



ADMINISTRATION / PERSONNEL COMMITTEE

420 N. Front St.

Suttons Bay, MI 49682

Wednesday, October 4 2023 at 8:30 am

**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. VSB-2023-52 STR-Granicus Discussion
4. Status Update – Other Committees
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Dept 000						
101-000-402.000	Current Property Taxes	730,000.00	786,951.73	786,951.73	(56,951.73)	107.80
101-000-404.000	Leased Land Tax Revenue	4,000.00	4,967.54	4,967.54	(967.54)	124.19
101-000-410.000	Personal Property Tax Revenue	16,000.00	17,825.39	17,825.39	(1,825.39)	111.41
101-000-476.000	Permits and Fees	5,000.00	4,449.09	0.00	550.91	88.98
101-000-566.000	Grant Revenue	1,250.00	0.00	0.00	1,250.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,300.00	2,365.82	0.00	934.18	71.69
101-000-574.000	State Shared Revenue	57,000.00	30,916.00	0.00	26,084.00	54.24
101-000-577.000	State Revenue-Liquor	3,000.00	3,628.35	3,587.10	(628.35)	120.95
101-000-632.000	Bahle Park Rental	1,500.00	1,025.00	(100.00)	475.00	68.33
101-000-633.100	Motor Vehicle Leases	108,975.00	108,975.00	108,975.00	0.00	100.00
101-000-648.000	LAUNCH FEES	0.00	2,547.00	90.00	(2,547.00)	100.00
101-000-648.100	Annual Launch Pass	0.00	1,214.00	0.00	(1,214.00)	100.00
101-000-648.200	COMMERCIAL/LIVERY LAUNCH FEE	0.00	1,550.00	0.00	(1,550.00)	100.00
101-000-665.000	Interest Earnings	2,000.00	21,514.26	0.00	(19,514.26)	1,075.71
101-000-695.000	Miscellaneous Income	0.00	413.13	(0.98)	(413.13)	100.00
Net - Dept 000		932,025.00	988,342.31	922,295.78	(56,317.31)	
Dept 101 - Village Council						
101-101-702.000	Administrative Wages	4,175.00	0.00	0.00	4,175.00	0.00
101-101-724.000	Workers Comp	125.00	12.38	0.00	112.62	9.90
101-101-807.000	Audit Fees	3,000.00	2,250.00	0.00	750.00	75.00
101-101-808.000	Employer Relations	1,000.00	334.54	0.00	665.46	33.45
101-101-808.100	Consultant Fees	1,580.00	540.00	0.00	1,040.00	34.18
101-101-809.000	Legal Fees	5,000.00	3,600.00	0.00	1,400.00	72.00
101-101-900.000	Printing & Publishing	200.00	197.70	0.00	2.30	98.85
101-101-910.000	Education & Training	3,000.00	606.00	0.00	2,394.00	20.20
101-101-955.000	Miscellaneous Expense	8,000.00	395.00	0.00	7,605.00	4.94
Net - Dept 101 - Village Council		(26,080.00)	(7,935.62)	0.00	(18,144.38)	
Dept 171 - Village Manager						
101-171-702.000	Administrative Wages	25,042.00	19,768.23	3,583.76	5,273.77	78.94
101-171-708.000	Unemployment	50.00	1.50	0.00	48.50	3.00
101-171-709.000	FICA Contribution	1,920.00	1,404.19	262.83	515.81	73.13
101-171-716.000	Retirement Contribution	2,510.00	1,976.72	358.36	533.28	78.75
101-171-718.000	Medical Insurance	4,400.00	2,707.87	270.78	1,692.13	61.54
101-171-724.000	Workers Comp	308.00	65.57	0.00	242.43	21.29
101-171-725.000	Life Ins AD & D	220.00	174.90	17.49	45.10	79.50
101-171-756.000	Operating Supplies	500.00	23.24	23.24	476.76	4.65
101-171-861.000	Mileage	500.00	0.00	0.00	500.00	0.00
101-171-910.000	Education & Training	2,700.00	1,705.00	0.00	995.00	63.15
Net - Dept 171 - Village Manager		(38,150.00)	(27,827.22)	(4,516.46)	(10,322.78)	
Dept 215 - Village Clerk						
101-215-702.000	Administrative Wages	6,540.00	5,089.34	509.26	1,450.66	77.82
101-215-708.000	Unemployment	65.00	1.50	0.00	63.50	2.31
101-215-709.000	FICA Contribution	500.00	329.35	33.36	170.65	65.87
101-215-716.000	Retirement Contribution	655.00	508.95	50.93	146.05	77.70
101-215-718.000	Medical Insurance	2,040.00	841.49	84.15	1,198.51	41.25
101-215-724.000	Workers Comp	30.00	16.78	0.00	13.22	55.93
101-215-725.000	Life Ins AD & D	78.00	68.70	6.87	9.30	88.08

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
101-215-752.000	Office Supplies	150.00	0.00	0.00	150.00	0.00
101-215-910.000	Education & Training	2,500.00	1,543.05	0.00	956.95	61.72
Net - Dept 215 - Village Clerk		(12,558.00)	(8,399.16)	(684.57)	(4,158.84)	
Dept 253 - Treasurer						
101-253-702.000	Administrative Wages	16,142.00	13,057.55	1,279.52	3,084.45	80.89
101-253-708.000	Unemployment	162.00	1.50	0.00	160.50	0.93
101-253-709.000	FICA Contribution	1,240.00	986.77	96.55	253.23	79.58
101-253-716.000	Retirement Contribution	1,615.00	1,305.74	127.95	309.26	80.85
101-253-718.000	Medical Insurance	1,900.00	91.00	9.10	1,809.00	4.79
101-253-724.000	Workers Comp	65.00	16.76	0.00	48.24	25.78
101-253-725.000	Life Ins AD & D	190.00	135.10	13.51	54.90	71.11
101-253-752.000	Office Supplies	500.00	442.51	0.00	57.49	88.50
101-253-756.000	Operating Supplies	800.00	453.57	17.60	346.43	56.70
101-253-801.000	Contractual Services	500.00	447.00	0.00	53.00	89.40
101-253-910.000	Education & Training	2,500.00	0.00	0.00	2,500.00	0.00
Net - Dept 253 - Treasurer		(25,614.00)	(16,937.50)	(1,544.23)	(8,676.50)	
Dept 265 - Village Hall						
101-265-702.000	Administrative Wages	6,025.00	0.00	0.00	6,025.00	0.00
101-265-702.300	WAGES	0.00	4,729.86	485.40	(4,729.86)	100.00
101-265-708.000	Unemployment	3.00	0.00	0.00	3.00	0.00
101-265-709.000	FICA Contribution	470.00	361.78	37.12	108.22	76.97
101-265-716.000	Retirement Contribution	620.00	472.92	48.53	147.08	76.28
101-265-724.000	Workers Comp	3.00	15.36	0.00	(12.36)	512.00
101-265-752.000	Office Supplies	8,000.00	7,446.95	698.37	553.05	93.09
101-265-756.000	Operating Supplies	0.00	(4.59)	0.00	4.59	100.00
101-265-801.000	Contractual Services	7,500.00	6,399.80	1,143.02	1,100.20	85.33
101-265-809.000	Legal Fees	10,000.00	2,752.00	0.00	7,248.00	27.52
101-265-850.000	Telephones	5,500.00	2,978.82	157.97	2,521.18	54.16
101-265-851.000	Postage Exp	2,150.00	406.32	0.00	1,743.68	18.90
101-265-900.000	Printing & Publishing	1,600.00	1,063.79	97.39	536.21	66.49
101-265-920.000	Utilities - Electric	2,500.00	1,898.98	195.67	601.02	75.96
101-265-921.000	Utilities - Gas	2,000.00	1,645.65	68.55	354.35	82.28
101-265-924.000	Sewer & Water Fees	0.00	(5,500.00)	0.00	5,500.00	100.00
101-265-931.000	Repair & Maintenance	500.00	58.28	0.00	441.72	11.66
101-265-935.000	Insurance	7,500.00	8,916.00	0.00	(1,416.00)	118.88
101-265-955.000	Miscellaneous Expense	1,000.00	0.00	0.00	1,000.00	0.00
Net - Dept 265 - Village Hall		(55,371.00)	(33,641.92)	(2,932.02)	(21,729.08)	
Dept 345 - Police						
101-345-801.000	Contractual Services	85,475.00	38,037.31	0.00	47,437.69	44.50
101-345-955.000	Miscellaneous Expense	1,500.00	0.00	0.00	1,500.00	0.00
101-345-970.000	Equipment/Vehicle Rent	6,000.00	2,686.17	0.00	3,313.83	44.77
Net - Dept 345 - Police		(92,975.00)	(40,723.48)	0.00	(52,251.52)	
Dept 441 - Public Works						
101-441-702.000	Administrative Wages	18,500.00	14,167.91	1,887.87	4,332.09	76.58
101-441-702.300	Wages	6,200.00	4,842.04	487.33	1,357.96	78.10

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Fund 101 - General Fund						
101-441-708.000	Unemployment	100.00	1.50	0.00	98.50	1.50
101-441-709.000	FICA Contribution	2,000.00	1,339.63	169.61	660.37	66.98
101-441-716.000	Retirement Contribution	2,500.00	1,900.92	237.53	599.08	76.04
101-441-718.000	Medical Insurance	4,850.00	3,769.54	376.60	1,080.46	77.72
101-441-724.000	Workers Comp	300.00	105.15	0.00	194.85	35.05
101-441-725.000	Life Ins AD & D	250.00	205.60	20.56	44.40	82.24
101-441-752.000	Office Supplies	200.00	0.00	0.00	200.00	0.00
101-441-756.000	Operating Supplies	1,500.00	839.91	0.00	660.09	55.99
101-441-801.000	Contractual Services	1,000.00	0.00	0.00	1,000.00	0.00
101-441-810.000	Rentals	2,800.00	110.00	0.00	2,690.00	3.93
101-441-850.000	Telephones	2,400.00	2,231.20	0.00	168.80	92.97
101-441-910.000	Education & Training	1,500.00	0.00	0.00	1,500.00	0.00
101-441-919.000	Waste Removal	13,000.00	9,472.11	7,135.79	3,527.89	72.86
101-441-925.000	Hydrant Rental Fee	25,000.00	25,000.00	25,000.00	0.00	100.00
101-441-931.000	Repair & Maintenance	10,000.00	0.00	0.00	10,000.00	0.00
101-441-965.400	Tr to 591 Fund	1,800.00	1,800.00	1,800.00	0.00	100.00
101-441-965.500	Tr to 590 Fund	5,000.00	5,000.00	5,000.00	0.00	100.00
101-441-970.000	Equipment/Vehicle Rent	2,775.00	2,775.00	2,775.00	0.00	100.00
Net - Dept 441 - Public Works		(101,675.00)	(73,560.51)	(44,890.29)	(28,114.49)	
Dept 443 - Motor Pool Department						
101-443-702.000	Administrative Wages	14,655.00	10,649.42	1,115.12	4,005.58	72.67
101-443-702.300	Wages	23,000.00	17,985.44	1,814.53	5,014.56	78.20
101-443-708.000	Unemployment	1,900.00	1.50	0.00	1,898.50	0.08
101-443-709.000	FICA Contribution	2,800.00	2,007.93	204.56	792.07	71.71
101-443-716.000	Retirement Contribution	3,700.00	2,863.73	292.95	836.27	77.40
101-443-718.000	Medical Insurance	8,500.00	6,348.92	633.61	2,151.08	74.69
101-443-724.000	Workers Comp	780.00	281.95	0.00	498.05	36.15
101-443-725.000	Life Ins AD & D	450.00	352.00	35.20	98.00	78.22
101-443-751.000	Safety Equipment	1,650.00	196.46	129.99	1,453.54	11.91
101-443-756.000	Operating Supplies	7,000.00	3,923.10	247.59	3,076.90	56.04
101-443-759.000	Gas Purchases	19,000.00	8,810.33	1,280.28	10,189.67	46.37
101-443-920.000	Utilities - Electric	3,000.00	1,683.38	123.37	1,316.62	56.11
101-443-921.000	Utilities - Gas	4,500.00	2,996.30	62.48	1,503.70	66.58
101-443-931.000	Repair & Maintenance	1,500.00	1,199.68	0.00	300.32	79.98
101-443-931.700	Equipment Maintenance	8,000.00	3,744.11	301.75	4,255.89	46.80
101-443-932.000	Vehicle Maintenance	6,000.00	5,264.02	3,191.83	735.98	87.73
101-443-935.000	Insurance	8,500.00	8,850.00	0.00	(350.00)	104.12
Net - Dept 443 - Motor Pool Department		(114,935.00)	(77,158.27)	(9,433.26)	(37,776.73)	
Dept 448 - Streetlighting						
101-448-920.000	Utilities - Electric	14,500.00	9,878.95	1,100.92	4,621.05	68.13
Net - Dept 448 - Streetlighting		(14,500.00)	(9,878.95)	(1,100.92)	(4,621.05)	
Dept 701 - Zoning & Planning						
101-701-702.000	Administrative Wages	22,495.00	12,924.20	1,846.89	9,570.80	57.45
101-701-702.300	Wages	21,000.00	9,860.06	875.41	11,139.94	46.95
101-701-702.500	SEASONAL WAGES	4,825.00	0.00	0.00	4,825.00	0.00
101-701-702.600	Wages - ZBA	850.00	0.00	0.00	850.00	0.00
101-701-708.000	Unemployment	550.00	1.50	0.00	548.50	0.27
101-701-709.000	FICA Contribution	2,100.00	1,633.72	197.63	466.28	77.80

