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TO: Mayor and Council

FROM: Tom Crawford, CFO  
Derek Delacourt, Community Services Area Administrator  
Karen Lancaster, Finance Director  
Howard S. Lazarus, City Administrator  
Missy Stults, Sustainability and Innovations Manager  
Lisha Turner-Tolbert, Building and Rental Services Manager

SUBJECT: FY20-21 Budget: Community Services

DATE: May 3, 2019

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**Question #77: Green Rental Housing Program** - In the supporting materials provided by the Administrator April 11<sup>th</sup> related to the new funding programs, the Climate Action materials (slide 27) outlined the Green Rental Housing Program. The slide states the program would “add energy efficiency requirements into the existing city rental housing licensing process, thereby ensuring that every rental unit in Ann Arbor meets a minimum energy efficiency performance standard.” Can you please provide benchmark information on other similar programs nationally (e.g. how they work vis-à-vis what’s contemplated for AA)?

Also, the slide states “No net increase in rents 3 years after ordinance effective date”. Does this actually mean what it says/suggests – that all rents in AA are frozen for a three-year period? (Councilmember Lumm)

**Response:** The City of Boulder, Colorado is the other City to have created a green rental housing program like what Ann Arbor is proposing. The City of Ann Arbor was approached by the Rocky Mountain Institute as an ideal community to replicate what Boulder did given our similarities in housing, market, demographics, and more. As such, we have been working closely with the City of Boulder and the Rocky Mountain Institute to design our program so that we can learn from the successes and obstacles faced in Boulder.

In terms of rents, we are working to design the program so that there is no net increase in rents due to the program. This means that we are trying to design the program so that rents in Ann Arbor change in lock step with the national and state-wide market, and that

this program has a neutral impact on rents. This was the situation in Boulder when they instituted the program: rental rates did not increase at a faster rate than market trends.

**Question #78: Time of Marketing Program** - Similarly, the Climate Action materials of April 11<sup>th</sup> included a slide (slide 29) on a new residential program where home owners would be required to disclose a home energy score before they put their home up for sale. Like the Green Rental Housing program above, can you please provide benchmark information on other similar programs nationally (e.g. how they work vis-à-vis what's contemplated for AA)? Also, who is responsible for enforcing the ordinance/requirement and is it planned to engage local Real Estate Professionals/Associations in designing the program (not listed as Partner)? Finally, would council approval be required prior to implementation of this Time of Marketing program and the Green Rental Housing Program? (Councilmember Lumm)

**Response:** For the Time of Marketing – or home energy disclosure – there are literally dozens of other communities that have pursued similar benchmarking policies. The ones that OSI staff, along with an Energy Commission subcommittee have been exploring most closely are those in Austin, TX, Portland, Oregon, and Minneapolis, MN. The Portland, OR is very similar to what is being evaluated for Ann Arbor: any home seller listing or advertising a home for sale publicly within the City's jurisdictional boundary are required to obtain a Home Energy Score from a third-party authorized Home Energy Assessor. The HES is a standardized comparable and creditable information report developed by the U.S. Department of Energy (DOE). The HES is a simple, easy-to-understand, and consumer-friendly product that can be integrated into real estate listing services, and customizable to local preferences/requirements.

OSI staff and the Energy Commission subcommittee has been discussing options for enforcement/incentives based on interviews of the HES Program lead at Portland, OR, and keeping in mind the Ann Arbor region's specific opportunities and challenges. The specifics of the program are still being developed but very likely, the owner/seller of the home will be responsible for complying with the HES requirements. At one subcommittee meeting, it was discussed that there had already been communication with the Ann Arbor Board of Realtors, including the President, and the subcommittee intends to extend this collaboration, including by inviting a representative to serve on the committee, to share a draft of the ordinance with the A2 Board of Realtors, along with other stakeholders, once one is prepared, and to host a meeting specifically with the A2 Board of Realtors about the program. This information is reflected in the minutes posted on Legistar. As an aside, last year, Portland had 8,700 homes receive a HES. They found that the average home would receive a 20% savings of their annual utility bills with improvements that have simple paybacks of 10 years or less. Source [here](#).

Finally, yes, Council approval would be needed for any new ordinance that emerged related to either the Time of Marketing or Green Rental Housing program.



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TO: Mayor and Council

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

SUBJECT: FY20-21 Budget: County Millage

DATE: May 3, 2019

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**Question #66: County Millage Proceeds** - With regard to use of the millage proceeds, page 1 of the budget message states “City Council has established that these revenues will be dedicated 40% to climate action programs, 40% to affordable housing efforts, and 20% to pedestrian safety projects”. Similarly, on page 34 in the budget summaries section, the definition for the County Mental Health Millage fund is “to account for the proceeds of a Washtenaw County special millage to provide pedestrian safety, affordable housing improvements and climate action initiatives.” Consistent with those statements, the table referenced in Q3 above allocates the \$2.2M in millage proceeds 40/40/20. It seems clear staff continues to view “policy guidance” on the millage proceeds as 40/40/20 even though the Mayor’s “yes” resolution of April 1<sup>st</sup> was silent on funding sources (and intended to divorce funding from sources) and the budget message also references the community surveys that suggested significantly different allocation of the millage proceeds. Is that an accurate interpretation of the staff position, and is it also accurate to say that in the absence of council action, it will remain the direction to staff for the duration of the millage? (Councilmember Lumm)

**Response:** Staff has strictly complied with the policy guidance from Council concerning application of 40% of the County millage rebate to affordable housing, 40% to climate action, and 20% to pedestrian safety in FY20. However, in FY21 we treated General Fund and Millage funding as fungible to satisfy both the 40/40/20 provisions and the results from the survey and ensure alignment among recurring funding sources and recurring uses. Staff will evaluate the allocations of funds as part of the adjustments to plan when the FY21 budget is prepared, with the intent of fully complying with Council direction for the use of these funds. An explanatory table is provided below:

FY21

	Millage Fund		General Fund		Total Funding
	Recurring	Non-Recurring	Recurring	Non-Recurring	
Safe Drinking Water/Water & Sewer Infrastructure	\$ 474,200	\$ 100,000	\$ -	\$ -	\$ 574,200
Community Mental Health	\$ 349,800	\$ -	\$ -	\$ -	\$ 349,800
Street Resurfacing and Repair	\$ 345,400	\$ -	\$ -	\$ -	\$ 345,400
Affordable Housing	\$ 277,200	\$ 468,800	\$ 134,000	\$ -	\$ 880,000
Additional Police Funding	\$ 220,000	\$ -	\$ 150,000	\$ 80,200	\$ 450,200
Climate Action	\$ 215,600	\$ 514,400	\$ 150,000	\$ -	\$ 880,000
Pedestrian Safety Projects	\$ 184,800	\$ 255,200	\$ -	\$ -	\$ 440,000
Other	\$ 33,000	\$ -	\$ -	\$ -	\$ 33,000
<b>TOTALS</b>	<b>\$ 2,100,000</b>	<b>\$ 1,338,400</b>	<b>\$ 434,000</b>	<b>\$ 80,200</b>	<b>\$ 3,952,600</b>



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TO: Mayor and Council

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

SUBJECT: FY20-21 Budget: Downtown Development Authority (DDA)

DATE: May 3, 2019

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**Question #101:** Please provide the DDA budget in a different format that explains the categories more clearly. (From April 22 Work Session) (Councilmember Lumm)

**Response:** Attached is the format used by City budget staff.

**Question #102:** Please provide utilization data for the parking garages. (From April 22 Work Session) (Councilmember Lumm)

**Response:** Attached is a report for January 2019 which is fairly representative of average parking system use. The report uses a 24-hour clock, and indicates how many hours during the month the parking facility filled to capacity. As indicated in this report, Liberty Square filled to capacity more than any other garage (101hours), followed by Ann Ashley (54 hours).

**Question #103:** Why didn't the DDA show the cost to demolish the 415 W. Washington building in its FY20 budget? (From April 22 Work Session) (Councilmember Ramlawi)

**Response:** Since the City moved its operations from the building in 2007 there have been numerous proposals for how the 415 W. Washington building could be reused. As recently as 2018 there were reports that the City might consider encouraging developers to rehabilitate the building to become an arts center or a residential building. Against this backdrop, at the March 13, 2019 DDA Partnerships Committee meeting, one of the two City Council committee members conveyed his interest in having the DDA demolish the building, perhaps to make way for an urban farm. There wasn't time for discussion, so the Committee consensus was to bring this question to the May 8 Partnerships Committee meeting so the matter could be explored more fully.

**Question #104:** Can you confirm that the new Huron Street streetlights are “contrast positive”? (From April 22 Work Session) (Councilmember Griswold)

**Response:** Yes, these lights are consistent with FHWA guidance to achieve positive contrast as defined in FHWA Publication Number FHWA-HRT-08-053.



