

HISTORIC DISTRICT OPERATING		2016-17	2016-17	2017-18	2018-19	2019-20	GENERAL DESCRIPTION OF ACCOUNT ACTIVITY
GL NUMBER	DESCRIPTION	APPROVED BUDGET	Currently 31-Jan-17	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	
Dept. 000							
1	280-000-402.000	145,115	89,752	143,927	146,551	149,204	Estimated revenue with approximately 2% increase for each additional years
2	280-000-411.000						
3	280-000-423.000		13				This amount supplied from the Township.
4	280-000-539.000						2018: Applied MI Recreation Passport Grant \$75,000 for CLF Improvements. (Waiting for decision in December from MNRTF) Possible Community Foundation SE Funds 2019: Apply for Certified Local Govt. funding thru Michigan Preservation Funds apply towards CLF Landscape development. 2020: Apply PlaceMaking initiative funding.
5	280-000-664.000	3,200	2,912	3,000	3,400	3,600	Interest earnings
6	280-000-667.000	1,500	900	1,500	1,800	2,200	The more site visibility anticipates a growth in rentals, especially wedding ceremony's which average \$500 per use. Staffing arrangement would need to be met to cover periods yet these costs would be captured in fees charged. To start 4 to 6 rentals within May thru Oct seems reasonable and keeps available times for local programs and events.
7	280-000-695.000	600	907	600	550	500	Captures the income from the Marker expense for resident portion.
8	280-000-695.005	600	375	600	600	600	Fee programs; Plein Air painting, Fee charged workshop or class
Subtotal REVENUES/APPROPRIATIONS DEPT. 000		151,015	94,859	149,627	152,901	156,104	TOTAL REVENUES
9	280-000-695.006	5,000	credit				Maintenance Service for Costs for mowing, snow plowing for an "up to amount of \$5,000" per PRC 3/16/15 meeting. For 2016-2019 Commissions will request same amounts and services. A year end summary can track value.
NET OF REVENUES/APPROPRIATIONS Dept. 000		156,015	94,859	149,627	152,901	156,104	
DEPT 931 - Transfers IN		48,000	0	37,278	38,009	40,067	2017: Capital Improvements and Maintenance to CLF HD which includes restoration projects, and additional funds if available for landscape masterplan implementation. 2018: Capital Improvements and Maintenance to CLF HD as project deliverables are prioritized and determined. Funds for a substantial development for the landscape masterplan deliverables. 2019: Capital Improvements and Maintenance to CLF HD which includes major investment into facilities.
Dept 265-Building & Grounds							
10	280-265-811.000	400	288	500	450	500	Cleaning for main house before/after event use. This service is contracted.
11	280-265-920.000	2,800	2,560	2,800	3,200	3,400	For buildings 384 W. Predmore and 388 W. Predmore, with both DTE for electrical and Consumers Energy for gas. The back-up generator runs on gas.
	280-265-930.050	5,000	3,200	0	0	0	CLF Maintenance support provided by same PRC contractor for lawn mowing, spring / fall clean-up, leaf removal. PRC will provide snow plowing of historic district and clearing pathways as a Level One area of service for entrance to the Main House and the Caretaker House.
12	280-265-930.050	24,000	20,826	22,000	24,500	28,000	CLF general annual facility maintenance for general handyman services, HVAC services on both Caretaker and Main House (2), hazardous tree/ dead wood removal, tree health and orchards care, Electrical Services for floods, interior and exterior lighting and upgrades (Caretaker), Automatic Generator service agreements, security alarm monitoring fees and annual inspection, minor foundation pointing, roofing/flashing/chimney maintenance, plumbing/well/water softener maintenance, minor wood rot repair on trim and sills, storm damage, annual wasp spraying and pest control 3x year with anticipated 1 emergency call, Sanitation removal services shared at 50% with PRC except for additional requested pump-out, then cost associated with responsible party (i.e.; rental income). This account includes a rotating painting schedule of \$4,000 per structure. This account includes the assistance of OT approved Fireman to be paid an hourly rate as needed. This account also will capture these projects for separate years - 2017: Exterior maintenance and painting of Hatchling House work. 2018: Funds for exterior maintenance and painting for Hen House and Carriage Barn . 2019: Funds for necessary building maintenance. Caretaker house roof shingle assessment.
13	280-265-930.060	300	125	300	300	300	1856 Square Grand Schomacker piano tuning and maintenance for scheduled tunings semi-annually.
14	280-265-956.040	5,000	5,000	5,000	5,000	5,000	Reimbursement to General Fund for HDC shared office space in the Paint Creek Cider Mill, which includes utilities, shared kitchen space, copy room, (HDC copies are additional expense) and cleaning charges.
15	280-265-956.060	0		0	0	0	Reimbursement PRC for maintenance help. (Also see list of volunteer fire dept. employees)
NET OF REVENUES/APPROPRIATIONS - 265		37,500	31,999	30,600	33,450	37,200	TOTAL MAINTENANCE COSTS

Dept 803 - General Govt. Historic

16	280-803-702.000	Per Diems & Fees	7,000	4,300	7,500	7,500	7,500	Commissioner attendance \$70/meeting and \$80/chairperson for 12 meetings per year, with estimated 2 additional special meetings. 2018 \$5 increase (?). Per Diem amounts are approved by BoT.
17	280-803-702.010	Historic Preservation Planner	45,314	36,781	46,220	46,220	46,220	Full-time Historic Preservation Planner's salary at an hourly rate.
18	280-803-702.011	Casual Assistant Support	2,500		3,000	3,000	3,500	Additional PT staff to help with programs, event and rental staffing, CLF building hours and/or tours that are needed in addition to relied on OTHS volunteers support. Approved Job Description by the BoT September 17, 2015 for \$15 per hour which would estimate maximum hours 2017 -200 hrs, 2018 -225 hrs, 2019 -250 (assuming budgeted amounts are approved)
19	280-803-702.020	Recording Secretary			0	0	0	Recording secretary support for meeting minutes, draft and archival for the year, completed by staff.
20	280-803-702.050	Internship Fellowship Match	2,500	2,500	2,500	2,500	2,500	Contracted internship with EMU Historic Preservation Program; Fellowship Match 1:1 for 200 hours in HDC office over the course of one semester (usually fall but can be spring, summer, or winter depending on area of need).
21	280-803-726.000	Office Supplies	1,000	479	1,000	1,000	1,000	Office supplies, name tags, name plates, envelopes, paper, pens, tape
22	280-803-726.010	Postage	250	24	250	250	250	Packet mailings, homeowners newsletters, and thank you notices, event notice
23	280-803-740.000	Operating Supplies	1,500	191	1,500	1,000	1,000	House hold supplies, cleaning supplies, vacuum, Fire extinguishers, First Aid Kits, program supply needs at CLF, quantity of eight embroidery logo wear for HDC events for commissioners/staff. \$30 mo./ \$360 yr. cell phone communications on site at farm for emergency. (Currently no cell phones). Electrical Heaters and fans for program use. Addition of WIFI at farm @\$720 annually.
24	280-803-803.000	Audit - Professional Services	500	443	500	500	500	HDC portion for costs related to annual audit
25	280-803-804.000	Legal Professional Services	500	650	1,000	1,000	1,000	HDC legal fees are not included in blanket Township contract and will be charged by individual needs.
26	280-803-805.000	Architect Professional Services/ CLF	4,000	90	5,000	5,000	3,000	2017: Restoration landscape projects in orchards, garden and staging area. 2018: Architectural and Engineering services for ADA pathway designs. brooder replicas, gazebo brooder, permanent restroom upgrade and capital improvement projects. 2019: Architectural drawings for drawings for brooder replicas, Gazebo brooder, and northern hut cabins at CLF.
27	280-803-805.001	CLF Consulting Professional			0	0	0	Any additional expenses for necessary consultant.
28	280-803-805.002	CLF Grant Match	2,500	3,750	0	0	0	This account was for a planning grant in 2016 and currently for 2017, capital improvement grant has been applied for with matching funds included in CLF Restoration.
29	280-803-805.010	Master Plan, Zoning, Mapping			0	0	0	Local planning for historic resources is completed by staff.
30	280-803-805.020	Goodison Study			0	0	0	Local planning for design guidelines in keeping with historic character in Goodison is completed by staff.
31	280-803-805.030	Census & Photos Historic Property			0	0	0	Collections of current photo documentation of Township historic resources / staff.
32	280-803-818.000	Schuette Oak	1,000	0	1,000	1,000	1,000	Maintenance of historical Grand Champion Schuette Oak tree in historic district at Letts and Parks.
33	280-803-818.040	Community Awareness Programs	4,000	2,677	4,000	4,000	4,000	HDC programs for preservation education, community outreach, and CLF visibility to our residents and neighboring communities. Program expenditures not equal to revenues. Currently Represents 2% of budget.
34	280-803-860.000	Mileage	750	582	1,000	750	1,000	Mileage expense reimbursed for required travel by Commissioners and staff. Use of IRS standard rate. HDC staff uses their own personal vehicle for the majority work related travel.
35	280-803-862.000	Conferences/Seminars	1,000	579	1,200	1,000	1,500	Commissioner and staff conference and training classes/ workshop attendance
36	280-803-863.000	Training	1,000	120	500	800	800	Staff training, Conference attendance, and Planners gatherings
37	280-803-900.000	Printing/Publishing	3,000	987	1,500	1,500	1,500	Township newsletter \$150 per page, shared copier charges billed quarterly, notices, advertising and promotional material
38	280-803-930.000	Equip. Maintenance	300		500	300	300	Eq. Maintenance for Computer systems, install, repair, back up memory, digital camera, projector case, recorders
39	280-803-956.000	Misc. Expenses	0		0	0	0	Items not classified in another line item.
40	280-803-956.010	Dues/Subscriptions	693	498	598	673	789	MHPN, Historical Society of Michigan, NTHP Forum Membership, SPOOM, related organizations and periodicals
41	280-803-956.020	Bank Charges	0		0	0	0	Bank Charges
42	280-803-956.030	Awards & Recognition	800	0	400	500	500	Periodic expenditures for recognition purposes, dedication ceremonies and celebrations. Anticipate dedication, State marker and future Historic Marker tour.
43	280-803-964.000	Adjustment in the Roll	450	55	400	450	450	Reimbursement related to the Michigan Tax Tribunal (MTT) for rulings and adjustments to property taxes.
		GENERAL SUBTOTALS:	80,557	54,706	79,568	78,943	78,309	
Dept 852-Employee Benefits								
44	280-852-715.000	FICA	3,658	3,017	4,071	4,071	4,071	FICA .0765 x (salary, plus casual and per diems).
		NET OF REVENUES/APPROPRIATIONS - FICA	3,658		4,071	4,071	4,071	
45	280-852-720.000	Hospitalization Insurance	23,042	14,175	18,000	19,080	20,225	Health Ins/Dental: Estimated health/hospital \$12,585 and dental \$1,240; employer contribution towards deductible for HSA \$3,700; plus estimated 6% insurance increase per year. <i>Note drop in \$ about 5k.</i>
		NET OF REVENUES/APPROPRIATIONS - Hospitalization Ins	23,042		18,000	19,080	20,225	
46	280-852-720.010	LIFE INSURANCE	130	126	130	130	130	Group life insurance Coverage for all FT employees.

	NET OF REVENUES/APPROPRIATIONS - Life Insurance	130		130	130	130	
47	280-852-720.020 STD/LTD Insurance	390	318	390	390	390	Short and long term disability: premium for term disability insurance coverage
	NET OF REVENUES/APPROPRIATIONS - STD/LTD Insuranc	390		390	390	390	
48	280-852-720.030 Workers Compensation	300	129	300	300	300	Coverage through Michigan Municipal League Workers Compensation fund
	NET OF REVENUES/APPROPRIATIONS - Workers' Compens	300		300	300	300	
49	280-852-722.000 Pension	5,438	4,590	5,546	5,546	5,546	Pension: Employer contribution of 12% of salary for retirement planning
	NET OF REVENUES/APPROPRIATIONS - Pension	5,438		5,546	5,546	5,546	
	SUBTOTALS EMPLOYEE BENEFITS:	32,958	22,355	28,437	29,517	30,662	SUBTOTAL FOR EMPLOYEE BENEFITS, COMMISSIONER FICA, CASUAL FICA
	SUBTOTALS:	151,015	109,060	138,605	141,910	146,171	EXPENDITURES FOR OPERATIONAL COSTS, BLDGS/GROUNDS AND GENERAL GOVT.
Dept 901-Capital Outlay expenditures included in FY budget							
50	280-901-956.000 CONTINGENCIES	0		0	0	0	Funds allocated for a 10% contingency for a larger capital improvement project.
51	280-901-975.000 CLF Restoration	41,500	32,195	34,200	36,000	40,000	2017: CLF Landscape Implementation; apple orchards plantings, grading, lawn footing leveling at barn. Replacement flag pole on East Lawn 2k, 4k restroom upgrade if grant award. Fencing around orchards, septic. Greenshields at generator and utilities. Picnic areas installed. Installation of barn ceiling fans. Develop interpretive site signage and building markers, Reflection Pond plantings, pump house roof enclosure. 2018: Restoration of Wild Game Brooders up to three for Gazebo, accessibility pathways to rear Caretaker and hen house. and restroom upgrade part of a grant application for MI Rec Passport (\$100K:25K match), CLF Landscape implementation phase 2 (12k depending on budgetary constraints). 2019: Continued Landscape development and restoration of Eagles at entranceway.
52	280-901-975.010 Publically Owned Structures/ Land			2,200	0	0	Support for public preservation projects and historic landscapes. Kline Cemetery HD Ground Penetrating Radar.
53	280-901-975.020 Threatened Twp. Structures			0	0	0	Estimated cost to assist with a threatened township owned structures.
54	280-901-975.030 Historical Marker	4,000	690	3,000	3,000	2,000	State of MI historical Marker for applied NR PCCM. HDC Historic Marker Program match for Local HD and Historic resources.
55	280-901-975.040 Goodison Lighting Upgrades	0		0	0	0	Not included as an HDC expense - remove this account.
56	280-901-975.050 Paint Creek Mill Educational Signage	1,500		1,500	1,500	2,000	Educational storyboard on PCCM history. Also DUR history and additional signage for historic sites for trail connections.
57	280-901-975.060 CLF Interpretive Signage	1,500	386	4,000	5,000	2,000	Historical signage for visitor experience, transportable roadside signs \$300
58	280-901-980.000 Equipment Purchases	500	21	400	500	1,000	Software upgrades, Carbon Monoxide alarms for HDC office.
59	280-901-980.010 CLF Equipment	3,000		2,000	2,000	2,000	Equipment needed to grow CLF visitor base and allow for comfortable amenities and current safety equipment. Movie Screen (interior/exterior canvas), two propane transport heaters/ electric heaters \$800, 2017-18 AED \$2k (additional yr. maint. \$300)
60	280-901-972.000 CLF Acquisitions	1,000		1,000	1,000	1,000	Purchase of Artifacts in a reimbursable expenditure format for display at CLF in collaboration with OTHS and following specific guidelines.
	Dept. 901 SUBTOTALS:	53,000	33,292	48,300	49,000	50,000	
TOTAL MAINT. + GEN GOVT. + OPERATIONS ONLY		151,015	109,060	138,605	141,910	146,171	TOTAL MAINT. + GEN GOVT. + OPERATIONS ONLY
TOTAL OPERATING W/ CAPTIAL EXPENDITURES		204,015	142,352	186,905	190,910	196,171	TOTAL MAINT, GEN GOVT, OPERATING W/ CAPTIAL EXPENDITURES
TOTAL REVENUE (from Page One)		156,015		149,627	152,901	156,104	REVENUE
280-931-699.000	Dept. 931-Transfers In	48,000	0	37,278	38,009	40,067	* Note: % of Capital Improvement Projects are budgeted from Fund Balance.
NET OF REVENUES/APPROPRIATIONS - 931-Transfers In							Annual Operating expense is INCLUDED in FUND BALANCE.

493,690

Estimated FUND BALANCE: JAN 31, 2017

186,905

Less FY 2017/2018 Operating Costs

(One Distributions for 16-17 have been deposited so balance should add \$55,363)

306,785

Balance left for Capital Outlay remaining five years = approximately 72K per year