



ADMINISTRATION / PERSONNEL COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Wednesday, October 6, 2021 at 8:10 am

VIA Remote Participation

The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

AGENDA

Call to Order

1. Reports (staff)
 - a. Treasurer Report
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. 2022 Goals and Objectives Work Session
4. Status Update – Other Committees
 - a. 2022 Goals and Objectives Work Session
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
Revenues					
101-000-402.000	Current Property Taxes	695,000.00	734,659.07	(39,659.07)	105.71
101-000-404.000	Leased Land Tax Revenue	4,000.00	4,633.63	(633.63)	115.84
101-000-410.000	Personal Property Tax Revenue	15,000.00	16,625.32	(1,625.32)	110.84
101-000-476.000	Permits and Fees	1,500.00	14,125.00	(12,625.00)	941.67
101-000-566.000	Grant Revenue	1,250.00	1,250.00	0.00	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,000.00	3,824.36	(824.36)	127.48
101-000-574.000	State Shared Revenue	50,000.00	32,112.25	17,887.75	64.22
101-000-577.000	State Revenue-Liquor	3,000.00	0.00	3,000.00	0.00
101-000-632.000	Bahle Park Rental	1,200.00	0.00	1,200.00	0.00
101-000-633.100	Motor Vehicle Leases	108,975.00	105,975.00	3,000.00	97.25
101-000-658.200	COVID REIMBURSEMENT/REV	0.00	5,749.89	(5,749.89)	100.00
101-000-665.000	Interest Earnings	2,800.00	238.40	2,561.60	8.51
101-000-695.000	Miscellaneous Income	0.00	1,867.08	(1,867.08)	100.00
TOTAL REVENUES		885,725.00	921,060.00	(35,335.00)	103.99
Expenditures					
101	Village Council	26,080.00	6,997.58	19,082.42	26.83
171	Village Manager	32,599.00	22,732.58	9,866.42	69.73
215	Village Clerk	10,774.00	6,509.14	4,264.86	60.42
253	Treasurer	23,950.00	15,044.62	8,905.38	62.82
265	Village Hall	50,190.00	33,533.10	16,656.90	66.81
345	Police	85,000.00	37,003.53	47,996.47	43.53
441	Public Works	121,075.00	77,221.51	43,853.49	63.78
443	Motor Pool Department	93,419.00	58,864.07	34,554.93	63.01
448	Streetlighting	13,500.00	8,285.36	5,214.64	61.37
701	Zoning & Planning	52,939.00	25,574.20	27,364.80	48.31
751	Parks & Recreation	120,695.00	97,277.12	23,417.88	80.60
999	Transfers to Other Funds	270,100.00	270,100.00	0.00	100.00
TOTAL EXPENDITURES		900,321.00	659,142.81	241,178.19	73.21
Fund 101 - General Fund:					
TOTAL REVENUES		885,725.00	921,060.00	(35,335.00)	103.99
TOTAL EXPENDITURES		900,321.00	659,142.81	241,178.19	73.21
NET OF REVENUES & EXPENDITURES		(14,596.00)	261,917.19	(276,513.19)	1,794.44
Fund 202 - Major Street					
Revenues					
202-000-574.000	State Shared Revenue	77,000.00	59,629.62	17,370.38	77.44
202-000-665.000	Interest Earnings	500.00	128.58	371.42	25.72
202-000-691.000	Contributions - Other Funds	70,000.00	70,000.00	0.00	100.00
202-000-692.000	Contrib fr Gov Units - County	31,000.00	35,828.07	(4,828.07)	115.57
202-000-695.000	Miscellaneous Income	0.00	41,854.24	(41,854.24)	100.00
TOTAL REVENUES		178,500.00	207,440.51	(28,940.51)	116.21
Expenditures					
000		239,262.00	383,488.54	(144,226.54)	160.28
TOTAL EXPENDITURES		239,262.00	383,488.54	(144,226.54)	160.28
Fund 202 - Major Street:					
TOTAL REVENUES		178,500.00	207,440.51	(28,940.51)	116.21
TOTAL EXPENDITURES		239,262.00	383,488.54	(144,226.54)	160.28
NET OF REVENUES & EXPENDITURES		(60,762.00)	(176,048.03)	115,286.03	289.73
Fund 203 - Local Street Fund					
Revenues					
203-000-574.000	State Shared Revenue	42,000.00	37,557.05	4,442.95	89.42
203-000-665.000	Interest Earnings	500.00	73.91	426.09	14.78
203-000-691.000	Contributions - Other Funds	60,000.00	60,000.00	0.00	100.00
TOTAL REVENUES		102,500.00	97,630.96	4,869.04	95.25
Expenditures					
000		158,880.00	89,780.59	69,099.41	56.51

