



CITY OF BURTON

BUDGET MEETING

MAY 23, 2016

MINUTES

Council Chambers

Budget Workshop

7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Councilman Steven Heffner at 7:00 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	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Absent	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Robert Slattery, DPW Director
Sue Warren, Human Resources

Teresa Karsney, Clerk
Rik Hayman, Chief of Staff

C. AUDIENCE PARTICIPATION

None

D. BUDGET DISCUSSION

1. Department of Public Works Funds.

Mrs. Burke-Miller started on page 34.

2002 Major Street Revenues

Bristol Road Bridge Grant for \$600,000. 51 Gas & Weight Tax reflects increase due to State calculation of \$2,559,000. State of Michigan Row Maintenance fee which is paid by local stabilization fund in July and we booked back to June of the prior year stayed the same at \$78,500. Federal/State Construction Match of \$1,080,600. Which is Center Road (Atherton-Lippincott) Tip advance construction refund of \$980,600 and \$100,000 for other match money. It was later stated that the actual refund for Center Road would be \$1,057,564. Interest income the Treasurer is saying that it will be up this year. Transfer in from other funds will be changed to add in an addition \$75,000 from General fund for Account # 4077 Pavement Marking Contractual Services because Mr. Slattery would like to do 2 stripings per year at \$75,000 per striping. So this would change the 4077 account to \$150,000. In 2015-2016 in account # 2002-0000-574-0001 State Revenue Sources for \$400,000,

Mr. Smith would like to know how this money was spent.

Expenditures

4051-Construction

In the construction account we are putting the Lapeer Road (Belsay to Vassar) for \$2,070,000. Bristol Road Bridge line item we are putting \$610,000. The State is looking for extra money for us for this project. Council would like to know when this project is going to start. This will likely be funded with a \$600K grant. Belsay Road (Court to Davison) we entered \$120,000. Total city portion is \$1.2 million. We paid \$196,700 in 2014-2015. To date 2015-2016 is \$845,900. We are proposing \$120,000 for 2016-2017 in the event that costs are further incurred into the next fiscal year. Center Light Signal CMAQ project is \$207,000. Chip Seal of 6 miles of road at \$300,000. Council would like to know which roads we are planning to chip seal? DWRF Repairs at \$300,000 and the Howe Branch Thread Creek at Center Road at \$155,000. Mr. O'Keefe stated that as soon as we are done with working on this budget the Finance Committee needs to look into bonding for roads.

4063 Surface Maintenance

For each department Supervision Salaries includes Deputy DPW Director, Roads Superintendent and Roads Foreman. Overtime and retirement we have created separate line items. Shared Salaries include the following positions: Senior Collections Clerk, Purchasing Agent, Controller, Executive Benefits Administrator, Treasurer, Director of Human Resources, Chief of Staff, Deputy Controller and Senior Accountant. Contractual Services include street sweeping/disposal of waste, bridge inspections, Miss Dig, and steel for the bridge and Rowe for the T.I.P applications. Operating expense and materials we have \$75,000 for gravel, hot and cold patch and crack seal.

4068 Trees/Shrubs

Supervision Salaries are split among all the departments. Contractual Services was lowered by \$10,000.

4069 Drainage

We increased Operating expense and materials from \$9,500 to \$12,000. Other items that went up was equipment rental. We added a new line for Traffic Control Barrels & Cones for \$15,000. Contractual service is for traffic signal maintenance & Consumers, we made it \$80,000. Under Railroad crossing lights/signal repair we did \$25,000. Council wanted to know what drainage projects do we have scheduled. Mr. Slattery stated he could get a list of the projects they have planned. There are planned and unplanned drainage issues.

4074 Traffic Signs

During the Finance meeting it was talked about the purchase of new barrels and cones. So we created account 2002-4074-757.2030 for Traffic Control Barrels & Cones. Contractual Service for \$80,000 is for traffic signal maintenance and

consumers. Railroad crossing maintenance fee has gone up to \$25,000. We have been budgeting \$20,000 for the RR crossing fee but we are currently at \$18,500 this year and thought we should put a little more in there.

4077 Pavement Mark

We need to adjust this to \$150,000. Mr. Slattery wanted it raised because he feels we need to do (2) stripings a year and we had only budgeted for (1). Council wanted to know why we needed (2) stripings per year. Mr. Slattery stated that the snow plowing is hard on the striping and so is the sun in the summer. Usually one is done in the spring and one in the fall just before school starts. Council stated they thought this was a good idea.

