CITY OF BURTON

BUDGET MEETING

MAY 20, 2015

MINUTES

Council Chambers | **Budget Workshop** | **5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Councilman Tom Martinbianco at 5:45 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Duane Haskins	Councilman	Excused	
Dennis O'Keefe	Councilman	Present	5:53 PM
Steven Heffner	Councilman	Excused	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Jean Johnson, Senior Center Director
Sue Warren, Human Resources
Teresa Karsney, Clerk
Ginger Burke-Miller, Controller
Kirk Wilkinson, Assistant Fire Chief
Michael Odette, Lt Police Dept.

C. AUDIENCE PARTICIPATION

None

D. BUDGET DISCUSSION

1. Discussion on Fire Capital Projects, Page 46

   Ms. Burke-Miller stated there is a transfer into the Fire Department Budget of $150,000.00.

   Mr. Smith asked if the $150,000.00 is already established.

   Ms. Burke-Miller said that's what we are proposing to you tonight.

   Mrs. Ellenburg said I think it's a good idea. The fire engines are more important to replace on a regular basis than to buy a ladder truck if we don't get the grant money.

   Mr. Hatfield agreed to the proposed plan.

   Assistant Chief Wilkinson said correct. This money is to get on a rotation where we will have $450,00.00 built up every three years so we can pay cash to buy a truck

outright. There are incentives and significant discounts for buying up front instead of financing. Demo trucks are also an option.

Mrs. Ellenburg asked about buying a used truck as an option if we didn't get the grant.

Assistant Chief Wilkinson said yes, we could. We could get one as new as possible and keep it for a few years then put in for a grant to replace it. The first truck we purchase will be at station one.

Mr. Martinbianco asked for information regarding our participation in the mutual aid agreement with the City of Flint. With the new truck being located at Station 1, we will have to be able to satisfy Flint problems there. What is the plan?

Assistant Chief Wilkinson stated we have gone to the City of Flint maybe four times in the last 12 months. We are not going to help them any more than we help Grand Blanc or Davison. We generally don't utilize them due to low staffing and their ability to provide mutual aid to us. When we wrote the grant, it stated this truck would be available to provide mutual aid to any community in Genesee County as requested. This increases our likelihood of getting the grant because there is no other truck in the County like this one.

Mr. Martinbianco asked about staffing levels and if we are limited regarding who can drive the truck.

Assistant Chief Wilkinson said there will be a significant training period. All the drivers will be trained to drive it. The first month it will sit there until everyone is trained to drive it proficiently.

Mr. Martinbianco asked for further information about where the $150,000.00 came from and have we established a criteria for this money. Is there a depreciated or residual value?

Assistant Chief Wilkinson said we tried to anticipate what the cost would be in about three years. We are also trying to keep our eight vehicles within FPA guidelines of each truck being out of service after 25 years. Also, when trucks get older, we are unable to find parts to fix them. The three year loop will help this.

Mr. Martinbianco stated the General Fund still subsidizes the Fire Fund even though the Fire Fund has a tax value that brings in revenue. He asked Ms. Burke-Miller if she talked to Rehman and isolated this request to see if it can be done.

Ms. Burke-Miller said she talked to Doug Deter at Rehman and he seemed to be okay with setting it up. We are calling it a Capital Project Fund. The decision to finance in the past was based on our situation at the time. I think at that time, it was a good decision.

Mr. Martinbianco said this will be done on a line item basis and each fund will have its own value.

Assistant Chief Wilkinson said that is the intention. It is strictly for fire trucks.

Mr. Smith stated he thinks this is a good idea. The more we plan, the more we will have the resources to respond to those unexpected situations if we have the Capital set aside.

2. Discussion on Police and Fire Department Sculpture Budget, Page 39

   Ms. Burke-Miller stated we ended the 2013/2014 year with a fund balance of $19,900.00. The current balance is a little over $22,000.00. We got donations from the Fire Department Golf Outing.

   Mrs. Ellenburg asked if this is for the monument by the pavilion and what's the estimated cost and what is the timeline.

   Lieutenant Odette said it is going to go between the Police Department and the Veteran's Memorial. The projected amount is $147,000.00. We have some fund raising to do. We have a road race on September 12th in honor of Patriot Day. We are also planning a euchre tournament to raise money and we are looking into securing some grant funding.

