CITY OF BURTON

BURTON CITY COUNCIL MEETING

JUNE 27, 2018

AGENDA

Council Chambers	Special Meeting	7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. ROLL CALL

2. The Purpose of the Special City Council Meeting is to discuss and take action on FY 2017-18 budget amendments, pay the labor attorney invoice, purchases of generic MERS time, and any other city business to be completed by the end of the 2017-18 Fiscal Year.

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. 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.

E. COUNCIL ACTION

1. Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-1001-818.0001 Master Plan by $500; Decrease 1001-1001-956.0003 City Council Newsletter by $500.

2. Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-6090-973.1000 Easter Egg Hunt by $300; Decrease 1001-6090-973.000 P & R Community Events by $300.

3. Approve and authorize the following 2017-2018 budget amendment in the Major Streets Fund: Decrease 2002-4051-802.7589 Bristol Rd Bridge by $2,500; Increase 2002-4051-802.7591 Belsay Rd (Court to Davison) by $2,500.

4. Approve and authorize the following 2017-2018 budget amendment in the Police Fund: Decrease 2007-2007-818.0000 Contractual Services by $13,500; Increase 2007-2007-867.0000 Gas & Oil by $12,000; Increase 2007-2007-920.0000 Utilities by $1,500.

5. Approve and authorize the following 2017-2018 budget amendment in the Building Department Fund: Increase 2049-2061-818.0000 Contractual Services by $2,000; Decrease 2049-2061-718.0000 Retirement-MERS Retirees by $2,000.

6. Approve and authorize the following 2017-2018 budget amendment in the Motor Pool Fund: Decrease 6061-6061-719.0000 Fringe Benefits by $5,000; Increase 6061-6061-749.7007 Traffic Signs by $5,000.

7. Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-1001-826.0000 Legal-Council by $10,000; Decrease 1001-2009-719.0000 Fringe Benefits-Assessor by $10,000.

8. Approve and authorize the following 2017-2018 budget amendment in the Police Fund: Decrease 2007-2007-719.0000 Fringe Benefits by $10,000; Increase 2007-2007-826.0000 Legal by $10,000.

9. Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-2071-961.0000 Weed Cutting-Tax Reverted Property by $5,000; Decrease 1001-2015-718.0000 Retirement-MERS Retirees-Clerk by $5,000.

10. Approve and authorize the following 2017-2018 budget amendment in the Major Streets Fund: Decrease 2002-4074-818.0000 Contractual Services by $17,700; Increase 2002-4063-719.0000 Fringe Benefits-Surface Maintenance by $17,000; Increase 2002-4074-717.0000 Retirement-MERS Active-Traffic Signs by $100; Increase 2002-4074-718.0000 Retirement-MERS Retirees-Traffic Signs by $600.

11. Approve and authorize the following 2017-2018 budget amendment in the Local Streets Fund: Increase 2003-4063-709.0000 Overtime-Surface Maintenance by $300; Increase 2003-4063-719.0000 Fringe Benefits-Surface Maintenance by $10,000; Decrease 2003-4069-719.0000 Fringe Benefits-Drainage by $10,300.

12. Approve and authorize the following 2017-2018 budget amendment in the Fire Fund: Decrease 2006-2006-707.0000 Part-Time Firemen by $1,000; Increase 2006-2006-717-0000 Retirement-MERS Active by $1,000.

13. Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-2009-703.0000 Salary-Assessor by $4,800; Decrease 1001-1091-718.0000 Retirement-MERS Retirees-Election by $4,800.

14. Approve and authorize the purchase of 5 years generic service credits, as allowed by contract, by employee Anthony Brooks for the approximate amount of $78,998.00 of which all costs are solely the responsibility of the employee.

15. Approve and authorize the purchase of 2 years generic service credits, as allowed by contract, by employee Todd Claerhout for the approximate amount of $19,761.00 of which all costs are solely the responsibility of the employee.

16. Approve and authorize the purchase of 1 year 2 months of generic service credits, as allowed by contract, by employee Anthony Greenway for the approximate amount of $13,695.00 of which all costs are solely the responsibility of the employee.

17. Approve and authorize the Attorney Billing (Masud) May 2, 2018 - May 31, 2018 in the amount of $7,619.00.

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

E.1

AGENDA ITEM (ID # 3939)

DOC ID: 3939

Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-1001-818.0001 Master Plan by $500; Decrease 1001-1001-956.0003 City Council Newsletter by $500.

ATTACHMENTS:

- BA 3939 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 25, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the General Fund Budget as follows: Increase 1001-1001-818.0001 Master Plan by $500; Decrease 1001-1001-956.0003 City Council Newsletter by $500.

The Master Plan account is anticipated to be over budget by $404. As such, I would recommend adding $500 to cover estimated expenditures for the remainder of the fiscal year.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDG USED
Fund 1001 - GENERAL FUND							
Revenues							
Dept 0000							
1001-0000-403.0000	CURRENT REAL/PERSONAL TAXES	2,135,300.00	2,046,434.26	0.00	0.00	88,865.74	95.8
1001-0000-404.0000	TAX CHARGEBACKS	(55,000.00)	11,273.61	0.00	0.00	(66,273.61)	(20.5
1001-0000-407.0000	DELINQUENT REAL TAXES	3,200.00	0.00	0.00	0.00	3,200.00	0.0
1001-0000-446.0000	INTEREST & PENALTIES ON TAXES	147,000.00	53,674.60	0.00	0.00	93,325.40	36.5
1001-0000-450.0000	ALL PERMITS & LICENSE FEES	4,000.00	7,430.50	970.50	0.00	(3,430.50)	185.7
1001-0000-453.0000	FRANCHISE FEES	475,000.00	325,548.91	0.00	0.00	149,451.09	68.5
1001-0000-454.0000	LEASE FEES	37,000.00	36,230.59	0.00	0.00	769.41	97.9
1001-0000-539.0002	GRANT REVENUE (STATE) - DNR GRANT	7,000.00	0.00	0.00	0.00	7,000.00	0.0
1001-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	31,400.00	30,375.00	0.00	0.00	1,025.00	96.7
1001-0000-574.0000	STATE SHARED REVENUES	2,539,100.00	2,257,441.00	0.00	0.00	281,659.00	88.9
1001-0000-576.0000	LIQUOR FEES	18,100.00	19,239.55	330.00	0.00	(1,139.55)	106.3
1001-0000-608.0000	BOARD OF APPEALS	10,700.00	9,690.00	500.00	0.00	1,010.00	90.5
1001-0000-618.0000	ADMINISTRATION FEES-TAXES	273,000.00	257,134.97	0.00	0.00	15,865.03	94.1
1001-0000-619.0000	COLLECTION FEES-DOG LICENSE	0.00	16.00	0.00	0.00	(16.00)	100.0
1001-0000-622.0000	ZONING FEES	11,000.00	13,645.00	410.00	0.00	(2,645.00)	124.0
1001-0000-627.0000	COPY FEES	1,300.00	1,881.56	70.01	0.00	(581.56)	144.7
1001-0000-666.0000	INTEREST INCOME	15,000.00	54,914.99	0.00	0.00	(39,914.99)	366.1
1001-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	(17,820.35)	0.00	0.00	17,820.35	100.0
1001-0000-673.0000	SALE OF ASSETS	5,800.00	136,760.01	0.00	0.00	(130,960.01)	2,357.9
1001-0000-674.0000	PARKS AND REC DONATIONS	3,000.00	615.41	0.00	0.00	2,384.59	20.5
1001-0000-675.0000	REFUNDS & REBATES	14,000.00	7,673.03	0.00	0.00	6,326.97	54.8
1001-0000-678.0000	REIMBURSEMENT INCOME	20,000.00	1,638.40	0.00	0.00	18,361.60	8.1
1001-0000-690.2000	VETERAN'S HONOR RACE REVENUE	18,000.00	15,190.00	325.00	0.00	2,810.00	84.3
1001-0000-690.2001	BURTON MEMORIAL DAY RACE	17,000.00	16,211.00	8,121.00	0.00	789.00	95.3
1001-0000-690.2004	MOVIES REVENUE (P&R)	2,000.00	0.00	0.00	0.00	2,000.00	0.0
1001-0000-690.2005	PATRIOT DAY HERO RACE PROCEEDS	5,000.00	620.00	270.00	0.00	4,380.00	12.4
1001-0000-691.0653	MEMORIAL DAY PARADE DONATIONS	7,000.00	1,750.00	1,000.00	0.00	5,250.00	25.0
1001-0000-691.4001	TRANSFER FROM CAPITAL IMPROV.	20,000.00	20,000.00	20,000.00	0.00	0.00	100.0
1001-0000-694.0000	OTHER REVENUES	18,000.00	2,817.20	150.00	0.00	15,182.80	15.6
Total Dept 0000		5,782,900.00	5,310,385.24	32,146.51	0.00	472,514.76	91.8
TOTAL REVENUES		5,782,900.00	5,310,385.24	32,146.51	0.00	472,514.76	91.8
Expenditures							
Dept 1001 - COUNCIL							
1001-1001-703.0000	SALARY	67,400.00	61,812.69	0.00	0.00	5,587.31	91.7
1001-1001-710.0000	BOARD OF REVIEW	2,700.00	2,625.00	0.00	0.00	75.00	97.2
1001-1001-719.0000	FRINGE BENEFITS	53,700.00	51,347.09	2,884.63	0.00	2,352.91	95.6
1001-1001-727.0000	OFFICE SUPPLIES	1,000.00	999.99	0.00	0.00	0.01	100.0
1001-1001-728.0000	INFORMATION TECH ALLOCATION	15,400.00	15,400.00	(7,000.00)	0.00	0.00	100.0
1001-1001-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	47,600.00	47,539.11	0.00	0.00	60.89	99.8
1001-1001-818.0000	CONTRACTUAL SERVICES	10,000.00	4,421.49	0.00	4,579.00	999.51	90.0
1001-1001-818.0001	MASTER PLAN +500	8,500.00	8,463.79	0.00	440.01	(403.80)	104.7
1001-1001-826.0000	LEGAL	100,000.00	90,914.11	3,370.00	0.00	9,085.89	90.9
1001-1001-828.0000	MEMBERSHIP & DUES	12,000.00	12,000.00	0.00	0.00	0.00	100.0
1001-1001-864.0000	TRAINING	3,100.00	2,403.42	0.00	0.00	696.58	77.5
1001-1001-900.0000	NOTICES	5,000.00	4,436.38	996.10	666.54	(102.92)	102.0
1001-1001-910.0000	INSURANCE	104,000.00	102,961.70	0.00	0.00	1,038.30	99.0
1001-1001-956.0000	MISCELLANEOUS	500.00	106.68	0.00	0.00	393.32	21.3
1001-1001-956.0003	CITY COUNCIL NEWSLETTER −500	4,000.00	0.00	0.00	0.00	4,000.00	0.00
Total Dept 1001 - COUNCIL		434,900.00	405,431.45	250.73	5,685.55	23,	

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 1001 GENERAL FUND							
07/01/2017			**1001-1001-818.0001 MASTER PLAN**		BEG. BALANCE		0.00
07/31/2017	AP	INV	HUNTINGTON NATIONAL BANK CREDIT CARD CHARGES	JULY 2017	59.29		59.29
09/21/2017	AP	INV	ROWE INCORPORATED MASTER PLAN PREPARATION 7/16 - 8/19/	0083775	2,895.75		2,955.04
12/07/2017	AP	INV	ROWE INCORPORATED MASTER PLAN SERVICE 9/17 - 10/14/17	0084405	671.00		3,626.04
01/26/2018	AP	INV	GUD MARKETING MASTER PLAN	INV-07699	1,577.50		5,203.54
01/26/2018	AP	INV	GUD MARKETING MASTER PLAN	INV-07622	2,391.25		7,594.79
03/12/2018	AP	INV	ROWE INCORPORATED PREPARE FINAL DRAFT OF MASTER PLAN	0085256	869.00		8,463.79
06/30/2018			1001-1001-818.0001	END BALANCE	8,463.79	0.00	8,463.79
GRAND TOTALS:					8,463.79		8,463.79

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3940)

DOC ID: 3940

Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-6090-973.1000 Easter Egg Hunt by $300; Decrease 1001-6090-973.000 P & R Community Events by $300.

ATTACHMENTS:

- BA 3940 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 25, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the General Fund Budget as follows: Increase 1001-6090-973.1000 Easter Egg Hunt by $300; Decrease 1001-6090-973.000 P & R Community Events by $300.

The Easter Egg Hunt Parks & Recreation account is over budget by $299. As such, I would recommend adding $300 to cover estimated expenditures for the remainder of the fiscal year.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 1001 - GENERAL FUND							
Expenditures							
Dept 6090 - PARKS & RECREATION							
1001-6090-705.0000	RECREATION DIRECTOR STIPEND	10,000.00	9,635.38	364.58	0.00	364.62	96.3
1001-6090-706.0000	SALARIES PERMANENT	1,500.00	1,473.59	0.00	0.00	26.41	98.2
1001-6090-709.0000	OVERTIME	600.00	138.58	0.00	0.00	461.42	23.1
1001-6090-710.0000	COMMISSION SALARIES	3,900.00	2,200.00	240.00	0.00	1,700.00	56.4
1001-6090-717.0000	RETIREMENT - MERS ACTIVE	500.00	318.15	120.32	0.00	181.85	63.6
1001-6090-718.0000	RETIREMENT - MERS RETIREES	3,000.00	2,465.59	974.12	0.00	534.41	82.1
1001-6090-719.0000	FRINGE BENEFITS	4,900.00	3,899.95	324.38	0.00	1,000.05	79.5
1001-6090-728.0000	INFORMATION TECH ALLOCATION	800.00	800.00	(300.00)	0.00	0.00	100.0
1001-6090-731.0000	POSTAGE	1,000.00	758.46	0.00	0.00	241.54	75.8
1001-6090-757.0000	OPERATING EXPENDITURES	3,000.00	2,405.25	66.46	0.00	594.75	80.1
1001-6090-818.0000	CONTRACTUAL SERVICES	10,000.00	8,300.00	7,068.50	0.00	1,700.00	83.0
1001-6090-938.0000	MAINT OF GROUNDS	14,000.00	6,722.53	1,758.96	131.73	7,145.74	48.9
1001-6090-943.0000	EQUIPMENT RENTAL	14,000.00	5,982.56	0.00	0.00	8,017.44	42.7
1001-6090-956.0000	MISCELLANEOUS	700.00	250.00	0.00	0.00	450.00	35.7
1001-6090-956.6090	DNR GRANT EXPENDITURES	10,000.00	9,700.00	9,700.00	0.00	300.00	97.0
1001-6090-959.7674	MEMORIAL DAY PARADE	20,000.00	17,871.59	8,875.45	78.21	2,050.20	89.7
1001-6090-962.0000	TRAINING & MEMBERSHIPS	3,000.00	465.00	0.00	0.00	2,535.00	15.5
1001-6090-973.0000	P & R COMMUNITY EVENTS	-300 5,000.00	1,460.88	843.02	2,150.22	1,388.90	72.2
1001-6090-973.1000	EASTER EGG HUNT	+300 2,000.00	2,198.96	0.00	100.00	(298.96)	114.9
1001-6090-973.1200	TRICK OR TREAT TRAIL	5,000.00	4,380.41	0.00	0.22	619.37	87.6
1001-6090-973.1400	PIZZA WITH SANTA	3,000.00	2,473.10	0.00	0.00	526.90	82.4
1001-6090-973.2000	VETERAN'S HONOR RACE	17,000.00	14,154.07	0.00	0.00	2,845.93	83.2
1001-6090-973.2001	BURTON MEMORIAL DAY RACE	16,000.00	14,553.84	4,230.83	0.00	1,446.16	90.9
1001-6090-973.2004	MOVIES EXPENDITURES	4,500.00	20.99	0.00	0.00	4,479.01	0.4
1001-6090-973.2005	PATRIOT DAY HERO RACE EXPENDITURES	5,000.00	181.00	181.00	0.00	4,819.00	3.6
Total Dept 6090 - PARKS & RECREATION		158,400.00	112,809.88	34,447.62	2,460.38	43,129.74	72.7
Dept 8001 - PLANNING							
1001-8001-706.0000	SALARIES PERMANENT	24,800.00	21,535.04	1,033.97	0.00	3,264.96	86.8
1001-8001-709.0000	OVERTIME	1,200.00	1,095.34	0.00	0.00	104.66	91.2
1001-8001-710.0000	COMMISSION SALARIES	3,600.00	2,840.00	200.00	0.00	760.00	78.8
1001-8001-717.0000	RETIREMENT - MERS ACTIVE	600.00	310.93	131.30	0.00	289.07	51.8
1001-8001-718.0000	RETIREMENT - MERS RETIREES	3,700.00	2,071.33	1,084.27	0.00	1,628.67	55.9
1001-8001-719.0000	FRINGE BENEFITS	17,200.00	14,693.08	825.22	0.00	2,506.92	85.4
1001-8001-727.0000	SUPPLIES & POSTAGE	500.00	397.08	0.00	0.00	102.92	79.4
1001-8001-828.0000	MEMBERSHIP & DUES	200.00	163.20	0.00	0.00	36.80	81.6
1001-8001-864.0000	TRAINING	650.00	642.43	0.00	0.00	7.57	98.8
1001-8001-900.0000	NOTICES	500.00	211.50	0.00	42.30	246.20	50.7
Total Dept 8001 - PLANNING		52,950.00	43,959.93	3,274.76	42.30	8,947.77	83.1
Dept 8005 - ZONING							
1001-8005-706.0000	SALARIES PERMANENT	24,800.00	21,533.31	1,033.85	0.00	3,266.69	86.8
1001-8005-709.0000	OVERTIME	800.00	688.46	0.00	0.00	111.54	86.0
1001-8005-710.0000	BOARD SALARIES	2,500.00	1,476.00	200.00	0.00	1,024.00	59.0
1001-8005-717.0000	RETIREMENT - MERS ACTIVE	600.00	306.59	131.31	0.00	293.41	51.1
1001-8005-718.0000	RETIREMENT - MERS RETIREES	3,700.00	2,037.54	1,084.26	0.00	1,662.46	55.0
1001-8005-719.0000	FRINGE BENEFITS	15,300.00	14,559.74	825.19	0.00	740.26	95.1
1001-8005-727.0000	SUPPLIES & POSTAGE	800.00	686.39	0.00	0.00	113.61	85.80
1001-8005-828.0000	MEMBERSHIP & DUES	100.00	81.80	0.00	0.00	18.20	81.80
1001-8005-864.0000	TRAINING	650.00	642.42	0.00	0.00	7.58	98.83
1001-8005-900.0000	NOTICES	1,100.00	888.30	169.20	126.90		

06/25/2018 02:51 PM
User: moffittk
DB: Burton

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 1001-6090-973.1000 TO 1001-6090-973.1000
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 1001 GENERAL FUND							
07/01/2017			**1001-6090-973.1000 EASTER EGG HUNT**		BEG. BALANCE		0.00
12/05/2017	AP	INV	SUBURBAN OFFICE & JANITORIAL COPY PAPER	0120221-091	17.75		17.75
01/31/2018	AP	INV	HUNTINGTON NATIONAL BANK CREDIT CARD CHARGES	JAN 2018	620.00		637.75
02/15/2018	AP	INV	SUBURBAN OFFICE & JANITORIAL COPY PAPER	0121647-001	17.75		655.50
03/27/2018	AP	INV	VALLEY TENT RENTAL BOUNCE HOUSES - EASTER EGG HUNT ON 3	4219	300.00		955.50
03/27/2018	AP	INV	VALLEY TENT RENTAL BOUNCE HOUSES - EASTER EGG HUNT ON 3	4219	75.00		1,030.50
03/31/2018	AP	INV	HUNTINGTON NATIONAL BANK CREDIT CARD CHARGES	MARCH 2018	298.96		1,329.46
04/06/2018	AP	INV	DON'S LIL JOHNS LLC PORTA POTTIES FOR EASTER EGG HUNT	3242018	200.00		1,529.46
04/11/2018	AP	INV	MARTIN'S HARDWARE STORE, INC. TENTS, TABLES AND CHAIRS - EASTER EG	308977	346.00		1,875.46
04/11/2018	AP	INV	VIEW NEWSPAPER GROUP NEWSPAPER AD FOR EASTER EGG HUNT ON	255869	323.50		2,198.96
06/30/2018			1001-6090-973.1000	END BALANCE	2,198.96	0.00	2,198.96
GRAND TOTALS:					2,198.96		2,198.96

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3941)

DOC ID: 3941

Approve and authorize the following 2017-2018 budget amendment in the Major Streets Fund: Decrease 2002-4051-802.7589 Bristol Rd Bridge by $2,500; Increase 2002-4051-802.7591 Belsay Rd (Court to Davison) by $2,500.

ATTACHMENTS:

- BA 3941 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 25, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Major Streets Fund Budget as follows: Decrease 2002-4051-802.7589 Bristol Rd Bridge by $2,500; Increase 2002-4051-802.7591 Belsay Rd (Court to Davison) by $2,500.

The Belsay Rd (Court to Davison) account is anticipated to be over budget by year end. As such, I would recommend adding $2,500 to cover estimated expenditures for the remainder of the fiscal year.

