



CHARTER TOWNSHIP OF BRIGHTON

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www.brightontwp.com

FY 2019-2020

BUDGET

ADOPTED MARCH 18, 2019

101 GENERAL FUND REVENUES

402.000 Property Taxes. We are projecting a minimal increase in taxable value due to the CPI, Any increases due to CPI and/or new growth is being offset by businesses filing under Personal Property Tax Reform (EMPP and ESA) – This 2014 legislation cuts PPT revenue to local jurisdiction and reimburses the local jurisdictions for only “essential services” (e.g. fire and police). Real property is increasing by approximately 4.71% and personal property is increasing by approximately 0.95%. The 2018 Final Taxable value was \$1,084,568,051). The tentative TV for 2019 is \$1,134,157,167. The Proposed FY19-20 budget includes a 2% increase.

423.000 Mobile home fees are the fees that mobile home parks pay per mobile home in lieu of taxes. The mobile home park pays normal real property taxes for the land and its improvements. No real property taxes are paid on the mobile homes themselves. The park owner pays \$3 per month per mobile home. The township receives 1/6 of that \$3. The schools receive 2/3 and the county 1/6.

445.000 Interest/Penalties this is interest and penalties on delinquent personal property taxes the township collects.

447.000 Property Tax Administration Fee is the 1% the township collects on all property taxes collected by the Township. The township does all of the collecting and administering of property taxes for the county, state and schools. This 1% is intended to reduce our costs for assessing and tax administration/collection. This will trend upward in conjunction with increasing property values.

448.000 Summer Tax Collection Service Charge is the fees charged to school districts and community colleges for summer tax collection. This is charged per applicable parcel.

448.100 Dog License fee the Township collects this fee, keeping a portion of the license fee (\$1.50), and pays the County the balance, per statute.

451.000 Cable TV Fee is our franchise fee collected as a percent of the bills paid by the township residents to Comcast and AT&T. Fees are calculated using todays collections. As permits for housing construction increases, historically, so too does the revenue in this third largest revenue category.

460.000 Telecommunications R.O.W. Maintenance Fee (Metro Act Fees) are fees provided to each unit of government due to the licensing requirements for

those telecommunications companies doing work in the right of way. Metro Act fees are received from AT&T, Verizon North Incorporated, and Comcast. They can only be used for activities that occur in the Road Right-Of-Way (i.e. street lighting, sidewalks etc.).

482.000 Tenant / Home Occupancy These are fees generated from reviewing proposed uses/space of an existing building as well as reviewing sewer REU's if applicable.

482.100 Temporary Use These are permit fees paid when someone wishes to use a parcel or building for a short period of time in connection with a principle use.

482.200 Land Use Permits. These are for reviewing applications for construction permits that may change the footprint of a structure.

574.000 State Revenue Sharing is the Township's share of the state sales taxes. Based on State of Michigan projections this single largest revenue source are budgeted to remain flat.

574.100 State Revenue Sharing / CVTRS In FY2018/19, The Township began participating in the CVTRS allocation.

574.200 State Revenue Sharing / CVTRS – Supplemental In FY 18/19 the State authorized a supplemental allocation to CVTRS. Any funds allocated by the State of Michigan in the future is at the discretion of the State and should not be planned as a receivable.

609.000 Planning Fees These fees include charges for site plan reviews, sign permits etc. Year to year fluctuation reflects the strength/weakness of the economy.

609.100 Zoning Fees These are fees charged to cover the costs for variance requests and/or rezoning as well as zoning plan reviews.

616.000 Tap In Fee Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Revenue associated with the 401 REU's will be received by the General Fund. The budget reflects 10 REU in FY 2019/20.

622.000 Soil Removal Fee These are fees charged to review the soil removal/fill permits for gravel mining operations. We have three (3) active mining operations left in the Township. The ordinance allows for permits to be issued for two year periods.

627.000 Large Item Tags. In 2015, the Township purchased 50 large item tags for \$15.00 a piece. We sell them at cost. The Treasurers' office has a good supply on hand. We do not anticipate purchasing any this year.

645.000 Sale of Materials covers photocopying, flags, maps, ordinances, master plan, etc. This stays fairly stable from year to year.

646.000 Sale of Inventory This is the sale of Township equipment that has exceeded the useful life.

650.000 Sale of Cemetery Lots This is for the sale of burial lots in one of the Townships three publically owned cemeteries.

664.000 Interest Earned is on bank accounts and CD's. We are estimating a very conservative amount of interest earned due to very low market rates.

664.001 -664.594 is interest on loans made from the general fund to other Funds.

664.405 Interest on Water Bond Payoff This will be interest paid to the General Fund from the Municipal Water Fund. (\$1,150,000 @1% 2013 loan).

664.589 Interest on Sewer Cap Res Loan This will be interest paid to the General Fund from the Sewer Capital Reserve Fund. (\$140,000 @2% 2012 loan). Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Interest on Loans from General Fund to the Sewer Funds – These loans are forgiven and therefor no interest will be received by the General Fund.

664.590 Interest on Sewer O & M Loan This will be interest paid to the General Fund from the Sewer Fund. (\$214,832 @2% 2004 loan). Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Interest on Loans from General Fund to the Sewer Funds – These loans are forgiven and therefor no interest will be received by the General Fund.

664.592 Interest on Sewer Capital Debt Loan This will be interest paid to the General Fund from the Sewer Fund. (\$431,000 @ 2% 2004 loan). Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Interest on Loans from General Fund to the Sewer Funds – These loans are forgiven and therefor no interest will be received by the General Fund.

664.594 Interest on Sewer Cap Debt Loan Interest paid to the General Fund from the Sewer Capital Reserve Fund. (\$1,200,000 @ 1% 2013 loan). Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Interest on Loans from General Fund to the Sewer Funds – These loans are forgiven and therefor no interest will be received by the General Fund.

664.595 Interest on Sewer Cap Debt Loan Interest paid to the General Fund from the Sewer Capital Reserve Fund. (\$200,000 @ 1% 2013 loan). Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Interest on Loans from General Fund to the Sewer Funds – These loans are forgiven and therefor no interest will be received by the General Fund.

664.596 Interest on Sewer Cap Debt Loan Interest paid to the General Fund from the Sewer Capital Reserve Fund. (\$200,000 @ 1% 2013 loan). Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Interest on Loans from General Fund to the Sewer Funds – These loans are forgiven and therefor no interest will be received by the General Fund.

667.000 Rent-Cell Tower is cell tower lease. Currently the leases are with American Tower and Tower Assets Newco II LLC (formerly Cingular/AT&T).

667.200 State of Michigan Lease Payment This is for the lease payment made by the State of Michigan to Brighton Township for the lease of the MSP post. The building became operational in December 2012.

669.591 Interest from SAD- County Club Annex. Final tax year - 2016

669.805 Interest from SAD- Lakeshore.

672.591 Principle from SAD- County Club Annex This is for hooking the Country Club Annex into the City water system. Final tax year - 2016

672.805 Principle from SAD - Lakeshore The Lakeshore Sad (formerly 805) fund now closed. Principle repayment to the General Fund is shown here.

675.000 PEG Fees These are funds we get from AT+T and Mi Bell for Public Education and Government Cable TV.

677.000 Reimbursement-School Elections.

FINAL BUDGET
FY 2020

Brighton Township

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Revenues			
402.000 PROPERTY TAXES	937,656	946,846	990,000
410.000 DELIQ PERSONAL PROPERTY TAXES	2,077	0	500
423.000 MOBILE HOME FEES	275	270	270
441.000 LOC COM STAB SHARE- PPT REIMB	98,976	0	80,000
445.000 INTEREST/PENALTIES	127	500	100
447.000 PROPERTY TAX ADMIN FEE	289,835	274,000	290,000
448.000 SUMMER TAX COLLECTION SVC CHG	24,952	25,000	25,000
448.100 DOG LICENSE COLLECTION FEE	545	550	550
451.000 CABLE TV FEE	331,205	340,000	330,000
460.000 TELECOMM. R.O.W. MAINT FEE	14,244	15,000	14,500
465.000 LICENSE/PERMITS	365	0	200
481.000 SIGN PERMITS	525	500	570
482.000 TENANT OCCUPANCY	960	1,000	1,000
482.100 TEMPORARY USE	1,600	1,300	1,300
482.200 LAND USE PERMIT	11,825	14,000	14,000
482.300 HOME OCCUPATIONS	180	120	120
574.000 STATE REVENUE SHARING	1,471,709	1,475,000	1,500,000
574.100 CVTRS	0	0	15,704
574.200 SUPPLEMENTAL	0	0	4,790
607.000 ADMINISTRATIVE FEE SEWER	4,800	4,800	4,800
609.000 PLANNING FEES	88,501	50,000	30,000
609.100 ZONING FEES	14,950	8,000	11,500
615.000 PLAN REVIEW FEE	7,100	1,000	1,250
616.000 TAP IN FEE	0	0	102,600
622.000 SOIL REMOVAL FEE	2,100	0	2,100
625.000 ADDRESSING	720	250	0
627.000 SALE OF TRASH TAGS	375	200	250
645.000 SALE OF MATERIALS	2,756	2,000	2,000
645.100 FOIA SALE OF MATERIALS	316	400	316
646.000 SALE OF INVENTORY	0	0	0
650.000 SALE OF CEMETERY LOTS	0	0	0
655.000 NSF FEE	315	100	100
656.000 FINES	0	0	0
664.000 INTEREST EARNED	54,621	25,000	25,000
664.405 INT- LOAN WATER BOND PAYOFF	11,500	11,500	11,500
664.589 INTEREST CAPITAL RES LOAN 2012	2,800	0	0
664.590 INTEREST SEWER O & M LOAN 2004	4,297	0	0
664.592 INTEREST CAP DEBT LOAN 2004	8,620	0	0
664.594 INTEREST CAP DEBT LOAN 2013	12,000	0	0
664.595 INTEREST CAP DEBT LOAN 09/13	2,000	0	0
664.596 INTEREST CAP DEBT LOAN 12/13	2,000	0	0
667.000 RENT- CELL TOWER	92,958	90,000	92,000
667.200 RENT- MSP	137,484	137,490	137,490
668.000 RENT- MEETING ROOM	200	200	200
669.805 LAKESHORE SAD INTEREST	1,373	0	0
671.000 OTHER REVENUE	4	500	100
675.000 COMCAST/ AT&T PEG FEES	26,342	35,000	20,000
676.000 REIMBURSEMENT	6,627	0	0
677.000 REIMBURSEMENT- ELECTIONS	5,976	5,000	37,500
678.000 REINMBURSEMENT-STATE PRIMARY	0	0	0

FINAL BUDGET
FYE 2020

Brighton Township

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
687.000 REFUNDS	5,682	0	0
688.100 REIMBURSE SEWER CHARGEBACKS	0	0	0
692.000 REALIZED GAIN (LOSS)	0	0	0
694.000 CASH OVER AND SHORT	18	0	0
699.257 TRAN IN BUDGET STABLILZ	0	0	0
699.999 APPROPRIATION TRAN IN FUND BAL	0	0	0
Revenues			
Total Revenues	3,683,491	3,465,526	3,747,310

GENERAL FUND 101 EXPENDITURES

LEGISLATIVE – TOWNSHIP BOARD 101

702.000 Trustee Wages These are wages paid to Township Trustees. Additional funds have been budgeted, contingent upon Board approval.

715.000 FICA is social security which represents the employer's required contribution.

715.010 Medicare is Medicare which represents the employer's required contribution.

716.600 Discretionary Increase - This line item allocates funds based on 2.9% of wages and is budgeted for distribution for merit and/or inflationary adjustment contingent upon Board approval. This coincides with Board Action of June 23, 2014 regarding the April 1, 2014 Classification and Compensation Study prepared by Municipal Consulting Services. Each January the Board will review the Bureau of Labor Statistics CPI U, Midwest Region, December to December report with the goal of maintaining all positions within +/- 5% of the mid-point as stated in Appendix C-i and Section II, Table 1, Page II-1 which should be adjusting annually. Municipal Consulting Services updated the wage analysis in June 2017.

717.000 Life Insurance This is life insurance for the township trustees.

718.000 Pension / DC This is the employer cost for trustees to participate in the defined contribution plan, which is 25% of all wages paid to the four board members.

718.100 Pension Fees. This is the ongoing administrative fees for the administration of the defined contribution plan for current and former Trustees.

818.000 Consulting. Consulting for the legislative board not associated with a particular project. This includes funding for the Capital Improvement Plan/ Fiscal Analysis.

819.000 Engineering Services are expenditures related to general engineering assistance that is needed during the fiscal year that aren't related to specifically designated projects within the sewer, water or planning department.

860.000 Education includes the expenses for conventions, seminars, workshops and meetings for the trustees.

900.000 Printing & Publishing is for legal notices primarily meeting minutes. It also includes legislative items such as ordinance adoption. Notices related to a specific department are accounted for in those activity centers.

900.100 Ordinance Codification Zoning Ordinance changes are posted internally. The general ordinances are still on the Muni Code system and there is a fee for this. This number will fluctuate based upon frequency of ordinance revisions/adoptions.

958.000 Dues: Estimated Rates: MTA (\$6,100), SEMCOG (\$2,300), MIDEAL (200), Brighton Chamber of Commerce (200), MML Workers Comp (\$175).

958.700 Economic Development. This is for our contribution for participating with EDC/SPARK.

958.750 Small Business Development. This is for the County Small Business Development and Technology Center.

969.000 Contingencies This is an amount that is available to provide various activity centers additional funds if something unexpected arises during the year.

970.000 Capital Outlay for office equipment as needed. None are known at this time.

FINAL BUDGET
FY 2020

Brighton Township

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Expenditures			
Dept: 101 LEGISLATIVE-TWSP BOARD			
702.000 SALARY-ELECTED	29,696	30,375	30,580
715.000 FICA	1,841	1,886	1,900
715.010 MEDICARE	431	442	450
716.600 DISCRETIONARY INCREASE	0	10,050	29,500
717.000 LIFE INSURANCE	259	220	240
718.000 PENSION	7,406	7,531	7,650
718.100 PENSION FEES	148	600	600
727.000 SUPPLIES	274	500	500
811.100 WORKERS'COMP	48	71	80
818.000 CONSULTING	9,362	10,000	10,000
819.000 ENGINEERING SERVICES	13,239	15,000	15,000
860.000 EDUCATION	616	4,000	4,000
873.000 MILEAGE/TRAVEL	34	500	500
900.000 PRINTING & PUBLISHING	10,780	10,000	11,000
900.100 ORDINANCE CODIFICATION	1,150	8,000	8,000
958.000 DUES	7,456	9,500	9,500
958.700 ECONOMIC DEVOPMENT	0	19,800	19,800
969.000 CONTINGENCIES	0	1,000	1,000
970.000 CAPITAL OUTLAY	0	0	0
Total LEGISLATIVE-TWSP BOARD	82,738	129,475	150,300

SUPERVISOR

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702.000 Supervisor Wages These are the wages for the Township Supervisor. See notes per 101.716.600. Additional funds have been budgeted, contingent upon Board approval.

718.000 Pension / DC Is the employer cost for the Supervisor to participate in the defined contribution plan which is 10% of the Supervisors wages.

958.000 Dues are for the State Supervisor's organization.

970.000 Capital Outlay Various capital outlay items to improve the efficiency and operation of the Supervisor's office.

FINAL BUDGET
FYE 2020

Brighton Township

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Expenditures			
Dept: 171 SUPERVISOR			
702.000 SALARY-ELECTED	30,712	31,410	31,630
715.000 FICA	1,904	1,960	1,970
715.010 MEDICARE	445	463	460
717.000 LIFE INSURANCE	31	70	70
718.000 PENSION	3,064	3,120	3,170
718.100 PENSION FEES	37	200	200
727.000 SUPPLIES	91	200	200
811.100 WORKERS'COMP	43	72	80
860.000 EDUCATION	0	50	600
873.000 MILEAGE/TRAVEL	0	200	200
958.000 DUES	0	200	200
969.000 CONTINGENCIES	0	500	500
970.000 CAPITAL OUTLAY	0	2,050	1,500
Total SUPERVISOR	36,326	40,495	40,780

ADMINISTRATION

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Activity center is called Administration-Manager because this activity center covers the Manager's functions and other administrative functions such as answering phones, customer service and general information performed by the receptionist.

703.000 Salary Full-Time This is the salary line item for the Township Manager. See notes per 101.716.600. Additional funds have been budgeted, contingent upon Board approval.

706.000 Hourly Full-Time This is the line item for the Assistant to the Township Manager. The receptionist (60%) is in this budget line and to the Assessing Department (40%). See notes per 101.716.600. Additional funds have been budgeted, contingent upon Board approval.

707.000 Hourly Part-Time The receptionist is a full-time position and has been included in line 172.706. Limited funds remain budgeted to cover peak hours, peak days, peak seasons and/or vacations. Additional funds have been budgeted, contingent upon Board approval.

716.000 HEALTH INSURANCE This is the employer contribution for health insurance which is offered to all full-time employees. This line item reflects the current policy adopted by the Township Board.

716.100 HRA/HSA In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan. Prior to FY 15/16 the Township participated in an HRA contribution to eligible employees.

718.000 Pension The Manager participates in the townships defined contribution plan and the employer cost is allocated here. Assistant to Manager and Receptionist contribution to MERS is allocated here.

818.000 Consulting This is for consulting services that may be needed in human resources (HR).

860.000 Education This is for educational conferences/seminars, in accordance with Township policies.

958.000 Dues are for professional organizations, such as ICMA and MLGMA.

969.000 Contingencies This is for unanticipated expenses.

970.000 Capital Outlay for office equipment as needed.

FINAL BUDGET
FYE 2020

Brighton Township

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Expenditures			
Dept: 172 ADMINISTRATION-MANAGER			
703.000 SALARY-NOT ELECTED	105,761	107,930	108,720
706.000 HOURLY FULL TIME	66,736	71,440	74,610
707.000 HOURLY- PART TIME	491	1,000	1,000
715.000 FICA	10,932	11,385	11,630
715.010 MEDICARE	2,557	2,665	2,720
716.000 HOSPITALIZATION INSURANCE	8,065	8,329	28,120
716.100 HRA/HSA	1,590	1,921	5,740
716.500 PAYMENT IN LIEU OF HEALTH INS	3,200	3,200	3,200
717.000 LIFE INSURANCE	692	660	680
718.000 PENSION	9,178	14,607	15,120
719.000 DISABILITY INS	2,799	2,640	2,760
727.000 SUPPLIES	312	500	500
730.000 POSTAGE	217	400	325
811.100 WORKERS'COMP	456	778	850
818.000 CONSULTING	0	1,000	1,000
860.000 EDUCATION	1,808	4,000	4,000
873.000 MILEAGE/TRAVEL	126	1,000	1,000
958.000 DUES	1,108	1,950	2,000
969.000 CONTINGENCIES	286	900	1,000
970.000 CAPITAL OUTLAY	852	2,000	2,000
Total ADMINISTRATION-MANAGER	217,164	238,305	266,975

Elections are a statutory duty of a township clerk. Duties included administering elections and various ongoing election activities such as voter registration, training, and QVF (Qualified Voter File) maintenance. As a result of election consolidation and because we are an opt-in community, we administer school elections for three (3) of our four (4) school districts in addition to gubernatorial and presidential primary and general elections and special elections. The school districts within our geographic boundary are Brighton Area Schools, Hartland Consolidated Schools and Howell Public Schools. The fourth school district is Huron Valley Schools which currently has no registered voters within this physical area; only the GM Proving Grounds. Elections can be scheduled on any of three regular election dates (May, August, November). The exception is in the year of presidential primaries - then there is a Presidential Primary held in March.

We have budgeted for two elections in FY' 2019-20 as there are no regularly scheduled elections. Brighton Area Fire Authority has requested a May millage and it is anticipated that Brighton Area Schools will go out for a November millage. In even years we have both a Primary and General Election. Revenues include a projected reimbursement for conducting the BAS election in the precincts within that school district as well as BAFA for all precincts in the township.

702.000 Salary This is where the wages for the Clerk are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities.

704.000 Deputy This is where the wages for the Deputy are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities. This is an approved full-time position and is budgeted full time but currently staffed part-time. This is due to the retirement of the previous deputy clerk and shifting of responsibilities. The new Clerk will determine work assignments and workload for statutory duties* assigned to the deputy clerk and full-time staff performing statutory duties.

706.000 Hourly full-time This is time that the accountant and clerk assistant spends on elections.

707.000 Hourly part-time Wages for additional support staff during peak election times.

714.000 Election worker covers the cost of the poll worker for Election Day activities. All election workers have to be recertified and trained every two years and this will occur again in FY'2020-21.

716.000 Hospitalization This amount reflects the split between Elections (191) and Clerk (215) for eligible employees. Currently three people are eligible for health insurance.

718.000 Pension The amount reflects the percentage break-down between Elections (191) and Clerk (215) for the upcoming fiscal year. Costs include the employer portion of the MERS contribution for full-time employees in the Defined Benefit Division Plan(s) and an additional 4% of funding in the Full Time General Employees Division. This is to help offset future pension costs and meet actuarial projections. All MERS plans require employee participation.

727.000 Supplies are for miscellaneous supplies related to elections (voter registration cards, master cards, AV applications, AV envelopes, precinct supplies, etc.). Also includes updated election related materials needed to meet the requirements for straight ticket voting and no reason AV voting due to the passing of Proposal 18-3, Promote the Vote.

730.000 Postage for miscellaneous election related mail.

737.000 Small equipment expense includes monies for small equipment needs.

818.100 Consulting and Accuracy Testing Michigan election law requires that public accuracy tests be conducted on all voting machines. This also includes monies for ballot programming.

860.000 Education Training and education plans include work related education. MI Election law requires the new clerk and deputy to be certified in election administration prior to administering an election. Inspector certification takes place every two (2) years.

873.000 Mileage Covers mileage and/or travel to meetings/conferences etc.

900.000 Printing & Publishing Covers costs for miscellaneous printing and/or publication costs.

931.000 Equipment Maintenance & Repair This is for the election equipment maintenance. The new election equipment is under warranty and we do not start paying for ongoing maintenance until Year 6 (2022). This note is included as a place holder for future budgets.

940.000 Equipment Rental We rent a truck for the delivery and tear-down of election equipment in the precincts outside of township hall.

970.000 Capital Outlay Monies to replace QVF monitors/scanners.

Note: There are no line item allowances for computer support services or telephone because these items are currently allocated to the 299 department.

There are some costs directly associated with elections for these activities that the board may want to consider including in the elections department budget versus the 299 department.

FINAL BUDGET
FYE 2020

Brighton Township

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Expenditures			
Dept: 191 ELECTIONS			
702.000 SALARY-ELECTED	9,644	16,440	13,220
704.000 WAGES - DEPUTY	16,135	29,110	32,880
706.000 HOURLY FULL TIME	314	10,400	5,190
707.000 HOURLY- PART TIME	188	7,000	1,000
714.000 ELECTION WORKER	2,362	39,388	30,000
715.000 FICA	1,629	4,530	3,250
715.010 MEDICARE	381	1,060	760
716.000 HOSPITALIZATION INSURANCE	3,083	7,068	6,510
716.100 HRA/HSA	540	1,313	1,150
717.000 LIFE INSURANCE	73	140	250
718.000 PENSION	405	2,475	1,540
719.000 DISABILITY INS	0	60	570
727.000 SUPPLIES	1,258	8,000	10,000
730.000 POSTAGE	1,352	10,000	10,000
737.000 SMALL EQUIPMENT EXPENSE	0	300	100
811.100 WORKERS'COMP	95	275	210
818.100 CONSULTING-ACCURACY TESTING	125	10,400	11,000
860.000 EDUCATION	833	2,000	1,500
873.000 MILEAGE/TRAVEL	26	1,000	500
900.000 PRINTING & PUBLISHING	70	300	1,500
931.000 EQUIPMENT MAINTENANCE & REPAIR	0	0	0
940.000 EQUIPMENT RENTAL	86	500	400
958.000 DUES	373	300	200
969.000 CONTINGENCIES	0	500	500
970.000 CAPITAL OUTLAY	9,488	1,000	500
Total ELECTIONS	48,459	153,558	132,730

ASSESSING 209

The Assessing Department is responsible for determining the fair market value of all real and personal property throughout the township. These values are used to determine the amount of taxes paid by each property owner.

703.000 Salary Non – Elected includes the salary for the Assessor position only. See notes per 101.716.600. Additional funds have been budgeted, contingent upon Board approval.

706.000 Hourly Full Time includes the wages for the Assistant Assessor and 40% of Receptionist. See notes per 101.716.600. Additional funds have been budgeted, contingent upon Board approval.

707.000 Hourly part-time – The assessing clerk is budgeted here. Additional funds have been budgeted, contingent upon Board approval.

707.090 Wages – Clerical Over-time includes the anticipated overtime wages during Board of Review. Overtime is paid to the Assistant Assessor. Typically, the Assistant Assessor takes comp time instead of overtime pay. However, the employee may decide later that the employee would like to be paid for the extra hours worked, so this amount was included in our budget. 20 hours of overtime is estimated.

708.000 Per Diem Comp. Is compensation paid to Board of Review members. We have budgeted one (1) Board of Review.

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line item reflects the current policy adopted by the Township Board.

716.100 HRA/HSA In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan. Prior to FY 15/16 the Township participated in an HRA contribution to eligible employees.

716.500 Payment in Lieu of Health Ins. The Township offers a cash incentive for employees to take health insurance through their spouses employer if offered.

718.000 Pension. All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; both divisions are historically fully funded. The Board has approved an additional 4% of funding beyond the actuarial required funding (ARC) for the MERS eligible employees to help offset future pension costs.

727.000 Supplies include miscellaneous office supplies.

860.000 Education includes any assessing related continuing education classes that are offered throughout the year. The State Tax Commission requires all certified assessor's take a six hour renewal class annually in order to maintain their certification level. They also require a standards and ethics course be taken every 5 years. On top of the required classes to maintain your current level of certification, many classes are required to increase your level, or obtain additional certifications such as personal property examiner. The State Tax Commission offers many classes throughout the year to inform assessors of any changes in the laws. While these classes are not mandatory, they are imperative to performing our jobs in accordance to the laws.

Also included in the education budget is the cost for several miscellaneous meetings that are offered throughout the year by the different assessors associations. These meetings usually include a topic of discussion with a keynote speaker. It is important to attend these meetings to stay informed of any upcoming legislative changes.

873.000 Mileage / Travel is to cover any mileage expenses when employees must drive their own personal vehicles for township business. In the event that the township vehicle is in use, at times it will be necessary for someone to use their own vehicle for township business.

958.000 Dues. This is for membership in professional Assessor organizations.

970.000 Capital Expenditures Per the I.T. consultant inventory and replacement prioritization. I.T. related expenses (monitors and work stations) will be charged in 101.299.970.000.

FINAL BUDGET
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Brighton Township

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Expenditures			
Dept: 209 ASSESSOR			
703.000 SALARY-NOT ELECTED	72,959	75,430	76,110
706.000 HOURLY FULL TIME	58,668	61,260	63,620
707.000 HOURLY- PART TIME	20,570	22,060	23,000
707.090 WAGES - CLERICAL O/T	0	930	1,000
708.000 PER DIEM COMP	1,785	4,000	4,000
715.000 FICA	9,477	9,960	10,200
715.010 MEDICARE	2,217	2,335	2,390
716.000 HOSPITALIZATION INSURANCE	41,112	45,150	43,280
716.100 HRA/HSA	7,200	8,750	7,660
716.500 PAYMENT IN LIEU OF HEALTH INS	800	800	800
717.000 LIFE INSURANCE	638	610	630
718.000 PENSION	5,423	14,500	15,670
719.000 DISABILITY INS	2,172	2,030	2,120
727.000 SUPPLIES	698	1,500	1,500
730.000 POSTAGE	3,985	5,300	5,300
811.100 WORKERS'COMP	834	1,425	1,300
860.000 EDUCATION	2,572	3,500	3,500
873.000 MILEAGE/TRAVEL	224	200	200
900.000 PRINTING & PUBLISHING	1,876	2,800	2,800
958.000 DUES	780	1,100	1,100
969.000 CONTINGENCIES	0	500	500
970.000 CAPITAL OUTLAY	1,999	2,000	2,000
Total ASSESSOR	235,988	266,140	268,680

Clerk
215

The clerk's office is responsible for general ledger, accounts payable, payroll, utility billing, records management, cemetery records, some communications including the newsletter and bulletin boards, township hall reservations, large item drop off, solicitor's permits and elections.

