1. City Council Special Meeting Agenda

   Documents: 05-17-12 BUDGET MEETING AGENDA.PDF

2. City Council Special Meeting Packet

   Documents: 05-17-12 BUDGET MEETING PACKET.PDF

CITY OF YPSILANTI
COUNCIL BUDGET SESSION AGENDA
COUNCIL CHAMBERS
ONE SOUTH HURON STREET
THURSDAY, MAY 17, 2012
6:00 P.M.

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Bodary	P A	Council Member Robb	P A
Council Member Jefferson	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Schreiber	P A
Mayor Pro-Tem 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. PRESENTATIONS OF DEPARTMENT BUDGETS –

-Continued from 5-10-12 Budget Session

- Friends Groups (Senior Center, Rutherford Pool, Parkridge Community Center, Freight House)- Pages 34 &35
- Historic District Commission-Page 35
- City Insurances- Page 36
- MTT and Charge Backs- Page 36
- Transfers Out and Contribution- Page 36

1. Non General Fund Expenditures Review/Questions (FY2011-12, 2012-13, 2013-2014)
   - Public Services
     - Building Maintenance – Pages 16 & 17
     - Energy Efficiency Fund – Page 17
     - Administration – Pages 29 & 30
     - Special Events – Page 30
     - Parking Lots – Page 31
     - Street lighting – Page 31
     - Parks – Page 32
   - Major and Local Street funds – Pages 38 thru 63
   - Garbage and Rubbish Collection Fund – Pages 64 thru 68
   - Capital Improvements (Revenues, Computers, Facilities, Streets, Capital Equipment) – Pages 104 thru 107

- Bonds (Street, Water, Sewer) – Page 79 thru 94 and Pages 110 thru 131
- Other Funds
  - CDBG – Pages 69 & 70
  - Police Special Revenue Fund – Pages 71 thru 73
  - Depot Town DDA – Pages 74 thru 78
  - Downtown DDA – Pages 101 thru 103
  - Brownfield – Pages 95 & 96
  - Land Revolving - Pages 97 thru 100
  - Economic Development Corporation – Pages 108 & 109
  - Sidewalks – Pages 132 thru 134
  - Public Transit – Pages 135 & 136
  - Workers Compensation – Pages 143 thru 145
  - Fire/Police Pension – Pages 146 thru 149
  - Retiree Benefits Fund – Pages 150 thru 153

IX. AUDIENCE PARTICIPATION –

XII. REMARKS FROM THE MAYOR -

XIII. ADJOURNMENT -

A. Resolution No. 2012-106 adjourning the City Council Meeting.

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IX. AUDIENCE PARTICIPATION –

XII. REMARKS FROM THE MAYOR -

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A. Resolution No. 2012-106 adjourning the City Council Meeting.

City of Ypsilanti
Amended 2011/2012
Requested 2012/2013
Requested 2013/2014
Non-General Fund & DPS

May 17, 2012

Public Building Maintenance pgs. 16-17 & Sec.2 pgs. 27-29
Stan Kirton, Director of DPS

Facility Improvements/Repairs Acct# 101-7-2650-818-00	Amended #2 FY 2011-2012	Requested FY 2012-2013	Requested FY 2013-2014
General Building:			
Plumbing, Electrical & Heating & general facility repairs	60,000	61,800	63,654
Iron Mountain Storage Fees	10,000	10,300	10,609
Elevator Maintenance Contract	5,546	5,712	5,884
Mat Service	3,000	3,090	3,183
Alarms System Monthly Charges	1,200	1,236	1,273
Shredding Services	1,200	1,236	1,273
Window Cleaning Services	1,100	1,133	1,167
Fire Extinguisher Inspection	1,084	1,117	1,150
Other Projects	1,500	1,545	1,591
Total	84,630	87,169	89,784

Public Building Maintenance pgs. 16-17 & Sec.2 pgs. 27-29
Stan Kirton, Director of DPS

Facility Improvements/Repairs Acct# 101-7-2650-818-00	Amended #2 FY 2011-2012	Requested FY 2012-2013	Requested FY 2013-2014
DPS:			
DPW Garage Repair	25,000	30,000	
DPW East Roof	12,000		
Street Sweeping Containment Area	10,000	15,000	
Paint Pole Barn	8,000		
City Hall Para-Pit		50,000	
Gas Tank Well Repair at YFD		48,000	
DPS Garage Roof		30,000	
DPS Emergency Generator			35,000
DPS Carpet			5,000
DPS Tuckpoint Office Building			5,000
Other Projects	2,500		1,600
Total	**57,500**	**173,000**	**46,600**

Public Building Maintenance pgs. 16-17 & Sec.2 pgs. 27-29
Stan Kirton, Director of DPS

