



**CITY COUNCIL AGENDA
JUNE 27, 2016 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of June 13, 2016**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS: **None**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
11. PUBLIC HEARINGS:
 - A. **Public Hearing FY Budget 2016/2017**
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS
 - A. **Resolution No. 160627-A – FY 15/16 Year End Budget Amendments (ROLL CALL)**
 - B. **Resolution No. 160627-B – General Appropriations Act (ROLL CALL)**
 - C. **Professional Services Agreement – Assessor Services (VOICE VOTE)**
 - D. **Sign Permit – S/D Rotary Club (VOICE VOTE)**
14. CONSENT AGENDA: **None**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **KLSWA, Harbor Authority, Fire Board, Planning Commission**
18. COUNCIL COMMENTS
19. ADJOURN

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or monica@saugatuckcity.com for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, June 13, 2016

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Peterson at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**
 Present: Spangler, Bekken, Johnson, Hess, Verplank, Peterson & Trester
 Absent: None
 Others Present: City Manager Harrier & City Clerk Nagel
4. **Approval of Minutes:** A motion was made by Trester, 2nd by Spangler, to approve the May 25, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Peterson announced the season is upon us and expects a very busy summer for all in Saugatuck.
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:**
 - A. **Fire Chief Greg Janik – Pleasant Street Obstruction of Fire Apparatus Access Roads:**
 Fire Chief Greg Janik gave a power point presentation explaining safety issues and fire apparatus access when vehicles are park on both sides of Pleasant Street.
 - B. **Dean Kapenga – Allegan County Commissioner:** None
9. **Public Comment:** Mark Klungle (*resident*) with regards to item 8(A) apologized to community for their renters behavior and favors parking on one side of Pleasant Street.

 Dick Riekse (*resident*) supports parking on one side of Pleasant Street, however he does not want a "No Parking" Sign in his front yard.

 Fire Chief Janik added that the letter of communication from the city engineer suggests that there is no parking on either side of Pleasant Street, however would support parking on one side.
10. **Request for Payment:** A motion was made by Hess 2nd by Trester, to approve the accounts payable in the amount of \$129,028.56. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
 - A. **Resolution No. 160613-A – Set Public Hearing for FY 16/17 Budget:** A motion was made by Spangler, 2nd by Verplank, to approve Resolution No. 160613-A and set a public hearing for the proposed FY 16/17 budget on June 27, 2016 at 7:00 p.m. Upon roll call the motion carried unanimously.

B. HGACBuy Cooperative Purchasing: A motion was made by Verplank, 2nd by Hess, to approve authorization in the HGACBuy Cooperative Purchasing Program and authorize the Mayor and City Clerk to effectuate the Agreement. Upon voice vote the motion carried by the following vote:

Yes: Verplank, Hess, Spangler, Trester & Peterson

No: Bekken & Johnson

C. Schedule of Fees Adjustment of Short Term Rental: A motion was made by Trester, 2nd by Spangler, to table this item to the June 27, 2016 regular meeting for further information. Upon voice vote the motion carried unanimously.

14. Consent Agenda: None

15. Public Comment: Mark Klungle (*resident*) asked Council to review the increase in the schedule of fees adjustment for short term rentals.

Gary Kemp (*resident*) asked Council to review the increase in the schedule of fees adjustment for short term rentals.

16. Communications:

A. Letter of Communication from Citizen of Year – Accepted as information

B. Petition Regarding Excessive Noise – Will discuss at the June 23, 2016 workshop

17. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): None

18. Council Comments: Mayor Peterson asked for input regarding the tone of the “No Trespassing” sign located on the Dunegrass property adjacent to Oval Beach.

19. Adjournment: Mayor Peterson adjourned the meeting at 7:48 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10.A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER		
	TAX PAPER	21.00
	PROPERTY TAXES	772.32
	TOTAL	793.32
2. BRUCE'S BLACKTOP LLC	ASPHALT REPAIRS	1,545.00
3. CAPITAL ONE	SUPPLIES	81.04
4. CHEF CONTAINER, LLC	TRASH	89.62
5. CITY OF DOUGLAS	OVAL BEACH & 3RD CAR	2,272.22
6. CONSUMERS ENERGY	ELECTRIC	3,221.77
7. COUNTRYSIDE ELECTRIC INC	DPW BARN & PARKS	368.18
8. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	501.99
	GASOLINE & DIESEL	950.57
	TOTAL	1,452.56
9. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING SERVICES	350.00
	FUEL TANK REMOVALS	3,185.79
	ENGINEERING	1,993.78
	TOTAL	5,529.57
10. FRIS OFFICE OUTFITTERS	OFFICE SUPPLIE	165.71
	SUPPLIES	28.49
	TOTAL	194.20
11. GLOBAL EQUIPMENT COMPANY	TRASH CAN LIDS	2,466.23
12. GORDON FOOD SERVICE	CONCESSION	3,410.90
13. HEINZ DISPENSING	CONCESSION	163.20
14. IHLE AUTO PARTS	REPAIRS & SUPPLIES	106.61
15. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	30.34
16. KALAMAZOO FLAG COMPANY	FLAGS & POLES	434.74
17. KALAMAZOO LAKE SEWER & WATER	WATER	1,628.43
18. MINER SUPPLY CO	SUPPLIES	119.36
	SUPPLIES	26.28
	SUPPLIES	2,336.40
	TOTAL	2,482.04
19. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES	355.06
20. PRINTING SYSTEMS, INC.	ELECTION	145.35
	ELECTION	153.65
	TOTAL	299.00

Vendor Name	Description	Amount
21. PRO-TEMP INC	CONCESSION	1,036.48
22. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	31.36
23. SAUGATUCK FIRE	SHORT TERM RENTAL	60.00
	RENTAL INSPECTION	30.00
	TOTAL	90.00
24. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	702.14
25. SHELL	GASOLINE & DIESEL	288.47
26. SHORELINE COMPUTER SYSTEMS	SERVER PARTS	250.00
27. SISTERS IN INK	CONCESSION	112.50
	CHAIN FERRY UNIFORMS	404.32
	TOTAL	516.82
28. STATE OF MICHIGAN	SALES TAX CONCESSION	293.28
	OVAL BEACH WATER TESTING	18.00
	TOTAL	311.28
29. TERRY'S PRECAST PRODUCTS INC	SIGN BASE	110.00
30. TOLSMA PLUMBING	638 ALLEGAN STREET CUT REFUND	1,867.55
31. WAUSA TILE INC	TRASH BINS	4,943.00
32. WESTENBROEK MOWER INC	SUPPLIES	48.97
TOTAL - ALL VENDORS		37,120.10
FUND TOTALS:		
Fund 101 - GENERAL FUND		28,314.36
Fund 202 - MAJOR STREETS		700.00
Fund 203 - LOCAL STREETS		845.00
Fund 661 - MOTOR POOL FUND		5,286.23
Fund 701 - CURRENT TAX FUND		1,891.22
Fund 715 - ROSE GARDEN		83.29

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
06/17/2016	PR	S	18379	275	SUMMARY PR 06/17/2016	
101-000-001.000				CASH IN CHEMICAL		20,189.70
101-000-228.002				STATE INCOME TAX WITHHELD		1,245.82
101-000-229.000				DUE TO FEDERAL GOVERNMENT		8,371.87
101-000-234.000				DUE TO RETIREMENT PLANS		5,097.99
101-173-702.000				SALARY/WAGES	3,308.31	
101-173-720.000				FRINGE BENEFITS	826.86	
101-215-702.000				SALARY/WAGES	1,903.56	
101-215-720.000				FRINGE BENEFITS	487.68	
101-253-702.000				SALARY/WAGES	2,389.43	
101-253-720.000				FRINGE BENEFITS	612.19	
101-265-702.000				SALARY/WAGES	230.07	
101-265-720.000				FRINGE BENEFITS	36.96	
101-441-702.000				SALARY/WAGES	3,478.38	
101-441-720.000				FRINGE BENEFITS	638.02	
101-441-740.000				UNIFORMS	82.50	
101-540-702.000				SALARY/WAGES	1,596.68	
101-540-720.000				FRINGE BENEFITS	122.15	
101-721-702.000				SALARY/WAGES	1,246.15	
101-721-720.000				FRINGE BENEFITS	319.27	
101-723-702.000				SALARY	830.77	
101-723-720.000				FRINGE BENEFITS	212.85	
101-751-702.000				SALARY/WAGES	2,241.14	
101-751-720.000				FRINGE BENEFITS	407.85	
101-756-702.000				SALARY/WAGES	9,808.73	
101-756-720.000				FRINGE BENEFITS	1,319.60	
101-756-850.000				TELEPHONE	33.24	
101-758-702.000				SALARY	2,575.75	
101-758-720.000				FRINGE BENEFITS	197.24	
202-000-001.000				CASH IN BANK		1,058.50
202-463-702.000				SALARY/WAGES	751.84	
202-463-720.000				FRINGE BENEFITS	110.04	
202-464-702.000				SALARY/WAGES	167.65	
202-464-720.000				FRINGE BENEFITS	28.97	
203-000-001.000				CASH IN BANK		991.73
203-463-702.000				SALARY/WAGES	695.40	
203-463-720.000				FRINGE BENEFITS	100.00	
203-464-702.000				SALARY/WAGES	167.47	
203-464-720.000				FRINGE BENEFITS	28.86	
661-000-001.000				CASH IN BANK		1,022.89
661-443-702.000				SALARY/WAGES	852.52	
661-443-720.000				FRINGE BENEFITS	137.13	
661-443-850.000				TELEPHONES	33.24	
					<u>37,978.50</u>	<u>37,978.50</u>



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: June 27, 2016
SUBJECT: Public Hearing FY Budget 2016/2017

PUBLIC HEARING PROCEDURE

- A. Hearing is called to order by the Mayor
- B. Public comment regarding the proposed FY 2016/2017 Budget
 - 1. Supporting comments (audience and letters)
 - 2. Opposing comments (audience and letters)
 - 3. General comment opportunity (Supporting, Opposing, General)
 - Participants shall identify themselves by name and if they are a citizen or non-citizen of the City of Saugatuck
 - Comments/Questions shall be addressed to the Mayor
 - Comments/Questions shall be limited to **three minutes**
- C. Public Comment portion closed by Mayor
- D. Council Comment
- E. Hearing is closed by the Mayor



DRAFT

**Annual Budget
Fiscal Year 2016/2017
July 1, 2016 – June 30, 2017**

CITY OF SAUGATUCK

102 Butler Street
PO Box 86
Saugatuck, MI 49453

(269) 857-2603 phone
(269) 857-4406 fax

Christine Peterson, Mayor
Ken Trester, Mayor Pro Tem

Mark Bekken, Council Member
William Hess, Council Member
Barry E. Johnson, Council Member
Jeff Spangler, Council Member
Jane Verplank, Council Member

Kirk Harrier, City Manager
Peter Stanislawski, City Treasurer/Finance Director

TABLE OF CONTENTS

General Fund—Estimated Revenues	1
General Fund—Council	2
General Fund—City Administration	3
General Fund—City Clerk	4
General Fund—City Treasurer	5
General Fund—Assessing	6
General Fund—Buildings & Grounds	7
General Fund—Police	8
General Fund—Public Works	9
General Fund—Chain ferry	10
General Fund—Planning & Zoning	11
General Fund—Historic District Commission	12
General Fund—Harbor	13
General Fund—Parks & Recreation	14
General Fund—Oval Beach	15
General Fund—Oval Beach Concessions	16
General Fund—Spear Street Boat Launch	17
General Fund—Transfers	18
Major Streets—Estimated Revenues	19
Major Streets—Routine Maintenance	20

