

SUPERINTENDENT'S MEMO

DATE: October 21, 2015

TO: Township Board, Department Directors

FROM: Cargo & Sandoval

SUBJECT: 2016 Budget

OVERVIEW:

Pursuant to state law, the superintendent must prepare and forward a budget to the full Board for consideration. **A budget work session is scheduled for Tuesday, October 27th at 5:30 p.m.**

The Truth-in-Taxation was held on Monday, September 28th. The public hearing on the Special Assessments is scheduled for **Monday, November 9th at 7:00 p.m.** The public hearing for the FY 2015 budget is scheduled for **Monday, November 23rd at 7:00 p.m.**

The attached documents are the result of dedicated work by the department directors (*i.e., Sandoval, Chalifoux, VerBerkmoes, Proksa, and Gerencer*) and certain staff members (*i.e., Riggs and Walsh*).

In addition to this cover memorandum, please find the following:

1. The 2016 Budget Worksheet, which provides line item detail and comparison with the previous year.
2. The 2016 Summary of Revenues/Expenditures spreadsheet. (*This is one of the most important budget documents providing a general overview of revenues and expenditures and projecting the fund balance or cash reserves of each of the eleven funds.*)
3. The 2016 Estimated Tax Revenue spreadsheet.
4. The DDA Tax Increment Finance spreadsheet.
5. The Administrative and Overhead spreadsheet.
6. The Special Assessment Light Districts spreadsheet.
7. The Special Assessment Districts spreadsheet for water, sewer, streets and drains.
8. The Software and Computer Services spreadsheet.
9. The Telephone and Internet Services spreadsheet.
10. The Sewer System Usage and Water System Usage spreadsheets.
11. The 2016 Pay Rates spreadsheet.

12. The Listing of Approved Staff Positions.
13. The Listing of Insurances for FY 2016.

2016 BUDGET SUMMARY:

The total budget revenue within all eleven (11) funds is projected at \$9,898,710 with total budget expenditures estimated at \$9,479,200. It is interesting to note that the proposed FY 2016 budget is not substantially different from the three-year, line item budget provided in July other than the “carry forward” of a pathway project from FY 2015 to FY 2016 (*i.e., Mercury Drive pathway resurfacing*).

The budget as a whole shows revenues exceeding expenditures by about **\$419,510**. The major reason for revenues exceeding expenditures is that (1) the DDA Fund will be investing about **84%** of revenues for future capital improvement projects; (2) the Fire/Rescue Fund will be investing about **9%** of revenues for future capital spending; (3) the Sewer Fund will be investing **1%** of revenues for future capital improvements or maintenance; and, (4) the Water Fund will be investing about **4%** of revenues for future capital improvements or maintenance.

It is important to remember that although GHT adopts a single budget resolution each year, the total budget discussed in this overview is actually eleven (11) separate budgets ... one for each of the Township’s funds. With few exceptions, monies from one fund cannot be transferred to other funds, unless there is a specific service received.

It is also noted that a large number of funds and accounts are referenced as a “continuation budget”. By this I mean that the activities previously approved by the Board are being maintained and the cost for these services remain substantially similar.

The remainder of this cover memorandum will briefly review each of these eleven (11) separate budgets.

1 - General Fund:

The General Fund budget will have revenues of \$3,219,990 and expenditures of \$3,404,380. The General fund’s fund balance will be decreased from an estimated \$1.9 million on December 31st of 2015 to a projected \$1.7 million the following year. (*This equates to about a six month surplus, which is considered very healthy.*)

Property tax revenues will increase slightly by about \$21,000 over previous. Property values in GHT increased about 3.94% in 2015 over 2014. (*Remember that the property tax monies collected in December of 2015 for the 2016 Fiscal Year are based upon 2015 Assessments.*)

It should be noted that most Personal Property Tax revenues (*or PPT*) are virtually eliminated. However, this only has a minor impact on the General Fund. The impact of the PPT

legislation has a greater impact on the DDA Fund; but, the State of Michigan is expected to reimburse the Township for this revenue loss in the amount of \$14,000. (*Reimbursement monies for FY 2015 are estimated at about \$16,000.*)

Revenues associated with construction have continued their upward trend (*i.e., \$312,000*). (*Please note that these projections do not include building fees associated with the proposed Spectrum facility. However, if this project is approved, building fees will increase substantially.*)

The constitutional portion of State Shared Revenues are stable at just over \$1.2 million annually. But, the so-called “City, Village, and Township Revenue Sharing” (CVTRS) program is not expected to provide any monies to the Township in FY 2016. In brief, unlike the Constitutional portion of the State Shared Revenues, these CVTRS monies can be eliminated by the State Legislature. More specifically, the elected officials in Lansing decided not to fund this program for FY 2015/16 (*i.e., “what the state giveth, the state can taketh away”*). (*It is interesting to note that although the Township will not receive CVTRS monies during FY 2016, Sandoval is still required to complete the CVTRS reporting requirements prior to December 1st.*)

The General Fund revenues include “Administrative Fees” of \$339,500 paid from other Funds to cover the cost of services provided by the Finance and Administrative departments. (*See the “2016 Administrative Fees and Overhead” spreadsheet.*)

An overview of the General Fund Accounts includes the following:

- 1) The Legislative Account is a continuation budget (*although expenditures are about \$4,880 less than previous*) and contains monies for the following activities or projects:
 - \$20,500 to support economic development activities through the Chamber of Commerce per the current contract;
 - \$7,500 for July 4th fireworks;
 - \$1,000 for conferences and seminars;
 - \$1,500 for an Employee Recognition Lunch; and,
 - \$ 8,000 for an Appreciation Dinner for committee members and staff.
- 2) The Supervisor Account is a continuation budget (*although expenditures are about \$380 less than previous*).
- 3) The Administrative Account is a continuation budget (*although expenditures are about \$13,640 less than previous mostly due to a greater portion of the Administrative Assistant’s time being allocated to Elections*).
- 4) The Accounting Department is a continuation budget, except that it contains monies for a new scanner and credit card readers at the pay windows.
- 5) The Clerk Account is a continuation budget, except that monies have been included for additional hours associated with maintaining voter files during a General Election year.

- 6) The Board of Review Account is a continuation budget.
- 7) The Treasurer Account is a continuation budget (*although expenditures are about \$1,530 less than previous*).
- 8) The Assessing Account is a continuation budget, except that a part-time, 30-hour per week position is added to assist with field work at a total cost of about \$33,000.
- 9) The Elections Account has been budgeted with the assumption that there will be four elections – including the March 8th Presidential Primary Election; the May 3rd School Elections; the August 2nd Primary Elections; and, the November 8th General Elections. As a result this Account has increased from the current \$20,640 to a projected \$103,290, an increase↑ of \$82,650.
- 10) The Building and Grounds Account is a continuation budget, except for the following projects:
 - Security improvements to the Administrative building lobby and exterior lighting at an estimated cost \$55,000;
 - Replacement of ten “training” tables at an estimated cost of \$1,800;
 - Replacement/upgrade of thermostats and sensors at an estimated cost of \$4,000;
 - Roof repair at the Administrative building at an estimated cost of \$5,000;
 - Re-painting certain hallways, offices and rooms at an estimated cost of \$2,800;
 - Parking lot repairs for the lot between the fire station and administrative building at an estimated cost of \$10,000;
 - Replacement of compact lights in offices with LEDs at a cost of \$2,100; and,
 - HVAC improvements at a cost of \$3,000.
- 11) The Cemetery Account is a continuation budget, except for the following projects:
 - Platting an expanded area within the Historic Cemetery at an estimated cost of \$8,000; and,
 - Installing “corner markers” for the new platted sections of the Historic Cemetery at an estimated cost of \$5,000.
- 12) The Community Development Account is a continuation budget. However, it is noted that building fees (*and the related plan reviews and inspection costs*) could increase substantially over current estimates depending upon commercial development – such as the proposed Spectrum project.

It is noted that the direct FY2016 revenues for the building inspection program are estimated at about \$312,150 while direct expenditures are about \$294,220, which essentially is “break-even”.
- 13) The Storm Drains Account is funding an estimated \$8,000 for at-large drain maintenance

costs. This is based upon current projects completed by the office of Water Resources Commissioner.

In addition, it is noted that the proposed “Orphan Drain” project to identify and move all of these drains into the realm of the Ottawa County Water Resources Commission will be bid during FY 2016 and will add about \$40,000 to this Account. *(The Orphan Drain project will require about five-years to complete. However, the majority of the costs will be incurred during FY 2016.)*

I would also note that the design and construction for the Hiawatha Drain is pending. However, construction on this project could begin as early as 2016. Further, if the project moves forward, construction costs will likely be bonded.

- 14) The Road Construction Account is no longer utilized. Rather, the General Fund will transfer \$125,000 to the Municipal Street Fund to supplement the maintenance monies that this Fund will expend on street maintenance during FY 2016.

[Because Act 51 monies (i.e., gas and weight taxes) are insufficient for the Ottawa County Road Commission to maintain the county roads, GHT has used General Fund monies to supplement the Road Commission’s maintenance activities. Specifically, the following road maintenance activities are allotted to the Township:

- *all subdivision resurfacing;*
- *all dust control; and,*
- *most gravel road maintenance.]*

- 15) The Street Lighting Account is a continuation budget with SALD revenues covering about 95% of the cost. *(Recall that GHT pays for certain intersection lights as opposed to having these lights included in any SALD.)*

- 16) The Waste Collection Account is a continuation budget, but reflects the new leaf handling agreement with VerPlank Dock Company.

- 17) The Planning Commission Account is a continuation budget, except for the following items:

- \$10,000 is budgeted for the start of a re-codification or re-write of the Zoning Ordinance in response to the new Master Plan. *(This will likely be a two-year project and cost in excess of \$20,000 when completed.)*
- \$4,000 is budgeted for the Community Engagement project related to the pathways and parks.

- 18) The Zoning Board of Appeals Account is a continuation budget *(although expenditures are about \$600 less than previous).*

- 19) The Parks and Recreation Account is a continuation budget *(although expenditures are*

about \$394,550 less than previous because of the FY 2015 MNRTF land acquisition grant). The maintenance and capital projects within this Account include the following:

- \$5,000 to add a barrier free walkway at Pottawattomie Park from the parking area to the a play area;
- \$10,000 to raze the structures on the Witteveen Trust property;
- \$20,000 to replace the boat launch ticket machine (*following the Ottawa County standard*);
- \$7,500 to stabilize/add a retaining wall west of the soccer field at Hofma Park;
- \$3,000 to replace the grills at Hofma Preserve;
- \$25,000 for trail maintenance at Hofma Preserve;
- \$7,500 to replace three camera poles at Pottawattomie Park;
- \$11,000 to replace blower used almost daily at the various parks and pathway;
- \$5,000 to replace “old growth” trees in the parks; and,
- \$1,000 to add “bark” to play areas.

20) The Bike Path Account is a continuation budget, except that the maintenance and capital projects within this Account total about \$362,100 and include the following:

- \$226,000 to overlay of Mercury Drive pathway from City border to Pottawattomie Bayou. (*This project is a “carry forward” from FY 2015.*)
- \$60,000 to overlay a portion of Lakeshore pathway;
- \$40,000 for “normal” repairs to pathway and appurtenances; and,
- \$7,500 to repaint cross-walks. (*This will be an annual maintenance project; as opposed to every two years.*)

21) The Appropriations Transfers Account sends:

- \$119,820 for debt payments associated with the 2013 Township Building Refunding Bonds. (*This debt expires in 2021.*)
- \$5,360 for OPEB costs.
- \$153,430 for Information Technology Services. (*Please see the IT spreadsheet for a detailed review of costs and services.*)
- \$125,000 for street maintenance activities. (*This is in addition to the \$229,380 used for the street maintenance from the Municipal Street Fund.*)

2 - Municipal Street Fund:

This budget accounts for monies related to the 0.95 millage approved by the voters in 2011. The monies are used for two purposes. First, a portion of the monies (*i.e., an amount equal to 0.6 mills*) are utilized to fund Harbor Transit service in the Township (*which is estimated to be \$393,090 during FY2016*).

Second, a portion of the monies (*i.e., \$229,380*) are utilized for road maintenance work, which is also supplemented by the General Fund (*i.e., an additional \$125,000*). A total of \$404,480 for road maintenance is included in the FY2016 budget.

This fund is essentially a “break even” fund with revenues and expenditures being equal (although \$50,000 in fund balance will be utilized). **The fund is projected to have \$748,070 in revenues and \$798,070 in expenditures.**

3 - Fire Fund:

The budget for the Fire/Rescue Department reflects the 2014 voter approved millage rate of 1.9 mills.

The Fire/Rescue budget will have revenues of about \$1,260,450 and expenditures of about \$1,148,280. This will create a surplus of \$112,170 that will be added to the existing fund balance of \$177,553.

The table below will be used to annually compare the projected fund balances that were presented to the voters in 2014 to the actual/budgeted fund balance. Although the Township started with less than expected “in the bank”, the Township will be about 9% above projections at the end of the current fiscal year and about 25% above projections at the end of FY 2016. ☺

Fire/Rescue Millage - Projected Fund Balance vs. Actual/Budgeted						
Year	Projected Surplus	CIP Costs	Projected Fund Balance with CIP	Actual/Budgeted Surplus	Actual/Budgeted Fund Balance	% Difference Projected vs. Actual
2014			\$93,348		\$80,423	-13.85%
2015	\$100,000	\$30,000	\$163,348	\$97,130	\$177,553	8.70%
2016	\$100,000	\$31,000	\$232,348	\$112,170	\$289,723	24.69%
2017	\$100,000		\$332,348			
2018	\$100,000	\$45,000	\$387,348			
2019	\$100,000		\$487,348			
2020	\$100,000		\$587,348			
2021	\$100,000	\$680,000	\$7,348			
2022	\$100,000		\$107,348			
2023	\$100,000	\$18,000	\$189,348			
2024	\$100,000	\$52,000	\$237,348			
2025	\$100,000		\$337,348			

The Fire/Rescue budget is a continuation budget with the following equipment purchases and maintenance projects:

- \$31,000 to replace the all-terrain vehicle (ATV) pursuant to the Capital Improvement Plan (CIP). (It is noted that a grant is pending that could contribute \$8,000 toward this cost.)
- Purchase four sets of turnout gear at \$9,600.
- Replace an 18-year old “smoke machine” used in training at \$1,100.
- Replace 400 feet of 1.75 inch hose on 1021 at \$1,200.
- Replace 13-year old carpet in Fire/Rescue station at \$9,000.
- Replace appliances in Fire/Rescue station at \$4,000.
- Re-finish counter and cabinets in the kitchen at \$1,500. (Work will be completed using “in-house” staff.)

- Re-seal portion of 20-year old station roof at \$2,800.
- Replace 21-year old dining table and chairs at \$1,400.
- \$18,720 OPEB costs (*i.e., retiree health care*) for the IAFF union members. And,
- \$33,770 for Information Technology Services. (*Please see the IT spreadsheet for a detailed review of costs and services.*)

4 - Police Services SAD Fund:

This budget accounts for monies related to the Police Services Special Assessment District that is used to purchase police service contracts with the Ottawa County Sheriff's Department. This fund is basically a "break even" fund with revenues and expenditures being about equal. **The fund is estimated to have \$418,210 in revenues and expenditures at \$419,600 for FY 2015.** (*This fund pays for four COPS deputies, who supplement the work of the Sheriff's department in GHT. The GHAPS District funds 67% of one of the deputies.*)

Cash reserves in the Police Services SAD Fund are projected at about \$137,840 at the end of FY2016.

5 - Downtown Development Authority:

The DDA budget has projected revenues of \$557,330 with estimated expenditures of \$91,510. This estimate is based upon a "captured" full value equivalent tax base of about \$55.5 million with a millage rate of 10.4424 mills. (*Please see attached spreadsheet.*)

The DDA does not have any projects scheduled for FY 2016. But, a portion of the professional engineering and design fees for the 168th Avenue street reconstruction project will be spent in FY 2016 to ensure a winter FY 2017 bid of this project.

Cash reserves for the DDA are estimated at about \$1.3 million at the end of FY 2016.

6 & 7 - Debt Funds -- Water, Township Building complex:

The debt funds are a budgeting "no-brainer". GHT collects the revenues and pays the bonds pursuant to the bond repayment schedule. **The total debt revenue collected will be \$354,560** from these two funds.

Further, **a total of \$364,580 in debt payments will be made during 2016** from the Water Debt Fund and Refunded Building Debt Fund.

Additional debt payments are made under the Water Fund and Sewer Fund. However, these debt payments are funded from operational revenues.

It should be noted that GHT has very little general obligation debt. ☺ Further, the Water Debt will expire in **2017** while the Building debt will expire in **2021**. This means that the proposed

Pathway Debt that will be voted on during the November General Elections of 2016 will not be collected until December of 2017 ... after the Water Debt expires.

8 - Sewer Fund:

The Sewer Fund will collect about \$764,420 in revenues and incur an estimated \$757,780 in expenditures. (See the “Yearly Waste Water Totals & Projections” spreadsheet.)

The significant costs within the Sewer Fund budget include the following:

- \$206,680 to process an estimated 113.9 million gallons of waste water collected;
- \$206,090 in debt payments;
- \$73,050 for the Sewer system's portion of the project to replace the automated meter reading system that was installed in 1999. This project will take a minimum of three years;
- \$10,000 to upgrade one of the four “canned” pump stations to the SCADA system;
- \$15,900 for chemical feed at the East Ferris Street lift station to control odors;
- \$18,430 for Information Technology Services. (Please see the IT spreadsheet for a detailed review of costs and services.)

The cash reserves of the Sewer Fund are estimated to increase by \$6,640 to a projected **\$1.33 million** at the end of FY 2016.

9 - Water Fund:

The Water Fund will collect about \$2,306,680 in revenues and incur an estimated \$2,209,960 in expenditures. (See the spreadsheet entitled “NOWS/Grand Rapids Water Totals & Projections”.)

The revenues are based on the sale of 500 million gallons of potable water and 75 new residential connections and 4 new commercial connections to the system.

The significant costs within the fund include the following:

- \$506,820 to purchase 550 million gallons of water;
- \$36,460 for meter purchases;
- \$9,600 for hydrant purchases;
- \$42,750 for service line purchases;
- \$6,420 for contaminant testing, including monies for required EPA annual water quality testing of unregulated contaminant monitoring; (*Note: These tests will likely be used to establish thresholds for currently unregulated contaminants.*)
- \$12,000 for the typical updates to the water's portion of the GIS system;
- \$33,380 for contracted services associated with a projected 75 new residential water connections;
- \$25,000 for hydrant repair and maintenance;

- \$39,000 to repair 30 service line breaks (*associated with the plastic service lines still in the system*);
- \$170,450 for the Water system's portion of the project to replace the automated meter reading system that was installed in 1999. This project will take a minimum of three years and includes the hire of a full-time employee;
- \$22,500 to replaced an “aged” control valve at the west meter station;
- \$35,650 for Information Technology Services. (*Please see the IT spreadsheet for a detailed review of costs and services.*) and,
- \$715,780 for various debt payments.

The cash reserves of the Water Fund are projected to increase by about \$96,720 to an estimated **\$1.46 million**.

The final two funds are internal services funds for the Township.

10 - OPEB Fund:

OPEB is an accounting concept created by the Governmental Accounting Standards Board (GASB) that is designed to address expenses that entities may or may not be legally bound to pay, but pay as a moral obligation. For GHT, the only OPEB cost is a retiree medical benefits plan that provides health insurance for current retirees and IAFF union members between the ages of 60 and 65 and a Medicare “filler” insurance program after age 65.

Watkins Ross will be required to complete a new actuarial study to re-determine the OPEB liability for the Township during FY 2016 at an estimated cost of \$3,200. Recall that it is considered prudent (*although not legally required*) to pre-fund any OPEB cost.

OPEB contributions from the appropriate funds are projected at \$27,720 while the OPEB costs for 2016 are budgeted at \$23,760. The projected fund balance for the OPEB Fund will be about \$103,373 at the end of the 2016 fiscal year.

11 - Information Technology:

Information Technology (IT) costs for FY 2016 has revenues of \$241,280 with the following transfers funding this Fund:

- General Fund Transfer = \$153,430
- Fire/Rescue Fund Transfer = \$ 33,770
- Water Fund Transfer = \$ 35,650
- Sewer Fund Transfer = \$ 18,430

The \$261,280 IT budget can be divided into the following three major categories:

- Software & License fees = \$89,130 (*about 34.1%*)
- IT Professional fees = \$72,510 (*about 27.8%*)
- ✓ \$53,832 for Worksighted agreement

- ✓ \$10,400 for Webtec agreement
- ✓ \$ 4,000 for Ottawa County GIS
- ✓ \$ 600 for Ottawa County web hosting
- ✓ \$ 1,270 for GHAPS DR hosting
- ✓ \$ 2,400 for Charter internet services
- Computer Hardware costs, including: = \$99,640 (about 38.1%)
 - ✓ \$26,000 Dell PowerEdge R730 (migration to new server)
 - ✓ \$26,000 Dell PowerEdge R730 (disaster recover cluster)
 - ✓ \$ 5,400 Dell micro desk tops
 - ✓ \$ 8,000 Supplies for phones, computers, printers, etc.

Please see the “Software Expense and Computer Services” spreadsheet for a detailed cost breakdown.

Personnel Costs:

This final section highlights various aspects of the personnel costs contained in the budget, including the following:

- ☑ The budget did not apply any cost-of-living allowance on the 2014 MML Wage Scale. (Recall that because of dropping energy costs, inflation is close to “zero” percent for the previous twelve months.)
- ☑ The Township’s Priority Health HMO and HSA health care costs increased by 3.42%. (Recall that because of late amendments to the Affordable Health Care Act, Priority Health is able to continue to provide the same health care plan to the Township, which limited the premium increase.)
- ☑ GHT employees will be paying 10% of their health care premiums in 2016. These payments are as follows:
 - Single - \$ 45.36/month
 - Double - \$ 99.80/month
 - Family - \$124.75/month
 (Please see the 2016 Insurance Listing for additional information.)
- ☑ Pursuant to Michigan’s Publicly Funded Health Insurance Contribution Act (i.e., P.A. 152), GHT will be **below**↓ the “hardcap” rule by about **\$6,749**. Because the Township is now eligible for CVTRS monies (i.e., statutory state shared revenues), it is required that GHT stay below the “hardcap” or require employees to pay 20% of health care costs. (Note that the Legislature did not fund the CVTRS portion of state revenue sharing for FY 2015/16.)
- ☑ The premium for the Priority Medicare Individual Plan (for retirees age 65 and above) has remained at \$95.00 per month (i.e., a “zero” percent increase) for 2016 with an additional dental option of \$15.00 that the retiree can pay.
- ☑ The health care waiver payments for full-time employees will remain at the following levels:
 - Single - \$166.67/month
 - Double - \$333.33/month
 - Family - \$333.33/month
- ☑ The dental care waiver payments for full-time employees will remain at the following levels:

- Single - \$ 15.94/month
 - Double - \$ 29.56/month
 - Family - \$ 51.24/month
- Delta Dental insurance premiums **decreased** ↓ by about 4%.

That's it ... a twelve (12) page summary of the proposed **\$9.48** million budget.

If you have any questions or comments, please contact either Cargo or Sandoval.

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000	PROPERTY TAXES	560,290	579,550	579,970	600,920	Based upon a general operating levy of 0.9171 Mills (Ad valorem, plus IFT/FTE less DDA recapture and Ren zone) See estimated tax revenue sheet
403.200	PROPERTY TAX - TRAILER/LOT FEES	2,860	2,890	2,520	3,040	507 lots x .50 x 12
403.300	PROPERTY TAX - DELINQUENT PERSONAL	340	250	40	50	Based on projected activity
424.000	TAXES-LIGHT DISTRICTS	113,350	114,120	114,090	115,370	Based upon current light districts approved by the Board
425.000	SPECIAL ROAD ASSESSMENTS	4,570	650	0	650	Park Court Paving
445.000	INTEREST & PENALTIES-TAXES	5,920	8,790	8,870	8,900	Late fees on property taxes, based on previous year's experience.
447.000	TAXES-ADMINISTRATION FEE	198,150	203,250	205,490	213,330	1% administrative fee on property taxes collected
452.000	FRANCHISE FEES	243,720	258,000	194,390	260,500	Charter Communications
						AT&T
						Waste Haulers
						Justification Items Total:
						260,500
477.000	BUILDING PERMIT FEES	179,750	200,000	190,140	200,000	Estimate based on projected activity (Could increase substantially with Spectrum construction)
478.000	ELECTRICAL PERMIT FEES	37,200	41,000	36,040	41,000	Estimate based on projected activity (Could substantially increase with Spectrum construction)
479.000	PLUMBING PERMIT FEES	21,810	25,000	22,020	25,000	Estimate based on projected activity (Could substantially increase with Spectrum construction)
480.000	MECHANICAL PERMIT FEES	46,130	46,000	42,270	46,000	Estimate based on projected activity (Could substantially increase with Spectrum construction)
540.000	LIQUOR CONTROL FEES	5,640	5,850	5,740	5,800	Based upon projected activity
545.000	ORDINANCE VIOLATION FINES	1,650	3,700	3,610	3,000	Based upon projected activity
568.600	FEMA GRANT - FLOOD REIMBURSEMENT	0	3,840	3,840	0	
568.700	MNRTF GRANT - HOFMA PARK	0	276,500	0	0	
574.000	STATE SHARED REVENUES	1,179,730	1,208,300	564,630	1,207,550	Based on current State estimates - Constitutional only: Statutory eliminated
609.000	PLANNING/BD OF APPEALS FEES	250	1,400	620	3,030	Estimate of 5 ZBA applications (\$125 avg fee)
						Estimate of 16 PC applications (\$150 avg fee)
						Justification Items Total:
						3,030
609.100	CONSTRUCTION BOARD OF APPEALS	0	150	0	150	Based upon current level of activity
610.000	VARIOUS FEES	18,750	20,250	20,750	19,200	Payment in lieu of taxes from BLP
						Metro ROW fees,
						Zoning/Peddler's/Dog license fees
						Land division fees
						Ordinance book revenue
						Printed material sales
						NSF Fees
						Facility rental fees
						Duplicate bill fees
						Justification Items Total:
						19,200
612.000	PROPERTY INFORMATION FEE	40	100	20	50	Based upon current level of activity.
625.000	SUMMER TAX COLLECTION FEES	19,010	19,510	19,520	19,530	Paid by the school district at a rate of \$2.75/parcel for an estimated 7,100 parcels

