

## AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission  
FROM: Steven J. Kingsbury, MBA, CPFA, MiCPT  
Acting City Manager, Treasurer, Finance and Technology Director  
DATE: September 29, 2016  
RE: FY2016/17 Budget Amendments

For the Agenda of October 3, 2016

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**Background:** With the elimination of the full-time administrative support position within the City's Police Department and also the City's Building Official (a contracted position) there are a number of budget amendments needed to realign the FY2016/17 budget to the currently anticipated/projected expense amounts that will be incurred during the fiscal year. Primarily this will include the reduction of several personnel and contractual related expense line items but it will also include a few revenue accounts as the services previously provided through these two positions will no longer be realized.

Furthermore, there have been within the first three months of the City's fiscal budget year a few instances where the actual cost of planned expenditures has exceeded the original budgetary estimates. These individual expenditures and the impact upon the budget have been carefully considered by the City Commission and were found to be prudent and in the best interest of the City. To insure accurate financial analysis throughout the remainder of the fiscal year these adjustments need to be formally incorporated into the City's budget by approval of the City Commission.

**Note:** The complete listing of recommended budget amendments will be presented to the Fiscal and Budget Committee prior to the October 3<sup>rd</sup> City Commission meeting. Following that review the listing will be presented to the City Commission with a recommendation of the Fiscal and Budget Committee members.

**Issues & Questions:** Should the City Commission approve the budget amendments?

**Alternatives:**

1. Approve the budget amendments.
2. Don't approve the budget amendments.
3. Set the decision aside to a subsequently scheduled public meeting.

**Financial Impact:** The financial impact of the individual budget amendments has previously been presented and considered by the City Commission, this action simply incorporates those decisions into the City's approved FY2016/17 budget.

**Recommendation:** The City Manager and Finance Director both recommend the approval of the budget amendments by adoption of resolution 2016-117.

**Attachments:**

1. Budget Amendments (to be provided during the Commission meeting).
2. Resolution 2016-117.

**RESOLUTION 2016-117**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AMENDMENTS TO THE CITY OF CLARE FISCAL YEAR 2016/17 BUDGET.**

**WHEREAS**, the City has due to budgetary considerations eliminated a full-time administrative support position within the City's Police Department and also the contractual Building Official position thereby reducing the corresponding expenses; and

**WHEREAS**, it is has been determined by the Fiscal and Budget Committee that various other budget amendments to the City of Clare's adopted 2016/17 budget are required as a result of these personnel changes; and

**WHEREAS**, there has also been a few planned and budgeted expenditures that have been carefully and thoroughly considered on their own merits by the City Commission that exceeded the originally anticipated and budgeted amounts.

**NOW THEREFORE, BE IT RESOLVED THAT** the City Commission of the City of Clare hereby approves the following fund/activity budget amendments to the previously adopted/amended Fiscal Year 2016/17 Budget:

<u>Fund - Activity</u>	<u>Fund/Activity Number</u>	<u>Prior Budget</u>	<u>Amended Budget</u>	<u>Increase (Decrease)</u>
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The activity and line item budget amendments are to be completed and presented to the City Commission following the Fiscal and Budget Committee's review.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

**The Resolution was introduced by Commissioner                      and supported by Commissioner                      . The Resolution declared adopted by the following roll call vote:**

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 3<sup>rd</sup> day of October 2016.

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Diane Lyon, City Clerk