CITY OF BURTON

BUDGET MEETING

MAY 11, 2016

MINUTES

Council Chambers	Budget Workshop	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Councilman Steven Heffner at 6:00 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Duane Haskins	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	6:13 PM
Ellen Ellenburg	Councilwoman	Excused	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Ginger Burke-Miller, Controller
Marvin Epperson, Fire Chief
Rik Hayman, Chief of Staff
Tom Osterholzer, Police Chief
Racheal Ervin-Boggs, Election Clerk

C. AUDIENCE PARTICIPATION

None

1. Motion to change audience participation from 5 minutes to 3 minutes on all meetings.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Smith, Hatfield
EXCUSED:	Ellenburg

D. BUDGET DISCUSSION

1. Police Department Fund.

2007 Police Fund

Mrs. Burke-Miller stated that she was going to start with the Police Fund Revenues.

Under line # 2007-0000-573.0000 Local Community Stabilization Shares which is from the State of Michigan for small taxpayer exemption loss and the assessor has calculated what this is going to be.

For F.A.N.G. charges it is no longer a 50/50 match. This changed in October 2015. Chief Osterholzer anticipates the grant being cut even further for the 2016-2017 fiscal year but we don't know how much it is going to be cut. We budgeted for $135,000 but the actual number could be less than that.

In account # 2007-0000-629.7815 OCDETF Point Blank Grant Mrs. Burke-Miller's office received notice that it would be $13,000 instead of the $9,000 so we are going to raise that. Also when we get to the expenditure side we will be also changing that one.

Interest income #2007-000-666-0000 is larger than it has been in the past. Mr. Bingman has the money invested and thinks we should see about $7,400.

Refund and Rebates #2007-0000-675.0000 this is for the MML refund. This is a refund on worker's compensation claim or if the police provide any services a road race or festival.

Mr. Martinbianco asked about the MML refund.

Mrs. Burke-Miller stated that it is for the property and liability insurance refund. It is a dividend from MML if they did well with their investments and not so many claims.

Mayor Zelenko stated that she sits on the Board of Directors for the MML property pool. The $18,500 seem on target but we will know more for sure after the June meeting.

Mr. Hatfield asked how many officers do we have in F.A.N.G.

Chief Osterholzer stated we have two officers. It is about a 60/40 match. The F.A.N.G. budget runs from October to October. So I had the Mayor and Controller budget for 100% just to make sure we were covered.

Mr. Martinbianco asked where is the extra dollars going for from General Fund.

Mrs. Burke-Miller stated if you look on page 25 of the Police fund we are dipping into fund balance by $388,098, which we would have to get it from General Fund to keep operations at the level we are at.

Mr. Martinbianco wanted an overview as to where we are at in respect to the Police Fund.

Mrs. Burke-Miller stated we have the Police Chief, 2 Lieutenants, 7 Sergeants, 4 detectives and 26 officers. Overtime is broke out of all the wages. In shared salaries would include part of the wages for the Senior Accountant, Purchasing Agent, Controller, Benefits Administrator , Human Resources, Treasurer, and Deputy Controller. We have made general ledger numbers for overtime and overtime for back to the bricks. We also have added general ledger numbers for the MERS Active employees and the MERS retirees.

In 2007-2007-920.0000 Utilities has dropped because we moved building repairs to a separate line item for fiscal year 2016-2017. We added Building repairs under general ledger number 2007-2007-931.0000 for a new roof on police department, repair to parking lot and new sidewalk.

In account 2007-2007-921.0000 we would like to change that from $2,500 to $3,200 because we decided that it would need more money in that line item.

In police vehicles on rotation we budgeted for SUV Police package for K9 Unit, plus 2 dodge charges replacement and chief vehicle.

2065 Drug Law Enforcement Fund

This account is really hard to estimate. This has to do with any drug forfeitures that may clear during the year. We estimated this at $13,000. On the expenditure side we are looking to purchase 27 new ballistic vests that will be expiring at the end of this year and would like to use $12,000 from this account and the remaining will be covered by a Jag grant.

2067 Police K9 Fund

Revenue side is donations from the public at $500. In operating expenditures we are projected at $2,300.

2072 Police/Fire Sculpture Fund

Revenue comes from donation, Patriot Day Hero Race proceeds and donation from Waste Management.

Some of Council didn't feel the donation from Waste Management should go to this fund. The rest of Council feels it is a good idea.

Have applied for a grant for this park. We haven't heard if we received it yet.

2. Fire Department Fund.

2006 Fire Department Fund

In fiscal year 2015-2016 we applied for several grants. We received partial approval for and got the equipment. We did not receive the grant for the ladder truck. We have money in here for a FEMA Siren Grant revenue but if it is awarded, it would be in the fiscal year 2016-2017. We have budgeted for the Local Community Stabilization Share for the $5,900. Interest income we are seeing a bit more than we have before. Reimbursement income is from insurance proceeds for damages at Station 2. Contribution from general fund we tried to keep that consistent.

In the expenditures we are taking the Charter 5 employees to 40 hours. Salaries permanent was for the assistant chief and clerical position. Part-time fireman is at $205,000 to include hiring 6 new paid on call firemen. Also includes additional wages to cover the Flint Water deliveries and 57 paid on call firefighters currently and 4 of those are deputy chiefs.

Salaries shared include Controller, Executive Benefits Administrator, Human Resources, Deputy Controller, and Senior Accountant.

Overtime is in a separate line.

Retirement is broke out by MERS active and MERS Retirees.

Building Maintenance is to move fire administration office to Station 2. Repair of the doors at Station 1 and 3. New Furniture and transfer of phone system. Station 2 has always been set up to move the administration over there. There are issues at that station and this would help straighten that out. It will cut down on the communication problem and it also centers the Fire Chief and Assistant Chief in the center of the City.

Safety Wear & Heath is at $54,000 to include turnout gear for the 6 new hires and uniforms. This is for cleaning and repair of our gear.

Operating expenditures is increased for radio repairs, first aid supplies, drug testing, and physicals. Chief is requesting more due to increased cost of operations.

Contractual services was reduced due to elimination of Mic fees from the State. Includes hose testing, DOT testing, SCBA testing.

Legal fees increased due to potential legal fees due to contract negotiations.

Memberships and Dues is inspector related. Also more involvement in civic groups and organizations.

Training and certifications is for the Fire Chief and Assistant Chief. This is cost for continuing education and maintaining certifications.

Building maintenance and supplies line is where we were talking about the move of the administration offices to Station 2. New doors and other door issues at Station 1 and 3. New furniture and transfer of phones system and wiring. Supports at Station 1 are rusting out and need to be repaired. Would like to put brick 3-4 feet up instead of having the steel go all the way to the ground. Also would like to take the grass out and make the parking lot bigger.

Training Materials is for EMT training for medical first responder training to accommodate our plans to upgrade services we provide in the next year or two. This is also training for paid on call firefighters.

Auto repair is all of engines, pumps and vehicles. Looking at grants to get new fire trucks. Fire trucks are ageing out.

New equipment we are budgeting $20,000 to replace 50 fire pagers.

Office equipment is for copy/scan/fax machine for the move to new building.

Transfer out to Fire Capital projects we reduced that to $50,000 based on their 5 year forecast.

3. Any other Fiscal Year 2016-2017 proposed budgetary issues.

Meeting was adjourned at 8:39 PM.

Budget
4303 S. Center Rd.
Burton, MI 48519

SCHEDULED

Meeting: 05/11/16 06:00 PM
Department: Clerk's Office
Category: Budget
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

AGENDA ITEM (ID # 2380)

DOC ID: 2380

Police Department Fund.

ATTACHMENTS:

- Budget meeting 5316 (DOCX)

5/3/16 Budget meeting

- Steve Heffner asked about $5,000 in budget for Atherton Rd Settlement Park . Carry over to 2016-17 budget.
- Next meeting to start with Police. Next meeting date is 5/11/16 at 6pm.

AGENDA ITEM (ID # 2381)

DOC ID: 2381

Fire Department Fund.

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AGENDA ITEM (ID # 2383)

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Any other Fiscal Year 2016-2017 proposed budgetary issues.