



MEMORANDUM
CITY COUNCIL MEETING
June 15, 2026 at 6:00 PM

TO: Lisa Nocerini, City Manager

FROM: Dawn Raza, Treasurer
Monika Fontaine, Plante Moran

DATE: June 15, 2026

SUBJECT: Fiscal Year 2026- 2027 Budget Adoption
Resolution 16-2026

The attached budget is developed in compliance with the Douglas City Charter Chapter IX and the Uniform Budgeting and Accounting Public Act 2 of 1968 as amended. The public hearing and formal adoption of the annual budget will complete the final step in the months long process of workshops and discussions to prepare the next fiscal year budget.

The City's property tax millage rate remains at 13.0818. The City Council has chosen to not levy the maximum millage rate to keep taxes as low as possible.

The City has also approved a road millage at 1.4000 to address deteriorating road conditions.

The overall budget of the City is in balance with revenues exceeding expenditures.

I recommend that the Council adopt the proposed Fiscal Year 2026-2027 annual budget for the City of the Village of Douglas by approving Resolution 16-2026 General Appropriations Act.

**CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN
RESOLUTION NO. 16-2026**

**RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT
FOR THE FISCAL YEAR JULY 1, 2026 – JUNE 30, 2027**

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 15th day of June 2026, at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilperson _____, and supported by Councilperson _____.

RESOLUTION

WHEREAS, pursuant to Chapter IX of the Douglas City Charter (“Charter”) and the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended (the “Act”), the City is required to pass a general appropriations act; and

WHEREAS, in accordance with the Charter and the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Charter and the Act, the City wishes to adopt an appropriation act pursuant to this Resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Title. This Resolution shall be known as the City of the Village of Douglas General Appropriations Act (Fiscal Year 2026-2027).
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.
3. Fiscal Officer. The City Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.
4. Public Hearings on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on June 15, 2026. A copy of the proposed budget was available for public inspection as required by the Charter.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year 2026-2027, including a charter operating millage of 13.0818 mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total \$4,259,235.
6. Millage Levy. The Council of the City of the Village of Douglas shall cause to be levied and collect the general property tax and road millage against all classes of assessable property, at taxable valuations, as approved by the Board of Commissioners for Allegan County, the State Tax Commission, and any anticipated adjustments of the Michigan Tax Tribunal for the Fiscal Year July 1, 2026 through June 30, 2027 as follows:

Property Tax Millage

<u>Designated Purpose</u>	<u>Rate</u>	<u>Amount</u>
General Operating	13.0818	\$3,497,235
Roads	1.4000	\$385,000

7. Estimated Expenditures. Estimated City general fund expenditures for Fiscal Year 2026-2027 for the various City activities are as shown in exhibit A.
8. Estimated revenues and expenditures by fund for all other funds as shown in exhibit B. The schedule of fees as amended is shown in exhibit C.

9. Adoption of Budget by Reference. The general fund budget for the City for 2026-2027 is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Resolution. All other funds budgets for the City for 2026-2027 is hereby adopted by reference with revenues and activities as indicated in Section 8 of this resolution.
10. Appropriation not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Exhibit A: General Fund

FUND		2024-25	2025-26	2026-27
AND		ACTIVITY	ACTIVITY	REQUESTED
DEPARTMENT	DESCRIPTION		THRU 06/30/26	BUDGET
Dept 000.000				
101	GENERAL FUND	3,914,039	4,018,004	4,259,235
NET OF REVENUES/APPROPRIATIONS - 000.000 -		3,914,039	4,018,004	4,259,235
101.000	LEGISLATIVE	13,211	10,529	22,100
172.000	MANAGER	190,137	187,179	199,410
215.000	CLERK	409,480	180,265	200,850
223.000	AUDITOR	10,100	10,325	11,000
253.000	TREASURER		186,041	194,650
257.000	ASSESSING	67,447	43,980	48,230
262.000	ELECTION	15,870	7,496	43,450
265.000	BUILDING & GROUNDS	301,865	331,132	620,680
266.000	ATTORNEY	23,108	17,953	50,000
301.000	POLICE	916,386	972,813	1,137,510
463.000	GENERAL STREETS & ROW	387,716	521,435	676,400
701.000	PLANNING & ZONING	327,456	260,893	351,060
751.000	PARKS & RECREATION	281,092	238,018	295,300
802.000	COMMUNITY PROMOTIONS	16,967	12,831	29,000
850.000	INSURANCE & BONDS	48,085	56,575	62,508
966.000	TRANSFERS OUT	415,520	400,220	305,520
ESTIMATED REVENUES - FUND 101		3,914,039	4,018,004	4,259,235
APPROPRIATIONS - FUND 101		3,424,440	3,437,685	4,247,668
NET OF REVENUES/APPROPRIATIONS - FUND 101		489,599	580,319	11,567
BEGINNING FUND BALANCE		1,429,715	1,919,315	2,499,634
ENDING FUND BALANCE		1,919,314	2,499,634	2,511,201

Exhibit B: All Other Funds

Fund 202 - MAJOR STREET FUND				
Dept 000.000				
202	MAJOR STREET FUND	357,886	367,979	650,895
NET OF REVENUES/APPROPRIATIONS - 000.000 -		357,886	367,979	650,895
463.000	GENERAL STREETS & ROW	339,519	259,475	510,575
464.000	GENERAL STREETS WINTER & ROW	130,974	134,287	152,005
ESTIMATED REVENUES - FUND 202		357,886	367,979	650,895
APPROPRIATIONS - FUND 202		470,493	393,762	662,580
NET OF REVENUES/APPROPRIATIONS - FUND 202		(112,607)	(25,783)	(11,685)
BEGINNING FUND BALANCE		292,325	179,718	153,935
ENDING FUND BALANCE		179,718	153,935	142,250
Fund 203 - LOCAL STREETS FUND				
Dept 000.000				
203	LOCAL STREETS FUND	345,479	468,939	564,900
NET OF REVENUES/APPROPRIATIONS - 000.000 -		345,479	468,939	564,900
463.000	GENERAL STREETS & ROW	324,731	221,742	502,495
464.000	GENERAL STREETS WINTER & ROW	113,620	105,304	140,185
ESTIMATED REVENUES - FUND 203		345,479	468,939	564,900
APPROPRIATIONS - FUND 203		438,351	327,046	642,680
NET OF REVENUES/APPROPRIATIONS - FUND 203		(92,872)	141,893	(77,780)
BEGINNING FUND BALANCE		241,194	148,321	290,214
ENDING FUND BALANCE		148,322	290,214	212,434
Fund 213 - SCHULTZ PARK LAUNCH RAMP				
Dept 000.000				
213	SCHULTZ PARK LAUNCH RAMP	36,384	23,027	29,500
NET OF REVENUES/APPROPRIATIONS - 000.000 -		36,384	23,027	29,500
753.000	LAUNCH RAMPS	4,476	5,401	5,500
966.000	TRANSFERS OUT	70,750	70,750	70,750
ESTIMATED REVENUES - FUND 213		36,384	23,027	29,500
APPROPRIATIONS - FUND 213		75,226	76,151	76,250
NET OF REVENUES/APPROPRIATIONS - FUND 213		(38,842)	(53,124)	(46,750)
BEGINNING FUND BALANCE		136,995	98,152	45,028
ENDING FUND BALANCE		98,153	45,028	(1,722)

Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND				
000.000		49,403	99,066	450,000
243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND	78,986	74,599	452,000
NET OF REVENUES/APPROPRIATIONS - 000.000 -		29,583	(24,467)	2,000
ESTIMATED REVENUES - FUND 243		78,986	74,599	452,000
APPROPRIATIONS - FUND 243		49,403	99,066	450,000
NET OF REVENUES/APPROPRIATIONS - FUND 243		29,583	(24,467)	2,000
BEGINNING FUND BALANCE		113,621	143,204	118,737
ENDING FUND BALANCE		143,204	118,737	120,737
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY				
Dept 000.000				
245	TRI-COMMUNITY HARBOR AUTHORITY	124	73	75
NET OF REVENUES/APPROPRIATIONS - 000.000 -		124	73	75
ESTIMATED REVENUES - FUND 245		124	73	75
APPROPRIATIONS - FUND 245				
NET OF REVENUES/APPROPRIATIONS - FUND 245		124	73	75
BEGINNING FUND BALANCE		4,363	4,486	4,559
ENDING FUND BALANCE		4,487	4,559	4,634
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Dept 000.000				
248	DOWNTOWN DEVELOPMENT AUTHORITY	77,211	81,882	84,265
NET OF REVENUES/APPROPRIATIONS - 000.000 -		77,211	81,882	84,265
728.000				
728.000	DOWNTOWN DEVELOPMENT AUTHORITY	62,718	40,722	97,805
ESTIMATED REVENUES - FUND 248		77,211	81,882	84,265
APPROPRIATIONS - FUND 248		62,718	40,722	97,805
NET OF REVENUES/APPROPRIATIONS - FUND 248		14,493	41,160	(13,540)
BEGINNING FUND BALANCE		65,743	80,235	121,395
ENDING FUND BALANCE		80,236	121,395	107,855
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND				
Dept 000.000				
403	BLUE STAR CORRIDOR IMPROVEMENT FUND	123,860	114,372	104,000
NET OF REVENUES/APPROPRIATIONS - 000.000 -		123,860	114,372	104,000
463.000				
463.000	GENERAL STREETS & ROW		18,883	98,015
ESTIMATED REVENUES - FUND 403		123,860	114,372	104,000
APPROPRIATIONS - FUND 403			18,883	98,015
NET OF REVENUES/APPROPRIATIONS - FUND 403		123,860	95,489	5,985
BEGINNING FUND BALANCE		234,985	358,845	454,334
ENDING FUND BALANCE		358,845	454,334	460,319

Fund 450 - WATER SEWER FUND				
000.000		66,478		
450	WATER SEWER FUND	590,660	386,117	1,545,000
NET OF REVENUES/APPROPRIATIONS - 000.000 -		524,182	386,117	1,545,000
536.000	WATER SYSTEM	441,729	149,216	1,233,000
537.000	SEWER SYSTEM	4,816	389	
ESTIMATED REVENUES - FUND 450		590,660	386,117	1,545,000
APPROPRIATIONS - FUND 450		513,023	149,605	1,233,000
NET OF REVENUES/APPROPRIATIONS - FUND 450		77,637	236,512	312,000
BEGINNING FUND BALANCE		208,386	286,023	522,535
ENDING FUND BALANCE		286,023	522,535	834,535
Fund 470 - MUNICIPAL BUILDING FUND				
Dept 000.000				
470	MUNICIPAL BUILDING FUND	4,201,505	975,701	2,095,000
NET OF REVENUES/APPROPRIATIONS - 000.000 -		4,201,505	975,701	2,095,000
265.000	BUILDING & GROUNDS	2,198,273	1,266,898	
906.000	DEBT SERVICE	87,409	273,159	271,809
ESTIMATED REVENUES - FUND 470		4,201,505	975,701	2,095,000
APPROPRIATIONS - FUND 470		2,285,682	1,540,057	271,809
NET OF REVENUES/APPROPRIATIONS - FUND 470		1,915,823	(564,356)	1,823,191
BEGINNING FUND BALANCE			1,915,824	1,351,468
ENDING FUND BALANCE		1,915,823	1,351,468	3,174,659
Fund 594 - DOUGLAS MARINA				
Dept 000.000				
594	DOUGLAS MARINA	216,518	226,008	116,950
NET OF REVENUES/APPROPRIATIONS - 000.000 -		216,518	226,008	116,950
597.000	DOUGLAS MARINA	48,479	3,315	67,000
597.001	WADES BAYOU	26,666	3,327	10,450
597.002	DOUGLAS HARBOR AUTHORITY	55,642	38,906	78,000
ESTIMATED REVENUES - FUND 594		216,518	226,008	116,950
APPROPRIATIONS - FUND 594		130,787	45,548	155,450
NET OF REVENUES/APPROPRIATIONS - FUND 594		85,731	180,460	(38,500)
BEGINNING FUND BALANCE		90,693	176,425	356,885
ENDING FUND BALANCE		176,424	356,885	318,385
Fund 660 - EQUIPMENT RENTAL FUND				
Dept 000.000				
660	EQUIPMENT RENTAL FUND	489,346	458,378	389,000
NET OF REVENUES/APPROPRIATIONS - 000.000 -		489,346	458,378	389,000
902.000	DPW EQUIPMENT PURCHASES	176,751	167,230	316,535
903.000	EQUIP. REPAIRS & MAINTENANCE	71,715	93,671	130,000
ESTIMATED REVENUES - FUND 660		489,346	458,378	389,000
APPROPRIATIONS - FUND 660		248,466	260,901	446,535
NET OF REVENUES/APPROPRIATIONS - FUND 660		240,880	197,477	(57,535)
BEGINNING FUND BALANCE		1,059,987	1,300,867	1,498,344
ENDING FUND BALANCE		1,300,867	1,498,344	1,440,809