Facility Improvements/Repairs Acct # 101-7-2650-818-00	Amended #2 FY 2011-2012	Requested FY 2012-2013	Requested FY 2013-2014
Fire:			
Emergency Generator	40,000		
Boiler replacement-Stimulus Fund	17,500		
Garage Door closure safety devices	3,800		
repair parking lot seal cracks and joints	1,000	2,000	2,000
Refrigerators	650		
Upgrade slaon valves in restrooms		600	600
Apparatus Room Drains and Grates		500	500
Exterior Entrance Door Replacement/Lintel			800
Other Projects			430
Total	62,950	3,100	4,330

Public Building Maintenance pgs. 16-17 & Sec.2 pgs. 27-29
Stan Kirton, Director of DPS

Facility Improvements/Repairs Acct# 101-7-2650-818-00	Amended #2 FY 2011-2012	Requested FY 2012-2013	Requested FY 2013-2014
City Clerk:			
Paint Council Chambers, vestibule, hallways		5,000	
Police:			
Bike Pen	15,000		
Senior Center: (CDBG Grant)			
Kitchen	21,000	9,578	
Commercial Water Heater	4,000		
Energy Efficiency Dep. 2651:			
Lighting Improvements	31,713	231,082	
Total	71,713	245,660	0

Public Building Maintenance pgs. 16-17 & Sec.2 pgs. 27-29
Stan Kirton, Director of DPS

Departments	Amended #2 FY 2011-2012	Requested FY 2012-2013	Requested FY 2013-2014
General Building	84,630	87,169	89,784
DPS	57,500	173,000	46,600
Fire	62,950	3,100	4,330
City Clerk		5,000	
Police	15,000		
Recreation	25,000	9,578	
Energy Efficiency	31,713	231,082	
Total	276,793	508,929	140,714

Public Building Maintenance pgs. 16-17 & Sec.2 pgs. 27-29
Stan Kirton, Director of DPS

Projects	Amended #2 FY 2011-2012	%	Requested FY 2012-2013	%	Requested FY 2013-2014	%
Public Building Maintenance	220,080	80%	268,269	53%	140,714	100%
Energy Efficiency Revolving	31,713	11%	231,082	45%		
CDBG	25,000	9%	9,578	2%		
Total	276,793	100%	508,929	100%	140,714	100%

Energy Efficiency Fund pg 3 &.17
Stan Kirton, Director of DPS

- Replaced City Hall Boiler, Replaced HVAC Unit at Parkridge Community Center Gym, Installed T-8 Lights in City Manager Office, Installed LED Demo Fixtures in Mayor's Office.

- Staff continues to calculate energy savings. Savings will be totaled at end of 2011/2012 fiscal year.

Special Events–p. 7 & 30
David Kowal, Dir. of Admin. Serv.

- In an effort to manage special events $4,000 has been designated for City staffing/administration. The Special Events Coordinator works varying hours depending on time of year and timing of events. Position subject to possible elimination and transfer of duties to existing staff.
- The Special Events Coordinator is now administering all classes of special events.
- Staff is currently discussing the fee schedule and may recommend adjustments.

Parking Lots–Pg 31
Stan Kirton, Director of DPS

Winter maintenance costs were down due to the mild winter.

Labor and operating maintenance costs increased due to the installation of parking meters in the Washington Street parking lot.

Discussions continue regarding allocation of meter revenue to DPS to offset meter maintenance costs.

- Staff is soliciting cost estimates for parking lot repairs in Aubree's lot.

Street Lighting–pg 31
Stan Kirton, Director of DPS

- The West Cross Street Streetscape Project included street and pedestrian lighting upgrades to LED lights. This is the City's first LED corridor. The City should realize some energy savings from these conversions.

- The LED street light conversion costs continue to decrease. Staff continues to monitor conversion costs for possible future conversions within the City.

Parks–pg. 32
Stan Kirton, Director of DPS

- $15,000 in CDBG Funds have been allocated for playground improvements to Parkridge Park. Staff is developing a plan for improvements and securing cost estimates.

- Parks Capital Fee Projects to be discussed.

Major Streets pg 38-55
Stan Kirton, Director of DPS

- The City received an additional $100,000 in STPU-urban funds for the W. Cross Street Project bring the total federal portion to $325,000 (capped) .

- Major streets scheduled for 2012/2013:
  - W. Cross Street (Washtenaw to Wallace)
  - Design of Grove Road

Major Streets pg 38-55
Stan Kirton, Director of DPS

- Decreases in traffic signals (pg 44) energy costs due to the new federal regulations eliminating incandescent light bulbs and the City converting all traffic signals and pedestrian signal to LED's.

- Staff will begin changing out traffic signs to meet the retro reflectivity mandate as required by the federal government.