Major Streets—Winter Maintenance	21
Local Streets—Estimated Revenues	22
Local Streets—Routine Maintenance	23
Local Streets—Winter Maintenance	24
Local Streets—Transfers	25
Debt Service— Estimated Revenues	26
Debt Service—Allegan County Sewer #13	27
Road Bond 2009—Debt Service	28
Water and Sewer Fund—Estimated Revenues	29
Water and Sewer Fund—Water and Sewer Systems	30
Motor Pool Fund—Estimated Revenues	31
Motor Pool Fund— Appropriations	32
Rose Garden—Estimated Revenues	33
Rose Garden Fund—Appropriations	34
Park Sculpture Maintenance—Revenues	35
Park Sculpture Maintenance—Appropriations	36
Totals for all Funds	36
Appendix	37
• Organizational Chart	
• FY 16/17 City Council Goals & Priorities	
• FY 16/17 Budget Hearing Notice	
• Capital Improvement Plan (Streets & Parks)	

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	1,484,780	1,564,000	1,568,118	1,568,118	1,620,400
101-000-403.000	PERSONAL PROPERTY TAXES	15,567	19,000	18,966	18,966	18,950
101-000-445.000	PENALTIES & INTEREST	16,661	14,000	13,930	13,930	16,000
101-000-447.000	ADMINISTRATION FEE	64,919	68,500	69,338	69,338	67,000
101-000-478.000	PERMIT FEES	7,779	7,500	14,014	14,500	7,500
101-000-574.000	REVENUE SHARING	79,230	78,000	54,070	78,900	80,000
101-000-577.000	LIQUOR LICENSE FEES	8,021	8,700	8,741	8,741	8,000
101-000-579.000	GRANTS RECEIVED	5,566				
101-000-607.000	FRANCHISE FEES	38,373	34,000	30,966	36,000	38,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,141	3,173	3,174	3,174	3,174
101-000-615.000	PARKING LOT FEES	13,427	12,000	14,550	16,000	12,000
101-000-650.000	CHAIN FERRY FEES	37,288	39,000	33,865	34,000	37,000
101-000-651.000	OVAL BEACH FEES	305,313	380,000	424,194	430,000	325,000
101-000-652.000	OVAL CONCESSION	84,342	76,000	82,978	86,000	77,000
101-000-653.000	BOAT RAMP FEES	5,708	4,500	4,739	5,000	4,500
101-000-654.000	GAZEBO FEES	700	500	400	400	500
101-000-655.000	POLICE & ORDINANCE FEES	6,417	7,500	8,534	9,000	7,400
101-000-665.000	INTEREST EARNED	8,779	8,000	5,289	8,000	8,000
101-000-667.000	STREET END & PROPERTY FEES	31,817	28,000	32,896	32,896	28,500
101-000-668.000	LICENSE FEES					
101-000-670.000	BOAT SLIP FEES	17,681	15,000	16,328	16,328	15,500
101-000-674.000	MISC DONATIONS & INCOME	18,174	8,000	7,730	7,730	1,000
101-000-682.000	USE TAX & ELECTION FEES	3,477	22,000	23,637	23,637	22,000
101-000-697.000	TRANSFER FROM FUND BALANCE		167,105			
101-000-699.000	TRANSFER FROM OTHER FUNDS					
Totals for dept 000-		2,257,160	2,564,478	2,436,457	2,480,658	2,397,424
TOTAL ESTIMATED REVENUES		2,257,160	2,564,478	2,436,457	2,480,658	2,397,424

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101-COUNCIL						
101-101-702.000	SALARY	5,575	6,030	4,070	6,030	6,030
101-101-720.000	FRINGE BENEFITS	677	650	361	650	650
101-101-801.000	CONTRACTUAL SERVICES	4,025	5,000	21	2,500	3,000
101-101-803.000	LEGAL FEES	19,238	20,000	18,725	20,000	20,000
101-101-831.000	CEMETERY FEES	5,521	5,600	5,521	5,521	5,700
101-101-860.000	EDUCATIONAL TRAINING	3	750		500	750
101-101-882.000 *	EVENTS/SERVICES	5,173	5,700	5,118	5,700	6,667
101-101-900.000	PRINTING & PUBLISHING		250		50	250
101-101-908.000	DUES & PUBLICATIONS	881	1,000	895	895	1,000
101-101-913.000	INSURANCE	2,000	2,000	2,000	2,000	2,000
101-101-955.000	MISCELLANEOUS					
101-101-970.000	CAPITAL OUTLAY					
Totals for dept 101-COUNCIL		43,093	46,980	36,711	43,846	46,047

* NOTES TO BUDGET: DEPARTMENT 101 COUNCIL

882.000	EVENTS/SERVICES					3,000
	FIREWORKS					1,000
	4TH JULY INTERURBAN					1,200
	GARDEN CLUB					500
	CITIZEN YEAR					200
	ART CLUB					767
	HISTORICAL SOCIETY PUMPHOUSE MARKER					
	ACCOUNT '882.000' TOTAL					6,667
	DEPT '101' TOTAL					6,667

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 173-CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	84,685	84,800	81,818	84,800	87,000
101-173-720.000	FRINGE BENEFITS	33,548	36,000	31,770	36,000	36,000
101-173-727.000	OFFICE SUPPLIES	2,656	3,000	1,261	2,500	3,000
101-173-801.000 *	CONTRACTUAL SERVICES	10,031	11,000	11,248	11,248	11,000
101-173-802.000	AUDIT	13,500	9,600	9,400	9,400	9,600
101-173-803.000	LEGAL FEES	16,396	17,000	15,763	17,000	17,000
101-173-850.000	TELEPHONES	1,673	1,925	1,329	1,600	1,925
101-173-860.000	EDUCATIONAL TRAINING	1,167	1,500	368	1,500	1,200
101-173-900.000	PRINTING & PUBLISHING	168	250		25	250
101-173-910.000	INSURANCE	1,600	1,700	1,700	1,700	1,700
101-173-955.000	MISCELLANEOUS					
101-173-970.000	CAPITAL OUTLAY					500
Totals for dept 173-CITY ADMINISTRATION		165,424	166,775	154,657	165,773	169,175

* NOTES TO BUDGET: DEPARTMENT 173 CITY ADMINISTRATION

801.000	CONTRACTUAL SERVICES					
	COMPUTER SERVICES					4,500
	COPIER SERVICES					6,000
	ACCOUNT '801.000' TOTAL					10,500
	DEPT '173' TOTAL					10,500

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 215-CITY CLERK						
101-215-702.000	SALARY/WAGES	48,735	50,000	47,118	50,000	52,000
101-215-720.000	FRINGE BENEFITS	24,735	22,000	20,117	22,000	22,000
101-215-727.000	OFFICE SUPPLIES	750	850	725	850	850
101-215-801.000	CONTRACTUAL SERVICES	213	250	200	250	250
101-215-803.000	LEGAL FEES	423	2,000	2,000	2,000	2,000
101-215-820.000	ELECTIONS	3,924	5,000	3,099	5,000	5,000
101-215-850.000	TELEPHONES	487	575	492	575	575
101-215-860.000	EDUCATIONAL TRAINING	103	1,800	554	1,000	1,000
101-215-900.000	PRINTING & PUBLISHING	100	300		100	300
101-215-970.000	CAPITAL OUTLAY	650	650	650	650	650
Totals for dept 215-CITY CLERK		80,120	83,425	74,955	82,425	84,625

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 253-CITY TREASURER						
101-253-702.000	SALARY/WAGES	61,148	62,800	59,120	62,800	64,500
101-253-720.000	FRINGE BENEFITS	22,323	24,000	21,538	24,000	24,000
101-253-727.000	OFFICE SUPPLIES	2,199	2,400	2,122	2,400	2,400
101-253-801.000 *	CONTRACTUAL SERVICES	2,630	3,250	3,247	3,247	3,250
101-253-803.000	LEGAL FEES		1,000	125	500	1,000
101-253-850.000	TELEPHONE	495	600	487	600	600
101-253-860.000	EDUCATIONAL TRAINING	995	1,500	1,227	1,500	2,000
101-253-900.000	PRINTING & PUBLISHING	163	500		100	500
101-253-913.000	INSURANCE	122	575	575	575	600
101-253-970.000	CAPITAL OUTLAY	950	1,000	1,000	1,000	1,000
Totals for dept 253-CITY TREASURER		91,025	97,625	89,441	96,722	99,850

* NOTES TO BUDGET: DEPARTMENT 253 CITY TREASURER

801.000	CONTRACTUAL SERVICES					
	BSA SOFTWARE UPDATES & UPGRADES					3,250
	DEPT '253' TOTAL					3,250

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 257-ASSESSING						
101-257-702.000	SALARY	1,100	1,350	1,100	1,100	1,350
101-257-720.000	FRINGE BENEFITS	159	200	84	84	200
101-257-727.000	OFFICE SUPPLIES	776	1,200	874	1,200	1,200
101-257-801.000	CONTRACTUAL SERVICES	28,992	31,000	29,509	31,000	32,000
101-257-804.000	BOARD OF REVIEW RE APPRAISAL	220	275	191	191	275
101-257-807.000	TRIBUNAL CHARGEBACKS	13,426	10,000	4,169	7,500	5,000
101-257-850.000	TELEPHONES	408	500	512	512	500
101-257-860.000	EDUCATIONAL TRAINING	583	1,500	1,545	1,545	1,600
101-257-900.000	PRINTING & PUBLISHING		600	556	556	600
101-257-970.000	CAPITAL OUTLAY	650	650	235	235	650
Totals for dept 257-ASSESSING		46,314	47,275	38,775	43,923	43,375

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265-BUILDING AND GROUNDS						
101-265-702.000	SALARY/WAGES	7,303	7,200	5,630	7,200	7,300
101-265-720.000	FRINGE BENEFITS	3,892	5,100	3,617	5,100	5,000
101-265-730.000	SUPPLIES	556	650	649	649	650
101-265-801.000 *	CONTRACTUAL SERVICES	2,363	3,000	2,828	3,000	6,000
101-265-850.000	TELEPHONE	474	450	480	480	450
101-265-900.000	PRINTING & PUBLISHING		125		25	125
101-265-913.000	INSURANCE	900	1,000	1,000	1,000	1,000
101-265-920.000	UTILITIES	3,750	4,000	3,002	4,000	3,800
101-265-930.000	REPAIRS & MAINTENANCE	160	2,500	904	2,000	2,000
101-265-946.000	EQUIPMENT RENTAL	901	1,000	777	1,000	1,000
101-265-970.000	CAPITAL OUTLAY		2,500	788	1,500	1,000
Totals for dept 265-BUILDING AND GROUNDS		20,299	27,525	19,675	25,954	28,325

* NOTES TO BUDGET: DEPARTMENT 265 BUILDING AND GROUNDS

801.000	CONTRACTUAL SERVICES					
	FIRE, PEST & ELEVATOR					3,000
	CITY HALL PAINT MAINTENANCE`					3,000
	ACCOUNT '801.000' TOTAL					6,000
	DEPT '265' TOTAL					6,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 301-POLICE						
101-301-801.000 *	CONTRACTUAL SERVICES	413,486	548,000	559,484	565,000	678,000
Totals for dept 301-POLICE		413,486	548,000	559,484	565,000	678,000
* NOTES TO BUDGET: DEPARTMENT 301 POLICE						
801.000	CONTRACTUAL SERVICES					542,000
	POLICE SERVICES					131,000
	MERS PAYMENT					5,000
	POLICE SERVICES ANALYSIS					
	ACCOUNT '801.000' TOTAL					678,000
	DEPT '301' TOTAL					678,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441-PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	103,646	118,450	101,417	118,450	120,000
101-441-720.000	FRINGE BENEFITS	54,012	47,000	49,418	53,000	55,000
101-441-730.000	SUPPLIES	6,298	4,600	4,568	4,568	4,800
101-441-740.000	UNIFORMS	1,933	2,000	2,285	2,500	2,000
101-441-755.000	TOOLS	1,500	1,500	1,072	1,450	1,500
101-441-799.000	PARKWAY TREES	3,798	3,650	2,392	2,392	3,650
101-441-801.000 *	CONTRACTUAL SERVICES	43,258	60,500	23,542	50,000	27,000
101-441-805.000 *	HOLIDAY LIGHTING	12,284	13,500	11,901	11,901	15,500
101-441-809.000	GRANT MATCH					
101-441-850.000	TELEPHONE					
101-441-860.000	EDUCATIONAL TRAINING		500	114	250	500
101-441-882.000	EVENTS/SERVICES	144	500		125	500
101-441-900.000	PRINTING & PUBLISHING	1,044	1,000	463	750	500
101-441-913.000	INSURANCE	3,000	3,100	3,100	3,100	3,250
101-441-920.000	UTILITIES	2,952	2,700	1,626	2,700	2,750
101-441-926.000	STREET LIGHTS	23,393	24,500	19,743	24,500	24,500
101-441-930.000	REPAIRS & MAINTENANCE	2,165	20,000	601	5,000	2,500
101-441-932.000	SIDEWALK REPAIRS	2,915	7,000	3,017	6,500	7,000
101-441-945.000 *	CAPITAL OUTLAY	7,347	7,500	7,401		20,000
101-441-946.000	EQUIPMENT RENTAL	94,000	84,000	110,087	115,000	95,000
101-441-960.000	SIGNS	1,199	3,000	591	1,500	2,500
Totals for dept 441-PUBLIC WORKS		364,888	405,000	343,338	403,686	388,450

* NOTES TO BUDGET: DEPARTMENT 441 PUBLIC WORKS

801.000	CONTRACTUAL SERVICES					
	TREE REMOVAL					20,000
	PORT A JOHNS					2,000
	ACCOUNT '801.000' TOTAL					22,000
805.000	HOLIDAY LIGHTING					
	HOLIDAY TREE					1,000
945.000	CAPITAL OUTLAY					
	SAW GRANT MATCH					16,000
	DEPT '441' TOTAL					39,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 540-CHAIN FERRY						
101-540-702.000	SALARY/WAGES	16,288	17,000	13,520	17,000	17,000
101-540-720.000	FRINGE BENEFITS	1,672	2,500	1,787	2,500	2,500
101-540-730.000	SUPPLIES	175	500	414	500	500
101-540-740.000	UNIFORMS		400		400	400
101-540-801.000	CONTRACTUAL SERVICES	7,308	9,000	7,099	9,000	8,500
101-540-860.000	EDUCATIONAL TRAINING	945	1,000		1,000	800
101-540-913.000	INSURANCE	1,600	1,650	1,650	1,650	1,700
101-540-930.000	REPAIRS & MAINTENANCE	2,550	2,500	906	2,500	2,500
101-540-946.000	EQUIPMENT RENTAL	225	225	310	335	200
Totals for dept 540-CHAIN FERRY		30,763	34,775	25,686	34,885	34,100

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 721-PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	4,281	30,000	14,246	30,000	33,500
101-721-720.000	FRINGE BENEFITS	404	7,500	5,275	7,500	14,000
101-721-727.000	OFFICE SUPPLIES	722	1,000	881	1,000	1,000
101-721-801.000	CONTRACTUAL SERVICES	35,305	7,000	6,207	7,000	1,000
101-721-803.000 *	LEGAL FEES	46,555	25,000	4,332	10,000	15,000
101-721-850.000	TELEPHONES	396	525	480	525	525
101-721-860.000	EDUCATIONAL TRAINING		1,000	190	500	1,000
101-721-900.000	PRINTING & PUBLISHING	250	1,500	375	1,000	1,000
101-721-908.000	DUES, FEES & PUBLICATIONS		500	300	500	500
101-721-913.000	INSURANCE					
101-721-970.000	CAPITAL OUTLAY	650	650		500	750
Totals for dept 721-PLANNING/ZONING		88,563	74,675	32,286	58,525	68,275

* NOTES TO BUDGET: DEPARTMENT 721 PLANNING/ZONING

803.000	LEGAL FEES					
	DUNEGRESS ZBA APPEAL					10,000
	DEPT '721' TOTAL					10,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 723-HISTORIC	DISTRICT COMMISSION					
101-723-702.000	SALARY	3,074	20,000	9,853	20,000	22,500
101-723-720.000	FRINGE BENEFITS	311	7,000	3,967	7,000	9,000
101-723-727.000	OFFICE SUPPLIES	422	500	498	498	500
101-723-801.000 *	CONTRACTUAL SERVICES	21,972	4,000	2,452	4,000	2,000
101-723-803.000	LEGAL FEES	1,732	5,000	3,824	5,000	5,000
101-723-850.000	TELEPHONES	377	500	480	500	500
101-723-860.000	EDUCATIONAL TRAINING	1,011	2,200	270	1,000	1,000
101-723-900.000	PRINTING & PUBLISHING		250	250	250	250
101-723-908.000	DUES & PUBLICATIONS		250	195	250	250
Totals for dept 723-HISTORIC DISTRICT COMMISSION		28,899	39,700	21,789	38,498	41,000

* NOTES TO BUDGET: DEPARTMENT 723 HISTORIC DISTRICT COMMISSION

801.000	CONTRACTUAL SERVICES					
	GUIDE LINES & STANDARD REVIEWS					1,000
	DEPT '723' TOTAL					1,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 730-HARBOR						
101-730-801.000 *	CONTRACTUAL SERVICES	503	40,000	34,574	40,000	10,000
101-730-803.000	LEGAL FEES		500		100	500
101-730-931.000	WATERWAYS REPAIR		250		150	250
Totals for dept 730-HARBOR		503	40,750	34,574	40,250	10,750

* NOTES TO BUDGET: DEPARTMENT 730 HARBOR

801.000	CONTRACTUAL SERVICES					
	SEDIMENT PLAN					7,000
	DEPT '730' TOTAL					7,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 751-PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	56,617	79,000	40,498	79,000	80,000
101-751-720.000	FRINGE BENEFITS	31,160	35,000	23,115	35,000	40,000
101-751-730.000	SUPPLIES	14,432	16,000	12,363	16,000	16,000
101-751-801.000 *	CONTRACTAUL SERVICES	9,894	11,000	4,871	11,000	18,500
101-751-809.000	GRANT PROJECTS					100,000
101-751-900.000	PRINTING & PUBLISHING	643	1,350	50	750	750
101-751-913.000	INSURANCE	1,875	1,925	1,095	1,095	2,000
101-751-920.000	UTILITIES	21,121	18,000	17,720	20,000	19,000
101-751-928.000	TRASH	5,999	6,500	6,422	6,900	7,000
101-751-930.000 *	REPAIRS & MAINTENANCE	2,066	27,000	845	10,000	15,000
101-751-946.000	EQUIPMENT RENTAL	43,500	39,000	39,141	43,000	40,000
101-751-960.000	SIGNS		300		125	400
101-751-970.000 *	CAPITAL OUTLAY		16,000	10,081	16,000	55,000
101-751-992.000	DEBT SERVICE					
Totals for dept 751-PARKS & RECREATION		187,307	251,075	156,201	238,870	393,650

* NOTES TO BUDGET: DEPARTMENT 751 PARKS & RECREATION

801.000	CONTRACTAUL SERVICES					8,500
	PARK & REC MASTER PLAN UPDATE					
930.000	REPAIRS & MAINTENANCE					5,000
	VILLAGE SQ BATHROOM PAINTING					6,000
	VILLAGE SQ BATHROOM DOORS					
	ACCOUNT '930.000' TOTAL					11,000
970.000	CAPITAL OUTLAY					5,000
	PHRAGMITES CONTROL					50,000
	SHOPPERS DOCK					
	ACCOUNT '970.000' TOTAL					55,000
	DEPT '751' TOTAL					74,500

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 756-OVAL BEACH						
101-756-702.000	SALARY/WAGES	76,854	83,000	78,131	83,000	83,000
101-756-720.000	FRINGE BENEFITS	31,853	30,000	22,876	30,000	35,000
101-756-730.000	SUPPLIES	2,726	4,000	3,991	4,000	3,000
101-756-801.000	CONTRACTUAL SERVICES	11,056	15,000	14,838	15,000	15,000
101-756-850.000	TELEPHONE	1,916	2,500	2,696	2,800	2,700
101-756-860.000	EDUCATIONAL TRAINING	496	500	445	445	500
101-756-900.000	PRINTING & PUBLISHING	1,820	1,500	1,872	1,872	2,100
101-756-913.000	INSURANCE	3,200	3,300	3,300	3,300	3,400
101-756-920.000	UTILITIES	4,544	5,000	2,579	5,000	5,000
101-756-930.000	REPAIRS & MAINTENANCE	261	3,000	225	3,000	3,000
101-756-946.000	EQUIPMENT RENTAL	24,200	25,000	31,212	34,500	30,000
101-756-960.000	SIGNS	595	500	504	504	652
101-756-970.000	CAPITAL OUTLAY		402,000	389,094	402,000	
Totals for dept 756-OVAL BEACH		159,521	575,300	551,763	585,421	183,352

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 758-OVAL CONCESSION						
101-758-702.000	SALARY	21,178	25,500	19,663	25,000	25,500
101-758-720.000	FRINGE BENEFITS	3,897	6,275	5,711	6,275	6,300
101-758-730.000	SUPPLIES	41,499	40,000	48,292	55,000	42,500
101-758-801.000	CONTRACTUAL SERVICES	3,439	2,000	2,375	2,375	2,000
101-758-850.000	TELEPHONES	154	300		300	400
101-758-860.000	EDUCATIONAL TRAINING		500		500	500
101-758-920.000	UTILITIES	291	1,000	18	1,000	1,000
101-758-930.000	REPAIRS & MAINTENANCE	64	1,000	30	1,000	1,000
101-758-960.000	SIGNS		500	500	500	500
101-758-970.000	CAPITAL OUTLAY	2,958	1,500	860	1,500	2,000
Totals for dept 758-OVAL CONCESSION		73,480	78,575	77,449	93,450	81,700

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 760-SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	1,832	2,000	1,530	2,000	2,000
101-760-809.000	GRANT PROJECTS					
101-760-900.000	PRINTING & PUBLISHING	178	250	208	250	250
101-760-913.000	INSURANCE					
Totals for dept 760-SPEAR BOAT LAUNCH		2,010	2,250	1,738	2,250	2,250

