



Rochester Hills

Minutes - Draft

City Council Special Meeting

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*Susan M. Bowyer Ph.D., Ryan Deel, Dale A. Hetrick, James Kubicina,
Stephanie Morita, Mark A. Tisdell, and David Walker*

Vision Statement: The Community of Choice for Families and Business

*Mission Statement: "Our mission is to sustain the City of Rochester Hills as the premier
community of choice to live, work and raise a family by enhancing our vibrant residential
character complemented by an attractive business community."*

Monday, August 19, 2019

5:30 PM

1000 Rochester Hills Drive

In accordance with the provisions of Act 267 of the Public Acts of 1976, as amended, the Open Meetings Act, notice was given that a Special Rochester Hills City Council Meeting would commence at 5:30 p.m. on Monday, August 19, 2019, to discuss the proposed 2020 Budget.

CALL TO ORDER

President Tisdell called the Special Rochester Hills City Council Meeting to order at 5:35 p.m. Michigan Time.

ROLL CALL

Present 7 - Susan M. Bowyer, Ryan Deel, Dale Hetrick, James Kubicina, Stephanie Morita, Mark A. Tisdell and David Walker

Others Present:

*Tracey Balint, Public Utilities Engineering Manager
Bryan Barnett, Mayor
Tina Barton, City Clerk
Sean Canto, Fire Chief/Emergency Services Director
Bill Cooke, Assistant Chief/Fire Marshal
Scott Cope, Building/Ordinance, Facilities Director
Paul Davis, Deputy Public Service Director/City Engineer
Ken Elwert, Parks & Natural Resources Director
Jeff Fox, Roads & Pathways Operations Manager
Larry Gambotto, Captain/Training Officer
Senta Glasewald, Economic Development Specialist
Pam Gordon, Human Resources Director
Tim Hollis, Building Deputy Director
Debby Hoyle, Senior Financial Analyst
Captain Michael Johnson, Oakland County Sheriff's Office
Kevin Krajewski, Information Systems Director
Rochelle Lyon, Deputy Information Systems Director
Tim Matz, Captain, EMS Coordinator
Lee Mayes, Captain/Assistant Fire Marshal*

Denise McDoniel, Financial Analyst
Gary Nauts, Facilities Manager
Sara Roediger, Planning & Economic Development Director
Allan Schneck, Public Services Director
Joe Snyder, Chief Financial Officer
Karen Somerville, Deputy Assessing Director
Tom Talbert, Strategic Innovations Specialist
Laurie Taylor, Assessing Director
Leslie Turnball, Human Resources Adviser
Pam Valentik, Economic Development Manager
Bob White, Ordinance Manager

PLEDGE OF ALLEGIANCE

Vice President Morita called for a moment of silence in memory of Army Veteran Douglas Scott, son of Deputy Clerk Leanne Scott. Following the moment of silence, Vice President Morita said donations can be made in Mr. Scott's honor to Code of Vets, www.codeofvets.com.

APPROVAL OF AGENDA

A motion was made by Bowyer, seconded by Hetrick, that the Agenda be Approved as Presented. The motion CARRIED by the following vote:

Aye 7 - Bowyer, Deel, Hetrick, Kubicina, Morita, Tisdell and Walker

PUBLIC COMMENT

None.

LEGISLATIVE & ADMINISTRATIVE COMMENTS

None.

PROPOSED 2020 BUDGET DISCUSSIONS

[2019-0381](#) Discussion - Special Revenue Funds (200's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl OPC 2020 Budget Presentation.pdf](#)
[Suppl RARA 2020 Budget Presentation.pdf](#)
[Suppl OCSO 2020 Budget Presentation.pdf](#)
[Suppl RHFD Budget Presentation.pdf](#)
[Suppl DPS 2020 Budget Presentation.pdf](#)

Joe Snyder, Chief Financial Officer, introduced **Tim Soave**, Director of Finance, and **Renee Cortright**, Executive Director, of the Older Persons' Commission (OPC).

Ms. Cortright recognized the members of Council appointed to the OPC Governing Board, Vice President Morita and Mr. Kubicina, along with Rochester

Hills' appointed citizen representatives, Jack Dalton and Micheline Sommers. She summarized OPC's 2018 achievements, highlighting the following:

- Nutrition: 121,257 meals prepared, served and delivered
- Transportation: 47,519 rides covering 387,747 miles
- Adult Day Care: 57 participants
- Senior Support Services: 6,835 units of service
- Enrichment & Fine Arts, and Performing Arts: 39,824 participants
- Leisure Travel: 1,717 travelers took 62 day and extended trips
- Fitness & Aquatics: 161,605 participants
- Volunteers: accumulated 39,824 hours

She noted the OPC is continually updating programs to address the needs of its members. The following programs were added:

- Boxing for Parkinson's
- Box Fit
- Kickboxing
- Women's softball
- Kayaking & Archery Workshops at local parks
- Arts & Crafts Enrichment Classes
- Breakfast and Dinner with the Doc, in partnership with Ascension Providence Rochester
- Veteran's Connection; monthly meet-up

Ms. Cortright provided a breakdown of OPC's 19,053 registered members by demographic:

- 19% are ages 50-59
- 37% are ages 60-69
- 26% are ages 70-79
- 18% are aged 80+

She stated that the walking track is where it's at with 42,000 duplicant participants, and pointed out that socialization is the nucleus of the programs and services offered at the OPC. She noted that recent medical studies have found that consistent social interactions help to keep people mentally, physically and emotionally fit.

Mr. Soave explained that the 2020-2022 Budget includes a general raise of 2% for employees beginning October 1st. He mentioned that OPC has contracted with McGrath HR for a compensation study to be used as a benchmark and anticipates a draft report in the fall. He pointed out that a couple of years ago the OPC Board had set a policy that their Fund Balance would be at least 25 percent of expenditures, and that Fund Balance would not be used for anything other than one-time, extraordinary purchases or Capital needs. He noted that pursuant to their interlocal agreement the OPC is not authorized to borrow money. He stated that they plan to utilize the Fund Balance over the next three years for Capital needs as their facility ages; however, at the end of those three years the Fund Balance is anticipated to be approximately 30 percent of expenditures.

Council Discussion:

Mr. Kubicina commended the Fund Balance's position, saying it characterizes a well-run organization, and expressed his support of the OPC.

Dr. Bowyer was appreciative of the salary study in order to ensure the OPC is competitive.

Mr. Hetrick complimented the OPC on maintaining its Fund Balance over the next two to three years while utilizing funds for capital improvements. He stated the OPC is a well-run program, is on stable financial footing going forward and is doing the right thing from a budgetary standpoint. He mentioned that he is happy with additions to the activity programs, such as archery.

Discussed; O.P.C. Millage Fund.**2019-0375**

Discussion - O.P.C. Operating Fund (820) - 2020 Budget

Attachments: [081919 Budget Presentation Schedule.pdf](#)
[Suppl OPC 2020 Budget Presentation.pdf](#)
[Suppl OPC Presentation.pdf](#)
[OPC 2020-2022 Proposed Budget Package.pdf](#)
[2020-2022 CC Budget Questions OPC.pdf](#)
[081219 Agenda Summary.pdf](#)
[081219 Resolution.pdf](#)

See Legislative File 2019-0381 for Discussion.**Discussed; O.P.C. Operating Fund.****2019-0381**

Discussion - Special Revenue Funds (200's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl OPC 2020 Budget Presentation.pdf](#)
[Suppl RARA 2020 Budget Presentation.pdf](#)
[Suppl OCSO 2020 Budget Presentation.pdf](#)
[Suppl RHFD Budget Presentation.pdf](#)
[Suppl DPS 2020 Budget Presentation.pdf](#)

Joe Snyder, Chief Financial Officer, introduced **Ron Jewell**, Executive Director of the Rochester Avon Recreation Authority (RARA).

Mr. Jewell stated this is the second year of a three-year rolling budget. He pointed out that the budget works to achieve the 20 percent fund balance reserve target, while factoring in RARA's commitment to its staff and program offerings. He mentioned now that facility construction is complete, RARA administration and staff are focusing heavily on continuing to improve current programs and staying on top of recreation trends to offer the community. He stated that participation growth over the past three years has been significant, with day passes increasing from 1,200 in 2017 to 2,200 in 2018, and 2,800 in

2019. He noted that membership scans have also seen growth, from 3,000 in 2017 to 16,000 in 2018, and 22,000 in 2019. Birthday parties, lock-ins and court rentals also continue to increase. He pointed out that both memberships and rental fees are anticipated to meet or exceed the conservatively budgeted Fiscal Year 2020 numbers.

Mr. Snyder presented the 2020-2022 Budget, focusing on the progress of restoring RARA's fund balance to a minimum level of 20 percent of annual operations within the three-year timeline (2018-2020). He stated that in 2017 the fund balance was in a deficit; however, through the institution of a rolling three-year budget, a long-term financial plan, the adoption of a conservative approach to projecting revenues and expenditures, the development of a Capital Improvement Plan, and the adoption of a Fund Balance Policy, the fund balance minimum target of 20 percent is projected to be achieved by year end 2020. He pointed out that RARA looks to be well within sight of being able to achieve its immediate funding goal next year and is poised well for the long term future.

Council Discussion:

Dr. Bowyer thanked Mr. Jewell and Mr. Snyder for the progress made since 2017.

Mr. Deel recognized Mr. Jewell and Mr. Snyder for their collaboration and hard work to achieve the progress made since 2017. He mentioned that RARA is in a good financial position and stated he is happy with the budget presented.

Discussed; R.A.R.A. Millage Fund.

[2019-0376](#) Discussion - R.A.R.A. Operating Fund (808) - 2020 Budget

Attachments: [081919 Budget Presentation Schedule.pdf](#)
[RARA 2020-2022 Proposed Budget Package.pdf](#)
[Suppl RARA 2020 Budget Presentation.pdf](#)
[2020-2022 CC Budget Questions RARA.pdf](#)
[081219 Agenda Summary.pdf](#)
[081219 Resolution.pdf](#)

See Legislative File 2019-0381 for Discussion.

Discussed; R.A.R.A. Operating Fund.

[2019-0346](#) General Budget Overview - 2020-2022

Attachments: [081919 Agenda Summary.pdf](#)
[081919 Budget Presentation Schedule.pdf](#)
[Suppl Budget Overview.pdf](#)
[2020-2022 CC Budget Questions City.pdf](#)
[081219 Agenda Summary.pdf](#)
[081219 Resolution.pdf](#)

Joe Snyder, Chief Financial Officer, outlined the key components utilized for developing the Proposed Fiscal Year 2020-2022 Budget:

- The current 2019-2021 three-year budget plan; last year's projections helped set the foundation
- The Capital Improvement Plan (CIP) for 2020-2025, projecting citywide capital projects over the upcoming six years
- The Seven-year Financial Forecast
- City Council's Strategic Planning Technical Review Committee establishment of FY2020 goals and objectives, and adoption of the Governmental Fund Balance Reserve Policy last year, both of which affirm City Council's intent and focus throughout this budget process

An overview of the proposed Budget included the following:

- Continuing to present a three-year budget
- Budgets presented based on best estimates and projections for the future
- Conservative estimates of both revenues and expenditures ensures that the service levels proposed in the budget can be delivered

Proposed Expenditures include:

- A total budget of \$168,044,920 in expenditures, comprised of:
 - * Public Service is 27 percent of the budget expenditures, or \$46,000,000
 - * Public Safety is 15 percent of the budget expenditures, or \$25,200,000
 - * Capital Outlay is 23 percent of the budget expenditures, or \$37,900,000

He noted that the nearly \$109 million represents the City's commitment towards public safety and infrastructure management (Council's Goals #1 and #2). He mentioned proposed Budget hopes to enhance the City's economic tax base (Council's Goal #3), places an emphasis on Parks, Museum and Natural Resources (Council's Goal #4), realigns the financial structure to provide greater transparency into the management of the City's funds (Council's Goal #5), and is fiscally responsible (Council's Goal #6). He stated the Budget is proactive to protect and enhance the resident's quality of life (Council's Goal #7), provides clear direction to ensure the efficient use of taxpayer funds (Council's Goal #8), conserves the environment (Council's Goal #9), and values the innovated and diverse city workforce (Council's Goal #10).

