

CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Budget Workshop was called to order by President Vaughn Smith at 4:05 p.m.

MEMBERS PRESENT: Smith, Heffner, Ellenburg, O'Keefe, Haskins, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor P. Zelenko, Police Chief T. Osterholzer, Fire Chief D. Halstead, J. Johnson, Senior Citizen Center Director, Ginger Burke-Miller, Controller, B. Bigsby, Administrative Asst., Sue Warren, Director of Human Resource/Labor Relations, M. Udell, IT Director and J. Adams, City Clerk.

PURPOSE OF THE MEETING: Council Workshop to discuss the Proposed 2012-2013 City of Burton Budgets, as follows:

- | | |
|----------------------------------|--------------------------------|
| 1. Self Insurance Fund | 5. Police |
| 2. Information Technology | 6. Fire |
| 3. Capital Improvements | 7. Parks and Recreation |
| 4. Senior Citizens | |

PRESENTATION:

Self Insurance Fund, Pg. 48

Mrs. Burke-Miller projected \$1,020,000 for the 2011-2012 revenue coming in from other funds to cover the health care premiums. We will budget \$1,088,714 for the upcoming budget. In terms of expenditures the self-insurance would be \$1,000,020 and for budget \$1,088,714.

Mr. O'Keefe asked regarding projections in the budget prepared last year if corrections made throughout the year are displayed in projections now.

Mrs. Burke-Miller said she reviews the numbers the BS & A module puts together and assesses where the invoices are falling and then takes her best educated guess.

Mr. O'Keefe said the Council approved a State mandate regarding co-pays the employees would be paying for health insurance. He assumed this is one of the funds contributing the money for the revenue, which was just short of \$100,000 that the employees are going to contribute.

Mrs. Ellenburg asked if there might be increases on the cap since we did agree to do the healthcare as a cap situation. She heard that cap price may not be enough to cover the increases of health care.

Mrs. Burke-Miller said she had not heard they were increasing the cap amount but they did change the EVIP requirements saying we could qualify by either having the employer contribute no more than 10% to the employees pension or change the multiplier for the pension. The other option was to have the employees contributing 20%. The City has complied with each request of the EVIP.

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Information Technology, Pg. 49

Mrs. Burke-Miller said tech charges for the Local Street are roughly \$3,000, Major Street at \$3,000, Sewer at \$63,000, Water at \$53,000, General Fund at \$131,000, Motor Pool at \$21,000, Police at \$126,000, Fire at \$15,000, Building at \$16,000 and Senior Citizens at \$7,300. She added a little for refunds and rebates that related to toner, etc.

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Mr. Udell said the City doesn't have revenue stream from that equipment. He recycles things to Goodwill and they process it free of charge. The City might be compensated for computers being replaced soon.

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Senior Center, Pg. 20

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Mr. Heffner inquired about LED lighting in the building. He would like the Center to have an energy audit done.

Mrs. Johnson said Tony Mahler installed energy efficient lighting a few years ago.

Police, Pg. 10

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Chief Osterholzer said he contacted the FANG Commander on exactly how much they received each grant for and how much our officers were getting so the figures should be accurate.

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Mrs. Ellenburg asked if the courts consolidate would that affect the court fees that are brought in.

Chief Osterholzer is unsure how that would affect the department. He said he put together a needs list, which included replacing some Command staff. There are now 2 Lieutenant's, 1 Road Supervisor, 2 officers, 3 Patrol Sergeant's working the road, 1 Sergeant in FANG as a Team Leader.

Mrs. Burke-Miller said Administrative salaries are at \$71,500, Lieutenant's salaries at \$147,000, Sergeant's salaries at \$289,000, salaries permanent at \$1.4 million, fringe benefits at \$1.7 million, office supplies at \$6,000, information technology supplies at \$126,000, postage at \$1,000, ammunition and weapons at \$12,000, uniforms at \$6,000, operating supplies at \$7,500, FANG Project Officers at \$171,000, CMH grant at \$10,000, Police GAIN Unit officer at \$66,000, HITTA grant expense at \$9,400, DHE grant expense at \$1,400, Project Safe Neighborhoods at \$3,000, OHSP Safe grants at \$13,500, weed and seed at \$500, Southside grant at \$7,000, contractual service at \$32,500, narcotics investigation at \$34,600, legal at \$100,000, membership and dues at \$1,500, auto repair \$60,000, conferences and workshops \$3,000, gas and oil at \$110,000, auto wash at \$2,120, insurance at \$74,000, utilities and building repair at \$90,000, sewer at \$4,600, equipment repair at \$1,500, equipment rental at \$6,000, miscellaneous at \$2,500 and training at \$10,000.

Chief Osterholzer said they are about to make a large purchase of ammunition that will get us through the budget year. They get so many rounds per officer from the training funds, which has been cut.

Mr. Wells asked how many officers the City has now and if we reduce overtime how many officers could we hire.

Chief Osterholzer said we currently have 31. He is not sure they can reduce overtime more than they already have and he cannot draw from the road department anymore. There was a flooring project that needs completion and the bid that came in was \$52,000.

Mr. Wells said one of his goals this year is to find a couple more cops and if it has to come out of the maintenance from the Senior Center then maintenance issues might have to be put off another year. Public safety has to be the priority.

Chief Osterholzer said he doesn't feel right stealing from someone else's budget to get what his department needs.

Mr. Wells said he feels it is incumbent upon Council to find some money for public safety. If we have to eliminate projects from other budgets to bring the Police Department up to speed he is for it.

Mr. Haskins asked why we didn't let the State get more involved with the arson investigation.

Chief Osterholzer said the State was involved but the City was low-key about it for certain reasons. Chief Halstead said the State resources are tapped out as well only having 3 arson investigators.

Mr. Wells asked what a ballpark figure would be to bring back a couple officers.

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Chief Osterholzer said it would probably take about \$80,000 per officer.

Mr. Martinbianco asked how old the fleet of cars is and would there be a significant savings over time to justify buying 1 or 2 replacement cars.

Chief Osterholzer said they have been operating on a 3 patrol car cycle for a long time and keep maintaining them when needed. He said a great need is for 3 more patrol cars.

Mr. Smith suggested to Council to move the topics of Fire and Parks and Recreation to Wednesday, May 15th at 4:00 p.m. The Board was in agreement of this.

Meeting adjourned at 6:46 p.m.

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MAY 7, 2012 / 4:00 P.M.

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Mr. Smith suggested to Council to move the topics of Fire and Parks and Recreation to Wednesday, May 15th at 4:00 p.m. The Board was in agreement of this.

Meeting adjourned at 6:46 p.m.

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CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Budget Workshop was called to order by President Vaughn Smith at 4:05 p.m.

MEMBERS PRESENT: Smith, Heffner, Ellenburg, O'Keefe, Haskins, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor P. Zelenko, Police Chief T. Osterholzer, Fire Chief D. Halstead, J. Johnson, Senior Citizen Center Director, Ginger Burke-Miller, Controller, B. Bigsby, Administrative Asst., Sue Warren, Director of Human Resource/Labor Relations, M. Udell, IT Director and J. Adams, City Clerk.

PURPOSE OF THE MEETING: Council Workshop to discuss the Proposed 2012-2013 City of Burton Budgets, as follows:

- | | |
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| 1. Self Insurance Fund | 5. Police |
| 2. Information Technology | 6. Fire |
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PRESENTATION:

Self Insurance Fund, Pg. 48

Mrs. Burke-Miller projected \$1,020,000 for the 2011-2012 revenue coming in from other funds to cover the health care premiums. We will budget \$1,088,714 for the upcoming budget. In terms of expenditures the self-insurance would be \$1,000,020 and for budget \$1,088,714.

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Mayor Zelenko said they would be here May 14th for clarification. She said they are anticipating Larry Lounds to give a presentation prior to the final budget amendments.

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Senior Center, Pg. 20

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Mrs. Ellenburg asked about ADA improvements and the line item for the part time driver.

Mrs. Johnson said the doors are not staying open long enough so the mechanisms to keep the doors open must be replaced. She said she has had a security system on her wish list for many years for theft and safety issues. The bricks on the building are deteriorated and one interior steel door is not closeable. She said not having that door closed has allowed for theft of janitorial supplies.

Mrs. Burke-Miller said the driver is combined under salaries permanent.

Mrs. Johnson noted the Center has 80 volunteers and their service adds up to 7.5 full time people.

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Questions arose from Mr. Haskins and Mr. Smith as to why the millage fringe benefits and the salaries permanent have gone up so drastically.

Mrs. Burke-Miller said she would research these areas.

Mr. Heffner asked what part of the budget was a wish list and what was necessary.

Mrs. Burke-Miller said ADA compliance is a must. The bricks on the building have been requested for many years and needs to be addressed before the bricks fall off. She said doors do not shut properly and could be a problem in terms of fire, safety and theft.

Mr. Martinbianco referred to the revenue and expenditure report ending March 31st where under the repair and maintenance we budgeted \$25,400. To date we have spent \$8,283.50 and under millage repair and maintenance we budgeted \$20,000, which has gone untouched leaving \$37,000. He asked why this work has not been done under the current budget year.

Mrs. Johnson said the largest amount of that money was for parking lot maintenance, which is being bid out right now. She said the furnaces should be replaced along with the air conditioners. She is unaware if the parking lot maintenance will need to be pushed to next year in order to replace the other items but if the parking lot is not done soon we may be looking at a new one versus maintenance of it. This problem has not been dealt with because of weather.

Mr. Heffner inquired about LED lighting in the building. He would like the Center to have an energy audit done.

Mrs. Johnson said Tony Mahler installed energy efficient lighting a few years ago.

Police, Pg. 10

Mrs. Burke-Miller said regarding revenues, the current taxes are \$949,000, tax charge backs are \$19,000, delinquent taxes at \$105,000, FANG charges at \$80,000, CMH grant revenues at \$10,000, GAIN unit officer revenue at \$35,000, HITTA grant revenue at \$9,400, DHE grant revenue at \$2,000, Project Safe Neighborhoods at \$3,000, OCDETF grant at \$9,000, OHP Safe Community grant at \$13,500, weed and seed at \$500, Southside grant at \$7,000, cop grant revenue at \$155,900, district court fees at \$75,000, police fees at \$30,000, interest income at \$250,000, sale of assets at \$1,500, refunds and rebates at \$15,000, reimbursement income at \$20,000, contribution from general fund at \$2.8 million, transfer from DDA at \$7,500, other revenues at \$20,000 and a contingency of \$344,100.

Chief Osterholzer said he contacted the FANG Commander on exactly how much they received each grant for and how much our officers were getting so the figures should be accurate.

Mr. Martinbianco asked for identification of police fees and the status of officers.

Chief Osterholzer said they started charging fees for PBT'S, increased the cost of other fees and road races are now invoiced and come back to the City as revenues.

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COUNCIL BUDGET WORKSHOP MINUTES

MAY 7, 2012 / 4:00 P.M.

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Police, Pg. 10

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Meeting adjourned at 6:46 p.m.

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CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Budget Workshop was called to order by President Vaughn Smith at 4:05 p.m.

MEMBERS PRESENT: Smith, Heffner, Ellenburg, O'Keefe, Haskins, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor P. Zelenko, Police Chief T. Osterholzer, Fire Chief D. Halstead, J. Johnson, Senior Citizen Center Director, Ginger Burke-Miller, Controller, B. Bigsby, Administrative Asst., Sue Warren, Director of Human Resource/Labor Relations, M. Udell, IT Director and J. Adams, City Clerk.

PURPOSE OF THE MEETING: Council Workshop to discuss the Proposed 2012-2013 City of Burton Budgets, as follows:

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| 1. Self Insurance Fund | 5. Police |
| 2. Information Technology | 6. Fire |
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PRESENTATION:

Self Insurance Fund, Pg. 48

Mrs. Burke-Miller projected \$1,020,000 for the 2011-2012 revenue coming in from other funds to cover the health care premiums. We will budget \$1,088,714 for the upcoming budget. In terms of expenditures the self-insurance would be \$1,000,020 and for budget \$1,088,714.

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COUNCIL BUDGET WORKSHOP MINUTES

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Mayor Zelenko said they would be here May 14th for clarification. She said they are anticipating Larry Lounds to give a presentation prior to the final budget amendments.

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Mrs. Burke-Miller said tech charges for the Local Street are roughly \$3,000, Major Street at \$3,000, Sewer at \$63,000, Water at \$53,000, General Fund at \$131,000, Motor Pool at \$21,000, Police at \$126,000, Fire at \$15,000, Building at \$16,000 and Senior Citizens at \$7,300. She added a little for refunds and rebates that related to toner, etc.

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COUNCIL BUDGET WORKSHOP MINUTES

MAY 7, 2012 / 4:00 P.M.

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Mrs. Burke-Miller responded she had under budgeted and there will probably be a transfer for the current year. The contractual services contains the internet services, leases of copiers, BS & A software maintenance, Kronos, etc.

Capital Improvements, Pg. 23

Mrs. Burke-Miller said for revenues interest income is at \$50, transfer in from Parks and Recreation of \$62,000, transfer from sewer of \$252,000, transfer from water of \$282,000, transfer from IT of \$68,591. She said on the expenditure side of IT there is a transfer from Motor Pool of \$253,000, a transfer from General Fund of \$20,700 and there was a contingency amount of \$185,880. She said in terms of expenditures, election equipment is at \$18,448, park projects at \$62,000, Parks and Recreation aquatic center study at \$1,163, ADA improvements and maintenance \$14,000 and fire station improvement expansion still has a remaining balance of \$32,698. Further items included the Assessor's computer systems budgeted at \$27,265, phone system funds are still available at \$70,000, computer upgrades of \$43,064.24, BS & A software additions of \$48,585, installation payment of the dot net of \$20,000, GIS Phase I of the water and sewer of \$168,500, water system capital improvement project of \$155,000, motor pool purchases of a dump truck at \$172,000, two box spreaders at \$34,000, one small box dump at \$7,000, air compressor at \$10,000, tire and wheel balancer at \$12,200, tire mounting \$12,000 and a rotary vehicle lift at \$6,000.

Mrs. Burke-Miller said under sewer purchases there is a lateral launch camera of \$105,000, sewer tap-in machine at \$6,000, confined space blower at \$5,000, lift station paint rehab at \$40,000, small tractor at \$12,000, underwater purchases at \$5,000, tap-in machine at \$3,000, couplings at \$20,000 and a landscape tractor \$15,000.

Mr. O'Keefe asked for an update on the phone system in City Hall.

Mayor Zelenko said Mr. Udell is still looking into the matter and when Council decided we were going to go 100% for the computer and workstation replacement, that has taken us off task from the phone issues and full force on the computer systems and the new website.

Mrs. Ellenburg asked if we have always had BS & A.

Mrs. Burke-Miller said these are new modules for the dot net and there are certain modules we haven't had under the old version of BS & A. This would make all the information integrated.

Mr. Martinbianco said when you talk about spending \$12,000 for a small tractor for the sewer department and then \$15,000 for a landscape tractor these don't square with capital acquisitions or asset budget. He asked why some of these items are necessary when we are trying to consolidate.

Mr. Kray said he is unsure why a small tractor is included as well as a landscape tractor. He said the landscape tractor is so the sewer department can do their own restorations, spread topsoil and do the landscape work more efficiently and the dump truck would replace a 1999 auto car.

Discussion ensued regarding leasing dump trucks, replacing the air compressor, the confined space blower, prioritizing what items are necessities and the mounting and balancing machine.

COUNCIL BUDGET WORKSHOP MINUTES

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Mr. Martinbianco referenced the \$62,000 saved for park projects, which we can ill afford.

Mr. Smith asked how we would save money with the GIS.

Mr. Kray said the system would eventually make it possible that information would be sent to the workers in the field so they don't have to come back to make copies for plans. It's an amazing setup once everything is in place and will make things easier for the employees.

Mayor Zelenko said the GIS system would assist in transferring information to the County when we have infrastructure situations. She said Burton seems to be the only community without a GIS system or the County is not maintaining a GIS system on our water and sewer infrastructure.

Senior Center, Pg. 20

Mrs. Burke-Miller said revenue includes the County senior millage of \$210,000, refunds and rebates of \$1,000, reimbursement income of \$9,000, community developments of \$17,000, activities revenue of \$5,500, donation revenues of \$6,500 and contributions from General Fund of \$342,000.

Mr. Heffner asked about the jump of last year's projection of \$202,000 to \$342,000 for this year.

Mrs. Burke-Miller said it was to cover the expenditures.

Mrs. Burke-Miller said these are projections and she's not sure where we'll end up. She said we just suffered a theft at the Center of air conditioning units so we'll need to spend insurance money to replace them. She said hopefully see the corresponding revenue before the end of the fiscal year.

Mrs. Burke-Miller said expenditures include the coordinator's salary of \$39,000, millage coordinator's salary at \$21,000, salaries permanent at \$64,000, millage salaries permanent at \$25,000, fringe benefits at \$53,000, millage fringe benefits at \$53,000, information tech supplies at \$7,400, supplies at \$31,000, millage supplies at \$6,000, contractual services at \$13,000, conferences and workshops at \$740, millage conference and workshops at \$260, insurance at \$2,500, utilities at \$32,000, sewer payments at \$3,000, repair and maintenance at \$25,000, millage repair and maintenance at \$20,000, equipment rental at \$15,000, miscellaneous at \$10,000, millage miscellaneous at \$2,700, ADA improvements at \$2,000, new equipment at \$2,000 and millage new equipment at \$1,800.

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COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

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COUNCIL BUDGET WORKSHOP MINUTES

MAY 7, 2012 / 4:00 P.M.

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COUNCIL BUDGET WORKSHOP MINUTES

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COUNCIL BUDGET WORKSHOP MINUTES

MAY 7, 2012 / 4:00 P.M.

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COUNCIL BUDGET WORKSHOP MINUTES

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Mr. Smith suggested to Council to move the topics of Fire and Parks and Recreation to Wednesday, May 15th at 4:00 p.m. The Board was in agreement of this.

Meeting adjourned at 6:46 p.m.

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CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Budget Workshop was called to order by President Vaughn Smith at 4:05 p.m.

MEMBERS PRESENT: Smith, Heffner, Ellenburg, O'Keefe, Haskins, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor P. Zelenko, Police Chief T. Osterholzer, Fire Chief D. Halstead, J. Johnson, Senior Citizen Center Director, Ginger Burke-Miller, Controller, B. Bigsby, Administrative Asst., Sue Warren, Director of Human Resource/Labor Relations, M. Udell, IT Director and J. Adams, City Clerk.

PURPOSE OF THE MEETING: Council Workshop to discuss the Proposed 2012-2013 City of Burton Budgets, as follows:

- | | |
|----------------------------------|--------------------------------|
| 1. Self Insurance Fund | 5. Police |
| 2. Information Technology | 6. Fire |
| 3. Capital Improvements | 7. Parks and Recreation |
| 4. Senior Citizens | |

PRESENTATION:

Self Insurance Fund, Pg. 48

Mrs. Burke-Miller projected \$1,020,000 for the 2011-2012 revenue coming in from other funds to cover the health care premiums. We will budget \$1,088,714 for the upcoming budget. In terms of expenditures the self-insurance would be \$1,000,020 and for budget \$1,088,714.

Mr. O'Keefe asked regarding projections in the budget prepared last year if corrections made throughout the year are displayed in projections now.

Mrs. Burke-Miller said she reviews the numbers the BS & A module puts together and assesses where the invoices are falling and then takes her best educated guess.

Mr. O'Keefe said the Council approved a State mandate regarding co-pays the employees would be paying for health insurance. He assumed this is one of the funds contributing the money for the revenue, which was just short of \$100,000 that the employees are going to contribute.

Mrs. Ellenburg asked if there might be increases on the cap since we did agree to do the healthcare as a cap situation. She heard that cap price may not be enough to cover the increases of health care.

Mrs. Burke-Miller said she had not heard they were increasing the cap amount but they did change the EVIP requirements saying we could qualify by either having the employer contribute no more than 10% to the employees pension or change the multiplier for the pension. The other option was to have the employees contributing 20%. The City has complied with each request of the EVIP.

Mr. O'Keefe asked when a representative would speak to the Board about the MERS program.

COUNCIL BUDGET WORKSHOP MINUTES

MAY 7, 2012 / 4:00 P.M.

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Mayor Zelenko said they would be here May 14th for clarification. She said they are anticipating Larry Lounds to give a presentation prior to the final budget amendments.

Information Technology, Pg. 49

Mrs. Burke-Miller said tech charges for the Local Street are roughly \$3,000, Major Street at \$3,000, Sewer at \$63,000, Water at \$53,000, General Fund at \$131,000, Motor Pool at \$21,000, Police at \$126,000, Fire at \$15,000, Building at \$16,000 and Senior Citizens at \$7,300. She added a little for refunds and rebates that related to toner, etc.

Mr. Martinbianco asked what happens to recycled equipment we end up with and what does the City do with the money recovered.

Mr. Udell said the City doesn't have revenue stream from that equipment. He recycles things to Goodwill and they process it free of charge. The City might be compensated for computers being replaced soon.

Mr. Heffner suggested setting 12 aside to be used for the Saginaw Street property, through Parks and Recreation, which would allow kids to come do homework.

Mrs. Ellenburg asked if anything would be compatible to be a donation for the library. She said even simple games on them would be good for the kids.

Mr. Udell was uncertain of the applications needing to run on those computers.

Mrs. Burke-Miller said for IT expenditures, administrative salary is at \$68,000, fringe benefits at \$68,000, which has increased due to MERS, office supplies at \$6,500, operating supplies at \$6,000, contractual services at \$178,600, memberships and dues at \$300 and conferences and workshops at \$6,000. Also, insurance is at \$250, equipment repairs at \$2,000, miscellaneous at \$1,000, depreciation expense at \$36,000, office equipment at \$2,000 and transfer to capital improvements of \$68,591.66 to cover the CSI Leasing.

Mrs. Ellenburg asked on the equipment repairs, since we are getting 100% new, wouldn't they be under a contract for repairs and if so, would we still need the \$2,000 on that.

Mr. Udell said the new servers and computers we are getting would be under warranty. We will still have some equipment that won't be leased and will still need coverage.

Mr. Martinbianco asked about depreciation expense and why this increased.

Mrs. Burke-Miller said if we are getting rid of old equipment we would probably write off the value of the remains. She will dig through asset cards to see what the remaining balance is, if anything.

Mr. Haskins said for clarification of improvements with the contractual services.

COUNCIL BUDGET WORKSHOP MINUTES

MAY 7, 2012 / 4:00 P.M.

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Mrs. Burke-Miller responded she had under budgeted and there will probably be a transfer for the current year. The contractual services contains the internet services, leases of copiers, BS & A software maintenance, Kronos, etc.

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COUNCIL BUDGET WORKSHOP MINUTES

MAY 7, 2012 / 4:00 P.M.

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Meeting adjourned at 6:46 p.m.

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CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

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Chief Osterholzer said they are about to make a large purchase of ammunition that will get us through the budget year. They get so many rounds per officer from the training funds, which has been cut.

Mr. Wells asked how many officers the City has now and if we reduce overtime how many officers could we hire.

Chief Osterholzer said we currently have 31. He is not sure they can reduce overtime more than they already have and he cannot draw from the road department anymore. There was a flooring project that needs completion and the bid that came in was \$52,000.

Mr. Wells said one of his goals this year is to find a couple more cops and if it has to come out of the maintenance from the Senior Center then maintenance issues might have to be put off another year. Public safety has to be the priority.

Chief Osterholzer said he doesn't feel right stealing from someone else's budget to get what his department needs.

Mr. Wells said he feels it is incumbent upon Council to find some money for public safety. If we have to eliminate projects from other budgets to bring the Police Department up to speed he is for it.

Mr. Haskins asked why we didn't let the State get more involved with the arson investigation.

Chief Osterholzer said the State was involved but the City was low-key about it for certain reasons. Chief Halstead said the State resources are tapped out as well only having 3 arson investigators.

Mr. Wells asked what a ballpark figure would be to bring back a couple officers.

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Chief Osterholzer said it would probably take about \$80,000 per officer.

Mr. Martinbianco asked how old the fleet of cars is and would there be a significant savings over time to justify buying 1 or 2 replacement cars.

Chief Osterholzer said they have been operating on a 3 patrol car cycle for a long time and keep maintaining them when needed. He said a great need is for 3 more patrol cars.

Mr. Smith suggested to Council to move the topics of Fire and Parks and Recreation to Wednesday, May 15th at 4:00 p.m. The Board was in agreement of this.

Meeting adjourned at 6:46 p.m.

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CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Budget Workshop was called to order by President Vaughn Smith at 4:05 p.m.

MEMBERS PRESENT: Smith, Heffner, Ellenburg, O'Keefe, Haskins, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor P. Zelenko, Police Chief T. Osterholzer, Fire Chief D. Halstead, J. Johnson, Senior Citizen Center Director, Ginger Burke-Miller, Controller, B. Bigsby, Administrative Asst., Sue Warren, Director of Human Resource/Labor Relations, M. Udell, IT Director and J. Adams, City Clerk.

PURPOSE OF THE MEETING: Council Workshop to discuss the Proposed 2012-2013 City of Burton Budgets, as follows:

- | | |
|----------------------------------|--------------------------------|
| 1. Self Insurance Fund | 5. Police |
| 2. Information Technology | 6. Fire |
| 3. Capital Improvements | 7. Parks and Recreation |
| 4. Senior Citizens | |

PRESENTATION:

Self Insurance Fund, Pg. 48

Mrs. Burke-Miller projected \$1,020,000 for the 2011-2012 revenue coming in from other funds to cover the health care premiums. We will budget \$1,088,714 for the upcoming budget. In terms of expenditures the self-insurance would be \$1,000,020 and for budget \$1,088,714.

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MAY 7, 2012 / 4:00 P.M.

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Mr. Smith suggested to Council to move the topics of Fire and Parks and Recreation to Wednesday, May 15th at 4:00 p.m. The Board was in agreement of this.

Meeting adjourned at 6:46 p.m.

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CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Budget Workshop was called to order by President Vaughn Smith at 4:05 p.m.

MEMBERS PRESENT: Smith, Heffner, Ellenburg, O’Keefe, Haskins, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor P. Zelenko, Police Chief T. Osterholzer, Fire Chief D. Halstead, J. Johnson, Senior Citizen Center Director, Ginger Burke-Miller, Controller, B. Bigsby, Administrative Asst., Sue Warren, Director of Human Resource/Labor Relations, M. Udell, IT Director and J. Adams, City Clerk.

PURPOSE OF THE MEETING: Council Workshop to discuss the Proposed 2012-2013 City of Burton Budgets, as follows:

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| 1. Self Insurance Fund | 5. Police |
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PRESENTATION:

Self Insurance Fund, Pg. 48

Mrs. Burke-Miller projected \$1,020,000 for the 2011-2012 revenue coming in from other funds to cover the health care premiums. We will budget \$1,088,714 for the upcoming budget. In terms of expenditures the self-insurance would be \$1,000,020 and for budget \$1,088,714.

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Mayor Zelenko said they would be here May 14th for clarification. She said they are anticipating Larry Lounds to give a presentation prior to the final budget amendments.

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COUNCIL BUDGET WORKSHOP MINUTES

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COUNCIL BUDGET WORKSHOP MINUTES

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Senior Center, Pg. 20

Mrs. Burke-Miller said revenue includes the County senior millage of \$210,000, refunds and rebates of \$1,000, reimbursement income of \$9,000, community developments of \$17,000, activities revenue of \$5,500, donation revenues of \$6,500 and contributions from General Fund of \$342,000.

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Mrs. Ellenburg asked about ADA improvements and the line item for the part time driver.

Mrs. Johnson said the doors are not staying open long enough so the mechanisms to keep the doors open must be replaced. She said she has had a security system on her wish list for many years for theft and safety issues. The bricks on the building are deteriorated and one interior steel door is not closeable. She said not having that door closed has allowed for theft of janitorial supplies.

Mrs. Burke-Miller said the driver is combined under salaries permanent.

Mrs. Johnson noted the Center has 80 volunteers and their service adds up to 7.5 full time people.

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Questions arose from Mr. Haskins and Mr. Smith as to why the millage fringe benefits and the salaries permanent have gone up so drastically.

Mrs. Burke-Miller said she would research these areas.

Mr. Heffner asked what part of the budget was a wish list and what was necessary.

Mrs. Burke-Miller said ADA compliance is a must. The bricks on the building have been requested for many years and needs to be addressed before the bricks fall off. She said doors do not shut properly and could be a problem in terms of fire, safety and theft.

Mr. Martinbianco referred to the revenue and expenditure report ending March 31st where under the repair and maintenance we budgeted \$25,400. To date we have spent \$8,283.50 and under millage repair and maintenance we budgeted \$20,000, which has gone untouched leaving \$37,000. He asked why this work has not been done under the current budget year.

Mrs. Johnson said the largest amount of that money was for parking lot maintenance, which is being bid out right now. She said the furnaces should be replaced along with the air conditioners. She is unaware if the parking lot maintenance will need to be pushed to next year in order to replace the other items but if the parking lot is not done soon we may be looking at a new one versus maintenance of it. This problem has not been dealt with because of weather.

Mr. Heffner inquired about LED lighting in the building. He would like the Center to have an energy audit done.

Mrs. Johnson said Tony Mahler installed energy efficient lighting a few years ago.

Police, Pg. 10

Mrs. Burke-Miller said regarding revenues, the current taxes are \$949,000, tax charge backs are \$19,000, delinquent taxes at \$105,000, FANG charges at \$80,000, CMH grant revenues at \$10,000, GAIN unit officer revenue at \$35,000, HITTA grant revenue at \$9,400, DHE grant revenue at \$2,000, Project Safe Neighborhoods at \$3,000, OCDEF grant at \$9,000, OHP Safe Community grant at \$13,500, weed and seed at \$500, Southside grant at \$7,000, cop grant revenue at \$155,900, district court fees at \$75,000, police fees at \$30,000, interest income at \$250,000, sale of assets at \$1,500, refunds and rebates at \$15,000, reimbursement income at \$20,000, contribution from general fund at \$2.8 million, transfer from DDA at \$7,500, other revenues at \$20,000 and a contingency of \$344,100.

Chief Osterholzer said he contacted the FANG Commander on exactly how much they received each grant for and how much our officers were getting so the figures should be accurate.

Mr. Martinbianco asked for identification of police fees and the status of officers.

Chief Osterholzer said they started charging fees for PBT'S, increased the cost of other fees and road races are now invoiced and come back to the City as revenues.

COUNCIL BUDGET WORKSHOP MINUTES

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Mrs. Ellenburg asked if the courts consolidate would that affect the court fees that are brought in.

Chief Osterholzer is unsure how that would affect the department. He said he put together a needs list, which included replacing some Command staff. There are now 2 Lieutenant's, 1 Road Supervisor, 2 officers, 3 Patrol Sergeant's working the road, 1 Sergeant in FANG as a Team Leader.

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COUNCIL BUDGET WORKSHOP MINUTES

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MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
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Police, Pg. 10

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Meeting adjourned at 6:46 p.m.

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CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
MAY 7, 2012, 4:00 P.M., COUNCIL CHAMBERS
www.burtonmi.gov

The Budget Workshop was called to order by President Vaughn Smith at 4:05 p.m.

MEMBERS PRESENT: Smith, Heffner, Ellenburg, O'Keefe, Haskins, Martinbianco and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor P. Zelenko, Police Chief T. Osterholzer, Fire Chief D. Halstead, J. Johnson, Senior Citizen Center Director, Ginger Burke-Miller, Controller, B. Bigsby, Administrative Asst., Sue Warren, Director of Human Resource/Labor Relations, M. Udell, IT Director and J. Adams, City Clerk.

PURPOSE OF THE MEETING: Council Workshop to discuss the Proposed 2012-2013 City of Burton Budgets, as follows:

- | | |
|----------------------------------|--------------------------------|
| 1. Self Insurance Fund | 5. Police |
| 2. Information Technology | 6. Fire |
| 3. Capital Improvements | 7. Parks and Recreation |
| 4. Senior Citizens | |

PRESENTATION:

Self Insurance Fund, Pg. 48

Mrs. Burke-Miller projected \$1,020,000 for the 2011-2012 revenue coming in from other funds to cover the health care premiums. We will budget \$1,088,714 for the upcoming budget. In terms of expenditures the self-insurance would be \$1,000,020 and for budget \$1,088,714.

Mr. O'Keefe asked regarding projections in the budget prepared last year if corrections made throughout the year are displayed in projections now.

Mrs. Burke-Miller said she reviews the numbers the BS & A module puts together and assesses where the invoices are falling and then takes her best educated guess.

Mr. O'Keefe said the Council approved a State mandate regarding co-pays the employees would be paying for health insurance. He assumed this is one of the funds contributing the money for the revenue, which was just short of \$100,000 that the employees are going to contribute.

Mrs. Ellenburg asked if there might be increases on the cap since we did agree to do the healthcare as a cap situation. She heard that cap price may not be enough to cover the increases of health care.

Mrs. Burke-Miller said she had not heard they were increasing the cap amount but they did change the EVIP requirements saying we could qualify by either having the employer contribute no more than 10% to the employees pension or change the multiplier for the pension. The other option was to have the employees contributing 20%. The City has complied with each request of the EVIP.

Mr. O'Keefe asked when a representative would speak to the Board about the MERS program.

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Mayor Zelenko said they would be here May 14th for clarification. She said they are anticipating Larry Lounds to give a presentation prior to the final budget amendments.

Information Technology, Pg. 49

Mrs. Burke-Miller said tech charges for the Local Street are roughly \$3,000, Major Street at \$3,000, Sewer at \$63,000, Water at \$53,000, General Fund at \$131,000, Motor Pool at \$21,000, Police at \$126,000, Fire at \$15,000, Building at \$16,000 and Senior Citizens at \$7,300. She added a little for refunds and rebates that related to toner, etc.

Mr. Martinbianco asked what happens to recycled equipment we end up with and what does the City do with the money recovered.

Mr. Udell said the City doesn't have revenue stream from that equipment. He recycles things to Goodwill and they process it free of charge. The City might be compensated for computers being replaced soon.

Mr. Heffner suggested setting 12 aside to be used for the Saginaw Street property, through Parks and Recreation, which would allow kids to come do homework.

Mrs. Ellenburg asked if anything would be compatible to be a donation for the library. She said even simple games on them would be good for the kids.

Mr. Udell was uncertain of the applications needing to run on those computers.

Mrs. Burke-Miller said for IT expenditures, administrative salary is at \$68,000, fringe benefits at \$68,000, which has increased due to MERS, office supplies at \$6,500, operating supplies at \$6,000, contractual services at \$178,600, memberships and dues at \$300 and conferences and workshops at \$6,000. Also, insurance is at \$250, equipment repairs at \$2,000, miscellaneous at \$1,000, depreciation expense at \$36,000, office equipment at \$2,000 and transfer to capital improvements of \$68,591.66 to cover the CSI Leasing.

Mrs. Ellenburg asked on the equipment repairs, since we are getting 100% new, wouldn't they be under a contract for repairs and if so, would we still need the \$2,000 on that.

Mr. Udell said the new servers and computers we are getting would be under warranty. We will still have some equipment that won't be leased and will still need coverage.

Mr. Martinbianco asked about depreciation expense and why this increased.

Mrs. Burke-Miller said if we are getting rid of old equipment we would probably write off the value of the remains. She will dig through asset cards to see what the remaining balance is, if anything.

Mr. Haskins said for clarification of improvements with the contractual services.

COUNCIL BUDGET WORKSHOP MINUTES

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Mrs. Burke-Miller responded she had under budgeted and there will probably be a transfer for the current year. The contractual services contains the internet services, leases of copiers, BS & A software maintenance, Kronos, etc.

Capital Improvements, Pg. 23

Mrs. Burke-Miller said for revenues interest income is at \$50, transfer in from Parks and Recreation of \$62,000, transfer from sewer of \$252,000, transfer from water of \$282,000, transfer from IT of \$68,591. She said on the expenditure side of IT there is a transfer from Motor Pool of \$253,000, a transfer from General Fund of \$20,700 and there was a contingency amount of \$185,880. She said in terms of expenditures, election equipment is at \$18,448, park projects at \$62,000, Parks and Recreation aquatic center study at \$1,163, ADA improvements and maintenance \$14,000 and fire station improvement expansion still has a remaining balance of \$32,698. Further items included the Assessor's computer systems budgeted at \$27,265, phone system funds are still available at \$70,000, computer upgrades of \$43,064.24, BS & A software additions of \$48,585, installation payment of the dot net of \$20,000, GIS Phase I of the water and sewer of \$168,500, water system capital improvement project of \$155,000, motor pool purchases of a dump truck at \$172,000, two box spreaders at \$34,000, one small box dump at \$7,000, air compressor at \$10,000, tire and wheel balancer at \$12,200, tire mounting \$12,000 and a rotary vehicle lift at \$6,000.

Mrs. Burke-Miller said under sewer purchases there is a lateral launch camera of \$105,000, sewer tap-in machine at \$6,000, confined space blower at \$5,000, lift station paint rehab at \$40,000, small tractor at \$12,000, underwater purchases at \$5,000, tap-in machine at \$3,000, couplings at \$20,000 and a landscape tractor \$15,000.

Mr. O'Keefe asked for an update on the phone system in City Hall.

Mayor Zelenko said Mr. Udell is still looking into the matter and when Council decided we were going to go 100% for the computer and workstation replacement, that has taken us off task from the phone issues and full force on the computer systems and the new website.

Mrs. Ellenburg asked if we have always had BS & A.

Mrs. Burke-Miller said these are new modules for the dot net and there are certain modules we haven't had under the old version of BS & A. This would make all the information integrated.

Mr. Martinbianco said when you talk about spending \$12,000 for a small tractor for the sewer department and then \$15,000 for a landscape tractor these don't square with capital acquisitions or asset budget. He asked why some of these items are necessary when we are trying to consolidate.

Mr. Kray said he is unsure why a small tractor is included as well as a landscape tractor. He said the landscape tractor is so the sewer department can do their own restorations, spread topsoil and do the landscape work more efficiently and the dump truck would replace a 1999 auto car.

Discussion ensued regarding leasing dump trucks, replacing the air compressor, the confined space blower, prioritizing what items are necessities and the mounting and balancing machine.

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Mr. Martinbianco referenced the \$62,000 saved for park projects, which we can ill afford.

Mr. Smith asked how we would save money with the GIS.

Mr. Kray said the system would eventually make it possible that information would be sent to the workers in the field so they don't have to come back to make copies for plans. It's an amazing setup once everything is in place and will make things easier for the employees.

Mayor Zelenko said the GIS system would assist in transferring information to the County when we have infrastructure situations. She said Burton seems to be the only community without a GIS system or the County is not maintaining a GIS system on our water and sewer infrastructure.

Senior Center, Pg. 20

Mrs. Burke-Miller said revenue includes the County senior millage of \$210,000, refunds and rebates of \$1,000, reimbursement income of \$9,000, community developments of \$17,000, activities revenue of \$5,500, donation revenues of \$6,500 and contributions from General Fund of \$342,000.

Mr. Heffner asked about the jump of last year's projection of \$202,000 to \$342,000 for this year.

Mrs. Burke-Miller said it was to cover the expenditures.

Mrs. Burke-Miller said these are projections and she's not sure where we'll end up. She said we just suffered a theft at the Center of air conditioning units so we'll need to spend insurance money to replace them. She said hopefully see the corresponding revenue before the end of the fiscal year.

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