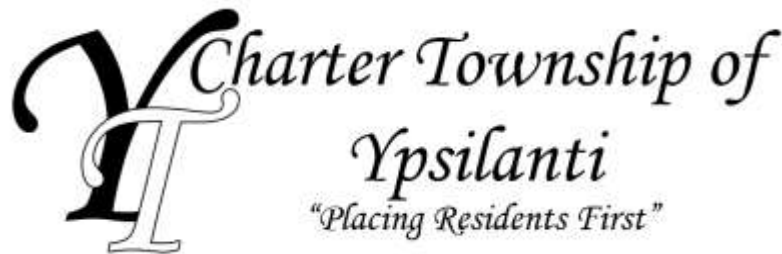


*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
JEAN HALL CURRIE  
STAN ELDRIDGE  
MIKE MARTIN  
DEE SIZEMORE



**Supervisor's Office**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 481-0617  
Fax: (734) 484-0002  
www.ytown.org

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## **SPECIAL WORK SESSION**

Wednesday, November 3, 2010 – 10:00 a.m.

1<sup>st</sup> Floor Conference Room, Civic Center, 7200 S. Huron River Drive,  
Ypsilanti Township

### **AGENDA**

*A Special Work Session of the Charter Township of Ypsilanti Board of Trustees has been called by Supervisor Brenda Stumbo to discuss the following items:*

- 1) 2011 Fiscal Year Budget – General Fund

11/1/10

## Revenues

<u>Line item</u>	<u>Explanation</u>
101-000-000-403-000 – Current Property Taxes	This line item reflects revenues from property taxes, based on values and millage rates. These figures were prepared by David Williamson and Linda Gosselin.
101-000-000-403-002 – Current Property Tax Adjustments	Current property tax adjustments are the Board of Review and the Michigan Tax Tribunal refunds for the current year tax revenues – 2010/2011.
101-000-000-407-001 – Property Taxes/ Administration Fees	This represents the 1% administrative fee charged on property tax bills. This is not charged on special assessments. The 1% administrative fee can only be used for the collection (Treasurer's Office) and assessment (Assessing Office) of property taxes, and Tax Tribunal cases. We are projecting \$600,000 in revenue for this line item and \$859,694 in expenditures (\$288,323 in Treasurer's Dept. and \$571,371 in Assessing Dept).
101-000-000-417-000 – Delinquent Personal Property Taxes	Delinquent personal property taxes are the tax collections from prior years not already recorded as revenue. The Treasurer's Office is responsible for collection.
101-000-000-445-000 – Penalties & Interest	Penalty and interest charged for the late payment of current property taxes at the Township before they are sent to the County.
101-000-000-451-452 – Business License & Permits Salvage Yard	This line item reflects fees charged for business licenses and permits for salvage yards.
101-000-000-451-453 – Business License & Permits Trailer Fee	This line item reflects fees charged for mobile home lots.
101-000-000-451-454 – Business License & Permits Peddler Fee	This line item reflects fees charged for Peddler Permits.
101-000-000-476-483 – Non Business License Dog Licenses	This line item reflects fees charged for dog licenses.
101-000-000-476-485 – Non Business License Sale Ordinance & Codes	This line item reflects fees charged for ordinance books.
101-000-000-574-000 – State Revenue Sharing	This line item reflects revenues from the State of Michigan, based on Constitutional and Statutory amounts. It is recommended that this line item be reduced by 4%.

101-000-000-607-001 – Charge for Services – Site Plan Review	This line item reflects fees charged for site plan reviews.
101-000-000-607-002 – Charge for Services – Board Appeals	It is recommended that this line item remain at \$0.
101-000-000-607-003 – Charge for Services – Prop. Change Application	This line item reflects fees charged for property split applications.
101-000-000-607-004 – Charge for Services – Fax, Copy & Other	This line item reflects fees charged for faxes, copies, etc.
101-000-000-607-012 – Charge for Services – Address Assign	This line item reflects fees charged to assign addresses.
101-000-000-607-013 – Charge for Services – Planning Commission	Charges for Special Request Planning Commission meetings.
101-000-000-615-000 – Charge for Services – NSF Fees	This line item reflects fees collected for checks returned by the bank.
101-000-000-626-627 – Voter Lists, Tax Rolls, Fische	This line item reflects charges for requested information lists.
101-000-000-626-637 – Administration Fees/Fire Dept.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by Chris Olshelsfke.
101-000-000-626-638 – Administration Fees/Envir. Svcs.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by Chris Olshelsfke.
101-000-000-626-639 – Administration Fees/Law Enf.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by Chris Olshelsfke.
101-000-000-626-640 – Administration Fees/Golf Course	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by Chris Olshelsfke.
101-000-000-626-641 – Administration Fees/Compost	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by Chris Olshelsfke.
101-000-000-626-642 – Administration Fees/Bldg. Dept.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by Chris Olshelsfke.
101-000-000-642-645 – Township & Precinct Maps, etc.	This line item reflects fees charged for Township and precinct maps.
101-000-000-655-000 – Charge – Nonrecording Property Transfer	This line item reflects fees collected for transfer affidavits that are not filed timely.
101-000-000-664-001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks.

101-000-000-664-002 – Interest Earned Equipment	This line item reflects interest earned on the note with the Golf Course for grounds equipment.
101-000-000-664-003 – Net Interest Earned - Current Tax Collection	This line item reflects interest earned on the current tax collection funds held at the bank. The figures were projected by Chris Olshelfske.
101-000-000-667-000 – Site Lease Revenues	This line item reflects lease revenues for cell towers. There is a 3% annual increase for these leases.
101-000-000-667-001 – Rent Income	This line item reflects rent income from the building leased to YCUA. The current lease expires on September 30, 2010 and is in final negotiations.
101-000-000-673-002 – Sales of Fixed Assets - Equipment	This line item reflects all general fund equipment sales.
101-000-000-674-000 – Reimbursements – Employee	This line item reflects reimbursements received from employees for postage and any other miscellaneous items.
101-000-000-674-001 – Employee Reimbursement - Phones	This line item reflects reimbursements received from employees for phone charges.
101-000-000-685-000 – Federal RDS Subsidy - Medc Part D	This line item reflects Federal reimbursement/subsidy for retiree prescription drugs as part of Medicare Part D.
101-000-000-686-000 – Reimbursement Elections- Cnty/Twp/Cty	This line item reflects reimbursements received from the County for elections.
101-000-000-689-000 – Reimbursement – Seaver Farms	This line item is used for bond dollars that cannot be released until the wetland mitigation is completed.
101-000-000-694-001 – Other Income – Misc.	This line item reflects miscellaneous income, with most revenue generated from the annual liability insurance premium credit/refund.
101-000-000-694-002 – Legal Donations & Reimbursements	This line item is used for legal donations and/or reimbursements received.
101-000-000-694-004 – Misc Revenue – Insurance Reimbursement	This line item is used when an insurance company reimburses the Township for repairs and/or losses.
101-000-000-694-010 – Misc Rev – Right of Way - Metro	This line item reflects dollars received from the State of Michigan for road right-of-way usage for cable.
101-000-000-694-100 – Other Revenue – Franchise Fees	This line item reflects dollars received for franchise cable fees from Comcast and AT&T. It is recommended that this line item remain at \$600,000 in 2011.

101-000-000-694-200 – Revenue – Vending  
Commissions

This line item reflects revenues from the vending machines at the Civic Center. This is used to purchase coffee and water.

101-000-000-695-000 – Other Financing Sources/  
Long Term Debt

This line item is used to record long term debt as other financing sources.

101-000-000-697-892 – Transfer In: Noxious Weeds

This fund is closed. We will remove this line item next year.

101-000-000-695-001 – Other Financing Sources/

This line item is used for the contractual lease with YCUA and will be closed out. It is now shown as rent income in line 667.001.

BUDGET WORKSHEET

Charter Township of Ypsilanti

Month: 6/30/2009	2008	2009	2010	2010		2011	
	Prior Year Actual	Prior Year Actual	2010 Original Budget	Amended Budget	Current Year Actual Thru 30-Sep	Requested	
Fund: 101 - GENERAL FUND							
Revenues							
Dept: 000.000							
403.000	CURRENT PROPERTY TAXES	1,785,857	1,771,936	1,583,535	1,583,535	1,656,431	1,417,010
403.002	CUR PROPERTY TAX ADJUSTMENTS	-6,041	-3,997	-71,758	-71,758	-16	-18,704
405.000	IN LIEU OF TAXES	0	8,678	0	0	9,235	0
407.001	PROPERTY TAXES/ADMINST. FEES	804,825	758,788	604,710	604,710	714,729	600,000
407.007	STREET LIGHTS		57,574				0
417.000	DELINQUENT PERS.PROPERTY TAXES	0	3,251	0	0	0	0
445.000	PENALTIES AND INTEREST	42,744	36,024	25,000	25,000	29,062	20,000
451.452	BUS LIC. & PERMITS SALVAGE YRD	1,500	1,500	1,500	1,500	375	1,500
451.453	BUS LIC. & PERMITS TRAILER FEE	6,355	6,280	6,000	6,000	4,109	6,000
451.454	BUS LIC. & PERMITS PEDDLER FEE	345	325	0	0	265	300
476.483	NON BUS. LIC. DOG LICENSES	9,069	8,900	9,000	9,000	10,760	8,900
476.485	NON BUS. LIC. SALE ORD & CODES	330	25	0	0	40	25
574.000	STATE REVENUE SHARING	4,354,658	3,885,726	3,705,060	3,705,060	2,402,478	3,556,858
607.001	CHG FOR SERVICES SITE PLAN REV	45,806	6,705	6,000	6,000	12,194	5,000
607.002	CHG FOR SERVICES BOARD APPEALS	350	1,150	0	0	800	0
607.003	CHG FOR SERV. PROP CHNG APPLIC	1,907	725	300	300	2,250	500
607.004	CHG FOR SERV-FAX, COPY & OTHER	49	48	0	0	22	0
607.012	CHARGE FOR SERV-ADDRESS ASSIGN	195	180	0	0	45	0
607.013	CHRG FOR SERV-PLANNING COMMIS	1,940	0	0	0	0	0
615.000	CHARGE FOR SERVICES-NSF FEES	805	720	0	0	362	0
626.627	VOTER LISTS, TAX ROLLS, FISCHE	182	50	0	0	25	0
626.630	CHRG SVCS I.F.T. EXEMPT APPLIC	0	3,000	0	0	2,000	0
626.633	PASSPORT SERVICES	5,320	7,437	5,000	5,000	4,534	5,000
626.637	ADMINISTRATION FEES/FIRE DEPT.	88,800	88,560	88,560	88,560	66,420	76,512
626.638	ADMINISTRATION FEES/ENWR SVCS	44,544	37,980	37,980	37,980	28,485	19,956
626.639	ADMINISTRATION FEES/LAW ENFORC	93,900	87,180	87,180	58,296	53,831	10,560
626.640	ADMINISTRATION FEES/GOLF COURS	38,400	24,300	24,300	24,300	18,225	23,688
626.641	ADMINISTRATIVE FEES/COMPOST	7,560	7,140	7,140	7,140	5,355	5,724
626.642	ADMINISTRATION FEES/BLDG DEPT	62,880	61,020	20,000	20,000	20,000	20,000

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010 Original Budget	2010		2011 Requested
	Prior Year Actual	Prior Year Actual		Amended Budget	Current Year Actual Thru 30-Sep	
Month: 6/30/2009						
642.645 TOWNSHIP & PRECINTS MAPS ETC.	213	100	0	0	169	0
655.000 CHRG-NONRECORDING PROP XFER	3,200	4,800	0	0	3,219	0
664.001 INTEREST EARNED	176,537	25,505	30,000	30,000	11,051	13,000
664.002 INTEREST EARNED EQUIPMENT	7,243	4,964	2,552	2,552	2,552	0
664.003 NET INTEREST EARN-CUR TAX COLL	410,253	34,561	15,000	15,000	14,299	7,500
667.000 SITE LEASE REVENUES	70,687	72,807	72,100	72,100	53,574	73,000
667.001 RENT INCOME	30	0	50,000	50,000	40	200,000
673.002 SALES OF FIXED ASSETS-EQUIP.	2,292	536	0	0	756	0
674.000 REIMBURSEMENTS - EMPLOYEE	341	538	0	0	486	0
674.001 EMPLOYEE REIMBURSEMENT-PHONES	514	592	0	0	52	0
685.000 FEDERAL RDS SUBSIDY-MEDC PARTD	12,789	13,436	12,000	12,000	271	12,000
686.000 REIMBURS ELECTIONS-CNTY/TWP/CTY	48,324	0	30,390	30,390	6,204	20,590
689.000 REIMBURSEMENT-SEAVER FARMS	8,106	0	0	0	0	0
694.001 OTHER INCOME-MISCELLANEOUS	39,449	52,966	30,000	30,000	10,087	5,000
694.002 LEGAL DONATIONS & REIMBURSEMTS	0	21,854	0	0	4,429	0
694.004 MISC REVENUE-INSURANCE REIMBURS	12,870	0	0	0	0	0
694.010 MISC REV-RIGHTOFWAY- METRO	16,820	16,826	16,000	16,000	17,226	17,200
694.100 OTHER REVENUE-FRANCHISE FEES	551,784	638,987	600,000	600,000	485,905	600,000
694.200 REVENUE-VENDING COMMISSIONS	0	322	200	200	260	200
695.000 OTHER FIN.SOURCES/LONG TERM DEBT	0	37,081	0	0	0	0
695.001 OTHER FIN SOURCES/LEASE YCUA		104,535				0
697.892 TRANSFER IN: NOXIOUS WEEDS	17	0	0	0	0	0
699.000 APPROPRIATED PRIOR YEAR BAL.	0	0	0	422,498	0	0
Dept: 000.000	8,763,749	7,889,614	6,997,749	7,391,363	5,652,596	6,707,319

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008		2009		2010		2011 Requested
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Amended Budget	----- Current Year ----- Actual Thru 30-Sep		
Month: 6/30/2009							
Dept: 136.000 14-B DISTRICT COURT							
601.136 14B STATE SHARED REVENUE	45,724	45,724	45,720	45,720	34,293	moved - Fund 236	
601.137 14B ST OF MI JUROR COMP REIMB	4,685	4,545	4,500	4,500	1,535	moved - Fund 236	
602.136 14B COURT COSTS	536,840	608,277	644,000	644,000	486,243	moved - Fund 236	
602.544 14B-ST OF MI CASEFLOW ASSISTAN	8,242	8,105	8,250	8,250	6,915	moved - Fund 236	
603.136 14B CIVIL FEES	297,204	306,645	303,000	303,000	218,034	moved - Fund 236	
604.000 14B PROBATION FEES	40,454	46,685	50,000	50,000	40,358	moved - Fund 236	
605.001 14B ORDINANCE FINES AND COSTS	115,496	117,934	130,000	130,000	88,522	moved - Fund 236	
605.003 14B BOND FORFEITURES	37,024	36,529	35,000	35,000	23,437	moved - Fund 236	
605.004 14B INTEREST EARNED	1,951	872	800	800	460	moved - Fund 236	
605.005 14B MISCELLANEOUS INCOME					439	moved - Fund 236	
694.007 MISCELLANEOUS INCOME OVR&SHO		20			4	moved - Fund 236	
14-B DISTRICT COURT	1,087,620	1,175,335	1,221,270	1,221,270	900,240		0
Total Revenues	9,841,369	9,064,949	8,219,019	8,612,633	6,552,836		6,707,319

## 101 – Township Board

<u>Line item</u>	<u>Explanation</u>
101-101-000-703-000 - Salaries-Elected Officials	It is recommended that salaries for Trustees remain the same in 2011.
101-101-000-715-000 – FICA/Medicare	This line item will remain the same in 2011.
101-101-000-719-000 – Health & Dental Ins.	Our health insurance rates increased by approximately 22% overall. However, with the new Health Care Reform Act, we no longer pay a separate premium for family continuation coverage, riders are now included in the family rate. As a result, some health & dental insurance line items have increased, while others have decreased. In this budget, it has decreased by \$4,458.
101-101-000-720-000 – Life Insurance	This number was provided by Human Resources and is budgeted at \$390 to cover the cost of life insurance.
101-101-000-727-000 – Office Supplies	It is recommended that this line item remain at \$250.
101-101-000-801-000 – Professional Services	This line item is for our lobbyist at GCSI (\$34,200, a decrease of 5%) and for Stauder Barch (\$500). It is recommended that we continue contracting with GCSI for lobbyist services in 2011.
101-101-000-931-000 – Repairs & Maintenance	In order to cut costs, it is recommended that this line item be reduced from \$200 to \$150.
101-101-000-956-000 – Miscellaneous	In order to cut costs, it is recommended that this line item be reduced from \$150 to \$100.
101-101-000-958-000 – Membership & Dues	Attached is the current list of membership and dues. This line item has been reduced by \$6,500 to \$20,500. This is due to a reduction of \$3,500 in our annual permit fee to the State of Michigan and slight reductions in our SEMCOG and Huron River Watershed Council dues. Also, we are no longer a member of the Alliance of Rouge Communities, which saves an additional \$1,054.

