



CITY COUNCIL WORK SESSION AGENDA

January 21, 2014
8:00 a.m. to 10:00 a.m.

Marc D. Tall, Mayor
Leo J. Evans, Mayor Pro-Tem
Patricia A. Baribeau, Council Member
Ronald J. Beauchamp, Council Member
Ralph B. Blasier, Council Member

James V. O'Toole, City Manager
Robert S. Richards, CMC, City Clerk
Ralph B.K. Peterson, City Attorney

City Council Chambers located at: City Hall - 410 Ludington Street - Room C101 - Escanaba, MI 49829

The Council has adopted a policy to use a Consent Agenda, when appropriate. All items listed with an asterisk (*) are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the Agenda.

Work Session

Tuesday, January 21, 2014, 8:00 a.m. to 10:00 a.m.

CALL TO ORDER
ROLL CALL
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION

NEW BUSINESS

1. Discussion - 2014-15 Operating Budget Preparation.

Explanation: Administration will lead a discussion about the upcoming 2014-15 operating budget and seek Council input on items the Council as a whole would like to see considered for inclusion in the budget. Additionally, the various departments will update the Council on budgetary opportunities and challenges for the upcoming year.

GENERAL PUBLIC COMMENT
ANNOUNCEMENTS
ADJOURNMENT

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. O'Toole'.

James V. O'Toole
City Manager



CITY OF ESCANABA

COUNTY OF DELTA

STATE OF MICHIGAN

NOTICE OF SPECIAL MEETING OF THE CITY COUNCIL

PLEASE TAKE NOTICE that the Escanaba City Council will conduct a special Council Work Session on January 21, 2014, 8:00 a.m. in Room C101, of City Hall. The purpose of the meeting is to review City and Departmental projected revenues and expenditures for the upcoming 2014/2015 fiscal year budget, and/or any other items for discussion.

January 21, 2014; 8:00 a.m.

This notice is given in accordance with Act 267 of the 1976 Public Acts of State of Michigan and Chapter II, Section 5, of the Escanaba City Charter. The City of Escanaba will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the below named City Clerk. Public notice will be given regarding any changes of the above meeting.

James O'Toole, City Manager
(906) 786-9402

or

Robert S. Richards, CMC
City Clerk
(906) 786-1194

TAW/bms

posted 1/13/2014 10:14 AM



CITY OF ESCANABA
2014-15 Budget Calendar

- December 27th (Fri)-** Budget papers to department heads; operating budgets due 1/24/14.
- January 10th (Fri)-** Publish notice of first Public Hearing for the 2014-15 City budgets at the 1/16/14 regular Council meeting.
- January 16th (Thur)-** (Regular Council Meeting) First Public Hearing for citizen input into the 2014-15 City budgets.
- January 24th (Fri)-** Departmental operating budgets due.
- February 14th (Fri)-** Publish notice of second Public Hearing for the 2014-15 City budgets at the 2/20/14 regular Council meeting.
- February 17th (Mon)-** First draft of budget requests to City Manager.
- February 20st (Thur)-** (Regular Council Meeting) Second Public Hearing for citizen input into the 2014-15 City budgets.
- March 14th (Fri)-** Publish notice of third Public Hearing for the 2014-15 City budgets at the 3/20/14 regular Council meeting.
- March 20th (Thur)-** (Regular Council Meeting) Third Public Hearing for citizen input into the 2014-15 City budgets.
- March 28th (Fri)-** Council receives tentative copy of the City budgets.
- April 8th (Tue)-** Budget work session open to the public.
- April 9th (Wed)-** Budget work session open to the public.
- April 10th (Thur)-** Budget work session, if required, open to the public.
- April 11th (Fri)-** Budgets are revised, based on the work sessions, and are made available to the public. (City Charter requires no more than two weeks passage between presentation of budgets to Council and availability for public inspection).
- April 17th (Thur)-** (Regular Council Meeting) Council passes resolution to set May 1st as the fourth Public Hearing on the 2014-15 City budgets.
- April 21st (Mon)-** Publish notice of Public Hearings on budgets.
- May 1st (Thur)-** (Regular Council Meeting) Public Hearing on 2014-15 City budgets.

May 5th (Mon)-

Publish notice of final hearing and adoption of 2014-15 City budgets. This notice must be at least 6 days prior to the budget adoption and must contain language to the effect that the tax rate will be a subject at this meeting, assuming that the City does **not** intend to roll back the millage by the base tax reduction fraction.

May 15th (Thur)-

Public Hearing and adoption of City budgets. First reading of the Appropriations Ordinance, including the millage rate, and first reading of the Tax Levy Ordinance, with second reading and adoption set for the May 22nd special meeting. First reading of Utility Ordinances, with second reading and adoption set for the Monday, June 2nd special meeting.

May 22nd (Thur)-

(Special Council Meeting) Second reading and adoption of the Tax Levy Ordinance and the Appropriations Ordinance.

June 2nd (Mon)-

(Special Council Meeting) Second reading and adoption of the Utility Ordinances.

CITY OF ESCANABA

Personnel Count

Based on First Payroll in December

U:\123R3\PAYROLL\Historical\PersCount\PersCountThru2013

	2009			2010			2011			2012			2013		
	FI	PT	FTE	FI	PT	FTE									
PUBLIC SAFETY DEPARTMENT	42	2	43	42	4	44	41	4	43	39	4	41	39	4	41
CITY MANAGER	2	0	2	2	0	2	2	0	2	2	0	2	1.5	0.5	1.8625
HR / STENOGRAPHER (A)	1	0	1	1	0	1	1	0	1	1	0	1	1	0	1
CONTROLLER	3	0	3	3	0	3	3	0	3	3	0	3	3	0	3
LAN ADMINISTRATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TREASURER (A)	2.5	0	2.5	2.5	0	2.5	2.5	0	2.5	2.5	0	2.5	2.5	0	2.5
UTILITY BILLING	4	1	4.5	4	0	4	4	0	4	4	0	4	4	0	4
CITY CLERK	1.5	0	1.5	1.5	0	1.5	1.5	0	1.5	1.5	0	1.5	1.5	0	1.5
ASSESSOR	2.5	0	2.5	1.5	0	1.5	2.5	0	2.5	2.5	0	2.5	2.5	0	2.5
COMMUNITY PRESERVATION	1.5	0	1.5	1.5	0	1.5	1.5	0	1.5	1.5	0	1.5	1	0.5	1.3625
PURCHASING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENGINEERING (B)	2.5	0	2.5	2.5	0	2.5	2.5	0	2.5	2.5	0	2.5	2.5	0	2.5
LIBRARY	5	6	7.4125	5	6	7.4125	5	5	7.375	5	5	7.375	5	5	7.375
RECREATION	2	8	6.25	2	8	6.25	2	6	7.375	2	7	5.5	2	7	5.5
CITY HALL/LIBRARY	0	2	1	0	2	1	0	2	1	0	2	1	0	2	1
PUBLIC WORKS (B)	17.5	0	17.5	18.5	0	18.5	18.5	0	18.5	17.5	0	17.5	18.5	0	18.5
WASTEWATER (C)	6.5	0	6.5	6.5	0	6.5	5.5	0	5.5	6.5	0	6.5	6.5	0	6.5
ELECTRIC	13	0	13	12	0	12	10	0	10	12	0	12	12	0	12
WATER (C)	9.5	0	9.5	9.5	0	9.5	9.5	0	9.5	7.5	0	7.5	8.5	0	8.5
	116	19	125.16	115	20	124.66	112	17	120.38	110	18	118.88	111	19	120.60

- (A) Valentine listed in Treasurer; shown above as 1/2 in H.R. and 1/2 in Treasurer
- (B) Farrell listed in PW; shown above as 1/2 in PW and 1/2 in Engineering
- (C) Lampi listed in Wastewater; shown above as 1/2 in WW and 1/2 in Water
- (D) Peterson listed in City Manager; shown above as 1/2 in CM and 1/2 in HR
- (E) Pellin listed in Protective Inspection; shown above as .3625 in CP and .3625 in CM
- (F) Weissert listed in Clerk; shown above as 1/2 in Clerk and 1/2 in Assessor

CITY OF ESCANABA

General Government

2014-15 General Fund Budget Request Workpaper

Fund Number **101**

Activity Number

101

REQUEST FOR CITY COUNCIL

	<u>Description of Request</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Budget 2012-13</u>	<u>Budget 2013-14</u>	<u>Estimate 2013-14</u>	<u>Request 2014-15</u>
702	Regular/Special/Per Diem-Council Salaries and Wages	13,675	15,110	14,225	14,800	14,800		
712	Overhead on Salaries and Wages	1,046	1,156	1,088	1,132	1,132		
713	Life & Hospital Insurance	88	88	88	88	88		
726	Supplies(Misc)	0	80	199	250	250		
727	Office Supplies	515	422	382	500	500		
801	Professional Services	2,150	4,250	3,900	4,200	4,200		
850	Telephones	120	119	116	150	150		
860	Travel Expenses, Auto Allow	154	202	132	800	500		

CITY OF ESCANABA

General Government

2014-15 General Fund Budget Request Workpaper

Fund Number **101**

Activity Number

101

REQUEST FOR CITY COUNCIL

	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Budget 2012-13</u>	<u>Budget 2013-14</u>	<u>Estimate 2013-14</u>	<u>Request 2014-15</u>
885 Description of Request Public Relations	0	0	0	0	0		
900 Printing and Publishing	0	94	0	0	0		
910 Insurance & Bonds	551	372	315	550	400		
932 Repair to Equipment	79	0	0	0	0		
943 Rental of Equipment	660	744	300	300	400		
Michigan Municipal League Other					0		
958 Memberships & Dues	5,590	5,590	5,741	5,700	100		
Michigan Municipal League Other					300		
960 Education & Training	60	30	0	400	100		
977 Capital Outlay-Equipment	278	0	0	0	400		
979 Books, Magazines & Periodicals	0	0	0	0	0		
TOTAL ACTIVITY REQUEST	24,966	28,257	26,486	28,870	22,920		