He noted that the \$38 million in proposed Capital Projects is comprised of \$13 million in proposed water and sewer infrastructure projects. He stated this trend will continue over the next ten to 20 years while the City replaces the water and sewer infrastructure that was installed 50 to 60 years ago. Facilities projects include a playground construction at Innovation Hills, construction of a Museum equipment barn, the roof replacement of the Museum Dairy Barn, and a reconfiguration of the Clerk's vault. There is \$6.4 million in local street work to be performed, \$5 million for the local street rehabilitation program, \$5.6 million in major road work, \$2.8 million in fleet replacement comprising of 42 pieces of equipment and vehicles, and \$1.8 million from Fire Capital for the replacement of two fire engines.

He stated that the major sources of revenue include Service Charges, comprised of Water and Sewer revenues and Permit fees. He pointed out that it

is proposed to maintain the same bottom line millage rate of 10.4605 and stated this is the fifth year in a row that the City has held the same millage rate. He noted that Intergovernmental revenues include State Shared revenue and Act 51 revenue. He explained that the transfers-in are the flip side of the transfers-out, and stated that the use of Fund Balance proposed is for capital projects, not operating expenses. He noted that the overall annual operating revenues are proposed to exceed our annual operating expenditures, leaving a proposed structural surplus of \$8.5 million.

Mr. Snyder reviewed the various funds, noting the following:

- The General Fund shows an increase in expenditures because of a transfer out to the Capital Improvement Fund. This transfer will set the General Fund Fund Balance at 80 percent of annual expenditures. From 2010 to 2018 revenue has exceeded budget estimates by average of four percent, resulting in an additional \$1 million for the General Fund. In addition, expenditures have been under budget by an average of six percent, or \$1.5 million. This combined positive budget variance of \$2 million per year for the General Fund is directed to the Capital Improvement Fund, per the Fund Balance Policy.
- The Capital Improvement Fund contains any General Fund surplus in excess of 80 percent. Capital project slated for 2020 include \$5.7 million in the Facilities Fund for a variety of improvements to several City facilities. Parks and Facilities related Capital projects are also projected for 2021 and beyond which will be continually reviewed and planned for based upon the Capital Improvement Fund's projected fund levels.
- The Major Road Fund received significant revenues from the State of Michigan and the LDFA in 2018 and 2019 for use this year. There is over \$16 million in major road construction currently in process or planned. After FY2020 the Major Road Fund balance is anticipated to grow, as the Capital Projects scheduled for 2021 and beyond are anticipated to ease per the Capital Improvement Plan. Annual transfers from the Major Road Fund to the Local Street Fund are proposed to be reinstated in FY2020.
- The Local Street Fund decrease in fund balance in 2019 was accomplished by reducing the transfer from the General Fund in order to set the Local Street Fund fund balance at 25 percent of annual operations expenditures. Moving forward the transfer from the General Fund will be in an amount that will maintain the Local Street Fund Balance at 25 percent of annual expenditures, which will be \$2 - \$2.5 million. Capital projects proposed for local streets in 2020 include \$5 million for the Local Street Rehabilitation Program.
- The Fire Operating Millage is proposed to remain at its current rate of 2.7 mills throughout the seven-year forecast. In 2019 the transfer out to the Fire Capital Fund was increased to set the Fire Operating Fund fund balance to 25 percent of annual operating expenditures. Moving forward the annual transfer from the Operating Fund to the Capital Fund will be set to maintain the fund balance at 25 percent of annual operating expenditures. Long-term, the Operating Fund will remain steady at \$2 - \$2.5 million. The replacement of two fire engines is being proposed for FY2020.
- The Special Police Fund is proposed to be reduced during the period of 2019 to 2022 in order to gradually set the fund balance at 25 percent of annual operating expenditures. The Special Police Millage will be set annually to achieve the goal of having \$2 - \$2.5 million in the Fund each year.

He noted there are 13 full-time positions proposed for FY2020. The Fire Department is looking to hire eight Firefighter/EMT's and two Fire Inspectors. The Human Resources Department will be changing the Administrative Assistant from part-time to full-time status. The Building Department is looking to hire a Building Permit Technician, and the Fleet Division is looking to change the status of a Mechanic 1 from part-time to full-time. In addition, there are eight part-time positions proposed for 2020: one Election Specialist, three park attendants, and four park seasonal laborers.

Mr. Snyder indicated the only item of significant change among other General Fund cost centers is in the Mayor's Office Professional Services account, funding has been included for 2020 census promotion.

Council Discussion

President Tisdell recognized former Council Member Tom Wiggins for his initial work on the Fund Balance Policy, Vice President Morita and Council Member Deel on their work to formalize the policy, and the City Council for unanimously adopting it.

Discussed.

2019-0382

Discussion - General Fund (100's) - 2020 Budget

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[Suppl Fiscal 2020 Budget Presentation.pdf](#)
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[Suppl Building 2020 Budget Presentation.pdf](#)

GENERAL FUND REVENUE

MAYOR'S DEPARTMENT

- Mayor's Department (171)
- Accounting (201)
- Legal Services (210)
- Treasury (253)
- Media Division (271)
- Building Authority (279)
- Street Lighting (448)
- Community Development Block Grant (666)
- Community Events (760)

GENERAL FUND TRANSFER-OUT

See Legislative File 2019-382 for Council Discussion.

Discussed; GENERAL FUND REVENUE; MAYOR'S DEPARTMENT: Mayor's Department, Accounting, Legal Services, Treasury, Media Division, Building Authority, Street Lighting, Community Development Block Grant, Community Events; GENERAL FUND TRANSFER OUT.