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 2002 - MAJOR STREETS							
Revenues							
Dept 0000							
2002-0000-450.0000	RIGHT OF WAY PERMIT FEES	5,800.00	3,288.95	150.00	0.00	2,511.05	56.7
2002-0000-556.0000	STATE REVENUE PA 82	268,400.00	268,425.71	0.00	0.00	(25.71)	100.0
2002-0000-574.0000	51 GAS & WEIGHT TAX	2,768,900.00	2,353,093.46	479,171.57	0.00	415,806.54	84.9
2002-0000-574.0659	ST OF MI ROW MAINTENANCE FEE	78,500.00	0.00	0.00	0.00	78,500.00	0.0
2002-0000-574.0665	FEDERAL/STATE CONST. MATCH	1,509,300.00	1,509,295.99	0.00	0.00	4.01	100.0
2002-0000-649.0000	MATERIAL SALES	6,000.00	4,812.44	0.00	0.00	1,187.56	80.2
2002-0000-666.0000	INTEREST INCOME	500.00	0.00	0.00	0.00	500.00	0.0
2002-0000-675.0000	REFUNDS & REBATES	100.00	0.00	0.00	0.00	100.00	0.0
2002-0000-678.0000	REIMBURSEMENT INCOME	3,000.00	2,700.00	0.00	0.00	300.00	90.0
2002-0000-694.0000	MISCELLANEOUS	13,400.00	0.00	0.00	0.00	13,400.00	0.0
Total Dept 0000		4,653,900.00	4,141,616.55	479,321.57	0.00	512,283.45	88.9
TOTAL REVENUES		4,653,900.00	4,141,616.55	479,321.57	0.00	512,283.45	88.9
Expenditures							
Dept 4051 - CONSTRUCTION							
2002-4051-717.0000	RETIREMENT - MERS ACTIVE	0.00	6.94	6.94	0.00	(6.94)	100.0
2002-4051-718.0000	RETIREMENT - MERS RETIREES	0.00	37.70	37.70	0.00	(37.70)	100.0
2002-4051-719.0000	FRINGE BENEFITS	0.00	84.00	84.00	0.00	(84.00)	100.0
2002-4051-802.7562	I-69 RECONSTRUCTION/REPAIRS	3,000.00	0.00	0.00	0.00	3,000.00	0.0
2002-4051-802.7587	LAPEER (BELSAY TO VASSAR)	104,000.00	6,391.24	0.00	15,602.97	82,005.79	21.1
2002-4051-802.7589	BRISTOL RD BRIDGE	-2,500 206,000.00	157,943.02	0.00	3,793.95	44,263.03	78.5
2002-4051-802.7591	BELSAY RD. (COURT TO DAVISON)	+2,500 83,800.00	70,731.61	472.50	1,033.25	12,035.14	85.6
2002-4051-802.7593	CENTER LIGHT SIGNAL CMAQ	289,000.00	159,423.94	3,332.37	42,576.47	86,999.59	69.9
2002-4051-802.7594	CHIP SEAL	148,500.00	148,360.00	0.00	0.00	140.00	99.9
2002-4051-802.7595	DWRF REPAIRS	27,500.00	27,375.91	0.00	0.00	124.09	99.5
2002-4051-802.7597	CENTER RD (LIPPINCOTT TO LAPEER)	504,000.00	50,804.36	2,109.03	120,312.24	332,883.40	33.9
2002-4051-802.7599	SAGINAW ST. (BRISTOL - HEMPHILL)	103,500.00	37.05	0.00	0.00	103,462.95	0.0
2002-4051-802.7600	POTTER RD. (EGLESTON - BELSAY)	120,000.00	120,000.00	0.00	0.00	0.00	100.0
2002-4051-802.7602	PA 82 ROAD PRESERVATION	268,400.00	0.00	0.00	100,000.00	168,400.00	37.2
Total Dept 4051 - CONSTRUCTION		1,857,700.00	741,195.77	6,042.54	283,318.88	833,185.35	55.1
Dept 4063 - SURFACE MAINTENANCE							
2002-4063-705.0000	SUPERVISION SALARIES	44,000.00	40,388.96	1,515.71	0.00	3,611.04	91.7
2002-4063-706.0000	SALARIES PERMANENT	117,000.00	100,426.31	3,253.26	0.00	16,573.69	85.8
2002-4063-708.0000	SHARED SALARIES	28,600.00	27,499.87	1,023.48	0.00	1,100.13	96.1
2002-4063-709.0000	OVERTIME	4,700.00	2,884.04	143.73	0.00	1,815.96	61.3
2002-4063-717.0000	RETIREMENT - MERS ACTIVE	13,200.00	11,870.51	355.22	0.00	1,329.49	89.9
2002-4063-718.0000	RETIREMENT - MERS RETIREES	66,700.00	58,530.79	1,997.79	0.00	8,169.21	87.7
2002-4063-719.0000	FRINGE BENEFITS	116,800.00	97,998.67	3,226.28	0.00	18,801.33	83.9
2002-4063-751.0000	PATCH	50,000.00	42,826.69	3,337.48	3,653.75	3,519.56	92.9
2002-4063-752.0000	GRAVEL	20,000.00	7,426.50	0.00	2,507.31	10,066.19	49.6
2002-4063-757.0000	OPERATING EXPENDITURES	5,000.00	1,635.17	0.00	1,942.96	1,421.87	71.5
2002-4063-818.0000	CONTRACTUAL SERVICE	5,000.00	5,000.00	0.00	16,581.00	(16,581.00)	431.6
2002-4063-818.2000	CONTRACTUAL SERVICE - CRACK SEAL	75,000.00	74,430.00	0.00	570.00	0.00	100.0
2002-4063-818.3000	CONTRACTUAL SERVICE - STREET SWEEPING	30,000.00	26,143.70	2,548.80	130.56	3,725.74	87.5
2002-4063-943.0000	EQUIPMENT RENTAL	126,600.00	100,055.57	0.00	0.00	26,544.43	79.0
Total Dept 4063 - SURFACE MAINTENANCE		702,600.00	597,116.78	17,401.75	25,385.58	80,097.64	88.60

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GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 2002-4051-802.7591 TO 2002-4051-802.7591
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2002 MAJOR STREETS							
07/01/2017			**2002-4051-802.7591 BELSAY RD. (COURT TO DAVISO**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		170.72		170.72
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		196.58		367.30
07/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION JUL 201	7498	227.35		594.65
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		1,394.27		1,988.92
08/31/2017	JE	JE	EQUIPMENT RENTAL AUG 2017	7740	659.02		2,647.94
08/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION AUG 201	7763	460.75		3,108.69
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		2,230.80		5,339.49
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		1,124.91		6,464.40
09/27/2017	AP	INV	SPICER GROUP PROFESSIONAL SERVICES	187742	7,990.50		14,454.90
09/30/2017	JE	JE	FICA AND RETIRE DISTRIBUTION SEPT 20	7849	682.14		15,137.04
09/30/2017	JE	JE	EQUIPMENT RENTAL SEPT 2017	7851	1,024.07		16,161.11
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		77.58		16,238.69
10/12/2017	AP	INV	STATE OF MICHIGAN -- MDOT BELSAY RD PROGRESS BILLING JOB #1274	591-8179120	896.67		17,135.36
10/20/2017	AP	INV	ROWE INCORPORATED PROFESSIONAL SERVICES 8/20 - 9/16/17	0083996	1,102.50		18,237.86
10/31/2017	JE	JE	EQUIPMENT RENTAL OCT 2017	7875	13.02		18,250.88
10/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION OCT 201	7879	15.83		18,266.71
11/20/2017	AP	INV	SPICER GROUP BELSAY ROAD IMPROVEMENTS - FINAL	188170	4,710.50		22,977.21
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		25.86		23,003.07
12/15/2017	AP	INV	ROWE INCORPORATED BELSAY RD (CT-DAVISON) - ADMIN SERVI	0084711	1,050.00		24,053.07
12/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION DEC 201	8046	5.64		24,058.71
01/18/2018	AP	INV	ROWE INCORPORATED BELSAY RD (CT-DAVISON) - ADMIN SERVI	0084967	7,454.50		31,513.21
02/15/2018	AP	INV	ROWE INCORPORATED BELSAY RD (CT-DAVISON) - ADMIN SERVI	0084326	5,631.50		37,144.71
03/15/2018	AP	INV	ROWE INCORPORATED BELSAY RD (CT-DAVISON) - ADMIN SERVI	0085431	1,155.00		38,299.71
03/23/2018	AP	INV	STATE OF MICHIGAN -- MDOT BELSAY RD (COURT ST TO DAVISON RD)	121368CON	23,468.00		61,767.71
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		51.72		61,819.43
04/11/2018	AP	INV	ROWE INCORPORATED BELSAY RD (CT-DAVISON) - ADMIN SERVI	0085165	3,537.50		65,356.93
04/18/2018	JE	JE	FICA AND RETIRE DISTRIBUTION APR 201	8214	11.29		65,368.22
04/19/2018	AP	INV	ROWE INCORPORATED BELSAY RD (CT-DAVISON) - ADMIN SERVI	0085720	4,865.75		70,233.97
04/30/2018	JE	JE	EQUIPMENT RENTAL APR 2018	8303	25.14		70,259.11
06/15/2018	AP	INV	ROWE INCORPORATED BELSAY RD (CT-DAVISON) - ADMIN SERVI	0086311	472.50		70,731.61
06/30/2018			2002-4051-802.7591	END BALANCE	70,731.61	0.00	70,731.61
GRAND TOTALS:					70,731.61		70,731.61

Attachment: BA 3941 (3941 : Budget Amendment (Budget #))

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3942)

DOC ID: 3942

Approve and authorize the following 2017-2018 budget amendment in the Police Fund: Decrease 2007-2007-818.0000 Contractual Services by $13,500; Increase 2007-2007-867.0000 Gas & Oil by $12,000; Increase 2007-2007-920.0000 Utilities by $1,500.

ATTACHMENTS:

- BA 3942 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 27, 2018

Re: Memo of Explanation for
City Council Meeting of 6/25/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Police Fund Budget as follows: Decrease 2007-2007-818.0000 Contractual Services by $13,500; Increase 2007-2007-867.0000 Gas & Oil by $12,000; Increase 2007-2007-920.0000 Utilities by $1,500.

The Gas & Oil account is currently over budget by $2,677. As such, I would recommend adding $12,000 to cover estimated expenditures for the remainder of the fiscal year.

The Utilities account is projected to be over budget at year end. As such, I would recommend adding $1,500 to cover estimated expenditures for the remainder of the fiscal year.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 2007 - POLICE FUND							
Revenues							
Dept 0000							
2007-0000-403.0000	CURRENT TAXES	4,530,900.00	4,342,303.18	0.00	0.00	188,596.82	95.8
2007-0000-404.0000	TAX CHARGEBACKS	(14,000.00)	23,921.46	0.00	0.00	(37,921.46)	(170.8
2007-0000-407.0000	DELINQUENT PERSONAL TAXES	2,300.00	0.00	0.00	0.00	2,300.00	0.0
2007-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	55,000.00	54,772.00	0.00	0.00	228.00	99.5
2007-0000-629.7773	F.A.N.G. CHARGES	90,000.00	82,500.00	7,500.00	0.00	7,500.00	91.6
2007-0000-629.7792	HIDTA GRANT REVENUE (FANG)	15,000.00	11,157.14	492.50	0.00	3,842.86	74.3
2007-0000-629.7797	D.H.E. GRANT REVENUE (FANG)	2,000.00	0.00	0.00	0.00	2,000.00	0.0
2007-0000-629.7798	DCESP HEMP GRANT REVENUE (FANG)	5,000.00	2,179.72	0.00	0.00	2,820.28	43.5
2007-0000-629.7808	PT-10-20 OHSP SAFE COMMUNITIES GRANT	10,000.00	3,514.35	0.00	0.00	6,485.65	35.1
2007-0000-629.7815	OCDETF POINT BLANK GRANT	5,000.00	106.71	0.00	0.00	4,893.29	2.1
2007-0000-660.0000	DISTRICT COURT FEES	60,000.00	42,069.01	3,294.95	0.00	17,930.99	70.1
2007-0000-661.0000	POLICE FEES	20,000.00	19,295.00	1,600.00	0.00	705.00	96.4
2007-0000-663.0000	S.O. REGISTRY ANNUAL FEE REVENUE	2,000.00	2,500.00	50.00	0.00	(500.00)	125.0
2007-0000-673.0000	SALE OF ASSETS	0.00	1,550.00	0.00	0.00	(1,550.00)	100.0
2007-0000-675.0000	REFUNDS & REBATES	10,000.00	0.00	0.00	0.00	10,000.00	0.0
2007-0000-678.0000	REIMBURSEMENT INCOME	35,000.00	34,436.25	6,808.89	0.00	563.75	98.3
2007-0000-691.1001	TRANSFER FROM GENERAL FUND	500,000.00	500,000.00	0.00	0.00	0.00	100.0
2007-0000-691.5013	TRANSFER FROM DDA	5,000.00	5,000.00	5,000.00	0.00	0.00	100.0
2007-0000-694.0000	OTHER REVENUES	10,000.00	12,522.04	3,509.45	0.00	(2,522.04)	125.2
Total Dept 0000		5,343,200.00	5,137,826.86	28,255.79	0.00	205,373.14	96.1
TOTAL REVENUES		5,343,200.00	5,137,826.86	28,255.79	0.00	205,373.14	96.1
Expenditures							
Dept 2007 - POLICE FUND EXPENSES							
2007-2007-703.0000	ADMINISTRATIVE SALARIES	70,200.00	67,470.73	2,698.83	0.00	2,729.27	96.1
2007-2007-704.0000	LIEUTENANTS SALARIES	134,300.00	126,506.67	5,163.54	0.00	7,793.33	94.2
2007-2007-705.0000	SERGEANTS SALARIES	302,500.00	271,672.52	8,807.73	0.00	30,827.48	89.8
2007-2007-706.0000	SALARIES PERMANENT	1,428,500.00	1,330,131.84	53,418.68	0.00	98,368.16	93.1
2007-2007-708.0000	SHARED SALARIES	136,500.00	114,738.81	4,777.44	0.00	21,761.19	84.0
2007-2007-709.0000	OVERTIME	175,000.00	162,701.17	15,359.72	0.00	12,298.83	92.9
2007-2007-709.2007	OVERTIME - BACK TO THE BRICKS	12,200.00	12,161.40	0.00	0.00	38.60	99.6
2007-2007-717.0000	RETIREMENT - MERS ACTIVE	93,300.00	85,817.27	3,554.29	0.00	7,482.73	91.9
2007-2007-718.0000	RETIREMENT - MERS RETIREES	1,007,800.00	910,284.83	36,880.31	0.00	97,515.17	90.3
2007-2007-719.0000	FRINGE BENEFITS	1,354,100.00	1,059,950.49	46,662.39	0.00	294,149.51	78.2
2007-2007-727.0000	OFFICE SUPPLIES	6,000.00	5,635.16	128.98	257.93	106.91	98.2
2007-2007-728.0000	INFORMATION TECH ALLOCATION	33,600.00	33,600.00	(15,200.00)	0.00	0.00	100.0
2007-2007-731.0000	POSTAGE	1,000.00	587.16	27.90	0.00	412.84	58.7
2007-2007-741.0000	AMMUNITION & WEAPONS	20,000.00	10,757.23	0.00	0.00	9,242.77	53.7
2007-2007-744.0000	UNIFORMS	15,000.00	6,670.74	274.00	1,934.21	6,395.05	57.3
2007-2007-757.0000	OPERATING EXPENDITURES	12,000.00	8,678.17	377.38	1,058.41	2,263.42	81.1
2007-2007-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	3,200.00	3,200.00	0.00	0.00	0.00	100.0
2007-2007-811.7773	F.A.N.G. PROJECT OFFICERS	180,000.00	168,745.99	11,837.23	3,426.33	7,827.68	95.6
2007-2007-811.7792	HIDTA GRANT EXPENSE (FANG)	15,000.00	14,094.16	0.00	0.00	905.84	93.9
2007-2007-811.7797	D.H.E. GRANT EXPENSE (FANG)	2,000.00	0.00	0.00	0.00	2,000.00	0.0
2007-2007-811.7798	HEMP GRANT EXPENSE (FANG)	5,000.00	2,650.77	0.00	0.00	2,349.23	53.0
2007-2007-811.7808	PT-10-20 OHSP SAFE COMMUNITIES GRANT	10,000.00	6,774.29	0.00	0.00	3,225.71	67.7
2007-2007-811.7815	OCDETF POINT BLANK GRANT	5,000.00	116.53	0.00	0.00	4,883.47	2.3
2007-2007-818.0000	CONTRACTUAL SERVICE	−13,500 62,600.00	38,279.02	3,009.12	1,583.54	22,737.44	63.6
2007-2007-818.7170	NARCOTICS INVESTIGATION	26,600.00	26,516.26	0.00	0.00	83.74	99.69
2007-2007-826.0000	LEGAL	90,000.00	88,458.29	9,286.75	0.00	1,541.71	98.29
2007-2007-828.0000	MEMBERSHIP & DUES	1,500.00	860.00	0.00	175.00		

GL NUMBER	DESCRIPTION		2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 2007 - POLICE FUND								
Expenditures								
2007-2007-863.0000	AUTO REPAIR		110,000.00	98,772.28	4,417.32	7,603.31	3,624.41	96.7
2007-2007-864.0000	TRAINING & CERTIFICATIONS		3,000.00	3,000.00	0.00	0.00	0.00	100.0
2007-2007-867.0000	GAS & OIL	+12,000	75,000.00	77,677.12	0.00	0.00	(2,677.12)	103.5
2007-2007-868.0000	AUTO WASH		4,000.00	3,458.00	375.00	541.21	0.79	99.9
2007-2007-910.0000	INSURANCE		81,100.00	81,090.51	0.00	0.00	9.49	99.9
2007-2007-920.0000	UTILITIES	+1,500	38,000.00	34,942.83	10.54	589.78	2,467.39	93.5
2007-2007-921.0000	SEWER PAYMENTS		3,200.00	3,183.60	0.00	0.00	16.40	99.4
2007-2007-931.0000	BUILDING REPAIR		18,000.00	16,231.06	785.85	1,029.92	739.02	95.8
2007-2007-934.0000	EQUIPMENT REPAIRS		1,500.00	590.04	0.00	7.19	902.77	39.8
2007-2007-943.0000	EQUIPMENT RENTAL		6,000.00	3,911.66	0.00	0.00	2,088.34	65.1
2007-2007-956.0000	MISCELLANEOUS		2,400.00	521.31	61.11	0.00	1,878.69	21.7
2007-2007-962.0000	TRAINING (OFFICER)		15,000.00	6,078.36	1,470.00	3,589.45	5,332.19	64.4
2007-2007-984.0000	OFFICE EQUIPMENT		2,000.00	178.34	0.00	0.00	1,821.66	8.9
2007-2007-985.0000	POLICE VEHICLES		85,600.00	85,584.81	0.00	0.00	15.19	99.9
2007-2007-991.0001	PRINCIPAL PORTION OF LEASE (CAPITAL) PM		16,600.00	16,574.71	0.00	0.00	25.29	99.8
2007-2007-995.0001	INTEREST PORTION OF LEASE (CAPITAL) PMT		1,900.00	1,876.15	0.00	0.00	23.85	98.7
Total Dept 2007 - POLICE FUND EXPENSES			5,666,200.00	4,990,730.28	194,184.11	21,796.28	653,673.44	88.4
TOTAL EXPENDITURES			5,666,200.00	4,990,730.28	194,184.11	21,796.28	653,673.44	88.4
Fund 2007 - POLICE FUND:								
TOTAL REVENUES			5,343,200.00	5,137,826.86	28,255.79	0.00	205,373.14	96.1
TOTAL EXPENDITURES			5,666,200.00	4,990,730.28	194,184.11	21,796.28	653,673.44	88.4
NET OF REVENUES & EXPENDITURES			(323,000.00)	147,096.58	(165,928.32)	(21,796.28)	(448,300.30)	38.7

Attachment: BA 3942 (3942 : Budget Amendment (Budget #))

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GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 2007-2007-867.0000 TO 2007-2007-867.0000
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2007 POLICE FUND							
07/01/2017			**2007-2007-867.0000 GAS & OIL**		BEG. BALANCE		0.00
07/31/2017	JE	JE	FUEL USE JULY 2017	7493	5,675.68		5,675.68
07/31/2017	JE	JE	FUEL USE JULY 2017	7493	21.65		5,697.33
08/31/2017	JE	JE	FUEL USE AUG 2017	7810	5,568.61		11,265.94
08/31/2017	JE	JE	FUEL USE AUG 2017	7810	201.48		11,467.42
09/30/2017	JE	JE	FUEL USE SEPT 2017	7811	6,135.88		17,603.30
09/30/2017	JE	JE	FUEL USE SEPT 2017	7811	21.65		17,624.95
10/31/2017	JE	JE	FUEL USE OCT 2017	7908	6,207.46		23,832.41
10/31/2017	JE	JE	FUEL USE OCT 2017	7908	76.30		23,908.71
11/30/2017	JE	JE	FUEL USE NOV 2017	7973	6,299.39		30,208.10
12/31/2017	JE	JE	FUEL USE DEC 2017	8289	5,986.26		36,194.36
12/31/2017	JE	JE	FUEL USE DEC 2017	8289	185.63		36,379.99
01/31/2018	JE	JE	FUEL USE JAN 2018	8290	5,636.37		42,016.36
01/31/2018	JE	JE	FUEL USE JAN 2018	8290	24.60		42,040.96
02/28/2018	JE	JE	FUEL USE FEB 2018	8291	6,324.00		48,364.96
02/28/2018	JE	JE	FUEL USE FEB 2018	8291	7.18		48,372.14
03/31/2018	JE	JE	FUEL USE MAR 2018	8292	4,404.97		52,777.11
04/30/2018	JE	JE	FUEL USE APR 2018	8293	6,556.90		59,334.01
04/30/2018	JE	JE	FUEL USE APR 2018	8293	12.93		59,346.94
05/31/2018	JE	JE	FUEL USE MAY 18	8436	7,770.68		67,117.62
05/31/2018	JE	JE	FUEL USE MAY 18	8436	53.68		67,171.30
05/31/2018	JE	JE	ADJUST FUEL TO READING @ 5/31/18	8442	10,505.82		77,677.12
06/30/2018			2007-2007-867.0000	END BALANCE	77,677.12	0.00	77,677.12
GRAND TOTALS:					77,677.12		77,677.12

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2007 POLICE FUND							
07/01/2017			**2007-2007-920.0000 UTILITIES**		BEG. BALANCE		0.00
07/27/2017	AP	INV	COMCAST CABLE SERVICE - PD	7/13 - 8/12/17	10.53		10.53
07/31/2017	AP	INV	MCNAUGHTON-MCKAY ELECTRICAL SUPPLIES	15369984-00	202.80		213.33
08/11/2017	AP	INV	COMCAST CABLE SERVICE - POLICE	8/13 - 9/12	10.53		223.86
08/15/2017	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	JULY 2017	3,632.38		3,856.24
08/29/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1680876	41.04		3,897.28
08/29/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1689303	41.04		3,938.32
08/29/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MAT RENTAL - PD	1697778	41.04		3,979.36
08/31/2017	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	AUG 2017	3,259.89		7,239.25
09/12/2017	AP	INV	GOYETTE MECHANICAL MAINT SERVICE - PD	10890608	216.00		7,455.25
09/25/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1706136	41.04		7,496.29
09/25/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1714434	41.04		7,537.33
09/25/2017	AP	INV	MCNAUGHTON-MCKAY ELECTRICAL SUPPLIES	15463730-00	202.80		7,740.13
10/12/2017	AP	INV	COMCAST CABLE SERVICE - POLICE	10/13 - 11/12/17	10.53		7,750.66
10/20/2017	AP	INV	RW MERCER CO. INC. QUARTERLY B INSPECTIONS FOR UNDERGRO	99680	250.00		8,000.66
10/20/2017	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	SEPT 2017	3,065.03		11,065.69
10/24/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1722834	41.04		11,106.73
10/24/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1731217	41.04		11,147.77
11/06/2017	AP	INV	COMCAST CABLE SERVICE - POLICE	11/13 - 12/12/17	10.53		11,158.30
11/06/2017	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	OCT 2017	2,714.13		13,872.43
11/20/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1739603	41.04		13,913.47
11/20/2017	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1748173	41.04		13,954.51
11/20/2017	AP	INV	CONSUMERS ENERGY UTILITY CHARGES - ACCT 1000 1818 441	OCT 2017	342.82		14,297.33
11/30/2017	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	NOV 2017	2,405.59		16,702.92
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		240.00		16,942.92
12/14/2017	AP	INV	COMCAST CABLE SERVICE - POLICE	12/13-1/12/17	10.53		16,953.45
12/14/2017	AP	INV	GOYETTE MECHANICAL MAINT SERVICE - POLICE	108913564	216.00		17,169.45
12/14/2017	AP	INV	ROCK BOTTOM STONE SUPPLY DRAGON ICE MELT SIDEWALK SALT	39693	83.86		17,253.31
12/28/2017	PR	CHK	SUMMARY PR 12/28/2017		415.42		17,668.73
12/31/2017	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	DEC 2017	3,301.33		20,970.06
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		700.04		21,670.10
01/18/2018	AP	INV	COMCAST CABLE SERVICE - POLICE	JAN/FEB	10.54		21,680.64
01/18/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1756310-00	41.04		21,721.68
01/18/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1764422-00	41.04		21,762.72
01/18/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1772658-00	41.04		21,803.76
01/18/2018	AP	INV	WIN'S ELECTRICAL SUPPLY CO. ELECTRICAL SUPPLIES	141547	12.51		21,816.27
01/18/2018	AP	INV	WIN'S ELECTRICAL SUPPLY CO. ELECTRICAL SUPPLIES	141601	2.69		21,818.96
01/18/2018	AP	INV	WIN'S ELECTRICAL SUPPLY CO. ELECTRICAL SUPPLIES	142999	14.85		21,833.81
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		271.16		22,104.97
02/06/2018	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	JAN 2018	3,003.36		25,108.33
02/15/2018	AP	INV	COMCAST CABLE SERVICE - POLICE	2/13 - 3/12/18	10.54		25,118.87
02/16/2018	AP	INV	ROCK BOTTOM STONE SUPPLY DRAGON ICE MELT SIDEWALK SALT	41704	48.89		25,167.76
02/27/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1787722	41.04		25,208.80
02/27/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1795241	41.04		25,249.84
02/27/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1802704	41.04		25,290.88
02/27/2018	AP	INV	ROCK BOTTOM STONE SUPPLY DRAGON ICE MELT SIDEWALK SALT	42470	48.93		25,339.81
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		15.15		25,354.96
03/12/2018	AP	INV	COMCAST CABLE SERVICE - POLICE	3/13 - 4/12/18	10.54		25,365.50
03/23/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1810212	41.04		25,406.54
03/23/2018	AP	INV	MAURER'S TEXTILE RENTAL FLOOR MATS - POLICE DEPARTMENT	1817789	41.04		25,447.58
03/28/2018	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	FEB 2018	3,050.63		28,498.21
03/31/2018	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	MARCH 2018	3,238.93		31,737.14

Attachment: BA 3942 (3942 : Budget Amendment (Budget #))

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			2007-2007-920.0000 UTILITIES	(Continued)			
04/06/2018	AP	INV	GOYETTE MECHANICAL MAINT SERVICE - PD	108918019	216.00		31,953.14
04/11/2018	AP	INV	COMCAST CABLE SERVICE - POLICE	4/13 - 5/12/18	10.54		31,963.68
04/30/2018	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	APRIL 2018	3,117.99		35,081.67
05/09/2018	AP	INV	COMCAST CABLE SERVICE - POLICE	5/13/18 - 6/12/18	10.54		35,092.21
05/31/2018	JE	JE	RECL BLDG REPAIR CHARGES TO PROPER A	8428		3,854.78	31,237.43
05/31/2018	AP	INV	CONSUMERS ENERGY UTILITY CHARGES	MAY 2018	3,694.86		34,932.29
06/08/2018	AP	INV	COMCAST CABLE SERVICE - POLICE	6/13 - 7/12/18	10.54		34,942.83
06/30/2018			2007-2007-920.0000	END BALANCE	38,797.61	3,854.78	34,942.83
GRAND TOTALS:					38,797.61	3,854.78	34,942.83

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3943)

DOC ID: 3943

Approve and authorize the following 2017-2018 budget amendment in the Building Department Fund: Increase 2049-2061-818.0000 Contractual Services by $2,000; Decrease 2049-2061-718.0000 Retirement-MERS Retirees by $2,000.

