

**CHARTER TOWNSHIP OF
YPSILANTI BOARD OF TRUSTEES**

Supervisor

BRENDA L. STUMBO

Clerk

KAREN LOVEJOY ROE

Treasurer

LARRY J. DOE

Trustees

JEAN HALL CURRIE

STAN ELDRIDGE

MIKE MARTIN

SCOTT MARTIN

December 1, 2015

Work Session – 5:00 p.m.

Regular Meeting – 7:00 p.m.

**Ypsilanti Township Civic Center
7200 S. Huron River Drive
Ypsilanti, MI 48197**



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE
TRUSTEES: JEAN HALL CURRIE • STAN ELDRIDGE • MIKE MARTIN • SCOTT MARTIN

WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, DECEMBER 1, 2015

5:00PM

CIVIC CENTER
BOARD ROOM
7200 S. HURON RIVER DRIVE

1. DISCUSSION OF FILLING VACANT ORDINANCE ADMINISTRATOR POSITION
.....KAREN WALLIN AND MICHAEL RADZIK
2. AGENDA REVIEW SUPERVISOR STUMBO
3. OTHER DISCUSSION BOARD MEMBERS

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

- A. BOARD MEMBERS HAVE THE OPPORTUNITY TO DISCUSS ANY OTHER PERTINENT ISSUES



Charter Township of Ypsilanti

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REGULAR MEETING AGENDA

TUESDAY, DECEMBER 1, 2015

7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC HEARING
 - A. 7:00PM – RESOLUTION 2015-35, 2016 FISCAL YEAR BUDGET
(PUBLIC HEARING SET AT THE NOVEMBER 17, 2015 REGULAR MEETING)
4. PUBLIC COMMENTS
5. CONSENT AGENDA
 - A. MINUTES OF THE NOVEMBER 17, 2015 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR DECEMBER 1, 2015 IN THE AMOUNT OF \$379,107.78
6. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. REQUEST OF MARK NELSON, MAGISTRATE 14B COURT, FOR AUTHORIZATION FOR RENEWAL OF THE DRUG COURT DOCKET GRANT IN THE AMOUNT OF \$110,000.00 FOR 2016 AND TO AUTHORIZE SIGNING OF THE CONTRACT (TABLED AT THE NOVEMBER 17, 2015 REGULAR MEETING)

NEW BUSINESS

1. BUDGET AMENDMENT #15
2. RESOLUTION 2015-36, 2016 SUPERVISOR'S WAGE
3. RESOLUTION 2015-37, 2016 CLERK'S WAGE
4. RESOLUTION 2015-38, 2016 TREASURER'S WAGE
5. RESOLUTION 2015-39, 2016 TRUSTEE'S WAGE
6. RESOLUTION 2015-40, 2016 NON-BARGAINING EMPLOYEES WAGES

7. RESOLUTION 2015-46, ADOPTION OF 2016 REGULAR MEETING DATES
8. RESOLUTION 2015-47, AMENDMENT TO ELECTED OFFICIALS 2015 WAGES
9. RESOLUTION 2015-48, 2016 ADOPTION OF ROBERT'S RULES OF ORDER
10. RESOLUTION 2015-49, 2016 DESIGNATION OF DEPOSITORIES
11. RESOLUTION 2015-50, 2016 DESIGNATION OF NEWSPAPERS OF CIRCULATION
12. REQUEST OF JUSTIN BLAIR, DIRECTOR OF GOLF TO TERMINATE LICENSE AGREEMENT WITH FORE UP TEE TIME RESERVATION SOFTWARE AND TO APPROVE THE AGREEMENT WITH GOLF NOW TEE TIME RESERVATION SOFTWARE
13. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR TO APPROVE COMPOST CENTER PRICING FOR 2016
14. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR TO APPROVE THE POLICY ON THE SALE AND DISTRIBUTION OF RECYCLE BINS
15. REQUEST FOR APPROVAL OF LEASE AGREEMENT BETWEEN YPSILANTI TOWNSHIP AND AMERICAN TOWER IN THE AMOUNT OF \$5,000.00 FOR AN OPTION PERIOD OF THREE YEARS. THE LEASE AMOUNT WILL BE \$22,577.80 FOR 2016 WITH A 3% INCREASE FOR EACH ADDITIONAL LEASE YEAR FOR USE OF PARCEL K-11-21-300-048 ON CIVIC CENTER PROPERTY BEHIND THE MAINTENANCE BUILDING IF THE TOWER IS BUILT
16. REQUEST OF DEBBIE AUE, SENIOR COORDINATOR FOR APPROVAL OF A GRANT IN THE AMOUNT OF \$4,941.00 FOR THE PURCHASE OF ROUND TABLES AND A RECTRAC SCANNING STATION AND TO AUTHORIZE SIGNING OF THE AGREEMENT

OTHER BUSINESS

AUTHORIZATION AND BIDS

1. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR TO AWARD LOW QUOTE FOR PRINTING OF THE HELPFUL HANDBOOK TO ALLEGRA PRINTING IN AN AMOUNT NOT TO EXCEED \$21,500.00 WITH A \$6,000.00 DEPOSIT TO BE PAID IN 2015 AND THE BALANCE TO BE PAID IN 2016 BUDGETED IN LINE ITEM #226-226-000-900-000. ALSO, REQUEST TO APPROVE POSTAGE FOR MAILING OF THE HELPFUL HANDBOOK IN AN AMOUNT NOT TO EXCEED \$10,000.00 BUDGETED IN LINE ITEM #226-226-000-730-000

PUBLIC HEARING

a. Resolution No. 2015-35, 2016 Fiscal Year Budget

**Resolution No. 2015-35
Charter Township of Ypsilanti
2016 Fiscal Year Budget**

WHEREAS the Township Supervisor has prepared and submitted to the Township Board the proposed budgets for calendar year 2016; and

WHEREAS the Township Board has advertised the tentative millage rates in the Washtenaw Legal News and held the public hearing on December 1, 2015 on the budget and the tentative millage rates pursuant to Section 16 of the Uniform Budgeting Accounting Act (Truth in Budgeting); and

WHEREAS the Township Board has reviewed the proposed tax rates and budgets,

NOW THEREFORE BE IT RESOLVED that the Charter Township of Ypsilanti Board of Trustees adopts the 2016 Fiscal Year Budget by cost center, as follows:

General Fund Expenditures

| | | | |
|--|----------------------------|----|-----------------------------------|
| 101 | Township Board | \$ | 151,681 |
| 137 | Due Process | | 240,000 |
| 171 | Supervisor | | 275,247 |
| 201 | Accounting | | 295,234 |
| 202 | Independent Auditing | | 31,000 |
| 209 | Assessing | | 430,305 |
| 210 | Legal Services | | 177,310 |
| 215 | Clerk | | 598,270 |
| 227 | Human Resources | | 186,560 |
| 247 | Board of Review | | 2,569 |
| 253 | Treasurer | | 341,405 |
| 265 | Building Operations | | 549,993 |
| 266 | Computer Support | | 575,183 |
| 267 | General Services | | 146,600 |
| 371 | Community Development | | 153,412 |
| 400 | Planning Commission | | 3,853 |
| 410 | Zoning Board of Appeals | | 1,894 |
| 446 | Highways and Streets | | 418,022 |
| 762 | RSD Administration | | 61,442 |
| 774 | RSD Park and Grounds | | 596,630 |
| 780 | RSD Storm Water Management | | 8,057 |
| 851 | Fringes and Insurance | | 7,250 |
| 950 | Community Stabilization | | 846,500 |
| 956 | Other Functions | | 1,013,357 |
| 999 | Other Financing Uses | | 826,000 |
| Total General Fund Expenditure by Department: | | | <u>\$ 7,937,774</u> |
| | | | |
| Fire Department - Fund 206 | | | |
| 206 | Fire Department | \$ | 3,565,669 |
| 220 | Civil Service Commission | | 14,520 |
| 852 | Pension and Insurance | | 1,124,166 |
| 970 | Capital Outlay | | 58,460 |
| 975 | Federal Grant Department | | - |
| Total Fire Department Fund by Department | | | Total: <u>\$ 4,762,815</u> |
| | | | |
| Parks Commission - Fund 208 | | | Total: <u>\$ 7,173</u> |
| | | | |
| Bike Path, Sidewalk, Recreation, Roads, Operations - Fund 212 | | | |
| 212 | BSR II-Operations | \$ | 801,486 |
| 230 | BSR II-Recreation | | 0 |
| 584 | BSR II-Golf Course | | - |
| 970 | Capital Outlay | | 23,000 |
| 991 | Debt Service | | 702,250 |
| Total BSR II Fund by Department | | | Total: <u>\$ 1,526,736</u> |
| | | | |
| Environmental Services - Fund 226 | | | Total: <u>\$ 2,601,336</u> |
| | | | |
| Recreation - Fund 230 | | | Total: <u>\$ 919,665</u> |
| | | | |
| 14B Court - Fund 236 | | | Total: <u>\$ 1,443,321</u> |
| | | | |
| Housing & Business Inspection - Fund 248 | | | Total: <u>\$ 222,662</u> |
| | | | |
| Building Department - Fund 249 | | | Total: <u>\$ 457,476</u> |
| | | | |
| Local Development Finance Authority - Fund 250 | | | Total: <u>\$ 229,760</u> |
| | | | |
| Hydro Station - Fund 252 | | | Total: <u>\$ 349,711</u> |
| | | | |
| Law Enforcement - Fund 266 | | | |
| 301 | Sheriff Services | \$ | 6,523,398 |
| 304 | Ordinance | | 285,263 |
| Total Law Enforcement Fund by Department | | | Total: <u>\$ 6,808,661</u> |
| | | | |
| General Obligation Debt - Fund 301 | | | \$ 481,000 |

| | | |
|---|---------------------|-----------------------------|
| Debt Fund Series B Bonds - Fund 397 | Total: | <u>\$ 481,110</u> |
| Debt 2006 Bond - Fund 398 | Total: | <u>\$ 229,760</u> |
| Capital Improv-Seaver Infrastr - Fund 498 | Total: | <u>\$ 10,000</u> |
| Golf Course - Fund 584 | Total: | <u>\$ 646,971</u> |
| Compost - Fund 590 | Total: | <u>\$ 425,577</u> |
| Motor Pool - Fund 595 | Total: | <u>\$ 205,813</u> |
| Nuisance Abatement - Fund 893 | Total: | <u>\$ 43,097</u> |
| | Grand Total: | <u><u>\$ 29,790,418</u></u> |

BE IT FURTHER RESOLVED that the revenues, transfers in and appropriations of prior year fund balances are estimated as follows:

Revenues:

| | | | |
|---|---------------|----------------------------|--|
| Revenues | \$ | 7,995,640 | |
| Transfer-in | | | |
| Appropriation of prior year fund balance | | - | |
| General Fund - 101 | Total: | <u>\$ 7,995,640</u> | |
| Revenues | \$ | 4,639,583 | |
| Transfer-in | | - | |
| Appropriation of prior year fund balance | | 123,232 | |
| Fire Department Fund - 206 | Total: | <u>\$ 4,762,815</u> | |
| Revenues | \$ | 7,200 | |
| Transfer-in | | - | |
| Appropriation of prior year fund balance | | - | |
| Parks Commission Fund - 208 | Total: | <u>\$ 7,200</u> | |
| Revenues | \$ | 1,143,798 | |
| Transfer-in | | 345,000 | |
| Appropriation of prior year fund balance | | 37,938 | |
| Bike Path, Sidewalk, Recreation, Roads, Operations - 212 | Total: | <u>\$ 1,526,736</u> | |
| Revenues | \$ | 2,431,877 | |
| Transfer-in | | - | |
| Appropriation of prior year fund balance | | 169,459 | |
| Environmental Services Fund - 226 | Total: | <u>\$ 2,601,336</u> | |
| Revenues | \$ | 339,250 | |
| Transfer-in | | 580,415 | |
| Appropriation of prior year fund balance | | - | |
| Recreation Fund - 230 | Total: | <u>\$ 919,665</u> | |
| Revenues | \$ | 1,435,450 | |
| Transfer-in | | - | |
| Appropriation of prior year fund balance | | 7,871 | |
| 14B Court - 236 | Total: | <u>\$ 1,443,321</u> | |
| Revenues | \$ | 229,779 | |
| Transfer-in | | - | |
| Appropriation of prior year fund balance | | - | |
| Building Rental Inspection Fund - 248 | Total: | <u>\$ 229,779</u> | |
| Revenues | \$ | 436,000 | |
| Transfer-in | | - | |
| Appropriation of prior year fund balance | | 21,476 | |
| Building Department Fund - 249 | Total: | <u>\$ 457,476</u> | |
| Revenues | \$ | 246,751 | |
| Transfer-in | | - | |
| Appropriation of prior year fund balance | | - | |
| Local Development Finance Authority Fund - 250 | Total: | <u>\$ 246,751</u> | |
| Revenues | \$ | 351,400 | |

| | | |
|--|---------------------|----------------------|
| Transfer-in | - | |
| Appropriation of prior year fund balance | - | |
| Hydro Station Fund - 252 | Total: | \$ 351,400 |
| Revenues | \$ 6,712,285 | |
| Transfer-in | - | |
| Appropriation of prior year fund balance | 96,376 | |
| Law Enforcement Fund- 266 | Total: | \$ 6,808,661 |
| Revenues | \$ - | |
| Transfer-in | \$ 481,000 | |
| Appropriation of prior year fund balance | \$ - | |
| General Obligation Debt Fund - 301 | Total | \$ 481,000 |
| Revenues | \$ - | |
| Transfer-in | 481,000 | |
| Appropriation of prior year fund balance | 110 | |
| Debt Fund Series B Bonds - 397 | Total: | \$ 481,110 |
| Revenues | \$ - | |
| Transfer-in | 229,760 | |
| Appropriation of prior year fund balance | - | |
| Debt 2006 Bond Fund - Fund 398 | Total: | \$ 229,760 |
| Revenues | \$ - | |
| Transfer-in | - | |
| Appropriation of prior year fund balance | 10,000 | |
| Capital Improv-Seaver Infrastr - Fund 498 | Total: | \$ 10,000 |
| Revenues | \$ 537,900 | |
| Transfer-in | 109,071 | |
| Appropriation of prior year fund balance | - | |
| Golf Course Fund - 584 | Total: | \$ 646,971 |
| Revenues | \$ 369,700 | |
| Transfer-in | - | |
| Appropriation of prior year fund balance | 55,877 | |
| Compost Site Fund - 590 | Total: | \$ 425,577 |
| Revenues | \$ 187,700 | |
| Transfer-in | - | |
| Appropriation of prior year fund balance | 18,113 | |
| Motorpool Fund - 595 | Total: | \$ 205,813 |
| Revenues | \$ 36,000 | |
| Transfer-in | - | |
| Appropriation of prior year fund balance | 7,097 | |
| Nuisance Abatement Fund - 893 | Total: | \$ 43,097 |
| | Grand Total: | \$ 29,874,108 |

BE IT FURTHER RESOLVED that the Township Supervisor is authorized to approve transfers of budgetary funds within a cost center in consultation with the effected Department Director and/or the Accounting Director; and

BE IT FURTHER RESOLVED that increases to fund budgets must be authorized by the Township Board; and

BE IT FURTHER RESOLVED that the following property tax revenues and tax rates be authorized and that the Township Treasurer is ordered to levy such funds and rates, and collect and deposit to the various specific uses and funds as required by ordinance or resolution;

Property Tax Revenues and Rates:

| <u>Operating</u> | <u>Rate</u> | <u>Revenue</u> |
|---|-----------------------|-----------------------------|
| General | 1.0322 | \$ 1,173,630 |
| Fire Department | 3.1250 | \$ 3,553,181 |
| Solid Waste | 2.1550 | \$ 2,450,273 |
| Law Enforcement | 5.9500 | \$ 6,765,255 |
| Bike Path, Sidewalk, Recreation, Roads, Operation | 1.0059 | \$ 1,143,726 |
| Operating Total: | <u>13.2681</u> | <u>\$ 15,086,065</u> |
| <u>Debt</u> | | |
| Fire Pension | 1.0000 | \$ 1,137,018 |
| Debt Total: | <u>1.0000</u> | <u>\$ 1,137,018</u> |
| Grand Total: | <u>14.2681</u> | <u>\$ 16,223,083</u> |

BE IT FURTHER RESOLVED that the Township will levy the 1% Tax Administration fee on property taxes collected by the Township Treasurer on behalf of other governmental units, as permitted by State Law.

Fund 101 - General Fund

Revenues

| Line Item | Explanation |
|--|---|
| 101-000-000-403-000 – Current Property Taxes | This line item reflects revenues from property taxes, based on values and millage rates. An increase of 1.78% is budgeted for 2016. Adjustments for the Board of Review and MTT refunds are included in this figure. |
| 101-000-000-405-000 – In Lieu of Taxes | This line item is used for Payment In Lieu Of Taxes (PILOT). Clark East Towers currently receives this PILOT. On the recommendation of our Accounting Director, \$11,000 has been budgeted for 2016. |
| 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. This 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 \$575,000 in revenue for this line item and \$771,710 in expenditures (\$341,405 in Treasurer's Office and \$430,305 in Assessing Office). |
| 101-000-000-407-007 – Street Lights | This line reflects special assessment dollars received to pay back the Township for installation of street lights. It has been recommended by our Accounting Director that \$34,500 be budgeted for 2016. |
| 101-000-000-417-000 – Delinquent Pers. Property Taxes | Our Accounting Director recommends that \$1,400 be budgeted in 2016. |

| Line Item | Explanation |
|---|--|
| 101-000-000-445-000 – Penalties and Interest | This line item reflects fees collected from delinquent taxes. |
| 101-000-000-451-452 – Bus Lic & Permits Salvage Yard | This line item reflects fees charged for statutory annual license renewal fees for junk yards. |
| 101-000-000-451-453 – Bus Lic & Permits Trailer Fee | This line item reflects fees charged for mobile home lots. Manufactured home park owners are taxed \$3.00 per home, \$.50 of that amount comes to the Township. |
| 101-000-000-451-454 – Bus Lic & Permits Peddler Fee | This line item reflects fees charged for Peddler Permits to allow vendors to sell door-to-door in the Township. |
| 101-000-000-476-483 – Non Bus Lic Dog License | This line item reflects fees charged for dog licenses. Due to the 3 year license, many are not due for renewal in 2016. Therefore, we are recommending that it be reduced to \$5,000 for 2016. |
| 101-000-000-574-000 – State Revenue Sharing | This line item reflects revenues from the State of Michigan, based on Constitutional and Statutory amounts. Per our lobbyist, this amount will increase by 3% to \$4,712,577 for 2016. |
| 101-000-000-607-001 – Chg for Services-Site Plan Review | This line item reflects fees charged for site plan reviews. |
| 101-000-000-607-002 – Chg for Services-Board of Appeals | This line item reflects fees charged for applications to the Zoning Board of Appeals. |
| 101-000-000-607-003 – Chg for Services-Prop Change App | This line item reflects fees charged for property split applications. |
| | |

| Line Item | Explanation |
|--|--|
| 101-000-000-607-004 – Chg for Services-Fax,Copy & Other | This line item reflects fees charged for use of fax machines and copiers. |
| | |
| 101-000-000-607-012 – Chg for Services-Address Assign | This line item reflects fees charged for assigning an address to a vacant parcel. |
| | |
| 101-000-000-607-013 – Chg for Services-Planning Comm | This line item reflects fees charged for applications and requests to the Planning Commission for special meetings. |
| | |
| 101-000-000-615-000 – Charge for Services-NSF Fees | This line item reflects fees charged for checks that are returned for non-sufficient funds. |
| | |
| 101-000-000-626-627 – Voter Lists, Tax Rolls, Fische | This line item reflects fees charged for printing voter lists, tax rolls, etc. |
| | |
| 101-000-000-626-630 – Chg for Services-IFT Exempt App | This line item reflects fees charged for processing Industrial Facilities Exemption applications. |
| | |
| 101-000-000-626-633 – Passport Services | Our Township Clerk’s office is a Passport Acceptance Facility. This line item reflects revenues received from passport processing. In reviewing what has been received in previous years and to date in 2015, it is recommended that it be increased to \$6,000 in 2016. |
| | |
| 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 the Accounting Director. |
| | |
| 101-000-000-626-638 – Administration Fees/Environ. Svcs. | Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by the Accounting Director. |

| Line Item | Explanation |
|---|--|
| 101-000-000-626-639 – Administration Fees/Law Enforc. | Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by the Accounting Director. |
| 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 the Accounting Director. |
| 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 the Accounting Director. |
| 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 the Accounting Director. |
| 101-000-000-626-643 – Administration Fees/Recreation | Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by the Accounting Director. |
| 101-000-000-626-644 – Administration Fees/14B Court | Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by the Accounting Director. |
| 101-000-000-626-645 – Administration Fees/Housing & Business Inspection | Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. This amount was calculated by the Accounting Director. |
| 101-000-000-642-645 – Township & Precincts Maps, Etc. | This line item reflects fees charged for Township and precinct maps. Based on last year, nothing has been budgeted for 2016. |

| Line Item | Explanation |
|--|---|
| 101-000-000-655-000 – Chrg-Nonrecording Prop Xfer | This line item reflects fees charged for transferring property. Based on what has been spent to date in 2015, this amount has been lowered to \$500 for 2016. |
| 101-000-000-655-100 – Settlements & Judgments | This line item reflects funds received through a legal settlement. We do not expect any in 2016. |
| 101-000-000-655-200 – Court Ordered Garnishment | This line item reflects fees received by the Township that have been ordered by the court. |
| 101-000-000-664-001 – Interest Earned | This line item reflects interest earned on funds deposited at various banks. This number was provided by the Accounting Director. |
| 101-000-000-664-003 – Net Interest Earned-Cur Tax Coll | This line item reflects interest earned on the current tax collection funds held at the bank. The figures were projected by the Accounting Director. |
| 101-000-000-667-000 – Site Lease Revenues | This line item reflects lease revenues for cell towers. |
| 101-000-000-667-001 – Rent Income | This line item reflects rent income from the building located at 2870 E. Clark Road, which is leased to YCUA. |
| 101-000-000-674-000 – Reimbursement-Postage | This line item is used for postage reimbursement from individuals getting passports and from employees when doing a personal mailing. |
| 101-000-000-674-001 – Employee Reimbursement-Phones | This line item is used for reimbursement from employees for phone use. |

| Line Item | Explanation |
|--|--|
| 101-000-000-675-000 – Contributions & Donations | This line item reflects various contributions and donations received. |
| | |
| 101-000-000-681-000 – Revenue-Radon Test Kit | This line item reflects fees charged for Radon test kits. |
| | |
| 101-000-000-685-000 – Federal RDS Subsidy-Medc-Part D | This line item reflects Federal Medc Part D reimbursement/subsidy for retiree prescription drugs as part of Medicare Part D. Our new retiree health care program has the subsidy rolled in so we are not eligible for RDS reimbursement. |
| | |
| 101-000-000-686-000 – Reimburs Election-Cnty/Twp/Ct | This line item reflects reimbursements for elections. \$32,000 is expected in 2016 for the Presidential primary. |
| | |
| 101-000-000-688-000 – Reimbursement-WCRC | In 2014, we entered into a pilot partnership with the Washtenaw County Road Commission for tree removal. This line item reflects the amount received from them. |
| | |
| 101-000-000-688-100 – Reimbursement-Habitat for Humanity | This line item is used for reimbursement from Habitat for Humanity for properties the Township purchases under the Right of First Refusal. Also included is reimbursement for any taxes the Township paid on these properties. |
| | |
| 101-000-000-694-001 – Other Income-Miscellaneous | This line item reflects miscellaneous income received, including worker's compensation checks for employees out on worker's comp, FOIA request payments, etc. |
| | |
| 101-000-000-694-002 – Reimb-Small Claims Processor Fee | This line item is used for reimbursement of the small claims court processor fee. |

| Line Item | Explanation |
|--|---|
| 101-000-000-694-004 – Misc Revenue-Insurance Reimb | This line item reflects the reimbursement we sometimes receive from MML after they do an annual audit on the worker's compensation and liability insurance. The insurance pool sometimes does so well that we receive funds back. |
| 101-000-000-694-010 – Misc Rev-Right of Way-Metro | This line item is for the State of Michigan Department of Energy, Labor & Economic Growth METRO Authority's annual maintenance fee the Township receives, based on use and disposition of funds received under PA 48 of 2002. |
| 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 by our Accounting Director that it be increased to \$830,000 for 2016. |
| 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 for meetings and for residents who come to the Township. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|-------------------------|-------------------------------------|-----------|-----------|-----------|-----------------|----------------|------------------------|------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Fund 101 - GENERAL FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 101-000.000-403.000 | CURRENT PROPERTY TAXES | 1,248,853 | 1,171,688 | 1,139,865 | 1,140,125 | 1,140,125 | 1,138,257 | 1,160,364 |
| 101-000.000-403.002 | CUR PROPERTY TAX ADJUSTMENTS | (1,415) | (45,363) | 7,970 | | | | |
| 101-000.000-405.000 | IN LIEU OF TAXES | 23,879 | 10,146 | 15,944 | | | 21,464 | 11,000 |
| 101-000.000-407.001 | PROPERTY TAXES/ADMINST. FEES | 582,343 | 548,353 | 555,517 | 555,000 | 555,000 | 572,000 | 575,000 |
| 101-000.000-407.007 | STREET LIGHTS | 37,097 | 31,557 | 28,585 | | | 36,439 | 34,500 |
| 101-000.000-417.000 | DELINQUENT PERS.PROPERTY TAXE | | 1,409 | 1,417 | | | | 1,400 |
| 101-000.000-424.000 | SALE OF TAX REVERTED PROPERTY | 4,700 | | | | | | |
| 101-000.000-445.000 | PENALTIES AND INTEREST | 33,857 | 32,657 | 26,435 | 30,000 | 30,000 | 22,925 | 30,000 |
| 101-000.000-451.452 | BUS LIC. & PERMITS SALVAGE YR | 750 | 1,625 | 1,250 | 1,000 | 1,000 | 1,250 | 1,250 |
| 101-000.000-451.453 | BUS LIC. & PERMITS TRAILER FE | 5,599 | 5,091 | 5,321 | 5,000 | 5,000 | 4,622 | 5,000 |
| 101-000.000-451.454 | BUS LIC. & PERMITS PEDDLER FE | 265 | 95 | 485 | 100 | 100 | 1,127 | 200 |
| 101-000.000-476.483 | NON BUS. LIC. DOG LICENSES | 12,914 | 11,973 | 9,992 | 5,500 | 5,500 | 7,992 | 5,000 |
| 101-000.000-476.485 | NON BUS. LIC. SALE ORD & CODE | 5 | | | | | | |
| 101-000.000-529.100 | FEDERAL HUD GRANT | 1,039 | 30,550 | 2,852 | | | | |
| 101-000.000-569.019 | STATE GRANT REVENUE | | 653,840 | | | | | |
| 101-000.000-574.000 | STATE REVENUE SHARING | 4,278,057 | 4,410,265 | 4,508,273 | 4,573,966 | 4,573,966 | 3,707,414 | 4,712,577 |
| 101-000.000-607.001 | CHG FOR SERVICES SITE PLAN RE | 16,503 | 16,037 | 15,126 | 12,000 | 12,000 | 20,214 | 12,000 |
| 101-000.000-607.002 | CHG FOR SERVICES BOARD APPEAL | 2,400 | 3,950 | 2,250 | 2,000 | 2,000 | 3,200 | 2,000 |
| 101-000.000-607.003 | CHG FOR SERV. PROP CHNG APPLI | 575 | 900 | 550 | 500 | 500 | 625 | 500 |
| 101-000.000-607.004 | CHG FOR SERV-FAX, COPY & OTHE | 69 | 38 | 687 | 50 | 50 | 59 | 50 |
| 101-000.000-607.012 | CHARGE FOR SERV-ADDRESS ASSIG | 80 | 105 | 170 | | | 100 | |
| 101-000.000-607.013 | CHRG FOR SERVS-PLANNING COMMI | 1,100 | 1,600 | | 600 | 600 | | |
| 101-000.000-615.000 | CHARGE FOR SERVICES-NSF FEES | 660 | 330 | 710 | 250 | 250 | 420 | 300 |
| 101-000.000-626.627 | VOTER LISTS, TAX ROLLS, FISCHE | | 20 | 25 | | | | |
| 101-000.000-626.630 | CHRG SVCS I.F.T. EXEMPT APPLI | 2,000 | 2,000 | 1,000 | | | 2,000 | 1,000 |
| 101-000.000-626.633 | PASSPORT SERVICES | 5,677 | 6,294 | 7,671 | 4,000 | 4,000 | 13,696 | 6,000 |
| 101-000.000-626.637 | ADMINISTRATION FEES/FIRE DEPT | 62,289 | 62,289 | 62,289 | 64,184 | 64,184 | 53,487 | 66,201 |
| 101-000.000-626.638 | ADMINISTRATION FEES/ENVIR SVC | 12,424 | 12,424 | 12,424 | 12,824 | 12,824 | 10,687 | 13,810 |
| 101-000.000-626.639 | ADMINISTRATION FEES/LAW ENFOR | 26,333 | 26,333 | 26,333 | 27,230 | 27,230 | 22,692 | 27,369 |
| 101-000.000-626.640 | ADMINISTRATION FEES/GOLF COUR | 21,129 | 21,129 | 21,129 | 21,709 | 21,709 | 18,091 | 23,294 |
| 101-000.000-626.641 | ADMINISTRATIVE FEES/COMPOST | 5,714 | 5,714 | 5,714 | 5,860 | 5,860 | 4,883 | 6,272 |
| 101-000.000-626.642 | ADMINISTRATION FEES/BLDG DEPT | 16,618 | 16,618 | 16,618 | 16,823 | 16,823 | 14,019 | 18,162 |
| 101-000.000-626.643 | ADMINISTRATION FEES/RECREATIO | 22,219 | 22,219 | 22,219 | 23,110 | 23,110 | 19,258 | 25,051 |
| 101-000.000-626.644 | ADMINISTRATION FEES/14B COURT | 30,079 | 30,079 | 30,079 | 31,103 | 31,103 | 25,919 | 31,735 |
| 101-000.000-626.645 | ADMINISTRATION FEES/HOUSING INSPECT | | | | | | | 15,055 |
| 101-000.000-642.645 | TOWNSHIP & PRECINTS MAPS ETC. | 133 | 31 | 84 | | | 9 | |
| 101-000.000-655.000 | CHRG--NONRECORDING PROP XFER | 6,600 | 2,400 | 12,000 | 1,000 | 1,000 | 400 | 500 |
| 101-000.000-655.100 | SETTLEMENTS & JUDGMENTS | | 41,600 | 53 | | | 5,096 | |
| 101-000.000-655.200 | COURT ORDERED GARNISHMENT | | | 3,790 | | | 12,685 | 2,000 |
| 101-000.000-664.001 | INTEREST EARNED | 9,697 | 9,432 | 7,266 | 5,500 | 5,500 | 5,005 | 5,000 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-----------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 101-000.000-664.003 | NET INTEREST EARN-CUR TAX COL | 1,834 | 19,577 | 12,353 | 12,000 | 12,000 | 10,810 | 12,000 |
| 101-000.000-667.000 | SITE LEASE REVENUES | 73,098 | 84,227 | 81,225 | 80,600 | 80,600 | 113,200 | 85,000 |
| 101-000.000-667.001 | RENT INCOME | 220,000 | 220,005 | 220,145 | 220,000 | 220,000 | 201,717 | 220,000 |
| 101-000.000-673.000 | SALE OF TOWNSHIP PROPERTIES | | | | | | 3,804 | |
| 101-000.000-674.000 | REIMBURSEMENTS - POSTAGE | 524 | 666 | 1,008 | | | 1,781 | 500 |
| 101-000.000-674.001 | EMPLOYEE REIMB-PHONES | 163 | 90 | 114 | | | 77 | 100 |
| 101-000.000-675.000 | CONTRIBUTIONS & DONATIONS | | 15,500 | | | | | |
| 101-000.000-675.050 | CONTRIBUTION-BEES | | | | | | 4,500 | |
| 101-000.000-675.100 | REBATES & ENERGY SAVINGS CREDIT | | | 20,678 | | 7,943 | 8,719 | |
| 101-000.000-681.000 | REVENUE - RADON TEST KIT | | 260 | 220 | | | 325 | |
| 101-000.000-685.000 | FEDERAL RDS SUBSIDY-Medc-PrtD | 15,333 | 16,870 | 1,449 | | | | |
| 101-000.000-686.000 | REIMBURS ELECTION-CNTY/TWP/CT | 27,944 | | 19,091 | | 32,000 | 32,152 | 32,000 |
| 101-000.000-688.000 | REIMBURSEMENT- WCRC | | | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 101-000.000-688.100 | REIMBURSEMENT - HABITAT HUMANITY | | 74,286 | 26,365 | | 83,648 | 173,147 | |
| 101-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 31,478 | 59,211 | 33,071 | 7,500 | 7,500 | 22,239 | |
| 101-000.000-694.002 | REIMBURSEMT-SMALL CLAIM PROCESSOR | 495 | 737 | 1,136 | 500 | 500 | 708 | |
| 101-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 28,206 | 22,037 | 4,719 | 20,000 | 20,000 | 16,430 | |
| 101-000.000-694.010 | MISC REV-RIGHTOFWAY- METRO | 16,462 | 16,578 | 15,300 | 16,500 | 16,500 | 13,713 | 13,200 |
| 101-000.000-694.100 | FRANCHISE FEES | 733,174 | 743,481 | 787,781 | 750,000 | 750,000 | 621,672 | 830,000 |
| 101-000.000-694.200 | REVENUE-VENDING COMMISSIONS | 300 | 234 | 248 | 250 | 250 | 273 | 250 |
| 101-000.000-697.211 | TRANSFER IN: BIKEPATH,SIDEWAL | 24,367 | | | | | | |
| 101-000.000-697.236 | TRANSFER IN: 14B DISTRICT COURT | | | | | 170,000 | 170,000 | |
| 101-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | | 2,251,305 | | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 7,643,620 | 8,419,187 | 7,786,996 | 7,656,784 | 10,201,680 | 7,151,302 | 7,995,640 |

101 – Township Board

Expenditures

| Line Item | Explanation |
|--|--|
| 101-101-000-703-000 – Salaries-Elected Officials | Salaries for Township Trustees have remained the same since 2009. It is recommended that they remain at \$14,983.41 in 2016. |
| 101-101-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 101-101-000-719-000 – Health Insurance | We received our renewal rates for 2016, and will be receiving a 4.5% increase for 2016. Although we are receiving an increase, the amount budgeted in this line item shows a decrease due to a Board member that will be moving from family coverage to 2 person coverage. |
| 101-101-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. The amount budgeted is lower than 2015 due to a Board member that will be moving from family coverage to 2 person coverage. |
| 101-101-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating any increase. The amount budgeted in this line item has been reduced due to a Board member that will be moving from family coverage to 2 person coverage. |
| | |

| Line Item | Explanation |
|---|---|
| 101-101-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain the same in 2015, \$8,680. |
| 101-101-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles are administered by Choice Strategies. It is recommended that \$180 be budgeted in this line item for 2015, (\$7.50 per month, per employee). |
| 101-101-000-720-000 – Life Insurance | Figures provided by Human Resources. |
| 101-101-000-727-000 – Office Supplies | This line item is used for budget supplies (binders, dividers, labels, etc.). We are recommending that it be reduced to \$250 for 2016. |
| 101-101-000-801-000 – Professional Services | This line item is for our lobbyist at GCSI (\$34,200) and for Stauder Barch (\$500). It is recommended that we continue contracting with GCSI at the same rate for lobbyist services in 2016. |
| 101-101-000-958-000 – Membership & Dues | This line item covers our membership dues for the Chamber of Commerce, SEMCOG, the Huron River Watershed Council, MTA and WATS. It is recommended that this line item remain at \$20,500 for the 2016 budget. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 101.000-TOWNSHIP BOARD | | | | | | | | |
| 101-101.000-703.000 | SALARIES - ELECTED OFFICIALS | 59,933 | 59,933 | 59,934 | 59,934 | 59,934 | 55,324 | 59,934 |
| 101-101.000-715.000 | F.I.C.A./MEDICARE | 4,512 | 4,512 | 4,432 | 4,585 | 4,585 | 3,980 | 4,585 |
| 101-101.000-719.000 | HEALTH INSURANCE | 16,215 | 14,996 | 19,868 | 23,643 | 23,643 | 23,785 | 21,122 |
| 101-101.000-719.015 | DENTAL BENEFITS | 2,138 | 2,191 | 2,159 | 1,835 | 1,835 | 1,835 | 1,204 |
| 101-101.000-719.016 | VISION BENEFITS | | | | 311 | 311 | 259 | 233 |
| 101-101.000-719.020 | HEALTH CARE DEDUCTION | 3,030 | 3,889 | 6,451 | 8,680 | 8,680 | 6,428 | 8,680 |
| 101-101.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 200 | 180 | 183 | 180 | 180 | 138 | 180 |
| 101-101.000-720.000 | LIFE INSURANCE | 249 | 226 | 226 | 247 | 247 | 228 | 293 |
| 101-101.000-727.000 | OFFICE SUPPLIES | 172 | 448 | 68 | 350 | 350 | 68 | 250 |
| 101-101.000-801.000 | PROFESSIONAL SERVICES | 34,300 | 34,300 | 34,300 | 34,700 | 34,700 | 31,950 | 34,700 |
| 101-101.000-958.000 | MEMBERSHIP AND DUES | 20,212 | 19,578 | 19,649 | 20,500 | 20,500 | 19,724 | 20,500 |
| NET OF REVENUES/APPROPRIATIONS - 101.000-TOWNSHIP BOARD | | (140,961) | (140,253) | (147,270) | (154,965) | (154,965) | (143,719) | (151,681) |

137 – Due Process

Expenditures

| Line Item | Explanation |
|--|---|
| 101-137-000-801-014 – Legal Services Prosecution | It is recommended that this line item remain at \$120,000 for 2016. |
| | |
| 101-137-000-801-020 – Legal Services-Domestic Violence | It is recommended that this line item remain at \$120,000 for 2016. |
| | |

7/21/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 137.000-COURT DUE PROCESS | | | | | | | | |
| 101-137.000-801.014 | LEGAL SERVICES PROSECUTION | 128,391 | 113,437 | 113,877 | 120,000 | 120,000 | 103,072 | 120,000 |
| 101-137.000-801.020 | LEGAL SERVICES - DOMESTIC VIO | 116,564 | 118,163 | 116,523 | 120,000 | 120,000 | 100,645 | 120,000 |
| NET OF REVENUES/APPROPRIATIONS - 137.000-COURT DUE PROCESS | | (244,955) | (231,600) | (230,400) | (240,000) | (240,000) | (203,717) | (240,000) |

101-171 Supervisor

Expenditures

| Line Item | Explanation |
|--|--|
| 101-171-000-703-000 – Salaries-Elected Officials | Per Resolution No. 2014-29, the Supervisor's salary was set at \$77,070.73 for 2015. This draft budget is increased by 1.5% to \$78,226.79 in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. |
| 101-171-000-705-000 – Salary-Supervision | Per Resolution No. 2014-28, the Deputy Supervisor's salary was set at \$55,778.00 for 2015. This draft budget is increased by 1.5% to \$56,614.67 in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-171-000-706-000 – Salary-Permanent Wages | This line item is used for the salary of a full-time Floater II/Clerk III and a 1.5% increase is budgeted per the AFSCME contract. Therefore, \$46,800 has been budgeted for 2016. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-171-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. This line item is for the Deputy Supervisor and Floater II/Clerk III, elected officials do not receive pay outs. |

| Line Item | Explanation |
|---|---|
| 101-171-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee in the Supervisor’s Office receives this buyout. Therefore, \$3,000 was budgeted in this line item for 2016. |
| | |
| 101-171-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 101-171-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. Although we are receiving an increase, the amount budgeted in this line item has been reduced due to an employee that will be moving from family coverage to 2 person coverage. |
| | |
| 101-171-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 101-171-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. The amount budgeted is lower due to an employee that will be moving from family coverage to 2 person coverage. |
| | |
| 101-171-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. The amount budgeted in this line item has been reduced due to an employee that will be moving from family coverage to 2 person coverage. |

| Line Item | Explanation |
|---|--|
| 101-171-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$11,550 for 2016. |
| 101-171-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$180 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| 101-171-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 101-171-000-727-000 – Office Supplies | Based on what has been spent to date in 2015, it is recommended that this line item be increased to \$500 for 2016. |
| 101-171-000-860-000 – Travel | This line item is used to cover mileage expenses for the Supervisor and Deputy Supervisor for travel to and from meetings. It is recommended that it remain at \$1,200 for 2016. |
| 101-171-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% of payroll is paid. Figures provided by Accounting Director. |

| Line Item | Explanation |
|-------------------------------------|---|
| 101-171-000-956-000 - Miscellaneous | It is recommended that this line item remain at \$100 for 2016. |
| | |

11/30/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 171.000-TOWNSHIP SUPERVISOR | | | | | | | | |
| 101-171.000-703.000 | SALARIES - ELECTED OFFICIALS | 73,654 | 73,654 | 75,932 | 77,071 | 77,071 | 71,098 | 78,227 |
| 101-171.000-705.000 | SALARY - SUPERVISION | | | 54,954 | 56,422 | 56,422 | 49,227 | 57,704 |
| 101-171.000-706.000 | SALARY - PERMANENT WAGES | 97,156 | 97,157 | 45,154 | 46,417 | 46,417 | 40,564 | 47,700 |
| 101-171.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | 3,529 | 2,034 | 1,552 | 1,552 | 858 | 1,591 |
| 101-171.000-708.010 | HEALTH INS BUYOUT | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 1,500 | 3,000 |
| 101-171.000-715.000 | F.I.C.A./MEDICARE | 13,228 | 13,378 | 13,597 | 14,112 | 14,112 | 12,480 | 14,490 |
| 101-171.000-719.000 | HEALTH INSURANCE | 21,866 | 20,244 | 26,340 | 31,918 | 31,918 | 32,110 | 29,820 |
| 101-171.000-719.001 | SICK AND ACCIDENT | 697 | 596 | 596 | 616 | 616 | 598 | 802 |
| 101-171.000-719.015 | DENTAL BENEFITS | 3,244 | 3,261 | 3,131 | 3,104 | 3,104 | 2,586 | 2,359 |
| 101-171.000-719.016 | VISION BENEFITS | | | | 544 | 544 | 454 | 467 |
| 101-171.000-719.020 | HEALTH CARE DEDUCTION | 8,704 | 11,852 | 11,943 | 11,550 | 11,550 | 8,609 | 11,550 |
| 101-171.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 200 | 180 | 183 | 180 | 180 | 138 | 180 |
| 101-171.000-720.000 | LIFE INSURANCE | 475 | 432 | 432 | 447 | 447 | 437 | 594 |
| 101-171.000-727.000 | OFFICE SUPPLIES | 257 | 431 | 359 | 400 | 400 | 282 | 500 |
| 101-171.000-860.000 | TRAVEL | | 958 | 1,334 | 1,200 | 1,200 | 954 | 1,200 |
| 101-171.000-876.000 | RETIREMENT/MERS | 18,089 | 21,931 | 24,599 | 25,347 | 25,347 | 21,896 | 24,963 |
| 101-171.000-956.000 | MISCELLANEOUS | | 25 | | 100 | 100 | 46 | 100 |
| NET OF REVENUES/APPROPRIATIONS - 171.000-TOWNSHIP SUPERVISOR | | (240,570) | (250,628) | (263,588) | (273,980) | (273,980) | (243,837) | (275,247) |

101-201 - Accounting

Expenditures

| Line Item | Explanation |
|--|---|
| 101-201-000-705-000 – Salary-Supervision | Per Resolution No. 2014-28, the Accounting Director's salary was set at \$71,689 for 2015. This draft budget is increased by 1.5% for 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-201-000-706-000 – Salary-Permanent Wages | This line item is used for the salaries of two full-time employees in the Accounting Department and a 1.5% increase is budgeted per the AFSCME contract for 2016. Due to the way our payroll weeks fall, an additional week of pay is also budgeted in 2016. |
| 101-201-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 101-201-000-709-000 – Regular Overtime | This line item is for overtime anticipated for time sensitive reports at year end. |
| 101-201-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 101-201-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 101-201-000-719-001 – Sick & Accident | Figures provided by Human Resources. |

| Line Item | Explanation |
|--|--|
| 101-201-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| | |
| 101-201-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 101-201-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$17,325 for 2016. |
| | |
| 101-201-000-719-021 – Admin Fees/Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$270 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| | |
| 101-201-000-720-000 – Life Insurance | Figures provided by Human Resources. |
| | |
| 101-201-000-727-000 – Office Supplies | This line item is for supplies such as: blue bar paper, envelopes, file folders, storage boxes, reference materials, and other office items. |
| | |
| 101-201-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |

| Line Item | Explanation |
|---|---|
| 101-201-000-958-000 – Membership & Dues | This line item is budgeted for membership for: Government Finance Officer’s National at \$305 and State at \$105; and the annual contract with Munetrix for Citizens Dashboard Transparency at \$2,625. |

11/30/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 201.000-ACCOUNTING | | | | | | | | |
| 101-201.000-705.000 | SALARY - SUPERVISION | 70,013 | 70,013 | 70,625 | 72,517 | 72,517 | 63,405 | 74,164 |
| 101-201.000-706.000 | SALARY - PERMANENT WAGES | 89,684 | 89,792 | 92,368 | 95,397 | 95,397 | 83,386 | 97,711 |
| 101-201.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 3,525 | 4,783 | 3,567 | 2,536 | 2,536 | 2,276 | 2,594 |
| 101-201.000-709.000 | REG OVERTIME | 95 | | 49 | 100 | 100 | 49 | 100 |
| 101-201.000-715.000 | F.I.C.A./MEDICARE | 12,149 | 12,264 | 12,413 | 13,041 | 13,041 | 11,499 | 13,496 |
| 101-201.000-719.000 | HEALTH INSURANCE | 33,610 | 31,113 | 41,286 | 50,833 | 50,833 | 53,516 | 53,427 |
| 101-201.000-719.001 | SICK AND ACCIDENT | 1,046 | 894 | 894 | 925 | 925 | 896 | 1,203 |
| 101-201.000-719.015 | DENTAL BENEFITS | 4,945 | 5,055 | 4,693 | 4,252 | 4,252 | 3,735 | 4,252 |
| 101-201.000-719.016 | VISION BENEFITS | | | | 700 | 700 | 583 | 700 |
| 101-201.000-719.020 | HEALTH CARE DEDUCTION | 7,752 | 11,964 | 17,718 | 17,325 | 17,325 | 5,282 | 17,325 |
| 101-201.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 300 | 270 | 275 | 270 | 270 | 207 | 270 |
| 101-201.000-720.000 | LIFE INSURANCE | 475 | 432 | 432 | 447 | 447 | 437 | 594 |
| 101-201.000-727.000 | OFFICE SUPPLIES | 1,335 | 1,369 | 1,056 | 1,400 | 1,560 | 1,482 | 1,400 |
| 101-201.000-801.000 | PROFESSIONAL SERVICES | | 557 | | | | | |
| 101-201.000-876.000 | RETIREMENT/MERS | 17,383 | 20,520 | 24,336 | 25,347 | 25,347 | 22,969 | 24,963 |
| 101-201.000-958.000 | MEMBERSHIP AND DUES | 2,372 | 2,747 | 2,747 | 2,910 | 2,750 | 2,747 | 3,035 |
| NET OF REVENUES/APPROPRIATIONS - 201.000-ACCOUNTING | | (244,684) | (251,773) | (272,459) | (288,000) | (288,000) | (252,469) | (295,234) |

101-202 – Independent Auditing

Expenditures

| Line Item | Explanation |
|--|--|
| 101-202-000-802-000 – Independent Auditing | In 2012, the Township Board accepted the proposal of Post, Smythe, Lutz & Ziel for auditing services for fiscal years 2012-2016. Per their proposal, auditing services for 2016 will be \$29,000. If the Board agrees, we would like to continue with this firm. |
| 101-202-000-803-000 – Independent Auditing Other | It is recommended that this line item be reduced to \$2,000 for 2016. |
| | |

7/28/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|----------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 202.000-INDEPENDENT AUDITING | | | | | | | | |
| 101-202.000-802.000 | INDEPENDENT AUDITING | 21,000 | 26,500 | 27,000 | 28,500 | 28,500 | 28,000 | 29,000 |
| 101-202.000-803.000 | INDEPENDENT AUDITING OTHER | 5,309 | 2,681 | | 4,000 | 4,000 | | 2,000 |
| NET OF REVENUES/APPROPRIATIONS - 202.000-INDEPENDENT AUDITING | | (26,309) | (29,181) | (27,000) | (32,500) | (32,500) | (28,000) | (31,000) |

101-209 - Assessing

Expenditures

| Line Item | Explanation |
|--|---|
| 101-209-000-705-000 – Salary-Supervision | This line item is used for the salary of our part-time Assessor. It is recommended that her salary remain at \$40,000 for 2016 and that an additional \$5,000 be budgeted to cover any additional hours she works. |
| 101-209-000-706-000 – Salary-Permanent Wages | This line item is used for the salaries of the Deputy Assessor, the Michigan Advanced Assessing Officer/GIS Specialist and 2 Appraiser II/Clerks. Per the AFSCME contract, a 1.5% increase has been budgeted. Due to the way our payroll weeks fall, an additional week of pay is also budgeted for 2016. |
| 101-209-000-706-013 – GIS Service | This line item is used for the GIS service approved by the board on February 17, 2015. |
| 101-209-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 101-209-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee in the Assessing Department receives this buyout. Therefore, \$3,000 was budgeted in this line item for 2016. |

| Line Item | Explanation |
|---|--|
| 101-209-000-709-000 – Regular Overtime | This line item is used for overtime for the March Board of Review. It is recommended that it be reduced to \$300 for 2016. |
| | |
| 101-209-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 101-209-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| | |
| 101-209-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 101-209-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. This line item shows an increase due to budgeting for the new Appraiser II/Clerk in the Department. |
| | |
| 101-209-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 101-209-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$17,325 for 2016. |
| | |
| 101-209-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$360 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |

| Line Item | Explanation |
|---|--|
| 101-209-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 101-209-000-727-000 – Office Supplies | This item is used for personal property statements and real property assessment notices and general office supplies. It is recommended that remain at \$3,000 for 2016. |
| 101-209-000-730-000 - Postage | This line item is used for the mailing of the personal property and real property notices, as well as general mailing. It is recommended that \$7,700 be budgeted for 2016. |
| 101-209-000-811-001 – Tax Appeals | This line item is used to retain professional appraisals for full and small tribunal cases, as well as legal expenses for tax appeals. Based on the pending future appeals, in house negotiating and appraisals, it is recommended that this line item be reduced to \$12,500, a savings of \$2,500.00 |
| 101-209-000-867-000 – Gas & Oil | This item is used for fuel when employees work in the field. It is recommended to remain at \$720 for 2016. |
| 101-209-000-876-000 – Retirement/MERS | Employer’s portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 101-209-000-943-000 – Motorpool Lease/Maintenance | This item is used to pay for our lease and maintenance on Township vehicles we use in our department. It is recommended that \$4,000.00 be budgeted for 2016. |

| Line Item | Explanation |
|---|--|
| 101-209-000-958-000 – Membership & Dues | This line item is used to pay for the MAA memberships, annual certification, WAA memberships and personal property certification. It is recommended that it remain at \$1,000.00 for 2016. |
| | |

11/30/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 209.000-ASSESSING DEPARTMENT | | | | | | | | |
| 101-209.000-705.000 | SALARY - SUPERVISION | 30,130 | 29,918 | 39,900 | 45,000 | 45,000 | 38,560 | 45,000 |
| 101-209.000-706.000 | SALARY - PERMANENT WAGES | 194,897 | 173,980 | 173,835 | 212,625 | 212,625 | 180,602 | 219,992 |
| 101-209.000-706.013 | GIS SERVICE | | | | | 1,040 | 788 | 1,040 |
| 101-209.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 3,096 | 9,848 | 4,270 | 2,590 | 2,590 | 1,815 | 2,661 |
| 101-209.000-708.010 | HEALTH INS BUYOUT | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 1,500 | 3,000 |
| 101-209.000-709.000 | REG OVERTIME | 534 | 1,019 | 284 | 750 | 750 | 416 | 300 |
| 101-209.000-715.000 | F.I.C.A./MEDICARE | 17,592 | 16,632 | 16,544 | 20,136 | 20,136 | 17,451 | 20,895 |
| 101-209.000-719.000 | HEALTH INSURANCE | 34,014 | 27,917 | 29,802 | 53,197 | 53,197 | 47,471 | 55,912 |
| 101-209.000-719.001 | SICK AND ACCIDENT | 1,457 | 1,117 | 894 | 1,232 | 1,232 | 1,071 | 1,604 |
| 101-209.000-719.015 | DENTAL BENEFITS | 4,892 | 4,505 | 3,726 | 4,521 | 4,521 | 4,049 | 5,038 |
| 101-209.000-719.016 | VISION BENEFITS | | | | 855 | 855 | 635 | 855 |
| 101-209.000-719.020 | HEALTH CARE DEDUCTION | 11,373 | 18,637 | 11,081 | 17,325 | 17,325 | 11,109 | 17,325 |
| 101-209.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 300 | 315 | 267 | 360 | 360 | 245 | 360 |
| 101-209.000-720.000 | LIFE INSURANCE | 661 | 528 | 432 | 595 | 595 | 522 | 792 |
| 101-209.000-727.000 | OFFICE SUPPLIES | 3,750 | 2,973 | 3,534 | 3,000 | 3,600 | 2,982 | 3,000 |
| 101-209.000-730.000 | POSTAGE | 6,821 | 7,491 | 7,158 | 7,668 | 7,668 | 7,261 | 7,700 |
| 101-209.000-811.001 | TAX APPEALS | 56,525 | 24,097 | 22,904 | 15,000 | 13,260 | 3,906 | 12,500 |
| 101-209.000-860.000 | TRAVEL | | | 4 | | | | |
| 101-209.000-867.000 | GAS & OIL | 521 | 237 | 197 | 720 | 720 | 172 | 720 |
| 101-209.000-876.000 | RETIREMENT/MERS | 21,101 | 22,669 | 24,330 | 33,795 | 33,795 | 24,013 | 26,611 |
| 101-209.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 3,520 | 3,520 | 4,300 | 4,300 | 4,300 | 3,583 | 4,000 |
| 101-209.000-958.000 | MEMBERSHIP AND DUES | 1,500 | 954 | 804 | 1,000 | 1,100 | 1,082 | 1,000 |
| NET OF REVENUES/APPROPRIATIONS - 209.000-ASSESSING DEPARTMEN | | (395,684) | (349,357) | (347,266) | (427,669) | (427,669) | (349,233) | (430,305) |

101-210 – Legal Services

Expenditures

| Line Item | Explanation |
|---|---|
| 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 verbal and written request, attending Work Sessions and Board Meetings as well as Planning Commission, ZBA, Nuisance Abatement, development and police services meetings and conferences as requested. This line item was reduced by 3% in 2010 and 2011 and remained the same in 2012, 2013, 2014 and 2015. It is recommended that it remain the same, \$94,350 in 2016. |
| 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, 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 courts other than the 14-B District Court. We have budgeted \$50,000 in this line item for 2016 since most litigation is in Community Stabilization (101.950) for public nuisance cases and we don't foresee any potential large suits outside of public nuisance. |
| | |

| Line Item | Explanation |
|---|--|
| 101-210-000-801-011 – Attorney Clerical | Attorney clerical includes salaries, library maintenance fees and other overhead incurred as a result of additional charges brought by serving the Township. It is recommended that this line item remain the same, \$22,960 for 2016. |
| | |
| 101-210-000-802-002 – Labor Consultant | The AFSCME and Teamster contracts will not expire until the end of 2016 and the Fire Department at the end of 2017. Therefore, it is recommended that this line item remain at \$10,000 for 2016. |
| | |

Revised 8/18/15

Note: We would like to ask the Board to consider a legal department.

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|---------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 210.000-LEGAL SERVICES | | | | | | | | |
| 101-210.000-801.001 | ATTORNEY RETAINER | 94,344 | 94,344 | 94,344 | 94,350 | 94,350 | 86,482 | 94,350 |
| 101-210.000-801.002 | ATTORNEY LITIGATION | 70,389 | 229,088 | 164,209 | 50,000 | 50,000 | 69,267 | 50,000 |
| 101-210.000-801.011 | ATTORNEY CLERICAL | 22,956 | 22,956 | 22,956 | 22,960 | 22,960 | 21,043 | 22,960 |
| 101-210.000-802.002 | LABOR CONSULTANT | 44,614 | 28,661 | 12,633 | 10,000 | 10,000 | 630 | 10,000 |
| NET OF REVENUES/APPROPRIATIONS - 210.000-LEGAL SERVICES | | (232,303) | (375,049) | (294,142) | (177,310) | (177,310) | (177,422) | (177,310) |

101-215 - Clerk

Expenditures

| Line Item | Explanation |
|--|---|
| 101-215-000-703-000 – Salaries-Elected Officials | Per Resolution No. 2014-30, the Clerk's salary was set at \$77,070.73 for 2015. This draft budget is increased by 1.5% to \$78,226.79 in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. |
| | |
| 101-215-000-704-000 – Appointed Officials | The line item reflects wages for election workers for elections in March, August and November of 2016. |
| | |
| 101-215-000-705-000 – Salary-Supervision | Per Resolution No. 2014-28, the Deputy Clerk's salary was set at \$55,778.00 for 2015. This draft budget is increased by 1.5% to \$56,614.67 in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| | |
| 101-215-000-706-000 – Salary-Permanent Wages | This line item is used for the wages of three Floater II/Clerk III positions. Per the AFSCME contract, a 1.5% increase is budgeted. Although the increase has been budgeted, this line item is less than the 2015 original budget due to the new employee in the department. Per the AFSCME contract, new employees start at a lower hourly rate. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| | |
| 101-215-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |

| Line Item | Explanation |
|---|--|
| 101-215-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee in the Clerk’s Office receives this buyout. Therefore, \$3,000 was budgeted in this line item for 2016. |
| 101-215-000-709-000 – Regular Overtime | Includes mandatory overtime costs for Clerk’s Office staff for three elections (Saturday prior and election day) plus other full time AFSCME staff working the elections in various positions. |
| 101-215-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 101-215-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 101-215-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| 101-215-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| 101-215-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |

| Line Item | Explanation |
|---|--|
| 101-215-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$23,100 for 2016. |
| 101-215-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$360 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| | |
| 101-215-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| | |
| 101-215-000-727-000 – Office Supplies | Includes costs of office supplies to operate the Clerk’s Office. |
| | |
| 101-215-000-740-001 – Ordinance & Zoning Code Books | Accounts for costs of maintaining ordinance and zoning updates through Municode and Ordinance, Resolution and Minute Books. |
| | |
| 101-215-000-740-010 – Office Supplies-Elections | This is a new line item for 2016 and will be used to purchase office supplies for elections. |

| Line Item | Explanation |
|---|---|
| 101-215-000-801-000 – Professional Services | This line item reflects the cost of document conversion to digital images. Digital conversion has been completed for Township Board meeting minutes. Currently, all Ordinances and Planning Commission Minutes are with Graphic Sciences going through the conversion process. That would still leave all Resolutions and all other permanent documents (located here and at the fire station). |
| 101-215-000-801-200 – Prof Svcs-Programming Ballots | Includes costs for ballot programming and test deck preparation for three elections. |
| 101-215-000-860-000 - Travel | This line item is used for mileage reimbursement for delivery of board packet, post office, election day travel and travel to various conferences, classes and meetings. |
| 101-215-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 101-215-000-931-000 – Repairs & Maintenance | Includes costs to cover any repairs due to the election. |
| 101-215-000-933-001 – Maintenance Contract | This line item is used for tabulator maintenance. |
| 101-215-000-941-000 – Equipment Rental/Leasing | Rental of Polo Fields for three elections. |
| 101-215-000-956-000 – Miscellaneous | No change for 2016. Miscellaneous expenses for Clerk's office. |
| 101-215-000-958-000 – Membership & Dues | Membership for Clerk and Deputy Clerk in the Michigan |

| | |
|---------------------------------|---|
| | Association of Municipal Clerks and the International Institute of Municipal Clerks |
| 101-215-000-977-000 - Equipment | Includes requested amounts for the purchase of stanchions to be used at polling locations with multiple precincts to aid in the flow of voters. |

- **101-215-000-704-000 Appointed Officials** – Includes costs for Election Inspectors for the planned elections for 2016. Election Inspectors' and Chairpersons' hourly rate was increased in 2015 from \$9.50 and \$10.50 to \$12.00 and \$13.00, respectively.
- **101-215-000-977-000 Equipment** – The requested amount for this line item includes \$2,750.00 for the purchase of stanchions for four (4) voting locations that have more than one precinct. We were able to use stanchions provided by one of our locations and found them to be very useful in directing voter traffic where multiple precincts are voting.

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 215.000-TOWNSHIP CLERK | | | | | | | | |
| 101-215.000-703.000 | SALARIES - ELECTED OFFICIALS | 73,654 | 73,654 | 75,932 | 77,071 | 77,071 | 71,098 | 78,227 |
| 101-215.000-704.000 | APPOINTED OFFICIALS | 68,728 | 9,886 | 52,783 | | 25,760 | 25,053 | 93,000 |
| 101-215.000-705.000 | SALARY - SUPERVISION | 53,310 | 53,310 | 54,941 | 56,422 | 56,422 | 49,332 | 57,704 |
| 101-215.000-706.000 | SALARY - PERMANENT WAGES | 132,567 | 132,136 | 129,753 | 140,627 | 128,412 | 97,059 | 138,222 |
| 101-215.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 10,283 | 5,383 | 2,930 | 2,994 | 2,994 | 858 | 2,957 |
| 101-215.000-708.010 | HEALTH INS BUYOUT | 6,000 | 6,000 | 6,000 | 3,000 | 3,000 | 1,500 | 3,000 |
| 101-215.000-709.000 | REG OVERTIME | 12,767 | 2,569 | 9,650 | 1,200 | 9,300 | 7,490 | 15,000 |
| 101-215.000-715.000 | F.I.C.A./MEDICARE | 21,697 | 20,682 | 21,299 | 21,429 | 21,429 | 17,523 | 22,746 |
| 101-215.000-719.000 | HEALTH INSURANCE | 31,585 | 29,241 | 38,743 | 63,836 | 63,836 | 54,507 | 67,094 |
| 101-215.000-719.001 | SICK AND ACCIDENT | 1,394 | 1,191 | 1,191 | 1,232 | 1,232 | 963 | 1,604 |
| 101-215.000-719.015 | DENTAL BENEFITS | 6,378 | 6,454 | 6,240 | 5,938 | 5,938 | 5,300 | 5,825 |
| 101-215.000-719.016 | VISION BENEFITS | | | | 1,011 | 1,011 | 784 | 1,011 |
| 101-215.000-719.020 | HEALTH CARE DEDUCTION | 5,690 | 9,805 | 10,245 | 23,100 | 23,100 | 13,886 | 23,100 |
| 101-215.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 300 | 270 | 275 | 390 | 390 | 215 | 360 |
| 101-215.000-720.000 | LIFE INSURANCE | 792 | 720 | 720 | 744 | 744 | 615 | 990 |
| 101-215.000-723.000 | DEFERRED COMPENSATION EMPLOYE | | | 4 | | | | |
| 101-215.000-727.000 | OFFICE SUPPLIES | 16,576 | 9,224 | 13,632 | 4,000 | 6,205 | 6,246 | 4,000 |
| 101-215.000-740.001 | Ordinance & Zoning Code Books | 1,679 | 2,911 | 2,594 | 2,000 | 3,950 | 2,653 | 4,000 |
| 101-215.000-740.010 | OFFICE SUPPLIES - ELECTIONS | | | | | 795 | 468 | 18,000 |
| 101-215.000-801.000 | PROFESSIONAL SERVICES | | | | 8,000 | 8,000 | 2,355 | 8,000 |
| 101-215.000-801.200 | PROFNSL SRV-PROGRAMMING BALLO | 6,711 | 4,710 | 3,588 | | 3,500 | 1,450 | 7,000 |
| 101-215.000-860.000 | TRAVEL | 657 | 307 | 981 | 600 | 1,100 | 821 | 2,000 |
| 101-215.000-860.010 | TRAVEL - ELECTIONS | | | | | 300 | | |
| 101-215.000-876.000 | RETIREMENT/MERS | 30,001 | 33,607 | 40,283 | 42,244 | 42,244 | 31,465 | 34,880 |
| 101-215.000-931.000 | REPAIRS AND MAINTENANCE | 3,706 | | | 300 | 300 | | 500 |
| 101-215.000-933.001 | MAINTENANCE CONTRACTS | | 1,857 | 1,857 | 2,000 | 2,000 | 1,920 | 2,000 |
| 101-215.000-941.000 | EQUIPMENT RENTAL/LEASING | 3,300 | 1,100 | 3,300 | | 1,100 | 1,100 | 3,300 |
| 101-215.000-956.000 | MISCELLANEOUS | 500 | | 224 | 500 | 500 | | 500 |
| 101-215.000-958.000 | MEMBERSHIP AND DUES | 349 | 370 | 270 | 400 | 405 | 405 | 500 |
| 101-215.000-977.000 | EQUIPMENT | | | 1,057 | 900 | 900 | 419 | 2,750 |
| NET OF REVENUES/APPROPRIATIONS - 215.000-TOWNSHIP CLERK | | (488,624) | (405,387) | (478,492) | (459,938) | (491,938) | (395,485) | (598,270) |

101-227 – Human Resources

Expenditures

| Line Item | Explanation |
|--|--|
| 101-227-000-706-000 – Salary-Permanent Wages | This line item reflects the wages of the Human Resource Generalist (a 1.5% increase has been budgeted in this draft budget for this position, the same as Teamsters and AFSCME, but this will be determined by the Board) and the new Quality Assurance Specialist position. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-227-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 101-227-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee in the Human Resources Department will be receiving the buyout in 2016. Therefore, \$3,000 has been budgeted. |
| 101-227-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 101-227-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 101-227-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |

| Line Item | Explanation |
|---|---|
| 101-227-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. An increase is budgeted in this line item due to the new Quality Assurance Specialist position. |
| 101-227-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. Even though no increase in rates is budgeted, this line item has been increased due to the new Quality Assurance Specialist position. |
| 101-227-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$5,775 for 2016. |
| 101-227-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$90 be budgeted in this line item for 2015 (\$7.50 per month, per employee). |
| 101-227-000-720-000 – Life Insurance | Figures were provided by Human Resources. In addition, this line item has been increased due to the new Quality Assurance Specialist position. |
| 101-227-000-727-000 – Office Supplies | It is recommended that this line item be budgeted at \$300 for 2016. With the addition of the Quality Assurance Specialist position, additional supplies will be needed to build and maintain files and records. |

| Line Item | Explanation |
|--|---|
| 101-227-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 101-227-000-958-000 – Membership & Dues | It is recommended that this line item be increased from \$200 to \$400.00 for 2016. This funding would allow for the HR Generalist to maintain a yearly membership with SHRM (Society of Human Resource Management) which provides updates and notices on employment related issues. The increase in funds would also cover a professional membership for the Quality Assurance Specialist. |
| 101-227-000-960-000 – Education & Training | <p>It is recommended that this line item be budgeted at \$25,000 for 2016. A number of training needs have been identified and brought to the HR Department for consideration including: OSHA Safety, Professional Development, Computer Training, Annual MERS Meeting, and Supervisor Team Building to name a few.</p> <p><i>NOTE: Contact has been made with Linda Wicks, the Professional Development representative at Washtenaw County to look at computer software training available through the Learning Resource Center. Classes are offered to Washtenaw County Municipalities at the rate of \$40/half day and \$80/whole day.</i></p> |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 227.000-HUMAN RESOURCES | | | | | | | | |
| 101-227.000-706.000 | SALARY - PERMANENT WAGES | 52,176 | 52,416 | 54,014 | 55,469 | 74,700 | 62,922 | 108,444 |
| 101-227.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 1,134 | 3,452 | 2,000 | 832 | 2,098 | 2,109 | 1,626 |
| 101-227.000-708.010 | HEALTH INS BUYOUT | | | | | 2,956 | | 3,000 |
| 101-227.000-715.000 | F.I.C.A./MEDICARE | 4,334 | 4,142 | 4,189 | 4,308 | 5,780 | 5,008 | 8,515 |
| 101-227.000-719.000 | HEALTH INSURANCE | 12,148 | 11,247 | 14,901 | 17,732 | 17,732 | 17,839 | 18,638 |
| 101-227.000-719.001 | SICK AND ACCIDENT | 349 | 298 | 298 | 308 | 360 | 299 | 802 |
| 101-227.000-719.015 | DENTAL BENEFITS | 1,648 | 1,685 | 1,651 | 1,417 | 1,653 | 1,417 | 2,835 |
| 101-227.000-719.016 | VISION BENEFITS | | | | 233 | 272 | 194 | 467 |
| 101-227.000-719.020 | HEALTH CARE DEDUCTION | 3,323 | 3,154 | 2,022 | 5,775 | 11,550 | 2,138 | 5,775 |
| 101-227.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 100 | 90 | 92 | 100 | 123 | 69 | 90 |
| 101-227.000-720.000 | LIFE INSURANCE | 158 | 144 | 144 | 149 | 174 | 146 | 396 |
| 101-227.000-727.000 | OFFICE SUPPLIES | 130 | 92 | 125 | 150 | 150 | | 300 |
| 101-227.000-876.000 | RETIREMENT/MERS | 5,645 | 6,730 | 8,104 | 8,449 | 9,132 | 8,174 | 10,272 |
| 101-227.000-958.000 | MEMBERSHIP AND DUES | 180 | 180 | 185 | 200 | 200 | 190 | 400 |
| 101-227.000-960.000 | EDUCATION AND TRAINING | 2,064 | 6,846 | 6,448 | 10,000 | 30,000 | 14,341 | 25,000 |
| NET OF REVENUES/APPROPRIATIONS - 227.000-HUMAN RESOURCES | | (83,389) | (90,476) | (94,173) | (105,122) | (156,880) | (114,846) | (186,560) |

101-247 – Board of Review

Expenditures

| Line Item | Explanation |
|--|---|
| 101-247-000-704-000 – Appointed Officials | This line item is used to pay 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 | Amount provided by the Accounting Director. |
| 101-247-000-723-000 – Deferred Compensation Employer | Amount provided by the Accounting Director. |

8/10/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 247.000-BOARD OF REVIEW | | | | | | | | |
| 101-247.000-704.000 | APPOINTED OFFICIALS | 2,430 | 2,700 | 2,070 | 3,870 | 3,870 | 1,890 | 2,500 |
| 101-247.000-715.000 | F.I.C.A./MEDICARE | 35 | 39 | 30 | 56 | 56 | 27 | 36 |
| 101-247.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 32 | 35 | 27 | 50 | 50 | 25 | 33 |
| NET OF REVENUES/APPROPRIATIONS - 247.000-BOARD OF REVIEW | | (2,497) | (2,774) | (2,127) | (3,976) | (3,976) | (1,942) | (2,569) |

101-253 - Treasurer

Expenditures

| Line Item | Explanation |
|--|---|
| 101-253-000-703-000 – Salaries-Elected Officials | Per Resolution No. 2014-31, the Treasurer's salary was set at \$77,070.73 for 2015. This draft budget is increased by 1.5% to \$78,226.79 in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. |
| 101-253-000-705-000 – Salary-Supervision | Per Resolution No. 2014-28, the Deputy Treasurer's salary was set at \$55,778.00 for 2015. This draft budget is increased by 1.5% to \$56,614.67 in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-253-000-706-000 – Salary-Permanent Wages | This line item is used for the salary of 1 ½ Floater II/Clerk III positions and a 1.5% increase is budgeted per the AFSCME contract. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-253-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 101-253-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee (who is budgeted ½ in the Treasurer's Office) receives this buyout. Therefore, \$1,500 is budgeted in this line item for 2016. |

| Line Item | Explanation |
|---|---|
| 101-253-000-709-000 – Regular Overtime | This line item reflects overtime costs for dog clinics and the last week of tax collection in September, December and February. |
| | |
| 101-253-000-715-000 – FICA/Medicare | Figures provided by Accounting Director. |
| | |
| 101-253-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. Although we are receiving an increase, the amount budgeted in this line item shows a reduction since an employee in the department will be receiving the buyout in 2016 instead of health care benefits. |
| | |
| 101-253-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 101-253-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| | |
| 101-253-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 101-253-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Since one employee in the department will be receiving the buyout instead of health care benefits in 2016, it has been reduced to \$17,325. |
| | |

| Line Item | Explanation |
|---|---|
| 101-253-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$270 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| | |
| 101-253-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| | |
| 101-253-000-727-000 – Office Supplies | Accounts for necessary supplies to maintain Treasurers Office functions, as well as envelopes for past due notices and a/p mailings. |
| | |
| 101-253-000-753-000 – Dog Licenses | Three year tags will need to be ordered in 2016. |
| | |
| 101-253-000-830-000 – Tax Preparation | Printing and mailing of the tax bills. |
| | |
| 101-253-000-860-000 – Travel | Mileage reimbursement for Treasurer’s Association Meetings and to and from the County Treasurer’s Office. |
| | |
| 101-253-000-876-000 – Retirement/MERS | Employer’s portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| | |
| 101-253-000-931-000 – Repairs & Maintenance | Maintenance contracts with the check signer company and new signature plates for 2016. |
| | |
| 101-253-000-956-000 - Miscellaneous | Court fees/parking for small claims and Notary commission. |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 253.000-TREASURER | | | | | | | | |
| 101-253.000-703.000 | SALARIES - ELECTED OFFICIALS | 73,654 | 73,654 | 75,932 | 77,071 | 77,071 | 71,098 | 78,227 |
| 101-253.000-705.000 | SALARY - SUPERVISION | 53,310 | 53,310 | 54,941 | 56,422 | 56,422 | 49,332 | 57,704 |
| 101-253.000-706.000 | SALARY - PERMANENT WAGES | 65,920 | 67,167 | 68,358 | 70,349 | 70,349 | 61,498 | 72,072 |
| 101-253.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 4,806 | 3,088 | 4,131 | 1,913 | 4,890 | 4,193 | 1,945 |
| 101-253.000-708.010 | HEALTH INS BUYOUT | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 750 | 1,500 |
| 101-253.000-709.000 | REG OVERTIME | 1,177 | 1,270 | 743 | 1,300 | 1,300 | 969 | 1,300 |
| 101-253.000-715.000 | F.I.C.A./MEDICARE | 15,133 | 15,069 | 15,446 | 15,742 | 15,742 | 14,300 | 16,289 |
| 101-253.000-719.000 | HEALTH INSURANCE | 24,296 | 31,491 | 41,723 | 58,517 | 58,517 | 49,948 | 52,184 |
| 101-253.000-719.001 | SICK AND ACCIDENT | 871 | 720 | 745 | 770 | 770 | 747 | 1,003 |
| 101-253.000-719.015 | DENTAL BENEFITS | 4,785 | 4,975 | 5,068 | 4,330 | 4,330 | 4,330 | 4,330 |
| 101-253.000-719.016 | VISION BENEFITS | | | | 740 | 740 | 616 | 739 |
| 101-253.000-719.020 | HEALTH CARE DEDUCTION | 5,760 | 15,266 | 15,705 | 20,213 | 20,213 | 11,868 | 17,325 |
| 101-253.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 200 | 285 | 275 | 270 | 270 | 207 | 270 |
| 101-253.000-720.000 | LIFE INSURANCE | 554 | 460 | 456 | 521 | 521 | 461 | 693 |
| 101-253.000-727.000 | OFFICE SUPPLIES | 452 | 1,175 | 912 | 1,300 | 1,300 | 532 | 1,300 |
| 101-253.000-753.000 | DOG LICENSES | 1,200 | | 1,050 | 400 | 400 | | 1,050 |
| 101-253.000-830.000 | TAX PREPARATION | 2,616 | 2,679 | 2,339 | 3,200 | 3,200 | 2,056 | 3,500 |
| 101-253.000-860.000 | TRAVEL | 23 | 60 | 224 | 250 | 250 | 147 | 250 |
| 101-253.000-876.000 | RETIREMENT/MERS | 21,054 | 25,094 | 28,965 | 29,571 | 29,571 | 26,823 | 29,124 |
| 101-253.000-931.000 | REPAIRS AND MAINTENANCE | 177 | 179 | 183 | 200 | 200 | 193 | 500 |
| 101-253.000-956.000 | MISCELLANEOUS | 28 | 67 | 31 | 100 | 100 | 55 | 100 |
| NET OF REVENUES/APPROPRIATIONS - 253.000-TREASURER | | (277,516) | (297,509) | (318,727) | (344,679) | (347,656) | (300,123) | (341,405) |

101-265 – Building Operations

Expenditures

| Line Item | Explanation |
|--|---|
| 101-265-000-706-000 – Salary-Permanent Wages | This line item reflects the salaries of 2 full-time maintenance tech staff, 2.50 full-time custodians, (1 at the Community Center) & 2 part-time custodians at the Community Center. Although the 1.5% contractual increase is budgeted, this line item shows a decrease due to ½ less position for the custodians. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-265-000-707-775 – Salary-Temporary Ford Lake Park | This line item reflects wages for seasonal employees who work in building maintenance. It is recommended that this line item remain at \$5,000 for 2016. |
| 101-265-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 101-265-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee in this department receives this buyout. Therefore, \$3,000 is budgeted in 2016. |
| 101-265-000-709-000 – Regular Overtime | This line item is used for overtime costs. It is recommended that it remain at \$1,500 in 2016. |
| 101-265-000-715-000 – FICA/Medicare | Figures provided by Accounting Director. |

| Line Item | Explanation |
|---|---|
| 101-265-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. Although we are estimating the increase, the amount budgeted in this line item is less than 2015 due to the reduced number of positions. |
| | |
| 101-265-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 101-265-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. The amount budgeted in this line item is less than 2015 due to the reduced number of positions. |
| | |
| 101-265-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. Although we don't anticipate any increases, the amount budgeted in this line item is less than 2015 due to the reduced number of positions. |
| | |
| 101-265-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It has been decreased due to the reduced number of positions. |

| Line Item | Explanation |
|---|--|
| 101-265-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$315 be budgeted in this line item for 2015 (\$7.50 per month, per employee). It has been decreased due to the reduced number of positions. |
| 101-265-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 101-265-000-723-000 – Deferred Compensation Employer | Figures provided by Accounting Director |
| 101-265-000-727-000 – Office Supplies | This line item is used for office supplies. In reviewing what has been spent in prior years, it is recommended that it be \$300. |
| 101-265-000-740-000 – Operating Supplies | This line item is used for tools and equipment for the Building Maintenance employees. In reviewing what has been spent to in previous years, it is recommended that it remain at \$2,500. |
| 101-265-000-741-000 – Boot Reimb & Uniform Purchase | This line item is for a supply service for mats & towels, as well as contractual boot reimbursement (employees are allowed \$150 per year for boots and needed work apparel). Also in 2016, we are proposing to purchase new uniforms as the old ones are over 3 years old. |
| 101-265-000-757-775 – Operating Supplies-Ford Lake Park | This line item is used for tools, heavy equipment (table saws, band saws, vises, etc.) and custodial supplies used within the Ford Lake Park system. It is recommended that \$900 be budgeted in 2016, as we are experiencing an increase in the use of supplies for the shelters. |

| Line Item | Explanation |
|---|--|
| 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 2015, it is recommended that it be increased to \$5,000 for 2016. |
| 101-265-000-776-002 – Maint Supplies-Graffiti Control | This line item is for cleaners and paints used in the removal of graffiti on any Township property. It is recommended that it remain at \$1,000 for next year. |
| 101-265-000-776-775 – Maint Supplies-Ford Lake Park | This line item is used for filters, light bulbs, vacuum cleaners, mops and other various supplies within the Ford Lake Park system. It is recommended to remain at \$200 for 2016. |
| 101-265-000-777-000 – Bldg Oper Equipment Tools | This line item is used to pay for all our regulatory posters, floor machines, vacuums and tools for the Civic Center and maintenance crew. We also purchase equipment used to clean the shelters out of this line item. It is recommended that it remain at \$3,000 for the next year. |
| 101-265-000-818-001 – Contractual Services-Civic Center | This line item is used for the alarm systems, elevator inspections, fire extinguishers, boiler inspections, building services, window washers, etc. In reviewing what has been spent to date in 2015, it is recommended that it be decreased to \$32,000 in 2016. We are seeking a maintenance contract for the mechanical system & adding an additional building to our assets. |
| 101-265-000-818-775 – Maint-Contr Svcs-Ford Lake Park | This line item is used for contracting for work in the Ford Lake Park System (on alarm system, hot water heater, etc.). It is recommended that it remain at \$700 in 2016. |

| Line Item | Explanation |
|---|---|
| 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, we will maintain it at \$5,000 in 2016. |
| 101-265-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 101-265-000-920-001 – Utilities-Civic Center | This line item is used for the utilities in the Civic Center. We are recommending \$70,000 in 2016. |
| 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 at \$2,000 for 2015. |
| 101-265-000-931-020 – Non-Reoccurring R&M-Civic Ctr | This line item is used for large unexpected item replacements, such as electric ceiling sensors. It is recommended that it remain at \$3,000 in 2016. |
| 101-265-000-931-775 – Repairs-Ford Lake Parks | This line item is used for repairs at the Ford Lake Park house and garage. It is also used for A/C, heat, doors, locks, etc. It is recommended that this line item remain at \$1,000 in 2016. |
| 101-265-000-938-000 – Equipment Contractual Equipment | This line item is used for annual inspections on equipment, such as fire extinguishers and backflow preventers. It is recommended that this line item remain at \$1,000 in 2016. |

| Line Item | Explanation |
|---|--|
| 101-265-000-943-000 – Motorpool Lease/Maintenance | This line item is for the combined cost of the monthly vehicle lease/ maintenance & is at \$7,000. |
| | |
| 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 2016. |
| | |
| 101-265-000-974-025 – Capital Outlay/Security | See deferred maintenance list. |
| | |
| 101-265-000-977-000 - Equipment | This line item is used for equipment that is purchased for Township buildings. The Civic Center Board Room is in need of a new sound system. With the current sound system, there are many times that discussion cannot be heard on the recordings, making the transcription of minutes very difficult. Additionally, the back wall (behind the Board Members) is in need of repair. We are proposing that \$37,000 be budgeted in this line item for these items in 2016. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|--------------------------------|-----------|-----------|-----------|-----------------|----------------|------------------------|------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 265.000-RESIDENT SVCS: BLDG OPERATIONS | | | | | | | | |
| 101-265.000-706.000 | SALARY - PERMANENT WAGES | 253,795 | 240,169 | 247,132 | 253,679 | 251,879 | 210,673 | 235,422 |
| 101-265.000-707.000 | SALARY - TEMPORARY/SEASONAL | 8,084 | | | | | | |
| 101-265.000-707.775 | SALARY - TEMP. FORD LAKE PARK | | | 4,919 | 5,000 | 5,000 | 3,164 | 5,000 |
| 101-265.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | 3,351 | 6,068 | 3,858 | 3,858 | | 2,481 |
| 101-265.000-708.010 | HEALTH INS BUYOUT | | | 652 | | 200 | 191 | 3,000 |
| 101-265.000-709.000 | REG OVERTIME | 665 | 1,018 | 1,317 | 1,500 | 4,070 | 3,062 | 1,500 |
| 101-265.000-715.000 | F.I.C.A./MEDICARE | 19,488 | 18,616 | 19,078 | 19,639 | 19,639 | 16,115 | 17,521 |
| 101-265.000-719.000 | HEALTH INSURANCE | 43,585 | 41,800 | 52,485 | 66,792 | 66,792 | 44,042 | 51,563 |
| 101-265.000-719.001 | SICK AND ACCIDENT | 1,563 | 1,216 | 1,042 | 1,386 | 1,386 | 1,146 | 1,805 |
| 101-265.000-719.015 | DENTAL BENEFITS | 4,812 | 5,183 | 5,144 | 4,616 | 4,616 | 2,961 | 3,985 |
| 101-265.000-719.016 | VISION BENEFITS | | | | 817 | 817 | 492 | 739 |
| 101-265.000-719.020 | HEALTH CARE DEDUCTION | 11,606 | 21,431 | 21,016 | 24,553 | 24,553 | 11,274 | 18,778 |
| 101-265.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 465 | 405 | 390 | 465 | 465 | 233 | 315 |
| 101-265.000-720.000 | LIFE INSURANCE | 717 | 588 | 504 | 670 | 670 | 559 | 891 |
| 101-265.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 158 | 5 | 146 | 100 | 130 | 157 | 293 |
| 101-265.000-727.000 | OFFICE SUPPLIES | 336 | 202 | 60 | 300 | 300 | 115 | 300 |
| 101-265.000-740.000 | OPERATING SUPPLIES | 2,782 | 1,353 | 2,222 | 2,500 | 2,500 | 2,079 | 2,500 |
| 101-265.000-741.000 | BOOT REIMB & UNIFORMS PURCHASE | 11,539 | 10,543 | 8,329 | 8,500 | 8,500 | 7,237 | 10,500 |
| 101-265.000-757.775 | OPERATING SUPP: FORD LAKE PAR | 162 | 356 | 665 | 700 | 850 | 844 | 900 |
| 101-265.000-776.001 | MAINT SUPPLIES - CIVIC CENTER | 4,256 | 5,219 | 3,514 | 4,000 | 4,010 | 4,003 | 5,000 |
| 101-265.000-776.002 | MAINT SUPPLIES - GRAFFITI CON | 813 | | 771 | 1,000 | 1,032 | 42 | 1,000 |
| 101-265.000-776.775 | MAINT SUPPLIES: FORD LAKE PAR | 556 | | | 200 | 200 | 94 | 200 |
| 101-265.000-777.000 | BLDG OPER EQUIP TOOLS | 564 | 2,734 | 2,878 | 3,000 | 3,000 | 13 | 3,000 |
| 101-265.000-818.001 | CONTRACTUAL SERVICES CIVIC CT | 17,747 | 24,114 | 26,752 | 37,000 | 37,000 | 19,830 | 32,000 |
| 101-265.000-818.775 | MAINT-CONTR SVCS - FORD LK PR | 830 | | 959 | 700 | 700 | 653 | 700 |
| 101-265.000-867.000 | GAS & OIL | 3,984 | 7,086 | 3,348 | 5,000 | 3,808 | 2,361 | 5,000 |
| 101-265.000-876.000 | RETIREMENT/MERS | 19,606 | 22,511 | 26,207 | 38,019 | 38,019 | 20,911 | 24,100 |
| 101-265.000-920.001 | UTILITIES - CIVIC CENTER | 62,656 | 65,771 | 67,778 | 68,000 | 68,000 | 55,449 | 70,000 |
| 101-265.000-931.001 | REPAIRS CIVIC CENTER | 2,312 | 437 | 756 | 2,000 | 2,000 | 1,120 | 2,000 |
| 101-265.000-931.020 | NON REOCCURRING R & M - CIVIC | 3,703 | 4,450 | | 3,000 | 3,000 | 1,128 | 3,000 |
| 101-265.000-931.775 | REPAIRS - FORD LAKE PARKS | 3,040 | | 225 | 1,000 | 1,000 | 296 | 1,000 |
| 101-265.000-938.000 | EQUIPMENT CONTRACTUAL EQUIP | 60 | 324 | 830 | 1,000 | 1,000 | | 1,000 |
| 101-265.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 9,600 | 9,600 | 4,800 | 4,800 | 4,800 | 4,000 | 7,000 |
| 101-265.000-956.000 | MISCELLANEOUS | 528 | 263 | 158 | 500 | 500 | 124 | 500 |
| 101-265.000-974.025 | CAPITAL OUTLAY/SECURITY | | | 133,539 | | | | |
| 101-265.000-977.000 | EQUIPMENT | | | | | | | 37,000 |
| NET OF REVENUES/APPROPRIATIONS - 265.000-RESIDENT SVCS: BLDG OI | | (490,012) | (488,745) | (643,684) | (564,294) | (564,294) | (414,368) | (549,993) |

101-266 - Computer Support
Expenditures

| Line Item | Explanation |
|--|--|
| 101-266-000-706-000 – Salary-Permanent Wages | This line item reflects the salaries of the IT Manager, the Help Desk Specialist and the Web Content & Design Manager. A large increase is budgeted (which includes the 1.5% contractual increase) due to the Help Desk Specialist now being a full-time position. Also, due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-266-000-707-000 – Salary-Temporary/Seasonal | Since the Help Desk Specialist position is now a permanent, full-time position, nothing is budgeted in this line item for 2016. |
| 101-266-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 101-266-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 101-266-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. This line item shows a greater increase due to the new Help Desk Specialist position. |
| 101-266-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |

| Line Item | Explanation |
|--|---|
| 101-266-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. A large increase is shown in this line item due to the new Help Desk Specialist position. |
| 101-266-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. Even though no increase is anticipated, an increase is shown due to the new Help Desk Specialist position. |
| 101-266-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Due to the new Help Desk Specialist position, it has been increased to \$14,455 for 2016. |
| 101-266-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$270 be budgeted in this line item for 2015 (\$7.50 per month, per employee). |
| 101-266-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 101-266-000-723-000 – Deferred Compensation Employer | Due to the Help Desk Specialist now being a permanent position, this line item has been decreased to \$0 for 2016. |
| 101-266-000-727-000 – Office Supplies | General office supplies, including toner for printer without maintenance agreements. A 38% decrease is budgeted for 2016. |

| Line Item | Explanation |
|--|---|
| 101-266-000-801-000 – Professional Services | Nothing budgeted, significant decrease. |
| 101-266-000-857-100 – Communications-Internet Access | Internet access connection and cloud based services. 2% Increase <ul style="list-style-type: none"> • Comcast • Cloud VPS hosting • Cloud storage solutions • Cloud Systems Management Solutions |
| 101-266-000-867-000 – Gas & Oil | Fuel costs, new line item for 2016. |
| 101-266-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 101-266-000-933-000 – Equipment Maintenance | Unexpected repair of hardware equipment. No change is budgeted for 2016. |
| 101-266-000-933-001 – Maintenance Contracts | Hardware service and support maintenance agreements. An 18% decrease is budgeted: <ul style="list-style-type: none"> • Uninterruptable Power Systems • Network Firewalls |

| Line Item | Explanation |
|--|--|
| 101-266-000-934-000 – Software Support & Maint | <p>Software support and maintenance agreements. This includes all technical support, patches, updates and upgrades for various software applications. A 7% increase is budgeted:</p> <ul style="list-style-type: none"> • Apex Sketch Software • BS&A Software • Email System • ESRI GIS • Microsoft Windows and Office • Network Management Tools • RecTrac • Server Backup Software • System Anti-Virus • VMWare |
| 101-266-000-941-000 – Equipment Rental/Leasing | Time and attendance software, no change is budgeted for 2016. |
| 101-266-000-943-000 – Motorpool Lease/Maintenance | Shared vehicle for Computer Support, new line item for 2016. The costs will be shared between Computer Support and the Township Building Director. 72% of motor pool check outs for 2015 have been Computer Support, leading to times where a general vehicle has not been available. |
| 101-266-000-971-008 – Capital Outlay/Prop. Improvement | <p>Network infrastructure expansion, significant increase</p> <ul style="list-style-type: none"> • As needed network data runs - \$6,000 • Fiber connectivity from Civic Center to Civic Center Maintenance Garage - \$18,100 • Fiber Connectivity from Compost Gate House to Compost Maintenance Garage - \$19,800 |

| Line Item | Explanation |
|---|--|
| 101-266-000-977-000 - Equipment | New hardware purchases <ul style="list-style-type: none"> • Firewall Upgrades • Workstation Replacements/Upgrades • Printer Fleet Replacements/Upgrades • 18 laptops for elections |
| 101-266-000-977-001 – Computer Software | New software purchases, 0.5% increase <ul style="list-style-type: none"> • Windows Server Upgrades • Windows Server Client Access License • Network log management • Web Application Firewall • Software deployment tools |
| | |

Capital Improvement Projects for 2015

Project 1: Fiber Connection - Civic Center to Civic Center Garage.

Goal: Install underground fiber to connect the main Civic Center to the Civic Center Garage.

Overview: To replace the current dual wireless connection with underground fiber. Current connections are affected by weather, traffic and other wireless interference.

Cost: \$18,100 for the installation of underground fiber.

Project 2: Fiber Connection - Compost Site Gate House to the Compost Site Maintenance Garage

Goal: Install underground fiber to connect the Compost Site Gate House and Compost Site Maintenance Garage.

Overview: To replace the current wireless connection with underground fiber. Current connection is affected by weather, foliage and other wireless interference.

Cost: \$19,800 for the installation of underground fiber.

11/30/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 266.000-COMPUTER SUPPORT | | | | | | | | |
| 101-266.000-706.000 | SALARY - PERMANENT WAGES | 65,915 | 89,035 | 103,542 | 106,069 | 124,309 | 109,006 | 148,759 |
| 101-266.000-707.000 | SALARY - TEMPORARY/SEASONAL | 8,440 | 34,535 | 11,045 | 32,000 | 14,983 | 14,983 | |
| 101-266.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 2,852 | 5,387 | 5,467 | 5,029 | 5,029 | 1,061 | 5,712 |
| 101-266.000-715.000 | F.I.C.A./MEDICARE | 5,455 | 6,748 | 8,528 | 8,963 | 10,243 | 8,846 | 11,946 |
| 101-266.000-719.000 | HEALTH INSURANCE | 9,718 | 11,759 | 19,868 | 23,643 | 28,078 | 28,988 | 43,478 |
| 101-266.000-719.001 | SICK AND ACCIDENT | 349 | 397 | 596 | 616 | 693 | 664 | 1,203 |
| 101-266.000-719.015 | DENTAL BENEFITS | 992 | 1,603 | 2,146 | 1,835 | 2,190 | 2,189 | 3,252 |
| 101-266.000-719.016 | VISION BENEFITS | | | | 311 | 370 | 298 | 544 |
| 101-266.000-719.020 | HEALTH CARE DEDUCTION | 3,208 | 7,269 | 468 | 8,680 | 14,455 | 4,653 | 14,455 |
| 101-266.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 100 | 128 | 183 | 180 | 203 | 146 | 270 |
| 101-266.000-720.000 | LIFE INSURANCE | 158 | 192 | 288 | 298 | 335 | 324 | 594 |
| 101-266.000-723.000 | DEFERRED COMPENSATION EMPLOYE | | | 12 | 416 | 416 | 203 | |
| 101-266.000-727.000 | OFFICE SUPPLIES | 2,689 | 1,306 | 1,330 | 800 | 800 | 954 | 500 |
| 101-266.000-801.000 | PROFESSIONAL SERVICES | | | 4,376 | 50,000 | 50,000 | 458 | |
| 101-266.000-857.100 | COMMUNICATIONS-INTERNET ACCES | 20,241 | 21,440 | 29,743 | 37,775 | 29,275 | 25,746 | 38,555 |
| 101-266.000-867.000 | GAS & OIL | | | | | | | 1,500 |
| 101-266.000-876.000 | RETIREMENT/MERS | 7,355 | 9,473 | 12,064 | 16,897 | 17,545 | 9,414 | 11,241 |
| 101-266.000-933.000 | EQUIPMENT MAINTENANCE | 4,490 | 1,932 | 3,641 | 5,000 | 5,000 | 2,798 | 5,000 |
| 101-266.000-933.001 | MAINTENANCE CONTRACTS | 55,176 | 69,729 | 73,786 | 5,680 | 5,680 | 1,535 | 4,680 |
| 101-266.000-934.000 | SOFTWARE SUPPORT & MAINT | | | | 80,310 | 80,310 | 69,601 | 85,544 |
| 101-266.000-941.000 | EQUIPMENT RENTAL/LEASING | 9,451 | 8,657 | 8,841 | 8,700 | 8,700 | 7,775 | 8,700 |
| 101-266.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | | | | | | | 3,750 |
| 101-266.000-971.008 | CAPTL OUTLAY -IMPROVEMENT | 103,187 | 835 | 4,963 | 5,000 | 5,000 | 1,787 | 43,900 |
| 101-266.000-977.000 | EQUIPMENT | 61,191 | 68,223 | 106,193 | 70,100 | 94,926 | 71,405 | 87,800 |
| 101-266.000-977.001 | COMPUTER SOFTWARE | 69,076 | 57,064 | 51,793 | 53,500 | 28,500 | 25,745 | 53,800 |
| NET OF REVENUES/APPROPRIATIONS - 266.000-COMPUTER SUPPORT | | (430,043) | (395,712) | (448,873) | (521,802) | (527,040) | (388,579) | (575,183) |

101-267 General Services

Expenditures

| Line Item | Explanation |
|---|---|
| 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 Department. Some of the items purchased include paper, card stock and batteries. The paper for Neighborhood Watch newsletters and the newsletters we send out with YCUA bills also comes from this line item. Based on what has been spent in previous years and to date in 2015, it is recommended that this line item be reduced to \$8,000 in 2016. |
| 101-267-000-727-200 – Office Meeting/Welcome Supplies | This line item is used to purchase coffee, filters, cups, creamer, sugar and water at the Civic Center. Coffee and water are offered to residents that come in to the building. Profits from the vending machines (101-000-000-694-200) are used for this line item. Based on what has been spent in 2015, it is recommended that it be increased to \$500 for 2016. |
| 101-267-000-730-000 - Postage | This line item is used for postage costs. Based on what has been spent to date in 2015, it is recommended that it be reduced to \$60,000 in 2016, a decrease of \$15,000. |
| 101-267-000-850-000 - Telephone | This line item is used for all desk and cell phones in the Township. Based on what has been spent to date in 2015, it is recommended that it be increased to \$41,000 in 2016. |

| Line Item | Explanation |
|--|---|
| 101-267-000-900-000 - Publishing | This line item is used for publishing of various notices in the newspaper and for printing of notices for Neighborhood Watch. In reviewing what has been spent to date in 2015, it is recommended that it be increased to \$18,000 in 2016. |
| 101-267-000-933-000 – Equipment Maintenance | This line item is used for maintenance on all equipment except our copiers and computers. Based on what has been spent to date in 2015, it is recommended that it be reduced to \$600 for 2016. |
| 101-267-000-941-000 – Equipment Rental/Leasing | This line item is used for our copiers and postage machine. In reviewing what has been spent to date in 2015, it is recommended that it be increased to \$17,000 in 2016, an increase of \$1,000. |
| 101-267-000-941-000 - Miscellaneous | This line item is used to replenish the First Aid boxes and pay for our Sam’s Club membership. In reviewing what has been spent to date in 2015, it is recommended that it remain at \$1,500 for 2016. |
| | |

8/10/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 267.000-GENERAL SERVICES | | | | | | | | |
| 101-267.000-727.000 | OFFICE SUPPLIES | 8,961 | 10,006 | 7,382 | 10,000 | 10,000 | 6,035 | 8,000 |
| 101-267.000-727.200 | OFFICE MEETING/WELC SUPPLIES | 227 | 235 | 247 | 250 | 400 | 375 | 500 |
| 101-267.000-730.000 | POSTAGE | 77,659 | 69,602 | 64,280 | 75,000 | 74,850 | 46,036 | 60,000 |
| 101-267.000-801.000 | PROFESSIONAL SERVICES | | | 400 | | | | |
| 101-267.000-850.000 | TELEPHONE | 52,514 | 34,927 | 40,501 | 40,000 | 40,000 | 35,122 | 41,000 |
| 101-267.000-900.000 | PUBLISHING | 14,502 | 22,929 | 16,028 | 15,000 | 15,000 | 14,069 | 18,000 |
| 101-267.000-933.000 | EQUIPMENT MAINTENANCE | | 988 | 642 | 1,000 | 1,000 | | 600 |
| 101-267.000-941.000 | EQUIPMENT RENTAL/LEASING | 11,952 | 16,442 | 19,190 | 16,000 | 16,000 | 18,105 | 17,000 |
| 101-267.000-956.000 | MISCELLANEOUS | 2,235 | 5,855 | 11,194 | 1,500 | 1,500 | 1,519 | 1,500 |
| 101-267.000-977.000 | EQUIPMENT | | | | | 2,932 | | |
| NET OF REVENUES/APPROPRIATIONS - 267.000-GENERAL SERVICES | | (168,050) | (160,984) | (159,864) | (158,750) | (161,682) | (121,261) | (146,600) |

101-371 - Planning

Expenditures

| Line Item | Explanation |
|--|--|
| 101-371-000-705-000 – Salary-Supervision | This line item reflects the salary of the Planning Director and 12.5% of the OCS Administrator position. This draft budget is increased by 1.5%, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-371-000-706-013 – GIS Service | This is a new line item that reflects 25% of the cost for GIS specialist services split between OCS and Assessing. |
| 101-371-000-707-000 – Temporary Wages/Seasonal | This line item reflects the request to continue the position of planning/OCS intern for the 2016 calendar year. The proposed \$15,000 expenditure would allow for an intern to work 1,250 hours at \$12.00/hr. |
| 101-371-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. This line item includes 12.5% of a payout for the OCS Administrator position. |
| 101-371-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. The OCS Administrator receives this buyout, therefore \$375 was budgeted in this line item for 2016. |

| Line Item | Explanation |
|---|---|
| 101-371-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 101-371-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| | |
| 101-371-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 101-371-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| | |
| 101-371-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 101-371-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$5,775 for 2016. |
| | |
| 101-371-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$90 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| | |

| Line Item | Explanation |
|--|---|
| 101-371-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| | |
| 101-371-000-723-000 – Deferred Compensation Employee | Figures provided by the Accounting Director. |
| | |
| 101-371-000-727-000 – Office Supplies | This line item reflects expenses for office supplies necessary for day-to-day operations within the department. No changes are proposed from 2015. |
| | |
| 101-371-000-755-000 – Subscriptions & Publications | This line item reflects expenses paid toward professional subscriptions and publications in order to further the education of employees within the department. |
| | |
| 101-371-000-801-003 – Township Projects-Planner | This line item reflects the anticipated expenses for consultation relating to day-to-day planning related items and special projects. Staff is requesting funding in the amount of \$5,000 for these services for the 2016 budget. |
| | |
| 101-371-000-817-000 – Township Projects Engineer | This line item reflects the anticipated expenses of our professional engineering services provided by OHM, for special projects and meetings they attend on our behalf. This line item is requested to be reduced from \$15,000 to \$7,500 for the 2016 budget. |
| | |
| 101-371-000-860-000 – Travel | This line item reflects the reimbursement of mileage driven utilizing a personal vehicle as it relates to township operations. It is recommended that \$600 be budgeted for 2016. |

| Line Item | Explanation |
|---|---|
| 101-371-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| | |
| 101-371-000-956-000 – Miscellaneous | This line item reflects funding for unexpected expenses related to planning or zoning issues. |
| 101-371-000-958-000 – Membership & Dues | APA, MAP membership dues for staff. No change proposed. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 371.000-COMMUNITY DEVELOPMENT | | | | | | | | |
| 101-371.000-705.000 | SALARY - SUPERVISION | 65,000 | 65,000 | 66,935 | 76,325 | 76,325 | 66,592 | 79,084 |
| 101-371.000-706.000 | SALARY - PERMANENT WAGES | 44,469 | 38,566 | 4,355 | | | | |
| 101-371.000-706.013 | GIS SERVICE | | | | | 520 | 394 | 520 |
| 101-371.000-707.000 | SALARY - TEMPORARY/SEASONAL | | | | 15,000 | 14,480 | 5,795 | 15,000 |
| 101-371.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 1,283 | 2,283 | 1,030 | 1,146 | 1,546 | 1,561 | 1,178 |
| 101-371.000-708.010 | HEALTH INS BUYOUT | 3,000 | 750 | | 375 | 375 | 188 | 375 |
| 101-371.000-715.000 | F.I.C.A./MEDICARE | 8,287 | 7,738 | 5,526 | 6,174 | 6,174 | 5,417 | 6,454 |
| 101-371.000-719.000 | HEALTH INSURANCE | 12,148 | 12,705 | 15,398 | 17,733 | 17,733 | 17,839 | 18,637 |
| 101-371.000-719.001 | SICK AND ACCIDENT | 697 | 521 | 328 | 347 | 347 | 336 | 451 |
| 101-371.000-719.015 | DENTAL BENEFITS | 3,297 | 2,599 | 1,700 | 1,516 | 1,516 | 1,516 | 1,516 |
| 101-371.000-719.016 | VISION BENEFITS | | | | 233 | 233 | 206 | 253 |
| 101-371.000-719.020 | HEALTH CARE DEDUCTION | 4,087 | 1,658 | 6,373 | 5,775 | 5,775 | 784 | 5,775 |
| 101-371.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 100 | 105 | 102 | 90 | 90 | 76 | 90 |
| 101-371.000-720.000 | LIFE INSURANCE | 317 | 252 | 158 | 168 | 168 | 164 | 223 |
| 101-371.000-723.000 | DEFERRED COMPENSATION EMPLOYE | | | | 195 | 195 | 75 | 195 |
| 101-371.000-727.000 | OFFICE SUPPLIES | 591 | 433 | 321 | 500 | 500 | 253 | 500 |
| 101-371.000-755.000 | SUBSCRIPTIONS & PUBLICATIONS | 85 | 89 | | 200 | 200 | 181 | 200 |
| 101-371.000-801.003 | TOWNSHIP PROJECTS-PLANNER | 8,598 | 9,358 | 11,297 | | 48 | 48 | 5,000 |
| 101-371.000-805.000 | HUD PLANNING PROGRAM | 1,039 | 30,550 | 2,852 | | | | |
| 101-371.000-817.000 | TOWNSHIP PROJECTS ENGINEER | 1,775 | 2,246 | 6,920 | 15,000 | 15,000 | 11,764 | 7,500 |
| 101-371.000-860.000 | TRAVEL | | 600 | 850 | 600 | 600 | 576 | 600 |
| 101-371.000-876.000 | RETIREMENT/MERS | 11,729 | 13,285 | 9,784 | 9,505 | 9,505 | 9,054 | 9,361 |
| 101-371.000-956.000 | MISCELLANEOUS | | 65 | | 250 | 203 | | 250 |
| 101-371.000-958.000 | MEMBERSHIP AND DUES | | | | 250 | 250 | | 250 |
| NET OF REVENUES/APPROPRIATIONS - 371.000-COMMUNITY DEVELOPN | | (166,502) | (188,803) | (133,929) | (151,382) | (151,783) | (122,819) | (153,412) |

101-400 – Planning Commission

Expenditures

| Line Item | Explanation |
|--|--|
| 101-400-000-704-000 – 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. It is recommended that the full complement of meetings be budgeted for 2016 at \$3,360 (\$40/mtg per member for 12 meetings). No changes proposed from the 2015 budget. |
| 101-400-000-715-000 – FICA/Medicare | This line item reflects employer costs for FICA/Medicare for Planning Commissioners. No change. |
| 101-400-000-723-000 – Deferred Compensation Employer | This line item reflects employer costs for deferred compensation for Planning Commissioners. No changes proposed. |
| 101-400-000-958-000 – Membership & Dues | APA, MAP membership dues for commissioners. |
| 101-400-000-960-000 – Education & Training | This line item reflects the cost of providing training and educational opportunities provided by the Michigan Association of Planning to the Planning Commission members. It is understood that funding associated with this line item will be held and managed by the Human Resource Department for 2016. |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 400.000-PLANNING COMMISSION | | | | | | | | |
| 101-400.000-704.000 | APPOINTED OFFICIALS | 1,969 | 2,171 | 2,010 | 3,360 | 3,360 | 2,331 | 3,360 |
| 101-400.000-715.000 | F.I.C.A./MEDICARE | 29 | 32 | 30 | 49 | 49 | 34 | 49 |
| 101-400.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 25 | 28 | 26 | 44 | 44 | 30 | 44 |
| 101-400.000-958.000 | MEMBERSHIP AND DUES | 375 | 375 | 375 | 400 | 400 | 400 | 400 |
| 101-400.000-960.000 | EDUCATION AND TRAINING | | 650 | | | | | |
| NET OF REVENUES/APPROPRIATIONS - 400.000-PLANNING COMMISSION | | (2,398) | (3,256) | (2,441) | (3,853) | (3,853) | (2,795) | (3,853) |

101-410 – Zoning Board of Appeals

Expenditures

| Line Item | Explanation |
|--|---|
| 101-410-000-704-000 – 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 that 8 meetings be budgeted for 2016 at \$1,600 (\$40/mtg per member for 8 meetings). |
| 101-410-000-715-000 – FICA/Medicare | This line item reflects employer costs for FICA/Medicare for ZBA members. |
| 101-410-000-723-000 – Deferred Compensation Employer | This line item reflects employer costs for deferred compensation for ZBA members. |
| 101-410-000-958-000 – Membership & Dues | APA, MAP membership and dues for zoning board members. No change from 2015. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 410.000-ZONING BOARD OF APPEALS | | | | | | | | |
| 101-410.000-704.000 | APPOINTED OFFICIALS | 1,480 | 1,332 | 920 | 2,400 | 2,400 | 684 | 1,600 |
| 101-410.000-715.000 | F.I.C.A./MEDICARE | 21 | 19 | 13 | 35 | 35 | 10 | 23 |
| 101-410.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 19 | 17 | 12 | 31 | 31 | 9 | 21 |
| 101-410.000-958.000 | MEMBERSHIP AND DUES | 250 | 250 | 250 | 250 | 250 | 250 | 250 |
| NET OF REVENUES/APPROPRIATIONS - 410.000-ZONING BOARD OF APPE | | (1,770) | (1,618) | (1,195) | (2,716) | (2,716) | (953) | (1,894) |

101-446 Highways and Streets

Expenditures

| Line Item | Explanation |
|--|---|
| 101-446-000-818-008 –Highways & Streets-Lift Stations | We contract with YCUA to maintain the lift stations the Township owns. This includes pumping out water, especially during a power outage and maintaining the operation of them. It is recommended that this line item be reduced to \$15,000 in 2016. |
| 101-446-000-818-009 – Highways & Streets-Drain Costs | Per the Water Resources Commission, our cost for 2016 will be \$253,022. |
| 101-446-000-818-022 – Highways & Streets-Road Construction | It is recommended that \$150,000 be budgeted in this line item for road projects in 2016. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 446.000-HIGHWAYS AND STREETS | | | | | | | | |
| 101-446.000-818.008 | HIGHWAYS & STREETS LIFT STATI | 7,295 | 8,264 | 11,407 | 20,000 | 20,000 | 11,012 | 15,000 |
| 101-446.000-818.009 | HIGHWAYS & STREETS DRAIN COST | 166,105 | 126,012 | 174,797 | 227,931 | 227,931 | 227,931 | 253,022 |
| 101-446.000-818.022 | HIGHWAY & ST-ROAD CONSTRUCTIO | 155,782 | 278,639 | 715,634 | 250,000 | 164,710 | 124,875 | 150,000 |
| NET OF REVENUES/APPROPRIATIONS - 446.000-HIGHWAYS AND STREET! | | (329,182) | (412,915) | (901,838) | (497,931) | (412,641) | (363,818) | (418,022) |

101-762 – Residential Services

Expenditures

| Line Item | Explanation |
|--|---|
| 101-762-000-705-000 – Salary-Supervision | This line item is used for half of the Residential Services Director's salary, with the other half budgeted in Fund 226 – Environmental Services. This draft budget is increased by 1.5% in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-762-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. The amount budgeted in this line item represents half of the possible payout for the RSD Director, the other half is budgeted in Fund 226. |
| 101-762-000-708-009 – Auto Allowance | The auto allowance for the RSD Director is taken from this line item. The amount budgeted is half of the allowance, the other half is budgeted in Fund 226. |
| 101-762-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 101-762-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 101-762-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |

| Line Item | Explanation |
|--|---|
| 101-762-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| | |
| 101-762-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 101-762-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$1,453 for 2016. |
| | |
| 101-762-000-719-021 – Admin Fees-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$45 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| | |
| 101-762-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| | |
| 101-762-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 762.000-RESIDENT SVCS: ADMINISTRATION | | | | | | | | |
| 101-762.000-705.000 | SALARY - SUPERVISION | 40,560 | 40,561 | 41,797 | 42,923 | 42,923 | 37,530 | 44,726 |
| 101-762.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | 624 | 1,439 | 644 | 654 | 653 | 663 |
| 101-762.000-708.009 | AUTO ALLOWANCE | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 2,750 | 3,000 |
| 101-762.000-715.000 | F.I.C.A./MEDICARE | 3,305 | 3,352 | 3,411 | 3,563 | 3,563 | 3,183 | 3,740 |
| 101-762.000-719.000 | HEALTH INSURANCE | 2,033 | 1,874 | 2,484 | 2,955 | 2,955 | 2,973 | 3,106 |
| 101-762.000-719.001 | SICK AND ACCIDENT | 174 | 149 | 149 | 154 | 154 | 149 | 201 |
| 101-762.000-719.015 | DENTAL BENEFITS | 245 | 253 | 248 | 209 | 209 | 209 | 209 |
| 101-762.000-719.016 | VISION BENEFITS | | | | 39 | 39 | 32 | 39 |
| 101-762.000-719.020 | HEALTH CARE DEDUCTION | 1,000 | 1,572 | 1,566 | 1,453 | 1,443 | 352 | 1,453 |
| 101-762.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 50 | 45 | 46 | 45 | 45 | 34 | 45 |
| 101-762.000-720.000 | LIFE INSURANCE | 79 | 72 | 72 | 75 | 75 | 73 | 99 |
| 101-762.000-876.000 | RETIREMENT/MERS | 4,295 | 5,208 | 4,929 | 4,224 | 4,224 | 3,831 | 4,161 |
| NET OF REVENUES/APPROPRIATIONS - 762.000-RESIDENT SVCS: ADMINI | | (54,741) | (56,710) | (59,141) | (59,284) | (59,284) | (51,769) | (61,442) |

101-774 – Parks & Grounds

Expenditures

| Line Item | Explanation |
|---|--|
| 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. Although the contractual increase is budgeted, a slight decrease is shown since the position was filled in June 2015 at a lower rate. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-774-000-706-000 – Permanent Wages | This line item is used for the salaries of 2 f/t group leaders and 50% of the mechanic's wages. Per the AFSCME contract, a 1.5% increase has been budgeted for 2016. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 101-774-000-707-000 – Salary-Temporary/Seasonal | This line item is used for the wages of seasonal employees. Based on what has been spent to date in 2015, it is recommended that this line item be increased to \$60,000. |
| 101-774-000-707-775 – Salary-Temporary/Ford Lake Park | 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 2015, it is recommended that this line item be increased to \$65,000 in 2016. |

| Line Item | Explanation |
|--|--|
| 101-774-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. An increase is budgeted due to the fact that one employee's PTO bank is expected to exceed the 360 hours allowed and will need to be paid out at 75%. |
| 101-774-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee (who is budgeted at 50%) in this department receives this buyout. Therefore, \$1,500 was budgeted in this line item for 2016. |
| 101-774-000-709-000 – Regular Overtime | This line item is used for overtime, most of which is plowing snow when weather is bad and mowing occasionally. Based on what has been spent to date in 2015, it is recommended that this line item remain at \$10,000 in 2016. |
| 101-774-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 101-774-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 101-774-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| 101-774-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| | |

| Line Item | Explanation |
|--|--|
| 101-774-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 101-774-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$14,438 for 2016. |
| | |
| 101-774-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$225 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| | |
| 101-774-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| | |
| 101-774-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| | |
| 101-774-000-724-001 – Unemployment Expense | Figures provided by the Accounting Director, a slight decrease is budgeted for 2016. |
| | |
| 101-774-000-727-000 – Office Supplies | This line item is used for office supplies for the Parks & Grounds Department. Based on what has been spent to date in 2015, it is recommended that it be set at \$250 in 2016. |

| Line Item | Explanation |
|---|---|
| 101-774-000-741-000 – Uniforms-Laundry & Cleaning | This line item is for purchasing uniforms for 1 f/t employee & a ½ FT (mechanic). It is recommended to set it at \$1,000 for 2016. |
| 101-774-000-741-775 – Uniforms-Laundry/Ford Lake Park | This line item is for purchasing uniforms for 1 f/t employee in the park system, and T shirts for seasonal employees during season-\$750 is requested. |
| 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 2016. |
| 101-774-000-757-775 – Operating Supplies-Ford Lake Park | This line item is used to purchase safety supplies needed for the Ford Lake Park system. It is recommended that this line item be budgeted at \$1,000 for 2016. |
| 101-774-000-776-000 – Maintenance Supplies | This line item is used for athletic field paint, rock salt, signs, fall zone material and tires. It is recommended that it remain at \$20,000. |
| 101-774-000-776-775 – Maint Supplies-Ford Lake Park | This line item is used for maintenance supplies (lumber, bolts, stone, signs, etc.) for the Ford Lake Park system. It is recommended that it be increased to \$7,500. |
| 101-774-000-783-004 – Tree Maintenance | This line item is used for new trees, as well as pruning existing trees. It is recommended that this line item remain at \$1,500 in 2016. |

| Line Item | Explanation |
|---|---|
| 101-774-000-818-011 – Maintenance Contractual Service | This line item is used for electrical contractors and tree removal. In reviewing what has been spent to date in 2015, it is recommended that this line item remain at \$25,000 for next year. |
| 101-774-000-818-775 – Maint-Contr Svcs-Ford Lake Park | This line item is used for electrical contractors, tree contractors & alarm system. Based on what has been spent to date in 2015, it is recommended that it be decreased to \$5,000 for 2016. |
| 101-774-000-850-775 – Telephone-Ford Lake Park | This line item is used for the telephone service at Ford Lake Park. It is recommended that it be decreased to \$600 for the 2016 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 has been spent to date in 2015, it is recommended that this line item remain at \$21,000 in 2016. |
| 101-774-000-867-775 – Gas & Oil-Ford Lake Park | This line item covers the cost of fuel for work done in the Ford Lake Park system. Based on what has been spent to date in 2015, it is recommended that it remain at \$8,000 in 2016. |
| 101-774-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 101-774-000-920-000 – Utilities-Parks | This line item is used for electrical/water costs in all the parks. It is recommended that it remain at \$8,000 in 2016. |

| Line Item | Explanation |
|---|--|
| 101-774-000-920-775 – Utilities-Ford Lake Parks | This line item is used for heating, A/C and electrical costs in the Ford Lake Park system. |
| | |
| 101-774-000-939-000 – Auto Maintenance | This line item is used for fuel and oil change costs, as well as unexpected mechanical issues. It is recommended that \$2,000 be budgeted in 2016. |
| | |
| 101-774-000-939-010 – Small Equipment & Parts | This line item is used to purchase parts for mowers, weed whips, etc. Based on what has been spent to date in 2015, it is recommended that \$15,000 be budgeted for 2016. |
| | |
| 101-774-000-939-011 – Parks Equipment Labor | This line item is used to pay labor costs for repairing tractors for field maintenance. We anticipate charges of approximately \$1,000 to be made to this line item yet in 2015 and it is recommended that it remain at that level for the following year. |
| | |
| 101-774-000-939-030 – Labor/Fluid Chrgs-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 2016. |
| | |
| 101-774-000-941-000 – Equipment Rental/Leasing | This line item is used for renting equipment (saw cutter & roto tiller). It is recommended that \$500 be budgeted for 2016. |
| | |
| 101-774-000-942-775 – Vehicle Charge-Ford Lake Park | It is recommended that this line item remain at \$2,800 for the 2016 budget. |

| Line Item | Explanation |
|---|--|
| 101-774-000-943-000 – Motorpool Lease/Maintenance | This line item is used for motorpool leases for all non-FLP vehicles. It is recommended that this be set at \$27,425 for 2016. |
| 101-774-000-943-775 – Motorpool Lease/Maintenance-FLP | This line item is used for motorpool leases for the Ford Lake Park system. It is recommended that it also be set at \$27,425 for 2016. |
| 101-774-000-956-000 – Miscellaneous | This line item is used for drug screening and driving records. It is recommended that it be set at \$500 for 2016. |
| 101-774-000-958-000 – Membership & Dues | This is used for the pesticide licensing. Based on our needs it is recommended that it remain at \$300 in 2016. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|--------------------------------------|----------|----------|----------|-----------------|----------------|------------------------|------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 774.000-RESIDENT SVCS: PARKS & GROUNDS | | | | | | | | |
| 101-774.000-705.000 | SALARY - SUPERVISION | 26,517 | 25,875 | 26,024 | 29,262 | 29,262 | 26,149 | 28,558 |
| 101-774.000-706.000 | SALARY - PERMANENT WAGES | 117,151 | 129,264 | 116,682 | 121,780 | 121,780 | 106,396 | 124,571 |
| 101-774.000-707.000 | SALARY - TEMPORARY/SEASONAL | 46,802 | 63,267 | 49,957 | 55,000 | 79,000 | 76,163 | 60,000 |
| 101-774.000-707.775 | SALARY - TEMP. FORD LAKE PARK | 49,197 | 58,434 | 92,208 | 60,000 | 85,000 | 82,126 | 65,000 |
| 101-774.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 17,048 | 10,897 | 4,013 | 2,297 | 2,297 | 754 | 4,951 |
| 101-774.000-708.010 | HEALTH INS BUYOUT | | 1,508 | 1,500 | 1,500 | 1,500 | 750 | 1,500 |
| 101-774.000-709.000 | REG OVERTIME | 6,267 | 7,570 | 9,225 | 10,000 | 11,000 | 10,400 | 10,000 |
| 101-774.000-715.000 | F.I.C.A./MEDICARE | 13,400 | 13,603 | 13,656 | 14,331 | 14,331 | 13,511 | 14,917 |
| 101-774.000-719.000 | HEALTH INSURANCE | 34,943 | 25,984 | 34,273 | 44,331 | 44,331 | 44,597 | 46,593 |
| 101-774.000-719.001 | SICK AND ACCIDENT | 1,008 | 745 | 757 | 924 | 924 | 884 | 1,203 |
| 101-774.000-719.015 | DENTAL BENEFITS | 4,740 | 4,426 | 4,322 | 3,936 | 3,936 | 3,871 | 3,936 |
| 101-774.000-719.016 | VISION BENEFITS | | | | 661 | 661 | 538 | 661 |
| 101-774.000-719.020 | HEALTH CARE DEDUCTION | 8,774 | 7,890 | 16,810 | 14,438 | 14,438 | 7,945 | 14,438 |
| 101-774.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 300 | 199 | 210 | 270 | 270 | 173 | 225 |
| 101-774.000-720.000 | LIFE INSURANCE | 457 | 361 | 366 | 447 | 447 | 431 | 594 |
| 101-774.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 1,402 | 1,826 | 1,900 | 1,365 | 1,365 | 2,104 | 1,625 |
| 101-774.000-724.001 | UNEMPLOYMENT EXPENSE | 12,020 | 7,278 | 8,141 | 13,000 | 7,125 | 366 | 10,000 |
| 101-774.000-727.000 | OFFICE SUPPLIES | 136 | 191 | 76 | 200 | 200 | 152 | 250 |
| 101-774.000-741.000 | BOOT REIMB & UNIFORMS PURCHASE | 2,452 | 2,869 | 1,792 | | 1,200 | 1,163 | 1,000 |
| 101-774.000-741.775 | BOOT REIMB & UNIFORMS PURCHASE - FLP | 828 | 710 | 476 | 500 | 500 | 340 | 750 |
| 101-774.000-757.000 | OPERATING SUPPLIES | 1,440 | 1,474 | 1,209 | 1,500 | 1,445 | 1,438 | 1,500 |
| 101-774.000-757.775 | OPERATING SUPP: FORD LAKE PAR | 844 | 1,192 | 1,375 | 1,000 | 1,660 | 1,656 | 1,000 |
| 101-774.000-776.000 | MAINTENANCE SUPPLIES | 45,460 | 24,662 | 21,083 | 20,000 | 20,000 | 19,176 | 20,000 |
| 101-774.000-776.775 | MAINT SUPPLIES: FORD LAKE PAR | 9,900 | 7,444 | 6,292 | 6,000 | 7,200 | 7,157 | 7,500 |
| 101-774.000-783.004 | TREE MAINTENANCE | 875 | 3,000 | 3,000 | 1,500 | 1,500 | 1,500 | 1,500 |
| 101-774.000-818.011 | MAINTENANCE CONTRACTUAL SRVC | 23,320 | 26,808 | 23,571 | 25,000 | 25,000 | 22,556 | 25,000 |
| 101-774.000-818.775 | MAINT-CONTR SVCS - FORD LK PR | 12,733 | 7,147 | 3,336 | 7,000 | 7,200 | 7,200 | 5,000 |
| 101-774.000-850.000 | TELEPHONE | | | 66 | | | | |
| 101-774.000-850.775 | TELEPHONE - FORD LAKE PARK | 2,621 | 732 | 776 | 800 | 770 | 663 | 600 |
| 101-774.000-867.000 | GAS & OIL | 20,621 | 24,050 | 28,272 | 21,000 | 21,000 | 20,847 | 21,000 |
| 101-774.000-867.775 | GAS & OIL - FORD LAKE PARK | 9,075 | 9,235 | 9,396 | 8,000 | 8,000 | 6,761 | 8,000 |
| 101-774.000-876.000 | RETIREMENT/MERS | 16,558 | 19,389 | 21,101 | 23,868 | 23,868 | 19,142 | 18,608 |
| 101-774.000-920.000 | UTILITIES - PARKS | 13,575 | 11,524 | 5,467 | 8,000 | 8,000 | 7,455 | 8,000 |
| 101-774.000-920.775 | UTILITIES - FORD LAKE PARKS | 9,291 | 18,225 | 8,839 | 10,000 | 13,000 | 12,706 | 10,000 |
| 101-774.000-939.000 | AUTO MAINTENANCE | 2,033 | 458 | 529 | 2,000 | 2,000 | 369 | 2,000 |
| 101-774.000-939.010 | SMALL EQUIPMENT & PARTS | 11,356 | 12,432 | 14,695 | 15,000 | 13,490 | 7,897 | 15,000 |
| 101-774.000-939.011 | Parks Equipment Labor | 103 | 1,844 | | 1,000 | 800 | 466 | 1,000 |
| 101-774.000-939.030 | LABOR/FLUID CHRGS - MOTORPOOL | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 1,000 | 1,200 |
| 101-774.000-941.000 | EQUIPMENT RENTAL/LEASING | 251 | | 127 | 500 | 910 | 332 | 500 |
| 101-774.000-942.775 | VEHICLE CHARGE - FLP | 2,800 | 2,800 | | 2,800 | 2,800 | 2,800 | 2,800 |
| 101-774.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 14,050 | 14,050 | 17,300 | 17,300 | 17,300 | 14,417 | 27,425 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| 101-774.000-943.775 | MOTORPOOL LEASE MAINT-FORD L | 14,050 | 14,050 | 17,300 | 17,300 | 17,300 | 14,417 | 27,425 |
| 101-774.000-956.000 | MISCELLANEOUS | 152 | 68 | 344 | 500 | 500 | 210 | 500 |
| 101-774.000-958.000 | MEMBERSHIP AND DUES | 255 | 30 | | 300 | 300 | | 300 |
| 101-774.000-977.000 | EQUIPMENT | | 26,401 | | | | | |
| NET OF REVENUES/APPROPRIATIONS - 774.000-RESIDENT SVCS: PARKS & | | (556,005) | (591,112) | (567,666) | (565,810) | (614,810) | (548,978) | (596,630) |

101-780 – Stormwater Management

Expenditures

| Line Item | Explanation |
|---|---|
| 101-780-000-801-000 – Professional Services | In 2013, the Township Board authorized signing a contract with the Huron River Watershed Council for stormwater management services from January 1, 2013 to December 31, 2018 in the amount of \$7,557 annually. We are recommending that \$8,057 be budgeted in this line item to cover this cost, as well as the \$500 permit fee to the State of Michigan. |
| | |

7/21/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-----------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 780.000-RSD-STORMWATER MGMT DEPT | | | | | | | | |
| 101-780.000-801.000 | PROFESSIONAL SERVICES | 1,291 | 16,451 | 8,129 | 8,057 | 8,057 | 11,500 | 8,057 |
| NET OF REVENUES/APPROPRIATIONS - 780.000-RSD-STORMWATER MGMT | | (1,291) | (16,451) | (8,129) | (8,057) | (8,057) | (11,500) | (8,057) |

101-851 - Fringes

Expenditures

| Line Item | Explanation |
|---|---|
| 101-851-000-719-005 – Hospital Physicals | This line item is used for seasonal employees' physicals. Based on what has been spent to date in 2014, it is recommended that it remain at \$2,500 for 2016. |
| 101-851-000-724-000 – Employee Assistance Program | It is recommended that this line item remain at \$4,500 as no increase is anticipated in 2016. |
| 101-851-000-803-100 – Contract Services-Flex Spending | This line item is used for fees associated with flex spending accounts that are paid to Choice Strategies. It is recommended by our Accounting Director that it be reduced to \$250 for 2016. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-----------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 851.000-FRINGS AND INSURANCE | | | | | | | | |
| 101-851.000-719.005 | HOSPITAL PHYSICALS | 2,270 | 2,465 | 2,150 | 2,500 | 2,500 | 2,225 | 2,500 |
| 101-851.000-724.000 | EMPLOYEE ASSISTANCE PROGRAM | 3,587 | 3,611 | 3,593 | 4,500 | 4,500 | 3,717 | 4,500 |
| 101-851.000-803.100 | CONTRACT SRVS-FLEX SPENDING | 2,484 | | 807 | 500 | 500 | | 250 |
| NET OF REVENUES/APPROPRIATIONS - 851.000-FRINGS AND INSURANC | | (8,341) | (6,076) | (6,550) | (7,500) | (7,500) | (5,942) | (7,250) |

101-950 – Community Stabilization

Expenditures

| Line Item | Explanation |
|--|---|
| 101-950-000-801-023 – Public Nuisance – Legal Services | This line item was created in 2012 and is used to track legal services to abate public nuisances. It is recommended that \$575,000 be budgeted in this line item for 2016. |
| 101-950-000-880-001 – Maint Property & Right Of Way | This line item was created in 2012 and is used to cover the cost of contracting with Michigan Ability Partners (MAP) to pick up trash along our roadways. It is also used for mowing of properties that we receive from the County through tax foreclosure. It is recommended that it remain at \$45,000 in 2016. |
| 101-950-000-969-010 – Land Bank-Habitat | This line item was created in 2012 and is used in partnership with Habitat for Humanity to stabilize neighborhoods and encourage home ownership. It is recommended that it remain at \$120,000 for 2016. |
| 101-950-000-969-011 – Contribution-Land Bank | This line item is used for the demolition of properties and is funded through reimbursement from Habitat for Humanity, 101-000-000-688-100. It has been requested by Habitat that we also partner with them for Community Organization to focus on neighborhood homeownership. |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|--------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 950.000-COMMUNITY STABILIZATION | | | | | | | | |
| 101-950.000-801.023 | PUBLIC NUISANCE - LEGAL SVCS | 857,996 | 556,633 | 686,104 | 450,000 | 850,000 | 717,291 | 575,000 |
| 101-950.000-880.001 | MAINT PROPERTY & RT OF WAY | 19,934 | 39,834 | 36,831 | 45,000 | 85,661 | 80,957 | 45,000 |
| 101-950.000-969.010 | LAND BANK - HABITAT | 150,000 | 150,000 | 120,000 | 120,000 | 120,000 | 90,000 | 120,000 |
| 101-950.000-969.011 | CONTRIBUTION - LAND BANK | 206,880 | 318,221 | 127,014 | 106,500 | 184,487 | 91,722 | 106,500 |
| 101-950.000-969.013 | LIBERTY SQUARE - GRANT PROJECT | | 653,840 | | | | | |
| NET OF REVENUES/APPROPRIATIONS - 950.000-COMMUNITY STABILIZA | | (1,234,810) | (1,718,528) | (969,949) | (721,500) | (1,240,148) | (979,970) | (846,500) |

101-956 – Other Functions

Expenditures

| Line Item | Explanation |
|--|---|
| 101-956-000-706-050 – Year End Odd Day Accrual | This is a new line item for 2016 and will be used to reflect the three days of payroll accrual for all departments in the General Fund. |
| 101-956-000-719-010 – Health Care Tax | The health care tax is calculated by BCBS and is for the Affordable Care Act for Federal and State taxes and fees (Federal insurance premium tax, Comparative Effectiveness Fee, Reinsurance Fee, Marketplace Fee, Risk Adjustment Fee, Michigan Claims Tax, State Insurance Premium Tax). Taxes increase as our premiums increase. It is the recommendation of our Accounting Director that we increase this line item to \$49,663 for 2016. |
| 101-956-000-724-001 – Unemployment Expense | This line item is used for non-seasonal employees. It is recommended that it remain at \$1,000 for 2016. |
| 101-956-000-801-000 – Professional Services | This line item is used for various professional services the Township may need, i.e. HR services, economic development, planner for zoning amendments, Reimagine Washtenaw, bee keeping services, etc. It is recommended that it be reduced to \$15,000 for 2016. |
| 101-956-000-801-110 – Profsnl Svcs-Env Cleanup WR/GM | This line item is used for professional services for environmental review and development of the RACER Trust property. We believe the project will be completed in 2015, but in case it runs into 2016, we have budgeted \$5,000. |

| Line Item | Explanation |
|--|---|
| 101-956-000-817-371 – Consultant-Community Development | This line item was created for economic development. It is one of our identified goals to market our community and land for sale. We are recommending that it remain at \$35,000 for 2016. |
| 101-956-000-818-014 – AAATA Contract | Since the transportation millage passed in May 2014, this line item will remain at \$0. |
| 101-956-000-818-021 – Monitoring Services-Tank-UST | This line item is used for monitoring the site at the Golf Course/Community Center where there were fuel tanks in the past. Per the Residential Services Director, it is anticipated that we will receive a final close out report in 2015. Therefore, this line item has been reduced to \$0 for 2016. |
| 101-956-000-844-000 – Meals on Wheels | It is recommended that this line item remain at \$10,000 for 2016. |
| 101-956-000-944-002 – Aerotropolis | It is recommended that this line item be maintained at \$15,000 at this time. Per contract, we must notify them by June 2016 if we want to withdraw from being a member, this is a Board decision. |
| 101-956-000-876-002 – Other Retirement Costs | This line item is used for retiree life insurance. It is recommended by our Accounting Director that it be increased to \$1,320 for 2016. |

| Line Item | Explanation |
|--|--|
| 101-956-000-876-003 – OPEB Funding-Retiree Health | This line item covers the liability for the Township’s 2014 Other Post Employment Benefits (OPEB) obligation. This is for all departments except 14B Court, Fire, Environmental Services, Recreation and Law Enforcement. Based on our actuarial report, \$485,193 has been budgeted for 2016. |
| 101-956-000-884-000 – Wash Dev Council-AA SPARK | It is recommended that this line item remain at \$15,000 for 2016 (\$10,000 for A2 SPARK and \$5,000 for SPARK East). |
| 101-956-000-913-000 – Insurance & Bonds Fleet | Figures were provided by our Accounting Director. \$109,245 has been budgeted for 2016. |
| 101-956-000-917-000 – Workers Compensation Insurance | Figures were provided by our Accounting Director. \$19,258 has been budgeted for 2016. |
| 101-956-000-925-000 – Cameras Non Tax Assessment | This line item is used to cover the maintenance costs of cameras the Township pays for. |
| 101-956-000-926-000 – Street Lighting Non-Assessible | This line item is used to cover the cost of maintaining street lights in areas where they are not part of a special assessment district. It is the recommendation of our Accounting Director that it be reduced to \$150,000 for 2016. |
| 101-956-000-926-050 – Street Light-Construction-Non Assessible | This line item is used for new construction of street lights or conversions to LED that are not assessed to residents. There are none planned for 2016 at this time. |
| 101-956-000-926-100 – Right of Way Tree Trim-Removal | We are recommending that we once again partner with the Washtenaw County Road Commission to trim/remove trees in the road right-of-way. It is recommended that this line item remain at \$20,000 for 2016. |

| Line Item | Explanation |
|---|--|
| 101-956-000-956-000 - Miscellaneous | It is recommended that this line item remain at \$500 for 2016. |
| | |
| 101-956-000-956-006 – Miscellaneous Tax Refunds | This line item is used by the Treasurer’s Office and reflects costs to try to reach MTT settlements. The full settlement amounts are reserved in Fund Balance. It was recommended by our Accounting Director that it remain at \$5,000 for 2016. |
| | |
| 101-956-000-956-020 – Property Taxes on Twp Property | When a property goes to the County Treasurer and is placed in the auction for back taxes, the Township has to pay the current year taxes if the property is not sold. Additionally, they must pay any special assessments for drains, street lights and cameras on these properties. It is recommended that it be reduced to \$20,000 in 2016. |
| | |
| 101-956-000-956-022 – Settlement &/or Claim Deductibles | This line item will be used for any insurance claims filed against the Township and represented by the Michigan Municipal Liability legal staff. It is recommended that it remain at \$10,000 for 2016. |
| | |
| 101-956-000-957-000 – Bank Charges | It is recommended by our Accounting Director that this line item remain at \$10,000 for 2016. |
| | |
| 101-956-000-969-007 – Contribution Water Hardship | Based on the current number of participants, it is recommended that this line item remain at \$9,000 for 2016. |

| Line Item | Explanation |
|---|---|
| 101-956-000-969-008 – Contribution-Animal Neutering | It is recommended that this line item be reduced to \$0 for 2016. |
| | |

8/26/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 956.000-OTHER FUNCTIONS | | | | | | | | |
| 101-956.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 18,178 |
| 101-956.000-719.010 | HEALTH CARE TAX | 6,948 | 5,607 | 41,044 | 46,800 | 46,800 | 40,503 | 49,663 |
| 101-956.000-724.001 | UNEMPLOYMENT EXPENSE | 420 | 8,884 | | 1,000 | 1,000 | | 1,000 |
| 101-956.000-801.000 | PROFESSIONAL SERVICES | 3,303 | 40,896 | 8,288 | 25,000 | 25,000 | 14,078 | 15,000 |
| 101-956.000-801.110 | PROFSNL SRV - ENVIRO CLEAN UP WR/GM | | 1,931 | 7,058 | 20,000 | 20,000 | 14,339 | 5,000 |
| 101-956.000-817.371 | CONSULTANT - COMMUNITY DEVELOPMENT | | | | 35,000 | 25,000 | | 35,000 |
| 101-956.000-818.014 | A.A.T.A. CONTRACT | 298,508 | 306,328 | 247,131 | | | | |
| 101-956.000-818.021 | Monitoring Services -Tank-UST | | | | 500 | 500 | | |
| 101-956.000-844.000 | MEALS ON WHEELS | 10,000 | | | 10,000 | 20,000 | 20,000 | 10,000 |
| 101-956.000-844.002 | AEROTROPOLIS | 25,000 | 20,000 | | 15,000 | 15,000 | 15,000 | 15,000 |
| 101-956.000-876.002 | OTHER RETIREMENT COSTS | 1,035 | 936 | 903 | 1,200 | 1,200 | 977 | 1,320 |
| 101-956.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 670,055 | 576,221 | 443,891 | 493,291 | 493,291 | 493,291 | 485,193 |
| 101-956.000-882.004 | Cty of Ypsi-Rutherford Pool | | 5,000 | | | | | |
| 101-956.000-884.000 | WASH DEV COUNCIL-AA SPARK | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 101-956.000-913.000 | INSURANCE & BONDS FLEET | 142,545 | 121,172 | 118,015 | 104,444 | 104,444 | 88,422 | 109,245 |
| 101-956.000-917.000 | WORKERS COMPENSATION INSURANC | 24,473 | 24,387 | 19,798 | 23,437 | 23,437 | 13,913 | 19,258 |
| 101-956.000-925.000 | CAMERAS NON TAX ASSESSMENT | | | | | 8,200 | 7,020 | 10,000 |
| 101-956.000-926.000 | STREET LIGHTING NON ASSESSABL | 171,871 | 350,243 | 311,229 | 200,000 | 190,725 | 100,690 | 150,000 |
| 101-956.000-926.050 | STREET LIGHT -CONSTRUCTION NON-A | | | 226,759 | | 104,553 | 103,521 | |
| 101-956.000-926.100 | RIGHT OF WAY TREE TRIM - REMOVAL | 7,450 | 1,000 | 16,875 | 10,000 | 20,000 | 19,905 | 20,000 |
| 101-956.000-956.000 | MISCELLANEOUS | 15,816 | 1,161 | 13 | 500 | 500 | 364 | 500 |
| 101-956.000-956.006 | MISCELLANEOUS TAX REFUNDS | 80,112 | 23,595 | 6,439 | 5,000 | 5,000 | 3,073 | 5,000 |
| 101-956.000-956.020 | PROPERTY TAXES ON TWP PROPERT | 6,719 | 4,965 | 22,090 | 25,000 | 25,000 | 9,703 | 20,000 |
| 101-956.000-956.022 | SETTLEMENTS &/or CLAIM DEDUCTIBLES | 18,000 | | 15,000 | 10,000 | 10,000 | | 10,000 |
| 101-956.000-957.000 | BANK CHARGES | 7,855 | 6,411 | 11,813 | 10,000 | 10,000 | 7,802 | 10,000 |
| 101-956.000-969.007 | CONTRIBUTION WATER HARDSHIP | 8,325 | 8,835 | 8,865 | 9,000 | 9,000 | 7,170 | 9,000 |
| 101-956.000-969.008 | CONTRIBUTION-ANIMAL NEUTERING | | 10,000 | | 5,000 | 5,000 | | |
| NET OF REVENUES/APPROPRIATIONS - 956.000-OTHER FUNCTIONS | | (1,513,435) | (1,532,572) | (1,520,211) | (1,065,172) | (1,178,650) | (974,771) | (1,013,357) |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|------------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 970.000-CAPITAL OUTLAY | | | | | | | | |
| 101-970.000-971.003 | CAPITAL OUTLAY COURT | | 271,073 | | | | | |
| 101-970.000-971.008 | CAPTL OUTLAY -IMPROVEMENT | | 136,837 | 562,763 | | 15,000 | 12,022 | |
| 101-970.000-971.010 | CAPITAL OUTLAY - NETWORK EXPANSION | | | | 180,000 | 180,000 | 74,095 | |
| 101-970.000-972.000 | CAPO NEIGHBORHOOD CAMERA SYSTEM | | | 94,853 | | 34,720 | 19,756 | |
| 101-970.000-975.206 | CAPITAL OUTLAY - FIRE TRUCK | | | | | 584,600 | | |
| 101-970.000-975.266 | CAP OUTLAY - HURON POLICE STATION | | | 909,324 | | | | |
| 101-970.000-976.007 | CAPITAL OUTLAY - VETERANS DRIVE | | | 57,994 | | 1,166,546 | 683,245 | |
| NET OF REVENUES/APPROPRIATIONS - 970.000-CAPITAL OUTLAY | | | (407,910) | (1,624,934) | (180,000) | (1,980,866) | (789,118) | |

101-999 – Other Financing Uses

Expenditures

| Line Item | Explanation |
|--|---|
| 101-999-000-969-212 – Transfer to BSR II-Fund 212 | This line item reflects the transfer of funds to BSR II – Fund 212 to pay a portion of the cost of the Township’s road bond. |
| 101-999-000-969-301 – Transfer to General Obligation | This line item reflects the transfer of funds to pay the General Obligation Limited Tax Capital Improvement Series B bond payment. This will be the first principal and interest payment. |
| | |

8/10/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|---------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 999.000-OTHER FINANCING USES | | | | | | | | |
| 101-999.000-968.252 | TRANSFER TO HYDRO STATION | | | 19,111 | | 52,889 | 52,889 | |
| 101-999.000-969.212 | TRANSFER TO BSRII Fund 212 | | 363,350 | 354,000 | 250,000 | 250,000 | 250,000 | 345,000 |
| 101-999.000-969.236 | TRANSFER TO COURT 236 | 203,734 | | | | | | |
| 101-999.000-969.301 | TRANSFER OUT: TO GEN OBLIGATION | | | | 135,000 | 135,000 | 135,000 | 481,000 |
| 101-999.000-969.396 | TRANSFER OUT: TO DEBT FUND A | | 261,648 | | | | | |
| 101-999.000-969.584 | CONTRIBUTION TO GOLF COURSE | | | 159,081 | | | | |
| NET OF REVENUES/APPROPRIATIONS - 999.000-OTHER FINANCING USES | | (203,734) | (624,998) | (532,192) | (385,000) | (437,889) | (437,889) | (826,000) |
| ESTIMATED REVENUES - FUND 101 | | 7,643,620 | 8,419,187 | 7,786,996 | 7,656,784 | 10,201,680 | 7,151,302 | 7,995,640 |
| APPROPRIATIONS - FUND 101 | | 7,537,806 | 9,030,377 | 10,056,240 | 7,401,190 | 9,946,087 | 7,425,323 | 7,937,774 |
| NET OF REVENUES/APPROPRIATIONS - FUND 101 | | 105,814 | (611,190) | (2,269,244) | 255,594 | 255,593 | (274,021) | 57,866 |

Fund 206 – Fire Department

2016 Revenues

| Line Item | Explanation |
|---|---|
| 206-000-000-402-005 – Current Taxes Fire Retirement, Pension & OPEB | Line item reflects revenues from property taxes for the fire pension, based on value & millage rates. Projections are \$1,124,166. |
| 206-000-000-403-000 – Current Property Taxes | Line item reflects revenues from property taxes for the fire department, based on value & millage rates. Projections are \$3,513,017. |
| 206-000-000-476-491 – Non-Bus Lic-Fire Protection Permit | Line item reflects fees charged for non-business licenses for fire alarm / fire suppression systems inspections. Projections are \$750. |
| 206-000-000-607-011 – Chg for Service – Fire Plan Review | Line item reflects fees charged for fire plan reviews. Projections are \$500. |
| 206-000-000-607-012 – Chg for Service – Address Assign | Line item reflects fees charged for an address assignment for residence / business. Projections are \$100. |
| 206-000-000-607-270 – Chg for Service – Liquor Inspect | Line item reflects fees charged for a business liquor license inspection. Projections are \$1,000. |
| 206-000-000-664-001 – Interest Earned | Line item reflects interest earned. Projections are \$50. |

| Line Item | Explanation |
|---|--|
| 206-000-000-699-000 – Appropriated Prior Year Balance | Line item reflects revenues from fund balance to fund capital outlays and debt service. Projections are \$123,232. |
| | |

2016 Expenditures

| Line Item | Explanation |
|--|--|
| 206-206-000-705-000 – Salary-Supervision | Line item includes the salary of the Fire Chief. Request \$80,500. This draft budget is increased by 1.5% in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 206-206-000-705-002 – Salaries-Officers | A contractual 3% increase is budgeted, as well as an additional week of pay due to the way our payroll weeks fall in 2016. |
| 206-206-000-706-000 – Salary-Permanent Wages | Line item includes the salaries of 20 career firefighters. A contractual 3% increase is budgeted, as well as an additional week of pay due to the way our payroll weeks fall in 2016. |
| 206-206-000-706-011 – Permanent Wages-Fire Clerical | Line item includes the salary for the AFSCME clerical staff. A 1.5% contractual increase is budgeted. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 206-206-000-706-050 – YE Odd Day Accrual | This line item is new in 2016 and is used for payroll accrual for the employees in the department. |
| 206-206-000-708-004 – Salaries Pay Out-PTO & Sick Time | Line item includes the costs for paying of any PTO or sick time accrued in 2015 to firefighters. Request \$42,887. |
| 206-206-000-708-007 – Fire Comp Time Payout | Line item is for the costs associated with paying (banked) comp time to the firefighters. Request \$86,891. Increase due to 3% negotiated wage increase in 2016. |

| Line Item | Explanation |
|---|--|
| 206-206-000-708-010 – Health Insurance Buyout | Line item is for the costs associated with the buyout of any health insurance for the firefighters. Request \$12,000. |
| | |
| 206-206-000-708-200 – Fire Fighter Clothing Allowance | Line item is for costs associated with clothing allowance to the firefighters. Anticipate 26 FF's at \$200 and \$400 to Fire Marshal. Request \$5,600. |
| | |
| 206-206-000-708-206 – Fire Fighter Food Allowance | Line item is for the costs associated with the purchase of firefighter meals (\$1300 x 23 / 650 x 5) Request \$32,500. |
| | |
| 206-206-000-709-000 – Regular Overtime | Line item is for the costs associated with regular overtime for the firefighters. Request \$85,000. |
| | |
| 206-206-000-709-001 – Holiday Overtime | Line item is for the costs associated with holiday overtime for the firefighters. Request \$20,000. |
| | |
| 206-206-000-709-002 – Salary-Contractual Overtime | Line item is for the costs associated with contractual (FLSA) overtime for the firefighters. Request \$130,560. |
| | |
| 206-206-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 206-206-000-717-000 – Salaries-Holiday Pay | Line item is for the costs associated with salaries holiday pay for the firefighters. Request \$65,025. |
| | |
| 206-206-000-719-000 – Health Insurance | Line item is for the costs associated with Firefighter Health Care. We received a 4.5% increase for 2016. |
| | |
| 206-206-000-719-001 – Sick & Accident | Figures provided by Human Resources. |

| Line Item | Explanation |
|---|---|
| 206-206-000-719-005 – Hospital Physicals | Line item is for the costs associated with annual respiratory testing & physicals for firefighters. Request \$13,000. |
| | |
| 206-206-000-719-010 – Health Care Tax | The health care tax is calculated by BCBS and is for the Affordable Care Act for Federal and State taxes and fees (Federal insurance premium tax, Comparative Effectiveness Fee, Reinsurance Fee, Marketplace Fee, Risk Adjustment Fee, Michigan Claims Tax, State Insurance Premium Tax). Taxes increase as our premiums increase. It is the recommendation of our Accounting Director that \$21,050 be budgeted for 2016. |
| | |
| 206-206-000-719-015 – Dental Benefits | Figures provided by Human Resources. |
| | |
| 206-206-000-719-016 – Vision Benefits | We have not received our renewal rates yet but are not anticipating any increase. |
| | |
| 206-206-000-719-020 – Health Care Deduction | Line item is for costs related to “Benny” cards associated with the health insurance plan. Request \$124,250. |
| | |
| 206-206-000-719-021 – Admin Fee-Health Deductible | The “Benny” card used to pay health care deductibles is administered by Choice Strategies. Request \$2,500. |
| | |
| 206-206-000-720-000 – Life Insurance | Figures provided by Human Resources. |
| | |
| 206-206-000-730-000 - Postage | Line item is for postage of department mail. Request \$500. |
| | |
| 206-206-000-741-000 – Uniforms-Laundry & Cleaning | Line item is for costs associated with cleaning firefighter uniforms, sheets, towels and bedding. Request \$15,000. |

| Line Item | Explanation |
|---|---|
| 206-206-000-741-001 – Uniforms-New and Badges | Line item is for the costs associated with the purchase of new dress uniforms, accessories, dress hats, and badges for firefighters including new hires. Request \$5,000. |
| 206-206-000-742-000 – Fire Prevention Materials | Line item is for the costs associated with the purchase of fire prevention demonstration materials. Request \$3,500, an increase of \$500 from 2015. |
| 206-206-000-757-000 – Operating Supplies | Line item is for costs associated with the purchase of office & departmental supplies. Request \$19,000. |
| 206-206-000-757-004 – Medical Supplies | Line item is for costs associated with the purchase of EMS supplies. Request \$9,000. |
| 206-206-000-757-005 – Fire Investigation | Line item is for costs associated with the purchase of fire investigative manuals, equipment, supplies and smoke alarms. Request \$1,000. |
| 206-206-000-757-006 – Operating Supplies/Tools | Line item is for costs associated with supplies and batteries necessary for firefighting equipment. Request \$500. |
| 206-206-000-800-001 – Administration Fees | Line item is for costs of departmental administrative fees to the Township. Request \$66,201. |
| 206-206-000-801-000 – Professional Services | Line item is for costs associated with legal, professional and administrative services provided to the department. Request \$20,000 for labor negotiations. |
| 206-206-000-818-012 – Retirement Board & Trust Fees | Line item is for costs associated with the department retirement board (stationery). Request \$100. |

| Line Item | Explanation |
|--|---|
| 206-206-000-857-000 - Communications | Line item is for costs associated with the maintenance & service of department radios (portable, mobile, fixed). Request \$5,000. Decrease attributed to purchases being budgeted in capital improvements line item. |
| 206-206-000-857-001 – Communications-Dispatch | Line item is for costs associated with dispatching services contracted with Emergent Health (HVA). Increase of 4% projected in July of 2016. Request \$73,100. |
| 206-206-000-863-001 – Auto & Truck Main Station #1 | Line item is for costs associated with maintenance & repairs of autos & trucks at Station #1/Ford Blvd. Request \$20,000. |
| 206-206-000-863-003 – Auto & Truck Main Station #3 | Line item is for costs associated with maintenance & repairs of autos & trucks at Station #3/Hewitt St. Request \$5,000. |
| 206-206-000-863-004 – Auto & Truck Main Station #4 | Line item is for costs associated with maintenance & repairs of autos & trucks at Station #4/Textile Rd. Request \$5,000. |
| 206-206-000-867-000 – Gas & Oil | Line item is for the purchase of gas & oil for department vehicles. Request \$40,000. |
| 206-206-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 206-206-000-876-100 – Retiree Health Care Savings | Line item is associated with Health Care Saving accounts for firefighters hired post 2014. Total includes 3 @ \$1300 and 2 new FF's March 2016 @ \$1100. Request \$6,100. |

| Line Item | Explanation |
|--|---|
| 206-206-000-900-000 - Publishing | Line item is for costs associated with electronic & print publications for postings. Request \$1,000. |
| | |
| 206-206-000-913-000 – Insurance & Bonds Fleet | Figures provided by the Accounting Director. |
| | |
| 206-206-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| | |
| 206-206-000-920-004 – Utilities Heat | Line item is for costs of providing heat (Natural Gas) to all department stations / facilities. Request \$20,000. |
| | |
| 206-206-000-920-005 – Utilities Light | Line item is for costs to provide electricity to all department stations / facilities. Request \$20,000. |
| | |
| 206-206-000-920-006 – Utilities Telephone | Line item is for costs associated with providing telephone / internet service to department facilities. Request \$17,000. |
| | |
| 206-206-000-920-007 – Utilities Water and Sewer | Line item is for costs of providing water/sewer services to department facilities. Request \$3,500. |
| | |
| 206-206-000-931-005 – Bldg Maintenance Station #1 | Line item is for costs associated with building maintenance and repairs for Station #1/Ford Blvd. Request \$8,000. |
| | |
| 206-206-000-931-007 – Bldg Maintenance Station #3 | Line item is for costs associated with building maintenance and repairs for Station #3/Hewitt St. Request \$4,000. |
| | |
| 206-206-000-931-008 – Bldg Maintenance Station #4 | Line item is for costs associated with building maintenance and repairs for Station #4/Textile Rd. Request \$4,000. |
| | |
| 206-206-000-933-000 – Equipment Maintenance | Line item is for costs associated with maintenance/testing of SCBA equipment & fire extinguishers. Request \$3,000. |

| Line Item | Explanation |
|--|---|
| 206-206-000-933-001 – Maintenance Contracts | Line item is for costs associated to maintenance contracts for copiers, sirens, generators, etc. Request \$12,000. |
| | |
| 206-206-000-944-000 – Fire Hydrant Charge | Line item is for YCUA charges for hydrant maintenance (\$1 X 2700 hydrants). Request \$2,700. |
| | |
| 206-206-000-956-000 - Miscellaneous | Line item is for miscellaneous department expenses. Request \$500. |
| | |
| 206-206-000-956-010 – Tax Refund Expense | Line item is for costs associated with any Michigan Tax Tribunal expenses. Request \$1,000. |
| | |
| 206-206-000-958-000 – Membership and Dues | Line item is for all firefighter membership fees & dues (IAFC, NFPA, IAAI, MFIS, etc.) Request \$5,000. |
| | |
| 206-206-000-960-000 – Education and Training | Line item is for costs associated with education & training of department personnel. Request \$10,000. In process of developing an itemized expense listing for 2016. |

2016 Civil Service Commission

| Line Item | Explanation |
|--|---|
| 206-220-000-704-000 – Appointed Officials | Line item is for the salary of an appointed official. Request \$2,500. |
| 206-220-000-706-000 – Salary-Permanent Wages | Line item is for the salaries of 3 Civil Service committee personnel. Request \$400. |
| 206-220-000-715-000 – FICA/Medicare | Line item is for FICA / Medicare costs for the Civil Service Commission. Request \$50. |
| 206-220-000-723-000 – Deferred Compensation Employer | Line item is for Deferred Compensation costs for the Civil Service Commission. Request \$30. |
| 206-220-000-801-000 – Professional Services | Line item is for costs associated with Professional Services to the Civil Service Commission. Request \$10,000. |
| 206-220-000-876-000 – Retirement/MERS | Line item is for costs associated with MERS retirement for the Civil Service Commission. Request \$40. |
| 206-220-000-900-000 - Publishing | Line item is for costs associated with publishing by the Civil Service Commission. Request \$1,500. |
| | |

2016 Pension & Insurance

| Line Item | Explanation |
|---|---|
| 206-852-000-876-003 – OPEB Funding – Retiree Health | Line item is for costs associated with Retiree Health Care – OPEB funding. Request \$335,148.0 |
| 206-852-000-876-004 – Retirement-Fire Department | Line item is for costs associated with the Township’s portion of the Fire / Act 345 retirement. Request \$789,018 |
| 206-852-000-956-014 – Tax Refunds/Fire Pension | Line item is for costs associated with Michigan Tax Tribunal chargebacks to the pension fund. No request. |
| | |

2016 Capital Outlay

| Line Item | Explanation |
|--|--|
| 206-970-000-991-013 – Debt Service Apparatus | Line item is for debt service for purchase of rescue engine in 2015. Request \$58,460. This is a 10 year payment back to the General Fund for the fire truck, 2016 will be the 2 nd year. |
| | |

11/30/15

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 206 - FIRE FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 206-000.000-402.005 | CURRENT TAXES FIRE PENSION | 462,059 | 684,068 | 1,102,862 | 1,104,558 | 1,104,558 | 1,101,304 | 1,124,166 |
| 206-000.000-403.000 | CURRENT PROPERTY TAXES | 3,387,703 | 3,178,383 | 3,450,198 | 3,451,745 | 3,451,745 | 3,445,329 | 3,513,017 |
| 206-000.000-403.002 | CUR PROPERTY TAX ADJUSTMENTS | (4,275) | (127,619) | 22,048 | | | | |
| 206-000.000-403.005 | CUR PROP TAX ADJ - FIRE PENS | (139) | (28,256) | 4,883 | | | | |
| 206-000.000-405.000 | IN LIEU OF TAXES | | | 8,364 | | | | |
| 206-000.000-417.000 | DELINQUENT PERS.PROPERTY TAXE | | 2,880 | 5,789 | | | | |
| 206-000.000-417.005 | DELQUENT PERS PROP-FIRE PENSI | | (50) | | | | | |
| 206-000.000-476.491 | NON-BUS LIC-FIRE PROTECT PERM | 1,785 | 630 | 720 | 750 | 750 | 550 | 750 |
| 206-000.000-529.000 | FEDERAL GRANTS - OTHER | 2,621 | 70,924 | | | | | |
| 206-000.000-607.011 | CHG FOR SERVC-FIRE PLAN REVIE | 1,050 | 1,480 | 1,205 | 500 | 500 | 1,575 | 500 |
| 206-000.000-607.012 | CHARGE FOR SERV-ADDRESS ASSIG | 120 | 80 | 230 | 100 | 100 | 150 | 100 |
| 206-000.000-607.270 | CHARGE FOR SERV-LIQUOR INSPEC | 900 | 900 | 1,215 | 1,000 | 1,000 | 1,250 | 1,000 |
| 206-000.000-664.000 | INTEREST EARNED OPERATING | 3,384 | 289 | | 50 | 50 | | |
| 206-000.000-664.001 | INTEREST EARNED | 228 | 2,283 | 341 | 50 | 50 | 153 | 50 |
| 206-000.000-675.000 | CONTRIBUTIONS & DONATIONS | | 500 | | | 1,000 | 1,000 | |
| 206-000.000-682.000 | REIMB-HAZARDOUS RESPONSE SRV | 338 | 4,478 | 3,093 | | 7,873 | 6,003 | |
| 206-000.000-685.000 | FEDERAL RDS SUBSIDY-Medc-PrtD | 22,999 | 25,305 | 2,174 | | | | |
| 206-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 13,786 | 4,844 | 4,883 | | | 16,681 | |
| 206-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 28,201 | 29,308 | 24,455 | | | 9,618 | |
| 206-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 590,358 | 590,358 | | 123,232 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 3,920,760 | 3,850,427 | 4,632,460 | 5,149,111 | 5,157,984 | 4,583,613 | 4,762,815 |

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---------------------|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 206.000-FIRE | | | | | | | | |
| 206-206.000-705.000 | SALARY - SUPERVISION | 74,488 | 74,693 | 76,982 | 80,225 | 80,225 | 70,132 | 82,025 |
| 206-206.000-705.002 | SALARIES OFFICERS | 388,290 | 469,748 | 467,153 | 414,249 | 414,249 | 369,209 | 490,321 |
| 206-206.000-706.000 | SALARY - PERMANENT WAGES | 1,179,871 | 1,078,667 | 1,003,493 | 1,122,654 | 1,122,654 | 965,984 | 1,163,047 |
| 206-206.000-706.011 | PERMANENT WAGES- FIRE CLERICA | 44,096 | 44,254 | 45,687 | 46,898 | 46,898 | 41,006 | 47,954 |
| 206-206.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 20,161 |
| 206-206.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 82,928 | 34,068 | 27,802 | 37,786 | 37,786 | 25,311 | 42,887 |
| 206-206.000-708.005 | SALARIES PAY OUT OF RETIREES | 15,342 | 16,561 | | | | 8,306 | |
| 206-206.000-708.007 | FIRE COMP TIME PAYOUT | 10,080 | 7,078 | 40,435 | 45,880 | 30,880 | 6,623 | 86,891 |
| 206-206.000-708.008 | RETIREE TIME PAYOUTS | | | 133,282 | 138,000 | 138,000 | 62,115 | |
| 206-206.000-708.010 | HEALTH INS BUYOUT | 21,495 | 12,000 | 13,500 | 9,000 | 9,000 | 12,000 | 12,000 |
| 206-206.000-708.200 | FIRE FIGHTER CLOTHING ALLOWAN | 5,571 | 5,400 | 5,000 | 11,700 | 11,700 | 174 | 5,600 |
| 206-206.000-708.206 | FIRE FIGHTER FOOD ALLOWANCE | 34,272 | 33,250 | 30,650 | 31,200 | 31,200 | 565 | 32,500 |
| 206-206.000-709.000 | REG OVERTIME | 89,740 | 100,191 | 138,480 | 110,000 | 110,000 | 56,139 | 85,000 |
| 206-206.000-709.001 | HOLIDAY OVERTIME | 14,685 | | 2,421 | 20,000 | 20,000 | 65 | 20,000 |
| 206-206.000-709.002 | SALARY - CONTRACTUAL OVERTIME | 125,148 | 124,783 | 116,868 | 126,364 | 126,364 | 106,813 | 130,560 |
| 206-206.000-715.000 | F.I.C.A./MEDICARE | 167,328 | 157,764 | 165,297 | 172,770 | 172,770 | 136,566 | 165,778 |
| 206-206.000-717.000 | SALARIES HOLIDAY PAY | 112,168 | 93,205 | 84,385 | 61,757 | 61,757 | 89,120 | 65,025 |
| 206-206.000-719.000 | HEALTH INSURANCE | 222,988 | 219,684 | 268,808 | 345,900 | 345,900 | 332,990 | 366,532 |
| 206-206.000-719.001 | SICK AND ACCIDENT | 349 | 298 | 298 | 298 | 298 | 299 | 401 |
| 206-206.000-719.005 | HOSPITAL PHYSICALS | 2,206 | 1,504 | 13,088 | 13,000 | 13,000 | 8,960 | 13,000 |
| 206-206.000-719.006 | FITNESS TESTING | 1,190 | | | | | | |
| 206-206.000-719.010 | HEALTH CARE TAX | 4,239 | 2,528 | 17,380 | 20,500 | 20,500 | 16,901 | 21,050 |
| 206-206.000-719.015 | DENTAL BENEFITS | 34,603 | 35,938 | 32,351 | 31,220 | 31,220 | 29,199 | 31,438 |
| 206-206.000-719.016 | VISION BENEFITS | | | | 5,172 | 5,172 | 4,115 | 5,132 |
| 206-206.000-719.020 | HEALTH CARE DEDUCTION | 58,943 | 96,872 | 79,352 | 124,285 | 124,285 | 64,614 | 124,250 |
| 206-206.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 2,200 | 2,070 | 2,084 | 2,200 | 2,200 | 1,643 | 2,500 |
| 206-206.000-720.000 | LIFE INSURANCE | 8,417 | 7,686 | 7,530 | 7,962 | 7,962 | 7,932 | 9,717 |
| 206-206.000-730.000 | POSTAGE | 441 | 510 | 341 | 600 | 600 | 194 | 500 |
| 206-206.000-741.000 | UNIFORMS - LAUNDRY & CLEANING | 13,718 | 13,946 | 13,583 | 15,000 | 15,000 | 12,001 | 15,000 |
| 206-206.000-741.001 | UNIFORMS-NEW AND BADGES | 1,730 | 1,228 | 3,662 | 5,000 | 5,000 | 2,267 | 5,000 |
| 206-206.000-742.000 | FIRE PREVENTION MATERIALS | 1,501 | 1,833 | 3,189 | 3,000 | 4,000 | | 3,500 |
| 206-206.000-757.000 | OPERATING SUPPLIES | 13,948 | 11,840 | 14,202 | 19,000 | 19,000 | 15,323 | 19,000 |
| 206-206.000-757.004 | MEDICAL SUPPLIES | 4,947 | 9,312 | 8,270 | 9,000 | 9,000 | 6,629 | 9,000 |
| 206-206.000-757.005 | FIRE INVESTIGATION | 900 | 148 | 568 | 1,000 | 1,000 | | 1,000 |
| 206-206.000-757.006 | OPERATING SUPPLIES/TOOLS | 550 | 444 | 416 | 500 | 500 | 320 | 500 |
| 206-206.000-800.001 | ADMINISTRATION FEES | 62,289 | 62,289 | 62,289 | 64,184 | 64,184 | 53,487 | 66,201 |
| 206-206.000-801.000 | PROFESSIONAL SERVICES | 8,514 | 34,030 | 43,167 | 8,000 | 28,000 | 17,530 | 20,000 |
| 206-206.000-801.005 | PROF SRVS-HAZARDOUS RESPONSE | | | 3,028 | | 7,873 | 6,003 | |
| 206-206.000-818.012 | RETIREMENT BOARD & TRUST FEES | | | | 100 | | | 100 |
| 206-206.000-857.000 | COMMUNICATIONS | 3,313 | 4,493 | 2,989 | 17,000 | 12,000 | 9,128 | 5,000 |
| 206-206.000-857.001 | COMMUNICATIONS - DISPATCH | 70,465 | 76,183 | 70,880 | 70,000 | 70,000 | 65,004 | 73,100 |

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|--------------------------------|-------------|-------------|-------------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 206-206.000-863.001 | AUTO & TRUCK MAIN STATION #1 | 23,501 | 36,164 | 81,252 | 45,000 | 60,000 | 55,512 | 20,000 |
| 206-206.000-863.003 | AUTO & TRUCK MAIN STATION #3 | 8,708 | 10,665 | 33,810 | 15,000 | 17,000 | 14,428 | 5,000 |
| 206-206.000-863.004 | AUTO & TRUCK MAIN STATION #4 | 13,742 | 6,796 | 33,153 | 15,000 | 23,000 | 21,929 | 5,000 |
| 206-206.000-867.000 | GAS & OIL | 38,658 | 42,744 | 40,950 | 42,000 | 34,000 | 20,350 | 40,000 |
| 206-206.000-876.000 | RETIREMENT/MERS | 4,670 | 5,681 | 7,611 | 8,449 | 8,449 | 7,662 | 8,321 |
| 206-206.000-876.100 | RETIREMENT HEALTH CARE SAVINGS | | | 950 | 5,200 | 5,200 | 3,600 | 6,100 |
| 206-206.000-900.000 | PUBLISHING | 115 | 1,186 | 959 | 1,000 | 1,000 | 87 | 1,000 |
| 206-206.000-913.000 | INSURANCE & BONDS FLEET | 36,632 | 32,225 | 31,152 | 35,537 | 35,537 | 28,020 | 35,599 |
| 206-206.000-917.000 | WORKERS COMPENSATION INSURANC | 88,676 | 82,584 | 76,065 | 81,730 | 81,730 | 67,017 | 92,279 |
| 206-206.000-920.004 | UTILITIES HEAT | 11,495 | 11,464 | 17,787 | 20,000 | 20,000 | 14,246 | 20,000 |
| 206-206.000-920.005 | UTILITIES LIGHT | 24,314 | 24,264 | 22,438 | 20,000 | 20,000 | 19,256 | 20,000 |
| 206-206.000-920.006 | UTILITIES TELEPHONE | 46,291 | 14,017 | 16,827 | 20,000 | 20,000 | 13,544 | 17,000 |
| 206-206.000-920.007 | UTILITIES WATER AND SEWER | 3,728 | 3,354 | 3,863 | 3,500 | 3,500 | 3,417 | 3,500 |
| 206-206.000-931.005 | BLDG MAINTENANCE STATION #1 | 7,157 | 8,536 | 9,495 | 12,000 | 12,000 | 6,922 | 8,000 |
| 206-206.000-931.007 | BLDG MAINTENANCE STATION #3 | 3,452 | 4,241 | 1,817 | 8,000 | 6,000 | 2,491 | 4,000 |
| 206-206.000-931.008 | BLDG MAINTENANCE STATION #4 | 6,438 | 7,385 | 5,673 | 8,000 | 8,000 | 4,511 | 4,000 |
| 206-206.000-933.000 | EQUIPMENT MAINTENANCE | 8,825 | 5,269 | 2,533 | 4,500 | 4,500 | 1,825 | 3,000 |
| 206-206.000-933.001 | MAINTENANCE CONTRACTS | 4,179 | 5,348 | 11,581 | 12,000 | 12,000 | 7,694 | 12,000 |
| 206-206.000-944.000 | FIRE HYDRANT CHARGE | | | 2,409 | 2,700 | 2,700 | | 2,700 |
| 206-206.000-956.000 | MISCELLANEOUS | | | | 500 | 500 | | 500 |
| 206-206.000-956.010 | TAX REFUND EXPENSE | 113,871 | 41,699 | | 5,000 | 5,000 | 14 | 1,000 |
| 206-206.000-958.000 | MEMBERSHIP AND DUES | 3,123 | 3,567 | 2,269 | 5,000 | 5,000 | 3,540 | 5,000 |
| 206-206.000-960.000 | EDUCATION AND TRAINING | 3,755 | 6,498 | 6,772 | 15,000 | 15,000 | 14,001 | 10,000 |
| NET OF REVENUES/APPROPRIATIONS - 206.000-FIRE | | (3,334,283) | (3,188,185) | (3,408,276) | (3,576,520) | (3,600,393) | (2,914,733) | (3,565,669) |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 220.000-CIVIL SERVICE COMMISSION | | | | | | | | |
| 206-220.000-704.000 | APPOINTED OFFICIALS | 470 | 425 | 585 | 2,500 | 2,500 | 895 | 2,500 |
| 206-220.000-706.000 | SALARY - PERMANENT WAGES | 225 | 180 | 270 | 400 | 400 | 405 | 400 |
| 206-220.000-715.000 | F.I.C.A./MEDICARE | 24 | 20 | 29 | 50 | 50 | 44 | 50 |
| 206-220.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 6 | 6 | 8 | 30 | 30 | 12 | 30 |
| 206-220.000-801.000 | PROFESSIONAL SERVICES | 6,271 | 6,255 | 9,583 | 10,000 | 13,600 | 13,551 | 10,000 |
| 206-220.000-876.000 | RETIREMENT/MERS | 24 | 23 | 40 | 40 | 40 | 59 | 40 |
| 206-220.000-900.000 | PUBLISHING | | | | 1,500 | 1,500 | 533 | 1,500 |
| NET OF REVENUES/APPROPRIATIONS - 220.000-CIVIL SERVICE COMMISS | | (7,020) | (6,909) | (10,515) | (14,520) | (18,120) | (15,499) | (14,520) |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 852.000-PENSION & INSURANCE | | | | | | | | |
| 206-852.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 839,610 | 684,431 | 487,768 | 590,744 | 590,744 | 590,744 | 335,148 |
| 206-852.000-876.004 | RETIREMENT-FIRE DEPT | 472,337 | 687,878 | 750,163 | 737,867 | 737,867 | 737,867 | 789,018 |
| 206-852.000-956.014 | TAX REFUNDS/FIRE PENSION | 15,830 | 6,662 | | 1,000 | 1,000 | | |
| NET OF REVENUES/APPROPRIATIONS - 852.000-PENSION & INSURANCE | | (1,327,777) | (1,378,971) | (1,237,931) | (1,329,611) | (1,329,611) | (1,328,611) | (1,124,166) |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 970.000-CAPITAL OUTLAY | | | | | | | | |
| 206-970.000-971.008 | CAPTL OUTLAY -IMPROVEMENT | | | | 65,000 | 65,000 | 57,680 | |
| 206-970.000-979.000 | CAPITAL OUTLAY FIRE APPARATUS | | | | 65,000 | 50,000 | 47,990 | |
| 206-970.000-979.001 | PROTECTIVE EQUIPMENT | 3,114 | 27,969 | 9,655 | 10,000 | 10,000 | 2,229 | |
| 206-970.000-979.002 | GENERAL FIRE/RESCUE EQUIP | 560 | 65,057 | 7,288 | 10,000 | 10,000 | 3,124 | |
| 206-970.000-980.001 | COMPUTER/COMM/FURNISHING | | 8,392 | 2,600 | 20,000 | 16,400 | 14,943 | |
| 206-970.000-991.013 | DEBT SERVICE APPARATUS | | | | 58,460 | 58,460 | | 58,460 |
| NET OF REVENUES/APPROPRIATIONS - 970.000-CAPITAL OUTLAY | | (3,674) | (101,418) | (19,543) | (228,460) | (209,860) | (125,966) | (58,460) |
| ESTIMATED REVENUES - FUND 206 | | 3,920,760 | 3,850,427 | 4,632,460 | 5,149,111 | 5,157,984 | 4,583,613 | 4,762,815 |
| APPROPRIATIONS - FUND 206 | | 4,672,754 | 4,675,483 | 4,676,265 | 5,149,111 | 5,157,984 | 4,384,809 | 4,762,815 |
| NET OF REVENUES/APPROPRIATIONS - FUND 206 | | (751,994) | (825,056) | (43,805) | | | 198,804 | |

Fund 208 - Parks

Revenues

| Line Item | Explanation |
|--|---|
| 208-000-000-651-000 – Charge Services-Handball Court | Funds are generated by the rental of the racquetball/wallyball courts located in the Community Center. \$7,200 is the anticipated revenue for 2015. |
| | |

Expenditures

| Line Item | Explanation |
|--|--|
| 208-208-000-703-000 – Salaries-Elected Officials | Per diem compensation for the nine elected Park Commissioners at \$50 each. 14 meetings have been budgeted for 2016. |
| 208-208-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 208-208-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 208-208-000-958-000 – Membership and Dues | Covers the annual membership with the Michigan Recreation & Park Association. There is no change for 2016. |
| 208-208-000-960-000 – Education and Training | Covers the expense of conferences and workshops. There is no change for 2016. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 208 - PARKS FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 208-000.000-651.000 | CHARGE-SERVICES HANDBALL COUR | 7,382 | 6,884 | 7,016 | 7,300 | 7,300 | 5,902 | 7,200 |
| 208-000.000-664.001 | INTEREST EARNED | 16 | 4 | 3 | | | 1 | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 7,398 | 6,888 | 7,019 | 7,300 | 7,300 | 5,903 | 7,200 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 208.000-PARKS | | | | | | | | |
| 208-208.000-703.000 | SALARIES - ELECTED OFFICIALS | 4,400 | 5,450 | 3,700 | 6,300 | 6,300 | 3,150 | 6,300 |
| 208-208.000-715.000 | F.I.C.A./MEDICARE | 82 | 79 | 54 | 92 | 92 | 46 | 91 |
| 208-208.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 53 | 71 | 48 | 82 | 82 | 41 | 82 |
| 208-208.000-801.000 | PROFESSIONAL SERVICES | 5,939 | 8,786 | 480 | | | | |
| 208-208.000-956.012 | HAND BALL COURT EXPENSES | | | | 126 | 126 | | |
| 208-208.000-958.000 | MEMBERSHIP AND DUES | 500 | 500 | 500 | 500 | 500 | 500 | 500 |
| 208-208.000-960.000 | EDUCATION AND TRAINING | | 152 | | 200 | 200 | | 200 |
| NET OF REVENUES/APPROPRIATIONS - 208.000-PARKS | | (10,974) | (15,038) | (4,782) | (7,300) | (7,300) | (3,737) | (7,173) |
| ESTIMATED REVENUES - FUND 208 | | 7,398 | 6,888 | 7,019 | 7,300 | 7,300 | 5,903 | 7,200 |
| APPROPRIATIONS - FUND 208 | | 10,974 | 15,038 | 4,782 | 7,300 | 7,300 | 3,737 | 7,173 |
| NET OF REVENUES/APPROPRIATIONS - FUND 208 | | (3,576) | (8,150) | 2,237 | | | 2,166 | 27 |

Fund 212 – BSR II

Revenues

| Line Item | Explanation |
|---|--|
| 212-000-000-403-000 – Current Property Taxes | This line item reflects revenues from property taxes, based on values and millage rates. |
| 212-000-000-476-489 – Non Bus. Lic. Bicycle Paths | When building permits are issued, a fee is charged for bicycle paths, based on the property frontage. This line item reflects estimated revenues received for these fees. |
| 212-000-000-540-000 – County Grants | This line item reflects grants received. Wayfinding signage of \$10,000 is budgeted for 2016 and we are required to match 20%. The expense is budgeted in 212-970-000-818-007. |
| 212-000-000-697-000 – Transfer In:General Fund | This line item reflects a transfer from the General Fund to cover a portion of the cost of the Township's road bond. The total bond payment for 2016 is \$600,000. |
| 212-000-000-699-000 – Appropriated Prior Year Balance | This reflects the amount needed from Fund Balance. |

Expenditures

| Line Item | Explanation |
|--|---|
| 212-212-000-730-000 - Postage | In the past, this line item has been used for half of the postage costs for the Helpful Handbook mailing. It is recommended that in 2016, the entire amount be taken from Fund 226 – Environmental Services. |
| 212-212-000-801-000 – Professional Services | In the past, this line item has been used for engineering expenses for bike paths, park inspections, etc. It is recommended that this line item remain at \$10,000 in 2016. |
| 212-212-000-818-006 – Highways & Streets Maintenance | This line item is used for dust control, street sweeping and limestone lifting on Township roads. It is recommended that it remain at \$40,000 for 2016. |
| 212-212-000-900-000 – Publishing | In the past, this line item has been used for publishing costs of the Helpful Handbook. It is recommended that in 2016, the entire amount be taken from Fund 226 – Environmental Services. |
| 212-212-000-931-004 – Repairs & Maintenance-Parks | This line item is used for repairs and maintenance in our parks. We are recommending that it remain at \$30,000 in 2016. |
| 212-212-000-931-775 – Repairs – Ford Lake Parks | This line item is used for repairs and maintenance in the Ford Lake Park system. We are recommending that it remain at \$30,000 in 2016. |
| 212-212-000-956-010 – Tax Refund Expense | This line item reflects expenses incurred to refund property taxes due to tax appeals and negotiated appraisal settlements. It was recommended by our Accounting Director that it remain at \$2,000 for 2016. |
| | |

| Line Item | Explanation |
|--|---|
| 212-212-000-968-230 – Transfer To: Recreation Fund | This line item reflects transfers made to the Recreation Fund for operational expenses. Based on their proposed budget, \$580,415 has been budgeted for 2016. |
| | |
| 212-212-000-969-584 – Contribution to Golf Course | This line item reflects funds transferred to the Golf Course. Based on their proposed budget, it is recommended that \$109,071 be budgeted for 2016. |

| Line Item | Explanation |
|---|--|
| 212-970-000-818-007 – Highway & Streets Signs | This line item reflects expenses for a Wayfinding signage grant. We are expected to receive \$10,000 and we are required to match 20%. Therefore, \$12,000 is budgeted for 2016. |
| | |
| 212-970-000-997-002 – Capital Outlay/Sidewalk | This line item reflects expenses for sidewalk repairs. It is recommended that it remain at \$11,000 for 2016. |
| | |

| Line Item | Explanation |
|--|---|
| 212-991-000-991-001 – Debt Service-Highways & Streets | This line item reflects the principal payment for our road bonds. \$600,000 has been budgeted for 2016. |
| | |
| 212-991-000-991-002 – Debt Svc Interest-Highways&Streets | The cost for debt service interest on our road bond. It was recommended by our Accounting Director that \$102,250 be budgeted for 2016. |
| | |

11/30/15

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 212 - BIKE, SIDEWALK, REC, ROADS, GF | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 212-000.000-403.000 | CURRENT PROPERTY TAXES | 1,217,032 | 1,141,834 | 1,110,822 | 1,111,075 | 1,111,075 | 1,109,254 | 1,130,798 |
| 212-000.000-403.002 | CUR PROPERTY TAX ADJUSTMENTS | (1,377) | (44,425) | 7,768 | | | | |
| 212-000.000-417.000 | DELINQUENT PERS.PROPERTY TAXE | | 1,229 | 1,416 | | | | |
| 212-000.000-476.489 | NON BUS. LIC. BICYCLE PATHS | 2,799 | 7,396 | 7,572 | 3,000 | 3,000 | 5,308 | 3,000 |
| 212-000.000-531.000 | COMMUNITY DEV BLOCK GRANT CDB | 209,950 | | 154,193 | 123,000 | 123,000 | 30,839 | |
| 212-000.000-540.000 | COUNTY GRANT | 100,000 | | 325,000 | | | | 10,000 |
| 212-000.000-569.023 | STATE GRANT - DNR | | | 485,605 | | 14,395 | (195,718) | |
| 212-000.000-664.001 | INTEREST EARNED | 1,210 | 495 | 298 | | | 57 | |
| 212-000.000-675.000 | CONTRIBUTIONS & DONATIONS | 53,568 | 80,156 | 450,000 | | 150,000 | 150,000 | |
| 212-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | | 53,000 | | | | | |
| 212-000.000-694.004 | MISC REVENUE - INSURANCE REIM | | | 12,120 | | | | |
| 212-000.000-697.000 | TRANSFER IN: GENERAL FUND | | 363,350 | 354,000 | 250,000 | 250,000 | 250,000 | 345,000 |
| 212-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 171,054 | 219,459 | | 37,938 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 1,583,182 | 1,603,035 | 2,908,794 | 1,658,129 | 1,870,929 | 1,349,740 | 1,526,736 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 212.000-BIKE,SIDEWALK,ROAD,REC & GF | | | | | | | | |
| 212-212.000-730.000 | POSTAGE | 1,600 | 1,750 | 3,100 | 5,500 | 5,500 | 2,968 | |
| 212-212.000-801.000 | PROFESSIONAL SERVICES | 17,725 | 460 | | 10,000 | 10,000 | 6,543 | 10,000 |
| 212-212.000-818.006 | HIGHWAYS & STREETS MAINTENANC | 70,216 | 19,089 | 38,609 | 40,000 | 40,000 | 5,365 | 40,000 |
| 212-212.000-900.000 | PUBLISHING | 8,750 | 9,003 | 7,337 | 10,000 | 10,000 | 7,788 | |
| 212-212.000-931.004 | REPAIRS & MAINTENANCE - PARKS | | | 31,777 | 30,000 | 30,000 | 4,620 | 30,000 |
| 212-212.000-931.775 | REPAIRS - FORD LAKE PARKS | | | | 30,000 | 30,000 | 7,998 | 30,000 |
| 212-212.000-956.010 | TAX REFUND EXPENSE | 40,877 | 14,980 | | 2,000 | 2,000 | 3 | 2,000 |
| 212-212.000-968.230 | TRANSFER TO: RECREATION FUND | 426,741 | 473,331 | 500,000 | 587,417 | 587,417 | 500,000 | 580,415 |
| 212-212.000-969.584 | CONTRIBUTION TO GOLF COURSE | 49,793 | 46,800 | 27,786 | 106,712 | 106,712 | | 109,071 |
| 212-212.000-977.000 | EQUIPMENT | | | 263,867 | | | | |
| NET OF REVENUES/APPROPRIATIONS - 212.000-BIKE,SIDEWALK,ROAD,RI | | (615,702) | (565,413) | (872,476) | (821,629) | (821,629) | (535,285) | (801,486) |

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 970.000-CAPITAL OUTLAY | | | | | | | | |
| 212-970.000-818.007 | HIGHWAYS & STREETS SIGNS | | | | | | | 12,000 |
| 212-970.000-818.022 | HIGHWAY & ST-ROAD CONSTRUCTIO | 209,949 | | 154,193 | 123,000 | 113,000 | | |
| 212-970.000-974.036 | LAKESIDE PARK LANDSCAPE & SITE FURN | | | | | 48,405 | 46,757 | |
| 212-970.000-974.037 | LAKESIDE PARK GRANT PROJECT | 53,568 | 364,774 | 650,987 | | 164,395 | 76,711 | |
| 212-970.000-975.535 | CAP OUTLAY/COMM CTR BLDG IMPR | 37,960 | | | | | | |
| 212-970.000-975.794 | PARK IMPROVEMNTS - SIGNS | | 3,931 | | | | | |
| 212-970.000-975.795 | PARK IMPROVEMENTS | | 62,125 | 15,783 | | | | |
| 212-970.000-997.000 | CAPITOL OUTLAY/BIKE PATHS | 115,199 | | 432,127 | | | | |
| 212-970.000-997.001 | CAPITAL OUTLAY/RECREATION | 120,659 | 22,275 | | | | | |
| 212-970.000-997.002 | CAPITAL OUTLAY/SIDEWALK | 134,322 | 5,205 | 8,285 | 11,000 | 21,000 | 18,160 | 11,000 |
| 212-970.000-997.007 | CAPITAL OUTLAY - PATHWAY | | | 669,769 | | | | |
| NET OF REVENUES/APPROPRIATIONS - 970.000-CAPITAL OUTLAY | | (671,657) | (458,310) | (1,931,144) | (134,000) | (346,800) | (141,628) | (23,000) |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 991.000-DEBT SERVICES | | | | | | | | |
| 212-991.000-991.001 | DEBT SERVICE HIGHWAYS & STREE | 300,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| 212-991.000-991.002 | DEBT SRVC INTEREST-HGHWYS/STS | 13,625 | 11,652 | 108,250 | 102,000 | 102,000 | 102,250 | 102,250 |
| 212-991.000-991.023 | BOND COST OF ISSUANCE | | 125 | | 500 | 500 | | |
| NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES | | (313,625) | (611,777) | (708,250) | (702,500) | (702,500) | (702,250) | (702,250) |
| ESTIMATED REVENUES - FUND 212 | | 1,583,182 | 1,603,035 | 2,908,794 | 1,658,129 | 1,870,929 | 1,349,740 | 1,526,736 |
| APPROPRIATIONS - FUND 212 | | 1,600,984 | 1,635,500 | 3,511,870 | 1,658,129 | 1,870,929 | 1,379,163 | 1,526,736 |
| NET OF REVENUES/APPROPRIATIONS - FUND 212 | | (17,802) | (32,465) | (603,076) | | | (29,423) | |

Fund 226 – Environmental Services

Revenues

| Line Item | Explanation |
|---|--|
| 226-000-000-403-000 – Current Property Taxes | This line item reflects the revenues received from property taxes. |
| 226-000-000-642-000 – Sale of Yard Waste Bags & Bins | This line item reflects revenue from the sale of recycling bins. Based on revenue generated to date in 2015, it has been reduced to \$1,500 for 2016. |
| 226-000-000-642-001 – Sale of Trash Pickup Stickers | This line item reflects revenue from the sale of trash stickers. We are recommending that the price of trash stickers be increased to \$2.00 each (an increase of \$.50) in 2016. It is requested that \$6,800 be budgeted to reflect this increase. |
| 226-000-000-642-002 – Sale of White Good Stickers | We no longer sell these. With the new contract, residents now schedule them directly through Waste Management. |
| 226-000-000-642-003 – Sale of Freon Stickers | We no longer sell these. With the new contract, residents now schedule them directly through Waste Management. |
| 226-000-000-664-001 – Interest Earned | This line item reflects interest earned on funds deposited at various banks. This number was provided by the Accounting Director. |
| 226-000-000-699-000 – Appropriated Prior Year Balance | This line item is being used for operating expenses in 2016. |

Expenditures

| Line Item | Explanation |
|--|--|
| 226-226-000-705-000 – Salary-Supervision | This line item reflects ½ the salaries of the Residential Services Director and Public Services Superintendent. The other 50% of the Director’s salary is budgeted in 101-762-000-705-000 and the Superintendent’s is budgeted in 101.774.000.705.000. This draft budget includes a 1.5% increase (the same as Teamsters and AFSCME employees). This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted for 2016. |
| 226-226-000-706-000 – Salary-Permanent Wages | This line item is for the wages of 50% of a full-time employee (chipping), 75% of 2 full-time Floater II/Clerk III positions & 50% of the mechanic/equipment operator position. A 1.5% increase is budgeted for 2016, per the AFSCME contract. Due to the way our payroll weeks fall, an additional week of pay is budgeted for 2016. |
| 226-226-000-706-050 – Year End Odd Day Accrual | This is a new line item for 2016 and will be used to reflect the three days of year end payroll accrual for the Environmental Services Fund. |
| 226-226-000-707-000 – Salary-Temporary/Seasonal | This line item is used for seasonal employees who work on the chipper trucks. It is recommended that it remain at \$25,000 in 2016. |
| 226-226-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |

| Line Item | Explanation |
|---|--|
| 226-226-000-708-009 – Auto Allowance | This line item is used for 50% of the auto allowance for the RSD Director. The other 50% is budgeted in line item 101.762.000.708.009. |
| 226-226-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. Two employees in this department (75% of one and 50% of the other) receive the buyout. Therefore, \$3,750 was budgeted in this line item for 2016. |
| 226-226-000-709-000 – Regular Overtime | This line item is used for overtime received for the chipping crew, the mechanic and the Floater II/Clerk III's. Based on what was spent to date in 2015, it is recommended that it be reduced to \$3,000 for 2016. We especially use this if we are hit by a storm. |
| 226-226-000-715-000 – FICA/Medicare | Figures were provided by the Accounting Director. |
| 226-226-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 226-226-000-719-001 – Sick & Accident | Figures provided by Human Resources. |
| 226-226-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| 226-226-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |

| Line Item | Explanation |
|--|---|
| 226-226-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$9,406 for 2016. |
| 226-226-000-719-021 – Admin Fee – Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. \$225 is budgeted for 2016. |
| 226-226-000-720-000 – Life Insurance | Figures provided by Human Resources. |
| 226-226-000-723-000 – Deferred Compensation Employer | Figures were provided by the Accounting Director. |
| 226-226-000-724-001 – Unemployment Expense | This line item covers the cost of unemployment. We are increasing this to \$2,000. |
| 226-226-000-726-000 – Recycle Bins – New Homeowner | This line item is used to purchase recycling bins. New homeowners continue to get 1 free bin. |
| 226-226-000-726-001 – Stickers for Trash Pick Up | This line item is used to purchase trash stickers @\$1.50 each. It is recommended that it remain at \$2,000 for 2016. |
| 226-226-000-726-002 – Stickers for White Goods Pick Up | Due to the new Waste Management contract approved last year, we no longer purchase these stickers. Residents now contact WM directly for them. |
| 226-226-000-726-003 – Stickers for Freon White Goods | Due to the new Waste Management contract approved last year, we no longer purchase these stickers. Residents now contact WM directly for them. |

| Line Item | Explanation |
|--|---|
| 226-226-000-727-000 – Office Supplies | This line item is used to purchase office supplies for the department. It is recommended that it remain at \$1,000 in 2016. |
| 226-226-000-730-000 - Postage | This line item is used for the costs associated with the annual mailing of magnets and garbage & recycling information in the Helpful Handbook. |
| 226-226-000-741-000 – Boot Reimb & Uniforms Purchase | This line item is used for boot allowance per contract & this year, we need to purchase new uniforms as it has been over 3 years and shirts for clerical staff for casual Friday. It is recommended that \$2,500 be budgeted in 2016. |
| 226-226-000-757-000 – Operating Supplies | This covers the cost of safety equipment used for chipping & we have set it at \$800. |
| 226-226-000-776-000 – Maintenance Supplies | This line item covers the cost of items to repair the chippers, and to cover unexpected expenses to keep the chipping operation running. |
| 226-226-000-800-001 – Administration Fees | This line item reflects fees allocated for use of floor space and associated employee resources at the Civic Center. Figures were provided by the Accounting Director. |
| 226-226-000-804-000 – Contractual/Rolloff Disposal | This line item covers the cost of the trash dumpsters at the Civic Center, Ford Lake Park and the Community Center. |
| | |

| Line Item | Explanation |
|--|---|
| 226-226-000-804-001 – Contractual/Rubbish Pick Up | This line item covers the per resident fee paid to Waste Management for curbside pickup. In 2016, it will be \$6.45, an increase of \$.08 as negotiated. The amount budgeted also includes our double up week charges and education program. |
| 226-226-000-804-003 – Contractual/Yard Waste Pick Up | This line item covers the per resident fee paid to Waste Management for yard waste pick up. The fee for 2016 will be \$1.95, an increase of \$.02 as negotiated. |
| 226-226-000-804-004 – Twp Disposal Fee | This line item is used to pay the dumping fees to the Compost Site for the amount that would normally be charged to anyone for dumping yard waste, wood chips and brush. This represents the dumping from Township residents, Waste Management, the chipping crew and park maintenance. WM is included as they would have to pay to dump elsewhere and bill us back. We propose an increase of \$10,000 for 2016. |
| 226-226-000-804-006 – Recycling Disposal | This line item covers the cost of hauling recycling containers from the Compost Site to Great Lakes. |
| 226-226-000-804-007 – Recycling Pick Up Curbside | This line item covers the per resident fee paid to Waste Management for recycling pick up. The rate for 2016 is \$1.89. |
| 226-226-000-804-008 – Curbside Recycling Disposal | This line item covers the per ton fee paid for (or received from) materials hauled from residents. The market constantly changes. |
| 226-226-000-818-017 – Tire Shredding/Contract Services | We are seeing an increase in illegally dumped tires. We pick them up and recycle in Ann Arbor. We are requesting that \$1,500 be budgeted in 2016. |

| Line Item | Explanation |
|--|---|
| 226-226-000-867-000 – Gas & Oil | This line item reflects the fuel used by our chipper trucks. Based on what has been spent to date in 2015, it is recommended that \$12,000 be budgeted in 2016. |
| 226-226-000-867-200 – Gas & Oil - YCUA | This line item is used to pay for the fuel used by our Equipment at the YCUA facility. It is recommended that \$1,000 be budgeted in 2016. |
| 226-226-000-867-300 – Fuel Surcharge-Curbside | This is for the contractual charge to us from Waste Management for rising fuel costs. I am proposing we reduce this as diesel fuel costs have gone down. |
| 226-226-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |
| 226-226-000-876-003 – OPEB Funding-Retiree Health | Figures provided by the Accounting Director. |
| 226-226-000-900-000 - Publishing | This line item covers the printing costs for magnets & information packets sent to residents. |
| 226-226-000-913-000 – Insurance & Bonds Fleet | Figures provided by the Accounting Director. |
| 226-226-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| 226-226-000-920-005 – Utilities-Light | This line item covers the cost of electric service at Ford Lake Park. |
| 226-226-000-920-009 – Utilities Maintenance Heating | This line item covers the cost of gas service at Ford Lake Park. |

| Line Item | Explanation |
|---|--|
| 226-226-000-933-000 – Equipment Maintenance | This line item covers the cost of repairing the chippers. |
| 226-226-000-939-000 – Auto Maintenance | This line item covers the cost of the annual inspection and fees for the trucks & chipping vehicles. |
| 226-226-000-943-000 – Motorpool Lease/Maintenance | This line item covers the motorpool charges. Based on what has been spent to date in 2015, it is recommended that \$4,000 be budgeted in 2016. |
| 226-226-000-956-000 - Miscellaneous | This line item is used for random drug screenings, medical cards, Class A driver's licenses and other small items. |
| 226-226-000-956-010 – Tax Refund Expense | Figures provided by the Accounting Director. |
| 226-226-000-960-000 – Education and Training | This line item covers the cost of educational material distribution. |

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 226 - ENVIRONMENTAL SERVICES FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 226-000.000-403.000 | CURRENT PROPERTY TAXES | 2,032,622 | 1,907,030 | 2,378,670 | 2,380,323 | 2,380,323 | 2,375,313 | 2,422,577 |
| 226-000.000-403.002 | CUR PROPERTY TAX ADJUSTMENTS | (2,300) | (79,982) | 13,578 | | | | |
| 226-000.000-417.000 | DELINQUENT PERS.PROPERTY TAXE | | 2,041 | 3,027 | | | | |
| 226-000.000-642.000 | SALE OF RECYCLING BINS | 2,135 | 1,800 | 1,971 | 2,200 | 2,200 | 1,122 | 1,500 |
| 226-000.000-642.001 | SALE OF TRASH PICKUP STICKERS | 4,884 | 4,825 | 5,902 | 5,000 | 5,000 | 6,666 | 6,800 |
| 226-000.000-642.002 | SALE OF WHITE GOOD STICKERS | 900 | 890 | 1,260 | 1,000 | 1,000 | 150 | |
| 226-000.000-642.003 | SALE OF FREON STICKERS | 300 | 135 | 300 | 250 | 250 | | |
| 226-000.000-664.001 | INTEREST EARNED | 7,057 | 5,219 | 1,991 | 2,000 | 2,000 | 1,548 | 1,000 |
| 226-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 2,622 | 1,714 | 1,210 | | | 1,281 | |
| 226-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 49,483 | 51,012 | | 169,459 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 2,048,220 | 1,843,672 | 2,407,909 | 2,440,256 | 2,441,785 | 2,386,080 | 2,601,336 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|----------------------------|--------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 226.000-ENVIRONMENTAL | | | | | | | | |
| 226-226.000-704.000 | APPOINTED OFFICIALS | 3,550 | 1,950 | 300 | | | | |
| 226-226.000-705.000 | SALARY - SUPERVISION | 67,077 | 66,434 | 67,819 | 72,184 | 72,184 | 63,678 | 73,284 |
| 226-226.000-706.000 | SALARY - PERMANENT WAGES | 162,730 | 134,292 | 117,113 | 117,963 | 117,963 | 102,832 | 120,469 |
| 226-226.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 2,178 |
| 226-226.000-707.000 | SALARY - TEMPORARY/SEASONAL | 18,816 | 26,865 | 20,151 | 25,000 | 25,000 | 26,112 | 25,000 |
| 226-226.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 6,865 | 11,161 | 1,806 | 2,878 | 4,407 | 2,554 | 2,904 |
| 226-226.000-708.009 | AUTO ALLOWANCE | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 2,750 | 3,000 |
| 226-226.000-708.010 | HEALTH INS BUYOUT | 2,250 | 3,758 | 3,750 | 3,750 | 3,750 | 1,875 | 3,750 |
| 226-226.000-709.000 | REG OVERTIME | 3,645 | 652 | 543 | 3,500 | 3,500 | 752 | 3,000 |
| 226-226.000-715.000 | F.I.C.A./MEDICARE | 17,997 | 16,109 | 14,363 | 15,623 | 15,623 | 13,893 | 16,369 |
| 226-226.000-719.000 | HEALTH INSURANCE | 40,044 | 25,264 | 18,130 | 25,121 | 25,121 | 26,163 | 26,403 |
| 226-226.000-719.001 | SICK AND ACCIDENT | 1,706 | 1,340 | 981 | 1,078 | 1,078 | 1,034 | 1,294 |
| 226-226.000-719.015 | DENTAL BENEFITS | 6,016 | 4,824 | 2,942 | 2,725 | 2,725 | 2,598 | 2,725 |
| 226-226.000-719.016 | VISION BENEFITS | | | | 525 | 525 | 424 | 529 |
| 226-226.000-719.020 | HEALTH CARE DEDUCTION | 12,647 | 10,039 | 6,950 | 9,406 | 9,406 | 5,590 | 9,406 |
| 226-226.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 425 | 274 | 187 | 300 | 300 | 156 | 225 |
| 226-226.000-720.000 | LIFE INSURANCE | 774 | 649 | 474 | 521 | 521 | 503 | 693 |
| 226-226.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 292 | 645 | 369 | 304 | 304 | 345 | 370 |
| 226-226.000-724.001 | UNEMPLOYMENT EXPENSE | | | | 1,000 | 1,000 | | 2,000 |
| 226-226.000-726.000 | RECYCLE BINS NEW HOMEOWNERS | 1,905 | 4,175 | 4,970 | 5,000 | 5,000 | 2,828 | 5,000 |
| 226-226.000-726.001 | STICKERS FOR TRASH PICK-UP | | | 2,201 | 2,000 | 2,000 | | 2,000 |
| 226-226.000-726.002 | STICKERS WHITE GOODS PICKUP | | | | 1,000 | | | |
| 226-226.000-726.003 | STICKERS FOR FREON WHITEGOODS | | | 356 | 700 | 700 | | |
| 226-226.000-727.000 | OFFICE SUPPLIES | 572 | 684 | 611 | 1,000 | 850 | 704 | 1,000 |
| 226-226.000-730.000 | POSTAGE | 1,743 | 2,968 | 7,486 | 8,000 | 8,000 | 3,834 | 10,500 |
| 226-226.000-741.000 | BOOT REIMB & UNIFORMS PURCHASE | 927 | 790 | 394 | | 150 | 150 | 2,500 |
| 226-226.000-757.000 | OPERATING SUPPLIES | 832 | 425 | 352 | 800 | 800 | | 800 |
| 226-226.000-776.000 | MAINTENANCE SUPPLIES | 34 | 101 | 273 | 400 | 400 | | 400 |
| 226-226.000-800.001 | ADMINISTRATION FEES | 12,424 | 12,424 | 12,424 | 12,824 | 12,824 | 10,687 | 13,810 |
| 226-226.000-804.000 | CONTRACTUAL/ROLLOFF DISPOSAL | 15,960 | 17,064 | 16,350 | 14,000 | 14,000 | 13,287 | 15,000 |
| 226-226.000-804.001 | CONTRACTUAL/RUBBISH PICKUP | 1,240,925 | 1,286,703 | 1,256,214 | 1,117,776 | 1,117,776 | 972,852 | 1,175,000 |
| 226-226.000-804.003 | CONTRACTUAL/YARDWASTE PICKUP | 313,597 | 321,747 | 330,336 | 330,000 | 330,000 | 280,443 | 340,750 |
| 226-226.000-804.004 | TWP DISPOSAL FEE | 146,600 | 169,979 | 182,842 | 145,000 | 145,000 | 139,775 | 155,000 |
| 226-226.000-804.006 | RECYCLING DISPOSAL | 15,762 | 16,424 | 18,870 | 16,000 | 16,000 | 14,802 | 19,000 |
| 226-226.000-804.007 | RECYCLING PICK-UP CURBSIDE | 277,146 | 309,326 | 339,795 | 310,000 | 270,000 | 248,888 | 336,200 |
| 226-226.000-804.008 | CURBSIDE RECYCLING DISPOSAL | | | | 500 | 40,500 | 33,824 | 48,000 |
| 226-226.000-818.017 | SHERDDING - TIRES & PAPER | 595 | 1,145 | 782 | 1,400 | 2,400 | 998 | 1,500 |
| 226-226.000-850.000 | TELEPHONE | 219 | | | 200 | 200 | | |
| 226-226.000-867.000 | GAS & OIL | 14,498 | 19,080 | 13,023 | 14,000 | 14,000 | 9,068 | 12,000 |
| 226-226.000-867.200 | GAS & OIL - YCUA | 954 | 2,275 | 382 | 1,000 | 1,000 | | 1,000 |
| 226-226.000-867.300 | FUEL SURCHARGE-CURBSIDE | 73,856 | 70,464 | 64,017 | 80,000 | 80,000 | 11,916 | 70,000 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-------------|-------------|-------------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 226-226.000-876.000 | RETIREMENT/MERS | 23,832 | 24,854 | 25,117 | 26,153 | 26,153 | 22,742 | 22,880 |
| 226-226.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 16,414 | 27,956 | 15,007 | 13,797 | 13,797 | 13,797 | 13,748 |
| 226-226.000-900.000 | PUBLISHING | 11,423 | 9,438 | 9,452 | 13,000 | 13,000 | 8,250 | 23,000 |
| 226-226.000-913.000 | INSURANCE & BONDS FLEET | 5,598 | 4,924 | 4,761 | 6,211 | 6,211 | 5,104 | 6,592 |
| 226-226.000-917.000 | WORKERS COMPENSATION INSURANC | 5,964 | 6,483 | 6,309 | 6,517 | 6,517 | 5,515 | 7,157 |
| 226-226.000-920.005 | UTILITIES LIGHT | 2,241 | 2,033 | 1,939 | 2,000 | 2,000 | 1,127 | 2,000 |
| 226-226.000-920.009 | UTILITIES MAINTENANCE HEATING | 1,502 | 2,125 | 774 | 3,000 | 3,000 | 1,206 | 3,000 |
| 226-226.000-933.000 | EQUIPMENT MAINTENANCE | 6,323 | 5,226 | 3,945 | 6,000 | 6,000 | 1,330 | 6,000 |
| 226-226.000-939.000 | AUTO MAINTENANCE | 6,191 | 3,103 | 3,106 | 5,000 | 5,000 | 4,249 | 5,000 |
| 226-226.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 7,200 | 7,200 | 7,200 | 7,200 | 7,200 | 6,000 | 4,000 |
| 226-226.000-956.000 | MISCELLANEOUS | 240 | 90 | 312 | 500 | 500 | 121 | 500 |
| 226-226.000-956.010 | TAX REFUND EXPENSE | 68,302 | 25,019 | | 4,000 | 4,000 | 7 | 4,000 |
| 226-226.000-958.000 | MEMBERSHIP AND DUES | | 75 | | | 75 | 75 | |
| 226-226.000-960.000 | EDUCATION AND TRAINING | | | 75 | 400 | 325 | | 400 |
| NET OF REVENUES/APPROPRIATIONS - 226.000-ENVIRONMENTAL | | (2,621,613) | (2,661,556) | (2,588,553) | (2,440,256) | (2,441,785) | (2,064,838) | (2,601,336) |
| ESTIMATED REVENUES - FUND 226 | | 2,048,220 | 1,843,672 | 2,407,909 | 2,440,256 | 2,441,785 | 2,386,080 | 2,601,336 |
| APPROPRIATIONS - FUND 226 | | 2,621,613 | 2,661,556 | 2,588,553 | 2,440,256 | 2,441,785 | 2,064,838 | 2,601,336 |
| NET OF REVENUES/APPROPRIATIONS - FUND 226 | | (573,393) | (817,884) | (180,644) | | | 321,242 | |

Fund 230 – Recreation 2016

Revenues

| Line Item | Explanation |
|--|---|
| 230-000-000-529-000 – Federal Grants-Other | This line item reflects the revenues received for the Senior Nutrition Grant Program. This is a Federal Program through the County. On average, we serve 90 meals monthly. |
| | |
| 230-000-000-630-000 – Recreation/Adult Sports | Revenues generated from adult sports programs (racquetball, softball, soccer, tennis). |
| | |
| 230-000-000-631-000 – Recreation/Youth Sports | Revenues generated from youth sports programs (t-ball, coach pitch, baseball, softball, basketball, soccer, track & field, tennis, gymnastics, flag football, sports camps, Start Smart pre-school age sports programs, golf and karate). |
| | |
| 230-000-000-632-000 – Recreation/Dance | Revenues generated from youth & adult dance and fitness classes. |
| | |
| 230-000-000-634-000 – Recreation/Day Camp | Revenues generated from youth day camps (spring & summer, pre-school & youth). |
| | |
| 230-000-000-635-000 – Recreation/Senior Citizen Dues | Revenues generated from annual “50 & Beyond” member dues (individual & family memberships offered). |
| | |
| 230-000-000-636-000 – Recreation/Other Activities | Revenues generated from youth & adult enrichment programs & special events (holiday events, arts & crafts, drama, daddy/daughter dance, Jump-A-Rama, etc.) |

| Line Item | Explanation |
|--|---|
| 230-000-000-637-000 – Recreation/Sr. Citizen Activity Fees | Revenues generated from “50 & Beyond” programs, travel and special events. |
| 230-000-000-638-000 - Miscellaneous | Non-Program revenues such as vending machine commissions and ads for the “50 & beyond” newsletter and the Discover Ypsilanti Township publication. |
| 230-000-000-639-000 – Building/Field Rental | Revenues generated from room & gym rentals as well as from outdoor field & court rentals. |
| 230-000-000-641-001 – Ford Lake Gate Fees | Revenues generated from park entry gate fees (annual & daily fees collected from the sale of park & boat permits). |
| 230-000-000-641-002 – Ford Lake Shelter Rent | Revenues generated from park shelter rentals. |
| 230-000-000-664-001 – Interest Earned | Interest earned from the Rec Fund. |
| 230-000-000-675-000 – Contributions & Donations | Revenues received from individuals, businesses and organizations who donate to the department (example: Brian Auten Photography). Donations are usually earmarked for a specific item or program. |
| 230-000-000-675-011 – Recreation Bucks | Rec Bucks were gift certificates we sold for the public to use towards any of our programs. We did not sell any of these in 2015. |
| 230-000-000-694-001 – Other Income-Miscellaneous | This line item is used for any miscellaneous income. |
| 230-000-000-694-004 – Misc. Revenue-Insurance Reimb. | This line item is used for Insurance claims paid to fix and repair. Usually a budget amendment is requested for this revenue and the corresponding expenditure at the time of reimbursement. |

| Line Item | Explanation |
|---|---|
| 230-000-000-697-212 – Transfer In: BSRII Fund | Funds from this fund are transferred into the Rec Fund budget to support the expenditure side of the budget. |
| | |
| 230-000-000-699-000 – Appropriated Prior Year Balance | This is the balance (or surplus) of the Rec Fund Budget from previous years. Nothing has been budgeted at this time in this line item since we will not know what the fund balance will be until the end of the year. |
| | |

Expenditures

| Line Item | Explanation |
|---|---|
| 230-751-000-705-000 – Salary-Supervision | This line item reflects the salary of the Recreation Services Manager. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 230-751-000-706-000 – Salary-Permanent Wages | Salaries of Recreation Supervisor, Recreation Coordinator, 2 Clerk III/Floater II positions and 3 part-time Building Attendants at 1040 hours each. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 230-751-000-706-050 – YE Odd Day Accrual | This is a new line item for 2016 and will be used to reflect the three days of year end payroll accrual for employees in the Recreation Department. |
| 230-751-000-707-000 – Salary-Temporary/Seasonal (sports staff for soccer, flag football, etc.) | These part-time positions teach, coordinate and supervise most of our programs. Usually 17 employees ranging \$10 to \$18 per hour or a flat amount for program. |
| 230-751-000-707-100 – Salary-Temporary Program Staff – (Senior Aide, bus drivers, fitness instructors, art, etc.) | These part-time positions teach, coordinate and supervise most of our programs. Usually 6 to 12 employees ranging \$10 to \$20 per hour. |
| 230-751-000-707-200 – Salary-Temporary Dance Staff | These part-time positions teach, coordinate or dance program. Usually 5-6 employees ranging \$16-\$20 per hour. |
| 230-751-000-707-775 – Salary-Temporary Ford Lake Park | This line item includes Park Rangers & Park Attendants. Usually 14 to 15 employees ranging \$8 to \$14 |
| 230-751-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout up to 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PtO time should be budgeted. |
| 230-751-000-709-000 – Regular Overtime | This is overtime for the Clerk III/Floater II and the Building Attendant positions. |

| Line Item | Explanation |
|---|---|
| 230-751-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 230-751-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| | |
| 230-751-000-719-001 – Sick & Accident | Figures provided by the Accounting Director. |
| | |
| 230-751-000-719-015 – Dental Benefits | Figures provided by the Accounting Director. |
| | |
| 230-751-000-719-016 – Vision Benefits | Figures provided by the Accounting Director. |
| | |
| 230-751-000-719-020 – Health Care Deduction | Figures provided by the Accounting Director. |
| | |
| 230-751-000-719-021 – Admin Fees – Health Deductible | Figures provided by the Accounting Director. |
| | |
| 230-751-000-720-000 – Life Insurance | Figures provided by the Accounting Director. |
| | |
| 230-751-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| | |
| 230-751-000-727-000 – Office Supplies | This line item covers the cost of general office supplies and paper for printing the monthly senior newsletter, fliers, rules, programs, etc. |
| | |
| 230-751-000-730-000 - Postage | This line item covers recreation department mailings. |
| | |
| 230-751-000-740-000 – Operating Supplies | This line item covers all of the supplies and equipment needed to operate the many programs and services we offer. |
| | |
| 230-751-000-740-100 – Rec Youth Sports Program Supplies | This line item covers supplies needed to operate our Youth Sports. |
| | |

| Line Item | Explanation |
|--|--|
| 230-751-000-740-150 – Rec Adult Sports Supplies | This line item covers supplies needed to operate our Adult Sports. |
| 230-751-000-740-200 – Rec Dance Programs Supplies | This line item covers supplies needed to operate our Dance program (dance costumes, etc.). |
| 230-751-000-740-300 – Rec Camp Program Supplies | This line item covers supplies needed to operate our camp programs (Spring Break, summer, etc. – field trips, crafts, etc.). |
| 230-751-000-740-400 – Rec Enrichment Programs | This line item covers supplies needed to operate our Enrichment Programs (special events, classes, etc.) |
| 230-751-000-740-500 – Rec Senior Programs | This line item covers supplies needed to operate our Senior Programs. |
| 230-751-000-757-775 – Operating Supplies – FLP | These are supplies needed to operate the parks (printing of daily & seasonal permits, shirts and ranger uniforms, office supplies, etc.). |
| 230-751-000-776-000 – Maintenance Supplies | This line item is used to help purchase chalk, line paint & diamond dry for athletic fields. |
| 230-751-000-776-003 – Maint. Supplies-Community Ctr. | This line item mainly covers custodial supplies for the community center. |
| 230-751-000-800-001 – Administration Fees | This is for administration fees for services provided by Human Resource Dept., Accounting Dept., Computer Support, Legal and Auditor. Number provided by Accounting. |

| Line Item | Explanation |
|--|---|
| 230-751-000-818-000 – Contractual Services | This line item reflects contracted programs we offer at the community center, entertainment for select programs and for sports officials who are not on our payroll. Total revenues for contracted programs are split on a percentage basis so we are guaranteed a profit without absorbing any program expenses. |
| 230-751-000-818-002 – Contractual Services-Comm Ctr. | This line item is directly related to the maintenance of the community center. |
| 230-751-000-850-000 - Telephone | Telephone usage at the community center. |
| 230-751-000-860-000 - Travel | Mileage reimbursement for eligible staff. |
| 230-751-000-867-000 – Gas & Oil | This line item pays for fueling the township bus, two ranger trucks and township van. |
| 230-751-000-876-000 – Retirement/MERS | Figures provided by the Accounting Director. |
| 230-751-000-876-003 – OPEB Funding-Retiree Health | Figures provided by the Accounting Director. |
| 230-751-000-880-000 – Community Promotion | Printing of two issues of “Discover Ypsilanti Township” magazine and contracting with constant Contact which is a web based newsletter program. |
| 230-751-000-890-000 – Senior Nutrition Program | This line item is used for the Senior Nutrition Program and is reimbursed by a grant. |
| 230-751-000-915-000 – Insurance and Bonds | This line item reflects the Recreation’s portion for fleet and liability insurance and is a new expenditure for this year. Previously, the general fund was paying this share. |

| Line Item | Explanation |
|---|---|
| 230-751-000-917-000 – Workers Compensation | This line item reflects the Recreation’s portion for their share of Workers Compensation Insurance coverage. |
| 230-751-000-920-003 – Utilities-Community Center | This line item covers all of the utilities at the community center. |
| 230-751-000-931-003 – Repairs-Community Center | This line item covers maintenance supplies & repairs to the community center including its fixtures. |
| 230-751-000-931-021 – Non Recurring R&M-Comm Ctr. | This line item covers maintenance supplies & repairs to the community center including its fixtures. |
| 230-751-000-933-001 – Maintenance Contracts | This item covers our maintenance agreement for our copier thru Ricoh. |
| 230-751-000-940-000 - Rent | This line item covers the cost of renting auditorium and gym space for our annual dance recital and indoor sports programs. |
| 230-751-000-941-000 – Equipment Rental/Leasing | This line item covers the cost of renting port-a-johns for various parks. |
| 230-751-000-943-000 – Motorpool Lease/Maintenance | This line item covers the lease and maintenance cost of recreation department vehicles including the township bus, van and two ranger trucks. |
| 230-751-000-957-000 – Bank Charges | This line item covers processing fees for accepting credit cards. The cost is built into our program fees. |
| 230-751-000-958-000 – Membership & Dues | Membership dues paid for staff & the department for the Michigan Recreation & Park Association. |

| Line Item | Explanation |
|---|--|
| 230-751-000-974-022 – Senior Rec Center-Equipment | This line item covered a one-time grant we received to purchase fitness equipment for the “50 & Beyond” program. |
| | |

11/30/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|--------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Fund 230 - RECREATION FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 230-000.000-529.000 | FEDERAL GRANTS - OTHER | | 3,300 | 13,300 | 13,200 | 13,200 | 10,200 | 13,200 |
| 230-000.000-630.000 | RECREATION/ADULT SPORTS | 16,070 | 9,526 | 10,195 | 10,000 | 10,000 | 13,890 | 10,000 |
| 230-000.000-631.000 | RECREATION/YOUTH SPORTS | 101,106 | 97,483 | 90,040 | 100,000 | 100,000 | 81,464 | 90,000 |
| 230-000.000-632.000 | RECREATION/DANCE | 66,815 | 68,692 | 72,744 | 67,000 | 67,000 | 45,133 | 67,000 |
| 230-000.000-634.000 | RECREATION/DAY CAMP | 32,414 | 31,927 | 23,610 | 25,000 | 25,000 | 13,587 | 17,000 |
| 230-000.000-635.000 | RECREATION/SENIOR CITIZEN DUE | 12,919 | 11,385 | 10,370 | 12,000 | 12,000 | 10,175 | 11,000 |
| 230-000.000-636.000 | RECREATION/OTHER ACTIVIES | 47,476 | 40,938 | 32,832 | 26,000 | 26,000 | 29,700 | 30,000 |
| 230-000.000-637.000 | RECREATION/SR. CITZ. ACT. FEE | 14,504 | 7,101 | 10,809 | 12,000 | 12,000 | 2,736 | 11,000 |
| 230-000.000-638.000 | MISCELLANEOUS | 5,370 | 2,428 | 3,236 | 3,500 | 3,500 | 1,814 | 1,000 |
| 230-000.000-639.000 | BUILDING / FIELD RENTAL | 30,251 | 37,630 | 39,068 | 36,000 | 36,000 | 31,671 | 37,000 |
| 230-000.000-641.001 | FORD LAKE GATE FEES | 38,132 | 44,090 | 45,810 | 45,000 | 45,000 | 42,995 | 45,000 |
| 230-000.000-641.002 | FORD LAKE SHELTER RENT | 5,947 | 5,990 | 6,840 | 6,000 | 6,000 | 6,813 | 7,000 |
| 230-000.000-664.001 | INTEREST EARNED | 173 | 102 | 56 | 100 | 100 | 51 | 50 |
| 230-000.000-675.000 | CONTRIBUTIONS & DONATIONS | 862 | 988 | 758 | | | 10,381 | |
| 230-000.000-675.006 | SENIOR GRANT- PRIVATE GRANTOR | | | 12,608 | | | | |
| 230-000.000-675.011 | RECREATION BUCKS | (575) | (5) | | | | | |
| 230-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | | 446 | | 50 | 50 | | |
| 230-000.000-694.004 | MISC REVENUE - INSURANCE REIMB | 1,704 | 1,230 | 1,520 | | | 1,455 | |
| 230-000.000-697.212 | TRANSFER IN: FROM BSRII FUND | 426,741 | 473,331 | 500,000 | 587,417 | 587,417 | 500,000 | 580,415 |
| 230-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 2,861 | 2,861 | | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 799,909 | 836,582 | 873,796 | 946,128 | 946,128 | 802,065 | 919,665 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 751.000-RESIDENT SVCS: RECREATION | | | | | | | | |
| 230-751.000-705.000 | SALARY - SUPERVISION | 73,258 | 73,258 | 62,900 | 60,692 | 60,692 | 54,553 | 60,900 |
| 230-751.000-706.000 | SALARY - PERMANENT WAGES | 208,433 | 202,360 | 213,599 | 227,632 | 227,632 | 193,547 | 233,368 |
| 230-751.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 3,355 |
| 230-751.000-707.000 | SALARY - TEMPORARY/SEASONAL | 97,391 | 84,146 | 80,902 | 23,000 | 23,000 | 10,709 | 15,000 |
| 230-751.000-707.100 | SALARY - TEMP PROGRAM STAFF | | | | 57,000 | 57,000 | 41,752 | 56,000 |
| 230-751.000-707.200 | SALARY - TEMP DANCE STAFF | | | | 16,000 | 16,000 | 14,261 | 16,000 |
| 230-751.000-707.775 | SALARY - TEMP. FORD LAKE PARK | 40,448 | 44,548 | 43,706 | 44,000 | 44,000 | 52,840 | 44,000 |
| 230-751.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 9,228 | 12,104 | 24,056 | 6,750 | 6,750 | | 6,858 |
| 230-751.000-709.000 | REG OVERTIME | 634 | 2,890 | 1,156 | 1,000 | 1,000 | 757 | 1,200 |
| 230-751.000-715.000 | F.I.C.A./MEDICARE | 23,880 | 23,280 | 24,158 | 24,604 | 24,604 | 20,739 | 25,281 |
| 230-751.000-719.000 | HEALTH INSURANCE | 58,310 | 53,984 | 64,365 | 81,569 | 81,569 | 84,500 | 85,731 |
| 230-751.000-719.001 | SICK AND ACCIDENT | 1,649 | 1,489 | 1,390 | 1,540 | 1,540 | 1,494 | 2,005 |
| 230-751.000-719.015 | DENTAL BENEFITS | 7,586 | 7,730 | 7,014 | 5,938 | 5,938 | 5,723 | 5,825 |
| 230-751.000-719.016 | VISION BENEFITS | | | | 1,011 | 1,011 | 888 | 1,011 |
| 230-751.000-719.020 | HEALTH CARE DEDUCTION | 13,219 | 15,983 | 22,591 | 28,875 | 28,875 | 15,187 | 28,875 |
| 230-751.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 500 | 450 | 443 | 450 | 450 | 346 | 450 |
| 230-751.000-720.000 | LIFE INSURANCE | 751 | 720 | 672 | 744 | 744 | 728 | 990 |
| 230-751.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 1,787 | 1,661 | 1,660 | 1,820 | 1,820 | 1,681 | 1,703 |
| 230-751.000-727.000 | OFFICE SUPPLIES | 2,130 | 2,395 | 1,999 | 2,300 | 2,000 | 1,257 | 1,800 |
| 230-751.000-730.000 | POSTAGE | 473 | 343 | 322 | 11,450 | 11,450 | 11,049 | 11,000 |
| 230-751.000-740.000 | OPERATING SUPPLIES | 35,811 | 39,414 | 35,852 | 1,800 | 1,190 | 1,855 | 1,800 |
| 230-751.000-740.100 | REC YOUTH SPORTS PROG | | | | 12,100 | 14,600 | 13,133 | 12,000 |
| 230-751.000-740.150 | REC ADULT SPORTS PROG | | | | 7,000 | 4,500 | 1,517 | 1,500 |
| 230-751.000-740.200 | REC DANCE PROGRAMS | | | | 12,200 | 12,200 | 10,530 | 12,200 |
| 230-751.000-740.300 | REC CAMP PROGRAMS | | | | 3,600 | 3,600 | 1,310 | 2,000 |
| 230-751.000-740.400 | REC ENRICHMENT PROGRAMS | | | | 2,100 | 7,164 | 7,291 | 2,500 |
| 230-751.000-740.500 | REC SENIOR PROGRAMS | | | | 3,000 | 3,000 | | 1,000 |
| 230-751.000-757.775 | OPERATING SUPP: FORD LAKE PAR | 1,571 | 783 | 969 | 1,000 | 1,610 | 1,522 | 1,700 |
| 230-751.000-776.000 | MAINTENANCE SUPPLIES | | | 84 | 200 | 200 | 30 | |
| 230-751.000-776.003 | MAINT SUPPLIES - COMMUNITY CT | 6,130 | 4,514 | 2,962 | 4,500 | 4,900 | 4,619 | 4,500 |
| 230-751.000-800.001 | ADMINISTRATION FEES | 22,219 | 22,219 | 22,219 | 23,110 | 23,110 | 19,258 | 25,051 |
| 230-751.000-818.000 | CONTRACTUAL SERVICES | 22,040 | 21,906 | 24,153 | 23,000 | 23,000 | 19,990 | 24,000 |
| 230-751.000-818.002 | CONTRACTUAL SERVICES COMM CEN | 5,596 | 2,569 | 3,398 | 2,000 | 3,100 | 2,976 | 2,000 |
| 230-751.000-850.000 | TELEPHONE | 7,130 | 2,314 | 2,348 | 2,400 | 2,400 | 1,914 | 2,400 |
| 230-751.000-860.000 | TRAVEL | | 629 | | 300 | 300 | | 100 |
| 230-751.000-867.000 | GAS & OIL | 7,074 | 5,711 | 5,074 | 7,500 | 7,500 | 3,736 | 4,500 |
| 230-751.000-876.000 | RETIREMENT/MERS | 28,768 | 33,481 | 39,324 | 42,244 | 42,244 | 33,059 | 35,626 |
| 230-751.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 51,081 | 65,816 | 44,898 | 48,874 | 48,874 | 48,874 | 46,041 |
| 230-751.000-880.000 | COMMUNITY PROMOTION | 21,113 | 22,329 | 20,293 | 24,000 | 18,936 | 18,635 | 19,000 |
| 230-751.000-890.000 | SENIOR NUTRITION PROGRAM | | 1,769 | 8,891 | 13,200 | 13,200 | 7,889 | 13,200 |
| 230-751.000-913.000 | INSURANCE & BONDS FLEET | | | | 6,832 | 6,832 | 5,113 | 7,158 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 230-751.000-917.000 | WORKERS COMPENSATION INSURANC | 6,348 | 7,227 | 7,746 | 8,193 | 8,193 | 6,832 | 9,237 |
| 230-751.000-920.003 | UTILITIES - COMMUNITY CENTER | 61,951 | 62,583 | 62,337 | 66,000 | 64,900 | 46,591 | 60,000 |
| 230-751.000-931.003 | REPAIRS COMMUNITY CENTER | 1,689 | 1,089 | | 4,000 | 4,000 | 2,567 | 2,000 |
| 230-751.000-931.021 | NON RECURRING R & M-COMM CTR | 1,845 | 1,954 | 7,496 | 1,000 | 1,000 | 331 | 800 |
| 230-751.000-933.001 | MAINTENANCE CONTRACTS | 5,292 | 4,099 | 4,766 | 4,500 | 4,500 | 5,718 | 4,600 |
| 230-751.000-940.000 | RENT | 3,827 | 3,691 | 2,393 | 3,500 | 2,425 | 2,424 | 500 |
| 230-751.000-941.000 | EQUIPMENT RENTAL/LEASING | 1,672 | 2,004 | 2,808 | 2,200 | 3,175 | 2,890 | 2,500 |
| 230-751.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 10,800 | 10,800 | 14,700 | 14,700 | 14,700 | 12,250 | 15,200 |
| 230-751.000-957.000 | BANK CHARGES | 4,419 | 4,422 | 4,929 | 4,500 | 4,500 | 5,255 | 5,000 |
| 230-751.000-958.000 | MEMBERSHIP AND DUES | 55 | 77 | 150 | 200 | 200 | 175 | 200 |
| 230-751.000-974.022 | SENIOR REC CENTER - EQUIPMENT | | | 16,091 | | | | |
| NET OF REVENUES/APPROPRIATIONS - 751.000-RESIDENT SVCS: RECREA' | | (846,108) | (848,741) | (884,814) | (946,128) | (946,128) | (800,295) | (919,665) |
| ESTIMATED REVENUES - FUND 230 | | 799,909 | 836,582 | 873,796 | 946,128 | 946,128 | 802,065 | 919,665 |
| APPROPRIATIONS - FUND 230 | | 846,108 | 848,741 | 884,814 | 946,128 | 946,128 | 800,295 | 919,665 |
| NET OF REVENUES/APPROPRIATIONS - FUND 230 | | (46,199) | (12,159) | (11,018) | | | 1,770 | |

Fund 236 – 14B District Court

Revenues

| Line Item | Explanation |
|--|--|
| 236-000-000-569-019 – State Grant Revenue | Funds received in 2015 through a grant from the Supreme Court Administrative Office for a Human Trafficking Docket. This grant expires September 30, 2015. The court is currently applying for grant money under the drug court program through Supreme Court Administrative Office and Office of Highway Safety Planning. If the court receives drug court grant funding it will be the only drug court in Washtenaw County. In addition to traditional drug court services, the court will continue the efforts of the previous grant. This line item is offset by a corresponding expenditure item. |
| 236-000-000-601-136 – 14B State Shared Revenue | Represents payment from State of Michigan toward that portion of the Judge's salary that is paid directly by the Township. This results in the Township paying no "out of pocket" expense for salary of Judge. This line item remains the same as 2015. |
| 236-000-000-601-137 – 14B State of MI Juror Comp Reimb | The State of Michigan reimburses the Township for a portion of the Jury Fees paid to jurors. A report is made every six months by the Court and the amount reimbursed by the State is done according to a formula and dependent upon the amount of fees collected by the State. The payments are received twice during the fiscal year. |

| Line Item | Explanation |
|---|--|
| 236-000-000-602-136 – 14B Court Costs | This line item includes the amounts collected as "Court costs" in criminal and traffic cases. It is dependent upon the number of criminal and traffic cases filed by the police agencies. |
| 236-000-000-602-544 – 14B State of MI Caseflow Assistnc | The amount reflects money received from the State of Michigan based upon the number of drunk driving and drug cases filed with the Court. The Court files a report with the State in March of each year for the previous calendar year. Payments are usually received in June and are dependent upon the number of such cases filed and the amount of fees collected by the Secretary of State for "License Reinstatement Fees". |
| 236-000-000-603-136 – 14B Civil Fees | This reflects the amounts collected as Civil fees - including filing fees, writ and motion fees. Most of the amount collected for a filing fee (approximately 65%) is taken by the State of Michigan and the balance remains as local money. |
| 236-000-000-604-000 – 14B Probation Fees | This item includes payments received as an oversight fee paid by those on probation with the Court. Currently the monthly fee is \$30. |
| 236-000-000-605-001 – 14B Ordinance Fines & Costs | This amount is the money collected and designated as a Penal Fine for violation of an Ypsilanti Township Ordinance. This amount is dependent upon the number of cases filed by the Sheriff's Dept. |

| Line Item | Explanation |
|---|---|
| 236-000-000-605-003 – 14B Bond Forfeitures | This sum is the money collected by the Court for forfeiture of a bond posted by a criminal defendant. A bond is forfeited when a defendant fails to appear for a scheduled court hearing. |
| | |
| 236-000-000-699-000 – Appropriated Prior Year Balance | This line item reflects the amount needed from Fund Balance to meet expenses. |

Expenditures

| Line Item | Explanation |
|---|---|
| 236-136-000-703-001 – Salary-Judge | Represents "pass through" payment for Ypsilanti Township's share of Judge's salary - this amount is reimbursed to the Township by the State as reflected in Revenue line item 601.136 |
| 236-136-000-706-000 – Salary-Permanent Wages | This line item includes salary for the Deputy Clerk positions (6 full-time); one Probation Agent; one Probation Secretary; and two Judicial Secretaries. A 1.5% contractual increase is budgeted for AFSCME employees. This draft budget also includes a 1.5% increase for the two Judicial Secretaries, the same as Teamsters and AFSCME. This will be a Board decision. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 236-136-000-706-001 – Salary-Bailiff | This line item includes the salary paid to the Bailiffs. These positions are paid an hourly wage, on an "as needed" basis. These positions are paid no benefits. |
| 236-136-000-706-002 – Salary-Deputy Court Administrator | Salary for Magistrate/Court Administrator. A 1.5% increase is budgeted in 2016, the same as Teamsters and AFSCME. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 236-136-000-706-050 – YE Odd Day Accrual | This is a new line item in 2016 and is used for payroll accrual for the court employees. |

| Line Item | Explanation |
|--|--|
| 236-136-000-707-000 – Salary-Temporary/Seasonal | This line item represents the wages paid to a temporary employee who is hired during a medical (or personal) leave taken by a full-time employee. Our experience the last two years indicates that we can reduce the amount needed for this line item. |
| 236-136-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 236-136-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. One employee in the Court receives this buyout. Therefore, \$3,000 was budgeted in this line item for 2016. |
| 236-136-000-709-000 – Regular Overtime | It is recommended that this line item remain at \$0. |
| 236-136-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 236-136-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. This line item shows a greater increase due to two employees who did not receive health care coverage in 2015 but will be receiving it in 2016. |
| 236-136-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |

| Line Item | Explanation |
|--|---|
| 236-136-000-719-015 – Dental Benefits | We received our renewal rates and there will be no increase for 2016. This line item shows an increase due to two employees who did not receive coverage in 2015 but will be receiving it in 2016. |
| 236-136-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. This line item shows an increase due to two employees who did not receive coverage in 2015 but will be receiving it in 2016. |
| 236-136-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. The amount budgeted has been increased due to the two employees that did not receive health care coverage in 2015 but will be receiving it in 2016. |
| 236-136-000-719-021 – Admin Fees – Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$1,080 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| 236-136-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 236-136-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|--|---|
| 236-136-000-727-000 – Office Supplies | The Court anticipates a reduction in office supply purchasing for 2016. One factor in the spike in office supply purchasing in the last couple of years was due to increased notices being mailed as a result of the new case management system conversion in 2012. At the time of conversion and the years following there was a high volume of converted cases that caused new notices to generate. That has normalized and we primarily print notices for current cases thus lessening the need for forms. |
| 236-136-000-730-000 - Postage | Although postage rates have increased, there has been a decrease in volume of mailing from the Court therefore it is recommended that this item remain at \$10,000.00. |
| 236-136-000-739-000 – Library Subscription | This line item includes costs of subscriptions services for Michigan Compiled Laws; Michigan Supreme and Appeal Court cases; Civil and Criminal Jury Instructions. Due to increased use of online resources the Court is able to reduce this amount for 2016. |
| 236-136-000-740-000 – Operating Expenses | This line item includes the expense for janitorial supplies used to maintain the Courthouse, including those areas formally occupied by the Washtenaw County Sheriff's Dept. |
| 236-136-000-800-001 – Administration Fees | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|---|---|
| 236-136-000-801-007 – Attorney Fees Criminal | This line item includes the costs of the attorney appointed by the Court to represent indigent defendants. This includes the annual contract cost with attorney Mark Hamilton and additional funds to pay a substitute attorney where a conflict of interest may exist with the contract attorney. It is recommended that this amount not change. |
| 236-136-000-801-009 – 14B Other Contractual Service | This line item includes payments for the Labor Law Attorney, if needed. In addition, this line item is for payment to the Dispute Resolution Center (DRC). The DRC mediates all of the small claims matters filed to achieve resolution among the parties rather than a resolution imposed by the Court. |
| 236-136-000-801-010 – Contractual/Visiting Judge | This line item includes the cost of having a substitute or "visiting" judge in the absence of our Judge. It is currently the custom to seek assistance of one of the other sitting Judges in the County District Courts to fill in, when requested, for a colleague. The per diem cost of a visiting judge is \$350, plus mileage. It is not always possible to get a sitting Judge to substitute as the Judges are often attending the same meeting or conference causing the need for a visiting Judge. All efforts are undertaken to avoid the need of a visiting Judge. We are recommending that 5 visiting Judge days be budgeted for. |
| 236-136-000-801-012 – Contractual/Interpreter Fees | This line item includes the cost of a language or deaf interpreter for defendants in a criminal or civil case. This is a statutory obligation of the Court. Through increased utilization of telephone interpretation, the Court anticipates the costs for these services to decrease. |

| Line Item | Explanation |
|---|---|
| 236-136-000-802-100 – Court Innovation Contract | Funding for this grant covered expenses through September 30, 2015 for a Human Trafficking Court docket. This grant expires September 30, 2015. The court is currently applying for grant money under the drug court program through Supreme Court Administrative Office and Office of Highway Safety Planning. If the court receives drug court grant funding it will be the only drug court in Washtenaw County. In addition to traditional drug court services, the court will continue the efforts of the previous grant. This line item is offset by a corresponding revenue item. |
| 236-136-000-811-000 – 14B Transcripts | This line item represents the cost of creating a transcript of Court proceedings when it is done at the order of the Judge (as opposed to one of the parties to the case). This is a rare occurrence. |
| 236-136-000-812-000 – 14B Jury Fees | This line item represents the payment for Jury duty for the first half, or full, day of service. The Court has implemented pretrial conferences prior to the date of jury selection which eliminates the need for jurors to appear of all matters scheduled are resolved at the pretrial conference. For this reason the Court recommends this amount be lowered. |
| 236-136-000-812-001 – Witness Fees | This line item represents the payment for a witness fee (and mileage) when a witness is subpoenaed by the Township Attorney's office in a criminal case. This is an expense related to the prosecution of criminal cases by the Township and is probably not appropriate in the Court's budget. |

| Line Item | Explanation |
|--|---|
| 236-136-000-812-002 – 14B Enhanced Jury Fees | This line item represents the payment for Jury duty for the second (or subsequent) half, or full, day of service. |
| | |
| 236-136-000-812-003 – 14B Juror Expenses | This line item represents the cost of water, coffee, and snacks offered the Jury panel during jury selection day. This line item may also be used to supply lunch for the jury, if the lunch break occurs during actual deliberations (something that has not happened since 2008.) |
| | |
| 236-136-000-819-006 – Computer Programs/Lien | This line item represents the licensing fee charged by the Michigan State Police for access to the Law Enforcement Information Network (LEIN), in order to obtain copies of criminal histories, warrant entry and recall, and Secretary of State driving records. In 2013 the Court joined CLEMIS. This gives the Court access to electronic data for downloading citations issued by the Washtenaw County Sheriff's Department. This will streamline the citation process and give the Court immediate access to citation information thus allowing the public to contact the Court upon receipt of the ticket and pay it or request a hearing. Currently law enforcement has 72 hours to file a ticket with the court. In addition all citation information will be electronic which will allow the clerks to upload the citation rather than imputing it manually as is the current practice. A final benefit will be that this near immediate upload of citations to the Court's case management software will allow defendants to pay certain citations on-line through a web based payment program the Court is in the process of implementing. |

| Line Item | Explanation |
|--|---|
| 236-136-000-819-010 – Computer Network Support | <p>This line item had previously represented the amounts paid under a joint memorandum of understanding for the development of the next generation of computer software known as Judicial Information Services. That obligation has been fulfilled. The amount requested at this time reflects the cost of entering into a formal agreement with Washtenaw County IT for computer support. This reflects the costs associated with computer support for 20 computers. Included in the cost is software licensing, data storage, internet connection, help desk support and onsite support, email and support for ENACT. The Court has not paid anything for computer support in recent years. The County has provided IT services sufficient to keep existing computers serviceable, but the level of support needed to ensure uninterrupted service and to continue to move forward with technologies that will better serve the court and the public there is a need to have a formalized support agreement. There are a number of IT initiatives in the county that the Court is and will be impacted by due to our concurrent jurisdiction agreement with the County Trial Court and the 14A and 15th District Courts that County IT is proceeding with that makes the continuation of the relationship with County IT more favorable than other options including contracting with Township IT for support. The Court Administrator has had a number of meetings and discussions with both County IT and Township IT and the consensus is that the most practical approach is to utilize County IT for support of the Court's IT needs. This amount was increased in 2015 due to data storage and maintenance for the digital recording implemented by the Court in 2014.</p> |

| Line Item | Explanation |
|---|--|
| 236-136-000-850-000 - Telephone | This line item is based upon estimates provided by Township IT. |
| | |
| 236-136-000-860-000 - Travel | This line item is used to pay mileage to employees for travel directed by the Court |
| | |
| 236-136-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| | |
| 236-136-000-876-003 – OPEB Funding-Retiree Health | Figures provided by the Accounting Director. |
| | |
| 236-136-000-900-000 - Publishing | This line item is for the expense of printing of Traffic Citations for the Sheriff's Dept., citation books for the Ordinance Department, and file folders for criminal/civil/traffic cases. In 2014, the Sheriff's Department began the process of transitioning to electronically generated tickets which print in the patrol vehicle. This will result in a decrease in need for preprinted traffic citation books, but there will still be a need for them. |

| Line Item | Explanation |
|--|--|
| 236-136-000-914-000 – Insurance & Bonds Fire & Liab | Figures provided by the Accounting Director. |
| 236-136-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| 236-136-000-920-014 – Utilities-Court | Recent years have shown this line item to not be fully exhausted. It is recommended that this line be reduced for 2016. |
| 236-136-000-931-000 – Repairs and Maintenance | This line item includes all repair and maintenance expenses for the entire Courthouse - including that portion occupied by the Sheriff's Dept. Recent years have shown this line item to not be fully exhausted. It is recommended that this line be reduced for 2016. |
| 236-136-000-933-000 – Equipment Maintenance | This line item includes the expense of repairing business equipment (e.g., copier/computer/printer). |
| 236-136-000-933-001 – Maintenance Contracts | This line item reflects the cost of the alarm system. |
| 236-136-000-956-000 - Miscellaneous | It is recommended that this remain at its' current nominal amount of \$100. |
| 236-136-000-957-000 – Bank Charges | This line item reflects the cost of banking fees, most notably for charge card expenses. This line item has decreased in the last few years. It is recommended that it be reduced for 2016. |

| Line Item | Explanation |
|--|--|
| 236-136-000-958-000 – Membership and Dues | This line item reflects the expense for the annual Bar dues for the Judge and Magistrate; State Association dues for the Judge, Magistrate and Probation Officer; and State fees for certification of the 2 recorders. |
| 236-136-000-960-000 – Education and Training | This line item includes the cost of attendance (and related expenses) for continuing training for professional staff. |
| 236-136-000-977-000 - Equipment | This line item includes the cost of the purchase of new equipment through Washtenaw County. This line item is increased to reflect the need to upgrade computers. The Court plans to upgrade computers on a 5 year cycle as recommended by both County and Township IT. The amount requested this year reflects the purchase of 5 computers. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|--------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Fund 236 - 14B DISTRICT COURT | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 236-000.000-569.019 | STATE GRANT REVENUE | | | 59,569 | 41,250 | 41,250 | 17,096 | 82,500 |
| 236-000.000-601.136 | 14B STATE SHARED REVENUE | 45,724 | 45,724 | 45,724 | 45,800 | 45,800 | 34,293 | 45,800 |
| 236-000.000-601.137 | 14B ST OF MI JUROR COMP REIMB | 1,818 | 3,364 | 3,115 | 4,500 | 4,500 | 1,708 | 4,500 |
| 236-000.000-602.136 | 14B COURT COSTS | 516,482 | 354,784 | 416,168 | 408,085 | 408,085 | 399,444 | 416,832 |
| 236-000.000-602.544 | 14B-ST OF MI CASEFLOW ASSISTA | 5,462 | 6,976 | 8,989 | 8,559 | 8,559 | 11,381 | 22,958 |
| 236-000.000-603.136 | 14B CIVIL FEES | 289,183 | 270,365 | 240,117 | 220,000 | 220,000 | 194,605 | 243,291 |
| 236-000.000-604.000 | 14B PROBATION FEES | 54,330 | 65,795 | 86,915 | 70,810 | 70,810 | 81,156 | 78,307 |
| 236-000.000-605.001 | 14B ORDINANCE FINES AND COSTS | 151,381 | 446,955 | 487,139 | 509,085 | 509,085 | 387,329 | 510,000 |
| 236-000.000-605.003 | 14B BOND FORFEITURES | 24,651 | 17,625 | 20,926 | 20,000 | 20,000 | 26,720 | 31,262 |
| 236-000.000-605.004 | 14B INTEREST EARNED | 163 | 18 | | | | | |
| 236-000.000-605.005 | 14B MISCELLANEOUS INCOME | 8,265 | 11,635 | | | | | |
| 236-000.000-664.001 | INTEREST EARNED | 89 | 61 | 53 | | | 35 | |
| 236-000.000-688.200 | REIMBURSE PROJECTS - 14B COURT | | | | | 14,920 | 3,150 | |
| 236-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 582 | | 225 | | | | |
| 236-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 3,000 | 2,959 | 1,249 | | | 1,603 | |
| 236-000.000-697.000 | TRANSFER IN: GENERAL FUND | 203,734 | | | | | | |
| 236-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | | 234,842 | | 7,871 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 1,304,864 | 1,226,261 | 1,370,189 | 1,328,089 | 1,577,851 | 1,158,520 | 1,443,321 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---------------------|-------------------------------|----------|----------|----------|-----------------|----------------|------------------------|------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 136.000-COURT | | | | | | | | |
| 236-136.000-703.001 | SALARY - JUDGE | 45,724 | 45,724 | 45,724 | 45,724 | 45,724 | 42,206 | 45,724 |
| 236-136.000-706.000 | SALARY - PERMANENT WAGES | 451,117 | 433,089 | 424,235 | 413,988 | 435,188 | 384,244 | 462,996 |
| 236-136.000-706.001 | SALARY - BAILIFF | 43,603 | 40,970 | 40,937 | 42,292 | 42,292 | 33,445 | 42,182 |
| 236-136.000-706.002 | SALARY - DEPUTY COURT ADMIN | 67,000 | 67,000 | 67,856 | 69,576 | 69,576 | 60,921 | 71,259 |
| 236-136.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 6,049 |
| 236-136.000-707.000 | SALARY - TEMPORARY/SEASONAL | 12,361 | 20,129 | 12,267 | 20,000 | 20,000 | 9,367 | 10,000 |
| 236-136.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 12,613 | 24,621 | 14,628 | 9,450 | 10,042 | 2,557 | 9,743 |
| 236-136.000-708.010 | HEALTH INS BUYOUT | 8,136 | 6,018 | 3,205 | 6,000 | 6,000 | 1,500 | 3,000 |
| 236-136.000-709.000 | REG OVERTIME | 201 | 15 | 46 | | | | |
| 236-136.000-715.000 | F.I.C.A./MEDICARE | 44,011 | 40,818 | 39,064 | 43,829 | 43,829 | 35,605 | 47,183 |
| 236-136.000-719.000 | HEALTH INSURANCE | 89,774 | 85,629 | 129,786 | 128,973 | 163,960 | 163,256 | 169,598 |
| 236-136.000-719.001 | SICK AND ACCIDENT | 3,701 | 3,251 | 3,202 | 3,235 | 3,235 | 3,436 | 4,612 |
| 236-136.000-719.015 | DENTAL BENEFITS | 14,931 | 14,678 | 14,778 | 12,275 | 12,275 | 13,092 | 13,323 |
| 236-136.000-719.016 | VISION BENEFITS | | | | 2,138 | 2,138 | 1,860 | 2,294 |
| 236-136.000-719.020 | HEALTH CARE DEDUCTION | 29,736 | 28,479 | 23,980 | 50,558 | 50,558 | 33,602 | 59,203 |
| 236-136.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 938 | 863 | 986 | 855 | 855 | 795 | 1,080 |
| 236-136.000-720.000 | LIFE INSURANCE | 1,843 | 1,716 | 1,692 | 1,711 | 1,711 | 1,819 | 2,475 |
| 236-136.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 720 | 803 | 683 | 756 | 756 | 1,027 | 680 |
| 236-136.000-724.001 | UNEMPLOYMENT EXPENSE | | 979 | 7,240 | | | (14,480) | |
| 236-136.000-727.000 | OFFICE SUPPLIES | 15,121 | 13,275 | 10,324 | 15,000 | 15,000 | 8,676 | 10,000 |
| 236-136.000-730.000 | POSTAGE | 7,130 | 9,466 | 9,820 | 10,000 | 10,000 | 8,444 | 10,000 |
| 236-136.000-739.000 | LIBRARY SUBSCRIPTION | 3,844 | 4,157 | 3,393 | 3,500 | 3,500 | 3,828 | 3,000 |
| 236-136.000-740.000 | OPERATING SUPPLIES | 4,548 | 5,107 | 6,960 | 6,000 | 6,000 | 3,707 | 6,000 |
| 236-136.000-800.001 | ADMINISTRATION FEES | 30,079 | 30,079 | 30,079 | 31,103 | 31,103 | 25,919 | 31,735 |
| 236-136.000-801.007 | ATTORNEY FEES CRIMINAL | 39,465 | 37,054 | 39,889 | 55,000 | 55,000 | 35,900 | 55,000 |
| 236-136.000-801.009 | 14B OTHER CONTRACTUAL SERVICE | 5,230 | 7,214 | 7,541 | 9,000 | 9,000 | 4,369 | 7,500 |
| 236-136.000-801.010 | CONTRACTUAL/VISITING JUDGE | 340 | | 441 | 1,750 | 1,750 | | 1,750 |
| 236-136.000-801.012 | CONTRACTUAL/INTERPRETER FEES | 1,900 | 4,944 | 4,707 | 3,500 | 3,500 | 3,273 | 2,500 |
| 236-136.000-802.100 | COURT INNOVATION CONTRACT | | | 59,569 | 41,250 | 41,250 | 55,445 | |
| 236-136.000-802.200 | 14B COURT SPECIAL PROJECTS | | | | | 14,920 | 12,636 | 82,500 |
| 236-136.000-811.000 | 14B TRANSCRIPTS | | | 381 | | | | 500 |
| 236-136.000-812.000 | 14B JURY FEES | 4,651 | 4,907 | 4,478 | 5,000 | 5,000 | 3,039 | 4,000 |
| 236-136.000-812.001 | WITNESS FEES | 19 | 27 | | 100 | 100 | | 100 |
| 236-136.000-812.002 | 14B ENHANCED JURY FEES | 1,281 | 2,240 | 1,360 | 1,500 | 1,500 | 1,380 | 1,000 |
| 236-136.000-812.003 | 14B JUROR EXPENSES | 864 | 908 | 960 | 800 | 800 | 624 | 500 |
| 236-136.000-819.006 | COMPUTER PROGRAMS/LIEN | | | 6,778 | 7,390 | 14,501 | 11,051 | 7,390 |
| 236-136.000-819.010 | COMPUTER NETWORK SUPPORT | | 33,649 | 33,649 | 37,009 | 37,009 | 1,863 | 37,009 |
| 236-136.000-850.000 | TELEPHONE | 5,883 | 2,481 | 2,154 | 2,500 | 2,500 | 1,951 | 2,500 |
| 236-136.000-860.000 | TRAVEL | 262 | 829 | 1,019 | 800 | 800 | 778 | 800 |
| 236-136.000-876.000 | RETIREMENT/MERS | 55,348 | 65,227 | 80,834 | 88,712 | 88,712 | 81,253 | 88,597 |
| 236-136.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 82,898 | 110,551 | 69,368 | 77,451 | 77,451 | 77,451 | 75,481 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-------------|-------------|-------------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 236-136.000-900.000 | PUBLISHING | 600 | 5,643 | 3,967 | 3,500 | 3,500 | 250 | 3,500 |
| 236-136.000-914.000 | INSURANCE & BONDS FIRE & LIAB | 8,708 | 7,660 | 7,406 | 8,636 | 8,636 | 6,940 | 8,853 |
| 236-136.000-917.000 | WORKERS COMPENSATION INSURANC | 6,493 | 6,348 | 6,411 | 6,728 | 6,728 | 5,438 | 6,905 |
| 236-136.000-920.014 | UTILITIES - COURT | 17,190 | 16,890 | 17,166 | 32,200 | 25,089 | 11,766 | 20,000 |
| 236-136.000-931.000 | REPAIRS AND MAINTENANCE | 9,425 | 5,969 | 5,264 | 10,000 | 10,000 | 5,414 | 7,500 |
| 236-136.000-933.000 | EQUIPMENT MAINTENANCE | 280 | 663 | 1,601 | 1,000 | 1,000 | | 1,000 |
| 236-136.000-933.001 | MAINTENANCE CONTRACTS | 2,190 | 656 | 843 | 1,500 | 1,500 | | 1,500 |
| 236-136.000-956.000 | MISCELLANEOUS | 624 | 255 | | 100 | 100 | | 100 |
| 236-136.000-956.136 | MISC-CASH OVER/SHORT | 175 | | | | | | |
| 236-136.000-957.000 | BANK CHARGES | 7,459 | 11,612 | 8,638 | 7,000 | 7,000 | 4,233 | 6,000 |
| 236-136.000-958.000 | MEMBERSHIP AND DUES | 1,415 | 1,415 | 1,375 | 1,000 | 1,000 | 1,395 | 1,000 |
| 236-136.000-960.000 | EDUCATION AND TRAINING | 1,278 | 1,671 | 1,335 | 1,200 | 1,200 | 125 | 1,200 |
| 236-136.000-969.101 | TRANSFER TO GENERAL FUND | | | | | 170,000 | 170,000 | |
| 236-136.000-977.000 | EQUIPMENT | 816 | 6,164 | 27,246 | 6,500 | 14,563 | 13,169 | 6,500 |
| NET OF REVENUES/APPROPRIATIONS - 136.000-COURT | | (1,141,925) | (1,211,843) | (1,285,265) | (1,328,089) | (1,577,851) | (1,334,569) | (1,443,321) |
| ESTIMATED REVENUES - FUND 236 | | 1,304,864 | 1,226,261 | 1,370,189 | 1,328,089 | 1,577,851 | 1,158,520 | 1,443,321 |
| APPROPRIATIONS - FUND 236 | | 1,141,925 | 1,211,843 | 1,285,265 | 1,328,089 | 1,577,851 | 1,334,569 | 1,443,321 |
| NET OF REVENUES/APPROPRIATIONS - FUND 236 | | 162,939 | 14,418 | 84,924 | | | (176,049) | |

Fund 248 – Housing & Business Inspection

Revenues

| Line Item | Explanation |
|---|--|
| 248-000-000-451-300 – Bus Lic-Rental Registration Fee | This line item reflects fee revenue collected from landlords to register new rental properties. Revenue is projected to decrease in accordance with a decline in the rate of new rental registrations. |
| 248-000-000-607-300 – Charge for Serv-Rental Inspection | This line item reflects revenue from rental inspection fees collected from landlords. Revenue is projected to be consistent with 2015. |
| 248-000-000-607-310 – Tax Sp Assess-Rental Prop Inspect | This line item reflects revenue from delinquent rental inspection invoices incurred in 2014 and 2015 that will be designated as a special assessment and added to the Winter 2015 property tax bills. Revenue is projected based upon a good faith estimate of outstanding delinquent invoices at the time of budget preparation. |
| 248-000-000-607-400 – Charge for Serv-Vacant Prop Inspect | This line item reflects revenue from vacant property inspection fees. Revenue is projected to increase in 2016. |
| 248-000-000-607-410 – Tax Sp Assess-Vacant Prop Inspect | This line item reflects revenue from delinquent vacant property inspection invoices incurred in 2014 and 2015 that will be designated as a special assessment and added to the Winter 2015 property tax bills. Revenue is projected based upon a good faith estimate of outstanding delinquent invoices at the time of budget preparation. |

Expenditures

| Line Item | Explanation |
|--|---|
| 248-248-000-705-000 – Salary-Supervision | This line item reflects expenses for a portion of salary for the OCS Executive Coordinator who provides administrative oversight of staff funded in this budget. This draft budget is increased by 1.5%, the same as Teamsters and AFSCME employees. It will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted for 2016. |
| 248-248-000-706-000 – Salary-Permanent Wages | This line item reflects wage expenses for two (2) full-time and one (1) part-time Ordinance Enforcement Assistants to perform inspections of rental properties and vacant houses. Staffing levels are consistent with 2015. A contractual 1.5% increase is budgeted. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 248-248-000-706-050 – YE Odd Day Accrual | This line item is new in 2016 and is used for payroll accrual for employees in this department. |
| 248-248-000-708-004 – Salaries Pay Out-PTO&Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 248-248-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. |
| 248-248-000-709-000 – Reg Overtime | This line item reflects overtime expenses for clerical and field inspection special projects. |
| 248-248-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|---|---|
| 248-248-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| | |
| 248-248-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 248-248-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| | |
| 248-248-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 248-248-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. |
| | |
| 248-248-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. |
| | |
| 248-248-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| | |
| 248-248-000-723-000 – Deferred Compensation | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|--|---|
| 248-248-000-727-000 – Office Supplies | This line item reflects expenses for common office supplies to support the inspection programs, such as business cards, pens, etc. |
| 248-248-000-730-000 - Postage | This line item reflects expenses for postage to support the inspection programs. |
| 248-248-000-741-001 – Uniforms-New & Badges | This line item reflects expenses for new and replacement uniforms for field inspectors. Budget is increased to replace aging worn out items. |
| 248-248-000-800-001 – Administration Fee | This is an internal cost allocation charged to the Housing & Business Inspection Fund for township office space, technology and equipment for staff funded within this budget. This line item is a new expenditure for 2016. |
| 248-248-000-867-000 – Gas & Oil | This line item reflects expenses for gasoline and oil for vehicles allocated for use by inspectors. Budget is increased based on 2015 data. |
| 248-248-000-876-000 – Retirement/MERS | Employer’s portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 248-248-000-913-000 – Insurance & Bonds | Figures provided by the Accounting Director. |
| 248-248-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|---|---|
| 248-248-000-943-000 – Motorpool Lease/Maintenance | This line item reflects expenses to lease and maintain vehicles from the motor pool for use by inspectors. The budget is increased due to the addition of a vehicle to the fleet in 2015. |
| | |
| 248-248-000-977-000 - Equipment | This line item reflects expenses for new and replacement field equipment for field inspectors. No change. |
| | |

