



This meeting is being held via video conference.

REMOTE ACCESS INSTRUCTIONS

CITY COUNCIL WORKSHOP AGENDA THURSDAY, MAY 21, 2020 – 4:00 PM

1. **CALL TO ORDER**
2. **ATTENDANCE (ROLL CALL)**
3. **PUBLIC COMMENT** (Agenda Items Only Limit 3 minutes) *Use the “raise hand” button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.*
4. **DISCUSSION ITEMS**
 - A. Flooding Mitigation Plan Progress: Department of Public Works
 - B. Downtown Business Activity: Street Closures, Pop-Up Patios, Additional Seating
 - C. Communications with City Attorney: City Charter Review
 - D. Fiscal Year 2020/2021 Recommend Budget
 - E. 5-26-2020 City Council Agenda Item Review
5. **OTHER ITEMS OF DISCUSSION**
6. **PUBLIC COMMENT** (Limit 3 minutes) *Use the “raise hand” button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.*
7. **COUNCIL COMMENT**
8. **ADJOURN (ROLL CALL)**

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City Council Workshop Discussion Item

To: Saugatuck City Council
From: Scott Herbert — Department of Public Works
Meeting Date: May 21, 2020
Re: Flooding Mitigation Plan Progress

Mr. Scott Herbert will supply a verbal update on the Flooding Mitigation Plan City Council authorized on May 11. Attached to this communication is the complete plan for reference.

**CITY OF SAUGATUCK
ROAD FLOODING MITIGATION PLAN – MAY 8, 2020**

Water Street & Lucy Street Intersection

Contracted Work

- Install a 48” diameter precast catch basin structure in the roadway just south of the existing structure on the west side of the intersection. Order a structure height of approximately 4 feet with an opening for an 8-inch PVC pipe invert 18” below the top of the structure. Set the top of the new structure approximately 2 inches below the curb flowline. Use submersible pumps to control water during the excavation. Backfill with pea stone. Estimated cost: \$4,000.
- Trench across the road to install 8-inch PVC pipe from the new sump structure to the catch basin on the southeast corner. Tap the structure just below the casting and re-seal with mortar. Backfill the trench with pea stone. Estimated cost: \$2,000.
- Pour 6-inch concrete pavement to restore traffic over the trench. Estimated cost: \$2,000.
- Coordinate with Saugatuck Township Fire District to replace the existing power pedestal with one that meets their needs and can adequately power the City’s pumping operations. Hire an electrical contractor to assist with power supply and pump installation/startup. Electrical allowance: \$5,000.

Department of Public Works

- Plug the 12-inch outlet from the catch basin on the southeast corner (in front of Mill Pond Realty) with an inflatable ball plug. This will isolate that catch basin from the public storm sewer system and prevent backflow onto the roadway area. Estimated cost: \$500.
- Re-seal the other three storm sewer structures in the intersection using plastic sheeting, sandbags, etc. to achieve the most watertight seal practical. Estimated cost: \$100.
- Install a short piece of Unistrut to the top of the sump structure with an expansion anchor on either end. This will serve as a mounting point for pumps and floats. Estimated cost \$100.
- Install 2 float switch-actuated pumps in the sump structure:
 - Low flow pump: 1 horsepower, 110V, ~100gpm. Set float approximately 6-12” above the floor of the structure. This pump is intended to handle leakage from the storm structure seals. Estimated cost: \$600.
 - High flow pump: 2 horsepower, 220V, ~200-300gpm. Set float approximately 12-18” above the floor of the structure. This pump is intended to help with heavier leakage and smaller to moderate storm events. Estimated cost: \$3,000.
- Protect the top of the berm between the river and intersection with a short sandbag wall (with plastic sheeting). Estimated cost: \$200.
- Assist the Boat House property owner with improving sandbagging around the structure. Estimated cost: \$500.
- Protect the open sump area with construction fencing, barricades, etc. as required. Estimated cost: \$200.

Summary

- Total estimated initial cost: \$18,200, plus DPW labor and equipment. Operational costs are primarily the power to run the pumps and DPW time to monitor the system and clear debris periodically.

Potential enhancements

- Upgrade one or both pumps.
- Add a third pump. A 48” diameter sump should provide adequate space for a third.

Spear Street Boat Launch Area

Department of Public Works

- Install 3 units of Hesco Floodline 2424 flood barriers at the launch ramp. Each unit is 2' wide by 2' tall by 10' long. Start at the east end of the steel sheet pile sea wall on the south side of the launch ramp. At the north end of the 30' barrier, supplement with sandbags (and plastic sheeting) as required to tie into the grassy berm area. Estimated cost: \$1,200.
- Install 3 units of Hesco Floodline 2424 flood barriers north of the Star of Saugatuck. The north end is the concrete retaining wall supporting the condo driveway. The south end is the grassy berm area. Supplement with sandbags (and plastic sheeting) as required to tie into the grassy berm area. Re-route the existing pump discharge over the wall and remove the existing sandbag wall. Estimated cost: \$1,500.
- During/after storms, DPW to use trailer-mounted trash pump to pump from existing manhole in northwest area of Water Street & Spear Street intersection to control water on the road.

Summary

- Total estimated initial cost: \$2,700, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Seal the six catch basin structures in the intersection with plastic sheeting, sandbags, etc. This would require more DPW effort to clear water from the street after storm events.
- Install three plugs to isolate most of the catch basins in the area from the public system and prevent backflow. Again, this would require more DPW effort to clear water from the street after storm events.
- Install a sump structure with pump(s) similar to what is recommended at Lucy Street. This is not recommended initially due to high anticipated cost-benefit ratio.

Wick's Park Restroom Building

Department of Public Works

- Plug the outlet from the catch basin at the building to prevent backflow. Estimated cost: \$500.
- During/after storm events, DPW to use the catch basin as a sump to remove water from the area.

Summary

- Total estimated initial cost: \$500, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Install a "permanent" pump in the catch basin. This is not initially recommended, as the pump discharge would impact park maintenance (primarily mowing) and would cross the concrete sidewalk along the river, adding a trip hazard to be mitigated.

South End of Butler Street

Department of Public Works

- Seal the catch basin in the road with plastic sheeting, sandbags, etc. Estimated cost: \$100.
- Install six units of Hesco Floodline 2424 flood barriers from the steel sheet pile wall on the west side of the street to the concrete curb on the east side. Supplement with sandbags (and plastic sheeting) at the ends as required. Estimated cost: \$2,400.
- Purchase a “puddle pump” for the DPW to use during/after storm events. Estimated cost: \$500.

Summary

- Total estimated initial cost: \$3,000, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Install a sump structure with pump(s) similar to what is recommended at Lucy Street. This is not recommended initially due to high anticipated cost-benefit ratio.

Overall Summary

- Water Street & Lucy Street Intersection: \$18,200
- Spear Street Boat Launch Area: \$2,700
- Wick’s Park Restroom Building: \$500
- South End of Butler Street: \$3,000
- Recommended Contingency: \$5,000
- Estimated Engineering: \$8,000 (incl. ~\$2,000 spent to date)
- Total Estimated Overall Initial Cost: \$37,400 (plus DPW labor & equip.)



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier — City Manager
Meeting Date: May 21, 2020
Re: Downtown Business Activity: Street Closures, Pop-Up Patios, Additional Seating

The City has received requests from businesses to utilize parking spaces on the street for pop-up patio type activities (see attached). There have also been some discussions within the community recently about the possibility of the City Council allowing some of the downtown streets to be closed for activities. I was notified the Saugatuck-Douglas Area Business Association (SDABA) has sent out a survey to the business community soliciting feedback on the possibility of closing streets in the City of Saugatuck. The results of that survey are currently being compiled by SDABA and should be available to be presented to Council at the Thursday workshop meeting.

The City recently issued a blanket license allowing businesses to place merchandise, tables, and chairs in the right of way in an area directly in front of their real property as if property lines were extended, between the sidewalk and the curb with the condition that the actual sidewalk be maintained open and clear. In instances where it may be difficult to determine the exact location of the official sidewalk, an open width of 6 clear feet will be maintained. The license is valid from May 11 thru June 30, 2020.

I receive a call from the Allegan County Health Department this week regarding some complaints they received and they sent a memo (see attached) with some guidance.

May 9, 2020

Kirk, Cindy and City Council:

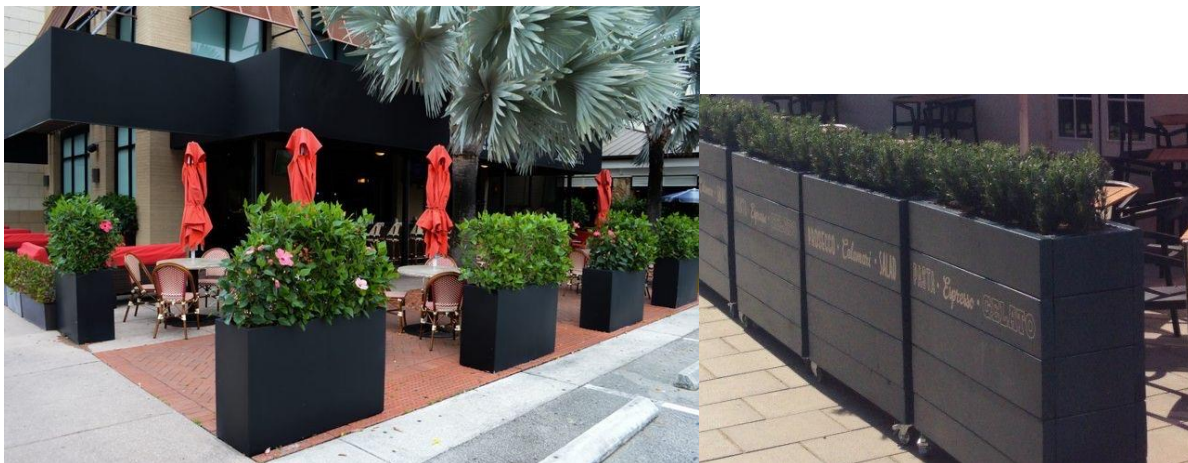
The landscape of our community seems to be changing daily and business is also changing daily. We (Wicks Park Bar & Grille) are trying to do what is right for our business and the community. I switched right over on March 16, 2020 to take out and have doing that on Thursday – Sunday the community has been very supportive.

The Summer season is here – the tourists are coming, and we need to be ready to greet them with open arms and also taking into account CV-19 guidelines.

The best thing I can do for my business is to try and accommodate our guest safely and giving them a great experience. I believe the outdoor areas are going to be the best bet this summer season.

I have ordered picnic tables to put in the grassy areas around the perimeter of my property – so it will be a total of (7) 8ft wooden picnic tables set up 6 ft apart.

I am interested in setting up a pop-up patio – other cities have been doing this in the past and also right now during CV- 19. Below are a few pictures for reference.





Wicks Pop up Patio can be used during the stay at home order for people to sit and enjoy their take-out food. And it can also be used after we can go back to some sort of business – it will be an outdoor space with tables 6 feet apart and we will be using all the guidance we get from Michigan Restaurant Association.

