



TO: Mayor and Council

FROM: Karen Lancaster, Finance Director

CC: Tom Crawford, CFO
Howard S. Lazarus, City Administrator

SUBJECT: Capital Financing Policy

DATE: May 15, 2018

Question #59: Capital Financing policy: For assets that serve both general fund and enterprise fund services (e.g. the Larcom Building), how are capital needs allocated to the different funds using the asset? Is this covered in the municipal service charge? How would the creation of the capital fund interact with this process? (Councilmember Warpehoski)

Response: This policy seeks to set aside funding for future needs. For General Fund-supported assets, such as Larcom, each year we will transfer money to the sinking fund and the costs will be allocated through the municipal service charge process in the next budget cycle, thus recouping the enterprise funds' share of a jointly-used building.



TO: Mayor and Council

FROM: Karen Lancaster, Finance Director

CC: Tom Crawford, CFO
Howard S. Lazarus, City Administrator

SUBJECT: City Council

DATE: May 15, 2018

Question #60: Council Professional development: Administration discussed funding Council professional development to create a clear policy for funding Council Members' participation in activities such as Michigan Municipal League conferences to enhance their effectiveness. Is such funding available in the proposed Mayor and City Council budget? (Councilmember Warpehoski)

Response: The Mayor & Council budget for FY19 has no funding for conferences. However, if a need is identified, funding could be provided from the City Administrator's contingency or training funds.



TO: Mayor and Council

FROM: Lisa Wondrash, Communications Director

CC: Tom Crawford, CFO
Karen Lancaster, Finance Director
Howard S. Lazarus, City Administrator

SUBJECT: Communications Unit/CTN

DATE: May 15, 2018

Question #53: It is my understanding that the City uses temporary employees at CTN, who work nine months and removed from service for three months, but allowed to return to CTN as a temporary employee after the three month hiatus. How many CTN positions are classified as temporary? How much would it cost to convert those temporary positions to full-time bargaining unit employees? (Councilmember Eaton)

Response: CTN utilizes between 2 to 4 temps depending on the time of year. The total cost for a Producer is as follows:

\$41,101 – Wages
\$3,370 – Taxes
\$24,206 – Benefits
\$489 – Worker's Comp
\$69,166 – Grand Total



TO: Mayor and Council

FROM: Tom Crawford, CFO

CC: Mike Kennedy, Fire Chief
Karen Lancaster, Finance Director
Howard S. Lazarus, City Administrator

SUBJECT: Fire

DATE: May 15, 2018

Question #58: Page 2 describes a “125K reduction in General Fund subsidy of Fire Inspections.” What is the projected FY18 general fund subsidy for inspections? What is the budgeted FY19 general fund subsidy? Is it forecast that the inspection process will be revenue neutral to the City? (Councilmember Warpehoski)

Response: Fire inspections have a budgeted cost of \$1,126,026 for FY19 and budgeted revenue of \$525,000. The General Fund subsidy for fire inspections in FY19 is \$601,026.

In FY18, the budgeted revenue for fire inspections is \$400,000. The \$125,000 reduction in the General Fund subsidy of Fire Inspections is due to increased efficiencies from Fire Prevention that will allow them to increase their revenue by \$125,000 in FY19 thus reducing their general fund subsidy. It is expected that by FY20, the inspection process will be on a full cost recovery basis.



TO: Mayor and Council

FROM: Tom Crawford, CFO
Karen Lancaster, Finance Director
Howard S. Lazarus, City Administrator

SUBJECT: Human Resources

DATE: May 15, 2018

Question #45: Please provide detailed information regarding the FTEs added over the last five years, including job title, salary and the year added to the budget (Councilmember Eaton)

Response: Please see attached spreadsheet.

