



CITY OF BURTON
BURTON CITY COUNCIL MEETING
DECEMBER 2, 2019
AGENDA

Council Chambers

Regular Meeting

7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. INVOCATION LED BY: DANNY WELLS

B. THE PLEDGE OF ALLEGIANCE IS LED BY: DANNY WELLS

C. ROLL CALL

D. STAFF PRESENT

E. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Nov 7, 2019 7:00 PM
2. City Council - Workshop - Nov 11, 2019 6:00 PM
3. City Council - Regular Meeting - Nov 18, 2019 7:00 PM
4. City Council - Organizational Meeting - Nov 18, 2019 8:00 PM

F. ADMINISTRATIVE REPORTS

G. COMMITTEE REPORTS

A. Committee Assignment by President Heffner.

H. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton City Council. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

I. COUNCIL DISCUSSION

J. COUNCIL ACTION

A. Agenda Items

1. Approve and authorize the Attorney Billing (Doyle) 11/13/2019 to 11/26/2019 in the amount \$3,523.25.
2. Approve and authorize the Attorney Billing (Masud) 10/01/2019 to 10/30/2019 in the amount \$2,147.00.

3. Approve and authorize the Mayor's appointment of Ann Abbey, 4260 Meadows Ave, Grand Blanc, MI 48439 to the position of Burton City Assessor.
4. Approve and authorize the Mayor's appointment of Alice Bryce, 1954 Amsbury Lane, Lake Orion, MI 48360 to the position of Burton City Treasurer.
5. Approve and Authorize a waiver of residency as allowable under the Burton City Charter, Section 3.3, for Alice Bryce of 1954 Amsbury Lane, Lake Orion, MI 48360, to allow reappointment as City Treasurer.
6. Approve and authorize the Mayor's appointment of Racheal Boggs, 2122 East Mclean, Burton, MI 48529 to the position of Burton City Clerk.
7. Approve and authorize the Mayor's appointment of Kirk Wilkinson, 2222 McLaren, Burton, MI 48529 to the position of Burton Fire Chief.
8. Approve and authorize the Mayor's appointment of Brian T. Ross, 5430 East Carpenter Road, Flint, MI 48506 to the position of Burton Police Chief.
9. Approve and Authorize a waiver of residency as allowable under the Burton City Charter, Section 3.3, for Brian T. Ross, of 5430 East Carpenter Road, Flint, MI 48506, for appointment as Police Chief.
10. Approve and authorize the Mayor's reappointment of John Palmer, 1323 Casto Blvd Burton, MI 48509 to the City of Burton Board of Review. Term to expire December 2022.
11. Approve and authorize the Mayor's appointment of Lary Michael, 2122 McLean Avenue Burton, MI 48529 to the City of Burton Board of Review. Term to expire December 2022.

12. Approve and authorize the Council appointment of Scott Hynes, 4370 Sunnymead, Burton, MI 48519 to City of Burton Zoning Board of Appeals, term serving December 2019 through December 2022.
13. Approve and authorize the " _____ " Resolution 2019-____ regarding the cost sharing model set forth in State of Michigan Public Act 152 of 2011. (Choose "opt out" or "hard cap" or "80/20").
14. Approve and authorize the City Treasurer to pay MERS a lump sum of \$1,000,000 via wire transfer by 12/31/19 to be applied to the unfunded liability of the City of Burton pension plan.
15. Approve and authorize the Amy Street Capital Projects Shortfall Elimination Plan.
16. Approve and authorize the following 2019-2020 budget amendment in the General Fund: Increase 1001-6090-973.1300 Tree Lighting Ceremony by \$2,000; Increase 1001-0000-691.5013 Transfer From DDA by \$2,000.
17. Approve and authorize the following 2019-2020 budget amendment in the Senior Citizens Center Fund and the Fire Fund: Increase 2069-0000-691.0651 CDBG Revenue by \$5,700; Increase 2069-0000-390.0000 Unappropriated Surplus by \$5,700; Increase 2006-0000-691-0651 CDBG Revenue by \$14,200; Increase 2006-2006-977.7087 CDBG Expenditures-Equipment by \$14,200.
18. Approve and authorize the following 2019-2020 budget amendment in the Major Streets Fund: Increase 2002-0000-574.0665 Federal/State Construction Revenue by \$148,000; Increase 2002-4051-802.7607 Saginaw St (Maple to Judd) by \$99,800; Increase 2002-4051-802.7608 Saginaw St (Judd to Bristol) by \$87,000 and Decrease 2002-0000-390.0000 Unappropriated Surplus by \$38,800.

Agendas and minutes may be found at www.burtonmi.gov



CITY OF BURTON
BURTON CITY COUNCIL MEETING
NOVEMBER 7, 2019
MINUTES

Council Chambers

Regular Meeting

7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 7:00 PM.

A. INVOCATION LED BY: TINA CONLEY

B. THE PLEDGE OF ALLEGIANCE IS LED BY: TINA CONLEY

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Duane Haskins	Vice President	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Christina Conley	Councilwoman	Present	

D. STAFF PRESENT

Rik Hayman, Chief of Staff
Amanda Doyle, Attorney
Bette Bigsby, Acting Clerk
Mike Odette, Police Chief
Kirk Wilkinson, Fire Chief

E. APPROVAL OF MINUTES

1. City Council - Workshop - Aug 19, 2019 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Wells, Smith, Conley

2. City Council - Regular Meeting - Oct 7, 2019 7:00 PM

Minutes Acceptance: Minutes of Nov 7, 2019 7:00 PM (APPROVAL OF MINUTES)

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Tom Martinbianco, Councilman
SECONDER: Dennis O'Keefe, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Wells, Smith, Conley

3. City Council - Public Hearing - Oct 21, 2019 6:45 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Tom Martinbianco, Councilman
SECONDER: Dennis O'Keefe, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Wells, Smith, Conley

4. City Council - Regular Meeting - Oct 21, 2019 7:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Tom Martinbianco, Councilman
SECONDER: Dennis O'Keefe, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Wells, Smith, Conley

F. ADMINISTRATIVE REPORTS

Mr. Hayman stated that in front of everyone is the CAFR. Monday night the 11th at 6:00pm is the audit presentation. Mayor Zelenko is not here but wanted to convey congratulations to all the candidates. Attorney billing is on the agenda tonight and action item number 2 is the budget amendment to create the line in the budget to put the funding in for the Retail Coach, scheduled to come out in three payments over the next years.

Mr. O'Keefe asked Mr. Hayman what time Monday night.

Mr. Hayman responded 6:00 PM.

G. COMMITTEE REPORTS

Mrs. Conley stated thank you to everyone who helped with the Trick of Treat Trail. The next event will be the Christmas Tree Lighting held at Fire Station 1 on November 30th from 5-7pm and November 14th if anyone is interested in making bows for the Christmas trees you can show up at Fire Station 1. The tree will be set up on the 15th. Anyone can help put lights up on Saturday. Thank you to everyone who helped with the food drive today, it was our last drive. Monday is our Veterans Ceremony it will be held here at 11:11.

Mr. Heffner asked if there are any more committees to report. Thanked Council lady Conley for the job she did over at the Veterans Memorial.

Discussion ensued over agreement of Mrs. Conley's work at the Veterans Memorial.

Mr. Hayman stated as a Veteran himself and on behalf of the 13 Veterans who are employees of the City, we thank you as well.

H. AUDIENCE PARTICIPATION

Sadonna Myers of Burton, President of the Friends of the Burton Memorial Library, stated

she wishes you could have seen the smiles of the people who came to the book fair last October. Briefly talked about the updates made to the Burton Memorial Library, donations they have received and the ways it is benefiting the community. Thanked the council for their help. Discussed plans for an upcoming grand opening.

Mr. Heffner asked if anyone else would like to address the council.

Rick Fuhst of Burton, congratulated the candidates that won their election. Thanked the candidates who ran and stated that is what makes America. He noticed an orange bag with paper in it sitting in his driveway Sunday morning as well as the driveways of everyone on his street. We need to look into this because he believes there is an ordinance against this.

I. COUNCIL DISCUSSION

Mr. Martinbianco stated last fiscal year in the budget there were calculated guesses as to the estimate of fixes for the road system. Mr. Slattery put together the asset management approach for street improvements. In December there is a follow-up to that and he put together our improvement progress and status report. He would like to see that duplicated for this coming month in December sometime. Specified \$700k to go into the road improvements last fiscal year and did the same thing for this fiscal year. Mr. Slattery does not have to do a full point of sale approach but would like to see a document to help plan for the next budget year.

Mr. Smith stated he reads Bridge Magazine, it's an e-paper that covers the State of Michigan doing investigative reporting on our legislature for our state. Directed his statements to Mr. Hayman, with the budget issues going on right now with the preparations to the municipalities, asked for the ratifications have been made at this point in time.

Mr. Hayman asked for clarification, if Mr. Smith is asking specifically about the money we are looking at.

Mr. Smith stated from the state, yes.

Mr. Hayman asked for more clarification if, Mr. Smith is asking about the money we are looking at from the state from Cheyenne and Menominee. He is having a hard time hearing.

Mr. Smith stated for road funds, and money coming in.

Mr. Hayman asked Mr. Smith where we are at right now?

Mr. Smith said yes.

Mr. Hayman stated we are on track and that things are not settled. He stated they have tentatively settled the budget but there is still some back and forth between the Governors Office and the Legislature. Stated right now we are tagged to get more money, every municipality including Burton, and that we do okay. Stated he does not have the figures.

Mr. Smith asked Mr. Hayman if he foresees any holding back of payments.

Mr. Hayman stated he does not see any holding back of payments.

Mr. O'Keefe stated just before he left he caught the 6pm news and the Governor had a handshake agreement but that had fallen apart.

Mr. Hayman stated he did not see or hear that but it's a work in progress. It can come together and fall apart on a weekly basis.

Mrs. Conley stated she talked to a lot of people who received their water bills late and that she was one of them. Stated she got a shut-off notice and that her husband and her have always paid their bills for 30 years and to receive something like that when they never received their bill, a lot of people are having a problem with it. She is not the only one.

Mr. Hayman stated he can answer that, and anyone who has called about a shut-off notice or might call, feel free to tell them that no one will be shut off. The bills were about a week late.

Mrs. Conley stated that you still get a late fee.

Mr. Hayman stated no, it will be extended out the exact amount of time that it normally would, with the same time frame.

Mrs. Conley stated her husband had to pay an extra \$40.00 as a late fee when he came to the city to pay their water bill.

Mr. Hayman stated to please have anyone who is in that situation call him so he can take care of the issue so he can address it and that he would be happy to look at Mrs. Conley's account as well.

Mrs. Conley stated to Mr. Hayman that she will give him the bill after the meeting.

Mr. Martinbianco stated that the city Attorney is present and asked if she would advise if the city should pass a resolution absolving any and all late fees for the current period for any residents that already received them, as well as provide a refund for residents who, like Mrs. Conley, have already paid the late fee.

Attorney Doyle stated you can certainly do that, it would be an administrative task to take care of those fees. It would be handled the same way as shut-off notices, people that wouldn't be able to pay it, ask for extensions, and that it is generally done through the administration.

Mr. Hayman asked the council that they give him through tomorrow to check on the issue and that he would get back with everyone through the council president. Unless there is something he is unaware of that should have not happened, he does not think a resolution will be necessary, but they are welcome to do it and it is in the Mayors ability of powers to do.

Mr. Martinbianco stated he is sure of that and inquired if there is something within the system that automatically kicks that out and if that is something that should be addressed as well.

Mr. Hayman stated that he agrees with Mr. Martinbianco.

Mr. Wells expressed concern that this may be a mute point once the new mayor elect is sworn in.

Mr. Haskins stated that the next council meeting on November 18th will be held at the Senior Center. The council meeting will be a short meeting. Immediately following the council meeting there will be a meet and greet. They will have some food and beverages and at 8:00pm they will begin the swearing-in ceremony. Asked the Fire Chief the capacity. Invitations will be sent out for the new elects.

J. COUNCIL ACTION

1. Approve and authorize the Attorney Billing (Doyle) 10/16/2019 to 10/29/2019 in the amount \$4,619.00.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Wells, Smith, Conley

2. Approve and authorize the following 2019-2020 budget amendment in the General Fund: Increase 1001-8001-818.0000 Contractual Services-Planning by \$43,500; Decrease 1001-0000-390.0000 Unappropriated Surplus by \$43,500.

Mr. Martinbianco stated he intends to vote for it because it was approved by the city council for the contract. He expects they should bring forth their work product, i.e. contacts, exhibitions of the city, exhibits of the city discussing the tax rates, water and sewer capabilities, and the amount of land that will be available. He would like to see a timeline of the work that will be performed under the budget amendment. He would like to see how the city plans to work with the current land owners on these plans as well.

Mr. Smith stated he had discussed the Retail Coach with a citizen earlier today, his concerns were with the empty buildings in Burton. Mr. Smith explained to the citizen their plans. He went on to discuss that we cannot have guaranteed numbers but this company has survived and flourished. We need to try new things. Recommended to the council that they support this.

Mr. Hayman stated to Mr. Martinbianco that there are some deliverables and they will get progress reports. The Retail Coach will be in town next week on Tuesday the 12th, he will be looking at the businesses and collecting data. He will be meeting on Wednesday the 13th with the Regional Chamber and the Local Chamber. Mayor Elect Haskins is aware of the meetings.

Mr. O'Keefe stated that he voted no on the original tally because he felt there were missing pieces. He would like to look at commercial, industrial and manufacturing over just looking at retail. Mr. O'Keefe stated it was his belief that the city has a better shot at getting that group in here over retail but sincerely hopes he is wrong. Expressed his reservations but stated he will be voting yes.

Mr. Hayman discussed that the proposal is a little bit beyond retail, it will include hotels and restaurants as well.

Mr. O'Keefe stated that he did not see anything that discussed commercial, industrial or manufacturing but that our city has the space. He stated we have an airport nearby and an expressway so it's his belief that this is something the city should look into. Further discussed wanting to look into fixing Court Street out front of the Courtland Center Mall a little later on.

Minutes Acceptance: Minutes of Nov 7, 2019 7:00 PM (APPROVAL OF MINUTES)

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Wells, Smith, Conley

Agendas and minutes may be found at www.burtonmi.gov

Meeting was adjourned at 7:35 PM.

Minutes Acceptance: Minutes of Nov 7, 2019 7:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON
BURTON CITY COUNCIL MEETING
NOVEMBER 11, 2019
MINUTES

Council Chambers

Workshop

6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 6:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Late	6:14 PM
Duane Haskins	Vice President	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Absent	
Vaughn Smith	Councilman	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Karen Moffitt, Controller
 Jodi Holbrook, Deputy Controller
 Alice Bryce, Treasurer
 Charles Abbey, Deputy DPW Director
 Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

None.

D. PRESENTATION

1. Presentation of the 2018-2019 Audit By Plante Moran

Pam Hill from Plante Moran outlined the presentation of the 2019 audit including the following:

Deliverables:

- Financial Statement
- Single Audit Report
- Required Audit Communications

Audit Results:

- Financial Statement Audit
- Single Audit
- Financial Highlights

End of Audit Letter:

- Required Audit Communications
- Recommendations and Other Items

Minutes Acceptance: Minutes of Nov 11, 2019 6:00 PM (APPROVAL OF MINUTES)

**Sewer Fund Components of Net Position Comparison
 Water Fund Components of Net Position Comparison
 Sewer & Water Funds Cash and Cash Equivalent Balances
 Governmental Fund Revenue Years Ended June 30
 Average Residential Taxable Value
 Governmental Fund Expenditures Years Ended June 30
 General Fund- Fund Balance Years Ended June 30**

Chris Gilbert of Plante Moran described net position comparison.

Mr. O'Keefe asked Mr. Abbey what time his meeting was with the Mayor tomorrow and if he could find out what State or Federal Agency does their oversight. This does not make sense, it has been going on year after year.

Mr. Abbey stated in Michigan they have privatized it and he is not sure they have a lot of oversight but there is a Board of Directors. He will ask the question.

Mr. Martinbianco asked Mrs. Hill if she has seen the reports.

Mrs. Hill stated they have not seen the file.

Mr. Martinbianco stated this is something he feels we would want to share with our CPA.

Mr. Abbey stated we do not have a problem sharing this report with them. The problem is that it is not fully implemented yet because it is going to go in phases. We are still in the first phase and have to work out some details with the County. He has a meeting with them next week, once they have all the bugs worked out and it is fully implemented they will be happy to share the report, as of now it is premature.

Mr. Martinbianco asked if they are going to change their report or if the report will stand as it is.

Mr. Abbey stated the report and the ordinance changes that we made were to reflect the method to capture enough money to take care of our bond and our future cost. They have done that in their report. He does not have a problem with them seeing the report, he is only saying that how we are going to implement that is not worked out yet. There were things that came up during the process that they realized were the wrong approach. First was how to cover the \$60,000.00 per month they were losing and second was to make sure that everyone was paying a fair and equitable amount depending on businesses, water/sewer users, and sewer only customers.

Mr. Martinbianco stated to Mr. Abbey that when he is able to send that report to Mrs. Hill he would like that done.

Mr. Abbey agreed.

E. COUNCIL DISCUSSION

None.

Meeting was adjourned at 6:50 PM.

Minutes Acceptance: Minutes of Nov 11, 2019 6:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON
BURTON CITY COUNCIL MEETING
NOVEMBER 18, 2019
MINUTES

Burton Senior Center

Regular Meeting

7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 7:00 PM.

A. INVOCATION LED BY: TOM MARTINBIANCO

B. THE PLEDGE OF ALLEGIANCE IS LED BY: TOM MARTINBIANCO

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Christina Conley	Councilwoman	Present	
Duane Haskins	Vice President	Present	

D. STAFF PRESENT

Paula Zelenko, Mayor
 Kirk Wilkinson, Fire Chief
 Rik Hayman, Chief of Staff
 Charles Abbey, Deputy DPW Director
 Michael Vogt, Assistant Fire Chief
 Brian Warden, Lieutenant
 Charles Iddins, Lieutenant
 Bette Bigsby, Acting Clerk
 Alice Bryce, Treasurer
 Rachael Boggs, Deputy Clerk
 Collette Estes, Executive Assistant
 Steven Phillips, I.T. Director
 Karen Moffitt, Controller
 Louise Karatza, Payroll/A.P.
 Jean Johnson, Senior Center Director
 Jennifer Ackley, Program Coordinator

E. APPROVAL OF MINUTES

None.

F. ADMINISTRATIVE REPORTS

Mayor Zelenko stated the Revenue and Expenditure Report is on the agenda tonight. The only other thing is that today she has been notified that the City of Burton has been selected to take part in a National Fellowship to address polarization and division in the

Minutes Acceptance: Minutes of Nov 18, 2019 7:00 PM (APPROVAL OF MINUTES)

United States. We find this on my last day and my last official act to report to you, that we have been selected to join 16 other communities nationwide in a three month program designed to address polarization and division in our communities. This fellowship comes at a perfect time for our community. Our city just emerged from another closely contested mayoral election, just as we did four years ago. The last two mayoral elections were decided by a combined total of fewer than a hundred votes. Close elections often reveal deep divisions in a community and they generally require more healing. I am honored we were chosen for this. Our Chief of Staff, Rik Hayman, will be representing our city on a panel of folks from all over the United States to work on this. I am happy to pass this off to our new Mayor Haskins and I think we can work together towards healing our community, ourselves and finding some more kindness and civility in our politics, community and government.

1. Revenue and Expenditure Report as of October 31, 2019

No discussion.

G. COMMITTEE REPORTS

Mrs. Conley stated the Christmas Tree Lighting Ceremony will be on November 30th from 5pm-7pm. She invited everyone to come out and tell your friends and family.

H. AUDIENCE PARTICIPATION

Jim Craig discussed the positive article in the paper regarding the Veterans Honor Run, the money they raised, the feel good story regarding a veteran who pushed another veteran in a wheel chair for the entirety of the race and the rucksack that was carried by a runner and filled with food then donated to the veterans. The runners would like to start bringing food to donate next year.

I. COUNCIL DISCUSSION

Mr. Smith stated he was looking over the budget, item number 2, authorize Attorney Billing Masud, he is unable to locate the bill online and asked if anyone else had that issue.

Mr. Smith motioned to table Attorney Billing Masud and it was supported by Mr. Martinbianco due to not having the details of how we reached the total bill.

J. COUNCIL ACTION

1. Approve and authorize the Attorney Billing (Doyle) 10/30/2019 to 11/12/2019 in the amount \$6,056.26.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Conley, Haskins

2. Approve and authorize the Attorney Billing (Masud) 10/01/2019 to 10/30/2019 in the amount \$2,147.

RESULT:	TABLED [UNANIMOUS]	Next: 12/2/2019 7:00 PM
MOVER:	Vaughn Smith, Councilman	
SECONDER:	Tom Martinbianco, Councilman	
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Conley, Haskins	

3. Approve and authorize the request for a Residential Sanitary Sewer & Water Installer's License for Boyd Excavating Services, Inc., 11443 S. Crestline Drive, Washington, MI 48095.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Conley, Haskins

4. Approve and authorize the Mayor's appointment of Stephanie Fenner, G4071 S. Saginaw Street, Burton, MI 48529 to the Downtown Development Authority, with a term ending November 2023.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Duane Haskins, Vice President
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Conley, Haskins

5. Approve and authorize Resolution for the 2020 Calendar Year Bond Payment for the City of Burton portion of the Fenton Road Watermain Project, not to exceed \$29,834.56.

Mr. Martinbianco stated because of the problem we had making the last bond payment, we had to borrow from the general fund. Questioned how cash flow worked, to find out if we have sufficient revenues in the water fund at the time we have to make this payment.

Mayor Zelenko stated this is for next years fiscal budget because the county wants the commitment before the end of this year. This is notice of commitment.

Mr. Wells asked how many more payments do we have on that. Believes that was a 20 year commitment.

Mayor Zelenko stated she believes it was. It may be two or three more years.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Duane Haskins, Vice President
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Conley, Haskins

Agendas and minutes may be found at www.burtonmi.gov

Minutes Acceptance: Minutes of Nov 18, 2019 7:00 PM (APPROVAL OF MINUTES)

Meeting was adjourned at 7:17 PM.

Minutes Acceptance: Minutes of Nov 18, 2019 7:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON
BURTON CITY COUNCIL MEETING
NOVEMBER 18, 2019
MINUTES

Burton Senior Center	Organizational Meeting	8:00 PM
-----------------------------	-------------------------------	----------------

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 8:45 PM.

A. CALL TO ORDER: STEVEN HEFFNER

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Christina Conley	Councilwoman	Present	

C. NOMINATIONS FOR COUNCIL PRESIDENT

1. Election of Council President.

Mrs. Conley nominated Steven Heffner for council president.

Mr. Smith supported Mrs. Conley's nomination.

1. Motion to Approve Steven Heffner as Council President.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

2. New Council President takes the gavel and conducts the remainder of the organizational meeting.

D. NOMINATIONS FOR COUNCIL VICE PRESIDENT

1. Election of the Council Vice President.

Mrs. Conley nominated Gregory Fenner for Council Vice President.

Mr. Wells supported Mrs. Conley's nomination.

1. Motion to Approve Gregory Fenner as Council Vice President.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Danny Wells, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

E. ADMINISTRATIVE REPORTS

Mayor Haskins congratulated Mr. Heffner as president and Mr. Fenner as a new council member taking the Vice President seat. Offered the council members an American Flag pin to wear as a reminder of this day for when times get hard.

F. AUDIENCE PARTICIPATION

None.

G. COUNCIL DISCUSSION

Mrs. Conley corrected her time stated for the Christmas Tree Lighting ceremony to 5PM-7PM.

Mr. Wells stated he is very proud of the campaign he ran and of his campaign team. He is ready to move forward and looks forward to working with our new mayor. He wants to change the history of holding grudges and stop fighting. He is here for the new administration and ready to move forward together. Lets set this city on fire.

H. COUNCIL ACTION

None.

I. ADJOURN

Agendas and minutes may be found at www.burtonmi.gov

Meeting was adjourned at 8:52 PM.

Minutes Acceptance: Minutes of Nov 18, 2019 8:00 PM (APPROVAL OF MINUTES)



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.A.1

SCHEDULED

AGENDA ITEM (ID # 4695)

DOC ID: 4695

**Approve and authorize the Attorney Billing (Doyle) 11/13/2019
to 11/26/2019 in the amount \$3,523.25.**



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.A.2

SCHEDULED

AGENDA ITEM (ID # 4696)

DOC ID: 4696

**Approve and authorize the Attorney Billing (Masud)
10/01/2019 to 10/30/2019 in the amount \$2,147.00.**



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Mayor's Office
Category: Appointment
Prepared By: Rik Hayman
Department Head: Rik Hayman

J.A.3

SCHEDULED

AGENDA ITEM (ID # 4674)

DOC ID: 4674

Approve and authorize the Mayor's appointment of Ann Abbey, 4260 Meadows Ave, Grand Blanc, MI 48439 to the position of Burton City Assessor.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Mayor's Office
Category: Appointment
Prepared By: Rik Hayman
Department Head: Rik Hayman

J.A.4

SCHEDULED

AGENDA ITEM (ID # 4675)

DOC ID: 4675

Approve and authorize the Mayor's appointment of Alice Bryce, 1954 Amsbury Lane, Lake Orion, MI 48360 to the position of Burton City Treasurer.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Mayor's Office
Category: Appointment
Prepared By: Rik Hayman
Department Head: Rik Hayman

J.A.5

SCHEDULED

AGENDA ITEM (ID # 4679)

DOC ID: 4679

Approve and Authorize a waiver of residency as allowable under the Burton City Charter, Section 3.3, for Alice Bryce of 1954 Amsbury Lane, Lake Orion, MI 48360, to allow reappointment as City Treasurer.

ATTACHMENTS:

- Residency Agreement Alice Bryce (PDF)

CITY OF BURTON 2019 RESIDENCY AGREEMENT

TERMS AND CONDITIONS

The following terms have been voluntarily entered into and agreed to without coercion from any agent acting on behalf of the City of Burton, MI.

I. CONTRACT

This Contract between Alice Bryce, 1954 Amsbury Lane, Lake Orion, MI 48360, hereafter "Employee," and the City of Burton, 4303 South Center Road, Burton, MI 48519, hereafter "City" is for residency for a "Charter 5" employee in accordance with Burton City Charter, Section 3.3, Eligibility for Appointive Office, which says: "In making appointments of appointive officers, first consideration shall at all times be given to electors (residents) of the city having the necessary training and ability for the office to be filled."

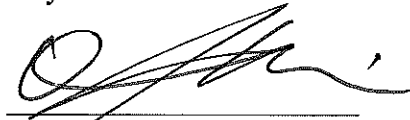
The Employee acknowledges that she has read and fully understands the aforementioned Charter Section 3.3. Furthermore, the Employee, having a desire to comply with the intent of the Charter, voluntarily and without having been coerced by any agent of the City of Burton, agrees to relocate and become a resident of the City of Burton within six months of her reappointment as Treasurer of said city. If for any reason, the Employee cannot accomplish this relocation within the agreed to timeframe, the City, under the sole discretion of the Mayor, may agree to a reasonable extension. Reasonability will be determined solely and exclusively by the Mayor.

II. GOVERNING LAW

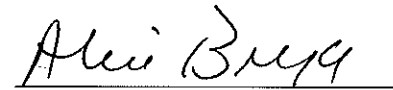
This Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. Any dispute arising herein shall be resolved in Genesee County, Michigan.

III. TERM

The terms of this contract shall be in effect as written from Nov. __, 2019 until fulfilled. Any amendment of the Contract must be in writing and signed by both parties.


Duane Haskins, Mayor

Date 11-25-19


Alice Bryce

Date 11-25-19

Attachment: Residency Agreement Alice Bryce (4679 : Residency waiver)



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Mayor's Office
Category: Appointment
Prepared By: Rik Hayman
Department Head: Rik Hayman

J.A.6

SCHEDULED

AGENDA ITEM (ID # 4677)

DOC ID: 4677

Approve and authorize the Mayor's appointment of Racheal Boggs, 2122 East Mclean, Burton, MI 48529 to the position of Burton City Clerk.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Mayor's Office
Category: Appointment
Prepared By: Rik Hayman
Department Head: Rik Hayman

J.A.7

SCHEDULED

AGENDA ITEM (ID # 4676)

DOC ID: 4676

**Approve and authorize the Mayor's appointment of Kirk
Wilkinson, 2222 McLaren, Burton, MI 48529 to the position of
Burton Fire Chief.**



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Mayor's Office
Category: Appointment
Prepared By: Rik Hayman
Department Head: Rik Hayman

J.A.8

SCHEDULED

AGENDA ITEM (ID # 4678)

DOC ID: 4678

Approve and authorize the Mayor's appointment of Brian T. Ross, 5430 East Carpenter Road, Flint, MI 48506 to the position of Burton Police Chief.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Mayor's Office
Category: Appointment
Prepared By: Rik Hayman
Department Head: Rik Hayman

J.A.9

SCHEDULED

AGENDA ITEM (ID # 4680)

DOC ID: 4680

Approve and Authorize a waiver of residency as allowable under the Burton City Charter, Section 3.3, for Brian T. Ross, of 5430 East Carpenter Road, Flint, MI 48506, for appointment as Police Chief.

ATTACHMENTS:

- Residency Agreement Brian Ross (PDF)

CITY OF BURTON 2019 RESIDENCY AGREEMENT

TERMS AND CONDITIONS

The following terms have been voluntarily entered into and agreed to without coercion from any agent acting on behalf of the City of Burton, MI.

I. CONTRACT

This Contract between Brian T. Ross, 5430 East Carpenter Road, Flint, MI 48506, hereafter "Employee," and the City of Burton, 4303 South Center Road, Burton, MI 48519, hereafter "City" is for residency for a "Charter 5" employee in accordance with Burton City Charter, Section 3.3, Eligibility for Appointive Office, which says: "In making appointments of appointive officers, first consideration shall at all times be given to electors (residents) of the city having the necessary training and ability for the office to be filled."

The Employee acknowledges that he has read and fully understands the aforementioned Charter Section 3.3. Furthermore, the Employee, having a desire to comply with the intent of the Charter, voluntarily and without having been coerced by any agent of the City of Burton, agrees to relocate and become a resident of the City of Burton within six months of his appointment as Police Chief of said city. If for any reason, the Employee cannot accomplish this relocation within the agreed to timeframe, the City, under the sole discretion of the Mayor, may agree to a reasonable extension. Reasonability will be determined solely and exclusively by the Mayor.

II. GOVERNING LAW

This Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. Any dispute arising herein shall be resolved in Genesee County, Michigan.

III. TERM

The terms of this contract shall be in effect as written from Nov. 25, 2019 until fulfilled. Any amendment of the Contract must be in writing and signed by both parties.


Duane Haskins, Mayor

Date 11-25-19


Brian T. Ross

Date 11-25-19

Attachment: Residency Agreement Brian Ross (4680 : Residency Waiver)



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Clerk's Office
Category: Appointment
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.A.10

SCHEDULED

AGENDA ITEM (ID # 4672)

DOC ID: 4672

Approve and authorize the Mayor's reappointment of John Palmer, 1323 Casto Blvd Burton, MI 48509 to the City of Burton Board of Review. Term to expire December 2022.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Clerk's Office
Category: Appointment
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.A.11

SCHEDULED

AGENDA ITEM (ID # 4673)

DOC ID: 4673

Approve and authorize the Mayor's appointment of Lary Michael, 2122 McLean Avenue Burton, MI 48529 to the City of Burton Board of Review. Term to expire December 2022.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Clerk's Office
Category: Appointment
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.A.12

SCHEDULED

AGENDA ITEM (ID # 4688)

DOC ID: 4688

Approve and authorize the Council appointment of Scott Hynes, 4370 Sunnymead, Burton, MI 48519 to City of Burton Zoning Board of Appeals, term serving December 2019 through December 2022.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Controller's Office
Category: Resolution
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

J.A.13

SCHEDULED

AGENDA ITEM (ID # 4690)

DOC ID: 4690

**Approve and authorize the " _____ " Resolution 2019-_____
regarding the cost sharing model set forth in State of
Michigan Public Act 152 of 2011. (Choose "opt out" or "hard
cap" or "80/20").**

ATTACHMENTS:

- BA 4690 (PDF)

INTEROFFICE MEMORANDUM

TO: MAYOR HASKINS
FROM: KAREN MOFFITT, CONTROLLER
SUBJECT: PA 152 OF 2011 FOR FISCAL YEAR 2020-2021
DATE: NOVEMBER 25, 2019

It is that time of year again whereby City Council needs to choose between the health insurance choices of: Opt Out, Hard Cap or 80/20 for the 2020-21 fiscal year. There is a health insurance requirement for obtaining Act 51 dollars. This requirement states that if a municipality complies with PA 152 of 2011, then Act 51 dollars will continue uninterrupted.

Attached you will find a copy of the analysis of the Hard Cap versus 80/20 options which includes the current bi-weekly payroll deduction amounts for employees (council member data is on a monthly basis) and an estimate for 2020-21 with a 10% increase in rates. Annual out-of-pocket expenses for employees is also listed which includes the co-insurance amounts of \$1,000 per single employee, \$2,000 per two person and \$2,000 per family.

If Council members have questions prior to the December 2, 2019 meeting or need further clarification, they can direct their questions to me through your office as per proper protocol.

Attachment: BA 4690 (4690 : Hard Cap 80/20 PA 152)

Public Act 152 Options

	City Cost	Employee Cost	Total Cost
Opt Out	\$1,101,772	\$0	\$1,101,772
Hard Cap	\$996,821	\$104,951	\$1,101,772
80/20	\$881,418	\$220,354	\$1,101,772

Annual Out of Pocket for Employees**			
	Opt Out	Hard Cap	80/20
Single	\$1,000.00	\$1,642.76	\$2,481.09
Two Person	\$2,000.00	\$3,542.62	\$5,371.09
Family	\$2,000.00	\$3,928.27	\$6,061.11

Hard Cap			
	2018-19 Per Pay	2019-20 Per Pay	Estimated 2020-21 Per Pay*
Hard Cap-Community Blue			
Single (1 employee)	\$67.11	\$28.03	\$47.48
Two Person	\$161.05	\$67.28	\$113.94
Family (1 employee)	\$201.32	\$84.10	\$142.43
Council Person-Single (monthly)	\$130.94	\$116.86	\$128.20
Council Person-Two Person (monthly)	\$308.28	\$275.62	\$302.84
Council Person-Family (monthly)	\$384.27	\$343.67	\$377.69
Hard Cap-Simply Blue w/HRA			
Single (20 employees)	\$37.47	\$8.25	\$24.72
Two Person (9 employees)	\$89.92	\$19.80	\$59.33
Family (38 employees)	\$112.40	\$24.75	\$74.16
Council Person-Single (monthly)	\$124.83	\$113.88	\$123.42
Council Person-Two Person (monthly)	\$283.49	\$258.35	\$280.92
Council Person-Family (monthly)	\$341.84	\$310.62	\$338.43

80/20		
	2019-20 Per Pay	Estimated 2021-21 Per Pay*
80/20-Community Blue		
Single (1 employee)	\$53.94	\$59.17
Two Person	\$127.21	\$139.77
Family (1 employee)	\$158.62	\$174.32
Council Person-Single (monthly)	\$116.86	\$128.20
Council Person-Two Person (monthly)	\$275.62	\$302.84
Council Person-Family (monthly)	\$343.67	\$377.69
80/20-Simply Blue w/HRA		
Single (20 employees)	\$52.56	\$56.96
Two Person (9 employees)	\$119.24	\$129.66
Family (38 employees)	\$143.36	\$156.20
Council Person-Single (monthly)	\$113.88	\$123.42
Council Person-Two Person (monthly)	\$258.35	\$280.92
Council Person-Family (monthly)	\$310.62	\$338.43

Hard Cap Limits		
	2019-20	2020-21
Single	\$6,685.17	\$6,818.87
Two Person	\$13,980.75	\$14,260.37
Family	\$18,232.31	\$18,596.96

*Includes an estimated increase of 10% in health insurance premiums.

**Annual out of pocket for employees includes co-insurance and the annual payroll deduction for the Simply Blue plan.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Controller's Office
Category: Finance
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

J.A.14

SCHEDULED

AGENDA ITEM (ID # 4689)

DOC ID: 4689

Approve and authorize the City Treasurer to pay MERS a lump sum of \$1,000,000 via wire transfer by 12/31/19 to be applied to the unfunded liability of the City of Burton pension plan.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Controller's Office
Category: Resolution
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

J.A.15

SCHEDULED

AGENDA ITEM (ID # 4691)

DOC ID: 4691

Approve and authorize the Amy Street Capital Projects Shortfall Elimination Plan.

ATTACHMENTS:

- BA 4691 (PDF)

City of Burton Legislative Body Resolution and Deficit Elimination Plan:

WHEREAS City of Burton's **Amy Street Capital Project Fund** has a \$117,384.00 deficit fund balance on June 30, 2019; and

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the City of Burton's legislative body adopts the following as the **Amy Street Capital Project Fund** Deficit Elimination Plan:

BE IT FURTHER RESOLVED that the City of Burton's Mayor submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

Fund 4146 - AMY ST PAVING CAP PROJ 13-008-P

	2020	2021	2022	2023	2024
Unrestricted Net Position (Deficit) July 1	\$ (117,384)	\$ (102,084)	\$ (86,384)	\$ (70,209)	\$ (53,609)
Revenue					
TRANSFER IN FROM FUND 3146 AMY SAD Collections	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Revenue	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

Expenditures

INTEREST ON LOAN	\$ 4,700	\$ 4,300	\$ 3,825	\$ 3,400	\$ 2,900
Total Expenditures	\$ 4,700	\$ 4,300	\$ 3,825	\$ 3,400	\$ 2,900

Add Back Depreciation

n/a	n/a	n/a	n/a	n/a
-----	-----	-----	-----	-----

Unrestricted Net Position (Deficit) June 30

\$ (102,084)	\$ (86,384)	\$ (70,209)	\$ (53,609)	\$ (36,509)
--------------	-------------	-------------	-------------	-------------

	2020	2021	2022	2023	2024
CA-CL (Deficit) July 1	\$ 31,495.39	\$ 46,795.39	\$ 62,495.39	\$ 78,670.39	\$ 95,270.39
Revenues	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Expenditures	\$ 4,700	\$ 4,300	\$ 3,825	\$ 3,400	\$ 2,900
Add Back Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
CA-CL (deficit) June 30	\$ 46,795.39	\$ 62,495.39	\$ 78,670.39	\$ 95,270.39	\$ 112,370.39

ADD CLERK'S CERTIFICATION

Amy Street Capital Project Fund

Shortfall \$117,384.00

Solution: The City will be collecting assessments from the Amy Street residents over a term of 15 years. The assessment will end in the year 2028. The City found it more cost effective to borrow money from its Sewer Fund than to go out to bond for such a small project. The City had a deficit in this fund for prior years. Until the City finds another funding source, this will continue into the future.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 12/02/19 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

J.A.16

SCHEDULED

AGENDA ITEM (ID # 4692)

DOC ID: 4692

Approve and authorize the following 2019-2020 budget amendment in the General Fund: Increase 1001-6090-973.1300 Tree Lighting Ceremony by \$2,000; Increase 1001-0000-691.5013 Transfer From DDA by \$2,000.

ATTACHMENTS:

- Budget Amendment Christmas Tree Lighting (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Karen Moffitt
Date: November 26, 2019

Re: Memo of Explanation for
City Council Meeting of 12/2/2019

Mayor Haskins:

I am requesting that Council approve a budget amendment within the General Fund Budget as follows: Increase 1001-6090-973.1300 Tree Lighting Ceremony by \$2,000; Increase 1001-0000-691.5013 Transfer From DDA by \$2,000.

This budget amendment records the transfer approved by the Downtown Development Authority (DDA) to the General Fund for the Tree Lighting Ceremony.

Attachment: Budget Amendment Christmas Tree Lighting (4692 : Budget Amendment (Budget #))

Mrs. Bigsby said, yes. She has asked that it be a separate line item.

Mr. Coates stated we can change the amount if we think they will need more.

Board discussion on whether \$1,000 will be enough for the lights and decorations for the Tree Lighting Event. The board decided to donate \$2,000 to the Parks & Recreation Christmas Tree Lighting Event to come out of the community decorations line item (GL# 5013-0000-881.0000).

Mr. Fenner stated his wife Stephanie makes large bows at the flower shop. She suggested getting the ribbons wholesale and she could teach everyone to make the bows to decorate the tree.

Mr. Stapleton stated he has a Santa Claus outfit and LED lights he could donate.

Mr. Scharrer stated we are not only asking for monetary donations but also lights, decor, cooking decorations, etc.

RESULT:	CARRIED AS AMENDED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton
EXCUSED:	Martz

2. Discussion and Possible Action on the DDA Banner Permit Process and Application.

Mr. Fenner stated the Deputy Clerk has drafted a banner permit application and policy. We have been discussing this for awhile. There are a few things that will need to be changed. For instance, the cables are already installed so we can leave that out. This excludes the DPW from the installation. The liability will be assumed by the applicant.

Mr. Slattery stated the company will need to be bonded and insured. DPW's role will be limited to maybe just inspection after installation.

Mr. Coates stated he thinks we need to change the required material. We know it can't be solid vinyl.

Ms. Boggs stated I provided you with a draft of a policy that council would have to adopt along with a sample of what the application should look like. Through my research of other municipalities using this process, I found The City of Grand Blanc to have banners similar to what we have in our city and a process in place that was the most similar to what we would need. However, many of the details such as time frames will be up to this board to decide and make the necessary changes. I have highlighted some of these details throughout the policy. Also, any other details you deem necessary, we can add, strike through or change as you see fit. I established this as a guideline to get us moving forward with it.

PERIOD ENDING 10/31/2019

% Fiscal Year Completed: 33.61

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDDT USED
		AMENDED BUDGET	NORMAL	10/31/2019	INCREASE (DECREASE)	MONTH 10/31/2019		
Fund 1001 - GENERAL FUND								
Expenditures								
1001-2071-879.0000	PUBLIC RELATIONS	2,500.00		0.00		0.00	2,500.00	0.00
1001-2071-880.0000	ECONOMIC DEVELOPMENT-NEXT CORP	3,000.00		0.00		0.00	3,000.00	0.00
1001-2071-922.0000	DRAINS AT LARGE	46,000.00		0.00		0.00	46,000.00	0.00
1001-2071-922.0001	GILKEY CREEK PRINCIPAL	39,000.00		0.00		0.00	39,000.00	0.00
1001-2071-922.0002	GILKEY CREEK INTEREST	3,600.00		0.00		0.00	3,600.00	0.00
1001-2071-926.0000	STREET LIGHTING	465,000.00		113,461.12		2,881.74	351,538.88	24.40
1001-2071-927.0000	LED STREET LIGHTING PROGRAM	0.00		0.00		0.00	0.00	0.00
1001-2071-959.7654	DISASTER AID	10,000.00		0.00		0.00	10,000.00	0.00
1001-2071-959.7660	HOLIDAY DECORATIONS/LABOR COST	5,000.00		0.00		0.00	5,000.00	0.00
1001-2071-959.7673	2013 MEMORIAL DAY PARADE	0.00		0.00		0.00	0.00	0.00
1001-2071-960.0000	VEHICLES	0.00		0.00		0.00	0.00	0.00
1001-2071-961.0000	WEED CUTTING - TAX REVERTED PROP.	37,000.00		15,115.75		1,821.26	21,884.25	40.85
1001-2071-962.0000	LAND ACQUISITION	0.00		0.00		0.00	0.00	0.00
1001-2071-966.0000	BLIGHT ELIMINATION EXPENDITURE	0.00		0.00		0.00	0.00	0.00

Total Dept 2071 - PUBLIC SERVICE

611,100.00

4,703.00

482,523.13

21.04

Dept 6090 - PARKS & RECREATION

1001-6090-705.0000	RECREATION DIRECTOR STIPEND	10,000.00		4,163.15	3,616.28		5,836.85	41.63	0.00
1001-6090-706.0000	SALARIES PERMANENT	2,700.00		82.90	51.60		2,617.10	3.07	0.00
1001-6090-709.0000	OVERTIME	600.00		250.93	186.97		349.07	41.82	0.00
1001-6090-710.0000	COMMISSION SALARIES	5,000.00		1,140.00	310.00		3,860.00	22.80	0.00
1001-6090-717.0000	RETIREMENT - MERS ACTIVE	100.00		21.18	6.55		78.82	21.18	0.00
1001-6090-718.0000	RETIREMENT - MERS RETIREES	1,500.00		1,878.18	1,740.57		(378.18)	125.21	0.00
1001-6090-719.0000	FRINGE BENEFITS	2,300.00		905.61	568.28		1,394.39	39.37	0.00
1001-6090-728.0000	INFORMATION TECH ALLOCATION	1,500.00		0.00	0.00		1,500.00	0.00	0.00
1001-6090-731.0000	POSTAGE	1,500.00		0.00	0.00		1,500.00	0.00	0.00
1001-6090-757.0000	OPERATING EXPENDITURES	3,500.00		387.84	153.50		3,112.16	11.08	0.00
1001-6090-818.0000	CONTRACTUAL SERVICES	10,000.00		65.30	0.00		9,934.70	0.65	0.00
1001-6090-920.1000	ERC LED PROGRAM	1,800.00		579.24	144.81		1,220.76	32.18	0.00
1001-6090-938.0000	MAINT OF GROUNDS	14,000.00		4,897.28	1,002.05		9,102.72	34.98	0.00
1001-6090-943.0000	EQUIPMENT RENTAL	12,700.00		6,876.29	0.00		5,823.71	54.14	0.00
1001-6090-956.0000	MISCELLANEOUS	700.00		0.00	0.00		700.00	0.00	0.00
1001-6090-956.6090	DNR GRANT EXPENDITURES	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-959.7674	MEMORIAL DAY PARADE	20,000.00		317.77	34.99		19,682.23	1.59	0.00
1001-6090-962.0000	TRAINING & MEMBERSHIPS	1,000.00		0.00	0.00		1,000.00	0.00	0.00
1001-6090-973.0000	P & R COMMUNITY EVENTS	4,000.00		0.00	0.00		4,000.00	0.00	0.00
1001-6090-973.1000	EASTER EGG HUNT	2,000.00		0.00	0.00		2,000.00	0.00	0.00
1001-6090-973.1100	CONCERTS	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.1200	TRICK OR TREAT TRAIL	4,000.00		338.59	163.59		3,661.41	8.46	0.00
1001-6090-973.1300	TREE LIGHTING CEREMONY	1,000.00		0.00	0.00		1,000.00	0.00	0.00
1001-6090-973.1400	PIZZA WITH SANTA	3,000.00		0.00	0.00		3,000.00	0.00	0.00
1001-6090-973.1600	FREE FISHING	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.1700	MORS WEEKEND	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.1800	BACK TO BRICKS	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.1900	FIRE SAFETY	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.2000	VETERAN'S HONOR RACE	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.2001	BURTON MEMORIAL DAY RACE	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.2002	THREE ON THREE BASKETBALL EVENT	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.2003	BURTON MEMORIAL DAY CAR SHOW EXPENDITUR	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.2004	MOVIES EXPENDITURES	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.2005	PATRIOT DAY HERO RACE EXPENDITURES	0.00		0.00	0.00		0.00	0.00	0.00
1001-6090-973.2006		0.00		0.00	0.00		0.00	0.00	0.00

+2,000

PERIOD ENDING 10/31/2019

% Fiscal Year Completed: 33.61

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	10/31/2019	MONTH 10/31/2019	INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 1001 - GENERAL FUND									
Revenues									
Dept 0000									
1001-0000-403.0000	CURRENT REAL/PERSONAL TAXES	2,374,500.00	2,171,117.07		906,822.37		203,382.93		91.43
1001-0000-404.0000	TAX CHARGEBACKS	(75,000.00)	0.00		0.00		(75,000.00)		0.00
1001-0000-407.0000	DELINQUENT PERSONAL TAXES	600.00	0.00		0.00		600.00		0.00
1001-0000-446.0000	INTEREST & PENALTIES ON TAXES	120,000.00	6,699.48		6,699.48		113,300.52		5.58
1001-0000-450.0000	ALL PERMITS & LICENSE FEES	7,000.00	2,274.00		699.00		4,726.00		32.49
1001-0000-453.0000	FRANCHISE FEES	400,000.00	17,835.54		17,835.54		382,164.46		4.46
1001-0000-454.0000	LEASE FEES	39,500.00	14,418.92		3,708.41		25,081.08		36.50
1001-0000-501.0000	FEDERAL VOTER EQUIPMENT GRANT	0.00	0.00		0.00		0.00		0.00
1001-0000-501.0010	FEDERAL DHS FIRE ACT GRANT	0.00	0.00		0.00		0.00		0.00
1001-0000-539.0002	GRANT REVENUE (STATE) - DNR GRANT	0.00	0.00		0.00		0.00		0.00
1001-0000-539.0005	HAVA GRANT REVENUE	0.00	0.00		0.00		0.00		0.00
1001-0000-539.0010	STATE OF MICHIGAN EMERGENCY FLINT H2O	0.00	0.00		0.00		0.00		0.00
1001-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	50,000.00	63,492.62		63,492.62		(13,492.62)		126.99
1001-0000-574.0000	STATE SHARED REVENUES	2,868,600.00	928,389.00		0.00		1,940,211.00		32.36
1001-0000-574.0665	FED./STATE PASS THROUGH FUNDS	0.00	0.00		0.00		0.00		0.00
1001-0000-576.0000	LIQUOR FEES	19,000.00	18,704.95		0.00		295.05		98.45
1001-0000-608.0000	BOARD OF APPEALS	8,000.00	3,280.00		1,150.00		4,720.00		41.00
1001-0000-618.0000	ADMINISTRATION FEES-TAXES	290,000.00	206,527.99		88,465.35		83,472.01		71.22
1001-0000-619.0000	COLLECTION FEES-DOG LICENSE	0.00	0.00		0.00		0.00		0.00
1001-0000-622.0000	ZONING FEES	11,000.00	3,000.00		535.00		8,000.00		27.27
1001-0000-627.0000	COPY FEES	1,900.00	416.83		52.50		1,483.17		21.94
1001-0000-633.0000	SITE PLAN REVIEW - PLANNING/ZONING	0.00	0.00		0.00		0.00		0.00
1001-0000-640.0000	PROPERTY TRANSFER AFFIDAVIT REVENUE	0.00	0.00		0.00		0.00		0.00
1001-0000-645.0000	SALE OF EQUIPMENT/LAND	0.00	0.00		0.00		0.00		0.00
1001-0000-666.0000	INTEREST INCOME	15,000.00	128,860.21		0.00		(113,860.21)		859.07
1001-0000-669.0000	INVESTMENT GAINS AND LOSSES	5,800.00	5,753.95		0.00		(5,753.95)		100.00
1001-0000-673.0000	SALE OF ASSETS	3,000.00	21,743.25		2,025.00		(15,943.25)		374.88
1001-0000-674.0000	PARKS AND REC DONATIONS	0.00	0.00		0.00		3,000.00		0.00
1001-0000-674.0001	P&R PATHWAY DONATION	0.00	0.00		0.00		0.00		0.00
1001-0000-675.0000	REFUNDS & REBATES	14,000.00	11,431.70		0.00		2,568.30		81.66
1001-0000-678.0000	REIMBURSEMENT INCOME	20,000.00	50.00		0.00		19,950.00		0.25
1001-0000-690.2000	VETERAN'S HONOR RACE REVENUE	0.00	0.00		0.00		0.00		0.00
1001-0000-690.2001	BURTON MEMORIAL DAY RACE	0.00	0.00		0.00		0.00		0.00
1001-0000-690.2002	THREE ON THREE BASKETBALL REVENUE	0.00	0.00		0.00		0.00		0.00
1001-0000-690.2003	BURTON MEMORIAL DAY CAR SHOW REVENUE	0.00	0.00		0.00		0.00		0.00
1001-0000-690.2004	MOVIES REVENUE (P&R)	0.00	0.00		0.00		0.00		0.00
1001-0000-690.2005	PATRIOT DAY HERO RACE PROCEEDS	0.00	0.00		0.00		0.00		0.00
1001-0000-691.0000	TRANSFERS IN - RESIDUAL	0.00	0.00		0.00		0.00		0.00
1001-0000-691.0651	COMMUNITY DEVELOPMENT BLOCK GRANT REV	0.00	0.00		0.00		0.00		0.00
1001-0000-691.0653	MEMORIAL DAY PARADE DONATIONS	1,000.00	0.00		0.00		1,000.00		0.00
1001-0000-691.2026	TRANSFER FROM RUBBISH FUND	0.00	0.00		0.00		0.00		0.00
1001-0000-691.3001	TRANSFERS IN SWR DEBT RETIREMENT	0.00	0.00		0.00		0.00		0.00
1001-0000-691.4001	TRANSFER FROM CAPITAL IMPROV.	0.00	0.00		0.00		0.00		0.00
101-0000-691.5013	TRANSFER FROM DDA	0.00	907.56		375.00		11,092.44		7.56
01-0000-694.0000	OTHER REVENUES	12,000.00	0.00		0.00		0.00		0.00
01-0000-699.0000	CONTINGENCY	0.00	0.00		0.00		0.00		0.00
		+2,000							



SCHEDULED

AGENDA ITEM (ID # 4693)

DOC ID: 4693

Approve and authorize the following 2019-2020 budget amendment in the Senior Citizens Center Fund and the Fire Fund: Increase 2069-0000-691.0651 CDBG Revenue by \$5,700; Increase 2069-0000-390.0000 Unappropriated Surplus by \$5,700; Increase 2006-0000-691-0651 CDBG Revenue by \$14,200; Increase 2006-2006-977.7087 CDBG Expenditures-Equipment by \$14,200.

ATTACHMENTS:

- Budget Amendment CDBG (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Karen Moffitt
Date: November 26, 2019

Re: Memo of Explanation for
City Council Meeting of 12/2/2019

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Senior Citizens Center Fund Budget as follows: Increase 2069-0000-691.0651 CDBG Revenue by \$5,700; Increase 2069-0000-390.0000 Unappropriated Surplus by \$5,700; and within the Fire Fund Budget: Increase 2006-0000-691-0651 CDBG Revenue by \$14,200; Increase 2006-2006-977.7087 CDBG Expenditures-Equipment by \$14,200.

This budget amendment records the Community Development Block Grant (CDBG) award for the 2019-20 fiscal year. \$18,048 for the Senior Citizens Center Director's salary, an increase of \$5,669, and \$14,123 for a battery-operated extrication tool used for vehicle accidents.

Attachment: Budget Amendment CDBG (4693 : Budget Amendment (Budget #))

PERIOD ENDING 10/31/2019

% Fiscal Year Completed: 33.61

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDET
		AMENDED BUDGET	10/31/2019	NORMAL (ABNORMAL)	MONTH 10/31/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 2069 - SENIOR CITIZENS CENTER FUND									
Revenues									
Dept 0000									
2069-0000-580.0000	COUNTY SENIOR MILLAGE REVENUE	170,300.00	27,118.05	0.00	0.00	143,181.95	15.92		
2069-0000-666.0000	INTEREST INCOME	300.00	0.00	0.00	0.00	300.00	0.00		
2069-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	0.00	0.00	0.00	0.00	0.00		
2069-0000-673.0000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00		
2069-0000-675.0000	REFUNDS & REBATES	500.00	322.21	0.00	0.00	177.79	64.44		
2069-0000-678.0000	REIMBURSEMENT INCOME	500.00	0.00	0.00	0.00	500.00	0.00		
2069-0000-691.0651	COMMUNITY DEVELOPMENT BLOCK GRANT REV	12,400.00	0.00	0.00	0.00	12,400.00	0.00		
2069-0000-691.0654	SENIOR CITIZENS ACTIVITIES REVENUE	0.00	0.00	0.00	0.00	0.00	0.00		
2069-0000-691.0655	SENIOR CITIZENS DONATION REVENUES	12,000.00	1,293.00	474.00	0.00	10,707.00	10.78		
2069-0000-691.1001	CONTRIBUTION FROM GENERAL FUND	180,000.00	0.00	0.00	0.00	180,000.00	0.00		
2069-0000-694.0000	OTHER REVENUES	0.00	0.00	0.00	0.00	0.00	0.00		
2069-0000-694.0001	HALL RENTAL	7,000.00	5,275.00	900.00	0.00	1,725.00	75.36		
2069-0000-699.0000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00		
Total Dept 0000		383,000.00	34,008.26	1,374.00		348,991.74	8.88		
TOTAL REVENUES									
		383,000.00	34,008.26	1,374.00		348,991.74	8.88		
Expenditures									
Dept 0000									
2069-0000-719.0000	Payroll Fringes	0.00	0.00	0.00	0.00	0.00	0.00		
Total Dept 0000		0.00	0.00	0.00		0.00	0.00		
Dept 2069 - SENIOR CITIZENS CENTER									
2069-2069-705.0000	COORDINATOR SALARY	64,100.00	21,900.15	7,387.62		42,199.85	34.17		
2069-2069-705.8000	MILLAGE-COORDINATOR SALARY	0.00	0.00	0.00		0.00	0.00		
2069-2069-706.0000	SALARIES PERMANENT	69,100.00	21,580.29	7,474.58		47,519.71	31.23		
2069-2069-706.8000	MILLAGE-SALARIES PERMANENT	0.00	0.00	0.00		0.00	0.00		
2069-2069-708.0000	SHARED SALARIES	8,500.00	2,079.30	684.02		6,420.70	24.46		
2069-2069-709.0000	OVERTIME	1,000.00	134.36	72.16		865.64	13.44		
2069-2069-717.0000	RETIREMENT - MERS ACTIVE	1,100.00	84.78	23.16		1,015.22	7.71		
2069-2069-718.0000	RETIREMENT - MERS RETIREES	4,800.00	1,533.95	538.93		3,266.05	31.96		
2069-2069-719.0000	FRINGE BENEFITS	85,600.00	21,115.78	3,298.01		64,484.22	24.67		
2069-2069-719.8000	MILLAGE-FRINGE BENEFITS	0.00	0.00	0.00		0.00	0.00		
2069-2069-720.0000	UNEMPLOYMENT EXPENDITURES - MESC CHARGE	0.00	0.00	0.00		0.00	0.00		
2069-2069-728.0000	INFORMATION TECH ALLOCATION	20,900.00	0.00	0.00		20,900.00	0.00		
2069-2069-757.0000	OPERATING EXPENDITURES	200.00	0.00	0.00		200.00	0.00		
2069-2069-776.0000	SUPPLIES	20,000.00	3,611.99	316.00		16,388.01	18.06		
2069-2069-776.8000	MILLAGE- SUPPLIES	0.00	0.00	0.00		0.00	0.00		
2069-2069-818.0000	CONTRACTUAL SERVICES	19,000.00	6,965.00	2,786.00		12,035.00	36.66		
2069-2069-818.8000	MILLAGE-CONTRACTUAL SERVICES	0.00	0.00	0.00		0.00	0.00		
2069-2069-828.0000	MEMBERSHIP & DUES	200.00	0.00	0.00		200.00	0.00		
2069-2069-864.0000	TRAINING	200.00	65.15	0.00		134.85	32.58		
2069-2069-864.8000	MILLAGE-CONFERENCE & WORKSHOPS	0.00	0.00	0.00		0.00	0.00		
2069-2069-910.0000	INSURANCE	3,900.00	0.00	0.00		3,900.00	0.00		
2069-2069-920.0000	UTILITIES	24,000.00	6,710.27	1,374.03		17,289.73	27.9		
2069-2069-920.1000	ERC LED PROGRAM	2,100.00	675.20	168.80		1,424.80	32.1		
2069-2069-920.8000	MILLAGE-UTILITIES	0.00	0.00	0.00		0.00	0.00		
2069-2069-921.0000	SEWER PAYMENTS	3,600.00	493.62	0.00		3,106.38	13.7		

Packet Pg. 4

J.A.17

PERIOD ENDING 10/31/2019

% Fiscal Year Completed: 33.61

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 10/31/2019	ACTIVITY FOR MONTH 10/31/2019	AVAILABLE BALANCE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 2006 - FIRE DEPARTMENT								
Revenues								
Dept 0000								
2006-0000-403.0000	CURRENT REAL/PERSONAL TAXES	593,300.00		542,510.89	226,598.00	50,789.11		91.44
2006-0000-404.0000	TAX CHARGEBACKS	(2,400.00)		0.00	0.00	(2,400.00)		0.00
2006-0000-407.0000	DELINQUENT PERSONAL TAXES	200.00		0.00	0.00	200.00		0.00
2006-0000-501.0010	FEDERAL AFG FEMA FIRE GRANT	0.00		0.00	0.00	0.00		0.00
2006-0000-501.0020	FEMA SIREN GRANT REVENUE	0.00		0.00	0.00	0.00		0.00
2006-0000-501.7081	AFG GRANT REVENUE - RADIOS/EMT TRAININ	0.00		0.00	0.00	0.00		0.00
2006-0000-501.7082	FP&S GRANT REVENUE - SMOKE HOUSE TRAILE	0.00		0.00	0.00	0.00		0.00
2006-0000-501.7083	AFG GRANT REVENUE - FIRE ENGINE	0.00		0.00	0.00	0.00		0.00
2006-0000-501.7084	HAZARD MITIGATION GRANT (FEDERAL)	0.00		0.00	0.00	0.00		0.00
2006-0000-539.0010	STATE OF MICHIGAN EMERGENCY FLINT H2O	0.00		0.00	0.00	0.00		0.00
2006-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	12,400.00		15,866.81	15,866.81	(3,466.81)		127.96
2006-0000-630.0000	FIRE RECOVERY FEES	18,700.00		3,709.56	0.00	14,990.44		19.84
2006-0000-631.0000	FIRE INSPECTION FEES	3,000.00		1,350.00	150.00	1,650.00		45.00
2006-0000-633.0000	SITE PLAN REVIEW	500.00		450.00	150.00	50.00		90.00
2006-0000-634.0000	FIRE ALARM REVIEWS & PERMITS	1,000.00		460.00	460.00	540.00		46.00
2006-0000-635.0000	FIRE SUPPRESSION REVIEWS & PERMITS	5,000.00		1,750.00	700.00	3,250.00		35.00
2006-0000-666.0000	INTEREST INCOME	1,500.00		0.00	0.00	1,500.00		0.00
2006-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00		0.00	0.00	0.00		0.00
2006-0000-673.0000	SALE OF ASSETS	100.00		0.00	0.00	100.00		0.00
2006-0000-675.0000	REFUNDS & REBATES	3,000.00		2,740.41	0.00	259.59		91.35
2006-0000-678.0000	REIMBURSEMENT INCOME	2,000.00		230.00	105.00	1,770.00		11.50
2006-0000-691.0651	COMMUNITY DEVELOPMENT BLOCK GRANT REV	0.00		0.00	0.00	0.00		0.00
2006-0000-691.1001	TRANSFER FROM GENERAL FUND	879,200.00		0.00	0.00	879,200.00		0.00
2006-0000-694.0000	OTHER REVENUES	2,000.00		0.00	0.00	2,000.00		0.00
2006-0000-694.0004	CPR CLASS REVENUE	500.00		440.00	440.00	60.00		88.00
2006-0000-696.0000	BOND PROCEEDS	0.00		0.00	0.00	0.00		0.00
2006-0000-697.0000	LOAN PROCEEDS	0.00		0.00	0.00	0.00		0.00
2006-0000-699.0000	CONTINGENCY	0.00		0.00	0.00	0.00		0.00
Total Dept 0000		1,520,000.00		569,507.67	244,469.81	950,492.33		37.47
TOTAL REVENUES								
		1,520,000.00		569,507.67	244,469.81	950,492.33		37.47
Expenditures								
Dept 2006 - FIRE DEPARTMENT EXPENDITURES								
2006-2006-703.0000	SALARY	69,000.00		20,923.12	7,846.17	48,076.88		30.32
2006-2006-706.0000	SALARIES PERMANENT	108,800.00		34,969.01	12,389.90	73,830.99		32.14
2006-2006-707.0000	PART-TIME FIREMEN	208,000.00		35,560.63	8,530.53	172,439.37		17.10
2006-2006-708.0000	SHARED SALARIES	31,200.00		7,335.41	2,379.61	23,864.59		23.51
2006-2006-709.0000	OVERTIME	4,500.00		599.85	323.98	3,900.15		13.33
2006-2006-717.0000	RETIREMENT - MERS ACTIVE	23,300.00		23,578.41	67.79	(278.41)		101.19
2006-2006-718.0000	RETIREMENT - MERS RETIREES	35,000.00		20,282.89	9,174.66	14,717.11		57.95
2006-2006-719.0000	FRINGE BENEFITS	122,600.00		36,948.59	6,123.58	85,651.41		30.14
2006-2006-720.0000	UNEMPLOYMENT EXPENDITURES - MESC CHARGE	0.00		0.00	0.00	0.00		0.00
2006-2006-727.0000	OFFICE SUPPLIES	1,500.00		440.96	174.99	1,059.04		29.40
2006-2006-728.0000	INFORMATION TECH ALLOCATION	68,900.00		0.00	0.00	68,900.00		0.00
2006-2006-744.0000	SAFETY WEAR & HEALTH	34,000.00		2,903.96	207.90	31,096.04		8.16
2006-2006-757.0000	OPERATING EXPENDITURES	18,000.00		2,920.40	565.61	15,079.60		16.16
2006-2006-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	3,000.00		1,695.98	1,695.98	1,304.02		56.16
2006-2006-818.0000	CONTRACTUAL SERVICES	25,000.00		9,865.50	5,849.50	15,134.50		39.16
06-2								0.00