Exhibit C: Schedule of Fees

Fiscal Year 2026/2027 Fee Schedule

CITY HALL SERVICES		Fee
Temporary Gateway Signs	Blue Star Highway & Center Street \$35 per use Blue Star Highway & Main Street \$25 per use Both locations \$50 per use More than 5 uses per year \$10 per use	
Business License	\$25/year	
Temporary Vendor (Hawker/Peddler License)	\$150/daily	
Boat Launch Ramps	Resident	
• Union Street	\$10/daily, \$25/season	
• Shultz Park	Non-Resident	
	\$10/daily, \$75/season	
Special Meeting of the City Council	\$500	
Marihuana Facility Permit Application	\$5,000/year	
Wades Bayou / Douglas Marina Kayak Storage Rack	\$175/season	
USB Storage Drive	Actual cost	
Copies-Paper Print 8.5" X 11" & 11"x17"	\$0.25 Per Page	
Freedom of Information Act Requests (FOIA)	Fee parameters as established by the Act (Act 442 of 1976) and scope of work to fulfill request	
Returned check fee	\$50	
Special Event Permit	\$50	
	Free for non-profit organizations	
City Park Pavilion Reservation	\$50	
	Free for non-profit organizations	
Douglas Marina Transient Slip	\$25/day	
Douglas Marina Slip (lottery system)	\$2,500/year for 2026/2027	
Wedding Officiant (Mayor)	\$50	
POLICE DEPARTMENT		Fee
Fingerprints	\$10 per card – Resident \$20 per card – Non-Resident	
Preliminary Breath Test (PBT)	\$5.00	
License to Purchase	\$3.00 Resident \$10 Non-Resident	
Freedom of Information Act Requests (FOIA)	Fee parameters as established by the Act (Act 442 of 1976) and scope of work to fulfill request	
Parking Ticket	As indicated on ticket	
UTILITIES	Fee	Escrow
Water Well Review	\$50	\$1,000
Water Capital Charge	\$24/MEU	
Municipal Water Connection		
• Users within City Limits	\$2,000	
• Users outside City Limits	\$4,000	
• Connection Inspection	\$200	
Municipal Sanitary Sewer Connection		
• Users within City Limits	\$2,500	
• Users outside City Limits	\$3,500	
• Indirect Connection	\$1,250	
• Connection Inspection	\$200	
Acceptance of Private Roads into the Public System	\$750	\$2,000
Street Vacation	\$500	\$1,000

PLANNING & ZONING SERVICES	Fee	Escrow
Planned Unit Development (PUD) <ul style="list-style-type: none"> Rezone Request and Preliminary PUD Review Final PUD Review Major Amendment to a PUD Minor Amendment to a PUD (administrative review) 	\$1,000 \$500 \$500 \$300	\$2,000 \$2,000 \$2,000 \$1,000
Rezoning Requests (NON-PUD) <ul style="list-style-type: none"> Rezoning of parcel 	\$1,000	\$2,000
Residential and Mixed-Use Developments and Subdivisions <ul style="list-style-type: none"> Plat Review (Conventional) Site Condominium Review Site Plan Review for Condominium Developments Open Space Preservation Developments Multi-Family Residential Development Mixed-Use Development (Vertical) 	\$1,500 \$1,000 \$1,000 \$1,000 \$1,000 \$1,000	\$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$2,000
Non-Residential Developments <ul style="list-style-type: none"> Site Plan Review - New Construction Site Plan Review - Expansions exceeding 15% of the existing floor area Site Plan Review - Expansions <i>NOT</i> exceeding 15% of the existing floor area 	\$1,000 \$500 \$300	\$2,000 \$1,000 \$500
Waterfront Construction Permits <ul style="list-style-type: none"> Minor Major 	\$100 \$500	\$2,000 \$2,000
Special Use Permit	\$1,000	\$2,000
Master Plan Amendment	\$1,500	\$2,000
Special Meetings (outside regularly scheduled PC meetings)	\$500	
Land Division/ Boundary Change Review	\$275	PZ Admin Discretion
Parking Fee Waiver (per space)	\$7,000	
Zoning Board of Appeals <ul style="list-style-type: none"> Dimensional Variance Request Use Variance Request Zoning Text Interpretation Appeal of Planning & Zoning Administrator's Determination 	\$500 \$500 \$500 \$500	\$1,000 \$1,000 \$1,000 \$1,000
Short-Term Rental <ul style="list-style-type: none"> Registration/Initial Inspection Re-Inspection 	\$375 \$175	
Revocable Sign License/Agreement	\$250/year	
Zoning Ordinance (Hard Copy)	\$50	
Freedom of Information Act Requests (FOIA)	Fee parameters as established by the Act (Act 442 of 1976) and scope of work to fulfill request	
Zoning Map Copy <ul style="list-style-type: none"> 8.5" X 11" & 11"x17" Large format print 	\$0.25 \$5	
Zoning Permits <ul style="list-style-type: none"> General Fences Chickens Sign Permits Home Occupation Temporary Structures and Uses Wind Energy Conversion System Food Truck Permit New Structures Over 1,000 sq ft Other (Additions, Remodels, Sheds, Decks, Pool, etc.) 	\$75 \$50/year \$200 \$75/year \$75 \$75 \$200 \$100	PZ Admin Discretion
Zoning Ordinance Text Amendment	\$1,000	\$2,000
Tree Removal Permit	\$75	
Zoning Verification Letter	\$50	
Right of Way Work/Road Cut/Bore/Driveway Permit	\$150	\$5000
Failure to Obtain a Zoning Permit (Penalty)	\$500	

SPECIAL EVENT SERVICES	Regular Rate	Overtime Rate	Holiday Rate
Douglas Police Department			
Chief (Salary Position)	\$56.37 max per hour	\$56.37 max per hour	\$56.37 max per hour
Sergeant	\$41.17 max per hour	\$61.75 max per hour	\$102.91 max per hour
Police Officer	\$37.24 max per hour	\$55.85 max per hour	\$93.09 max per hour
Police Clerk	\$29.94 max per hour	\$44.91 max per hour	\$59.87 max per hour
Department of Public Works			
Director (Salary Position)	\$43.81 max per hour	\$43.81 max per hour	\$43.81 max per hour
Supervisor	\$31.05 max per hour	\$46.58 max per hour	\$62.10 max per hour
DPW Employee	\$29.14 max per hour	\$43.71 max per hour	\$58.28 max per hour
Equipment (based on MDOT Schedule C 2026 Usage Rates)			
<ul style="list-style-type: none"> • 7400 Diesel Truck or Western Star • Portable Message Sign • 3/4 and 1/2 Ton 4x4 Truck • 1/2 Ton 2wd Truck • Gehl ALT750 (Tele Loader) • Gehl AL650 Diesel Loader (Loader) • International HV Plow Truck • Street Vac Trailer • Backpack Leaf Blower • Dumpster • Mega Trailer • 7x14' Dump Trailer • 7x16' Utility Trailer • 8'x24' Trailer • Traffic Control Trailer (includes generator and light tower) • Bobcat UTV • John Deere Tractor with loader • Bobcat Mini Skid • Barricades – Type A • Barricades – Concrete • Barricades – 3 Bar 	<ul style="list-style-type: none"> \$63.35 per hour \$28.93 per hour \$33.56 per hour \$13.89 per hour \$95.59 per hour \$85.71 per hour \$63.35 per hour \$62.93 per hour \$4.19 per hour \$20.93 per hour \$16.05 per hour \$16.05 per hour \$12.73 per hour \$16.05 per hour \$130.35 per hour \$16.27 per hour \$65.90 per hour \$17.86 per hour \$3.35 each \$11.28 each \$9.29 each 		
Supplies/Misc.			
<ul style="list-style-type: none"> • Trash Receptacles • Traffic Cones • Fencing • Trash Can Liners • T-Posts for Fencing 	<ul style="list-style-type: none"> \$12.08 each \$2.35 each \$1.25 per 100 foot \$1.23 per liner \$0.89 per T-Post 		
Missing/Damaged Equipment, Supplies, Grounds, and/or Facilities	Estimated Cost to Replace		

CITY OF THE VILLAGE OF DOUGLAS

ANNUAL BUDGET



For the Fiscal Year Ending June 30, 2027

CITY COUNCIL & CITY ADMINISTRATION

City Council:

Mayor: Cathy North
Mayor Pro Tem: Randy Walker
Councilperson: Gregory Freeman
Councilperson: Neal Seabert
Councilperson: Matt Balmer
Councilperson: John O'Malley
Councilperson: Jeff West

City Hall Staff

City Manager: Lisa Nocerini
City Clerk: Laura Kasper
City Treasurer/ Finance Director: Dawn Raza
City Planner & Zoning Administrator: Sean Homyen
City Project Manager: Jennifer Pearson

Police Department

Police Chief: Steve Kent
Sergeant: Lori Warsen
Police Officer: Anthony Brown
Police Officer: Trevor Dyer
Police Officer: Olivia Schipper
Police Officer: Mark Giles
Administrative Assistant: Kailey Kent

Public Works Department

Director: Greg Salinas
Lead Equipment Operator: Cody Carpenter
Equipment Operator: Kyle Hooker
Equipment Operator: Bill Brown
Equipment Operator: Alec Smith
Equipment Operator: Kevin Unema

Budgeting Policies & Procedures

A Reader's Guide to Budgeting

The budgeting and accounting policies of the City of the Village of Douglas conform to Generally Accepted Accounting Principles (GAAP) as applicable to governmental units. The following are the significant budgetary policies followed by the City.

Uniform Budgeting Act

The City of the Village of Douglas is legally subject to the budgetary control requirements of the State of Michigan P.A. 2 of 1968 (the Uniform Budgeting Act). The following statements represent a brief synopsis of the major provisions of this Act.

- Budgets must be adopted for the General Fund and Special Revenue Funds.
- A fund balance deficit cannot be budgeted for.
- The budgets shall be amended when necessary.
- Debt cannot be entered into unless permitted by law.
- Expenditures cannot be made unless appropriated for.
- A Public hearing must be held before the budget is adopted by City Council.

Basis of Budgeting

The adopted budget is prepared on a cash-basis which will not significantly differ from Generally Accepted Accounting Principles ("GAAP"). The City records actual activity on the modified accrual basis of accounting for all governmental fund types. Accruals for both revenues and expenditures will be made at the end of the fiscal year to properly record the activity in the correct fiscal year.

The full accrual basis of accounting is utilized for the Internal Service Fund, the component units, and the government-wide statements. For budgeting purposes, these too (except the government-wide reporting that is an amalgamation of multiple funds) are budgeted on a cash-basis.

Fund Structure of Approved Budget

Public Act 2 of 1968, the Uniform Budgeting Act, only requires an adopted budget for the General Fund and the Special Revenue funds, such as Major and Local Streets. As a best practice, the City budgets for all of its funds regardless of fund type.

The City Council reviews revenue/expenditure and budgetary reports prepared by management on a monthly basis.

Fund Accounting

The accounts of the City of the Village of Douglas are organized by funds and departments. Funds are established to segregate specific activities or functions of the government in accordance with legal restrictions or to segregate certain activities for the sake of transparency or management expediency. The City utilizes four fund types – governmental funds, proprietary funds (just the internal service equipment fund), fiduciary funds (tax collection and general custodial), and component units (DDA, KLHA, and BRA).

Below are the different types of funds:

Governmental Funds

General Fund: The General Fund contains the accounting of the ordinary activities of the City. The General Fund expenditures are financed mostly by general operating property tax revenues and some state shared revenues. The General Fund is usually the most commonly used fund and is where expenditures for City Hall, Police and Parks are found.

