CITY OF BURTON

BURTON CITY COUNCIL MEETING

JUNE 7, 2018

MINUTES

Council Chambers | **Regular Meeting** | **6:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 6:30 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Duane Haskins	Vice President	Present	
Dennis O'Keefe	Councilman	Excused	
Steven Heffner	President	Present	
Danny Wells	Councilman	Excused	
Vaughn Smith	Councilman	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bette Bigsby, Acting City Clerk
Karen Moffitt, Controller
Jean Johnson, Sr. Center Director
Steve Phillips, Information Technology Director
Sue Warren, HR and Park & Recreation Director

C. PRESENTATION & DISCUSSION

1. Senior Center/Libraries

   Ms. Moffitt explained that CDBG we received some money this year for lighting. We do anticipate getting $12,400.00 for reimbursement of Jean's salary next year. Hall rental money is up by $500.00.

   In Expense area:

   MERS retirees and fringe benefits accounts are at new rates projected to be with salaries will be up due to new rates/contract. Information Technology has been increased. Operating expenditures she thought she could use the money in supplies. Contractual services she reduced.

   Training is projected to be down based on needs for coming year. Repair and maintenance are projected to be down. This year we have some additional money in the budget to repair the parking lot. By doing that this year we won't need as much in the budget next year. Equipment rental should be down based on this year. There is $7,000.00 for new equipment. It was for Security cameras if we purchase

them this year we won't need anything next year. We are considering consolidating them with cameras for gas pumps. If it doesn't happen this year we may have to ask for an amendment next year.

Mr. Martinbianco asked if we could take the CDBG change should we take $10,000.00 from General Fund and eliminate $10,000.00. Take $10,000.00 out of saving from CDBG short transfer from General Fund by $10,000.00.

Mr. Smith stated the Senior Center Parking lot is estimated at $60,000.00 in Capitol asset to pave parking lot - wants to repave over 5 years. Ms. Moffitt explained that Ms. Johnson was trying to spread it out over 5 years.
Mr. Hayman explained that Mr. Abbey is exploring a temporary fix.

Mr. Martinbianco inquired if Mr. Slattery had taken a look at the parking lot. There are two places 40 X 100 foot cost about $3,500.00 at the hardware. Don't know how big the fixes need to be. Mr. Abbey is trying to consolidate the parking lot at DPW and the senior center.

Mr. Heffner replied that he felt $10,000.00 would covers repairs of the parking lot.

Mrs. Johnson stated it was going to be a large expense. She was hoping to put a little in the account over several years. So it wasn't a big hit when it got done. In 2012 the parking lot was in bad shape. A company came in and used an ultraviolet light that turned 12 x12 section the asphalt into a gel. We had 14 sections done. Still in good shape. That cost $10,412.00. This is not including driveway repairs before the end of the fiscal year. It could possibly be done that way again. It needs to be sealed coated and striped. Good idea to start talking about now and get a reserve. Mr. Martinbianco wanted it put into a capital improvement account.

Mr. Heffner stated that the Center Road library needs repairs. The sidewalk going into the building there is an inch and a half lift on one of them. Has been milled down with a grinder several years ago. A tree hit the building and the destroyed the fascia. Fascia need to be repaired because it can cause more damage.

Mr. Hayman stated they had been out there and looked at it and he is not sure of the plan right now.

Mr. Martinbianco was happy to see hall rentals up but he inquired if there is a list of policies of who the Center may be rented to under any circumstance.

Ms. Conley inquired about the garage the Friends of the Library want. Where is the $23,900.00. Ms. Moffitt stated it was in the Capitol improvement line.

2. Information Technology

Looking at the Revenue, in the past we have had to increase the allocation to the department. IT covers staff, computers, servers, software, supplies and support for whole system Costs are distributed to each department allocating the cost per computer then recorded as revenue coming into the technology budget.

Last year you were looking for money for the general fund and you noticed the technology fund had some fund balance built up so you lowered the charge to departments lower the revenue to the technology department. The fund balance is not there to cover the fund balance this year.

Mr Haskins wanted to know why the fund balance had eroded. Ms. Moffitt stated the Council dipped into the fund balance last year.

Investment into the hardware redoing the computers every three years. Leased computers for three years. We are moving into the 6th year. Built into next years budget technology support costs go up very year. Some increases are related to labor and fringes.

Info lease are we under a contract with them. How does it randomly go up $20,000.00?
Look at Tech charges general fund that is how we charged out the cost to different departments. That figure should be 144,700.00. If you use the cost of allocating per computer. Dispute with budget. Had to lower the allocation according to proposed sheet. We can't really do that.

Pam Hill using fund balance reduce allocate to funds according to how you charge those departments. Amend budget add $100,000.00 put back into technology fund-spread back to general fund. Amend and put back then spread back to all departments.

Mr. Heffner stated there was an increase in every department for technology. Why do we need to stick another $100,000.00? Ms. Moffitt recommending spread to all the funds this year. All increased to make up for the $100,000.00. If we add the $100,000.00 like double dipping.

Right now there is a credit in the General Fund. We did not reduce any of the other departments spread to other departments. Asking more about this year's budget. No shortfall. Did not allocate the funds properly. An accounting change.

If we reallocate we don't have to raise the IT in next year's budget repay it and make it whole. Reduce each department to how they were charged. It would affect the other budgets.

One way put money back. Reduce allocations next year. Karen suggesting leave next years alone reallocate to other funds.

$10,800 MERS ok small increase fringe benefit line increase $100.00 Retirement MERS adjust anticipating to spend based on salaries. Contractual services $10,000.00 16,000.00 info tech lease line item why projecting increase.

Discussion on the Kronos system.

3. Rubbish

Ms. Moffitt stated the rubbish fund is to record the garbage collection. Should be an in and out. Billed from Waste Management then we collect from residents. She did not realize that the rates go up every year.

Need to adjust to new estimated revenue of $1,423,800.00 expenditure should be the same.

Transfer out to Police/Fire sculpture fund should be zero. The transfer out to the Veteran's Memorial Park should be $5,000.00.

Mr Martinbianco asked how many stops that represented. Ms. Moffitt stated it was 10,865.

4. Related Capitol Improvements

Ms. Conley asked to talk about the library.

Ms. Moffitt stated the DDA did agree to move $3,000.00 into the fund. Need to add as revenue. Brings total revenue to $3,100.00.

Library fund has $23,900.00 needs to be rolled over into next year's budget. Ms. Conley asked how to go about getting something done for the Friends of the Library on a building they have asked for in the past.

Mr. Heffner asked about the $30,000.00 for the parking lot. During the Atherton Road project the contractor had done some damage so said they would correct that. We didn't end up having to pay out to have the parking lot done. Mr. Heffner asked to move it up to the library expansion. Mr. Hayman said they would check to make sure it was accurate.

Clerk election equipment nothing needs to be ordered. Money taken out.
Technology upgrades - Kronos upgrades. If money not used this year will fall into fund balance.

Mr. Martinbianco asked about DDA corridors improvements. Gave the city $3,00.00 in 17-18 and 18-19. Planning to give another $3,000.00 next year.

Amy street paving adopt a budget for debt retirement. Only thing changed is interest amount to sewer.

5. Park & Recreation and Race Events

Ms. Moffitt rolled over estimates from current year.

Veteran Memorial park added transfer from Rubbish of $5,000.00. Does not included the $750.00 Mr. Heffner had garnered.

Cancer Survivor park nothing budgeted. Mr. Heffner asked if the money could be used. It was told no that it could not because it was a designated account.

Each race has a revenue and expenditure account. Looked at what we collected in past and set it up that way. Mr. Smith would like a donation line item.

6. Wrap - up

   Moved to Tuesday June 12, 2018

Meeting was adjourned at 8:36 PM.

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