BUDGET WORKSHEET

Charter Township of Ypsilanti	2008	2009	2010 Original Budget	2010		2011 Requested
	Prior Year Actual	Prior Year Actual		Amended Budget	Current Year ----- Actual Thru 30-Sep	
Month: 6/30/2009						
Expenditures						
Dept: 101.000 TOWNSHIP BOARD						
703.000 SALARIES - ELECTED OFFICIALS	59,936	61,487	59,934	59,934	43,797	59,934
715.000 F.I.C.A./MEDICARE	4,585	4,703	4,585	4,585	3,350	4,585
719.000 HEALTH & DENTAL INSURANCE	6,255	25,628	28,468	28,468	19,789	24,010
720.000 LIFE INSURANCE	520	354	354	354	266	390
727.000 OFFICE SUPPLIES	1,209	411	250	250	175	250
801.000 PROFESSIONAL SERVICES	48,500	44,400	18,500	27,500	27,400	34,700
931.000 REPAIRS AND MAINTENANCE	102	62	200	200	85	150
956.000 MISCELLANEOUS	65	102	150	150	12	100
958.000 MEMBERSHIP AND DUES	29,793	25,277	27,000	27,000	21,723	20,500
TOWNSHIP BOARD	150,965	162,425	139,441	148,441	116,597	144,619

BUDGET WORKSHEET

Charter Township of Ypsilanti	2008	2009	2010	2010		2011
	Prior Year Actual	Prior Year Actual	2010 Original Budget	Amended Budget	Current Year Actual Thru 30-Sep	Requested
Month: 6/30/2009						
Dept: 136.000 14-B DISTRICT COURT						
703.001 SALARY - JUDGE	45,724	45,196	45,734	45,734	33,413	Moved-Fund 236
705.000 SALARY - SUPERVISION	91,902	0	0	0	0	Moved-Fund 236
706.000 SALARY - PERMANENT WAGES	553,612	498,509	505,089	505,089	351,914	Moved-Fund 236
706.001 SALARY - BAILIFF	62,000	57,764	44,243	44,243	27,855	Moved-Fund 236
706.002 SALARY - DEPUTY COURT ADMIN	56,564	56,023	56,286	56,286	40,989	Moved-Fund 236
707.000 SALARY - TEMPORARY /SEASONAL	13,927	25,134	0	0	6,674	Moved-Fund 236
708.004 SALARIES PAY OUT-PTO&SICKTIME	959	5,765	5,663	5,663	0	Moved-Fund 236
708.005 SALARIES - PAY OUT OF RETIREES		25,319				Moved-Fund 236
708.008 RETIREE TIME PAYOUTS	61,877	0	0	0	0	Moved-Fund 236
708.010 HEALTH INS BUYOUT	14,547	12,775	15,000	15,000	6,000	Moved-Fund 236
709.000 REG OVERTIME	4,397	487	1,000	1,000	197	Moved-Fund 236
715.000 F.I.C.A./MEDICARE	60,999	51,589	52,216	52,216	33,341	Moved-Fund 236
719.000 HEALTH & DENTAL INSURANCE	159,681	132,265	123,980	123,980	108,471	Moved-Fund 236
719.001 SICK AND ACCIDENT	5,453	4,830	4,487	4,487	3,365	Moved-Fund 236
720.000 LIFE INSURANCE	2,471	2,231	2,153	2,153	1,619	Moved-Fund 236
723.000 DEFERRED COMPENSATION EMPLOYER	183	321	575	575	424	Moved-Fund 236
724.001 UNEMPLOYMENT EXPENSE	0	11,159	0	0	2,528	Moved-Fund 236
727.000 OFFICE SUPPLIES	7,537	11,560	9,000	9,000	5,933	Moved-Fund 236
730.000 POSTAGE	10,948	9,359	11,000	11,000	7,585	Moved-Fund 236
739.000 LIBRARY SUBSCRIPTION	2,469	2,455	2,000	2,000	1,903	Moved-Fund 236
740.000 OPERATING SUPPLIES	3,560	4,429	3,000	3,000	1,652	Moved-Fund 236
801.007 ATTORNEY FEES CRIMINAL		600				Moved-Fund 236
801.009 14B OTHER CONTRACTUAL SERVICE	6,398	7,280	5,500	5,500	1,200	Moved-Fund 236
801.010 CONTRACTUAL/VISITING JUDGE	385	1,430	1,000	1,000	0	Moved-Fund 236
801.012 CONTRACTUAL/INTERPRETER FEES	6,391	4,396	5,000	5,000	3,019	Moved-Fund 236
801.013 MAGISTRATE CONTRACTUAL SERVICE	0	45,000	45,000	45,000	33,760	Moved-Fund 236
811.000 14B TRANSCRIPTS	0	0	100	100	0	Moved-Fund 236
819.006 COMPUTER PROGRAMS/LIEN	0	995	1,000	1,000	530	Moved-Fund 236
819.010 COMPUTER NETWORK SUPPORT	57,668	57,668	60,000	60,000	28,834	Moved-Fund 236
850.000 TELEPHONE	6,713	8,917	6,500	6,500	3,133	Moved-Fund 236
860.000 TRAVEL	747	311	1,000	1,000	620	Moved-Fund 236

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010			2011 Requested
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Amended Budget	----- Current Year Actual Thru 30-Sep	
876.000 RETIREMENTMERS	43,364	40,440	55,455	55,457	37,071	Moved-Fund 236
900.000 PUBLISHING	7,045	4,250	6,500	6,500	3,883	Moved-Fund 236
914.000 INSURANCE & BONDS FIRE & LIAB	11,678	11,013	11,500	11,500	7,404	Moved-Fund 236
917.000 WORKERS COMPENSATION INSURANCE	6,690	7,481	9,000	9,000	7,076	Moved-Fund 236
920.014 UTILITIES - COURT	30,922	37,051	36,000	36,000	22,324	Moved-Fund 236
931.000 REPAIRS AND MAINTENANCE	14,278	12,408	15,000	15,000	6,235	Moved-Fund 236
933.000 EQUIPMENT MAINTANCE	1,994	2,283	2,100	2,100	3,258	Moved-Fund 236
941.000 EQUIPMENT RENTAL/LEASING	585	775	500	500	489	Moved-Fund 236
956.000 MISCELLANEOUS	61	125	0	0	13	Moved-Fund 236
957.000 BANK CHARGES	5,052	5,571	3,000	3,000	4,698	Moved-Fund 236
958.000 MEMBERSHIP AND DUES	1,295	1,765	1,500	1,500	1,050	Moved-Fund 236
960.000 EDUCATION AND TRAINING	367	841	750	750	0	Moved-Fund 236
977.000 EQUIPMENT	0	0	1,500	1,500	1,471	Moved-Fund 236
<b>14-B DISTRICT COURT</b>	<b>1,360,443</b>	<b>1,209,779</b>	<b>1,149,331</b>	<b>1,149,333</b>	<b>799,918</b>	<b>0</b>

## 137 – 14-B Due Process

<u>Line item</u>	<u>Explanation</u>
101-137-000-801-007 – Attorney Fees Criminal	This line item was moved to Fund 236.
101-137-000-801-014 – Legal Svcs. Prosecution &	It is proposed that the hourly rate for prosecution and domestic violence be reduced from \$118 per hour to \$115 in 2011. With this reduction, we are recommending that the prosecution line item remain at \$110,000 and the domestic violence line item remain at \$115,000 due to increases in the case loads.
101-137-000-812-000 – Jury Fees	This line item was moved to Fund 236.
101-137-000-812-001 – Witness Fees	This line item was moved to Fund 236.
101-137-000-812-002 – 14B Enhanced Jury Fees	This line item was moved to Fund 236.
101-137-000-812-003 – 14B Juror Expenses	This line item was moved to Fund 236.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010			2011
	Prior Year	Prior Year	2010 Original Budget	Current Year -----		2011 Requested
	Actual	Actual		Amended Budget	Actual Thru 30-Sep	
Month: 6/30/2009						
Dept: 137.000 14-B DUE PROCESS						
801.007 ATTORNEY FEES CRIMINAL	39,135	37,875	40,000	40,000	27,900 moved-Fund 236	
801.014 LEGAL SERVICES PROSECUTION	110,566	113,784	110,000	110,000	83,639	110,000
801.020 LEGAL SERVICES - DOMESTIC VIOL	125,049	116,544	115,000	115,000	84,285	115,000
812.000 14B JURY FEES	7,313	9,044	9,000	9,000	3,746 moved-Fund 236	
812.001 WITNESS FEES	218	85	500	500	42 moved-Fund 236	
812.002 14B ENHANCED JURY FEES	2,085	89	2,500	2,500	0 moved-Fund 236	
812.003 14B JUROR EXPENSES	1,018	1,014	1,100	1,100	581 moved-Fund 236	
14-B DUE PROCESS	285,384	278,434	278,100	278,100	200,193	225,000

## 171 – Supervisor

<u>Line item</u>	<u>Explanation</u>
101-171-000-703-000 - Salaries-Elected Officials	It is recommended that the salaries for elected officials remain the same in 2011.
101-171-000-706-000 – Salary – Permanent Wages	This line item includes the salary for the Deputy Supervisor (\$53,305.76) and 80% of the Floater II/Clerk III position shared with the Clerk's Office. This position was previously split 50/50 with the Clerk's Office but due to our office taking on additional duties with Human Resources, payroll, Neighborhood Watch and Economic Development, we are requesting that it be split 80/20. Administrative employees will be reducing their PTO accrual by eight (8) days in 2011, which equals 3%, so it is recommended that the salary of the Deputy Supervisor remain the same. The wages for AFSCME employees are based on a 32 hour work week, factoring in their PTO time (how much they will accrue and how much they have saved).
101-171-000-708-000 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source. \$2,400 has been budgeted for the Floater II/Clerk III position (80%).
101-171-000-709-000 – Overtime	It is recommended that this line item remain at \$0.
101-171-000-715-000 – FICA/Medicare	This line item has been increased, due to budgeting 80% of the shared Floater II/Clerk III position with the Clerk's Office. Figures were provided by Human Resources.
101-171-000-719-000 – Health & Dental Ins.	Due to rising health care costs and the Health Care Reform Act, our health insurance rates increased approximately 22% overall. Even with the increases, this line item was reduced by \$14,939 due to the shared position employee receiving the health care buyout in lieu of our health insurance.
101-171-000-719-001 – Sick & Accident Ins.	A 10% increase from the 2010 rates was estimated. This line item was also increased due to budgeting for 80% of the shared Floater II/Clerk III position. We anticipate receiving our renewal rates later this year.
101-171-000-720-000 – Life Insurance	A 10% increase from the 2010 rates was estimated. This line item was also increased due to budgeting for 80% of the shared Floater II/Clerk III position. We anticipate receiving our renewal rates later this year.

101-171-000-727-000 – Office Supplies	In an effort to reduce expenditures, it is recommended that this line item be reduced from \$500 to \$400.
101-171-000-860-000 – Travel	It is recommended that this line item remain at \$0.
101-171-000-876-000 – Retirement/MERS	This line item includes the retirement for the Supervisor, Deputy Supervisor and 80% of a Floater II/Clerk III position. Figures were provided by Human Resources.
101-171-000-931-000 – Repairs & Maintenance	It is recommended that this line item remain at \$0 for 2011.
101-171-000-956-000 – Miscellaneous	It is recommended that this line item remain the same, \$100 for 2011.
101-171-000-958-000 – Membership & Dues	In an effort to cut costs last year, it was recommended that the membership to MATS (Michigan Association of Township Supervisors) be eliminated, which reduced this line item to \$100. To further cut costs, it is recommended that it be reduced to \$0.

There are currently 2 ½ employees in the Supervisor's Office; the Supervisor, Deputy Supervisor and ½ Floater II/Clerk III. This budget reflects a proposed increase in the Floater II/Clerk III's time spent in the Supervisor's Office from 50/50 to 80/20. The two functions she will perform for the Clerk's Office will be insurance and FOIAs.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008		2009		2010		2011 Requested
	Prior Year	Prior Year	2010 Original	Current Year -----			
	Actual	Actual	Budget	Amended Budget	Actual Thru 30-Sep		
Month: 6/30/2009							
Dept: 171.000 TOWNSHIP SUPERVISOR							
703.000 SALARIES - ELECTED OFFICIALS	74,015	75,932	73,855	73,855	53,824	73,654	
706.000 SALARY - PERMANENT WAGES	75,966	77,897	76,061	76,061	53,641	89,392	
707.000 SALARY-TEMPORARY/SEASONAL	459	0	0	0	0	0	
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	3,091	0	0	0	0	
708.010 HEALTH INS BUYOUT	2,163	0	0	0	0	2,400	
709.000 OVERTIME	871	0	0	0	0	0	
715.000 F.L.C.A./MEDICARE	11,622	11,923	11,476	11,476	8,221	12,657	
719.000 HEALTH & DENTAL INSURANCE	13,328	33,461	39,128	39,128	24,141	24,189	
719.001 SICK AND ACCIDENT	592	561	561	561	421	740	
720.000 LIFE INSURANCE	442	414	414	414	311	510	
723.000 DEFERRED COMPENSATION-EMPLOYER	6	0	0	0	0	0	
727.000 OFFICE SUPPLIES	997	610	500	500	114	400	
860.000 TRAVEL	0	0	0	0	0	0	
876.000 RETIREMENT/MERS	6,075	7,567	14,044	14,044	10,026	15,408	
931.000 REPAIRS AND MAINTENANCE	85	0	0	0	0	0	
956.000 MISCELLANEOUS	0	60	100	100	64	100	
958.000 MEMBERSHIP AND DUES	354	250	100	100	0	0	
TOWNSHIP SUPERVISOR	186,975	211,765	216,039	216,039	150,762	219,450	

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Justices*  
JEAN HALL CURRIE  
STAN ELDRIDGE  
MIKE MARTIN  
DEE SIZEMORE



Clerk's Office

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 484-4700  
Fax: (734) 484-5156  
www.twp.ypsilanti.mi.us

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# MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees  
From: Karen Lovejoy Roe, Clerk  
Date: October 12, 2010  
Subject: ***Amended Proposed 2011 Budget Request  
Election Department #190***

When preparing our original budget request, every effort was made to reduce costs where every possible. In my original submission, I was able to reduce the prior year budget by \$64,372, which equated to a 25.6% decrease from the 2010 budget.

The Assessor is anticipating a further reduction in property values and the amount the Township will receive from revenue sharing remains up in the air.

During recent budget meeting between the three full-time officials, we discussed the likely hood of the Constitutional Convention proposal failing. With that in mind, I revisited our proposed budget so see if further reduction were possible.

By reducing all costs associated with the anticipated Constitutional Convention proposal, I was able to further reduce our proposed request for the 2011 budget by an additional \$35,509.

The latest revision reduces the prior year budget by \$99,881, which equates to a 40% decrease from the 2010 budget.

