Ave</a>	Emmons Ave - London Ave	40.4
2	70	281	<a href="#">Dix Ave</a>	Northline Rd - Old Goddard Rd	34.0
3	123	502	<a href="#">N M 39</a>	Fort St - N Southfield/N I 75 Ramp	26.8
3	123	502	<a href="#">Dix Ave</a>	Champaign Rd - S M 39	26.8
5	143	602	<a href="#">Southfield Rd</a>	S M 39 - River Dr	24.8
6	149	623	<a href="#">Dix Ave</a>	Old Goddard Rd - Moran Rd	24.4
7	223	878	<a href="#">Dix Ave</a>	N M 39 - Cicotte Ave	20.6
8	257	1,014	<a href="#">N M 39</a>	Dix Ave - Southfield/Dix Turnaround	19.2
8	257	1,014	<a href="#">S M 39</a>	Southfield/Dix Turnaround - Southfield/Allen Turnaround	19.2
10	348	1,299	<a href="#">N I 75</a>	Goddard Rd - London Ave	17.0

Note: Segments are ranked by the number of reported crashes, which does not take into account traffic volume.

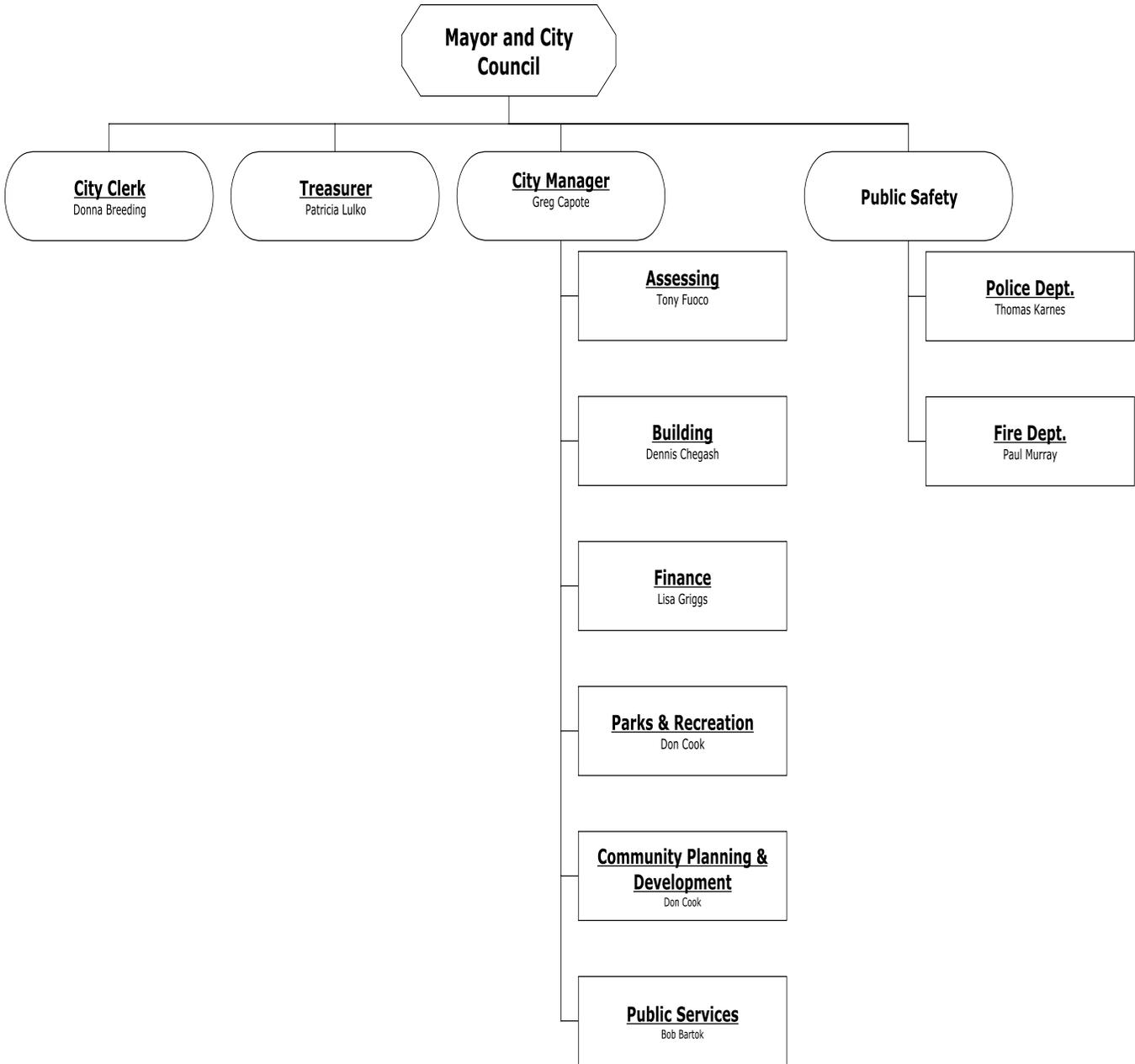
<u>SEMCOG 2008 Land Use</u>	Acres	Percent
Agricultural	0	0.0%
Single-family residential	1,673	44.5%
Multiple-family residential	52	1.4%
Commercial	342	9.1%
Industrial	104	2.8%
Governmental/Institutional	184	4.9%
Park, recreation, and open space	118	3.2%
Airport	0	0.0%
Transportation, Communication, and Utility	1,282	34.1%
Water	0	0.0%
Total Acres	3,756	100.0%



# **DEPARTMENTAL PROGRAMS**



# CITY ORGANIZATIONAL CHART





## CITY COUNCIL

### General Fund – 101

The Lincoln Park Mayor and City Council are assigned duties and responsibilities by the City Charter. The legislative powers of the Council are shared equally among all members. The Mayor and Council members are collectively responsible for establishing policy, adopting a budget, and hiring and directing the City Manager and Department Heads. The Mayor is separately elected from the Council and presides at the City Council meetings. In addition, the City Council represents the City in various local, regional, state, and national boards or commissions and committees. The Council also appoints a City Attorney, public leadership, and communicates with constituents about the various issues.

One of the main duties of the City Council is to establish policies. Priorities include the adoption of goals and objectives, the establishment of priorities for public services, and the approval of programs throughout the City. Policy establishment also includes the approval and amendment of the operating and capital budgets, approval of expenditures and payments, and grant applications. The City Council also ratifies contracts, zoning ordinances and changes, and resolves appeals.

The City Council acts, indirectly through its liaison program, in a supervisory role as part of its duties and responsibilities. Direction is given to the Administration through the City Council with reference to the implementation and evaluation of various City programs.

#### STAFFING SUMMARY

Mayor	1
Council President	1
Council Members	5

#### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2011/12 Adopted
Personnel Services	\$ 67,819	\$67,819	\$ 67,889
Supplies	115	638	750
Other Charges	3,627	4,895	5,300
Total	\$ 71,561	\$ 73,537	\$ 73,939



## CITY COUNCIL

### **SUMMARY OF BUDGET CHANGES**

#### **Significant Notes – Compared to 2011/12 Budget**

None to Note

### **2012/13 PERFORMANCE OBJECTIVES**

1. To provide policy direction to the City Administration in the implementation and evaluation of various City programs.
2. To ensure the City's long-term financial stability by seeking alternative revenue sources.
3. To preserve and improve the City's infrastructure and economic base.
4. To enhance communications between the residents and the City government through cable programming, website, focus groups, surveys, and other written material.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Regular City Council Meetings	52	24	24
	Special City Council Meetings	3	5	5
	Public Hearings Held	3	5	5
	Ordinances and Amendments Adopted	5	5	3
	Agenda Items Reviewed and Acted Upon	192	192	200
<b>Efficiency &amp; Effectiveness</b>	City Council Member Attendance at Council Meetings	99%	99%	100%
	% Legislative Items Acted on within 1 month	70%	70%	100%
	Avg. # of Residents Attending a City Council Meeting	20	20	20



## CITY CLERK

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### **General Fund –111, 192**

The City Clerk is a Charter established department and is responsible for many diverse functions of the City acting as both an internal and external office. All City offices, residents, community associations, and businesses benefit from the services offered by this Office. The City Clerk's Office serves the community with pride, integrity and a dedicated community spirit. We are committed to providing quality service to our citizens.

"As Keeper of the Records", the Clerk maintains and/or records the following documents: all contracts and minutes for all boards and commission meetings. The Clerk's Office is responsible for receiving and recording summons, lawsuits, various legal documents, financial contracts, property variances and deeds, as well as birth and death certificates. The City Clerk administers the Oath of Office and maintains custody of the City Seal.

The City Clerk by virtue of State Law is Lincoln Park's Election Coordinator. It is the sole responsibility of the City Clerk's Office to register voters, processes absentee ballot applications, hire, train and supervise precinct workers, tabulate election results, verify nominating petitions, perform accuracy tests on the voting equipment and programs to detect errors prior to each election and assists the Board of Canvassers in local election canvasses. Two elections are scheduled for FY 2012/13: Primary Election August 7<sup>th</sup> and the General Election November 6<sup>th</sup>.

The City Clerk serves as recording secretary to the Mayor and Council for all regular and special meetings the Council schedules. The office is responsible for the recording of public records, maintaining and preserving all actions taken by the City Council. Minutes of Council meetings are archived in this office; dating back to 1921 at which time Lincoln Park was only a village, located in the township of Ecorse. The City Clerk also compiles and prepares Agendas for all regular scheduled City Council meetings. The minutes of each meeting are then produced, advertised and circulated, in a timely manner.

We maintain all ordinances along with any official bond, financial contracts or agreements entered into by the City.

Agenda Packets for the Mayor, Council and City Manager are currently prepared and distributed in PDF format. Mayor and Council receive their packet information electronically and hard copy. This has resulted in a more expedient method of transmitting information.



## CITY CLERK

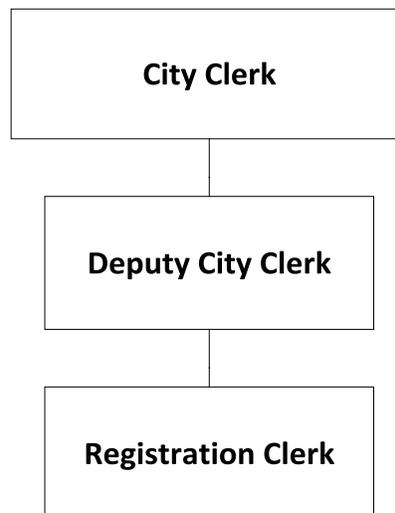
The full-time elected City Clerk also serves as a member of the City’s management team providing information and recommendations regarding operations.

All businesses both commercial and residential must be registered in the Office of the City Clerk. This business registry is annually maintained to ensure that information utilized by various City offices and citizens is accurate. Registrations/Licenses are issued upon payment of fees and submission of all various applications and insurance requirements are met.

All dogs 6 months and older must be licensed. Annual renewals of licenses may be purchased during the month of May and are due by June 1<sup>st</sup> to avoid any late fees. New residents and or new dog owners may purchase current tags, without penalty of late fees. This program ensures that all dogs have received their mandatory vaccinations thus insuring the health and welfare of our City residents. This program also serves the citizens as a lost and found system in the event that a dog is running at large.

### STAFFING SUMMARY

City Clerk	1
Assistant City Clerk	1
Registration Clerk	1
Election Inspectors	122





## CITY CLERK

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 175,320	\$ 175,058	\$ 190,618
Supplies	29,506	15,840	17,500
Other Charges	32,666	42,625	51,657
Total	\$ 237,492	\$ 233,523	\$ 259,775

### **SUMMARY OF BUDGET CHANGES**

#### ***Significant Notes-Compared to the 2011/12 Budget***

**Personnel Services** – These increased slightly due to one employee going back onto the City insurance plan. These costs have also increased because of the overtime budget for the November election being a presidential election.

### **2012/13 PERFORMANCE OBJECTIVES**

1. Per Administrative Rule R325.3232, the City Clerk will make available for public inspection indexes of death records in possession of this office. The City Clerk has completed this specialized listing of all deaths that have occurred in the City of Lincoln Park, dating back to 1921. This index will be updated monthly.
2. To provide accurate and efficient record keeping by incorporating the use of modern technology to streamline programs whenever possible.
3. To assist City Council by expediting information to them that will aid in establishing policy and by communicating Council's actions regarding items on the agenda.
4. To facilitate efficient management of the election process by keeping abreast of new technological developments relating to the election field.
5. To process all business registrations and licenses.



## CITY CLERK

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Compile & prepare Council Agendas	52	24	24
	Review Agenda Statements & Resolutions	450	304	300
	Create and Transmit Electronic Agenda Packet	416	240	240
	Prepare and review Council Meeting Minutes	52 Meetings 200 Pages	24 Meetings 86Pages	24 Meetings 100Pages
	Attend and prepare minutes- Special Meetings/Study Sessions	30 Meetings 32 Pages	27 Meetings 26 Pages	20 Meetings 20 Pages
	Issue Dog Licenses	2,500	2,558	2,500
	Late Notices/Dog Licenses	1,000	1,000	1,000
	Process & Issue Absentee Ballot requests	5,000	7,500	7,000
	Invoice Business Registrations	820	860	850
	Process Registrations and Licenses	1,250	1,300	1,250
	Issue Violations	10	15	10
	Court Appearances	2	1	2
	Issue Garage/Yard/Moving Sale Permits	2,000	2,100	2,000
	Research & Review Council Requests	400	380	400
	Research & Retrieval of Dept. Requests	360	410	360
	Administer Elections	2	3	2
	Update Death Certificate Index	400	480	100
	Birth and Death Certificates Issued	2,000	2,400	2,000
	Voter Registration Processing:			
	New Registrations	2,100	2,400	2,600
	Cancellations	2,500	1,990	2,000
	Voter History Updates	14,000	16,000	15,000
	Municipal Code Amendments Processed	15	10	10
	Specialty Licenses Issued	50	35	20
	Review & Responds to Citizens Complaints/Requests	4000	4,200	4,000



## ASSESSING

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### **General Fund – 202**

The City Assessor assesses all Real and Personal property that is assessable and not lawfully exempt from taxation in the City of Lincoln Park. The Assessors Office has the responsibility of preparing the Assessment Rolls and Tax Rolls of the City for all classes of property.

The Assessor's responsibility is carried out by determining the True Cash Value of all classes of properties in the City. The State Constitution and Statutes require that, notwithstanding any other provision of law, the assessed values placed upon the Assessment Roll shall be at fifty percent (50%) of True Cash Value as of "Tax Day" which is deemed December 31 of each year.

True Cash Value is determined each year and is achieved by gathering all pertinent information in the community, such as Real Estate sales, construction costs, rental incomes, operating expenses, interest rates. Utilizing the collected information, the Assessor can determine a property's value using the three approaches to value: 1. Sales Comparison Approach; 2. Cost Approach; and 3. Income Approach.

Proposal A, passed by voters in 1994, and implemented in 1995, places additional limits on values used to compute property taxes. Property taxes are calculated using "Taxable Value" capped by the consumer price index until a property transfers ownership. Prior to Proposal A, taxes were calculated using State Equalized Value (S.E.V.) which keeps pace with market value.

The Assessor's Office serves as a source of information and answers inquires from residents, property owners, mortgage companies, prospective buyers, appraisers, developers, business people, and government agencies. This information is maintained for 16,512 parcels, of which 15,748 are Real Property and 764 are Personal Property. The 2010 Assessment Roll has a tentative Assessed Value of 763,930,906 and a Taxable Value of 718,199,341 for Real and Personal Property.

It is also a function of the Assessor's Office to record, maintain and edit the status of each parcel of property in the City to determine whether it qualifies for a "Principal Residence" exemption from a portion of School tax. The Assessor's Office also analyzes affidavits on every transferred property within the City to determine whether an "Uncapping" of the Taxable Value occurred in accordance with Proposal A.

The Board of Review, created by Charter, is composed of three members, appointed by the Mayor, subject to the confirmation of City Council for a term of three years. The Board of Review meets in March to hear appeals from taxpayers and meets in July and December to correct clerical errors and mutual mistakes of fact.

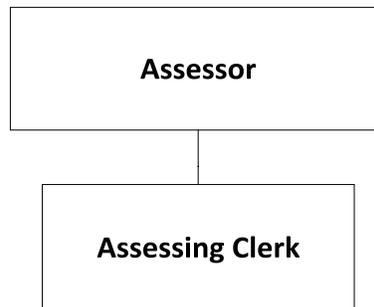


## ASSESSING

The mission of the Assessor's Office is to provide the property owners of the City of Lincoln Park with fair and equitable assessments, to provide information to the public that is accurate and reliable, to provide information to other departments of City, County, and State government in an efficient manner allowing them to better perform their duties; to provide these services in a courteous and professional manner, which complies with the Constitution and Laws of the State of Michigan and the Charter of the City of Lincoln Park.

### STAFFING SUMMARY

Assessor	1
Account Clerk II	1



### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 102,675	\$ 75,928	\$ 56,376
Supplies	2,841	2,860	2,500
Other Charges	13,596	80,453	96,122
<b>Total</b>	<b>\$ 119,112</b>	<b>\$ 159,241</b>	<b>\$ 154,998</b>



## ASSESSING

### SUMMARY OF BUDGET CHANGES

#### Significant Notes – Compared to 2011/12 Budget

**Personnel Services** – Personnel Services decreased after the Assessor was taken off of payroll and a shared services agreement with the City of Southgate was implemented. This is the reason for the increase in the other charges.

### 2012/13 PERFORMANCE OBJECTIVES

1. Improve public access to thousands of informational items pertaining to Property in the City.
2. Develop and enhance the computerized appraisal and information system.
3. Achieving a Factor of 1.0000 for all classes of Property from the Wayne County Equalization Department.
4. Reviewing and improving the service to and communication with the public, realizing that service is our primary function.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Assessment Notices Processed	16,508	16,508	16,508
	Property Transfer Affidavits Processed	1,445 *	1,445 *	1,445 *
	Homestead Affidavits Processed	711 *	711 *	711 *
	Property Lot Splits/Combinations Processed	7	7	7
	Board of Review Appeals	588	588	588
<b>Efficiency &amp; Effectiveness</b>	Requests and Answers responded to in 1 day	100%	100%	100%
	Equalization Factor	1.0000	1.0000	1.0000
	*NOTE: Property Transfer and Homestead Affidavits are influenced by the Real Estate Market.			



## CITY MANAGEMENT

### **General Fund – 172**

The Office of Management provides staff support to the Mayor and City Council for legislative and business services. The Mayor and Council appoint the City Manager to administer and manage city staff, projects and programs on behalf of the City Council. The City Manager advises the Mayor and Council and makes recommendations on matters related to city operations.

The Management Office is responsible for human resource planning, recruitment and selection; human resource development; compensation and benefits; safety and health; and employee and labor relations. This Office also is responsible for developing, implementing and interpreting personnel policies that are consistent with the needs and objectives of the City of Lincoln Park.

The mission of the Personnel Department is to enhance the work life of the City of Lincoln Park by meeting and understanding the business needs of both the people and the City. In partnership with other departments, we will create a working environment in which cooperation; teamwork and creativity are encouraged and valued.

The Office administers the City Purchasing programs and coordinates the purchase of all goods and services for the City of Lincoln Park. Purchasing is the centralized function through which all City departments must request goods and vendors may be placed on the bidders list by submitting their request in writing or by email to the Purchasing Department.

### **STAFFING SUMMARY**

City Manager	1
Management Coordinator	1
Human Resources Coordinator	1



## CITY MANAGEMENT

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 236,240	\$ 174,727	\$ 217,635
Supplies	1,616	859	3,000
Other Charges	16,046	11,852	12,652
Total	\$ 253,902	\$ 187,438	\$ 233,287

### SUMMARY OF BUDGET CHANGES

#### *Significant Notes – Compared to 2011/12 Budget*

**Personnel Services** – Personnel Services decreased due to the position of City Manager being vacant for approximately 8 months of the fiscal year. The 2012/13 budget represents the salary and benefits package offered to the new City Manager.

**Supplies** – The supplies budget was kept the same as the previous year budgeted, however only a small amount of supplies were ordered in the previous fiscal year causing the 12/13 amount to increase.

### 2012/13 PERFORMANCE OBJECTIVES

1. To review and implement cost saving proposals related to future employee retirement medical benefits.
2. Implement replacement of citywide telecommunication plan.
3. Continue restructuring of the organization and making recommendations to Mayor and Council for realigned services to the community.
4. Continue to review and implement consolidated services where feasible by entering into intergovernmental agreements with neighboring communities and other units of government.



## CITY MANAGEMENT

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	City Council Agenda Statements Reviewed	382	390	400
	Administrative Policy and Procedure Orders Processed	10	18	12
	Legislative Issues Monitored	7	10	10
	% Correspondences Responded to within 7 days	100%	100%	100%
	% Agenda Items Given to Council within 28 days	100%	100%	100%
	Executive Staff Meetings held	37	39	40
	Mid-year Budget Reports Prepared	n/a	1	1
	Labor Contracts Negotiated	8	7	1
	Employees Hired (Full-time/Part-time)	4	1	0
	Bid Proposals Prepared	15	6	10
	City Contractor Contracts Reviewed	7	20	15
	Council Requests Responded to within 30 minutes	100%	100%	100%
	<b>Efficiency &amp; Effectiveness</b>	General Fund Budget Amendments as a % of Adopted Budget	1	1
# of Labor Grievances		3	15	0
# of days from adoption of Budget to GFOA Submittal		30	90	30
% of Grievances Resolved Before Arbitration		85%	85%	100%
% of Grievances Responded to within Deadlines		100%	100%	100%
# of Employees Not Completing Probation		0	0	0
Average Response Time to Council Requests		25 min.	25 min.	15 min.



## CITY ATTORNEY

### **General Fund – 203**

The Office of City Attorney is accounted for in the General Fund. With the Early Retirement Incentive Program, this department now functions on a contractual basis.

This department is responsible for providing legal analysis of claims submitted and offers legal assistance in any resolving pending litigation. It is also the responsibility of this department to be aware of and make recommendations of all legal documents of the City that are related to Charter and Ordinance issues.

### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Supplies	\$ 20	\$ 0	\$ 100
Other Charges	283,642	264,295	213,500
Total	\$ 283,662	\$ 264,295	\$ 213,600

### **2012/13 PERFORMANCE OBJECTIVES**

1. To continue the practice of outstanding legal services in an efficient, competent and cost effective basis.
2. To advise the various city agencies, departments and City Council of key legal priorities of the City and important developments in the law.
3. To advise and assist the City Council and other Boards and Commissions regarding legal issues that may arise at meetings, and provide opinions where appropriate or requested.
4. To maintain the reduced caseload of jury trials in District Court, by pre-trial intervention, effective sentence agreements and earnest prosecution.
5. To reduce the instance of litigation against the City, its departments and employees, by being available to advise, counsel and direct pre-emptive measures.



## CITY ATTORNEY

6. To improve development of loss – prevention measures in all departments, including the transmission of advice, memorandums and conferences where necessary and appropriate.
  
7. To prosecute code violations, working towards a practice of compliance and avoidance of recidivism.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Regular City Council Meetings Attended	36	24	24
	Special City Council Meetings Attended	5	4	4
	Public Hearings Held	4	4	4
	Ordinances and Amendments Prepared	5	5	10
	Number of Open Lawsuits	10	10	15
	Number of Closed Lawsuits	4	4	5
	Legislative Issues Reviewed	20	20	20
	Hours Spent on City Business	1500	1500	1500
<b>Efficiency &amp; Effectiveness</b>	% Opinions Replied to on Agreed Schedule	100%	100%	100%
	% Resolutions Drafted on Agreed Schedule	100%	100%	100%
	% Contracts Drafted on Agreed Schedule	100%	100%	100%



## FINANCE

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### **General Fund – 230**

The Department of Finance is an activity found within the General Fund. This department performs various functions such as the processing of accounts payable, payroll, monthly reconciliations, water billing and issues specific to the general ledger. This department is also responsible for all pension activities and risk management issues. In doing so, it is our goal to make sure that all citizens, employees, retirees and vendors receive the highest quality of service possible.

A major responsibility of this department is to prepare and present a line item based budget in accordance with generally accepted accounting principles. As a local governmental unit, the City must present a balanced budget where expenditures do not exceed revenues and use of fund balance. Over the past few years the City of Lincoln Park has felt the economic downturns within the State of Michigan with cuts in State Revenue sharing. The City also continues to feel the effects of health insurance increases and legacy costs that have contributed significantly to the reduction of the General Fund balance.

Also as a local governmental unit, the City is required to have an annual audit of its books performed by an Independent Auditor experienced in GAAP accounting practices. The City is required to implement into those audit practices any pronouncements that are handed down to local units of government by the Government Accounting Standards Board (GASB). As a result of this, GASB required the City to implement Pronouncements #43 & #45 effective June 30, 2008. These pronouncements have been driven by the changes that have been occurring in providing retiree health care benefits to employees and will require local units of government to disclose that liability as part of the year end financial statements.

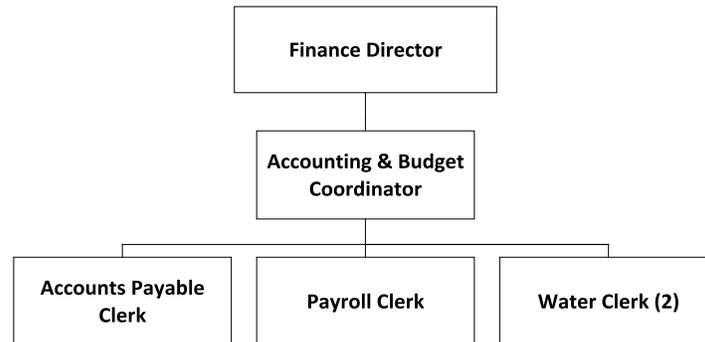
In preparation for this the Department of Finance has the responsibility of reviewing line items and analyzing the accuracy of revenue and expenditure allocations. In doing this it is necessary to have the books complete for the purposes of auditor review and to correctly present the financial position of all local governmental activities.



## FINANCE

### STAFFING SUMMARY

Director	1
Accounting Coordinator	1
Accounts Payable Clerk	1
Payroll Clerk	1
Water Clerk	2



### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 262,385	\$ 271,492	\$262,270
Supplies	3,333	3,058	3,750
Other Charges	13,780	8,158	10,309
<b>Total</b>	<b>\$ 279,498</b>	<b>\$ 282,708</b>	<b>\$ 276,329</b>

General Fund Employees Only—Water Clerks are budgeted under Water/Sewer DPS



### **SUMMARY OF BUDGET CHANGES**

#### **Significant Notes – Compared to 2011/12 Budget**

**Personnel** – These costs have been reduced with the contribution from employees for health and prescription coverage.

**Other Charges** – This amount is slightly higher due to contractual obligations being budgeted. Should these items not be paid out the amount will be lower.

### **2012/13 PERFORMANCE OBJECTIVES**

1. To work towards expanding the budget manual for the City that will help streamline the budget process.
2. To continue to maximize the City's investment earnings.
3. Continually review processes within the department to maximize accuracy and achieve maximum performance.
4. Review all departments' line item revenues and expenditures on a monthly basis in accordance with GAAP principles.
5. To complete an actuarial valuation in connection with GASB 43 & 45. This will determine the City's liability in providing long-term retiree health care to current retirees and active employees.
6. To begin the preparation work for preparing the Government Finance Officer's Association's Comprehensive Annual Financial Report.
7. To streamline the City's water billing process through integration of the new automated meter reading system.
8. To prepare and allow for direct ach payments from customers. Email implementation has begun.
9. To upgrade the City's software system to a more user friendly and adaptable system that will allow streamlining and integration throughout all of the various departments of the City.



## FINANCE

		<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>		Bank Statements Reconciled	63	63	63
		Accounts Payable Check Processing	3,894	4,399	4,300
		Accounts Payable Invoice Processing	8,298	8,963	8,750
		Requisition Conversion to Purchase Orders	1,765	1,950	1,950
		Water & Sewer Bills Issued	63,176	63,176	63,176
		Water & Sewer Correct Bills Issued	154	175	125
		Final Water Bill Processed	1,200	1,300	1,300
		Risk Management incident assistance	75	450	100
		Defined Benefit Active Employees – Municipal	55	48	48
		Defined Benefit Active Employees – Police	49	49	49
		Defined Benefit Active Employees – Fire	31	28	27
		Defined Contribution Active Employees – Municipal	14	9	8
		Defined Contribution Active Employees – Police	0	0	0
		Defined Contribution Active Employees – Fire	0	0	0
		ICMA – Retiree Health Savings Active Employees - Municipal	14	9	8
		ICMA – Retiree Health Savings Active Employees - Police	0	0	0
		ICMA – Retiree Health Savings Active Employees - Fire	0	0	0
		Payroll Processing on average bi-weekly	220	200	195
		Retiree Receiving Benefits - Municipal	154	159	159
		Retiree Receiving Benefits – Police	92	87	87
		Retiree Receiving Benefits - Fire	53	56	56
		Total Expenditure Review	\$44Million	\$41Million	\$41Million
	Total Revenue Review	\$44Million	\$43Million	\$43Million	
<b>Efficiency &amp; Effectiveness</b>		% Of A/P invoices processed within 30 days	84%	87%	90%
		% Of A/P checks issued without error	98%	98%	98%
		% Of Defined Benefit Pension System - Municipal	58%	58%	58%
		% Of Defined Benefit Pension System – Police & Fire	80%	80%	80%
		Ratio of Defined Benefit Retirees to Active Employees	2 to 1	2 to 1	2 to 1
		Average Days to Process Final Water Bill Request	2	2	2
		Average Days to Reconcile Bank Statements	7	7	7



## TREASURY

### General Fund – 253

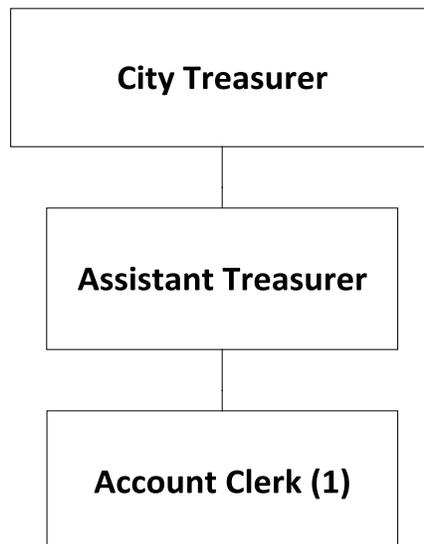
The Office of Treasury is a function of the General Fund and is responsible for processing all revenue received by the City of Lincoln Park. This includes revenue generated by license and permit fees for all departments, municipal water and sewer bill payments, and real and personal property tax collection.

The City Treasurer is elected and serves a 2-year term as mandated by City Charter. The Office of Treasury maintains accurate accounting records providing a clear audit trail for all cash and negotiable receipts deposited to City bank accounts. Computations, reports, and other data as submitted are verified upon receipt. All receipts are balanced daily. A monthly status report of bank accounts is provided to the Finance Director and Mayor and Council.

The Office of Treasury processes and maintains information for annual tax billing including mortgage company requests, deferment requests, special assessments, Board of Review, MTT and State Tax Commission adjustments. All tax rolls are reconciled annually with Wayne County records. Pertinent tax information is provided to citizens, homeowners, mortgage, and title companies upon request.

### STAFFING SUMMARY

Treasurer	1
Assistant	1
Account Clerk	1





## TREASURY

### FUNDING LEVEL SUMMARY

	2010/2011 Budget	2011/2012 Budget	2012/2013 Adopted
Personnel Services	\$ 180,864	\$ 156,453	\$ 122,498
Supplies	3,834	1,682	3,000
Other Charges	8,073	4,576	5,277
Total	\$ 192,771	\$ 162,711	\$ 130,775

### SUMMARY OF BUDGET CHANGES

#### *Significant Notes – Compared to 2011/12 Budget*

**Personnel Services** – Personnel services have decreased due to employee transfers and one employee in the office now does not take city issued health insurance. There is also a reduction due to the employee contribution to health insurance for the other employee.

**Supplies** – Supply charges were kept status quo with the previous years budgeted amount.

### 2012/13 PERFORMANCE OBJECTIVES

1. To increase the collection of delinquent personal property taxes and enforce legal avenues for collection.
2. Increase collection of real and personal property taxes by increasing awareness of payment options available. 87% was collected last fiscal year for real property and 95% for personal property.
3. Plan and invest monies to obtain maximum growth rate.



## TREASURY

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Real & Personal Property Taxes – No. of Parcels (Summer)	16,667	16,498	16,099
	Real & Personal Property Taxes – No. of Parcels (Winter)	16,674	16,487	16,099
	Real Property Taxes Billed (Summer)	\$33,948,348	\$28,873,993	26,405,611
	Real Property Taxes Billed (Winter)	\$7,683,810	\$6,274,550	6,274,550
	Real Property Taxes Collected (Summer)		\$25,487,613	23,765,049
	Real Property Taxes Collected (Winter)		\$5,384,272	5,647,095
	Personal Property Taxes Billed (Summer)	\$1,602,002	\$1,566,095	1,661,104
	Personal Property Taxes Billed (Winter)	\$327,341	\$316,872	316,872
	Personal Property Taxes Collected (Summer)	1,521,069	\$1,494,565	1,578,048
	Personal Property Taxes Collected (Winter)	319,230	\$297,714	301,028
	Delinquent Personal Property Taxes Balance (w/o int/pen)	\$318,693	\$405,749	\$253,580
	Delinquent Personal Property Taxes Collected (w/o int/pen)	\$32,000	\$96,092	90,000
	Board of Review/MIT Adjustments on Delinquent Pers Prop	(6,192)	)	
	Court Discharge, Including Int & Penalty	\$56,145	\$56,077	\$70,089
	<b>Efficiency &amp; Effectiveness</b>	% of Real Property Tax Collected (Summer)	92%	88%
% of Real Property Tax Collected (Winter)		90%	86%	90%
% of Personal Property Tax Collected (Summer)		92%	96%	95%
% of Personal Property Tax Collected (Winter)		93%	94%	95%
Average Rate of Return on Investments		.30%	.0100%	.20%



## POLICE DEPARTMENT

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### **General Fund – 305**

### **Drug/Forfeiture Fund - 265**

The Police Department provides emergency response and vigorously patrols the City streets on a 24-hour basis. The officers respond to calls for service from citizens, investigate crimes and accidents, arrest perpetrators, and issue violations in order to maintain a safe community. The Chief of Police is appointed by the Commission of Public Safety to oversee operations of the Department and is the head Law Enforcement Officer of the City.

The Police Department employs 48 sworn full-time Police Officers, seven full-time civilian employees, and 10 full-time Crossing Guards. In addition, there are six Detention Officers that work in the Department who are contracted through Allied Barton Security. The Department has a volunteer Reserve Officer program which consists of 10 Reserve Police Officers. The Department is divided into different Divisions and Bureaus.

**The Patrol Division** is overseen by the Patrol Lieutenant and is divided into four Platoons that each work 12 hour shifts. Two platoons are assigned to Days and two to Midnights. The Platoons alternate duty days so that only two Platoons are working on any given day. The Platoons are staffed with the number of Patrol Officers necessary maintain police service 24 hours a day. The platoons are supervised by a total of six Sergeants. Two sergeants are assigned to Dayshift, two to Afternoon Shift, and two to Midnights.