	A	B	C	D	E	F
1	History of FTEs Added to the Budget					
2						
3	Fiscal Year	FTE Count	Department	Title	Amount	Notes
4	FY14	4.0	Fire	Firefighter	\$ 308,000	
5	FY14	1.0	Information Technology	Senior Infrastructure Specialist	125,000	
6	FY14	3.5	Planning & Development	Development Services Inspector	294,000	
7	FY14	0.25	Clerk	Election Worker Recruiter	26,000	
8	FY14	1.0	Safety	Safety Compliance Specialist	88,000	
9	FY14	-2.0	Community Development	Housing Rehab Specialist	232,000	
10	Subtotal FY14	7.8			\$ 1,073,000	
11						
12	FY15	1.0	Planning & Development	Development Services Inspector	\$ 87,000	
13	FY15	3.0	Police	Police Officer	244,000	
14	FY15	1.0	Fire	Firefighter	82,000	
15	FY15	22.0	Housing Commission	Various	1,908,521	City Council adopted a resolution making housing employees City employees. We are reimbursed for these employees.
16	Subtotal FY15	27.0			\$ 2,321,521	
17						
18	FY16	1.0	Planning & Development	Plan Reviewer	\$ 95,000	
19	FY16	1.0	Housing Commission	Occupancy Specialist	69,000	Reimbursed by Housing Commission
20	Subtotal FY16	2.0			\$ 164,000	
21						
22	FY17	0.25	Clerk	Election Worker Recruiter	\$ 25,000	This was to increase a .75 FTE to a 1.0 FTE.
23	FY17	-0.50	Human Resources	Payroll Analyst	(42,000)	
24	FY17	1.0	Planning	City Planner 4	88,000	
25	FY17	0.50	Attorney	Legal Assistant Paralegal	6,000	
26	FY17	0.50	Safety	Safety Assistant	42,000	This was to increase a .50 FTE to a 1.0 FTE
27	FY17	2.0	Planning & Development	Deputy Building Official & Administrative Assistant	190,000	
28	FY17	2.0	Public Services	Deputy Public Services Administrator & Program Administrator	297,000	
29	FY17	2.0	Housing Commission	Director of Operations & Occupancy Specialist	186,000	
30	Subtotal FY17	7.8			\$ 792,000	
31						
32	FY18	1.0	City Administrator	Assistant City Administrator	\$ 87,000	Added for half year in FY18
33	FY18	1.0	Clerk	Boards & Commissions Coordinator	97,000	
34	FY18	1.0	Human Resources	Recruiting Coordinator	72,000	
35	FY18	2.0	Housing Commission	Administrative Assistant & Property Manager	162,000	Reimbursed by Housing Commission
36	FY18	-1.0	Parks	Golf Maintenance & Ops Specialist	(83,000)	
37	FY18	1.0	District Court	Probation Officer	100,000	
38	FY18	1.0	Public Services	Telecommunications Manager	77,000	
39	FY18	1.0	Information Technology	Infrastructure Support	109,000	
40	FY18	2.0	Public Services	Program Administrator & Civil Engineer III	222,000	
41	FY18	2.0	DDA	Management Assistant & DDA Communication Specialist	190,000	
42	Subtotal FY18	11.0			\$ 1,033,000	
43						
44	Grand Total	55.5			\$ 5,383,521	



TO: Mayor and Council

FROM: Tom Crawford, CFO

CC: Karen Lancaster, Finance Director
Howard S. Lazarus, City Administrator
Robert Pfannes, Police Chief

SUBJECT: Police

DATE: May 15, 2018

Question #57: My understanding is that one of the new police be to backfill from a sergeant assigned to FOIAs? Why is it necessary to fill this position with a sworn officer instead of civilian staff? (Councilmember Warpehoski)

Response: Primary responsibility for redactions, evaluation of potential exemptions, and other FOIA compliance now belongs to AAPD, with the City Attorney's Office providing review and advice on an as-needed basis. A police command officer position was created for this expanding function to ensure the reviewer had a sophisticated understanding of police operations and investigations when making these evaluations.

Question #82: How many FTE's are there currently in the Community Engagement Unit? (Councilmember Lumm)

Response: The number of FTEs in the Community Engagement Unit is 4. There are 2 full-time officers, 1 sergeant, and 1 officer assigned for the summer.

Question #83: Is there any data for 2017 on free patrol hours (in the response to my previous question, data for 2013 through 2016 was provided). (Councilmember Lumm)

Response:

	2017 (Hours)
Unassigned Proactive Patrolling (Free Patrol)	25,333
Unassigned Proactive Patrolling (Free Patrol)- % Total Hours	25%