CITY OF BURTON
COUNCIL WORKSHOP MNUTES
MAY 3, 2000, 3:00 P.M., COUNCIL CHAMBERS

The Council Workshop was called to order by Paula Zelenko, Council President, at 3:15 P.M.

Bob Centilli, Finance Chairman, conducted the meeting.

MEMBERS PRESENT: Brawner, Centilli, Cross, Martinbianco, Tinnin and Zelenko.

MEMBERS ABSENT: Hammon.

OTHERS PRESENT: Mayor Smiley; B. Becker, Treasurer/Controller; D. Lowthian, Assessor; J. Major, DPW Director; R. LaDuke, Assistant DPW Director; G. Webster, Clerk and C. Ladd, Deputy Clerk, J. Adams, Clerk's Office.

PURPOSE OF THE MEETING: COUNCIL WORKSHOP TO DISCUSS THE PROPOSED 2000-2001 CITY OF BURTON BUDGET.

PRESENTATION:

Mr. Centilli said he met with Mr. Becker and reviewed the proposed budget. He then asked Mr. Becker to give an overview of the budget.

Mr. Becker noted that this budget session has a fairly aggressive agenda and if everything isn't completed today, we will move the items that are left to the next agenda. Mr. Becker explained that there are other branches of the government that can affect our revenue, which can in return affect our budget. He reminded the Council that the budget has to be adopted at a regular meeting and it could be done by June 5th but no later than June 19th. We have to hold a Truth in Taxation Hearing, but we are waiting for the County to release the numbers to us. The union contracts all expire on June 30th, with the exception of the Fire Department. The existing fringes have been put in the budget. There is an increase in the Dental coverage of 9%; Disability is up 4% and Workman's Compensation is up 4%. These increases are in every department under the fringes. Mr. Becker said he inadvertently omitted the Senior Citizen's Department from the budget session schedule, but this could be heard at another budget session. Mr. Becker made a correction on page 2 of his letter regarding the rubbish contract. He said the sentence should read $121.73 per stop per year, not month. Mr. Becker noted that that are three positions included in the budget, one floating position at City Hall, one in DPW and one computer position. There are six or seven departments sharing the computer position. There will be one police position in the police budget. Mr. Becker said the Tax Tribunal made a ruling that the 1% Administration Fee is not eligible on industrial facility tax properties.

<u>General Fund Revenue</u> Page 12

Mr. Becker then reviewed the General Fund Summary with the Council and answered questions from Mrs. Tinnin and Mr. Cross concerning Miscellaneous and Residual Transfers, respectively. He explained that the Schram Drain special assessment is completed.

COUNCIL DISCUSSION:

<u>Mayor's Department</u> Page 110

Mr. Becker stated that the Mayor's budget is status quo with the existing personnel. There is a 3% increase over the existing budget due to salary's as determined by the Salary Commission for the Mayor. The next increase for the Mayor is 2001.

Mayor Smiley said he is planning to get a new vehicle, but it is not reflected in his budget. The Mayor said he has been re-appointed to the National League of Cities Energy, Environment and Natural Resources Steering Committee, representing the State of Michigan. I am the only one and we meet four times per year. He said he has also been elected to the Board of Trustees and with that come various responsibilities.

Mr. Brawner asked what budget the car would be purchased from.

Mayor Smiley said they would be purchased out of General Fund Vehicles, page 13 of the budget book.

Mr. Becker said the $125,000 is the current year's one-time vehicle shot and then the $250,000 incorporates $150,000 for six vehicles and $100,000 for Parks and Recreation. This is found on page 13.

Mr. Martinbianco inquired about the breakdown to the Salaries Permanent.

Mr. Becker said Personnel Director is 50%, Personnel Director's Secretary and 100% of the Mayor's Secretary.

Clerk/Election Departments Page 112

Mrs. Webster said the Clerk's Office is also status quo with the exception of a request for additional personnel. In the past we have utilized contractual help and now I'm requesting a part-time employee. By having a part-time person, it will bring consistency and help accommodate our work load. This position will be reflected in the City Hall Budget as the person will be shared with the Treasurer's Office.

Mrs. Webster said there would be two major elections this year. We will be using the Qualified Voter File, which we are finding requires more additional staff hours to meet state-mandated requirements and procedures. Also, some consideration should be given to the purchase of new election equipment, as ours is 30 years old.

