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Gaines Charter Township Fiscal Year 2023 Budget

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September 5, 2022

TO: Gaines Charter Township Board
FROM: Jonathan Seyferth, Township Manager
RE: DRAFT FY 2023 Gaines Charter Township Budget

Township staff and elected officials began work on the Fiscal Year 2023 budget in the early summer of 2022. The budget process began on June 13, 2022, with a Township Board Workshop where board members had an unstructured conversation about their priorities for the Township in FY 2023 (a brief overview of those priorities follows this memo).

The staff took the Board's priorities and worked to integrate those into the budget process. Additionally, department heads looked at their Department's needs and wants for the following year and submitted requests to the Township Manager for review.

Before creating this DRAFT budget book, the Manager had one-on-one meetings with each department head to discuss their requests for the Fiscal Year starting January 1, 2023.

Staff would like to make the Board aware of a few items related to the budget. First, the team has fully utilized our General Ledger software within BS&A this fiscal year to create the budget. BS&A allows for seamless and interactive budget creation between department heads and the Manager's office. Using an electronic budget format also dramatically reduces the amount of paper involved in budget creation. Perhaps most importantly, it creates an audit trail that allows staff to better track what expenses were requested, denied, and approved.

Other changes for this year include the recommendation to adopt the budget at the Department Level rather than the Functional Level. Traditionally the Township has adopted its annual budget at the Functional Level but monitored budgets at the Department Level. This can create a blind spot when reviewing end-of-year budget amendments, creating audit issues. To reduce the likelihood of missed budget amendments and audit findings, our auditors at Siegfried Crandall PC recommended moving to a Department Level budget. The staff intends to implement that recommendation in Fiscal Year 2023.

As this is a DRAFT budget, recommended expenses could change based on shifting needs or Township Board priorities.

It is recommended that the Board view the budget through the lens of a policy document noting the Township Board's direction for the Township in 2023.

FISCAL YEAR 2023 TOTAL RECOMMENDED APPROPRIATIONS

Fund	Recommended Appropriation
General	$5,252,251
Public Safety	$3,923,959
Water	$2,685,739
Sewer	$3,289,739
Building	$454,203
ARPA	$804,695
Total	**$16,410,586**

Budget Priorities

On June 13, 2022, the Township Board held a workshop to discuss budget priorities for Fiscal Year 2023 and the use of American Rescue Plan Act (ARPA) funds. Several funding priorities were identified beyond current operations. Those priorities include:

Public Safety – Fiscal Year 2023 will be the second year of the Public Safety Special Assessment and a budget fund (205) dedicated to Public Safety (Cutlerville Fire, Dutton Fire, and the Kent Co. Sheriff's Office patrols). The Township Board has reaffirmed its commitment to Public Safety and directed staff to continue moving General Fund dollars to Public Safety to help keep the assessment as low as possible and do a multiyear phase in.

Funding for finance staff – The Board discussed the need to move (even if incrementally) toward establishing a finance department that would be more involved with and eventually oversee the day-to-day operations of accounts payable, accounts receivables, budget preparation, and audit preparation.

Cemetery expansion/equipment investment – Blain Cemetery is quickly reaching capacity, and the Township needs to invest in an expansion of the cemetery; this includes two major components:

1. Extending the driveways further to the North and allowing for the opening of additional grave plots
2. Invest in a columbarium

Both projects are listed on the 2023 project and equipment list, which can be found in Table 3 on page 6, and within the Cemetery budget on page 17.

Investing in staff – The board expressed support for increasing wages and/or one-time bonuses

Sidewalks/supporting outdoor activities – Before the Township's budget workshop, students from Dutton Christian Elementary presented to the Township Board a request for sidewalks along Hanna Lake from their school north to 68th Street. The Board identified sidewalks as a possible use for ARPA dollars and instructed staff to create a sidewalk construction priority list (the list can be found in Appendix C on page 39) with the following priorities:

1. Pedestrian safety with focus on schools
2. Better serving parts of the Township where there are mobility-challenged residents and/or areas where residents don't have vehicle transportation
3. Making connections (connecting to parks & completing gaps in existing sidewalk networks)

Capital Improvement Plan (CIP) – As the Township continues to expand assets and infrastructure there's a need to establish a Capital Improvement Plan (CIP). Included in

Appendix A starting on page 36 is a basic CIP with listed assets, estimated cost replacements, and an estimated year for replacement. The CIP is a living document that will be evaluated and updated annually based on various priorities. The CIP included with the budgets should not be considered a complete list of the Township's capital assets.

These priorities along with Department Head input and ongoing needs, informed the DRAFT budget.

TOWNSHIP FUNDS

General Fund

General fund activities are basic activities and services that are required to be provided by the Township. This includes assessing property values, enforcing zoning/planning activities, running elections, and collecting taxes (among other activities). Generally, this fund is supported through property taxes paid by residents to the Township and state shared revenues.

General Fund Revenues

General Fund revenues fall into five (5) broad categories

Table 1

Category	Projected revenue FY 2023	Percent Revenues	Percent of total funds available
Taxes	$939,150	18.13%	17.88%
State Revenue	$3,093,043	59.70%	58.89%
Fees for Service	$443,200	8.55%	8.44%
Restricted Revenue	$539,210	10.41%	10.27%
Other	$166,600	3.22%	3.17%
Total	**$5,181,203**		
Fund Balance Transfer	$71,048		1.35%
Total Available	**$5,252,251**		

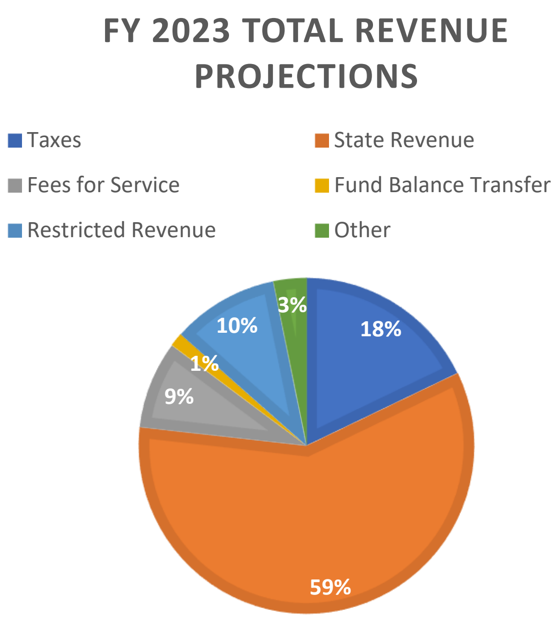
*Fund balance transfers are not revenues for the current fiscal year, but unspent revenues from previous fiscal years.

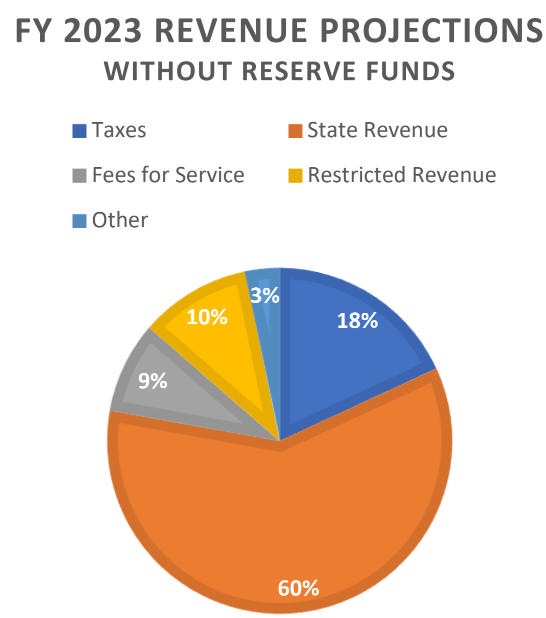
"Restricted Revenue" includes Cablevision fees & streetlight revenues

"Other" include (but is not limited to) cemetery revenues, various enterprise fund & intergovernmental rents, & interest earnings

General Fund revenues are anticipated to increase by about 9% (this does NOT include the fund balance transfer). The increase comes from additional state revenue sharing dollars tied to the Township's population. State revenue sharing is projected to increase by more than $500,000 (or 20.8%).

Revenue projections are visualized in two tables below, projected revenues with the fund balance transfer and without.





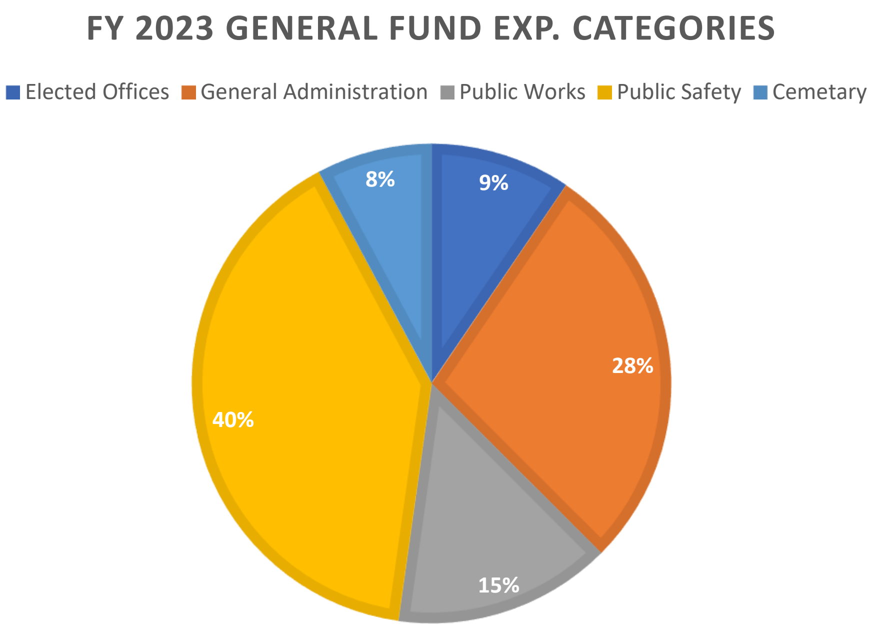
General Fund Expenses

This year, General Fund expenses are being broken out into five (5) broad categories

Table 2

Category	Projected Expenses FY 2023	Percent of total
Elected Offices	$498,702	9.50%
General Administration	$1,470,855	28.00%
Public Works	$773,300	14.72%
Transfer to Public Safety	$2,100,000	39.98%
Cemetery	$409,394	7.79%
Total	**$5,252,251**	

The number of proposed one-time projects for Fiscal Year 2023 is more significant than in the last few years. Therefore, staff recommends that the Township take advantage of its unrestricted fund balance to complete several of these projects (the one-time project list can be found on the next page in Table 3). Other projects in the general fund for the coming fiscal year will be maintenance related.



One-Time Project List, General Fund

Table 3

Project	Amount
Zoning Ordinance Update	$50,000
Water Expansion Blain	$15,000
Blain Cem Driveway Expansion	$130,000
Blain Columbarium	$105,000
Mower	$12,205
Skid Steer	$50,000
Total	**$362,205**

One-time projects will cost the Township approximately $362,000 in Fiscal Year 2023. Therefore, to cover costs of these projects, staff recommends budgeting for a transfer from the fund balance in the amount of $71,048. This is highlighted to illustrate that the Township does not have a functional deficit and the sole reason for using reserve funds is to ensure all the above projects can occur in FY 2023. However, if the board wishes, one-time projects can be cut back to eliminate the need for a fund balance transfer.