702.000 Salary – This is where the wages for the Clerk are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities.

704.000 Deputy – This is where the wages for the Deputy are listed; time is split between Elections (191) and Clerk (215) and varies from year to year depending on the projected election activities. This is an approved full-time position and is budgeted full time but currently staffed part-time. This is due to the retirement of the previous deputy clerk and shifting of responsibilities. The deputy's work schedule ramps up during elections. The new Clerk will determine work assignments and workload for statutory duties* assigned to the deputy clerk and full-time staff performing statutory duties.

706.000 Hourly full-time and 707.000 Hourly part-time – Wages for full-time accountant and full-time clerk assistant. Hourly part-time is for the addition of staffing for FOIA, during vacations, seasonal demands and/or extended leave periods.

716.000 Hospitalization – This amount reflects the split between Elections (191) and Clerk (215) for eligible employees.

718.000 Pension – The amount reflects the percentage break-down between Elections (191) and Clerk (215) for the upcoming fiscal year. Costs include the employer portion of the MERS contribution for full-time employees in the Defined Benefit Division Plan(s) and an additional 4% of funding in the Full Time General Employees Division. This is to help offset future pension costs; meet actuarial projections. All MERS plans require employee participation.

737.000 Small equipment expense includes monies for office equipment such as labelers, digital recorder and supplies, calculator adding machine, etc.

807.000 Audit services is the line item for the money allocated for the audit of the clerk's books (General Ledger) and is shared between the clerk, treasurer, sewer and water. This line item reflects the clerk's portion of that expense.

826.200 Record Retention Services – Covers costs for record storage, retrieval and destruction. We have implemented a regular purging and destruction schedule to assist us with maintaining proper records and purchase plastic-type boxes for permanent records instead of the paper banker boxes. Currently some records are stored off site at the Fire Hall. No monies have been included for

rental of storage space or renovations of existing space but it might have to be considered in the future.

860.000 Education – Training and education plans include work related education in the areas of Record Retention, FOIA, clerking, records, and applicable software training and user groups, and attendance at the annual Michigan Association of Municipal Clerks conference, International Institute of Municipal Clerks trainings in-state, MI Government Finance Officers Association and Regional meetings. Current staff have completed the Clerks' Institute but it is recommended that the new Clerk attend. It is a three-year program.

873.000 Mileage Covers mileage and/or travel to various meetings, trainings and conferences.

900.000 Printing & Publishing – Covers costs for miscellaneous printing and/or publication costs (i.e. job postings, special notices, etc.)

900.200 Newsletter – Covers cost of printing two newsletters per year to be mailed with the summer and winter tax bills. The Board should consider if it wants to continue with the newsletter and if so, should it be charged to either Administration or Legislative Board.

958.000 Dues – Membership and subscription costs to various professional organizations (LCMCA, MAMC, IIMC, MGFOA, ARMA, etc.)

970.000 Capital Outlay – Monies for the purchase of new equipment as applicable.

Note: Computer support services are now included under the 299 department. However, additional monies should be allocated to the clerk's office for software support if the 299 department is abandoned. This would include our ongoing support through Fund Balance for our General Ledger, Utility Billing, Payroll and Payables programs and the Cash Receipts transfer software. Additionally, the cost to accept utility bill credit card payments must be incorporated into either the 299 budget or the sewer budget. No monies have been included for the purpose of upgrading any operating systems.

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Expenditures			
Dept: 215 TOWNSHIP CLERK			
702.000 SALARY-ELECTED	54,616	49,180	52,860
704.000 WAGES - DEPUTY	16,925	20,825	21,920
706.000 HOURLY FULL TIME	84,591	87,690	87,240
707.000 HOURLY- PART TIME	0	10,000	3,000
715.000 FICA	9,888	9,715	10,240
715.010 MEDICARE	2,313	2,275	2,400
716.000 HOSPITALIZATION INSURANCE	56,682	52,738	55,780
716.100 HRA/HSA	10,260	11,813	10,350
717.000 LIFE INSURANCE	791	690	810
718.000 PENSION	5,684	14,815	14,700
719.000 DISABILITY INS	1,462	1,310	1,710
727.000 SUPPLIES	1,622	2,000	1,000
730.000 POSTAGE	131	300	300
737.000 SMALL EQUIPMENT EXPENSE	284	300	150
807.000 AUDIT SERVICES	9,600	9,600	9,600
811.100 WORKERS'COMP	370	560	640
826.010 TEMPORARY EMPLOYMENT SERVICES	11,248	0	0
826.200 RECORD RETENTION SERVICES	2,800	3,000	3,000
860.000 EDUCATION	2,006	2,750	3,000
873.000 MILEAGE/TRAVEL	585	1,000	1,000
900.200 NEWSLETTER	2,849	3,500	3,500
958.000 DUES	373	850	600
969.000 CONTINGENCIES	0	300	300
970.000 CAPITAL OUTLAY	1,000	1,000	500
Total TOWNSHIP CLERK	276,081	286,210	284,600

Treasurer
253

The Treasurer acts as the receiver and investor of tax dollars collected by the Township.

702.000 Salary-Elected Full time salary of the Treasurer. See notes per 101.716.600. Additional funds have been budgeted, contingent upon Board approval.

704.000 Deputy Full time wages of the Deputy Treasurer. See notes per 101.716.600.

707.000 Hourly Full Time. This is for the full-time employee that works in the Treasurers office. Additional funds have been budgeted, contingent upon Board approval. This position became full-time in 2017-18.

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line reflects the current policy approved by the Township Board.

716.100 HRA/HSA In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan. Prior to FY 15/16 the Township participated in an HRA contribution to eligible employees.

718.000 Pension – All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; In 2016 MERS changed the rate of return assumption which lowered funding percentages for all municipalities.

727.000 Supplies Includes supplies required to run the office and computer software upgrades.

730.000 Postage is for mailing of tax bills and normal correspondence and includes sending out late summer tax bills. The recent increase in postage rates is included.

737.000 Small Equipment Expense. This is for small equipment expenses that may arise throughout the year.

860.000 Education Training and education plans include work related education such as the Michigan Municipal Treasurers Institute (MMTI).

969.000 Contingencies This line is to be used for things that may come up during the year that are not anticipated at this time.

970.000 Capital Outlay

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18March2019

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Fund: 101 -

Expenditures

Dept: 253 TREASURER

702.000 SALARY-ELECTED	64,259	65,595	66,080
704.000 WAGES - DEPUTY	49,205	54,365	54,790
704.030 WAGES- DEPUTY O/T	0	200	200
706.000 HOURLY FULL TIME	0	36,580	37,030
707.000 HOURLY- PART TIME	24,247	100	250
715.000 FICA	8,781	9,726	9,930
715.010 MEDICARE	2,054	2,318	2,330
716.000 HOSPITALIZATION INSURANCE	26,706	27,874	27,110
716.100 HRA/HSA	5,190	6,296	5,740
716.500 PAYMENT IN LIEU OF HEALTH INS	0	2,000	2,000
717.000 LIFE INSURANCE	597	770	780
718.000 PENSION	4,683	15,715	16,460
719.000 DISABILITY INS	934	1,367	1,420
727.000 SUPPLIES	1,274	1,500	1,500
727.250 PROPERTY TAX FORMS	3,392	3,400	3,400
730.000 POSTAGE	8,499	10,500	10,500
737.000 SMALL EQUIPMENT EXPENSE	0	300	500
807.000 AUDIT SERVICES	9,600	9,600	9,600
809.000 BANK FEES	13	1,200	1,200
809.100 NSF CHECKS RETURNED	0	0	0
811.100 WORKERS'COMP	287	577	590
818.000 CONSULTING	121	250	500
860.000 EDUCATION	3,881	4,000	4,000
873.000 MILEAGE/TRAVEL	298	500	500
958.000 DUES	160	500	500
969.000 CONTINGENCIES	550	500	500
970.000 CAPITAL OUTLAY	566	2,575	2,575
Total TREASURER	215,295	258,308	259,985

TOWNSHIP HALL AND GROUNDS

265

707.000 Hourly Part Time is the individual who opens and closes the building for meetings, televises meetings. This person may perform small maintenance jobs. No increase has been factored into these figures. See notes per 101.716.600.

727.000 Supplies is the copy paper, stationery, pens, paper clips, folders, etc. that are used throughout the building. If a department needs something specific to them, e.g. forms, that supply is charged directly to that department.

730.000 Postage is charged to building and grounds when it is purchased for the meter. Our postage meter allows the person doing the mailing to enter a code specifying the department sending the mailing. Periodically those charges are reclassified by department. The recent increase in postage is included.

804.000 Contracted Services is for services contracted to maintain building, like floor mats, carpet cleaning and window cleaning etc.

818.000 Consulting Is for professional services that may be associated with Township projects at the Township Hall.

920.000 Utilities include electricity for lights, heating and cooling.

921.000 Street Lighting is our parking lot lighting and the lighting at the ride share areas and the new East Grand River corridor lights.

923.000 – Water / Sewer Fee –Sewer SAD on parcel 4712-32-104-082. Paid off in 2016/17

930.000 Building Maintenance includes those normal plumbing, electric, exterminator, and other repairs, cleaning, roof repairs, insulation and other similar items.

931.000 Equipment Maintenance and repair includes the elevator, generator, heating and cooling preventative maintenance agreement, security alarm and water softener.

932.000 Grounds Maintenance and Repair includes the mowing, snowplowing, flag service and sprinkler system. Funds to cover the cost of plowing the snow for the MSP post are added here. Slight increase to cover detail planting maintenance.

965.000 Tax Chargebacks Taxes that must be returned to taxpayers as a result of changes by the State.

969.000 Contingencies These are funds used to offset any unanticipated expenses.

974.000 Capital Improvements Potential projects include: irrigation repairs, roofing and interior/exterior lighting

977.000 Capital Outlay Equipment Is for the purchase of equipment that may be needed by the Township in the next fiscal year.

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Expenditures			
Dept: 265 TOWNSHIP HALL/GROUNDS			
707.000 HOURLY- PART TIME	1,890	4,000	4,000
715.000 FICA	117	250	250
715.010 MEDICARE	27	60	60
727.000 SUPPLIES	8,351	14,000	14,000
730.000 POSTAGE	-1,718	1,200	1,300
737.000 SMALL EQUIPMENT EXPENSE	155	750	1,000
804.000 CONTRACTED SERVICES	2,271	3,400	3,400
811.100 WORKERS'COMP	45	50	180
818.000 CONSULTING	0	6,000	6,000
920.000 UTILITIES	12,583	18,000	18,000
921.000 STREET LIGHTING	8,833	10,000	10,000
923.000 WATER /SEWER FEE	0	1,620	0
930.000 BUILDING MAINTENANCE & REPAIR	20,697	20,000	47,000
931.000 EQUIPMENT MAINTENANCE & REPAIR	12,015	10,000	11,000
932.000 GROUNDS MAINTENANCE & REPAIR	14,090	22,000	22,000
956.000 DRAIN ASSESSMENT/PRPTY TAX	0	900	0
965.000 CHARGEBACK TAXES	1,204	8,380	10,000
969.000 CONTINGENCIES	0	500	500
974.000 CAPITAL IMPROVEMENTS	9,864	340,000	220,000
977.000 CAPITAL OUTLAY- EQUIPMENT	0	1,000	1,000
Total TOWNSHIP HALL/GROUNDS	90,425	462,110	369,690

CEMETERY

276

932.000 Grounds Maintenance and Repair is the mowing, spring and fall clean-up and snow removal. We only plow snow at the time of a funeral. In FY14-15 brush clearing was performed which may need to be budgeted for every few years.

970.000 Capital Outlay is for capital improvements that may be needed for the Township's three cemeteries. Proposed project is the installation of improved fencing at Pleasant Valley Cemetery.

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Fund: 101 -			
Expenditures			
Dept: 276 CEMETERY			
932.000 GROUNDS MAINTENANCE & REPAIR	7,497	10,000	10,000
970.000 CAPITAL OUTLAY	0	30,000	30,000
Total CEMETERY	7,497	40,000	40,000

OTHER CHARGES AND SERVICES

299

This department is to place those charges or services that are necessary for the operation of all or some of the General Fund operations. In past year's budgets these charges were spread within various General Fund departments. In the Special Revenue and Enterprise Funds they continue to be charged where appropriate.

718.000 PENSION MERS lowered their investment rate of return for all of their clients. In FY 17-18 the Township Board made a lump sum payment to bring our account back toward the 100% funding. Our most recent MERS report reflects a \$99,000 gap, after the 17-18 payment is applied, from being 100% fully funded and therefore the amount in the current budget reflects a payment to meet that funding.

804.000 Contracted Services are for IT Rights services, web hosting and online back-up storage. Also includes Comcast and internet services.

804.800 Contracted Services - Charges associated with alcohol enforcement by the Michigan State Police.

811.000 Liability Insurance is for the Township's general liability insurance which is currently provided by Michigan Municipal Risk Management Authority (MMRMA).

811.200 ID Theft This is for identify theft protection for five employees whose signatures are a public record.

826.100 Computer Support Services this includes all annual maintenance programs such as BS&A, Fund Balance, Arcview and Appex.

827.000 Legal includes the fees for the Township Attorney and for special legal services. This would include tax appeals.

853.000 Telephone These are expenses for telephone and maintenance services.

861.000 Gas and Oil This is a General Fund expense that all departments have access to with the primary users being Assessing and Code Enforcement.

931.000 Equipment Maintenance Three(3) maintenance leases for copier for the Treasurers, Clerks and Admin/Assessing offices.

933.000 Vehicle Repairs This is a General Fund expense that all departments have access to with the primary users being Assessing and Code Enforcement. Recently purchased Jeep (2017) should reduce this expense.

940.000 Equipment Rental. Lease on the postage machine.

951.000 State/Dietz Leaseback This is the pass-through account for the State lease payments made to the Township that are passed on to Bruce Dietz for the MSP post.