I am asking to use 3 or 2 parking spaces right in front of my building. The space will be roughly 20 feet long and 13 feet deep with some type of boundary around it with plants etc. I am still working on the exact look of the layout and boundary, but I wanted to get something on paper and submit so that I can get things moving in the right direction.

I know that all these new ideas have pro and cons, but I do think we have to try a couple of things to see what works best for the community.

I am basically just throwing out ideas with hope that the city works with businesses so that we can try our best to recover some revenue.

I am open to exploring all ideas and thoughts on this matter –

Thank you for your time –

Christine Murphy Pierce

Owner, Wicks Park Bar & Grille

From: Tom Arnold
Sent: Thursday, May 14, 2020
To: Kirk Harrier
Subject: Re: blanket license

Kirk

I would like to formally state that I would like to use 2 parking spots in front of Wally's approximately 45 feet in length to do the same pop up outside patio area too.

Please let me know if you'd like me to provide pictures from the web as part of my application process or please supply me with further guidance at your earliest convenience.

Tom Arnold
Wally's Bar & Grill

ALLEGAN COUNTY HEALTH DEPARTMENT

3255 – 122nd Ave., Suite 200, Allegan, MI 49010

Office Administration

(269) 673-5411 Fax (269) 673-4172

Bioterrorism Preparedness

(269) 673-5411

Personal Health

(269) 673-5411

**Communicable Disease**

(269) 673-5411

Environmental Health

(269) 673-5415

Resource Recovery

(269) 673-5415

May 19, 2020

Mr. Kirk Harrier
City Hall
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

Re: Picnic Tables in the City of Saugatuck

Dear Mr. Harrier:

On May 14, 2020, the Allegan County Health Departments received a complaint regarding the placement of picnic tables on the sidewalks outside restaurants in the City of Saugatuck. As such, I had a conference call with you to gain a better understanding of the matter. As a result of our call, we offered to provide additional guidance to mitigate the spread of COVID-19 and you welcomed receiving that information. Please see the recommendations below:

- Space the seating areas at least 6 feet from each other if not further
- Allow for non-family groups to be feet apart as well
- Provide surfaces that can be cleaned and disinfected (non-absorbent)
- Decide who will be responsible for cleaning and disinfecting and possibly come up with a cleaning schedule
- Educate as much as possible with signage and infographics regarding prevention of contaminating surfaces and each other from COVID-19 and symptoms of COVID-19
- Any signage posted should be easy to clean and disinfect also
- Increase trash disposal sites so people, including employees do not need to clean a table of debris so others can sit there
- Provide an abundance of handwashing opportunities and hand sanitizer

Please understand that our licensed restaurants are still under the Executive Orders and can only allow carry out and delivery at this time.

Sincerely,

Randy Rapp, RS

Environmental Health Services Manager
Allegan County Health Department



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier — City Manager
Meeting Date: May 21, 2020
Re: Communications with City Attorney: City Charter Review

Recently there have been some questions or interpretations from Council members regarding the City Charter and the communication process with the City Attorney. Attached is a memo from the City Attorney, Jeff Sluggett, that will hopefully be beneficial to Council regarding this matter.

Bloom Sluggett, PC

COUNSELORS & ATTORNEYS

Jeffrey V.H. Sluggett
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Direct Fax: (616) 965-9351
jeff@bloomsluggett.com

May 20, 2020

Mr. Kirk Harrier, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Re: Communications with City Attorney

Dear Mr. Harrier:

This will confirm our recent discussion regarding the manner in which contacts can/must be made with the City Attorney's office. Specifically, there has been discussion at the City Council level concerning the circumstances authorizing an individual (other than the City Manager) to contact the City Attorney's office.

As already noted by one of the Councilmembers, the City Charter in this case is the appropriate source to look at in seeking to answer the question raised given that no state law, City ordinance or City policy otherwise is in place.

Initially, the respective roles of the "actors" needs to be affirmed; the City Council alone is the legislative body for the City while the City Manager holds almost all administrative responsibilities under the City Charter. The City Attorney is an administrative officer of the City, albeit one who answers to the City Council rather than to the City Manager (unlike other administrative officers)(see Charter, 6.8(a)).

The relevant language in the Charter is found in Section 6.8(b) which reads:

The city attorney shall act as legal advisor of and be responsible to the council. **He [sic] shall advise the city manager concerning legal problems affecting the city administration and any officer or department head of the city in matters relating to his official duties when so requested in writing, and shall file with the clerk a copy of all written opinions given.**

(Emphasis added.) I believe the above-quoted language can reasonably be read in one of two ways; either the city attorney is to advise (and implicitly be available to) (A) the city manager with regard to city administration and legal matters affecting a city officer or department head or (B) the city manager regarding city administrative matters and to other city officers or department heads relative to official duties. ("Officers" do include Councilmembers.)

General rules of construction provide that when a statute (or in this case, a charter provision) is unclear, then the remaining sections of the source should be reviewed so that all

sections can, if possible, be read harmoniously. Put more directly, we are to look at other sections of the Charter to see if they give direction on how to interpret subsection 6.8(b). In this regard, several sections of the Charter lead me to conclude that, as the subsection is currently written, both the City Manager and Councilmembers can make requests of the City Attorney. I also believe that a Councilmember's ability to do so is constrained to ensure that the entire Council is engaged (in some manner) in such requests.

Subsection 6.8(g) notes that the City Attorney is to perform other duties beyond those listed in section 6.8 as directed by the "city manager, or the council." That is, as a general proposition the Council, rather than a particular member of that body, is recognized to have the authority to direct the City Attorney's actions (e.g., to request an opinion). I believe the last part of subsection 6.8(b) needs to be read in this context. As there set forth, individual Councilmembers making a request of the City Attorney are to do so only where the request is made in writing and the City Attorney's opinion, in turn, is to be filed with the City Clerk (so as to presumably be available to all Councilmembers). Put differently, a request for an opinion other than through the City Manager appears to envision that the request is being made for a formal opinion on behalf of the City.

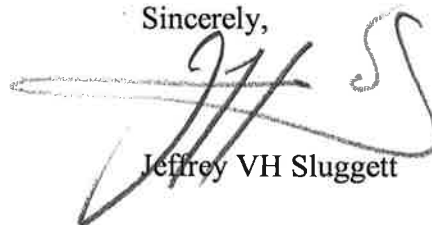
While I acknowledge that it is not clear, I believe the provisions noted above support an interpretation of 6.8(b) as one which anticipates that communications with the City Attorney will be made through the City Manager or through a city officer or department head on behalf of the Council. To facilitate greater clarity for the community and future councils, the City might consider adopting a policy that would set forth the City Council's understanding of how 6.8(b) is to be interpreted. By way of example only, such a policy could provide:

- Recognition that the City Manager can seek advice from the City Attorney's office for matters relating to City administration
- Ability of the City Council directly or through a City officer or department head to seek an opinion from the City Attorney
- That nothing in the policy should be construed to limit the right of any city officer or department head to contact the City Attorney or other law enforcement officials relative to suspected criminal activities
- That in the absence of the City Manager the ____ is designated as the official responsible to contact the City Attorney

Obviously, none of these policy ideas are cast in stone. The policy, if one is to be adopted, should principally remain consistent with the Charter provisions and beyond that work to minimize burdens on the City Council and administration.

I would be glad to discuss any of this further if you would like.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey VH Sluggett", written over a horizontal line.

Jeffrey VH Sluggett



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier — City Manager
Meeting Date: May 21, 2020
Re: Fiscal Year 2020/2021 Recommend Budget

City Charter requires the City Manager to submit a budgetary recommendation to the City Council annually. The Charter states the budget document shall present a complete financial plan for the ensuing fiscal year and shall include those items required by the Uniform Budgeting and Accounting Act 621, of the Public Acts of 1978, as amended. While the recommended budget represents my professional opinion for fiscal year 2020/2021 spending, this recommendation is subject to the Council's review and ultimate decision. Council is the elected body of the people and maintains the right to adopt a 2020/2021 budget for the City of Saugatuck as the body considers appropriate. The Charter also states the Council shall, not later than June 30 of each year, adopt by resolution a budget for the ensuing fiscal year and make appropriations therefor.

The recent unexpected COVID-19 Pandemic and flooding issues have used much of the already limited administrative time; therefor presenting some challenges with the budgetary process. However the needed adjustments were made to get the work done and the budget document was completed and I'm pleased to submit it to Council for review. The plan I have prepared and submitted is a balanced budget that will move the City forward in a positive, calculated and cautious manner.



**RECOMMENDED
Annual Budget
Fiscal Year
July 1, 2020 – June 30, 2021**

CITY OF SAUGATUCK

ANNUAL BUDGET

FOR THE FISCAL YEAR

July 1, 2020 – June 30, 2021

102 Butler Street
PO Box 86
Saugatuck, MI 49453

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

FOR

Saugatuck City Council

Ken Trester, Mayor
Christine Peterson, Mayor Pro Tem
Mark Bekken, Council Member
Barry E. Johnson, Council Member
Holly Leo, Council Member
Garnet Lewis, Council Member
Jane Verplank, Council Member

PREPARED BY

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

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To: Saugatuck City Council
From: Kirk Harrier—City Manager
Date: May 19, 2020
Re: Recommended Fiscal Year 2020/2021 Budget Transmittal

INTRODUCTION

In accordance with the City Charter, annually the City Manager is required to prepare a recommended operating budget and submit to the City Council. While the recommended budget represents my professional opinion for fiscal year 2020/2021 spending, this recommendation is subject to the Council’s review and ultimate decision. Council is the elected body of the people and maintains the right to adopt a 2020/2021 budget for the City of Saugatuck as the body considers appropriate.

The City Council is required, not later than June 30 of each year, to adopt by resolution a final budget for the ensuing fiscal year and make appropriations therefor. A public hearing on the final budget is required to be held as provided by law and has been scheduled for June 22, 2020. An appropriation should be viewed as an authorization to spend and not a mandate to spend. An appropriation provides authority, not cash. It indicates that, if the revenue is there, it may be spent in a certain way. The budget, while often viewed as a financial instrument, is first a planning and management tool and second an accounting device. When it is used exclusively as a mechanism to set up accounts, it loses much of its utility.

PURPOSE AND DEVELOPMENT

The overriding purpose of the budget can be defined in three key points:

- Allocation of public resources over time and among public operations.
- Accountability to the public for the expenditure of public funds.
- Maintenance of financial stability of the City of Saugatuck.

The following guiding principles/goals were used during the development of the recommended budget:

➤ **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.”

➤ 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.”

➤ 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.”

➤ 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.”

➤ The City’s Employees are its Most Valued Asset:

“None of the high level of services that Saugatuck City residents, businesses and visitors enjoy would be possible without the City’s small but highly trained and dedicated workforce. The City of Saugatuck strives to treat all employees fairly in their job position classifications in order to recruit and retain the best employees who are focused on public service and are always willing to work with all stakeholders in achieving success”

COVID-19 PANDEMIC IMPACTS

The emerging and ongoing COVID-19 Pandemic is an extraordinary situation that will have significant, unquantifiable impacts on the State of Michigan, County of Allegan and City of Saugatuck. The situation is far from being resolved, and the impacts will linger for several years. One thing is certain; some of the ways in which all local governments operate have changed forever. Social distancing, personnel working remotely where applicable and public meetings conducted virtually, either in part or in whole, is the new normal.