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965-TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS	300,000				44,500
101-965-998.301	TRANSFER TO DEBT MILLAGE					
101-965-998.403	TRANSFER TO BUSINESS LICENSE					
Totals for dept 965-TRANSFERS		<u>300,000</u>				<u>44,500</u>
TOTAL APPROPRIATIONS		<u>2,095,695</u>	<u>2,519,705</u>	<u>2,218,522</u>	<u>2,519,478</u>	<u>2,397,424</u>
NET OF REVENUES/APPROPRIATIONS - FUND 101		161,465	44,773	217,935	(38,820)	

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	60,293	61,000	62,945	62,945	61,000
202-000-546.000	ACT 51 FEES	74,983	64,000	63,900	66,000	80,000
202-000-665.000	INTEREST	339	250	277	300	300
202-000-697.000	TRANSFER FROM FUND BALANCE					100,000
202-000-699.000	DUE FROM LS & GF	250,000				77,500
Totals for dept 000-		<u>385,615</u>	<u>125,250</u>	<u>127,122</u>	<u>129,245</u>	<u>318,800</u>
TOTAL ESTIMATED REVENUES		385,615	125,250	127,122	129,245	318,800

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463-ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	15,104	16,750	11,682	16,750	17,000
202-463-720.000	FRINGE BENEFITS	7,895	10,500	8,051	10,500	10,750
202-463-727.000	SUPPLIES	1,882	2,000	1,611	2,000	2,000
202-463-801.000 *	CONTRACTUAL SERVICES	328,958	25,950	15,670	25,950	225,000
202-463-930.000	REPAIRS & MAINTENANCE	250	250		100	500
202-463-946.000	EQUIPMENT RENTAL	15,000	15,000	12,205	15,000	15,500
Totals for dept 463-ROUTINE MAINTENANCE		369,089	70,450	49,219	70,300	270,750
* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE						
801.000	CONTRACTUAL SERVICES					200,000
	ASPHALT CRACK SEALING					200,000
	DEPT '463' TOTAL					200,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464-WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	15,682	15,750	11,122	13,000	15,750
202-464-720.000	FRINGE BENEFITS	7,103	7,800	7,791	7,800	7,800
202-464-727.000	SUPPLIES	12,684	12,500	7,137	7,137	9,500
202-464-946.000	EQUIPMENTAL RENTAL	20,533	18,750	10,237	10,237	15,000
Totals for dept 464-WINTER MAINTENANCE		56,002	54,800	36,287	38,174	48,050
TOTAL APPROPRIATIONS		425,091	125,250	85,506	108,474	318,800
NET OF REVENUES/APPROPRIATIONS - FUND 202		(39,476)		41,616	20,771	

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	125,025	239,500	239,620	239,620	242,400
203-000-445.000	PENALTIES & INT ON TAXES	469	350	723	723	350
203-000-538.000	COUNTY ROAD MILLAGE	60,294	59,000	63,029	63,029	61,000
203-000-546.000	ACT 51 FEES	54,519	40,500	52,870	55,500	58,000
203-000-665.000	INTEREST	354	1,025	890	890	1,000
203-000-672.000	SPECIAL ASSESSMENTS	35,761	35,760	35,761	35,761	
203-000-699.000	TRANSFER	50,000				
	Totals for dept 000-	<u>326,422</u>	<u>376,135</u>	<u>392,893</u>	<u>395,523</u>	<u>362,750</u>
TOTAL ESTIMATED REVENUES		326,422	376,135	392,893	395,523	362,750

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463-ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	23,297	22,000	14,718	18,000	24,000
203-463-720.000	FRINGE BENEFITS	10,398	11,500	10,083	11,500	12,000
203-463-727.000	SUPPLIES	1,744	2,500	1,647	2,200	2,500
203-463-801.000 *	CONTRACTUAL SERVICES	298,705	222,375	17,170	27,000	217,000
203-463-930.000	REPAIRS & MAINTENANCE	31	1,000	55	500	1,000
203-463-946.000	EQUIPMENT RENTAL	22,000	20,000	15,723	20,000	20,000
Totals for dept 463-ROUTINE MAINTENANCE		356,175	279,375	59,396	79,200	276,500

* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE

801.000	CONTRACTUAL SERVICES					168,000
	PERRYMAN					5,000
	NEWHAM ST					
	ACCOUNT '801.000' TOTAL					173,000
	DEPT '463' TOTAL					173,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464-WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	17,697	17,500	11,273	13,500	17,500
203-464-720.000	FRINGE BENEFITS	7,654	8,750	8,314	8,750	8,750
203-464-727.000	SUPPLIES	12,684	13,000	7,137	7,137	12,000
203-464-946.000	EQUIPMENT RENTAL	22,325	21,000	11,088	11,088	15,000
Totals for dept 464-WINTER MAINTENANCE		60,360	60,250	37,812	40,475	53,250

BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 203 LOCAL STREETS

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965-TRANSFERS						
203-965-998.202	TRANSFER TO MAJOR STREETS					33,000
203-965-998.390	TRANSFER TO FUND BALANCE					
	Totals for dept 965-TRANSFERS					33,000
TOTAL APPROPRIATIONS		416,535	339,625	97,208	119,675	362,750
NET OF REVENUES/APPROPRIATIONS - FUND 203		(90,113)	36,510	295,685	275,848	

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	295,469	243,700	247,600	247,600	254,100
301-000-445.000	PENALTIES & INT ON TAXES	1,107	400	767	767	400
301-000-664.101	DUE FROM GENERAL FUND					
301-000-665.000	INTEREST	332	300	284	300	300
301-000-697.000	TRANSFER FROM FUND BALANCE					
Totals for dept 000-		<u>296,908</u>	<u>244,400</u>	<u>248,651</u>	<u>248,667</u>	<u>254,800</u>
TOTAL ESTIMATED REVENUES		296,908	244,400	248,651	248,667	254,800

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 591-ALLEGAN COUNTY SEWER #13						
301-591-804.000	AGENT FEE					
301-591-991.000	DEBT SEWER #13	75,000				
301-591-995.000	DEBT INTEREST	2,100				
Totals for dept 591-ALLEGAN COUNTY SEWER #13		77,100				

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 592-ROAD BOND 2009						
301-592-804.000	AGENT FEE	700	800	700	700	800
301-592-991.000	DEBT PRINCIPAL	95,000	110,000	110,000	110,000	125,000
301-592-995.000	DEBT INTEREST	137,610	133,300	134,678	134,678	129,000
Totals for dept 592-ROAD BOND 2009		<u>233,310</u>	<u>244,100</u>	<u>245,378</u>	<u>245,378</u>	<u>254,800</u>
TOTAL APPROPRIATIONS		<u>310,410</u>	<u>244,100</u>	<u>245,378</u>	<u>245,378</u>	<u>254,800</u>
NET OF REVENUES/APPROPRIATIONS - FUND 301		<u>(13,502)</u>	<u>300</u>	<u>3,273</u>	<u>3,289</u>	

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER FEES	11,450	1,000	3,000	3,000	1,000
592-000-611.000	SEWER FEES	13,950	1,000	4,000	4,000	1,000
592-000-665.000	INTEREST	1,494	750	701	725	750
592-000-672.000	SPECIAL ASSESSMENTS					
592-000-699.000	TRANSFER FUND BALANCE					
Totals for dept 000-		<u>26,894</u>	<u>2,750</u>	<u>7,701</u>	<u>7,725</u>	<u>2,750</u>
TOTAL ESTIMATED REVENUES		26,894	2,750	7,701	7,725	2,750

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536-WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES		2,000			2,750
Totals for dept 536-WATER AND SEWER SYSTEMS			2,000			2,750
TOTAL APPROPRIATIONS			2,000			2,750
NET OF REVENUES/APPROPRIATIONS - FUND 592		26,894	750	7,701	7,725	

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	242,684	211,000	238,178	245,000	225,000
661-000-664.101	DUE FROM GENERAL FUND					
661-000-664.202	MAJOR STREET REVENUE					
661-000-664.203	LOCAL STREET REVENUE					
661-000-665.000	INTEREST	1,024	800	1,083	1,100	1,000
661-000-697.000	TRANSFER FROM FUND BALANCE		62,800			
Totals for dept 000-		243,708	274,600	239,261	246,100	226,000
TOTAL ESTIMATED REVENUES		243,708	274,600	239,261	246,100	226,000

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 443-MOTOR POOL						
661-443-702.000	SALARY/WAGES	19,742	22,000	17,932	22,000	22,000
661-443-720.000	FRINGE BENEFITS	9,352	10,000	10,824	12,000	10,200
661-443-727.000	SUPPLIES	2,830	5,000	2,890	5,000	4,000
661-443-748.000	FUEL & OILS	27,693	25,000	24,533	26,000	20,000
661-443-750.000	TIRES & BATTERIES	3,331	7,500	5,353	6,000	7,500
661-443-755.000	SMALL TOOLS	896	2,000	418	1,500	1,500
661-443-801.000	CONTRACTUAL SERVICES	2,302	5,000	682	5,000	5,000
661-443-850.000	TELEPHONES	3,943	4,100	3,685	4,100	4,250
661-443-913.000	INSURANCE	8,411	9,000	7,457	7,500	9,500
661-443-920.000	UTILITIES	8,741	10,000	5,748	8,000	9,000
661-443-930.000	REPAIRS & MAINTENANCE	24,036	25,000	12,640	20,000	15,000
661-443-968.000	DEPRECIATION	59,672	50,000		50,000	69,050
661-443-970.000 *	CAPITAL OUTLAY		227,000	150,078	227,000	49,000
Totals for dept 443-MOTOR POOL		170,949	401,600	242,240	394,100	226,000
* NOTES TO BUDGET: DEPARTMENT 443 MOTOR POOL						
970.000	CAPITAL OUTLAY					35,000
	GMC 2500					14,000
	TORO MOWER					49,000
	ACCOUNT '970.000' TOTAL					49,000
	DEPT '443' TOTAL					49,000
TOTAL APPROPRIATIONS		170,949	401,600	242,240	394,100	226,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		72,759	(127,000)	(2,979)	(148,000)	

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
715-000-665.000	INTEREST	597	575	18	300	500
715-000-674.000	DONATIONS	440				
715-000-697.000	TRANSFER FROM FUND BALANCE		6,925		6,925	15,500
Totals for dept 000-		<u>1,037</u>	<u>7,500</u>	<u>18</u>	<u>7,225</u>	<u>16,000</u>
TOTAL ESTIMATED REVENUES		<u>1,037</u>	<u>7,500</u>	<u>18</u>	<u>7,225</u>	<u>16,000</u>

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 742-PARK ENDOWMENT						
715-742-801.000	CONTRACTUAL SERVICES	10,025	7,500	6,092	7,500	7,500
715-742-930.000 *	REPAIRS & MAINTENANCE					8,500
Totals for dept 742-PARK ENDOWMENT		10,025	7,500	6,092	7,500	16,000
* NOTES TO BUDGET: DEPARTMENT 742 PARK ENDOWMENT						
930.000	REPAIRS & MAINTENANCE					8,500
	NEW FENCE					
	DEPT '742' TOTAL					8,500
TOTAL APPROPRIATIONS		10,025	7,500	6,092	7,500	16,000
NET OF REVENUES/APPROPRIATIONS - FUND 715		(8,988)		(6,074)	(275)	