Special Revenue Funds: Special Revenue funds are used to account for the proceeds of earmarked revenue from financing activities requiring separate accounting because of legal or regulatory requirements. The City's Special Revenue Funds are Major Street Fund, Local Street Fund, and Schultz Park Launch Ramp Fund. The Major and Local Street Funds are the City's largest special revenue funds. The City receives monies from the State from gasoline tax collected. The City receives their amounts based on a state formula that divides the gas tax monies between state road projects, counties and local municipalities.

Debt Service Funds: Debt service funds are used to account for the annual payment of principal and interest concerning long-term debt other than the debt payable from the operations of an enterprise fund. **The City does not currently utilize any Debt Service Funds.**

Capital Projects Fund: Capital Projects Funds are used to account for the development of capital facilities and projects. The City has three capital project funds. The Water and Sewer Fund collects revenue from water and sewer connections to pay for infrastructure improvements to the City's water and sewer system. The Blue Star Corridor Improvement Fund is assigned the adult use marijuana revenues distributed by the State to pay for infrastructure improvements along the blue star corridor. The Municipal Building Fund accumulates funds for a new municipal building and accounts for building costs.

Permanent Funds: Permanent Funds are used to account for resources that are legally restricted to the extent that only earnings and not principal may be used to support government programs. **The City does not currently utilize any Permanent Funds.**

Proprietary Funds

Enterprise Funds: Enterprise Funds are funds that are accounted for on a full accrual basis of accounting and are used for business-type activities. The sale of water and sewer treatment is typically recorded in an Enterprise Fund, but because the Kalamazoo Lake Sewer & Water Authority (KLSWA), a separate legal entity and component unit of the City, operates the sewer and water activity for the Tri-Community area, the City does not currently utilize an enterprise fund. The capital charges billed to water and sewer customers are being accumulated to pay for future capital improvements (lines, mains, other infrastructure, etc...) in a capital project fund and are not a function of how much water a customer uses.

Internal Service Funds: The City has one Internal Service Fund and that is the Equipment Rental Fund. The Equipment Rental Fund is financed by rental charges to the General Fund, Major Street Fund and Local Street Fund primarily for the use of equipment by the Public Works Department. The rental charges are used to finance the purchase of equipment for the Public Works Department and the rates used are provided by the Michigan Department of Transportation.

Fiduciary Funds

Custodial Funds: Custodial Funds are used to account for the assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments or other funds. The City has two Custodial Funds.

Pensions Trust Funds: Pension Trust Funds are used to report the resources required to be held for the members and beneficiaries of defined benefit pension plans, defined contribution plans and other post-employment benefits. **The City does not have a Pension Trust Fund** because Michigan Employers Retirement System (MERS) accounts and records necessary information and resources. Pension information accounted for by MERS is displayed in City's Annual Financial Statements.

Investment Funds: Investment Funds are funds whose legal purpose is to hold separate governments' pool of investments. **The City does not have an Investment Fund.**

Private-purpose Trust Funds: Private-purpose Trust Funds are used report trust arrangements not reported in other trust funds, which has limited provisions to the monies held in the fund. **The City does not have a Private-purpose Trust Fund.**

Budgeting Procedures

The annual budget covers a twelve-month period beginning July 1st and ending June 30th. The budget is an ongoing process that includes phases of development, adoption, implementation and oversight throughout the year.

Several goals are associated with the preparation and development of the City's annual budget document. First, the budget is a policy document. The budget should help foster comprehensive community problem solving and policy making. Second, the budget is a financial plan and management tool. The document should help staff in monitoring revenue and expenditures and in evaluating the effectiveness of City programs and services. Third, the budget serves as an important reference document. It should provide the City Council, staff and the public with extensive information on the nature and scope of municipal operations and services.

Strategic Planning Process

The City Council holds multiple workshop meetings throughout the year with the City Manager and department heads to discuss and develop both long and short-term goals and objectives. These workshop meetings give the City Manager and department heads guidance and understanding of the goals the City Council would like to have completed and in a general order.

Budget Review and Analysis

All department heads meet with the City Treasurer for review and evaluation of their respective budgets. The objective of this phase is to:

- Ensure that the intent of all budget requests are understood
- Gain greater understanding of departmental objectives and standards of performance and operations for the upcoming fiscal year.
- Determine how proposed departmental projects and programs are related to the goals and objectives set by Council.
- Balance the needs of each department to the total City needs.

Analysis in this phase include analysis of levels of service, evaluation of historical expenditure trends, projection of inflationary increases, and review of departmental operations.

Building the Proposed Budget

The City Treasurer and City Assessor work towards reasonable estimates of property tax income based on projections and reasonable estimates of property tax values. Property tax revenues generally account for about two-thirds of the City's Revenue.

The Treasurer meets with the different department heads to determine the costs of proposed projects and operating expenditures. The Treasurer then meets with the City Manager to review the budget as a whole and bring a proposed budget to City Council.

The proposed budget is then prepared for Council to review. Workshop sessions are held with the City Council to ensure that the proposed budget is in alignment with the Council's goals and objectives, as well as their vision for the City. The Treasurer adjusts the budget as directed by the City Council and makes a recommended budget document for adoption.

City Council Adoption

After completion of the budget workshop sessions, the proposed budget is published on the City's website and public hearings are held for the budget and the City's millage rate. After completion of the public hearings, the City Treasurer would make any adjustments as necessary under the direction of the City Council. The budget is then adopted.

Budget Amendment Process

After the budget is adopted, the primary responsibility for managing the budget falls to individual departments and the Treasurer reviews expenditures on a monthly basis. Management is given flexibility to each department of exceeding a line item within a department if it can be compensated for within the same department. Budget amendments that require transfers from fund balance or other departments require approval by the City Council.

Overview of Financial Data

Revenue

The City's budgeted revenue across all funds for fiscal year 2026-2027 is \$10.3 million, an increase of approximately \$900,000, primarily due to an increase in taxable value and the road millage which will be assessed for the first time in the 2026-2027 fiscal year.

Property Taxes

Property taxes are the largest source of revenue for the City accounting for over half of the City's entire Revenue. This revenue is dependent upon two variables – taxable value and millage rates. The taxable value is determined by the City Assessor and the millage rate is set by the City Council. The formula to determine total property tax revenue is as follows:

$$\text{Taxes} = \frac{\text{Taxable Value} \times \text{Millage Rate}}{1000}$$

The City Assessor maintains two values for every parcel, both real and personal property within the City. The first value is the State Equalized Value, known as the SEV, which is 50% of the true market value of the property. The second value is the taxable value, which came into existence as a result of 1994's Proposal A, the property tax reform law. The taxable value of real property cannot increase higher than the rate of inflation or 5%, whichever is lower, and cannot be higher than the SEV of property.

This formula remains in place until a property is sold at which time the property becomes "uncapped" and changes to match the SEV. The limitations on increases then begin anew from the "uncapped" rate.

The City Council has chosen to not levy the maximum millage rate in order to keep taxes as low as possible. The City has held a consistent millage rate since becoming a city in 2004 even though the City could levy a higher millage rate.

Other Sources of Revenue

While property taxes are the major source of revenue for the City (82% of General Fund Revenues), there are other sources the City relies upon during the year.

Revenues received from the State of Michigan are a very important source of revenue for the City. State shared revenue estimates, which are determined by a formula based upon population and type of local government (i.e. city, village, township). Street funds come to the City from the Michigan Department of Transportation and they are based upon formulas prescribed by Public Act 51.

Additionally, the City charges residents and other customers for charges for services such as permits, planning fees, business licenses and boat launch passes. Fines are collected from traffic and parking violations and ordinance enforcement.

Expenditures

There are several broad categories of expenditures that can be compared across funds. These are as follows:

- Contracted services such as lawyers, auditors, engineers, assessing and other professional services as needed
- Personnel Costs, which include wages, salaries, payroll taxes, pension contributions, health, dental, life and disability insurance and annual police officers sick time pay outs.
- Operating costs such as printing, postage, maintenance and repairs, utilities, office supplies, dues, publications, uniforms and anything else related to general operations that are not covered under another category.
- Capital improvements, which are items that will last over multiple years. These may include computers, vehicles, equipment and infrastructure improvements.
- Debt Service is the payments that are made on bonds and loans issued by the City.
- Transfers out are operating transfers between funds such as transfers out of the General Fund to the Major and Local Street Funds.

The City's budgeted expenditures for fiscal year 2026-2027 is \$8.4 million. Highlights of this year's expenditures and transfers budget include a 3% cost of living increase for non-police union employees, 3.5% for police union employees, a 15% increase in health insurance benefits, and continued focus on capital improvements for road improvements and water/sewer infrastructure.

General Fund

The General Fund is the main operational fund for the City. It contains all of the activities of the City that are not required to be accounted for in another fund, such as special revenue or enterprise funds. The main sources of revenue for the General Fund are property taxes, State shared revenue and County road millage. Expenditures that occur from this fund are for administrative activities, community development, parks and recreation, public safety and public works.

Departments

Legislative (101)

The residents of the City of the Village of Douglas elect seven council members to two-year terms. Three terms end odd years and four terms end even years. After the residents elect their council members, the council then elects a Mayor and Mayor Pro Tem to preside over the City Council. The Council has the power to adopt laws, ordinances, and resolutions, adopt a budget, levy taxes, and set policies. The Council appoints the City Manager who is accountable for all administrative functions that are not directed by the charter, ordinances or state law.

Expenditures in this department include City Council member's wages, training, newspaper publishing and supplies.

Manager (172)

The City Manager strives to effectively serve the City Council and the public through responsible administration of all City affairs. The Manager demonstrates and promotes a high standard of ethics, professionalism and integrity throughout the city's organization. The City Manager fosters open and complete communications, actively seeks out and incorporates citizen involvement and participation, and achieves outstanding results through partnerships with other service providers in both the public and private sectors. The City Manager demonstrates through words, actions and policies a commitment to treat all colleagues and citizens with respect and dignity.

Expenditures in this department include City Manager's wages, , benefits, training funds, supplies, association dues, and a portion of the project manager's salary.

Clerk (215)

The City Clerk holds many responsibilities including maintaining all city records, administering city elections, publishing public notices and manage human resources for City employees.

Expenditures in this department include City Clerk and Deputy Clerk wages and benefits, training, publishing, postage, and association dues.

Auditor (223)

The City contracts with an accounting firm to perform an annual audit on the City's financial statements and report to the City Council their findings. The audit consists of determining the accuracy of the City's financial statements, internal controls and financial policies. The City contracted with Siegfried & Crandall.

Treasurer (253)

The City Treasurer is responsible for billing, collecting and disbursing property taxes, maintain accurate financial records, create and administer the City's annual budget and help financially direct the City in accordance with city polices and state laws and as directed by the City Council.

Expenditures in this department include City Treasurer wages and benefits, tax bill related expenses, training, postage, and association dues.

Assessor (257)

The City has contracted with Assessing Solutions as its City Assessor. The Assessor keeps the records of all property located within the City. The Assessor computes and analyzes the property values of all parcels based on sales studies and relevant state laws in correlation with the Allegan County Equalization department.

Expenditures in this department include contracted amount of the assessor, board of review member wages, software and website fees for the online tax and assessing system, supplies, and postage and printing costs.

Elections (262)

The City elections are overseen by the City Clerk in accordance with federal, state, county and local laws. The Clerk administers elections for federal, state, county, city and school elections ranging from representatives, laws and millage proposals. Also, the City Clerk maintains voter registration records within the City and maintains all City records.

Expenditures in this department include election worker's wages, publishing of notices, voter identification cards, ballots and other election supply costs.

Buildings & Grounds (265)

The Buildings and Grounds department accounts for all expenditures relating to the buildings owned and operated by the City.

Expenditures include repairs and maintenance, utilities and payroll costs of public works employees for time spent working in, on or for the City's buildings. The City has budgeted for the replacement of staff computers and a cold storage building.

Attorney (266)

The City contracts attorney services from several law firms to represent and guide the City and its staff to ensure the City operates and moves in a law-biding manner for the good of the public. The attorneys help the City Council and staff with issues including but not limited to union negotiations, employee issues, planning and zoning regulations and guidance on legal issues that arise.

Police (301)

The Police department operates with a Police Chief, a sergeant, four full-time officers, and multiple part-time police officers. The Douglas Police department serves the City of Douglas.

Expenditures in this department include all officer wages and benefits, training costs, officer's equipment, prosecuting attorney, liability insurance, utilities, police vehicle repairs and gasoline.

General Streets & Right of Way (463)

The General Streets and Right of Way department operates under the management of the Public Works department and is responsible for the brush and leaf pickup, repairing and maintaining roads and sidewalks and the maintenance and beautification of the downtown.

Expenditures in this department include public works wages and benefits, supplies, street lights, utilities, landscaping services and road and sidewalk maintenance and repairs. The City has budgeted for water street drainage improvements and a storm sewer capital improvement plan.

Planning & Zoning (701)

The Planning and Zoning department is also referred to as Community Development. The City Planner works closely with the Planning Commission and the Zoning Board of Appeals and is responsible for directing and managing the physical development of the City in a manner that emphasizes quality, livability and sustainability. The City Planner uses guidance from the City Council, the Master Plan and Tri-Community Master Plan for the decision making process regarding the development of the City.

Expenditures in this department include City Planner wages and benefits, Planning Commission and Zoning Board of Appeals wages, contracted attorney, engineering and building inspector costs, supplies and software fees. The City has budgeted to update the Zoning ordinances and maps.

Parks & Recreation (751)

The Parks and Recreation department operates under the management of the Public Works department. This department is responsible for the maintenance and upkeep of all of the City's parks including Beery Field, Douglas Beach, Veteran's park, and Schultz Park (not including the boat launch).

Expenditures in this department include public works wages and benefits, landscaping services, utilities, City park maintenance, and supplies. The City has budgeted for beach bathrooms and Beery Field belachers.

Community Promotions (802)

Community Promotions account for expenditures pertaining to local organizations to support the community in promoting all the different events around the City and Tri-community area.

Insurance & Bonds (850)

The Insurance and Bonds department accounts for the expenditures related to the City's general liability insurance provided through the Michigan Municipal League (MML).

Transfers Out (966)

Transfers out are transfers of monies from one fund to another to cover operating expenditures because the fund cannot cover operating expenditures from its revenues. The General Fund transfers monies to the Major and Local Street Funds because the ACT 51 monies received from the State of Michigan only cover about one-third of these funds' operating costs. Also, the City transfers monies to the Douglas Marina, and Water Sewer fund for capital projects.

City of the Village of Douglas Fund Balance Policy

The City of the Village of Douglas's policy is to keep a minimum of 30% of General Fund operating expenditures in the General Fund fund balance as adopted by City Council. The Government Finance Officers Association (GFOA) recommends a minimum reserve of two months of operations (approx. 17% of the budget) in fund balance. Additional fund balance may, at times, be committed or assigned by City council for specific purposes such as capital projects.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures made for specific purposes. The City's special revenue funds are:

- Major Street Fund (202)
- Local Street Fund (203)
- Schultz Park Launch Ramp Fund (213)

Major and Local Street Funds (202 & 203)

The Major Street Fund and the Local Street Fund receive revenue from a road millage and from the state through Public Act 51 which uses a formula to share gas and weight taxes to governmental entities at the state, county and local levels. These two funds account for the repairs and maintenance of the city streets and sidewalks including snowplowing. The City has budgeted for a various road projects.

Schultz Park Launch Ramp Fund (213)

The Schultz Park Launch Ramp Fund receives revenue from the launch fees and requires the revenues to be spent on the repairs and maintenance of the launch ramp, its facilities or other recreation.

Other Funds

Marina Fund (594)

The Marina Fund primarily collects revenue from slip fees at the City's Point Pleasant Marina. The fund accounts for the activities at Point Pleasant, Wades Bayou, and the Douglas Harbor Authority. The City has budgeted aquatic weed control treatments, and fees for consultation regarding harbor issues as requested by Kalamazoo Lake Harbor Authority.

Capital Project Funds

Blue Star Corridor Improvement Fund (403)

The Blue Star Corridor Improvement Fund collects revenue from the State related to adult use marihuana and pays for infrastructure improvements along the blue star corridor.

Water and Sewer Revolving Fund (450)

The Water and Sewer Fund collects revenue from connection fees for water and sewer connections and pays for repairs on the city's water and sewer system. The City of the Village of Douglas collaborates with the Kalamazoo Lake Sewer & Water Authority to administer the day-to-day activities of the sewer and water system. The City has budgeted for lead service line replacement, a Sewer Asset Management plan, and development of municipal utility standards.

Municipal Building Fund (470)

The Municipal Building fund accounts for the bond proceeds related to the construction for the new municipal building at 415 Wiley. The principal and interest payments on the bond have been budgeted in this fund.

Internal Service Fund

Equipment Rental Fund (660)

The City uses the Equipment Rental Fund to charge rent to the different Public Works Departments for time using equipment in the different locations throughout the city. The City purchases new equipment and vehicles through this fund and plans for equipment purchases. The Equipment Rental Fund expenses repairs, maintenance, depreciation and gas for the vehicles and equipment purchased from this fund.

Internal Service Funds are proprietary funds and utilize the full-accrual basis of accounting. Internal Service Funds are to be accounted for differently than the General Fund and Special Revenue Funds because their economic factors are different meaning their activities should be accounted for like a standard for-profit business and not a governmental entity.

For the 2026-2027 fiscal budget the City has budgeted for the purchase of various public works equipment.

Component Units

Brownfield Redevelopment Authority (243)

The Brownfield Redevelopment Authority is charged with revitalization of environmentally distressed areas within the City. The Brownfield Redevelopment Authority Fund accounts for all of the revenue and expenditures for the Brownfield Redevelopment Authority including grants received and monies spent on engineering studies.

Harbor Authority (245)

The Harbor Authority is a joint venture between the City of the Village of Douglas and the City of Saugatuck. The Harbor Authority Fund accounts for all of the revenue and expenditures for the Harbor Authority including grants received and monies spent on engineering studies.

Downtown Development Authority (248)

The Downtown Development Authority (DDA) is charged with developing the Douglas Downtown. The DDA captures a portion of property taxes to accomplish the goals and projects set forth in the Tax Increment Financing (TIF) Plan, which was established at the creation of DDA. The DDA board is comprised of the Mayor of Douglas and up to eight members appointed by the City council. The DDA budgeted for Beery Field Improvements and downtown beautification.

Glossary of Budget and Finance Terms

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, this budget glossary has been included in the document.

Accrual Basis of Accounting: A method of accounting that recognizes the financial effect of transactions, events, and Interfund activities when they occur, regardless of the timing of related cash flows.

Activity: Cost center within a fund or department to which specific expenses are to be collected.

Ad Valorem: According to value. "A method of taxation using the value of the thing taxed to determine the amount of tax. Taxes can be either "ad valorem" or "specific". Example: A tax of \$5.00 per \$1,000.00 of value per house is "ad valorem". A tax of \$5.00 per house (irrespective of value) is specific.

Appropriation: An authorization made the City Council, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations last for one year and expire at year-end.

Assessed Valuation: The estimated value placed upon real and personal property by the City's Assessor for the determination of property taxes. Assessed value is required to be at least 50% of the true cash value.

Assets: Property owned by the City, which has monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal controls and is intended to ascertain whether financial statements fairly present financial positions and results of operations. The audit may identify areas of possible improvements in accounting practices and procedures, but does not specifically look to identify those.

Bond (Debt Instrument): A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at the specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital improvements.

Budget (Operating): A plan of financial operations embodying an estimate of proposed expenditures for a given period (for one fiscal year) and the proposed means of financing them (revenue estimates). Also, the term is sometimes used to denote the officially approved expenditure ceiling under which the City and its departments operate.

Budget Calendar: The schedule of key dates or milestones that the City follows in preparation and adoption of the budget.

Budgetary Control: The level at which expenditures cannot legally exceed the appropriated amounts. Examples include fund, function, department, and line-item.

Budget Message (City Manager's): A general discussion of the proposed budget document presented in writing as a supplement to the budget document. The budget message explains principle budget issues against background of financial experience in recent years.

Capital Outlay: A disbursement of money which results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$3,000 and have a useful life of more than one year.

CIP: Abbreviation for Capital Improvement Plan.

Contingency: An estimated amount of funds needed for deficiency or emergency purposes. An annual appropriation to cover short falls in revenue and/or underestimation of expenditures. Under Michigan law, to be used, contingencies must be moved to the specific appropriation line by a budget amendment.

Contractual Services: Items of expenditures from services that the City receives from an outside company. Attorney services, engineering services and landscaping services are examples of contractual services.

CPI: Abbreviation for Consumer Price Index.

Current Taxes: Taxes that are levied and due within one year.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Department: An administrative division of the City. Departments are the main groupings with the budget, for example City Manager, Planning & Zoning and Parks & Recreation.

Depreciation: A noncash expense that reduces the value of an asset as a result of wear and tear, age or obsolescence. Most assets lose their value over time and must be replaced at the end of their useful life.

Downtown Development Authority (DDA): Created by Public act 197 of 1975 to promote revitalization and development of existing business districts.

Enterprise Fund: An accounting fund in which the services provided are financed and operated similarly to those of a private business, i.e user charges. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds are typically established for utility services such as water and sewer; however, the City does not currently have any enterprise funds.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: The cost of goods delivered and services rendered, whether paid or unpaid.

Fiscal Year: A 12 month period to which the annual operating budget applies and at the end of which the City determines its financial position as a result of its operations. The fiscal year for the City of the Village of Douglas is July 1 – June 30.

Fund: An independent accounting entity established to account for the assets, liabilities, revenues and expenditures for specific activities. Examples include the General Fund for day-to-day activities, Major Street Funds for activities relating to major streets, etc.

Fund Balance: The excess of an entity's assets over liabilities. A negative fund balance is called a deficit.

GAAP: Abbreviation for Generally Accepted Accounting Principles.

GASB: The Governmental Accounting Standards Board, which provides direction in accounting and reporting requirements for units of government.

General Fund: The largest fund within the City, the General Fund accounts for most of the day-to-day operations of the government, such as police protections, finance, public works, parks and general administration. The main source of Revenue for the General Fund is the City's operating millage.

General obligation Bonds: When the City pledges its full faith and credit to the repayment of the bonds that it issues, those bonds are called general obligation (GO) bonds. Issuance of these bonds require an election and they are usually repaid by an ad valorem property tax levy.

GFOA: Abbreviation for Government Finance Officers Association.

GIS: Abbreviation for Geographic Information System.

Internal Service Fund: A fund used to account for the financing of goods and services provided by one department to other departments of the City on a cost reimbursement basis.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. The term does not include encumbrances.

Long Term Debt: Debt with a maturity of more than one year.

Maturities: The date on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

MERS: The Michigan Municipal Employees Retirement System is a multi-employer statewide public employee retirement plan created to provide retirement, survivor and disability benefits to local government employees.

Millage: A rate of taxation expressed as mills per dollar.

Modified Accrual Basis of Accounting: Basis of accounting to which (a) revenues are recognized in the accounting period in which they are earned, measurable, and available and (b) expenditures are recognized in the accounting period in which the fund liability is incurred and payable, except for non-matured interest on general long-term debt and certain similar obligations which should be recognized when due.

Per Capita Basis: Per unit population.

Personnel Services: The expenditures within the budget that relate to personnel such as salaries and fringe benefits.

Revenue: An addition to the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without corresponding increase in any other liability or decrease in assets, and does not represent a contribution of fund capital in an enterprise fund.

State Equalized Value (SEV): The assess valuation of property in the City, as determined by the City Assessor and then reviewed and adjusted, if necessary, by the County and the State, to assure that it equals 50% of market value as required by State law.

Special Assessments: Assessments levied on tax bills that are used to fund capital projects that benefit a limited number of properties. The assessments are usually used to repay bonds.

Special Revenue Fund: The fund used to account for the proceeds of specific revenue sources used to finance projects or activities such as the Special Events Fund.

Taxable Value: This is a value used as a base for levying property taxes. It was established by a state constitutional amendment. Taxable values may only be increased by 5% or the rate of inflation, whichever is lower. When property changes ownership, the value returns to 50% of the true cash value equal to the SEV.

Transfers In/Out: legally moving unrestricted funding from one fund to another.

Custodial Funds: these funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments, or other funds.