The optimistic side, if there is one during a pandemic, is we have found employee productivity has not been reduced and in some cases more productive; primarily due to the use of remote technology and less distractions. Citizen involvement in our local government processes, such as public meetings, has increased dramatically due to easy accessibility using technology. The negatives of course are the potential loss of life, devastating impacts to tourism and local businesses and revenue reductions to the City.

The 2020/2021 recommended budget reflects the anticipated reduction in City revenues due to cuts in state revenue sharing, beach fees, parking lot fees, and the low interest rate on the City’s investments. It is also anticipated property values will either not increase as they have in prior years or decrease to some degree. However due to the nature of the assessment cycle in Michigan, this will not be recognized for two to three years.

The City of Saugatuck has operated conservatively, and past budgets and audits support this statement. The City has planned and spent very wisely and strategically in past fiscal years due to an experienced and knowledgeable City Council. The Council has always sought the advice of the City’s experienced professional staff as well as professional engineers and financial experts when developing spending

policy. The City has maintained reserves that I am confident will allow the City to weather the storm ahead and still allow the City to move forward in a very optimistic direction. Now is not the time however to retreat and lose sight of critical infrastructure needs and allow progress the City has made to be lost. The City's engineering firm completed an updated capital improvement plan for 2020 which is included in the appendix section. The plan identifies **\$4,357,000** in road and utility projects and **\$4,095,000** in park projects for a total of **\$8,452,000** of estimated expenditures. Due to limited revenues, the City will need to be strategic in its future planning in order to continue maintaining and improving its infrastructure. The economy will bounce back according to experts. When it does, it is incumbent upon City elected leaders and staff to ensure the City of Saugatuck is ready with excellent roads, parks, up-to-date facilities, and the best employees in order to tackle the new challenges ahead. The 2020/2021 recommended budget will move the City forward in a positive, calculated and cautious manner.

FUND STRUCTURE

The City of Saugatuck currently has seven (7) separate funds. Each fund is considered a separate accounting entity

FUND #	FUND NAME	FUND DESCRIPTION
101	GENERAL FUND	Government resources and activities not listed in other funds
202	MAJOR STREETS	Maintenance and construction of the Major Streets System
203	LOCAL STREETS	Maintenance and construction of the Local Streets System
301	DEBT SERVICE	Account for payment of principal and interest on City's debt
592	WATER/SEWER	Fees collected for water/sewer hookups
661	MOTOR POOL	Maintenance of the Motor Vehicle Fleet
715	ROSE GARDEN	Maintenance of Rose Garden

The General Fund is the City's general operating fund and accounts for all financial resources of the general government, except for those required to be accounted for in another fund. The general fund is made up of sixteen (16) departments. These departments include:

DEPT #	DEPARTMENT NAME
101	COUNCIL
173	CITY ADMINISTRATION
215	CITY CLERK
253	CITY TREASURER
257	ASSESSING
265	CITY HALL
301	POLICE
441	PUBLIC WORKS
721	PLANNING/ZONING
723	HISTORIC DISTRICT COMMISSION
730	HARBOR
751	PARKS & RECREATION
756	OVAL BEACH
758	OVAL CONCESSION
760	SPEAR BOAT LAUNCH
965	TRANSFERS

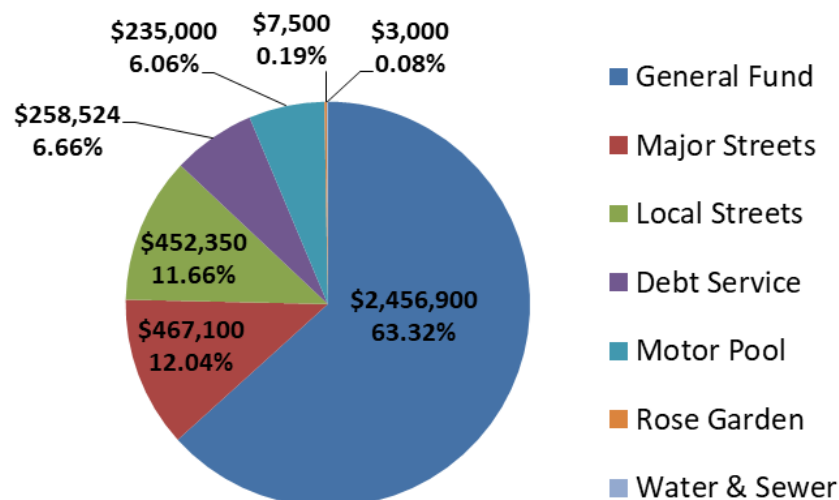
GENERAL FUND REVENUES

The general fund revenues are funded through nineteen (19) different sources. The general fund generates the majority of its revenue from property taxes, beach fees, state shared revenues and fees.

FUND 101 - GENERAL FUND ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	1,866,000
101-000-403.000	PERSONAL PROPERTY TAXES	20,000
101-000-445.000	PENALTIES & INTEREST	8,000
101-000-447.000	ADMINISTRATION FEE	80,000
101-000-478.000	PERMIT FEES	14,000
101-000-574.000	REVENUE SHARING	72,000
101-000-577.000	LIQUOR LICENSE FEES	10,000
101-000-607.000	FRANCHISE FEES	38,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200
101-000-651.000	OVAL BEACH FEES	225,000
101-000-652.000	OVAL CONCESSION	50,000
101-000-653.000	BOAT RAMP FEES	700
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	3,500
101-000-665.000	INTEREST EARNED	15,000
101-000-667.000	STREET END & PROPERTY FEES	20,000
101-000-670.000	BOAT SLIP FEES	17,000
101-000-674.000	MISC DONATIONS & INCOME	1,000
101-000-682.000	ELECTION FEES & USE TAX	12,000
	TOTAL ESTIMATED REVENUES	2,456,900

TOTAL REVENUES ALL FUNDS

The City of Saugatuck receives revenue from several sources, which include property taxes, state revenue sharing, permits, licenses, fees, and charges for services amongst other sources. The City is estimating revenue of \$3,880,374 for all seven (7) funds for the fiscal year 2020-2021.



MILLAGE RATES

The City is charged with preparing summer and winter tax bills and collecting revenue via the millage rates the various taxing entities levy within the City of Saugatuck boundaries. The complete list of all millages levied in 2019 is listed below. The **GREEN** line items are the millages levied by the City only.

CITY OF SAUGATUCK OPERATING	11.4788
CITY OF SAUGATUCK ROADS	1.8885 (VOTED EXPIRES 2031)
CITY OF SAUGATUCK ROAD BOND DEBT	1.4000 (VOTED EXPIRES 2028)
SCHOOL STATE EDUCATION	6.0000
SCHOOL OPERATING	17.2278
SCHOOL DEBT	1.8500
SCHOOL SUPPLEMENTAL	0.7722
SCHOOL BLDG/SITE	0.4924
SCHOOL RECREATION	0.2438
SCHOOL INTERMEDIATE DISTRICT	6.3414
ALLEGAN COUNTY OPERATING	4.5407
ALLEGAN COUNTY ROADS	0.9919
ALLEGAN COUNTY SENIORS	0.4890
INTERURBAN TRANSIT AUTHORITY	0.4858
DISTRICT LIBRARY	0.4019
DISTRICT LIBRARY DEBT	0.3700
FIRE DISTRICT	2.2000

Not all taxes collected by the City of Saugatuck are retained by the City. The majority of taxes collected are distributed to other taxing authorities. Approximately .25 cents of every dollar collected stays with the City of Saugatuck for properties that do not have a principle resident exemption (PRE) in place, which is 77% of properties. .37 cents of every dollar collected stays with the City of Saugatuck for properties that do have a principle resident exemption (PRE) in place, which is approximately 23% of properties.

CITY OF SAUGATUCK TAX PORTION (NON-PRE PROPERTIES)



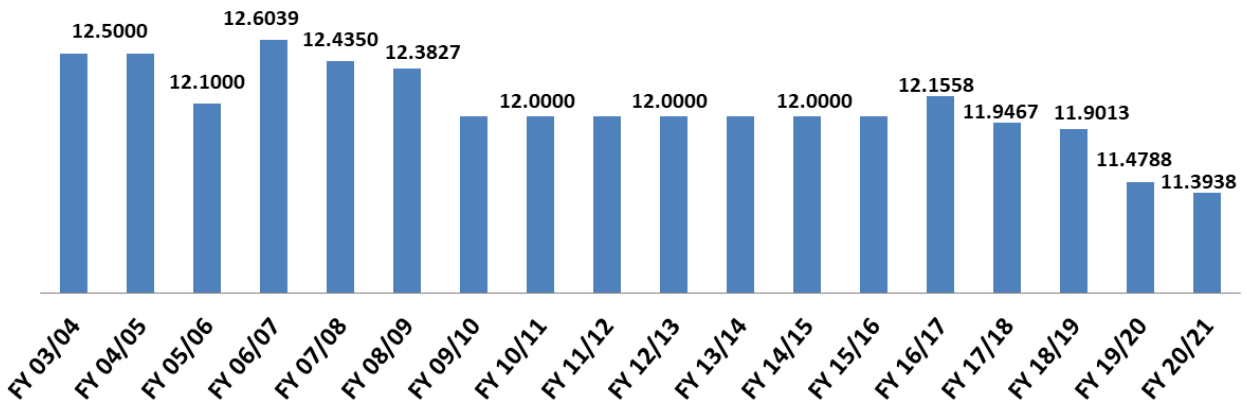
CITY OF SAUGATUCK TAX PORTION (PRE PROPERTIES)



63%
Other Taxing
Entities

37%
City of Saugatuck

CITY OF SAUGATUCK OPERATING MILLAGE HISTORY (18 YEARS)

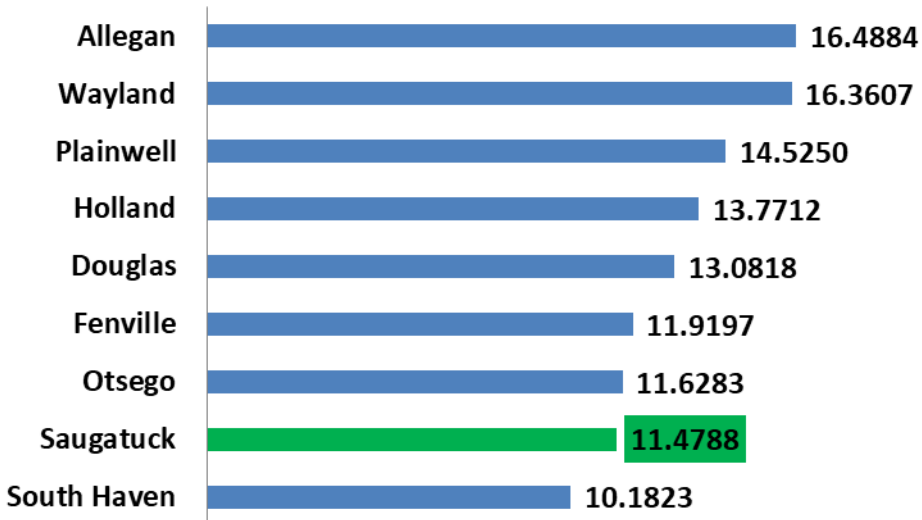


The recommend budget for the 2020/2021 fiscal year was developed using a lower operating millage rate of 11.3938 (maximum allowed due to Headlee reduction) compared to last year's rate of 11.4788. The recommended operating millage for 2020/2021 is the lowest it has been over an 18 year historical period as shown on the chart above. A lower levy of 1.8745 (maximum allowed to due Headlee reduction) is recommended for the voted road millage compared to last year's rate of 1.8885 in order to continue improving/maintaining the City's aging critical road infrastructure. This voted millage will expire in 2031. Finally, the road bond debt millage of 1.4 mills is required to be levied to pay the principle and interest of the City's outstanding debt. The voted road bond debt millage expires in 2028. The total recommended millage levy (operating and extra voted) is slightly lower at 14.6683 compared to last year's 14.7673.