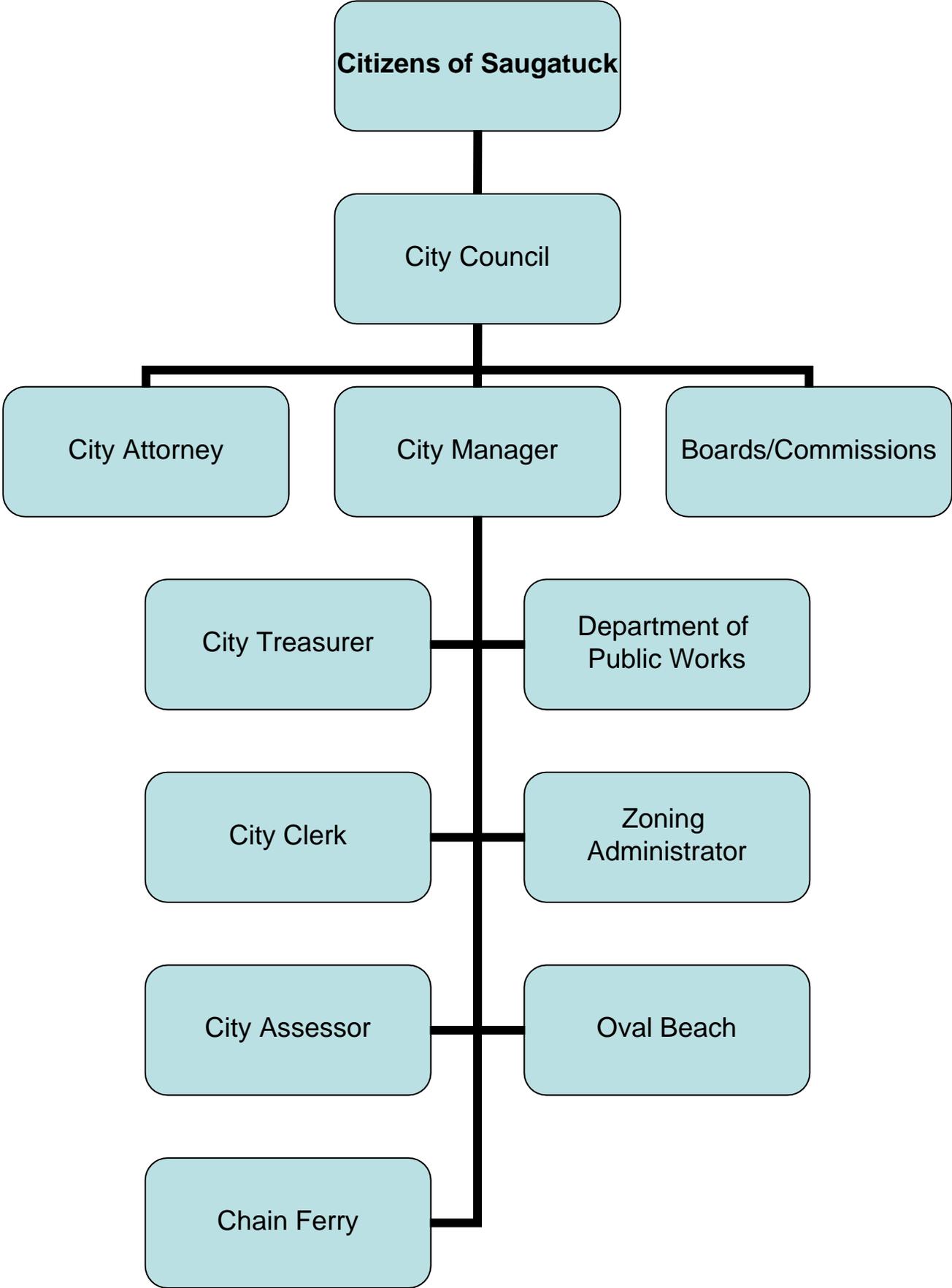
Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
717-000-665.000	INTEREST EARNED					
717-000-674.000	MISC DONATIONS & INCOME					
Totals for dept 000-						
TOTAL ESTIMATED REVENUES						

Calculations as of 06/30/2016

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 06/30/16	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463-ROUTINE MAINTENANCE						
717-463-930.000	REPAIRS & MAINTENANCE					
Totals for dept 463-ROUTINE MAINTENANCE						
TOTAL APPROPRIATIONS						
NET OF REVENUES/APPROPRIATIONS - FUND 717						
ESTIMATED REVENUES - ALL FUNDS		3,537,744	3,595,113	3,452,103	3,515,143	3,578,524
APPROPRIATIONS - ALL FUNDS		3,428,705	3,639,780	2,894,946	3,394,605	3,578,524
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		109,039	(44,667)	557,157	120,538	

Appendix





FISCAL YEAR 2016/2017 SAUGATUCK CITY COUNCIL GOALS AND PRIORITIES

Introduction

The Saugatuck City Council sets the vision for the City and adopts goals to reflect that vision and guide decision making. The goal setting process builds Council consensus on policies and projects that impact City residents, businesses, visitors and the community as a whole. The Administration uses the City Council vision and goals to set priorities, direct work activities, and allocate staff and financial resources. The City Council Goals are dynamic. They are reviewed and updated or amended as needed to reflect citizen input as well as changes in the external environment.

City Council Vision Statement

“Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a great quality of life living in one of the country’s highest rated tourist destinations. Visitors enjoy a unique small-town atmosphere, exceptional parks and access to attractive natural resources. Saugatuck is a vibrant, inviting community with an active tourist based economy, stable property values and its own sense of history as the community moves into future.”

City Council Goals

Goal 1: Fiscal responsibility

City Council and staff will serve as stewards of the City’s fiscal resources in safeguarding assets, planning long-term financial stability and maintaining adequate contingency reserves. Fiscal activities will be justifiable, efficient, effective, transparent and accountable.

Goal 2: Maintain and improve public infrastructure and facilities

The City of Saugatuck understands the very basic foundation of any successful municipality is a well maintained and sustainable infrastructure that meets the functional needs of the community.

Goal 3: Friendly, honest and transparent government

The City of Saugatuck is committed to providing timely and accurate information about City services and openly sharing information about City actions, events and decisions to our residents and businesses in the most friendly, honest and transparent manner possible. Our commitment is to our customers. We provide a positive organizational culture where we recruit and retain the best

employees who are focused on public service and are always willing to work with all stakeholders in achieving success.

Goal 4: Position Saugatuck as a recreational and cultural center that attracts visitors

The City of Saugatuck will capitalize on our diverse community and our respect for the City’s history, unique character and natural resources. We will develop facilities and amenities that promote Saugatuck as a small-town tourism destination.

FY 16/17 BUDGET PRIORITY EXPENDITURES

• Storm Water Asset Management Plan	\$16,000
• Harbor Sediment Reduction Strategy	\$7,000
• Parks Master Plan	\$8,500
• Police Services Analysis	\$5,000
• Coughlin Park Shoppers Dock Expansion	\$50,000
• Perryman St. Improvements	\$168,000
• Asphalt Crack Sealing Road Maintenance	\$200,000
• Newnman St. Asphalt Millings Surface Improvement	\$5,000
• Village Square Restroom Repaint	\$5,000
• City Hall Exterior Paint Maintenance	\$3,000
• Phragmites Control	\$5,000
• Rose Garden Fence Replacement	\$8,500
• HDC Guidelines Review	\$1,000
• South Side Public Solutions	\$2,000
• Holiday Tree	\$1,000
	\$485,000



CITY OF SAUGATUCK
NOTICE OF PUBLIC HEARING
ON THE PROPOSED 2016-2017 CITY BUDGET

NOTICE IS HEREBY GIVEN, pursuant to Section 7.4 of the Saugatuck City Charter, that a public hearing on the proposed budget for the City of Saugatuck for 2016-2017 will be held at 7:00 p.m. on June 27, 2016, in the Council Chambers at City Hall, 102 Butler Street, Saugatuck, Michigan, 49453.

The City Commission may not adopt the proposed 2016-2017 budget until after the public hearing. All interested parties will be given an opportunity to be heard at the public hearing regarding the proposed budget. A copy of the proposed budget is available for public inspection during the normal business hours at the office of the City Clerk, Saugatuck City Hall, 102 Butler Street, Saugatuck Michigan.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

The City of Saugatuck will provide necessary accommodation to persons with disabilities at the hearing upon five (5) days prior notice. Persons with disabilities requiring such accommodations should contact City Hall at 269-857-2603 during regular working hours Monday through Friday, 8:30 a.m. to 5:00 p.m.

Monica Nagel, CMC
City Clerk
Dated: June 14, 2016
269-857-2603

CITY OF SAUGATUCK CAPITAL IMPROVEMENTS PLAN SUMMARY OF PRIORITY STREET PROJECTS



PROJECT NO. 15105
BY: PRG/JWM
DATE: 5/26/2016

PRIORITY	PROJECT LOCATION AND DESCRIPTION	RECONSTRUCTION OPTION			TOTAL OF MORE COSTLY OPTION	RUNNING TOTAL	YEAR
		RESURFACING OPTION ROAD	ROAD	WATERMAIN			
1	STORMWATER ASSET MANAGEMENT PLAN - SAW GRANT (1)				\$16,000	\$16,000	2017
2	GENERAL CRACK SEALING - RECENTLY IMPROVED ROADS, INCLUDING INTERSECTION OF SPEAR & HOLLAND	\$217,000			\$217,000	\$233,000	2017
3	PERRYMAN ST - SPOT REPAIRS AND SLURRY SEAL, REPLACE GUARDRAIL BEAM	\$168,000			\$168,000	\$401,000	2017
4	ALLEGAN ST - LAKE TO ELIZABETH - CORRECT SLOPE DETERIORATION	\$160,000	\$280,000	\$78,000	\$358,000	\$759,000	2018
5	NEWMAN ST - PAVE EXISTING GRAVEL ROAD WITH VALLEY GUTTER & STORM SEWER		\$201,000	\$62,000	\$263,000	\$1,022,000	2018
6	MASON ST - ADDRESS STORM SEWER ISSUES BETWEEN GRAND & GRIFFITH: RE-ROUTE STORM SEWER THROUGH CULVER ST PARKING LOT	\$362,000			\$362,000	\$1,384,000	2019
7	LUCY ST - ADDRESS PREMATURE DETERIORATION OF PAVEMENT AT CORNER OF WATER ST		\$98,000		\$98,000	\$1,482,000	2019
8	STATE ST - SLURRY SEAL TO ADDRESS CRACKING ASSOCIATED WITH DIFFICULT PAVING ON STEEP SLOPE	\$31,000			\$31,000	\$1,513,000	2020
9	PARK ST - PERRYMAN TO NORTH END - CRUSH AND SHAPE	\$326,000			\$326,000	\$1,839,000	2020
10	BUTLER ST - LUCY TO CULVER STORM SEWER IMPROVEMENTS, SLURRY SEAL - REQUIRES EVALUATION AS PART OF SAW PROJECT	\$920,000			\$920,000	\$2,759,000	2021
11	CULVER STREET PARKING LOT - RESURFACE - MILL AND OVERLAY	\$317,000			\$317,000	\$3,076,000	2022
12	MASON - RECONSTRUCT FROM ELIZABETH TO GRAND AT 24 FEET WIDE WITH CURB AND STORM SEWER W/OUTLET TO ELIZABETH		\$398,000		\$398,000	\$3,474,000	2022
13	MAPLEVIEW - ENCLOSE DRAIN WEST OF MAPLE ST. - ASSESS OWNERS?	\$52,000			\$52,000	\$3,526,000	2023
14	GRANT AND ELIZABETH - FROM HOLLAND TO NORTH - RECONSTRUCT WITH STORM SEWER, CURB AND GUTTER		\$787,000		\$787,000	\$4,313,000	2023
15	LAKEVIEW ST - CONSTRUCT 20 FOOT WIDE WITH BIT VALLEY GUTTER AND STORM SEWER		\$204,000		\$204,000	\$4,517,000	2024
16	INTERLAKEN- RECONSTRUCT FROM PARK STREET TO END WITH WATERMAIN (2)		\$234,000	\$47,000	\$281,000	\$4,798,000	2024
TOTAL		\$2,553,000	\$2,202,000	\$187,000	\$0	\$4,798,000	

Notes:

- (1) Total SAW project costs are \$153,600. Amount shown represents the City's 10% match (rounded up).
- (2) Interlaken has ROW discrepancy that will need resolved - road will likely need to be moved south back into ROW.