12/1/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 248 - HOUSING & BUSINESS INSPECTION FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 248-000.000-451.300 | BUS LIC-RENTAL REGISTRATON FE | 3,425 | 290 | | 300 | 300 | 760 | 250 |
| 248-000.000-451.301 | BUS LIC-RENTAL REG FEE PILOT | 160 | | | | | | |
| 248-000.000-607.300 | CHRG FOR SERV-RENTAL INSPECT | 91,145 | 136,323 | 156,325 | 163,000 | 163,000 | 131,772 | 160,000 |
| 248-000.000-607.301 | CHRG FOR SERV-PILOT BLDGINSPC | 1,700 | | | | | | |
| 248-000.000-607.310 | TAX SP ASSESS - RENTAL PROP INSPECT | | | | 11,335 | 11,335 | 11,335 | 10,000 |
| 248-000.000-607.400 | CHRG FOR SERV-VACANT PROP INSPECT | | | 12,377 | 10,000 | 10,000 | 26,325 | 19,529 |
| 248-000.000-607.410 | TAX SP ASSESS - VACANT PROP INSPECT | | | | 25,683 | 25,683 | 25,683 | 40,000 |
| 248-000.000-664.001 | INTEREST EARNED | 28 | 40 | 39 | | | 24 | |
| 248-000.000-694.004 | MISC REVENUE - INSURANCE REIMB | | | | | | 258 | |
| 248-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | | 4,311 | | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 96,458 | 136,653 | 168,741 | 210,318 | 214,629 | 196,157 | 229,779 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------------|----------|----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 248.000-RENTAL INSPECTION | | | | | | | | |
| 248-248.000-705.000 | SALARY - SUPERVISION | | | | 7,587 | 7,587 | 6,490 | 7,759 |
| 248-248.000-706.000 | SALARY - PERMANENT WAGES | 3,040 | 36,680 | 57,920 | 113,707 | 113,707 | 98,355 | 116,494 |
| 248-248.000-706.014 | RENTAL INSPECTIONS | 27,366 | 9,900 | 16,500 | | | | |
| 248-248.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 1,405 |
| 248-248.000-707.400 | TEMP/SEASONAL - VACANT PROP INSPECT | | | 38,773 | | | | |
| 248-248.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | 760 | 576 | 1,604 | 2,004 | 516 | 1,628 |
| 248-248.000-708.010 | HEALTH INS BUYOUT | | 472 | | 375 | 375 | 188 | 375 |
| 248-248.000-709.000 | REG OVERTIME | | | 1,627 | 1,000 | 1,000 | 85 | 1,300 |
| 248-248.000-715.000 | F.I.C.A./MEDICARE | 518 | 3,664 | 6,210 | 9,507 | 9,297 | 8,297 | 9,843 |
| 248-248.000-719.000 | HEALTH INSURANCE | | 1,458 | 10,927 | 18,915 | 18,915 | 17,475 | 19,880 |
| 248-248.000-719.001 | SICK AND ACCIDENT | | 74 | 447 | 809 | 809 | 685 | 1,053 |
| 248-248.000-719.015 | DENTAL BENEFITS | | 205 | 966 | 1,326 | 1,326 | 1,222 | 1,326 |
| 248-248.000-719.016 | VISION BENEFITS | | | | 253 | 253 | 180 | 253 |
| 248-248.000-719.020 | HEALTH CARE DEDUCTION | | | 553 | 8,698 | 8,698 | 1,015 | 8,663 |
| 248-248.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | | 38 | 185 | 270 | 270 | 149 | 225 |
| 248-248.000-720.000 | LIFE INSURANCE | | 48 | 216 | 391 | 391 | 334 | 520 |
| 248-248.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 360 | | 489 | | 210 | 15 | 210 |
| 248-248.000-727.000 | OFFICE SUPPLIES | 133 | 178 | 293 | 300 | 300 | 290 | 300 |
| 248-248.000-730.000 | POSTAGE | 870 | 1,807 | 2,204 | 2,800 | 1,695 | 1,351 | 2,500 |
| 248-248.000-741.001 | UNIFORMS-NEW AND BADGES | | 1,346 | 1,250 | 500 | 500 | 195 | 1,000 |
| 248-248.000-800.001 | ADMINISTRATION FEES | | | | | | | 15,055 |
| 248-248.000-867.000 | GAS & OIL | 2,742 | 2,255 | 2,368 | 2,000 | 4,500 | 4,907 | 5,000 |
| 248-248.000-876.000 | RETIREMENT/MERS | 161 | 2,997 | 6,422 | 8,173 | 8,173 | 7,125 | 8,166 |
| 248-248.000-913.000 | INSURANCE & BONDS FLEET | | | | 1,819 | 1,819 | 1,347 | 1,884 |
| 248-248.000-917.000 | WORKERS COMPENSATION INSURANCE | | | 1,284 | 1,000 | 2,411 | 2,037 | 2,323 |
| 248-248.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 4,927 | 5,228 | 7,840 | 8,400 | 8,400 | 6,614 | 14,500 |
| 248-248.000-956.000 | MISCELLANEOUS | | | | | 1,105 | 1,105 | |
| 248-248.000-977.000 | EQUIPMENT | | 8,625 | 701 | 1,000 | 1,000 | | 1,000 |
| NET OF REVENUES/APPROPRIATIONS - 248.000-RENTAL INSPECTION | | (40,117) | (75,735) | (157,751) | (190,434) | (194,745) | (159,977) | (222,662) |
| ESTIMATED REVENUES - FUND 248 | | 96,458 | 136,653 | 168,741 | 210,318 | 214,629 | 196,157 | 229,779 |
| APPROPRIATIONS - FUND 248 | | 40,117 | 75,735 | 157,751 | 190,434 | 194,745 | 159,977 | 222,662 |
| NET OF REVENUES/APPROPRIATIONS - FUND 248 | | 56,341 | 60,918 | 10,990 | 19,884 | 19,884 | 36,180 | 7,117 |

Fund 249 - Building
Revenues

| Line Item | Explanation |
|---|--|
| 249-000-000-476-477 – Non Bus Lic – Lic & Reg | This line item reflects revenue generated from collection of fees to register licensed contractors doing business in the Township. This revenue is projected to decrease based upon 2015 data and projections. |
| 249-000-000-476-478 – Non Bus Lic Refrigeration | This line item reflects revenue generated from collection of fees for refrigeration permits (primarily air conditioning systems) that require Act 54 mechanical inspections. This revenue is projected to decrease based on projections and 2015 data. |
| 249-000-000-476-479 – Non Bus Lic Building Permit | This line item reflects revenue generated from collection of fees for building permits that require Act 54 building inspections. This revenue is projected to slightly increase based on the number of new developments currently being proposed and under review. |
| 249-000-000-476-480 – Non Bus Lic Electrical Permit | This line item reflects revenue generated from collection of fees for electrical permits that require Act 54 electrical inspections. This revenue is projected to increase slightly based upon projections and 2015 data. |
| 249-000-000-476-481 – Non Bus Lic Heating Permit | This line item reflects revenue generated from collection of fees for heating system permits that require Act 54 mechanical inspections. This revenue is projected to significantly increase based on 2015 data and projections. |

| Line Item | Explanation |
|---|--|
| 249-000-000-476-482 – Non Bus Lic Plumbing Permit | This line item reflects revenue generated from collection of fees for plumbing permits that require Act 54 plumbing inspections. This revenue is projected to slightly increase based on projections and 2015 data. |
| 249-000-000-476-484 – Non Bus Lic Misc/Reinspect | This line item reflects revenue generated from collection of fees for Act 54 re-inspections required to give final approval of all permitted construction and installations when the job/work fails the initial inspection due to lack of code compliance. This revenue is projected to remain consistent with 2015 revenue. |
| 249-000-000-476-486 – Non Bus Lic Sign Permits | This line item reflects revenue generated from collection of fees for sign permits that require zoning compliance review and Act 54 building inspection. This revenue is projected to significantly decrease based on 2015 performance and 2016 projections. |
| 249-000-000-607-010 – Charge for Srvc-Envir/Plot Plan | This line item reflects revenue generated from collection of fees for soil erosion permits that require inspection by a certified inspector. This revenue is projected to increase based on development projections and 2015 performance. |
| 249-000-000-607-270 – Charge for Serv-Liquor Inspection | This line item reflects revenue generated from collection of fees for Act 54 building/trade inspections conducted for the purpose of liquor license renewal. This revenue is projected to remain consistent with 2015 revenue. |
| 249-000-000-699-000 – Appropriated Prior Year Balance | This line item reflects the amount needed from Fund Balance. |
| | |

Expenditures

| Line Item | Explanation |
|--|---|
| 249-249-000-705-000 – Salary-Supervision | This line item reflects salary expenses for a statutorily required Building Official, who administers the state building codes and coordinates building inspection services. This line item also covers 25% of the OCS Executive Coordinator position, who performs administrative management of building department staff and related support functions under the OCS umbrella. This draft budget includes a 1.5% increase for the OCS Executive Coordinator (the same as AFSCME and Teamsters) but it will be determined by the Board. Since our Building Director was just hired in 2015, no increase is budgeted. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 249-249-000-706-000 – Salary-Permanent Wages | This line item reflects wages for one clerical position (AFSCME) whose salary is determined by labor contract. A 1.5% contractual increase is budgeted. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 249-249-000-706-004 – Building Inspection | This line item reflects wages for one full time Act 54 building inspector (AFSCME) who conducts inspections for building and soil erosion permit activity and conducts plan reviews for residential building projects. The salary is determined by the labor contract. A 1.5% contractual increase is budgeted. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 249-249-000-706-050 – YE Odd Day Accrual | This line item is new in 2016 and is used for payroll accrual for employees in this department. |

| Line Item | Explanation |
|--|--|
| 249-249-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| | |
| 249-249-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. |
| | |
| 249-249-000-709-000 – Regular Overtime | This line item reflects overtime wages for departmental clerical staff and the Act 54 building inspector (AFSCME) for special projects and emergency response situations. |
| | |
| 249-249-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| | |
| 249-249-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. Although we are receiving an increase, the amount budgeted in this line item shows a decrease since we budgeted for the Building Director and a portion of the OCS Administrator position in 2015 and these employees elected to receive the buyout. |
| | |
| 249-249-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 249-249-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. When the budget was prepared for 2015, we budgeted for family dental benefits for the Building Director position since it was vacant. The position has since been filled, with the employee receiving 2 person coverage. Therefore, this line item has been reduced for 2016. |

| Line Item | Explanation |
|--|--|
| 249-249-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. When the budget was prepared for 2015, we budgeted for family vision benefits for the Building Director position since it was vacant. The position has since been filled, with the employee receiving 2 person coverage. Therefore, this line item has been reduced for 2016. |
| 249-249-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. A reduction is shown in this line item since health care was budgeted last year for the vacant Building Director and OCS Administrator positions. |
| 249-249-000-719-021 – Admin Fees-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$180 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| 249-249-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 249-249-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 249-249-000-724-001 – Unemployment Expense | Figures provided by the Accounting Director. |
| 249-249-000-727-000 – Office Supplies | This line item reflects office supply expenses, such as forms, placards, pens, etc. This budget is reduced based on 2015 expenses and projected needs. |
| 249-249-000-730-000 – Postage | This line item reflects postage expenses. Based on 2015 expenses to date, this budget remains unchanged. |

| Line Item | Explanation |
|---|---|
| 249-249-000-740-001 – Ordinance & Zoning Code Books | This line item reflects expenses to purchase applicable State of Michigan code publications and software required for reference for inspectors. No change. |
| 249-249-000-741-001 – Uniforms-New and Badges | This line item reflects expenses to purchase uniform clothing apparel and other uniform related items. There is no change from the 2015 budget. |
| 249-249-000-800-001 – Administration Fees | Figures provided by the Accounting Director. |
| 249-249-000-818-000 – Contractual Services | This line item reflects expenses for electrical, plumbing and mechanical contractual inspection services and fill-in building inspection services for sick calls and scheduled vacations. There is an 8% increase projected from the 2015 original budget based on 2015 inspection activity and future projections. |
| 249-249-000-860-000 – Travel | This line item reflects expenses to reimburse the building official for use of his personal vehicle. This expense is being eliminated with the addition of one new fleet vehicle to be shared between the building official and the IT Dept. and is contingent on its approval. |
| 249-249-000-867-000 – Gas & Oil | This line item reflects expenses for gasoline and oil for vehicles used by the building department staff. No change. |
| 249-249-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 249-249-000-913-000 – Insurance & Bonds | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|--|--|
| 249-249-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| 249-249-000-943-000 – Motorpool Lease/Maintenance | This line item reflects lease payments to the motor pool and maintenance for vehicles used by the building department. The department uses two vehicles and it is proposed to add 25% of one additional vehicle for use by the Building Official as needed and to be shared with the IT Dept. The net budget is reduced based on lease costs provided by the RSD Director. |
| 249-249-000-958-000 – Membership & Dues | This line item reflects the cost of mandatory memberships and dues in professional organizations required to maintain ACT 54 state certification. No change. |
| 249-249-000-977-000 - Equipment | This line item reflects expenses for the purchase of new equipment and replacement of old equipment no longer serviceable. There are no budgeted changes from the original 2015 budget (which was amended to purchase furniture for new employee work stations). |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|--------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Fund 249 - BUILDING DEPARTMENT | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 249-000.000-476.477 | NON BUS. LIC. LIC & REG. | 5,760 | 7,230 | 7,995 | 7,000 | 7,000 | 4,710 | 5,000 |
| 249-000.000-476.478 | NON BUS. LIC. REFRIGERATION | 7,290 | 9,270 | 5,670 | 6,000 | 6,000 | 6,500 | 4,000 |
| 249-000.000-476.479 | NON BUS. LIC. BUILDING PERMIT | 204,292 | 284,690 | 295,912 | 275,000 | 275,000 | 240,721 | 280,000 |
| 249-000.000-476.480 | NON BUS. LIC. ELECTRICAL PERM | 29,265 | 35,130 | 29,295 | 30,000 | 30,000 | 39,158 | 32,000 |
| 249-000.000-476.481 | NON BUS. LIC. HEATING PERMIT | 32,205 | 44,553 | 54,368 | 45,000 | 45,000 | 74,053 | 60,000 |
| 249-000.000-476.482 | NON BUS. LIC. PLUMBING PERMIT | 24,795 | 37,080 | 35,765 | 30,000 | 30,000 | 34,853 | 32,000 |
| 249-000.000-476.484 | NON BUS. LIC. MISC / REINSPEC | 14,655 | 19,510 | 17,910 | 16,000 | 16,000 | 21,315 | 17,000 |
| 249-000.000-476.486 | NON BUS. LIC. SIGN PERMITS | 3,330 | 3,060 | 2,835 | 3,500 | 3,500 | 1,835 | 2,000 |
| 249-000.000-607.010 | CHARGE FOR SRVCS-ENVIR/PLOT P | 6,625 | 4,120 | 5,911 | 1,000 | 1,000 | 2,871 | 3,000 |
| 249-000.000-607.012 | CHARGE FOR SERV-ADDRESS ASSIG | | 15 | | | | | |
| 249-000.000-607.270 | CHARGE FOR SERV-LIQUOR INSPEC | 1,710 | 855 | 855 | 1,000 | 1,000 | 1,000 | 1,000 |
| 249-000.000-664.001 | INTEREST EARNED | 267 | 170 | 135 | | | 82 | |
| 249-000.000-694.004 | MISC REVENUE - INSURANCE REIMB | | | | | | 258 | |
| 249-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 53,827 | 55,361 | | 21,476 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 330,194 | 445,683 | 456,651 | 468,327 | 469,861 | 427,356 | 457,476 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|----------------------------------|--------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 249.000-BUILDING DEPARTMENT | | | | | | | | |
| 249-249.000-704.005 | CONSTRUCTION BOARD OF APPEALS | | 320 | | | | | |
| 249-249.000-705.000 | SALARY - SUPERVISION | 29,900 | 30,223 | 38,560 | 91,038 | 79,199 | 56,441 | 90,941 |
| 249-249.000-706.000 | SALARY - PERMANENT WAGES | 33,338 | 39,074 | 36,767 | 41,975 | 41,975 | 36,541 | 42,994 |
| 249-249.000-706.004 | BUILDING INSPECTION | 61,918 | 59,526 | 49,297 | 60,574 | 45,574 | 41,473 | 61,904 |
| 249-249.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 2,214 |
| 249-249.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | 576 | 3,709 | 2,945 | 3,745 | 1,031 | 2,956 |
| 249-249.000-708.010 | HEALTH INS BUYOUT | 3,219 | 1,200 | 1,500 | 750 | 750 | 375 | 3,750 |
| 249-249.000-709.000 | REG OVERTIME | 10 | 27 | 1,472 | 1,000 | 1,000 | | 1,000 |
| 249-249.000-715.000 | F.I.C.A./MEDICARE | 10,204 | 9,629 | 9,901 | 15,169 | 15,169 | 11,229 | 15,741 |
| 249-249.000-719.000 | HEALTH INSURANCE | 12,104 | 20,244 | 19,371 | 39,011 | 39,011 | 23,785 | 24,850 |
| 249-249.000-719.001 | SICK AND ACCIDENT | 747 | 745 | 665 | 1,001 | 1,001 | 731 | 1,303 |
| 249-249.000-719.015 | DENTAL BENEFITS | 2,878 | 3,170 | 2,567 | 3,448 | 3,448 | 2,424 | 2,818 |
| 249-249.000-719.016 | VISION BENEFITS | | | | 583 | 583 | 327 | 505 |
| 249-249.000-719.020 | HEALTH CARE DEDUCTION | 4,564 | 6,521 | 4,430 | 14,455 | 14,455 | 5,454 | 8,663 |
| 249-249.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 105 | 195 | 125 | 300 | 300 | 131 | 180 |
| 249-249.000-720.000 | LIFE INSURANCE | 343 | 360 | 346 | 484 | 484 | 391 | 644 |
| 249-249.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 145 | 145 | | | | | |
| 249-249.000-727.000 | OFFICE SUPPLIES | 547 | 2,198 | 2,415 | 1,500 | 1,500 | 1,083 | 1,000 |
| 249-249.000-730.000 | POSTAGE | 363 | 1,636 | 968 | 1,000 | 1,000 | 959 | 1,000 |
| 249-249.000-740.001 | Ordinance & Zoning Code Books | 162 | 988 | 1,111 | 2,000 | 2,000 | 248 | 2,000 |
| 249-249.000-741.000 | UNIFORMS | | 795 | | | | | |
| 249-249.000-741.001 | UNIFORMS-NEW AND BADGES | | | | 1,000 | 1,000 | | 1,000 |
| 249-249.000-800.001 | ADMINISTRATION FEES | 16,618 | 16,618 | 16,618 | 16,823 | 16,823 | 14,019 | 18,162 |
| 249-249.000-801.000 | PROFESSIONAL SERVICES | | | 6,902 | | | | |
| 249-249.000-801.025 | CHG FOR SVCS - LEGAL | | 44,499 | | | | | |
| 249-249.000-818.000 | CONTRACTUAL SERVICES | 69,855 | 96,670 | 127,550 | 120,000 | 135,000 | 133,890 | 130,000 |
| 249-249.000-860.000 | TRAVEL | | | 848 | 1,000 | 1,000 | | |
| 249-249.000-867.000 | GAS & OIL | 2,721 | 2,329 | 2,238 | 3,000 | 3,000 | 1,551 | 3,000 |
| 249-249.000-876.000 | RETIREMENT/MERS | 11,941 | 15,039 | 19,484 | 27,652 | 27,652 | 18,513 | 21,567 |
| 249-249.000-913.000 | INSURANCE & BONDS FLEET | | | | 1,819 | 1,819 | 1,347 | 1,884 |
| 249-249.000-917.000 | WORKERS COMPENSATION INSURANCE | | | 1,284 | 1,000 | 3,414 | 2,702 | 4,400 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-----------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 249-249.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 2,400 | 3,452 | 11,905 | 11,800 | 11,800 | 9,833 | 7,000 |
| 249-249.000-958.000 | MEMBERSHIP AND DUES | 575 | 125 | 125 | 1,000 | 1,000 | 860 | 1,000 |
| 249-249.000-960.000 | EDUCATION AND TRAINING | 190 | 285 | 285 | 1,000 | 1,000 | | |
| 249-249.000-977.000 | EQUIPMENT | | 10,184 | 3,849 | 5,000 | 8,233 | 5,348 | 5,000 |
| 249-249.000-977.001 | COMPUTER SOFTWARE | | | | | 6,925 | 6,925 | |
| NET OF REVENUES/APPROPRIATIONS - 249.000-BUILDING DEPARTMENT | | (264,847) | (366,773) | (364,292) | (468,327) | (469,860) | (377,611) | (457,476) |
| ESTIMATED REVENUES - FUND 249 | | 330,194 | 445,683 | 456,651 | 468,327 | 469,861 | 427,356 | 457,476 |
| APPROPRIATIONS - FUND 249 | | 264,847 | 366,773 | 364,292 | 468,327 | 469,860 | 377,611 | 457,476 |
| NET OF REVENUES/APPROPRIATIONS - FUND 249 | | 65,347 | 78,910 | 92,359 | | 1 | 49,745 | |

Fund 250 LDFA

The 2016 revenues are based on the 2015 property tax values for the LDFA District. The captured funds are then transferred to Fund 398 - 2013 Bond Fund to cover the bond payments for the infrastructure improvements.

| | |
|--|---------------------|
| <i>2015 Recaptured Tax for 2016 revenues</i> | \$ 246,751 |
| <i>Transfer funds to Fund 398 - 2013 Series B Bond For \$165,000 principal, \$64,260 interest, and \$ 500 fees for 2016 payments</i> | (\$ 229,760) |

7/23/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 250 - LOCAL DEVELOPMENT FINANCE AUTH | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 250-000.000-402.250 | CURRENT TAX REVENUE-CAPTURED | 236,676 | 172,403 | 210,459 | 245,499 | 245,499 | 245,534 | 246,751 |
| 250-000.000-664.001 | INTEREST EARNED | | | 13 | | | 11 | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 236,676 | 172,403 | 210,472 | 245,499 | 245,499 | 245,545 | 246,751 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-----------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 991.000-DEBT SERVICES | | | | | | | | |
| 250-991.000-968.398 | TRANSFER TO: 2006 BOND DEBT | 236,676 | 172,403 | 200,000 | 200,000 | 200,000 | 200,000 | 229,760 |
| NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES | | (236,676) | (172,403) | (200,000) | (200,000) | (200,000) | (200,000) | (229,760) |
| ESTIMATED REVENUES - FUND 250 | | 236,676 | 172,403 | 210,472 | 245,499 | 245,499 | 245,545 | 246,751 |
| APPROPRIATIONS - FUND 250 | | 236,676 | 172,403 | 200,000 | 200,000 | 200,000 | 200,000 | 229,760 |
| NET OF REVENUES/APPROPRIATIONS - FUND 250 | | | | 10,472 | 45,499 | 45,499 | 45,545 | 16,991 |

Fund 252 - Hydro

Revenues

| Line Item | Explanation |
|---|--|
| 252-000-000-641-003 – Ford Lake Hydro Station | Revenues are collected from electricity generated by the Hydro Station and sold to DTE Energy. Compared to 2014, the 2015 budget process recommended revenue be reduced by \$100,000 due to power contract adjustments and less precipitation forecasted. For 2016, it is recommended that we reduce revenue by \$25,000 for contract adjustments and less precipitation forecasted during the winter. |
| 252-252-000-650-300 - Renewable Energy Credit | Funds received from the transfer/sale of Renewable Energy Credits. This is a new line item for 2016 and was previously included in other income- miscellaneous. |
| 252-000-000-664-001 – Interest Earned | Reflects interest earned on funds deposited in the bank. |
| | |

Expenditures

| Line Item | Explanation |
|--|--|
| 252-252-000-706-000 – Salary-Permanent Wages | This line item reflects the salary of the Hydro Operator. This draft budget is increased by 1.5% in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 252-252-000-706-050 – Year End Odd Day Accrual | This is a new line item for 2016 and will be used to reflect the three days of payroll accrual, if needed. |
| 252-252-000-707-000 – Salary-Temporary/Seasonal | Wages for the 2 nd operator which is a part-time position, who is responsible for the weekend and holiday operations. This amount is an increase over last year; it is proposed to hire a 3 rd operator (part-time). The current part-time operator is planning to retire and plans to cut his hours back in 2016. Part-time operators also help the primary operator when tasks require two or more people. This is a Board decision. |
| 252-252-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 252-252-000-709-000 – Regular Overtime | Accounts for the necessary overtime for the full time operator when he is called in or necessary work exceeds 40 hours to avoid loss of revenue, dam safety or handle compliance issues. Amount is unchanged over prior year. |
| 252-252-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|--|---|
| 252-252-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| | |
| 252-252-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| | |
| 252-252-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| | |
| 252-252-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |
| 252-252-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It is recommended that this line item remain at \$5,775 for 2016. |
| | |
| 252-252-000-719-021 – Admin Fees-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$90 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| | |
| 252-252-000-720-000 – Life Insurance | Figures were provided by Human Resources. |

| Line Item | Explanation |
|--|--|
| 252-252-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 252-252-000-727-000 – Office Supplies | Covers the cost of supplies and material used in completing reports by the department. |
| 252-252-000-730-000 - Postage | Covers cost in mailing business related material. This amount is unchanged from last year. |
| 252-252-000-740-000 – Operating Supplies | Accounts for the miscellaneous cost related to operating the Hydro Station. No changes from last year. |
| 252-252-000-741-000 – Boot Reimb & Uniforms Purchase | Funds to purchase operator’s uniforms and boot allowance. Amount is unchanged from last year. |
| 252-252-000-776-000 – Maintenance Supplies | Cost associated in maintaining Hydro Station including housekeeping, general supplies, and hand tools. The amount is a decrease the 2015 original budget. |
| 252-252-000-801-000 – Professional Services | Covers cost for an independent engineering firm for technical support related to dam safety and compliance for the Ford Lake Dam. |
| 252-252-000-801-250 – Professional Services-Other Dams | Covers cost for an independent engineering firm for technical support related to dam safety and compliance for the other Township owned dams. No funds are being requested for 2016. |
| 252-252-000-818-013 – Contractual Services/Hydro Station | Associated cost for services routinely used by the department for operations or maintenance activities. This remains unchanged from the 2015 original budget. |

| Line Item | Explanation |
|--|--|
| 252-252-000-850-000 - Telephone | Cost related to communication lines linked with DTE and for the department telephone service. Cost will decrease in 2016 with the completion of the new DTE system thus removing 2 AT&T lines. The AT&T lines was scheduled to be turn off in 4 th quarter of 2015, due to DTE delaying the construction of the new system now requires us to continue services with AT&T (currently @ \$3,100/mo). |
| 252-252-000-867-000 – Gas & Oil | Covers cost related to fuel used by the department in equipment and vehicle. In 2014, the department was issued a department truck. |
| 252-252-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 252-252-000-915-000 – Insurance and Bonds | Figures provided by the Accounting Director. |
| 252-252-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| 252-252-000-920-017 – Utilities-Hydro | Costs related in heating powerhouse in winter months. This remains the same as 2014. |
| 252-252-000-930-000 – Repairs Maintenance-Machinery | Accounts for costs related repairing and maintaining the equipment related to generating electricity. |

| Line Item | Explanation |
|--|---|
| 252-252-000-930-001 – Repairs/Maint Hydro Infrastructure | Costs related to maintaining the Hydro Station structure-powerhouse and dam. For 2015, 1 project is scheduled, plans to upgrade the obsolete PLC. |
| 252-252-000-931-013 – Repairs & Maint-Other Dams | Costs associated in maintaining Tyler and Sargent Charles Dams. |
| 252-252-000-943-000 – MotorPool Lease/Maintenance | Costs associated with the lease of department issued vehicle. |
| 252-252-000-956-000 - Miscellaneous | Cover cost for bank fees associated with the DTE Escrow Fund and small expenses. |
| 252-252-000-956-009 – City Share/Hydro Station | Expected amount the Township will have to pay the City (10% gross of DTE revenue) from a judgment when JYRO was dissolved. |
| 252-252-000-956-019 – Hydro-Fish Study-Escrow Expense | Expected amount the Township will have to put into Fish Escrow for future fish enhancement. This is required by the FERC License agreement. |
| 252-252-000-956-025 – Licenses and Fees/FERC | Annual fees assessed by the Federal Energy Regulatory Commission. Cost varies each year; propose the same amount as the 2015 original budget. |
| 252-252-000-976-000 – Capital Outlay-New Equipment | No funds budgeted for 2016. |
| 252-252-000-977-000 - Equipment | Estimated cost to integrate the new DTE system within the hydro. It is likely wiring will be needed. Final scope has not been set due to DTE delaying the design. |
| | |

Request in 2016 for funds related to construction cost for Tyler Dam repairs and lowering of the pond. Board approved this project in 2015 and naming YCUA as Project Manager. The Township portion of the project is estimated to cost \$1,000,000.

12/1/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 252 - HYDRO STATION FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 252-000.000-641.003 | FORD LAKE HYDRO STATION | 305,133 | 406,993 | 478,801 | 375,000 | 375,000 | 280,204 | 350,000 |
| 252-000.000-650.300 | RENEWABLE ENERGY CREDITS | | | | | | | 1,200 |
| 252-000.000-664.001 | INTEREST EARNED | 695 | 350 | 242 | 200 | 200 | 94 | 200 |
| 252-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 506 | 691 | 59 | | | 4,295 | |
| 252-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 799 | 566 | 345 | | | 417 | |
| 252-000.000-697.000 | TRANSFER IN: GENERAL FUND | | | 19,111 | | 52,889 | 52,889 | |
| 252-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 160,275 | 339,877 | | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 307,133 | 408,600 | 498,558 | 535,475 | 767,966 | 337,899 | 351,400 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---------------------------------------|--------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 252.000-HYDRO STATION: FORD LAKE | | | | | | | | |
| 252-252.000-706.000 | SALARY - PERMANENT WAGES | 53,706 | 53,706 | 55,289 | 56,778 | 56,778 | 49,645 | 58,069 |
| 252-252.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 648 |
| 252-252.000-707.000 | SALARY - TEMPORARY/SEASONAL | 17,172 | 14,661 | 16,146 | 16,308 | 16,308 | 13,311 | 24,808 |
| 252-252.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | | | 851 | 851 | | 877 |
| 252-252.000-708.009 | AUTO ALLOWANCE | 6,000 | 6,000 | 1,609 | | | | |
| 252-252.000-709.000 | REG OVERTIME | 4,338 | 4,070 | 5,862 | 4,000 | 6,500 | 4,007 | 4,000 |
| 252-252.000-715.000 | F.I.C.A./MEDICARE | 5,113 | 5,058 | 4,933 | 4,952 | 4,952 | 4,348 | 5,102 |
| 252-252.000-719.000 | HEALTH INSURANCE | 12,148 | 11,247 | 14,901 | 17,832 | 17,832 | 17,839 | 18,637 |
| 252-252.000-719.001 | SICK AND ACCIDENT | 349 | 298 | 298 | 308 | 308 | 299 | 401 |
| 252-252.000-719.015 | DENTAL BENEFITS | 1,648 | 1,685 | 1,651 | 1,417 | 1,417 | 1,417 | 1,417 |
| 252-252.000-719.016 | VISION BENEFITS | | | | 233 | 233 | 194 | 233 |
| 252-252.000-719.020 | HEALTH CARE DEDUCTION | 1,068 | 6,698 | 758 | 5,775 | 5,775 | 1,134 | 5,775 |
| 252-252.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 100 | 90 | 92 | 100 | 100 | 69 | 90 |
| 252-252.000-720.000 | LIFE INSURANCE | 158 | 144 | 144 | 149 | 149 | 146 | 198 |
| 252-252.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 225 | 190 | 214 | 212 | 212 | 179 | 323 |
| 252-252.000-727.000 | OFFICE SUPPLIES | 357 | 390 | 1,117 | 350 | 350 | 152 | 350 |
| 252-252.000-730.000 | POSTAGE | 50 | 128 | 61 | 100 | 100 | 35 | 100 |
| 252-252.000-740.000 | OPERATING SUPPLIES | 235 | 451 | 323 | 400 | 400 | 388 | 400 |
| 252-252.000-741.000 | BOOT REIMB & UNIFORMS PURCHASE | 351 | 412 | 407 | | 450 | 148 | 450 |
| 252-252.000-757.000 | OPERATING SUPPLIES | | | | | | 70 | |
| 252-252.000-776.000 | MAINTENANCE SUPPLIES | 7,368 | 8,707 | 6,752 | 8,000 | 7,550 | 5,865 | 7,550 |
| 252-252.000-801.000 | PROFESSIONAL SERVICES | 6,162 | 25,325 | 45,394 | 40,000 | 40,000 | 22,381 | 40,000 |
| 252-252.000-801.250 | PROFESSIONAL SER - OTHER DAMS | 40 | 30,025 | 22,238 | | 52,889 | 52,719 | |
| 252-252.000-818.013 | CONTRACTUAL SERVICES/HYDRO ST | 11,373 | 3,865 | 6,896 | 7,500 | 3,000 | 2,475 | 7,500 |
| 252-252.000-850.000 | TELEPHONE | 12,732 | 15,385 | 21,513 | 23,000 | 35,285 | 31,788 | 20,000 |
| 252-252.000-867.000 | GAS & OIL | 2,897 | | 3,537 | 4,200 | 3,200 | 2,044 | 4,200 |
| 252-252.000-876.000 | RETIREMENT/MERS | 6,145 | 7,422 | 8,365 | 8,449 | 8,449 | 7,662 | 8,321 |
| 252-252.000-915.000 | INSURANCE AND BONDS | 2,187 | 1,924 | 1,860 | 2,202 | 2,202 | 1,770 | 2,261 |
| 252-252.000-917.000 | WORKERS COMPENSATION INSURANC | 1,685 | 1,764 | 1,527 | 1,859 | 1,859 | 1,290 | 2,001 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-----------|-----------|-----------|-----------------|----------------|------------------------|------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 252-252.000-920.017 | UTILITIES - HYDRO | 282 | 1,096 | 1,560 | 1,400 | 1,400 | 1,051 | 1,400 |
| 252-252.000-930.000 | REPAIRS MAINTENANCE-MACHINERY | 33,133 | 9,614 | 291,946 | 9,000 | 9,000 | 4,742 | 9,000 |
| 252-252.000-930.001 | REPAIRS/MAINT HYDRO INFRASTRU | 6,443 | 14,965 | 8,185 | 65,000 | 65,000 | 52,593 | 40,000 |
| 252-252.000-931.013 | REPAIRS & MAINT - OTHER DAMS | 2,852 | 1,795 | | 1,000 | 100 | 43 | 1,000 |
| 252-252.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | | | | 3,000 | 3,000 | 2,500 | 6,000 |
| 252-252.000-956.000 | MISCELLANEOUS | 1,600 | 5,975 | 3,248 | 1,800 | 1,800 | 1,600 | 1,800 |
| 252-252.000-956.009 | CITY SHARE/HYDRO STATION | 30,513 | 40,699 | 47,880 | 37,500 | 37,500 | 28,020 | 35,000 |
| 252-252.000-956.019 | HYDRO-FISH STUDY-ESCROW EXPEN | 5,703 | 6,737 | 7,377 | 8,000 | 6,500 | | 8,000 |
| 252-252.000-956.025 | LICENSES AND FEES/FERC | 3,030 | 4,135 | 3,288 | 3,800 | 2,415 | 2,415 | 3,800 |
| 252-252.000-971.001 | CAPITAL OUTLAY - OTHER | 17,500 | | | | | | |
| 252-252.000-976.000 | CAPITAL OUTLAY NEW EQUIPMENT | | | | 200,000 | 374,102 | 81,353 | |
| 252-252.000-977.000 | EQUIPMENT | | 20,870 | 180,000 | | | | 30,000 |
| NET OF REVENUES/APPROPRIATIONS - 252.000-HYDRO STATION: FORD I | | (254,663) | (305,531) | (765,371) | (535,475) | (767,966) | (395,692) | (349,711) |
| ESTIMATED REVENUES - FUND 252 | | 307,133 | 408,600 | 498,558 | 535,475 | 767,966 | 337,899 | 351,400 |
| APPROPRIATIONS - FUND 252 | | 254,663 | 305,531 | 765,371 | 535,475 | 767,966 | 395,692 | 349,711 |
| NET OF REVENUES/APPROPRIATIONS - FUND 252 | | 52,470 | 103,069 | (266,813) | | | (57,793) | 1,689 |

Fund 266 – Law Enforcement

Revenues

| Line Item | Explanation |
|--|---|
| 266-000-000-403-000 – Current Property Taxes | This line item reflects revenue from property taxes based on property values and millage rates. The total millage rate is 5.95 mills for law enforcement services. Projected revenue is estimated at \$6.68 million which is about a 1% increase from 2015. |
| 266-000-000-574-001 – State Revenue-Liquor Enforcement | This line item reflects revenue received each year from the state derived from fees for liquor licenses. The funds are restricted for use to enforce MLCC rules and regulations. |
| 266-000-000-607-270 – Charge for Serv-Liquor Inspec | This line item reflects revenue received from bars and restaurants for annual inspections for liquor license renewal. |
| 266-000-000-655-266 – Public Nuisance Abatement | This line reflects revenue from public nuisance enforcement activity conducted by the Sheriff's Office and funded by the Township. Revenue is generated from the redemption of vehicles seized during enforcement activity. |
| 266-000-000-699-000 – Appropriated Prior Year Balance | This line item reflects amount needed from Fund Balance to meet expenses. |
| | |

Expenditures

| Line Item | Explanation |
|--|--|
| 266-301-000-705-000 – Salary-Supervision | This line item reflects the salary for the Police Services/OCS Director and 25% of the salary for the OCS Executive Coordinator. The executive coordinator provides administrative oversight for all departments and programs under the OCS umbrella, including police services. This draft budget is increased by 1.5% in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 266-301-000-706-000 – Salary – Permanent Wages | This is a new line item for 2016 and will be used for a part-time custodian to clean the Law Enforcement Center at 1501 S. Huron. A 1.5% contractual increase is budgeted. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 266-301-000-706-013 – GIS Service | This line item reflects 25% of the cost for GIS specialist services split between OCS and Assessing. |
| 266-301-000-706-050 – YE Odd Day Accrual | This line item is new in 2016 and is used for payroll accrual for the employees in this department. |
| 266-301-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 266-301-000-708-009 – Auto Allowance | This line item is used for the auto allowance for the Police Services/OCS Director. |
| 266-301-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. |

| Line Item | Explanation |
|---|---|
| 266-301-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 266-301-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| 266-301-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| 266-301-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| 266-301-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 266-301-000-727-000 – Office Supplies | This line item reflects office supply expenses for police services. No change. |
| 266-301-000-730-000 - Postage | A large increase is shown in this line item since we are proposing to include Neighborhood Watch mailers in 2016. |
| 266-301-000-740-000 – Operating Supplies | This line item reflects operating supplies for police services such as neighborhood signage and customized first responder maps. We are also proposing to replace neighborhood watch signs promoting the public surveillance system to deter crime. |
| 266-301-000-800-001 – Administration Fees | This is an internal cost allocation charged to the police millage fund for township office space, technology and equipment for staff funded by the millage. Figures provided by the Accounting Director. |

| Line Item | Explanation |
|---|--|
| 266-301-000-820-000 – Housing Investigator – Contract | <p>This line item funds a new position of Housing Investigator within the framework of the police services contract with the Washtenaw County Sheriff's Office. This contract provides an investigator dedicated solely to focus on crime and public nuisance issues related to rental and owner occupied housing. It is a sheriff's office position under contract to the Township and invoiced at a flat hourly rate not to exceed 1,560 hours annually.</p> |
| 266-301-000-831-000 – Sheriff Patrol Contract | <p>This line item reflects the Washtenaw County police contract formula price for 35 Police Service Units (PSU) at a price 1% higher than 2015. Each PSU includes wages and fringe benefits for one sheriff's deputy; prorated wages and fringe benefits for shift supervision at a rate of one sergeant for each 7.5 deputies; prorated wages and fringe benefits for an operational lieutenant at a rate of one lieutenant for each 45 deputies; vehicle and fleet maintenance costs; metro dispatch costs; computer and technology costs; insurance and legal liability costs, etc. The police services contract for 35 PSU's provides deployment of 42 sworn officers in Ypsilanti Township, as well as services of civilian support staff, the sheriff's detective bureau and specialty support teams such as SWAT, CNT, computer forensics and K-9.</p> <p><i>Please note that this line item previously only included the sheriff's deputy portion of the PSU contract formula, while the sergeant and lieutenant portions were separated out in different line item accounts. Going forward, the entire PSU contract expense is included all in one place in this account.</i></p> |

| Line Item | Explanation |
|---|--|
| 266-301-000-831-001 – Sheriff Patrol-Overtime | This line item reflects regular and special overtime expenses related to the police services contract including shift extensions, backfilling of sick calls and vacations, special investigations and off-duty court. It is unknown at this time whether the deputy overtime rate will change in 2016. Pending any rate change, overtime funding has been left unchanged in accordance with review of actual expenses through May, 2015. |
| | |
| 266-301-000-831-003 – Sheriff Patrol-Sergeants | This line item is no longer used and this expense has been consolidated into 266-301.000-831.000. |
| | |
| 266-301-000-831-004 – Sheriff Patrol-Lieutenants | This line item is no longer used and this expense has been consolidated into 266-301.000-831.000. |
| | |
| 266-301-000-831-007 – Liquor Inspection Expenditure | This line item reflects expenses for a new student decoy jobs program for enforcement services pertaining to the sale of alcohol to minors. |
| | |
| 266-301-000-831-008 – Sheriff Patrol-Schl Collb Ctr | This line item reflects the contract costs for two School Resource Officers (SRO) during summer collaborations with the Lincoln Consolidated Schools and the Ypsilanti Community Schools. SRO's are re-assigned to Ypsilanti Township during summer months when school is out of session and they focus on youth crimes in neighborhoods. The duration of the summer assignments varies between 10 and 12 weeks; it is budgeted at 12 weeks. There is a 1% increase in this contract cost using the standard PSU contract formula. |

| Line Item | Explanation |
|--|--|
| 266-301-000-831-010 – Public Nuisance Abatement | This line item reflects funds allocated for special investigations conducted by the Community Action Team to address violent crime and narcotics trafficking in neighborhoods. No change. |
| 266-301-000-831-012 – Animal Control Enforcement Cont. | This line item reflects funds allocated to fulfill a contractual agreement with Washtenaw County to offset the cost of enforcing the Township’s animal control ordinances above and beyond state law. Funds are allocated to support the county’s service contract with the Humane Society of Huron Valley. No change. |
| 266-301-000-876-000 – Retirement/MERS | Employer’s portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 266-301-000-876-003 – OPEB Funding-Retiree Health | Figures provided by the Accounting Director. |
| 266-301-000-913-000 – Insurance & Bonds Fleet | Figures provided by the Accounting Director. |
| 266-301-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| 266-301-000-920-015 – Utilities/1405 Holmes Road | This line item reflects public utility expenses for the Holmes Rd police substation. The station is operated as a 24hr/7day deputy drop-in detachment in the northeast section of the township. There is a slight increase budgeted based on 2015 actual usage and forecasted price increases. |

| Line Item | Explanation |
|---|--|
| 266-301-000-920-016 – Utilities/2057 Tyler Police | This line item reflects public utility expenses for the West Willow community resource center (CRC). There is a slight increase budgeted based on 2015 actual usage and forecasted price increases. |
| 266-301-000-920-019 – Utilities – 1501 S. Huron Station | This line item reflects public utility expenses for the primary Law Enforcement Center (LEC) which houses the township's contracted sheriff's deputies, shift sergeants, operational lieutenant, civilian support personnel and sheriff K-9 Teams. In addition the LEC is also available as a drop-in station to Michigan State Police troopers from the Brighton Post, FBI agents from the Ann Arbor office, parole/probation agents from the Michigan Department of Corrections, and members of the county Metro SWAT Team from other local police agencies. 2016 will be the first full year of operation of the LEC and utility expenses are increased based on actual usage data from 2015. |
| 266-301-000-931-011 – Building Maintenance/1405 Holmes | This line item reflects expenses for maintenance of the Holmes Rd police station. The station is operated as a 24hr/7day deputy detachment. The budget is doubled from the 2015 original budget, based on expenses and predicted increased maintenance demands as the building ages. |
| 266-301-000-931-012 – Building Maintenance/2057 Tyler | This line item reflects expenses to maintain the West Willow community resource center. No change. |
| 266-301-000-931-015 – Building Maintenance/1501S. Huron | This line item reflects expenses to maintain the primary Law Enforcement Center (LEC), including building repairs, custodial supplies and grounds maintenance. |

| Line Item | Explanation |
|---|---|
| 266-301-000-933-000 – Equipment Maintenance | This line item reflects expenses to maintain township owned police equipment for use by contract deputies, such as motor carrier truck scales, JAMAR radar unit, FlashCam unit, etc. |
| 266-301-000-933-020 – Public Camera Maintenance | This line item reflects operations expenses to maintain public surveillance cameras that are installed at selected locations as a police investigative resource not attributed to any neighborhood special assessment districts. |
| 266-301-000-942-000 – Lease-Motorpool | This line item reflects expenses for occasional vehicle rentals for use by sheriff's deputies for undercover assignments. No change. |
| 266-301-000-958-000 – Membership and Dues | This line item reflects expenses for a subscription membership to an investigative search service for use by police services and OCS departments. |
| 266-301-000-977-000 - Equipment | This line item reflects funds allocated to purchase or replace Township equipment assigned to sheriff's deputies, such as digital cameras and radar units, as well as public surveillance cameras not attributed to any neighborhood special assessment district. The budget is increased anticipating additional camera purchases. |
| | |

Ordinance Department

Expenditures

| Line Item | Explanation |
|--|--|
| 266-304-000-705-000 – Salary-Supervision | This line item reflects 25% of the OCS Executive Coordinator’s salary. The executive coordinator provides administrative oversight for all departments and programs under the OCS umbrella including ordinance enforcement and directly supervises ordinance clerical staff. This draft budget is increased by 1.5% in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 266-304-000-706-000 – Salary-Permanent Wages | This line item reflects the salaries of two Ordinance Officers and 50% of two Floater II/Clerk III positions. A contractual increase is budgeted for AFSCME and Teamster employees. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 266-304-000-706-012 – Salary-Neighborhood Watch | This line item reflects the salary of the NHW Coordinator. This position is split between the township supervisor and deputy supervisor with work performed in the evening after business hours. This important work continues to be done without the benefit of a full-time employee which results in significant savings to the Township. Due to the way our payroll weeks fall, additional dollars are budgeted in 2016. |
| 266-304-000-706-050 – YE Odd Day Accrual | This line item is new in 2016 and is used for payroll accrual for employees in this department. |
| 266-304-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |

| Line Item | Explanation |
|---|---|
| 266-304-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. |
| 266-304-000-709-000 – Regular Overtime | These line item funds clerical expenses for special projects and dog licensing clinics; also funds neighborhood project-based overtime for ordinance officers. |
| 266-304-000-715-000 – FICA/Medicare | Figures provided by the Accounting Department. |
| 266-304-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. Although we are estimating the increase, the amount budgeted in this line item shows a decrease due to an employee that will be receiving the buyout in 2016. |
| 266-304-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| 266-304-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| 266-304-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| | |

| Line Item | Explanation |
|---|--|
| 266-304-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. It has been decreased to \$8,663 due to one employee who previously received health care benefits but is electing to receive the buyout in 2016. |
| 266-304-000-719-021 – Admin Fee-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. |
| 266-304-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 266-304-000-727-000 – Office Supplies | This line item reflects office supply expenses for the Ordinance Dept, such as envelopes, portable printer ink, etc. An increase is budgeted to meet expected demands. |
| 266-304-000-730-000 - Postage | This line item reflects postage expenses for the Ordinance Dept. No change. |
| 266-304-000-740-000 – Operating Supplies | This line item reflects operating supplies for the Ordinance Dept, such as batteries, digital media, software, inspection tools and supplies, etc. No change. |
| 266-304-000-741-001 – Uniforms-New & Badges | This line item reflects expenses for Ordinance officer uniform boots and clothing. There is a budgeted increase due to scheduled replacement of aging items. |
| 266-304-000-860-000 – Travel | This line item is to reimburse Township employees for travel expenses related to attendance at neighborhood watch meetings and related events outside of normal business hours. |

| Line Item | Explanation |
|---|---|
| 266-304-000-867-000 – Gas & Oil | This line item reflects expenses for gasoline and oil charges for 2 vehicles used by the Ordinance Dept. The budget is reduced based on 2015 YTD actual expenses. |
| 266-304-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 266-304-000-943-000 – Motorpool Lease/Maintenance | This line item reflects lease payments to the township motor pool and maintenance for two vehicles used by the Ordinance Dept. The budget is reduced based on scheduled lease payments. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 266 - LAW ENFORCEMENT FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 266-000.000-403.000 | CURRENT PROPERTY TAXES | 6,045,966 | 5,672,068 | 6,564,898 | 6,572,122 | 6,572,122 | 6,555,628 | 6,688,785 |
| 266-000.000-403.002 | CUR PROPERTY TAX ADJUSTMENTS | (5,923) | (232,392) | 39,882 | | | | |
| 266-000.000-405.000 | IN LIEU OF TAXES | | | 12,036 | | | | |
| 266-000.000-417.000 | DELINQUENT PERS.PROPERTY TAXE | | 6,027 | 8,339 | | | | |
| 266-000.000-574.001 | STATE REVENUE-LIQUOR ENFORCMN | 20,418 | | 41 | 20,000 | 20,000 | 21,978 | 20,000 |
| 266-000.000-574.002 | STATE REVENUE-RETURN FEE LEDG | 426 | 20,975 | 20,205 | | | | |
| 266-000.000-607.270 | CHARGE FOR SERV-LIQUOR INSPEC | | | 1,665 | | | 1,700 | 1,000 |
| 266-000.000-655.266 | PUBLIC NUISANCE ABATEMENT | 11,200 | 4,010 | 4,500 | 5,000 | 5,000 | | 2,500 |
| 266-000.000-664.001 | INTEREST EARNED | 3,066 | 1,090 | 626 | | | 285 | |
| 266-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 282 | 2,706 | 85 | | | 12,061 | |
| 266-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 1,208 | 1,097 | 363 | | | 681 | |
| 266-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 48,451 | 248,293 | | 96,376 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 6,076,643 | 5,475,581 | 6,652,640 | 6,645,573 | 6,845,415 | 6,592,333 | 6,808,661 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|-------------------------------|------------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 301.000-SHERIFF SERVICES | | | | | | | | |
| 266-301.000-705.000 | SALARY - SUPERVISION | 79,539 | 79,539 | 81,969 | 99,351 | 99,351 | 86,582 | 101,608 |
| 266-301.000-706.000 | SALARY - PERMANENT WAGES | | | | | | | 17,469 |
| 266-301.000-706.013 | GIS SERVICE | | | | | 520 | 394 | 520 |
| 266-301.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 1,345 |
| 266-301.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | 6,042 | 5,637 | 1,511 | 5,552 | 5,552 | 1,530 |
| 266-301.000-708.009 | AUTO ALLOWANCE | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 5,500 | 6,000 |
| 266-301.000-708.010 | HEALTH INS BUYOUT | | | 3,000 | 3,750 | 3,750 | 1,875 | 3,750 |
| 266-301.000-715.000 | F.I.C.A./MEDICARE | 6,464 | 6,914 | 7,383 | 8,462 | 8,462 | 7,795 | 10,076 |
| 266-301.000-719.001 | SICK AND ACCIDENT | 349 | 298 | 298 | 385 | 385 | 374 | 501 |
| 266-301.000-719.015 | DENTAL BENEFITS | 1,648 | 1,685 | 1,651 | 1,614 | 1,614 | 1,614 | 1,614 |
| 266-301.000-719.016 | VISION BENEFITS | | | | 272 | 272 | 204 | 272 |
| 266-301.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | | | | | | 69 | |
| 266-301.000-720.000 | LIFE INSURANCE | 158 | 144 | 144 | 186 | 186 | 182 | 248 |
| 266-301.000-727.000 | OFFICE SUPPLIES | 269 | 58 | 103 | 300 | 300 | 96 | 300 |
| 266-301.000-730.000 | POSTAGE | 2 | 5 | | 200 | 200 | 4 | 10,000 |
| 266-301.000-740.000 | OPERATING SUPPLIES | 396 | 734 | 2,497 | 6,000 | 4,640 | | 6,000 |
| 266-301.000-800.001 | ADMINISTRATION FEES | 26,333 | 26,333 | 26,333 | 27,230 | 27,230 | 22,692 | 27,369 |
| 266-301.000-820.000 | HOUSING INVESTIGATOR - CONTRACT | | | | | | | 37,000 |
| 266-301.000-831.000 | SHERIFF PATROL CONTRACT | 4,441,500 | 4,485,915 | 4,478,750 | 4,576,040 | 4,576,040 | 4,194,703 | 5,484,815 |
| 266-301.000-831.001 | SHERIFF PATROL - OVERTIME | 469,703 | 462,483 | 456,333 | 500,000 | 500,000 | 269,804 | 500,000 |
| 266-301.000-831.003 | SHERIFF PATROL - SERGEANTS | 696,465 | 703,429 | 710,465 | 717,570 | 717,570 | 657,773 | |
| 266-301.000-831.004 | SHERIFF PATROL - LIEUTENANTS | 132,828 | 134,156 | 135,520 | 136,885 | 136,885 | 125,478 | |
| 266-301.000-831.007 | LIQUOR INSPECTION EXPENDITURE | | | | | | | 3,000 |
| 266-301.000-831.008 | SHERIFF PATROL-SCHL COLLB CTR | 62,232 | 63,375 | 52,281 | 71,610 | 66,341 | 58,674 | 72,328 |
| 266-301.000-831.010 | PUBLIC NUISANCE ABATEMENT | 5,000 | 5,000 | 693 | 5,000 | 5,000 | | 5,000 |
| 266-301.000-831.011 | SCHOOL CROSSING GUARD | 4,756 | | | | | | |
| 266-301.000-831.012 | ANIMAL CONTROL ENFORCEMENT CONTRIB | | 30,000 | 30,000 | 30,000 | 30,000 | | 30,000 |
| 266-301.000-857.100 | COMMUNICATIONS-INTERNET ACCES | 4,568 | | | | | | |
| 266-301.000-876.000 | RETIREMENT/MERS | 8,351 | 10,212 | 9,761 | 10,561 | 10,561 | 9,486 | 10,401 |
| 266-301.000-876.003 | OPEB FUNDING- RETIREE HEALTH | 40,943 | 51,765 | 34,359 | 34,127 | 34,127 | 34,127 | 33,782 |
| 266-301.000-900.000 | PUBLISHING | | 4,165 | | | | | |
| 266-301.000-913.000 | INSURANCE & BONDS FLEET | 3,207 | 3,676 | 2,729 | 3,992 | 3,992 | 3,188 | 4,143 |
| 266-301.000-917.000 | WORKERS COMPENSATION INSURANC | 3,256 | 2,289 | 2,853 | 1,956 | 4,365 | 3,553 | 5,027 |
| 266-301.000-920.015 | UTILITIES/ 1405 HOLMES RD | 7,505 | 7,037 | 7,185 | 7,500 | 7,500 | 6,065 | 8,000 |
| 266-301.000-920.016 | UTILITIES/2057 TYLER POLICE | 1,693 | 1,898 | 1,888 | 2,500 | 2,500 | 1,634 | 2,800 |
| 266-301.000-920.018 | UTILITIES-CIVIC CTR POLICE | 14,683 | 14,982 | 12,860 | | 1,442 | 1,442 | |
| 266-301.000-920.019 | UTILITIES 1501 S HURON STATIO | | 494 | 8,845 | 20,000 | 20,000 | 20,352 | 24,000 |
| 266-301.000-931.011 | BLDG MAINT/1405 HOLMES | 2,658 | 1,098 | 2,269 | 2,000 | 4,000 | 3,325 | 4,000 |
| 266-301.000-931.012 | BLDG MAINT/2057 TYLER RD | 2,101 | 2,045 | 2,090 | 2,500 | 2,500 | 1,333 | 2,500 |
| 266-301.000-931.014 | BLDG MAINT-SHERIFF-CIVIC CTR | 4,077 | 3,449 | 6,286 | | 418 | 91 | |
| 266-301.000-931.015 | BLDG MAINT - 1501 S HURON STA | | 9,430 | 36,640 | 40,000 | 39,000 | 14,434 | 35,000 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-----------------------------------|-------------|-------------|-------------|-----------------|----------------|------------------------|------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 266-301.000-933.000 | EQUIPMENT MAINTENANCE | 10,500 | 6,992 | 5,641 | 10,000 | 6,977 | 1,525 | 5,000 |
| 266-301.000-933.020 | PUBLIC CAMERA MAINTENANCE | | 14,944 | 13,307 | 8,000 | 8,000 | 732 | 15,000 |
| 266-301.000-942.000 | LEASE - MOTORPOOL | 1,006 | 1,880 | 1,340 | 2,000 | 2,000 | 370 | 2,000 |
| 266-301.000-956.010 | TAX REFUND EXPENSE | 161,065 | 74,410 | | 5,000 | 5,000 | 20 | |
| 266-301.000-958.000 | MEMBERSHIP AND DUES | | | | | 840 | 840 | 1,000 |
| 266-301.000-960.000 | EDUCATION AND TRAINING | 4,129 | | 1,441 | 2,000 | 2,000 | | |
| 266-301.000-975.266 | CAP OUTLAY - HURON POLICE STATION | | | 177,624 | | 195,000 | 184,862 | |
| 266-301.000-977.000 | EQUIPMENT | 18,760 | 26,984 | 20,068 | 15,000 | 15,000 | 8,158 | 50,000 |
| NET OF REVENUES/APPROPRIATIONS - 301.000-SHERIFF SERVICES | | (6,222,144) | (6,249,860) | (6,346,243) | (6,359,502) | (6,555,520) | (5,734,902) | (6,523,398) |

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-----------|-------------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 304.000-ORDINANCE | | | | | | | | |
| 266-304.000-705.000 | SALARY - SUPERVISION | 44,850 | 44,615 | 38,559 | 15,173 | 15,173 | 13,426 | 15,518 |
| 266-304.000-706.000 | SALARY - PERMANENT WAGES | 130,599 | 104,906 | 138,558 | 142,412 | 142,412 | 124,796 | 151,877 |
| 266-304.000-706.012 | WAGES-NEIGHBRD WATCH/ENFORCEM | 7,800 | 7,800 | 10,205 | 10,000 | 10,000 | 8,846 | 10,385 |
| 266-304.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 1,823 |
| 266-304.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 15,900 | 6,188 | 7,602 | 2,397 | 6,221 | 5,284 | 2,433 |
| 266-304.000-708.010 | HEALTH INS BUYOUT | 9,300 | 5,558 | 6,000 | 3,750 | 3,750 | 2,625 | 5,250 |
| 266-304.000-709.000 | REG OVERTIME | | | 2,399 | 3,500 | 2,700 | 309 | 3,000 |
| 266-304.000-715.000 | F.I.C.A./MEDICARE | 15,926 | 13,388 | 15,475 | 13,600 | 13,600 | 12,769 | 14,608 |
| 266-304.000-719.000 | HEALTH INSURANCE | 12,173 | 11,247 | 20,862 | 33,691 | 33,691 | 24,974 | 26,092 |
| 266-304.000-719.001 | SICK AND ACCIDENT | 1,046 | 689 | 1,042 | 1,001 | 1,001 | 971 | 1,303 |
| 266-304.000-719.015 | DENTAL BENEFITS | 4,339 | 3,163 | 3,913 | 3,133 | 3,133 | 3,133 | 3,133 |
| 266-304.000-719.016 | VISION BENEFITS | | | | 544 | 544 | 444 | 544 |
| 266-304.000-719.020 | HEALTH CARE DEDUCTION | 4,061 | 6,413 | 6,824 | 11,550 | 11,550 | 7,799 | 8,663 |
| 266-304.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 103 | 203 | 137 | 202 | 202 | 104 | 270 |
| 266-304.000-720.000 | LIFE INSURANCE | 477 | 384 | 504 | 484 | 484 | 475 | 644 |
| 266-304.000-723.000 | DEFERRED COMPENSATION EMPLOYE | | | 7 | | | | |
| 266-304.000-727.000 | OFFICE SUPPLIES | 197 | | 189 | 250 | 250 | | 300 |
| 266-304.000-730.000 | POSTAGE | 466 | 80 | 476 | 500 | 500 | 575 | 500 |
| 266-304.000-740.000 | OPERATING SUPPLIES | 289 | 694 | 769 | 1,200 | 1,200 | 615 | 1,200 |
| 266-304.000-741.001 | UNIFORMS-NEW AND BADGES | 309 | 1,292 | 274 | 750 | 750 | 615 | 1,000 |
| 266-304.000-860.000 | TRAVEL | | | | | 800 | 529 | 1,200 |
| 266-304.000-867.000 | GAS & OIL | 6,131 | 7,405 | 10,682 | 10,000 | 10,000 | 3,319 | 5,000 |
| 266-304.000-876.000 | RETIREMENT/MERS | 21,508 | 18,005 | 24,082 | 20,434 | 20,434 | 19,724 | 20,520 |
| 266-304.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 6,010 | 8,342 | 11,714 | 11,500 | 11,500 | 9,663 | 10,000 |
| NET OF REVENUES/APPROPRIATIONS - 304.000-ORDINANCE | | (281,484) | (240,372) | (300,273) | (286,071) | (289,895) | (240,995) | (285,263) |
| ESTIMATED REVENUES - FUND 266 | | 6,076,643 | 5,475,581 | 6,652,640 | 6,645,573 | 6,845,415 | 6,592,333 | 6,808,661 |
| APPROPRIATIONS - FUND 266 | | 6,503,628 | 6,490,232 | 6,646,516 | 6,645,573 | 6,845,415 | 5,975,897 | 6,808,661 |
| NET OF REVENUES/APPROPRIATIONS - FUND 266 | | (426,985) | (1,014,651) | 6,124 | | | 616,436 | |

Fund 301 General Obligation Debt Fund

The 2015 General Obligation Debt beginning fund is \$213,118. There was a 2015 transfer in of \$135,000 from the General Fund. There was transfer out of \$343,000 to Fund 397 the 2005 Series B Bond to pay the first principal payment of \$300,000 and additional for interest and cost of the bond. This leaves an estimated \$5,167 as the available ending fund balance for 2015. We will need to transfer in \$481,000** from the General Fund to cover the principal and interest on the 2005 Series B Bond in Fund 397 for the 2016 budget year.

**The second principal payment on the 2005 Series B Bond (Fund 397) of \$450,000 is due in 2016 and interest and fees estimated at \$31,000. We will need \$343,000 transferred to Fund 397. The General Obligation Debt Fund will be short by \$481,000 and will need to have funds transferred in from the General Fund to meet obligations for 2016.

There will be enough from the LDAF capture to pay the debt obligation on the 2013 Series B Bond (Fund 398). Therefore no funds need to be transferred from Fund 301 General Obligation Debt Fund to Fund 398.

The funds in the General Obligation Fund 301 can only be used to pay the Township's general obligation debts. Consequently, these funds are budgeted to make the needed payments on the Series B Bonds for 2016.

We have asked Washtenaw County Community Development to review the plans and provide services to help market the property.

| | | | |
|----------|--|----|--------------|
| Fund 301 | Estimated available fund balance ending 2015 | \$ | 5,167.00 |
| Fund 101 | Transfer in from General Fund | \$ | 481,000.00 |
| Fund 397 | Transfer to 2005 Series B Bond Fund 397 | \$ | (481,000.00) |
| Fund 398 | Transfer to 2013 Series B Bond Fund 398 | \$ | - |
| Fund 301 | Estimated available fund balance ending 2016 | \$ | 5,167.00 |

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|---------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 301 - GENERAL OBLIGATION DEBT FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 301-000.000-664.001 | INTEREST EARNED | 455 | 326 | 199 | | | 49 | |
| 301-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | | | 9,992 | | | | |
| 301-000.000-697.000 | TRANSFER IN: GENERAL FUND | | | | 135,000 | 135,000 | 135,000 | 481,000 |
| 301-000.000-697.396 | TRANSFER IN: DEBT FUND SERIES A | | | 6,579 | | | | |
| 301-000.000-697.397 | TRANSFER IN: DEBT FUND SERIES B | | 1,347 | 150 | | | | |
| 301-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 208,000 | 208,000 | | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 455 | 1,673 | 16,920 | 343,000 | 343,000 | 135,049 | 481,000 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 991.000-DEBT SERVICES | | | | | | | | |
| 301-991.000-969.396 | TRANSFER OUT: TO DEBT FUND A | 47,350 | 51,035 | | | | | |
| 301-991.000-969.397 | TRANSFER OUT: TO DEBT FUND B | 79,465 | | 15,500 | 343,000 | 343,000 | 343,000 | 481,000 |
| NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES | | (126,815) | (51,035) | (15,500) | (343,000) | (343,000) | (343,000) | (481,000) |
| ESTIMATED REVENUES - FUND 301 | | | | | | | | |
| | | 455 | 1,673 | 16,920 | 343,000 | 343,000 | 135,049 | 481,000 |
| APPROPRIATIONS - FUND 301 | | | | | | | | |
| | | 126,815 | 51,035 | 15,500 | 343,000 | 343,000 | 343,000 | 481,000 |
| NET OF REVENUES/APPROPRIATIONS - FUND 301 | | (126,360) | (49,362) | 1,420 | | | (207,951) | |

Fund 397 Series B Bonds (General Obligation Bonds)

Original \$4,745,000 General Obligation Limited Tax Capital Improvement Bonds, Series 2005B, dated February 17, 2005, due in annual installments ranging from \$300,000 to \$540,000 starting December 31, 2016 through December 31, 2019, with a variable interest rate, payable monthly. Principal reduction made in 2006 and 2007 of \$1,405,000 and \$1,060,000 respectively. Remarketing Agreement entered on June 21, 2012 reduced the variable interest rate from an average of 2.75% to 0.31% weekly. (\$1,980,000 principal at December 31, 2015)

| | |
|--|-------------------|
| <i>2016 Payment Required</i> (Principal) | \$ 450,000 |
| <i>2016 Payment Required</i> (Interest & fees) | \$ 31,000 |

The amount of \$481,000 will be funded by a transfer from General Obligation Debts Fund 301.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 397 - DEBT FUND SERIES B | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 397-000.000-664.001 | INTEREST EARNED | 56 | 24 | 8 | | | 7 | |
| 397-000.000-697.301 | TRANSFER IN: GEN OBLIG DEBT | 79,465 | | 15,500 | 343,000 | 343,000 | 343,000 | 481,000 |
| 397-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | | | | 110 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 79,521 | 24 | 15,508 | 343,000 | 343,000 | 343,007 | 481,110 |

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|---------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 991.000-DEBT SERVICES | | | | | | | | |
| 397-991.000-957.000 | BANK CHARGES | 300 | 175 | | 500 | 500 | | 175 |
| 397-991.000-969.301 | TRANSFER OUT: TO GEN OBLIGATION | | 1,347 | 150 | | | | |
| 397-991.000-991.020 | DEBT REPAYMENT- BONDS-SEAVER | | | | 300,000 | 300,000 | 300,000 | 450,000 |
| 397-991.000-991.021 | DEBT INTEREST BONDS-SEAVER | 6,939 | 5,351 | 4,421 | 14,500 | 14,500 | 1,014 | 7,000 |
| 397-991.000-991.023 | BOND COST OF ISSUANCE | 27,476 | 27,497 | 29,597 | 28,000 | 28,000 | 18,011 | 23,935 |
| NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES | | (34,715) | (34,370) | (34,168) | (343,000) | (343,000) | (319,025) | (481,110) |
| ESTIMATED REVENUES - FUND 397 | | 79,521 | 24 | 15,508 | 343,000 | 343,000 | 343,007 | 481,110 |
| APPROPRIATIONS - FUND 397 | | 34,715 | 34,370 | 34,168 | 343,000 | 343,000 | 319,025 | 481,110 |
| NET OF REVENUES/APPROPRIATIONS - FUND 397 | | 44,806 | (34,346) | (18,660) | | | 23,982 | |

Fund 398

2013 Bonds (General Obligation Bonds) Seaver Farm Infrastructure Bonds

Original \$3,200,000 General Obligation Limited Tax Capital Improvement Bonds, Series 2006, dated August 30, 2006, due in annual installments ranging from \$50,000 to \$250,000 through May 1, 2029, with interest ranging from 3.7 percent to 4.5 percent, payable semi-annually. (\$2,760,000 at December 31, 2015)

2013 Refunding of Improvement Bonds, Series 2006 dated June 6, 2013 with an interest rate of 2.4%

2016 Payment Require (\$165,000 prin & \$64,260 Int & 500 fees) **\$ 229,760**

The amount of \$229,760 will be transferred from the LDFA Fund for the tax recapture.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 398 - DEBT 2006 BOND FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 398-000.000-581.250 | TRANSFER IN: FROM LDFA FUND | 236,676 | 172,403 | 200,000 | 200,000 | 200,000 | 200,000 | 229,760 |
| 398-000.000-664.001 | INTEREST EARNED | 89 | 37 | 15 | | | 11 | |
| 398-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 28,660 | 28,660 | | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 236,765 | 172,440 | 200,015 | 228,660 | 228,660 | 200,011 | 229,760 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|--|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 991.000-DEBT SERVICES | | | | | | | | |
| 398-991.000-991.020 | DEBT REPAYMENT- BONDS-SEAVER | 80,000 | 85,000 | 140,000 | 160,000 | 160,000 | 160,000 | 165,000 |
| 398-991.000-991.021 | DEBT INTEREST BONDS-SEAVER | 131,520 | 95,544 | 72,469 | 68,160 | 68,160 | 68,160 | 64,260 |
| 398-991.000-991.023 | BOND COST OF ISSUANCE | | | 250 | 500 | 500 | 250 | 500 |
| NET OF REVENUES/APPROPRIATIONS - 991.000-DEBT SERVICES | | (211,520) | (180,544) | (212,719) | (228,660) | (228,660) | (228,410) | (229,760) |
| ESTIMATED REVENUES - FUND 398 | | 236,765 | 172,440 | 200,015 | 228,660 | 228,660 | 200,011 | 229,760 |
| APPROPRIATIONS - FUND 398 | | 211,520 | 180,544 | 212,719 | 228,660 | 228,660 | 228,410 | 229,760 |
| NET OF REVENUES/APPROPRIATIONS - FUND 398 | | 25,245 | (8,104) | (12,704) | | | (28,399) | |

Fund 498
Capital Improvement Fund - Seaver Farm Infrastructure

2016 Payment Required

\$ 10,000

Costs for 2016 are required by the original contract. Approximately \$10,000 a year for wetland services/review. This is funded by an appropriation of prior year fund balance.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 498 - CAPITAL IMPROV-SEAVR INFRASTR | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 498-000.000-664.001 | INTEREST EARNED | 340 | 758 | 673 | | | 561 | |
| 498-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 10,000 | 10,000 | | 10,000 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 340 | 758 | 673 | 10,000 | 10,000 | 561 | 10,000 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-----------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 970.000-CAPITAL OUTLAY | | | | | | | | |
| 498-970.000-801.000 | PROFESSIONAL SERVICES | 8,304 | 795 | | 10,000 | 10,000 | | 10,000 |
| NET OF REVENUES/APPROPRIATIONS - 970.000-CAPITAL OUTLAY | | (8,304) | (795) | | (10,000) | (10,000) | | (10,000) |
| ESTIMATED REVENUES - FUND 498 | | | | | | | | |
| | | 340 | 758 | 673 | 10,000 | 10,000 | 561 | 10,000 |
| APPROPRIATIONS - FUND 498 | | 8,304 | 795 | | 10,000 | 10,000 | | 10,000 |
| NET OF REVENUES/APPROPRIATIONS - FUND 498 | | (7,964) | (37) | 673 | | | 561 | |

Fund 584 – Golf Course

Revenues

| Line Item | Explanation |
|---|---|
| 584-000-000-650-000 – Sales Merchandise Pro Shop | This line item reflects revenue received from the sale of merchandise and food and beverages sold in the golf shop. Based on what has been sold so far in 2015, it is recommended that the amount be increased to \$45,000 in 2016. |
| 584-000-000-651-001 – Use & Admission Fee-18 Holes | This line item reflects revenue received from 18 hole play. It is recommended that \$190,000 be budgeted for 2016. |
| 584-000-000-651-002 – Use & Admission Fee-9 Holes | This line item reflects revenue from 9 hole play. It is recommended that \$70,000 is budgeted for 2016. |
| 584-000-000-651-003 – Use & Admission Fee-Leagues | This line item reflects revenue received from league play. Based on what has received in 2015, it is recommended that it be reduced to \$35,000. |
| 584-000-000-651-004 – Gift Cards and Coupons | This line item reflects revenue received from gift cards and coupons. It is recommended that \$500 be budgeted for 2016. |
| 584-000-000-651-005 – Use & Admission Fee-Seas Pass | This line item reflects revenue from the sale of seasonal passes (memberships). Based on what has been collected in 2015, it is recommended that it be reduced to \$42,000. |
| 584-000-000-664-001 – Interest Earned | This line item reflects interest earned on funds deposited at various banks. |

| Line Item | Explanation |
|---|--|
| 584-000-000-667-004 – Equipment Rentals-Carts | This line item reflects revenues received from the rental of golf carts. Based on what has been received thus far in 2015, it is recommended that it remain the same. |
| 584-000-000-667-005 – Golf Cart Storage Rental | This line item is used for revenue received from the storage of personal golf carts. Due to the removal of several personal golf carts, it is recommended that the amount be reduced to \$1,750. |
| 584-000-000-694-001 – Other Income-Miscellaneous | This line item reflects revenue received from one time deposits, including advertising fees collected for ads on score cards and special revenues that do not have a line item. |
| 584-000-000-697-212 – Transfer In: From BSR II Fund | This line item reflects funds needed from Fund 212 – BSR II. |
| | |

Expenditures

| Line Item | Explanation |
|---|--|
| 584-584-000-702-001 – Salaries-Greenskeeper | This line item reflects the salary of the golf course superintendent. A 1.5% increase is budgeted in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 584-584-000-702-002 – Salaries-Pro Shop Director | This line item reflects the salary of the PGA golf director. A 1.5% increase is budgeted in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 584-584-000-706-000 – Salary-Permanent Wages | This line item is for the salary of the assistant superintendent. A 1.5% increase is budgeted in 2016, the same as Teamsters and AFSCME employees. This will be determined by the Board. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 584-584-000-706-050 – YE Odd Day Accrual | This line item is used for the year end payroll accrual for Golf Course employees. |
| 584-584-000-707-001 – Wages-Temporary Maintenance | This line item is used for the employment of seasonal employees who work on the maintenance of the golf course. It is recommended that it remain the same in 2016. |
| 584-584-000-707-002 – Wages-Temporary Pro Shop | This line item is used for seasonal employees who work in the pro shop. Based on what has already been spent in 2015, it is recommended that it be increased to \$60,000 in 2016. |

| Line Item | Explanation |
|--|--|
| 584-584-000-708-010 – Health Insurance Buy Out | This line item is used for the health insurance buyout for employees who receive health insurance through another source. Two employees at the golf course receive this buyout. Therefore, \$6,000 is budgeted for 2016. |
| 584-584-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 584-584-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. Although we are estimating the increase, the amount budgeted in this line item shows a decrease as only one will be receiving health care benefits in 2016. |
| 584-584-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| 584-584-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| 584-584-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| 584-584-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. As only one employee (with single coverage) will be receiving health care benefits in 2016, it is recommended that this line item be reduced to \$2,905. |

| Line Item | Explanation |
|--|---|
| 584-584-000-719-021 – Admin Fees – Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. It is recommended that \$90 be budgeted in this line item for 2016 (\$7.50 per month, per employee). |
| 584-584-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 584-584-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 584-584-000-727-001 – Office Supplies Maintenance | This line item is used for office supplies in the maintenance area. It is recommended that \$100 be budgeted for 2016. |
| 584-584-000-727-002 – Office Supplies Pro Shop | This line item is used for office supplies in the pro shop. Based on what has been spent in previous years and to date it is recommended that \$400 be budgeted for 2016. |
| 584-584-000-757-001 – Operating Supplies-Maintenance | This line item is used to purchase general operating supplies regarding the maintenance of the golf course. It is recommended that it remain the same in 2016. |
| 584-584-000-757-002 – Operating Supplies-Pro Shop | This line item is used for the purchase of operational supplies needed in the pro shop. For 2016, it is recommended that the pro shop purchase a new hotdog roller, new tables and chairs and an electric condiment container for the counter. This line item will also cover the purchase of staff uniforms for the pro shop and maintenance employees of the golf course. An amount of \$3,500 is recommended for 2016. |
| 584-584-000-757-003 – Operating Supplies-Cart Rental | Line item reflects the lease and maintenance of our golf carts. Figure provided by the Accounting Director. |

| Line Item | Explanation |
|---|---|
| 584-584-000-757-007 – Cost of Sales-Pro Shop | This line item is used for the purchase of merchandise in the pro shop. Based on what has been spent in 2015, it is recommended that it be increased to \$20,000. |
| 584-584-000-776-004 – Bldg Maint Supplies-Pro Shop | This line item is for maintenance supplies for the pro shop. Based on what has been spent in previous years and to date in 2015, it is recommended that \$750 be budgeted in 2016. |
| 584-584-000-776-005 – Bldg Maint Supplies-Maintenance | Maintenance supplies for the golf course are budgeted in this line item. Based on what has been spent in previous years, it is recommended that it remain the same in 2016. |
| 584-584-000-783-001 – Seed Planting-Fertilizer | This line item reflects the cost of fertilizer to be used on the golf course. It is recommended that it remain at \$26,000 in 2016. |
| 584-584-000-783-002 – Seed Planting-Chemicals | It is recommended that this line item remain at \$15,000 in 2016. |
| 584-584-000-783-003 – Seed Planting-Top Soil | This item is for topsoil for the golf course and it is recommended that it remain at \$2,500 for 2016. |
| 584-584-000-783-004 – Tree Maintenance | Line item is used in the event that a tree either has fallen or needs to be taken down and is so large that it presents a danger to our staff and needs to be professionally removed. It is recommended that this line item remain at \$500 for 2016. |
| 584-584-000-800-001 – Administration Fees | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|---|---|
| 584-584-000-801-000 – Professional Services | This line item is used for professional services including the alarm company, pest control, gutter cleaning, locksmith, etc. Based on the amended budget in 2015 and the addition of Terminix Pest Control, it is recommended that this line item be increased to \$3,000 for 2016. |
| 584-584-000-818-000 – Contractual Services | This line item is used to cover the costs of deep roots aerification and back flow prevention. It is recommended that it remain at \$3,000 for 2016. |
| 584-584-000-867-000 – Gas & Oil | This line item is used for gas and oil in the golf carts. Based on what has been spent to date in 2015, it is recommended that \$11,000 be budgeted in 2016. |
| 584-584-000-867-100 – Gas & Oil-Other Equipment | It is recommended that this line item be reduced to \$20,000 in 2016. |
| 584-584-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by Accounting Director. |
| 584-584-000-900-000 – Publishing | This line item is used to cover the cost of scorecards and printed marketing materials. The golf director will try secure sponsors to reduce the cost, however an amount of \$2,000 should be budgeted in the event that sponsors are not secured. |

| Line Item | Explanation |
|--|--|
| 584-584-000-900-003 – Golf Course Advertising | This line item is for the advertisement of the course. It is recommended this line item be increased to \$2,000 to purchase our booth at the Novi Golf Show and for the purchase of a professional display and marketing materials that promote the golf course. |
| | |
| 584-584-000-914-000 – Insurance & Bonds Fire & Liab | Figures provided by the Accounting Director. |
| | |
| 584-584-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| | |
| 584-584-000-920-008 – Utilities-Electric Maintenance | This line item is used for electric service for the maintenance building at the golf course. Based on what has been spent to date, it is recommended that that it remain at \$13,000 in 2016. |
| | |
| 584-584-000-920-009 – Utilities-Maintenance Heating | This line item is used for gas service in the maintenance building. Based on what has been previously spent, it is recommended that it remain the same in 2016. |
| | |
| 584-584-000-920-010 – Utilities-Maintenance Phone | This line item is used for phone service at the maintenance garage. Based on what is been spent to date, it is recommended that it remain at \$700 in 2016. |
| | |
| 584-584-000-920-011 – Utilities-Maintenance Water | Based on what has been spent to date, it is recommended that this line item remain at \$1,000 for 2016. |
| | |
| 584-584-000-920-013 – Utilities-Pro Shop Phone | This line item is used for phone service in the pro shop. Based on what has been spent in previous years, it is recommended that it remain at \$700 for 2016. |

| Line Item | Explanation |
|---|--|
| 584-584-000-930-000 – Repairs Maintenance Machinery | This line item is used for repair and winter maintenance of machinery at the golf course. It is recommended that it remain at \$4,000 for 2016. |
| 584-584-000-931-009 – Building Maintenance | This line item is used to cover the cost of maintenance at the golf course. It is recommended that this line item remain at \$500 for 2016. |
| 584-584-000-931-010 – Building Maintenance Pro Shop | This line item is used to cover the cost of maintaining the pro shop. In 2016, it is recommended that \$3,500 be budgeted for removal of the counters and mold in the back storage area of the pro shop. |
| 584-584-000-933-000 – Equipment Maintenance | This line item is to cover the cost of maintaining the golf course equipment. It is recommended that it remain at \$13,000 in 2016. |
| 584-584-000-939-001 – Vehicle Maintenance | It is recommended that this line item remain at \$500 for 2016. |
| 584-584-000-939-003 – Golf Cart Expense | This line item is used to cover the cost of repairs and supplies for the golf carts. Do to the expensive nature of replacement parts, it is recommended that it be increased to \$500 for 2016. |
| 584-584-000-943-000 – Motorpool Lease/Maintenance | This line item is used for motorpool lease charges. |
| 584-584-000-956-008 – Miscellaneous Expenses-Pro Shop | It is recommended that this line item remain at \$1,300 for 2016. |
| 584-584-000-957-000 – Bank Charges | Figures provided by the Accounting Director. |

| Line Item | Explanation |
|--|--|
| 584-584-000-958-001 – Memberships & Dues Nat'l Super | Line item is used for the payment of membership dues for the golf course superintendent and it is recommended that this line item remain at \$400 for 2016. |
| 584-584-000-958-004 – Memberships & Dues Pro Shop | This line item is for the payment of PGA national membership dues for the golf director. Due to an increase in membership dues it is recommended that this line item be increased to \$600 for 2016. |
| | |
| 584-584-000-968-001 – Depreciation Expense | Figures provided by the Accounting Director. |
| | |