[2019-0381](#) Discussion - Special Revenue Funds (200's) - 2020 Budget

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- Solid Waste Fund (226)

See Legislative File 2019-0382 for Council Discussion.

Discussed; Solid Waste Fund.

[2019-0383](#) Discussion - Debt Services Funds (300's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

DEBT FUNDS

See Legislative File 2019-0382 for Council Discussion.

Discussed; DEBT FUNDS.

[2019-0384](#) Discussion - Capital Funds (400's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- Capital Improvement Fund (420)

See Legislative File 2019-0382 for Council Discussion.

Discussed; Capital Improvement Funds.

[2019-0386](#) Discussion - Internal Service Funds (600's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl MIS 2020 Budget Presentation.pdf](#)

- Insurance Fund

See Legislative File 2019-0382 for Council Discussion.

Discussed; Insurance Fund.

[2019-0387](#) Discussion - Trust and Agency Funds (700's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- Retiree Healthcare Trust Fund (736)

See Legislative File 2019-0382 for Council Discussion.

Discussed; Retiree Healthcare Trust Fund.

2019-0382

Discussion - General Fund (100's) - 2020 Budget

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[Suppl Building 2020 Budget Presentation.pdf](#)

ASSESSING DEPARTMENT:

- Assessing (209)
- Board of Review (247)

Laurie Taylor, Assessing Director, and Karen Somerville, Deputy Assessing Director, were in attendance to review the Assessing Department.

Ms. Taylor stated that after four years of negative adjustments to Taxable Value, the City has realized seven years of positive increases. She noted that the increase was conservatively budgeted at three percent for 2020, and it will actually be 4.78 percent. She stated that the increase to Taxable Value is projected at three percent for 2021 and 2.5 percent for 2022. She noted this helps to fund all budgets supported by a millage.

She explained that the Assessed Value peaked in 2006 at just below \$4.2 billion and bottomed out during the recession in 2012 at \$3 billion. In 2019 Assessed Value was \$4.4 billion. Taxable value peaked in 2008 at just over \$3.7 billion and bottomed out during the recession in 2012 at \$3 billion. She stated that the Taxable Value for 2019 was over \$3.6 billion, and it is possible Taxable Value could surpass the 2008 peak. However, she noted the average Taxable Value for all real property in 2019 is down 3.5 percent compared to 2008. In 2008 the average was \$140,000 and in 2019 the average is \$135,000.

Ms. Somerville credited the City's strong real estate market for the reported increases in Assessed Value continuing to outpace the increases in Taxable Value, creating a gap between the two. For 2019 the average residential Assessed Value was \$151,000 while the average Taxable Value was \$120,000. She pointed out that the 26 percent difference provides a cushion for the City should the market flatten or take a downturn.

She noted that the strong real estate market has resulted in a 94 percent decrease in the number of Board of Review appeal appointments since the peak of 571 appointments in 2009. In 2019 there were 34 appointments. Foreclosures have decreased 95 percent from the peak of 364 in 2010 to 18 in 2018.

Council Discussion

President Tisdell pointed out since the peak Taxable Value in 2008, the City has continued to experience new building, renovations, and road work that has received regional, state, and nationwide attention despite the Taxable Value being lower than a decade ago. He commended the leadership and financial management of Rochester Hills for keeping the City in a strong financial position.

Mr. Hetrick commented that the City continues to make progress despite constraints from the state government, and noted the City is seeing a positive trend in Assessed and Taxable Values.

Discussed; ASSESSING: Assessing, Board of Review.

2019-0381

Discussion - Special Revenue Funds (200's) - 2020 Budget

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SPECIAL POLICE FUND
- Special Police Fund

Captain Michael Johnson, Oakland County Sheriff's Office, was in attendance. He noted that he has been the Substation Commander for the past 11 years, overseeing the day-to-day activities of 50 deputies and 9 command officers providing law enforcement services to the City of Rochester Hills.

Joe Snyder, Chief Financial Officer, reported a slight reduction in the Police Millage is proposed from 2019-2022 to gradually set the Police Fund fund balance at 25 percent of annual expenditures. He noted moving forward, the millage will be set annually to maintain the fund balance at 25 percent.

Captain Johnson noted that this is the first year of three-year contract and price forecasting is based on labor contracts. He presented operational statistics:

- Calls for service increased by approximately 1,000 from 2017 to 2018, which can be attributed to building and population growth.
- Part A Crimes, more serious crimes against persons, are down slightly.
- Part B Crimes, crimes against property and less serious crimes against persons, are down slightly over the past year and down significantly over the past 10 years.
- In 2006 the False Alarm Ordinance was adopted which has resulted in a reduction of false alarms each year. The number of false alarms for 2018 is down by at least 1,000.
- Overtime hours in 2018 are down slightly. Much of the overtime is incident driven; 2018 was the sixth year that deputies have had the option of using compensatory time in lieu of overtime, which has saved the City \$26,700.

- The staffing level, which dipped as low as 57 during 2011-2017, is back up to the pre-recession level of 60.
- A recent public opinion survey showed 97 percent of residents feel very safe in their homes, 95 percent of residents feel very safe in their neighborhoods, and 96 percent of residents feel very safe in the City.
- A budget-friendly new team member has been added. Deputy Taser is a comfort puppy in training and is assigned to the Community Liaison Deputy.
- Rochester Hills has been recognized in recent years as the sixth safest city with a population over 50,000 in the United States, the safest city in Michigan for three years in a row, and the safest small city in the United States.

Council Discussion:

President Tisdell stated that in addition to being the safest city, Rochester Hills has the lowest per capita cost of cities with a population of more than 50,000 in Michigan.

Vice President Morita shared a compliment she received from a resident who has been pleased with the number of resources deployed for every incident, stating it shows that every incident is taken seriously.

Discussed; **SPECIAL POLICE FUND: Special Police Fund.**

2019-0382

Discussion - General Fund (100's) - 2020 Budget

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[Suppl Parks 2020 Budget Presentation.pdf](#)
[Suppl Building 2020 Budget Presentation.pdf](#)

- Crossing Guards (315)

See Legislative File 2019-0381 for Council discussion.

