



TO: Mayor and Council

FROM: Tom Crawford, CFO
Jennifer Hall, Executive Director, Ann Arbor Housing Commission
Karen Lancaster, Finance Director
Howard S. Lazarus, City Administrator

SUBJECT: FY20-21 Budget: Ann Arbor Housing Commission

DATE: May 14, 2019

Question #106: What are the recurring support costs in FY20-FY21 from the city to AAHC and how much is funded by the General Fund, County Millage Fund, or other funds? (Councilmember Lumm)

Response: For FY20, in the General Fund the recurring costs include \$160,000 for AAHC support, and \$290,908 for IT costs. The County Millage Fund contains \$220,000 for supportive services for non-profits and AAHC operations and \$660,000 for a transfer to the Affordable Housing Fund. With the \$660,000 being transferred, the Affordable Housing Fund plans to use \$100,000 for affordable housing studies and \$560,000 for the development of affordable housing per existing Affordable Housing Fund policy.

For FY21, in the General Fund the recurring costs include \$160,000 for AAHC support, and \$285,908 for IT costs and \$134,000 for a transfer to the Affordable Housing Fund. The County Millage Fund contains \$220,000 for supportive services for non-profits and AAHC operations and \$526,000 for a transfer to the Affordable Housing Fund. With the \$660,000 (\$134,000 from the General Fund + \$526,000 from the millage fund) being transferred, the Affordable Housing Fund contains \$660,000 for the development of affordable housing per existing Affordable Housing Fund policy.



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 14, 2019

Question #105: In the Sustainability and Innovations Office budget, total FY20 expenditures are \$1.81M with the following fund detail:

- \$880K County Millage Fund
- \$409K General Fund
- \$312K Energy Projects Fund
- \$215K Water, Sewer, Stormwater, and Solid Waste Funds

Also, on the pages you provided that break down FTE's between GF and other, the FTE's for this office are shown as:

- FY19 = 4.00 total; 0.45 GF; 3.55 Other
- FY20 = 5.00 total; 2.68 GF; 2.32 Other

What costs does the General Fund cover vis-à-vis the other funds, and what is the basis for the FTE allocations? Also, for the FTE's, what changed from FY19 to FY20? (Councilmember Lumm)

Response: Please see the attached worksheet for a breakout of the costs by fund.

The FTE allocations are based on the time spent by each employee on activities within each of the funds.

In FY20, the Sustainability & Innovations manager position was added to the budget. This position was not previously budgeted and was part of the workforce planning program.



Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Proposed	2021 Proposed
Fund 0002	Energy Projects		
	EXPENSE		
	<i>Personnel Services</i>		
1100	Permanent Time Worked	20,190.00	20,190.00
	<i>Personnel Services Totals</i>	<u>\$20,190.00</u>	<u>\$20,190.00</u>
	<i>Payroll Fringes</i>		
1751	Benefit Waiver Pay	375.00	375.00
4220	Life Insurance	75.00	75.00
4230	Medical Insurance	1,560.00	1,650.00
4234	Disability Insurance	162.00	167.00
4237	Retiree Health Savings Account	131.00	133.00
4240	Workers Comp	162.00	162.00
4250	Social Security-Employer	1,554.00	1,554.00
4256	Employer Match for Defined Contribution Plan	1,057.00	1,057.00
4259	Retirement Contribution	2,644.00	2,810.00
4270	Dental Insurance	228.00	228.00
4280	Optical Insurance	13.00	13.00
4440	Unemployment Compensation	21.00	21.00
	<i>Payroll Fringes Totals</i>	<u>\$7,982.00</u>	<u>\$8,245.00</u>
	<i>Employee Allowances</i>		
1800	Equipment Allowance	152.00	152.00
	<i>Employee Allowances Totals</i>	<u>\$152.00</u>	<u>\$152.00</u>
	<i>Other Services</i>		
2100	Professional Services	25,000.00	25,000.00
2430	Contracted Services	100,000.00	.00
	<i>Other Services Totals</i>	<u>\$125,000.00</u>	<u>\$25,000.00</u>
	<i>Materials & Supplies</i>		
3400	Materials & Supplies	3,000.00	3,000.00
	<i>Materials & Supplies Totals</i>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
	<i>Other Charges</i>		
4310	Municipal Service Charges	6,878.00	7,084.00



Budget Worksheet Report

Budget Year 2020

4423	Transfer To IT Fund	9,931.00	9,159.00
4520	Contingency	75,000.00	25,000.00
	<i>Other Charges Totals</i>	<u>\$91,809.00</u>	<u>\$41,243.00</u>
<i>Pass Throughs</i>			
4420	Transfer To Other Funds	63,938.00	62,616.00
	<i>Pass Throughs Totals</i>	<u>\$63,938.00</u>	<u>\$62,616.00</u>
	EXPENSE TOTALS	<u>\$312,071.00</u>	<u>\$160,446.00</u>
Fund 0002 - Energy Projects Totals			
	EXPENSE TOTALS	<u>\$312,071.00</u>	<u>\$160,446.00</u>
Fund 0002 - Energy Projects Totals (\$312,071.00) (\$160,446.00)			
Fund 0010 - General			
EXPENSE			
<i>Personnel Services</i>			
1100	Permanent Time Worked	220,584.00	220,584.00
	<i>Personnel Services Totals</i>	<u>\$220,584.00</u>	<u>\$220,584.00</u>
<i>Personnel Services-Other</i>			
1200	Temporary Pay	.00	22,663.00
	<i>Personnel Services-Other Totals</i>	<u>\$0.00</u>	<u>\$22,663.00</u>
<i>Payroll Fringes</i>			
1751	Benefit Waiver Pay	1,753.00	1,753.00
4220	Life Insurance	682.00	682.00
4230	Medical Insurance	26,865.00	28,420.00
4234	Disability Insurance	1,453.00	1,493.00
4237	Retiree Health Savings Account	1,178.00	1,201.00
4240	Workers Comp	1,694.00	1,694.00
4250	Social Security-Employer	16,927.00	16,927.00
4256	Employer Match for Defined Contribution Plan	11,508.00	11,508.00
4259	Retirement Contribution	28,769.00	30,561.00
4270	Dental Insurance	2,632.00	2,632.00
4280	Optical Insurance	232.00	232.00
4440	Unemployment Compensation	189.00	189.00



Budget Worksheet Report

Budget Year 2020

<i>Payroll Fringes Totals</i>	\$93,882.00	\$97,292.00
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Employee Allowances

1800	Equipment Allowance	717.00	717.00
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<i>Employee Allowances Totals</i>	\$717.00	\$717.00
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Other Services

2100	Professional Services	.00	100,399.00
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2240	Telecommunications	115.00	120.00
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2410	Rent City Vehicles	500.00	500.00
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2420	Rent Outside Vehicles/Mileage	.00	200.00
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2500	Printing	200.00	300.00
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2700	Conference Training & Travel	10,000.00	18,000.00
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2908	Background Check/Drug Screen	195.00	195.00
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2950	Governmental Services	250.00	1,450.00
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2951	Employee Recognition	275.00	275.00
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<i>Other Services Totals</i>	\$11,535.00	\$121,439.00
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Materials & Supplies

3400	Materials & Supplies	2,500.00	3,100.00
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<i>Materials & Supplies Totals</i>	\$2,500.00	\$3,100.00
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Other Charges

4239	Retiree Medical Insurance	16,016.00	16,335.00
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4260	Insurance Premiums	655.00	655.00
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4300	Dues & Licenses	38,600.00	48,600.00
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4423	Transfer To IT Fund	24,435.00	32,914.00
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<i>Other Charges Totals</i>	\$79,706.00	\$98,504.00
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EXPENSE TOTALS	\$408,924.00	\$564,299.00
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Fund 0010 - General Totals		
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EXPENSE TOTALS	\$408,924.00	\$564,299.00
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Fund 0010 - General Totals	(\$408,924.00)	(\$564,299.00)
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Fund 0042 - Water Supply System