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Fund 101 - General Fund						
101-701-716.000	Retirement Contribution	2,250.00	1,765.53	233.25	484.47	78.47
101-701-718.000	Medical Insurance	2,550.00	1,943.50	194.35	606.50	76.22
101-701-724.000	Workers Comp	140.00	64.25	0.00	75.75	45.89
101-701-725.000	Life Ins AD & D	250.00	142.80	14.28	107.20	57.12
101-701-752.000	Office Supplies	700.00	80.00	0.00	620.00	11.43
101-701-801.000	Contractual Services	6,000.00	6,101.81	514.65	(101.81)	101.70
101-701-804.000	Professional Planning Service	5,000.00	6,242.50	408.75	(1,242.50)	124.85
101-701-804.100	Zoning Ordinance - Planning	15,000.00	0.00	0.00	15,000.00	0.00
101-701-809.000	Legal Fees	4,000.00	6,929.33	1,080.00	(2,929.33)	173.23
101-701-851.000	Postage Exp	500.00	0.00	0.00	500.00	0.00
101-701-900.000	Printing & Publishing	5,000.00	680.95	0.00	4,319.05	13.62
101-701-910.000	Education & Training	2,250.00	150.00	0.00	2,100.00	6.67
Net - Dept 701 - Zoning & Planning		(95,460.00)	(48,520.15)	(5,365.21)	(46,939.85)	
Dept 751 - Parks & Recreation						
101-751-702.000	Administrative Wages	11,000.00	9,060.01	1,044.52	1,939.99	82.36
101-751-702.300	Wages	37,000.00	27,844.43	2,803.56	9,155.57	75.26
101-751-708.000	Unemployment	125.00	2.64	0.00	122.36	2.11
101-751-709.000	FICA Contribution	3,200.00	2,561.00	266.65	639.00	80.03
101-751-716.000	Retirement Contribution	4,600.00	3,690.30	384.82	909.70	80.22
101-751-718.000	Medical Insurance	10,100.00	7,688.33	766.89	2,411.67	76.12
101-751-724.000	Workers Comp	836.00	313.30	0.00	522.70	37.48
101-751-725.000	Life Ins AD & D	650.00	400.80	40.08	249.20	61.66
101-751-756.000	Operating Supplies	7,500.00	6,631.21	171.45	868.79	88.42
101-751-801.000	Contractual Services	13,000.00	5,426.50	0.00	7,573.50	41.74
101-751-810.000	Rentals	2,800.00	1,540.00	110.00	1,260.00	55.00
101-751-850.000	Telephones	1,500.00	1,519.08	137.98	(19.08)	101.27
101-751-920.000	Utilities - Electric	4,200.00	2,330.89	300.96	1,869.11	55.50
101-751-921.000	Utilities - Gas	1,500.00	861.86	52.98	638.14	57.46
101-751-924.000	Sewer & Water Fees	15,000.00	15,000.00	15,000.00	0.00	100.00
101-751-931.000	Repair & Maintenance	7,000.00	3,706.53	0.00	3,293.47	52.95
101-751-931.900	WATERWHEEL PARK PROJECT	10,000.00	37,509.48	2,347.50	(27,509.48)	375.09
101-751-935.000	Insurance	500.00	480.00	0.00	20.00	96.00
101-751-970.000	Equipment/Vehicle Rent	15,875.00	15,875.00	15,875.00	0.00	100.00
101-751-974.000	Capital Improvements	20,400.00	16,179.42	0.00	4,220.58	79.31
Net - Dept 751 - Parks & Recreation		(166,786.00)	(158,620.78)	(39,302.39)	(8,165.22)	
Dept 999 - Transfers to Other Funds						
101-999-965.200	Tr to 202 Fund	90,000.00	90,000.00	90,000.00	0.00	100.00
101-999-965.300	Tr to 203 Fund	80,000.00	80,000.00	80,000.00	0.00	100.00
101-999-965.600	Tr to 402 Fund	140,100.00	140,100.00	140,100.00	0.00	100.00
Net - Dept 999 - Transfers to Other Funds		(310,100.00)	(310,100.00)	(310,100.00)	0.00	
Fund 101 - General Fund:						
TOTAL REVENUES		932,025.00	988,342.31	922,295.78	(56,317.31)	106.04
TOTAL EXPENDITURES		1,054,204.00	813,303.56	419,869.35	240,900.44	77.15

