

1. City Council Meeting Agenda

Documents:

[BUDGET SESSION - 16 MAY 2019 - AGENDA.PDF](#)

2. City Council Meeting Packet

Documents:

[BUDGET SESSION - 16 MAY 2019 - PACKET.PDF](#)



**CITY OF YPSILANTI
BUDGET SESSION MEETING
Thursday, May 16, 2019 @ 6:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

II. ROLL CALL

Mayor Bashert
Mayor Pro-Tem Richardson
Council Member Brown
Council Member Symanns
Council Member Morgan
Council Member Wilcoxon
Ward 3 Vacancy

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

- A. 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. PUBLIC COMMENT (3 MINUTES)

VII. REMARKS FROM THE MAYOR

VIII. PRESENTATIONS OF DEPARTMENT AMENDED BUDGETS

- A. Tony DeGiusti, Police Chief
Ken Hobbs, Fire Chief
John Barr, City Attorney
Andrew Hellenga, City Clerk
Rheagan Basabica, Finance Director
Joe Meyers, Economic Development Director (Building, Community Economic Development)

- 5 MINUTE BREAK

Christopher Jacobs, DDA and Community Development Director
Rebecca Craigmile, Human Resources Director

Frances McMullan, City Manager
Brad Holman, Interim Director of Public Services

IX. PUBLIC COMMENT (3 MINUTES)

X. REMARKS FROM THE MAYOR

XI. ADJOURNMENT



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3 - 80

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[5-16-19 Budget Presentation](#)

IX. PUBLIC COMMENT (3 MINUTES)

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XI. ADJOURNMENT

Ypsilanti Police Department
Tony DeGiusti, Police Chief



Motor Pool Fund

- Two Patrol Vehicles are scheduled to be replaced.

Two Ford SUV Police Interceptors

\$6,000 increase to purchase one hybrid.

\$86,000.00 total

Code Enforcement:

Added to Police Motor Pool (previously in the
Building Department)

Purchase one Ford F-150 Pick-up \$23,500



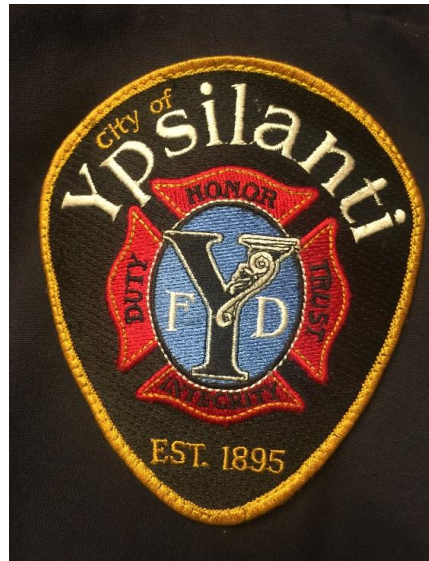
Capital Items

- Our current Tasers have come to end of life and are in need of replacement. The total cost to replace 30 Tasers totals \$48,810.00.
- Axon offers a payment program so that we can stretch the payments out over 5 years at a cost of \$9,762.00 per year.

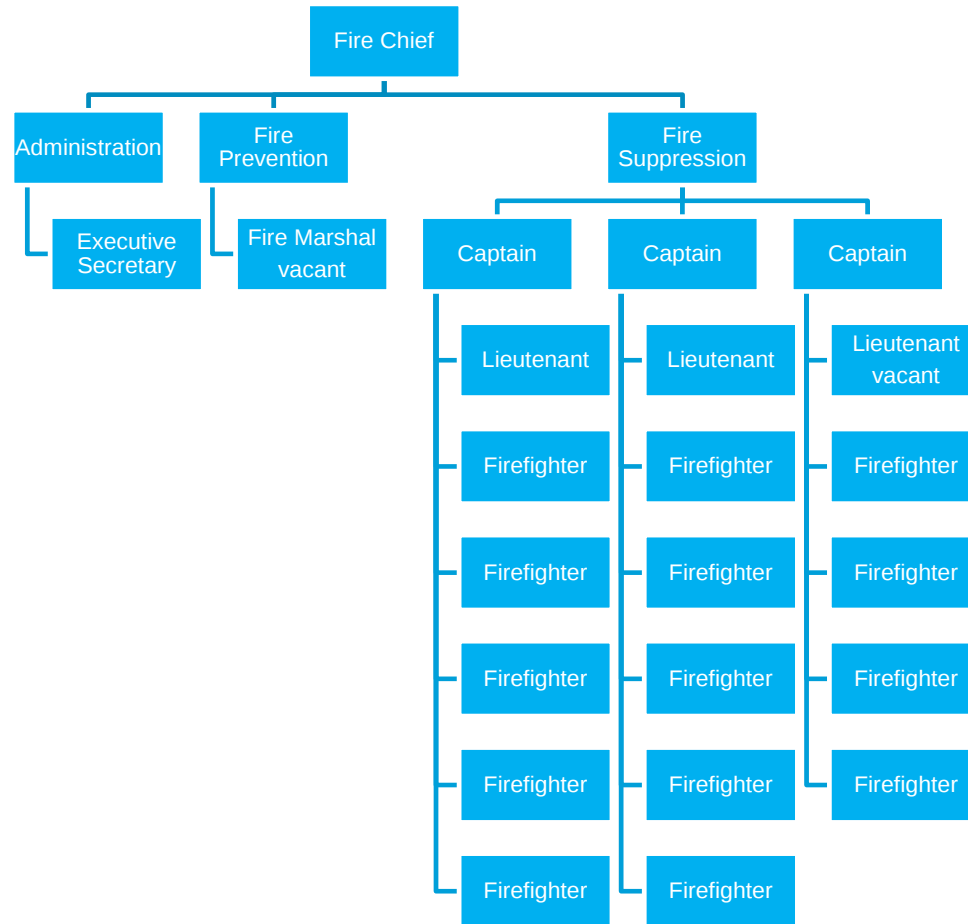


Ypsilanti Fire Department

Ken Hobbs, Fire Chief



Hierarchical Chart and Staffing



Fire Administration

- Fire Marshal
 - Estimated salary increase for the FD is \$50,951.00.
 - Under the condition that a LT. is promoted to FM, FF being promoted to LT. and an additional FF.

Grants Status:

Federal Emergency Management Agency (FEMA) Grants:

- *2017 Staffing for Adequate Fire & Emergency Response (SAFER) Grant **(RES 2018-079, 2018-269)**:*
 - Total amount for the 3 year period: \$1,082,316.00
 - Federal Share: \$667,429.00
 - *City's Share: \$414,887.00*

Total City's Savings: \$667,429.00

Grants Status:

Federal Emergency Management Agency (FEMA) Grants:

- *2017 Assistance to Firefighters Grant (AFG) for the purchase of Self-Contained Breathing Apparatus (SCBAs) (RES 2019-071):*
 - Total amount of the grant: 102, 282.28
 - Federal Share: \$91,994.05
 - City's 10% match: \$10,228.23

Total City's Savings: \$91,994.05

Grants Status cont'd:

Non-FEMA Grants:

- *2017-18 UASI Regional Active Shooter Protective Equipment Grant:*

WASHTENAW COUNTY HOMELAND SECURITY TASK FORCE				
2017 UASI Grant				
Interagency Act of Violence Equipment				
CITY OF YPSILANTI				
	Vests	Helmets	Trauma bags	RTF Bag
	4	4 (3L, 1XL)	4	1

Total City's Savings: \$3,652.00

Capital Improvements:

- Lockers (\$12,000)
- Gear Washer (\$8,000)
 - Sending Turnout gear to another vendor would cost the City \$19,000 per year
 - Currently borrowing Ypsilanti Township Fire Department washer (close to 7 months)
- Apparatus Floor and Grates (approximately \$120,000)

Motor Pool Fund:

- Tower 1
 - Purchased in 2007
 - Purchase price: \$820,000
- Engine 3:
 - Purchased in 2011
 - Purchase price: \$339,793
- Engine 1:
 - Purchased in 2017
 - Purchase price: \$460,827

NFPA 1911-2017 Edition (Annex D) D.1 recommends that “apparatus more than 15 years old have been properly maintained and that are still in serviceable condition be placed in reserve status; be upgraded in accordance with NFPA 1912; and incorporate as many features as possible of the current apparatus fire standard.”

Motor Pool Fund:

- Tower 1
 - In 8 yrs., T1 will be 20 yrs. old
- Engine 3:
 - In 12 yrs., E3 will be 20 yrs. old

Assuming a 5% increase in purchase price, the estimated replacement cost of both fire apparatus will be \$2 million dollars.

- Estimated T1 (aerial ladder) price in 2019—
\$920,000-\$1.1 million
Projected price in 2027: \$1.29 million-\$1.54 million
- Estimated E3 (engine) price in 2019—
\$500,000 to \$525,000
Projected price in 2031: \$800,000-\$840,000

Revenues

- Cost recovery: \$10,000
- PA 289: \$800,000
- SAFER Grant to FY 2021
- Fire safety inspections:
 - Certificate of occupancies
 - Currently being performed by Chief Hobbs

YFD Solar

- Project is complete
- 100% efficiency

Legal Services
John M. Barr, City Attorney
Barr, Anhut & Associates, P.C.

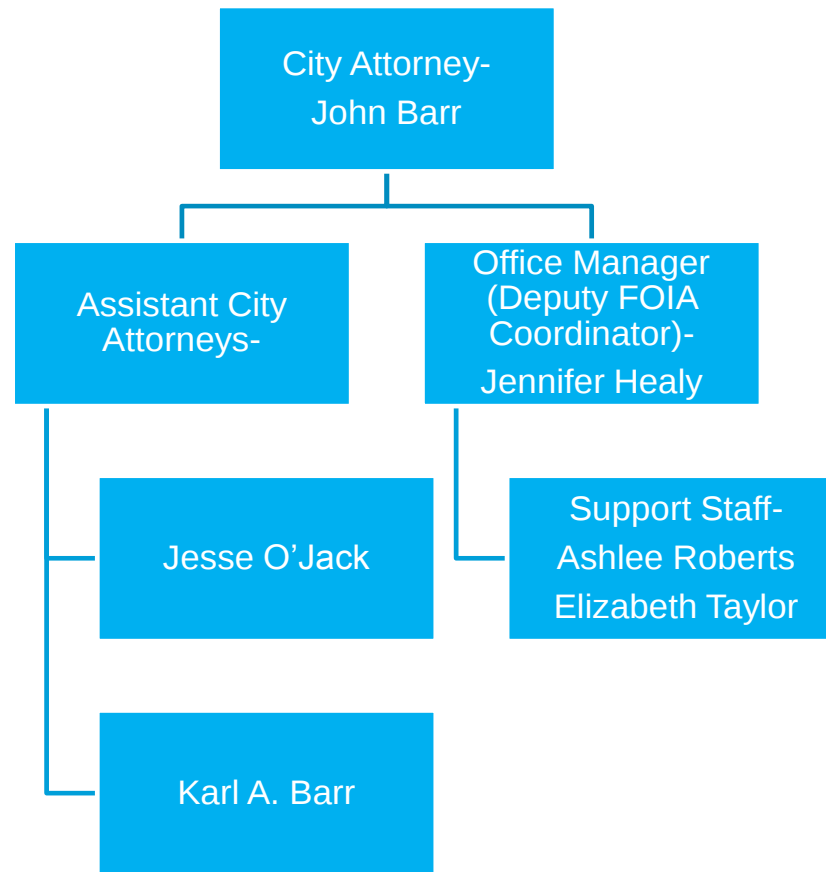


BARR, ANHUT & ASSOCIATES, P.C.
ATTORNEYS AT LAW

City Charter Section 4.07

- Legal officer of the City
- Legal advice to Mayor, City Council, City Manager and staff
- Represent City in all litigation, administrative hearings
- Review contracts and approve as to form
- Draft legislation
- Prosecute all city ordinance violations
- Labor matters
- Mission:
 - To provide quality legal services to the City of Ypsilanti in an ethical, thoughtful, timely and cost effective manner.
 - To provide legal support for City Council, City Manager and staff

Office of City Attorney



BUDGET



- 2019/2020 Budget for General Legal Services and Prosecution continues at \$220,000, a fixed amount under the Legal Services Contract.
- The City budget for Litigation is recommended at \$75,000. Litigation services are hard to predict and budget as the City has no control over when and if it will be sued or involved in litigation. The amount suggested is a placeholder and is believed to be sufficient.

QUESTIONS?



Clerk Department

Andrew Hellenga



City Council

- ❑ \$5,000 – Boards and Commission
 - ❑ Set Policy for distribution
- ❑ \$5,000 – Events (Goal Setting, Facilitation, Food)
- ❑ GCSI Lobbyist Contract Increase From \$2,736 to \$3,000.
 - ❑ Annual increase of \$3,168

FY 2018-2019	FY 2019-2020
Original/Amended	Original/Amended
119,197 / 120,197	114,806 / 125,806



Clerk

☐ Contractual Services

- ☐ Municode – codification & website updates - \$9,000
- ☐ SolidCircle Software - \$5,496
- ☐ Complus – \$1.71/per ticket written
- ☐ iCompass – \$9,900

FY 2018-2019	FY 2019-2020
Original/Amended	Original/Amended
209,876 / 218,159	203,590 / 227,690



Voter Registration

☐ Inspector Pay Rates

- ☐ Increase hourly rate of Chairs/Co-Chairs to \$14
- ☐ Increase hourly rate of inspectors to \$13

☐ Potential Elections in FY 2019-2020

- ☐ August 2019 – WISD Special Election
 - ☐ City will be reimbursed
- ☐ Presidential Primary 2020
 - ☐ City is financially responsible
- ☐ May 2020 – Special Election
 - ☐ City would be reimbursed

FY 2018-2019	FY 2019-2020
Original/Amended	Original/Amended
78,549 / 72,064	56,932 / 78,232

Inspector Pay Comparison (June 2018)

<u>Municipality</u>	<u>Hourly Rate: Inspectors/Chairperson</u>
• Pittsfield Township	\$14/17
• Scio Township	\$12/14/15
• Northfield Township	\$13/13
• City of Ann Arbor	\$11/15
• Augusta Township	\$13.16/14.16
• Freedom Township	\$10/11
• Superior Township	\$11/12/13
• Lodi Township	\$12/12
• City of Milan	\$10/10
• Dexter Township	\$11/14
• Lima Township	\$12.75/12.75
• Webster Township	\$12/14
• Manchester Township	\$16/20
• Sharon Township	\$12/14
• York Township	\$12/14
• Bridgewater Township	\$10.50/11.50
• Lyndon Township	\$12/14
• Ypsilanti Township	\$12/13



Administrative Hearings Bureau

- ☐ 192 liens filed FY 2018-19
 - ☐ Aggregate fine amount - \$68,000
- ☐ 10 liens have been released
 - ☐ Aggregate fine paid amount - \$4,180

FY 2018-2019	FY 2019-2020
Original/Amended	Original/Amended
54,572 / 23,272	17,125 / 23,325



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City Insurance

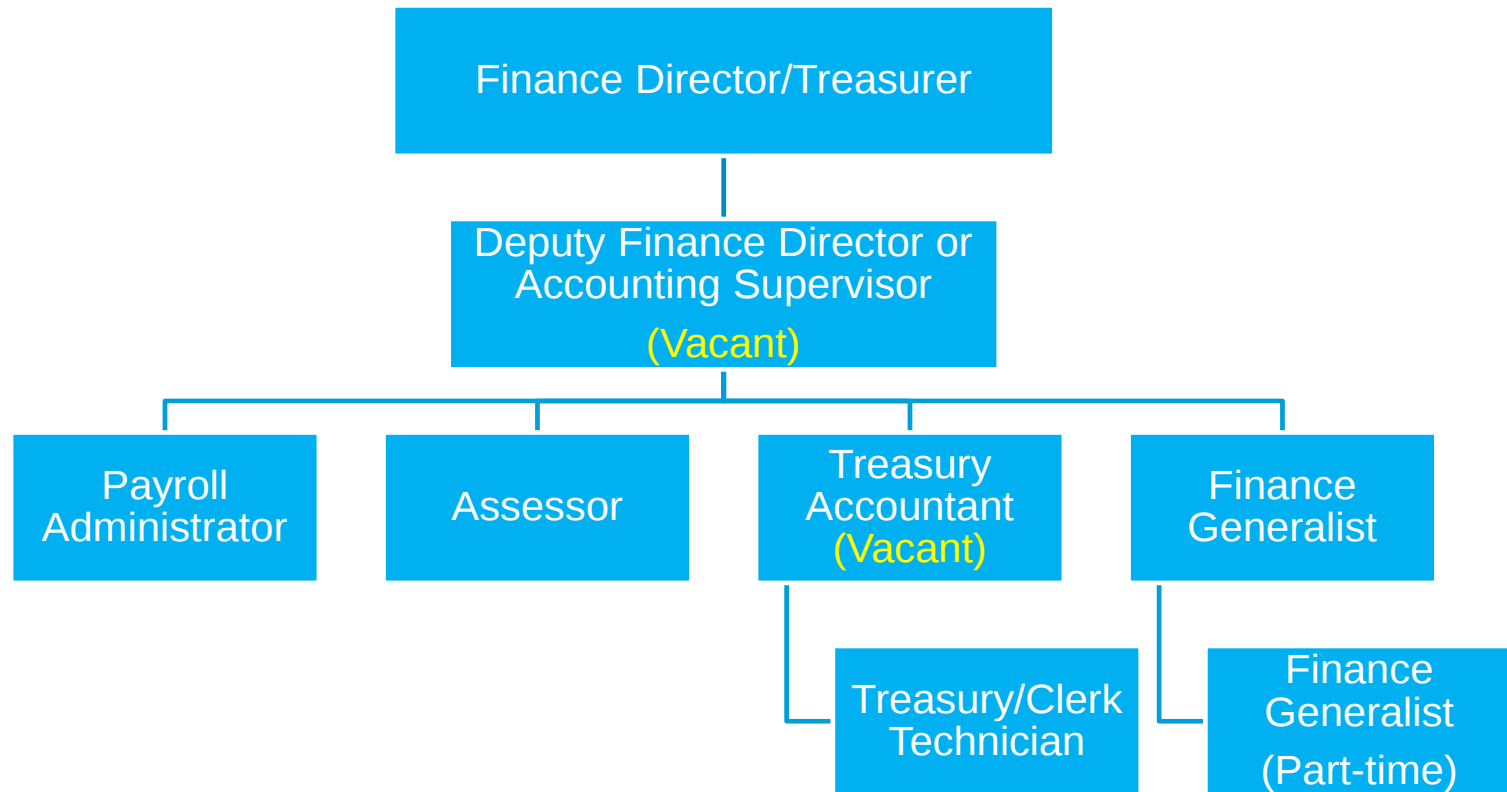
- ☐ Post renewal dividend - \$28,585
- ☐ Claims Report – 2017 through Present
 - ☐ Claim count 117
 - ☐ Total Incurred Payments - \$141,482

FY 2018-2019	FY 2019-2020
Original/Amended	Original/Amended
201,009 / 197,236	211,059 / 203,827

Department of Finance
Rheagan Basabica, Finance Director



Department Org Chart

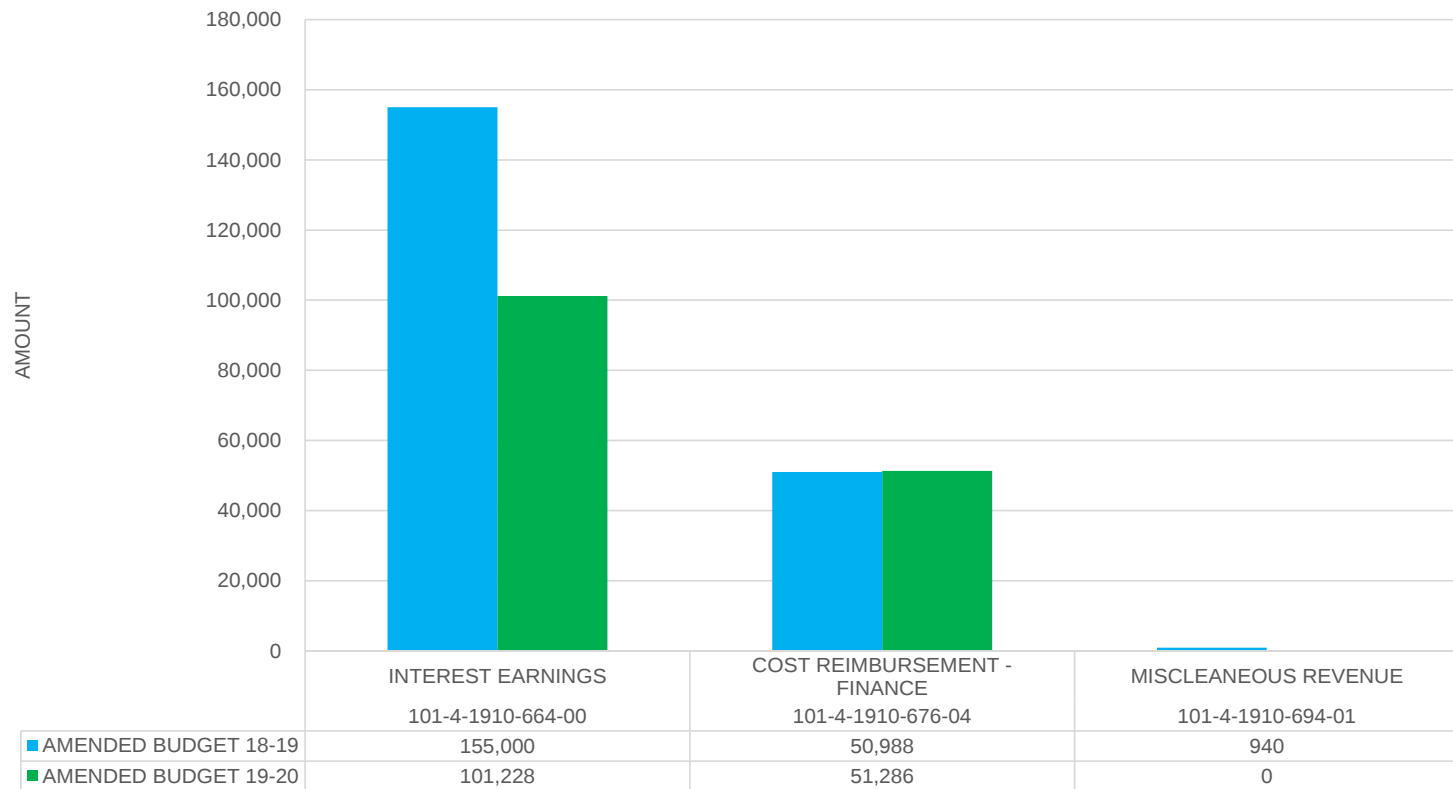


Responsibilities

- Budget preparation and compilation
- Assessing(Contractual Service)
- Collection of property taxes and other city revenues
- Investment of city surplus funds
- Accounting
 - Accounts Payable
 - Payroll(Active and Fire and Police Retirees)
- Financial Statement Preparation
- Financial Statement Audit representative

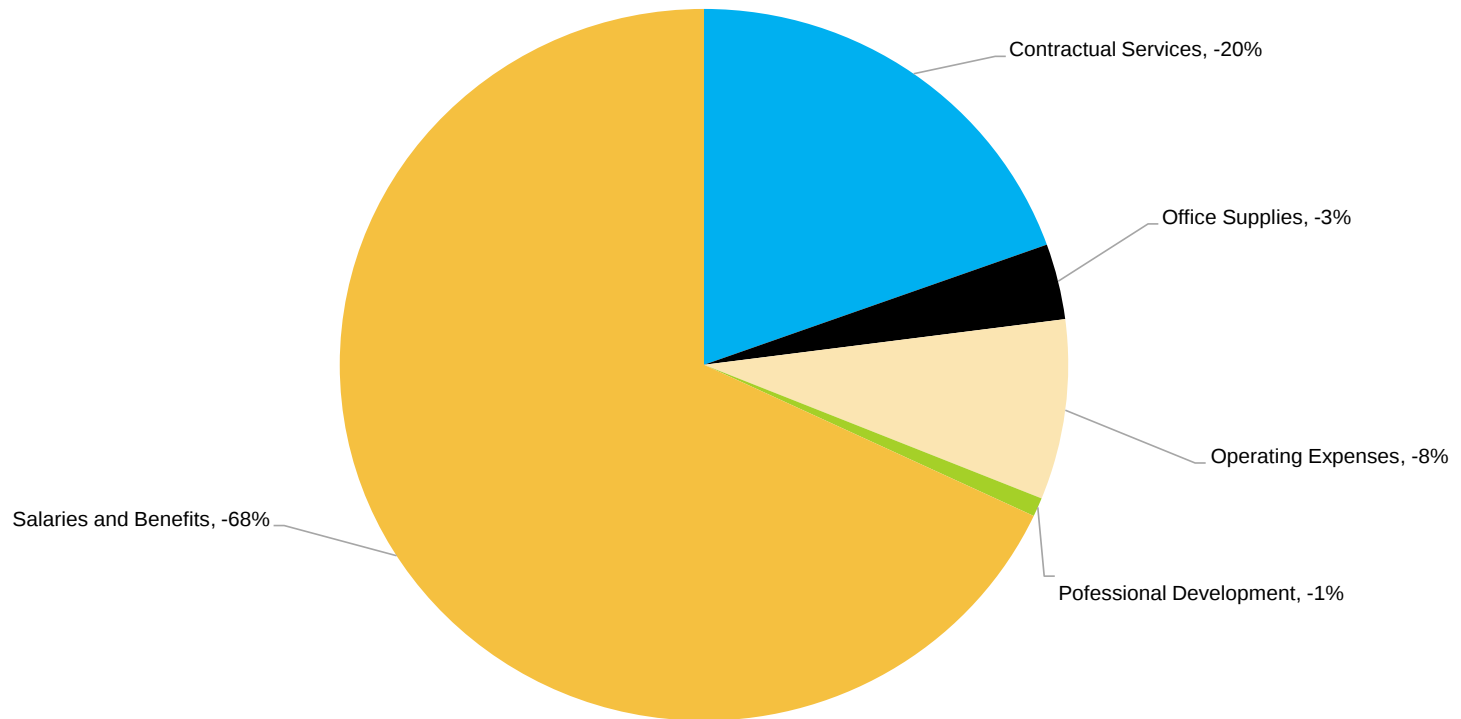
Finance Department Revenue

FINANCE DEPARTMENT REVENUES



Finance, Treasury and Assessing Expenditures

Total Budget \$ 680,000



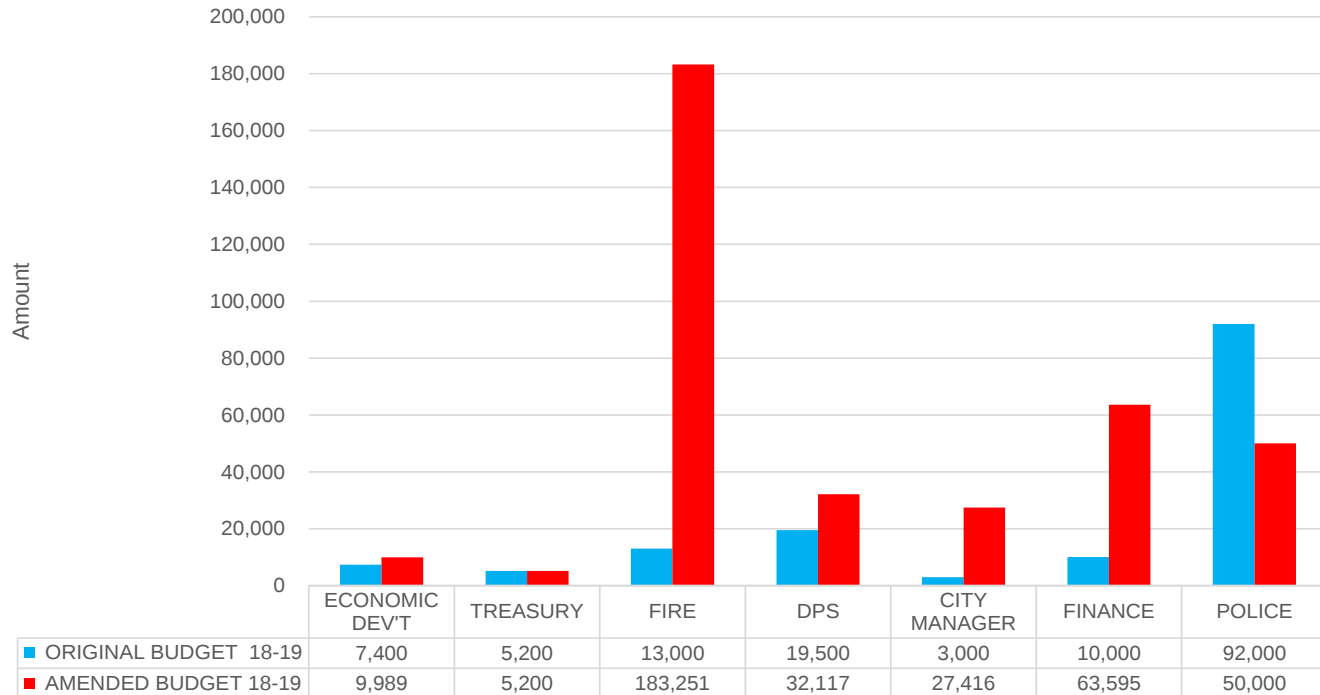
Finance Department Amendment Summary

DEPT #	DEPARTMENT	ORIGINAL BUDGET 18-19	AMENDED BUDGET 18-19	AMENDMENTS 18-19	ORINAL BUDGET 19-20	AMENDED BUDGET 19-20	AMENDMENTS 19-20
EXPENDITURES							
1910	Fiscal Services	(432,282)	(397,849)	34,433	(437,014)	(430,920)	6,094
2530	City Treasurer	(153,036)	(134,049)	18,987	(155,154)	(155,154)	0
2570	Assessor	(95,347)	(95,347)	0	(98,092)	(98,092)	0
General Government Total		(680,665)	(627,245)	53,420	(690,260)	(684,166)	6,094

18-19- Decrease salaries and benefits due to vacancies(Increase in HR Budget)

19-20- Decrease salaries and benefits

Employees Vacation and Sick Payout 18-19



18-19 Budget Amendment- \$150,000 to \$371,568 (Increase of 221,468)
 19-20 Budget Amendment- \$150,000 to \$237,000(Increase of \$87,000)

Interfund Transfers

- Needs Council Approval per City Charter

DEPARTMENT 9670	ORIGINAL BUDGET 18-19	AMENDED BUDGET 18-19	AMENDMENT 18-19	ORINAL BUDGET 19-20	AMENDED BUDGET 19-20	AMENDMENT 19-20
TRANSFER OUT(226) GARBAGE	(88,762)	(114,762)	(26,000)	(60,100)	(65,100)	(5,000)
TRANSFER OUT(316)2002 GO OBL	0	0	0	0	0	0
TRANSFER OUT(304)2016 GOLT	(190,194)	(190,194)	0	(187,906)	(187,906)	0
TRANSFER OUT(414)CAPITAL IMP	(503,430)	(503,430)	0	(240,388)	(303,550)	(63,162)
TRANSFER OUT(477)WATER ST	0	0	0	0	0	0
TRANSFER OUT(736)RETIREE-H/C	(430,268)	(430,268)	0	(434,618)	(478,089)	(43,471)
	(1,212,654)	(1,238,654)	(26,000)	(923,012)	(1,034,645)	(111,633)

Outstanding Debt

OUTSTANDING DEBT as of FY 19-20

FY 19-20					
Fund	Description	Beginning Balance	Principal Payment	Interest Payment	Ending Balance
Governmental					
General Obligation Bonds					
304	2016 A Refunding Bonds	6,960,000	(460,000)	(221,110)	6,500,000
	2016 B Refunding Bonds	1,825,000	(130,000)	(57,406)	1,695,000
General Obligation Bonds Total		8,785,000	(590,000)	(278,516)	8,195,000
Revenue Bonds					
364	2002-B Water & Sewer System Proj # 7096-01	90,000	(30,000)	(1,875)	60,000
469	2003-D Water & Sewer System Proj # 7122-01	1,580,000	(300,000)	(35,750)	1,280,000
471	2003-C Water & Sewer System	235,000	(45,000)	(5,313)	190,000
474	2004-B Water & Sewer System Proj # 7123-01	2,190,000	(345,000)	(42,872)	1,845,000
478	2006 WATER & SEWER REFUNDING BONDS	0			0
479	2007 Water & Sewer System Proj # 7215-01	148,702	(15,000)	(3,001)	133,702
480	2008 Water & Sewer System Proj # 7248-01	239,253	(20,000)	(5,731)	219,253
481	2009 Water & Sewer System Proj # 7249-01	94,029	(5,000)	(2,288)	89,029
482	2012 Factory Street Pump Station SRF 5501-01	2,305,000	(130,000)	(56,000)	2,175,000
483	2013 WATER & SEWER REFUNDING BONDS	3,290,000	(630,000)	(119,000)	2,660,000
485	2015 Drinking Water YCUA PROJ #7320-01	370,000	(20,000)	(7,616)	350,000
486	2016 WATER & SEWER REFUNDING BONDS	7,920,000	(555,000)	(282,600)	7,365,000
Revenue Bonds Total		18,461,984	(2,095,000)	(562,046)	16,366,984
Installment Obligations					
412	Bitmore Agreement	340,000	0	0	340,000
641	2014 Wheel Loader	47,203	(23,260)	(1,388)	23,943
Installment Obligations Total		387,203	(23,260)	(1,388)	363,943
Governmental Total		27,634,187	(2,708,260)	(841,949)	24,925,927
Componenty Units					
General Obligation Bonds					
473	2004-A Downtown Development Limited	375,000	(70,000)	(16,970)	305,000
General Obligation Bonds Total		375,000	(70,000)	(16,970)	305,000
Componenty Units Total		375,000	(70,000)	(16,970)	305,000
Grand Total		28,009,187	(2,778,260)	(858,919)	25,230,927

CAPITAL IMPROVEMENT FUND(414)

ACCOUNT #	ACCOUNT NAME	ORIGINAL BUDGET 18-19	AMENDED BUDGET 18-19	AMENDMENTS 18-19	ORINAL BUDGET 19-20	AMENDED BUDGET 19-20	AMENDMENT 19-20
414-4-0000-699-01	TRANSFER FROM GENERAL(101)	503,430	503,430	0	240,388	303,550	63,162
414-7-3070-818-00	CONTRACTUAL SERVICES	(102,000)	(38,000)	64,000	(7,000)	(124,400)	(117,400)
414-7-7510-818-00	PARKS IMPROVEMENT	0	(125,000)	(125,000)	0	(125,000)	(125,000)
414-7-7520-818-00	TRAINSTOP	0	(100,000)	(100,000)	0	(100,000)	(100,000)
414-7-9370-987-40	POLICE CAPITAL EQUIPMENT	(19,608)	(19,608)	0	(19,608)	(29,370)	(9,762)

Motorpool Fund(641)

ACCOUNT	ORIGINAL BUDGET 18-19	AMENDED BUDGET 18-19	AMENDMENT 18-19	ORINAL BUDGET 19-20	AMENDED BUDGET 19-20	AMENDMENT 19-20
DPW CAPITAL	(235,000)	(69,000)	166,000	(358,500)	(796,000)	(\$437,500)
DPW						
REVENUE	474,040	477,796	3,756	474,569	474,569	\$0
OPERATING	(266,678)	(283,678)	(17,000)	(267,563)	(284,563)	(\$17,000)
DPW Total	207,362	194,118	(13,244)	207,006	190,006	(\$17,000)
POLICE CAPITAL	(80,000)	(92,149)	(12,149)	(80,000)	(90,000)	(\$10,000)
POLICE						
REVENUE	100,000	112,149	12,149	100,000	100,000	\$0
OPERATING	(114,120)	(114,120)	0	(115,245)	(115,245)	\$0
POLICE Total	(14,120)	(1,971)	12,149	(15,245)	(15,245)	\$0
FIRE						
REVENUE	150,000	150,000	0	150,000	150,000	\$0
OPERATING	(79,344)	(119,344)	(40,000)	(79,262)	(99,262)	(\$20,000)
FIRE Total	70,656	30,656	(40,000)	70,738	50,738	(\$20,000)
BUILDING Total	(2,006)	(2,006)	0	(2,160)	(2,160)	\$0
CODE CAPITAL			0		(24,000)	(\$24,000)
CODE ENFORCEMENT						
REVENUE			0		5,500	\$5,500
OPERATING			0		(1,650)	(\$1,650)
CODE ENFORCEMENT Total			0		3,850	\$3,850

Worker's Compensation Fund(677)

- City Contribution is based on 1.5% of Salaries to pay Worker's Comp Insurance Premium
- 18-19 Amendment
 - Decrease of \$16,959 Revenue for vacant positions
 - Increase of \$10,140 in Revenue as Premium Reimbursement

Fire and Police Pension(732)

- The Annual Required Contribution will increase from \$1,517,319 in FY 18-19 to \$2,026,129 in FY 19-20
 - This will increase the Fire and Police Pension Millage from 4.9508 to 6.4768

As of 6/30/2018

Valuation of Pension Assets	\$ 27,472,343
Actuarial Accrued Liabilities	<u>(\$ 49,735,186)</u>
Unfunded Liability	<u>(\$ 22,262,843)</u>

Amortization Period 20 Years

Gen, Fire and Police OPEB(736)

- The Annual Required Contribution will increase from \$1,476,712 in FY 18-19 to \$1,708,575 in FY 19-20

Retiree OPEB	18-19	19-20
General	430,268	478,089
Fire	419,909	516,974
Police	606,535	713,512
Total	1,456,712	1,708,575

- General Retirees funded thru the General Fund
- This will increase the Fire and Police Pension Millage from 3.3491 to 3.9334

As of 12/31/2018

Valuation of OPEB Assets	\$ 7,058,901
Actuarial Accrued OPEB Liabilities	<u>(\$ 24,994,903)</u>
Unfunded Liability	<u>(\$ 17,936,002)</u>

Amortization Period 29 Years



QUESTIONS?

Economic Development

Joe Meyers, Director



- The total proposed net increase for FY 18/19 is \$12,200

Economic Development

Joe Meyers, Director



Proposed budget changes:

- Reduction of DDA Stipends based on employees leaving
- An increase in Contractual Services to help pay for projects funded in 2018-19 that will be paid in 2019-20
- An increase in training to ensure for all staff in new positions.

Economic Development

Joe Meyers, Director



Planning Cont..

- The Planning and Development Department had some staff changes in 2018/19. Our longtime Executive Secretary Nan Schuette and our Preservation Planner left the city. In their place we restructured a bit and refilled our Preservation Planner position with Scott Slagor and took our .4 Secretary Position and made our DDA Coordinator full time to DDA Coordinator/Public Engagement Specialist. We also welcomed Christopher Jacobs as Community Development Manager.
- Projects, project management and developments have steadily increased.
- We have seen an addition in taxable property between the 2018 assessment and the 2019 assessment of \$26,339,590. The assessment has risen from \$403,330,900 to \$430,300,900.

Economic Development

Joe Meyers, Director



Current Projects 18/19

- Thompson Block Redevelopment
- Smith Furniture Building
- Peninsular Park Dam
- Medical Marijuana
- Bell Kramer Environmental
- Parking Strategy
- Traffic Study
- Removal of Recycling Center
- Park Improvements
- Liz Dahl MacGregor Playground

Future Projects 17/18

- Master Plan Update
- Sustainability Plan
- Parks and Recreation Plan
- Water Street
- Park Improvements
- Boarder to Boarder Trail
- Rutherford Pool
- 220 N. Park

Economic Development

Joe Meyers, Director



Budget Year 2018/19 YTD:		Actual 2017/18	
Building Permits:	\$135,932	↓	\$215,646
Electrical Permits:	\$21,931	↓	\$36,285
Mechanical Permits	\$49,076	↓	\$77,480
Plumbing Permits:	\$20,400	↓	\$37,015
Sign Permits	\$3,585	↑	\$3,457
Certificate of Compliance	\$263,715	↑	\$203,687

Economic Development

Joe Meyers Director



Building Inspection Cont:

Proposed budget changes:

- Fees are down in most categories this year based on the strong year last year for building permits. The fees for the Certificate of Compliance have gone above projections but are expected to level off based on the push to get caught up on inspections.
- We have a slight increase in office supplies due to the additional staff and increased permits.
- There is an added revenue and expense line item for the demolition of dangerous buildings.

Economic Development

Joe Meyers, Director



Building Inspection, Cont.

The Building Department has worked hard to get caught up on Certificate of Compliance and we are essentially caught up. This is in large part to the part time secretary to help process all of the paperwork.

We will need to have a slight increase in technology to help improve the efficiency of the inspectors.

We will also begin Commercial Certificate of Compliance in FY 2019/20 if council approves of ordinance on May 21, 2019.

Downtown Development Authority (DDA)

Christopher Jacobs



Downtown Development Authority (DDA)

Where does the DDA spend its \$475,976 in total TIF capture?

IGA 35%	153,456
BOND PAYMENT	85,000
ADMIN CONTRACT	58,000
TIF/CAPITAL IMPROV	43,000
FAÇADE GRANT	30,000
BUILDING REHABILITATION GRANT	30,000
WASTE MANAGEMENT	24,000
STREETSCAPE MAINTENANCE	23,500
SPECIAL EVENT CONTRIBUTION	17,500
HOLIDAY LIGHTING & MAINTENANCE	7,500
SEASONAL PLANTING	3,750
DTE ELECTRIC BILL	150
IRRIGATION SYSTEM	120

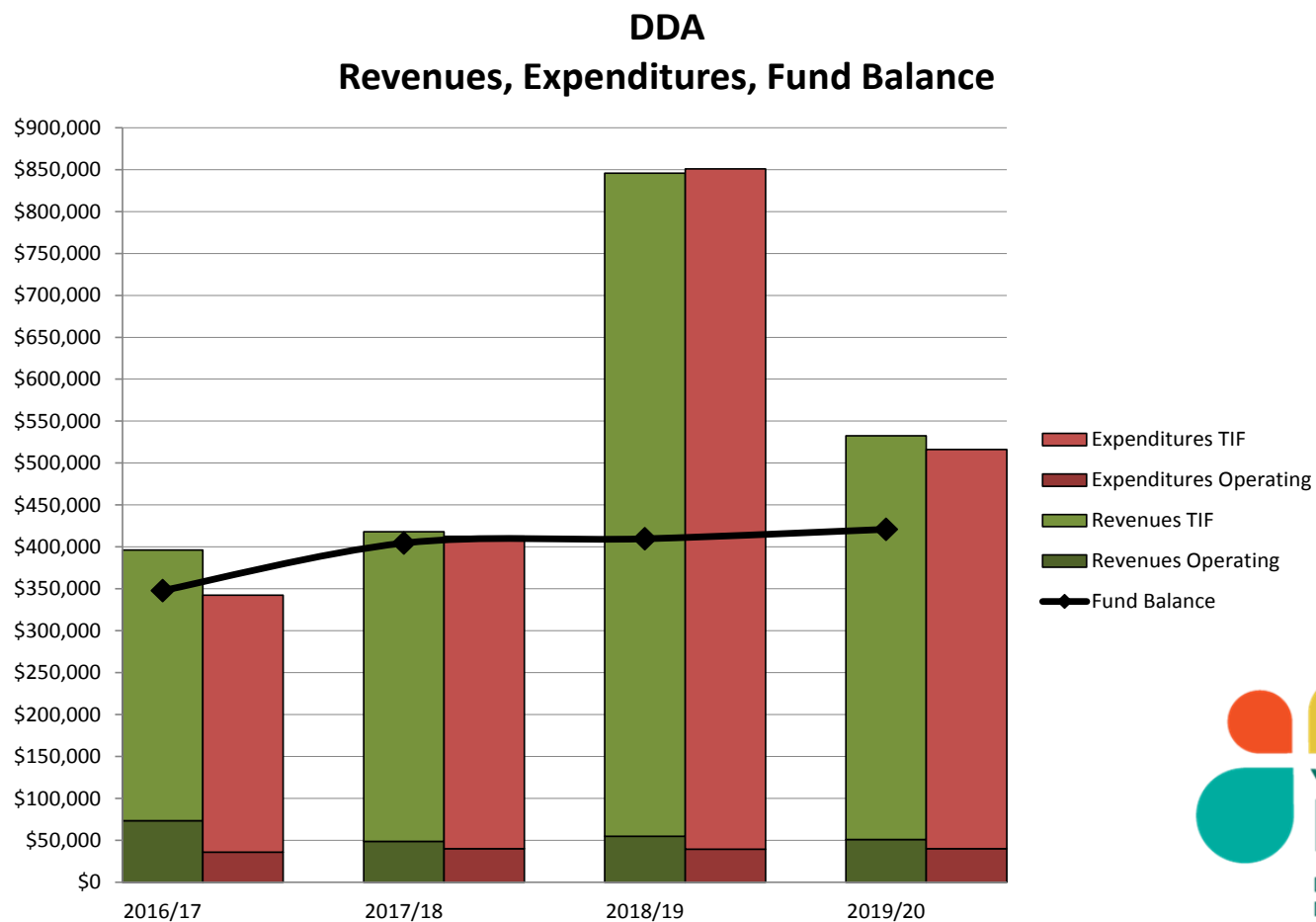
Top three expenses total \$296,456, or 62% of the total expense budget

YDDA has 6 primary budget items after these obligations. Those are:

1. TIF/ Capital Improvements
2. Façade and Building Rehab Grants
3. Waste Management
4. Streetscape Maintenance
5. Special Event Contribution
6. Holiday Lighting and Maintenance



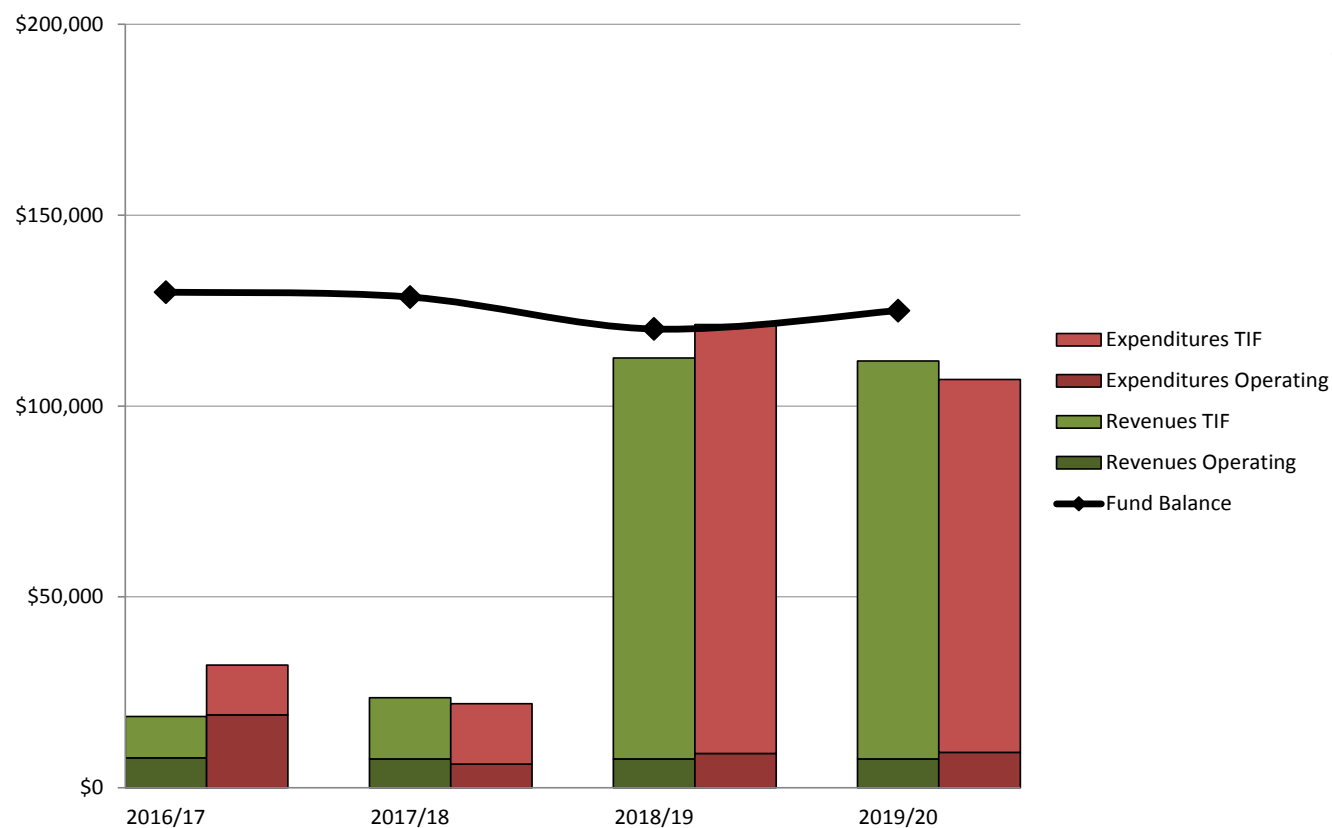
Downtown Development Authority (DDA)



West Cross



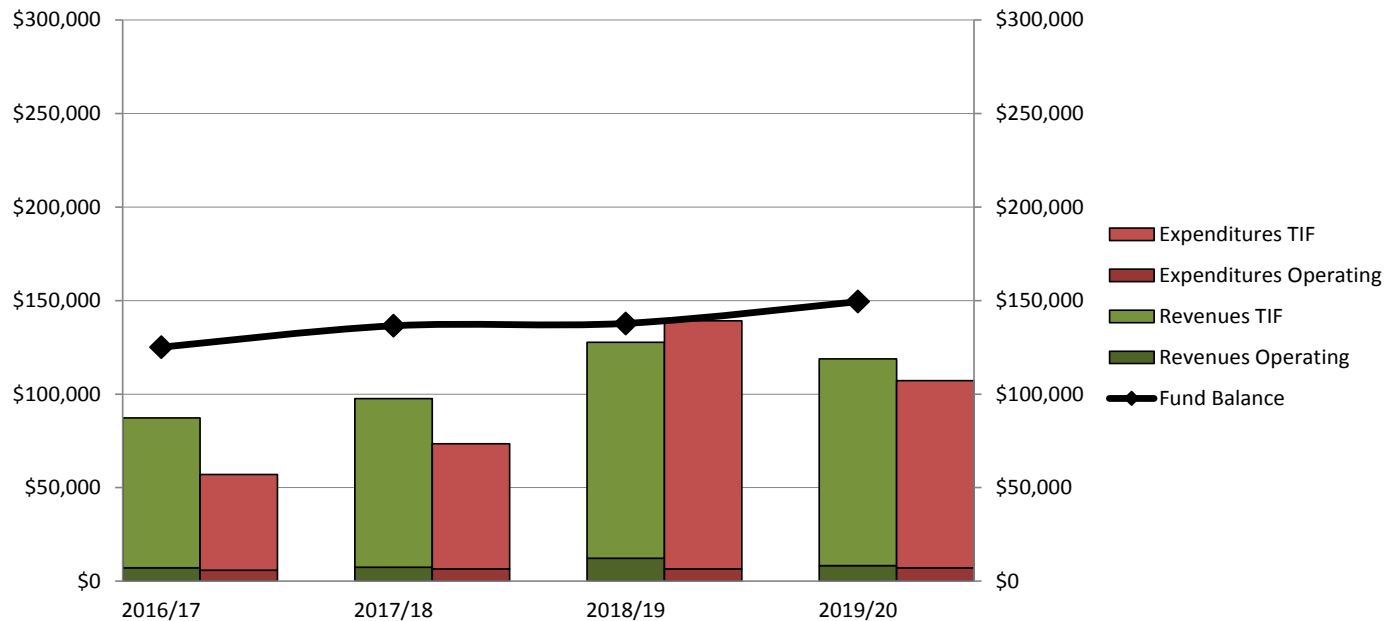
West Cross Revenues, Expenditures, Fund Balance



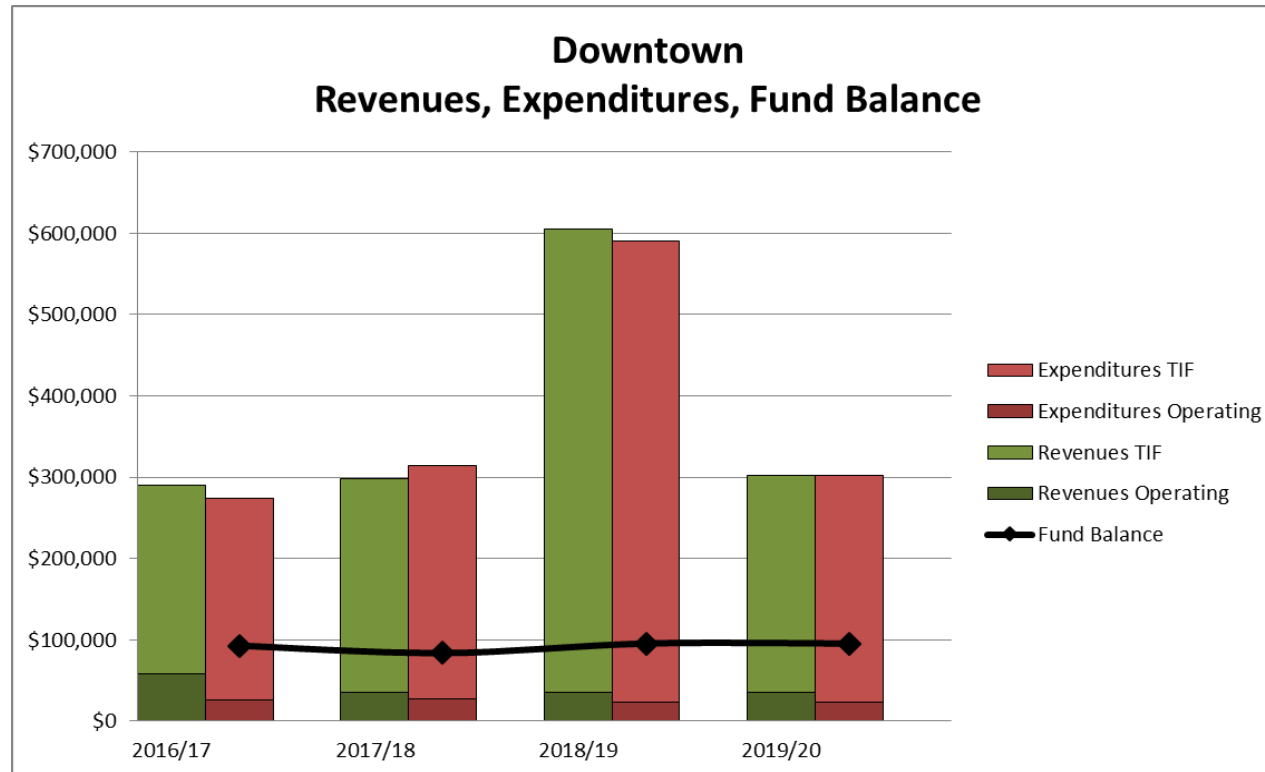
Depot Town



Depot Town Revenues, Expenditures, Fund Balance



Downtown



Downtown Development Authority (DDA)

Questions?



Human Resources
Rebecca Craigmile, Director





Human Resources

- ☐ Amendment requests 19/20 FY
 - ☐ Contractual Services
 - ☐ Proposal of PT HR Assistant to FT

- ☐ Projects to Boost Employee Morale



Human Resources

Contractual Services

- The budget request of additional positions adds to pre hire testing in contractual services. Amended for 2 new Police Officers, 1 Fire Marshall, 2 Equipment Operators proposed.



Human Resources

Human Resources Assistant

- PT to FT status requested. FT status would be a proposed increase to \$18/hr. Benefit costs would be added. Budgeted for most expensive Health Insurance.
- FT status would mean an HR representative always present. Continued increase in positions means more support needed from HR.
- The FT position will attract someone who wants to stay long term as a career. This would mean less turn over and less cost associated with it.



Human Resources

- FT would help support other HR tasks that currently schedule doesn't allow. Such as new hire orientations on Monday.
- More time for other projects like reduction in use of Iron Mountain storage load and analysis of what we have stored currently.
- By being FT would truly be a backup to HR Director



Human Resources

Projects to Boost Employee Morale

Below are some projects that I have identified along with the assistance of the proposed FT HR Assistant:

- Succession Planning and Tuition Reimbursement
 - Identify classes, partnerships with EMU/WCC, and assist with identifying successors in each department
- Compensation and classification study for all City positions. Non union pay scale was last updated in 2014.

- Iron Mountain

- For the FY 18/19 the City spent \$9,093.38
- The HR department will be meeting with all departments to analyze usage and potential ways to reduce IM dependency
- The department will then bring recommendations as well as the identification of potential needs to the City Manager/City Council

Human Resources
Rebecca Craigmile, Director



QUESTIONS?

CITY MANAGER BUDGET – 101-1720



- **Staffing Changes**

- Unchanged at 1.6 FTE positions (18-19)
 - City Manager – 1.0 FTE
 - ~~Executive Secretary~~ 0.6 FTE
 - Change from Exec. Secretary to Assistant to City Manager – from 0.6 FTE to 1.0 FTE (19-20)

- **Salaries**

- Cost savings realized on City Manager position
- No vehicle allowance
- Adding 9% contribution to MERS retirement

- **Benefits**

- Assumes 10% increase in health care premiums; will re-evaluate and adjust when consultants provide projections

CITY MANAGER BUDGET – 101-1720



- **Operating Expenses**

- Increase in wages in 18-19 due to previous City Manager severance payout
- Elimination of City Manager car allowance 19-20
- Contractual Services in City Manager department provides for independent budget analysis and other services
- Professional Development provides for the City Manager's attendance at the ICMA annual conference, MME winter and summer institutes, MML annual convention, MML Capitol Conference, MPELRA workshops, and other workshops and seminars
- Equipment Rental provides for departmental contribution to Motor Pool Fund
- Memberships and Dues provides for the City Manager's membership in ICMA, MME, and MPELRA

Department of Public Services
Brad Holman, Interim Director



DPS – Public Building Maintenance Fixed Costs

Facility Improvements/Repairs Acct# 101-7-2650-818-00	Amended FY 2018-2019	FY 2019-2020
<u>General Annual Fixed Cost:</u>		\$73,073
Elevator Maintenance Contract	\$6,000	\$6,000
Alarm System – Monthly		\$3,500
Exterminator Costs		\$900
Iron Mountain Storage Fees		\$10,000
Shredding Services		\$1,000
Underground Storage Tank Registration Fees		\$400
Fuel Tank Inspection Fees		\$2,000
Mat Service (CH, DPS, Police)		\$9,500
Boiler Inspection	\$800	\$800
City Hall Elevator Inspection	\$200	\$200

DPS – Public Building Maintenance Fixed Costs

Facility Improvements/Repairs Acct# 101-7-2650-818-00	Amended FY 2018-2019	FY 2019-2020
<u>General Annual Fixed Cost (cont.):</u>	(\$73,073)	(\$73,073)
Fire Extinguisher Inspection		\$1,578
City Hall Marble Polishing		\$1,578
Plumbing, Electrical, Heating and General Facility Repairs		\$40,000
<u>DPS:</u>		
Aggregate Material Stalls		\$30,000
DPS Emergency Generator		\$35,000
DPS Garage Sprinkler		\$60,000
Garage Bay Exhaust System		\$25,000
North Pole Barn Concrete Pad		\$40,000
Pedestrian Light Poles and Fixtures	\$6,000	0

DPS – Public Building Maintenance Fixed Costs

Facility Improvements/Repairs Acct# 101-7-2650-818-00	Amended FY 2018-2019	FY 2019-2020
<u>DPS (cont.):</u>		
Solar Panel	\$25,000	0
Hydraulic Hoist	\$115,000	0
Pavilion Roof	\$15,000	0
LED Retro Fit for Washington St	\$25,000	0

DPS – Major Streets



Projects	Amended FY 2018-19	Amended FY 2019-2020
Infrastructures		
202-7-9062-975-02 Construction Engineering		
County Road Millage	\$20,000	\$20,000
202-7-9062-975-04 Construction		
County Road Millage	\$120,000	\$120,000

DPS – Local Streets



Projects	Amended FY 2018-19	Amended FY 2019-2020
203-7-9053-818-00Traffic Calming Contractual Services	35,000	

DPS – Parks



	Amended FY 2018-19	Amended FY 2019-2020
101-7-7170-775-01 REPAIR & MAINTENANCE SUPPLY	4,000	4,000
101-7-7170-818-00 CONTRACTUAL SERVICES	11,000	8,000
101-7-7170-818-10 PARK CAPITAL IMPROVEMENT	157,748	0

DPS –Garbage & Rubbish



- We continue to use Western Washtenaw Recycle Authority site in Chelsea 4 times a week. WWRA current charges \$25.00 per ton.
- Recycle Ann Arbor has been contracted for it's Recycling Drop Off Station Services at a cost of \$2167.00 a month.

DPS – Motor Pool

Description	Amended FY 2018-2019	Amended FY 2019-2020	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Bobcat	\$69,000					\$7,200
High Ranger Platform - International #472		\$200,000	\$200,000			
Wide Area Mower		0	\$48,500			
Dump Truck w/Salter Chasis Only			\$110,000	\$110,000	\$120,000	\$120,000
Vactor Truck		\$430,000				
Grapple Truck Chasis Only				\$120,000		

DPS – Motor Pool

Description	Amended FY 2018-2019	Amended FY 2019- 2020	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Dump Truck				\$45,000	\$45,000	\$45,000
Dump Truck w/Salter		\$166,000				
Street Sweeper					\$230,000	
Ford Escape				\$30,000		
Tractor - Ferris Mower #444						\$18,000
Leach Rear Load Packer Truck on Freightliner Chasis				\$160,000	\$160,000	

DPS – Motor Pool

Description	Amended FY 2018-2019	Amended FY 2019- 2020	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Side Load Heil Drop Body/Mack Chasis		\$231,000	\$231,000			
Truck- 10 Cubic Yrd Rear Packer #603		\$95,000	\$95,000			
Fork lift				\$30,000		
Vermeer Brush					\$35,000	



QUESTIONS?