



# ***City Council Special Meeting***

## ***Study Session Agenda***

***February 14, 2022***

***7:00 PM***

1. **Roll Call**
2. **Agenda - Motion to accept Study Session Agenda as presented**
3. **Discussion: The 2022/23 FY Budget for City Council**
4. **Public Comment**
5. **Adjournment - Motion to adjourn the Special Meeting**



# MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Cc: D'Sjonaun Hockenhull, Deputy City Clerk

Date: February 14, 2022

Re: Study Session Report – 2022/23 FY Budget – City Council

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At the Regular Meeting held on Monday, February 7, 2022 Council unanimously resolved to have a Special Meeting – Study Session to discuss the addition of certain items for the 2022/23 FY Budget requested by councilmember(s). The Clerk's Office has gathered the necessary data for Council to make an informed decision.

This report will be divided into two sections: (1) Line Item Requests and (2) Immediate and Long-term Budget Impact.

## I. Line Item Requests

### A. Request for Cellphones

- a. The per month installment payment for cellular service is **\$45.99** for each councilmember
- b. Options are available to Council regarding the phone and/or mobile operating system of their choice. The pricing ranges from **\$199.99 - \$389.99**. This is a one-time payment.
- c. It is recommended that a protective case is utilized for the longevity of the device. This is also a one-time payment with prices ranging from **\$20.00 - \$50.00** depending on the phone selected

### B. (Alternative) Credit for use of personal cell phone in the performance of official duties

- a. It is possible for a credit to be given should Council elect this option; however the credit would need to be justified.

- i. Justification could be invasive as phone records would need to be provided identifying which calls was utilized for the performance of your duties.

C. Internet/Hotspots

- a. Three (3) hotspots have currently been purchased and are in use for two (2) councilmembers with the 3<sup>rd</sup> as a spare.
  - i. Each additional USB Hotspot would cost **\$75.99**
  - ii. The per month service charge of internet is **\$35.99** for each device

D. Upgraded Laptops

- a. Lenovo is a trusted and recommended manufacturer by Technology Services Department
- b. The costs for an upgraded model of Council's current laptop is **\$1700.00.**
- c. Two Councilmembers currently have a Microsoft Office Standard Licensing and the price for each additional licensing is **\$313.00.**
- d. It is highly recommended that with the purchase of each laptop, a secondary purchase is made for the warranty of the device. This payment is **\$199.00**

E. Supplies for resolution covers

- a. The Clerk's Office estimates a certain fixed amount under the Council's Operating Supplies GL Line based off of the current and projected needs of Council for the fiscal year.
  - i. The maroon-colored resolution covers have already been purchased in bulk (500 quantity) in the 2020/21 FY.
  - ii. The more formal green resolution covers are in limited supply as they are no longer manufactured.
- b. The Clerk's Office has budgeted **\$4,000.00** for the upcoming Fiscal Year for the Council's operating supplies.

F. Funding for Conferences/Training

- a. The Clerk's Office consistently budgets an amount for education, trainings, workshops, and conferences for City Council.
  - i. It is budgeted under Education, Training, & Workshops
  - ii. For the past five (5) fiscal years beginning from 2016/17 to current, Council has utilized only 24.23% of the amount budgeted for education, training, workshops, and conferences.
  - iii. The Clerk's Office has budgeted **\$1500.00** for Education, Training, & Workshop

G. Annual gas allowance of \$250.00 – per councilmember

- a. In July of 2014 and November 2017, Policy #22 was adopted that codifies travel and expense allowances. The policy states, "It is the policy of the City, that employees who attend seminars, meetings, or approved functions, and receive expenses to cover the costs of transportation,

lodging and/or meals, shall not receive secondary reimbursement for meals if the meal is otherwise provided for as part of the program which the employee is registered to attend (except for dietary reasons)...Employees shall make request for use of a City vehicle as far in advance as possible. If available, the City will provide a vehicle for employees to attend seminars, meetings, and approved functions. If the City is unable to provide a vehicle, an employee who utilizes their personal vehicle will be allowed the per mile costs, as reported by the Internal Revenue Service for automobile travel expense. An employee who elects to drive their personal vehicle when a City vehicle is available shall be reimbursed at a rate of ½ of the Internal Revenue Service per mile cost.”

- b. Please note: If Council elects to receive an allowance, this amount must be reported to the IRS as this stipend is considered income.

c.

## **II. Immediate and Long-term Budget Impact.**

There are immediate and long-term budgetary impacts for the above requests.

Should the Council direct that all the equipment requests be included in their budget for the upcoming fiscal year, our Technology Services Department estimates an immediate \$23,475.00 increase from the budget proposed by the Clerk’s Office. Our Technology Services Department recommends an additional 3% to the total for potential costs inflation by the time of purchase. The final estimated increase to Council’s budget for the 2022/23 FY is **\$24,180.00**. *Please note, this figure does not include the annual gas allowance request.*

In addition to the budget impact to this year’s fiscal budget, Council’s budget will increase **\$7,206.28** to cover the cellular and internet services for the above requested devices.

### **For Your Information:**

Each Councilmember has received a \$500.00 increase to their salary, starting January 1, 2022, according to the motion passed by the Local Officers Compensation Commission. This constitutes a 4.85% increase from the previous year. Each councilmember is also scheduled to receive a 3% increase to their salary beginning January 1, 2023, with a combined increase of 7.85% before the Local Officers Compensation Commission meet again to discuss further wage increases.

