1. City Council Agenda

   Documents:

   5-22-18 BUDGET AGENDA.PDF

2. Council Meeting Packet

   Documents:

   MAY 22ND COUNCIL PACKET.PDF

CITY OF YPSILANTI
COUNCIL BUDGET SESSION AGENDA
COUNCIL CHAMBERS - ONE SOUTH HURON STREET
THURSDAY, MAY 22, 2018
8:00 P.M.

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Bashert	P A	Council Member Robb	P A
Mayor Pro-Tem Brown	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Edmonds	P A
Council Member Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. AGENDA APPROVAL-

VI. AUDIENCE PARTICIPATION -

VII. REMARKS FROM THE MAYOR –

VIII. PRESENTATION OF DEPARTMENT BUDGETS –

General Fund Revenues and Non-General Funds Expenditures Review/Questions (FY 2017-18, FY 2018-19 and FY 2019-20)

Max Anthouard, Fire Chief

- Fire Administration – Pages 146-147
- Fire Suppression – Pages 128, 147-148
- Capital Improvement Fund (414)
  - Drain, Grates, and Paint, $90,000 – Pages 81, 220
  - Fire Station Apparatus Upgrade, $12,000 – Pages 81, 220
- Motorpool Fund (641) – Pages 258-259
  - Solar Array Extension, $18,000 – Pages 80, 220

Marilou Uy, Fiscal Services Director and Rheagan Basabica, Accounting Supervisor

- Finance – Pages 125 and 137
- Assessing – Page 139
- Friends Groups (Senior Center, Nutrition Services & Parkridge Community Center, PCC Foundation, Recreation-Swimming Pool) – Pages 131-132, 155-157
- Unemployment, Vacation & Sick Payout – Page 158
- MTT and Chargebacks – Page 159
- Transfer and Contributions – Page 159
- General Obligation and Water Sewer Revenue Bonds
  - G.O. Bonds – Pages 206-211
  - W&S Bonds – Pages 212-213, 224-227, 230-231, 236-249
  - DDA 2004A Bonds (473) Pages 228-229

- Economic Development Corporation (415) – Pages 222-223
- Public Transit Fund (588) – Pages 253-254
- Workers' Compensation Fund (677) – Pages 262-264
- Fire & Police Pension Fund (732) – Pages 265-268
- Retirees' Benefits Fund (736) – Pages 269-272
- Motorpool Replacement Schedule and Cash Flow (641) – Pages 255-261
- Capital Improvement Fund (414) – Pages 78-84, 217-221

Darwin D. P. McClary, City Manager

- Wrap-up

IX. AUDIENCE PARTICIPATION –

X. REMARKS FROM THE MAYOR –

XI. COMMUNICATIONS –

XII. ADJOURNMENT -

Resolution No. 2018-122, adjourning the City Council Meeting.

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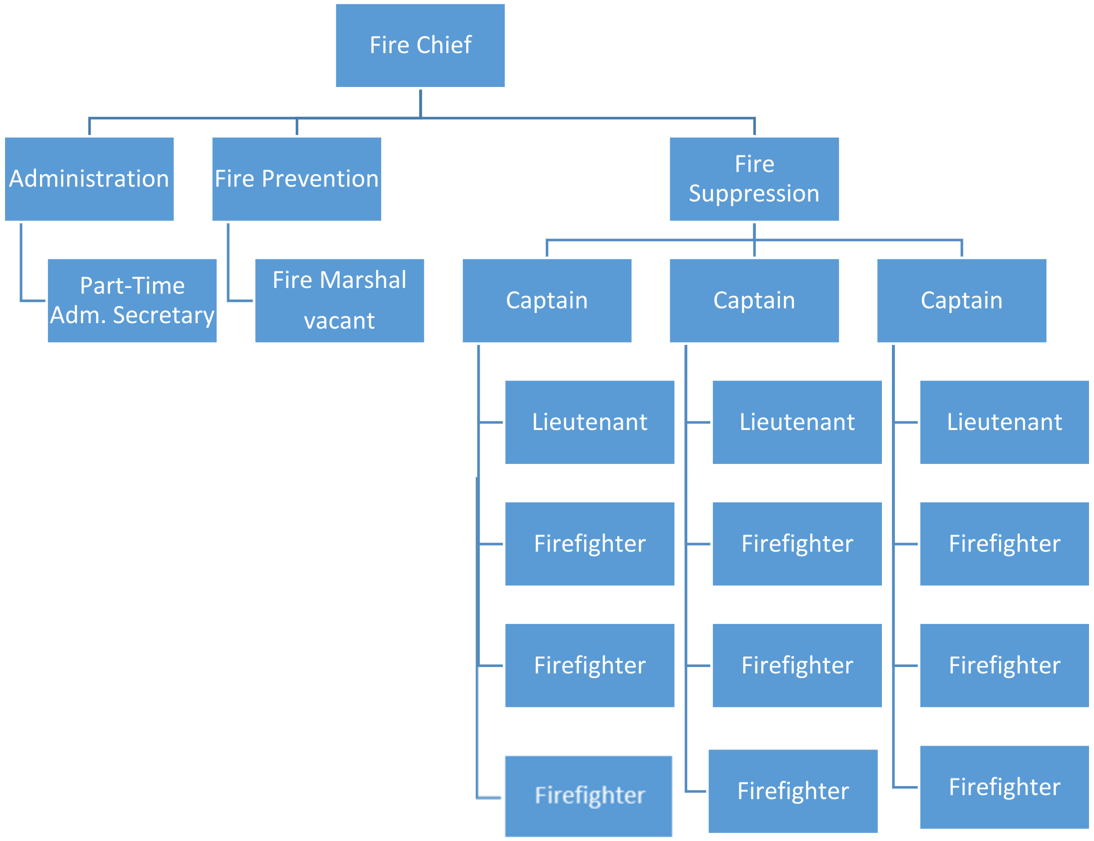
Hierarchical Chart and Staffing



- As of Today
- There is 16 ½ personnel
  - Chief and Fire Marshal positions combined
  - Part-time secretary
  - 3 Captains
  - 3 Lieutenants
  - 9 Firefighters

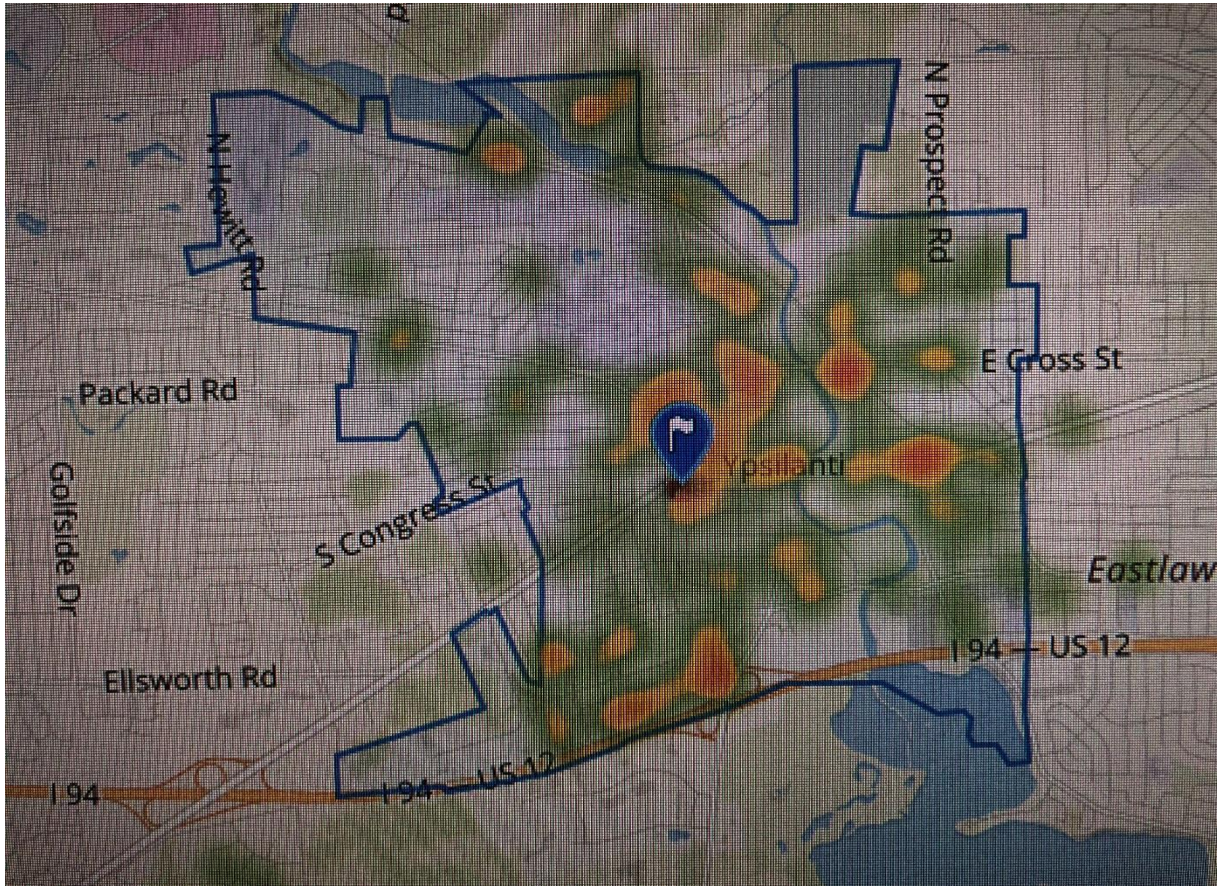
Call Volume, Budget and Staffing Analysis

Year	Structure Fires	Total Fire Calls (Non-EMS)	EMS calls	Total Calls	Staffing	Budget
2008-09	37	520	1657	2177	19	$ 2,634,255
2009-10	37	567	1566	2133	19	$ 2,534,265
2010-11	37	553	1580	2133	19	$ 2,361,188
2011-12	42	600	1566	2166	18	$ 2,547,495
2012-13	40	646	1428	2074	18	$ 2,372,279
2013-14	55	677	1590	2267	15	$ 2,601,890
2014-15	37	650	1426	2076	18	$ 2,277,651
2015-16	58	742	1433	2175	18	$ 2,715,877
2016-17	44	748	1482	2230	18	$ 2,718,700
2017-18	51	903	1595	2498	15	$ 2,583,707