Major Streets pg 38-55
Stan Kirton, Director of DPS

- Decrease in winter maintenance was due to the lower cost of salt and a mild winter season. Staff budgeted $55 a ton for the cost of salt and there was actually a decrease in tonnage to $48.23 a ton in 2011-2012.

Local Streets pg 56-63
Stan Kirton, Director of DPS

- No local street projects are budgeted for fiscal year 2012/2013

Local Streets pg 56-63
Stan Kirton, Director of DPS

- The cost of salt went down; the cost of staff, fringes and equipment rental decreased due to the mild winter season (2011).

- The local winter maintenance increase was due to amount of salt sold to other entities (EMU, Public Housing and Ypsilanti Township) expenses were offset by revenue.

Environmental Services pg 64-68
Stan Kirton, Director of DPS

- The City continues to realize cost recovery for
- recycling. In recent months the City was paid $14 a ton for single stream. The reimbursement amount varies month to month. We began to realize cost recovery in January 2011.

- Trash disposal cost has steadily increased and stands at $24.99 per ton today.

Environmental Services pg 64-68
Stan Kirton, Director of DPS

- Electronic recycling at the drop-off site began May 2012. Our contract with Vintage Tech pays \$40 per ton for mixed electronics and \$200 per ton for computers

Water Street Grant Activity pgs. 69-70 & 97-100; David Kowal

- The GLRI Grants, Phytoremediation and tree nursery, will be expended in full by the end of calendar year 2012.
- Staff has budgeted $50,000 in FY 2012/13 for general site maintenance (e.g., mowing, debris cleanup) and administrative, engineering and legal costs.

DDA pgs. 74-78, 101-103
Tim Colbeck, Director

- W. Cross Building Rehab Grant Rd. I & II
  - Washtenaw County/ELG awarded YDDA $15,000 grant for second consecutive year
  - 3 Rd. I projects were completed and awarded $10,000 each
  - 2 Rd. II projects were committed for funding up to $24,000 and are currently in the planning stage or under construction
- YDDA Façade Grant Program
  - $29,000 was awarded two 12 business/property owners for district wide façade improvements.

FY 2011-2012 Accomplishments

- East/West Cross Streetscape Enhancements
  - Project is in the final punch-list phase
  - YDDA partnered with MDOT and the City by providing over $84,000 to this project
- E. Cross St. Repaving
  - YDDA partnered with the City by providing over $28,000 to the street repaving/resurfacing in Depot Town
- YDDA/Ypsilanti Police partnership
  - YDDA continued it partnership with YPD to pay ½ of the salary ($30,150)for a downtown officer
- Holiday Lighting Program
  - YDDA partnered with the YACVB and community groups with $1,750 to ensure holiday lights were installed

FY 2011-2012 Accomplishments

2011-12 FY Budget Summary

Revenues

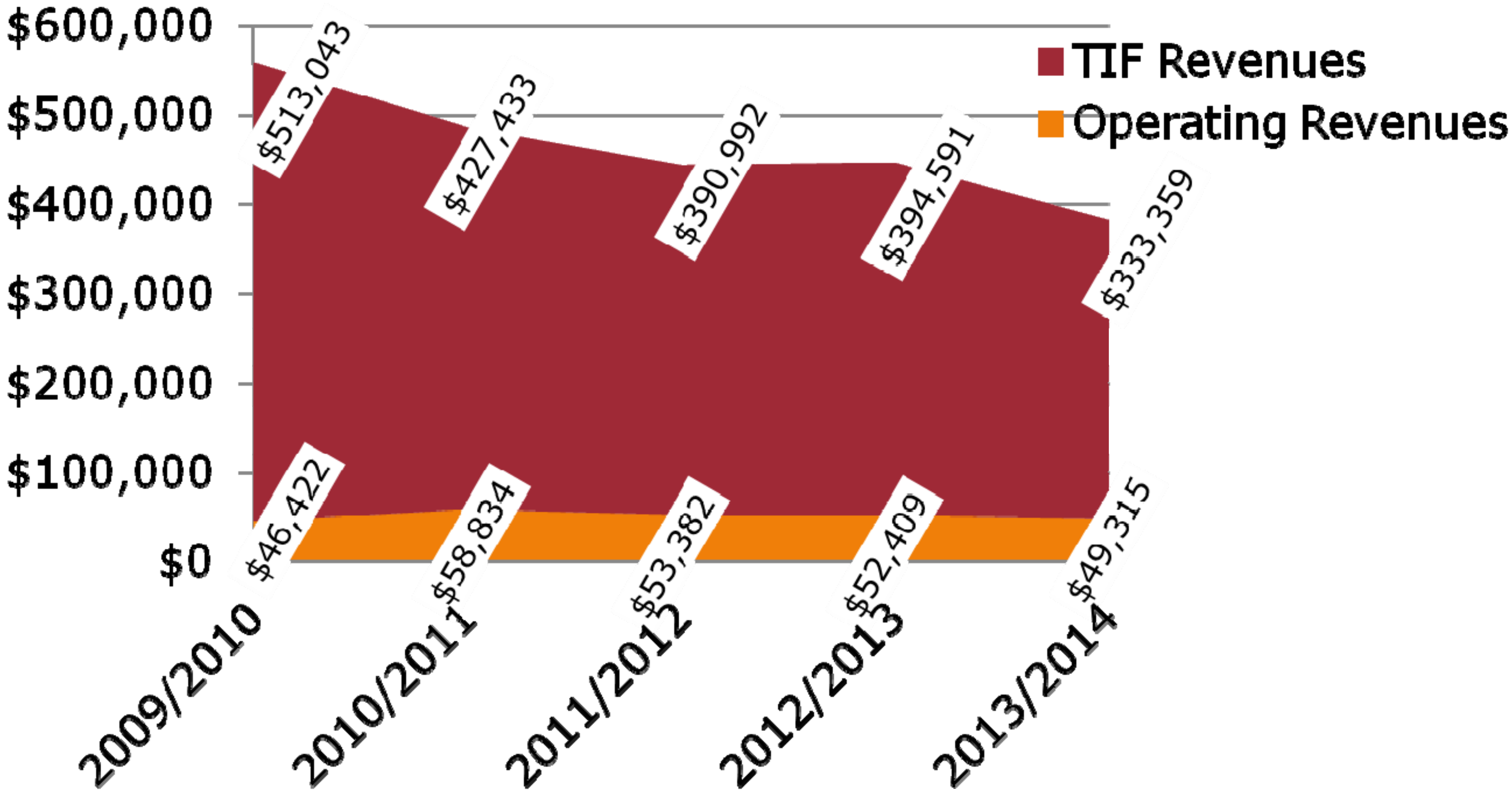
Operating (1.8282 mil)	$53,382
TIFA	$375,827
Misc. Income	$15,165
Appropriation Fund Balance	$214,011
Total	$658,385

Expenses

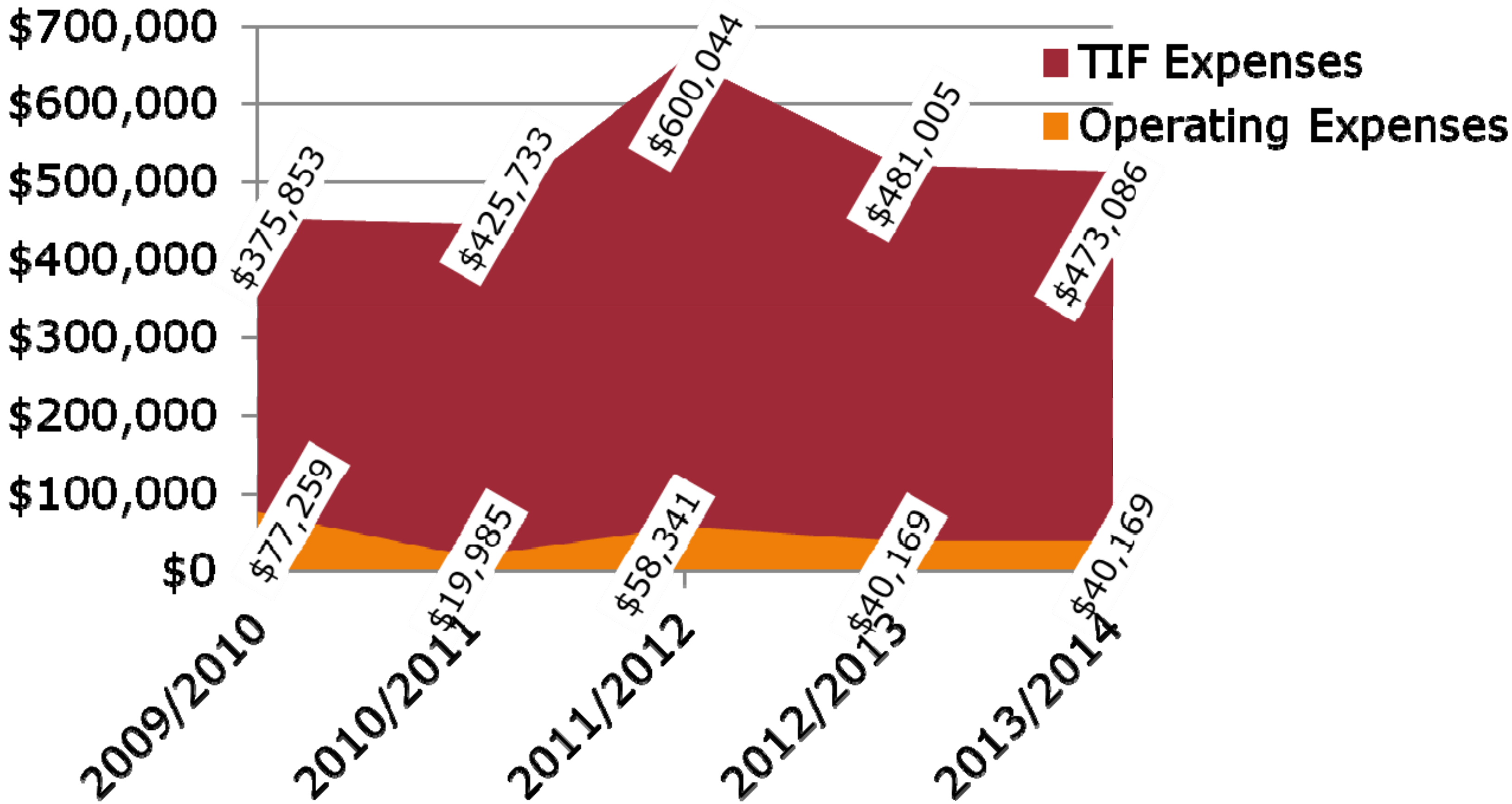
Operating	$58,341
Wages & Benefits	$137,928
Bond Payments	$178,904
TIFA Expenses	$283,212
Total	$658,385

