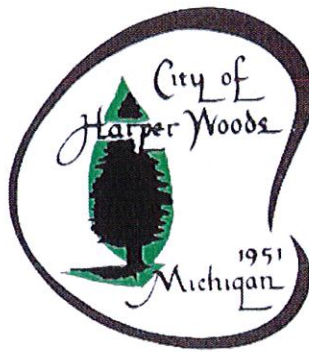


# 2016 BUDGET

## CITY OF HARPER WOODS MICHIGAN



ADOPTED NOVEMBER 2, 2015

CITY OF HARPER WOODS  
2016 BUDGET

KENNETH A. POYNTER	MAYOR
VIVIAN M. SAWICKI	MAYOR PRO TEM
CHERYL A. COSTANTINO	COUNCILMEMBER
HUGH MARSHALL	COUNCILMEMBER
CHARLES FLANAGAN	COUNCILMEMBER
VALERIE KINDLE	COUNCILMEMBER
VERONICA PAIZ	COUNCILMEMBER

RANDOLPH A. SKOTARCZYK	CITY MANAGER
JOHN M. SZYMANSKI	INTERIM-TREASURER/FINANCE DIRECTOR
LESLIE M. FRANK	CITY CLERK

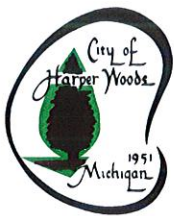
NOVEMBER 2, 2015

# CITY OF HARPER WOODS

## 2016 BUDGET

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City of Harper Woods  
19617 Harper Avenue  
Harper Woods, Michigan 48225-2095

313.343.2505  
313.343.2507 Fax

[www.harperwoodscity.org](http://www.harperwoodscity.org)

Mayor:  
Kenneth A. Poynter

Mayor Pro Tem:  
Vivian M. Sawicki

City Council:  
Cheryl A. Costantino  
Hugh R. Marshall  
Charles Flanagan  
Valerie J. Kindle  
Veronica Paiz

City Manager:  
Randolph Skotarczyk

City Clerk:  
Leslie M. Frank

## **CITY OF HARPER WOODS 2016 BUDGET**

### **MANAGEMENT'S DISCUSSION AND BUDGET ANALYSIS**

The Honorable:

Kenneth A. Poynter, Mayor  
Vivian M. Sawicki, Mayor Pro Tem  
Cheryl A. Costantino, Councilmember  
Hugh Marshall, Councilmember  
Charles M. Flanagan, Councilmember  
Valerie Kindle, Councilmember  
Veronica Paiz, Councilmember

Mr. Mayor and Members of City Council:

Presented as follows is the Management's Discussion and Budget Analysis for the City's 2016 Budget.

This budget has been prepared in accordance with the applicable public acts of the State of Michigan, our City Charter, and other federal, state and local regulations. The official budget document presented herein has been supplemented by detailed budget workbooks presented to you under separate cover.

#### **PRESENTATION OF BUDGET**

The Budget begins with the *Tax Levy Resolution*. When adopted, this will officially enact and establish the millage rates. In the General Levy, we are recommending no change to comply with the requirements of the "Headlee Amendment" and 1994's Proposition A. The same applies to the Library and Refuse operating millage. We have reduced the Library Bond millage levy by one-half mill, from (2.0) to (1.5) in conformance with bond regulations. The City Council is required to establish these levies by separate resolution.

Following the Tax Levy Resolution is the *Budget Adoption and Appropriation Resolution*. When approved, this formally enacts and adopts the 2016 Budget.

Additional information statements are then presented prior to the proposed budget for each of the City's various operating, entrepreneurial, debt and internal service funds. These statements include the following: Tax Levy Statement; Tax Rate and Revenue Comparison; Headlee Amendment Calculation Millage Reduction Formula; and Statement of Indebtedness.

A brief narrative of the City's major operating funds follows:

### GENERAL FUND

The General Fund, our main City operating fund, is a major concern for 2016 and beyond. We are seeing a slight increase in state revenue sharing and grant funding. While having made excellent strides in reducing costs associated with health insurance for active employees and retirees and capping future pension costs for a majority of active employees, the cost of providing health care continues to rise and still represents a major expense that puts strain on this fund. The City has recently purchased and implemented major software programs that hold great potential to better track, monitor and help contain these and other costs.

Our overall taxable value decreased by over \$1.9 million this year. The majority of this decrease comes from the drop in commercial and personal property taxable values. This year the reduction translates into approximately (\$38,846.60) decrease of revenue in the General Fund. This is a continuation of the decreased revenue since 2009. Though this amount is a marked improvement in decline from last year we are waiting to finalize the future projections based on the taxable valuation of Eastland Mall for next year. Overall, residential property tax assessments are starting to stabilize and fluctuations are not as dramatic as years passed. This trend is good for the City and should get better as the overall economy grows. Commercial properties continue to decline, but are doing so at a much slower rate and amount then prevalent in past years.

We had depleted our fund balance in 2011 to below an acceptable minimum balance and have worked hard to correct this situation. The 2016 budget estimate is a break-even plan; acknowledging a reluctance to raise taxes above a modest amount and before voters have their say on a November 3rd, 2015 ballot referendum. Savings will be realized by tax adjustment collections, vigorous cost containment efforts, aggressive state revenue sharing pursuits, successful grant applications and leveraged use of new technology. The budget numbers presented for 2016 reflect a \$2,090,000.00 contribution to the retirement system; it does project, initially, a slight reduction to the fund balance but only with the assumption that the City Council agree to an 16.5 Mill assessment for Police and Fire. In 2016 we need to continue to address ways of containing costs and improving service delivery methods. Discussions with the unions need to continue in this area.

Our projection is for a fund balance of approximately \$1.4 million dollars after subtracting for major road projects during 2016. This amount exceeds the guideline of 10% of revenues, a minimum guideline for fund balance.

