



MEMO

12/4/2020

To: Council

From: Karen Urbanik

Re: 2021 Budget Draft recommended by Finance & Human Resources

2020 SUMMARY

	1/1/2020 Unencumbered Balance	6,275,443	Original Budget	Variance
Operating Revenues		5,479,800	5,195,000	284,800
Operating Expense		(4,701,700)	(5,134,000)	(432,300)
Operating Surplus/Deficit		778,100	61,000	
Capital Revenue		894,600	884,000	10,600
Capital Budget		(3,577,000)	(3,762,000)	(185,000)
Capital Deficit		(2,682,400)	(2,878,000)	
Surplus (Deficit)		(1,904,300)	(2,817,000)	
12/31/2020 Estimated Balance		4,371,143		
Reserves		(258,000)		

2020 HIGHLIGHTS

Operating **Revenue** Income Tax at budget, CARES Act Funds \$300,000

Expense Projecting 8% below operating budget - personnel vacancies, VL reduction, lower supplies

<u>Capital</u>	Revenue	<u>Projected Actual</u>	<u>Budget</u>
	Road Levy	595,600	585,000
	State Issue 2 Grant	254,000	254,000
	State Issue 2 Loan	45,000	45,000
		894,600	884,000
	Expense	<u>Projected Actual</u>	<u>Budget</u>
	White Field	1,651,800	1,000,000
	2020 Road Project	1,416,000	2,114,000
	Engineering	292,294	241,000
	Equipment	60,000	210,000
	Geresy & Floodplain	64,500	70,000
	Bldg/Sewer/Sidewalk	92,406	127,000
		3,577,000	3,762,000

2021 SUMMARY	1/1/2021 Estimated Balance	4,371,143	2020 Orig Budget	
	Projected Operating Revenues	5,057,600	5,195,000	(137,400)
	Proposed Operating Budget	(5,037,600)	(5,134,000)	(96,400)
	Operating Surplus/Deficit	20,000	61,000	
	Capital Revenue (Road Levy, OPWC grant)	657,000	884,000	(227,000)
	Proposed Capital Budget	(1,513,500)	(3,762,000)	(2,248,500)
	Capital Deficit	(856,500)	(2,878,000)	
	Surplus (Deficit)	(836,500)	(2,817,000)	
	12/31/2021 Est Unencumb Balance	3,534,643		

2021 HIGHLIGHTS

Operating Budget: Lower projected revenue, lower operating expense - budget has been tightened

Capital Budget: Smaller road projects

Operating Revenue	2021	Change from	
Category	Estimate	Orig 2020 Bud	Notes
Income Tax	3,550,000	(150,000)	Reduced est - COVID
Property Tax	660,000	5,000	Small increase - est from county
Local Government	82,700	5,000	Small increase - est from county
Interest Income	51,000	(41,800)	Lower rates & balance
Road Funds	288,200	15,400	Incr license tax, lower excise
Other Revenue	425,700	29,000	Incr shade tree, lower Village Life
	5,057,600	(137,400)	

Operating Expense	2021	Change from	
Category	Budget	Orig 2020 Bud	Notes
Compensation & Pension	2,437,150	(68,610)	2% incr, 25 FT (2 vacant - service, admin)
Health Insurance	347,700	29,700	13% incr 9 mo, 10% ee share, enroll chgs
Workers' Comp	56,500	0	
Fire & Dispatch Contracts	416,000	6,000	dispatch contract cola adjust
Contracts	448,200	46,100	higher tree trim, limb program, rec utilities
Utilities	99,700	(32,100)	moved rec field utilities to contracts
Professional Svcs	500,800	(16,500)	
Insurance	51,600	(2,000)	
Supplies & Repairs	184,200	(28,800)	lower salt
Gasoline	40,350	(15,550)	lower prices
Construction	131,000	1,000	service bldg repairs
Equipment	90,800	(27,500)	lower police
Throughout	233,600	11,860	higher training, police vests
Total	5,037,600	(96,400)	
Estimated 2020 actual	4,701,700	-2%	Change from 2020 Budget
	335,900	7%	Change from 2020 Projection

Capital Revenue

	<u>Budget</u>	
Road Levy	590,000	
State Issue 2 Grant	<u>67,000</u>	Smaller project = lower grant, no loan
	657,000	

Capital Expense

<u>Capital Item</u>	<u>Proposed 2021</u>	<u>2020 Budget</u>	<u>2020 project/notes</u>
2021 Road Project	730,500	2,114,000	Forestvale/Inlands etc
White Field	100,000	1,000,000	White field
Engineering - future	155,000	191,000	Secor/Ridgewood
Bancroft crosswalks eng & Path impvmts	150,000	50,000	Eng crosswalks/paths
Refuse truck	175,000	210,000	Refuse & plow
Sewer/Sidewalk	65,000	77,000	Sewer/Sidewalk/Lights
Secor Intersection Poles	50,000		
Municipal Building projects	50,000	50,000	
Nature Conservancy contract & study	<u>38,000</u>	<u>70,000</u>	Geresy
	1,513,500	3,762,000	

Note: Budget does not include Municipal Property development
 Considered Dispatch impact may occur in late 2021 - small increase in costs anticipated

