

# HARTLAND TOWNSHIP

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2655 Clark Road  
Hartland, Michigan 48353  
[www.hartlandtwp.com](http://www.hartlandtwp.com)



FISCAL YEAR 2023-2024 BUDGET



## Annual Township Budget for Fiscal Year 2023-2024

### Board of Trustees

William J. Fountain, Supervisor

Larry N. Ciofu, Clerk

Kathleen A. Horning, Treasurer

Matthew J. Germane, Trustee  
Summer L. McMullen, Trustee

Denise M. O'Connell, Trustee  
Joseph M. Petrucci, Trustee

Township Manager  
Robert M. West

Finance Director  
Susan Dryden-Hogan

The priorities and strategic goals in the budget rely on fiscally sound financial principals. Hartland Township's current budget remains founded on economic stability, investing in the Township, and providing the highest level of services at the optimal value for our residents. The budget is a result of a comprehensive and transparent process led by the Township Administrators and Township Board, which provides guidance in the formulation and implementation of the policies that advance our Township's mission and vision.

Hartland Township continues to sustain well balanced values in providing public services to meet the community's current and future needs. The Fiscal Year 2023-2024 Hartland Township Budget reflects a responsible and prudent appropriations plan that supports and expands service levels within our community.

*Vision Statement*

*Hartland Township is a place where residents, businesses and civic leaders are partners in building a unique community that is family-oriented, attractive, and inviting. We are a community that proudly invests in enhancing our history, our character, and our natural environment, and serves with fiscal responsibility and excellence.*

*Mission Statement*

*To provide quality services, to exceed expectations, to steward the resources entrusted to us, and to promote and protect our environment and the health, safety and welfare of all who live, work or visit Hartland Township.*

*Values*

- *Accountability*
- *Community*

- *Excellence*
- *Integrity*

- *Service*
- *Stewardship*

Hartland Township continues to remain in a favorable financial position, with a stable fund balance and a recently reaffirmed AA bond rating. This continued position is possible because of the commitment of both staff and elected officials to make decisions based on what is best for the community both currently and for the future. The Fiscal Year 2023-2024 budget stays this course as is demonstrated by the inclusion of both ongoing and new expenditures that will have a long-term positive impact on the community.

Changes to budget outline have been implemented for compliance with the State of Michigan Uniform Chart of Accounts for Local Units of Government. The accounting practices have been developed by the Community Engagement and Finance Division of the

Michigan Department of Treasury with the assistance of the Michigan Committee on Governmental Accounting and Auditing. All local units of government in Michigan must implement Uniform Chart of Accounts. As a result, the following changes have been implemented in the Hartland Township FY2023-24 Budget:

- *The former “Unallocated” Department (299) appropriations have been absorbed by the “Administration Department” and the “Assessing Department” as the unallocated classification is no longer in compliance. The former unallocated appropriations included Township expenses for goods and services impacting the organization without specificity to individual Departments.*
- *A new “Community Investments” Department (703) was developed to provide enhanced transparency related to Township funding endorsements towards community organizations. The appropriations were formally included as contracted services in different departments.*
- *A new Capital Improvement Plan category has been developed to provide transparency related to the Township’s American Rescue Plan Act Fund (285). The American Rescue Plan Act program requires obligations by the end of 2024.*

I have the utmost confidence that this community will continue to move forward and capitalize on the opportunities that have been presented to us. I know that together, we can continue to strive to maintain our special community, and progress forward towards a brighter future. On behalf of the Hartland Township staff, I am pleased to present this budget to our elected leaders and the residents of the Township, and I look forward to building on the momentum we established last year to make the upcoming year successful for Hartland Township.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'R. West', with a stylized flourish extending to the right.

Robert M. West  
Township Manager

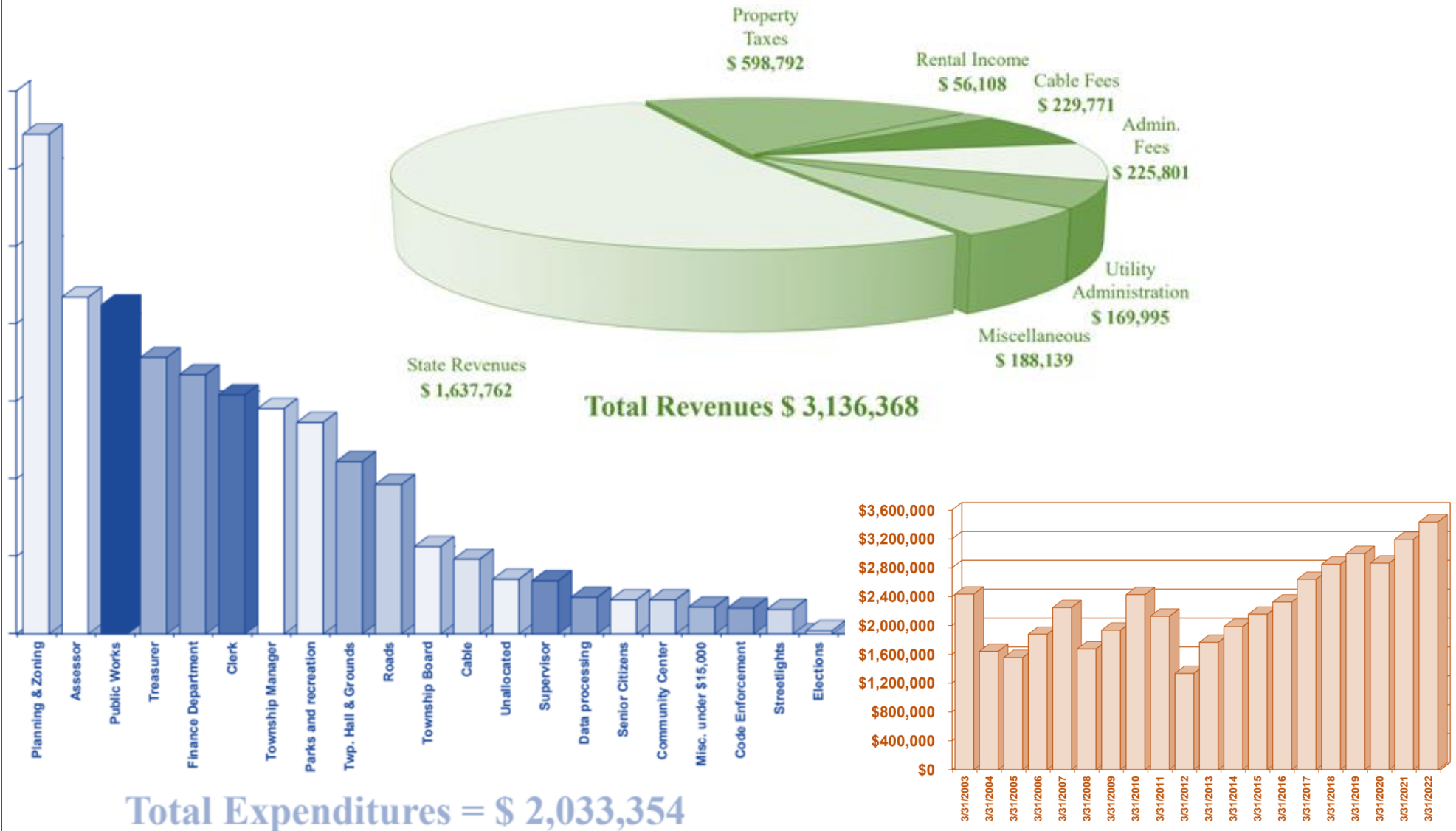
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# Hartland Township financials as presented in the report on *Audit of Financial Statements* for the year ended March 31, 2022.

\*Please note, the graph indicates straight General Fund revenue and expenses. The balance is transferred into the Township Capital Projects Fund for future community projects.





## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
ESTIMATED REVENUES						
<u>Dept 000</u>						
101-000-402.000	CURRENT REAL PROP TAX	598,792	625,884	623,352	674,311	691,828
101-000-421.000	MOBILE HOME FEES	3,300	3,180	3,350	3,350	3,350
101-000-445.001	PRE INTEREST	762		178		
101-000-446.000	INTEREST & PENALTY DEL TAX	157	150	563	150	150
101-000-477.000	DOG LICENSES	296	430	430	325	325
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	1,575	1,500	1,500	1,500	1,250
101-000-574.000	STATE SHARED REVENUE	1,636,187	1,465,124	1,738,834	1,731,714	1,731,714
101-000-608.000	BOARD OF APPEALS		1,400	1,400	1,400	1,400
101-000-609.000	PROPERTY TAX ADMINISTRATION	255,801	267,866	268,005	288,217	296,420
101-000-611.000	SCHOOL COLLECTION FEES	17,661	17,724	17,670	17,799	18,045
101-000-612.000	CABLE FRANCHISE FEES	229,771	227,500	229,620	229,775	232,073
101-000-622.000	ZONING FEES	35,030	37,711	47,238	40,753	40,391
101-000-628.100	PROFESSIONAL REVIEW COSTS	49,409	50,000	100,000	50,000	50,000
101-000-642.000	COLUMBARIUM SALES	790	2,200	2,200	2,200	2,200
101-000-643.000	LOT SALES	25,880	3,300	15,230	3,300	3,300
101-000-645.000	PRINTED MATERIALS	2,203	600	3,000	2,560	2,560
101-000-646.000	PASSPORT FEES	9,450	5,075	13,000	5,250	5,250
101-000-651.000	PARKS & REC USE FEES	2,450	3,500	3,500	3,500	3,500
101-000-652.000	FARMERS MARKET REVENUE	5,042	3,000	3,420	3,700	3,700
101-000-655.000	FINES	145				
101-000-665.000	INTEREST EARNINGS	2,587	7,000	5,700	6,500	7,500
101-000-667.001	CELL TOWER LEASE ATT	43,124	41,756	45,463	46,827	48,232
101-000-667.002	CABLE STUDIO RENT	12,984	12,984	12,984	12,984	12,984
101-000-674.100	SPECIAL EVENTS DONATIONS	23,750	16,000	16,000	16,000	16,000
101-000-676.000	REIMBURSEMENTS	336		396	61,503	
101-000-676.302	REIMBURSEMENTS SHERIFF CONTRACT			54,014	83,492	86,411
101-000-676.536	REIMB ADMIN FEE WATER	90,383	146,554	146,554	166,649	171,648
101-000-676.590	REIMB ADMIN FEE SEWER	79,612	112,151	112,151	144,532	148,867
101-000-687.000	REBATES&REFUNDS	2,465		2,796		
101-000-694.000	OTHER REVENUE	6,425		5,846		
101-000-696.000	RESIDUAL EQUITY TRANSFER	24,382				
Totals for dept 000 -		3,160,749	3,052,589	3,474,394	3,598,291	3,579,098
TOTAL ESTIMATED REVENUES		3,160,749	3,052,589	3,474,394	3,598,291	3,579,098

3.6%

### GENERAL FUND REVENUE NOTES:

*Property Tax Revenues: FY24 assumes a moderate growth rate due to new construction*

*State Shared Revenue: FY23 was estimated based on State's forecast of payments plus 2020 Census increase. FY24 assumes a 4% increase based upon State projections*

*Police protection contract offset from revenues from community partners*

*Professional review revenues offset professional review appropriations*

*Administrative Fees from Water & Sewer Funds are reviewed and updated annually*



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
APPROPRIATIONS						
<u>Dept 101 - TOWNSHIP BOARD</u>						
101-101-715.000	EMPLOYERS SOC SEC	2,058	2,540	2,540	2,617	2,617
101-101-718.000	RETIREMENT	3,600	3,600	3,600	3,600	3,600
101-101-725.000	BOARD FEES	26,900	33,200	33,200	34,208	34,208
101-101-727.000	SUPPLIES & POSTAGE		500	500	500	500
101-101-801.000	CONTRACTED SERVICES	2,602				
101-101-804.000	MEMBERSHIP & DUES	7,522	6,970	8,000	8,430	8,550
101-101-807.000	AUDIT FEES	9,260	9,500	9,160	9,160	9,160
101-101-826.000	LEGAL FEES	1,260	8,000	8,000	8,000	8,000
101-101-957.000	EDUCATION/TRAINING/CONVENTION	3,073	1,500	1,500	1,300	3,800
Totals for dept 101 - TOWNSHIP BOARD		56,275	65,810	66,500	67,815	70,435
					2.0%	
<i>NOTES TO TOWNSHIP BOARD:</i>						
<i>Board Fees adjustments based upon compensation study of 2022</i>						
<i>Additional training allocated for facilitated Strategic Planning</i>						
<u>Dept 171 - SUPERVISOR</u>						
101-171-702.000	SUPERVISOR SALARY	31,000	32,995	32,995	34,109	34,109
101-171-715.000	EMPLOYERS SOC SEC	2,372	2,522	2,522	2,610	2,610
101-171-718.000	RETIREMENT	900	900	900	900	900
101-171-727.000	SUPPLIES & POSTAGE		100	100	100	100
101-171-970.000	CAPITAL OUTLAY			500		
Totals for dept 171 - SUPERVISOR		34,272	36,517	37,017	37,719	37,719
					1.9%	
<i>NOTES TO SUPERVISOR:</i>						
<i>Salary adjusted based upon 2022 compensation study.</i>						





# HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 172 - ADMINISTRATION</u>						
101-172-702.000	MANAGER SALARY	95,000	100,000	100,000	100,000	100,000
101-172-702.100	SALARY IN LIEU OF BENEFITS	3,600	3,600	3,600	3,600	3,600
101-172-703.000	VACATION/PTO PAYOUT		5,000	5,000	5,000	5,000
101-172-706.000	RECEPTIONIST WAGES	17,587	24,496	24,496		
101-172-709.100	MERIT/BONUS PAY	5,250			0	40,000
101-172-715.000	EMPLOYERS SOC SEC	9,382	9,892	9,892	8,018	11,078
101-172-716.004	UNEMPLOYMENT INSURANCE	1,112				
101-172-718.000	RETIREMENT	10,000	10,000	10,000	10,000	14,000
101-172-724.200	TRAVEL EXP STIPEND	1,200	1,200	1,200	1,200	1,200
101-172-727.000	SUPPLIES & POSTAGE	665	5,365	10,000	7,000	7,000
101-172-801.000	CONTRACTED SERVICES				10,000	
101-172-804.000	MEMBERSHIP & DUES	316	670	670	480	480
101-172-850.000	TAX CHARGEBACKS			96		
101-172-890.000	CONTINGENCIES		16,868	16,868	50,000	50,000
101-172-910.000	INSURANCE		24,115	24,115	24,850	25,600
101-172-930.000	REPAIRS & MAINTENANCE	451	4,300	4,300	4,300	4,300
101-172-957.000	EDUCATION/TRAINING/CONVENTION	694	3,600	3,600	3,900	2,100
101-172-970.000	CAPITAL OUTLAY			1,025		
Totals for dept 172 - ADMINISTRATION		145,257	209,106	214,862	228,348 6.3%	264,358

## NOTES TO ADMINISTRATION:

*Receptionist position transferred to Clerks Department*

*Supplies and postage transferred from former Unallocated Department*

*Merit/bonus pay placeholder transferred from former Unallocated Department*

*Contingency funding transferred from former Unallocated Department*

*File scanning project planned as contracted services*

<u>Dept 191 - ELECTIONS</u>						
101-191-708.000	ELECTION WORKERS WAGES		32,824	28,017	29,334	39,962
101-191-715.000	EMPLOYERS SOC SEC			541		
101-191-727.000	SUPPLIES & POSTAGE	494	24,145	16,463	18,785	24,145
101-191-801.000	CONTRACTED SERVICES		5,500	5,411	3,750	5,500
101-191-900.000	PRINTING & PUBLICATIONS		140	120	140	200
101-191-930.000	REPAIRS & MAINTENANCE		5,942	4,854	6,042	6,542
101-191-956.000	MISCELLANEOUS		2,948	3,210	3,041	3,193
101-191-970.000	CAPITAL OUTLAY	1,624	17,615	7,615	16,415	11,000
Totals for dept 191 - ELECTIONS		2,118	89,114	66,231	77,507 17.0%	90,542

## NOTES TO ELECTIONS:

*May 2023 and March 2024 elections planned; Portion of costs reimbursable by State*

*Additional election equipment may be required in anticipation of 6th precinct.*

*Election workers compensation increased to competitive wages*



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 192 - FINANCE DEPARTMENT</u>						
101-192-702.000	FINANCE DIRECTOR SALARY	81,332	86,434	86,434	90,662	90,662
101-192-704.000	FINANCE CLERK WAGES	41,140	45,369	45,369	48,235	48,467
101-192-715.000	EMPLOYERS SOC SEC	9,037	10,083	10,083	10,626	10,643
101-192-716.000	EMPLOYMENT EXPENSE	18,036	19,172	19,172	21,116	22,657
101-192-718.000	RETIREMENT	12,217	13,181	13,181	13,890	13,913
101-192-727.000	SUPPLIES & POSTAGE	998	1,225	1,225	1,300	1,500
101-192-804.000	MEMBERSHIP & DUES	120	325	325	350	350
101-192-930.000	REPAIRS & MAINTENANCE	2,794	2,825	2,886	2,950	3,100
101-192-957.000	EDUCATION/TRAINING/CONVENTION	1,385	1,624	1,624	3,100	1,800
Totals for dept 192 - FINANCE DEPARTMENT		167,059	180,238	180,299	192,229	193,092
					6.6%	

### NOTES TO FINANCE:

Additional education and training opportunities planned for FY2023-24

<u>Dept 209 - ASSESSOR</u>						
101-209-702.000	ASSESSOR SALARY	71,508	77,087	77,087	75,000	75,000
101-209-704.000	ASST ASSESSOR WAGES	46,841	49,796	49,796	52,779	53,033
101-209-708.000	ASSESSING PERSONNEL WAGES	28,559	38,791	38,791	34,006	34,006
101-209-709.100	MERIT/BONUS PAY	2,450				
101-209-709.200	ASSESSING INTERN				2,850	
101-209-710.000	WAGES IN LIEU OF BENEFITS	3,600	3,600	3,600	3,600	3,600
101-209-715.000	EMPLOYERS SOC SEC	10,991	12,951	12,951	12,870	12,672
101-209-716.000	EMPLOYMENT EXPENSE	19,263	20,953	20,953	27,362	29,484
101-209-718.000	RETIREMENT	12,012	12,689	12,689	12,778	12,804
101-209-727.000	SUPPLIES & POSTAGE	836	1,500	1,500	1,550	1,600
101-209-801.000	CONTRACTED SERVICES	550		56	100	
101-209-804.000	MEMBERSHIP & DUES	2,183	2,535	2,535	2,729	2,329
101-209-811.000	TAX PREPARATION	3,966	4,100	4,100	5,500	6,500
101-209-826.000	LEGAL FEES	7,355	15,000	15,000	15,000	15,000
101-209-850.000	TAX CHARGEBACKS		5,000	5,000	5,000	5,000
101-209-900.000	PRINTING & PUBLICATIONS	527	375	375	375	375
101-209-930.000	REPAIRS & MAINTENANCE	5,518	5,570	7,936	9,585	9,710
101-209-956.000	MISCELLANEOUS		100	100	100	100
101-209-957.000	EDUCATION/TRAINING/CONVENTION	881	2,300	2,300	2,600	2,600
Totals for dept 209 - ASSESSOR		217,040	252,347	254,769	263,784	263,813
					3.5%	

### NOTES TO ASSESSOR:

New Assessor planned for FY2023-24; Potential benefit cost adjustment planned

Repairs and Maintenance increased for new field software costs

Assessing intern opportunity in FY2023-24

Legal fees have historically been a 5-year rolling average related to tax tribunals, yet planned increase for new Assessor



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 215 - CLERK</u>						
101-215-702.000	CLERK SALARY	62,000	65,910	65,910	68,547	68,547
101-215-704.000	DEPUTY CLERK WAGES	42,511	46,542	46,542	49,337	49,563
101-215-706.000	RECEPTIONIST WAGES				26,546	26,546
101-215-708.000	TEMPORARY OFFICE HELP				3,536	7,718
101-215-709.100	MERIT/BONUS PAY	500				
101-215-715.000	EMPLOYERS SOC SEC	7,639	8,603	8,603	11,320	11,657
101-215-716.000	EMPLOYMENT EXPENSE	27,434	29,226	29,226	32,223	34,675
101-215-718.000	RETIREMENT	10,507	11,246	11,246	11,789	11,811
101-215-727.000	SUPPLIES & POSTAGE	1,420	4,150	4,150	5,855	1,505
101-215-801.000	CONTRACTED SERVICES				500	
101-215-804.000	MEMBERSHIP & DUES	275	490	475	490	520
101-215-900.000	PRINTING & PUBLICATIONS	1,845	2,290	2,290	4,790	2,290
101-215-957.000	EDUCATION/TRAINING/CONVENTION		2,100	2,050	2,100	2,250
Totals for dept 215 - CLERK		154,131	170,557	170,492	217,033	217,082
					27.3%	

### NOTES TO CLERK:

*Clerk salary increased based upon 2022 compensation study.*

*Overtime wages increased for elections and special events*

*Printing and publications increase due to ordinance project publications*

*Receptionist position transferred from Administration Department*

*Deputy Clerk wages include overtime for planned elections.*

<u>Dept 239 - VEHICLE USE</u>						
101-239-740.000	OPERATING SUPPLIES		50	50		
101-239-860.000	GASOLINE	611	1,695	1,164	1,695	1,745
101-239-861.000	MILEAGE		100	250	100	100
101-239-930.000	REPAIRS & MAINTENANCE	1,226	1,000	2,000	2,060	2,120
Totals for dept 239 - VEHICLE USE		1,837	2,845	3,464	3,855	3,965
					11.3%	

### NOTES TO VEHICLE USE:

*Repairs and maintenance related to general maintenance of Township vehicles; Some warranties expiring*

<u>Dept 247 - BOARD OF REVIEW</u>						
101-247-715.000	EMPLOYERS SOC SEC	123	172	172	199	177
101-247-725.000	BOARD OF REVIEW FEES	1,610	2,380	2,380	2,590	2,310
101-247-727.000	SUPPLIES & POSTAGE	258	150	150	300	350
101-247-900.000	PRINTING & PUBLICATIONS	240	385	385	415	415
101-247-957.000	EDUCATION/TRAINING/CONVENTION	62	450	450	750	125
Totals for dept 247 - BOARD OF REVIEW		2,293	3,537	3,537	4,254	3,377
					20.3%	

### NOTES TO BOARD OF REVIEW:

*Mandatory biannual training for all BOR members*



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 253 - TREASURER</u>						
101-253-702.000	TREASURER SALARY	62,000	65,910	65,910	68,547	68,547
101-253-704.000	DEPUTY TREASURER WAGES	49,528	52,336	52,336	54,657	54,919
101-253-708.000	CASHIER WAGES	11,175	13,232	13,232	17,120	15,200
101-253-709.100	MERIT/BONUS PAY	500				
101-253-710.000	WAGES IN LIEU OF BENEFITS	4,500	4,500	4,500	4,500	4,500
101-253-715.000	EMPLOYERS SOC SEC	9,616	10,403	10,403	11,079	10,953
101-253-716.000	EMPLOYMENT EXPENSE	10,429	11,067	11,067	12,071	12,952
101-253-718.000	RETIREMENT	11,159	11,825	11,825	12,321	12,347
101-253-727.000	SUPPLIES & POSTAGE	1,245	1,300	1,200	1,500	1,600
101-253-801.000	CONTRACTED SERVICES			56		
101-253-804.000	MEMBERSHIP & DUES	828	825	957	825	825
101-253-811.000	TAX PREPARATION	9,601	9,848	10,460	11,000	11,300
101-253-811.100	TAX COLLECTION	328	500	400	550	600
101-253-826.000	LEGAL FEES	294	200	100	200	200
101-253-930.000	REPAIRS & MAINTENANCE	5,565	7,200	7,200	7,300	7,500
101-253-956.250	BANK CHARGES	14				
101-253-957.000	EDUCATION/TRAINING/CONVENTION	1,314	3,210	2,140	3,210	3,500
101-253-970.000	CAPITAL OUTLAY		894	894		
Totals for dept 253 - TREASURER		178,096	193,250	192,680	204,880 6.3%	204,943

**NOTES TO TREASURER:**

*Treasurer salary increased based upon compensation study.*

*96 hours of part time assistance added due to planned short-term leave*

Dept 258 - DATA PROCESSING

101-258-801.000	CONTRACTED SERVICES	23,650	26,000	26,676	30,410	34,560
101-258-970.102	CAPITAL OUTLAY SOFTWARE		2,500	2,500	2,500	2,500
Totals for dept 258 - DATA PROCESSING		23,650	28,500	29,176	32,910 12.8%	37,060

**NOTES TO DATA PROCESSING:**

*Software subscriptions and IT services increase per contract.*



# HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 265 - TOWNSHIP HALL &amp; GROUNDS</u>						
101-265-709.100	MERIT/BONUS PAY	200				
101-265-715.000	EMPLOYER'S SOC SEC	15				
101-265-740.000	OPERATING SUPPLIES	3,094	4,619	4,619	4,737	4,878
101-265-801.000	CONTRACTED SERVICES	17,858	22,758	26,831	24,279	24,761
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	23,646	15,136	15,136	15,590	16,057
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS		3,961	3,961	4,079	4,202
101-265-802.000	LAWN/SNOW MAINTENANCE	20,716	10,500	10,500	11,500	11,500
101-265-802.100	IRRIGATION REPAIRS		500	2,139	500	500
101-265-851.000	TELEPHONE	8,737	13,465	12,000	13,465	13,869
101-265-920.001	UTILITIES - GAS	4,200	4,798	4,937	4,798	4,943
101-265-920.002	UTILITIES - ELECTRIC	17,519	23,272	21,162	23,272	23,737
101-265-920.003	UTILITIES - SOFTENER		225	225	225	225
101-265-920.004	UTILITIES - SEWER	626	835	835	868	885
101-265-920.005	UTILITIES - WATER	4,748	5,670	5,670	5,953	6,250
101-265-920.006	REU SURCHARGE FEES	1,939	2,300	2,300	2,300	2,300
101-265-930.000	REPAIRS & MAINTENANCE	7,226	5,290	11,440	8,500	8,500
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	575	2,200	2,200	2,500	2,500
Totals for dept 265 - TOWNSHIP HALL & GROUNDS		111,099	115,529	123,955	122,566	125,107
					-1.1%	
<b>NOTES TO TOWNSHIP HALL &amp; GROUNDS:</b>						
<i>Contracted Services related to the contract cleaning of the Township Hall vs. in-house staff.</i>						
<i>3 Rooftop HVAC heat exchangers replaced in fall of 2022</i>						
<i>Utilities, repairs and maintenance increase</i>						

<u>Dept 299 - UNALLOCATED</u>						
101-299-703.000	VACATION/PTO OWED AT YE	(4,951)				
101-299-727.000	SUPPLIES & POSTAGE	6,133				
101-299-850.000	TAX CHARGEBACKS	5,482				
101-299-910.000	INSURANCE	23,403				
101-299-930.000	REPAIRS & MAINTENANCE	3,258				
101-299-957.000	EDUCATION/TRAINING/CONVENTION	1,991				
Totals for dept 299 - UNALLOCATED		35,316				
					-100%	
<b>NOTES TO UNALLOCATED:</b>						
<i>Merit/Bonus pool represents Manager's request, with FY24 including both fiscal years.</i>						



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<u>Dept 302 - POLICE PROTECTION</u>						
101-302-801.000	CONTRACTED SERVICES		164,000	158,862	245,565	254,149
Totals for dept 302 - POLICE PROTECTION			164,000	158,862	245,565	254,149
					54.6%	

**NOTES TO POLICE PROTECTION:**

*Initial contract term was not a full year as started in August of 2022*

*3-year contract with LCSD offset by revenues from community partners*

Dept 400 - PLANNING & ZONING

101-400-702.000	PLANNING DIRECTOR SALARY	81,127	86,212	86,212	90,430	90,430
101-400-702.100	SALARY IN LIEU OF BENEFITS	3,000	3,000	3,000	3,000	3,000
101-400-702.300	PLANNING SPECIALIST	67,116	70,761	70,761	74,634	74,993
101-400-704.000	PLANNING ASSISTANT 1				21,736	21,736
101-400-706.000	PLANNING ASSISTANT 2	43,374	45,725	45,725	48,353	48,586
101-400-710.000	WAGES IN LIEU OF BENEFITS	6,600	6,600	6,600	6,600	6,600
101-400-715.000	EMPLOYERS SOC SEC	16,341	17,582	17,582	20,064	20,109
101-400-716.000	EMPLOYMENT EXPENSE	3,175	3,644	3,644	3,846	3,935
101-400-718.000	RETIREMENT	19,151	20,270	20,270	21,342	21,401
101-400-725.000	PLANNING COMMISSION FEES	12,384	17,520	17,520	17,520	17,520
101-400-727.000	SUPPLIES & POSTAGE	1,600	1,000	1,000	1,000	1,000
101-400-801.000	CONTRACTED SERVICES	360	3,500	3,500	3,500	3,500
101-400-801.002	CONSULTING - SITE REVIEWS	8,707	5,800	5,800	5,850	5,850
101-400-801.100	PROFESSIONAL REVIEW COSTS	47,363	50,000	75,000	50,000	50,000
101-400-801.200	LIQUOR LICENSE APPLICATONS	2,063				
101-400-804.000	MEMBERSHIP & DUES	1,853	2,200	2,200	2,200	2,200
101-400-826.000	LEGAL FEES	6,340	7,000	7,000	7,000	7,000
101-400-900.000	PRINTING & PUBLICATIONS	1,160	2,180	2,180	2,180	2,180
101-400-930.000	REPAIRS & MAINTENANCE	316	320	320	320	320
101-400-957.000	EDUCATION/TRAINING/CONVENTION	50	2,100	1,800	2,500	2,500
101-400-957.400	EDUCATION/TRAINING - PC		900	900	500	500
Totals for dept 400 - PLANNING & ZONING		322,080	346,314	371,014	382,575	383,360
					3.1%	

**NOTES TO PLANNING & ZONING:**

*Professional Reviews appropriations offset by review fee revenues.*

*Part-time planner budgeted for as placeholder for Board discussion; Adding position would require subsequent Board approval*

*Legal fees associated with ordinance enforcement, zoning amendments and PD agreement reviews.*



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 410 - BOARD OF APPEALS</u>						
101-410-715.000	EMPLOYERS SOC SEC	33	87	87	87	87
101-410-725.000	ZBA FEES	437	1,135	1,135	1,135	1,135
101-410-900.000	PRINTING & PUBLICATIONS	160	450	450	450	450
101-410-957.000	EDUCATION/TRAINING/CONVENTION		500	500	500	500
Totals for dept 410 - BOARD OF APPEALS		630	2,172	2,172	2,172	2,172
					0.0%	
<i>NOTES TO BOARD OF APPEALS:</i>						
<i>No notable changes proposed in FY2023-24.</i>						

<u>Dept 441 - DEPARTMENT OF PUBLIC WORKS</u>						
101-441-702.000	DPW DIRECTOR SALARY	78,000	82,724	82,724	87,755	87,755
101-441-704.000	DPW ASSISTANT WAGES	42,851	43,789	42,484	45,172	45,389
101-441-709.100	MERIT/BONUS PAY	300				
101-441-712.000	CASH IN LIEU OF BENEFITS	3,600	3,600	900		
101-441-715.000	EMPLOYERS SOC SEC	9,204	9,954	9,954	10,169	10,185
101-441-716.000	EMPLOYMENT EXPENSE	22,838	42,835	42,835	53,469	57,701
101-441-718.000	RETIREMENT	12,307	12,652	12,652	13,293	13,314
101-441-727.000	SUPPLIES & POSTAGE	334	469	469	529	539
101-441-740.000	OPERATING SUPPLIES	112	1,013	1,013	1,027	1,042
101-441-801.000	CONTRACTED SERVICES	21,709	23,000	23,000	23,000	27,000
101-441-801.007	TREATMENT PLANT SAMPLING	18,499	18,000	19,000	19,000	19,000
101-441-804.000	MEMBERSHIP & DUES	832	300	610	375	400
101-441-861.000	MILEAGE		100			
101-441-900.000	PRINTING & PUBLICATIONS	555	250	250	250	250
101-441-930.000	SOFTWARE MAINTENANCE	334	700	700	700	700
101-441-957.000	EDUCATION/TRAINING/CONVENTION	499	2,450	2,450	2,350	2,350
Totals for dept 441 - DEPARTMENT OF PUBLIC WORKS		211,974	241,836	239,041	257,089	265,625
					7.6%	
<i>NOTES TO PUBLIC WORKS:</i>						
<i>Employment benefit increased as a result of staffing changes</i>						

<u>Dept 444 - SIDEWALKS</u>						
101-444-801.009	CONTRACT SERVICES - WATER SYSTEM		2,000	2,000	2,000	2,000
101-444-930.000	REPAIRS & MAINTENANCE				1,500	1,500
101-444-969.005	SIDEWALKS	4,000	4,000	4,000	4,000	4,000
Totals for dept 444 - SIDEWALKS		4,000	6,000	6,000	7,500	7,500
					25.0%	
<i>NOTES TO SIDEWALKS:</i>						
<i>Contract with Schools for winter maintenance</i>						
<i>Repairs and maintenance for pathways and crosswalks transferred to Sidewalks Department from Street Lights Department</i>						



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 448 - STREET LIGHTS</u>						
101-448-921.000	STREET LIGHTS	15,744	18,000	18,000	18,360	18,728
101-448-930.000	REPAIRS & MAINTENANCE	95	4,198	4,198	500	500
Totals for dept 448 - STREET LIGHTS		15,839	22,198	22,198	18,860	19,228
					-15.0%	
<i>NOTES TO STREET LIGHTS:</i>						
<i>Repairs and maintenance for pathways and crosswalks transferred to Sidewalks Department from Street Lights Department</i>						

<u>Dept 463 - ROADS &amp; M59 MEDIAN</u>						
101-463-727.000	SUPPLIES & POSTAGE		170	170		
101-463-802.000	LAWN/SNOW MAINTENANCE	20,402	30,000	30,000	30,660	31,339
101-463-802.100	IRRIGATION REPAIRS	1,570	1,500	1,500	1,500	1,500
101-463-900.000	PRINTING & PUBLICATIONS		500			
101-463-920.005	UTILITIES - WATER	2,161	6,000	6,000	6,000	6,000
101-463-920.006	REU SURCHARGE FEES	33	4,191	2,908	2,908	2,908
101-463-969.002	ROAD CHLORIDE	72,158	78,750	78,750	84,000	86,600
Totals for dept 463 - ROADS & M59 MEDIAN		96,324	121,111	119,328	125,068	128,347
					4.8%	
<i>NOTES TO ROADS &amp; M59 MEDIAN</i>						
<i>M-59 median maintenance unknown at this time due to MDOT 2022 construction damages</i>						
<i>Road Chloride costs have increased slightly; 25% of all chloride costs are funded from Road Millage funds</i>						

<u>Dept 465 - DRAINS, PUBLIC BENEFIT</u>						
101-465-956.000	MISCELLANEOUS	2,077	3,300	3,300	3,300	3,300
101-465-963.000	DRAINS AT LARGE	1,092	7,500	2,075	7,500	7,500
Totals for dept 465 - DRAINS, PUBLIC BENEFIT		3,169	10,800	5,375	10,800	10,800
					100.9%	
<i>NOTES TO DRAINS, PUBLIC BENEFIT</i>						
<i>Misc. fees for state compliance of MS4 permit</i>						
<i>Annual costs determined by Livingston County Drain Commission for Township Owned properties within drainage districts</i>						





## HARTLAND TOWNSHIP FY2023-2024 BUDGET

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<u>Dept 567 - CEMETERIES</u>						
101-567-727.000	SUPPLIES & POSTAGE	585	2,200	1,000	2,200	2,200
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM		10,404	10,404	10,716	11,037
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS		4,307	4,307	4,436	4,569
101-567-802.000	LAWN/SNOW MAINTENANCE	185				
101-567-920.000	UTILITIES	182	175	175	180	185
101-567-930.000	REPAIRS & MAINTENANCE	4,489	12,000	12,000	12,000	12,000
101-567-956.250	BANK CHARGES		100	100	100	100
Totals for dept 567 - CEMETERIES		5,441	29,186	27,986	29,632	30,091
					5.9%	

### NOTES TO CEMETERIES:

Annual Cemetery clean up day added in FY2022-23

\$12,000 placeholder for property maintenance associated with trees, fences and other issues.

<u>Dept 577 - COMMUNICATIONS</u>						
101-577-702.000	COMMUNICATION WAGES (PT)	37,182	39,953	39,953	42,159	42,159
101-577-704.000	CABLE OPERATOR WAGES	1,579	2,684	2,684	2,684	2,684
101-577-709.100	MERIT/BONUS PAY	250				
101-577-715.000	EMPLOYERS SOC SEC	2,960	3,262	3,262	3,431	3,431
101-577-727.000	SUPPLIES & POSTAGE	13	500	500	500	500
101-577-740.000	OPERATING SUPPLIES		1,000	1,000	1,000	1,000
101-577-801.000	CONTRACTED SERVICES	1,031	18,000	3,000	20,000	3,000
101-577-804.000	MEMBERSHIP & DUES	1,175	2,000	2,000	3,300	3,300
101-577-900.000	PRINTING & PUBLICATIONS	3,959	6,550	6,550	5,250	5,250
101-577-956.000	SPECIAL EVENTS	68	500	500	500	500
101-577-957.000	EDUCATION/TRAINING/CONVENTION		500	500	500	500
Totals for dept 577 - COMMUNICATIONS		48,217	74,949	59,949	79,324	62,324
					32.3%	

### NOTES TO COMMUNICATIONS:

Contracted Services related to potential 2023 Citizen Survey (generally every 4-5 years). Was planned for 2022, but was shifted to 2023

Cable operators wages increased nominally to reflect base fee per meeting



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 703 - COMMUNITY INVESTMENTS</u>						
101-703-881.000	HARTLAND SENIOR CENTER CONTRIBUTION				22,000	22,000
101-703-882.000	HERO CENTER CONTRIBUTION				22,000	22,000
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT				9,000	9,000
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS				14,100	14,100
101-703-884.000	LETS TRANSPORTATION					22,000
101-703-885.000	DEARING MUSEUM				5,000	5,000
Totals for dept 703 - COMMUNITY INVESTMENTS					72,100	94,100

**NOTES TO COMMUNITY INVESTMENTS:**

*New Department created as a result of State of Michigan Chart of Accounts; Highlights community asset contributions*

*LETS Transportation placeholder for Board discussion as Hartland senior population projected to have substantial growth in 2024*

<u>Dept 722 - ZONING CODE ENFORCEMENT</u>						
101-722-704.000	ENFORCEMENT WAGES	13,835	14,931	14,931	15,974	15,974
101-722-715.000	EMPLOYERS SOC SEC	1,058	1,143	1,143	1,222	1,222
101-722-826.000	LEGAL FEES	1,944	5,000	5,000	5,000	5,000
101-722-957.000	EDUCATION/TRAINING/CONVENTION		300	300	300	300
Totals for dept 722 - ZONING CODE ENFORCEMENT		16,837	21,374	21,374	22,496	22,496
					5.2%	

**NOTES TO ZONING CODE ENFORCEMENT:**

*Legal fees budgeted for assistance in enforcement.*

<u>Dept 751 - PARKS &amp; RECREATION</u>						
101-751-740.000	OPERATING SUPPLIES	1,389	2,400	2,400	2,472	2,546
101-751-801.000	CONTRACTED SERVICES	65,687	88,000	74,100	20,800	11,900
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	14,811	20,492	20,492	20,492	20,492
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS	250	2,284	2,284	2,284	2,284
101-751-802.000	LAWN/SNOW MAINTENANCE	355	3,200	1,700	3,200	1,700
101-751-920.002	UTILITIES - ELECTRIC	4,588	5,300	5,300	5,459	5,622
101-751-920.004	UTILITIES - SEWER	620	1,500	1,500	1,500	1,500
101-751-920.006	REU SURCHARGE FEES	4	1,000	1,000	1,000	1,000
101-751-930.000	REPAIRS & MAINTENANCE	21,327	12,400	10,850	16,400	11,200
101-751-955.000	PARKS - SPECIAL EVENTS	21,891	16,000	16,000	16,000	16,000
101-751-956.000	FARMERS MARKET	5,405	3,000	6,000	6,000	6,000
Totals for dept 751 - PARKS & RECREATION		136,327	155,576	141,626	95,607	80,244
					-32.5%	

**NOTES TO PARKS & RECREATION:**

*Plantwise plant management program carried over into next budget year; Process was started but could not be completed in a single year*

*Payments to recreation partners transferred to Community Investment Department*



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 901 - APPROPRIATIONS-TRANSFER OUT</u>						
101-901-999.000	APPROPRIATIONS SENIOR CITIZENS	22,000	22,000	22,000		
101-901-999.002	APPROPRIATIONS COMMUNITY CENTER	22,000	22,000	22,000		
101-901-999.401	TRANSFER OUT CAPITAL IMP	886,229	713,782	713,782	500,000	500,000
Totals for dept 901 - APPROPRIATIONS-TRANSFER OUT		930,229	757,782	757,782	500,000	500,000

-34.0%

**NOTES TO TRANSFERS OUT:**

*Transfers to Senior Center and Community Center moved to Community Investment Fund 703*

*Transfers out to 401 Capital Projects are estimated until final budget is adopted.*

TOTAL REVENUES	3,160,749	3,052,589	3,474,394	3,598,291	3,579,098
TOTAL APPROPRIATIONS	2,919,584	3,300,648	3,275,689	3,301,688	3,371,929
NET OF REVENUES/APPROPRIATIONS - FUND 101	241,165	(248,059)	198,705	296,603	207,169
BEGINNING FUND BALANCE	3,191,477	3,432,642	3,432,642	3,631,347	3,927,950
ENDING FUND BALANCE	3,432,642	3,184,583	3,631,347	3,927,950	4,135,119

8.2%

**NOTES TO APPROPRIATIONS AND TRANSFERS OUT:**

*General Fund Revenues projected to increase 1.80% over prior year*

*General Fund Appropriations projected to increase 1.16% over prior year*

*The Township Fund Balance policy indicates the minimum fund balance threshold of one-half of annual revenue expenditures, with a target fund balance equivalent to 100% of annual expenditures.*

*Transfers out reference the year end funding value to be transferred from General Fund to the Capital Projects Fund (CIP) to carry out the Township's CIP projects*



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<b>Fund 204 - MUNICIPAL STREET FUND</b>						
<b>ESTIMATED REVENUES</b>						
204-000-402.000	CURRENT REAL PROP TAX	1,114,366	1,164,798	1,168,513	1,264,010	
204-000-413.000	CHARGEBACK TAXES			71		
204-000-446.000	INT.&PEN DEL TAX	7		34		
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	2,955	2,000	2,000	2,000	
204-000-665.000	INTEREST EARNINGS	1,139	1,100	2,500	2,000	
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,118,467</b>	<b>1,167,898</b>	<b>1,173,118</b>	<b>1,268,010</b>	
<b>APPROPRIATIONS</b>						
204-000-850.000	TAX CHARGEBACKS	972	2,500	2,500	2,500	
204-000-969.002	ROAD CHLORIDE		20,000	21,558	24,500	
204-000-969.100	GRAVEL ROAD IMPROVEMENTS	241,033	490,000	490,000	204,000	
204-000-969.200	PAVED ROAD IMPROVEMENTS	37,397	1,964,000		2,254,000	
204-000-994.001	BOND PRINCIPAL ROAD 2015	190,000	195,000	195,000	205,000	
204-000-994.002	BOND PRINCIPAL ROADS 2016	350,000	375,000	375,000	375,000	
204-000-996.000	BOND FEES	1,000	1,000	1,000	1,000	
204-000-997.001	BOND INTEREST ROADS 2015	17,700	12,000	12,000	6,150	
204-000-997.002	BOND INTEREST ROADS 2016	33,000	22,500	22,500	11,250	
<b>TOTAL APPROPRIATIONS</b>		<b>871,102</b>	<b>3,082,000</b>	<b>1,119,558</b>	<b>3,083,400</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 204</b>		<b>247,365</b>	<b>(1,914,102)</b>	<b>53,560</b>	<b>(1,815,390)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>1,989,408</b>	<b>2,236,773</b>	<b>2,236,773</b>	<b>2,290,333</b>	<b>474,943</b>
<b>ENDING FUND BALANCE</b>		<b>2,236,773</b>	<b>322,671</b>	<b>2,290,333</b>	<b>474,943</b>	<b>474,943</b>
					<b>-79.3%</b>	

**NOTES TO ROAD FUND:**

Road millage through 2024

Property Tax Revenues: FY23 assumed a moderate growth rate due to new construction, FY24 assumes a small decrease due to increase in personal property tax exemption for small businesses.

See Road Capital Projects appendix for project details.



