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**INTER-OFFICE MEMO
CITY OF ROSEVILLE, MICHIGAN
OFFICE OF THE CITY CLERK**

TO: Scott Adkins, City Manager
FROM: Richard M. Steenland, City Clerk 
DATE: January 27, 2015
RE: Elected Officials Compensation Commission Meeting

The Elected Officials Compensation Commission held a meeting on January 26, 2015 the results are as follows:

Commissioners Present:

- Helen May, Chairperson
- Jerry Kucharski
- Timothy Hoste
- Richard Eubanks
- Ed Schaffstein

Commissioner Absent:

- Gary Goodin

VI. Discussion of the manner in which the Commission wishes to proceed. further information, meeting dates, direction to the City Clerk, or make a recommendation at this meeting.

COMMISSIONER ED SCHAFFSTEIN moved, COMMISSIONER TIMOTHY HOSTE seconded to approve recommendation as presented for the City Clerk, City Treasurer, Deputy Clerk and Deputy Treasurer to receive additional HSA (Health Savings Account) contributions annually. (See *Attached Document*)

MOTION CARRIED UNANIMOUSLY

COMMISSIONER TIMOTHY HOSTE moved, COMMISSIONER ED SCHAFFSTEIN seconded to approve that the Mayor and Council receive no increase in compensation.

MOTION CARRIED UNANIMOUSLY



City of Roseville

29777 GRATIOT, P.O. 290
ROSEVILLE, MICHIGAN 48066

January 26, 2015

The Elected Officials Compensation Commission hereby recommends the City of Roseville shall contribute an additional \$2,000; into City Clerk/City Treasurer and \$1500, into Deputy Clerk/Deputy Treasurer HSA (Health Savings Account) annually. This amount shall be in addition to any contributions expressed in the Roseville Supervisor Union (AFSCME Local 1917) Collective Bargaining Agreement or any other agreement for the City Clerk, Deputy Clerk, Treasurer and Deputy Treasurer. This recommendation shall take immediate effect.

Chairperson _____

Commissioner _____

Commissioner _____

Commissioner _____

Commissioner _____

Commissioner _____

Commissioner _____



City of Roseville

TO: City Council

DATE: 2/10/2015

RE: CDBG Fund Deficit Elimination Plan

This memo is to inform City Council that the "CDBG Fund Deficit Elimination Plan" brought before City Council for approval does not represent an actual deficit within the CDBG Fund, but represents a requirement by the State of Michigan resulting from information that was published in the City's financial statements for the fiscal year ended June 30, 2014.

The CDBG Fund captures expenditures that are 100 percent reimbursable by the federal government. Therefore, revenue recorded within this Fund should always equal expenditures and there should not be a fund balance or deficit carried forward from year to year. Subsequent to the fiscal year ended June 30, 2014, an adjustment was made to accrued expenses within the CDBG Fund that increased expenditures. An entry to record the receivable from the federal government for reimbursement of these expenses was not recorded. As a result, a deficit of \$3,305 was published in the City's financial statements.

The State of Michigan requires a resolution by the City's legislative body to eliminate the deficit. Since the CDBG Fund is not actually in a deficit position, the resolution as presented to Council indicates that a journal entry will be recorded to reflect a future reimbursement by the federal government for all expenditures incurred within the CDBG Fund.

Sincerely,

John Walters
Controller

Deficit Elimination Plan

Numbered Letter 2014-1

Local Audit and Finance Division
Michigan Department of Treasury
P.O. Box 30728
Lansing, Michigan 48909-8228
(517) 373-0660

Treas_MunicipalFinance@Michigan.gov

City Council Resolution and Deficit Elimination Plan:

WHEREAS the City of Roseville CDBG Fund has a deficit of \$3,305, which is made up of \$12,791 unrestricted deficit fund balance offset by \$9,486 of deferred revenue on June 30, 2014; and

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the City of Roseville's legislative body adopts the following as the CDBG Fund Deficit Elimination Plan:

A journal entry be recorded to reflect the federal reimbursement for \$3,305 of expenditures incurred prior to June 30, 2014. The journal entry that was recorded increased accounts receivable by \$3,305 and increased deferred revenue therefore eliminating the deficit within the CDBG Fund. A balanced budget for this fund will be presented before City Council prior to May 1, 2015.

BE IT FURTHER RESOLVED that the City of Roseville's Controller submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

ADD CLERK'S CERTIFICATION