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund 0001	<b>DDA Housing Fund</b>			
<b>REVENUE</b>				
Agency 003 - Downtown Development Authority				
Organization 3334 - DDA Housing Program				
Activity 0000 - Revenue				
<i>Charges For Services</i>				
2710.0003	Operating Transfers 0003	321,368.00	332,615.00	344,257.00
	<i>Charges For Services Totals</i>	\$321,368.00	\$332,615.00	\$344,257.00
<i>Investment Income</i>				
6200	Investment Income	1,500.00	5,000.00	5,000.00
	<i>Investment Income Totals</i>	\$1,500.00	\$5,000.00	\$5,000.00
<i>Prior Year Surplus</i>				
6998	Prior Year Fund Balance	452,856.00	383,265.00	.00
	<i>Prior Year Surplus Totals</i>	\$452,856.00	\$383,265.00	\$0.00
	Activity 0000 - Revenue Totals	\$775,724.00	\$720,880.00	\$349,257.00
	Organization 3334 - DDA Housing Program Totals	\$775,724.00	\$720,880.00	\$349,257.00
	Agency 003 - Downtown Development Authority Totals	\$775,724.00	\$720,880.00	\$349,257.00
	<b>REVENUE TOTALS</b>	\$775,724.00	\$720,880.00	\$349,257.00
<b>EXPENSE</b>				
Agency 003 - Downtown Development Authority				
Organization 1000 - Administration				
Activity 1000 - Administration				
<i>Other Charges</i>				
4119	Bank Service Fees	2,750.00	2,250.00	2,500.00
4421	Transfer To Other Agencies	772,973.00	718,630.00	341,757.00
	<i>Other Charges Totals</i>	\$775,723.00	\$720,880.00	\$344,257.00
	Activity 1000 - Administration Totals	\$775,723.00	\$720,880.00	\$344,257.00
	Organization 1000 - Administration Totals	\$775,723.00	\$720,880.00	\$344,257.00
	Agency 003 - Downtown Development Authority Totals	\$775,723.00	\$720,880.00	\$344,257.00
	<b>EXPENSE TOTALS</b>	\$775,723.00	\$720,880.00	\$344,257.00
Fund 0001 - DDA Housing Fund Totals				
	<b>REVENUE TOTALS</b>	\$775,724.00	\$720,880.00	\$349,257.00
	<b>EXPENSE TOTALS</b>	\$775,723.00	\$720,880.00	\$344,257.00
Fund 0001	<b>DDA Housing Fund Totals</b>	\$1.00	\$0.00	\$5,000.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund	<b>0003 - Downtown Development Authority</b>			
<b>REVENUE</b>				
Agency	<b>003 - Downtown Development Authority</b>			
Organization	<b>1000 - Administration</b>			
Activity	<b>0000 - Revenue</b>			
<i>Taxes</i>				
1119	DDA Taxes	6,736,432.00	7,075,794.00	7,323,447.00
	<i>Taxes Totals</i>	\$6,736,432.00	\$7,075,794.00	\$7,323,447.00
<i>Investment Income</i>				
6200	Investment Income	20,000.00	25,000.00	25,000.00
	<i>Investment Income Totals</i>	\$20,000.00	\$25,000.00	\$25,000.00
<i>Prior Year Surplus</i>				
6998	Prior Year Fund Balance	3,209,996.00	1,735,778.00	.00
	<i>Prior Year Surplus Totals</i>	\$3,209,996.00	\$1,735,778.00	\$0.00
	Activity <b>0000 - Revenue Totals</b>	\$9,966,428.00	\$8,836,572.00	\$7,348,447.00
	Organization <b>1000 - Administration Totals</b>	\$9,966,428.00	\$8,836,572.00	\$7,348,447.00
	Agency <b>003 - Downtown Development Authority Totals</b>	\$9,966,428.00	\$8,836,572.00	\$7,348,447.00
	<b>REVENUE TOTALS</b>	\$9,966,428.00	\$8,836,572.00	\$7,348,447.00
<b>EXPENSE</b>				
Agency	<b>003 - Downtown Development Authority</b>			
Organization	<b>1000 - Administration</b>			
Activity	<b>1000 - Administration</b>			
<i>Personnel Services</i>				
1100	Permanent Time Worked	257,529.00	262,734.00	262,734.00
1721	Annual Sick Leave Payout	2,200.00	2,266.00	2,266.00
1741	Longevity Pay	.00	1,650.00	1,650.00
	<i>Personnel Services Totals</i>	\$259,729.00	\$266,650.00	\$266,650.00
<i>Personnel Services-Other</i>				
1200	Temporary Pay	84,707.00	194,491.00	165,774.00
1601	Severance Pay	.00	37,000.00	.00
	<i>Personnel Services-Other Totals</i>	\$84,707.00	\$231,491.00	\$165,774.00
<i>Payroll Fringes</i>				
4220	Life Insurance	616.00	767.00	767.00
4230	Medical Insurance	47,084.00	45,870.00	48,528.00
4234	Disability Insurance	868.00	2,281.00	2,349.00
4237	Retiree Health Savings Account	1,245.00	660.00	672.00
4238	Veba Funding	23,388.00	24,885.00	25,383.00





# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund 0003	<b>Downtown Development Authority</b>			
<b>EXPENSE</b>				
Agency	<b>003 - Downtown Development Authority</b>			
Organization	<b>1000 - Administration</b>			
Activity	<b>1000 - Administration</b>			
<i>Payroll Fringes</i>				
4240	Workers Comp	731.00	1,149.00	1,149.00
4250	Social Security-Employer	19,930.00	20,386.00	20,386.00
4256	Employer Match for Defined Contribution Plan	3,588.00	3,585.00	3,585.00
4259	Retirement Contribution	50,903.00	54,129.00	57,480.00
4270	Dental Insurance	3,480.00	3,378.00	3,378.00
4280	Optical Insurance	408.00	396.00	396.00
4440	Unemployment Compensation	678.00	210.00	210.00
<i>Payroll Fringes Totals</i>		<b>\$152,919.00</b>	<b>\$157,696.00</b>	<b>\$164,283.00</b>
<i>Employee Allowances</i>				
1800	Equipment Allowance	780.00	1,170.00	1,170.00
<i>Employee Allowances Totals</i>		<b>\$780.00</b>	<b>\$1,170.00</b>	<b>\$1,170.00</b>
<i>Other Services</i>				
2100	Professional Services	369,500.00	872,000.00	539,500.00
2150	Legal Expenses	31,500.00	31,500.00	31,500.00
2240	Telecommunications	7,500.00	3,880.00	3,997.00
2320	Equipment Maintenance	520,000.00	670,000.00	670,000.00
2500	Printing	15,525.00	25,000.00	25,750.00
2600	Rent	48,645.00	40,332.00	41,542.00
2660	Software Maintenance	31,050.00	35,469.00	36,533.00
2700	Conference Training & Travel	41,400.00	45,000.00	46,350.00
2850	Advertising	7,763.00	25,000.00	25,750.00
2950	Governmental Services	4,140.00	10,000.00	10,300.00
<i>Other Services Totals</i>		<b>\$1,077,023.00</b>	<b>\$1,758,181.00</b>	<b>\$1,431,222.00</b>
<i>Materials &amp; Supplies</i>				
3100	Postage	1,035.00	750.00	773.00
3400	Materials & Supplies	6,210.00	6,500.00	6,695.00
3440	Property Plant & Equipment < \$5,000	15,000.00	15,000.00	15,000.00
<i>Materials &amp; Supplies Totals</i>		<b>\$22,245.00</b>	<b>\$22,250.00</b>	<b>\$22,468.00</b>
<i>Capital Outlay</i>				
5190	Construction	4,349,000.00	1,277,471.00	728,541.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund 0003	<b>Downtown Development Authority</b>			
	<b>EXPENSE</b>			
	Agency 003 - Downtown Development Authority			
	Organization 1000 - Administration			
	Activity 1000 - Administration			
	Capital Outlay			
	<i>Capital Outlay Totals</i>	\$4,349,000.00	\$1,277,471.00	\$728,541.00
	<i>Other Charges</i>			
4119	Bank Service Fees	25,875.00	29,220.00	30,097.00
4239	Retiree Medical Insurance	21,383.00	22,879.00	23,337.00
4372	MMRMA Insurance Premiums	27,000.00	27,000.00	27,000.00
4421	Transfer To Other Agencies	824,160.00	566,408.00	566,408.00
4500	Miscellaneous	25,875.00	20,000.00	20,600.00
	<i>Other Charges Totals</i>	\$924,293.00	\$665,507.00	\$667,442.00
	<i>Pass Throughs</i>			
4420	Transfer To Other Funds	321,368.00	332,616.00	344,257.00
	<i>Pass Throughs Totals</i>	\$321,368.00	\$332,616.00	\$344,257.00
	Activity 1000 - Administration Totals	\$7,192,064.00	\$4,713,032.00	\$3,791,807.00
	Activity 9500 - Debt Service			
	<i>Pass Throughs</i>			
4420	Transfer To Other Funds	2,774,364.00	4,123,540.00	2,796,538.00
	<i>Pass Throughs Totals</i>	\$2,774,364.00	\$4,123,540.00	\$2,796,538.00
	Activity 9500 - Debt Service Totals	\$2,774,364.00	\$4,123,540.00	\$2,796,538.00
	Organization 1000 - Administration Totals	\$9,966,428.00	\$8,836,572.00	\$6,588,345.00
	Agency 003 - Downtown Development Authority Totals	\$9,966,428.00	\$8,836,572.00	\$6,588,345.00
	<b>EXPENSE TOTALS</b>	\$9,966,428.00	\$8,836,572.00	\$6,588,345.00
Fund 0003	<b>Downtown Development Authority Totals</b>			
	<b>REVENUE TOTALS</b>	\$9,966,428.00	\$8,836,572.00	\$7,348,447.00
	<b>EXPENSE TOTALS</b>	\$9,966,428.00	\$8,836,572.00	\$6,588,345.00
Fund 0003	<b>Downtown Development Authority Totals</b>	\$0.00	\$0.00	\$760,102.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund 0033	DDA Parking Maintenance			
<b>REVENUE</b>				
Agency 003	Downtown Development Authority			
Organization 3333	Parking System			
Activity 0000	Revenue			
	<i>Charges For Services</i>			
2710.0003	Operating Transfers 0003	1,800,000.00	3,550,000.00	4,550,000.00
	<i>Charges For Services Totals</i>	\$1,800,000.00	\$3,550,000.00	\$4,550,000.00
	<i>Investment Income</i>			
6200	Investment Income	20,000.00	25,000.00	25,000.00
	<i>Investment Income Totals</i>	\$20,000.00	\$25,000.00	\$25,000.00
	<i>Prior Year Surplus</i>			
6998	Prior Year Fund Balance	2,154,235.00	.00	86,976.00
	<i>Prior Year Surplus Totals</i>	\$2,154,235.00	\$0.00	\$86,976.00
	Activity 0000 - Revenue Totals	\$3,974,235.00	\$3,575,000.00	\$4,661,976.00
	Organization 3333 - Parking System Totals	\$3,974,235.00	\$3,575,000.00	\$4,661,976.00
	Agency 003 - Downtown Development Authority Totals	\$3,974,235.00	\$3,575,000.00	\$4,661,976.00
	<b>REVENUE TOTALS</b>	\$3,974,235.00	\$3,575,000.00	\$4,661,976.00
<b>EXPENSE</b>				
Agency 003	Downtown Development Authority			
Organization 3333	Parking System			
Activity 1000	Administration			
	<i>Other Services</i>			
2430	Contracted Services	733,160.00	776,736.00	879,783.00
	<i>Other Services Totals</i>	\$733,160.00	\$776,736.00	\$879,783.00
	<i>Capital Outlay</i>			
5130	Equipment	100,000.00	595,000.00	430,000.00
5190	Construction	3,141,075.00	1,895,800.00	3,352,193.00
	<i>Capital Outlay Totals</i>	\$3,241,075.00	\$2,490,800.00	\$3,782,193.00
	Activity 1000 - Administration Totals	\$3,974,235.00	\$3,267,536.00	\$4,661,976.00
	Organization 3333 - Parking System Totals	\$3,974,235.00	\$3,267,536.00	\$4,661,976.00
	Agency 003 - Downtown Development Authority Totals	\$3,974,235.00	\$3,267,536.00	\$4,661,976.00
	<b>EXPENSE TOTALS</b>	\$3,974,235.00	\$3,267,536.00	\$4,661,976.00
Fund 0033	DDA Parking Maintenance Totals			
	<b>REVENUE TOTALS</b>	\$3,974,235.00	\$3,575,000.00	\$4,661,976.00
	<b>EXPENSE TOTALS</b>	\$3,974,235.00	\$3,267,536.00	\$4,661,976.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund 0033 - DDA Parking Maintenance Totals		\$0.00	\$307,464.00	\$0.00
Fund 0063 - DDA Parking Fund				
<b>REVENUE</b>				
Agency 003 - Downtown Development Authority				
Organization 3333 - Parking System				
Activity 0000 - Revenue				
<i>Charges For Services</i>				
7321	Carport - Washington & First	21,170,806.00	22,876,162.00	23,237,678.00
	<i>Charges For Services Totals</i>	\$21,170,806.00	\$22,876,162.00	\$23,237,678.00
<i>Investment Income</i>				
6200	Investment Income	10,000.00	24,000.00	20,000.00
	<i>Investment Income Totals</i>	\$10,000.00	\$24,000.00	\$20,000.00
<i>Miscellaneous Revenue</i>				
6999	Miscellaneous	160,000.00	170,000.00	175,000.00
	<i>Miscellaneous Revenue Totals</i>	\$160,000.00	\$170,000.00	\$175,000.00
<i>Prior Year Surplus</i>				
6998	Prior Year Fund Balance	2,604,294.00	317,610.00	1,989,084.00
	<i>Prior Year Surplus Totals</i>	\$2,604,294.00	\$317,610.00	\$1,989,084.00
	Activity 0000 - Revenue Totals	\$23,945,100.00	\$23,387,772.00	\$25,421,762.00
	Organization 3333 - Parking System Totals	\$23,945,100.00	\$23,387,772.00	\$25,421,762.00
	Agency 003 - Downtown Development Authority Totals	\$23,945,100.00	\$23,387,772.00	\$25,421,762.00
	<b>REVENUE TOTALS</b>	\$23,945,100.00	\$23,387,772.00	\$25,421,762.00
<b>EXPENSE</b>				
Agency 003 - Downtown Development Authority				
Organization 1000 - Administration				
Activity 4384 - Operations - Parking Syst				
<i>Personnel Services</i>				
1100	Permanent Time Worked	257,529.00	262,734.00	262,734.00
1721	Annual Sick Leave Payout	2,200.00	2,266.00	2,266.00
1741	Longevity Pay	.00	1,650.00	1,650.00
	<i>Personnel Services Totals</i>	\$259,729.00	\$266,650.00	\$266,650.00
<i>Personnel Services-Other</i>				
1200	Temporary Pay	106,095.00	212,374.00	184,120.00
1601	Severance Pay	.00	37,000.00	.00
	<i>Personnel Services-Other Totals</i>	\$106,095.00	\$249,374.00	\$184,120.00
<i>Payroll Fringes</i>				
4220	Life Insurance	616.00	767.00	767.00
4230	Medical Insurance	47,084.00	45,870.00	48,528.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund 0063	DDA Parking Fund			
<b>EXPENSE</b>				
Agency	003 - Downtown Development Authority			
Organization	1000 - Administration			
Activity	4384 - Operations - Parking Syst			
<i>Payroll Fringes</i>				
4234	Disability Insurance	866.00	2,281.00	2,343.00
4237	Retiree Health Savings Account	1,245.00	660.00	672.00
4238	Veba Funding	23,388.00	24,885.00	25,383.00
4240	Workers Comp	730.00	1,148.00	1,148.00
4250	Social Security-Employer	19,930.00	20,384.00	20,384.00
4256	Employer Match for Defined Contribution Plan	3,588.00	3,585.00	3,585.00
4259	Retirement Contribution	50,901.00	54,129.00	57,479.00
4270	Dental Insurance	3,480.00	3,378.00	3,378.00
4280	Optical Insurance	408.00	396.00	396.00
4440	Unemployment Compensation	678.00	210.00	210.00
<i>Payroll Fringes Totals</i>		\$152,914.00	\$157,693.00	\$164,273.00
<i>Employee Allowances</i>				
1800	Equipment Allowance	780.00	1,170.00	1,170.00
<i>Employee Allowances Totals</i>		\$780.00	\$1,170.00	\$1,170.00
Activity 4384 - Operations - Parking Syst Totals		\$519,518.00	\$674,887.00	\$616,213.00
Organization 1000 - Administration Totals		\$519,518.00	\$674,887.00	\$616,213.00
Organization 3333 - Parking System				
Activity 4384 - Operations - Parking Syst				
<i>Other Services</i>				
2100	Professional Services	433,000.00	424,500.00	408,000.00
2103	Parking Contract-Salaries	3,423,212.00	3,585,908.00	3,693,486.00
2104	Parking Contract-Fringes	1,299,742.00	1,364,729.00	1,432,966.00
2105	Parking Contract-Management Fee	175,000.00	175,000.00	175,000.00
2106	Parking Contract-Administration	605,674.00	610,000.00	628,300.00
2107	Parking Contract-Maintenance	1,200,121.00	1,300,000.00	1,350,000.00
2108	Parking Contract-Cont Work	312,489.00	325,000.00	330,000.00
2150	Legal Expenses	.00	17,500.00	18,000.00
2210	Natural Gas	34,531.00	35,000.00	37,500.00
2220	Electricity	493,300.00	515,000.00	525,000.00
2230	Water	38,477.00	42,000.00	44,000.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund 0063	DDA Parking Fund			
<b>EXPENSE</b>				
Agency	003 - Downtown Development Authority			
Organization	3333 - Parking System			
Activity	4384 - Operations - Parking Syst			
<i>Other Services</i>				
2240	Telecommunications	12,250.00	9,947.00	10,246.00
2500	Printing	7,400.00	10,000.00	10,000.00
2600	Rent	48,645.00	40,332.00	41,542.00
2640	Software	45,000.00	.00	.00
2660	Software Maintenance	.00	35,469.00	36,533.00
2700	Conference Training & Travel	11,000.00	7,500.00	7,500.00
2850	Advertising	5,300.00	1,560.00	1,607.00
2950	Governmental Services	6,000.00	6,000.00	6,180.00
<i>Other Services Totals</i>		<b>\$8,151,141.00</b>	<b>\$8,505,445.00</b>	<b>\$8,755,860.00</b>
<i>Materials &amp; Supplies</i>				
3100	Postage	750.00	750.00	773.00
3400	Materials & Supplies	7,000.00	6,500.00	6,695.00
3440	Property Plant & Equipment < \$5,000	15,000.00	15,000.00	15,000.00
<i>Materials &amp; Supplies Totals</i>		<b>\$22,750.00</b>	<b>\$22,250.00</b>	<b>\$22,468.00</b>
<i>Capital Outlay</i>				
5130	Equipment	163,213.00	170,000.00	175,000.00
<i>Capital Outlay Totals</i>		<b>\$163,213.00</b>	<b>\$170,000.00</b>	<b>\$175,000.00</b>
<i>Other Charges</i>				
4119	Bank Service Fees	28,000.00	32,500.00	33,475.00
4260	Insurance Premiums	80,000.00	90,000.00	95,000.00
4421	Transfer To Other Agencies	811,735.00	850,000.00	880,000.00
4500	Miscellaneous	5,000.00	20,000.00	20,600.00
4520	Contingency	5,125,161.00	5,782,432.00	5,965,776.00
<i>Other Charges Totals</i>		<b>\$6,049,896.00</b>	<b>\$6,774,932.00</b>	<b>\$6,994,851.00</b>
<i>Pass Throughs</i>				
4420	Transfer To Other Funds	1,800,000.00	3,550,000.00	4,550,000.00
<i>Pass Throughs Totals</i>		<b>\$1,800,000.00</b>	<b>\$3,550,000.00</b>	<b>\$4,550,000.00</b>
Activity 4384 - Operations - Parking Syst Totals		<b>\$16,187,000.00</b>	<b>\$19,022,627.00</b>	<b>\$20,498,179.00</b>
<i>Pass Throughs</i>				
4420	Transfer To Other Funds	7,238,581.00	3,690,258.00	4,307,370.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Amended Budget	2020 Manager Approval	2021 Manager Approval
Fund	<b>0063 - DDA Parking Fund</b>			
<b>EXPENSE</b>				
Agency	<b>003 - Downtown Development Authority</b>			
Organization	<b>3333 - Parking System</b>			
Activity	<b>9500 - Debt Service</b>			
<i>Pass Throughs</i>				
	<i>Pass Throughs Totals</i>	\$7,238,581.00	\$3,690,258.00	\$4,307,370.00
	Activity <b>9500 - Debt Service Totals</b>	\$7,238,581.00	\$3,690,258.00	\$4,307,370.00
	Organization <b>3333 - Parking System Totals</b>	\$23,425,581.00	\$22,712,885.00	\$24,805,549.00
	Agency <b>003 - Downtown Development Authority Totals</b>	\$23,945,099.00	\$23,387,772.00	\$25,421,762.00
	<b>EXPENSE TOTALS</b>	\$23,945,099.00	\$23,387,772.00	\$25,421,762.00
Fund	<b>0063 - DDA Parking Fund Totals</b>			
	<b>REVENUE TOTALS</b>	\$23,945,100.00	\$23,387,772.00	\$25,421,762.00
	<b>EXPENSE TOTALS</b>	\$23,945,099.00	\$23,387,772.00	\$25,421,762.00
Fund	<b>0063 - DDA Parking Fund Totals</b>	\$1.00	\$0.00	\$0.00
	Net Grand Totals			
	<b>REVENUE GRAND TOTALS</b>	\$38,661,487.00	\$36,520,224.00	\$37,781,442.00
	<b>EXPENSE GRAND TOTALS</b>	\$38,661,485.00	\$36,212,760.00	\$37,016,340.00
	Net Grand Totals	\$2.00	\$307,464.00	\$765,102.00

Total Hours Of Full Occupancy By Hour Of The Day For All Structures And The South Ashley Lot In January 2019

Hour Of The Day (24-Hour Clock)	Locations									Totals By Hour
	4th & Washington	1st & Washington	Maynard	Forest	4th & William	Liberty Square	Ann & Ashley	Library Lane	South Ashley	
1	0	4	0	0	0	0	0	0	0	4
2	0	4	0	0	0	0	0	0	0	4
3	0	0	0	0	0	0	0	0	0	0
4	0	3	0	0	0	0	0	0	0	3
5	0	3	0	0	0	0	0	0	0	3
6	0	3	0	0	0	0	0	0	0	3
7	0	3	0	0	0	0	0	0	0	3
8	0	2	0	0	0	0	0	0	0	2
9	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	7	1	0	0	8
11	1	0	0	0	0	18	1	0	0	20
12	2	0	5	0	0	19	3	0	0	29
13	7	0	12	3	0	14	9	0	0	45
14	4	0	12	4	0	15	11	0	1	47
15	1	0	3	2	0	12	11	0	0	29
16	0	0	0	0	0	9	12	0	0	21
17	0	0	0	0	0	6	6	0	0	12
18	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	6	6
20	4	5	1	0	0	0	0	0	10	20
21	0	7	1	0	0	1	0	0	6	15
22	0	2	0	0	0	0	0	0	1	3
23	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>19</b>	<b>36</b>	<b>34</b>	<b>9</b>	<b>0</b>	<b>101</b>	<b>54</b>	<b>0</b>	<b>24</b>	<b>277</b>







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TO: Mayor and Council

FROM: Tom Crawford, CFO  
Derek Delacourt, Community Services Area Administrator  
Karen Lancaster, Finance Director  
Howard S. Lazarus, City Administrator

SUBJECT: FY20-21 Budget: Deer Management

DATE: May 3, 2019

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**Question #80: Deer Management** – The proposal includes \$150K in FY20 and \$100K in FY21 for deer management project. Can you please provide the rationale for those amounts including what activities currently part of the deer management effort would be continued and which eliminated/reduced? (Councilmember Lumm)

**Response:** Due to changes in State Legislation, it is not anticipated that Sterilization activity will take place in the next two years and that amounts to a significant reduction in cost. Over the past three years, using White Buffalo, lethal operations have averaged around \$100,000.00, including staff time for baiting and support operations. Data collection has averaged approximately \$65,000 per year. Moving forward staff expects to adjust some of the data collection to a two or three year cycle, details of that recommendation will be provided with next year's Implementation Plan. Staff does not anticipate a significant change in field operations or data collection in FY20 and if data collection is adjusted to an every other year cycle the proposed FY21 budget appears to be sufficient for field operations. As contracts and implementation plans are finalized for each year's operations staff may need to seek minor budget adjustments.



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TO: Mayor and Council

FROM: Tom Crawford, CFO  
Craig Hupy, Public Services Area Administrator  
Nick Hutchinson, City Engineer  
Karen Lancaster, Finance Director  
Howard S. Lazarus, City Administrator  
Molly Maciejewski, Public Works Manager  
Marti Praschan, Chief of Staff, Public Services

SUBJECT: FY20-21 Budget: Public Services

DATE: May 3, 2019

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**Question #59: (Pavement Markings)** - On slide 4, it shows the miles of roads and bike lanes and number of intersections that will be remarked. Can you provide a sense of what percentage of the totals those represent? Also, I too was confused if the budget spending amounts shown were for each year (FY20 and FY21) or the total for both years? Can you please clarify that? (Councilmember Lumm)

**Response:** In our April 26 response, staff indicated that the amounts listed indicate annual budget requests. The following supplemental information is provided. Long-line pavement markings (non-bike) represents approximately 40% of the full system. For bike lanes, a calculation error was found; therefore, the correct number should be 29 miles (instead of 14 as previously presented), which represents 33% of the full system. For intersections, calculating a percentage would not be very informative, as the number presented mixes intersections of major streets (which require many more pavement markings) with local streets (which require much less). The budget numbers on the slide are average budgets *per year*.

**Question #74: (Leaf Pickup)** – As you know, I've tried on several occasions to restore fall leaf pickup and holiday tree pickup services with budget amendments. Given the strong revenue outlook and the fact that restoring leaf pickup was mentioned by residents in the budget/millage survey verbatims (and continues to be mentioned to me by residents), I plan to offer a similar amendment this year. To that end, can you please

provide the one-time and ongoing costs to restore 2 fall leaf pickups (or 1 if reduces costs significantly) and holiday tree pickup services? (Councilmember Lumm)

**Response:**

One-time Capital/Equipment Costs: \$470,463

Recurring Operating Costs (2 Leaf-Pick Ups): \$340,241

Recurring Operating Costs\* (1 Leaf Pick-Up): \$170,120

Recurring Operating Costs(Holiday Tree Pick-Up): \$30,141

\*Staff does not believe that adding only one round of leaf pickup would adequately address the pickup of material.



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TO: Mayor and Council

FROM: Tom Crawford, CFO  
Karen Lancaster, Finance Director  
Howard S. Lazarus, City Administrator  
Missy Stults, Sustainability and Innovations Manager

SUBJECT: FY20-21 Budget: Sustainability

DATE: May 3, 2019

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**Question #98:** P. 3 Sustainability program, the additional funds are 1.008 Million more in 2020 than 2019. Wasn't it supposed to be an additional \$880K over last year? (this may be the 40/40/20 figures) If it's greater than the millage addition, what are the additional programs or projects that we will see accomplished? What will be the expected GHG offsets from the projects? (Councilmember Bannister)

**Response:** The additional \$129K in FY20 is for the Sustainability Manager position that was incorporated into the budget. This position utilized the workforce planning program funding in FY19 and was therefore not budgeted in FY19.

The actions we are seeking funding to support in FY20 are identified on slides 9-20 of the slide deck that the City Administrator presented to the Environmental Commission. Over the life of those projects, we have projected that these programs have the potential to help the City reduce emissions by over 170,000 metric tons of carbon dioxide equivalent. In addition, the Office of Sustainability and Innovations has other programs that we will be ramping up over the coming years that will eventually join these programs in helping the City meet, and ideally exceed, our 25% reduction in community-wide greenhouse gas emissions by 2025. Much of this will be shared at the May 13<sup>th</sup> City Council work session.

**Question #99:** P. 4 shows an increase of \$880 K in climate action...different from page 3. Why the difference of \$129K? (Councilmember Bannister)

**Response:** The additional \$129K in FY20 is for the Sustainability Manager position that was incorporated into the budget. This position utilized the workforce planning program funding in FY19 and was therefore not budgeted in FY19.

**Question #100:** P. 6 the water amount \$574K is shown three times...is it passed through from one program to the other, or does each program get \$574K? (Councilmember Bannister)

**Response:** It is only \$574,200 one-time, not three separate times. This slide indicates that the millage survey identified Safe Drinking Water/Water & Sewer Infrastructure as a priority in the amount of \$574,200. To address this priority that money is being budgeted in the Water Unit for use towards repairing Barton and Superior Dams.