

GRAND HAVEN CHARTER TOWNSHIP BOARD
TUESDAY, OCTOBER 20, 2020

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752. 797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are monitored, and violations of statutes will be prosecuted.

Join Zoom Meeting: go to www.zoom.us/join
Meeting ID: 969 1897 5556 | Passcode: 734185

BUDGET WORK SESSION – 6:00 P.M.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PRESENTATION AND DISCUSSION OF PROPOSED FY2021 BUDGET
- IV. PUBLIC COMMENTS

If you would like to comment, please “Raise Hand” by pressing Alt+Y or open Participant Panel and click Raise Hand, found in lower right corner. The Zoom Moderator will unmute you when it is your turn to speak. Comments will be limited to three (3) minutes.

- V. ADJOURNMENT



SUPERINTENDENT'S MEMO

DATE: October 15, 2020
TO: Township Board, Department Directors
FROM: Cargo & Sandoval
SUBJECT: 2021 Budget

OVERVIEW:

Pursuant to state law, the superintendent must prepare and forward a budget to the full Board for consideration. **A ZOOM budget work session is scheduled for Tuesday, October 20th at 6:00 p.m.**

The Truth-in-Taxation hearing was held on Monday, September 28th. The public hearing on the Special Assessments was held on Monday, October 10th. The public hearing for the FY 2021 budget is scheduled for **Monday, October 26th at 7:00 p.m.**

The attached documents are the result of dedicated work by the department directors and staff (*i.e., Sandoval, Larrison, Dumbrell, Fedewa, VerBerkmoes, Schmidt, Sipe, and Walsh*).

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

1. The 2021 Budget Worksheet, which provides line item detail and comparison with the previous two years.
2. The 2021 Summary of Revenues/Expenditures spreadsheet. (*This is one of the most important budget documents providing a one-page overview of revenues and expenditures and projecting the fund balance or cash reserves of each of the eleven funds. All the Township's Funds are "balanced" in that they maintain sufficient fund balances or cash reserves.*)
3. The 2021 Estimated Tax Revenue spreadsheet.
4. The Administrative Fees and Overhead spreadsheet.
5. The Sewer System Usage spreadsheet.
6. The Water System Usage spreadsheet.

7. The 2021 Pay Rates spreadsheet.

2021 BUDGET SUMMARY:

The total budget revenue within all twelve (12) funds is projected at \$12.67 million with total budget expenditures estimated at \$15.30 million.

Although expenditures exceed revenues, the budget is “balanced” inasmuch as the difference is taken from the existing fund balances or cash reserves for planned capital improvement projects. Moreover, the budget is balanced since the fund balances or cash reserves will be at **\$8.22 million** at the end of FY 2021.

It is important to remember that although GHT adopts a single budget resolution each year, the total budget discussed in this overview is actually twelve (12) 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 most of funds and accounts are referenced as a “continuation budget”. This means that the activities previously approved by the Board are being maintained and the cost for these services are substantially similar.

The remainder of this cover memorandum will briefly review each of these twelve (12) separate budgets.

1 - General Fund:

The General Fund budget will have revenues of \$4.03 million and expenditures of \$3.95 million. The General fund’s fund balance will be an estimated **\$2.66 million** on December 31st of 2021. *(Remember that \$750k of this total is designated for future park improvements.)* This undesignated fund balance equates to about a five-month surplus, which is considered very healthy.

Property tax revenues raised from the 1.0397 allocated millage (*which has been reduced↓ by about 0.66% from 1.0431 mills because of Headlee and Truth-in-Taxation*) will increase revenues by about **\$95k** over FY 2020 because of an increase in taxable value.

Taxable values in GHT increased↑ about 3.65% in 2020 over 2019. *(Remember that the property tax monies are collected in December of 2020 for the 2021 Fiscal Year are based upon 2020 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 about **\$140k** for FY 2021.

Revenues associated with construction are expected to decline with permit revenues estimated at **\$310k**.

The State Shared Revenues are stable at about **\$1.36 million**. This includes about \$1.31 million for the constitutional portion of revenue sharing (*i.e., related to the State Sales Tax*) and about \$55k from the statutory portion (*i.e., the so-called “City, Village, and Township Revenue Sharing” or CVTRS program*). To qualify for the CVTRS monies, the Township must meet all of the requirements of 2016 PA 268 (*e.g., complete a F-65 Citizen’s Guide, maintain on-line Performance Dashboard, Debt Service Report, Projected Budget Report, signed certification form, etc.*).

In brief, unlike the Constitutional portion of the State Shared Revenues, these CVTRS monies can be eliminated by the State Legislature (*i.e., “what the state giveth, the state can taketh away”*). For example, the Township did not receive any CVTRS monies for FY 2016.

The General Fund revenues include “Administrative & Supervision Fees” of about **\$418k** paid from other Funds to cover the cost of services provided by the Finance and Administrative departments. (*See the “2021 Administrative Fees and Overhead” spreadsheet.*)

An overview of the General Fund Accounts includes the following:

- 1) The Legislative Account is a continuation budget. However, expenditures are about \$23k higher than previous mostly due to the proposed wage study (*i.e., \$17k*). This account contains monies for the following activities or projects:
 - a. \$35k to support economic development activities through the Chamber of Commerce per the current contract;
 - b. \$ 8k for July 4th fireworks;
 - c. \$ 8k to support the Grand Haven City Neighborhood Housing Program;
 - d. \$ 2k for the Coast Guard Heroes and Legends Dinner;
 - e. \$ 7k for annual Michigan Townships Association dues;
 - f. \$ 3k for holiday lighting;
 - g. \$ 1k for conferences and seminars;
 - h. \$ 1k for an Employee Recognition Lunch; and,
 - i. \$ 9k for an Appreciation Dinner for committee members and staff.
- 2) The Supervisor Account is a continuation budget.
- 3) The Administrative Account is a continuation budget. However, \$1,650 has been budgeted for a standing desk for Cargo
- 4) The Finance Department is a continuation budget.
- 5) The Clerk Account is a continuation budget.

- 6) The Board of Review Account is a continuation budget.
- 7) The Treasurer Account is a continuation budget.
- 8) The Assessing Account is a continuation budget.
- 9) The Elections Account has been budgeted with the understanding that 2021 will have only one election – for both the schools and the Township bond vote for Schmidt Heritage Park. Because of reduced activity, the Elections account is over \$100k less↓ than FY2020.
- 10) The Building and Grounds Account expenditures have been reduced↓ by about \$56k over previous. The major maintenance activities for this account include the following:
 - \$ 5k to replace Board Room lights with LEDs;
 - \$ 4k to purchase chair dollies and new folding tables;
 - \$15k to cover 1/5 of new dump truck; and,
 - \$ 5k to cover ½ of new salt spreader.
- 11) The Cemetery Account is a continuation budget; but, is about \$100k less↓ than previous because the Historic Cemetery expansion is substantially complete.
- 12) The Community Development Account is a continuation budget; but, is about \$42k less than previous because there are no capital purchases (*e.g., vehicles*).
- 13) The Storm Drains Account is funding an estimated \$44,000 – \$40,00 for at-large drain maintenance costs and \$4,000 for the so-called “Orphan Drain” project, which will take about 4 more years to complete. (*This account could increase due to pending storm water projects that could begin in 2021.*)
- 14) The Road Construction Account is no longer utilized. Rather, the General Fund will transfer \$565k to the Municipal Street Fund to supplement the maintenance monies that this Fund will expend on street maintenance during FY 2021.

[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,*
- *some gravel road maintenance.*

In addition, the Township will fund a 50% Special Assessment District (SAD) program for the so-called double chip and seal method of improving gravel roads.]

- 15) The Street Lighting Account is a continuation budget with Special Assessment

Lighting District (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.*) That said, the costs are about \$4k higher↑ than current.

- 16) The Waste Collection Account is a continuation budget; but, leaf disposal costs have increased↑ by about \$2k.
- 17) The Planning Commission Account is a continuation budget; but, with the completion of the new Zoning Ordinance, expenditures are down by about \$8k.
- 18) The Zoning Board of Appeals Account is a continuation budget.
- 19) The Parks and Recreation Account is a continuation budget – however maintenance and capital projects will change from year-to-year. For FY 2021, expenditures are about \$203k higher↑ than previous with the following maintenance and capital projects:
 - a. \$260k – Pottawattomie Park waterfront restoration (*up to 50% grant match; however, it is noted that this project could be spread over a longer period*)
 - b. \$ 28k – restore Pottawattomie fishing dock
 - c. \$ 15k – 1/3 of the cost to replace a dump truck
 - d. \$ 12k – replace/add ADA picnic tables, benches and trash cans at parks
 - e. \$ 12k – replace landscaping at boat launch
 - f. \$ 9k – lighting projects at parks
 - g. \$ 5k – repaint shelters
 - h. \$ 2k – buoy placement and removal

It should be noted that the Township may receive approval in December for two pending MNRTE grant applications – which would impact both GF revenues and Park expenditures for FY 2021 and/or FY 2022.

- 20) The Appropriations Transfers Account sends:
 - a. \$132k for debt payments associated with the 2013 Township Building Refunding Bonds. (*The General Fund pays for 57% of this bond, which will expire in 2021.*)
 - b. \$142k for Information Technology Services.
 - c. \$565k for street maintenance activities. (*This is in addition to the \$257k used for the street maintenance from the Municipal Street Fund.*)
 - d. \$ 16k for Retiree Health costs related to retiree health care for current retirees.

2 - Municipal Street Fund:

This Fund accounts for monies related to the .95 millage approved by the voters in 2011. (*Because of Headlee and Truth-in-Taxation, this millage has been reduced↓ by about 4.1% to 0.9115 mills.*)

The Municipal Street Fund budget will have revenues of about \$1.36 million and

expenditures of about \$1.36 million. The monies are used for two purposes. First, a portion of the monies (*i.e., an amount equal to 0.60 mills*) are utilized to fund Harbor Transit service in the Township, which is estimated to be about \$524k during FY2021.

Second, a portion of the monies (*i.e., an amount equal to 0.3115 mills*) are utilized for road maintenance work, which is estimated to be about \$271k during FY 2021. In addition, \$565k will be contributed from the General Fund (*or a total of \$822k*), which together will be utilized as follows:

- ✓ Dust Control - \$ 37k
- ✓ Street Resurfacing - \$250k
- ✓ Paving 160th between Ferris and Lincoln - \$550k

This fund is essentially a “break even” with revenues and expenditures being substantially similar. The fund balance of the Municipal Street Fund will be about \$9k at the end of FY 2021.

3 - Fire Fund:

The budget for the Fire/Rescue Department reflects the 2014 voter approved millage rate of 1.9 mills. (*Because of Headlee and Truth-in-Taxation, this millage has been reduced by about 4.1% to 1.8233 mills.*)

The Fire/Rescue budget will have revenues of about \$1.64 million and expenditures of about \$1.46 million. This will increase the current fund balance from about \$303k to \$481k.

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 will have less than planned “*in the bank*” at the end of FY2020 (*because of the accelerated purchase of the new pumper truck*), the Township will be **far above**↑ projections at the end of FY 2021 – about \$474k higher↑.

Fire/Rescue Millage - Projected Fund Balance vs. Actual/Budgeted										
Year	Original 2014 Projected Surplus	Original 2014 Projected CIP Costs	Original 2014 Projected Fund Balance	Actual (A) / Budgeted (B) CIP Costs		Actual (A) / Budgeted (B) Surplus (Deficit)		Actual (A) / Budgeted (B) Fund Balance	% Difference Projected vs. Actual	
2014			\$93,348					\$80,423	A	-13.85%
2015	\$100,000	\$30,000	\$163,348	\$24,160	A	\$78,129	A	\$158,552	A	-2.94%
2016	\$100,000	\$31,000	\$232,348	\$47,729	A	\$126,302	A	\$284,854	A	22.60%
2017	\$100,000		\$332,348	\$13,775	A	\$160,815	A	\$445,669	A	34.10%
2018	\$100,000	\$52,700	\$387,348	\$69,747	A	\$137,644	A	\$583,313	A	50.59%
2019	\$100,000		\$487,348	\$174,977	A	\$18,379	A	\$601,692	A	23.46%
2020	\$100,000	\$712,000	\$587,348	\$597,970	B	(\$298,610)	B	\$303,082	B	-48.40%
2021	\$100,000	\$139,000	\$7,348	\$139,000	B	\$178,000	B	\$481,082	B	6447.11%
2022	\$100,000		\$107,348							
2023	\$100,000	\$18,000	\$189,348							
2024	\$100,000	\$52,000	\$237,348							
2025	\$100,000		\$337,348							

That said, the Fire/Rescue department will be examining adding staff during FY2021 –

which would require a budget amendment and reduce the projected fund balance.

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

- a. Purchase eight sets of turnout gear at \$21k.
- b. Medical and fire supplies at about \$30k.
- c. New Zoll cardiac monitor at about \$39k.
- d. Replacement of Brush Truck at about \$30k.
- e. New vehicle for the Chief at about \$40k plus \$10k for lights, radio, etc.
- f. Equipment for Fitness Room at about \$5k.
- g. Fire gear dryer at about \$8k.

Other costs that are noteworthy include:

- h. \$30k for a space needs study of the Fire/Rescue building.
- i. \$15k for tuition reimbursement for four (4) of the full-time staff.
- j. \$24k in OPEB costs (*i.e., retiree health care*) for the IAFF union members.
- k. \$41k for Information Technology Services.

4 - Police Services SAD Fund:

This budget accounts for Special Assessment District (SAD) monies (*equal to 0.55 mills*) that are used to provide police services through contracts with the Ottawa County Sheriff's Department.

The fund is estimated to have \$506k in revenues and expenditures at \$523k for FY 2021. (*This fund pays for five COPS deputies, who supplement the work of the Sheriff's department in GHT. A portion of the costs for two of the deputies are funded by the GHAPS.*)

It is noted the FY2020 renovation of the restroom may be carried into FY 2021, which would require a budget amendment.

Cash reserves in the Police Services SAD Fund are projected to decrease↓ by about \$17k to about **\$273k** at the end of FY 2021.

5 - Downtown Development Authority:

The Grand Haven Charter Township Downtown Development Authority (DDA) has completed the majority of the projects listed in the original Tax Increment Finance (TIF) Plan. Further, at the end of FY2020, the DDA is expected to have a fund balance of about **\$1.70 million** with proposed projects for FY2021 of about **\$1.21 million**. This means that the DDA has collected TIF monies in excess of the authority's immediate needs.

In response, the DDA Board approved disbursing the TIF monies collected during the 2020 Summer and Winter tax levies back to the various taxing jurisdictions. More specifically, the positive financial impact on the various taxing jurisdictions will be as follows:

- Ottawa County General Operations \$243k
- Township Fire/Rescue \$114k
- Township General Operations \$ 65k
- Township Transportation \$ 57k
- Ottawa County Road Commission \$ 30k
- Township Pathway \$ 27k
- County 911 \$ 27k
- County Parks \$ 20k
- County Mental Health \$ 18k
- Museum \$ 15k
- Four Pointes Aging Council \$ 15k

Even with this disbursement, it is estimated that the DDA will begin FY2022 with a fund balance of about **\$660k** – which should be sufficient for both normal operations and any capital projects that may be added to the TIF Plan during 2021.

That said, **the DDA budget has projected revenues of about \$167k with estimated expenditures of \$1.21 million.** The DDA will have three (4) construction project during FY2021. These projects include:

- a. \$870k to extend sanitary sewer to the west side of US-31 at Hayes Street;
- b. \$139k to install sidewalks on the east side of 172nd Avenue from the D&W complex to Comstock Street;
- c. \$97k to construct bituminous pathway of the south side of Rosy Mound from the new High School field entrance to Lakeshore Drive, and,
- d. \$30k to install a mid-block crossing of 172nd Avenue near Timberdunes Drive.

The Planning Commission during 2021 will review both the boundaries of the DDA and the TIF Plan to determine if additional capital projects are warranted.

6 & 7 - Debt Funds – Pathway, 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 about \$524k** from these two funds.

Further, **a total of about \$524k in debt payments will be made during 2021** from the Pathway 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 the Refunded Building Debt will **expire** in 2021, which will allow an additional **\$132k** of General Fund revenues to be used for other spending priorities in FY2022.

8 – Pathway Fund:

The Pathway Fund will collect about \$391k in revenues and incur an estimated \$982k in expenditures.

The major costs for the Pathway Fund include:

- a. \$315k to construct a pathway 160th Avenue connector between Ferris Street and Lincoln Street – simultaneous with the paving of the gravel roadway;
- b. \$185k to repair the Pottawattomic crossing retaining wall,
- c. \$292k for debt payments on the pathway bonds, and,
- d. \$15k to fund 1/3 of a new dump truck.

The fund balance of the Pathway Fund will fall to an estimated **\$70k** at the end of FY2021.

9 - Sewer Fund:

The Sewer Fund will collect about \$872k in revenues and incur an estimated \$2.17 million in expenditures. The larger than normal expenditures are planned capital projects – that will still leave a healthy cash reserve in the Sewer Fund. (See the “Yearly Waste Water Totals & Projections” spreadsheet.)

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

- a. \$880k to relocate the outlet of the East Ferris lift station to the west side of US-31;
- b. \$410k to replace the Hofma Park lift station pump with a dry pit submersible pump;
- c. \$269k to process an estimated 112.3 million gallons of wastewater collected;
- d. \$108k in debt payments (*The Building debt will expire in 2021 – freeing about 28k per year*);
- e. \$85k to install a standby generator for the East Ferris lift station;
- f. \$40k for two studies – an evaluation of the 168th Avenue lift station and an evaluation of the US-31 force main;
- g. \$110k for repairs to certain “maintenance holes” and to camera and jet clean portions of the sewer system; and,
- h. \$27k for Information Technology Services.

The cash reserves of the Sewer Fund are estimated to decrease↓ by about \$1.29 million to a projected **\$945k** at the end of FY 2021.

10 - Water Fund:

The Water Fund will collect about \$2.87 million in revenues and incur an estimated \$2.83 million in expenditures. (See the spreadsheet entitled “NOWS/Grand Rapids Water Totals & Projections”.)

The revenues are based on the sale of about 583.7 million gallons of potable water and 50

new residential connections.

The significant costs within the Water fund include the following:

- a. \$628k to purchase about 608 million gallons of water;
- b. \$700k to extend municipal water along Ferris Street and 160th Avenue between Ferris and Lincoln – simultaneous with the paving of 160th Avenue;
- c. \$35k for meter purchases;
- d. \$13k for hydrant purchases;
- e. \$27k for service line purchases;
- f. \$98k for a variety of state mandated tests and reports including:
 - ✓ \$28k for state required risk and resiliency assessment and emergency response
 - ✓ \$20k for the Township’s portion of a Nows reliability study;
 - ✓ \$16k for a variety of regulated and unregulated contaminant monitoring;
 - ✓ \$6k for an annual MDEQ license; and,
 - ✓ \$27k for including hydrant information and normal updates to the water layer of the GIS maps.
- g. \$35k for contracted services associated with projected new water connections;
- h. \$17k for hydrant repair and maintenance;
- i. \$52k to repair 30 service line breaks (*associated with the plastic service lines still in the system*);
- j. \$40k for Information Technology Services; and,
- k. \$443k for various debt payments. (*The Building debt payment will expire in 2021 – freeing about \$72k per year.*)

The cash reserves of the Water Fund are projected to increase↑ by about \$40k to an estimated **\$2.88 million**.

11 - Information Technology:

Information Technology (IT) costs for FY 2021 has revenues of \$251k – with the following transfers into this Fund:

- General Fund Transfer = \$142k (*or 56.6%*)
- Fire/Rescue Fund Transfer = \$ 41k (*or 16.4%*)
- Sewer Fund Transfer = \$ 27k (*or 10.8%*)
- Water Fund Transfer = \$ 40k (*or 16.0%*)

The expenditures are also \$251k for the IT budget and can be divided into the following four major categories:

- Software & License fees = **\$118k** (*about 47.2%*)
- Internet connections = **\$ 6k** (*about 2.4%*)
- IT professional fees = **\$103k** (*about 41.2%*)
 - ✓ \$80k for EGL Tech annual support
 - ✓ \$ 6k for Webtech website maintenance
 - ✓ \$ 2k for GHAPS lease of DR equipment
 - ✓ \$14k for special projects (*e.g., LAN Study, 2-factor authorization, etc.*)

➤ Computer hardware costs

= \$ 24k (about 9.6%)

12 – Employee Retiree Health Care Trust Fund:

Other Post-Employment Benefits (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 (*i.e., full-time fire fighters*) between the ages of 60 and 65 and a Medicare “filler” insurance program after age 65.

Recall that the Township transferred the OPEB Fund monies into a Trust Fund in 2016 in order that contributions for retiree health care on behalf of current retirees and full-time fire fighters could be counted toward any OPEB liability – which will allow this obligation to be fully funded pursuant to an amortization schedule prepared by Watkins Ross.

OPEB contributions from the appropriate funds are projected at \$43k while the OPEB costs for 2021 are budgeted at \$36k. The projected fund balance for this Trust Fund will be about \$162k at the end of the 2021 fiscal year.

Personnel Costs:

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

- ☑ The budget applied a **0.7%** cost-of-living allowance on the MML Wage Scale that was developed in 2014. (*The COLA for the previous year was 1.7%.*) A wage study is planned for early 2021 to review and consider any additional changes to wages and/or benefits.
- ☑ The Township is planning to stay with Blue Care Network’s HMO HSA but is still reviewing costs of comparable plans. Although the HSA contribution is unchanged, the most this medical insurance will increase↑ by is about 5.3% (*an aggregate increase of about \$15,638*).
- ☑ Pursuant to Michigan’s Publicly Funded Health Insurance Contribution Act (*i.e., P.A. 152*), GHT will remain **below**↓ the “hardcap” rule. Because the Township will receive CVTRS monies (*i.e., about \$55k in statutory state shared revenues*) for FY 2021, it is required that GHT stay below the “hardcap” or require employees to pay 20% of health care costs.
- ☑ The employee contribution payments, not including their high deductible amount, for health insurance may increase slightly and are estimated as follows:
 - Single - \$ 40.00/month
 - Double - \$ 90.00/month
 - Family - \$115.00/month
- ☑ The 2021 premium for the Priority Medicare Individual Plan (*for retirees age 65 and above*) have not been released; but, for budget purposes, remains at \$78 per month.
- ☑ 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 premium rates of employees are unchanged. Premium rates are locked in through 12/31/22.
- ☑ Vision insurance premium rates are fully funded by employees and unchanged. Premium rates are locked in through 12/31/21.
- ☑ Life Insurance premium rates for employees are unchanged. Premium rates are locked in through 12/31/22.
- ☑ Short Term Disability premium rates for employees are unchanged. Premium rates are locked in through 12/31/22.
- ☑ Long Term Disability premium rates for employees are unchanged. Premium rates are locked in through 12/31/22.

That's it ... a brief summary of the proposed **\$15.29** million budget.

If you have any questions or comments, please contact me at your convenience.

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT	
403.000	PROPERTY TAXES	654,140	811,530	812,490	907,430	Based upon a general operating levy of 1.0397 Mills (Ad valorem, plus IFT/FTE less Brownfield Capture) See estimated tax revenue sheet	
403.200	PROPERTY TAX - TRAILER/LOT FEES	3,900	4,040	3,420	4,100	673 lots x .50 x 12	
403.300	PROPERTY TAX - DELINQUENT PERSONAL	400	400	570	500	Based on projected activity	
424.000	TAXES-LIGHT DISTRICTS	116,150	120,420	120,380	121,410	Based upon current light districts approved by the Board	
425.000	SPECIAL ROAD ASSESSMENTS	18,100	22,480	22,870	16,880	Groesbeck Paving	5,220
						Warner Street West Paving	3,160
						Warner Street East Paving	8,500
						Justification Items Total:	16,880
441.000	LOCAL COMMUNITY STABILIZATION SHARE	13,200	0	0	0	None anticipated	
445.000	INTEREST & PENALTIES-TAXES	2,750	5,200	5,270	5,200	Late fees on property taxes, based on previous year's experience.	
447.000	TAXES-ADMINISTRATION FEE	267,460	270,160	268,930	278,900	1% administrative fee on property taxes collected	
452.000	FRANCHISE FEES	263,860	264,500	193,090	257,500	Charter Communications	228,000
						AT&T	28,000
						Waste Haulers	1,500
						Justification Items Total:	257,500
477.000	BUILDING PERMIT FEES	338,020	260,000	178,090	200,000	Estimate Based on Projected Activity	
478.000	ELECTRICAL PERMIT FEES	77,030	60,000	43,240	40,000	Estimate Based on Projected Activity	
479.000	PLUMBING PERMIT FEES	46,680	40,000	18,140	20,000	Estimate Based on Projected Activity	
480.000	MECHANICAL PERMIT FEES	79,640	70,000	45,790	50,000	Estimate Based on Projected Activity	
481.000	ZONING PERMIT FEES	0	4,950	6,170	4,900	Fence @ 40 each	2,000
						Sheds @ \$40 each	2,000
						Other @ \$75 each	400
						Signs @ \$2/sqft	500
						Justification Items Total:	4,900
528.000	OTHER FEDERAL GRANTS	0	13,910	13,910	0	None anticipated for 2021	
540.000	LIQUOR CONTROL FEES	6,720	6,980	7,180	7,300	Based upon projected activity	
545.000	ORDINANCE VIOLATION FINES	5,320	1,500	1,910	1,500	Based upon projected activity	
568.800	DNR GRANT - POTTAWATTOMIE PARK	19,440	0	0	117,110	EGLE Grant for Pottawattomie Park Beach Restoration and Enhanced Public Access	
568.900	FEMA GRANT - COVID 19	0	10,000	0	0	None anticipated for 2021	
574.000	STATE SHARED REVENUES	1,394,630	1,287,260	619,490	1,367,310	Based on current State estimates - Constitutional Statutory	1,312,300
							55,010
						Justification Items Total:	1,367,310
609.000	PLANNING/BD OF APPEALS FEES	5,820	6,250	2,470	5,500	Estimate of 2 ZBA applications (\$250 fee)	500
						Estimate of 10 PC applications (fee range \$150-\$1,000)	5,000
						Justification Items Total:	5,500
609.100	CONSTRUCTION BOARD OF APPEALS	0	150	0	150	Based upon current level of activity	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
610.000 VARIOUS FEES	45,590	63,650	66,320	54,500	Payment in lieu of taxes from BLP	9,000
					Payment in lieu of taxes from Health Pointe	17,110
					Payment in lieu of taxes from The Village at Rosy Mound	1,130
					Planning Services Contract with Village of Spring Lake	12,000
					Metro ROW fees	13,500
					Peddler's/Dog license fees	210
					Land division fees	400
					Ordinance book revenue	200
					Printed material sales	200
					NSF Fees (10 @ \$25)	250
					Facility rental fees (Bayou Point and other)	400
					Duplicate bill fees	100
					Justification Items Total:	54,500
612.000 PROPERTY INFORMATION FEE	0	50	0	50	Based upon current level of activity.	
625.000 SUMMER TAX COLLECTION FEES	20,270	20,330	18,840	18,980	Paid by the school district at a rate of \$2.75/parcel for an estimated 6,900 parcels	
626.000 CEMETERY GRAVE OPENING FEES	33,800	26,000	27,420	26,000	Based upon current level of activity	
643.000 CEMETERY LOT SALES/TRANSFERS	18,620	23,000	24,220	20,000	Based upon current level of activity	
651.000 BOAT LAUNCH FEES	32,480	39,000	42,670	30,000	Based on current level of activity	
664.000 INTEREST INCOME	65,990	32,870	28,520	10,910	Interest earned on property tax collection account and general fund balance	9,600
					Interest on Road Assessments	1,310
					Justification Items Total:	10,910
667.000 PARKS RENTALS	9,720	5,000	5,290	9,000	Based on current level of activity	
674.000 SALE OF FIXED ASSETS	15,560	5,000	0	0	None anticipated	
677.000 REIMBURSEMENTS	5,620	175,000	12,760	5,000	Based on projected activity	
677.100 REIMBURSEMENTS-ELECTIONS	16,190	38,000	38,520	15,000	May school election	
677.500 REIMBURSEMENTS-EE HEALTH INS CONT	11,880	10,950	8,770	11,280	Employee Contribution	
678.000 ADMINISTRATION & SUPERVISION	406,740	375,300	312,750	418,200	See spreadsheet for details	
680.000 PRIVATE CONTRIBUTIONS AND DONATIONS	850	0	0	0		
694.000 MISCELLANEOUS INCOME	3,260	7,000	5,480	5,000	Based upon current level of activity	
	3,999,830	4,080,880	2,954,970	4,029,610		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 101 LEGISLATIVE
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	18,080	18,400	13,800	18,530	Wage Established for four board members @ \$4,632/Trustee	
707.000 COMM MEETING & CONF PAY	1,640	1,500	1,070	1,800	Committee meetings	
708.000 INTERNET	2,400	2,400	1,800	2,400	\$50 per month per trustee	
715.000 FICA	1,690	1,710	1,280	1,740	Based upon 7.65% of all compensation (salary, committee pay, internet)	
719.700 EMPLOYEE ASSISTANCE PROGRAM	80	80	170	240	4 @ \$35 each plus \$100 admin fee	
727.000 OFFICE SUPPLIES & POSTAGE	3,860	8,000	2,860	8,000	Newsletter	3,300
					Copies	1,500
					General postage	1,400
					Supplies	1,800
					Justification Items Total:	8,000
801.000 LEGAL AND PROFESSIONAL FEES	53,450	38,000	27,080	57,000	Fees paid to Dickinson & Wright	40,000
					Township Wide Wage Study	17,000
					Justification Items Total:	57,000
802.000 CONFERENCES, DUES, SUB'S	8,400	9,150	7,130	9,150	Annual MTA dues	6,500
					Miscellaneous	500
					Mileage	500
					Conferences and seminars	1,000
					GH Chamber Annual membership	650
					Justification Items Total:	9,150
805.000 AUDIT SERVICES	5,100	5,300	5,200	5,300	40% of \$13,250	
861.000 TRAVEL & MILEAGE	50	50	20	50	Based on anticipated level of activity	
880.000 ECONOMIC DEVELOPMENT CONTRACT	34,000	34,000	34,650	34,650	Based upon contract with the Chamber of Commerce	
885.000 COMMUNITY PROMOTION	17,750	8,100	8,100	20,600	July 4th fireworks	7,500
					Grand Haven City Neighborhood Housing Program	8,100
					Coast Guard Heros and Legends Dinner	2,000
					Holiday Lighting	3,000
					Justification Items Total:	20,600
900.000 PRINT & PUBLISHING	9,570	8,500	4,580	8,500	One Township newsletter - publishing costs	1,500
					Publishing & Posting	7,000
					Justification Items Total:	8,500
910.000 BUILDING, EQUIP & RADIO INS	16,020	17,540	14,400	19,650	Property and Liability Insurance - 12% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	20	30	20	1,140	Based on current rates	
912.000 HEALTH & SAFETY	0	1,000	790	1,000	Training, materials, videos	
956.000 MISCELLANEOUS EXPENSE	7,890	5,000	2,290	14,000	Newspaper subscriptions, Miscellaneous Needs, etc	4,000
					Employee Recognition Luncheon (Meal, Certificates)	1,000
					Appreciation Dinner	9,000
					Justification Items Total:	14,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 101 LEGISLATIVE
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
	<hr/> 180,000	<hr/> 158,760	<hr/> 125,240	<hr/> 203,750		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 171 SUPERVISOR
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	19,640	19,980	14,980	20,120	Wage established at \$20,115	
707.000 COMM MEETING & CONF PAY	290	300	50	300		
708.000 INTERNET	600	600	450	600	\$50 per month	
715.000 FICA	1,570	1,600	1,180	1,610	7.65% of total compensation	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	20	40	1 employee @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	0	100	0	100		
910.100 WORKERS COMP ACCOUNT	20	30	20	380	Based on current rates	
	22,140	22,630	16,700	23,150		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
701.000 MANAGERS SALARY	121,150	122,530	93,580	123,390	Annual salary - \$123,382	
702.000 SALARIES	136,790	119,000	95,950	131,510	HR Director - 1664 hrs @ \$39.27/hr	65,350
					Administrative Assistant - 1040 hrs @ \$23.32/hr (1040 hours to Comm. Development)	24,260
					Administrative Assistant - 1560 hrs @ \$25.91/hr (80 hrs - Clerk duties, 440 hrs - Election duties)	40,420
					Overtime - 20 Hrs Ea	1,480
					Justification Items Total:	131,510
715.000 FICA	20,300	19,020	14,990	19,500	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	0	100	150	100		
718.000 PENSION	31,520	27,650	22,730	30,300	10% of wages and salaries, excluding sick leave reimbursement & overtime	13,020
					14% of wages and salaries for Manager	17,280
					Justification Items Total:	30,300
719.000 HEALTH INSURANCE	49,810	47,580	39,220	50,770	Blue Care Network - Includes HSA Deposit	
719.100 DENTAL INSURANCE	3,620	3,310	2,350	3,910	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	2,170	1,980	1,620	2,180	Short and Long term - 3% increase	
719.300 LIFE INSURANCE	480	470	360	480	\$30,000 for Administrative Assistants, \$100,000 Manager	
719.700 EMPLOYEE ASSISTANCE PROGRAM	60	80	60	120	4 Employees @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	3,020	3,500	3,690	3,500	Based upon current activity	
802.000 CONFERENCES, DUES, SUB'S	11,380	8,700	7,310	8,470	ICMA dues	1,250
					MLGMA Dues	200
					Books, Publications	250
					Training for Admin Assts	1,000
					SHRM Local Chapter	300
					SHRM State Dues	200
					SHRM/HRCI Certifications	270
					SHRM Conference & Training	3,800
					MMA Conference and MERS Conference	1,200
					Justification Items Total:	8,470
861.000 TRAVEL & MILEAGE	120	150	0	150	Mileage to Classes/Misc	
862.000 VEHICLE MAINTENANCE & REPAIR	920	1,200	0	1,000	General vehicle maintenance and tires	
900.000 PRINT & PUBLISHING	0	0	90	0		
910.100 WORKERS COMP ACCOUNT	740	690	470	1,240	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	100	0	100	Repair of printers/IT	
956.000 MISCELLANEOUS EXPENSE	220	1,100	1,120	300	Based on prior years activity	
976.000 EQUIPMENT PURCHASES	0	2,300	2,250	2,150	Standing desk for Cargo	1,650
					Miscellaneous small equipment	500
					Justification Items Total:	2,150

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
	382,300	359,460	285,940	379,170		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 191 FINANCE
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	178,770	185,070	140,600	189,660	Finance Director - salary of \$81,679 plus ins opt out of \$4,000 Finance Clerk - \$24.23/hr Accounting Assistant - \$23.32/hr plus health & dental ins opt out of \$4,360 Overtime (10 hours each)	85,680 50,400 52,860 720
Justification Items Total:						189,660
715.000 FICA	13,530	14,160	10,640	14,510	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	17,590	17,610	13,520	18,060	10% of wages and salaries (Excluding overtime & insurance opt out)	
719.000 HEALTH INSURANCE	19,240	20,170	16,720	21,120	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	2,620	2,790	2,000	2,870	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	1,590	1,640	1,320	1,640	Short and long term - 3% increase	
719.300 LIFE INSURANCE	250	280	210	260	\$30,000 coverage for 3 employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	50	60	50	110	3 FTE's @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	3,550	3,300	2,000	3,300	Based upon current level of activity	
801.001 BANK CHARGES	2,420	8,600	6,640	8,500	Bank Fees (Accounts not earning interest) Credit Card Processing Fees	7,500 1,000
Justification Items Total:						8,500
802.000 CONFERENCES, DUES, SUB'S	1,370	3,120	950	3,820	Dues for MGFOA and GFOA GFOA annual update BS&A training for Finance clerk Books & Publications - Payroll update BS&A training for Acctg Assistant Payroll class update Fall MGFOA conference (\$300) & lodging (\$450) MGFOA spring conference Per diems Chamber meetings CPFO program materials (\$300) and exam (\$150) BS&A Accounts Payable program training for online approval system	300 150 200 300 200 100 750 220 100 50 450 1,000
Justification Items Total:						3,820
861.000 TRAVEL & MILEAGE	10	200	0	200	Based upon current level of activity	
900.000 PRINT & PUBLISHING	0	50	0	50		
910.100 WORKERS COMP ACCOUNT	460	580	340	1,140	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	150	0	150	Repair of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	250	200	0	200	Miscellaneous accounting expenses	
976.000 EQUIPMENT PURCHASES	540	0	90	1,120	Office chairs for finance staff	
	242,240	258,080	195,080	266,810		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 215 CLERK
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	25,200	26,720	17,840	27,420	Wage established at \$21,499	21,500
					Deputy Clerk - 80 hours @ \$25.91	2,080
					Elections Assistant - 208 Hours @ \$14.70 (8 hrs bi-weekly)	3,060
					Overtime - 20 hours	780
					Justification Items Total:	27,420
707.000 COMM MEETING & CONF PAY	100	300	70	300		
708.000 INTERNET	600	600	450	600	\$50/month	
715.000 FICA	1,980	2,120	1,400	2,170	7.65% of salaries and wages	
718.000 PENSION	90	160	30	210	10% of Deputy Clerk's Wages	
719.000 HEALTH INSURANCE	70	360	30	460	3% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	10	30	0	40	3% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	10	20	0	20	3% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	10	0	10	3% of Deputy Clerk's Benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	20	30	One employee	
727.000 OFFICE SUPPLIES & POSTAGE	5,070	5,500	1,330	1,000	New voter ID cards/Master cards, postage for voter ID cards, new voter ID file	
802.000 CONFERENCES, DUES, SUB'S	610	500	180	3,500	WMRCA Workshops (Clerk & Deputy Clerk) 2 @ \$10 x 2	40
					MAMC Annual Conference (Clerk & Deputy Clerk)	1,500
					MTA annual conference	1,500
					Miscellaneous Conferences (Clerk & Deputy Clerk)	220
					MAMC Dues (Clerk & Deputy Clerk) \$60 x 2	120
					OCCA Dues (Clerk & Deputy Clerk) 6 mtgs @ \$10 x 2	120
					Justification Items Total:	3,500
861.000 TRAVEL & MILEAGE	70	400	70	100	Off-site conferences/meetings	
910.100 WORKERS COMP ACCOUNT	20	30	20	380	Based on current rates	
956.000 MISCELLANEOUS EXPENSE	20	50	50	50		
	33,870	36,820	21,490	36,290		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	2,140	2,440	2,330	3,000	Approximately 80 hours for three members @ \$30.72/hour - minimum of \$60 per meeting (Includes March, July and December Meetings)	
715.000 FICA	160	190	180	230	7.65% of all wages	
802.000 CONFERENCES, DUES, SUB'S	200	400	300	400	Continuing ed classes/webinars	
	2,500	3,030	2,810	3,630		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 253 TREASURER
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	22,140	22,490	16,970	22,650	Wage established - \$14,944	14,950
					Deputy Treasurer - 260 hours @ \$29.61/hr	7,700
					Justification Items Total:	22,650
707.000 COMM MEETING & CONF PAY	1,070	1,000	220	1,000	Based upon current level of activity	
708.000 INTERNET	600	600	450	600	\$50/mo.	
715.000 FICA	1,810	1,850	1,320	1,860	7.65% of salary	
718.000 PENSION	780	770	590	770	10% of Deputy Treasurer	
719.000 HEALTH INSURANCE	1,710	2,220	1,440	2,270	12% of Deputy Treasurer benefits	
719.100 DENTAL INSURANCE	200	220	170	230	12% of Deputy Treasurer benefits	
719.200 DISABILITY INSURANCE	60	70	50	70	12% of Deputy Treasurer benefits	
719.300 LIFE INSURANCE	10	20	10	20	12% of Deputy Treasurer benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	20	30	1 employee	
727.000 OFFICE SUPPLIES & POSTAGE	5,780	5,500	2,890	5,500	Postage expenses for tax bills. (Need to go out First class mail)	
802.000 CONFERENCES, DUES, SUB'S	690	1,000	890	3,650	MTA and MMTA dues (Deputy Treasurer & Finance Director)	250
					MMTA Winter Workshop (2 attendees)	1,000
					MMTA Fall Conference (2 attendees)	1,800
					MTA Training/Webinars	200
					BS&A Tax Training	400
					Justification Items Total:	3,650
861.000 TRAVEL & MILEAGE	190	500	0	250	Based on current level of activity	
900.000 PRINT & PUBLISHING	3,490	4,700	1,910	4,500	Printing of summer & winter tax bills & delinquent tax notices and inserts	
910.100 WORKERS COMP ACCOUNT	20	20	20	380	Based on current rates	
	38,570	40,980	26,950	43,780		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	66,140	69,300	52,920	72,220	Assessor's salary - \$72,212	72,220
702.400 STAFF SALARIES	78,800	83,980	63,400	62,480	Assistant Assessor \$29.61/hr Overtime (20 hrs)	61,590 890
					Justification Items Total:	62,480
715.000 FICA	10,300	11,730	8,380	10,310	7.65% of wages and salaries	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	14,950	15,180	11,690	13,380	10% of full-time salary & wages, excluding insurance opt out & overtime	
719.000 HEALTH INSURANCE	36,850	37,990	31,970	37,540	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	2,670	2,690	2,040	2,520	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	1,260	1,330	1,050	1,090	Short and long term - 3% increase	
719.300 LIFE INSURANCE	170	180	140	130	\$30,000 coverage for 2 full time employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	40	60	40	70	2 employees @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	5,300	6,500	4,420	6,500	Postage for mailing assessment notices, copy costs and other supplies	
741.000 UNIFORM EXPENSE	40	400	0	300	Clothing for field work	
802.000 CONFERENCES, DUES, SUB'S	1,970	2,270	1,270	3,270	Continuing education classes for renewal of certifications	1,200
					Dues IAAO, MAA, Ottawa County Assessors & Misc associations	540
					State Annual Certification fees - 3 employees @ \$175	530
					Annual assessor's conference, lodging and meals for 1 employee	1,000
					Justification Items Total:	3,270
861.000 TRAVEL & MILEAGE	40	400	0	400	Miscellaneous travel expenses when Township vehicle is not available	
862.000 VEHICLE MAINTENANCE & REPAIR	0	1,000	80	1,000	General vehicle maintenance for one van	
863.000 FUEL EXPENSE	150	400	50	300	Gasoline costs for assessing vehicle	
900.000 PRINT & PUBLISHING	2,340	3,250	1,920	3,250	Contract for printing assessing notices & notice insert	
910.100 WORKERS COMP ACCOUNT	1,360	1,700	1,000	760	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	100	0	100	Repairs of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	0	100	0	100		
976.000 EQUIPMENT PURCHASES	70	800	640	300	Replacement of broken equipment if needed	
	222,450	239,460	181,010	216,120		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	16,180	94,310	76,760	34,180	Deputy Clerk 440 Hrs @ \$25.91/hr Elections Assistants (8hrs/wk + 480 during elections) @ \$14.70/hr Election Inspectors - (\$6,500 May) Deputy Clerk Overtime - 80 hours	11,400 13,170 6,500 3,110
Justification Items Total:						34,180
707.000 COMM MEETING & CONF PAY	80	350	220	90	1 election @ 2 trustees (1 X \$43.49 X 2) + extra mtg for combining precincts	
715.000 FICA	740	4,040	4,190	2,120	7.65% of compensation (Deputy Clerk and Elections Assistants only)	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	460	4,020	2,090	1,140	10% of Deputy clerk's wages, excluding overtime	
719.000 HEALTH INSURANCE	720	8,840	4,680	2,500	21% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	60	690	260	200	21% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	60	340	240	100	21% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	10	70	40	20	21% of Deputy Clerk's Benefits	
727.000 OFFICE SUPPLIES & POSTAGE	3,150	19,900	15,100	9,800	Postage for AV Apps/Ballots (1 election) Election Inspector & Church mailings Plastic covering in case of rain for precincts AV envelopes, applications Voter ID cards/"I voted" stickers/pens Misc Copies	6,000 100 100 1,000 100 500 2,000
Justification Items Total:						9,800
800.000 BUILDING RENT	700	2,800	700	700	Hope Reformed Church (1 x \$300) Lakeshore Baptist Church (1 x \$200) Watermark Church (1 x \$200)	300 200 200
Justification Items Total:						700
861.000 TRAVEL & MILEAGE	210	1,400	250	250	Based on 1 Election	
900.000 PRINT & PUBLISHING	0	600	0	200	Election Publishing - 1 election	
910.100 WORKERS COMP ACCOUNT	40	200	70	60	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	1,590	1,600	30	3,840	Testing and setup for election equipment (amt/yr from 2019-2027 per County)	
940.000 EQUIPMENT RENTAL	90	0	0	0		
956.000 MISCELLANEOUS EXPENSE	1,130	6,970	2,540	1,210	Mark test ballots (1 x \$500) Shredding Election Inspectors lunches, dinner, beverage Cell phone use (\$15 x 7) X 1	500 200 400 110
Justification Items Total:						1,210
970.000 CAPITAL OUTLAY	0	7,000	6,420	0	None anticipated	
976.000 EQUIPMENT PURCHASES	3,560	9,370	5,660	0	None anticipated	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
	28,780	162,600	119,250	56,510		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	65,370	67,860	47,860	68,230	Director - Salary of \$91,302 plus insurance opt out of \$4,000 (50%) Assistant Director - Salary of \$78,413 (13.13%) Admin. Coordinator - 104 hrs @ \$25.91/hr (5%) Summer Help - 600 hrs @ \$11.09/hr	47,650 9,950 2,730 7,900
					Justification Items Total:	68,230
715.000 FICA	4,910	5,220	3,590	5,250	7.65% of all salaries	
718.000 PENSION	5,950	5,780	4,510	5,820	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	2,480	2,700	2,120	2,160	Blue Care Network (1 employee waiving insurance), includes HSA deposit	
719.100 DENTAL INSURANCE	690	580	500	590	Delta Dental	
719.200 DISABILITY INSURANCE	600	550	460	560	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	60	70	50	60	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	20	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	110	100	40	100	Office supplies	
741.000 UNIFORM EXPENSE	0	400	0	400	Clothing allowance/replacement for 1 full-time employee	
801.000 LEGAL AND PROFESSIONAL FEES	1,800	0	0	1,000		
803.000 CONTRACTED SERVICES	13,110	17,550	14,680	20,710	Basic cleaning services - includes weekly disinfecting spray Additional cleaning services (additional carpet, spot cleaning, windows, etc.) Republic Services (garbage service & office paper recycle) Pest control	16,260 1,250 2,450 750
					Justification Items Total:	20,710
817.000 MISS DIG SERVICES	420	700	680	700	Fiber connection	
850.000 TELEPHONE EXPENSE	5,890	9,600	5,090	8,380	See telephone/internet worksheet (Includes all general fund expense)	
863.000 FUEL EXPENSE	770	1,500	560	1,000	Fuel for plow truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,140	1,470	870	370	Based on current rates	
921.000 ELECTRIC	28,880	30,000	27,750	30,000	Paid to Consumer's Power for electric usage	
922.000 GAS	4,910	6,000	3,160	6,000	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	2,970	3,500	3,680	3,500	Paid to Grand Haven Township for water usage	
924.000 WASTEWATER EXPENSE	180	150	120	150	Paid to Grand Haven Township for waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	44,860	57,610	23,790	29,200	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 Chair dollys - 20 @ \$100 each Folding tables with cart - 10 @ \$200 each Conversion of flourescent lights to LED in Board Room Landscape replacement	11,500 6,000 500 700 2,000 2,000 5,000 1,500
					Justification Items Total:	29,200

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
936.000 EQUIPMENT MAINTENANCE	16,430	7,700	5,930	7,700	Postage machine lease & maintenance - \$450/qtr & supplies - \$500	2,300
					Generator maintenance	1,200
					Maintenance of hoist, mowers, forklift and various equipment	4,000
					Shredder maintenance	200
					Justification Items Total:	7,700
936.300 AUTOMOTIVE MAINTENANCE	160	1,000	190	2,000	Maintenance of truck	
956.000 MISCELLANEOUS EXPENSE	210	250	90	250	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	66,940	118,330	25,230	19,500	Portion of 2001 5/4 dump truck replacement (1/3)	15,000
					Portion of salt spreader replacement (1/2)	4,500
					Justification Items Total:	19,500
970.250 CAPITAL OUTLAY-PROF FEES	1,470	10,000	1,060	0	None anticipated	
976.000 EQUIPMENT PURCHASES	210	300	100	300	Miscellaneous tools & equipment	
	270,540	348,940	172,130	213,970		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	81,670	82,930	64,560	83,510	Director - Salary of \$91,302 plus insurance opt out of \$4,000 (1.25%) Assistant Director - Salary of \$78,413 (8.11%) Admin. Coordinator - 728 hrs @ \$25.91/hr (35%) Public Services Worker - 2080 hrs @ \$25.91/hr	1,200 6,150 19,090 57,070
					Justification Items Total:	83,510
715.000 FICA	6,010	6,380	4,770	6,420	7.65% of all salaries	
718.000 PENSION	8,070	7,940	6,080	8,000	10% of base salaries for full-time employees, excludes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	20,780	24,190	18,860	25,300	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	1,240	1,260	980	1,340	Delta Dental	
719.200 DISABILITY INSURANCE	720	740	600	770	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	120	140	100	130	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	20	40	1 full time employee	
727.000 OFFICE SUPPLIES & POSTAGE	30	200	40	200	Supplies for O & M of the cemeteries	
741.000 UNIFORM EXPENSE	920	1,290	950	1,510	Uniform cleaning for 1 full time employee Clothing allowance/replacement for 1 full-time employee Prescription safety glasses	710 400 400
					Justification Items Total:	1,510
801.000 LEGAL AND PROFESSIONAL FEES	320	500	310	500	Professional services such as legal, engineering and consulting	
808.100 CEMETERY CONTRACTS EXPENSES	1,510	6,000	3,510	6,000	Vaults, memorials and urns owed to contract holders	
863.000 FUEL EXPENSE	1,690	1,400	980	1,400	Fuel for truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,050	1,260	740	790	Based on current rates	
921.000 ELECTRIC	1,610	2,500	1,870	2,000	Paid to Consumers Energy for electric usage - sprinkling and lights	
922.000 GAS	840	1,000	590	1,000	Paid to Michigan Gas Utilities for gas usage	
923.000 WATER EXPENSE	3,850	5,000	5,050	6,500	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	16,460	13,100	9,990	5,400	Materials for maintenance and up keep of physical structures such as buildings, water system, roadways and grave sites Iron sequestration chemicals	4,000 1,400
					Justification Items Total:	5,400
931.000 FERTILIZER EXPENSE	3,790	3,900	2,840	3,900	Historic Cemetery - 4 applications Lakeshore Cemetery - 4 applications	1,400 2,500
					Justification Items Total:	3,900
936.000 EQUIPMENT MAINTENANCE	4,480	5,000	1,770	5,000	Maintenance of lawn mowers, trimmers, misc. wheels, grease, blades, etc.	
936.300 AUTOMOTIVE MAINTENANCE	440	1,000	130	1,000	Maintenance of truck	
940.000 EQUIPMENT RENTAL	0	100	0	100	Rental of miscellaneous items for maintenance in the cemeteries	
956.000 MISCELLANEOUS EXPENSE	30	100	40	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	44,890	90,730	72,600	0	None anticipated	
970.250 CAPITAL OUTLAY-PROF FEES	11,450	7,200	10,090	0	None anticipated	
976.000 EQUIPMENT PURCHASES	1,040	1,000	140	1,000	Miscellaneous tools & equipment	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
	<u>213,030</u>	<u>264,880</u>	<u>207,610</u>	<u>161,910</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	308,530	312,830	233,120	343,750	Community Development Director - Salary \$81,679 Building Official - Salary \$74,646 Building Inspector - Salary \$69,094 Associate Planner - 2080 hrs @ \$24.78 Sick Time Reimbursement (est 80 hrs) Overtime - 40 hrs (25 hrs - Official; 10 hrs - Inspector; 5 hrs - Assoc Planner) Ordinance Enforcement Officer - 1508 hrs @ \$25.91/hr Community Development Admin Asst - 1040 @ \$23.32	81,680 74,650 69,100 51,550 1,400 2,030 39,080 24,260
					Justification Items Total:	343,750
707.000 COMM MEETING & CONF PAY	350	230	0	230	Construction Board of Appeals (1 mtg: Chair @ \$55.91; 4 Members @ \$43.49 each)	
715.000 FICA	22,920	23,850	17,210	26,190	7.65% of Total Salaries and Wages (Including Overtime)	
716.000 MEDICAL CARE & PHYSICALS	150	100	0	100	Workplace Health	
718.000 PENSION	32,120	30,770	21,090	34,030	10% of Salaries & Wages (Excluding Sick Leave Reimbursement and Overtime for FTE's)	
719.000 HEALTH INSURANCE	48,680	52,410	36,140	47,560	Blue Care Network - Includes HSA Deposit	
719.100 DENTAL INSURANCE	3,910	3,840	3,310	4,000	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	2,280	2,440	2,030	2,730	Long & Short Term Coverage - 3% increase	
719.300 LIFE INSURANCE	300	370	280	390	\$30,000 per FTE	
719.700 EMPLOYEE ASSISTANCE PROGRAM	540	100	90	200	5 @ \$35 1 @ \$20	180 20
					Justification Items Total:	200
727.000 OFFICE SUPPLIES & POSTAGE	6,770	6,500	4,620	6,500	Copies, Office Supplies, Postage, Printer Cartridges, etc.	
741.000 UNIFORM EXPENSE	400	750	150	500	Replacement Clothing	
801.000 LEGAL AND PROFESSIONAL FEES	10,690	8,000	660	6,000	Legal Consultation (Dickinson Wright), Consulting for Planning/Zoning/Bldg/Code Enf	
802.000 CONFERENCES, DUES, SUB'S	4,700	3,630	3,010	7,770	Spring & Fall Code Officials Conference (Lodging, Travel, Per Diems) Metro Annual Dues @ \$125 each Metro Mid-Winter Conference @ \$100 each Code Officials Conference of Michigan (COCM) Dues @ \$40 each International Code Council (ICC) Membership Dues APA & MAP Membership Dues (Fedewa @ \$615; Hoisington @ \$300) Planning Michigan Conference x2 Misc Planning Conferences/Meetings MCAD Membership Dues (Online Code Book Library) Misc Books (uncertain if/when State will adopt new codes)	1,500 250 200 80 120 920 1,500 500 700 2,000
					Justification Items Total:	7,770
803.000 CONTRACTED SERVICES	4,280	0	0	0	None anticipated	
806.000 ELECTRICAL INSPECTIONS	41,850	43,200	34,960	28,800	About 72% of Projected Fees of \$40,000	
807.000 PLUMBING INSPECTIONS	24,420	28,800	19,670	14,400	About 72% of Projected Fees of \$20,000	
807.100 MECHANICAL INSPECTIONS	46,350	50,400	36,300	36,000	About 72% of Projected Fees of \$50,000	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
861.000 TRAVEL & MILEAGE	50	200	0	100	Mileage for Travel with Personal Vehicles (Com Dev & Assess = 7 staff w/ 3 vehicles)	
862.000 VEHICLE MAINTENANCE & REPAIR	300	1,500	160	750	General Vehicle Maintenance (2 Durgano's)	
863.000 FUEL EXPENSE	2,410	2,800	1,100	2,800	Based Upon Current Level of Activity	
900.000 PRINT & PUBLISHING	90	50	0	50		
910.000 BUILDING, EQUIP & RADIO INS	750	900	710	1,010	Property and Liability Insurance - 12% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	1,740	2,380	1,390	2,300	Based on current rates	
956.000 MISCELLANEOUS EXPENSE	530	100	70	500	Miscellaneous Expense	100
					Builders Forum (2)	400
					Justification Items Total:	500
970.000 CAPITAL OUTLAY	12,000	30,000	28,580	0	None anticipated	
976.000 EQUIPMENT PURCHASES	1,190	2,950	2,900	500	Miscellaneous Equipment	
	578,300	609,100	447,550	567,160		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	3,680	4,000	0	4,000	Orphan drain project	
890.000 DRAINS- AT LARGE	30,580	30,000	36,580	40,000	Township portion of at-large drain maintenance	
	34,260	34,000	36,580	44,000		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 446 ROAD CONSTRUCTION
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
---------	------------------	---------------------------	-----------------------------------	-----------------------------	----------------------	----------------

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 448 STREET LIGHTING
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
920.000 LIGHT DISTRICTS	127,100	126,640	96,110	130,580	This line item is not totally covered by SAD revenues since the General Fund pays for the lights at major intersections Shared Street Lights with Robinson Township	130,360 220
					Justification Items Total:	130,580
921.000 ELECTRIC	570	700	530	720	School speed signs at Peach Plains & Rosy Mound	
930.000 MAINTENANCE AND REPAIR	0	1,500	1,030	1,500	Repairs to school speed signs as a result of accidents	
	127,670	128,840	97,670	132,800		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 528 WASTE COLLECTION
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
882.000 YARD WASTE	8,800	9,900	6,800	10,700	Leaf collection contract amount thru 2024	4,200
					Leaf collection - 6 weeks fall	4,500
					Leaf collection - 2 weeks spring	2,000
					Justification Items Total:	10,700
	<u>8,800</u>	<u>9,900</u>	<u>6,800</u>	<u>10,700</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 721 PLANNING COMMISSION
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	7,550	10,190	1,670	8,210	Chair: 12 Meetings @ \$86.97 8 Members: 12 Meetings @ \$74.54 each	1,050 7,160
					Justification Items Total:	8,210
707.000 COMM MEETING & CONF PAY	100	500	0	500	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	580	820	130	670	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	13,400	11,000	2,880	5,000	Legal Costs	
802.000 CONFERENCES, DUES, SUB'S	1,010	1,500	790	1,500	Various Subscriptions & Other Training	
861.000 TRAVEL & MILEAGE	120	150	0	150	Mileage for Travel with Personal Vehicles	
	22,760	24,160	5,470	16,030		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,270	1,610	380	980	Chair: 3 Meetings @ \$74.54 4 Members: 3 Meetings @ \$62.13 each	230 750
					Justification Items Total:	980
707.000 COMM MEETING & CONF PAY	0	250	0	250	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	100	150	30	100	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	720	500	70	500	Legal Costs (Escrows now required with application)	
802.000 CONFERENCES, DUES, SUB'S	400	750	300	750	Various Subscriptions and Other Training	
861.000 TRAVEL & MILEAGE	0	100	0	100	Mileage for Travel with Personal Vehicles	
	2,490	3,360	780	2,680		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	63,070	91,480	76,620	101,030	Director - Salary of \$91,302 plus a portion of insurance opt out of \$4,000 (6.25%) Assistant Director - Salary of \$78,413 (13.13%) Admin Coordinator - 104 hrs @ \$25.91/hr Public Services Worker - 1560 hrs @ \$23.38/hr Summer Help (2)- 600 hrs @ \$11.09/hr and (1)-600 hrs @ \$11.70/hr (est. 75 hrs OT per employee) Gatekeeper	5,960 9,950 2,730 50,390 24,130 7,870
					Justification Items Total:	101,030
706.000 AREA WIDE RECREATION	60,250	61,920	57,460	54,000	Anticipated contract amount contributed to NORA for recreation activities	
707.000 COMM MEETING & CONF PAY	1,720	1,200	220	1,120	6 Parks & Recreation Committee Members for attendance at 6 meetings @ \$31.06/hr	
715.000 FICA	5,030	6,850	5,780	7,860	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	590	600	500	600	Pre-employment physicals & med-center treatment as necessary	
718.000 PENSION	2,730	5,300	3,960	6,690	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	2,720	6,370	5,240	5,490	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	320	540	420	560	Delta Dental	
719.200 DISABILITY INSURANCE	300	450	320	590	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	40	100	70	110	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	0	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	1,180	1,200	1,020	1,200	Miscellaneous office supplies including boat launch passes	
741.000 UNIFORM EXPENSE	1,920	2,060	2,110	2,400	Clothing allowance/replacement - 1 full-time = \$400 & 4 part-time = \$1200 Uniform cleaning for 1 full-time and 4 part-time employees	1,200 1,200
					Justification Items Total:	2,400
801.000 LEGAL AND PROFESSIONAL FEES	21,410	6,500	5,120	56,500	Professional services such as legal, engineering, and consulting Bond Finance Advisor Bond Legal Counsel	6,500 15,000 35,000
					Justification Items Total:	56,500
802.000 CONFERENCES, DUES, SUB'S	0	100	0	100	Michigan Recreation & Park Association dues	
861.000 TRAVEL & MILEAGE	3,880	3,700	2,310	3,600	Mileage for Gate Keeper based on \$200 per pay period	
863.000 FUEL EXPENSE	3,600	5,000	2,860	4,000	Fuel for trucks, tractors, mowers, trimmers, chain saws, etc.	
874.000 ROAD SIGNS	0	1,250	1,320	750	Miscellaneous signs and posts & replacement for vandalism	
900.000 PRINT & PUBLISHING	110	200	330	200	Employment ads	
910.000 BUILDING, EQUIP & RADIO INS	3,040	4,000	3,140	4,480	Property and Liability Insurance - 12.5% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	2,830	3,010	2,500	680	Based on current rates	
921.000 ELECTRIC EXPENSE	8,270	9,600	7,340	8,500	Electrical usage for lights, pumps, etc.	
923.000 WATER EXPENSE	1,950	2,500	2,630	2,500	Water usage in parks	
930.000 MAINTENANCE AND REPAIR OF B&G	57,950	56,600	46,540	101,160	Maintenance and upkeep of buildings, playground equipments, picnic tables, etc. - including vandalism Paper products, cleaning supplies, garbage service, etc. Trail marker maintenance	12,000 2,500 500

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Pottawattomie dock removal/reinstall	1,000
					Add bark to all park play areas	1,500
					Painting of shelters	5,000
					No wake bouy removal/install (3)	2,400
					Backstop fence repair - Mercury	3,000
					ADA picnic tables - Pottawattomie (2)	6,000
					Grills - Pottawattomie (2)	600
					Complete street light project in Hofma Park	4,900
					Complete street light project in Hofma Preserve	2,700
					Complete street light project in Mercury Park	1,900
					Trash cans (5)	3,500
					Pottawattomie Park Fishing Dock Restoration (In-house)	27,660
					Tree Removal at Pottawattomie Park	7,500
					Install four benches at Pottawattomie Park (In-house)	6,000
					Landscaping at Odawa boat launch	12,500
					Justification Items Total:	101,160
931.000	FERTILIZER EXPENSE	4,350	4,350	3,480	4,350	Fertilizer for softball diamonds, soccer fields, and general park areas
932.200	BUCHANAN ACCESS	2,330	1,000	0	3,130	Garbage containers, repair/replacement of sign, fencing, etc.
						Beach Attendant \$11.09/hr (100%), including workers comp and FICA
						Port-A-Potty
						Justification Items Total:
						3,130
936.000	EQUIPMENT MAINTENANCE	11,280	10,000	6,510	10,000	Maintenance of tractors, mowers, trimmers, chainsaws, etc.
936.300	AUTOMOTIVE MAINTENANCE	650	3,000	2,680	1,000	Maintenance/repair of trucks including tires, tune-ups, etc.
940.000	EQUIPMENT RENTAL	350	400	0	400	Rental of miscellaneous items for maintenance of the parks
956.000	MISCELLANEOUS EXPENSE	240	100	80	100	Miscellaneous expenditures not covered by other line items
970.000	CAPITAL OUTLAY	111,260	191,000	10,020	309,500	Replace lawn tractor
						Pottawattomie Park waterfront redevelopment (grant = 50% match)
						Hofma Park & Preserve - Natural Resources Study
						Portion of 2001 5/4 dump truck replacement (1/3)
						Portion of salt spreader replacement (1/2)
						Justification Items Total:
						309,500
970.250	CAPITAL OUTLAY-PROF FEES	38,590	25,000	13,380	23,000	Pottawattomie Park waterfront redevelopment (grant = 50% match)
976.000	EQUIPMENT PURCHASES	270	8,500	8,200	2,000	Miscellaneous tools & equipment
		412,250	513,900	272,160	717,640	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 101 GENERAL FUND
DEPARTMENT: 966 APPROPRIATION TRANSFERS
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
999.000 OPERATING TRANSFERS OUT - BLDG	125,220	128,760	128,790	132,240	2013 Township Bldg Refunding Bonds - 57% of project thru 2021	
999.200 OPERATING TRANSFERS OUT - IT	154,260	195,000	162,500	142,430	See software expense & computer services spreadsheet	
999.204 OPERATING TRANSFERS OUT - TRANSPOR	225,000	200,000	178,310	565,000	For Street Maintenance	
999.408 OPERATING TRANSFER OUT - PATHWAY	246,600	600,000	500,000	0		
999.736 OP TRANSFER OUT - RETIREE HEALTH CAF	12,600	14,000	11,700	15,720	Current Retirees	
	763,680	1,137,760	981,300	855,390		
Totals for Fund: 101 GENERAL FUND						
Total Revenues:	3,999,830	4,080,880	2,954,970	4,029,610		
Total Expenditures:	3,586,630	4,356,660	3,202,520	3,951,490		
Net of Revenues/Expenditures:	413,200	(275,780)	(247,550)	78,120		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 204 MUNICIPAL STREET FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	678,080	711,470	709,750	795,540	Based upon a levy of .9115 mills (ad valorem, plus IFT/FTE less Brownfield Capture) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	410	400	500	500		
610.000 VARIOUS FEES	30	1,190	970	990	Payment in lieu of taxes - Village at Rosy Mound	
664.000 INTEREST INCOME	3,460	3,120	50	1,000		
699.000 APPROPRIATION TRANSFERS IN	225,000	200,000	178,310	565,000	General Fund monies	
	906,980	916,180	889,580	1,363,030		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	300	0	300		
803.300 CONTRACTED SERVICES - HARBOR TRANS	430,500	451,430	451,060	523,880	See estimated tax revenue sheet (Based on 0.60 mills)	
872.000 ROAD CONST DUST CONTROL	36,940	37,000	36,490	37,000		
873.400 STREET PAVING	439,180	427,000	332,370	800,000	Pave 160th Ave between Ferris and Lincoln St Subdivision resurfacing	550,000 250,000
					Justification Items Total:	800,000
956.000 MISCELLANEOUS EXPENSE	0	100	0	100		
	906,620	915,830	819,920	1,361,280		
Totals for Fund: 204 MUNICIPAL STREET FUND						
Total Revenues:	906,980	916,180	889,580	1,363,030		
Total Expenditures:	906,620	915,830	819,920	1,361,280		
Net of Revenues/Expenditures:	360	350	69,660	1,750		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	1,355,760	1,423,100	1,418,250	1,591,340	Based upon a levy of 1.8233 mills (ad valorem, plus IFT/FTE less Brownfield Capture) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	830	800	1,000	1,000	Amount based on projected activity	
528.000 OTHER FEDERAL GRANTS	0	97,150	97,150	0	None anticipated for 2021	
568.900 FEMA GRANT - COVID 19	0	5,000	0	0	None anticipated for 2021	
610.000 VARIOUS FEES	30,550	31,830	31,230	31,980	Payment in lieu of taxes - Health Pointe Payment in lieu of taxes - Village at Rosy Mound	30,010 1,970
Justification Items Total:						31,980
611.000 HOUSE NUMBERING FEES	1,600	1,000	350	1,000	\$14 per address	
611.100 ADDRESS SIGN INCOME	540	600	580	600	Based on current level of activity	
633.000 CHARGE FOR SERVICES	4,820	4,000	550	2,000	Blue card training for departments	
635.000 PUBLIC EDUCATION FEES	3,550	1,000	30	500	CPR Training	
664.000 INTEREST INCOME	22,770	7,800	8,180	1,600		
674.000 SALE OF FIXED ASSETS	13,090	18,000	14,800	5,000	Sale of 1081 (Brush Truck)	
677.000 REIMBURSEMENTS	3,820	5,500	6,130	3,000		
677.500 REIMBURSEMENTS-EE HEALTH INS CONT	4,770	4,020	2,400	4,140	Employee Contribution	
680.000 PRIVATE CONTRIBUTIONS AND DONATIONS	0	0	100	500	Open house and misc donations	
694.000 MISCELLANEOUS INCOME	260	300	300	100		
	1,442,360	1,600,100	1,581,050	1,642,760		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	491,450	494,770	357,810	492,130	Chief - \$88,325 Captain - \$74,115.42 ,Insurance Opt out \$4,615 Lt. 1092 - \$67,205.98 Lt. 1093 - \$67166.74 EO. 1094 - \$61,769.16. Insurance Opt out \$4,615 EO. 1095 - \$61671.40 EO. 1096 - \$55,861.66. Insurance Opt out \$4,615, Sick bank payout (50%) (Marshall & Schrader)	88,330 78,730 67,210 67,170 66,380 61,670 60,480 2,160
					Justification Items Total:	492,130
702.100 OVERTIME	26,030	22,000	11,600	23,650	1091 1092 1093 1094 1095 1096	5,580 6,140 4,480 2,260 2,320 2,870
					Justification Items Total:	23,650
702.150 HAZARD PAY PREMIUM	0	30,000	30,000	0	One time grant in 2020	
702.300 STANDBY SALARIES-FIRE DEPT.	118,520	102,000	82,820	102,100	See wage spreadsheet (Part Time Firefighter Station standby)	
703.000 OVERHEAD & SUPERVISION	63,000	65,580	54,650	63,420	See spreadsheet	
705.000 PART-TIME SALARIES - FIRE DEPT	50,280	65,600	47,620	65,760	See wage spreadsheet (Annual Run Pay)	
705.100 PART-TIME TRAINING	15,440	14,000	11,930	14,050	See Wage Spreadsheet	
715.000 FICA	52,450	53,430	40,380	53,210	7.65% of total salaries & wages	
716.000 MEDICAL CARE & PHYSICALS	2,550	3,000	2,790	10,580	New hire physicals Department Physicals for the whole department (\$300 x33)	680 9,900
					Justification Items Total:	10,580
717.000 DISABILITY INS-PART-TIME	3,880	3,380	3,310	4,420	Short & long term disability (Provident)	
718.000 PENSION	47,510	47,940	31,540	47,620	10% of FT salaries & wages, excluding overtime and insurance opt outs	
719.000 HEALTH INSURANCE	66,370	68,380	50,180	71,530	Blue Care Network (3 employees waiving health care) - Includes HSA deposit Sipe Schweitzer Marshall DeDoes	18,390 15,160 20,190 17,790
					Justification Items Total:	71,530
719.100 DENTAL INSURANCE	7,820	7,800	5,320	7,080	Sipe Schweitzer Marshall DeDoes	1,770 1,770 1,770 1,770

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
						Justification Items Total: 7,080
719.200	DISABILITY INSURANCE	4,330	4,370	3,210	4,270	Short and long term disability - 3% increase
719.300	LIFE INSURANCE	2,680	3,060	1,960	2,820	Full-time employees - \$30,000, Part-time - \$15,000
719.700	EMPLOYEE ASSISTANCE PROGRAM	1,050	1,860	560	1,490	EAC
						Additional EAP training (2) trainings @ \$150 hr.
						Justification Items Total: 1,490
726.000	MEDICAL SUPPLIES	13,270	12,600	11,660	12,500	Gloves, oxygen and other supplies,
						CPR Life bands and defib pads
						ALS Supplies
						AED
						Justification Items Total: 12,500
726.100	FIRE SUPPLIES	24,870	16,400	10,420	17,250	Boots, Gloves, and Hoods
						Class A Foam
						Fire Hose
						Fire Tools and Equipment
						Radio and Pagers
						Justification Items Total: 17,250
726.200	ADDRESS SIGN EXPENSE	720	900	820	900	Supplies for making address signs, street signs
727.000	OFFICE SUPPLIES & POSTAGE	1,000	1,000	690	1,250	Based on current level of activity
741.000	UNIFORM EXPENSE	10,420	9,000	10,020	10,000	Station Duty Uniforms/Boots/Coats (Replacement for FT & PT)
						Replacement T Shirts (For full-time and part-time staff)
						Hats
						Justification Items Total: 10,000
801.000	LEGAL AND PROFESSIONAL FEES	1,510	13,150	3,010	32,500	Non IAFF contract year
						Space Needs Study
						Justification Items Total: 32,500
801.001	BANK CHARGES	50	50	50	500	
802.000	CONFERENCES, DUES, SUB'S	22,240	42,700	22,320	26,750	New Hire Education Firefighter 1 & 2
						EMT
						Continuing Education BTLs, ACLS, PALS,
						Fire Investigators, EMS I/C, and Inspector CEs
						Blue Card Training (Command)
						DUES:
						a) Ottawa County Fire Chiefs
						b) Fire Inspectors
						c) Fire Instructors
						d) Ottawa Medical Control dues

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					e) State of Michigan Paramedic EMT MFR Lic.	500
					On-line Fire and EMS training for the department	1,500
					Leadership/Promotional training on Department's Core Values	1,500
					Water and Ice Rescue / Car Exrication / Specialized Fire Classes	4,500
					Fire Chief Conference	1,000
					Justification Items Total:	26,750
802.500 EMPLOYEE TUITION REIMBURSEMENT	0	0	0	14,750	Matt Schweitzer	3,000
					Dave Marshall	3,700
					David Peterson	2,800
					Shawn Schrader	5,250
					Justification Items Total:	14,750
803.000 CONTRACTED SERVICES	8,270	11,550	7,880	15,750	Generator Contract	1,700
					Fire Ext.	500
					Siren	1,200
					Hazmat team contract	2,200
					Ladder Testing	900
					Auto Paulse service contract	1,400
					Liberty Pest	500
					SCBA	3,500
					Pump Testing	1,000
					Hose Testing	2,000
					911 Response Program I am Responding	850
					Justification Items Total:	15,750
805.000 AUDIT SERVICES	1,910	1,990	1,950	1,990	15% of audit costs \$13,250	
812.000 IN-HOUSE TRAINING	1,750	1,400	1,360	1,250	Training tapes & aids, etc.	
820.000 PUBLIC EDUCATION EXPENSE	410	1,000	740	1,000	CPR cards, books, testing materials	
850.000 TELEPHONE EXPENSE	8,040	7,250	5,980	7,850	See telephone/internet spreadsheet	
861.000 TRAVEL & MILEAGE	10	300	0	300	Personal vehicle use on Township business	
862.000 VEHICLE MAINTENANCE & REPAIR	25,480	19,500	18,110	23,800	Normal maintenance	12,500
					Repaint ladder tip on 1041 (Quint)	2,300
					Replace and paint rear wheels 1041 (Quint)	2,000
					Brakes for 1041 (Quint)	7,000
					Justification Items Total:	23,800
863.000 FUEL EXPENSE	7,770	7,500	4,030	7,500	Based on current level of activity	7,000
					DEF fuel for 1041 and 2021	500
					Justification Items Total:	7,500
900.000 PRINT & PUBLISHING	0	600	320	250	Advertisement for part-time firefighters	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
910.000 BUILDING, EQUIP & RADIO INS	13,360	15,450	12,560	17,300	Property and Liability Insurance - 12% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	28,040	23,500	20,250	20,660	Based on current rates	
921.000 ELECTRIC	8,910	9,000	8,280	10,000	Paid to Consumers Power for electric usage	
922.000 GAS	5,930	7,500	4,190	7,500	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	2,170	2,000	1,900	2,000	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	19,340	14,750	11,720	16,000	Cleaning supplies, Household Supplies	6,000
					HVAC Maintenance	2,000
					Building Repairs	8,000
					Justification Items Total:	16,000
936.000 EQUIPMENT MAINTENANCE	11,580	3,750	2,860	3,750	Radio and pager maintenance	750
					Printer maintenance	200
					Fitness equipment maintenance (including preventative maintenance)	300
					Annual Compressor service	500
					Service on Zoll cardiac monitors	2,000
					Justification Items Total:	3,750
956.000 MISCELLANEOUS EXPENSE	4,790	5,260	4,830	6,950	Food for training & runs	1,000
					Licenses & Fees	1,000
					Charter cable	1,450
					Various expenses not covered in another line item	1,000
					Awards and Retirement- recognition night for the staff for 2020 accomplishments.	2,500
					Justification Items Total:	6,950
959.000 FIRE DEPT-PREVENTION & INSP	7,380	800	20	7,300	Fire prevention open house	5,000
					Educational materials	500
					Inspection materials	300
					911 Academy	1,500
					Justification Items Total:	7,300
970.000 CAPITAL OUTLAY	174,980	597,970	590,440	139,000	Replacement for 1081 (Brush Truck)	30,000
					New Zoll Monitor ALS	39,000
					Refurbish 1081 pump (Brush Truck slide in unit)	12,500
					Fire Gear Dryer	7,500
					Chief's Vehicle (\$40,000 vehicle, \$10,000 lights/radios/EMS supplies)	50,000
					Justification Items Total:	139,000
976.000 EQUIPMENT PURCHASES	80	2,200	2,040	29,400	Two phones up for replacment	1,500
					New squat rack, weights, and exercise equipment	4,800
					8 sets of firefighting gear	21,000
					Misc Fire Tools	1,500
					Fire Investigation camera, lighting and case	600

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT	
						Justification Items Total:	29,400
999.200 OPERATING TRANSFERS OUT - IT	48,480	61,470	51,200	41,080	See software expense & computer services spreadsheet		
999.736 OP TRANSFER OUT - RETIREE HEALTH CAF	18,960	21,000	17,500	23,600	Per actuarial study - current employees and retirees		
	<u>1,425,080</u>	<u>1,898,710</u>	<u>1,562,830</u>	<u>1,464,760</u>			
Totals for Fund: 206 FIRE DEPARTMENT							
Total Revenues:	1,442,360	1,600,100	1,581,050	1,642,760			
Total Expenditures:	1,425,080	1,898,710	1,562,830	1,464,760			
Net of Revenues/Expenditures:	17,280	(298,610)	18,220	178,000			

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 207 POLICE SERVICES SAD
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.500 SPECIAL ASSESSMENT LEVY	420,670	448,770	445,880	465,250	0.55 mill levy	
545.100 FINES	34,380	50,000	34,550	40,000		
610.000 VARIOUS FEES	20	720	580	600	Payment in lieu of taxes - Village at Rosy Mound	
664.000 INTEREST INCOME	9,050	2,120	1,610	360		
677.000 REIMBURSEMENTS	30,160	62,000	62,080	100	Drug kits	
	494,280	563,610	544,700	506,310		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

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

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	43,440	42,600	35,500	47,160	Rent, accounting, etc.	
801.000 LEGAL AND PROFESSIONAL FEES	4,390	4,000	2,250	4,000	Legal fees for queries & court	
801.001 BANK CHARGES	50	50	50	50		
803.000 CONTRACTED SERVICES	377,990	461,980	315,620	469,700	NOTE: Starting October 2019 - changed to a cost of service contract Contract costs with Ottawa Sheriff for 3.3 deputies (2/3 of schools' COPS Deputy is paid by Ottawa County & GHAPS) Additional Deputy for the summer months	428,200 41,500
Justification Items Total:						469,700
850.000 TELEPHONE EXPENSE	170	250	140	250	See telephone/internet spreadsheet	
862.000 VEHICLE MAINTENANCE & REPAIR	490	0	390	0	Included in cost of service contract	
930.000 MAINTENANCE AND REPAIR OF B&G	0	500	690	500		
936.000 EQUIPMENT MAINTENANCE	440	500	0	500		
956.000 MISCELLANEOUS EXPENSE	790	1,000	60	1,300	Promotional Items/Trophies Drug testing kits Team 911 Academy Vacuum	250 250 500 300
Justification Items Total:						1,300
970.000 CAPITAL OUTLAY	0	42,000	0	0	None anticipated	
	427,760	552,880	354,700	523,460		
Totals for Fund: 207 POLICE SERVICES SAD						
Total Revenues:	494,280	563,610	544,700	506,310		
Total Expenditures:	427,760	552,880	354,700	523,460		
Net of Revenues/Expenditures:	66,520	10,730	190,000	(17,150)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.100 TAX INCREMENT REVENUES	573,140	614,880	612,140	0	No capture for FY 2021 per Board Resolution	
664.000 INTEREST INCOME	31,100	18,900	15,080	9,360		
677.000 REIMBURSEMENTS	124,330	125,000	0	158,100	State of MI for lost Personal Property Revenues Reimbursement from Village at Rosy Mound for portion of pathway	140,600 17,500
					Justification Items Total:	158,100
	<u>728,570</u>	<u>758,780</u>	<u>627,220</u>	<u>167,460</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	8,700	20,280	16,900	66,120	See spreadsheet - Based upon previous year's activity	
801.000 LEGAL AND PROFESSIONAL FEES	670	5,000	1,980	5,000	Easements	
805.000 AUDIT SERVICES	640	660	650	660	5% of \$13,250	
956.000 MISCELLANEOUS EXPENSE	110	500	110	500		
970.000 CAPITAL OUTLAY	0	1,033,000	1,003,870	910,100	Extend Sanitary Sewer from East side of US 31 at Hayes St to West side of US 31	700,000
					172nd Ave Mid-block Crossing	20,000
					Install sidewalks on East side of 172nd Ave North of Comstock	116,000
					Construction of 1,000 linear feet of bituminous pathway along Rosy Mound Drive	74,100
					Justification Items Total:	910,100
970.250 CAPITAL OUTLAY-PROF FEES	14,110	25,000	12,480	225,400	Extend Sanitary Sewer from East side of US 31 at Hayes St to West side of US 31	170,000
					172nd Ave Mid-block Crossing	10,000
					Install sidewalks on East side of 172nd Ave North of Comstock	23,000
					Construction of 1,000 linear feet of bituminous pathway along Rosy Mound Drive	22,400
					Justification Items Total:	225,400
	<u>24,230</u>	<u>1,084,440</u>	<u>1,035,990</u>	<u>1,207,780</u>		
Totals for Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Total Revenues:	728,570	758,780	627,220	167,460		
Total Expenditures:	24,230	1,084,440	1,035,990	1,207,780		
Net of Revenues/Expenditures:	704,340	(325,660)	(408,770)	(1,040,320)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 310 DEBT SERVICE-PATHWAY
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
699.000 APPROPRIATION TRANSFERS IN	285,660	291,680	291,760	292,490	100% from Pathway Fund	
	<u>285,660</u>	<u>291,680</u>	<u>291,760</u>	<u>292,490</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 310 DEBT SERVICE-PATHWAY
DEPARTMENT: 000
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
991.200 BOND PRINCIPAL PAYMENTS	155,000	165,000	165,000	170,000	Pursuant to bond payment schedule - expires 2035	
995.000 INTEREST EXPENSE	130,170	126,180	126,170	121,990	Pursuant to bond payment schedule	
996.000 PAYING AGENT FEES	500	500	500	500		
	<u>285,670</u>	<u>291,680</u>	<u>291,670</u>	<u>292,490</u>		
Totals for Fund: 310 DEBT SERVICE-PATHWAY						
Total Revenues:	285,660	291,680	291,760	292,490		
Total Expenditures:	285,670	291,680	291,670	292,490		
Net of Revenues/Expenditures:	(10)	0	90	0		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	10	0	10	0		
699.000 APPROPRIATION TRANSFERS IN	219,670	225,900	225,950	232,000	General - 57%	132,240
					Water - 31%	71,920
					Sewer - 12%	27,840
					Justification Items Total:	232,000
	<u>219,680</u>	<u>225,900</u>	<u>225,960</u>	<u>232,000</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
994.000 BOND PRINCIPAL PAYMENTS	210,000	220,000	220,000	230,000	Pursuant to bond payment schedule - expires 2021	
995.000 INTEREST EXPENSE	9,710	5,950	5,950	2,020	Pursuant to bond payment schedule	
	219,710	225,950	225,950	232,020		

Totals for Fund: 360 REFUNDED BUILDING DEBT

Total Revenues:	219,680	225,900	225,960	232,000
Total Expenditures:	219,710	225,950	225,950	232,020
Net of Revenues/Expenditures:	(30)	(50)	10	(20)

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	324,370	340,450	339,270	380,620	Based upon a levy of .4361 mills (Ad valorem, plus IFT/FTE less Brownfield Capture) See estimated tax spreadsheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	200	200	240	200		
610.000 VARIOUS FEES	20	570	460	470	Payment in lieu of taxes - Village at Rosy Mound	
664.000 INTEREST INCOME	45,170	6,300	4,240	5,000		
677.000 REIMBURSEMENTS	20,000	6,000	6,200	5,000		
694.000 MISCELLANEOUS INCOME	0	100	0	100		
699.000 APPROPRIATION TRANSFERS IN	246,600	600,000	500,000	0		
	636,360	953,620	850,410	391,390		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	60,920	62,780	46,810	63,180	Director - Salary of \$91,302 plus a portion of insurance opt out of \$4,000 (3.74%)	3,560
					Assistant Director - Salary of \$78,413 (5%)	3,790
					Public Services Worker - 2080 hours @ \$25.91/hr	55,830
					Justification Items Total:	63,180
715.000 FICA	4,550	4,820	3,510	4,850	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	6,210	6,070	4,650	6,110	10% of salaries for full-time employees, excludes sick leave reimbursement and overtime	
719.000 HEALTH INSURANCE	25,440	30,220	22,200	31,700	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	1,740	1,780	1,340	1,840	Delta Dental	
719.200 DISABILITY INSURANCE	560	580	470	590	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	90	110	70	100	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	20	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	10	100	0	100	Miscellaneous office supplies	
741.000 UNIFORM EXPENSE	920	1,290	540	1,510	Uniform cleaning	710
					Clothing allowance/replacement - 1 full-time employee	400
					Prescription safety glasses	400
					Justification Items Total:	1,510
801.000 LEGAL AND PROFESSIONAL FEES	40,760	1,000	550	1,000	Professional services such as legal, consulting, and easement acquisition	
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	2,450	3,300	1,250	3,000	Fuel expense for maintenance	
874.000 ROAD SIGNS	4,660	5,500	140	500	New or replacement of signs and posts as needed due to damage or removed along the pathway	
910.000 BUILDING, EQUIP & RADIO INS	2,100	2,430	1,970	2,720	Property and Liability Insurance - 12% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	1,220	1,700	1,160	590	Based on current rates	
930.000 MAINTENANCE AND REPAIR OF B&G	33,940	49,000	29,500	26,000	Repair of surface damage, retaining walls, etc.	10,000
					Paint crosswalks & approach markings	11,000
					Bridge maintenance and repair	5,000
					Justification Items Total:	26,000
936.000 EQUIPMENT MAINTENANCE	4,110	12,500	6,570	12,500	Replacement brushes for sweepers, tractor maintenance by dealer, etc.	
936.300 AUTOMOTIVE MAINTENANCE	6,220	2,000	250	2,000	Maintenance/repair of trucks including tires, tune-ups, etc.	
956.000 MISCELLANEOUS EXPENSE	10	200	0	200	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	1,588,510	456,340	420,110	415,000	Lincoln Street to Ferris Street connector along 160th Avenue	250,000
					Retaining wall repairs and repairs to Pottawattomie bridge crossing	150,000
					Portion of 2001 5/4 dump truck replacement (1/3)	15,000
					Justification Items Total:	415,000
970.050 CAPITAL OUTLAY - EASEMENTS	29,070	0	0	11,000		
970.250 CAPITAL OUTLAY-PROF FEES	228,190	67,000	54,880	100,000	Lincoln Street to Ferris Street connector along 160th Avenue	65,000
					Retaining wall repairs and repairs to Pottawattomie bridge crossing	35,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
						Justification Items Total: 100,000
976.000 EQUIPMENT PURCHASES	120	4,500	570	4,500	Miscellaneous tools & equipment	500
					Portion of industrial shelving (1/3)	4,000
						Justification Items Total: 4,500
998.600 APPROP TRANS-DEBT SERV PATHWAY	285,660	291,680	291,760	292,490		
	<u>2,327,480</u>	<u>1,005,520</u>	<u>888,320</u>	<u>982,120</u>		
Totals for Fund: 408 PATHWAY FUND						
Total Revenues:	636,360	953,620	850,410	391,390		
Total Expenditures:	2,327,480	1,005,520	888,320	982,120		
Net of Revenues/Expenditures:	(1,691,120)	(51,900)	(37,910)	(590,730)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 590 SEWER
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
600.000 WASTEWATER SALES	390,870	448,560	325,670	451,960	Based on 105.6 MG to be collected in 2021 - estimated wastewater collection sales @ \$4.28/1,000 gallons	
601.000 DEBT SERVICE CHARGE	291,300	284,380	241,700	307,020	2021 EXISTING CONNECTIONS: (a) 901.00 Residential trunkage units x \$15.00 per month x 12 months (b) 789.67 Non-residential trunkage units x \$15.00 per month x 12 months 2021 NEW CONNECTIONS (addition of 30 new trunkage units): (a) 10 units x \$15.00 per month x 9 months (b) 10 units x \$15.00 per month x 6 months (c) 10 units x \$15.00 per month x 3 months	162,180 142,140 1,350 900 450
					Justification Items Total:	307,020
602.000 SPECIAL ASSESSMENT INCOME	2,300	193,800	193,750	5,730	SAD principal	
629.000 LATERAL CHARGES/INSPEC FEES	1,150	1,050	1,190	1,050	Inspection fees - 30 new connections x \$35 per inspection	
629.100 TRUNKAGE FEES	111,720	158,480	170,090	86,370	30 trunkage units x \$2,879 per unit - assuming that 0 connections will be paid over time as special assessment income	
631.000 LATE CHARGES	5,950	1,800	1,710	5,000	Late charges	
664.000 INTEREST INCOME	35,930	40,190	40,320	12,850	Special assessments Investments	3,090 9,760
					Justification Items Total:	12,850
674.000 SALE OF FIXED ASSETS	2,140	1,500	0	0	None anticipated	
677.000 REIMBURSEMENTS	2,620	2,000	1,540	2,000	Sewer industrial surcharge reimbursement	
694.000 MISCELLANEOUS INCOME	92,580	23,700	23,730	100	Miscellaneous revenues not covered by other line items	
	936,560	1,155,460	999,700	872,080		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	38,580	37,630	31,130	37,770	Director - Salary of \$91,302 plus a portion of insurance opt out of \$4,000 (19.38%)	18,470
					Assistant Director - Salary of \$78,413 (21.88%)	16,570
					Admin Coordinator - 104 hrs @ \$25.91/hr (5%)	2,730
					Justification Items Total:	37,770
703.000 OVERHEAD & SUPERVISION	55,320	66,480	55,400	61,800	See spreadsheet	
715.000 FICA	2,850	2,930	2,310	2,940	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	300	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	3,760	3,650	2,840	3,680	10% of salaries for full-time employees, excudes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	3,280	2,940	2,920	3,070	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	370	340	320	350	Delta Dental	
719.200 DISABILITY INSURANCE	360	350	300	360	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	40	50	30	40	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	20	20	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	1,030	2,000	1,110	2,000	Miscellaneous office supplies & postage for water bills (20%)	
729.000 MISC TOOLS AND EQUIPMENT	770	950	380	950	Gloves, masks, coveralls, etc.	
741.000 UNIFORM EXPENSE	1,010	1,290	930	1,510	Uniform cleaning for 1 full-time employee	710
					Clothing allowance/replacement for 1 full-time employee	400
					Prescription safety glasses	400
					Justification Items Total:	1,510
801.000 LEGAL AND PROFESSIONAL FEES	50,530	13,720	11,630	55,500	Engineering plan reviews / construction inspections	3,000
					Capacity Study/Recommendation for 168th AveLift Station	10,000
					Evaluation Study of M45/US 31 Force Main	30,000
					Maintenance Hole Structure Repairs (From Assessment done in 2019-2020)	12,500
					Justification Items Total:	55,500
801.001 BANK CHARGES	100	100	100	500	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	1,600	2,000	0	2,000	Confined space	
805.000 AUDIT SERVICES	1,910	1,990	1,950	1,990	15% of \$13,250	
810.000 WASTEWATER TREATMENT	294,270	266,040	173,940	268,920	Estimate of 112.3 mg in wastewater collection and treatment charges in 2021 - includes 6% unmetered sewer	
					Operating costs - \$12,980 per month	155,760
					2013 Debt - \$1,380 per month	16,560
					Local Lift Station Debt - \$3,490 per month	41,880
					2018 Debt - \$2,940 per month	35,280
					Plant modification - \$920 per month	11,040
					Pump station costs - \$510 per month	6,120
					Administrative charge - \$190 per month	2,280
					NOTE: Prior year's average used for each cost because it is calculated on usage	
					Justification Items Total:	268,920