Discussed; **Crossing Guards.**

2019-0381

Discussion - Special Revenue Funds (200's) - 2020 Budget

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FIRE DEPARTMENT

- Fire Department Fund (206)

In attendance were **Sean Canto**, Fire Chief/Emergency Services Director, **Todd Gary**, Deputy Fire Chief, and **Bill Cooke**, Assistant Chief/Fire Marshal.

Chief Canto highlighted the Department's 2019 accomplishments:

- A strategic plan was created by the Department and adopted by City Council.
- The Fire Capital Fund is estimated to be funded through 2030 and beyond.
- In 2018 the call volume hit an all-time high of 7,183 incidents; equating to one incident every hour and 13 minutes.
Call volume for 2019 is forecast at 7,400 incidents.
- The 2019 year-to-date average response time for priority incidents is 5 minutes and 24 seconds.

Chief Canto reported the Department faces challenges as incident volume continues to grow and the candidate pool for personnel decreases. The Department's goals established for 2020 address these challenges and enhance service to the City's residents:

- Hire eight additional suppression personnel without any change to the millage rate. This addition of personnel will improve overall service levels to the City's residents during high call volume times.
- Hire two additional Fire Inspectors without an increase of the millage rate, which allows the Department to set an annual inspection process and to address the increasing demand for Community Risk Reduction.
- Replacement of two engines.
- Install a propane fire training simulator in the training tower.
- Continue to address the health, fitness, and wellness of personnel, including mental health.
- Continue to identify areas of potential hazards within the community.
- Evaluate current Fire and Life Safety Education programs to ensure the community's needs are being addressed.
- Continue to work towards the standards for accreditation through the Commission on Accreditation of Ambulance Services (CAAS) to improve and validate EMS services.

Public Discussion:

Lee Zendel, 1575 Dutton Rd., requested that the budget very clearly state that the inspection program is for non-residential buildings.

Assistant Chief Cook explained that Public Act 207 is the state law which grants the Fire Department the authority to inspect occupancies within the jurisdiction. He pointed out that the law specifically defines "occupancies" as commercial occupancies. He reported the law does not grant the Fire Department authority to inspect single or two-family dwellings.

Council Discussion:

President Tisdell suggested adding specificity to the language so it is clearly understood that the inspection program is for commercial occupancies only.

Chief Canto responded that the Department intends to define "occupancies" as properties under the state statute.

Mayor Barnett commended the Fire Department leadership for being proactive to maintain a healthy financial and operational position with almost no budget impact. He also applauded the Department for obtaining an increased ISO rating this year.

Discussed; FIRE DEPARTMENT: Fire Department Fund.

[2019-0384](#) Discussion - Capital Funds (400's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

Discussed; Fire Capital Fund.

[2019-0382](#) Discussion - General Fund (100's) - 2020 Budget

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[Suppl Fiscal 2020 Budget Presentation.pdf](#)
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[Suppl Building 2020 Budget Presentation.pdf](#)

PLANNING DEPARTMENT

- Planning Commission (400)
- Planning Department (401)
- Zoning Board of Appeals (410)

Sara Roediger, Planning and Economic Development Director, **Pamela Valentik**, Economic Development Manager, and **Senta Glasewald**, Economic Development Specialist, were in attendance.

Ms. Roediger summed up the Department's mission in three words: preserve, enhance, and diversify. She briefly reported on the Department's accomplishments over the past year:

- Adopted a Master Plan which earned the Department the Excellence in Public Outreach Award from the Michigan Association of Planning.
- Began implementing elements of the Master Plan, including:
 - * Updated the Tree Preservation Ordinance.
 - * Developed new zoning districts, such as the R-5 and Brooklands Zoning Districts.
 - * Conducted a Zoning Ordinance audit to ensure the ordinance reflects current laws and trends.
- In 2018 processed 22 new site plans resulting in over 450 new residential units and nearly 75,000 square feet of non-residential space.
- Notable projects in 2019 include the Rochester Hills Trio mixed use planned unit development, and the new neighborhoods of Brewster Village and Cumberland Village.

Ms. Valentik referred to the European Business Development Trip she and

Mayor Barnett took to Germany and France last fall stating it was a trip dedicated to developing relationships with the ownership of companies in Rochester Hills. She reported that trip has resulted in a positive return on investment:

- Kostal has purchased vacant land at M-59 and old Adams Road and plan to spend \$58 million creating a new headquarters and a new manufacturing facility.
- AdduXi, a French company, moved into a larger building and opened French Corner, an incubator specifically set up for French companies looking to enter the United States market. Six companies are committed to the space and by the end of the year there will be up to ten French companies operating in Rochester Hills.

Ms. Valentik introduced **Senta Glasewald**, Economic Development Specialist.

Ms. Glasewald said she is honored to work for, and live in, such a beautiful city. She looks forward to working with such a great team and hopes to attract more international business to the City.

Ms. Valentik listed other current and planned activities and projects of the Department:

- She and Ms. Glasewald will be updating the Economic Development Strategy and Marketing Plan.
- Hosting the Mayor's Business Council and Rochester Hills Innovators & Senior Executives (RHISE) events, bringing in topics and speakers relevant to the City's businesses.
- Completion of the Auburn Road Project by finalizing the plaza and the gateway design elements with the goals of enhancing the neighborhood, creating a sense of place, and creating a thriving commercial district.
- In conjunction with the Auburn Road Project, the Department is actively helping the area's businesses during the transition by assisting them with marketing presentations, offering free business counseling in conjunction with Oakland County's Small Business Center, and connecting them with the Chamber of Commerce to take advantage of all of the programs the Chambers offers.
- Ms. Glaswald is brainstorming ways to attract new businesses to the Auburn Road area.
- Planning implementation efforts focused on preserving, enhancing and diversifying opportunities throughout City in a cohesive approach from how site plans are reviewed to how the City is promoted and marketed to potential businesses and residents.
- Consistent with City Council's goal to ensure City facilities are aesthetically pleasing, an update to the City's Gateway Plan is proposed. The update will include a consistent vision for entrances into the community and, potentially, roundabouts and other City properties such as Edington Blvd. The goal is consistent branding of placemaking elements throughout the City.