### MAJOR AND LOCAL STREET FUNDS

There are some large road projects planned for 2016. The remaining budgeted expenditures are for the routine upkeep and maintenance of roads.

### LIBRARY FUNDS

The usual operating fund for the Library is presented as requested by the Library Board.

## DEBT SERVICE FUNDS

The millage levy will be reduced from 2 mills to 1.5 mills for the principal, interest and fees of the 2004 Library Bond. The .5 mill reduction is necessary to ensure this fund is not overfunded and to guarantee the City will be able to make our bond and principal payments when due.

## STORM DRAIN FUND

In accordance with the City's Storm Water Utility Ordinance, the City Council is required to annually establish the Storm Water Utility rate as part of the City's annual budget process.

We are recommending that the rate remain at \$210, at this time, to cover the ever increasing cost of maintaining the Milk River Drain and to continue to review and monitor balances in this fund throughout the year to ensure funding is sufficient to absorb the future (10%) apportionment increase planned for 2016 and future years.

## VEHICLE AND EQUIPMENT

We have not budgeted nor do we expect any major equipment purchases from this fund in 2016. Costs of maintaining the equipment are on the rise and will need to be evaluated. The fund balance is slowly recovering from a deficit and is part of a five (5) year deficit elimination plan with the State of Michigan.

## WATER AND SEWER FUND

The 2016 Budget for the Water and Sewer Fund continues to be prepared taking into account the rate structure in place. We will continue to monitor the rates we need to charge while keeping in mind the obligations the City has with DWSD and Wayne County to cover fixed charges. This budget reflects not only current operations expenses, but includes debt service payments for the SRF Bonds for the sewer repair/replacement project. It also shows a repayment to the Refuse Fund for historical borrowing.

## MISCELLANEOUS FUNDS

The other funds presented herein are essentially unchanged from prior years with the exception of Refuse Fund. The Refuse fund ended 2014 with a deficit and is budgeted in accordance with the deficit elimination plan filed with the State. We must monitor this fund to ensure compliance with the State of Michigan. The Finance department is also reviewing the need for the City to keep a reserve balance in its "Self-Insurance Fund" for 2016 and beyond.

## SUMMARY

You are requested to approve the 2016 Budget on an activity basis. Line item details have been provided to you in your budget workbooks for informational purposes only. Adoption on an activity basis allows your management the flexibility to adjust line items as may be necessary from time to time and bring budget amendments to the City Council when practical or necessary.

We believe the budget presented herein accurately represents the City's financial position and condition. We hereby submit and recommend your approval of the 2016 Budget.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Randolph A. Skotarczyk", written over a horizontal line.

Randolph A. Skotarczyk  
City Manager

A handwritten signature in blue ink, appearing to read "John M. Szymanski", written over a horizontal line.

John M. Szymanski  
Interim Treasurer / Finance Director

# **CITY OF HARPER WOODS MANAGEMENT'S MISSION STATEMENT**

We firmly believe in Philosopher John Locke's Social Contract Theory that . . .

**"Government exists for the benefit of the  
governed not those governing"**

That is

**"The City of Harper Woods exists not to serve  
those who are employed here but for the  
residents who have placed us here to serve"**

**WE BELIEVE . . .**

- \* The City's business is service to our community
- \* That our service to the community should be helpful, caring and responsive
- \* That the success of the City organization is dependent on teamwork, mutual respect and commitment to the following values:

- ~Participation by all segments of the community
- ~Effective Communication within and among our constituents
- ~Integrity in everything we do
- ~Innovation in meeting the present and future needs of the City
- ~Accountability to our elected officials and the Trust our citizens have placed in them
- ~Responsibility for the services entrusted to us
- ~Pride in what we do, always striving to serve in the best interest of the community as a whole



**We Believe in our Dedication to Public Service**

## **TAX LEVY RESOLUTION**

WHEREAS, Act 5 of the P.A. of 1982, as amended requires that a notice be given and that a public hearing be held and that the proposed millage rate will be a subject of review at the hearing, and

WHEREAS, The City of Harper Woods has complied with these provisions of the Act by publishing a Notice of Public Hearing in a newspaper of general circulation on October 22, 2015 and held said public hearings on November 2, 2015, and

WHEREAS, The City Council has complete authority to establish the millage rates necessary to support the City's proposed budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Harper Woods does hereby approve the City's tax levy for 2016 as follows:

FUND	2016 LEVY
GENERAL	20.0000
REFUSE	2.5517
SUBTOTALS	22.5517
LIBRARY	1.9168
DEBT	1.5000
TOTALS	25.9685

BE IT FURTHER RESOLVED that the City Assessor for the City of Harper Woods is hereby directed to spread upon the Taxable Valuation of all real and State Equalized Valuation of all personal property within the corporate limits of the City of Harper Woods, the above established millage rate.

## **BUDGET ADOPTION AND APPROPRIATION RESOLUTION**

WHEREAS, The City Manager of the City of Harper Woods has presented to the City Council a proposed budget for the City's operating and debt funds for the period January 1, 2016, through December 31, 2016; and

WHEREAS, The proposed Budget has been reviewed and found to be in accordance with the general fiscal and budgetary policies as established by the City Council; and

WHEREAS, A Public Hearing was held on the Budget submission on November 2, 2015, at 7:00 p.m. in the City Council Chambers of the City of Harper Woods, Michigan and a public notice of this hearing was made on October 22, 2015, advising of the hearing and that a copy of the proposed budget was available for public inspection, in accordance with Section 9.3 of the City Charter; and

WHEREAS, This Budget Document is on file in the official records of the City of Harper Woods, Michigan.