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Expenditures					
TOTAL EXPENDITURES		158,880.00	89,780.59	69,099.41	56.51
Fund 203 - Local Street Fund:					
TOTAL REVENUES		102,500.00	97,630.96	4,869.04	95.25
TOTAL EXPENDITURES		158,880.00	89,780.59	69,099.41	56.51
NET OF REVENUES & EXPENDITURES		(56,380.00)	7,850.37	(64,230.37)	13.92
Fund 248 - DDA Fund					
Revenues					
248-000-665.000	Interest Earnings	5.00	5.74	(0.74)	114.80
248-000-695.000	MISCELLANEOUS INCOME	0.00	0.90	(0.90)	100.00
TOTAL REVENUES		5.00	6.64	(1.64)	132.80
Expenditures					
000		7,385.00	3,155.56	4,229.44	42.73
TOTAL EXPENDITURES		7,385.00	3,155.56	4,229.44	42.73
Fund 248 - DDA Fund:					
TOTAL REVENUES		5.00	6.64	(1.64)	132.80
TOTAL EXPENDITURES		7,385.00	3,155.56	4,229.44	42.73
NET OF REVENUES & EXPENDITURES		(7,380.00)	(3,148.92)	(4,231.08)	42.67
Fund 402 - Property Replacement Fund					
Revenues					
402-000-665.000	Interest Earnings	2,000.00	138.25	1,861.75	6.91
402-000-691.000	Contributions - Other Funds	176,050.00	176,115.00	(65.00)	100.04
TOTAL REVENUES		178,050.00	176,253.25	1,796.75	98.99
Expenditures					
000		124,200.00	58,206.14	65,993.86	46.86
TOTAL EXPENDITURES		124,200.00	58,206.14	65,993.86	46.86
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES		178,050.00	176,253.25	1,796.75	98.99
TOTAL EXPENDITURES		124,200.00	58,206.14	65,993.86	46.86
NET OF REVENUES & EXPENDITURES		53,850.00	118,047.11	(64,197.11)	219.21
Fund 590 - Sewer Fund					
Revenues					
590-000-476.000	Permits and Fees	5,500.00	11,000.00	(5,500.00)	200.00
590-000-566.000	Grant Revenue	0.00	1,250.00	(1,250.00)	100.00
590-000-600.000	Charge for Services	140,000.00	112,292.40	27,707.60	80.21
590-000-628.000	RTS Fees	113,800.00	86,466.59	27,333.41	75.98
590-000-629.000	Waste Hauler Fees	92,000.00	77,293.79	14,706.21	84.01
590-000-630.000	Capital Charge	163,000.00	123,297.92	39,702.08	75.64
590-000-659.000	Penalties	1,300.00	2,276.61	(976.61)	175.12
590-000-665.000	Interest Earnings	3,000.00	189.19	2,810.81	6.31
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	10,000.00	0.00	100.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	10,000.00	0.00	100.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	5,000.00	0.00	100.00
TOTAL REVENUES		543,600.00	439,066.50	104,533.50	80.77
Expenditures					
537	Sewer Fund - Collection	262,410.00	195,063.90	67,346.10	74.34
538	Sewer - Plant	539,629.00	332,209.82	207,419.18	61.56
TOTAL EXPENDITURES		802,039.00	527,273.72	274,765.28	65.74

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 590 - Sewer Fund					
Fund 590 - Sewer Fund:					
TOTAL REVENUES		543,600.00	439,066.50	104,533.50	80.77
TOTAL EXPENDITURES		802,039.00	527,273.72	274,765.28	65.74
NET OF REVENUES & EXPENDITURES		(258,439.00)	(88,207.22)	(170,231.78)	34.13
Fund 591 - Water Fund					
Revenues					
591-000-476.000	Permits and Fees	500.00	593.39	(93.39)	118.68
591-000-600.000	Charge for Services	76,000.00	65,195.68	10,804.32	85.78
591-000-628.000	RTS Fees	62,000.00	48,098.12	13,901.88	77.58
591-000-630.000	Capital Charge	55,000.00	41,682.97	13,317.03	75.79
591-000-633.000	Hydrant Rental	25,000.00	25,000.00	0.00	100.00
591-000-659.000	Penalties	600.00	963.72	(363.72)	160.62
591-000-665.000	Interest Earnings	2,000.00	121.76	1,878.24	6.09
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	5,000.00	0.00	100.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	5,000.00	0.00	100.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	1,800.00	0.00	100.00
591-000-695.000	Miscellaneous Income	0.00	50.00	(50.00)	100.00
TOTAL REVENUES		232,900.00	193,505.64	39,394.36	83.09
Expenditures					
000		264,725.00	142,595.73	122,129.27	53.87
TOTAL EXPENDITURES		264,725.00	142,595.73	122,129.27	53.87
Fund 591 - Water Fund:					
TOTAL REVENUES		232,900.00	193,505.64	39,394.36	83.09
TOTAL EXPENDITURES		264,725.00	142,595.73	122,129.27	53.87
NET OF REVENUES & EXPENDITURES		(31,825.00)	50,909.91	(82,734.91)	159.97
Fund 594 - Marina Fund					
Revenues					
594-000-631.000	Pump outs	3,200.00	7,007.00	(3,807.00)	218.97
594-000-642.000	Gas Sales	125,000.00	131,344.61	(6,344.61)	105.08
594-000-642.100	Gas Sales - Tax Exempt	1,000.00	1,761.26	(761.26)	176.13
594-000-646.000	Sale of Ice	1,000.00	1,901.48	(901.48)	190.15
594-000-648.000	Launch Fees	500.00	1,683.81	(1,183.81)	336.76
594-000-648.100	Annual Launch Pass	0.00	930.00	(930.00)	100.00
594-000-649.000	Waiting List	1,700.00	3,020.00	(1,320.00)	177.65
594-000-653.000	Transient Fees	65,000.00	116,893.48	(51,893.48)	179.84
594-000-653.100	Marina Day Use	1,500.00	1,932.40	(432.40)	128.83
594-000-654.000	Slip Fees	272,000.00	284,810.00	(12,810.00)	104.71
594-000-665.000	Interest Earnings	4,000.00	182.83	3,817.17	4.57
594-000-695.000	Miscellaneous Income	0.00	348.69	(348.69)	100.00
TOTAL REVENUES		474,900.00	551,815.56	(76,915.56)	116.20
Expenditures					
000		658,543.00	422,473.65	236,069.35	64.15
TOTAL EXPENDITURES		658,543.00	422,473.65	236,069.35	64.15
Fund 594 - Marina Fund:					
TOTAL REVENUES		474,900.00	551,815.56	(76,915.56)	116.20
TOTAL EXPENDITURES		658,543.00	422,473.65	236,069.35	64.15
NET OF REVENUES & EXPENDITURES		(183,643.00)	129,341.91	(312,984.91)	70.43
TOTAL REVENUES - ALL FUNDS		2,596,180.00	2,586,779.06	9,400.94	99.64
TOTAL EXPENDITURES - ALL FUNDS		3,155,355.00	2,286,116.74	869,238.26	72.45
NET OF REVENUES & EXPENDITURES		(559,175.00)	300,662.32	(859,837.32)	53.77

Topic: Administrative Committee Meeting

Time: Oct 6, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

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