12/1/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Fund 584 - GOLF COURSE FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 584-000.000-650.000 | SALES MERCHANDISE PRO SHOP | 70,734 | 50,313 | 26,820 | 35,000 | 35,000 | 69,661 | 45,000 |
| 584-000.000-651.001 | USE & ADMISSION FEE 18 HOLES | 143,664 | 248,815 | 232,304 | 184,378 | 184,378 | 200,923 | 190,000 |
| 584-000.000-651.002 | USE & ADMISSION FEE 9 HOLES | 87,021 | 32,962 | | 65,622 | 65,622 | 74,045 | 70,000 |
| 584-000.000-651.003 | USE & ADMISSION FEE LEAGUES | 60,188 | 42,702 | 32,403 | 40,000 | 40,000 | 27,222 | 35,000 |
| 584-000.000-651.004 | GIFT CARDS AND COUPONS | 10,436 | | | | | 860 | 500 |
| 584-000.000-651.005 | USE& ADMISSION FEE SEASON PAS | 56,801 | 70,612 | 70,883 | 70,000 | 70,000 | 43,026 | 42,000 |
| 584-000.000-664.001 | INTEREST EARNED | 374 | 325 | 259 | 100 | 100 | 213 | 150 |
| 584-000.000-667.004 | EQUIPMENT RENTALS -CARTS | 201,342 | 159,308 | 127,798 | 150,000 | 150,000 | 127,304 | 150,000 |
| 584-000.000-667.005 | GOLF CART STORAGE RENTAL | | 2,038 | | 2,500 | 2,500 | 3,284 | 1,750 |
| 584-000.000-673.002 | SALES OF FIXED ASSETS-EQUIP. | | | 5,912 | | | | |
| 584-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 7,372 | 402 | 67 | | | 1,629 | 3,500 |
| 584-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 15,584 | 3,373 | 7,784 | | | 1,421 | |
| 584-000.000-694.007 | MISCELLANEOUS INCOME OVR&SHOR | 27 | | | | | | |
| 584-000.000-697.000 | TRANSFER IN: GENERAL FUND | | | 159,081 | | | | |
| 584-000.000-697.212 | TRANSFER IN: FROM BSRII FUND | 49,793 | 46,800 | 27,786 | 106,712 | 106,712 | | 109,071 |
| 584-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | | 22,138 | | |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 703,336 | 657,650 | 691,097 | 654,312 | 676,450 | 549,588 | 646,971 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|-------------------------------|-------------------------------|----------|----------|----------|-----------------|----------------|------------------------|------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 584.000-GOLF COURSE FUND | | | | | | | | |
| 584-584.000-702.001 | SALARIES - GREENSKEEPER | 75,194 | 75,194 | 75,194 | 76,062 | 76,062 | 66,518 | 77,768 |
| 584-584.000-702.002 | SALARIES - PRO SHOP DIRECTOR | 20,104 | 2,198 | 19,200 | 50,577 | 50,577 | 44,231 | 51,712 |
| 584-584.000-706.000 | SALARY - PERMANENT WAGES | 29,650 | 29,650 | 29,650 | 29,992 | 29,992 | 26,229 | 30,665 |
| 584-584.000-706.008 | WAGES PROSHOP | 48,892 | 53,123 | 49,497 | | | | |
| 584-584.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 1,787 |
| 584-584.000-707.001 | WAGES- TEMPORARY MAINTENANCE | 62,868 | 65,136 | 67,103 | 60,000 | 60,000 | 60,670 | 60,000 |
| 584-584.000-707.002 | WAGES- TEMPORARY PRO SHOP | 49,863 | 52,447 | 55,893 | 58,000 | 58,000 | 57,320 | 60,000 |
| 584-584.000-708.010 | HEALTH INS BUYOUT | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 2,743 | 6,000 |
| 584-584.000-709.000 | REG OVERTIME | | 1 | 456 | | | 32 | |
| 584-584.000-715.000 | F.I.C.A./MEDICARE | 15,089 | 14,096 | 14,159 | 13,925 | 13,925 | 12,729 | 14,589 |
| 584-584.000-719.000 | HEALTH INSURANCE | 16,215 | 14,996 | 11,880 | 21,279 | 21,279 | 5,946 | 6,212 |
| 584-584.000-719.001 | SICK AND ACCIDENT | 697 | 596 | 447 | 616 | 616 | 573 | 802 |
| 584-584.000-719.015 | DENTAL BENEFITS | 3,129 | 3,181 | 2,262 | 2,621 | 2,621 | 2,503 | 2,621 |
| 584-584.000-719.016 | VISION BENEFITS | | | | 467 | 467 | 369 | 467 |
| 584-584.000-719.020 | HEALTH CARE DEDUCTION | 7,137 | 9,337 | 7,813 | 8,680 | 8,680 | 1,266 | 2,905 |
| 584-584.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 200 | 180 | 138 | 180 | 180 | 69 | 90 |
| 584-584.000-720.000 | LIFE INSURANCE | 317 | 288 | 216 | 298 | 298 | 279 | 396 |
| 584-584.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 1,466 | 1,529 | 1,811 | 1,534 | 1,534 | 1,534 | 1,560 |
| 584-584.000-724.001 | UNEMPLOYMENT EXPENSE | | | 632 | | | 2,528 | |
| 584-584.000-727.000 | OFFICE SUPPLIES | | | | | | 7 | |
| 584-584.000-727.001 | OFFICE SUPPLIES MAINTENANCE | 111 | 51 | 87 | 100 | 100 | 70 | 100 |
| 584-584.000-727.002 | OFFICE SUPPLIES PRO SHOP | 710 | 265 | 528 | 400 | 700 | 483 | 400 |
| 584-584.000-757.001 | OPERATING SUPPLIES MAINTENANC | 5,430 | 3,979 | 4,968 | 5,500 | 5,500 | 4,660 | 5,500 |
| 584-584.000-757.002 | OPERATING SUPPLIES PRO SHOP | 267 | 496 | 2,370 | 3,500 | 4,000 | 3,751 | 3,500 |
| 584-584.000-757.003 | OPERATING SUPPLIES-CART RENTA | 38,845 | 41,376 | 42,834 | 43,000 | 43,000 | 41,933 | 42,000 |
| 584-584.000-757.007 | COST OF SALES PRO SHOP | 57,323 | 45,732 | 28,562 | 15,000 | 15,000 | 7,854 | 20,000 |
| 584-584.000-776.004 | BLDG MAIN SUPPLIES PRO SHOP | 1,491 | 2,563 | 1,169 | 2,000 | 300 | 262 | 750 |
| 584-584.000-776.005 | BLDG MAIN SUPPLIES MAINTENANC | 559 | 153 | 1,964 | 750 | 750 | 949 | 750 |
| 584-584.000-783.001 | SEED PLANTING -FERTILIZER | 18,191 | 13,906 | 18,617 | 26,000 | 28,000 | 25,978 | 26,000 |
| 584-584.000-783.002 | SEED PLANTING -CHEMICALS | 13,109 | 12,509 | 14,429 | 15,000 | 15,000 | 14,516 | 15,000 |
| 584-584.000-783.003 | SEED PLANTING -TOP SOIL | 1,454 | | 2,194 | 2,500 | 4,500 | 3,736 | 2,500 |
| 584-584.000-783.004 | TREE MAINTENANCE | 605 | | 495 | 500 | 500 | 495 | 500 |
| 584-584.000-800.001 | ADMINISTRATION FEES | 21,129 | 21,129 | 21,129 | 21,709 | 21,709 | 18,091 | 23,294 |
| 584-584.000-801.000 | PROFESSIONAL SERVICES | 2,942 | 2,792 | 3,318 | 1,500 | 2,700 | 3,592 | 3,000 |
| 584-584.000-818.000 | CONTRACTUAL SERVICES | 2,700 | 2,950 | 5,400 | 3,000 | 2,500 | 500 | 3,000 |
| 584-584.000-867.000 | GAS & OIL | 20,081 | 13,987 | 10,475 | 12,000 | 12,000 | 9,370 | 11,000 |
| 584-584.000-867.100 | GAS & OIL - OTHER EQUIP | 27,073 | 25,354 | 25,839 | 22,000 | 22,000 | 15,961 | 20,000 |
| 584-584.000-876.000 | RETIREMENT/MERS | 13,141 | 16,444 | 13,959 | 10,224 | 10,224 | 9,300 | 10,272 |
| 584-584.000-900.000 | PUBLISHING | 2,168 | 548 | 2,171 | 2,250 | 2,250 | 1,043 | 2,000 |
| 584-584.000-900.003 | GOLF COURSE ADVERTISING | | | 186 | 1,000 | 1,000 | 970 | 2,000 |
| 584-584.000-914.000 | INSURANCE & BONDS FIRE & LIAB | 8,267 | 7,273 | 7,031 | 8,272 | 8,272 | 6,640 | 8,476 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 584-584.000-917.000 | WORKERS COMPENSATION INSURANC | 4,045 | 4,221 | 4,053 | 4,476 | 4,476 | 3,560 | 5,051 |
| 584-584.000-920.008 | UTILITIES-ELECTRC MAINTNC 170 | 17,382 | 12,478 | 12,730 | 13,000 | 13,000 | 11,703 | 13,000 |
| 584-584.000-920.009 | UTILITIES MAINTENANCE HEATING | 2,476 | 2,535 | 2,791 | 3,000 | 3,000 | 1,888 | 3,000 |
| 584-584.000-920.010 | UTILITIES MAINTENANCE PHONE | 1,181 | 550 | 714 | 700 | 700 | 519 | 700 |
| 584-584.000-920.011 | UTILITIES MAINTENANCE WATER | 1,151 | 992 | 903 | 1,000 | 1,000 | 1,021 | 1,000 |
| 584-584.000-920.013 | UTILITIES PRO SHOP PHONE | 1,416 | 681 | 772 | 700 | 700 | 610 | 700 |
| 584-584.000-930.000 | REPAIRS MAINTENANCE-MACHINERY | 892 | 3,501 | 3,667 | 4,000 | 4,000 | 3,913 | 4,000 |
| 584-584.000-931.009 | BLDG MAINTENANCE | 38 | | 502 | 500 | 500 | 461 | 500 |
| 584-584.000-931.010 | BLDG MAINTENANCE PRO SHOP | 7,592 | 426 | 9,450 | 7,000 | 6,700 | 6,215 | 3,500 |
| 584-584.000-933.000 | EQUIPMENT MAINTENANCE | 21,162 | 11,910 | 7,347 | 13,000 | 9,500 | 7,461 | 13,000 |
| 584-584.000-939.001 | VEHICLE MAINTENANCE | | 1,361 | 1,060 | 500 | 500 | 378 | 500 |
| 584-584.000-939.003 | GOLF CARTS EXPENSE | 160 | 373 | 80 | 300 | 300 | 175 | 500 |
| 584-584.000-941.000 | EQUIPMENT RENTAL/LEASING | | | 7,639 | | | | |
| 584-584.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | | | | | | | 600 |
| 584-584.000-956.008 | MISCELLANEOUS EXP-PRO SHOP | 1,232 | 1,268 | 1,327 | 1,300 | 1,300 | 2,437 | 1,300 |
| 584-584.000-956.136 | MISC-CASH OVER/SHORT | | | (279) | | | | |
| 584-584.000-957.000 | BANK CHARGES | 4,603 | 5,534 | 5,991 | 5,500 | 5,500 | 4,111 | 6,500 |
| 584-584.000-958.001 | MEMBERSHIPS & DUES NATL SUPER | 340 | 365 | 365 | 400 | 400 | 375 | 400 |
| 584-584.000-958.004 | MEMBERSHIPS & DUES PRO SHOP | (70) | 110 | 110 | 500 | 500 | 500 | 600 |
| 584-584.000-960.001 | EDUCATION-MAINTENANCE STAFF | 153 | | | | | | |
| 584-584.000-968.001 | DEPRECIATION EXPENSE | 74,550 | 74,876 | 75,116 | 75,000 | 75,000 | 76,526 | 74,504 |
| 584-584.000-971.000 | CAPITAL OUTLAY/OTHER | | | 7,878 | | 22,138 | 20,588 | |
| NET OF REVENUES/APPROPRIATIONS - 584.000-GOLF COURSE FUND | | (707,720) | (657,640) | (689,292) | (654,312) | (676,450) | (598,141) | (646,971) |
| ESTIMATED REVENUES - FUND 584 | | 703,336 | 657,650 | 691,097 | 654,312 | 676,450 | 549,588 | 646,971 |
| APPROPRIATIONS - FUND 584 | | 707,720 | 657,640 | 689,292 | 654,312 | 676,450 | 598,141 | 646,971 |
| NET OF REVENUES/APPROPRIATIONS - FUND 584 | | (4,384) | 10 | 1,805 | | | (48,553) | |

Fund 590 - Compost

Revenues

| Line Item | Explanation |
|---|--|
| 590-000-000-607-510 – Lease Revenue | This line item reflects the revenues for rental of the dump truck to the Parks Department. |
| 590-000-000-650-003 – Biodegradable Dropoff-Non Twp. | This line item reflects the revenue for yard waste brought in by non-township residents. We are budgeting a \$10,000 increase because we are getting more material to date than the prior year |
| 590-000-000-650-004 – Biodegradable Dropoff-Ypsi Twp. | This line item reflects revenues from the Environmental Services Fund for the amount that would normally be charged for dumping fees for yard waste, wood chips & brush we receive from Township residents via Waste Management, our chipping crews or Parks. We are estimating a \$10,000 increase over 2015, as we are seeing more material coming in. |
| 590-000-000-650-100 – Billable Sales-Compost | This line item reflects the revenue for the sale of compost materials. We have moved to a new computer system that categorizes differently, so this item shows a large decrease. The line items listed below reflect the increase. |
| 590-000-000-650-101 – Sales-Wood | This line item reflects the revenue from wood sales. It is recommended that \$200 be budgeted for 2016. |
| 590-000-000-650-102 – Sales-Scrap Metal | This line item reflects the revenue from scrap metal. Set at \$3,000. |

| Line Item | Explanation |
|--|--|
| 590-000-000-650-103 – Sales-Recycled Oil | This line item reflects the revenue paid to us for used oil. As the market for this isn't good at this time, we are not budgeting anything for 2016. |
| 590-000-000-650-200 – Gate Revenue-Compost Sales | This line item reflects the revenue from materials sold at the gate. |
| 590-000-000-650-201 – Gate Revenue-Wood Sales | This line item reflects the revenue from woodchips sold at the gate. We are planning to double this revenue. Most of this due to the re-classifying of materials sold as reflected in the reduction in the 650.100 account. |
| 590-000-000-650-202 – Gate Revenue-Soil Sales | This line item reflects the revenue from top soil sold at the gate. We are projecting a large increase here, again mostly due to the reclassification of line item 650.100. |
| 590-000-000-650-203 – Gate Revenue-Drop Off Fees | This line item reflects the revenue from trash drop off. We plan to bring a price increase to the Board yet this fall, to keep up with the market, so we are budgeting additional revenue here. |
| 590-000-000-650-204 – Gate Revenue-Battery Core Sale | This line item reflects the revenue from the sale of collected batteries. |
| 590-000-000-650-205 – Gate Revenue-Milling Sales | This line item reflects the revenue from the sale of road millings. Our year to date revenues for 2015 is more than double what was budgeted and we anticipate good sales to continue through 2016. Therefore, \$10,000 has been budgeted for next year. |

| Line Item | Explanation |
|---|--|
| 590-000-000-650-206 – Service Charge - Delivery | This line item reflects funds received from deliveries made to businesses. |
| | |
| 590-000-000-664-001 – Interest Earned | This line item reflects interest earned on funds deposited at various banks. |
| | |
| 590-000-000-699-000 – Appropriated Prior Year Balance | This line item reflects funds needed to balance the budget. \$55,877 is needed for 2016. |
| | |

Expenditures

| Line Item | Explanation |
|--|---|
| 590-590-000-706-000 – Salary-Permanent Wages | Wages for the Compost Coordinator, 50% of a Chipper Operator and 25% of a Floater II/Clerk III are budgeted in this line item. A 1.5% contractual increase is budgeted for 2016. Due to the way our payroll weeks fall, an additional week of pay is budgeted for 2016. |
| 590-590-000-706-050 – YE Odd Day Accrual | This line item is new for 2016 and is used for payroll accrual for employees in this department. |
| 590-590-000-707-000 – Salary-Temporary/Seasonal | Wages for the Gate Attendant (1+ 1 relief) are budgeted in this line item. |
| 590-590-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 590-590-000-708-010 – Health Insurance Buyout | This line item is used for the health insurance buyout for employees who receive health insurance through another source. |
| 590-590-000-709-000 – Regular Overtime | This line item is used for overtime wages for the Compost Coordinator. It is recommended that it remain at \$4,500 for 2016. |

| Line Item | Explanation |
|--|---|
| 590-590-000-710-000 – Acc Comp Absences-Lngterm | Since this is an Enterprise Fund (business), we need to account for all PTO time for the full-time employee and 50% for the employee that is split between this fund and Fund 226. This is accounted for in the Balance sheet liabilities as long term def Comp Absences 590-000-369-017. The expenditure account is for the current year's PTO that is rolled over into the long term amounts. |
| 590-590-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 590-590-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 590-590-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| 590-590-000-719-015 – Dental Benefits | We received our dental renewal rates and there will be no increase for 2016. |
| 590-590-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |
| 590-590-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. |
| 590-590-000-719-021 – Admin Fees – Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. |
| 590-590-000-720-000 – Life Insurance | Figures were provided by Human Resources. |

| Line Item | Explanation |
|---|--|
| 590-590-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 590-590-000-727-000 – Office Supplies | This line item is used for purchasing office supplies for the Compost Site. Based on what has been spent to date in 2015, it is recommended that it be reduced to \$200 in 2016. |
| 590-590-000-730-000 – Postage | This line item is used to cover postage costs. It is recommended that it remain at \$100 for 2016. |
| 590-590-000-741-000 – Boot Reimbursement & Uniform Purchase | This line item is used to cover contractual reimbursement for boots. In 2016, we plan to purchase uniforms as they are over 3 years old. This would be for 1 F/T & half of the chipping person. The rug/towel service is also including in this line item. It is recommended that \$1,350 be budgeted in 2016. |
| 590-590-000-757-000 – Operating Supplies | This line item is used to purchase safety equipment for the operators, such as eyewear, hard hats, gloves, etc. It is recommended that it be decreased to \$6,000 in 2016. |
| 590-590-000-800-001 – Administration Fees | Figures provided by the Accounting Director. |
| 590-590-000-804-000 – Contractual/Rolloff Disposal | This line item covers the cost of emptying the dumpsters at the Compost Site. It is recommended that it be increased to \$34,000 in 2016. The related revenue line is 590.590.000.650.203. |
| 590-590-000-804-004 – Township Compost Processing | This line item covers the cost of removing spoils from the site that cannot become compost. We are asking that it be increased to \$7,000 as the cost of hauling and disposal has gone up. |

| Line Item | Explanation |
|--|--|
| 590-590-000-850-000 - Telephone | This line item is used for telephone charges for the Compost Site. |
| | |
| 590-590-000-867-200 – Gas & Oil-YCUA | This line item is used for fuel used through the YCUA site. It is recommended that it be reduced to \$14,000 for 2016. |
| | |
| 590-590-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by the Accounting Director. |
| | |
| 590-590-000-913-000 – Insurance & Bonds Fleet | Figures provided by the Accounting Director. |
| | |
| 590-590-000-917-000 – Workers Compensation Insurance | Figures provided by the Accounting Director. |
| | |
| 590-590-000-920-004 – Utilities-Heat | This line item is used for natural gas service costs for the Compost Site. |
| | |
| 590-590-000-920-005 – Utilities-Light | This line item is used for electric service costs for the Compost Site. |
| | |
| 590-590-000-931-000 – Repairs & Maintenance | This line item is used for repair costs to maintain the 2 structures on site. It is recommended that it be reduced to \$8,000 in 2016. |
| | |
| 590-590-000-933-000 – Equipment Maintenance | This line item is used for repair costs for the equipment used at the Compost Site. We are increasing this to \$15,000 due to the grinder being out of warranty, there will be necessary work on it required. |

| Line Item | Explanation |
|---|---|
| 590-590-000-941-000 – Equipment Rental/Leasing | This line item is used for renting equipment & need extra this year. An additional \$500 is requested for 2016. |
| | |
| 590-590-000-943-000 – Motorpool Lease/Maintenance | This line item is for the fees paid to the Motorpool. |
| | |
| 590-590-000-956-000 - Miscellaneous | This line item is used for random drug screening costs, etc. It is recommended that it remain at \$500 for 2016. |
| | |
| 590-590-000-960-000 – Education & Training | This line item is used for training costs for the Compost Site Coordinator. It is recommended that it remain at \$100 for 2016. |
| | |
| 590-590-000-968-001 – Depreciation Expense | This line item covers the cost of equipment depreciation. Figure provided by the Accounting Director. |
| | |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Fund 590 - COMPOST FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 590-000.000-607.510 | AUTO LEASE REVENUE | 2,800 | 2,800 | | 2,800 | 2,800 | 2,800 | 2,800 |
| 590-000.000-650.003 | BIODEGRADABLE DROPOFF-NONTWP | 42,261 | 44,266 | 50,905 | 40,000 | 40,000 | 38,418 | 50,000 |
| 590-000.000-650.004 | BIODEGRADABLE DROPOFF-YPSI TW | 146,600 | 169,979 | 182,842 | 145,000 | 145,000 | 139,775 | 155,000 |
| 590-000.000-650.100 | BILLABLE SALES - COMPOST | 54,874 | 55,853 | 38,172 | 50,000 | 50,000 | 371 | 10,000 |
| 590-000.000-650.101 | SALES- WOOD | | | 550 | | | 200 | 200 |
| 590-000.000-650.102 | SALES - SCRAP METAL | 7,236 | 5,692 | 5,621 | 6,000 | 6,000 | 5,106 | 3,000 |
| 590-000.000-650.103 | SALES - RECYCLED OIL | 423 | 1,792 | | 1,000 | 1,000 | | |
| 590-000.000-650.200 | GATE REVENUE - COMPOST SALES | 23,834 | 22,962 | 11,737 | 20,000 | 20,000 | 24,734 | 23,000 |
| 590-000.000-650.201 | GATE REVENUE - WOOD SALES | 5,022 | 14,651 | 17,558 | 14,000 | 14,000 | 34,754 | 30,000 |
| 590-000.000-650.202 | GATE REVENUE - SOIL SALES | 864 | 367 | 11,902 | 7,000 | 7,000 | 40,086 | 30,000 |
| 590-000.000-650.203 | GATE REVENUE - DROP OFF FEES | 42,966 | 51,462 | 53,826 | 42,000 | 42,000 | 60,559 | 50,000 |
| 590-000.000-650.204 | GATE REVENUE-BATTERY CORE SAL | 713 | 455 | 155 | 500 | 500 | 236 | 500 |
| 590-000.000-650.205 | GATE REVENUE-MILLING SALES | 3,124 | 4,074 | 2,761 | 3,000 | 3,000 | 12,587 | 10,000 |
| 590-000.000-650.206 | SERVICE CHRG - DELIVERY | | | | | | 8,700 | 5,000 |
| 590-000.000-650.207 | SERVICE CHRG - ADMIN FEE | | | | | | 728 | |
| 590-000.000-664.001 | INTEREST EARNED | 1,239 | 631 | 321 | 500 | 500 | 146 | 200 |
| 590-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 255 | | | | | | |
| 590-000.000-694.004 | MISC REVENUE - INSURANCE REIM | 1,169 | 742 | 718 | | | 534 | |
| 590-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 74,691 | 88,724 | | 55,877 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 333,380 | 375,726 | 377,068 | 406,491 | 420,524 | 369,734 | 425,577 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---------------------------|--------------------------------|----------|----------|----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 590.000-COMPOST SITE | | | | | | | | |
| 590-590.000-706.000 | SALARY - PERMANENT WAGES | 78,535 | 120,953 | 109,313 | 106,315 | 106,315 | 94,521 | 110,622 |
| 590-590.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 1,252 |
| 590-590.000-707.000 | SALARY - TEMPORARY/SEASONAL | 16,025 | 29,304 | 18,897 | 30,000 | 30,000 | 17,739 | 30,000 |
| 590-590.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | 2,287 | 2,473 | 3,199 | 1,616 | 5,649 | 5,499 | 1,670 |
| 590-590.000-708.010 | HEALTH INS BUYOUT | 3,750 | 3,750 | 3,750 | 3,750 | 3,750 | 1,875 | 3,750 |
| 590-590.000-709.000 | REG OVERTIME | 3,152 | 5,231 | 2,237 | 4,500 | 4,500 | 2,588 | 4,500 |
| 590-590.000-710.000 | ACC COMP ABSENCES-LNGTERM | 11,718 | 1,344 | | 2,000 | 2,000 | | 5,400 |
| 590-590.000-715.000 | F.I.C.A./MEDICARE | 6,953 | 10,037 | 9,263 | 9,323 | 9,323 | 8,480 | 9,752 |
| 590-590.000-719.000 | HEALTH INSURANCE | | | 7,451 | 8,866 | 8,866 | 8,176 | 9,319 |
| 590-590.000-719.001 | SICK AND ACCIDENT | 436 | 372 | 521 | 539 | 539 | 523 | 702 |
| 590-590.000-719.015 | DENTAL BENEFITS | 1,953 | 1,983 | 2,560 | 2,351 | 2,351 | 2,807 | 2,351 |
| 590-590.000-719.016 | VISION BENEFITS | | | | 389 | 389 | 324 | 389 |
| 590-590.000-719.020 | HEALTH CARE DEDUCTION | | | 2,383 | 2,888 | 2,888 | 2,767 | 2,888 |
| 590-590.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | | | 46 | 45 | 45 | 35 | 45 |
| 590-590.000-720.000 | LIFE INSURANCE | 198 | 180 | 252 | 261 | 261 | 255 | 347 |
| 590-590.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 208 | 569 | 306 | 390 | 390 | 233 | 390 |
| 590-590.000-727.000 | OFFICE SUPPLIES | | 258 | 205 | 400 | 400 | 230 | 200 |
| 590-590.000-730.000 | POSTAGE | | | | 100 | 100 | | 100 |
| 590-590.000-741.000 | BOOT REIMB & UNIFORMS PURCHASE | 1,996 | 1,558 | 1,239 | | 715 | 685 | 1,350 |
| 590-590.000-757.000 | OPERATING SUPPLIES | 2,777 | 1,785 | 6,428 | 9,000 | 8,835 | 2,850 | 6,000 |
| 590-590.000-800.001 | ADMINISTRATION FEES | 5,714 | 5,714 | 5,714 | 5,860 | 5,860 | 4,883 | 6,272 |
| 590-590.000-804.000 | CONTRACTUAL/ROLLOFF DISPOSAL | 31,158 | 35,080 | 38,860 | 33,000 | 33,000 | 33,733 | 34,000 |
| 590-590.000-804.004 | TWP DISPOSAL FEE | 4,195 | 4,038 | 4,604 | 5,000 | 7,000 | 6,916 | 7,000 |
| 590-590.000-850.000 | TELEPHONE | 1,659 | 603 | 658 | 800 | 800 | 534 | 800 |
| 590-590.000-867.200 | GAS & OIL - YCUA | 21,286 | 21,300 | 18,206 | 18,000 | 18,000 | 7,826 | 14,000 |
| 590-590.000-876.000 | RETIREMENT/MERS | 8,965 | 14,457 | 14,795 | 14,785 | 14,785 | 13,321 | 14,562 |
| 590-590.000-913.000 | INSURANCE & BONDS FLEET | 1,226 | 1,078 | 1,042 | 2,112 | 2,112 | 1,702 | 2,261 |
| 590-590.000-917.000 | WORKERS COMPENSATION INSURANC | 3,803 | 3,741 | 3,765 | 3,871 | 3,871 | 3,299 | 4,255 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|---|-----------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| 590-590.000-920.004 | UTILITIES HEAT | 3,104 | 4,100 | 5,283 | 6,000 | 6,000 | 3,583 | 6,000 |
| 590-590.000-920.005 | UTILITIES LIGHT | 2,248 | 2,090 | 2,049 | 2,100 | 2,100 | 1,700 | 2,100 |
| 590-590.000-931.000 | REPAIRS AND MAINTENANCE | 2,590 | 2,306 | 7,481 | 10,000 | 7,450 | 147 | 8,000 |
| 590-590.000-933.000 | EQUIPMENT MAINTENANCE | 7,875 | 39,462 | 3,360 | 10,000 | 10,000 | 3,357 | 15,000 |
| 590-590.000-941.000 | EQUIPMENT RENTAL/LEASING | 2,260 | 6,900 | 2,500 | 3,000 | 3,000 | 2,200 | 3,500 |
| 590-590.000-943.000 | MOTORPOOL LEASE/MAINTENANCE | 3,667 | 3,719 | 1,992 | 2,000 | 2,000 | 1,667 | 3,500 |
| 590-590.000-956.000 | MISCELLANEOUS | | 90 | | 500 | 500 | 98 | 500 |
| 590-590.000-960.000 | EDUCATION AND TRAINING | 29 | 29 | | 100 | 100 | 29 | 100 |
| 590-590.000-968.001 | DEPRECIATION EXPENSE | 58,727 | 58,622 | 70,669 | 106,630 | 106,630 | | 112,700 |
| 590-590.000-977.000 | EQUIPMENT | | | | | 10,000 | 9,706 | |
| NET OF REVENUES/APPROPRIATIONS - 590.000-COMPOST SITE | | (288,494) | (383,126) | (349,028) | (406,491) | (420,524) | (244,288) | (425,577) |
| ESTIMATED REVENUES - FUND 590 | | 333,380 | 375,726 | 377,068 | 406,491 | 420,524 | 369,734 | 425,577 |
| APPROPRIATIONS - FUND 590 | | 288,494 | 383,126 | 349,028 | 406,491 | 420,524 | 244,288 | 425,577 |
| NET OF REVENUES/APPROPRIATIONS - FUND 590 | | 44,886 | (7,400) | 28,040 | | | 125,446 | |

Fund 595 - Motorpool

Revenues

| Line Item | Explanation |
|--|---|
| 595-000-000-607-502 – Flat Fee-Parks Motorpool/Monthly | This line item reflects fees charged to the parks for miscellaneous fluids, etc. (\$100/month). |
| 595-000-000-607-515 – Combined Lease/Repair Revenue | This line item reflects lease revenue from other departments and now includes repair. |
| 595-000-000-607-520 – Fuel and Fluids Revenue | This line item reflects the fuel surcharge received from other departments. This is being decreased to \$55,000 due to decreased fuel prices and less use of our in-house fuel tanks. |
| 595-000-000-664-001 – Interest Earned | This line item reflects interest earned on funds deposited at various banks. |
| 595-000-000-673-002 – Sales of Fixed Assets-Equipment | This line item reflects revenue from the auction of equipment. |
| 595-000-000-699-000 – Appropriated Prior Year Balance | This line item represents the amount needed from Fund Balance for operating expenses in 2016. |
| | |

Expenditures

| Line Item | Explanation |
|--|---|
| 595-595-000-706-000 – Salary-Permanent Wages | 25% of a Floater II/Clerk III is budgeted in this line item. A 1.5% contractual increase is budgeted in 2016. Due to the way our payroll weeks fall, an additional week of pay is budgeted in 2016. |
| 595-595-000-706-050 – YE Odd Day Accrual | This is a new line item for 2016 and will be used to reflect the payroll accrual needed. |
| 595-595-000-708-004 – Salaries Pay Out-PTO & Sick Time | Employees may request a payout of 32 hours of PTO at 100%. It will be a Board decision if additional payouts of PTO time should be budgeted. |
| 595-595-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 595-595-000-719-000 – Health Insurance | We received our renewal rates and will be receiving a 4.5% increase for 2016. |
| 595-595-000-719-001 – Sick & Accident | Figures were provided by Human Resources. |
| 595-595-000-719-015 – Dental Benefits | Figures provided by Human Resources. |
| 595-595-000-719-016 – Vision Benefits | We have not received our vision renewal rates yet but at this time, we are not anticipating an increase. |

| Line Item | Explanation |
|--|---|
| 595-595-000-719-020 – Health Care Deduction | This line item is used to fund the Choice Strategies cards associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. |
| 595-595-000-719-021 – Admin Fees-Health Deductible | The card used to pay the health care deductibles is administered by Choice Strategies. |
| 595-595-000-720-000 – Life Insurance | Figures were provided by Human Resources. |
| 595-595-000-776-500 – Auto Parts | This line item is used to purchase small items for automobiles. |
| 595-595-000-776-550 – Shop Supplies | This line item is used to purchase rags and other small items. |
| 595-595-000-818-000 – Contractual Services | This line item is used for the GPS Vehicle System. An increase is budgeted for 2016 to update the system. |
| 595-595-000-818-032 – Contractual Svc-Fuel Tank Repair | This line item is used for monitoring fuel tanks, per State regulations. We recommend maintaining this line at \$4,200. |
| 595-595-000-818-033 – Contractual Svc-Auto/Equip Maint | This line item is used to hire outside contractors to work on vehicles (YCUA, Ed's Garage, etc.). We are decreasing this about 20% due to updating our fleet with new vehicles. |
| 595-595-000-867-000 – Gas & Oil | This line item is used for the purchase of fuel. The cost of fuel has fluctuated and we are proposing to set this at \$50,000, a drop of \$22,000. |

| Line Item | Explanation |
|--|--|
| 595-595-000-876-000 – Retirement/MERS | Employer's portion is based on a flat rate (\$346.71 per employee times 24 pays = \$8,321.04 per employee for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 3.73% is paid. Figures provided by the Accounting Director. |
| | |
| 595-595-000-968-001 – Depreciation Expense | This line item covers the cost of auto depreciation. Figures provided by the Accounting Director. |
| | |

12/1/15

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 595 - MOTORPOOL / REPAIRS | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 595-000.000-607.502 | Flat Fee-Parks MotorpoolMnthl | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 1,000 | 1,200 |
| 595-000.000-607.515 | COMBINED LEASE/REPAIR REVENUE | 76,020 | 76,020 | 97,676 | 95,500 | 95,500 | 85,250 | 130,400 |
| 595-000.000-607.520 | FUEL AND FLUIDS REVENUE | 65,297 | 75,291 | 66,442 | 74,000 | 74,000 | 48,382 | 55,000 |
| 595-000.000-664.001 | INTEREST EARNED | 442 | 201 | 78 | 100 | 100 | 51 | 100 |
| 595-000.000-673.002 | SALES OF FIXED ASSETS-EQUIP. | 25,077 | 31,378 | 24,290 | 2,000 | 2,000 | | 1,000 |
| 595-000.000-694.004 | MISC REVENUE - INSURANCE REIM | | 1,076 | | | | | |
| 595-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | 49,871 | 139,871 | | 18,113 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 168,036 | 185,166 | 189,686 | 222,671 | 312,671 | 134,683 | 205,813 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-------------------------------|-----------|-----------|-----------|--------------------|-------------------|---------------------------|---------------------|
| | | ACTIVITY | ACTIVITY | ACTIVITY | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 11/30/15 | REQUESTED BUDGET |
| Dept 595.000-MOTORPOOL | | | | | | | | |
| 595-595.000-706.000 | SALARY - PERMANENT WAGES | 11,024 | 11,024 | 11,378 | 11,151 | 11,151 | 10,252 | 11,989 |
| 595-595.000-706.050 | YE ODD DAY ACCRUAL | | | | | | | 136 |
| 595-595.000-708.004 | SALARIES PAY OUT-PTO&SICKTIME | | | | 170 | 170 | | 181 |
| 595-595.000-715.000 | F.I.C.A./MEDICARE | 825 | 827 | 827 | 866 | 866 | 768 | 941 |
| 595-595.000-719.000 | HEALTH INSURANCE | 1,081 | 1,012 | 1,242 | 1,478 | 1,478 | 595 | 1,553 |
| 595-595.000-719.001 | SICK AND ACCIDENT | | | 74 | 77 | 77 | 75 | 100 |
| 595-595.000-719.015 | DENTAL BENEFITS | 145 | 127 | 124 | 104 | 104 | 104 | 114 |
| 595-595.000-719.016 | VISION BENEFITS | | | | 20 | 20 | 16 | 19 |
| 595-595.000-719.020 | HEALTH CARE DEDUCTION | 548 | 554 | 735 | 727 | 727 | 543 | 726 |
| 595-595.000-719.021 | ADMIN FEE - HEALTH DEDUCTIBLE | 25 | 22 | 23 | 23 | 23 | 17 | 23 |
| 595-595.000-720.000 | LIFE INSURANCE | 40 | 36 | 36 | 38 | 38 | 36 | 50 |
| 595-595.000-776.500 | AUTO PARTS | 2,530 | 2,494 | 622 | 2,500 | 2,500 | 999 | 2,000 |
| 595-595.000-776.550 | SHOP SUPPLIES | 1,536 | 1,642 | 268 | 1,650 | 1,650 | 190 | 2,000 |
| 595-595.000-818.000 | CONTRACTUAL SERVICES | 5,069 | 5,114 | 4,946 | 4,800 | 4,800 | 4,606 | 9,800 |
| 595-595.000-818.032 | CONTRACT'L SRV-FUEL TANK REPA | 1,819 | 690 | 1,030 | 4,200 | 4,356 | 4,355 | 4,200 |
| 595-595.000-818.033 | CONTRACT'L SRV-AUTO/EQUIP MAI | 16,038 | 25,483 | 9,765 | 27,000 | 26,844 | 20,513 | 21,000 |
| 595-595.000-867.000 | GAS & OIL | 58,820 | 61,126 | 60,701 | 72,000 | 72,000 | 42,226 | 50,000 |
| 595-595.000-876.000 | RETIREMENT/MERS | 1,167 | 1,415 | 1,899 | 2,112 | 2,112 | 1,915 | 2,080 |
| 595-595.000-968.001 | DEPRECIATION EXPENSE | 41,705 | 58,911 | 96,080 | 93,755 | 93,755 | | 98,901 |
| 595-595.000-985.000 | CAPITAL OUTLAY/VEHICLES | | | | | 90,000 | 89,312 | |
| NET OF REVENUES/APPROPRIATIONS - 595.000-MOTORPOOL | | (142,372) | (170,477) | (189,750) | (222,671) | (312,671) | (176,522) | (205,813) |
| ESTIMATED REVENUES - FUND 595 | | 168,036 | 185,166 | 189,686 | 222,671 | 312,671 | 134,683 | 205,813 |
| APPROPRIATIONS - FUND 595 | | 142,372 | 170,477 | 189,750 | 222,671 | 312,671 | 176,522 | 205,813 |
| NET OF REVENUES/APPROPRIATIONS - FUND 595 | | 25,664 | 14,689 | (64) | | | (41,839) | |

Fund 893 – Nuisance Abatement
Revenues

| Line Item | Explanation |
|--|---|
| 893-000-000-626-631 – Charge Services-Blight | This line item reflects fees collected from property owners invoiced for blight clean-up activities performed by the Ordinance Dept. Revenue is projected to remain consistent with 2015. |
| 893-000-000-626-632 – Charge Services-Board Ups | This line item reflects fees collected from property owners invoiced for board-ups of vacant buildings performed by the Ordinance Dept. Based on the 2015 numbers to date, it has been reduced to \$2,000 in 2016. |
| 893-000-000-626-636 – Charge Services-Weeds | This line item reflects fees collected from property owners invoiced for vegetation and noxious weeds abatement performed by the Ordinance Dept. Based on the 2015 numbers to date, it has been reduced to \$2,500 in 2016. |
| 893-000-000-672-002 – Board-up Revenue-Vac Res | This line item reflects reimbursement of expenses for boarding up doorways and windows at vacant houses. |
| 893-000-000-672-003 – Noxious Weed Rev-Tax Reimb | This line item reflects reimbursement of expenses for vegetation and noxious weeds abatement in cases where uncollected fees become a special assessment and get added to a property tax bill. |
| 893-000-000-699-000 – Appropriated Prior Year Bal. | This reflects funds transferred from the fund reserve to cover budgeted operating expenses. |

Expenditures

| Line Item | Explanation |
|--|---|
| 893-893-000-704-000 – Appointed Officials | This line item reflects payment to the ordinance administrator in the capacity of noxious weed commissioner, which is a statutory position required by ordinance. No change. |
| 893-893-000-707-000 – Salary-Temporary/Seasonal | This line item reflects wages paid to temporary seasonal workers for nuisance abatement activity to assist the Ordinance Dept and Residential Services Department. |
| 893-893-000-715-000 – FICA/Medicare | Figures provided by the Accounting Director. |
| 893-893-000-723-000 – Deferred Compensation Employer | Figures provided by the Accounting Director. |
| 893-893-000-806-001 – Blight Enforcement Costs | This line item reflects funding for curbside clean-ups of eviction debris and court ordered clean-ups of blighted properties by the Ordinance Dept. Expenses are projected to significantly increase from the 2015 original budget based on expense data. |
| 893-893-000-806-002 – Board Up Enforcement Costs | This line item reflects funding to board up and secure vacant, blighted buildings by the Ordinance Dept. Expenses are projected to significantly increase from the 2015 original budget based on 2015 expense data. |
| 893-893-000-806-003 – Noxious Weed Enforcement Costs | This line item reflects funding to mow vegetation and eradicate noxious weeds on private property when property owners fail to do so. Expenses are projected to slightly increase based on 2015 expense data. |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Fund 893 - NUISANCE ABATEMENT FUND | | | | | | | | |
| Dept 000.000 | | | | | | | | |
| 893-000.000-626.631 | CHARGE SERVICES - BLIGHT | 12,687 | 4,307 | 4,551 | 2,500 | 4,500 | 5,261 | 2,500 |
| 893-000.000-626.632 | CHARGE SERVICES - BOARD UPS | 3,694 | 6,131 | 4,779 | 7,500 | 7,500 | 2,453 | 2,000 |
| 893-000.000-626.636 | CHRG SERVICES WEEDS | 11,079 | 7,886 | 10,081 | 7,500 | 7,500 | 12,901 | 2,500 |
| 893-000.000-664.001 | INTEREST EARNED | 52 | 27 | 16 | | | 9 | |
| 893-000.000-672.002 | BOARD-UP REVENUE-VAC RES | | | 1,694 | | | 5,065 | 10,000 |
| 893-000.000-672.003 | NOXIOUS WEED REVENUE-TAX REIM | 38,237 | 30,137 | 28,382 | 24,369 | 24,369 | 24,368 | 19,000 |
| 893-000.000-694.001 | OTHER INCOME-MISCELLANEOUS | 1,092 | 1,906 | 327 | | | | |
| 893-000.000-699.000 | APPROPRIATED PRIOR YEAR BAL. | | | | | 5,000 | | 7,097 |
| NET OF REVENUES/APPROPRIATIONS - 000.000- | | 66,841 | 50,394 | 49,830 | 41,869 | 48,869 | 50,057 | 43,097 |

11/30/2015

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 11/30/2015

| GL NUMBER | DESCRIPTION | 2012 ACTIVITY | 2013 ACTIVITY | 2014 ACTIVITY | 2015 ORIGINAL BUDGET | 2015 AMENDED BUDGET | 2015 ACTIVITY THRU 11/30/15 | 2016 REQUESTED BUDGET |
|---|-------------------------------|------------------|------------------|------------------|----------------------------|---------------------------|-----------------------------------|-----------------------------|
| Dept 893.000-NUISANCE ABATEMENT DEPARTMENT | | | | | | | | |
| 893-893.000-704.000 | APPOINTED OFFICIALS | 500 | 500 | 500 | 500 | 500 | 500 | 500 |
| 893-893.000-707.000 | SALARY - TEMPORARY/SEASONAL | 4,104 | 1,267 | | 3,000 | | | |
| 893-893.000-715.000 | F.I.C.A./MEDICARE | 97 | 56 | 38 | 51 | 51 | 37 | 51 |
| 893-893.000-723.000 | DEFERRED COMPENSATION EMPLOYE | 53 | 16 | | 46 | 46 | | 46 |
| 893-893.000-806.001 | BLIGHT ENFORCEMENT COSTS | 12,351 | 7,017 | 5,911 | 5,000 | 12,000 | 9,443 | 8,000 |
| 893-893.000-806.002 | BOARD-UP ENFORCEMENT COSTS | 22,873 | 15,334 | 13,021 | 10,000 | 13,000 | 13,590 | 12,000 |
| 893-893.000-806.003 | NOXIOUS WEED ENFORCEMENT COST | 33,275 | 32,747 | 25,451 | 20,000 | 20,000 | 20,673 | 22,500 |
| 893-893.000-876.000 | RETIREMENT/MERS | 53 | 64 | 66 | | | 67 | |
| 893-893.000-956.000 | MISCELLANEOUS | 835 | | | | | | |
| NET OF REVENUES/APPROPRIATIONS - 893.000-NUISANCE ABATEMENT | | (74,141) | (57,001) | (44,987) | (38,597) | (45,597) | (44,310) | (43,097) |
| ESTIMATED REVENUES - FUND 893 | | 66,841 | 50,394 | 49,830 | 41,869 | 48,869 | 50,057 | 43,097 |
| APPROPRIATIONS - FUND 893 | | 74,141 | 57,001 | 44,987 | 38,597 | 45,597 | 44,310 | 43,097 |
| NET OF REVENUES/APPROPRIATIONS - FUND 893 | | (7,300) | (6,607) | 4,843 | 3,272 | 3,272 | 5,747 | |
| ESTIMATED REVENUES - ALL FUNDS | | 25,943,731 | 25,868,803 | 29,515,022 | 29,540,992 | 33,130,201 | 27,019,203 | 29,874,108 |
| APPROPRIATIONS - ALL FUNDS | | 27,326,176 | 29,024,200 | 32,677,163 | 29,216,743 | 32,805,952 | 26,455,607 | 29,790,418 |
| NET OF REVENUES/APPROPRIATIONS - ALL FUNDS | | (1,382,445) | (3,155,397) | (3,162,141) | 324,249 | 324,249 | 563,596 | 83,690 |

PUBLIC COMMENTS

CONSENT AGENDA

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 17, 2015 WORK SESSION

Supervisor Stumbo called the meeting to order at approximately 4:30 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe and Trustees: Stan Eldridge, Scott Martin and Mike Martin

Members Absent: Trustee Jean Hall Currie

Legal Counsel: Wm. Douglas Winters

1. 2016 PRELIMINARY BUDGET(see attached)

- a) 236 – 14B DISTRICT COURT
- b) 248 – HOUSING AND BUSINESS INSPECTION
- c) 249 – BUILDING
- d) 252 – HYDRO
- e) 266 – LAW ENFORCEMENT
- f) 590 – COMPOST
- g) 595 – MOTORPOOL
- h) 893 – NUISANCE ABATEMENT
- i) 584 – GOLF COURSE

Javonna Neel, Accounting Director, presented the 2016 Budget.

Javonna Neel, Accounting Director, presented the proposed 236-14B District Court budget which is a fund separate from the General Fund. Ms. Neel explained this fund keeps track of the 14B District Court transactions. Javonna Neel, Accounting Director, and Court Magistrate, Mark Nelson answered questions regarding this budget.

Javonna Neel, Accounting Director, and Mike Radzik, OCS Director, presented the proposed budget for 248-Housing and Business Inspection. Ms. Neel stated this

CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 17, 2015 WORK SESSION MINUTES
PAGE 2

fund was established through the Township Ordinance Department to inspect residential rental properties and vacant residential and business properties. Ms. Neel explained the revenues and how they are generated.

Javonna Neel presented the proposed budget for 249-Building. She said this fund is designated to administer and enforce the State of Michigan Construction Code Act in Building, Electrical, and Mechanical Codes. Ms. Neel said this work is done by State Registered Inspectors pursuant to requirements of Public Act 54 of 1986. Javonna Neel explained the revenues and expenditures.

Javonna Neel presented the proposed budget for 252-Hydro. Ms. Neel stated that this fund was established per agreement to operate and maintain separate accounting records for all operations, maintenance, income, expenditures and improvements related to the Ford Lake Dam. Javonna Neel explained to the Board the revenues and expenditures.

Javonna Neel presented the proposed budget for 266-Law Enforcement. Ms. Neel stated this fund is financed by voter approved tax levy specifically designated for Law Enforcement, Ordinance Enforcement, and Neighborhood Watch Services within Ypsilanti Township. Javonna Neel said that the Township contracts with Washtenaw County Sheriffs' Department for the Law Enforcement services. Ms. Neel explained to the Board the revenues and expenditures.

Javonna Neel presented the proposed budget for 590-Compost. Ms. Neel stated this fund is an enterprise fund. She said the Compost Site was originally established to receive and process bio-degradable material for the production of compost. Javonna Neel explained to the Board the revenues and expenditures.

Javonna Neel presented the proposed budget for 595-Motorpool. Ms. Neel explained this is an internal service fund used to account for the Townships' fleet of vehicles. Javonna stated that the fund was used for the maintenance of the fleet. Javonna Neel explained that the revenues come from other funds. Ms. Neel said that no capital outlay was budgeted for 2016.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 17, 2015 WORK SESSION MINUTES
PAGE 3**

Javonna Neel presented the proposed budget for 584-Golf Course. Ms. Neel stated this was an enterprise fund. Ms. Neel explained to the Board the revenues and the expenditures to the Board.

Javonna Neel presented the proposed budget for 893-Nuisance Abatement. Ms. Neel stated this fund was established to pay contractors hired to perform nuisance abatement services for neighborhood blight, vegetation and noxious weeds. The fees are collected from property owners for services ordered by the Office of Community Standards. Javonna Neel explained the revenues and the expenditures to the Board.

The meeting was adjourned at approximately 6:56 p.m.

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

236 14B DISTRICT COURT FUND - 2016 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, CHARTS, AND OVERVIEWS

October 31, 2015

14B DISTRICT COURT FUND

- ❑ This fund was established to better examine the revenues and the expenditures related to maintaining the 14B DISTRICT COURT.
- ❑ Fees are collected for Washtenaw County and the State Treasury and are sent to them monthly.
- ❑ Fees are collected for the Township for court costs, civil fees, probation fees, ordinance fines, bond forfeitures, and state aid assistance.
- ❑ **Escrow accounts** are trust accounts held for; court orders, garnishment proceeds, bonds, and restitution. **These are NOT PART of the revenue collected.**

❖ 236 14B DISTRICT COURT FUND

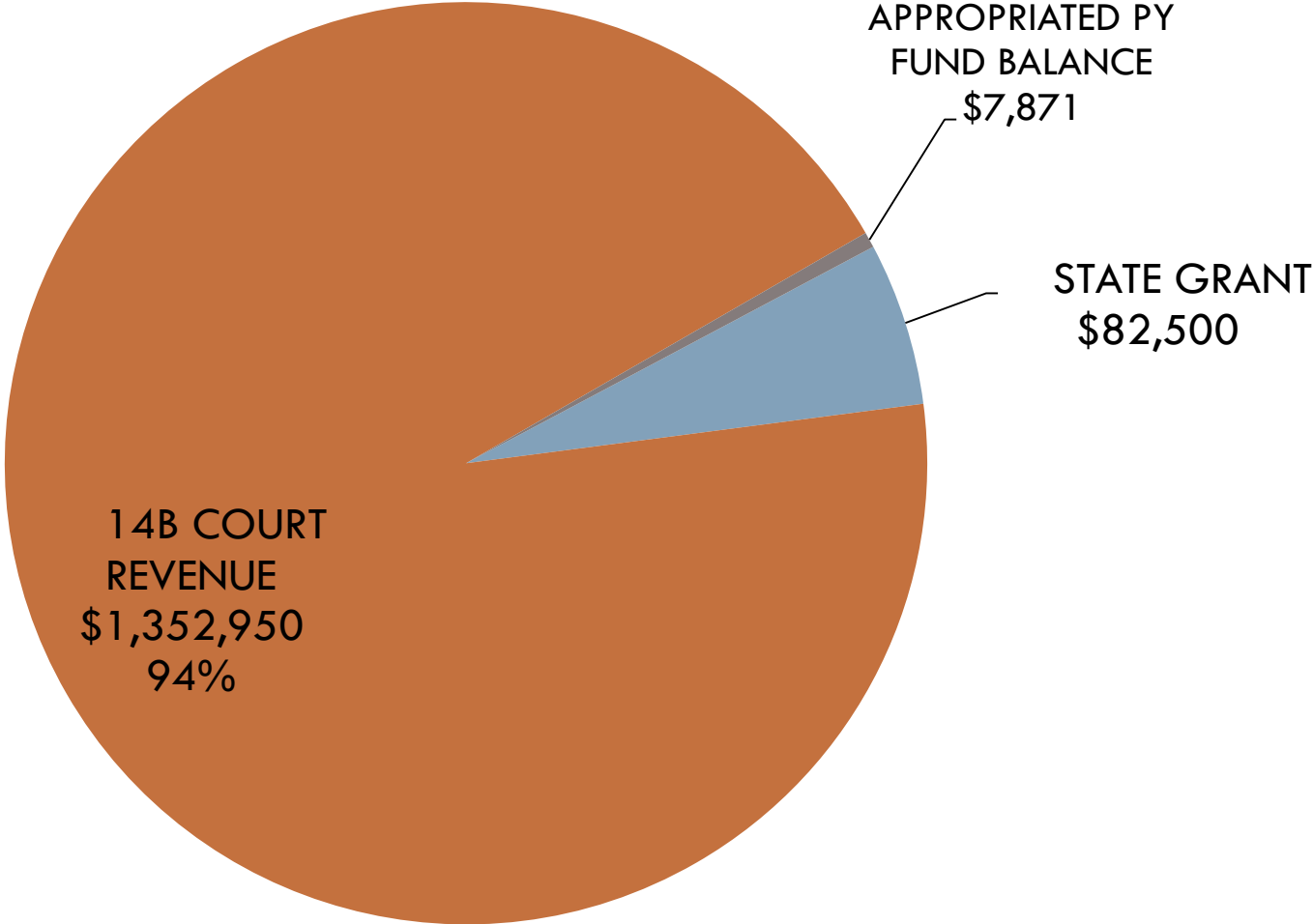
2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| STATE GRANT | | | 59,569 | 41,250 | 41,250 | 17,096 | 82,500 | 41,250 |
| 14B COURT REVENUE | 1,097,459 | 1,223,241 | 1,309,093 | 1,286,839 | 1,286,839 | 1,136,636 | 1,352,950 | 66,111 |
| INTEREST INCOME | 89 | 61 | 53 | | | 35 | | 0 |
| OTHER REVENUES | 3,582 | 2,959 | 1,474 | | 14,920 | 4,655 | | (14,920) |
| CONTRIBUTION FROM OTHER FUNDS | 203,734 | | | | | | | 0 |
| APPROPRIATED PY FUND BALANCE | | | | | 178,655 | | 7,871 | (170,784) |
| | 1,304,864 | 1,226,261 | 1,370,189 | 1,328,089 | 1,521,664 | 1,158,422 | 1,443,321 | (78,343) |

14B DISTRICT COURT 2016 REVENUE BUDGET OVERVIEW

- ❑ State Grant for Drug Court Docket in the amount of \$82,500 and contingent upon Board approval - see expenditures to match
- ❑ Revenues of \$1,435,450 are comprised of:
 - ❑ \$50,300 State reimbursements – Judge & Juror's
 - ❑ **\$416,832 court costs**
 - ❑ \$22,958 case flow assistance
 - ❑ **\$243,291 civil fees**
 - ❑ \$78,307 probation fees
 - ❑ **\$510,000 ordinance fines and costs**
 - ❑ \$31,262 bond forfeitures
- ❑ Request of appropriated prior year fund balance \$7,871

236 14B DISTRICT COURT 2016 REQUESTED REVENUE



236 14B DISTRICT COURT FUND Expenditure Budget by Classification Summary

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 632,619 | 631,548 | 605,693 | 601,030 | 601,622 | 485,784 | 647,953 | 46,331 |
| FRINGE BENEFITS | 332,036 | 359,012 | 374,818 | 416,493 | 416,493 | 381,916 | 467,526 | 51,033 |
| OFFICE SUPPLIES | 22,251 | 22,741 | 20,144 | 25,000 | 25,000 | 16,241 | 20,000 | (5,000) |
| SUPPLIES & MATERIALS | 3,844 | 4,157 | 3,393 | 3,500 | 3,500 | 3,828 | 3,000 | (500) |
| OPERATING SUPPLIES | 4,548 | 5,107 | 6,960 | 6,000 | 6,000 | 3,556 | 6,000 | 0 |
| PROFESSIONAL & CONTRACTUAL | 77,014 | 112,940 | 182,653 | 186,002 | 208,033 | 137,730 | 225,384 | 17,351 |
| GENERAL EXPENSES | | | 381 | | | | 500 | 500 |
| OTHER SERVICES AND CHARGES | 6,815 | 8,082 | 6,798 | 7,400 | 7,400 | 5,023 | 5,600 | (1,800) |
| COMMUNICATIONS | 5,883 | 2,481 | 2,154 | 2,500 | 2,500 | 1,772 | 2,500 | 0 |
| TRANSPORTATION | 262 | 829 | 1,019 | 800 | 800 | 536 | 800 | 0 |
| PRINTING & PUBLISHING | 600 | 5,643 | 3,967 | 3,500 | 3,500 | 250 | 3,500 | 0 |
| INSURANCE & BONDS | 15,201 | 14,008 | 13,817 | 15,364 | 15,364 | 12,378 | 15,758 | 394 |
| UTILITIES | 17,190 | 16,890 | 17,166 | 32,200 | 25,089 | 10,766 | 20,000 | (5,089) |
| REPAIRS & MAINTENANCE | 11,895 | 7,288 | 7,708 | 12,500 | 12,500 | 5,214 | 10,000 | (2,500) |
| OTHER EXPENDITURES | 8,258 | 11,867 | 8,638 | 7,100 | 7,100 | 4,233 | 6,100 | (1,000) |
| DUES/MEMBERSHIPS | 1,415 | 1,415 | 1,375 | 1,000 | 1,000 | 1,395 | 1,000 | 0 |
| EDUCATION AND TRAINING | 1,278 | 1,671 | 1,335 | 1,200 | 1,200 | 125 | 1,200 | 0 |
| TRANSFERS OUT | | | | | 170,000 | 170,000 | | (170,000) |
| CAPITAL OUTLAY | 816 | 6,164 | 27,246 | 6,500 | 14,563 | 13,169 | 6,500 | (8,063) |
| TOTAL EXPENDITURES | 1,141,925 | 1,211,843 | 1,285,265 | 1,328,089 | 1,521,664 | 1,253,916 | 1,443,321 | (78,343) |

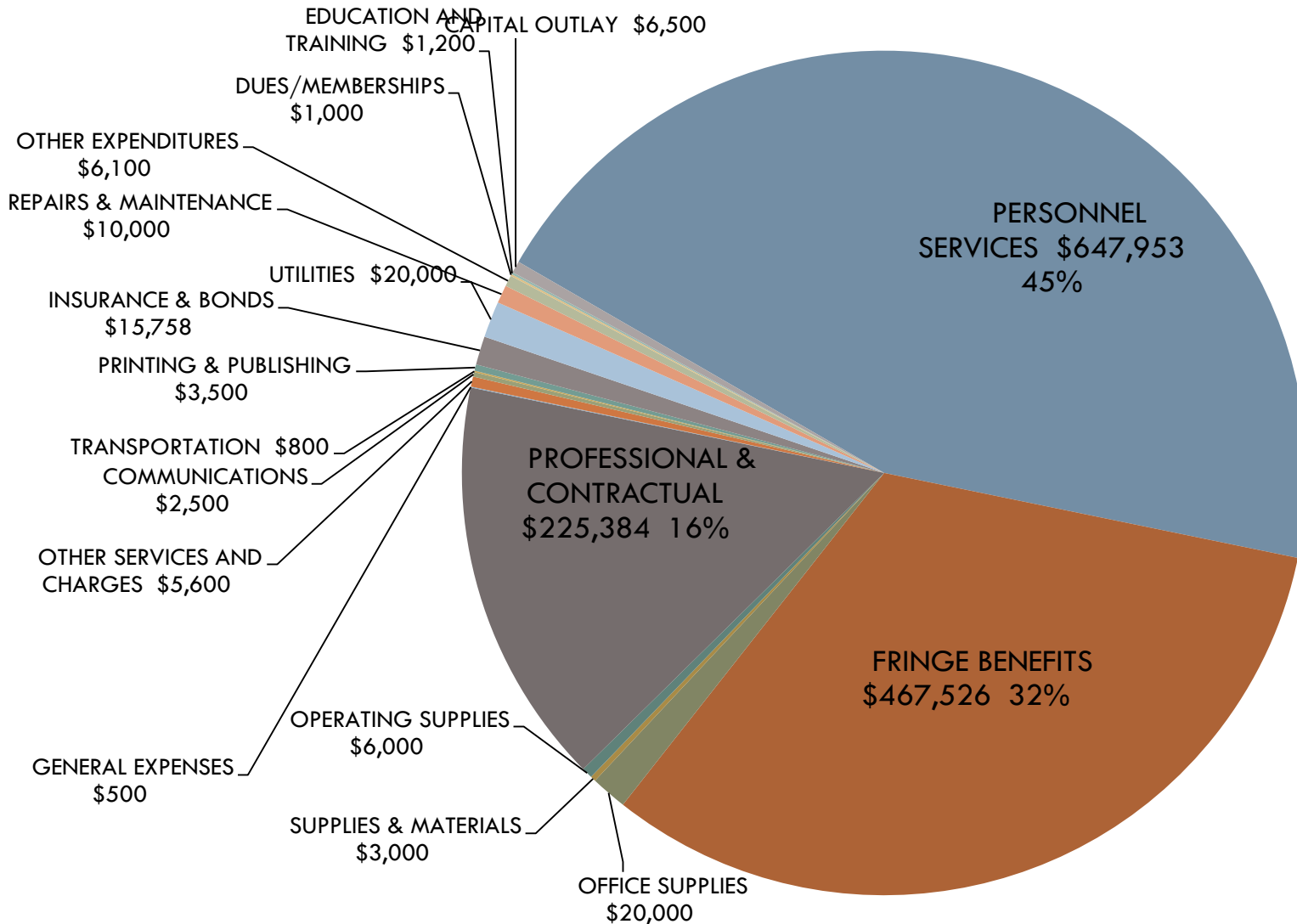
14B DISTRICT COURT 2016 EXPENDITURE BUDGET OVERVIEW

- Personnel wages increased \$46,360 due to:
 - Wage increase of 1.5% and one additional week of accrual
 - Full time person that started in summer of 2014 was omitted from 2015 budget – a budget amendment was requested in November 2015
 - Seasonal/temporary decreased by \$10,000 – due to full staffing
- Fringe benefits increased \$51,033 –major changes:
 - Health care increased \$40,625 due to a 4.5% wage increase, from changes to coverage status, and from one position not budgeted in 2015 and one full time person electing to go on Township coverage
 - Health care deductions increased \$8,679 due to – one position not budgeted and one position electing health care coverage

236 14B DISTRICT COURT FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❑ Sick & Accident insurance increased \$1,377 due to a rate increase of 34.6% – there have been no rate increases since 2012
- ❑ Life insurance increased \$764 due to a rate increase of 37.5% – there have been no rate increases since 2012
- ❑ Professional & Contractual classification increased \$17,351
 - ❑ This includes administration fees, attorney fees, grants, and computer support fees
 - ❑ State grant for \$82,500 which is a \$26,330 increase from the previous grant and special project of 2015 and is contingent on Board approval

14B DISTRICT COURT FUND 2016 REQUESTED EXPENDITURE BUDGET



236 14B DISTRICT COURT FUND REQUESTED BUDGET NET REVENUES/EXPENDITURES & AFFECTS TO FUND BALANCE

| | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|----------------|----------------|----------------------|---------------------|---|
| | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED |
| | | BUDGET | BUDGET | THRU 10/31/15 | BUDGET |
| NET OF REVENUES/EXPENDITURES | 84,924 | | | (95,494) | |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE – TO BE USED AT YEAR END IF NEEDED | | | (178,655) | | (7,811) |
| BEGINNING FUND BALANCE | 177,359 | 262,283 | 262,283 | 262,283 | 83,628* |
| ENDING FUND BALANCE | 262,283 | 262,283 | 83,628* | 166,789** | 75,817*** |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | ***Projected Fund balance is 5.25% of budgeted expenditures |

**ENDING FUND BALANCE SHOULD BE APPROPRIATED
TO GENERAL FUND**

*** 248 HOUSING &
BUSINESS INSPECTION
FUND - 2016
REQUESTED BUDGET**

CLASSIFICATION SUMMARY, HISTORY, CHARTS, AND OVERVIEWS

October 31, 2015

- * **This fund is established through Township ordinance to inspect residential rental properties and vacant residential and business properties.**

❖ 248 HOUSING & BUSINESS INSPECTION FUND

2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

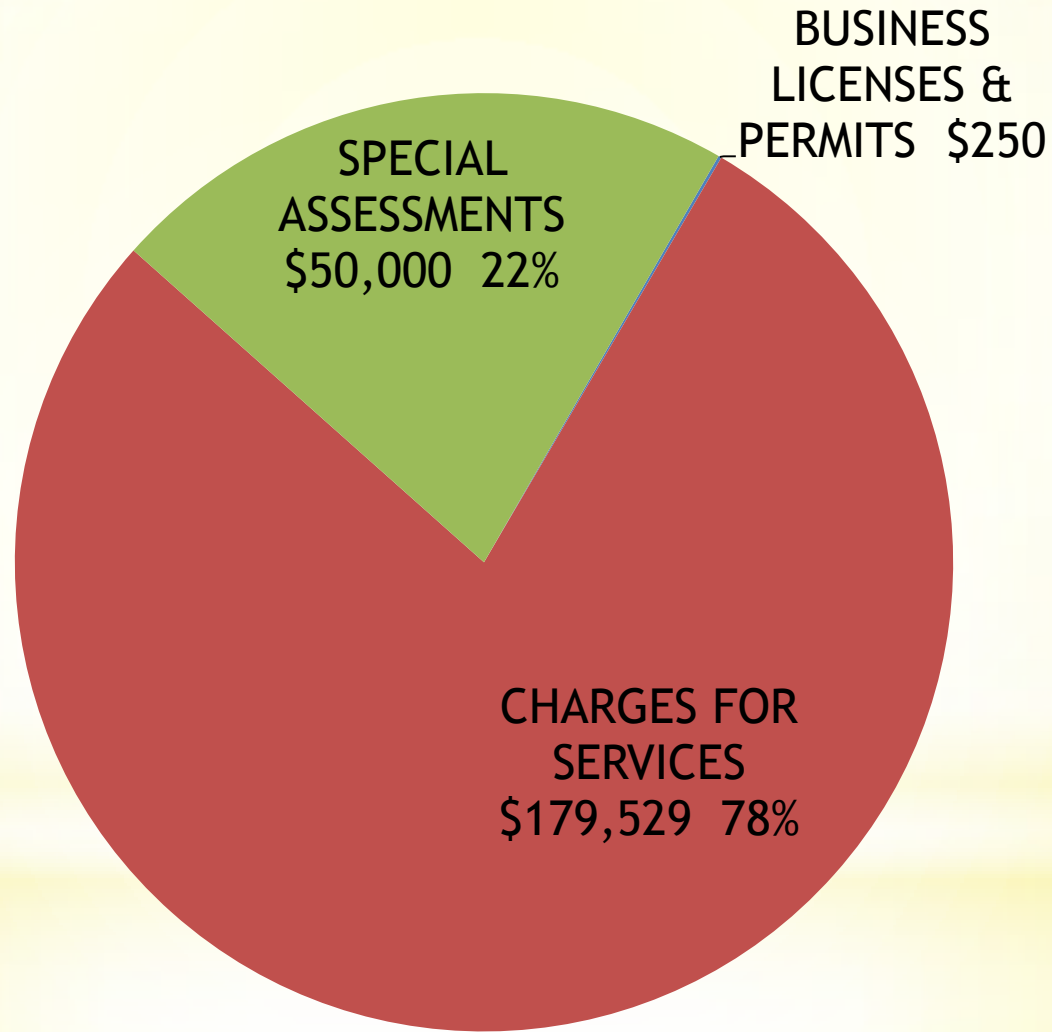
| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|---------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| BUSINESS LICENSES & PERMITS | 3,585 | 290 | | 300 | 300 | 580 | 250 | (50) |
| CHARGES FOR SERVICES | 92,845 | 136,323 | 168,702 | 173,000 | 173,000 | 149,797 | 179,529 | 6,529 |
| SPECIAL ASSESSMENTS | | | | 37,018 | 37,018 | 37,018 | 50,000 | 12,982 |
| INTEREST INCOME | 28 | 40 | 39 | | | 24 | | 0 |
| OTHER REVENUES | | | | | | 237 | | 0 |
| APPROPRIATED PY FUND BALANCE | | | | | 4,311 | | | (4,311) |
| TOTAL ESTIMATED REVENUES | 96,458 | 136,653 | 168,741 | 210,318 | 214,629 | 187,656 | 229,779 | 15,150 |

248 HOUSING & BUSINESS INSPECTION FUND

2016 REVENUE BUDGET OVERVIEW

- ❖ Revenues are collected from rental registration fees, rental inspections, and vacant property inspections. Service charges for the inspections not collected at year end are applied to the tax rolls as a special tax assessment.
- ❖ The 2016 budget for revenue has been increased by \$15,150 from 2015 amended budget.

HOUSING & BUSINESS INSPECTION FUND 2016 REQUESTED REVENUE BUDGET



★ **248 HOUSING & BUSINESS INSPECTION Fund Expenditure
Budget by Classification Summary**

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|----------------------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|---------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 30,406 | 47,340 | 115,396 | 123,898 | 124,298 | 96,197 | 128,586 | 4,288 |
| FRINGE BENEFITS | 1,039 | 8,956 | 26,415 | 48,717 | 48,717 | 33,627 | 50,514 | 1,797 |
| OFFICE SUPPLIES | 1,003 | 1,985 | 2,497 | 3,100 | 1,995 | 1,641 | 2,800 | 805 |
| OTHER SERVICES AND CHARGES | | 1,346 | 1,250 | 500 | 500 | 195 | 1,000 | 500 |
| PROFESSIONAL & CONTRACTUAL | | | | | | | 15,055 | 15,055 |
| TRANSPORTATION | 2,742 | 2,255 | 2,368 | 2,000 | 4,500 | 4,466 | 5,000 | 500 |
| INSURANCE & BONDS | | | 1,284 | 2,819 | 4,230 | 3,384 | 4,207 | (23) |
| LEASE RENTAL | 4,927 | 5,228 | 7,840 | 8,400 | 8,400 | 6,614 | 14,500 | 6,100 |
| OTHER EXPENDITURES | | | | | 1,105 | 1,105 | | (1,105) |
| CAPITAL OUTLAY | | 8,625 | 701 | 1,000 | 1,000 | | 1,000 | 0 |
| TOTAL EXPENDITURES | 40,117 | 75,735 | 157,751 | 190,434 | 194,745 | 147,229 | 222,662 | 27,917 |

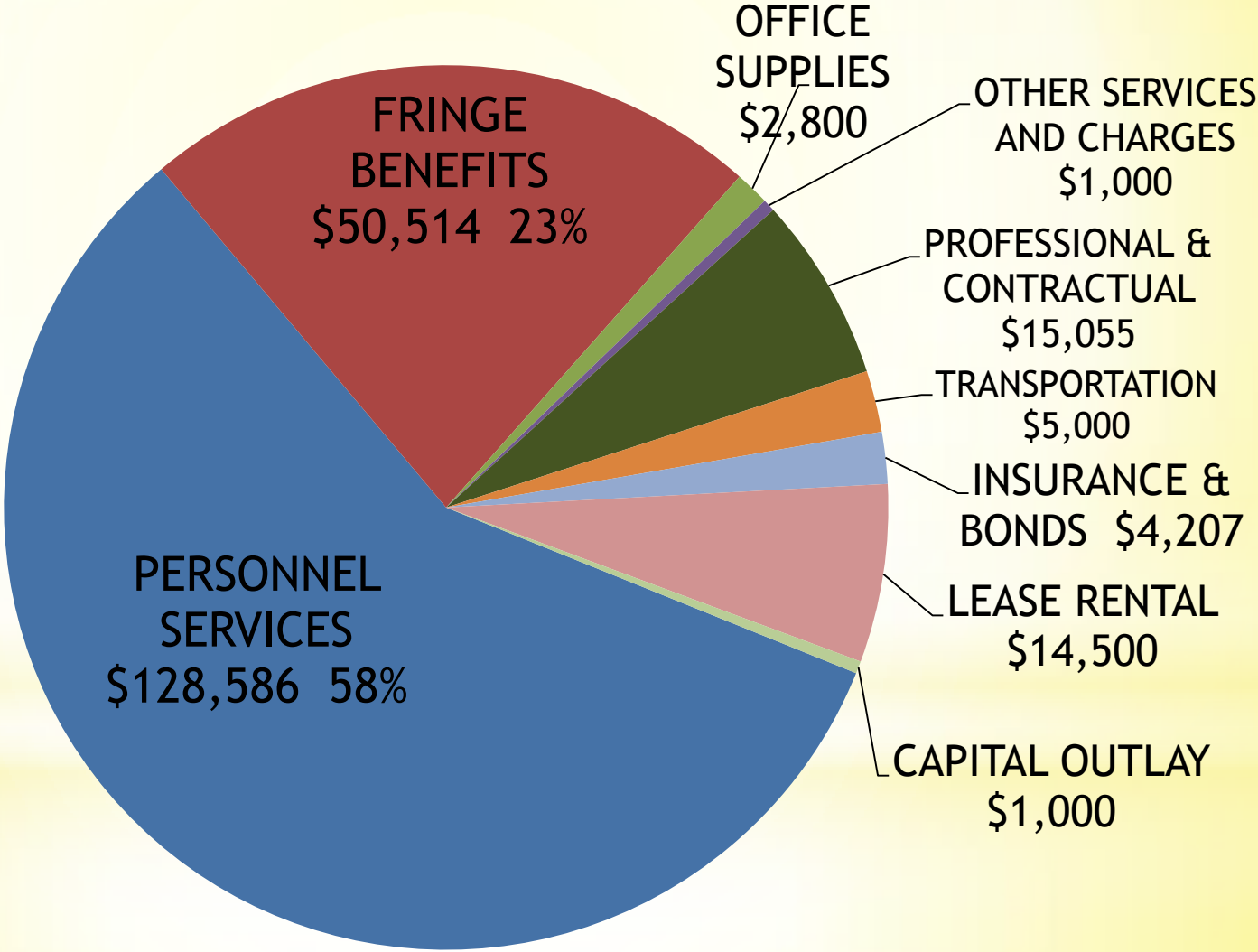
* 248 HOUSING & BUSINESS INSPECTION FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ Personnel wages increased \$4,288 due to a 1.5% increase and one additional week of accrued wages.
- ❖ Health care increased \$965 due to a rate increase of 4.5%
- ❖ Sick & Accident insurance increased \$244 due to a rate increase of 34.6% - there have been no rate increases since 2012
- ❖ Life insurance increased \$129 due to a rate increase of 37.5% - there have been no rate increases since 2012

* 248 HOUSING & BUSINESS INSPECTION FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ First year paying an administration fee of \$15,055 to the General Fund for services provided by the Human Resource Department, Payroll, Accounts Payable, Accounting, Information Technology, Purchasing, Residential Services, legal and auditing services.
- ❖ Expenditure for Motor pool lease increased by \$6,100

HOUSING & BUSINESS INSPECTION FUND 2016 REQUESTED EXPENDITURE BUDGET



*** 248 HOUSING & BUSINESS INSPECTION FUND**
Requested Budget Net Revenues/Expenditures &
Affects to Fund Balance

| | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|---------|----------|----------------------|---------------------|---|
| | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED |
| | | BUDGET | BUDGET | THRU | BUDGET |
| | | | | 10/31/15 | |
| NET OF REVENUES/EXPENDITURES | 10,990 | 19,884 | 19,884 | 40,427 | 7,117 |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE - TO BE USED AT YEAR END IF NEEDED | | | (4,311) | | |
| BEGINNING FUND BALANCE | 121,004 | 131,993 | 131,993 | 131,993 | 147,566* |
| ENDING FUND BALANCE | 131,994 | 151,877 | 147,566* | 172,420** | 154,683*** |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | ***Projected Fund balance is 69.5% of budgeted expenditures |

*** 249 BUILDING
INSPECTION FUND -
2016 REQUESTED
BUDGET**

CLASSIFICATION SUMMARY, HISTORY, CHARTS, AND OVERVIEWS

October 31, 2015

- * This fund is dedicated to administer and enforce the State of Michigan Construction Code Act and the building, electrical, plumbing, and mechanical codes promulgated thereunder. This work is done by state registered inspectors pursuant to the requirements of Public Act 54 of 1986.

❖ 249 BUILDING INSPECTION FUND

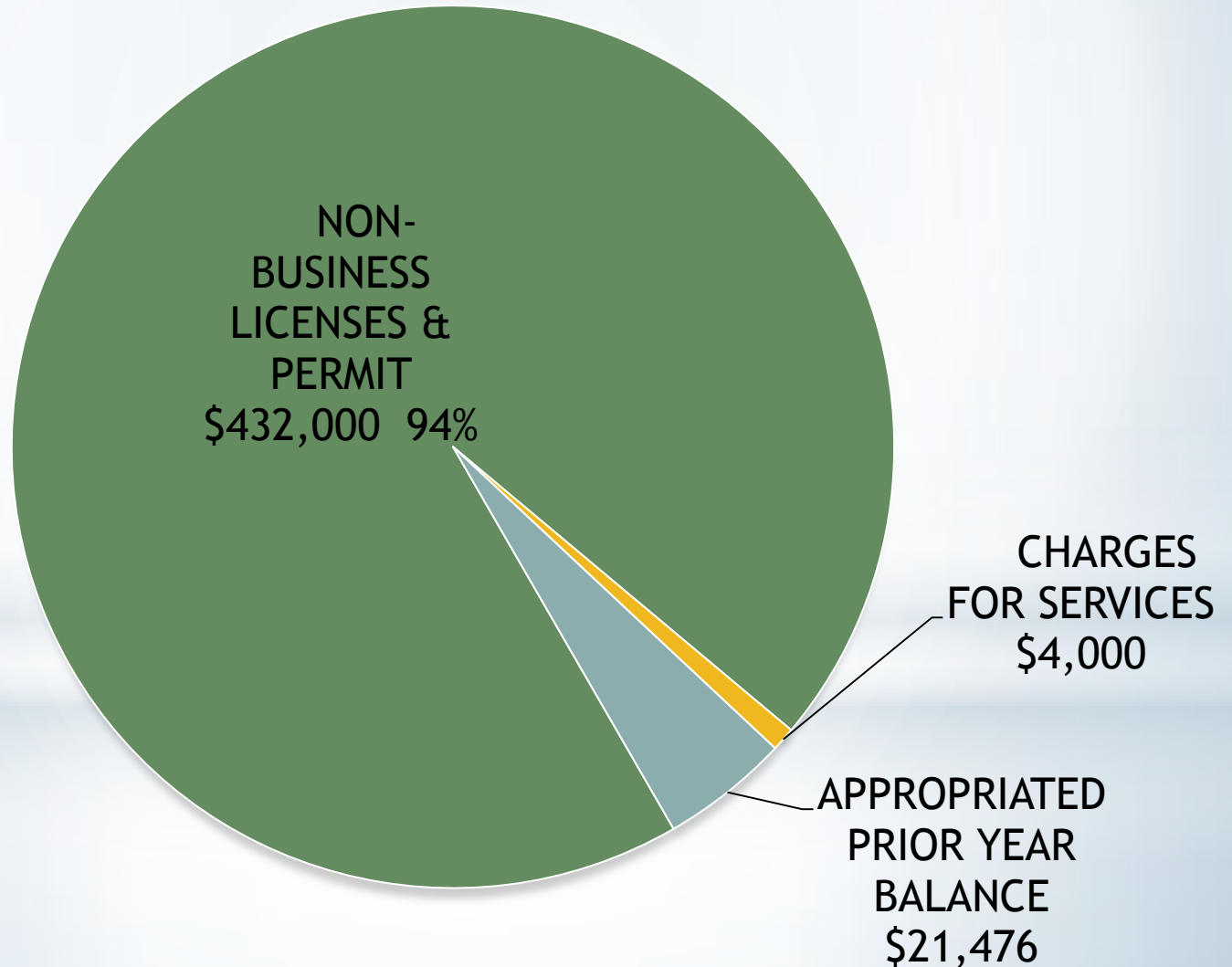
2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| NON-BUSINESS LICENSES & PERMIT | 321,592 | 440,523 | 449,750 | 412,500 | 412,500 | 398,590 | 432,000 | 19,500 |
| CHARGES FOR SERVICES | 8,335 | 4,990 | 6,766 | 2,000 | 2,000 | 3,871 | 4,000 | 2,000 |
| INTEREST INCOME | 267 | 170 | 135 | | | 82 | | 0 |
| OTHER REVENUES | | | | | | 237 | | 0 |
| APPROPRIATED PY FUND BALANCE | | | | 53,827 | 55,361 | | 21,476 | (33,885) |
| TOTAL ESTIMATED REVENUES | 330,194 | 445,683 | 456,651 | 468,327 | 469,861 | 402,780 | 457,476 | (12,385) |

249 BUILDING INSPECTION FUND 2016 REVENUE BUDGET OVERVIEW

- ❖ Classification for Non-Business Licenses & Permit fees for revenues are collected for permit inspections for: refrigeration; building; electrical; heating; plumbing; signage; and re-inspections.
- ❖ The 2016 budgeted for revenues have been decreased by \$12,385 due to an increase of \$21,500 to the licenses & permits revenue and a decrease of \$33,885 use of appropriated prior year fund balance.

BUILDING INSPECTION FUND 2016 REQUESTED REVENUE BUDGET



* 249 BUILDING INSPECTION FUND 2016 EXPENDITURE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 125,166 | 129,746 | 129,805 | 197,532 | 186,493 | 123,854 | 202,009 | 15,516 |
| FRINGE BENEFITS | 46,250 | 57,248 | 58,389 | 102,853 | 102,853 | 58,462 | 80,021 | (22,832) |
| OFFICE SUPPLIES | 910 | 3,834 | 3,383 | 2,500 | 2,500 | 2,042 | 2,000 | (500) |
| OPERATING SUPPLIES | 162 | 988 | 1,111 | 2,000 | 2,000 | 248 | 2,000 | 0 |
| OTHER SERVICES AND CHARGES | | 795 | | 1,000 | 1,000 | | 1,000 | 0 |
| PROFESSIONAL & CONTRACTUAL | 86,473 | 113,288 | 151,070 | 136,823 | 136,823 | 135,989 | 148,162 | 11,339 |
| LEGAL EXPENSE | | 44,499 | | | | | | 0 |
| TRANSPORTATION | 2,721 | 2,329 | 3,086 | 4,000 | 4,000 | 1,436 | 3,000 | (1,000) |
| INSURANCE & BONDS | | | 1,284 | 2,819 | 5,233 | 4,049 | 6,284 | 1,051 |
| LEASE RENTAL | 2,400 | 3,452 | 11,905 | 11,800 | 11,800 | 9,833 | 7,000 | (4,800) |
| DUES/MEMBERSHIPS | 575 | 125 | 125 | 1,000 | 1,000 | 860 | 1,000 | 0 |
| EDUCATION AND TRAINING | 190 | 285 | 285 | 1,000 | 1,000 | | | (1,000) |
| CAPITAL OUTLAY | | 10,184 | 3,849 | 5,000 | 15,158 | 12,273 | 5,000 | (10,158) |
| TOTAL EXPENDITURES | 264,847 | 366,773 | 364,292 | 468,327 | 469,860 | 349,046 | 457,476 | (12,384) |

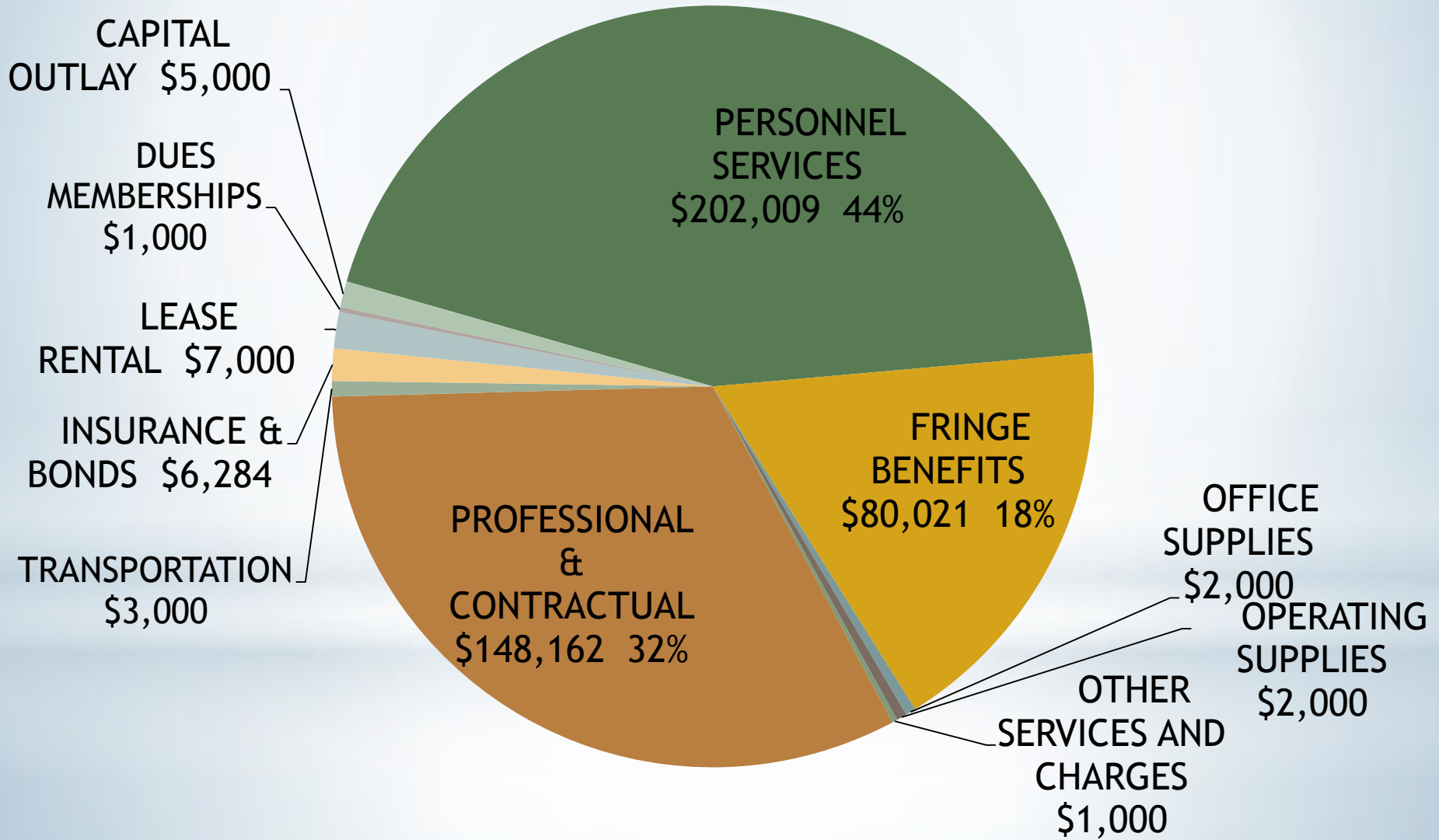
* 249 BUILDING INSPECTION FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ Personnel wages increased \$15,516 due to a 1.5% wage increase, one additional week of accrual, and filling the vacancy of the building official.
- ❖ Health care insurance buy out increase by \$3,000 due to an employee opting out of health care insurance.
- ❖ Health care rate increase of 4.5%, but there was a decrease of \$14,161 due to an employee opting out health care.
- ❖ Health care deductions decreased by \$5,792 due to an employee opting out of health care.
- ❖ Sick & Accident insurance increased \$302 due to a rate increase of 34.6% - there have been no rate increases since 2012

* 249 BUILDING INSPECTION FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ Life insurance increased \$160 due to a rate increase of 37.5% - there have been no rate increases since 2012
- ❖ Contractual services increased by \$10,000 due to the increase for needed state certified trade inspectors for electrical, plumbing and mechanical. As well as additional overflow of building inspections if needed.
- ❖ Capital outlay decreased by \$10,158.
- ❖ There is \$5,000 budgeted for capital outlay for the replacement of old equipment in 2016
- ❖ Any other capital needs will be brought to the Board.

BUILDING INSPECTION FUND 2016 REQUESTED EXPENDITURE BUDGET



* **249 BUILDING INSPECTION FUND Requested
Budget Net Revenues/Expenditures & Affects to
Fund Balance**

| | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|---------|----------|----------------------|---------------------|---|
| | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED |
| | | BUDGET | BUDGET | THRU 10/31/15 | BUDGET |
| NET OF REVENUES/EXPENDITURES | 92,359 | | 1 | 53,734 | |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE - TO BE USED AT YEAR END IF NEEDED | | (53,827) | (55,631) | | (21,476) |
| BEGINNING FUND BALANCE | 383,664 | 476,024 | 476,024 | 476,024 | 420,391* |
| ENDING FUND BALANCE | 476,023 | 422,197 | 420,391* | 529,758** | 398,915*** |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | ***Projected Fund balance is 87% of budgeted expenditures |

252 HYDRO STATION FUND - 2016 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, CHARTS, AND
OVERVIEWS

October 31, 2015

This fund is established per agreement to maintain appropriate separate accounting records of all operation, maintenance, income, expenditures, and improvements related to the Ford Lake Dam.