**The Detective Bureau** is overseen by the Operations Lieutenant and is staffed by two Detective Sergeants, two Detectives for adult cases, one Detective Sergeant and one Detective assigned to the Youth Bureau, and one Sergeant and one Patrol Officer assigned to the Special Operations Bureau. The Detectives do investigations on reported crimes and process through the system any complaints that require criminal prosecution. The Detectives field inquiries from citizens and counsel victims of crimes.

**The Youth Bureau** is responsible for all cases involving juvenile offenders in the areas of criminal offense, child abuse and status offenders. The Youth Officers log in and are responsible for all stolen property, abandoned property or property found by the Department. This includes all evidence secured from crime scenes. The Youth Officers are responsible for all missing persons both juvenile and adult. The Youth Bureau is responsible for compiling and maintaining proper records on juvenile offenders, neglected children and transporting evidence to the Michigan State Crime Lab.



## POLICE DEPARTMENT

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**The Special Operations Bureau** conducts investigations on narcotic and vice related offenses. The unit follows up on information provided to them by officers and citizens to arrest those involved in the activity. The unit handles the prosecution of all felony narcotic arrests and forfeiture proceedings. The unit assists the Department with surveillance and other projects as needed.

**Community Policing** is staffed with one officer who works this assignment along with duties as a Patrol Officer. The Community Policing Officer unites the Lincoln Park Police Department with the citizens of Lincoln Park through various programs such as Neighborhood Watch and Citizen Patrol Watch. The Officer brings together the two groups through various functions and activities that are beneficial to residents of all ages.

**The Code Enforcement Division** is made up of an administrator/clerk and three Code Enforcement Officers under the supervision of the Patrol Lieutenant. The unit responds to complaints from citizens about environmental concerns and ordinance violations on private property. The goal of the unit is to correct the concern either through voluntary compliance or by issuing a violation

The unit also responds to all animal complaints in the City and enforces ordinance violations pertaining to animals. The unit investigates all animal bite and animal cruelty reports. This unit also enforces street parking violators.

**The Records Bureau** consists of one clerk under the supervision of the Computer System Manager. The Records Bureau provides the clerical support, the information technology, and telecommunication support for the Police Department. The Bureau is responsible for the editing, final processing, storage, retrieval, and duplication of most of the Department's records. Information requests for internal purposes are filled daily, as well as Freedom of Information Act requests, subpoenas, court orders, insurance company, and citizen requests. The Bureau is responsible for reports in compliance with State and Federal reporting and audit requirements. One of the mandates is disseminating the MICR, Michigan's Incident-based Crime Reporting system, to the State. This is detailed information of the Department's crime data submitted electronically.

### **The Mission of the Police Department**

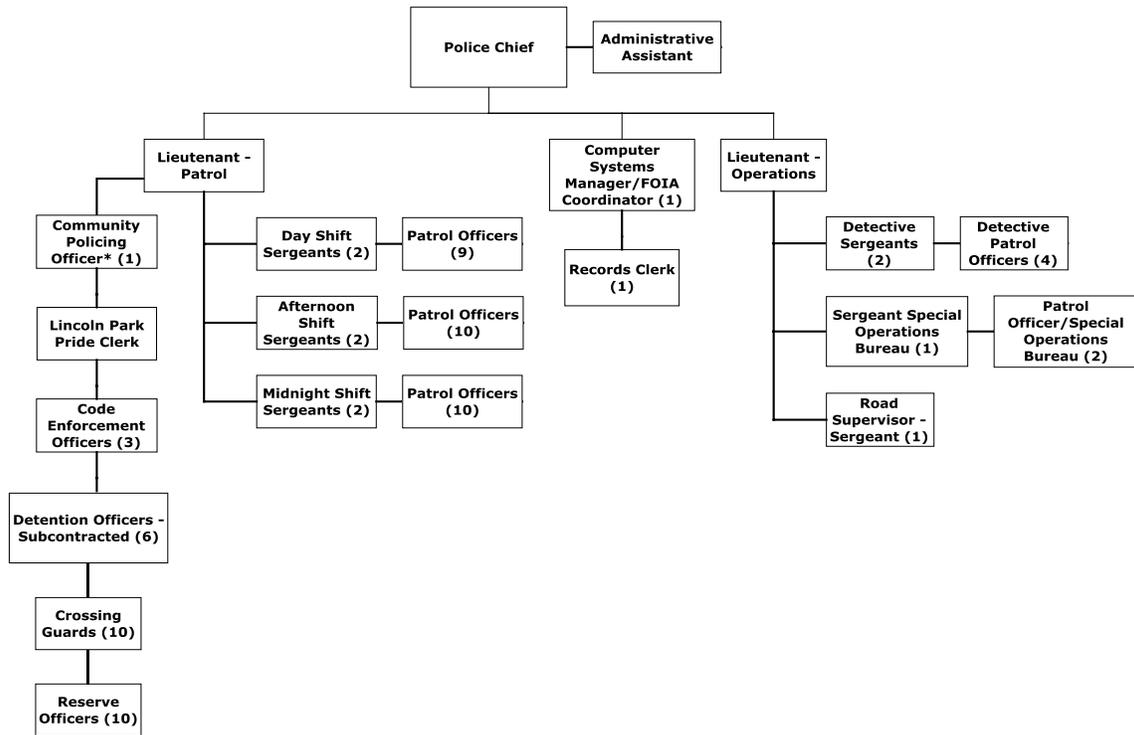
The Police Department is committed to the preservation of the public peace and order, the apprehension of offenders, the protection of persons and property under the laws of the State, and the enforcement of the ordinances of the City.



# POLICE DEPARTMENT

## STAFFING SUMMARY

Police Chief	1
Administrative Assistant	1
Lieutenants	2
Sergeants	10
Detective Sr. Lead Officers	3
Senior Lead Officers	9
Patrol Officers	23
Computer Systems Manager	1
Records Clerk	1
Environmental Clerk	1
Code Enforcement Officer	3
Reserve Police Officers	10 (volunteer)
Detention Officers	6 (contracted through Allied Barton Security Services)



\*Community Policing is done by an officer in conjunction with other duties



## POLICE DEPARTMENT

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 4,850,201	\$ 4,759,112	\$ 4,465,734
Supplies	25,773	33,590	36,000
Other Charges	709,333	584,788	593,453
Capital	23,056	142,843	100,000
Retiree Costs	0	0	3,430,622
<b>Total</b>	<b>\$5,608,364</b>	<b>\$ 5,520,333</b>	<b>\$ 8,625,809</b>

### SUMMARY OF BUDGET CHANGES

#### *Significant Notes – Compared to 2011/12 Budget*

**Personnel Services** – Personnel costs decreased as a result of employees paying toward their health insurance premium. The staffing levels have also changed from prior years.

**Retiree Costs** – The retirement annual payment and retiree insurances were previously paid out of the General Government accounts. They have now been moved into the appropriate departments to show the true cost of the public safety departments.

### 2012/13 PERFORMANCE OBJECTIVES

1. "Serve and Protect". To provide courteous, fair and diligent enforcement of the laws while protecting lives and property.
2. Provide prompt and courteous service to the citizens of and visitors to Lincoln Park. The ultimate goal of the Department is to find ways to give



## POLICE DEPARTMENT

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better service to the community it represents. It is the objective of the Department to reduce the time between a citizen's call for service and the officer's response time. To this end, the call process will be examined to remove unnecessary delays in dispatch and officer response while utilizing safe driving tactics.

3. Strive to lower the overall crime rate, particularly crimes of violence.
4. Work with the First Step organization in their support of the victims of domestic violence through counseling and education. To strive for an increase in prosecutions of offenders while ensuring that the victims are aware of all the options that is available to them.
5. Continue commitment to aggressive enforcement of alcohol related driving offenses.
6. To continue the progress of the training of the officers to keep current skills honed and expand to new areas of expertise.
7. Continue enforcement efforts on commercial vehicle enforcement. Objective is to provide training to additional officers so enforcement can be done on regular patrol. The large amount of commercial traffic throughout the city reflects the need for this enforcement.
8. To continue training officers to detect vehicles that may be transporting narcotics. The process is called interdiction. Lincoln Park is known as the "crossroads of downriver "for good reason. I-75, M-39, M-85, Dix and Outer Drive all pass through the City. Each of these roads may be used for the transport of narcotics. Training officers to detect these vehicles will increase the number of these violators removed from our roadways.
9. Continue emphasis on parking enforcement. Review parking ordinances with all Patrol and Code Enforcement Officers. Handicap, too close to crosswalk/corner, and sidewalk violations will be targeted. This objective will call for public reeducation in proper parking.
10. Continue the revision and updating of the Departments Rules & Regulations and Policies & Procedures to reflect changes in law and provide officers with a clear direction.
11. Coordinate with other agencies to make best use of resources available for response to critical incidents and for training. Expand mutual aid to include



## POLICE DEPARTMENT

teams available to assist in large criminal investigations and traffic crash reconstruction.

12. To continue efforts update the permit to purchase and gun registration process. To reduce the approval process for a gun permit from a 5-10 day period to a computerized process that can be done on the same day as application.
  
13. Finalize an emergency plan for City buildings dealing with lock down procedures and protocols. Conduct drills once plan is established.

Output	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
	Sworn Police Officers per 1,000 Residents	1.27	1.28	1.28
	Total calls for service per 100 residents	65	81	80
	Total 911 calls processed per 100 residents	54.00	54.00	54.00
	Part 1 Major Index Crimes Reported per 100 residents	5.25	4.76	5.00
	Part 1 Major Index Crimes Arrests	500	481	490
	Total arrests made for all crimes	3,500	2,922	3,000
	Missing person cases investigated per 100 residents	.40	.25	.35
	Total vehicle accidents investigated per 100 residents	2.50	2.13	2.50
	Total Injury accidents per 200 residents	.85	.83	.85
	Total Violations Issued	14,600	18,908	18,500
	Violations issued per day	39.72	51.80	50.68
	Operating While Intoxicated Violations Issued	175	94	150
	Abandoned Vehicle TR52's processed	275	222	250
	Vehicles impounded per day	5.00	5.00	5.00
	Percent of 346 assigned cases investigated by Special Ops	100%	100%	100%
	Percent of 346 assigned cases cleared by Special Ops	98%	98.5%	98.5%
	Forfeiture cases started by Special Operations per day	.55	.55	.55
	Search Warrants enacted by Special Operations per week	.75	.75	.75
	Animal Bite investigations per 100 residents	.14	.14	.14
Total number of animal complaints per 100 residents	4.00	2.96	3.50	



## POLICE DEPARTMENT

Percentage of 827 animals picked up humanely handled	100%	100%	100%
LP Pride complaints received per 100 residents	10.00	9.93	10.00
Percentage of complaints rectified within 30 days	100%	100%	100%
Percentage of the 650 requests for incident reports and FOIA processed within time limits	100%	100%	100%
Percentage of 800 accident report copies requests fulfilled timely	100%	100%	100%
Total Fees collected by Records	\$40,000.00	\$23,394.00	\$24,000.00

\*Based on population of 38,144 from 2010 census



## FIRE DEPARTMENT

### **General Fund – 340**

The mission of the Fire Department of Lincoln Park is to provide the highest level of life safety and property protection through fire prevention, fire safety education, health and safety education, fire suppression, emergency medical services, and hazardous materials incident mitigation in a professional, efficient, and effective manner. The Fire Chief is appointed by the Commission of Public Safety and is under the administrative jurisdiction of said Commission.

The Chief of the Fire Department shall be the executive head of the Fire Department and shall have the power and authority to organize, manage and control all activities and divisions of the Department, establish suitable measures and make effective the policies, rules and regulations, practices and guidelines necessary for the efficient operation of the Department. The Fire Chief coordinates the Safety Committee and all special assignments in addition to being responsible for resource management.

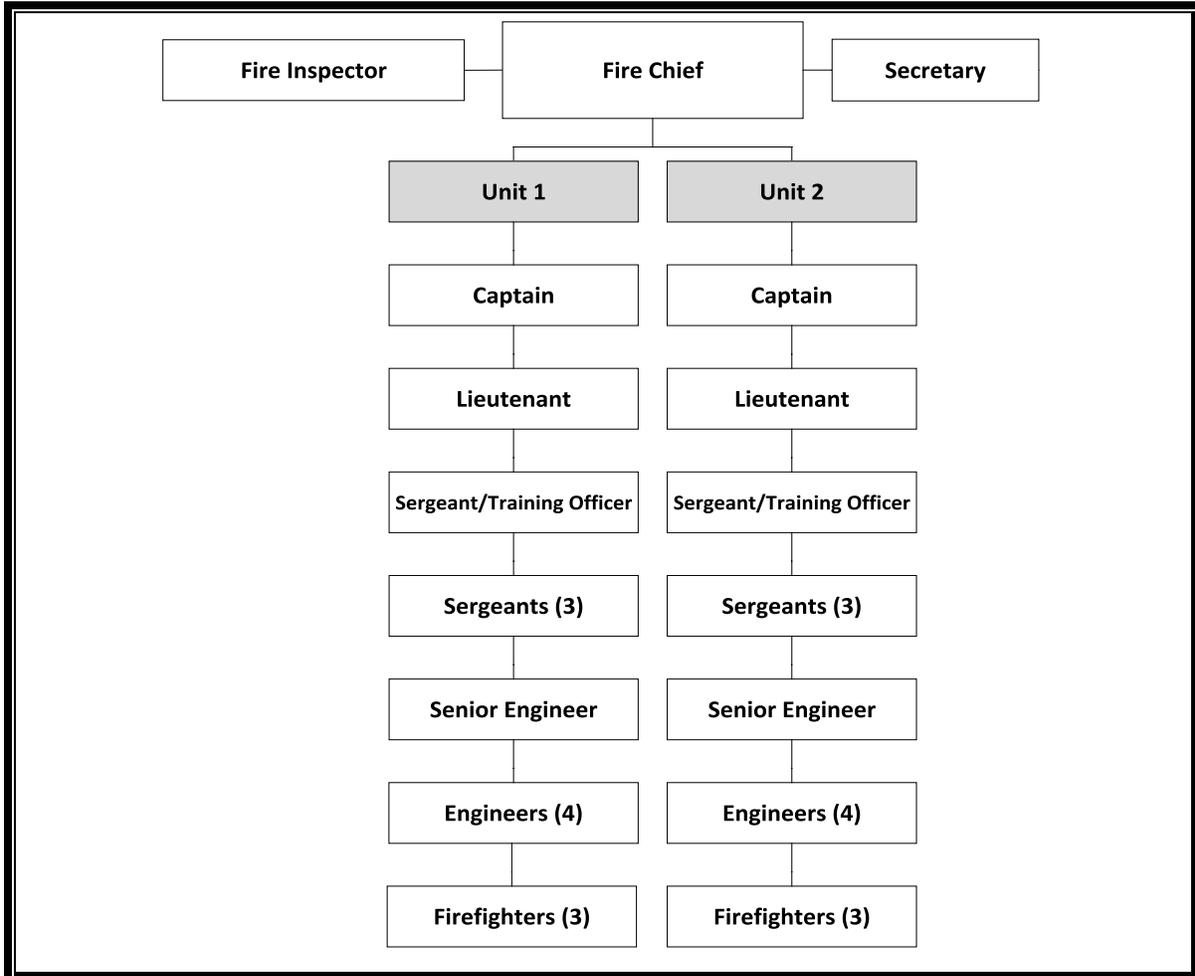
The Lincoln Park Fire Department employs 29 full-time employees. The Fire Prevention Office has one Fire Inspector who is responsible for fire inspections, special inspections, plan reviews, fire prevention programs, continuing education, maintaining records of hazardous materials, and fire investigations. The Fire Suppression personnel have 27 members who are responsible for fire suppression, emergency medical services, continuing education, pre-fire survey information, and inspection and maintenance of fire apparatus and hazardous materials incident mitigation.

### **STAFFING SUMMARY**

Fire Chief	1
Fire Inspector	1
Secretary	1
Captains	2
Lieutenants	2
Sergeant/Training Officers	2
Sergeants	6
Senior Engineers	2
Engineers	8
Firefighters	4



## FIRE DEPARTMENT



### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 3,533,356	\$3,098,148	\$2,961,645
Supplies	57,615	37,646	33,700
Retirement Costs			2,218,610
Other Charges	245,357	189,617	184,822
<b>Total</b>	<b>\$ 3,836,328</b>	<b>\$ 3,325,411</b>	<b>\$ 5,398,777</b>



## FIRE DEPARTMENT

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### **2012/13 PERFORMANCE OBJECTIVES**

1. Work towards the implementation of a collaborative agreement with the fire services in the neighboring communities of Allen Park and Melvindale. The goal being to provide these services in an equal sharing agreement to ensure an adequate number of Firefighters and appropriate apparatus response to fire incidents. Balancing between the guidelines of NFPA 1710 and cities budgetary constraints.
2. Work towards accepting a SAFER Grant, (Staffing for Adequate Fire & Emergency Response), that the Fire Department was awarded on June 29, 2012. The goal of SAFER is to “improve and restore” fire department staffing in order to more effectively respond to and mitigate emergencies. This increase in staffing will improve the ability of the fire departments to assemble a sufficient number of firefighters at a structure fire in compliance with NFPA 1710.
3. Ensure that all emergency response operations are accomplished using accepted National standards. Responses will be done in a timely and efficient manner, utilizing the highest of professional standards.
4. Implement a cement replacement program for the apron on the Cleophus side of the Fire Station.
5. Work with the City Attorney to update fire codes to reflect current Building Department codes, and updating Section F2700. Keep up to date on new state laws regarding fireworks. Update related city codes as needed to insure best protection of Lincoln Park citizens.
6. Purchase one tough book computer and install it and the two existing tough books for use on our three front line Apparatus for on scene use. To be used for EMS electronic patient reports, on scene information such as fire fighter right to know data and vehicle extrication information.



## FIRE DEPARTMENT

		<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	<b><i>Performance Indicators</i></b>			
	Fire Incidents	130	124	148
	EMS Incidents	3,714	4012	4733
	All Other Incidents	650	566	443
	Total Inspections Conducted	250	unavailable	unavailable
	Certificate of Occupancy Inspections Conducted	171	unavailable	unavailable
	Rental Properties Inspections Conducted	39	unavailable	unavailable
	Other Type of Inspections Conducted	52	unavailable	unavailable
	Plan Reviews Conducted	61	unavailable	unavailable
	Public Education Hours	23	50	273
	Investigations (Fire and Other)	13	16	22
	Fire Fighter Right To Know Issue	80	300	270
	Hours of Instructor /Coordinator Training	N.A.	45	0
	Hours of EMS Training	N.A.	1458	1760
	Residents (Adults & School Children) Receiving Public Education	0	2000	1870
	Hours of City Employees Receiving First Aid/CPR Instruction	0	0	248
	Total Formal Fire Fighter Training Hours Coordinated	1950	unavailable	5600
<b>Efficiency &amp; Effectiveness</b>	Firefighters Injuries/Deaths	1	1	2
	Value of Property Exposed to Fire	\$3,555,502	\$3,273,253	\$11,439,763
	Value of Contents Exposed to Fire	\$1,758,251	\$1,137,663	\$4,889,898
	Value of Property Loss Due to Fire	\$1,908,490	\$954,802	\$387,668
	Value of Contents Loss Due to Fire	\$696,428	\$370,047	\$166,144
	Avg. Service Time for All Incidents (in hours)	.35	.35	.40
	Avg. Service Time for Fire Incidents (in hours)	.77	.87	1.22
	Avg. Service Time for EMS Incidents (in hours)	.34	.35	.34
	Avg. Service Time for Other Incidents (in hours)	.32	.31	.31
	Avg. Response Time for Medical (minutes)	3.29	3.44	3.55
	Avg. Response Time for Private AMB (in minutes)	7.04	unavailable	unavailable
	Avg. Response Time for Fire, Hazmat, etc. (minutes)	4.07	4.71	4.48



## BUILDING

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### **General Fund – 380**

The Building Department administers and enforces Planning and Zoning Ordinances as well as the Building and Housing Code. The Mayor and City Council appoint the Manager of Building & Engineering to oversee the activities of the Building Department and its personnel. This office receives construction permit applications, reviews construction plans and documents and issues the appropriate permits for the erection and alteration of residential, commercial and industrial buildings. This department is also responsible for providing inspections of various premises for property maintenance issues and for ongoing construction allowed under permits issued by the department, and must enforce compliance with the provisions of applicable codes.

The mission of the Building Department is to administer the Michigan Building Code and to identify minimum requirements needed to safeguard the public safety, health and general welfare. Departmental personnel aid the public by assisting homeowners and business owners by helping to assure building structural integrity, compliance with accessibility requirements, enforcement of the energy code, ensuring proper sanitation, light and ventilation and safety to life and property from fire or other hazards normally encountered in the developed environment. By working together with all City staff, the Building Department strives to provide a positive, user-friendly environment for which residents, business owners and developers can obtain all desired permits and approvals.

The Manager of Building and Engineering also reviews engineering plans as submitted to the City for new developments, or when the redevelopment of a site may require engineering. A document titled "Development Procedures and Engineering Standards" was adopted by the Mayor and City Council during the summer of 2008 which details required processes and standards for site development in the City.

The office employs 4 full time employees and 4 contract employees who administer the most current version of the Michigan Building Code, administer the rental ordinance and oversee occupancy requirements for commercial and industrial buildings, residential dwellings, rental properties in the City. This office issues all building, electrical, plumbing, mechanical, and land use permits required for the renovation of any home or business. The rental ordinance is enforced under the latest adopted version of the International Property Maintenance Code.

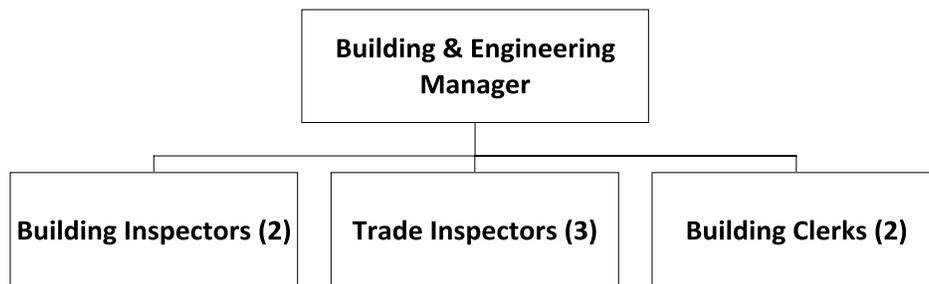
A Certificate of Compliance received for rental properties is valid for three years from the original inspection date. Civil infraction tickets for noncompliance with either the Michigan Building Code or the rental ordinance are generated and issued from this office. Per an ordinance adopted in July 2005, inspections are required for all single-family residential dwellings prior to sale. All residential properties must obtain an approval prior to sale.



## BUILDING

### STAFFING SUMMARY

Building/Engineering Manager	1
Building Inspector	1
Building Inspector (P.T.)	1
Electrical Inspector (P.T.)	1
Mechanical Inspector (P.T.)	1
Plumbing Inspector (P.T.)	1
Building Clerk	2



### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 304,009	\$ 293,806	\$ 269,403
Supplies	4,710	4,628	4,500
Other Charges	98,651	94,873	154,610
<b>Total</b>	<b>\$ 407,370</b>	<b>\$ 393,307</b>	<b>\$ 428,513</b>

### SUMMARY OF BUDGET CHANGES

#### *Significant Notes – Compared to 2011/12 Budget*

**Personnel Services** – These costs have been reduced due to the employee contribution to the health care premiums.



## BUILDING

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**Other Charges** – The addition of \$50,000 was included this budget year to allow for the demolition of homes that are deemed dangerous to the community.

### ***2012/13 PERFORMANCE OBJECTIVES***

1. Continue to revise policies and ordinances to enhance the status of being “Redevelopment Ready”.
2. Revise application forms and processes to further accommodate applicants wishing to be heard by the Planning Commission or Zoning Board of Appeals.
3. Oversee the operations of the Dangerous Building Board and work with owners of dilapidated buildings insuring that the structures are either restored to compliance with the Building Code or are demolished.
4. Continue to institute revised policies and procedures for operations of the Department in an effort to increase productivity and eliminate waste.
5. Enforce zoning ordinances through periodic inspections.
6. Continually update city development procedures and guidelines.
7. Coordinate with LP Pride to process citizen complaints and ensure all requirements of ordinances are followed.
8. Develop 5-year organizational plan.
9. Periodically review and update engineering standards and details. Ensure engineering standards are adhered to for new commercial, industrial and residential developments
10. Review current building forms & applications and redesign to make them more effective and easier to use.



## BUILDING

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Proposed</i>
<b>Output</b>	Building Permits Reviewed	2000	2158	2100
	Citizens Complaints Investigated	250	309	350
	Rental Inspections Performed	850	902	900
	Resale Inspections Performed	900	841	900
	Rental Certificate of Compliance Issued	250	138	200
	Commercial Certificate of Occupancy Inspections	60	43	50
	Certificates of Approval on Resale Properties	200	101	150
	Commercial Certificate of Occupancy Issued	45	28	35
	Civil Infraction Tickets Issued	150	24	50
	Planning Commission Applications Processed	10	6	10
	Zoning Board of Appeals Applications Processed	10	6	8
	Dangerous Building Board Cases Processed	20	8	10
	<b>Efficiency &amp; Effectiveness</b>	% of Inspections Performed on Schedule	100%	100%
% of Permits Processed within 2 days		80%	90%	90%



## DPS – General Fund

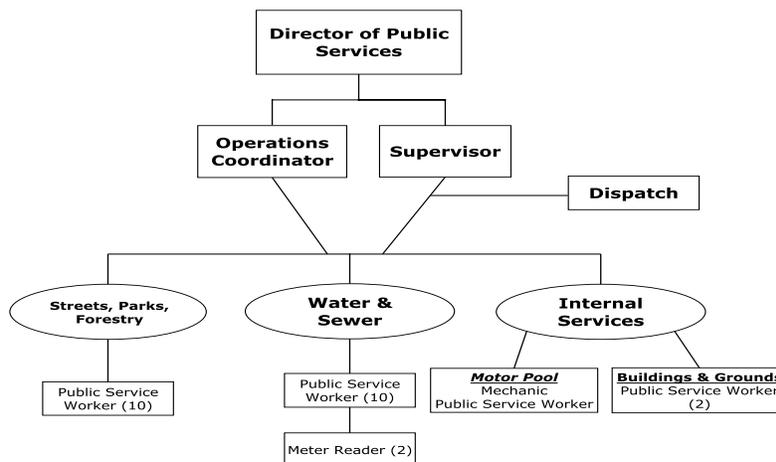
- DPS General Fund: 101**
- Building Maintenance – 263**
- Admin – 445**
- Parks & Forestry – 704**
- Solid Waste/Sanitation - 226**

The Department of Public Services (DPS) provides many services to our citizens such as leaf collection, tree trimming and removal, and snow and ice removal. The DPS is also responsible for maintaining all water main, hydrants, valves, sanitary sewers, pump stations, storm sewers, and streets within the City. The DPS also maintains all parks, buildings, city owned grounds, the city vehicle fleet and administers the City Sidewalk Program.

The Department is funded from several designated funds. Act 51 funding is derived from the state gas tax and weight tax programs. Water and sewer funds are derived from customer service fees charged to residential and commercial users as a public utility.

### STAFFING SUMMARY

<b>Director of Public Services</b>	<b>1</b>
<b>DPS Supervisor</b>	<b>1</b>
<b>Operations Coordinator</b>	<b>1</b>
<b>Public Service Worker</b>	<b>18</b>
<b>Mechanic</b>	<b>1</b>





## DPS – General Fund

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 109,684	\$ 104,278	\$ 33,840
Supplies	26,199	27,893	25,750
Other Charges	2,917,411	3,086,499	2,805,062
Total	\$3,053,294	\$3,218,670	\$2,864,652

### SUMMARY OF BUDGET CHANGES

#### *Significant Notes – Compared to 2011/12 Budget*

**Personnel** – The 2012/13 budget has been reduced by reducing personnel in the General Fund division of DPS.

**Other Charges** – The contractual charges for rubbish collection have been kept constant and the amount of tree trimming has been reduced in the last few years to reduce costs and help maintain vital services.

### 2012/13 PERFORMANCE OBJECTIVES

1. To remain a “Tree City U.S.A.” .
2. To produce a preventative maintenance plan for City building and grounds.
3. Prepare a C.I.P. for Building & Grounds.



## DPS – General Fund

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Monthly Act 51 Reports Generated	12	12	12
	Billings Prepared for Various Services	200	200	200
	Trees Trimmed	300	300	300
	Tree Removals	50	25	25
	Trees Planted	20	20	20
	Sidewalk Replacement	\$50,000	\$50,000	\$50,000
<b>Efficiency &amp; Effectiveness</b>	% of Emergency Calls Responded to within 1 hour	95%	95%	95%
	Property Damage Due to snow Removal Operations	\$0	\$0	\$0



## DPS – Motor Pool Division

### **Motor Pool - 661**

The Motor Pool division of the Department of Public Services (DPS) is responsible for maintaining the City-owned fleet of vehicles and equipment in a safe, proper functioning condition. The Motor Pool Division is responsible for a citywide fleet of over 300 pieces of various equipment, ranging from snow blowers to cars and trucks. This includes preparing specifications, licensing and registration, updating the division's equipment database, and maintaining the warranty and recall programs. Staff is responsible for liquid fuels, shop equipment and maintenance.

### **STAFFING SUMMARY**

Group Leader (Mechanic) 1

### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 117,939	\$ 130,084	\$ 68,789
Supplies	207,520	220,809	204,000
Other Charges	513,526	246,945	1,021,970
Retiree Costs	70,744	123,950	49,308
Capital Purchases	37,978	147,785	75,000
<b>Total</b>	<b>\$ 947,707</b>	<b>\$ 869,573</b>	<b>\$ 1,419,067</b>



## DPS – Motor Pool Division

### **SUMMARY OF BUDGET CHANGES**

#### **Significant Notes – Compared to 2011/12 Budget**

**Other Charges** – This category has increased due to the significant budget shortfall in the General Fund and the need for a contribution from the Motor Pool back to the General Fund.

**Retiree Costs** – These costs have decreased due to a re-allocation and distribution of employees.

**Capital Purchases** – Only two police vehicles have been budgeted in the 12/13 fiscal year. No other capital purchases were approved.

### **2012/13 PERFORMANCE OBJECTIVES**

1. To evaluate industry standards for vehicle maintenance programs to determine the most cost effective time to maintain vehicles while still ensuring the reliability of the fleet.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Full Service Preventative Maintenances Performed	300	300	300
	Preseason Maintenance – Trucks & Plows	12	12	12
	Preseason Maintenance – Tractors/Mowers	8	8	8
	Preseason Maintenance – Snow Plows	12	12	12
	Preseason Maintenance – Salt Spreaders	12	12	12
	Preseason Maintenance – Street Sweepers	4	4	4
	Preseason Maintenance – Lawn Equipment	14	14	14
	Vehicle Tires Replaced	300	300	300
<b>Efficiency &amp; Effectiveness</b>	% of Preventive Maintenance Performed on Schedule	100%	100%	100%
	Avg. Time to Perform Maintenance on a Vehicle	3 hrs.	3 hrs.	3hrs.
	Average Age of Police Vehicles (Years)	4	4	4
	% of Snow Removal Equipment & Vehicles Available	100%	100%	100%
	% of Snow Vehicles & Equip. Prepared by Nov. 15	100%	100%	100%



## DPS – Major & Local Streets Division

### *Major/Local Streets 202 & 203*

The Department of Public Services Major & Local Streets Division maintains the City's streets and right-of-way to ensure safety for vehicular and pedestrian traffic as well as presenting a clean, well-groomed, attractive roadside environment.

### **STAFFING SUMMARY**

Streets Group Leader	1
Traffic Group Leader	1
Public Service Worker	8

### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 573,269	\$ 521,670	\$ 670,950
Supplies	199,294	164,002	206,000
Other Charges	1,475,982	1,531,679	1,596,627
Retiree Costs	212,977	575,742	552,486
<b>Total</b>	<b>\$ 2,461,522</b>	<b>\$ 2,793,093</b>	<b>\$ 3,026,063</b>

### **SUMMARY OF BUDGET CHANGES**

#### *Significant Notes – Compared to 2011/12 Budget*

**Personnel Services** – Personnel services have increased because in the previous 11/12 budget year there were significantly reduced costs in the winter maintenance accounts due to the mild winter. This allowed a savings by utilizing those employees in the water and sewer division.



## DPS – Major & Local Streets Division

**Retiree Costs** - Retiree costs have been reduced to realize the savings of the retiree health care changes.

### **2012/13 PERFORMANCE OBJECTIVES**

1. Develop a long term C.I.P. for major and local road pavement management system report.
2. To continue with the in-house paving program utilizing employees.
3. Continue with a joint sealing and overlay program to prolong life of roads.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Miles of Roads in City (Major & Local)	115.5 mi.	115.5 mi.	115.5 mi.
	After Hours Snow Removal Occurrences	25	25	25
	Pothole Patching – Tons of Patch Used	600	600	600
	Street Sweeping - Rotation	5 wks.	5 wks.	5 wks.
	Right-of-Way Mowing	Weekly City Wide Rotation	Weekly City Wide Rotation	Weekly City Wide Rotation
<b>Efficiency &amp; Effectiveness</b>	% of Emergency Calls Responded to w/in 1 hour	100%	100%	100%
	Property Damage Due to Snow Removal Operation	\$0	\$0	\$0



## DPS – Water/Sewer Division

### **Water/Sewer 592**

The Department of Public Services Water/Sewer Division provides accurate and continuous readings of all water meters, maintains fire hydrants by keeping them in proper functioning condition, responds to service request calls relating to the water distribution system, and inspects, assists and supervises subcontractors in the repair of watermain breaks.

### **STAFFING SUMMARY**

Water Group Leader	1
Sewer Group Leader	1
Meter Reader	1
Public Service Worker	6

### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 897,316	\$ 899,043	\$ 823,663
Supplies	195,416	357,885	249,000
Other Charges	6,843,209	6,486,503	7,199,559
Retiree Costs	398,668	850,419	876,523
Capital	258,436	1,101,775	809,500
<b>Total</b>	<b>\$ 8,593,045</b>	<b>\$ 9,695,625</b>	<b>\$ 9,958,245</b>

### **SUMMARY OF BUDGET CHANGES**

#### **Significant Notes – Compared to 2011/12 Budget**

**Personnel Services** - Personnel services have decreased to reflect actual charges running through the Water & Sewer Fund.



## DPS – Water/Sewer Division

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**Retiree Costs** – These costs have slightly increased due to the re-allocation of employees and the associated retirement costs.

**Capital** - Capital charges have decreased due to the increase in the 2011/12 budget appropriations to various sewer projects.

### ***2012/13 PERFORMANCE OBJECTIVES***

1. To prepare and mail to all customers an Annual Water Quality Report advising them about the source of their water, results of water quality tests and other information related to safe drinking water.
2. Purchase and install new automated water meter and billing systems.
3. To prepare a water loss study that will determine, as well as provide recommendations to minimize loss resulting in increased revenue.
4. To prepare a sewer master plan that will aid in determining and developing a C.I.P. for the collection system.
5. To implement a preventative maintenance program in order to minimize long-term costs and interruptions.
6. To clean & inspect sanitary sewer mains in the City.
7. To repair staging pond and flushing system for the Sanitary Basin.
8. To continue with our 5-Year Basin Lift/Pump Station Improvement Plan.
9. Continue with our preventative maintenance of the Sanitary Basin.
10. Complete sewer re-lining program in the area of Howard-Fort & Park-Outer Drive.
11. Replace watermain on Minnie Street and loop into Detroit dead-end.
12. Investigate low water pressure from Champaign watermain.



## DPS – Water/Sewer Division

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Projected</i>	<i>2012/13 Projected</i>
	<b>Output</b>	Water & Sewer Customers	15,300	15,300
Customer Service Requests/Inquiries Received		500+CR's	500+CR's	500+CR's
Res./Commercial Sanitary Sewer Tap Connections		15	15	15
Res./Commercial Water Taps		15	15	15
Res./Commercial Water Meter Installations		15	15	15
Fire Hydrants Replaced		38	38	38
Meters Checked/Repaired		400	400	400
Water Meters Installed – Residential/Commercial		250	250	250
<b>Efficiency &amp; Effectiveness</b>	Meter Reads Per Reader – Quarterly	7900	7900	7900
	Residential Water & Sewer Bill – Quarterly	15,035	15,035	15,035
	% of Emergency Calls Responded to w/in 1 hour	95%	95%	95%
	Avg. Time to Complete Emergency Main Repairs (hours)	7	7	7
	Water Purchased from Detroit (1,000 cubic feet)	195,000	195,000	195,000
	Cost of 1,00 Cubic feet of Water from Detroit	7.53	7.53	7.53
	Cost per 1,000 ft. of sewer from Wayne County	5.46	5.46	5.46
	Cost per 1,000 ft. of excess flow from Wayne County	5.46	5.46	5.46
	Water loss based on initial purchase, collection rates and returns	Less than 28%	Less than 28%	Less than 28%



## PARKS & RECREATION

### **General Fund – 708**

The mission of the Parks and Recreation Department is to continually improve and preserve the City’s quality of life through the development and maintenance of imaginative and creative recreation facilities, programs and services focusing on the needs and desires of City residents.

To meet these needs, the department offers a wide variety of recreational, cultural and athletic programs for virtually any age or interest. The majority of these programs are scheduled at the Kennedy Memorial Building, the Senior Center, or on athletic fields in our 19 city parks. The Lincoln Park Community Center, operated by Family Entertainment Properties, as well as, School buildings and fields are used to augment city facilities. The Administrative Offices of the Parks and Recreation Department are housed inside the Kennedy Memorial and Senior Center Complex located at 3240 Ferris Street.

The Department consists of a full time Director and a full time Staff Assistant. Outside contractors are hired on an activity or program basis to provide instruction or supervision as necessary. The Parks and Recreation Director oversees all the activities of the Recreation and Senior Departments. Additionally, he consults with the operator of the city owned Community Center to ensure that high quality recreational opportunities continue to be offered to city residents. Lastly, the Director works in cooperation with several volunteer organizations to provide activities such as Baseball, Football, and Horseshoes, as well as special events such as Fantasyland, Lincoln Park Days and the Ice Show. The Parks and Recreation Commission and the Senior Citizen Commission are advisory bodies that provide the Director with citizen feedback.

### **FULL TIME STAFFING SUMMARY**

Parks & Recreation Director	1
Staff Assistant	1



## PARKS & RECREATION

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 117,776	\$ 79,950	\$ 107,800
Supplies	19,932	10,641	3,750
Other Charges	107,009	89,752	66,697
Total	\$ 244,717	\$ 180,343	\$ 178,247

### SUMMARY OF BUDGET CHANGES

#### *Significant Notes – Compared to the 2011/12 Budget*

**Personnel Services** – Personnel Services increased as a result of a full-time employee coming back onto the City’s insurance policy.

### 2012/13 PERFORMANCE OBJECTIVES

1. Monitor the cost associated with all programs. Adjust fees and costs as necessary to bring about cost effectiveness.
2. Evaluate and improve recreation programs to attain greater participation and satisfaction.
3. Work with the Department of Public Service to maintain and improve parks and recreation facilities.
4. Utilize a park and building permit system to maximize rentals and to coordinate the orderly use of public facilities.
5. Improve public access to city services by encouraging residents to utilize the City Website for online registration of recreation programs.
6. Administer local subsidized transportation program for senior and disabled residence utilizing funding from SMART.



## PARKS & RECREATION

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Registrations/Transactions Processed	3,800	2,402	2,400
	Programs Offered	160	153	150
	Building Rentals Processed	120	143	140
	Picnic Pavilion Rentals Processed	80	99	90
	Park/Facility Improvement Projects	1	2	3
	Senior Club Membership (yearly)	220	200	200
	Special Events Attendance (yearly)	15,000	14,000	14,000
	Transportation – Token Sales	\$20,000	19,326	20,000
<b>Efficiency &amp; Effectiveness</b>	Program User Fees Collected	\$100,000	92,837	86,000
	Building Rental Fees Collected	\$30,000	32,198	30,000
	% of Programs Cancelled	15%	15%	15%
	% of Weekend Room Rentals per Availability-Rm A,C,Sr	65%	78%	75%
	% of Weekend Pavilion Rentals per Availability	75%	76%	75%



# LIBRARY

## General Fund – 735

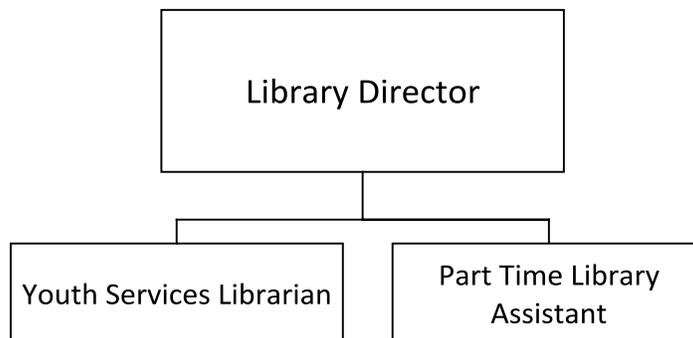
The Library provides for the informational, recreational, intellectual and educational needs of the Lincoln Park Community. The Director of the Library implements policies formulated in accordance with accepted standards, and meets monthly with the City Library Commission, the Wayne County Librarian, and The Library Network’s Shared Automation System Users Group for policy discussion on issues concerning libraries.

The Library has six employees. The Director is responsible for supervising personnel, providing staff instruction in the use of the appropriate software systems, technical services, basic reference service, and service to the public. The Director and Youth Services Librarian share collection development responsibilities and the provision of Reference service. The Youth Services Librarian plans and presents programs for children of all ages. The Librarian Assistant and Clerk provide support services.

The Library’s mission is to meet the informational, recreational, intellectual and educational needs of the Community by providing access to information in a variety of formats, including printed materials, electronic access, periodical databases, Interlibrary Loan service, use of the Internet, and Reference service.

### STAFFING SUMMARY

Director	1
Part Time Youth Services Librarian	1
Part Time Library Assistant/Clerk/Page	4





## LIBRARY

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 4,829	\$ 4,296	\$ 0
Supplies	0	0	0
Other Charges	232,957	206,280	200,387
<b>Total</b>	<b>\$ 237,786</b>	<b>\$ 210,576</b>	<b>\$ 200,387</b>

### 2012/13 PERFORMANCE OBJECTIVES

1. Develop plans to achieve QSAC (Quality Audit Services Checklist) Essential certification.
2. Develop measures to provide increased access to library services for underserved segments of community.
3. Continue work on internal building improvements. Work with Library Commission and Friends of the Library to seek funding for building improvements.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
	<b>Output</b>	Items in Library's collection	56,249	56,249
Annual circulation		85,000	85,000	78,000
Library cards issued		1,900	1,900	1,600
Public Programs		60	60	50
Program Attendance		1,600	1,600	1100
State Aid report		1	1	1
Reports to Library Commission		12	12	12
<b>Efficiency &amp; Effectiveness</b>	Targeted fundraising goal	\$4,800	\$4,800	\$4,500
	Internal building improvements	15	15	2
	Increase public programs	4	4	6



## 25<sup>th</sup> DISTRICT COURT

### General Fund – 760

The 25<sup>th</sup> District Court provides a safe and friendly environment to administer justice fairly and equitably. There are a variety of divisions within the court that coordinate legal activity effectively and efficiently. These divisions are two courtrooms, a civil department, traffic and ordinance department, cashier’s station, probation department and administrative office. The court processes all civil and criminal matters in the City of Lincoln Park that are within its legal jurisdiction. The court accomplishes this through the opening of a case to the final resolution of a case including all post adjudication and judgment activities. There are three checking accounts maintained by the court to process and disburse money to the city, county, state and individuals legally entitled to fund distribution.

The court also administers an operational budget provided by the city both diligently and cost effectively. The court currently operates with a reduced staff that has saved the city a substantial amount of money and will help to control costs in the future. All purchases by the court are based on necessity and comparison-shopping.

### STAFFING SUMMARY

Judges	1	Judicial Secretary/Recorder	2
Admin/Crim Supervisor	1	Probation Officer	1
Criminal Supervisor	0	Probation Secretary	1
Court Officers	2	Part-time Court Officers	3
Deputy Court Clerks	1	Part-time Deputy Court Clerks	6
Part-time Cashiers—position eliminated due to cross training			

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 668,328	\$ 880,949	\$ 793,825
Retiree Costs	407,608	439,140	433,013
Supplies	36,497	28,197	26,500
Other Charges	134,131	133,612	115,219
<b>Total</b>	<b>\$ 1,246,564</b>	<b>\$ 1,481,898</b>	<b>\$ 1,368,557</b>



**2012/13 PERFORMANCE OBJECTIVES**

1. Continue providing a user-friendly environment that promotes the efficient operation of the Court.
2. Maintain a docket management system that is well within the time allotted by the state court requirements.
3. Continue developing a team of highly qualified and cross-trained individuals.
4. Maintain high quality services with PART-TIME staff and streamline where appropriate.
5. Continue to search for innovative ways to reduce costs and still maintain services.
6. Maintain the high standards of equitable and courteous dispensing of justice already in place.
7. Use technology to streamline the operations of the court.
8. Continue to use payment reviews and various other means to collect outstanding revenue.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>
<b>Output</b>	Total Active Caseload (includes warranted, pending, etc)	24,000	14326	14326
	Total New Cases Filed	16,100	21773	21773
	Traffic Cases (civil infractions, including ordinance)	7,000	12915	12915
	Parking Cases	2,500	4277	4277
	Misdemeanor Cases (non-traffic & traffic)	3,000	1671	1671
	Felony Cases	300	273	273
	General Civil Cases	1,800	1684	1684
	Small Claims Cases	500	173	173
	Landlord/Tenant Cases	1,000	780	780
	Probation Caseload	400	200	200
	<b>GARNISHMENTS FILED</b>	1,200	3000	3000
	Dispositions	15,000	16108	16108
	<b>Efficiency &amp; Effectiveness</b>	% of Imposed Revenue Collected	90%	88%
% of Probation Clients Required to Attend Rehab.(all probationers attend some form of rehabilitation)		100%	100%	100%
Cost Per Active Case		\$450	\$476	\$476



## COMMUNITY PLANNING & DEVELOPMENT

**General Fund – 857**

**CDBG Fund – 249**

The Office of Community Planning and Development provides coordination and support to a variety of projects undertaken by the City. The CDP office has primary responsibility for the operation of the Community Development Block Grant Program. The CPD office schedules and conducts the necessary public hearings, prepares the five year Strategic Plan, the Annual Action Plans and the Annual (CAPERS) Reports. The CPD office is responsible for ensuring the timely expenditure of grant funds and the successful completion of various programs/projects as adopted by the Mayor and City Council. The CPD office is responsible for conducting a periodic Analysis of Impediments of Fair Housing. It is the mission of the Grantee C.D.B.G. Program to build a viable community, provide structurally sound, affordable housing and economic opportunities for all residents but principally for low to moderate-income persons.

### STAFFING SUMMARY

Director of CPD	1
Assistant Director of CPD	1
Home Rehabilitation Specialist	1





## COMMUNITY PLANNING & DEVELOPMENT

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 15,946	\$ 15,732	\$ 15,735
Supplies	0	0	0
Other Charges	1,559	0	0
<b>Total</b>	<b>\$ 17,505</b>	<b>\$ 15,732</b>	<b>\$ 15,735</b>

### ***SUMMARY OF BUDGET CHANGES***

***Significant Notes – Compared to 2011/12 Budget***

***There are no significant changes.***

### ***2012/13 PERFORMANCE OBJECTIVES***

1. Administer the C.D.B.G. Program on behalf of the City.
2. Work with the City Manager, Mayor and City Council to implement the Five Year Consolidated (Strategic) Plan for the C.D.B.G. Program.
3. Work with the City Manager, Mayor and City Council to develop an annual C.D.B.G. Budget, Annual Action Plan and Annual Environmental Review.
4. Work with the City Manager, Mayor and City Council to develop the Consolidated Annual Performance & Evaluation Report (CAPERS).
5. Work with the U.S. Department of HUD to ensure compliance with all applicable federal rules and regulations governing the C.D.B.G. Program.
6. Work with the Michigan State Housing Development Authority (MSHDA) to coordinate affordable housing activities and performance measures.
7. Work with Wayne-Metro Action Agency, Building Dept. and City Assessors Office to administer the Neighborhood Stabilization Program.



## COMMUNITY PLANNING & DEVELOPMENT

8. Work with various sub recipients of C.D.B.G. funding to ensure proper management of programs and evaluation of results obtained.
9. Operate a Residential Rehabilitation (Revolving) Loan Program making loans to qualified homeowners for the renovation of the housing stock of the community.

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Projected</i>	
<b>Output</b>	Develop Strategic Plan once every Five Years	0.20	0.20	0.20	
	Hold public hearings for development of C.D.B.G. budget	2	2	2	
	Develop Annual Action Plan	1	1	1	
	Develop Annual Environmental Review Record	1	1	1	
	Develop Annual CAPERS Report	1	1	1	
	Oversee C.D.B.G. budget	1	1	1	
	Prepare and review NSP Quarterly Reports	4	4	4	
	Conduct Community Improvement Commission meetings	6	6	6	
	Attend meetings with HUD/NSP/WAYNE HOME CONSORTIA	18	12	12	
	Attend technical training seminars	2	2	2	
	Prepare and execute Sub Recipient Agreements	2	2	3	
	Prepare and execute Inter-Agency Agreements	1	1	2	
	<b>Efficiency &amp; Effectiveness</b>	Number of HOME/CDBG homes rehabilitated	12	12	14
		Timeliness Report - % of Unspent C.D.B.G.	1.5%	1.3%	1.5%
Number of NSP homes rehabilitated		10	13	4	
Number of NSP homes demolished		4	6	3	



## GENERAL GOVERNMENT

### **General Fund – 923**

The Department of General Government is an activity found within the General Fund. This department is a funding source responsible for costs that are not specifically associated with a city department. It is often referred to as the Unallocated Department.

This department reflects costs associated with health care benefits provided to the City's almost 300 retirees. These benefits include retiree health care, life insurance, Medicare reimbursement, and prescription coverage. This budget year all of the retiree costs for General Fund have been moved into this activity. The City's pension payments have also been moved into this department to allow for more efficient tracking of these costs.

It also accounts for General Fund's portion, which is about 89% of Property and Liability Insurance coverage for the City. The balance of coverage is allocated to other funds requiring coverage. Our insurance coverage is currently through the Michigan Municipal Liability and Property Pool.

Other expenditures that are within this department include our cost for audit services. Those costs are also allocated to different funds based on functions performed by Plante & Moran, LLP during the audit process.

<b>FUNDING LEVEL SUMMARY</b>			
	<b>2010/11 Budget</b>	<b>2011/12 Budget</b>	<b>2012/13 Adopted</b>
Personnel	\$ 48,636	\$ 397,884	\$ 164,705
Other Charges	1,035,606	1,098,549	1,018,528
Retiree Costs	8,160,430	7,441,522	1,951,573
Total	\$9,244,672	\$8,937,955	\$3,134,806

### **SUMMARY OF BUDGET CHANGES**

#### **Significant Notes – Compared to 2011/12**

**Personnel** - These costs have been reduced over the actual 11/12 expenses due to the accrued payroll costs.

**Retiree Costs** – Retiree costs decreased as a result of the public safety retirement costs being allocated directly to those departments.



## INFORMATION TECHNOLOGY SERVICES

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### **IT Fund - 664**

The Department of Information Technology (IT) is an enterprise that is based on the accounting principles of an Internal Service Fund. (Internal service funds finance and account for the operations of City agencies that provide services to other City agencies on a cost-reimbursed basis.) This Department oversees the computer and technology needs of all City staff.

Consolidating computer tasks, resulting in lowered costs for individual Departments and the City, is one goal of the IT Department. This organized approach involves generalized cost-containment programs and efficiencies of scale. The expenses are funded through rental charges assessed to each Department based on a matrix of individual Department coefficients, including but not limited to: staffing level, IT inventory and email quantity. This matrix allows for the allocation of costs for central administrative services (payroll, accounts payable, email, etc.) across all Departments, so that non-general fund programs share in the costs of general government operation.

The IT Department provides the necessary alterations (user permissions, operations and security, etc.) to current software programs and modules within the BS&A Software. It is also the responsibility of this Department to implement the necessary training needed for Departments to perform daily functions and be able to provide information in a timely manner. Additionally, installation, repair and changes to the telecommunications infrastructure fall under the purview of the IT Department.

**Significant Issues** - Network and Data Security threats are continuing at an alarming rate and becoming more sophisticated. IT is proactively addressing these relentless threats and adapting. The risk of not doing so is the stability of City services and integrity of City information. IT maintains security software and hardware while keeping our staff resources focused on network and enterprise security. This Department balances authorized access with intrusions and intends to detect and regulate those that would do us harm.

**Infrastructure** – The IT Department is pursuing a possible wireless campus wide area network (WAN) strategy.



## INFORMATION TECHNOLOGY SERVICES

### STAFFING SUMMARY

Specialist 1

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 83,712	\$ 82,097	\$ 0
Supplies	671	2,996	1,000
Other Charges	101,204	99,232	119,282
Capital	28,491	6,781	5,000
<b>Total</b>	<b>\$214,078</b>	<b>\$ 191,106</b>	<b>\$ 125,282</b>

### ***SUMMARY OF BUDGET CHANGES***

#### ***Significant Notes – Compared to 2011/12***

**Personnel-** This line item has been reduced as the city is now utilizing a contractual employee for IT services.

**Other Charges –** The increase is due to the contractual services being utilized.

### ***2012/13 PERFORMANCE OBJECTIVES***

1. Analyze and assess the computer needs of each department and prioritize requests accordingly.
2. Keep up to date on computer technology available to the City to maintain and ensure efficiency.
3. Provide the necessary assistance to departments for repairs and updates essential to department performance.



## INFORMATION TECHNOLOGY SERVICES

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4. Analyze campus WAN possibilities.
5. Assure confidentiality, integrity and availability of information systems

	<i>Performance Indicators</i>	<i>2010/11 Actual</i>	<i>2011/12 Projected</i>	<i>2012/13 Projected</i>
	<b>Output</b>	Workstations Supported	78	78
Servers Supported		7	7	7
Application Systems Supported (BS&A, MUNIS, etc.)		6	6	6
Critical Software Patches Installed		318	330	330
Hours of Consultant Services Used		8	30	50
“Help Desk” Calls Received		343	320	320
Hours Spent on Preventative Maintenance		72	90	90
<b>Efficiency &amp; Effectiveness</b>	Telephone System Issues Resolved within 1 day	95%	95%	95%
	Computer Network Up Time	99%	99%	99%
	Overtime Hours Required to Meet Demand	394	390	250
	“Help Desk” Calls Resolved within 8 hours	87%	90%	90%
	Activity Expenditures as % of General Fund	0.92%	0.88%	.88%



## HISTORICAL

**General Fund  
Museum 272  
Commission 923**

The Historical Commission is responsible for the museum and its contents acquired by the City. The Commission acquires, collects, and exhibits items in the name of the city as well as all historical material, equipment and other things necessary for the effective operation of the City's museum.

### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 0	\$ 0	\$ 0
Supplies	0	0	0
Other Charges	17,000	17,000	17,000
Total	\$ 17,000	\$ 17,000	\$ 17,000

## COMMUNITY IMPROVEMENT COMMISSION

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### ***General Fund – 923***

The Community Improvement Commission serves as a citizens' advisory group to the Mayor and Council and make recommendations to the Mayor and Council on activities carried on under the City's workable program for community improvement. To accomplish this mission the activity focus areas for the commission's work plan. Active program areas of involvement for the Commission include recommendation of Codes and Ordinances to implement and improve on physical infrastructure projects community-wide, review the and guide implementation of the Comprehensive Annual Action plan and neighborhood program for housing improvement and assistance to families and provide opportunity for Citizens' participation and advise the Mayor and Council of both citizens viewpoints and needs for funds received from the Federal government in the Community Development Block Grant Fund ( CDBG) program. The Commissions Administration organizational relationship is to the Community improvement and Recreation Department and Department Director that serves as the CDBG Director and officer of the Commission

### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 0	0	0
Supplies	0	0	0
Other Charges	500	500	500
Total	\$ 500	\$ 500	\$ 500



## ZONING BOARD OF APPEALS

### **General Fund – 380**

The Zoning Board of Appeals reviews and acts upon use and dimensional variances to the City’s Zoning Ordinance. They hear appeals in regard to special land uses and planned unit developments.

The Zoning Board of Appeals enjoys all the powers and duties as set forth in Sections 1264.07, Administrative Reviews, through 1264.13, Conditions of Appeals and Variances, of this chapter, all jurisdiction and powers prescribed in other chapters of this Zoning Code or these Codified Ordinances, and all jurisdiction and powers granted by Act 207 of the Public Acts of 1921.

<b>FUNDING LEVEL SUMMARY</b>			
	2010/11 Budget	2011/12 Budget	2011/12 Adopted
Personnel Services	\$ 0	\$ 0	\$ 0
Supplies	0	0	0
Other Charges	1,000	1,000	1,000
Total	\$ 1,000	\$ 1,000	\$ 1,000



## PLANNING COMMISSION

### **General Fund – 805**

The Planning Commission promotes public interest in and understanding of the Master Plan or Comprehensive Development Plan and to that end may publish and distribute copies of the Master Plan or Comprehensive Development Plan or of any report and may employ such other means of publicity and education as it may determine. Members of the Commission, when duly authorized by the Commission, may attend city planning conferences or meetings of city planning institutes, or hearings upon pending city planning legislation, and the Commission may, by resolution spread upon its minutes, pay the reasonable traveling expenses incident to such attendance.

### **FUNDING LEVEL SUMMARY**

	2009/10 Budget	2010/11 Budget	2011/12 Adopted
Personnel Services	\$ 0	\$ 0	\$ 0
Supplies	26	26	750
Other Charges	10,298	11,851	10,500
<b>Total</b>	<b>\$ 10,324</b>	<b>\$ 11,877</b>	<b>\$ 11,250</b>



## LIBRARY COMMISSION

### General Fund – 923

The Library Advisory Commission considers and studies the reasonable needs and requirements of the library facilities of the City and to formulate and report its findings, from time to time, to the Mayor and Council. They create and maintain public interest, and to conduct related activities, in the library system of the City. They receive recommendations from the Library Director to submit to the Mayor and Council.

#### FUNDING LEVEL SUMMARY

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 0	\$ 0	\$ 0
Supplies	0	0	0
Other Charges	200	200	200
Capital	0	0	0
Total	\$ 200	\$ 200	\$ 200

## PUBLIC SAFETY

### *General Fund – 923*

The Public Safety Commission has general control and management of the Fire and Police Departments. They organize by annually electing a chairman, a vice-chairman and a secretary from among their number. They also formulate rules and regulations for the organization of the Departments under their jurisdiction for the rank and number of the various officers of the respective forces for the disciplinary control and punishment and penalties for breaches of discipline or violation of rules and regulations. The Chief of the Fire Department and the Chief of the Police Department are both directly responsible to the Commission and are appointed by the Commission.

#### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 0	\$ 0	\$ 0
Supplies	0	0	0
Other Charges	100	100	100
Capital	0	0	0
Total	\$ 100	\$ 100	\$ 100

## CABLE COMMISSION

### *Cable Fund – 214*

The Cable Commission is responsible for broadcasting Council Meetings, Public Hearings and other City related meetings and events. The Commission also sponsors various scholarships and other benevolent activities promoting the cablecast of city matters and the broadcast industry relative to the City of Lincoln Park and its departments, school board and local civic groups, subject to the approval of Mayor and Council.

### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$23,191	\$ 22,639	\$16,527
Supplies	325	556	300
Other Charges	36,741	47,749	46,904
Capital	29,570	4,807	5,000
Total	\$ 89,827	\$ 75,751	\$ 68,731



## DOWNTOWN DEVELOPMENT AUTHORITY

### **Component Unit – 747**

The City of Lincoln Park Downtown Development Authority (DDA), along with the Economic Development Coordinator, promotes economic development through business attraction/retention programs and works to foster investment within the DDA district. It strives to increase the City's tax base and strengthen the local economy while maintaining those qualities which make Lincoln Park a desirable place to live and work.

The Lincoln Park Downtown Development Authority is a ready source of information. In addition to providing information and assistance to new businesses that are looking at moving into the area, the DDA also provides information and assistance to local businesses to promote the business community.

When local business owners talk about the area, they emphasize its receptiveness to new business, and marvel at the fact that it's largely untapped. Company relationships in Lincoln Park are important. Business owners' note that there's a different atmosphere here than they find in more congested areas -- there's a sense of camaraderie and excitement to grow. The business people here are friendly, encouraging and helpful.

### **FUNDING LEVEL SUMMARY**

	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 11,034	\$ 6,596	\$ 52,300
Supplies	20	836	3,000
Capital	0	383,042	0
Other Charges	132,966	513,274	480,950
<b>Total</b>	<b>\$ 144,020</b>	<b>\$ 903,748</b>	<b>\$ 536,250</b>



## DOWNTOWN DEVELOPMENT AUTHORITY

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### ***SUMMARY OF BUDGET CHANGES***

#### ***Significant Notes – Compared to 2011/12 Budget***

**Personnel Services** – The increase for this category is due to the DDA board hiring an Executive Director.

**Capital** – Capital costs reflect the improvements that were made to the downtown area last year. Those expenses were paid last year and that is the reason for the decrease.

### ***2012/13 PERFORMANCE OBJECTIVES***

1. Continue to strengthen the Fort-Visger CDC Collaborative.
2. Investigate new grant opportunities and funding options.
3. Replace current Downtown lights.
4. Attract and Retain businesses into the Downtown.
5. Upgrade Downtown Parking lots.
6. Aggressively market the “new” Lincoln Park.
7. Develop a redevelopment “tool box” for developers.
8. Streamline the City’s Brownfield program to also include state benefits.
9. Develop a Comprehensive maintenance plan for Downtown.
10. Create positive news to help expand business interest in the DDA.
11. Begin improvement to the core downtown as outlined by Beckett & Raider.
12. Implementing the DDA area wide wireless program



## ECONOMIC DEVELOPMENT CORPORATION

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### **Component Unit – 746**

The Economic Development Corporation of the City of Lincoln Park (EDC) is a nonprofit organization established for the purpose of attracting, expanding and retaining business and industry in the City of Lincoln Park. Essential goals include:

- ✓ Attract & Retain commercial and industrial businesses
- ✓ Create quality job opportunities
- ✓ Diversify the local economy
- ✓ Support City services
- ✓ Improve the overall quality of life in our community

The EDC, with its Economic Development Coordinator, acts as an ombudsman and business advocate on behalf of private business with City agencies, as needed. They conduct a full-time pro-active business retention program, play a leadership role and serve as a liaison with local, regional and state organizations.

The EDC can assist manufacturers and high technology firms in applying for tax relief on construction or new equipment investments. They can issue tax-exempt revenue bonds to finance or refinance private industrial or not-for-profit development projects. The EDC can support the development of business related projects including assisting in the submission of grant and loan applications for infrastructure development.

The EDC has funds available to make direct loans to qualifying City businesses for a minimum of \$5,000 up to a maximum of \$25,000. The funds may be used for real estate purchase and/or improvement; purchase of machinery & equipment; leasehold improvements; building facade renovations; signage; parking and lighting.

<b>FUNDING LEVEL SUMMARY</b>			
	2010/11 Budget	2011/12 Budget	2012/13 Adopted
Personnel Services	\$ 0	\$ 0	\$ 0
Supplies	0	0	300
Other Charges	5,885	4,503	68,490
<b>Total</b>	<b>\$ 5,885</b>	<b>\$ 4,503</b>	<b>\$68,490</b>



## **ECONOMIC DEVELOPMENT CORPORATION**

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### ***2012/13 PERFORMANCE OBJECTIVES***

1. Produce a standard City Brownfield Program.
2. Implement business wide free wireless program.
3. Aggressively market City properties.
4. Attract new businesses into the City.
5. Assist other City Departments in development efforts of City.
6. Implement “Redevelopment Ready” Principles into City operations.
7. Develop a marketing campaign for business attraction.
8. Expedition of loan program to be more comprehensive.
9. Establish a developer toolbox of incentives.
10. Establish a LDFA zones throughout the city.

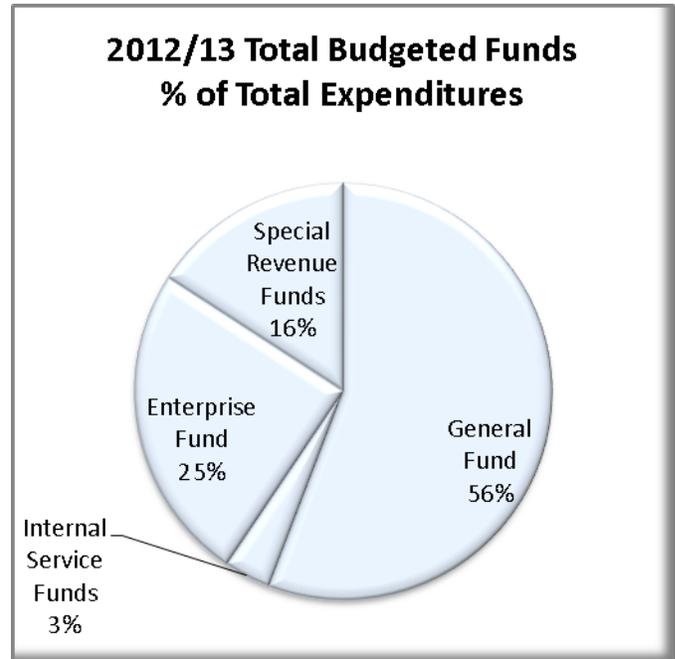


# **OPERATIONAL LINE ITEMS**

## FUND DESCRIPTIONS

### Total City Funds

The total of all budgeted funds for 2012/13 totals \$ 40,487,034. The City establishes a budget for four separate funds or accounting divisions. These funds can then be further divided into major account groups. The largest fund is the **General Fund**, which totals \$22,373,601. The second largest fund is the **Water & Sewer Fund**, which provides \$9,958,245 in funding for the Water distribution and Sewage disposal services. **Special Revenue Funds** includes the Major and Local street Funds for road maintenance and construction. Another Fund, the **Community Development Block Grant Fund** \$647,817 is a federally funded program and adopted as a separate Budget in the same manner as the City Budget at an earlier time than the City fiscal year.



### General Fund

The City of Lincoln Park’s General Fund accounts for the City’s activities and functions which are not accounted for in other specialized funds. The primary revenue source for the General Fund is property tax revenue. The General Fund accounts for public safety, parks and recreation, library services, and the administration of the City.

### Internal Service Funds

The City of Lincoln Park has two internal service funds. These funds finance and account for programs that are funded by other programs within the city. The Motor Vehicle & Equipment Fund (Motor Pool) maintain all city vehicles and equipment. The other is the Technology Services Fund. This fund tracks all IT related charges and is a key in ensuring proper technology within the City.

### Enterprise Fund

Enterprise Funds are used to account for the acquisition, operation and maintenance of governmental facilities and services, which are entirely or predominantly self-supported by user charges. The City of Lincoln Park operates one Enterprise Fund, the Water & Sewer Fund accounts for the operation of the City’s Water and Sewer system.



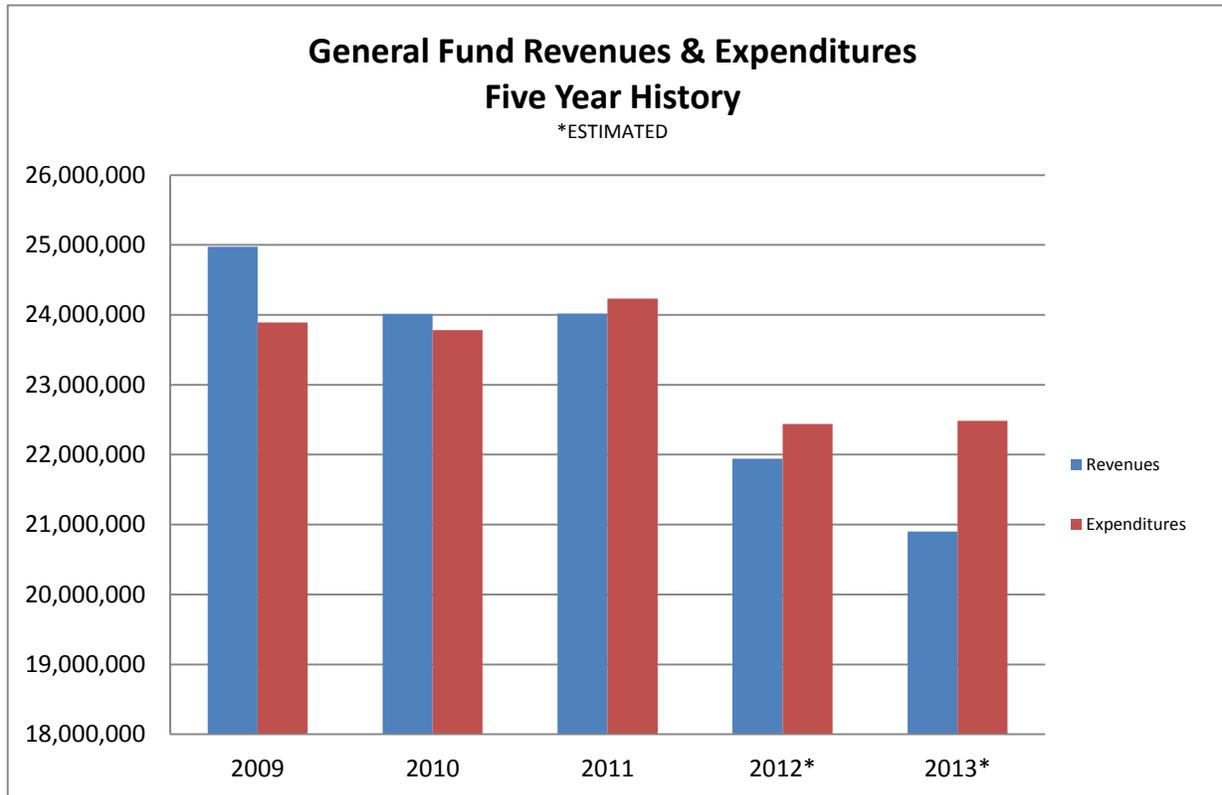
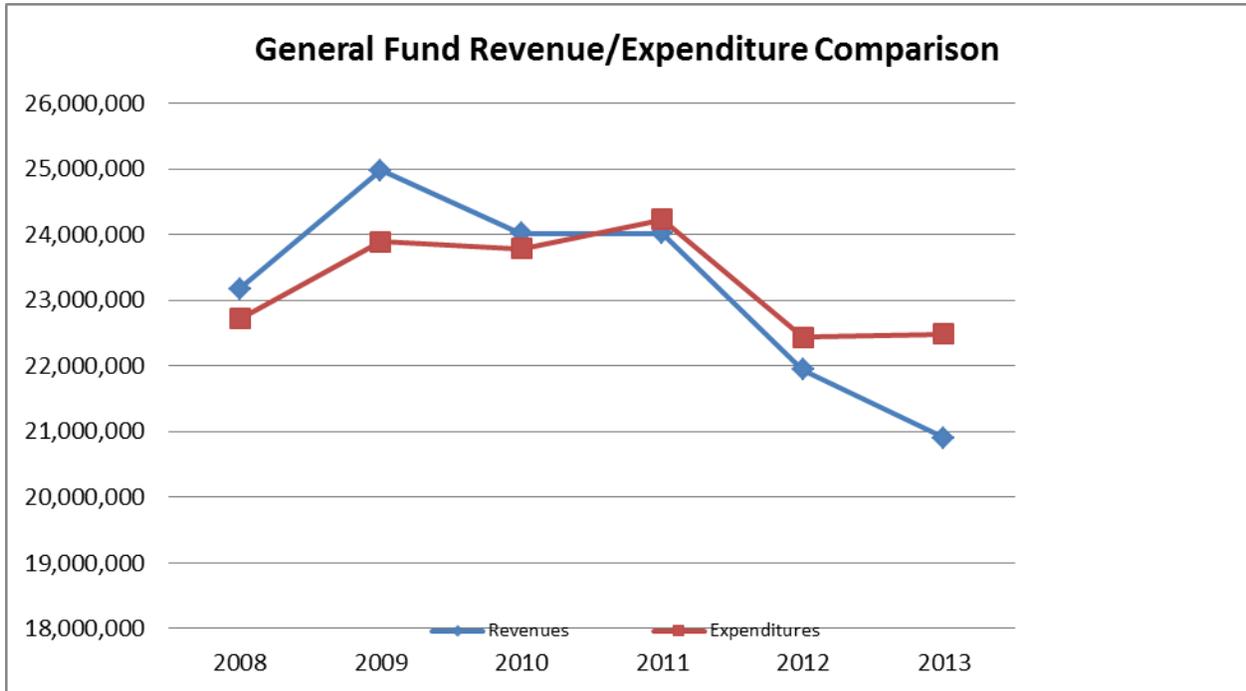
## FUND DESCRIPTIONS

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### **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The City of Lincoln Park has several special revenue funds including the Motor Vehicle Highway Fund Major and Local Road Funds, the Sanitation Fund, Cable Fund, Economic Development Corporation Fund, Downtown Development Authority Fund, Road Construction Fund, and The Drug/Forfeiture Fund.

# GENERAL FUND SUMMARIES



**CITY OF LINCOLN PARK**  
**RECOMMENDED BUDGET FY 2012/13**  
**GENERAL FUND**

DEPARTMENT	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 BUDGET	2012/13 RECOMMENDED
<b>REVENUES</b>					
City Clerk	131,171	134,392	115,247	131,050	131,800
Elections	17,184	791	8,778	600	600
Assessor	6,335	10,207	1,688	5,000	5,000
Buildings & Grounds	133	540	0	0	0
Police Department	65,343	67,000	58,115	58,300	47,850
Fire Department	5,396	5,994	3,783	5,450	4,900
Building Department	435,377	474,485	526,097	440,150	475,150
DPS Admin	208,253	203,172	128,186	149,500	146,700
Parks & Forestry	1,700	1,745	0	0	0
Recreation	151,630	150,154	138,647	137,700	136,000
Community Center	154,919	0	0	0	0
Library	5,153	3,632	4,254	4,450	4,000
District Court	1,514,660	1,443,147	2,143,133	1,882,408	1,795,293
Community Development	0	0	12,000	12,000	12,000
General Government	21,796,075	21,034,602	20,519,415	18,776,401	17,737,608
Administration Fee	399,321	429,061	359,532	339,342	309,483
Transfers In	0	0	0	0	94,000
<b>General Fund Revenues</b>	<b>24,892,649</b>	<b>23,958,922</b>	<b>24,018,875</b>	<b>21,942,351</b>	<b>20,900,384</b>

<b>EXPENDITURES</b>					
Mayor & Council	74,922	73,046	71,561	75,762	73,939
City Clerk	187,103	190,384	178,750	187,068	192,070
City Manager	324,954	305,521	253,902	214,964	233,287
Elections	48,269	34,275	58,742	57,436	67,705
Assessor	116,273	114,377	119,112	160,267	154,998
City Attorney	278,361	331,066	283,662	187,200	213,600
Finance	271,160	277,653	279,498	291,344	276,329
Treasurer	201,913	165,285	192,771	144,867	130,775
Building & Grounds	1,210,567	1,069,888	951,742	906,957	790,529
Historical Museum	17,000	17,000	17,000	17,000	17,000
Police Department	5,752,262	5,570,579	4,983,384	4,533,653	4,505,334
Police & Fire Clerical		0	579,510	561,616	577,514
Fire Department	3,403,862	3,617,367	3,750,001	2,860,186	3,093,547
Building Department	528,283	386,524	407,370	448,457	428,513
Emergency Management	0	0	0	0	0
Engineering Department	0	0	0	0	0
DPS Admin	123,911	64,798	54,948	56,485	30,027

**CITY OF LINCOLN PARK  
RECOMMENDED BUDGET FY 2012/13  
GENERAL FUND**

DEPARTMENT	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 BUDGET	2012/13 RECOMMENDED
Street Lighting	464,751	540,646	734,529	539,479	682,885
Board of Prisoners	115,136	156,354	165,550	171,555	171,555
Parks & Forestry	316,984	159,909	148,075	100,660	99,430
Recreation	363,509	271,339	244,717	194,824	178,247
Community Center	247,169	14,150	372	73,150	76,350
Library	247,761	254,681	237,786	220,302	200,387
District Court	1,442,845	1,534,980	1,246,564	1,401,061	1,368,557
Planning Commission	15,273	14,267	10,324	12,750	11,250
Community Planning & De	19,362	17,904	17,505	14,884	15,735
Motor Pool	0	0	0	0	0
General Government	1,702,906	1,633,154	1,107,605	1,184,532	1,170,740
Pension Payments	3,327,871	3,526,407	4,018,869	4,440,276	4,380,244
Retirees Health & Prescrip	3,087,098	3,382,779	4,118,198	3,380,670	3,233,054
<b>General Fund Expenditures</b>	<b>23,889,505</b>	<b>23,724,333</b>	<b>24,232,047</b>	<b>22,437,405</b>	<b>22,373,601</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>1,003,144</b>	<b>234,589</b>	<b>(213,172)</b>	<b>(495,054)</b>	<b>(1,473,217)</b>

**CITY OF LINCOLN PARK  
RECOMMENDED BUDGET FY 2012/13  
SPECIAL REVENUE FUNDS**

DEPARTMENT	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 BUDGET	2012/13 RECOMMENDED
<b>REVENUES</b>					
Major Streets	36,726	37,365	1,180	1,100	450
Gas & Weight Tax Major	1,668,670	1,639,374	1,663,317	1,448,498	1,691,749
Local Streets	45,743	21,988	108	1,350	575
Gas & Weight Tax Local	559,607	549,939	558,191	558,280	587,431
Transfer In (Major Rds)	386,380	371,364	398,983	402,523	664,670
<b>Major/Local Total:</b>	<b>2,697,126</b>	<b>2,620,030</b>	<b>2,621,779</b>	<b>2,411,751</b>	<b>2,944,875</b>

<b>EXPENDITURES</b>					
<b>Major Streets</b>					
Transfer Out (Local)	386,380	371,364	429,063	402,523	664,670
Transfer Out (Road Constr. Fund)	0	163,127	30,080	0	0
Surface Maintenance	913,323	616,176	822,585	678,472	687,129
Traffic Control	169,887	104,352	101,647	65,093	39,197
Snow Removal	193,804	160,017	211,616	245,426	323,027
<b>Local Streets</b>					
Surface Maintenance	788,967	555,615	658,840	533,686	893,878
Traffic Control	154,436	92,818	61,807	84,722	37,050
Snow Removal	228,812	191,982	175,964	277,165	381,112
<b>Major/Local Total:</b>	<b>2,835,609</b>	<b>2,255,451</b>	<b>2,491,602</b>	<b>2,287,087</b>	<b>3,026,063</b>

<b>OTHER SPECIAL REVENUE</b>					
<b>BUDGETS:</b>					
<b>REVENUES</b>					
Cable T.V.	90,268	89,984	111,050	89,225	95,200
Sanitation	2,018,477	2,223,288	1,951,696	1,974,891	1,762,476
2010 LTGO Bonds	0	0	0	212,107	239,356
Drug/Forfeiture Fund	118,688	115,195	157,184	115,400	135,300
<b>Special Revenues Total:</b>	<b>2,227,433</b>	<b>2,428,467</b>	<b>2,219,930</b>	<b>2,391,623</b>	<b>2,232,332</b>
<b>EXPENDITURES</b>					
Cable T.V.	42,842	56,018	90,547	56,713	68,731
Garbage & Rubbish	1,984,339	2,012,727	1,890,445	1,909,708	1,944,666
2010 LTGO Bonds	0	0	0	0	239,356
Drug/Forfeiture Fund	73,503	115,776	131,796	199,649	198,966
<b>Special Revenue Total:</b>	<b>2,100,684</b>	<b>2,184,521</b>	<b>2,112,788</b>	<b>2,166,070</b>	<b>2,451,719</b>

**CITY OF LINCOLN PARK  
RECOMMENDED BUDGET FY 2012/13  
ENTERPRISE/INTERNAL SERVICE FUNDS**

DEPARTMENT	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 BUDGET	2012/13 RECOMMENDED
<b>REVENUES</b>					
<b>Water &amp; Sewer</b>					
Water / Sewage Charges	5,718,216	5,074,843	5,461,413	6,084,492	6,206,190
Judgement Levy/Debt Service	1,486,515	1,440,610	1,515,926	1,545,867	1,640,419
Other Revenues	2,313,222	2,414,838	2,781,765	2,286,807	2,246,409
Transfer In	0	0	0	0	0
<b>Enterprise Fund Total:</b>	<b>9,517,953</b>	<b>8,930,291</b>	<b>9,759,104</b>	<b>9,917,166</b>	<b>10,093,018</b>

<b>EXPENDITURES</b>					
<b>Water &amp; Sewer</b>					
Retention Basin	403,189	639,756	728,775	1,478,424	1,385,766
Water General	4,499,221	4,114,703	4,749,401	3,748,830	3,775,667
Sewer Department	3,231,364	2,801,367	3,097,897	3,894,179	4,796,812
<b>Enterprise Fund Total:</b>	<b>8,133,774</b>	<b>7,555,826</b>	<b>8,576,073</b>	<b>9,121,433</b>	<b>9,958,245</b>

<b>REVENUES</b>					
Motor Vehicle & Equipment	1,332,215	1,050,549	765,674	562,417	611,075
Technology Services	215,306	230,697	190,283	162,399	151,662
<b>Internal Service Funds Total:</b>	<b>1,547,521</b>	<b>1,281,246</b>	<b>955,957</b>	<b>724,816</b>	<b>762,737</b>

<b>EXPENDITURES</b>					
Motor Vehicle & Equipment	1,098,760	936,152	938,157	994,888	1,419,067
Technology Services	195,552	152,800	214,076	173,989	125,282
<b>Internal Service Funds Total:</b>	<b>1,294,312</b>	<b>1,088,952</b>	<b>1,152,233</b>	<b>1,168,877</b>	<b>1,544,349</b>

**CITY OF LINCOLN PARK  
RECOMMENDED BUDGET FY 2012/13  
COMPONENT UNITS**

DEPARTMENT	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 BUDGET	2012/13 RECOMMENDED
<b>REVENUES</b>					
Economic Development Commission	24,830	13,350	85,250	13,150	13,300
Downtown Development Authority	473,570	511,769	595,228	474,599	436,000
Community Development Block Grant	714,704	2,594,466	1,653,150	793,239	647,817
<hr/>					
<b>Component Unit Revenues:</b>	<b>1,213,104</b>	<b>3,119,585</b>	<b>2,333,628</b>	<b>1,280,988</b>	<b>1,097,117</b>
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<b>EXPENDITURES</b>					
Economic Development Commission	29,074	6,355	5,885	41,550	68,790
Downtown Development Authority	222,412	168,459	144,021	791,259	461,450
Community Development Block Grant	827,181	2,776,845	1,933,094	793,239	647,817
<hr/>					
<b>Component Unit Expenditures:</b>	<b>1,078,667</b>	<b>2,951,659</b>	<b>2,083,000</b>	<b>1,626,048</b>	<b>1,178,057</b>
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# GENERAL FUND BUDGET REVENUE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
Dept 111-CITY CLERK						
101-111-494000	LICENSES & PERMIT	8,395	6,028	61,366	75,205	75,205
101-111-494ABR	ANNUAL BUSINESS REGISTRATION	15,594	22,110	60	0	0
101-111-494AWR	AUTO WASH RACK	315	350	0	0	0
101-111-494B00	BUSINESS LICENSES	1,975	1,400	306	0	0
101-111-494BP0	BILLIARD PARLOR	192	195	0	0	0
101-111-494BWL	BOWLING LANES	205	205	0	0	0
101-111-494DMD	DISTRIBUTOR MECH AMUSEMENT DEV	4,805	3,775	0	0	0
101-111-494DST	DISTRIBUTORS	5,130	7,000	0	0	0
101-111-494DUM	DUMPSTER FEES	12,175	12,400	0	0	0
101-111-494FE0	FOOD ESTABLISHMENT	240	330	0	0	0
101-111-494GRT	GARBAGE TRUCK FEES	1,700	1,250	0	0	0
101-111-494IM0	ICE MACHINE	595	665	70	0	0
101-111-494JB0	JUKE BOX	625	750	0	0	0
101-111-494MAD	MECHANICAL AMUSEMENT DEVICE	12,579	10,640	0	0	0
101-111-494MS0	MOTORCYCLE SALES	150	300	0	0	0
101-111-494MTO	MASSAGE THERAPY	600	1,600	0	0	0
101-111-494NBR	NEW BUSINESS REGISTRATION	2,963	2,100	350	0	0
101-111-494PB0	PAWN BROKER	1,500	1,500	0	0	0
101-111-494PMG	PRECIOUS METAL & GEMS	250	250	0	0	0
101-111-494RLO	RESTAURANT	1,915	2,490	90	0	0
101-111-494SD0	SOFT DRINK	1,200	1,485	60	0	0
101-111-494SHG	SECOND HAND GOODS	450	900	0	0	0
101-111-494TC0	TAXI CABS	1,400	950	0	0	0
101-111-494UAD	USED AUTO DEALER	1,195	1,275	0	0	0
101-111-494VVD	VIDEO VIEWING DEVICES	(1,150)	0	0	0	0
101-111-495000	SPECIAL EVENTS	951	1,154	1,501	3,250	3,500
101-111-511000	DOG LICENSES	25,083	25,635	25,433	25,000	25,500
101-111-513000	MISCELLANEOUS LICENSE	3,566	3,693	2,907	2,500	2,500
101-111-610000	BIRTH & DEATH CERTIFICATES	26,543	23,956	23,029	25,000	25,000
101-111-645000	SALE OF CODIFIED ORDINANCES	0	0	10	20	20
101-111-697000	COPY MACHINE FEES	30	6	65	75	75
<b>Totals for dept 111-CITY CLERK</b>		<b>131,171</b>	<b>134,392</b>	<b>115,247</b>	<b>131,050</b>	<b>131,800</b>
Dept 192-ELECTION COMMISSION						
101-192-611000	CLERK'S FEE	17,184	791	8,778	600	600
<b>Totals for dept 192-ELECTION COMMISSION</b>		<b>17,184</b>	<b>791</b>	<b>8,778</b>	<b>600</b>	<b>600</b>
Dept 202-CITY ASSESSOR						
101-202-443000	LATE FEES PROPERTY TRANSFERS	6,335	10,207	1,688	5,000	5,000
<b>Totals for dept 202-CITY ASSESSOR</b>		<b>6,335</b>	<b>10,207</b>	<b>1,688</b>	<b>5,000</b>	<b>5,000</b>
Dept 263-MUNICIPAL BUILDING & GROUNDS						
101-263-692GR0	GENERAL REIMBURSEMENT	133	540	0	0	0
<b>Totals for dept 263-MUNICIPAL BUILDING &amp; GROUNDS</b>		<b>133</b>	<b>540</b>	<b>0</b>	<b>0</b>	<b>0</b>

## GENERAL FUND BUDGET REVENUE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
Dept 305-POLICE DEPARTMENT						
101-305-570000	LIQUOR LICENSES	22,074	22,739	22,663	24,000	22,750
101-305-605000	FALSE ALARM FEES	9,400	10,650	75	9,000	1,500
101-305-615000	SUBPOENA FEES	10	0	105	100	100
101-305-670000	MISCELLANEOUS	3,115	5,228	3,431	1,700	2,000
101-305-670R00	REPORT FEES	20,014	13,662	13,258	12,000	12,500
101-305-670W00	WAGE REIMBURSEMENT SCHOOL	(1,381)	3,243	3,530	1,500	1,500
101-305-692CP0	COMM. POLICING GRANT	1,947	3,270	0	2,000	2,000
101-305-692GR0	GENERAL REIMBURSEMENT	3,444	3,758	10,763	2,500	0
101-305-693000	EMERGENCY RESPONSE FEES	6,720	4,450	4,290	5,500	5,500
<b>Totals for dept 305-POLICE DEPARTMENT</b>		<b>65,343</b>	<b>67,000</b>	<b>58,115</b>	<b>58,300</b>	<b>47,850</b>
Dept 340-FIRE DEPARTMENT						
101-340-465000	FIRE SUPPRESSION	1,180	905	480	750	500
101-340-627000	COPY OF REPORTS	493	207	278	300	500
101-340-645CO0	CERTIFICATE OF OCCUPANCY	2,454	2,011	1,139	2,000	1,500
101-340-646000	FIRE INSPECTION FEE-RENTAL	540	1,892	1,560	1,700	1,700
101-340-670000	MISCELLANEOUS	400	200	0	200	200
101-340-692CP0	CONSTRUCTION PLAN	329	387	326	500	500
101-340-692GR0	GENERAL REIMBURSEMENT	0	392	0	0	0
<b>Totals for dept 340-FIRE DEPARTMENT</b>		<b>5,396</b>	<b>5,994</b>	<b>3,783</b>	<b>5,450</b>	<b>4,900</b>
Dept 380-BUILDING DEPARTMENT						
101-380-473000	REGISTRATION FEES	14,940	13,695	14,970	14,000	14,500
101-380-504000	BLDG PERMITS	124,828	131,704	162,472	145,000	165,000
101-380-504NSP	NSP INSPECTION SPEES	0	7,020	0	5,000	2,500
101-380-504R00	BLDG PERMITS RENTALS	83,675	131,440	113,660	87,500	105,000
101-380-505000	ELECTRICAL PERMITS	24,376	22,876	26,867	27,500	24,000
101-380-506000	HEATING PERMITS	26,890	28,400	38,030	28,500	32,000
101-380-507000	PLUMBING PERMITS	25,030	20,130	25,825	22,000	22,000
101-380-509000	SPECIAL INSPECTION FEE	94,157	82,938	75,838	75,000	76,000
101-380-510000	RENEWAL FEES	26,135	20,930	11,400	18,000	13,500
101-380-608000	ZONING BOARD OF APPEALS	450	2,050	1,025	2,000	2,000
101-380-645CO0	CERTIFICATE OF OCCUPANCY	10,236	8,119	49,875	9,000	12,000
101-380-645M00	PRINTED MATERIALS	2	5	123	150	150
101-380-692120	SITE PLAN REVIEWS	1,288	1,200	672	1,500	1,500
101-380-692CP0	CONSTRUCTION PLAN REVIEW	2,942	3,716	4,260	4,500	4,500
101-380-697000	COPY MACHINE FEES	429	262	1,080	500	500
<b>Totals for dept 380-BUILDING DEPARTMENT</b>		<b>435,377</b>	<b>474,485</b>	<b>526,097</b>	<b>440,150</b>	<b>475,150</b>
Dept 445-DEPT OF PUBLIC SERVICES						
101-445-466000	STORAGE & TOWING FEES	12,000	12,000	12,000	12,000	12,000
101-445-512000	SIDEWALK & CURB CUTS	7,198	56,441	(113)	20,000	20,000
101-445-641000	CUTTING WEEDS-CLEANING DEBRIS	185,663	133,312	112,400	115,000	112,200
101-445-643000	SNOW REMOVAL	3,241	1,419	3,899	2,500	2,500
101-445-692GR0	GENERAL REIMBURSEMENT	150				
<b>Totals for dept 445-DEPT OF PUBLIC SERVICES</b>		<b>208,253</b>	<b>203,172</b>	<b>128,186</b>	<b>149,500</b>	<b>146,700</b>

## GENERAL FUND BUDGET REVENUE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
Dept 704-PARKS & FORESTRY DIVISION						
101-704-692GR0	GENERAL REIMBURSEMENT	1,700	1,745	0	0	0
<b>Totals for dept 704-PARKS &amp; FORESTRY DIVISION</b>		<b>1,700</b>	<b>1,745</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dept 708-RECREATION DEPARTMENT						
101-708-555000	T.S.A. GRANT	7,995	3,906	(6,157)	0	0
101-708-651000	ENTRY FEES	11,496	8,458	5,429	7,500	6,500
101-708-651100	INSTRUCTION PROGRAM FEES	74,568	78,734	85,874	75,000	75,000
101-708-651SS0	SALE OF SUPPLIES	0	97	0	0	0
101-708-677000	BUILDING RENTAL	23,545	25,813	27,628	23,000	25,000
101-708-678000	SR CITIZEN BLDG RENTAL	9,397	13,863	5,539	12,000	9,500
101-708-679000	BUS TAXI FARES	20,012	18,885	19,911	20,000	20,000
101-708-680000	PARTYLINE AD INCOME	540	168	0	0	0
101-708-683000	SENIOR ACTIVITY REIMB.	(31)				
101-708-691T00	TRIP REIMBURSEMENT	4,108	230	423	200	0
<b>Totals for dept 708-RECREATION DEPARTMENT</b>		<b>151,630</b>	<b>150,154</b>	<b>138,647</b>	<b>137,700</b>	<b>136,000</b>
Dept 720-COMMUNITY CENTER						
101-720-651A00	POOL & RINK ADMISSIONS	30,569	0	0	0	0
101-720-651AR0	ARENA RENTALS	0	0	0	0	0
101-720-651C0	CONCESSION SALES	14,786	0	0	0	0
101-720-651F0	FIGURE SKATING	1,262	0	0	0	0
101-720-651H0	LINCOLN PARK HOCKEY ASSOC	0	0	0	0	0
101-720-651L0	LOCKER FEES	383	0	0	0	0
101-720-651LS0	LEARN TO SKATE OR SWIM	5,350	0	0	0	0
101-720-651R00	ICE RENTALS	97,907	0	0	0	0
101-720-651S00	SEASON PASSES	400	0	0	0	0
101-720-651ST0	SWIM TEAM	0	0	0	0	0
101-720-651V00	VIDEO RECEIPTS	522	0	0	0	0
101-720-670000	MISCELLANEOUS	3,081	0	0	0	0
101-720-677000	BLDG RENTAL	660	0	0	0	0
<b>Totals for dept 720-COMMUNITY CENTER</b>		<b>154,919</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dept 735-LIBRARY						
101-735-691000	CONTRIBUTIONS FROM OTHER FND A	0	0	450	450	0
101-735-697000	COPY MACHINE FEES	5,153	3,632	3,804	4,000	4,000
<b>Totals for dept 735-LIBRARY</b>		<b>5,153</b>	<b>3,632</b>	<b>4,254</b>	<b>4,450</b>	<b>4,000</b>
Dept 760-DISTRICT COURT						
101-760-555J00	STATE GRANT JUDGES SALARY	91,723	91,893	91,568	91,000	45,724
101-760-666000	ORDINANCE-PARKING FINES	1,422,937	1,351,254	2,051,565	1,791,408	1,749,569
<b>Totals for dept 760-DISTRICT COURT</b>		<b>1,514,660</b>	<b>1,443,147</b>	<b>2,143,133</b>	<b>1,882,408</b>	<b>1,795,293</b>
Dept 857-COMMUNITY DEVELOPMENT						
101-857-678DDA	ADMIN CHARGE - DDA SHARE	0	0	10,000	10,000	10,000
101-857-678EDC	ADMIN CHARGE-EDC SHARE	0	0	2,000	2,000	2,000
<b>Totals for dept 857-COMMUNITY DEVELOPMENT</b>		<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>

## GENERAL FUND BUDGET REVENUE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
Dept 923-GENERAL GOVERNMENT						
101-923-370030	SMART GRANT REVENUE	0	0	89,470	151,433	65,000
101-923-402000	TAX BILLING	13,762,026	14,952,188	12,320,218	12,190,684	10,893,174
101-923-402DP0	DEL PERSONAL PROPERTY REVENU A	0	0	31,579	2,000	2,000
101-923-402R00	TAX RECOVERED PREV. YEAR	1,092,725	34,027	1,012,510	750,000	250,000
101-923-412000	ADMINISTRATION FEE	399,321	429,061	359,532	339,342	309,483
101-923-412R00	ADMIN FEE RECOVERED PREV YEAR	33,985	1,066	38,959	29,000	5,000
101-923-443000	LATE FEES PROPERTY TRANSFERS A	0	0	6,765	0	0
101-923-444000	PAYMENT IN LIEU OF TAXES	70,582	66,224	81,565	68,000	81,000
101-923-444V00	VICTORIA SQ-PYMNT IN LIEU TAX	21,745	20,888	19,229	21,000	21,000
101-923-446000	INTEREST ON DELINQUENT TAX	305,747	85,505	457,295	250,000	150,000
101-923-449000	TRAILER FEES	3,633	3,468	3,414	3,511	3,312
101-923-568000	RIGHT OF WAY FEES PA 48	118,155	37,960	0	46,412	42,000
101-923-568C00	SALES TAX CONSTITUTIONAL	2,621,644	2,541,332	2,573,387	2,383,754	2,753,092
101-923-568S00	EVIP REVENUE	2,377,738	1,905,118	1,873,063	1,177,944	1,292,382
101-923-615000	SUBPOENA FEES	27	54	172	150	150
101-923-641000	CUTTING WEEDS-CLEANING DEBRI A	0	0	253,284	0	0
101-923-670000	MISCELLANEOUS	52,994	41,967	6,932	5,000	5,000
101-923-670M00	MARRIAGE FEES	400	700	250	400	250
101-923-671000	INSURANCE DIVIDEND	365,162	314,804	469,123	428,180	350,000
101-923-671P00	PRESCRIPTION RIDER - REBATE	62,754	132,214	132,007	132,007	125,000
101-923-672000	INVESTMENT INCOME	27,478	4,902	2,129	2,500	1,500
101-923-676C00	CITY CABLE TV FRAN. FEES	439,048	467,810	487,655	450,000	488,077
101-923-677R00	CELLULAR TOWER RENT	27,656	12,132	28,972	25,000	25,000
101-923-678202	ADMIN CHARGEBACK - MAJOR	27,145	27,145	27,144	27,145	40,079
101-923-678203	ADMIN CHARGEBACK - LOCAL	40,717	40,717	40,717	41,223	60,119
101-923-678592	W & S ADMIN CHARGEBACK	315,031	315,031	337,757	437,758	550,198
101-923-682000	RIGHT OF WAY FEES	188	688	0	250	250
101-923-691000	TRANSFER IN - OTHER FUNDS	0	22,208	0	94,000	594,000
101-923-691000	CONTRIBUTION FROM OTHER FUND A	0	0	52,582	0	0
101-923-692GR0	GENERAL REIMBURSEMENT	25,221	807	166,662	50,000	25,000
101-923-693000	EMERGENCY RESPONSE FEES	(250)	0	0	0	0
101-923-697000	COPY MACHINE FEES	4,519	5,483	4,051	6,500	6,500
101-923-697C00	CHECK CASHING FEE	5	64	24	50	25
101-923-698000	LAND SALES REVENUE	0	100	2,500	2,500	2,500
<b>Totals for dept 923-GENERAL GOVERNMENT</b>		<b>22,195,395</b>	<b>21,463,663</b>	<b>20,878,947</b>	<b>19,115,743</b>	<b>18,141,091</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>24,892,649</b>	<b>23,958,922</b>	<b>24,018,875</b>	<b>21,942,351</b>	<b>20,900,384</b>

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
APPROPRIATIONS						
Dept 101-MAYOR AND COUNCIL						
101-101-703C00	SALARY MAYOR & COUNCIL	63,000	63,094	63,000	63,000	63,000
101-101-715000	SOCIAL SECURITY	0	0	3,707	4,820	4,820
101-101-715ME0	SOCIAL SECURITY ME	4,820	4,827	1,112	0	0
101-101-727000	OFFICE SUPPLIES	175	614	115	1,000	750
101-101-860000	GENERAL EXPENSE, TRAVEL	0	237	0	250	250
101-101-901000	ADVERTISING	0	0	0	400	0
101-101-903000	PUBLISH PROCEEDINGS/REC FEE	6,466	3,496	3,206	5,000	4,000
101-101-917000	WORKERS' COMPENSATION	88	97	76	92	69
101-101-956000	MISCELLANEOUS	148	436	120	400	250
101-101-958000	MEMBERSHIPS & DUES	225	225	225	500	500
101-101-960000	TRAINING-SCHOOL	0	20	0	300	300
<b>Totals for dept 101-MAYOR AND COUNCIL</b>		<b>74,922</b>	<b>73,046</b>	<b>71,561</b>	<b>75,762</b>	<b>73,939</b>
Dept 111-CITY CLERK						
101-111-703000	SALARY OF ELECTED OFFICIAL	52,000	52,000	52,000	52,000	52,000
101-111-706000	SALARIES & WAGES	84,577	84,472	84,464	84,558	84,558
101-111-709000	OVERTIME	511	609	635	142	0
101-111-713000	DENTAL M.E.	3,075	2,911	3,321	3,488	3,624
101-111-715000	SOCIAL SECURITY	0	0	8,425	11,339	11,169
101-111-715ME0	SOCIAL SECURITY ME	11,021	11,020	2,814	0	0
101-111-718000	SICK LEAVE PAY	3,294	3,294	4,266	3,879	3,877
101-111-719000	HOSPITALIZATION ME	13,063	14,245	5,711	4,973	15,208
101-111-719C00	PRESCRIPTION RIDER-CLAIMS PRO	518	5,273	539	0	500
101-111-719D00	LONG TERM DISABILITY	536	455	507	441	474
101-111-719G00	VISION INSURANCE	548	545	537	594	537
101-111-720000	LIFE INSURANCE M.E.	765	635	637	638	679
101-111-721000	LONGEVITY	1,074	1,074	950	950	950
101-111-723000	VACATION PAY	0	0	0	3,311	2,207
101-111-727000	OFFICE SUPPLIES	3,426	4,238	2,351	4,500	4,500
101-111-779CM0	CLOTHING MAINTENANCE	450	450	0	0	0
101-111-860000	GENERAL EXPENSE, TRAVEL	0	0	0	700	500
101-111-900010	ORDINANCE AMENDMENTS	4,163	1,730	2,291	5,000	3,500
101-111-901000	ADVERTISING	305	244	478	1,000	1,000
101-111-903000	PUBLISH PROCEEDINGS/REC FEE	199	0	73	100	100
101-111-917000	WORKERS' COMPENSATION	358	394	309	370	280
101-111-934000	MAINTENANCE CONTRACTS	1,028	822	59	2,000	59
101-111-946000	LEASE EXPENSE	0	0	2,598	2,880	2,643
101-111-948000	COMPUTER RENTAL	5,669	5,433	5,405	2,405	2,405
101-111-958000	MEMBERSHIPS & DUES	525	540	380	550	550
101-111-960000	TRAINING-SCHOOL	0	0	0	1,250	750
<b>Totals for dept 111-CITY CLERK</b>		<b>187,103</b>	<b>190,384</b>	<b>178,750</b>	<b>187,068</b>	<b>192,070</b>
Dept 172-CITY MANAGER'S OFFICE						
101-172-706000	SALARIES & WAGES	233,564	228,549	183,377	147,484	167,847
101-172-707000	PART-TIME TEMPORARY HELP	13,518	392	0	1,000	750

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-172-709000	OVERTIME	0	312	786	237	0
101-172-713000	DENTAL M.E.	3,014	2,730	1,975	2,034	2,116
101-172-715000	SOCIAL SECURITY	0	0	10,814	11,821	13,837
101-172-715ME0	SOCIAL SECURITY ME	19,265	18,191	3,509	0	0
101-172-718000	SICK LEAVE PAY	550	3,813	2,239	0	1,589
101-172-719000	HOSPITALIZATION M.E.	30,888	23,698	22,996	23,755	22,414
101-172-719C00	PRESCRIPTION RIDER-CLAIMS PR A	0	4,205	7,634	3,500	4,000
101-172-719D00	LONG TERM DISABILITY	870	707	498	434	450
101-172-719G00	VISION INSURANCE	902	860	586	596	522
101-172-720000	LIFE INSURANCE M.E.	610	485	309	308	370
101-172-721000	LONGEVITY	1,360	1,303	831	831	831
101-172-723000	VACATION PAY	0	0	0	2,500	2,500
101-172-727000	OFFICE SUPPLIES	(42)	289	1,616	5,000	3,000
101-172-779CM0	CLOTHING MAINTENANCE	675	619	0	0	0
101-172-855000	CELLULAR/PAGING SERVICES	321	382	668	400	0
101-172-860000	GENERAL EXPENSE, TRAVEL	39	45	207	50	50
101-172-870000	MILEAGE	212	0	522	250	250
101-172-901000	ADVERTISING	1,880	2,018	0	0	0
101-172-908000	TESTS	0	324	0	1,500	1,000
101-172-917000	WORKERS' COMPENSATION	797	877	686	401	409
101-172-934000	MAINTENANCE CONTRACTS	38	0	0	0	0
101-172-946000	LEASE EXPENSE	3,225	3,054	3,323	2,778	3,315
101-172-948000	COMPUTER RENTAL	8,948	8,587	8,532	5,532	5,532
101-172-957000	PUBLICATIONS	200	0	388	500	250
101-172-958000	MEMBERSHIPS & DUES	3,996	3,931	1,547	3,553	1,755
101-172-960000	TRAINING-SCHOOL	125	150	859	500	500
<b>Totals for dept 172-CITY MANAGER'S OFFICE</b>		<b>324,954</b>	<b>305,521</b>	<b>253,902</b>	<b>214,964</b>	<b>233,287</b>
Dept 192-ELECTION COMMISSION						
101-192-706C00	EXTRA HELP CLERICAL	0	0	0	150	150
101-192-706M00	MAINTENANCE MAN	1,919	857	2,184	2,700	3,000
101-192-709000	OVERTIME	3,545	1,980	5,911	6,500	7,500
101-192-709M00	OVERTIME MAINT MEN	2,183	1,370	0	0	2,000
101-192-713000	DENTAL M.E.	130	121	154	115	125
101-192-715000	SOCIAL SECURITY	0	0	365	715	824
101-192-715ME0	SOCIAL SECURITY ME	585	282	254	0	0
101-192-719000	HOSPITALIZATION M.E.	1,062	1,127	1,094	1,110	750
101-192-719D00	LONG TERM DISABILITY	36	29	36	45	45
101-192-719G00	VISION INSURANCE	42	35	45	45	45
101-192-720000	LIFE INSURANCE M.E.	27	22	24	50	35
101-192-725000	SALARY-ELEC BOARD&RECOUNT	23,874	13,087	19,905	26,000	32,000
101-192-727000	OFFICE SUPPLIES	6,565	12,903	15,376	11,000	12,500
101-192-730000	POSTAGE CHARGE	0	0	11,779	275	500
101-192-778000	EQUIPMENT MAINTENANCE	6,987	1,165	0	6,500	6,500
101-192-860000	GENERAL EXPENSE TRAVEL	146	84	89	150	150
101-192-901000	ADVERTISING	1,007	1,037	1,388	2,000	1,500
101-192-917000	WORKERS' COMPENSATION	160	176	138	81	81
<b>Totals for dept 192-ELECTION COMMISSION</b>		<b>48,269</b>	<b>34,275</b>	<b>58,742</b>	<b>57,436</b>	<b>67,705</b>

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
Dept 202-CITY ASSESSOR						
101-202-706000	SALARIES & WAGES	72,125	72,125	77,182	50,569	38,125
101-202-707000	PART-TIME TEMPORARY HELP	0	960	0	0	0
101-202-709000	OVERTIME	1,029	872	747	0	0
101-202-713000	DENTAL M.E.	1,048	993	1,223	1,163	1,209
101-202-715000	SOCIAL SECURITY	0	0	4,725	5,573	2,953
101-202-715ME0	SOCIAL SECURITY ME	5,659	5,721	1,273	0	0
101-202-719000	HOSPITALIZATION ME	10,837	12,245	12,674	10,859	10,242
101-202-719C00	PRESCRIPTION RIDER-CLAIMS PRO	609	3,328	3,093	1,500	2,500
101-202-719D00	LONG TERM DISABILITY	252	213	256	214	213
101-202-719G00	VISION INSURANCE	295	251	291	305	238
101-202-720000	LIFE INSURANCE M.E.	212	176	132	185	185
101-202-721000	LONGEVITY	600	600	475	475	475
101-202-727000	OFFICE SUPPLIES	2,326	2,228	2,841	4,000	2,500
101-202-757000	OPERATIONAL SUPPLIES	5,995	0	0	1,000	0
101-202-779CM0	CLOTHING MAINTENANCE	225	225	0	0	0
101-202-800000	CONTRACTUAL PART-TIME	6,293	6,991	6,420	0	0
101-202-818000	CONTRACTUAL SERVICES	51	0	0	78,173	94,140
101-202-860000	GENERAL EXPENSE, TRAVEL	275	0	150	150	0
101-202-901000	ADVERTISING	702	183	183	500	150
101-202-917000	WORKERS' COMPENSATION	2,380	772	604	219	236
101-202-934000	MAINTENANCE CONTRACTS	3,651	2,450	2,450	2,500	0
101-202-948000	COMPUTER RENTAL	0	3,504	3,482	1,382	1,382
101-202-958000	MEMBERSHIPS & DUES	355	340	355	600	100
101-202-960000	TRAINING-SCHOOL	1,092	0	356	750	250
101-202-960C00	CERTIFICATIONS & LICENSING	263	200	200	150	100
<b>Totals for dept 202-CITY ASSESSOR</b>		<b>116,273</b>	<b>114,377</b>	<b>119,112</b>	<b>160,267</b>	<b>154,998</b>
Dept 203-CITY ATTORNEY						
101-203-727000	OFFICE SUPPLIES	154	48	20	200	100
101-203-817L00	LABOR NEGOTIATIONS	128,855	169,033	113,184	50,000	50,000
101-203-819000	GRIEVANCE ARBITRATION	2,546	14,912	8,752	5,500	2,500
101-203-826000	MISCELLANEOUS LEGAL FEES	734	0	4,718	500	500
101-203-826C00	CRIMINAL PROSECUTION CHARGES	65,943	67,438	71,533	50,000	70,000
101-203-826D00	PER DIEM & WARRANTS	195	0	0	1,000	500
101-203-826L00	GENERAL LEGAL SERVICES	79,935	79,635	85,455	80,000	90,000
<b>Totals for dept 203-CITY ATTORNEY</b>		<b>278,361</b>	<b>331,066</b>	<b>283,662</b>	<b>187,200</b>	<b>213,600</b>
Dept 230-DEPARTMENT OF FINANCE						
101-230-706000	SALARIES & WAGES	179,402	173,251	174,019	188,502	179,565
101-230-709000	OVERTIME	909	5,344	2,688	829	0
101-230-713000	DENTAL M.E.	4,193	3,806	4,230	4,650	4,836
101-230-715000	SOCIAL SECURITY	0	0	11,807	15,462	14,913
101-230-715ME0	SOCIAL SECURITY ME	14,961	14,966	3,306	0	0
101-230-718000	SICK LEAVE PAY	7,070	5,920	7,285	6,040	6,038
101-230-719000	HOSPITALIZATION M.E.	32,410	38,115	40,314	45,248	42,777

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-230-719C00	PRESCRIPTION RIDER-CLAIMS PRO	178	1,536	1,462	1,250	1,250
101-230-719D00	LONG TERM DISABILITY	1,167	964	1,044	1,006	1,006
101-230-719G00	VISION INSURANCE	1,055	972	1,054	1,270	994
101-230-720000	LIFE INSURANCE M.E.	991	794	779	864	864
101-230-721000	LONGEVITY	994	2,424	2,175	2,175	2,175
101-230-723000	VACATION PAY	4,270	5,765	9,136	4,487	4,913
101-230-724000	DEPT HEADS INLIEU OF OT	2,254	2,254	2,254	2,255	2,254
101-230-727000	OFFICE SUPPLIES	4,500	4,066	3,333	4,500	3,750
101-230-779CM0	CLOTHING MAINTENANCE	675	675	0	0	0
101-230-860000	GENERAL EXPENSE, TRAVEL	85	231	132	250	250
101-230-917000	WORKERS' COMPENSATION	966	1,063	832	453	685
101-230-948000	COMPUTER RENTAL	9,234	8,870	8,804	5,504	5,504
101-230-957000	PUBLICATIONS	1,808	1,734	2,018	1,644	1,600
101-230-958000	MEMBERSHIPS & DUES	440	455	455	455	455
101-230-960000	EDUCATION, TRAINING & WORKSHI	3,596	4,448	2,371	4,500	2,500
<b>Totals for dept 230-DEPARTMENT OF FINANCE</b>		<b>271,160</b>	<b>277,653</b>	<b>279,498</b>	<b>291,344</b>	<b>276,329</b>
Dept 253-TREASURERS DEPARTMENT						
101-253-703000	SALARY OF ELECTED OFFICIAL	9,000	9,000	9,000	9,000	9,000
101-253-706000	SALARIES & WAGES	122,163	85,504	111,977	84,038	84,038
101-253-707000	PART-TIME TEMPORARY HELP	0	1,238	0	0	0
101-253-709000	OVERTIME	7,483	4,807	4,587	1,669	0
101-253-713000	DENTAL M.E.	3,145	2,099	3,114	2,325	2,418
101-253-715000	SOCIAL SECURITY	0	0	7,776	7,660	7,567
101-253-715ME0	SOCIAL SECURITY ME	11,472	8,179	2,306	0	0
101-253-718000	SICK LEAVE PAY	4,671	3,294	3,069	2,119	1,760
101-253-719000	HOSPITALIZATION ME	20,957	24,165	29,054	21,719	12,642
101-253-719C00	PRESCRIPTION RIDER-CLAIMS PRO	1,893	8,028	4,780	1,750	1,750
101-253-719D00	LONG TERM DISABILITY	806	494	701	570	471
101-253-719G00	VISION INSURANCE	819	598	760	702	537
101-253-720000	LIFE INSURANCE M.E.	637	372	399	371	371
101-253-721000	LONGEVITY	1,674	1,074	950	950	950
101-253-723000	VACATION PAY	2,141	1,545	2,207	2,468	771
101-253-727000	OFFICE SUPPLIES	3,306	3,942	3,834	3,500	3,000
101-253-779CM0	CLOTHING MAINTENANCE	675	450	0	0	0
101-253-860000	GENERAL EXPENSE, TRAVEL	6	7	10	300	300
101-253-917000	WORKERS' COMPENSATION	427	235	184	199	223
101-253-934000	MAINTENANCE CONTRACTS	2,916	2,760	679	500	0
101-253-948000	COMPUTER RENTAL	7,600	7,292	7,247	4,247	4,247
101-253-958000	MEMBERSHIPS & DUES	80	80	80	80	80
101-253-960000	TRAINING-SCHOOL	0	0	0	200	400
101-253-962C00	CASHIER DIFFERENCE	43	122	57	500	250
<b>Totals for dept 253-TREASURERS DEPARTMENT</b>		<b>201,913</b>	<b>165,285</b>	<b>192,771</b>	<b>144,867</b>	<b>130,775</b>
Dept 263-MUNICIPAL BUILDING & GROUNDS						
101-263-706000	SALARIES & WAGES	109,083	86,870	46,362	45,906	7,500
101-263-707000	PART-TIME TEMPORARY HELP	13,794	1,973	1,968	352	3,500

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-263-709000	OVERTIME	6,304	870	1,599	1,153	0
101-263-713000	DENTAL M.E.	2,494	2,033	1,078	1,163	0
101-263-715000	SOCIAL SECURITY	0	0	3,181	4,177	842
101-263-715ME0	SOCIAL SECURITY ME	10,185	6,943	741	0	0
101-263-718000	SICK LEAVE PAY	2,359	80	240	843	0
101-263-719000	HOSPITALIZATION ME	25,494	21,310	11,634	13,574	0
101-263-719C00	PRESCRIPTION RIDER-CLAIMS PRO	1,062	5,810	6,799	4,500	0
101-263-719D00	LONG TERM DISABILITY	671	489	256	257	0
101-263-719G00	VISION INSURANCE	659	493	303	381	0
101-263-720000	LIFE INSURANCE M.E.	508	368	168	186	0
101-263-721000	LONGEVITY	907	454	454	454	0
101-263-757000	OPERATIONAL SUPPLIES	725	146	0	1,250	1,250
101-263-777000	CUSTODIAL SUPPLIES	5,351	5,446	8,168	6,000	6,000
101-263-778000	MAINTENANCE OF EQUIPMENT	171	176	12	1,000	500
101-263-779000	CLOTHING LAUNDRY/SHOES	986	666	475	750	0
101-263-780000	SAFETY SHOES	73	0	0	300	0
101-263-801000	JANITORIAL SERVICE	120,274	120,219	116,296	50,000	60,000
101-263-818000	CONTRACTUAL SERVICES	0	693	11,675	6,187	5,000
101-263-828000	PHYSICALS	192	61	101	200	0
101-263-853000	TELEPHONE	95,567	107,519	103,941	95,000	32,365
101-263-855000	CELLULAR/PAGING SERVICES	495	635	902	730	920
101-263-917000	WORKERS' COMPENSATION	2,806	3,087	1,052	725	202
101-263-918000	ALARM SYSTEM	5,175	5,209	5,195	5,455	5,195
101-263-921000	ELECTRIC	102,867	99,391	111,664	110,060	112,261
101-263-923000	HEAT	103,545	99,366	82,281	97,000	98,940
101-263-927000	WATER	6,186	6,298	10,175	17,500	18,375
101-263-931000	MAINTENANCE OF CITY BLDGS	83,652	94,401	81,018	105,000	105,000
101-263-934000	MAINTENANCE CONTRACTS	39,466	4,913	551	7,500	3,500
101-263-943000	EQUIPMENT RENTAL	34,318	28,500	14,250	0	0
101-263-946000	LEASE EXPENSE	187,067	329,053	329,053	329,054	329,054
101-263-960000	EDUCATION, TRAINING & WORKSHI	300	206	150	300	125
101-263-983000	CAPITAL EXPENDITURES	105,843	36,210	0	0	0
101-263-993000	INTEREST EXPENSE	141,986	0	0	0	0
<b>Totals for dept 263-MUNICIPAL BUILDING &amp; GROUND!</b>		<b>1,210,567</b>	<b>1,069,888</b>	<b>951,742</b>	<b>906,957</b>	<b>790,529</b>
Dept 272-HISTORICAL MUSEUM						
101-272-700H00	HISTORICAL MUSEUM	17,000	17,000	17,000	17,000	17,000
<b>Totals for dept 272-HISTORICAL MUSEUM</b>		<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
Dept 305-POLICE DEPARTMENT						
101-305-706000	SALARIES & WAGES	2,711,085	2,743,228	2,709,923	2,585,706	2,656,637
101-305-706C00	EXTRA HELP CLERICAL	245,011	208,175	0	0	0
101-305-706CG0	CROSSING GUARDS WAGES	99,471	95,524	(56)	0	0
101-305-706CS0	ANIMAL CONTROL OFFICERS	151,491	120,091	0	0	0
101-305-709000	OVERTIME	258,017	204,010	283,405	200,000	175,000
101-305-709C00	COURT TIME	61,714	55,606	57,247	65,000	65,000
101-305-709CP0	OVERTIME-COMM POL	24,951	15,312	17,663	7,500	7,500

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-305-709CS0	OVERTIME-ANIMAL CONT OFF	3,215	3,957	0	0	0
101-305-709ME0	M.E. OVERTIME	6,039	0	0	0	0
101-305-709S00	SHIFT DIFFERENTIAL	27,589	26,431	23,300	25,000	20,000
101-305-709TE0	TRAFFIC ENFORCEMENT TEA,	3,511	0	486	0	0
101-305-713000	DENTAL M.E.	10,307	7,864	1,975	0	0
101-305-713PF0	DENTAL - P&F	51,052	48,645	54,737	46,502	55,614
101-305-714B00	BREATHALIZER CERTIF	9,600	9,600	9,600	10,400	0
101-305-715000	SOCIAL SECURITY	0	0	39,409	42,923	46,489
101-305-715ME0	SOCIAL SECURITY ME	41,215	36,381	0	0	0
101-305-715PF0	SOCIAL SECURITY PF	51,485	50,135	9,457	0	0
101-305-717000	HOLIDAY PAY	214,851	195,706	169,855	198,516	183,154
101-305-718000	SICK LEAVE PAY	13,078	13,498	11,934	30,285	0
101-305-719000	HOSPITALIZATION ME	92,272	63,897	0	0	0
101-305-719C00	PRESCRIPTION RIDER-CLAIMS PRO	2,911	11,248	6,200	0	0
101-305-719CP0	CLAIMS PRO-PRESCRIPT P&F	11,242	32,121	54,004	21,000	40,000
101-305-719CR0	CLAIMS PRO RETIREES	0	0	0	0	598,103
101-305-719D00	LONG TERM DISABILITY	2,166	1,814	0	0	0
101-305-719DP0	LONG TERM DIS-P&F	0	0	13,272	19,281	22,202
101-305-719G00	VISION INSURANCE	2,487	1,895	0	0	0
101-305-719GP0	VISION INSURANCE-P&F	12,217	12,681	13,813	13,161	11,466
101-305-719PF0	HOSPITALIZATION P&F	458,738	516,721	509,546	438,647	431,019
101-305-719R00	RETIREES HEALTH INSURANCE	0	0	0	0	856,268
101-305-720000	LIFE INSURANCE M.E.	2,405	1,847	0	0	0
101-305-720PF0	LIFE INSURANCE - P & F	17,142	14,406	14,259	12,346	14,506
101-305-721000	LONGEVITY	3,024	3,024	0	0	0
101-305-721CS0	LONGEVITY - ANIMAL CONTROL	982	982	0	0	0
101-305-721PF0	LONGEVITY-P&F	20,075	22,612	23,488	19,789	21,871
101-305-722PF0	P&F RETIREMENT	0	0	0	0	1,976,251
101-305-723000	VACATION PAY	7,102	6,106	0	0	0
101-305-723PF0	VACATION PAY P&F	204,419	188,882	181,638	150,000	150,000
101-305-724000	DEPT HEADS INLIEU OF OT	1,852	1,852	0	0	0
101-305-727000	OFFICE SUPPLIES	15,032	12,388	13,508	16,000	14,000
101-305-732000	TERMINATION BENEFITS	16,369	12,215	9,597	8,845	0
101-305-739000	GUN ALLOWANCE	50,107	49,607	49,607	28,337	28,550
101-305-740000	BADGES	236	0	88	500	0
101-305-741000	PISTOL RANGE EXPENSE	2,460	4,243	3,263	3,500	3,500
101-305-757000	OPERATIONAL SUPPLIES	100,828	11,036	11,503	14,000	13,000
101-305-761000	MEALS FOR PRISONERS	12,891	10,442	10,003	15,000	11,000
101-305-768000	UNIFORM MAINT. ALLOW	41,681	39,200	38,400	32,000	0
101-305-768CG0	CROSSING GUARD UNIFORMS	7,054	1,335	0	0	0
101-305-768E00	ENVIRONMENTAL OFF. UNIFORMS	4,784	3,397	0	0	0
101-305-776000	DETENTION OFFICERS	132,074	135,008	132,299	135,000	135,000
101-305-779CM0	CLOTHING MAINTENANCE	1,325	1,500	0	0	0
101-305-779P00	LAUNDRY PRISONERS	8,449	8,449	8,463	15,000	12,000
101-305-779R00	RESERVE OFFICER EXPENSE	550	0	0	1,800	1,800
101-305-779VA0	VEHICLE ALLOWANCE	4,000	4,000	0	400	0
101-305-801000	JANITORIAL SERVICE	0	0	6,430	0	0

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-305-807000	ACTUARIAL FEE	550	4,500	0	4,250	4,250
101-305-818000	CONTRACTUAL SERVICES	28,840	29,700	29,700	0	40,000
101-305-818CDO	CENTRAL DISPATCH IGA	0	0	99,578	120,000	120,000
101-305-828000	PHYSICALS	8,378	1,357	0	0	0
101-305-831000	DEPT SERVICES	178	0	0	0	0
101-305-841000	CRIME PATROL WATCH	4,749	7,095	5,846	5,500	5,500
101-305-851000	RADIO MAINTENANCE	2,117	172	2,459	6,000	6,000
101-305-854000	LEIN	1,200	6,612	6,230	14,000	7,500
101-305-855000	CELLULAR/PAGING SERVICES	0	0	10,806	9,049	10,740
101-305-860000	GENERAL EXPENSE, TRAVEL	983	1,024	744	900	900
101-305-867000	DETECTIVE EXPENSE	1,800	1,800	1,800	1,800	1,800
101-305-917000	WORKERS' COMPENSATION	63,147	74,460	58,259	54,350	45,882
101-305-931P00	PISTOL RANGE EX PENSE	10	0	33	500	500
101-305-933000	MAINTENANCE OF EQUIPMENT	5,264	2,854	3,733	5,000	5,000
101-305-934000	MAINTENANCE CONTRACTS	12,301	14,960	11,750	16,900	12,500
101-305-934C00	MAINTENANCE COMPUTER	40,340	64,994	44,234	45,000	45,000
101-305-939000	MOTOR EQUIP-MAINTENANCE	0	0	0	400	0
101-305-943000	EQUIPMENT RENTAL	250,000	250,000	125,000	0	0
101-305-948000	COMPUTER RENTAL	84,389	81,186	80,466	77,466	66,854
101-305-956000	MISCELLANEOUS	200	125	100	200	200
101-305-958000	MEMBERSHIPS & DUES	385	220	465	900	900
101-305-983000	CAPITAL EXPENDITURES	2,692	0	0	0	0
101-305-960000	TRAINING-SCHOOL	24,182	22,449	13,865	15,000	12,500
<b>Totals for dept 305-POLICE DEPARTMENT</b>		<b>5,752,262</b>	<b>5,570,579</b>	<b>4,983,384</b>	<b>4,533,653</b>	<b>7,935,956</b>
Dept 310-POLICE/FIRE CLERICAL						
101-310-706000	SALARIES & WAGES	0	0	168,470	155,306	168,473
101-310-706CG0	CROSSING GUARDS WAGES	0	0	102,953	94,550	100,222
101-310-706CS0	ANIMAL CONTROL OFFICERS	0	0	125,673	127,594	127,594
101-310-706ME0	CLERICAL-FIRE	0	0	38,125	38,125	38,125
101-310-709000	OVERTIME	0	0	236	969	0
101-310-709CS0	OVERTIME-ANIMAL CONT OFF	0	0	4,016	1,350	2,000
101-310-713000	DENTAL M.E.	0	0	7,054	9,414	9,672
101-310-715000	SOCIAL SECURITY	0	0	37,484	33,678	36,055
101-310-715ME0	SOCIAL SECURITY ME	0	0	1,304	0	0
101-310-718000	SICK LEAVE PAY	0	0	2,137	5,427	5,800
101-310-719000	HOSPITALIZATION M.E.	0	0	62,807	65,747	59,575
101-310-719D00	LONG TERM DISABILITY	0	0	2,036	1,871	1,872
101-310-719G00	VISION INSURANCE	0	0	2,086	2,130	2,033
101-310-720000	LIFE INSURANCE M.E.	0	0	1,862	1,975	2,078
101-310-721000	LONGEVITY	0	0	4,038	4,234	4,234
101-310-723000	VACATION PAY	0	0	8,861	10,832	9,600
101-310-724000	DEPT HEADS INLIEU OF OT	0	0	1,852	1,852	1,852
101-310-768CG0	CROSSING GUARD UNIFORMS	0	0	1,909	3,500	2,500
101-310-768E00	ENVIRONMENTAL OFF. UNIFORMS	0	0	2,207	250	1,250
101-310-779CM0	CLOTHING MAINTENANCE	0	0	400	0	600
101-310-917000	WORKERS' COMPENSATION	0	0	0	2,762	3,929
101-310-955000	CROSSING GUARD EXPENSES	0	0	4,000	50	50
<b>Totals for dept 310-POLICE/FIRE CLERICAL</b>		<b>0</b>	<b>0</b>	<b>579,510</b>	<b>561,616</b>	<b>577,514</b>

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
Dept 340-FIRE DEPARTMENT						
101-340-706000	SALARIES & WAGES	1,827,203	1,857,503	1,764,920	1,504,411	1,725,415
101-340-706ME0	CLERICAL	38,125	38,125	0	0	0
101-340-708000	SPECIAL DUTY ALLOWANCE	82,500	82,500	81,500	77,500	80,500
101-340-709000	OVERTIME	423,565	513,175	575,071	225,000	225,000
101-340-713000	DENTAL M.E.	2,007	993	0	0	0
101-340-713PF0	DENTAL - P&F	1,129	30,776	33,765	29,064	35,061
101-340-715000	SOCIAL SECURITY	32,468	0	28,364	19,659	34,541
101-340-715ME0	SOCIAL SECURITY ME	0	3,083	0	0	0
101-340-715PF0	SOCIAL SECURITY PF	3,177	34,979	8,069	0	0
101-340-717000	HOLIDAY PAY	33,162	119,495	95,153	119,173	119,452
101-340-717L00	IN LIEU OF HOLIDAY PAY	94,844	48,064	70,685	68,855	69,016
101-340-718000	SICK LEAVE PAY	70,456	4,177	4,317	12,626	0
101-340-719000	HOSPITALIZATION ME	3,555	12,755	0	0	0
101-340-719C00	PRESCRIPTION RIDER-CLAIMS PRO	11,288	281	508	0	0
101-340-719CP0	CLAIMS PRO-PRESCRIPT P&F	0	27,006	40,589	17,000	25,000
101-340-719CR0	CLAIMS PRO RETIREES	5,209	0	0	0	379,325
101-340-719D00	LONG TERM DISABILITY	252	213	0	0	0
101-340-719DP0	LONG TERM DIS-P&F	2,125	0	3,370	8,500	9,957
101-340-719G00	VISION INSURANCE	314	313	0	0	0
101-340-719GP0	VISION INSURANCE-P&F	8,513	8,503	9,013	8,283	7,591
101-340-719PF0	HOSPITALIZATION P&F	318,251	352,740	354,916	295,987	283,421
101-340-719R00	RETIREES HEALTH INSURANCE	0	0	0	0	482,525
101-340-720000	LIFE INSURANCE M.E.	212	176	0	0	0
101-340-720PF0	PF LIFE INS	11,328	9,114	8,796	7,716	8,951
101-340-721000	LONGEVITY	600	600	0	0	0
101-340-721PF0	LONGEVITY-P&F	17,973	18,480	18,899	14,253	15,165
101-340-722PF0	P&F RETIREMENT	0	0	0	0	1,356,760
101-340-723PF0	VACATION PAY P&F	80,684	99,587	138,542	100,000	115,000
101-340-727000	OFFICE SUPPLIES	3,345	2,989	4,574	3,500	3,500
101-340-732000	TERMINATION BENEFITS	0	0	81,695	0	0
101-340-757000	OPERATIONAL SUPPLIES	29,019	27,056	50,045	28,000	28,000
101-340-768000	UNIFORM MAINT. ALLOW	24,800	22,400	24,000	20,000	17,400
101-340-777000	CUSTODIAL SUPPLIES	2,856	3,314	2,996	2,200	2,200
101-340-778000	EQUIPMENT MAINTENANCE	0	1,831	4,625	2,000	2,000
101-340-779000	CLOTHING LAUNDRY/SHOES	889	783	0	600	0
101-340-779CM0	CLOTHING MAINTENANCE	225	225	0	0	0
101-340-807000	ACTUARIAL FEE	0	4,500	0	4,250	0
101-340-818000	CONTRACTUAL SERVICES	7,353	10,567	10,445	7,000	7,000
101-340-818CD0	CENTRAL DISPATCH IGA	0	0	100,218	120,000	120,000
101-340-828000	PHYSICALS	4,997	6,674	7,976	5,500	5,500
101-340-851000	RADIO MAINTENANCE	1,288	1,284	3,594	4,000	3,750
101-340-855000	CELLULAR/PAGING SERVICES	1,434	1,138	1,566	1,500	1,500
101-340-869000	FOOD ALLOWANCE	52,842	51,445	50,305	49,522	51,762
101-340-917000	WORKERS' COMPENSATION	58,403	69,723	54,552	58,540	51,793
101-340-931000	MAINTENANCE OF BUILDING	446	834	3,080	1,000	1,000

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-340-933000	MAINTENANCE OF EQUIPMENT	3,737	6,796	17,087	4,500	4,500
101-340-943000	EQUIPMENT RENTAL	100,000	100,000	50,000	0	0
101-340-948000	COMPUTER RENTAL	35,917	34,608	34,247	31,247	31,247
101-340-958000	MEMBERSHIPS & DUES	1,473	1,056	525	1,200	825
101-340-960000	TRAINING-SCHOOL	5,473	6,856	11,619	7,000	7,000
101-340-960C00	CERTIFICATIONS & LICENSING	425	650	375	600	500
<b>Totals for dept 340-FIRE DEPARTMENT</b>		<b>3,403,862</b>	<b>3,617,367</b>	<b>3,750,001</b>	<b>2,860,186</b>	<b>5,312,157</b>

### Dept 380-BUILDING DEPARTMENT

101-380-706000	SALARIES & WAGES	298,041	218,910	219,871	179,429	184,206
101-380-707000	PART-TIME TEMPORARY HELP	0	0	1,170	28,000	28,000
101-380-709000	OVERTIME	299	448	523	0	0
101-380-713000	DENTAL M.E.	7,351	4,724	5,607	5,813	4,836
101-380-715000	SOCIAL SECURITY	0	0	13,758	16,497	17,263
101-380-715ME0	SOCIAL SECURITY ME	24,365	17,866	4,347	0	0
101-380-718000	SICK LEAVE PAY	5,217	1,175	4,446	1,521	2,346
101-380-719000	HOSPITALIZATION M.E.	47,852	25,747	38,418	39,613	15,042
101-380-719C00	PRESCRIPTION RIDER-CLAIMS PRO	501	2,390	4,340	4,500	8,000
101-380-719D00	LONG TERM DISABILITY	1,960	1,183	1,369	1,009	1,032
101-380-719G00	VISION INSURANCE	1,863	1,192	1,364	1,167	1,013
101-380-720000	LIFE INSURANCE	1,740	950	994	834	864
101-380-721000	LONGEVITY	3,150	2,550	2,650	1,900	1,425
101-380-723000	VACATION PAY	10,244	1,180	607	1,988	1,500
101-380-724000	DEPT HEADS INLIEU OF OT	2,804	2,804	2,804	2,804	2,804
101-380-727000	OFFICE SUPPLIES	4,979	4,465	4,710	4,500	4,500
101-380-779CM0	CLOTHING MAINTENANCE	1,350	900	0	0	0
101-380-818000	CONTRACTUAL SERVICES	1,170	732	6,840	2,500	0
101-380-818L00	ANNUAL SOFTWARE LICENSE	1,525	1,525	0	0	0
101-380-818P00	PROGRAMMING	0	0	0	250	0
101-380-822000	CONTRACTUAL INSPECTION FEES	58,806	53,674	63,410	62,000	62,000
101-380-822C00	COMPLAINT INSPECTIONS	98	377	131	450	450
101-380-855000	CELLULAR/PAGING SERVICES	1,700	1,283	1,285	1,150	1,150
101-380-860000	GENERAL EXPENSE TRAVEL	0	20	0	0	0
101-380-902000	ZONING BOARD OF APPEALS	754	775	458	1,000	1,000
101-380-917000	WORKERS' COMPENSATION	2,243	2,191	1,741	1,092	1,072
101-380-934000	MAINTENANCE CONTRACTS	0	0	0	200	0
101-380-943000	EQUIPMENT RENTAL	37,908	27,100	13,550	0	0
101-380-948000	COMPUTER RENTAL	11,993	11,534	11,435	8,435	8,435
101-380-957000	PUBLICATIONS	0	0	986	1,000	1,000
101-380-958000	MEMBERSHIPS & DUES	235	75	190	275	200
101-380-960000	TRAINING-SCHOOL	135	224	0	0	0
101-380-960C00	CERTIFICATIONS & LICENSING	0	530	366	530	375
101-380-962D00	DEMOLITION EXPENSE	0	0	0	80,000	80,000
<b>Totals for dept 380-BUILDING DEPARTMENT</b>		<b>528,283</b>	<b>386,524</b>	<b>407,370</b>	<b>448,457</b>	<b>428,513</b>

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
Dept 445-DEPT OF PUBLIC SERVICES						
101-445-715ME0	SOCIAL SECURITY ME	35	0	0	0	0
101-445-721000	LONGEVITY	454	0	0	0	0
101-445-727000	OFFICE SUPPLIES	2,532	1,297	1,359	1,500	1,000
101-445-755G00	SAFETY GLASSES	274	38	170	250	250
101-445-757000	OPERATIONAL SUPPLIES	1,096	1,097	1,010	2,500	1,500
101-445-779000	CLOTHING LAUNDRY/SHOES	181	0	0	0	0
101-445-855000	CELLULAR/PAGING SERVICES	234	213	234	200	225
101-445-930000	REPLACE SIDEWALKS-MAINT	91,220	35,125	50,302	50,000	25,000
101-445-934000	MAINTENANCE CONTRACTS	262	274	0	275	0
101-445-946000	LEASE EXPENSE	3,342	3,342	1,752	1,460	1,752
101-445-948000	COMPUTER RENTAL	24,302	23,412	0	0	0
101-445-956000	MISCELLANEOUS	0	0	121	300	300
101-445-960000	TRAINING - SCHOOL	(21)	0	0	0	0
<b>Totals for dept 445-DEPT OF PUBLIC SERVICES</b>		<b>123,911</b>	<b>64,798</b>	<b>54,948</b>	<b>56,485</b>	<b>30,027</b>
Dept 450-STREET LIGHTING						
101-450-926000	STREET LIGHTINGCHARGES	464,751	540,646	734,529	539,479	682,885
<b>Totals for dept 450-STREET LIGHTING</b>		<b>464,751</b>	<b>540,646</b>	<b>734,529</b>	<b>539,479</b>	<b>682,885</b>
Dept 670-SOCIAL SERVICES						
101-670-850000	BOARDING OF PRISONERS	115,136	156,354	165,550	171,555	171,555
<b>Totals for dept 670-SOCIAL SERVICES</b>		<b>115,136</b>	<b>156,354</b>	<b>165,550</b>	<b>171,555</b>	<b>171,555</b>
Dept 704-PARKS & FORESTRY DIVISION						
101-704-706000	SALARIES & WAGES	82,826	47,371	21,040	12,500	12,991
101-704-707000	PART-TIME TEMPORARY HELP	70,840	1,646	406	1,250	1,250
101-704-709000	OVERTIME	6,452	843	132	0	0
101-704-713000	DENTAL M.E.	1,871	1,107	561	425	605
101-704-715000	SOCIAL SECURITY	0	0	1,266	1,351	1,181
101-704-715ME0	SOCIAL SECURITY ME	13,724	4,242	796	0	0
101-704-718000	SICK LEAVE PAY	14,752	4,690	4,429	2,956	1,250
101-704-719000	HOSPITALIZATION M.E.	15,189	11,012	3,420	2,500	3,624
101-704-719C00	PRESCRIPTION RIDER-CLAIMS PRO	485	1,996	168	500	500
101-704-719D00	LONG TERM DISABILITY	558	249	131	87	72
101-704-719G00	VISION INSURANCE	419	242	89	75	51
101-704-720000	LIFE INSURANCE	397	173	88	68	93
101-704-721000	LONGEVITY	1,701	907	950	950	136
101-704-723000	VACATION PAY	3,286	0	0	0	0
101-704-757000	OPERATIONAL SUPPLIES	17,309	13,677	15,662	16,000	16,000
101-704-779000	CLOTHING LAUNDRY/SHOES	1,601	1,529	949	711	750
101-704-780000	SAFETY SHOES	201	0	0	0	0
101-704-818000	CONTRACTUAL SERVICES	0	11,760	41,715	21,520	21,520
101-704-828000	PHYSICALS	229	101	202	101	150
101-704-855000	CELLULAR/PAGING SERVICES	316	511	602	500	500
101-704-917000	WORKERS' COMPENSATION	5,281	1,500	373	173	43

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-704-918000	ALARM SYSTEM	813	813	813	850	813
101-704-921000	ELECTRIC	11,616	4,218	15,299	13,500	13,770
101-704-923000	HEAT	8,590	7,121	7,094	7,898	8,056
101-704-927000	WATER	423	535	563	495	575
101-704-933000	MAINTENANCE OF EQUIPMENT	0	312	0	2,000	2,000
101-704-935P00	MAINTENANCE OF PARK	12,070	251	9,886	12,500	12,500
101-704-943000	EQUIPMENT RENTAL	43,661	41,500	20,750	0	0
101-704-958000	MEMBERSHIPS & DUES	567	195	691	500	250
101-704-960000	TRAINING-SCHOOL	1,807	1,408	0	1,250	750
<b>Totals for dept 704-PARKS &amp; FORESTRY DIVISION</b>		<b>316,984</b>	<b>159,909</b>	<b>148,075</b>	<b>100,660</b>	<b>99,430</b>

### Dept 708-RECREATION DEPARTMENT

101-708-706000	SALARIES & WAGES	76,593	70,542	55,847	70,086	47,719
101-708-707000	PART-TIME TEMPORARY HELP	102,460	39,382	33,371	35,000	35,000
101-708-707P00	PLAYGROUND HELP - SUMMER	8,376	0	0	0	0
101-708-709000	OVERTIME	835	8	126	0	0
101-708-713000	DENTAL M.E.	1,572	1,650	1,923	1,728	1,391
101-708-715000	SOCIAL SECURITY	0	0	6,565	0	11,240
101-708-715ME0	SOCIAL SECURITY ME	14,517	9,143	2,069	0	4,154
101-708-718000	SICK LEAVE PAY	815	2,351	2,712	2,177	1,563
101-708-719000	HOSPITALIZATION M.E.	2,460	4,262	4,919	3,600	3,600
101-708-719D00	LONG TERM DISABILITY	471	430	488	448	267
101-708-719G00	VISION INSURANCE	471	490	517	505	343
101-708-720000	LIFE INSURANCE	403	366	364	323	75
101-708-721000	LONGEVITY	0	975	850	475	352
101-708-723000	VACATION PAY	0	3,198	3,198	3,198	922
101-708-724000	DEPT HEADS INLIEU OF OT	0	1,279	1,279	1,279	384
101-708-727000	OFFICE SUPPLIES	1,796	940	1,336	750	750
101-708-727SC0	SUPPLIES -SR CENTER	892	0	448	0	0
101-708-760000	AWARDS	1,326	525	0	0	0
101-708-760S00	RECREATION SUPPLIES	6,112	5,275	17,803	3,000	3,000
101-708-762C00	SUMMER CONCERT SERIES	7,050	6,833	9,862	6,325	6,325
101-708-764000	SENIOR CITIZENS CLUB	200	200	200	0	0
101-708-765000	SMART BUS	1,631	0	0	0	0
101-708-766S00	PERISHABLE SUPPLIES	419	472	345	0	0
101-708-779CM0	CLOTHING MAINTENANCE	225	225	0	0	0
101-708-800000	CONTRACTUAL PART-TIME	34,934	45,418	52,584	40,000	40,000
101-708-818000	CONTRACTUAL SERVICES	1,675	5,290	4,290	12,000	12,000
101-708-828000	PHYSICALS	101	101	0	0	0
101-708-855000	CELLULAR/PAGING SERVICES	1,021	673	423	800	850
101-708-860000	GENERAL EXPENSE TRAVEL	89	0	0	0	0
101-708-870000	MILEAGE	(4)	26	27	0	0
101-708-901000	ADVERTISING	22,248	20,118	13,165	7,525	2,500
101-708-917000	WORKERS' COMPENSATION	4,123	4,535	3,548	147	790
101-708-934000	MAINTENANCE CONTRACTS	2,648	2,871	1,813	2,236	1,800
101-708-942000	SCHOOL BOARD FEES	827	0	0	0	0
101-708-943000	EQUIPMENT RENTAL	37,589	37,589	18,795	0	0

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-708-743V00	EQUIPMENT RENTAL - VENDOR	375	0	0	0	0
101-708-948000	COMPUTER RENTAL	4,952	4,746	4,722	1,722	1,722
101-708-957000	PUBLICATIONS	924	70	0	500	250
101-708-958000	MEMBERSHIPS & DUES	470	1,356	1,128	1,000	1,250
101-708-983000	CAPITAL	22,914	0	0	0	0
<b>Totals for dept 708-RECREATION DEPARTMENT</b>		<b>363,509</b>	<b>271,339</b>	<b>244,717</b>	<b>194,824</b>	<b>178,247</b>
Dept 720-COMMUNITY CENTER						
101-720-707000	PART-TIME TEMPORARY HELP	49,893	0	0	0	0
101-720-707C00	PART-TIME CONCESSION HELP	10,186	0	0	0	0
101-720-707M00	PART-TIME MAINT MAN	31,318	0	0	0	0
101-720-709M00	OVERTIME MAINT MEN	809	0	0	0	0
101-720-715ME0	SOCIAL SECURITY ME	7,054	0	0	0	0
101-720-727000	OFFICE SUPPLIES	920	0	0	0	0
101-720-750000	CONCESSION STAND PURCHASES	9,134	0	0	0	0
101-720-758000	POOL & RINK SUPPLIES	2,689	0	0	0	0
101-720-778000	EQUIPMENT MAINTENANCE	9,023	268	0	0	0
101-720-780000	CONTRACTUAL PART-TIME	120	0	0	0	0
101-720-818000	CONTRACTUAL SERVICES	50	0	0	0	0
101-720-853000	TELEPHONE CHARGES	1,578	2,118	244	0	0
101-720-901000	ADVERTISING	8,384	0	0	0	0
101-720-917000	WORKERS COMPENSATION	3,400	0	0	0	0
101-720-918000	ALARM SYSTEM	1,160	97	0	0	0
101-720-921000	ELECTRIC	70,691	0	0	55,000	56,650
101-720-923000	HEAT	29,700	11,667	113	15,000	15,450
101-720-927000	WATER	6,621	0	15	2,650	3,750
101-720-931000	MAINTENANCE OF BUILDING	5,164	0	0	500	500
101-720-934V0	EQUIPMENT REN VEN	(3,000)	0	0	0	0
101-720-948000	COMPUTER RENTAL	1,910	0	0	0	0
101-720-960000	MEMBERSHIPS & DUES	365	0	0	0	0
<b>Totals for dept 720-COMMUNITY CENTER</b>		<b>247,169</b>	<b>14,150</b>	<b>372</b>	<b>73,150</b>	<b>76,350</b>
Dept 735-LIBRARY						
101-735-707000	PART-TIME TEMPORARY HELP	2,060	3,652	4,829	2,000	0
101-735-715000	SOCIAL SECURITY	0	0	309	153	0
101-735-715ME0	SOCIAL SECURITY ME	158	279	61	0	0
101-735-827000	COUNTY CHARGES	241,710	246,877	228,899	215,000	197,238
101-735-946000	LEASE EXPENSE	3,833	3,873	3,688	3,149	3,149
<b>Totals for dept 735-LIBRARY</b>		<b>247,761</b>	<b>254,681</b>	<b>237,786</b>	<b>220,302</b>	<b>200,387</b>
Dept 760-DISTRICT COURT						
101-760-701E00	EXPENDITURES	1,442,845	1,531,354	(16,513)	120,000	120,000
101-760-703000	SALARY OF ELECTED OFFICAL	0	0	42,207	80,897	45,724
101-760-706000	SALARIES & WAGES	0	0	335,898	286,301	278,300
101-760-707000	PART-TIME TEMPORARY HELP	0	0	133,122	125,000	150,000
101-760-713000	DENTAL M.E.	0	0	10,157	10,363	9,211
101-760-715000	SOCIAL SECURITY	0	0	26,049	28,815	37,004

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-760-715ME0	SOCIAL SECURITY ME	0	0	7,964	0	0
101-760-715R00	RETIRES MEDICARE REIMB	0	0	7,731	0	0
101-760-719000	HOSPITALIZATION M.E.	0	0	38,551	99,820	81,648
101-760-719C00	PRESCRIPTION RIDER-CLAIMS PR C	0	0	60,584	22,500	60,000
101-760-719D00	LONG TERM DISABILITY	0	0	6,184	1,997	1,667
101-760-719G00	VISION INSURANCE	0	0	2,418	2,556	2,385
101-760-719R00	RETIRES HEALTH INSURANCE	0	0	160,685	168,000	170,479
101-760-720000	LIFE INSURANCE M.E.	0	0	1,588	1,588	1,482
101-760-720ME0	M. E. LIFE INSURANCE PREMIUM A	0	0	214	500	0
101-760-721000	LONGEVITY	0	0	19,905	28,261	4,886
101-760-722DB0	MERS DEFINED CONTRIBUTION PEN	0	0	3,045	3,045	3,045
101-760-722ME0	M.E. RETIREMENT	0	0	236,147	259,762	259,489
101-760-727000	OFFICE SUPPLIES	0	0	20,571	15,000	18,000
101-760-730000	POSTAGE CHARGE	0	0	15,926	8,500	8,500
101-760-778000	EQUIPMENT MAINTENANCE	0	0	366	10,200	10,200
101-760-801000	JANITORIAL SERVICE	0	0	10,288	12,500	14,500
101-760-808000	AUDIT SERVICES	0	0	5,800	2,500	2,500
101-760-818000	CONTRACTUAL SERVICES	0	0	0	22,000	0
101-760-850C00	COMMUNICATIONS	0	0	0	11,050	0
101-760-853000	TELEPHONE CHARGES	0	442	16,175	14,280	7,500
101-760-860000	GENERAL EXPENSE, TRAVEL	0	0	415	0	0
101-760-913000	INSURANCE-FLEET & LIABILITY	0	0	2,706	7,941	8,179
101-760-917000	WORKERS' COMPENSATION	0	0	0	539	1,518
101-760-921000	ELECTRIC	0	1,334	20,783	13,100	16,500
101-760-923000	HEAT	0	612	11,559	8,750	9,500
101-760-927000	COST OF WATER PURCHASED	0	75	1,218	1,100	1,350
101-760-934000	MAINTENANCE CONTRACTS	0	0	24,925	16,780	17,000
101-760-934C00	MAINTENANCE COMPUTER	0	0	17,208	12,000	12,000
101-760-956000	MISCELLANEOUS	0	348	13,552	1,890	1,890
101-760-957000	PUBLICATIONS	0	815	9,136	3,526	4,100
101-760-983000	CAPITAL PURCHASES	0	0	0	0	10,000
<b>Totals for dept 760-DISTRICT COURT</b>		<b>1,442,845</b>	<b>1,534,980</b>	<b>1,246,564</b>	<b>1,401,061</b>	<b>1,368,557</b>
Dept 805-PLANNING COMMISION						
101-805-727000	OFFICE SUPPLIES	329	402	26	750	750
101-805-880C00	CONSULTING FEES	14,304	13,346	9,703	10,500	9,500
101-805-901000	ADVERTISING	641	519	595	1,500	1,000
<b>Totals for dept 805-PLANNING COMMISION</b>		<b>15,273</b>	<b>14,267</b>	<b>10,324</b>	<b>12,750</b>	<b>11,250</b>
Dept 857-COMMUNITY DEVELOPMENT						
101-857-706000	SALARIES & WAGES	10,813	9,442	9,835	9,183	9,183
101-857-713000	DENTAL M.E.	210	192	225	233	242
101-857-715000	SOCIAL SECURITY	0	0	581	809	796
101-857-715ME0	SOCIAL SECURITY ME	722	722	171	0	0
101-857-719000	HOSPITALIZATION M.E.	2,167	1,890	898	2,172	2,049
101-857-719C00	PRESCRIPTION RIDER-CLAIMS PRO	3,622	3,934	4,097	1,500	2,500
101-857-719D00	LONG TERM DISABILITY	61	50	57	52	52

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-857-719G00	VISION INSURANCE	51	39	22	61	48
101-857-720000	LIFE INSURANCE M.E.	42	34	35	38	37
101-857-721000	LONGEVITY	0	0	0	95	95
101-857-723000	VACATION PAY	0	0	0	708	708
101-857-917000	WORKERS' COMPENSATION	39	31	25	33	25
101-857-948000	COMPUTER RENTAL	1,635	1,570	1,559	0	0
<b>Totals for dept 857-COMMUNITY DEVELOPMENT</b>		<b>19,362</b>	<b>17,904</b>	<b>17,505</b>	<b>14,884</b>	<b>15,735</b>
Dept 923-GENERAL GOVERNMENT						
101-923-702000	ACCRUED WAGES	25,911	77,877	(15,798)	45,000	15,000
101-923-703B00	BOARD OF REVIEW	1,600	1,575	1,125	2,000	1,750
101-923-713000	DENTAL M.E.	3,686	32	(58)	37	35
101-923-715000	SOCIAL SECURITY	(10,687)	0	1,687	2,500	1,250
101-923-715ME0	SOCIAL SECURITY ME	377	2,177	1,561	0	0
101-923-715R00	RETIREEES MEDICARE REIMB	150,881	172,916	174,289	168,000	185,291
101-923-719000	HOSPITALIZATION M.E.	54,873	207	158	150	150
101-923-719C00	PRESCRIPTION RIDER-CLAIMS PRO	103,050	130,894	(583)	0	0
101-923-719CR0	CLAIMS PRO RETIREEES	1,289,026	35,665	140,035	85,000	89,250
101-923-719CT0	MICHIGAN CLAIMS TAX	0	0	0	16,400	31,000
101-923-719D00	LONG TERM DISABILITY	(3,748)	7	(12)	0	0
101-923-719F00	FIRE RETIREE PRESCRIPTIONS	0	295,768	258,821	297,670	0
101-923-719FIR	FIRE RETIREEES HEALTH INSURAN A	0	380,250	517,881	485,000	0
101-923-719G00	VISION INSURANCE	(11,335)	8	(15)	750	100
101-923-719ME0	ME RETIREE PRESCRIPTIONS	0	599,098	614,087	95,000	184,535
101-923-719P00	POLICE RETIREE PRESCRIPTIONS A	0	437,791	486,825	450,000	0
101-923-719POL	POLICE RETIREEES HEALTH INS	0	648,805	894,347	750,000	0
101-923-719R00	RETIREEES HEALTH INSURANCE	1,783,192	800,554	1,031,913	1,050,000	445,264
101-923-719VB0	ICMA - RETIREE HEALTH SAVING A	5,902	7,910	5,627	3,525	2,927
101-923-720000	LIFE INSURANCE	(2,655)	6	(9)	0	0
101-923-720ME0	RETIREE LIFE INSURANCE	0	2,488	3,968	3,724	3,910
101-923-720PF0	PF RETIREE LIFE INS	0	7,465	8,241	8,174	8,583
101-923-720RET	RETIREEES LIFE INSURANCE	14,882	1,979	0	0	0
101-923-722DB0	MERS DEFINED CONTRIBUTION PEN	22,984	33,557	23,363	19,520	22,500
101-923-722H00	MERS HYBRID PLAN	0	0	0	0	5,000
101-923-722ME0	M.E. RETIREMENT	983,271	968,554	1,092,874	1,202,161	1,019,733
101-923-722PF0	P&F RETIREMENT	2,344,600	2,557,853	2,925,995	3,218,595	0
101-923-722SC0	SERVICE CREDIT PURCHASE- CITY PORTION	0	0	0	0	100,000
101-923-727000	OFFICE SUPPLIES	0	0	516	1,000	500
101-923-730000	POSTAGE CHARGE	19,400	22,857	23,003	13,500	13,635
101-923-732000	TERMINATION BENEFITS	0	27,145	41,289	0	0
101-923-758M00	MICHIGAN MUNICIPAL LG	10,625	10,625	9,580	10,625	10,625
101-923-807000	ACTURIAL FEE	0	9,000	0	12,500	9,000
101-923-808000	AUDIT SERVICES	60,585	52,240	58,570	60,000	60,000
101-923-810000	BANK CHARGES/SERV FEE	0	0	100	0	50
101-923-810C00	TRANSACTION FEES-CHARGES	46,508	54,979	60,015	52,000	52,000
101-923-813PS0	PUBLIC SAFETY COMMISSION	0	389	21	1,500	1,500
101-923-818000	CONTRACTUAL SERVICES	224,548	178,847	126,150	155,000	155,000

## GENERAL FUND BUDGET EXPENDITURE DETAIL

ACCOUNT	DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
101-923-818E00	EMERGENCY MANAGEMENT EXPEN	0	475	11,293	11,293	5,000
101-923-818WPO	WEB PAGE FEES	1,725	1,893	1,760	1,975	1,600
101-923-826000	LEGAL FEES	1,626	5,488	10,154	6,500	5,000
101-923-828000	PHYSICALS	0	250	329	275	275
101-923-833000	BUREAU OF TAXATION FEES	73,407	50,813	70,039	75,000	0
101-923-835000	FLEXIBLE SPENDING ACCOUNT	0	0	(271)	750	500
101-923-880C00	CONSULTING FEES	42,474	22,665	11,998	10,000	22,000
101-923-880C00	COMMUNITY IMPROVEMENT COMI	270	60	254	500	500
101-923-880DB0	DANGEROUS BUILDING COMM	65	32	0	100	100
101-923-880H00	HISTORICAL COMMISSION	0	0	0	100	100
101-923-880L00	LIBRARY COMMISSION	0	136	180	200	200
101-923-880S00	SENIOR CITIZENS COMM	0	0	0	100	100
101-923-880Y00	YOUTH COMMISSION	0	0	0	100	100
101-923-881000	SAFETY COMM	712	406	441	500	500
101-923-890000	CONTINGENCY	0	0	0	25,000	0
101-923-901000	ADVERTISING	0	31	0	750	200
101-923-913000	INSURANCE-FLEET & LIABILITY	388,392	409,730	400,752	403,019	415,110
101-923-916000	UNEMPLOYMENT COMP	1,292	9,206	73,669	35,000	40,000
101-923-917000	WORKERS' COMPENSATION	6,429	1,859	1,455	0	0
101-923-934000	MAINTENANCE CONTRACTS	2,940	2,694	2,448	2,500	2,448
101-923-946000	LEASE EXPENSE	2,202	2,202	751	0	0
101-923-952000	COUNTY TRAILER FEES	1,032	528	998	875	875
101-923-953000	SCHOOL TRAILER FEES	2,068	2,112	2,090	1,750	1,750
101-923-956000	MISCELLANEOUS	4,180	123,263	(49,136)	5,000	5,000
101-923-958000	MEMBERSHIPS & DUES	0	17,184	10,745	4,750	4,750
101-923-961000	MICHIGAN TRIBUNAL REFUND EXP	0	15,259	1,618	7,500	7,500
101-923-961G00	CANCELLATION GENERAL TAXES	7,044	43,290	65,973	55,110	55,110
101-923-962000	SETTLEMENT OF CLAIMS	140,644	54,915	137,035	100,000	100,000
101-923-963000	PAYMENT IN LIEU COUNTY TAX	105,772	26,822	0	25,000	25,000
101-923-963200	PAYMENT INLIEU OF SCHOOL	119,748	29,731	0	15,000	15,000
101-923-965000	CONTRIBUTION TO OTHER FUND	0	200,000	0	0	0
101-923-965226	CONTRIBUTION TO SANITATION	97,083	0	0	0	0
101-923-975000	LAND SALES EXP	1,295	1,778	4,531	7,500	7,500
<b>Totals for dept 923-GENERAL GOVERNMENT</b>		<b>8,117,875</b>	<b>8,542,340</b>	<b>9,244,672</b>	<b>9,005,478</b>	<b>3,134,806</b>
<b>TOTAL APPROPRIATIONS</b>		<b>23,889,505</b>	<b>23,724,333</b>	<b>24,232,047</b>	<b>22,437,405</b>	<b>22,373,601</b>

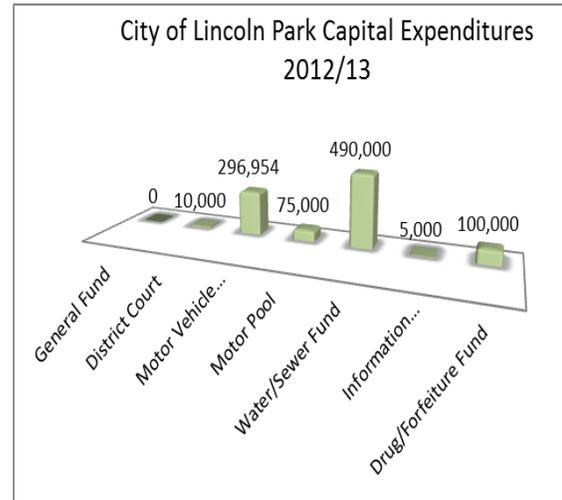


# **CAPITAL IMPROVEMENT PLAN**



## CAPITAL IMPROVEMENT PROGRAM

The City of Lincoln Park has established a five-year capital replacement plan. The Capital Improvement Program section includes capital facilities and equipment purchases greater than \$5,000 in value and of a non-routine nature. It has been the goal of the city to use pay-as-you-go to finance capital purchases in an effort to limit the amount of debt incurred by the City. The City will maintain all its assets at a level adequate to protect the City's capital interest and to minimize future maintenance and replacement costs. The City will determine the least costly financing method for all new projects.



Fixed assets include equipment, computers, and vehicles greater than \$5,000 in value with a life expectancy of 2 years or more. All vehicles are maintained by the Motor Vehicle Fund where depreciation is calculated. Once purchased, all capital items are maintained in the inventory until they are disposed of. The purchasing of fixed assets shall be identified for purchase through the methods of emergency, replacement, or needed new. Each year changes are made to the capital replacement program based upon these three criteria.

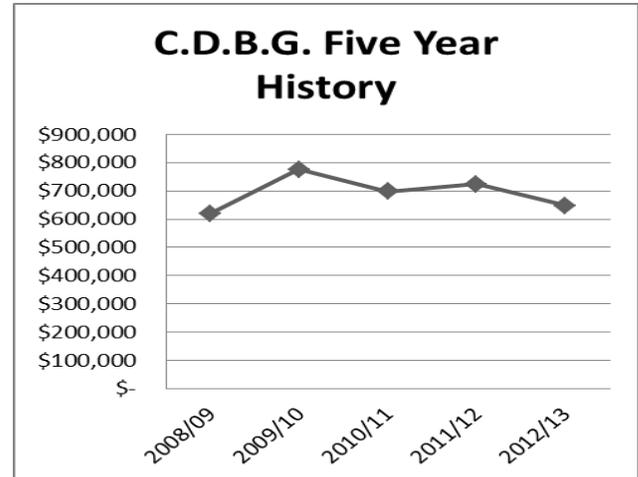
The Operating Budget impacts are shown by program year in the table that follow, and are developed using the best information currently available, then inflated for future years. They will be continually updated to reflect the most current information. These costs could include staffing, operations and maintenance, and capital equipment costs are identified on each project detail sheet upon project approval and only the total expenditures have been incorporated in the FY 2012/13 Operating Budget. The five year program, which is a consolidation of ongoing projects and projects planned over the next five years, represents future capital improvement commitments consistent with past City Council direction and the City's 2012/13 Fiscal Goal and Plan. When capital improvements are deferred and estimates can be made, the impact on the maintenance costs are reflected and reported in the operating budget.



## CAPITAL IMPROVEMENT PROGRAM

### Community Development Block Grant Fund

The Community Development Block Grant Program utilizes funding directly from the Federal government to many aspects of community public service. In 1974, The Congress of the United States initiated the CDBG program and it replaced numerous categorical programs such as Urban Redevelopment, Model Cities, and Neighborhood Rehabilitation action grants.



The primary function of the Community Development Act is to provide local communities to structure programs to each specific need. In Lincoln Park, the monies under this program have been spent on specific activities, which aid to stabilize public services and revitalize the community while supporting the low and moderate-income persons within the Lincoln Park community.

Examples of activities undertaken in past and the present fiscal year include reconstruction of streets, water and sewer services, Parks and Recreation projects to provide additional quality of life opportunity to low and moderate income persons and Housing stock Improvements in the form of low interest loans.

Annually the City holds separate hearings on the proposed and actual use of CDBG funds and incorporates the recommendations of a citizens advisory committee closely following the program requirements to consider all opinions and concerns for the use of these funds.

For the 2012/13 budget year there is \$647,817 allocated under the CDBG Fund. This will be utilized in updating the City's infrastructure and to purchase additional equipment. By using these funds to assist in upgrades and equipment purchases, it allows the City to make upgrades to the infrastructure and purchase equipment that it otherwise may have to delay. The allocation can be broken down as follows:



## CAPITAL IMPROVEMENT PROGRAM

### Community Development Block Grant Fund Projected Capital Projects

Project	2010/11	2011/12	2012/13
	-	-	-
	-	-	-
Right - of - Way Work	\$ 50,000	\$ 40,000	\$ -
Streets and Utilities	519,186	489,000	300,000
Administration	-	-	129,563
Fire Fighting Equipment	-	26,200	3,200
Parks & Recreation Projects	-	-	29,000
Housing Stock Improvement Program	29,061	18,600	-
Home Rehab Revolving Loan Fund Plus Projected Program Income	100,000	150,000	149,000
Other Items			37,054
<b>Total Capital Outlay</b>	<b>\$ 698,247</b>	<b>\$ 723,800</b>	<b>\$ 647,817</b>



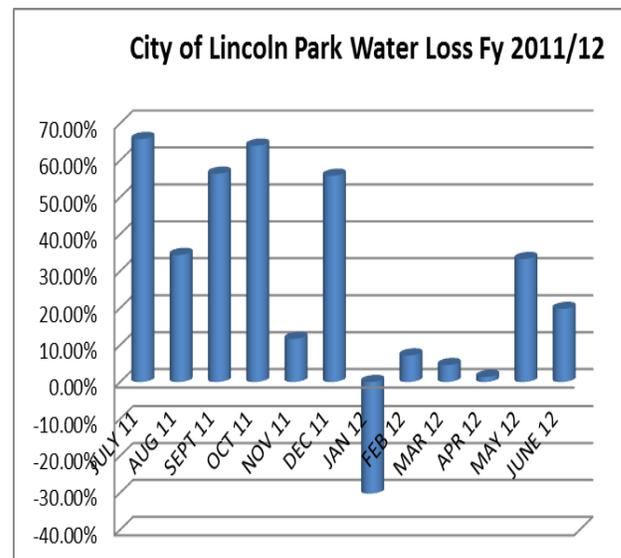
## CAPITAL IMPROVEMENT PROGRAM

### Impact on Operating Budget

#### Key Notes

Recently, the City leased out the Community Center to a private organization reducing the City's liability. The City was losing over \$100,000 annually with the Community Center under its operation and this number would have continued to grow. The amount of renovations needed to bring the center up to modern standards far exceeds the City's fiscal capabilities. With a private organization taking it over the City was not forced to close it down to the benefit of the community.

The City of Lincoln Park began implementing a new water meter reading system along with the additional software to integrate directly into the water office computers. The impact of this has been the elimination of the Water Meter Reader in the department and allowed the utilization of the Water Clerks to monitor and analyze water readings more thoroughly in order to cut down on potential water theft. The old system was very old and outdated and the City will see reduced water loss of approximately \$350,000 annually per the projections of the OHM Consulting Firm in the 2006 Water Loss Study. As the chart below shows, the City has averaged in excess of 30% of water loss throughout the year. Fiscal year 2012/13 should show a more accurate detail of the reduction in water loss as many adjustments were necessary when the old meters were changed.





# **DEBT MANAGEMENT PROGRAM**



## DEBT MANAGEMENT PROGRAM

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The city could issue general obligation (GO) debt up to 8.0% of our total Equalized Assessed Value without referendum. Other methods of financing are revenue bonds, special assessment bonds, and special service area bonds.

Revenue bonds are generally used to finance enterprise activities and are paid by the revenue generated by users of the services. Special assessment and special service area bonds are used to provide improvements to a relatively small number of property owners, who are then responsible for the bond repayment. Even though the city could legally borrow much more than it does, it would never utilize the full extent of the debt margin.

It has been and continues to the city focuses on new revenue sources and containing expenditures.

The city had paid off all general obligation bond debt by 2010/11 but is undertook a new bond issue in the form of a Limited Tax obligation Bond issue of \$3,445,000. The LTGO 20 year tax-exempt bonds were issued in September of 2011. These bonds funded the replacement of all city water meters and a fixed based antenna reading system.

2012 Equalized Assessed Valuation	<u>\$583,254,764</u>
X 8.0% = Legal Debt Limit	<u>\$ 46,660,381</u>
Less - General Obligation	<u>\$ 3,350,000</u>
Legal Debt Margin remaining \$	<u>\$ 43,310,381</u>

The city adheres to the following policies regarding debt management:

Confine long-term borrowing to a time period not to exceed the useful life of the equipment or project.

Fully disclose information in financial reports and official statements.

Restrict current activities to a point where all bond covenants will be met.

Debt service will not exceed 10% of operating expenditures for the general fund and 15% of operating expenditures for the enterprise funds.



## DEBT MANAGEMENT PROGRAM

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No capital expenditure for \$500,000 or less will be financed. For a more detailed discussion of our debt policies see our Policies section of the budget.

### **City Council Adopted Debt Management Program and Policies**

The purpose of the Lincoln Park Debt management program is to manage the debt obligations and maintain the City's ability to incur debt and other long-term obligations at favorable interest rates for capital improvements, facilities, and equipment that are beneficial to the City and necessary for essential services. Analysis of the debt position is important, however with slowed or nominal growth indicates there will be no immediate need for capital financing. The Debt Management Program is based on the principal that resources, as well as needs, should drive the City's debt issuance program.

Proposed long-term financings are linked with the economic, demographic and financial resources expected to be available to pay for that debt. Long-term financing is used only after considering alternative funding sources, such as project revenues, Federal and State grants and special assessments.

The City property tax debt shall be maintained at a level considered manageable by the rating agencies based upon current economic conditions including, among others, population, per capita income and assessed valuation.

The City shall structure all long-term debt with prepayment options except when alternative structures are more advantageous to the City. The City will consider prepaying or decreasing portions of outstanding debt when available resources are identified. For bonds repaid solely with property taxes, the City will strive for a debt service fund balance in an amount not less than the succeeding year's principal and interest requirements. The reserve fund requirements for other bond issues will be set forth in their respective bond covenants. The Department of Finance shall annually verify compliance with the charter debt requirements.

The Lincoln Park city code states the specific borrowing power of the City and it is summarized in the section on finance and taxation. The City of Lincoln Park has no current general obligation debt and no plans to issue general obligation debt.

The City has been named as a defendant in a lawsuit alleging violations of the Clean Water Act occurring in the downriver sewage treatment system. Several other communities, including Wayne County, were also named as defendants. Under terms of the consent decree, the communities are required to undertake construction projects to expand the capacity of the system and eliminate any violations of the Clean Water Act. The estimated total cost of the project is approximately \$300,000,000 with the City's share estimated to be approximately \$14,000,000. To date, the City has issued bonds of



## DEBT MANAGEMENT PROGRAM

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approximately \$1,500,000 to approximately \$12,500,000. The bonds are being paid through a court-ordered judgment levy.

Project completion bonds in the amount of \$992,079 were issued in August 2007. Capital improvement bonds in the amount of \$437,575 were approved for issuance by the City Council. The County expects to issue these bonds within the next two fiscal years.

Funds received from a tax levy are restricted for the payment of outstanding Enterprise Fund debt. In addition, restricted assets result from the establishment of debt and operating reserves related to county sewage disposal system bonds. The restricted assets at June 30, 2007 consist of the following:

Cash and cash equivalents:

Ecorse Creek replacement reserve	\$1,000,000
Enterprise Fund debt service	\$ 556,654
Water and sewer capital improvement	\$1,539,896
Engineering and sewer improvement reserve	<u>\$ 648,397</u>
Total cash and cash equivalents	\$3,744,947

Wayne County sewage disposal system:

Assets held at Wayne County for future debt payments	\$1,674,975
Assets held at Wayne County for sewer operations	<u>\$ 896,671</u>
Total restricted assets	<u>\$6,316,593</u>

Current liabilities to be paid from restricted assets of \$1,091,248 at June 30, 2007 consists of the current portion of the Ecorse Creek pollution bonds and the Downriver Sewage Disposal System (Series A&B and State Revolving Fund) bonds, which are to be paid from debt levy revenue.

According to Charter, no loans shall be made by the Council or by its authority exceeding the amounts prescribed in this chapter. For any loans lawfully made, the bonds of the City may be issued bearing a legal rate of interest. A record showing the dates, numbers and amounts of all bonds issued, and when due, shall be kept by the City Finance Director. When deemed necessary by the Council to extend the time of payment, new bonds may be issued in place of former bonds falling due, in such manner as merely to change, but not to increase, the indebtedness of the City. Each bond shall show upon its face the class of indebtedness to which it belongs, and from what fund it is payable.

Every bond issued by the City shall contain on its face a statement specifying the object for which the same is issued, and if issued for the purpose of raising money for any public improvement, the particular public improvement shall also be specified on the face of such bond, and it shall be unlawful for any officer of the City to sign or issue any



## DEBT MANAGEMENT PROGRAM

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such bond aforesaid, or to use bonds or the proceeds from the sale thereof, for any other object than that mentioned on the face of such bond, and any such officer who shall violate any of the provisions of this section shall be deemed guilty of a misdemeanor.

No indebtedness shall be incurred by the issue of bonds or otherwise in any sum which, including existing indebtedness, shall exceed eight percent of the assessed valuation of the real and personal property within the City subject to taxation as shown by the last preceding assessment roll of the City; provided, however, that bonds issued for public improvements in connection with which a special assessment is made to pay therefore and which are a charge upon such district shall not be included in determining the amount of such indebtedness. Moneys on hand in the Sinking Fund, limited to the payment of indebtedness, may be treated as a reduction of such indebtedness to that extent. Whenever the City is authorized to acquire, own, purchase, construct or operate any public utility, it may, for the purpose of acquiring, owning, purchasing, constructing or operating the same, borrow money on the credit of the City. The amount of money which may be borrowed for any such purpose on the credit of the City shall not exceed three percent of the assessed valuation of all real and personal property of the City, and if, as appears by the last preceding United States census, the City shall attain a population in excess of thirty thousand, then such sum shall not exceed two percent of the assessed valuation of all the real and personal property of the City. The City may also, for the purpose of acquiring, owning, purchasing, constructing or operating such public utility, issue mortgage bonds therefore beyond the general limits of bonded indebtedness prescribed by law, provided that such mortgage bonds issued beyond the general limit of bonded indebtedness prescribed by the law shall not impose any liability upon the City, but shall be secured only upon the property and revenue of such public utilities, including a franchise stating the terms upon which, in case of foreclosure, the purchaser may operate the same, which franchise shall in no case extend for a longer period than twenty years from the time of the sale of such utility and franchise on foreclosure. And provided, further, that in case of the issuance of mortgage bonds, a special sinking fund shall be created by setting aside such percentage of the gross or net earnings of the public utility as may be deemed sufficient for the payment of the mortgage bonds at maturity.

The City shall not have power to incur indebtedness or issue bonds of any kind, except for emergency purposes as hereinafter provided, and bonds secured only by mortgage on the property and franchise of the public utility, which shall exceed in the aggregate ten percent of the assessed valuation of all the real and personal property in the City.

Whenever any judgment or decree of any court shall be rendered or decreed against the City of Lincoln Park, and said City shall be unable to meet the payment of such judgment or decree by reason of the limitation of its power of taxation, then and in such case, it



## DEBT MANAGEMENT PROGRAM

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shall be lawful for the Council of said City to issue the bonds of such City to an amount not exceeding the sum of such judgment or decree, and the taxed costs arising in the procuring of such judgment or decree, together with the interest thereon, which bonds may be made payable at such times and place and at such rate of interest, not exceeding six percent per annum, as shall be prescribed by the Council, and such bonds shall be sold and disposed of at not less than par value, in such manner as may be deemed advisable by said Council.



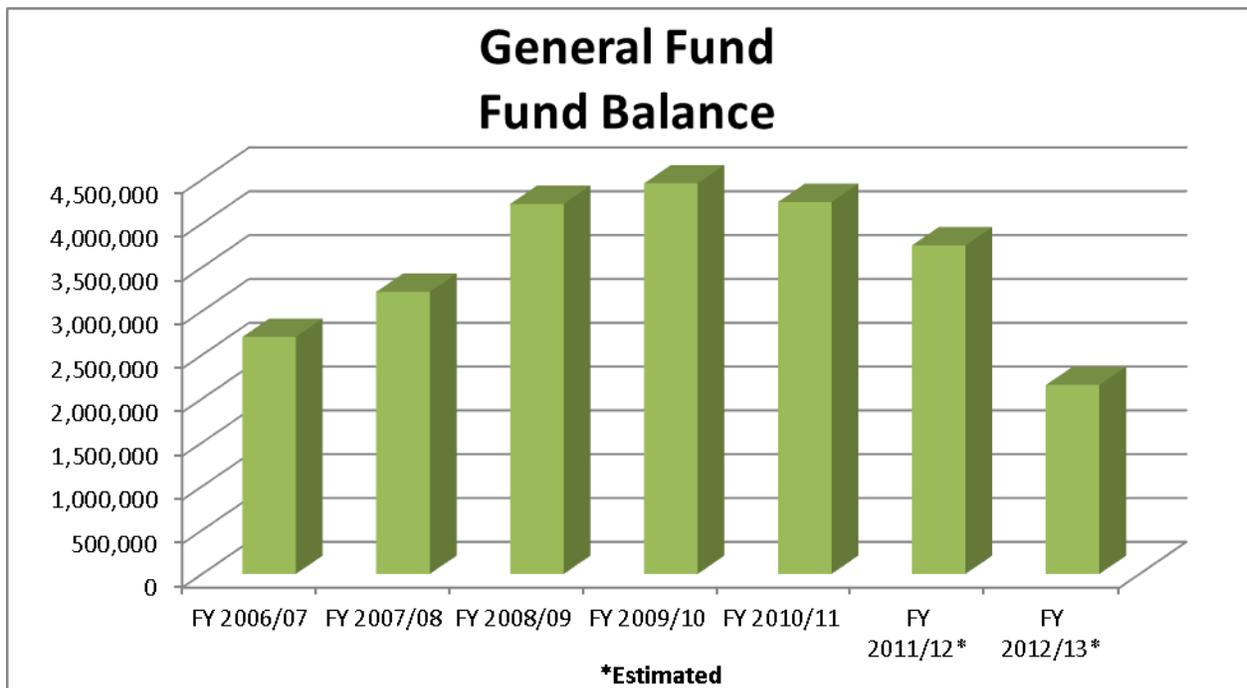
# **SCHEDULES & SUMMARIES**



## USE OF FUND BALANCE

A budgeted use of, or contribution to Fund Balance exists when there is an inequality between budgeted revenues and expenditures in a given fund. If expenditures exceed revenues, a use of Fund Balance is needed to balance the budget. If revenues exceed expenditures, then a contribution to Fund Balance exists.

In 2005, the City used a large portion of Fund Balance reserves to set up three internal service funds. In 2006, the City used nearly \$200,000 but due to strategic financial planning in 2007, there was a small contribution to Fund Balance followed by contributions in both 2008 and 2009. In 2010 the City chose to continue to be solvent by laying off employees and cutting back in areas such as supplies and overtime and will once again have a contribution to fund balance in both years. 2011 was the first year that we began to see the downward spiral again. Revenues have declined in the way of property taxes and the ending Fund Balance was down just over \$200,000. This downward trend is continuing in 2012 and we will have another use of Fund Balance. The 2012/13 budget year could be the most challenging yet due to declining city-wide taxable value of nearly 10% which will continue to decline possibly next year. In 2010 and 2011 the City had already reduced the budget by over a million dollars and we are now working at bare-bone levels in most departments. The budget once again reflects minimal capital funding and is reduced by concessions in both the Police Department as well as the Fire Department as well as the General Employees. The City must continually look for new and innovative ways to reduce expenditures as revenues are continuing to decline.



**GENERAL FUND  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Property Taxes	15,461,717	15,524,341	14,328,731	13,653,537	11,714,969
Federal Sources	0	0	0	0	0
State Sources	5,258,876	4,609,332	4,560,681	3,632,360	4,110,474
Licenses & Permits	1,510,226	842,073	844,393	719,950	776,850
Fines & Forfeits	1,428,089	1,354,886	2,055,369	1,882,408	1,795,293
Interest & Rents	333,765	92,299	3,745	14,500	13,500
Transfer from Other Funds	0	0	82,662	94,000	594,000
Other	645,902	1,266,166	1,903,137	1,945,596	1,895,298
<b>TOTAL REVENUES:</b>	<b>24,638,575</b>	<b>23,689,097</b>	<b>23,778,718</b>	<b>21,942,351</b>	<b>20,900,384</b>
<b>EXPENDITURES:</b>					
General Government	10,079,418	10,508,252	9,510,218	7,105,791	4,488,759
Public Safety	11,139,263	11,106,565	12,646,260	13,207,873	15,694,252
Public Works	655,945	619,711	938,677	1,064,102	919,986
Community Development	19,361	17,904	17,505	14,884	15,735
Recreation & Culture	1,644,361	1,002,076	879,230	1,044,755	1,154,869
Capital Outlay	0	0	0	0	0
Transfer to Other Funds	97,083	200,000	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>23,635,431</b>	<b>23,454,508</b>	<b>23,991,890</b>	<b>22,437,405</b>	<b>22,273,601</b>
<b>BEGINNING FUND BALANCE</b>	<b>3,219,216</b>	<b>4,222,360</b>	<b>4,456,949</b>	<b>4,243,777</b>	<b>3,748,723</b>
<b>ENDING FUND BALANCE</b>	<b>4,222,360</b>	<b>4,456,949</b>	<b>4,243,777</b>	<b>3,748,723</b>	<b>2,375,506</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>1,003,144</b>	<b>234,589</b>	<b>(213,172)</b>	<b>(495,054)</b>	<b>(1,373,217)</b>

**MAJOR ROADS  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Federal Grants	0	0	0	0	0
State Sources	1,668,670	1,639,374	1,663,317	1,448,498	1,691,749
Interest and Rentals	4,047	899	1,180	1,100	200
Other	32,679	36,466	0	0	250
<b>TOTAL REVENUE</b>	<b>1,705,396</b>	<b>1,676,739</b>	<b>1,664,497</b>	<b>1,449,598</b>	<b>1,692,199</b>
<b>EXPENDITURES</b>					
Current - Public Works	1,277,018	672,307	1,135,850	988,991	1,049,353
Capital Outlay	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,277,018</b>	<b>672,307</b>	<b>1,135,850</b>	<b>988,991</b>	<b>1,049,353</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer In	0	0	0	0	0
Transfer Out	(386,380)	(371,364)	(429,063)	(402,523)	(664,670)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(386,380)</b>	<b>(371,364)</b>	<b>(429,063)</b>	<b>(402,523)</b>	<b>(664,670)</b>
<b>BEGINNING FUND BALANCE</b>					
	1,537,371	1,579,369	2,212,437	2,312,021	2,370,105
<b>ENDING FUND BALANCE</b>					
	1,579,369	2,212,437	2,312,021	2,370,105	2,348,281
<b>NET CHANGE IN FUND BALANCE</b>	<b>41,998</b>	<b>633,068</b>	<b>99,584</b>	<b>58,084</b>	<b>(21,824)</b>

**LOCAL ROADS  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Federal Grants	0	0	0	0	0
State Sources	559,607	549,939	558,191	558,280	587,431
Interest and Rentals	1,931	261	108	350	75
Other	43,812	21,727	0	1,000	500
<b>TOTAL REVENUE</b>	<b>605,350</b>	<b>571,927</b>	<b>558,299</b>	<b>559,630</b>	<b>588,006</b>
<b>EXPENDITURES</b>					
Current - Public Works	1,167,552	464,615	896,609	895,573	1,312,040
Capital Outlay	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,167,552</b>	<b>464,615</b>	<b>896,609</b>	<b>895,573</b>	<b>1,312,040</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer In	386,380	371,364	398,983	402,523	664,670
Transfer Out	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>386,380</b>	<b>371,364</b>	<b>398,983</b>	<b>402,523</b>	<b>664,670</b>
<b>BEGINNING FUND BALANCE</b>					
	<b>755,041</b>	<b>579,219</b>	<b>315,167</b>	<b>375,840</b>	<b>442,420</b>
<b>ENDING FUND BALANCE</b>	<b>579,219</b>	<b>315,167</b>	<b>375,840</b>	<b>442,420</b>	<b>383,056</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(175,822)</b>	<b>(264,052)</b>	<b>60,673</b>	<b>66,580</b>	<b>(59,364)</b>

**CABLE T.V. FUND  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Franchise Fees	87,865	89,466	97,447	89,000	95,000
Interest and Rentals	789	209	13,603	125	100
Other	1,614	309	0	100	100
<b>TOTAL REVENUE</b>	<b>90,268</b>	<b>89,984</b>	<b>111,050</b>	<b>89,225</b>	<b>95,200</b>
<b>EXPENDITURES</b>					
Current - Cable Operations	42,842	56,018	90,547	56,713	63,731
Capital Outlay	0	0	0	0	5,000
<b>TOTAL EXPENDITURES</b>	<b>42,842</b>	<b>56,018</b>	<b>90,547</b>	<b>56,713</b>	<b>68,731</b>
OTHER FINANCING SOURCES (USES)					
Transfer In	0	0	0	0	0
Transfer Out	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>	<b>306,618</b>	<b>354,044</b>	<b>388,010</b>	<b>408,513</b>	<b>441,025</b>
<b>ENDING FUND BALANCE</b>	<b>354,044</b>	<b>388,010</b>	<b>408,513</b>	<b>441,025</b>	<b>467,494</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>47,426</b>	<b>33,966</b>	<b>20,503</b>	<b>32,512</b>	<b>26,469</b>

**SANITATION FUND  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Property Taxes	2,017,257	2,223,010	1,573,327	1,605,507	1,393,876
Composting	0	0	378,088	368,184	368,400
Interest Income	1,220	278	281	1,200	200
<b>TOTAL REVENUE</b>	<b>2,018,477</b>	<b>2,223,288</b>	<b>1,951,696</b>	<b>1,974,891</b>	<b>1,762,476</b>
<b>EXPENDITURES</b>					
Contractual Services	1,984,339	2,012,727	1,890,445	1,905,708	1,939,666
Other Charges	0	0	0	4,000	5,000
Capital Outlay	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,984,339</b>	<b>2,012,727</b>	<b>1,890,445</b>	<b>1,909,708</b>	<b>1,944,666</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer In	97,083	0	0	0	0
Transfer Out	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>97,083</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>	<b>(97,083)</b>	<b>34,138</b>	<b>244,699</b>	<b>305,950</b>	<b>371,133</b>
<b>ENDING FUND BALANCE</b>	<b>34,138</b>	<b>244,699</b>	<b>305,950</b>	<b>371,133</b>	<b>188,943</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>131,221</b>	<b>210,561</b>	<b>61,251</b>	<b>65,183</b>	<b>(182,190)</b>

**DRUG/FORFEITURE FUND  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Confiscated & Unclaimed	117,686	114,984	156,963	115,000	135,000
Interest Income	1,002	211	221	150	50
Other	0	0	0	250	250
<b>TOTAL REVENUE</b>	<b>118,688</b>	<b>115,195</b>	<b>157,184</b>	<b>115,400</b>	<b>135,300</b>
<b>EXPENDITURES</b>					
Current - Public Works	47,054	0	0	0	0
Current-Public Safety	26,449	115,776	131,796	99,649	98,966
Capital Outlay	0	0	0	100,000	100,000
<b>TOTAL EXPENDITURES</b>	<b>73,503</b>	<b>115,776</b>	<b>131,796</b>	<b>199,649</b>	<b>198,966</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer In	0	0	0	0	0
Transfer Out	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>	<b>368,418</b>	<b>413,603</b>	<b>413,022</b>	<b>438,410</b>	<b>354,161</b>
<b>ENDING FUND BALANCE</b>	<b>413,603</b>	<b>413,022</b>	<b>438,410</b>	<b>354,161</b>	<b>290,495</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>45,185</b>	<b>(581)</b>	<b>25,388</b>	<b>(84,249)</b>	<b>(63,666)</b>

**WATER SEWER  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2010/11 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Sale of Water	2,814,058	2,412,533	3,119,159	2,841,242	2,816,994
Sewage Disposal Charges	4,442,509	3,939,552	3,437,587	3,243,250	3,389,196
System Maintenance Charge	310,201	601,654	1,250,212	541,980	523,624
Other	363,569	527,138	350,595	1,685,977	1,882,171
<b>TOTAL REVENUE</b>	<b>7,930,337</b>	<b>7,480,877</b>	<b>8,157,553</b>	<b>8,312,449</b>	<b>8,611,985</b>
<b>EXPENDITURES</b>					
Cost of Water	1,667,680	1,661,170	2,016,321	2,046,324	2,176,566
Cost of Sewage Disposal	1,836,088	1,740,795	1,803,816	1,830,447	1,911,061
Operations and Maintenance	606,902	380,618	441,628	1,258,843	1,118,500
General and Administrative	1,831,445	1,830,476	2,050,153	2,152,712	2,373,836
Depreciation Expense	1,123,767	1,140,482	1,255,196	225,000	750,000
Other	903,893	865,356	865,854	1,423,107	1,478,282
<b>TOTAL EXPENDITURES</b>	<b>7,969,775</b>	<b>7,618,897</b>	<b>8,432,968</b>	<b>8,936,433</b>	<b>9,808,245</b>
OPERATING GAIN (LOSS)	(39,438)	(138,020)	(275,415)	(623,984)	(1,196,260)
NONOPERATING REVENUE (EXPENSE)					
Property Taxes	1,490,212	1,497,167	1,666,377	1,602,867	1,479,183
Investment Income	31,654	2,902	11,691	1,850	1,850
Interest Expense	(448,913)	(596,405)	(605,117)	(185,000)	(150,000)
<b>TOTAL NONOPERATING REVENUE</b>	<b>1,072,953</b>	<b>903,664</b>	<b>1,072,951</b>	<b>1,419,717</b>	<b>1,331,033</b>
Capital Contributions	0	223,471	0	0	0
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>27,835,836</b>	<b>28,869,351</b>	<b>29,858,466</b>	<b>30,656,002</b>	<b>31,451,735</b>
<b>NET ASSETS - END OF YEAR</b>	<b>28,869,351</b>	<b>29,858,466</b>	<b>30,656,002</b>	<b>31,451,735</b>	<b>31,586,508</b>
<b>CHANGE IN NET ASSETS</b>	<b>1,033,515</b>	<b>989,115</b>	<b>797,536</b>	<b>795,733</b>	<b>134,773</b>

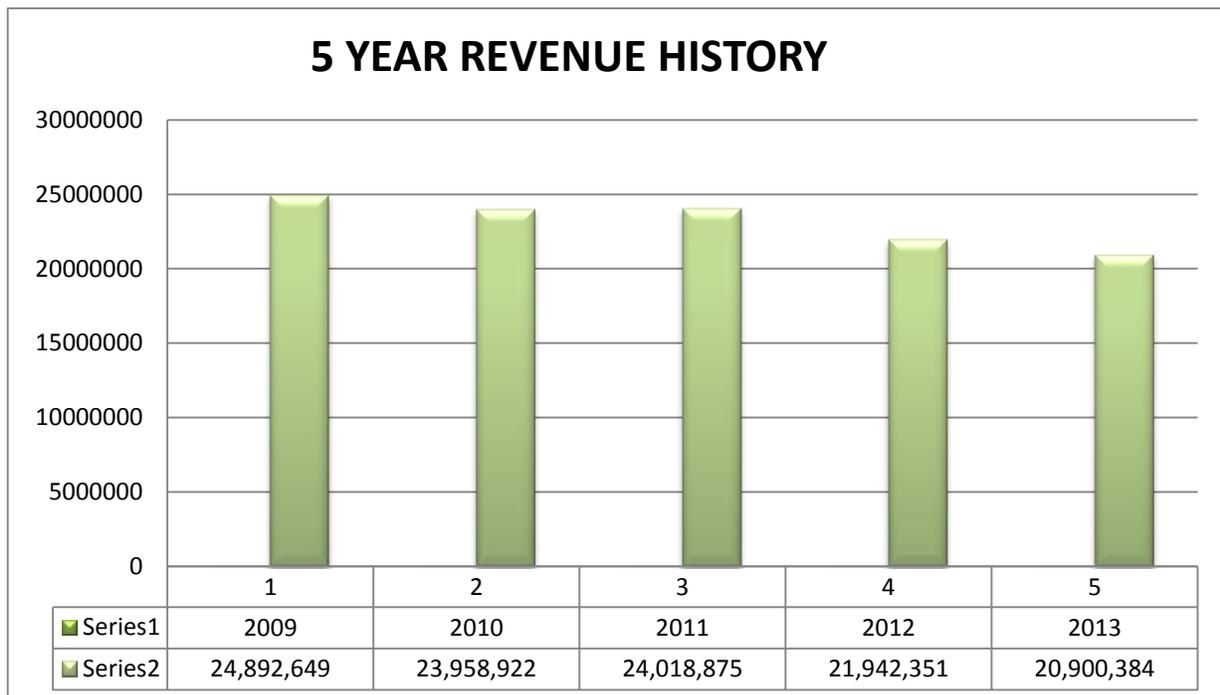
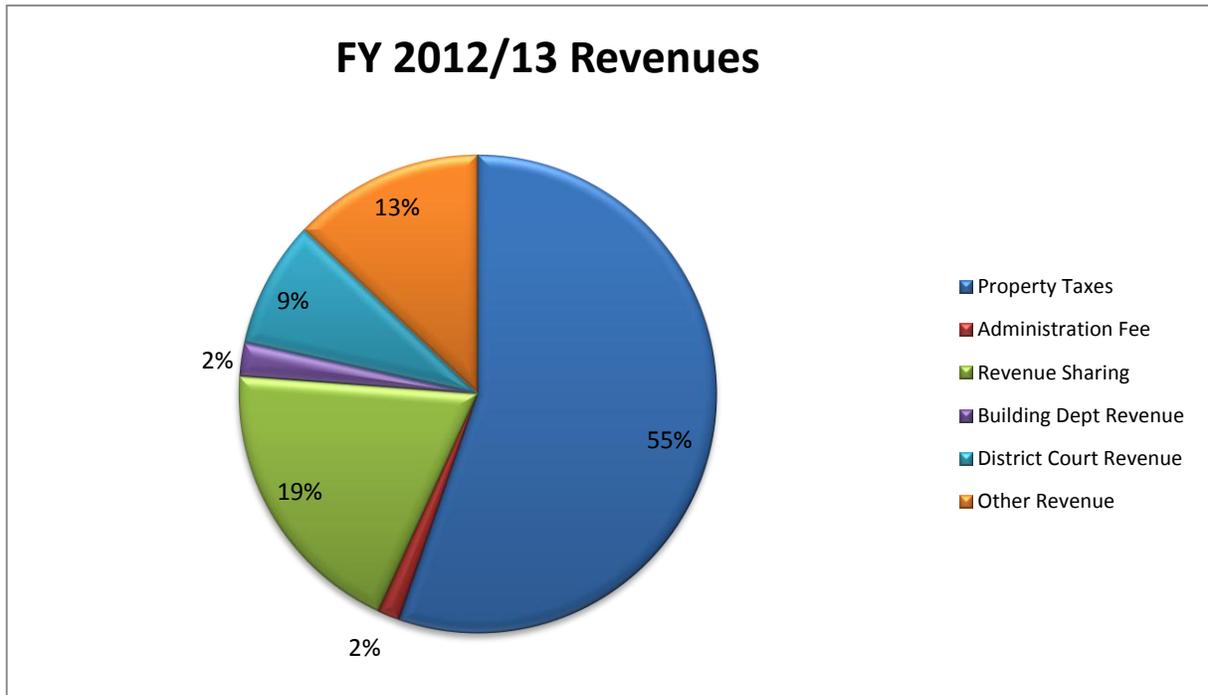
**MOTOR VEHICLE FUND  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Rental Revenue	1,323,133	1,037,156	765,220	547,217	602,000
Interest Income	0	273	454	200	75
Other	8,686	13,120	0	15,000	9,000
<b>TOTAL REVENUE</b>	<b>1,331,819</b>	<b>1,050,549</b>	<b>765,674</b>	<b>562,417</b>	<b>611,075</b>
<b>EXPENDITURES</b>					
Current - Public Works	1,061,194	912,699	900,179	917,388	844,067
Capital Outlay	37,566	23,453	37,978	77,500	0
<b>TOTAL EXPENDITURES</b>	<b>1,098,760</b>	<b>936,152</b>	<b>938,157</b>	<b>994,888</b>	<b>844,067</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer to Other Fund	0	0	0	0	(500,000)
Nonoperating Revenue (Expense)	(5,397)	0	0	0	0
<b>TOTAL OTHER FINANCINGSOURCES (USES)</b>	<b>(5,397)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(500,000)</b>
<b>BEGINNING FUND BALANCE</b>	<b>2,385,885</b>	<b>2,613,547</b>	<b>2,727,944</b>	<b>2,555,461</b>	<b>2,122,990</b>
<b>ENDING FUND BALANCE</b>	<b>2,613,547</b>	<b>2,727,944</b>	<b>2,555,461</b>	<b>2,122,990</b>	<b>1,389,998</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>227,662</b>	<b>114,397</b>	<b>(172,483)</b>	<b>(432,471)</b>	<b>(732,992)</b>

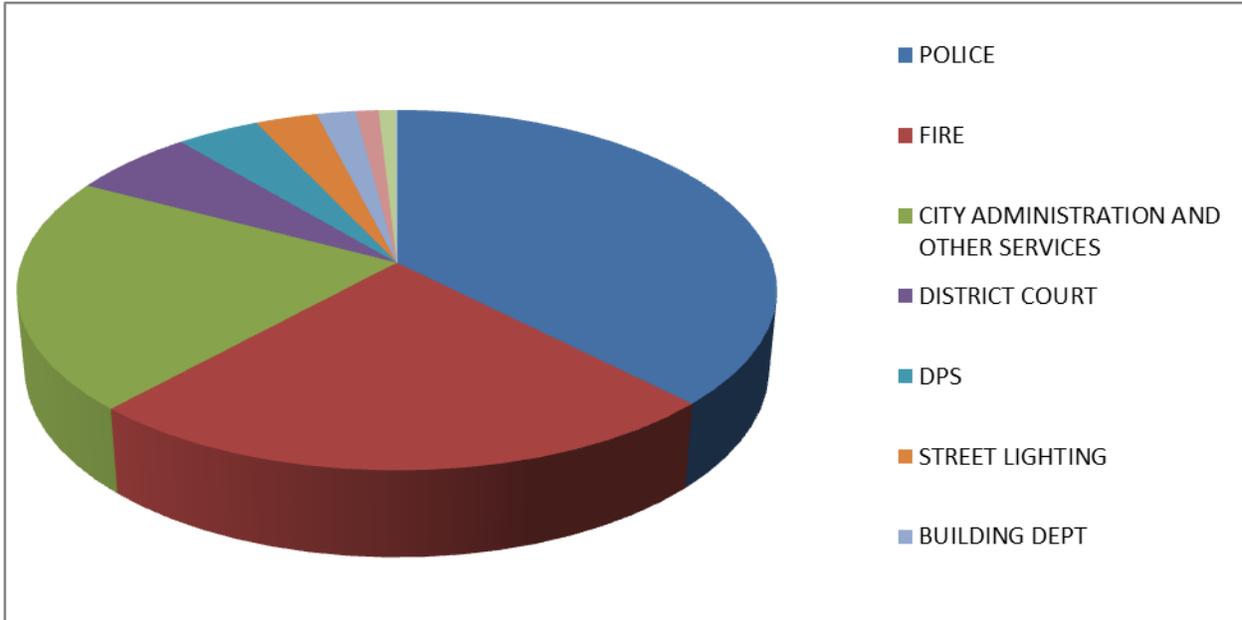
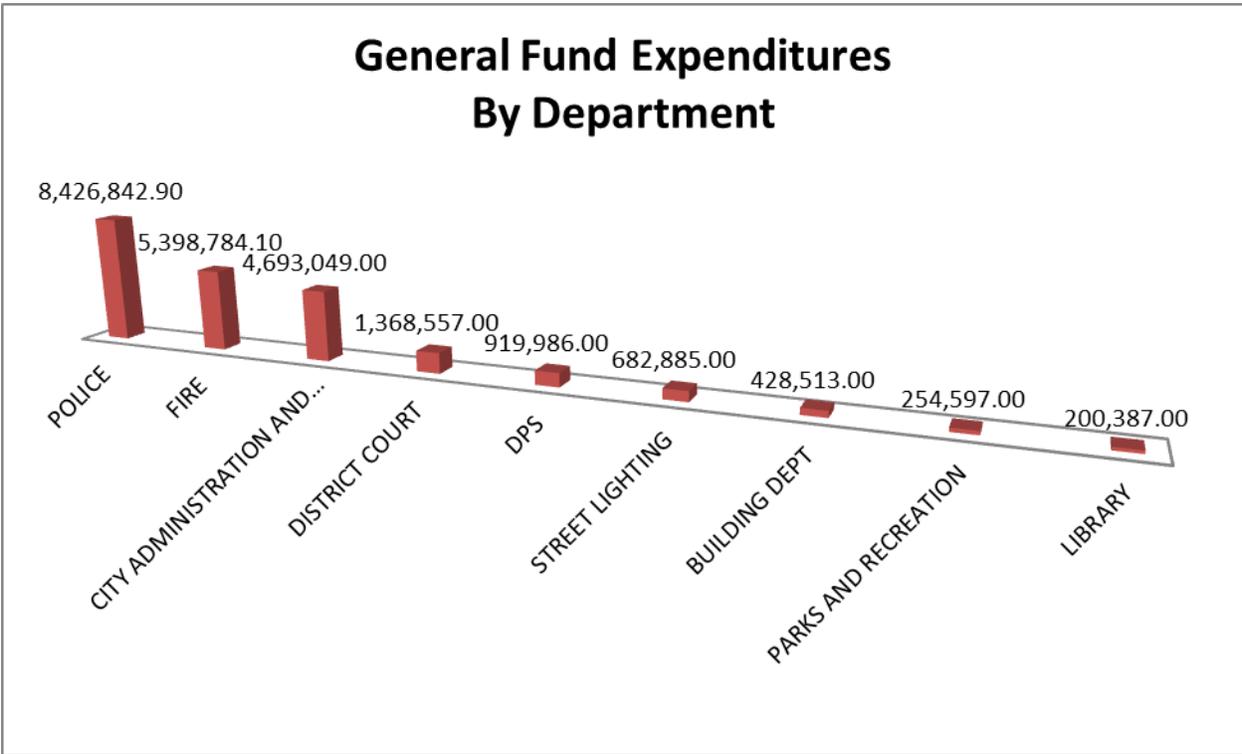
**TECHNOLOGY SERVICES  
CHANGES IN FUND BALANCE**

DESCRIPTION	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 PROJECTED	2012/13 RECOMMENDED
<b>REVENUES:</b>					
Rental Revenue	215,072	230,654	190,233	162,274	151,612
Interest Income	234	43	50	125	50
Other	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>215,306</b>	<b>230,697</b>	<b>190,283</b>	<b>162,399</b>	<b>151,662</b>
<b>EXPENDITURES</b>					
Current - Public Works	195,552	152,800	185,585	153,989	120,282
Capital Outlay	0	0	28,491	20,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>195,552</b>	<b>152,800</b>	<b>214,076</b>	<b>173,989</b>	<b>125,282</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Capital Contributions	0	0	0	0	0
Transfer In	0	0	0	0	0
Transfer Out	0	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>					
	<b>143,255</b>	<b>163,009</b>	<b>240,906</b>	<b>217,113</b>	<b>205,523</b>
<b>ENDING FUND BALANCE</b>	<b>163,009</b>	<b>240,906</b>	<b>217,113</b>	<b>205,523</b>	<b>231,903</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>19,754</b>	<b>77,897</b>	<b>(23,793)</b>	<b>(11,590)</b>	<b>26,380</b>

## REVENUE SUMMARIES



# EXPENDITURES



**GENERAL FUND  
LONG TERM BUDGET FORECAST**

	<u>Prior Year</u> <u>Actual</u>	<u>Current Year</u> <u>Amended</u>			<u>Forecast</u>		
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>GENERAL FUND REVENUES</b>							
<b>TOTAL GENERAL FUND REVENUES</b>	<b>24,080,085</b>	<b>21,942,351</b>	<b>20,564,459</b>	<b>19,852,787</b>	<b>20,305,272</b>	<b>20,781,627</b>	<b>21,176,636</b>
<b>GENERAL FUND EXPENDITURES</b>							
BUILDINGS AND GROUNDS	350,870	454,858	468,506	482,560	497,037	511,947	527,305
EMPLOYEE WAGES	8,740,378	7,832,191	7,882,444	7,948,684	7,942,800	8,013,072	8,085,461
FRINGE BENEFITS	1,955,136	1,707,825	1,817,638	1,921,864	2,033,714	2,153,782	2,282,693
PENSION CONTRIBUTIONS	4,281,424	4,703,083	5,065,214	5,455,891	5,877,386	6,332,151	6,822,835
RETIREE COSTS	4,286,614	3,548,670	3,811,014	4,093,698	4,398,331	4,726,649	5,080,527
LEASE EXPENSES	341,165	339,321	339,628	339,946	340,273	340,609	340,957
LIBRARY	228,899	215,000	221,450	228,094	234,936	241,984	249,244
PROFESSIONAL SERVICES	821,884	800,880	777,708	795,038	812,889	831,275	850,213
SUPPLIES AND MATERIALS	234,862	173,725	173,725	173,755	173,786	425,818	425,851
<b>ALL OTHER EXPENSES</b>	<b>2,990,815</b>	<b>2,661,852</b>	<b>2,741,716</b>	<b>2,823,959</b>	<b>2,908,675</b>	<b>2,995,947</b>	<b>3,085,825</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>24,293,257</b>	<b>22,437,405</b>	<b>23,299,043</b>	<b>24,263,489</b>	<b>25,219,827</b>	<b>26,573,234</b>	<b>27,750,911</b>
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>(213,172)</b>	<b>(495,054)</b>	<b>(2,734,584)</b>	<b>(4,410,702)</b>	<b>(4,914,555)</b>	<b>(5,791,607)</b>	<b>(6,574,275)</b>
<b>BEGINNING FUND BALANCE</b>	<b>4,456,949</b>	<b>4,243,777</b>	<b>3,748,723</b>	<b>1,014,151</b>	<b>(3,396,550)</b>	<b>(8,311,113)</b>	<b>(14,102,715)</b>
<b>ENDING FUND BALANCE</b>	<b>4,243,777</b>	<b>3,748,723</b>	<b>1,014,139</b>	<b>(3,396,551)</b>	<b>(8,311,105)</b>	<b>(14,102,720)</b>	<b>(20,676,990)</b>

ALL ESTIMATED PROJECTIONS

## PERSONNEL SUMMARY

DEPARTMENT	FY 2010/2011	FY 2008/09		FY 2009/10		FY 2010/11		FY 2011/12		FY 2012/13	
	BUDGET	BUDGET									
	ANNUAL WAGE SCALE	FULL TIME	PART TIME								
<b><u>CITY COUNCIL</u></b>											
Mayor	14,500		1		1		1		1		1
Council President	8,500		1		1		1		1		1
Councilperson	8,000		5		5		5		5		5
<b>Totals</b>		<b>0</b>	<b>7</b>								
<b><u>OFFICE OF THE CITY CLERK</u></b>											
City Clerk	52,000	1		1		1		1		1	
Deputy City Clerk	46,433	1		1		1		1		1	
Registration Clerk	38,125	1		1		1		1		1	
<b>Totals</b>		<b>3</b>	<b>0</b>								
<b><u>ASSESSORS OFFICE</u></b>											
Assessor	34,000		1		1		1		1		1
Assessment Clerk	38,125	1		1		1		1		1	
<b>Totals</b>		<b>1</b>	<b>1</b>								
<b><u>OFFICE OF CITY MANAGEMENT</u></b>											
City Manager	87,500	1		1		1		1		1	
Human Resources Specialist	45,913	1		1		1		1		1	
Purchasing Specialist	45,913	1		1		0		0		0	
Management Assistant	45,913	1		1		1		1		1	
<b>Totals</b>		<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b><u>FINANCE DEPARTMENT</u></b>											
Finance Director	56,362	1		1		1		1		1	
Accounting Budget Coordina	46,953	1		1		1		1		1	
Accounts Payable Clerk	38,125	1		1		1		1		1	
Payroll Clerk	38,125	1		1		1		1		1	
Account Clerk II	38,125	0		0		0		0		0	
<b>Totals</b>		<b>4</b>	<b>0</b>								
<b><u>TREASURER'S OFFICE</u></b>											
Treasurer	9,000		1		1		1		1		1
Deputy Treasurer	45,913	1		1		1		1		1	
Account Clerks	38,125	2		1		1		1		1	
<b>Totals</b>		<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>

## PERSONNEL SUMMARY

DEPARTMENT	FY 2010/2011	FY 2008/09		FY 2009/10		FY 2010/11		FY 2011/12		FY 2012/13	
	BUDGET	BUDGET									
	ANNUAL WAGE SCALE	FULL TIME	PART TIME								
<b><u>COMMUNITY DEVELOPMENT</u></b>											
Comm Development Director	30,456		1		1		1		1		1
Assistant Comm Dev Director	45,913	1		1		1		1		1	
Rehabilitation Clerk	38,125	1		1		1		1		1	
<b>Totals</b>		<b>2</b>	<b>1</b>								
<b><u>BUILDING DEPARTMENT</u></b>											
Building Superintendent	72,000	1		1		1		1		1	
Structural Inspectors	37,856	2		1		1		1		1	
Rental Inspector	37,856	1		1		1			1		1
Building Clerks	38,125	3		2		2		2		2	
<b>Totals</b>		<b>7</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>
<b><u>POLICE DEPARTMENT</u></b>											
Police Chief	81,283	1		1		1		1		1	
Lieutenants	66,971	2		2		2		2		2	
Sergeants	61,889	10		10		10		10		10	
Senior Lead Officer Detective	55,956	4		4		4		4		4	
Senior Lead Officers	53,267	8		8		8		8		8	
Police Officers	49,070-51,430	26		25		25		24		24	
<b>Totals</b>		<b>51</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>49</b>	<b>0</b>	<b>49</b>	<b>0</b>
<b><u>POLICE DEPARTMENT MUNICIPAL</u></b>											
Environmental/Animal Control Officers	41,746-43,306	4		3		3		3		3	
Animal Control Officers	43,306	0		0		0		0		0	
Environmental Inspectors	43,306	0		0		0		0		0	
Computer Systems Manager	46,310	1		1		1		1		1	
Administrative Secretary	45,913	1		1		1		1		1	
Records Clerks	38,125	3		2		2		2		2	
Ordinance Enforcement Clerk	38,125	1		1		1		1		1	
Crossing Guards	3,340-13,359		10		10		10		10		10
<b>Totals</b>		<b>10</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>10</b>

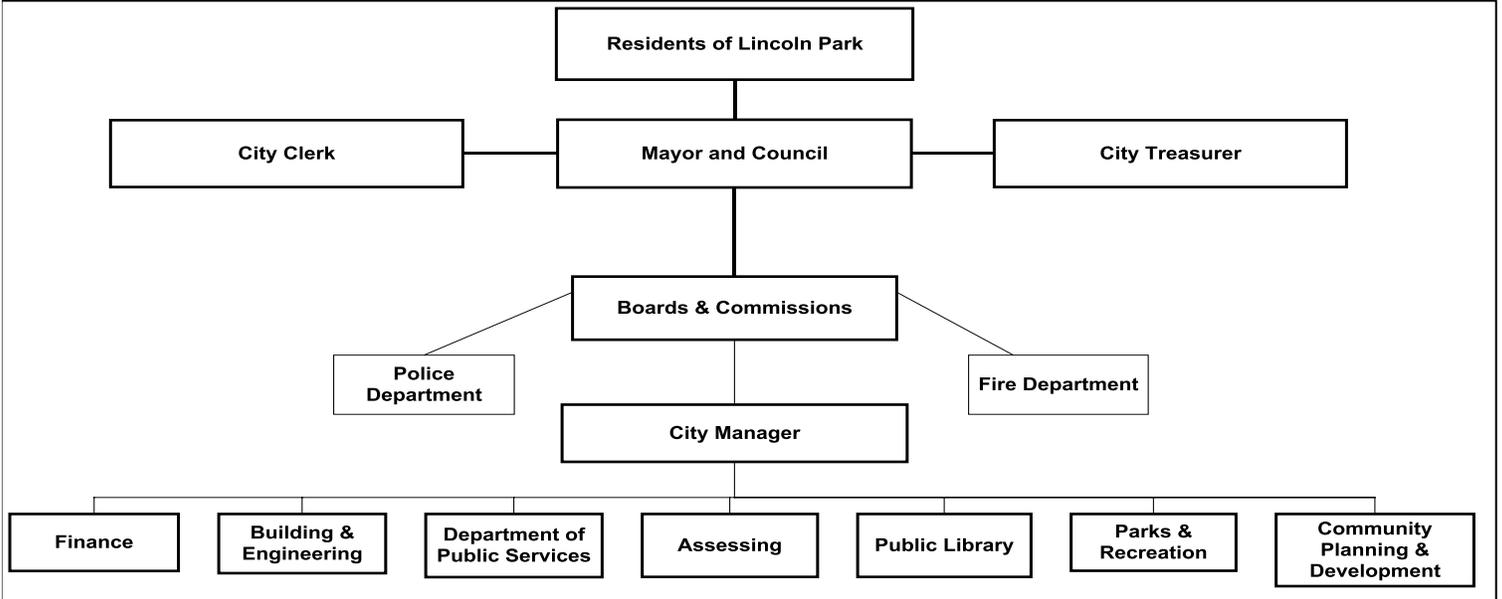
## PERSONNEL SUMMARY

DEPARTMENT	FY 2010/2011	FY 2008/09		FY 2009/10		FY 2010/11		FY 2011/12		FY 2012/13	
	BUDGET	BUDGET									
	ANNUAL WAGE SCALE	FULL TIME	PART TIME								
<b><u>FIRE DEPARTMENT</u></b>											
Fire Chief	81,283	1		1		1		1		1	
Fire Inspector	70,637	1		1		1		1		1	
Captain	69,938	2		2		2		2		2	
Lieutenants	69,246	4		2		2		2		2	
Sergeant Training Officer	69,246			2		2		2		2	
Sergeants	63,919	6		6		6		6		6	
Senior Engineers	54,658	2		2		2		2		2	
Engineers	52,055	8		8		8		8		8	
Firefighters	40,247-50,291	8		8		8		5		5	
<b>Totals</b>		<b>32</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>29</b>	<b>0</b>
<b><u>FIRE DEPARTMENT MUNICIPAL</u></b>											
Secretary	38,125	1		1		1		1		1	
<b>Totals</b>		<b>1</b>	<b>0</b>								
<b><u>LIBRARY</u></b>											
Student Assistants	0		0		0		0		0		0
<b>Totals</b>		<b>0</b>	<b>0</b>								
<b><u>RECREATION/SENIOR CENTER</u></b>											
Recreation Director	30,456		1		1		1		1		1
Secretary	38,125	1		1		1		1		1	
Senior Coordinator	38,125	0		0		0		0		0	
Bus Driver	21,312		1		1		1		0		0
Permanent/Seasonal Pt-Time	6,500-12,000		45		15		15		15		15
<b>Totals</b>		<b>1</b>	<b>47</b>	<b>1</b>	<b>17</b>	<b>1</b>	<b>17</b>	<b>1</b>	<b>16</b>	<b>1</b>	<b>16</b>
<b><u>IT DEPARTMENT</u></b>											
IT Coordinator	52,413	1		1		1		1		0	
<b>Totals</b>		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>DEPARTMENT OF PUBLIC SERVICES</u></b>											
Director of Public Services	74,728	1		1		1		1		1	
DPS Supervisors	45,913	2		1		1		1		1	
Secretary	38,125	1		0		0		0		0	
Public Service Adm. Assistant	45,913			1		1		1		1	

## PERSONNEL SUMMARY

DEPARTMENT	FY 2010/2011	FY 2008/09		FY 2009/10		FY 2010/11		FY 2011/12		FY 2012/13	
	BUDGET	BUDGET									
	ANNUAL WAGE SCALE	FULL TIME	PART TIME								
Group Leaders Build Maint	43,826-45,905	1		1		1		1		1	
PSW Building Maintenance	36,754-41,746	1		1		0		0		0	
Group Leaders Parks & For	43,826-45,905	1		1		0		0		0	
PSW Parks & Forestry		2		1		0		0		0	
Laborers-PT	15,600		12		0		3		3		3
<b>Totals</b>		<b>9</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>
<b><u>Motor Pool</u></b>											
Group Leader	43,826	1		1		1		1		1	
Mechanic	36,754	1		1		0		0		0	
<b>Totals</b>		<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b><u>DPS-MAJOR &amp; LOCAL STREETS</u></b>											
Group Leaders	43,826	2		2		1		1		1	
Public Service Workers	41,746	9		7		7		7		7	
<b>Totals</b>		<b>11</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>
<b><u>Water &amp; Sewer Department</u></b>											
Water Clerks	38,125	2		2		2		2		2	
Group Leaders	43,826	2		2		2		2		2	
Meter Readers	24,960-41,746	2		2		2		2		2	
Public Service Workers	41,746	6		10		6		6		6	
<b>Totals</b>		<b>12</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>0</b>

### City Organizational Chart





## FEE SCHEDULE

<b>Assessors Office</b>	
Lot Splits/Combinations	Current County Fee Schedule plus 15% admin fee
Copies	\$1 per page

<b>Building Department</b>	
Copies	\$1 per page
Administrative Review - Residential	\$85
Administrative Site Plan	\$330
Variance Review	\$225 Residential /\$400 Commercial & Industrial
Planning Commission Escrow	\$2250
Zoning Verification Letter	\$40
Special Use & Rezoning Escrow	\$ 600
Brownfield Application	\$500
Dangerous Building Residential Inspection	\$110
Dangerous Building Commercial Inspection	\$130
Plan Review Commercial Base Fee	\$80
Plan Review Commercial - Trades	See Permit Fees For Each Trade
<b><u>Certificate of Occupancy Inspections</u></b>	
Up to 2,000 sq. ft.	\$160
2001 – 5,000 sq. ft.	\$210
5001 – 10,000 sq. ft.	\$260
Over 10,000 sq. ft.	\$310
<b><u>Structural Permit Fees / Land Use Permit Fees</u></b>	
Application Fee	\$20
Up to \$1,000 of construction cost	\$40
For every additional \$1,000 of construction cost	\$15
Above Ground Pool	\$35
Inground Pool	\$85
Demolition of Garage	\$25
Demolition of Structure (non-garage)	Base on cubic feet - \$60 starting fee
Expediting Fee (for Cert of Approval or Inspection Report)	\$25
Sign Permit	\$55
Residential Inspection Prior to Sale	\$100 (one reinspection included)
Reinspection	\$46
<b><u>Contractor Registrations</u></b>	
Residential/Commercial Builder	\$30
Electrical Contractor	\$10
Sign Contractor	\$45
Mechanical Contractor	\$15
Plumbing Contractor	\$10
<b><u>Rental Properties</u></b>	
First unit	\$220
Add'l unit per building	\$60
Fire Inspection (4 or more units w/ common areas)	\$60
Initial Registration	\$25 (first 25 units)
Next 25 units (26-50)	\$10 ea
Next 25 units (51-75)	\$ 5 ea
Next 25 units (76-100)	\$ 3 ea
Each additional unit	\$ 2 ea
Annual Registration – Single Family	\$15
Annual Registration – Two or more units	\$25
***Excluding two-family structures partially owner occupied	



## FEE SCHEDULE

<b><u>Mechanical Permits</u></b>	
Application Fee	\$20
Base Fee	\$40
New Single Family Residence	\$250
<i>Air Conditioning Units:</i>	
1-5 HP	\$30
5-20 HP	\$40
Over 20 HP	\$80
<i>Air Handlers, multizone, self-contained units:</i>	
Ventilation & Exhaust Fans	\$30
Residential	\$20
Commercial: 20 & up pr CFM's	\$50
Chimney & Vents (all types)	\$30
<i>Cooling towers with reservoir capacity:</i>	
Capacity under 500	\$35
Over 500	\$65
Dampers	\$25
<i>Distribution Systems:</i>	
Residential	\$25
Commercial	\$50
Electronic Air Cleaner	\$30
<i>Gas Burning Equipment:</i>	
Under 500,000 BTU Input	\$50
Over 500,000 BTU Input	\$80
Rough Pressure Test	\$25
Gas Piping or Re-piping	\$25
Hot Water Tanks – Residential	\$25
Hot Water Tanks – Commercial	\$35
Humidifiers – Residential	\$10
Humidifiers – Commercial	\$20
LPG & Fuel Oil Tanks – Under 500 Gallons	\$40
LPG & Fuel Oil Tanks – Over 500 Gallons	\$60
Refrigeration – Commercial (split system)	1 to 5 h.p. - \$25; over 5 to 50 h.p. - \$50; over 50 h.p. - \$75
Rooftop Combination (heat/ac)	\$100
Solar Equipment (each panel) – Residential	\$25
Solar Equipment (each panel) – Commercial	\$20
Failure to Secure Permit	\$125 (or double permit, whichever is greater)
Re-inspection Fee (not ready or unattainable)	\$30
Rough Inspection	\$30
<b><u>Electrical Permits</u></b>	
Application Fee	\$20
Base Fee	\$40
New Single Family Residence	\$250
<i>Circuits:</i>	
Residential	\$8 ea
Commercial	\$10 ea
<i>Fixtures:</i>	
1 <sup>st</sup> 10	\$10
Each additional	\$3
Light Pole Base Inspection	\$10 ea
Power Outlets	\$10 ea
Heating	\$15



## FEE SCHEDULE

Air Conditioning	\$15
Interruptible Air Conditioner	\$20
Air Cleaner or Humidifier	\$5
<b>Services, Subpanel:</b>	
100 amp	\$30
Over 100 – 400 amp	\$40
Over 400 amp	\$50
Sign Connection	\$15
Swimming Pools (any type)	\$50
Fire Alarms	\$10 per connection
Smoke and/or Heat Detectors	\$20 ea circuit
Re-inspection Fee (not ready or unattainable)	\$30
Failure to Secure Permit	\$125 (or double permit, whichever is greater)
Rough Inspection	\$30
<b><u>Plumbing Permits</u></b>	
Application Fee	\$20
Base Fee	\$40
New Single Family Residence	\$250
Fixtures	\$15
Hot Water Tank – Residential	\$25
Hot Water Tank – Commercial	\$35
Building Drains	
4"	\$35/ 100 l.f.
6"	\$65 / 100 l.f.
Larger than 6" to 8"	\$75 / l.f.
Water Distribution: Based on meter size	
¾ in	\$30
1 in	\$35
2 in	\$45
3 in	\$60
4 in	\$70
Over 4 in	\$90
Residential/Commercial Sewer Repair or Replace	\$125
Storm or Sanitary Sewers, each 100 linear feet	
Lines 6" to 12" in diameter	\$40
Manhole	\$20 / Back-water valve - \$75
Catch Basins or Inlet	\$20
Chain Crock to Iron	\$30
Failure to Secure Permit	\$125 (or double permit, whichever is greater)
Re-inspection Fee (not ready or unattainable)	\$30
Rough Inspection	\$30
Drain Tile Exterior	\$25
<b><u>Engineering</u></b>	
Preliminary Engineering Review (site plan)	\$500
Grading Plan Review – Commercial/Industrial	\$650
Grading Plan Review – Residential	\$100
Detailed Engineering Review – Commercial/Industrial *	1.50% of estimated site construction costs
Detailed Engineering Review – Residential *	1.50% of estimated site construction costs plus hourly fee for review of plat or condominium plans (if any)
Engineering Escrow for Inspection Services *	5.00% of estimated site construction costs
Municipal Cost Recovery	1.50% will be added to all fees paid to the City's review professionals to recover administrative costs associated with plan reviews
* an opinion of estimated construction costs must be submitted to the city for review & approval. The cost opinion	



## FEE SCHEDULE

shall be prepared, signed and sealed by the design professional (licensed in the State of Michigan) who prepared the plans detailing construction.	
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<b>City Clerk's Office</b>	
Auction	\$200/year or \$50 a day
Billiard/Pool Room	\$50/year & \$5 per table
Bowling Alley	\$35/year & \$5 ea alley
<i>Cabaret</i>	
Establishment	\$350: Renewal \$150 per year
Employee and or Independent Contractors	\$75: Renewal \$50 per year
Christmas Tree Lots	\$100 Deposit/ / \$75 Fee
Garage/Yard Sale Permit	\$3
Garbage & Rubbish Collectors	\$50 each vehicle & inspection fee & \$25 per dumpster
Junk Dealers	\$25/year by wagon or truck plus investigation fee
Junk Yard	\$300/year
Juke Boxes/Musical Devices	\$25/year
Class C Liquor License Application	\$1,500
<i>Massage Parlor:</i>	
Establishment	\$250/year
Per Practitioner	\$20/year
Massage Instructor	\$50/year
Motorcycle Sales	\$150/year
Motorcycle Rental	\$300/year
Pawn Brokers	\$500/year
Precious Metals/Gems Dealer	\$50/year
Public Vehicle License	\$25/year plus investigation fee
Restaurant	\$30/year
Secondhand Dealer	\$75/year
Sidewalk Sales	\$10
Soft Drink (non-alcoholic)	\$15/year
Solicitor/Door to Door	\$75/year plus investigation fee
Tattoo Parlor	\$120/year
Vacation of Street or Alley	\$175 per application
Vending Machines/Ice	\$35/year
Iterant Vendor	\$75 per week (up to 120 days)
Special Event Permit	\$100 food/bev \$50 non-food/bev
<i>Copies:</i>	
Public Records	\$1 per page
Ordinance Book	\$260 (\$1 per page for updates)
City Charter	\$15
Birth & Death Certificates	\$15 for first copy; \$5 each additional
Birth Certificates Administrative Copies	\$10
<i>Voter Registrations</i>	
Labels per voter	\$.02 plus cost of labels
Walking List	\$.25 per page
Electronic File	\$50
<i>Business Registrations</i>	
New Business	\$35
Annual Renewal	\$30
Duplicate Certificates	\$5
Going Out of Business	\$50 per week
Chartable Solicitation	\$1
Peddler/Hawkers	



## FEE SCHEDULE

By Vehicle	\$250 per year or \$10 1-10 days plus investigation & inspection
On Foot	\$50 per year or \$10 1-10 days plus investigation & inspection
Distributor of Mechanical Device (including juvenile)	\$250/yr & \$25 per device
Mechanical Amusement Device	\$70 ea
Juvenile Mechanical Device	\$50 ea
Film or Video Viewing Device	\$50 ea
Duplicate Licenses	\$5
Auto Dealers (new/used)	\$75/year
Auto Dealers-Parts (new/used)	\$75/year
Auto Wash Rack	\$35/year
Late Charges	Additional 20% if not paid by May 15
Research Fees: Deeds and Vacating Procedures	\$15 for first copy; \$5 for each additional document

### Department of Public Services

<i>Residential Water Service Installation</i>	
1" Service Water Tap (short side)	\$1,850
1" Service Water Tap (long side)	\$2,350
1.5" Service Water Tap (short side)	\$2,350
1.5" Service Water Tap (long side)	\$2,850
2" Service Water Tap (short side)	\$2,750
2" Service Water Tap (long side)	\$3,250
Meter Charge for 1" Service	\$150
Meter Charge for 1.5" Service	\$300
Meter Charge for 2" Service	See note 1
Administrative Charge for all water taps	\$40
Meter Installation 1" Service	\$90
Meter Installation 1.5" Service	\$90
Meter Installation 2" Service	\$90
Water Service Termination/Shut-off Fee (eff. 7/2/10)	\$695
Hydrant Usage	\$2500 deposit
<i>Meter Test</i>	
¾" to 1" Meter	\$50
2" Meter	Current contractor rates plus 15%
3"	Current contractor rates plus 15%
4" Meter	Current contractor rates plus 15%
6"	Current contractor rates plus 15%
Water Turn on Fee	\$30
Water Valve Fee	N/C during Business Hours, \$60 Weekday after hours, \$90 Weekends or Holidays
Inspection Fee	\$50
Dumping Fees	\$20 per yard

### Fire Department

Fireworks	\$200/year
Fireworks Bond	10% of value – minimum of \$2,000
Fire Suppression System Base Fee	\$50
<i>Suppression heads other than sprinkler head</i>	
Up to 10 nozzles	\$50
Over 10 nozzles	\$5 per nozzle
<i>Sprinkler Heads</i>	



## FEE SCHEDULE

Up to 19	\$35
20 to 49	\$105
50 to 200	\$175
201 to 400	\$245
Over 401	\$315
Plan Review Fee for kitchen and hood systems	\$50
<i>Plan Review Fee for alarm system</i>	
Up to 10 devices	\$35
11 to 50 devices	\$105
Over 50 devices	\$210
Fire Alarm Devices <30 Volts	\$25 base fee plus \$7 ea device
<i>Plan Review Fee for sprinkler systems</i>	
Up to 19	\$35
20 to 49	\$105
50 to 200	\$210
201 and over	\$350
False Alarm Fine	\$100 per incident
Burning Permits	\$25 each occurrence
LP Gas Sales and Storage	\$50 annually
Tar Kettles	\$50 per use
Flammable and Combustible Liquids	\$25 per
UST Over 500 Gallons Annually	
Environmental Review	\$25 file user fee plus clerical assistance of \$20 per hr. (minimum of 1 hr)
Field Inspection	\$100 for 2 inspections
Tents Permits	\$25.00

### Parks & Recreation Department

KMB Room A (Residents)	
	\$350/7 hours
	\$200 Deposit
	\$75/2 hours
	(Meeting Rates)
	\$30/Hour add'l hours
KMB Room A (Nonresidents)	
	\$400/7 hours
	\$200 Deposit
	\$75/2 hours
	(Meeting Rates)
	\$30/hour add'l hours
KMB Room B (Residents)	
	\$65/5hours
	\$75 Deposit
	\$20/2 hours
	(Meeting Rates)
	\$15/hour add'l hours
KMB Room B (Nonresidents)	
	\$90/5 hours
	\$75 Deposit
	\$20/2 hours
	(Meeting Rates)
	\$15/hour add'l hours
KMB Room C (Residents)	



## FEE SCHEDULE

	\$90/5 hours
	\$75 Deposit
	\$20/2 hours (Meeting Rates)
	\$15/hour add'l hours
KMB Room C (Nonresidents)	
	\$125/5 hours
	\$75 Deposit
	\$20/2 hours
	(Meeting Rates)
	\$15/hour add'l hours
KMB Room D (Residents)	
	\$65/5 hours
	\$75 Deposit
	\$20/2 hours
	(Meeting Rates)
	\$15/hour add'l hours
KMB Room D (Nonresidents)	
	\$90/5 hours
	\$75 Deposit
	\$20/2 hours
	(Meeting Rates)
	\$15/add'l hours
Senior Room (Residents)	
	\$300/7 hours
	\$200 Deposit
	\$75/2 hours
	(Meeting Rates)
	\$30/hour add'l hours
Senior Room (Nonresidents)	
	\$350/7 hours
	\$200 Deposit
	\$75/2 hours
	(Meeting Rates)
	\$30/hour add'l hours
Park Shelters (Residents Only)	\$40/day

### Police Department

Fingerprinting	\$15.00
Incident Reports	\$3 for the 1 <sup>st</sup> page, \$1 add'l page
Accident Reports	\$10.00
Notary Fee	\$5.00
Bike License	\$1.00
Record Check/Background Check	\$10.00
Liquor License	\$250.00
False Alarm Runs	Yearly: 1 <sup>st</sup> 2 runs are free, 3 <sup>rd</sup> is \$50, \$100 per run thereafter
	*Fixed alarms will continue to be waived

### Treasurer's Office

Returned Check Fee	\$35.00
Duplicate Bills (Mortgage & Title Companies Only)	\$10.00

### Office of Economic Development / EDC / DDA



## FEE SCHEDULE

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Industrial Development District Application	\$500
Industrial Facilities Tax Abatement Application (IFT or PA 198)	\$500
Obsolete Properties Rehabilitation Act (OPRA or PA 146)	\$500
Brownfield Application	\$500
Personal Property Tax Relief in Distressed Communities	\$500

<b>Miscellaneous / Other Fees</b>	
Marriage Ceremony performed by Mayor	\$50
Copy of Lincoln Park Television Program (Council Meeting, Special Event, etc)	\$10



## GLOSSARY

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**Accounting System:** The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of an entity.

**Activity:** A special unit of work or service performed.

**Accrual:** Basis of accounting where revenues are recognized when they are measurable and earned. Expenses are recorded when incurred.

**Advanced Life Support (ALS):** Advanced Life Support is a part of the Fire Department operation that provides paramedic-level emergency medical treatment and transportation service. The department's licensed advanced emergency medical technicians provide pre-hospital emergency care.

**Agency Funds:** Used to account for situations where the government's role is strictly custodial. All assets reported in these funds are offset by a liability. For these reasons, agency funds are typically not involved in the annual budget for the governmental entity. An example of an agency fund is the fund used to account for taxes that are collected on behalf of other governmental entities, these collections are not revenues and the disbursements to the other governmental agencies are not expenses.

**Appropriation:** An authorization made by the City Council that permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period.

**Assessed Value:** 50 percent of the estimated true cash value placed upon all taxable real and personal property by the local assessing jurisdiction's certified assessor.

**Assets:** Property owned by the City that has monetary value.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

ascertain whether financial statements fairly present financial positions and results of operations test whether transactions have been legally performed

identify areas for possible improvements in accounting practices and procedures ascertain whether transactions have been recorded accurately and consistently

ascertain the stewardship of officials responsible for governmental resources



## GLOSSARY

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**Balanced Budget:** A budget in which estimated revenues are equal to or greater than estimated expenditures.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing the cost of its assets, liabilities, and equities as of a specified date.

**Bond (Debt Instrument):** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

**Brownfield Redevelopment Authority:** Established by Public Act 145 of 2000 to encourage redevelopment of idle or under-utilized commercial and industrial properties, which may not otherwise be redeveloped due to real or perceived contamination of the property. The Authority works to assist developers with the options of reimbursing for cleanup costs and/or providing a single business tax credit (authorized through the State of Michigan).

**Budget Calendar:** The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

**Budget Message (City Manager's):** A general discussion of the budget document presented in writing as an overview of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

**Budget (Operating):** A plan of financial operations embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceiling under which the City and its departments operate.

**Capital Improvements:** Annual appropriations in the City's budget for capital purchases and construction projects costing more than \$25,000. This plan details funding sources and expenditure amounts for these large projects that will be required beyond the one year period of the annual budget.

**Capital Outlays:** Expenditures for the acquisition of capital assets over \$2,000. Includes the cost of land, buildings, permanent improvements, machinery, computers, large tools, rolling and stationary equipment.

**Cash Management:** The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash



## GLOSSARY

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management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

**Certificates of Deposit:** A negotiable or non-negotiable receipt for monies deposited in banks or financial institutions for a specified period and rate of interest.

**Consumer Price Index - Workers (CPI-W):** An indicator of the consumer prices issued by the United States Department of Labor, Bureau of Labor Statistics, which is a widely used indicator of inflation (or deflation) and indicates the changing purchasing power of money. It is obtained by calculating the cost of a fixed "basket" of commodities purchased by a typical consumer. The basket contains products from various categories including shelter, food, entertainment, fuel and transportation. Since the contents of the basket remain constant in terms of quantity and quality, the changes in the index reflect price changes.

**Contractual Services:** Items of expenditure for services that the City receives from an internal service fund or an outside company. Utilities, rent and custodial services are examples of contractual services.

**Current Taxes:** Taxes that are levied and due within one year.

**Debt Service:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Delinquent Taxes:** Taxes that remained unpaid on and after the date on which a penalty for non-payment is attached.

**Department:** A major organizational unit of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Department of Public Service (DPS):** The Department of Public Service provides numerous round-the-clock services to residents and business owners. The Department's operational divisions include: Water and Sewer; Streets; Parks; Recreation; Building Maintenance; Motor Pool; Nature Center; Youth Center and Senior Center.

**Depreciation:** (1) Expiration of the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.



## GLOSSARY

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**Downtown Development Authority (DDA):** Created by the State of Michigan, under Public Act 197 of 1975, for the purpose of stimulating and encouraging private investment in the south commercial district through the provision of public improvements.

**Encumbrances:** Obligations in the form of purchase orders, contracts or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

**Enterprise Fund:** A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds are established for services such as water and sewer, parking facilities, transit systems, airports, solid waste management (when financed through user fees) and golf courses.

**Expenditures:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payment have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

**Estimated Revenue:** The amount of projected revenue to be collected during the fiscal year. The amount of revenue appropriated is the amount approved by Council.

**Fiscal Year:** The twelve-month period designated as the operating year for an entity. The fiscal year for the City of Lincoln Park is July 1 to June 30.

**Full Faith and Credit:** A pledge of the City's taxing power of a government to repay debt obligations (typically used in reference to General Obligation Bonds or tax-supported debt).

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts, recorded cash and/or 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.

**Fund Balance:** The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

**GAAP (Generally Accepted Accounting Principles):** Accounting standards, revised periodically, to which both private and public organizations within the United States are expected to conform.



## GLOSSARY

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**General Fund:** The largest fund within the City, the General Fund accounts for most of the financial resources of the government that may be used for any lawful purpose. General Fund revenues include property taxes, licenses and permits, user fees, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as police and fire protection, finance, parks and recreation, libraries, public works and general administration.

**General Obligation Bonds:** When the City pledges its full faith and credit to the repayment of the bonds it issues, those bonds are general obligation (G.O.) bonds. Sometimes the term is also used to refer to the bonds that are to be repaid from taxes and other general revenues.

**Geographic Information System (GIS):** A system of software and hardware used to capture, store, manage, analyze and map geographic information.

**Goal:** A statement of broad direction, purpose or intent based on the needs of the community. The City Council adopts an annual Goal Plan for the City focusing on the City's top priorities.

**Headlee Amendment:** The Headlee Amendment places an upper limit on the total amount of property taxes a city can collect in the fiscal year. In effect, the City cannot collect operating millage on the Taxable Value (TV) increase derived from existing property, which is in excess of the Headlee inflation factor (2.3% for FY 2005-06) plus TV on new construction. This limit is accomplished by rolling back those operating millages, which are at their authorized maximum, by the same percentage as the TV is over the Headlee allowable maximum. The Headlee Amendment limitation may be waived only by a vote of the electorate.

**Infrastructure:** Capital assets that are stationary and normally have a useful life greater than most other capital assets. Examples include roads, sewer lines and water systems.

**Interfund Transfers:** Amounts transferred from one fund to another.

**Intergovernmental Grant:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

**Intergovernmental Revenue:** Revenue received from another government.

**Internal Service Funds:** Internal service Funds are established to finance and account for services and/or commodities furnished by a designated program to other programs within the City. Since the services and commodities are supplied exclusively to



## GLOSSARY

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programs under the City Jurisdiction, they are distinguishable from those services which are rendered to the public in general and which are accounted for in general, special revenue or enterprise funds.

**Investment:** Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payment.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed or refunded at some future date. The term does not include encumbrances.

**Local Street Fund:** Receives all local street money paid to the cities by the State, accounts for all construction, maintenance, traffic services, and snow and ice control on all streets classified as local.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Major Street Fund:** Used to account for the financial activity of the streets designated by the State as major thoroughfares and the maintenance contract of the state trunk lines.

**Maturities:** The date on which the principal or stated values of investments or debt obligation mature and may be reclaimed.

**Michigan Uniform Accounting and Budgeting Act:** Provides for the formulation and establishment of uniform charts of accounts and reports for local units of government; to define local units of government; to provide for the books and accounts of local units of government; to provide for annual financial reports from local units of government; to provide for the administration of this act; to prescribe the powers and duties of the State Treasurer and the Attorney General; to provide penalties for violation of certain requirements of this act; to provide for meeting the expenses authorized by this act; to provide a uniform budgeting system for local units; and to prohibit deficit spending by a local unit of government.

**Millage Rate:** One mill equals \$1.00 of taxes for each \$1,000 of taxable value. The millage rate is the total number of mills assessed against the taxable value.

**Modified Accrual:** A "basis of accounting" that determines when a transaction or event is recognized in the fund's operating statements. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund



## GLOSSARY

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liability is incurred. Changes to the modified accrual basis from the accrual basis are as follows:

- a) Those revenues susceptible to accrual are property taxes, intergovernmental revenues, special assessments, licenses, interest revenues and charges for services. Fines and forfeits, permits and certain miscellaneous revenues are not susceptible to accrual because generally they are not measurable until received in cash.
- b) Non-current receivables, such as special assessments, are recorded at full value and deferred revenue is recorded for the portion not available for use to finance operations as of year-end.
- c) Interest income on special assessments receivable is not accrued until its due date.
- d) Principal on general long-term debt is recorded as a fund liability when due. Interest on bonded indebtedness and other long-term debt is not recorded as an expenditure until its due date.
- e) Payments for inventoriable types of supplies are recorded as expenditures at the time of purchase.
- f) Normally, expenditures are not divided between years by the recording of prepaid expenditures.
- g) The non-current portion of vested employee benefits is reflected in the General Long Term Debt Account Group.

**Motor Pool:** A Department of Public Service division that is responsible for the maintenance of all City vehicles and equipment.

**Motor Vehicle Highway Fund Act:** The Motor Vehicle Highway Fund Act provides for the classification of all public roads, streets, and highways in this state, to provide for the deposits of specific State taxes on motor vehicles and motor vehicle fuels, and to provide for the allocation of funds for the use and administration of the funds for transportation purposes.

**Municipal Employees Retirement System (MERS):** The Municipal Employees Retirement System of Michigan is a multiple-employer statewide public employee retirement plan created by the State of Michigan to provide retirement, survivor and disability benefits to the State's local government employees.



## GLOSSARY

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**Objective:** Something to be accomplished in specific, well defined, and measurable terms and that is achievable within a specific time frame.

**Object of Expenditure:** Expenditure classifications based upon the type or categories of goods and services purchased. Typical objects of expenditure include:

personal services (salaries, wages and fringe benefits, etc.) commodities (motor fuel, office and custodial supplies, etc.) contractual services (utilities, maintenance contracts, etc.)

capital outlays (equipment, computer, vehicles, etc.)

**Operating Funds:** Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital improvement projects.

**Personnel Services:** Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees, as well as the fringe benefit costs associated with City employment.

**Proposed Budget:** The City's revenue and expenditure plan for the fiscal year as prepared and recommended by the Finance Director for the Mayor and Council consideration.

**Rating:** The credit worthiness of a city as evaluated by independent agencies.

**Reconciliation:** A detailed summary of increases and decreases in departmental expenditures from one budget year to another.

**Reserve:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

**Resources:** Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balance.

**Retained Earnings:** Within an Enterprise Fund, the accumulation of assets over liabilities. The City's only Enterprise Fund is the Water and Sewer Fund.

**Revenue:** The term designates an increase to a fund's assets which does not increase a liability, does not represent a repayment of an expenditure already made, does not represent a cancellation of certain liabilities, and does not represent an increase in contributed capital.



## GLOSSARY

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**Scoreboard:** Public transparent displays of service and fiscal metrics fully demonstrating the statistics and measurements of government operations.

**Special Assessment District (SAD):** Special Assessment District refers to one or more parcels of property that receive a capital improvement (paving, sewers, sidewalks) and then are assessed a debt (principal and interest) to be repaid over a specific number of years.

**Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

**State Equalized Value (SEV):** The assessed value multiplied by a factor as determined by the Michigan State Tax Commission to ensure an assessment level of 50 percent of market value.

**Taxable Value:** The value upon which the property tax is levied. It is determined by multiplying the prior year's taxable value by the current year's cost-of-living index. When the property changes ownership, the SEV becomes the taxable value for that year.

**Tax Rate:** The amount of tax levied for each \$1,000 of assessed valuation.

**Tax Rate Limits:** The maximum legal property tax rate at which a municipality may levy a tax. The limits may apply to taxes raised for a particular purpose or for general purposes.

**Truth In Taxation:** The Truth in Taxation Act provides a mechanism to ensure public notice and awareness of the increase in property taxes that occurs as a result of an increase in the Taxable Value base on existing property. This act mandates a "tax freeze" with regard to existing property and prohibits revenue growth by requiring a tax rate reduction (rollback) on operating millages unless a specific public hearing is conducted. At the public hearing, the Council discusses and adopts by resolution the millage or tax rates necessary to fund the city services and programs identified in the budget document. Because Madison Heights complies with the MICHIGAN UNIFORM BUDGET ACT (PA 621), the required public hearing for Truth in Taxation is combined with the public hearing for budget adoption as permitted by statute.

**Unit Costs:** The cost required to produce a specific product or unit of service.

**User Charges (also known as User Fees):** The payment of a fee for direct receipt of a public service by the party benefiting from the service.



## GLOSSARY

**Yield:** The rate earned on an investment based on the price paid for the investment

### ACRONYMS

<b>Acronym</b>	<b>Description</b>
ACH	Automated Clearing House
ADA	American with Disabilities Act
AEMT	Advanced Emergency Medical Technician
ALS	Advanced Life Support
CAFR	Comprehensive Annual Financial Report
CDBG	Community Development Block Grant
CIP	Capital Improvement Plan/Projects
CPI	Consumer Price Index
DDA	Downtown Development Authority
DPS	Department of Public Service
EFTPS	Electronic Federal Tax Payment System
ESL	English as a Second Language
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principals
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems



## GLOSSARY

GPS	Global Positioning Systems
HMO	Health Maintenance Organization
HUD	Housing and Urban Development
IBNR	Incurred but not Reported
ISP	Investment Service Program
MDNR	Michigan Department of Natural Resources
MDOT	Michigan Department of Transportation
MEDA	Michigan Economic Development Association
MEDC	Michigan Economic Developers Corporation
MERS	Municipal Employees Retirement System
MNRTF	Michigan Natural Resource Trust Fund
PPO	Preferred Provider Organization
ROW	Right-of-Way
SAD	Special Assessment District
SEV	State Equalized Value
STV	State Taxable Value
TV	Taxable Value