



# VILLAGE MANAGER BUDGET

DEPARTMENT: 101-171



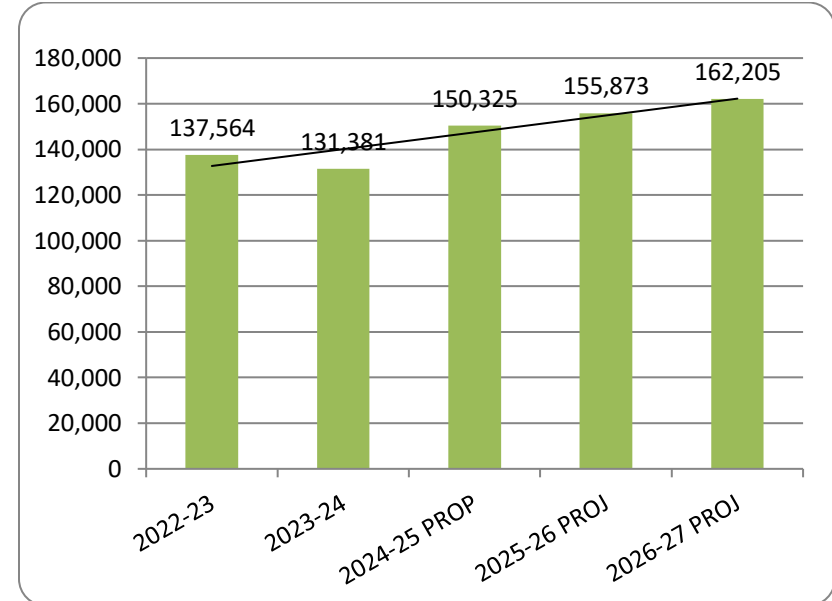
## BUDGET SUMMARY

	2021-22 ACTUAL	2022-23 ACTUAL	2023-24 ESTIMATE	2024-25 PROPOSED
<b>EXPENDITURES</b>				
Wages	115,086	110,752	91,052	95,500
Social Security	7,721	8,857	7,531	7,914
Health/Vision	17,647	6,120	6,000	8,240
Life/Disability	696	825	1,035	1,077
Dental Insurance	935	345	0	0
Pension	7,084	8,569	13,658	23,000
Vision Care	181	64	0	0
Dues/Misc.	363	1,227	1,225	1,650
Training/Education	60	805	3,500	4,000
Mileage	0	0	7,380	7,944
Capital Outlay	0	0	0	1,000
<b>TOTAL:</b>	<b>149,773</b>	<b>137,564</b>	<b>131,381</b>	<b>150,325</b>

## STAFFING SUMMARY

	2021-22 ACTUAL	2022-23 ACTUAL	2023-24 BUDGETED	2024-25 PROPOSED
<b>FULL-TIME</b>				
Village Manager	1	1	1	1
<b>TOTAL:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## BUDGET TRENDS



## EXPENDITURE HIGHLIGHTS

- Wages are proposed to increase by 5% in accordance with union contracts.
- Social security costs are calculated at 7.65% of wages and automobile allowance (mileage).
- Village Manager receives opt-out for health, dental, and vision insurance.
- Life and disability insurances are proposed to increase by 4%.
- Pension costs are proposed to increase from 15% of base salary to 24% of base salary subject to contract negotiations.
- Dues and Miscellaneous include costs associated with memberships in the International City/County Management



Association (ICMA), Michigan Municipal Executives (MME), and Michigan Public Employer Labor Relations Association (MPELRA); meeting luncheons, and publication subscriptions.

- Training and Education includes costs associated with attendance at the ICMA Annual Conference, MME Winter Institute and Summer Workshop, MPELRA quarterly trainings, MML Capital Conference (Cap-Con), and other trainings and workshops.
- Capital Outlay includes replacement of small office equipment or furnishings. No capital purchases are proposed for the ensuing fiscal year.

### **PROGRAM DESCRIPTION**

The Village Manager is appointed by the village council for an indefinite term to serve as the chief administrative officer of the village government. The Village Manager supervises and manages all departments of the village, appoints all department heads, except the Village Clerk and Village Attorney, with the approval of the council, and appoints all other employees of the village. Additional primary duties of the Village Manager include:

- Enforcing city ordinances and policies;
- Preparing and administering the annual village budget and multi-year capital improvement plan;
- Serving as Personnel Director and Labor Relations Administrator;
- Administering the village's community and economic development efforts;
- Administering the village's purchasing functions and administering and enforcing the terms of village contracts;

- Serving as Title VI Non-Discrimination Coordinator;
- Serving as Act 51 Street Administrator;
- Serving as voting member on the Lake Orion Planning Commission;
- Managing the village's public relations activities, including web site and social media;
- Providing administrative support to the village council and boards and commissions;
- Serving as the city's spokesperson and "ambassador" in relations, communications, and collaboration with other local, regional, state, and federal units of government.

### **DEPARTMENT MISSION, GOALS, AND OBJECTIVES**

**MISSION.** The mission of the Office of the Village Manager is to ensure efficient, cost effective, high quality core municipal services for the residents and businesses of the Village of Lake Orion through the application of sound and innovative municipal management principles in cooperation and collaboration with the village council, staff, community, other governmental units, and civic, charitable, and non-profit organizations.

**VISION.** The Office of the Village Manager will be a leading edge, trend setting, best practice department that will help to guide the Lake Orion community to long-term financial, economic, historical, and cultural sustainability and serve as a management model for other comparable communities to emulate.

**VALUES.** The Office of the Village Manager seeks to foster collaborative leadership and management by embracing the following concepts and beliefs:



- TRUST. *Our actions will build public trust.*
- QUALITY. *We strive for excellence, professionalism, and pride in our work.*
- INNOVATION. *We encourage creative thinking and reasonable risk taking and utilize the latest technology and techniques to achieve our purpose.*
- INDIVIDUALISM. *We respect individuals and their uniqueness, embrace diversity, and treat everyone fairly.*
- TEAMWORK. *We recognize the need to work as a team, understand the impact of our individual actions on the rest of the team, work cooperatively to accomplish our mission and goals, and promote open communication.*
- EFFICIENT AND EFFECTIVE SERVICE. *We strive for efficient and effective public service by being trendsetters and leaders, practice sound financial management, take pride in conserving public resources, and promote collaboration in service delivery.*
- FUTURE ORIENTATION. *We make decisions that stand the test of time, allow us to control our own destiny, promote the interests of the community for the long term, and provide a sense of place and home for all.*

**GOALS AND OBJECTIVES.** The following goals and objectives of the Office of Village Manager have been established for this fiscal year:

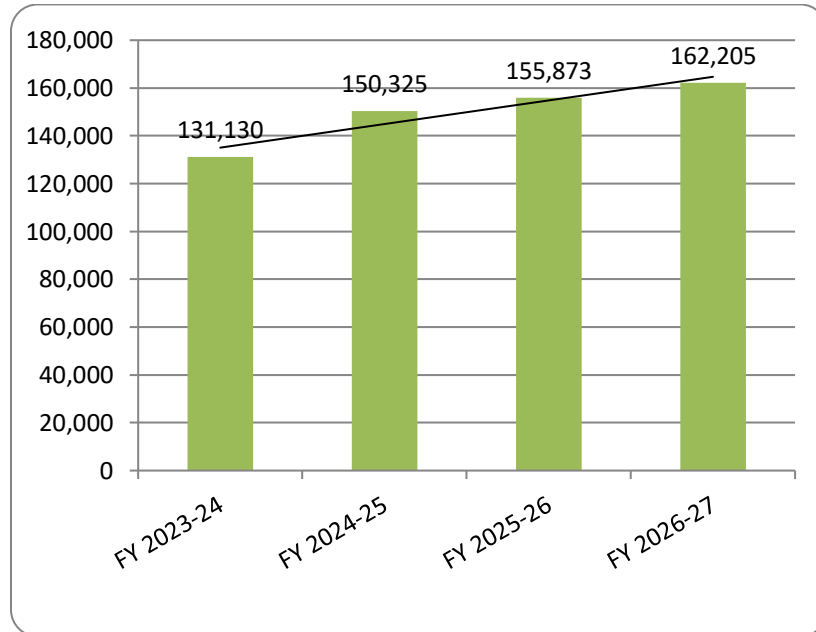
- **Goal #1 - Promote Sound and Prudent Financial Management**

