



ADMINISTRATION / PERSONNEL COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Wednesday, July 8, 2020 at 8:10 am

VIA Remote Participation

AGENDA

Call to Order

1. Reports (staff)
 - a. Treasurer Report
 - b. DPW (verbal)
 - c. Manager (verbal)
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. Report VSB – 2020-32 Law Enforcement Patrol Discussion
4. Status Update – Other Committees
 - a. Amended Fireworks Ordinance
 - b. Report VSB – 2020 -33 Elm Street
 - c. Report VSB – 2020 -34 Raingardens
 - d. Report VSB – 2020 -30 Marina Bridge
 - e. Report VSB – 2020 -31 Cruise Line Inquiry
 - f. Fireworks Ordinance Amendment Discussion
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

PERIOD ENDING 05/31/2020

ACCOUNT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
Revenues					
101-000 Current Property Taxes	682,000.00	0.00	0.00	682,000.00	0.00
101-000 Personal Property Tax Revenue	15,000.00	0.00	0.00	15,000.00	0.00
101-000 Permits and Fees	1,500.00	450.00	100.00	1,050.00	30.00
101-000 Grant Revenue	0.00	10,000.00	0.00	(10,000.00)	100.00
101-000 State Shared Revenue	50,000.00	8,923.00	0.00	41,077.00	17.85
101-000 Bahle Park Rental	1,200.00	1,000.00	0.00	200.00	83.33
101-000 Motor Vehicle Leases	102,975.00	0.00	0.00	102,975.00	0.00
101-000 Interest Earnings	3,000.00	2,113.46	0.00	886.54	70.45
101-000 Contributions - Private	0.00	500.00	0.00	(500.00)	100.00
101-000 Miscellaneous Income	0.00	3,553.22	0.00	(3,553.22)	100.00
TOTAL REVENUES	855,675.00	26,539.68	100.00	829,135.32	3.10
Expenditures					
101 Village Council	24,000.00	16,692.62	150.00	7,307.38	69.55
171 Village Manager	31,600.00	11,681.23	1,919.34	19,918.77	36.97
215 Village Clerk	10,290.00	3,825.22	499.29	6,464.78	37.17
253 Treasurer	23,100.00	8,177.22	1,638.67	14,922.78	35.40
265 Village Hall	48,506.00	14,945.57	3,045.34	33,560.43	30.81
345 Police	82,000.00	15,843.16	0.00	66,156.84	19.32
441 Public Works	109,125.00	18,434.05	2,705.13	90,690.95	16.89
443 Motor Pool Department	98,700.00	106,886.27	2,853.75	(8,186.27)	108.29
448 Streetlighting	13,000.00	5,065.56	1,046.52	7,934.44	38.97
701 Zoning & Planning	51,150.00	12,402.59	2,155.09	38,747.41	24.25
751 Parks & Recreation	130,000.00	21,278.16	3,325.99	108,721.84	16.37
999 Transfers to Other Funds	250,100.00	0.00	0.00	250,100.00	0.00
TOTAL EXPENDITURES	871,571.00	235,231.65	19,339.12	636,339.35	26.99
Fund 101 - General Fund:					
TOTAL REVENUES	855,675.00	26,539.68	100.00	829,135.32	3.10
TOTAL EXPENDITURES	871,571.00	235,231.65	19,339.12	636,339.35	26.99
NET OF REVENUES & EXPENDITURES	(15,896.00)	(208,691.97)	(19,239.12)	192,795.97	1,312.86
Fund 202 - Major Street					
Revenues					
202-000 State Shared Revenue	77,000.00	31,792.13	0.00	45,207.87	41.29
202-000 Interest Earnings	500.00	1,926.31	0.00	(1,426.31)	385.26
202-000 Contributions - Other Funds	70,000.00	0.00	0.00	70,000.00	0.00
202-000 Contrib fr Gov Units - County	31,000.00	32,548.06	0.00	(1,548.06)	104.99
TOTAL REVENUES	178,500.00	66,266.50	0.00	112,233.50	37.12
Expenditures					
000	591,858.00	119,108.08	41,403.12	472,749.92	20.12
TOTAL EXPENDITURES	591,858.00	119,108.08	41,403.12	472,749.92	20.12
Fund 202 - Major Street:					
TOTAL REVENUES	178,500.00	66,266.50	0.00	112,233.50	37.12
TOTAL EXPENDITURES	591,858.00	119,108.08	41,403.12	472,749.92	20.12
NET OF REVENUES & EXPENDITURES	(413,358.00)	(52,841.58)	(41,403.12)	(360,516.42)	12.78
Fund 203 - Local Street Fund					
Revenues					
203-000 State Shared Revenue	41,000.00	23,118.46	0.00	17,881.54	56.39
203-000 Interest Earnings	900.00	336.72	0.00	563.28	37.41
203-000 Contributions - Other Funds	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL REVENUES	101,900.00	23,455.18	0.00	78,444.82	23.02
Expenditures					
000	121,080.00	24,585.63	3,322.35	96,494.37	20.31
TOTAL EXPENDITURES	121,080.00	24,585.63	3,322.35	96,494.37	20.31

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DB: Suttons Bay

PERIOD ENDING 05/31/2020


ACCOUNT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Fund 203 - Local Street Fund:					
TOTAL REVENUES	101,900.00	23,455.18	0.00	78,444.82	23.02
TOTAL EXPENDITURES	121,080.00	24,585.63	3,322.35	96,494.37	20.31
NET OF REVENUES & EXPENDITURES	(19,180.00)	(1,130.45)	(3,322.35)	(18,049.55)	5.89
Fund 248 - DDA Fund					
Revenues					
248-000 Interest Earnings	5.00	115.58	0.00	(110.58)	2,311.60
TOTAL REVENUES	5.00	115.58	0.00	(110.58)	2,311.60
Expenditures					
000	7,217.00	1,432.08	244.14	5,784.92	19.84
TOTAL EXPENDITURES	7,217.00	1,432.08	244.14	5,784.92	19.84
Fund 248 - DDA Fund:					
TOTAL REVENUES	5.00	115.58	0.00	(110.58)	2,311.60
TOTAL EXPENDITURES	7,217.00	1,432.08	244.14	5,784.92	19.84
NET OF REVENUES & EXPENDITURES	(7,212.00)	(1,316.50)	(244.14)	(5,895.50)	18.25
Fund 402 - Property Replacement Fund					
Revenues					
402-000 Interest Earnings	2,000.00	1,274.47	0.00	725.53	63.72
402-000 Contributions - Other Funds	156,050.00	0.00	0.00	156,050.00	0.00
TOTAL REVENUES	158,050.00	1,274.47	0.00	156,775.53	0.81
Expenditures					
000	57,084.00	0.00	0.00	57,084.00	0.00
TOTAL EXPENDITURES	57,084.00	0.00	0.00	57,084.00	0.00
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES	158,050.00	1,274.47	0.00	156,775.53	0.81
TOTAL EXPENDITURES	57,084.00	0.00	0.00	57,084.00	0.00
NET OF REVENUES & EXPENDITURES	100,966.00	1,274.47	0.00	99,691.53	1.26
Fund 590 - Sewer Fund					
Revenues					
590-000 Permits and Fees	5,500.00	0.00	0.00	5,500.00	0.00
590-000 Charge for Services	140,000.00	43,822.59	9,233.82	96,177.41	31.30
590-000 RTS Fees	113,800.00	47,821.42	9,563.07	65,978.58	42.02
590-000 Waste Hauler Fees	90,000.00	47,066.66	4,663.10	42,933.34	52.30
590-000 Capital Charge	165,000.00	68,231.01	13,644.47	96,768.99	41.35
590-000 Penalties	2,000.00	418.02	0.00	1,581.98	20.90
590-000 Interest Earnings	7,500.00	2,706.55	0.00	4,793.45	36.09
590-000 Contributions -Fr GF - Parks	10,000.00	0.00	0.00	10,000.00	0.00
590-000 Contributions -Fr Marina Fund	10,000.00	0.00	0.00	10,000.00	0.00
590-000 Contrib - GF - Public Works	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES	548,800.00	210,066.25	37,104.46	338,733.75	38.28
Expenditures					
537 Sewer Fund - Collection	355,912.00	50,963.82	7,442.20	304,948.18	14.32
538 Sewer - Plant	547,232.00	100,600.03	15,306.78	446,631.97	18.38
TOTAL EXPENDITURES	903,144.00	151,563.85	22,748.98	751,580.15	16.78
Fund 590 - Sewer Fund:					
TOTAL REVENUES	548,800.00	210,066.25	37,104.46	338,733.75	38.28
TOTAL EXPENDITURES	903,144.00	151,563.85	22,748.98	751,580.15	16.78
NET OF REVENUES & EXPENDITURES	(354,344.00)	58,502.40	14,355.48	(412,846.40)	16.51

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PERIOD ENDING 05/31/2020

ACCOUNT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 591 - Water Fund					
Revenues					
591-000 Permits and Fees	475.00	541.00	75.00	(66.00)	113.89
591-000 Charge for Services	75,000.00	16,622.66	4,078.69	58,377.34	22.16
591-000 RTS Fees	60,000.00	26,579.01	5,314.76	33,420.99	44.30
591-000 Capital Charge	55,000.00	23,041.51	4,607.66	31,958.49	41.89
591-000 Hydrant Rental	25,000.00	0.00	0.00	25,000.00	0.00
591-000 Penalties	800.00	171.11	0.00	628.89	21.39
591-000 Interest Earnings	2,000.00	1,275.67	0.00	724.33	63.78
591-000 Contributions -Fr GF - Parks	5,000.00	0.00	0.00	5,000.00	0.00
591-000 Contributions -Fr Marina Fund	5,000.00	0.00	0.00	5,000.00	0.00
591-000 Contrib - GF - Public Works	1,800.00	0.00	0.00	1,800.00	0.00
TOTAL REVENUES	230,075.00	68,230.96	14,076.11	161,844.04	29.66
Expenditures					
000	286,224.00	62,559.42	11,229.25	223,664.58	21.86
TOTAL EXPENDITURES	286,224.00	62,559.42	11,229.25	223,664.58	21.86
Fund 591 - Water Fund:					
TOTAL REVENUES	230,075.00	68,230.96	14,076.11	161,844.04	29.66
TOTAL EXPENDITURES	286,224.00	62,559.42	11,229.25	223,664.58	21.86
NET OF REVENUES & EXPENDITURES	(56,149.00)	5,671.54	2,846.86	(61,820.54)	10.10
Fund 594 - Marina Fund					
Revenues					
594-000 Pump outs	3,200.00	0.00	0.00	3,200.00	0.00
594-000 Gas Sales	125,000.00	0.00	0.00	125,000.00	0.00
594-000 Gas Sales - Tax Exempt	1,000.00	0.00	0.00	1,000.00	0.00
594-000 Sale of Ice	1,200.00	0.00	0.00	1,200.00	0.00
594-000 Launch Fees	200.00	0.00	0.00	200.00	0.00
594-000 Waiting List	1,700.00	1,840.00	20.00	(140.00)	108.24
594-000 Transient Fees	68,000.00	0.00	0.00	68,000.00	0.00
594-000 Marina Day Use	1,500.00	0.00	0.00	1,500.00	0.00
594-000 Slip Fees	272,000.00	282,228.75	150.00	(10,228.75)	103.76
594-000 Penalties	0.00	502.50	0.00	(502.50)	100.00
594-000 Interest Earnings	4,000.00	2,875.23	0.00	1,124.77	71.88
TOTAL REVENUES	477,800.00	287,446.48	170.00	190,353.52	60.16
Expenditures					
000	653,771.00	95,881.33	14,068.20	557,889.67	14.67
TOTAL EXPENDITURES	653,771.00	95,881.33	14,068.20	557,889.67	14.67
Fund 594 - Marina Fund:					
TOTAL REVENUES	477,800.00	287,446.48	170.00	190,353.52	60.16
TOTAL EXPENDITURES	653,771.00	95,881.33	14,068.20	557,889.67	14.67
NET OF REVENUES & EXPENDITURES	(175,971.00)	191,565.15	(13,898.20)	(367,536.15)	108.86
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS	2,550,805.00	683,395.10	51,450.57	1,867,409.90	26.79
TOTAL EXPENDITURES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS	3,491,949.00	690,362.04	112,355.16	2,801,586.96	19.77
NET OF REVENUES & EXPENDITURES	(941,144.00)	(6,966.94)	(60,904.59)	(934,177.06)	0.74

		VILLAGE OF SUTTONS BAY REPORT VSB -2019- 32	
Prepared:	July 1, 2020	Pages:	1 of 1
Meeting:	July 8, 2020	Attachments:	<input type="checkbox"/>
Subject:	Law Enforcement Hours		

PURPOSE

To discuss the allowance of a temporary modification of the hours / work days of our community officer.

STAFF COMMENTS

Our current law enforcement contract requires our community officer to work 5 days a week (8 hours per day) rather than 4 (10-hour days). However, past practices have allowed leniency of this stipulation and have, at times, allowed a four-day work week (10-hour days). This flexibility appears to allow the officer to adjust his presence accordingly, and as seasons require. To clarify, a formal request has not been made, however, discussions with our officer regarding this flexibility seems appropriate and therefore before you for guidance.

Being that this decision is a departure of the contract language, I would like discussion on the matter prior to my decision.

This discussion will not require VC approval.

ACTION REQUESTED

Discussion