EXPENSE

Personnel Services



Budget Worksheet Report

Budget Year 2020

1100	Permanent Time Worked	46,998.00	46,998.00
	<i>Personnel Services Totals</i>	<u>\$46,998.00</u>	<u>\$46,998.00</u>
	<i>Payroll Fringes</i>		
1751	Benefit Waiver Pay	734.00	734.00
4220	Life Insurance	171.00	171.00
4230	Medical Insurance	4,595.00	4,861.00
4234	Disability Insurance	365.00	376.00
4237	Retiree Health Savings Account	296.00	302.00
4240	Workers Comp	414.00	414.00
4250	Social Security-Employer	3,617.00	3,617.00
4256	Employer Match for Defined Contribution Plan	2,459.00	2,459.00
4259	Retirement Contribution	6,147.00	6,530.00
4270	Dental Insurance	429.00	429.00
4280	Optical Insurance	40.00	40.00
4440	Unemployment Compensation	48.00	48.00
	<i>Payroll Fringes Totals</i>	<u>\$19,315.00</u>	<u>\$19,981.00</u>
	<i>Employee Allowances</i>		
1800	Equipment Allowance	290.00	290.00
	<i>Employee Allowances Totals</i>	<u>\$290.00</u>	<u>\$290.00</u>
	EXPENSE TOTALS	<u>\$66,603.00</u>	<u>\$67,269.00</u>
	Fund 0042 - Water Supply System Totals		
	EXPENSE TOTALS	<u>\$66,603.00</u>	<u>\$67,269.00</u>
	Fund 0042 - Water Supply System Totals	<u>(\$66,603.00)</u>	<u>(\$67,269.00)</u>
	Fund 0043 - Sewage Disposal System		
	EXPENSE		
	<i>Personnel Services</i>		
1100	Permanent Time Worked	34,775.00	34,775.00
	<i>Personnel Services Totals</i>	<u>\$34,775.00</u>	<u>\$34,775.00</u>
	<i>Payroll Fringes</i>		
1751	Benefit Waiver Pay	484.00	484.00
4220	Life Insurance	122.00	122.00



Budget Worksheet Report

Budget Year 2020

4230	Medical Insurance	3,555.00	3,760.00
4234	Disability Insurance	263.00	270.00
4237	Retiree Health Savings Account	212.00	215.00
4240	Workers Comp	314.00	314.00
4250	Social Security-Employer	2,682.00	2,682.00
4256	Employer Match for Defined Contribution Plan	1,817.00	1,817.00
4259	Retirement Contribution	4,545.00	4,829.00
4270	Dental Insurance	352.00	352.00
4280	Optical Insurance	30.00	30.00
4440	Unemployment Compensation	35.00	35.00
<i>Payroll Fringes Totals</i>		<u>\$14,411.00</u>	<u>\$14,910.00</u>
<i>Employee Allowances</i>			
1800	Equipment Allowance	193.00	193.00
<i>Employee Allowances Totals</i>		<u>\$193.00</u>	<u>\$193.00</u>
EXPENSE TOTALS		<u>\$49,379.00</u>	<u>\$49,878.00</u>
Fund 0043 - Sewage Disposal System Totals			
EXPENSE TOTALS		<u>\$49,379.00</u>	<u>\$49,878.00</u>
Fund 0043 - Sewage Disposal System Totals		<u>(\$49,379.00)</u>	<u>(\$49,878.00)</u>
Fund 0069 - Stormwater Sewer System Fund			
EXPENSE			
<i>Personnel Services</i>			
1100	Permanent Time Worked	36,645.00	36,645.00
<i>Personnel Services Totals</i>		<u>\$36,645.00</u>	<u>\$36,645.00</u>
<i>Payroll Fringes</i>			
1751	Benefit Waiver Pay	188.00	188.00
4220	Life Insurance	115.00	115.00
4230	Medical Insurance	5,420.00	5,733.00
4234	Disability Insurance	246.00	252.00
4237	Retiree Health Savings Account	200.00	204.00
4240	Workers Comp	227.00	227.00
4250	Social Security-Employer	2,810.00	2,810.00



Budget Worksheet Report

Budget Year 2020

4256	Employer Match for Defined Contribution Plan	1,910.00	1,910.00
4259	Retirement Contribution	4,774.00	5,072.00
4270	Dental Insurance	490.00	490.00
4280	Optical Insurance	47.00	47.00
4440	Unemployment Compensation	31.00	31.00
	<i>Payroll Fringes Totals</i>	<u>\$16,458.00</u>	<u>\$17,079.00</u>
<i>Employee Allowances</i>			
1800	Equipment Allowance	78.00	78.00
	<i>Employee Allowances Totals</i>	<u>\$78.00</u>	<u>\$78.00</u>
	EXPENSE TOTALS	<u>\$53,181.00</u>	<u>\$53,802.00</u>
Fund 0069 - Stormwater Sewer System Fund Totals			
	EXPENSE TOTALS	<u>\$53,181.00</u>	<u>\$53,802.00</u>
Fund 0069 - Stormwater Sewer System Fund Totals		<u>(\$53,181.00)</u>	<u>(\$53,802.00)</u>
Fund 0072 - Solid Waste			
EXPENSE			
<i>Personnel Services</i>			
1100	Permanent Time Worked	31,963.00	31,963.00
	<i>Personnel Services Totals</i>	<u>\$31,963.00</u>	<u>\$31,963.00</u>
<i>Payroll Fringes</i>			
1751	Benefit Waiver Pay	318.00	318.00
4220	Life Insurance	107.00	107.00
4230	Medical Insurance	3,876.00	4,101.00
4234	Disability Insurance	226.00	232.00
4237	Retiree Health Savings Account	184.00	187.00
4240	Workers Comp	268.00	268.00
4250	Social Security-Employer	2,455.00	2,455.00
4256	Employer Match for Defined Contribution Plan	1,669.00	1,669.00
4259	Retirement Contribution	4,171.00	4,432.00
4270	Dental Insurance	376.00	376.00
4280	Optical Insurance	34.00	34.00
4440	Unemployment Compensation	30.00	30.00



Budget Worksheet Report

Budget Year 2020

<i>Payroll Fringes Totals</i>	\$13,714.00	\$14,209.00
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Employee Allowances

1800	Equipment Allowance	128.00	128.00
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<i>Employee Allowances Totals</i>	\$128.00	\$128.00
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EXPENSE TOTALS	\$45,805.00	\$46,300.00
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Fund 0072 - Solid Waste Totals		
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EXPENSE TOTALS	\$45,805.00	\$46,300.00
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Fund 0072 - Solid Waste Totals	(\$45,805.00)	(\$46,300.00)
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Fund 0100 - County Mental Health Millage

EXPENSE

Personnel Services-Other

1200	Temporary Pay	24,816.00	.00
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<i>Personnel Services-Other Totals</i>	\$24,816.00	\$0.00
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Other Services

2100	Professional Services	125,000.00	30,000.00
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2420	Rent Outside Vehicles/Mileage	200.00	.00
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2700	Conference Training & Travel	5,000.00	.00
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2950	Governmental Services	1,000.00	.00
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<i>Other Services Totals</i>	\$131,200.00	\$30,000.00
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Materials & Supplies

3400	Materials & Supplies	137,696.00	175,000.00
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<i>Materials & Supplies Totals</i>	\$137,696.00	\$175,000.00
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Capital Outlay

5130	Equipment	175,000.00	225,000.00
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<i>Capital Outlay Totals</i>	\$175,000.00	\$225,000.00
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Other Charges

4300	Dues & Licenses	1,000.00	.00
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4421	Transfer To Other Agencies	300,000.00	300,000.00
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4423	Transfer To IT Fund	10,288.00	.00
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<i>Other Charges Totals</i>	\$311,288.00	\$300,000.00
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Budget Worksheet Report

Budget Year 2020

Pass Throughs

4420	Transfer To Other Funds	100,000.00	.00
<i>Pass Throughs Totals</i>		<u>\$100,000.00</u>	<u>\$0.00</u>
EXPENSE TOTALS		\$880,000.00	\$730,000.00
Fund	0100 - County Mental Health Millage Totals		
	EXPENSE TOTALS	\$880,000.00	\$730,000.00
Fund	0100 - County Mental Health Millage Totals	(\$880,000.00)	(\$730,000.00)
Net Grand Totals			
	REVENUE GRAND TOTALS	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$1,815,963.00	\$1,671,994.00
	Net Grand Totals	(\$1,815,963.00)	(\$1,671,994.00)