**VILLAGE OF OTTAWA HILLS
2020-2021
ANALYSIS OF FUNDS**

12/4/2020

FUND	2020				2021				RESERVES	
	1/1/20 UNENCUMB'D BALANCE	REVENUE ESTIMATE	EXPENSE ESTIMATE	TRANSFER BUDGET	12/31/20 UNENCUMB'D BALANCE	REVENUE ESTIMATE	EXPENSE PROPOSAL	TRANSFER ESTIMATE		12/31/21 BALANCE ESTIMATE
GENERAL FUND	1,264,096	1,000,100	3,356,800	2,000,000	907,396	929,900	3,904,240	2,400,000	333,056	
STREET REPAIR	336,217	234,500	185,000		385,717	268,800	399,300		255,217	
HIWAY IMP	53,670	19,000	23,800		48,870	20,400	24,100		45,170	
LAW ENFRMNT	14,837	500	0		15,337	500	0		15,837	
DRUG ENFRMNT	6,903	0	700		6,203	0	800		5,403	
EMPLOYEE EDUC	3,373	1,400	2,000		2,773	0	1,500		1,273	
RECYCLING	50,244	0	135,000	120,000	35,244	0	155,800	160,000	39,444	
CARES ACT	0	300,200	300,200		0	0	0	0	0	
BENEFIT RESERVE	258,000	0	0		258,000	0	0	(20,000)	238,000	
CAPITAL IMPVMT	673,203	0	1,817,000	1,500,000	356,203	0	628,000	500,000	228,203	
CAPITAL-GRANTS	41,045	45,000	65,000		21,045	0	0		21,045	
ROAD LEVY	1,021,656	849,600	1,695,000	360,000	536,256	657,000	663,500		529,756	
CAPITAL RESERVE	1,000,000	0	0	(1,000,000)	0	0	0		0	
STREET LIGHTS	89,698	55,000	65,400		79,298	54,000	62,100		71,198	
SHADE TREE	29,022	71,500	126,000	60,000	34,522	140,000	172,500	40,000	42,022	
POLICE PENSION	65,803	48,800	214,000	120,000	20,603	47,000	225,400	200,000	42,203	
FIRE PENSION	217,473	48,800	60,800		205,473	47,000	60,800		191,673	
INCOME TAX	1,150,203	3,700,000	232,000	(3,160,000)	1,458,203	3,550,000	253,060	(3,280,000)	1,475,143	
TOTAL	6,275,443	6,374,400	8,278,700	0	4,371,143	(258,000)	5,714,600	6,551,100	0	3,534,643
										(238,000)

**VILLAGE OF OTTAWA HILLS
ESTIMATE OF 2020-2021 REVENUES**

12/4/2020

ACCT NO.	ACCOUNT	2021 REVENUES BUDGET	2020 REVENUES BUDGET	2020 REVENUES PROJECTED
101.41110	REAL ESTATE TAX	493,000	490,000	497,300
101.41210	LOCAL GOVERNMENT (COUNTY)	60,000	60,000	65,000
101.41270	LOCAL GOVERNMENT (STATE)	17,700	17,700	15,000
101.41280	PROPERTY TAX ROLLBACK	73,000	73,000	73,300
101.41410	FEDERAL GRANTS	0	0	0
101.41440	D.A.R.E.	1,200	1,200	1,000
101.41530	VILLAGE LIFE	90,000	130,000	85,000
101.41610	FINES	3,000	10,000	3,000
101.41622	FRANCHISE FEES	42,000	45,000	40,000
101.41810	SALE OF ASSETS	0	0	0
101.41820	INTEREST (A)	40,000	90,000	90,000
101.41990	REIMBURSED EXP - YARD/BULK (B)	40,000	40,000	44,000
101.41991	REIMBURSED EXP - PROP MAINT (B)	3,000	3,000	5,500
101.41992	REIMBURSED EXP - MISC (B)	36,000	36,000	77,300
101.41993	REIMBURSED EXP - TRAINING (B)	2,000	4,000	2,000
101.41994	REIMBURSED EXP - GRANTS (B)	2,000	3,000	1,700
	TOTAL GENERAL FUND	902,900	1,002,900	1,000,100
201.41240	LICENSE TAX	68,000	34,000	34,000
201.41260	GASOLINE EXCISE TAX	160,000	145,000	160,000
201.41261	HIGHWAY DISTRIBUTIONS	40,000	73,000	38,000
201.41820	INTEREST	800	2,000	2,500
	TOTAL STREET REPAIR	268,800	254,000	234,500
202.41240	LICENSE TAX	4,000	2,000	2,000
202.41260	GASOLINE EXCISE TAX	13,000	11,800	13,000
202.41261	HIGHWAY DISTRIBUTIONS	3,200	7,000	3,200
202.41820	INTEREST	200	800	800
	TOTAL HIGHWAY IMPROVEMENT	20,400	21,600	19,000
208.41614	OTHER	500	500	500
	TOTAL LAW ENFORCEMENT	500	500	500
209.41610	FORFEITURES	0	0	0
209.41614	K-9 & OTHER PROGRAMS	0	0	0
	TOTAL DRUG ENFORCEMENT	0	0	0
210.41830	CONTRIBUTIONS & DONATIONS	0	0	1,400
	TOTAL EMPLOYEE EDUCATION	0	0	1,400
211.41990	OTHER	0	0	0
	TOTAL RECYCLING	0	0	0
212.41410	CARES ACT - FEDERAL	0	0	300,200
	TOTAL CARES ACT	0	0	300,200
404.41460	STATE GRANT - ENVIRONMENTAL	0	0	0
404.41924	OPWC LOAN PROCEEDS (C)	149,500	45,000	45,000
	TOTAL CAPITAL - GRANTS	149,500	45,000	45,000
405.41110	REAL ESTATE TAX - ROADS	582,000	578,000	586,900
405.41280	HOMESTEAD	8,000	7,000	8,700
405.41300	COUNTY LICENSE TAX GRANT	0	0	0
405.41460	STATE ISSUE II (C)	149,500	254,000	254,000
	TOTAL ROAD LEVY	739,500	839,000	849,600
502.41360	REAL ESTATE-STREET LIGHTS	54,000	55,000	55,000
	TOTAL STREET LIGHTS	54,000	55,000	55,000
503.41390	REAL ESTATE-SHADE TREES	140,000	69,000	71,500
	TOTAL SHADE TREES	140,000	69,000	71,500

**VILLAGE OF OTTAWA HILLS
ESTIMATE OF 2020-2021 REVENUES**

12/4/2020

ACCT NO.	ACCOUNT	2021 REVENUES BUDGET	2020 REVENUES BUDGET	2020 REVENUES PROJECTED
801.41110	REAL ESTATE TAX	41,000	40,000	42,500
	PROPERTY TAX ROLLBACK	6,000	6,000	6,300
	TOTAL POLICE PENSION	47,000	46,000	48,800
802.41110	REAL ESTATE TAX	41,000	40,000	42,500
	PROPERTY TAX ROLLBACK	6,000	6,000	6,300
	TOTAL FIRE PENSION	47,000	46,000	48,800
803.41140	MUNICIPAL INCOME TAX (D) UNCLAIMED MONIES	3,500,000	3,700,000	3,700,000
	TOTAL INCOME TAX	3,500,000	3,700,000	3,700,000
TOTAL (WITHOUT TRANSFERS)		5,869,600	6,079,000	6,374,400
101.41910	TRANSFERS - GENERAL FUND	1,200,000	2,200,000	2,000,000
211.41910	TRANSFERS - RECYCLING	120,000	120,000	120,000
290.41910	TRANSFERS - TERM BENEFIT			
401.41910	TRANSFERS - CAPITAL PROJECTS	1,200,000	1,200,000	700,000
404.41910	TRANSFERS - GRANTS			
405.41910	TRANSFERS - VOTED ROADS	360,000	360,000	1,400,000
490.41910	TRANSFERS - CAPITAL RESERVES (E)		(1,000,000)	
502.41910	TRANSFERS - STREET LIGHTS			
503.41910	TRANSFERS - SHADE TREE	40,000	40,000	
801.41910	TRANSFERS - POLICE PENSION	120,000	120,000	150,000
802.41910	TRANSFERS - FIRE PENSION			
	TOTAL TRANSFERS FROM TAX	3,040,000	3,040,000	4,370,000
(A)	2021 interest - .5%			
(B)	<u>Reimbursed Expenses</u>			
	Yardwaste	24,000		
	Employee Ins Contribution	26,000		
	Bulk Trash (170 X \$65)	11,000		
	Property Tax reimburse	10,000		
	Miscellaneous	5,000		
	Training Reimbursements	4,000		
	Property Maintenance	3,000		
	Grants, reimbursements, etc.	3,000		
		86,000		
(C)	Forestvale/Woodhill, Indian intersect			
	Grant	254,000		
	Loan	45,000		
(D)	Income Tax revenues projected at 4% below current 2019 estimate, 4% over 2019 budget projection			
(E)	Eliminating Capital Reserve - offsetting recreation field expense			

VILLAGE OF OTTAWA HILLS
2021 BUDGET

ACCT NO.	ACCOUNT		2021 TOTAL	% OF TOTAL BUDGET	2020 BUDGET (Orig)	INCR/(DECR) OVER 2020	% INCR/ (%DECR)
2100	REGULAR PERSONAL SRVS		\$1,775,000	27%	\$1,857,800	(\$82,800)	(4%)
2101	OVERTIME		\$192,400	3%	\$191,000	\$1,400	1%
2105	TRAINING		\$29,900	0%	\$18,500	\$11,400	62%
2110	PART TIME SRVS		\$90,000	1%	\$79,840	\$10,160	13%
2121	PERS		\$126,000	2%	\$133,770	(\$7,770)	(6%)
2122	EMPLOYERS SHARE-PENSION		\$224,600	3%	\$213,000	\$11,600	5%
2123	EMPLOYEE INSURANCE		\$347,700	5%	\$318,000	\$29,700	9%
2124	MEDICARE		\$29,150	0%	\$30,350	(\$1,200)	(4%)
2126	WORKER'S COMPENSATION		\$56,500	1%	\$56,500	\$0	0%
2140	CLOTHING ALLOWANCE		\$28,400	0%	\$20,800	\$7,600	37%
2200	TRAVEL		\$8,200	0%	\$9,000	(\$800)	(9%)
2300	CONTRACTS		\$864,200	13%	\$832,100	\$32,100	4%
2310	HEAT		\$18,000	0%	\$19,000	(\$1,000)	(5%)
2311	LIGHT		\$51,500	1%	\$61,000	(\$9,500)	(16%)
2312	WATER		\$10,000	0%	\$34,000	(\$24,000)	(71%)
2320	PHONE & INTERNET		\$20,200	0%	\$17,800	\$2,400	13%
2321	POSTAGE		\$4,800	0%	\$5,200	(\$400)	(8%)
2340	PROFESSIONAL SRVS		\$712,300	11%	\$752,300	(\$40,000)	(5%)
2345	PREVENTION		\$3,000	0%	\$3,000	\$0	0%
2646	DIVERSION		\$1,000	0%	\$1,000	\$0	100%
2347	GRANTS (DARE)		\$2,500	0%	\$2,500	\$0	100%
2350	FACILITIES MAINTENANCE		\$22,000	0%	\$22,000	\$0	0%
2360	INSURANCE		\$51,600	1%	\$53,600	(\$2,000)	(4%)
2380	PRINTING		\$14,800	0%	\$11,200	\$3,600	32%
2390	DUES		\$7,900	0%	\$7,400	\$500	7%
2391	PUBLICATION		\$2,100	0%	\$2,140	(\$40)	(2%)
2400	SUPPLIES		\$112,200	2%	\$143,000	(\$30,800)	(22%)
2420	GASOLINE		\$40,350	1%	\$55,900	(\$15,550)	(28%)
2430	REPAIR & MAINT. SUPPLIES		\$72,000	1%	\$70,000	\$2,000	3%
2730	PERSONNEL - LAWSUITS		\$10,000	0%	\$10,000	\$0	0%
274X	REFUNDS/DEBT		\$99,000	2%	\$154,000	(\$55,000)	(36%)
2500	CONSTRUCTION		\$1,108,000	17%	\$3,370,000	(\$2,262,000)	(67%)
2520	EQUIPMENT		\$415,800	6%	\$340,300	\$75,500	22%
TOTAL			\$6,551,100		\$8,896,000	(\$2,344,900)	(26%)

2021 SUMMARY	
Category	% of Budget
Personnel	44.3%
Operating	32.5%
Const/Equip	23.3%

HISTORY	
Category	% of Budget
Personnel	
2020	35.0%
2019	35.0%
2018	39.7%
Operating	
2020	28.4%
2019	28.4%
2018	35.8%
Const/Equip	
2020	36.6%
2019	36.6%
2018	24.5%

% OF BUDGET	
FOR COMPARISON	2020 BUDGET - ORIG
	INC (DEC) FROM 2020
	% CHANGE FROM 2020
# OF FULL TIME STAFF	25

COMMENTS

Budget Notes	
Compensation	25 FT (Serv & Admin vacant) , 2% wage incr, adjusts
Health Ins	13% Incr est, 10% premium share, \$1000 H.S.A. contrib
Contracts	Non-audit year, higher trimming, limb program
Utilities	moved Geresy/White utilities to prof svcs
Prof Svcs	less engin'g, VL instructors
Supplies/Gas	lower salt, gas prices
Refunds/Other	No Issue 2 loan
Construction	Lower road projects, rec field in 2020
Equipment	White Field equipment

VILLAGE OF OTTAWA HILLS
2021 BUDGET

ACCT NO.	ACCOUNT	POLICE & DISPATCH	FIRE	STREET LIGHTS (Village share)	CIVIL DEFNS	CNTY HEALTH	VILLAGE LIFE	PARKS	SEWERS
2100	REGULAR PERSONAL SRVS	\$964,700		\$3,000				\$45,500	\$25,400
2101	OVERTIME	\$121,000		\$250				\$8,420	\$1,100
2105	TRAINING	\$22,000		\$300					
2110	PART TIME SRVS	\$20,400					\$38,200		
2121	PERS	\$11,300		\$380			\$5,400	\$7,500	\$3,500
2122	EMPLOYERS SHARE-PENSION								
2123	EMPLOYEE INSURANCE	\$161,300		\$2,000				\$9,000	\$9,000
2124	MEDICARE	\$15,400					\$600	\$500	\$500
2126	WORKER'S COMPENSATION	\$25,200		\$400			\$3,300	\$1,800	\$700
2140	CLOTHING ALLOWANCE	\$22,000						\$800	
2200	TRAVEL	\$6,000							
2300	CONTRACTS	\$184,000	\$240,000		\$1,300	\$36,000		\$0	
2310	HEAT								
2311	LIGHT			\$6,000				\$1,500	
2312	WATER							\$2,000	
2320	PHONE & INTERNET	\$13,000							
2321	POSTAGE	\$500							
2340	PROFESSIONAL SRVS	\$7,000		\$2,300			\$90,000	\$185,000	\$18,000
2345	PREVENTION	\$3,000							
2646	DIVERSION	\$1,000							
2347	GRANTS (DARE)	\$2,500							
2350	FACILITIES MAINTENANCE								
2360	INSURANCE	\$20,000					\$3,800	\$2,000	
2380	PRINTING	\$5,000					\$400		
2390	DUES	\$1,000							
2391	PUBLICATION	\$1,000							
2400	SUPPLIES	\$6,000		\$800			\$4,000	\$8,000	\$2,000
2420	GASOLINE	\$15,000						\$1,350	
2430	REPAIR & MAINT. SUPPLIES	\$13,000						\$4,000	
2730	PERSONNEL - LAWSUITS								
274X	REFUNDS/DEBT								
2500	CONSTRUCTION							\$13,500	
2520	EQUIPMENT	\$61,000		\$0			\$1,000	\$18,000	
TOTAL		\$1,702,300	\$240,000	\$15,430	\$1,300	\$36,000	\$146,700	\$308,870	\$60,200

% OF BUDGET 26% 4% 0% 0% 1% 2% 5% 1%

FOR COMPARISON	2020 BUDGET - ORIG	\$1,691,600	\$240,000	\$20,330	\$1,300	\$37,000	\$178,000	\$321,000	\$79,580
	INC (DEC) FROM 2020	\$10,700	\$0	(\$4,900)	\$0	(\$1,000)	(\$31,300)	(\$12,130)	(\$19,380)
	% CHANGE FROM 2020	1%	0%	(24%)	0%	(3%)	(18%)	(4%)	(24%)

OF FULL TIME STAFF 13 1 0.5

COMMENTS 20% in pension Village share estimated estimated Rev \$90M White Field Lower wages
(23%) street light Covid impact op & equip
no new street lights equipment lower wages

VILLAGE OF OTTAWA HILLS
2021 BUDGET

ACCT NO.	ACCOUNT	REFUSE	STREET CLEANING	TRAFFIC SIGNS	GARAGE	ADMIN	COUNCIL	CLERK/TREAS	MUNICIPAL BLDG	COUNTY AUDITR	STATE AUDITR
2100	REGULAR PERSONAL SRVS	\$79,700	\$50,600		\$39,600	\$182,600		\$166,400			
2101	OVERTIME	\$2,550	\$55,080		\$2,000						
2105	TRAINING				\$2,000	\$2,000		\$1,000			
2110	PART TIME SRVS						\$840				
2121	PERS	\$12,000	\$16,000		\$5,700	\$7,400	\$120	\$23,200			
2122	EMPLOYERS SHARE-PENSION										
2123	EMPLOYEE INSURANCE	\$18,000	\$16,000		\$12,000	\$30,000		\$26,500			
2124	MEDICARE	\$1,200	\$1,000		\$1,000	\$2,700		\$2,450			
2126	WORKER'S COMPENSATION	\$3,200	\$3,000		\$1,000	\$3,800		\$6,000			
2140	CLOTHING ALLOWANCE	\$1,600	\$800		\$800						
2200	TRAVEL					\$1,000		\$200			
2300	CONTRACTS	\$112,000	\$26,000		\$5,000	\$8,000	\$3,300	\$26,000	\$3,000	\$8,000	
2310	HEAT				\$9,000				\$9,000		
2311	LIGHT			\$1,000	\$3,000					\$18,000	
2312	WATER				\$4,000				\$4,000		
2320	PHONE & INTERNET				\$4,000	\$800		\$2,000			
2321	POSTAGE					\$500		\$2,000			
2340	PROFESSIONAL SRVS	\$42,000	\$26,000	\$2,000		\$3,000		\$2,000	\$20,000		
2345	PREVENTION										
2646	DIVERSION										
2347	GRANTS (DARE)										
2350	FACILITIES MAINTENANCE				\$5,000				\$17,000		
2360	INSURANCE	\$2,400	\$3,200		\$1,500	\$1,100	\$4,500	\$1,300	\$2,500		
2380	PRINTING					\$2,000		\$1,000			
2390	DUES					\$6,000		\$300			
2391	PUBLICATION										
2400	SUPPLIES	\$4,000	\$40,000	\$10,000	\$15,000	\$1,500	\$3,000	\$2,000	\$4,000		
2420	GASOLINE	\$7,000	\$10,000								
2430	REPAIR & MAINT. SUPPLIES	\$20,000	\$25,000								
2730	PERSONNEL - LAWSUITS										
274X	REFUNDS/DEBT						\$9,000				
2500	CONSTRUCTION				\$10,000						
2520	EQUIPMENT	\$1,500			\$4,000	\$2,500		\$800			
TOTAL		\$307,150	\$272,680	\$13,000	\$124,600	\$254,900	\$20,760	\$263,150	\$77,500	\$8,000	\$0

% OF BUDGET		5%	4%	0%	2%	4%	0%	4%	1%	0%	0%
FOR COMPARISON	2020 BUDGET - ORIG	\$307,600	\$345,240	\$13,000	\$129,600	\$214,300	\$23,660	\$261,650	\$78,900	\$8,500	\$17,000
	INC (DEC) FROM 2020	(\$450)	(\$72,560)	\$0	(\$5,000)	\$40,600	(\$2,900)	\$1,500	(\$1,400)	(\$500)	(\$17,000)
	% CHANGE FROM 2020	(0%)	(21%)	0%	(4%)	19%	(12%)	1%	(2%)	(6%)	(100%)
# OF FULL TIME STAFF		1.5	1		1	2		2			

COMMENTS Lower salt décor signs new admin \$9K school non-audit yr
wages position UT prop tax
offset rev

VILLAGE OF OTTAWA HILLS
2021 BUDGET

ACCT NO.	ACCOUNT	LEGAL	LEGAL ADVT	ELECTION	LAWSUITS	GENERAL FUND SUBTOTAL	STREET REPAIR	HIWAY IMPV	LAW ENFRGMT
2100	REGULAR PERSONAL SRVS					\$1,557,500	\$48,600	\$8,600	
2101	OVERTIME					\$190,400			
2105	TRAINING					\$27,300			
2110	PART TIME SRVS					\$59,440			
2121	PERS					\$92,500	\$6,500	\$1,000	
2122	EMPLOYERS SHARE-PENSION					\$0			
2123	EMPLOYEE INSURANCE					\$283,800	\$17,000	\$4,000	
2124	MEDICARE					\$25,350	\$1,000		
2126	WORKER'S COMPENSATION					\$48,400	\$1,800	\$300	
2140	CLOTHING ALLOWANCE					\$26,000	\$800		
2200	TRAVEL					\$7,200			
2300	CONTRACTS	\$5,000		\$3,000		\$660,600			
2310	HEAT					\$18,000			
2311	LIGHT					\$29,500			
2312	WATER					\$10,000			
2320	PHONE & INTERNET					\$19,800			
2321	POSTAGE					\$3,000			
2340	PROFESSIONAL SRVS	\$28,000				\$425,300	\$177,000	\$3,000	
2345	PREVENTION					\$3,000			
2646	DIVERSION					\$1,000			
2347	GRANTS (DARE)					\$2,500			
2350	FACILITIES MAINTENANCE					\$22,000			
2360	INSURANCE	\$1,100				\$43,400	\$3,400		
2380	PRINTING		\$4,000			\$12,400			
2390	DUES	\$600				\$7,900			
2391	PUBLICATION					\$1,000			
2400	SUPPLIES					\$100,300	\$3,200	\$400	
2420	GASOLINE					\$33,350	\$3,000	\$800	
2430	REPAIR & MAINT. SUPPLIES					\$62,000	\$5,000	\$1,000	
2730	PERSONNEL - LAWSUITS				\$10,000	\$10,000			
274X	REFUNDS/DEBT					\$9,000			
2500	CONSTRUCTION					\$23,500	\$132,000	\$5,000	
2520	EQUIPMENT					\$88,800			
TOTAL		\$34,700	\$4,000	\$3,000	\$10,000	\$3,904,240	\$399,300	\$24,100	\$0

% OF BUDGET	1%	0%	0%	0%	6%	0%	0%
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FOR COMPARISON	2020 BUDGET - ORIG	INC (DEC) FROM 2020	% CHANGE FROM 2020
	\$39,200	(\$4,500)	(11%)
	\$4,000	\$0	0%
	\$3,000	\$0	0%
	\$10,000	\$0	0%
	\$4,024,460	(\$120,220)	(3%)
	\$199,300	\$200,000	100%
	\$26,450	(\$2,350)	(9%)
	\$0	\$0	0%

# OF FULL TIME STAFF	1
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COMMENTS	reduced estimates	1 deductible	\$361K bal Road engineer more repairs restricted funds	\$57K bal	\$15K bal
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VILLAGE OF OTTAWA HILLS
2021 BUDGET

ACCT NO.	ACCOUNT	DRUG ENFRMNT	EMP FUND	RECYCLING	CAPITAL IMPVMT	CAPITAL GRANTS	ROAD LEVY	STREET LIGHT (assess)	SHADE TREE
2100	REGULAR PERSONAL SRVS			\$69,000				\$13,000	
2101	OVERTIME							\$2,000	
2105	TRAINING							\$1,000	
2110	PART TIME SRVS								
2121	PERS			\$9,000				\$2,000	
2122	EMPLOYERS SHARE-PENSION								
2123	EMPLOYEE INSURANCE			\$18,500				\$8,000	
2124	MEDICARE			\$1,200					
2126	WORKER'S COMPENSATION			\$2,800				\$500	
2140	CLOTHING ALLOWANCE			\$1,600					
2200	TRAVEL								
2300	CONTRACTS					\$0		\$1,000	\$135,000
2310	HEAT								
2311	LIGHT							\$22,000	
2312	WATER								
2320	PHONE & INTERNET								
2321	POSTAGE								
2340	PROFESSIONAL SRVS	\$800		\$42,000	\$38,000	\$0	\$18,500	\$7,700	
2345	PREVENTION								
2646	DIVERSION								
2347	GRANTS (DARE)								
2350	FACILITIES MAINTENANCE								
2360	INSURANCE			\$2,200				\$1,200	
2380	PRINTING								
2390	DUES								
2391	PUBLICATION								
2400	SUPPLIES		\$1,500	\$1,500				\$3,500	
2420	GASOLINE			\$3,000				\$200	
2430	REPAIR & MAINT. SUPPLIES			\$4,000					
2730	PERSONNEL - LAWSUITS								
274X	REFUNDS/DEBT								
2500	CONSTRUCTION				\$265,000	\$0	\$645,000		\$37,500
2520	EQUIPMENT			\$1,000	\$325,000			\$0	
TOTAL		\$800	\$1,500	\$155,800	\$628,000	\$0	\$663,500	\$62,100	\$172,500

% OF BUDGET		0%	2%	10%	0%	1%	3%		
FOR	2020 BUDGET - ORIG	\$800	\$2,000	\$144,600	\$1,400,000	\$65,000	\$2,285,000	\$72,700	\$139,500
COMPARISON	INC (DEC) FROM 2020	\$0	(\$500)	\$11,200	(\$772,000)	(\$65,000)	(\$1,621,500)	(\$10,600)	\$33,000
	% CHANGE FROM 2020	0%	(25%)	8%	(55%)	0%	(71%)	(15%)	24%

# OF FULL TIME STAFF			1						
COMMENTS	\$7K bal	\$4.7K		White field	No Issue 2 loan	\$734K rev	\$93 bal	\$69K bal	
		Donations	more temp	equip		Resurfacing	77% of costs	.80/ff \$140K rev	
		from residents	costs here	Banc. Crsswlks		Ridge/Secor	Assmt .39/ff	higher trimming	
				refuse trk		Exmoor	\$55K rev	limb program	

VILLAGE OF OTTAWA HILLS
2021 BUDGET

ACCT NO.	ACCOUNT	POLICE PENSN	FIRE PENSION	INCOME TAX	TOTAL
2100	REGULAR PERSONAL SRVS			\$78,300	\$1,775,000
2101	OVERTIME				\$192,400
2105	TRAINING			\$1,600	\$29,900
2110	PART TIME SRVS			\$30,560	\$90,000
2121	PERS			\$15,000	\$126,000
2122	EMPLOYERS SHARE-PENSION	\$224,600			\$224,600
2123	EMPLOYEE INSURANCE			\$16,400	\$347,700
2124	MEDICARE			\$1,600	\$29,150
2126	WORKER'S COMPENSATION			\$2,700	\$56,500
2140	CLOTHING ALLOWANCE				\$28,400
2200	TRAVEL			\$1,000	\$8,200
2300	CONTRACTS	\$800	\$60,800	\$6,000	\$864,200
2310	HEAT				\$18,000
2311	LIGHT				\$51,500
2312	WATER				\$10,000
2320	PHONE & INTERNET			\$400	\$20,200
2321	POSTAGE			\$1,800	\$4,800
2340	PROFESSIONAL SRVS				\$712,300
2345	PREVENTION				\$3,000
2646	DIVERSION				\$1,000
2347	GRANTS (DARE)				\$2,500
2350	FACILITIES MAINTENANCE				\$22,000
2360	INSURANCE			\$1,400	\$51,600
2380	PRINTING			\$2,400	\$14,800
2390	DUES				\$7,900
2391	PUBLICATION			\$1,100	\$2,100
2400	SUPPLIES			\$1,800	\$112,200
2420	GASOLINE				\$40,350
2430	REPAIR & MAINT. SUPPLIES				\$72,000
2730	PERSONNEL - LAWSUITS				\$10,000
274X	REFUNDS/DEBT			\$90,000	\$99,000
2500	CONSTRUCTION				\$1,108,000
2520	EQUIPMENT			\$1,000	\$415,800
TOTAL		\$225,400	\$60,800	\$253,060	\$6,551,100
% OF BUDGET		3%	1%	4%	
FOR	2020 BUDGET - ORIG	\$213,800	\$60,800	\$261,590	\$8,896,000
COMPARISON	INC (DEC) FROM 2020	\$11,600	\$0	(\$8,530)	(\$2,344,900)
	% CHANGE FROM 2020	5%	0%	(3%)	(26%)
# OF FULL TIME STAFF				1	25

COMMENTS Village Mgr 80% of contract Lower refunds
Police pension under Fire

**VILLAGE OF OTTAWA HILLS
2021 BUDGET
CONTRACT LIST**

12/4/2020

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
POLICE	Dispatch Contract - Maumee	116,000	
	NORIS Contracts	33,000	
	Nemsys backup & support	7,000	
	Lexipol - Policy software	5,400	
	Jail Housing	5,000	
	Police Contracts & software	12,000	
	Maintenance Contracts	5,600	184,000
FIRE	Fire contract (20% in pension)	240,000	240,000
CIVIL DEFENSE	Emergency Management Assoc.	1,300	1,300
COUNTY HEALTH	Lucas County Health Dept.	36,000	36,000
PARKS		0	0
REFUSE	Landfill costs	55,000	
	Yard waste pickup (offsetting revenue)	26,000	
	Bulk pickup (partial revenue offset)	20,000	
	Limb program	10,000	
	Yard waste disposal	1,000	112,000
STREET CLEANING	Contracted Snowplowing	6,000	
	Contracted leaf collection	5,000	
	Street sweeping & disposal	5,000	
	Leaf disposal	6,500	
	Sidewalk snow removal	3,000	
	OUPS, etc.	500	26,000
GARAGE	Gas Tank Insure & Testing	3,000	
	Computer maintenance	2,000	5,000
ADMINISTRATOR	Cartegraph/Esri	7,000	
	Computer contract	1,000	8,000
COUNCIL	County Extension Service	1,500	
	Internet	1,200	
	Web hosting	600	3,300
CLERK/TREASURER	Server & software maintenance	20,000	
	Website maintenance	3,600	
	Postage machine	1,400	
	Copier maintenance	1,000	26,000
ADMIN BUILDING	Heating/Air Conditioning Maintenance	3,000	3,000
COUNTY AUDITOR	Fees for auditor's office	8,000	8,000
STATE AUDITOR	Audit (every other year)		0

**VILLAGE OF OTTAWA HILLS
2021 BUDGET
CONTRACT LIST**

12/4/2020

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
LEGAL	Prosecution	5,000	5,000
STATE GRANT		0	0
ELECTION EXPENSE	Election expense	3,000	3,000
STREET LIGHTS	Auditor fees for assessment	1,000	1,000
SHADE TREE	Tree trimming contract (to be bid)	75,000	
	Limb program	26,000	
	Hazard tree work	25,000	
	Tree maintenance/treatments	8,000	
	Auditor fees	1,000	135,000
POLICE PENSION	Auditor fees	800	800
FIRE PENSION	Fire contract 9 mos - (80% in Fire)	60,000	
	Auditor fees	800	60,800
INCOME TAX	Computer hardware maintenance	3,000	
	Computer software maintenance	3,000	6,000
TOTAL CONTRACTS			864,200

**VILLAGE OF OTTAWA HILLS
2021 BUDGET
PROFESSIONAL SERVICES**

12/4/2020

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
POLICE	Equipment maintenance	3,000	
	Employee medical & drug testing	2,000	
	Misc (help wanted ads, deputy support)	2,000	7,000
STREET LIGHTS (23%)	Paint street lights	2,300	2,300
VILLAGE LIFE	Course instructors	90,000	90,000
PARKS	Park mowing	50,000	
	White Field (mow, maint, utilities, taxes)	70,000	
	Geresy Field (mow, maint, utilities)	39,000	
	Tree maintenance	10,000	
	Island & cemetery upkeep	8,000	
	Deer Count & Program	4,000	
	Neglected property maintenance	4,000	185,000
SEWERS	Cleaning & Televising	10,000	
	Clean catch basins (30)	4,500	
	EPA requirements & TMACOG storm dues	3,500	18,000
REFUSE	Temp. workers (2100 hrs)	42,000	42,000
STREET CLEANING	Temp. workers (1000 hrs)	20,000	
	Chipping	5,000	
	CDL Drug testing	1,000	26,000
TRAFFIC SIGNS	Traffic light repairs	2,000	2,000
ADMINISTRATOR	Professional services	3,000	3,000
CLERK/TREASURER	Misc	2,000	2,000
ADMIN BUILDING	HVAC maintenance	6,000	
	Electrical/Plumbing/Heating/Fire	6,000	
	Lawn care	4,000	
	Alarm services	3,000	
	Garage door maintenance	1,000	20,000
LEGAL	Legal fees	28,000	28,000
STREET REPAIR	Engineering - Potential 2022-23 projects	130,000	
	Engineering - Bancroft crosswalks	25,000	
	Painting & Thermoplastic	22,000	177,000
HIGHWAY IMPRV	Painting & Thermoplastic	3,000	3,000
DRUG ENFORCMNT	Lab Testing for DUI	800	800
RECYCLING	Temp. workers (2100 hrs)	42,000	42,000
CAPITAL PROJECTS	Meadows study	20,000	
	Nature Conservancy	18,000	38,000

VILLAGE OF OTTAWA HILLS
2021 BUDGET
PROFESSIONAL SERVICES

12/4/2020

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
STATE ISSUE II			0
ROAD LEVY	Sewer work for Road Project	10,000	
	Auditor fees for levy	8,500	18,500
STREET LIGHTS (77%)	Paint street lights (@\$110ea)	7,700	7,700
TOTAL PROFESSIONAL SERVICES			712,300

**VILLAGE OF OTTAWA HILLS
2021 BUDGET
CONSTRUCTION**

12/4/2020

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
PARKS	Flower Baskets	8,000	
	Tree planting	5,500	13,500
GARAGE	Building repairs & painting	10,000	10,000
STREET REPAIR	Crack Sealing/Reclamite/Patch/Repairs	65,000	
	Edgehill Road Drainage Improvements	40,000	
	Forestview Curve speed tables	27,000	132,000
HIGHWAY IMPRV	Crack Sealing/Reclamite/Patch	5,000	5,000
CAPITAL IMPVT	Bancroft Crosswalks	100,000	
	Path Improvements	50,000	
	Municipal Building projects	50,000	
	Sewer Rebuilding	40,000	
	Sidewalk Repairs	25,000	265,000
STATE GRANT			0
ROAD LEVY	Ridgewood/Canterbury/Secor Resurface	425,000	
	Exmoor Resurface	220,000	645,000
SHADE TREE	Tree replacements	37,500	37,500
TOTAL CONSTRUCTION			1,108,000

**VILLAGE OF OTTAWA HILLS
2021 BUDGET
EQUIPMENT**

12/4/2020

DEPARTMENT	DESCRIPTION	AMOUNT	DEPT TOTAL
POLICE	1 Police Vehicle with equipment, warranty	48,000	
	Garage fencing	6,000	
	Computer equipment	4,000	
	Miscellaneous equipment	3,000	61,000
STREET LIGHTS (23%)			0
VILLAGE LIFE	Misc. equipment	1,000	1,000
PARKS	White Field sports equipment	18,000	18,000
REFUSE	Misc. equipment	1,500	1,500
GARAGE	Misc. equipment	4,000	4,000
ADMINISTRATOR	Office/Computer equipment	2,500	2,500
CLERK/TREASURER	Office/Computer equipment	800	800
RECYCLING	Recycling equipment	1,000	1,000
CAPITAL IMPVT	Refuse truck	175,000	
	White Field signs & cameras	100,000	
	Secor Intersection Poles	50,000	325,000
STREET LIGHTS (77%)			0
INCOME TAX	Office/Computer equipment	1,000	1,000
TOTAL EQUIPMENT			415,800

VILLAGE OF OTTAWA HILLS
2021 SALARY SPREADSHEET

12/4/2020

EMPLOYEE	2020 SALARY	ADJ	INCR 2.0%	2021 SALARY	PENSION				
					PERS 14.00%	POLICE 19.50%	MEDI/ FICA	HEALTH INSUR.	WORK COMP
POLICE									
ESTOK (10-12-20) 1/3	92,000	920	1,840	94,760		18,478	1,374	12,837	
SARGENT (5-21-12)	79,390		1,590	80,980		15,791	1,174	22,583	
TUPPER (1-1-16)	79,390		1,590	80,980		15,791	1,174	12,837	
OVERMEYER (1-7-02)	71,760		1,440	73,200		14,274	1,061	22,583	
MCCOY	71,760		1,440	73,200		14,274	1,061	50	
RANAZZI (6-15-15)	71,760		1,440	73,200		14,274	1,061	8,030	
SEDLAR (11-2-15)	71,760		1,440	73,200		14,274	1,061	16,393	
EVANSKI (2-6-17) 3/3	71,760		1,440	73,200		14,274	1,061	8,030	
BORAGGINA (3-5-18) 3/3	67,960	3,233	1,366	72,560		14,149	1,052	8,030	
KING (3-5-18) 3/3	67,960	3,233	1,366	72,560		14,149	1,052	8,030	
NEW OFFICER	60,370	647	1,213	62,230		12,135	902	22,583	
NEW OFFICER	60,370	647	1,213	62,230		12,135	902	7,361	
BUNCE (12-5-10)	58,490		1,170	59,660	8,352		865	11,767	
OTHER - Sergeant, sick bonus	3,000			12,741		1,521	185		
SUBTOTAL	959,567	8,680	18,550	964,700					
PART TIME	12,000			20,400	2,856		296		
OVERTIME	104,000			121,000		23,595	1,404		
POLICE	1,075,567			1,106,100	11,208	199,114	15,688	161,115	25,200
SERVICE									
PELLAND (1-1-19) 1/3	67,600	2,400	1,360	71,360	9,990		1,035	12,837	
REED	61,210		1,230	62,440	8,743		905	22,583	
HERZOG, DAN	52,800		1,060	53,860	7,540		781	16,393	
BLAIR (10-3-16)	52,800		1,060	53,860	7,540		781	22,583	
GOWING (1-13-20) (1/3)	46,000	2,316	920	49,236	6,893		714	12,837	
NEW EMPLOYEE	46,000		920	46,920	6,569		680	18,819	
NEW EMPLOYEE	35,000		700	35,700	4,998		518	7,361	
ACL & BONUS (Sick etc)	9,400			9,400	1,316		136		
SUBTOTAL (no transition)	482,740	2,316	5,890	382,777					
OVERTIME	87,000			71,400	9,996		756		
SERVICE	569,740			454,177	63,586	0	6,306	113,413	15,500
ADMINISTRATOR									
WENZLICK (1-1-20) (1/2)	115,000	6,930	2,300	124,230		24,225	1,801	12,837	
BONUS & Add'l Comp	50,750			6,000		1,170	87		
NEW EMPLOYEE				52,360	7,330		759	16,937	
ADMINISTRATOR	165,750	6,930	2,300	182,590	7,330	25,395	2,648	29,774	3,800

VILLAGE OF OTTAWA HILLS
2021 SALARY SPREADSHEET

12/4/2020

EMPLOYEE	2020 SALARY	ADJ	INCR 2.0%	2021 SALARY	PENSION			HEALTH INSUR.	WORK COMP
					PERS 14.00%	POLICE 19.50%	MEDI/ FICA		
FINANCE									
CLERK/TREASURER	120			120	17				
URBANIK	105,980		2,120	108,100	15,134		1,567	16,393	
MOSSING	56,000		1,120	57,120	7,997		828	8,030	
BONUS (sick etc) <i>CLERK</i>	1,000			1,000			15	2,000	
	168,100	0	3,240	166,340	23,148	0	2,410	26,423	6,000
TAX									
COMMISSIONERS	240			240	34				
HAAS (1-1-2008)	76,240		1,530	77,770	10,888		1,128	16,393	
WANG	29,500		590	30,500	4,270		442		
BONUS (payout) <i>TAX</i>	500			500			7		
	106,480	0	1,530	109,010	15,191	0	1,577	16,393	2,700
MISC									
HAUCK	37,440		750	38,190	5,347		554		3,300
COUNCIL <i>MISC</i>	840			840	118				
	38,280	0	750	39,030	5,464	0	554	0	3,300
TOTALS		17,927	32,259		125,928	224,509	29,182	347,119	56,500

	2020	Change	2021
Full Time	1,857,450	(82,652)	1,774,798
Part Time	79,770	10,160	89,930
Overtime	191,000	1,400	192,400
TOTAL	2,128,220	(71,093)	2,057,127

ASSUMPTIONS:

PERSONNEL: Vacancies - 1 service, 1 admin (health ins = family)
WAGES: 2% Wage Incr
HEALTH: 13% Est Incr **5/1 renewal** + \$1000 TO H.S.A. (premium share in revenue)
WORK COMP: \$3.00/100 Wages