NAME	RECOMMENDED FY 20/21	CHANGE	PRIOR FY 19/20
OPERATING	11.3938	↓	11.4788
VOTED ROADS	1.8745	↓	1.8885
VOTED BOND DEBT	1.4000	NONE	1.4000
	14.6683	↓	14.7673

Data obtained from the 2019 Allegan County Equalization Tax Levy Report demonstrates the City of Saugatuck had the 8th lowest operating millage out of total nine (9) cities in Allegan County for the 2019 tax year.

2019 ALLEGAN COUNTY CITIES OPERATING MILLAGE LEVY RANKING



CITY NEEDS/FINANCIAL SNAPSHOT (ESTIMATED AS OF JUNE, 30 2020)

The City maintains an AA Standard and Poor's (S&P) credit rating, which is the highest rating available for a municipality the size of Saugatuck.

The City's long-term debt is \$2,700,000. This debt is for the road improvement bond voters approved in 2008. This debt will expire in 2028. The bond was approved as an unlimited tax general obligation bond. This type of municipal bond is backed by the full faith and commitment of the City taxpayers, and allows the City to raise taxes, without limit, to service the debt until it is repaid.

The City completed an in-depth capital improvement plan in 2020 which identified a number of critical infrastructure projects need to be completed in order to keep the City competitive economically as well and operating safely (see appendix). It is worth identifying the true scope of the City's costly public infrastructure responsibilities.

- Parks: 330 acres. Oval Beach, Saugatuck Harbor Natural Area, Mt. Bladhead , Coghlin Park, Jones Park, Cook Park, Wicks Park, Willow Park, Peterson Preserve and Village Square Park.
- Roads: 11.5 miles.
- Water Utilities: 298 curb stop valves, 138 fire hydrants, 302 system valves, and 14.6 miles of main.
- Sanitary Sewer Utilities: 17 lift stations, 259 manholes, and 4.8 miles of gravity/force main.
- Storm Sewer Utilities: 84 manholes, 68 catch basins, 51 outfalls and 6.7 miles of gravity main.

The City has an aging infrastructure that will continue to need investment as it is a considerable factor in driving the City's property values and overall tourist economy. Below are the overall costs identified in the 2020 capital improvement plan for roads/utilities and parks.

• Road Utility Projects	\$4,357,000
• <u>Park Projects</u>	<u>\$4,095,000</u>
TOTAL PROJECT NEED	\$8,452,000

The City has approximately \$5,600,000 overall in fund balances. Below is the recommend allocation of those funds. The City has maintained a policy of preserving, at a minimum, a \$1,000,000 general fund unrestricted fund balance. Keeping with that policy, the potential cash on hand available for capital projects identified in the capital improvement plan is \$4,740,000. Even though that number looks promising, it is important to note there is still \$3,712,000 of unfunded projects as of June 30, 2020.

• General Fund Unrestricted	\$1,500,000
• General Fund Parks Committed	\$1,500,000
• Major Street Fund	\$ 900,000
• Local Street Fund	\$1,700,000
• <u>Water/Sewer Fund</u>	<u>\$ 640,000</u>
TOTAL	\$6,240,000

2020/2021 BUDGET PRIORITY EXPENDITURES AND HIGHLIGHTS

- Balanced Budget - \$3,880,374 total estimated revenues and \$3,880,374 total estimated expenditures.
- Capital Project \$180,000 – Park Street Resurfacing – Mt. Baldhead Park to North City Limits. Start fall of 2020. This project was a carryover from the 2019/2020 fiscal year postponed due to the COVID-19 Pandemic.
- Capital Project \$2,000 – Mill Street Asphalt Millings – Holland Street to Simonson Drive. Start fall of 2020. This project will use the millings from the Park Street project to complete.
- Capital Project \$350,000 – Campbell Road Reconstruction – Manchester Drive to Park Street. Start spring of 2021. This is a combined project with the City of Douglas. Total project cost is \$700,000 shared between the two communities. The current road has many dangerous surface issues and the underground utilities need replacement.
- Capital Project \$180,000 – Wicks Park Outdoor Performance Structure – City Council entered into an agreement and accepted \$100,000 from the estate of David Balas and Jim Sellman to construct an outdoor performance structure in accordance with the City's Park Master Plan no later than May 15, 2021.
- Capital Project \$50,000 – Mt. Baldhead Radar Building Removal – The radar building (not tower) has to be removed for the safety of the general public. The site is also contaminated and cannot be remediated until the building is removed.
- Capital Project \$30,000 – Mt. Baldhead Stairs Repair – Certain stair stringers need to be replaced. This involves removing complete sections of the stairway in order to replace.
- Facilities \$100,000 – City Hall Building Renovations – Remove and replace exterior siding. The exterior of City Hall has deteriorated and siding will no longer hold paint. There is also suspected internal structural damage that needs to be addressed, as well insulating the structure.

- Facilities \$20,000 – City Hall Technology and Council Chamber Meeting Upgrades – Technology improvements are needed for improving meetings. Currently audio visual aids are deficient, proper live streaming capably is lacking and upgrades are needed to allow better remote meeting access and working remotely by employees when applicable. The current Council chamber desk is large, bulky and inefficient. A modular type desk system that is easily and quickly reconfigured for different activities is required. Specific needs are proper social distasting during meetings, better elections setup, pop-up work spaces and conference table capabilities.
- Facilities \$12,000 – City Hall Computer Server Replacement – The current computer server used for all City Hall operations has reached the end of its useful recommend life.
- Personnel \$49,000 – Assistant to the City manager/Admin Support Position – Another staff position is needed at the City. This added position would function in a high level capacity with projects and operations. The position would be under the direction of the City Manager but may also be utilized by the various departments at City Hall and Public Works. Pay range is estimated between \$40,000 and \$49,000 full time.
- Personnel 2% COLA – The City Treasurer has polled other local units of government and found between a 2% and 3% COLA is the norm for 2020/2021 municipal budgets. The City of Saugatuck has an experienced and highly functional non-union workforce and it’s important the City doesn’t lose staff to other entities and maintains morale as best as possible. During the COVID-19 Pandemic, all City Employees are identified as “critical infrastructure workers” per the Governor’s Executive Orders and required to work in order to maintain critical government operations. The City did not implement any hazard pay increases. A 2% COLA for all departments equates to approximately a \$10,000 total expenditure.
- Elections \$12,500 – Upgrades necessary to hold safe elections during COVID-19 conditions.
- Motor Pool \$60,000 – New Sheriff Patrol Vehicle – This purchase would replace the 2015 “blue” vehicle received from the City of Douglas contract termination.
- Motor Pool \$40,000 – DPW pickup Truck. This purchase will replace the 2014 GMC 2500 in the current fleet. This truck is used primarily for maintenance of all the parks in the City.
- Training \$3,000 – Capital Improvement Plan Long Term Planning Session – The City Council was scheduled to convene in April, 2020 with a third party facilitator to work as a team and prioritize the projects identified in the capital improvement plan using a long term focus objective. Session was postponed due to the COVID-19 Pandemic.

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

RESOLUTION NO. 20062-B

A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT

At a regular meeting of the Saugatuck City Council held on **June 22, 2020** 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 22, 2020**.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year **2020-2021**, including a charter operating millage of **11.3938** mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total **\$2,456,900**
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 **14.6683** mills, inclusive of Headlee rollback (charter operating **11.3938** mills; extra voted roads **1.8745** mills; 2009 road bond **1.4** 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, **2020**:

2020-2021 FISCAL YEAR		
		2020-2021
		REQUESTED
		BUDGET
ACCOUNT	DESCRIPTION	
Fund 101 - GENERAL FUND		
ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	1,866,000
101-000-403.000	PERSONAL PROPERTY TAXES	20,000
101-000-445.000	PENALTIES & INTEREST	8,000
101-000-447.000	ADMINISTRATION FEE	80,000
101-000-478.000	PERMIT FEES	14,000
101-000-574.000	REVENUE SHARING	72,000
101-000-577.000	LIQUOR LICENSE FEES	10,000
101-000-607.000	FRANCHISE FEES	38,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200
101-000-651.000	OVAL BEACH FEES	225,000
101-000-652.000	OVAL CONCESSION	50,000
101-000-653.000	BOAT RAMP FEES	700
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	3,500
101-000-665.000	INTEREST EARNED	15,000
101-000-667.000	STREET END & PROPERTY FEES	20,000
101-000-670.000	BOAT SLIP FEES	17,000
101-000-674.000	MISC DONATIONS & INCOME	1,000
101-000-682.000	ELECTION FEES & USE TAX	12,000
	TOTAL ESTIMATED REVENUES	2,456,900
APPROPRIATIONS		
Dept 101-COUNCIL		53,060
Dept 173-CITY ADMINISTRATION		214,700
Dept 215-CITY CLERK		101,375
Dept 253-CITY TREASURER		112,200
Dept 257-ASSESSING		43,675
Dept 265-CITY HALL		219,150

Dept 301-POLICE		380,000
Dept 441-PUBLIC WORKS		408,550
Dept 721-PLANNING/ZONING		83,275
Dept 723-HISTORIC DISTRICT COMMISSION		49,325
Dept 730-HARBOR		3,000
Dept 751-PARKS & RECREATION		467,400
Dept 756-OVAL BEACH		164,550
Dept 758-OVAL CONCESSION		38,100
Dept 760-SPEAR BOAT LAUNCH		1,250
Dept 965-TRANSFERS		117,290
	TOTAL APPROPRIATIONS	2,456,900
NET OF REVENUES/APPROPRIATIONS - FUND 101		0
Fund 202 - MAJOR STREETS		
ESTIMATED REVENUES		
202-000-538.000	COUNTY ROAD MILLAGE	80,000
202-000-546.000	ACT 51 FEES	82,500
202-000-665.000	INTEREST	1,000
202-000-697.000	TRANSFER FROM FUND BALANCE	148,000
202-000-699.000	TRANSFER FROM LOCAL & GEN	155,600
	TOTAL ESTIMATED REVENUES	467,100
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		420,100
Dept 464-WINTER MAINTENANCE		47,000
	TOTAL APPROPRIATIONS	467,100
NET OF REVENUES/APPROPRIATIONS - FUND 202		0
Fund 203 - LOCAL STREETS		
ESTIMATED REVENUES		
203-000-402.000	LOCAL ROAD MILLAGE	310,000
203-000-445.000	PENALTIES & INT ON TAXES	500
203-000-538.000	COUNTY ROAD MILLAGE	82,500
203-000-546.000	ACT 51 FEES	57,500
203-000-665.000	INTEREST	1,850
	TOTAL ESTIMATED REVENUES	452,350
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		251,000
Dept 464-WINTER MAINTENANCE		45,750
Dept 965 TRANSFER TO MAJOR STREETS		155,600
	TOTAL APPROPRIATIONS	452,350
NET OF REVENUES/APPROPRIATIONS - FUND 203		0