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Fund 101 - General Fund						
NET OF REVENUES & EXPENDITURES		(122,179.00)	175,038.75	502,426.43	(297,217.75)	143.26
Fund 202 - Major Street						
Dept 000						
202-000-574.000	State Shared Revenue	94,000.00	73,764.39	15,299.42	20,235.61	78.47
202-000-665.000	Interest Earnings	500.00	7,948.00	0.00	(7,448.00)	1,589.60
202-000-691.000	Contributions - Other Funds	90,000.00	90,000.00	90,000.00	0.00	100.00
202-000-692.000	Contrib fr Gov Units - County	32,500.00	40,559.33	0.00	(8,059.33)	124.80
202-000-702.000	Administrative Wages	17,000.00	13,087.70	1,583.27	3,912.30	76.99
202-000-702.300	Wages	35,000.00	27,448.46	2,767.64	7,551.54	78.42
202-000-708.000	Unemployment	2,800.00	2.64	0.00	2,797.36	0.09
202-000-709.000	FICA Contribution	4,000.00	2,807.47	301.71	1,192.53	70.19
202-000-716.000	Retirement Contribution	5,200.00	4,053.24	435.06	1,146.76	77.95
202-000-718.000	Medical Insurance	12,500.00	9,183.47	910.23	3,316.53	73.47
202-000-724.000	Workers Comp	2,100.00	692.75	0.00	1,407.25	32.99
202-000-725.000	Life Ins AD & D	650.00	505.80	50.58	144.20	77.82
202-000-756.000	Operating Supplies	6,000.00	721.06	61.32	5,278.94	12.02
202-000-801.000	Contractual Services	20,000.00	4,812.00	0.00	15,188.00	24.06
202-000-802.000	Engineering Services	2,000.00	0.00	0.00	2,000.00	0.00
202-000-807.000	Audit Fees	600.00	600.00	0.00	0.00	100.00
202-000-931.000	Repair & Maintenance	17,100.00	9,797.53	1,237.93	7,302.47	57.30
202-000-934.000	Sidewalks	15,000.00	0.00	0.00	15,000.00	0.00
202-000-935.000	Insurance	500.00	513.00	0.00	(13.00)	102.60
202-000-965.000	Contributions to Other Funds	2,855.00	2,855.00	2,855.00	0.00	100.00
202-000-970.000	Equipment/Vehicle Rent	35,600.00	35,600.00	35,600.00	0.00	100.00
202-000-974.000	Capital Improvements	122,000.00	0.00	0.00	122,000.00	0.00
Net - Dept 000		(83,905.00)	99,591.60	59,496.68	(183,496.60)	
Fund 202 - Major Street:						
TOTAL REVENUES		217,000.00	212,271.72	105,299.42	4,728.28	97.82
TOTAL EXPENDITURES		300,905.00	112,680.12	45,802.74	188,224.88	37.45
NET OF REVENUES & EXPENDITURES		(83,905.00)	99,591.60	59,496.68	(183,496.60)	118.70
Fund 203 - Local Street Fund						
Dept 000						
203-000-574.000	State Shared Revenue	59,000.00	46,149.80	7,958.58	12,850.20	78.22
203-000-665.000	Interest Earnings	200.00	2,325.43	0.00	(2,125.43)	1,162.72
203-000-691.000	Contributions - Other Funds	80,000.00	80,000.00	80,000.00	0.00	100.00
203-000-695.000	Miscellaneous Income	0.00	3,849.20	0.00	(3,849.20)	100.00
203-000-702.000	Administrative Wages	8,900.00	13,088.35	1,583.34	(4,188.35)	147.06
203-000-702.300	Wages	34,100.00	26,217.44	2,645.02	7,882.56	76.88
203-000-708.000	Unemployment	1,000.00	2.64	0.00	997.36	0.26
203-000-709.000	FICA Contribution	3,400.00	2,728.73	293.94	671.27	80.26
203-000-716.000	Retirement Contribution	4,300.00	3,930.67	422.84	369.33	91.41
203-000-718.000	Medical Insurance	12,000.00	9,357.95	940.29	2,642.05	77.98
203-000-724.000	Workers Comp	1,785.00	686.54	0.00	1,098.46	38.46
203-000-725.000	Life Ins AD & D	650.00	489.40	48.94	160.60	75.29
203-000-756.000	Operating Supplies	4,500.00	568.08	78.95	3,931.92	12.62
203-000-801.000	Contractual Services	8,000.00	3,819.50	0.00	4,180.50	47.74
203-000-802.000	Engineering Services	2,000.00	0.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund						
203-000-807.000	Audit Fees	600.00	600.00	0.00	0.00	100.00
203-000-931.000	Repair & Maintenance	15,400.00	12,789.66	1,237.93	2,610.34	83.05
203-000-934.000	Sidewalks	25,000.00	8,906.99	0.00	16,093.01	35.63
203-000-935.000	Insurance	425.00	513.00	0.00	(88.00)	120.71
203-000-965.600	Tr to 402 Fund	2,855.00	2,855.00	2,855.00	0.00	100.00
203-000-970.000	Equipment/Vehicle Rent	29,050.00	29,050.00	29,050.00	0.00	100.00
203-000-974.000	Capital Improvements	62,000.00	28,355.00	28,355.00	33,645.00	45.73
Net - Dept 000		(76,765.00)	(11,634.52)	20,447.33	(65,130.48)	
Fund 203 - Local Street Fund:						
TOTAL REVENUES		139,200.00	132,324.43	87,958.58	6,875.57	95.06
TOTAL EXPENDITURES		215,965.00	143,958.95	67,511.25	72,006.05	66.66
NET OF REVENUES & EXPENDITURES		(76,765.00)	(11,634.52)	20,447.33	(65,130.48)	15.16
Fund 248 - DDA Fund						
Dept 000						
248-000-403.000	CAPTURED TAX REVENUE	30,000.00	64,376.95	64,376.95	(34,376.95)	214.59
248-000-665.000	Interest Earnings	10.00	631.11	0.00	(621.11)	6,311.10
248-000-695.000	MISCELLANEOUS INCOME	0.00	1.75	0.00	(1.75)	100.00
248-000-702.000	Administrative Wages	3,200.00	2,524.89	361.97	675.11	78.90
248-000-708.000	Unemployment	25.00	0.00	0.00	25.00	0.00
248-000-709.000	FICA Contribution	245.00	179.08	26.26	65.92	73.09
248-000-716.000	Retirement Contribution	320.00	252.55	36.22	67.45	78.92
248-000-718.000	Medical Insurance	400.00	275.50	27.55	124.50	68.88
248-000-724.000	Workers Comp	50.00	15.29	0.00	34.71	30.58
248-000-725.000	Life Ins AD & D	45.00	25.70	2.57	19.30	57.11
248-000-752.000	Office Supplies	100.00	0.00	0.00	100.00	0.00
248-000-756.000	Operating Supplies	170.00	91.96	0.00	78.04	54.09
248-000-801.000	Contractual Services	1,000.00	0.00	0.00	1,000.00	0.00
248-000-807.000	Audit Fees	250.00	250.00	0.00	0.00	100.00
248-000-809.000	Legal Fees	3,000.00	0.00	0.00	3,000.00	0.00
248-000-851.000	Postage Exp	50.00	0.00	0.00	50.00	0.00
248-000-900.000	Printing & Publishing	1,000.00	0.00	0.00	1,000.00	0.00
Net - Dept 000		20,155.00	61,394.84	63,922.38	(41,239.84)	
Fund 248 - DDA Fund:						
TOTAL REVENUES		30,010.00	65,009.81	64,376.95	(34,999.81)	216.63
TOTAL EXPENDITURES		9,855.00	3,614.97	454.57	6,240.03	36.68
NET OF REVENUES & EXPENDITURES		20,155.00	61,394.84	63,922.38	(41,239.84)	304.61
Fund 402 - Property Replacement Fund						
Dept 000						
402-000-665.000	Interest Earnings	300.00	7,428.00	0.00	(7,128.00)	2,476.00
402-000-691.000	Contributions - Other Funds	176,050.00	176,115.00	176,115.00	(65.00)	100.04

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 402 - Property Replacement Fund						
402-000-974.000	Capital Improvements	70,000.00	6,426.80	0.00	63,573.20	9.18
Net - Dept 000		106,350.00	177,116.20	176,115.00	(70,766.20)	
Fund 402 - Property Replacement Fund:						
TOTAL REVENUES		176,350.00	183,543.00	176,115.00	(7,193.00)	104.08
TOTAL EXPENDITURES		70,000.00	6,426.80	0.00	63,573.20	9.18
NET OF REVENUES & EXPENDITURES		106,350.00	177,116.20	176,115.00	(70,766.20)	166.54
Fund 590 - Sewer Fund						
Dept 000						
590-000-476.000	Permits and Fees	181,500.00	181,500.00	0.00	0.00	100.00
590-000-566.000	Grant Revenue	1,250.00	0.00	0.00	1,250.00	0.00
590-000-600.000	Charge for Services	140,000.00	100,450.19	0.00	39,549.81	71.75
590-000-628.000	RTS Fees	113,800.00	78,681.43	0.00	35,118.57	69.14
590-000-629.000	Waste Hauler Fees	92,000.00	38,592.11	1,800.13	53,407.89	41.95
590-000-630.000	Capital Charge	163,000.00	111,512.30	0.00	51,487.70	68.41
590-000-659.000	Penalties	1,300.00	3,393.73	286.79	(2,093.73)	261.06
590-000-665.000	Interest Earnings	1,750.00	16,687.74	0.00	(14,937.74)	953.59
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	10,000.00	10,000.00	0.00	100.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	10,000.00	10,000.00	0.00	100.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	5,000.00	5,000.00	0.00	100.00
590-000-695.000	Miscellaneous Income	0.00	0.01	0.00	(0.01)	100.00
Net - Dept 000		719,600.00	555,817.51	27,086.92	163,782.49	
Dept 537 - Sewer Fund - Collection						
590-537-702.000	Administrative Wages	41,000.00	32,049.34	3,602.26	8,950.66	78.17
590-537-702.300	Wages	29,000.00	22,584.72	2,326.67	6,415.28	77.88
590-537-708.000	Unemployment	2,500.00	3.00	0.00	2,497.00	0.12
590-537-709.000	FICA Contribution	5,000.00	3,872.09	422.13	1,127.91	77.44
590-537-716.000	Retirement Contribution	7,000.00	5,463.70	592.91	1,536.30	78.05
590-537-718.000	Medical Insurance	12,500.00	8,831.93	882.75	3,668.07	70.66
590-537-724.000	Workers Comp	780.00	308.84	0.00	471.16	39.59
590-537-725.000	Life Ins AD & D	725.00	593.60	59.36	131.40	81.88
590-537-751.000	Safety Equipment	2,000.00	485.94	0.00	1,514.06	24.30
590-537-752.000	Office Supplies	200.00	0.00	0.00	200.00	0.00
590-537-756.000	Operating Supplies	10,500.00	4,311.81	0.00	6,188.19	41.06
590-537-801.000	Contractual Services	2,500.00	1,020.00	0.00	1,480.00	40.80
590-537-807.000	Audit Fees	2,600.00	2,600.00	0.00	0.00	100.00
590-537-809.000	Legal Fees	750.00	54.00	0.00	696.00	7.20
590-537-850.000	Telephones	6,000.00	4,247.53	0.00	1,752.47	70.79
590-537-851.000	Postage Exp	1,500.00	1,038.25	100.00	461.75	69.22
590-537-900.000	Printing & Publishing	50.00	0.00	0.00	50.00	0.00
590-537-910.000	Education & Training	500.00	0.00	0.00	500.00	0.00
590-537-920.000	Utilities - Electric	10,600.00	7,476.41	733.21	3,123.59	70.53
590-537-921.000	Utilities - Gas	2,500.00	1,611.20	159.80	888.80	64.45
590-537-931.000	Repair & Maintenance	37,500.00	21,673.51	17.94	15,826.49	57.80
590-537-935.000	Insurance	550.00	602.50	0.00	(52.50)	109.55
590-537-965.600	Tr to 402 Fund	13,725.00	13,725.00	13,725.00	0.00	100.00



PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BGDG USED
<b>Fund 590 - Sewer Fund</b>						
590-537-968.000	Depreciation	70,000.00	0.00	0.00	70,000.00	0.00
590-537-970.000	Equipment/Vehicle Rent	7,050.00	7,050.00	7,050.00	0.00	100.00
590-537-974.000	Capital Improvements	252,000.00	3,894.09	0.00	248,105.91	1.55
<b>Net - Dept 537 - Sewer Fund - Collection</b>		<b>(519,030.00)</b>	<b>(143,497.46)</b>	<b>(29,672.03)</b>	<b>(375,532.54)</b>	
<b>Dept 538 - Sewer - Plant</b>						
590-538-702.000	Administrative Wages	20,000.00	15,548.93	1,968.49	4,451.07	77.74
590-538-702.300	Wages	11,000.00	8,675.93	895.35	2,324.07	78.87
590-538-708.000	Unemployment	1,560.00	5.64	0.00	1,554.36	0.36
590-538-709.000	FICA Contribution	2,400.00	1,721.75	205.22	678.25	71.74
590-538-716.000	Retirement Contribution	3,100.00	2,422.55	286.39	677.45	78.15
590-538-718.000	Medical Insurance	6,250.00	3,238.29	323.61	3,011.71	51.81
590-538-724.000	Workers Comp	445.00	171.21	0.00	273.79	38.47
590-538-725.000	Life Ins AD & D	327.00	268.00	26.80	59.00	81.96
590-538-751.000	Safety Equipment	1,500.00	129.99	0.00	1,370.01	8.67
590-538-756.000	Operating Supplies	3,000.00	2,625.94	407.49	374.06	87.53
590-538-757.000	Lab Analysis	8,000.00	3,932.00	0.00	4,068.00	49.15
590-538-801.000	Contractual Services	189,000.00	164,564.64	16,249.00	24,435.36	87.07
590-538-801.300	Janitorial Service	500.00	0.00	0.00	500.00	0.00
590-538-802.000	Engineering Services	5,000.00	0.00	0.00	5,000.00	0.00
590-538-831.000	Permit and Fee Expenditures	3,500.00	1,950.00	0.00	1,550.00	55.71
590-538-850.000	Telephones	4,500.00	3,793.02	127.97	706.98	84.29
590-538-851.000	Postage Exp	50.00	0.00	0.00	50.00	0.00
590-538-930.000	Buildings and Grounds Maint	2,500.00	0.00	0.00	2,500.00	0.00
590-538-931.000	Repair & Maintenance	16,000.00	425.68	0.00	15,574.32	2.66
590-538-931.600	Chemical Feed Equip	2,000.00	0.00	0.00	2,000.00	0.00
590-538-935.000	Insurance	650.00	602.50	0.00	47.50	92.69
590-538-968.000	Depreciation	113,575.00	0.00	0.00	113,575.00	0.00
590-538-969.000	Amortize Bond Issue Costs	3,750.00	0.00	0.00	3,750.00	0.00
590-538-970.000	Equipment/Vehicle Rent	2,150.00	2,150.00	2,150.00	0.00	100.00
590-538-977.000	Capital Improvements - Equipm	40,000.00	36,635.60	0.00	3,364.40	91.59
590-538-991.200	Payment on Loans	120,000.00	120,000.00	120,000.00	0.00	100.00
590-538-992.000	Interest Expense	11,500.00	8,125.00	4,062.50	3,375.00	70.65
<b>Net - Dept 538 - Sewer - Plant</b>		<b>(572,257.00)</b>	<b>(376,986.67)</b>	<b>(146,702.82)</b>	<b>(195,270.33)</b>	
<b>Fund 590 - Sewer Fund:</b>						
<b>TOTAL REVENUES</b>		<b>719,600.00</b>	<b>555,817.51</b>	<b>27,086.92</b>	<b>163,782.49</b>	<b>77.24</b>
<b>TOTAL EXPENDITURES</b>		<b>1,091,287.00</b>	<b>520,484.13</b>	<b>176,374.85</b>	<b>570,802.87</b>	<b>47.69</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(371,687.00)</b>	<b>35,333.38</b>	<b>(149,287.93)</b>	<b>(407,020.38)</b>	<b>9.51</b>
<b>Fund 591 - Water Fund</b>						
<b>Dept 000</b>						
591-000-476.000	Permits and Fees	112,500.00	113,069.12	0.00	(569.12)	100.51
591-000-600.000	Charge for Services	76,000.00	55,867.46	0.00	20,132.54	73.51
591-000-628.000	RTS Fees	62,000.00	42,983.19	0.00	19,016.81	69.33
591-000-630.000	Capital Charge	55,000.00	37,737.29	0.00	17,262.71	68.61
591-000-633.000	Hydrant Rental	25,000.00	25,000.00	25,000.00	0.00	100.00
591-000-659.000	Penalties	600.00	1,125.87	117.01	(525.87)	187.65

PERIOD ENDING 09/30/2023

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
<b>Fund 591 - Water Fund</b>						
591-000-665.000	Interest Earnings	120.00	8,549.99	0.00	(8,429.99)	7,124.99
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	5,000.00	5,000.00	0.00	100.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	5,000.00	5,000.00	0.00	100.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	1,800.00	1,800.00	0.00	100.00
591-000-695.000	Miscellaneous Income	0.00	25.00	0.00	(25.00)	100.00
591-000-702.000	Administrative Wages	49,000.00	38,205.82	4,631.32	10,794.18	77.97
591-000-702.300	Wages	38,000.00	29,555.18	3,053.12	8,444.82	77.78
591-000-708.000	Unemployment	3,400.00	4.52	0.00	3,395.48	0.13
591-000-709.000	FICA Contribution	6,700.00	4,812.74	549.56	1,887.26	71.83
591-000-716.000	Retirement Contribution	8,700.00	6,776.02	768.43	1,923.98	77.89
591-000-718.000	Medical Insurance	15,200.00	12,935.73	1,293.22	2,264.27	85.10
591-000-724.000	Workers Comp	1,400.00	521.82	0.00	878.18	37.27
591-000-725.000	Life Ins AD & D	910.00	736.40	73.64	173.60	80.92
591-000-751.000	Safety Equipment	2,000.00	0.00	0.00	2,000.00	0.00
591-000-752.000	Office Supplies	300.00	0.00	0.00	300.00	0.00
591-000-756.000	Operating Supplies	17,000.00	4,425.91	137.94	12,574.09	26.03
591-000-757.000	Lab Analysis	6,000.00	2,725.00	0.00	3,275.00	45.42
591-000-801.000	Contractual Services	4,000.00	540.00	0.00	3,460.00	13.50
591-000-802.000	Engineering Services	8,000.00	4,800.00	0.00	3,200.00	60.00
591-000-807.000	Audit Fees	2,500.00	2,500.00	0.00	0.00	100.00
591-000-809.000	Legal Fees	1,000.00	0.00	0.00	1,000.00	0.00
591-000-850.000	Telephones	2,900.00	1,938.74	0.00	961.26	66.85
591-000-851.000	Postage Exp	1,800.00	1,437.25	100.00	362.75	79.85
591-000-900.000	Printing & Publishing	600.00	99.77	0.00	500.23	16.63
591-000-910.000	Education & Training	3,000.00	1,205.00	0.00	1,795.00	40.17
591-000-920.000	Utilities - Electric	11,500.00	10,374.10	996.67	1,125.90	90.21
591-000-921.000	Utilities - Gas	1,000.00	352.94	56.16	647.06	35.29
591-000-931.000	Repair & Maintenance	22,500.00	20,023.46	10,103.05	2,476.54	88.99
591-000-935.000	Insurance	1,200.00	1,161.00	0.00	39.00	96.75
591-000-955.000	Miscellaneous Expense	200.00	0.00	0.00	200.00	0.00
591-000-965.600	Tr to 402 Fund	13,725.00	13,725.00	13,725.00	0.00	100.00
591-000-968.000	Depreciation	37,625.00	0.00	0.00	37,625.00	0.00
591-000-970.000	Equipment/Vehicle Rent	11,025.00	11,025.00	11,025.00	0.00	100.00
591-000-974.000	Capital Improvements	128,000.00	3,894.08	0.00	124,105.92	3.04
<b>Net - Dept 000</b>		<b>(56,165.00)</b>	<b>122,382.44</b>	<b>(9,596.10)</b>	<b>(178,547.44)</b>	
<b>Fund 591 - Water Fund:</b>						
<b>TOTAL REVENUES</b>		<b>343,020.00</b>	<b>296,157.92</b>	<b>36,917.01</b>	<b>46,862.08</b>	<b>86.34</b>
<b>TOTAL EXPENDITURES</b>		<b>399,185.00</b>	<b>173,775.48</b>	<b>46,513.11</b>	<b>225,409.52</b>	<b>43.53</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(56,165.00)</b>	<b>122,382.44</b>	<b>(9,596.10)</b>	<b>(178,547.44)</b>	<b>217.90</b>
<b>Fund 594 - Marina Fund</b>						
<b>Dept 000</b>						
594-000-631.000	Pump outs	2,500.00	2,495.00	480.00	5.00	99.80
594-000-642.000	Gas Sales	140,000.00	179,110.78	22,029.10	(39,110.78)	127.94
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	1,944.24	526.74	(444.24)	129.62
594-000-646.000	Sale of Ice	1,500.00	1,333.50	97.50	166.50	88.90
594-000-649.000	Waiting List	2,500.00	4,020.00	100.00	(1,520.00)	160.80
594-000-653.000	Transient Fees	95,000.00	94,626.88	6,634.50	373.12	99.61
594-000-653.100	Marina Day Use	2,000.00	2,649.00	222.00	(649.00)	132.45

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 594 - Marina Fund						
594-000-653.200	Refunds -Transient Fees	0.00	(9,594.18)	0.00	9,594.18	100.00
594-000-654.000	Slip Fees	300,000.00	318,313.00	0.00	(18,313.00)	106.10
594-000-659.000	Penalties	0.00	333.80	0.00	(333.80)	100.00
594-000-665.000	Interest Earnings	1,000.00	21,945.62	0.00	(20,945.62)	2,194.56
594-000-695.000	Miscellaneous Income	0.00	322.29	(11.12)	(322.29)	100.00
594-000-702.000	Administrative Wages	26,500.00	20,738.76	2,437.06	5,761.24	78.26
594-000-702.300	Wages	66,600.00	51,665.05	5,186.33	14,934.95	77.58
594-000-702.500	SEASONAL WAGES	40,000.00	37,082.75	2,950.50	2,917.25	92.71
594-000-708.000	Unemployment	2,000.00	7.52	0.00	1,992.48	0.38
594-000-709.000	FICA Contribution	10,500.00	8,081.85	777.58	2,418.15	76.97
594-000-716.000	Retirement Contribution	9,400.00	7,240.32	762.34	2,159.68	77.02
594-000-718.000	Medical Insurance	16,500.00	11,518.58	1,151.24	4,981.42	69.81
594-000-724.000	Workers Comp	2,700.00	244.05	0.00	2,455.95	9.04
594-000-725.000	Life Ins AD & D	1,300.00	927.90	92.79	372.10	71.38
594-000-756.000	Operating Supplies	8,000.00	6,350.55	332.72	1,649.45	79.38
594-000-759.000	Gas Purchases	123,000.00	145,558.01	14,767.83	(22,558.01)	118.34
594-000-760.000	Sales Tax	5,000.00	3,321.84	0.00	1,678.16	66.44
594-000-763.000	Ice Purchases	1,300.00	1,143.65	0.00	156.35	87.97
594-000-767.000	Uniforms	1,000.00	802.67	0.00	197.33	80.27
594-000-801.000	Contractual Services	7,000.00	1,933.76	110.00	5,066.24	27.63
594-000-802.000	Engineering Services	2,000.00	0.00	0.00	2,000.00	0.00
594-000-807.000	Audit Fees	900.00	900.00	0.00	0.00	100.00
594-000-809.000	Legal Fees	1,000.00	425.00	425.00	575.00	42.50
594-000-810.000	Rentals	7,800.00	5,439.44	1,068.00	2,360.56	69.74
594-000-850.000	Telephones	3,500.00	2,628.04	137.98	871.96	75.09
594-000-880.000	Community Promotion	700.00	0.00	0.00	700.00	0.00
594-000-910.000	Education & Training	500.00	500.00	0.00	0.00	100.00
594-000-919.000	Waste Removal	1,500.00	1,350.38	249.75	149.62	90.03
594-000-920.000	Utilities - Electric	17,000.00	8,696.26	1,645.09	8,303.74	51.15
594-000-921.000	Utilities - Gas	1,100.00	738.96	97.99	361.04	67.18
594-000-924.000	Sewer & Water Fees	15,000.00	15,000.00	15,000.00	0.00	100.00
594-000-930.000	Buildings and Grounds Maint	0.00	2,834.54	0.00	(2,834.54)	100.00
594-000-931.000	Repair & Maintenance	7,000.00	5,080.43	132.00	1,919.57	72.58
594-000-935.000	Insurance	750.00	811.00	0.00	(61.00)	108.13
594-000-955.000	Miscellaneous Expense	1,500.00	1,100.00	0.00	400.00	73.33
594-000-965.600	Tr to 402 Fund	2,855.00	2,855.00	2,855.00	0.00	100.00
594-000-968.000	Depreciation	137,000.00	0.00	0.00	137,000.00	0.00
594-000-970.000	Equipment/Vehicle Rent	5,450.00	5,450.00	5,450.00	0.00	100.00
594-000-974.000	Capital Improvements	46,500.00	11,893.30	4,413.75	34,606.70	25.58
594-000-991.200	Payment on Loans	145,000.00	50,000.00	0.00	95,000.00	34.48
594-000-992.000	Interest Expense	39,000.00	38,250.00	0.00	750.00	98.08

Net - Dept 000 (210,855.00) 166,930.32 (29,964.23) (377,785.32)


Fund 594 - Marina Fund:

TOTAL REVENUES	546,000.00	617,499.93	30,078.72	(71,499.93)	113.10
TOTAL EXPENDITURES	756,855.00	450,569.61	60,042.95	306,285.39	59.53
NET OF REVENUES & EXPENDITURES	(210,855.00)	166,930.32	(29,964.23)	(377,785.32)	79.17

Fund 731 - RETIREMENT SYSTEM FUND  
Dept 000

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SUTTONS BAY  
 PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 731 - RETIREMENT SYSTEM FUND						
731-000-400.900	Employer Contributions T&A	0.00	15,420.54	0.00	(15,420.54)	100.00
731-000-401.900	Employee contributions - T&A	0.00	1,180.42	0.00	(1,180.42)	100.00
731-000-402.900	Investment Income - T&A	0.00	10,280.74	0.00	(10,280.74)	100.00
731-000-500.900	Management Fees - T&A	0.00	(694.37)	0.00	694.37	100.00
Net - Dept 000		0.00	26,187.33	0.00	(26,187.33)	
Fund 731 - RETIREMENT SYSTEM FUND:						
TOTAL REVENUES		0.00	26,187.33	0.00	(26,187.33)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	26,187.33	0.00	(26,187.33)	100.00
TOTAL REVENUES - ALL FUNDS		3,103,205.00	3,077,153.96	1,450,128.38	26,051.04	99.16
TOTAL EXPENDITURES - ALL FUNDS		3,898,256.00	2,224,813.62	816,568.82	1,673,442.38	57.07
NET OF REVENUES & EXPENDITURES		(795,051.00)	852,340.34	633,559.56	(1,647,391.34)	107.21

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-52</b>	
Prepared:	September 28, 2023	Pages:	1 of 1
Meeting:	October 4, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Granicus Discussion		

**PURPOSE**

To discuss the Granicus STR enforcement proposal.

**OVERVIEW**

The STR committee has recommended an increase in enforcement of the STR properties. In discussions with other communities in Leelanau, those who use the company Granicus, have all recommended their services. We have attached a proposal at a cost of approximately \$9,000 per year. Upon discussions with their representatives, the service is a yearly cost and has an initial set up time of approximately 90 days. In essence, we pay the amount and it will be up and running following the 90-day set up period.

The yearly fee will be borne by the STR applicants. We will need to determine a fair way of charging this fee, since it will fluctuate yearly depending on how many rentals fall to attrition. If possible, we may have to add a yearly enforcement fee. If this is the case, we would need to add this fee to the fee schedule and possibly the ordinance if it is determined to be something a non-paying applicant could lose their license over.

**RECOMMENDATION**

Bring your suggestions. As stated above, we are still trying to figure out how to charge the enforcement fee but hope to have more clarity/suggestions by the time of the meeting.



THIS IS NOT AN INVOICE

Order Form  
Prepared for  
Suttons Bay, MI

## Granicus Proposal for Suttons Bay, MI

### ORDER DETAILS

**Prepared By:** Kester Bonsu  
**Phone:**  
**Email:** kester.bonsu@granicus.com  
**Order #:** Q-301756  
**Prepared On:** 08 Sep 2023  
**Expires On:** 07 Nov 2023

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
24/7 Hotline - Setup and Configuration	Up Front	1 Each	\$0.00
24/7 Hotline - Online Training	Up Front	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$0.00</b>

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Address Identification	Annual	1 Each	\$6,212.70
24/7 Hotline	Annual	1 Each	\$2,033.10
<b>SUBTOTAL:</b>			<b>\$8,245.80</b>

## PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	<p>Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, &amp; Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction</p> <ul style="list-style-type: none"> <li>- Updating listing activity and details every 3-5 days</li> <li>- Screenshot activity of every listing</li> <li>- Deduplication of listings into unique Rental Units</li> <li>- Activity dashboard and map to monitor trends and breakdown of compliance</li> </ul>
24/7 Hotline	<p>24/7 web and phone hotline for your community to report short term rental complaints such as parking, trash, noise disturbances, and illegal short term rentals. This product include:- Mobile-enabled online web form for citizens to submit tips or complaints (text, videos, and photos)</p> <ul style="list-style-type: none"> <li>- 24/7 call center for citizens to contact and report complaints verbally</li> <li>- Recordings for all call center complaints</li> <li>- Email notifications to your team when complaints are logged</li> <li>- Automatic outbound IVR calls and SMS messages to permit emergency contacts notifying them of the complaint</li> <li>- SMS support for emergency contacts to mark a complaint as acknowledged or resolved with the ability to send resolution notes</li> <li>- Hotline Dashboard for tracking complaint volumes, trends, and categories</li> <li>- Ability to upload Notes/Comments to each complaint</li> </ul>
Address Identification - Setup and Configuration	<p>Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction.</p> <p><i>Note: The implementation timeline for Client is dependent on Granicus' receipt of all data from Client required to complete the services, including assessor data and registration files, in the format agreed upon by the parties prior to project kick-off. Any fees associated with the collection or receipt of required data will be borne by Client.</i></p>
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.
24/7 Hotline - Setup and Configuration	Setup and configuration of the online platform to enable neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems.





Solution	Description
24/7 Hotline - Online Training	Virtual training session with a Granicus professional services trainer.

## TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-301756 dated 08 Sep 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Suttons Bay, MI to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.



### BILLING INFORMATION

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	[ <input type="checkbox"/> ] - No [ <input type="checkbox"/> ] - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-301756 dated 08 Sep 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

### AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Suttons Bay, MI	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	