Fund Balance as of FYE June 2011	$736,905
Appropriated for FYE June 2012	$214,011
Projected FB FYE June 2012	$522,894

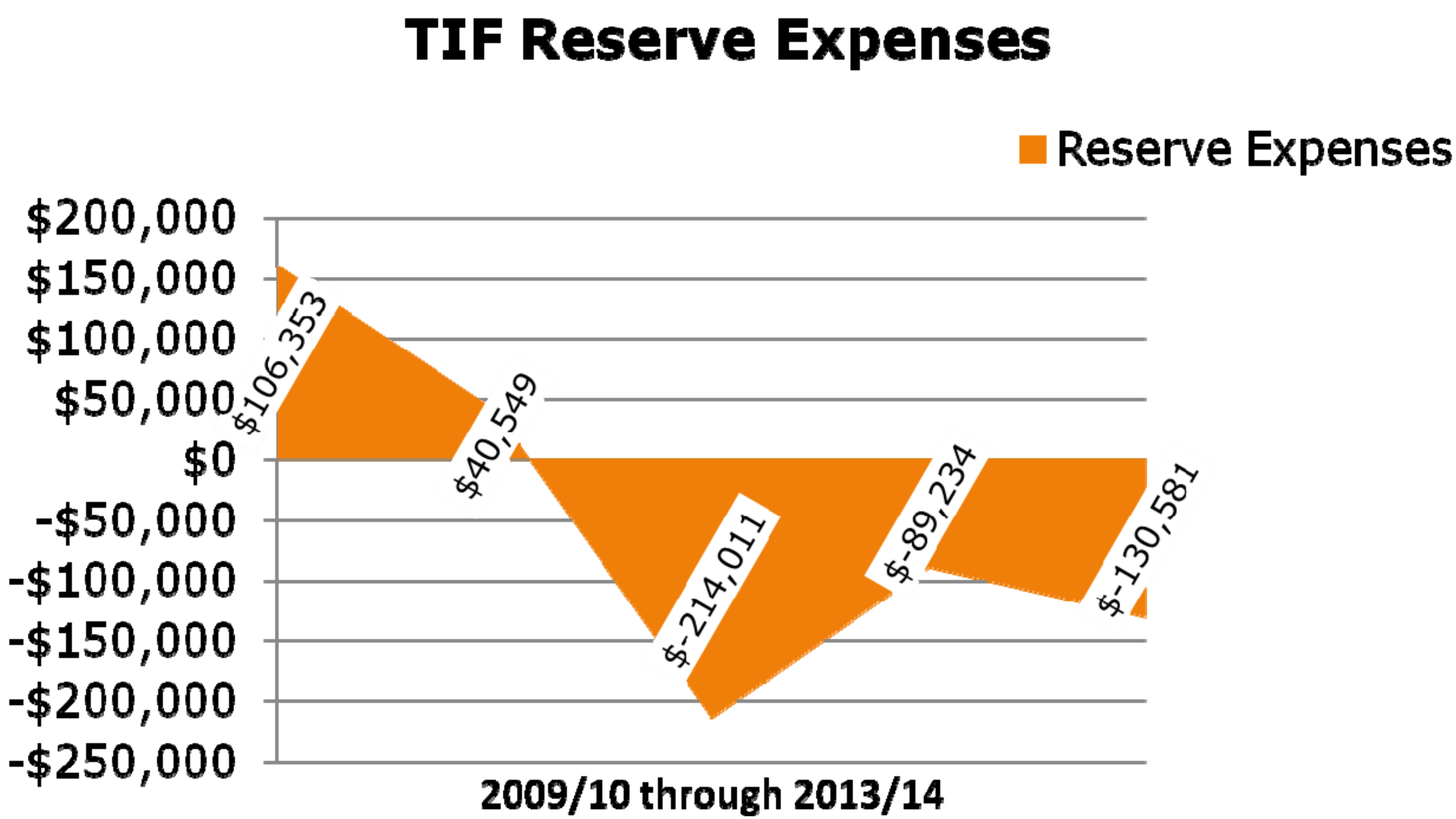
Operating & TIF Revenues



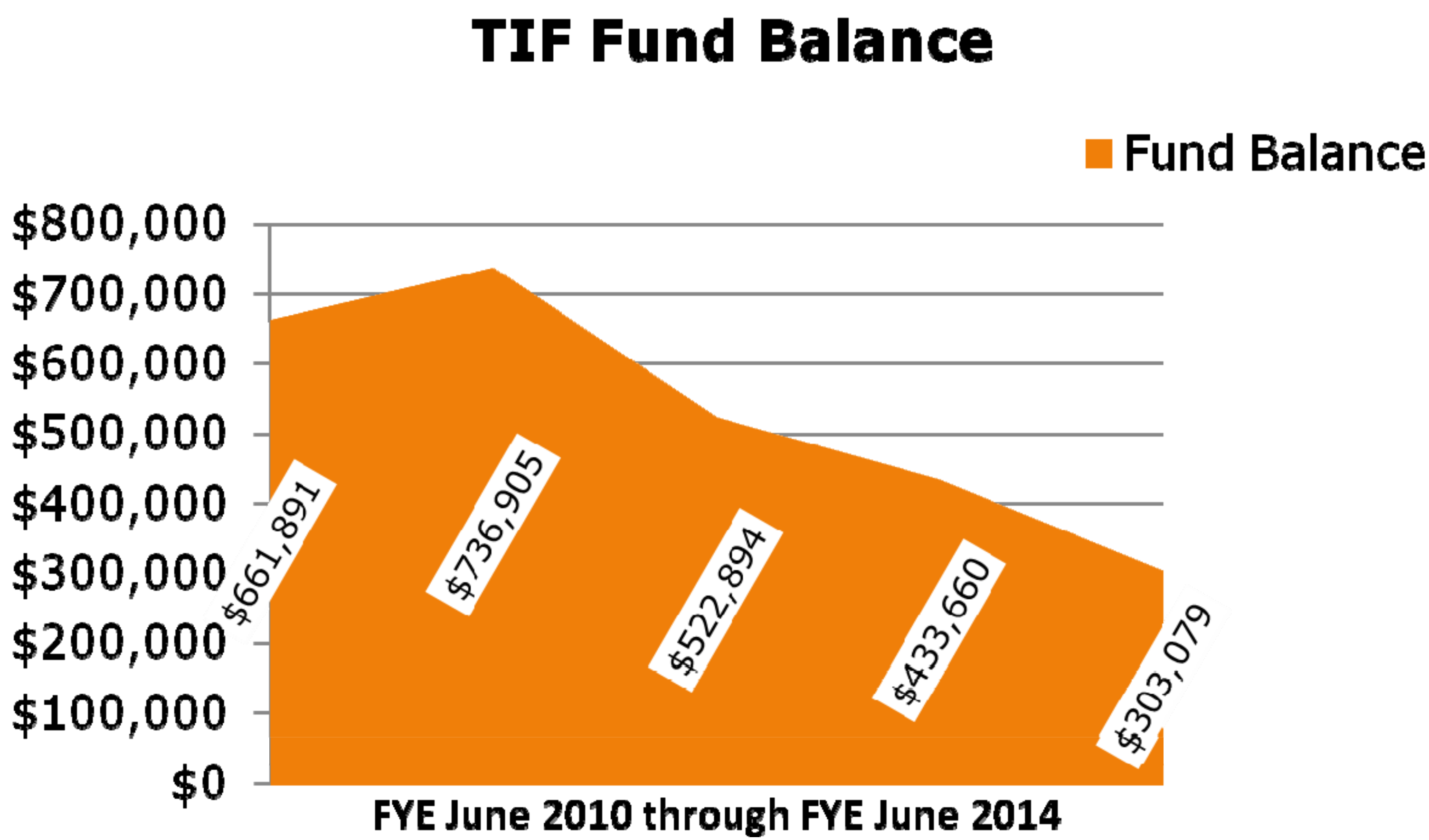
Operating & TIF Expenditures



TIF Reserves Expenses



TIF Reserves Fund Balance



2012-13 FY Budget Summary

Revenues

Operating (1.8282 mil)	$52,409
TIFA	$357,091
Misc. Income	$37,500
Appropriation Fund Balance	$74,174
Total	$521,174

Expenses

Operating	$40,169
Wages & Benefits	$131,956
Bond Payments	$188,805
TIFA Expenses	$160,244
Total	$521,174

Fund Balance as of FYE June 2012	$522,894
Appropriated for FYE June 2013	$74,174
Projected FB FYE June 2013	$448,720
Restricted FB (3%)	$13,462

2013-14 FY Budget Summary

Revenues

- Operating (1.8282 mil) $49,315
- TIFA $303,359
- Misc. Income $30,000
- Appropriation Fund Balance $130,581

- Total $513,255

Expenses

- Operating $40,169
- Wages & Benefits $133,087
- Bond Payments $187,105
- TIFA Expenses $152,894

- Total $513,255

Fund Balance as of FYE June 2013	$448,720
Appropriated for FYE June 2014	$130,581
Projected FB FYE June 2014	$318,139
Restricted FB (3%)	$9,544

2012-13 TIFA Rev-Exp Breakdown

Operating Revenues	Operating Expenses
$52,409	$40,169

- Operating Revenues are restricted to only Operating Expenses
- Expenses include rent, supplies, city fees for payroll and audit, legal services, and conferences (can be earmarked for wages)
- Revenues exceed Expenses by $12,240

Misc./Grant Revenues	Misc./Grant Expenses
$37,500	$37,500

- Misc. Revenues include grants and other non-tax related sources
- Grant Revenues are restricted by the terms of the grant award
- $30,000 is ELG award earmarked to YDDA Building Rehab Program and $7,500 to YDDA Façade Improvement Program

TIFA Revenues	TIFA Expenses
$357,091	$481,005

- TIFA Revenues are not restricted funds
- TIFA Expenses include Wages & Benefits, Bond Payments, and TIFA Project Expenses
- Expenses exceed Revenue by $-123,914
- The deficit is made up through Appropriations from our FB

2012-13 TIFA Rev-Exp Breakdown

2012-13 TIFA Rev-Exp Breakdown

TIFA Revenues	Wages & Benefits
$357,091	$131,956

- Wages include YDDA Staff and downtown police officer
  - Executive Director – $55,286
  - YDDA Staff – $23,660
  - Downtown Officer –$30,150
- Benefits include social security, healthcare, and retirement
- Can use $12,240 remainder from Operating Revenue here
- The remainder of TIFA Revenues are $237,375

2012-13 TIFA Rev-Exp Breakdown

TIFA Revenues (- wages)	Bond Payments
$237,375	$188,805

- Bonds include Depot Town Maple St. Lot, Downtown Streetscape I and II
- The remainder of TIFA Revenues are $48,570

2012-13 TIFA Rev-Exp Breakdown

TIFA Revenues (- wages & bonds)	TIFA Program Expenses
$48,570	$160,244

- TIFA expenses include both one time and ongoing program/project expenses
- The remainder of TIFA Revenues are $-111,674
- The remainder will be made up through FB appropriations

TIFA Program Expenses		Revenue Source
• Streetscape Maintenance	$25,000	TIFA Revenue
• Seasonal Planting	$2,500	TIFA Revenue
• Waste Management*	$21,070	TIFA Revenue
• Sub-total	$48,570	TIFA Revenue

*the remainder of this expense will come from FB reserves

2012-13 TIFA Rev-Exp Breakdown

2012-13 TIFA Rev-Exp Breakdown

TIFA Program Expenses		Revenue Source
Waste Management*	$2,930	FB Reserve
Utilities/DTE	$2,000	FB Reserve
Rail Fence Lease	$244	FB Reserve
Pedestrian Trash Cans	$20,000	FB Reserve
YDDA Bldg. Rehab Grant**	$45,000	FB Reserve/ELG Grant
Façade Grant Program***	$40,000	FB Reserve/ELG Grant
Holiday Lighting	$1,500	FB Reserve
Sub-total	$111,674	

*Remainder not covered by TIFA revenue

**$30,000 of this item is from restricted ELG grant

***$7,500 of this item is from restricted ELG grant

2013-14 TIFA Rev-Exp Breakdown

Operating Revenues	Operating Expenses
$49,315	$40,169

- Operating Revenues are restricted to only Operating Expenses
- Expenses include rent, supplies, city fees for payroll and audit, legal services, and conferences (can be earmarked for wages)
- Revenues exceed Expenses by $9,146

Misc./Grant Revenues	Misc./Grant Expenses
$30,000	$30,000

- Misc. Revenues include grants and other non-tax related sources
- Grant Revenues are restricted by the terms of the grant award
- $30,000 is ELG award earmarked to YDDA Building Rehab Program

2013-14 TIFA Rev-Exp Breakdown

TIFA Revenues	TIFA Expenses
$333,359	$473,086

- TIFA Revenues are not restricted funds
- TIFA Expenses include Wages & Benefits, Bond Payments, and TIFA Project Expenses
- Expenses exceed Revenue by $-139,727
- The deficit is made up through Appropriations from our FB

2013-14 TIFA Rev-Exp Breakdown

TIFA Revenues	Wages & Benefits
$333,359	$133,087

- Wages include YDDA Staff and downtown police officer
  - Executive Director – $55,286
  - YDDA Staff – $23,660
  - Downtown Officer –$30,150
- Benefits include social security, healthcare, and retirement
- Can use $9,146 remainder from Operating Revenue here
- The remainder of TIFA Revenues are $209,418

2013-14 TIFA Rev-Exp Breakdown

TIFA Revenues (- wages)	Bond Payments
$209,418	$187,105

- Bonds include Depot Town Maple St. Lot, Downtown Streetscape I and II
  - Downtown Streetscape I will be paid in full as of 5/1/14 – removing approximately $85,000 in annual debt service from our books starting FY 2014-15
- The remainder of TIFA Revenues are $22,313

2013-14 TIFA Rev-Exp Breakdown

TIFA Revenues (- wages & bonds)	TIFA Program Expenses
$22,313	$152,894

- TIFA expenses include both one time and ongoing program/project expenses
- The remainder of TIFA Revenues are $-130,581
- The remainder will be made up through FB appropriations

2013-14 TIFA Rev-Exp Breakdown

TIFA Program Expenses		Revenue Source
Streetscape Maintenance*	$22,313	TIFA Revenue
Sub-total	$22,313	TIFA Revenue

*the remainder of this expense will come from FB reserves

2013-14 TIFA Rev-Exp Breakdown

TIFA Program Expenses		Revenue Source
Streetscape Maintenance*	$3,437	FB Reserve
Seasonal Planting	$2,500	FB Reserve
Pedestrian Trash Cans	$20,000	FB Reserve
Waste Management	$15,900	FB Reserve
Holiday Lighting	$1,500	FB Reserve
Utilities/DTE	$2,000	FB Reserve
Rail Fence Lease	$244	FB Reserve
YDDA Bldg. Rehab Grant**	$45,000	FB Reserve/ELG Grant
Façade Grant Program	$40,000	FB Reserve
Sub-total	$130,581	

*Remainder not covered by TIFA revenue

**$30,000 of this item is from restricted ELG grant

Bonds and other funds pg. 79-94 & 110-131 Marilou Uy, Dir. Fiscal Services

- **Summary of Bonds** -see attached
- **Brownfield Development (399)** pg 95-96:

  School Pictures TIF reimbursement and administrative fees will be fully paid in 2011/2012. This fund will be inactivated after FY 2011/2012.
- **Economic Development Corp (415)** pg 108-109. Consistent with last year.
- **Sidewalks (495)** pg 132-134: This is the fifth year funding has been allocated to the City from CBDG of $50,000. This will be the fifth year of a ten year program for ADA ramps.

Public Transit 135-136,
Marilou Uy, Dir. Fiscal Services

PUBLIC TRANSIT REVENUES	Amended #2 FY 2011-2012	Requested FY 2012-2013	Requested FY 2013-2014
Revenues:			
Current Property Taxes	293,988	275,645	265,272
Tax Related Revenues	593	592	591
Interest Earnings	450	450	450
Contribution From General Fund	-	21,588	74,917
Appropriation from Fund Balance	-	32,214	-
Total Revenues	**295,031**	**330,489**	**341,230**
Expenditures:			
Contractual-AATA POSA Cost	262,183	329,522	340,396
MTT /BOR/Charge Backs	634	967	834
Total Expenditures	**262,817**	**330,489**	**341,230**
Surplus (deficit)	32,214	-	-

Workers Compensation pgs. 143-145, Health Care Fund pgs. 150-153

Marilou Uy, Fiscal Services

- **Workers Compensation (677)**
  - Remains consistent with last year

- **Retiree Benefits Fund (736)**

  Health care increased by 13% for calendar 2011 and have scheduled a 15% increase for calendar year 2013. Note that Health care increases are by calendar year.

Resolution No. 2012 -106
May 17, 2012

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: