



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-876-7700

Cathy L. Square, Emergency Manager

December 18, 2013

TO: The Honorable Rick Snyder, Governor
State Treasurer Kevin Clinton
The Honorable Randy Richardville, Senate Majority Leader
The Honorable Jase Bolger, Speaker of the House
The Honorable Bert Johnson, State Senator
The Honorable Rosemary Robinson, State Representative
Hamtramck City Clerk
The Honorable Karen Majewski, Mayor
The Honorable Hamtramck City Council

RE: City of Hamtramck
6 - Month Report

The following is a summary of the information enclosed for the Emergency Manager (EM) report due the State of Michigan for the six months July 1, 2013 through December 15, 2013 (cutoff prior to holidays):

- a) Expenditures over \$5,000 – Schedule Enclosed
- b) Contracts approved over \$5,000 – Schedule Enclosed
- c) Loan sought, approved or disapproved over \$5,000 – **None**
- d) New positions created or vacancies filled – Schedule Enclosed
- e) Positions eliminated or layoffs – Schedule Enclosed
- f) Copy of EM contract – Enclosed
- g) Salary and benefits of EM paid by City – **None**
- h) Financial and operating plan - Enclosed

Please feel free to contact me at (313) 870-0347 if you have any questions.

Sincerely,


Cathy L. Square
City of Hamtramck
Emergency Manager

cc: Randall Byrne

12/18/2013 CHECK REGISTER FOR CITY OF HAMTRAMCK
CHECK DATE FROM 07/01/2013 - 12/15/2013

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
	Bank FID FIDUCIARY CHECKING - TALMER BANK					
07/12/2013	FID	7643	02098	PLATINUM LANDSCAPING & LAWN	COLD PATCHING APRIL 16 - MAY 10 2013	18,239.00
07/12/2013	FID	7660	3574	MINJ TECHNOLOGIES DIRECT INC	DELL STANDARD PSU	17,649.96
07/25/2013	FID	7662	02842	OAKLAND COUNTY	CLEMIS MAINTENANCE APRIL-JUNE 2013	10,425.58
07/25/2013	FID	7663	02098	PLATINUM LANDSCAPING & LAWN	TREE REMOVAL SOBIESKI 06/29/2013	42,702.50
08/22/2013	FID	7687	4183	HATCH-A HAMTRAMCK ART COLLECTIVE	FESTIVAL DEPOSIT FROM CARNIVAL AND 5K HE	15,325.00
09/23/2013	FID	7712	4790	CUPCAKIN	CDBG SMALL BUS START-UP PROG 2010 GRANT	10,000.00
09/23/2013	FID	7713	4789	ROCK CITY PIES	CDBG SMALL BUS START-UP PROG 2010 GRANT	15,000.00
10/01/2013	FID	7721	4792	IAN PERROTTA	REIMB OF ESCROW AMT FOR PROP RENO	11,700.00
10/08/2013	FID	7724	4804	DTE ENERGY COMPANY	JOS CAMPAU STREET LIGHT WORK	19,120.00
10/08/2013	FID	7725	4183	HATCH-A HAMTRAMCK ART COLLECTIVE	REIMB OF FESTIVAL FUNDS HELD BY CITY	26,029.96
10/08/2013	FID	7727	01973	STATE OF MICHIGAN-MDOT	TRAFFIC SIGNAL UPGRADE - CANIFF CONTRACT	9,006.62
10/18/2013	FID	7739	02842	OAKLAND COUNTY	CLEMIS FEES JULY-SEPT 2013	10,497.53
10/18/2013	FID	7746	4000	MSHDA	REIMB OF GRANT FUNDS RE: TO 2608 NORWALI	83,870.00
10/25/2013	FID	7748	4754	AUDIA CONSTRUCTION	RETAINER RE: LAY CONCRETE SIDEWALKS	31,300.00
10/25/2013	FID	7749	4772	SEAL TITE USA, LLC	PREP AND PAINT ALL CITY HALL	14,790.00
11/22/2013	FID	7776	4754	AUDIA CONSTRUCTION	BALANCE DUE-SIDEWALK CONTRACT/EXTRA W/	9,764.79
12/10/2013	FID	7785	01756	AT&T GLOBAL SERVICES INC	GARBARINO2192013 - 911 DISPATCH UPGRADE	57,423.00
12/10/2013	FID	7786	02098	PLATINUM LANDSCAPING & LAWN	TREE REMOVAL - 9/10/13-9/16/13	15,755.00

FID TOTALS:

Total of 18 Checks:	369,372.48
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	369,372.48

Bank GEN GENERAL CHECKING - TALMER BANK AND TRUST

07/12/2013	GEN	62908	02662	ALLEN BROTHERS, PLLC	313-001M-FLAT FEE RETAINER MATTERS	20,341.89
07/12/2013	GEN	62912	4398	ANTHONY FUOCO ASSESSING CONSULT IN	FLAT FEE ASSESSING JUNE 2013	6,833.33
07/12/2013	GEN	62921	3796	CREATIVE BENEFITS & INSURANCE	1ST OF 4 INSTALL/WORKMAN'S COMP 2013-15	56,931.50
07/12/2013	GEN	62924	00418	DETROIT EDISON	000073775-STREETLIGHT ORNA E1B	42,561.75
07/18/2013	GEN	62952	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 - 0005 -- INS PREM AUGUST 2013	65,519.38
07/18/2013	GEN	62953	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 - 0004 -- INS PREM AUGUST 2013	12,569.82
07/18/2013	GEN	62954	00366	BLUE CROSS BLUE SHIELD OF MI	44351 600 -- INS PREM AUGUST 2013	28,043.52
07/18/2013	GEN	62955	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 - 0001 -- INS PREM AUGUST 2013	29,529.06
07/18/2013	GEN	62956	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 - 0002 -- INS PREM AUGUST 2013	30,227.34
07/18/2013	GEN	62957	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 - 0000 -- INS PREM AUGUST 2013	20,201.54
07/18/2013	GEN	62959	00418	DETROIT EDISON	000073775-STREETLIGHT ORNA E1B	43,570.82
07/18/2013	GEN	62960	01620	DTE ENERGY	193889000030-3401EVA G/E JUNE 2013	10,184.58
07/18/2013	GEN	62963	01542	PLANTE & MORAN, PLLC	FINANCE MGR APRIL 2013 PER CONTRACT	24,000.00
07/18/2013	GEN	62969	4755	US BANK VOYAGER FLEET SYS	869322107-JUNE 2013 GAS/OIL	6,165.90
07/25/2013	GEN	63005	00585	STATE OF MICHIGAN	SOFTWARE SUPPORT FEE OCT,NOV,DEC 2012	20,133.58
07/25/2013	GEN	63009	4703	VISICOM SERVICES, INC.	IT SERVICE APRIL 2013	15,628.82
07/25/2013	GEN	63010	00442	WAYNE COUNTY	PRISONER HOUSING APRIL 2013	7,910.00
07/29/2013	GEN	63029	00418	DETROIT EDISON	000073775-STREETLIGHT ORNA E1B JUNE 2013	44,306.21
08/08/2013	GEN	63034	01646	ALAN C. YOUNG & ASSOCIATES, P.C.	BILLING #1-AUDIT YR END 6/30/13	5,380.00
08/08/2013	GEN	63044	3443	PROGRESSIVE BENEFIT SOLUTIONS, LLC	HEALTH INS DED THRU 6/30/13	11,874.43
08/13/2013	GEN	63051	02662	ALLEN BROTHERS, PLLC	313-001M-FLAT FEE RETAINER MATTERS	20,730.08
08/13/2013	GEN	63055	4398	ANTHONY FUOCO ASSESSING CONSULT IN	FLAT FEE ASSESSING JULY 2013	6,833.33

08/13/2013	GEN	63082	01630	RIZZO SERVICES	RESIDENTIAL TRASH REMOVAL JULY 2013	59,583.33
08/15/2013	GEN	63099	00301	THE LIBRARY NETWORK	R64490-SHARED AUTOMATION 7/1-9/30/13	6,110.74
08/21/2013	GEN	63103	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 0004-INS PREM SEPT 2013	18,931.22
08/21/2013	GEN	63104	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 0005-INS PREM SEPT 2013	61,951.11
08/21/2013	GEN	63105	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 0002-INS PREM SEPT 2013	30,227.34
08/21/2013	GEN	63106	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 0001-INS PREM SEPT 2013	30,027.87
08/21/2013	GEN	63107	00366	BLUE CROSS BLUE SHIELD OF MI	007006042 0000-INS PREM SEPT 2013	15,735.61
08/21/2013	GEN	63108	4774	BLUE CROSS BLUE SHIELD OF MICHIGAN	44351 600-INS PREM SEPT 2013	27,405.39
08/21/2013	GEN	63110	01620	DTE ENERGY	193890000030-E/G CITY HALL JULY 2013	10,323.85
08/21/2013	GEN	63116	3443	PROGRESSIVE BENEFIT SOLUTIONS, LLC	HEALTH INS DEDUCT 2013 THRU 7/31/13	15,780.14
08/21/2013	GEN	63118	4755	US BANK VOYAGER FLEET SYS	869322107-JULY 2013 FUEL/OIL	5,598.83
08/30/2013	GEN	63219	00418	DETROIT EDISON	000073775-STRTLGT OVRHD E1A JULY 2013	40,415.65
09/05/2013	GEN	63235	3797	CMI	SWC000394-LOSS FUND AUG 2013	6,140.74
09/09/2013	GEN	63242	4780	THE HUTTENLOCHER GROUP	HAMTR-3 TREASURER BOND 2013/14	208,785.00
09/09/2013	GEN	63249	02662	ALLEN BROTHERS, PLLC	313-0001M-FLAT FEE RETAINER JULY 2013	6,503.16
09/09/2013	GEN	63251	4398	ANTHONY FUOCO ASSESSING CONSULT IN	FLAT FEE ASSESSING	6,833.33
09/09/2013	GEN	63277	4441	PITNEY BOWES INC	POSTAGE	7,278.06
09/09/2013	GEN	63279	01630	RIZZO SERVICES	RESIDENTIAL TRASH REMOVAL AUGUST 2013	59,583.33
09/09/2013	GEN	63284	00585	STATE OF MICHIGAN	JULY, AUG, SEPT 2013 SOFTWARE SUPPORT	7,237.49
09/13/2013	GEN	63302	01620	DTE ENERGY	193890000030-3401EVA G/E AUG 2013	7,026.95
09/16/2013	GEN	63314	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-0004 OCT 2013 MEDICAL INS	15,762.18
09/16/2013	GEN	63315	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-0005 OCT 2013 MEDICAL INS	56,272.06
09/16/2013	GEN	63316	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-0002 OCT 2013 MEDICAL INS	30,227.34
09/16/2013	GEN	63317	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-0001 OCT 2013 MEDICAL INS	28,531.44
09/16/2013	GEN	63318	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-0000 OCT 2013 MEDICAL INS	17,807.27
09/16/2013	GEN	63319	4774	BLUE CROSS BLUE SHIELD OF MICHIGAN	44351 600 OCT 2013 MEDICAL INS	28,043.52
09/16/2013	GEN	63320	01346	GIARMARCO, MULLINS & HORTON, P C	81199000B CITY ATTORNEY WORK JULY 2013	14,408.10
09/20/2013	GEN	63328	4772	SEAL TITE USA, LLC	ROOF REPAIR	25,500.00
09/20/2013	GEN	63330	4755	US BANK VOYAGER FLEET SYS	869322107-FUEL/OIL AUG 2013	5,518.62
09/24/2013	GEN	63361	00442	WAYNE COUNTY	PRISON HOUSING JULY 2013 174DAYS@ \$3DAY	6,090.00
10/01/2013	GEN	63381	00418	DETROIT EDISON	000073775-STREETLIGHT ORNA E1B AUG 2013	41,149.18
10/01/2013	GEN	63387	3443	PROGRESSIVE BENEFIT SOLUTIONS, LLC	2013 REIMBURSEMENTS THRU 8/31/13	14,591.58
10/08/2013	GEN	63400	4398	ANTHONY FUOCO ASSESSING CONSULT IN	FLAT FEE ASSESSING SERV SEPT 2013	6,833.33
10/08/2013	GEN	63414	01346	GIARMARCO, MULLINS & HORTON, P C	8119-000B-CITY ATTORNEY WORK	21,293.65
10/08/2013	GEN	63428	01630	RIZZO SERVICES	RESIDENTIAL TRASH REMOVAL SEPT 2013	61,133.33
10/08/2013	GEN	63436	3771	TRIDENT INSURANCE SERVICES	TNT-0104761 EXCESSIVE FORCE T. THOMPSON	30,000.00
10/10/2013	GEN	63454	3443	PROGRESSIVE BENEFIT SOLUTIONS, LLC	2013 HRA UTILIZATION THRU 9/30/2013	26,805.64
10/18/2013	GEN	63466	01346	GIARMARCO, MULLINS & HORTON, P C	81199-000B-CITY ATTORNEY WORK	31,989.65
10/18/2013	GEN	63478	02098	PLATINUM LANDSCAPING & LAWN	CITY LOT MOWING AUG 19, 2013 - SEPT 9, 2	8,467.45
10/18/2013	GEN	63497	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-INS DEDUCTIBLE NOV 2013	15,263.37
10/18/2013	GEN	63498	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-INS DEDUCTIBLE NOV 2013	59,157.84
10/18/2013	GEN	63499	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-INS DEDUCTIBLE NOV 2013	30,227.34
10/18/2013	GEN	63500	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-INS DEDUCTIBLE NOV 2013	26,087.33
10/18/2013	GEN	63501	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-INS DEDUCTIBLE NOV 2013	15,911.84
10/18/2013	GEN	63502	4774	BLUE CROSS BLUE SHIELD OF MICHIGAN	44351 600-INS DEDUCTIBLE NOV 2013 R65	27,830.81
10/18/2013	GEN	63503	00418	DETROIT EDISON	0000-7377-5 STREETLIGHT OVRHD E1A	40,343.62
10/18/2013	GEN	63507	4755	US BANK VOYAGER FLEET SYS	86932-2107 FUEL/OIL SEPT 2013	5,248.24
10/25/2013	GEN	63519	00649	UNEMPLOYMENT INSURANCE AGENCY	0804665000-2012 UNEMPLOYMENT DUE	23,410.90
11/01/2013	GEN	63531	3771	TRIDENT INSURANCE SERVICES	TNT-0098595 KENNETH KOCHAN	24,659.56
11/08/2013	GEN	63535	4398	ANTHONY FUOCO ASSESSING CONSULT IN	FLAT FEE ASSESSING OCTOBER 2013	6,833.33
11/08/2013	GEN	63565	01630	RIZZO SERVICES	RESIDENTIAL TRASH REMOVAL OCTOBER 2013	59,583.33
11/08/2013	GEN	63569	00585	STATE OF MICHIGAN	QTRLY JIS CHARGES - CRT CODE D31/BILL CO	7,237.49
11/08/2013	GEN	63581	00301	THE LIBRARY NETWORK	R64658-SHARED AUTOMATION 10/1 TO 12/31/1	6,764.91

11/08/2013	GEN	63589	01620	DTE ENERGY	19389000030-ELECT/GAS CITY HALL SEPT 20	6,285.57
11/08/2013	GEN	63593	3443	PROGRESSIVE BENEFIT SOLUTIONS, LLC	2013 HRA REIMBURSEMENTS THRU 10/31/13	12,042.83
11/22/2013	GEN	63673	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-MED INS PMTS DEC 2013 R	15,263.37
11/22/2013	GEN	63674	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-MED INS PMTS DEC 2013 R	58,968.31
11/22/2013	GEN	63675	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-MED INS PMTS DEC 2013	29,030.22
11/22/2013	GEN	63676	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-MED INS PMTS DEC 2013	24,807.02
11/22/2013	GEN	63677	00366	BLUE CROSS BLUE SHIELD OF MI	007006042-MED INS PMTS DEC 2013	18,605.39
11/22/2013	GEN	63678	4774	BLUE CROSS BLUE SHIELD OF MICHIGAN	44351 600 - MEDICAL INS PMT DEC 2013	26,767.26
11/22/2013	GEN	63683	00418	DETROIT EDISON	0000-7377-5 STR LIGHT ORNA E1B OCT 2013	40,680.23
11/22/2013	GEN	63722	01542	PLANTE & MORAN, PLLC	42938-OCTOBER 2013 CONTROLLER SERVICES	32,000.00
11/22/2013	GEN	63724	01630	RIZZO SERVICES	RESIDENTIAL TRASH REMOVAL NOV 2013	59,583.33
12/06/2013	GEN	63766	01646	ALAN C. YOUNG & ASSOCIATES, P.C.	7132-BILL #2, AUDIT YR END 6/30/13	8,075.00
12/06/2013	GEN	63772	01620	DTE ENERGY	19389000030-CITY HALL GAS/ELEC NOV 2013	7,282.88
12/06/2013	GEN	63778	3443	PROGRESSIVE BENEFIT SOLUTIONS, LLC	2013 HRA REIMBURSEMENT THRU 11/30/13	9,941.46
12/10/2013	GEN	63788	4398	ANTHONY FUOCO ASSESSING CONSULT IN	NOV 2013 FLAT FEE ASSESSING	6,833.33
12/10/2013	GEN	63818	4829	WAYNE COUNTY CLERK	ELECTION RECOUNT REIMBURSEMENT	6,516.72

GEN TOTALS:
Total of 91 Checks: 2,259,026.04
Less 0 Void Checks: 0.00
Total of 91 Disbursements: 2,259,026.04

08/08/2013	PTC	1914	01127	RAYMOND J. WOJTOWICZ, TREASURER	PROP TAX DISTRI-COUNTY-SET JULY 2013	172,301.41
08/08/2013	PTC	1915	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRIBUTION-REC JULY 2013	65,244.65
08/08/2013	PTC	1916	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRIBUTION-OPER JULY 2013	104,616.51
08/13/2013	PTC	1917	01127	RAYMOND J. WOJTOWICZ, TREASURER	PROP TAX DISTRI THRU 7/31/2013	389,055.71
08/13/2013	PTC	1918	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRI THRU 7/31/13 REC	149,066.27
08/13/2013	PTC	1919	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRI THRU 8/9/2013 OPER	361,198.15
08/21/2013	PTC	1924	01127	RAYMOND J. WOJTOWICZ, TREASURER	PROP TAX DISTRI THROUGH 8/15/13	494,606.51
08/21/2013	PTC	1925	03064	STATE OF MICHIGAN	INDUSTRIAL FACILITY TAX (IFT) 2013	12,589.38
08/21/2013	PTC	1926	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRI THRU 8/15/13 REC	192,008.31
08/21/2013	PTC	1927	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRI THRU 8/15/13 OPERATING	472,422.74
09/05/2013	PTC	1928	01127	RAYMOND J. WOJTOWICZ, TREASURER	PROP TAX DISTRI THRU 8/31/13	288,337.60
09/05/2013	PTC	1929	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRI THRU 8/31/13 OPERATING	295,017.61
09/05/2013	PTC	1930	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRI THRU 8/31/13 REC	109,288.33
10/01/2013	PTC	1939	01127	RAYMOND J. WOJTOWICZ, TREASURER	PROP TAX DISTRIBUTION THRU 9/15/13	26,014.25
10/01/2013	PTC	1942	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTR THRU 09/15/13 - OPERATING	32,154.79
10/08/2013	PTC	1944	01127	RAYMOND J. WOJTOWICZ, TREASURER	PROP TAX DISTRIBUTION THRU 09/30/13	37,155.37
10/08/2013	PTC	1945	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRIBUTION THRU 09/30/13	44,961.00
10/08/2013	PTC	1946	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRIBUTION THRU 09/30/13	14,041.96
11/22/2013	PTC	1948	01127	RAYMOND J. WOJTOWICZ, TREASURER	PROP TAX DISTRIBUTION THRU 11-15-13	37,138.15
11/22/2013	PTC	1949	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRIBUTION THRU 11-15-13 OPER	22,744.22
11/22/2013	PTC	1950	00578	TREAS-SCHOOL DISTRICT OF HAMTRAMCK	PROP TAX DISTRIBUTION THRU 11-15-13 RECR	14,056.21

PTC TOTALS:
Total of 21 Checks: 3,334,019.13
Less 0 Void Checks: 0.00
Total of 21 Disbursements: 3,334,019.13

07/12/2013	UR31	1905	02265	PHIFER & WHITE, P.C.	877060001-PROF LEGAL SERVICES MAY 2013	5,187.50
07/18/2013	UR31	1907	00697	MICHAEL BARNHART	ATTY FEES MAY 1-JUNE 30, 2013 UR31	29,702.55

09/13/2013	UR31	1914	00697	MICHAEL BARNHART	LEGAL SERV-GARRETT V HAMT 7/1 TO 8/31/13	41,722.00
10/09/2013	UR31	1919	01556	TREASURER, CITY OF HAMTRAMCK	WATER OWED HAMTRAMCK SQUARE I & II-CT O	17,262.74
10/09/2013	UR31	1920	3288	PREMIER PROPERTY MANAGEMENT COMP	BACK RENT/PENALTY RE: HAMT SQUARE I & II	9,012.07
11/08/2013	UR31	1924	4777	PEOPLE'S COMM SERV OF METRO DETROIT	REVIEW ESCROW FORMS/HUNTINGTON BANK N	6,103.50
11/22/2013	UR31	1925	00697	MICHAEL BARNHART	LEGAL SERVICES 9/1 TO 10/31/13	33,774.25

UR31 TOTALS:
 Total of 7 Checks: 142,764.61
 Less 0 Void Checks: 0.00
 Total of 7 Disbursements: 142,764.61

Bank WAT WATER CHECKING - TALMER BANK AND TRUST						
07/03/2013	WAT	7948	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL WATER APRIL 2013	48,264.90
07/03/2013	WAT	7949	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL SEWAGE DISP APRL ADJ & I	304,606.00
07/03/2013	WAT	7950	00387	BOARD OF WATER COMMISSIONERS	DWSD INDUSTRIAL WASTE CONTROL CHGS MA	15,786.36
07/25/2013	WAT	7962	3623	CPI EXCAVATING INC	WATER MAIN BREAK REPAIR 2975 EVALINE	36,745.00
07/29/2013	WAT	7964	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL WATER MAY 2013	50,016.16
08/08/2013	WAT	7967	00387	BOARD OF WATER COMMISSIONERS	DWSD INDUSTRIAL WASTE CONTR CHGS JUNE	15,786.36
08/08/2013	WAT	7968	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL SEWAGE DISPOSAL JUNE 2	306,536.90
08/13/2013	WAT	7978	01009	HENNESSEY ENGINEERS, INC.	51707 A S2 GRANT SWR STUDY 2/1-3/28/13	41,953.36
08/13/2013	WAT	7979	3107	HYDRO DESIGNS INC.	CROSS CONNECTION INSPECTIONS	13,335.00
08/30/2013	WAT	7988	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL WATER JUNE 2013	50,900.61
08/30/2013	WAT	7990	00387	BOARD OF WATER COMMISSIONERS	DWSD I.W.C. CHARGES JULY 2013	16,516.12
09/05/2013	WAT	7992	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL SEWAGE DISPOSAL JULY 2	343,712.97
09/09/2013	WAT	8002	3623	CPI EXCAVATING INC	REPAIR WMB 2469 GRAYLING 8/7/13	28,410.00
09/13/2013	WAT	8004	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL WATER JULY 2013	46,201.40
09/24/2013	WAT	8010	01009	HENNESSEY ENGINEERS, INC.	S2 GRANT STUDY JUNE 14-JULY 25 2013	35,760.88
10/08/2013	WAT	8018	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL SEWAGE DISPOSAL JULY (E	403,683.91
10/18/2013	WAT	8023	3623	CPI EXCAVATING INC	REPAIR WATER MAIN BREAK 2277 EVALINE 10/	39,355.00
10/18/2013	WAT	8024	01009	HENNESSEY ENGINEERS, INC.	S2 SEWER GRANT STUDY 8/16/13 - 9/26/13	33,876.32
11/01/2013	WAT	8033	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL WATER AUGUST 2013	51,968.02
11/01/2013	WAT	8036	00387	BOARD OF WATER COMMISSIONERS	DWSD INDUSTRIAL WASTE CONTROL CHARGES	16,516.12
11/08/2013	WAT	8043	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL SEWAGE DISPOSAL AUGUS	314,550.77
11/22/2013	WAT	8051	00387	BOARD OF WATER COMMISSIONERS	DWSD INDUSTRIAL WASTE CONTROL CHARGES	16,516.12
11/22/2013	WAT	8052	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL WATER SEPTEMBER 2013	47,397.14
11/22/2013	WAT	8056	3623	CPI EXCAVATING INC	WATER MAIN RPR N. INTERSECTION DENTON/M	18,215.00
11/22/2013	WAT	8060	00770	STATE OF MICHIGAN	PUBLIC WATER SUPPLY ANNUAL FEE	5,358.66
11/22/2013	WAT	8061	4818	TERRA CONTRACTING SERVICES, LLC	S2 GRANT-SEWER CLEANING & TELEVISIONING AUK	20,167.31
12/06/2013	WAT	8064	00387	BOARD OF WATER COMMISSIONERS	DWSD WHOLESAL SEWAGE DISPOSAL	347,529.23

WAT TOTALS:
 Total of 27 Checks: 2,607,350.62
 Less 0 Void Checks: 0.00
 Total of 27 Disbursements: 2,607,350.62

REPORT TOTALS:
 Total of 164 Checks: 8,712,532.88
 Less 0 Void Checks: 0.00
 Total of 164 Disbursements: 8,712,532.88

City of Hamtramck			
Summary of EM Contracts			
Six Months July 1, 2013 Through December 15, 2013			
<u>Date Signed</u>	<u>Vendor</u>	<u>Subject/Purpose</u>	<u>Amount</u>
07/08/13	Employment Agreement - City Manager	Order S-001 - Restoration of Compensation (was to drop 7/1/13 but did not)	N/A
07/08/13	Contract for Legal Services	Order S-002 - Giarmarco, Mullins & Horton -Hourly Rate \$125	>\$5,000
08/14/13	Settlement Agreement-Local 750 I.A.F.F. Fire Fighters Assoc.	Subcontracting of Fire Protection Services - Local 750	N/A
09/04/13	Employment Agreement	Order S-003 - Re-Organization of City Departments	N/A
09/04/13	Compensation for May & Council Members	Order S-004 - Pay reduction	N/A
09/04/13	Settlement Agreement-Local 750 I.A.F.F. Fire Fighters Assoc.	HSA Contributions/Local 750 - Cost reductions	N/A
09/05/13	Master Agreement for Municipal Lighting	DTE - Street lighting	\$19,120
10/07/13	Host City Agreement	Recycling plant - revenue to city	N/A
10/16/13	The Michigan Humane Society	Animal Sheltering Agreement	\$5,940
10/16/13	PREMIER Business Products	Copier Contract	\$8,976
10/17/13	CPI EXCAVATING	Addendum to Water & Sewer - reduction in per item repair fees	N/A
10/29/13	Broadspire Services	Third party claims administrator - WC	\$7,995
11/07/13	Tentative Agreement Between the City of Hamtramck and Hamtramck Fire Fighters Union, LOCAL 750	Local 750 - reduction in salary and fringes	N/A
11/12/13	SAFEbuilt Michigan, Inc.	Order S-005 Professional Services Agreement - Outsource inspection services - var fees - all % of fees collected	>\$5,000
11/15/13	Hamtramck Recycling	Order S-006 Issuance of Industrial Facilities Exemption Certificate - Nov. 15, 2013 - Tax abatement	N/A
11/15/13	Settlement Agreement-Local 750 Fire Fighters Assoc.	Regarding Personal Leave - cost savings	N/A
12/04/13	Tentative Agreement Between the City of Hamtramck and Hamtramck Fraternal Order of Police Labor Council	Fraternal Order of Police - salary and fringe savings	N/A
12/09/13	Contract for Services Between the City of Hamtramck, Michigan and Campau Botsford Service (CBS) for Maintenance/Repair of Police Vehicles and Emergency Equipment	Campau Botsford Service (CBS) - repair fees - fee schedule depends on use	>\$5,000
12/16/13	Tentative Agreement Between City of Hamtramck and Hamtramck Ranking Officer Association	Ranking Officer Association - salary and fringe savings	N/A

City of Hamtramck
Emergency Manager Six Month Report
July 1, 2013 thru December 15, 2013

Summary of New Positions Created or any Vacancy Filled by Appointing Authority

Name	Title	Date of Appointment	Description
Kathy Anger	CED	9/5/2013	Filled vacancy

Description of any Position that has been Eliminated or From Which an Employee was Laid off

Name	Title	Date of Termination	Description
Kyle Tertzag	Acting City Manager	9/4/2013	Position open and will be filled
Darren Grow	DDA	9/4/2013	Position eliminated - duties performed by CED director
Jason Friedmann	CED	9/4/2013	Position filled 9/5/2013
James Lapalm	Building Inspector	11/29/2013	Position eliminated - duties contracted out
John Meyers	Building Inspector	11/29/2013	Position eliminated - duties contracted out
Kathy Anger	Assistant City Manager	9/4/2013	Position eliminated



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ANDY DILLON
STATE TREASURER

CONTRACT FOR EMERGENCY MANAGER SERVICES

Rick Snyder, Governor of the State of Michigan (Governor) and the Michigan Department of Treasury retain and appoint Cathy L. Square as the Emergency Manager (Emergency Manager) for the City of Hamtramck (City) under Public Act 436 of 2012, the Local Financial Stability and Choice Act, MCL 141.1541 *et seq.*, (the Act).

The Emergency Manager will provide services to the City pursuant to the terms and conditions set forth in this Contract and the Act.

The Emergency Manager's role is to remedy the financial distress of the City by requiring, within available resources, prudent fiscal management and an efficient provision of municipal services by exercising the necessary authority conferred herein to take appropriate action on behalf of the City and its residents. In accepting this appointment, the Emergency Manager agrees to leverage all the Emergency Manager's skills and abilities to accomplish these objectives on behalf of City residents.

1. PARTIES, PURPOSE, DUTIES, AND REPORTS

1.1 Parties. The parties to this Contract are the State of Michigan by the Department of Treasury and Cathy L. Square.

1.2 Purpose. The parties to this Contract agree that Cathy L. Square will act as the Emergency Manager for the City. The Emergency Manager's duties and responsibilities are delineated in the Act and include conducting all aspects of the operations of the City and establishing and implementing a written financial plan as required by Section 11 of the Act.

1.3 Duties. The Emergency Manager shall possess all the powers and duties authorized under the Act, including those specifically related to local governments. In addition, the Emergency Manager shall work cooperatively with the Office of the Governor and the State Treasurer. The Emergency Manager agrees to continue to keep these officials informed of major initiatives to be undertaken in furtherance of this Contract before their public announcement. The Emergency Manager shall seek the approval of the State Treasurer before entering into a new collective bargaining agreement.

1.4 Reports. The Emergency Manager shall file quarterly reports with the Department of Treasury beginning on October 15, 2013, for the immediately preceding quarter and shall file the first report required by Section 17 of the Act within six months of the Emergency Manager's appointment and every three months thereafter.

1.5 Communications. The Emergency Manager shall establish and maintain an appropriate protocol for ongoing communications with officials of the City, City residents, and the media. The communications protocol should include a variety of means, including personal interactions.

2. TERM OF CONTRACT

2.1 The Emergency Manager serves at the pleasure of the Governor except as provided in Section 9(3)(d) and Section 9(6)(c) of the Act.

2.2 Effective Date. This contract is effective on Monday July 1, 2013.

3. COMPENSATION FOR SERVICES PROVIDED

3.1 Source of Payment. The State shall pay the compensation of the Emergency Manager for all services rendered under this Contract.

3.2 Salary. The Emergency Manager's salary for services rendered under this Contract shall be \$132,000.00 per year. If this Contract is terminated after the Emergency Manager has provided services for a portion of the month, the Emergency Manager shall be entitled, for that portion of that month, to \$11,000.00 multiplied by the proportion that the number of days of the month for which services were provided bears to the number of days of the whole month.

3.3 Payment for Services. The Emergency Manager shall be paid in installments consistent with the established written policies and procedures of the Michigan Department of Treasury. If requested by the State Treasurer, the Emergency Manager shall provide to the Michigan Department of Treasury additional information regarding services performed pursuant to this Contract.

3.4 Reimbursement for Actual and Necessary Expenses. The actual and necessary expenses of the Emergency Manager, including customary expenses related to travel, meals, and lodging which are incurred in connection with service to the City will be reimbursed by the City. The Emergency Manager shall provide original copies of all receipts for meals, lodging, and travel reimbursement with any request for reimbursement. Any reimbursement for expenses under this contract shall be reviewed and approved in writing by the City's Chief Financial Officer.

4. ADDITIONAL STAFF AND CONSULTANT FEES

4.1 Staff. The Emergency Manager may, as provided in the Act, appoint additional staff as necessary to fulfill the obligations of the Emergency Manager's appointment and duties under this Contract. Payment of compensation for additional staff will be the obligation of the City. While authority to hire additional staff rests with the Emergency Manager, the Emergency Manager agrees to consult with the State Treasurer, or the designee of the State Treasurer, at least 24 hours before extending offers of employment for positions paying \$50,000.00, or more, annually. The Emergency Manager shall issue a written employment contract to each individual hired pursuant to this Section, regardless of the compensation paid to that individual. The employment contract

issued pursuant to this Section shall, as of the date the individual is hired by the Emergency Manager, prohibit the individual from engaging in any other employment for remuneration without the express written approval of the Emergency Manager. The Emergency Manager agrees to consult with the State Treasurer, or the designee of the State Treasurer, at least 24 hours before approving outside employment for any individual. A breach of this Section shall be a material breach of this Contract.

4.2 Professional Assistance. The Emergency Manager may, as provided in the Act, secure professional assistance as necessary to fulfill the obligations of the Emergency Manager's appointment and duties under this Contract. Payment of compensation for additional professional assistance will be the obligation of the City. The Emergency Manager agrees to consult with the State Treasurer, or the designee of the State Treasurer, at least 24 hours before authorizing professional services contracts of \$50,000.00, or more, per engagement or project.

4.3 Security. The Emergency Manager will be entitled to receive security protection in connection with the Emergency Manager's duties under this Contract. Security personnel will be retained only upon the approval of the State Treasurer, or the designee of the State Treasurer, and only after consultation with the Director of the Michigan Department of State Police, or the designee of the Director of the Michigan Department of State Police. Payment of compensation for security personnel will be the obligation of the City.

5. REPRESENTATIONS

5.1 Qualifications. By signing this Contract, the Emergency Manager, represents that the Emergency Manager meets the minimum qualifications for appointment set forth in the Act. The Emergency Manager shall perform the duties of that office on a full-time basis, except as otherwise approved by the State Treasurer, and shall not accept any other employment or engage in any other activity for remuneration without the express written approval of the State Treasurer.

5.2 Conflict of Interest. The Emergency Manager represents and warrants that the Emergency Manager has no personal or financial interest, and will not acquire any such interest, that would conflict in any manner or degree with the performance of this Contract.

5.3 Non-competition. The Emergency Manager represents and warrants that the Emergency Manager is not subject to any non-disclosure, non-competition, or similar clause with current or prior clients or employers that will interfere with the performance of this Contract. The State will not be subject to any liability for any such claim.

5.4 Facilities and Personnel. The City will provide the Emergency Manager with proper facilities and personnel to perform the services and work required to be performed pursuant to this Contract.

5.5 Records. The Emergency Manager shall maintain complete records in accordance with generally accepted accounting practices and sound business practices. This requirement applies to all information maintained or stored in the computer system of the Emergency Manager or computer system of the City. The State Treasurer and his designees shall have the right to inspect all

records related to this Contract.

5.6 Non-Discrimination.

a) The Emergency Manager shall comply with Public Act 220 of 1976, the Persons with Disabilities Civil Rights Act, MCL 37.1101 *et seq.*, and all applicable federal, State, and local fair employment practices and equal opportunity laws. The Emergency Manager covenants that the Emergency Manager will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Emergency Manager shall impose this covenant upon every subcontractor that enters into an agreement for the performance of any obligation imposed by this Contract. A breach of this covenant shall be a material breach of this Contract.

b) The Emergency Manager shall comply with Public Act 453 of 1976, the Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*, and all applicable federal, State, and local fair employment practices and equal opportunity laws. The Emergency Manager covenants that the Emergency Manager will not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. The Emergency Manager shall impose this covenant upon every subcontractor that enters into an agreement for the performance of any obligation imposed by this Contract. A breach of this covenant shall be a material breach of this Contract.

5.7 Unfair Labor Practices. The Emergency Manager shall not enter into a contract for the performance of any obligation imposed by this Contract with a subcontractor, manufacturer, or supplier whose name appears in the register prepared pursuant to Public Act 278 of 1980, MCL 423.322, of employers found in contempt of court for failure to correct unfair labor practices. The State may void this Contract if the Emergency Manager, or any subcontractor, manufacturer, or supplier of the Emergency Manager that is a party to a contract for the performance of any obligation imposed by this Contract, appears in the above mentioned register.

5.8 Independent Contractor. The relationship of the Emergency Manager to the State and to the City under this Contract is that of an independent contractor. Except as specifically provided in the Act, no liability, benefits, workers compensation rights or liabilities, insurance rights or liabilities, or any other rights or liabilities arising out of, or related to, a contract for hire, nor employer-employee relationship, shall arise, accrue, or be implied to either party under this Contract or to an agent, subcontractor, or employee of either party under this Contract, as a result of the performance of this Contract.

6. NOTICES

6.1 The State Treasurer is the designee for this Contract unless notice of another designation is provided by the Governor. All notices, correspondence, requests, inquiries, billing statements, and other documents mentioned in this Contract shall be directed to the attention of the

State Treasurer, Andy Dillon, and to the following:

For the State:

Michigan Department of Treasury
Office of Legal Affairs
Richard H. Austin Building, 430 West Allegan Street
Lansing, Michigan 48922
Phone: (517) 373-3223

For the Emergency Manager:

Cathy L. Square
Hamtramck City Hall
3401 Evaline Street
Hamtramck, Michigan 48212

7. LIMITATION UPON LIABILITY

7.1 The State. The State, the Governor, the State Treasurer, and all other State officials are not liable for any obligation of or claim against the City resulting from actions taken in accordance with the Act or this Contract.

7.2 The Emergency Manager. Pursuant to the Act, in performing this Contract the Emergency Manager is engaging in a governmental function and is immune from liability for any action taken which the Emergency Manager reasonably believes to be within the scope of the Emergency Manager's authority granted by the Act or by this Contract.

8. INSURANCE

8.1 General. The Emergency Manager may procure and maintain, at the expense of the City, health, worker's compensation, general liability, professional liability, and motor vehicle insurance for the Emergency Manager and any employee, agent, appointee, or contractor of the Emergency Manager as may be provided to elected officials, appointed officials, or employees of the City. The insurance procured and maintained by the Emergency Manager may extend to any claim, demand, or lawsuit asserted or costs recovered against the Emergency Manager and any employee, agent, appointee, or contractor of the Emergency Manager to the extent permitted by the Act.

8.2 Post-Contract. If, after the date that the service of the Emergency Manager is concluded, the Emergency Manager or any employee, agent, appointee, or contractor of the Emergency Manager is subject to a claim, demand, or lawsuit arising from an action taken during the service of the Emergency Manager, and not covered by a procured insurance policy, litigation expenses, including but not limited to attorney fees, payments in satisfaction of judgments, and payments made in settlement as specified pursuant to the Act, shall be paid by the City. If such expenses are not paid by the City, they shall be treated as a debt owed to this State pursuant to

section 17a(5) of Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971, MCL 141.917a.

8.3 Additional Insurance. If the City has purchased, or otherwise obtained, an errors and omissions policy, then the Emergency Manager may choose to be covered under such policy at the expense of the City.

8.4 Payment by City. All insurance required under this Contract shall be acquired at the expense of the City under valid and enforceable policies, issued by insurers of recognized responsibility. The State Treasurer reserves the right to reject as unacceptable any insurer.

9. TERMINATION OF CONTRACT AND APPOINTMENT

9.1 Termination by the State.

a) The State. The Emergency Manager serves at the pleasure of the Governor except as provided in Section 9(3)(d) and Section 9(6)(c) of the Act. The Governor has the power to rescind the appointment and terminate this Contract at any time, and without cause, by issuing a Notice of Termination to the Emergency Manager.

9.2 Termination Process. Upon receipt of a Notice of Termination, and except as otherwise directed, the Emergency Manager shall:

a) Cease work under this Contract upon the date and to the extent specified in the Notice of Termination;

b) Incur no costs beyond the date specified by the Notice of Termination;

c) Submit to the State Treasurer on the date the termination is effective all records, reports and documents as this State shall specify and carry out such directives as the State Treasurer may issue concerning the safeguarding and disposition of files and property; and

d) Submit within 30 calendar days a closing memorandum and final billing, which shall be paid within 30 days.

9.3 Termination by Emergency Manager. The Emergency Manager may terminate this Contract at any time, with or without cause, with 30 days written notice to the State Treasurer. Within 30 days of the Emergency Manager's final day of service, the Emergency Manager shall submit a closing memorandum and final billing, which shall be paid within 30 calendar days.

10. GENERAL PROVISIONS

10.1 Governing Law and Jurisdiction. This Contract shall be subject to, and construed according to, the laws of the State of Michigan, and no action shall be commenced against this State, its agents, or employees for any matter whatsoever arising out of this Contract, in any court other than a Michigan State court.

10.2 No Waiver. A party's failure to insist on the strict performance of this Contract shall not constitute waiver of any breach of the Contract.

10.3 Other Debts. The Emergency Manager represents and warrants that the Emergency Manager is not, and will not become, in arrears on any contract, debt, or other obligation to the State of Michigan, including taxes.

10.4 Invalidity. If any provision of this Contract or its application to any persons or circumstances shall, to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Contract shall not be affected, and each remaining provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

10.5 Headings. Section headings contained in this Contract are for convenience only and shall not be used to interpret the scope or intent of this Contract.

10.6 Entire Agreement. This Contract represents the entire and exclusive agreement between the parties and supersedes all proposals or other prior agreements, oral or written, and all other communications between the parties.

10.7 Amendment. No Contract amendment will be effective and binding upon the parties to this Contract unless the amendment expressly makes reference to this Contract, is in writing, and is signed by duly authorized representatives of all parties and all the requisite State approvals are obtained.

10.8 Order of Priority. This Contract and the Act shall be read to be consistent one with the other. However, if a conflict is deemed to exist between the terms of this Contract and the Act, the Act shall supersede the terms of this Contract.

10.9 Counterparts. This Contract may be executed in separate counterparts, each of which when executed shall be deemed an original, but all of which when taken together shall constitute one and the same Contract.

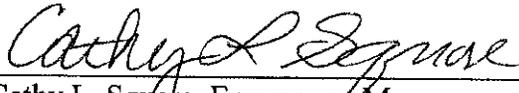
IN WITNESS WHEREOF, the Governor and the Emergency Manager have signed and executed this Contract.

STATE OF MICHIGAN

Dated: June 27, 2013

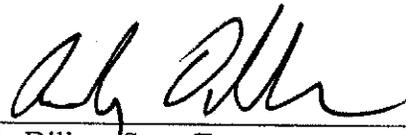

Rick Snyder, Governor

Dated: 6-26-13


Cathy L. Squate, Emergency Manager

Approved as to form and content pursuant to Section 9(3)(e) of Public Act 436 of 2012, the Local Financial Stability and Choice Act, MCL 141.1541 *et seq.*

Dated: 7/1/13


Andy Dillon, State Treasurer

**EMERGENCY FINANCIAL AND OPERATING PLAN
FOR
CITY OF HAMTRAMCK**

August 14, 2013

TABLE OF CONTENTS

1. Part 1 - Authorization of Objectives	1
Section 1.01 Authorization	1
Section 1.02 Objectives	1, 2
Section 1.03 Deficit Elimination Plan	2
2. Part 2 - Definitions	2
Section 2.01 Definitions	3
Section 2.02 Singular or Plural Terms	3
Section 2.03 References to Statutes	3
Section 2.04 Catch Lines	3
3. Part 3 - Financial Status	4
Section 3.01 Review Team and Financial Status of City	4, 5
Section 3.02 Annual Audits for 2011 and 2012 Fiscal Years	5, 6
4. Part 4 - Consideration of Alternatives to Address Structural Deficit	6
Section 4.01 Bankruptcy	6
5. Part 5 - Financial and Operating Plan	7
Section 5.01 Components of Financial and Operating Plan	7
Section 5.02 Revenue Enhancements – Sources of Revenue	7
Section 5.03 Expenditure Reductions - Sources of Expense Reductions	8
Section 5.04 Plan Assumptions	9, 10
Section 5.05 DEP Summary by Department (FY 2013-2017)	11
6. Part 6 - Implementation	
Section 6.01 Public Informational Meeting	12
Section 6.02 Reexamination of Plan	12
Section 6.03 Modification of Plan	12
Section 6.04 Issuance of Orders	12
Section 6.05 Submission of Plan	12

Part 1

Authorization of Objectives

Section 1.01 Authorization

This Emergency Financial Plan for the City of Hamtramck is required by Section 11, MCL 141.1551, of the Local Financial Stability and Choice Act; Act 436 of 2012. A Financial Plan for a city must provide for all of the following:

- a.) Conducting the operations of the local government within the resources available according to the Emergency Manager's revenue estimate.
- b.) The payment in full of the scheduled debt service requirements on all bonds, notes, and municipal securities of the local government, contract obligations in anticipation of which bonds, notes and municipal securities are issued, and all other uncontested legal obligations.
- c.) The modification, rejection, termination, and renegotiation of contracts pursuant to section 12.
- d.) The timely deposit of required payments to the pension fund for the local government or in which the local government participates.
- e.) Any other actions considered necessary by the emergency manager in the emergency manager's discretion to achieve the objectives of the financial and operating plan, alleviate the financial emergency, and remove the local government from receivership.

Section 1.02 Objectives

The Emergency Financial Plan for the City of Hamtramck has the following objectives:

- a.) To provide a balanced budget based on realistic revenue and expense projections

- b.) To provide a realistic and practical plan to eliminate the structural and cumulative deficit
- c.) To provide for an operational plan for the organization that is streamlined and efficient

After the initial development of a financial plan, the plan shall be re-examined by the Emergency Manager in consultation with the local government. If the Emergency Manager reduces her revenue estimates, then she shall modify the financial plan to conform to revised revenue estimates. If there are major reductions in expenditures exceeding amounts stated in the Plan, revenue reductions may be considered.

Section 1.03 Deficit Elimination Plan

As authorized by the Act, the Emergency Financial Plan shall also serve as a deficit elimination plan for the City of Hamtramck otherwise required by law for the city, if approved by the State Treasurer.

Part 2

Definitions

Section 2.01 Definitions

As used in this Emergency Financial Plan:

- (a) **"The Plan"** means the Emergency Financial Plan
- (b) **"Act"** means the Local Financial Stability and Choice Act, PA 436 of 2012.
- (c) **"Council"** means the Hamtramck Mayor and City Council
- (d) **"City"** means the City of Hamtramck, Michigan

- (e) **"EM"** means the Emergency Manager
- (f) **"Review Team"** means the Hamtramck Financial Review Team
- (g) **"Treasurer"** means the State Treasurer for the State of Michigan
- (h) **"DEP"** means the Deficit Elimination Plan

Section 2.02 Singular or Plural Terms

Every word or defined term in this plan importing the singular manner only may extend to and embrace the plural number, and every word or defined term importing the plural number may be applied and limited to the singular number.

Section 2.03 References to Statutes

A reference to a statute or portion of a statute in the plan shall be deemed to include the latest amendments to the statute or portion of a statute.

Section 2.04 Catch Lines

The catch line heading of any section of this plan shall not be deemed to be a part of the section or The Plan, or be used to construe the section more broadly or narrowly than the text of the section would indicate, but shall be deemed to be inserted for purposes of convenience.

Part 3

Financial Status

Section 3.01 Review Team and Financial Status of the City

On April 17, 2013, a Hamtramck Financial Review Team was appointed to review the financial condition of the City of Hamtramck. On April 24, and 30 and May 2, and 10, 2013, Hamtramck Financial Review Team members met and reviewed information relevant to the financial condition of the City. Based upon those reviews, the Review Team concluded in accordance with Section 5(4)(b) of PA 436 Local Financial Stability and Choice Act, that a local government financial emergency exists within the City of Hamtramck, and that no satisfactory plan exists to resolve the emergency. Therefore, the Review Team recommended the appointment of an Emergency Manager.

The review concluded the following which was the basis for a determination that a financial emergency exists and an Emergency Manager should be appointed.

- (a) City officials had adopted budgets, or budget amendments, or both, that do not comply with PA 2 of 1968, the Uniform Budgeting and Accounting Act.
- (b) City officials submitted a deficit elimination plan that was deemed unacceptable by the Department of Treasury.
- (c) City officials utilized assets from other City funds to increase cash flow in the General Fund.
- (d) City officials had delayed making approximately \$2.2 million in required pension contributions in order to manage cash flow.
- (e) The unfunded liabilities of the City's pension and other post-employment benefits (OPEB) posed significant obstacles to its long-term fiscal health. An actuarial evaluation based on data from the 2011 calendar year indicated the pension plan had \$98.4 million in actuarial accrued liabilities, but only \$55.8 million in pension assets. Therefore, the pension plan had an unfunded actuarial accrued liability of \$42.5 million.
- (f) While the Water and Sewer Fund had a significant balance of net assets, a sizable shift had taken place related to its operating income. For each fiscal year from 2009

to 2011 the City saw a positive operating income. However, the audited financial statements for the 2012 fiscal year reflect an operating loss of \$409,999, which was the direct result of higher charges the City was obligated to remit to the City of Detroit for its water supply. Water and Sewer rates have not kept pace with these increases even though the City of Hamtramck increased rates in 2011 by 9.1% for water services and by 11% for sewer services.

Section 3.02 Annual Audits for 2011 and 2012 Fiscal Years

In addition to the Financial Review Team Report, the City's 2012 fiscal year financial audit indicated there were factors that were noted that would signify the presence of a financial emergency. Factors cited in the audit included the following:

- 1.) A deficit in the general fund.
- 2.) A decline in taxable value over the past several years which has resulted in a reduction in property tax revenues. Taxable values of real and tangible personal property within the City had fallen 14.3 percent.

The City's 2012 audit revealed a deficit in the amount of \$582,365 in the audit report to include the following:

- 1) The General Operating Fund reported expenditures in excess of revenue of approximately \$3.3 million, resulting in a decrease in the General Fund balance to a \$582,365 deficit.
- 2) Property taxes continued to decrease in the City with general fund receipts totaling \$6,651,326. This is a reduction of \$2.3 million (26.2 percent) from the prior year property tax revenue totaling \$9,012,767.
- 3) Revenue generated from the GM Poletown facility was originally budgeted to be \$1.7 million annually, but actual receipts totaled only \$750,000 in FY 2012-2013. Previous fiscal years payments were approximately \$3 million.

- 4) While the City's taxable value of property has decreased significantly over the last 2 years, the cost of operation has continued to increase.

Part 4

Section 4.01 Bankruptcy

Under the Act, 141.1558, Section 18, the Emergency Manager may provide written notice to the Local Emergency Financial Assistance Loan Board requesting authorization to proceed under Title II of the US Code, II U.S.C. by the EM that no feasible financial plan can be adopted that can satisfactorily resolve the financial emergency in a timely manner, or a determination by the EM that an adopted financial plan, in effect for at least 180 days cannot be implemented as written, or as it might be amended, in a manner that can satisfactorily resolve the financial emergency in a timely manner.

The Manager has determined that the initiation of bankruptcy proceedings under the Act is not a viable option at this time for achieving the objectives for the City for the following reasons:

- a) The requirements under the Act for requesting the initiation of bankruptcy proceedings cannot currently be satisfied.
- b) An alternative to bankruptcy for rectifying the financial emergency exists and is described in Part 5. If the alternative stated in Part 5 is determined to be inadequate to eliminate the structural and cumulative deficit, reconsideration may occur regarding bankruptcy.

Part 5

Financial and Operating Plan

The financial and operating plan as stated in Part 5 is being considered based on a number of factors; guidance from Hamtramck residents and businesses, consultation with Hamtramck elected and appointed officials, and experts in the financial area.

Section 5.01 Components of Financial and Operating Plan

The Plan as stated below is comprised of three categories: Revenue Enhancements, Expenditure Reductions, and Operational changes to facilitate a higher functioning, more effective and efficient organization. As stated, the overall objective in the Financial and Operating Plan is to eliminate the cumulative and structural deficit and to make the necessary reforms to bring the City organization in line with current benchmarks and standards that are inherent with high performance organizations.

Section 5.02 Revenue Enhancements:

<u>Sources of Revenue</u>		<u>General Fund</u>
1	Sale of City owned lots	\$200,000
2	Net rental registration and inspection fees (revenue generated from contracting building and inspection department to third party)	178,000
3*	Property tax judgment levy for outstanding FY 2013 required pension contributions	1,250,000

* One Time Revenue Enhancement

Section 5.03 Expenditure Reductions:

	<u>Sources of Expense Reduction (Increases)</u>	<u>General Fund</u>
1	Reduction in Mayor and Council compensation and expenses	\$32,000
2	10% salary reduction, elimination of paid leave days, shift differential, longevity, out-of-class pay, elimination of non-federally mandated overtime, paid birthdays and reduction of sick time.	847,000
3	Reduce full time police and fire positions by a minimum of 10 positions and incorporate part-time and or reserve personnel	1,000,000
4	Eliminate DDA director and CED coordinator positions	77,500
5	Health insurance program changes for active and retirees	534,000
6	Review elimination of dental, optical and life insurance for all current and retired employees along with all longevity and insurance opt out pay.	176,000
7	Workers comp and liability insurance reduction	39,000
8	Contract Hamtramck and Highland Park income tax departments with third party	84,000
9	Reduction in various operating supplies and contractual services	87,000
10	Reduction in street lighting and utility costs	252,000

Other Proposed Changes

1. Staff Reorganization.
2. Create position of finance director to oversee all financial related departments/develop risk management program.
3. Review actuarial report and assumptions for pension contribution made by City.
4. Review District Court operations for potential savings.
5. Explore alternative models for sharing Police and Fire services.
6. Evaluate the feasibility of reserve, CERT and volunteer programs for Police and Fire Departments.
7. Explore consolidation or outsourcing of police and fire dispatch.

Section 5.04 Plan Assumptions

- 1.) Eliminate five police and five fire full time positions. Use of part-time personnel and/or reserves will also be considered. Other service delivery models will also be considered.
- 2.) The Plan addresses a 10% reduction in personnel wages, elimination of paid leave days, shift differential, longevity and out-of-class pay. Elimination of minimum staffing levels will also significantly reduce non-federally mandated overtime costs.
- 3.) The Plan proposes contracting the operations of the building and code inspections departments to a third party eliminating five full-time positions. The plan recognizes a significant increase in new inspection revenue as a result of the new contractor.
- 4.) The Plan calls for switching to a single health insurance cafeteria program for all active and retirees effective January 2014.
- 5.) The City is reviewing all retiree healthcare participants to ensure only eligible retirees and beneficiaries are receiving benefits.
- 6.) Compensation and expenses for the mayor and council have been reduced for the 2013/2014 fiscal year.
- 7.) The plan calls for the sale of some of the over 400 city owned lots. The estimated proceeds from the property sales are estimated at \$200,000 annually for the next two fiscal years.

- 8.) The Plan proposes contracting the operations of the city income tax and Highland Park income tax departments to a third party resulting in the elimination of four full-time positions. The plan recognizes costs savings and anticipates an increase in revenue; however, no new revenue has been included in the plan.
- 9.) Eliminate the DDA director and CED coordinator positions with all duties to be performed by the CED director.
- 10.) The Plan includes the review of elimination for all active and retiree's dental, optical and life insurance. The plan also includes elimination of all longevity and payments in lieu of insurance.
- 11.) The Plan includes working with DTE to develop a plan to significantly reduce the utility costs associated with citywide street lighting
- 12.) The Plan proposes cost freezes and review of purchasing policies to reduce normal operating supplies and costs including payments for various contractual services.
- 13.) The Plan includes reductions in cost from changes to the workers compensation and general and liability insurances.
- 14.) The Plan calls for working with MERS to obtain a judgment levy to pay the remaining balance of required annual pension contribution for the 2012-2013 fiscal year.
- 15.) The City's Library Fund has incurred a significant operating loss of over \$100,000 in each of the past two fiscal years. The library has an estimated fund balance of \$150,000 as of June 30, 2013. The plan calls for reviewing library operations and reducing expenditures to ensure the General Fund is not required to fund any future shortfalls.

Section 5.05 (DEP Summary)

EMERGENCY FINANCIAL PLAN
CITY OF HAMTRAMCK
August 14, 2013

City of Hamtramck
General Fund Deficit Elimination Plan
Fiscal Years 2014 through 2015

	Actual 6/30/2011	Actual 6/30/2012	Projected 6/30/2013	Original Budget 6/30/2014	Amended Budget 6/30/2014	Estimated 6/30/2015	Estimated 6/30/2016
Revenue							
Property Taxes	\$ 4,707,383	\$ 4,690,824	\$ 4,420,400	\$ 4,229,633	\$ 4,229,633	\$ 4,229,633	\$ 4,229,633
GM Agreement	3,213,792	730,000	787,000	330,000	330,000	330,000	330,000
County PILOT	1,040,862	1,028,362	1,087,000	1,060,000	1,060,000	1,060,000	1,060,000
Income Taxes	1,688,883	1,873,523	1,940,000	1,640,000	1,640,000	1,640,000	1,640,000
Licenses and permits	604,879	684,082	623,000	1,198,300	956,300	1,274,300	1,274,300
State Revenue sharing	3,249,324	2,823,179	2,865,148	2,992,031	2,992,031	2,992,031	2,992,031
Fines and forfeitures	1,394,177	1,391,040	1,793,000	1,630,000	1,630,000	1,630,000	1,630,000
Admin charges	122,960	333,100	309,000	332,000	332,000	332,000	332,000
Grant revenue	104,068	89,008	1,060,000	1,482,000	1,232,000	483,000	223,000
Other revenue	1,176,681	1,179,771	810,733	1,111,891	1,111,891	1,111,891	915,891
Total Revenue	17,308,211	14,827,148	15,893,283	16,383,073	15,961,073	15,529,073	13,129,073
Expenditures							
Mayor and Council	48,366	42,428	34,133	20,623	13,070	30,133	30,133
Court	572,444	613,710	623,744	624,723	621,491	620,139	620,139
City Manager	182,038	173,612	199,129	173,344	173,339	173,173	173,173
Emergency Manager	-	-	-	-	29,200	-	-
Elections (included with clerks office beg 2013)	32,362	41,621	-	-	-	-	-
Highland Park Income Tax Collection Department	121,173	121,069	138,933	179,462	179,037	121,393	121,393
Income Tax	233,328	229,418	239,619	160,321	141,398	122,873	122,873
Assessor	86,271	96,903	129,400	86,100	86,100	86,100	86,100
City Clerk	160,063	161,881	183,607	172,760	164,242	163,234	163,234
Personnel	187,348	148,894	263,191	276,303	268,724	267,143	267,143
Finance Director	-	-	-	-	73,000	100,000	100,000
Controller	241,476	252,622	288,310	133,600	133,600	133,600	133,600
Legal	482,636	427,344	407,500	230,000	230,000	230,000	230,000
Treasurer	179,331	174,237	219,372	177,380	172,363	169,730	169,730
Public Services	306,036	631,871	688,600	387,838	797,023	1,013,248	1,013,248
Auto Theft Grant	200,613	187,374	171,382	109,976	104,706	93,436	93,436
Retiree Costs	-	-	3,386,156	3,040,000	2,837,000	2,674,000	2,674,000
Community Development	73,642	74,873	169,321	78,131	34,346	-	-
General Administration	2,183,341	1,979,973	1,431,390	1,122,520	1,040,420	831,920	831,920
Police	6,344,312	6,232,926	4,438,644	4,333,768	3,902,089	3,340,410	3,340,410
Fire	3,103,721	3,363,164	3,933,128	3,994,000	3,488,381	2,866,761	2,866,761
Sanitation	770,414	889,103	815,000	720,000	680,000	680,000	680,000
Code Enforcement	123,306	(8,700)	7,380	83,000	83,000	83,000	83,000
Total Expenditures	17,649,427	18,130,333	17,823,024	16,374,501	15,280,200	13,822,347	13,822,347
Revenue over (under) expenditures	(341,216)	(3,303,185)	(2,127,741)	18,574	680,876	1,706,328	1,306,328
2012/2013 MERS pension contribution judgment levy	-	-	1,248,709	-	-	-	-
Beginning fund balance (deficit)	3,062,236	2,721,020	(382,363)	(1,460,397)	(1,441,823)	(760,948)	945,381
Ending fund balance (deficit)	\$ 2,721,020	\$ (582,363)	\$ (1,460,397)	\$ (1,441,823)	\$ (760,948)	\$ 945,381	\$ 2,732,109

Implementation

Section 6.01 Public Informational Meeting

A public informational meeting will be held on August 21, 2013 to review the Plan and any modifications to the Plan.

Section 6.02 Reexamination of Plan

This Plan will be reexamined at least every 6 months by the Manager and Treasurer, or his or her designee.

Section 6.03 Modification of Plan

The Manager may from time to time modify this Plan as the Manager determines necessary to advance the objectives of this Plan. If the Manager reduces revenue estimates for the district, the Manager will modify the Plan to conform to the revised revenue estimates. Prior to implementing any modification, the Manager will first notify the Treasurer.

Section 6.04 Issuance of Orders

As authorized in the Act. The Manager will issue to the appropriate elected and appointed officials and employees, agents, and contractors of the City, the orders considered necessary for the timely and satisfactory implementation of this Plan.

Section 6.05 Submission of Plan

This Plan was developed after consultation with the State Treasurer and shall be submitted to the State Treasurer.

EMERGENCY FINANCIAL AND OPERATING PLAN
FOR
CITY OF HAMTRAMCK

Submitted by: _____

Cathy Square
Emergency Financial Manager
City of Hamtramck

August 14, 2013

Public Hearing to Be Held: August 21, 2013

Approved By: _____

Cathy Square
August 14, 2013

EMERGENCY FINANCIAL AND OPERATING PLAN

FOR

CITY OF HAMTRAMCK

Submitted by: *Cathy L. Square*

Cathy L. Square

Emergency Manager

City of Hamtramck

August 14, 2013

Public Informational Hearing to Be Held:

Wednesday, August 21, 2013, 10:00 a.m.

Hamtramck City Hall

3401 Evaline St., Hamtramck, MI 48212

Third Floor Council Chambers

Approved By: *Cathy L. Square*

Cathy L. Square

August 14, 2013

