



ADMINISTRATION / PERSONNEL COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Wednesday, October 21, 2020 at 8:10 am

VIA Remote Participation

AGENDA

Call to Order

1. Public Comments
Please limit remarks to no more than three (3) minutes or less.
2. Committee Business
 - a. Budget Discussion
3. Status Update – Other Committees
 - a. Budget Discussion
4. Public Comments/Written Communication
5. Committee Member Comments
6. Announcements
7. Adjournment

Village of Suttons Bay ^{SEP}Fiscal Year 2020 Amendment Budget and 2021 Proposed Budget

Draft for 10/2020 Committees

Revenues	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Current Property Taxes	656,821	674,566	692,770	682,000	704,950	695,000
Personal Property Tax Revenue	43,959	20,569	16,889	15,000	17,000	15,000
Leased Land Tax Revenue	0	0	0	0	4,200	4,000
Permits and Fees	4,967	4,442	4,340	1,500	9,500	1,500
State Shared Revenue	54,157	55,514	59,290	50,000	50,000	50,000
State Revenue-Liquor	3,227	3,116	3,079	0	3,050	3,000
Covid Reimb Revenue	0	0	0	0	5,500	0
Grant Revenue	0	0	0	0	11,250	1,250
Local Comm Stabilization	1,590	5,485	8,440	3,000	3,200	3,000
Interest Earnings	2,104	2,275	1,925	1,200	3,000	2,800
Bayle Park Rental	33,582	33,582	33,600	33,600	35,600	35,600
Equipment Leases	28,050	28,050	28,050	28,050	29,050	29,050
Major Streets Leases	11,007	11,007	11,025	11,025	11,025	11,025
Local Streets Leases	7,037	7,037	7,050	7,050	7,050	7,050
Water Leases	2,135	2,135	2,012	2,150	2,150	2,150
Sewer Leases	15,869	15,869	15,875	15,875	15,875	15,875
WTTP Leases	2,427	2,427	2,450	2,450	5,450	5,450
Park Lease	18,752	2,752	2,775	2,775	2,775	2,775
Marina Leases	0	0	0	0	0	0
Public Works Leases	0	1,375	500	0	4,500	0
Sale of Fixed Assets	16,033	6,704	592	0	7,000	0
Contributions - Private						
Miscellaneous Income						
Total General Fund Revenues	901,717	876,905	890,662	855,675	933,025	885,725

Actual tax roll for 2020, est for 2021
 STR permits
 Recv'd fr lcc, spec event liq license rev
 State reimb for COVID expenses - estimate
 Trail - GTB \$10,000, Par-Plan cameras \$ 1,250
 at \$900 now, will it open before year end?
 trans in to motor pool from other funds
 108,975 Motor Pool
 From Art Fest - trees
 2020 - ins reimb, refund from cancelled classes

Expenditures

Village Council

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	4,165	4,165	4,165	4,175	4,175	4,175
FICA Contribution	0	0	0	0	0	0
Workers Compensation	86	100	64	125	125	125
COVID Expense					8,000	0
Legal Services	7,161	2,000	0	2,000	10,000	5,000
Audit Services	3,068	3,000	2,156	3,000	2,300	3,000
Employee Relations	14,777	10,000	260	1,000	7,000	1,000
Consultant Fees	0	15,000	1,600	2,500	1,580	1,580
Interim Manager	0	15,000	0	0	0	0
Printing & Publishing	0	100	88	200	200	200
Miscellaneous Expense	14,556	10,000	7,048	8,000	10,000	8,000
Education, Training & Dues	935	3,000	838	3,000	1,000	3,000
Total Village Council	44,748	62,365	16,219	24,000	44,380	26,080

new acct 2020
most legal is under VII Hall
gf portion of total (10,000, extra for bonds, SAW or TAP
2020- Employee manual development 5000
TPA for retirement plan docs and admin