Fund 301 - DEBT SERVICE		
ESTIMATED REVENUES		
301-000-402.000	DEBT MILLAGE	234,000
301-000-445.000	PENALTIES & INT ON TAXES	300
301-000-665.000	INTEREST	200
301-000-697.000	TRANSFER FROM FUND BALANCE	24,024
	TOTAL ESTIMATED REVENUES	258,524
APPROPRIATIONS		
Dept 592-ROAD BOND 2009		258,524
	TOTAL APPROPRIATIONS	258,524
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	1,000
	TOTAL ESTIMATED REVENUES	3,000
APPROPRIATIONS		
Dept 536-WATER AND SEWER SYSTEMS		3,000
	TOTAL APPROPRIATIONS	3,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		0
Fund 661 - MOTOR POOL FUND		
ESTIMATED REVENUES		
661-000-664.000	MOTOR POOL REVENUE	228,000
661-000-665.000	INTEREST	2,000
661-000-673.000	SALES OF ASSETS	5,000
	TOTAL ESTIMATED REVENUES	235,000
APPROPRIATIONS		
Dept 443-MOTOR POOL		235,000
	TOTAL APPROPRIATIONS	235,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		0
Fund 715 – ROSE GARDEN FUND		
ESTIMATED REVENUES		
715-000-665.000	INTEREST	1,0000
715-000-697.000	TRANSFER FROM FUND BALANCE	6,500

	TOTAL ESTIMATED REVENUES	7,500
APPROPRIATIONS		
Dept 742-ROSE GARDEN		7,500
	TOTAL APPROPRIATIONS	7,500
NET OF REVENUES/APPROPRIATIONS - FUND 715		0

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 22th day of June, 2020.

Signed: _____

Ken Trester, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, 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 22, 2020**, 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

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	1,761,521	1,840,000	1,844,202		1,866,000
101-000-403.000	PERSONAL PROPERTY TAXES	24,076	20,125	20,135		20,000
101-000-445.000	PENALTIES & INTEREST	12,976	16,000	8,592		8,000
101-000-447.000	ADMINISTRATION FEE	77,149	78,000	81,865		80,000
101-000-478.000	PERMIT FEES	20,668	14,000	18,778		14,000
101-000-574.000	REVENUE SHARING	90,181	83,000	63,509		72,000
101-000-577.000	LIQUOR LICENSE FEES	9,859	12,100	12,014		10,000
101-000-579.000	GRANTS RECEIVED	41,316	13,230	40,175		
101-000-607.000	FRANCHISE FEES	42,610	23,500	32,120		38,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,204	3,212	3,212		3,200
101-000-615.000	PARKING LOT FEES	17,046	13,000	6,571		
101-000-650.000	CHAIN FERRY FEES	24,980	3,000			
101-000-651.000	OVAL BEACH FEES	475,779	400,000	388,672		225,000
101-000-652.000	OVAL CONCESSION	121,267	115,000	95,565		50,000
101-000-653.000	BOAT RAMP FEES	2,538	2,000	732		700
101-000-654.000	GAZEBO FEES	1,500	2,000	1,500		1,500
101-000-655.000	POLICE & ORDINANCE FEES	6,053	6,500	6,402		3,500
101-000-665.000	INTEREST EARNED	66,422	32,000	43,851		15,000
101-000-667.000	STREET END & PROPERTY FEES	23,371	30,000	12,775		20,000
101-000-670.000	BOAT SLIP FEES	19,831	19,000	17,156		17,000
101-000-674.000	MISC DONATIONS & INCOME	11,746	33,000	34,301		1,000
101-000-682.000	USE TAX & ELECTION FEES	16,964	16,000	15,841		12,000
Totals for dept 000 -		2,871,057	2,774,667	2,747,968		2,456,900
TOTAL ESTIMATED REVENUES		2,871,057	2,774,667	2,747,968		2,456,900

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	7,900	8,550	5,463		8,600
101-101-720.000	FRINGE BENEFITS	679	1,000	443		860
101-101-801.000	CONTRACTUAL SERVICES	2,392	2,900	275		2,000
101-101-803.000	LEGAL FEES	18,000	20,000	23,606		20,000
101-101-831.000	CEMETERY FEES		5,750			5,750
101-101-860.000 *	EDUCATIONAL TRAINING		2,750	2,308		5,500
101-101-882.000 *	EVENTS/SERVICES	4,898	6,600	5,471		6,600
101-101-900.000	PRINTING & PUBLISHING	15	500			250
101-101-908.000	DUES & PUBLICATIONS	924	1,000	946		1,000
101-101-913.000	INSURANCE	2,300	2,500	2,500		2,500
Totals for dept 101 - COUNCIL		37,108	51,550	41,012		53,060

* NOTES TO BUDGET: DEPARTMENT 101 COUNCIL

860.000	EDUCATIONAL TRAINING					3,000
	MARILYNN SEMONICA PRIORITY SETTING FACILATOR					
882.000	EVENTS/SERVICES					
	FIREWORKS					
	4TH JULY INTERURBAN					
	GARDEN CLUB					
	ART CLUB					
	DEPT '101' TOTAL					3,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	101,649	106,000	92,239		109,000
101-173-720.000	FRINGE BENEFITS	40,477	40,000	36,251		41,000
101-173-727.000	OFFICE SUPPLIES	1,362	1,800	565		1,500
101-173-801.000 *	CONTRACTUAL SERVICES	14,049	15,000	15,491		26,000
101-173-802.000	AUDIT	9,850	10,000	9,850		10,000
101-173-803.000	LEGAL FEES	15,281	20,000	16,143		20,000
101-173-850.000	TELEPHONES	1,434	1,500	1,358		2,500
101-173-860.000	EDUCATIONAL TRAINING	24	750	15		1,000
101-173-900.000	PRINTING & PUBLISHING		500	46		100
101-173-910.000	INSURANCE	2,000	2,100	2,100		2,100
101-173-970.000	CAPITAL OUTLAY		1,500	1,500		1,500
Totals for dept 173 - CITY ADMINISTRATION		186,126	199,150	175,558		214,700

* NOTES TO BUDGET: DEPARTMENT 173 CITY ADMINISTRATION

801.000	CONTRACTUAL SERVICES					
	NEW SERVER					12,000
	COPIER LEASE & COMPUTER SERVICES MONTHLY					14,000
	ACCOUNT '801.000' TOTAL					26,000
	DEPT '173' TOTAL					26,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	53,132	64,000	56,400		58,000
101-215-720.000	FRINGE BENEFITS	33,183	25,500	22,880		25,500
101-215-727.000	OFFICE SUPPLIES	957	1,000	929		1,000
101-215-801.000	CONTRACTUAL SERVICES	228	250	235		250
101-215-803.000	LEGAL FEES	655	1,000	282		500
101-215-820.000 *	ELECTIONS	6,136	10,000	4,335		12,500
101-215-850.000	TELEPHONES	492	600	410		625
101-215-860.000	EDUCATIONAL TRAINING	778	1,000	395		1,000
101-215-900.000	PRINTING & PUBLISHING		500			500
101-215-970.000 *	CAPITAL OUTLAY	960	1,500			1,500
Totals for dept 215 - CITY CLERK		96,521	105,350	85,866		101,375

* NOTES TO BUDGET: DEPARTMENT 215 CITY CLERK

820.000	ELECTIONS					12,500
	COVID EXPENSE INCREASE FOR ELECTIONS					
970.000	CAPITAL OUTLAY					1,500
	NEW COMPUTER					
	DEPT '215' TOTAL					14,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	69,325	69,800	60,673		72,000
101-253-720.000	FRINGE BENEFITS	35,071	26,000	22,554		27,500
101-253-727.000	OFFICE SUPPLIES	2,486	2,500	2,078		2,500
101-253-801.000 *	CONTRACTUAL SERVICES	3,085	4,000	3,821		4,000
101-253-803.000	LEGAL FEES		1,000			1,000
101-253-850.000	TELEPHONE	487	650	406		700
101-253-860.000	EDUCATIONAL TRAINING	1,828	2,000	1,331		2,000
101-253-900.000	PRINTING & PUBLISHING	25	750			500
101-253-913.000	INSURANCE	700	1,000	1,000		1,000
101-253-970.000	CAPITAL OUTLAY	2,186	1,000	1,000		1,000
Totals for dept 253 - CITY TREASURER		115,193	108,700	92,863		112,200

* NOTES TO BUDGET: DEPARTMENT 253 CITY TREASURER

801.000	CONTRACTUAL SERVICES					
	BSA SOFTWARE MAINTENANCE					4,000
	DEPT '253' TOTAL					4,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 257 - ASSESSING						
101-257-702.000	SALARY	700	1,350	1,200		1,350
101-257-720.000	FRINGE BENEFITS	54	175	92		175
101-257-727.000	OFFICE SUPPLIES	1,140	1,200	912		1,200
101-257-801.000 *	CONTRACTUAL SERVICES	31,438	33,500	29,710		34,500
101-257-804.000	BOARD OF REVIEW	170	275	282		300
101-257-807.000	TRIBUNAL CHARGEBACKS	2,015	4,000	270		3,000
101-257-850.000	TELEPHONES	492	650	410		650
101-257-860.000	EDUCATIONAL TRAINING	210	1,200	246		1,000
101-257-900.000	PRINTING & PUBLISHING	785	1,000	126		500
101-257-970.000	CAPITAL OUTLAY		1,000			1,000
Totals for dept 257 - ASSESSING		37,004	44,350	33,248		43,675

* NOTES TO BUDGET: DEPARTMENT 257 ASSESSING

801.000	CONTRACTUAL SERVICES					
	ASSESSOR CONTRACT					34,500
	DEPT '257' TOTAL					34,500

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265 - CITY HALL						
101-265-702.000 *	SALARY/WAGES	4,974	8,000	3,907		57,000
101-265-720.000	FRINGE BENEFITS	6,924	8,000	2,517		29,000
101-265-730.000	SUPPLIES	484	650	473		650
101-265-801.000 *	CONTRACTUAL SERVICES	3,989	4,000	2,163		3,500
101-265-850.000	TELEPHONE	480	500	611		500
101-265-900.000	PRINTING & PUBLISHING		150			150
101-265-913.000	INSURANCE	1,150	1,200	1,200		1,200
101-265-920.000	UTILITIES	4,002	4,400	3,380		4,400
101-265-930.000	REPAIRS & MAINTENANCE	2,000	2,000	848		2,000
101-265-946.000	EQUIPMENT RENTAL	668	1,000	257		750
101-265-970.000 *	CAPITAL OUTLAY		50,000			120,000
Totals for dept 265 - CITY HALL		24,671	79,900	15,356		219,150