Other Park Projects (Summary of Parks CIP, not prioritized)

1	COUGHLIN PARK - RESTROOM BUILDING, PAVILION & SCULPTURE REFINISHING, SHOPPER'S DOCK				\$260,000	\$260,000	TBD
2	COOK PARK - SEAWALL AND BOARDWALK REPAIRS				\$30,000	\$290,000	TBD
3	MT BALDHEAD PARK - PAVILION REMOVAL, RESTROOM IMPROVEMENTS, PICNIC AREA, PARKING EXPANSION/PAVING, DRAINAGE IMPROVEMENTS				\$476,000	\$766,000	TBD
	OVAL BEACH PARK - RESTROOM BUILDING, WELL & DRAIN FIELD, PARKING LOT EXPANSION AND MAINTENANCE SHED				\$997,000	\$1,763,000	TBD
4	PETERSON NATURE PRESERVE - EDUCATIONAL DISPLAYS AND FLOATING BOARDWALK				\$110,000	\$1,873,000	TBD
5	WICKS PARK - RESTROOM IMPROVEMENTS, BAND PAVILION IMPROVEMENTS AND PAVILION				\$125,000	\$1,998,000	TBD
6	WILLOW PARK - DECK/PLATFORM REPAIRS				\$28,000	\$2,026,000	TBD
7	VILLAGE SQUARE - PAVER REPAIRS AND PLAY AREA MULCH & EQUIPMENT REPLACEMENT				\$108,500	\$2,134,500	TBD
8	ROSE GARDEN PARK - FENCE REPLACEMENT				\$18,000	\$2,152,500	TBD

Notes:

- (1) Estimated costs are in 2016 dollars.
- (2) Amount shown represent project totals, which can potentially be reduced by seeking outside funding.

TOTAL \$2,152,500



City Council Agenda Item Report

City of Saugatuck

FROM: Peter Stanislawski, City Treasurer

MEETING DATE: June 27, 2016

SUBJECT: Resolution 160627-A (FY 15/16 Year-End Budget Amendments)

DESCRIPTION

The City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary. Attached are the recommend final year-end budget amendments.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Resolution was originally prepared by municipal attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 160627-A amending the FY 15/16 budget as presented.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 160627-A

**A RESOLUTION TO AMEND THE BUDGET OF THE 2015/2016 GENERAL
APPROPRIATIONS ACT**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City's budget for fiscal year commencing July 1, 2015 and ending June 30, 2016; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS, the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS, the Council is authorized to make additional appropriations during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Saugatuck amends the 2015/2016 budget in accordance with the schedule attached hereto.
2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.
3. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

RESOLUTION DECLARED ADOPTED.

Dated: June 27, 2016

Christine Z. Peterson, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, _____, the City Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held June 27, 2016, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Monica Nagel, City Clerk

CITY OF SAUGATUCK
BUDGET AMENDMENT #3

YEAR END BUDGET AMENDMENT

GL #	DESCRIPTION	DR	CR	
Fund 101-GENERAL FUND				
101-000-402.000	REAL PROPERTY TAXES	4,118.00		Revenue
101-000-403.000	PERSONAL PROPERTY TAXES		34.00	Revenue
101-000-445.000	PENALTIES & INTEREST		69.00	Revenue
101-000-447.000	ADMINISTRATION FEE	838.00		Revenue
101-000-577.000	LIQUOR LICENSE FEES	41.00		Revenue
101-000-615.000	PARKING LOT FEES	3,000.00		Revenue
101-000-650.000	CHAIN FERRY FEES		4,000.00	Revenue
101-000-651.000	OVAL BEACH FEES	50,000.00		Revenue
101-000-652.000	OVAL CONCESSION	10,000.00		Revenue
101-000-653.000	BOAT RAMP FEES	500.00		Revenue
101-000-654.000	GAZEBO FEES		100.00	Revenue
101-000-655.000	POLICE & ORDINANCE FEES	1,500.00		Revenue
101-000-667.000	STREET END & PROPERTY FEES	4,896.00		Revenue
101-000-670.000	BOAT SLIP FEES	1,328.00		Revenue
101-000-682.000	USE TAX & ELECTION FEES	5,000.00		Revenue
101-000-697.000	TRANSFER FROM FUND BALANCE		167,105.00	Revenue
101-173-801.000	CONTRACTUAL SERVICES		500.00	Administration
101-257-850.000	TELEPHONES		50.00	Assessing
101-257-860.000	EDUCATIONAL TRAINING		50.00	Assessing
101-265-850.000	TELEPHONE		50.00	Assessing
101-301-801.000	CONTRACTUAL SERVICES		15,000.00	Police
101-441-720.000	FRINGE BENEFITS		7,500.00	Public Works
101-441-740.000	UNIFORMS		500.00	Public Works
101-441-946.000	EQUIPMENT RENTAL		35,000.00	Public Works
101-540-740.000	UNIFORMS		25.00	Chain Ferry
101-540-946.000	EQUIPMENT RENTAL		500.00	Chain Ferry
101-723-727.000	OFFICE SUPPLIES		25.00	Parks
101-751-946.000	EQUIPMENT RENTAL		5,000.00	Oval
101-756-850.000	TELEPHONE		300.00	Oval
101-756-900.000	PRINTING & PUBLISHING		375.00	Oval
101-756-946.000	EQUIPMENT RENTAL		10,000.00	Oval
101-758-730.000	SUPPLIES		14,000.00	Oval
101-758-801.000	CONTRACTUAL SERVICES		750.00	Oval
Fund 301-DEBT SERVICE FUND				
301-000-402.000	DEBT MILLAGE	3,900.00		
301-592-995.000	DEBT INTEREST		1,378.00	
Fund 661-MOTOR POOL FUND				
661-000-664.000	MOTOR POOL REVENUE	35,000.00		
661-443-720.000	FRINGE BENEFITS		3,500.00	



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: June 27, 2016

SUBJECT: Resolution No. 160627-B (General Appropriations Act)

DESCRIPTION

Pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, (the "Act") local units of government are required to pass a general appropriations act. In accordance with the Act, the City has provided the required notice and hearing and in order to comply with the Act, the City must adopt an appropriations act.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

The attached resolution was originally prepared by municipal attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 160627-B and adopt the general appropriations act as presented.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 160627-B

A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT

At a regular meeting of the Saugatuck City Council held on **June 27, 2016** at 7:00 P.M. the following Resolution was offered:

Moved by: _____ and supported by: _____

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, (the "Act") local units of government are required to pass a general appropriations act; and

WHEREAS, in accordance with the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Act, the City wishes to adopt an appropriations act pursuant to this resolution.

NOW, THEREFORE, IT IS RESOLVED, THAT:

1. Title. This resolution shall be known as the City of Saugatuck General Appropriations Act.
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Chief Administrative Officer is authorized to make transfers within limits between appropriations
3. Fiscal Officer. The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.
4. Public Hearing on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on **June 27, 2016**.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year 2016-2017, including a charter operating millage of **12.1558** mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total **\$2,397,424**.
6. Millage Levy. The Saugatuck City Council shall cause to be levied and collect general property taxes on all real and personal property within the City upon the current tax roll in an amount equal to a total of **15.8132** mills, inclusive of Headlee rollback (charter operating **12.1558** mills; extra voted roads **1.7974** mills; 2009 road bond **1.8600** mills).

7. Appropriation is not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

8. The following budget, with fund revenues and appropriations as set forth below, is hereby approved and adopted for the fiscal year beginning July 1, **2016**:

2016-2017 FISCAL YEAR		
		2016-2017
		REQUESTED
		BUDGET
ACCOUNT	DESCRIPTION	
Fund 101 - GENERAL FUND		
ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	1,620,400
101-000-403.000	PERSONAL PROPERTY TAXES	18,950
101-000-445.000	PENALTIES & INTEREST	16,000
101-000-447.000	ADMINISTRATION FEE	67,000
101-000-478.000	PERMIT FEES	7,500
101-000-574.000	REVENUE SHARING	80,000
101-000-577.000	LIQUOR LICENSE FEES	8,000
101-000-607.000	FRANCHISE FEES	38,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,174
101-000-615.000	PARKING LOT FEES	12,000
101-000-650.000	CHAIN FERRY FEES	37,000
101-000-651.000	OVAL BEACH FEES	325,000
101-000-652.000	OVAL CONCESSION	77,000
101-000-653.000	BOAT RAMP FEES	4,500
101-000-654.000	GAZEBO FEES	500
101-000-655.000	POLICE & ORDINANCE FEES	7,400
101-000-665.000	INTEREST EARNED	8,000
101-000-667.000	STREET END & PROPERTY FEES	28,500
101-000-670.000	BOAT SLIP FEES	15,500
101-000-674.000	MISC DONATIONS & INCOME	1,000
101-000-682.000	ELECTION FEES & USE TAX	22,000
	TOTAL ESTIMATED REVENUES	2,397,424

APPROPRIATIONS		
Dept 101-COUNCIL		46,047
Dept 173-CITY ADMINISTRATION		169,175
Dept 215-CITY CLERK		84,625
Dept 253-CITY TREASURER		99,850
Dept 257-ASSESSING		43,375
Dept 265-BUILDING AND GROUNDS		28,325
Dept 301-POLICE		678,000
Dept 441-PUBLIC WORKS		388,450
Dept 540-CHAIN FERRY		34,100
Dept 721-PLANNING/ZONING		68,275
Dept 723-HISTORIC DISTRICT COMMISSION		41,000
Dept 730-HARBOR		10,750
Dept 751-PARKS & RECREATION		393,650
Dept 756-OVAL BEACH		183,352
Dept 758-OVAL CONCESSION		81,700
Dept 760-SPEAR BOAT LAUNCH		2,250
Dept 965-TRANSFERS		44,500
	TOTAL APPROPRIATIONS	2,397,424
NET OF REVENUES/APPROPRIATIONS - FUND 101		0
Fund 202 - MAJOR STREETS		
ESTIMATED REVENUES		
202-000-538.000	COUNTY ROAD MILLAGE	61,000
202-000-546.000	ACT 51 FEES	80,000
202-000-665.000	INTEREST	300
202-000-697.000	TRANSFER FUND BALANCE	100,000
202-000-699.000	DUE FROM GENERAL & LOCAL	77,500
	TOTAL ESTIMATED REVENUES	318,800
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		270,750
Dept 464-WINTER MAINTENANCE		48,050
	TOTAL APPROPRIATIONS	318,800
NET OF REVENUES/APPROPRIATIONS - FUND 202		0
Fund 203 - LOCAL STREETS		
ESTIMATED REVENUES		
203-000-402.000	LOCAL ROAD MILLAGE	242,400
203-000-445.000	PENALTIES & INT ON TAXES	350
203-000-538.000	COUNTY ROAD MILLAGE	61,000
203-000-546.000	ACT 51 FEES	58,000