- **Objective #1: Budget as Planning Tool** – Prepare new budget format that supports long-term financial planning for the Village Manager’s department, including capital planning.
- **Objective #2: Grant Opportunities** - Identify at least one new grant opportunity to assist in the funding of village operations.
- **Objective #3: Revenue Sources** – Identify new revenue sources to assist in funding village operations.
- **Goal #2 – Promote Efficient and Effective Municipal Operations**
  - **Objective #1: Utilization of Technology** – Identify and implement new technology (e.g., computer hardware and software, internet, telecommunications systems) to improve the operations of the department.
  - **Objective #2:** Work with Village Attorney to develop comprehensive personnel policy manual
- **Goal #3 – Promote Proper Management of Capital Assets and Infrastructure**
  - **Objective #1: Capital Improvement Plan** – Finalize preparation of a comprehensive capital improvement program, including identification of funding sources, to address the short-term and long-term capital needs of the village.
- **Goal #4 - Promote Beneficial and Effective Board, Commission, and Staff Relations and Professional Development**
  - **Objective #1: Employee Compensation** – Within budget constraints, prepare and maintain an employee compensation system that is competitive



- with comparable municipalities and that is based on merit.
- **Objective #2:** Employee Professional Development – Within budget constraints, identify the training and professional development needs of all employees to help them effectively and successfully perform their jobs and invest in necessary training and development.
- **Objective #3:** Board and Commission Training – Within budget constraints, identify the training needs of the village council and other boards and commissions to help them effectively and successfully perform their duties and invest in necessary training; establish a mandatory training program as needed.
- **Goal #5: Promote Open, Transparent, Inclusive, and Collaborative Governance**
  - **Objective #1:** Public Communication – Fully utilize the village’s web site, Twitter account, other social media, and traditional media to communicate with the public on important issues affecting the community; encourage citizens to register on the village’s web site for the “NOTIFY ME” service.
  - **Objective #2:** Public Document Access – Fully utilize the village’s web site as a repository for the village’s financial documents, permit and application forms, and other important documents for accessibility by the public.
  - **Objective #3:** Public Participation in Decision Making – Actively seek the participation of, and input by, the public in important decisions affecting the community, including but not limited to
- decisions on capital improvement planning and funding methods.
- **Objective #4:** Partnership and Collaboration – Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations and other governmental units to provide quality core municipal services and to achieve community goals.
- **Goal #6: Promote a Positive Community Image**
  - **Objective #1:** Public Relations – Utilize the village’s web site, social media, and traditional media to effectively communicate positive accomplishments in the village on a regular basis.

### BUDGET PROJECTIONS



### BUDGET PROJECTION ASSUMPTIONS

- Inflation is assumed at 4% annually.
- Wages will adjust by 5% in FY 2024-25 and 4% each year thereafter..
- Social Security costs are calculated at 7.65% of wages and automobile allowance (mileage).
- Health insurance opt-out adjusts in accordance with village policy.
- Life and disability insurance costs will increase by 4% annually.
- The Village Manager currently opts out of dental insurance coverage.
- Pension costs currently equal 15% of base salary.
- The Village Manager currently opts of vision insurance coverage.
- Membership dues and miscellaneous costs will adjust by 4% annually.
- Education and training costs will adjust by 4% annually.
- Auto allowance adjusts by 5% annually in accordance with the Village Manager's contract.
- Capital outlay costs are dependent upon those projects or equipment included in the village's capital improvement plan.



**EXPLANATION OF BUDGET LINE ITEMS – VILLAGE MANAGER**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>EXPLANATION</u></b>
101-171-701	WAGES	Salary for Village Manager
101-171-715	SOCIAL SECURITY	Federal FICA and Medicare payroll taxes for Village Manager @ 7.65% of compensation
101-171-716	HEALTH INSURANCE	Village Manager currently opts out of health insurance program
101-171-717	LIFE & DISABILITY INSURANCE	Life and disability insurance premiums for Village Manager
101-171-718	DENTAL INSURANCE	Manager current opts out of insurance
101-171-719	PENSION	Retirement contribution to Village Manager's 457 deferred compensation program in accordance with employment agreement
101-171-956	DUES & MISCELLANEOUS	Memberships in Oakland County Manager's Association and similar organizations and miscellaneous expenses for Village Manager
101-171-957	EDUCATION & TRAINING	Fees and expenses for education and training at seminars, conferences, and classes for Village Manager
101-171-960	MILEAGE	Automobile allowance in accordance with Village Manager's employment agreement

FUND: 101 – GENERAL  
DEPT: 171 – VILLAGE MANAGER



---

**ACCOUNT NUMBER**

101-171-977-000

**DESCRIPTION**

Capital Outlay

**EXPLANATION**

Replacement of small office equipment or furnishings



## VILLAGE MANAGER CAPITAL IMPROVEMENT PROGRAM

PROJECT NO.	CAPITAL ITEM	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
B-171-1	Laptop Computer w/ Docking	3,000				3,000		
B-171-2	Conference Phone - Manager's Office		1,000					

---

<b>TOTALS:</b>	3,000	1,000	0	0	3,000	0	0
----------------	-------	-------	---	---	-------	---	---

### FUNDING SOURCES:

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Operating Revenue							
General Fund	3,000	1,000	0	0	3,000	0	0
Major Streets							
Local Streets							
Police Fund							
Solid Waste							
DDA							
Capital Improvement							
Motor Pool							
Water & Sewer Fund							
Cemetery Fund							
Bond Issue							
Grant							
Special Assessment							
Millage							
Other							

---

<b>TOTALS:</b>	3,000	1,000	0	0	3,000	0	0
----------------	-------	-------	---	---	-------	---	---



**VILLAGE OF LAKE ORION  
CAPITAL EQUIPMENT REQUEST FORM**

**Project No:** B-171-1 **Date Prepared:** 3/12/2024  
**Equipment:** Phones **Equipment No:** 702  
**Department:** MANAGER **Anticipated Purchase Date:** 7/1/2024  
**Department Priority:** MEDIUM  
**Community Priority:** N/A  
**Form of Acquisition:** [YES] Purchase [ ] Rental/Lease  
**Number of Units Requested:** 1  
**Estimated Service Life(Years):** 5.00

Vehicle/Equipment	Quantity	Unit Price	Total Cost
YeaLink Conf Phone	1	1,000	1,000
			0
			0
			0
			0
			0
<b>Total:</b>	<b>1</b>		<b>1,000</b>

**Purpose of Expenditure:** Please choose appropriate box(es)

<input type="checkbox"/>	Scheduled replacement	<input type="checkbox"/>	Replace worn-out equipment
<input type="checkbox"/>	Expend service life	<input type="checkbox"/>	Increase safety
<input type="checkbox"/>	Present equipment obsolete	<input type="checkbox"/>	Reduce Personnel Time
<input type="checkbox"/>	New operation	<input type="checkbox"/>	Improve service to community
<input type="checkbox"/>	Other	Improve efficiency	

**Replaced Item(s):**

Item	Make	Model	Prior Year Maintenance Cost	Prior Year Rental Cost
Conference Phone	PolyCom	SoundStation	0	0

**Total Estimated Cost:** \$1,000

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
<b>Cost per Year</b>		<b>1,000</b>					<b>1,000</b>

**FUNDING SOURCES:**



Operating Revenue							0
General Fund		1,000					1,000
Public Works Fund							
Major Streets							0
Local Streets							0
Police Fund							
Solid Waste							0
DDA							0
Capital Projects Fund							
Motor Pool							0
Water & Sewer Fund							0
Cemetery Fund							0
Bond Issue							0
Grant							0
Special Assessment							0
Millage							0
Other:							0
<b>TOTAL:</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>

# Yealink CP965 Conference Phone, YEA-CP965

★★★★★ (0)




1 / 3



**\$898.99/each**

1

Add To Cart

 Estimated 3-7 Business Day Delivery

99+ in Stock

## Description

### Description

Set up an efficient phone system in your office with the Yealink CP965 Conference Phone. This office phone is designed with a 12-microphone array for high-quality voice pickup.

- Boasts a 5" multi-touch screen with 720 x 1280 resolution.
- Optimal HD audio, full duplex technology.
- Dynamic 20' and 360° voice pickup for clear audio.
- Built-in 12-microphone array for voice pickup.
- Built-in 1-microphone array for noise cancellation.
- Yealink phone is designed with Noise Proof Technology.
- Supports 10-way conference calling.
- Runs on Android 9.0.
- Hybrid UC meeting.
- Built-in 2.4GHz/5GHz Wi-Fi 802.11a/b/g/n. Includes power over Ethernet.
- Backed by the manufacturer's 1-year limited warranty.

## Specs

### Specifications

Item #	5832041
Manufacturer #	YEA-CP965

Color	Black
Number Of Phone Lines	1
Voice Activated (VOX)	No
Voice Dialing	No
Call Screening	No
Call Transfer	No
Call Waiting	Yes
Caller ID	Yes
1-Touch Redial	No
Intercom	Yes
Mute Feature	Yes
Speakerphone	Yes
Illuminated Keypad	No
Depth	15 in.
Height	16 in.
Width	6 in.
Warranty	1-Year Limited
Model	CP965
Quantity	1
Brand Name	Yealink
Dimensions	16 in. X 6 in. X 15 in.
Manufacturer	YEALINK

Reviews

