



CITY OF BURTON
FINANCE COMMITTEE MEETING
APRIL 13, 2016
AGENDA

Council Chambers

Regular Meeting

3:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. ROLL CALL

B. STAFF PRESENT

C. MINUTES APPROVAL

1. Finance Committee - Regular Meeting - Mar 16, 2016 3:00 PM

D. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Finance Committee. I would ask each individual to give their name and address for the record and to limit their comments to five (5) minutes and to speak on the topics germane to City business.

E. COMMITTEE DISCUSSION ON THE FOLLOWING ITEMS:

- A. Budget Amendment (Budget 230-231) Approve and authorize the following 2015-2016 budget amendment: Increase 2006-2006-744.0000 Safety Wear and Health by \$14,948.77; Increase 2006-0000-630.0000 Fire Recovery Fees by \$14,948.77.
- B. Budget Amendment (Budget 232-234) Approve and authorize the following 2015-2016 budget amendment: Increase 2006-2006-962.0000 training and materials by \$10,800; increase 2006-2006-937.0000 building maintenance and supplies by \$5,000; and increase 2006-0000-673.0000 Sale of Assets by \$15,800.
- C. Budget Amendment (Budget 235-237) Approve and authorize the following 2015-2016 budget amendment: Increase 1001-6060-973.0000 Parks and Recreation Community Events by \$10,000; Increase 1001-6090-973.2004 Movies Expenditures by \$10,000 And Decrease 1001-6090-956.6090 DNR Grant by \$20,000.

F. TABLED ITEMS FROM PREVIOUS MEETINGS

1. Budget Amendment 228-229 Approve and authorize the following 2015-2016 budget amendment: Increase 6036-6036-699.0000 Contingency by \$36,000 and increase 6036-6036-818.6036 Information technology lease by \$36,000.



CITY OF BURTON
FINANCE COMMITTEE MEETING
MARCH 16, 2016
MINUTES

Council Chambers

Regular Meeting

3:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Vaughn Smith at 3:03 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Late	3:09 PM
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Chairman	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
 Rik Hayman, Chief of Staff

Teresa Karsney, Clerk

C. MINUTES APPROVAL

1. Finance Committee - Regular Meeting - Mar 2, 2016 3:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Vaughn Smith, Chairman
AYES:	O'Keefe, Smith
ABSENT:	Martinbianco

D. AUDIENCE PARTICIPATION

None

E. COMMITTEE DISCUSSION ON THE FOLLOWING ITEMS:

Mrs. Burke-Miller went over each Budget Amendment with the Finance Committee.

- A. Budget Amendment 213-215 Approve and authorize the following 2015-2016 budget amendment: Increase 2006-2006-991.0001 Principal Portion of lease by \$44,500; Increase 2006-2006-995.0001 Interest Portion of Lease by \$15,900; Decrease 2006-2006-985.7094 Vehicle by \$60,400.

Minutes Acceptance: Minutes of Mar 16, 2016 3:00 PM (Minutes Approval)

RESULT: CARRIED [UNANIMOUS]
MOVER: Dennis O'Keefe, Councilman
SECONDER: Vaughn Smith, Chairman
AYES: O'Keefe, Smith
ABSENT: Martinbianco

- B. Budget Amendment 216-217 Approve and authorize the following 2015-2016 budget amendment: Increase 5090-5090-995.2015 SRF Loan Interest by \$10,000 and Decrease 5090-5090-999.7094 Transfer to other funds by \$10,000.

RESULT: CARRIED [UNANIMOUS]
MOVER: Dennis O'Keefe, Councilman
SECONDER: Vaughn Smith, Chairman
AYES: Martinbianco, O'Keefe, Smith

- C. Budget Amendment 218-220 Approve and authorize the following 2015-2016 budget amendment: Increase 5091-5091-995.2016 Interest on DWRP Financing Phase 2 by \$42,000; Increase 5091-5091-995.7860 Revenue Refunding bond interest by \$1,000 and Decrease 5091-5091-957.0000 Contingency by \$43,000.

RESULT: CARRIED [UNANIMOUS]
MOVER: Dennis O'Keefe, Councilman
SECONDER: Tom Martinbianco, Councilman
AYES: Martinbianco, O'Keefe, Smith

- D. Budget Amendment 221-223 Approve and authorize the following 2015-2016 budget amendment: Increase 6061-6061-699.0000 Contingency by \$15,300; Increase 6061-6061-983.1000 Lease Expense - Equipment by \$10,500 and increase 6061-6061-983.0000 Lease Expense - Building by \$4,800.

RESULT: CARRIED [UNANIMOUS]
MOVER: Dennis O'Keefe, Councilman
SECONDER: Tom Martinbianco, Councilman
AYES: Martinbianco, O'Keefe, Smith

- E. Budget Amendment 224-225 Approve and authorize the following 2015-2016 budget amendment: Increase 2003-4078-757.0000 Material-Salt by \$13,000 and Decrease 2003-4078-943.0000 Equipment Rental by \$13,000.

RESULT: CARRIED [UNANIMOUS]
MOVER: Dennis O'Keefe, Councilman
SECONDER: Tom Martinbianco, Councilman
AYES: Martinbianco, O'Keefe, Smith

- F. Budget Amendment 226-227 Approve and authorize the following 2015-2016 budget amendment: Increase 6061-0000-650.0607 Material Sales Revenue - Traffic Signs by \$400 and Increase 6061-6061-749.7007 Traffic Signs Expenditure by \$400.

RESULT: CARRIED [UNANIMOUS]
MOVER: Tom Martinbianco, Councilman
SECONDER: Dennis O'Keefe, Councilman
AYES: Martinbianco, O'Keefe, Smith

- G. Budget Amendment 228-229 Approve and authorize the following 2015-2016 budget amendment: Increase 6036-6036-699.0000 Contingency by \$36,000 and increase 6036-6036-818.6036 Information technology lease by \$36,000.

RESULT: TABLED [UNANIMOUS]
MOVER: Tom Martinbianco, Councilman
SECONDER: Dennis O'Keefe, Councilman
AYES: Martinbianco, O'Keefe, Smith

Meeting was adjourned at 3:30 PM.



Finance Committee

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 2289)

Meeting: 04/13/16 03:00 PM

Department: Controller's Office

Category: Budget

Prepared By: Ginger Burke-Miller

Department Head: Ginger Burke-Miller

E.A

DOC ID: 2289

Budget Amendment (Budget 230-231) Approve and authorize the following 2015-2016 budget amendment: Increase 2006-2006-744.0000 Safety Wear and Health by \$14,948.77; Increase 2006-0000-630.0000 Fire Recovery Fees by \$14,948.77.

ATTACHMENTS:

- 2289 (PDF)
- 2289 memo (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
 PERIOD ENDING 03/31/2016
 % Fiscal Year Completed: 75.14

Attachment: 2289 : Budget Amendment (Budget 230-231)

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 2006 - FIRE DEPARTMENT						
Revenues						
Dept 0000						
2006-0000-403.0000	CURRENT REAL/PERSONAL TAXES	490,100.00	492,251.60	5,935.02	(2,151.60)	100.44
2006-0000-404.0000	TAX CHARGEBACKS	(4,000.00)	0.00	0.00	(4,000.00)	0.00
2006-0000-407.0000	DELINQUENT PERSONAL TAXES	29,300.00	0.00	0.00	29,300.00	0.00
2006-0000-501.0010	FEDERAL AFG FEMA FIRE GRANT	1,000,000.00	62,291.00	0.00	937,709.00	6.23
2006-0000-501.0020	FEMA SIREN GRANT REVENUE	90,000.00	0.00	0.00	90,000.00	0.00
2006-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	10,000.00	9,026.96	0.00	973.04	90.27
2006-0000-630.0000	FIRE RECOVERY FEES	33,000.00	34,961.29	0.00	(1,961.29)	105.94
2006-0000-631.0000	FIRE INSPECTION FEES	3,000.00	1,550.00	450.00	1,450.00	51.67
2006-0000-633.0000	SITE PLAN REVIEW	1,200.00	450.00	0.00	750.00	37.50
2006-0000-666.0000	INTEREST INCOME	900.00	629.96	0.00	270.04	70.00
2006-0000-673.0000	SALE OF ASSETS	7,500.00	15,925.00	15,800.00	(8,425.00)	212.33
2006-0000-675.0000	REFUNDS & REBATES	3,500.00	0.00	0.00	3,500.00	0.00
2006-0000-678.0000	REIMBURSEMENT INCOME	18,125.22	17,446.84	197.54	678.38	96.26
2006-0000-691.1001	CONTRIBUTION FROM GENERAL FUND	900,000.00	900,000.00	0.00	0.00	100.00
2006-0000-694.0000	OTHER REVENUES	3,500.00	1,998.12	0.00	1,501.88	57.09
2006-0000-699.0000	CONTINGENCY	136,400.00	0.00	0.00	136,400.00	0.00
Total Dept 0000		2,722,525.22	1,536,530.77	22,382.56	1,185,994.45	56.44
TOTAL Revenues		2,722,525.22	1,536,530.77	22,382.56	1,185,994.45	56.44
Expenditures						
Dept 2006-FIRE DEPARTMENT EXPENDITURES						
2006-2006-703.0000	SALARY	61,400.00	45,957.29	4,721.11	15,442.71	74.85
2006-2006-706.0000	SALARIES PERMANENT	99,800.00	73,862.54	7,758.48	25,937.46	74.01
2006-2006-707.0000	PART-TIME FIREMEN	240,000.00	138,021.45	15,383.35	101,978.55	57.51
2006-2006-717.0000	RETIREMENT - MERS ACTIVE	0.00	1,620.12	1,620.12	(1,620.12)	100.00
2006-2006-718.0000	RETIREMENT - MERS RETIREES	0.00	3,909.64	3,909.64	(3,909.64)	100.00
2006-2006-719.0000	FRINGE BENEFITS	161,000.00	148,516.22	10,826.12	12,483.78	92.25
2006-2006-727.0000	OFFICE SUPPLIES	1,000.00	889.13	0.00	110.87	88.91
2006-2006-728.0000	INFORMATION TECH ALLOCATION	25,100.00	25,100.00	0.00	0.00	100.00
2006-2006-744.0000	SAFETY WEAR & HEALTH	54,000.00	53,407.23	14,870.65	592.77	98.90
2006-2006-757.0000	OPERATING EXPENDITURES	20,000.00	12,315.24	735.07	7,684.76	61.58
2006-2006-808.0000	AUDIT	2,800.00	2,800.00	0.00	0.00	100.00
2006-2006-818.0000	CONTRACTUAL SERVICES	26,000.00	8,896.61	236.40	17,103.39	34.22
2006-2006-826.0000	LEGAL	5,000.00	548.70	87.50	4,451.30	10.97
2006-2006-828.0000	MEMBERSHIP & DUES	5,000.00	3,545.00	40.00	1,455.00	70.90
2006-2006-863.0000	AUTO REPAIR	53,000.00	29,206.38	1,027.30	23,793.62	55.11
2006-2006-864.0000	TRAINING & CERTIFICATIONS	2,500.00	1,057.60	0.00	1,442.40	42.30
2006-2006-867.0000	GAS & OIL	16,000.00	7,274.08	0.00	8,725.92	45.46
2006-2006-910.0000	INSURANCE	32,000.00	20,362.56	0.00	11,637.44	63.63
2006-2006-910.7020	BUILDING INSURANCE	2,000.00	1,848.22	0.00	151.78	92.41
2006-2006-920.0000	UTILITIES	39,000.00	25,935.07	4,615.83	13,064.93	66.50
2006-2006-921.0000	SEWER PAYMENTS	5,000.00	3,756.19	537.68	1,243.81	75.12
2006-2006-934.0000	EQUIPMENT REPAIR	9,000.00	8.34	0.00	8,991.66	0.09
2006-2006-937.0000	BUILDING MAINT & SUPPLIES	25,749.03	26,020.32	7,924.29	(271.29)	101.05
2006-2006-943.0000	EQUIPMENT RENTAL	14,500.00	8,823.81	1,368.70	5,676.19	60.85
2006-2006-956.0000	MISCELLANEOUS	800.00	663.76	0.00	136.24	82.97
2006-2006-962.0000	TRAINING & MATERIALS	12,000.00	8,045.60	0.00	3,954.40	67.05
2006-2006-963.0000	PREVENTION MATERIALS	9,376.19	8,865.80	638.27	510.39	94.56

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
 PERIOD ENDING 03/31/2016
 % Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2016 NORMAL (ABNORMAL)	MONTH 03/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 2006 - FIRE DEPARTMENT						
Expenditures						
2006-2006-977.7089	NEW EQUIPMENT	359,500.00	184,037.03	6,395.00	175,462.97	51.19
2006-2006-984.0000	OFFICE EQUIPMENT	300.00	0.00	0.00	300.00	0.00
2006-2006-985.0000	VEHICLE	899,800.00	45,913.10	700.00	853,886.90	5.10
2006-2006-991.0000	PRINCIPAL ON BONDS	150,000.00	150,000.00	0.00	0.00	100.00
2006-2006-991.0001	PRINCIPAL PORTION OF LEASE (CAPITAL) PMT	44,500.00	0.00	0.00	44,500.00	0.00
2006-2006-995.0000	INTEREST ON BONDS	179,800.00	179,725.00	87,987.50	75.00	99.96
2006-2006-995.0001	INTEREST PORTION OF LEASE (CAPITAL) PMT	15,900.00	0.00	0.00	15,900.00	0.00
2006-2006-999.0000	PAYING AGENT FEES ON BONDS	700.00	250.00	125.00	450.00	35.71
2006-2006-999.4206	TRANSFER OUT TO FIRE CAPITAL PROJECTS	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 2006-FIRE DEPARTMENT EXPENDITURES		2,722,525.22	1,221,182.03	171,508.01	1,501,343.19	44.85
TOTAL Expenditures		2,722,525.22	1,221,182.03	171,508.01	1,501,343.19	44.85
Fund 2006 - FIRE DEPARTMENT:						
TOTAL REVENUES		2,722,525.22	1,536,530.77	22,382.56	1,185,994.45	56.44
TOTAL EXPENDITURES		2,722,525.22	1,221,182.03	171,508.01	1,501,343.19	44.85
NET OF REVENUES & EXPENDITURES		0.00	315,348.74	(149,125.45)	(315,348.74)	100.00

Attachment: 2289 : Budget Amendment (Budget 230-231)

BUDGET TRANSFER REQUEST

March 28, 2016

2006-0000-630.0000 Fire Recovery Fees

2006-2006-744.0000 Safety Wear and Health

On November 10, 2015 at 13:20 hours the fire department was dispatched to a building fire at 2347 E. Bristol Rd. The business was Shamrock Industries. During the course of operations at this fire, which was located in the paint booth, two firefighters were sprayed with blue solid based enamel paint. Their personal protective equipment (PPE) was covered in blue paint as was the thermal camera they were using to look for fire extension. The firefighters being sprayed by the paint was a direct result of the paint spraying system in the paint booth being improperly installed resulting in it not shutting off when the fire alarm and suppression system activated like it was supposed to.

As a result we had to completely replace two sets of turnout gear, two helmets, two nomex hoods, two pairs of firefighting gloves, one pair of boots, two SCBA cylinders, two SCBA harnesses had to be rebuilt, and the thermal imaging camera they were using had to be rebuilt. Basically anything that had blue paint on it had to be replaced. The total cost of this was \$14,948.77.

This was an unexpected expense that was not budgeted for. We did bill Shamrock Industries insurance company under the cost recovery ordinance and they did pay the invoice. The money that came in from the invoice went into the revenue line 2006-0000-630.0000 Fire Recovery Fees. We could not wait for the replacement of this equipment for the payment from the insurance company so the replacement cost was paid from 2006-2006-744.0000 Safety Wear and Health.

At this time we are requesting that the \$14,948.77 be transferred from Fire Recovery Fees into Safety Wear and Health to offset the unexpected expense.

Marvin Epperson – Fire Chief

Attachment: 2289 memo (2289 : Budget Amendment (Budget 230-231))



Finance Committee

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 2290)

Meeting: 04/13/16 03:00 PM

Department: Controller's Office

Category: Budget

Prepared By: Ginger Burke-Miller

Department Head: Ginger Burke-Miller

E.B

DOC ID: 2290

Budget Amendment (Budget 232-234) Approve and authorize the following 2015-2016 budget amendment: Increase 2006-2006-962.0000 training and materials by \$10,800; increase 2006-2006-937.0000 building maintenance and supplies by \$5,000; and increase 2006-0000-673.0000 Sale of Assets by \$15,800.

ATTACHMENTS:

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2006-0000-501.0010	FEDERAL AFG FEMA FIRE GRANT	1,000,000.00	62,291.00	0.00	937,709.00	6.23
2006-0000-501.0020	FEMA SIREN GRANT REVENUE	90,000.00	0.00	0.00	90,000.00	0.00
2006-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	10,000.00	9,026.96	0.00	973.04	90.27
2006-0000-630.0000	FIRE RECOVERY FEES	33,000.00	34,961.29	0.00	(1,961.29)	105.94
2006-0000-631.0000	FIRE INSPECTION FEES	3,000.00	1,550.00	450.00	1,450.00	51.67
2006-0000-633.0000	SITE PLAN REVIEW	1,200.00	450.00	0.00	750.00	37.50
2006-0000-666.0000	INTEREST INCOME	900.00	629.96	0.00	270.04	70.00
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2006-0000-691.1001	CONTRIBUTION FROM GENERAL FUND	900,000.00	900,000.00	0.00	0.00	100.00
2006-0000-694.0000	OTHER REVENUES	3,500.00	1,998.12	0.00	1,501.88	57.09
2006-0000-699.0000	CONTINGENCY	136,400.00	0.00	0.00	136,400.00	0.00
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2006-2006-718.0000	RETIREMENT - MERS RETIREES	0.00	3,909.64	3,909.64	(3,909.64)	100.00
2006-2006-719.0000	FRINGE BENEFITS	161,000.00	148,516.22	10,826.12	12,483.78	92.25
2006-2006-727.0000	OFFICE SUPPLIES	1,000.00	889.13	0.00	110.87	88.91
2006-2006-728.0000	INFORMATION TECH ALLOCATION	25,100.00	25,100.00	0.00	0.00	100.00
2006-2006-744.0000	SAFETY WEAR & HEALTH	54,000.00	53,407.23	14,870.65	592.77	98.90
2006-2006-757.0000	OPERATING EXPENDITURES	20,000.00	12,315.24	735.07	7,684.76	61.58
2006-2006-808.0000	AUDIT	2,800.00	2,800.00	0.00	0.00	100.00
2006-2006-818.0000	CONTRACTUAL SERVICES	26,000.00	8,896.61	236.40	17,103.39	34.22
2006-2006-826.0000	LEGAL	5,000.00	548.70	87.50	4,451.30	10.97
2006-2006-828.0000	MEMBERSHIP & DUES	5,000.00	3,545.00	40.00	1,455.00	70.90
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2006-2006-910.7020	BUILDING INSURANCE	2,000.00	1,848.22	0.00	151.78	92.41
2006-2006-920.0000	UTILITIES	39,000.00	25,935.07	4,615.83	13,064.93	66.50
2006-2006-921.0000	SEWER PAYMENTS	5,000.00	3,756.19	537.68	1,243.81	75.12
2006-2006-934.0000	EQUIPMENT REPAIR	9,000.00	8.34	0.00	8,991.66	0.09
2006-2006-937.0000	BUILDING MAINT & SUPPLIES	25,749.03	26,020.32	7,924.29	(271.29)	101.05
2006-2006-943.0000	EQUIPMENT RENTAL	14,500.00	8,823.81	1,368.70	5,676.19	60.85
2006-2006-956.0000	MISCELLANEOUS	800.00	663.76	0.00	136.24	82.97
2006-2006-962.0000	TRAINING & MATERIALS	12,000.00	8,045.60	0.00	3,954.40	67.05
2006-2006-963.0000	PREVENTION MATERIALS	9,376.19	8,865.80	638.27	510.39	94.56

Attachment: 2289 : Budget Amendment (Budget 232-234)

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Expenditures						
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2006-2006-984.0000	OFFICE EQUIPMENT	300.00	0.00	0.00	300.00	0.00
2006-2006-985.0000	VEHICLE	899,800.00	45,913.10	700.00	853,886.90	5.10
2006-2006-991.0000	PRINCIPAL ON BONDS	150,000.00	150,000.00	0.00	0.00	100.00
2006-2006-991.0001	PRINCIPAL PORTION OF LEASE (CAPITAL) PMT	44,500.00	0.00	0.00	44,500.00	0.00
2006-2006-995.0000	INTEREST ON BONDS	179,800.00	179,725.00	87,987.50	75.00	99.96
2006-2006-995.0001	INTEREST PORTION OF LEASE (CAPITAL) PMT	15,900.00	0.00	0.00	15,900.00	0.00
2006-2006-999.0000	PAYING AGENT FEES ON BONDS	700.00	250.00	125.00	450.00	35.71
2006-2006-999.4206	TRANSFER OUT TO FIRE CAPITAL PROJECTS	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 2006-FIRE DEPARTMENT EXPENDITURES		2,722,525.22	1,221,182.03	171,508.01	1,501,343.19	44.85
TOTAL Expenditures		2,722,525.22	1,221,182.03	171,508.01	1,501,343.19	44.85
Fund 2006 - FIRE DEPARTMENT:						
TOTAL REVENUES		2,722,525.22	1,536,530.77	22,382.56	1,185,994.45	56.44
TOTAL EXPENDITURES		2,722,525.22	1,221,182.03	171,508.01	1,501,343.19	44.85
NET OF REVENUES & EXPENDITURES		0.00	315,348.74	(149,125.45)	(315,348.74)	100.00

Attachment: 2289 : Budget Amendment (Budget 232-234)

BUDGET TRANSFER REQUEST

March 28, 2016

2006-0000-673.0000 Sale of Assets

2006-2006-962.0000 Training and Materials
2006-2006-937.0000 Building Maint & Supplies

On March 22, 2016 the fire department sold our old Brush – 25 via Municibid.com. The sale amount was \$15,800.00 and the truck was purchased by a Chesaning resident. The money from this sale went into the fire department revenue line # 2006-0000-673.0000 Sale of Assets.

We are requesting this money be split and transferred in the following manner, \$10,800 into line item #2006-2006-962.0000 Training and Materials and \$5,000.00 into line item # 2006-2006-937.0000 Building Maint & Supplies.

The money going into the Training and Materials line will be used to put our some of our firefighters through Emergency Medical Responder (EMR) classes. The money going into the Building Maint & Supplies line will be used address building maintenance issues with the garage doors at Station #1 and some drain issues at Station #2.

Marvin Epperson – Fire Chief



Finance Committee

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 2291)

Meeting: 04/13/16 03:00 PM

Department: Controller's Office

Category: Budget

Prepared By: Ginger Burke-Miller

Department Head: Ginger Burke-Miller

E.C

DOC ID: 2291 A

Budget Amendment (Budget 235-237) Approve and authorize the following 2015-2016 budget amendment: Increase 1001-6060-973.0000 Parks and Recreation Community Events by \$10,000; Increase 1001-6090-973.2004 Movies Expenditures by \$10,000 And Decrease 1001-6090-956.6090 DNR Grant by \$20,000.

ATTACHMENTS:

- 2291 (PDF)

PERIOD ENDING 03/31/2016

% Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BD
		AMENDED BUDGET	03/31/2016 NORMAL (ABNORMAL)	MONTH 03/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 1001 - GENERAL FUND						
Expenditures						
Dept 6090-PARKS & RECREATION						
1001-6090-705.0000	RECREATION DIRECTOR SALARY	10,000.00	7,507.78	769.24	2,492.22	75.0
1001-6090-706.0000	SALARIES PERMANENT	1,500.00	313.36	23.99	1,186.64	20.8
1001-6090-710.0000	COMMISSION SALARIES	3,600.00	1,720.00	240.00	1,880.00	47.7
1001-6090-717.0000	RETIREMENT - MERS ACTIVE	0.00	134.74	134.74	(134.74)	100.0
1001-6090-718.0000	RETIREMENT - MERS RETIREES	0.00	309.71	309.71	(309.71)	100.0
1001-6090-719.0000	FRINGE BENEFITS	2,000.00	1,738.09	90.78	261.91	86.9
1001-6090-728.0000	INFORMATION TECH ALLOCATION	1,200.00	1,200.00	0.00	0.00	100.0
1001-6090-731.0000	POSTAGE	400.00	0.00	0.00	400.00	0.0
1001-6090-757.0000	OPERATING EXPENDITURES	3,100.00	2,353.37	147.75	746.63	75.9
1001-6090-938.0000	MAINT OF GROUNDS	13,000.00	6,409.61	157.56	6,590.39	49.3
1001-6090-943.0000	EQUIPMENT RENTAL	9,000.00	7,350.81	156.01	1,649.19	81.6
1001-6090-956.0000	MISCELLANEOUS	800.00	0.00	0.00	800.00	0.0
1001-6090-956.6090	DNR GRANT EXPENDITURES	94,805.44	32,191.75	0.00	62,613.69	33.9
1001-6090-959.7674	MEMORIAL DAY PARADE	20,000.00	375.00	0.00	19,625.00	1.8
1001-6090-973.0000	P & R COMMUNITY EVENTS	10,194.18	8,242.14	853.00	1,952.04	80.8
1001-6090-973.1000	EASTER EGG HUNT	200.00	0.00	0.00	200.00	0.0
1001-6090-973.1200	TRICK OR TREAT TRAIL	4,500.00	3,507.20	0.00	992.80	77.9
1001-6090-973.1400	PIZZA WITH SANTA	300.00	0.00	0.00	300.00	0.0
1001-6090-973.2000	VETERAN'S HONOR RACE	16,500.00	16,417.45	100.00	82.55	99.5
1001-6090-973.2001	BURTON MEMORIAL DAY RACE	9,000.00	1,343.00	0.00	7,657.00	14.9
1001-6090-973.2004	MOVIES EXPENDITURES	2,005.82	3,049.34	1,073.00	(1,043.52)	152.0
1001-6090-974.7049	PARK PROJECTS	35,000.00	25,621.78	0.00	9,378.22	73.2
Total Dept 6090-PARKS & RECREATION		237,105.44	119,785.13	4,055.78	117,320.31	50.5
TOTAL Expenditures		237,105.44	119,785.13	4,055.78	117,320.31	50.5
Fund 1001 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.0
TOTAL EXPENDITURES		237,105.44	119,785.13	4,055.78	117,320.31	50.5
NET OF REVENUES & EXPENDITURES		(237,105.44)	(119,785.13)	(4,055.78)	(117,320.31)	50.5

Attachment: 2291 : Budget Amendment (Budget 235-237)

Teresa M. Karsney

From: Bette A. Bigsby
Sent: Tuesday, April 12, 2016 1:44 PM
To: Teresa M. Karsney
Cc: Ginger A. Burke-Miller
Subject: FW: Budget transfer

From: Bette A. Bigsby
Sent: Monday, April 11, 2016 2:10 PM
To: Paula K. Zelenko
Cc: Richard A. Hayman
Subject: Budget transfer

Mayor,

I am asking to have a transfer done of \$20,000.00 in the Park & Recreation budget. When I established the Park & Recreation budget prior to February 1, 2015 as required by Charter, Movies in the Park was not even thought about. So at that time there was no money appropriated for that item. This has turned into a very popular event for the residents of Burton.

During the summer of 2015 we had three very successful events. Most of the costs associated with the events was covered by sponsorships but we did have some costs that came out of the P&R budget.

Fast forward several months and we are in a deficit situation in the Movies line item. Part of this stems from having to pay for the movies up front and costs associated with advertising the events on Facebook and purchasing other marketing materials. We still have four Movies before the end of this fiscal year.

Therefore, I am asking for a transfer of \$10,000.00 from DNR Grant line to the Movies in the Lawn line and another \$10,000.00 from the DNR Grant line to the Community events line.

These transfers would allow other events to happen should the Park & Recreation Commission want to schedule further events for this year.

Mrs. Bette Bigsby
 City of Burton
 Executive Benefits Representative
 Park & Recreation Director
 4303 S. Center Road
 Burton, MI 48519
 810-743-1500 X 1702
 Confidential Fax 810-743-3001

Attachment: Memo for P -R (2291 : Budget Amendment (Budget 235-237))



Finance Committee
4303 S. Center Road
Burton, MI 48519

Meeting: 04/13/16 03:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Ginger Burke-Miller
Department Head: Ginger Burke-Miller

F.1

TABLED

AGENDA ITEM (ID # 2235)

DOC ID: 2235

Budget Amendment 228-229 Approve and authorize the following 2015-2016 budget amendment: Increase 6036-6036-699.0000 Contingency by \$36,000 and increase 6036-6036-818.6036 Information technology lease by \$36,000.

HISTORY:

03/16/16 Finance Committee TABLED

ATTACHMENTS:

- 2235 (PDF)

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDC
		AMENDED BUDGET	02/29/2016 (ABNORMAL)	MONTH 02/29/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 6036 - INFORMATION TECHNOLOGY FUND						
Revenues						
Dept 0000						
6036-0000-645.0000	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00
6036-0000-666.0000	INTEREST INCOME	400.00	0.00	0.00	400.00	0.00
6036-0000-669.0680	TECH CHARGES - LOCAL STREET	2,500.00	2,500.00	0.00	0.00	100.00
6036-0000-669.0681	TECH CHARGES - MAJOR STREET	2,500.00	2,500.00	0.00	0.00	100.00
6036-0000-669.0682	TECH CHARGES - SEWER	54,000.00	54,000.00	0.00	0.00	100.00
6036-0000-669.0683	TECH CHARGES - WATER	39,200.00	39,200.00	0.00	0.00	100.00
6036-0000-669.0684	TECH CHARGES - GENERAL FUND (ALL DEPTS)	146,000.00	142,300.00	0.00	3,700.00	97.4%
6036-0000-669.0685	TECH CHARGES - MOTOR POOL	14,700.00	14,700.00	0.00	0.00	100.00
6036-0000-669.0686	TECH CHARGES - POLICE	58,900.00	58,900.00	0.00	0.00	100.00
6036-0000-669.0687	TECH CHARGES - FIRE	25,100.00	25,100.00	0.00	0.00	100.00
6036-0000-669.0689	TECH CHARGES - BUILDING	9,800.00	9,800.00	0.00	0.00	100.00
6036-0000-669.0690	TECH CHARGES-SENIOR CITIZEN	4,900.00	4,900.00	0.00	0.00	100.00
6036-0000-673.0000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00
6036-0000-675.0000	REFUNDS & REBATES	8,400.00	7,951.34	0.00	448.66	94.6%
6036-0000-691.1001	CONTRIBUTION FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
6036-0000-691.7094	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
6036-0000-693.0001	GAIN ON SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
6036-0000-694.0000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
6036-0000-699.0000	CONTINGENCY/DEFICIT	53,600.00	0.00	0.00	53,600.00	0.00
Total Dept 0000		420,000.00	361,851.34	0.00	58,148.66	86.1%
TOTAL Revenues		420,000.00	361,851.34	0.00	58,148.66	86.1%
Expenditures						
Dept 6036-INFO TECH EXPENSES						
6036-6036-703.0000	ADMINISTRATIVE SALARY	65,000.00	46,188.35	5,354.65	18,811.65	71.0%
6036-6036-706.0000	SALARIES PERMANENT	0.00	0.00	0.00	0.00	0.00
6036-6036-708.0000	SHARED SALARIES	0.00	0.00	0.00	0.00	0.00
6036-6036-709.0000	OVERTIME	0.00	0.00	0.00	0.00	0.00
6036-6036-717.0000	RETIREMENT - ACTIVE	0.00	0.00	0.00	0.00	0.00
6036-6036-718.0000	RETIREMENT - RETIREES	0.00	0.00	0.00	0.00	0.00
6036-6036-719.0000	FRINGE BENEFITS	75,500.00	45,338.15	6,866.33	30,161.85	60.0%
6036-6036-727.0000	OFFICE SUPPLIES	5,000.00	2,727.17	0.00	2,272.83	54.5%
6036-6036-757.0000	OPERATING SUPPLIES	1,500.00	1,102.73	0.00	397.27	73.5%
6036-6036-808.0000	AUDIT	0.00	0.00	0.00	0.00	0.00
6036-6036-818.0000	CONTRACTUAL SERVICES	158,000.00	100,382.05	2,472.53	57,617.95	63.5%
6036-6036-818.6036	INFORMATION TECHNOLOGY LEASE	0.00	0.00	0.00	0.00	0.00
6036-6036-828.0000	MEMBERSHIP & DUES	300.00	0.00	0.00	300.00	0.00
6036-6036-864.0000	TRAINING	3,000.00	0.00	0.00	3,000.00	0.00
6036-6036-910.0000	INSURANCE	200.00	0.00	0.00	200.00	0.00
6036-6036-934.0000	EQUIPMENT REPAIRS	2,000.00	0.00	0.00	2,000.00	0.00
6036-6036-956.0000	MISCELLANEOUS	100.00	19.99	0.00	80.01	19.9%
6036-6036-957.0000	CONTINGENCY/SURPLUS	0.00	0.00	0.00	0.00	0.00
6036-6036-968.0000	DEPRECIATION EXPENSE	106,900.00	0.00	0.00	106,900.00	0.00
6036-6036-984.0000	OFFICE EQUIPMENT	2,500.00	126.26	113.97	2,373.74	5.0%
6036-6036-999.4001	TRANSFER TO CAPITAL IMPROV.	0.00	0.00	0.00	0.00	0.00
Total Dept 6036-INFO TECH EXPENSES		420,000.00	195,884.70	14,807.48	224,115.30	46.6%
TOTAL Expenditures		420,000.00	195,884.70	14,807.48	224,115.30	46.6%

City decided to continue lease for short term vs. capital lease

Attachment: 2235 : Budget Amendment 228-229

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
 PERIOD ENDING 02/29/2016
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 02/29/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USI
Fund 6036 - INFORMATION TECHNOLOGY FUND						
Fund 6036 - INFORMATION TECHNOLOGY FUND:						
	TOTAL REVENUES	420,000.00	361,851.34	0.00	58,148.66	86.14
	TOTAL EXPENDITURES	420,000.00	195,884.70	14,807.48	224,115.30	46.64
	NET OF REVENUES & EXPENDITURES	0.00	165,966.64	(14,807.48)	(165,966.64)	100.00
	BEG. FUND BALANCE	141,721.50	141,721.50			
	END FUND BALANCE	141,721.50	307,688.14			

Attachment: 2235 : Budget Amendment 228-229

April 11, 2016

To: Mayor Zelenko

From: Controller Ginger Burke-Miller

RE: 6036-6036-818.6036 Information Technology Lease

We are requesting a budget transfer increasing Information Technology Lease expenditure by \$36,000 and increasing Contingency by \$36,000. The reason for this transfer is because due to the workload of the Information Technology Department, we deemed it would take too much time to order new computers city-wide and attempt to install new computers city-wide. Therefore, we refreshed one third of the computer inventory in January/February 2016. Next year, we will refresh another third and in Jan/Feb 2018, we will refresh the remaining third. Then we will be on a three year rotation going forward. The reason for this is that it did not make any sense to refresh one third of our computers after just one year of use, then another third after only two years of use and then the last third after three years of use.

As a result of this decision, rather than capitalizing the lease, the lease now is treated as an operating lease for the remaining items that are being carried forward until their scheduled refresh. This item was tabled at the March 16, 2016 finance committee meeting. As a result of this tabling action, I am unable to publish our financial statements for the month ended 02/29/2016. The department heads are becoming anxious about not having up to date financial statements as we get closer to the fiscal year end.

Attachment: memo for IT item 04182016 (2235 : Budget Amendment 228-229)