203-000-665.000	INTEREST	1000
	TOTAL ESTIMATED REVENUES	362,750
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		276,500
Dept 464-WINTER MAINTENANCE		53,250
	TOTAL APPROPRIATIONS	362,750
NET OF REVENUES/APPROPRIATIONS - FUND 203		0
Fund 301 - DEBT SERVICE		
ESTIMATED REVENUES		
301-000-402.000	DEBT MILLAGE	254,800
301-000-445.000	PENALTIES & INT ON TAXES	400
301-000-665.000	INTEREST	300
	TOTAL ESTIMATED REVENUES	254,800
APPROPRIATIONS		
Dept 592-ROAD BOND 2009		254,800
	TOTAL APPROPRIATIONS	254,800
NET OF REVENUES/APPROPRIATIONS - FUND 301		0
Fund 592 - WATER AND SEWER		
ESTIMATED REVENUES		
592-000-610.000	WATER FEES	1,000
592-000-611.000	SEWER FEES	1,000
592-000-665.000	INTEREST	750
	TOTAL ESTIMATED REVENUES	2,750
APPROPRIATIONS		
Dept 536-WATER AND SEWER SYSTEMS		2,750
	TOTAL APPROPRIATIONS	2,750
NET OF REVENUES/APPROPRIATIONS - FUND 592		0
Fund 661 - MOTOR POOL FUND		
ESTIMATED REVENUES		
661-000-664.000	MOTOR POOL REVENUE	225,000
661-000-665.000	INTEREST	1000

	TOTAL ESTIMATED REVENUES	225,000
	APPROPRIATIONS	
	Dept 443-MOTOR POOL	226,000
	TOTAL APPROPRIATIONS	226,000
	NET OF REVENUES/APPROPRIATIONS - FUND 661	0
	Fund 715 – ROSE GARDEN FUND	
	ESTIMATED REVENUES	
	715-000-665.000 INTEREST	500
	715-000-697.000 TRANSFER FROM FUND BALANCE	15,500
	TOTAL ESTIMATED REVENUES	16,000
	APPROPRIATIONS	
	Dept 742-ROSE GARDEN	16,000
	TOTAL APPROPRIATIONS	16,000
	NET OF REVENUES/APPROPRIATIONS - FUND 715	0

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 27th day of June, 2016.

Signed: _____
Christine Z. Peterson, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, Monica Looman, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held **June 27, 2016**, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Monica Nagel City Clerk

401455.02



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: June 27, 2016

SUBJECT: Professional Services Agreement—Assessor Services

DESCRIPTION

Attached is the professional services agreement for assessor services between the City of Saugatuck and Dianna McGrew. During the term of this Agreement, which shall be a period from July 1, 2016 until June 30, 2019 unless sooner canceled, the City agrees to pay to the assessor for performance of the basic services set forth in Section I of the agreement. The amounts below reflect a 2% increase over the previous contract period amounts.

Total Contract Amount (3 year): \$89,485.32 to be paid:

Contract period 1—during the period July 1, 2016 through June 30, 2017 the sum of \$29,239.75 at a rate of \$2,436.64 per month.

Contract period 2—during the period July 1, 2017 through June 30, 2018 the sum of \$29,824.54 at a rate of \$2,485.37 per month.

Contract period 3—during the period July 1, 2018 through June 30, 2019 the sum of \$30,421.03 at a rate of \$2,535.08 per month.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION RECOMMENDATION

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has reviewed and approved the attached agreement.

SAMPLE MOTION:

Motion to **approve/deny** the Professional Services Agreement for assessor services as presented.

INDEPENDENT CONTRACTOR AGREEMENT FOR PROFESSIONAL ASSESSOR SERVICES

THIS AGREEMENT (“Agreement”), made and entered into this 27th day of June 2016 by and between the **CITY OF SAUGATUCK**, a Michigan Municipal Corporation, 102 Butler St, Saugatuck, MI 49453, hereinafter referred to as “**CITY**,” and, Dianna McGrew hereinafter referred to as “**ASSESSOR**.”

WITNESSETH:

WHEREAS, it is the intent of the City to retain Dianna McGrew to perform the duties as its certified assessor as an independent contractor; and

WHEREAS, the parties wish, by this Agreement, to define their respective rights and responsibilities during the term of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants herein expressed, **IT IS HEREBY AGREED** by and between the parties hereto as follows:

SECTION I: BASIC SERVICES OF THE ASSESSOR

The following are deemed services or requirements included in the compensation of the Assessor under Section III: Payment unless otherwise stated:

1.1 General Duties:

The Assessor shall be required to perform all duties of an assessor pursuant to Michigan statute and law, and all other rules and guidelines established for the proper performance of said position, and as same may be from time to time amended, while this agreement is in effect, and shall conduct and perform same in accordance with all applicable standards of professional conduct required of such assessors. Said duties shall include without limitation any and all requirements made effective or promulgated under MI Public Act 415 of 1994 and MI Public Act 206 of 1893. In the event material changes in the laws, statutes, rules, guidelines or City Charter during the term of this Agreement result in a substantial additional work burden on the Assessor, then the Assessor and City shall renegotiate the compensation paid pursuant to the terms and provisions of this Agreement. For purposes of this paragraph, the term “substantial additional work burden” shall be determined to exist by mutual agreement of the parties to this Agreement. It is expressly understood that the City shall designate the City Manager as the responsible director of the Assessor.

1.2 Office Hours:

During the term hereof, the Assessor shall maintain office hours at the Saugatuck City Hall at the above address, as follows:

- A. The Assessor shall devote at least one day (8hrs), each week to maintaining office hours at the Saugatuck City Hall for public appointments during regular City Hall business hours. The parties shall specifically agree upon a regular schedule for the maintenance of such office hours. In the event the Assessor is unable to be present for office hours on the appointed days, Assessor shall notify the City of the fact as soon as is reasonably practicable and an alternative day shall be substituted.
- B. Days spent at the Small Claims Division of the MI Tax Tribunal shall count as office days.

C. If specified office days of the Assessor fall on a day recognized as a holiday for City employees, then it will be recognized as a holiday by the Assessor, however, an alternate day agreeable to both parties shall be substituted.

1.3 Public Relations/Customer Service:

The Assessor shall work with and advise property owners in the ad valorem taxation system in an attempt to eliminate adversarial situations and establish positive public relations. The parties acknowledge that holding specific office hours for the public is valuable in the process of providing high-quality customer service. The City wants to ensure that members of the public and City staff that need information from the Assessor, or wish to speak to the Assessor, are able to do so on a relatively convenient basis. In that regard, in addition to the hours specified in Paragraph 1.2, the Assessor agrees to contact residents and City staff members beyond normal office hours as appropriate to address assessment-related concerns. Phone calls, answers to emails and faxes will be responded to in a timely manner, typically expected within 48 hours of receipt by the Assessor.

1.4 New Construction/Loss Adjustment:

During the term of this Agreement, the Assessor shall observe all new construction and real estate improvements and will review all building permits. A copy of all building permits shall be provided for the Assessor's use. All permits shall be provided to the Assessor with the correct address and/or permanent parcel identification number entered thereon. Likewise, the Assessor shall observe damaged or destroyed properties with respect to the making of any loss adjustments as shall be necessary in the performance Assessor's duties.

1.5 Economic Condition Factors (ECF):

During the term hereof, the Assessor shall review and prepare land values and economic condition factors (ECF) by areas and apply these factors to property records so that the current assessment is reflected as 50% of true cash value on the assessment record or as otherwise required by law.

1.6 "Proposal A" Requirements:

The requirements of Michigan Public Act 415 of 1994 and all related property tax reform legislation amendments and updates shall be followed and monitored as required. This includes by example the filing of all associated forms/reports to fulfill the following requirements:

- A. Approve or deny Principal Resident Exemptions (P.R.E).
- B. Track property transfer affidavits, matching them with deeds
- C. Apportion the P.R.E portion of a combination-use building
- D. Determine the P.R.E status of parcels resulting when P.R.E parcels are split or combined
- E. Calculate both assessed and tentative taxable values for all parcels, taking into consideration losses, new construction and replacement in any given year.

1.7 Assessment Roll Preparation:

The Assessor shall enter the assessments onto the Ad Valorem assessment roll and prepare and sign the warrant authorizing the collection of taxes by the City Treasurer. The Assessor, in cooperation with the City Treasurer shall also enter any delinquent payments onto the appropriate rolls. The Assessor shall be responsible for the preparation of special assessment rolls.

1.8 Board of Review:

The Assessor shall be available during the March Board of Review sessions to assist Board members as needed. March Board of Review sessions shall be scheduled as provided in the General Property Tax Act (Act 206), within the time limits prescribed by law. The Assessor shall provide adequate information to the Board of Review members as to how the assessments, capped and taxable values were determined to allow them to determine how best to decide a taxpayer's appeal.

The Assessor shall be available during the July and December Board of Review sessions to assist Board members as needed. July and December Boards of Review sessions shall be scheduled as provided in the General Property Tax Act (Act 206), within the time limits prescribed by law. The Assessor shall provide adequate information to the Board of Review members to conduct the business required during these sessions.

1.9 Sales and Appraisal Studies:

The Assessor shall monitor property sales activity in the City and shall develop and prepare neighborhood sales studies using available data and evaluate all equalization and/or appraisal studies and respond as appropriate.

1.10 Forms/Reports:

The Assessor shall file all forms/reports with the Allegan County Equalization Department, State Tax Commission and other agencies and entities, as required, in a timely manner.

1.11 Defense of Appeals:

This Section shall apply to real, personal, and ad valorem property tax appeals.

The City shall retain ultimate control of all litigation and settlement negotiations and Assessor shall operate under the direction of the City in any litigation regarding a tax appeal, including appeals to the Small Claims Division. Any appeal to the MI Tax Tribunal or State Tax Commission may result in the City obtaining competent legal counsel at its expense.

The Assessor shall defend all appeals to the Small Claims Division of the MI Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at hearings and meetings as are required for the purpose of defending said appeal. All of the foregoing regarding appeals to the Small Claims Division is deemed to be included in the services compensated pursuant to the terms and provisions of this Agreement. Mileage expenses for out-of-City travel required for appearance at the Small Claims Division of the MI Tax Tribunal shall be reimbursed at the rate per mile recognized by City policy for business use of an automobile.

In all other potential appeals to the MI Tax Tribunal or State Tax Commission, Assessor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide to City information, documents, analysis and advice as may be required in the determination of the Assessor or the City to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the City or any of its agencies or boards to the MI Tax Tribunal or State Tax Commission. After the filing of said petition the Assessor shall be available to the City for such

further assistance as is required by the City in the defense of such appeal and shall be compensated for same as agreed by the City on a case-by-case basis. The Assessor shall be available as an

expert witness on behalf of the City in any proceedings. Mileage expenses for out-of-City travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by City policy for business use of an automobile. Assessor shall keep the City Manager informed of all appeals and provide the City Manager with any recommendation regarding said proceedings, the manner in which same are to be handled, any proposed settlement and like advice.