Community Risk Assessment

- Several organizations have rated the ability of the City of Ypsilanti to provide fire suppression to the community.
- **Insurance Survey Office (ISO)**: Since 1971, ISO has been a leading source of information about property/casualty insurance risk. ISO rates fire departments based on 4 criteria: dispatch, fire department equipment and staffing, water supply and fire prevention. We obtained a **staffing rating of 4.13 out of 15**.
- **FireCARES**: FireCARES is a FEMA based assessment designed to measure discrepancies between the risks associated with a community and the fire department's ability to manage these risks. It is based on statistics gathered since 2002. The City of Ypsilanti including EMU has **high fire risks, medium fire spray risks and high death and injury risks.**
- **SEMCOG:** SEMCOG supports coordinated, local planning with technical, data, and intergovernmental resources. SEMCOG evaluated the City of Ypsilanti Fire Department's ability to handle emergencies in a 2015 Report. At that time, 17 fire personnel were staffing the department. The report underlined the **limited ability of the fire department to fulfill OSHA mandate of 2 in 2 out, and inability to handle 2 or 3 calls simultaneously.**

FireCARES



Fire Risk **HIGH**

This community falls into the high risk category for structure fires when compared to other communities of the same size classification.

Fire Spread Risk MEDIUM

This community falls into the medium risk category for the number of fires spread beyond room of origin when compared to other communities of the same size classification.

***Death* and Injury Risk HIGH**

This community falls into the high risk category for the number of fire-related deaths and injuries when compared to other communities of the same size classification.

Grants

- Previous (2014 -2016)
  - FEMA grants such as turnout gear, Rapid Intervention Team (RIT) equipment, SCBAs, fire hoses, flash over training simulator trailers and 4 gas monitors accounted for $80,000. These grants still have an impact in reducing our equipment request expenses.
- 2016 – 2017 (three regional grants)
  - Fire Investigator training: $55,000 - (FEMA EMW-2015-FR-00513)
  - EMS Equipment: $496,360 – (FEMA EMW-2016-FR-00273)
  - Act of violence ballistic equipment: $41,412 –(Washtenaw County Emergency Management)
- Pending Grants: (currently being reviewed)
  - SAFER 2017
  - SCBAs (airpacks) $ 108,750
  - Extrication equipment: $7,375
  - Turnout gear: $8,130
  - Fire hoses: $4,398

Cost Recovery / $$$ saving

- Cost recovery for emergency calls: $21,235. Act 289—We received $405,000.
- Funding coming from grants is comparable to last year. We received $50,000 to replace 4 AEDs, purchase 2 chest compression devices and EMS training equipment.
- Public education fund raising slightly increased to $5,260. Certificate of Occupancy Inspections: Similar to last year $5,000.
- Solar installation: 59% ↘ kW consumption or approximately $6,000 saving.

2018 -19 Budget Request (1of 2)
Additional Positions

- **Fire Suppression**
- Increase fire suppression staffing to 18 or 21 contingent on receiving SAFER grant
- Without SAFER, the net cost estimation (deducting overtime saving) for 3 additional positions is $150,000. Please note that only 17 fire suppression positions are currently budgeted in the proposed budget.
- With SAFER, the net cost estimation for the 6 positions is $14,093 for the first and second years and $230,560 for the 3rd year. Additional staffing will provide additional saving.
- **Fire Prevention:**
  - Hire a part-time Fire Inspector to implement a well needed yearly fire safety inspection program. A part-time position will not fulfill the need of the city but will permit re-inspections in assembly occupancies, restaurants, target hazards and other high risk occupancies. Estimated cost: $23.400 or $22:50/hr.
- **Secretary:**
  - Upgrading the part-time secretary position to full-time. This investment will greatly improve the administration/prevention outcome of the department and will partially pay itself out. Areas of improvement will include fire suppression cost recovery, adding an additional cost recovery stream for fire inspection if a part-time inspector is hired and running our own fire prevention fund raiser (currently outsourced). Estimated cost: $21,842 + benefits.

2018 -19 Budget Request (2of 2) Capital Improvement Items:

- **Upgrade operation software (ImageTrend):**
- $12,000 first year and startup fee then $7,300 recurring annual fee. ImageTrend will replace Firehouse. It will provide the following:
  - Compliance with NEMSIS and NFIRS (mandatory transmission of operational statistics to FEMA and to the State of Michigan.
  - Update our dispatch CAD system (Computer-Aided Dispatch) for future mandate “Next Gen 911” (digital transmission capabilities).
  - Provide dispatch information interface with other mutual-aid fire departments.
  - Add a fire inspection software module allowing electronic on-site transmission of fire safety inspection reports to customers.
- **Apparatus floor drain repair: $90,000**
  - Repairs of the grates / drains and repainting of the apparatus floor.
- **Expand solar panel array to be 100% solar efficient: $18,000 – $20,000**
  - Based on the current savings, we expect to recover the costs to expend the solar array between 6-7 years.

City of Ypsilanti
RESOURCE ALLOCATION PLAN

Amended FY 2017/2018
Proposed FY 2018/2019
Proposed FY 2019/2020

May 22, 2018

Department of Fiscal Services

Marilou Uy,
Fiscal Services Director

- Finance – Pages 125 and 137
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Rheagan Basabica,
CPA, CGFM
Accounting Supervisor

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FISCAL SERVICES ORGANIZATIONAL CHART FY 2018-2019

TIER 1

TIER 2

CONTRACTUAL

Marilou Uy
Finance Director

Rheagan Basabica
Accounting Supervisor

Kimberly Jones
Payroll Administrator

Courtney Dugger
Assessor

Rachel Feng
Finance Generalist

Part-Time (New)
Finance Generalist

Fiscal Services Mission Statement

To provide reliable and timely financial information to our Citizens, Governing Bodies, Employees, and other Customers and to facilitate the prudent use of the City’s financial resources by maintaining accurate and complete records of all financial transactions, assets, and liabilities.

Vision

To Excel in Government Finance, Accounting and Reporting, demonstrate integrity in relationships, think strategically and provide insights to help the City realize its vision for continued improvements and sustainable growth.

Responsibilities

The Finance Department is responsible for administration of the city's budget, city investments, financial records, revenues and expenditures, and property assessments. The Department includes the Accounting Division and the Assessor Division.

Finance
Pages 125, 137

- Interest revenue increased by 5% to $98,280 and $101,288 for FY 2018-19 and FY 2019-20.

- Increase in temporary wages ($25,860) and fringes ($2,495) for a part-time Finance Generalist position in FY 2018-19. Increase in computer & Printer ($5,615)

- Overall impact: FY 2018-19 proposed budget is 8.1% higher than FY 2017-18 amended budget. FY 2019-20 budget is 1% higher than FY 2018-19 budget.

Assessing
Page 139

- Contractual services with WCA for FY 2018-19 is $84,216 and their contract will expire in FY 2018/19
- Projected a 3% increase of assessing contractual services in FY 2019-20 ($86,743).
- Overall impact – Expenditures for FY 2018-19 increased by $2,581 compared to FY 2017-18. Expenditures for FY2019-20 increased by $2,745 compared to FY 2018-19.

Senior Center
Pages. 131, 155

- Contribution from WCPRC $10,000/yr. continues until FY 2019-20.
- City pays 50% of utilities and janitorial services ($7,500).
- Received another Senior Nutrition Program funded by Washtenaw County ($8,000) from 10/1/17 to 9/30/18.

Parkridge Community Center
Pages 132, 156

- MOU between the City and WCC to operate the PCC expires on 6/30/2019.
- Due to the death of Mr. Barfield, the MOU between the City and Mr. Barfield funding the operation of PCC is cancelled. His estate will pay the FY 2017-18 contribution of $27,000. The proposed budget for FY 2018-19 and FY 2019-20 will need to be revised to show loss of funding.
- Contribution from WCPRC $10,000/yr. continues until FY 2019-20.
- Loss of funding impact:

FY 2018-19 ($55,942-$10,000)=	$45,942
FY 2019-20 ($15,942-$10,000)=	$45,942
TOTAL	$91,884

- PCC Funding source?

Recreation-Swimming Pool
Pages 132, 157

- Contribution from WCPRC $10,000/yr. continues until FY 2019-20.
- The agreement between the City and the Friends of Rutherford Pool included hiring, screening and processing of payroll for the Rutherford Pool employees.
- Annual expenditures is $57,400
- Rutherford Pool will reimburse the City from the pool revenues $47,400; net of $10,000 contribution from WCPRC

Unemployment, Vacation & Sick Payout Page 158

	FY 2017-18	FY 2018-19	FY 2019-20
AFSCME	$ 19,500	$ 19,500	$ 19,500
Police – POAM & COAM	$ 156,000	$ 92,000	$ 92,000
Ypsilanti Fire Association	$ 16,000	$ 13,000	$ 13,000
Non-Union	$ 25,600	$ 25,600	$ 25,600
Total Estimate V&S Payouts	$ 217,100	$ 150,100	$ 150,100

- 18 employees have met criteria to retire.

  8 Non Union, 4 IAFF, 2 POAM, 3 COAM, 1 AFSCME

Michigan Tax Tribunal (MTT) and Foreclosed Property Washtenaw County (WC) Chargebacks Page 159

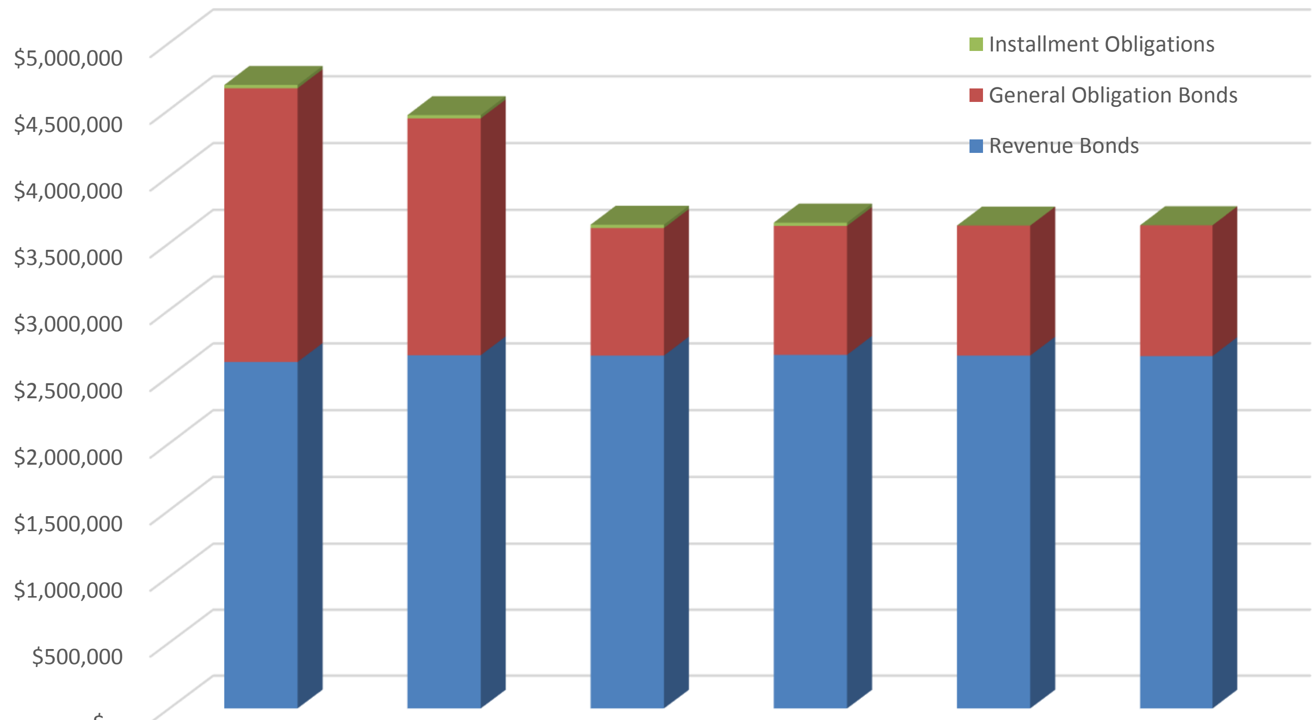
- Budgeted $10,000 for FY 2018-19 and FY 2019-20.
- We'll work with Washtenaw County to be current with the charge backs

Transfers & Contributions Page 159

Description	FY 2017-18	FY 2018-19	FY 2019-20
Garbage Fund (226)	$ 98,617	$ 63,762	$ 60,100
2016 GOLT Bonds (304)	$ 858,372	$ 190,194	$ 187,906
2002 Go Bond (316)	$ 36,555	$ 0	$ 0
Capital Improvement (414)	$ 249,253	$ 503,430	$ 240,388
Water Street Bond (477)	$ 225,888	$ 0	$ 0
General Retirees' Health Care (736)	$ 553,957	$ 430,268	$ 434,618
Total Transfers & Contributions Out	$ 2,022,642	$1,187,654	$ 923,012

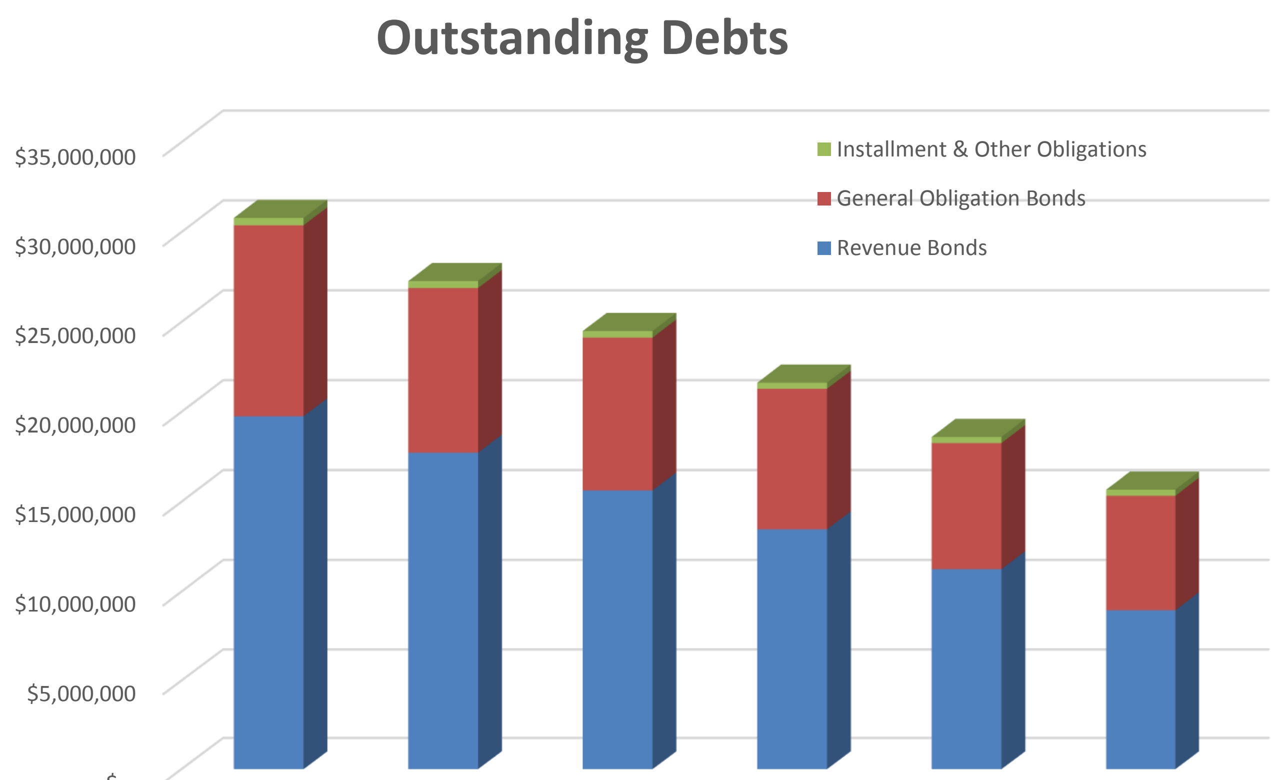
General Obligation Bonds, Pages 206-211
Water and Sewer Bonds, Pages 212-213, 224-227, 230-231, 236-249
DDA Bonds, Pages 228-229