   Mrs. Ellenburg suggested making a goal with a timeline. Five years for example. She stated people in the community will be willing to help try and hit the goal.

   Mr. O'Keefe suggested communicating this to the community through The View, our website, service clubs, the Chamber and the Neighborhood Watch to try to enlist more people and organizations to get involved.

   Lieutenant Odette stated there were some articles done by the Burton View and the Flint Journal by former Chief Halsted. After his passing, we decided to come together as a group to establish a committee to finish his project as a memorial to him. The original drawing was in excess of $350,000.00. We are working at scaling back to a reasonable figure.

   Mr. O'Keefe said the community will stand tall and come through for you if you request their assistance with this project.

   Mr. Smith suggested adding donations on the website for the race. Have you considered a Go Fund Me account? Use social media to promote it and get the word out. With Police and Fire being involved, if you do it right, it will be an additional source of revenue for you. Are there any issues with that not being public money?

   Ms. Burke-Miller said it would be a way of getting donations and Go Fund Me would cut a check to our organization. I'm not sure. I have never used it in municipal government.

   Mrs. Ellenburg said there is a program set up for that on a State level. It may not specifically be Go Fund Me. It could be called something else but there is a program set up for projects.

3. Discussion on Information Technology Department Budget, Page 51

   This items was passed over and will be on the agenda for May 27, 2015.

4. Discussion on Senior Citizen Center Budget, Page 35

   Ms. Burke-Miller said the Community Development amount has declined due to entering the third year of a three year Community Development cycle. Generally we get to year three and the only thing left is Senior Center Operations. They allocate a certain amount and spread it over the three years. Everything else is relatively the same for the revenue side.

   Mr. Martinbianco asked if hall rental has gone static. Are we not renting it? Is there an anticipated increase in hall rental?

   Mrs. Johnson said hall rental was held back due to the installation of the generator. It was postponed so it couldn't be rented. The utility company couldn't come out due to bad weather so there were multiple weekends that it couldn't be rented. It rents very well during the summer months for open houses. January through April it quite often goes with no rental at all.

   Mr. Martinbianco asked if we should be marketing it more on the website. This should be pursued more aggressively and put on the website to let people know it is available.

   Mr. Smith suggested a City advertisement for the location.

   Mr. Hayman said the flooring from the Community Block Grant money will be installed by Tuesday and the Mayor's Office can work with the Senior Center to come up with a plan to do that.

   Ms. Burke-Miller said everything is the same in terms of expenditures except for repairs and maintenance. In the 2014/2015 budget we had $100,000.00 and we are proposing $45,600.00. The other difference is we had $40,000.00 transferred to Capital Improvement in 2014/2015. We are not showing anything for the 2015/2016 fiscal year. The $40,000.00 was for the Burton Memorial Library parking lot.

   Mr. Martinbianco asked if the brick mold situation by the roof line was taken care of.

   Mrs. Johnson stated there were two brick issues. The mortar between the bricks was taken care of. The other issue is the facade on the front that goes around the cement board. The bricks stick out and there is an L-shaped piece of metal that is deteriorated. We received bids on it. Andy's roofing came out and showed me how the piece of L-shaped metal goes behind the cement board and cannot be taken out. Andy agreed at no cost to come out and remove a little piece of it to see if they can cut it and take it out. If that is successful, we will be able to have it done before the budget year. If it is not successful, then we are looking at other options. We may have to replace it.

5. Discussion on Senior Center Activities Budget, Page 37

   Ms. Burke-Miller said the Senior Center Activities fund was established to take in money from the seniors who decide to participate in activities. So there is activity revenue coming in and activity expenditures going out.

Mr. Smith said I would like to commend Mrs. Johnson for providing value to our community through your work at the Senior Center.

Mrs. Johnson stated she is proud of the work they do at the Senior Center and it keeps getting better and better. From May 1, 2014 to April 30, 2015 we had 1,767 participants in education programs. These programs include AARP driver refresher course, CPR/first aid class, nutrition and diabetic education, matter of balance classes, cooking classes, dance classes, scam prevention, and through our new relationship with the University of Michigan, Flint, we have a Physical Therapy education/ Fall prevention. We had an under the hood class, winter driving class, writing your life story class is an ongoing class we provide. We have a health and fitness program. We had 6,323 people participate. U of M came to do balance evaluations, blood pressure screening, brain exercises, drug interaction seminars, flu and pneumonia vaccinations, We also have walking club, yoga, and zumba. Under social services, we had 4,439 people who received social services at the Senior Center. These include a commodity food program, consumer fraud program, food pantry, income tax program where we did 505 income tax returns this year for local residents. This is open to all seniors as well as low income. Information referral through East Michigan Legal Services, Medical Loan Closet, Medicare Counselors come in to do open enrollment, Medicare Part D, Medicare Savings Program, SNAP food program and Bridge Card. Project Fresh Coupons is a great program. Last year Walker Farm became a provider. Through the Fire Department, we have been doing a smoke detector giveaway. We have a temporary emergency food program, transportation program, and a Veteran's benefit program. We have 12,806 participants in our Socialization Program which involves bingo, cards, crafts, dances, darts, and trips. We have 180 hours per week of volunteer services which include cleaning, community outreach, box tops for education, and prescription drug drop off. We are working with the United Way. Most of our programs are run by volunteers. We have a great program and a good group of people.

Mrs. Ellenburg said I commend you and your work. Everyone should visit the Senior Center. The residents there are always very happy.

Mr. Hatfield said I am very impressed with this list. It is amazing.

6. Discussion on Capital Improvements Budget, Page 43

Ms. Burke-Miller stated Capital Improvements in terms of revenue we have contributions from other funds for 2014/2015 fiscal year. We have $2,000.00 for election equipment and $40,000 from fund 2069. The DDA met about their budget and would like to use this fund for the DDA Corridor Improvement. They are suggesting bringing $3,000.00 over into a line item and I suggested they use this fund. They wanted to use it as match money for grants and small business loans for entrepreneurs. Other expenditures listed are election equipment which increased to reflect the transfer in from the General Fund for the future purchase of new election equipment. The parks projects anticipated for 2015/2016 will be $45,500.00. ADA improvements/maintenance is one we haven't used any money on so we have to reestablish that each year. Library expansion is $23,900.00 which hasn't been touched yet. For The Burton Memorial Library parking lot it is anticipated we will spend the $40,000.00 in the 2014/2015 fiscal year and nothing in the 2015/2016 fiscal year. The Assessor's Office Computer System Upgrade is anticipated to be

$7,200.00 at the end of the fiscal year. The phone system has been exhausted and no money is expected to be spent in 2015/2016. Technology upgrades are $19,100.00. BS&A Software Additions is staying at $18,700.00. This is for the purchase order module. BS&A Installment payments are $20,000.00.

Mrs. Ellenburg asked if the $40,000.00 for the library parking lot has been put on hold for 2015/2016.

Ms. Burke-Miller said that is correct.

Mrs. Ellenburg asked if we are waiting for extra money. Is the project bigger than we expected?

Mr. Hayman stated when we looked at this last year, the initial assessment was to fix the current lot and build an additional lot. There wasn't enough money there. In the meantime Mr. Slattery has been out and a firm is coming out free of charge to take a look at it. The $40,000.00 may not cover the full fix. We may have to fix the old lot this year and build the additional lot in a subsequent budget year. We are in the preliminary stages of getting a good estimate.

Mrs. Ellenburg asked if the asphalt companies have their own design people or do we have to use our own drawings because we are a municipality. Do we have to go to the big companies for a bid or can we use a mom and pop asphalt company located within the City? The handicap accessibility is in bad shape. It has been crumbling for a long time. They have been very patient; this is one of the busiest libraries in Genesee County. I don't want to see the County come in and make us do it. I want to see some activity on it.

Mr. Hayman said No we are not going with the big companies.

Mrs. Ellenburg stated the library would like some type of garage to sort books. Currently, they are sorting books in an elderly residents garage. Can we have Home Depot come in and do that?

Mr. Hayman stated it depends on how it was structured and we would need some guidance from City Council.

Mrs. Ellenburg asked how much we have spent on Kelly Lake Park.

Mrs. Bigsby stated the grant was for $171,000.00 plus the matching money of $50,000.00.

Mrs. Ellenburg asked if Parks and Recreation tries to retrieve any of the money back through fundraiser.

Mrs. Bigsby said Parks and Recreation has a donation line item. We sell candy bars at the counter upstairs. I have also been reaching out to various groups to raise money for the boardwalk. Currently Burton Kiwanis has said they will donate up to $10,000.00. They have already put in one pavilion. We also rent the pavilions.

Mrs. Ellenburg stated her concern is that we are putting a lot of money into the parks

when we have parking lots falling apart and causing safety concerns. I do commend Betty for her hard work and see value in our parks.

Mr. Hatfield asked for more information about the Technology Upgrades.

Ms. Burke-Miller stated these accounts were set up for various upgrades for the system. It is used for any of our technology/IT related items.

Mr. O'Keefe asked for more information on the software additions.

Ms. Burke-Miller stated there were three additions. The first two were installed and the databases were created. The purchase order module coming up will be a helpful addition. It is a good program. It encumbers money so it will make it easier for department heads.

Mr. Hayman said the purchase order module will help all across the City.

Mr. Smith asked for more clarification on the Library expansion. Can it be used for the parking lot?

Ms. Burke-Miller said it is my understanding that this is money the Friends of the Library has accumulated and we are holding onto it. In order to cover us with the audit firm, if the Friends of the Library wrote a letter to the City stating they would like the money to be used for that purpose, it should be okay.

Mr. Martinbianco stated we have an Engineer on staff that should already be looking at that and creating a proposal. Can we do a line item transfer like we have in the past?

Mr. Hayman stated the City Engineer has been to the parking lot and that his assessment was it was a bigger job than we were budgeted for and we need a design firm to be involved.

Mr. Martinbianco said the assessment is unacceptable. There is a logical sequence to any assessment. Put it in writing; send it to the Mayor, etc. We have been talking about this for 4 years.

Mr. Smith stated there should have been a definitive timeline on this after the Council discussed it last year.

Mr. Hayman said it is a project we are continuing to work on. Mr. Kray has done his assessment. This is at the top of my list and you will have more information by the next Council Meeting.

7. Discussion on Burton Youth League Budget, Page 38

   Ms. Burke-Miller stated on the revenue side we have activities revenue of $29,700.00. On the expenditures side we have total expenditures of $32,300.00.

8. Discussion on Parks & Recreation Budget, Page 10

   This subject was passed over until May 27, 2015.

9. Discussion on Veteran's Memorial Budget, Page 40

   Ms. Burke-Miller stated this was another one that had a transfer in from 2013/2014 budget year. It is primarily maintenance of grounds and labor costs. There is no revenue in, and expenditure of $2,100.00 for the 2015/2016 fiscal year.

   Mrs. Ellenburg asked if the paving of the cracked bricks has been corrected.

   Ms. Burke-Miller stated she thought Mr. Heffner said he was going to look at it. She hasn't heard anything else about it.

   Mrs. Ellenburg said she noticed a good amount of limestone on the memorial and asked if we clean it.

   Mrs. Bigsby said we would need to check into what product we can use to clean them. We can include this in the Sherriff's work detail.

10. Discussion on Cancer Survivors Park Budget, Page 41

    Ms. Burke- Miller stated $1,300.00 was in there and we are budgeting that there might be donations. We are hoping someone would spear-head this as a project.

    Mrs. Ellenburg stated they worked on this about a year ago and this created some community involvement and she liked the idea of getting it going again.

    Mrs. Bigsby said this is currently not in our 5 year plan however, Stantec wants to give something back to the community and they want to do something with this park. The Police and Fire Memorial is a little more developed and they may do that. I am waiting for an answer back but one way or another, we will either have help with the Cancer Survivor Park or the Police and Fire Memorial Park.

    Mr. O'Keefe said he thinks we can have two projects going at one time. He also stated we need to get this information out to the public via social media or a donation page. If it just sits here on the piece of paper each year, it will continue to sit here. This project will appeal to a large group of people.

    Mrs. Bigsby stated the 5 year plan is coming up for renewal. This will be a part of it.

11. Any other Budget Sections at Council discretion

Meeting was adjourned at 7:45 PM.

Discussion on Fire Capital Projects, Page 46

Discussion on Police and Fire Department Sculpture Budget, Page 39

Discussion on Information Technology Department Budget, Page 51

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