❖ 252 HYDRO STATION FUND

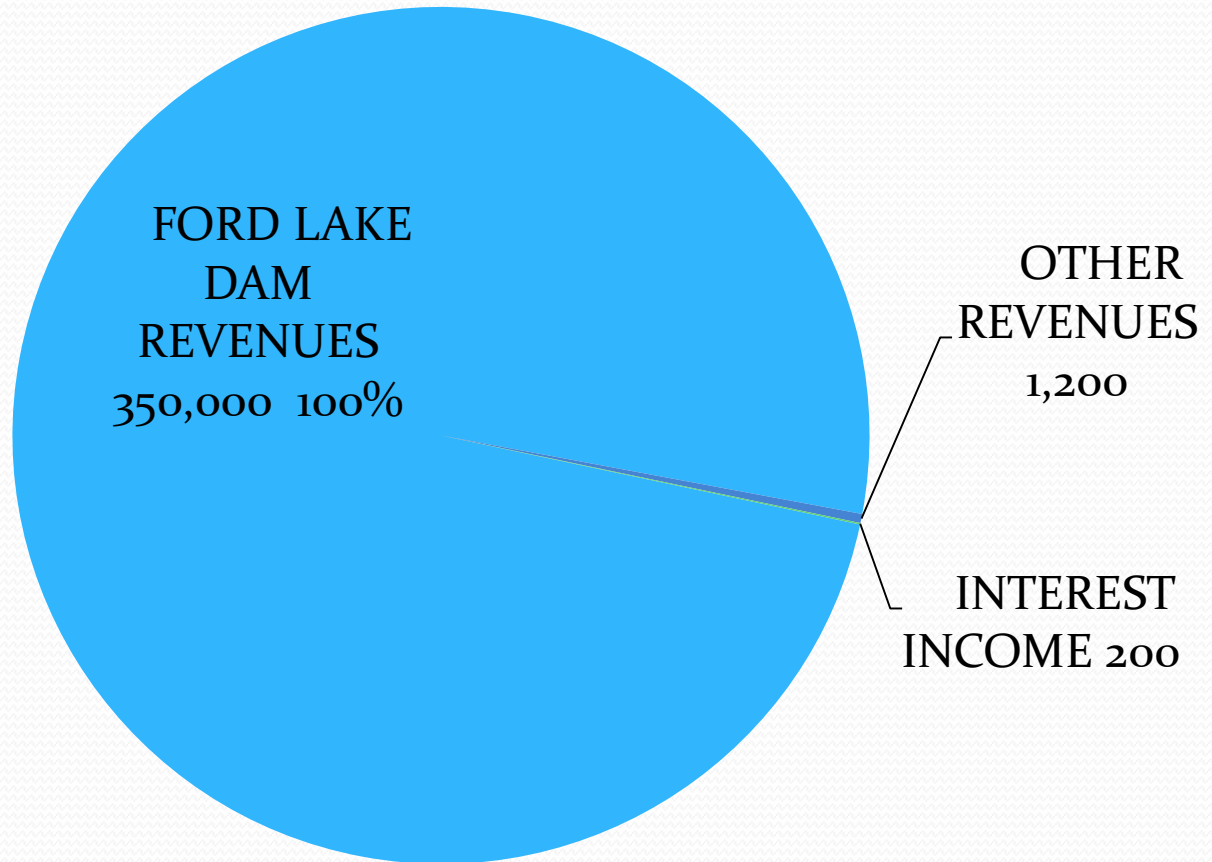
2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| FORD LAKE DAM REVENUES | 305,133 | 406,993 | 478,801 | 375,000 | 375,000 | 280,204 | 350,000 | (25,000) |
| OTHER REVENUES | 1,305 | 1,257 | 404 | | | 4,687 | 1,200 | 1,200 |
| INTEREST INCOME | 695 | 350 | 242 | 200 | 200 | 94 | 200 | 0 |
| CONTRIBUTION FROM OTHER FUNDS | | | 19,111 | | 52,889 | 52,889 | | (52,889) |
| APPROPRIATED PY FUND BALANCE | | | | 160,275 | 334,377 | | | (334,377) |
| TOTAL ESTIMATED REVENUES | 307,133 | 408,600 | 498,558 | 535,475 | 762,466 | 337,874 | 351,400 | (411,066) |

252 HYDRO STATION FUND 2016 REVENUE BUDGET OVERVIEW

- ❖ Revenues are collected from electricity generated by the dam and sold to DTE Energy, budget decreased by \$25,000 to \$350,000 for 2016.
- ❖ Hydro is forecasting less precipitation for the winter

252 HYDRO STATION FUND 2016 REQUESTED BUDGET REVENUES



252 HYDRO STATION FUND Expenditure Budget by Classification Summary

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 81,216 | 78,437 | 78,906 | 77,937 | 77,937 | 60,796 | 88,402 | 10,465 |
| FRINGE BENEFITS | 26,954 | 32,832 | 31,356 | 39,427 | 39,427 | 30,555 | 40,497 | 1,070 |
| OFFICE SUPPLIES | 407 | 518 | 1,178 | 450 | 450 | 158 | 450 | 0 |
| OPERATING SUPPLIES | 235 | 451 | 323 | 400 | 400 | 388 | 400 | 0 |
| OTHER SERVICES AND CHARGES | 351 | 412 | 407 | | 450 | 148 | 450 | 0 |
| REPAIRS & MAINTENANCE | 49,796 | 35,081 | 306,883 | 83,000 | 82,550 | 62,339 | 57,550 | (24,100) |
| PROFESSIONAL & CONTRACTUAL | 17,575 | 59,215 | 74,528 | 47,500 | 95,889 | 72,305 | 47,500 | (48,389) |
| COMMUNICATIONS | 12,732 | 15,385 | 21,513 | 23,000 | 27,500 | 28,624 | 20,000 | (12,285) |
| TRANSPORTATION | 2,897 | | 3,537 | 4,200 | 4,200 | 2,044 | 4,200 | 1,000 |
| INSURANCE & BONDS | 3,872 | 3,688 | 3,387 | 4,061 | 4,061 | 3,060 | 4,262 | 201 |
| UTILITIES | 282 | 1,096 | 1,560 | 1,400 | 1,400 | 1,051 | 1,400 | 0 |
| LEASE RENTAL | | | | 3,000 | 3,000 | 2,500 | 6,000 | 3,000 |
| OTHER EXPENDITURES | 40,846 | 57,546 | 61,793 | 51,100 | 51,100 | 32,035 | 48,600 | 385 |
| CAPITAL OUTLAY | 17,500 | 20,870 | 180,000 | 200,000 | 374,102 | 63,380 | 30,000 | (344,102) |
| TOTAL EXPENDITURES | 254,663 | 305,531 | 765,371 | 535,475 | 762,466 | 359,383 | 349,711 | (412,755) |

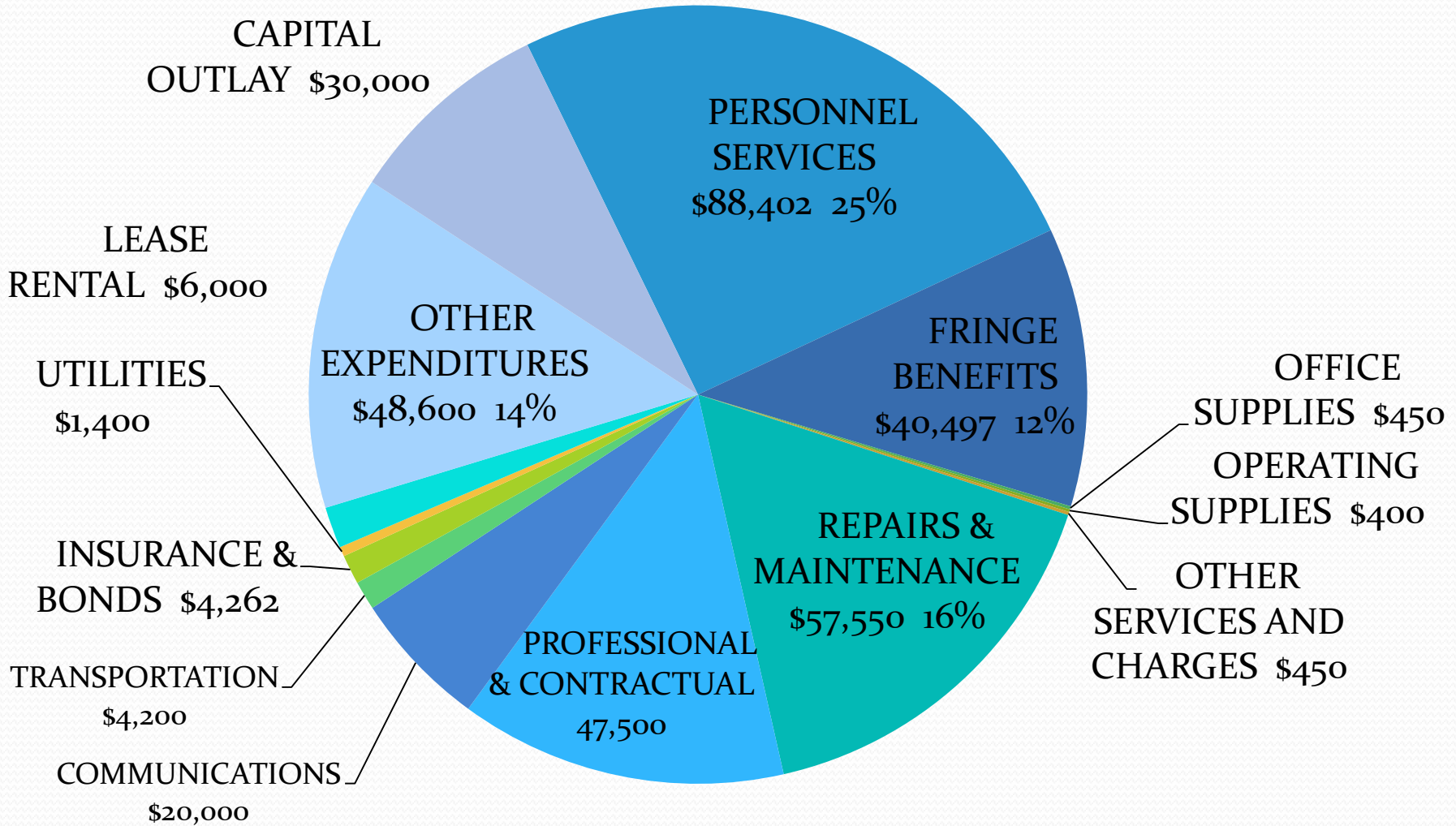
252 HYDRO STATION FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ Personnel wages increased \$10,465 due to a 1.5% wage increase, hiring of a additional part time operator, and one additional week of accrual.
- ❖ Health care increased \$805 due to a rate increase of 4.5%
- ❖ Sick & Accident insurance increased \$93 due to a rate increase of 34.6% – there have been no rate increases since 2012
- ❖ Life insurance increased \$49 due to a rate increase of 37.5% – there have been no rate increases since 2012
- ❖ Professional services for independent engineering firm relates to dam safety and compliance for Ford Lake Dam remains at \$40,000

252 HYDRO STATION FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ There are no funds budgeted for professional services for the Tyler Dam at this time. The funds for any project on Tyler dam will come from the general fund and the environmental services fund.
- ❖ Repairs and maintenance for the Hydro infrastructure decreased \$25,000
- ❖ Capital outlay for budgeted for DTE system project \$30,000.
- ❖ Capital outlay decreased \$344,102 due to large turbine Gen #1 & wicket gates project completed in 2015.
- ❖ All requests for capital outlay will come to the Board

252 HYDRO STATION FUND 2016 REQUESTED EXPENDITURE BUDGET



252 HYDRO STATION FUND Requested Budget Net Revenues/Expenditures & Affects to Fund Balance

| | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-----------|-----------|-------------------|------------------|---|
| | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED |
| | | BUDGET | BUDGET | THRU | BUDGET |
| | | | | 10/31/15 | |
| NET OF REVENUES/EXPENDITURES | (266,813) | | | (21,509) | 1,689 |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE – TO BE USED AT YEAR END IF NEEDED | | (160,275) | (334,377) | | |
| BEGINNING FUND BALANCE | 724,804 | 457,993 | 457,993 | 457,933 | 123,616* |
| ENDING FUND BALANCE | 457,991 | 297,718 | 123,616* | 436,424** | 125,305*** |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | ***Projected Fund balance is 35.8% of budgeted expenditures |

266 LAW ENFORCEMENT
FUND
2016 REQUESTED BUDGET
& CLASSIFICATION SUMMARY, HISTORY, CHARTS, AND
OVERVIEWS
At October 31, 2015

266 LAW ENFORCEMENT FUND

This fund is financed by the voter approved tax levy of 5.950 mills, specifically designated for law enforcement, ordinance enforcement, and neighborhood watch services in the Township. The Township contracts with the Washtenaw County Sheriff's Office for Police Services.

❖ 266 LAW ENFORCEMENT FUND

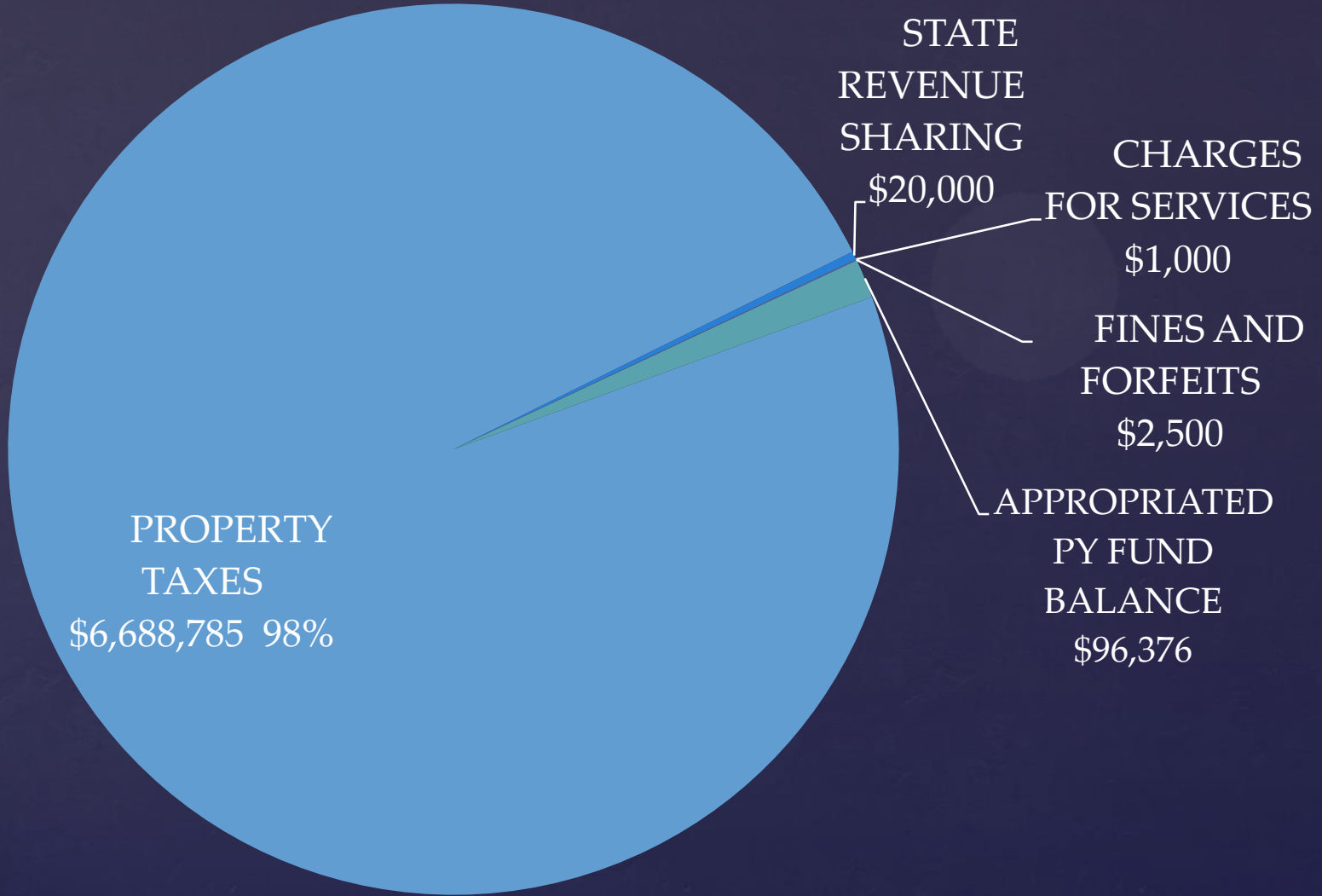
2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| PROPERTY TAXES | 6,040,043 | 5,445,703 | 6,625,155 | 6,572,122 | 6,572,122 | 6,555,628 | 6,688,785 | 116,663 |
| STATE REVENUE SHARING | 20,844 | 20,975 | 20,246 | 20,000 | 20,000 | 21,978 | 20,000 | 0 |
| CHARGES FOR SERVICES | | | 1,665 | | | 1,700 | 1,000 | 1,000 |
| FINES AND FORFEITS | 11,200 | 4,010 | 4,500 | 5,000 | 5,000 | | 2,500 | (2,500) |
| INTEREST INCOME | 3,066 | 1,090 | 626 | | | 285 | | 0 |
| OTHER REVENUES | 1,490 | 3,803 | 448 | | | 12,696 | | 0 |
| APPROPRIATED PY FUND BALANCE | | | | 48,451 | 248,293 | | 96,376 | (151,917) |
| TOTAL ESTIMATED REVENUES | 6,076,643 | 5,475,581 | 6,652,640 | 6,645,573 | 6,845,415 | 6,592,287 | 6,808,661 | (36,754) |

266 LAW ENFORCEMENT FUND 2016 REVENUE BUDGET OVERVIEW

- ❖ Property tax revenue increased \$116,663 from \$6,572,122 in 2015 to \$6,688,785 in 2016. The percentage change from the actual received property tax levied is an increase of 2%.
- ❖ There is a decrease of \$151,917 appropriated prior year fund balance request from \$248,293 in 2015 to \$96,376 in 2016

LAW ENFORCEMENT FUND 2016 REQUESTED REVENUE BUDGET



266 LAW ENFORCEMENT FUND 2016 EXPENDITURE BUDGET BY CLASSIFICATION SUMMARY FOR SHERIFF SERVICES DEPARTMENT 301

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| DEPARTMENT 301.000 SHERIFF SERVICES | | | | | | | | |
| PERSONNEL SERVICES | 85,539 | 91,581 | 93,606 | 106,862 | 111,423 | 89,933 | 128,472 | 17,049 |
| FRINGE BENEFITS | 57,913 | 71,018 | 56,596 | 59,357 | 59,357 | 54,074 | 60,644 | 1,287 |
| OFFICE SUPPLIES | 271 | 63 | 103 | 500 | 500 | 55 | 10,300 | 9,800 |
| OPERATING SUPPLIES | 396 | 734 | 2,497 | 6,000 | 4,640 | | 6,000 | 1,360 |
| PROFESSIONAL & CONTRACTUAL | 5,838,817 | 5,925,635 | 5,903,682 | 6,072,335 | 6,067,066 | 4,842,692 | 6,174,512 | 107,446 |
| COMMUNICATIONS | 4,568 | | | | | | | 0 |
| PRINTING & PUBLISHING | | 4,165 | | | | | | 0 |
| INSURANCE & BONDS | 6,463 | 5,965 | 5,582 | 5,948 | 8,357 | 6,741 | 9,170 | 813 |
| UTILITIES | 23,881 | 24,411 | 30,778 | 30,000 | 31,442 | 26,954 | 34,800 | 3,358 |
| REPAIRS & MAINTENANCE | 19,336 | 23,014 | 52,926 | 54,500 | 52,895 | 19,173 | 46,500 | (6,395) |
| LEASE RENTAL | 1,006 | 1,880 | 1,340 | 2,000 | 2,000 | 370 | 2,000 | 0 |
| OTHER EXPENDITURES | 161,065 | 74,410 | | 5,000 | 5,000 | 20 | | (5,000) |
| DUES/MEMBERSHIPS | | | | | 840 | 840 | 1,000 | 160 |
| EDUCATION AND TRAINING | 4,129 | | 1,441 | 2,000 | 2,000 | | | (2,000) |
| CAPITAL OUTLAY | 18,760 | 26,984 | 197,692 | 15,000 | 210,000 | 193,020 | 50,000 | (160,000) |
| Totals for 301.000 SHERIFF SERVICES | 6,222,144 | 6,249,860 | 6,346,243 | 6,359,502 | 6,555,520 | 5,233,872 | 6,523,398 | (32,122) |

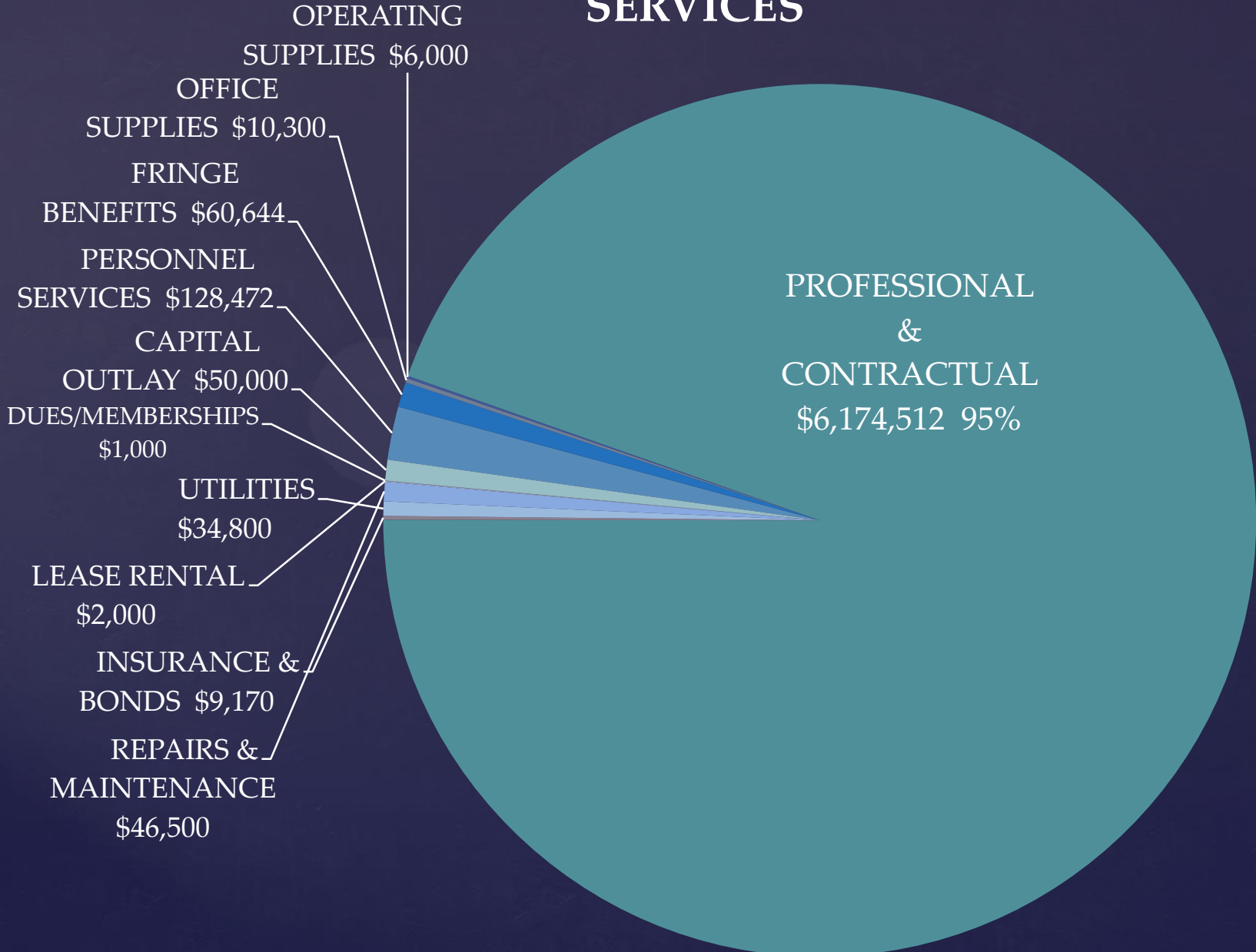
266 LAW ENFORCEMENT FUND 2016 EXPENDITURE BUDGET OVERVIEW FOR SHERIFF SERVICES

- ❖ Employees in this department include the Police Services/OCS Director, 25% for the Executive Coordinator , and 100% of the part-time custodian at the Law Enforcement Center (LEC).
- ❖ Wages increased \$17,049 due to an increase of 1.5%, the new part-time custodian position at LEC, and an additional week of accrual.
- ❖ Proposed contracted Housing Investigator \$37,000
- ❖ Public camera maintenance increased by \$7,000

266 LAW ENFORCEMENT FUND 2016 EXPENDITURE BUDGET OVERVIEW FOR SHERIFF SERVICES

- ❖ 35 PSU provides deployment of 42 sworn officers, civilian support, sheriff's detective bureau and specialty support teams such as SWAT, CNT, Computer forensics, polygraph, K9, LAWNET, DEA, & SEATT.
- ❖ The total police service contract cost increased \$63,307 due to a 1.0 % increase per police service unit (PSU). The contract formula price for 35 PSU includes wages and fringe benefits for one sheriff's deputy; prorated wages and fringe benefits for shift supervision at a rate of one sergeant for each 7.5 deputies; prorated wages and fringe benefits for one operational lieutenant at a rate of one lieutenant for each 45 deputies; vehicle and fleet maintenance costs; metro dispatch costs; computer and technology costs; insurance and legal liability costs. Full access to the Detective Bureau and all other investigative resources are included as a contract partner.

2016 BUDGET EXPENDITURES FOR SHERIFF SERVICES



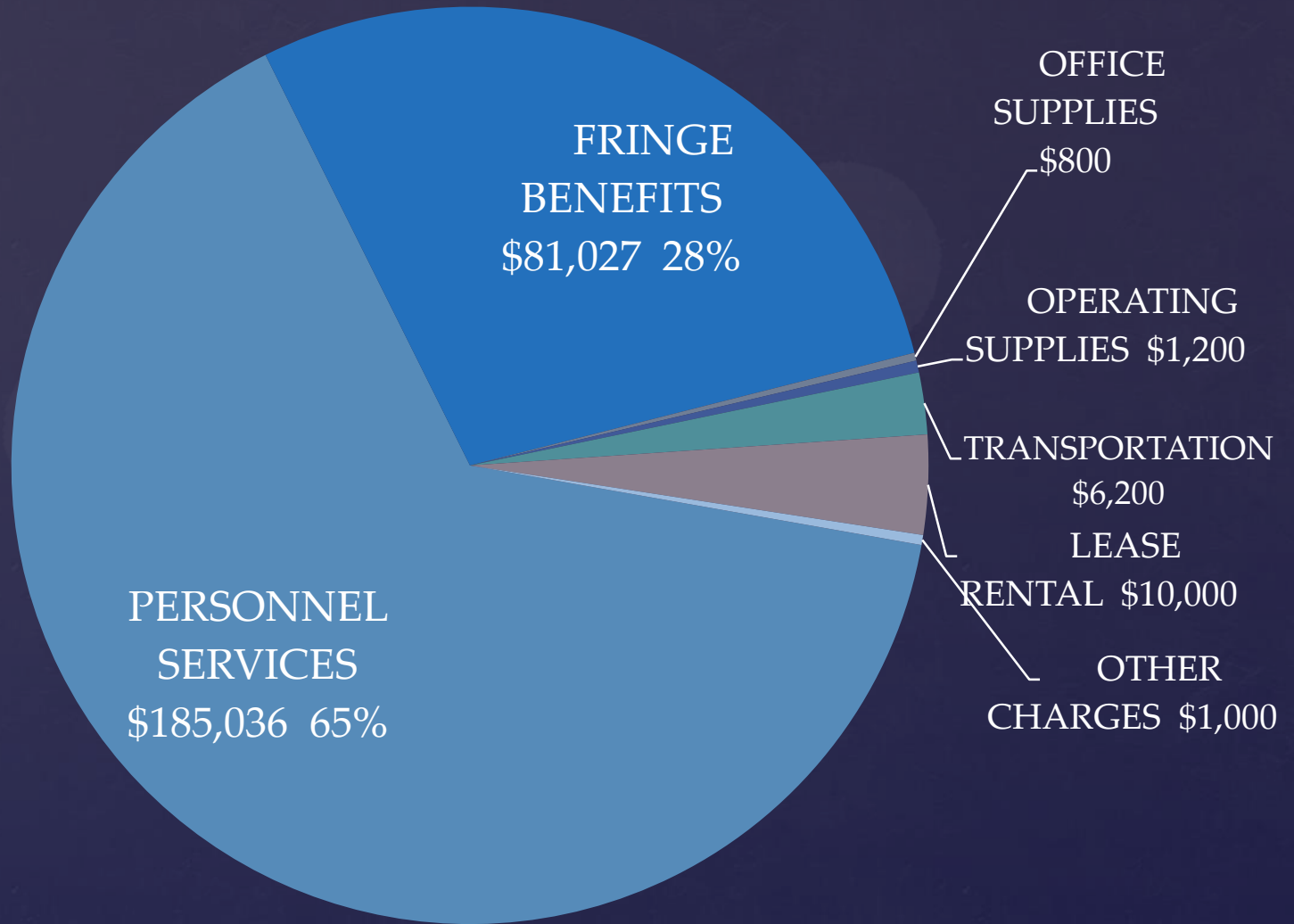
266 LAW ENFORCEMENT FUND 2016 EXPENDITURE BUDGET BY CLASSIFICATION SUMMARY FOR ORDINANCE

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| DEPARTMENT 304.000-ORDINANCE | | | | | | | | |
| PERSONNEL SERVICES | 199,149 | 163,509 | 197,323 | 173,482 | 177,306 | 139,909 | 185,036 | 7,730 |
| FRINGE BENEFITS | 68,933 | 59,050 | 78,846 | 88,389 | 88,389 | 67,960 | 81,027 | (7,362) |
| OFFICE SUPPLIES | 663 | 80 | 665 | 750 | 750 | 575 | 800 | 50 |
| OPERATING SUPPLIES | 289 | 694 | 769 | 1,200 | 1,200 | 615 | 1,200 | 0 |
| TRANSPORTATION | 6,131 | 7,405 | 10,682 | 10,000 | 10,000 | 2,965 | 6,200 | (3,800) |
| LEASE RENTAL | 6,010 | 8,342 | 11,714 | 11,500 | 11,500 | 9,663 | 10,000 | (1,500) |
| OTHER SERVICES AND CHARGES | 309 | 1,292 | 274 | 750 | 750 | 265 | 1,000 | 250 |
| Totals for Department 304.000-ORDINANCE | 281,484 | 240,372 | 300,273 | 286,071 | 289,895 | 221,952 | 285,263 | (4,632) |

266 LAW ENFORCEMENT FUND 2016 EXPENDITURE BUDGET OVERVIEW FOR ORDINANCE

- ❖ Ordinance department wages and benefits includes – 25% of the executive coordinator, 2 ordinance officers, 1 clerical, and neighborhood watch coordinator duties
- ❖ Wages increased \$7,730 due to the 1.5% contractual wage increase, a proposed employee re-classification, and one additional week accrual
- ❖ Health care buyout increased \$1,500 due to employee opting out of health care insurance.
- ❖ Health care rate increase of 4.5%, but there was a \$7,599 decrease due to an employee opting out of health care.
- ❖ Health care deductions decreased by \$2,887 due to an employee opting out of health care.
- ❖ Sick & Accident insurance increased \$302 due to a rate increase of 34.6% – there have been no rate increases since 2012
- ❖ Life insurance increased \$160 due to a rate increase of 37.5% – there have been no rate increases since 2012

2016 BUDGET EXPENDITURES FOR ORDINANCE



266 LAW ENFORCEMENT FUND Requested Budget Net Revenues/Expenditures & Affects to Fund Balance

| | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|------------------|------------------|----------------------|----------------------|---|
| | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED |
| | | BUDGET | BUDGET | THRU 10/31/15 | BUDGET |
| EXPENDITURES – DEPT 301 SHERIFF | (6,346,243) | (6,359,502) | (6,555,520) | (5,233,872) | (6,523,398) |
| EXPENDITURES – DEPT 304 ORDINANCE | (300,273) | (286,071) | (289,895) | (221,952) | (285,263) |
| TOTAL ESTIMATED REVENUES | 6,652,640 | 6,645,573 | 6,845,415 | 6,592,287 | 6,808,661 |
| NET OF REVENUES/EXPENDITURES | 6,124 | | | 1,136,463 | |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE – TO BE USED AT YEAR END IF NEEDED | | (48,451) | (248,293) | | (96,376) |
| BEGINNING FUND BALANCE | 1,500,524 | 1,506,651 | 1,506,651 | 1,506,651 | 1,258,358* |
| ENDING FUND BALANCE | 1,506,648 | 1,458,200 | 1,258,358* | 2,643,114** | 1,161,982*** |
| | | | * LOWEST BUDGETED | ** AS OF 10/31/15 | ***Projected Fund balance is 17% of budgeted expenditures |

* **590 COMPOST FUND -
2016 REQUESTED
BUDGET**

CLASSIFICATION SUMMARY, HISTORY, CHARTS, AND OVERVIEWS

October 31, 2015

❖ This fund is an enterprise fund and was originally established to receive and process biodegradable material for the production of compost. The compost site generates revenue through the sale of compost, wood chips, mulch, asphalt millings, blended soil, scrap metal, battery cores and refuse dumpsters. In 2015, with the purchase of a semi-truck and trailer, the compost site began the delivery of material as another revenue generating source.

As a service to Township residents, the compost site also collects recycling, used motor oil and antifreeze for proper disposal.

590 COMPOST FUND

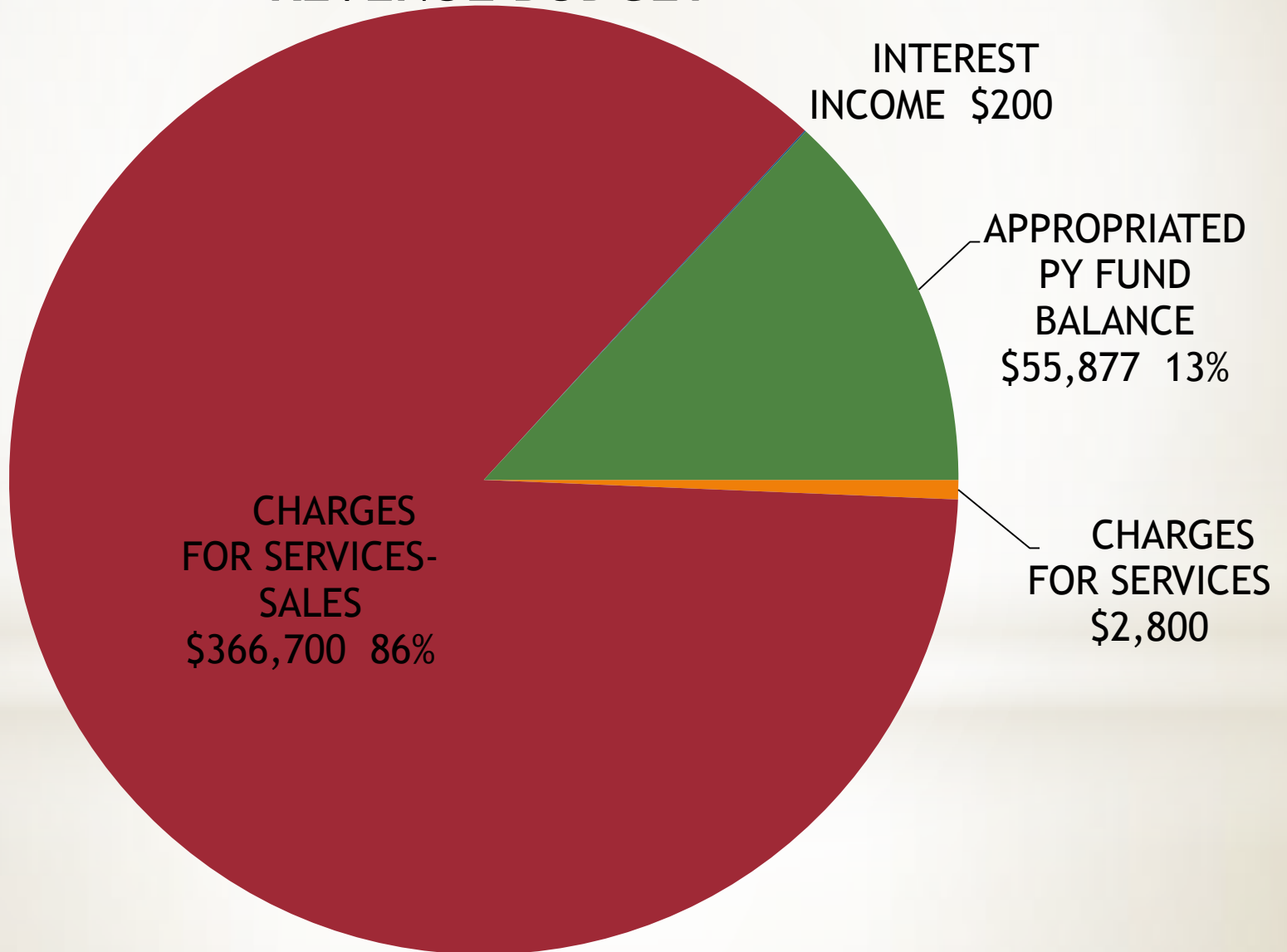
2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|---------------------------------|---------|---------|---------|----------|---------|------------|-----------|----------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| CHARGES FOR SERVICES | 2,800 | 2,800 | | 2,800 | 2,800 | 2,800 | 2,800 | 0 |
| CHARGES FOR SERVICES-SALES | 327,917 | 371,553 | 376,029 | 328,500 | 328,500 | 352,513 | 366,700 | 38,200 |
| INTEREST INCOME | 1,239 | 631 | 321 | 500 | 500 | 146 | 200 | (300) |
| OTHER REVENUES | 1,424 | 742 | 718 | | | 509 | | 0 |
| APPROPRIATED PY FUND BALANCE | | | | 74,691 | 88,724 | | 55,877 | (32,847) |
| TOTAL ESTIMATED REVENUES | 333,380 | 375,726 | 377,068 | 406,491 | 420,524 | 355,968 | 425,577 | 5,053 |

590 COMPOST FUND 2016 REVENUE BUDGET OVERVIEW

- ❖ Revenues are collected from drop off of biodegradable materials and other materials.
- ❖ Revenues from the sale of compost, wood chips, scrap metal, recycled oil, soil, battery core, and milling sales.
- ❖ Recently added delivery service charges.
- ❖ The 2016 budget for service sales revenue has been increased by \$38,200.
- ❖ Will need to use \$55,887 from appropriated prior year fund balance. A decreased of \$32,847 from 2015

590 COMPOST FUND 2016 REQUESTED REVENUE BUDGET



* 590 COMPOST FUND Expenditure Budget by Classification Summary

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 111,717 | 159,305 | 133,646 | 144,431 | 148,464 | 110,066 | 153,444 | 4,980 |
| FRINGE BENEFITS | 22,463 | 31,348 | 41,327 | 43,587 | 43,587 | 35,943 | 44,495 | 908 |
| OFFICE SUPPLIES | | 258 | 205 | 500 | 500 | 195 | 300 | (200) |
| OTHER SERVICES AND CHARGES | 6,191 | 5,596 | 5,843 | 5,000 | 7,550 | 3,649 | 8,350 | 800 |
| OPERATING SUPPLIES | 2,777 | 1,785 | 6,428 | 9,000 | 9,000 | 2,708 | 6,000 | (3,000) |
| PROFESSIONAL & CONTRACTUAL | 36,872 | 40,794 | 44,574 | 38,860 | 38,860 | 38,616 | 40,272 | 1,412 |
| COMMUNICATIONS | 1,659 | 603 | 658 | 800 | 800 | 482 | 800 | 0 |
| TRANSPORTATION | 21,286 | 21,300 | 18,206 | 18,000 | 18,000 | 7,826 | 14,000 | (4,000) |
| INSURANCE & BONDS | 5,029 | 4,819 | 4,807 | 5,983 | 5,983 | 5,001 | 6,516 | 533 |
| UTILITIES | 5,352 | 6,190 | 7,332 | 8,100 | 8,100 | 4,668 | 8,100 | 0 |
| REPAIRS & MAINTENANCE | 10,465 | 41,768 | 10,841 | 20,000 | 17,450 | 3,381 | 23,000 | 5,550 |
| RENTAL | 2,260 | 6,900 | 2,500 | 3,000 | 3,000 | | 3,500 | 500 |
| LEASE RENTAL | 3,667 | 3,719 | 1,992 | 2,000 | 2,000 | 1,667 | 3,500 | 1,500 |
| OTHER EXPENDITURES | | 90 | | 500 | 500 | 83 | 500 | 0 |
| EDUCATION AND TRAINING | 29 | 29 | | 100 | 100 | | 100 | 0 |
| DEPRECIATION | 58,727 | 58,622 | 70,669 | 106,630 | 106,630 | | 112,700 | 6,070 |
| CAPITAL OUTLAY | | | | | 10,000 | 9,706 | | (10,000) |
| TOTAL EXPENDITURES | 288,494 | 383,126 | 349,028 | 406,491 | 420,524 | 223,991 | 425,577 | 5,053 |

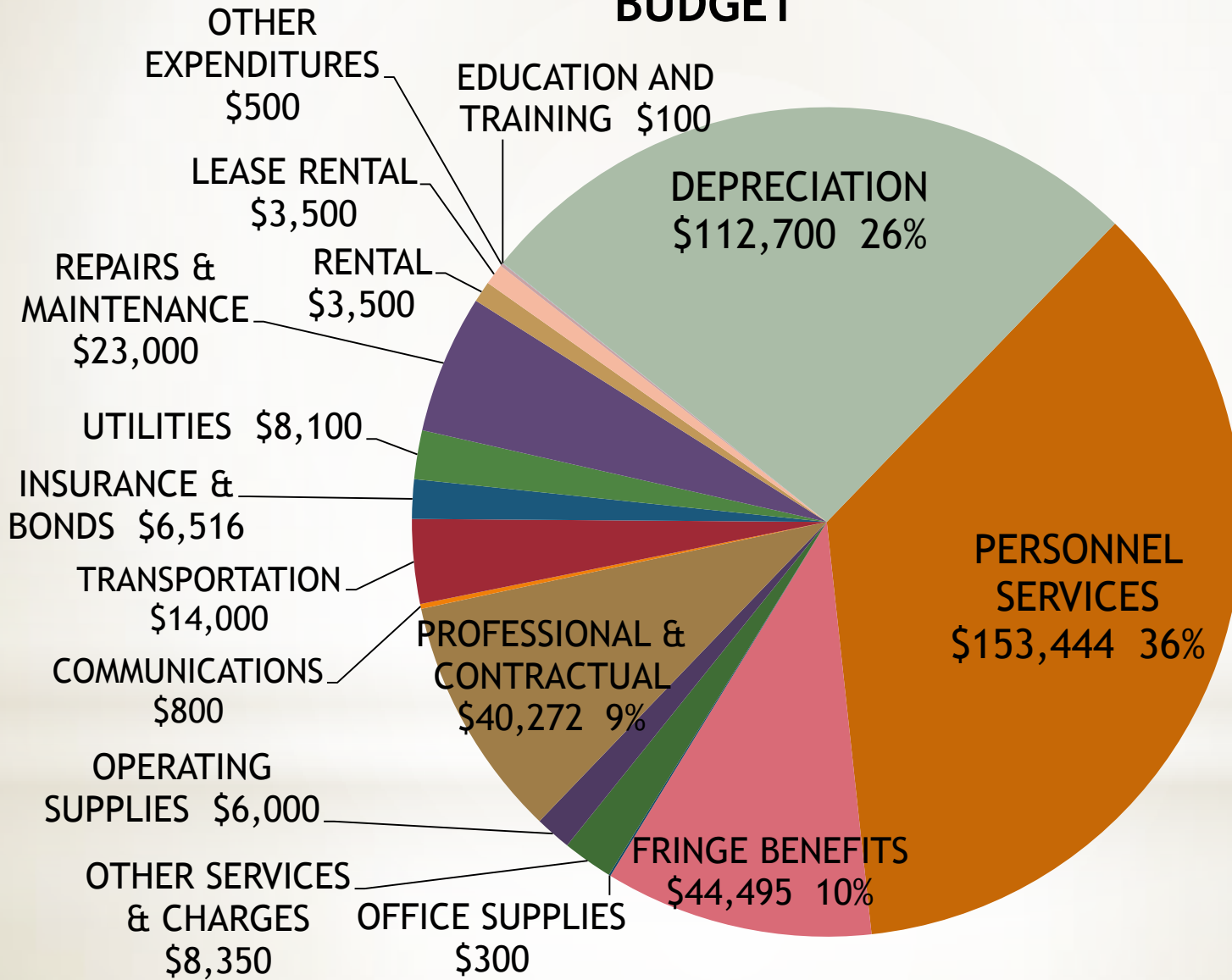
* 590 COMPOST FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ Personnel wages increased \$4,980 due to a 1.5% wage increase and one additional week accrual. This includes 1 full time employee and 50% of a full time employee.
- ❖ Accrued Compensation for PTO time increased from \$2,000 in 2015 to \$5,400 in 2016
- ❖ Health care increased \$453 due to a rate increase of 4.5%
- ❖ Sick & Accident insurance increased \$163 due to a rate increase of 34.6% - there have been no rate increases since 2012
- ❖ Life insurance increased \$86 due to a rate increase of 37.5% - there have been no rate increases since 2012

* 590 COMPOST FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ❖ Operating supplies decreased \$3,000
- ❖ Gas & oil decreased \$4,000
- ❖ Repairs & Maintenance increased \$5,550
- ❖ No capital outlay budgeted for 2016. Any capital outlay will be brought before the Board


590 COMPOST FUND 2016 REQUESTED EXPENDITURE BUDGET





590 COMPOST FUND Requested Budget Net Revenues/Expenditures & Affects to Fund Balance


| ENTERPRISE FUND - NET POSITION | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|-----------|-----------------|-------------------|------------------------|------------------|
| | AUDITED | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 10/31/15 | REQUESTED BUDGET |
| CHANGE OF NET POSITION | 28,040 | | | 131,977 | |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE - TO BE USED AT YEAR END IF NEEDED | | (74,691) | (88,724) | | (55,877) |
| NET POSITION, BEGINNING | 1,828,445 | 1,856,484 | 1,856,484 | 1,856,484 | 1,767,760* |
| NET POSITION, ENDING | 1,856,484 | 1,781,793 | 1,767,760* | 1,988,461 | 1,711,883 |
| | | | | | |
| NET INVESTMENT IN CAPITAL ASSETS | 985,070 | 985,070 | 985,070 | 985,070 | 985,070 |
| UNRESTRICTED (LIKE FUND BALANCE) | 871,415 | 796,723 | 782,690 | 1,003,391 | 726,813 |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | |



595 MOTOR POOL FUND - 2016 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, AND OVERVIEWS

October 31, 2015

 This Motor Pool Fund is an internal service fund used to account for the Townships fleet of vehicles. This fund receives its revenues from our other funds based on their vehicles and fuel usage.





The fund handles the procurement and maintenance of the fleet.

❖ 595 MOTOR POOL FUND

2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| CHARGES FOR SERVICES | 142,517 | 152,511 | 165,318 | 170,700 | 170,700 | 134,632 | 186,600 | 15,900 |
| INTEREST INCOME | 442 | 201 | 78 | 100 | 100 | 51 | 100 | 0 |
| OTHER REVENUES | 25,077 | 32,454 | 24,290 | 2,000 | 2,000 | | 1,000 | (1,000) |
| APPROPRIATED PY FUND BALANCE | | | | 49,871 | 139,871 | | 18,113 | (121,758) |
| TOTAL ESTIMATED REVENUES | 168,036 | 185,166 | 189,686 | 222,671 | 312,671 | 134,683 | 205,813 | (106,858) |




595 MOTOR POOL FUND 2016 REVENUE BUDGET OVERVIEW

-  Revenues increased \$15,900 and are collected in the form of charges for services from the other funds based :
 -  Lease on the type and year of their fleet vehicle - increased \$34,900
 -  Fuel consumption - decreased \$19,000
-  Appropriated prior year fund balance decreased \$121,758 - from \$312,671 in 2015 to \$18,113 in 2016

* 595 MOTOR POOL FUND Expenditure Budget by Classification Summary

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 11,024 | 11,024 | 11,378 | 11,321 | 11,321 | 9,360 | 12,306 | 985 |
| FRINGE BENEFITS | 3,831 | 3,993 | 4,960 | 5,445 | 5,445 | 3,768 | 5,606 | 161 |
| REPAIRS & MAINTENANCE | 4,066 | 4,136 | 890 | 4,150 | 4,150 | 1,008 | 4,000 | (150) |
| PROFESSIONAL & CONTRACTUAL | 22,926 | 31,287 | 15,741 | 36,000 | 36,000 | 26,874 | 35,000 | (1,000) |
| TRANSPORTATION | 58,820 | 61,126 | 60,701 | 72,000 | 72,000 | 39,920 | 50,000 | (22,000) |
| DEPRECIATION | 41,705 | 58,911 | 96,080 | 93,755 | 93,755 | | 98,901 | 5,146 |
| CAPITAL OUTLAY | | | | | 90,000 | 89,192 | | (90,000) |
| TOTAL APPROPRIATIONS | 142,372 | 170,477 | 189,750 | 222,671 | 312,671 | 170,122 | 205,813 | (106,858) |

* 595 MOTOR POOL FUND 2016 EXPENDITURE BUDGET OVERVIEW

-  There is 25% of one clerical employee budgeted here for wages and fringe benefits. There was only an increase of \$1,146
-  Professional & contractual classification decreased by \$1,000.
-  Transportation classification represents the gas and oil purchase. There was a decrease of \$22,000

* **595 MOTOR POOL FUND Requested Budget Net Revenues/Expenditures & Affects to Fund Balance**

| | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|----------------|----------------|-------------------|------------------|-----------------|
| | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED |
| | | BUDGET | BUDGET | THRU 10/31/15 | BUDGET |
| NET OF REVENUES/EXPENDITURES | (64) | | | (35,439) | 0 |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE - TO BE USED AT YEAR END IF NEEDED | | (49,871) | (139,871) | | (18,113) |
| NET POSITION, BEGINNING | 747,669 | 747,605 | 747,605 | 747,605 | 607,734* |
| NET POSITION, ENDING | 747,605 | 697,734 | 607,734* | 712,166 | 589,621 |
| | | | | | |
| NET INVESTMENT IN CAPITAL ASSETS | 404,322 | 404,322 | 404,322 | 404,322 | 404,322 |
| UNRESTRICTED (LIKE FUND BALANCE) | 343,283 | 293,412 | 203,412 | 307,844 | 185,299 |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | |

*** 893 NUISANCE
ABATEMENT FUND -
2016 REQUESTED
BUDGET**

CLASSIFICATION SUMMARY, HISTORY, AND OVERVIEWS

October 31, 2015

- * **This Nuisance Abatement Fund is established to pay contractors hired to perform nuisance abatement services for neighborhood blight, board ups, vegetation, and noxious weed abatement. Fees are collected from property owners invoiced for services ordered done by the Office of Community Standards.**

❖ 893 NUISANCE ABATEMENT FUND

2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| CHARGES FOR SERVICES RENDERED | 65,697 | 48,461 | 49,487 | 41,869 | 43,869 | 49,477 | 36,000 | (7,869) |
| INTEREST INCOME | 52 | 27 | 16 | | | 9 | | 0 |
| OTHER REVENUES | 1,092 | 1,906 | 327 | | | | | 0 |
| APPROPRIATED PY FUND BALANCE | | | | | 5,000 | | 7,097 | 2,097 |
| TOTAL ESTIMATED REVENUES | 66,841 | 50,394 | 49,830 | 41,869 | 48,869 | 49,486 | 43,097 | (5,772) |

893 NUISANCE ABATEMENT FUND 2016 REVENUE BUDGET OVERVIEW

- ❖ Revenues are collected from invoices issued to property owners for services performed by or on behalf of the Ordinance Department for:
 - Neighborhood blight
 - Board ups
 - Vegetation and noxious weeds
- ❖ Budgeted revenues decreased \$7,869
- ❖ Appropriated prior year fund balance increased \$2,097

* 893 NUISANCE ABATEMENT FUND Expenditure Budget by Classification Summary

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 4,604 | 1,767 | 500 | 3,500 | 500 | | 500 | 0 |
| FRINGE BENEFITS | 203 | 136 | 104 | 97 | 97 | | 97 | 0 |
| OTHER SERVICES AND CHARGES | 68,499 | 55,098 | 44,383 | 35,000 | 45,000 | 41,189 | 42,500 | (2,500) |
| OTHER EXPENDITURES | 835 | | | | | | | 0 |
| TOTAL EXPENDITURES | 74,141 | 57,001 | 44,987 | 38,597 | 45,597 | 41,189 | 43,097 | (2,500) |

* 893 NUISANCE ABATEMENT FUND 2016 EXPENDITURE BUDGET OVERVIEW

❖ Budgeted expenditures decreased \$2,500

❖ Expenditures for other services and charges include:

- Blight enforcement costs - performed by Waste Management and/or A & R Total Construction
- Board up enforcement costs - performed by A & R Total Construction
- Noxious weed enforcement costs - performed by Looking Good Lawns

*** 893 NUISANCE ABATEMENT FUND Requested
Budget Net Revenues/Expenditures & Affects to
Fund Balance**

| | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|---------|--------------------|----------------------|------------------------------|---|
| | AUDITED | ORIGINAL BUDGET | AMENDED BUDGET | ACTIVITY THRU 10/31/15 | REQUESTED BUDGET |
| NET OF REVENUES/EXPENDITURES | 4,843 | 3,272 | 3,272 | 8,297 | 0 |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE - TO BE USED AT YEAR END IF NEEDED | | | (5,000) | | (7,097) |
| BEGINNING FUND BALANCE | 45,925 | 50,769 | 50,769 | 50,769 | 49,041* |
| ENDING FUND BALANCE | 50,768 | 54,041 | 49,041* | 59,066** | 41,944*** |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | ***Projected Fund balance is 97% of budgeted expenditures |

584 GOLF COURSE FUND - 2016 REQUESTED BUDGET

CLASSIFICATION SUMMARY, HISTORY, CHARTS, AND
OVERVIEWS

October 31, 2015




GREEN OAKS GOLF COURSE is an 18-hole golf course and offers a Pro Shop with a full line of accessories and snacks. It is located at 1775 E Clark Road in Ypsilanti Township.

❖ 584 GOLF COURSE FUND


2016 REVENUE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY | REQUESTED | FROM PY |
| | | | | BUDGET | BUDGET | THRU | BUDGET | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| ESTIMATED REVENUES | | | | | | | | |
| CONTRIBUTION FROM OTHER FUNDS | 49,793 | 46,800 | 186,867 | 106,712 | 106,712 | | 106,539 | (173) |
| CHARGES FOR SERVICES-SALES | 70,734 | 50,313 | 26,820 | 35,000 | 35,000 | 69,661 | 45,000 | 10,000 |
| GOLF COURSE REVENUES | 358,110 | 395,091 | 335,590 | 360,000 | 360,000 | 346,076 | 337,500 | (22,500) |
| INTEREST INCOME | 374 | 325 | 259 | 100 | 100 | 213 | 150 | 50 |
| RENTALS | 201,342 | 161,346 | 127,798 | 152,500 | 152,500 | 130,588 | 151,750 | (750) |
| OTHER REVENUES | 22,983 | 3,775 | 13,763 | | | 2,956 | 3,500 | 3,500 |
| APPROPRIATED PY FUND BALANCE | | | | | 22,138 | | | (22,138) |
| TOTAL ESTIMATED REVENUES | 703,336 | 657,650 | 691,097 | 654,312 | 676,450 | 549,494 | 644,439 | (32,011) |


584 GOLF COURSE FUND 2016 REVENUE BUDGET OVERVIEW


 Pro Shop revenues received for sales of merchandise and includes sales of food, beverage, and golf accessories.


-  \$45,000 budgeted for 2016

-  \$69,661 actual year to date thru October 31, 2015 - an increase of 158% from \$26,820 in 2014

584 GOLF COURSE FUND 2016 REVENUE BUDGET OVERVIEW

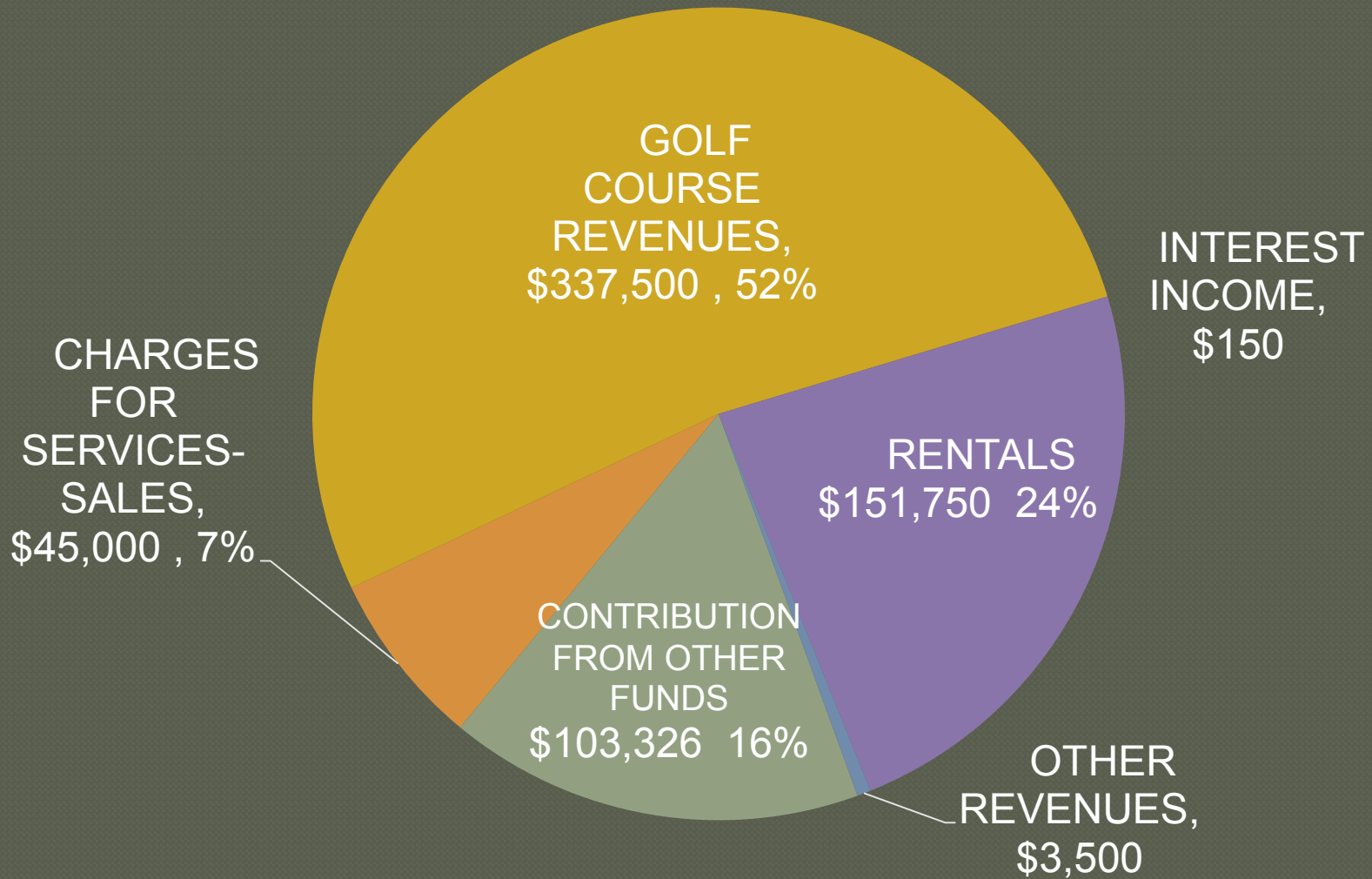
 Golf Course revenues received for 9 & 18 Holes of golf, leagues, season passes, and rental of golf carts

-  \$492,600 budgeted in 2016 for all these revenues

-  \$476,664 actual year to date thru October 31, 2015.

-  An increase over the \$463,388 actual for 2014

584 GOLF COURSE 2016 BUDGET REEQUEST REVENUE



584 GOLF COURSE FUND 2016 EXPENDITURE BUDGET BY CLASSIFICATION SUMMARY

| | 2012 | 2013 | 2014 | 2015 | 2015 | 2015 | 2016 | CHANGE |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|--------------------|----------------|-----------------|
| | AUDITED | AUDITED | AUDITED | ORIGINAL | AMENDED | ACTIVITY REQUESTED | BUDGET | FROM PY |
| | | | | BUDGET | BUDGET | THRU | | AMENDED |
| | | | | | | 10/31/2015 | | BUDGET |
| EXPENDITURES | | | | | | | | |
| PERSONNEL SERVICES | 286,571 | 277,749 | 296,993 | 274,631 | 274,631 | 237,261 | 279,609 | 4,978 |
| FRINGE BENEFITS | 60,391 | 63,647 | 56,317 | 62,824 | 62,824 | 37,211 | 45,705 | (17,119) |
| OFFICE SUPPLIES | 821 | 316 | 615 | 500 | 800 | 341 | 500 | (300) |
| OPERATING SUPPLIES | 135,224 | 117,998 | 114,469 | 111,000 | 113,500 | 98,619 | 115,000 | 1,500 |
| REPAIRS & MAINTENANCE | 31,894 | 20,287 | 25,239 | 28,050 | 26,050 | 18,252 | 23,500 | (2,550) |
| PROFESSIONAL & CONTRACTUAL | 26,771 | 26,871 | 29,847 | 26,209 | 25,409 | 21,229 | 29,294 | 3,885 |
| TRANSPORTATION | 47,154 | 39,341 | 36,314 | 34,000 | 34,000 | 24,237 | 31,000 | (3,000) |
| PRINTING & PUBLISHING | 2,168 | 548 | 2,357 | 3,250 | 3,250 | 1,955 | 4,000 | 750 |
| INSURANCE & BONDS | 12,312 | 11,494 | 11,084 | 12,748 | 12,748 | 10,200 | 13,527 | 779 |
| UTILITIES | 23,606 | 17,236 | 17,910 | 18,400 | 18,400 | 14,248 | 18,400 | 0 |
| RENTAL | | | 7,639 | | | | | 0 |
| LEASE RENTAL | | | | | | | 600 | 600 |
| OTHER EXPENDITURES | 5,835 | 6,802 | 7,039 | 6,800 | 6,800 | 6,455 | 7,800 | 1,000 |
| DUES/MEMBERSHIPS | 270 | 475 | 475 | 900 | 900 | 875 | 1,000 | 100 |
| EDUCATION AND TRAINING | 153 | | | | | | | 0 |
| DEPRECIATION | 74,550 | 74,876 | 75,116 | 75,000 | 75,000 | 76,526 | 74,504 | (496) |
| CAPITAL OUTLAY | | | 7,878 | | 22,138 | | | (22,138) |
| TOTAL EXPENDITURES | 707,720 | 657,640 | 689,292 | 654,312 | 676,450 | 547,409 | 644,439 | (32,011) |

584 GOLF COURSE FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ⌘ Personnel wages have not changed for 2016 and are dependent on the yearly outcome of the Golf Course.
- ⌘ There is an additional one week accrual added to wages.

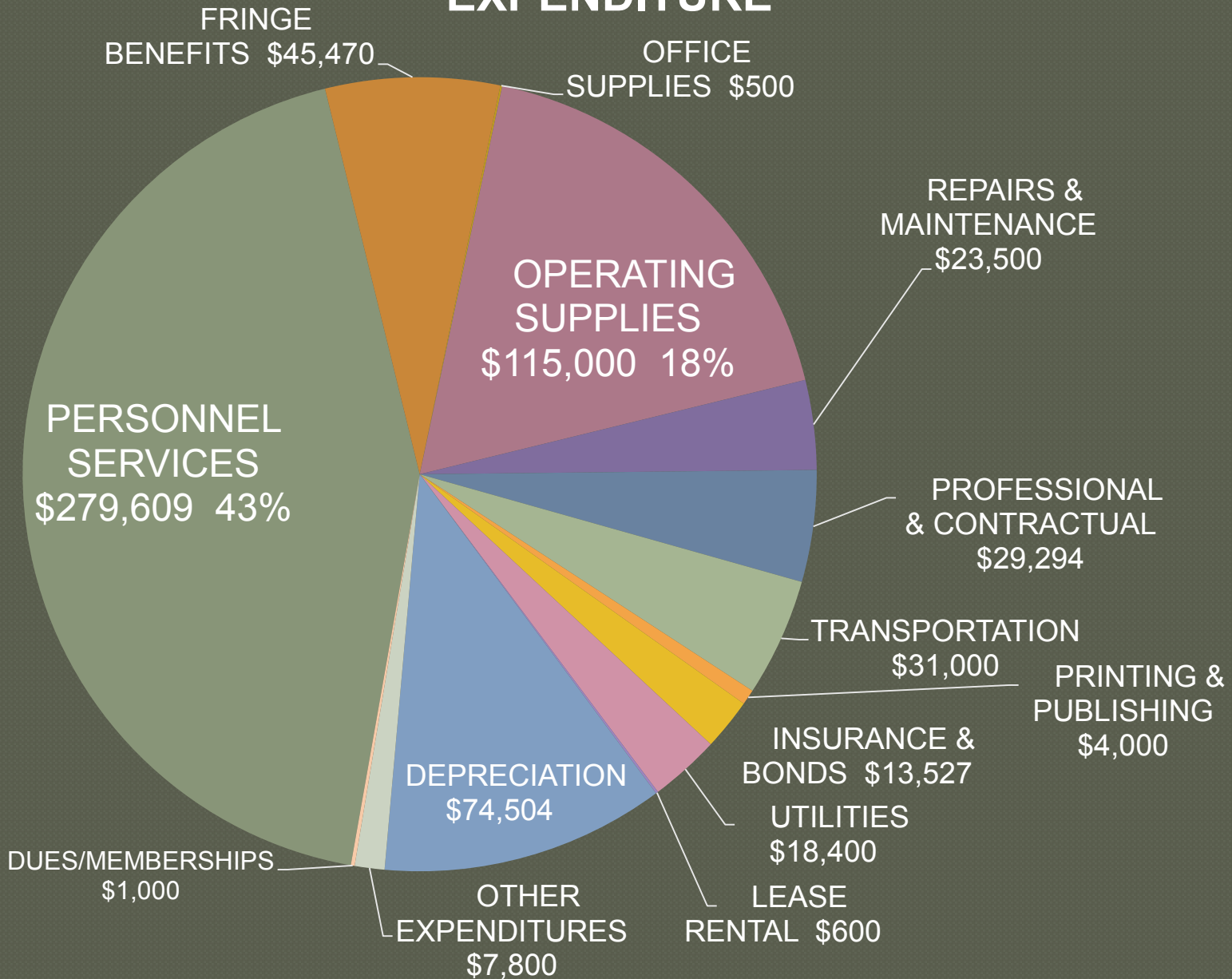
FRINGE BENEFITS decreased \$17,119 – major changes below

- ⌘ Health care rate increase of 4.5%, there was a decrease of \$15,067 due to an employee opting out health care.

584 GOLF COURSE FUND 2016 EXPENDITURE BUDGET OVERVIEW

- ⌘ Health care deductions decreased by \$5,775 due to an employee opting out of health care.
- ⌘ Sick & Accident insurance increased \$186 due to a rate increase of 34.6% – there have been no rate increases since 2012
- ⌘ Life insurance increased \$98 due to a rate increase of 37.5% - there have been no rate increases since 2012
- ⌘ No capital outlay has been budgeted. Any capital outlay will be brought to the Board

584 GOLF COURSE 2016 BUDGET REQUEST EXPENDITURE



584 GOLF COURSE FUND Requested Budget Net Revenues/Expenditures & Affects to Fund Balance

| ENTERPRISE FUND | 2014 | 2015 | 2015 | 2015 | 2016 |
|--|----------------|----------------|-------------------|--------------------|----------------|
| | AUDITED | ORIGINAL | AMENDED | ACTIVITY REQUESTED | |
| | | BUDGET | BUDGET | THRU 10/31/15 | BUDGET |
| CHANGE OF NET POSITION | 1,805 | | | 2,085 | |
| BUDGETED APPROPRIATION OF PRIOR YEAR FUND BALANCE – TO BE USED AT YEAR END IF NEEDED | | | (22,138) | | |
| NET POSITION, BEGINNING | 2,030,757 | 2,032,562 | 2,032,562 | 2,032,562 | 2,010,424* |
| NET POSITION, ENDING | 2,032,562 | 2,032,562 | 2,010,424* | 2,034,647 | 2,010,424 |
| NET INVESTMENT IN CAPITAL ASSETS | 1,797,481 | 1,822,129 | 1,822,129 | 1,822,129 | 1,822,129 |
| UNRESTRICTED (LIKE FUND BALANCE) | 235,081 | 210,433 | 188,295* | 212,518** | 188,295 |
| | | | * LOWEST BUDGETED | **AS OF 10/31/15 | |

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 17, 2015 REGULAR MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:07 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited and a moment of silent prayer observed.

Members Present: Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe and Trustees: Stan Eldridge, Scott Martin and Mike Martin

Members Absent: Trustee Jean Hall Currie

Legal Counsel: Wm. Douglas Winters

PUBLIC HEARING

**A. 7:08 PM – CREATION OF SPECIAL ASSESSMENT STREETLIGHT DISTRICT
LAKEVIEW #2 LOCATED IN THE LAKEVIEW SUBDIVISION – RESOLUTION
2015-45 (Public Hearing Set at the October 6, 2015 Regular Meeting)**

Clerk Lovejoy Roe stated she received only one comment on November 2, 2015 from Yvonne Taylor, Township Resident. Ms. Taylor asked why she would have to help pay for the light which is to be placed on Williams Street and wondered if she would have to be present to vote no.

Supervisor Stumbo closed the public hearing at 7:10 pm.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Resolution 2015-45 Creation of Special Assessment Streetlight District Lakeview #2 Located in the Lakeview Subdivision (see attached).

The motion carried unanimously.

PUBLIC COMMENTS

Ms. Kaiser, Township Resident, stated that at the last meeting she spoke about the Road Commission brochure being a waste of tax dollars. She said she attended a neighborhood watch meeting and received a brochure from the Water Resources Commission, she stated they can print a brochure but can't keep drains cleaned. She said she would like her tax dollars to be spent on good works and not fancy brochures. She also commented that the drain at Grove Road and S. Harris on the west side of the street is always full of water when it rains.

Supervisor Stumbo stated that Ms. Kaisers' concerns were shared with the Road Commission.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 17, 2015 REGULAR MEETING MINUTES
PAGE 2**

CONSENT AGENDA

- A. MINUTES OF THE OCTOBER 20, 2015 WORK SESSION AND REGULAR MEETING**
- B. STATEMENTS AND CHECKS**
 - 1. STATEMENTS AND CHECKS FOR NOVEMBER 3, 2015 IN THE AMOUNT OF \$425,164.52 STATEMENTS AND CHECKS FOR NOVEMBER 17, 2015 IN THE AMOUNT OF \$1,120,773.95**
 - 2. CHOICE HEALTH CARE DEDUCTIBLE ACH EFT FOR OCTOBER IN THE AMOUNT OF \$42,150.42**
 - 3. CHOICE HEALTH CARE ADMIN FEE FOR SEPTEMBER IN THE AMOUNT OF \$1,192.50**
- C. OCTOBER 2015 TREASURER'S REPORT**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to approve the Consent Agenda.

The motion carried unanimously.

A motion was made by Treasurer Doe, supported by Trustee Eldridge to approve the Treasurer's Report.

The motion carried unanimously.

SUPERVISORS REPORT (none given)

CLERKS REPORT (see attached) (see attached Habitat Report)

Clerk Lovejoy Roe said that she passed out copies of the report from Habitat. She stated that the report is impressive, explaining all the work they have done in the Township since they began working with us in 2012.

TREASURERS REPORT (none given)

TRUSTEE REPORT (none given)

ATTORNEY REPORT:

A. GENERAL LEGAL UPDATE

Attorney Winters reiterated what Mike Radzik, OCS Director stated earlier during

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 17, 2015 REGULAR MEETING MINUTES
PAGE 3**

the work session regarding nuisance abatement. Attorney Winters added that the Township has been in Court on two of the padlock cases. He reported the first one on Tyler Road is currently under a court order padlock and the second one on Emerson Avenue, which was an illegal marijuana grow operation, the property owner has agreed to move out and submitted a sales agreement so that property will be sold. He said it appears that these first two padlock incidents had been successful in getting rid of the drug activity at these two properties.

Attorney Winters also stated that in April, 2016 it will mark the 2 year anniversary of when the Township began registering vacant property. He said that in October, Mike Radzik prepared Attorney Winters a report stating that they have inspected about 552 vacant properties since April, 2014. Attorney Winters said he will give a presentation of what the Township has accomplished regarding these properties in April, 2016.

Supervisor Stumbo suggested that they also report on the Habitat homes which have helped with home ownership in township neighborhoods.

NEW BUSINESS

1. BUDGET AMENDMENT #14

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to amend the 2015 Budget Amendment #14 (see attached).

The motion carried unanimously.

2. REQUEST OF MARK NELSON, MAGISTRATE 14B COURT, FOR AUTHORIZATION FOR RENEWAL OF THE DRUG COURT DOCKET GRANT IN THE AMOUNT OF \$100,000.00 FOR 2016 AND TO AUTHORIZE SIGNING OF THE CONTRACT.

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to table this Request until the Next Board Meeting on Tuesday, December 1, 2015.

The motion carried as follows:

| | | | | | |
|---------------------|------------|-------------------|------------|-------------------|------------|
| Eldridge: | Yes | S. Martin: | Yes | Stumbo: | Yes |
| Lovejoy Roe: | Yes | Doe: | Yes | M. Martin: | Yes |

3. REQUEST OF MIKE SARANEN, HYDRO OPERATIONS, TO WAIVE FINANCIAL POLICY FOR APPROVAL OF CHANGE ORDER #1 FOR THE GENERATOR #1 REHAB FOR ADDITIONAL REPAIRS TO THE TURBINE SHAFT, SHAFT BRUSHING, TOP AND BOTTOM PLATE IN THE AMOUNT OF \$39,125.00 BUDGETED IN LINE ITEM #252-252-000-976-000.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 17, 2015 REGULAR MEETING MINUTES
PAGE 4**

The motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve the Request of Mike Saranen, Hydro Operations, to Waive Financial Policy for Approval of Change Order #1 for the Generator #1 Rehab for Additional Repairs to the Turbine Shaft, Shaft Brushing, Top and Bottom Plate in the Amount of \$39,125.00 Budgeted in Line Item #252-252-000-976-000.

The motion carried unanimously.

- 4. REQUEST OF MIKE RADZIK, OCS DIRECTOR, FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTIES LOCATED AT 102 WIARD, 1636 BAILEY, AND 7472 KNOLLWOOD IN THE AMOUNT OF \$15,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023.**

A motion was made by Trustee M. Martin, supported by Treasurer Doe to Approve the Request of Mike Radzik, OCS Director, for Authorization to Seek Legal Action if Necessary to Abate Public Nuisance for Properties Located at 102 Wiard, 1636 Bailey, and 7472 Knollwood in the Amount of \$15,000.00 Budgeted in Line Item #101-950-000-801-023.

The motion carried unanimously.

- 5. REQUEST TO SET A PUBLIC HEARING OF DECEMBER 1, 2015 AT APPROXIMATELY 7:00 PM – 2016 FISCAL YEAR BUDGET.**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Request to Set a Public Hearing of December 1, 2015 at Approximately 7:00 pm – 2016 Fiscal Year Budget.

The motion carried unanimously.

OTHER BUSINESS

DEDICATION OF THE CIVIC CENTER AND 14B COURT

Trustee S. Martin asked the board to consider naming the Civic Center after T.R. Stumbo and the 14B District Court after Judge John B. Collins. He said these two men have dedicated themselves for the betterment of Ypsilanti Township.

A motion was made by Trustee S. Martin, supported by Trustee Eldridge to name the Civic Center after T.R. Stumbo and the 14B District Court after Judge John B. Collins.

Ms. Kaiser, Township Resident voiced concern about the added cost to add the new name on the buildings. She feels the extra money would be better spent in other ways within the Township.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 17, 2015 REGULAR MEETING MINUTES
PAGE 5**

Supervisor Stumbo stated that additional cost would be brought back to the board to approve. This motion was only to rename the 14B Court and the Civic Center.

The motion carried unanimously.

AUTHORIZATION AND BIDS

- 1. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR, TO AWARD LOW QUOTE FOR THE UPDATE OF THE CIVIC CENTER SIGN AND INSTALLATION OF ADDITIONAL SIGNS ON THE CIVIC CENTER GROUNDS TO HURON SIGN IN THE AMOUNT OF \$12,084.00 BUDGETED IN LINE ITEM #101-970-000-976-007.**

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to Approve the Request of Jeff Allen, Residential Services Director, to Award Low Quote for the Update of the Civic Center Sign and Installation of Additional Signs on the Civic Center Grounds to Huron Sign in the Amount of \$12,084.00 Budgeted in Line Item #101-970-000-976-007.

The motion was carried unanimously.

- 2. REQUEST OF JEFF ALLEN, RESIDENTIAL SERVICES DIRECTOR, TO AWARD LOW QUOTE FOR TRACKING SYSTEMS FOR TOWNSHIP VEHICLES TO NETWORK FLEET SOLUTION IN THE AMOUNT OF \$3,045.12 FOR ONE TIME START UP COSTS AND A PER MONTH CHARGE OF \$530.60 BUDGETED IN LINE ITEM #595-595-000-818-033**

A motion was made by Clerk Lovejoy Roe, supported by Trustee S. Martin to Approve the Request of Jeff Allen, Residential Services Director, to Award Low Quote for Tracking Systems for Township Vehicles to Network Fleet Solution in the Amount of \$3,045.12 for One Time Start Up Costs and a Per Month Charge of \$530.60 Budgeted in Line Item #595-595-000-818-033 After the Approval by Township Attorney.

The motion carried unanimously.

The motion was made by Clerk Lovejoy Roe to adjourn at 8:02 p.m., supported by Trustee M. Martin.

The motion carried unanimously.

The meeting adjourned at approximately 8:02 p.m.

**CHARTER TOWNSHIP OF YPSILANTI
NOVEMBER 17, 2015 REGULAR MEETING MINUTES
PAGE 6**

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

RESOLUTION 2015-45

**Lakeview #2
Special Assessment District for a Streetlight to be Located on
Emerson Ave. between Smith St. and William Ave.**

WHEREAS, the Township Board of the Charter Township of Ypsilanti proposes to install a streetlight in the Lakeview area; and

WHEREAS, the Township Board proposes to pay for the purchase and installation of the streetlight; and

WHEREAS, the Township Board proposes the creation of a special assessment district consisting of 153 parcels within the Lakeview area which will be benefited to defray the operation and maintenance cost of the streetlight; and

WHEREAS, DTE Energy, prepared and submitted proposed plans to install, operate and maintain a streetlight to be located on Emerson Ave. between Smith St. and William Ave., located in the Lakeview area which consists of 153 parcels with the following estimated costs:

- Township Costs for purchase and installation of 1 streetlight: \$ 1,029.43
- Total Annual Residents' Cost for maintenance and operation of streetlight : \$ 156.10
- Annual cost per parcel \$ 1.02

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the Township Clerk for public examination and notice of the public hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the Township Clerk; and

WHEREAS, in accordance with the aforesaid notices, a hearing was held on the 17th day of November, 2015 commencing at 7:00pm and all persons given the opportunity to be heard in the matter; and

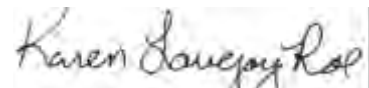
WHEREAS, as a result of the foregoing, the Township Board believes the project to be in the best interests of the Township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby approve the plans for a streetlight as prepared and presented by DTE and its annual estimate of costs for the operation and maintenance thereof of \$156.10.
2. That this Township Board creates a special assessment district for the Lakeview area, to be known as Lakeview #2 Streetlight Special Assessment District within which the costs of the operation and maintenance of the streetlight shall be assessed according to benefits.
3. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.

4. When the special assessment roll has been prepared and filed in the office of the Township Clerk, before said assessment roll has been confirmed, the Township Board shall appoint a time and place when it will meet, review and hear any objections to the assessment roll.
5. If the special assessment roll is confirmed, the Township Board intends to hold a public hearing once each year in future years, on or before October 31st, to reassess property in the special assessment district for the costs in the next year, and will provide notice of such hearing in such a manner as prescribed by law.
6. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolution be and the same are hereby rescinded.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2015-45 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 17, 2015.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CLERK REPORT

NOVEMBER 17, 2015

Submitted by Karen Lovejoy Roe, Clerk

- **PROPOSALS FOR WORKFLOW AND DOCUMENT MANAGEMENT**-Bids were opened for the document management and workflow proposals on Wednesday, October 14, 2015. The Document Management/Work Flow Team which is made up of representatives from the Office of Community Standards, Accounting, Clerk's, and the Information Systems Departments met to rate the proposals and voted to decide which companies would be invited to make a presentation to the team. The four professional informational systems service providers that were selected were Hasselbring-Clark, Image Soft, General Code and Data Bank. The presentations to the team are scheduled to begin the second week of November and completed during the third week of November. The township team is hopeful of having a recommendation to the township board for the December 1, 2015 meeting.
- **VAN BUREN SCHOOLS ELECTION-NOVEMBER 3, 2015**-Van Buren Schools had a bond renewal election on November 3, 2015. This election was for the two Van Buren Schools precincts in Ypsilanti Township. Ypsilanti Township conducted this election. The bond proposal was approved by 60.9% of the voters in Ypsilanti Township.
- **NEW ELECTION EQUIPMENT**-The State of Michigan has announced that new election equipment will not be available for the 2016 elections. The State is re-issuing the requests for proposals to include information that was not included in the initial request for proposals. The new equipment is estimated to cost \$2,000-\$4,000 per precinct. These costs will need to be included in the 2017 budget to purchase new election equipment.
- **HABITAT FOR HUMANITY**-On Friday, October 16, 2015 Ypsilanti Township Supervisor Stumbo and Clerk Lovejoy Roe signed the documents to close on the seven residential properties, purchased at the 2015 Washtenaw County tax sale, and sold to Habitat for Humanity. The property addresses are: 1476 Blossom, 1410 Blossom, 1334 Fall River Road, 1191 Laurel Court, 5977 S. Mohawk, 1156 Parkwood and 1241 Red Leaf Lane. Habitat paid the taxes that were due on all the properties. The properties will be completely renovated and then sold with zero interest loans to families. These properties will continue to help in the efforts to stabilize neighborhoods in Ypsilanti Township.
- **IMPACT 2015 EQUITY SUMMIT**-On Friday October 23, 2015 Supervisor Stumbo and Clerk Karen Lovejoy Roe attended the Impact 2015 Equity Summit that was hosted and organized by the Chamber of Commerce. The Summit featured the business response to economic inequalities in Washtenaw County. There were many business owners and leaders that presented ideas and ways their companies were working on building a strong and vibrant economy in Washtenaw County that depended on changing the economic inequalities that are taking place on the eastern side of the county. Mary Jo Callan, Director of the Edward Ginsberg

Center at the University of Michigan outlined the data illuminating the growing economic disparity across Washtenaw County. Albert Berriz, CEO and Co-Owner of McKinley, a real estate investment company that owns and operates a \$4.6 billion dollar real estate portfolio, with 1,600 full time staff members and consists of 35,398 apartment units and 21.0 million square feet of shopping centers and offices, was the key note speaker. Mr. Berriz focused on workforce housing and the need for this type of housing in the City of Ann Arbor and other areas of Washtenaw County. The panelists shared practices of their companies or employers that were engaging in changing the face of the inequalities in Washtenaw County.

- **WORLD RECORD BREAKING GATHERING OF ROSIE THE RIVETERS**-On Saturday, October 24, 2015 the World Record for the most Rosie's gathered in one place was once again set at the Willow Run Airport, right next to the future new Willow Run Air Museum. Supervisor Stumbo and Clerk Lovejoy Roe, along with other Ypsilanti Township employees and residents were a part of this historic event. The event was approved and sanctioned by the Guinness Book of Records. It was a great day for Willow Run Airport, Willow Run Air Museum and Ypsilanti Township.
- **14-B COURT AND YPSILANTI TOWNSHIP CIVIC CENTER SECURITY**-Court Magistrate Mark Nelson, Supervisor Stumbo, Treasurer Doe, Clerk Lovejoy Roe, Residential Services Director Jeff Allen and Office of Community Standards Director Mike Radzik all met on Monday, October 26, 2015 to discuss implementing new security measures at 14-B Court and the Civic Center buildings. More information is being gathered on the best ways to secure the safety of the employees and residents utilizing the facilities.
- **URBAN COUNTY EXECUTIVE COMMITTEE**-Clerk Lovejoy Roe attended the Urban County Executive Committee meeting on Tuesday, October 27, 2015. An update on the Fair Housing Analysis was presented. There was a lot of discussion on possible modifications to the current RFP scoring rubric for HOME funds.