NOW, THEREFORE, BE IT RESOLVED that the City Council, under the authority granted by the City Charter and the State of Michigan does hereby approve and adopt the 2016 Budget as submitted and appropriate the following sums for the purposes set forth herein:

GENERAL	\$11,537,383
MAJOR STREET	\$583,181
LOCAL STREET	\$231,215
WATER & SEWER UTILITY	\$3,825,836
VEHICLE & EQUIPMENT	\$287,788
STORM DRAINAGE	\$1,939,952
REFUSE COLLECTION	\$929,890
LIBRARY	\$440,939
DEBT RETIREMENT	\$291,318
SELF INSURANCE	\$0
DRUG LAW ENFORCEMENT	\$82,164
TOTAL	\$20,149,666

# CITY OF HARPER WOODS

## 2016 BUDGET

### TAX LEVY STATEMENT

	2014 TAXABLE <u>VALUE</u>	2015 TAXABLE <u>VALUE</u>	INCREASE (DECREASE) <u>2014-2015</u>
<b>REAL PROPERTY:</b>			
COMMERCIAL	\$63,407,248	\$62,715,488	(\$691,760)
INDUSTRIAL	99,400	\$97,500	(\$1,900)
RESIDENTIAL	<u>140,179,570</u>	<u>\$139,782,041</u>	(\$397,529)
<b>TOTAL REAL</b>	\$203,686,218	\$202,595,029	(\$1,091,189)
<b>PERSONAL PROPERTY:</b>			
COMMERCIAL	\$8,948,350	\$8,307,400	(\$640,950)
UTILITY	<u>4,244,300</u>	\$4,034,100	(\$210,200)
<b>TOTAL PERSONAL</b>	<u>\$13,192,650</u>	<u>\$12,341,500</u>	<u>(\$851,150)</u>
<b>TOTAL TAXABLE VALUE</b>	\$216,878,868	\$214,936,529	(\$1,942,339)

### COMPARISON OF 2015 (SEV) EQUALIZED VALUATION TO TAXABLE VALUATION (APPLIES TO REAL PROPERTY ONLY)

	2015 TAXABLE <u>VALUE</u>	2015 EQUALIZED <u>VALUE</u>	<u>VARIANCE</u>
<b>REAL PROPERTY:</b>			
COMMERCIAL	\$62,715,488	\$67,423,200	(\$4,707,712)
INDUSTRIAL	\$97,500	\$97,500	0
RESIDENTIAL	<u>\$139,782,041</u>	<u>\$151,053,850</u>	<u>(\$11,271,809)</u>
	\$202,595,029	\$218,574,550	(\$15,979,521)

# CITY OF HARPER WOODS

## 2016 BUDGET

### TAX RATE AND REVENUE COMPARISON

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<u>FUND</u>	<u>2015 LEVY</u>	<u>2016 LEVY</u>	<u>2015 REVENUES</u>	<u>2016 REVENUES</u>	<u>INCREASE (DECREASE)</u>
GENERAL	20.0000	20.0000	\$4,051,901	\$4,044,246	(\$7,654)
REFUSE	2.5517	2.5517	\$516,962	\$515,985	(977)
LIBRARY	1.9168	1.9168	\$388,334	\$387,601	(734)
DEBT	4.0000	2.0000	\$810,380	\$404,425	(405,955)
TOTALS	28.4685	26.4685	\$5,767,577	\$5,352,257	(\$415,320)

# CITY OF HARPER WOODS 2016 BUDGET

## HEADLEE AMENDMENT CALCULATIONS

### MILLAGE REDUCTION FORMULA

$$2011 \text{ MILLAGE REDUCTION FRACTION} = \frac{2014 \text{ TAXABLE VALUE} - 2015 \text{ LOSSES}}{2015 \text{ TAXABLE VALUE} - 2015 \text{ ADDITIONS}} \times 1.003$$

$$2011 \text{ MILLAGE REDUCTION FRACTION} = \frac{214,449,811 - 0}{202,595,029 - 235,800} \times 1.003$$

$$2011 \text{ MILLAGE REDUCTION FRACTION} = \frac{214,449,811}{202,359,229} \times 1.003$$

$$2011 \text{ MILLAGE REDUCTION FRACTION} = 1.0598 \times 1.003 = 1.0000$$

MILLAGE REDUCTION FACTORS SINCE 2008
---

2008 MRF	1.0000
2009 MRF	1.0000
2010 MRF	1.0000
2011 MRF	1.0000
2012 MRF	1.0000
2013 MRF	1.0000
2014 MRF	1.0000
2015 MRF	1.0000

#### EFFECTIVE MILLAGE REDUCTIONS

	AUTHORIZED BY CHARTER OR STATUTE	2015 REDUCED MILLAGE RATE	2015 MRF	2015 REDUCED MILLAGE RATE
GENERAL	20 MILLS	17.0332	1.0000	17.0332
LIBRARY	1 MILL	0.9168	1.0000	0.9168
REFUSE	3 MILLS	2.5517	1.0000	2.5517

**CITY OF HARPER WOODS**  
**2016 BUDGET**  
**STATEMENT OF INDEBTEDNESS**

**ISSUE: 2004 GENERAL OBLIGATION LIBRARY IMPROVEMENT BONDS**

AMOUNT OF ISSUE:	\$3,100,000
TERM:	20 YEARS
RATE:	3.3% - 5.0%
TOTAL PRINCIPAL OUTSTANDING:	\$2,125,000
PRINCIPAL DUE 2016:	\$ 150,000
INTEREST DUE 2016:	\$87,600

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE GENERAL FUND

REVENUES	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
Property Tax	\$4,628,732	\$4,298,600	\$4,700,359	\$4,291,675
Police-Fire Assessment	2,505,369	3,055,300	3,038,925	3,336,503
License & Permits	290,816	209,000	287,499	301,250
Grants	546,608	253,250	276,236	270,984
State Shared	1,465,725	1,411,700	1,498,949	1,443,179
Service Fees	2,106,264	1,390,800	1,722,185	1,496,068
Miscellaneous and Interest	348,149	364,200	410,866	397,724
<b>TOTAL REVENUES</b>	<b>\$11,891,663</b>	<b>\$10,982,850</b>	<b>\$11,935,019</b>	<b>\$11,537,383</b>
<b>EXPENDITURES</b>				
District Court	\$543,522	\$457,900	\$449,844	\$437,090
Council	25,711	27,850	25,381	24,363
City Manager	112,082	111,300	103,262	98,681
City Attorney/Other Legal	108,005	135,000	133,375	145,000
Assessor Activities	127,330	125,670	124,522	86,875
Clerk Activities	121,049	143,330	105,889	101,720
Finance/Data Processing	93,814	73,000	110,128	71,225
Treasurer	58,944	51,000	62,455	52,800
Building & Grounds City Hall	169,873	175,000	143,546	152,248
Beautification Commission	305	500	74	320
Misc.(Plan/PR/BOA)	41,591	0	30,042	20,700
Police Department	3,470,190	3,019,200	3,096,161	2,831,828
Fire Department	1,256,109	682,550	728,637	695,166
Protective Inspection	144,649	322,000	242,553	250,500
Public Works Administration	80,236	71,800	70,112	62,710
Street Lighting	553,945	491,100	472,500	472,500
Parks & Recreation/PR	305,856	295,950	369,728	270,715
Dial-A-Ride/PAATS	120,696	0	20,396	220
Employee Fringes/All Insurances	3,276,829	3,000,500	3,720,423	4,102,019
Retiree Insurance	1,001,828	1,724,000	1,255,140	1,285,128
Telephone /Auditing	159,839	143,000	186,340	186,300
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$11,772,403</b>	<b>\$11,050,650</b>	<b>\$11,450,508</b>	<b>\$11,348,108</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$119,260</b>	<b>(\$67,800)</b>	<b>\$484,511</b>	<b>\$189,275</b>
<b>TRANSFERS IN</b>		<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>
<b>TRANSFERS (OUT)</b>	<b>(618,150)</b>			<b>(236,250)</b>
<b>NET TRANSFERS IN (OUT)</b>	<b>(\$618,150)</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>(\$161,250)</b>
<b>APPROPRIATION TO (FROM) FUND BALANCE</b>	<b>(\$498,890)</b>	<b>\$7,200</b>	<b>\$559,511</b>	<b>\$28,025</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$1,402,461</b>	<b>\$721,256</b>	<b>\$903,571</b>	<b>\$1,463,082</b>
<b>ENDING FUND BALANCE</b>	<b>\$903,571</b>	<b>\$728,456</b>	<b>\$1,463,082</b>	<b>\$1,491,107</b>

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE MAJOR STREET FUND

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>TOTAL REVENUES</b>	\$627,835	\$563,500	\$586,982	\$583,181
<b>EXPENDITURES</b>				
Road Construction	\$0	\$0	\$0	\$461,250
Routine Maintenance	188,991	138,000	155,056	151,103
Traffic Service	30,649	46,575	150,724	44,182
Winter Maintenance	96,838	72,500	85,688	85,246
Administration	45,500	45,500	45,500	45,500
	<u>\$361,978</u>	<u>\$302,575</u>	<u>\$436,968</u>	<u>\$787,281</u>
<b>EXCESS OF REVENUES OVER     (UNDER) EXPENDITURES</b>	\$265,857	\$260,925	\$150,014	(\$204,100)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contributions to Local Street	(\$125,000)	(\$125,000)	(\$125,000)	(\$125,000)
Transfer from General Fund	0	0	0	236,250
Transfer from Water Fund	0	0	0	150,000
Miscellaneous	0	0	0	0
Federal Grant	0	0	0	0
Bond Proceeds	0	0	0	0
<b>TOTAL FINANCING SOURCES (USES)</b>	<u>(\$125,000)</u>	<u>(\$125,000)</u>	<u>(\$125,000)</u>	<u>\$261,250</u>
<b>APPROPRIATION TO (FROM)     FUND BALANCE</b>	<u>\$140,857</u>	<u>\$135,925</u>	<u>\$25,014</u>	<u>\$57,150</u>
<b>BEGINNING FUND BALANCE</b>	<u>\$209,148</u>	<u>\$350,005</u>	<u>\$350,005</u>	<u>\$375,019</u>
<b>ENDING FUND BALANCE</b>	<u><u>\$350,005</u></u>	<u><u>\$485,930</u></u>	<u><u>\$375,019</u></u>	<u><u>\$432,169</u></u>

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE LOCAL STREET FUND

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>TOTAL REVENUES</b>	\$256,469	\$238,750	\$233,731	\$231,215
<b>EXPENDITURES</b>				
Road Construction	\$0	\$0	\$0	\$0
Routine Maintenance	329,683	216,500	227,531	211,867
Traffic Service	8,868	10,650	9,170	9,096
Winter Maintenance	53,543	55,000	52,653	52,284
Administration	26,500	27,500	27,500	27,500
<b>TOTAL EXPENDITURES</b>	\$418,594	\$309,650	\$316,854	\$300,747
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(\$162,125)	(\$70,900)	(\$83,123)	(\$69,532)
<b>OTHER FINANCING SOURCES (USES) CONTRIBUTIONS FROM:</b>				
Street Bond Proceeds	\$0	\$0	\$0	\$0
General Fund	0	0	0	0
Major Street Fund	125,000	125,000	125,000	125,000
Storm Drain	0	0	0	0
Municipal Improvement	0	0	0	0
Debt Service Fund	0	0	0	0
<b>TOTAL CONTRIBUTIONS</b>	\$125,000	\$125,000	\$125,000	\$125,000
<b>APPROPRIATION TO (FROM) FUND BALANCE</b>	(\$37,125)	\$54,100	\$41,877	\$55,468
<b>BEGINNING FUND BALANCE</b>	\$92,475	\$55,350	\$55,350	\$97,227
<b>ENDING FUND BALANCE</b>	\$55,350	\$109,450	\$97,227	\$152,695

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE REFUSE COLLECTION FUND

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>REVENUES</b>				
Property Tax Revenue	\$557,557	\$553,500	\$553,500	\$553,500
Personal Property Taxes	0	0	0	0
Tax Adjustments	(28,855)	(10,000)	(10,000)	0
Residential Refuse Fees	84	112,400	118,300	118,300
Commercial Refuse Fees	1,848	1,900	3,820	3,820
Special Pickup Charges	31,289	27,000	27,000	27,000
Recycling Fees	178,705	180,000	171,600	162,270
Interest/Miscellaneous	75,000	75,000	75,000	75,000
<b>TOTAL REVENUES</b>	<b>\$815,628</b>	<b>\$939,800</b>	<b>\$939,220</b>	<b>\$929,890</b>
<b>EXPENDITURES</b>				
Wages - Full Time	\$36,829	\$25,000	\$36,830	\$36,830
Wages - Part Time	28,057	20,000	28,060	28,060
Wages - Overtime	543	0	540	540
Fringe Benefit Allocation	15,000	15,000	15,000	15,000
Supplies	533	1,500	1,500	1,500
Refuse Collection Expense	417,446	400,000	430,665	430,665
Grosse Pointes-Clinton Disposal	80,371	80,000	81,060	83,050
Composting Charges	0	24,000	0	0
Curbside Recycling Expense	189,753	150,000	190,000	197,000
Professional/Contractual/Fees	0	0	0	0
Insurance & Bonds Allocation	7,000	7,000	7,000	7,000
V & E Fund Rentals	26,623	24,000	26,625	26,625
Equipment	0	0	0	0
City Manager Allocation	5,000	5,000	5,000	5,000
Audit Charge Allocated	2,000	2,000	2,000	2,000
Finance Allocated	5,000	5,000	5,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>\$814,155</b>	<b>\$758,500</b>	<b>\$829,280</b>	<b>\$838,270</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$1,473</b>	<b>\$181,300</b>	<b>\$109,940</b>	<b>\$91,620</b>
<b>TRANSFERS (OUT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION TO (FROM) FUND BALANCE</b>	<b>\$1,473</b>	<b>\$181,300</b>	<b>\$109,940</b>	<b>\$91,620</b>
<b>BEGINNING FUND BALANCE</b>	<b>(\$458,065)</b>	<b>(\$32,477)</b>	<b>(\$456,592)</b>	<b>(\$346,652)</b>
<b>ENDING FUND BALANCE</b>	<b>(\$456,592)</b>	<b>\$148,823</b>	<b>(\$346,652)</b>	<b>(\$255,032)</b>

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE LIBRARY FUND

REVENUES	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
Property Tax	\$419,844	\$405,800	\$445,762	\$406,257
Penal Fines Allocation	10,337	10,450	11,585	10,700
State Grant - Public Library	8,390	8,500	8,383	8,382
Video Tape Rental Revenue	2,361	2,300	1,174	1,100
Non-Resident User Fees	2,230	2,100	2,100	2,000
Library Fines & Late Fees	9,024	9,100	8,500	8,500
Interest Earnings	0	0	0	0
Donations	4,358	5,000	3,000	4,000
Miscellaneous Revenues	6,973	6,500	7,400	0
<b>TOTAL REVENUES</b>	<b>\$463,517</b>	<b>\$449,750</b>	<b>\$487,904</b>	<b>\$440,939</b>
<b>EXPENDITURES</b>				
Wages - Sick Buyback	\$0	\$3,000	\$1,485	\$1,500
Wages - Vacation Buyback	0	3,500	0	1,500
Wages - Full Time	131,142	140,000	118,290	132,093
Wages - Part Time	102,643	108,000	101,185	100,000
Wages - Overtime	0	0	0	0
Wages - Longevity	5,024	0	0	0
Fringe Benefit Allocation	65,000	65,000	65,000	65,000
Supplies	6,852	6,500	5,900	6,000
Video Tapes	8,393	8,900	7,850	7,850
Professional - Contractual	37,603	35,000	36,500	35,000
LCM Books/Periodicals	26,268	26,400	26,400	26,400
Digital Materials	0	4,000	0	1,000
Programs	7,289	8,600	8,800	8,900
Communications - Telephone	0	1,500	1,500	1,500
Travel, Lodging & Meals	1,659	2,500	2,300	2,500
Insurance & Bonds Allocation	4,000	4,000	4,000	4,000
Building & Grounds	64,501	42,000	36,593	38,612
Repairs & Maintenance	135	0	0	0
Subscriptions, Dues & Fees	3,905	2,500	2,400	2,400
Audit Charges Allocated	1,000	1,000	1,000	1,000
Finance Costs Allocated	3,000	3,000	3,000	3,000
Equipment		0		
	<b>\$468,414</b>	<b>\$465,400</b>	<b>\$422,203</b>	<b>\$438,255</b>
<b>APPROPRIATION TO (FROM)</b>				
<b>FUND BALANCE</b>	<b>(\$4,897)</b>	<b>(\$15,650)</b>	<b>\$65,701</b>	<b>\$2,684</b>
<b>CONTRIBUTIONS IN/(OUT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$147,266</b>	<b>\$142,369</b>	<b>\$142,369</b>	<b>\$208,070</b>
<b>ENDING FUND BALANCE</b>	<b>\$142,369</b>	<b>\$126,719</b>	<b>\$208,070</b>	<b>\$210,754</b>