Mr. Cross asked if the audio system for the council chambers is under the Clerk's budget. He was advised no, it is under the City Hall budget.

Mr. Martinbianco asked if the additional personnel would all be charged to the City Hall budget.

Mr. Becker replied yes.

Further discussion continued regarding the additional personnel.

Mr. Martinbianco asked for a breakdown of the Salaries Permanent and Mr. Becker reviewed the salaries.

Assessor's Department Page 111

Mr. Lowthian stated that he is requesting a new software program which will allow people calling in for basic information, to be able to get it on the web site. He said the software is expensive, but he thinks by purchasing it, there will be a time and money savings in his department and the city could recoup the costs. He is also asking for three additional computer monitors and a digital camera. The Conference and Workshop has been increased for training purposes in the new software that was purchased last fall. Mr. Lowthian briefly spoke on the assessed value.

Mr. Cross said he thinks it good to get the information on the web site. Possibly this could also be put on the telephone extensions.

Mayor Smiley said the only drawback about having the information on the web site is the exposure. We may be the first in Genesee County to use this software.

Mr. Martinbianco asked if there may be a security problem with the web site.

Mr. Lowthian said the information is already available to the public. He doesn't foresee a problem.

Mr. Martinbianco asked for a breakdown on the Salaries Permanent. Mr. Becker provided the information.

Building and Enforcement Page 115

Mr. Major explained that the staffing levels are the same and his budget is unchanged. There is a position that needs to be filled. We are projecting an adjustment in the building and zoning fees.

Mr. Becker said there are areas in Genesee County who has extremely high fees for site plan reviews and building fees. The fees should have some resemblance to the costs incurred. Mr. Becker explained the breakdown of the salaries since the reorganization.

Mr. Martinbianco said he would like a breakdown regarding the responsibilities. He asked if there would be one or two building inspectors.

Mr. Major said we need to hire another building inspector.

Mr. LaDuke gave a brief explanation of duties that he and Mr. Major have since the reorganization.

Mr. Martinbianco inquired about the contractual service item in relation to the reorganization.

Mr. Major replied that would for an engineering firm or something of this type, when we need to have an item reviewed.

Public Service Page 115

Mr. Becker said this is a large department with no department head. He reviewed the items listed under this budget.

Mr. Major said there are no new projects for the Drains-at-Large, only maintenance.

Mr. Brawner asked if it is normal for municipalities to pay for street lighting.

Mr. Major said the Townships have special assessment and most cities pay for the street lighting.

A brief discussion was held concerning curb and gutter for Maple Pointe.

Parks and Recreation Page 115

Mr. LaDuke briefly reviewed the Parks and Recreation budget and said he would like to give the Council more information on the long and short -term goals when they have their joint workshop next week. He said he would like to review the programs for the kids and Rowe, Inc., also has some good ideas for us.

Mr. Becker said some priorities have been set for certain items, and any amounts unused will be coming to City Council so funds will not be lost.

Mr. Cross questioned whether Mr. LaDuke is making $25,000 in addition to his regular salary. He was advised no. He also asked if the Water Tower Park is completed and was advised yes.

Mr. Becker gave a brief explanation of how Mr. LaDuke's salary is budgeted.

Engineering and Inspection Page 116

Mr. Becker said this is a status quo budget. There will be two inspectors and in the event we don't have a project, we will move the personnel around so they won't sit idle. There may be four or five special assessment paving projects.

City Hall and Grounds Page 113

Mr. Becker said the salaries include the receptionist and floating clerk typist and the computer position. Everything else is status quo. The Council had an issue with their chairs last year and if you want them replaced, it could be done out of new equipment line item in City Hall.

Mr. Major spoke regarding fencing in the Department of Public Works area.

Mr. Becker said it is not in the budget but it can be amended to be included.

Mr. Major indicated the figure was approximately $65,000 to put up a 6 ft. chain link fence with barbed wire on the top to enclose the rear area of DPW. Howard Throop will get a better figure and they will have it farther down in the budget process.

Mr. Centilli said that it was a concern of Paula Zelenko's also. Mr. Major indicated it is the surrounding residents concern as well.

Mr. Becker said when they discuss the Motor Pool on the meeting of May 17th, it can be addressed.

Mrs. Tinnin inquired regarding the computer technician position.

Mr. Becker responded that currently $60,000 is spread among the various departments. City Hall has $24,000 designated, $3,000 for the Fire Dpt., $3,000 in Police, $10,000 in Water, $12,000 in Sewer, $5,000 in Major Street, and $3,000 in Local Street.

Treasurer's Department Page 113

Mr. Becker spoke regarding assessment information being provided on the web and indicated he tried to incorporate the assessment information to the tax side. He said they are a little bit more restricted from a tax stand point. The same people that call the Assessor's office for assessment information, also call for tax information wanting to know if taxes are paid, how much are they, what are their special assessments, taxable value, etc. They did a study three or four years ago and on a normal week, they were receiving 400 to 500 inquiries for that kind of information.

Mr. Becker said the Assessor's information is updated for the most part two or three times a year. Re-evaluation of the property and homestead information can change, but most information is the same. On the tax side, information is changing every day and has to be updated daily. The Assessor's system is not conducive to that. The County has been looking for the past several years to being web page efficient.

Mr. Becker said the Treasurer's Office is basically a status quo budget. The Treasurer's Office includes the Deputy Treasurer, Clerk Typist, half of his salary and half of Steve Perez. The other employees are funded from the Water and Sewer Department. They will use a floater 50% of the time for their heavy tax collection periods.

City Council Page 110

Mr. Becker indicated the budget in this area is status quo. They incorporated the Salary Commission's next increase of February 2001 into the Council's salaries line item. Conference workshops was increased substantially in the current year, that line item is maintained at $17,000. There is a 4% increase in the liability insurance which is reflected in that line item as well, everything else is pretty much the same.

Mr. Cross said according to this information, they did not use all the conference and workshop monies last year.

Mr. Becker said the current year they are projecting a $10,000 expense. There was some recent expenditures and he does not know how accurate the $10,000 is, but it will be less then the $17,000 budgeted.

Mrs. Tinnin questioned why so much was being budgeted.
Mr. Becker said it depends on the number of trips, the location and the number of people that are active. As the Council changes over time, you have different interests, but the intent a year ago was to put in something around $2,000 or $2,500 per Council person.

Mr. Cross inquired regarding conference and workshop line items.

Mr. Becker said a better method if you chose to do that, would be to direct the Council President to maintain it. Technically, the Council President is suppose to review and makes approvals for Council to go on those trips. If you get into doing line items, you get into the same issue of adopting a budget on a line item basis. It undermines the whole departmental budget adoption process by doing that.

Mr. Cross said does not have a problem with doing line item budgets.

Mr. Becker said he could provide the Council President with detail if they want that person to be responsible for it.

Mr. Cross inquired as to where the Council charge cards come under.

Mr. Becker said depending what is charged on that card would fall under one of those line items, whether it be office supplies, a hotel or airline bill, etc.

Mr. Cross commented on having the Council chairs replaced and where that item would fall under.

Mr. Becker said it would be a General Fund item or under City Hall.

Controller's Department Page 111

Mr. Becker said they changed over the accounting and payroll software, and that transition has been completed. The budget is pretty much status quo.

Planning Commission and Zoning Board of Appeals Page 116

Mr. Major said there is no change in personnel with Planning or Zoning, just a re-shifting of salaries.

Mr. Becker said Tom Strasser is split 50-50 under salaries permanent between the two. We had intended under supervision to split the Building Superintendent's salary of 20% to each of those two areas. Whether we have a building superintendent or just additional responsibilities, those monies are there. We segregated out the Commission and Board salaries as a separate line item so it can be tracked independently. Under the Planning Commission, the Master Plan is in the process of being completed. If there are additional steps beyond that, that is where the contractual service line item will be used for.

Mr. Major indicated they would be looking at text changes with the Zoning Ordinance. There has been different ideas between Rowe and the DPW on the Master Plan. He feels they are about six months away from having the Master Plan completed.

Mr. Centilli addressed the upcoming items to be discussed for the next budget workshop on Tuesday, May 9th at 3:00 p.m.

MEETING ADJOURNED AT 5:12 P.M.

CML / JRA