for charge back and BOR adj
VC members training, mmi dues, etc

Village Manager

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	18,896	18,923	22,214	23,500	23,500	24,500
FICA Contribution	1,367	1,448	1,699	1,850	1,800	1,874
Medical Insurance	4,028	4,268	0	0	0	0
Workers Comp	144	233	144	275	275	275
Retirement Contribution	876	946	2,221	2,350	2,350	2,450
Life, AD&D Insurance	213	214	210	225	150	150
Unemployment	2	1,066	7	100	50	50
Operating Supplies	0	0	492	500	500	500
Mileage	0	300	17	300	300	300
Education, Training & Dues	0	1,450	1,376	2,500	2,500	2,500
Total Village Manager	25,526	28,848	28,380	31,600	31,425	32,599

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Village Clerk						
Administrative Wages	4,933	5,187	5,500	5,600	5,800	6,000
Wages	0	0	0	0	0	0
FICA Contribution	363	397	405	430	444	459
Medical Insurance	790	766	807	875	850	890
Workers Compensation	13	23	14	25	25	25
Retirement Contribution	246	260	547	560	580	600
Life, AD&D Insurance	76	76	75	100	100	100
Unemployment	1	52	1	50	50	50
Office Supplies - General	0	0	50	0	0	0
Office Supplies - Elections	0	0	0	150	150	150
Education, Training & Dues	60	1,000	831	2,500	2,200	2,500
Total Village Clerk	6,482	7,751	8,230	10,290	10,199	10,774

removed elections dept,added line item here
Includes dues

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Village Treasurer						
Administrative Wages	7,520	7,749	14,423	14,160	14,250	14,900
FICA Contribution	553	593	1,076	1,095	1,095	1,150
Medical Insurance	1,120	1,221	1,911	2,025	2,000	2,000
Workers Compensation	24	35	25	25	30	30
Retirement Contribution	374	388	1,451	1,420	1,425	1,490
Life, AD&D Insurance	104	110	170	175	175	180
Unemployment	2	150	1	50	50	50
Office Supplies	392	400	395	400	400	400
Operating Supplies	420	750	742	750	750	750
Contractual Services	0	0	0	500	300	500
Education, Training & Dues	50	1,000	50	2,500	1,500	2,500
Total Village Treasurer	10,559	12,396	20,244	23,100	21,975	23,950

envelopes, tax supplies
postage, ann fee for tax program
For additional assistance with BS&A Program
MMTA membership, training

	2017	2018	2019	2020	2020	2020	2021
	Actual	Budget	Actual	Adopted	Requested	Proposed	
Village Hall							
Administrative Wages	5,013	5,166	1,881	5,200	5,059	5,200	office assist
FICA Contribution	369	396	150	400	387	400	
Medical Insurance	767	814	0	0	0	0	
Workers Compensation	16	21	0	3	20	20	
Retirement Contribution	-544	259	0	0	700	520	2020 had addtl' pymnt,
Life, AD&D Insurance	69	70	0	0	0	0	
Unemployment	1	0	0	3	50	50	
Office Supplies	6,334	5,000	5,998	6,000	7,000	7,000	addtl' supplies due to shutdown
Postage	1,442	1,450	1,466	1,600	1,800	1,600	increase includes equip rental, and ink
Legal Services	12,793	13,000	3,287	10,000	13,000	10,000	
Contracted Service	5,131	4,000	6,427	6,500	6,700	6,500	cleaning, rug rental, windows for vil hall
Telephones	3,502	3,850	5,279	5,500	5,500	5,500	monthly & system maint
Printing & Publishing	1,476	1,600	2,109	1,600	2,200	1,600	mtg pubs, letterhead, newsletter
Insurance	4,824	5,516	5,800	5,800	5,800	5,800	
Utilities - Electric	1,747	2,500	1,387	2,400	2,400	2,500	electric slightly lower this year
Utilities - Gas	1,333	2,000	1,578	2,000	1,800	2,000	
Repair & Maintenance	319	500	307	500	1,000	500	fire ext service, addtl' ofc maint
Miscellaneous Expense	579	3,000	70	1,000	2,000	1,000	lightening storm damage
Capital Improv.- Equipment	5,812	0	0	0	0	0	no longer needed here- is -will be prop replacement fu
Total Village Hall	50,983	49,142	35,739	48,506	55,416	50,190	

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Public Safety						
Contractual Service - County	70,450	74,000	76,983	75,000	75,000	77,500
Equipment/Vehicle Mileage	4,917	6,500	5,542	6,000	6,000	6,000
Miscellaneous Expense	0	0	0	1,000	1,000	1,500
Total Public Safety	75,367	80,500	82,525	82,000	82,000	85,000
						billed qtrly from county billed qtrly from county
Planning & Zoning						
Administrative Wages	12,445	12,750	14,317	19,700	15,000	15,750
Wages	0	0	1,881	0	4,775	5,013
Wages - Planning Commission	2,920	4,804	2,520	4,825	4,825	4,825
Wages - Zoning Board of Appeals	320	840	600	850	850	850
FICA Contribution	962	976	1,221	1,600	1,512	1,600
Medical Insurance	2,316	2,377	968	1,200	1,100	1,200
Workers Compensation Insurance	103	106	65	125	125	125
Retirement Contribution	596	638	1,423	1,375	2,150	2,076
Life, AD&D Insurance	165	78	162	150	150	225
Unemployment Insurance	2	430	5	125	100	125
Office Supplies	477	1,000	1,025	700	600	700
Postage	200	200	0	200	200	200
Professional Planning Services	2,000	3,000	0	500	500	500
Zoning Ordinance - Planning	10,344	5,000	0	500	500	500
Legal Fees	1,511	4,000	0	4,000	2,000	4,000
Contractual Services	6,250	6,920	6,390	11,500	6,000	11,500
Printing & Publishing	934	4,000	684	1,500	1,200	1,500
Education, Training & Dues	35	1,500	1,650	2,250	2,250	2,250
Total Planning & Zoning	29,125	35,869	32,911	31,400	28,837	37,189
						addtl for pr yr pymnt PC per diem, pd annually in Dec ZBA per diem,pd annually in Dec za increase in hours legal notices, mtg pubs

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Streetlighting						
Utilities - Electric	11,437	12,000	12,751	13,000	13,500	13,500
Total Streetlighting	<u>11,437</u>	<u>12,000</u>	<u>12,751</u>	<u>13,000</u>	<u>13,500</u>	<u>13,500</u>
Public Works						
Administrative Wages	6,525	6,584	12,289	13,500	24,000	25,200
Wages	6,641	6,515	5,507	7,800	5,475	5,800
FICA Contribution	959	1,003	1,311	1,675	2,220	3,100
Medical Insurance	2,541	2,510	1,640	3,800	2,500	2,700
Workers Compensation	135	153	103	325	325	325
Retirement Contribution	657	595	1,491	2,175	2,950	3,100
Life, AD&D Insurance	181	155	161	275	275	275
Unemployment	1	667	10	100	100	100
Office Supplies	0	200	200	200	200	200
Operating Supplies	786	2,000	995	1,000	2,000	1,000
Waste Removal	7,284	10,000	9,120	10,000	10,000	10,000
Rental	1,213	2,400	1,742	1,800	2,800	2,800
Contractual Services	0	1,500	195	1,000	1,000	1,000
Lease of Building	0	0	0	0	0	0
Telephones	1,141	1,500	1,762	2,400	2,400	2,400
Hydrant Rental Fee	25,000	25,000	25,000	25,000	25,000	25,000
Utilities - Water	1,800	1,800	1,800	1,800	1,800	1,800
Utilities - Sewer	5,000	5,000	5,000	5,000	5,000	5,000
Repair & Maintenance	5,729	1,500	11,480	27,000	27,000	27,000
Education, Training, & Dues	0	1,500	0	1,500	1,500	1,500
Equipment/Vehicle Rent	18,752	2,752	2,775	2,775	2,775	2,775
Total Public Works	<u>84,345</u>	<u>73,334</u>	<u>82,581</u>	<u>109,125</u>	<u>119,320</u>	<u>121,075</u>

Mideal fees, dog bags, software security fees
6 yd container monthly, and spring clean-up 6800
porta jon rental, waterwheel, Bahle
DOT drug screen,
cell phones, and contracts, phones
gen fund to water fund - hydrant use
for water service
for sewer service
fire ext annual service, bids maint
to motor pool for equip rental

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Motor Vehicle						
Wages (admin wage)	3,157	3,236	3,680	10,325	3,900	4,195
Wages	18,385	20,262	21,100	20,675	21,675	22,759
FICA Contribution	1,565	1,798	1,817	2,450	2,100	2,065
Medical Insurance	3,967	3,897	4,644	7,100	6,000	6,200
Workers Compensation	358	588	366	675	675	675
Retirement Contribution	1,041	1,175	2,470	3,100	2,560	3,100
Life, AD&D Insurance	327	334	337	425	475	475
Unemployment Insurance	2	1,204	2	1,600	1,600	1,600
Safety Equipment	160	2,000	1,094	2,000	2,000	2,000
Operating Supplies	-82	3,500	3,495	3,500	4,500	4,500
Gas Purchases	10,957	18,000	14,896	18,000	9,000	18,000
Insurance	7,500	6,815	7,199	8,100	8,000	8,100
Utilities - Electric	1,670	2,250	1,852	2,250	2,250	2,250
Utilities - Gas	2,502	2,500	2,960	3,000	2,000	2,000
Repair & Maintenance Ground & Building	59	1,500	1,252	1,500	1,500	1,500
Vehicle Maintenance	8,419	6,000	31,076	6,000	82,000	6,000
Equipment Maintenance	23,687	8,000	10,228	8,000	10,000	8,000
Capital Improvement - Equipment	0	5,000	0	0	0	5,000
Total Motor Vehicle	83,674	88,059	108,468	98,700	160,235	98,419
Total Operational Expenditures	520,723	544,414	514,415	600,421	691,177	619,471

oil, filters, mower parts, vehicle parts, shop supplies
1900 in winter, 600 in summer months
increased due to new trucks
DPW bldg
dpw bldg
facility and grounds maint
2020 - jack dohoney- vactor repairs
mower maint, trailers, scrapers, equip, tires 2000
2021 -spray liner and side steps 5000

	2017	2018	2019	2020	2020	2021
	Actual	Budget	Actual	Adopted	Requested	Proposed
Parks & Recreation						
Administrative Wages	1,376	1,632	1,972	8,800	2,000	2,100
Wages	24,420	33,145	27,703	27,800	30,715	27,800
FICA Contribution	1,885	2,661	2,189	2,725	2,500	2,150
Medical Insurance	4,518	5,552	4,752	8,350	5,600	6,800
Workers Compensation	553	813	508	550	550	550
Retirement Contribution	1,284	1,319	2,769	3,550	3,300	3,550
Life, AD&D Insurance	424	383	386	500	500	620
Unemployment Insurance	5	2,041	3	100	100	100
Operating Supplies	2,584	3,500	3,694	3,500	4,000	3,500
Contractual Service	1,763	2,500	2,320	2,500	2,600	2,500
Insurance	385	385	400	400	400	400
Utilities - Electric	2,853	3,000	2,438	2,700	3,400	3,400
Utilities - Gas	1,049	1,350	1,277	1,350	1,350	1,350
Utilities - Water	5,000	5,000	5,000	5,000	5,000	5,000
Utilities - Sewer	10,000	10,000	10,000	10,000	10,000	10,000
Repair & Maintenance	4,937	5,000	5,081	5,000	6,000	5,000
Equipment/Vehicle Rent	15,869	15,869	15,875	15,875	15,875	15,875
Capital Improvements	19,572	0	0	30,000	30,000	30,000
Total Parks & Recreation	98,477	94,150	86,367	128,700	123,890	120,695

Liability Ins - Par Plan
all parks
Heat for park bldgs - DTE
Parks costs for water service
parks cost for sewer service
trans to motor pool for park equip rental
2020 - Cameras \$2975, fill sand \$1900
Blue dome lid cans \$2454
Raise Overheads N Park launch \$2250
2021- 5 water fountains - \$7500
Continue Waterwheel Improv

Transfers Out									
Major Street Fund	150,000	170,000	220,000	70,000	70,000	70,000	70,000	70,000	70,000
Local Street Fund	80,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Property Replacement Fund	22,840	120,081	120,100	120,100	140,100	140,100	140,100	140,100	140,100
Downtown Development Authority Fund	20,000	5,000	0	0	0	0	0	0	0
Total Transfers Out	272,840	365,081	400,100	250,100	270,100	270,100	270,100	270,100	270,100
Total General Fund Expenditures	793,563	899,495	914,515	850,521	961,277	961,277	889,571	889,571	889,571
Total Expenditures	793,563	899,495	914,515	850,521	961,277	961,277	889,571	889,571	889,571
Total Revenue	901,717	876,905	890,662	855,675	933,025	933,025	885,725	885,725	885,725
Excess Revenue or Expense (-)	108,154	-22,590	-23,853	5,154	-28,252	-28,252	-3,846	-3,846	-3,846
Beginning Fund Balance	508,276	742,425	719,835	695,982	695,982	695,982	667,730	667,730	667,730
Ending Fund Balance	742,425	719,835	695,982	701,136	667,730	667,730	663,884	663,884	663,884

Downtown Development Authority

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Current Property Taxes	0	0	0	0	0	0
Tax Penalty and Interest	0	0	0	0	0	0
Interest Revenue	3	0	0	5	150	5
Transfer In - General Fund	20,000	5,000	0	0	0	0
Total Downtown Development Authority Revenue	20,003	5,000	0	5	150	5
fire dept and village rev, based on 100000 incr in tv no contributions from gen fund beg 2018						
3050 233,325 8%						
Expenditures	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	2,424	2,470	2,810	2,820	2,900	3,050
Wages	0	0	0	0	0	0
FICA Contribution	184	189	212	225	225	240
Medical Insurance	624	400	177	200	200	200
Workers Compensation	21	21	14	25	25	25
Retirement Contribution	116	130	281	282	290	305
Life, AD&D Insurance	31	31	30	40	40	40
Unemployment Insurance	1	25	25	25	25	25
Office Supply	57	200	80	100	100	100
Operating Supplies	0	200	40	100	100	100
Engineering Services	0	0	0	0	0	0
Legal Services	0	3,000	0	1,000	1,000	1,000
Audit Services	263	240	207	350	250	250
Contractual Service	6,116	1,000	0	1,000	1,000	1,000
Postage	0	50	0	50	50	50
Printing & Publishing	0	2,000	0	1,000	1,000	1,000
Total Downtown Development Authority Expenditures	9,837	9,956	3,851	7,217	7,205	7,385
Total Expenditures	9,837	9,956	3,851	7,217	7,205	7,385
Total Revenues	20,003	10	0	5	150	5
Excess Revenues or Expenses (-)	10,166	-9,946	-3,851	-7,212	-7,055	-7,380
Beginning Fund Balance	26,377	36,443	29,146	25,295	25,295	18,240
Ending Fund Balance	36,443	29,146	25,295	18,083	18,240	10,860

DDA portion of 10,000 (2%)