



CITY OF BURTON
FINANCE COMMITTEE MEETING
MAY 11, 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 - Apr 13, 2016 3:00 PM
2. Finance Committee - Regular Meeting - Apr 27, 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:

F. AGENDA ITEMS

1. Budget Amendment (Budget #271-272) Approve and authorize the following 2015-2016 budget amendment: Increase 2003-4063-750.0000 Chloride by \$3,000 and Decrease 2003-4063-818.0000 Contractual Service by \$3,000.
2. Budget Amendment (Budget #273-274) Approve and authorize the following 2015-2016 budget amendment: Increase 6061-6061-934.0000 Equipment Repairs by \$25,000 and Decrease 6061-6061-867.0000 by \$25,000.



CITY OF BURTON
FINANCE COMMITTEE MEETING
APRIL 13, 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 3:06 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Chairman	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Teresa Karsney, Clerk
Rik Hayman, Chief of Staff

Marvin Epperson, Fire Chief
Bette Bigsby, Park and Recreation Director

C. MINUTES APPROVAL

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

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

D. AUDIENCE PARTICIPATION

None.

E. COMMITTEE DISCUSSION ON THE FOLLOWING ITEMS:

Mrs. Burke-Miller described each budget amendment. She stated that Fire Chief Epperson and Mrs. Bigsby are here to answer questions on the related budget amendments.

- 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.

Mr. Epperson stated this relates to a Fire at Shamrock Industries. This was a fire in the paint booth. The Line of paint ruptured and got thick blue paint over two of our guys. We tried to have the equipment cleaned but it won't come off. We had to replace everything for two guys at the cost of \$14,900. This is not something we budgeted for. We have billed this to Shamrocks insurance company and have been

paid for this but it took a while and we had to purchase the gear right away and paid for it in advance.

Mr. Smith stated you have the money now, you are just moving it?

Mr. Epperson said that's correct.

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

- 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.

Mr. Epperson would like to use the money from the old brush trucks for building maintenance at Station 1 and Station 2 and for training materials.

Mr. O'Keefe stated this looks like money well spent.

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

- 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.

Mrs. Bigsby stated that when the budget was presented last year these programs were not in place yet by Parks and Recreation. We want to do music in the park this year. Also, BYL is in a deficit due to equipment purchases from last year. Mrs. Bigsby is asking for money in those two line items to use until the end of the year.

Mrs. Burke-Miller stated this is left over money for the Kelly Lake Boardwalk and just want to move the money to other items in Park and Recreation Department.

Mr. O'Keefe would to see some of the left over money that was set aside for the Kelly Lake Boardwalk to be used for a walking trail around the park.

Mr. Martinbianco wanted to know if there was money left over as of June 30th if it would roll over to the next fiscal year or be zeroed out and have to be re-appropriated.

Mrs. Burke-Miller said it would fall to the fund balance and need to be re-appropriated.

Minutes Acceptance: Minutes of Apr 13, 2016 3:00 PM (Minutes Approval)

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

F. TABLED ITEMS FROM PREVIOUS MEETINGS

- Budget Amendment (Budget 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.

Mrs. Burke-Miller stated there was a learning curve with the first refresh of our computers so it took longer. This time around, it should go faster. We were hoping to begin around June 30th of this year.

Mr. O'Keefe stated this was one of the better things that we did. It was the right thing to do but he is perplexed as to why we would end up with 5 year old computers. He feels like we are going backwards. It seems like a management problem not a money problem.

Mr. Martinbianco said regarding the IT lease we didn't budget anything for it. Is it a capital lease?

Mrs. Burke-Miller stated yes, it is a capital lease.

Mr. Hayman said his understanding of this is we are at a point that we will never have equipment older than 3 years going forward.

Mr. Smith said the concept of doing a third of the city each year did not happen.

Mr. O'Keefe stated he was unaware of a refresh last year because council was uninformed. He understands this to be a difficult task for a one person IT Department. He would be more in support of contracting some help for this project.

Mr. Martinbianco asked if the Fire Department is on their own computer system as a separate entity.

Mr. Epperson said he believes they are on a separate server. It would make things easier for the Fire Department if they were connected.

Mr. O'Keefe thinks this is a problem. How do they receive city emails? All our entities should be connected. The Fire Department needs to put it on their wish list.

RESULT:	CARRIED [2 TO 1]
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Vaughn Smith, Chairman
AYES:	Martinbianco, Smith
NAYS:	O'Keefe

Meeting was adjourned at 3:57 PM.

Minutes Acceptance: Minutes of Apr 13, 2016 3:00 PM (Minutes Approval)



CITY OF BURTON
FINANCE COMMITTEE MEETING
APRIL 27, 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 3:12 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Absent	
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Chairman	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller

Teresa Karsney, Clerk

C. MINUTES APPROVAL

D. AUDIENCE PARTICIPATION

None

E. COMMITTEE DISCUSSION ON THE FOLLOWING ITEMS:

Mrs. Burke-Miller the Controller explained each budget amendment to the Finance Committee.

- A. Budget Amendment (Budget #238-245) Approve and authorize the following 2015-2016 budget amendment: Increase 1001-1091-943.0000 General Fund - Election-Equipment Rental by \$60; Decrease 1001-2065-943.0000 General Fund- City Hall-Equipment Rental by \$60; Increase 2007-2007-943.0000 Police Equipment Rental by \$3,000; Decrease 2003-4078-943.0000 Local Streets - Winter Maintenance-Equipment Rental by \$3,000; Increase 2069-2069-943.0000 Senior Center Equipment Rental \$8,000; Decrease 2002-4078-943.0000 Major Streets-Winter Maintenance-Equipment Rental by \$8,000; Increase 2003-4074-943.0000 Local Streets-Traffic Signs- Equipment Rental by \$1,600 and Decrease 2003-4068-943.0000 Local Streets-Trees & Shrubs- Equipment Rental by \$1,600.

Minutes Acceptance: Minutes of Apr 27, 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 (Budget #246-247) Approve and authorize the following 2015-2016 budget amendment: Decrease 2002-4069-818.0000 Major Street Drainage Contractual Service by \$5,000; Increase 2002-4074-848.0000 Major Street Traffic Signs Contractual Service by \$5,000.

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

- C. Budget Amendment (Budget #248-249) Approve and authorize the following 2015-2016 budget amendment: Increase 5090-5090-818.0000 Contractual Service by \$100,000 and Increase 5090-5090-699.0000 Contingency by \$100,000.

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

- D. Budget Amendment (Budget #250-253) Approve and authorize the following 2015-2016 budget amendment: Increase 6061-0000-650.0607 Material Sales - Traffic Signs by \$10,000; Increase 6061-6061-749.7007 Traffic Signs by \$10,000; Increase 6061-0000-650.0608 Material Sales - Salt by \$40,000; Increase 6061-6061-748.7008 Salt by \$40,000.

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

- E. Budget Amendment (Budget #254-255) Approve and authorize the following 2015-2016 budget amendment: Decrease 2002-4082-818.0000 Major Street Administration Contractual Service by \$7,000; Increase 2002-4082-757.0000 Major Street Administration Operating Expenditures by \$7,000.

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

- F. Budget Amendment (Budget #256-258) Approve and authorize the following 2015-2016 budget amendment: Increase 1001-0000-674.0001 Parks & Recreation pathway donations revenue by \$10,000; increase 1001-6090-974.7051 Pathway at Kelly Lake Expenditure by \$21,500; Decrease 1001-6090-974.7049 Park Projects Expenditure by \$11,500.

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

- G. Creation of new GL numbers Approve and Authorize the creation of general ledger number 1001-0000-674.0001 Parks and Recreation Pathway Donations Revenue and 1001-6090-974.7051 Pathway at Kelly Lake Expenditure.

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

- H. Budget Amendment (Budget #259-262) Approve and authorize the following 2015-2016 budget amendment: Increase 2002-4078-757.0000 Operating Expenditures - Salt by \$17,000; Decrease 2002-4090-957.0000 Contingency by \$17,000; Increase 2003-4078-757.0000 Operating Expenditures - Salt by \$8,000; Increase 2003-0000-699.0000 Contingency by \$8,000.

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

- I. Budget Amendment (Budget #263-265) Approve and authorize the following 2015-2016 budget amendment: Decrease 2007-2007-818.0000 Contractual Service by \$18,500; Increase 2007-2007-991.0001 Principal by \$14,900; Increase 2007-2007-995.0001 Interest by \$3,600.

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

- J. Budget Amendment (Budget #267-268) Approve and authorize the following 2015-2016 budget amendment: Decrease 5091-5091-957.0000 Contingency by \$15,000 and Increase 5091-5091-818.0000 Contractual Services by \$15,000.

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

- K. Budget Amendment (Budget #269-270) Approve and authorize the following 2015-2016 budget amendment: Increase 5090-0000-699.0000 Contingency by \$15,000 and increase 5090-5090-934.0000 Repair and Maintenance by \$15,000.

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

- L. Gabriel, Roeder, Smith Travel Invoice Approve and authorize the payment of Gabriel, Roeder, Smith & Company invoice number 421419 from General Ledger line item # _____.

The Finance Committee wanted to talk with the whole council to get their thoughts on what general ledger number this should be charged to.

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

Meeting was adjourned at 3:38 PM.

Minutes Acceptance: Minutes of Apr 27, 2016 3:00 PM (Minutes Approval)



Finance Committee

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 2397)

Meeting: 05/11/16 03:00 PM

Department: Controller's Office

Category: Budget

Prepared By: Ginger Burke-Miller

Department Head: Ginger Burke-Miller

F.1

DOC ID: 2397

**Budget Amendment (Budget #271-272) Approve and authorize the following 2015-2016 budget amendment:
Increase 2003-4063-750.0000 Chloride by \$3,000 and
Decrease 2003-4063-818.0000 Contractual Service by \$3,000.**

ATTACHMENTS:

- 2397 (PDF)

INTEROFFICE MEMORANDUM

To: Paula Zelenko, Mayor
From: Robert Slattery, DPW Director
Date: April 27, 2016

Re: Memo of Explanation for
Finance Committee Meeting of April 27, 2016

Madam Mayor:

Agenda item wording:

Budget Amendment within the Department of Public Works Local Streets Surface Maintenance Budget

Explanation:

We are requesting that Council approve a budget amendment within the Department of Public Local Streets Budget as follows: Transfer \$3,000 to 2003-4063-750.0000 (Chloride) from Department 2003-4063-818.0000 Contractual Service.

This item is trending toward overage because we still need to apply chloride to gravel roads this spring, and the price of chloride has increased.

2397
271-272

Attachment: 2397 (2397 : Budget Amendment (Budget #271-272))



Finance Committee

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 2398)

Meeting: 05/11/16 03:00 PM

Department: Controller's Office

Category: Budget

Prepared By: Ginger Burke-Miller

Department Head: Ginger Burke-Miller

F.2

DOC ID: 2398

**Budget Amendment (Budget #273-274) Approve and authorize the following 2015-2016 budget amendment:
Increase 6061-6061-934.0000 Equipment Repairs by \$25,000
and Decrease 6061-6061-867.0000 by \$25,000.**

ATTACHMENTS:

- 2398 (PDF)

INTEROFFICE MEMORANDUM

#2398

To: Paula Zelenko, Mayor
From: Robert Slattery, DPW Director
Date: April 29, 2016

273-274

Re: Memo of Explanation for
Finance Committee Meeting of May 11, 2016

Madam Mayor:

Agenda item wording:

Budget Amendment within the Department of Public Works Motor Pool Equipment Repair Budget

Explanation:

We are requesting that Council approve a budget amendment within the Department of Public Works Motor Pool Budget as follows: Transfer \$25,000 to 6061-6061-934.0000 (Equipment Repairs) from 6061-6061-867.0000 Gas and Oil.

Equipment repairs line item is trending toward overage because of higher than anticipated expenditures resulting from unexpected failure of aging equipment including the rear differential component of the 2007 dump/plow truck.

Funds are available in the Gas and Oil line item because of the lower gas prices we have enjoyed in recent months.

Attachment: 2398 (2398 : Budget Amendment (Budget #273-274))