



# AGENDA REPORT

New Haven, Michigan  
Council

---

**MEETING DATE:** November 11, 2025

**DEPARTMENT:** Code Enforcement, Fire Department

**DATE SUBMITTED:** November 3, 2025

**PREPARED BY:** Sandra Cazel, Presented by Chief Stier

**ITEM TITLE:** Budget Amendments for FD

---

## EXECUTIVE SUMMARY:

### Code Enforcement Pay Allocation for Fire Department Hire

Our new full-time hire in the Fire Department has been assigned additional code enforcement duties. These duties will be funded through the General fund for 5 hours per week over a 20-week period. With the addition new general ledger codes will need to be established to properly allocate and track the associated payroll expenses.

General Fund increase as described on the spreadsheet called; "Code Enforcement Budget for Fire Department employee"

Revenue Increase: \$7500.00

Expense Increase: \$5116.25

### Fire Fund Budget Amendments

The Fire Fund was amended to reflect the Fire Chief's 20% Salary allocation to the Building Department for management and is reflecting a corresponding decrease in tax revenue funding. It also reflects the decrease in the full-time employee code enforcement duties allocated to the general fund.

Fire Fund decrease as described on the spreadsheet called; "Fire Budget Amendments"

Revenue Decrease: \$19,998.88

Expense Decrease: \$25,706.00

---

## ADMINISTRATIVE REVIEW:

## EXHIBITS: