Village Manager Report
May 9, 2024

1. **2024-2025 Budget Presentation**. Staff has prepared a set of spreadsheets projecting revenue, salary expense, and non-salary operational expenses for the 2024-2025 budget year. These spreadsheets assume a 4% increase in property tax collection, state shared revenue sources, and insurance expense. All other expenses, including wages, are shown as consistent with expenses taken from the earlier 2023-2034 budget. The salary numbers show wages, insurance taxes, and retirement. These figures are displayed for each position as both an hourly rate, and total annual compensation. Salaries are also allocated, on a percentage basis, to each of the village operating funds, to more accurately account for the cost associated with each employee within the individual funds.

   In addition, the spreadsheet shows the current fund balance in each account. The fund balances reflect accumulated budget surpluses and deficits over time. It should be considered a "balance sheet number." (Accumulated assets - liabilities = fund balance.) Since the fund balance does not necessarily equate to spendable cash, we are also showing current unrestricted cash distributed to each fund. This number, together with the projected 2024-2025 fund balances, does reflect spendable funds available. Within a given year the budgeted fund balance should be considered an "income statement number." (Revenue - expenses = budgeted fund balance.)

   The spreadsheet does not show restricted cash balances, such as cash held for the golf course, paver donations, the veteran's memorial fund, the tree fund, Christmas tree, and playground equipment. These funds are separately accounted for and expenditures from these funds are already committed.

   Our discussion this evening should include (1) 2024-2025 wage rates, (2) new programs or expenditures that you would like to see added to the budget, and (3) a preliminary discussion about fund balance and current cash policies. These policies would be instrumental in guiding future budget development. Of course, any other subject of discussion would be welcome.

   Based on your review of these spreadsheets, and our discussion, staff will prepare a final budget presentation for review and adoption at the June meeting.

2. **Seventh Street Housing Recommendation**. I recommend deferral of any specific action on this property at the current time. While it may be suitable for development in the "hardscape" area fronting seventh Street, the cost of development, and public opposition to use of the northern part of the property for housing, requires a look at other options. I am currently exploring the possibility that the northern five acres could be used as a "public dedicated space" that could offset the loss of other public space and allow development of attainable housing on property at another location within the village. Exploring this possibility will take an added 60 days.

3. **Trash Pickup Recommendation.** It is my recommendation that the Village Council does not allocate any of the $20,000 amount budgeted in fiscal 2023-2024 for trash collection. Those funds can be carried over and spent in the next budget. A review of the current proposal from GFL, compared to the trash collection that occurred in 2022 shows that a collection in 2024 would exceed the $20,000 budgeted amount by at least 20%. If we collected the same amount in 2024 as was collected in 2022 (260 compacted cubic yards of trash), the 2024 cost would be approximately $25,000. Since the amount collected has increased each year this number could be even more. This includes a 15% increase in the trash collection amount ($43 per compacted yard versus $37), an increase in transportation costs from $185 per hour to

$200 per hour, and a fuel surcharge that has increased from 9% to 25% of the total charge billed.

Instead, should the village council wish to provide this service in the future, I recommend collection at a centralized pickup at a spot to be designated, with funds to be allocated in the 2024-2025 budget. I have discussed with the Township supervisor a cooperative Township/Village joint collection effort to avoid the need to check residency. I suggested that the Village and the Township each allocate $5000 towards this effort. The Township meets on Tuesday, May 7th. We should have at least an indication of their interest, if not approval of the amount requested, by the time of our meeting.

4. **Housing North Partnership**. We have had two very successful meetings with staff at Housing North. I am reviewing a contract proposal for both general and project related services. Based upon these meetings, and the expertise they can bring, I will be recommending at least the project contract be approved in the 2024-2025 budget.

5. **Upcoming Issues June Meeting**

    a. Review and codification of existing Village Ordinances. Budgeted for 2024-25 fiscal year.

    b. Asset Capitalization policy.

    c. Bank Reconciliation policy.

    d. Presentation and review of the revised Zoning Ordinance

    e. Join Housing Commission recommendation.

    f. Seventh Street Recommendation.

    g. Zoning Board of appeals hearing.

6. **Zoning Administration**. Since our last meeting there have been no new land use permits issued. I did receive an inquiry concerning the "carport" on Mill Street, and a possible lot split on Nagonaba east of Mill Street. I will also be scheduling a Zoning Board of Appeals variance hearing for the property at 109 Bay/Rose Street as shown below.

    a. 109 Bay/Rose Street. (Woomer). Renovation of an existing structure and the addition of a second-floor accessory dwelling unit. This is a renewal of the permit issued in 2023, caused by a change in the proposed construction. The permit is issued contingent upon several variances. The owner has filed, and paid for, an application for the necessary variances.

7. **Agenda Items Pending This Evening**.

    a. **Item 9A**. **Budget Presentation**. Discussion and direction to staff only. No vote expected.

    b. **Item 9B**. **Seventh Street**. Presentation by Village Manager. No vote expected.

    c. **Item 9C. Trash Pickup.** Presentation by Village Manager. Discussion and Direction to staff concerning 2024-2025 Budget allocation only. No vote expected.

d. **Item 10A**. **Uncaged**. Presentation by UnCaged Committee member. Recommended Motion: "I move approval of the UnCaged event and authorize the use of all necessary Village Parks and resources, in the discretion of the Village Manager, and direct Village Staff to apply for all necessary street closure permits and take other actions within authorized budget constraints.

e. **Item 10B**. **Holiday Tree.** I recommend approval of a contract proposal from Scott Cain to install, remove and store the Northport holiday tree lights. A significant advantage of this proposal over alternative sources is the inclusion of testing and off-season storage of the lights, within the total cost of the contract. The final contract would include dates to begin, and conclude the installation, and a weather permitting deadline for removal of the lights. Costs for the contract would be included in the 2024-2025 budget.

A recommended Motion would be: "I move approval of the contract for installation, storage and removal of the Northport Christmas tree lights, as presented, subject final contract language acceptable to the Village manager."

"Our goal is Persistent Positive Action; to live in the future, and only learn from the past."