

CITY OF BURTON
COUNCIL WORKSHOP MINUTES
MAY 11, 2004, 4:00 P.M., COUNCIL CHAMBERS

Danny Wells, President, called the Budget Workshop to order at 4:00 P.M.

MEMBERS PRESENT: Bement, Centilli, Cross, Curtis, Isham, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor C. Smiley; K. Foster, Deputy Controller; C. Abbey, DPW Director; D. Halstead, Fire Chief; B. Whitman, Police Chief and G. Webster, City Clerk.

PURPOSE OF THE MEETING: COUNCIL WORKSHOP TO DISCUSS THE PROPOSED 2004-2005
CITY OF BURTON BUDGETS, AS FOLLOWS:

1. Building Department
2. ZBA
3. Planning Commission
4. Senior Citizens
5. Police and Fire

PRESENTATION AND COUNCIL DISCUSSION:

Building Department (pg. 16)

DPW Director, Charles Abbey reviewed issues relating to the Building Department budget. On the revenue side, permits and licensing fees have been increased by \$50,000. He updated Council on soil erosion issues. A consultant has been hired and staff members are working on a comprehension plan for that program. Issuing soil erosion permits has proven to be beneficial when moving projects forward.

On the expenditure side, the following items were discussed: staffing, conference and workshops, inspections, contractual services and salary allocations. The building department is up to a full staffing level. The new building inspectors are required to take additional training. We do not plan to join other communities for plumbing, electrical and mechanical inspections. It has proven to be more beneficial for us to do this type of work.

Mr. Abbey thought the building department could make it through this year without an additional clerical person, but after that he would need another clerical person, due to the large caseload of paper work.

Contractual Services were lower due the elimination of Ken Wright's contract. Mr. Major is being paid out of Act 51 funds. He can only make up to \$15,000 a year as a part time employee. Soon, we will have to make a determination whether to offer him a contract to continue working.

The Building Department has been reorganized to reflect new formula allocations for the staff. Mr. Abbey highlighted some of the salary percentages.

Zoning & Planning Commission (pg. 28)

The Zoning and Planning budgets remain status quo. Fringes have been adjusted to reflect union contracts.

The contractual line item was increased to accommodate payment on the codification of ordinance. The first payment of \$3,000 has been paid. The remaining balance will be paid in the next fiscal year.

Fire Department (pg. 26)

Fire Chief, Doug Halstead reviewed aspects of his Fire Data Report from 2003. He discussed fire runs that would potentially be reimbursed with the implementation of the new cost recovery ordinance. He thought the number of these types of incidents would generate at least \$52,000. There were a total of 885 fire runs in 2003. Much of the increase was due to Lockwood Apartments, with a total of 152 runs.

Chief Halstead updated Council on positive steps he has taken to help with the budget. He expects to raise approximately \$52,000 in cost recovery reimbursement once the new ordinance is implemented. This will be reflected in the revenue side of General Fund. In addition, the City has received several grants including the Homeland Security Training Grant for \$21,216.67. A CD grant totaled \$17,000. The department received a FEMA grant for \$58,000 that will go towards the purchase of an 800-megahertz radio system. He was hopeful that the department would receive an additional \$45,000 for the remaining portion of the radios. He has applied for several more grants including an Emergency Management Grant.

A brief discussion was held in reference to the Homeland Security Grant and the Reciprocal Agreement with adjoining committees. The mutual aid agreement has proven to be beneficial to everyone involved.

Chief Halstead spoke regarding new fire equipment funds. This money is used for the replacement of tanks, turn out gear, pagers, radios, etc.

He gave an update on fire inspections. SARA Title II and III inspection sites containing hazardous materials are up to date. It is hard to keep up with general building inspections due to the ever-changing status of these types of businesses. Generally, we are up to date with most inspections, however it is an ongoing project.

Union contracts will soon be under way and the outcome might influence the budget at a later date.

The Chief briefly discussed the benefits of using city vehicles. To his knowledge, no one has abused the vehicles.

The Fire and Police Department lease ends in 2007.

Discussion continued in reference to conferences and board membership.

A brief discussion was held in reference to the defunct Hansen Ambulance service. There are no immediate plans for the empty building.

Police Department (pg. 13 & 14)

Police Chief, Bruce Whitman gave details regarding the Police budget. There were no proposed salary increases built into this budget. However, this is still an unknown factor until union negotiations are completed.

Mr. Whitman indicated that the 800-megahertz system was still an issue for us. We have decided that our portion of the Homeland Security funds will go towards the payment of the radios. The radio tower installation should be ready in about 1½ years. He plans to purchase some computers with a Technical and Tactical Grant, which will require a portion of matching funds. Some equipment such as guns and vests need to be replaced.

He anticipates higher returns in revenue due to the reorganization of the traffic patrol. More tickets and arrests have been made. In addition, there have been several OUIL and suspended ops cases resulting from this move. He would like to implement a cost of prosecution ordinance. He said many agencies have been very successful with this program. The court can impose these types of fees when there is an ordinance in place. This would cover the officer's wages for processing and court time. This equates to approximately \$125.00 per case.

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The Cost of prosecution ordinance is generally attached to the cost recovery ordinance called Notification of OWI/ OUID Reimbursement. It is a form letter that the court attaches to the file and the Judge reads it as part of the record. He said the individual has to pay this up front initially before other fines are accepted. The Chief was informed that the City Attorney was trying to incorporate language in Ordinance 67C, which deals with the State Motor Vehicle Code, that would provide reimbursement for OWI/OUID cases. He is trying to incorporate an addendum to that ordinance by reference as a local initiated ordinance.

One of Mr. Whitman's primary concerns is that the Genesee County jail has turned away almost 100 arrests. That is a tremendous amount of money out there. We have a problem in our system that lies in our inability to lodge. At some point he would like to do a warrant round up, hold them in our facility and then bombard them with pre-billing arrangements in the morning. The Judges will cooperate with us. He has documented proof that the Sheriff did not take seven felony warrants. He will try to address this problem.

We did not get the \$63,000 DARE grant in 2003. The schools were billed for a percentage of the grant. He didn't know if we would receive DARE grant funding this year. He still planned to keep an officer at the schools, because it has proven to be a valuable tool for us.

Chief Whitman gave an overview on B J A Grants. These are used to purchase computer equipment.

Referencing expenditures, Chief Whitman said they are at their full staffing level of 41 officers. He felt it would be easier on the budget to replace a couple of vehicles each fiscal year. The fleet is generally in good condition.

The Courtland Center Agreement should continue as usual. Currently, a low seniority officer is doing the work, so they are receiving more hours. This tends to fluctuate every six months. If it's a high seniority person we will scale back the hours.

A brief update was given on the cost recovery ordinance. The first reading of this ordinance will be on the May 17th agenda. Chief Halstead wanted to know if Council needed a resolution designating reimbursement charges under the cost recovery ordinance. Mr. Hamilton will offer more information on this issue.

The next budget hearing was scheduled for Thursday, May 13, 2004 at 4:00 p.m.

Meeting Adjourned at 5:35 P.M.

Gayle Webster
Burton City Clerk

GW/cml