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
626.000 CEMETERY GRAVE OPENING FEES	27,470	33,000	34,040	30,000	Based upon current level of activity	
643.000 CEMETERY LOT SALES/TRANSFERS	20,870	10,000	7,270	10,000	Based upon current level of activity	
643.100 CEMETERY CONTRACT PAYMENTS	5,790	0	0	0	All contract payments received	
651.000 BOAT LAUNCH FEES	20,180	20,000	20,030	20,000	Based on current level of activity	
664.000 INTEREST INCOME	18,070	12,080	11,750	16,420	Interest earned on property tax collection account and general fund balance.	
667.000 PARKS RENTALS	8,110	8,000	8,220	8,000	Based on current level of activity	
674.000 SALE OF FIXED ASSETS	0	0	19,590	0		
677.000 REIMBURSEMENTS	30,920	5,000	170	500	Based on projected activity	
677.100 REIMBURSEMENTS-ELECTIONS	3,980	12,160	0	22,000	Reimbursement for March Presidential Primary election & May school election	
678.000 ADMINISTRATION & SUPERVISION	289,310	352,520	293,650	339,500	See spreadsheet for details	
694.000 MISCELLANEOUS INCOME	660	500	660	500	Based upon current level of activity	
	3,064,520	3,472,360	2,409,950	3,219,990		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 101 LEGISLATIVE
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	15,930	16,240	11,630	15,940	Wage Established for four board members @ \$3,983/Trustee	
707.000 COMM MEETING & CONF PAY	880	600	110	300	Committee meetings - Based on prior year (\$75 per quarter)	
708.000 INTERNET	2,400	2,400	1,750	2,400	\$50 per month per trustee	
715.000 FICA	1,470	1,530	1,040	1,450	Based upon 7.65% of all compensation (salary, committee pay, internet)	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	120	120	140	4 @ \$35 each	
727.000 OFFICE SUPPLIES & POSTAGE	15,840	8,100	4,220	9,300	Postage for 2 newsletters (\$2,300 ea)	4,600.00
					Copies	1,500.00
					General postage	1,400.00
					Supplies	1,800.00
					Justification Items Total:	9,300
801.000 LEGAL AND PROFESSIONAL FEES	63,790	42,500	21,260	33,000	Fees paid to Scholten & Fant	
802.000 CONFERENCES, DUES, SUB'S	7,570	8,990	7,600	9,700	Annual MTA dues	6,100.00
					Miscellaneous	500.00
					Mileage	700.00
					Conferences and seminars	1,000.00
					TEA (Employers Association) Dues	800.00
					GH Chamber Annual membership	600.00
					Justification Items Total:	9,700
805.000 AUDIT SERVICES	4,800	5,000	4,900	5,200	40% of \$13,000	
861.000 TRAVEL & MILEAGE	90	50	10	50	Based on anticipated level of activity	
880.000 ECONOMIC DEVELOPMENT CONTRACT	19,970	19,870	19,730	20,500	Based upon current contract with the Chamber of Commerce	
885.000 COMMUNITY PROMOTION	7,500	7,750	7,750	7,750	July 4th fireworks	
900.000 PRINT & PUBLISHING	9,380	11,100	8,300	11,500	Two Township newsletters - publishing costs (\$2,500 ea)	5,000.00
					Publishing & Posting	6,500.00
					Justification Items Total:	11,500
910.000 BUILDING, EQUIP & RADIO INS	11,990	12,860	10,910	13,500	Property and Liability Insurance - Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	30	40	30	40	Based on current rates & 5% increase mid-year	
912.000 HEALTH & SAFETY	0	100	0	100	Training, materials, videos	
956.000 MISCELLANEOUS EXPENSE	11,120	11,500	1,980	13,000	Newspaper subscriptions, Miscellaneous Needs, etc	3,500.00
					Employee Recognition Luncheon (Meal, Certificates)	1,500.00
					Appreciation Dinner	8,000.00
					Justification Items Total:	13,000
	172,880	148,750	101,340	143,870		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 171 SUPERVISOR
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	18,840	19,200	14,130	18,850	Wage established at \$18,842	
707.000 COMM MEETING & CONF PAY	560	500	200	500		
708.000 INTERNET	600	600	450	600	\$50 per month	
715.000 FICA	1,530	1,570	1,130	1,530	7.65% of total compensation	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 employee @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	0	50	0	50		
802.000 CONFERENCES, DUES, SUB'S	0	500	0	500	One-day seminars	
910.100 WORKERS COMP ACCOUNT	30	40	30	40	Based on current rates	
	21,590	22,490	15,970	22,110		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 172 ADMIN,MGR,SUPERINTENDENT,CONTROLL
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
701.000 MANAGERS SALARY	105,430	108,210	83,930	108,210	Annual salary - \$108,210	
702.000 SALARIES	132,600	132,920	101,420	122,360	Administrative Services Director	76,130.00
					Administrative Assistant - 1040 hrs @ \$20.32/Hr (1040 hours to Comm. Development)	21,130.00
					Administrative Assistant - 1080 @ \$21.74 (200 hrs - Clerk duties, 800 hrs - Election duties)	23,480.00
					Overtime - 20 Hrs Ea	960.00
					Front Desk Coverage for Absences - 48 @ \$13.70	660.00
					Justification Items Total:	122,360
715.000 FICA	19,020	18,450	15,200	17,640	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	28,920	28,220	23,540	27,230	10% of wages and salaries, excluding sick leave reimbursement & overtime	12,080.00
					14% of wages and salaries for Manager	15,150.00
					Justification Items Total:	27,230
719.000 HEALTH INSURANCE	28,590	30,500	24,350	28,510	Priority Health - Incl ACA and MI Claims Tax, HSA Deposit	
719.001 MI 1% CLAIMS TAX	360	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	2,400	2,420	2,010	2,070	Delta Dental incl MI Claims Tax	
719.200 DISABILITY INSURANCE	1,980	2,290	1,860	2,130	Short and Long term - 0% increase	
719.300 LIFE INSURANCE	330	490	380	450	\$30,000 for AS Director & Administrative Assistants, \$100,000 Manager	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	120	120	140	4 Employees @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	4,160	4,000	2,060	4,000	Based upon current activity	
802.000 CONFERENCES, DUES, SUB'S	2,310	4,440	4,300	4,560	ICMA dues	985.00
					MLGMA Dues	150.00
					Books, Publications	300.00
					MLGMA Conference	950.00
					HR Seminars/Conferences	650.00
					SHRM (Society for Human Resource Management) Dues	200.00
					LHRMA (Lakeshore Human Resource Management Association) Dues	270.00
					TEA (Employers Association) Mtgs - 2 @ \$25	50.00
					MiSHRM Conference	500.00
					Training for Admin Assts	500.00
					Justification Items Total:	4,560
861.000 TRAVEL & MILEAGE	0	200	40	150	Mileage to Classes/Misc	
862.000 VEHICLE MAINTENANCE & REPAIR	20	700	670	700	General vehicle maintenance	
910.100 WORKERS COMP ACCOUNT	880	1,100	1,190	1,220	Based on current rates & increase mid-year	
936.000 EQUIPMENT MAINTENANCE	0	200	0	200	Repair of printers	
956.000 MISCELLANEOUS EXPENSE	30	100	30	100	Based on Prior Years Activity	
976.000 EQUIPMENT PURCHASES	200	0	0	1,050	Standing Desks (2)	950.00
					Phone Upgrade - Facebook	100.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 191 ACCOUNTING
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	135,390	157,750	122,440	162,830	Accounting Director - salary of \$71,165 plus insurance opt out of \$4,000	75,170.00
					Finance Clerk	45,220.00
					Accounting Assistant - salary of \$37,835 plus insurance opt out of \$4,000	41,840.00
					Overtime (10 hours each)	600.00
					Justification Items Total:	162,830
715.000 FICA	10,280	12,100	9,320	12,460	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	70	100	0	100		
718.000 PENSION	10,680	15,800	11,760	15,430	10% of wages and salaries, excluding overtime & insurance opt out	
719.000 HEALTH INSURANCE	5,460	5,950	5,230	6,150	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	80	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	2,660	3,500	2,800	3,240	Delta Dental - Includes MI claims tax	
719.200 DISABILITY INSURANCE	900	1,440	1,140	1,450	Short and long term	
719.300 LIFE INSURANCE	120	250	200	250	\$30,000 coverage for 3 employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	60	90	90	110	3 FTE's @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	3,800	5,000	2,720	5,000	Based upon current level of activity	
801.001 BANK CHARGES	370	1,500	620	500	Deposit slips and fees	
802.000 CONFERENCES, DUES, SUB'S	3,280	2,850	1,580	2,500	Dues for MGFOA and GFOA	300.00
					GFOA annual update	150.00
					BS&A training for Finance clerk	400.00
					Books & Publications - Payroll update	250.00
					BS&A training for Acctg Assistant	400.00
					Payroll class update	200.00
					Fall MGFOA conference (\$250) & lodging (\$300)	550.00
					MGFOA spring conference	200.00
					Per diems	50.00
					Justification Items Total:	2,500
803.000 CONTRACTED SERVICES	2,160	0	0	0	None anticipated	
861.000 TRAVEL & MILEAGE	390	300	0	300	Based upon current level of activity	
900.000 PRINT & PUBLISHING	420	0	0	0	None anticipated	
910.100 WORKERS COMP ACCOUNT	370	690	560	770	Based on current rates & 5% increase mid-year	
936.000 EQUIPMENT MAINTENANCE	0	300	160	300	Repair of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	70	900	680	1,500	Miscellaneous accounting expenses	100.00
					Scanner for front office	400.00
					New chip card readers	1,000.00
					Justification Items Total:	1,500
	176,560	208,520	159,300	212,890		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 215 CLERK
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	20,720	19,570	13,620	21,320	Clerk Wage Established Deputy Clerk - 200 hours @ \$21.74 + 20 hours overtime Elections Assistant - 208 Hours @ \$13.70	13,470.00 5,000.00 2,850.00
Justification Items Total:						21,320
707.000 COMM MEETING & CONF PAY	280	800	20	600	Committee Pay - Personnel (\$23.50 x 12)	
708.000 INTERNET	600	600	450	600	\$50/month	
715.000 FICA	1,670	1,600	1,070	1,750	7.65% of salaries and wages	
718.000 PENSION	0	290	120	450	10% of Deputy Clerk's Wages	
719.000 HEALTH INSURANCE	0	400	80	620	10% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	0	40	10	50	10% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	0	20	10	30	10% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	0	0	10	10% of Deputy Clerk's Benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	One employee	
727.000 OFFICE SUPPLIES & POSTAGE	1,510	1,180	790	1,800	New voter ID cards/Master cards, postage for voter ID cards	
802.000 CONFERENCES, DUES, SUB'S	1,450	3,050	2,810	3,580	WMRCA Workshops (Clerk & Deputy Clerk) 2 @ \$10 x 2 MAMC Annual Conference (Clerk & Deputy Clerk) MTA annual conference Miscellaneous Conferences (Clerk & Deputy Clerk) MAMC Dues (Clerk & Deputy Clerk) \$60 x2 OCCA Dues (Clerk & Deputy Clerk) 6 mtgs @ \$10 x 2	40.00 2,000.00 300.00 1,000.00 120.00 120.00
Justification Items Total:						3,580
861.000 TRAVEL & MILEAGE	570	820	890	1,500	Off-site conferences/meetings	
910.100 WORKERS COMP ACCOUNT	20	30	20	30	Based on expected 2015/2016 rates	
	26,850	28,430	19,920	32,380		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 247 BOARD OF REVIEW
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	640	2,240	540	2,240	Approximately 100 hours for three members @ \$22.33/hour, includes March, July and December Meetings	
715.000 FICA	50	180	40	180	7.65% of all wages	
802.000 CONFERENCES, DUES, SUB'S	110	250	110	250	Continuing education classes-webinar	
	800	2,670	690	2,670		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 253 TREASURER
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	9,440	9,620	7,080	9,440	Wage established @ \$9,440	
707.000 COMM MEETING & CONF PAY	1,270	1,000	860	1,000	Based upon current level of activity	
708.000 INTERNET	600	600	450	600	\$50/mo.	
715.000 FICA	870	860	640	850	7.65% of salary	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 employee	
727.000 OFFICE SUPPLIES & POSTAGE	8,050	6,350	2,940	6,400	Postage expenses for tax bills. (Need to go out First class mail)	
802.000 CONFERENCES, DUES, SUB'S	2,050	4,150	1,410	2,650	MTA and MMTA dues	150.00
					MMTA Conference (3 attendees)	1,500.00
					BS&A Tax/Special Assessment Training	1,000.00
					Justification Items Total:	2,650
861.000 TRAVEL & MILEAGE	40	300	430	300		
900.000 PRINT & PUBLISHING	3,910	3,700	2,750	3,800	Printing of summer & winter tax bills & delinquent tax notices and inserts	
910.100 WORKERS COMP ACCOUNT	30	30	30	30	Based on current rates & 5% increase mid-year	
	26,290	26,640	16,620	25,110		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 257 ASSESSOR/EQUALIZATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	85,350	85,100	66,720	85,100	Assessor's salary	
702.400 STAFF SALARIES	36,510	52,370	37,460	81,200	Administrative Assistant Assessor - includes insurance opt out of medical \$4,000 + dental waiver \$615	49,940.00
					Assistant Assessor @ 30 hrs @ 50 weeks @ \$20.40/hr	30,600.00
					Overtime (20 hrs)	660.00
					Justification Items Total:	81,200
715.000 FICA	9,020	10,550	7,750	12,750	7.65% of wages and salaries	
716.000 MEDICAL CARE & PHYSICALS	90	100	0	100		
718.000 PENSION	8,480	12,740	10,290	13,050	10% of full-time salary & wages, excluding insurance opt out & overtime.	
719.000 HEALTH INSURANCE	18,410	15,540	13,540	16,090	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	250	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	2,210	2,140	1,480	1,720	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	820	1,200	980	1,230	Short and long term	
719.300 LIFE INSURANCE	80	170	130	170	\$30,000 coverage for 2 full time employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	60	60	110	3 employees @ \$35	
720.000 MESC EXPENSE	0	2,180	2,170	0		
727.000 OFFICE SUPPLIES & POSTAGE	5,500	5,200	4,650	5,500	Centron postage - for mailing assessment notices, copy costs and other supplies	
741.000 UNIFORM EXPENSE	260	300	0	300	Clothing for field work	
802.000 CONFERENCES, DUES, SUB'S	3,370	4,900	1,230	3,100	Continuing education classes for renewal of certifications	2,000.00
					Dues IAAO, MAA, Ottawa County Assessors & Misc associations	800.00
					State Annual Certification fees - 2 employees @\$175	300.00
					Justification Items Total:	3,100
861.000 TRAVEL & MILEAGE	830	300	140	300	Miscellaneous travel expenses when Township vehicle is not available	
862.000 VEHICLE MAINTENANCE & REPAIR	30	1,700	1,370	2,000	General vehicle maintenance	
863.000 FUEL EXPENSE	220	600	260	500	Gasoline costs for assessing vehicle	
900.000 PRINT & PUBLISHING	1,680	2,970	700	3,500	Centron contract for printing assessing notices & notice insert	3,000.00
					Ads for Assisstant Assessor	500.00
					Justification Items Total:	3,500
910.100 WORKERS COMP ACCOUNT	1,470	1,430	1,210	2,240	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	0	340	300	Reapirs of printers and other office machines	
976.000 EQUIPMENT PURCHASES	100	0	0	100		
	174,770	199,550	150,480	229,360		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	36,170	14,330	14,330	74,000	Deputy Clerk 800 Hrs @ \$21.74 + 80 hrs overtime Elections Assistant 736 Hours @ \$13.70 Election Inspectors (\$10,500 March, \$6,000 May, \$12,000 Aug, \$15,000 Nov) Elections Inspectors Training (2 yr certificate)	20,000.00 10,100.00 43,500.00 400.00
Justification Items Total:						74,000
707.000 COMM MEETING & CONF PAY	240	250	250	330	4 elections with 2 trustees (2 x \$41 x 4)	
715.000 FICA	1,340	450	440	2,300	7.65% of compensation (Deputy Clerk and Elections Assistant only)	
718.000 PENSION	0	350	350	1,740	10% of Deputy clerk's wages, excluding overtime	
719.000 HEALTH INSURANCE	0	370	360	2,300	38% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	0	50	50	200	38% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	0	30	30	160	38% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	10	10	30	38% of Deputy Clerk's Benefits	
727.000 OFFICE SUPPLIES & POSTAGE	9,720	1,440	1,590	9,340	Postage for AV Apps/Ballots (1,500 x .181 plus 1,500 x .70) x 4 elections Election Inspector & Church mailings (5 mailings x 50 x .50) Plastic covering in case of rain for precincts AV envelopes, applications Voter ID cards/"I voted" stickers/pens (50 x 4) Copies (Avg \$17/mo x 12) Misc	5,300.00 130.00 500.00 2,500.00 200.00 210.00 500.00
Justification Items Total:						9,340
800.000 BUILDING RENT	2,100	700	700	2,800	Rent for use of Lakeshore Baptist (\$800), Hope Reformed (\$1,200), Watermark (\$800) - 4 Elections	
861.000 TRAVEL & MILEAGE	930	100	40	2,400	Based on 4 Elections (\$600 x 4)	
900.000 PRINT & PUBLISHING	60	1,570	1,560	2,000	Election Publishing - 4 elections @ \$500	
910.100 WORKERS COMP ACCOUNT	50	50	40	70	Based on current rates & 5% increase mid-year	
936.000 EQUIPMENT MAINTENANCE	0	150	0	1,000	Testing and setup for election equipment	
940.000 EQUIPMENT RENTAL	0	0	0	200	Trailer rental in case of rain	
956.000 MISCELLANEOUS EXPENSE	2,260	790	770	3,420	Mark test ballots (\$200 x 4) Shredding Election Inspectors lunches, dinner, beverage (\$500 x 4) Cell phone use (\$15 x 7 x 4)	800.00 200.00 2,000.00 420.00
Justification Items Total:						3,420
976.000 EQUIPMENT PURCHASES	3,220	0	0	1,000	New election equipment (Depends on what Ottawa County purchases for Twp)	
	56,090	20,640	20,520	103,290		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 265 BUILDING & GROUNDS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	71,240	67,230	49,510	63,400	Director - Salary of \$85,100 plus insurance opt out of \$4,000 (50%) Assistant Director - Salary of \$69,575 (13.13%) Admin. Coordinator - 104 hrs @ \$22.58/hr (5%) Summer Help - 600 hrs @ \$10.96/hr Sick Pay	44,550.00 9,140.00 2,350.00 6,580.00 780.00
Justification Items Total:						63,400
715.000 FICA	5,410	5,050	3,760	4,880	7.65% of all salaries	
718.000 PENSION	6,430	6,010	4,610	5,410	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	5,520	2,500	1,940	1,480	Priority Health (1 employee waiving insurance)	
719.001 MICHIGAN 1% CLAIMS TAX	200	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,320	740	640	620	Delta Dental - includes MI claims tax	
719.200 DISABILITY INSURANCE	540	610	440	510	Short and long term disability	
719.300 LIFE INSURANCE	70	90	50	60	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	140	0	0	0	None anticipated	
803.000 CONTRACTED SERVICES	9,120	9,520	6,730	10,070	Basic cleaning services Additional cleaning services (additional carpet, spot cleaning, windows, etc.) Republic Services (garbage service & office paper recycle)	7,020.00 1,250.00 1,800.00
Justification Items Total:						10,070
850.000 TELEPHONE EXPENSE	7,810	9,320	4,450	9,560	See telephone/internet worksheet, includes all general fund expense	
863.000 FUEL EXPENSE	2,400	2,110	760	1,000	Fuel for plow truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,790	1,300	1,130	1,250	Based on current rates	
921.000 ELECTRIC	25,230	25,350	24,430	26,250	Paid to Consumer's Power for electric usage	
922.000 GAS	7,130	6,420	3,370	6,420	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	2,330	2,880	2,820	3,400	Paid to Grand Haven Township for water usage	
924.000 WASTEWATER EXPENSE	150	150	110	150	Paid to Grand Haven Township for waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	25,640	20,620	11,880	42,450	Restripe parking lot lines Maintenance and repair materials including light bulbs, cleaning supplies, replacement building materials, paint, etc. Heating and electrical contractors for misc. work as needed Fertilizer Mat cleaning Roof repair Paint various hallways, offices and rooms Parking lot upgrade/repair Replace compact florescent lights in offices HVAC Improvements	1,000.00 11,550.00 6,000.00 500.00 500.00 5,000.00 2,800.00 10,000.00 2,100.00 3,000.00
Justification Items Total:						42,450

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 265 BUILDING & GROUNDS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
936.000 EQUIPMENT MAINTENANCE	5,130	14,960	6,540	18,290	Postage machine lease & maintenance - \$440/qtr and Supplies - \$300	2,060.00
					Copier machine lease & maintenance	11,100.00
					Generator maintenance	1,130.00
					Maintenance of hoist, mowers, forklift and various equipment	4,000.00
					Justification Items Total:	18,290
936.300 AUTOMOTIVE MAINTENANCE	500	1,000	330	700	Maintenance of truck	
956.000 MISCELLANEOUS EXPENSE	0	100	60	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	9,980	11,500	2,700	60,800	Security improvements to lobby and parking lot lights	55,000.00
					Upgrade thermostats and add sensors	4,000.00
					Replace training conference tables - 10	1,800.00
					Justification Items Total:	60,800
976.000 EQUIPMENT PURCHASES	580	200	90	200	Miscellaneous tools & equipment	
	188,690	187,690	126,380	257,040		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	75,320	76,200	59,130	76,790	Director - Salary of \$85,100 plus insurance opt out of \$4,000 (1.25%) Assistant Director - Salary of \$69,575 (8.11%) Admin. Coordinator - 728 hrs @ \$22.58/hr (35%) Public Services Worker - 2080 hrs @ \$24.15/hr Sick Pay Overtime - 50 hours	1,110.00 5,630.00 16,430.00 50,240.00 1,560.00 1,820.00
Justification Items Total:						76,790
715.000 FICA	5,750	5,920	4,510	5,900	7.65% of all salaries	
718.000 PENSION	7,220	7,530	5,870	7,340	10% of base salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	15,720	15,330	15,000	18,430	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	150	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,460	1,420	1,160	1,390	Delta Dental - Includes MI claims tax	
719.200 DISABILITY INSURANCE	540	660	540	690	Short and long term disability	
719.300 LIFE INSURANCE	80	90	100	120	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full time employee	
727.000 OFFICE SUPPLIES & POSTAGE	40	200	60	200	Supplies for O & M of the cemeteries	
741.000 UNIFORM EXPENSE	660	1,060	580	860	Uniform cleaning for 1 full time employee Clothing allowance/replacement for 1 full-time employee	460.00 400.00
Justification Items Total:						860
801.000 LEGAL AND PROFESSIONAL FEES	0	300	60	8,500	Professional services Historic Cemetery platting	500.00 8,000.00
Justification Items Total:						8,500
803.000 CONTRACTED SERVICES	150	0	0	0	None anticipated	
808.100 CEMETERY CONTRACTS EXPENSES	8,620	6,000	6,190	6,500	Vaults, memorials and urns owed to contract holders	
850.000 TELEPHONE EXPENSE	0	420	230	0	Included in Building & Grounds	
863.000 FUEL EXPENSE	1,830	2,000	1,090	1,300	Fuel for truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,360	1,840	1,510	2,040	Based on current rates	
921.000 ELECTRIC	1,860	2,200	1,840	2,250	Paid to Consumers Energy for electric usage - sprinkling and lights	
922.000 GAS	1,010	1,000	600	1,000	Paid to Michigan Gas Utilities for gas usage	
923.000 WATER EXPENSE	3,490	5,300	4,030	5,000	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	9,240	5,420	4,270	5,420	Materials for maintenance and up keep of physical structures such as buildings, water system, roadways and grave sites Iron sequestration chemicals	4,000.00 1,420.00
Justification Items Total:						5,420
931.000 FERTILIZER EXPENSE	3,900	4,090	3,010	4,220	Historic Cemetery - 4 applications Lakeshore Cemetery - 4 applications	1,300.00 2,920.00
Justification Items Total:						4,220

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
936.000 EQUIPMENT MAINTENANCE	2,210	2,000	1,090	2,000	Maintenance of lawn mowers, trimmers, misc. wheels, grease, blades, etc.	
936.300 AUTOMOTIVE MAINTENANCE	2,250	700	510	700	Maintenance of truck	
940.000 EQUIPMENT RENTAL	0	100	0	100	Rental of miscellaneous items for maintenance in the cemeteries	
956.000 MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	17,080	14,250	14,250	5,000	Corner markers for new platted section at Historic Cemetery	
976.000 EQUIPMENT PURCHASES	750	500	370	1,200	Miscellaneous tools & equipment	300.00
					Backpack blower	600.00
					Weed whip	300.00
					Justification Items Total:	1,200
	160,720	154,660	126,030	157,090		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	168,620	248,510	189,730	258,090	Planning and Zoning Official - Salary \$62,770 Sr Building Official - Salary \$69,580 Building Inspector - Salary \$64,400 Sick Time Reimbursement Overtime - 50 Hrs Ea Ordinance Enforcement Officer - 1508 hrs @ \$22.58/hr Community Development Admin Assistant - 1040 hours @ \$20.32/hr	62,770.00 69,580.00 64,400.00 1,010.00 5,140.00 34,050.00 21,140.00
Justification Items Total:						258,090
707.000 COMM MEETING & CONF PAY	300	260	0	260	Construction Board of Appeals 2 Mtgs, 4 People	
715.000 FICA	12,680	19,020	13,910	19,750	7.65% of total salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	90	300	90	100	Workplace Health	
718.000 PENSION	8,160	21,250	15,920	21,790	10% of salaries and wages excluding sick leave reimbursement for FT employees and overtime	
719.000 HEALTH INSURANCE	23,990	40,210	34,780	41,570	Priority Health - Includes ACA/MI Claims Tax and HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	240	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,810	3,650	2,980	3,500	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	690	1,900	1,600	2,050	Long and short term coverage - 24% increase based on 2015 quote	
719.300 LIFE INSURANCE	80	380	230	380	\$30,000 per FT employee	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	120	120	110	4 @ \$35	
720.000 MESC EXPENSE	5,930	0	0	0	None anticipated	
727.000 OFFICE SUPPLIES & POSTAGE	4,250	5,700	5,640	6,000	Copies, office supplies and postage, printer cartridges	
741.000 UNIFORM EXPENSE	160	720	710	500	Replacement clothing	
801.000 LEGAL AND PROFESSIONAL FEES	3,920	5,000	2,060	5,000	Legal consultation (Scholten & Fant), consulting for planning/zoning	
802.000 CONFERENCES, DUES, SUB'S	4,280	5,730	4,550	6,620	Spring & fall Code Officials Conf. of MI - Lodging, travel, per diems Metro annual dues - \$125 ea. Metro Mid-Winter Conference - \$100 ea. Code books COCM (Code Officials Michigan) dues @ \$40 each International Code Council Membership Dues American Planning Association APA Membership APA Michigan Chapter Membership Planning Michigan Conference Misc Planning Conferences/Meetings	1,800.00 250.00 200.00 2,290.00 80.00 120.00 220.00 60.00 1,200.00 400.00
Justification Items Total:						6,620
806.000 ELECTRICAL INSPECTIONS	22,860	28,100	21,080	29,520	About 72% of projected fees of \$41,000	
807.000 PLUMBING INSPECTIONS	14,610	18,000	14,630	18,000	About 72% of projected fees of \$25,000	
807.100 MECHANICAL INSPECTIONS	28,590	30,960	28,590	33,120	About 72% of projected fees of \$46,000	
861.000 TRAVEL & MILEAGE	0	100	0	100	Mileage for travel with personal vehicles	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
862.000 VEHICLE MAINTENANCE & REPAIR	3,750	1,700	240	1,500	General vehicle maintenance and Tire Replacement	
863.000 FUEL EXPENSE	2,950	3,000	1,870	2,600	Based upon current level of activity	
900.000 PRINT & PUBLISHING	360	300	300	300		
910.000 BUILDING, EQUIP & RADIO INS	610	700	560	710	Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	1,220	2,540	2,070	2,810	Based on current rates and 5% increase mid-year	
956.000 MISCELLANEOUS EXPENSE	10	400	390	500	Miscellaneous Expense	100.00
					Builders Forum (2)	400.00
					Justification Items Total:	500
	310,250	438,550	342,050	454,880		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 445 DRAINS - PUBLIC BENEFIT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	0	0	40,000	Orphan drain project	
890.000 DRAINS- AT LARGE	111,470	5,600	120	8,000	Township portion of at-large drain maintenance	
	111,470	5,600	120	48,000		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 446 ROAD CONSTRUCTION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
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GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 448 STREET LIGHTING
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
920.000 LIGHT DISTRICTS	120,660	120,500	90,480	121,500	This line item is not totally covered by SAD revenues since the General Fund pays for the lights at major intersections	
	<u>120,660</u>	<u>120,500</u>	<u>90,480</u>	<u>121,500</u>		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 528 WASTE COLLECTION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
882.000 YARD WASTE	8,080	8,600	980	9,100	Leaf collection contract	3,600.00
					Leaf collection - 6 weeks fall	4,500.00
					Leaf collection - 2 weeks spring	1,000.00
					Justification Items Total:	9,100
	8,080	8,600	980	9,100		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 721 PLANNING COMMISSION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	7,640	9,800	4,660	11,000	Chair: 17 meetings @ \$82.28 8 members: 17 meetings @ \$70.52	1,400.00 9,600.00
					Justification Items Total:	11,000
707.000 COMM MEETING & CONF PAY	0	360	0	1,180	4 members; 5 meetings @ \$41.15 Conference pay (\$12/hr and \$96/day - structured fee schedule)	830.00 350.00
					Justification Items Total:	1,180
715.000 FICA	580	780	390	940	7.65% of total salaries	
801.000 LEGAL AND PROFESSIONAL FEES	27,970	12,000	5,450	20,000	Ordinance updates - based on Master Plan Legal costs Community Engagement	10,000.00 6,000.00 4,000.00
					Justification Items Total:	20,000
802.000 CONFERENCES, DUES, SUB'S	1,120	750	1,080	1,500	Various subscriptions & other training (plus 2 new members)	
861.000 TRAVEL & MILEAGE	50	100	50	100	Mileage for travel with personal vehicles	
	37,360	23,790	11,630	34,720		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 722 ZONING BOARD OF APPEALS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,080	2,440	1,380	1,840	Chair: 6 meetings @ \$70.52 4 members: 6 meetings @ \$58.78	430.00 1,410.00
					Justification Items Total:	1,840
715.000 FICA	80	200	110	200	7.65% of total salaries	
801.000 LEGAL AND PROFESSIONAL FEES	1,120	3,000	2,020	3,000	Legal costs (No escrow with permit. Attorney reviews-paid 100% by GHT)	
802.000 CONFERENCES, DUES, SUB'S	0	200	150	200	Various subscriptions and other training	
861.000 TRAVEL & MILEAGE	0	100	20	100	Mileage for travel with personal vehicles	
	2,280	5,940	3,680	5,340		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 751 PARKS AND RECREATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	69,770	82,410	73,180	95,050	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (6.25%) Assistant Director - Salary of \$69,575 (13.13%) Admin Coordinator - 104 hrs @ \$22.58/hr Public Services Worker-Parks Sup - 2080 hrs @ \$23.36/hr Sick Pay Summer Help (3)- 600 hrs @ \$10.96/hr Gatekeeper - \$7,596 Overtime - 50 hours	5,570.00 9,140.00 2,350.00 48,590.00 310.00 19,730.00 7,600.00 1,760.00
Justification Items Total:						95,050
706.000 AREA WIDE RECREATION	52,100	53,180	26,310	54,220	Anticipated contract amount contributed to NORA for recreation activities	
707.000 COMM MEETING & CONF PAY	360	500	380	500	6 Parks & Recreation Committee Members for attendance at 3 meetings @ \$29.39/hr	
715.000 FICA	5,730	6,350	5,740	7,340	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	580	500	510	600	Pre-employment physicals & med-center treatment as necessary	
718.000 PENSION	4,470	4,700	4,180	6,540	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	9,590	13,030	10,630	17,560	Priority Health - Includes ACA and MI Claims Tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	200	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,240	1,690	1,160	1,900	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	310	440	370	620	Short and long term disability	
719.300 LIFE INSURANCE	70	90	100	110	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	860	1,000	520	1,000	Misc. office supplies including boat launch passes	
741.000 UNIFORM EXPENSE	2,330	2,250	1,910	2,050	Clothing allowance/replacement - 1 full-time = \$400 & 4 part-time = \$800 Uniform cleaning for 1 full-time and 4 part-time employees	1,200.00 850.00
Justification Items Total:						2,050
801.000 LEGAL AND PROFESSIONAL FEES	1,730	3,900	1,180	5,500	Professional services such as legal, engineering, and consulting 3 Back flow tests MDNR water withdrawal monitoring fees for 9 wells C-990 - Construction Related Documents from National Society of Professional Engineers	1,500.00 600.00 1,800.00 1,600.00
Justification Items Total:						5,500
802.000 CONFERENCES, DUES, SUB'S	0	100	0	100	Michigan Recreation & Park Association dues	
803.000 CONTRACTED SERVICES	1,270	0	0	0	None anticipated	
861.000 TRAVEL & MILEAGE	3,780	4,000	3,220	4,000	Mileage for Gate Keeper based on \$280 per pay period	
863.000 FUEL EXPENSE	6,090	7,000	4,480	5,500	Fuel for trucks, tractors, mowers, trimmers, chain saws, etc.	
874.000 ROAD SIGNS	2,190	750	190	750	Miscellaneous signs and posts & replacement for vandalism	
900.000 PRINT & PUBLISHING	640	200	130	200	Employment ads	
910.000 BUILDING, EQUIP & RADIO INS	2,690	3,070	2,450	3,100	Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	2,180	2,790	2,260	3,860	Based on current rates	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 751 PARKS AND RECREATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
921.000 ELECTRIC EXPENSE	8,080	8,100	8,210	9,700	Electrical usage for lights, pumps, etc.	
923.000 WATER EXPENSE	1,410	1,600	1,960	2,350	Water usage at Mercury Park & Odawa/Battle Point Launch	
930.000 MAINTENANCE AND REPAIR OF B&G	21,040	68,410	63,530	22,000	Maintenance and upkeep of buildings, playground equipments, picnic tables, etc. - including vandalism	12,000.00
					Paper products, cleaning supplies, garbage service, etc.	2,500.00
					Trail marker maintenance	500.00
					Pottawattomie dock removal/reinstall	1,000.00
					Replacement of old growth trees in parks	5,000.00
					Add bark to all park play areas	1,000.00
					Justification Items Total:	22,000
931.000 FERTILIZER EXPENSE	4,570	5,760	3,770	4,960	Fertilizer for softball diamonds, soccer fields, and general park areas	
932.200 BUCHANAN ACCESS	2,560	3,000	1,520	4,350	Garbage containers, repair/replacement of sign, fencing, etc.	2,000.00
					Beach Attendant \$10.96/hr (100%), including workers comp and FICA	2,350.00
					Justification Items Total:	4,350
936.000 EQUIPMENT MAINTENANCE	11,210	6,000	5,020	6,000	Maintenance of tractors, mowers, trimmers, chain saws, etc.	
936.300 AUTOMOTIVE MAINTENANCE	620	3,200	2,000	3,200	Maintenance/repair of trucks including tires, tune-ups, etc.	
940.000 EQUIPMENT RENTAL	0	200	0	200	Rental of miscellaneous items for maintenance of the parks	
956.000 MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	32,950	460,700	25,260	89,000	Add barrier free walkway at Pottawattomie from parking area to play area	5,000.00
					Raze structures on Witteveen property	10,000.00
					Replace ticket machine at boat launch	20,000.00
					Stabalize/add retaining wall west of soccer parking @ Hofma Park	7,500.00
					Update grills at Hofma Preserve includes adding 1 large grill	3,000.00
					Create barrier free access trail loop in Hofma Park/Preserve and additional trailway maintenance	25,000.00
					Replace 3 camera poles at Pottawattomie	7,500.00
					Replace blower	11,000.00
					Justification Items Total:	89,000
970.250 CAPITAL OUTLAY-PROF FEES	4,890	3,500	0	1,000	Engineering assistance if necessary	
976.000 EQUIPMENT PURCHASES	3,070	400	480	1,000	Miscellaneous tools & equipment	
	258,610	748,950	250,680	354,400		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 757 BIKE PATH
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	44,370	50,340	41,000	59,000	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (3.74%) Assistant Director - Salary of \$69,575 (5%) Public Services Worker - 2080 hrs @ \$24.15/hr Overtime - 50 hours Sick Pay	3,340.00 3,480.00 50,240.00 1,820.00 120.00
Justification Items Total:						59,000
715.000 FICA	3,410	3,850	3,150	4,530	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	200	0	200	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	4,410	4,860	4,110	5,690	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	12,380	15,640	12,820	16,480	Priority Health - Includes ACA and MI Claims Tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	200	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,660	1,790	1,420	1,750	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	360	460	400	540	Short and long term disability	
719.300 LIFE INSURANCE	50	90	70	100	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
741.000 UNIFORM EXPENSE	890	1,060	760	860	Uniform cleaning Clothing allowance/replacement - 1 full-time employee	460.00 400.00
Justification Items Total:						860
801.000 LEGAL AND PROFESSIONAL FEES	44,870	1,000	310	1,000	Professional services such as legal and consulting	
803.000 CONTRACTED SERVICES	0	400	0	400	Services provided such as major tree trimming, pavement repair/replacement or other major repairs the DPW is not able to complete	
863.000 FUEL EXPENSE	3,900	5,540	2,350	3,500	Fuel expense for maintenance	
874.000 ROAD SIGNS	0	500	0	500	Replacement/new signs and posts either needed, damaged or removed along the path	
910.000 BUILDING, EQUIP & RADIO INS	1,630	1,860	1,490	1,880	Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	760	1,490	1,180	2,130	Based on current rates	
930.000 MAINTENANCE AND REPAIR OF B&G	134,670	10,000	11,780	47,500	Repair of surface damage, retaining walls, etc. Paint cross walks Replacement of several sections of damaged pathway throughout system	10,000.00 7,500.00 30,000.00
Justification Items Total:						47,500
936.000 EQUIPMENT MAINTENANCE	4,890	6,000	3,220	6,000	Replacement brushes for sweeper, tractor maintenance by dealer, etc. Maintain snow plow cutting edges	4,000.00 2,000.00
Justification Items Total:						6,000
936.300 AUTOMOTIVE MAINTENANCE	1,110	2,000	1,390	2,000	Maintenance/repair of trucks including tires, tune-ups, etc.	
956.000 MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	65,340	75,000	0	286,000	Crack seal and overlay of Mercury Drive pathway from City border to Groesbeck Street (14,400 linear feet) Overlay portion of Lakeshore Drive pathway	226,000.00 60,000.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 757 BIKE PATH
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Justification Items Total:	286,000
970.250 CAPITAL OUTLAY-PROF FEES	0	27,570	12,400	25,500	Crack seal and overlay of Mercury Drive pathway from City border to Groesbeck Street	19,500.00
					Overlay portion of Lakeshore Drive pathway	6,000.00
					Justification Items Total:	25,500
976.000 EQUIPMENT PURCHASES	1,350	1,100	180	500	Miscellaneous tools & equipment	
	326,280	210,880	98,060	466,200		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 966 APPROPRIATION TRANSFERS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
999.000 OPERATING TRANSFERS OUT - BLDG	100,570	118,850	118,850	119,820	2013 Township Bldg Refunding Bonds - 57% of project thru 2021	
999.100 OPERATING TRANSFERS OUT - OPEB	40,620	245,150	245,150	5,360	Current retirees Watkins Ross - OPEB valuation	2,160.00 3,200.00
					Justification Items Total:	5,360
999.200 OPERATING TRANSFERS OUT - IT	131,930	106,170	88,450	153,430	See software expense & computer services spreadsheet	
999.204 OPERATING TRANSFERS OUT - TRANSPOR	300,440	200,000	166,650	125,000	For Street Maintenance	
999.206 OPERATING TRANSFER OUT - FIRE	74,680	0	0	0		
	648,240	670,170	619,100	403,610		
Totals for Fund: 101 GENERAL FUND						
Total Revenues:	3,064,520	3,472,360	2,409,950	3,219,990		
Total Expenditures:	3,155,820	3,567,480	2,415,130	3,404,380		
Net of Revenues/Expenditures:	(91,300)	(95,120)	(5,180)	(184,390)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: **204 MUNICIPAL STREET FUND**
DEPARTMENT: **000**
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	578,880	600,340	599,460	622,470	Based upon a levy of 0.9500 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	410	250	50	100		
664.000 INTEREST INCOME	30	400	450	500		
699.000 APPROPRIATION TRANSFERS IN	300,440	200,000	166,650	125,000	General Fund monies	
	879,760	800,990	766,610	748,070		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 204 MUNICIPAL STREET FUND
DEPARTMENT: 446 ROAD CONSTRUCTION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	500	820	500		
803.300 CONTRACTED SERVICES - HARBOR TRANS	357,960	379,200	378,620	393,090	See estimated tax revenue sheet (Based on 0.6 mills)	
872.000 ROAD CONST DUST CONTROL	30,150	32,000	30,300	31,000		
873.400 STREET PAVING	543,980	368,900	0	363,480	Groesbeck SAD Paving Other street paving	85,000.00 278,480.00
					Justification Items Total:	363,480
873.500 PAVED ROAD MAINTENANCE	0	20,000	0	10,000	Crack Seal	
	932,090	800,600	409,740	798,070		
Totals for Fund: 204 MUNICIPAL STREET FUND						
Total Revenues:	879,760	800,990	766,610	748,070		
Total Expenditures:	932,090	800,600	409,740	798,070		
Net of Revenues/Expenditures:	(52,330)	390	356,870	(50,000)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	905,750	1,200,680	1,198,960	1,244,950	Based upon a levy of 1.9000 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	680	100	90	100	Amount based on projected activity	
611.000 HOUSE NUMBERING FEES	780	500	830	800	57 addresses at \$14 per address	
611.100 ADDRESS SIGN INCOME	220	150	200	150	Based on current level of activity	
633.000 CHARGE FOR SERVICES	0	400	210	400	Rental of trailers, and other similar activities	
635.000 PUBLIC EDUCATION FEES	13,840	11,500	4,310	11,500	CPR Training	1,500.00
					EMT Training	10,000.00
					Justification Items Total:	11,500
664.000 INTEREST INCOME	30	550	1,070	1,200		
675.400 GRANTS	1,380	1,500	0	0	None anticipated	
677.000 REIMBURSEMENTS	4,330	0	50	0	None anticipated	
677.200 REIMBURSEMENTS-TRAINING	100	1,500	0	500	Reimbursments of Training Expenses, Books, Etc.	
694.000 MISCELLANEOUS INCOME	250	1,400	830	850	Fees from St of MI for fireworks inspection	500.00
					Open house donations, misc donations, sale of surplus equipment	350.00
					Justification Items Total:	850
699.000 APPROPRIATION TRANSFERS IN	74,680	0	0	0		
	1,002,040	1,218,280	1,206,550	1,260,450		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 336 FIRE DEPT EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	419,760	439,100	346,890	446,390	Chief - \$85,100, Insurance Opt out \$4,000 Lt. One - \$58,575, Insurance Opt out \$4,615, Paramedic premium \$2,301 Lt. Two - \$58,575, Paramedic premium \$2,301 Lt. Three - \$56,609, Paramedic premium \$2,367 EO. One - \$55,374 EO. Two - \$55,374, Insurance Opt out \$4,355, Paramedic premium \$2,470 EO. Three - \$51,780, Paramedic premium \$2,527	89,100.00 65,490.00 60,880.00 58,980.00 55,370.00 62,200.00 54,370.00
					Justification Items Total:	446,390
702.100 OVERTIME	13,850	19,200	13,170	20,200	Monthly Training & Staff Meetings 167 hours Shift coverage 200 hours Emergency calls 183 hours Off site training 73 hours EMT Training 66 hours	3,500.00 6,000.00 6,500.00 2,200.00 2,000.00
					Justification Items Total:	20,200
702.300 STANDBY SALARIES-FIRE DEPT.	79,940	79,930	59,810	82,400	See spreadsheet (Part Time Firefighter Station standby)	
703.000 OVERHEAD & SUPERVISION	74,680	51,370	42,800	57,900	See spreadsheet	
705.000 PART-TIME SALARIES - FIRE DEPT	45,480	49,440	43,130	58,810	See spreadsheet (Annual Run Pay)	
705.100 PART-TIME TRAINING	9,040	14,750	12,850	12,880	See spreadsheet (Annual Training Pay PT)	
715.000 FICA	42,470	46,130	35,560	48,300	7.65% of total salaries & wages	
716.000 MEDICAL CARE & PHYSICALS	7,550	7,500	6,340	7,500	30 employees \$250 yearly, new hire physicals	
717.000 DISABILITY INS-PART-TIME	3,650	3,900	3,760	3,900	Short & long term disability (Provident)	
718.000 PENSION	37,250	42,310	33,480	43,330	10% of FT salaries & wages, excluding overtime and insurance opt outs	
719.000 HEALTH INSURANCE	42,890	46,920	41,740	64,860	Priority Health (3 employees waiving health care) - Includes ACA and MI Claims Tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	680	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	8,690	10,310	6,930	7,830	Delta Dental (2 employees waving insurance) - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	3,030	3,850	3,310	4,000	Short and long term disability	
719.300 LIFE INSURANCE	1,290	2,490	1,350	2,500	Full-time employees - \$30,000, Part-time - \$15,000	
719.700 EMPLOYEE ASSISTANCE PROGRAM	840	900	820	1,050	30 employees @ \$35	
726.000 MEDICAL SUPPLIES	4,580	7,490	7,110	9,200	New King vision intubation kit \$1,300 Gloves, oxygen supplies, backboards, and other ALS equipment supplies Replace 2 AEDs \$1,700 each	1,300.00 4,500.00 3,400.00
					Justification Items Total:	9,200
726.100 FIRE SUPPLIES	3,920	4,500	1,310	6,940	Gloves, Nomex hoods, boots, personal protective equipment, Class A foam, pager and radio batteries, etc. Replace 6 pagers \$490 each	4,000.00 2,940.00
					Justification Items Total:	6,940
726.200 ADDRESS SIGN EXPENSE	350	150	0	150	Supplies for making address signs, street signs	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 336 FIRE DEPT EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
727.000 OFFICE SUPPLIES & POSTAGE	1,770	1,700	790	1,500	Based on current level of activity	
741.000 UNIFORM EXPENSE	5,350	5,600	2,620	5,900	Replacement & new uniforms for current full & part-time personnel (replace 4 winter coats at \$300 each)	
801.000 LEGAL AND PROFESSIONAL FEES	4,120	1,800	1,020	1,800	Non IAFF contract year	
801.001 BANK CHARGES	50	50	0	50		
802.000 CONFERENCES, DUES, SUB'S	11,960	10,470	7,950	11,470	New Hire Education	1,900.00
					Firefighter I & Firefighter II, EMT	1,900.00
					Continuing Education BTLS, ACLS, PALS,	1,100.00
					Paramedic IC	2,200.00
					Fire Investigators and Inspector CEs	1,420.00
					FDIC Training	1,700.00
					Dues:	
					Ottawa County Fire Chiefs	250.00
					Fire Inspectors	200.00
					Fire Instructors	150.00
					Ottawa Medical Control dues	200.00
					State of Michigan Paramedic EMT MFR Lic.	450.00
					Justification Items Total:	11,470
803.000 CONTRACTED SERVICES	770	6,860	5,320	8,990	Generator Contract	1,130.00
					Fire Ext.	400.00
					Siren	2,300.00
					Canteen	40.00
					Hazmat team contract	2,600.00
					Ladder Testing	1,120.00
					Auto Pulse service contract	1,400.00
					Justification Items Total:	8,990
805.000 AUDIT SERVICES	1,800	1,880	1,840	1,950	15% of audit costs \$13,000	
809.000 HYDRANT RENTAL	5,560	0	0	0	Accounted for in the water fund	
812.000 IN-HOUSE TRAINING	580	1,200	1,070	1,200	Training tapes & aids, etc.	
820.000 PUBLIC EDUCATION EXPENSE	1,840	3,000	2,670	3,500	CPR cards, books, testing materials	
850.000 TELEPHONE EXPENSE	6,060	7,880	4,300	7,860	See telephone/internet spreadsheet	
861.000 TRAVEL & MILEAGE	420	200	0	200	Personal vehicle use on Township business	
862.000 VEHICLE MAINTENANCE & REPAIR	18,100	13,100	9,280	12,000	Normal maintenance, annual pump test, annual ladder test	12,000.00
863.000 FUEL EXPENSE	10,350	10,700	5,360	9,000	Based on current level of activity	
900.000 PRINT & PUBLISHING	560	550	0	550	Advertisement for part-time firefighters	
910.000 BUILDING, EQUIP & RADIO INS	10,370	11,850	6,630	11,940	Based on current quote plus 5%	
910.100 WORKERS COMP ACCOUNT	28,010	29,280	32,960	36,430	Based on current rates plus 5% increase mid year	
921.000 ELECTRIC	10,260	10,000	9,070	10,000	Paid to Consumers Power for electric usage	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 336 FIRE DEPT EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
922.000 GAS	9,100	7,800	4,350	8,400	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	1,390	1,800	1,630	1,800	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	13,250	21,800	20,050	25,500	Garage door repair, Furnace maintenance, cleaning supplies	5,500.00
					Re-seal the 20 - year old station roof	2,800.00
					Outside station light replacment (old lights cannot be converted)	1,400.00
					Repllace 13 year old carpet in fire station	9,000.00
					Replace 21 year old dining room set in fire station	1,300.00
					Replace appliances in fire station	4,000.00
					Replace countertops and paint cabinents in fire station kitchen	1,500.00
					Justification Items Total:	25,500
936.000 EQUIPMENT MAINTENANCE	4,260	5,960	3,030	5,760	Copier contract	2,000.00
					Radio and pager maintenance	2,440.00
					Printer maintenance	120.00
					Fitness equipment maintenance (including preventative maintenance)	1,200.00
					Justification Items Total:	5,760
956.000 MISCELLANEOUS EXPENSE	2,440	2,410	1,970	2,550	Food for training & runs	770.00
					Licenses & Fees	200.00
					Charter cable	1,080.00
					Various expenses not covered in another line item	500.00
					Justification Items Total:	2,550
959.000 FIRE DEPT-PREVENTION & INSP	5,240	5,700	1,800	5,900	Fire prevention open house	3,800.00
					Educational materials	700.00
					Inspection materials	500.00
					911 Academy	900.00
					Justification Items Total:	5,900
970.000 CAPITAL OUTLAY	24,700	23,600	24,160	42,900	Replace ATV and purchase a slide in unit for firefighting	31,000.00
					4 Sets of turnout gear at 2,400 per set	9,600.00
					Replace 18 year old smoke machine for training	1,100.00
					Replace 400 foot of 1.75 hose on Engine 1021	1,200.00
					Justification Items Total:	42,900
976.000 EQUIPMENT PURCHASES	4,370	500	200	500	Two phones up for replacment	
999.100 OPERATING TRANSFERS OUT - OPEB	17,900	62,380	59,230	18,720	Per actuarial study - current employees and retirees	
999.200 OPERATING TRANSFERS OUT - IT	41,410	42,840	35,700	33,770	See software expense & computer services spreadsheet	
	1,041,930	1,121,150	903,360	1,148,280		

Totals for Fund: 206 FIRE DEPARTMENT

Total Revenues:	1,002,040	1,218,280	1,206,550	1,260,450
Total Expenditures:	1,041,930	1,121,150	903,360	1,148,280
Net of Revenues/Expenditures:	(39,890)	97,130	303,190	112,170

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 207 POLICE SERVICES SAD
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.300 PROPERTY TAX - DELINQUENT PERSONAL	20	0	0	0		
403.500 SPECIAL ASSESSMENT LEVY	341,770	354,500	354,310	367,010	0.55 mil levy	
545.100 FINES	52,620	45,000	42,840	50,000		
664.000 INTEREST INCOME	0	220	320	700		
677.000 REIMBURSEMENTS	640	500	230	500	Drug kits	
	395,050	400,220	397,700	418,210		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 207 POLICE SERVICES SAD
DEPARTMENT: 301 POLICE/SHERIFF
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	21,600	19,230	16,000	38,950	Rent, accounting, etc.	
801.000 LEGAL AND PROFESSIONAL FEES	3,940	4,000	1,710	4,000	Legal fees for queries & court	
801.001 BANK CHARGES	50	50	0	50		
803.000 CONTRACTED SERVICES	370,500	379,960	222,750	371,000	Contract costs with Ottawa Sheriff for 3.3 deputies (2/3 of schools' COPS Deputy is paid by Ottawa County & GHAPS)	
850.000 TELEPHONE EXPENSE	590	1,040	140	370	See telephone/internet spreadsheet	
862.000 VEHICLE MAINTENANCE & REPAIR	330	500	350	500		
863.000 FUEL EXPENSE	0	250	0	250		
930.000 MAINTENANCE AND REPAIR OF B&G	0	250	0	250		
936.000 EQUIPMENT MAINTENANCE	190	200	0	200		
956.000 MISCELLANEOUS EXPENSE	750	1,000	960	1,800	Promotional Items	1,500.00
					Drug Testing kits	300.00
					Justification Items Total:	1,800
976.000 EQUIPMENT PURCHASES	0	500	0	2,230	Speed radar gun	1,600.00
					GORE-TEX rain jacket	350.00
					Light Meter	280.00
					Justification Items Total:	2,230
	397,950	406,980	241,910	419,600		
Totals for Fund: 207 POLICE SERVICES SAD						
Total Revenues:	395,050	400,220	397,700	418,210		
Total Expenditures:	397,950	406,980	241,910	419,600		
Net of Revenues/Expenditures:	(2,900)	(6,760)	155,790	(1,390)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.100 TAX INCREMENT REVENUES	472,320	494,900	493,740	540,830	FTE capture w/10.4424 mils levy	
664.000 INTEREST INCOME	3,030	1,500	2,070	2,500		
677.000 REIMBURSEMENTS	23,820	0	0	14,000	State of MI for lost Personal Property Revenues	
699.000 APPROPRIATION TRANSFERS IN	5,490	0	0	0		
	504,660	496,400	495,810	557,330		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	140	120,600	100,500	20,490	See spreadsheet - Based upon previous year's activity	
801.000 LEGAL AND PROFESSIONAL FEES	29,490	5,000	580	70,000	168th Ave. bid documents	
805.000 AUDIT SERVICES	480	500	490	520	4% of \$13,000	
956.000 MISCELLANEOUS EXPENSE	100	500	40	500		
970.000 CAPITAL OUTLAY	1,682,900	187,000	204,770	0	None planned	
999.100 OPERATING TRANSFERS OUT - OPEB	0	3,780	3,780	0		
	1,713,110	317,380	310,160	91,510		

Totals for Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total Revenues:	504,660	496,400	495,810	557,330
Total Expenditures:	1,713,110	317,380	310,160	91,510
Net of Revenues/Expenditures:	(1,208,450)	179,020	185,650	465,820