ATTACHMENTS:

- BA 3943 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 25, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Building Department Fund Budget as follows: Increase 2049-2061-818.0000 Contractual Services by $2,000; Decrease 2049-2061-718.0000 Retirement-MERS Retirees by $2,000.

The Contractual Services account is projected to be over budget at year end. As such, I would recommend adding $2,000 to cover estimated expenditures for the remainder of the fiscal year.

06/25/2018 03:32 PM
User: moffittk
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION		2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 2049 - BUILDING DEPARTMENT FUND								
Revenues								
Dept 0000								
2049-0000-450.0000	PERMITS & LICENSE FEES		130,000.00	134,283.50	11,156.50	0.00	(4,283.50)	103.3
2049-0000-478.0000	MMJ LICENSE & LATE FEES		40,000.00	65,000.00	0.00	0.00	(25,000.00)	162.5
2049-0000-624.0000	CONDEMNED HOUSING		13,000.00	14,137.20	0.00	0.00	(1,137.20)	108.7
2049-0000-624.0001	SITE CLEAN UP		600.00	14,376.84	3,257.70	0.00	(13,776.84)	2,396.1
2049-0000-625.0000	INSPECTION FEES		30,000.00	30,410.00	2,290.00	0.00	(410.00)	101.3
2049-0000-626.0000	ABANDON PROPERTY REGISTRATION FEES		7,000.00	1,500.00	0.00	0.00	5,500.00	21.4
2049-0000-641.0000	WEED CUTTING REVENUE (INVOICED OUT)		30,000.00	29,767.16	5,358.18	0.00	232.84	99.2
2049-0000-664.0000	SOIL EROSION SERVICES		4,000.00	16,550.00	100.00	0.00	(12,550.00)	413.7
2049-0000-678.0000	REIMBURSEMENT INCOME		6,000.00	11,427.54	0.00	0.00	(5,427.54)	190.4
2049-0000-691.1001	TRANSFER FROM GENERAL FUND		94,000.00	94,000.00	0.00	0.00	0.00	100.0
2049-0000-694.0000	MISCELLANEOUS		500.00	10.00	0.00	0.00	490.00	2.0
Total Dept 0000			355,100.00	411,462.24	22,162.38	0.00	(56,362.24)	115.8
TOTAL REVENUES			355,100.00	411,462.24	22,162.38	0.00	(56,362.24)	115.8
Expenditures								
Dept 2061 - BUILDING								
2049-2061-703.0000	ADMINISTRATIVE SALARIES		17,000.00	14,403.56	584.21	0.00	2,596.44	84.7
2049-2061-706.0000	SALARIES PERMANENT		117,000.00	103,811.78	2,329.22	0.00	13,188.22	88.7
2049-2061-708.0000	SHARED SALARIES		24,400.00	21,195.31	756.01	0.00	3,204.69	86.8
2049-2061-709.0000	OVERTIME		4,200.00	685.77	30.93	0.00	3,514.23	16.3
2049-2061-717.0000	RETIREMENT - MERS ACTIVE		8,300.00	6,472.21	246.31	0.00	1,827.79	77.9
2049-2061-718.0000	RETIREMENT - MERS RETIREES	-2,000	27,400.00	16,335.34	732.77	0.00	11,064.66	59.6
2049-2061-719.0000	FRINGE BENEFITS		70,700.00	66,375.22	1,169.75	0.00	4,324.78	93.8
2049-2061-727.0000	OFFICE SUPPLIES		1,200.00	966.56	75.83	158.44	75.00	93.7
2049-2061-728.0000	INFORMATION TECH ALLOCATION		5,600.00	5,600.00	(2,600.00)	0.00	0.00	100.0
2049-2061-731.0000	POSTAGE		600.00	443.61	0.00	0.00	156.39	73.9
2049-2061-757.0000	OPERATING EXPENDITURES		6,300.00	4,102.81	9.10	149.16	2,048.03	67.4
2049-2061-804.0000	MMJ RELATED EXPENDITURES		40,000.00	2,716.82	0.00	0.00	37,283.18	6.7
2049-2061-818.0000	CONTRACTUAL SERVICES	+2,000	22,100.00	19,234.15	1,900.00	2,000.00	865.85	96.0
2049-2061-826.0000	LEGAL		2,500.00	546.87	250.00	0.00	1,953.13	21.8
2049-2061-828.0000	MEMBERSHIP & DUES		600.00	75.00	0.00	0.00	525.00	12.5
2049-2061-864.0000	TRAINING		2,500.00	861.42	0.00	0.00	1,638.58	34.4
2049-2061-920.0000	UTILITIES		3,800.00	3,070.69	0.00	0.00	729.31	80.8
2049-2061-943.0000	EQUIPMENT RENTAL		18,000.00	14,131.28	0.00	0.00	3,868.72	78.5
2049-2061-959.0000	CONDEMNED HOUSING		90,000.00	9,874.95	1,032.25	44,914.91	35,210.14	60.8
2049-2061-961.0000	WEED CUTTING EXP. TO BE BILLED OUT		25,000.00	12,273.16	3,334.28	12,726.84	0.00	100.0
2049-2061-964.0000	SOIL EROSION SERVICES		1,100.00	58.44	0.00	0.00	1,041.56	5.3
2049-2061-966.0000	BLIGHT ELMINATION GRANT EXPENDITURE		64,800.00	11,909.52	11,800.00	0.00	52,890.48	18.3
2049-2061-984.0000	OFFICE EQUIPMENT		200.00	0.00	0.00	0.00	200.00	0.0
Total Dept 2061 - BUILDING			553,300.00	315,144.47	21,650.66	59,949.35	178,206.18	67.7
TOTAL EXPENDITURES			553,300.00	315,144.47	21,650.66	59,949.35	178,206.18	67.7
Fund 2049 - BUILDING DEPARTMENT FUND:								
TOTAL REVENUES			355,100.00	411,462.24	22,162.38	0.00	(56,362.24)	115.87
TOTAL EXPENDITURES			553,300.00	315,144.47	21,650.66	59,949.35	178,206.18	67.79
NET OF REVENUES & EXPENDITURES			(198,200.00)	96,317.77	511.72	(59,949.35)	(234,[illegible]	[illegible]

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2049 BUILDING DEPARTMENT FUND							
07/01/2017			**2049-2061-818.0000 CONTRACTUAL SERVICES**		BEG. BALANCE		0.00
07/28/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	7/3 - 7/10/17	1,055.00		1,055.00
08/15/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	7/12 - 7/20/17	1,325.00		2,380.00
08/15/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	7/24 - 8/8/17	1,240.00		3,620.00
08/30/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	8/11 - 8/24/17	1,950.00		5,570.00
09/26/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	8/28/17 - 9/7/17	2,160.00		7,730.00
09/27/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	9/11 - 9/21/17	2,240.00		9,970.00
10/10/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS (53) & PLAN REV	9/22 10/05/17	2,405.00		12,375.00
10/25/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	10/9 - 10/24/17	1,440.00		13,815.00
11/28/2017	AP	INV	FORECAST5 ANALYTICS, INC. 5CAST - LICENSE AGREEMENT	INV04493	54.15		13,869.15
12/07/2017	AP	INV	LARRY GRAMER BUILDING INSPECTIONS (20) & PLAN REV	INSPECTIONS	725.00		14,594.15
01/05/2018	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	12222017	315.00		14,909.15
04/06/2018	AP	INV	KENDALL PRINTING CITY OF BURTON 2018 CALENDAR	32137	250.00		15,159.15
04/19/2018	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	4/9 - 4/13/18	560.00		15,719.15
04/19/2018	AP	INV	MATT HART BUILDING INSPECTIONS AND PLAN REVIEW	4/2 -4/6/18	345.00		16,064.15
05/23/2018	AP	INV	MATT HART BUILDING DEPARTMENT INSPECTIONS (20)	5/14 - 5/16/18	700.00		16,764.15
05/25/2018	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	5/9/18	570.00		17,334.15
06/06/2018	AP	INV	LARRY GRAMER BUILDING INSPECTIONS & PLAN REVIEWS	INSPECTIONS	1,900.00		19,234.15
06/30/2018			2049-2061-818.0000	END BALANCE	19,234.15	0.00	19,234.15
GRAND TOTALS:					19,234.15		19,234.15

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3944)

DOC ID: 3944 A

Approve and authorize the following 2017-2018 budget amendment in the Motor Pool Fund: Decrease 6061-6061-719.0000 Fringe Benefits by $5,000; Increase 6061-6061-749.7007 Traffic Signs by $5,000.

ATTACHMENTS:

- BA 3944 (PDF)
- BA 3944 Rev (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 25, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Motor Pool Fund Budget as follows: Decrease 6061-6061-719.0000 Fringe Benefits by $3,000; Increase 6061-6061-749.7007 Traffic Signs by $3,000.

The Traffic Signs account is anticipated to be over budget by year end. As such, I would recommend adding $3,000 to cover estimated expenditures for the remainder of the fiscal year.

06/25/2018 04:16 PM
User: moffittk
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 6061 - MOTOR POOL							
Revenues							
Dept 0000							
6061-0000-645.0000	SALE OF VEHICLES	500.00	0.00	0.00	0.00	500.00	0.0
6061-0000-650.0606	MATERIAL SALES - CULVERTS	5,000.00	1,318.04	0.00	0.00	3,681.96	26.3
6061-0000-650.0607	MATERIAL SALES - TRAFFIC SIGNS	14,000.00	5,206.16	0.00	0.00	8,793.84	37.1
6061-0000-650.0608	MATERIAL SALES - SALT	210,800.00	210,793.66	26,000.00	0.00	6.34	100.0
6061-0000-650.0609	MATERIAL SALES - GRAVEL	40,000.00	11,669.25	0.00	0.00	28,330.75	29.1
6061-0000-650.0610	SALE OF GAS	45,000.00	16,475.19	8,985.93	0.00	28,524.81	36.6
6061-0000-650.0670	SALE OF SCRAP	500.00	2,659.75	0.00	0.00	(2,159.75)	531.9
6061-0000-666.0000	INTEREST INCOME	3,600.00	0.00	0.00	0.00	3,600.00	0.0
6061-0000-669.0680	LOCAL ST EQUIPMENT RENTAL	192,000.00	144,461.56	0.00	0.00	47,538.44	75.2
6061-0000-669.0681	MAJOR ST EQUIPMENT RENTAL	284,000.00	240,128.54	0.00	0.00	43,871.46	84.5
6061-0000-669.0682	SEWER EQUIPMENT RENTAL	80,000.00	55,812.56	0.00	0.00	24,187.44	69.7
6061-0000-669.0683	WATER EQUIPMENT RENTAL	125,000.00	98,722.68	0.00	0.00	26,277.32	78.9
6061-0000-669.0684	GEN FUND EQUIPMENT RENTAL	26,500.00	22,246.60	0.00	0.00	4,253.40	83.9
6061-0000-669.0685	GEN FUND EQUIPMENT REPAIR	20,000.00	9,056.77	0.00	0.00	10,943.23	45.2
6061-0000-669.0686	POLICE EQUIPMENT RENTAL	6,000.00	3,911.66	0.00	0.00	2,088.34	65.1
6061-0000-669.0689	BUILDING EQUIPMENT RENTAL	18,000.00	16,027.74	0.00	0.00	1,972.26	89.0
6061-0000-669.0690	SENIOR CITIZEN EQUIPMENT RENTAL	26,000.00	14,967.33	0.00	0.00	11,032.67	57.5
6061-0000-669.0691	TECH CHARGES FIRE EQUIPMENT	9,000.00	4,202.62	0.00	0.00	4,797.38	46.7
6061-0000-669.0693	DDA EQUIPMENT RENTAL	2,600.00	1,190.99	0.00	0.00	1,409.01	45.8
6061-0000-673.0000	SALE OF ASSETS	20,000.00	17,727.77	0.00	0.00	2,272.23	88.6
6061-0000-675.0000	REFUNDS & REBATES	9,000.00	0.00	0.00	0.00	9,000.00	0.0
6061-0000-678.0000	REIMBURSEMENT INCOME	94,900.00	90,443.07	0.00	0.00	4,456.93	95.3
Total Dept 0000		1,232,400.00	967,021.94	34,985.93	0.00	265,378.06	78.4
TOTAL REVENUES		1,232,400.00	967,021.94	34,985.93	0.00	265,378.06	78.4
Expenditures							
Dept 6061 - MOTOR POOL EXPENSES							
6061-6061-706.0000	SALARIES PERMANENT	95,900.00	39,118.88	3,025.71	0.00	56,781.12	40.7
6061-6061-706.7007	EQUIPMENT MAINTENANCE	15,200.00	13,412.59	52.10	0.00	1,787.41	88.2
6061-6061-708.0000	SHARED SALARIES	7,000.00	5,866.04	248.88	0.00	1,133.96	83.8
6061-6061-709.0000	OVERTIME	6,400.00	1,984.61	37.35	0.00	4,415.39	31.0
6061-6061-717.0000	RETIREMENT - MERS ACTIVE	3,800.00	1,577.42	66.18	0.00	2,222.58	41.5
6061-6061-718.0000	RETIREMENT - MERS RETIREES	14,000.00	8,132.71	280.37	0.00	5,867.29	58.0
6061-6061-719.0000	FRINGE BENEFITS —3,000	65,200.00	29,984.29	2,741.71	0.00	35,215.71	45.9
6061-6061-728.0000	INFORMATION TECH ALLOCATION	8,400.00	8,400.00	(3,800.00)	0.00	0.00	100.0
6061-6061-746.7006	CULVERTS	5,000.00	1,318.04	0.00	0.00	3,681.96	26.3
6061-6061-747.7009	GRAVEL	40,000.00	11,669.25	0.00	0.00	28,330.75	29.1
6061-6061-748.7008	SALT	210,800.00	210,793.66	26,000.00	0.00	6.34	100.0
6061-6061-749.7007	TRAFFIC SIGNS +3,000	4,200.00	5,206.16	0.00	0.00	(1,006.16)	123.9
6061-6061-757.0000	OPERATING EXPENDITURES	49,500.00	9,582.04	871.59	22,865.15	17,052.81	65.5
6061-6061-776.0000	BLDG MAINT/SUPPL/JANITORIAL	20,000.00	10,498.80	1,600.03	3,328.34	6,172.86	69.1
6061-6061-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	4,200.00	4,200.00	0.00	0.00	0.00	100.0
6061-6061-818.0000	CONTRACTUAL SERVICE	1,000.00	376.29	76.50	76.50	547.21	45.2
6061-6061-864.0000	TRAINING	3,000.00	148.99	0.00	0.00	2,851.01	4.9
6061-6061-867.0000	GAS & OIL	120,000.00	77,167.42	0.00	375.70	42,456.88	64.6
6061-6061-910.0000	VEHICLE INSURANCE	50,000.00	46,889.15	0.00	0.00	3,110.85	93.7
6061-6061-910.7020	BUILDING INSURANCE	3,500.00	3,482.03	0.00	0.00	17.97	99.4
6061-6061-920.0000	UTILITIES	15,000.00	11,059.32	0.00	0.00	3,940.68	73.7
6061-6061-934.0000	EQUIPMENT REPAIRS	188,200.00	157,135.73	3,175.19	30,329.50	734.77	99.61
6061-6061-958.0000	FREIGHT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
6061-6061-968.0000	DEPRECIATION EXPENSE	363,400.00	0.00	0.00	0.00	363,[illegible]	[illegible]

06/25/2018 04:12 PM
User: moffittk
DB: Burton

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 6061-6061-749.7007 TO 6061-6061-749.7007
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 6061 MOTOR POOL							
07/01/2017			**6061-6061-749.7007 TRAFFIC SIGNS**		BEG. BALANCE		0.00
07/31/2017	JE	JE	SIGN WORK ORDERS JULY 2017	7769	193.77		193.77
08/01/2017	JE	JE	SIGN WORK ORDERS	7474	150.94		344.71
08/01/2017	JE		TO REVERSE MANUAL JOURNAL ENTRY: 747	7768		150.94	193.77
09/30/2017	JE	JE	SIGN WORK ORDERS SEPT 2017	7864	618.08		811.85
10/31/2017	JE	JE	SIGN WORK ORDERS OCT 2017	7896	157.40		969.25
11/30/2017	JE	JE	SIGN WORK ORDERS SEPT 2017	7960	305.39		1,274.64
11/30/2017	JE	JE	SIGN WORK ORDERS NOV 2018	8247	590.78		1,865.42
12/31/2017	JE	JE	SIGN WORK ORDERS DEC 2017	8248	220.46		2,085.88
01/31/2018	JE	JE	SIGN WORK ORDERS JAN 2018	8249	674.74		2,760.62
02/28/2018	JE	JE	SIGN WORK ORDERS FEB 2018	8250	146.10		2,906.72
03/31/2018	JE	JE	SIGN WORK ORDERS MAR 18	8454	978.77		3,885.49
04/30/2018	JE	JE	SIGN WORK ORDERS APR 18	8455	1,022.34		4,907.83
05/31/2018	JE	JE	SIGN WORK ORDERS MAY 18	8456	298.33		5,206.16
06/30/2018			6061-6061-749.7007	END BALANCE	5,357.10	150.94	5,206.16
GRAND TOTALS:					5,357.10	150.94	5,206.16

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 25, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Motor Pool Fund Budget as follows: Decrease 6061-6061-719.0000 Fringe Benefits by $5,000; Increase 6061-6061-749.7007 Traffic Signs by $5,000.

The Traffic Signs account is anticipated to be over budget by year end. As such, I would recommend adding $5,000 to cover estimated expenditures for the remainder of the fiscal year.

06/26/2018 04:13 PM
User: moffittk
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION		2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 6061 - MOTOR POOL								
Revenues								
Dept 0000								
6061-0000-645.0000	SALE OF VEHICLES		500.00	0.00	0.00	0.00	500.00	0.0
6061-0000-650.0606	MATERIAL SALES - CULVERTS		5,000.00	924.35	(393.69)	0.00	4,075.65	18.4
6061-0000-650.0607	MATERIAL SALES - TRAFFIC SIGNS		14,000.00	8,327.30	3,121.14	0.00	5,672.70	59.4
6061-0000-650.0608	MATERIAL SALES - SALT		210,800.00	210,793.66	26,000.00	0.00	6.34	100.0
6061-0000-650.0609	MATERIAL SALES - GRAVEL		40,000.00	8,451.51	(3,217.74)	0.00	31,548.49	21.1
6061-0000-650.0610	SALE OF GAS		45,000.00	16,475.19	8,985.93	0.00	28,524.81	36.6
6061-0000-650.0670	SALE OF SCRAP		500.00	2,659.75	0.00	0.00	(2,159.75)	531.9
6061-0000-666.0000	INTEREST INCOME		3,600.00	0.00	0.00	0.00	3,600.00	0.0
6061-0000-669.0680	LOCAL ST EQUIPMENT RENTAL		192,000.00	144,461.56	0.00	0.00	47,538.44	75.2
6061-0000-669.0681	MAJOR ST EQUIPMENT RENTAL		284,000.00	240,128.54	0.00	0.00	43,871.46	84.5
6061-0000-669.0682	SEWER EQUIPMENT RENTAL		80,000.00	55,812.56	0.00	0.00	24,187.44	69.7
6061-0000-669.0683	WATER EQUIPMENT RENTAL		125,000.00	98,722.68	0.00	0.00	26,277.32	78.9
6061-0000-669.0684	GEN FUND EQUIPMENT RENTAL		26,500.00	22,246.60	0.00	0.00	4,253.40	83.9
6061-0000-669.0685	GEN FUND EQUPMENT REPAIR		20,000.00	9,056.77	0.00	0.00	10,943.23	45.2
6061-0000-669.0686	POLICE EQUIPMENT RENTAL		6,000.00	3,911.66	0.00	0.00	2,088.34	65.1
6061-0000-669.0689	BUILDING EQUIPMENT RENTAL		18,000.00	16,027.74	0.00	0.00	1,972.26	89.0
6061-0000-669.0690	SENIOR CITIZEN EQUIPMENT RENTAL		26,000.00	14,967.33	0.00	0.00	11,032.67	57.5
6061-0000-669.0691	TECH CHARGES FIRE EQUIPMENT		9,000.00	4,202.62	0.00	0.00	4,797.38	46.7
6061-0000-669.0693	DDA EQUIPMENT RENTAL		2,600.00	1,190.99	0.00	0.00	1,409.01	45.8
6061-0000-673.0000	SALE OF ASSETS		20,000.00	17,727.77	0.00	0.00	2,272.23	88.6
6061-0000-675.0000	REFUNDS & REBATES		9,000.00	0.00	0.00	0.00	9,000.00	0.0
6061-0000-678.0000	REIMBURSEMENT INCOME		94,900.00	90,443.07	0.00	0.00	4,456.93	95.3
Total Dept 0000			1,232,400.00	966,531.65	34,495.64	0.00	265,868.35	78.4
TOTAL REVENUES			1,232,400.00	966,531.65	34,495.64	0.00	265,868.35	78.4
Expenditures								
Dept 6061 - MOTOR POOL EXPENSES								
6061-6061-706.0000	SALARIES PERMANENT		95,900.00	39,118.88	3,025.71	0.00	56,781.12	40.7
6061-6061-706.7007	EQUIPMENT MAINTENANCE		15,200.00	13,412.59	52.10	0.00	1,787.41	88.2
6061-6061-708.0000	SHARED SALARIES		7,000.00	5,866.04	248.88	0.00	1,133.96	83.8
6061-6061-709.0000	OVERTIME		6,400.00	1,984.61	37.35	0.00	4,415.39	31.0
6061-6061-717.0000	RETIREMENT - MERS ACTIVE		3,800.00	1,577.42	66.18	0.00	2,222.58	41.5
6061-6061-718.0000	RETIREMENT - MERS RETIREES		14,000.00	8,132.71	280.37	0.00	5,867.29	58.0
6061-6061-719.0000	FRINGE BENEFITS	−5,000	65,200.00	29,984.29	2,741.71	295.51	34,920.20	46.4
6061-6061-728.0000	INFORMATION TECH ALLOCATION		8,400.00	8,400.00	(3,800.00)	0.00	0.00	100.0
6061-6061-746.7006	CULVERTS		5,000.00	924.35	(393.69)	0.00	4,075.65	18.4
6061-6061-747.7009	GRAVEL		40,000.00	8,451.51	(3,217.74)	0.00	31,548.49	21.1
6061-6061-748.7008	SALT		210,800.00	210,793.66	26,000.00	0.00	6.34	100.0
6061-6061-749.7007	TRAFFIC SIGNS	+5,000	4,200.00	8,327.30	3,121.14	0.00	(4,127.30)	198.2
6061-6061-757.0000	OPERATING EXPENDITURES		49,500.00	9,752.51	871.59	22,865.15	16,882.34	65.8
6061-6061-776.0000	BLDG MAINT/SUPPL/JANITORIAL		20,000.00	10,498.80	1,600.03	3,328.34	6,172.86	69.1
6061-6061-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES		4,200.00	4,200.00	0.00	0.00	0.00	100.0
6061-6061-818.0000	CONTRACTUAL SERVICE		1,000.00	376.29	76.50	76.50	547.21	45.2
6061-6061-864.0000	TRAINING		3,000.00	148.99	0.00	0.00	2,851.01	4.9
6061-6061-867.0000	GAS & OIL		120,000.00	77,167.42	0.00	375.70	42,456.88	64.6
6061-6061-910.0000	VEHICLE INSURANCE		50,000.00	46,889.15	0.00	0.00	3,110.85	93.7
6061-6061-910.7020	BUILDING INSURANCE		3,500.00	3,482.03	0.00	0.00	17.97	99.4
6061-6061-920.0000	UTILITIES		15,000.00	11,059.32	0.00	0.00	3,940.68	73.7
6061-6061-934.0000	EQUIPMENT REPAIRS		188,200.00	157,135.73	3,175.19	22,951.10	8,113.17	95.69
6061-6061-958.0000	FREIGHT		2,000.00	0.00	0.00	0.00	2,000.00	0.00
6061-6061-968.0000	DEPRECIATION EXPENSE		363,400.00	0.00	0.00	0.00	363,[illegible]	[illegible]

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DB: Burton

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 6061-6061-749.7007 TO 6061-6061-749.7007
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 6061 MOTOR POOL							
07/01/2017			**6061-6061-749.7007 TRAFFIC SIGNS**		BEG. BALANCE		0.00
07/31/2017	JE	JE	SIGN WORK ORDERS JULY 2017	7769	193.77		193.77
08/01/2017	JE	JE	SIGN WORK ORDERS	7474	150.94		344.71
08/01/2017	JE		TO REVERSE MANUAL JOURNAL ENTRY: 747	7768		150.94	193.77
09/30/2017	JE	JE	SIGN WORK ORDERS SEPT 2017	7864	618.08		811.85
10/31/2017	JE	JE	SIGN WORK ORDERS OCT 2017	7896	157.40		969.25
11/30/2017	JE	JE	SIGN WORK ORDERS SEPT 2017	7960	305.39		1,274.64
11/30/2017	JE	JE	SIGN WORK ORDERS NOV 2018	8247	590.78		1,865.42
12/31/2017	JE	JE	SIGN WORK ORDERS DEC 2017	8248	220.46		2,085.88
01/31/2018	JE	JE	SIGN WORK ORDERS JAN 2018	8249	674.74		2,760.62
02/28/2018	JE	JE	SIGN WORK ORDERS FEB 2018	8250	146.10		2,906.72
03/31/2018	JE	JE	SIGN WORK ORDERS MAR 18	8454	978.77		3,885.49
04/30/2018	JE	JE	SIGN WORK ORDERS APR 18	8455	1,022.34		4,907.83
05/31/2018	JE	JE	SIGN WORK ORDERS MAY 18	8456	298.33		5,206.16
06/11/2018	JE	JE	PHYSICAL INVENTORY ADJ 6/11	8458	3,121.14		8,327.30
06/30/2018			6061-6061-749.7007	END BALANCE	8,478.24	150.94	8,327.30
GRAND TOTALS:					8,478.24	150.94	8,327.30

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3952)

DOC ID: 3952

Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-1001-826.0000 Legal-Council by $10,000; Decrease 1001-2009-719.0000 Fringe Benefits-Assessor by $10,000.

ATTACHMENTS:

- BA 3952 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 26, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the General Fund Budget as follows: Increase 1001-1001-826.0000 Legal-Council by $10,000; Decrease 1001-2009-719.0000 Fringe Benefits-Assessor by $10,000.

The Legal account is anticipated to be over budget by year end. As such, I would recommend adding $10,000 to cover estimated expenditures for the remainder of the fiscal year.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 1001 - GENERAL FUND							
Revenues							
Dept 0000							
1001-0000-403.0000	CURRENT REAL/PERSONAL TAXES	2,135,300.00	2,046,434.26	0.00	0.00	88,865.74	95.8
1001-0000-404.0000	TAX CHARGEBACKS	(55,000.00)	11,273.61	0.00	0.00	(66,273.61)	(20.5
1001-0000-407.0000	DELINQUENT REAL TAXES	3,200.00	0.00	0.00	0.00	3,200.00	0.0
1001-0000-446.0000	INTEREST & PENALTIES ON TAXES	147,000.00	53,674.60	0.00	0.00	93,325.40	36.5
1001-0000-450.0000	ALL PERMITS & LICENSE FEES	4,000.00	7,430.50	970.50	0.00	(3,430.50)	185.7
1001-0000-453.0000	FRANCHISE FEES	475,000.00	325,548.91	0.00	0.00	149,451.09	68.5
1001-0000-454.0000	LEASE FEES	37,000.00	36,230.59	0.00	0.00	769.41	97.9
1001-0000-539.0002	GRANT REVENUE (STATE) - DNR GRANT	7,000.00	0.00	0.00	0.00	7,000.00	0.0
1001-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	31,400.00	30,375.00	0.00	0.00	1,025.00	96.7
1001-0000-574.0000	STATE SHARED REVENUES	2,539,100.00	2,257,441.00	0.00	0.00	281,659.00	88.9
1001-0000-576.0000	LIQUOR FEES	18,100.00	19,239.55	330.00	0.00	(1,139.55)	106.3
1001-0000-608.0000	BOARD OF APPEALS	10,700.00	9,690.00	500.00	0.00	1,010.00	90.5
1001-0000-618.0000	ADMINISTRATION FEES-TAXES	273,000.00	257,134.97	0.00	0.00	15,865.03	94.1
1001-0000-619.0000	COLLECTION FEES-DOG LICENSE	0.00	16.00	0.00	0.00	(16.00)	100.0
1001-0000-622.0000	ZONING FEES	11,000.00	13,645.00	410.00	0.00	(2,645.00)	124.0
1001-0000-627.0000	COPY FEES	1,300.00	1,881.56	70.01	0.00	(581.56)	144.7
1001-0000-666.0000	INTEREST INCOME	15,000.00	54,914.99	0.00	0.00	(39,914.99)	366.1
1001-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	(17,820.35)	0.00	0.00	17,820.35	100.0
1001-0000-673.0000	SALE OF ASSETS	5,800.00	136,760.01	0.00	0.00	(130,960.01)	2,357.9
1001-0000-674.0000	PARKS AND REC DONATIONS	3,000.00	615.41	0.00	0.00	2,384.59	20.5
1001-0000-675.0000	REFUNDS & REBATES	14,000.00	7,673.03	0.00	0.00	6,326.97	54.8
1001-0000-678.0000	REIMBURSEMENT INCOME	20,000.00	1,638.40	0.00	0.00	18,361.60	8.1
1001-0000-690.2000	VETERAN'S HONOR RACE REVENUE	18,000.00	15,190.00	325.00	0.00	2,810.00	84.3
1001-0000-690.2001	BURTON MEMORIAL DAY RACE	17,000.00	16,211.00	8,121.00	0.00	789.00	95.3
1001-0000-690.2004	MOVIES REVENUE (P&R)	2,000.00	0.00	0.00	0.00	2,000.00	0.0
1001-0000-690.2005	PATRIOT DAY HERO RACE PROCEEDS	5,000.00	620.00	270.00	0.00	4,380.00	12.4
1001-0000-691.0653	MEMORIAL DAY PARADE DONATIONS	7,000.00	1,750.00	1,000.00	0.00	5,250.00	25.0
1001-0000-691.4001	TRANSFER FROM CAPITAL IMPROV.	20,000.00	20,000.00	20,000.00	0.00	0.00	100.0
1001-0000-694.0000	OTHER REVENUES	18,000.00	2,817.20	150.00	0.00	15,182.80	15.6
Total Dept 0000		5,782,900.00	5,310,385.24	32,146.51	0.00	472,514.76	91.8
TOTAL REVENUES		5,782,900.00	5,310,385.24	32,146.51	0.00	472,514.76	91.8
Expenditures							
Dept 1001 - COUNCIL							
1001-1001-703.0000	SALARY	67,400.00	61,812.69	0.00	0.00	5,587.31	91.7
1001-1001-710.0000	BOARD OF REVIEW	2,700.00	2,625.00	0.00	0.00	75.00	97.2
1001-1001-719.0000	FRINGE BENEFITS	53,700.00	51,347.09	2,884.63	0.00	2,352.91	95.6
1001-1001-727.0000	OFFICE SUPPLIES	1,000.00	999.99	0.00	0.00	0.01	100.0
1001-1001-728.0000	INFORMATION TECH ALLOCATION	15,400.00	15,400.00	(7,000.00)	0.00	0.00	100.0
1001-1001-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	47,600.00	47,539.11	0.00	0.00	60.89	99.8
1001-1001-818.0000	CONTRACTUAL SERVICES	10,000.00	4,421.49	0.00	4,579.00	999.51	90.0
1001-1001-818.0001	MASTER PLAN	8,500.00	8,463.79	0.00	440.01	(403.80)	104.7
1001-1001-826.0000	LEGAL +10,000	100,000.00	90,914.11	3,370.00	0.00	9,085.89	90.9
1001-1001-828.0000	MEMBERSHIP & DUES	12,000.00	12,000.00	0.00	0.00	0.00	100.0
1001-1001-864.0000	TRAINING	3,100.00	2,403.42	0.00	0.00	696.58	77.5
1001-1001-900.0000	NOTICES	6,000.00	4,436.38	996.10	666.54	897.08	85.0
1001-1001-910.0000	INSURANCE	103,000.00	102,961.70	0.00	0.00	38.30	99.9
1001-1001-956.0000	MISCELLANEOUS	500.00	106.68	0.00	0.00	393.32	21.3
1001-1001-956.0003	CITY COUNCIL NEWSLETTER	4,000.00	0.00	0.00	0.00	4,000.00	0.00
Total Dept 1001 - COUNCIL		434,900.00	405,431.45	250.73	5,685.55	23,	

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 1001 - GENERAL FUND							
Expenditures							
Dept 1071 - MAYOR							
1001-1071-703.0000	SALARY	75,000.00	71,156.25	2,846.25	0.00	3,843.75	94.8
1001-1071-706.0000	SALARIES PERMANENT	57,900.00	51,147.78	1,715.88	0.00	6,752.22	88.3
1001-1071-717.0000	RETIREMENT - MERS ACTIVE	9,200.00	8,600.25	275.11	0.00	599.75	93.4
1001-1071-718.0000	RETIREMENT - MERS RETIREES	15,600.00	14,342.89	434.14	0.00	1,257.11	91.9
1001-1071-719.0000	FRINGE BENEFITS	60,100.00	52,335.83	2,506.87	0.00	7,764.17	87.0
1001-1071-727.0000	OFFICE SUPPLIES	1,000.00	257.11	0.00	500.00	242.89	75.7
1001-1071-728.0000	INFORMATION TECH ALLOCATION	5,600.00	5,600.00	(2,600.00)	0.00	0.00	100.0
1001-1071-731.0000	POSTAGE	400.00	91.82	0.00	0.00	308.18	22.9
1001-1071-757.0000	OPERATING EXPENDITURES	1,000.00	166.01	0.00	600.00	233.99	76.6
1001-1071-818.0000	CONTRACTUAL SERVICE	1,000.00	225.50	0.00	300.00	474.50	52.5
1001-1071-828.0000	MEMBERSHIP & DUES	2,000.00	1,872.00	0.00	0.00	128.00	93.6
1001-1071-863.0000	AUTO REPAIR	500.00	211.54	0.00	42.51	245.95	50.8
1001-1071-864.0000	TRAINING	5,000.00	3,297.20	0.00	0.00	1,702.80	65.9
1001-1071-867.0000	GAS & OIL	1,300.00	880.30	0.00	0.00	419.70	67.7
1001-1071-956.0000	MISCELLANEOUS	1,500.00	1,237.01	0.00	0.00	262.99	82.4
1001-1071-984.0000	OFFICE EQUIPMENT	400.00	0.00	0.00	350.00	50.00	87.5
Total Dept 1071 - MAYOR		237,500.00	211,421.49	5,178.25	1,792.51	24,286.00	89.7
Dept 1091 - ELECTION							
1001-1091-706.0000	SALARIES PERMANENT	58,900.00	49,071.79	1,279.17	0.00	9,828.21	83.3
1001-1091-709.0000	OVERTIME	6,100.00	3,764.56	0.00	0.00	2,335.44	61.7
1001-1091-710.0000	FEES PER DIEM	31,000.00	24,416.18	0.00	49.00	6,534.82	78.9
1001-1091-717.0000	RETIREMENT - MERS ACTIVE	5,000.00	2,168.68	11.25	0.00	2,831.32	43.3
1001-1091-718.0000	RETIREMENT - MERS RETIREES	29,000.00	17,870.44	61.15	0.00	11,129.56	61.6
1001-1091-719.0000	FRINGE BENEFITS	25,000.00	19,314.76	571.61	0.00	5,685.24	77.2
1001-1091-720.0000	UNEMPLOYMENT EXPENDITURES - MESC CHARGE	5,500.00	2,986.50	0.00	0.00	2,513.50	54.3
1001-1091-727.0000	SUPPLIES	6,000.00	2,181.32	0.00	254.08	3,564.60	40.5
1001-1091-728.0000	INFORMATION TECH ALLOCATION	800.00	800.00	(300.00)	0.00	0.00	100.0
1001-1091-731.0000	POSTAGE	5,500.00	2,772.22	0.00	0.00	2,727.78	50.4
1001-1091-818.0000	CONTRACTUAL SERVICE	29,000.00	15,478.76	0.00	0.00	13,521.24	53.3
1001-1091-861.0000	AUTO ALLOWANCE	500.00	274.91	148.01	0.00	225.09	54.9
1001-1091-864.0000	TRAINING	3,000.00	1,038.09	41.98	0.00	1,961.91	34.6
1001-1091-900.0000	NOTICES	400.00	0.00	0.00	0.00	400.00	0.0
1001-1091-943.0000	EQUIPMENT RENTAL	1,500.00	360.55	0.00	0.00	1,139.45	24.0
1001-1091-956.0000	MISCELLANEOUS	100.00	100.00	0.00	0.00	0.00	100.0
1001-1091-977.7089	NEW EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.0
1001-1091-999.4001	TRANSFER TO CAPITAL IMPROV.	2,500.00	2,500.00	2,500.00	0.00	0.00	100.0
Total Dept 1091 - ELECTION		210,800.00	145,098.76	4,313.17	303.08	65,398.16	68.9
Dept 2009 - ASSESSOR							
1001-2009-703.0000	SALARY	75,000.00	75,000.00	3,218.75	0.00	0.00	100.0
1001-2009-706.0000	SALARIES PERMANENT	142,200.00	133,748.50	5,592.80	0.00	8,451.50	94.0
1001-2009-709.0000	OVERTIME	1,500.00	1,254.48	0.00	0.00	245.52	83.6
1001-2009-717.0000	RETIREMENT - MERS ACTIVE	2,800.00	1,148.05	49.22	0.00	1,651.95	41.0
1001-2009-718.0000	RETIREMENT - MERS RETIREES	14,600.00	6,238.76	267.34	0.00	8,361.24	42.7
1001-2009-719.0000	FRINGE BENEFITS — 10,000	83,200.00	65,686.72	3,291.50	0.00	17,513.28	78.9
1001-2009-727.0000	OFFICE SUPPLIES	1,200.00	923.70	145.00	193.99	82.31	93.1
1001-2009-728.0000	INFORMATION TECH ALLOCATION	4,200.00	4,200.00	(1,900.00)	0.00	0.00	100.00
1001-2009-731.0000	POSTAGE	7,000.00	6,577.69	0.00	0.00	422.31	93.97
1001-2009-757.0000	OPERATING EXPENDITURES	200.00	150.07	0.00	0.00	[illegible]	[illegible]
1001-2009-818.0000	CONTRACTUAL SERVICE	4,000.00	2,367.64	0.00	0.00	1,[illegible]	[illegible]

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 1001 GENERAL FUND							
07/01/2017			**1001-1001-826.0000 LEGAL**		BEG. BALANCE		0.00
07/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	142	625.00		625.00
08/01/2017	AP	INV	GREENFELDER LAW OFFICE LEGAL SERVICES 7/1 - 7/18/17	17-14858	7,687.50		8,312.50
08/10/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	149	1,375.00		9,687.50
08/25/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	153	1,531.25		11,218.75
08/29/2017	AP	INV	MASUD JULY 2017 LEGAL SERVICES	56068	3,443.41		14,662.16
09/08/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	156	1,675.10		16,337.26
09/13/2017	AP	INV	F. JACK BELZER, P.C. LEGAL FEES	8175	9,450.00		25,787.26
09/21/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	163	1,812.50		27,599.76
09/25/2017	AP	INV	F. JACK BELZER, P.C. LEGAL SERVICES	8229	1,400.00		28,999.76
10/05/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	165	1,531.25		30,531.01
10/05/2017	AP	INV	MASUD LEGAL SERVICES	56231	8,719.20		39,250.21
10/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	172	1,549.15		40,799.36
10/19/2017	AP	INV	MASUD LEGAL SERVICES	56384	6,175.00		46,974.36
11/10/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	177	2,299.70		49,274.06
11/21/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	182	718.75		49,992.81
12/01/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES 11/15-11/28/17	186	812.50		50,805.31
12/06/2017	AP	INV	GREENFELDER LAW OFFICE LEGAL SERVICES	661	676.50		51,481.81
12/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES 11/29-12/12/17	193	843.75		52,325.56
01/05/2018	AP	INV	AMANDA N. DOYLE LEGAL FEES	195	980.00		53,305.56
01/05/2018	AP	INV	MASUD LEGAL FEES - LABOR	56530	1,292.00		54,597.56
01/05/2018	AP	INV	MASUD LEGAL FEES - LABOR	56682	1,235.00		55,832.56
01/17/2018	AP	INV	AMANDA N. DOYLE LEGAL FEES	203	1,187.50		57,020.06
01/26/2018	AP	INV	F. JACK BELZER, P.C. CITY COUNCIL LEGAL FEES	8344	1,700.00		58,720.06
01/26/2018	AP	INV	F. JACK BELZER, P.C. CITY COUNCIL LEGAL FEES	8398	50.00		58,770.06
01/26/2018	AP	INV	F. JACK BELZER, P.C. CITY COUNCIL LEGAL FEES	8293	400.00		59,170.06
01/26/2018	AP	INV	MASUD LABOR ATTORNEY FEES FOR DECEMBER 201	56836	2,014.00		61,184.06
02/08/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	205	1,000.00		62,184.06
02/08/2018	AP	VOID	AMANDA N. DOYLE Void Invoice 205 1905	205		1,000.00	61,184.06
02/09/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	205	1,000.00		62,184.06
02/23/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	211	963.53		63,147.59
02/23/2018	AP	INV	MASUD LEGAL SERVICES	57013	2,834.17		65,981.76
03/09/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	213	812.51		66,794.27
03/22/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	218	687.50		67,481.77
03/22/2018	AP	INV	MASUD LEGAL SERVICES	57166	3,553.00		71,034.77
04/06/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	220	312.50		71,347.27
04/19/2018	AP	INV	F. JACK BELZER, P.C. CITY COUNCIL LEGAL FEES	8576	650.00		71,997.27
04/20/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	226	2,546.76		74,544.03
05/04/2018	AP	VOID	F. JACK BELZER, P.C. Void Invoice 8576 2154	8576		650.00	73,894.03
05/04/2018	AP	INV	F. JACK BELZER, P.C. LEGAL SERVICES	8548	600.00		74,494.03
05/04/2018	AP	INV	F. JACK BELZER, P.C. LEGAL SERVICES	8576	50.00		74,544.03
05/11/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	228	2,145.83		76,689.86
05/11/2018	AP	INV	MASUD LEGAL SERVICES	57443	5,548.00		82,237.86
05/18/2018	AP	INV	GREENFELDER LAW OFFICE LEGAL SERVICES 10/4/17 - 5/9/18	1164	4,812.50		87,050.36
05/24/2018	JE	JE	RECL MAR 2018 LEGAL	8341		475.00	86,575.36
05/25/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	235	968.75		87,544.11
06/05/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	237	781.25		88,325.36
06/05/2018	AP	INV	MASUD LEGAL SERVICES	57496	1,995.00		90,320.36
06/21/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	243	593.75		90,914.11
06/30/2018			1001-1001-826.0000	END BALANCE	93,039.11	2,125.00	90,914.11

Attachment: BA 3952 (3952 : Budget Amendment (Budget #))

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3950)

DOC ID: 3950

Approve and authorize the following 2017-2018 budget amendment in the Police Fund: Decrease 2007-2007-719.0000 Fringe Benefits by $10,000; Increase 2007-2007-826.0000 Legal by $10,000.

ATTACHMENTS:

- BA 3950 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 27, 2018

Re: Memo of Explanation for
City Council Meeting of 6/26/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Police Fund Budget as follows: Decrease 2007-2007-719.0000 Fringe Benefits by $10,000; Increase 2007-2007-826.0000 Legal by $10,000.

The Legal account is anticipated to be over budget by year end. As such, I would recommend adding $10,000 to cover estimated expenditures for the remainder of the fiscal year.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 2007 - POLICE FUND							
Revenues							
Dept 0000							
2007-0000-403.0000	CURRENT TAXES	4,530,900.00	4,342,303.18	0.00	0.00	188,596.82	95.8
2007-0000-404.0000	TAX CHARGEBACKS	(14,000.00)	23,921.46	0.00	0.00	(37,921.46)	(170.8
2007-0000-407.0000	DELINQUENT PERSONAL TAXES	2,300.00	0.00	0.00	0.00	2,300.00	0.0
2007-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	55,000.00	54,772.00	0.00	0.00	228.00	99.5
2007-0000-629.7773	F.A.N.G. CHARGES	90,000.00	82,500.00	7,500.00	0.00	7,500.00	91.6
2007-0000-629.7792	HIDTA GRANT REVENUE (FANG)	15,000.00	11,157.14	492.50	0.00	3,842.86	74.3
2007-0000-629.7797	D.H.E. GRANT REVENUE (FANG)	2,000.00	0.00	0.00	0.00	2,000.00	0.0
2007-0000-629.7798	DCESP HEMP GRANT REVENUE (FANG)	5,000.00	2,179.72	0.00	0.00	2,820.28	43.5
2007-0000-629.7808	PT-10-20 OHSP SAFE COMMUNITIES GRANT	10,000.00	3,514.35	0.00	0.00	6,485.65	35.1
2007-0000-629.7815	OCDETF POINT BLANK GRANT	5,000.00	106.71	0.00	0.00	4,893.29	2.1
2007-0000-660.0000	DISTRICT COURT FEES	60,000.00	42,069.01	3,294.95	0.00	17,930.99	70.1
2007-0000-661.0000	POLICE FEES	20,000.00	19,295.00	1,600.00	0.00	705.00	96.4
2007-0000-663.0000	S.O. REGISTRY ANNUAL FEE REVENUE	2,000.00	2,500.00	50.00	0.00	(500.00)	125.0
2007-0000-673.0000	SALE OF ASSETS	0.00	1,550.00	0.00	0.00	(1,550.00)	100.0
2007-0000-675.0000	REFUNDS & REBATES	10,000.00	0.00	0.00	0.00	10,000.00	0.0
2007-0000-678.0000	REIMBURSEMENT INCOME	35,000.00	34,436.25	6,808.89	0.00	563.75	98.3
2007-0000-691.1001	TRANSFER FROM GENERAL FUND	500,000.00	500,000.00	0.00	0.00	0.00	100.0
2007-0000-691.5013	TRANSFER FROM DDA	5,000.00	5,000.00	5,000.00	0.00	0.00	100.0
2007-0000-694.0000	OTHER REVENUES	10,000.00	12,522.04	3,509.45	0.00	(2,522.04)	125.2
Total Dept 0000		5,343,200.00	5,137,826.86	28,255.79	0.00	205,373.14	96.1
TOTAL REVENUES		5,343,200.00	5,137,826.86	28,255.79	0.00	205,373.14	96.1
Expenditures							
Dept 2007 - POLICE FUND EXPENSES							
2007-2007-703.0000	ADMINISTRATIVE SALARIES	70,200.00	67,470.73	2,698.83	0.00	2,729.27	96.1
2007-2007-704.0000	LIEUTENANTS SALARIES	134,300.00	126,506.67	5,163.54	0.00	7,793.33	94.2
2007-2007-705.0000	SERGEANTS SALARIES	302,500.00	271,672.52	8,807.73	0.00	30,827.48	89.8
2007-2007-706.0000	SALARIES PERMANENT	1,428,500.00	1,330,131.84	53,418.68	0.00	98,368.16	93.1
2007-2007-708.0000	SHARED SALARIES	136,500.00	114,738.81	4,777.44	0.00	21,761.19	84.0
2007-2007-709.0000	OVERTIME	175,000.00	162,701.17	15,359.72	0.00	12,298.83	92.9
2007-2007-709.2007	OVERTIME - BACK TO THE BRICKS	12,200.00	12,161.40	0.00	0.00	38.60	99.6
2007-2007-717.0000	RETIREMENT - MERS ACTIVE	93,300.00	85,817.27	3,554.29	0.00	7,482.73	91.9
2007-2007-718.0000	RETIREMENT - MERS RETIREES	1,007,800.00	910,284.83	36,880.31	0.00	97,515.17	90.3
2007-2007-719.0000	FRINGE BENEFITS −10,000	1,354,100.00	1,059,950.49	46,662.39	0.00	294,149.51	78.2
2007-2007-727.0000	OFFICE SUPPLIES	6,000.00	5,635.16	128.98	257.93	106.91	98.2
2007-2007-728.0000	INFORMATION TECH ALLOCATION	33,600.00	33,600.00	(15,200.00)	0.00	0.00	100.0
2007-2007-731.0000	POSTAGE	1,000.00	587.16	27.90	0.00	412.84	58.7
2007-2007-741.0000	AMMUNITION & WEAPONS	20,000.00	10,757.23	0.00	0.00	9,242.77	53.7
2007-2007-744.0000	UNIFORMS	15,000.00	6,670.74	274.00	1,934.21	6,395.05	57.3
2007-2007-757.0000	OPERATING EXPENDITURES	12,000.00	8,758.16	377.38	1,058.41	2,183.43	81.8
2007-2007-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	3,200.00	3,200.00	0.00	0.00	0.00	100.0
2007-2007-811.7773	F.A.N.G. PROJECT OFFICERS	180,000.00	168,745.99	11,837.23	3,426.33	7,827.68	95.6
2007-2007-811.7792	HIDTA GRANT EXPENSE (FANG)	15,000.00	14,094.16	0.00	0.00	905.84	93.9
2007-2007-811.7797	D.H.E. GRANT EXPENSE (FANG)	2,000.00	0.00	0.00	0.00	2,000.00	0.0
2007-2007-811.7798	HEMP GRANT EXPENSE (FANG)	5,000.00	2,650.77	0.00	0.00	2,349.23	53.0
2007-2007-811.7808	PT-10-20 OHSP SAFE COMMUNITIES GRANT	10,000.00	6,774.29	0.00	0.00	3,225.71	67.7
2007-2007-811.7815	OCDETF POINT BLANK GRANT	5,000.00	116.53	0.00	0.00	4,883.47	2.3
2007-2007-818.0000	CONTRACTUAL SERVICE	62,600.00	38,279.02	3,009.12	1,583.54	22,737.44	63.6
2007-2007-818.7170	NARCOTICS INVESTIGATION	26,600.00	26,516.26	0.00	0.00	83.74	99.69
2007-2007-826.0000	LEGAL +10,000	90,000.00	88,458.29	9,286.75	0.00	1,541.71	98.29
2007-2007-828.0000	MEMBERSHIP & DUES	1,500.00	860.00	0.00	175.00		

Attachment: BA 3950 (3950 : Budget Amendment (Budget #))

E.8.a

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2007 POLICE FUND							
07/01/2017			**2007-2007-826.0000 LEGAL**		BEG. BALANCE		0.00
07/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	142	31.25		31.25
07/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	143	1,608.25		1,639.50
08/10/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	149	31.25		1,670.75
08/10/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	150	4,357.50		6,028.25
08/25/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	152	1,987.75		8,016.00
08/29/2017	AP	INV	MASUD JULY 2017 LEGAL SERVICES	56068	152.00		8,168.00
09/07/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	155	4,151.00		12,319.00
09/08/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	156	500.00		12,819.00
09/21/2017	AP	INV	AMANDA N. DOYLE LEGAL FEES	162	1,916.75		14,735.75
09/21/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	163	156.25		14,892.00
10/05/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	164	4,498.75		19,390.75
10/05/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	165	93.75		19,484.50
10/05/2017	AP	INV	MASUD LEGAL SERVICES	56231	285.00		19,769.50
10/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	171	2,982.75		22,752.25
11/10/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	178	5,554.00		28,306.25
11/10/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	177	93.75		28,400.00
11/21/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	183	3,184.25		31,584.25
11/21/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	182	125.00		31,709.25
12/01/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES 11/16-11/28/17	185	3,779.25		35,488.50
12/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES 11/29-12/12/17	192	3,049.00		38,537.50
12/19/2017	AP	INV	AMANDA N. DOYLE LEGAL SERVICES 11/29-12/12/17	193	93.75		38,631.25
01/05/2018	AP	INV	AMANDA N. DOYLE LEGAL FEES	195	165.00		38,796.25
01/05/2018	AP	INV	AMANDA N. DOYLE LEGAL FEES	194	2,972.50		41,768.75
01/05/2018	AP	INV	MASUD LEGAL FEES - LABOR	56530	817.00		42,585.75
01/05/2018	AP	INV	MASUD LEGAL FEES - LABOR	56682	589.00		43,174.75
01/17/2018	AP	INV	AMANDA N. DOYLE LEGAL FEES	203	93.75		43,268.50
01/17/2018	AP	INV	AMANDA N. DOYLE LEGAL FEES	202	2,796.50		46,065.00
02/08/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	204	4,386.00		50,451.00
02/08/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	205	187.50		50,638.50
02/08/2018	AP	VOID	AMANDA N. DOYLE Void Invoice 205 1905	205		187.50	50,451.00
02/09/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	205	187.50		50,638.50
02/23/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	210	4,758.50		55,397.00
02/23/2018	AP	INV	MASUD LEGAL SERVICES	57013	316.67		55,713.67
03/09/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	212	2,145.75		57,859.42
03/09/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	213	15.62		57,875.04
03/22/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	218	31.25		57,906.29
03/22/2018	AP	INV	AMANDA N. DOYLE LEGAL	217	3,319.25		61,225.54
03/22/2018	AP	INV	MASUD LEGAL SERVICES	57166	123.50		61,349.04
04/06/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	219	4,319.25		65,668.29
04/06/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	220	31.25		65,699.54
04/20/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	225	2,490.00		68,189.54
04/20/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	226	62.50		68,252.04
05/11/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	229	6,703.50		74,955.54
05/11/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	228	31.25		74,986.79
05/24/2018	JE	JE	RECL MAR 2018 LEGAL	8341	475.00		75,461.79
05/25/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	236	3,084.75		78,546.54
05/25/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	235	625.00		79,171.54
06/05/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	238	4,971.25		84,142.79
06/05/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	237	31.25		84,174.04

Attachment: BA 3950 (3950 : Budget Amendment (Budget #))

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			2007-2007-826.0000 LEGAL		(Continued)		
06/05/2018	AP	INV	MASUD LEGAL SERVICES	57496	836.00		85,010.04
06/21/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	244	3,292.00		88,302.04
06/21/2018	AP	INV	AMANDA N. DOYLE LEGAL SERVICES	243	156.25		88,458.29
06/30/2018			2007-2007-826.0000	END BALANCE	88,645.79	187.50	88,458.29
GRAND TOTALS:					88,645.79	187.50	88,458.29

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3960)

DOC ID: 3960

Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-2071-961.0000 Weed Cutting-Tax Reverted Property by $5,000; Decrease 1001-2015-718.0000 Retirement-MERS Retirees-Clerk by $5,000.

ATTACHMENTS:

- BA 3960 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 27, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the General Fund Budget as follows: Increase 1001-2071-961.0000 Weed Cutting-Tax Reverted Property by $5,000; Decrease 1001-2015-718.0000 Retirement-MERS Retirees-Clerk by $5,000.

The Weed Cutting-Tax Reverted Property account is anticipated to be over budget by year end. As such, I would recommend adding $5,000 to cover estimated expenditures for the remainder of the fiscal year.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 1001 - GENERAL FUND							
Expenditures							
1001-2053-718.0000	RETIREMENT - MERS RETIREES	700.00	550.03	35.32	0.00	149.97	78.5
1001-2053-719.0000	FRINGE BENEFITS	10,200.00	9,904.63	212.91	0.00	295.37	97.1
1001-2053-727.0000	OFFICE SUPPLIES	600.00	557.07	49.53	0.00	42.93	92.8
1001-2053-728.0000	INFORMATION TECH ALLOCATION	1,100.00	1,100.00	(500.00)	0.00	0.00	100.0
1001-2053-731.0000	POSTAGE	15,000.00	12,534.77	33.37	0.00	2,465.23	83.5
1001-2053-757.0000	OPERATING EXPENDITURES	200.00	111.42	0.00	0.00	88.58	55.7
1001-2053-818.0000	CONTRACTUAL SERVICE	2,600.00	2,500.96	210.08	0.00	99.04	96.1
1001-2053-827.0000	TAX ROLL EXPENSE	7,500.00	6,549.56	0.00	0.00	950.44	87.3
1001-2053-828.0000	MEMBERSHIP & DUES	100.00	50.00	0.00	0.00	50.00	50.0
1001-2053-864.0000	TRAINING	1,000.00	55.00	0.00	0.00	945.00	5.5
1001-2053-956.3000	BANKING SUPPLIES	500.00	236.84	0.00	0.00	263.16	47.3
1001-2053-984.0000	OFFICE EQUIPMENT	1,500.00	219.99	0.00	0.00	1,280.01	14.6
Total Dept 2053 - TREASURER		65,700.00	57,417.21	2,011.80	0.00	8,282.79	87.3
Dept 2065 - CITY HALL							
1001-2065-706.0000	SALARIES PERMANENT	30,500.00	27,735.54	3,371.56	0.00	2,764.46	90.9
1001-2065-709.0000	OVERTIME	300.00	233.31	0.00	0.00	66.69	77.7
1001-2065-717.0000	RETIREMENT - MERS ACTIVE	3,900.00	3,420.40	547.99	0.00	479.60	87.7
1001-2065-718.0000	RETIREMENT - MERS RETIREES	9,100.00	7,847.27	1,301.64	0.00	1,252.73	86.2
1001-2065-719.0000	FRINGE BENEFITS	19,900.00	11,100.70	526.96	66.00	8,733.30	56.1
1001-2065-727.0000	OFFICE SUPPLIES	6,000.00	3,660.99	71.41	668.41	1,670.60	72.1
1001-2065-728.0000	INFORMATION TECH ALLOCATION	65,300.00	65,300.00	(29,700.00)	0.00	0.00	100.0
1001-2065-757.0000	OPERATING EXPENDITURES	200.00	150.06	15.00	0.81	49.13	75.4
1001-2065-818.0000	CONTRACTUAL SERVICE	6,500.00	6,229.98	91.30	15,931.86	(15,661.84)	340.9
1001-2065-825.0000	JANITORIAL	10,000.00	8,640.00	720.00	0.00	1,360.00	86.4
1001-2065-826.0000	LEGAL	30,000.00	26,185.70	1,374.75	0.00	3,814.30	87.2
1001-2065-910.0000	BUILDING INSURANCE	4,800.00	4,724.30	0.00	0.00	75.70	98.4
1001-2065-920.0000	UTILITIES	45,000.00	36,990.81	0.00	0.00	8,009.19	82.2
1001-2065-937.0000	BUILDING MAINT & SUPPLIES	28,000.00	26,309.44	3,055.66	1,519.27	171.29	99.3
1001-2065-937.8000	ADA BLDG/MAINT & SUPPLIES	4,700.00	1,779.65	0.00	595.00	2,325.35	50.5
1001-2065-938.0000	MAINT OF GROUNDS	5,700.00	5,125.43	664.20	270.36	304.21	94.6
1001-2065-943.0000	EQUIPMENT RENTAL	8,000.00	4,995.71	0.00	0.00	3,004.29	62.4
1001-2065-956.0401	PAYMENT ON PENSION UAL	976,000.00	976,000.00	0.00	0.00	0.00	100.0
1001-2065-977.7089	NEW EQUIPMENT	3,000.00	0.00	0.00	1,500.00	1,500.00	50.0
1001-2065-977.7090	CITY HALL EXPANSION/LEASE DEBT SERVICE	150,000.00	149,724.70	0.00	0.00	275.30	99.8
Total Dept 2065 - CITY HALL		1,406,900.00	1,366,153.99	(17,959.53)	20,551.71	20,194.30	98.5
Dept 2071 - PUBLIC SERVICE							
1001-2071-717.0000	RETIREMENT - MERS ACTIVE	0.00	131.70	131.70	0.00	(131.70)	100.0
1001-2071-718.0000	RETIREMENT - MERS RETIREES	0.00	1,001.55	1,001.55	0.00	(1,001.55)	100.0
1001-2071-719.0000	FRINGE BENEFITS	0.00	504.02	504.02	0.00	(504.02)	100.0
1001-2071-879.0000	PUBLIC RELATIONS	1,200.00	782.50	0.00	0.00	417.50	65.2
1001-2071-880.0000	ECONOMIC DEVELOPMENT-NEXT CORP	3,000.00	3,000.00	0.00	0.00	0.00	100.0
1001-2071-922.0000	DRAINS AT LARGE	46,000.00	45,873.15	0.00	0.00	126.85	99.7
1001-2071-922.0001	GILKEY CREEK PRINCIPAL	39,000.00	38,923.00	0.00	0.00	77.00	99.8
1001-2071-922.0002	GILKEY CREEK INTEREST	5,000.00	4,968.58	0.00	0.00	31.42	99.3
1001-2071-926.0000	STREET LIGHTING	410,000.00	371,468.16	617.64	0.00	38,531.84	90.6
1001-2071-959.7660	HOLIDAY DECORATIONS/LABOR COST	5,000.00	1,546.56	0.00	0.00	3,453.44	30.9
1001-2071-961.0000	WEED CUTTING - TAX REVERTED PROP.	+5,000 21,000.00	20,765.57	5,000.14	0.00	234.43	98.8
Total Dept 2071 - PUBLIC SERVICE		530,200.00	488,964.79	7,255.05	0.00	41,	

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 1001 - GENERAL FUND							
Expenditures							
1001-2009-818.7100	PICTOMETRY & ORTHOIMAGERY PROJECT	3,000.00	2,855.89	0.00	0.00	144.11	95.2
1001-2009-826.0000	LEGAL	2,000.00	1,296.05	301.25	0.00	703.95	64.8
1001-2009-828.0000	MEMBERSHIP & DUES	1,000.00	525.00	0.00	0.00	475.00	52.5
1001-2009-863.0000	AUTO REPAIR	3,000.00	1,197.37	182.96	495.80	1,306.83	56.4
1001-2009-864.0000	TRAINING	3,500.00	3,077.50	600.00	0.00	422.50	87.9
1001-2009-867.0000	GAS & OIL	1,000.00	285.86	0.00	0.00	714.14	28.5
1001-2009-868.0000	AUTO WASH	100.00	6.00	6.00	24.35	69.65	30.3
1001-2009-984.0000	OFFICE EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00	0.0
Total Dept 2009 - ASSESSOR		350,700.00	316,937.72	22,153.26	714.14	33,048.14	90.5
Dept 2015 - CLERK							
1001-2015-703.0000	CLERK SALARY	60,600.00	51,950.08	4,659.20	0.00	8,649.92	85.7
1001-2015-706.0000	SALARIES PERMANENT	29,200.00	25,566.13	1,680.82	0.00	3,633.87	87.5
1001-2015-709.0000	OVERTIME	3,800.00	3,302.81	347.57	0.00	497.19	86.9
1001-2015-717.0000	RETIREMENT - MERS ACTIVE	10,900.00	9,035.60	780.77	0.00	1,864.40	82.9
1001-2015-718.0000	RETIREMENT - MERS RETIREES	−5,000 23,000.00	15,058.93	1,723.18	0.00	7,941.07	65.4
1001-2015-719.0000	FRINGE BENEFITS	41,900.00	28,319.38	4,567.62	198.45	13,382.17	68.0
1001-2015-720.0000	UNEMPLOYMENT EXPENDITURES - MESC CHARGE	1,900.00	995.50	0.00	0.00	904.50	52.3
1001-2015-727.0000	OFFICE SUPPLIES	800.00	649.71	0.00	50.00	100.29	87.4
1001-2015-728.0000	INFORMATION TECH ALLOCATION	2,100.00	2,100.00	(1,000.00)	0.00	0.00	100.0
1001-2015-731.0000	POSTAGE	300.00	226.29	2.45	0.00	73.71	75.4
1001-2015-818.0000	CONTRACTUAL SERVICE	600.00	350.00	0.00	0.00	250.00	58.3
1001-2015-828.0000	MEMBERSHIP & DUES	900.00	86.00	20.00	0.00	814.00	9.5
1001-2015-861.0000	AUTO ALLOWANCE	300.00	276.75	0.00	0.00	23.25	92.2
1001-2015-864.0000	TRAINING	3,500.00	2,908.38	80.93	0.00	591.62	83.1
1001-2015-956.0000	MISCELLANEOUS	300.00	300.00	0.00	0.00	0.00	100.0
1001-2015-977.7089	NEW EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Total Dept 2015 - CLERK		181,100.00	141,125.56	12,862.54	248.45	39,725.99	78.0
Dept 2023 - CONTROLLER							
1001-2023-703.0000	CONTROLLER SALARY	12,500.00	11,946.54	977.75	0.00	553.46	95.5
1001-2023-706.0000	SALARIES PERMANENT	36,100.00	31,220.21	2,731.01	0.00	4,879.79	86.4
1001-2023-709.0000	OVERTIME	2,600.00	2,060.08	302.65	0.00	539.92	79.2
1001-2023-717.0000	RETIREMENT - MERS ACTIVE	6,200.00	5,457.67	445.92	0.00	742.33	88.0
1001-2023-718.0000	RETIREMENT - MERS RETIREES	24,400.00	17,792.30	1,639.16	0.00	6,607.70	72.9
1001-2023-719.0000	FRINGE BENEFITS	30,200.00	21,871.56	2,486.55	0.00	8,328.44	72.4
1001-2023-727.0000	OFFICE SUPPLIES	1,600.00	1,130.25	0.00	0.00	469.75	70.6
1001-2023-728.0000	INFORMATION TECH ALLOCATION	4,200.00	4,200.00	(1,900.00)	0.00	0.00	100.0
1001-2023-731.0000	POSTAGE	200.00	47.17	0.00	0.00	152.83	23.5
1001-2023-818.0000	CONTRACTUAL SERVICE	1,500.00	1,500.00	0.00	0.00	0.00	100.0
1001-2023-828.0000	MEMBERSHIP & DUES	1,800.00	1,799.00	0.00	0.00	1.00	99.9
1001-2023-864.0000	TRAINING	3,400.00	1,109.11	0.00	0.00	2,290.89	32.6
1001-2023-956.0000	MISCELLANEOUS	400.00	51.38	23.98	6.82	341.80	14.5
Total Dept 2023 - CONTROLLER		125,100.00	100,185.27	6,707.02	6.82	24,907.91	80.0
Dept 2053 - TREASURER							
1001-2053-703.0000	TREASURER SALARY	13,800.00	12,726.76	1,065.01	0.00	1,073.24	92.22
1001-2053-706.0000	SALARIES PERMANENT	9,700.00	9,426.34	739.32	0.00	273.66	97.18
1001-2053-709.0000	OVERTIME	200.00	8.65	0.00	0.00	[illegible]	[illegible]
1001-2053-717.0000	RETIREMENT - MERS ACTIVE	1,000.00	885.19	166.26	0.00	[illegible]	[illegible]

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 1001-2071-961.0000 TO 1001-2071-961.0000
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 1001 GENERAL FUND							
07/01/2017			**1001-2071-961.0000 WEED CUTTING - TAX REVERTED**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		974.27		974.27
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		408.01		1,382.28
07/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION JUL 201	7498	221.28		1,603.56
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		626.70	976.86
07/31/2017	JE	JE	EQUIPMENT RENTAL JULY 2017	7739	2,753.51		3,730.37
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		40.00		3,770.37
08/16/2017	AP	INV	D.M. BURR MAINTENANCE SERVICE 7/2 - 7/29/2017	17483	1,139.52		4,909.89
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		446.24		5,356.13
08/31/2017	JE	JE	EQUIPMENT RENTAL AUG 2017	7740	2,640.12		7,996.25
08/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION AUG 201	7763	322.14		8,318.39
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		114.51		8,432.90
09/12/2017	AP	INV	D.M. BURR LIGHT MAINTENANCE SERVICE 7/31/17 -	17624	999.02		9,431.92
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		587.36		10,019.28
09/28/2017	AP	INV	D.M. BURR MAINTENANCE SERVICES 8/27/17 - 9/9/1	17684	70.25		10,089.53
09/30/2017	JE	JE	FICA AND RETIRE DISTRIBUTION SEPT 20	7849	99.01		10,188.54
09/30/2017	JE	JE	EQUIPMENT RENTAL SEPT 2017	7851	1,290.30		11,478.84
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		191.59		11,670.43
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		28.00		11,698.43
10/31/2017	JE	JE	EQUIPMENT RENTAL OCT 2017	7875	680.69		12,379.12
10/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION OCT 201	7879	23.59		12,402.71
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		291.21		12,693.92
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		116.30		12,810.22
11/30/2017	JE	JE	FICA AND RETIRE DISTRIBUTION NOV 201	8045	198.56		13,008.78
11/30/2017	JE	JE	EQUIPMENT RENTAL - NOV 2017	8251	39.81		13,048.59
12/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION DEC 201	8046	133.68		13,182.27
01/31/2018	JE	JE	FICA AND RETIRE DISTRIBUTION JAN 201	8047	82.03		13,264.30
01/31/2018	JE	JE	RECL DRAIN ASSESSMENT TAX REVERTED P	8053	500.00		13,764.30
04/30/2018	JE	JE	EQUIPMENT RENTAL APR 2018	8303	666.21		14,430.51
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		202.00		14,632.51
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		251.60		14,884.11
05/31/2018	JE	JE	EQUIPMENT RENTAL MAY 18	8410	807.33		15,691.44
05/31/2018	JE	JE	FICA AND RETIRE DISTRIBUTION MAY 201	8434	73.99		15,765.43
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		634.23		16,399.66
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		4,365.91		20,765.57
06/30/2018			1001-2071-961.0000	END BALANCE	21,392.27	626.70	20,765.57
GRAND TOTALS:					21,392.27	626.70	20,765.57

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

E.10

AGENDA ITEM (ID # 3961)

DOC ID: 3961

Approve and authorize the following 2017-2018 budget amendment in the Major Streets Fund: Decrease 2002-4074-818.0000 Contractual Services by $17,700; Increase 2002-4063-719.0000 Fringe Benefits-Surface Maintenance by $17,000; Increase 2002-4074-717.0000 Retirement-MERS Active-Traffic Signs by $100; Increase 2002-4074-718.0000 Retirement-MERS Retirees-Traffic Signs by $600.

ATTACHMENTS:

- BA 3961 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 27, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Major Streets Fund Budget as follows: Decrease 2002-4074-818.0000 Contractual Services by $17,700; Increase 2002-4063-719.0000 Fringe Benefits-Surface Maintenance by $17,000; Increase 2002-4074-717.0000 Retirement-MERS Active-Traffic Signs by $100; Increase 2002-4074-718.0000 Retirement-MERS Retirees-Traffic Signs by $600.

The Fringe Benefits-Surface Maintenance account is currently over budget by $9,813. As such, I would recommend adding $17,000 to cover estimated expenditures for the remainder of the fiscal year.

The Retirement-MERS Active-Traffic Signs account is currently over budget by $39. As such, I would recommend adding $100 to cover estimated expenditures for the remainder of the fiscal year.

The Retirement-MERS Retirees-Traffic Signs account is currently over budget by $249. As such, I would recommend adding $600 to cover estimated expenditures for the remainder of the fiscal year.

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 2002 - MAJOR STREETS							
Revenues							
Dept 0000							
2002-0000-450.0000	RIGHT OF WAY PERMIT FEES	5,800.00	3,288.95	150.00	0.00	2,511.05	56.7
2002-0000-556.0000	STATE REVENUE PA 82	268,400.00	268,425.71	0.00	0.00	(25.71)	100.0
2002-0000-574.0000	51 GAS & WEIGHT TAX	2,768,900.00	2,353,093.46	479,171.57	0.00	415,806.54	84.9
2002-0000-574.0659	ST OF MI ROW MAINTENANCE FEE	78,500.00	0.00	0.00	0.00	78,500.00	0.0
2002-0000-574.0665	FEDERAL/STATE CONST. MATCH	1,509,300.00	1,509,295.99	0.00	0.00	4.01	100.0
2002-0000-649.0000	MATERIAL SALES	6,000.00	4,812.44	0.00	0.00	1,187.56	80.2
2002-0000-666.0000	INTEREST INCOME	500.00	0.00	0.00	0.00	500.00	0.0
2002-0000-675.0000	REFUNDS & REBATES	100.00	0.00	0.00	0.00	100.00	0.0
2002-0000-678.0000	REIMBURSEMENT INCOME	3,000.00	2,700.00	0.00	0.00	300.00	90.0
2002-0000-694.0000	MISCELLANEOUS	13,400.00	0.00	0.00	0.00	13,400.00	0.0
Total Dept 0000		4,653,900.00	4,141,616.55	479,321.57	0.00	512,283.45	88.9
TOTAL REVENUES		4,653,900.00	4,141,616.55	479,321.57	0.00	512,283.45	88.9
Expenditures							
Dept 4051 - CONSTRUCTION							
2002-4051-717.0000	RETIREMENT - MERS ACTIVE	0.00	23.79	23.79	0.00	(23.79)	100.0
2002-4051-718.0000	RETIREMENT - MERS RETIREES	0.00	129.17	129.17	0.00	(129.17)	100.0
2002-4051-719.0000	FRINGE BENEFITS	0.00	425.15	425.15	0.00	(425.15)	100.0
2002-4051-802.7562	I-69 RECONSTRUCTION/REPAIRS	3,000.00	0.00	0.00	0.00	3,000.00	0.0
2002-4051-802.7587	LAPEER (BELSAY TO VASSAR)	104,000.00	6,391.24	0.00	15,602.97	82,005.79	21.1
2002-4051-802.7589	BRISTOL RD BRIDGE	206,000.00	157,943.02	0.00	3,793.95	44,263.03	78.5
2002-4051-802.7591	BELSAY RD. (COURT TO DAVISON)	83,800.00	70,731.61	472.50	1,033.25	12,035.14	85.6
2002-4051-802.7593	CENTER LIGHT SIGNAL CMAQ	289,000.00	159,423.94	3,332.37	42,576.47	86,999.59	69.9
2002-4051-802.7594	CHIP SEAL	148,500.00	148,360.00	0.00	0.00	140.00	99.9
2002-4051-802.7595	DWRF REPAIRS	27,500.00	27,375.91	0.00	0.00	124.09	99.5
2002-4051-802.7597	CENTER RD (LIPPINCOTT TO LAPEER)	504,000.00	54,536.13	5,840.80	120,312.24	329,151.63	34.6
2002-4051-802.7599	SAGINAW ST. (BRISTOL - HEMPHILL)	103,500.00	37.05	0.00	0.00	103,462.95	0.0
2002-4051-802.7600	POTTER RD. (EGLESTON - BELSAY)	120,000.00	120,000.00	0.00	0.00	0.00	100.0
2002-4051-802.7602	PA 82 ROAD PRESERVATION	268,400.00	0.00	0.00	100,000.00	168,400.00	37.2
Total Dept 4051 - CONSTRUCTION		1,857,700.00	745,377.01	10,223.78	283,318.88	829,004.11	55.3
Dept 4063 - SURFACE MAINTENANCE							
2002-4063-705.0000	SUPERVISION SALARIES	44,000.00	42,273.12	3,142.87	0.00	1,726.88	96.0
2002-4063-706.0000	SALARIES PERMANENT	117,000.00	102,929.85	5,666.26	0.00	14,070.15	87.9
2002-4063-708.0000	SHARED SALARIES	28,600.00	28,543.56	2,067.17	0.00	56.44	99.8
2002-4063-709.0000	OVERTIME	4,700.00	3,026.30	285.99	0.00	1,673.70	64.3
2002-4063-717.0000	RETIREMENT - MERS ACTIVE	13,200.00	12,710.60	719.77	0.00	489.40	96.2
2002-4063-718.0000	RETIREMENT - MERS RETIREES	66,700.00	61,829.28	4,093.48	0.00	4,870.72	92.7
2002-4063-719.0000	FRINGE BENEFITS +17,000	116,800.00	125,310.77	4,262.06	1,301.75	(9,812.52)	108.4
2002-4063-751.0000	PATCH	50,000.00	42,826.69	3,337.48	3,653.75	3,519.56	92.9
2002-4063-752.0000	GRAVEL	20,000.00	7,426.50	0.00	2,507.31	10,066.19	49.6
2002-4063-757.0000	OPERATING EXPENDITURES	5,000.00	348.07	(1,287.10)	1,942.96	2,708.97	45.8
2002-4063-818.0000	CONTRACTUAL SERVICE	5,000.00	5,000.00	0.00	16,581.00	(16,581.00)	431.6
2002-4063-818.2000	CONTRACTUAL SERVICE - CRACK SEAL	75,000.00	74,430.00	0.00	570.00	0.00	100.0
2002-4063-818.3000	CONTRACTUAL SERVICE - STREET SWEEPING	30,000.00	26,143.70	2,548.80	130.56	3,725.74	87.5
2002-4063-943.0000	EQUIPMENT RENTAL	126,600.00	100,055.57	0.00	0.00	26,544.43	79.0
Total Dept 4063 - SURFACE MAINTENANCE		702,600.00	632,854.01	24,836.78	26,687.33	43,[illegible]	[illegible]

Attachment: BA 3961 (3961 : Budget Amendment (Budget #))

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDG USED
Fund 2002 - MAJOR STREETS							
Expenditures							
Dept 4068 - TREES & SHRUBS							
2002-4068-705.0000	SUPERVISION SALARIES	1,000.00	457.68	0.00	0.00	542.32	45.7
2002-4068-706.0000	SALARIES PERMANENT	2,200.00	693.20	10.30	0.00	1,506.80	31.5
2002-4068-709.0000	OVERTIME	400.00	0.00	0.00	0.00	400.00	0.0
2002-4068-717.0000	RETIREMENT - MERS ACTIVE	200.00	93.93	0.09	0.00	106.07	46.9
2002-4068-718.0000	RETIREMENT - MERS RETIREES	600.00	567.58	0.49	0.00	32.42	94.6
2002-4068-719.0000	FRINGE BENEFITS	2,700.00	587.88	1.07	0.00	2,112.12	21.7
2002-4068-818.0000	CONTRACTUAL SERVICE	5,000.00	598.09	0.00	0.00	4,401.91	11.9
2002-4068-943.0000	EQUIPMENT RENTAL	2,200.00	1,281.17	0.00	0.00	918.83	58.2
Total Dept 4068 - TREES & SHRUBS		14,300.00	4,279.53	11.95	0.00	10,020.47	29.9
Dept 4069 - DRAINAGE							
2002-4069-705.0000	SUPERVISION SALARIES	9,900.00	8,668.38	303.04	0.00	1,231.62	87.5
2002-4069-706.0000	SALARIES PERMANENT	14,700.00	13,128.84	377.11	0.00	1,571.16	89.3
2002-4069-709.0000	OVERTIME	3,400.00	2,594.12	0.00	0.00	805.88	76.3
2002-4069-717.0000	RETIREMENT - MERS ACTIVE	2,000.00	1,776.89	41.82	0.00	223.11	88.8
2002-4069-718.0000	RETIREMENT - MERS RETIREES	13,200.00	10,980.87	335.82	0.00	2,219.13	83.1
2002-4069-719.0000	FRINGE BENEFITS	10,500.00	10,056.45	71.25	0.00	443.55	95.7
2002-4069-757.0000	OPERATING EXPENDITURES	6,000.00	2,427.77	(42.18)	4,241.07	(668.84)	111.1
2002-4069-818.0000	CONTRACTUAL SERVICE	45,700.00	40,888.52	3,909.48	0.00	4,811.48	89.4
2002-4069-943.0000	EQUIPMENT RENTAL	25,000.00	17,957.53	0.00	0.00	7,042.47	71.8
Total Dept 4069 - DRAINAGE		130,400.00	108,479.37	4,996.34	4,241.07	17,679.56	86.4
Dept 4074 - TRAFFIC SIGNS							
2002-4074-705.0000	SUPERVISION SALARIES	4,000.00	3,713.31	291.17	0.00	286.69	92.8
2002-4074-706.0000	SALARIES PERMANENT	6,400.00	4,204.30	229.89	0.00	2,195.70	65.6
2002-4074-709.0000	OVERTIME	1,100.00	1,066.80	0.00	0.00	33.20	96.9
2002-4074-717.0000	RETIREMENT - MERS ACTIVE	+100 600.00	639.33	39.01	0.00	(39.33)	106.5
2002-4074-718.0000	RETIREMENT - MERS RETIREES	+600 4,100.00	4,349.30	316.33	0.00	(249.30)	106.0
2002-4074-719.0000	FRINGE BENEFITS	5,400.00	2,835.26	54.56	0.00	2,564.74	52.5
2002-4074-757.0000	OPERATING EXPENDITURES	1,500.00	101.90	0.00	11.37	1,386.73	7.5
2002-4074-757.7100	MATERIAL SIGNS	9,000.00	4,705.52	1,248.46	817.84	3,476.64	61.3
2002-4074-818.0000	CONTRACTUAL SERVICE	-17,700 265,900.00	177,930.09	17,402.25	14,327.18	73,642.73	72.3
2002-4074-943.0000	EQUIPMENT RENTAL	3,800.00	2,866.55	0.00	0.00	933.45	75.4
2002-4074-949.0000	R.R. CROSSING LIGHTS/SIGNAL REPAIR/MAIN	25,000.00	19,753.00	0.00	1,822.74	3,424.26	86.3
Total Dept 4074 - TRAFFIC SIGNS		326,800.00	222,165.36	19,581.67	16,979.13	87,655.51	73.1
Dept 4077 - PAVEMENT MARK							
2002-4077-818.0000	CONTRACTUAL SERVICES	80,000.00	0.00	0.00	0.00	80,000.00	0.0
Total Dept 4077 - PAVEMENT MARK		80,000.00	0.00	0.00	0.00	80,000.00	0.0
Dept 4078 - WINTER MAINTENANCE							
2002-4078-705.0000	SUPERVISION SALARIES	5,300.00	5,218.48	0.00	0.00	81.52	98.4
2002-4078-706.0000	SALARIES PERMANENT	16,400.00	16,306.29	0.00	0.00	93.71	99.4
2002-4078-709.0000	OVERTIME	17,300.00	17,231.95	0.00	0.00	68.05	99.61
2002-4078-717.0000	RETIREMENT - MERS ACTIVE	1,300.00	1,263.95	0.00	0.00	36.05	97.23
2002-4078-718.0000	RETIREMENT - MERS RETIREES	7,100.00	7,096.24	0.00	0.00		
2002-4078-719.0000	FRINGE BENEFITS	8,100.00	8,077.95	0.00	0.00		

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 2002-4063-719.0000 TO 2002-4063-719.0000
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2002 MAJOR STREETS							
07/01/2017			**2002-4063-719.0000 FRINGE BENEFITS**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		4,998.27		4,998.27
07/18/2017	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	JULY 2017	44.46		5,042.73
07/18/2017	AP	INV	MADISON NATIONAL LIFE LONG -TERM DISABILITY	JULY 2017	86.76		5,129.49
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		663.83		5,793.32
07/28/2017	AP	INV	PETER WINGBLAD REIMBURSEMENT	CLOTHING	89.03		5,882.35
07/31/2017	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	AUG 2017	44.46		5,926.81
07/31/2017	AP	INV	MADISON NATIONAL LIFE LONG - TERM DISABILITY	AUG 2017	86.76		6,013.57
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		222.75	5,790.82
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		225.20	5,565.62
07/31/2017	JE	JE	BCBS HEALTH PREMIUM JULY 2017	7766	2,475.39		8,041.01
07/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE JUL 2017	7812	4,435.57		12,476.58
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		790.90		13,267.48
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		400.08		13,667.56
08/30/2017	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	SEPT 2017	44.46		13,712.02
08/30/2017	AP	INV	MADISON NATIONAL LIFE LONG - TERM DISABILITY	SEPT 2017	86.76		13,798.78
08/30/2017	AP	INV	KAREN MOFFITT REIMBURSEMENT	OPTICAL	17.37		13,816.15
08/31/2017	JE	JE	BCBS HEALTH PREMIUM AUG 2017	7767	2,475.39		16,291.54
08/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE AUG 2017	7814	2,767.17		19,058.71
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		416.69		19,475.40
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		298.51		19,773.91
09/25/2017	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	OCTOBER 2017	44.46		19,818.37
09/25/2017	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	OCTOBER 2017	86.76		19,905.13
09/25/2017	AP	INV	MML WORKERS' COMP FUND PAYROLL AUDIT 7/1/16 - 7/1/17	10609204	1,306.45		21,211.58
09/28/2017	AP	INV	D.M. BURR MAINTENANCE SERVICES 8/27/17 - 9/9/1	17684	700.00		21,911.58
09/30/2017	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 768	7690		1,306.45	20,605.13
09/30/2017	JE	JE	BCBS HEALTH PREMIUM SEPT 2017	7855	2,475.39		23,080.52
09/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE SEPT 2017	7871	1,654.94		24,735.46
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		519.06		25,254.52
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		191.79		25,446.31
10/23/2017	AP	INV	GINGER BURKE-MILLER REIMBURSEMENT	OPTICAL	15.00		25,461.31
10/24/2017	GJ	JE	TO EXP PY PREPAID HRA	7820	2,325.58		27,786.89
10/24/2017	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	NOV 2017	44.46		27,831.35
10/25/2017	AP	INV	MADISON NATIONAL LIFE LONG - TERM DISABILITY	NOV 2017	87.24		27,918.59
10/31/2017	AP	INV	HUNTINGTON NATIONAL BANK CREDIT CARD CHARGES	AUG 2017	540.00		28,458.59
10/31/2017	JE	JE	BCBS HEALTH PREMIUM OCT 2017	7900	2,512.60		30,971.19
10/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE OCT 2017	7941	1,308.35		32,279.54
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		416.53		32,696.07
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		795.81		33,491.88
11/20/2017	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE PREMIUMS	DEC 2017	50.06		33,541.94
11/20/2017	AP	INV	MADISON NATIONAL LIFE LONG - TERM DISABILITY	DEC 2017	94.67		33,636.61
11/21/2017	AP	INV	HUNTINGTON NATIONAL BANK CREDIT CARD CHARGES	SEPT 2017		108.00	33,528.61
11/28/2017	AP	INV	DOUG BINGAMAN OPTICAL REIMBURSEMENT	OPTICAL REIMB	12.35		33,540.96
11/30/2017	PR	CHK	SUMMARY PR 11/30/2017		742.30		34,283.26
11/30/2017	JE	JE	BCBS HEALTH PREMIUM NOV 2017	8281	2,429.66		36,712.92
11/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE NOV 17	8322	2,561.85		39,274.77
12/01/2017	AP	INV	IETTA SUE WARREN OPTICAL REIMBURSEMENT	OPTICAL	14.20		39,288.97
12/06/2017	AP	INV	KAREN MOFFITT OPTICAL REIMBURSEMENT	OPTICAL REIMB	7.13		39,296.10
12/07/2017	PR	CHK	SUMMARY PR 12/07/2017		3,013.76		42,309.86
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		2,100.82		44,410.68
12/21/2017	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	JAN 2018	50.06		44,460.74
12/21/2017	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	JAN 2018	94.67		44,555.41
12/21/2017	AP	INV	RICHARD HAYMAN OPTICAL REIMBURSEMENT	12192017	50.00		44,605.41
12/28/2017	PR	CHK	SUMMARY PR 12/28/2017		955.23		45,560.64
12/31/2017	JE	JE	BCBS HEALTH PREMIUM DEC 17	8282	2,510.51		48,071.15
12/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE DEC 17	8323	4,254.91		52,326.06
01/05/2018	AP	INV	BRENDA MOULTON OPTICAL REIMBURSEMENT 2017	01042017	23.82		52,349.88
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		292.97		52,642.85
01/18/2018	PR	CHK	SUMMARY PR 01/18/2018		5,542.42		58,185.27
01/18/2018	AP	INV	BETTE BIGSBY OPTICAL REIMBURSEMENT 2018	01112018	31.49		58,216.76
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		501.65		58,718.41
01/31/2018	JE	JE	BCBS HEALTH PREMIUM JAN 2018	8283	2,526.90		61,245.31
01/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE JAN 18	8324	80.95		61,326.26
02/01/2018	AP	INV	LOUISE KARATZA REIMBURSEMENT	OPTICAL	24.50		61,350.76
02/01/2018	AP	INV	RICHARD HAYMAN REIMBURSEMENT	OPTICAL	50.00		61,400.76
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		913.97		62,314.73
02/16/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	FEB 2018	47.24		62,361.97

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			2002-4063-719.0000 FRINGE BENEFITS		(Continued)		
02/16/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	FEB 2018	90.97		62,452.94
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		473.01		62,925.95
02/28/2018	JE	JE	BCBS HEALTH PREMIUM FEB 2018	8284	2,519.50		65,445.45
02/28/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE FEB 18	8325	3,534.24		68,979.69
03/01/2018	AP	INV	GLENN GUBANCSIK REIMBURSEMENT	CLOTHING	67.83		69,047.52
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		1,681.53		70,729.05
03/22/2018	PR	CHK	SUMMARY PR 03/22/2018		996.03		71,725.08
03/23/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	MARCH 2018	92.82		71,817.90
03/23/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	MARCH 2018	48.65		71,866.55
03/23/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	APRIL 2018	89.17		71,955.72
03/23/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	APRIL 2018	48.37		72,004.09
03/31/2018	JE	JE	BCBS HEALTH PREMIUM MAR 2018	8285	2,476.54		74,480.63
03/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAR 18	8326	4,758.75		79,239.38
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		914.82		80,154.20
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		1,180.37		81,334.57
04/26/2018	AP	INV	MADISON NATIONAL LIFE LONG - TERM DISABILITY	MAY 2018	93.41		81,427.98
04/26/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	MAY 2018	48.51		81,476.49
04/30/2018	JE	JE	BCBS HEALTH PREMIUM APRIL 2018	8286	2,476.54		83,953.03
04/30/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE APR 18	8327	4,781.56		88,734.59
05/03/2018	PR	CHK	SUMMARY PR 05/03/2018		1,115.15		89,849.74
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		876.78		90,726.52
05/25/2018	PR	CHK	SUMMARY PR 05/25/2018		825.19		91,551.71
05/31/2018	JE	JE	BCBS HEALTH PREMIUM MAY 2018	8287	2,397.13		93,948.84
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		823.55		94,772.39
05/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAY 18	8459	26,276.32		121,048.71
06/06/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	JUNE 2018	92.32		121,141.03
06/06/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	JUNE 2018	48.51		121,189.54
06/08/2018	AP	INV	LOUISE KARATZA 2018 REIMBURSEMENT	OPTICAL	18.00		121,207.54
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		593.31		121,800.85
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		1,035.78		122,836.63
06/30/2018	JE	JE	BCBS HEALTH PREMIUM JUNE 2018	8288	2,474.14		125,310.77
06/30/2018			2002-4063-719.0000	END BALANCE	127,173.17	1,862.40	125,310.77
GRAND TOTALS:					127,173.17	1,862.40	125,310.77

Attachment: BA 3961 (3961 : Budget Amendment (Budget #))

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2002 MAJOR STREETS							
07/01/2017			**2002-4074-717.0000 RETIREMENT - MERS ACTIVE**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		21.92		21.92
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		9.08		31.00
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		12.84	18.16
07/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE JUL 2017	7812	9.81		27.97
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		27.51		55.48
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		11.83		67.31
08/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE AUG 2017	7814	7.36		74.67
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		5.91		80.58
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		1.15		81.73
09/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE SEPT 2017	7871	5.70		87.43
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		1.91		89.34
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		6.64		95.98
10/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE OCT 2017	7941	21.02		117.00
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		10.96		127.96
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		19.92		147.88
11/30/2017	PR	CHK	SUMMARY PR 11/30/2017		4.67		152.55
11/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE NOV 17	8322	22.17		174.72
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		14.88		189.60
12/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE DEC 17	8323	3.93		193.53
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		0.42		193.95
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		12.58		206.53
01/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE JAN 18	8324	6.27		212.80
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		9.47		222.27
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		98.60		320.87
02/28/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE FEB 18	8325	29.61		350.48
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		4.71		355.19
03/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAR 18	8326	9.30		364.49
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		47.85		412.34
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		102.19		514.53
04/30/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE APR 18	8327	43.23		557.76
05/03/2018	PR	CHK	SUMMARY PR 05/03/2018		22.01		579.77
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		12.58		592.35
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		6.69		599.04
05/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAY 18	8459	1.28		600.32
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		39.01		639.33
06/30/2018			2002-4074-717.0000	END BALANCE	652.17	12.84	639.33
GRAND TOTALS:					652.17	12.84	639.33

Attachment: BA 3961 (3961 : Budget Amendment (Budget #))

06/27/2018 04:32 PM
User: moffittk
DB: Burton

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 2002-4074-718.0000 TO 2002-4074-718.0000
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2002 MAJOR STREETS							
07/01/2017			**2002-4074-718.0000 RETIREMENT - MERS RETIREES**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		171.14		171.14
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		73.81		244.95
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		95.61	149.34
07/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE JUL 2017	7812	38.10		187.44
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		226.56		414.00
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		97.66		511.66
08/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE AUG 2017	7814	25.76		537.42
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		48.83		586.25
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		6.26		592.51
09/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE SEPT 2017	7871	17.31		609.82
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		10.36		620.18
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		53.45		673.63
10/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE OCT 2017	7941	60.16		733.79
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		85.64		819.43
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		157.69		977.12
11/30/2017	PR	CHK	SUMMARY PR 11/30/2017		36.79		1,013.91
11/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE NOV 17	8322	69.22		1,083.13
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		121.33		1,204.46
12/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE DEC 17	8323	12.59		1,217.05
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		2.26		1,219.31
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		103.86		1,323.17
01/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE JAN 18	8324	17.09		1,340.26
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		60.37		1,400.63
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		814.22		2,214.85
02/28/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE FEB 18	8325	87.12		2,301.97
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		25.59		2,327.56
03/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAR 18	8326	29.32		2,356.88
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		386.41		2,743.29
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		817.02		3,560.31
04/30/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE APR 18	8327	129.71		3,690.02
05/03/2018	PR	CHK	SUMMARY PR 05/03/2018		181.76		3,871.78
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		103.86		3,975.64
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		54.08		4,029.72
05/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAY 18	8459	3.25		4,032.97
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		316.33		4,349.30
06/30/2018			2002-4074-718.0000	END BALANCE	4,444.91	95.61	4,349.30
GRAND TOTALS:					4,444.91	95.61	4,349.30

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3962)

DOC ID: 3962

Approve and authorize the following 2017-2018 budget amendment in the Local Streets Fund: Increase 2003-4063-709.0000 Overtime-Surface Maintenance by $300; Increase 2003-4063-719.0000 Fringe Benefits-Surface Maintenance by $10,000; Decrease 2003-4069-719.0000 Fringe Benefits-Drainage by $10,300.

ATTACHMENTS:

- BA 3962 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 27, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Local Streets Fund Budget as follows: Increase 2003-4063-709.0000 Overtime-Surface Maintenance by $300; Increase 2003-4063-719.0000 Fringe Benefits-Surface Maintenance by $10,000; Decrease 2003-4069-719.0000 Fringe Benefits-Drainage by $10,300.

The Overtime-Surface Maintenance account is currently over budget by $63. As such, I would recommend adding $300 to cover estimated expenditures for the remainder of the fiscal year.

The Fringe Benefits-Surface Maintenance account is currently over budget by $4,540. As such, I would recommend adding $10,000 to cover estimated expenditures for the remainder of the fiscal year.

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDG US
Fund 2003 - LOCAL STREETS							
Revenues							
Dept 0000							
2003-0000-450.0000	RIGHT OF WAY PERMIT FEES	400.00	760.00	60.00	0.00	(360.00)	190.0
2003-0000-574.0000	GAS & WEIGHT TAX	754,700.00	691,246.93	140,719.99	0.00	63,453.07	91.5
2003-0000-574.0659	ST OF MI ROW MAINTENANCE FEE	45,000.00	130,702.08	130,702.08	0.00	(85,702.08)	290.4
2003-0000-666.0000	INTEREST INCOME	2,000.00	1,670.99	0.00	0.00	329.01	83.5
2003-0000-675.0000	REFUNDS & REBATES	500.00	0.00	0.00	0.00	500.00	0.0
2003-0000-676.0000	MTF/LRP TRANS FROM MAJOR STREET	583,000.00	466,446.98	0.00	0.00	116,553.02	80.0
2003-0000-678.0000	REIMBURSEMENT INCOME	1,900.00	0.00	0.00	0.00	1,900.00	0.0
2003-0000-694.0000	MISCELLANEOUS REVENUE	800.00	959.87	299.00	0.00	(159.87)	119.9
Total Dept 0000		1,388,300.00	1,291,786.85	271,781.07	0.00	96,513.15	93.0
TOTAL REVENUES		1,388,300.00	1,291,786.85	271,781.07	0.00	96,513.15	93.0
Expenditures							
Dept 4063 - SURFACE MAINTENANCE							
2003-4063-705.0000	SUPERVISION SALARIES	25,000.00	22,252.47	759.59	0.00	2,747.53	89.0
2003-4063-706.0000	SALARIES PERMANENT	110,300.00	66,203.25	4,950.18	0.00	44,096.75	60.0
2003-4063-708.0000	SHARED SALARIES	41,000.00	36,121.44	2,692.14	0.00	4,878.56	88.1
2003-4063-709.0000	OVERTIME	+300 2,000.00	2,063.09	227.60	0.00	(63.09)	103.1
2003-4063-717.0000	RETIREMENT - MERS ACTIVE	13,700.00	10,320.74	485.81	0.00	3,379.26	75.3
2003-4063-718.0000	RETIREMENT - MERS RETIREES	68,200.00	39,623.01	1,722.74	0.00	28,576.99	58.1
2003-4063-719.0000	FRINGE BENEFITS	+10,000 111,700.00	116,239.76	5,463.23	0.00	(4,539.76)	104.0
2003-4063-750.0000	CHLORIDE	60,000.00	32,144.88	0.00	22,855.12	5,000.00	91.6
2003-4063-751.0000	PATCH	35,000.00	22,592.51	454.94	3,276.14	9,131.35	73.9
2003-4063-752.0000	GRAVEL	20,000.00	13,263.52	(1,690.64)	6.52	6,729.96	66.3
2003-4063-757.0000	OPERATING EXPENDITURES	5,000.00	517.59	0.00	2,175.48	2,306.93	53.8
2003-4063-818.0000	CONTRACTUAL SERVICE	1,000.00	0.00	0.00	0.00	1,000.00	0.0
2003-4063-818.2000	CONTRACTUAL SERVICE - CRACK SEAL	50,000.00	60.00	0.00	0.00	49,940.00	0.1
2003-4063-818.3000	CONTRACTUAL SERVICE - STREET SWEEPING	56,400.00	28,066.96	3,823.20	195.84	28,137.20	50.1
2003-4063-943.0000	EQUIPMENT RENTAL	56,500.00	48,607.31	0.00	0.00	7,892.69	86.0
Total Dept 4063 - SURFACE MAINTENANCE		655,800.00	438,076.53	18,888.79	28,509.10	189,214.37	71.1
Dept 4068 - TREES & SHRUBS							
2003-4068-705.0000	SUPERVISION SALARIES	1,500.00	1,144.69	74.28	0.00	355.31	76.3
2003-4068-706.0000	SALARIES PERMANENT	4,400.00	1,997.77	51.50	0.00	2,402.23	45.4
2003-4068-709.0000	OVERTIME	300.00	193.52	0.00	0.00	106.48	64.5
2003-4068-717.0000	RETIREMENT - MERS ACTIVE	400.00	230.86	9.88	0.00	169.14	57.7
2003-4068-718.0000	RETIREMENT - MERS RETIREES	2,100.00	1,401.45	80.36	0.00	698.55	66.7
2003-4068-719.0000	FRINGE BENEFITS	4,100.00	1,212.54	13.13	0.00	2,887.46	29.5
2003-4068-757.0000	OPERATING EXPENDITURES	1,500.00	1,240.27	0.00	0.00	259.73	82.6
2003-4068-818.0000	CONTRACTUAL SERVICE	3,000.00	1,900.00	1,900.00	0.00	1,100.00	63.3
2003-4068-943.0000	EQUIPMENT RENTAL	4,400.00	1,179.20	0.00	0.00	3,220.80	26.8
Total Dept 4068 - TREES & SHRUBS		21,700.00	10,500.30	2,129.15	0.00	11,199.70	48.3
Dept 4069 - DRAINAGE							
2003-4069-705.0000	SUPERVISION SALARIES	10,800.00	8,995.02	112.90	0.00	1,804.98	83.2
2003-4069-706.0000	SALARIES PERMANENT	26,000.00	11,707.28	201.54	0.00	14,292.72	45.03
2003-4069-709.0000	OVERTIME	1,000.00	430.80	0.00	0.00	569.20	43.08
2003-4069-717.0000	RETIREMENT - MERS ACTIVE	2,100.00	1,778.60	16.12	0.00		

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 2003 - LOCAL STREETS							
Expenditures							
2003-4069-718.0000	RETIREMENT - MERS RETIREES	12,500.00	10,937.47	128.04	0.00	1,562.53	87.5
2003-4069-719.0000	FRINGE BENEFITS	-10,300 21,600.00	7,457.49	32.92	0.00	14,142.51	34.5
2003-4069-757.0000	OPERATING EXPENDITURES	7,000.00	4,311.24	(236.21)	2,994.54	(305.78)	104.3
2003-4069-818.0000	CONTRACTUAL SERVICE	45,000.00	21,779.38	3,687.50	0.00	23,220.62	48.4
2003-4069-943.0000	EQUIPMENT RENTAL	35,000.00	16,503.96	0.00	168.00	18,328.04	47.6
Total Dept 4069 - DRAINAGE		161,000.00	83,901.24	3,942.81	3,162.54	73,936.22	54.0
Dept 4074 - TRAFFIC SIGNS							
2003-4074-705.0000	SUPERVISION SALARIES	5,100.00	3,010.75	24.76	0.00	2,089.25	59.0
2003-4074-706.0000	SALARIES PERMANENT	6,400.00	1,851.78	35.43	0.00	4,548.22	28.9
2003-4074-709.0000	OVERTIME	300.00	132.86	0.00	0.00	167.14	44.2
2003-4074-717.0000	RETIREMENT - MERS ACTIVE	700.00	522.98	3.45	0.00	177.02	74.7
2003-4074-718.0000	RETIREMENT - MERS RETIREES	3,900.00	3,477.71	27.66	0.00	422.29	89.1
2003-4074-719.0000	FRINGE BENEFITS	8,200.00	1,797.55	6.30	0.00	6,402.45	21.9
2003-4074-757.0000	OPERATING EXPENDITURES	1,000.00	152.85	0.00	0.00	847.15	15.2
2003-4074-757.7100	MATERIAL-SIGNS	5,000.00	3,709.67	1,872.68	726.76	563.57	88.7
2003-4074-943.0000	EQUIPMENT RENTAL	5,000.00	2,464.97	0.00	0.00	2,535.03	49.3
Total Dept 4074 - TRAFFIC SIGNS		35,600.00	17,121.12	1,970.28	726.76	17,752.12	50.1
Dept 4078 - WINTER MAINTENANCE							
2003-4078-705.0000	SUPERVISION SALARIES	5,700.00	5,695.93	0.00	0.00	4.07	99.9
2003-4078-706.0000	SALARIES PERMANENT	15,800.00	14,735.50	0.00	0.00	1,064.50	93.2
2003-4078-709.0000	OVERTIME	8,100.00	8,021.26	0.00	0.00	78.74	99.0
2003-4078-717.0000	RETIREMENT - MERS ACTIVE	1,500.00	1,458.32	0.00	0.00	41.68	97.2
2003-4078-718.0000	RETIREMENT - MERS RETIREES	9,000.00	8,054.38	0.00	0.00	945.62	89.4
2003-4078-719.0000	FRINGE BENEFITS	10,900.00	6,073.42	0.00	684.00	4,142.58	61.9
2003-4078-757.0000	OPERATING EXPENDITURES - SALT	59,900.00	59,888.51	15,600.00	0.00	11.49	99.9
2003-4078-943.0000	EQUIPMENT RENTAL	78,000.00	76,337.69	0.00	0.00	1,662.31	97.8
Total Dept 4078 - WINTER MAINTENANCE		188,900.00	180,265.01	15,600.00	684.00	7,950.99	95.7
Dept 4081 - ROADSIDE CLEANUP							
2003-4081-705.0000	SUPERVISION SALARIES	800.00	106.07	0.00	0.00	693.93	13.2
2003-4081-706.0000	SALARIES PERMANENT	1,500.00	677.09	221.60	0.00	822.91	45.1
2003-4081-709.0000	OVERTIME	300.00	225.00	0.00	0.00	75.00	75.0
2003-4081-717.0000	RETIREMENT - MERS ACTIVE	200.00	29.94	1.95	0.00	170.06	14.9
2003-4081-718.0000	RETIREMENT - MERS RETIREES	900.00	157.71	10.59	0.00	742.29	17.5
2003-4081-719.0000	FRINGE BENEFITS	1,300.00	222.49	23.09	0.00	1,077.51	17.1
2003-4081-943.0000	EQUIPMENT RENTAL	3,000.00	790.60	0.00	0.00	2,209.40	26.3
Total Dept 4081 - ROADSIDE CLEANUP		8,000.00	2,208.90	257.23	0.00	5,791.10	27.6
Dept 4082 - ADMINISTRATION							
2003-4082-703.0000	ADMINISTRATION SALARIES	30,300.00	29,975.25	2,336.91	0.00	324.75	98.9
2003-4082-705.0000	SUPERVISION SALARIES	0.00	542.24	542.24	0.00	(542.24)	100.0
2003-4082-706.0000	SALARIES PERMANENT	6,900.00	6,759.51	579.90	0.00	140.49	97.9
2003-4082-709.0000	OVERTIME	100.00	26.25	16.30	0.00	73.75	26.25
2003-4082-717.0000	RETIREMENT - MERS ACTIVE	2,900.00	1,805.22	458.19	0.00	1,094.78	62.25
2003-4082-718.0000	RETIREMENT - MERS RETIREES	5,900.00	5,951.66	1,420.36	0.00	[illegible]	[illegible]
2003-4082-719.0000	FRINGE BENEFITS	13,700.00	16,860.86	3,312.86	0.00	(3,[illegible]	[illegible]

GL ACTIVITY REPORT FOR CITY OF BURTON
FROM 2003-4063-709.0000 TO 2003-4063-709.0000
TRANSACTIONS FROM 07/01/2017 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2003 LOCAL STREETS							
07/01/2017			**2003-4063-709.0000 OVERTIME**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		59.59		59.59
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		69.84		129.43
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		42.34	87.09
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		34.95		122.04
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		19.88		141.92
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		72.93		214.85
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		19.36		234.21
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		157.37		391.58
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		535.71		927.29
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		36.21		963.50
11/30/2017	PR	CHK	SUMMARY PR 11/30/2017		7.88		971.38
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		107.87		1,079.25
12/28/2017	PR	CHK	SUMMARY PR 12/28/2017		93.59		1,172.84
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		77.28		1,250.12
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		76.75		1,326.87
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		45.09		1,371.96
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		39.07		1,411.03
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		45.44		1,456.47
03/22/2018	PR	CHK	SUMMARY PR 03/22/2018		15.74		1,472.21
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		78.84		1,551.05
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		54.52		1,605.57
05/03/2018	PR	CHK	SUMMARY PR 05/03/2018		64.81		1,670.38
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		100.98		1,771.36
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		64.13		1,835.49
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		105.85		1,941.34
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		121.75		2,063.09
06/30/2018			2003-4063-709.0000	END BALANCE	2,105.43	42.34	2,063.09
GRAND TOTALS:					2,105.43	42.34	2,063.09

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2003 LOCAL STREETS							
07/01/2017			**2003-4063-719.0000 FRINGE BENEFITS**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		7,104.69		7,104.69
07/18/2017	AP	INV	MADISON NATIONAL LIFE	JULY 2017	64.35		7,169.04
			LIFE INSURANCE				
07/18/2017	AP	INV	MADISON NATIONAL LIFE	JULY 2017	127.20		7,296.24
			LONG -TERM DISABILITY				
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		283.30		7,579.54
07/28/2017	AP	INV	PETER WINGBLAD	CLOTHING	133.55		7,713.09
			REIMBURSEMENT				
07/31/2017	AP	INV	MADISON NATIONAL LIFE	AUG 2017	64.35		7,777.44
			LIFE INSURANCE				
07/31/2017	AP	INV	MADISON NATIONAL LIFE	AUG 2017	127.20		7,904.64
			LONG - TERM DISABILITY				
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		190.70	7,713.94
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		196.61	7,517.33
07/31/2017	JE	JE	BCBS HEALTH PREMIUM JULY 2017	7766	3,709.97		11,227.30
07/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE JUL 2017	7812	1,994.60		13,221.90
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		251.60		13,473.50
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		332.85		13,806.35
08/30/2017	AP	INV	MADISON NATIONAL LIFE	SEPT 2017	64.35		13,870.70
			LIFE INSURANCE				
08/30/2017	AP	INV	MADISON NATIONAL LIFE	SEPT 2017	127.20		13,997.90
			LONG - TERM DISABILITY				
08/30/2017	AP	INV	KAREN MOFFITT	OPTICAL	24.63		14,022.53
			REIMBURSEMENT				
08/31/2017	JE	JE	BCBS HEALTH PREMIUM AUG 2017	7767	3,709.97		17,732.50
08/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE AUG 2017	7814	917.15		18,649.65
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		522.63		19,172.28
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		761.70		19,933.98
09/25/2017	AP	INV	MADISON NATIONAL LIFE	OCTOBER 2017	64.35		19,998.33
			LIFE INSURANCE				
09/25/2017	AP	INV	MADISON NATIONAL LIFE	OCTOBER 2017	127.20		20,125.53
			LONG-TERM DISABILITY				
09/25/2017	AP	INV	MML WORKERS' COMP FUND	10609204	1,943.73		22,069.26
			PAYROLL AUDIT 7/1/16 - 7/1/17				
09/28/2017	AP	INV	D.M. BURR	17684	700.00		22,769.26
			MAINTENANCE SERVICES 8/27/17 - 9/9/1				
09/30/2017	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 768	7690		1,943.73	20,825.53
09/30/2017	JE	JE	BCBS HEALTH PREMIUM SEPT 2017	7855	3,709.97		24,535.50
09/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE SEPT 2017	7871	4,145.06		28,680.56
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		294.01		28,974.57
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		1,092.79		30,067.36
10/23/2017	AP	INV	GINGER BURKE-MILLER	OPTICAL	25.00		30,092.36
			REIMBURSEMENT				
10/24/2017	GJ	JE	TO EXP PY PREPAID HRA	7820	3,325.85		33,418.21
10/24/2017	AP	INV	MADISON NATIONAL LIFE	NOV 2017	64.35		33,482.56
			LIFE INSURANCE				
10/25/2017	AP	INV	MADISON NATIONAL LIFE	NOV 2017	127.87		33,610.43
			LONG - TERM DISABILITY				
10/31/2017	AP	INV	HUNTINGTON NATIONAL BANK	AUG 2017	540.00		34,150.43
			CREDIT CARD CHARGES				
10/31/2017	JE	JE	BCBS HEALTH PREMIUM OCT 2017	7900	3,765.79		37,916.22
10/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE OCT 2017	7941	2,877.31		40,793.53
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		1,003.51		41,797.04
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		768.17		42,565.21
11/20/2017	AP	INV	MADISON NATIONAL LIFE	DEC 2017	72.75		42,637.96
			LIFE INSURANCE PREMIUMS				
11/20/2017	AP	INV	MADISON NATIONAL LIFE	DEC 2017	139.03		42,776.99
			LONG - TERM DISABILITY				
11/21/2017	AP	INV	HUNTINGTON NATIONAL BANK	SEPT 2017		108.00	42,668.99
			CREDIT CARD CHARGES				
11/28/2017	AP	INV	DOUG BINGAMAN	OPTICAL REIMB	17.51		42,686.50
			OPTICAL REIMBURSEMENT				
11/30/2017	PR	CHK	SUMMARY PR 11/30/2017		555.96		43,242.46
11/30/2017	JE	JE	BCBS HEALTH PREMIUM NOV 2017	8281	3,641.52		46,883.98
11/30/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE NOV 17	8322	2,839.19		49,723.17
12/01/2017	AP	INV	IETTA SUE WARREN	OPTICAL	17.49		49,740.66
			OPTICAL REIMBURSEMENT				
12/06/2017	AP	INV	KAREN MOFFITT	OPTICAL REIMB	10.12		49,750.78
			OPTICAL REIMBURSEMENT				
12/07/2017	PR	CHK	SUMMARY PR 12/07/2017		4,310.89		54,061.67
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		2,460.13		56,521.80
12/21/2017	AP	INV	MADISON NATIONAL LIFE	JAN 2018	72.75		56,594.55
			LIFE INSURANCE				
12/21/2017	AP	INV	MADISON NATIONAL LIFE	JAN 2018	139.03		56,733.58
			LONG-TERM DISABILITY				
12/21/2017	AP	INV	RICHARD HAYMAN	12192017	50.00		56,783.58
			OPTICAL REIMBURSEMENT				
12/28/2017	PR	CHK	SUMMARY PR 12/28/2017		271.83		57,055.41
12/31/2017	JE	JE	BCBS HEALTH PREMIUM DEC 17	8282	3,762.83		60,818.24
12/31/2017	JE	JE	ST ADMIN ALLOC/MP FRINGE DEC 17	8323	1,234.15		62,052.39
01/05/2018	AP	INV	BRENDA MOULTON	01042017	33.78		62,086.17
			OPTICAL REIMBURSEMENT 2017				
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		899.45		62,985.62
01/18/2018	PR	CHK	SUMMARY PR 01/18/2018		8,011.93		70,997.55
01/18/2018	AP	INV	BETTE BIGSBY	01112018	31.49		71,029.04
			OPTICAL REIMBURSEMENT 2018				
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		314.00		71,343.04
01/31/2018	JE	JE	BCBS HEALTH PREMIUM JAN 2018	8283	3,787.23		75,130.27
01/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE JAN 18	8324		82.57	75,047.70
02/01/2018	AP	INV	LOUISE KARATZA	OPTICAL	34.75		75,082.45
			REIMBURSEMENT				
02/01/2018	AP	INV	RICHARD HAYMAN	OPTICAL	50.00		75,132.45
			REIMBURSEMENT				
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		244.28		75,376.73
02/16/2018	AP	INV	MADISON NATIONAL LIFE	FEB 2018	68.77		75,445.50
			LIFE INSURANCE				

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			2003-4063-719.0000 FRINGE BENEFITS		(Continued)		
02/16/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	FEB 2018	133.80		75,579.30
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		284.98		75,864.28
02/28/2018	JE	JE	BCBS HEALTH PREMIUM FEB 2018	8284	3,776.72		79,641.00
02/28/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE FEB 18	8325	792.30		80,433.30
03/01/2018	AP	INV	GLENN GUBANCSIK REIMBURSEMENT	CLOTHING	101.76		80,535.06
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		1,342.25		81,877.31
03/22/2018	PR	CHK	SUMMARY PR 03/22/2018		200.31		82,077.62
03/23/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	MARCH 2018	136.40		82,214.02
03/23/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	MARCH 2018	70.76		82,284.78
03/23/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	APRIL 2018	130.51		82,415.29
03/23/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	APRIL 2018	69.93		82,485.22
03/31/2018	JE	JE	BCBS HEALTH PREMIUM MAR 2018	8285	3,704.53		86,189.75
03/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAR 18	8326	259.67		86,449.42
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		470.92		86,920.34
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		284.51		87,204.85
04/26/2018	AP	INV	MADISON NATIONAL LIFE LONG - TERM DISABILITY	MAY 2018	137.03		87,341.88
04/26/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	MAY 2018	70.34		87,412.22
04/30/2018	JE	JE	BCBS HEALTH PREMIUM APRIL 2018	8286	3,704.53		91,116.75
04/30/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE APR 18	8327	282.97		91,399.72
05/03/2018	PR	CHK	SUMMARY PR 05/03/2018		514.85		91,914.57
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		515.08		92,429.65
05/25/2018	PR	CHK	SUMMARY PR 05/25/2018		947.09		93,376.74
05/31/2018	JE	JE	BCBS HEALTH PREMIUM MAY 2018	8287	3,585.62		96,962.36
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		413.60		97,375.96
05/31/2018	JE	JE	ST ADMIN ALLOC/MP FRINGE MAY 18	8459	13,400.57		110,776.53
06/06/2018	AP	INV	MADISON NATIONAL LIFE LONG-TERM DISABILITY	JUNE 2018	135.38		110,911.91
06/06/2018	AP	INV	MADISON NATIONAL LIFE LIFE INSURANCE	JUNE 2018	70.34		110,982.25
06/08/2018	AP	INV	LOUISE KARATZA 2018 REIMBURSEMENT	OPTICAL	25.52		111,007.77
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		498.51		111,506.28
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		1,032.36		112,538.64
06/30/2018	JE	JE	BCBS HEALTH PREMIUM JUNE 2018	8288	3,701.12		116,239.76
06/30/2018			2003-4063-719.0000	END BALANCE	118,761.37	2,521.61	116,239.76
GRAND TOTALS:					118,761.37	2,521.61	116,239.76

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3963)

DOC ID: 3963

Approve and authorize the following 2017-2018 budget amendment in the Fire Fund: Decrease 2006-2006-707.0000 Part-Time Firemen by $1,000; Increase 2006-2006-717-0000 Retirement-MERS Active by $1,000.

ATTACHMENTS:

- BA 3963 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 27, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the Fire Fund Budget as follows: Decrease 2006-2006-707.0000 Part-Time Firemen by $1,000; Increase 2006-2006-717-0000 Retirement-MERS Active by $1,000.

The Retirement-MERS Active account is currently over budget by $330. As such, I would recommend adding $1,000 to cover estimated expenditures for the remainder of the fiscal year.

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 2006 - FIRE DEPARTMENT							
Revenues							
Dept 0000							
2006-0000-403.0000	CURRENT REAL/PERSONAL TAXES	533,800.00	511,573.88	0.00	0.00	22,226.12	95.8
2006-0000-404.0000	TAX CHARGEBACKS	(2,400.00)	2,818.39	0.00	0.00	(5,218.39)	(117.4
2006-0000-407.0000	DELINQUENT PERSONAL TAXES	200.00	0.00	0.00	0.00	200.00	0.0
2006-0000-501.0010	FEDERAL AFG FEMA FIRE GRANT	123,700.00	76,764.93	0.00	0.00	46,935.07	62.0
2006-0000-501.7081	AFG GRANT REVENUE - RADIOS/EMT TRAININ	2,600.00	2,340.00	0.00	0.00	260.00	90.0
2006-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	5,900.00	6,453.21	0.00	0.00	(553.21)	109.3
2006-0000-630.0000	FIRE RECOVERY FEES	20,000.00	19,146.68	(571.90)	0.00	853.32	95.7
2006-0000-631.0000	FIRE INSPECTION FEES	3,000.00	3,950.00	75.00	0.00	(950.00)	131.6
2006-0000-633.0000	SITE PLAN REVIEW	400.00	975.00	75.00	0.00	(575.00)	243.7
2006-0000-673.0000	SALE OF ASSETS	1,500.00	6,625.00	0.00	0.00	(5,125.00)	441.6
2006-0000-675.0000	REFUNDS & REBATES	3,000.00	0.00	0.00	0.00	3,000.00	0.0
2006-0000-678.0000	REIMBURSEMENT INCOME	3,500.00	3,387.93	417.20	0.00	112.07	96.8
2006-0000-691.1001	TRANSFER FROM GENERAL FUND	929,200.00	929,200.00	0.00	0.00	0.00	100.0
2006-0000-694.0000	OTHER REVENUES	2,000.00	0.00	0.00	0.00	2,000.00	0.0
2006-0000-694.0004	CPR CLASS REVENUE	0.00	420.00	0.00	0.00	(420.00)	100.0
Total Dept 0000		1,626,400.00	1,563,655.02	(4.70)	0.00	62,744.98	96.1
TOTAL REVENUES		1,626,400.00	1,563,655.02	(4.70)	0.00	62,744.98	96.1
Expenditures							
Dept 2006 - FIRE DEPARTMENT EXPENDITURES							
2006-2006-703.0000	SALARY	61,400.00	61,374.36	4,721.10	0.00	25.64	99.9
2006-2006-706.0000	SALARIES PERMANENT	96,200.00	86,654.16	6,888.48	0.00	9,545.84	90.0
2006-2006-707.0000	PART-TIME FIREMEN −1,000	202,500.00	131,116.30	14,221.25	0.00	71,383.70	64.7
2006-2006-708.0000	SHARED SALARIES	38,400.00	33,314.69	2,578.01	0.00	5,085.31	86.7
2006-2006-709.0000	OVERTIME	4,500.00	1,720.76	323.09	0.00	2,779.24	38.2
2006-2006-717.0000	RETIREMENT - MERS ACTIVE +1,000	23,100.00	23,429.94	1,765.94	0.00	(329.94)	101.4
2006-2006-718.0000	RETIREMENT - MERS RETIREES	34,900.00	32,749.46	2,766.55	0.00	2,150.54	93.8
2006-2006-719.0000	FRINGE BENEFITS	149,100.00	109,700.38	8,938.11	0.00	39,399.62	73.5
2006-2006-727.0000	OFFICE SUPPLIES	1,500.00	563.43	0.00	30.11	906.46	39.5
2006-2006-728.0000	INFORMATION TECH ALLOCATION	14,400.00	14,400.00	(6,500.00)	0.00	0.00	100.0
2006-2006-744.0000	SAFETY WEAR & HEALTH	32,500.00	15,098.70	7,215.12	16,805.54	595.76	98.1
2006-2006-757.0000	OPERATING EXPENDITURES	18,000.00	12,316.44	2,082.92	1,846.23	3,837.33	78.6
2006-2006-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	100.0
2006-2006-818.0000	CONTRACTUAL SERVICES	15,000.00	10,266.89	35.00	127.00	4,606.11	69.2
2006-2006-826.0000	LEGAL	3,000.00	633.00	0.00	0.00	2,367.00	21.1
2006-2006-828.0000	MEMBERSHIP & DUES	6,500.00	6,293.45	0.00	0.00	206.55	96.8
2006-2006-863.0000	AUTO REPAIR	84,000.00	63,673.52	45.00	14,076.91	6,249.57	92.5
2006-2006-864.0000	TRAINING & CERTIFICATIONS	3,500.00	2,360.98	0.00	0.00	1,139.02	67.4
2006-2006-867.0000	GAS & OIL	10,000.00	9,982.96	0.00	0.00	17.04	99.8
2006-2006-910.0000	INSURANCE	25,000.00	23,891.58	0.00	0.00	1,108.42	95.5
2006-2006-910.7020	BUILDING INSURANCE	2,300.00	2,204.77	0.00	0.00	95.23	95.8
2006-2006-920.0000	UTILITIES	39,000.00	34,879.50	68.72	0.00	4,120.50	89.4
2006-2006-921.0000	SEWER PAYMENTS	7,000.00	5,565.44	0.00	0.00	1,434.56	79.5
2006-2006-934.0000	EQUIPMENT REPAIR	12,000.00	10,017.67	127.97	5.00	1,977.33	83.5
2006-2006-937.0000	BUILDING MAINT & SUPPLIES	45,000.00	40,643.83	1,026.31	1,543.32	2,812.85	93.7
2006-2006-943.0000	EQUIPMENT RENTAL	14,500.00	4,202.62	0.00	0.00	10,297.38	28.9
2006-2006-956.0000	MISCELLANEOUS	500.00	353.67	51.85	132.33	14.00	97.2
2006-2006-962.0000	TRAINING & MATERIALS	17,000.00	8,430.32	0.00	7,620.00	949.68	94.4
2006-2006-963.0000	PREVENTION MATERIALS	9,500.00	8,980.47	1,147.86	300.00	219.53	97.69
2006-2006-977.0020	FEMA SIREN GRANT EXPENDITURE	2,000.00	1,673.75	0.00	0.00	326.25	83.69
2006-2006-977.7081	AFG (FEDERAL)- RADIOS/EMT/SAFETYWEAR	2,600.00	2,600.00	0.00	0.00		

E.12.a

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 2006 FIRE DEPARTMENT							
07/01/2017			**2006-2006-717.0000 RETIREMENT - MERS ACTIVE**		BEG. BALANCE		0.00
07/13/2017	PR	CHK	SUMMARY PR 07/13/2017		892.13		892.13
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		889.32		1,781.45
07/31/2017	JE		REV ACCRUED PAYROLL 6/30/17 JE 7469	7509		37.05	1,744.40
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		898.30		2,642.70
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		893.38		3,536.08
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		889.34		4,425.42
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		892.35		5,317.77
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		893.05		6,210.82
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		892.89		7,103.71
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		897.19		8,000.90
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		891.89		8,892.79
11/30/2017	PR	CHK	SUMMARY PR 11/30/2017		891.66		9,784.45
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		891.68		10,676.13
12/28/2017	PR	CHK	SUMMARY PR 12/28/2017		932.19		11,608.32
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		882.75		12,491.07
01/18/2018	PR	CHK	SUMMARY PR 01/18/2018		913.99		13,405.06
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		871.70		14,276.76
01/31/2018	JE	JE	ADJ MERS JAN 18 MOFFITT	8312		18.60	14,258.16
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		749.36		15,007.52
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		779.38		15,786.90
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		824.86		16,611.76
03/22/2018	PR	CHK	SUMMARY PR 03/22/2018		826.23		17,437.99
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		824.59		18,262.58
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		824.59		19,087.17
05/03/2018	PR	CHK	SUMMARY PR 05/03/2018		824.78		19,911.95
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		841.68		20,753.63
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		910.37		21,664.00
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		891.84		22,555.84
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		874.10		23,429.94
06/30/2018			2006-2006-717.0000	END BALANCE	23,485.59	55.65	23,429.94
GRAND TOTALS:					23,485.59	55.65	23,429.94

Attachment: BA 3963 (3963 : Budget Amendment (Budget #))

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 3964)

DOC ID: 3964

Approve and authorize the following 2017-2018 budget amendment in the General Fund: Increase 1001-2009-703.0000 Salary-Assessor by $4,800; Decrease 1001-1091-718.0000 Retirement-MERS Retirees-Election by $4,800.

ATTACHMENTS:

- BA 3964 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Paula Zelenko
From: Controller Karen Moffitt
Date: June 27, 2018

Re: Memo of Explanation for
City Council Meeting of 6/27/2018

Madam Mayor:

I am requesting that Council approve a budget amendment within the General Fund Budget as follows: Increase 1001-2009-703.0000 Salary-Assessor by $4,800; Decrease 1001-1091-718.0000 Retirement-MERS Retirees-Election by $4,800.

The Salary-Assessor account is currently over budget by $3,375. As such, I would recommend adding $4,800 to cover estimated expenditures for the remainder of the fiscal year.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BD US
Fund 1001 - GENERAL FUND							
Expenditures							
Dept 1071 - MAYOR							
1001-1071-703.0000	SALARY	75,000.00	74,002.50	5,692.50	0.00	997.50	98.6
1001-1071-706.0000	SALARIES PERMANENT	57,900.00	52,863.63	3,431.73	0.00	5,036.37	91.3
1001-1071-717.0000	RETIREMENT - MERS ACTIVE	9,200.00	8,875.36	550.22	0.00	324.64	96.4
1001-1071-718.0000	RETIREMENT - MERS RETIREES	15,600.00	14,777.03	868.28	0.00	822.97	94.7
1001-1071-719.0000	FRINGE BENEFITS	60,100.00	53,829.06	4,000.10	0.00	6,270.94	89.5
1001-1071-727.0000	OFFICE SUPPLIES	1,000.00	257.11	0.00	500.00	242.89	75.7
1001-1071-728.0000	INFORMATION TECH ALLOCATION	5,600.00	5,600.00	(2,600.00)	0.00	0.00	100.0
1001-1071-731.0000	POSTAGE	400.00	114.18	22.36	0.00	285.82	28.5
1001-1071-757.0000	OPERATING EXPENDITURES	1,000.00	166.01	0.00	600.00	233.99	76.6
1001-1071-818.0000	CONTRACTUAL SERVICE	1,000.00	225.50	0.00	300.00	474.50	52.5
1001-1071-828.0000	MEMBERSHIP & DUES	2,000.00	1,872.00	0.00	0.00	128.00	93.6
1001-1071-863.0000	AUTO REPAIR	500.00	211.54	0.00	42.51	245.95	50.8
1001-1071-864.0000	TRAINING	5,000.00	3,297.20	0.00	0.00	1,702.80	65.9
1001-1071-867.0000	GAS & OIL	1,300.00	880.30	0.00	0.00	419.70	67.7
1001-1071-956.0000	MISCELLANEOUS	1,500.00	1,237.01	0.00	0.00	262.99	82.4
1001-1071-984.0000	OFFICE EQUIPMENT	400.00	0.00	0.00	350.00	50.00	87.5
Total Dept 1071 - MAYOR		237,500.00	218,208.43	11,965.19	1,792.51	17,499.06	92.6
Dept 1091 - ELECTION							
1001-1091-706.0000	SALARIES PERMANENT	58,900.00	50,350.98	2,558.36	0.00	8,549.02	85.4
1001-1091-709.0000	OVERTIME	6,100.00	3,782.53	17.97	0.00	2,317.47	62.0
1001-1091-710.0000	FEES PER DIEM	31,000.00	24,416.18	0.00	49.00	6,534.82	78.9
1001-1091-717.0000	RETIREMENT - MERS ACTIVE	5,000.00	2,179.94	22.51	0.00	2,820.06	43.6
1001-1091-718.0000	RETIREMENT - MERS RETIREES	−4,800 29,000.00	17,931.59	122.30	0.00	11,068.41	61.8
1001-1091-719.0000	FRINGE BENEFITS	25,000.00	19,449.35	706.20	0.00	5,550.65	77.8
1001-1091-720.0000	UNEMPLOYMENT EXPENDITURES - MESC CHARGE	5,500.00	2,986.50	0.00	0.00	2,513.50	54.3
1001-1091-727.0000	SUPPLIES	6,000.00	2,181.32	0.00	254.08	3,564.60	40.5
1001-1091-728.0000	INFORMATION TECH ALLOCATION	800.00	800.00	(300.00)	0.00	0.00	100.0
1001-1091-731.0000	POSTAGE	5,500.00	3,547.61	775.39	0.00	1,952.39	64.5
1001-1091-818.0000	CONTRACTUAL SERVICE	29,000.00	15,478.76	0.00	0.00	13,521.24	53.3
1001-1091-861.0000	AUTO ALLOWANCE	500.00	274.91	148.01	0.00	225.09	54.9
1001-1091-864.0000	TRAINING	3,000.00	1,038.09	41.98	0.00	1,961.91	34.6
1001-1091-900.0000	NOTICES	400.00	0.00	0.00	0.00	400.00	0.0
1001-1091-943.0000	EQUIPMENT RENTAL	1,500.00	360.55	0.00	0.00	1,139.45	24.0
1001-1091-956.0000	MISCELLANEOUS	100.00	100.00	0.00	0.00	0.00	100.0
1001-1091-977.7089	NEW EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.0
1001-1091-999.4001	TRANSFER TO CAPITAL IMPROV.	2,500.00	2,500.00	2,500.00	0.00	0.00	100.0
Total Dept 1091 - ELECTION		210,800.00	147,378.31	6,592.72	303.08	63,118.61	70.0
Dept 2009 - ASSESSOR							
1001-2009-703.0000	SALARY	+4,800 75,000.00	78,375.00	6,593.75	0.00	(3,375.00)	104.5
1001-2009-706.0000	SALARIES PERMANENT	142,200.00	139,341.30	11,185.60	0.00	2,858.70	97.9
1001-2009-709.0000	OVERTIME	1,500.00	1,254.48	0.00	0.00	245.52	83.6
1001-2009-717.0000	RETIREMENT - MERS ACTIVE	2,800.00	1,197.27	98.44	0.00	1,602.73	42.7
1001-2009-718.0000	RETIREMENT - MERS RETIREES	14,600.00	6,506.10	534.68	0.00	8,093.90	44.5
1001-2009-719.0000	FRINGE BENEFITS	83,200.00	66,533.30	4,138.08	0.00	16,666.70	79.9
1001-2009-727.0000	OFFICE SUPPLIES	1,200.00	923.70	145.00	193.99	82.31	93.1
1001-2009-728.0000	INFORMATION TECH ALLOCATION	4,200.00	4,200.00	(1,900.00)	0.00	0.00	100.00
1001-2009-731.0000	POSTAGE	7,000.00	6,845.19	267.50	0.00	154.81	97.79
1001-2009-757.0000	OPERATING EXPENDITURES	200.00	150.07	0.00	0.00		
1001-2009-818.0000	CONTRACTUAL SERVICE	4,000.00	2,367.64	0.00	0.00	1,	

E.13.a

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 1001 GENERAL FUND							
07/01/2017			**1001-2009-703.0000 SALARY**		BEG. BALANCE		0.00
07/27/2017	PR	CHK	SUMMARY PR 07/27/2017		4,812.50		4,812.50
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		4,375.00		9,187.50
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		2,750.00		11,937.50
09/07/2017	PR	CHK	SUMMARY PR 09/07/2017		3,125.00		15,062.50
09/21/2017	PR	CHK	SUMMARY PR 09/21/2017		2,562.50		17,625.00
10/05/2017	PR	CHK	SUMMARY PR 10/05/2017		4,062.50		21,687.50
10/19/2017	PR	CHK	SUMMARY PR 10/19/2017		3,125.00		24,812.50
11/02/2017	PR	CHK	SUMMARY PR 11/02/2017		2,625.00		27,437.50
11/16/2017	PR	CHK	SUMMARY PR 11/16/2017		5,937.50		33,375.00
11/30/2017	PR	CHK	SUMMARY PR 11/30/2017		2,250.00		35,625.00
12/14/2017	PR	CHK	SUMMARY PR 12/14/2017		3,906.25		39,531.25
12/28/2017	PR	CHK	SUMMARY PR 12/28/2017		812.50		40,343.75
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		750.00		41,093.75
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		4,437.50		45,531.25
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		3,437.50		48,968.75
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		3,687.50		52,656.25
03/08/2018	PR	CHK	SUMMARY PR 03/08/2018		3,750.00		56,406.25
03/22/2018	PR	CHK	SUMMARY PR 03/22/2018		4,062.50		60,468.75
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		3,437.50		63,906.25
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		1,625.00		65,531.25
05/03/2018	PR	CHK	SUMMARY PR 05/03/2018		437.50		65,968.75
05/17/2018	PR	CHK	SUMMARY PR 05/17/2018		2,875.00		68,843.75
05/31/2018	PR	CHK	SUMMARY PR 05/31/2018		2,937.50		71,781.25
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		3,218.75		75,000.00
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		3,375.00		78,375.00
06/30/2018			1001-2009-703.0000	END BALANCE	78,375.00	0.00	78,375.00
GRAND TOTALS:					78,375.00		78,375.00

Attachment: BA 3964 (3964 : Budget Amendment (Budget #))

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Mayor's Office
Category: Personnel
Prepared By: Sue Warren
Department Head: Paula Zelenko

AGENDA ITEM (ID # 3949)

DOC ID: 3949

Approve and authorize the purchase of 5 years generic service credits, as allowed by contract, by employee Anthony Brooks for the approximate amount of $78,998.00 of which all costs are solely the responsibility of the employee.

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Mayor's Office
Category: Personnel
Prepared By: Sue Warren
Department Head: Paula Zelenko

AGENDA ITEM (ID # 3951)

DOC ID: 3951

Approve and authorize the purchase of 2 years generic service credits, as allowed by contract, by employee Todd Claerhout for the approximate amount of $19,761.00 of which all costs are solely the responsibility of the employee.

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

Meeting: 06/27/18 07:00 PM
Department: Mayor's Office
Category: Personnel
Prepared By: Sue Warren
Department Head: Paula Zelenko

SCHEDULED

AGENDA ITEM (ID # 3955)

DOC ID: 3955

Approve and authorize the purchase of 1 year 2 months of generic service credits, as allowed by contract, by employee Anthony Greenway for the approximate amount of $13,695.00 of which all costs are solely the responsibility of the employee.

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

SCHEDULED

Meeting: 06/27/18 07:00 PM
Department: Mayor's Office
Category: Attorney Billing
Prepared By: Sue Warren
Department Head: Paula Zelenko

AGENDA ITEM (ID # 3953)

DOC ID: 3953

Approve and authorize the Attorney Billing (Masud) May 2, 2018 - May 31, 2018 in the amount of $7,619.00.