* NOTES TO BUDGET: DEPARTMENT 265 CITY HALL

702.000	SALARY/WAGES					49,000
	ASSISTANT TO THE CITY MANAGER/ADMIN SUPPORT POSITION					8,000
	DPW CITY HALL MAINTENANCE					
	ACCOUNT '702.000' TOTAL					57,000
801.000	CONTRACTUAL SERVICES					3,000
	FIRE ALARM & ELEVATOR					500
	OTHER					
	ACCOUNT '801.000' TOTAL					3,500
970.000	CAPITAL OUTLAY					20,000
	TECHNOLOGY UPSTAIRS					100,000
	STRUCTURAL					
	ACCOUNT '970.000' TOTAL					120,000
	DEPT '265' TOTAL					180,500

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	308,709	310,000	257,257		310,000
101-301-702.001	OVERTIME		10,000			10,000
101-301-702.002	RESERVE OFFICERS	10,656	10,000	6,344		10,000
101-301-748.000	FUEL & OILS	8,500	9,000	34		9,000
101-301-803.000	LEGAL FEES	750	5,000	1,140		5,000
101-301-882.000	EVENTS/SERVICES	584	1,000	729		1,000
101-301-946.000	EQUIPMENT RENTAL	34,000	35,000			35,000
Totals for dept 301 - SHERIFF		363,199	380,000	265,504		380,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	81,166	120,000	71,835		100,000
101-441-720.000	FRINGE BENEFITS	99,701	75,000	81,502		100,000
101-441-730.000	SUPPLIES	5,473	3,600	3,965		4,000
101-441-740.000	UNIFORMS	1,573	3,000	1,534		3,000
101-441-755.000	TOOLS	1,076	1,500	1,742		3,000
101-441-799.000	PARKWAY TREES	1,464	3,500	925		2,000
101-441-801.000	CONTRACTUAL SERVICES	50,999	50,000	69,161		40,000
101-441-805.000	HOLIDAY LIGHTING	11,855	28,100	21,736		14,500
101-441-860.000	EDUCATIONAL TRAINING	428	1,000	245		500
101-441-882.000	EVENTS/SERVICES	403	500	175		500
101-441-900.000	PRINTING & PUBLISHING	438	500	240		500
101-441-913.000	INSURANCE	4,000	4,250	4,250		4,350
101-441-920.000	UTILITIES	2,437	2,700	1,692		2,700
101-441-926.000	STREET LIGHTS	25,380	25,000	20,307		25,000
101-441-930.000	REPAIRS & MAINTENANCE	1,475	1,500	720		1,500
101-441-932.000	SIDEWALK REPAIRS	5,254	6,000	5,332		5,000
101-441-945.000	CAPITAL OUTLAY		34,150	999		
101-441-946.000	EQUIPMENT RENTAL	92,083	100,000	60,885		100,000
101-441-960.000	SIGNS	5,002	2,000	3,100		2,000
Totals for dept 441 - PUBLIC WORKS		390,207	462,300	350,345		408,550

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 540 - CHAIN FERRY						
101-540-702.000	SALARY/WAGES	12,005		12,151		
101-540-720.000	FRINGE BENEFITS	1,348		3,182		
101-540-801.000	CONTRACTUAL SERVICES	6,573				
101-540-860.000	EDUCATIONAL TRAINING	30				
101-540-913.000	INSURANCE	1,820				
101-540-930.000	REPAIRS & MAINTENANCE	100				
101-540-946.000	EQUIPMENT RENTAL	165				
Totals for dept 540 - CHAIN FERRY		22,041		15,333		

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	36,604	38,500	33,065		41,000
101-721-720.000	FRINGE BENEFITS	22,232	22,500	19,899		24,000
101-721-727.000	OFFICE SUPPLIES	1,496	1,000	898		1,000
101-721-801.000 *	CONTRACTUAL SERVICES	4,418	4,500	2,225		4,000
101-721-803.000	LEGAL FEES	6,321	7,200	3,571		6,500
101-721-850.000	TELEPHONES	492	550	410		575
101-721-860.000	EDUCATIONAL TRAINING	1,070	1,200	474		1,200
101-721-900.000	PRINTING & PUBLISHING	545	1,000	782		1,000
101-721-908.000	DUES, FEES & PUBLICATIONS	116	500			500
101-721-913.000	INSURANCE		2,200	1,287		2,000
101-721-970.000 *	CAPITAL OUTLAY		1,500			1,500
Totals for dept 721 - PLANNING/ZONING		73,294	80,650	62,611		83,275

* NOTES TO BUDGET: DEPARTMENT 721 PLANNING/ZONING

801.000	CONTRACTUAL SERVICES					4,000
	FIRE INSPECTIONS & ORDINANCE UPDATES					
970.000	CAPITAL OUTLAY					1,500
	TECHNOLOGY					
	DEPT '721' TOTAL					5,500

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	24,623	26,500	22,364		27,250
101-723-720.000	FRINGE BENEFITS	14,902	16,000	13,286		16,500
101-723-727.000	OFFICE SUPPLIES	803	1,200	521		1,000
101-723-801.000	CONTRACTUAL SERVICES	564	1,000	307		1,000
101-723-803.000	LEGAL FEES	747	1,500			1,500
101-723-850.000	TELEPHONES	480	500	400		525
101-723-860.000	EDUCATIONAL TRAINING	65	1,000	145		1,000
101-723-900.000	PRINTING & PUBLISHING		300			300
101-723-908.000	DUES & PUBLICATIONS		250			250
Totals for dept 723 - HISTORIC DISTRICT COMMISSION		42,184	48,250	37,023		49,325

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	1,205	6,000	6,650		3,000
101-730-803.000	LEGAL FEES		500			
101-730-931.000	WATERWAYS REPAIR		500			
Totals for dept 730 - HARBOR		1,205	7,000	6,650		3,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	52,665	61,500	52,575		64,000
101-751-720.000	FRINGE BENEFITS	53,948	36,000	22,797		36,500
101-751-730.000	SUPPLIES	19,296	16,000	13,644		16,000
101-751-801.000	CONTRACTAUL SERVICES	12,324	14,500	4,186		12,500
101-751-809.000	GRANT PROJECTS	145,649	180,000	71,790		
101-751-819.000	CHAIN FERRY REPAIRS		3,000			3,000
101-751-900.000	PRINTING & PUBLISHING	115	250			500
101-751-913.000	INSURANCE	2,200	2,200	2,200		2,400
101-751-920.000	UTILITIES	20,644	22,000	16,539		22,000
101-751-928.000	TRASH	6,297	7,000	2,634		7,000
101-751-930.000	REPAIRS & MAINTENANCE	5,150	5,000	1,504		5,000
101-751-946.000	EQUIPMENT RENTAL	38,000	38,000	30,040		38,000
101-751-960.000	SIGNS	20	500			500
101-751-970.000 *	CAPITAL OUTLAY		510,000	1,900		260,000
Totals for dept 751 - PARKS & RECREATION		356,308	895,950	219,809		467,400

* NOTES TO BUDGET: DEPARTMENT 751 PARKS & RECREATION

970.000	CAPITAL OUTLAY					
	WICKS PARK PERFORMANCE STRUCTURE					180,000
	MT BALDHEAD RADAR BLDG REMOVAL					50,000
	MT BALDHEAD STAIRS REPAIR					30,000
	ACCOUNT '970.000' TOTAL					260,000
	DEPT '751' TOTAL					260,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	67,131	86,000	52,946		72,000
101-756-720.000	FRINGE BENEFITS	18,142	41,500	14,304		30,000
101-756-730.000	SUPPLIES	4,992	4,200	5,090		5,000
101-756-801.000	CONTRACTUAL SERVICES	14,340	16,000	6,624		16,000
101-756-850.000	TELEPHONE	3,070	3,000	1,800		3,000
101-756-860.000	EDUCATIONAL TRAINING	474	500			500
101-756-900.000	PRINTING & PUBLISHING	2,196	2,000	955		1,250
101-756-913.000	INSURANCE	3,600	3,800	3,800		3,800
101-756-920.000	UTILITIES	3,769	5,000	2,670		4,500
101-756-930.000	REPAIRS & MAINTENANCE	2,637	3,000	9,690		3,000
101-756-946.000	EQUIPMENT RENTAL	18,317	35,000	15,665		25,000
101-756-960.000	SIGNS	650	650			500
101-756-970.000	CAPITAL OUTLAY	1,366				
Totals for dept 756 - OVAL BEACH		140,684	200,650	113,544		164,550

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	24,597	26,000	13,813		10,000
101-758-720.000	FRINGE BENEFITS	4,382	6,500	2,986		3,500
101-758-730.000	SUPPLIES	47,894	50,000	26,206		20,000
101-758-801.000	CONTRACTUAL SERVICES	1,595	2,000	840		1,600
101-758-850.000	TELEPHONES	362	550			500
101-758-860.000	EDUCATIONAL TRAINING		500			500
101-758-920.000	UTILITIES		1,000			500
101-758-930.000	REPAIRS & MAINTENANCE	231	1,000	51		500
101-758-960.000	SIGNS	43	500			500
101-758-970.000	CAPITAL OUTLAY		5,000			500
Totals for dept 758 - OVAL CONCESSION		79,104	93,050	43,896		38,100

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	1,001	2,000	336		1,000
101-760-900.000	PRINTING & PUBLISHING	298	250			250
Totals for dept 760 - SPEAR BOAT LAUNCH		1,299	2,250	336		1,250

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BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 101 GENERAL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS					86,500
101-965-998.203	TRANSFER TO LOCAL STREETS					30,790
Totals for dept 965 - TRANSFERS						117,290
TOTAL APPROPRIATIONS		1,966,148	2,759,100	1,558,954		2,456,900
NET OF REVENUES/APPROPRIATIONS - FUND 101		904,909	15,567	1,189,014		

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 202 MAJOR STREETS

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	75,780	76,000	81,623		80,000
202-000-546.000	ACT 51 FEES	110,109	95,000	82,460		82,500
202-000-665.000	INTEREST	8,056	5,000	5,858		1,000
202-000-697.000	TRANSFER FROM FUND BALANCE					148,000
202-000-699.000	DUE FROM LS & GF					155,600
Totals for dept 000 -		<u>193,945</u>	<u>176,000</u>	<u>169,941</u>		<u>467,100</u>
TOTAL ESTIMATED REVENUES		<u>193,945</u>	<u>176,000</u>	<u>169,941</u>		<u>467,100</u>

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 202 MAJOR STREETS

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	10,393	13,500	12,291		15,100
202-463-720.000	FRINGE BENEFITS	7,358	9,350	6,368		10,000
202-463-727.000	SUPPLIES	1,589	2,000	825		2,000
202-463-801.000 *	CONTRACTUAL SERVICES	636,599	85,650	4,300		375,000
202-463-930.000	REPAIRS & MAINTENANCE	2,258	2,500	528		2,500
202-463-946.000	EQUIPMENT RENTAL	15,776	15,500	7,741		15,500
Totals for dept 463 - ROUTINE MAINTENANCE		673,973	128,500	32,053		420,100
* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE						
801.000	CONTRACTUAL SERVICES					350,000
	CAMPBELL RD PARK ST TO MANCHESTER					350,000
	DEPT '463' TOTAL					350,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 202 MAJOR STREETS