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
699.000 APPROPRIATION TRANSFERS IN	176,430	208,510	208,510	210,200	General - 57%	119,820.00
					Water - 31%	65,160.00
					Sewer - 12%	25,220.00
					Justification Items Total:	210,200
	<u>176,430</u>	<u>208,510</u>	<u>208,510</u>	<u>210,200</u>		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
994.000 BOND PRINCIPAL PAYMENTS	150,000	185,000	185,000	190,000	Pursuant to bond payment schedule - expires 2021	
995.000 INTEREST EXPENSE	26,420	23,510	23,490	20,220	Pursuant to bond payment schedule	
	<u>176,420</u>	<u>208,510</u>	<u>208,490</u>	<u>210,220</u>		
Totals for Fund: 360 REFUNDED BUILDING DEBT						
Total Revenues:	176,430	208,510	208,510	210,200		
Total Expenditures:	176,420	208,510	208,490	210,220		
Net of Revenues/Expenditures:	10	0	20	(20)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 365 DEBT SERVICE-WATER
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	132,500	177,000	176,740	144,300	Based upon a levy of 0.22000 Mills (Ad valorem, plus IFT/FTE less DDA recapture and Ren zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	100	10	10	10		
664.000 INTEREST INCOME	0	50	20	50	Interest received on Debt Service - Water fund balance	
	132,600	177,060	176,770	144,360		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 365 DEBT SERVICE-WATER
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
994.000 BOND PRINCIPAL PAYMENTS	150,000	145,000	145,000	145,000	Pursuant to bond payment schedule - expires in 2017	
995.000 INTEREST EXPENSE	20,940	15,050	8,970	9,160	Pursuant to bond payment schedule	
996.000 PAYING AGENT FEES	100	200	0	200		
	171,040	160,250	153,970	154,360		
Totals for Fund: 365 DEBT SERVICE-WATER						
Total Revenues:	132,600	177,060	176,770	144,360		
Total Expenditures:	171,040	160,250	153,970	154,360		
Net of Revenues/Expenditures:	(38,440)	16,810	22,800	(10,000)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 590 SEWER
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
600.000 WASTEWATER SALES	249,020	304,580	227,450	334,630	Based on 103.6 MG to be collected in 2016 - estimated wastewater collection sales @ \$3.23/1,000 gallons	
601.000 DEBT SERVICE CHARGE	217,220	217,620	174,050	228,560	1010.6 residential and 425.07 non-residential trunkage units for 2015 (existing connections) - >1435.67 units X \$13.13 per month X 12 months Addition of 30 new trunkage units in 2016 (new connections) - 10 units X \$13.13 per month X 9 months & 10 units X \$13.13 per month X 6 months & 10 units X \$13.13 per month X 3 months	226,200.00 2,360.00
					Justification Items Total:	228,560
602.000 SPECIAL ASSESSMENT INCOME	19,510	46,770	50,930	36,870	SAD principal	
629.000 LATERAL CHARGES/INSPEC FEES	1,080	870	1,220	1,050	Inspection fees - 30 new connections X \$35 per inspection	
629.100 TRUNKAGE FEES	77,730	128,510	106,520	142,910	25 trunkage units X \$2,879 per unit - assuming that 5 connections will be paid over time as special assessment income 168th / Comstock apartment buildings - assuming 3 connections in 2016 with 2" meters; and 1 connection in 2016 with a 1 1/2" meter	71,980.00 70,930.00
					Justification Items Total:	142,910
631.000 LATE CHARGES	4,030	3,650	3,490	4,000	Late charges	
664.000 INTEREST INCOME	16,550	15,550	15,360	14,500	Special assessments Investments	6,700.00 7,800.00
					Justification Items Total:	14,500
677.000 REIMBURSEMENTS	5,820	1,800	2,920	1,800	Escrows received for engineering, plan reviews and construction inspections Sewer industrial surcharge reimbursement	1,000.00 800.00
					Justification Items Total:	1,800
694.000 MISCELLANEOUS INCOME	0	100	0	100	Miscellaneous revenues not covered by other line items	
	590,960	719,450	581,940	764,420		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	36,510	50,340	30,000	73,010	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (19.38%) Assistant Director - Salary of \$69,575 (21.88%) Admin Coordinator - 104 hrs @ \$22.58/hr (5%) Public Services Worker - 1040 hrs @ \$24.15/hr (50%) New Employee - 624 hrs @ \$17.85/hr (30%) Overtime - 40 hrs Sick Pay	17,270.00 15,230.00 2,350.00 25,120.00 11,140.00 1,310.00 590.00
Justification Items Total:						73,010
703.000 OVERHEAD & SUPERVISION	44,340	32,990	27,450	54,630	See spreadsheet	
715.000 FICA	2,770	3,850	2,270	5,630	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	3,470	4,860	2,980	7,040	10% of salaries for full-time employees, excudes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	680	3,000	1,870	14,950	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	70	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	460	1,790	410	1,730	Delta Dental- Includes MI claims tax	
719.200 DISABILITY INSURANCE	270	460	290	660	Short and long term disability	
719.300 LIFE INSURANCE	30	90	40	110	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	180	750	230	500	Miscellaneous office supplies & postage	
729.000 MISC TOOLS AND EQUIPMENT	770	750	260	750	Gloves, masks, coveralls, etc.	
741.000 UNIFORM EXPENSE	0	1,060	1,160	860	Uniform cleaning for 1 full-time employee Clothing allowance/replacement for 1 full-time employee	460.00 400.00
Justification Items Total:						860
801.000 LEGAL AND PROFESSIONAL FEES	7,760	19,700	21,570	18,200	Engineering plan reviews / construction inspections Back flow test SCADA programming	3,000.00 200.00 15,000.00
Justification Items Total:						18,200
801.001 BANK CHARGES	100	100	0	100	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	0	450	450	500	Confined space	
805.000 AUDIT SERVICES	1,800	1,880	1,840	1,950	Audit services - 15% of \$13,000	
810.000 WASTEWATER TREATMENT	200,010	153,400	96,560	206,280	Based on 113.9 mg in wastewater collection and treatment charges - O & M = \$1686/MG (est) in addition, \$125/MG will be added for UV and odor control - includes 3% unmetered sewer	
817.000 MISS DIG SERVICES	500	500	480	500	Annual fee	
850.000 TELEPHONE EXPENSE	1,350	3,180	1,610	4,710	See telephone/internet expense spreadsheet Includes pump station alarms, after hours call forwarding/voicemail, pagers, interconnect line, cell phones	
863.000 FUEL EXPENSE	1,010	1,100	580	800	Partial payment for diesel fuel expense for service trucks and generators	
910.000 BUILDING, EQUIP & RADIO INS	2,620	3,000	2,390	3,020	Based on 5% increase from prior year	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
910.100 WORKERS COMP ACCOUNT	90	1,840	90	2,590	Based on current rates	
921.000 ELECTRIC	14,290	14,500	12,900	14,500	Lift stations & partial payment for township electrical expense	
922.000 GAS	730	770	450	770	Lift stations	
923.000 WATER EXPENSE	290	600	160	500	Water consumption at lift stations for cleaning, maintenance and sprinkling	
936.000 EQUIPMENT MAINTENANCE	110	4,470	3,430	2,980	Gas detector maintenance, safety equipment, etc.	1,000.00
					Generator maintenance	1,980.00
					Justification Items Total:	2,980
936.400 LIFT STATION MAINTENANCE	16,450	111,800	82,020	30,200	Routine maintenance of pump stations including pump seals, gaskets, electrical components, etc.	10,000.00
					Fertilizer	200.00
					Wet well cleaning	1,600.00
					Maintenance for chemical feed system - East Ferris lift station	15,900.00
					Calibration of cathodic protection	2,500.00
					Justification Items Total:	30,200
936.410 WASTEWATER SYSTEM MAINTENANCE	370	2,000	0	2,000	Force main repair, manhole repair, lateral repair	
956.000 MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures	
970.000 CAPITAL OUTLAY	0	8,750	5,290	83,050	Upgrade 1 pump station to SCADA system	10,000.00
					MXU replacement project - 30% (70% paid by water fund)	56,250.00
					VGB radio read unit - 30% (70% paid by water fund)	12,000.00
					Upgrade hand held readers 30% (70% paid by water fund)	4,800.00
					Justification Items Total:	83,050
976.000 EQUIPMENT PURCHASES	1,030	550	0	500	Miscellaneous small equipment as needed	
992.100 SEWER EXPANSION PRINCIPAL-1996	0	90,000	90,000	95,000	Based on bond schedule - expires 2016	
992.200 SEWER EXPANSION PRINCIPAL - 2008	0	45,000	45,000	45,000	Based on bond schedule - expires 2028	
995.400 SEWER EXPANSION 1996 INTEREST	13,080	8,050	5,320	2,740	Based on bond schedule - expires 2016	
995.600 SEWER EXPANSION INTEREST - 2008	41,650	38,750	19,850	36,830	Based on bond schedule - expires 2028	
996.000 PAYING AGENT FEES	1,300	1,200	650	1,300	Paid to OCRC for handling of bonds	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	21,170	25,020	25,020	25,220	2013 Township Bldg Refunding Bonds- 12% of project - expires 2021	
999.100 OPERATING TRANSFERS OUT - OPEB	2,750	51,040	51,040	0		
999.200 OPERATING TRANSFERS OUT - IT	16,920	17,330	14,450	18,430	See software expense & computer services spreadsheet	
	434,960	705,150	548,140	757,780		
Totals for Fund: 590 SEWER						
Total Revenues:	590,960	719,450	581,940	764,420		
Total Expenditures:	434,960	705,150	548,140	757,780		
Net of Revenues/Expenditures:	156,000	14,300	33,800	6,640		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
610.000 VARIOUS FEES	670	500	350	500	NSF Charges - 20 @ \$25	
627.000 WATER SALES	1,069,790	1,106,330	932,790	1,223,560	NOWS based on 477.5 MG in water sales @ \$2.43 per 1000 gallons Grand Rapids based on 22.5 MG in water sales @ \$2.81 per 1000 gallons	1,160,330.00 63,230.00
					Justification Items Total:	1,223,560
628.000 READINESS TO SERVE CHARGE	837,520	820,000	688,830	826,460	Increase RTS with 75 new connections - Assumes 10 - 1st qtr, 20 - 2nd qtr, 25 - 3rd qtr, and 20 - 4th qtr (\$12.66/month) remainder based on actual collection to date	
629.000 LATERAL CHARGES/INSPEC FEES	111,600	100,750	93,160	116,250	Based on 75 new connections in water system - none in Riverhaven. 75 new construction or existing residential connections @ \$1,550/tap. Commercial/industrial connections pay meter/material costs under account 649.	
629.100 TRUNKAGE FEES	52,220	55,920	41,940	61,060	Based on 75 new residential connections - 25 existing homes will connect leaving 50 new construction connections @ \$856/trunkage. Commercial/industrial connections will pay based on meter size under this account. 4 connections for 168th/Comstock apartments (3-2" meters & 1-1 1/2" irrigation meter)	42,800.00 18,260.00
					Justification Items Total:	61,060
630.000 FIRE LINE CHARGES	9,020	8,400	6,440	8,790	30 - up to 6" @ \$11.48/month 10 - 8" @ \$23.12/month 2 - 10" @ \$44.44/month 1 - 12" @ \$68.90/month	4,130.00 2,770.00 1,060.00 820.00
					Justification Items Total:	8,790
631.000 LATE CHARGES	30,530	29,100	24,680	30,000	Estimate of late payments	
632.000 RE-ESTABLISH SERVICE	4,580	4,660	3,920	4,600	Estimate of late payments	
634.000 CHARGE FOR SYS REPAIR & MAINT	0	200	0	0		
649.000 SALE OF MATERIALS	3,630	5,560	3,380	6,230	Sale of meters, setters, angle valves, other materials, etc. 3 - 2" meters and materials & 1 - 1 1/2" meter and materials for 168th/Comstock apartments	200.00 6,030.00
					Justification Items Total:	6,230
664.000 INTEREST INCOME	5,090	4,500	4,260	5,500	CD interest	
669.000 HYDRANT RENTAL INCOME	5,730	1,500	1,540	1,500	Includes rental charges for hydrant usage by contractors, etc. Robinson Township hydrant rental	150.00 1,350.00
					Justification Items Total:	1,500
670.000 LEASE PAYMENTS	20,970	21,480	16,120	22,130	Wireless antenna lease on water tower (increases 3% per year)	
677.000 REIMBURSEMENTS	12,790	7,200	7,150	0	None anticipated	
694.000 MISCELLANEOUS INCOME	1,500	100	0	100	Miscellaneous revenues not covered by other line items	
	2,165,640	2,166,200	1,824,560	2,306,680		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	190,920	183,250	157,330	188,180	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (19.38%) Assistant Director - Salary of \$69,575 (38.75%) Admin. Coordinator - 1040 hrs @ \$22.58/hr (50%) Public Services Foreman - 2080 hrs @ \$27.60 plus insurance opt out of \$4,000 New Employee - 1456 hrs @ \$17.85/hr (70%) Public Services Worker - 1040 hrs @ \$24.15 (50%) Overtime - 170 hrs Sick Pay	17,270.00 26,960.00 23,490.00 61,410.00 25,990.00 25,120.00 6,760.00 1,180.00
Justification Items Total:						188,180
702.900 SALARIES - SPECIAL PROJECTS	22,650	6,360	2,410	8,770	Summer Help - Hydrant Maintenance - 800 hrs @ \$10.96/hr	
703.000 OVERHEAD & SUPERVISION	148,550	128,330	106,900	167,530	See spreadsheet	
715.000 FICA	16,310	14,020	12,210	14,270	7.65% of salaries	
715.900 FICA - SPECIAL PROJECTS	0	490	0	680	7.65% of salaries	
716.000 MEDICAL CARE & PHYSICALS	100	500	0	500	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	17,110	17,220	14,730	17,550	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	27,530	28,920	24,930	28,430	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	160	0	0	0	Included with health insurance exepense	
719.100 DENTAL INSURANCE	5,260	3,370	4,030	4,660	Delta Dental - includes MI claims tax	
719.200 DISABILITY INSURANCE	1,380	1,620	1,390	1,650	Short and long term disability	
719.300 LIFE INSURANCE	270	250	300	280	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	90	90	150	4 full- time employees	
727.000 OFFICE SUPPLIES & POSTAGE	11,110	9,800	9,620	11,000	Supplies such as paper, pens, folders, checks, postage for water bills, mailings, etc.	
729.000 MISC TOOLS AND EQUIPMENT	1,550	1,500	1,000	1,500	Miscellaneous tools and equipment not covered under 977 account	
739.000 METER PURCHASES	60,430	33,210	28,960	36,460	New meters for new taps: 45 new 3/4" meters @ \$130 each 30 new 1" meters @ \$200 each 75 new mxu's @ \$150 each 25 replacement meters @ \$165 each 25 replacement mxu's @ \$150 each 3 - 2" meters and flanges & 1 - 1 1/2" meter and flanges with mxu's for 168th/Comstock apartments	5,850.00 6,000.00 11,250.00 4,130.00 3,750.00 5,480.00
Justification Items Total:						36,460
740.000 HYDRANT PURCHASES	0	6,400	6,320	9,600	Replacement of hydrants - 6 @ \$1,600/hydrant	
741.000 UNIFORM EXPENSE	3,900	2,120	1,800	2,580	Uniform cleaning for 3 full-time employees Clothing allowance for 3 full-time employees	1,380.00 1,200.00
Justification Items Total:						2,580
742.000 SERVICE LINE PURCHASES	30,940	39,000	29,650	42,750	75 standard residential taps (copper, brass, curb boxes and rods) @ \$440 each 75 V-2 meter setters @ \$130 each	33,000.00 9,750.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Justification Items Total:	42,750
745.000 WATER PURCHASES	558,700	525,910	366,750	506,820	NOWS based on 550 MG in water purchased @ \$0.840/1,000 gallons	462,000.00
					Grand Rapids based on 27 MG in water purchased @ \$1.66/1,000 gallons	44,820.00
					Justification Items Total:	506,820
801.000 LEGAL AND PROFESSIONAL FEES	23,960	49,520	30,710	24,220	Required MDEQ Trihalomethanes/Haloacetic Acids (HAA5)	720.00
					Normal annual update of GIS system through Prein & Newhof	12,000.00
					Legal fees for easements, delinquent bill collection, etc.	3,000.00
					Required EPA Annual Unregulated Contaminant Monitoring	5,000.00
					MDEQ licensing fee	2,800.00
					MDEA Annual Unregulated Contaminant Monitoring	700.00
					Justification Items Total:	24,220
801.001 BANK CHARGES	100	100	0	100	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	10,370	12,000	3,950	12,000	AWWA memberships, WSSN license (increased from \$3,000 to \$5,000), continuing education, magazine/publication subscriptions - 7 full-time employees to educate	
803.000 CONTRACTED SERVICES	29,090	28,920	23,050	33,380	Payment made to contractor for the installation of new water services - 75 new taps at \$445 each	
805.000 AUDIT SERVICES	3,000	3,130	3,060	3,250	25% of \$13,000	
817.000 MISS DIG SERVICES	460	500	480	500	Annual fee	
850.000 TELEPHONE EXPENSE	73,280	3,530	2,930	4,920	See telephone/internet worksheet	
861.000 TRAVEL & MILEAGE	0	100	0	100	Token amount for continuing education and training	
863.000 FUEL EXPENSE	15,610	9,100	5,260	7,000	Fuel expense for service trucks, compressor, etc.	
910.000 BUILDING, EQUIP & RADIO INS	6,910	7,890	6,310	7,960	Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	6,350	5,030	6,980	6,790	Based on current rates	
921.000 ELECTRIC	5,300	6,000	3,840	5,350	Payment for building electrical expenses, meter stations and meter pits	
922.000 GAS	8,090	9,000	5,120	9,130	Payment for building and meter station gas usage	
923.000 WATER EXPENSE	1,500	2,350	1,610	2,200	Water consumption for domestic usage and sprinkling at meter stations	
924.000 WASTEWATER EXPENSE	190	170	130	200	Waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	3,680	3,000	1,310	3,000	Miscellaneous maintenance	
936.000 EQUIPMENT MAINTENANCE	490	6,720	2,980	5,000	Calibration of meters, locators, sampling equipment, etc.	3,870.00
					Generator maintenance	1,130.00
					Justification Items Total:	5,000
936.300 AUTOMOTIVE MAINTENANCE	14,770	5,000	1,210	5,000	Maintenance of trucks including oil changes, grease, filters, brakes, tires, truck washes, etc.	
936.310 HYDRANT MAINTENANCE	10,530	14,000	14,320	25,000	Hydrant extensions	1,500.00
					Contracted services	6,000.00
					Signs, posts, nozzles, caps, miscellaneous parts, etc.	1,500.00
					Paint and materials	6,000.00
					Hydrant markers - 400 @ \$25 each	10,000.00
					Justification Items Total:	25,000

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
936.320 METER MAINTENANCE	10,030	10,000	2,560	4,800	Testing of large meters. All 2" and larger meters are tested every 3 years 2016 - 2" meters = 16	4,800.00
Justification Items Total:						4,800
936.330 METER STATION MAINTENANCE	5,000	6,070	5,180	5,570	Fertilizer Maintenance	570.00 5,000.00
Justification Items Total:						5,570
936.340 SERVICE LINE MAINTENANCE	27,620	39,000	19,920	39,000	Materials and payment to contractor for service line breaks / replacements - 30 repairs @ \$1,300 each	
936.350 WATER MAIN MAINTENANCE	5,770	10,000	5,460	10,000	Payment to contractor for repair of water main breaks	
936.360 WATER TANK MAINTENANCE	24,210	5,000	130	5,000	Calibration of cathodic protection, altitude valve, various telemetry equipment Water tank maintenance	2,000.00 3,000.00
Justification Items Total:						5,000
936.370 RADIO MAINTENANCE	1,590	2,100	2,080	2,100	Yearly required calibration of repeater - Maintenance of mobile and portable radios as needed	
940.000 EQUIPMENT RENTAL	5,370	200	0	200	Rental of equipment as needed for water system maintenance such as leak detector, hammer drill & bits, etc.	
956.000 MISCELLANEOUS EXPENSE	70	100	0	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	0	65,250	38,890	192,950	MXU replacement project - 70% (30% paid by sewer fund) VGB radio read unit - 70% (30% paid by sewer fund) Upgrade hand held readers - 70% (30% paid by sewer fund) Control valve for meter in West Meter Station	131,250.00 28,000.00 11,200.00 22,500.00
Justification Items Total:						192,950
970.250 CAPITAL OUTLAY-PROF FEES	0	15,000	6,690	0	None anticipated	
976.000 EQUIPMENT PURCHASES	2,200	0	0	350	Office chair	
993.100 TRANS MAIN #2 PRINCIPAL	0	230,000	230,000	245,000	Annual water main principal payment for transmission main #2 - expires 2019	
993.200 WATER INTAKE EXPAN.PRINCIPAL	0	88,840	88,840	95,680	Water plant expansion bonds principal for 2001 - expires 2021	
993.400 NOWS PLANT EXPANSION - '09 PRINCIPAL	0	51,250	51,250	46,590	NOWS plant expansion - expires 2034	
995.500 TRANS MAIN #2 INTEREST	59,670	50,780	27,690	41,130	Annual water main interest payment for transmission main #2 - expires 2019	
995.800 WATER INTAKE EXPAN.-INTEREST	17,850	16,400	16,400	14,550	Water plant expansion bonds interest for 2001 - expires 2021	
996.000 PAYING AGENT FEES	950	1,500	1,500	1,500		
996.100 NOWS PLANT EXPANSION - '09 INTEREST	210,370	200,840	207,700	206,170	NOWS Plant expansion interest - expires 2034	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	54,690	64,640	64,640	65,160	2013 Township Bldg Refunding bonds - 31% of project - expires 2021	
999.100 OPERATING TRANSFERS OUT - OPEB	7,580	106,310	106,310	0		
999.200 OPERATING TRANSFERS OUT - IT	29,370	30,950	25,800	35,650	See software expense & computer services spreadsheet	
999.248 OPERATING TRANSFERS OUT - DDA	5,490	0	0	0		
	1,778,470	2,162,650	1,782,710	2,209,960		

Totals for Fund: 591 WATER

Total Revenues:	2,165,640	2,166,200	1,824,560	2,306,680
Total Expenditures:	1,778,470	2,162,650	1,782,710	2,209,960
Net of Revenues/Expenditures:	387,170	3,550	41,850	96,720

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 644 OPEB FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	10	0	10		
677.400 RETIREE CONTRIBUTIONS	2,970	3,330	2,640	3,630	Bette and Joe Boomgard	730.00
					Terry and Sylvia French	540.00
					Norma Van Oordt	300.00
					Bruce and Laurie Palm	2,060.00
					Justification Items Total:	3,630
696.000 GENERAL FUND CONTRIBUTION	40,620	245,150	245,150	5,360	Current retirees/OPEB valuation	
696.100 FIRE/RESCUE FUND CONTRIBUTION	17,900	62,380	59,230	18,720	Current IAFF employees and retiree	
696.200 SEWER FUND CONTRIBUTION	2,750	51,040	51,040	0		
696.300 WATER FUND CONTRIBUTION	7,580	106,310	106,310	0		
696.400 DDA FUND CONTRIBUTIONS	0	3,780	3,780	0		
	71,820	472,000	468,150	27,720		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 644 OPEB FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
719.600 RETIREMENT HEALTH CARE	71,700	529,580	526,120	20,430	Bette and Joe Boomgaard	2,280.00
					Terry and Sylvia French	2,280.00
					Norma Van Oordt	1,140.00
					Bruce and Laurie Palm (includes \$2,250 HSA deposit)	14,730.00
					Justification Items Total:	20,430
801.000 LEGAL AND PROFESSIONAL FEES	0	0	0	3,200	Watkins Ross - OPEB valuation	
805.000 AUDIT SERVICES	120	130	120	130	1% of audit costs - \$13,000	
	71,820	529,710	526,240	23,760		
Totals for Fund: 644 OPEB FUND						
Total Revenues:	71,820	472,000	468,150	27,720		
Total Expenditures:	71,820	529,710	526,240	23,760		
Net of Revenues/Expenditures:	0	(57,710)	(58,090)	3,960		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: **645 INFORMATION TECHNOLOGIES**
DEPARTMENT: **000**
Revenues

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	20	0	0		
696.000 GENERAL FUND CONTRIBUTION	131,930	106,170	88,450	153,430	See spreadsheet - 63.6%	
696.100 FIRE/RESCUE FUND CONTRIBUTION	41,410	42,840	35,700	33,770	See spreadsheet - 14.0%	
696.200 SEWER FUND CONTRIBUTION	16,920	17,330	14,450	18,430	See spreadsheet - 7.6%	
696.300 WATER FUND CONTRIBUTION	29,370	30,950	25,800	35,650	See spreadsheet - 14.8%	
	219,630	197,310	164,400	241,280		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 AMENDED BUDGET	2015 ACTIVITY THRU 10/31/15	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
804.000 COMPUTER SERVICES	143,520	145,100	72,640	185,410	See spreadsheet	
970.000 CAPITAL OUTLAY	0	44,130	13,050	65,430	See spreadsheet	
976.000 EQUIPMENT PURCHASES	3,300	8,060	5,840	10,440	See spreadsheet	
	146,820	197,290	91,530	261,280		

Totals for Fund: 645 INFORMATION TECHNOLOGIES

Total Revenues:	219,630	197,310	164,400	241,280
Total Expenditures:	146,820	197,290	91,530	261,280
Net of Revenues/Expenditures:	72,810	20	72,870	(20,000)

Total - All Funds

Total Revenues:	9,203,110	10,328,780	8,700,950	9,898,710
Total Expenditures:	10,020,430	10,177,150	7,591,380	9,479,200
Net of Revenues/Expenditures:	(817,320)	151,630	1,109,570	419,510

2016
Summary of Revenues/Expenditures

FUNDS	Revenues	Expenditures	Difference	Estimated Fund Balance or Cash Reserves on 12/31/15	Projected Fund Balance or Cash Reserves on 12/31/16
General Fund	\$3,219,990	\$3,404,380	(\$184,390)	\$1,872,154	\$1,687,764
Municipal Street Fund	\$748,070	\$798,070	(\$50,000)	\$82,282	\$32,282
Fire/Rescue Fund	\$1,260,450	\$1,148,280	\$112,170	\$177,553	\$289,723
Police Services SAD	\$418,210	\$419,600	(\$1,390)	\$139,232	\$137,842
DDA Fund	\$557,330	\$91,510	\$465,820	\$830,266	\$1,296,086
Refunded Bldg Debt	\$210,200	\$210,220	(\$20)	\$315	\$295
Debt - Water	\$144,360	\$154,360	(\$10,000)	\$31,451	\$21,451
Sewer Fund	\$764,420	\$757,780	\$6,640	\$1,319,888	\$1,326,528
Water Fund	\$2,306,680	\$2,209,960	\$96,720	\$1,364,524	\$1,461,244
OPEB Fund	\$27,720	\$23,760	\$3,960	\$99,413	\$103,373
IT Service Fund	\$241,280	\$261,280	(\$20,000)	\$22,081	\$2,081
TOTALS	\$9,898,710	\$9,479,200	\$419,510	\$5,939,159	\$6,358,669
Debt Funds - TOTAL	\$354,560	\$364,580	(\$10,020)		