



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

June 18, 2020

SUBJECT: CONSIDER APPROVAL OF THE BUDGET AMENDMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2020

ADMINISTRATIVE SUMMARY

- In compliance with statutory budgeting and accounting requirements City Council must amend the 2019-2020 budget prior to June 30, 2020 such that actual expenditures do not exceed budgeted amounts.
- The 2019-2020 Year End Budget Amendments are attached. These amendments result from changes in revenues and expenditures throughout the budget year.

The Projected Fund Balance for General Fund is based on budgeted financial outcomes at year-end. Final numbers for the year ending June 30, 2020 will not be available until after the audit is completed.

The projected Fund Balance for the General Fund is computed as follows:

Unassigned and Assigned for Capital Fund Balance at 6/30/19 per the audit		\$2,915,231
<u>Budgeted Results of Operations for FY 2018-2019</u>		
Revenues per original budget	9,211,127	
Expenditures per original budget	10,150,646	(includes transfer to capital reserve fund)
Original Budgeted use of Fund Balance	(939,519)	
Amendments made throughout the year	(260,624)	
Recommended Year End Budget Amendments	282,762	
Projected Use of Fund Balance		<u>(917,381)</u>
Budgeted Unassigned Fund Balance at 6/30/20		\$1,997,850

RECOMMENDATION

It is the recommendation of staff that the City Council approve the attached budget amendments.

Prepared by: Gretchen M. Gomolka, Finance Director

Reviewed &
Approved by: Nate Geinzer, City Manager

Attachments: 1. Resolution 20-13
2. FY 2019-20 Year End Budget Amendments

RESOLUTION 20-13

TO AMMEND THE 2018-19 YEAR END BUDGET APPROPRIATIONS

WHEREAS, the Brighton City Council adopted the original Fiscal Year 2019-20 budget; and

WHEREAS, statutory budgeting and accounting requirements require that the budget be amended prior to year-end for changes to revenues and expenditures that were unknown at time of original adoption; and

WHEREAS, the City Manager has recommended certain amendments to the City's Funds:

NOW, THEREFORE, BE IT RESOLVED by the Brighton City Council as follows:

- 1. The Brighton City Council amends the FY 2019-20 Budget appropriation levels pursuant to the recommendations of the City Manager, as provided in the attached sheets, which are made a part of this Resolution.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED

Dated: _____

CERTIFICATION

I, Tara Brown, City Clerk of the City of Brighton, do hereby certify that the foregoing is true and correct copy of a Resolution adopted by the City Council of the City of Brighton at a regular meeting held on June 18, 2020.

Tara Brown, City Clerk

**City of Brighton
2019-2020 Year End Budget Amendments**

GENERAL FUND

<u>Revenue</u>	Amount Inc/(Dec)	Description	Account Number
MTT Tax Refunds	(15,000.00)	Higher than budgeted MTT Refunds	101-010-0000-000-40215
Interest Income	40,000.00	Increasing interest rates early in the year prior to COVID-19	101-010-0000-000-67000
PPT Reimbursement	95,000.00	Higher than anticipated revenue	101-010-0000-000-57300
State Shared Revenue	(50,000.00)	Losses due to COVID-19	101-010-0000-000-57400
Cemetery Lot Sales	(20,000.00)	Lower than anticipated activity	101-010-0000-440-64200
Cemetery Interments	(8,000.00)	Lower than anticipated activity	101-010-0000-440-63400
Liquor License Fees	21,659.00	Higher than anticipated revenue	101-010-0000-300-54400
Reimbursements	17,000.00	Higher than budgeted Insurance Dividend and employee HSA Reimbursements	101-010-0000-000-68600
Insurance Recoveries	17,000.00	Higher than budgeted Insurance claim payments	101-010-0000-000-69600
Planning/Zoning Filing Fees	(11,340.00)	Lower than anticipated activity due to COVID-19	101-010-0000-600-62700
Building Permit Fees	(70,000.00)	Lower than anticipated activity due to COVID-19	101-010-0000-600-47700
Total Revenue	16,319.00		
<u>Expenditures</u>			
City Manager			
Salaries	(36,000.00)	Budgeted full time management assistant kept part-time	101-172-0000-170-70200
Health Insurance	(18,000.00)	Budgeted full time management assistant kept part-time	101-172-0000-170-71600
MERS	(26,000.00)	Budgeted full time management assistant kept part-time	101-172-0000-170-71850/71851
Legal Services			
Retiree Healthcare	21,100.00	Increased appraisal services for MTT cases	101-210-0000-170-80601
City Clerk			
Salaries and benefits	(10,000.00)	No may election in 2020	101-215-1900-170-70100
Finance			
Salaries and benefits	(13,000.00)	Savings from COVID-19 temporary layoffs coupled with contract benefit changes	101-253-2500/3500-170-70200
Police			
Salaries and benefits	72,657.00	Sick and Vacation payouts for retirees, offset by savings for new employees	101-301-0000-300-70200
Fuels and Lubricants	(11,000.00)	Savings on lower gas prices and usage during COVID 19	101-301-0000-300-74500
Public Works			
Salaries and benefits	(100,000.00)	Savings from the retirement of 2 long term employees, filled with employees under the new rate structure	101-441-0000-440-70200
Furniture and equipment	(9,000.00)	Budgeted expenditures not incurred	101-441-2601-440-97800
Engineering Services	(15,000.00)	Lower than budgeted new development reviews	101-441-4700-440-80300
Community Development			
Personnel Adjustment	(53,000.00)	Salaries and benefits savings from not filling the vacant code enforcement position coupled with keeping the clerical position part time most of the year and then having a temporary COVID-19 layoff	101-728-0000-600-70200
Contractual Services	(35,000.00)	Budget included \$30K in miscellaneous projects and was not used	101-728-0000/3700-600-83100
Retiree Healthcare			
Retiree Healthcare	(30,000.00)	Lower than budgeted premium increases	101-869-0000-XXX-70504
Appropriations to Other Agencies			

Genoa Township 425 payments	(4,200.00)	Lower than budgeted taxable value in the 425 district	101-966-0000-170-99959
Total Expenditures	<u>(266,443.00)</u>		
Net Change to Budgeted General Fund Balance	<u>282,762.00</u>		

SPECIAL REVENUE FUNDS

Major Streets Fund

<u>Revenue</u>	<u>Amount Inc/(Dec)</u>	<u>Description</u>	<u>Account Number</u>
No Changes	-	No Changes	
Total Revenue	<u>-</u>		
Expenditures			
Contractual Services	14,000.00	Higher than anticipated traffic light repairs	202-474-0000-440-83100
Roadway Reconstruction	22,500.00	CSX Row Permit Rickett	202-451-0000-440-97102
Insurance Premiums	6,200.00	CSX required insurance for roadwork on Rickett	202-250-0000-440-96100
Total Expenditures	<u>42,700.00</u>		
Net Change to Budgeted Major Streets Fund Balance	<u>(42,700.00)</u>		