Annual Debt Obligations



	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Installment Obligations	$24,647	$24,647	$24,647	$24,647	$0	$0
General Obligation Bonds	$2,050,015	$1,773,771	$955,486	$965,522	$973,448	$979,440
Revenue Bonds	$2,609,056	$2,659,668	$2,657,046	$2,662,752	$2,657,174	$2,653,674
Total	$4,683,718	$4,458,086	$3,637,179	$3,652,921	$3,630,622	$3,633,114

General Obligation Bonds, Pages 206-211
Water and Sewer Bonds, Pages 212-213, 224-227, 230-231, 236-249
DDA Bonds, Pages 228-229
Installment Obligation



	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Installment Obligations	$409,798	$387,203	$363,943	$340,000	$340,000	$340,000
General Obligation Bonds	$10,620,000	$9,160,000	$8,500,000	$7,815,000	$7,020,000	$6,370,000
Revenue Bonds	$19,757,720	$17,727,720	$15,632,720	$13,467,720	$11,247,720	$8,962,720
Total	$30,787,518	$27,274,923	$24,496,663	$21,622,720	$18,607,720	$15,672,720

Economic Development Corporation (415)
Pages 222-223

- TIF revenues from the Family Dollar Store are $35,710 and $36,072 for FY 2018-19 and FY 2019-20. These amounts will be transferred out to Washtenaw County BRA and the money would come back to the City for infrastructure on Water Street.

Public Transit Fund (588) Pgs. 253-254

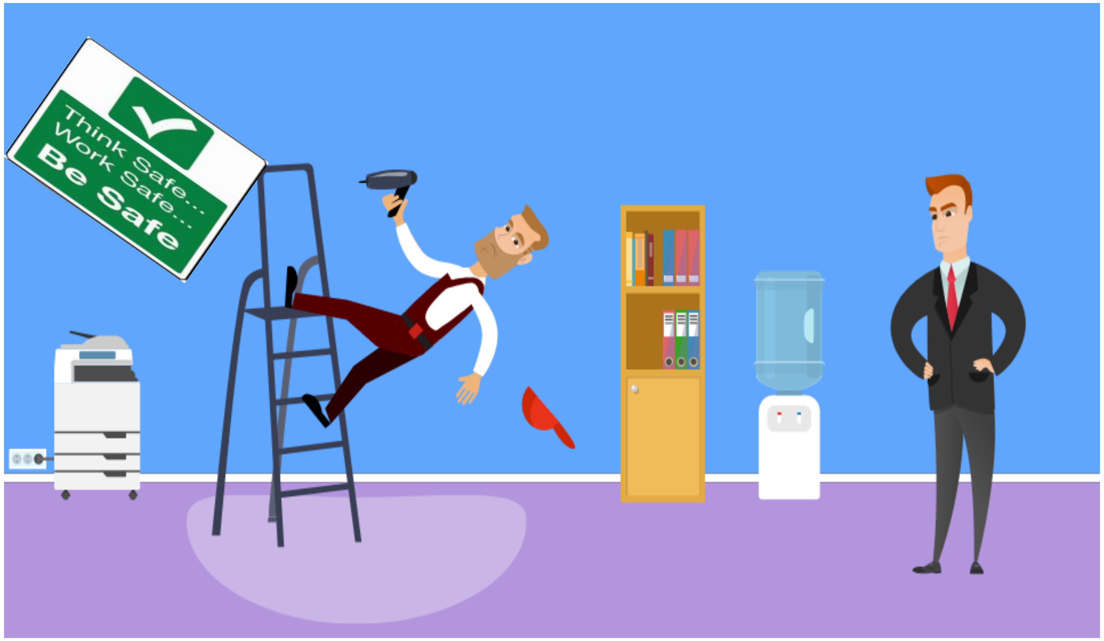
- The City will levy 0.9535 mills and 0.9436 mills for FY 2018-19 and FY 2019-20. The total tax revenues are expected to be $292,231 and $295,183, respectively.
- The collected taxes are remitted to AAATA for the City's share of Purchase of Service Agreement (POSA).
- As part of the agreement, the City receives 1% administrative fees from AAATA

Budget Presentation Outline

- **Internal Service Funds**
  - Worker's Compensation Fund(677)
  - Retiree Benefits Fund(736)
  - Motorpool Fund(641)
- **Fiduciary Fund**
  - Fire and Police Pension Fund(732)
- **Capital Improvement Fund(414)**

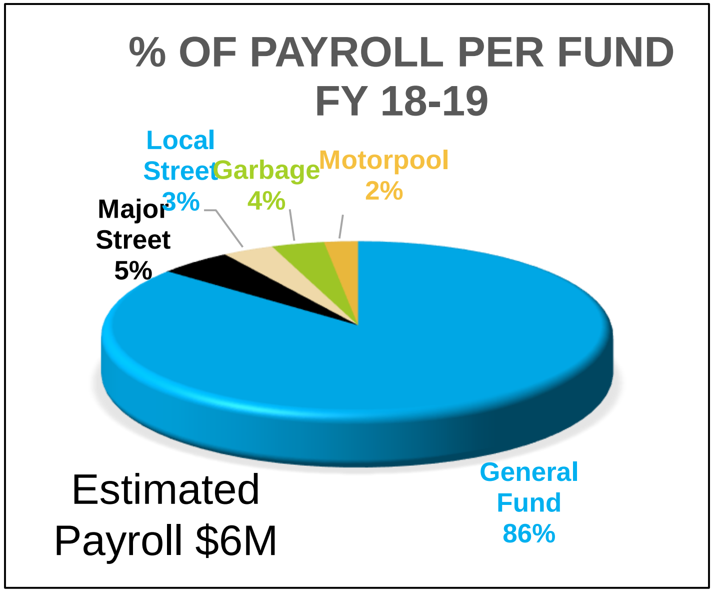
Worker’s Compensation Fund(Fund 677)

- Finance and account for workers compensation benefits costs and expenses for the city
- Prior to FY 16-17- Self Insured
- Starting FY 16-17 to present- WC Insurance Premium
- Main Source of Revenue
  - Charges for Services
    - % of Salaries and Wages
      - **1.5 %** FY 17-18
      - **2.0 %** FY 18-19 and 19-20



Worker’s Compensation Budget

Description	ACTUAL 16-17	AMENDED BUDGET #2 17-18	MANAGEMENT BUDGET 2018-2019	MANAGEMENT BUDGET 2019-2020
677-WC Fund				
Revenue				
Charges for Services	83,314	85,407	122,936	125,035
Interest Earnings	8,900	9,200	8,000	7,000
Revenue Total	**92,214**	**94,607**	**130,936**	**132,035**
Expense				
Insurance Premium	(143,833)	(216,783)	(219,173)	(219,213)
Expense Total	**(143,833)**	**(216,783)**	**(219,173)**	**(219,213)**
Shortfall	**(51,619)**	**(122,176)**	**(88,237)**	**(87,178)**
Beg, Fund Balance		**521,963**	**399,787**	**311,550**
End, Fund Balance	**521,963**	**399,787**	**311,550**	**224,372**



Note:
- Fund Balance will be depleted in 3 years after FY 19-20
- To fully fund the WC Insurance Premium, fund needs to charge 3.5%

Retiree Benefits Fund(736)

- Other Post Employment Benefits(OPEB)
  - Retiree Healthcare Cost
  - Retiree Life Insurance
- City will pay OPEB for employees hired before 7/1/2010
- Employees hired after 7/1/2010 will receive a Health Care Savings Plan(HCSP) through MERS.

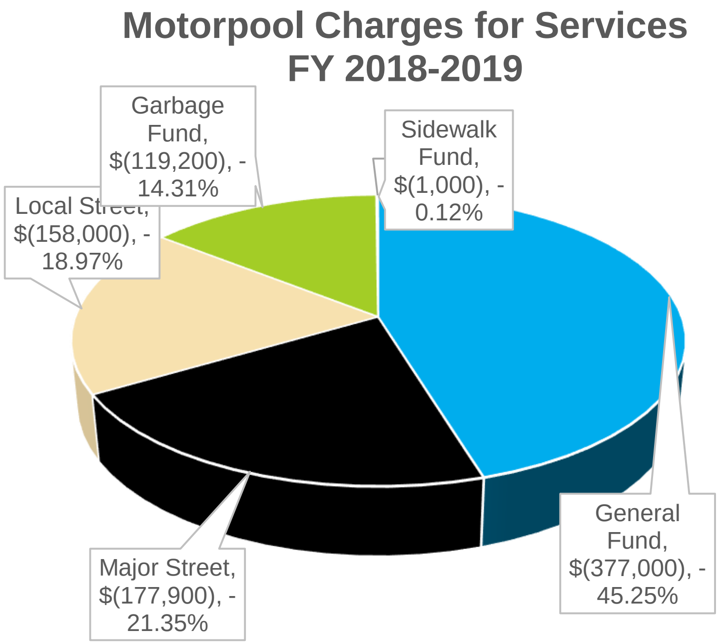
Description	ACTUAL 2016-2017	AMENDED BUDGET #2 17-18	MANAGEMENT BUDGET 2018-2019	MANAGEMENT BUDGET 2019-2020
736-Retiree HC Fund				
Revenue				
Transfer from General Fund	453,855	553,957	430,268	434,618
Fire and Police Pension Millage(3.3491)	920,106	1,024,010	1,026,444	1,030,473
Drug Subsidy-Medicare	18,274	26,033	18,000	18,000
Interest Earnings	6,782	7,500	7,500	7,500
Revenue Total	**1,399,017**	**1,611,500**	**1,482,212**	**1,490,591**
Expense				
Healthcare Cost	(1,204,045)	(1,379,986)	(1,475,280)	(1,581,040)
Contractual Service	0	(12,001)	(12,600)	(12,600)
Life Insurance	(1,722)	(2,220)	(2,220)	(2,220)
Expense Total	**(1,205,767)**	**(1,394,207)**	**(1,490,100)**	**(1,595,860)**
Shortfall	**193,250**	**217,293**	**(7,888)**	**(105,269)**
Beg, Fund Balance		**1,623,391**	**1,840,684**	**1,840,684**
End, Fund Balance	**1,623,391**	**1,840,684**	**1,832,796**	**1,735,415**

Motorpool Fund(Fund 641)

- Established to share the cost of vehicle purchase and maintenance across all City Funds and provide financing for future needs

REPLACEMENT SCHEDULE						
Department	Vehicles Maintained	18-19	19-20	20-21	21-22	22-23
Department of Public Service	29	2	2	4	3	2
Environmental Service	5		2	2	2	
Police Department	22	2	2	2	2	2
Fire Department	6					
Building Department	3	1				
General Government	2					
Total	67	5	6	8	7	4

Description	AMENDED BUDGET 17-18	MANAGEMENT BUDGET 2018-2019	MANAGEMENT BUDGET 2019-2020
Revenue			
Rental Charge	851,512	830,600	830,600
Interest Earnings	16,800	17,640	18,169
Miscellaneous Revenue	10,062	0	0
Revenue Total	878,374	848,240	848,769
Expenses			
Operating Expenses	(633,885)	(601,093)	(603,386)
DPS Capital Purchase	(95,661)	(235,000)	(358,500)
Police Capital Purchase	(80,000)	(80,000)	(80,000)
Fire Capital Purchase	(7,859)	0	0
Environmental Capital Purchase	0	0	(326,000)
Building Dep Capital Purchase	0	(25,000)	0
Expenses Total	(817,405)	(941,093)	(1,367,886)
Surplus/(Shortfall)	60,969	(92,853)	(519,117)
Beg, Unrestricted FB	1,741,649	1,802,618	1,709,765
End, Unrestricted FB	1,802,618	1,709,765	1,190,648



Fire and Police Pension Fund(Fund 732)

- Administered by City of Ypsilanti Fire & Police Retirement System
- Provides for retirement, disability and death benefits to plan members and beneficiaries
- Finance Department provide administrative services for $30,000/year

As of FY 17-18	Police	Fire	Total
Active	25	15	48
Retiree & Beneficiary	74	45	119
			167

- Plan Asset as of June 30,2017 was $ 28,656,638

Description	ACTUAL 2016-2017	AMENDED BUDGET 17-18	MANAGEMENT BUDGET 2018-2019	MANAGEMENT BUDGET 2019-2020
732				
Revenue				
Investment Income	2,721,940	1,905,000	1,649,764	1,641,103
Employer Contribution(4.9508 mill)	1,355,989	1,465,296	1,517,319	1,578,012
Employee Contribution	208,502	163,976	172,976	176,436
Revenue Total	**4,286,431**	**3,534,272**	**3,340,059**	**3,395,551**
Expense				
Pension Payment	(4,585,964)	(3,392,562)	(3,567,549)	(4,460,010)
Administrative Charges	(174,562)	(185,734)	(188,796)	(189,259)
Expense Total	**(4,760,526)**	**(3,578,296)**	**(3,756,345)**	**(4,649,269)**
Shortfall	**(474,095)**	**(44,024)**	**(416,286)**	**(1,253,718)**

- In FY 19-20, 2 Fire Employees and 1 Police Employee are required to retire because they are on their 5th year of the DROP Program
- Investment Return at 6.5%

Capital Improvement Fund(414)

- Capital Outlay
  1. Computers or Software
  2. Equipment
  3. Facility Improvements
- Main source of revenue
  - Transfer from the General Fund

Note:
The City threshold for capital is $5,000 in cost
and with estimated useful life in excess of one year.

Capital Improvement Fund(414)

Description	AMENDED BUDGET 17-18	MANAGEMENT BUDGET 2018-2019	MANAGEMENT BUDGET 2019-2020
414			
Revenue			
Transfer from General Fund	251,754	503,430	240,388
Interest Earnings	1,128	1,184	1,220
Donation	0	0	0
State Grants	20,000	0	575,000
Federal Grant	451,236	0	0
Contribution from Other Gov Entity	40,967	0	0
Revenue Total	**765,085**	**504,614**	**816,608**
Expense			
General Gov-Capital	(47,000)	(132,250)	0
DPS-Capital	(15,000)	(180,000)	(190,000)
YFD-Capital	(205,723)	(120,000)	(7,000)
Refunds to Other Local Entity	(450,637)		
Police-Capital	(25,175)	(72,364)	(19,608)
Parks and Rec Capital	0	0	(600,000)
Voter Reg-Capital	(21,550)	0	0
Expense Total	**(765,085)**	**(504,614)**	**(816,608)**
Shortfall	**0**	**0**	**0**

Questions?

Resolution No. 2018-122
May 22, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: ____

SUPPORTED BY: ____

YES: NO: ABSENT: VOTE: