CITY OF BURTON
COUNCIL WORKSHOP MINUTES
MAY 8, 2008, 5:00 P.M., COUNCIL CHAMBERS
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The Council Workshop was called to order by Council President Tom Martinbianco at 5:00 p.m.

MEMBERS PRESENT: Conley, Haskins, Heffner, Martinbianco and Wells.
MEMBERS ABSENT: Ellenburg and Tinnin.
OTHERS PRESENT: K. Foster, Controller; I. Piske, Treasurer and G. Webster, City Clerk.

PURPOSE OF THE MEETING: COUNCIL WORKSHOP TO DISCUSS THE PROPOSED 2008-2009 CITY OF BURTON BUDGETS, AS FOLLOWS:

1. City Hall	5. Zoning Board of Appeals
2. Treasurer	6. Planning
3. Controller	7. Clerk/Elections
4. Building	8. Community Development

PRESENTATION AND DISCUSSION:

<u>City Hall</u> (Page 26)

Mrs. Foster said there was an increase of 4.3% or $16,008 in the City Hall budget. This is due to an increase in the principal amount, which is reflected in the City Hall Lease line item for the next fiscal year. This is set according to the debt service schedule. Legal fees that are not initiated by the Council are reflected in City Hall Legal. The IT allocations are based on a three-year study of computer related purchases in the departments. This has remained somewhat constant.

Mr. Wells planned to review the janitorial contract. The Janitorial line item was increased slightly to accommodate a potential increase in service charges.

<u>Treasurer</u> (Page 26**)**

This budget reflects a 2.2% increase primarily due to the fringe benefits for a new employee.

<u>Controller</u> (Page 24)

This budget has decreased 13% due to 20% of the Controller's salary and fringes being charged to the senior millage. Mrs. Foster does all the senior millage accounting and is responsible for a quarterly report. Most of the Senior Center salaries are being taken out of the millage.

<u>Building</u> (Page16)

This budget was reduced by 10.27%. In the current budget, a building inspector was moved to the motor pool due to a drop in building permits. This is expected to continue in the upcoming year. Permits and License Fee Revenues have been reduced to reflect the poor economic conditions.

Zoning Board of Appeals/Planning (Page 29)

The Zoning budget reflects a 5% decrease of $2,900.00. There was a decrease in activity and meetings in the current budget, resulting in some savings for the Zoning and Planning budgets. These budgets are pretty much status quo.

Clerk/Elections (Page 25)

This budget was increased by 2.3% or $5,125. The IT Supplies were reduced in this budget. The Fees Per Diem line item was increased due to the upcoming Presidential Election and a $5.00 a day raise for the election inspectors. Election inspectors will make $130.00. Their salaries will be competitive with other communities in Genesee County.

Mrs. Webster indicated that some poll sites would need to be relocated. Funds will need to be utilized for voter notification. These expenditures should be absorbed in the current budget. There was a brief discussion on poll site options.

We are in the process of purchasing laptop computers. These will be purchased out of the Capital Improvements Fund.

In the future, Burton will have the opportunity in conjunction with the County to purchase an election card reader and software licensing. This will allow us to send immediate election results to the County on election night. In turn, the results will be disbursed to the website. If this is implemented, the Clerk’s staff and an officer will not have to travel to the County on election night. This will prove to be very beneficial to the election process. She estimated the card reader to be approximately $600.00 and the software licensing agreement to be $2,000.00 a year. This is not included in the upcoming budget.

Community Development (Page 20)

This budget will be amended to reflect the Community Development allocations for the Senior Center. Mrs. Foster anticipated that the remaining portion of the three-year allocations would be spent. If not, the balance will be rolled over to the next fiscal year. Street, sidewalk and ditch improvement funds were transferred by Council action to the Waterline Improvements line item.

Mr. Wells will not be in attendance for the next budget workshop scheduled for Tuesday, May 13, 2008 at 4:30 p.m.

Meeting adjourned at 5:50 p.m.

Gayle K. Webster, CMC
City Clerk