Packet Pg. 47

PERIOD ENDING 10/31/2019

% Fiscal Year Completed: 33.61

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019		ACTIVITY FOR MONTH 10/31/2019		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
			NORMAL	(ABNORMAL)	INCREASE (DECREASE)			
Fund 2006 - FIRE DEPARTMENT								
Expenditures								
2006-2006-828.0000	MEMBERSHIP & DUES	6,000.00	4,142.01		1,645.00	1,857.99	69.03	
2006-2006-863.0000	AUTO REPAIR	53,000.00	8,973.57		478.00	44,026.43	16.93	
2006-2006-864.0000	TRAINING & CERTIFICATIONS	3,500.00	1,447.06		0.00	2,052.94	41.34	
2006-2006-864.0004	CPR CLASS EXPENSES/CARDS	2,000.00	300.00		300.00	1,700.00	15.00	
2006-2006-867.0000	GAS & OIL	15,400.00	1,622.38		0.00	13,777.62	10.53	
2006-2006-910.0000	INSURANCE	25,900.00	0.00		0.00	25,900.00	0.00	
2006-2006-910.7020	BUILDING INSURANCE	2,800.00	0.00		0.00	2,800.00	0.00	
2006-2006-920.0000	UTILITIES	36,000.00	10,699.40		4,412.54	25,300.60	29.72	
2006-2006-920.1000	ERC LED PROGRAM	5,200.00	1,727.44		431.86	3,472.56	33.22	
2006-2006-921.0000	SEWER PAYMENTS	7,000.00	1,112.03		0.00	5,887.97	15.89	
2006-2006-924.0000	CHANGE IN INVESTMENT VALUE (DECLINE)	0.00	0.00		0.00	0.00	0.00	
2006-2006-934.0000	EQUIPMENT REPAIR	14,500.00	322.71		12.00	14,177.29	2.23	
2006-2006-937.0000	BUILDING MAINT & SUPPLIES	55,000.00	12,260.62		8,654.74	42,739.38	22.29	
2006-2006-943.0000	EQUIPMENT RENTAL	14,500.00	4,477.06		0.00	10,022.94	30.88	
2006-2006-956.0000	MISCELLANEOUS	500.00	0.00		0.00	500.00	0.00	
2006-2006-957.0000	CONTINGENCY	0.00	0.00		0.00	0.00	0.00	
2006-2006-962.0000	TRAINING & MATERIALS	9,000.00	1,554.30		712.00	7,445.70	17.27	
2006-2006-963.0000	PREVENTION MATERIALS	9,500.00	3,831.34		0.00	5,668.66	40.33	
2006-2006-977.0020	FEMA SIREN GRANT EXPENDITURE	0.00	0.00		0.00	0.00	0.00	
2006-2006-977.7081	AFG (FEDERAL) - RADIOS/EMT/SAFETYWEAR	0.00	0.00		0.00	0.00	0.00	
2006-2006-977.7082	FP&S SMOKE HOUSE TRAILER	0.00	0.00		0.00	0.00	0.00	
2006-2006-977.7087	CDBG EXPENDITURES-EQUIPMENT	0.00	0.00		0.00	0.00	0.00	
2006-2006-977.7089	NEW EQUIPMENT	80,000.00	35,887.23		0.00	44,112.77	44.86	
2006-2006-977.8010	AFG GRANT EXPENDITURES (FEDERAL)	0.00	0.00		0.00	0.00	0.00	
2006-2006-984.0000	OFFICE EQUIPMENT	3,500.00	856.00		214.00	2,644.00	24.46	
2006-2006-985.0000	VEHICLE	0.00	0.00		0.00	0.00	0.00	
2006-2006-985.7083	AFG - FIRE ENGINE	0.00	0.00		0.00	0.00	0.00	
2006-2006-991.0000	PRINCIPAL ON BONDS	235,000.00	235,000.00		200,000.00	0.00	100.00	
2006-2006-991.0001	PRINCIPAL PORTION OF LEASE (CAPITAL) PM	50,800.00	0.00		0.00	50,800.00	0.00	
2006-2006-991.0002	PRINCIPAL PMT ON SCBA LOAN	50,800.00	38,350.55		0.00	12,449.45	75.49	
2006-2006-992.0002	INTEREST ON SCBA LOAN	12,500.00	12,402.18		0.00	97.82	99.22	
2006-2006-995.0000	INTEREST ON BONDS	103,500.00	53,961.01		3,875.00	49,538.99	52.14	
2006-2006-995.0001	INTEREST PORTION OF LEASE (CAPITAL) PMT	9,400.00	0.00		0.00	9,400.00	0.00	
2006-2006-996.0000	BOND ISSUE COSTS	0.00	0.00		0.00	0.00	0.00	
2006-2006-997.0000	TRANSFER TO ESCROW BOND REFUNDING	0.00	0.00		0.00	0.00	0.00	
2006-2006-999.0000	PAYING AGENT FEES ON BONDS	300.00	0.00		0.00	300.00	0.00	
2006-2006-999.3000	TRANSFER OUT TO DEBT SERVICE	0.00	0.00		0.00	0.00	0.00	
2006-2006-999.4206	TRANSFER OUT TO FIRE CAPITAL PROJECTS	150,000.00	150,000.00		0.00	0.00	100.00	

nd 2006 - FIRE DEPARTMENT:

TAL REVENUES

TAL EXPENDITURES

T OF REVENUES & EXPENDITURES

G. FUND BALANCE

T OF REVENUES/EXPENDITURES - 2018-19

D FUND BALANCE



SCHEDULED

AGENDA ITEM (ID # 4694)

DOC ID: 4694

Approve and authorize the following 2019-2020 budget amendment in the Major Streets Fund: Increase 2002-0000-574.0665 Federal/State Construction Revenue by \$148,000; Increase 2002-4051-802.7607 Saginaw St (Maple to Judd) by \$99,800; Increase 2002-4051-802.7608 Saginaw St (Judd to Bristol) by \$87,000 and Decrease 2002-0000-390.0000 Unappropriated Surplus by \$38,800.

ATTACHMENTS:

- Budget Amendment Saginaw Street (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Karen Moffitt
Date: November 26, 2019

Re: Memo of Explanation for
City Council Meeting of 12/2/2019

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Major Streets Fund Budget as follows: Increase 2002-0000-574.0665 Federal/State Construction Revenue by \$148,000; Increase 2002-4051-802.7607 Saginaw St (Maple to Judd) by \$99,800; Increase 2002-4051-802.7608 Saginaw St (Judd to Bristol) by \$87,000 and Decrease 2002-0000-390.0000 Unappropriated Surplus by \$38,800.

This budget amendment adds \$186,800 to expense to cover the cost of preliminary engineering for the Saginaw St (Maple to Judd) and Saginaw St (Judd to Bristol) road projects and also \$148,000 to revenue to reflect the expected reimbursement from the State. This reflects projects in the 2020-23 Transportation Improvement Program (TIP) which were approved after the 2019-20 budget was compiled.

Attachment: Budget Amendment Saginaw Street (4694 : Budget Amendment (Budget #))

PERIOD ENDING 11/30/2019

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	11/30/2019 INCREASE (DECREASE)	11/30/2019 NORMAL (ABNORMAL)	BALANCE			
Fund 2002 - MAJOR STREETS									
Revenues									
Dept 0000									
2002-0000-450.0000	RIGHT OF WAY PERMIT FEES	5,800.00	5,038.80	350.00		761.20	86.88		
2002-0000-556.0000	STATE REVENUE PA 82	0.00	0.00	0.00		0.00	0.00		
2002-0000-557.0000	STATE REVENUE PA 207	0.00	0.00	0.00		0.00	0.00		
2002-0000-574.0000	51 GAS & WEIGHT TAX	3,121,000.00	1,372,537.06	273,358.84		1,748,462.94	43.98		
2002-0000-574.0001	OTHER STATE GRANT REVENUE	0.00	0.00	0.00		0.00	0.00		
2002-0000-574.0659	ST OF MI ROW MAINTENANCE FEE	77,000.00	0.00	0.00		77,000.00	0.00		
2002-0000-574.0665	FEDERAL/STATE CONST REVENUE	1,841,200.00	3,328.52	3,328.52		1,837,871.48	0.18		
2002-0000-580.0000	CONTRIBUTION FROM LOCAL UNITS	0.00	0.00	0.00		0.00	0.00		
2002-0000-649.0000	MATERIAL SALES	6,000.00	4,364.04	2,155.04		1,635.96	72.73		
2002-0000-666.0000	INTEREST INCOME	500.00	0.00	0.00		500.00	0.00		
2002-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	0.00	0.00		0.00	0.00		
2002-0000-675.0000	REFUNDS & REBATES	100.00	52.35	0.00		47.65	52.35		
2002-0000-678.0000	REIMBURSEMENT INCOME	3,000.00	75.70	0.00		2,924.30	2.52		
2002-0000-691.0000	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00		0.00	0.00		
2002-0000-694.0000	MISCELLANEOUS	0.00	0.00	0.00		0.00	0.00		
2002-0000-697.7601	LOAN PROCEEDS CENTER RD	0.00	0.00	0.00		0.00	0.00		
2002-0000-699.0000	CONTINGENCY/DEFICIT	0.00	0.00	0.00		0.00	0.00		

TOTAL REVENUES		5,054,600.00		1,385,396.47		279,192.40		3,669,203.53	27.41
----------------	--	--------------	--	--------------	--	------------	--	--------------	-------

Expenditures

Dept 0000									
2002-0000-719.0000	PAYROLL FRINGES	0.00		0.00		0.00		0.00	0.00
Total Dept 0000		0.00		0.00		0.00		0.00	0.00

Dept 4051 - CONSTRUCTION									
2002-4051-717.0000	RETIREMENT - MERS ACTIVE	0.00		0.00		0.00		0.00	0.00
2002-4051-718.0000	RETIREMENT - MERS RETIREES	0.00		0.00		0.00		0.00	0.00
2002-4051-719.0000	FRINGE BENEFITS	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7587	LAPEER (BELSAY TO VASSAR)	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7589	BRISTOL RD BRIDGE	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7591	BELSAY RD. (COURT TO DAVISON)	0.00		12,458.24		0.00		(12,458.24)	100.00
2002-4051-802.7593	CENTER LIGHT SIGNAL CMAQ	0.00		274.14		8.30		(274.14)	100.00
2002-4051-802.7594	CHIP SEAL	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7595	DWRP REPAIRS	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7596	HOWE BRANCH THREAD CREEK/CENTER RD	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7597	CENTER RD (LIPPINCOTT TO LAPEER)	0.00		3,807.96		0.00		(3,807.96)	100.00
2002-4051-802.7599	SAGINAW ST. (BRISTOL - HEMPHILL)	0.00		16,587.50		10,858.26		(16,587.50)	100.00
2002-4051-802.7600	POTTER RD. (EGLESTON - BELSAY)	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7601	CENTER RD (DAVISON TO DOLPHAIN)	0.00		1,275,085.83		0.00		973,614.17	56.70
2002-4051-802.7602	PA 82 ROAD PRESERVATION	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7603	PA 207 ROAD PRESERVATION	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7604	CONSUMERS BRISTOL RD PROJECT	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7605	BELSAY RD (LAPEER TO RAYMOND)	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7606	S.B. GRAND TRAVERSE ST (BRISTOL-HEMPHILL)	0.00		0.00		0.00		52,700.00	0.00
2002-4051-802.7607	SAGINAW ST (MAPLE-JUDD)	0.00		0.00		0.00		0.00	0.00
2002-4051-802.7608	CONSUMERS BRISTOL RD PROJECT	0.00		0.00		0.00		0.00	0.00