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
817.000 MISS DIG SERVICES	420	600	680	700	Annual fee for water, sewer and fiber	
850.000 TELEPHONE EXPENSE	4,680	3,540	3,150	4,020	See telephone/internet expense spreadsheet Includes pump station alarms, after hours call forwarding/voicemail, pagers, interconnect line, cell phones	
863.000 FUEL EXPENSE	990	1,000	460	1,000	Partial payment for fuel expense for service trucks and generators	
910.000 BUILDING, EQUIP & RADIO INS	3,370	3,910	3,170	4,380	Property and Liability Insurance - 12% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	40	410	270	250	Based on current rates	
921.000 ELECTRIC	10,800	13,000	9,290	13,000	Lift stations & partial payment for township electrical expense	
922.000 GAS	630	700	480	700	Lift stations	
923.000 WATER EXPENSE	160	250	280	250	Water consumption at lift stations for cleaning, maintenance and sprinkling	
930.000 MAINTENANCE AND REPAIR OF B&G	2,840	1,280	230	1,000	Portion of miscellaneous maintenance (20%)	
936.000 EQUIPMENT MAINTENANCE	1,430	4,000	1,590	4,000	Gas detector maintenance, safety equipment, etc. Generator maintenance	2,000 2,000
Justification Items Total:						4,000
936.400 LIFT STATION MAINTENANCE	36,470	27,750	20,560	17,750	Routine maintenance of pump stations including pump seals, gaskets, electrical components, etc. Fertilizer Wet well cleaning Calibration of cathodic protection - 4 pump stations	10,000 250 3,500 4,000
Justification Items Total:						17,750
936.410 WASTEWATER SYSTEM MAINTENANCE	120	49,700	0	107,200	Force main repair, maintenance hole repair, lateral repair Miss Dig location materials Camera and jet/clean segments of sewers Maintenance Hole Structure Repairs (From system assessment done in 2019-2020)	2,000 200 50,000 55,000
Justification Items Total:						107,200
956.000 MISCELLANEOUS EXPENSE	0	100	1,000	100	Miscellaneous expenditures	
970.000 CAPITAL OUTLAY	0	122,950	54,110	1,219,000	Change Hofma lift station force main to West side of US 31 Standby generator for East Ferris Lift Station Dry Pit Submersible Pump Upgrade to Hofma Park Lift Station Replace SCADA in remaining lift stations (7)	750,000 70,000 350,000 49,000
Justification Items Total:						1,219,000
970.250 CAPITAL OUTLAY-PROF FEES	0	71,000	35,140	210,000	Change Hofma lift station force main to West side of US 31 Standby generator for East Ferris lift station Dry Pit Submersible Pump Upgrade to Hofma Park Lift Station Camera and jet/clean segments of sewers	130,000 15,000 60,000 5,000
Justification Items Total:						210,000
976.000 EQUIPMENT PURCHASES	360	4,500	470	4,500	Miscellaneous small equipment as needed Portion of industrial shelving (1/3)	500 4,000
Justification Items Total:						4,500

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
992.200 SEWER EXPANSION PRINCIPAL - 2008	0	55,000	55,000	55,000	Based on bond schedule - expires 2028	
995.600 SEWER EXPANSION INTEREST - 2008	31,070	27,850	14,570	25,160	Based on bond schedule - expires 2028	
996.000 PAYING AGENT FEES	650	600	550	600	Paid to OCRC for handling of bonds	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	26,350	27,110	27,110	27,840	2013 Township Bldg Refunding Bonds- 12% of project - expires 2021	
999.200 OPERATING TRANSFERS OUT - IT	20,640	26,880	22,400	27,490	See software expense & computer services spreadsheet	
	596,820	844,710	535,820	2,167,660		
Totals for Fund: 590 SEWER						
Total Revenues:	936,560	1,155,460	999,700	872,080		
Total Expenditures:	596,820	844,710	535,820	2,167,660		
Net of Revenues/Expenditures:	339,740	310,750	463,880	(1,295,580)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 591 WATER
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
610.000 VARIOUS FEES	320	350	170	350	NSF Charges - 14 @ \$25	
627.000 WATER SALES	1,338,330	1,623,440	1,343,990	1,620,780	NOWS based on 561.5 MG in water sales @ \$2.76 per 1000 gallons Grand Rapids based on 22.2 MG in water sales @ \$3.20 per 1000 gallons	1,549,740 71,040
					Justification Items Total:	1,620,780
628.000 READINESS TO SERVE CHARGE	1,035,880	1,020,200	871,150	1,024,300	Increase RTS with 50 new connections - Assumes 15 connection x 9 months, 15 connections x 6 months and 20 connections x 3 months (\$14.66/month) remainder based on actual collection to date	
629.000 LATERAL CHARGES/INSPEC FEES	86,130	97,500	80,940	97,500	Based on 50 new connections in water system at \$1,950/tap. Commercial/industrial connections pay meter/material costs under account 649.	
629.100 TRUNKAGE FEES	52,310	72,310	73,320	34,240	Based on 50 new residential connections - 10 existing homes will connect leaving 40 new construction connections @ \$856/trunkage. Commercial/industrial connections will pay based on meter size under this account.	
630.000 FIRE LINE CHARGES	13,010	12,530	9,500	13,650	52 - up to 6" @ \$13.28/month 10 - 8" @ \$26.78/month 2 - 10" @ \$51.50/month 1 - 12" @ \$77.79/month	8,280 3,210 1,230 930
					Justification Items Total:	13,650
631.000 LATE CHARGES	33,450	8,100	7,950	32,000	Estimate of late payments	
632.000 RE-ESTABLISH SERVICE	5,610	5,500	1,190	5,500	Estimate of late payments	
649.000 SALE OF MATERIALS	10,340	9,500	8,750	7,000	Sale of meters, setters, angle valves, other materials, etc.	
664.000 INTEREST INCOME	27,190	13,650	10,140	4,500	CD interest	
669.000 HYDRANT RENTAL INCOME	280	1,500	1,680	1,570	Includes rental charges for hydrant usage by contractors, etc. Robinson Township hydrant rental	200 1,370
					Justification Items Total:	1,570
670.000 LEASE PAYMENTS	24,310	24,910	18,690	25,650	Wireless antenna lease on water tower (increases 3% per year)	
674.000 SALE OF FIXED ASSETS	5,000	6,000	0	0	None anticipated	
677.000 REIMBURSEMENTS	35,060	2,000	990	2,000		
677.500 REIMBURSEMENTS-EE HEALTH INS CONT	2,570	2,180	1,650	2,250	Employee Contribution	
694.000 MISCELLANEOUS INCOME	0	1,000	490	1,000	Miscellaneous revenues not covered by other line items	
	2,669,790	2,900,670	2,430,600	2,872,290		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	252,910	251,590	192,930	301,700	Director - Salary of \$91,302 plus a portion of insurance opt out of \$4,000 (19.38%) Assistant Director - Salary of \$78,413 (38.75%) Admin. Coordinator - 1040 hrs @ \$25.91/hr (50%) Public Services Foreman - 2080 hrs @ \$29.61 plus insurance opt out of \$4,000 Public Services Worker (1) - 2080 hrs @ \$25.91 and (1) - 2080 hrs @ \$22.53 New employee - 2080 hrs @ \$23.82	18,470 32,040 27,660 67,810 104,390 51,330
Justification Items Total:						301,700
702.900 SALARIES - SPECIAL PROJECTS	5,010	8,570	0	8,880	Summer help - hydrant maintenance - 800 hrs @ \$11.09/hr	
703.000 OVERHEAD & SUPERVISION	236,280	180,360	150,300	179,700	See spreadsheet	
715.000 FICA	19,310	19,110	14,380	22,940	7.65% of salaries	
715.900 FICA - SPECIAL PROJECTS	0	660	0	680	7.65% of salaries	
716.000 MEDICAL CARE & PHYSICALS	110	500	0	500	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	23,110	23,260	18,000	28,550	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	27,130	35,250	28,720	53,650	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	4,240	3,470	3,710	6,300	Delta Dental	
719.200 DISABILITY INSURANCE	2,080	2,250	1,750	2,780	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	420	380	340	440	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	70	100	70	200	5 full- time employees	
727.000 OFFICE SUPPLIES & POSTAGE	16,930	10,590	6,200	14,590	Supplies such as paper, pens, folders, checks, postage for water bills (80%), mailings, etc. Shipping for UCMR4 samples Shipping for UCMR5 samples	9,920 1,070 3,600
Justification Items Total:						14,590
729.000 MISC TOOLS AND EQUIPMENT	1,400	2,000	1,170	2,000	Miscellaneous tools and equipment not covered under 976 account	
739.000 METER PURCHASES	48,720	43,250	36,780	34,500	30 new 3/4" meters @ \$135 each 20 new 1" meters @ \$210 each 50 new mxu's @ \$175 each 100 replacement meters @ \$175 each	4,050 4,200 8,750 17,500
Justification Items Total:						34,500
740.000 HYDRANT PURCHASES	0	7,570	0	12,570	Replacement of hydrants - 6 @ \$1,775/hydrant Extensions - 6 @ \$320	10,650 1,920
Justification Items Total:						12,570
741.000 UNIFORM EXPENSE	2,900	4,270	2,850	6,240	Uniform cleaning for 4 full-time employees & 1 part-time employee Clothing allowance for 4 full-time employees & 1 part-time employee Prescription safety glasses for 4 full-time employees	2,840 1,800 1,600
Justification Items Total:						6,240
742.000 SERVICE LINE PURCHASES	22,730	32,750	30,680	27,350	50 standard residential taps (copper, brass, curb boxes and rods) @ \$400 each 50 V-2 meter setters @ \$147 each	20,000 7,350

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Justification Items Total:	27,350
745.000 WATER PURCHASES	566,240	666,210	503,480	627,640	NOWS based on 584.9 MG in water purchased @ \$1.01/1,000 gallons	590,750
					Grand Rapids based on 23.2 MG in water purchased @ \$1.59/1,000 gallons	36,890
					Justification Items Total:	627,640
801.000 LEGAL AND PROFESSIONAL FEES	20,920	47,300	24,240	96,700	Required MDEQ Trihalomethanes/Haloacetic Acids (HAA5)	800
					Normal annual update of GIS system through Prein & Newhof (Including As-Builts)	17,500
					Legal fees for easements, delinquent bill collection, etc.	3,000
					Required EPA Annual Unregulated Contaminant Monitoring UCMR4	7,500
					Required EPA Annual Unregulated Contaminant Monitoring UCMR5	7,500
					MDEQ licensing fee	6,000
					State Required Risk/Resiliency Assessment and Emergency Response Plan Update	28,000
					Portion of NOWS reliability study	16,900
					Add hydrant data to GIS system (P&N)	9,500
					Justification Items Total:	96,700
801.001 BANK CHARGES	200	200	200	1,000	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	5,590	8,200	5,810	9,200	AWWA memberships, continuing education, magazine/publication subscriptions - 9 full-time employees to educate	
803.000 CONTRACTED SERVICES	27,030	35,000	17,000	35,000	Payment made to contractor for the installation of new water services - 50 new taps at \$700 each	
805.000 AUDIT SERVICES	3,190	3,320	3,250	3,320	25% of \$13,250	
817.000 MISS DIG SERVICES	420	600	680	700	Annual fee for water, sewer and fiber	
850.000 TELEPHONE EXPENSE	4,520	5,520	2,910	5,050	See telephone/internet worksheet	
861.000 TRAVEL & MILEAGE	0	300	0	300	Token amount for continuing education and training	
863.000 FUEL EXPENSE	8,940	8,850	4,170	8,850	Fuel expense for service trucks, compressor, etc.	
900.000 PRINT & PUBLISHING	0	250	0	250	Employment ads	
910.000 BUILDING, EQUIP & RADIO INS	8,900	10,300	8,370	11,540	Property and Liability Insurance - 12% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	4,550	3,440	2,550	2,760	Based on current rates	
921.000 ELECTRIC	4,950	4,950	4,290	5,100	Payment for building electrical expenses, meter stations and meter pits	
922.000 GAS	6,960	6,800	5,050	6,500	Payment for building and meter station gas usage	
923.000 WATER EXPENSE	2,010	2,500	2,330	2,200	Water consumption for domestic usage and sprinkling at meter stations	
924.000 WASTEWATER EXPENSE	210	210	200	240	Waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	10,710	4,000	3,510	4,000	Miscellaneous maintenance (80%)	
936.000 EQUIPMENT MAINTENANCE	1,630	5,000	1,660	5,000	Calibration of meters, locators, hand-held meter readers, sampling equipment, etc.	3,870
					Generator maintenance	1,130
					Justification Items Total:	5,000
936.300 AUTOMOTIVE MAINTENANCE	2,120	5,000	930	5,000	Maintenance of trucks including oil changes, grease, filters, brakes, tires, truck washes, etc.	
936.310 HYDRANT MAINTENANCE	22,720	16,400	5,840	17,400	Contracted services	9,900
					Signs, posts, nozzles, caps, miscellaneous parts, etc.	1,500
					Paint and materials	6,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Justification Items Total:	17,400
936.320 METER MAINTENANCE	5,230	8,520	6,700	7,000	Testing of large meters. All 2" and larger meters are tested every 3 years (2021 - 2" meters = 15, 3" meters = 4, 4" meters = 1)	
936.330 METER STATION MAINTENANCE	7,960	6,450	1,320	6,450	Fertilizer	450
					Maintenance	5,000
					Generator maintenance (2)	1,000
					Justification Items Total:	6,450
936.340 SERVICE LINE MAINTENANCE	46,460	51,600	39,860	51,600	Materials and payment to contractor for service line breaks / replacements - 30 repairs @ \$1,700 each	51,000
					Miss Dig location materials	600
					Justification Items Total:	51,600
936.350 WATER MAIN MAINTENANCE	5,480	20,000	2,680	20,000	Payment to contractor for repair of water main breaks	
936.360 WATER TANK MAINTENANCE	7,130	6,000	1,030	6,000	Calibration of cathodic protection, altitude valve, various telemetry equipment	2,000
					Water tank maintenance	3,000
					Generator maintenance	1,000
					Justification Items Total:	6,000
936.370 RADIO MAINTENANCE	0	2,000	0	2,000	Yearly required calibration of repeater - Maintenance of mobile and portable radios as needed	
940.000 EQUIPMENT RENTAL	0	200	0	200	Rental of equipment as needed for water system maintenance such as leak detector, hammer drill & bits, etc.	
956.000 MISCELLANEOUS EXPENSE	120	100	0	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	0	420,650	230,990	600,000	Construction of Ferris Street/160th Avenue watermain loop	
970.250 CAPITAL OUTLAY-PROF FEES	0	30,000	25,100	100,000	Construction of Ferris Street/160th Avenue watermain loop	
976.000 EQUIPMENT PURCHASES	9,240	5,670	2,770	4,000	Portion of industrial shelving (1/3)	
993.200 WATER INTAKE EXPAN.PRINCIPAL	0	120,730	120,730	127,570	Water plant expansion bonds principal for 2001 - expires 2021	
993.400 NOWS PLANT EXPANSION - '09 PRINCIPAL	0	16,310	16,310	67,560	NOWS plant expansion (2016 refunding bonds) - expires 2034	
995.800 WATER INTAKE EXPAN.-INTEREST	7,220	4,860	4,860	1,680	Water plant expansion bonds interest for 2001 - expires 2021	
996.000 PAYING AGENT FEES	1,290	1,500	740	1,400		
996.100 NOWS PLANT EXPANSION - '09 INTEREST	183,840	174,810	174,810	173,130	NOWS Plant expansion interest (2016 refunding bonds) - expires 2034	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	68,100	70,030	70,040	71,920	2013 Township Bldg Refunding bonds - 31% of project - expires 2021	
999.200 OPERATING TRANSFERS OUT - IT	43,620	57,120	47,600	40,000	See software expense & computer services spreadsheet	
	1,750,850	2,456,830	1,829,890	2,831,930		
Totals for Fund: 591 WATER						
Total Revenues:	2,669,790	2,900,670	2,430,600	2,872,290		
Total Expenditures:	1,750,850	2,456,830	1,829,890	2,831,930		
Net of Revenues/Expenditures:	918,940	443,840	600,710	40,360		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	110	50	0	0		
696.000 GENERAL FUND CONTRIBUTION	154,260	195,000	162,500	142,430	See spreadsheet - 56.7%	
696.100 FIRE/RESCUE FUND CONTRIBUTION	48,480	61,470	51,200	41,080	See spreadsheet - 16.4%	
696.200 SEWER FUND CONTRIBUTION	20,640	26,880	22,400	27,490	See spreadsheet - 11.0%	
696.300 WATER FUND CONTRIBUTION	43,620	57,120	47,600	40,000	See spreadsheet - 15.9%	
	267,110	340,520	283,700	251,000		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
804.000 COMPUTER SERVICES	203,790	248,320	218,830	230,880	See spreadsheet	
970.000 CAPITAL OUTLAY	0	38,700	28,430	0	See spreadsheet	
976.000 EQUIPMENT PURCHASES	21,030	53,300	30,840	20,000	See spreadsheet	
	<u>224,820</u>	<u>340,320</u>	<u>278,100</u>	<u>250,880</u>		

Totals for Fund: 645 INFORMATION TECHNOLOGIES

Total Revenues:	267,110	340,520	283,700	251,000
Total Expenditures:	224,820	340,320	278,100	250,880
Net of Revenues/Expenditures:	42,290	200	5,600	120

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 736 PUBLIC EMPLOYEE HEALTH CARE FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	10	0	0	0		
677.400 RETIREE CONTRIBUTIONS	670	3,160	3,070	3,460	Bette Boomgard	100
					Terry and Sylvia French	310
					Norma Van Oordt	250
					Bruce and Laurie Palm	1,800
					Jeff and Kara Kriger	1,000
					Justification Items Total:	3,460
696.000 GENERAL FUND CONTRIBUTION	12,600	14,000	11,700	15,720	Current Retirees	
696.100 FIRE/RESCUE FUND CONTRIBUTION	18,960	21,000	17,500	23,600	Current IAFF employees and retirees	
	32,240	38,160	32,270	42,780		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2021

FUND: 736 PUBLIC EMPLOYEE HEALTH CARE FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2019 ACTIVITY	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
719.600 RETIREMENT HEALTH CARE	22,480	34,180	24,380	35,880	Bette Boomgaard	940
					Terry and Sylvia French	1,880
					Norma Van Oordt	940
					Bruce and Laurie Palm (includes \$2,250 HSA deposit)	20,330
					Jeff and Kara Kriger (includes \$2,250 HSA deposit)	11,790
					Justification Items Total:	35,880
801.001 BANK CHARGES	250	360	210	360	MERS Trust fee	
	<u>22,730</u>	<u>34,540</u>	<u>24,590</u>	<u>36,240</u>		

Totals for Fund: 736 PUBLIC EMPLOYEE HEALTH CARE FUND

Total Revenues:	32,240	38,160	32,270	42,780
Total Expenditures:	22,730	34,540	24,590	36,240
Net of Revenues/Expenditures:	9,510	3,620	7,680	6,540

Total - All Funds

Total Revenues:	12,619,420	13,825,560	11,711,920	12,663,200
Total Expenditures:	11,798,400	14,008,070	11,050,300	15,302,110
Net of Revenues/Expenditures:	821,020	(182,510)	661,620	(2,638,910)

**2021
Budget
Summary of Revenues/Expenditures**

FUNDS	Revenues	Expenditures	Difference	Projected Fund Balance or Cash Reserves on 12/31/20	Projected Undesignated Fund Balance or Cash Reserves on 12/31/21
General Fund	\$4,029,610	\$3,951,490	\$78,120	\$2,585,962	\$2,664,082
Municipal Street Fund	\$1,363,030	\$1,361,280	\$1,750	\$6,983	\$8,733
Fire/Rescue Fund	\$1,642,760	\$1,464,760	\$178,000	\$303,084	\$481,084
Police Services SAD	\$506,310	\$523,460	(\$17,150)	\$290,171	\$273,021
DDA Fund	\$167,460	\$1,207,780	(\$1,040,320)	\$1,700,098	\$659,778
Debt - Pathway	\$292,490	\$292,490	\$0	\$3	\$3
Refunded Building Debt	\$232,000	\$232,020	(\$20)	\$250	\$230
Pathway	\$391,390	\$982,120	(\$590,730)	\$660,897	\$70,167
Sewer Fund	\$872,080	\$2,167,660	(\$1,295,580)	\$2,240,491	\$944,911
Water Fund	\$2,872,290	\$2,831,930	\$40,360	\$2,838,185	\$2,878,545
IT Service Fund	\$251,000	\$250,880	\$120	\$61,820	\$61,940
Retiree Health Care Fund	\$42,780	\$36,240	\$6,540	\$155,346	\$161,886
TOTALS	\$12,663,200	\$15,302,110	(\$2,638,910)	\$10,843,290	\$8,204,380
Debt Funds - TOTAL	\$524,490	\$524,510	(\$20)		

2019 Administrative Fees to the General Fund

Administrative fee calculation Budget 2021 Budget Estimate							
Administrative Fee Calculation		2021 Budget Estimate					
Finance		\$266,810					
Administration		\$379,170					
Total to spread		\$645,980					
Operating Funds	2020 FY Budgeted Expenses <i>as of 10/12/20</i>	Percent All Funds	2021 Budget Administration and Overhead Fee	Building Lease Area (sq. ft.) (Inspectors)	Square Foot Cost	Total Lease	GRAND TOTAL
General Fund minus Building Enforcement	4,011,345	37.86%	\$244,543.70				\$244,543.70
Building Enforcement	345,315	3.26%	\$21,051.44	1,542	\$12.77	\$19,691.34	\$40,742.78
Fire/Rescue (minus capital purchases)	1,300,740	12.28%	\$63,437.63				\$63,437.63
Police Services	552,880	5.22%	\$47,113.73	1050	12.77	\$13,408.50	\$47,113.73
DDA	1,084,440	10.23%	\$66,110.74				\$66,110.74
Sewer	844,710	7.97%	\$61,795.29				\$61,795.29
Water	2,456,830	23.19%	\$179,730.93				\$179,730.93
Total All minus General Fund minus Building Enforcement	10,596,260	100.00%	\$683,783.46 -\$244,543.70 -\$21,051.44				
TOTAL TO GF			\$418,188.32				

* Use for **Audit Purposes Only** since it is part of the General Fund

		Monthly	Annual
Fire	5,286.47	5,285.00	63,420.00
Police	3,926.14	3,930.00	47,160.00
DDA	5,509.23	5,510.00	66,120.00
Sewer	5,149.61	5,150.00	61,800.00
Water	14,977.58	14,975.00	179,700.00
Total		<u>34,850.00</u>	<u>418,200.00</u>

**GRAND HAVEN CHARTER TOWNSHIP
2021 Estimated Tax Revenue**

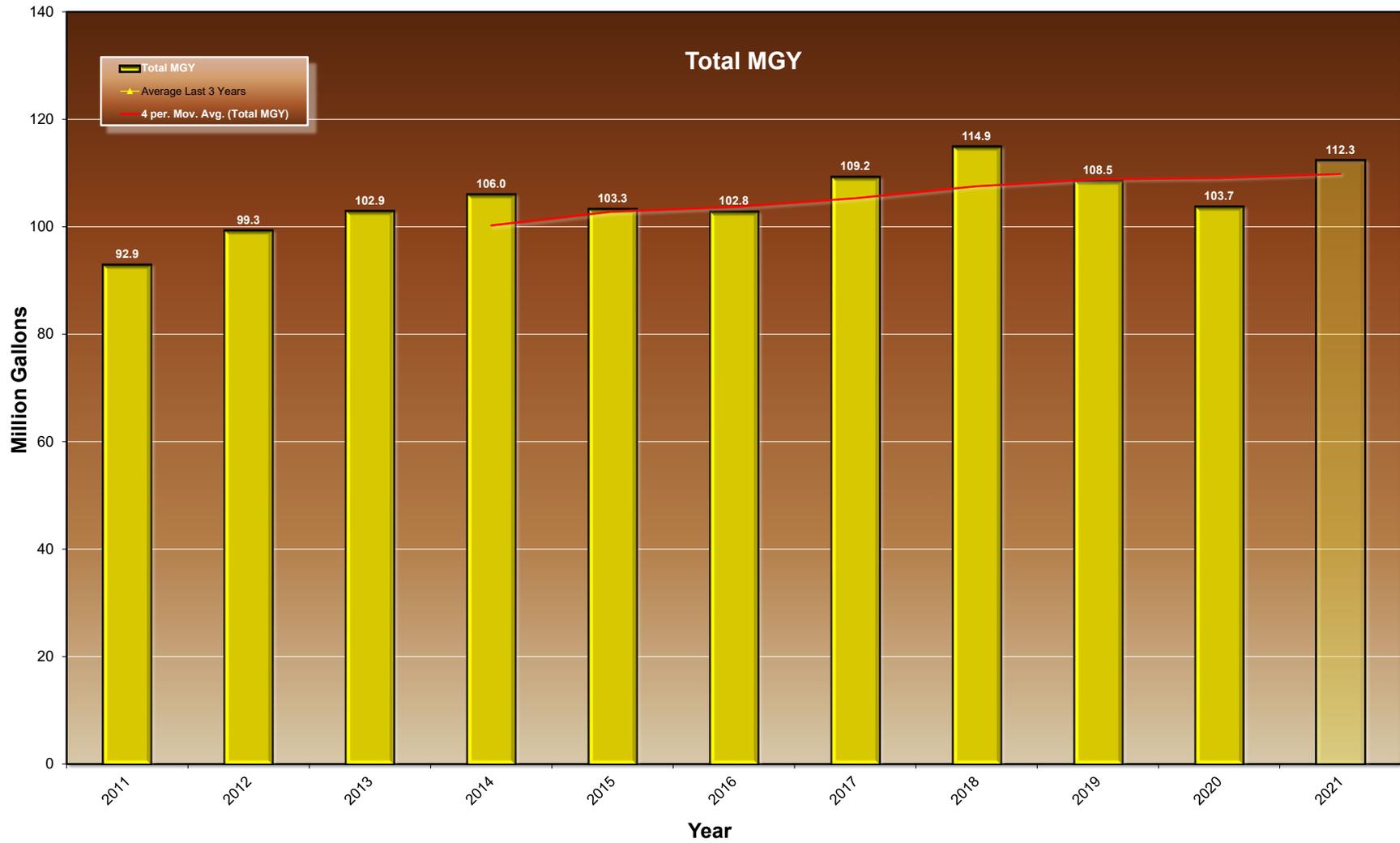
	Taxable Value		
2020 Taxable Value/Ad Valorem	\$870,066,054	Advalorem Tax Rate	5.2538
		IFT Tax Rate	2.3519
Brownfield capture	\$352,515.00		
IFT's	6,130,886		
Ad Valorem - (real only)	\$845,907,267	DDA capture Advalorem	-
IFT- (real only)	\$2,094,186	IFT	
Total (real only)	\$848,001,453		Total

Tax Rates:		Advalorem Millage	(\$) Advalorem	IFT Millage	(\$) IFT	(\$)'s Total Before Capture	Less (\$) DDA Capture	Less (\$) Brownfield Capture	Grand Total
Grand Haven Township:									
	101 Operating	1.0397	\$ 904,607.67	0.5199	3,187	\$907,795		\$ 366.50	\$907,428
	Museum	0.2473	\$ 215,167.33	0.1237	758	\$215,925		\$ 87.17	\$215,838
	Aging Council	0.2459	\$ 213,949.24	0.1230	754	\$214,703		\$ 86.68	\$214,616
	206 Fire Operating	1.8233	\$1,586,391.43	0.9117	5,589	\$1,591,981		\$ 642.74	\$1,591,338
103	Water Debt			0.0000	0	\$0	\$ -	\$ -	\$0
103	Transportation	0.9115	\$ 793,065.20	0.4558	2,794	\$795,859		\$ 321.31	\$795,538
103-300	Police Services Special	0.5500	\$ 466,400.79	0.0000		\$466,401			\$466,401
	Bicycle Path	0.4361	\$ 379,435.80	0.2181	1,337	\$380,773		\$ 153.73	\$380,619
	Total Twp.	5.2538	\$4,559,017	2.3519	\$ 14,419	\$4,573,437	\$ -	\$ 1,658	\$4,571,779
303.300	Transportation	0.6000	522,040	0.3000	1,839	523,879		\$ 211.50	\$523,879
		0.3115	271,026	0.1558	955	271,980		\$ 109.80	\$271,980
		0.9115	793,065	0.4558	2,794	795,859	\$0	\$321	\$795,859
	PPT Reimbursement		\$140,594.39						
	Collection of summer taxes	6851	\$2.75		\$18,840.25				

Yearly Waste Water Totals & Projections

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Average Last 3 Years
January	5.2	5.8	4.7	7.2	7.3	7.7	8.1	6.2	7.3	6.5	7.2	8.0	8.1	8.5	8.4	7.7	8.1	7.0	11.1	9.6	9.6	9.3
February	4.0	4.4	2.5	6.0	7.5	4.7	6.6	4.4	7.1	7.5	7.7	8.7	7.6	7.3	9.6	8.0	9.6	10.7	7.8	8.4	8.4	9.0
March	3.9	4.9	3.8	6.7	9.4	8.4	6.8	7.6	7.3	7.6	8.2	7.5	8.2	8.5	8.0	8.7	7.5	8.3	16.5	10.8	10.8	11.9
April	2.8	5.9	6.2	7.3	6.7	6.2	4.8	6.0	8.3	7.3	7.2	8.0	8.7	9.1	9.4	8.4	8.2	8.5	15.7	6.6	6.6	10.2
May	4.7	4.5	5.4	4.6	7.2	8.3	8.1	7.4	6.9	7.3	8.0	8.7	9.6	8.2	7.7	10.0	9.7	10.3	10.6	10.5	10.5	10.5
June	6.0	3.1	5.3	7.3	6.2	4.8	6.5	6.2	8.7	7.7	9.9	8.1	8.1	8.4	10.0	6.7	8.2	7.8	11.1	16.2	11.7	11.7
July	0.0	4.4	5.9	6.0	6.2	9.6	6.4	8.2	7.2	8.3	7.3	8.2	9.1	9.9	9.2	9.5	11.9	14.7	12.9	12.8	13.5	13.5
August	8.0	4.7	5.5	6.9	7.6	8.5	8.3	6.3	8.8	9.6	8.6	9.5	8.3	8.5	7.1	8.8	10.0	10.6	9.7	8.9	9.7	9.7
September	0.0	3.5	3.5	5.2	6.1	6.3	6.2	4.7	6.4	8.8	8.8	7.9	8.0	9.3	9.3	11.7	7.9	8.6	9.8	9.4	9.3	9.3
October	5.3	8.6	8.6	6.6	7.9	6.5	6.4	6.1	8.7	7.9	8.4	9.5	8.7	9.9	8.5	6.8	8.9	10.1	8.8	8.6	9.1	9.1
November	3.8	3.5	3.5	7.0	6.2	5.6	8.0	6.2	6.5	7.6	2.9	7.6	8.4	8.2	7.3	8.6	9.5	9.9	9.6	9.0	9.5	9.5
December	3.7	4.6	4.6	6.4	6.4	5.8	6.3	7.0	8.2	8.0	8.5	7.6	10.1	10.1	8.9	8.0	9.6	8.3	9.4	8.8	8.9	8.9
Total MG Y	47.5	57.9	59.4	77.2	84.7	80.2	82.5	77.7	89.7	91.7	92.9	99.3	102.9	106.0	103.3	102.8	109.2	114.9	108.5	103.7	112.3	122.5
Difference over last year	-5.9%	17.9%	2.6%	23.1%	8.9%	-5.7%	2.8%	-6.2%	13.4%	2.2%	1.2%	6.4%	3.5%	2.9%	-2.6%	-0.5%	5.9%	4.9%	-5.9%	-4.6%	3.4%	3.4%

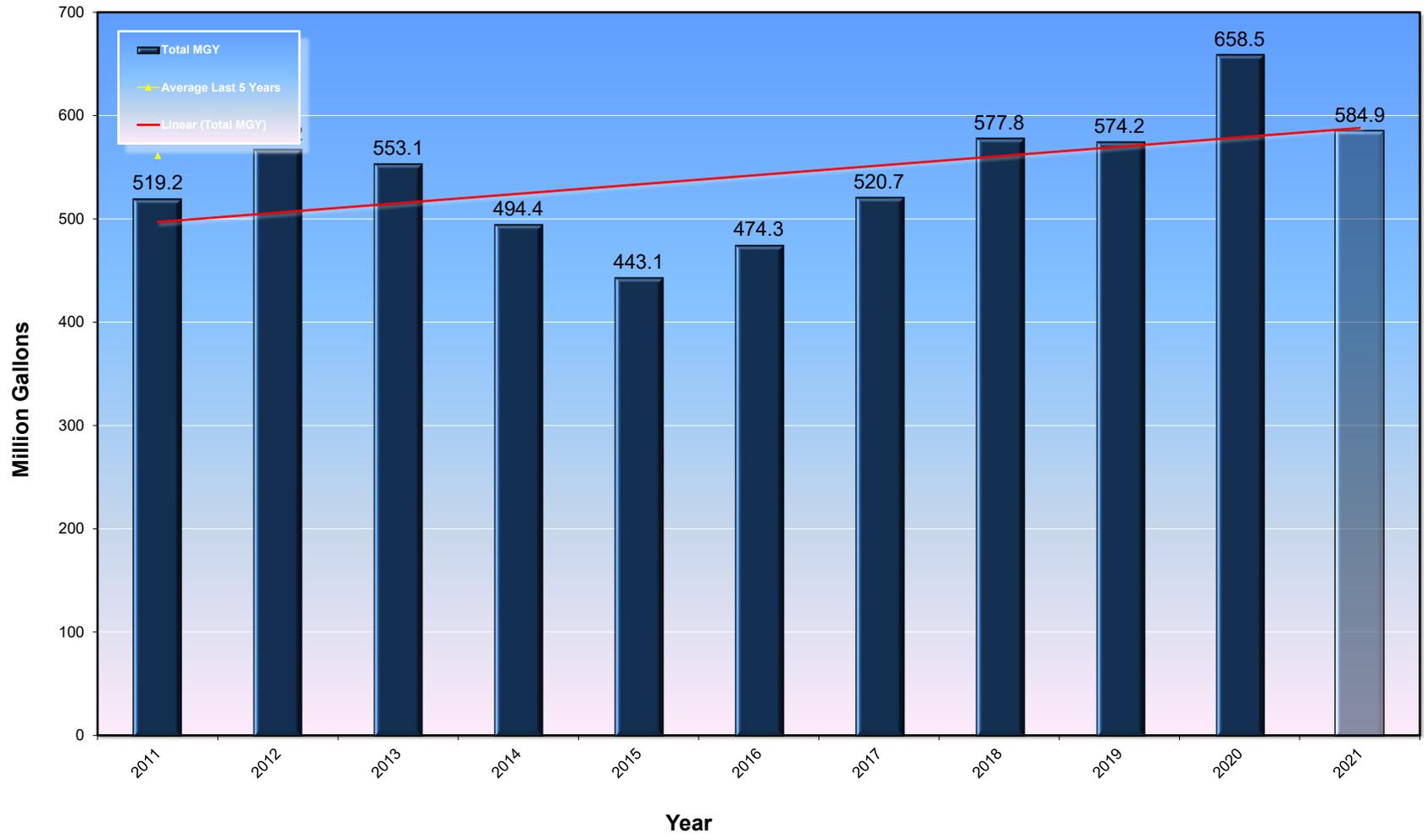
2019 formula modified to reflect 24.4MG of groundwater treated from a construction project
 2020 formula modified to reflect 16MG of groundwater treated from a construction project
 * Estimated - based on average of the previous 5 years
 ** Estimated Purchase - based on growth over the last 10 years: 112.3 MG
 Estimated loss: 6%
 Estimated Sales: 105.6 MG



NOWS Yearly Water Totals & Projections

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Average Last 5 Years
January	23.2	22.1	23.4	25.6	24.6	23.7	25.8	24.5	24.7	24.6	28.7	30.1	28.9	31.1	22.9	23.0	23.4	28.6	35.2	32.0		28.4
February	19.7	19.0	21.8	25.3	20.8	21.6	22.3	24.0	21.8	22.3	26.1	24.9	26.7	25.5	22.3	21.8	17.6	37.3	27.8	28.7		26.6
March	21.3	21.2	23.3	26.4	22.6	25.2	24.4	24.9	26.3	21.7	25.8	27.2	27.8	30.4	21.4	23.5	20.9	28.6	29.8	28.2		26.2
April	23.9	22.3	27.9	28.5	34.3	31.3	26.3	24.5	27.4	29.4	25.5	29.5	28.1	29.3	28.5	25.3	23.9	30.9	30.3	34.6		29.0
May	42.8	43.3	43.1	38.7	50.8	50.1	59.5	53.7	49.4	54.6	39.3	54.7	51.2	47.5	50.8	43.7	56.1	63.2	40.4	51.9		51.0
June	47.7	53.4	77.3	47.0	33.8	75.4	53.9	81.9	67.2	59.6	65.7	95.5	68.1	74.9	55.1	53.4	71.8	102.9	54.8	122.8		81.1
July	72.6	66.5	71.1	31.0	30.9	69.2	68.7	44.0	82.4	75.9	84.0	110.7	83.1	60.2	59.1	78.4	68.6	81.0	100.1	100.2		85.7
August	59.6	54.8	81.6	27.7	30.3	75.7	65.0	74.5	64.6	81.2	70.2	65.6	81.2	45.4	62.7	68.7	81.6	95.5	95.9	117.9		91.9
September	37.7	50.0	59.3	22.5	31.9	56.5	65.2	46.6	59.7	43.9	56.9	46.5	64.7	54.4	44.8	65.6	60.6	33.2	59.5	51.1		54.0
October	27.7	30.4	31.1	29.8	36.2	28.6	34.2	28.2	28.4	32.4	35.8	28.8	34.2	40.4	28.9	19.4	18.7	37.6	31.8			29.3
November	21.8	22.9	23.9	24.3	23.4	26.3	25.4	23.6	22.5	25.9	28.6	25.9	29.7	26.5	22.7	28.2	28.8	32.7	31.2	30.9		30.4
December	22.4	23.8	24.6	25.2	23.9	26.0	27.2	24.7	24.9	29.4	32.5	27.8	29.5	28.8	24.0	23.3	28.5	25.3	31.5	28.4		27.4
Total MG	420.4	429.5	508.4	351.9	363.5	509.5	497.9	475.2	499.5	501.1	519.2	567.2	553.1	494.4	443.1	474.3	520.7	577.8	574.2	658.5	584.9	561.1
Difference over last year	15.8%	2.2%	18.4%	-30.8%	3.3%	40.2%	-2.3%	-4.6%	5.1%	0.3%	3.6%	9.2%	-2.5%	-10.6%	-10.4%	7.0%	9.8%	11.0%	-0.6%	14.7%		8.3%

* Estimated - based on average of the previous 3 years
**** NOWS Estimated Purchase - based on growth between 2010-2020: 584.9 MG**
Estimated loss: 4%
Estimated NOWS Sales: 561.5 MG

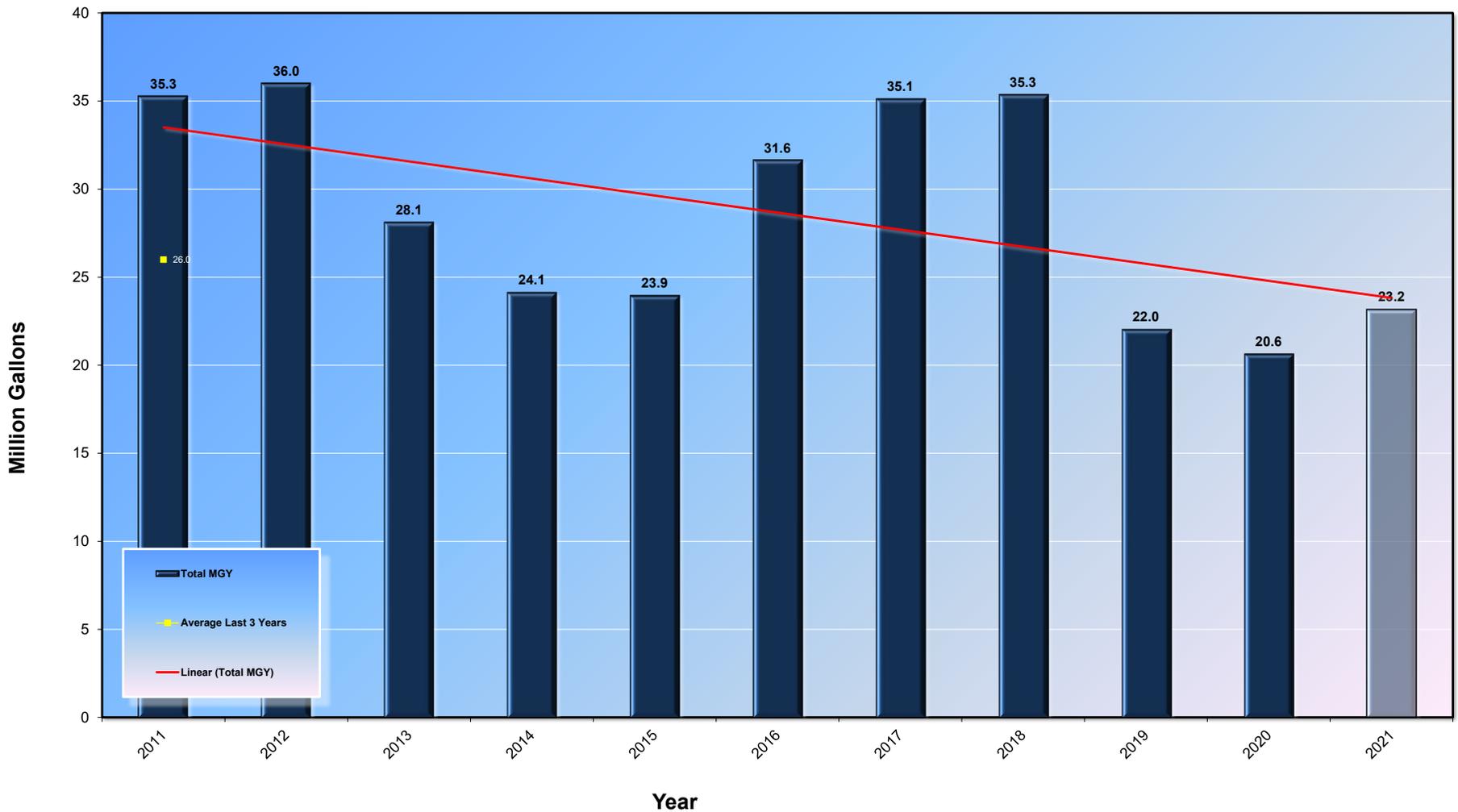


Grand Rapids Water Totals & Projections

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Average Last 3 Years
January	1.1	1.7	1.7	2.1	1.6	1.0	0.9	0.5	1.0	0.9	1.3	1.3	0.9	1.0	1.1	0.9	2.0	1.0	1.7	0.8		1.2
February	1.2	1.6	1.6	1.6	2.1	0.9	1.2	0.7	1.2	1.7	0.9	0.9	1.0	0.8	0.9	1.0	1.2	1.3	1.5	0.8		1.2
March	1.2	1.2	1.3	0.6	2.3	0.8	1.1	0.6	1.4	1.2	1.0	1.2	0.9	0.8	0.8	1.1	1.2	1.5	0.9	0.7		1.0
April	1.6	1.5	1.7	1.8	2.5	1.2	1.1	0.6	1.4	1.8	1.9	2.2	1.1	1.0	0.9	1.5	1.7	1.9	1.4	1.0		1.4
May	2.4	2.4	2.3	2.7	3.3	1.3	1.0	0.9	1.8	3.1	1.6	2.3	2.1	1.4	1.3	2.2	1.6	1.9	1.8	0.7		1.5
June	2.4	4.4	3.2	9.3	2.7	1.9	2.4	1.5	4.5	6.8	3.5	2.5	3.8	1.6	3.1	4.8	5.3	4.8	1.7	1.7		2.7
July	4.7	3.5	4.6	35.8	66.5	7.0	45.1	1.5	4.3	3.0	5.8	7.2	3.6	5.3	2.9	3.8	5.3	5.9	2.3	3.4		3.9
August	5.2	6.0	6.7	55.8	60.1	21.9	34.3	1.4	7.8	6.6	5.4	6.7	5.4	3.0	5.5	5.9	4.4	5.7	4.3	3.1		4.4
September	2.1	3.9	4.8	45.0	63.7	21.9	6.5	14.4	6.1	5.0	5.6	5.9	4.6	3.0	3.2	4.1	6.2	5.3	3.1	3.2		3.9
October	2.4	2.5	4.3	15.4	29.2	1.3	2.6	4.5	4.7	4.5	4.5	2.8	2.8	3.4	2.8	3.9	2.8	3.5	1.9	2.7		2.7
November	2.1	2.7	2.9	1.3	2.5	1.4	0.8	0.8	3.1	2.7	2.4	1.6	1.1	1.7	0.7	1.3	2.2	1.4	0.8	1.5		1.2
December	1.1	1.4	1.8	11.4	2.1	0.9	0.9	129.4	1.4	1.4	1.3	1.2	0.8	1.1	0.7	1.1	1.5	1.1	0.8	1.1		1.0
Total MG	27.5	33.0	36.9	182.9	238.5	61.6	97.9	156.7	38.8	38.7	35.3	36.0	28.1	24.1	23.9	31.6	35.1	35.3	22.0	20.6	23.2	26.0
Difference over last year	9.4%	20.1%	11.9%	395.3%	30.4%	-74.2%	59.0%	60.0%	-75.2%	-0.3%	-9.0%	2.1%	-21.9%	-14.2%	-0.7%	32.1%	11.0%	0.7%	-37.7%	-6.4%		-14.5%

* Estimated - based on average of the previous 3 years

** GR Estimated Purchase - based on growth between 2010-2020:	23.2	MG
Estimated loss:	4%	
Estimated GR Sales:	22.2	MG



FIRE FIGHTER - Salary Progression									
Adjusted annually*									
	1	2	3	4	5	6	7	8	9
FIRE FIGHTER	\$15.64	\$16.33	\$17.02	\$17.71	\$18.40	\$19.09	\$19.78	\$20.47	\$21.16
FIRE FIGHTER WITH PARAMEDIC LICENSE	\$16.59	\$17.28	\$17.96	\$18.66	\$19.35	\$20.03	\$20.73	\$21.42	\$22.10
		w/ PARA							
Whitaker (Paramedic)	\$19.09	\$ 20.03	1772						
DeDoes (Paramedic)	\$21.16	\$ 22.10	1772						
Peterson (Paramedic)	\$21.16	\$ 22.10	1772						
FIRE LIEUTENANT - Salary Progression									
Adjusted annually*									
	1	2	3	4	5	6	7	8	9
LIEUTENANT	\$17.10	\$17.85	\$18.60	\$19.37	\$20.12	\$20.87	\$21.63	\$22.38	\$23.13
LIEUTENANT WITH PARAMEDIC LICENSE	\$18.05	\$18.80	\$19.55	\$20.31	\$21.06	\$21.81	\$22.58	\$23.33	\$24.08
		w/ PARA							
Schweitzer (Paramedic)	\$23.13	\$24.07	1981						
Marshall (Paramedic)	\$23.13	\$24.07	1981						
FIRE CAPTAIN - Salary Progression									
Adjusted annually*									
	1	2	3	4	5	6	7	8	9
CAPTAIN	\$18.93	\$19.76	\$20.59	\$21.43	\$22.26	\$23.10	\$23.94	\$24.76	\$25.60
CAPTAIN WITH PARAMEDIC LICENSE	\$19.87	\$20.71	\$21.54	\$22.37	\$23.21	\$24.05	\$24.88	\$25.71	\$26.55
		w/ PARA							
Schrader (Paramedic)	\$25.60	\$26.54							

PART-TIME FIRE/RESCUE

MFR/EMT Run\Base Pay

May be Adjusted Annually by the GHT Board During the Budget Process with a COLA

Year of Service	1	2	3	4	5	6
	\$17.89	\$18.24	\$18.60	\$18.95	\$19.31	\$20.19
Nail, Voss		\$18.24				
Hall, Kirby, Donselar			\$18.60			
Campbell, Langworthy				\$18.95		
Miller					\$19.31	
Boos, Dalman, Ratke, Santiago						\$20.19

PARAMEDIC Run\Base Pay - +.94 cents/hr

May be Adjusted Annually by the GHT Board During the Budget Process with a COLA

Year of Service	1	2	3	4	5	6
	\$18.83	\$19.18	\$19.54	\$19.89	\$20.25	\$21.13
Garlanger			\$19.54			
Diehl, Follis, Shaw				\$19.89		
Ayres, Dora, Keuning, Maher, Maher, Shepherd						\$21.13

CREW LEADER Run\Base Pay - +5%

May be Adjusted Annually by the GHT Board During the Budget Process with a COLA

Year of Service	1	2	3	4	5	6
	\$18.79	\$19.16	\$19.53	\$19.90	\$20.27	\$21.20
Gignac, Bronkema, Ingersoll						\$21.20
Wolffis (Paramedic)						\$22.14

Training Pay - PT Fire/Rescue Staff	\$ 10.28
Training Pay - PT Fire/Rescue Staff PARA	\$ 11.28
Training Pay - PT Fire/Rescue Staff CL	\$ 10.79
Training Pay - PT Fire/Rescue Staff PARA/CL	\$ 11.79

DPW Summer Help

Gate Keeper per week + mileage \$226
 *Per Event Pay \$25.08

Laborers & Beach Attendant

Year of Service	1	2	3
	\$ 11.09	\$ 11.70	\$ 12.61
One returning laborer		\$ 11.70	
Four new summer staff	\$ 11.09		

COGH starts 1st year seasonal at \$11.01 in 2020
 Step 1 reflects need to pay more, Steps 2 and 3 are the .7% adjustments

Elections Staff

Election Inspectors*
 * Chair/Co-Chair Addtl Pay - \$25 \$14.26
 * Chair - \$25 Bonus if error free (\$12.50 if Co-Elections Clerk / Elections Assistant \$14.70

Elected Officials

Supervisor	\$20,115	+\$600 Internet	\$20,715
Clerk	\$21,499	+\$600 Internet	\$22,099
Treasurer	\$14,944	+\$600 Internet	\$15,544
Trustee (4)	\$4,632	+\$600 Internet	\$5,232

Committee Compensation

Planning Commission	\$74.54
Planning Commission, Chair	\$86.97
Zoning Board of Appeals	\$62.13
Zoning Board of Appeals, Chair	\$74.54
Construction Board of Appeals	\$43.49
Construction Board of Appeals, Chair	\$55.91
Board of Review	\$30.72
Elections Commission	\$43.49
Parks and Recreation	\$31.06
Loutit District Library	\$43.49
North Ottawa Hospital Board	\$43.49
Ottawa County Planning Commission	\$43.49
West Michigan Shoreline Regional	\$43.49
Grand Haven Building Authority	\$24.84
Cemetery Committee	\$24.84
Communications Committee	\$24.84
Planning Commission Ordinance Review	\$24.84
Personnel Committee	\$24.84
Public Safety Committee	\$24.84
Public Works and Transportation Committee	\$24.84
Tax Abatement Review Committee	\$24.84
Waste Collection and Removal Committee	\$24.84
Other Board Committees	\$24.84
Special Joint Regional or Municipal Committees	\$43.49
Regional Economic Development Committee	\$43.49
Harbor Transit Authority Board	\$43.49

*minimum payment of \$60 per meeting, per 10/30/18 special board minutes

* The starting position within the wage scales depends upon experience and specific skills.