969.000 Contingencies This line item is for unbudgeted items that may arise during the fiscal year.

970.000 Capital Outlay – Projects include: Replacement of computer workstations and/or servers based upon ITRIGHT inventory report, BS&A Financial software, Audio / Visual Equipment.

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Fund: 101 -

Expenditures

Dept: 299 OTHER CHARGES & SERVICES

718.000 PENSION	35,000	100,000	25,000
737.000 SMALL EQUIPMENT EXPENSE	0	500	500
804.000 CONTRACTED SERVICES	15,597	20,000	20,000
804.800 CONTRACTED SERVICES-MSP	8,392	12,000	12,000
811.000 LIABILITY INSURANCE	27,162	30,000	30,000
811.200 IDENTITY THEFT INSURANCE	729	780	780
826.100 COMPUTER SUPPORT SERVICES	17,112	19,000	20,000
827.000 LEGAL	37,353	80,000	140,000
853.000 TELEPHONE	8,789	10,000	9,000
861.000 GAS AND OIL	742	1,500	1,500
931.000 EQUIPMENT MAINTENANCE & REPAIR	6,399	8,000	7,500
933.000 VEHICLE MAINTENANCE & REPAIR	52	700	1,500
940.000 EQUIPMENT RENTAL	1,623	2,200	2,200
951.000 LEASE-BACK MSP/DIETZ	137,484	137,500	137,500
969.000 CONTINGENCIES	0	500	500
970.000 CAPITAL OUTLAY	49,132	63,000	215,000
Total OTHER CHARGES & SERVICES	345,564	485,680	622,980

FIRE DEPARTMENT

336

This budget represents the Township's required expenditures for the fire department.

804.700 Contracted Services – BAFA- This is for the Township's 20% share of expenses per the lease agreement for station #32.

818.000 Consulting- This is for professional consulting/engineering services for building improvements at either station.

923.000 Water/Sewer fee includes quarterly utility billings for station 32. We will share 20% of the expenses for Station 32 (US 23).

930.000 Building Maintenance & Repair This is where routine and non-routine maintenance items are budgeted. Most expenses have transferred to BAFA for station 33 as the lease is finalized. We will share 20% of the smaller expenses for Station 32 (US23).

931.000 Equipment Maintenance and Repair- This is for generator maintenance and repair.

932.000 Grounds Maintenance & Repair This line item includes snow removal, grass cutting, turning on and off the lawn sprinklers, and flower beds. These expenses are transferred to BAFA for station 33. We will share 20% of the expenses for Station 32 (US 23). Parking lot maintenance will remain the responsibility of the Township.

956.000 Drain Assessment/Property Tax. This is for any assessments for the maintenance of the Handy #4 drain.

974.000 Capital Improvements This is for improvements to the buildings/properties. Possible projects include:

- HVAC repairs
- Exterior fascia
- Monument sign – shared cost

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Fund: 101 -

Expenditures

Dept: 336 FIRE DEPARTMENT

804.700 CONTRACTED SERVICES- BAFA	3,876	8,500	9,000
818.000 CONSULTING	0	7,000	6,000
921.000 STREET LIGHTING	322	400	400
923.000 WATER /SEWER FEE	407	1,200	1,200
930.000 BUILDING MAINTENANCE & REPAIR	2,194	8,000	8,000
931.000 EQUIPMENT MAINTENANCE & REPAIR	0	0	0
932.000 GROUNDS MAINTENANCE & REPAIR	1,652	1,500	2,000
956.000 DRAIN ASSESSMENT/PRPTY TAX	0	50	50
970.000 CAPITAL OUTLAY	0	0	0
974.000 CAPITAL IMPROVEMENTS	151,839	85,000	85,000
Total FIRE DEPARTMENT	160,290	111,650	111,650

PLANNING DEPARTMENT BUDGET

400

The Planning Department is responsible for zoning administration and processing of applications through the Planning Commission, Zoning Board of Appeals, and the Township Board of Trustees. Additionally, long term planning projects are included in this department.

703.000 Salary-Not Elected This is for 82.5% of the Township Planner's wages. The remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement. See notes per 101.716.600. Additional funds have been budgeted, but will only be released after the results of the current wage analysis, contingent upon Board approval.

708.000 Per Diem Comp Twelve (12) meetings of the Planning Commission are budgeted and twelve (12) meetings for the Zoning Board of Appeals. Additional meetings are budgeted if needed for the special meetings.

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line reflects the current policy adopted by the Township Board. 82.5% of the Township Planner is allocated here. The remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

716.100 HRA/HSA In FY 15/16, the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan. Prior to FY 15/16, the Township participated in an HRA contribution to eligible employees.

718.000 Pension All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; both divisions are historically fully funded. 82.5% of the Township Planner is allocated here. The remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

803.000 Contracted Special Projects This line item is for special projects that the Township Board would like to investigate through consulting services. Cost to digitize old records was a multi-year project. ZBA/Rezoning file scanning began in FY18/19 and will continue in FY19/20 will be charged here. The Master Plan process began in FY 18/19 and will continue in 19/20.

819.000 Engineering This line item is for engineering services that are required for site plan, pre apps (free) and construction plan review. Year to year fluctuation in this budget line item reflects the strength/weakness of the economy

860.000 Education includes the annual three-day Michigan Planning Conference for the planner. This line item also includes expenses for one seminar for the Planning Commission, and Zoning Board of Appeals (ZBA) that is typically conducted each year at Township Hall. Funds have also been budgeted for the training of Planning Commission and Zoning Board of Appeals members at various seminars that are offered around the State.

900.00 Publishing includes the public hearing notices for all re-zonings, zoning ordinance changes, and ZBA hearings. Costs vary depending on the size of the notices.

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 101 -			
Expenditures			
Dept: 400 PLANNING			
703.000 SALARY-NOT ELECTED	57,886	59,930	60,470
708.000 PER DIEM COMP	6,120	11,000	11,000
715.000 FICA	3,589	3,720	3,750
715.010 MEDICARE	823	875	880
716.000 HOSPITALIZATION INSURANCE	16,959	18,681	17,860
716.100 HRA/HSA	2,970	3,609	3,160
717.000 LIFE INSURANCE	219	210	210
718.000 PENSION	2,307	8,830	9,680
719.000 DISABILITY INS	990	900	930
727.000 SUPPLIES	957	1,000	1,000
730.000 POSTAGE	472	2,000	2,000
803.000 CONTRACTED-SPECIAL PROJECTS	30,322	67,500	70,000
811.100 WORKERS'COMP	363	620	540
819.000 ENGINEERING SERVICES	58,654	45,000	45,000
860.000 EDUCATION	979	1,500	1,500
873.000 MILEAGE/TRAVEL	29	200	200
900.900 PUBLISHING	2,720	0	3,000
900.990 PUBLISHING-REFUND/REIMBURSABLE	0	4,000	0
958.000 DUES	60	60	60
969.000 CONTINGENCIES	0	500	500
970.000 CAPITAL OUTLAY	343	1,000	1,000
Total PLANNING	186,761	231,135	232,740

CODE ENFORCEMENT

412

This activity center covers the cost of our enforcement of the zoning and general ordinances of the township.

703.000 Salary-Not Elected - The Township Planner has a portion of their wages charged here (82.5% in the Planning Department and the remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement). See notes per 101.716.600. Additional funds have been budgeted, but will only be released after the results of the current wage analysis, contingent upon Board approval.

716.000 Health Insurance This is the employer contribution for health insurance which is offered to all full time employees. This line item reflects the current policy adopted by the Township Board. 82.5% of the Township Planner is allocated in the planning department. The remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

716.100 HRA/HSA In FY 15/16 the Township first offered an HSA to eligible employees as the Township moved to a high-deductible health care plan. Prior to FY 15/16 the Township participated in an HRA contribution to eligible employees.

718.000 Pension All full time general employees and full time elected officials participate in an employer provided Defined Benefit retirement plan; both divisions are historically fully funded. 82.5% of the Township Planner is allocated in the planning department. The remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement.

969.000 Contingencies This is for unanticipated expenses that may occur during the year.

970.000 Capital Outlay None are budgeted.

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Fund: 101 -			
Expenditures			
Dept: 412 CODE ENFORCEMENT			
703.000 SALARY-NOT ELECTED	7,027	7,280	7,330
715.000 FICA	436	460	460
715.010 MEDICARE	118	112	110
716.000 HOSPITALIZATION INSURANCE	2,056	2,263	2,180
716.100 HRA/HSA	360	438	390
717.000 LIFE INSURANCE	27	30	30
718.000 PENSION	280	1,076	1,180
719.000 DISABILITY INS	120	110	120
727.000 SUPPLIES	89	100	100
730.000 POSTAGE	0	100	100
811.100 WORKERS'COMP	48	82	70
969.000 CONTINGENCIES	0	500	500
970.000 CAPITAL OUTLAY	0	0	0
Total CODE ENFORCEMENT	10,560	12,550	12,570

EMERGENCY PREPAREDNESS

426

920.000 Utilities this line item is for the electrical cost of operating the Township's emergency sirens.

935.000 Tornado Siren Repair/Maintenance is for annual maintenance for the new sirens installed in 2010 and 2011. The County 911 office received a grant to purchase and install a centralized computerized control system to monitor and activate all emergency sirens under their control. Currently the system can be activated by the central dispatch, BAFA as well as other fire departments. Annual maintenance and battery replacement is budgeted here.

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Fund: 101 -

Expenditures

Dept: 426 EMERGENCY PREPAREDNESS

920.000 UTILITIES	0	500	500
935.000 TORNADO SIREN REPAIR	4,075	5,000	5,000
Total EMERGENCY PREPAREDNESS	4,075	5,500	5,500

DRAINS 445

727.000 Supplies are for the purchase of educational materials and programs for compliance with the educational component of Phase II Storm Water regulations.

804.000 Contracted Services is for a contract the Livingston County Drain Commission to help with the education component of Phase II Storm Water regulations. It also includes the "participation" fee in the local watershed council. On January 20, 2014 the Board approved a six year agreement with LCDC with an annual estimate of \$35,450. This maximum figure is shared by all participating agencies. Brighton Township would be responsible for six percent of that \$35,450 or \$2,127 each year.

959.000 Drain at Large When a drainage district is set and repairs ordered, under the State Drain Code the costs are shared as follows, county 25%, township 25% and property owners 50%. The township's 25% is called drain at large and is billed to the township annually for whatever period of time the construction bonds are for. It may be as short as one year or as long as ten or more.

When the township is also a property owner in the district, the township pays a per parcel assessment the same as any other property owner who is benefiting by the improvements to the drain district. These costs are assigned to a specific activity center such as fire or building and grounds if the parcel being assessed is part of that activity center. If the parcel being assessed is just vacant land that the township owns, then the assessment is assigned here. The anticipated increase in drain assessments has been included.

962.000 Permits Fees is for Storm Water Phase II program fees to the State of Michigan. The Township has pursued some "green" initiatives that could allow us to be exempt from the Federal Storm water programs but would require significant capital expenditure.

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Fund: 101 -

Expenditures

Dept: 445 DRAINS

727.000 SUPPLIES	0	100	100
804.000 CONTRACTED SERVICES	2,970	3,000	3,000
959.000 DRAIN AT LARGE	12,625	10,000	10,000
962.000 PERMIT FEES	137	500	500
Total DRAINS	15,733	13,600	13,600

ROADS 446

819.000 Engineering Services is for undetermined engineering services for road upgrades or traffic studies.

822.000 Dust control the Township annually contracts with the County Road Commission to have gravel roads treated for dust control.

974.000 Capital Improvement – The Livingston County Road Commission has conducted an annual Primary Pavement Preservation Program since FY 14-15. Funds have been budgeted to continue partnering on this PPP program under the assumption that it will be offered in FY19-20.

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Fund: 101 -

Expenditures

Dept: 446 ROADS

819.000 ENGINEERING SERVICES	0	5,000	5,000
822.000 DUST CONTROL	45,959	55,000	55,000
974.000 CAPITAL IMPROVEMENTS	243,390	120,000	120,000
Total ROADS	289,349	180,000	180,000

ENVIRONMENTAL 525

This is for any environmental projects the Township may undertake. Currently, expenses for the Collette Dump monitoring are budgeted here.

804.000 Contracted Services This is for services like pest trapping and removal.

818.200 Consult-Collette Dump Monitoring This is for professional services currently provided by BCI-AMEC. In 2016 the Township Board approved a three year contract (through April 2019) with AMEC-Foster-Wheeler for the remaining years under the Consent Decree with the MDEQ.

827.000 Legal This is for an environmental attorney to monitor our progress in relation to the consent agreement with the State of Michigan.

967.000 Project Costs This is for items like lab fees, fees paid to the State of Michigan etc.

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Fund: 101 -			
Expenditures			
Dept: 525 ENVIRONMENTAL			
804.000 CONTRACTED SERVICES	800	2,000	2,000
818.200 CONSULT-COLLET DUMP MONITORING	23,286	64,980	26,000
827.000 LEGAL	8,507	26,000	16,000
967.000 PROJECT COSTS	3,574	8,000	8,000
Total ENVIRONMENTAL	36,167	100,980	52,000

MUNICIPAL REFUSE COLLECTION

528

826.000 Contracts. This line item is for the cost of the annual large item drop off of bulk items. The amount reflects the increased costs which were incurred in FY16-17 due to the change in service provider.

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Fund: 101 -

Expenditures
Dept: 528 MUNICIPAL REFUSE COLLECTION
826.000 CONTRACTS
Total MUNICIPAL REFUSE COLLECTION

6,213	6,500	6,500
6,213	6,500	6,500

SEWER AND WATER 536

708.000 Per Diem Compensation is for the Utilities Committee.

804.000 Contracted Services This is for services to assist the Utilities Committee and/or the assistance in coordinating with a consultant toward the purchase of a CMMS system.

819.000 Engineering Services is where expenditures related to studying sewer and water expansion are allocated.

827.000 Legal This is for anticipated legal expenses incurred for system expansions.

974.000 Capital Improvements Funds for utility system expansion for neighborhoods that have recently expressed interest in utility services or partnering with the private sector for main extensions which would benefit the community at large are budgeted here. The budget includes \$80,000 as the Townships contribution toward the oversizing of the pump station at Deerfield Preserve as specified in the Planned Development Agreement.

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Fund: 101 -			
Expenditures			
Dept: 536 SEWER AND WATER			
708.000 PER DIEM COMP	375	1,500	1,500
804.000 CONTRACTED SERVICES	0	5,000	5,000
819.000 ENGINEERING SERVICES	5,437	10,000	10,000
827.000 LEGAL	0	10,000	10,000
827.010 LEGAL-SHONER & POTOCKI V BT	0	4,414,260	0
969.000 CONTINGENCIES	0	500	500
974.000 CAPITAL IMPROVEMENTS	0	0	115,000
Total SEWER AND WATER	5,812	4,441,260	142,000

PARKS AND RECREATION

751

804.000 Contracted Services is for SELCRA, our regional recreation authority. SELCRA provides recreational opportunities for Brighton Township residents. The figure included in the budget will require additional Board action, following SELCRA Board budget discussion and member community discussions, prior to disbursement.

804.900 Contracted Services is for Hartland Senior Center.

818.000 Consulting As of December 2017 the Township is in arbitration with Clearwater LLC regarding fulfillment of the JPDA.

969.000 Contingencies No funds are budgeted.

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Fund: 101 -			
Expenditures			
Dept: 751 PARKS AND RECREATION			
804.000 CONTRACTED SERVICES	150,000	150,000	150,000
804.900 CONTRACT SERV-HARTLAND SR CTR	4,000	4,000	4,000
818.000 CONSULTING	0	0	0
969.000 CONTINGENCIES	0	0	0
Total PARKS AND RECREATION	154,000	154,000	154,000

CONTINGENT LIABILITY

890

827.200 Cont. Liab-TX Appeals. While property values are trending upward, the potential for a high number of property owners seeking significant valuation reductions still exists. These funds are being set aside to cover the cost of reimbursing them for overpaid taxes should they win their appeals.

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Fund: 101 -

Expenditures

Dept: 890 CONTINGENCY

827.200 CONT LIABILITY-TAX APPEALS	0	10,000	10,000
827.300 CONT LIABILITY- BOND RESERVE	0	0	0
827.400 CONT LIABILITY-ELECT EQUIPMENT	0	0	0
827.500 CONT LIABILITY-DELINQUENT TAX	0	0	0
Total CONTINGENCY	0	10,000	10,000

TRANSFERS

999

This activity center is used to record funds that the General Fund appropriates to other funds.

999.208 Transfer Out – Parks Transfer is based upon the proposed CIP.

999.209 Transfer Out – Cemetery Perpetual Fund Transfer is based upon the proposed CIP.

999.257 Budget Stabilization Interest earned must be transferred into the General Fund. A like amount is transferred back in to the Budget Stabilization Fund.

999.702 Transfer Out – Pathways Transfer is based upon the proposed CIP.

999.792 Transfer Out – Future Roads - This is to assist in the funding of future road improvements. Transfer is based upon the Board discussion of possible projects during the budget process.

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Fund: 101 -

Expenditures

Dept: 999 TRANSFERS

999.208 TRANSFER OUT TO PARKS	50,000	50,000	50,000
999.209 TRANSFER OUT TO CEMETERY FUND	10,000	10,000	10,000
999.257 TRAN OUT TO BUDGET STABILIZ	0	2,000	2,000
999.702 TRANSFER OUT TO PATHWAY FUND	100,000	100,000	100,000
999.792 TRANSFER OUT TO FUTURE ROADS	1,500,000	250,000	1,380,000
Total TRANSFERS	1,660,000	412,000	1,542,000

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
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Fund: 101 -			
Expenditures			
Total Expenditures	4,084,495	8,039,456	4,899,280
Total GENERAL FUND	-401,005	-4,573,930	-1,151,970

Fund: 101 -

Expenditures

Total Expenditures

4,084,495 8,039,456 4,899,280

Total GENERAL FUND

-401,005 -4,573,930 -1,151,970

FUND 208 PARKS

This fund is for either new or existing Park improvement. Revenue comes into the fund from the General Fund by Township Board action. Grant/contribution money is also deposited here when designated for Park construction or improvement.

699.101 Transfer In-General Fund. Transfer is based upon the proposed CIP.

NOTE: There was a consent judgment which gave the Township 60 acres of the Sunset Gravel Mine land to be used for park land only. A committee consisting of representatives from the Township, SELCRA and others had several early conversations about what was needed in the park from SELCRA's and other recreation peoples' point of view. Then, a group of Township staff met in 2003/2004 for several meetings developing the development agreement for the park which designates what Sunset and the Township are responsible for. In Spring 2013 the Township hired OHM to perform a survey of the 60 acres to determine grades and any compliance gap from standards listed in the Development Agreement.

The Township is responsible for certain items and Sunset is responsible for certain items for development of this park, as follows:

The Township is responsible for the park building (minus \$75,000 given to us by Sunset), site lighting of the parking lots and athletic fields, future parking area, future tennis courts, athletic field grass surface, electric, gas, phone lines to building, landscaping, playground equipment, and dock/beach/wading area.

Sunset is responsible for a \$10,000 contribution for electrical service, paving of all roadways and athletic field parking lot, rough grading of the athletic fields including placement of clay under the fields, construction of the on-site well and septic, irrigation lines for the athletic fields at a cost not to exceed \$30,000, payment of improvements to the Jacoby/Kensington Road intersection, installation and cost for park sign, installation of pedestrian trail system, and permit costs.

In July 2012, Clearwater (successor to Sunset) made application to the Township Planning Commission for modification to the PUD and application for soil extraction and fill permit. This application was denied on December 16, 2013 due to the fact that the applications and subsequent conversation with the applicant are not consistent with the Joint Planned Development Agreement for the site.

In 2014, The Township began pursuing legal action against Clearwater to comply with the Joint Planned Development Agreement. This issue is currently in arbitration.

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Fund: 208 -

Revenues			
664.000 INTEREST EARNED	6,052	2,500	5,000
671.000 OTHER REVENUE	0	0	0
699.101 TRANSFER IN-GENERAL FUND	50,000	50,000	50,000
Total Revenues	56,052	52,500	55,000
Total PARKS	56,052	52,500	55,000

FUND 209 CEMETERY

This fund was setup in the 2007/08 fiscal year for the perpetual care of the Township owned cemeteries. The intent was for the township to contribute annually until a “corpus” was created that would generate enough interest to provide for the care of the cemeteries. Once the interest is generating enough to pay for the upkeep and maintenance of the cemeteries the Cemetery Department (276) in the General Fund can be retired.

699.101 TRANSFER IN-GENERAL FUND Transfer is based upon the adopted CIP.

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Fund: 209 -

Revenues			
664.000 INTEREST EARNED	469	200	200
671.000 OTHER REVENUE	0	0	0
699.101 TRANSFER IN-GENERAL FUND	10,000	10,000	10,000
Total Revenues	10,469	10,200	10,200
Total CEMETERY FUND	10,469	10,200	10,200

FUND 212 **LIQUOR LAW ENFORCEMENT**

This fund receives funds from the State Liquor Control Commission as a percentage of the fees collected from Township businesses for their liquor license. Expenditures are limited to those activities or purchases related to enhanced alcohol enforcement.

470.000 Liquor License Fees These are fees paid by the State to us for liquor licenses in our jurisdiction

703.000 Salary Not Elected - 82.5% of the Township Planner is allocated in the planning department. The remaining 17.5% is split with 10% budgeted under code enforcement and 7.5% budgeted under liquor enforcement. See notes per 101.716.600. Additional funds have been budgeted contingent upon Board approval.

970.000 Capital Outlay The Township has periodically purchased equipment such as in-car cameras to be used for enhanced alcohol enforcement. None are proposed in the FY18-19 budget.

Note - Starting FY 2014-15 the cost associated with Enhanced Alcohol Enforcement performed by the Michigan State Police is shifted from this fund and now being charged to 101.299.804.800

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Fund: 212 -

Revenues		
470.000 LIQUOR LICENSE FEES	8,932	8,900
664.000 INTEREST EARNED	249	100
699.101 TRANSFER IN-GENERAL FUND	0	0
Total Revenues	9,181	9,000
		9,200

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Fund: 212 -			
Expenditures			
703.000 SALARY-NOT ELECTED	5,270	5,420	5,500
715.000 FICA	327	340	350
715.010 MEDICARE	76	85	80
716.000 HOSPITALIZATION INSURANCE	1,529	1,752	1,630
716.100 HRA/HSA	270	328	290
717.000 LIFE INSURANCE	20	20	20
718.000 PENSION	210	815	880
719.000 DISABILITY INS	90	90	90
811.100 WORKERS'COMP	37	65	50
970.000 CAPITAL OUTLAY	0	0	0
Total Expenditures	7,829	8,915	8,890
Total LIQUOR LAW ENFORCEMENT FUND	1,352	85	310

FUND 257

BUDGET STABILIZATION FUND

Money may only be removed from this fund by a 2/3 vote to cover a General Fund deficit, to prevent a reduction in services or personnel layoff during the course of a fiscal year when the revenues will be needed to balance the budget or to cover the expenses in connection with a natural disaster.

No more than 15 percent of the township's most recent General Fund budget or 15 percent of the average of the most recent five annual General Fund budgets whichever is less may be kept in this fund. Using 15 percent of this years budget would place our cap at approximately \$550,000

Obviously, no expenditures are budgeted. The interest earned must be transferred into the general fund. We will transfer a like amount back into the stabilization fund until the balance is close to the 15% cap.

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Fund: 257 -

Revenues		
664.000 INTEREST EARNED	2,110	2,000
699.101 TRANSFER IN-GENERAL FUND	0	0
Total Revenues	2,110	2,000

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Expenditures			
999.000 TRANSFER OUT	0	2,000	2,000
Total Expenditures	0	2,000	2,000
 Total BUDGET STABILIZATION FUND	 2,110	 0	 0

Fund: 257 -

FUND 405 **MUNICIPAL WATER**

This fund was created to take in monies for future water projects initiated by the Township. Once a specific project is ready to begin, a new fund will be created for that project and monies from this fund will be transferred into that fund. That new fund will be used to track expenditures for design, construction, administration, engineering, legal and like expenditures directly attributable to that project.

REVENUE

610.000 Commodity Charge The Township receives a commodity charge collected by the City of Brighton on our behalf, to help defray any maintenance costs associated with the Conference Center Drive water system. However, with only a few customers on this system, we are not generating enough revenue to cover our maintenance expenses. This will need to be addressed by the Township Board in the near future.

616.000 Tap In Fee The Township receives payments for each REU. This rate is currently \$5,700 per REU. With the Kroger watermain extension complete we have already received interest in other businesses tying into LCWA. The budget includes 7 new REU due to the development at 9984 Grand River. This is a preliminary figure and will change depending on the specific Appendix A assignment.

EXPENSES

804.600 Contract Services-City Maintenance This is for maintenance services the City of Brighton provides for the new Conference Center Drive water main. Payment is due December 1st each year.

819.000 Engineering Services For engineering services related to the water system.

990.300 Interest General Fund Loan. In March 2013, the Board approved to payoff the remaining bond balance per the approved Capital Improvement Plan/Fiscal Analysis. The Board approved a loan from the General Fund in the amount of \$1,150,000. Annual interest on the loan will be calculated at 1%.

Note: The Municipal Water Fund has an outstanding loan due to the General Fund of \$525,600 (\$128,000 advance and \$397,600 for actual construction) from 2007 when the General Fund loaned money to the Municipal Water Fund for the construction of the LCWA water treatment plant as identified in Resolution 07-028. It is anticipated that when LCWA next goes out for bonds the Township will be repaid in full for the funds advanced.

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Fund: 405 -			
Revenues			
610.000 COMMODITY SURCHARGE	2,832	2,000	2,800
616.000 TAP IN FEE	165,300	11,400	39,900
664.000 INTEREST EARNED	5,916	3,000	5,000
664.002 INTEREST EARNED-LCWA LOAN	2,040	0	0
671.000 OTHER REVENUE	0	0	0
676.300 SETTLEMENT LCWA -M.O.A.	0	0	0
Total Revenues	176,089	16,400	47,700

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Expenditures			
804.600 CONTRACT SERVICES- CITY MAINT	3,864	4,000	4,000
819.000 ENGINEERING SERVICES	0	0	0
827.000 LEGAL	0	0	0
967.005 PROJ COST-LCWA MOA SETTLEMENT	0	0	0
967.006 PROJ COST LCWA BOOSTER STATION	0	0	0
967.007 PROJ COST LCWA FILTERS 5 &6	0	0	0
967.008 PROJ COST LCWA FILTERS 7 & 8	0	0	0
990.300 INT EXP- G.F. LOAN	11,500	11,500	11,500
Total Expenditures	15,364	15,500	15,500
Total MUNICIPAL WATER FUND	160,725	900	32,200

Fund: 405 -

FUND 589

SEWER CAPITAL RESERVE

This fund is to be used to receive monies generally from “590 - Sewer Operations and Maintenance (O&M) Fund”. At inception (2002) of the sewer system it was recommended approximately \$70,000 annually be transferred in as highlighted in the approved Capital Improvement Plan/Fiscal Analysis. The “actual” annual amount transferred in is determined by the O&M budget and the health of the O&M fund.

REVENUE

671.000 Other Revenue.

699.590 Transfer in from Sewer O + M. This is the amount we “save” every year for future repairs to the treatment plant and collection system. This amount is dependent upon the health of the sewer O + M fund. This transfer amount has been budgeted at \$70,000, however, the actual figure may increase through a budget amendment depending on the O & M fund equity.

EXPENSES

971.100 Policy #807 Exhibit B Credit - Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #807, parcels listed on Exhibit B of the Settlement Agreement are eligible for a \$3,800 credit. The budget estimates five in FY 19-20.

972.000 Capital Replacement Funds were reserved to cover the cost of replacing the capital components of the sewer system as the system aged. The adopted Asset Management Plan forecasts which components could be expected to fail based upon "useful life" calculations. Actual expenditures from this line will not be known, and component replaced, until the time of failure or recommended by our consultant. However, possible projects include:

Expenditure or Project	Estimated Cost
Upgrade Station #1 – Electrical	\$35,000 to \$45,000
Upgrade Station #2 – Electrical	\$25,000 to \$30,000
Upgrade Station #2 – Stationary Generator	\$30,000 to \$40,000
Upgrade Station #3 – Three Way Valve	\$15,000 to \$20,000
Upgrade PLC – Station #5	\$5,000 to \$6,000
Upgrade PLC – Station #6	\$5,000 to \$6,000
Upgrade PLC – Station #7	\$5,000 to \$6,000
Upgrade PLC – Station #8	\$5,000 to \$6,000
UV System – Replace Lamps	\$5,500
UV System – Rebuild	\$3,600 to \$3,800
Replace Ferric Pumps	\$6,000 to \$7,000
Replace Return Sludge Pump (RAS) #2	\$16,000
Upgrade/Replace SCADA computer/system in WWTP	\$17,000
Electrical Maintenance of WWTP Tiebreaker	\$6,000

Major Repair and Maintenance are paid out of this line since FY2017-18.

NOTE: Debt Service \$80.50 per REU per quarter. Per Shoner, Potocki V. BT settlement agreement and Administrative Policy #817, the \$80.50 will stop accruing effective January 31, 2018 for the properties in the original SAD (~2002). The amount accrued through January 31, 2018 is \$3,458.99.

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Fund: 589 -			
Revenues			
664.000 INTEREST EARNED	4,490	2,000	7,000
671.000 OTHER REVENUE	0	368,428	0
699.590 TRANSFER IN FROM SEWER O&M	100,000	70,000	70,000
Total Revenues	104,490	440,428	77,000

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Fund: 589 -			
Expenditures			
971.100 POLICY #807- EXHIBIT B CREDIT	0	30,400	19,000
972.000 CAPITAL REPLACEMENT	32,114	98,000	169,000
990.300 INT EXP- G.F. LOAN	2,800	0	0
999.590 TRAN OUT TO SEWER O&M	0	0	0
Total Expenditures	34,914	128,400	188,000
Total SEWER CAPITAL RESERVE	69,577	312,028	-111,000

FUND 590 SEWER OPERATIONS AND MAINTENANCE FUND

This fund receives its revenue from quarterly billings. Similarly, when system users require repairs to their local system for which they are responsible and when not prepaid, those monies will be deposited into this fund to offset the expenditures. Expenditures from this fund primarily go for the day to day operation of the sewer system.

Revenues are based upon the current number of users at the current quarterly User Fee rate. Effective April 1, 2017 the rate was set at \$106 per REU per quarter.

643.000 Penalties. These are penalties applied on current bills not paid by the due date.

644.000 Late Charge 10% charge for accounts in arrears. In September, accounts that are 90 days delinquent are placed on the tax roll. Budgeted amount reflects recent history for this account.

655.000 NSF Fees charged by the township for non-sufficient funds checks are shown here.

590-537-539.000 MDEQ SAW Grant – The Township was awarded this grant in December 2017. Upon award the Township can seek reimbursement for funds expended in 2013-2014 for the grant application and Asset Management Plan. Any additional expenditure would be reimbursable up to 90% with the Township being responsible for 10%. We will need to work with our new engineers to confirm how this grant fund will be expended and reimbursed prior to December 2020.

671.000 Other Revenue.

Expenditures

Expenditures have been divided into four activity centers within the sewer fund. They are:

Administration **537**
Operation and Maintenance **540**
Capital Outlay **900**
Debt Service **905**

Administration expenditures include billing, receipting, legal fees and other administrative functions. Consultant is the quarterly financial reporting provided by the township's audit firm.

Poverty deferrals are the assessments deferred due to financial hardship. They have become a lien on the property and will be collected at the time the property is sold or transferred or the owner dies.

The largest expense in the operations and maintenance area is for the contracted operator. The more history we have with the system the more accurate this budget item will become.

537

537-807.000 Audit This is to cover the cost of our auditors in their annual audit of the sewer fund. Costs were increased to more accurately reflect the sewer funds share of these efforts.

537-818.000 Consultants is for professional assistance such as Engineers and Financial Consultants for the quarterly sewer report and/or annual rate analysis.

537-826.100 Computer Support Services Includes the utility billing web interface system.

537-827.000 -.010 Legal

537-961.000 Administrative Fee is for a portion of the Utility Billing and related activities through the Clerk's office to prepare and process the quarterly billings and payments.

537-967.003 Project MDEQ SAW Grant. The Township applied for this in 2013 and was awarded in December 2017. The Township has until December 2020 to spend and get reimbursed for the grant dollars.

540

540-804.300 & 400 Contract Services is for the outside contractor to manage the Wastewater Treatment Plant and non routine repairs. The Township rebid this contract in early 2017 and entered into a new three year contract effective April 1, 2017. This account has been increased in recent years to reflect the increased costs of call outs for grinder pump failures and for locates/startups.

540-811.000 Liability Insurance. This is insurance for the operations and maintenance of the sewer collection and treatment system as well as sewer overflow insurance.

540-818.000 Consulting Is for professional services that may be required for the sewer system.

540-920.000 Utilities is the electricity to each pump station and electricity and heat at the plant. Our operator has worked to install timers which reduce our electric use and we were able to obtain reduced rates from Edison to receive municipal pump rates during off peak periods.

540-930.000 Building Maintenance & Repair as the plant ages repairs will be needed more often. We anticipate some driveway maintenance and repairs will be required in the near future as well as the replacement of the air conditioner in the lab.

540-931.000 Equipment Maintenance & Repair includes costs of repairing items in the treatment plant (e.g. motors, rotor gear box, compressors). This expenditure will increase as the plant ages. Major repairs will be charged from Fund 589.

540-932.000 Grounds Maintenance is the mowing, rubbish and snow plowing.

540-936.000 Collection System Maintenance Repair This is a line item for maintenance repair on the system outside of the sewer plant such as grinder pump and lift station repairs. This line item will require close monitoring as we are experiencing more system failures and blockages.

540-968.100 Transfer to Reserve Fund: At inception of the sewer system (2002) it was recommended the Board transfer \$70,000 each year to the Reserve Fund for large system repairs. The annual amount is determined by the health of the O&M fund and for budgeting purposes is proposed at \$70,000. The actual transfer amount could be greater following the completion of the audit.

900

970.000 Capital Outlay - The August 17, 2015 Asset Management Plan recommends setting aside funds on an annual basis for these costs. The CIP is listed in Appendix H. Major expenses will be paid out of Fund 589.000.972

971.000 – Grinder Pumps - The August 17, 2015 Asset Management Plan recommends setting aside funds on an annual basis for these costs. The CIP is listed in Appendix I. Major expenses will be paid out of Fund 589.000.972. Grinder pump replacement parts will be charged to this line item.

974.000 Capital Improvements

905

905-990.300 INT EXP-G.F. LOAN

990.400 Interest Expense-General Fund Loan 2012

NOTE: User Fee remains the same at \$106 per REU per quarter.

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 590 -			
Revenues			
539.000 STATE GRANT- MDEQ SAW GRANT	0	216,000	216,000
642.000 USAGE CHARGE	873,719	886,160	895,000
642.050 USER CHARGES PRIOR PERIOD	0	0	0
643.000 LATE CHARGE	13,940	14,000	14,000
643.500 PROP OWNER REIMB- REV	0	0	0
644.000 DELINQUENT FEE ON TAXES	4,640	5,000	5,000
646.000 SALE OF INVENTORY	0	0	0
655.000 NSF FEE	175	0	0
664.000 INTEREST EARNED	468	200	400
669.000 INTEREST FROM SAD PMT	0	0	0
671.000 OTHER REVENUE	1,675	514,832	0
671.002 OTHER REVENUE-NORTHWINDS	0	0	0
676.000 REIMBURSEMENT	5,779	0	0
694.000 CASH OVER AND SHORT	0	0	0
699.589 TRAN IN FROM SEWER CAP RESERVE	0	0	0
Total Revenues	900,396	1,636,192	1,130,400

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 590 -			
Expenditures			
Dept: 537 ADMINISTRATION			
727.000 SUPPLIES	1,065	600	600
730.000 POSTAGE	1,987	2,200	2,200
807.000 AUDIT SERVICES	4,800	4,800	4,660
809.000 BANK FEES	0	100	100
809.100 NSF CHECKS RETURNED	0	0	0
818.000 CONSULTING	13,944	11,163	12,000
819.000 ENGINEERING SERVICES	5,250	1,838	5,000
826.100 COMPUTER SUPPORT SERVICES	2,617	3,500	3,500
827.000 LEGAL	57,723	53,800	5,000
827.010 LEGAL-SHONER & POTOCKI V BT	231,711	116,400	5,000
900.000 PRINTING & PUBLISHING	0	0	0
961.000 ADMINISTRATIVE FEE	4,800	4,800	4,800
967.003 PROJECT COSTS- MDEQ SAW GRANT	0	216,000	216,000
Total ADMINISTRATION	323,897	415,200	258,860
Dept: 540 OPERATION AND MAINTENANCE			
727.000 SUPPLIES	29,957	31,844	35,000
737.000 SMALL EQUIPMENT EXPENSE	0	2,500	0
804.300 CONTRACTED SERVICES- FIXED	196,454	197,378	202,054
804.400 CONTRACT SERVICES-NON ROUTINE	51,615	54,000	65,000
804.500 CONTRACT SERV-SLUDGE REMOVAL	21,852	33,200	35,000
811.000 LIABILITY INSURANCE	25,087	25,000	26,000
853.000 TELEPHONE	1,180	1,500	1,300
920.000 UTILITIES	107,707	107,000	108,000
930.000 BUILDING MAINTENANCE & REPAIR	6,436	16,000	12,000
930.100 BUILDING SECURITY ALARM	527	750	600
931.000 EQUIPMENT MAINTENANCE & REPAIR	17,816	23,000	26,000
932.000 GROUNDS MAINTENANCE & REPAIR	8,315	14,000	16,000
936.000 COLLECTION SYS MAINT REPAIR	30,027	49,000	45,000
936.001 INFILTRATION MANHOLE 300A	0	0	0
962.000 PERMIT FEES	4,232	2,450	3,500
964.000 REFUNDS	0	1,852	0
968.100 TRAN TO RESERVE FUND	100,000	70,000	70,000
969.000 CONTINGENCIES	0	0	3,000
Total OPERATION AND MAINTENANCE	601,204	629,474	648,454
Dept: 900 CAPITAL OUTLAY			
970.000 CAPITAL OUTLAY	0	0	0
971.000 GRINDER PUMPS/PARTS	157,175	110,000	257,600
974.000 CAPITAL IMPROVEMENTS	0	10,000	0
Total CAPITAL OUTLAY	157,175	120,000	257,600
Dept: 905 DEBT SERVICE			
990.300 INT EXP- G.F. LOAN	4,297	0	0
Total DEBT SERVICE	4,297	0	0
Total Expenditures	1,086,573	1,164,674	1,164,914
Total SEWER O & M FUND	-186,178	471,518	-34,514

FUND 592 SEWER DEBT SERVICE

Revenue in this fund comes from three primary sources. The special Assessment Districts enacted for the original Sanitary Sewer System and the Spencer Road Extension, Tap-In Fees paid by new users connecting to the system, and a component of the quarterly bill paid by all users. A fourth, intermittent source, General Fund, may be required from time to time to make up deficiencies that may occur. The General Fund may not supply funds except in the form of a loan. Expenditures from this fund go to making the semi-annual bond payments for Sewer Debt.

NOTE: The Capital Charge will be reviewed on an annual basis.

616.000 Tap In Fee charged to cover the cost of the new user's capacity in the treatment plant and transmission mains. Per Shoner, Potocki V. BT settlement agreement and Administrative Policy #818, the revenue for 401 new REU will be received by the General Fund.

642.100 Debt Service Charge Fee charged on the quarterly utility bill required to make bond payments. No rate increase is recommended per Board action at the February 25, 2019 Board meeting. However, the financial health of the fund will continue to be monitored and dictate if, and when, a rate increase may be warranted. Debt Service is currently \$80.50 per REU per quarter. Per Shoner, Potocki V. BT settlement agreement and Administrative Policy #817, the \$80.50 will stop accruing effective January 31, 2018 for the properties in the original SAD (~2002). The amount accrued through January 31, 2018 is \$3,458.99.

643.000 Late Charges 10% penalty on capital costs are incurred when the bill is paid after the due date.

644.000 Delinquent Fee on taxes 10% charge for accounts are in arrears. In September, accounts that are 90 days delinquent are placed on the tax roll. Budget amount reflects recent history of this account.

669.000 -672.200 Special Assessments and Interest Money received from tax roll payments on the assessments or from early pay offs. Early pay offs present a problem because it is difficult for us to invest the money at a rate equal to what we are paying to borrow the money.

671.000 Other Revenue.

672.000 Payment Over Time-These are people who paid the 10% down on their tap fee and spread the rest over a period of time as allowed by Township Administrative Policy 817.

699.101 Transfer In From General Fund – None planned.

EXPENSES

827.000 Legal Funds are budgeted in anticipation of increased activity with system expansion projects.

974.000 Capital Improvements This is for future expansion or upgrades to the sewer system.

990.500 Interest General Fund Loan 2013 – This is interest on the 2013 \$1,200,000 loan from General Fund to make payment on the Bond Payment Sewer Debt per the Board adopted Capital Improvement Plan. Interest of 1% will be charged annually. Per Shoner Potocki v Brighton Township Settlement Agreement and Administrative Policy #818: Interest on Loans from General Fund to the Sewer Funds – These loans are forgiven and therefore no interest will be received by the General Fund.

990.300 – 999.003 Expenditures are the bond interest payments for the original system and an annual interest amount paid to the General Fund for the outstanding loan. Agent fees are the fees paid to the bank for administering the bond payments.

NOTE: User Fee is \$106 per REU per quarter and Debt Service \$80.50 per REU per quarter. Per Shoner, Potocki V. BT settlement agreement and Administrative Policy #817, the \$80.50 will stop accruing effective January 31, 2018 for the properties in the original SAD (~2002). The amount accrued through January 31, 2018 is \$3,458.99.