# HARTLAND TOWNSHIP FY2023-2024 BUDGET

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<u>Fund 206 - FIRE OPERATING</u>						
ESTIMATED REVENUES						
206-000-402.000	CURRENT REAL PROP TAX	1,590,730	1,662,707	1,668,072	1,804,382	1,851,257
206-000-413.000	CHARGEBACK TAXES			101		
206-000-446.000	INT.&PEN DEL TAX	9		44		
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	3,611	3,250	3,250	3,000	2,750
206-000-665.000	INTEREST EARNINGS	423	380	450	500	600
206-000-694.000	OTHER REVENUE	162		2		
TOTAL ESTIMATED REVENUES		1,594,935	1,666,337	1,671,919	1,807,882	1,854,607
APPROPRIATIONS						
206-000-801.000	CONTRACTED SERVICES	984	984	984	984	984
206-000-801.009	CONTRACT SERVICES - WATER SYSTEM		904			
206-000-801.010	CONTRACT EQUIPMENT - WATER SYS		1,802			
206-000-802.000	LAWN/SNOW MAINTENANCE	6,681	7,075	8,381	8,632	8,892
206-000-807.000	AUDIT FEES	850	850	850	850	850
206-000-850.000	TAX CHARGEBACKS	1,600	2,000	2,000	2,000	2,000
206-000-920.002	UTILITIES - ELECTRIC	789	930	930	957	987
206-000-930.000	SOFTWARE MAINTENANCE	105	160	160	160	160
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	265	6,100	6,100	6,100	6,100
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	4,658	91,500	10,000	399,500	3,500
206-000-957.000	EDUCATION/TRAINING/CONVENTION		25,250	25,250		
206-000-970.001	CAPITAL OUTLAY - EQUIPMENT		20,000	20,000	20,000	20,000
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	10,165	140,000			40,000
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	1,237,344	1,296,190	1,296,190	1,386,234	1,427,821
TOTAL APPROPRIATIONS		1,263,441	1,593,745	1,370,845	1,825,417	1,511,294
NET OF REVENUES/APPROPRIATIONS - FUND 206		331,494	72,592	301,074	(17,535)	343,313
BEGINNING FUND BALANCE		1,372,393	1,703,887	1,703,887	2,004,961	1,987,426
ENDING FUND BALANCE		1,703,887	1,776,479	2,004,961	1,987,426	2,330,739
					-0.9%	
<b>NOTES TO FIRE FUND:</b>						
<i>Fire millage through 2025</i>						
<i>Property Tax Revenues: FY23 assumed a moderate growth rate due to new construction, FY24 assumes a small decrease due to increase in personal property tax exemption for small businesses.</i>						
<i>See Fire Capital Projects appendix for project details.</i>						
<i>Contribution to Fire Authority FY24 assumes a 3% increase over FY23 request.</i>						



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 212 - LIQUOR LAW ENFORCEMENT</u>						
ESTIMATED REVENUES						
212-000-575.000	LIQUOR LICENSE FEES	13,473	14,147	12,524	12,500	12,500
212-000-665.000	INTEREST EARNINGS	40	70	50	70	70
TOTAL ESTIMATED REVENUES		13,513	14,217	12,574	12,570	12,570
APPROPRIATIONS						
212-000-704.000	ENFORCEMENT WAGES		4,096			
212-000-715.000	EMPLOYERS SOC SEC		314			
212-000-801.000	CONTRACTED SERVICES		9,807	9,807	12,500	12,500
TOTAL APPROPRIATIONS			14,217	9,807	12,500	12,500
NET OF REVENUES/APPROPRIATIONS - FUND 212		13,513		2,767	70	70
BEGINNING FUND BALANCE		73,708	87,222	87,222	89,989	90,059
ENDING FUND BALANCE		87,221	87,222	89,989	90,059	90,129
					0.1%	
<b>NOTES TO LIQUOR LAW ENFORCEMENT:</b>						
<i>Manager is recommending working with LCSD and HDFA to perform educational inspections</i>						



# HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 285 - CLFRF GRANT (ARPA)</u>						
ESTIMATED REVENUES						
285-000-528.000	OTHER FEDERAL GRANTS			342,765	173,000	1,500
285-000-665.000	INTEREST EARNINGS	163		500		
TOTAL ESTIMATED REVENUES		163		343,265	173,000	1,500
APPROPRIATIONS						
285-000-807.000	AUDIT FEES				1,500	1,500
<u>Dept 101 - TOWNSHIP BOARD</u>						
285-101-930.000	TWP HALL REPAIRS & MAINT		694	694	50,000	
285-101-970.000	TWP HALL CAPITAL OUTLAY				10,000	
<u>Dept 336 - FIRE AUTHORITY</u>						
285-336-801.000	CONTRACTED SERVICES		22,900	22,900	30,000	
<u>Dept 444 - SIDEWALKS</u>						
285-444-930.000	REPAIRS & MAINTENANCE				6,500	
285-444-969.005	SIDEWALKS		210,843	210,843		
<u>Dept 703 - COMMUNITY INVESTMENTS</u>						
285-703-884.000	ARPA COMMUNITY PROJECTS				75,000	
<u>Dept 751 - PARKS &amp; RECREATION</u>						
285-751-970.000	PARKS CAPITAL OUTLAY		107,502	108,328		
TOTAL APPROPRIATIONS			341,939	342,765	173,000	1,500
NET OF REVENUES/APPROPRIATIONS - FUND 285		163	(341,939)	500	0	0
BEGINNING FUND BALANCE			163	163	663	663
ENDING FUND BALANCE		163	(341,776)	663	663	663
					0.0%	

## NOTES TO CLFRF GRANT (ARPA):

Township has planned projects for the Federal funding as outlined in the ARPA Capital Improvement Plan



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND</u>						
ESTIMATED REVENUES						
354-000-404.000	2009 M-59 ROAD SAD REVENUE	172,679	172,679	172,679	172,679	172,680
354-000-404.001	HROAD SPEC ASSESS REVENUE	58,179	58,179	58,179	58,179	58,179
354-000-447.001	2009 M-59 ROAD SAD INTEREST	72,115	66,105	66,106	60,096	54,086
354-000-447.002	HROAD SPEC ASSESS INTEREST	24,297	22,272	22,272	20,248	18,223
354-000-665.000	INTEREST EARNINGS	167	150	128	150	250
TOTAL ESTIMATED REVENUES		327,437	319,385	319,364	311,352	303,418
APPROPRIATIONS						
354-000-991.001	2019 M59/HTLND BOND PRINCIPAL	240,000	230,000	230,000	225,000	220,000
354-000-996.000	BOND FEES	1,000	500	500	500	500
354-000-997.010	2019 REFUNDING BOND INTEREST	65,110	62,463	62,463	57,063	51,500
TOTAL APPROPRIATIONS		306,110	292,963	292,963	282,563	272,000
NET OF REVENUES/APPROPRIATIONS - FUND 354		21,327	26,422	26,401	28,789	31,418
BEGINNING FUND BALANCE		437,730	459,056	459,056	485,457	514,246
ENDING FUND BALANCE		459,057	485,478	485,457	514,246	545,664
					5.9%	
<i>NOTES TO M59 ROAD IMPROVEMENT:</i>						
<i>Assessment through 2032</i>						
<i>No notable or significant changes to budget for FY2024</i>						





## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND</u>						
ESTIMATED REVENUES						
358-000-451.000	SPECIAL ASSESSMENT PRINCIPAL	86,424	77,135	79,963	77,135	75,924
358-000-451.001	SPECIAL ASSESSMENT INTEREST	19,730	16,272	16,115	13,017	9,609
358-000-665.000	INTEREST EARNINGS	101	100	100	100	100
TOTAL ESTIMATED REVENUES		106,255	93,507	96,178	90,252	85,633
APPROPRIATIONS						
358-000-991.000	BOND - PRINCIPAL	90,000	90,000	90,000	95,000	100,000
358-000-996.000	BOND FEES	500	500	500	500	500
358-000-997.000	BOND INTEREST PAYMENT	19,488	16,788	16,788	14,013	11,088
TOTAL APPROPRIATIONS		109,988	107,288	107,288	109,513	111,588
NET OF REVENUES/APPROPRIATIONS - FUND 358		(3,733)	(13,781)	(11,110)	(19,261)	(25,955)
BEGINNING FUND BALANCE		269,543	265,810	265,810	254,700	235,439
ENDING FUND BALANCE		265,810	252,029	254,700	235,439	209,484
					-7.6%	
<b>NOTES TO MILLPOINTE ROAD SAD:</b>						
<i>Assessment through 2026</i>						
<i>No notable or significant changes to budget for FY2024</i>						



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 359 - BULLARD LAKE ROAD SAD</u>						
ESTIMATED REVENUES						
359-000-451.000	SPECIAL ASSESSMENT REVENUE	16,124	16,124	18,888	16,124	15,663
359-000-451.001	SPECIAL ASSESSMENT INTEREST	4,257	3,928	3,725	3,193	2,585
359-000-665.000	INTEREST EARNINGS	25		25		
TOTAL ESTIMATED REVENUES		20,406	20,052	22,638	19,317	18,248
APPROPRIATIONS						
359-000-967.000	PROJECT COST	2,003				
359-000-999.401	TRANSFER TO CAPITAL PROJECTS		20,613	20,381	20,052	19,317
TOTAL APPROPRIATIONS		2,003	20,613	20,381	20,052	19,317
NET OF REVENUES/APPROPRIATIONS - FUND 359		18,403	(561)	2,257	(735)	(1,069)
BEGINNING FUND BALANCE		48,059	66,463	66,463	68,720	67,985
ENDING FUND BALANCE		66,462	65,902	68,720	67,985	66,916
					-1.1%	
<b>NOTES TO BULLARD LAKE ROAD SAD:</b>						
Assessment through 2028						
No notable or significant changes to budget for FY2024						



# HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 401 - CAPITAL PROJECTS FUND</u>						
ESTIMATED REVENUES						
401-000-627.000	RIGHT OF WAY FEES	21,150	21,000	22,507	22,000	22,000
401-000-665.000	INTEREST EARNINGS	352	2,500	1,750	2,250	2,250
401-000-673.000	SALE OF FIXED ASSETS			300		
401-000-674.300	DONATION ITC TRANSMISSION			2,500		
401-000-696.000	RESIDUAL EQUITY TRANSFER	22,226				
401-000-699.101	TRANSFER IN GF	886,229	713,782	713,782	500,000	500,000
TOTAL ESTIMATED REVENUES		929,957	737,282	740,839	524,250	524,250
APPROPRIATIONS						
401-000-890.000	CONTINGENCIES		20,000	20,000	20,000	20,000
401-000-970.000	CAPITAL OUTLAY - GENERAL				40,000	
<u>Dept 265 - TOWNSHIP HALL &amp; GROUNDS</u>						
401-265-970.000	CAPITAL OUTLAY		299,600	30,870	334,500	9,500
<u>Dept 444 - SIDEWALKS</u>						
401-444-826.000	LEGAL FEES	538				
401-444-956.200	PROPERTY TAXES	21				
401-444-969.005	SIDEWALKS	317,971	20,000	20,000	275,000	
<u>Dept 463 - ROADS &amp; M59 MEDIAN</u>						
401-463-969.011	WAYFINDING/GATEWAY SIGNS		25,000			
401-463-969.012	M59 IMPROVEMENTS		46,200		46,200	121,520
<u>Dept 751 - PARKS &amp; RECREATION</u>						
401-751-956.200	PROPERTY TAXES	1,690				
401-751-970.000	CAPITAL OUTLAY		263,000		20,000	220,000
401-751-970.006	SPRANGER FIELD	645			350,000	
401-751-970.009	SETTLERS PARK	195,974				
TOTAL APPROPRIATIONS		516,839	673,800	70,870	1,085,700	371,020
NET OF REVENUES/APPROPRIATIONS - FUND 401		413,118	63,482	669,969	(561,450)	153,230
BEGINNING FUND BALANCE		904,442	1,317,561	1,317,561	1,987,530	1,426,080
ENDING FUND BALANCE		1,317,560	1,381,043	1,987,530	1,426,080	1,579,310
					-28.2%	

## NOTES TO CAPITAL PROJECTS FUND:

See Capital Projects Fund appendix for project details.

Transfer in from General Fund are estimated until final budgets are approved.



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<b>Fund 536 - WATER SYSTEM FUND</b>						
<b>ESTIMATED REVENUES</b>						
536-000-600.400	WATER USAGE METERED	264,371	151,535	156,500	161,000	166,000
536-000-600.500	WATER READINESS TO SERVE	404,664	765,238	685,890	697,626	714,842
536-000-601.000	USER FEES	750	2,500	2,500	2,500	2,500
536-000-601.001	PENALTIES ON USER FEES	5,651	5,000	7,000	5,000	5,000
536-000-605.000	METER SALES	1,485	20,000	20,000	20,000	20,000
536-000-665.000	INTEREST EARNINGS	592	1,000	5,000	7,000	7,000
536-000-676.101	REIMB. CONTRACT SERVICES	35,780	47,840	46,936	46,936	46,936
536-000-676.102	REIMB - CONTRACT EQUIPMENT		10,552	10,552	10,799	11,055
<b>TOTAL ESTIMATED REVENUES</b>		<b>713,293</b>	<b>1,003,665</b>	<b>934,378</b>	<b>950,861</b>	<b>973,333</b>
<b>APPROPRIATIONS</b>						
536-000-702.100	SALARY IN LIEU OF BENEFITS	2,700		1,500	3,000	3,000
536-000-702.400	MERIT/BONUS POOL	500			0	2,000
536-000-703.000	VAC/PTO OWED AT YE	(1,701)	2,000	2,000	2,000	2,000
536-000-704.000	OPERATOR II WAGES	44,752	50,877	50,877	54,080	54,080
536-000-706.000	OPERATOR I WAGES	41,538	79,040	79,040	87,360	87,360
536-000-707.000	SEASONAL WAGES	20,501	25,000	25,064	27,000	28,000
536-000-709.000	OVERTIME WAGES	14,289	13,943	17,000	15,160	15,250
536-000-715.000	EMPLOYERS SOC SEC	9,549	12,918	12,918	14,275	14,359
536-000-716.000	EMPLOYMENT EXPENSE	13,170	58,201	58,201	38,142	41,047
536-000-716.004	UNEMPLOYMENT INSURANCE	139				
536-000-718.000	RETIREMENT	9,965	14,386	14,386	15,660	15,669
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	1,514	2,950	2,950	2,350	2,350
536-000-720.000	ADMINISTRATIVE FEES	90,383	146,553	150,950	166,649	171,648
536-000-727.000	SUPPLIES/POSTAGE	2,157	2,200	2,200	2,500	2,750
536-000-740.000	OPERATING SUPPLIES	11,255	12,910	12,910	13,555	14,233
536-000-740.001	WATER TREAT. CHEMICALS	12,711	12,875	17,500	18,000	30,000
536-000-741.000	METER COSTS	103,130	75,000	70,000	30,000	70,000
536-000-801.000	CONTRACTED SERVICES	3,584	5,000	5,000	5,000	5,000
536-000-802.000	LAWN/SNOW MAINTENANCE	832	1,500	1,500	1,500	1,500
536-000-804.000	MEMBERSHIP & DUES		350	350	350	350
536-000-805.000	INTERNET	3,520	3,100	4,000	4,000	5,000
536-000-807.000	AUDIT FEES	4,000	14,100	4,000	6,100	4,000
536-000-816.000	ENGINEERING FEES	6,382	6,000	6,000	6,000	6,000
536-000-826.000	LEGAL FEES		5,000	5,000	5,000	5,000
536-000-851.000	TELEPHONE	1,664	3,752	3,752	3,827	3,903
536-000-860.000	GASOLINE	3,616	4,500	8,500	10,000	12,000
536-000-890.000	CONTINGENCIES		15,000	15,000	15,000	15,000
536-000-900.000	PRINTING & PUBLICATIONS	320	100	263	350	350
536-000-910.000	INSURANCE	9,634	10,805	10,805	11,129	11,463
536-000-920.001	UTILITIES - GAS	1,876	2,000	2,000	2,100	2,200
536-000-920.002	UTILITIES - ELECTRIC	(17,016)	38,000	45,000	50,000	60,000
536-000-920.004	UTILITIES - SEWER	3,007	3,500	5,284	6,000	7,000
536-000-922.000	MISS DIG	2,338	3,500	3,500	3,500	3,500
536-000-930.000	SOFTWARE MAINTENANCE	822	2,773	2,733	2,829	2,886
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	31,994	50,000	50,000	50,000	41,000



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	5,912	3,500	4,000	7,700	7,700
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	3,088	7,750	10,000	7,750	7,750
536-000-956.000	MISCELLANEOUS	1,630	2,500	2,500	2,500	2,500
536-000-957.000	EDUCATION/TRAINING/CONVENTION	1,918	2,500	2,500	2,500	3,000
536-000-964.002	UNCOLLECTIBLE UB FEES		1,000	1,000	1,000	1,000
536-000-999.539	TRANSFER TO WATER REPLACEMENT FUND	200,000	300,000	170,000	170,000	170,000
TOTAL APPROPRIATIONS		645,673	995,083	880,183	863,866	931,848
NET OF REVENUES/APPROPRIATIONS - FUND 536		67,620	8,582	54,195	86,995	41,485
BEGINNING FUND BALANCE		1,703,710	1,771,330	1,771,330	1,825,525	1,912,520
ENDING FUND BALANCE		1,771,330	1,779,912	1,825,525	1,912,520	1,954,005
					4.8%	

### NOTES TO WATER O&M FUND:

Commodity and fixed charges are from the 2021 Water Rate Study. Fixed charges are now allocated based on REUs owned.

Additional new staff person added in FY23 due to water system expansion.

Transfer to Water Replacement Fund was included in the 2021 Water Rate Study and will be used to pay for water system expansion and improvements.

### Fund 539 - WATER REPLACEMENT FUND

#### ESTIMATED REVENUES

539-000-528.000	OTHER FEDERAL GRANTS			1,000,000		
539-000-601.001	PENALTIES ON SURCHARGES			267		
539-000-602.000	CONNECTION FEES	2,514,341	116,320	116,320	116,320	116,320
539-000-602.100	SURCHARGE FEES	16,684	24,980	24,980	23,731	22,544
539-000-650.000	REFUNDS			45,398		
539-000-665.000	INTEREST EARNINGS	736	1,500	7,500	8,000	8,500
539-000-669.536	TRANSFER FROM WATER O&M FUND	200,000	300,000	170,000	170,000	170,000
539-000-696.000	RESIDUAL EQUITY TRANSFER	451,441				
TOTAL ESTIMATED REVENUES		3,183,202	442,800	1,364,465	318,051	317,364

#### APPROPRIATIONS

539-000-816.000	ENGINEERING FEES	24,171	45,000	45,000		
539-000-826.000	LEGAL FEES	3,375				
539-000-930.000	REPAIRS & MAINTENANCE	8,704	15,000	15,000	15,000	15,000
539-000-968.000	DEPRECIATION	234,891	262,000	262,000	342,000	441,750
TOTAL APPROPRIATIONS		271,141	322,000	322,000	357,000	456,750

#### NET OF REVENUES/APPROPRIATIONS - FUND 539

		2,912,061	120,800	1,042,465	(38,949)	(139,386)
BEGINNING FUND BALANCE		5,713,124	8,625,186	8,625,186	9,667,651	9,628,702
ENDING FUND BALANCE		8,625,185	8,745,986	9,667,651	9,628,702	9,489,316
					-0.4%	

### NOTES TO WATER REPAIR & REPLACEMENT FUND:

Connection fees assumes 20 new REUs purchased on District 1 annually.

See Water Capital Projects appendix for more project details.



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 577 - CABLE TV FUND</u>						
ESTIMATED REVENUES						
577-000-607.000	PEG FEES	91,546	90,000	91,700	91,700	91,700
577-000-665.000	INTEREST EARNINGS	70		82		
TOTAL ESTIMATED REVENUES		91,616	90,000	91,782	91,700	91,700
APPROPRIATIONS						
577-000-740.000	OPERATING SUPPLIES	4,141	2,100	2,100	2,100	2,100
577-000-801.000	CONTRACTED SERVICES & RENTALS	13,207	26,000	10,000	15,000	15,000
577-000-805.000	INTERNET	10,541	10,260	11,000	10,860	10,860
577-000-806.000	CABLE TV FEES	1,393	1,440	1,440	1,500	1,500
577-000-930.000	REPAIRS & MAINTENANCE		1,500	1,500	1,500	1,500
577-000-932.000	REPAIRS & MAINTENANCE - TRUCKS		500	500		
577-000-941.000	RENT	12,984	12,984	12,984	12,984	12,984
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	17,171	18,112	26,000	22,670	22,670
577-000-970.000	CAPITAL OUTLAY		17,104	17,104	25,086	25,086
TOTAL APPROPRIATIONS		59,437	90,000	82,628	91,700	91,700
NET OF REVENUES/APPROPRIATIONS - FUND 577		32,179		9,154		
BEGINNING FUND BALANCE		137,785	169,962	169,962	179,116	179,116
ENDING FUND BALANCE		169,964	169,962	179,116	179,116	179,116
					0.0%	
<b>NOTES TO CABLE PEG FUND:</b>						
<i>Near Map annual service has been added to the budget under PEG Server &amp; Software Rental.</i>						
<i>Partners in Progress funded from PEG for public education</i>						



# HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<b>Fund 590 - SEWER OPERATIONS &amp; MAINTENANCE FUND</b>						
<b>ESTIMATED REVENUES</b>						
590-000-600.100	SEWER USAGE FLAT RATE	633,022	585,663	582,707	583,688	584,527
590-000-600.200	SEWER USAGE METERED	612,722	515,000	500,000	503,181	51,827
590-000-600.300	SEWER CAPITAL CHARGES	226,549	227,240	230,000	230,956	240,910
590-000-600.600	SEWER RTS CHARGE	1,120,547	1,177,550	1,190,000	1,197,019	1,248,391
590-000-601.000	USER FEES	85		60		
590-000-601.001	PENALTIES ON USER FEES	32,374	30,000	30,000	30,000	30,000
590-000-602.000	CONNECTION FEES	254,988	188,780	188,780	188,780	188,780
590-000-602.100	SURCHARGE FEES	68,843	83,850	83,850	83,850	83,850
590-000-605.000	METER SALES		2,500	2,500	2,500	2,500
590-000-650.000	REFUND	(351)				
590-000-665.000	INTEREST EARNINGS	6,332	13,300	13,300	15,000	15,000
590-000-665.001	UNREALIZED GAIN OR LOSS	(10,111)				
590-000-668.000	SEPTAGE STATION REVENUES	336,532	350,000	350,000	200,000	200,000
590-000-676.000	REIMBURSEMENTS	455		280		
590-000-699.595	TRANSFER IN SEWER EXPANSION					1,386,900
<b>TOTAL ESTIMATED REVENUES</b>		<b>3,281,987</b>	<b>3,173,883</b>	<b>3,171,477</b>	<b>3,034,974</b>	<b>4,032,685</b>
<b>APPROPRIATIONS</b>						
590-000-720.000	ADMINISTRATIVE FEES	79,612	112,151	112,151	144,532	148,867
590-000-727.000	SUPPLIES & POSTAGE	1,655	2,000	2,000	2,250	2,250
590-000-741.000	METER COSTS		2,500	2,500	2,500	2,500
590-000-801.000	CONTRACTED SERVICES			500		
590-000-801.008	LCDC CONTRACT SERVICES	2,109,535	2,026,200	2,111,111	2,129,333	2,201,000
590-000-807.000	AUDIT FEES	4,990	5,000	4,990	4,990	4,990
590-000-826.000	LEGAL FEES	1,824	1,000	15,000	50,000	50,000
590-000-910.000	INSURANCE	10,830	11,300	11,136	12,000	13,000
590-000-930.000	SOFTWARE MAINTENANCE	1,070	1,100	1,106	1,150	1,200
590-000-968.000	DEPRECIATION	436,670	436,670	436,670	436,670	436,670
590-000-999.595	TRANSFER TO SEWER EXP BOND FUND	1,239,800				
<b>Dept 595 - 2005 SEWER BONDS</b>						
590-595-801.000	2005 BONDS CONTRACT SERVICES	38				
590-595-826.000	LEGAL FEES	19,755	10,000		10,000	10,000
590-595-998.001	SPECIAL ITEMS: SIGNIFICANT TRANSACTIONS	406,842				
<b>TOTAL APPROPRIATIONS</b>		<b>4,312,621</b>	<b>2,607,921</b>	<b>2,697,164</b>	<b>2,793,425</b>	<b>2,870,477</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 590</b>		<b>(1,030,634)</b>	<b>565,962</b>	<b>474,313</b>	<b>241,549</b>	<b>1,162,208</b>
<b>BEGINNING FUND BALANCE</b>		<b>24,551,457</b>	<b>23,520,822</b>	<b>23,520,822</b>	<b>23,995,135</b>	<b>24,236,684</b>
<b>ENDING FUND BALANCE</b>		<b>23,520,823</b>	<b>24,086,784</b>	<b>23,995,135</b>	<b>24,236,684</b>	<b>25,398,892</b>
						1.0%

## NOTES TO SEWER O&M FUND:

Sewer revenues are updated based on the LCDC 2021 rate study. Readiness to serve charges are now based on REUs, instead of connection counts.

