



CITY OF BURTON
FINANCE COMMITTEE MEETING
MARCH 15, 2021
MINUTES

Virtual Meeting

Regular Meeting

6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Vaughn Smith at 6:30 PM.

A. MEETING INFORMATION

Finance Meeting
Hosted by Racheal Boggs

<https://cityofburton.my.webex.com/cityofburton.my/j.php?MTID=m711bbcb53907f62682808cc64482d9aa>

Monday, Mar 15, 2021 6:30 pm | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 182 879 3904

Password: Fin2021 (3462021 from phones and video systems)

Join by video system
Dial 1828793904@webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-415-655-0001 US Toll
Access code: 182 879 3904

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Council Member	Remote	
Dennis O'Keefe	Council Member	Present	
Vaughn Smith	Chairman	Present	

C. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Amber Abbey, Deputy DPW Director
Amanda Doyle, City Attorney
Steve Phillips, IT Director

D. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report 2/28/2021

E. AUDIENCE PARTICIPATION

Public comment may be sent to: publiccomment@burtonmi.gov. Comments received prior to the meeting will be read into the record.

None.

F. COMMITTEE DISCUSSION & ACTION ON THE FOLLOWING ITEMS:

- A. Motion to approve and send to City Council to repair the fence at Fire Station #1 with unused funds from cancelled 2020-2021 Parks & Recreation Events in the amount of \$13,800.

Mr. Smith stated I have asked Councilwoman, Tina Conley to come tonight to discuss Parks & Recreation events and where we will be drawing the money from. Thank you to the Clerk for providing the revenue and expenditure report with our packet. This is also on page 5 of your 2020-21 budget. Basically, none of our Parks & Recreation events have happened this year and Mrs. Conley has been working diligently on repairing the fence at Fire Station #1. I will turn the meeting over to her.

Mrs. Conley stated I would like to go over events in the budget that were cancelled. The Easter Egg Hunt was cancelled twice and we had budgeted \$2,000, the Trick or Treat Trail was \$3,800, Tree Lighting Ceremony was \$3,000, Pizza with Santa was \$2,800 and we also have P&R Community Events where we budgeted \$3,000. If you add this all up it come to \$13,800. Looking at last years money, which would have been \$24,000 for the Easter Egg Hunt and Memorial Day Event, we didn't use the money and it went back into general fund. I made a diagram for all the council members and we can go over it. We may have to get into the general fund for a small amount but, most of the money is here from the events that we didn't have. I gave everyone a packet of what we would like to do. The pictures are labeled and I brought them with me.

Mr. O'Keefe stated Mrs. Conley has definitely done her due diligence. You can tell your heart is in this project. I compliment you on how efficient you have been. I would like to send this to council.

Mr. Martinbianco asked the Mayor how the budget process is going. Will we be in compliance with the City Charter for presenting the budget at the first meeting in April?

Mayor Haskins said, yes sir.

Mr. Smith stated the schedule has been done and the administration is reviewing it now. Everyone will get a copy in plenty of time to see what their schedules are like.

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

Meeting was adjourned at 6:42 PM.



Finance Committee

4303 S. Center Road
Burton, MI 48519

SCHEDULED

AGENDA ITEM (ID # 5033)

Meeting: 03/15/21 06:30 PM

Department: Controller's Office

Category: Budget

Prepared By: Racheal Boggs

Department Head: Jodi J. Holbrook

D.1

DOC ID: 5033

Revenue and Expenditure Report 2/28/2021

ATTACHMENTS:

- Revenue And Expend Report (PDF)

Attachment: Revenue Report and Expenditure Report (5033) Revenue and Expenditure Report

PERIOD ENDING	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BD
02/28/2021	02/28/2021	MONTH 02/28/21	YEAR-TO-DATE	BALANCE	US
AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)			

Fund 1001 - GENERAL FUND

NUMBER	DESCRIPTION	100,000.00	6,538.54	769.24	0.00	3,461.46	65.39
Expenditures							
Dept 6090 - PARKS & RECREATION	RECREATION DIRECTOR STIPEND	10,000.00	6,538.54	769.24	0.00	3,461.46	65.39
1001-6090-705.0000	SALARIES PERMANENT	2,700.00	259.90	0.00	0.00	2,440.10	9.63
1001-6090-706.0000	OVERTIME	600.00	0.00	0.00	0.00	600.00	0.00
1001-6090-709.0000	COMMISSION SALARIES	5,000.00	470.00	0.00	0.00	4,530.00	9.40
1001-6090-710.0000	RETIREMENT - MERS ACTIVE	100.00	0.00	0.00	0.00	100.00	0.00
1001-6090-717.0000	RETIREMENT - MERS RETIREES	1,500.00	1,344.72	5.39	0.00	155.28	89.65
1001-6090-718.0000	FRINGE BENEFITS	2,300.00	2,576.44	180.56	0.00	(276.44)	112.02
1001-6090-719.0000	INFORMATION TECH ALLOCATION	1,100.00	1,100.00	0.00	0.00	0.00	100.00
1001-6090-728.0000	POSTAGE	1,300.00	0.00	0.00	0.00	1,300.00	0.00
1001-6090-731.0000	OPERATING EXPENDITURES	3,000.00	1,035.58	0.00	0.00	1,964.42	34.52
1001-6090-757.0000	CONTRACTUAL SERVICES	9,000.00	1,884.88	0.00	0.00	7,115.12	20.94
1001-6090-818.0000	ERC LED PROGRAM	1,800.00	1,157.22	144.18	0.00	62.28	96.54
1001-6090-920.1000	MAINT OF GROUNDS	14,000.00	5,191.61	55.80	0.00	8,576.69	38.74
1001-6090-938.0000	EQUIPMENT RENTAL	12,700.00	5,197.98	0.00	0.00	7,502.02	40.93
1001-6090-943.0000	MISCELLANEOUS	700.00	0.00	0.00	0.00	700.00	0.00
1001-6090-956.0000	MEMORIAL DAY PARADE	19,200.00	104.97	0.00	0.00	19,060.78	0.73
1001-6090-959.7674	TRAINING & MEMBERSHIPS	600.00	0.00	0.00	0.00	600.00	0.00
1001-6090-962.0000	P & R COMMUNITY EVENTS	3,000.00	240.46	0.00	0.00	2,759.54	8.02
1001-6090-973.0000	EASTER EGG HUNT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
1001-6090-973.1000	TRICK OR TREAT TRAIL	3,800.00	0.00	0.00	0.00	3,800.00	0.00
1001-6090-973.1200	TREE LIGHTING CEREMONY	3,000.00	866.32	0.00	0.00	2,133.68	28.88
1001-6090-973.1300	PIZZA WITH SANTA	2,800.00	0.00	0.00	0.00	2,800.00	0.00
1001-6090-973.1400							
Total Dept 6090 - PARKS & RECREATION		100,200.00	27,968.62	1,155.17	846.45	71,384.93	28.76
TOTAL EXPENDITURES		100,200.00	27,968.62	1,155.17	846.45	71,384.93	28.76

Fund 1001 - GENERAL FUND:	TOTAL REVENUES	TOTAL EXPENDITURES	NET OF REVENUES & EXPENDITURES
	0.00	0.00	0.00
	100,200.00	27,968.62	71,384.93
	(100,200.00)	(27,968.62)	(71,384.93)
			28.76



ADOPTED

AGENDA ITEM (ID # 5025)

DOC ID: 5025

Discussion and possible action on 2021 Parks & Recreation Events.

COMMENTS - Current Meeting:

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