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	8,293	15,000	6,749		15,000
202-464-720.000	FRINGE BENEFITS	6,948	8,000	3,715		8,000
202-464-727.000	SUPPLIES	9,500	9,500	8,355		10,000
202-464-946.000	EQUIPMENTAL RENTAL	12,505	15,000	6,576		14,000
Totals for dept 464 - WINTER MAINTENANCE		37,246	47,500	25,395		47,000
TOTAL APPROPRIATIONS		711,219	176,000	57,448		467,100
NET OF REVENUES/APPROPRIATIONS - FUND 202		(517,274)		112,493		

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 203 LOCAL STREETS

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	293,392	300,000	306,346		310,000
203-000-445.000	PENALTIES & INT ON TAXES	760	800	510		500
203-000-538.000	COUNTY ROAD MILLAGE	75,806	77,000	81,623		82,500
203-000-546.000	ACT 51 FEES	71,845	59,000	51,066		57,500
203-000-665.000	INTEREST	15,630	5,000	9,456		1,850
Totals for dept 000 -		457,433	441,800	449,001		452,350
TOTAL ESTIMATED REVENUES		457,433	441,800	449,001		452,350

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 203 LOCAL STREETS

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	10,920	17,000	12,597		17,000
203-463-720.000	FRINGE BENEFITS	7,903	12,000	6,497		12,000
203-463-727.000	SUPPLIES	1,616	2,500	946		2,500
203-463-801.000 *	CONTRACTUAL SERVICES	352,734	343,500	46,314		200,000
203-463-930.000	REPAIRS & MAINTENANCE	754	1,550	502		1,500
203-463-946.000	EQUIPMENT RENTAL	18,000	18,000	14,771		18,000
Totals for dept 463 - ROUTINE MAINTENANCE		391,927	394,550	81,627		251,000
* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE						
801.000	CONTRACTUAL SERVICES					
	PARK ST MT BALDHEAD TO CITY LIMITS					180,000
	MILL STREET MILLINGS					2,000
	ACCOUNT '801.000' TOTAL					182,000
	DEPT '463' TOTAL					182,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 203 LOCAL STREETS

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	8,905	13,500	7,557		13,500
203-464-720.000	FRINGE BENEFITS	6,708	9,250	4,282		9,250
203-464-727.000	SUPPLIES	13,687	8,500	8,499		10,000
203-464-946.000	EQUIPMENT RENTAL	11,285	16,000	8,311		13,000
Totals for dept 464 - WINTER MAINTENANCE		40,585	47,250	28,649		45,750

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BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 203 LOCAL STREETS

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
203-965-998.202	TRANSFER TO MAJOR STREETS					155,600
Totals for dept 965 - TRANSFERS						155,600
TOTAL APPROPRIATIONS		432,512	441,800	110,276		452,350
NET OF REVENUES/APPROPRIATIONS - FUND 203		24,921		338,725		

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 301 DEBT SERVICE

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	279,159	242,169	227,658		234,000
301-000-445.000	PENALTIES & INT ON TAXES	725	100	381		300
301-000-665.000	INTEREST	590	100	477		200
301-000-697.000	TRANSFER FROM FUND BALANCE					24,024
Totals for dept 000 -		280,474	242,369	228,516		258,524
TOTAL ESTIMATED REVENUES		280,474	242,369	228,516		258,524

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 301 DEBT SERVICE

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE	125	1,000			500
301-592-991.000	DEBT PRINCIPAL	174,000	194,000	194,000		213,000
301-592-995.000	DEBT INTEREST	51,404	47,369	47,259		45,024
Totals for dept 592 - ROAD BOND 2009		<u>225,529</u>	<u>242,369</u>	<u>241,259</u>		<u>258,524</u>
TOTAL APPROPRIATIONS		<u>225,529</u>	<u>242,369</u>	<u>241,259</u>		<u>258,524</u>
NET OF REVENUES/APPROPRIATIONS - FUND 301		54,945		(12,743)		

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BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 592 WATER AND SEWER

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER FEES	16,150	1,000	6,850		1,000
592-000-611.000	SEWER FEES	7,000	1,000			1,000
592-000-665.000	INTEREST	9,411	4,000	3,277		1,000
Totals for dept 000 -		<u>32,561</u>	<u>6,000</u>	<u>10,127</u>		<u>3,000</u>
TOTAL ESTIMATED REVENUES		32,561	6,000	10,127		3,000

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BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 592 WATER AND SEWER

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536 - WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	50,970	6,000	3,296		3,000
Totals for dept 536 - WATER AND SEWER SYSTEMS		50,970	6,000	3,296		3,000
TOTAL APPROPRIATIONS		50,970	6,000	3,296		3,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		(18,409)		6,831		

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 661 MOTOR POOL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
661-000-579.000	GRANTS RECEIVED	153,883				
661-000-664.000	MOTOR POOL REVENUE	240,798	273,500	144,246		228,000
661-000-665.000	INTEREST	5,972	4,000	4,061		2,000
661-000-673.000	SALE OF FIXED ASSETS					5,000
Totals for dept 000 -		400,653	277,500	148,307		235,000
TOTAL ESTIMATED REVENUES		400,653	277,500	148,307		235,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 661 MOTOR POOL FUND

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	16,304	22,000	15,976		22,000
661-443-720.000	FRINGE BENEFITS	8,989	10,750	7,352		12,000
661-443-727.000	SUPPLIES	4,258	4,800	3,449		5,000
661-443-748.000	FUEL & OILS	20,756	30,000	21,202		25,000
661-443-750.000	TIRES & BATTERIES	5,014	10,000	1,582		10,000
661-443-755.000	SMALL TOOLS	744	1,500			1,000
661-443-801.000	CONTRACTUAL SERVICES	1,334	5,000	1,230		3,000
661-443-850.000	TELEPHONES	4,307	4,500	4,101		5,000
661-443-913.000	INSURANCE	7,094	8,250	12,319		14,000
661-443-920.000	UTILITIES	6,405	8,000	5,074		8,000
661-443-930.000	REPAIRS & MAINTENANCE	31,302	35,000	18,724		30,000
661-443-968.000	DEPRECIATION	120,626	80,000			
661-443-970.000 *	CAPITAL OUTLAY		57,700	6,242		100,000
Totals for dept 443 - MOTOR POOL		227,133	277,500	97,251		235,000
* NOTES TO BUDGET: DEPARTMENT 443 MOTOR POOL						
970.000	CAPITAL OUTLAY					60,000
	SHERIFF VEHICLE					40,000
	DPW PICK UP					100,000
	ACCOUNT '970.000' TOTAL					100,000
	DEPT '443' TOTAL					100,000
TOTAL APPROPRIATIONS		227,133	277,500	97,251		235,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		173,520		51,056		

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BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 715 ROSE GARDEN

Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
715-000-665.000	INTEREST	3,571	500	9		1,000
715-000-697.000	TRANSFER FROM FUND BALANCE		7,000			6,500
Totals for dept 000 -		3,571	7,500	9		7,500
TOTAL ESTIMATED REVENUES		3,571	7,500	9		7,500

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 715 ROSE GARDEN

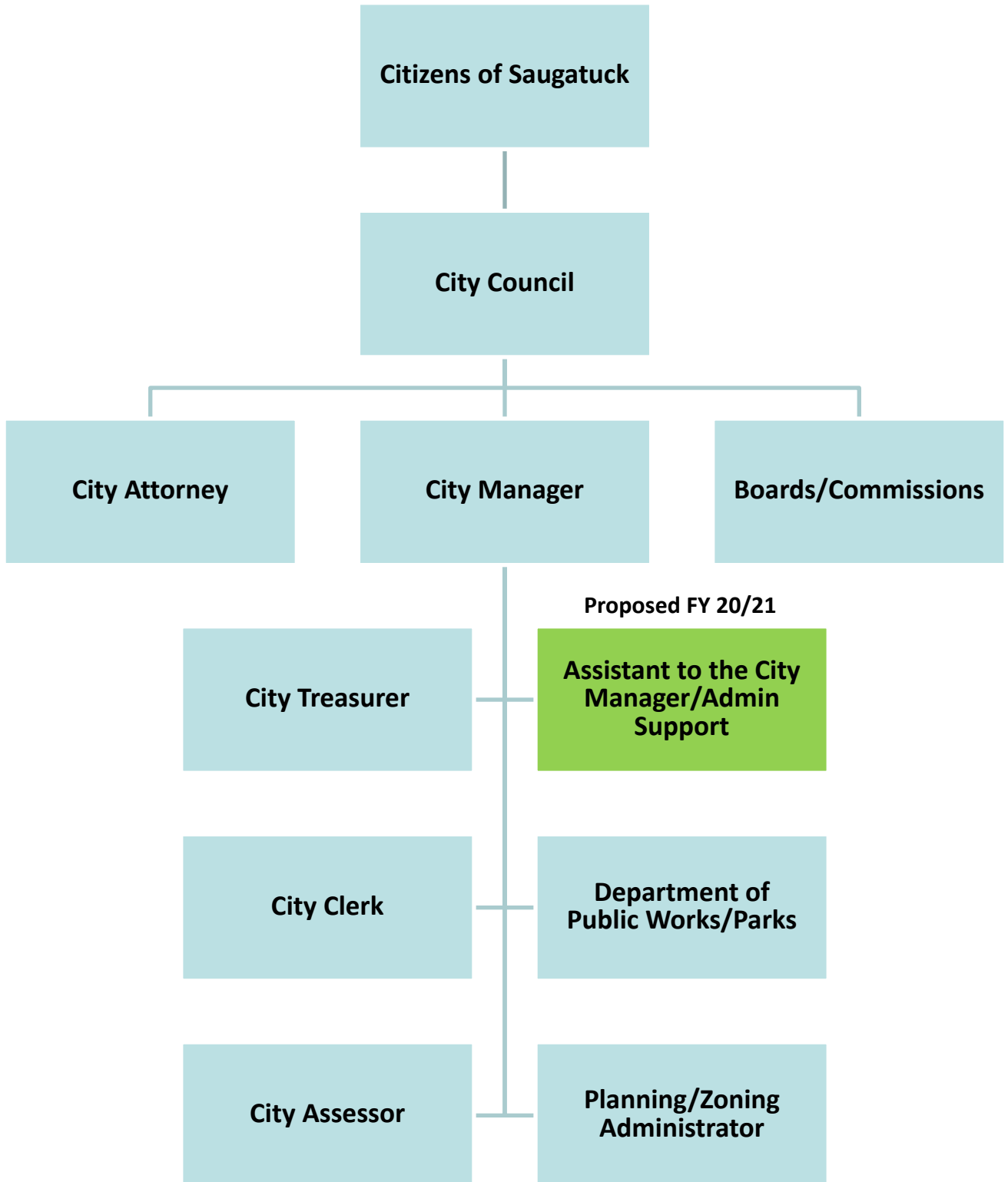
Calculations as of 05/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/31/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS						
Dept 742 - PARK ENDOWMENT						
715-742-801.000	CONTRACTUAL SERVICES	7,843	7,500	4,544		7,500
Totals for dept 742 - PARK ENDOWMENT		7,843	7,500	4,544		7,500
TOTAL APPROPRIATIONS						
		7,843	7,500	4,544		7,500
NET OF REVENUES/APPROPRIATIONS - FUND 715						
		(4,272)		(4,535)		
ESTIMATED REVENUES - ALL FUNDS						
		4,239,694	3,925,836	3,753,869		3,880,374
APPROPRIATIONS - ALL FUNDS						
		3,621,354	3,910,269	2,073,028		3,880,374
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS						
		618,340	15,567	1,680,841		