## **190- Elections**

### **Amended Request for 2011 Budget**

<u>Line Item</u>	<u>Explanation</u>
101.190.000.704.000 – Appointed Officials	<i>This line item has been reduced to 0 – this anticipates the Constitutional Convention proposal will not pass.</i>
101.190.000.704.003 – Appt Officials/Schools	For 2011 School Board Election. This cost is reimbursable if the schools are the only item on the ballot.
101.190.000.705.000 – Supervision	<i>It is recommended this line item be reduced from \$300 to \$150.</i>
101.190.000.706.000 – Permanent Wages	This line item includes the wages of two full-time Floater II /Clerk III positions based on a 32-hour work week. AFSCME employees still have the option to utilize their PTO to obtain 40 hours.
101.190.000.708.010 – Health Ins Buyout	This line item includes insurance buyout for one employee.
101.190.000.709.000 – Regular Overtime	<i>Accounts for mandatory overtime on Election Day &amp; Saturday prior to election. It is recommended this item be reduced from \$5,000 to \$0</i>
101.190.000.709.004 – Overtime – Schools	Accounts for mandatory overtime on Election Day & Saturday prior to election.
101.190.000.715.000 – F.I.C.A. / Medicare	Exact amount calculated by accounting.
101.190.000.719.000 – Health & Dental Ins	Exact amount calculated by accounting.
101.190.000.719.001 – Sick & Accident	Exact amount calculated by accounting.
101.190.000.720.000 – Life Insurance	Exact amount calculated by accounting.
101.190.000.723.000 – Deferred Compensation	Exact amount calculated by accounting.

101.190.000.727.000 – Office Supplies	<i>Accounts for necessary elections supplies. It is recommended that this item be reduced from \$8,000 to \$4,000</i>
101.190.000.730.000 – Postage	This amount is charged to General Services.
101.190.000.730.001 – Postage/School	<i>Assumes one school election. It is recommended this item be reduced from \$5,000 to \$2,500. This cost is reimbursable if the schools are the only item on the ballot.</i>
101.190.000.740.003 – Op Supplies/School	Assumes one school election. This cost is reimbursable if the schools are the only item on the ballot.
101.190.000.801.000 – Professional Services	It is recommended that this line item remain at \$0.
101.190.000.860.000 – Travel	Accounts for mileage reimbursement for Election Day travel
101.190.000.876.000 – Retirement/MERS	Exact amount calculated by accounting.
101.190.000.900.000 – Publishing	<i>Accounts for legal notices published in newspaper It is recommended this item be reduced from \$500 to \$0.</i>
101.190.000.900.001 – Publishing/School	Accounts for legal notices published in newspaper (reduced from 2010).
101.190.000.931.000 – Repairs & Maintenance	<i>It is recommended this line item be reduced from \$1,500 to \$750.</i>
101.190.000.941.000 – Equipment Rental/Leasing	<i>Accounts for building rentals for elections. It recommended this item be reduced from \$1,525 to \$0 due to the anticipation of the Constitutional Conventional proposal failure</i>
101.190.000.941.003 – Equip Rental/Lease/School	Accounts for rental of the Country Club (\$1,100) & Armory (\$425) this cost remains the same.

101.190.000.942.000 – Motorpool	It is recommended that this line item remain at \$0.
101.190.000.956.000 – Miscellaneous	It is recommended this item be reduced from \$400 to \$200.
101.190.000.977.000 – Equipment	It is recommended this item be reduced from \$2,500 to \$1,500.
101.190.000.977.001 – Computer Software	It is recommended that this line item remain at \$0.

#### **Department/Budget Overview**

There are 2 Floater II/Clerk III positions assigned to the Elections Budget that handle the day-to-day operations of the Clerk's Office. During election preparation, up to and including election day, all Clerk's Office staff work on all aspects of the election.

***With further reductions, the 2011 Election Department Budget was reduced by \$99,881, which equates to a 40% decrease from the 2010 budget. The reduction is the direct result of fewer anticipated elections and associated line item reductions.***

BUDGET WORKSHEET

Charter Township of Ypsilanti	2008	2009	2010		2011 Requested	
	Prior Year	Prior Year	2010 Original Budget	----- Current Year -----		
	Actual	Actual		Amended Budget		Actual Thru 30-Sep
Month: 6/30/2009						
Dept: 190.000 ELECTION DEPARTMENT						
704.000 APPOINTED OFFICIALS	71,615	24,964	68,000	68,000	25,704	0
704.003 APPOINTED OFFICIAL-SCHOOL ELEC	13,937	0	12,815	12,815	3,059	12,815
705.000 SALARY - SUPERVISION	1,050	600	0	0	150	150
706.000 SALARY - PERMANENT WAGES	93,607	88,343	84,051	84,051	61,292	90,146
708.010 HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
709.000 REG OVERTIME	23,029	3,758	5,000	5,000	4,229	0
709.004 OVERTIME-SCHOOL ELECTIONS	2,529	0	7,500	7,500	1,215	3,000
715.000 F.I.C.A./MEDICARE	9,403	7,289	8,788	8,788	5,243	7,126
719.000 HEALTH & DENTAL INSURANCE	13,165	13,381	15,631	15,631	10,947	17,599
719.001 SICK AND ACCIDENT	748	748	748	748	561	823
720.000 LIFE INSURANCE	331	331	331	331	248	364
723.000 DEFERRED COMPENSATION EMPLOYER	1	0	1,051	1,051	0	0
727.000 OFFICE SUPPLIES	13,208	14,277	16,000	16,000	5,552	4,000
730.001 POSTAGE-SCHOOL ELECTIONS	1,882	0	5,100	5,100	779	2,500
740.003 OP SUPPLIES-SCHOOL ELECTIONS	1,428	0	3,000	3,000	440	3,000
860.000 TRAVEL	712	136	500	500	340	500
876.000 RETIREMENT/MERS	9,250	8,656	9,024	9,023	6,257	8,504
900.000 PUBLISHING	1,082	126	1,000	1,000	141	0
900.001 PUBLISHING-SCHOOL ELECTIONS	0	0	375	375	0	250
931.000 REPAIRS AND MAINTENANCE	742	0	1,500	1,500	66	750
941.000 EQUIPMENT RENTAL/LEASING	5,481	2,625	3,200	3,200	2,635	0
941.003 EQUIP RENTAL/A PASE SCHOOL ELEC	425	425	1,600	1,600	0	1,525
956.000 MISCELLANEOUS	1,175	207	400	400	0	200
977.000 EQUIPMENT	2,428	3,381	2,500	2,500	0	1,500
ELECTION DEPARTMENT	270,228	172,249	251,114	251,113	130,359	157,752

Charter Township of Ypsilanti  
MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees  
FROM: Chris Olshelske, Accounting Director  
DATE: October 28, 2010  
SUBJECT: Department/Division Proposed 2011 Fiscal Year Budget

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Attached is the proposed 2011 Fiscal Year Budget. Changes from the 2010 Fiscal Year budget are as follows:

	FY 10	FY 11	Difference
Personnel Expense	250,478	263,389	12,911
Non-Personnel Expense	3,970	3,475	(495)
Capital Outlay	0	0	0
<b>TOTAL</b>	<b>254,448</b>	<b>262,921</b>	<b>8,473</b>

**Department Overview**

The Accounting Department is responsible for payment of vendors and employees as directed and authorized. It maintains accurate accounting records with timely reporting.

The Accounting Director is retiring December 31, 2010.

**Expenditures**

The increase in the 2011 budget of \$8,473 is primarily due to:

- The retirement of the Accounting Director. \$70,269 has been budgeted for a new Accounting Director and \$13,440 has been budgeted for Ms. Olshelske to return in February & March 2011 to assist with the audit.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010 Original Budget	2010		2011 Requested
	Prior Year	Prior Year		Current Year -----		
	Actual	Actual		Amended Budget	Actual Thru 30-Sep	
Month: 6/30/2009						
Dept: 201.000 ACCOUNTING DEPARTMENT						
705.000 SALARY - SUPERVISION	81,513	83,297	80,799	80,799	58,838	70,269
706.000 SALARY - PERMANENT WAGES	84,719	91,906	89,294	89,294	65,264	90,091
707.000 TEMPORARY	0	0	0	0	0	13,440
708.008 RETIREE PAYOUT	0	0	0	0	0	0
708.010 HEALTH INS BUYOUT	0	3,000	0	0	0	0
709.000 REG OVERTIME	339	50	500	500	0	500
715.000 F.I.C.A./MEDICARE	12,662	13,553	13,050	13,050	9,436	12,501
719.000 HEALTH & DENTAL INSURANCE	39,626	30,273	49,277	49,277	34,359	55,690
719.001 SICK AND ACCIDENT	1,122	1,122	1,122	1,122	841	1,234
720.000 LIFE INSURANCE	497	497	497	497	373	546
727.000 OFFICE SUPPLIES	3,915	3,377	3,500	3,500	1,959	3,000
876.000 RETIREMENT/MERS	13,146	16,383	15,939	15,939	11,582	15,174
956.000 MISCELLANEOUS	169	232	150	150	0	150
958.000 MEMBERSHIP AND DUES	300	305	320	320	305	325
960.000 EDUCATION AND TRAINING	10	0	0	0	0	0
ACCOUNTING DEPARTMENT	238,018	243,995	254,446	254,446	182,958	262,920

## 202 – Independent Auditing

Line item

Explanation

101-202-000-802-000 – Independent Auditing

We have a five-year contract with Abraham & Gaffney to provide auditing services. The cost for their services in 2011 will be \$19,000. It is recommended that \$22,000 be budgeted in this line item in the event additional services are needed.

101-202-000-803-000 – Independent Auditing-Other

It is recommended that this line item remain at \$8,500 in 2011 to continue with financial advisory services with David Williamson at an hourly rate of \$165.00.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011
	Prior Year	Prior Year	2010 Original Budget	Current Year Actual Thru 30-Sep	2011 Requested
	Actual	Actual	Amended Budget	Actual Thru 30-Sep	Requested
Month: 6/30/2009					
Dept: 202.000 INDEPENDENT AUDITING					
802.000 INDEPENDENT AUDITING	19,500	16,856	20,000	18,500	28,000
803.000 INDEPENDENT AUDITING OTHER	600	18,916	8,500	6,188	8,500
INDEPENDENT AUDITING	20,100	35,772	28,500	24,688	36,500

## 209 – Assessing

<u>Line item</u>	<u>Explanation</u>
101-209-000-705-000 – Salary - Supervision	This line item is used for the salary of our part-time Assessor. Her salary is based on \$.80 per parcel for the assessment roll and \$30.00 per hour for hours worked. We are proposing that she work 12 hours per week in 2011. It is recommended that this line item remain the same, \$40,000, which will allow her to work additional hours, if needed.
101-209-000-706-000 – Salary – Permanent Wages	This line item is used for the salaries of the Assistant Assessor, one (1) Appraiser 3, one (1) Appraiser 2 and one (1) proposed p/t Appraiser I/Clerk. Our Lead Appraiser plans to retire at the end of March 2011. It is proposed that his position be changed to Assistant Assessor and one of our Level 3's will probably take that position. This department is proposed to work 40 hours in order to complete the 14-point review, which is required by the State of Michigan.
101-209-000-708-004 – Salaries Pay Out - PTO & Sick Time	Employees are allowed to bank two times their yearly PTO accrual. This line item is used to pay out any time in excess of that. If employees receive the pay out in cash, it is paid at 75%. If it goes into the Health Care Savings Plan, it is paid at 100%.
101-209-000-708-008 – Retiree Time Pay Out	\$20,600 has been budgeted in this line item to cover the time pay out for our Lead Appraiser, who is scheduled to retire on April 1, 2011.
101-209-000-708-010 – Health Insurance Buyout	If employees are covered with health insurance from another source, they can elect to receive a buyout of \$3,000 per year from the Township in lieu of health insurance. This line item is used for these buyouts.

101-209-000-709-000 – Regular Overtime	This line item is used for overtime and is recommended to remain the same, \$1,300.
101-209-000-715-000 – FICA/Medicare	These figures were provided by Human Resources.
101-209-000-719-000 – Health/Dental Insurance	Our health insurance rates increased by 22% overall. However, with the new Health Care Reform Act, we no longer pay a separate premium for family continuation coverage, riders are now included in the family rate. As a result, some health & dental line items have increase, while others have decreased. In this budget, there is also a reduction in staffing levels. Therefore, this line item has decreased by \$5,762.
101-209-000-719-001 – Sick & Accident	Figures were provided by Human Resources.
101-209-000-720-000 – Life Insurance	Figures were provided by Human Resources.
101-209-000-727-000 – Office Supplies	This line item is used for personal property statements, assessment notices and general office supplies. It is recommended that it remain the same, \$6,000 for 2011.
101-209-000-730-000 – Postage	This line item is used for the mailing of personal property and assessment notices, as well as for general mailing. It is recommended that it remain the same, \$7,200 for 2011.
101-209-000-811-001 – Tax Appeals	This line item is used for appraisals for full and small tribunal cases, as well as legal expenses for tax appeals. It is recommended that this line item be reduced from the 2010 Amended Budget amount of \$300,000 to \$207,375, a savings of \$92,625.

101-209-000-867-000 – Gas & Oil

This line item is used for fuel when employees work in the field. It is recommended that it remain the same, \$600 for 2011.

101-209-000-876-000 – Retirement/MERS

These figures were provided by Human Resources.

101-209-000-943-000 – Motorpool Lease/Maintenance

This line item is used to pay for our lease and maintenance on Township vehicles we use in our department.

101-209-000-958-000 – Membership & Dues

This line item is used to pay for MAA membership, annual state certification and personal property certification. It is recommended that it be reduced to \$1,000 in 2011, a savings of \$395.

BUDGET WORKSHEET

Charter Township of Ypsilanti	2008	2009	2010		2011	
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Current Year ----- Amended Budget Actual Thru 30-Sep		Requested
Month: 6/30/2009						
Dept: 209.000 ASSESSING DEPARTMENT						
705.000 SALARY - SUPERVISION	95,913	74,282	40,000	40,000	25,812	40,000
706.000 SALARY - PERMANENT WAGES	263,274	258,466	214,425	214,425	158,930	190,659
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	25,664	3,015	3,015	0	7,287
708.00 RETIREE TIME PAY OUT	0	15,338	0	0	0	20,600
708.010 HEALTH INS BUYOUT	6,000	6,000	3,000	3,000	3,000	3,000
709.000 REG OVERTIME	1,182	1,417	1,300	1,300	1,135	1,300
715.000 F.I.C.A./MEDICARE	28,564	28,861	20,023	20,023	14,547	20,008
719.000 HEALTH & DENTAL INSURANCE	43,409	40,140	47,516	47,516	20,895	41,754
719.001 SICK AND ACCIDENT	2,275	2,088	1,496	1,496	1,122	1,337
720.000 LIFE INSURANCE	1,007	925	662	662	497	592
727.000 OFFICE SUPPLIES	6,178	3,582	6,000	6,000	2,313	6,000
730.000 POSTAGE	6,482	6,881	7,200	7,200	6,170	7,200
801.000 PROFESSIONAL SERVICES	0	0	0	0	0	0
811.001 TAX APPEALS	199,927	231,488	150,000	300,000	244,045	207,375
860.000 TRAVEL	126	0	0	0	0	0
867.000 GAS & OIL	576	263	600	600	353	600
876.000 RETIREMENT/MERS	29,217	34,733	20,438	20,438	15,322	19,139
939.000 AUTO MAINTENANCE	700	0	0	0	0	0
942.000 LEASE - MOTORPOOL	5,166	0	0	0	0	0
943.000 MOTORPOOL LEASE/MAINTENANCE	0	4,955	3,620	3,620	2,640	3,520
958.000 MEMBERSHIP AND DUES	1,907	850	1,395	1,395	297	1,000
ASSESSING DEPARTMENT	691,893	733,933	520,590	670,590	497,079	571,371

## 210 – Legal Services

<u>Line Item</u>	<u>Explanation</u>
101-210-000-801-001 – Attorney Retainer	The attorney retainer includes providing legal opinions, preparing and reviewing documents, reviewing contracts, advising the Township on legal matters upon request, attending Work Sessions and Board Meetings, Planning Commission meetings, ZBA meetings, Nuisance Abatement meetings, development meetings, Aerotropolis meetings, police services meetings and conferences as requested. It is recommended that this line item be reduced by 3% to \$94,350 for 2011.
101-210-000-801-002 – Attorney Litigation	Attorney litigation includes investigation, preparation, office time, court time, post-hearing services, etc. for all circuit court actions including nuisance abatement, potential litigation, representation of the Township in the appeal of any matter, including appeals from district court, circuit court, to or from the Court of Appeals and in the Supreme Court of the State of Michigan; appearances before administrative tribunals or other administrative tribunals or courts other than the 14-B District Court. It is recommended that the hourly rate for litigation be reduced from \$165 per hour to \$160 per hour. \$455,000 was budgeted in this line item in 2010. For the 2011 budget, a new line item has been added in the Fire Dept. budget for Legal Services – Fire and \$55,000 has been budgeted there. It is recommended that \$400,000 be budgeted in the Attorney Litigation line item.
101-210-000-801-011 – Attorney Clerical	Attorney clerical includes salaries, library maintenance fees and other overhead incurred as the result of additional charges brought by serving the Township. It is recommended that this line item remain the same, \$22,960 for 2011.
101-210-000-801-015 – Legal Svcs. Other	Legal services – Other includes providing legal services on all other legal matters and potential litigation as needed by the Township. There were no charges to this line item in 2008, 2009 or to date in 2010. Therefore, it is recommended that it be removed.

101-210-000-801-017 – Legal Fees - Metro Act

There were no charges to this line item in 2008, 2009 or to date in 2010. Therefore, it is recommended that it be removed.

101-210-000-801-018 – Legal Svcs – WCBOC -  
Garan Lucow

We anticipate that this case will be resolved before the end of 2010. Therefore, it is recommended that this line item be reduced to \$0 for 2011.

101-210-000-801-021 – Legal Svcs – WCBOC -  
McLain & Winters

We anticipate that this case will be resolved before the end of 2010. Therefore, it is recommended that this line item be reduced to \$0 for 2011.

101-210-000-802-002 – Labor Consultant

AFSCME, 14-B Court and Teamster's contracts all expire at the end of 2011 and we anticipate that negotiations will begin in the last quarter of the year. Therefore, it is recommended that this line item remain at \$15,000 for 2011.

101-210-000-802-003 – Labor Litigation

This line item has not been used in 2009 or in 2010. It is recommended that it be removed.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011	
	Prior Year	Prior Year	2010 Original Budget	Current Year ----- Amended Budget	Actual Thru 30-Sep	Requested
	Actual	Actual	Budget	Budget	Requested	
Dept: 210.000 LEGAL SERVICES						
801.001 ATTORNEY RETAINER	97,260	100,176	97,260	97,260	72,945	94,350
801.002 ATTORNEY LITIGATION	502,469	531,874	455,000	605,000	495,260	400,000
801.011 ATTORNEY CLERICAL	22,284	22,956	22,960	22,960	17,217	22,960
801.015 LEGAL SERVICES OTHER	0	0	0	0	0	0
801.017 LEGAL FEES - METRO ACT	0	0	0	0	0	0
801.018 LEGAL SERV - WCBOC-GARAN LUCOW	118,402	42,152	10,000	70,000	20,339	0
801.021 LEGAL SER-WCBOC MCLAIN&WINTERS	23,204	8,046	10,000	40,000	27,561	0
802.002 LABOR CONSULTANT	17,301	49,790	15,000	20,000	13,323	15,000
802.003 LABOR LITIGATION	100	0	0	0	0	0
<b>LEGAL SERVICES</b>	<b>781,020</b>	<b>754,994</b>	<b>610,220</b>	<b>855,220</b>	<b>646,646</b>	<b>532,310</b>

## 215 - Clerk

<u>Line Item</u>	<u>Explanation</u>
101.215.000.704.000 – Elected Officials	It is recommended the salaries for elected officials remain the same for 2011.
101.215.000.705.000 – Supervision	This line item includes the salary for the Deputy Clerk.
101.215.000.706.000 – Permanent Wages	This line item includes the wages of One full-time Floater II /Clerk III position and a half-time Floater II /Clerk III position shared with the Supervisor's office. The wages are based on a 32-hour work week and AFSCME employees still have the option to utilize their PTO to obtain 40 hours. The employee in the shared position is scheduled to retire in November and the request is to split the position 20/80 with the Supervisor. The split position would be managed by the Supervisor's Office.
101.215.000.708.010 – Health Ins Buyout	This line item includes insurance buyout for two employees.
101.215.000.709.000 – Regular Overtime	Accounts for mandatory overtime on Election Day & Saturday prior to election.
101.215.000.715.000 – F.I.C.A. / Medicare	Exact amount calculated by accounting.
101.215.000.719.000 – Health & Dental Ins	Exact amount calculated by accounting.
101.215.000.719.001 – Sick & Accident	Exact amount calculated by accounting.
101.215.000.720.000 – Life Insurance	Exact amount calculated by accounting.
101.215.000.727.000 – Office Supplies	Accounts for necessary supplies to maintain Clerk functions (reduced from 2010).

101.215.000740.001 – Ordinance & Zoning Books	Accounts for cost of maintaining ordinance and zoning information
101.215.000.860.000 – Travel	Accounts for mileage reimbursement delivery of board packets.
101.215.000.876.000 – Retirement/MERS	Exact amount calculated by accounting.
101.215.000.931.000 – Repairs & Maintenance	It is recommended this line item be changed to \$200..
101.215.000.956.000 – Miscellaneous	It is recommended this item remain the same as 2010.
101.215.000.958.000 – Membership & Dues	The accounts for the Clerk and Deputy Clerk dues for the Michigan Association of Municipal Clerks

### **Department/Budget Overview**

The Clerk budget consists of the Clerk, Deputy Clerk, one (1) full-time Floater II/Clerk III position and one (1) half-time Floater II/Clerk III position shared 50/50 with the Supervisor's office.

The 2011 Clerk Department Budget was reduced by \$26,092, which equates to a 8.73% decrease from the 2010 budget. The reduction is the result the promotion of our part-time file clerk to a full-time position at Recreation. As a cost savings, we agreed not to fill the File Clerk position and the work was absorbed by staff.

The Clerk's office staff deserves much credit in helping reduce costs by absorbing work when positions have not been filled.

In May 2007, the Purchase Department was eliminated and the Clerk's office absorbed the following duties, which encompass every Township department:

1. Coordinator for Authorizations and Bids
  - Bid receipts, bid openings and bid filings
2. Postage Equipment
  - Ordering supplies, assisting staff, refilling postage, monthly reporting, signing/delivering mail, express, UPS, FedEx, DHL and certified mail

3. Insurance

- Including inventory tracking, vehicle tracking, property tracking, billing to departments and the handling of any and all claims (sidewalks, vehicles, property)

In February 2010, the part-time File Clerk posted on a full-time position and the file clerk position was eliminated. This work was also absorbed.

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October 2007	February 2010
<ul style="list-style-type: none"><li>• Two (2) Full-time Floater II/Clerk III</li><li>• One (1) Part-time File Clerk</li><li>• One (1) half-time Floater II/Clerk III</li></ul>	<ul style="list-style-type: none"><li>• One (1) Full-time Floater II/Clerk III</li><li>• One (1) half-time Floater II/Clerk III</li></ul>

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The Clerk's office has done their part in cutting costs, reducing staff and absorbing additional work. The office staff is at 50% of what it was just three (3) years ago and the workload has increased not decreased.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010			2011
	Prior Year	Prior Year	2010 Original Budget	----- Current Year -----		2011 Requested
	Actual	Actual		Amended Budget	Actual Thru 30-Sep	
Month: 6/30/2009						
Dept: 215.000 TOWNSHIP CLERK						
703.000 SALARIES - ELECTED OFFICIALS	74,016	75,932	73,655	73,655	53,824	73,654
705.000 SALARY - SUPERVISION	53,787	55,174	53,511	53,511	38,967	53,511
706.000 SALARY - PERMANENT WAGES	103,803	83,847	85,197	69,322	47,467	53,821
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	13,041	0	0	0	0
708.010 HEALTH INS BUYOUT	3,000	6,000	6,000	6,000	3,000	3,600
709.000 REG OVERTIME	995	42	250	250	0	0
715.000 F.I.C.A./MEDICARE	17,970	17,869	16,724	15,524	10,889	14,121
719.000 HEALTH & DENTAL INSURANCE	36,954	29,733	36,196	36,196	25,319	37,668
719.001 SICK AND ACCIDENT	1,091	935	935	935	701	905
720.000 LIFE INSURANCE	635	580	580	580	435	583
727.000 OFFICE SUPPLIES	4,667	2,937	3,000	3,000	1,171	2,500
740.001 Ordinance & Zoning Code Books	4,409	3,139	2,000	2,000	627	2,000
860.000 TRAVEL	245	544	250	250	93	250
876.000 RETIREMENT/MERS	10,941	12,463	19,892	19,892	12,859	17,100
931.000 REPAIRS AND MAINTENANCE	0	100	0	0	0	200
956.000 MISCELLANEOUS	940	175	300	300	0	300
958.000 MEMBERSHIP AND DUES	255	330	350	350	240	350
TOWNSHIP CLERK	313,707	302,841	298,840	281,765	195,592	280,563

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
JEAN HALL CURRIE  
STAN ELDRIDGE  
MIKE MARTIN  
DEE SIZEMORE



**Human Resources  
Department**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 484-0065  
Fax: (734) 484-5160  
www.ytown.org

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## MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees  
FROM: Karen Wallin  
DATE: July 14, 2010  
SUBJECT: Human Resources (101-227) Proposed 2011 Fiscal Year Budget

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### Department Overview

Serving an employee base of approximately 108 regular employees and 70 seasonal/temporary employees, the HR Department is responsible for all employee relation needs. In 2010 the HR Department has been staffed by 2 full-time HR Generalist through the middle of July and 1 full-time for the remainder of the year.

### Expenditures

**Briefly** explain the **major** changes between the FY 2010 Budget and the proposed FY 2011 Budget.

- Education and Training Budget

The 2011 Education and Training budget has been trimmed down to \$1,500.00 from the 2010 Budget of \$2,000.00. These funds would cover any training required by employees to maintain current certifications. All training request for 2011 will be submitted to the Township Board for approval before employees will be allowed to attend.

- Travel

The travel line item was decreased from the 2010 Budget of \$150.00 to \$100.00 for 2011. These funds would cover mileage reimbursement for HR staff to attend training/seminar if a Township vehicle is not available for use.

- Employee Incentives

The employee incentives line item was decreased from the 2010 Budget of \$100.00 to \$50.00 for 2011. These would allow for the Human Resource Department to recognize employees for their years of service by distributing certificates.

- Office Supplies

The 2011 request for Office Supplies is \$150.00 a decrease from 2010 Budget of \$375.00. This will allow for the purchasing of day to day supplies for the department.

- Membership & Dues

The 2011 request for Membership & Dues is \$175.00 a decrease from 2010 Budget of \$320.00. These funds would allow the remaining Human Resource Generalist to maintain membership with SHRM (Society of Human Resource Management). This membership provides updates through publications and internet notices on employment related issues.

The HR Staff will continue to be available to assist Township Management in all employment related issues during 2011.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010			2011
	Prior Year	Prior Year	2010 Original Budget	Current Year Amended Budget	Current Year Actual Thru 30-Sep	2011 Requested
	Actual	Actual	Budget	Budget	30-Sep	Requested
Dept: 227.000 HUMAN RESOURCES						
706.000 SALARY - PERMANENT WAGES	105,736	108,464	79,818	79,818	68,561	54,184
708.004 SALARIES PAY OUT-PTO&SICKTIME	2,108	5,621	11,111	11,111	10,206	0
708.010 HEALTH INS BUYOUT	3,000	3,000	1,500	1,500	1,630	0
715.000 F.I.C.A./MEDICARE	8,456	8,926	7,071	7,071	6,151	4,145
719.000 HEALTH & DENTAL INSURANCE	15,824	15,481	20,990	20,990	14,711	22,916
719.001 SICK AND ACCIDENT	748	748	561	561	499	411
720.000 LIFE INSURANCE	331	331	248	248	221	182
722.000 EMPLOYEE INCENTIVES	20	71	100	100	0	50
727.000 OFFICE SUPPLIES	735	288	375	375	0	150
801.000 PROFESSIONAL SERVICES	0	0	0	0	0	0
860.000 TRAVEL	3,482	262	150	150	0	100
876.000 RETIREMENT/RS	8,503	10,663	8,510	8,510	7,370	5,112
958.000 MEMBERSHIP AND DUES	320	320	320	320	160	175
960.000 EDUCATION AND TRAINING	13,369	1,297	2,000	2,000	250	1,500
<b>HUMAN RESOURCES</b>	<b>162,632</b>	<b>155,473</b>	<b>132,754</b>	<b>132,754</b>	<b>109,760</b>	<b>88,925</b>

## 247 – Board of Review

<u>Line item</u>	<u>Explanation</u>
101-247-000-704-000 – Appointed Officials	This line item is used to pay the board members. Board of Review is held in March, July and December and the rate is \$90.00 per meeting.
101-247-000-715-000 – FICA/Medicare	This amount was provided by Human Resources.
101-247-000-723-000 – Deferred Compensation	This amount was provided by Human Resources.
101-247-000-727-000 – Office Supplies	This line item is used to purchase office supplies for the Board of Review. It is recommended that \$100 be budgeted in 2011.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Current Year ----- Amended Budget	Actual Thru 30-Sep Requested
Month: 6/30/2009					
Dept: 247.000 BOARD OF REVIEW					
704.000 APPOINTED OFFICIALS	3,960	3,870	3,780	3,780	3,330 3,870
715.000 F.I.C.A./MEDICARE	57	56	55	55	48 56
723.000 DEFERRED COMPENSATION EMPLOYER	51	50	49	49	43 50
727.000 OFFICE SUPPLIES	290	0	100	100	0 100
956.000 MISCELLANEOUS	0	0	0	0	0 0
960.000 EDUCATION AND TRAINING	210	0	0	0	0 0
BOARD OF REVIEW	4,568	3,976	3,984	3,984	3,422 4,076

## 253- Treasurer's Office

<u>Line Item</u>	<u>Explanation</u>
101.253.000.703.000 - Elected Officials	It is recommended this line item remain the same.
101.253.000.705.000 – Supervision	It is recommended this line item remain the same.
101.253.000.706.000 – Permanent Wages	This line item includes the wages of 1 full-time Floater II /Clerk III positions based on a 40-hour work week and 1 part time position based on a 20-hour work week.
101.253.000.708.004 – Salaries Payout	It is recommended that this line item remain at \$0.
101.253.000.708.010 – Health Ins Buyout	It is recommended that this line item remain at \$0.
101.253.000.709.000 – Regular Overtime	Accounts for overtime for Dog Clinics.
101.253.000.715.000 – F.I.C.A. / Medicare	Exact amount calculated by accounting.
101.253.000.719.000 – Health & Dental Ins	Exact amount calculated by accounting.
101.253.000.719.001 – Sick & Accident	Exact amount calculated by accounting.
101.253.000.720.000 – Life Insurance	Exact amount calculated by accounting.
101.253.000.727.000 – Office Supplies	Accounts for necessary supplies. also includes envelopes for past due notices and a/p mailings.
101.253.000.753.000 – Dog Licenses	3,600 dog tags to be sold by the Treasurer's Office, Recreation and the Humane Society
101.253.000.830.000 – Tax Preparation	Printing and mailing of the tax bills.

101.253.000.860.000 – Travel	Accounts for mileage reimbursement for Treasurer's Meetings
101.253.000.876.000 – Retirement/MERS	Exact amount calculated by accounting.
101.253.000.931.000 – Repairs & Maintenance	It is recommended this line item remain the same as 2010.
101.253.000.956.000 – Miscellaneous	It is recommended that this line item remain the same as 2010.

### **Department/Budget Overview**

There are 1 full time Floater II/Clerk III position and 1 part time Floater II/Clerk III position assigned to the Treasurer's Office that handle the day-to-day operations. The overtime requested is for the dog clinics that are put on by the township each spring. The majority of our office supplies are pens and envelopes. Our envelopes are used for copies of summer and winter bills, tax certification letters at income tax time, summer and winter late notices, delinquent personal property late notices, delinquent personal property court notices and to mail out the Accounts payable checks twice a month.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008		2009		2010		2011 Requested
	Prior Year	Prior Year	2010 Original Budget	----- Current Year ----- Amended Actual Thru			
	Actual	Actual	Budget	Budget	30-Sep		
Month: 6/30/2009							
Dept: 253.000 TOWNSHIP TREASURER							
703.000 SALARIES - ELECTED OFFICIALS	74,015	75,932	73,655	73,655	53,824	73,654	
705.000 SALARY - SUPERVISION	55,842	55,174	53,511	53,511	38,967	53,511	
706.000 SALARY - PERMANENT WAGES	84,070	85,904	86,188	86,188	56,529	67,648	
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	13,041	0	0	0	0	
708.010 HEALTH INSURANCE BUY OUT	3,000	0	0	0	0	0	
709.000 REG OVERTIME	1,610	504	100	100	153	400	
715.000 F.I.C.A./MEDICARE	16,410	17,552	16,329	16,329	11,286	14,934	
719.000 HEALTH & DENTAL INSURANCE	25,395	35,547	42,173	42,173	29,670	51,519	
719.001 SICK AND ACCIDENT	1,122	1,122	1,122	1,122	841	1,028	
720.000 LIFE INSURANCE	662	662	662	662	497	638	
727.000 OFFICE SUPPLIES	1,867	1,487	1,500	1,500	905	1,500	
753.000 DOG LICENSES	141	127	400	400	0	400	
830.000 TAX PREPARATION	2,418	2,868	4,000	4,000	1,716	4,000	
860.000 TRAVEL	498	1,017	250	250	124	250	
876.000 RETIREMENT/MERS	11,185	14,653	19,970	19,970	13,950	18,442	
931.000 REPAIRS AND MAINTENANCE	299	171	300	300	173	300	
956.000 MISCELLANEOUS	732	40	100	100	0	100	
TOWNSHIP TREASURER	279,246	305,801	300,260	300,260	208,636	288,324	

## 265 – Building Operations

<u>Line item</u>	<u>Explanation</u>
101.265.000.705.000 – Salary/Supervision	In the past, this line item was used to pay the salary of the Operations Superintendent. With his recent retirement, that position has now been absorbed between the Residential Services Director and the Public Services Superintendent.
101.265.000.706.000 – Salary/Perm. Wages	This line item is used for the salaries of 3 f/t maintenance staff, 2 f/t custodians, ½ of the f/t custodian assigned to the court and police dept. and 3 p/t custodians (2 at the Community Center and 1 at the Civic Center).
101.265.000.709.000 – Regular Overtime	This line item is used for overtime costs. In reviewing what was spent in 2009 and to date in 2010, it is recommended that it be reduced to \$1,500, a savings of \$500.
101.265.000.715.000 – FICA/Medicare	These figures were provided by Human Resources.
101.265.000.719.000 – Health/Dental Insurance	These figures were provided by Human Resources.
101.265.000.719.001 – Sick/Accident Insurance	These figures were provided by Human Resources.
101.265.000.720.000 – Life Insurance	These figures were provided by Human Resources.
101.265.000.723.000 – Deferred Comp.	These figures were provided by Human Resources.
101.265.000.727.000 – Office Supplies	This line item is used for office supplies. In reviewing what has been spent in 2008 and 2009, it is recommended that it be increased by \$50 to \$300.

101.265.000.740.000 – Operating Supplies	This line item is used for tools and equipment. In reviewing what has been spent to date in 2010, it is recommended that it be reduced to \$3,000, a savings of \$600.
101.265.000.741.000 – Uniforms/Laundry & Cleaning	This line item is used for cleaning uniforms for our staff. It is recommended that it remain the same, \$12,500 for 2011.
101.265.000.757.775 – Operating Supplies/FLP	This line item is used for tools and equipment used within the Ford Lake Park system. It is recommended that \$200 be budgeted in 2011.
101.265.000.776.001 – Maint. Supplies/Civic Center	This line item is used for supplies for the Civic Center, such as vacuum bags, floor finish, etc. In reviewing the amount spent to date in 2010, it is recommended that it be reduced to \$5,000 in 2011, a savings of \$800.
101.265.000.776.002 – Graffiti Cont.	This line item is for cleaners and paints used in the removal of graffiti. In reviewing what has been spent to date in 2010, it is recommended that it be increased by \$700 to \$2,500 for 2011.
101.265.000.776.775 – Maint. Supplies/FLP	This line item is used for supplies within the Ford Lake Park system. It is recommended by \$200 be budgeted in 2011.
101.265.000.777.000 – Bldg. Oper. Equip. Tools	This line item is used to pay for tools, lift gates, electrical and regulatory posters. In reviewing what has been spent to date in 2010, it is recommended that it be reduced \$3,000 in 2011, a savings of \$600.

101.265.000.818.001 – Contractual Services/  
Civic Center

This line item is used for the alarm systems, building services, window washers, etc. With the upgrades made by Honeywell and in reviewing what has been spent to date in 2010, it is recommended that it be reduced to \$20,000 in 2011, a savings of \$1,459.

101.265.000.818.775 – Maint-Contractual Svcs/FLP

This line item is used for contracting for work in the Ford Lake Park System. It is recommended that this be decreased to \$2,000 in 2011, a savings of \$500.

101.265.000.860.000 – Travel

It is recommended that this line item remain at \$0 for 2011.

101.265.000.867.000 – Gas & Oil

This line item is used for fuel and oil for vehicles. In reviewing what was spent in past years, it is recommended that it be reduced from \$9,000 to \$8,000 in 2011, a savings of \$1,000.

101.265.000.876.000 – Retirement/MERS

These figures were provided by Human Resources.

101.265.000.920.001 – Utilities/Civic Center

This line item is used for the utilities in the Civic Center. Due to the recent upgrades made by Honeywell, it is anticipated that our costs will go down. Therefore, it is recommended that it be reduced to \$90,000 in 2011, a savings of \$5,000.

101.265.000.931.001 – Repairs/Civic Center

This line item is used to pay for batteries, door repairs, closers, etc. in the Civic Center. It is recommended that it remain the same, \$3,500 in 2011.

101.265.000.931.020 – Non Reoccurring R & M/  
Civic Center

This line item is used for large item replacements, such as electric ceiling sensors. In reviewing what has been spent to date in 2010, it is recommended that it be reduced to \$7,000 in 2011, a savings of \$3,000.

101.265.000.931.775 – Repairs/FLP

This line item is used for paint and maintenance staff repairs in the Ford Lake Park System. It is recommended that this line item be decreased to \$2,000 in 2011, a savings of \$1,000.

101.265.000.938.000 – Equip. Contractual Equip.

This line item is used for annual inspections on equipment. It is recommended that this line item remain at \$1,000 in 2011.

101.265.000.943.000 – Motorpool Lease/Maint.

This line item is for the combined cost of the monthly vehicle maintenance. It is recommended that it remain the same in 2011.

101.265.000.956.000 – Miscellaneous

This line item is used for drug screenings, driving tests, etc. It is recommended that it remain at \$500 in 2011.

BUDGET WORKSHEET

Charter Township of Ypsilanti	2008	2009	2010		2011 Requested	
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Current Year ----- Amended Budget      Actual Thru 30-Sep		
Month: 6/30/2009						
Dept: 265.000 RESIDENT SVCS: BLDG						
705.000 SALARY - SUPERVISION	65,195	61,847	29,212	29,212	22,744	0
706.000 SALARY - PERMANENT WAGES	289,268	281,399	315,006	315,006	201,789	290,096
706.003 WAGES-ALLOCATED TO OTHR DEPTS	-105	0	0	0	0	0
707.000 SALARY - TEMPORARY/SEASONAL	54,943	34,444	8,000	8,000	0	0
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	5,078	11,890	11,890	0	0
708.008 RETIREE TIME PAYOUTS	0	4,889	0	0	21,383	0
708.010 HEALTH INSURANCE BUY OUT	1,583	0	0	0	0	0
709.000 REG OVERTIME	5,162	937	2,000	2,000	899	1,500
715.000 F.I.C.A.MEDICARE	26,859	27,915	27,511	27,511	19,467	22,307
719.000 HEALTH & DENTAL INSURANCE	94,906	87,064	95,010	95,010	67,146	83,873
719.001 SICK AND ACCIDENT	3,250	2,606	2,617	2,617	1,955	2,262
720.000 LIFE INSURANCE	1,449	1,168	1,159	1,159	869	1,002
723.000 DEFERRED COMPENSATION EMPLOYER	710	388	104	104	0	0
727.000 OFFICE SUPPLIES	385	288	250	250	86	300
740.000 OPERATING SUPPLIES	4,921	4,466	3,600	3,600	468	3,000
741.000 UNIFORMS - LAUNDRY & CLEANING	13,109	11,996	12,500	12,500	8,322	12,500
757.775 OPERATING SUPP: FORD LAKE PARK	632	392	250	250	0	200
776.001 MAINT SUPPLIES - CIVIC CENTER	7,101	6,160	5,800	5,800	3,631	5,000
776.002 MAINT SUPPLIES - GRAFFITI CONT	1,270	284	1,800	1,800	1,597	2,500
776.003 MAINT SUPPLIES - COMM CENTER					0	0
776.775 MAINT SUPPLIES: FORD LAKE PARK	738	791	250	250	31	200
777.000 BLDG OPER EQUIP TOOLS	7,152	3,837	3,600	3,600	1,689	3,000
818.001 CONTRACTUAL SERVICES CIVIC CTR	43,959	40,226	21,459	21,459	2,374	20,000
818.775 MAINT-CONTR SVCS - FORD LK PRK	4,323	1,710	2,500	2,500	245	2,000
860.000 TRAVEL	168	0	0	0	0	0
867.000 GAS & OIL	10,905	6,777	9,000	9,000	2,280	8,000
876.000 RETIREMENT/MERS	26,758	30,561	26,870	26,870	20,282	22,723

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011	
	Prior Year	Prior Year	2010 Original Budget	Current Year ----- Amended Budget	Actual Thru 30-Sep	Requested
	Actual	Actual	Budget	Budget	Requested	
920.001 UTILITIES - CIVIC CENTER	108,193	98,608	95,000	95,000	44,188	90,000
931.001 REPAIRS CIVIC CENTER	3,828	3,808	3,500	3,500	1,807	3,500
931.020 NON REOCCURRING R & M - CIVIC	25,873	11,990	10,000	10,000	958	7,000
931.775 REPAIRS - FORD LAKE PARKS	3,328	1,819	3,000	3,000	216	2,000
938.000 EQUIPMENT CONTRACTUAL EQUIP	471	0	1,000	1,000	0	1,000
939.000 AUTO MAINTENANCE	5,736	0	0	0	0	0
942.000 LEASE-MOTORPOOL	13,618	0	0	0	0	0
943.000 MOTORPOOL LEASE/MAINTENANCE	0	9,912	9,600	9,600	7,208	9,600
956.000 MISCELLANEOUS	206	1,226	500	500	337	500
974.025 CAPITAL OUTLAY/SECURITY		9,000				
<b>RESIDENT SVCS: BLDG OPERATIONS</b>	<b>805,894</b>	<b>761,565</b>	<b>702,988</b>	<b>702,988</b>	<b>431,970</b>	<b>594,063</b>

## 266 - Computer Support

### Department Overview

Computer Support is responsible for maintaining, securing and administrating the Township communications infrastructure. This includes all workstations, network infrastructure and phone communication systems.

In 2011, we will continue moving forward to improve employee efficiency through technology improvements, while maintaining existing infrastructure for a safe, secure and user friendly experience.

### Expenditures

- Server Upgrades.
  - Increase server capacity and response time of Township servers. With newer software comes higher demand on server resources.
- Document Management Software expansion
  - By adding more capabilities for both Township employees and the public we can provide a high level of server while keeping costs down. This expansion is intended to add a public portal option to our system thus allowing the public to research and gain access to public documents in a quick, easy manner and without the assistance of Township staff.
- Workstation Replacements
  - Replacing workstation on a regular schedule provides a constant and predictable hardware costs. Without a replacement schedule the Township would have provide a large sum of funds every couple of years which can be hard on a budget.
- Novell GroupWise Replacement
  - There are many more options out there than there was just 5 years ago. This project is to research and replace our current groupware application with a solution which has more functionality and a lower per user cost.
- BSA Software Upgrade
  - The Township currently utilizes many software packages created by BS&A Software. This upgrade will give additional functionality to Township employees while making the system easier to maintain.

### Cost Reductions

The biggest cost to the Township is time. The amount of time it takes for an employee to complete any one task is the majority cost for any project. The projects proposed in this budget are designed to increase functionality and reduce the amount of time it takes to complete a task. This in turns allows employees to be more efficient and to provide the public with a higher level of service without an increase in costs.

### Line Item Detail

706.000 SALARY - PERMANENT WAGES

This line item reflects the salary for the Director of Information Systems. No change.

707.000 SALARY - TEMPORARY/SEASONAL	No additional staff support budgeted for Information Systems.
708.004 SALARIES PAY OUT-PTO&SICKTIME	No employee PTO payout anticipated.
715.000 F.I.C.A./MEDICARE	This line item reflects employer expenses for social security and Medicare. No change.
719.000 HEALTH & DENTAL INSURANCE	This line item reflects employer expenses for health, dental and optical coverage for employees funded in this budget. Numbers were provided by Human Resources.
719.001 SICK AND ACCIDENT	This line item reflects employer expenses for sick and accident insurance. Numbers were provided by Human Resources.
720.000 LIFE INSURANCE	This line item reflects employer expenses for life insurance. Numbers were provided by Human Resources.
727.000 OFFICE SUPPLIES	This line item reflects expenses for office supplies necessary to run the IT department. No change.
801.000 PROFESSIONAL SERVICES	This line item reflects expenses for professional services, such as software programming. No expenses budgeted at this time.
857.100 COMMUNICATIONS-INTERNET ACCESS	This line item reflects funding for the Township's primary Internet access (civic center), VPN/Inet connections (compost, recreation, hydro station, civic center), and secure off-site data storage backup.
876.000 RETIREMENT/MERS	This line item reflects employer retirement expenses for employees funded through this budget. Numbers were provided by Human Resources.
933.000 EQUIPMENT MAINTANCE	This line item reflects funding for miscellaneous repairs of computer equipment.

933.001 MAINTENANCE CONTRACTS

This line item reflects funding for software support, software subscriptions, technical support and software security patches for the various software programs utilized throughout the Township (approximately 27 different programs).

977.000 EQUIPMENT

This line item reflects funding for the purchase of desktop and notebook workstation upgrades, fax server replacement, backup firewall, server upgrades, and battery backup systems.

977.001 COMPUTER SOFTWARE

This line item reflects funding for software purchases, including LaserFiche document management, Adobe upgrades, Zimbra (replacement for GroupWise), BSA dot-net upgrade, and Microsoft software upgrades (Office 2007/2010 & Windows 7).

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Current Year ----- Amended Budget Actual Thru 30-Sep	Requested
Month: 6/30/2009					
Dept: 266.000 COMPUTER SUPPORT					
706.000 SALARY - PERMANENT WAGES	70,741	68,215	66,165	66,165 48,239	66,166
707.000 SALARY - TEMPORARY/SEASONAL	16,378	7,473	0	0 0	0
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	12,864	0	0 0	0
715.000 F.I.C.A./MEDICARE	5,304	6,590	5,062	5,062 3,690	5,062
719.000 HEALTH & DENTAL INSURANCE	11,738	12,048	14,493	14,493 10,105	16,104
719.001 SICK AND ACCIDENT	374	374	374	374 280	411
720.000 LIFE INSURANCE	166	166	166	166 124	182
723.000 DEFERRED COMPENSATION EMPLOYER	210	100	0	0 0	0
727.000 OFFICE SUPPLIES	7,935	2,360	1,300	1,300 195	1,300
801.000 PROFESSIONAL SERVICES	0	3,000	0	17,075 9,558	0
801.050 PROFESSIONAL SRVC -WEB DESIGN	0	9,000	0	0 0	0
819.000 CONTRACTUAL/CUSTOM SOFTWARE	17,502	5,768	0	0 1,050	0
857.100 COMMUNICATIONS-INTERNET ACCESS	0	16,306	31,500	31,500 10,599	25,000
876.000 RETIREMENT/RSERS	5,249	7,944	6,182	6,182 4,502	6,242
931.000 REPAIRS AND MAINTENANCE	4,396	184	0	0 0	0
933.000 EQUIPMENT MAINTANCE	208	1,014	3,000	3,000 1,563	3,000
933.001 MAINTENANCE CONTRACTS	45,009	57,435	60,410	60,410 27,614	67,045
941.000 EQUIPMENT RENTAL/LEASING	8,323	8,040	9,860	9,860 6,030	0
956.000 MISCELLANEOUS	35	0	0	0 0	0
971.008 CAP'L OUTLAY/PROP.IMPRV/MNT		3,377			
977.000 EQUIPMENT	153,255	79,266	80,400	80,400 57,305	59,300
977.001 COMPUTER SOFTWARE	30,217	56,916	57,041	57,041 35,636	86,733
<b>COMPUTER SUPPORT</b>	<b>377,040</b>	<b>358,430</b>	<b>335,953</b>	<b>353,028 216,492</b>	<b>336,545</b>

## 267 – General Services

<u>Line item</u>	<u>Explanation</u>
101-267-000-727-000 – Office Supplies	This line item is used to purchase general office supplies used by all departments, except 14-B Court, Recreation and the Fire Dept. Some of the items purchased include paper, card stock and batteries. It is recommended that this line item be increased to \$6,000 for 2011, based on the cost of paper for our YCUA newsletters.
101-267-000-727-200 – Office Mtg/Welc Supplies	In the past, this line item has been used to pay for the coffee and water used for residents and for meetings. Profits from the vending machines were used for this and are shown in revenue line item 101-000-000-694-200. This year, Township employees have been paying for coffee and water but it is recommended that this line item remain at \$200 for 2011.
101-267-000-730-000 – Postage	This line item is used for postage costs and has also been used for the mailing of township newsletters in the past. Our newsletters are now being mailed with the YCUA bills, but since only those with water/sewer service receive them, we are recommending that we budget for one newsletter that would go to all township residents, at a cost of approximately \$7,500. There is also a proposed increase of \$.04 in postal rates. Therefore, it is recommended that this line item remain at \$80,000 for 2011.
101-267-000-850-000 – Telephone	This line item is used for all desk phones and cell phones in the Township. In reviewing what was spent in 2009 and to date in 2010, it is recommended that only \$70,000 be budgeted for 2011, a reduction of \$10,000.
101-267-000-900-000 – Publishing	This line item is used for publishing of various notices in the newspaper and the annual ad for the Chamber of Commerce Directory. This has also been used for printing our township newsletters in the past. Our newsletters are now being mailed with the YCUA bills but since only those with water/sewer service receive them, we are recommending that we budget for the printing/ mailing of one newsletter to all township residents. Therefore, it is recommended that this line be reduced to \$20,000 due to only one township wide newsletter and the closing of the Ann Arbor News. This is a savings of \$10,000.

101-267-000-933-000 – Equipment Maint.

This line item is used for maintenance on all equipment except our copiers and computers. It is recommended that this line item be reduced to \$2,500 for 2011, a savings of \$5,000.

101-267-000-941-000 – Equipment Rental/Leasing

This line item is used for our copiers and our postage machine. The cost for our copiers is approximately \$32,500 per year and our postage machine is \$7,440 per year. Our copier costs have increased due to printing our newsletters that are included in the YCUA bills. Therefore, it is recommended that it this line item be increased to \$40,000 for 2011.

101-267-000-956-000 – Miscellaneous

It is recommended that this line item be decreased from \$2,500 to \$1,000 for 2011, a savings of \$1,500.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011	
	Prior Year	Prior Year	2010 Original Budget	Current Year ----- Amended Budget	Actual Thru 30-Sep	Requested
	Actual	Actual				
Month: 6/30/2009						
Dept: 267.000 GENERAL SERVICES						
727.000 OFFICE SUPPLIES	6,022	4,616	4,500	4,500	3,156	6,000
727.200 OFFICE MEETINGWELC SUPPLIES	0	46	200	200	0	200
730.000 POSTAGE	55,926	58,413	80,000	80,000	47,948	80,000
850.000 TELEPHONE	73,309	66,036	80,000	80,000	40,372	70,000
801.000 PROFESSIONAL SERVICES	0	6,600	0	0	0	0
900.000 PUBLISHING	20,109	20,028	30,000	30,000	2,979	20,000
933.000 EQUIPMENT MAINTANCE	6,691	10,737	7,500	7,500	242	2,500
941.000 EQUIPMENT RENTAL/LEASING	5,580	7,440	15,000	15,000	17,305	40,000
956.000 MISCELLANEOUS	5,399	2,076	2,500	2,500	542	1,000
958.000 MEMBERSHIP AND DUES	145	0	0	0	0	0
<b>GENERAL SERVICES</b>	<b>173,181</b>	<b>173,993</b>	<b>219,700</b>	<b>219,700</b>	<b>112,545</b>	<b>219,700</b>

## 304 – Ordinance/Neighborhood Watch

The Ordinance Department responds to about 3,500 resident complaints of code violations and conducts more than 7,000 inspections each year. Every complaint is resolved either through voluntary compliance or prosecution in district court. In extreme cases, circuit court litigation is required to gain compliance. The Ordinance Department also handles in-depth investigations that often result in condemnation or demolition of homes and commercial buildings, as well as the relocation of displaced residents to suitable housing. Ordinance officers work in partnership with various social service agencies to safeguard the welfare and safety of township residents.

Ypsilanti Township is actively engaged with more than 40 neighborhood watch groups and neighborhood associations whose members volunteer to help solve problems that threaten to impact the quality of life in neighborhoods. The township owns and maintains a Community Resource Center in the West Willow neighborhood that is operated by community volunteers.

The following are recommendations for the Ordinance Department:

- Ordinance and Neighborhood Watch line items be moved out of the Law Enforcement Fund and into the General Fund in the 2011 budget
- Maintain current staffing level of two Ordinance Officers
- Maintain current staffing level of one clerical position as part of the Office of Community Standards clerical staff collaboration
- Continue shared funding of Building Director's position to facilitate nuisance abatement projects and Ordinance Dept supervision that cannot be allocated as Act 54 eligible expenses in the Building Fund (60% of salary and benefits commensurate with duties)
- Continued elimination of budget for special neighborhood enforcement projects

101.304.000.705.000 – Salary/Supervision

This line item reflects 60% of salary for the Building Director to supervise the Ordinance Dept and oversee nuisance abatement projects not attributable to Act 54 inspection revenue. This represents an increased allocation from 50% to 60%.

101.304.000.706.000 – Salary/Perm. Wages

This line item reflects wages for ordinance officers and one clerk assigned to the Office of Community Standards collaboration. Reduced based on 32-work week for clerk.

101.304.000.706.012 – Salary/NHW

This line item is used for the Neighborhood Watch Coordinator. It is recommended that \$7,800 be budgeted in 2011.

101.304.000.708.004 – Salaries/Pay Out-PTO & Sick Time	Employees are allowed to bank two times their yearly PTO accrual. This line item is used to pay out any time in excess of that. If employees receive the pay out in cash, it is paid at 75%. If it goes into the Health Care Savings Plan, it is paid at 100%.
101.304.000.708.010 – Health Insurance Buyout	This line reflects payments to employees who waive health care coverage when covered by other means. Increase due to one additional employee expected to take the buyout; reduction in health care liability also occurs.
101.304.000.715.000 – FICA/Medicare	Figures were provided by Human Resources.
101.304.000.719.000 – Health & Dental Ins.	Figures were provided by Human Resources.
101.304.000.719.001 – Sick & Accident Ins.	Figures were provided by Human Resources.
101.304.000.720.000 – Life Insurance	Figures were provided by Human Resources.
101.304.000.727.000 – Office Supplies	This line item reflects office supply expenses for the Ordinance Dept, such as envelopes, portable printer ink, etc. It is recommended that it remain at \$500 for the 2011 budget.
101.304.000.730.000 – Postage	This line item is used for postage for mailings from the Ordinance Department. It is recommended that it remain at \$1,000 for the 2011 budget.
101.304.000.740.000 – Operating Supplies	This line item reflects operating supplies for the Ordinance Department, such as portable radio batteries, digital media, camera memory, software, etc. It is recommended that this line item remain at \$1,000 for the 2011 budget.

- 101.304.000.741.001 – Uniforms-New & Badges This line item reflects expenses for Ordinance officer uniform articles or clothing and boots. It is recommended that it remain at \$1,000 for the 2011 budget.
- 101.304.000.867.000 – Gas & Oil This line item reflects expenses for gasoline and oil changes for 2 vehicles used by the Ordinance Dept. It is recommended that it remain at \$5,500 for the 2011 budget.
- 101.304.000.876.000 – Retirements/MERS Figures were provided by Human Resources.
- 101.304.000.943.000 – Motorpool Lease/Maint. This line item reflects lease payments to the motor pool and maintenance for two vehicles used by the Ordinance Dept. It is recommended that it be increased by \$2,675, based on higher maintenance expenses for the aging fleet.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Current Year ----- Amended Budget      Actual Thru 30-Sep	Requested
Month: 6/30/2009					
Dept: 304.000 ORDINANCE					
705.000 SALARY - SUPERVISION					45,066
706.000 SALARY - PERMANENT WAGES					152,418
706.013 WAGES ALLOCATED TO NSP DEMO					
706.012 NEIGHBORHOOD WATCH					7,800.00
708.004 SALARIES PAY OUT-PTO&SICKTIME					3,928
708.010 HEALTH INS BUYOUT					10,800
709.000 REG OVERTIME					0
715.000 F.I.C.A./MEDICARE					16,831
719.000 HEALTH & DENTAL INSURANCE					26,624
719.001 SICK AND ACCIDENT					1,481
720.000 LIFE INSURANCE					656
727.000 OFFICE SUPPLIES					500
730.000 POSTAGE					1,000
740.000 OPERATING SUPPLIES					1,000
741.001 UNIFORMS-NEW AND BADGES					1,000
867.000 GAS & OIL					5,500
876.000 RETIREMENT/MERS					19,741
943.000 MOTORPOOL LEASE/MAINTENANCE					8,675
958.000 MEMBERSHIP AND DUES					0
ORDINANCE					303,020
	0	0	0	0	0

### 371.000 – Community Development (Planning Dept)

Continue to move forward with a Planning & Development Coordinator and limited contractual support services as necessary. Continue to employ one full time clerical position as part of the Office of Community Standards collaboration.

As you may recall, in 2007 the Planning Department facilitated the adoption of a new Township wide Master Plan. P.A. 33 of 2008 requires that municipalities review their adopted Master Plan every 5 years. We will be due for a Master Plan review by 2012. It is recommended that the cost associated with the review of said master plan be spread over two budgets, 2011 and 2012. It is further recommend that the Township continues the relationship with LSL Planning for their services in this regard. Jeff Purdy of LSL has quoted the price for the revision at \$25,000. It is my recommendation that this cost be budgeted for \$10,000 in 2011 and \$15,000 in 2012. By doing so, we will meet our statutory obligation to review the Master Plan by 2012.

#### Line Item Details

705.000 SALARY - SUPERVISION	None. Continue operating without a Planning Director with the Planning Department integrated into the Office of Community Standards.
706.000 SALARY - PERMANENT WAGES	Wages for the Planning Coordinator (Teamsters) and one clerical position (AFSCME) as part of the OCS clerical collaboration. Clerical position reflects reduced 32-hr work week.
708.004 SALARIES PAY OUT-PTO&SICKTIME	This line item reflects annual payout of excess PTO time accrued by employees funded in this budget. Excess time is paid in cash at 75% rate; if rolled into Health Care Savings Plan, then paid at 100% rate.
708.010 HEALTH INS BUYOUT	This line reflects payments to employees who waive health care coverage when covered by other means. No change budgeted due to one employee expected to pick up the buyout and one employee opting to drop the buyout.
709.000 REG OVERTIME	None budgeted for clerical position.
715.000 F.I.C.A./MEDICARE	Figures provided by Human Resources.

719.000 HEALTH & DENTAL INSURANCE	Figures provided by Human Resources.
719.001 SICK AND ACCIDENT	Figures were provided by Human Resources.
720.000 LIFE INSURANCE	Figures were provided by Human Resources.
727.000 OFFICE SUPPLIES	This line item reflects expenses for office supplies necessary to run the Planning Department. No change.
755.000 SUBSCRIPTIONS & PUBLICATIONS	This line item reflects expenses for professional subscriptions and publications for the Planning Coordinator. No change.
801.003 TOWNSHIP PROJECTS-PLANNER	This line item reflects the first year of a two-year project working with LSL to update the Master Plan.
817.000 TOWNSHIP PROJECTS ENGINEER	This line item reflects funds allocated for OHM engineering support services. These are non-pass through costs
860.000 TRAVEL	The Planning Coordinator does not submit for reimbursement for travel expenses. Therefore, it is recommended that this line item remain at \$0 in 2011.
867.000 GAS & OIL	There are no vehicles assigned to the Planning Dept.
876.000 RETIREMENT/MERS	Figures were provided by Human Resources.
956.000 MISCELLANEOUS	This line item reflects funding for unexpected expenses related to planning or zoning issues, such as surveys for zoning disputes.
958.000 MEMBERSHIP AND DUES	APA, MAP membership dues for staff. It is recommended that this line item be reduced to \$250 in 2011, a savings of \$250.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011
	Prior Year	Prior Year	2010 Original Budget	----- Current Year ----- Amended Actual Thru	Requested
	Actual	Actual	Budget	Budget 30-Sep	
Dept: 371.000 PLANNING/COMM UNITY					
705.000 SALARY - SUPERVISION	83,982	21,934	0	0	0
706.000 SALARY - PERMANENT WAGES	98,517	103,185	100,998	100,998	102,088
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	9,013	0	0	0
708.010 HEALTH INS BUYOUT	3,000	3,000	0	0	3,000
709.000 REG OVERTIME	43	50	0	0	0
715.000 F.I.C.A.MEDICARE	13,976	10,256	7,726	7,726	8,039
719.000 HEALTH & DENTAL INSURANCE	31,293	21,625	38,004	38,004	21,624
719.001 SICK AND ACCIDENT	1,153	935	748	748	823
720.000 LIFE INSURANCE	511	414	331	331	364
727.000 OFFICE SUPPLIES	447	384	500	500	500
755.000 SUBSCRIPTIONS & PUBLICATIONS	143	379	250	250	250
801.000 PROFESSIONAL SERVICES	1,900	2,629	1,500	1,500	0
801.003 TOWNSHIP PROJECTS-PLANNER	0	0	3,000	3,000	10,000
817.000 TOWNSHIP PROJECTS ENGINEER	15,727	3,631	5,000	5,000	5,000
860.000 TRAVEL	0	343	0	0	0
867.000 GAS & OIL	238	73	0	0	0
876.000 RETIREMENT/MERS	14,956	12,328	9,437	9,437	9,630
900.000 PUBLISHING	0	0	0	0	0
939.000 AUTO MAINTENANCE	10	0	0	0	0
942.000 LEASE - MOTORPOOL	1,800	0	0	0	0
943.000 MOTORPOOL LEASE/MAINTENANCE	0	1,239	0	0	0
956.000 MISCELLANEOUS	100	500	250	250	250
958.000 MEMBERSHIP AND DUES	540	45	500	500	250
COMMUNITY DEVELOPMENT	288,336	191,962	168,244	168,244	161,818

## 400.000 – Planning Commission

In 2010, the Planning Commission appointments were reduced from 9 members to 7. It is recommended that we maintain the current 7 member commission.

Options to be more effective and reduce costs:

- Reduce the per diem pay for meeting attendance from \$50 to \$40.
- Reduce the amount budgeted for membership and dues due to a reduction in staff.
- Elimination of the Office Supply Budget. All office supply funding will be afforded through the Planning Department/Community Development.

### Line Item Detail

704.000 APPOINTED OFFICIALS	This line item reflects expenses to compensate members of the Planning Commission for attending meetings. The Planning Commission is currently staffed at 7 members.
715.000 F.I.C.A./MEDICARE	This line item reflects employer costs for FICA/Medicare for Planning Commissioners.
723.000 DEFERRED COMPENSATION EMPLOYER	This line item reflects employer costs for deferred compensation for Planning Commissioners.
727.000 OFFICE SUPPLIES	This line item reflects expenses for business cards and envelopes for Planning Commissioners. Expenses have been eliminated and absorbed in the Planning Dept budget.
817.001 CONSULTANT FEES PLANNING	None budgeted.
958.000 MEMBERSHIP AND DUES	APA, MAP membership dues for commissioners.
960.000 EDUCATION AND TRAINING	Education and training budget has been eliminated. Any education and training for Planning Commissioners will be done in-house at no additional expense.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011 Requested
	Prior Year Actual	Prior Year Actual	2010 Original Budget	Current Year Actual Thru 30-Sep	
			Amended Budget		
Month: 6/30/2009					
Dept: 400.000 PLANNING COMMISSION					
704.000 APPOINTED OFFICIALS	4,710	3,558	4,200	4,200	4,200
715.000 F.I.C.A./MEDICARE	74	54	61	61	61
723.000 DEFERRED COMPENSATION EMPLOYER	59	47	55	55	55
727.000 OFFICE SUPPLIES	104	0	100	100	0
817.001 CONSULTANT FEES PLANNING	0	0	0	0	0
958.000 MEMBERSHIP AND DUES	450	450	500	500	500
960.000 EDUCATION AND TRAINING	550	50	0	0	0
PLANNING COMMISSION	5,947	4,159	4,916	4,916	4,816

## 410.000 – Zoning Board of Appeals

Options to be more effective and reduce costs:

- Reduce the per diem pay for meeting attendance from \$50 to \$40.
- Elimination of the Office Supply Budget. All office supply funding will be afforded through the Planning Department/Community Development.

This board is already at the statutory minimum for membership.

### Line Item Detail

704.000 APPOINTED OFFICIALS	This line item reflects expenses to compensate members of the Zoning Board of Appeals for attending meetings. The ZBA is currently staffed at the statutory minimum of 5 members. It is recommended to reduce the per diem from \$50 to \$40 per meeting.
715.000 F.I.C.A./MEDICARE	This line item reflects employer costs for FICA/Medicare for ZBA members.
723.000 DEFERRED COMPENSATION EMPLOYER	This line item reflects employer costs for deferred compensation for ZBA members.
727.000 OFFICE SUPPLIES	Eliminated and absorbed in Planning Dept budget.
958.000 MEMBERSHIP AND DUES	APA, MAP membership and dues for board members.
960.000 EDUCATION AND TRAINING	Education and training budget has been eliminated. Any education and training for ZBA members will be done in-house at no additional expense.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010			2011
	Prior Year	Prior Year	2010 Original Budget	----- Current Year ----- Amended Budget	Actual Thru 30-Sep	Requested
	Actual	Actual	Budget	Budget	30-Sep	Requested
Dept: 410.000 ZONING BOARD OF APPEALS						
704.000 APPOINTED OFFICIALS	1,100	1,150	2,000	2,000	200	1,200
715.000 F.I.C.A./MEDICARE	20	17	29	29	3	17
723.000 DEFERRED COMPENSATION EMPLOYER	18	15	26	26	3	16
727.000 OFFICE SUPPLIES	13	8	100	100	0	0
958.000 MEMBERSHIP AND DUES	325	230	250	250	250	250
960.000 EDUCATION AND TRAINING	0	0	0	0	0	0
ZONING BOARD OF APPEALS	1,476	1,420	2,405	2,405	456	1,483

## 446 – Highways & Streets

<u>Line item</u>	<u>Explanation</u>
101-446-000-818-008 – Highways & Streets Lift Station	The expenditures in 2010 will be higher than the \$8,000 budgeted, due to a major repair required for the Ford Lake lift station. This was a one-time expenditure and will not affect the 2011 budget. Therefore, it is recommended that this line item remain at \$8,000 for 2011.
101-446-000-818-009 – Highways & Streets Drain Costs	This line item was decreased from \$260,000 in 2010 to \$110,000 in 2011. These figures are provided to us by the Drain Commission.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Current Year ----- Amended Actual Thru Budget 30-Sep	Requested
Month: 6/30/2009					
Dept: 446.000 HIGHWAYS AND STREETS					
618.008 HIGHWAYS & STREETS LIFT STATIO	6,985	5,993	8,000	19,295 20,567	8,000
618.009 HIGHWAYS & STREETS DRAIN COSTS	76,608	102,705	260,000	260,000 250,511	110,000
HIGHWAYS AND STREETS	83,593	108,698	268,000	279,295 271,077	118,000

## 762 – Residential Services

<u>Line item</u>	<u>Explanation</u>
101.762.000.705.000 – Salary/Supervision	This line item is used for half of the Residential Services Director's salary. In the 2011 budget, the other half of this salary is budgeted in Fund 226 – Environmental Services.
101.762.000.706.000 – Salary/Permanent Wages	In the past, this line item was used for ¼ of a clerical position. In the 2011 budget, that has been moved to Fund 595 – Motorpool.
101.762.000.708.009 – Auto Allowance	The auto allowance for the RSD Director is taken from this line item. In the 2011 budget, the other half of this allowance is budgeted in Fund 226 – Environmental Services.
101.762.000.715.000 – FICA/Medicare	Figures were provided by Human Resources. Half of the FICA/Medicare for the RSD Director is budgeted in Fund 226 – Environmental Services.
101.762.000.719.000 – Health & Dental Insurance	Figures were provided by Human Resources. Half of the Health & Dental Insurance for the RSD Director is budgeted in Fund 226 – Environmental Services.
101.762.000.719.001 – Sick & Accident Insurance	Figures were provided by Human Resources. Half of the Sick & Accident Insurance for the RSD Director is budgeted in Fund 226 – Environmental Services.
101.762.000.720.000 – Life Insurance	Figures were provided by Human Resources. Half of the Life Insurance for the RSD Director is budgeted in Fund 226 – Environmental Services.
101.762.000.876.000 – Retirement/MERS	Figures were provided by Human Resources. Half of the Retirement/MERS for the RSD Director is budgeted in Fund 226 – Environmental Services.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010		2011	
	Prior Year Actual	Prior Year Actual	2010 Original Budget	----- Current Year ----- Amended Budget	Actual Thru 30-Sep	Requested
Month: 6/30/2009						
Dept: 762.000 RESIDENT SVCS: ADMINISTRATION						
705.000 SALARY - SUPERVISION	82,142	83,940	81,416	81,416	59,294	40,708
706.000 SALARY - PERMANENT WAGES	10,874	10,558	10,854	10,854	7,078	0
708.004 SALARIES PAY OUT-PTO&SICKTIME	0	4,703	0	0	0	0
708.009 AUTO ALLOWANCE	6,000	6,000	6,000	6,000	4,500	3,000
709.000 REG OVERTIME	93	0	0	0	0	0
715.000 F.I.C.A./MEDICARE	7,493	7,980	7,518	7,518	5,387	3,344
719.000 HEALTH & DENTAL INSURANCE	10,063	8,429	10,065	10,065	7,018	3,355
719.001 SICK AND ACCIDENT	467	467	467	467	351	206
720.000 LIFE INSURANCE	207	207	207	207	155	91
727.000 OFFICE SUPPLIES	0	0	0	0	0	0
867.000 GAS & OIL	0	0	0	0	0	0
876.000 RETIREMENT/MERS	7,313	9,275	8,622	8,622	6,198	3,840
958.000 MEMBERSHIP AND DUES	0	0	0	0	0	0
RESIDENT SVCS: ADMINISTRATION	124,652	131,558	125,149	125,149	89,980	54,544

## 774 – Parks & Grounds

<u>Line item</u>	<u>Explanation</u>
101.774.000.705.000 – Salary/Supervision	This line item is used for half of the Public Services Superintendent's salary. The other half is budgeted in Fund 226 – Environmental Services. In 2010, this position was only budgeted for 10 months. Due to the retirement of the Operations Superintendent, it is requested that this position be budgeted for 12 months in 2011. Therefore, this line item was increased by \$4,325.
101.774.000.706.000 – Salary/Perm. Wages	This line item is used for the salaries of 2 f/t group leaders and 50% of the mechanic's wages.
101.774.000.707.000 – Salary/Temp.Seasonal	This line item is used for the wages of seasonal employees. It is recommended that this line item be increased by \$10,000 to \$40,000 for 2011.
101.774.000.707.775 – Salary/Temp. FLP	This line item is used for the wages of seasonal employees working within the Ford Lake Park system. Based on what has been spent to date in 2010, it is recommended that this line item be reduced from \$60,000 to \$34,000 in 2011, a savings of \$26,000.
101.774.000.709.000 – Regular Overtime	This line item is used for overtime, most of which is plowing snow. Based on what was spent in 2009 and to date in 2010, it is recommended that this line item be reduced to \$5,000 in 2011, a savings of \$3,000.
101.774.000.715.000 – FICA/Medicare	Figures were provided by Human Resources. Half of the FICA/Medicare for the Public Services Superintendent is budgeted in Fund 226 – Environmental Services.
101.774.000.719.000 – Health & Dental Insurance	Figures were provided by Human Resources. Half of the Health & Dental Insurance for the Public Services Superintendent is budgeted in Fund 226 – Environmental Services.
101.774.000.719.001 – Sick & Accident Insurance	Figures were provided by Human Resources. Half of the Sick & Accident Insurance for the Public Services Superintendent is budgeted in Fund 226 – Environmental Services.
101.774.000.720.000 – Life Insurance	Figures were provided by Human Resources. Half of the Life Insurance for the Public Services Superintendent is budgeted in Fund 226 – Environmental Services.

101.774.000.723.000 – Deferred Comp. Employer	Figures were provided by Human Resources.
101.774.000.724.001 – Unemployment Expense	Based on what has been spent to date in 2010, it is recommended that this line item be increased to \$40,000 in 2011, an increase of \$8,400.
101.774.000.727.000 – Office Supplies	This line item is used for office supplies for the Parks & Grounds Department. It is recommended that it remain at \$200 in 2011.
101.774.000.741.000 – Uniforms/Laundry & Cleaning	This line item is for uniform cleaning for 2 f/t employees. It is recommended that it remain at \$3,000 in 2011.
101.774.000.741.775 – Uniforms/Laundry FLP	This line item is for uniform cleaning for 1 f/t employee in the park system. It is recommended that this line item remain at \$1,000 in 2011.
101.774.000.757.000 – Operating Supplies	This line item is used to purchase safety supplies needed for the parks, as well as trash bags, cans, etc. It is recommended that it remain at \$1,500 for 2011.
101.774.000.757.775 – Operating Supplies/FLP	This line item is used to purchase safety supplies needed for the Ford Lake Park system. It is recommended that this line item remain at \$1,000 for 2011.
101.774.000.776.000 – Maintenance Supplies	This line item is used for athletic field paint, salt, signs, fall zone material and tires. It is recommended that it remain at \$15,000 in the 2011 budget.
101.774.000.776.775 – Maintenance Supplies/FLP	This line item is used for maintenance supplies for the Ford Lake Park system. It is recommended that it remain at \$6,000 for the 2011 budget.
101.774.000.783.004 – Tree Maintenance	This line item is used for new trees, as well as pruning existing trees. Based on what has been spent to date in 2010, it is recommended that this line item be reduced to \$1,000 in 2011, a savings of \$4,000.
101.774.000.818.011 – Maint. Contractual Svcs.	This line item is used for electrical contractors and tree removal. It is also proposed that we begin trimming around street lights since DTE no longer provides this service. Taking that into consideration, as well as reviewing what has been spent in 2009 and to date in 2010, it is recommended that this line item be increased to \$15,000 in 2011, an increase of \$6,000.

101.774.000.818.775 – Maint. Contractual Svcs./ FLP	This line item is used for electrical contractors, tree removal and the alarm system at Ford Lake Park. It is recommended that it be reduced to \$4,000 in the 2011 budget, a savings of \$2,000.
101.774.000.850.775 – Telephone/FLP	This line item is used for the telephone service at Ford Lake Park. It is recommended that it remain at \$2,000 for the 2011 budget.
101.774.000.867.000 – Gas & Oil	This line item covers the cost of fuel for work done in the parks. Based on what was spent in 2009 and to date in 2010, it is recommended that this line item be reduced to \$16,000 in 2011, a savings of \$3,000.
101.774.000.867.775 – Gas & Oil/FLP	This line item covers the cost of fuel for work done in the Ford Lake Park system. It is recommended that it remain at \$7,000 for the 2011 budget.
101.774.000.876.000 – Retirement/MERS	Figures were provided by Human Resources.
101.774.000.920.000 – Utilities/Parks	This line item is used for heating, a/c and electrical costs. Based on what was spent to date in 2010, it is recommended that it be reduced to \$13,000 in 2011, a savings of \$4,000.
101.774.000.920.775 – Utilities/FLP	This line item is used for heating, a/c and electrical costs in the Ford Lake Park system. Based on what has been spent to date in 2010, it is recommended that it be reduced to \$11,000 in 2011, a savings of \$2,000.
101.774.000.939.000 – Auto Maintenance	This line item is used for fuel and oil change costs. It is recommended that \$2,000 be budgeted in 2011.
101.774.000.939.010 – Small Equipment & Parts	This line item is used to purchase parts for mowers, weed whips, etc. Based on what was spent to date in 2010, it is recommended that it be reduced to \$10,000 in 2011, a savings of \$10,000.
101.774.000.939.011 – Parks Equipment Labor	This line item is used to pay labor for repairing tractors for field maintenance. Based on what was spent in 2009 and to date in 2010, it is recommended that it be reduced to \$3,000 in 2011, a savings of \$2,000.
101.774.000.939.030 – Labor/Fluid Charges/ Motorpool	This line item is used for antifreeze and other fuel charges from the Motorpool. It is recommended that it remain at \$1,200 in 2011.

101.774.000.941.000 – Equipment Rental/Leasing	This line item is used for renting equipment. It is recommended that it remain at \$1,000 for 2011.
101.774.000.942.775 – Vehicle Charge/FLP	It is recommended that this line item remain at \$2,800 for the 2011 budget.
101.774.000.943.000 – Motorpool Lease/Maint.	This line item is used for motorpool lease for all non-FLP vehicles. It is recommended that it remain the same, \$14,050 in 2011.
101.774.000.943.775 – Motorpool Lease/Maint/FLP	This line item is used for motorpool lease for the Ford Lake Park system. It is recommended that it remain the same, \$14,050 in 2011.
101.774.000.956.000 – Miscellaneous	This line item is used for drug screening and driving records. It is recommended that it remain at \$100 for 2011.
101.774.000.958.000 – Membership & Dues	This line item is used for pesticide certification. Based on what was spent in 2009 and to date in 2010, it is recommended that it be reduced to \$400 in 2011, a savings of \$100.

BUDGET WORKSHEET

Charter Township of Ypsilanti	2008		2009		2010		2011 Requested
	Prior Year Actual	Prior Year Actual	Prior Year Actual	Prior Year Actual	----- Current Year ----- Amended Budget	Actual Thru 30-Sep	
Month: 6/30/2009							
Dept: 774.000 RESIDENT SVCS: PARKS &							
705.000 SALARY - SUPERVISION		0	23,785	21,625	21,625	17,899	25,950
706.000 SALARY - PERMANENT WAGES		0	120,708	119,021	119,021	85,318	118,571
707.000 SALARY - TEMPORARY/SEASONAL		0	88,718	52,000	52,000	20,046	40,000
707.775 SALARY - TEMP. FORD LAKE PARK		0	38,355	60,000	60,000	11,510	34,000
708.004 SALARIES PAY OUT-PTO&SICKTIME		0	4,883	0	0	0	0
708.010 HEALTH INS BUYOUT		0	1,500	1,250	1,250	414	0
709.000 REG OVERTIME		0	5,013	8,000	8,000	5,567	5,000
715.000 F.I.C.A./MEDICARE		0	14,147	13,091	13,091	9,139	12,511
719.000 HEALTH & DENTAL INSURANCE		0	43,153	51,531	51,531	37,519	60,387
719.001 SICK AND ACCIDENT		0	1,215	1,309	1,309	810	1,440
720.000 LIFE INSURANCE		0	538	580	580	359	638
723.000 DEFERRED COMPENSATION EMPLOYER		0	1,683	1,456	1,456	411	962
724.001 UNEMPLOYMENT EXPENSE		0	52,231	31,600	31,600	33,394	40,000
727.000 OFFICE SUPPLIES		94	68	200	200	0	200
741.000 UNIFORMS - LAUNDRY & CLEANING		2,620	2,851	3,000	3,000	2,053	3,000
741.775 UNIFORMS - LAUNDRY FLP		1,447	1,338	1,000	1,000	872	1,000
757.000 OPERATING SUPPLIES		1,679	1,862	1,500	1,500	695	1,500
757.775 OPERATING SUPP: FORD LAKE PARK		989	3,086	1,000	1,000	452	1,000
776.000 MAINTENANCE SUPPLIES		23,654	14,776	15,000	15,000	9,526	15,000
776.775 MAINT SUPPLIES: FORD LAKE PARK		8,771	9,484	6,000	6,000	6,667	6,000
783.004 TREE MAINTENANCE		4,150	3,744	5,000	5,000	620	1,000
818.011 MAINTENANCE CONTRACTUAL SRVC		7,261	10,734	9,000	9,000	11,140	15,000
818.775 MAINT-CONTR SVCS - FORD LK PRK		5,632	3,174	6,000	6,000	8,404	4,000
850.775 TELEPHONE - FORD LAKE PARK		1,774	1,619	2,000	2,000	1,446	2,000
867.000 GAS & OIL		29,581	16,567	19,000	19,000	9,167	16,000
867.775 GAS & OIL - FORD LAKE PARK		9,882	5,934	7,000	7,000	5,486	7,000
876.000 RETIREMENT/MERS		0	14,834	13,891	13,891	10,549	14,106
920.000 UTILITIES - PARKS		15,420	17,524	17,000	17,000	8,750	13,000
920.775 UTILITIES - FORD LAKE PARKS		14,127	12,042	13,000	13,000	5,657	11,000

BUDGET WORKSHEET

Charter Township of Ypsilanti  Month: 6/30/2009	2008	2009	2010			2011
	Prior Year	Prior Year	2010 Original Budget	----- Amended Budget -----	Current Year Actual Thru 30-Sep	Requested
	Actual	Actual	Budget	Budget	30-Sep	Requested
939.000 AUTO MAINTENANCE	20,491	2,486	0	0	1,894	2,000
939.010 SMALL EQUIPMENT & PARTS	24,762	23,451	20,000	20,000	7,961	10,000
939.011 Parks Equipment Labor	233	0	5,000	5,000	0	3,000
939.030 LABOR/FLUID CHRGS - MOTORPOOL	1,200	1,200	1,200	1,200	900	1,200
941.000 EQUIPMENT RENTAL/LEASING	0	152	1,000	1,000	59	1,000
942.775 VEHICLE CHARGE - FLP	0	0	2,800	2,800	0	2,800
942.000 LEASE - MOTORPOOL	24,224	0	0	0	0	0
943.000 MOTORPOOL LEASE/MAINTENANCE	0	27,874	14,050	14,050	10,538	14,050
943.775 MOTORPOOL LEASE MAINT-FORD L P	0	27,874	14,050	14,050	10,538	14,050
956.000 MISCELLANEOUS	0	180	100	100	50	100
958.000 MEMBERSHIP AND DUES	80	365	500	500	60	400
977.000 EQUIPMENT	0	5,990	0	0	0	0
RESIDENT SVCS: PARKS & GROUNDS	197,971	605,137	539,754	539,754	335,867	498,865

## **780 – Stormwater Management**

Line item

101-780-000-801-000 – Professional Services

Explanation

These professional services are required by the State of Michigan for a Stormwater Management Plan, reporting and implementation. It includes \$5,000 for the Huron River Watershed Council and \$5,000 for Environmental Consulting Technology, Inc.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010			2011
	Prior Year Actual	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru 30-Sep	Requested
Month: 6/30/2009						
Dept: 780.000 RSD-STORMWATER MGMT DEPT						
801.000 PROFESSIONAL SERVICES	0	15,384	5,000	5,000	668	10,000
RSD-STORMWATER MGMT DEPT	0	15,384	5,000	5,000	668	10,000

## 851 – Fringes

<u>Line item</u>	<u>Explanation</u>
101-851-000-708-004 – Salaries Pay Out	The pay outs for one week's pay at 100% were taken out of the Teamsters during the last negotiations. Therefore, it is recommended that this line item be removed.
101-851-000-715-000 – FICA/Medicare	It is recommended that this line item be removed since it is tied to the salary pay out line item.
101-851-000-719-005 – Hospital Physicals	This line item is used for seasonal employees' physicals. It is recommended that this line item remain the same, \$2,500 for 2011.
101-851-000-724-000 – Employee Assistance Prog.	TEAM has agreed not to raise the cost of their services for 2011. Therefore, it is recommended that this line item remain at \$4,200.
101-851-000-803-100 – Contract Svcs-Flex Spending	In reviewing what was spent in 2009 and to date in 2010, as well as speaking with Human Resources, it is recommended that this line item be reduced to \$3,000 for 2011, a savings of \$500.

BUDGET WORKSHEET

Charter Township of Ypsilanti

	2008	2009	2010 Original Budget	2010		2011 Requested
	Prior Year Actual	Prior Year Actual		Amended Budget	Current Year ----- Actual Thru 30-Sep	
	Actual	Actual		Budget	30-Sep	
Dept: 851.000 FRINGES AND INSURANCE						
708.004 SALARIES PAY OUT-PTO&SICKTIME	12,726	6,801	23,510	23,510	19,023	0
715.000 F.I.C.A./MEDICARE	959	520	1,799	1,799	1,709	0
719.005 HOSPITAL PHYSICALS	3,224	2,695	2,500	2,500	2,016	2,500
724.000 EMPLOYEE ASSISTANCE PROGRAM	678	4,500	4,200	4,200	2,814	4,200
803.100 CONTRACT SRVS-FLEX SPENDING	2,939	2,029	3,500	3,500	1,314	3,000
876.000 RETIREMENTMERS	1,042	638	2,205	2,205	2,096	0
FRINGES AND INSURANCE	21,568	17,183	37,714	37,714	28,972	9,700

## 956 – Other Functions

<u>Line item</u>	<u>Explanation</u>
101-956-000-724-001 – Unemployment Expense	Based on what was spent in 2009 and to date in 2010, it is recommended that this line item be reduced to \$35,000 in 2011.
101-956-000-818-014 – AATA Contract	Our contract with AATA has increased to \$297,390, an increase of \$32,890. The board can discuss this increase, our level of service and the possibility of raising fares. If fares were increased, our cost would decrease.
101-956-000-818-021 – Monitoring Svcs/UST	This line item is used for monitoring the site at the Golf Course/Community Center where there were fuel tanks in the past. It is recommended that this line item be reduced from \$1,500 to \$500 in 2011.
101-956-000-818-023 – Stormwater Mgmt.	Stormwater Management is now budgeted in 101-780.
101-956-000-818-024 – WCAC Projects	It is recommended this line item be \$0 for 2011. Each project will be brought before the Board.
101-956-000-844-000 – Meals on Wheels	It is recommended that this line remain at \$10,000 in 2011.
101-956-000-844-002 – Aerotropolis	Per our agreement, this line item is budgeted at \$25,000 for 2011.
101-956-000-875-000 – Retirement Officials	This line item will remain at \$0 since the Trustees no longer receive retirement and the full-time officials are budgeted in their own departmental budgets.
101-956-000-876-001 – Retirement Benefits	This line item was used to pay Gabriel Roeder for actuarial services. We have been notified that the Township will be reimbursed these costs through MERS. Therefore, it is recommended that this line item be decreased to \$0, a savings of \$6,700.
101-956-000-876-002 – Other Retirement Costs	This line item is used for retiree health insurance. We have been notified that the Township will be reimbursed these costs through MERS. Therefore, it is recommended that this line item be decreased to \$0 for 2011, a savings of \$900.

101-956-000-876-003 – OPEB Funding – Retiree Health	It is recommended that this line item be decreased to \$680,381. This covers the liability for the Township's 2011 Other Post Employment Benefits (OPEB) obligation. This is for all departments except 14-B Court, Fire, Environmental Services, Recreation and Law Enforcement.
101-956-000-882-000 – Fourth of July	It is recommended that this line item remain at \$0 for 2011.
101-956-000-882-001 – Christmas Lights	It is recommended that this line item remain at \$0 for 2011.
101-956-000-882-002 – Festivals	It is recommended that this line item remain at \$0 for 2011.
101-956-000-884-000 – SPARK	It is recommended that this line item remain at \$15,000 for 2011 (\$10,000 for A2 SPARK and \$5,000 for SPARK East).
101-956-000-913-000 – Insurance Bonds & Fleet	It is recommended that this line item be decreased to \$165,934 in 2011, a savings of \$14,066.
101-956-000-917-000 – Worker's Comp Insurance	It is recommended that this line item be decreased from \$35,000 to \$30,485 in 2011, a savings of \$4,515.
101-956-000-926-000 – Street Lighting Non Assess	Due to increased costs from DTE and the street light cost for Holmes Road Phase III, it is recommended that this line item be increased from \$110,000 to \$240,209 in 2011.
101-956-000-956-000 – Miscellaneous	In reviewing what was spent in 2009 and to date in 2010, it is recommended that line item be increased to \$500 in 2011.
101-956-000-956-006 – Misc. Tax Refunds	This line item is used by the Treasurer's Office and is for small MTT cases and for the filing of delinquent personal property cases. It is recommended that it remain at \$10,000 in 2011.
101-956-000-956-020 – Prop. Taxes on Twp. Prop.	It is recommended that this line item remain the same, \$1,100 for 2011. This is for special assessments the Township pays for Township owned property.
101-956-000-956-030 – Bldg. Permit Fee Refunds	It is recommended that this line item remain the same, \$0 for 2011.
101-956-000-956-000 – Bank Charges	It is recommended that this line item be reduced from \$15,000 to \$10,000 in 2011.

101-956-000-969-007 – Water Hardship

It is recommended that this line item remain at \$11,000 for 2011. The expenditure for current participants is \$10,260.

BUDGET WORKSHEET

Charter Township of Ypsilanti	2008	2009	2010		2011
	Prior Year Actual	Prior Year Actual	Original Budget	----- Current Year ----- Amended Budget Actual Thru 30-Sep	
Month: 6/30/2009					
Dept: 956.000 OTHER FUNCTIONS					
724.001 UNEMPLOYMENT EXPENSE	14,245	18,440	40,000	40,000 22,668	35,000
818.014 A.A.T.A. CONTRACT	258,794	264,453	264,500	264,500 264,453	297,390
818.021 Monitoring Services -Tank-UST	5,184	354	1,500	1,500 0	500
818.023 STORM WATER MANAGEMENT	5,100	2,550	0	0 0	in 101,780
818.024 WATER CONSEV ADV COMM-PROJECTS	3,600	0	0	0 0	0
844.000 MEALS ON WHEELS	10,000	10,000	10,000	10,000 0	10,000
844.002 AEROTROPOLIS	0	25,000	25,000	25,000 0	25,000
875.000 RETIREMENT OFFICIALS	57,551	59,011	0	0 0	0
876.001 RETIREMENT BENEFITS	6,700	2,720	6,700	6,700 0	0
876.002 OTHER RETIREMENT COSTS	708	975	900	900 609	0
876.003 OPEB FUNDING- RETIREE HEALTH	914,635	751,246	785,052	785,052 785,052	680,381
882.000 FOURTH OF JULY	812	40	0	0 0	0
882.001 CHRISTMAS LIGHTS	841	0	0	0 0	0
882.002 FESTIVALS	1,000	0	0	0 0	0
884.000 WASH DEV COUNCIL-AA SPARK	10,000	15,000	15,000	15,000 15,000	15,000
913.000 INSURANCE & BONDS FLEET	184,754	174,823	180,000	180,000 117,051	165,934
917.000 WORKERS COMPENSATION INSURANCE	25,599	29,682	35,000	35,000 23,259	30,485
926.000 STREET LIGHTING NON ASSESSABLE	79,983	156,030	110,000	184,400 129,104	240,209
956.000 MISCELLANEOUS	0	468	200	200 560	500
956.006 MISCELLANEOUS TAX REFUNDS	2,174	6,496	10,000	10,000 4,385	10,000
956.020 PROPERTY TAXES ON TWP PROPERTY	1,100	1,166	1,100	1,100 0	1,100
956.030 BUILDING PERMIT FEE REFUNDS	9,894	0	0	0 0	0
957.000 BANK CHARGES	17,298	19,179	15,000	15,000 8,586	10,000
969.007 CONTRIBUTION WATER HARDSHIP	10,575	10,170	11,000	11,000 6,795	11,000
OTHER FUNCTIONS	1,620,547	1,547,805	1,510,952	1,585,352 1,377,522	1,532,499

## **DEBT SERVICE 991**

The General Fund's Debt Service Department is used for funding debt payments within the General Fund.

The debt payment for 2010 is the second payment of three, payable to CDW Government Inc. for the purchase of MicroSoft Office 2007. This was originally purchased in 2009, with the final payment due in 2011.

The debt service is approved by the Board at the time of the contracted purchase. The payments are then budgeted each year until paid in full.

BUDGET WORKSHEET

Charter Township of Ypsilanti

Month: 6/30/2009	2008	2009	2010	2010		2011
	Prior Year Actual	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru 30-Sep	Requested
Dept: 991.000 DEBT SERVICE/OTHER FINANCING						microsoft debt
991.006 DEBT SERVICE/COMPUTER	0	0	18,541	18,541	18,541	18,541
991.014 DEBT PYMT-BOND-LAND-53 ACRES	830,000	0	0	0	0	0
991.015 DEBT PYMT-BOND INT-53 ACRES	31,919	0	0	0	0	0
OTHER FINANCING USES	861,919	0	18,541	18,541	18,541	18,541
Dept: 999.000 OTHER FINANCING USES						
968.252 TRANSFER TO HYDRO FUND	5,868	0	0	0	0	0
968.212 TRANSFER TO BSRII FUND	189,200	0	0	0	0	0
969.396 TRANSFER OUT: DEBT FUND SERIES A	42,000	0	0	0	0	0
969.584 CONTRIBUTION TO GOLF COURSE	138,426	0	0	0	0	0
969.893 TRANSFER OUT NUISANCE ABATEMENT	50,000	0	0	0	0	0
OTHER FINANCING USES	425,494	0	0	0	0	0
Total Expenditures	9,712,797	8,478,730	8,122,937	8,612,633	6,268,007	6,655,404
GENERAL FUND-APPROPRIATED PRIOR YEAR FUND BALANCE / SHORTAGE	128,572	586,219	96,082	0	284,829	51,915

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