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE STORM DRAIN FUND

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>REVENUES</b>				
Wayne County Adjustments	(48,762)	0	0	0
Interest - Certificate Deposit	0	0	0	0
Interest - Government Pool	0	0	0	0
Milk River Assessment Charges	1,835,742	1,827,000	1,835,952	1,939,952
<b>TOTAL REVENUES</b>	<b>\$1,786,980</b>	<b>\$1,827,000</b>	<b>\$1,835,952</b>	<b>\$1,939,952</b>
<b>EXPENDITURES</b>				
Milk River Debt - Principal	\$0	\$0	\$0	\$0
Milk River Debt - Interest	0	0	0	0
Storm Drain - Capital Improvement	0	0	0	0
Contractual/Professional/Fees	365	500	0	0
Repairs & Maintenance	1,488,385	1,800,000	1,800,000	1,800,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,488,750</b>	<b>\$1,800,500</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$298,230</b>	<b>\$26,500</b>	<b>\$35,952</b>	<b>\$139,952</b>
<b>TRANSFERS (OUT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION TO (FROM) FUND BALANCE</b>	<b>\$298,229</b>	<b>\$26,500</b>	<b>\$35,952</b>	<b>\$139,952</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$221,347</b>	<b>\$519,576</b>	<b>\$519,576</b>	<b>\$555,528</b>
<b>ENDING FUND BALANCE</b>	<b>\$519,576</b>	<b>\$546,076</b>	<b>\$555,528</b>	<b>\$695,480</b>

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE DRUG LAW ENFORCEMENT FUND

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>REVENUES</b>				
Drug Fund Forfeitures	\$51,928	\$0	\$0	\$0
Interest - Certificate Deposit	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$51,928</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>				
Supplies	3,500	0	3,500	0
Professional - Contractual	34,686	200	1,200	0
Equipment	15,851	10,000	2,850	0
<b>TOTAL EXPENDITURES</b>	<b>\$54,037</b>	<b>\$10,200</b>	<b>\$7,550</b>	<b>\$0</b>
<b>APPROPRIATION TO (FROM)</b>				
<b>FUND BALANCE</b>	<b>(\$2,109)</b>	<b>(\$10,200)</b>	<b>(\$7,550)</b>	<b>\$0</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$91,823</b>	<b>\$77,323</b>	<b>\$89,714</b>	<b>\$82,164</b>
<b>ENDING FUND BALANCE</b>	<b>\$89,714</b>	<b>\$67,123</b>	<b>\$82,164</b>	<b>\$82,164</b>

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE DEBT SERVICE FUND

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>REVENUES</b>				
Property Tax Revenue	\$884,251	\$433,800	\$433,926	\$303,318
Property Tax Rev-Library Bond	0	0	0	0
Personal Property Taxes	0	0	0	0
Tax Adjustments	(1,845)	(24,000)	0	(12,000)
Interest-Government Pool	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$882,406</b>	<b>\$409,800</b>	<b>\$433,926</b>	<b>\$291,318</b>
<b>EXPENDITURES</b>				
Library Bond - Principal	\$125,000	\$150,000	\$150,000	\$150,000
Library Bond - Interest	98,538	93,400	48,112	87,600
Library Bond - Fees	0	750	750	750
Street Bond Professional	0	0	0	0
Street Bond Printing & Publish	0	0	0	0
Street Bond - Principal	1,250,000	0	0	0
Street Bond - Interest	26,250	0	0	0
Street Bond - Fees	750	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,500,538</b>	<b>\$244,150</b>	<b>\$198,862</b>	<b>\$238,350</b>
<b>APPROPRIATION TO (FROM)</b>				
<b>FUND BALANCE</b>	<b>(\$618,132)</b>	<b>\$165,650</b>	<b>\$235,064</b>	<b>\$52,968</b>
<b>CONTRIBUTIONS IN/(OUT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$18</b>	<b>\$18</b>	<b>\$18</b>	<b>\$165,668</b>
<b>ENDING FUND BALANCE</b>	<b>(\$618,114)</b>	<b>\$165,668</b>	<b>\$235,082</b>	<b>\$218,636</b>

# CITY OF HARPER WOODS

## 2016 BUDGET

### REVENUES, EXPENDITURES & FUND BALANCE WATER AND SEWER FUND

REVENUES	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
Tax Adjustments	\$10,898	\$15,000	\$173,781	\$150,000
MDEQ S2 GRANT	0	0	0	0
Water/Sewer Revenue	1,774,363	2,120,000	1,326,273	1,755,780
Sales-Fixed Metered Water	0	0	429,507	0
Sales-Fixed Metered Sewer	0	0	0	0
Debt Service Charge	189,978	222,700	190,000	190,000
Meter Service Charge	1,202,002	1,885,800	1,515,056	1,555,056
IWC Charge	49,697	62,000	45,024	50,000
Penalties - Late Payment	132,572	125,000	125,000	125,000
<b>TOTAL CUSTOMER BILLINGS</b>	<b>\$3,359,510</b>	<b>\$4,430,500</b>	<b>\$3,804,641</b>	<b>\$3,825,836</b>
Hydrant Rental	0	0	0	0
Miscellaneous Revenue	22,639	10,000	12,622	10,000
<b>TOTAL OPERATING REVENUE</b>	<b>\$3,382,149</b>	<b>\$4,440,500</b>	<b>\$3,817,263</b>	<b>\$3,835,836</b>
<b>EXPENDITURES</b>				
Supply and Disposal	\$1,984,258	\$2,649,800	\$1,997,658	\$1,997,658
Water System	397,340	400,250	374,748	380,169
Sanitary Sewer	210,531	187,800	184,246	184,008
Customer Service	362,712	392,850	300,147	381,775
Administrative	144,415	138,000	182,518	138,000
Depreciation	101,029	101,050	101,050	101,050
Debt Service	(8,956)	138,000	199,644	199,832
<b>OPERATING EXPENSE</b>	<b>\$3,191,329</b>	<b>\$4,007,750</b>	<b>\$3,340,011</b>	<b>\$3,382,492</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$190,820</b>	<b>\$432,750</b>	<b>\$477,252</b>	<b>\$453,344</b>
<b>INTEREST EXPENSE</b>	<b>\$0</b>	<b>(\$48,500)</b>	<b>\$0</b>	<b>\$0</b>
<b>PRIOR PERIOD ADJ.</b>	<b>(\$99,068)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTRIBUTION TO MAJOR STREET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$150,000)</b>
<b>NET INCOME (LOSS)</b>	<b>\$91,752</b>	<b>\$384,250</b>	<b>\$477,252</b>	<b>\$303,344</b>
<b>BEGINNING RETAINED EARNINGS</b>	<b>\$2,128,492</b>	<b>\$2,220,244</b>	<b>\$2,220,244</b>	<b>\$2,697,496</b>
<b>ENDING RETAINED EARNINGS</b>	<b>\$2,220,244</b>	<b>\$2,604,494</b>	<b>\$2,697,496</b>	<b>\$3,000,840</b>

**CITY OF HARPER WOODS**  
**2016 BUDGET**  
REVENUES, EXPENDITURES & FUND BALANCE  
**VEHICLE AND EQUIPMENT FUND**

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>REVENUES</b>				
Rentals to Gen'l Fund	\$20,691	\$23,000	\$23,000	\$23,000
Rentals to Major Streets	34,286	27,000	38,500	38,500
Rentals to Local Streets	43,163	29,500	43,163	43,163
Rental Income - Refuse Fund	26,623	30,000	26,625	26,625
Revenue - Rental Equip	0	0	0	0
Rental Income - Library Fund	0	0	0	0
Rentals to Water&Sewer	147,501	156,500	156,500	156,500
<b>OPERATING REVENUES</b>	<b>\$272,264</b>	<b>\$266,000</b>	<b>\$287,788</b>	<b>\$287,788</b>
<b>EXPENSES</b>				
Materials and Supplies	\$56,150	\$60,000	\$56,150	\$56,150
Direct Costs	86,107	74,000	86,107	86,197
Building/Ground Maintenance	41,574	37,750	41,574	41,574
Depreciation Expense	12,380	12,380	27,840	43,300
Administrative Allocation	60,500	60,500	60,500	60,500
<b>OPERATING EXPENSE</b>	<b>\$256,711</b>	<b>\$244,630</b>	<b>\$272,171</b>	<b>\$287,721</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$15,554</b>	<b>\$21,370</b>	<b>\$15,617</b>	<b>\$67</b>
<b>NON-OPERATING REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET INCOME (LOSS)</b>	<b>\$15,554</b>	<b>\$21,370</b>	<b>\$15,617</b>	<b>\$67</b>
<b>TOTAL TRANSFERS IN (OUT)</b>	<b>\$247,359</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET INCOME PLUS TRANSFERS IN</b>	<b>\$262,913</b>	<b>\$21,370</b>	<b>\$15,617</b>	<b>\$67</b>
<b>BEGINNING RETAINED EARNINGS</b>	<b>(134,128)</b>	<b>(134,128)</b>	<b>128,785</b>	<b>144,402</b>
<b>ENDING RETAINED EARNINGS</b>	<b>128,785</b>	<b>(112,758)</b>	<b>144,402</b>	<b>144,469</b>

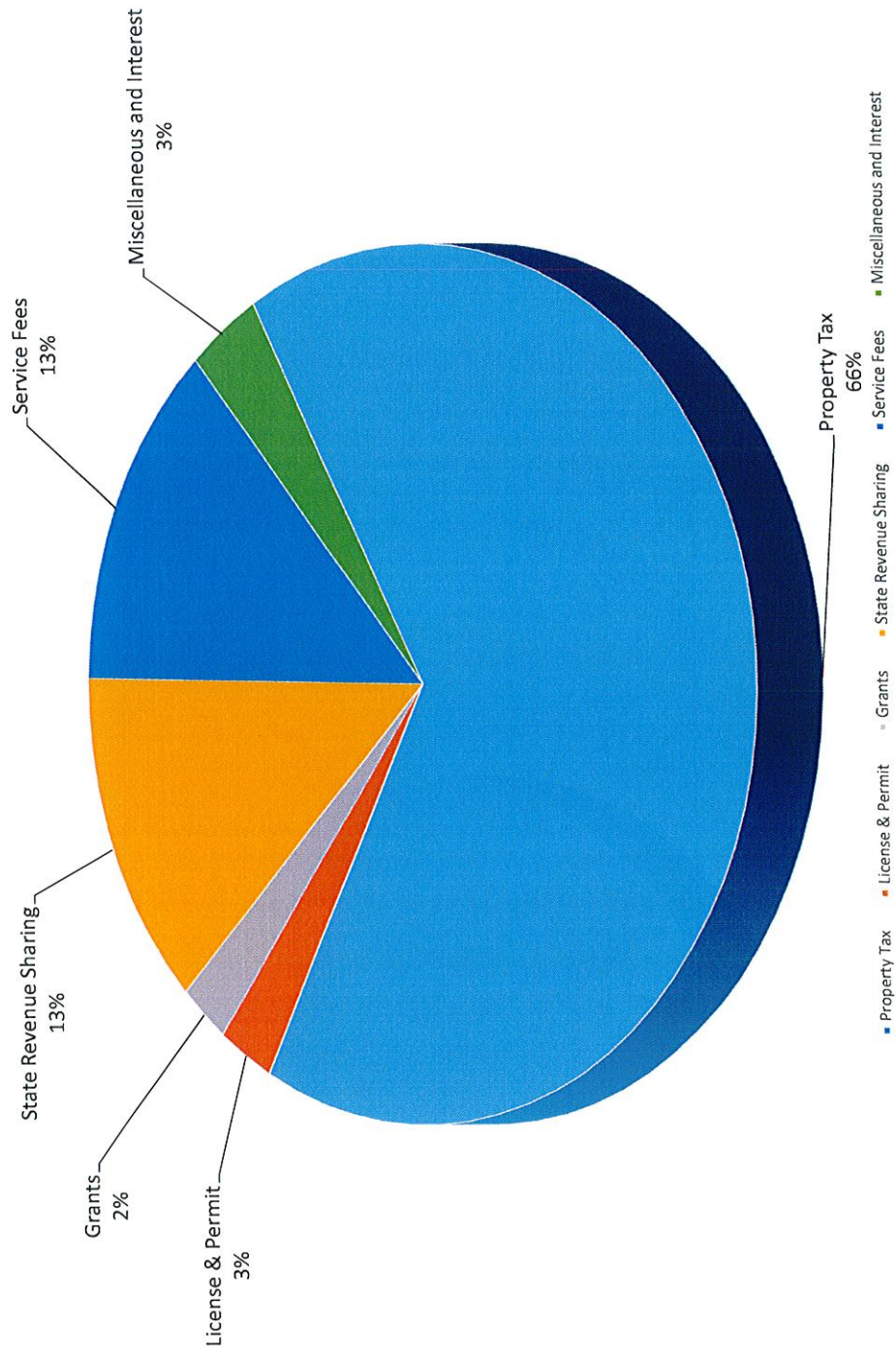
**CITY OF HARPER WOODS**  
**2016 BUDGET**  
REVENUES, EXPENDITURES & FUND BALANCE  
**SELF INSURANCE FUND**

	2014 ACTUAL	2015 BUDGET	2015 ESTIMATE	2016 BUDGET
<b>REVENUES</b>				
Contribution From:				
General Fund	\$0	\$0	\$0	\$0
Water & Sewer	0	0	0	0
Vehicle & Equipment Fund	0	0	0	0
Interest Earnings	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>				
Self-Insured Claims	\$0	\$0	\$0	\$0
Insurance Deductibles	0	0	0	0
Operating Costs	2,136	0	0	0
Contribution to General Fund	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,136</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATION TO (FROM)</b>				
<b>FUND BALANCE</b>	<b>(\$2,136)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$272,421</b>	<b>\$270,285</b>	<b>\$270,285</b>	<b>\$270,285</b>
<b>ENDING FUND BALANCE</b>	<b>\$270,285</b>	<b>\$270,285</b>	<b>\$270,285</b>	<b>\$270,285</b>

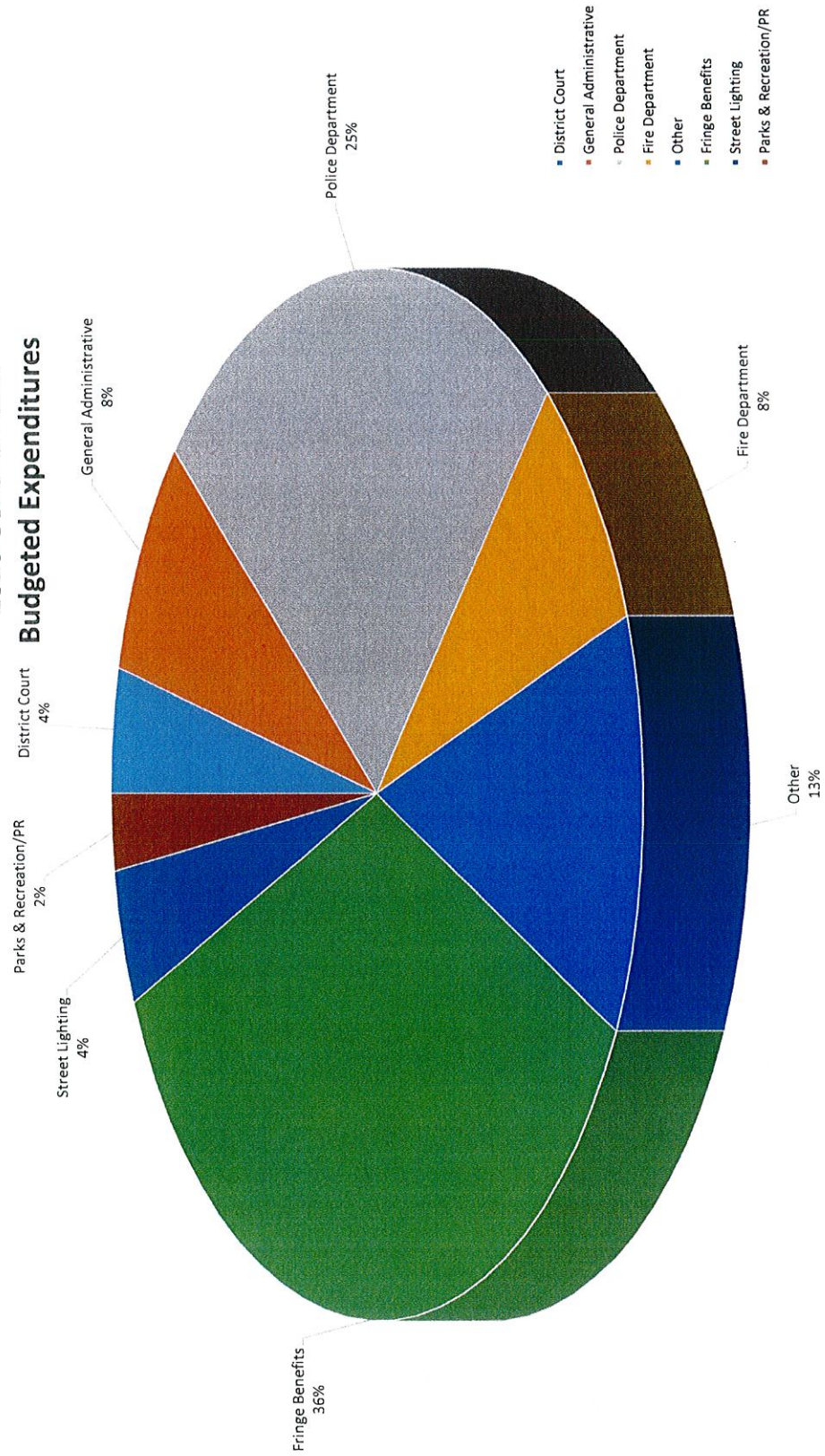
## APPENDIX

# FINANCIAL CHARTS

## 2016 General Fund Budgeted Revenues



## 2016 General Fund Budgeted Expenditures



## 2016 Budgeted Funds Total of all Funds