The provisions of Paragraph 1.11 regarding appeals shall be and are hereby incorporated regarding any appeal of a personal property tax assessment.

1.12 Personal Property Statements:

The Assessor shall prepare and maintain the mailing list for personal property tax statements and maintain records for personal property including data entry and calculation of depreciated values and their extension within each statement. The Assessor may perform random personal property audits when warranted by questionable data or lack of submitted data.

1.13 Equalization Increases:

The Assessor shall strive to eliminate across-the-board increases in property values by applying any increases received through the Allegan County Equalization Department to appropriate areas by using the economic condition factors hereinabove described, by adjustment of individual property assessments to 50% of true cash value, or as required by the State Tax Commission, in order to achieve maximum equity by class, and in accordance with the latest laws and regulations then in force.

1.14 Assessor Certification:

The Assessor shall be certified as a Level II Assessor or higher.

1.15 Transportation and Equipment:

The Assessor shall provide all necessary transportation and field equipment to perform the services and meet the requirements of this Agreement.

1.16 Indemnification/Employment:

The Assessor hereto acknowledges that in the performance of the duties hereunder shall be considered a contract employee of the City. The City shall not be responsible for worker's compensation, unemployment compensation or withholding.

1.17 Security of Information:

If any documents, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications or other products or materials are held in the possession of the Assessor outside of the City offices, then Assessor shall be under an affirmative duty to provide adequate security to safeguard said materials from fire, theft and other hazards of a like nature or type, while same are in possession of the Assessor.

SECTION II: TERM OF AGREEMENT

2.1 Contract Period:

The Assessor shall commence performance of the services herein required on July 1, 2016. Unless sooner terminated, this Agreement shall, by its terms, expire June 30th, 2019.

2.2 Mutual Right of Termination:

Either party may terminate this Agreement upon thirty (30) days written notice to the other. This right of termination is specifically exercisable at the sole discretion of either party, and requires no just cause nor other reason or justification for the exercise thereof. The effective date of such termination shall be thirty (30) days from the date of mailing of such notice by certified mail/return receipt requested.

2.3 Termination for Cause or Breach:

Notwithstanding anything to the contrary on this Agreement, either party may immediately terminate this Agreement in the event of material breach by the other.

2.4 Notice of Termination:

Upon receipt of notice of termination or upon termination of this Agreement by expiration of its term, the Assessor shall immediately deliver to the City copies of all data, paper and computer files, drawings, specifications, reports, value estimates, summaries and other information and materials as may have been accumulated by the Assessor in performing the Agreement, whether completed or in process and same shall be in unaltered form, readable by the City.

2.5 Amendment:

Nothing herein contained shall be construed to limit or abrogate the rights of the parties to modify or amend this Agreement at any time hereafter, provided however, that no such amendment or modification shall be effective unless in writing and duly executed by both parties hereto, through their authorized representatives.

SECTION III: PAYMENT

3.1 Compensation for Basic Services:

During the term of this Agreement, which shall be a period from July 1, 2016 until June 30, 2019 unless sooner canceled or terminated under the provisions of Section II herein, the City agrees to pay to the Assessor for performance of the Basic Services set forth in Section I of this Agreement as follows:

Total Contract Amount: \$89,485.32 to be paid:

Contract period 1—during the period July 1, 2016 through June 30, 2017 the sum of \$29,239.75 at a rate of \$2,436.64 per month.

Contract period 2—during the period July 1, 2017 through June 30, 2018 the sum of \$29,824.54 at a rate of \$2,485.37 per month.

Contract period 3—during the period July 1, 2018 through June 30, 2019 the sum of \$30,421.03 at a rate of \$2,535.08 per month.

3.3 Proration of Payments on 30-Day Termination:

In the event this Agreement is terminated pursuant to Paragraph 3.2, City shall pay Assessor to the date of termination on a prorated daily basis for any part of a month for which services have been rendered by Assessor and for which no compensation has been received.

SECTION IV: CITY RESPONSIBILITIES

4.1 Basic Data:

The City shall provide access to Assessor to property description files as currently exist as of the date of execution of this Agreement, containing initial information such as property parcel number, legal description, owner and address information, as well as all data that the City may possess concerning such properties (i.e. measurements, sketches, photographs, deeds, easements, etc.)

4.2 Office Equipment:

The City shall provide the Assessor with appropriate tax parcel maps, office space and furniture, telephone, voice mail, desktop computer, printers, copying machine, fax machine, digital camera and office supplies (as defined in Paragraph 4.5) as are reasonably needed during the duration of this Agreement. The Assessor acknowledges that some of the equipment (i.e. fax, printers, digital camera, copying machine) is shared among all City administrative office personnel and the Assessor will not have exclusive use of such equipment.

The Assessor shall have access to the City's computer network for the use of the following software products: BS&A Equalizer Assessing & Tax modules; Microsoft Office including Outlook e-mail system. The Assessor shall not use any other software within the City's network or download or upload any software to the City's network, except with the City's prior written approval. The Assessor agrees that City equipment shall be used only for the purposes of fulfilling Assessor's obligations under this Agreement and shall not be used for personal reasons or to conduct other business not authorized under this Agreement.

4.3 Computer:

The City shall supply computer hardware, software and peripherals to perform property pricing and valuations. The City shall maintain the hardware, software and peripheral equipment. The City shall back up the system on a daily basis with alternate tapes or disks. Any data loss not due to the negligence of the Assessor as a result of hardware or software malfunction will be replaced at the City's expense.

4.4 Map Maintenance/Tax Roll Printing:

The City shall assume the responsibility for printing, stuffing and mailing of the assessment change notices, assessment rolls, tax bills, etc. during the term of this Agreement. The City, through its agreement with the Allegan County Mapping Department, shall assume the maintenance and updating of any parcel maps. The Assessor shall utilize such maps to develop and maintain land value maps showing dates of property sales, sale amounts and ratio to the current estimated value of the property.

4.5 Office Supplies:

The City shall provide the Assessor with office supplies, including computer paper, file folders, hanging folders, assessment notices and forms, postage and such other supplies as shall be necessary for the performance of Assessor's responsibilities hereunder.

4.6 Legal Counsel:

The City shall supply legal counsel, at its expense, for Small Claims and full MI Tax Tribunal hearings, should the need arise.

SECTION V: MISCELLANEOUS PROVISIONS

5.1 Relationship between City and Assessor:

In the fulfillment of the services provided herein the Assessor and Assessor's employees, agents and officers shall at all times be deemed in a relationship of independent contractor to the City.

5.2 Non-Assignability:

The parties to this Agreement acknowledge that, inasmuch as the Agreement is in the nature of a Personal Services Contract, and as the City's decision to contract with the Assessor is based in part on the perceived expertise and ability of the Assessor, it is agreed that the Assessor's duties and obligations hereunder shall not be assigned, transferred nor conveyed without the advance written approval of the City. Nothing in this Agreement shall prevent the Assessor from employing such employees or agents, as Assessor shall deem reasonably necessary to assist the Assessor in the performance of obligations under this Agreement.

5.3 Professional Standards:

The Assessor shall be responsible, to the highest levels of competency presently maintained by other practicing professional assessors and appraisers, for the professional and technical soundness, accuracy and adequacy of property valuations, drawings, property inspection data and all other work and materials furnished under this Agreement. At the time of commencement of performance, Assessor shall be properly certified, equipped, organized and financed to perform the services required by this Agreement. Subject to compliance with the requirements of this Agreement, the Assessor shall work independently.

5.4 Ownership of Documents:

All documents, electronic data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications and other information, products or materials produced or held by the Assessor, of whatsoever nature or type, in connection with this Agreement shall be the sole property of the City with the City having sole and exclusive right, title and interest in any and all records, compilation, documents, papers, maps or manuscripts pertaining to or prepared pursuant to this Agreement. All of the foregoing shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if any of the foregoing prepared by the Assessor is used for purposes other than those intended by this Agreement, the City does so at its sole risk and agrees to hold Assessor harmless for such use. All services performed under this Agreement shall be conducted solely for the benefit of the City and will not be used for any other purpose by Assessor without written consent of the City. Any information relating to the services shall not be released without the written permission of the City. The Assessor shall act and preserve the confidentiality of all City documents and data accessed for use in Assessor's work

products to the extent allowed or required by law. Any requests for information under the Freedom of Information Act shall be immediately forwarded to the City Manager for a proper determination of the response to be provided and the Assessor shall cooperate with the City in preparing any response.

5.5 Validity:

If any paragraph or provision of this Agreement shall be determined to be unenforceable or invalid by any court of competent jurisdiction, such provision shall be severed and the remainder of this contract shall remain in force.

5.6 Controlling Law/Venue:

This Agreement is to be governed by the laws of the State of Michigan. It is mutually agreed that, in the event of any proceeding, at law or at equity, arising under this Agreement or breach thereof, that the venue of any such action shall be in the County of Allegan and the State of Michigan.

5.7 Authorization:

The respective signatories hereto expressly acknowledge that this Agreement is made and entered into with full authority of the Saugatuck City Council and Dianna McGrew and that the persons executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement by said Council and said Assessor.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

Witnesses:

CITY OF SAUGATUCK, MICHIGAN:

By: _____
Christine Z. Peterson, Mayor

By: _____
Monica Nagel, City Clerk

Witness:

ASSESSOR NAME

By: _____
Dianna McGrew



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: June 27, 2016

SUBJECT: Sign in the ROW for Rotary 4th of July Fireworks.

DESCRIPTION

Jack Sheridan has submitted an application on behalf of the Rotary Club for the installation of a 11' x 4' banner through July 8, 2016 advertising the Independence Day fireworks celebration. The banner will be located at Blue Star Highway and Lake Street and installed under the Saugatuck Pallet Sign. The City Council may grant an exception to the prohibition of signs in the right-of-way, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. *The sign(s) does not create a traffic vision obstruction;*
2. *The sign(s) does not create a pedestrian traffic obstruction;*
3. *The sign(s) is compatible with the surroundings and is not uniquely out of character for the community; and*
4. *The sign(s) does not create a situation which could be detrimental to health, safety, or welfare.*

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the request to install a banner as presented 2016 within the public right-of-way as indicated on the attached right of way sign permit application.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name Rotary Club of Saugatuck Douglas Address / PO Box PO Box 211
City Douglas State Michigan Zip 49406 Phone 857-7144
E-Mail jack.sheridan@gmail.com
Signature John Sheridan Date June 20, 2016

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 2

Dates to be displayed June 24 thru July 8

Further Comments:

The banners are identical size approximately 4x11 ft. The banners announce the Fourth of July fireworks and thank the sponsors which include the cities of Douglas and Saugatuck.

One banner will be hung [The City of Saugatuck will do the hanging] in the framework of the Saugatuck sign at the corner of the Blue Star Hwy and Lake St.

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- Dimensions and type of each proposed sign
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?

Grounds
(Typical)

ROTARY INTERNATIONAL

FOURTH OF JULY FIREWORKS

S-D Rotary Club presents:

COLDWELL BANKER
WOODLAND SCHMIDT

The Butler Pantry

JPD CONSTRUCTION, INC.

Edward Jones
INVESTMENTS
GEORGE STOUTIN
FINANCIAL ADVISOR

Saugatuck Yacht Club

The Cities Saugatuck and Douglas

We Thank Our Sponsors

45"

140"

~~XXXXXXXXXX~~