

Fiscal Year 2024/25

Budget Questions & Answers

	<p>Questions from members of City Council</p>	<p>Answers from Members of Staff</p>
	<p>Will you be able to prepare the financial projections I asked for? If so, when should I expect them? If not, let me know so I can start on it myself. A perfectly reasonable answer is that I asked for this late and you don't have time.</p>	<p>I find that anything more than a three year projection has little value (just look back at the last three years), my recommendation would be to expand our current year two year budget to a three year budget – CJ</p> <p>- Will likely be recommending one of two options, or a combination of the two, to produce a multi-year forecast...NG</p>
	<p>Pg 3(5) - Leaf pickup \$145,000 annually. I'd like to see the detailed breakdown, though it doesn't need to be in this document.</p>	<p>DPW director provided a proposed budget totaling the above amount - finance created a new dept in 226 (529) for all related costs which include labor, equipment rental, and operating supplies - CJ</p> <p>MB- That estimate was based on the shortened season last year. We are better able to track our staff costs involved with this program. As noted, Shawn would have to provide that breakdown. - MB</p>
	<p>Pg 3(5) "replacement of lead lines for almost all households" Really? Almost every house has lead lines?</p>	<p>Statement included in CM budget overview message as an overview of the significant amount of lines that will be replaced as part of this unfunded state mandate – CJ</p> <p>This is something we would like to be wrong about in the long run but we are not sure yet. We are working through verifications but the number/percentage of households with lead lines is still outstanding. The thought is that we need to be prepared for this number to be very high given when the majority of our houses were built. - MB</p>
	<p>Pg 3(5) "\$0 cash available to run the entire system" Really? Which audit?</p>	<p>6/3023 audit (pg 17) shows that the WS Fund ran out of \$ prior to 6/30/23 and had to borrow \$1.6 million from the GF, the net of the borrowing and the cash shown is a negative \$1,023,000, i.e. \$01 cash available - CJ</p>
	<p>Pg 5(7) "Funding for fire engine replacement" Saying we could not fund a replacement is inaccurate. I imagine there are financing options. It could also</p>	<p>This is the CM message, his opinion, the City currently does not have sufficient funds to finance the current other small capital requests let alone a million dollar</p>

	<p>be possible through a bond rather than millage. Both of these I feel are bad ideas, but may be necessary.</p>	<p>plus fire truck - even financing the purchase over multiple years would be a financial challenge - CJ</p> <p>From what little I have seen so far, there is a broader discussion needed, but to have that discussion, additional information/data may need to be procured...NG</p> <hr/>
	<p>Pg 11(13) Last line "review fund balance/reserves annually during the budget process." I just want to call this out that, yes, we should discuss this during the hearings. And the sooner you can get us the current and corrected numbers the better.</p>	<p>This is the current city policy and should always be part of the budget discussions, the administration agrees - CJ</p> <hr/>
	<p>Pg 19(21) When I see the ending balances the same to the cent over three years, that just feels suspicious.</p>	<p>The budget is an estimate and will never agree to the cent - the overall philosophy regarding budget preparation and presentation will be discussed during the budget workshop by finance - CJ</p> <hr/>
	<p>Pg 4 (101-101-864-000) Is the \$9k jump in conferences due to MML being on Mackinac? What is the feasibility of us staying off property or off the island for cost savings?</p>	<p>Increase in budget from Matt, not sure of the exact details why – CJ</p> <p>Usually, this is a preference of the Councilmember/staff who attends. I have not been to Mackinac for the conference, but with all of the sessions, activities, etc. on the island, staying off island is sometimes less desirable. My recommendation would be to limit the number of City Council who attend...NG</p> <p>This is due to Mackinaw being the conference location. Staff could explore other options for room and board but the island in general is more expensive than the other locations. The budget is intended to be a not to exceed and so we would hope to come in under that amount. -MB</p> <hr/>
	<p>Pg 4 (101-172-704-000) City Manager Salary. To attract top talent this may need to be much higher. We should check with GovHR on the appropriate range.</p>	<p>Budgets are estimates based on current facts and circumstances, the administration has assumed the new CM will be paid at the same as the existing CM, to the extent the actual contract is different a budget amendment can be performed to adjust it - CJ</p> <p>This is being reviewed by GovHR. Anecdotally, I can tell you that the City of Berkley is low...NG</p> <hr/>

	Pg 5 (101-191-818-050) "Contractual Services - FD" FD is Finance Director?	<p>The \$84,000 is the amount the City paid Plate Moran during this year to contractually fill the finance director position for 3.5 months - CJ</p> <p>That does not apply to Carl's service as our finance director. He is employed as a part-time employee, not contractual.</p> <hr/>
	Pg 9 (101-252-716-500) There is a lot of variance and a big jump in health care costs. What is going on here?	<p>City is self-insured and significantly overestimated the current year expenditure amount (assumed a 36% increase). The current year will be amended down and the proposed budget is based on the most recent actual costs – CJ</p> <p>We are also looking at a revision to who holds our plan, which may bring forth some stability and predictability. This is a work in progress and will require MOUs with the Unions. More to come...NG</p>
	Question related to this topic. We have a motion on Monday night's agenda to approve a consulting agreement with Gallagher. Are we looking to have another provider within Gallagher for health care? Are we looking at other options for health care i.e. a consortium?	<p>Blue Cross Blue Shield is our provider. Gallagher consults to help us keep those costs down as a self-insured healthcare plan as well as our dental and vision plans. This involves "shopping" other providers each year to make sure that BCBS offers the lowest costs. We are working on a proposal to enter a pooled system with several other municipalities and school districts to keep these costs from increasing as quickly as full-insured plans and independent, self-insured plans like ours. -MB</p>
	Pg 19 (101-441-931-000) There are notes for FY24 and FY25 maintenance but no amounts. Did this move to facilities? If so, these notes should probably move there, too, and a note here on why this is now zero (we have done that in other funds).	<p>The City created a new "Facilities" department in the proposed budget (noted in the footnote) and removed the facilities related costs from departments 265,791,751,345 and 441 to this new department - CJ</p> <hr/>
	Pg 27 (202-464-818-000) Big increase here. Are we increasing our preventative maintenance?	<p>Proposed budget doubles the amounts spend on neighborhood roads for concrete repairs from prior year - CJ</p> <hr/>
	Pg 28 (202-464-982-000) We've made due with one street sweeper before. Could we do that again? Do we lose the prime time for resale?	<p>Sweeper proposed in year 2 (25/26) and has a two year buildtime so would not be received until 2028 (similar to the delays encountered with the one we just received) - CJ</p> <hr/>

	Pg 28 (202-468-709-000) we have overtime for trees?	<u>Allocation of DPW time based on last two years actual and director recommendation - CJ</u>
	Pg 28/29 (202-468-758-000) Reducing tree plantings from 250 to 100 per year?	<u>Reduction per request of department head - CJ</u>
	Pg 31 (202-475-922-000) A one year out of no-where \$160,000 for street lighting in the current year? What is that?	<u>Council approved in prior years budget the one-time expense of DTE replacing street lights to LED lights - CJ</u>
	Pg 31 (202-483-726-200) What is the big jump in Internal Services?	<u>Act 51 allows for a 10% administrative fee to be charged to the street funds from the GF - the City was unaware of the rule and increased the allocation to the 10% in both funds and corresponding revenue in the GF - CJ</u>
	Pg 34 (203-464-821-010) What is FAC Funding?	<u>FAC is Federal Aid Committee - its the applications from the City for federal funds - CJ</u>
	Road Rehabilitation Feasibility study. What is that and why does it take two years?	<p><u>This is the preliminary work once a street is identified to determine the cost, etc. and is not a two year project, its an annual cost - CJ</u></p> <p>This will include core samples taken across the community to have a better understanding of our road network than we have now. As you'll see in the answer below, we have been surprised recently with road profiles and soil conditions that have made projects more difficult or caused cancellations. -MB</p>
	Pg 35 (203-464-975-100) What bad core samples?	<p><u>Dept head will need to respond, usually means the original street we wanted to do we cant be done as its in worse condition than originally estimated - CJ</u></p> <p>In preparation for this project, a core samples were taken to develop the RFP for the bid process. The core sample showed the road was a bad combination of thin concrete, poor base material, and wet soil underneath. Each had an asphalt overlay and we had hoped for a "mill and fill" project that would improve the overall rating for the road. With this project, we found roads that were too thin in general and would need to be completely replaced instead. -MB</p>
	Pg 36 (203-475-818-000) Why the big decrease in Signs Contractual?	<u>Current year budget over estimated - no specific sign replacement projects, budget only for occasional sign replacement as needed - CJ</u>

	<p>Pg 50 (226-528-704-000) We have a full time labor equivalent doing solid waste?</p>	<p>Customer service rep moved from this fund previously to WS is now being moved back beginning 7/1 – CJ</p> <p>Yes, based on the timesheets program we have in place now, we have at least one laborer and one front office staffer working in solid waste activities at any given time. -MB</p> <hr/>
	<p>Pg 50 (226-528-706-000) We have a full time admin equivalent doing solid waste? All one of the staff members does is solid waste and nothing else? And "Shift 1" seems an old note as the line item hasn't gone up. Seems the shift happened some time ago.</p>	<p>This budget represents DPW workers time allocation when they work on solid waste projects - the note by the Dept head was just a comparison of the overall cost allocated - budget based on three-year history - CJ</p> <hr/>
	<p>Pg 50 (226-528-726-200) There is already two full time equivalents. What is the increase in Internal Services?</p>	<p>The internal service allocation was approved by the City council during the current fiscal year and remains unchanged in the proposed budget. The amount represents an administrative allocation of all GF administrative departments (CM, finance, council, treasury, clerk, etc) that work on solid waste items and do not directly charge their time to the fund - CJ</p> <hr/>
	<p>Page 50 (226-528-818-003) Typo with "TRAASH"</p>	<p>Sorry can't spell check footnotes in BSA - Corrected - CJ</p> <hr/>
	<p>Page 51 (226-528-982-000 and 226-528-985-000) Is that equipment and vehicle used exclusively for solid waste or will there be internal charges for their use back to this fund to offset the costs?</p>	<p>If the purchase is being made directly from the 592 or 226 funds there would be not internal charges - the internal charges are for DPW vehicles purchased by the GF and rental rates charged to the various funds as used - CJ</p> <hr/>
	<p>The CERP has a skid steer with leaf claw for this fiscal year out of the general fund at \$175,00 vs the \$125,00 in the budget. Is this the same item? Which is correct?</p>	<p>Did not check the items listed on 23/24 CERP - the 175,000 in the current year budget for 101-441-985-000 says its for and F550 Swap loader</p> <hr/>
	<p>CERP -"Meter Van Transit (2022) #1 (on Order fy 21-22)" Incomplete account number</p>	<p>will add 592-536-985-000</p> <hr/>
	<p>Water & Sewer, No inflation considerations in replacements and other parts.</p> <hr/>	<p>yes they were considered but departments conceded the budget set was sufficient to cover their needs without changes if they were not changed - CJ</p> <hr/>

	<p>As I continue to look into this I need to see the fine grained details on how we got to the numbers in the budget for the entire yard waste program. If hours of labor, how was that calculated, and what were the actuals last year? Are they charging us a flat fee per house or charging by volume? If capital expenditures, are there any offsets by other funds using the equipment? This kind of thing.</p>	<p>Dept head – CJ</p> <p>I would recommend that Shawn and Dennis meet one-on-one on this. Shawn would be able to discuss how he develops his recommendations for the budget. - MB</p>
	<p>Confirmation that the reason we can't run the chipper on a regular basis is one of staffing. There is simply too much to do and not enough people on staff anymore?</p>	<p>That is correct. We do not have the staffing for this activity at this time.</p> <p>DPW is down a minimum of 1, there has been some discussion on needing more. Again, a larger conversation needed as we go into new fiscal year...NG</p>
	<p>What would be necessary for us to start doing the chipper route again?</p>	<p>Shawn or Ric could offer better explanations here but based on my conversations, at least two additional staffers would be needed to return this service to the community as a City provided option.</p>
	<p>What if we outsourced the chipper route like it once was? Can we talk to a vendor or two and get a rough idea of cost? My thinking being if we go that route, we pass the cost directly on to the water and refuse bill.</p>	<p>Potential contractual issues here...NG</p> <p>Service is currently provided contractually to the community. As SOCRRA members, we are able to provide Hart Urban Forestry as a contractual option for residents at a rate of \$55/15 minute increments. Under the proposed option, we could potentially pay that bill instead of the resident. It would be difficult to estimate the cost of this in the first year since it would now be "free" again and usage would spike. I am not sure if Hart would agree to take on this arraignment. -MB</p> <p>For what it's worth, City of Brighton, and many other communities, do not offer chipper service. I can cut limbs into 4 foot lengths and bundle with my yard waste...NG</p>
	<p>How much revenue would we need to generate through the refuse bill to do away with bag tags? Keep in mind that by charging by tag, we change behavior and people use it less, so if it goes back</p>	<p>Tag revenue is estimated to be at \$117,000 this year and we based on our budget on this number (in addition to other sources). With 6,400 residential accounts fees would need to increase from \$68.84/year (17.21 monthly) to \$87.12/year (\$21.78 monthly). It would be a 26.56% increase but it is</p>

	to "free" there will likely be increased usage.	difficult to know how the community would react to this overall. -MB
	How much does the leaf program cost to run?	The proposed budget makes our best attempt to answer this question in a straightforward manner. A "curbside leaf pickup" budget department was created within the Solid Waste Fund. It proposes to expend \$137,000 in FY 24/25 and \$144,000 in FY 25/26. These estimates will be refined over time. -MB
	Pg 2 101-001-670-040. \$40k for FY24 because of federal elections, but \$0 in FY25 because nothing but our own local election is expected?	Correct - CJ
	Pg 9 (101-250-984-002) Capital Outlays What is wrong with the council chamber audio?	Nothing is currently wrong, but we need to budget to be able to update/replace it if something does go wrong with it. It's due to be replaced per CERP in 2027/2028 if needed, but we have money allocated in case something needs to be updated before the whole system is replaced...NG via CF
	Do we really need two DSLRs? That by that price tag are very high end.	Having two DSLRs allows us to have a backup and the ability for two people to take photos at events - however, in my experience, we may be fine to replace just one so the older of the two can be the backup. (CERP says replace both in 2025-2026) If neither camera needs to be replaced this year, we will push out the replacement cycle, but we have the money allocated per the CERP...NG via CF
	Comcast Media Encoder is on a 6 year replacement cycle but is shown as purchasing again in 4 years.	Correct - per the CERP, we will evaluate this year (2024-2025) to see if it's time to replace it, and we have budget allocated if it does need to be replaced. Since it's on a six-year cycle, if we replace it this year, we shouldn't evaluate again until 2030/2031. I'm guessing that the replacement was pushed out and the second allocation just wasn't updated from 2028/2029 to 2030/2031... NG via CF
	Pg 22 (101-701-818-000) What is planned with the \$25,000 for contractual services in FY25?	see dept head footnotes - CJ
	Pg 23 (101-745-822-003) Big jump in contractual inspections?	combines accounts 822.001, 822.002 and 822.03 all into a single account for a net decrease of approx \$100,000 - CJ

	<p>Pg 54 (248-724-758-001) Unless you really are buying \$20,000 in skeletons, please rename this line item to just "Bookley". Every year we get people that are worked up thinking we are spending that much on skeletons. But do you still need \$20,000 every year for extra supplies?</p>	<p>Account name created by the dept head in prior year - can change CJ</p> <p>Yes, I definitely welcome and approve of the renaming of the budget line item as "BOOKLEY SEASON" to more accurately reflect that it is the equipment, events, sponsor-funded initiatives, and more during the season versus just skeletons. I welcome guidance on the proper protocol to request GL account names to be modified...NG via MM</p>
	<p>There are no capital plans at all for the DDA from 2025 to 2030?</p>	<p>dept head did not submit any – CJ</p> <p>The Berkley DDA has a number of aspirations for capital improvements in the downtown district, but many of them are contingent on external funding we are currently pursuing and finalizing, or future external grant or governmental funding that would be sought. I welcome guidance on the best practice of definitive versus prospective capital improvements and what should make the cut for a capital improvement plan...NG via MM</p>
	<p>For internal services:</p> <p>Can you explain how these internal services are quantified/calculated?</p>	<p>see note above</p> <p>Equipment and staff have "home" funds where they are normally funded. When we anticipate labor or equipment to be used for other activities outside of their home funds, we try to estimate the cost that the new fund would owe the home fund. An example of that is the number of staff that are typically allocated to the Water and Sewer fund that works for curbside leaf collection in the fall. When this happens, the 226 fund will pay 592 Fund for the use of its staff. Since we implemented the new timesheets program last year, we have better data on where our employees spend time over a year and made estimations based on that new data. -MB</p>
	<p>For the new position of FIOA technician: How many hours were spent on these last year that caused the need for an FT employee instead of a PT one?</p>	<p>The FOIA tech in Public Safety's role expanded past part-time hours with the start of our body-worn camera implementation. The time that it takes to redact the videos (especially the faces of bystanders) to comply with the FOIA laws took more than 28 hours a week to accomplish. This is what prompted the request from the Public Safety command staff. More recently, the State's Clean Slate law increased the overall workload of the Record Division which the</p>

		<p>FOIA tech is also helping to accomplish as well. While we do receive some money to comply with the FOIA requests, compliance with the Clean Slate law is an unfunded mandate. -MB</p>
	<p>What does the consultant in planning provide? \$24K for this service.</p>	<p>In the exit interview with Erin Schlutow as she exited the position of Community Development Director she suggested options to make the workload more manageable for the next person. One of those suggestions was to add a planning consultant on retainer to work at the discretion of the Director in whatever capacity they needed to keep the department on course.</p> <p>Over the past year, they have worked on researching and writing text amendments, updating planning review processes, and researching non-zoning City codes that need to be updated and rewritten. -MB</p>
	<p>When is the tree trimming contract up for renewal?</p>	<p>2025. City Council last approved a three-year agreement with Hart at their February of 2022 Regular meeting.</p>
	<p>Street sweeper: How many hours/miles is on the current one and how long could we get the current one to last?</p>	<p>Ric Chalmers was able to provide the following information:</p> <p>The Elgin(Pelican) sweeper is a 2016 with 22723.0 Miles / 5000 hours (Dashboard has also been replaced). There is typically a 5 to 7 year useful life on Pelican/Elgin sweepers with 5 years and up requiring bigger items/parts needing to be replaced. Truck mount sweepers have better resale value. (took two years for the Elgin badger).</p> <p>The reason for the backup is the downtime caused by breakdowns and part delivery. With the purchase of a back up sweeper, there would be no down time to keep the city swept. The rental cost of a sweeper is \$6000 a month.</p>
	<p>Grass and weed: Does the 8k include cutting the grass?</p>	<p>In Local Roads 203-471 Grass and Weeds, the total for that budget department is 8K. There is a similar budget department (471) in Major Streets (202) as well that proposes to expend \$7,000 annually along our Major street corridors.</p> <p>This is the time spent mowing and treating rights of way that are not the responsibility of an adjacent</p>

		homeowner (Boulevards as an example). The state provides funding for these activities through Act 51 funding and we track our time separately in Major (202) and Local (203) Road funds. -MB
	Winter maintenance: What equipment are we renting that we do not currently have? Where does the 49k in internal services get added? (this might have been answered in the above question)	That is equipment that the Fund rents from other funds. We have to comply with the state's Schedule C for equipment rental rates under Act 51. We compensate General, Solid Waste, and Water & Sewer for the use of equipment purchased outside of the 202 and 203 Funds. -MB
	Misc 208-001-670-002: Are we getting any reimbursements from Berkley schools?	For the 2022/23 Fiscal Year we were reimbursed for the fencing work at Comm #2 and Comm #3 which the District funded (along with Dad's Club funding of the drainage and the City's funding of surface and general maintenance). As of 2023/24 the annual billing of the District will be reflected in 208-001-626-902 Athletic Facilities Use Fee. You'll see 7,515 in the current fiscal year and the amount of \$9,500 will be billed to them moving forward unless changed by Council under the fee schedule.
	P&R: New truck. see note below. 208-845-821-000: What project is being engineered?	Annual budget for the engineering component of the various engineering projects as outlined in the CIP or for research into new ones - CJ
	Water and sewer fund: Can you please give more details on the \$400k internal services? How is this calculated to always be about the same amount? (asked above)	There has been a formula used for this. Our Water & Sewer fund is the home fund for several DPW laborers and front office staff. This will be refined over time as staffers move into the different home funds. Finance is best to explain their approach to this. -MB
	Solid waste fund: If we are adding/shifting a full-time employee to this fund what will their role be? Is it allowed to use this employee to cover other duties or will they only be allowed to work on tasks related to this account?	We added a full-time laborer and staffer based on time spent working on Solid Waste fund activities. for the office staffer community calls and conversations with residents specific to refuse and recycling services are consistent enough to justify the move. We will also use internal services transfers for times when we are using multiple laborers such as curbside leaf collection season.
	Same with the other items budgeted in this account, are we allowed to use equipment from this account in other accounts?	You can use equipment across various funds, but you need to employ a chargeback schedule for that use. Most communities use MDOT's equipment rental schedule...NG

	<p>The skid steer and the truck, are they allowed to be used for projects outside of this account? For example, could P&R use this truck when not in use by solid waste or does it have to only be used for leaf and trash?</p>	<p>See above...NG</p>
	<p>If equipment rental is now part of Act 51, when was this change made? Has this been the case in prior years?</p>	<p>We have always been required by the state to account for equipment rental per Act 51. The State publishes rates that must be used. - MB</p>
	<p>Can you please also quantify the hours used for DPW in addition to the labor hours of \$62k? How many hours were spent last year and how many guys were working only on leaf pickup?</p>	<p>This will be part of a larger Solid Waste Discussion that is likely coming in the new fiscal year...NG</p>
	<p>Can P&R buy a truck or a lawn mower from DPW?</p>	<p>Theoretically yes, the question for staff is what impact, if any, do "hand-me-downs" have on operations. See notes below on equipment, there can be value to turning over equipment, rather than taking it to the actual end of life...NG</p>
	<p>Does Dad's club pay for private field maintenance?</p>	<p>They have done some work in the past. Dad's Club has funded work by Worry Free Landscaping for maintenance and aesthetic improvements at Comm #1 this year and has done other work in the past at their own expense. The majority of the consistent maintenance is still done through City Staff. -MB</p>
	<p>Has there been any consideration of asking community partners like the Berkley football team or other groups to help move the books in the library to help lower the cost of the carpet installation? As we discussed last week it seems like a lot of the \$125k is for labor to move the books.</p>	<p>Be careful. It is harder and harder to rely on volunteers. I also have some exposure to liability concerns...NG</p>
	<p>What is the grant situation for Wayfinding and streetscapes? Have any grant options been explored?</p>	<p>Streetscapes better chances. Highly competitive. Would depend on when the last time Berkley might have seen an allocation. This is coordinated through SEMCOG...NG</p>
	<p>How many cell phones do the department directors and DPS have? Could we ask some of them to utilize personal phones? Are many getting calls on off hours?</p>	<p>Cell phones have become a critical part of operations in many communities. You could look at a stipend, but you have a risk of someone's personal phone being damaged during work, which you would not be liable to replace. There are also FOIA considerations. DPS is</p>

		likely getting calls after hours. I am unsure of the City's on call policy, but every major snow, major storm, etc. they are getting called...NG
	Dispensary revenue: is the \$118k for all three dispensaries, or does this only represent two of them? (pg. 4)	This represents two dispensaries...NG
	Proposed millage investment considerations: please provide costs for each line item included Fire engine replacement: How are we able to predict 3-4 years in advance when something mechanical is no longer useful?	Most pieces of equipment have a "useful life" that is based on best practice. I believe for most Fire Engines is around 20 years. You want to replace, especially critical equipment, prior to running into catastrophic failure or major disruptions in use. It is usually at this point where we can also maximize the resale value of equipment, which helps offset the cost. Lastly, fire engines and related apparatuses, are a 24 to 36 month build time, most now requiring payment up front...NG
	Investment revenue is down in multiple places, especially for the pension fund. What caused this fluctuation when there are gains in other areas?	This is likely due to market performance, but will need to defer to Carl...NG
	Public Safety recruitment and retention: What is the current cost and time frame to put a recruit through the academy?	The police academy (\$6,000) is 18 weeks, the fire academy (\$3,000) is 11 weeks, and medical first responder (\$1,000) is three weeks. Obviously, they are also being paid (at the starting rate) while they are there. Due to the fact that there are limited academies, and they sometimes overlap, it can take well over a year for them to complete all three. They then go through four months of field training prior to them counting as "staffing". MK
	Are they working for the City in any capacity while in training?	After graduation from the police academy they have a four month field training program and then they count as police staffing. If they go to the fire academy first, they count as fire staffing right away. We have used former dispatchers in dispatch positions between the fire and police academy. MK
	Post graduation, what are their contractual obligations to the City in regard to tenure or repayment?	In the past, departments were prohibited from requesting repayment for the police academy.

		<p>However, there is a recent law that allows departments to be reimbursed for the cost of the police academy. In addition, there is a 30 million dollar grant to assist the cost of the police academy and the City has been reimbursed \$24,000 for each of the last four PSOs we have sent to the police academy. There is nine million dollars left in the grant, so we are anticipating additional reimbursement. MK</p>
	<p>How many recruits have we paid to go to the academy in the past 5 years? How many of them are still with the City now?</p>	<p>We have sent four to the fire academy and four to the police academy (a total of six PSOs (some only needed one academy). Out of those, one we sent to the police academy left to be a firefighter (he decided law enforcement was not for him), and two went to other police departments.</p> <p>We try to get a mix of experienced and newer officers. During that time, we also hired seven officers who had both academies and MFR. We have one who will graduate from the police academy this month (she already graduated from the fire academy) and one starting the police academy next month (he will need to go to the fire academy after). We are hoping to fill our other three openings with experienced PSOs. The recent contract modification will assist us greatly. MK</p>
	<p>Library: FY 25-26, \$125k for carpet replacement - is there a quote attached to this? Where did the cost estimate come from? When was the carpet last replaced?</p>	<p>I'm guessing due to the new budget process and moving many building things under Alex, I was not aware this project was included. I would not advocate for recarpeting the library in the next fiscal year. Given the current economic climate, I would fully support holding off on this item for at least a couple of fiscal years. Some of the carpet is original to the library's expansion 25 years ago. The bulk of the carpet was replaced 15 years ago. We have replaced carpet in some areas (meeting room, teen room, storytime room). This quote is an estimate based on previous expenses. MC</p>
	<p>Overdue fine revenue: Why do we have \$3k of revenue when we eliminated overdue fees?</p>	<p>We no longer charge overdue fees. Money in this account is generated from meeting room rentals and test proctoring fees. MC</p>
	<p>Pg 3 (101-001-657-000) I thought we no longer have library fines?</p>	<p>We no longer charge overdue fees. Money in this account is generated from meeting room rentals and test proctoring fees...NG via MC</p>

	<p>Pg 12 (101-252-716-500)</p> <p>Is the library parking lot bad enough to need \$100,000 in repair? What are the consequences of waiting?</p> <p>Is it really \$125,000 to recarpet the library?</p> <p>That really sounds excessive unless there is more to the project than carpet. In 2018 We did a meeting room and teen room for under \$7,000.</p> <p>If these two costs could be decreased or deferred, would there be the money to bring back hours at the library for a year or two until a millage passes?</p>	<p>I'm guessing due to the new budget process and moving many building things under Alex, I was not aware those projects were included for the next two upcoming fiscal years. I would not advocate for a parking lot replacement this fiscal year or recarpeting the library in the next fiscal year. Given the current economic climate, I would fully support holding off on both of those items for at least a couple of fiscal years. MC</p>
	<p>Parks & Recreation:</p> <p>What is the annual admin cost to run summer camp? How much revenue is generated in this same time period?</p>	<p>The estimates in the FY 2024-25 Budget is \$226,787 in projected expenses and \$320,000 in projected revenue. - MB</p>
	<p>What is the same admin cost/revenue financial breakdown for all of the programs listed in the budget</p>	<p>All parks and recreation programs are run with a 70%/30% contractor/department split. This split helps to offset the admin and building costs. - DM</p>
	<p>What is the role of the events coordinator?</p>	<p>The role of the events coordinator is planning, overseeing and implementing all parks and recreation special events including Berkley Beats, SummerFest, WinterFest and other events held throughout the year. The person in this role is also responsible for all social media for the Parks and Recreation department and serves as a backup for front office work as needed or in busy times. - DM</p>
	<p>Capital equipment replacement:</p> <p>Why do we arbitrarily replace vehicles/trailers/etc. on a pre-determined schedule? Can we extend these schedules out a year given we have two mechanics on staff?</p>	<p>It is not arbitrary, but rather based on best practice and an opportunity to maximize resale opportunities . See note above relating to Fire equipment. I have a great story for you and council on the cost of not staying on top of replacement schedules if it comes up...NG</p>

	<p>What is the role of the mechanics? Do we have enough work to justify this?</p>	<p>Mechanics take care of the majority of City equipment and vehicles. list provided...NG</p> <p>https://docs.google.com/spreadsheets/d/1EEQbXhWlyouM8y4PyaJ_6U0xaQIA9zWi/edit?usp=drive_link&oid=101235080469723764643&rtpof=true&sd=true</p>
	<p>Public Works Dream cruise - why is there a \$28k expenditure this year that was not in place last year?</p>	<p>This is to capture the time and labor for Dream Crusie. It was recorded as regular time last year but it is clearer to break it out as we did in FY 22/23.</p>
	<p>Pg 3(5) "\$0 cash available to run the entire system" Really? Which audit? Where is this \$1.6mm in the line-by-line budget?</p>	<p>6/3023 audit (pg 17) shows that the WS Fund ran out of \$ prior to 6/30/23 and had to borrow \$1.6 million from the GF, the net of the borrowing and the cash shown is a negative \$1,023,000, i.e. \$01 cash available - CJ</p>
	<p>Pg 22 (101-701-818-000) What is planned with the \$25,000 for contractual services in FY25? The footnotes only cover FY24/25. So I'm still don't know what is planned for FY25/26.</p>	<p>see dept head footnotes - CJ</p>
	<p>Pg 64 What was the cause of decreased TOTAL ESTIMATED REVENUES in FY22/23?</p>	<p>Water & Sewer Revenues were discussed during the April 16, 2024 budget work sessions. -MB</p>
	<p>Just an observation that several items in the CERP are missing replacement cycles.</p>	<p>Finance will update the document based on the work session discussions. -MB</p>
	<p>Pg 54 (248-724-758-001) Unless you really are buying \$20,000 in skeletons, please rename this line item to just "Bookley". Every year we get people that are worked up thinking we are spending that much on skeletons. But do you still need \$20,000 every year for extra supplies?</p>	<p>Yes, I definitely welcome and approve of the renaming of the budget line item as "BOOKLEY SEASON" to more accurately reflect that it is the equipment, events, sponsor-funded initiatives, and more during the season versus just skeletons. I welcome guidance on the proper protocol to request GL account names to be modified. -MM</p>
	<p>There are no capital plans at all for the DDA from 2025 to 2030?</p>	<p>The Berkley DDA has a number of aspirations for capital improvements in the downtown district, but many of them are contingent on external funding we are currently pursuing and finalizing, or future external grant or governmental funding that would be sought. I welcome guidance on the best practice of definitive versus prospective capital improvements</p>

		and what should make the cut for a capital improvement plan. -MM
	Pg 39 (208-001-626-112) Is projected activity correct when we are going to have fewer campers?	Depending on the amount of staff hired, we will be looking to add campers which will increase the revenue and get us closer to the projected activity then where we currently sit - DM
	Pg 41 (208-754-707-000) If fewer campers and fewer staff shouldn't salary costs come down?	Not necessarily with rising workforce costs...NG Fewer campers does not always mean less staff. We still have to reach our staff to camper ratio as set by the State of Michigan. We could have 35 campers in one camp but need to have 4 staff due to licensing. The per hour cost of staff has also increased in recent years so the total costs don't see quite the dip. DM
	Pg 44 (208-845-971-150) Is the school chipping in for community center parking lot? They use it a lot for tennis and Hurley field.	The City has implemented a new fee schedule that has built in capital maintenance/investment costs...NG We have this project budgeted in the grant funds we received from the State, I'm not sure if there will be any contribution from the school district.-AB
	Repair South East Wall Separation: Can we actually wait until 2027? What is the likelihood of failure before then? What is the impact of failure?	Not knowing the story here, in general, I am not a fan of continued deferral or cutting capital "first." It gets you in trouble. Dig enough of a "capital hole" you will never dig yourself out, which is where Berkley seems to be nearing or already there...NG This project will be completed in the upcoming fiscal year with grant funds from the State.- AB
	Community Park Tennis Courts: Are we charging the schools for use at a sufficient rate to cover the wear and tear they cause? Will they be chipping in for this?	As a result of the updated fee schedule in FY 23/24, the school district is being charged \$7500 for use of the baseball fields and tennis courts. Moving forward the plan is to charge them \$9500 unless changed in the fee schedule. - DM

<p>If we need to make cuts, I see the drainage projects as potential area. What are the consequences of not doing the drainage projects?</p>	<p>Noted by Finance as an "if needed" item- MB</p>
<p align="center">Questions Received After Budget April 17, 2024 Work Sessions</p>	
<p>How would we be able to start an equipment fleet? This was mentioned last night as an idea. I would like to explore how this would help to reduce the cost of an additional truck purchase and would also reduce the maintenance and insurance on a truck or two. What would we need to successfully implement this in the near future? Please provide a list of current equipment across all departments. Why are the replacement cycles different for equipment based on the department on the CERP for similar equipment?</p>	<p>I am not convinced a vehicle fleet in a small community will be a cost savings, but is something we can study. We need to have a larger holistic conversation with the City Council on where to invest limited time on how the City moves forward. Timing probably June/July...NG</p>
<p>With the 40+ cell phones that are currently used in the city. How many are needed? With the number of openings in various departments could we please look at which ones are essential and which ones could be eliminated?</p>	<p>The City only issues phones to those who need them for the course of their daily duties, including camp hot spots. We just reviewed our plans and are at the minimum plans that meet the needs of the organization. Overtime, this number will likely grow as we move more digital out in the field...NG</p>
<p>Can we please review the OT policies across all departments? It causes me to pause to know we have officers working 24 and 30-hour shifts and several are allowed to work many concurrent shifts. We have limits for nurses that are based on evidence that has shown better retention since there is less burnout. There is also evidence that has shown the person is better able to perform their duties when there are enforced rest periods. One study showed there are more errors when a nurse works additional hours. I have not researched public safety and DPW but I am assuming there would be similar studies that have been conducted since they too are mentally and physically demanding professions. There is also a large amount of OT in the DPW department, is this mostly caused by them being down FTE? When was the last time they were fully staffed and what was the OT at that time?</p>	<p>The City too has policies it has to follow on this. Contracts have an "overtime distribution", which spreads out forced OT and attempts to keep the nights OT on nights and the days OT on days. The only time we have people working over 12 hours, is when they are "forced". By contract, they are allowed eight hours of "downtime" (to sleep in the bunkroom, like FT firefighters) and are only woken up for true emergencies....</p> <p>DPW DOT REQUIRED REST: Relief leave/Rest pay is established when unforeseen circumstances require long, continuous hours without sufficient rest periods (examples: snow removal, water main breaks, storms damage, etc). While the decision to accept overtime is Ultimately a voluntary decision by the employee, the City and the Union recognize health and safety related tasks are critical and need to be completed at any hour of the day for as long as it takes to complete the job. Furthermore, many of the functions of DPW staff involve heavy machinery and are considered DOT "Safety sensitive Therefore: The parties agree that should an employee work a fourteen (14) hour or longer shift with a continuous twenty-four (24) hour period, he/she shall be released for a period of (10) hours before being required to report to work for the next normal work day. If all and/or any part</p>