4078 Winter Maintenance

Broke out all the items you wanted in the wages, overtime and MERS. In operating expenditures we have salt at \$110,000. Equipment Rental is at \$120,000.

4081 Roadside Cleanup

Only difference on this account is Operating Expense account is the estimated cost to build a weed sprayer for \$5,000. Equipment rental is staying the same as 2015-2016. Council wanted to make sure we are meeting all the EPA standard when it comes to weed spraying. Council asked why salaries permanent has been reduced in all the categories. Mrs. Burke-Miller stated that is because we have broken out all the overtime. Fringe benefits has been reduced because we have broken out the MERS active and the retirees.

4082 Administration

Mrs. Burke-Miller stated that she would like to take \$7,000 out of contractual services and add \$7,000 to Operating expenditures. There is 1/6 of \$10,000 for a new DPW breakroom. To give them a comfortable place for them to have lunch. Council would like to get a blueprint of the new breakroom. This will also include upgrading the tool crib.

The reimbursement for Center Road on Page 34 G/L Account # 2002-0000-574-0665 should be changed to \$1,057,564 because we didn't know we would be reimbursed for this in this fiscal year.

Local Streets - Revenue

Council wanted to know why salaries were so much less. Mrs. Burke-Miller stated that the overtime and shared salaries were taken out and put into a spare line.

4085 Transfer to Local Street has been increased because of the increase in the ACT 51 money from the State of Michigan.

Expenditures

4051 Construction

We have nothing proposed in this budget year.

4063 Surface Maintenance

We have broken out the shared salaries, overtime. In general ledger account number 2003-4063-818.0000 Contractual services we need to increase that by \$25,000 for street sweeping. We had originally budgeted \$50,000 and we need to make that \$75,000. Council asked if that was included in the \$86,000 for street sweeping. Mrs. Burke-Miller stated yes it is a 60% to Major Streets and 40% to Local Streets. We need to have a little extra in there for other contractual services. Mr. Slattery stated that the street sweeping was approved after last year budget was approved and you were aware that in the current fiscal year we would need to do budget amendments. We want to make sure we have budgeted accordingly this year. Council would like a list of what other items come out of contractual service. Mr. Slattery stated that the street sweeping is for two sweepings per year.

4068 Trees & Shrubs

We reduced that because of the new bucket truck which is allowing us to do more work verses contracting it out.

4069 Drainage

Contractual service we make a footnote what was being charged here. The NPDES Phase II permits. Mr. Slattery stated the NPDES stands for National Pollution Discharge Elimination System. This is a national program to make us keep track of the outflows of our storm water systems where it is going into the water shed. Mr. Martinbianco wants to know what if we don't pay this, are we fined. If so what are the fines.

4074 Traffic Signs

We really don't have any footnotes on this section. We have broken out the overtime and retirement.

4078 Winter Maintenance

The amended for 2015-2016 was \$177,900 and we are proposing for 2016-2017 \$171,100. Council would like to know on a major snow storm have we thought about bringing in outside contractors to get the local streets done. Mr. Slattery stated we do have a snow and ice removal plan. We have time restrictions that our employees have to follow. Council thought employees did a great job last winter.

4081 Roadside Cleanup

We have broken out overtime, retirement and fringe benefits.

4082 Administration

In fiscal year 2015-2016 amended budget we are projecting \$77,000 and for fiscal year 2016-2017 we are asking for \$70,900. Only footnote we have is 1/6 of the breakroom for the DPW.

4090 Contingency

This is the special assessments on City owned properties. It is lower because we have sold Mallard Ponds. It is just what is on Burton Estates that we still own.

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

Meeting was adjourned at 8:57 PM.



Budget
4303 S. Center Rd.
Burton, MI 48519

Meeting: 05/23/16 07:00 PM
Department: Clerk's Office
Category: Budget
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

D.1

SCHEDULED

AGENDA ITEM (ID # 2412)

DOC ID: 2412

Department of Public Works Funds.



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D.2

SCHEDULED

AGENDA ITEM (ID # 2413)

DOC ID: 2413

Any other Fiscal Year 2016-2017 proposed budgetary issues.