



# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

February 21, 2023 at 7:00 PM

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**TO:** Rich LaBombard, City Manager

**FROM:** Matt Smith, Treasurer

**DATE:** February 13, 2022

**SUBJECT:** Budget Amendment Fiscal Year 22-23 Resolution 06-2023

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Throughout the year, revenue and expenses of the various City funds are continually monitored and compared to the approved budget. From time to time, budgets require amending due to unanticipated expenses.

The City occasionally enters into contracts for projects which end up spanning 2 fiscal years. This year most of the mid-year budget adjustments are due to this situation. The Union Street Sidewalk project, Campbell Road Project, DPW Truck Upfitting, and DDA TIF Plan Audit were approved, and contracts awarded but work on the projects continued into the current fiscal year.

Other budget amendments noted were:

- Planning and Zoning has several developments being processed resulting in higher Attorney and engineering expenditures. Additionally, we are consulting with Williams and Works for an interim Planning and Zoning Director.
- General legal fees were up to deal with employment matters as well as several other general matters.
- Escrows are being used to help cover the attorney and engineering expenditures related to developments which has resulted in higher planning and zoning revenues.
- State shared revenue estimates for the year were increased.
- Final changes to taxable values and millages resulted in some increases in tax capture for the DDA.

**I recommend City Council adopt Resolution 06-2023 which outlines the amendments to the City of Douglas annual budget for fiscal year 2022-2023.**

**CITY OF THE VILLAGE OF DOUGLAS  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN**

**RESOLUTION NO. 06-2023**

**RESOLUTION AMENDING THE BUDGET OF THE  
2022/2023 GENERAL APPROPRIATIONS ACT  
(Various Funds)**

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At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 21<sup>st</sup> day of February, 2023, at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

**RESOLUTION**

**WHEREAS**, in accordance with the Uniform Budgeting and Accounting Act, Public Act No. 2 of 1968, as amended, and Chapter IX of the City Charter, the City Council of the City of the Village of Douglas adopted a General Appropriations Act to establish and approve of the City's budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023.

**WHEREAS**, the City Manager and City Treasurer have recommended that said budget be amended based on new information now available;

**WHEREAS**, the City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary;

**WHEREAS**, the City Council is authorized by the City Charter to transfer appropriation balances, and to make additional appropriations during the fiscal year that do not exceed the amount of

actual and anticipated revenues, and unreserved fund balances and working capital balances, as estimated in the budget.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- 1. The City Council of the City of the Village of Douglas (“Douglas”) does hereby amend the adopted and approved budget for fiscal year 2022/2023 by amending the various appropriations and interfund transfers as set forth in Exhibit A to this Resolution.
- 2. Any increases in funds appropriated for expenditures and interfund transfers shall be made from the unreserved fund balances or working capital balances of the various funds comprising the adopted and approved fiscal year 2022/2023 budget.
- 3. That any resolutions in conflict with this Resolution are deemed rescinded and revoked by the adoption of this Resolution.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 21<sup>st</sup> day of February 2023

**CITY OF THE VILLAGE OF DOUGLAS**

BY: \_\_\_\_\_  
Jerome Donovan, Mayor

BY: \_\_\_\_\_  
Pamela Aalderink, City Clerk

**CERTIFICATION**

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held February 21, 2023 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

**CITY OF THE VILLAGE OF DOUGLAS**

BY: \_\_\_\_\_

Pamela Aalderink, City Clerk

**City of the Village of Douglas**  
**Proposed Budget Amendment**  
**FY 2022-2023**

|   | Current Budget   | Increase       | Decrease     | Proposed Amended Budget |
|---|------------------|----------------|--------------|-------------------------|
| <b>GENERAL FUND</b>                                     |                  |                |              |                         |
| Legislative   | \$ 22,366        | \$ -           | \$ -         | \$ 22,366               |
| Manager   | 185,515          | -              | 13           | 185,502                 |
| Clerk/Treasurer   | 349,752          | -              | 885          | 348,867                 |
| Auditor   | 9,400            | -              | -            | 9,400                   |
| Assessing   | 63,997           | 163            | -            | 64,160                  |
| Election  | 10,328           | 650            | -            | 10,978                  |
| Building & Grounds                                      | 157,710          | -              | -            | 157,710                 |
| Attorney  | 17,500           | 50,000         | -            | 67,500                  |
| Police  | 752,970          | 9,325          | -            | 762,295                 |
| Street & Right of Way                                   | 346,019          | 8,251          | -            | 354,270                 |
| Planning & Zoning                                       | 328,560          | 37,299         | -            | 365,859                 |
| Parks & Recreation                                      | 248,461          | 10,781         | -            | 259,242                 |
| Community Promotions                                    | 25,000           | -              | 2,500        | 22,500                  |
| Insurance Bonds   | 40,000           | 772            | -            | 40,772                  |
| Debt Service  | -                | -              | -            | -                       |
| Transfers Out   | 532,000          | -              | -            | 532,000                 |
| <b>TOTAL GENERAL FUND</b>                               | <b>3,089,578</b> | <b>117,241</b> | <b>3,398</b> | <b>3,203,421</b>        |
| Less: Transfers Out                                     | (532,000)        | -              | -            | (532,000)               |
| <b>** TOTAL EXPENDITURES</b>                            | <b>2,557,578</b> | <b>117,241</b> | <b>3,398</b> | <b>2,671,421</b>        |
| Revenue/Transfers In                                    | 3,311,823        | 44,543         | -            | 3,356,366               |
| Less: Transfers In                                      | (4,500)          | -              | -            | (4,500)                 |
| <b>** TOTAL REVENUES</b>                                | <b>3,307,323</b> | <b>44,543</b>  | <b>-</b>     | <b>3,351,866</b>        |
| Surplus/(Deficit)                                       | 222,245          |                |              | 152,945                 |
| <b>MAJOR STREET FUND EXPENSES</b>                       | <b>403,911</b>   | <b>1,092</b>   | <b>-</b>     | <b>405,003</b>          |
| Revenue/Transfers In                                    | 509,259          | -              | 56,998       | 452,261                 |
| Surplus/(Deficit)                                       | 105,348          |                |              | 47,258                  |
| <b>LOCAL STREET FUND EXPENSES</b>                       | <b>284,852</b>   | <b>233,186</b> | <b>-</b>     | <b>518,038</b>          |
| Revenue/Transfer In                                     | 350,728          | 61,264         | -            | 411,992                 |
| Surplus/(Deficit)                                       | 65,876           |                |              | (106,046)               |
| <b>ROAD MILLAGE FUND EXPENSES</b>                       | <b>-</b>         | <b>-</b>       | <b>-</b>     | <b>-</b>                |
| Revenue/Transfer In                                     | 100,000          | -              | -            | 100,000                 |
| Surplus/(Deficit)                                       | 100,000          |                |              | 100,000                 |
| <b>SCHULTZ PARK FUND EXPENSES</b>                       | <b>7,800</b>     | <b>949</b>     | <b>-</b>     | <b>8,749</b>            |
| Revenue/Transfer In                                     | 25,100           | -              | -            | 25,100                  |
| Surplus/(Deficit)                                       | 17,300           |                |              | 16,351                  |
| <b>BROWNFIELD REDEVELOPMENT AUTHORITY FUND EXPENSES</b> | <b>83,000</b>    | <b>-</b>       | <b>-</b>     | <b>83,000</b>           |
| Revenue/Transfer In                                     | 100,000          | -              | -            | 100,000                 |
| Surplus/(Deficit)                                       | 17,000           |                |              | 17,000                  |
| <b>HARBOR AUTH. FUND EXPENSES</b>                       | <b>15,000</b>    | <b>-</b>       | <b>-</b>     | <b>15,000</b>           |
| Revenue/Transfer In                                     | 14,000           | -              | -            | 14,000                  |
| Surplus/(Deficit)                                       | (1,000)          |                |              | (1,000)                 |
| <b>DDA FUND EXPENSES</b>                                | <b>75,600</b>    | <b>5,851</b>   | <b>-</b>     | <b>81,451</b>           |
| Revenue/Transfer In                                     | 47,188           | 2,236          | -            | 49,424                  |
| Surplus/(Deficit)                                       | (28,412)         |                |              | (32,027)                |
| <b>BLUE STAR CORRIDOR EXPENSES</b>                      | <b>118,675</b>   | <b>-</b>       | <b>-</b>     | <b>118,675</b>          |
| Revenue/Transfer In                                     | 112,000          | -              | -            | 112,000                 |
| Surplus/(Deficit)                                       | (6,675)          |                |              | (6,675)                 |
| <b>WATER &amp; SEWER FUND EXPENSES</b>                  | <b>628,800</b>   | <b>-</b>       | <b>-</b>     | <b>628,800</b>          |
| Revenue/Transfers In                                    | 669,500          | -              | -            | 669,500                 |
| Surplus/(Deficit)                                       | 40,700           |                |              | 40,700                  |
| <b>DOUGLAS MARINA FUND EXPENSES</b>                     | <b>142,750</b>   | <b>-</b>       | <b>505</b>   | <b>142,245</b>          |
| Revenue/Transfer In                                     | 44,700           | -              | -            | 44,700                  |
| Surplus/(Deficit)                                       | (98,050)         |                |              | (97,545)                |
| <b>EQUIP. RENTAL FUND EXPENSES</b>                      | <b>486,186</b>   | <b>113,021</b> | <b>-</b>     | <b>599,207</b>          |
| Revenue/Transfers In                                    | 28,843           | -              | -            | 28,843                  |
| Surplus/(Deficit)                                       | (457,343)        |                |              | (570,364)               |

Explanation: MID YEAR BUDGET ADJUSTMENT FOR FISCAL YEAR ACTIVITY