		<p>if the ten (10) hour rest period coincides with the employee's next normal work day, he/she shall suffer no loss of his/her straight time pay normally earned during such period. These rest periods reflect the current standard adopted by the United States Department of Transportation (USDOT). Should USDOT update these standards prior to June 30th, 2024, the parties agree to automatically adopt them as the standard for the City of Berkley as well.</p> <p>We have been under-staffed for many years now ,but the big change was in 2023 when the state mandated lead verification services to be identified/changed, not only taking a toll on staff but on our routine city maintenance as well...NG</p>
	<p>The street sweeper: The reply was it is \$6000 per month to rent. How many months out of the year is this used? The proposed additional sweeper would be used as a backup? If we rented this machine instead would we see savings since the rental also includes maintenance?</p>	
	<p>It is stated in the budget message considerations we could possibly be able to restore the chipper if a millage was passed. Would a millage passage be used to hire an additional person? Is there currently an opening in DPW that is not being filled based on rate of pay or is there difficulty finding a person to apply?</p>	<p>It is premature to assume if/when the City will be going for a millage and what a millage would be used for. More conversation to come...NG</p>
	<p>Financial structure, policy, and process page 16- Would what the finance department reviews monthly be the same as a variance report? Would this information be also shared with CC?</p>	<p>I would like to discuss more with Carl about this process and what our quarterly budget amendments reports look like...NG</p>
	<p>CIP</p> <ul style="list-style-type: none"> • Community Center wall repair year should be updated. • Shouldn't PC have finished their final review on the CIP before it came to us? 	<p>Not necessarily as the CIP's adoption by Council is not a requirement. I need to further understand the process timeline here. There may be some tweaks to look at...NG</p>
	<p>CERP</p> <ul style="list-style-type: none"> • This is a disaster of a document. I know it isn't required, but if we are going to do it we should do it right. It should be corrected before it goes back to the PC. 	<p>Honestly I have not looked at this document enough to know the difference between this and CIP. With some of the other thoughts running through my head, there may be some opportunities to streamline, but from what I am seeing, I am not sure I would place priority here...NG</p>

	<ul style="list-style-type: none"> When the budget comes to our public hearing (and any time we do amendments), we should have updated fund policy percentages. 	<p>I would like to suggest we add a line under "Ending Fund Balance" that shows the fund balance percentage as compared to our policy...NG</p>
	<ul style="list-style-type: none"> A longer term question is if our method of calculation over a three year average for the general fund is a sound method, or if we should consider a different method of calculation. 	<p>This could be considered. However, in my eyes, the simpler the better...NG</p>
	<ul style="list-style-type: none"> Can we update the projected activity to our best estimates at this time? One glaring one is 101-001-439-000 Marijuana licenses, and it leaves us open to accusations of making revenue look more favorable than it is. 	
	<ul style="list-style-type: none"> 101-001-657-000 "Overdue Library Books" should be renamed, perhaps "Library Fees". 	
	<ul style="list-style-type: none"> 248-724-758-001 "Bookley Skeletons" Please rename to "Bookley Season" (Mike's suggestion). 	
	<ul style="list-style-type: none"> 202-464-975-100 Footnote typo "IFRASTRUCTURE" 	
	<p>Solid Waste</p> <p>I came in skeptical, but left satisfied with the answers.</p> <p>Carl thoroughly explained how the different line items are computed, and I believe we explored that there is no waste or fluff here.</p> <p>However, I would like to see the supporting evidence behind these numbers.</p> <p>It may not appease the critics but will give me a tool to point to</p>	<p>As I have had a chance to discuss with many of the council, I have some thoughts on this. Stay tuned...NG</p>

	<p>when these sorts of accusations come up, now or in the future. Right now all I can say is "trust us."</p> <p>And I think it can become a good case study for educating on how these things are calculated throughout the budget, without having to go into this level of detail for every single fund.</p>	