Council Discussion:

Mr. Hetrick requested confirmation that the amounts in the Brownfield Plan

represent the tax abatement for Legacy.

Ms. Roediger confirmed that the Brownfield capture has started for Legacy.

Discussed; **PLANNING DEPARTMENT; Planning Commission, Planning Department, Zoning Boards of Appeals, Historic Districts Commission.**

[2019-0388](#) Discussion - Component Units (800's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- Historic District Commission (804)
- Brownfield Redevelopment / Legacy (844)
- Local Development Finance Authority (848)

See Legislative File 2019-0382 for Council Discussion.

Discussed; Brownfield Redevelopment / Legacy, Local Development Finance Authority.

[2019-0382](#) Discussion - General Fund (100's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl Fiscal 2020 Budget Presentation.pdf](#)
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CLERK'S

- City Council (102)
- Elections (191)
- Clerk's Department (215)
- Cemetery (276)

Tina Barton, City Clerk, was in attendance to present the Clerk's Department Budget.

Clerk Barton stated that the reputation of the Clerk's Department for accuracy and excellent customer service draws passport applicants from around the region. Multiple businesses in the area direct their employees to Rochester Hills to have their passport applications processed. The local Secretary of State office also directs customers to Rochester Hills.

She mentioned that Rochester Hills was the first community in the State of Michigan to pilot a Risk Limiting Audit (RLA) in conjunction and collaboration with Massachusetts Institute of Technology (MIT), the Brennan Center for Justice, and the University of California-Berkley. The City received a perfect passing score. She noted that the Clerk's Office led a collaborative effort with other local Clerk's to hold a student voter registration drive in each of the Rochester Community Schools' high schools in May. The drives resulted in

500 students being registered to vote in comparison to the 10 to 20 registrations received in years past. The Clerk's Office also worked in collaboration with the MIS Department to create an election day troubleshooting portal. The portal was submitted to the Election Assistance Commission (EAC) and received a Cleary Award for best practices in election administration. The EAC rarely confers awards to local municipalities.

Clerk Barton reported that the pole barn has been constructed at the Cemetery and equipment that had been previously exposed to the elements is now protected inside. She stated that the number of niches sold to date has paid for the cost of the Columbarium. The proceeds from additional niche sales will go towards the purchase of a second Columbarium.

She stated that many of the Clerk's Department staff members continue to be sought after on national, statewide, and county stages for their expertise. She listed the many professional accomplishments of her staff, and mentioned that she is the only local Clerk to be asked by the Secretary of State to join her Election Security Advisory Committee.

She pointed out that the Rochester Hills Government Youth Council (RHGYC) continues to be actively engaged in every City activity and has a representative in attendance at every City Council meeting. She noted that Youth Council Liaison Danielle Szajna, RHGYC Member Hannah Bennett, and Mayor Barnett attended first ever US Conference of Mayors National Youth Summit in Los Angeles and had opportunities to promote Rochester Hills on a national stage.

Council Discussion:

President Tisdell commended Clerk Barton on the great job she does of administering the cemetery and its services. He described the cemetery as one of the best kept secrets and values in the area. He encouraged residents to investigate the cemetery's multiple and affordable options for memorializing loved ones.

Discussed; **CLERKS: City Council, Elections, Clerk's Department, Cemetery.**

2019-0387 Discussion - Trust and Agency Funds (700's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- VHJSC Cemetery Perpetual Care Trust (752)

See Legislative File 2019-0382 for Council Discussion.

Discussed; VHJSC Cemetery Perpetual Care Trust.

2019-0382 Discussion - General Fund (100's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
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[Suppl Building 2020 Budget Presentation.pdf](#)

HUMAN RESOURCES

- Human Resources Department (233)

Pamela Gordon, Human Resources Director, and **Leslie Turnbull**, Human Resources Advisor, were in attendance.

Ms. Gordon stated that the City's above-market compensation philosophy allows the City to compete for highly qualified employees. As of June, 2019 the applicant pool is up 56 percent and 10 new employees have been hired. She noted that strides are being made toward a workforce that is more reflective of the changing demographics of the community. Interns and grant-funded fellows have provided input on attracting the next generation.

She mentioned that a standardized performance review process was implemented this year. All job descriptions have been updated to reflect current job functions and performance expectations. Highlighting employee wellness, workplace safety and security, she noted that preventive services such as cancer screenings and well care visits increased by over 12 percent in 2018, fueled by increased participation in the City's wellness program. Worksite training and security assessments have resulted in some of the modifications that will be proposed in the facilities budget.

Ms. Gordon stated that contracts have been successfully negotiated with all four unions through the end of 2021, and compensation and benefit costs will be aligned during the current budget cycle. She mentioned that prior to the next round of negotiations compensation equity will be reviewed from both internal and labor market perspectives. She emphasized that an atmosphere of respect and cooperation has been established between unions and management, which is evidenced by minimal grievances in recent years. She summarized her presentation saying that the budget presented continues to leverage technology in recruitment, training, and performance management to allow the Human Resources Department to be more efficient in meeting needs of those who give their best every day in service to this community.

Council Discussion:

Dr. Bowyer said she was happy to see that the compensation study has started to bring the City's employees in line with the current salary structure in competitive areas. She noted that the City is just a few years into getting the salary steps to align and questioned if the City is at the point where we are competitive with other organizations.

Ms. Gordon resonded that the City is currently very competitive; however, the

philosophy was to be in the 55th percentile of the market and it may take one more year to reach that goal.

Mr. Hetrick remarked that the City's investment in the compensation study is paying off in terms of retaining and attracting employees and putting the City in a position to do the right thing by its employees and still maintain a structural surplus.

Discussed; HUMAN RESOURCES: Human Resources Department.

2019-0386

Discussion - Internal Service Funds (600's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl MIS 2020 Budget Presentation.pdf](#)

MIS
- MIS Fund (636)

Kevin Krajewski, Information Systems Director, and **Rochelle Lyon**, Deputy Information Systems Director were in attendance.

Mr. Krajewski stated that tonight his focus is on cyber security and how it relates to the proposed budget. He noted that ransomware padlocks all data without the ability to cut through it. The perpetrators prey on insecurities, our desire to help, or just hope to catch us off guard when we are busy. He mentioned that cities, both large and small, all across the United States are suffering data loss and down time at the hands of criminals, in addition to costing them millions of dollars. He commented that the MIS Department is constantly working to prevent a cyber attack and to be in the best position to minimize effects and damages when it happens. He pointed out that the F.B.I. has reported that it is not a question of if we will be a victim of a ransomware attack, rather it is a question of when. He stressed the importance of being prepared to respond and stated that being proactive, rather than reactive, gives them the best advantage. He stated that they began working on the security puzzle years ago, adding pieces, new tools, educating, evaluating and then repeating the process when the next new method of attack materializes. He noted this is their reality every day.

Discussed; MIS: MIS Fund.

(Recess 7:10 p.m. to 7:35 p.m.)

2019-0382

Discussion - General Fund (100's) - 2020 Budget

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PARKS & NATURAL RESOURCES

- Parks Department (756)
- Natural Resources Division (774)
- Museum Division (802)

Ken Elwert, Parks and Natural Resource Director, stated that a picture is worth 1,000 words and he is going to present 35,000 words in six minutes. He highlighted the following:

The Museum at VanHoosen Farm

- New exhibits at the Museum focus on the regionally significant story of the strong women and their leadership in farming and the medical field nationwide.
- In pursuit of final fundraising; will be moving ahead with raising of new equipment barn in 2020.
- Support from community leaders, including the Chamber of Commerce, City Council, and the Foundation Board Members.
- The museum hosts many functions:
 - Thousands of hours of volunteer coordination
 - Preserving our 150,000 historical artifacts
 - Hosting weddings and family gatherings
 - Brings the community together for the Stonewall Pumpkin Festival and the annual Rochester Community Schools Art Show where nearly 4,000 guests viewed the art of talented students from 13 elementary schools, four middle schools, and three high schools

Forestry Unit and Natural Resources

- Annually reaches out to Scouts to participate in planting a tree for Arbor Day
- Distributes seedlings; visiting seven schools and talking to 500 third graders about the importance of trees
- Support 20,000 trees across city road rows, clearing and trimming, performing corner clearances, and planting trees throughout the community

Parks Division

- Grounds crew works on landscaping citywide; roundabouts, city properties, and keeping fields seeded, fertilized, lined and mowed
- Parks team is building a better Park system; fixing playgrounds, cleaning up vegetation, and installing a mile of fencing every year for Festival of the Hills
- Festival of the Hills is the City's largest event taking place at Borden Park with 40,000 visitors
- Traffic Counters installed at most locations; confidently say the City's Parks system provides for over one million visits annually
- Green spaces with monthly walks led by members of the Green Space Committee
- Outdoor engagement programs; customer satisfaction rates 4.8 out of 5

Mr. Elwert stated whether attending a festival, a sporting event, exercising, or enjoying family one-on-one time, the City's parks hold memories for all. Park activities occur year-round. He gave an update on the construction and development of the City's newest park, Innovation Hills.

Discussed; PARKS: Parks Department, Natural Resource Division, Museum Division.

[2019-0381](#) Discussion - Special Revenue Funds (200's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl OPC 2020 Budget Presentation.pdf](#)
[Suppl RARA 2020 Budget Presentation.pdf](#)
[Suppl OCSO 2020 Budget Presentation.pdf](#)
[Suppl RHFD Budget Presentation.pdf](#)
[Suppl DPS 2020 Budget Presentation.pdf](#)

- Tree Fund (232)
- Green Space (299)

See Legislative File 2019-0382 for Council Discussion.

Discussed; Tree Fund, Green Space.

[2019-0387](#) Discussion - Trust and Agency Funds (700's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- Green Space Perpetual Care Trust (761)

See Legislative File 2019-0382 for Council Discussion.

Discussed; Green Space Perpetual Care Trust.

[2019-0388](#) Discussion - Component Units (800's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- RH Museum Foundation Trust Fund (870)

See Legislative File 2019-0382 for Council Discussion.

Discussed; RH Museum Foundation Trust Fund.

[2019-0382](#) Discussion - General Fund (100's) - 2020 Budget

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BUILDING / ORDINANCE / FACILITIES

- Building Department (371)
- Ordinance Compliance (372)
- Weed Control (535)

Scott Cope, Building/Ordinance/Facilities Director, **Tim Hollis**, Deputy Director, **Bob White**, Ordinance Manager, and **Gary Nauts**, Facilities Manager were in attendance.

Mr. Hollis stated the Building Department partners with a variety of customers to ensure safety in all buildings. He mentioned that Building Safety Month events were held at the Older Persons' Commission (OPC) and Home Depot. They also offered free deck inspections to residents with existing wood construction decks. He noted they continue to offer to meet with residents and homeowners at the counter to help them with their projects. He noted that quality homes continue to be built in the City and the average construction costs have increased eight percent from 2018. He explained that total construction value of all projects combined, residential and commercial, have increased eleven percent from 2018. As a result, workload indicators, such as the number of phone calls, trips to the counter, and inspections performed are all trending upward as well. He displayed a map showing numerous commercial projects that have begun or will be completed in 2019 and stated that members of the Building Department are in these buildings everyday performing inspections to ensure the safety of our residents and guests.

Mr. White stated each day the Ordinance Inspectors perform proactive patrols of the City and investigate complaints. The Building Department issues permits for permanent and temporary signs, and the inspectors spend a lot of time removing signs that are illegally placed in the road right-of-way. He mentioned they also issue special event permits and commercial parking lot permits. He noted that the Homeowner Association Forum continues to be popular event that is held two times a year. Lastly, he stated that the inspectors are involved in all aspects of the Solid Waste Program, from trash hauler inspections to trash, recycling and yard waste pickup to over 20,000 homes.