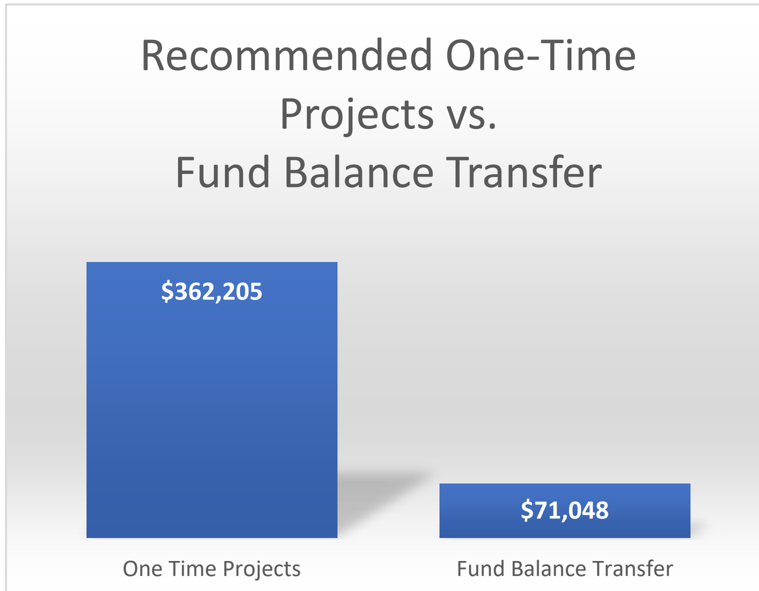
Most of these expenses, more than $250,000, will be spent on upgrades to Blain Cemetery, which requires significant updates to continue serving the residents and neighbors of Gaines Charter Township. Another $60,000+ will be budgeted for investments in new equipment for cemetery use in Blain, Dutton, and Gaines.

The zoning ordinance update is recommended for a few reasons. First, as we'll finish the master plan in 2022, it is generally good practice to update zoning ordinances in the following year to help implement the master plan. Updating helps to eliminate gaps between the master plan and zoning. Additionally, it has been many years since the Township updated its zoning ordinance, and some of our ordinances are out of compliance with state law and federal court rulings (our sign ordinance, for example).

Staff intends to contract with a consultant to do the bulk of the work. The budget line also includes attorney review.

Other General Fund Highlights

Staff also recommends creating a part-time position in the Clerk's office to help with elections and records retention. Costs for this position are accounted for throughout several General Fund Departments for a total expense of $40,000. This will be more than enough to cover the cost of the part-time position.



Per the Board's directive, we'll take an initial step towards establishing a Finance Department by shifting duties among existing staff. Tracy Lawrence will delegate some water/sewer responsibilities to Karen Rounds in order to take on additional finance duties. The long-term objective would be to have a Finance and Utility Department because of the significant overlap in responsibilities and skillsets. This also appears to be the most cost-effective route to establishing a Finance Department.

The Township will also be budgeting to set aside funds for Park Land Acquisition. Ten thousand dollars ($10,000) is allocated in the Transfer Out Department (990) for Park Land Acquisition. These funds will be transferred into a Capital Fund designated for Park Land Acquisition. (The vast majority of funds in Transfer Out, $2.1 million, are specified for Public Safety.)

BUDGET REPORT FOR GAINES CHARTER TOWNSHIP

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2022 APPROVED BUDGET	2022 ACTIVITY THRU 12/31/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.000					
101-000.000-404.000	GENERAL PROPERTY TAXES	900,000	744,790	925,000	850,000
101-000.000-411.000	DELINQUENT REAL TAXES	10,500	8,929	9,000	9,000
101-000.000-412.000	DELINQUENT PERSONAL TAXES	500	56	250	250
101-000.000-432.001	PAYMENT IN LIEU OF TAXES	17,500	17,142	17,500	17,500
101-000.000-434.000	MOBILE HOME TAX	9,400	4,690	9,400	9,400
101-000.000-437.000	IND/COMM FACILITIES TAXES	43,000	43,557	40,000	40,000
101-000.000-445.000	INTEREST/PENALTIES ON TAXES	12,000	13,291	13,000	13,000
101-000.000-447.000	ADMINISTRATION FEE	358,000	118,463	365,000	365,000
101-000.000-451.000	STREET LIGHTING SPEC ASSESSMENT	200,000	198,971	200,000	200,000
101-000.000-476.000	WASTE MANAGEMENT FEES	500	360	500	500
101-000.000-477.000	CABLEVISION FEES	349,000	93,649	300,000	339,210
101-000.000-478.000	LIQUOR LICENSE FEES	2,700	2,400	2,700	2,700
101-000.000-528.000	OTHER FEDERAL GRANTS		(1,431,048)		
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION	50,000	25,716	26,000	26,000
101-000.000-574.000	REVENUE SHARING	2,539,333	1,175,709	3,067,043	3,067,043
101-000.000-615.000	SUMMER TAX COLLECTION FEES	31,000		33,000	33,000
101-000.000-626.000	PLANNING AND ZONING FEES	20,000	8,150	15,000	15,000
101-000.000-634.000	CEMETERY OPEN/CLOSE FEES	24,000	19,425	27,000	27,000
101-000.000-642.000	SALE OF EQUIPMENT	1,000	983		
101-000.000-642.002	SALE OF PRINTED MATERIALS	25		25	
101-000.000-642.003	SALE OF CEMETERY LOTS	28,000	18,700	30,000	30,000
101-000.000-651.000	RIGHT OF WAY/EASEMENTS	3,900		3,900	3,900
101-000.000-651.001	STATE TELECOMMUNICATION SHARE	17,000	1,950	3,000	3,000
101-000.000-657.000	ORDINANCE FINES	250	236	250	250
101-000.000-665.001	INTEREST ON INVESTMENTS	8,000	10,259	8,000	12,000
101-000.000-665.002	INTEREST ON INVESTMENTS/TAXES	500	4,929		
101-000.000-667.000	LIBRARY ROOM RENTAL	1,000			
101-000.000-667.001	BUILDING DEPT RENT	11,000	5,338	11,000	11,000
101-000.000-667.002	WATER/SEWER DEPT RENT		3,781		7,500
101-000.000-667.003	RENTAL OF COMMUNITY ROOM	1,000	1,313		1,000
101-000.000-667.004	LIBRARY RENT	14,000	8,103	16,000	16,000
101-000.000-671.000	SHERIFF'S LEASE	27,030		27,800	29,450
101-000.000-671.001	AIR TOUCH LEASE PAYMENTS	3,000	151	3,000	3,000

101-000.000-674.000	CONTRIBUTIONS AND DONATIONS	1,000	18,254	500	500
101-000.000-676.000	REIMBURSEMENTS	1,000	2,777		1,000
101-000.000-678.000	MISC REVENUE		130	250	
101-000.000-687.001	WATER/SEWER FUND REIMBURSEMEN	48,000		48,000	48,000
101-000.000-687.002	FIRE DEPT REVENUES/REIMBURSEMENT	15,000	2,515		
101-000.000-699.000	TRANSFER IN				71,048
Totals for dept 000.000 -		4,748,138	1,123,669	5,202,118	5,252,251
TOTAL ESTIMATED REVENUES		4,748,138	1,123,669	5,202,118	5,252,251

APPROPRIATIONS

Dept 101.000 - TOWNSHIP BOARD		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-101.000-702.001	SALARIES & WAGES	13,841	5,557	14,533	14,533
101-101.000-715.000	SOCIAL SECURITY/MEDICARE		425	1,017	1,017
101-101.000-716.000	PENSION CONTRIBUTION		545	1,450	1,450
101-101.000-727.000	SUPPLIES	250	263		
101-101.000-802.000	LEGAL SERVICES		1,276		2,500
101-101.000-812.000	LUNCHES/DINNERS/MEETINGS			1,500	1,500
101-101.000-817.000	MILEAGE REIMBURSEMENT	400		400	400
101-101.000-831.000	SEMINARS/CONTINUING EDUCATION	1,500		1,500	1,500
Totals for dept 101.000 - TOWNSHIP BOARD		15,991	8,066	20,400	22,900

Dept 171.000 - SUPERVISOR		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-171.000-702.001	SALARIES & WAGES	44,957	30,593	48,089	48,943
101-171.000-702.002	SALARY - DEPUTY/ASSISTANT		1,020		
101-171.000-702.004	CLERICAL SUPPORT		201		
101-171.000-702.011	PAYMENT IN LIEU OF HEALTH INS		4,812	7,800	7,800
101-171.000-715.000	SOCIAL SECURITY/MEDICARE	4,339	2,799	3,500	3,540
101-171.000-716.000	PENSION CONTRIBUTION	4,496	2,945	4,810	4,900
101-171.000-717.000	HEALTH & LIFE INSURANCE	6,305	2,265	4,000	8,060
101-171.000-727.000	SUPPLIES	600	153	600	450
101-171.000-802.000	LEGAL SERVICES	300			
101-171.000-812.000	LUNCHES/DINNERS/MEETINGS	300		300	300
101-171.000-817.000	MILEAGE REIMBURSEMENT	500	620	900	900
101-171.000-831.000	SEMINARS/CONTINUING EDUCATION	500	249	500	500
101-171.000-832.000	DUES AND MEMBERSHIPS	115	115	125	125
101-171.000-853.000	TELECOMMUNICATIONS	575	599	600	600
101-171.000-963.001	MISCELLANEOUS	100	49	250	100
101-171.000-965.000	POSTAGE	100	23	125	125
101-171.000-979.000	NEW FURNITURE & EQUIPMENT	1,000	233	1,000	1,000
Totals for dept 171.000 - SUPERVISOR		64,187	46,676	72,599	77,343

Dept 172.000 - MANAGER		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-172.000-702.001	SALARIES & WAGES	94,782	55,223	98,148	99,624
101-172.000-702.002	SALARY - DEPUTY/ASSISTANT		5,890		
101-172.000-702.011	PAYMENT IN LIEU OF HEALTH INSU			2,600	2,600
101-172.000-715.000	SOCIAL SECURITY/MEDICARE	7,251	4,634	7,476	7,590
101-172.000-716.000	PENSION CONTRIBUTION	9,478	5,937	9,815	9,965
101-172.000-717.000	HEALTH & LIFE INSURANCE	15,506	5,222	14,989	14,989
101-172.000-727.000	SUPPLIES	1,200	152	1,200	1,200
101-172.000-802.000	LEGAL SERVICES	1,000		1,000	1,000
101-172.000-809.000	PROGRAMMING/SOFTWARE/NETWORK		126		
101-172.000-812.000	LUNCHES/DINNERS/MEETINGS	500		500	500
101-172.000-817.000	MILEAGE REIMBURSEMENT	1,775	327	2,000	2,000
101-172.000-831.000	SEMINARS/CONTINUING EDUCATION	5,255	2,144	5,450	5,750
101-172.000-832.000	DUES AND MEMBERSHIPS	2,000	1,369	1,800	1,925
101-172.000-853.000	TELECOMMUNICATIONS	500	75	500	500
101-172.000-963.001	MISCELLANEOUS	250		250	250
101-172.000-965.000	POSTAGE	100		100	100
101-172.000-979.000	NEW FURNITURE & EQUIPMENT	1,500	233	2,800	2,800
Totals for dept 172.000 - MANAGER		141,097	81,332	148,628	150,793

Dept 215.000 - CLERK		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-215.000-702.001	SALARIES & WAGES	70,115	48,734	102,634	104,526
101-215.000-702.002	SALARY - DEPUTY/ASSISTANT		1,117		
101-215.000-702.004	CLERICAL SUPPORT		8,207		
101-215.000-715.000	SOCIAL SECURITY/MEDICARE	5,363	4,280	7,851	8,000
101-215.000-716.000	PENSION CONTRIBUTION	7,012	5,488	10,263	10,452
101-215.000-717.000	HEALTH & LIFE INSURANCE	22,055	20,200	34,259	34,259
101-215.000-727.000	SUPPLIES	2,831	593	2,900	2,900
101-215.000-808.000	CONTRACTED SERVICES	2,000	878	3,000	3,000
101-215.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	1,000	3,951	4,000	4,000
101-215.000-812.000	LUNCHES/DINNERS/MEETINGS	250	(55)	350	350
101-215.000-817.000	MILEAGE REIMBURSEMENT	1,100	743	1,200	1,200
101-215.000-831.000	SEMINARS/CONTINUING EDUCATION	12,000	3,292	13,000	13,000
101-215.000-832.000	DUES AND MEMBERSHIPS	1,000	865	785	1,000
101-215.000-853.000	TELECOMMUNICATIONS	1,008	398	850	1,200
101-215.000-900.000	PRINTING	500	306	500	500
101-215.000-901.000	PUBLISHING	600	393	1,000	1,000
101-215.000-963.001	MISCELLANEOUS	300	69	500	300
101-215.000-965.000	POSTAGE	8,500	541	8,500	5,000
101-215.000-979.000	NEW FURNITURE & EQUIPMENT	329	650	4,334	2,505
Totals for dept 215.000 - CLERK		135,963	100,650	195,926	193,192

Dept 247.000 - BOARD OF REVIEW		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-247.000-702.001	SALARIES & WAGES	2,994	1,021	3,300	3,300
101-247.000-715.000	SOCIAL SECURITY/MEDICARE	225	78	231	231
101-247.000-812.000	LUNCHES/DINNERS/MEETINGS	250	187	300	300
101-247.000-831.000	SEMINARS/CONTINUING EDUCATION	350		350	350
101-247.000-901.000	PUBLISHING	240		240	240
Totals for dept 247.000 - BOARD OF REVIEW		4,059	1,286	4,421	4,421

Dept 253.000 - TREASURER		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-253.000-702.001	SALARIES & WAGES	113,377	73,042	123,013	125,587
101-253.000-702.002	SALARY - DEPUTY/ASSISTANT		1,014		
101-253.000-702.011	PAYMENT IN LIEU OF HEALTH INS	4,800	50	2,600	2,600
101-253.000-715.000	SOCIAL SECURITY/MEDICARE	8,673	5,524	9,410	6,907
101-253.000-716.000	PENSION CONTRIBUTION	11,338	7,191	12,301	12,560
101-253.000-717.000	HEALTH & LIFE INSURANCE	20,015	14,458	29,480	29,480
101-253.000-727.000	SUPPLIES	800	198	500	500
101-253.000-801.001	FILING FEES/LEGAL			100	100
101-253.000-802.000	LEGAL SERVICES	250		250	250
101-253.000-808.000	CONTRACTED SERVICES	150			
101-253.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	5,500	3,085	4,378	4,378
101-253.000-812.000	LUNCHES/DINNERS/MEETINGS	300	90	300	300
101-253.000-817.000	MILEAGE REIMBURSEMENT	1,300	718	1,300	1,300
101-253.000-831.000	SEMINARS/CONTINUING EDUCATION	2,500	1,466	2,500	2,500
101-253.000-832.000	DUES AND MEMBERSHIPS	600	50	525	525
101-253.000-853.000	TELECOMMUNICATIONS	560	173	620	680
101-253.000-900.000	PRINTING	3,300	1,812	4,000	4,000
101-253.000-903.000	PROPERTY TAX NOTIFICATIONS	1,500	278	700	700
101-253.000-963.001	MISCELLANEOUS	200		200	200
101-253.000-965.000	POSTAGE	8,700	3,852	8,700	8,700
101-253.000-979.000	NEW FURNITURE & EQUIPMENT	2,700	605	3,200	4,000
Totals for dept 253.000 - TREASURER		186,563	113,606	204,077	205,267

Dept 257.000 - ASSESSOR		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-257.000-702.001	SALARIES & WAGES	178,285	55,480	196,707	198,070
101-257.000-702.002	SALARY - DEPUTY/ASSISTANT		36,504		
101-257.000-702.010	SALARY - CLERICAL		21,011		
101-257.000-715.000	SOCIAL SECURITY/MEDICARE	13,639	8,317	15,048	15,155
101-257.000-716.000	PENSION CONTRIBUTION	17,829	11,280	19,671	19,810
101-257.000-717.000	HEALTH & LIFE INSURANCE	48,466	36,435	53,786	53,786
101-257.000-727.000	SUPPLIES	600	280	600	500
101-257.000-801.001	FILING FEES/LEGAL			100	100
101-257.000-802.000	LEGAL SERVICES	23,000	5,626	23,000	23,000
101-257.000-808.000	CONTRACTED SERVICES	1,500		1,500	2,000
101-257.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	7,000	3,429	7,000	7,000
101-257.000-812.000	LUNCHES/DINNERS/MEETINGS	500	88	500	500
101-257.000-817.000	MILEAGE REIMBURSEMENT	1,500	840	1,500	1,500
101-257.000-831.000	SEMINARS/CONTINUING EDUCATION	5,800	2,094	6,000	6,000
101-257.000-832.000	DUES AND MEMBERSHIPS	4,500	270	4,820	4,820
101-257.000-853.000	TELECOMMUNICATIONS	660	370	660	660
101-257.000-901.000	PUBLISHING	300	213	300	300
101-257.000-903.000	PROPERTY TAX NOTIFICATIONS	1,200	1,354	1,500	1,600
101-257.000-963.001	MISCELLANEOUS	500	195	500	300
101-257.000-965.000	POSTAGE	4,700	3,846	4,700	4,500
101-257.000-979.000	NEW FURNITURE & EQUIPMENT	5,500	6,813	2,100	2,400
Totals for dept 257.000 - ASSESSOR		315,479	194,445	339,992	342,001

Dept 261.000 - GENERAL ADMINISTRATION		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-261.000-702.001	SALARIES & WAGES	36,050			
101-261.000-717.000	HEALTH & LIFE INSURANCE		12,244	17,000	17,000
101-261.000-719.000	WORKERS' COMPENSATION INSURANCE		13,537	9,147	9,147
101-261.000-727.000	SUPPLIES	8,000	5,840	8,000	8,000
101-261.000-801.000	ACCOUNTING SERVICES/AUDIT	12,000	11,273	12,000	12,000
101-261.000-801.001	FILING FEES/LEGAL	200	20	200	200
101-261.000-802.000	LEGAL SERVICES	15,000	1,672	15,000	15,000
101-261.000-803.000	ENGINEERING	5,000		5,000	5,000
101-261.000-805.000	EQUIPMENT RENTAL/SERVICE	500		500	500
101-261.000-808.000	CONTRACTED SERVICES	50,000	40,813	18,000	17,400
101-261.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	20,000	6,189	55,000	54,500
101-261.000-831.000	SEMINARS/CONTINUING EDUCATION		350	1,000	1,000
101-261.000-832.000	DUES AND MEMBERSHIPS	45,000	48,309	50,000	58,875
101-261.000-853.000	TELECOMMUNICATIONS	2,000	629	2,500	2,500
101-261.000-901.000	PUBLISHING	4,000	1,097	9,000	9,000
101-261.000-902.000	TOWNSHIP NEWSLETTER	4,000	2,339		
101-261.000-958.000	INSURANCE & BONDS	36,000	(350)	8,000	8,000
101-261.000-961.001	MAPPING & AERIAL PHOTO	4,000	3,185	4,000	3,500
101-261.000-963.001	MISCELLANEOUS	5,000	317	5,000	1,000
101-261.000-964.000	TAX/PERMIT FEES REFUND	5,000	754	5,000	5,000
101-261.000-965.000	POSTAGE	6,000	4,567	6,000	6,000
101-261.000-969.002	ADMINISTRATION FEES	200	23	200	200
101-261.000-975.000	PEG FUND COMMITMENT	12,000	12,000	12,000	52,500
Totals for dept 261.000 - GENERAL ADMINISTRATION		269,950	164,808	242,547	286,322

Dept 262.000 - ELECTIONS		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-262.000-702.001	SALARIES & WAGES	21,840	17,304	34,866	35,407
101-262.000-702.002	SALARY - DEPUTY/ASSISTANT		20		
101-262.000-715.000	SOCIAL SECURITY/MEDICARE	1,529	1,295	2,667	2,710
101-262.000-716.000	PENSION CONTRIBUTION	2,026	1,177	3,487	3,545
101-262.000-717.000	HEALTH & LIFE INSURANCE		100	12,523	12,523
101-262.000-727.000	SUPPLIES	3,052	1,684	1,163	2,063
101-262.000-808.000	CONTRACTED SERVICES	53,078	10,570	31,100	31,100
101-262.000-817.000	MILEAGE REIMBURSEMENT	500	113	500	500
101-262.000-900.000	PRINTING	9,128	12,178	4,500	4,500
101-262.000-901.000	PUBLISHING		71	150	150
101-262.000-963.001	MISCELLANEOUS	2,239	220	2,500	2,500
101-262.000-965.000	POSTAGE	32,000	6,840	26,000	15,000
101-262.000-972.000	CAPITAL OUTLAY	50,000		50,000	25,000
101-262.000-979.000	NEW FURNITURE & EQUIPMENT	542	3,768	4,500	3,850
Totals for dept 262.000 - ELECTIONS		175,934	55,340	173,956	138,848

Dept 265.000 - TOWNSHIP HALL AND GROUNDS		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-265.000-702.001	SALARIES & WAGES	14,968	4,974	15,000	15,000
101-265.000-715.000	SOCIAL SECURITY/MEDICARE	1,127	381	1,335	1,335
101-265.000-775.000	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,500	36	500	500
101-265.000-805.000	EQUIPMENT RENTAL/SERVICE	1,700	733	1,700	1,700
101-265.000-808.000	CONTRACTED SERVICES	5,000	7,354	14,500	14,500
101-265.000-815.000	MOSQUITO/LEAF COLLECTION	20,000		20,000	20,000
101-265.000-819.000	SNOW PLOWING/REMOVAL	15,000	10,586	15,000	15,000
101-265.000-821.000	CLEANING BUILDING	20,000	13,692	20,000	20,000
101-265.000-822.000	TRASH REMOVAL	1,000	502	1,000	1,000
101-265.000-853.000	TELECOMMUNICATIONS	18,500	10,290	18,500	18,500
101-265.000-920.000	ELECTRIC	35,000	27,265	35,000	35,000
101-265.000-923.000	NATURAL GAS	10,000	9,284	15,000	15,000
101-265.000-924.000	WATER AND SEWER	1,000	404	1,300	1,300
101-265.000-932.000	EQUIPMENT MAINTENANCE	15,000	9,866	16,000	16,000
101-265.000-933.000	BUILDING MAINTENANCE	8,000	3,292	8,000	8,000
101-265.000-935.000	GROUNDS MAINTENANCE	25,000	39,903	25,000	25,000
101-265.000-958.000	INSURANCE & BONDS	8,000	14,321	36,000	36,000
101-265.000-963.001	MISCELLANEOUS	2,500	1,361	2,500	2,500
101-265.000-972.000	CAPITAL OUTLAY	65,000	14,767		
101-265.000-973.000	GROUNDS IMPROVEMENTS	1,200		5,000	5,000
101-265.000-979.000	NEW FURNITURE & EQUIPMENT	2,500	599	2,500	2,500
Totals for dept 265.000 - TOWNSHIP HALL AND GROUNDS		271,995	169,610	253,835	253,835

Dept 445.000 - DRAINS		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-445.000-808.000	CONTRACTED SERVICES	40,000	10,005	35,000	30,000
Totals for dept 445.000 - DRAINS		40,000	10,005	35,000	30,000

Dept 446.000 - HIGHWAYS, STREETS & TRAILS		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-446.000-808.000	CONTRACTED SERVICES	1,000	11,000	17,000	17,000
101-446.000-920.001	DIVISION AVE	20,000		20,000	20,000
101-446.000-960.000	ROAD CONSTRUCTION	200,000		300,000	250,000
101-446.000-960.002	TRAIL CONSTRUCTION & MAINTENANCE	10,000	960	10,000	12,000
101-446.000-973.001	DIVISION AVE MAINTENANCE	6,000	2,898	6,000	6,000
Totals for dept 446.000 - HIGHWAYS, STREETS & TRAILS		237,000	14,858	353,000	305,000

Dept 448.000 - STREET LIGHTING		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-448.000-901.000	PUBLISHING	500		500	500
101-448.000-920.000	ELECTRIC	150,000	85,887	156,000	156,000
101-448.000-920.001	DIVISION AVE	5,000	3,372	5,000	5,000
101-448.000-920.002	INTERSECTION LIGHTS/INSTALL/OPER	10,000		2,500	
Totals for dept 448.000 - STREET LIGHTING		165,500	89,259	164,000	161,500

Dept 567.000 - CEMETERY		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-567.000-702.001	SALARIES & WAGES	52,806	33,036	54,834	60,654
101-567.000-702.002	SALARY - DEPUTY/ASSISTANT		16,300		
101-567.000-715.000	SOCIAL SECURITY/MEDICARE	4,349	3,744	4,195	4,888
101-567.000-716.000	PENSION CONTRIBUTION	4,970	1,520	5,483	5,565
101-567.000-717.000	HEALTH & LIFE INSURANCE		100	8,217	8,217
101-567.000-727.000	SUPPLIES	250	100	250	250
101-567.000-740.000	OPERATING SUPPLIES	2,000	2,170	2,000	2,500
101-567.000-775.000	BUILDING REPAIR & MAINTENANCE SUPPLIES	1,000	43	1,000	1,000
101-567.000-802.000	LEGAL SERVICES		44	200	200
101-567.000-808.000	CONTRACTED SERVICES	3,750	297	3,750	4,000
101-567.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	600		600	600
101-567.000-819.000	SNOW PLOWING/REMOVAL	1,200	1,265	4,000	4,000
101-567.000-822.000	TRASH REMOVAL	600	487	600	600
101-567.000-920.000	ELECTRIC	1,600	762	1,600	1,600
101-567.000-932.000	EQUIPMENT MAINTENANCE	2,000	1,133	2,000	2,000
101-567.000-963.001	MISCELLANEOUS	500	313	500	500
101-567.000-973.000	GROUNDS IMPROVEMENTS	10,000	7,514	222,284	250,000
101-567.000-979.000	NEW FURNITURE & EQUIPMENT		313	62,807	62,820
Totals for dept 567.000 - CEMETERY		85,625	69,141	374,320	409,394

Dept 596.000 - PUBLIC TRANSPORTATION		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-596.000-860.000	INTERURBAN TRANSIT AUTHORITY	50,000	30,217	50,000	55,000
Totals for dept 596.000 - PUBLIC TRANSPORTATION		50,000	30,217	50,000	55,000

Dept 701.000 - PLANNING AND ZONING		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-701.000-702.001	SALARIES & WAGES	151,424	93,115	174,619	175,474
101-701.000-702.002	SALARY - DEPUTY/ASSISTANT		86		
101-701.000-702.006	SALARY - BOARDS/COMMISSIONS		3,210	8,000	8,000
101-701.000-715.000	SOCIAL SECURITY/MEDICARE	10,973	7,338	13,342	13,902
101-701.000-716.000	PENSION CONTRIBUTION	15,362	9,170	17,462	18,262
101-701.000-717.000	HEALTH & LIFE INSURANCE	41,697	20,427	60,189	60,189
101-701.000-727.000	SUPPLIES	700	487	600	600
101-701.000-727.001	REFERENCE MATERIALS			200	200
101-701.000-727.002	MUNICODE UPDATES	2,000	950	8,000	8,000
101-701.000-802.000	LEGAL SERVICES	20,000	7,685	20,000	20,000
101-701.000-808.000	CONTRACTED SERVICES	35,000	7,870	60,000	80,000
101-701.000-808.001	ENGINEERING CONTRACTED SERVICES	40,000	4,960	20,000	
101-701.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	5,000	2,594	20,000	10,000
101-701.000-812.000	LUNCHES/DINNERS/MEETINGS	300		300	300
101-701.000-817.000	MILEAGE REIMBURSEMENT	500	171	500	500
101-701.000-831.000	SEMINARS/CONTINUING EDUCATION	3,000	255	4,900	4,900
101-701.000-832.000	DUES AND MEMBERSHIPS	1,350	229	738	843
101-701.000-853.000	TELECOMMUNICATIONS	600	173	600	900
101-701.000-900.000	PRINTING	800	125	500	500
101-701.000-901.000	PUBLISHING	4,500	2,311	3,500	4,000
101-701.000-963.001	MISCELLANEOUS	500	170	500	500
101-701.000-964.000	TAX/PERMIT FEES REFUND	750			
101-701.000-965.000	POSTAGE	1,300	771	800	1,000
101-701.000-979.000	NEW FURNITURE & EQUIPMENT	3,500	2,294	2,000	3,000
Totals for dept 701.000 - PLANNING AND ZONING		339,256	164,391	416,750	411,070

Dept 751.000 - PARKS AND RECREATION		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-751.000-702.006	SALARY - BOARDS/COMMISSIONS	2,196	850	2,300	2,300
101-751.000-715.000	SOCIAL SECURITY/MEDICARE		65	165	165
101-751.000-716.000	PENSION CONTRIBUTION		19	50	50
101-751.000-727.000	SUPPLIES		80	100	100
101-751.000-808.000	CONTRACTED SERVICES	22,000	5,734	1	
101-751.000-812.000	LUNCHES/DINNERS/MEETINGS			500	500
101-751.000-880.000	COMMUNITY PROMOTIONS	4,000		4,000	4,000
101-751.000-900.000	PRINTING	900		600	600
101-751.000-901.000	PUBLISHING	150		150	
101-751.000-963.001	MISCELLANEOUS		175	250	250
101-751.000-965.000	POSTAGE	100		100	
101-751.000-972.000	CAPITAL OUTLAY	50,000			
101-751.000-973.000	GROUNDS IMPROVEMENTS	3,000		5,000	5,000
Totals for dept 751.000 - PARKS AND RECREATION		82,346	6,923	13,216	12,965

Dept 790.000 - LIBRARY		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-790.000-775.000	BUILDING REPAIR & MAINTENANCE SUPPLIE‹	500		500	500
101-790.000-805.000	EQUIPMENT RENTAL/SERVICE	500			
101-790.000-808.000	CONTRACTED SERVICES	1,000	240	1,000	1,000
101-790.000-819.000	SNOW PLOWING/REMOVAL	5,200	4,368	7,500	7,500
101-790.000-821.000	CLEANING BUILDING	14,500	10,027	16,000	16,000
101-790.000-822.000	TRASH REMOVAL	780	573	1,000	1,000
101-790.000-920.000	ELECTRIC	10,000	6,596	11,000	11,000
101-790.000-923.000	NATURAL GAS	4,000	2,532	4,500	4,500
101-790.000-924.000	WATER AND SEWER	800	237	800	800
101-790.000-932.000	EQUIPMENT MAINTENANCE	5,000	1,220	6,000	6,000
101-790.000-933.000	BUILDING MAINTENANCE	5,000	1,450	5,000	5,000
101-790.000-935.000	GROUNDS MAINTENANCE	5,500	2,708	8,000	8,000
101-790.000-958.000	INSURANCE & BONDS	1,000	2,884	3,000	3,000
101-790.000-963.001	MISCELLANEOUS	100		100	100
101-790.000-973.000	GROUNDS IMPROVEMENTS	15,000		15,000	15,000
101-790.000-979.000	NEW FURNITURE & EQUIPMENT	3,000		3,000	3,000
Totals for dept 790.000 - LIBRARY		71,880	32,835	82,400	82,400

Dept 990.000 - TRANSFER OUT		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
101-990.000-995.000	TRANSFER OUT	2,075,050	710,256	2,085,050	2,110,000
Totals for dept 990.000 - TRANSFER OUT		2,075,050	710,256	2,085,050	2,110,000

	FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
TOTAL ESTIMATED REVENUES	4,748,138	1,123,669	5,202,118	5,252,251
TOTAL APPROPRIATIONS	4,727,875	2,063,704	5,230,117	5,252,251
NET OF REVENUES/APPROPRIATIONS - FUND 101	20,263	(940,035)	(27,999)	0

Public Safety Fund

Public Safety Revenue

Revenue for public safety falls into four (4) categories as outlined in Table 4, Public Safety Special Assessment District (SAD) Revenue, transfers from the General Fund, transfers from ARPA, and contributions from Byron Township for Cutlerville Fire operations.

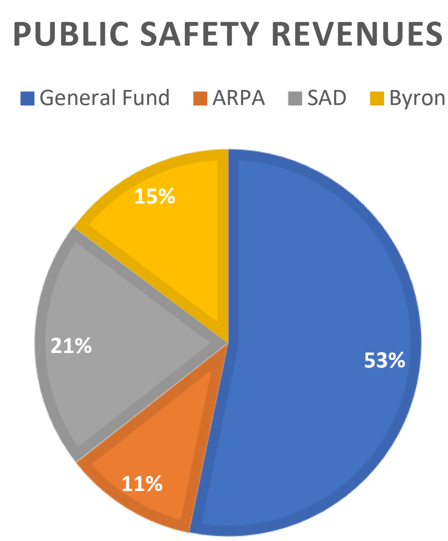
Table 4

Category	Projected Revenue	Percent
Transfer from General Fund	$2,100,000	53.24%
Transfer from ARPA	$440,000	11.15%
SAD Revenue	$821,787	20.83%
Byron Contributions	$582,000	14.75%
Total	**$3,943,787**	

Staff recommends increasing the Public Safety Special Assessment from a 0.6 mill equivalent to a 0.75 mill equivalent. This increase in the Special Assessment and the use of ARPA dollars is for two primary purposes:

1. Support additional Kent Co. Sheriff's Office patrols in the Township on an as-needed basis
2. Move Dutton Fire from a Volunteer Paid-on-Call structure to a full-time structure

General Fund revenue contributions continue to fund the majority of expenses for public safety. The FY 2023 Special Assessment will cost the average homeowner about $87 per year.



Public Safety Expenses

Expenses for Public Safety fall into three (3) categories which can be seen in Table 5 on the next page.

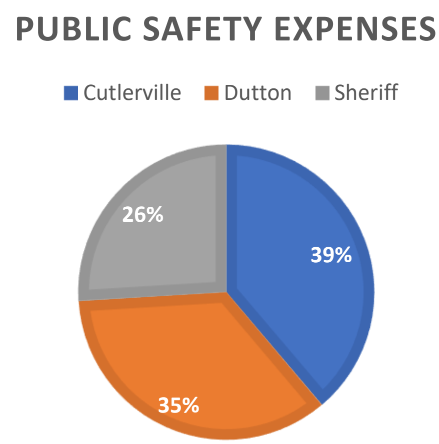
Cutlerville Fire's budget is projected to be relatively flat, with about a $15,000 increase in expenses over last year. This is equal to the boost in the Capital Fund contribution from $100,000 in 2022 to $115,000 in 2023.

Dutton Fire is seeing a significant increase in expenses over the current Fiscal Year because of the move from a volunteer paid-on-call structure to full-time staffing. This change in staffing will result in a $534,000 increase in operating costs. The increase is not all related to ongoing staffing costs; some costs are one-time expenses to outfit the new team members in Dutton. Staff also recommends a $15,000 increase in contributions to the Dutton Equipment fund, just like in Cutlerville.

The Kent Co. Sheriff's Office line will also increase by about $100,000. Half of this increase is to absorb general cost increases at our current staffing level. The additional $50,000 is to give the Township and the Sheriff's office flexibility to add surge level staffing as needed throughout the year (generally, this happens in the summer months). Surge-level staffing is more cost-effective than adding a permanent new Township Car and provides some flexibility in assignments. It should be noted that an additional Township car from the KCSO will be needed soon.

Table 5

Category	Projected Expense	Percent
Cutlerville Fire/Rescue	$1,523,249	38.82%
Dutton Fire/Rescue	$1,381,710	35.21%
Kent Co. Sheriff's Office	$1,019,000	25.97%
Total	**$3,923,959**	



Other Public Safety Budget Highlights

The Cutlerville Fire Fighter's Union approached the Fire Chief and Township Manager with a request to consider 48/96 staffing in Cutlerville. This is a staffing approach where fire personnel work two back-to-back 24-hour shifts and are off for the following four days. The union believes this will help with some of the staffing challenges Cutlerville has been dealing with in 2022. This staffing challenge has several components, including a reduction in the number of part-time staff available for shifts and several workers comp injuries. It should be noted that switching to 48/96 staffing does not eliminate the need for a discussion on increasing staffing at Cutlerville to handle an increasing call volume and to allow for better flexibility when dealing with being down a firefighter on a shift.

The 48/96 staff option was presented to the Cutlerville Fire Board in July 2022. The Fire Board supported the staffing change and asked for a more comprehensive plan/union agreement that could be considered at their September Fire Board meeting. As costs associated with this shift are relatively small (as is evidenced by the flat budget at Cutlerville Fire), staff anticipates this change will be made in January 2023 and has built the Cutlerville Budget around that staffing model.

Board Members will notice that two overtime lines are built into the budget. The FLSA Overtime line is overtime that is required because of the 48/96 staffing model. This is an anticipated cost that can be planned. The standard overtime line would be for traditional overtime. Starting in FY 2023, the fire department will also begin to account for overtime differently and attribute the whole cost of OT to the standard OT lines when appropriate.

With the anticipated change to 48/96 staffing in Cutlerville, the staff is also recommending a similar shift in the full-time model in Dutton. This staffing model achieves the same 24/7 coverage needed in Dutton but with two back-to-back shifts. The rationale for going with 48/96 shifts in Dutton is to line up staffing with Cutlerville to encourage continuity of operations between teams. Like Cutlerville, this will have a negligible impact on total full-time staffing costs.

BUDGET REPORT FOR GAINES CHARTER TOWNSHIP

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2022 APPROVED BUDGET	2022 ACTIVITY THRU 12/31/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000.000					
205-000.000-452.000	PUBLIC SAFETY SAD REVENUE	600,000	599,963	767,000	821,787
205-000.000-613.000	BYRON TWP MANAGEMENT FEE	32,000	11,303	32,000	32,000
205-000.000-613.001	BYRON TWP REIMBURSEMENT	560,531	(6,032)	550,000	550,000
205-000.000-687.002	FIRE DEPT REVENUES/REIMBURSEMENT		5,850		
205-000.000-699.000	TRANSFER IN	2,075,050	692,000	2,455,500	2,540,000
Totals for dept 000.000 -		3,267,581	1,303,084	3,804,500	3,943,787
TOTAL ESTIMATED REVENUES		3,267,581	1,303,084	3,804,500	3,943,787

APPROPRIATIONS Dept 301.000 - LAW ENFORCEMENT		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
205-301.000-820.000	KENT COUNTY SHERIFF PATROL	910,000	554,751	965,000	1,019,000
Totals for dept 301.000 - LAW ENFORCEMENT		910,000	554,751	965,000	1,019,000

Dept 336.001 - CUTLERVILLE FIRE DEPARTMENT		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
205-336.001-702.001	SALARIES & WAGES	45,000	22,475	45,000	45,000
205-336.001-702.002	SALARY - DEPUTY/ASSISTANT	474,425	280,331	499,794	499,794
205-336.001-702.003	FILL IN FOR FULL TIME	55,274	16,802	20,000	20,000
205-336.001-702.005	SALARIES - POC FIRE FIGHTERS	35,000	27,942	40,000	40,000
205-336.001-702.008	OFFICER STIPENDS	9,000	2,187	4,080	4,080
205-336.001-702.010	SALARY -PART TIME STAFFING	80,000	52,474	78,000	78,000
205-336.001-702.011	PAYMENT IN LIEU OF HEALTH INSU	7,280	5,512	7,280	7,280
205-336.001-702.013	OVERTIME	16,000		49,000	49,000
205-336.001-702.014	OVERTIME - FLSA			56,731	56,137
205-336.001-702.778	TRAINING PAY	25,000	7,248	20,000	20,000
205-336.001-715.000	SOCIAL SECURITY/MEDICARE	54,591	31,378	62,730	60,000
205-336.001-716.000	PENSION CONTRIBUTION	59,997	25,842	65,000	65,000
205-336.001-717.000	HEALTH & LIFE INSURANCE	117,500	50,900	117,500	129,250
205-336.001-719.000	WORKER'S COMPENSATION INSURANCE	25,000	22,452	25,000	25,000
205-336.001-727.000	SUPPLIES	16,000	2,586	10,000	10,000
205-336.001-740.000	OPERATING SUPPLIES	40,000	(1,778)	15,000	15,000
205-336.001-741.000	FUEL	13,000	9,743	19,000	19,000
205-336.001-776.000	UNIFORMS	6,000	3,534	12,000	12,000
205-336.001-776.001	TURN OUT GEAR	14,500	2,877	14,500	14,500
205-336.001-802.000	LEGAL SERVICES	1,000	11,780		1,000
205-336.001-808.000	CONTRACTED SERVICES	35,000	18,580	15,576	15,576
205-336.001-809.000	PROGRAMMING/SOFTWARE/NETWORK	6,500	2,978	26,060	26,110
205-336.001-810.001	FIRE PREVENTION EDUCATION	1,500		1,800	1,800
205-336.001-811.000	TRAINING	12,000	5,977	10,500	10,500
205-336.001-816.000	KENT COUNTY EMS ASSESSMENT	1,500	693	1,200	1,200
205-336.001-816.001	BYRON TWP ASSESSMENT	12,000	906	12,000	6,000
205-336.001-817.000	MILEAGE REIMBURSEMENT		330	600	600
205-336.001-819.000	SNOW PLOWING/REMOVAL	2,500	866	6,872	6,872
205-336.001-822.000	TRASH REMOVAL	1,280	782	1,400	1,400
205-336.001-831.000	SEMINARS/CONTINUING EDUCATION	1,000	181	4,500	4,500
205-336.001-832.000	DUES AND MEMBERSHIPS	300	100	300	300
205-336.001-835.000	PHYSICAL EXAMINATIONS	13,000	6,405	9,000	9,000
205-336.001-853.000	TELECOMMUNICATIONS	4,600	3,025	5,800	5,800
205-336.001-920.000	ELECTRIC	12,000	6,697	14,400	14,400

		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
205-336.001-923.000	NATURAL GAS	7,000	3,113	7,700	7,700
205-336.001-924.000	WATER AND SEWER	1,000	336	1,000	1,000
205-336.001-931.000	VEHICLE MAINTENANCE	55,000	10,198	50,000	50,000
205-336.001-932.000	EQUIPMENT MAINTENANCE	6,000	3,260	8,500	11,000
205-336.001-933.000	BUILDING MAINTENANCE	7,000	1,955	5,400	5,400
205-336.001-935.000	GROUNDS MAINTENANCE	1,000	88	2,000	2,000
205-336.001-956.000	FOOD ALLOWANCE	1,500	1,117	1,500	1,500
205-336.001-958.000	INSURANCE & BONDS	4,000	12,593		13,000
205-336.001-963.001	MISCELLANEOUS	1,000	816	1,000	1,000
205-336.001-972.000	CAPITAL OUTLAY	120,000	52,173	20,000	20,000
205-336.001-973.000	GROUNDS IMPROVEMENTS	2,500		11,000	11,000
205-336.001-979.000	NEW FURNITURE & EQUIPMENT	5,200	2,642	10,550	10,550
205-336.001-998.000	CONTINGENCY	100,000		175,000	115,000
Totals for dept 336.001 - CUTLERVILLE FIRE DEPARTMENT		1,508,947	710,096	1,564,273	1,523,249

Dept 336.002 - DUTTON FIRE DEPARTMENT		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
205-336.002-702.001	SALARIES & WAGES	45,000	26,508	45,000	45,000
205-336.002-702.002	SALARY - DEPUTY/ASSISTANT	82,183	45,936	482,000	482,000
205-336.002-702.003	FILL IN FOR FULL TIME	3,000	1,023	15,000	15,000
205-336.002-702.005	SALARIES - POC FIRE FIGHTERS	212,050	105,526	50,000	50,000
205-336.002-702.008	OFFICER STIPENDS			7,500	7,500
205-336.002-702.010	SALARY -PART TIME STAFFING	50,695	46,651		
205-336.002-702.011	PAYMENT IN LIEU OF HEALTH INSU	5,200	6,069		5,200
205-336.002-702.013	OVERTIME			20,000	20,000
205-336.002-702.014	OVERTIME - FLSA			53,708	53,708
205-336.002-702.015	ELECTRICAL/FIRE INSPECTOR	19,653	17,914	23,000	18,000
205-336.002-702.778	TRAINING PAY			20,000	20,000
205-336.002-715.000	SOCIAL SECURITY/MEDICARE	30,842	19,004	53,000	53,000
205-336.002-716.000	PENSION CONTRIBUTION	32,745	11,771	55,000	55,000
205-336.002-717.000	HEALTH & LIFE INSURANCE	14,336	964	84,000	84,000
205-336.002-719.000	WORKER'S COMPENSATION INSURANCE	13,500	18,714	27,000	27,000
205-336.002-727.000	SUPPLIES	9,300	1,790	9,300	9,300
205-336.002-740.000	OPERATING SUPPLIES	30,575	6,890	12,000	12,000
205-336.002-741.000	FUEL	6,000	7,515	15,000	15,000
205-336.002-775.000	BUILDING REPAIR & MAINTENANCE SUPPLIES		11		
205-336.002-776.000	UNIFORMS	2,500	1,729	13,500	13,500
205-336.002-776.001	TURN OUT GEAR	15,000	10,797	33,775	33,775
205-336.002-802.000	LEGAL SERVICES	500	4,688		
205-336.002-808.000	CONTRACTED SERVICES	15,000	13,081	10,080	10,080
205-336.002-809.000	PROGRAMMING/SOFTWARE/NETWORK	5,000	500	23,200	25,700
205-336.002-810.001	FIRE PREVENTION EDUCATION	2,000		2,000	2,000
205-336.002-810.002	HAZMAT ASSESSMENT	2,000	2,000	2,000	2,000
205-336.002-811.000	TRAINING	9,000	4,590	12,500	12,500
205-336.002-816.000	KENT COUNTY EMS ASSESSMENT	1,300	721	1,300	1,300
205-336.002-817.000	MILEAGE REIMBURSEMENT	300		600	600
205-336.002-819.000	SNOW PLOWING/REMOVAL	5,000	4,160	6,872	6,872
205-336.002-822.000	TRASH REMOVAL	600	379	625	625
205-336.002-831.000	SEMINARS/CONTINUING EDUCATION	1,500		4,500	4,500
205-336.002-832.000	DUES AND MEMBERSHIPS	300	115	300	300
205-336.002-835.000	PHYSICAL EXAMINATIONS	12,000	5,850	13,000	13,000

		FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
205-336.002-853.000	TELECOMMUNICATIONS	7,700	6,476	9,000	10,000
205-336.002-920.000	ELECTRIC	12,500	8,059	12,500	12,500
205-336.002-923.000	NATURAL GAS	8,000	5,227	9,000	9,000
205-336.002-924.000	WATER AND SEWER	500	230	500	500
205-336.002-931.000	VEHICLE MAINTENANCE	35,000	23,689	42,000	42,000
205-336.002-932.000	EQUIPMENT MAINTENANCE	4,500	2,988	6,700	6,700
205-336.002-933.000	BUILDING MAINTENANCE	8,000	8,318	18,700	18,700
205-336.002-935.000	GROUNDS MAINTENANCE	2,000	968	2,000	2,000
205-336.002-958.000	INSURANCE & BONDS	7,000	19,590	19,950	19,950
205-336.002-963.001	MISCELLANEOUS	1,000	39	1,000	1,000
205-336.002-972.000	CAPITAL OUTLAY	10,000		27,500	12,500
205-336.002-973.000	GROUNDS IMPROVEMENTS	10,000		2,000	2,000
205-336.002-979.000	NEW FURNITURE & EQUIPMENT	14,000	7,117	30,400	31,400
205-336.002-998.000	CONTINGENCY	100,000		175,000	115,000
Totals for dept 336.002 - DUTTON FIRE DEPARTMENT		847,279	447,597	1,452,010	1,381,710

	FY 2022 Approved	FY 2022 Activity	FY '23 Requested	FY '23 Recommended
TOTAL ESTIMATED REVENUES	3,267,581	1,303,084	3,804,500	3,943,787
TOTAL APPROPRIATIONS	3,266,226	1,712,444	3,981,283	3,923,959
NET OF REVENUES/APPROPRIATIONS - FUND 205	1,355	(409,360)	(176,783)	19,828

Enterprise Funds

The Township's Enterprise Funds consist of the Water, Sewer, and Building Funds/Departments. In general, the operations for these funds are covered by fees paid by customers for business-type activities (building inspections, paying for water and sewer service). Each of these funds is approved separately as each is standalone. Enterprise fund revenues can only be used within the fund in which the revenues are generated.

Water & Sewer Funds

Water and Sewer function as one Department, but the funds stand independently and must be budgeted separately. However, the review of the two funds can be done together to get a better picture of the Water/Sewer Department's activities.

Revenues in both funds are estimated to increase. Staff estimates water revenue will be up about 14% and sewer revenues up about 13% from this fiscal year to next. The team expects a minor water fund expense increase of about 5% next fiscal year. Staff expects a more significant increase in expenses in the sewer fund of nearly 19.5% (or $536,017).

The more significant cost increase in the sewer fund is related to estimated increases in sewer fees from the City of Wyoming and depreciation expenses.

The Water and Sewer Funds budget for system depreciation to cover long-term costs in the system. These dollars are shifted into the respective fund balances for each fund and allow the Water & Sewer Department to budget for the replacement of aging infrastructure and repair and maintenance. In addition, by taking this budget step, the Township can set utility rates appropriately.

Looking at the two funds together, the Department is projected to end the year in the black by about $347,000. However, individually, the sewer fund is projected to end the year in the red by about $320,000. This can be attributed to depreciation and shouldn't be much of a concern for the reasons noted in the previous paragraph. Additionally, the Township does not budget for revenue from developers' contributions because of the difficulty in estimating this revenue. Generally, after the auditors adjust for developers' contributions at the close of the Fiscal Year, both the Water and Sewer Funds end in the black.

Building

Fiscal Year 2023 staff is projecting a decrease in building department revenues over current fiscal year projections. This is because the Township has seen a decline in building permits during the second quarter of 2022. Although there's been a slight increase in permit activity in the late summer, staff still thought it advisable to decrease all permit revenues in the building department.

Even with this decrease in permit revenue, the staff is still projecting that the building department will end the year in the black with about $97,000 more in revenue than expenses. These monies will be added to the building fund's fund balance.

BUDGET REPORT FOR GAINES CHARTER TOWNSHIP

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2022 APPROVED BUDGET	2022 ACTIVITY THRU 12/31/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
ESTIMATED REVENUES WATER					
591-537.000-496.000	CONNECTION INSPECTION PERMITS	8,000	6,950	10,000	10,000
591-537.000-614.000	ANNUAL HYDRANT FEES	13,500		13,600	13,600
591-537.000-628.000	TRUNKAGE FEES	75,000	63,207	100,000	100,000
591-537.000-630.000	AVAILABILITY/SERVICES	75,000	6,240	75,000	55,000
591-537.000-631.000	FIRE PROTECTION SERVICE	29,000	20,433	29,000	29,000
591-537.000-632.000	CAPITAL METER FEES	55,000	76,156	100,000	100,000
591-537.000-633.000	USAGE SERVICE CHARGES	2,000,000	1,414,519	2,100,000	2,100,000
591-537.000-633.001	READY TO SERVE CHARGES	400,000	374,418	645,000	645,000
591-537.000-633.004	IRRIGATION	200,000	97,151	220,000	220,000
591-537.000-633.006	RES CONSTRUCTION WATER USE FEE	2,000	2,025	2,000	2,000
591-537.000-635.000	MISCELLANEOUS FEES	1,000	613	1,000	1,000
591-537.000-658.000	PENALTIES	25,000	20,225	28,000	28,000
591-537.000-658.002	ASSESSMENT PENALTIES	100		100	100
591-537.000-665.005	INTEREST ON ASSESSMENTS-TRKG	4,500	3,827	4,500	4,500
591-537.000-665.006	INTEREST ON INVESTMENTS-OPER	10,000	2,028	10,000	10,000
591-537.000-665.009	INTEREST ON INVESTMENTS-TRKG	15,000	6,165	15,000	15,000
591-537.000-675.000	SPECIAL ASSESSMENT REVENUE	17,000		20,000	20,000
TOTAL ESTIMATED REVENUES		2,930,100	2,093,957	3,373,200	3,353,200
APPROPRIATIONS					
591-530.000-702.001	SALARIES & WAGES	71,816	36,448	60,554	64,797
591-530.000-715.000	SOCIAL SECURITY/MEDICARE	5,266	2,773	4,616	4,810
591-530.000-716.000	PENSION CONTRIBUTION	5,049	3,616	6,055	6,310
591-530.000-717.000	HEALTH & LIFE INSURANCE	13,706	2,364	10,547	10,547
591-537.000-727.000	SUPPLIES	100	90	100	250
591-537.000-802.000	LEGAL SERVICES	500	102	500	500
591-537.000-803.000	CONTRACT ENGINEERING	25,000	10,526	25,000	25,000
591-537.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	3,500	2,905	3,600	3,600
591-537.000-817.000	MILEAGE REIMBURSEMENT	200	30	50	100
591-537.000-830.000	BYRON/GAINES UTILITY AUTHORITY	380,000	238,870	400,000	400,000
591-537.000-830.001	CAPITAL METER EXPENSE	125,000	32,705	125,000	125,000
591-537.000-830.CAP	AUTHORITY CAPITAL EXPENSES	25,000	37,612	61,250	61,250
591-537.000-853.000	TELECOMMUNICATIONS	250		175	175
591-537.000-900.000	PRINTING	600	243	150	150
591-537.000-904.000	WATER QUALITY REPORT	2,500	2,223	2,500	2,500
591-537.000-905.000	WATER & SEWER BILL OUTSOURCING		243	7,250	7,250
591-537.000-922.000	WYOMING USAGE BILL	1,075,000	551,356	1,095,000	1,095,000
591-537.000-934.000	SENSUS MAINTENANCE	3,000	3,000	3,500	3,500
591-537.000-957.000	SOFTWARE/COMPUTERS/FURNITURE	2,000	22		
591-537.000-962.000	INTERFUND REIMB WITH GEN	24,000	10,564	24,000	24,000
591-537.000-963.001	MISCELLANEOUS		50		
591-537.000-965.000	POSTAGE	3,000	2,090	500	500
591-537.000-968.000	DEPRECIATION	790,000		850,000	850,000
591-537.000-969.000	FEES	200			
591-537.000-969.001	PARTICIPATION FEES LEAD/COPPER TESTING		250		
591-537.000-979.000	NEW FURNITURE & EQUIPMENT			350	500
TOTAL APPROPRIATIONS		2,555,687	938,082	2,680,697	2,685,739
NET OF REVENUES/APPROPRIATIONS - FUND 591		374,413	1,155,875	692,503	667,461

BUDGET REPORT FOR GAINES CHARTER TOWNSHIP
Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2022 APPROVED BUDGET	2022 ACTIVITY THRU 12/31/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
ESTIMATED REVENUES SEWER					
590-536.000-496.000	CONNECTION INSPECTION PERMITS	6,500	5,600	8,500	8,500
590-536.000-628.000	TRUNKAGE FEES	130,000	98,659	130,000	130,000
590-536.000-629.000	AVAILABILITY/LATERALS	30,000	55,783	30,000	30,000
590-536.000-633.000	USAGE SERVICE CHARGES	1,900,000	1,362,852	2,150,000	2,150,000
590-536.000-633.001	READY TO SERVE CHARGES	465,000	311,691	545,000	545,000
590-536.000-635.000	MISCELLANEOUS FEES	100	163	200	200
590-536.000-658.000	PENALTIES	22,000	17,127	24,000	24,000
590-536.000-658.002	ASSESSMENT PENALTIES		14		
590-536.000-665.005	INTEREST ON ASSESSMENTS-TRKG	2,500	4,327	6,500	6,500
590-536.000-665.006	INTEREST ON INVESTMENTS-OPER	5,500	2,617	5,500	5,500
590-536.000-665.009	INTEREST ON INVESTMENTS-TRKG	30,000	10,509	30,000	30,000
590-536.000-675.000	SPECIAL ASSESSMENT REVENUE	40,000	154,663	40,000	40,000
TOTAL ESTIMATED REVENUES		2,631,600	2,024,005	2,969,700	2,969,700
APPROPRIATIONS					
590-530.000-702.001	SALARIES & WAGES	98,446	36,449	60,554	64,797
590-530.000-715.000	SOCIAL SECURITY/MEDICARE	7,271	2,774	4,616	4,810
590-530.000-716.000	PENSION CONTRIBUTION	5,049	3,616	6,055	6,310
590-530.000-717.000	HEALTH & LIFE INSURANCE	13,706	2,364	10,547	10,547
590-536.000-727.000	SUPPLIES	100	89	100	250
590-536.000-802.000	LEGAL SERVICES	500	102	500	500
590-536.000-803.000	CONTRACT ENGINEERING	25,000	5,375	25,000	25,000
590-536.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	3,500	2,905	3,600	3,600
590-536.000-817.000	MILEAGE REIMBURSEMENT	200	30	50	100
590-536.000-830.000	BYRON/GAINES UTILITY AUTHORITY	285,000	177,245	310,000	310,000
590-536.000-830.CAP	AUTHORITY CAPITAL EXPENSES	25,000	37,612	61,250	61,250
590-536.000-853.000	TELECOMMUNICATIONS	250		175	175
590-536.000-900.000	PRINTING	600	243	150	150
590-536.000-905.000	WATER & SEWER BILL OUTSOURCING		243	7,250	7,250
590-536.000-921.000	CITY OF G.R.MONTHLY SEWER USAGE	90,000	79,649	130,000	130,000
590-536.000-922.001	WYOMING SEWER USAGE-CAP & COMM	1,100,000	686,482	1,500,000	1,500,000
590-536.000-957.000	SOFTWARE/COMPUTERS/FURNITURE	2,000	22	2,000	
590-536.000-962.000	INTERFUND REIMB WITH GEN	24,000	10,564	24,000	24,000
590-536.000-963.001	MISCELLANEOUS		50		
590-536.000-965.000	POSTAGE	3,000	2,090	500	500
590-536.000-968.000	DEPRECIATION	1,040,000		1,110,000	1,110,000
590-536.000-968.001	LOSS ON ABANDONMENT	30,000		30,000	30,000
590-536.000-969.000	FEES	100			
590-536.000-979.000	NEW FURNITURE & EQUIPMENT			350	500
TOTAL APPROPRIATIONS		2,753,722	1,047,904	3,286,697	3,289,739
NET OF REVENUES/APPROPRIATIONS - FUND 590		(122,122)	976,101	(316,997)	(320,039)

BUDGET REPORT FOR GAINES CHARTER TOWNSHIP

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2022 APPROVED BUDGET	2022 ACTIVITY THRU 12/31/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
ESTIMATED REVENUES BUILDING					
549-000.000-490.000	BUILDING PERMITS	513,019	141,044	300,000	300,000
549-000.000-491.000	MECHANICAL PERMITS	170,616	72,674	109,745	109,745
549-000.000-492.000	PLUMBING PERMITS	89,585	36,814	60,000	60,000
549-000.000-493.000	ELECTRICAL PERMITS	124,788	39,932	80,000	80,000
549-000.000-494.000	REGISTRATIONS FROM BLDG DEPT	2,431	330	1,500	1,500
TOTAL ESTIMATED REVENUES		900,439	290,794	551,245	551,245
APPROPRIATIONS					
549-371.000-702.001	SALARIES & WAGES	146,857	56,174	167,956	198,500
549-371.000-715.000	SOCIAL SECURITY/MEDICARE	10,642	4,287	12,703	14,663
549-371.000-716.000	PENSION CONTRIBUTION	14,899	5,562	15,000	15,200
549-371.000-717.000	HEALTH & LIFE INSURANCE	40,439	25,468	60,000	60,000
549-371.000-727.000	SUPPLIES	2,900	1,601	3,000	2,500
549-371.000-776.000	UNIFORMS	200		200	
549-371.000-801.000	ACCOUNTING SERVICES/AUDIT		47	1,200	1,200
549-371.000-805.000	EQUIPMENT RENTAL/SERVICE		33	35	2,200
549-371.000-807.008	RENT	11,000	5,338	11,000	11,000
549-371.000-808.000	CONTRACTED SERVICES	166,400	32,804	100,000	100,000
549-371.000-809.000	PROGRAMMING/SOFTWARE/NETWORK	2,500	3,712	4,000	6,000
549-371.000-812.000	LUNCHES/DINNERS/MEETINGS				200
549-371.000-817.000	MILEAGE REIMBURSEMENT	6,200	2,395	6,200	6,200
549-371.000-819.000	SNOW PLOWING/REMOVAL		458	1,000	1,100
549-371.000-821.000	CLEANING BUILDING		571	1,000	1,100
549-371.000-822.000	TRASH REMOVAL		34	70	70
549-371.000-831.000	SEMINARS/CONTINUING EDUCATION	4,500	980		
549-371.000-832.000	DUES AND MEMBERSHIPS	700	4,820	9,200	9,200
549-371.000-853.000	TELECOMMUNICATIONS	600	1,428	2,700	2,700
549-371.000-900.000	PRINTING	500	247	500	500
549-371.000-920.000	ELECTRIC		1,705	3,400	3,400
549-371.000-923.000	NATURAL GAS		450	900	900
549-371.000-924.000	WATER AND SEWER		24	120	120
549-371.000-932.000	EQUIPMENT MAINTENANCE		1,271	1,300	1,300
549-371.000-933.000	BUILDING MAINTENANCE		304	600	600
549-371.000-935.000	GROUNDS MAINTENANCE		856	1,800	1,800
549-371.000-958.000	INSURANCE & BONDS		324	350	350
549-371.000-963.001	MISCELLANEOUS	1,000		1,000	1,000
549-371.000-964.000	TAX/PERMIT FEES REFUND	500		500	500
549-371.000-965.000	POSTAGE	200	99	200	200
549-371.000-979.000	NEW FURNITURE & EQUIPMENT	8,825	2,572	6,500	6,500
TOTAL APPROPRIATIONS		418,862	153,564	416,634	454,203
NET OF REVENUES/APPROPRIATIONS - FUND 549		481,577	137,230	134,611	97,042

American Rescue Plan Act (ARPA) Fund

ARPA fund expenses can be found on page 33. In early 2022 the Township Board voted to receive all APRA funds as revenue loss. This allows for the funds to be used for any standard government operation expense. This fiscal year staff recommends using portions of these dollars for public safety ($440,000) and two sidewalk projects ($364,695 total). The proposed ARPA budget on the next page has a multi-year view of these funds. All ARPA dollars will need to be spent by December 31, 2026.

At this time, Public Safety revenues are slated to be subsidized with ARPA dollars through 2025. Therefore, after subtracting out all public safety related revenues (estimated to be $970,000 over the next three budget years) and subtracting out recommended FY 2023 sidewalk projects, there is an unallocated balance of $1,288,956 in ARPA that will need to be obligated no later than December 31, 2024.

The use of ARPA dollars for Public Safety services and sidewalks meets several of the Board's objectives for this Fiscal Year: Public Safety investment, investment in completing sidewalk connections, investment in sidewalks near schools, and connecting parks.

American Rescue Plan Act (ARPA) Funds (Township Fund 285)

			Notes
GCT ARPA Allocation	**$**	**2,873,651**	
Previously Allocated			
Dutton Engine 67 Replacement (Dec. 2021 board action)	$	(250,000)	Board action Dec. 2021 to fund replacement of Dutton Engine 67 (also used unallocated fund blance dollars & DFD equipment funds)
Current Balance	$	2,623,651	
2023 Recommended Allocations			
Public Safety Operations	$	(440,000)	Allows for slower phase in of SAD
Hanna Lake Sidewalk	$	(193,815)	Follows board direction to focus on safety, serving individuals who have mobility challenges, & schools
84th Sidewalk	$	(170,880)	Follows board direction to complete connectors to parks/rec activities (this connection will allow for safe walking options from Brewer Park to PWP)
Projected end FY 2023 Balance	$	1,818,956	
2024 Recommended Allocations			
Public Safety Operations	$	(340,000)	Allows for slower phase in of SAD
Projected end FY 2024 Balance	$	1,478,956	**All ARPA Funds must be obligated by Dec. 31, 2024**
2025 Recommended Allocations			
Public Safety Operations	$	(190,000)	Allows for slower phase in of SAD
Projected end FY 2025 Balance	$	1,288,956	
2026 Recommended Allocations			
FY 2026 Allocations			Allocations to be determined
Projected end FY 2026 Balance	$	1,288,956	**All ARPA Funds MUST be spent by Dec. 31, 2026**

FY 2023 Discretionary Project List

Projects on this list have not been built into the budget and can be added at the Township Board's discretion. If these projects are included, they would be paid for out of revenue received in previous years (reserve funds) and/or with other one-time or limited use funds like ARPA.

Project	Cost	Possible Fund
Replace sign at the Dutton Fire Department	$15,000	General Fund Reserves

Project Notes: The current electronic portion of the sign is not working well and needs to be replaced. The options would be replacing the existing electronics only or replacing the sign with a classic nonelectric sign.

Project	Cost	Possible Fund
Township Hall Security upgrades	$50,000	General Fund Reserves

Project Notes: These upgrades would include installing shatter proof film on our interior windows, adding key card or passcode access to Township Hall doors into staff areas, and increasing counter heights.

Project	Cost	Possible Fund
Township Logo Redesign/rebrand	$12,500	General Fund Reserves

Project Notes: There is a desire among staff to redesign the Township's logo. We think we'd ask for RFPs on a redesign from local design companies.

Project	Cost	Possible Fund
Equip board room with media	?	ARPA/PEG

Project Notes: Equipping the board room with media will allow residents to view meetings at home if they so desire. This would be an acceptable use of ARPA dollars as it would make the Township more flexible in bringing public meetings to the community. Additionally, if the Township wanted to work with BCTV or WKTV to broadcast Board/Planning Commission meetings, this would also be an allowable use of PEG fees.

Project	Cost	Possible Fund
BS&A Cloud	$135,000	ARPA

Project Notes: Most township functions utilize one of the various Classic BS&A modules. These modules do not allow for easy and secure VPN access when a staff member is away from Township Hall. This poses challenges when staff works from home, requiring staff to access our systems via a remote desktop application. A remote desktop is NOT a secure method to connect to the system, and when steps are taken to secure the remote desktop, the user experience is very slow. Additionally, with remote sites (the two fire stations), staff at those facilities cannot easily access BS&A. Lastly, the BS&A desktop (Classic) applications are standalone and not integrated. Therefore, it is not easy or quick for staff to view other modules to see property/project notes.

Staff went to BS&A and presented them with two questions. 1. How do we make the remote experience better and 2. How do we make it simpler for staff to view other departments' notes (this enhances the customer/resident experience by not having to repeat information/stories)? The solution presented to us was going to the BS&A Cloud.

This solution allows staff to access our BS&A System with a unique login. In addition, BS&A keeps township data on a remote server, eliminating the need for a BS&A server at Township Hall. The cloud solution lets departments quickly and easily switch between modules to see notes or contacts other departments have had with customers and residents. Lastly, going to the cloud allows the Township to quickly adapt to remote services if the need arises, reducing the chances of service interpretations.

The $135,000 cost is the first-year costs of migrating to the cloud, training, and annual fees. Ongoing yearly costs will be about $75,000. Currently, we pay BS&A about $22,000 per year. This is a significant increase in annual costs, but it brings substantial flexibility to the Township. Additionally, there would be some cost savings in reduced equipment costs here at Township Hall (but it would not offset the difference).

Project	**Cost**	**Possible Fund**
Additional Contributions to Fire Equipment Funds	$150,000	GF Fund Balance or ARPA

Project Notes: The current recommended contribution to both the Dutton and Cutlerville Equipment Funds for FY 2023 is $115,000 (total of $230,000). Because of increasing costs of fire equipment, it is being recommended that the board consider adding an additional $75,000 to each FD's equipment fund from the General Fund's Unassigned Fund Balance (total recommendation of $150,000). This would increase the contributions to each fund for FY 2023 to $190,000.

Capital Improvement List FY 2023

Fund	Department	Project	Projected FY	Estimated Cost	Notes	Status
101 (General)	Cemetery	Blain driveway expansion	2023	$ 130,000	The expansion is needed to allow access to additional lots in the north	Budgeted
101 (General)	Cemetery	Blain water expansion	2023	$ 15,000	This is to allow staff to access water through the cemetery related to upkeep. (staff is recommending that perhaps we look at adding inground sprinkling rather than nozzle access)	Budgeted
101 (General)	Cemetery	Blain Columbarium (100 slots)	2023	$ 105,000	This would be a new cemetery offering that would allow for more efficient use of space and accommodate growing requests for interment of cremated remains. The recommendation would be to start with one columbarium and add additional as needed	Budgeted
101 (General)	Cemetery	Dutton driveway extension	2025	$ 81,000	Estimated cost in 2022 was $67,500, increased the cost by 20% as a high estimate to cover costs. This number will be adjusted after bids are rec'd for Blain road expansion. Expansion at Dutton has been deemed a lower priority that needed work at Blain	Planned/costs estimated
101 (General)	Parks	Rehab of trails in PWP	2030	$ 741,904	There are 5,210 linear feet of trail in PWP. With 10' wide trails, that equals 52,100 sf of trails to be maintained. $14.24/sf is current average for sidewalks (Trails in PWP are about 10' wide. Sidewalks along road are about 8')	on list for information purposes. It's estimated trails would not have to be replaced until 2030 or later
101 (General)	Highways Streets & Trails	Replacement of sidewalks along 84th & Kalamazoo	TBD	$ 270,560	The Township has 1,900 linear feet of sidewalks along 84th from the Township Hall driveway (sidewalk to the west is included in PWP totals) east to Kalamazoo and then South on Kalamazoo to the PWP entrance. With 10' wide sidewalks (this is a high estimate incase the TWP wants to expand the width of sidewalks from 8 to 10 feet), this equals 19,000 sf of sidewalk to be maintained $14.24/sf is current average for sidewalks	on list for information purposes. It's estimated sidewalks would not have to be replaced until 2030 or later
101 (General)	Township Hall & Grounds	Replacement of sidewalks/paths on Township Hall Grounds	TBD	$ 549,664	There are 3,860 feet of sidewalk on Township Hall Grounds. This includes the sidewalk on the SW side of the parking lot between the two drives out to 84th and Kalamazoo. With 10' sidewalks (current sidewalks are 8' - this is a high estimate incase the TWP wants to widen the sidewalks), this equals 38,600 sf of sidewalk to be maintained. $14.24/sf is current average for sidewalks	on list for information purposes. It's estimated sidewalks would not have to be replaced until 2030 or later
101 (General)	Township Hall & Grounds	Parking Lot repaving	2027	$ 120,000	Parking lots (all three at TWP Hall) were patched in summer 2022. The estimate was this patching would extend the life of the parking lot about 5 years. (Price is based on mill & fill quote from Superior Asphalt in summer 2022 for a mill & fill)	planned/cost estimated

The CIP is a living document evaluated annual to add/remove projects. Project year is an estimate. FY2023 is the first CIP for the Township

Capital Improvement List FY 2023

Fund	Department	Project	Projected FY	Estimated Cost	Notes	Status
101 (General)	Highways, Streets & Trails	Cooks/Brewer Park Trail	TBD	$ 924,176	There 6,490 feet of sidewalk on from the Brewer Park north parking lot through Cook's Crossing (Township has the responsibility for the majority of this trail). Estimating trail width of 10'. This equals 64,900 sf of trail that will need to be replaced (estimate is done in concrete, current trail is done in asphalt). $14.24/sf is current average for concrete sidewalk/trail	on list for information purposes. It's estimated trails would not have to be replaced until 2030 or later
205 (Public Safety)	Cutlerville FD	Platform 37	2023	$ 875,000	Total cost of $1,750,000 will be split with Byron Township. Delivery and payment in 2025	In planning stages. CFD will likely ask for approval to order before end of 2022 to lock in prices
205 (Public Safety)	Dutton FD	Engine 67	2023	$ 821,705	Engine 67's order was authorized Dec. 13, 2021 by the Township board and includes an allocation of $250,000 in APRA dollars. 2023 is estimated delivery and payment date.	Ordered
205 (Public Safety)	Dutton FD	Extraction Tools	2023	$ 70,000	Tools to outfit Engine 67	planned/cost estimated
205 (Public Safety)	Dutton FD	Car 60	2023	$ 65,000	Old car 60 (currently driven by chief) will move to fire inspections. New vehicle will be for the chief.	cost estimated
205 (Public Safety)	Dutton FD	Off Road Brush & UTV	2023	$ 150,000	Replacement for current brush truck. If the township looks to expand parks/trails this is needed equipment to service emergencies in those areas	cost estimated
205 (Public Safety)	Cutlerville FD	Medic 38	2024	$ 34,000	Total cost of $68,000 will be split with Byron Township.	planned/cost estimated
205 (Public Safety)	Cutlerville FD	Pickup Truck (replacement for Rescue 39)	2025	$ 87,500	Total cost of $175,000 will be split with Byron Township.	planned/cost estimated
205 (Public Safety)	Cutlerville FD	Extraction Tools	2025	$ 27,140	Total cost of $54,280 will be split with Byron Township	planned/cost estimated
205 (Public Safety)	Dutton FD	Tender 68	2025	$ 900,000	This is a water shuttle that we need to service the rural parts of the Township	planned/cost estimated
205 (Public Safety)	Dutton FD	Engine 69	2029	$ 970,320	(Intentionality left blank)	planned/cost estimated
205 (Public Safety)	Cutlerville FD	Engine 36	2030	$ 508,400	Total cost of $1,016,800 will be split with Byron Township (this number is factored for inflation, but should be checked in 2026)	planned/cost estimated
205 (Public Safety)	Cutlerville FD	SCBA	2032	$ 82,500	Total cost of $165,000 will be split with Byron Township	planned/cost estimated

The CIP is a living document evaluated annual to add/remove projects. Project year is an estimate. FY2023 is the first CIP for the Township

Capital Improvement List Future Assets FY 2023

Fund	Department	Project	Projected FY	Estimated Cost	Notes	Status	Reason for Selected Fund
ARPA	Highways, Streets & Trails	Sidewalk Install Hanna Lake Rd.	2023	$193,815	From Dutton Christian Elementary & Glencreek north to 68th Ave. 2,755 total linear feet (this is the total for both sides of Hanna Lake). 5' wide sidewalks to be installed for a total of 13,755 sq ft. (estimated cost of $14.07/sf)	Tentatively budgeted. Project needs to be engineered	TWP has received a large number of request for sidewalks in this area to connect the elementary school to the middle school.
ARPA	Highways, Streets & Trails	84th St. Sidewalk Connector	2023	$170,880	From BGUA sidewalk west to Cooks Crossing Sidewalk along 84th Street. 1,200 feet of sidewalk at 10' wide to be installed for a total of 12,000 sq ft. (estimate costs of $14.24/sf)	Tentatively budgeted. Project needs to be engineered	TWP saw a large increase in outdoor rec usage during pandemic. Using these dollars to enhance outdoor rec options/connectivity in the Township
TBD	Parks	Panic shelters PWP	2024		Request from the Parks Committee to enhance the visitor experience at the park	costs need to be estimated by engineer	
TBD	Parks	Bathrooms PWP	TBD		Request from the Parks Committee to enhance the visitor experience at the park	costs need to be estimated by engineer	

The CIP is a living document evaluated annual to add/remove projects. Project year is an estimate. FY2023 is the first CIP for the Township

Staff Recommended Priority	Project	Linear Feet	width	Sq Ft	Est. Cost Per SF	Estimated Cost	Notes	Planned
1	Hanna Lk. From Dutton Christian & Glencreek to 68th	2,755	5	13,775	$ 14.07	$ 193,814	Multiple requests over the years to complete this section of sidewalk. It's also a "safe routes to school" area	FY 2023
2	84th Street Connection BGUA sidewalk with Cook's	1,200	8	9,600	$ 14.24	$ 136,704	Finishes a connection between two large parks in the Township, Brewer Park and PWP	FY 2023
3	Kalamazoo (west side) South Christian to 84th	1,600	5	8,000	$ 14.24	$ 113,920	Multiple requests over the years to complete this section of sidewalk. It's also a "safe routes to school" area	TBD
4	66th (south side) College Ave. to Paris	470	5	2,350	$ 17.55	$ 41,243	Consider moving this up the priority list. This is a one block long project that will connect Summer Shores to Southwood Elementary	TBD
5	Eastern Ave. (west side) 68th to 76th Street	5,280	5	26,400	$ 14.24	$ 375,936	Connects an area of the Township not served by any sidewalks. Allows for navigation to the Library once up to 68th and allows for continued access to the Fred Meijer Trail north of 68th.	TBD
6	Kalamazoo (east side) South Park to 84th	1,940	5	9,700	$ 14.24	$ 138,128	Connects a neighborhood to PWP and serves as a possible future connection from PWP to the NE portion of the Township	TBD
7	Eastern Ave. (east side) 68th to 76th Street	5,280	5	26,400	$ 14.24	$ 375,936	Connects an area of the Township not served by any sidewalks. Allows for navigation to the Library once up to 68th and allows for continued access to the Fred Meijer Trail north of 68th.	TBD
8	Eastern Ave. (east side) 76th South to Cook's Crossing	1,740	5	8,700	$ 14.24	$ 123,888	This is a sectional connector project as several properties in this area already have sidewalks. This will connect community members north of 76th to Brewer and PWP. This will also complete the east side of Eastern from 76th to 84th.	TBD
9	Finish Kalamazoo (Both sides) 68th to 76th	5,760	5	28,800	$ 14.24	$ 410,112	This is a sectional connector project as several properties in the area already have sidewalks. This will connect community members along Kalamazoo to PWP	TBD

Sidewalk priorities - safety; school connections; providing access for mobility challenged; make connections between existing sidewalks; connect to parks

Staff Recommended Priority	Project	Linear Feet	width	Sq Ft	Est. Cost Per SF	Estimated Cost	Notes	Planned
10	Hanna Lake Ave. (east side) from Wing to 60th Street	2,100	5	10,500	$ 14.29	$ 150,045	This will serve as a connector to Paris Park Nature Reserve in Kentwood and connects to existing sidewalk on Hanna Lake	TBD
11	68th Street (south side) Dutton Ind. Dr. to East Paris	1,850	5	9,250	$ 14.19	$ 131,258	This is a sectional connector project as several properties in the area already have sidewalks	TBD
12	68th Street (south side) East Paris to Rapids Dr.	3,000	10	30,000	$ 14.24	$ 427,200	This is a sectional connector project as several properties in the area already have sidewalks	TBD

Total Projected sidewalk costs (2022 Prices) $ 2,618,183

Sidewalk priority list is a staff recommendation based on board sidewalk priorities noted in footer.
This is intended as a reference tool only until projects are budgeted into a fiscal year.

Sidewalk priorities - safety; school connections; providing access for mobility challenged; make connections between existing sidewalks; connect to parks

Gaines Charter Township Fund Balances

	Total Balance Jan. 1, 2022*	Funds Already Earmarked	GF Projected Net Change FY 2022	Est. unassigned Fund Balance Dec. 31, 2022	Projected Net Change FY 2023	Projected unassigned Fund Balance Dec. 31, 2023	Fund Balance %
Unrestricted General Fund	$ 3,265,495	$ (730,000)	$ 7,263	$ 2,542,758	$ (71,048)	$ 2,471,710	53%
Cutlerville Equipment CAP Fund (within GF)				$ 300,000			
Dutton Equipment CAP Fund (within GF)				$ 250,000			
Library CAP Fund				$ 15,000			
Prairie Wolf Park CAP Fund				$ 90,000			
Cemetery CAP Fund				$ 10,000			
Township Hall and Grounds CAP Fund				$ 65,000			
Sewer Fund Balance	$ 14,036,732		$ (122,122)	$ 13,914,610	$ (320,039)	$ 13,594,571	
Water Fund Balance	$ 8,121,691		$ 374,413	$ 8,496,104	$ 667,461	$ 9,163,565	
Building Fund Balance	$ 1,555,402		$ 481,487	$ 2,036,889	$ 97,042	$ 2,133,931	

*The GF unrestricted fund balance number is found on page 6 of the 2021 audit. Earmarked funds are included in this total. For transparency on these funds, and for future reference, earmarked dollars will be noted separately from and not counted toward, the total unrestricted fund balance percent.

		a 60% fund balance	a 50% fund balance	a 40% fund balance
3 year average of GF expenses	$ 4,693,225.00	$ 2,815,935.00	$ 2,346,612.50	$ 1,877,290.00