APPENDIX

Organization Chart
2020 Capital Improvement Plan

CITY OF SAUGATUCK ORGANIZATIONAL CHART



**CITY OF SAUGATUCK
CAPITAL IMPROVEMENTS PLAN
MAY, 2020**



Project No.: 840640
By: JWM
Date: 5/18/2020

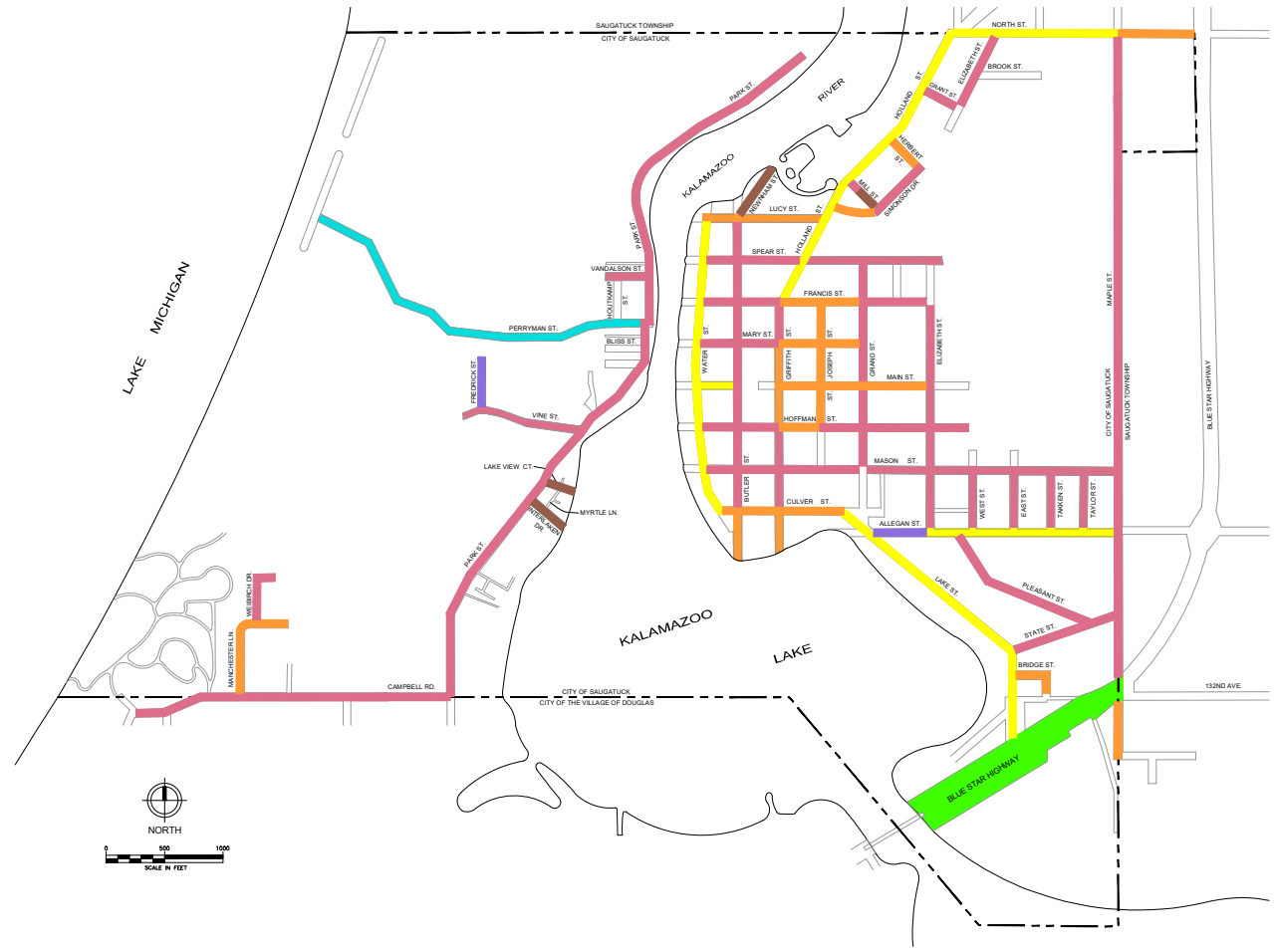
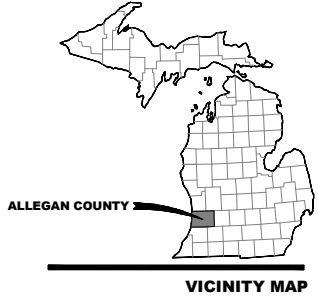
Road & Utility Projects

Project No.	Location and Limits	Anticipated Scope of Work	Estimated Project Cost	PASER Rating	Traffic Volume
1	Park Street - Mt. Baldhead Park to North City Limits	Combination of mill & fill and crush & shape strategies. Coordinating with Saugatuck Township to complete their short section as part of the project.	\$ 300,000	2	Local
2	Lakeview Street - Park Street to East End	Stabilize existing gravel surface with millings from the Park Street project.	\$ 10,000	N	Local
3	Interlaken Drive - Park Street to East End	Stabilize existing gravel surface with millings from the Park Street project.	\$ 10,000	N	Local
4	Campbell Road - Manchester Drive to Park Street	Replace existing 6-inch water main with 8-inch. Crush & shape McVea to "the hill". Reconstruct "the hill" with underdrain and storm sewer improvements. Shared project cost with Douglas (roughly 50/50, Saugatuck cost shown - total cost approximately \$700,000).	\$ 350,000	2	Moderate
5	Park Street - Campbell Road to Perryman Street	Widen shoulders (where topography practically allows), miscellaneous asphalt replacement, slurry seal.	\$ 480,000	2	Heavy
6	Butler Street - Culver Street to Lucy Street	Replace existing 4-inch and 6-inch water main with 8-inch. Slip line existing sanitary sewer between Culver Street and Mason Street. Replace deteriorated storm sewer and catch basins/manholes. Mill and fill remaining asphalt pavement with miscellaneous curb and sidewalk replacement. For constructability reasons, project is recommended to be placed on hold until Kalamazoo Lake returns to a more normal level.	\$ 1,220,000	2	Heavy
7	Maple Street - Blue Star Highway to North Street	Replace existing 4-inch and 6-inch water main with 8-inch or 12-inch. Address miscellaneous sanitary sewer needs. Crush & shape from Blue Star Highway to ~500 feet south of North Street. Reconstruct the 500 feet south of North Street with underdrain and geotextile stabilization. Shared project cost with township/road commission (60% of total shown).	\$ 750,000	2	Moderate
8	Griffith Street - Culver Street to Francis Street	Miscellaneous asphalt replacement followed by slurry seal.	\$ 120,000	2-3	Heavy
9	Mason Street - Elizabeth Street to Grand Street	Reconstruct with storm sewer replacement, miscellaneous water main and sanitary sewer repairs.	\$ 500,000	2	Low
10	State Street - Lake Street to Maple Street	Slurry seal to address cracking associated with difficult paving on steep slope.	\$ 40,000	2	Low
11	Lucy Street - Water Street to Holland Street	Slurry seal to address premature cracking associated with high water table (after water level returns to a more normal condition).	\$ 50,000	4	Moderate
12	Culver Street Parking Lot	Resurface.	\$ 330,000	N	N
13	Bridge Street - Blue Star Highway to City Limits	Crush and shape.	\$ 80,000	1	Local
14	Grant/Elizabeth Street - Holland St. to North St.	Slurry seal.	\$ 40,000	2	Low
15	Mill Street - Holland Street to Simonson Drive	Gravel base improvements & paving for the unpaved portion (approximately 200 feet). Cap with asphalt millings from the Park Street project fall 2020.	\$ 25,000 \$ 2,000	N	Local
16	2020 Flooding Mitigation Activities	Water & Lucy Street, Spear Street Boat Launch, Wick's Park Restroom Building and S. end Butler Street	\$ 50,000	N	Low
Subtotal Priority Road & Utility Projects:			\$ 4,357,000		

Park Projects (Summary of Prior Parks CIP with estimated inflationary adjustment)

Project No.	Location	Anticipated Scope of Work	Total Est. Project Cost
1	Oval Beach (2 options for wastewater)	Restroom building, well & drain field improvements, parking lot expansion, maintenance/storage building	\$ 1,200,000
		Restroom building, well & sanitary sewer connection, parking lot expansion, maintenance/storage building	\$ 1,600,000
2	Mt. Baldhead Park (Upper)	Address radar building contamination, radar tower dome repairs, water main (reservoir feed) imps.	\$ 150,000
3	Mt. Baldhead Park (Stairs)	Stringer repair/replacement (~5 sections), upper deck improvements and general maintenance	\$ 150,000
4	Mt. Baldhead Park (Lower)	Pavilion replacement, restroom building, picnic area, parking improvements, drainage improvements	\$ 550,000
5	Information/Directional Kiosks	Approximately 10 throughout downtown	\$ 10,000
6	Wicks Park	Restroom improvements and performance space, address pavilion	\$ 300,000
7	Willow Park	Deck/platform and miscellaneous improvements (coordinate with dock)	\$ 100,000
8	Village Square	Paver repairs, playground improvements, court improvements, restroom renovations	\$ 300,000
9	Rose Garden Park	Fence replacement	\$ 25,000
10	Coghlin Park	Develop a space to house temporary/seasonal sanitary facilities.	\$ 15,000
11	City Dock Improvements	Floating docks at Coghlin Park (2), Wicks Park (5) and Spear Street Boat Launch (1)	\$ 200,000
12	Blue Star Trail	Trail development. Budgetary cost is highly dependent on trail layout TBD.	\$ 600,000
13	Willow Park Sidewalk Extension	Install sidewalk along the west side of Water Street from Spear Street to Willow Park.	\$ 70,000
14	Chain Ferry	Landing Improvements	\$ 25,000
Subtotal Park Projects (using second Oval Beach option):			\$ 4,095,000

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN 2019 ROAD CONDITIONS MAP



- LEGEND**
- █ EXCELLENT (PASER 9-10)
 - █ VERY GOOD (PASER 8)
 - █ GOOD (PASER 7)
 - █ FAIR-GOOD (PASER 5-6)
 - █ POOR-FAIR (PASER 3-4)
 - █ FAILED (PASER 1-2)
 - █ GRAVEL (NO RATING)