If you have any questions, please do not hesitate to reach out to myself or D’Sjonaun.

| Based off current pricing - subject to change based on Market *options                                                                                                                                                                 | Estimated Single Cost | QTY needed | Payments | Estimated Total Needed Cost based on option | Fee Schedule |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|----------|---------------------------------------------|--------------|
| <b>1.</b> The pricing for the upgraded model of their current laptops                                                                                                                                                                  |                       |            |          |                                             |              |
| a. Lenovo Laptop Think Pad E15 i5 8gb Ram, 4core 256mb                                                                                                                                                                                 | \$1,200.00            | 7          |          | \$8,400.00                                  | One-time     |
| b. Microsoft Office Standard Licensing                                                                                                                                                                                                 | \$313.00              | 5          |          | \$1,565.00                                  | One-time     |
| c. Lenovo 3yr Depot Warranty                                                                                                                                                                                                           | \$199.99              | 7          |          | \$1,399.93                                  |              |
|                                                                                                                                                                                                                                        |                       |            |          | <b>\$11,364.93</b>                          |              |
| <b>2.</b> The per month pricing for (7) cell phones added to the City phone plan                                                                                                                                                       |                       |            |          |                                             |              |
| a. Per month installment payment for service                                                                                                                                                                                           | \$45.99               | 7          | 12       | <b>\$3,863.16</b>                           | Annual       |
| b. Single time cost to purchase device                                                                                                                                                                                                 |                       | 7          |          | \$1049.93 - \$4549.93 *see options          | One-time     |
| c. Protective cases price varies based on phone                                                                                                                                                                                        | \$20.00 - \$50.00     | 7          |          | \$140.00 - \$350.00                         | One-time     |
| <i>* iphone device options</i>                                                                                                                                                                                                         |                       |            |          |                                             |              |
| iphone 12                                                                                                                                                                                                                              | *\$249.99             |            |          | *\$1749.93                                  | One-time     |
| iphone 13                                                                                                                                                                                                                              | *\$349.99             |            |          | *\$4549.93                                  |              |
| <i>* android device option</i>                                                                                                                                                                                                         |                       |            |          |                                             |              |
| Samsung Options                                                                                                                                                                                                                        | \$249.99 - \$499.99   |            |          | *\$1749.93 - \$3499.93                      | One-time     |
| Motorola Options                                                                                                                                                                                                                       | \$199.99 - \$389.99   |            |          | *\$1399.93 - \$2729.93                      | One-time     |
|                                                                                                                                                                                                                                        |                       |            |          |                                             |              |
| c. Estimate amount to have in their budget to order those phones                                                                                                                                                                       |                       |            |          | <b>\$8,763.09</b>                           |              |
| d. * Per month cost if Hot Spot service is added to phones (phone must be Hot Spot feature compatible) , instead of USB Hotspot purchase *this option eliminates cost the need for item #3 below and replaces it with this annual cost | \$25.00               | 7          | 12       | \$2,100.00                                  | Annual       |
|                                                                                                                                                                                                                                        |                       |            |          |                                             |              |
| <b>3.</b> The pricing for an USB hotspot for all (7) Council members                                                                                                                                                                   |                       |            |          | *or                                         |              |
| Already purchased (3) for - Abdo (in IT as spare), Williams and Barden                                                                                                                                                                 |                       |            |          |                                             |              |
| One-time device charge                                                                                                                                                                                                                 | \$79.99               | 4          |          | \$319.96                                    | One-time     |
| Per month service charge                                                                                                                                                                                                               | \$35.99               | 7          | 12       | <b>\$3,023.16</b>                           | Annual       |
|                                                                                                                                                                                                                                        |                       |            |          | <b>\$3,343.12</b>                           |              |
|                                                                                                                                                                                                                                        |                       |            |          |                                             |              |
| Impact to Council Budget for FY22-23                                                                                                                                                                                                   |                       |            |          | <b>\$23,471.14</b>                          |              |
| Impact to Council Budget Ongoing Annual Cost                                                                                                                                                                                           |                       |            |          | <b>\$7,206.28</b>                           |              |

# POLICY # 22

Policy TRAVEL AND EXPENSE ALLOWANCE

Applies to: ALL CITY OF ROMULUS EMPLOYEES

Effective: July 2014 and November 2017

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## POLICY

It is the policy of the City, that employees who attend seminars, meetings or approved functions, and receive expenses to cover the cost of transportation, lodging and/or meals, shall not receive secondary reimbursement for meals if the meal is otherwise provided for as part of the program which the employee is registered to attend (except for dietary reasons)

## GUIDELINES AND INTERPRETATIONS

If an employee is required to expend their own funds for the purpose of attending a seminar or other program as spelled out above and is authorized reimbursement for said costs, the employee, shall within ten (10) days of the completion of said program as spelled out above request reimbursement for out-of-pocket expenses by providing the necessary documentation justifying the reimbursement of said personal funds spent. Employees will not be reimbursed for alcoholic beverages and tips over 20% of the food bill.

1. The City will cover all meals while the employee is away on business. Reimbursement will apply for training that spans at least an 8 hour day. Reimbursement for lunches shall not apply if the training includes lunch. The employee is required to keep record of the payments and attach all receipts. Following are the amounts for each meal the City will cover:

- |              |                    |
|--------------|--------------------|
| A. Breakfast | Up to \$10 per day |
| B. Lunch     | Up to \$15 per day |
| C. Dinner    | Up to \$25 per day |

2. Employees shall make requests for use of a City vehicle as far in advance as possible. If available, the City will provide a vehicle for employees to attend seminars, meetings and approved functions. If the City is unable to provide a vehicle, an employee who utilizes their personal vehicle will be allowed the per mile cost, as reported by the Internal Revenue Service for automobile travel

expense. An employee who elects to drive their personal vehicle when a City vehicle is available shall be reimbursed at a rate of 1/2 of the Internal Revenue Service per mile cost. The City reserves the right to require employees to car pool, as determined by a supervisor.