FY2024 transfers to the 595 Sewer Expansion Fund will depend on final year of Mayberry repayment.

LCDC SRS settlement and/or agreement will surface in this fund



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 591 - LAKE TYRONE 2015 SEWER SAD</u>						
ESTIMATED REVENUES						
591-000-404.000	LK TYRONE SP ASSESS INTEREST INC	40,230	35,974	35,575	32,839	30,102
591-000-665.000	INTEREST EARNINGS	384	350	350	350	350
TOTAL ESTIMATED REVENUES		40,614	36,324	35,925	33,189	30,452
APPROPRIATIONS						
591-000-997.000	BOND INTEREST PAYMENT	23,967	22,502	22,502	21,037	19,499
TOTAL APPROPRIATIONS		23,967	22,502	22,502	21,037	19,499
NET OF REVENUES/APPROPRIATIONS - FUND 591		16,647	13,822	13,423	12,152	10,953
BEGINNING FUND BALANCE		211,186	227,832	227,832	241,255	253,407
ENDING FUND BALANCE		227,833	241,654	241,255	253,407	264,360
					5.0%	
<i>NOTES TO LAKE TYRONE 2015 SEWER SAD:</i>						
<i>Assessment through 2034</i>						
<i>No notable or significant changes to budget for FY2024</i>						





# HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 595 - 2005 SEWER EXP BONDS</u>						
ESTIMATED REVENUES						
595-000-404.000	SPECIAL ASSESSMENTS INTEREST	15,836	11,877	11,877	7,918	3,959
595-000-404.004	SAD DISTRICT 4 INTEREST	21,406	15,893	14,954	8,071	4,035
595-000-404.005	SAD DISTRICT 5 INTEREST	3,583	2,687	2,687	1,791	896
595-000-404.006	SAD DISTRICT 6 INTEREST	6,658	4,965	4,965	3,310	1,655
595-000-404.007	SAD DISTRICT #7 INTEREST	2,866	2,150	2,150	1,433	717
595-000-404.008	SAD #4 SUP INTEREST INCOME	2,409	1,909	1,804	1,432	892
595-000-665.000	INTEREST EARNINGS	585,047	73,156	76,000	38,014	1,982
595-000-699.590	TRANSFER IN SEWER	1,239,800				1,386,900
TOTAL ESTIMATED REVENUES		1,877,605	112,637	114,437	61,969	1,401,036
APPROPRIATIONS						
595-000-956.250	BANK CHARGES			98		
595-000-995.100	AMORTIZATION - BOND FEES	4,100	4,100	4,100	4,100	4,100
595-000-996.000	BOND FEES	500	1,250	1,250	1,000	1,000
595-000-996.001	BOND ISSUANCE COSTS	94,126				
595-000-997.006	BOND INTEREST 2011 REFUNDING	152,921				
595-000-997.007	SERIES 2016 REFUNDING BOND INTEREST	170,017	147,267	147,267	126,900	94,050
595-000-997.008	INTEREST CREDIT - PREMIUM AMORTIZATION	(27,784)				
595-000-997.011	2021 SEWER REFUNDING INTEREST	88,137	192,934	195,564	179,600	179,600
595-000-997.012	2021 BOND INTEREST CREDIT	(36,312)				
595-000-998.000	UNCOLLECTABLE SAD RECEIVABLE	405,159	347,977	347,977		
TOTAL APPROPRIATIONS		850,864	693,528	696,256	311,600	278,750
NET OF REVENUES/APPROPRIATIONS - FUND 595		1,026,741	(580,891)	(581,819)	(249,631)	1,122,286
BEGINNING FUND BALANCE		(9,805,105)	(8,778,365)	(8,778,365)	(9,360,184)	(9,609,815)
ENDING FUND BALANCE		(8,778,364)	(9,359,256)	(9,360,184)	(9,609,815)	(8,487,529)

## NOTES TO 595 SEWER EXPANSION FUND:

Assessment for SAD 4-7 through 2024

Assessment for SAD 4 supplemental through 2025

FY2024 transfers from the 590 Sewer Fund will depend on Mayberry's repayment.

-2.7%



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Fund 596 - FORESTBROOK HILLS SEWER SAD#1</u>						
ESTIMATED REVENUES						
596-000-404.000	FORESTBROOK SAD INTEREST INCOME	3,708	3,378	3,242	2,824	2,541
596-000-665.000	INTEREST EARNINGS	64	50	74	100	100
TOTAL ESTIMATED REVENUES		3,772	3,428	3,316	2,924	2,641
NET OF REVENUES/APPROPRIATIONS - FUND 596						
		3,772	3,428	3,316	2,924	2,641
BEGINNING FUND BALANCE		35,293	39,065	39,065	42,381	45,305
ENDING FUND BALANCE		39,065	42,493	42,381	45,305	47,946
					6.9%	

*NOTES TO FORESTBROOK SEWER SAD FUND:*  
*Assessment through 2032*  
*No notable or significant changes to budget for FY2024*

<u>Fund 597 - HARTLAND TWP SEWER SAD 200</u>						
ESTIMATED REVENUES						
597-000-404.000	SAD 200 INTEREST INCOME	3,830	3,557	3,556	3,283	3,009
597-000-665.000	INTEREST EARNINGS	87	50	95	125	100
TOTAL ESTIMATED REVENUES		3,917	3,607	3,651	3,408	3,109
NET OF REVENUES/APPROPRIATIONS - FUND 597						
		3,917	3,607	3,651	3,408	3,109
BEGINNING FUND BALANCE		26,789	30,706	30,706	34,357	37,765
ENDING FUND BALANCE		30,706	34,313	34,357	37,765	40,874
					9.9%	

*NOTES TO SEWER SAD 200 FUND:*  
*Assessment through 2034*  
*No notable or significant changes to budget for FY2024*



## HARTLAND TOWNSHIP FY2023-2024 BUDGET

GL NUMBER	DESCRIPTION	2021-22 ACTUAL ACTIVITY	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 BOARD APPROVED BUDGET	2024-25 DEPT REQUESTED BUDGET
<u>Dept 453 - HARTLAND WOODS ROAD SAD</u>						
ESTIMATED REVENUES						
852-453-451.000	SPECIAL ASSESSMENT REVENUE			71,843	54,939	54,939
852-453-451.001	SPECIAL ASSESSMENT INTEREST			7,279	9,642	8,570
852-453-665.000	INTEREST EARNINGS			5		
TOTAL ESTIMATED REVENUES				79,127	64,581	63,509
APPROPRIATIONS						
852-453-727.000	SUPPLIES & POSTAGE			21		
852-453-967.000	PROJECT COST			566,293		
TOTAL APPROPRIATIONS				566,314		
NET OF REVENUES/APPROPRIATIONS - FUND 852				(487,187)	64,581	63,509
BEGINNING FUND BALANCE					(487,187)	(422,606)
ENDING FUND BALANCE				(487,187)	(422,606)	(359,097)
					13.3%	
<b>NOTES TO HARTLAND WOODS SAD:</b>						
<i>Assessment through 2031</i>						
<i>No notable or significant changes to budget for FY2024</i>						

ESTIMATED REVENUES - ALL FUNDS	16,467,888	11,937,611	13,652,847	12,366,581	13,295,153
APPROPRIATIONS - ALL FUNDS	12,152,770	14,158,247	11,877,213	14,332,461	10,320,172
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	4,315,118	(2,220,636)	1,775,634	(1,965,880)	2,974,981
BEGINNING FUND BALANCE - ALL FUNDS	30,860,999	35,176,117	35,176,117	36,951,751	34,985,871
ENDING FUND BALANCE - ALL FUNDS	35,176,117	32,955,481	36,951,751	34,985,871	37,960,852
				-5.3%	
<b>SUMMARY NOTES:</b>					
<i>Surplus spending includes Road Millage projects and ARPA funding appropriations. The surplus spending is not a deficit as the revenue was recognized in prior fiscal years.</i>					

# CAPITAL IMPROVEMENT PLAN

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Capital improvement planning has proven to be a year-round process, with Township Administrators continually re-evaluating and prioritizing their capital needs. During the budget planning process, Township Administrators identify and prioritize projects, estimate project costs, determine available resources, and balance project timelines within the available resources.

Collaboration between the Township Staff, Administrators and Township Board result in coordination in developing the annual updates to the Capital Improvement Plan (CIP) as part of the annual budget process. The collaboration includes forecasting revenues for the various funds used to finance capital projects and identifies the financial parameters associated with the proposed projects. Capital projects originate in the operating departments where subject matter experts identify needs based on technical criteria, future growth within the community and residential feedback. All requests are submitted, and the financial parameters established to prepare for the Township Board budget presentation annually.





## GENERAL FUND CIP

2021-2025

Funding Source	Actual FY 21-22	Projected FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Future TBD
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### Pathways

M59 South Pathway Connector	401	\$ 317,299				
Dunham Road Crosswalk (Settlers Park)	401	\$ 154,004				
Sidewalk Sweeping	401	\$ 672				
<i>Dunham Road Pathway</i>	<i>285</i>		<i>ARPA</i>			
San Marino Extension	401			\$ 275,000		

### Township Hall and Grounds

Township Hall HVAC (placeholder)	401		\$ 5,896	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Township Hall Landscaping	401		\$ 30,870				
Township Hall Parking Lot Rehab	401			\$ 295,000			
Township Hall Lobby/Board Room Improvements	401			\$ 30,000			

### HERO Center Improvements

<i>HERO Center (placeholder)</i>	<i>401</i>			<i>ARPA</i>			
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### Parks

Settlers Pathway Sealcoat	401	\$ 41,970					
<i>Settlers Park Picnic Area</i>	<i>285</i>		<i>ARPA</i>				
<i>Picnic Tables and Trash Receptacles</i>	<i>401</i>		<i>ARPA</i>				
<i>Heritage Park Irrigation repair</i>	<i>285</i>		<i>ARPA</i>				
<i>Park Security Cameras</i>	<i>285</i>		<i>ARPA</i>				
<i>Utility Vehicle</i>	<i>401</i>		<i>ARPA</i>				
Spranger Field Facility Upgrades (New Storage)	401			\$ 350,000			
2nd Pavilion or Mobile Stage	401				\$ 200,000		

### Miscellaneous Projects

Contingencies	401	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Miscellaneous Expenses	401	\$ 2,893					
<i>Ore Creek Bridge Paint</i>	<i>285</i>			<i>ARPA</i>			
<i>Board Room Audience Chairs</i>	<i>285</i>			<i>ARPA</i>			
<i>Grant Initiative for Civic Organizations</i>	<i>285</i>			<i>ARPA</i>			
Replacement 2500 Truck	401			\$ 40,000			
M-59 Median Improvements (discussion)*	401			\$ 46,200	\$ 121,520	\$ 106,700	
Election Equipment (projected in year 2027)	401						\$ 100,000

Beginning Capital Project Fund Cash Balance:	401	\$ 904,441	\$ 1,317,559	\$ 1,754,909	\$ 1,210,709	\$ 1,381,189	\$ 1,766,489
Annual Project Totals:	401	\$ 516,839	\$ 56,766	\$ 1,065,700	\$ 351,020	\$ 136,200	\$ 129,500
Other Misc. Revenues	401	\$ 43,728	\$ 21,500	\$ 21,500	\$ 21,500	\$ 21,500	\$ 21,500
Annual Capital Fund Transfer Projection:	401	\$ 886,229	\$ 472,616	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
EOY Capital Fund Project Balance:	401	\$ 1,317,559	\$ 1,754,909	\$ 1,210,709	\$ 1,381,189	\$ 1,766,489	\$ 2,158,489

Items in red have been or are intended to be ARPA funded



## ARPA FUNDING

2021-2025

Funding Source	<u>Actual</u> FY 21-22	<u>Projected</u> FY 22-23	<u>Proposed</u> FY 23-24	<u>Proposed</u> FY 24-25	<u>Proposed</u> FY 25-26
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### Road Fund

Water Main Extension	539		\$ 1,000,000			
Dunham Road Pathway	285		\$ 208,675			
Fire Station 61 Needs Assessment Study	285		\$ 21,684			
Settlers Park Picnic Area	285		\$ 34,750			
Heritage Park Irrigation repair	285		\$ 18,900			
Park Security Cameras	285		\$ 9,244			
Picnic Tables and Trash Receptacles	285		\$ 16,626			
Utility Vehicle	285		\$ 30,299			
Lexipol Fire Authority Training Software	285		\$ 20,937			
HERO Center (placeholder)	285			\$ 50,000		
Ore Creek Bridge Paint	285			\$ 6,500		
Board Room Audience Chairs	285			\$ 10,000		
Grant Initiative for Civic Organizations	285			\$ 75,000		

Beginning ARPA Fund Cash Balance	285	\$ -	\$ 797,270	\$ 233,655		
Annual Project Totals:	285	\$ -	\$ 1,361,115	\$ 141,500		
Additional ARPA Payments + Interest Earnings	285	\$ 797,270	\$ 797,500	\$ -		
ARPA Fund Balance:	285	\$ 797,270	\$ 233,655	\$ 92,155		



# **FIRE AUTHORITY CIP**

2021-2025

Funding Source	Actual FY 21-22	Projected FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Future TBD
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## **Fire Fund**

Station 61 Needs Assessment Study	206		ARPA				
Lexipol Policy & Training Program (ARPA request)	206			ARPA			
Station 61 drain repair	206			\$ 6,500			
Station 62 interior light replacement project	206			\$ 5,500			
Radiant Heater replacement	206			\$ 3,500	\$ 3,500		\$ 3,500
Station 61 carpet replacement	206			\$ 18,000			
Station 61 parking lot replacement	206			\$ 265,000			
Tornado Sirens per new siren	206			\$ 20,000	\$ 20,000		\$ 20,000
Station 62 parking lot rehabilitation	206			\$ 85,000			
Station 62 water softener	206			\$ 6,000			
Station 62 exhaust removal system repair/update	206			\$ 10,000			
Station 62 interior remodel	206				\$ 40,000		
Station 62 HVAC replacement unit	206						\$ 10,000
Station 62 replacement roof	206						\$ 45,000
Station 61 addition/remodel (\$3.8M)	206						Explore Financing
Station 64 without property (\$2.9M)	206						Explore Financing

Beginning Cash Balance	206	\$ 1,371,775	\$ 1,702,565	\$ 2,048,889	\$ 2,027,854	\$ 2,371,167	\$ 2,371,167
Annual Expenses excluding Capital Projects	206	\$ 1,263,440	\$ 1,325,595	\$ 1,405,917	\$ 1,447,794		\$ 1,491,228
Total Cash Balance before CIP	206	\$ 108,335	\$ 376,970	\$ 642,972	\$ 580,060		\$ 879,939
Total Project Costs	206	\$ -	\$ -	\$ 419,500	\$ 63,500		\$ 78,500
Cash Balance after CIP (goal of \$100K Min.)	206	\$ 108,335	\$ 376,970	\$ 223,472	\$ 516,560		\$ 801,439
Annual Taxes & Revenues designated for Fire	206	\$ 1,594,230	\$ 1,671,919	\$ 1,804,382	\$ 1,854,607		\$ 1,873,153
EOY Cash Balance:	206	\$ 1,702,565	\$ 2,048,889	\$ 2,027,854	\$ 2,371,167		\$ 2,674,592

Cash balance Target after CIP is \$100,000 at any given time; Capital projects are suspended if balance drops below \$100,000 until balance is restored



## ROAD MILLAGE

2021-2025

Funding Source	<u>Actual</u> FY 21-22	<u>Projected</u> FY 22-23	<u>Proposed</u> FY 23-24	Millage Over	Possible Millage Renewal
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### Road Fund

Bergin Road Design Engineering	204	\$ 6,898				
Road Chloride - 1 application	204	\$ -	\$ 21,558	\$ 24,500		
2021 - 2022 construction projects	204	\$ 271,532	\$ 490,000			
Cundy Road/Maxfield Road	204			\$ 950,000		
Old US-23 Paving cost sharing	204			\$ 1,304,000		
Bergin Limestone <i>(no millage renewal)</i>	204			\$ 96,000		
Pleasant Valley Rd limestone <i>(no millage renewal)</i>	204			\$ 108,000		

Beginning Road Fund Cash Balance	204	\$ 1,988,971	\$ 2,235,864	\$ 2,284,819	\$ 465,429	\$ 9,000,000
Annual Project Totals:	204	\$ 278,430	\$ 511,558	\$ 2,482,500		
Annual Bond Payments (P&I) & Non capital expenses	204	\$ 592,672	\$ 608,000	\$ 600,900		
Annual Taxes & Revenues designated for Roads	204	\$ 1,117,995	\$ 1,168,513	\$ 1,264,010		
EOY Road Fund Project Balance:	204	\$ 2,235,864	\$ 2,284,819	\$ 465,429	\$ 465,429	\$ 9,000,000

\*FY24 last year of collections

*Bergin limestone and Pleasant Valley limestone applications would only occur if road millage is not renewed*

*Four annual chloride applications - Three funded from General Fund; One from Road Millage Fund*

*Road millage renewal planned for 2024 election*





## WATER SYSTEM CIP

2021-2025

Funding Source	Actual FY 21-22	Projected FY 22-23	Proposed FY 23-24	Proposed FY 24-25	Proposed FY 25-26	Future TBD
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### Water Fund

Engineering Water Extension to Fenton Road	539						
Booster Station	539						
Pole Barn	539						
Mowers, Trailer	539						
Annual Repairs	539	\$ 8,704	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Fixed Network Meter Reading System	539	\$ 75,000					
Well #1 Replacement	539	\$ 39,190					
Updated Water Master Plan	539	\$ 24,171	\$ 25,000				
New Supply Well Engineering	539		\$ 45,000				
Install Water Main (12" & 16") to East M-59	539	\$ 1,170	\$ 2,198,830				
Water Plant Filter Improvements with media	539			\$ 1,250,000			
New Supply Well Construction	539			\$ 350,000			
GIS Upgrades and integration	539			\$ 55,000			
Driveway Improvements for well access	539			\$ 50,000			
New PRV (additional to existing)	539			\$ 300,000			
Generator Garage Door	539			\$ 30,000			

Beginning Capital Project Fund Cash Balance:	539	\$ 447,943	\$ 3,479,537	\$ 2,637,007	\$ 1,027,058	\$ 1,447,058	\$ 1,867,058
Annual Project Totals:	539	\$ 148,234	\$ 2,283,830	\$ 2,050,000	\$ 15,000	\$ 15,000	\$ 15,000
ARPA Grant	539	\$ -	\$ 1,000,000				
Connection Fees + 536 Transfers + Other Revenue Less: Non Capital Expenses	539	\$ 3,179,828	\$ 1,441,300	\$ 440,051	\$ 435,000	\$ 435,000	\$ 430,000
EOY Capital Fund Project Balance:	539	\$ 3,479,537	\$ 2,637,007	\$ 1,027,058	\$ 1,447,058	\$ 1,867,058	\$ 2,282,058

*\$1,000,000 ARPA contribution towards Install Water Main (12" & 16") to East M-59*

# STRATEGIC PLANNING

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Strategic planning is a tool that facilitates achieving predetermined goals through specific tasks. The process involves the Hartland Township Board articulating a vision of what the community looks like in the future, as well as creating a plan for how to get there. It is a forward-looking process that produces tangible, measurable and meaningful results.

The staff of Hartland Township is guided in its decision-making by Township ordinances, resolutions, budgets, comprehensive plan, policies, and capital improvement planning. These resources provide reassurance the decisions made at the staffing level align with the goals of our elected officials. Effective strategic planning identifies the goals of the Township Board and identifies key tasks associated with each of them.

The Township Strategic Plan provides a true north that all Township departments can move toward for the good of the community. The following document identifies the key tasks targeted as goals for the FY2023-2024 budget cycle.





## 2023 Hartland Township Strategic Action Plan

Department / Objective / Task		Started	Quarter of 2023				Status
Connecting the Community			1	2	3	4	
Comm	Identify Hartland Living promotion opportunities	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Facilitate citizen survey if supported by Board	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manager	Develop ARPA report for public by end of 2023	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Complete Parks Master Plan update	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Explore additional resources for public feedback regarding Township	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Monitor the SRS financials for users equitability	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Planning	Develop spreadsheet for Planning Commission projects	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Explore youth recreation opportunities in Settlers Park	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comm	Promote township history	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Attractiveness and Livability							
Planning	Identify joint meeting objectives for Board and Planning Commission	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Facilitate Chamber participation in Citizen Survey	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Explore Township internet within parks	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning	Identify ordinance amendments shifting authority to Planning Director	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Develop Township Hall lobby enhancements plan	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Develop proposed "action plan" after Board/PC joint meet	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Develop M-59 streetscape plan for Township Board review	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Infrastructure & Internal Advancement							
Manager	Facilitate ARPA Community Grant projects to completion	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Manager	Prepare proposed road millage renewal publications for review	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Explore solutions for additional sewer capacity	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Maintain accurate police protection option models	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Install new water system filter	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Secure easements for Bergin Road paving feasibility	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Explore new water system well options	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Complete pathway connector to San Marino	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DPW	Update parks maintenance plan with legacy costs	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DPW	Develop revised Park CIP based upon Parks Master Plan update	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Develop FY2023-24 Budget Book	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	Develop water and sewer long-term financial plans	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manager	Onboard new Township Assessor	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clerk	Codification of ordinances (excluding clear zoning)	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Finance	Explore a cross training employee program	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager	Create efficient storage of Township document retention	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### Key

- ☐ Task has not started
- ☒ Task is progressing forward
- ☒ Task completed
- ☒ Task anomaly and/or canceled

Detailed task updates will be incorporated in the Operational Report narrative by each Department. As a reminder, tasks are progressive and related schedule and feasibility for each task may change during the calendar year.