

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, November 15, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the October 18, 2011 Finance and Administration Committee Meeting.

Action Items:

3. Monthly Budget Adjustments
Suggested Motion:
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of October 2011.
4. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #841, #843, #844, #845, #874, #875, #876, #877, #878, #879, and #880.
5. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of October 2011.
6. Request from the Parks and Recreation Department to create Step Increases in the Wage Schedule for NEC Custodian.
Suggested Motion:
To approve and forward to the Board of Commissioner the request from the Parks and Recreation Department to create step increases (up to four years) in the temporary wage schedule for the position of Nature Education Custodian.
7. WebTecs Contract for Professional Services
Suggested Motion:
To approve and forward to the Board of Commissioners, the Contract with WebTecs, Incorporated to provide web services for the period January 1 - December 31, 2012.

Discussion Items:

8. Treasurer's Financial Month End Update for October 2011.

Adjournment

Comments on the day's business are to be limited to three (3) minutes.