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Fund: 592 -

Revenues	0	0	0
607.200 ADMIN FEE- SPEC ASSESSMENT	564,300	256,500	0
616.000 TAP IN FEE	0	0	0
616.001 DEVELOPER CONTRIBUTIONS	0	0	0
642.050 USER CHARGES PRIOR PERIOD	0	0	0
642.100 CAPITAL COSTS CHARGE	641,796	210,000	107,490
642.200 CAPITAL COSTS CHGE-PPE	0	0	0
643.000 LATE CHARGE	13,220	14,000	2,000
644.000 DELINQUENT FEE ON TAXES	5,408	7,000	2,000
655.000 NSF FEE	0	0	0
664.000 INTEREST EARNED	15,405	10,000	10,000
669.000 INTEREST FROM SAD PMT	122,956	82,438	39,110
669.200 INTEREST FROM SAD- SPENCER	5,925	5,080	4,110
671.000 OTHER REVENUE	2,920	2,031,000	0
687.000 REFUNDS	0	0	0
693.000 LIT. SETL.- CUST CREDITS	0	0	0
694.000 CASH OVER AND SHORT	7	0	0
699.101 TRANSFER IN-GENERAL FUND	0	0	0
Total Revenues	1,371,939	2,616,018	164,710

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Fund: 592 -			
Expenditures			
809.000 BANK FEES	0	0	0
809.100 NSF CHECKS RETURNED	0	0	0
827.000 LEGAL	0	1,000	0
964.000 REFUNDS	0	1,500	0
965.000 CHARGEBACK TAXES	0	0	0
968.000 DEPRECIATION	839,943	840,000	840,000
997.007 BOND ISSUANCE-AMORTIZATION	0	0	0
Dept: 905 DEBT SERVICE			
990.300 INT EXP- G.F. LOAN	8,620	0	0
990.500 INT EXP- G.F. LOAN 2013- 1.2 M	12,000	0	0
990.600 INT EXP GF LOAN 09/13 \$200,000	2,000	0	0
990.700 INT EXP GF LOAN 12/13 \$200,000	2,000	0	0
999.002 BOND PAYMENT-INTEREST	79,082	155,000	91,800
999.003 AGENT FEES	500	500	500
999.005 BOND ISSUE COSTS-2015 REFI	0	0	0
999.006 BOND PAYMENT- DISCOUNT	0	0	0
Total DEBT SERVICE	104,202	155,500	92,300
Total Expenditures	944,145	998,000	932,300
Total SEWER DEBT SERVICE	427,794	1,618,018	-767,590

FUND 593 SPENCER ROAD SEWER DEBT SERVICE

This fund gets its revenue from a Special Assessment created for that purpose. Expenditures from this fund go to making the semi-annual bond payments for Spencer Sewer Debt.

The only revenue this system has is special assessments and interest:

999.001 – 999.003 Expenditures are the bond interest payments and depreciation for this system.

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Fund: 593 -

Revenues			
664.000 INTEREST EARNED	925	400	400
669.000 INTEREST FROM SAD PMT	10,963	9,360	7,300
671.000 OTHER REVENUE	0	0	0
Total Revenues	11,888	9,760	7,700

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 593 -			
Expenditures			
968.000 DEPRECIATION	22,123	22,000	22,200
999.001 BOND PAYMENT INT- SPENCER RD	14,180	12,320	10,420
999.003 AGENT FEES	300	500	500
Total Expenditures	36,603	34,820	33,120
Total SPENCER SEWER DEBT SERVICE	-24,715	-25,060	-25,420

**FUND 701
TRUST AND AGENCY**

This Fund is a holding Fund to account for monies held by the Township Treasurer to be dispersed as required to other Funds or Entities.

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Fund: 701 -

Revenues		
412.000 DELINQUENT REAL PROPERTY TAX	0	0
607.300 ADMIN FEE OVERAGE	0	0
655.000 NSF FEE	0	0
664.000 INTEREST EARNED	0	0
687.000 REFUNDS	0	0
694.000 CASH OVER AND SHORT	0	0
Total Revenues	0	0

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Expenditures			
809.000 BANK FEES	0	0	0
809.100 NSF CHECKS RETURNED	0	0	0
964.000 REFUNDS	0	0	0
Total Expenditures	0	0	0
 Total TRUST AND AGENCY FUND	 0	 0	 0

Fund: 701 -

FUND 702 PATHWAYS FUND

This fund is used to receive monies from the General Fund, Grants/Contributions and Property Developers for setting aside funds for future Trails or Bike Paths. Expenditures are to be paid from this fund to build Township Board approved pathways pursuant to the Pathways Master plan.

Revenues

699.101 Transfer in General Fund Transfer is based upon the Board adopted CIP.

699.792 Transfer in from Future Roads – None.

Expenditures

967.000 Project Costs – None

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Revenues			
608.110 PATHWAY- T-BONEZ	0	0	0
664.000 INTEREST EARNED	873	500	500
694.000 CASH OVER AND SHORT	0	0	0
699.101 TRANSFER IN-GENERAL FUND	100,000	100,000	100,000
699.792 TRANSFER IN FROM FUTURE ROADS	0	0	0
Total Revenues	100,873	100,500	100,500

Fund: 702 -

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Fund: 702 -			
Expenditures			
809.000 BANK FEES	0	0	0
819.000 ENGINEERING SERVICES	0	0	0
967.000 PROJECT COSTS	19,771	0	0
999.792 TRANSFER OUT TO FUTURE ROADS	0	0	0
Total Expenditures	19,771	0	0
Total PATHWAYS FUND	81,102	100,500	100,500

FUND 703

CURRENT TAX COLLECTIONS

This temporary holding Fund is used by the Treasurer until disbursed to the required entity.

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Fund: 703 -

Revenues		
402.000 PROPERTY TAXES	0	0
412.000 DELINQUENT REAL PROPERTY TAX	0	0
655.000 NSF FEE	0	0
664.000 INTEREST EARNED	0	0
671.000 OTHER REVENUE	0	0
687.000 REFUNDS	0	0
694.000 CASH OVER AND SHORT	0	0
Total Revenues	0	0

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Expenditures			
809.000 BANK FEES	0	0	0
809.100 NSF CHECKS RETURNED	0	0	0
Total Expenditures	0	0	0
 Total CURRENT TAX COLLECTIONS FUND	 0	 0	 0

Fund: 703 -

FUND 792 FUTURE ROAD IMPROVEMENTS

This Fund is used to pay for road improvement projects that the Township participates in financially. Township participation may be 100%, partial or in the form of a loan. Funds that are loaned for an SAD project will be transferred out of this fund and into the SAD Road Projects Fund (Fund 814). Additional funding may be allocated from the General Fund in the form of a transfer or loan.

699.101 Transfer In-General Fund Funds will be transferred in to allow the Township to participate in a future road project. The amount of the transfer is determined by the Township Board on a year by year basis. In FY 19-20 the Township will transfer in \$1,380,000 from GF 101.999.999.792.

Expenditures

967.000 – Project Costs –

The following projects, broken down by department, are being funded by the Township:

013	Maxfield Road – Hyne to Commerce. Limestone application	\$154,800
045	Pleasant Valley Culvert – Township Share	\$326,711
014	Roundabout at Jacoby, Kensington	\$135,000
015	Pleasant Valley / Kensington	\$763,489

The following projects, broken down by department, are being advanced funded by the Township to cover construction cost scheduled for the summer of 2019 for these SAD projects. Once construction is completed, bond financing will be sought. Bond revenue will reimburse Fund 792 and annual payments by SAD properties into Fund 814 will cover the cost of the annual bond obligations. A budget amendment following the issuance of the bond is anticipated.

029	DeMaria West	\$419,000
060	Meadowood	\$413,000
094	Shenandoah / Shenandoah Pond	\$965,000

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Revenues			
664.000 INTEREST EARNED	21,464	9,000	0
671.000 OTHER REVENUE	0	0	1,797,000
699.101 TRANSFER IN-GENERAL FUND	1,500,000	250,000	1,380,000
Total Revenues	1,521,464	259,000	3,177,000

Fund: 792 -

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 792 -			
Expenditures			
Dept: 013 MAXFIELD RD			
967.000 PROJECT COSTS	0	0	154,800
Total MAXFIELD RD	0	0	154,800
Dept: 014 ROUNDABOUT JACOBY/KENSINGTON			
967.000 PROJECT COSTS	0	0	135,000
Total ROUNDABOUT JACOBY/KENSINGTON	0	0	135,000
Dept: 015 PLEASANT VALLEY/KENSINGTON RD			
967.000 PROJECT COSTS	0	0	763,489
Total PLEASANT VALLEY/KENSINGTON RD	0	0	763,489
Dept: 029 DEMARIA WEST			
967.000 PROJECT COSTS	0	0	419,000
Total DEMARIA WEST	0	0	419,000
Dept: 037 CULVER ROAD			
967.000 PROJECT COSTS	0	650,000	0
Total CULVER ROAD	0	650,000	0
Dept: 045 PLEASANT VALLEY RD CULVERT			
967.000 PROJECT COSTS	0	225,000	326,711
Total PLEASANT VALLEY RD CULVERT	0	225,000	326,711
Dept: 060 MEADOWOOD			
967.000 PROJECT COSTS	0	0	413,000
Total MEADOWOOD	0	0	413,000
Dept: 089 OLD US 23 S OF HILTON			
967.000 PROJECT COSTS	650,552	0	0
Total OLD US 23 S OF HILTON	650,552	0	0
Dept: 090 HYNE W OF OLD 23			
967.000 PROJECT COSTS	431,133	0	0
Total HYNE W OF OLD 23	431,133	0	0
Dept: 091 STOBART/JACOBY/KENSINGTON			
967.000 PROJECT COSTS	442,647	0	0
Total STOBART/JACOBY/KENSINGTON	442,647	0	0
Dept: 093 STOBART- EAST END			
967.000 PROJECT COSTS	0	0	0
Total STOBART- EAST END	0	0	0
Dept: 094 SHENANDOAH/SHENANDOAH POND			
967.000 PROJECT COSTS	0	0	965,000
Total SHENANDOAH/SHENANDOAH POND	0	0	965,000
Total Expenditures	1,524,331	875,000	3,177,000
Total FUTURE ROAD IMPROVEMENT	-2,867	-616,000	0

Fund 793 Construction Escrow

These are funds held by the Township to ensure the successful completion of a private project and that all inspection fees are paid by the contractor.

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Revenues			
664.000 INTEREST EARNED	0	0	0
671.000 OTHER REVENUE	0	0	0
Total Revenues	0	0	0

Fund: 793 -

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Fund: 793 -

Expenditures			
809.000 BANK FEES	0	0	0
Total Expenditures	0	0	0
 Total CONSTRUCTION ESCROW	0	0	0

FUND 812

SAD ROAD MAINTENANCE

This fund is used to pay for road maintenance on Private Roads when a Special Assessment District (SAD) is established. Maintenance may include such things as grading, graveling, dust control and snow removal. Funding comes from Special Assessment Districts set up for maintenance. Township Funds are not involved.

The funds from an SAD will not be available until March 1st following the first tax collection. Until March 1st no debt shall be allowed to be incurred except for direct administrative costs. Please refer to Administrative Policy 702.

A department number will be assigned to each SAD. All income and expenses including administrative expenses are accounted for within that department number. Unused funds at the conclusion of the SAD can only be used for road maintenance, returned to the current owner of record, or credited to the Future Road Improvement Fund if the balance is less than 5% per state law.

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Fund: 812 -			
Revenues			
Dept: 030 BITTEN DR			
664.000 INTEREST EARNED	10	0	0
672.000 SPECIAL ASSESSMENTS	8,681	7,000	7,000
Total BITTEN DR	8,690	7,000	7,000
Dept: 031 PARKLAWN SAD			
664.000 INTEREST EARNED	111	0	0
672.000 SPECIAL ASSESSMENTS	13,260	13,260	13,260
Total PARKLAWN SAD	13,371	13,260	13,260
Dept: 033 DONALD/STUHRBURG SAD			
664.000 INTEREST EARNED	35	0	0
672.000 SPECIAL ASSESSMENTS	0	0	0
672.100 SPECIAL ASSESSMENTS	1,560	1,560	1,560
Total DONALD/STUHRBURG SAD	1,595	1,560	1,560
Dept: 038 LINK ROAD MAINTENANCE			
664.000 INTEREST EARNED	35	0	0
672.000 SPECIAL ASSESSMENTS	7,500	7,500	7,500
Total LINK ROAD MAINTENANCE	7,535	7,500	7,500
Dept: 039 TRACEY LANE SAD			
664.000 INTEREST EARNED	38	0	0
672.000 SPECIAL ASSESSMENTS	6,000	6,000	6,000
Total TRACEY LANE SAD	6,038	6,000	6,000
Dept: 040 RIDGECREST S.A.D.			
664.000 INTEREST EARNED	27	0	0
672.000 SPECIAL ASSESSMENTS	3,250	3,250	3,250
Total RIDGECREST S.A.D.	3,277	3,250	3,250
Dept: 054 BIRCHCREST			
664.000 INTEREST EARNED	21	0	0
672.000 SPECIAL ASSESSMENTS	4,875	4,875	4,875
Total BIRCHCREST	4,896	4,875	4,875
Dept: 055 KENDOR			
664.000 INTEREST EARNED	17	0	0
672.000 SPECIAL ASSESSMENTS	4,950	4,950	4,950
Total KENDOR	4,967	4,950	4,950
Dept: 069 BEN HUR FARMS			
664.000 INTEREST EARNED	13	0	0
672.000 SPECIAL ASSESSMENTS	3,250	3,250	3,250
Total BEN HUR FARMS	3,263	3,250	3,250
Dept: 086 WHITE TAIL RUN			
664.000 INTEREST EARNED	7	0	0
672.000 SPECIAL ASSESSMENTS	2,520	2,520	2,520
Total WHITE TAIL RUN	2,527	2,520	2,520
Total Revenues	56,160	54,165	54,165

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 812 -			
Expenditures			
Dept: 030 BITTEN DR			
967.000 PROJECT COSTS	1,680	7,000	13,200
Total BITTEN DR	1,680	7,000	13,200
Dept: 031 PARKLAWN SAD			
967.000 PROJECT COSTS	11,720	24,000	37,900
Total PARKLAWN SAD	11,720	24,000	37,900
Dept: 033 DONALD/STUHRBURG SAD			
964.000 REFUNDS	0	0	0
967.100 ADDTL PROJECT COSTS	1,760	7,000	8,600
Total DONALD/STUHRBURG SAD	1,760	7,000	8,600
Dept: 038 LINK ROAD MAINTENANCE			
967.000 PROJECT COSTS	5,064	9,000	18,300
Total LINK ROAD MAINTENANCE	5,064	9,000	18,300
Dept: 039 TRACEY LANE SAD			
967.000 PROJECT COSTS	4,712	8,200	17,600
Total TRACEY LANE SAD	4,712	8,200	17,600
Dept: 040 RIDGECREST S.A.D.			
967.000 PROJECT COSTS	3,753	7,000	6,500
Total RIDGECREST S.A.D.	3,753	7,000	6,500
Dept: 054 BIRCHCREST			
967.000 PROJECT COSTS	5,484	4,875	10,400
Total BIRCHCREST	5,484	4,875	10,400
Dept: 055 KENDOR			
967.000 PROJECT COSTS	4,488	5,000	9,900
Total KENDOR	4,488	5,000	9,900
Dept: 069 BEN HUR FARMS			
967.000 PROJECT COSTS	2,515	4,250	5,900
Total BEN HUR FARMS	2,515	4,250	5,900
Dept: 086 WHITE TAIL RUN			
967.000 PROJECT COSTS	3,460	2,500	5,100
Total WHITE TAIL RUN	3,460	2,500	5,100
Total Expenditures	44,635	78,825	133,400
Total SAD ROAD MAINTENANCE	11,524	-24,660	-79,235

FUND 814 ROAD PROJECTS

This Fund is used to pay for Public or Private Road Improvement projects and in all cases are funded through an SAD. In instances where the Township is contributing to a public road project, the money will come from Fund 792 as well as the loan portions. Private Road Project funding will only be in the form of a loan. Interest coming back into this Fund from SAD's will be transferred annually to Future Road Improvement Fund 792 for funding future projects.

Each new SAD will be assigned its own department within this Fund. Sufficient funds to pay for the project are loaned from the Future Road Improvement Fund 792 to the appropriate department within Fund 814. The annual Special Assessment revenue for each department will be transferred back to Fund 792 to pay back the loan and fund future (SAD) road projects.

The following projects, broken down by department, are being advanced funded by the Township to cover construction cost scheduled for the summer of 2019 for these SAD projects. Once construction is completed, bond financing will be sought. Bond revenue will reimburse Fund 792 and annual payments by SAD properties into Fund 814 will cover the cost of the annual bond obligations. A budget amendment following the issuance of the bond is anticipated.

029	DeMaria West	\$419,000
060	Meadowood	\$413,000
094	Shenandoah / Shenandoah Pond	\$965,000

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Fund: 814 -			
Revenues			
664.000 INTEREST EARNED	380	0	0
694.000 CASH OVER AND SHORT	0	0	0
699.000 APPROPRIATION TRANSFER IN	0	0	0
Dept: 029 DEMARIA WEST			
664.000 INTEREST EARNED	0	0	0
669.000 INTEREST FROM SAD PMT	0	0	0
672.000 SPECIAL ASSESSMENTS	0	0	41,995
Total DEMARIA WEST	0	0	41,995
Dept: 060 MEADOWOOD			
664.000 INTEREST EARNED	0	0	0
669.000 INTEREST FROM SAD PMT	0	0	0
672.000 SPECIAL ASSESSMENTS	0	41,250	41,250
Total MEADOWOOD	0	41,250	41,250
Dept: 061 ROSE ANN DRIVE- SAD			
664.000 INTEREST EARNED	0	0	0
669.000 INTEREST FROM SAD PMT	0	0	0
672.000 SPECIAL ASSESSMENTS	0	0	0
Total ROSE ANN DRIVE- SAD	0	0	0
Dept: 094 SHENANDOAH/SHENANDOAH POND			
664.000 INTEREST EARNED	0	0	0
669.000 INTEREST FROM SAD PMT	0	0	0
672.000 SPECIAL ASSESSMENTS	0	96,475	96,475
Total SHENANDOAH/SHENANDOAH POND	0	96,475	96,475
Total Revenues	380	137,725	179,720

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Expenditures			
Dept: 029 DEMARIA WEST			
967.000 PROJECT COSTS	0	10,000	0
Total DEMARIA WEST	0	10,000	0
Dept: 060 MEADOWOOD			
967.000 PROJECT COSTS	0	10,000	0
Total MEADOWOOD	0	10,000	0
Dept: 094 SHENANDOAH/SHENANDOAH POND			
967.000 PROJECT COSTS	0	10,000	0
Total SHENANDOAH/SHENANDOAH POND	0	10,000	0
Total Expenditures	0	30,000	0
Total ROAD PROJECTS	380	107,725	179,720

FUND 865 STREET LIGHTING

This fund gets its revenue from Special Assessment Districts set up for purposes of providing local street lights. Typically these lights are at the entrance to subdivisions. Within the fund the individual S.A.D.s are handled as departments with each department having both a revenue as well as an expenditure. This has been added to the SAD's.

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Fund: 865 -

Revenues

Dept: 070 COUNTRY CLUB ANNEX LT

672.000 SPECIAL ASSESSMENTS

Total COUNTRY CLUB ANNEX LT

8,090	9,740	8,720
8,090	9,740	8,720

Dept: 071 DONALD DRIVE LIGHT

672.000 SPECIAL ASSESSMENTS

Total DONALD DRIVE LIGHT

23	170	240
23	170	240

Dept: 072 BRANDYWINE FARMS LIGHT

672.000 SPECIAL ASSESSMENTS

Total BRANDYWINE FARMS LIGHT

718	790	760
718	790	760

Dept: 073 HARVEST HILLS LIGHTS

672.000 SPECIAL ASSESSMENTS

Total HARVEST HILLS LIGHTS

717	850	760
717	850	760

Dept: 074 GREENFIELD POINTE LIGHTS

672.000 SPECIAL ASSESSMENTS

Total GREENFIELD POINTE LIGHTS

717	850	760
717	850	760

Dept: 075 BRIGHTON GARDENS

672.000 SPECIAL ASSESSMENTS

Total BRIGHTON GARDENS

868	1,080	930
868	1,080	930

Dept: 076 EAGLE HEIGHTS

672.000 SPECIAL ASSESSMENTS

Total EAGLE HEIGHTS

385	460	410
385	460	410

Dept: 077 GREENFIELD SHORES 1-2-3-4 LOP

672.000 SPECIAL ASSESSMENTS

Total GREENFIELD SHORES 1-2-3-4 LOP

869	1,020	930
869	1,020	930

Dept: 078 DE MARIA

672.000 SPECIAL ASSESSMENTS

Total DE MARIA

385	460	410
385	460	410

Dept: 079 RAVENSWOOD LIGHTS

672.000 SPECIAL ASSESSMENTS

Total RAVENSWOOD LIGHTS

771	910	810
771	910	810

Dept: 080 MAPLE RIDGE SUB

672.000 SPECIAL ASSESSMENTS

Total MAPLE RIDGE SUB

385	460	410
385	460	410

Dept: 081 ALGER PINES

672.000 SPECIAL ASSESSMENTS

Total ALGER PINES

717	850	760
717	850	760

Dept: 082 SHENANDOAH

672.000 SPECIAL ASSESSMENTS

Total SHENANDOAH

1,487	880	1,160
1,487	880	1,160

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	2018	2019	2020
Dept: 084 SHENANDOAH POND HOMEOWNERS			
672.000 SPECIAL ASSESSMENTS	210	760	410
Total SHENANDOAH POND HOMEOWNERS	<hr/>	210	760
Dept: 085 OAKS AT BEACH LAKE			
672.000 SPECIAL ASSESSMENTS	2,150	2,540	2,270
Total OAKS AT BEACH LAKE	<hr/>	2,150	2,540

Fund: 865 -

Total Revenues	<hr/>	18,491	21,820	19,740
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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 865 -			
Expenditures			
Dept: 070 COUNTRY CLUB ANNEX LT			
921.000 STREET LIGHTING	8,312	9,740	8,720
Total COUNTRY CLUB ANNEX LT	8,312	9,740	8,720
Dept: 071 DONALD DRIVE LIGHT			
921.000 STREET LIGHTING	219	170	240
Total DONALD DRIVE LIGHT	219	170	240
Dept: 072 BRANDYWINE FARMS LIGHT			
921.000 STREET LIGHTING	729	790	760
Total BRANDYWINE FARMS LIGHT	729	790	760
Dept: 073 HARVEST HILLS LIGHTS			
921.000 STREET LIGHTING	729	850	760
Total HARVEST HILLS LIGHTS	729	850	760
Dept: 074 GREENFIELD POINTE LIGHTS			
921.000 STREET LIGHTING	729	850	760
Total GREENFIELD POINTE LIGHTS	729	850	760
Dept: 075 BRIGHTON GARDENS			
921.000 STREET LIGHTING	878	1,080	930
Total BRIGHTON GARDENS	878	1,080	930
Dept: 076 EAGLE HEIGHTS			
921.000 STREET LIGHTING	392	460	410
Total EAGLE HEIGHTS	392	460	410
Dept: 077 GREENFIELD SHORES 1-2-3-4 LOP			
921.000 STREET LIGHTING	878	1,020	930
Total GREENFIELD SHORES 1-2-3-4 LOP	878	1,020	930
Dept: 078 DE MARIA			
921.000 STREET LIGHTING	392	460	410
Total DE MARIA	392	460	410
Dept: 079 RAVENSWOOD LIGHTS			
921.000 STREET LIGHTING	785	910	810
Total RAVENSWOOD LIGHTS	785	910	810
Dept: 080 MAPLE RIDGE SUB			
921.000 STREET LIGHTING	392	460	410
Total MAPLE RIDGE SUB	392	460	410
Dept: 081 ALGER PINES			
921.000 STREET LIGHTING	729	850	760
Total ALGER PINES	729	850	760
Dept: 082 SHENANDOAH			
921.000 STREET LIGHTING	1,121	880	1,160
Total SHENANDOAH	1,121	880	1,160

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	2018	2019	2020
Dept: 084 SHENANDOAH POND HOMEOWNERS			
921.000 STREET LIGHTING	390	760	410
Total SHENANDOAH POND HOMEOWNERS	<hr/>	<hr/>	<hr/>
	390	760	410
Dept: 085 OAKS AT BEACH LAKE			
921.000 STREET LIGHTING	2,187	2,540	2,270
Total OAKS AT BEACH LAKE	<hr/>	<hr/>	<hr/>
	2,187	2,540	2,270
Fund: 865 -			
Total Expenditures	<hr/>	<hr/>	<hr/>
	18,864	21,820	19,740
Total STREET LIGHTING FUND	<hr/>	<hr/>	<hr/>
	-373	0	0

FUND 871 MUNICIPAL REFUSE

This fund gets its revenue from Special Assessment Districts set up for purposes of providing trash collection. Within the fund the individual S.A.D.s are handled as departments with each department having both a revenue as well as an expenditure.

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Fund: 871 -

Revenues

Dept: 056 RAVENSWOOD

664.000 INTEREST EARNED

672.000 SPECIAL ASSESSMENTS

Total RAVENSWOOD

34	0	0
31,012	28,502	28,502
<hr/>		
31,047	28,502	28,502

Dept: 529 WOODLAND/AIRWAY ASSESSMENT

664.000 INTEREST EARNED

672.100 SPECIAL ASSESSMENTS

Total WOODLAND/AIRWAY ASSESSMENT

202	0	0
50,544	50,544	46,342
<hr/>		
50,746	50,544	46,342

Total Revenues

81,793	79,046	74,844
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Fund: 871 -

Expenditures		
Dept: 056 RAVENSWOOD		
967.000 PROJECT COSTS	9,635	28,502
Total RAVENSWOOD	9,635	28,502
Dept: 529 WOODLAND/AIRWAY ASSESSMENT		
967.100 ADDTL PROJECT COSTS	50,357	50,544
Total WOODLAND/AIRWAY ASSESSMENT	50,357	50,544
Total Expenditures	59,992	79,046
Total MUNICIPAL REFUSE	21,800	0

FUND 880 SAD AQUATICS

This Fund gets its revenue from Special Assessment Districts set up for the purpose of providing various aquatic services such as weed control. Within the Fund the individual S.A.D.s are handled as departments with each department having both a revenue as well as an expenditure.

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	2018 Year Actual	2019 Amended Budget	2020 Adopted Budget
Fund: 880 -			
Revenues			
Dept: 095 SCHOOL LAKE SAD			
664.000 INTEREST EARNED	0	0	0
672.000 SPECIAL ASSESSMENTS	0	0	14,570
Total SCHOOL LAKE SAD	0	0	14,570
Dept: 107 CLARK LAKE AQUATICS			
664.000 INTEREST EARNED	20	0	0
671.000 OTHER REVENUE	0	0	0
672.000 SPECIAL ASSESSMENTS	13,434	11,175	11,175
Total CLARK LAKE AQUATICS	13,454	11,175	11,175
Dept: 550 WOODLAND LAKE AQUATIC			
664.000 INTEREST EARNED	292	0	0
672.000 SPECIAL ASSESSMENTS	69,399	68,260	69,640
687.000 REFUNDS	0	0	0
Total WOODLAND LAKE AQUATIC	69,691	68,260	69,640
Total Revenues	83,145	79,435	95,385

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Fund: 880 -			
Expenditures			
Dept: 095 SCHOOL LAKE SAD			
967.000 PROJECT COSTS	0	1,426	14,570
Total SCHOOL LAKE SAD	0	1,426	14,570
Dept: 107 CLARK LAKE AQUATICS			
809.000 BANK FEES	0	0	0
967.000 PROJECT COSTS	2,783	11,175	22,400
Total CLARK LAKE AQUATICS	2,783	11,175	22,400
Dept: 550 WOODLAND LAKE AQUATIC			
809.000 BANK FEES	0	0	0
967.000 PROJECT COSTS	98,864	68,260	123,500
Total WOODLAND LAKE AQUATIC	98,864	68,260	123,500
Total Expenditures	101,647	80,861	160,470
Total SAD AQUATICS	-18,502	-1,426	-65,085