Mr. Nauts stated that the Facilities Division is focused on Council's objective to continue to review existing city facilities to ensure they are well maintained so residents and city employees feel valued. He mentioned the various jobs the facilities team are tasked with and identified the following projects for 2020 to 2022:

2020: Security Enhancements, Fire Station 1 Concrete Approach, Clerk's Vault Reconfiguration, and the Dairy Barn Roof Repair

2021: Security Enhancements, Fire Station Bay Heaters, and the City Hall Chiller

2022: Fire Station 1 Overhead Door Replacement, City Hall Air Handler Units 1 and 2, and the OCSO Boiler

Mr. Cope stated that this is his 20th budget presentation to City Council. He thanked the Mayor and City Council for the opportunity to do so. He also acknowledged the work Council does sitting behind the dais, noting that their decision to approve the wage and class study has made a big impact on his ability to attract and hire qualified employees.

Council Discussion:

President Tisdell stated he appreciates the responsiveness of the individuals working in the Building Department, as well as their positive feedback.

Discussed; **BUILDING / ORDINANCE**; Building Department, Ordinance Compliance, Weed Control.

2019-0386 Discussion - Internal Service Funds (600's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl MIS 2020 Budget Presentation.pdf](#)

- Facilities Fund (631)

See Legislative File 2019-0382 for Council Discussion.

Discussed; Facilities Fund.

2019-0381 Discussion - Special Revenue Funds (200's) - 2020 Budget

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[Suppl DPS 2020 Budget Presentation.pdf](#)

D.P.S.

- Major Road Fund
- Local Street Fund (203)
- Pathway Maintenance Fund (214)

Allan Schneck, Public Services Director, and **Paul Davis**, Deputy Public Services Director/City Engineer were in attendance to present the DPS Budget.

Mr. Schneck stated budgeting may not be glamorous, but it is the keystone that allows the Department of Public Services to act on their mission of providing optimal citizen services and the seamless delivery of Capital Projects. He pointed out that the Department of Public Services are often the first responders for infrastructure emergencies. He shared that Rochester Hills has been voted Top 100 Fleets six out of the past seven years, they received the APWA Award - Project of the Year for the Eddington/Drexelgate Project, and implemented a new public plow tracker system. He highlighted the improvements to the local road conditions and stressed the profound impact the North Oakland County Water Authority (NOCWA) has had on marginalizing water rate increases. He stated that DPS continually seeks out grants and other funding to help leverage the city's dollars which provides DPS the ability to deliver more. He mentioned that 2019 was a banner year for investment into the city's infrastructure, highlighting the Auburn Road project and the Livernois Road project.

He stated the Department of Public Services have been focused on delivering projects and services that directly align with City Council goals and objectives, and they stand ready to continue the every day positive and permanent impact.

Council Discussion:

President Tisdell commented that DPS is a front-line department and city service agency. He stated that Council frequently receives calls to address the needs of residents and expressed his appreciation for their timely turnaround and immediate response.

BUDGET SUMMARY

Joe Snyder, Chief Financial Officer, thanked City Council and City staff stating this was one of the best budget workshops we ever had. He stated the next step in this process will be the Public Hearing which is scheduled for two weeks from tonight, followed by the adoption of the Budget scheduled in late September.

President Tisdell thanked Council for getting their questions and requests for additional information to Mr. Snyder and the various Department Directors in advance so they could all come to the meeting well prepared.

Mayor Barnett stated the relationship between the City Administration and the City Council is not to be understated. He noted that Council has set clear, targeted, high level goals and then trust the experts to be able to execute against those. He mentioned that Council did a lot of homework in advance, submitting numerous questions to staff prior to this meeting. He mentioned that the administration spent several days gathering information and responding to those questions, and noted that hundreds of hours of preparation went into getting the budget where it is tonight. He thanked each member of his administrative team and highlighted the City's talented staff, stressing that together the City does a very good job budgeting.

Vice President Morita, Dr. Bowyer, and Mr. Hetrick expressed their appreciation to staff for responding to their questions and providing clear and concise presentations.

Discussed; D.P.S.: Major Road Fund, Local Street Fund, Pathway Maintenance Fund.

[2019-0384](#)

Discussion - Capital Funds (400's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- Pathway Construction Fund (403)

See Legislative File 2019-0381 for Council Discussion.

Discussed; Pathway Construction Fund.

[2019-0381](#) Discussion - Special Revenue Funds (200's) - 2020 Budget

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[Suppl RHFD Budget Presentation.pdf](#)
[Suppl DPS 2020 Budget Presentation.pdf](#)

- Water Resources Fund (244)

See Legislative File 2019-0381 for Council Discussion.

Discussed; Water Resources Fund.

[2019-0385](#) Discussion - Water and Sewer Funds (500's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)

- Sewer - Operating Division (510)
- Water - Operating Division (530)
- Water & Sewer - Capital Fund (593)
- Water & Sewer - Debt Fund (595)

See Legislative File 2019-0381 for Council Discussion.

Discussed; Sewer - Operating Division, Water - Operating Division, Water & Sewer - Capital Fund, Water & Sewer - Debt Fund.

[2019-0386](#) Discussion - Internal Service Funds (600's) - 2020 Budget

Attachments: [081919 Budget Work Session Presentation Schedule.pdf](#)
[Suppl MIS 2020 Budget Presentation.pdf](#)

- Fleet Fund (661)

See Legislative File 2019-0381 for Council Discussion.

Discussed; Fleet Fund.

NEXT MEETING DATE

Regular Meeting - Monday, August 26, 2019 - 7:00 p.m.

ADJOURNMENT

There being no further business before Council, it was moved by Morita and seconded by Bowyer to adjourn the meeting at 8:11 p.m.

*RYAN DEEL, President
Rochester Hills City Council*

*TINA BARTON, MMC, Clerk
City of Rochester Hills*

*J. CHERILYNN MYNSBERGE
Administrative Coordinator - City Council
City Clerk's Office*

Approved as presented at the (insert date, or dates) Regular City Council Meeting.