**CHARTER TOWNSHIP OF YPSILANTI
2015 BUDGET AMENDMENT #14 REVISED**

November 17, 2015

101 - GENERAL OPERATIONS FUND

Total Increase \$50,266.00

Increase budget for payout of PTO & Sick time for approved payout of accrued time of hours at 75% (this is over the 32 hours that was originally budgeted for employees) . This is funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|----------------------------|-------------------------|--------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-000-699.000 | \$1,266.00 |
| | | Net Revenues | <u><u>\$1,266.00</u></u> |
| Expenditures: | Salaries Payout PTO & Sick | 101-227-000-708-004 | \$1,266.00 |
| | | Net Expenditures | <u><u>\$1,266.00</u></u> |

Increase budgets for temporary wages for Ford Lake Park and other Township parks. There were more inspections completed this year that resulted in more maintenance, upgrades, repairs, and grass cutting. This is funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-----------------------------|-------------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-000-699.000 | \$49,000.00 |
| | | Net Revenues | <u><u>\$49,000.00</u></u> |
| Expenditures: | Salary -Temporary/Seasonal | 101-774-000-707.000 | \$24,000.00 |
| | Salary -Temp Ford Lake Park | 101-774-000-707.775 | \$25,000.00 |
| | | Net Expenditures | <u><u>\$49,000.00</u></u> |

Request a budget line transfer for Meals on Wheels contribution. There was a change in the management at Meals on Wheels and they did not sent out their invoice for the 2014 budgeted \$10,000 contribution until May of 2015. There was only \$10,000 budgeted for 2015. We will need a budget line transfer to make the 2015 \$10,000 contribution on the invoice received in October. This transfer will be from available budgeted funds in professional services.

| | | | |
|---------------|----------------------------------|-------------------------|----------------------|
| Expenditures: | Meals on Wheels | 101-956-000-844.000 | \$10,000.00 |
| | Professional Consultant Comm Dev | 101-956-000-817.371 | (\$10,000.00) |
| | | Net Expenditures | <u><u>\$0.00</u></u> |

**CHARTER TOWNSHIP OF YPSILANTI
2015 BUDGET AMENDMENT #14 REVISED**

November 17, 2015

252 - HYDRO STATION FUND

Total Increase \$5,500.00

Increase budget for regular overtime expense due to using the operator to oversee on Gen 1 project and fulfilling EAP document requirements set by FERC. This is funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------|-------------------------|--------------------------|
| Revenues: | Prior Year Fund Balance | 252-000-000-699.000 | \$2,500.00 |
| | | Net Revenues | <u><u>\$2,500.00</u></u> |
| Expenditures: | Regular Overtime | 252-252-000-709.000 | \$2,500.00 |
| | | Net Expenditures | <u><u>\$2,500.00</u></u> |

Increase budget for telephone expenses that are higher than budgeted due to a delay in the DTE communication project. The project, when completed will eliminate 2 AT&T lines that cost about \$3,200 per month. This is funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------|-------------------------|--------------------------|
| Revenues: | Prior Year Fund Balance | 252-000-000-699.000 | \$3,000.00 |
| | | Net Revenues | <u><u>\$3,000.00</u></u> |
| Expenditures: | Telephone | 252-252-000-850.000 | \$3,000.00 |
| | | Net Expenditures | <u><u>\$3,000.00</u></u> |

**CHARTER TOWNSHIP OF YPSILANTI
2015 BUDGET AMENDMENT #14 REVISED**

November 17, 2015

236 - 14B DISTRICT COURT FUND

Total Increase \$56,187.00

Increase budget for salary permanent wages due to one full time open position that was omitted from the 2015 budget. This is funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|----------------------|---------------------------------|----------------------------|----------------------------------|
| Revenues: | Prior Year Fund Balance | 236-000-000-699.000 | \$21,200.00 |
| | | Net Revenues | <u><u>\$21,200.00</u></u> |
| Expenditures: | Salary - Permanent Wages | | \$21,200.00 |
| | | Net Expenditures | <u><u>\$21,200.00</u></u> |

Increase budget for health care insurance due to one full time person (single person coverage) that was omitted and one full time person (family coverage) opting into the Township insurance during open enrollment. This is funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|----------------------|--------------------------------|----------------------------|----------------------------------|
| Revenues: | Prior Year Fund Balance | 236-000-000-699.000 | \$34,987.00 |
| | | Net Revenues | <u><u>\$34,987.00</u></u> |
| Expenditures: | Health Insurance | 236-136-000-719.000 | \$34,987.00 |
| | | Net Expenditures | <u><u>\$34,987.00</u></u> |

Motion to Amend the 2015 Budget (#14) REVISED:

Move to increase the General Fund budget by \$50,266 to \$10,201,680 and approve the department line item changes as outlined.

Move to increase the Hydro Fund by \$5,500 to \$767,966 and approve the department line changes as outlined.

Move to increase the 14B District Court Fund by \$56,187 to \$1,577,851 and approve the department line item changes as outlined.

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



Charter Township of Ypsilanti

**Accounting
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 48-3702
Fax: (734) 484-5154

STATEMENTS AND CHECKS

DECEMBER 1, 2015 BOARD MEETING

| | |
|---------------------------|----------------------|
| ACCOUNTS PAYABLE CHECKS - | \$ 195,716.20 |
| HAND CHECKS - | <u>\$ 183,391.58</u> |
| GRAND TOTAL - | \$ 379,107.78 |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|--------------------|------|--------|--------|--------------------------------|------------|
| <i>Hand Checks</i> | | | | | |
| Bank AP AP | | | | | |
| 11/12/2015 | AP | 170423 | 0363 | COMCAST CABLE | 102.85 |
| 11/12/2015 | AP | 170424 | 0426 | GUARDIAN ALARM | 453.93 |
| 11/12/2015 | AP | 170425 | 1475 | VERIZON WIRELESS | 1,773.99 |
| 11/12/2015 | AP | 170426 | 1475 | VERIZON WIRELESS | 100.82 |
| 11/12/2015 | AP | 170427 | 1475 | VERIZON WIRELESS | 70.91 |
| 11/12/2015 | AP | 170428 | 15934 | WASTE MANAGEMENT | 692.92 |
| 11/17/2015 | AP | 170429 | 0363 | COMCAST CABLE | 102.85 |
| 11/17/2015 | AP | 170430 | 0363 | COMCAST CABLE | 102.85 |
| 11/17/2015 | AP | 170431 | 1475 | VERIZON WIRELESS | 1,064.55 |
| 11/17/2015 | AP | 170432 | 15421 | WEX BANK | 1,823.03 |
| 11/17/2015 | AP | 170433 | 0480 | YPSILANTI COMMUNITY | 115.17 |
| 11/20/2015 | AP | 170434 | 6821 | AT & T | 3,113.03 |
| 11/20/2015 | AP | 170435 | 5049 | BLUE CROSS BLUE SHIELD OF MI | 133,334.18 |
| 11/20/2015 | AP | 170436 | BCBS | BLUE CROSS BLUE SHIELD OF MI | 33,064.07 |
| 11/20/2015 | AP | 170437 | 16509 | CLEAR RATE COMMUNICATIONS, INC | 1,089.82 |
| 11/20/2015 | AP | 170438 | 0363 | COMCAST CABLE | 4,500.89 |
| 11/20/2015 | AP | 170439 | 0363 | COMCAST CABLE | 142.85 |
| 11/20/2015 | AP | 170440 | 0363 | COMCAST CABLE | 92.85 |
| 11/20/2015 | AP | 170441 | 0363 | COMCAST CABLE | 264.35 |
| 11/20/2015 | AP | 170442 | 0426 | GUARDIAN ALARM | 750.00 |
| 11/20/2015 | AP | 170443 | 16486 | PAETEC | 535.67 |
| 11/20/2015 | AP | 170444 | 15934 | WASTE MANAGEMENT | 100.00 |

AP TOTALS:

| | |
|----------------------------|------------|
| Total of 22 Checks: | 183,391.58 |
| Less 0 Void Checks: | 0.00 |
| Total of 22 Disbursements: | 183,391.58 |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|------------|------|--------|------------|------------------------------------|-----------|
| Bank AP AP | | | | | |
| 12/01/2015 | AP | 170445 | 6570 | 21ST CENTURY MEDIA | 1,164.00 |
| 12/01/2015 | AP | 170446 | 2937 | A & R TOTAL CONSTRUCTION, INC. | 499.40 |
| 12/01/2015 | AP | 170447 | AAATA | AAATA | 111.01 |
| 12/01/2015 | AP | 170448 | 0468 | ACUSHNET COMPANY | 140.20 |
| 12/01/2015 | AP | 170449 | 15493 | ADAM KURTINAITIS | 875.00 |
| 12/01/2015 | AP | 170450 | ALLSHRED | ALLSHRED SERVICES | 499.00 |
| 12/01/2015 | AP | 170451 | ALTA | ALTA EQUIPMENT COMPANY | 2,200.00 |
| 12/01/2015 | AP | 170452 | 0017 | ANN ARBOR CLEANING SUPPLY | 50.16 |
| 12/01/2015 | AP | 170453 | 0022 | ANN ARBOR WELDING SUPPLY CO | 101.51 |
| 12/01/2015 | AP | 170454 | 6817 | APEX SOFTWARE | 1,850.00 |
| 12/01/2015 | AP | 170455 | 0034 | ASSOCIATED FENCE | 7,380.00 |
| 12/01/2015 | AP | 170456 | 0215 | AUTO VALUE YPSILANTI | 152.84 |
| 12/01/2015 | AP | 170457 | 6397 | BARR ENGINEERING COMPANY | 4,509.85 |
| 12/01/2015 | AP | 170458 | 4486 | BRANDON SLAVEN | 140.94 |
| 12/01/2015 | AP | 170459 | 0071 | BRENDA STUMBO | 121.80 |
| 12/01/2015 | AP | 170460 | 6959 | BUTZEL LONG | 5,412.12 |
| 12/01/2015 | AP | 170461 | C. JUSTICE | CATHERINE JUSTICE | 405.00 |
| 12/01/2015 | AP | 170462 | 0870 | CHARTER TOWNSHIP OF SUPERIOR | 44.53 |
| 12/01/2015 | AP | 170463 | 16284 | CHARTER TOWNSHIP OF YPSILANTI | 1,412.28 |
| 12/01/2015 | AP | 170464 | 2276 | CINCINNATI TIME SYSTEMS | 758.20 |
| 12/01/2015 | AP | 170465 | 6114 | CLOVERDALE EQUIPMENT, CO. | 760.00 |
| 12/01/2015 | AP | 170466 | 15452 | COLD CUT KRUISE | 14.40 |
| 12/01/2015 | AP | 170467 | 1312 | COMPLETE BATTERY SOURCE | 129.29 |
| 12/01/2015 | AP | 170468 | 0582 | CONGDON'S | 105.37 |
| 12/01/2015 | AP | 170469 | CONTI | CONTI | 732.00 |
| 12/01/2015 | AP | 170470 | 6375 | COSTUME GALLERY | 4,611.30 |
| 12/01/2015 | AP | 170471 | 6375 | COSTUME GALLERY | 254.15 |
| 12/01/2015 | AP | 170472 | 0588 | CUMMINS BRIDGEWAY, LLC | 152.68 |
| 12/01/2015 | AP | 170473 | DANI'S | DANI'S TRANSPORT | 600.00 |
| 12/01/2015 | AP | 170474 | DAWN FARM | DAWN FARM | 460.00 |
| 12/01/2015 | AP | 170475 | D. ROGERS | DEAN ROGERS | 312.90 |
| 12/01/2015 | AP | 170476 | 16212 | DELL MARKETING L.P. | 1,151.80 |
| 12/01/2015 | AP | 170477 | 0115 | DELUX RENTAL | 332.00 |
| 12/01/2015 | AP | 170478 | 6819 | DUNHAM'S SPORTING GOODS | 100.00 |
| 12/01/2015 | AP | 170479 | EGC | EAGLE GOLF CONSTRUCTION, INC. | 19,087.50 |
| 12/01/2015 | AP | 170480 | E. CHAMBER | ELKA CHAMBERLAIN | 310.50 |
| 12/01/2015 | AP | 170481 | 2898 | EMERGENT HEALTH PARTNERS | 5,956.15 |
| 12/01/2015 | AP | 170482 | FAC | FRANK'S AMERICAN CONCRETE | 1,645.00 |
| 12/01/2015 | AP | 170483 | 4863 | FRED PRYOR SEMINARS | 149.00 |
| 12/01/2015 | AP | 170484 | 1233 | GORDON FOOD SERVICE INC. | 169.99 |
| 12/01/2015 | AP | 170485 | 0107 | GRAINGER | 134.47 |
| 12/01/2015 | AP | 170486 | 15769 | GREAT LAKES TREE SERVICE | 495.00 |
| 12/01/2015 | AP | 170487 | 6414 | GRIFFIN PEST SOLUTIONS | 93.00 |
| 12/01/2015 | AP | 170488 | 0844 | HEIKKINEN PRODUCTIONS | 693.00 |
| 12/01/2015 | AP | 170489 | 0503 | HOME DEPOT | 434.70 |
| 12/01/2015 | AP | 170490 | 15496 | J.F. MOORE & ASSOCIATES, LLC | 133.00 |
| 12/01/2015 | AP | 170491 | J. ROHAN | JESSICA ROHAN | 94.50 |
| 12/01/2015 | AP | 170492 | J DAVIDSON | JOHN DAVIDSON | 162.00 |
| 12/01/2015 | AP | 170493 | 5731 | JOSEPH LAWSON | 279.16 |
| 12/01/2015 | AP | 170494 | J. BEMIS | JUDITH BEMIS | 30.00 |
| 12/01/2015 | AP | 170495 | 6357 | JUMP-A-RAMA | 644.00 |
| 12/01/2015 | AP | 170496 | KCI | KCI | 350.22 |
| 12/01/2015 | AP | 170497 | 6669 | LIFELOC | 99.00 |
| 12/01/2015 | AP | 170498 | 7038 | LINCOLN SCHOOL DISTRICT | 214.65 |
| 12/01/2015 | AP | 170499 | 6550 | LOOKING GOOD LAWN | 3,211.00 |
| 12/01/2015 | AP | 170500 | 6467 | LOWE'S | 197.50 |
| 12/01/2015 | AP | 170501 | 6185 | LUBRICATION ENGINEERS | 4,838.21 |
| 12/01/2015 | AP | 170502 | 0244 | MARGOLIS COMPANIES, INC. | 1,350.00 |
| 12/01/2015 | AP | 170503 | 0158 | MARK HAMILTON | 1,500.00 |
| 12/01/2015 | AP | 170504 | 2521 | MAX-VIEW WINDOW WASHING, INC. | 800.00 |
| 12/01/2015 | AP | 170505 | 0253 | MCLAIN AND WINTERS | 9,775.00 |
| 12/01/2015 | AP | 170506 | 16165 | MICHIGAN ABILITY PARTNERS | 1,240.00 |
| 12/01/2015 | AP | 170507 | 1485 | MICHIGAN CAT | 9,802.78 |
| 12/01/2015 | AP | 170508 | 16461 | MICHIGAN LINEN SERVICE, INC. | 1,033.97 |
| 12/01/2015 | AP | 170509 | 0265 | MICHIGAN STATE FIREMEN'S ASSOC | 75.00 |
| 12/01/2015 | AP | 170510 | 16407 | MLIVE MEDIA GROUP | 435.00 |
| 12/01/2015 | AP | 170511 | NORTH EAST | NORTH EASTERN UNIFORMS & EQUIPMENT | 349.86 |
| 12/01/2015 | AP | 170512 | 2997 | OFFICE EXPRESS | 281.19 |
| 12/01/2015 | AP | 170513 | 1081 | OKINAWAN KARATE CLUB | 675.50 |
| 12/01/2015 | AP | 170514 | 0913 | PARKWAY SERVICES, INC. | 405.00 |
| 12/01/2015 | AP | 170515 | P. POWER | PETER POWER | 1,400.00 |
| 12/01/2015 | AP | 170516 | 6506 | PM TECHNOLOGIES, LLC | 1,441.39 |
| 12/01/2015 | AP | 170517 | 16008 | PRIORITY ONE EMERGENCY | 5,847.00 |
| 12/01/2015 | AP | 170518 | PS | PRIORITY SYSTEMS | 189.28 |
| 12/01/2015 | AP | 170519 | 0928 | PROFESSIONAL TREE SERVICE | 1,325.00 |
| 12/01/2015 | AP | 170520 | RHI | RAPID HOME IMPROVEMENT | 6,050.00 |
| 12/01/2015 | AP | 170521 | 6308 | RKA PETROLEUM | 3,378.33 |
| 12/01/2015 | AP | 170522 | 4313 | RON WHITTENBERG | 149.45 |

A/P checks

User: mharris

CHECK NUMBERS 170445 - 170554

DB: Ypsilanti-Twp

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|------------|------|--------|------------|-----------------------------------|-----------|
| 12/01/2015 | AP | 170523 | 3059 | RUBBER STAMPS UNLIMITED INC | 52.25 |
| 12/01/2015 | AP | 170524 | 0383 | SHERWIN WILLIAMS COMPANY | 203.44 |
| 12/01/2015 | AP | 170525 | 9010 | STATE OF MICHIGAN## | 450.00 |
| 12/01/2015 | AP | 170526 | 9010 | STATE OF MICHIGAN## | 525.00 |
| 12/01/2015 | AP | 170527 | 11025 | TAMMIE KEEN | 40.83 |
| 12/01/2015 | AP | 170528 | TERMINX | TERMINIX PROCESSING CENTER | 50.00 |
| 12/01/2015 | AP | 170529 | 0759 | TERRAFIRMA | 86.00 |
| 12/01/2015 | AP | 170530 | TETRA | TETRA TECH, INC | 1,136.96 |
| 12/01/2015 | AP | 170531 | TETRA TECH | TETRA TECH, INC | 1,935.00 |
| 12/01/2015 | AP | 170532 | T. FOOTE | THERESE ANN FOOTE | 263.90 |
| 12/01/2015 | AP | 170533 | 15941 | TODD BARBER | 3,825.00 |
| 12/01/2015 | AP | 170534 | T. ERBY | TRAVIS ERBY | 255.50 |
| 12/01/2015 | AP | 170535 | 3082 | UNIVERSITY TRANSLATORS | 192.50 |
| 12/01/2015 | AP | 170536 | 15792 | V & J CEMENT | 4,700.00 |
| 12/01/2015 | AP | 170537 | VTS | VALENTINE TREE SERVICE | 6,210.00 |
| 12/01/2015 | AP | 170538 | V. BASS | VALERIE BASS | 297.00 |
| 12/01/2015 | AP | 170539 | 0497 | VAN BUREN STEEL & FABRICATING | 100.00 |
| 12/01/2015 | AP | 170540 | 6627 | VICTORY LANE | 194.42 |
| 12/01/2015 | AP | 170541 | 7035 | WASHTENAW COMMUNITY COLLEGE# | 551.30 |
| 12/01/2015 | AP | 170542 | 16425 | WASHTENAW COUNTY LEGAL NEWS | 620.00 |
| 12/01/2015 | AP | 170543 | 15249 | WASHTENAW COUNTY SHERIFF'S OFFICE | 832.00 |
| 12/01/2015 | AP | 170544 | 7005 | WASHTENAW COUNTY TREASURER | 2,229.30 |
| 12/01/2015 | AP | 170545 | 7005 | WASHTENAW COUNTY TREASURER | 4,542.50 |
| 12/01/2015 | AP | 170546 | 0444 | WASHTENAW COUNTY TREASURER# | 33,891.00 |
| 12/01/2015 | AP | 170547 | 7042 | WASHTENAW INTERMEDIATE | 633.74 |
| 12/01/2015 | AP | 170548 | 0388 | WESTLAND FIRE EXTINGUISHER INC | 125.75 |
| 12/01/2015 | AP | 170549 | XEROX | XEROX BUSINESS SERVICES LLC | 2,735.00 |
| 12/01/2015 | AP | 170550 | 0480 | YPSILANTI COMMUNITY | 1,894.84 |
| 12/01/2015 | AP | 170551 | YCCS | YPSILANTI COMMUNITY SCHOOLS - WR | 263.19 |
| 12/01/2015 | AP | 170552 | 7039 | YPSILANTI COMMUNITY SCHOOLS - YP | 1,799.89 |
| 12/01/2015 | AP | 170553 | 7034 | YPSILANTI DISTRICT LIBRARY | 507.09 |
| 12/01/2015 | AP | 170554 | 6417 | YPSILANTI TOWNSHIP PETTY CASH | 103.77 |

AP TOTALS:

Total of 110 Checks:

195,716.20

Less 0 Void Checks:

0.00

Total of 110 Disbursements:

195,716.20

ATTORNEY REPORT

GENERAL LEGAL UPDATE

OLD BUSINESS



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099

CRIMINAL/TRAFFIC (734) 483-1333
CIVIL (734) 483-5300
FAX (734) 483-3630



HON. CHARLES POPE
DISTRICT COURT JUDGE

MARK W. NELSON
MAGISTRATE

To: Karen Lovejoy Roe, Clerk

From: Mark Nelson, Magistrate / Court Administrator

Re: Request to authorize renewal of drug court grant and accept grant funds in the amount of \$110,000.00 to line item 236.000.000-569.019 and expenditure in a corresponding amount to line item 236.136.000-802.100.

Date: November 9, 2015

Cc: Board of Trustees

The 14B Court is requesting renewal approval of the attached contract to accept grant funds from State Court Administrative Office under Office of Highway Safety Planning for the Court's Drug Court Docket. This grant is a one year grant in the amount of \$110,000.00 to allow continued operation of the drug court docket at the 14B District Court. Under Michigan Statute, drug courts can place defendants for non-violent drug related offenses on probation with more intensive and directed supervision and treatment. In addition to planning, the grant allows for treatment and supervision in the current grant year.

Along with approval of the contract, the Court is requesting that grant funds in the amount of \$110,000.00 be accepted and added to the 2015 budget and the 2016 budget prorated over the two years. The income and expenditure line items are 236.000.000-569.019 and 236.136.000-802.100 respectively. While the current request is to prorate the entire amount between the two fiscal years, it may be necessary to make adjustments at the end of 2015 to the budgets to accommodate for actual expenditures in 2015.

Attached is a copy of the contract, a copy of the grant application and a copy of the award letter for the grant. If any additional information is needed, please do not hesitate to contact me.

**STATE COURT ADMINISTRATIVE OFFICE (SCAO)
OFFICE OF HIGHWAY SAFETY PLANNING (OHSP) GRANT**

**Subcontract Agreement
between**

SCAO

Federal I.D. Number: 38-600134

and

GRANTEE: 14B District Court - Adult District Drug Court

Federal I.D. Number: 38-6007433

Contract Number: 5178

Grant Amount: \$110,000

Project Title: SCAO OHSP Grant Program

CFDA Number: 20.601

CFDA Title: Alcohol Traffic Safety and Drunk Driving Prevention Incentive Grant

Federal Agency Name: U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA)

Federal Grant Award Number: AL-16-05

Federal Program Title: Alcohol Impaired Driving Countermeasures Incentive Grants I

- I. **Period of Agreement:**
This agreement shall commence on October 1, 2015, and terminate on September 30, 2016. This agreement is in full force and effect for the period specified in this section and must be signed prior to the initiation of any associated subcontract activity unless an exception is explicitly granted by the SCAO.
- II. **Agreement Amount and Budget:**
This agreement incorporates the Grantee's approved grant application request and most recently approved budget. Any changes to the Project Budget must be requested by the Grantee with a Contract Amendment form in WebGrants, subject to approval by the SCAO. Budget deviation allowances are not permitted.
- III. **Relationship:**
The Grantee is an independent contractor, and it is understood that the Grantee is not an employee of the SCAO. No employee, agent, or subcontractor of the Grantee is an employee of the SCAO. No liability or benefits, including, but not limited to, retirement benefits or liabilities, pension rights or liabilities, insurance rights or liabilities, fringe benefits, training, holiday pay, sick pay, vacation pay, or such other rights, provisions, or liabilities arising out of an agreement of hire or employer-employee relationship, either

express or implied, shall arise or accrue to either party as a result of this contract. The Grantee is not eligible for, and will not participate in, any such benefits. The Grantee is responsible for payment of all taxes, including federal, state, and local taxes arising out of the Grantee's activities in accordance with this agreement, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees. The Grantee understands and agrees that all parties furnishing services pursuant to this agreement are, for purposes of workers' compensation liability or other actions of employee-related liability, not employees of the SCAO. The Grantee bears the sole responsibility and liability for furnishing workers' compensation benefits to any of its employees for injuries arising from or connected with services performed pursuant to this agreement. The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.

IV. **Insurance:**

The Grantee should carry insurance coverage or self-insurance in such amounts as necessary to cover all claims arising out of the Grantee's operations under the terms of this agreement.

V. **Scope of Services:**

Upon signing of this agreement, the SCAO agrees to provide funding from the Grant in an amount not to exceed the amount of this agreement. In no event does this agreement create a charge against any other funds of the SCAO or the Michigan Supreme Court. The Grantee, and the Grantee's employees or subcontractors, shall devote such time, attention, skill, knowledge, and professional ability as is necessary to most effectively and efficiently carry out and perform the services as described in this agreement and in any amendments to this agreement. Commitment of state resources for the acquisition of goods and services, and execution of purchase orders, agreements, and similar agreements, shall remain the sole responsibility of the SCAO.

VI. **Statement of Work:**

The Grantee agrees to undertake, perform, and complete the services described in its approved grant application. Any changes to the work described in the grant application must be requested using a Contract Amendment form in WebGrants. The Grantee may not assign the performance under this agreement to any other entity or person who is not an employee of the Grantee except with prior written approval of the SCAO. All provisions and requirements of this agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this agreement and shall be responsible for the performance of any contracted work.

VII. **Publication Rights:**

The Grantee shall give proper recognition in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers and presentations:

"The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the State Court Administrative Office, Michigan Office of Highway Safety Planning, or the U.S. Department of Transportation, National Highway Traffic Safety Administration. The report was prepared in cooperation with the State Court Administrative Office, the Michigan Office of Highway Safety Planning, and the U.S. Department of Transportation,

National Highway Traffic Safety Administration."

The SCAO shall, in return, give recognition to the Grantee and/or Subcontractor when applicable.

VIII. General Public Information and Education Requirements:

- A. All original electronic files including, designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to the SCAO by an agreed upon due date between SCAO and the grantee. The items will remain property of the Michigan State Police, Office of Highway Safety Planning, and shall not be subject to copyright protection by the Grantee or their agents. Items will be submitted to the SCAO immediately after production of the item. The SCAO will hold the final grant reimbursement until all of the above items have been submitted. The Grantee shall not enter into agreement that includes any time limits on rights for music, talent, artwork, or photographs. The Grantee shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.
- B. All printed public information and education materials and videos are required to contain logos as designated by the OHSP, which are available in electronic formats upon request. See printing requirements listed below for more details. Audio materials must include the OHSP tag line. All materials, including audio and video materials, must be approved by the SCAO prior to production. Audio and video scripts must be submitted for review and approval. Approval will be given within one week of receipt by the SCAO. All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by safety belts or child passenger safety devices unless the lack of restraints is for demonstration and educational purposes.
- C. In accordance with Title II Part 225 of the Code of Federal Regulations, messaging costs which are of a public relations nature, and designed in whole or in part to promote either an individual or a governmental unit, is prohibited and not eligible for reimbursement.
- D. The following byline shall be placed on all printed public information and education materials: "This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation."
- E. All public communications or news releases concerning this project shall state the project is financed with funds administered through OHSP.
- F. The purchase of program advertising space by Grantees on TV, radio, magazines, newspapers, billboards, etc. is not an allowable expense and will not be reimbursed.

IX. State of Michigan Printing Requirements:

The following items require the prior approval of the SCAO:

- Flyers
- Posters
- Brochures
- Printing requirement two or more colors of ink
- Annual reports
- Newsletters
- Printing requiring photographs

- Printing projects that include silk screened folders or binders, die-cut folders or covers, holograms, foil printing, embossing, or engraving.

Paper stock shall be standard sizes, as unusual sizes and special-order paper stock is more expensive than standard size and result in additional waste.

X. **Copies:**

The SCAO will require one electronic copy of any publication produced with federal traffic safety grant funds if the items are not distributed statewide. The copy can be submitted via email, CD, or flash drive. The SCAO will require three copies of any of the following produced with federal traffic safety grant funds if they are distributed statewide. These copies are distributed throughout the state of Michigan's library system:

- Annual reports
- Manuals, handbooks, and training materials
- News releases
- Statistics

The SCAO will require three copies of any of the following produced with federal traffic safety grant funds if they are distributed statewide. These copies are housed as part of Michigan's library system:

- Posters
- Brochures
- Flyers

If the publication is available on a publicly accessible website, a link to the document must also be provided to the SCAO. The state of Michigan's library system will then include it in its digital archive.

XI. **Closed Captioning:**

All DVDs must be closed captioned. This includes any online videos. Public communications or news releases concerning this project shall state that the project was financed with funds administered through the OHSP.

XII. **Social Media Use and Approval:**

Posts to social media accounts such as Facebook and Twitter associated with federally funded grants and projects require prior approval from the SCAO before release to the public. Approval will be granted on a case by case basis.

XII. **Performance Measurement Data and Reporting:**

The Grantee agrees to submit and is responsible for timely, complete, and accurate reports as identified in Attachment 1. The failure of the Grantee to comply with this requirement may result in the withholding of funds and or termination of this agreement. The data for each participant who is screened or accepted into the program must be entered into the Drug Court Case Management Information System (DCCMIS). If any report is thirty days past due, a delinquency notice will be sent via email notifying the Grantee that it has 15 days to comply with the reporting requirement. Forty-five days past the due date, a forfeiture notice will be sent to the Grantee via the U.S. Postal Service notifying it that its funding award has been rescinded due to contract noncompliance.

XIII. **Payment Processing:**

- A. The SCAO, in accordance with the general purposes, objectives, and terms and conditions of this agreement, will provide payment to the Grantee based upon appropriate reports, records, and documentation maintained by the Grantee. Any billing or request for reimbursement for subcontract costs must be supported by adequate source documentation on costs and services. A document entitled “Acceptable Back up Documentation for Federal Cost Claims” is available from the OHSP to assist with identifying adequate back-up documentation. Costs charged to this grant cannot be charged to any other program. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges. Payment requests must be submitted to the SCAO in a timely manner such that the SCAO can subsequently request reimbursement from the OHSP within the required reimbursement period. The Grantee must sign up through the online vendor registration process to receive payments as Electronic Funds Transfers (EFT)/Direct Deposits. Registration information is available through the Department of Technology, Management, and Budget’s website at: http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.
- B. The Grantee shall make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report these as outlined in the SCAO’s fiscal procedures. Any under-recoveries of otherwise available fees resulting from failure to bill for eligible services will be excluded from reimbursable expenditures.
- C. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the Grantee from grant supported activities. Some examples are proceeds from the sale of items purchased or developed with grant funds, or revenue received from attendees at trainings or conferences paid for with grant funds. Program income must be netted against costs incurred within the grant or returned to the SCAO, unless prior permission is obtained from the SCAO to use the funds for other traffic safety projects.
- D. Payments for salaries and wages shall be supported by time and attendance reports, based on an after-the-fact distribution of time, which shows details of the activities performed. Grantees must maintain activity logs which document the actual amount of time spent on this grant project, and describe the nature of the activities performed. If the grant is funded from multiple sources, the logs must show the activity by fund source. This documentation must be submitted with the financial reimbursement request.
- E. Reimbursement for wages and fringe benefits shall be based on actual costs not budgeted rates. Only those fringe benefit costs that actually increase as a result of hours worked on this project can be claimed for reimbursement. For overtime wages, those costs typically include FICA, workers compensation, and retirement, but if any of these costs are structured so that they do not increase with overtime, such increases cannot be reimbursed. For straight-time grant-funded positions, all fringe benefits associated with the position may be claimed to the extent that the position has been approved for reimbursement (e.g., if 50 percent of the position is grant funded, 50 percent of the fringe benefits can be claimed). Fringe benefit rates must be reasonable, in accordance with federal cost principles. Grantees shall comply with all state labor laws.

- F. Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety. All Grantees or subgrantees awarding contracts or subcontracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18 – Uniform Administrative Requirements For Grant And Cooperative Agreements To State and Local Governments, § 18.36 Procurement. All contracts for the purpose of developing public information materials (print, audio, or video) must be submitted to the SCAO for review prior to entering into the contractual agreement with the vendor.
- G. Automotive expenses submitted shall be based on the actual costs incurred. In most cases, this will be calculated by multiplying actual miles driven times mileage rate. The maximum rate is the State’s standard travel rate, but if the grantee’s rate is less, then the lesser amount must be used. The rate will be determined when the budget is approved.
- H. Reimbursements for travel (meals, lodging, mileage, etc.) cannot exceed the lesser of the Grantee’s published travel rates or allowable State of Michigan travel rates. Exceptions to this for unusual situations require prior approval by the SCAO prior to incurring the expense.
- I. Postage, telephone, and grant related travel costs shall be documented by log or meter and submitted with the reimbursement request.
- J. Only program activities and expenses detailed in the approved grant budget and incurred during the grant period are eligible for reimbursement. Expenses incurred that are not detailed in the approved grant budget or outside the grant period will not be reimbursed. Costs cannot exceed the approved grant award.
- K. Goods purchased through the grant shall be received in acceptable conditions. If goods are not received in acceptable condition within thirty (30) days prior to the grant ending, the grantee shall contact the SCAO program coordinator.
- L. The grantee shall use generally accepted accounting principles.
- M. A separate account or fund must be established for this project. A separate account is required to be maintained by all agencies receiving grant funds from the SCAO regardless of the dollar amount. In addition, grantees receiving from SCAO for multiple projects must have a separate account for each grant project. It is the responsibility of the oversight agency to insure that all sub-agencies meet this requirement. The general ledgers of the sub-agencies are not required to be submitted with requests for payment unless specifically requested by SCAO.
- N. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges.
- O. The following deviations from the approved budget require prior approval from SCAO:
 - A. A specific item of cost not included in the approved budget.
 - B. An increase in the number of specific item over and above the total authorized.
- P. A delay in submitting support documentation may result in the suspension of all grant activity.
- Q. Failure to submit cost statements with adequate supporting documentation prior to the fiscal year close out deadline will result in non-reimbursement of those costs. Costs from one fiscal year cannot be paid in a subsequent fiscal year.

XIV. **Employee Time Certifications:**

It is the Grantee's obligation to notify the SCAO immediately when an OHSP-funded employee:

- Is disabled or deceases while having been assigned to a grant-funded position;
- Is removed or reassigned from a grant-funded position; and/or,
- Is unable to report to work due to injury or illness not related to job performance (and is not replaced within 30 days by another employee).

All agreement-funded employees will complete and submit to the SCAO an executed Employee Time Certification form supplied in WebGrants. The grantee's failure to submit Employee Time Certification forms could result in loss of position funding.

XV. **Record Maintenance/Retention:**

The Grantee agrees to maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this agreement, as required. The Grantee must assure that all terms of this agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure or until any pending litigation and/or audit findings have been resolved. All retention record guidelines set by the SCAO and/or the Grantee must be adhered to if they require additional years beyond retention guidelines stated herein. The Grantee's accounting system must maintain a separate fund or account that segregates grant contract receipts and expenditures from other receipts and expenditures of the Grantee.

XVI. **Authorized Access:**

The Grantee must permit, upon reasonable notification and at reasonable times, access by authorized representatives of the SCAO, the OHSP, Program Evaluators (contracted by the OHSP or the SCAO), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this agreement, to the extent authorized by applicable state or federal law, rule, or regulation. The SCAO and/or the OHSP may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, if requested. The SCAO and/or the OHSP may request that a funded program be evaluated by a contracted outside evaluation team. Grantees shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

XVII. **Confidential Information:**

In order that the Grantee's employees or subrecipient subcontractors may effectively provide fulfillment of this agreement to the SCAO, the SCAO may disclose confidential or proprietary information pertaining to the SCAO's past, present, and future activities to the Grantee. All such information is proprietary to the SCAO and the Grantee shall not disclose such information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order. If disclosure is required by law or court order, the SCAO will be notified of the request before disclosure. The Grantee agrees to return all confidential or proprietary

information to the SCAO immediately upon the termination of this agreement. Both the SCAO and the Grantee shall ensure that medical services to, and information contained in the medical records of, persons served under the provisions of this agreement or other such recorded information required to be held confidential by federal or state law, rule, or regulation, in connection with the provision of services or other activity under this agreement, shall remain confidential. Such information shall be held confidential, and shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law or regulation. Such information may be disclosed in summary, statistical, or other form, if the disclosure does not directly or indirectly identify particular individuals.

XVIII. **Human Subjects:**

The Grantee must submit all research involving human subjects conducted in programs sponsored by the SCAO, or in programs that receive funding from or through the state of Michigan, to the Michigan Department of Health and Human Services (MDHHS) Institutional Review Board (IRB) for approval prior to the initiation of the research.

XIX. **Subcontractor/Vendor Monitoring:**

The Grantee must comply with the Single Audit Act of 1984, as amended, 31 USC 7501 *et seq.* requirements and must forward all single audits covering grant funds administered through this agreement to the SCAO. The SCAO is responsible for reviewing all single audit adverse findings, issuing management decisions on audit findings and ensuring that corrective actions are implemented in accordance of OMB Circular A-133. The SCAO is responsible for ensuring that the Grantee is expending grant funds appropriately as specified through this agreement, and shall conduct monitoring activities to ensure compliance with all associated laws, regulations and provisions as well as ensure that performance goals are achieved. The SCAO shall ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section .210(e). The SCAO must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section .210(f).

XX. **Notification of Criminal or Administrative Investigations/Charges:**

If any employee of the Grantee that is associated with this agreement project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this agreement, the Grantee shall immediately notify the SCAO, in writing, that such an investigation is ongoing or that a charge has been issued.

XXI. **Agreement Suspension/Termination:**

In addition to forfeiture under Section XIII, the SCAO and/or the Grantee may suspend and/or terminate this agreement without further liability or penalty to the SCAO for any of the following reasons:

- A. This agreement may be suspended by the SCAO if any of the terms of this agreement are not adhered to. Suspension requires immediate action by the Grantee to comply with this agreement's terms; otherwise, termination by the SCAO may occur.
- B. Failure of the Grantee to make satisfactory progress toward the goals, objectives, or strategies set forth in this agreement.

- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this agreement or other report or document.
- E. This agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This agreement may be terminated immediately if the Grantee, an official of the Grantee, or an owner of a 25% or greater share of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; convicted of any other criminal offense which, in the sole discretion of the National Highway Traffic Safety Administration, reflects on the Grantee's business integrity; any activity in Section XX of this agreement during the term of this agreement or any extension thereof.
- G. This agreement may be terminated immediately without further financial liability to the SCAO if funding for this agreement becomes unavailable to the SCAO.
- H. If a grant is terminated by the SCAO for failure to meet the grant management requirements, the Grantee shall not be eligible to seek grant funding from the SCAO OHSP grant program for a period of two years. In order to obtain grant funding after the two-year period, the Grantee will be required to submit written assurances that the identified deficiencies have been corrected. Additionally, the Grantee may be required to submit monthly financial reports to allow for increased financial monitoring.

XXII. **Final Reporting Upon Termination:**

Should this agreement be terminated by either party, within 30 days after the termination, the Grantee shall provide the SCAO with all financial, performance, and other reports required as a condition of this agreement. The SCAO will make payments to the Grantee for allowable reimbursable costs not covered by previous payments or other state or federal programs.

XXIII. **Severability:**

If any provision of this agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this agreement.

XXIV. **Liability:**

- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Grantee in the performance of this agreement shall be the responsibility of the Grantee, and not the responsibility of the SCAO, if the liability, loss, or damage is caused by, or arises out of, the

action or failure to act on the part of any Grantee employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity as provided by statute or court decisions.

- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the SCAO in the performance of this agreement shall be the responsibility of the SCAO, and not the responsibility of the Grantee, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the SCAO, anyone directly or indirectly employed by the SCAO, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the SCAO or its employees by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Grantee and the SCAO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Grantee and the SCAO in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Grantee, the SCAO, or their employees, respectively, as provided by statute or court decisions.

XXV. **Michigan Law:**

This agreement shall be subject to, and shall be enforced and construed under, the laws of Michigan.

XXVI. **Debt to State of Michigan:**

The Grantee covenants that it is not, and will not become, in arrears to the state of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the state of Michigan or its subdivisions, including real property, personal property, and income taxes.

XXVII. **Disputes:**

- A. The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this agreement within seven days of discovery of the alleged breach.
- B. The Grantee and the SCAO agree that with regard to any and all disputes, controversies, or claims arising out of or in connection with or relating to this agreement; or any claim that the SCAO violated any local, state, or federal ordinance, statute, regulation, law, or common-law doctrine (including discrimination or civil rights claims); or committed any tort; the parties shall attempt to resolve the dispute through mediation. Selection of a mediator will be by mutual agreement of the parties.
- C. The Grantee and the SCAO agree that, in the event that mediation is unsuccessful, any disputes, controversies, or claims shall be settled by arbitration. Selection of an arbitrator will be by mutual agreement of the parties. The decision of the arbitrator shall be binding on both parties. The award, costs, and expenses of the arbitration shall be awarded at the discretion of the arbitrator. This agreement to arbitrate shall be specifically enforceable. A judgment of any circuit court shall be rendered upon the award made pursuant to submission to the arbitrator.

XXVIII. **Certifications and Assurances:**

The Grantee must adhere to all applicable Certifications and Assurances provided in this section. The failure to do so may result in the termination of grant funding or other remedies.

A. **Certifications:**

The Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this agreement requires compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)."

B. **Lobbying:**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Grantee certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the grantee shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
3. This certification is a material representation of fact upon which reliance was placed when the grant application was made and entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure; and
4. None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. A State official whose salary is supported with NHTSA funds is not precluded from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

C. **Business Integrity Clause:** The SCAO may immediately cancel the grant without further liability to the SCAO or its employees if the grantee is

convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the SCAO, reflects the grantee's business integrity

D. Debarment, Suspension and Other Responsibility Matters (Direct Recipient): As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):

1. The Grantee certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

E. Drug-Free Workplace: The grantee and subgrantees agrees to abide by the Federal Drug-Free Workplace Act (49 CFR Part 29 Sub-part F).

F. Standard Assurances:

The Grantee hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements).

The Grantee also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the general office, through any authorized representative, timely access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the cultural Environment), the Archeological and Historical Preservation Act of 1974, 16 U.S.C. § 469 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321 *et seq.*
5. It will comply with Executive Order 13279, Executive Order 13559, and the regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part. 38, which prohibits recipients from using federal financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that federal financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs, which are considered to be religious in nature. The twelve-step programs must take place at a separate time or location from the activities supported with federal financial assistance and the participation of beneficiaries in twelve-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that twelve-step programming is separate and distinct from federally-funded activities. It must also ensure that participants are not compelled to participate in twelve-step programs and cannot penalize a participant who chooses not to participate in a twelve-step program. It must ensure that employees fully funded by federal funds are not involved with twelve-step programs whereby they are instructing or indoctrinating clients on the twelve steps. Employees of the Grantee shall clearly document the number of hours spent on secular activities associated with the federally-funded program and ensure that time spent on twelve-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to twelve-step programming.
6. The Grantee agrees to ensure that no person in the United States shall, on the grounds of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability, political affiliation or beliefs, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program. The Grantee shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations including, but not limited to, the following: The Grantee will comply with all state and federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits

discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S. C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Publ. L. 101-336), as amended (42 U.S.C. 12101, et seq.) which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Section 523 and 527 of the Public Health Service Act of the 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing ; (j) any other nondiscrimination provision in the specific statute(s) under which application for federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended. The Grantee's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D)).

7. If the Grantee is a governmental entity, it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
8. If the Grantee is a governmental entity, it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

G. Non-Supplanting:

It is imperative that the Grantee understands that the non-supplanting requirement mandates that grant funds may be used only to supplement (increase) the Grantee's budget, and may not supplant (replace) state, local or tribal funds that otherwise would have been spent on positions and/or any other items approved in this agreement budget if it had not received a grant award. The Financial Officer or Authorizing Official may not be funded

under this grant. This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.
3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off (e.g., if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff), and maintain documentation showing the date(s) and reason(s) for the lay-off. [Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.]
4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.
5. The grantee shall not use grant funds to supplant state or local funds, or, the resources that would otherwise have been made available for this program. Further, if a position is created by a grant and is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the grantee must stop charging the grant for the new position. Upon filling the vacancy, the grantee may resume charging the grant position.

H. The Hatch Act:

1. Grantees and sub-grantees will comply with the provisions of 5 USC §§ 1501-1508 and implementing regulations of 5 CFR Part 151, concerning "Political Activity of State or Local Offices or Employees.

I. Buy America Act:

1. Only items produced in the United States may be purchased with federal funds unless the Grantee can show that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and are of an unsatisfactory quality; or that inclusion of domestic materials will increase the cost of the overall

project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to the SCAO for approval by the appropriate governing authority.

2. The Grantee or its contractors agree to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement.

J. Health Insurance Portability and Accountability Act of 1996:

To the extent that the Health Insurance Portability and Accountability Act of 1996 is pertinent to the services that the Grantee provides to the SCAO under this agreement, the Grantee assures that it is in compliance with the HIPAA requirements including the following:

1. The Grantee must not share any protected health data and information provided by the SCAO or the OHSP that falls within the HIPAA prohibitions.
2. The Grantee must require the subcontractor not to share any protected health data and information from the SCAO that falls under the HIPAA requirements in terms and conditions of the subcontract.
3. The Grantee must only use the protected health data and information for the purposes of this agreement.
4. The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
5. The Grantee must have a policy and procedure to report to the SCAO any unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Grantee becomes aware.
6. Failure to comply with any of these contractual requirements may result in the termination of this agreement in accordance with Section XXII, Agreement Suspension/Termination, above.
7. In accordance with the HIPAA requirements, the Grantee is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Grantee from the SCAO, the OHSP, or any other source.

XXIX. **Conditions on Expenses:**

Costs must be reasonable and necessary. Individual consultant fees are limited to \$450 (excluding travel, lodging and meal costs) per day, which includes legal, medical, psychological and accountant consultants. If the rate will exceed \$450 for an eight-hour day, prior written approval is required from the SCAO. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace. Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open, and free competition. Maximum, open, and free competition shall be assured

through the distribution of an adequate number of proposal solicitations.

1. Competition: Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open and free competition. Maximum, open and free competition shall be assured through the distribution of an adequate number of proposal solicitations.
2. Small Purchase Procedures: Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) qualified sources.
3. Competitive Bids: For purchases over \$25,000, the Grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the State of Michigan. The Grantee or their contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with funds provided under this agreement.

XXX. **Conflict of Interest:**

The SCAO and the Grantee are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

XXXI. **Compliance with Applicable Laws and Agreements:**

The Grantee will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement, as well as the terms of the agreement between the OHSP and the SCAO. The SCAO shall supply the Grantee with a copy of said agreement.

XXXII. **Agreement Signatures:**

The Grantee hereby accepts this agreement in the amount and for the period indicated in the first page of this document on the basis of the application, assurances, and supporting documents submitted by the SCAO to the OHSP. This agreement becomes effective when signed by the parties. This award does not assure or imply continuation in funding beyond the funding period of this subcontract. The Grantee agrees to provide the SCAO with a copy of the Single Audit Report of the Grantee's entity.

XXXIII. **Entire Agreement:**

Except for the Grantee's approved grant application, application assurances, and most recently approved budget, this agreement contains the entire agreement between the parties and supersedes any prior written or oral promises and representations. No other understanding, oral or otherwise, regarding the subject matter of this agreement exists to bind either of the parties.

XXXIV. **Delivery of Notice:**

Written notices and communications required under this agreement shall be delivered

by electronic mail, regular mail, overnight delivery, or facsimile device to the following:

- A. The Grantee's contact Mark Nelson, 7200 S. Huron River Drive, Ypsilanti, MI 48197.

- B. The SCAO's contact person is Dr. Jessica Parks, State Court Administrative Office, Michigan Hall of Justice, P.O. Box 30048, Lansing, MI 48909.

Authorizing Official: Must be a person who is authorized to enter into a binding contract for the entity receiving funds. ***The authorizing official may not be a judge or other state employee.*** The authorizing official is normally from the Executive or Legislative Branch of the entity (e.g., City Manager, Mayor, Council President, Board Chairperson, Chief Financial Officer, etc.).

| Court Authorized Official Signature: | SCAO Authorized Official Signature: |
|---|--|
| Name: Date: | Name: Date: |

**OFFICE OF HIGHWAY SAFETY PLANNING GRANT PROGRAM (OHSP)
FY 2016 REPORTING REQUIREMENTS
October 1, 2015 through September 30, 2016**

| DCCMIS DATA EXCEPTION REPORTS | |
|--|--|
| DUE DATE | NOTE |
| February 15, 2016 | Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of October 1, 2015, through December 31, 2015. |
| May 15, 2016 | Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of January 1, 2016, through March 31, 2016. |
| August 15, 2016 | Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of April 1, 2016, through June 30, 2016. |
| November 15, 2016 | Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of July 1, 2016, through September 30, 2016. |
| DCCMIS USER AUDIT | |
| DUE DATE | NOTE |
| January 31, 2016 | Courts will be confirming user access to DCCMIS. |
| CLAIMS | |
| DUE DATE | NOTE |
| January 10, 2016 | Courts will be reporting on expenditures from October 1, 2015, through December 31, 2015. |
| April 10, 2016 | Courts will be reporting on expenditures from January 1, 2016, through March 31, 2016. |
| July 10, 2016 | Courts will be reporting expenditures from April 1, 2016, through June 30, 2016. |
| October 10, 2016 | Courts will be reporting expenditures from July 1, 2016, through September 30, 2016. |
| PROGRESS REPORTS | |
| DUE DATE | NOTE |
| April 30, 2016 Interim | Courts will be reporting on progress made during the first half of the grant period – October 1, 2015, through March 31, 2016. |
| October 30, 2016 Final Report | Courts will be reporting on progress made during the second half of the grant period – April 1, 2016, through September 30, 2016. |
| OHSP QUARTERLY PROGRAM REPORTS AND PROGRAM INCOME REPORTS | |
| DUE DATE | NOTE |
| January 10, 2016 | Courts will be reporting on activity occurring during the time period of October 1, 2015, through December 31, 2015. |
| April 10, 2016 | Courts will be reporting on activity occurring during the time period of January 1, 2016, through March 31, 2016. |
| July 10, 2016 | Courts will be reporting on activity occurring during the time period of April 1, 2016, through June 30, 2016. |
| October 10, 2016 | Courts will be reporting on activity occurring during the time period of July 1, 2016, through September 30, 2016. |

| PROGRAM INCOME VERIFICATION | |
|---|---|
| DUE DATE | NOTE |
| January 10, 2016 | Courts will be verifying whether program income is collected. |
| OHSP EMPLOYEE TIME CERTIFICATION REPORTS | |
| DUE DATE | NOTE |
| April 10, 2016 | Courts will be reporting on employee time paid for by the grant during the time period of October 1, 2015, through March 31, 2016. |
| October 10, 2016 | Courts will be reporting on employee time paid for by the grant during the time period of April 1, 2016, through September 30, 2016. |



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

Dawn A. Monk
Chief Operating Officer

August 31, 2015

Honorable Charles Pope, Chief Judge
Ypsilanti Township Civic Center
7200 S. Huron River Drive
Ypsilanti, MI 48198

Re: FY 2016 Office of Highway Safety Planning – Grant Award Notification
14B District Court - Adult District Drug Court

Dear Chief Judge Pope:

I am pleased to inform you that your court has been awarded a grant in the amount of \$110,000 from the Office of Highway Safety Planning Grant administered by the State Court Administrative Office (SCAO). The award is for the grant period October 1, 2015, through September 30, 2016. This award is contingent upon SCAO receiving an award from our federal grantor.

Your court's FY 2016 contract will be e-mailed to your project director, Mark Nelson. The budget based on your court's actual award should be updated on WebGrants by October 30, 2015, and two original signed contracts should be returned by mail to SCAO by December 4, 2015.

Should you have any questions, please contact Jessica Parks at 517-373-6285, or by e-mail at parksj@courts.mi.gov.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Monk".

Dawn A. Monk

cc: Jessica Parks, Trial Court Services Deputy Director
Region II Office
Mark W. Nelson, Court Administrator/Drug Court Project Director



Application

04550 - Fiscal Year 2016 Federal: Office of Highway Safety Planning (OHSP) - CFDA 20.601

05178 - FY 2016 14B District Court Drug Court and Human Trafficking Docket

Office of Highway Safety Planning (OHSP) CFDA 20.601

Status: Correcting
Submitted Date: 05/29/2015 4:07 PM

Primary Contact

| | | | | |
|-----------------|----------------------------------|----------------|-----------------|-----------|
| Name: | Mr. | Mark | | Nelson |
| | Satuation | First Name | Middle Name | Last Name |
| Title: | Magistrate / Court Administrator | | | |
| Email: | nelsonm@ewashtenaw.org | | | |
| Address: | 7200 S. Huron River Drive | | | |
| Address Line 2: | | | | |
| Address Line 3: | | | | |
| City: | Ypsilanti | Michigan | 48197 | |
| | City | State/Province | Postal Code/Zip | |
| Phone: | 734-483-2330 | | | |
| | Phone | Ext. | | |

Organization Information

Name: 14B District Court - Washtenaw County (D14B)
Organization Type: State Court Administrative Office
Tax ID:
Organization Website:
Address: 7200 S. Huron River Drive

Ypsilanti Michigan 48197
City State/Province Postal Code/Zip

Phone: 734-483-1333 Ext.

Fax:

Preapplication

Does your program accept drunk or drugged drivers? Yes

Have you received three years of operational funding and one year of step-down funding through the OHSP grant before? No

Are you applying for funding to start a new program, continue the program that is currently OHSP funded, or to expand your existing program significantly? Yes

If you are applying to expand your program, explain your expansion plans.

Has your program been funded with an OHSP planning grant in the past? Yes

If your program has received OHSP funding in the past, how many years of operational funding have it received (excluding planning grant)?

Application Information

Is there an approved Local Administrative Order (LAO)?

Local Administrative Order (LAO): No

LAO Number:

Is there a current Memorandum of Understanding (MOU)?

Memorandum of Understanding (MOU) No

Effective Date:

Expiration Date:

Federal Tax ID: 38-6007433

How many years has the program been operational? 1

Do you offer Ignition Interlock restricted licenses to repeat drunk drivers? No

Applicant Contact Information

Select your court D14B Ypsilanti
People served Men, Women
County to Receive the Grant Award Washtenaw
Date that the program accepted or anticipates first participant 10/01/2014
Please pick your program type Adult District Drug Court
Is your program operational? Yes
Is your court a tribal court? No

Courthouse name (example: Frank Murphy Hall of Justice)
Courthouse street address 7200 Huron River Dr
Room/Floor

City Ypsilanti
State MI
Zip code 48197

Judge: First Name Charles
Judge: Last Name Pope
Title Judge
Judge: E-mail Address popec@ewashtenaw.org
Judge: Phone Number 734-483-6343

Ext.

Judge's Mailing Address: Street 7200 Huron River Dr

Judge's Mailing Address: Room/Floor

Judge's Mailing Address: City Ypsilanti

Judge's Mailing Address: State MI

Judge's Mailing Address: Zip Code 48197

Judge 2: First Name

Judge 2: Last Name

Judge 2: Title Judge

Judge 2: E-mail Address

Judge 2: Phone Number

Ext.

Judge 2 Mailing Address: Street

Judge 2 Mailing Address: Room/Floor

Judge 2 Mailing Address: City

Judge 2 Mailing Address: State

Judge 2 Mailing Address: Zip Code

Judge 3: First Name

Judge 3: Last Name

Judge 3: Title

Judge

Judge 3: E-mail Address

Judge 3: Phone Number

Ext.

Judge 3 Mailing Address: Street

Judge 3 Mailing Address: Room/Floor

Judge 3 Mailing Address: City

Judge 3 Mailing Address: State

Judge 3 Mailing Address: Zip Code

Judge 4: First Name

Judge 4: Last Name

Judge 4: Title

Judge

Judge 4: E-mail Address

Judge 4: Phone Number

Ext.

Judge 4 Mailing Address: Street

Judge 4 Mailing Address: Room/Floor

Judge 4 Mailing Address: City

Judge 4 Mailing Address: State

Judge 4 Mailing Address: Zip Code

Judge 5: First Name

Judge 5: Last Name

Judge 5: Title

Judge

Judge 5: E-mail Address

Judge 5: Phone Number

Ext.

Judge 5 Mailing Address: Street

Judge 5 Mailing Address: Room/Floor

Judge 5 Mailing Address: City

Judge 5 Mailing Address: State

Judge 5 Mailing Address: Zip Code

Judge 6: First Name

Judge 6: Last Name

| | | |
|---|----------------------------------|------|
| Judge 6: Title | Judge | |
| Judge 6: E-mail Address | | |
| Judge 6: Phone Number | | Ext. |
| Judge 6 Mailing Address: Street | | |
| Judge 6 Mailing Address: Room/Floor | | |
| Judge 6 Mailing Address: City | | |
| Judge 6 Mailing Address: State | | |
| Judge 6 Mailing Address: Zip Code | | |
| Project Director (Main Program Contact): First Name | Mark | |
| Project Director: Last Name | Nelson | |
| Project Director: Title | Magistrate / Court Administrator | |
| Project Director: E-mail Address | nelsonm@ewashtenaw.org | |
| Project Director: Phone Number | 734-483-2330 | Ext. |
| Project Director Mailing Address: Street | 7200 S. Huron River Drive | |
| Project Director Mailing Address: Room/Floor | | |
| Project Director Mailing Address: City | Ypsilanti | |
| Project Director Mailing Address: State | MI | |
| Project Director Mailing Address: Zip Code | 48197 | |
| Financial Officer: First Name | Jackie | |
| Financial Officer: Last Name | Wallen | |
| Financial Officer: Title | Secretary/Recorder | |
| Financial Officer: E-mail Address | wallenj@ewashtenaw.org | |
| Financial Officer: Phone Number | 734-483-2330 | Ext. |
| Financial Officer Mailing Address: Street | 7200 Huron River Dr | |
| Financial Officer Mailing Address: Room/Floor | | |
| Financial Officer Mailing Address: City | Ypsilanti | |
| Financial Officer Mailing Address: State | MI | |
| Financial Office Mailing Address: Zip Code | 48197 | |
| Authorizing Official: First Name | Charles | |
| Authorizing Official: Last Name | Pope | |
| Authorizing Official: Title | Judge | |
| Authorizing Official: E-mail Address | popec@ewashtenaw.org | |

| | | |
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| Authorizing Official: Phone Number | 734-483-6343 | Ext. |
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| Authorizing Official Mailing Address: Room/Floor | | |
| Authorizing Official Mailing Address: City | Ypsilanti | |
| Authorizing Official Mailing Address: State | MI | |
| Authorizing Official Mailing Address: Zip Code | 48197 | |

DCCMIS Contact Information

| | | |
|--|------------------------|------|
| DCCMIS Administrator (The person responsible for reporting data to SCAO): First Name | Mark | |
| DCCMIS Administrator: Last Name | Nelson | |
| DCCMIS Administrator: E-mail Address | nelsonm@ewashtenaw.org | |
| DCCMIS Administrator: Phone Number | 734-483-2330 | Ext. |

Program Description

Caseload Data:

1)The courts caseload data that substantiates the target population and the need for the drug/DWI court program. Include any changes or trends in the data that further demonstrate the need for the drug/DWI court program.

There has been a steady and consistent increase in drug case filings within the 14B District Court. Utilizing the Drug Case Information Management Report as the data reference, there has been a 197% increase of drug counts filed from 2012 to 2014. In 2012 96 drug counts were filed with the court. That increased to 132 in 2013 and 285 in 2014. Year to date there have been 89 drug counts filed in 2015.

Data from the Washtenaw County Health Department indicates for the same period deaths in Washtenaw County attributed to heroin has increased from 13 in 2012 to over 40 in 2014. Total deaths attributed to both heroin and prescription opiates more than doubled in the same period.

Given the increases in both case load numbers and deaths attributed to opiate drug use cited above, it is clear that there is a trend demonstrating a need to address the underlying addiction issues given rise to these increases. By expanding from planning phase and increasing the target population to include those convicted of misdemeanor use of a controlled substance (excluding marijuana) and misdemeanor operating a motor vehicle under the influence of a controlled substance, the Court hope to provide a much needed service to reduce both drug use and the associated crimes those addicted to drugs engage in. This will include a continued focus on the human trafficking victims.

Case Dispositions Time Frame:

2)The time frame for case dispositions, including any delays.

All drug cases for 2014 were disposed of within SCAO time frames. It is not anticipated that this program would improve time for case disposition.

Incarceration/Detention:

3)The degree to which the court uses incarceration/detention for the target population, or in the case of child abuse and neglect, the degree to which foster care and adoption are currently relied upon for the children of the participant.

In 2014 11% of drug counts that were sentenced at the 14B District Court resulted in incarceration. 71% were placed on probation and 18% received fines only. Currently 52 counts are in warrant status and 7 are otherwise pending. There is no data available as to the disposition of felony counts bound over to Circuit Court.

Program Goals (Required)

Goal 1:

Reduce drug use during program participation

Frequent monitoring of participants and their awareness of sanction and reward will promote reduction of drug use while in the program. In addition, addiction treatment services provided during the program will give participants the tools necessary to stop drug use. The goal will be monitored by frequent drug testing and interpersonal interaction with treatment providers, peer support, probation and the court. Mandatory drug testing will measure whether or not the participant is continuing to use. This will be the most quantifiable tool. In addition, behavior will be monitored by interaction with treatment providers, probation and the court. All of this information will be gathered and monitored to ensure continued adherence to program rules. Violation of program expectations will result in sanction while continued success will be recognized.

Goal 2:

Retain participants in the drug court program

Through frequent contact and monitoring with treatment providers, peer support, probation, and the court, participants will be monitored and provided encouragement for successes. By continual encouragement toward sobriety coupled with potential sanction for non-adherence to program rules we hope to retain participants. Success of this goal will be measured by tracking participants through successful completion of the program.

Goal 3:

Reduce drug and alcohol related crime in the jurisdiction (may not be applicable to Family Dependency Courts)

Treatment and support of participants and successful completion of the program will provide necessary tools to move forward in life without the issues that drive active drug users toward criminal activity. A successful participant by definition will not be engaging in criminal drug use. In addition, they will be less likely to engage in related crimes that often come with drug use. Recidivism rates can be monitored to ensure that crime rates are decreasing among program participants.

Goal 4:

Alleviate congestion of court dockets

By continuing frequent contact with probation, peer support and treatment providers, there should be fewer violations requiring judicial intervention. In addition, while having frequent reviews may place more additional cases on the dockets on a weekly basis, the nature of the review can be more positive than negative. A review docket for one class of defendant also allows for group reporting to probation allowing efficiencies that can be gained in the group model rather than having participants spread out through a reporting period of a few weeks. One of the key measures of the success of this goal will be how often participants are scheduled back on non-review docket day for violation hearings.

Goal 5:

Alleviate jail or detention days

By focusing on early and frequent monitoring and treatment participants will be more likely to remain compliant with terms for bail or probation depending on where in the process the case is. If participants are not using drugs or alcohol they will be far less likely to violate other terms of supervision. By the participants knowing that they are under additional scrutiny the hope is there will be less inclination or opportunity for relapse. By addressing small violations prior to there being a relapse or new police contact through the internal sanctions of the program there will be less of a need to issue arrest warrants or resort to incarceration to sanction violations. This can be tracked by monitoring participants who do end up with bench warrants being issued or spend time in jail.

Goal 6:

Retain participants in substance abuse treatment

By intervening early in the process and making substance abuse treatment the primary focus of the program prior to moving on to other issues participants may be facing we ensure that they are invested in the importance of successful completion of the treatment component. Leaving treatment prior to completion would be a sanctionable violation. The success of retaining participants in substance abuse treatment would be measured by tracking those participants who leave treatment prior to completion and what sanction is imposed.

Program Goals (Optional)

Goal 7:

Reduce child abuse and neglect (if applicable)

Goal 8:

List other goal specific to your drug/DWI court program here

Goal 9:

Identify and provide services to victims of human trafficking.

To achieve this goal all drug court participants will be screened and assessed for human trafficking. If a participant is identified as being involved in or has previously been a victim of human trafficking, that participant will be referred to the Human Trafficking Clinic at the University of Michigan Law School. Through the Human Trafficking Clinic the participants will receive ancillary legal services associated with their having been a victim of human trafficking. Participants will work with peer supports that also have been exposed to human trafficking and with providers who are experienced in addressing trauma in the course of substance abuse treatment. These participants will still be held to the standards of the drug court program.

Goal 10:

List other goal specific to your drug/DWI court program here

Goal 11:

List other goal specific to your drug/DWI court program here

Target Population

What is the target population?

Those convicted of misdemeanor use of a controlled substance (excluding marijuana) and misdemeanor operating a motor vehicle under the influence of a controlled substance. In addition, anyone convicted of accosting and soliciting that otherwise qualifies for drug court. Any other referral that screens positive for involvement in human trafficking that otherwise qualifies for drug court.

Describe how the above information differs from previous years' procedures and how often the target population is reviewed.

We are expanding our existing program to include use of a controlled substance defendants (excluding marijuana) and misdemeanor operating a motor vehicle under the influence of a controlled substance.

Screening and Eligibility

Describe the eligibility criteria:

Once it is determined that defendant is eligible based on offense type additional factors are taken into consideration. Substance Abuse Addiction: The participant must present with a history of substance abuse addiction. Criminal History: The participant must not be a violent offender as defined by MCL § 600.1060. Readiness/Appropriateness: The Court Coordinator/Case Manager will assess whether the participant is in a position to be successful for the program. Examples of why a person may not be appropriate for the Court include serious mental health issues, posing a risk to other participants, a history of participation and expulsion from other specialty courts or drug treatment programs, or a number of outstanding warrants in other counties that require the participant be transferred to other counties or another specialty court may be more fitting for the defendant.

How are potential participants identified:

Pre-Bond Investigation, Law Enforcement, Probation Agent, Prosecuting Attorney, Case Manager, Treatment Provider, Pre-Trial, Judges, Parole Agent, Defense Attorney

If Other, please describe:

Legal Eligibility Screening:

Describe when the legal eligibility screening occurs, who conducts the screening, and who determines legal eligibility.

The Prosecutor, Defense Counsel and Judge will ensure a potential participant is legally eligible. Probation will review criminal history and the nature of the offense and advise the Judge. Determination of eligibility will take place as early as pretrial but before sentencing.

Is a criminogenic risk/needs assessment used to help identify high criminogenic risk/high need offenders?

Criminogenic Risk Assessment?:

Yes

If answered yes to the above question, name the criminogenic risk assessment tool used

Criminogenic Risk Assessment Tool:

Risk Needs and Triage (RANT)

Describe how the above information differs from previous years' procedures:

none

Assessments

Court Assessment Tool

How does the court determine if the defendant is dependent upon or abusing drugs or alcohol?

An initial screening and assessment is conducted as well as regular drug testing.

What is the name of the substance abuse assessment tool that is used?

Substance Abuse Assessment Tool:

DAST, AUDIT, Drug Use Chart, Interview

Clinical Assessment:

Describe when the clinical assessment is conducted, who conducts it, and what assessment tool is used to identify a clinical diagnosis.

The full clinical assessment is completed within one week of being sentenced. A clinician (MSW) who is trained in conducting assessments through treatment provider's Assessment and Referral program conducts the majority of assessments. At times an MSW intern conducts the assessment, and the Associate Clinical Director or the Clinical Director reviews each assessment.

Is the American Society of Addiction Medicine criteria used to determine appropriate level of treatment?

American Society of Addiction Medicine Criteria: Yes

How treatment level is determined:

If answered no to the above question, describe how the level of treatment is determined

N/A

Describe how the above information differs from previous years' procedures: None

Treatment Continuum and Plan

Substance Abuse Treatment Agencies:

List the substance abuse treatment agencies and the type of services available for drug/DWI court participants

Home of New Vision - detoxification, residential treatment, outpatient treatment groups, outpatient treatment individual therapy, transitional housing, psychiatric evaluations, peer support, and medication reviews. Dawn Farm- detoxification, residential treatment, outpatient treatment, peer support, and transitional housing. These agencies are the identified Recovery Oriented Systems of Care (ROSC) providers. Home of New Vision was selected as the primary service provider because they specialize in gender-specific treatment and have extensive experience working with the overlap of addiction and commercial sex. However, when a participant has a prior relationship with Dawn Farm services will continue with Dawn Farms as the ROSC provider. In addition, Dawn Farm may be the selected as the primary treatment provider.

Check all that apply

Treatment is provided: At the court, Through direct contracts with Individual providers, Through contracts with local treatment agencies and/or through a single contract with the Regional Substance Abuse Coordinating Agency, Determined by the participant and/or insurance

If treatment is provided through a contract(s), was there a competitive bid process?

Competitive Bid Process: No

Are participants linked to treatment providers based on individual differences?

Treatment Providers: Yes

Treatment Process:

Explain the answer given to the above question, describing the process

ASAM criteria is utilized with both substance abuse providers. While the level of care criteria is equivalent, participants may be linked to treatment providers based upon individual need and program availability.

Treatment Plan:

Who develops the clinical treatment plan? How often is the treatment plan reviewed and by whom?

After the intake and assessment are completed, the client and therapist develop the recovery treatment plan. The recovery plan determines each individual's treatment process including frequency, treatment modalities, and goals. All clients are offered both individual and group therapy in addition to peer-led skill building groups. The recovery plan is reviewed every 90 days. The client and therapist determine when treatment goals are met, what pertinent follow-up care is necessary, and when services end.

Does your program currently use Aftercare services? No

If yes, please describe the services offered.

N/A

What ancillary services are available to the participants in the program? Check all that apply:

Ancillary Services:

Educational, Housing, Mental Health, Career, Transportation,
Other

If Other, please describe:

Those participants who are identified as being associated with human trafficking receive ancillary legal services not associated with the criminal charge from the University of Michigan Law School Human Trafficking Clinic.

Describe how the above information differs from previous years' procedures:

None

Program Length

What is the minimum length of the drug/DWI court program? 18

What is the maximum length of the drug/DWI court program? 24

Describe the factors used to determine the program length

The maximum amount of time an individual can be sentenced to probation for a misdemeanor is 24 months. Because the issues that underlie commercial sex are so severe (trauma, addiction, exploitation) the default of the HT Court is to sentence participants to 24 months. This allows the most time for the HT Court team members to develop trusting relationships with participants. Trust is key as it often takes months for an individual to come to terms with and disclose past traumas.

Program Length Factors:

The overall program duration and phase determination was based upon the Human Learning Theory and Post-Acute Withdrawal Syndrome (PAWS). Phase 1 was designed to be a minimum duration of 90 days and include 90 12-step meetings in 90-days, with 3 PAWS cycles occurring during this time and being the most prevalent period for relapse. Post-Acute Withdrawal symptoms peak during the first 90 days of recovery and continue throughout the first 2 years of recovery. It may take a year or more for cognitive processes such as impulse control and attention focus to improve as a person begins recovery. (Heilig, M., Egli, M., Crabbe, J., Becker, H., (2010) Acute withdrawal, protracted abstinence and negative effect in alcohol. Addictive Biology. Apr;15(2):169-84.)

How many phases does the program consist of?

3

Social Learning Theory

Describe what factors were used to determine the length of each phase:

90 meetings in 90 days is an AA suggestion

Congruency with other Washtenaw County Treatment Courts

If phases are not used, explain how a participant progresses through the program

List the requirements for completing each phase:

e.g. the number, type, and frequency of drug tests, attendance at support groups, etc.

Phase I – Approximately 3 Months

- As frequent as daily PBT's for at least 90 days
- Weekly random urine screens (up to 3 times per week)
- Weekly contact with Court Coordinator/Case Manager
- Attendance at Court review hearings 2 times per month (or more if deemed necessary by the judge)
- Attendance at 90 12-Step meetings in 90 days (no more than 2 meetings per day) with verification. Obtain a AA or NA sponsor with verification within 30 days
- You are required to attend your meetings in Washtenaw County
- You are to get your verification sheet signed after the meeting and you must get signer's phone number
- If applicable, Participate in weekly Sex Workers Anonymous (SWA) phone/internet meetings
- Attend Healthy Living Plan Group one time monthly, as scheduled (on time, and complete all assigned homework)
- Meet with treatment provider and enroll in treatment as recommended by substance abuse assessment, no unexcused absences. Treatment may consist of inpatient, outpatient, and transitional housing or any combination of those as ordered by the judge.
- Weekly meetings with the Peer Support Specialist and attendance at Peer Support-led groups. Follow all recommendations of Peer Support Specialist.
- Enroll in school or maintain employment
- Random home visits by Court Coordinator/probation/police officer(s)
- No narcotic pain medication, even if prescribed by a doctor without prior Court approval
- Monthly reporting to 14B District Court Probation Agent according to assigned report schedule
- Must have at least 90 days of sobriety and compliance to move to Phase II

Recovery

Phase II – Approximately 6 months

- Random weekly PBT's
- Random urine screens (a minimum of 3 times per month)
- Meet with Court Coordinator/Case Manager at least 2 times per month.
- Monthly attendance at Court review hearing or more often if deemed necessary by the judge
- Monthly reporting to 14B District Court Probation Agent according to assigned report schedule
- Attendance at minimum of 4 12-step meetings per week with verification
- Maintain relationship with sponsor with verification and actively work the 12 steps of recovery
- Ongoing meetings with the Peer Support Specialist and attendance at Peer Support-led groups
- Continue to comply with Recovery Plan developed with by treatment provider
- Monthly attendance at Healthy Living Plan
- Random home visits by probation and/or police officer(s)
- No narcotic pain medication, even if prescribed by a doctor without prior HT Court approval
- Ongoing work/school attendance
- To graduate to Phase III: half of all fines, costs, restitution, police recovery fees must be paid; and payment on any probation oversight fees must be current

Giving Back To the Community

Phase III – Approximately 3 – 6 months

- Random PBT's (unless the Court indicates otherwise)
- Random urine screens (a minimum of one time per month)
- Meet with Court Coordinator/Case Manager at least once per month
- Monthly attendance at Court review hearing or more often if deemed necessary by the judge
- Continued participation at 12-step meetings with verification (a minimum of 3 times per week)
- No narcotic pain medication, even if prescribed by a doctor without prior Court approval

- Ongoing work/school attendance
- Attainment of goals through completion of Recovery Plan with treatment provider
- Develop and implement an ongoing recovery and post-supervision plan with a Court Coordinator/Case Manager
- Fines and costs are paid in full

How is the phase in which a participant starts the program determined? All participants begin in Phase I and progress accordingly

Describe how the above information differs from previous years' procedures: None

Case Management

Case Management is provided by: Assigned Case Managers, Probation Officers, Therapist

If other, please explain:

What is the ratio of participants to the case manager (e.g. 50:1)?

Case Manager Ratio: 40:1

Case Management Responsibilities:

How are the case management responsibilities integrated with the activities of the treatment provider(s) and ancillary services provider(s)?

Human trafficking/victimization assessment, RANT risk/needs assessment, Arizona Self Sufficiency Matrix assessment, eligibility determination, completion of intake paperwork, linkage to University of Michigan Human Trafficking Clinic and treatment provider, verification of 12-step meeting attendance, verification of random breath and drug testing compliance, verification of treatment team recovery plan, resource linkage, coordination with probation and treatment providers, development of court reports, maintenance of records, supervision of peer support specialists, coordination with judicial team, and ongoing participant support.

Describe how the above information differs from previous years' procedures:

If additional funding is granted, the existing program will expand greatly to include additional defendants and add the class of offender convicted of misdemeanor use of a controlled substance (excluding marijuana).

Judicial Supervision

Description of Staffing Meeting

Please describe the staffing meetings, including how they operate and how decisions regarding participants are made.

The Court Coordinator/ Case manager, the Peer Support Specialist, and treatment coordinator attend both a meeting with the treating therapist and with the Judge and probation in the days prior to scheduled review hearings. For the treatment team meeting, the therapist and peer supports provide the Court Coordinator/Case Manager written treatment reports and the Court Coordinator/Case Manager provides written court reports for judicial team meetings. Each participant is discussed individually with each party weighing in on strengths and areas of concern. Preliminary discussion of sanctions and incentives also occurs.

Check all that apply.

Who attends the staffing meetings?

Judge, Coordinator, Case Manager, Parole/Probation Agent, Treatment Provider, Peer Mentors

If Other, please describe:

When do staffing meetings occur?

The day before the status review hearing

No Staffing Meeting:

If no staffing meeting occurs prior to the status review hearing, explain the reason why. Explain the process for updating the team on each participants status.

Status Review Hearings

How frequently does the participant appear before the judge for status review hearings?

During Phase 1 the participant must appear every other week for a review with the Judge.
During Phase 2 the participant must appear once a month for a review with the Judge.
During Phase 3 the participant must appear once a month for a review with the Judge.

Description of Review Hearings

Please describe the status review hearings, including how they operate and how each participant interacts with the court.

Status review hearings are held on a specialized docket within 14B District Court on Wednesday mornings prior to the regularly scheduled docket with the Judge, Court Coordinator, and certified peer support specialist present.
Each participant is called individually to the podium where they speak individually with the Judge in regards to their recovery progress, sanctions (if any) are addressed, and participants have the opportunity to ask questions and share successes. The court claps for achievements.
Anyone scheduled to phase up receives a certificate from the Judge who leaves the bench to shake their hand and personally hand the certificate and give congratulations.
All participants remain in the courtroom until the docket has concluded.

Who attends the status review hearing? Judge, Coordinator, Peer Mentors

If Other, please describe:

Confidentiality:

What are the programs policy and/or procedure(s) for complying with confidentiality rules such as 42 CFR Part 2 and HIPAA during the status review hearing?

The Court requires every participant to sign a "Consent For Disclosure of Confidential Court Information (Disclosure with client's consent as per Title 42, Chapter 1, Part 2 Federal Register)". This consent form includes the specific language, "Disclosure of this confidential information may be made only as necessary for and pertinent to hearings and/or reports to the Court Team. I understand that any disclosure made is bound by Part 2 of Title 42 of the Code of Federal Regulations, which governs the confidentiality of substance abuse client records." This consent form is maintained in the participant's file. This disclosure agreement operates to allow the sharing of substance abuse treatment between Court team members. To ensure complete understanding of the disclosure the Court Coordinator/Case Manager orally explains the disclosure and also provides participants with a simplified explanation of the disclosure agreement and their privacy rights.
The Court also assures compliance with federal confidentiality laws regarding treatment by not using participant's last names in email communications.
Within the courtroom, the Judge adheres to the confidentiality requirements as well, understanding that the courtroom is a public hearing. Judge does not ask specific questions pertaining to an individual's physical or mental health and does not disclose on record information explicitly stated to be confidential from the treatment provider. By offering a separate docket, the courtroom is also reduced to participants rather than full of individuals on other dockets.

What are the programs policy and/or procedure(s) for complying with confidentiality rules such as 42 CFR Part 2 and HIPAA during the staffing meeting?

Meetings in which confidential information is to be discussed is only attended by parties authoized for disclosure of information. These meetings are closed any notes will not identify participants by full name.

Describe how the above information differs from previous years' procedures: none

Drug Testing

Drug Test Frequency?

How frequently are participants required to submit to alcohol and/or drug testing?

During Phase I participants must complete upto daily morning PBT's for at least 90 days (unless the Court indicates otherwise) and weekly random urine screens (up to 3 times per week). During Phase II participants must complete random weekly PBT's and random urine screens (a minimum of 3 times per month). During Phase III, participants must complete random PBT's and random urine drug screens (a minimum of 1 per month).

Drugs Tested?

What types of drugs does the drug/DWI court program test for?

Marijuana, heroine, cocaine, benzodiazepine, oxycodone, opioids, amphetamine, methamphetamine

Does your program utilize a testing agency for drug and alcohol testing?

Drug Testing Agency:

Yes

If yes, list which agency(s) are being utilized

Most PBTs are administered by Washtenaw County Community Corrections (Community Corrections). During Phase I urine screens are performed by the service provider and Community Corrections. After Phase I all urine screens are administered by Community Corrections. All alcohol tethers and sober link testing are administered by Community Corrections.

Does your drug/DWI court personnel perform alcohol and drug testing?

Perform Alcohol and Drug Testing?

Yes

If yes, list who performs the testing:

The Probation Department performs PBT testing and the Court Coordinator/Case Manager sometimes administers PBTs during regular meetings. All drug testing is contracted out.

Who is notified of the test results? How soon is notification made concerning positive test results?

Test Result Notification:

The Probation Department is notified directly through Community Corrections, typically within 1 hour of the positive test. The probation department then notifies the Court Coordinator/Case Manager. The Court Coordinator/Case Manager is notified of a positive test through treatment provider immediately and then informs Probation Department.

What is the response to a positive alcohol or drug test result?

The initial response to a positive drug or alcohol test is to meet with the treatment provider and discuss increased treatment needs. Additionally, each participant completes a relapse autopsy where they begin to identify the areas in their recovery that may have been lacking in order to strengthen their recovery program. Participants are re-set to Phase 1 requirements and may have increased testing above typical Phase 1 testing requirements. Sanctions for using will increase and become more punitive as an individual progresses through the program and has been offered additional services to address the underlying issues surrounding their addiction and relapse or ongoing use.

Positive Result Response?

Statute and Best Practices

Explain how your drug testing protocol meets statute and best practices.

- The EMIT homogeneous enzyme immunoassay analyzers on site
- SAMHSA certified lab for confirmation testing, when requested
- Enzyme linked ImmunoSorbent assay oral testing
- Random (flexible) Testing Schedules – 6 days a week
- MDOC supported testing procedures
- Direct Observation
- 3 attempts or,
- One hour time frame
- Chain of Custody signatures
- Temperature
- Dilution/Adulteration testing

Describe how the above information differs from previous years' procedures: none

Incentives

| List Incentives your program uses | List the reason an Incentive is used | Who can award an Incentive and when does this happen |
|--|---|--|
| public affirmations at review hearings gift cards certificate of phase completion graduation certificate | regular negative drug testing results engagement and leadership in group meetings completion of phase achievement of a goal | Presiding Judge at review hearing or graduation ceremony |

Sanctions

| List Sanctions your program uses | List the reason a Sanction is used | Who can administer a Sanction and when does this happen |
|--|--|---|
| increased monitoring community service jail work program resetting current phase jail expulsion from program | violation of program rules missed appointment missed court date positive drug test dishonesty new criminal offense | Presiding Judge during session of court |

Jail/Detention

What detention facility(ies) or jail does your program use (if any) and is it secured or non-secured?

Any detention takes place at the Washtenaw County Jail.

Describe the services participants receive while in detention or jail.

Any participant incarcerated will be eligible to participate in the Dawn Farm jail treatment program and attend AA and NA meetings.

Graduation Requirements

Graduation Requirements:

Discuss the programs requirements for graduation.

Completion of 18-24 months in the program, including the completion of the treatment plan, at least 90 days of sobriety immediately prior to graduation, completion of ongoing recovery plan, and all fines and costs paid in full.

Once graduation occurs:

the participant is no longer under the courts jurisdiction

Describe how the above information differs from previous years' procedures:

none

Expulsion Criteria

Termination Criteria:

Explain the criteria for terminating a participant from the program.

Termination will be determined on a case-by-case basis by the Judge and the Court Coordinator/Case Manager. Termination from the program may occur for a variety of reasons including:

- Participant petitions the Court for voluntary termination (may result in serving jail time)
- Participant exhibits violent behavior or threats of violent behavior toward self or others
- Participant displays inappropriate, disruptive or non-compliant behavior
- Participant refuses to satisfactorily participate in program requirements
- Participant is charged with another criminal offense (case-by-case basis)
- Participant fails to show for review hearings or report days
- Repeated violation of program rules
- Repeated missed, diluted or positive urine screens/PBT

Describe how the above information differs from previous years' procedures: none

Sustainability Plan

Sustainability Plan:

Explain the plan for addressing program needs (i.e., treatment resources, team members, clinical and legal criteria, target population, program design, and funding) that are required to sustain the program when/if grant funds are no longer available.

Many of the personnel costs of Court – the police, prosecutor and defense counsel – are paid for from Ypsilanti Township's or Washtenaw County's operational budget and general fund. Additionally, legal services from the Human Trafficking Clinic are provided by the University of Michigan Law School.

Grant funds are used primarily for residential treatment for low-income and/or indigent defendants and a Court Coordinator/Case Manager and Peer Support Specialist. Grant funds are used for outpatient, intensive outpatient, and individual substance abuse treatment, as well as assistance with sober transitional services expenses. Some ancillary services utilized by Court participants are currently funded through Washtenaw County government resources; funding changes yearly. Grants funds are vital for the identification and treatment of Court participants with substance abuse issues. Many government agencies have strict policies against funding psychiatric evaluations, diagnoses, administering and paying for medication essential to the welfare of mental health patients.

Additionally, there are private donors, federal government departments and foundations interested in funding human trafficking prevention.

As a result this program will be eligible for a variety of funding sources.

If funding assistance and grant funding were no longer available, the HT Court would make every effort to continue to provide the services currently provided, and would draw on the relationships established with its partners and Washtenaw County government to seek additional resources.

Describe how the above information differs from previous years' procedures: none

Program Evaluation

Process Evaluation

What methods and tools does your team use to evaluate the structure of your program?

Keeping track of data through DCCMIS will be important to identifying trends. Once a negative trend is identified it can be evaluated at a team meeting. If it is determined that the trend is caused by the structure of the program methods can be modified to attempt to correct the negative trend. In addition, budget and expenditures can be reviewed on a regular basis. If there is an area in which expenditures are outpacing budget, or significantly below budget, that will have to be evaluated. Again if the evaluation determines that adjustments to operations are necessary those adjustments can be made. Continued monitoring of defendants, both on paper and by personal observation may also bring an issue before the court. Once a change is made, it will be monitored to determine if the change has a positive effect on the program.

Evaluation Frequency

How often does your team evaluate program structure?

Program structure will be evaluated on a rolling basis and a planned basis. Any issue identified by a team member or that becomes apparent by data review will be addressed to determine if adjustment is needed. In addition, on a quarterly basis, finances and structure will be reviewed and tested for any need to make changes to the program.

Outcome Evaluation

What methods and tools does your team use to evaluate your program's outcomes?

Data from DCCMIS will be utilized to track outcomes. In addition, team member observations will be part of the evaluation.

Evaluation Frequency

How often does your team evaluate its outcomes? Please list the performance measures that are evaluated.

Outcomes will be measured quarterly and annually. The outcomes to be measured will be phase up and graduation rate; sanction rate; rate of dismissal from the program for violation of program protocol; recidivism rate and relapse rate.

Drug Court Team

Who are the members of the drug/DWI court team? Judge, Coordinator, Parole/Probation Agent, Treatment Provider, Peer Mentors

If Other, please describe:

Check the mechanisms for communication that are used by the drug/DWI court team members. (Check all that apply).

Court Team Communication: Journal entry using DCCMIS, Phone, Fax, Staffing meeting, E-mail, In-person

If Other, please describe:

Describe how the above information differs from previous years' procedures: None

Program Income

Will your court program earn program income as defined above? No

Program Income Sources:

If yes: what are the program income sources and how much is charged for each program income source (e.g., drug tests \$5; participation fees \$250, etc.)?

Collection

What percent of program income (not court costs or fees) does your program collect?

N/A

Financial Request Justification

Are you requesting more grant funds than last year? Yes

If yes, explain why based on the operations of your program. For example, drug test cost increases, program expansion.

We are transitioning from planning phase to an operational drug court. In addition, we are adding an additional class of offender to include those individuals convicted of misdemeanor use of a controlled substance (excluding marijuana) and misdemeanor operating a motor vehicle under the influence of a controlled substance (excluding marijuana). By going fully operational and expanding the scope of participants, we anticipate taking on as many as 4 times the number of participants that we currently have. To achieve this, the program will require additional funds for treatment, supervision, testing and all other per-participant costs.

Certification Form

Authorizing Official

By checking the box, I certify that the below referenced person is the Authorizing Official for the court program. Yes

Authorizing Official Name: Charles Pope

Date: 10/16/2014

Project Director

By checking the box, I certify that the below referenced person is the Project Director for the court program. Yes

Project Director Name: Mark Nelson

Date: 10/16/2014

Financial Officer

By checking the box, I certify that the below referenced person is the Financial Officer for the court program. Yes

Financial Officer Name: Jackie Wallen

Date: 10/16/2014

By checking this box, I certify that the Chief Judge of this court supports our court applying for this grant opportunity. Yes

Personnel

| Name | Position | Computation | Request | Other Grant Or Funding Sources | Local Cash Contribution | Local In- Kind Contribution | Total |
|------|----------|-------------|---------|--------------------------------------|----------------------------|-----------------------------------|-------|
|------|----------|-------------|---------|--------------------------------------|----------------------------|-----------------------------------|-------|

| | | | | | | | |
|-----|--------------------|---|-------------|--------|--------|--------|-------------|
| | | \$19.50 - \$25.00 per hour depending on experience. Depending on case load the court will utilize one case manager on a part-time basis up to 29 hours per week or two case managers dividing 40 hours per week at a maximum of 29 hours per week. The budget request is based on two case managers at 20 hours per week at \$25.00 per hour. | | | | | |
| tbd | case manager - FTE | | \$52,000.00 | \$0.00 | \$0.00 | \$0.00 | \$52,000.00 |
| | | This position will consist of two peer supports each working 29 hours per week. The rate of pay will be \$13.50 per hour | | | | | |
| tbd | Peer Support | | \$40,716.00 | \$0.00 | \$0.00 | \$0.00 | \$40,716.00 |
| | | | \$92,716.00 | \$0.00 | \$0.00 | \$0.00 | \$92,716.00 |

Personnel Justification

Personnel Justification

Justify personnel (i.e. wages) associated with the proposed project.

The case manager administers the human trafficking/victimization assessment, RANT risk/needs assessment, Arizona Self Sufficiency Matrix assessment, eligibility determination, completion of intake paperwork, linkage to University of Michigan Human Trafficking Clinic and treatment provider, verification of 12-step meeting attendance, verification of random breath and drug testing compliance, verification of treatment team recovery plan, resource linkage, coordination with probation and treatment providers, coordination with judicial team, and ongoing participant support.

Depending on the number of participants the Court will have either one case manager or two. If there is one case manager hours per week will be limited to 29 hours. If there are two case managers the max hours between the two will be 40 hours. Peer supports will assist case manager(s) in their duties. In addition, they will assist program participants in recovery and education. This includes assisting program participants in setting and pursuing their recovery goals, monitoring and quantifying their progress, lending assistance with treatment, and leading by example when it comes to coping strategies that have been helpful in their own recovery.

Fringe Benefits

| Row | Percentage | Request | Other Grant Or Funding Sources | Local Cash Contribution | Local In-Kind Contribution | Total |
|-------------------------|------------|-------------------|--------------------------------------|----------------------------|-------------------------------|-------------------|
| Employer FICA | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Retirement | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Hospital Insurance | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Dental Insurance | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Vision Insurance | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Unemployment | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Workers Compensation | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Life Insurance | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other | 2.75% | \$2,549.69 | \$0.00 | \$0.00 | \$0.00 | \$2,549.69 |
| Other | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Totals | | \$2,549.69 | \$0.00 | \$0.00 | \$0.00 | \$2,549.69 |

Fringe Benefits Justification

Fringe Benefits Justification

Justify fringe benefit costs associated with the proposed project.

Grant employees will be temporary employee of 14B District Court and the court must allocate additional expenses for Medicaid payments and deferred compensation in lieu of Social Security payments in the amounts of 1.45% and 1.3% respectively.

Contractual

| Contractor | Computation | Services to be Provided | Request | Other Grant or Funding Source | Local Cash Contribution | Local In-Kind Contribution | Total | Subrecipient | Contractor/Vendor |
|--|---|---|-------------|-------------------------------|-------------------------|----------------------------|-------------|--------------|-------------------|
| Dawn Farm | \$460/mo for 20 participants for 2 months each | Transitional housing | \$18,400.00 | \$0.00 | \$0.00 | \$0.00 | \$18,400.00 | No | Yes |
| Home of New Vision | 150 days * \$192 | Residential Treatment | \$28,800.00 | \$0.00 | \$0.00 | \$0.00 | \$28,800.00 | No | Yes |
| Home of New Vision | 20* \$300 | Psychiatric Evaluation | \$6,000.00 | \$0.00 | \$0.00 | \$0.00 | \$6,000.00 | No | Yes |
| Washtenaw County Community Corrections | 900 Tests * \$10 per test alcohol tether 25 participants for 30 days \$25.00 enrollment plus \$11.00 per day | Drug and alcohol testing and monitoring | \$9,775.00 | \$0.00 | \$0.00 | \$0.00 | \$9,775.00 | No | Yes |
| Dawn Farm | 150 days * \$120 per day | Residential Treatment | \$18,000.00 | \$0.00 | \$0.00 | \$0.00 | \$18,000.00 | No | Yes |
| Dawn Farm | 20 * \$120 | Assessment | \$2,400.00 | \$0.00 | \$0.00 | \$0.00 | \$2,400.00 | No | Yes |

| | | | | | | | | | |
|--------------------|-------------------------|-----------------------------|---------------------|---------------|---------------|---------------|---------------------|----|-----|
| Home of New Vision | 25 * \$31 / session | Medication Review | \$775.00 | \$0.00 | \$0.00 | \$0.00 | \$775.00 | No | Yes |
| Home of New Vision | 20 *\$350 / participant | Transitional Housing Entry | \$7,000.00 | \$0.00 | \$0.00 | \$0.00 | \$7,000.00 | No | Yes |
| Home of New Vision | 160 weeks * \$130/week | Transitional Housing | \$20,800.00 | \$0.00 | \$0.00 | \$0.00 | \$20,800.00 | No | Yes |
| Home of New Vision | 90 hours *\$23 | Administration Coordination | \$2,070.00 | \$0.00 | \$0.00 | \$0.00 | \$2,070.00 | No | Yes |
| Home of New Vision | 150 sessions * \$60 | Individual Therapy | \$9,000.00 | \$0.00 | \$0.00 | \$0.00 | \$9,000.00 | No | Yes |
| Dawn Farm | 20 Session * \$300 | Psychiatric Evaluation | \$6,000.00 | \$0.00 | \$0.00 | \$0.00 | \$6,000.00 | No | Yes |
| Dawn Farm | 40 Sessions * \$50 | Medication review | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | No | Yes |
| Home of New Vision | 150 Sessions *\$30 | Group Therapy | \$4,500.00 | \$0.00 | \$0.00 | \$0.00 | \$4,500.00 | No | Yes |
| Dawn Farm | 150 Session * \$25 | Group therapy | \$3,750.00 | \$0.00 | \$0.00 | \$0.00 | \$3,750.00 | No | Yes |
| | | | \$139,270.00 | \$0.00 | \$0.00 | \$0.00 | \$139,270.00 | | |

Contractual Justification

Contractual Justification

Justify contractual costs associated with the proposed project.

The above services cover the range of treatment services participants may need from Home of New Vision and Dawn Farm, our treatment service providers. Home of New Vision was selected because they specialize in gender-specific treatment and have extensive experience working with the overlap of addiction and commercial sex. Dawn Farm was selected to do their long history in the County and their existing relationship with the Sheriff's Department in providing community corrections services.

Supplies

| Item | Computation | Request | Other Grantor Funding Source | Local Cash Contributions | Local In-Kind Contributions | Total |
|------|-------------|---------|------------------------------------|-----------------------------|--------------------------------|--------|
| | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Supplies Justification

Supplies Justification

Justify supply costs associated with the proposed project.

Materials includes binders, folders, dividers and a daily planner for each participant. These items are for participants to organize the materials they receive from the court, their service provider, and their 12-step meetings. The planner is of particular importance as the Case Manager uses it to teach participants how to organize their time and maintain commitments.

Travel

| Type of Travel Expenses | Computation | Request | Other Grantor Funding Source | Local Cash Contributions | Local In-Kind Contributions | Total |
|---|--|-------------------|------------------------------------|-----------------------------|--------------------------------|-------------------|
| MADCP conference registration fees | \$295.00 for three attendees | \$885.00 | \$0.00 | \$0.00 | \$0.00 | \$885.00 |
| Bus Passes | 120 monthly bus passes * \$29 per pass | \$3,480.00 | \$0.00 | \$0.00 | \$0.00 | \$3,480.00 |
| | | \$4,365.00 | \$0.00 | \$0.00 | \$0.00 | \$4,365.00 |

Travel Justification

Travel Justification

Justify travel costs associated with the proposed project.

Mobility is key to success in this program, particularly in the early months when participants are required to attend 90 12-step meetings in 90 days. Furthermore, most participants do not have reliable income or transportation. Thus the HT Court provides each participant with a monthly buss pass for the first 3 months of their participation in the court.

Other Sources of Funding

Other Sources of Funding

Personnel Summary

| Budget Category | Request | Other Grant Or Funding Source | Local Cash Contributions | In-Kind Contributions | Total Cost |
|-----------------|-------------|----------------------------------|-----------------------------|--------------------------|-------------|
| Personnel Total | \$92,716.00 | \$0.00 | \$0.00 | \$0.00 | \$92,716.00 |

Fringe Benefits Summary

| Budget Category | Request | Other Grant Or Funding Source | Local Cash Contributions | In-Kind Contributions | Total Cost |
|--------------------------|------------|----------------------------------|-----------------------------|--------------------------|------------|
| Fringe Benefits Total | \$2,549.69 | \$0.00 | \$0.00 | \$0.00 | \$2,549.69 |

Contractual Summary

| Budget Category | Request | Other Grant Or Funding Source | Local Cash Contributions | In-Kind Contributions | Total Cost |
|-------------------|--------------|----------------------------------|-----------------------------|--------------------------|--------------|
| Contractual Total | \$139,270.00 | \$0.00 | \$0.00 | \$0.00 | \$139,270.00 |

Supplies Summary

| Budget Category | Request | Other Grant Or Funding Source | Local Cash Contributions | In-Kind Contributions | Total Cost |
|-----------------|---------|----------------------------------|-----------------------------|--------------------------|------------|
| Supplies Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Travel Summary

| Budget Category | Request | Other Grant Or Funding Source | Local Cash Contributions | In-Kind Contributions | Total Cost |
|-----------------|------------|----------------------------------|-----------------------------|--------------------------|------------|
| Travel Total | \$4,365.00 | \$0.00 | \$0.00 | \$0.00 | \$4,365.00 |

Total Budget

| Budget Category | Request | Other Grant Or Funding Source | Local Cash Contributions | In-Kind Contributions | Total Cost |
|-----------------|--------------|----------------------------------|-----------------------------|--------------------------|--------------|
| Total | \$238,900.69 | \$0.00 | \$0.00 | \$0.00 | \$238,900.69 |

NEW BUSINESS

**CHARTER TOWNSHIP OF YPSILANTI
2015 BUDGET AMENDMENT #15**

December 1, 2015

| | | |
|--------------------------------------|-----------------------|----------------------------------|
| 101 - GENERAL OPERATIONS FUND | Total Increase | <u><u>\$12,054.60</u></u> |
|--------------------------------------|-----------------------|----------------------------------|

Increase salary by amendment to the resolution of the elected officials due to the additional pay period. This will cover earned wages from December 18 to December 31 of 2015. This will affect the wages and FICA line items in their respective departments. We will be changing the resolution for the elected officials to a bi-monthly pay beginning in 2016 at the suggestion of our auditor, David Williamson. This way we will avoid the extra pay period in 11 years. This will be funded by an appropriation from prior year fund balance.

| | | | |
|---------------|-------------------------|---------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-000-699.000 | \$12,054.60 |
| | | | <u>\$12,054.60</u> |
| | | Net Revenues | <u><u>\$12,054.60</u></u> |
| | | | |
| Expenditures: | Wage - Trustees | 101-101-000-703.000 | \$2,305.16 |
| | FICA - Trustees | 101-101-000-715.000 | \$176.35 |
| | Wage - Supervisor | 101-171-000-703.000 | \$2,964.26 |
| | FICA - Supervisor | 101-171-000-715.000 | \$226.77 |
| | Wage - Clerk | 101-215-000-703.000 | \$2,964.26 |
| | FICA - Clerk | 101-215-000-715.000 | \$226.77 |
| | Wage - Treasurer | 101-253-000-703.000 | \$2,964.26 |
| | FICA - Treasurer | 101-253-000-715.000 | \$226.77 |
| | | Net Expenditures | <u><u>\$12,054.60</u></u> |

| | | |
|--------------------------------------|-----------------------|----------------------------------|
| 236 - 14B DISTRICT COURT FUND | Total Increase | <u><u>\$27,500.00</u></u> |
|--------------------------------------|-----------------------|----------------------------------|

Increase revenue and expenditure budget for State Grant for the period between October 1 through December 27 for a grant received for Drug Court Docket funding. This will be funded by a State Grant.

| | | | |
|---------------|----------------------------|---------------------|---------------------------|
| Revenues: | State Grant | 236-000-000-569.019 | \$27,500.00 |
| | | | <u>\$27,500.00</u> |
| | | Net Revenues | <u><u>\$27,500.00</u></u> |
| | | | |
| Expenditures: | 14B Court Special Projects | 236-136-000-802.200 | \$27,500.00 |
| | | | <u>\$27,500.00</u> |
| | | Net Expenditures | <u><u>\$27,500.00</u></u> |

| | | |
|--------------------------------------|-----------------------|---------------------------------|
| 893 - NUISANCE ABATEMENT FUND | Total Increase | <u><u>\$4,000.00</u></u> |
|--------------------------------------|-----------------------|---------------------------------|

Increase board ups enforcement cost and noxious weed enforcement cost in the Nuisance Abatement Fund. This will be funded by the increase to the services changes for board up of vacant & residential properties revenue.

| | | | |
|---------------|-------------------------------|---------------------|--------------------------|
| Revenues: | Board Up Revenue Vac Res | 893-000-00-672.002 | \$4,000.00 |
| | | | <u>\$4,000.00</u> |
| | | Net Revenues | <u><u>\$4,000.00</u></u> |
| | | | |
| Expenditures: | Board Up Enforcement cost | 893-893-000-806.002 | \$2,000.00 |
| | Noxious weed enforcement cost | 893-893-000-806.003 | \$2,000.00 |
| | | Net Expenditures | <u><u>\$4,000.00</u></u> |

Motion to Amend the 2015 Budget (#15):

Move to increase the General Fund budget by \$12,054.60 to \$10,213,735 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund by \$27,500 to \$1,605,351 and approve the department line item changes as outlined.

Move to increase the Nuisance Abatement Fund by \$4,000 to \$52,869 and approve the department line item changes as outlined.

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2015-36
ESTABLISH TOWNSHIP SUPERVISOR'S SALARY

WHEREAS according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

WHEREAS the salary for the office of Supervisor was decreased in 2010 by 3% from the 2009 total salary and remained the same in 2011, 2012 and 2013 at \$73,653.80 annually; and

WHEREAS in 2014, it was restored to the 2009 total salary of \$75,931.75; and

WHEREAS in 2015, it was increased by 1.5%, the same as AFSCME, Teamsters and non-union employees; and

WHEREAS per their contracts, all AFSCME and Teamster employees will receive a 1.5% increase in 2016; and

WHEREAS it is proposed that non-union employees also receive this increase,

NOW THEREFORE BE IT RESOLVED that the salary for the office of Supervisor shall receive a 1.5% increase from the original 2015 salary in 2016 to \$78,226.79; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2015-37
ESTABLISH TOWNSHIP CLERK'S SALARY

WHEREAS according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

WHEREAS the salary for the office of Clerk was decreased in 2010 by 3% from the 2009 total salary and remained the same in 2011, 2012 and 2013 at \$73,653.80 annually; and

WHEREAS in 2014, it was restored to the 2009 total salary of \$75,931.75; and

WHEREAS in 2015, it was increased by 1.5%, the same as AFSCME, Teamsters and non-union employees; and

WHEREAS per their contracts, all AFSCME and Teamster employees will receive a 1.5% increase in 2016; and

WHEREAS it is proposed that non-union employees also receive this increase,

NOW THEREFORE BE IT RESOLVED that the salary for the office of Clerk shall receive a 1.5% increase from the original 2015 salary in 2016 to \$78,226.79; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2015-38
ESTABLISH TOWNSHIP TREASURER'S SALARY

WHEREAS according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

WHEREAS the salary for the office of Treasurer was decreased in 2010 by 3% from the 2009 total salary and remained the same in 2011, 2012 and 2013 at \$73,653.80 annually; and

WHEREAS in 2014, it was restored to the 2009 total salary of \$75,931.75; and

WHEREAS in 2015, it was increased by 1.5%, the same as AFSCME, Teamsters and non-union employees; and

WHEREAS per their contracts, all AFSCME and Teamster employees will receive a 1.5% increase in 2016; and

WHEREAS it is proposed that non-union employees also receive this increase,

NOW THEREFORE BE IT RESOLVED that the salary for the office of Treasurer shall receive a 1.5% increase from the original 2015 salary in 2016 to \$78,226.79; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

12/1/15

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2015-39**

ESTABLISH TOWNSHIP TRUSTEES' SALARY

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board;

NOW THEREFORE BE IT RESOLVED that the salary of the office of Trustee shall not be increased for 2016 and will remain at the 2015 original salary of \$14,983.41 annually; and

BE IT FURTHER RESOLVED that elected officials' wages will be paid bi-monthly per our auditor's recommendation.

Revised 12/1/15

RESOLUTION NO. 2015-40

CHARTER TOWNSHIP OF YPSILANTI WAGE RESOLUTION FOR ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES

WHEREAS administrative and confidential employees received a 3% decrease in 2010 and in 2011 and 2012, their paid time off was decreased by 8 days, which is equivalent to a 3% reduction and was restored in 2013; and

WHEREAS in 2013, their salary remained the same as in 2010, 2011 and 2012;

WHEREAS in 2014, their salary was restored to their 2009 total salary; and

WHEREAS in 2015, they received a 1.5% increase, the same as AFSCME and Teamster employees; and

WHEREAS in 2016, AFSCME and Teamsters employees will again receive a contractual 1.5% increase; and

WHEREAS due to the way our payroll weeks fall in 2016, administrative and confidential employees will receive 27 pays (this only happens once every 11 years). AFSCME and Teamsters employees will receive their 27 pays in 2015. Using modified accrual accounting, one week has been added to the budget but the salary resolution only includes the 1.5% increase;

NOW THEREFORE BE IT RESOLVED that the salaries for administrative and confidential employees are recommended to be as follows for 2016:

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|----------|-----------|----------|----------|-----------|-----------|-----------|
| | Total | Total | Total | Total | Total | Total | Total |
| | Salary | Salary | Salary | Salary | Salary | Salary | Salary |
| Deputy Supervisor | \$53,306 | \$ 53,306 | \$53,306 | \$53,306 | \$ 54,954 | \$ 55,778 | \$ 56,615 |
| Note 1 Neighborhood Watch Coordinator | \$ - | \$ 7,800 | \$7,800 | \$7,800 | \$ 7,800 | \$ 10,000 | \$ 10,000 |
| Deputy Clerk | \$53,306 | \$ 53,306 | \$53,306 | \$53,306 | \$ 54,954 | \$ 55,778 | \$ 56,615 |
| Deputy Treasurer | \$53,306 | \$ 53,306 | \$53,306 | \$53,306 | \$ 54,954 | \$ 55,778 | \$ 56,615 |
| Human Resource Generalist II | \$52,405 | \$ 54,905 | \$54,905 | \$52,404 | \$ 54,026 | \$ 54,839 | \$ 55,662 |
| Note 2 Quality Assurance Specialist | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,000 | \$ 50,750 |
| Accounting Director | \$80,489 | \$ 70,000 | \$70,000 | \$70,000 | \$ 70,630 | \$ 71,689 | \$ 72,765 |
| Assessor | \$28,700 | \$ 40,000 | \$40,000 | \$35,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 |
| Note 3 Building Director | \$74,823 | \$ 74,823 | \$74,823 | \$74,823 | \$ 77,137 | \$ 77,137 | \$ 74,000 |
| Planning Director | \$ - | \$ 65,000 | \$65,000 | \$65,000 | \$ 66,950 | \$ 67,954 | \$ 68,974 |
| Note 4 Recreation Services Manager | \$73,239 | \$ 73,239 | \$73,239 | \$73,239 | \$ 75,504 | \$ 60,000 | \$ 60,900 |
| Hydro Operator | \$53,690 | \$ 53,690 | \$53,690 | \$53,690 | \$ 55,301 | \$ 56,131 | \$ 56,973 |
| Fire Chief | \$74,690 | \$ 74,690 | \$74,690 | \$74,690 | \$ 77,000 | \$ 79,310 | \$ 80,500 |
| Police Services Administrator | \$79,528 | \$ 79,528 | \$79,528 | \$79,528 | \$ 81,988 | \$ 83,218 | \$ 84,466 |
| OCS Executive Administrator | \$ - | \$ - | \$0 | \$0 | \$ - | \$ 60,000 | \$ 60,900 |
| 14B District Court Judge | \$45,724 | \$ 45,724 | \$45,724 | \$45,724 | \$ 45,724 | \$ 45,724 | \$ 45,724 |
| Magistrate/Court Administrator | \$45,000 | \$ 45,000 | \$67,258 | \$67,258 | \$ 67,863 | \$ 68,881 | \$ 69,914 |
| Court Administrator | \$56,070 | \$ 56,070 | \$0 | \$0 | \$ - | \$ - | \$ - |
| Secretary/Court Recorder | \$49,241 | \$ 49,241 | \$49,241 | \$49,241 | \$ 49,241 | \$ 49,980 | \$ 50,729 |
| Secretary/Court Recorder | \$49,241 | \$ 49,241 | \$49,241 | \$49,241 | \$ 49,241 | \$ 49,980 | \$ 50,729 |
| Residential Services Director | \$81,104 | \$ 81,104 | \$81,104 | \$81,104 | \$ 83,612 | \$ 84,866 | \$ 86,139 |
| Golf Course Superintendent | \$77,520 | \$ 75,194 | \$75,194 | \$75,194 | \$ 75,194 | \$ 75,194 | \$ 76,322 |
| Assistant to Golf Course Superintendent | \$29,650 | \$ 29,650 | \$29,650 | \$29,650 | \$ 29,650 | \$ 29,650 | \$ 30,095 |
| Golf Operations Director | \$48,892 | \$ 48,892 | \$48,892 | \$48,892 | \$ 54,892 | \$ 50,000 | \$ 50,750 |

Note 1 The duties for Neighborhood Watch continue to be split between the Supervisor and Deputy Supervisor.

Note 2 The new Quality Assurance Specialist was hired in August 2015. The amount listed for the 2016 salary includes the 1.5% increase but the increase won't be given until August 2016.

Note 3 The new Building Director was hired in April 2015 and as part of his employment agreement, he would receive step increases after 6 months and 1 year of employment. The amount listed for the 2016 salary is what it will be after the 2nd step increase but the increase won't be given until April 2016.

Note 4 The new Recreation Services Manager was hired in August 2014. The responsibilities for the gatehouse attendants and park rangers now fall under the Quality Assurance Specialist. Therefore, the position was given a lower salary than the former Recreation Director.

**CHARTER TOWNSHIP OF YPSILANTI
Resolution No. 2015 - 46**

**ADOPTION OF REGULAR BOARD MEETING DATES
FOR THE 2016 CALENDAR YEAR**

NOW THEREFORE, BE IT RESOLVED that the attached schedule of dates and times be adopted for the Charter Township of Ypsilanti for the 2016 calendar year.

**CHARTER TOWNSHIP OF YPSILANTI
BOARD OF TRUSTEES**

SCHEDULE OF MEETINGS FOR 2016

| | |
|--|---|
| Work Session 5:00 p.m. Civic Center Board Room | Regular Meeting 7:00 p.m. Civic Center Board Room |
|--|---|

In 2016, the Township Board will meet on the 1st and 3rd Tuesday of each month in February, March, April, May, October, and December and on the 3rd Tuesday of each month in January, June, July, August, September, and November.

Tuesday January 19, 2016

Tuesday February 2, 2016
Tuesday February 16, 2016

Tuesday March 1, 2016
Tuesday March 15, 2016

Tuesday April 5, 2016
Tuesday April 19, 2016

Tuesday May 3, 2016
Tuesday May 17, 2016

Tuesday June 21, 2016

Tuesday July 19, 2016

Tuesday August 16, 2016

Tuesday September 20, 2016

Tuesday October 4, 2016
Tuesday October 18, 2016

Tuesday November 15, 2016

Tuesday December 6, 2016
Tuesday December 20, 2016

All meetings are held at the Ypsilanti Township Civic Center Building, 7200 S. Huron River Drive, Ypsilanti Township

Special Meetings may be called with 24-hour notification.

Pre-approval of Statements and Checks is authorized when no Board Meeting is held, with formal approval at the next regularly scheduled meeting, contingent on Board Members review and no objection.

RESOLUTION 2015 - 47

Elected Officials 2015 Wages

(A Resolution to Amend Resolutions 2014-29, 30, 31 & 32)

WHEREAS, the 2015 salaries of the elected officials were set by adopted Resolutions 2014-29, 30, 31 & 32 on December 2, 2014 for the calendar year 2015, and

WHEREAS, the elected officials are paid bi weekly in accordance with township policy, and

WHEREAS, the number of pay periods on a bi weekly schedule for elected officials in 2015 is 27, and

WHEREAS, in order to pay elected officials for the final two weeks in December 2015 the Township Board must amend the 2015 Elected Officials Wage Resolutions; Resolutions 2014-29,30,31 & 32,

NOW THEREFORE, BE IT RESOLVED that the 2015 Salary Resolutions 2014-29, 30, 31 and 32 for the elected official's wages for 2015 are hereby amended as follows:

- Supervisor, Clerk and Treasurer to \$80,034.99
- Trustees to \$15,559.70

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2015 - 48

ADOPTION OF ROBERT'S RULES OF ORDER

NOW THEREFORE, BE IT RESOLVED that Robert's Rules of Order shall be adopted by the Charter Township of Ypsilanti Board of Trustees for the 2016 calendar year.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2015-49

**DESIGNATION OF DEPOSITORIES
FOR 2016**

NOW THEREFORE, BE IT RESOLVED that First Merit Commercial and Savings Bank, Bank of Ann Arbor-Ypsilanti Office, Comerica Bank, Charter One, Ann Arbor State Bank, Fifth Third Bank, Chase Bank, P&C Bank, United Bank & Trust, Fidelity Bank, Huntington National Bank and Key Bank, and their successors be designated depositories for all Charter Township of Ypsilanti funds and securities for the 2016 calendar year.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2015 – 50

DESIGNATION OF NEWSPAPER OF CIRCULATION

NOW THEREFORE, BE IT RESOLVED that Washtenaw Legal and AnnArbor.com be designated as the newspapers of general circulation for the Charter Township of Ypsilanti advertisements and publications for the 2016 calendar year.

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



**Green Oaks
Golf Course**

1775 E. Clark Road
Ypsilanti, MI 48198
Phone: (734) 485-0881
Fax: (734) 485-1992

Charter Township of Ypsilanti

From: Justin Blair, Director of Golf, PGA
Date: 11/6/15
Subject: Request to terminate license agreement with Fore Up Tee Time Reservation Software and to approve agreement with Golf Now Tee Time Reservation Software

For the last couple of seasons the golf course has used an electronic tee sheet provided by Fore Up Reservations. This agreement was approved by the Board in March of 2013. The cost to use their software is \$3,600 annually and does not include a website or a mobile site to promote the golf course. To meet that need we signed an agreement with Coursetrends Marketing to build a website that cost us the revenue of one tee time per day. Meaning that, Course Trends would get the revenue for one foursome each day, if it is sold, in exchange for their marketing services.

I am proposing switching to Golf Now Reservations Tee Time Management in order to consolidate all of our marketing services, and no longer utilize Fore Up or Course Trends. After speaking with Travis McDugald, we can make the switch with minimal costs, and will only need to update some of the printers and other hardware to make the switch.

The cost of going with Golf Now Reservations would be a trade of two tee times per day, in which Golf Now would set the price and sell them for what they think they can sell them for. The golf course sets the times of these tee times and uses them to fill certain times of the day that are normally slow. Another benefit of Golf Now is that there is no out of pocket cost to the golf course. Since golf in Michigan is seasonal, we would not be paying for tee time software in the off months when the golf course is closed. The Golf Now software includes tee time management, a website, mobile application and will integrate with golfnow.com the number one online booking engine.

With our current tee time reservation software, we have generated approximately \$12,024.00 and an additional 699 rounds of golf this 2015 season. By switching to Golf Now reservation software and having it integrated to golfnow.com it would give golfers access to all of our unsold tee times and likely increase the number of rounds played and cause our online revenue to increase substantially.

Thank you for the time and consideration.

Sincerely,

Justin Blair, PGA
Director of Golf
Green Oaks Golf Course

This Order Form, together with the Standard Terms and Conditions attached hereto and incorporated herein by reference, shall constitute a binding legal agreement between GolfNow, LLC ("GOLFNOW") and Charter Township of Ypsilanti ("COURSE" – Legal Entity Name) (individually, a "Party" and collectively, the "Parties") (the "Agreement") and shall be effective as of December 23, 2015 (the "Effective Date") and shall govern GOLFNOW's provision of software, marketing, and technology services for COURSE's golf courses listed below.

| | |
|---|---|
| GOLFNOW: GolfNow, LLC 7580 Golf Channel Drive Orlando, FL 32819 | COURSE (Legal Entity Name): Charter Township of Ypsilanti COURSE Address: 1775 E Clark Road Ypsilanti, MI 48198 |
| | COURSE's Golf Courses: Green Oaks Golf Course |

| | | | |
|---------------------|--------------------------------|------------------------------|----------------------|
| Prepared By: | Bradley Rogers | COURSE Contact Name: | Justin Blair |
| Phone: | 630.747.5995 | COURSE Contact Phone: | 734.649.2778 |
| Email: | bradley.rogers@golfchannel.com | COURSE Email: | jblair@ytpowship.org |
| Fax: | N/A | COURSE Fax: | N/A |

Initial Term: Two (2) Years from the Effective Date and shall be non-cancellable. **UPON EXPIRATION OF THE INITIAL TERM, THIS AGREEMENT SHALL CONTINUE ON A MONTH-TO-MONTH BASIS UNLESS OTHERWISE TERMINATED BY EITHER PARTY IN WRITING AT LEAST SIXTY (60) DAYS IN ADVANCE.**

| DISTRIBUTION | | PAYMENT | |
|--|------------|----------------------------------|---------|
| GolfNow Core Platform | | See Specific Payment Terms Below | |
| GolfNow Booking Engine | | | |
| GolfNow Mail | | | |
| Facebook Booking Engine | | | |
| PREMIUM OFFERINGS | | PAYMENT | |
| GolfNow Premium Technology Platform | | See Specific Payment Terms Below | |
| TeeTimes.com | | | |
| Website Development and Hosting | | | |
| [SELECT SERVICE] | | | |
| TECHNOLOGY | | PAYMENT | |
| GolfNow Reservations II | | See Specific Payment Terms Below | |
| [SELECT SERVICE] | | | |
| [SELECT SERVICE] | | | |
| [SELECT SERVICE] | | | |
| SERVICES | | PAYMENT | |
| [SELECT SERVICE] | | N/A | |
| [SELECT SERVICE] | | | |
| HARDWARE | | QUANTITY | PAYMENT |
| [SELECT ITEM] | [Quantity] | | |
| [SELECT ITEM] | [Quantity] | | |
| [SELECT ITEM] | [Quantity] | | |
| [SELECT ITEM] | [Quantity] | | |
| ONLINE MARKETING | | ACKNOWLEDGED | |
| Does COURSE agree to grant GOLFNOW permission to purchase keywords in search engine marketing that include COURSE's name, or any other trade name, trademark or other intellectual property belonging to COURSE? | | YES | |

TOTAL PAYMENT(s): Two (2) Trade Times per day, per golf course

Trade Time(s): A single 'Trade Time' is defined as four (4) individual 18-hole rounds (with cart) per day or one hundred twenty (120) individual 18-hole rounds (with cart) per month made available for sale by GOLFNOW for its own benefit. (By way of example, if COURSE's total payment to GOLFNOW is three (3) Trade Times, COURSE shall provide GOLFNOW with twelve (12) individual 18-hole rounds (with cart) per day or three hundred sixty (360) individual 18-hole rounds (with cart) per month). The tee times of such rounds shall be mutually agreed upon within the time period beginning thirty (30) minutes after COURSE opening and ending four and one half (4.5) hours prior to dusk. If necessary, GOLFNOW shall have the ability to sell Trade Times in quantities of greater than 4 rounds per day in order to meet the 120 round monthly total. GOLFNOW shall have the ability to sell Trade Times at a price that is at the discretion of GOLFNOW. Trade Times shall be available for purchase on COURSE website, golfnow.com and GOLFNOW's network of partner websites.

Agreed to and Accepted

COURSE Signature: _____ **Printed Name:** _____ **Date:** _____
GOLFNOW Signature: _____ **Printed Name:** _____ **Date:** _____

Standard Terms and Conditions

"GOLFNOW" shall mean GolfNow, LLC and GolfNow G1, LLC collectively. COURSE shall mean the legal entity listed as 'COURSE' on the included Order Form. The parties acknowledge and agree that except as otherwise provided herein, the Standard Terms and Conditions and any applicable Addendum shall be updated and amended from time to time by GOLFNOW in its sole discretion. COURSE's use of the Services and Software hereunder shall be subject at all times to the then current Standard Terms and Conditions and/or applicable Addendum. Should the Standard Terms and Conditions and/or applicable Addendum be amended, GOLFNOW shall provide COURSE with at least sixty (60) days' prior written notice of such change and COURSE shall have the option to terminate this Agreement within thirty (30) days of receipt of such notice.

1. **GOLFNOW Services.** GOLFNOW shall provide GOLFNOW's Tee Time Marketing and Technology Services (the "Services") for the purpose of marketing, promoting and selling COURSE tee times and/or enhancing COURSE's technology. GOLFNOW shall provide access to COURSE tee times to any of its branded websites, partner or affiliated websites, or any other distribution channel. GOLFNOW shall apply the latest version of the GOLFNOW Services to the marketing and administration of COURSE tee times. GOLFNOW shall notify COURSE in advance in writing of any GOLFNOW Services updates and will provide appropriate training and/or materials to COURSE concerning all updates. COURSE shall provide GOLFNOW with access to all of the internal and external systems (including third party systems licensed to COURSE) necessary for GOLFNOW to provide the Services. COURSE shall honor all tee times reserved through GOLFNOW's distribution channels and shall treat all golfers originating from GOLFNOW with proper courtesy and respect. COURSE shall make every effort to maintain its inventory in the most up-to-date manner possible; with proper communication to GOLFNOW regarding changes in availability, course conditions, etc. The Parties shall work cooperatively to minimize double-bookings, cancellations and the like.

2. **GOLFNOW Software.** GOLFNOW grants COURSE a limited, non-exclusive, non-transferable license to utilize the software as set forth on the included Order Form (the "Software"). COURSE may use the Software for the purpose of managing and marketing COURSE's golf course properties and may not sell, sublicense, lend, or otherwise transfer the Software to others. Neither COURSE, nor any third party working with or on behalf of COURSE, may reverse engineer, decompile, disassemble, or customize the Software including but not limited to, creating any software interface with the Software for the purpose of selling or marketing of tee times through the Internet or any Internet site, without the express knowledge and written agreement of GOLFNOW. COURSE understands and acknowledges that all third party vendors must have a written agreement with GOLFNOW in order to create any interface with the Software.

3. **GOLFNOW-Owned Hardware.** To the extent that GOLFNOW has provided COURSE with any hardware, all such hardware shall remain GOLFNOW's property and shall be returned by COURSE to GOLFNOW within fourteen (14) days upon the

earlier of termination of this Agreement due to breach or expiration of the Term.

4. **Fees and Pricing.** COURSE's payment to GOLFNOW shall be the "Total Payment" amount set forth on the Order Form attached hereto. COURSE shall have the option of selecting one of the 'Flexible Payment Options' outlined within Exhibit A. If COURSE elects to charge an online fee for rounds booked on its website, GOLFNOW shall retain \$1.24/round and remit the remainder to COURSE. If applicable, COURSE shall have the right to approve the price and amount of all non-Trade Time inventory offered in the GOLFNOW network. GOLFNOW shall receive tee times and rates equal to or better than those offered by COURSE to any third-party distribution service. COURSE acknowledges and agrees that COURSE's payment to GOLFNOW is a material element of this Agreement. Due to this material element, in the event that COURSE does not comply with the payment requirements hereunder or otherwise breaches the terms of this Agreement (each a "Non-Compliance Event"), COURSE shall be required to pay GOLFNOW a fee of \$250 per golf course per month for each month after the first instance of any Non-Compliance Event through either: (i) the cure of the Non-Compliance Event, or (ii) the end of the current Term, whichever is shorter.

5. **Term and Termination.** The initial term of this Agreement shall be for the period of time as set forth on the attached Order Form (the "Term") and shall be non-cancellable. Either Party may immediately terminate this Agreement in the event that the other Party materially breaches the Agreement and fails to cure such breach within thirty (30) days' written notice. Upon termination of this Agreement, COURSE shall delete and return all Software (including all copies), and sign a statement certifying same.

6. **Support and Training.** GOLFNOW shall provide COURSE appropriate levels of training (including access to remote training and on-line resources). Additional in-person training may be provided for an additional fee. Telephone and email support shall be provided to COURSE during normal business hours through GOLFNOW's published phone numbers and email addresses.

7. **Data Security.** Industry standards have been set by the Payment Card Industry Data Security Standards ("PCI Standards") for protection of customer information. The GOLFNOW and COURSE both represent and warrant that they will comply with PCI Standards during the entire Term of this Agreement and thereafter with respect to customer data accumulated during the Term, and further agree to adhere to all other applicable standards, laws, rules, and regulations for protection of customer data to which they have access during the entire Term of this Agreement. GOLFNOW agrees that it will use systems, tools and security and take commercially reasonable steps to ensure COURSE customer data hosted by GOLFNOW is not accessed, redistributed, duplicated, or modified. GOLFNOW shall be free to provide certain required levels of access to contracted third-party vendors, etc...that may need access to such data in order to provide services.

Standard Terms and Conditions

8. Privacy Policies and Terms of Use. COURSE will at all times during the Term: (a) maintain a privacy policy and terms of use that are consistent with applicable laws and industry best practices (as determined by reference to the practices of other consumer-oriented websites and the promulgations of applicable industry standards bodies); (b) make such policy and terms of use easily accessible to end users; and (c) comply with such policy and terms of use. GOLFNOW will maintain a separate privacy policy and terms of use on all modules and booking engines that are hosted on COURSE's website(s) that pertain solely to the collection and processing of any customer data through these modules and/or booking engines, but not to any other component or function of COURSE's website(s).

9. Limited Warranties and Remedies. Both Parties represent and warrant that: (a) they have the authority to enter into this Agreement and that their signatories are duly authorized and empowered to sign this Agreement on their behalf; and (b) they will comply with all applicable laws, ordinances, statutes, regulations and rules, and that they have the power to settle fully and completely all claims, causes of action, demands, charges and liabilities arising out of or relating to the Agreement. COURSE represents and warrants to GOLFNOW that any intellectual property provided to GOLFNOW by COURSE (including without limitation, any photographs, drawings, or works of art) do not violate the rights of any third party. COURSE agrees to indemnify GOLFNOW for any alleged or actual breach of this warranty. GOLFNOW will provide the Services and the Software in a professional and workmanlike manner and free from any unreasonable defects, and GOLFNOW will use all reasonable means to fix any defect in the Software or Services that may arise. GOLFNOW will provide COURSE with training on how to use the Software and Services and provide support as needed by COURSE. GOLFNOW shall notify COURSE in advance of any Software or Service updates and will provide appropriate training and/or materials to COURSE concerning all updates. COURSE and its authorized users will use the Software and Services only in accordance with this Agreement. Aside from these warranties, THE GOLFNOW SOFTWARE AND SERVICES ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE. With respect to malfunctioning Software, GOLFNOW's entire liability and COURSE's exclusive remedy shall be the repair/replacement of the Software.

10. Limitation of Liability. EXCEPT FOR THIRD PARTY LIABILITIES, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY DAMAGES BASED ON LOSS OF PROFITS, LOSS OF USE, BUSINESS INTERRUPTION OR LOSS OF DATA), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATIONS SHALL APPLY REGARDLESS OF THE CAUSE OR THE FORM OF ACTION (WHETHER BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE).

11. Ownership of Property and Data. All personally-identifiable customer information supplied to GOLFNOW by COURSE (e.g. through the GOLFNOW booking engine or through the Software) remains the sole property of COURSE, cannot be copied, sold or reused by GOLFNOW, and will be treated as confidential business information with at least the same degree of care as GOLFNOW's own confidential business information. All non-personally identifiable customer information supplied to GOLFNOW by COURSE (e.g., anonymous survey results, general usage data), as well as all customer data obtained independently by GOLFNOW (e.g., through an end-user booking a tee time at golfnow.com or other affiliated websites) shall be GOLFNOW's sole property, but may be shared with COURSE should the Parties agree and obtain end-user consent for such an arrangement. COURSE acknowledges and agrees that GOLFNOW's sharing of personally identifiable customer information shall at all times be governed by the terms of GOLFNOW's then current privacy policy and terms of use. The following shall remain the sole and exclusive property of GOLFNOW: (a) the GOLFNOW Software and Services (including any of GOLFNOW's enhancements or upgrades thereto), and all other software and materials developed, conceived, originated, prepared, generated or furnished by GOLFNOW under this Agreement; and (b) all copyrights, trademarks, patents, trade secrets and any other intellectual property and proprietary rights in and to the foregoing.

12. Dispute Resolution. This Agreement shall be governed, interpreted and construed under the laws of the United States and the State of Florida without regard to any conflict of law principles. The Parties shall act in good faith and use commercially reasonable efforts to promptly resolve any claim, dispute, controversy or disagreement (each a "Dispute") between the Parties under or related to this Agreement. Any Dispute arising out of this Agreement which cannot be resolved by the Parties shall be governed exclusively by binding arbitration initiated and conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association, conducted in the Orlando, Florida metropolitan area. The arbitrator shall have the power to award reasonable attorney's fees and costs to the prevailing party in any arbitration, and either party shall have the right to take appropriate action to enforce any arbitration award in any court having jurisdiction over the applicable party.

Standard Terms and Conditions

13. **Traffic Assignment.** In the event that GOLFNOW is providing Website Hosting/Development and/or Mobile Website Hosting/Development for COURSE, COURSE hereby assigns such traffic numbers to GOLFNOW for comScore traffic reporting or other applicable reporting services. COURSE agrees to execute any and all documentation necessary to effectuate such traffic assignment to GOLFNOW.

14. **Binding Nature; Assignment.** This Agreement shall be binding upon GOLFNOW and COURSE and their respective successors and assigns; provided, however, that neither party shall assign this Agreement or any of its rights or obligations hereunder, without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, without COURSE's consent, GOLFNOW may assign all or part of its rights and obligations under this Agreement to: (i) any of its divisions, affiliates or subsidiaries, (ii) its parent company, or (iii) any of its parent company's divisions, affiliates or subsidiaries. A sale of substantially all of the stock or assets of a party, or the reorganization or merger of a party, shall not constitute an assignment of this Agreement. Any assignment or transfer in violation of this Section shall be void and of no force or effect. Any subcontractors retained by GOLFNOW to perform certain obligations hereunder shall be bound by and their actions are governed by this Agreement as if GOLFNOW itself was performing such obligations.

15. **Confidentiality.** This Agreement and its terms and conditions are confidential and may not be disclosed by any party without the prior written consent of the other party except: (a) to a party's affiliates and its and their respective officers, directors, employees, representatives, agents and advisors; or (b) as required by applicable law, rule, regulation, judicial or governmental order, subpoena or other legal process, or at the request of any governmental or regulatory agency or authority having or asserting jurisdiction. Each party will cause its affiliates and their respective officers, directors, employees, representatives, agents and advisors to comply with the provisions of this Section 15.

16. **Miscellaneous.** This Agreement shall constitute the entire understanding of the Parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, written or oral, relating thereto – between COURSE and GOLFNOW. The Parties acknowledge and represent that they have carefully read and fully understand all of the terms and conditions set forth in this Agreement. The parties further acknowledge and represent that they enter into this Agreement freely, knowingly and without coercion and based on their own judgment and investigation of this matter and not in reliance upon any representation or promises made by any party, its attorneys or its agents. The parties hereby acknowledge and agree that GOLFNOW is an independent contractor and not an employee, agent, joint venturer or partner of COURSE or any of its affiliates. Nothing in this Agreement shall be interpreted or construed as creating or establishing a joint venture, partnership, employment, or agency relationship among any of the Parties as a result of this

Agreement. None of the parties shall have any power to obligate or right to bind any other party. This Agreement may be executed in one or more counterparts, with electronic exchange of signatures (pdf) sufficient to bind the Parties.

PRODUCT SPECIFIC TERMS AND CONDITIONS

17. **G1 Operating System.** In the event that GOLFNOW is licensing the G1 Operating System to COURSE, COURSE hereby agrees that its use of the G1 Operating System shall be subject to the then current 'G1 Operating System Addendum' incorporated herein by reference. In the event of a conflict between the terms of these Standard Terms and Conditions and the 'G1 Operating System Addendum', the 'G1 Operating System Addendum' shall control.

18. **GolfNow Answers.** In the event that GOLFNOW is providing the GolfNow Answers service to COURSE, COURSE hereby agrees that its use of the GolfNow Answers service shall be subject to the then current 'GolfNow Answers Addendum' incorporated herein by reference. In the event of a conflict between the terms of these Standard Terms and Conditions and the 'GolfNow Answers Addendum', the 'GolfNow Answers Addendum' shall control.

19. **GolfNow Plus.** In the event that GOLFNOW is providing the GolfNow Plus service to COURSE, COURSE hereby agrees to initial and sign the then current 'GolfNow Plus Acknowledgement' document incorporated herein by reference. COURSE further agrees that it will at all times during the Term and at its own expense, keep in full force and effect the following insurance coverages: (i) commercial general liability insurance for limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury and property damage, product liability, personal and advertising injury and completed operations liability; and (ii) worker's compensation insurance (in compliance with laws) and employers' liability insurance with a limit not less than one million dollars (\$1,000,000); and (iii) property insurance on an "all risk" basis with replacement cost coverage for property and equipment in care, custody, and control of the insured. GOLFNOW must be listed as an "additional insured" on the policies described above. Promptly after signing this Agreement, COURSE will deliver to GOLFNOW certificates of insurance for the required coverage. All required insurance will be placed with carriers rated no lower than A-VII in the most current edition of AM Best's Property Casualty Key Rating Guide and will provide thirty (30) days' written notice of cancellation or non-renewal, which notice will be provided in accordance with the notice provisions set forth herein. The stipulated limits of coverage will not be construed as a limitation of any potential liability to GOLFNOW. Failure to request evidence of insurance is not a waiver of COURSE's obligation to obtain the required insurance. Notwithstanding the foregoing, this insurance provision shall not apply if COURSE chooses the GolfNow Plus (Technology Only) option. In addition, COURSE agrees to indemnify and hold GOLFNOW and its parent company and its and their respective officers, directors, employees and agents harmless from and against all claims, suits, liabilities, costs and expenses, including reasonable attorney's fees and expenses, related to (i) any breach of this Agreement by COURSE, (ii)



Standard Terms and Conditions

GOLFNOW's execution of the Services in accordance with the terms of this Agreement. Should GOLFNOW waive the Installation Fee for COURSE, and if this Agreement is terminated by COURSE prior to the expiration of the Initial Term, then COURSE shall pay to GOLFNOW an early termination fee of Two Thousand Dollars (\$2,000), prorated based on the number of months remaining in the Initial Term. GOLFNOW may collect this early termination fee via Trade Times.

EXHIBIT A – FLEXIBLE PAYMENT OPTIONS

BARTER

Standard

- GOLFNOW takes the risk of selling daily foursomes
- Time of foursome mutually agreed upon
- Price of foursome controlled by GOLFNOW
- Newly designed course booking engine included

Jointly Managed

- GOLFNOW and COURSE determine mutually agreeable price floor for daily foursome
- Monthly utilization for daily foursome is also mutually agreed upon
- Newly designed course booking engine required

Course Controlled

- GOLFNOW provides course with tool to manage the sale of barter
- COURSE controls sale of all barter rounds (price and time) to achieve the equivalent of one foursome daily, X number of monthly playable days
- Monthly cash reconciliation required

LINEAR | COMMISSION

- GOLFNOW and COURSE determine mutually agreeable per round commission %
- Commission % prepaid at point-of-purchase by golfer; balance paid at check-in
- Rate parity required
- Inventory requirements also exist

CASH

- Calculated at value of one foursome daily, X daily APR, X number of monthly playable days
- Newly designed course booking engine included

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



Residential Services

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

To: Ypsilanti Township Board of Trustees

From: Jeff Allen, Director-Residential Services

Date: November 23, 2015

RE: Compost Pricing for 2016

We are proposing that we slightly alter some pricing as it relates to our Compost Site

We would like to add the selling of asphalt millings to the pricing menu for 2016. These are available as screened or unscreened with different prices for each. We would also propose to increase the price of Compost material to ONLY outside purchasers. That is, the cost for residents would stay at 2 yds free & \$8/yd, but we would raise the “outside” price from \$10 to \$12/yd, or market rate as we checked with other local suppliers.

I have attached both the 2015 Compost Pricing model and the proposed 2016 pricing per the approval of the items above.



Compost Site

2600 East Clark Rd., Ypsilanti, MI 48198 - Phone: 734.482.6681



Acceptable Items for Composting

- Brush, Grass, Leaves, Woodchips

Acceptable Items for Recycling

- Antifreeze/ motor oil/oil filters
- Automobile Batteries
- Freon related items:
 - Freezer, de-humidifier, refrigerator, water cooler, air-conditioner, etc.
- Household Recycle Items
- Rims – ok with tire on it
- Scrap Metal – **no metal fencing**
- White Goods: i.e., dryer, stove, humidifier, washer, water heater, etc.

Acceptable Items For Refuse Dumpster

- Carpet
- Drywall
- Furniture
- Household batteries
- Landscaping Timbers
- Lumber
- Mattress/Box Spring
- Paint (**dried latex only**)
- Shingles

Unacceptable Items For Refuse Dumpster

- Computer & related items
- Concrete, wire
- Fencing Fabric
- Fluorescent tubes/bulbs
- Household chemicals
- Paint (oil based/enamel)
- Propane Tanks
- Tires

2016 Price Menu

| <u>Item</u> | <u>Ypsilanti Township</u> | <u>City of Ypsilanti</u> | <u>Superior Township</u> | <u>All Others</u> |
|-----------------------------|--------------------------------|--------------------------|--------------------------|-------------------|
| Compost | 2 yds. free (add'l \$8/yd.) | \$12/yd | \$12/yd | \$12/yd |
| Wood Chips | 3 yds. free (add'l \$7.50/yd.) | \$7.50/yd | \$7.50/yd | \$7.50/yd |
| Wood Mulch | \$13.50 yd | \$13.50 yd | \$13.50/yd | \$13.50/yd |
| Screened Asphalt Millings | \$10.00 yd | \$10.00 yd | \$10.00 yd | \$10.00 yd |
| Unscreened Asphalt Millings | \$8.00 yd | \$8.00 yd | \$8.00 yd | \$8.00 yd |
| Yard Waste | No charge Twp. Resident | Invoice City \$11.50/yd | \$11.50/yd.** | \$13/yd |
| Wood > 1 ft. diameter | \$13/yd | \$13/yd | \$13/yd | \$13/yd |
| Trash – 1 cyd. min. | \$15/yd | \$22/yd | \$22/yd.** | \$22/yd |
| Motor Oil | No Fee | No Fee | No Fee | No Fee |
| Antifreeze | No Fee | No Fee | No Fee | No Fee |
| Scrap Metal | No Fee | No Fee | No Fee | No Fee |
| Household Batteries | No Fee | No Fee | No Fee | No Fee |
| Automobile Batteries | No Fee | No Fee | No Fee | No Fee |
| Freon related items | \$5.00 | \$20 each | \$20 each** | \$20 each |

Hours of Operation

April – November / Monday – Friday / 9:00 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 4:00 p.m.

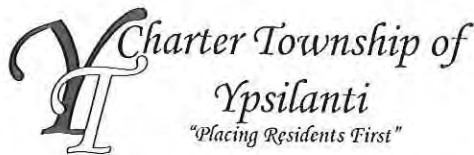
Winter Hours: December – March / Saturday ONLY / 9:00 a.m. – 4:00 p.m.

**Superior residents eligible for max. reimbursement of \$50.00 one time per year.

Cash or check only. Please check in with gate attendant - proof of residency required.

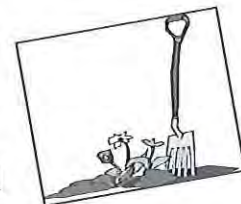
PLEASE DO NOT LEAVE MATERIALS OUTSIDE GATE

All prices set at a minimum charge.



Compost Site

2600 East Clark Rd., Ypsilanti, MI 48198 - Phone: 734.482.6681



Acceptable Items for Composting

- Brush, Grass, Leaves, Woodchips

Acceptable Items for Recycling

- Antifreeze/ motor oil/oil filters
- Automobile Batteries
- Freon related items:
 - Freezer, de-humidifier, refrigerator, water cooler, air-conditioner, etc.
- Household Recycle Items
- Rims – ok with tire on it
- Scrap Metal – **no metal fencing**
- White Goods: i.e., dryer, stove, humidifier, washer, water heater, etc.

Acceptable Items For Refuse Dumpster

- Carpet
- Drywall
- Furniture
- Household batteries
- Landscaping Timbers
- Lumber
- Mattress/Box Spring
- Paint (**dried latex only**)
- Shingles

Unacceptable Items For Refuse Dumpster

- Computer & related items
- Concrete, wire
- Fencing Fabric
- Fluorescent tubes/bulbs
- Household chemicals
- Paint (oil based/enamel)
- Propane Tanks
- Tires

2015 Price Menu

| <u>Item</u> | <u>Ypsilanti Township</u> | <u>City of Ypsilanti</u> | <u>Superior Township</u> | <u>All Others</u> |
|-----------------------|--------------------------------|--------------------------|--------------------------|-------------------|
| Compost | 2 yds. free (add'l \$8/yd.) | \$10/yd | \$10/yd | \$10/yd |
| Wood Chips | 3 yds. free (add'l \$7.50/yd.) | \$7.50/yd | \$7.50/yd | \$7.50/yd |
| Wood Mulch | \$13.50 yd | \$13.50 yd | \$13.50/yd | \$13.50/yd |
| Yard Waste | No charge Twp. Resident | Invoice City \$11.50/yd | \$11.50/yd.** | \$13/yd |
| Wood > 1 ft. diameter | \$13/yd | \$13/yd | \$13/yd | \$13/yd |
| Trash – 1 cyd. min. | \$15/yd | \$22/yd | \$22/yd.** | \$22/yd |
| Motor Oil | No Fee | No Fee | No Fee | No Fee |
| Antifreeze | No Fee | No Fee | No Fee | No Fee |
| Scrap Metal | No Fee | No Fee | No Fee | No Fee |
| Household Batteries | No Fee | No Fee | No Fee | No Fee |
| Automobile Batteries | No Fee | No Fee | No Fee | No Fee |
| Freon related items | \$5.00 | \$20 each | \$20 each** | \$20 each |

Hours of Operation

**Superior residents eligible for max. reimbursement of \$50.00 one time per year.

**April – November / Monday – Friday / 9:00 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 4:00 p.m.**

Winter Hours: December – March / Saturday ONLY / 9:00 a.m. – 4:00 p.m.
Cash or check only. Please check in with gate attendant - proof of residency required.

PLEASE DO NOT LEAVE MATERIALS OUTSIDE GATE

All prices set at a minimum charge.

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



Residential Services

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

To: Ypsilanti Township Board of Trustees

From: Jeff Allen, Director-Residential Services

Date: November 23, 2015

RE: Proposal to change the Residential Services' distribution/
sale of recycle bins

The Residential Service Department would propose that we change our practice on the distribution of our recycling bins.

Our current practice allows for new homeowners to receive 1 free recycling bin. The new proposal would be to start charging for these bins. The current price for the bins is \$8 each, and we sell lids for \$5 each. We would propose we charge all residents \$10 per bin, and continue the lid cost set at \$5.

Since the beginning of this year, residents are also offered the option of renting the 96 gallon toter/container for their recyclables at \$2 per month.

To date in 2015, we have distributed 260 free recycle bins. In turn, we have only sold 98. Our revenue for the 98 bins sold is \$784. Had we sold the 260 bins for \$8, we would have \$2,864, an

increase of over \$2,000. To complete the vision, 66 lids have been sold for \$330 in this time period.

Our revenue for bins & lids = \$1,114
Our expenses for bins & lids=\$2,828
Loss-----\$1,714

We currently pay almost \$8 a bin with shipping and only add pennies to the sale price. It is the essentially the same with the purchase and sale of lids.

A review of local stores selling similar or like products are selling storage bins or totes for around \$25.

It would be my expectation that if we did stop giving away free bins, we could not expect to continue to distribute the numbers that we have, but even with fewer sold, we would still show some net revenue.



NEW SITE DEVELOPMENT EXECUTED AGREEMENT INSTRUCTIONS

In order to ensure the prompt execution and processing of all agreements, American Tower respectfully requests that the instructions below are followed when preparing to return executed agreements.

1. Prior to returning to American Tower, please sign and date the signature page of all copies of the Lease and Memorandum of Lease.
2. Ensure that all necessary witness signatures have been obtained (if witnesses are required).
3. Ensure that all applicable notary fields are completed and stamped with the notary's stamp.
4. Please complete a W-9, Payment Authorization Form, and if applicable, a mortgage information form.
5. American Tower will retain two (2) originals of each document. Please print as many copies as you plan to retain, along with two originals for American Tower.
6. Please print all signed documents on one-sided paper.
7. Send original documents to the following address:

American Tower Corporation
Attn: Tower Development Legal
10 Presidential Way
Woburn, MA 01801
8. American Tower will return your fully executed originals to the notice address provided.

LEASE AGREEMENT

THIS LEASE AGREEMENT (“*Agreement*”) is made effective as of the date of the latter signature hereof (the “*Execution Date*”) and is by and between Landlord and American Tower.

RECITALS

- A. WHEREAS, Landlord is the owner of that certain parcel of land (the “*Property*”) located in the County of Washtenaw, State of Michigan, as more particularly described on Exhibit A;
- B. WHEREAS, Landlord desires to grant to American Tower an option to lease from Landlord a portion of the Property (the “*Compound*”), together with easements for ingress and egress and the installation and maintenance of utilities (the “*Easement*” and together with the Compound, the “*Site*”) both being approximately located as shown on Exhibit B; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt, adequacy and sufficiency of all of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **Business and Defined Terms.** For the purposes of this Agreement, the following capitalized terms have the meanings set forth in this Paragraph 1.

- (a) ***American Tower:*** American Towers LLC, a Delaware limited liability company
- (b) ***Notice Address of American Tower:*** American Towers LLC
c/o American Tower Corporation
10 Presidential Way
Woburn, MA 01801
Attn: Land Management
- with a copy to:*** American Towers LLC
c/o American Tower Corporation
116 Huntington Ave.
Boston, MA 02116
Attn: Law Department
- (c) ***Landlord:*** Charter Township of Ypsilanti, a Michigan municipal corporation
- (d) ***Notice Address of Landlord:*** 7200 S. Huron River Drive
Ypsilanti, MI 48197-7099
- (e) ***Initial Option Period:*** One (1) period of three (3) years
- (f) ***Renewal Option Period:*** Intentionally deleted.
- (g) ***Option Period:*** The Initial Option Period and any Renewal Option Period(s)
- (h) ***Option Consideration (Initial Option Period):*** Five Thousand and 00/100 Dollars (\$5,000.00)

- (i) **Option Extension Consideration (Renewal Option Period(s)):** Intentionally deleted.
- (j) **Commencement Date:** The date specified in the written notice by American Tower to Landlord exercising the Option constitutes the Commencement Date of the Term.
- (k) **Initial Term:** Five (5) years, commencing on the Commencement Date and continuing until midnight of the day immediately prior to the fifth anniversary of the Commencement Date.
- (l) **Renewal Terms:** Each of the four (4) successive periods of five (5) years each, with the first Renewal Term commencing upon the expiration of the Initial Term and each subsequent Renewal Term commencing upon the expiration of the immediately preceding Renewal Term.
- (m) **Term:** The Initial Term with any and all Renewal Terms
- (n) **Rent:** The annual amount specified on Exhibit D, attached hereto and incorporated herein by reference.
- (o) **Increase Amount:** Rent will increase on the anniversary of the Commencement Date by an amount equal to three percent (3%) of Rent for the previous year.
- (p) **Increase Date:** Each anniversary of the Commencement Date

2. **Option to Lease.**

- (a) **Grant of Option.** Landlord hereby gives and grants to American Tower and its assigns, an exclusive and irrevocable option to lease the Site during the Initial Option Period (the "**Option**").
- (b) **Extension of Option.** Intentionally deleted.
- (c) **Consideration for Option.** Option Consideration is due and payable in full within thirty (30) days of the Execution Date.
- (d) **Option Period Inspections and Investigations.**
 - (i) During the Option Period, Landlord will provide American Tower with any keys or access codes necessary for access to the Property.
 - (ii) During the Option Period and during the Term, American Tower and its agents, engineers, surveyors and other representatives will have the right to enter upon the Property to inspect, examine, conduct soil borings, drainage testing, material sampling, radio frequency testing and other geological or engineering tests or studies of the Property (collectively, the "**Tests**"), to apply for and obtain licenses, permits, approvals, or other relief required of or deemed necessary or appropriate at American Tower's sole discretion for its use of the Site and include, without limitation, applications for zoning variances, zoning ordinances, amendments, special use permits, and construction permits which may be required from any federal, state or local authority, initiate the ordering and/or scheduling of necessary utilities, and otherwise to do those things on or off the Property that, in the opinion of American Tower, are necessary in American Tower's sole discretion to determine the physical condition of the Property, the environmental history of the Property, Landlord's title to the Property and the feasibility or suitability of the Property for American Tower's Intended Use, all at American Tower's expense. American Tower will not be liable to Landlord or any third party on account of any pre-existing defect or condition on or with respect to the Property, whether or not such defect or condition is disclosed by American Tower's inspection.

(iii) American Tower will restore the Property to its condition as it existed at the commencement of the Option Period, reasonable wear and tear and casualty not caused by American Tower excepted.

(iv) American Tower may not begin any construction activities on the Site during the Option Period other than those activities described in, or related to, this Paragraph 2(d).

(e) Assignment of Option. The Option may be sold, assigned or transferred at any time by American Tower to an Affiliate (as defined herein), or to any third party agreeing to be subject to the terms hereof. Otherwise, the Option may not be sold, assigned or transferred without the written consent of Landlord, such consent not to be unreasonably withheld, conditioned or delayed. From and after the date the Option has been sold, assigned or transferred by American Tower to a third party agreeing to be subject to the terms hereof, American Tower shall immediately be released from any and all liability under this Agreement, including the payment of any rental or other sums due, without any further action.

(f) Exercise of Option. American Tower may, in its sole discretion, exercise the Option by delivery of written notice to Landlord at any time during the Option Period. If American Tower exercises the Option then Landlord will lease the Site to American Tower subject to the terms and conditions of this Agreement. If American Tower does not exercise the Option, this Agreement will terminate and the parties will have no further liability to each other.

(g) Changes to Status of Property. If, during the Option Period or the Term, Landlord decides to subdivide, sell, or change the status of the zoning of the Site, Property or any of Landlord's contiguous, adjoining or surrounding property (the "**Surrounding Property**,") or in the event of foreclosure, Landlord shall immediately notify American Tower in writing. Any sale of the Property shall be subject to American Tower's rights under this Agreement. Landlord agrees that, during the Option Period or the Term, Landlord shall not initiate or consent to any change in the zoning of the Site, Property or Surrounding Property or impose or consent to any other restriction that would prevent or limit American Tower from using the Site for the Intended Use (as defined herein).

3. Term.

(a) Initial Term. The Initial Term is as provided in Paragraph 1(k).

(b) Renewal Terms. This Agreement will automatically renew for each of the Renewal Terms, unless: (i) American Tower notifies Landlord in writing of American Tower's intention not to renew this Agreement at least sixty (60) days prior to the expiration of the Initial Term or the Renewal Term then in effect. Each Renewal Term will be on the same terms and conditions provided in this Agreement except that Rent will escalate as provided in Paragraph 4(b).

(c) Holdover. Unless (i) Landlord or American Tower notifies the other in writing of its intention to terminate this Agreement at least six (6) months prior to the expiration of the final Renewal Term, or (ii) the Agreement is terminated as otherwise permitted by this Agreement prior to the end of the final Renewal Term, then upon the expiration of the final Renewal Term, this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of one (1) year, and for annual terms thereafter ("**Annual Term**") until terminated by either party by giving to the other written notice of its intention to so terminate at least six (6) months prior to the end of any such Annual Term. Monthly rental during such Annual Terms shall be equal to the Rent paid for the last month of the final Renewal Term. If American Tower remains in possession of the Site after the termination of this Agreement, then American Tower will be deemed to be occupying the Site on a month-to-month basis, subject to the terms and conditions of this Agreement.

4. Consideration.

(a) American Tower will pay its first installment of Rent within thirty (30) days of the Commencement Date. Thereafter, Rent is due and payable, in advance, on each and every anniversary of the Commencement Date to Landlord at Landlord's Notice Address. Rent will be refunded to American Tower, on a pro rata basis, if the Agreement is terminated pursuant to Paragraph 12 herein.

(b) On the Increase Date, the Rent will increase by the Increase Amount.

(c) All charges payable under this Agreement, such as utilities and taxes, shall be billed by Landlord within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by Landlord, and shall not be payable by American Tower. The foregoing shall not apply to Rent which is due and payable without a requirement that it be billed by Landlord. The provisions of the foregoing sentence shall survive the termination or expiration of this Agreement.

(d) American Tower will not be required to remit the payment of Rent to more than two recipients at any given time.

5. Use.

(a) American Tower will be permitted to use the Site for the purpose of constructing, maintaining, removing, replacing, securing and operating a communications facility, including, but not limited to, the construction or installation and maintenance of a telecommunications tower (the "**Tower**"), structural tower base(s), communications equipment, one or more buildings or equipment cabinets, radio transmitting and receiving antennas, personal property and related improvements and facilities on the Compound (collectively, the "**Tower Facilities**"), to facilitate the use of the Site as a site for the transmission and receipt of communication signals including, but not limited to, voice, data and internet transmissions and for any other uses which are incidental to the transmission and receipt of communication signals; American Tower further has the right but not the obligation to add, modify and/or replace equipment in order to be in compliance with any current or future federal, state or local mandated application, including, but not limited to, emergency 911 communication services, at no additional cost to American Tower or Landlord (the "**Intended Use**"). American has the right to make Property improvements, alterations, upgrades or additions appropriate for the Intended Use. American Tower agrees to comply with all applicable governmental laws, rules, statutes and regulations relating to its use of the Tower Facilities on the Property. American Tower has the right to modify, supplement, replace or upgrade the Tower Facilities at any time during the Term of this Agreement. American Tower will be allowed to make such alterations to the Property required for the Intended Use or to insure that the Tower Facilities comply with all applicable federal, state or local laws, rules or regulations.

(b) American Tower, at its sole discretion, will have the right, without prior notice or the consent of Landlord, to license or sublease all or a portion of the Site or the Tower Facilities to other parties (each, a "**Collocator**" and collectively, the "**Collocators**"). The Collocators will be entitled to modify the Tower Facilities and to erect additional improvements on the Compound, including, but not limited to, antennas, dishes, cabling, additional buildings and/or shelters ancillary to the Intended Use. The Collocators will be entitled to all rights of ingress and egress to the Site and the right to install utilities on the Site that American Tower has under this Agreement.

6. Tower Facilities.

(a) American Tower will have the right, at American Tower's sole cost and expense, to erect the Tower Facilities which will be the exclusive property of American Tower throughout the Term, as well as upon the expiration or termination of this Agreement.

(b) Landlord and American Tower agree that any portion of the Tower Facilities that may be described on Exhibit B will not be deemed to limit the Intended Use. If Exhibit B includes drawings of the initial installation of the Tower Facilities, Landlord's execution of this Agreement will signify Landlord's approval of Exhibit B.

(c) For a period of ninety (90) days following the commencement of construction, Landlord grants American Tower, its subtenants, licensees and sublicensees, the right to use such portions of Landlord's contiguous, adjoining or Surrounding Property, as may reasonably be required during construction and installation of the Tower Facilities.

(d) American Tower may, at its sole expense, use any and all appropriate means of restricting access to the Compound or the Tower Facilities, including, without limitation, construction of a fence, and may install and maintain identifying signs or other signs required by any governmental authority on or about the Site, including any access road to the Site.

(e) American Tower will maintain the Compound, including the Tower Facilities, in a reasonable condition throughout the Term. American Tower is not responsible for reasonable wear and tear or damage from casualty and condemnation. Landlord grants American Tower the right to clear all trees, undergrowth, or other obstructions, and to trim, cut, and keep trimmed all tree limbs which may interfere with or fall upon the Tower Facilities or the Site.

(f) Landlord covenants and agrees that no part of the Tower Facilities constructed, erected or placed on the Compound will become by American Tower will become, or be considered as being affixed to or a part of, the Property, it being the specific intention of Landlord that all improvements of every kind and nature constructed, erected or placed by American Tower on the Compound will be and remain the property of American Tower and may be removed by American Tower at any time during or after the Term. American Tower will repair any damage to the Property resulting from American Tower's removal activities. Within one hundred twenty (120) days following the expiration or termination of this Agreement, American Tower will remove all of the above-ground portions of the Tower Facilities and any such portions that American Tower does not remove within said one hundred twenty (120) days shall be deemed abandoned and owned by Landlord. Notwithstanding the foregoing, American Tower will not be responsible for the replacement of any trees, shrubs or other vegetation, nor will American Tower be required to remove from the Site or the Property any foundations or underground utilities.

7. Utilities.

(a) American Tower will be responsible for paying on a monthly or quarterly basis all utilities charges for electricity, telephone service or any other utility used or consumed by American Tower on the Site. In the event American Tower cannot secure its own metered electrical supply, American Tower will have the right, at its own cost and expense, to submeter from Landlord. When submetering is required, Landlord will read the meter and provide American Tower with an invoice and usage data on a monthly basis. Landlord will not include a markup on the utility charges. American Tower will remit payment within forty-five (45) days of receipt of the invoice and usage data. If American Tower submeters electricity from Landlord, Landlord agrees to give American Tower at least twenty-four (24) hours advance notice of any planned interruptions of said electricity. Landlord acknowledges that American Tower requires electrical power to operate the Tower Facilities and must

Site Name: TEXTILE ROAD MI
Site Number: 201382

operate twenty-four (24) hours per day, seven (7) days per week. If the interruption is for an extended period of time, in American Tower's reasonable determination, Landlord agrees to allow American Tower to bring in a temporary source of power for the duration of the interruption. Landlord will not be responsible for interference with, interruption of or failure, beyond the reasonable control of Landlord, of such services to be furnished or supplied by Landlord.

(b) American Tower will have the right to install utilities, at American Tower's expense, and to improve present utilities on the Property and the Site. American Tower will have the right to permanently place utilities on (or to bring utilities across or under) the Site to service the Compound and the Tower Facilities.

(c) If utilities necessary to serve the equipment of American Tower or the equipment of any Collocator cannot be located within the Site, Landlord agrees to allow the installation of utilities on the Property or other real property owned by Landlord without requiring additional compensation from American Tower or any Collocator. Landlord will, upon American Tower's request, execute a separate recordable written easement or lease to the utility company providing such service evidencing this right.

(d) American Tower and the Collocators each may install backup generator(s).

8. Access

(a) Landlord grants to American Tower a non-exclusive easement in, over, across and through the Property and other real property owned by Landlord contiguous to the Site as may be reasonably required for construction, installation, maintenance, and operation of the Tower Facilities. Upon American Tower's request, Landlord will execute a separate recordable easement evidencing this right. Landlord acknowledges that in the event that American Tower cannot access the Site, American Tower will incur significant damage. In the event that the Site loses access to a public right of way during the Term, Landlord and American Tower will amend this Agreement, at no imposed cost to either party, to provide access to a public way by: (1) amending the location of the Easement; or (2) granting an additional easement to American Tower.

(b) To the extent damage (including wear and tear caused by normal usage) to the Easement or any other route contemplated hereunder intended to provide American Tower with access to the Site and the Tower Facilities is caused by Landlord or Landlord's tenants, licensees, invitees or agents, Landlord will repair the damage at its own expense. To the extent damage (including wear and tear caused by normal usage) to the Easement or any other route contemplated hereunder intended to provide American Tower with access to the Site and the Tower Facilities is caused by American Tower or American Tower's tenants, licensees, invitees or agents, American Tower will repair the damage at its own expense.

(c) Landlord will maintain access to the Compound from a public way in a free and open condition so that no interference is caused to American Tower by Landlord or lessees, licensees, invitees or agents of Landlord. In the event that American Tower's or any Collocator's access to the Compound is impeded or denied by Landlord or Landlord's lessees, licensees, invitees or agents, in addition to any other rights that it may have at law or in equity, Landlord shall pay American Tower an amount equal to five hundred and 00/100 dollars (\$500.00) per day for each day that such access is impeded or denied.

9. Representations and Warranties.

(a) American Tower and Landlord each acknowledge and represent that it is duly organized, validly existing and in good standing and has the right, power and authority to enter into this Agreement and bind itself hereto through the party set forth as signatory for the party below.

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Site Number: 201382

(b) Landlord represents and warrants that: (i) Landlord solely owns the Property as a legal lot in fee simple, or controls the Property by lease or license; the (ii) the Property is not encumbered by any liens, restrictions, mortgages, covenants, conditions, easements, leases, or any other agreements of record or not of record, which would adversely affect American Tower's Intended Use and enjoyment of the Site under this Agreement; (iii) as long as American Tower is not in default then Landlord grants to American Tower sole, actual, quiet and peaceful use, enjoyment and possession of the Site; (iv) Landlord's execution and performance of this Agreement will not violate any laws, ordinances, covenants or the provisions of any mortgage, lease or other agreement binding on Landlord; and (v) American Tower and its employees, agents and subcontractors, will at all times during this Agreement, and at no additional charge to American Tower, enjoy ingress, egress, and access from the Site twenty-four (24) hours a day, seven (7) days a week, to an open and improved public road to the Site.

(c) These representations and warranties of Landlord survive the termination or expiration of this Agreement.

10. Interference.

(a) Where there are existing radio frequency user(s) on the Property, Landlord will provide American Tower with a list of all existing radio frequency user(s) on the Property to allow American Tower to evaluate the potential for interference. American Tower warrants that its use of the Compound will not interfere with existing radio frequency user(s) on the Property so disclosed by Landlord, as long as the existing radio frequency user(s) operate and continue to operate within their respective frequencies and in accordance with all applicable laws and regulations.

(b) Landlord will not grant, after the date of this Agreement, a lease, license or any other right to any third party for the use of the Property, if such use may in any way adversely affect or interfere with the Compound, Site and/or Tower Facilities, the operations of American Tower or the rights of American Tower under this Agreement. Landlord will notify American Tower in writing prior to granting any third party the right to install and operate communications equipment on the Property.

(c) Landlord will not use, nor will Landlord permit its employees, tenants, licensees, invitees or agents to use, any portion of the Property in any way which interferes with the Compound, Site and/or Tower Facilities, the operations of American Tower or the rights of American Tower under this Agreement. Landlord will cause such interference to cease within twenty-four (24) hours after receipt of notice of interference from American Tower. In the event any such interference does not cease within the aforementioned cure period, Landlord shall cease all operations which are suspected of causing interference (except for intermittent testing to determine the cause of the interference) until the interference has been corrected.

(d) For purposes of this Agreement, "interference" may include, but is not limited to, any use on the Property or Surrounding Property that causes electronic or physical obstruction with, or degradation of, the communications signals from the Tower Facilities.

11. Default and Right to Cure.

(a) The following will be deemed a default by American Tower and a breach of this Agreement: (i) non-payment of Rent if such Rent remains unpaid for more than thirty (30) days after receipt of written notice from Landlord of such failure to pay; or (ii) American Tower's failure to perform any other term or condition under this Agreement within forty-five (45) days after receipt of written notice from Landlord specifying the failure. No such failure, however, will be deemed to exist if American Tower has commenced to cure such default within such period and provided that such efforts

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Site Number: 201382

are prosecuted to completion with reasonable diligence. Delay in curing a default will be excused if due to causes beyond the reasonable control of American Tower. If American Tower remains in default beyond any applicable cure period, Landlord will have the right to exercise any and all rights and remedies available to it under law and equity.

(b) The following will be deemed a default by Landlord and a breach of this Agreement: (i) Landlord's failure to provide access to the Site within twenty-four (24) hours after written notice of such failure; (ii) Landlord's failure to cure an interference problem within twenty-four (24) hours after written notice of such failure; or (iii) Landlord's failure to perform any term, condition or breach of any warranty or covenant under this Agreement within forty-five (45) days after receipt of written notice specifying the failure. No such failure, however, will be deemed to exist if Landlord has commenced to cure the default within such period and provided such efforts are prosecuted to completion with reasonable diligence. Delay in curing a default will be excused if due to causes beyond the reasonable control of Landlord. If Landlord remains in default beyond any applicable cure period, American Tower will have: (i) the right to cure Landlord's default and to deduct the costs of such cure from any monies due to Landlord from American Tower; and (ii) any and all other rights available to American Tower under law and equity.

12. Termination. This Agreement may be terminated, without any penalty or further liability upon written notice as follows:

(a) By either party upon a default of any covenant or term of this Agreement by the other party which is not cured within the cure period set forth in Paragraph 11, herein, (without, however, limiting any other rights available to the parties in law or equity); provided, that if the defaulting party commences efforts to cure the default within such period and diligently pursues such cure, the non-defaulting party may not terminate this Agreement as a result of that default.

(b) Upon thirty (30) days' written notice by American Tower to Landlord if American Tower is unable to obtain, maintain, renew or reinstate any agreement, easement, permit, certificates, license, variance, zoning approval, or any other approval which may be required from any federal, state or local authority necessary to the construction and/or operation of the Tower Facilities or to the Intended Use (collectively, the "**Approvals**"); or

(c) Upon thirty (30) days' written notice from American Tower to Landlord in the event that American Tower determines, in its sole discretion, due to the Title results or survey results, that the condition of the Site is unsatisfactory; or

(d) Upon thirty (30) days' written notice from American Tower to Landlord for any reason or no reason, at any time prior to commencement of construction by American Tower; or

(e) Upon sixty (60) days' written notice from American Tower to Landlord if the Site is or becomes unsuitable, in American Tower's sole but reasonable judgment, for use as a wireless communications facility by American Tower or by American Tower's licensee(s) or sublessee(s), provided American Tower pays Landlord a termination fee in an amount equal to three (3) months of the then current Rent as liquidated damages within thirty (30) days after the termination date.

(d) In the event of termination by American Tower or Landlord pursuant to any provision contained in Paragraph 11 herein, both parties shall be relieved of all further liability hereunder.

13. Taxes.

(a) The parties acknowledge that Landlord, a municipal corporation, is a political subdivision of the State of Michigan and the Property is currently tax exempt. If the Property or the Site should ever become taxable, then American Tower will pay any personal property taxes assessed on or attributable to the Tower Facilities. American Tower will reimburse Landlord for any increase to Landlord's real property taxes that are directly attributable to American Tower's Site and/or Tower Facilities (but not, however, taxes or other assessments attributable to periods prior to the date of this Agreement such as roll back taxes) upon receipt of the following: (1) a copy of Landlord's tax bill; (2) proof of payment; and (3) written documentation from the assessor of the amount attributable to American Tower. American Tower shall have no obligation to reimburse Landlord for any taxes paid by Landlord unless Landlord requests reimbursement within twelve (12) months of the date said taxes were originally due. Additionally, as a condition precedent to Landlord having the right to receive reimbursement, Landlord shall, within three (3) days of receipt of any notice from the taxing authority of any assessment or reassessment, provide American Tower with a copy of said notice. American Tower shall have the right to appeal any assessment or reassessment relating to the Site or Tower Facilities. The expense of any such appeal shall be borne by American Tower and any refunds or rebates secured as a result of American Tower's action shall belong to American Tower.

14. Environmental Compliance.

(a) Landlord represents and warrants that:

(i) To Landlord's knowledge, no Hazardous Materials have been used, generated, stored or disposed of on, under or about the Property in violation of any applicable law, regulation or administrative order (collectively, "***Environmental Laws***") by either Landlord or by any third party; and

(ii) To Landlord's knowledge, no third party has been permitted to use, generate, store or dispose of any Hazardous Materials on, under, about or within the Property in violation of any Environmental Laws.

(b) Landlord will not, and will not permit any third party to, use, generate, store or dispose of any Hazardous Materials on, under, about or within the Property in violation of any Environmental Laws.

(c) American Tower will not use, generate, store or dispose of any Hazardous Materials on, under, about or within the Site in violation of any Environmental Laws.

(d) Landlord and American Tower agree that each will be responsible for compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene condition or other matters as may now or at any time hereafter be in effect, that are now or were related to that party's activity conducted in or on the Property.

(e) The term "***Hazardous Materials***" means any: contaminants, oils, asbestos, PCBs, hazardous substances or wastes as defined by federal, state or local environmental laws, regulations or administrative orders or other materials, the removal of which is required or the maintenance of which is prohibited or regulated by any federal, state or local government authority having jurisdiction over the Property.

15. Indemnification.

(a) General.

(i) To the extent permitted by law, Landlord, its heirs, grantees, successors, and assigns will exonerate, hold harmless, indemnify, and defend American Tower from any claims, obligations, liabilities, costs, demands, damages, expenses, suits or causes of action, including costs and reasonable attorney's fees, which may arise out of: (A) any injury to or death of any person or any damage to property, if such injury, death or damage arises out of or is attributable to or results from the negligent acts or omissions of Landlord, or Landlord's principals, employees, invitees, agents or independent contractors; or (B) any breach of any representation or warranty made by Landlord in this Agreement.

(ii) American Tower, its grantees, successors, and assigns will exonerate, hold harmless, indemnify, and defend Landlord from any claims, obligations, liabilities, costs, demands, damages, expenses, suits or causes of action, including costs and reasonable attorney's fees, which may arise out of: (A) any injury to or death of any person or any damage to property, if such injury, death or damage arises out of or is attributable to or results from the negligent acts or omissions of American Tower, or American Tower's employees, agents or independent contractors; or (B) any breach of any representation or warranty made by American Tower in this Agreement.

(b) Environmental Matters.

(i) Landlord and American Tower agree to hold harmless and indemnify the other from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of the indemnifying party for payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding ("**Claims**"), to the extent arising from that party's breach of its obligations or representations under Section 14(a). Landlord agrees to hold harmless and indemnify American Tower from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of Landlord for, payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any Claims, to the extent arising from subsurface or other contamination of the Property with hazardous substances prior to the effective date of this Agreement or from such contamination caused by the acts or omissions of Landlord during the Term. American Tower agrees to hold harmless and indemnify Landlord from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of American Tower for payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any Claims, to the extent arising from hazardous substances brought onto the Property by American Tower.

(ii) The indemnifications of this Paragraph 15(b) specifically include reasonable costs, expenses and fees incurred in connection with any investigation of Property conditions or any clean-up, remediation, removal or restoration work required by any governmental authority. The provisions of this Paragraph 15(b) will survive the expiration or termination of this Agreement.

(iii) In the event that American Tower becomes aware of any Hazardous Materials on the Property, or any environmental or industrial hygiene condition or matter relating to the Property that, in American Tower's sole determination, renders the condition of the Site or Property unsuitable for American Tower's use, or if American Tower believes that the leasing or continued leasing of the Site would expose American Tower to undue risks of liability to a

government agency or third party, American Tower will have the right, in addition to any other rights it may have at law or in equity, to terminate the Agreement upon notice to Landlord.

16. Sale of Property; Right of First Refusal.

(a) Landlord shall not be prohibited from the selling, leasing or using any of the Property or the Surrounding Property, except as provided below.

(b) If Landlord, at any time during the Term, decides to rezone, sell, subdivide or otherwise transfer all or any part of the Premises, the Property or the Surrounding Property, to a purchaser other than American Tower, Landlord shall promptly notify American Tower in writing, and such rezoning, sale, subdivision or transfer shall be subject to this Agreement and American Tower's rights hereunder. In the event of a change in ownership, transfer or sale of the Property, within ten (10) days of such transfer, Landlord or its successor shall send the following documents to American Tower: (i) new deed to Property; (ii) copy of current tax bill; (iii) new IRS form w-9; (iv) completed and signed Payment Authorization Form; and (v) contact information for new Landlord, including telephone number. Until American Tower receives all such documents, American Tower shall not be responsible for any failure to make payments under this Agreement and reserves the right to hold payments due under this Agreement.

(c) Landlord agrees not to sell, lease or use any areas of the Property or Surrounding Property for the installation, operation or maintenance of other wireless communications facilities if such installation, operation or maintenance would interfere with the American Tower's Intended Use or communications equipment as determined by radio propagation tests performed by American Tower in its sole discretion. Landlord or Landlord's prospective purchaser shall reimburse American Tower for any costs and expenses of such testing. If the radio frequency propagation tests demonstrate levels of interference unacceptable to American Tower, Landlord shall be prohibited from selling, leasing or using any areas of the Property or the Surrounding Property for purposes of any installation, operation or maintenance of any other wireless communications facility or equipment.

(d) The provisions of this Paragraph 16 shall in no way limit or impair the obligations of Landlord under this Agreement, including interference and access obligations.

(e) If, at any time after the date of this Agreement, Landlord receives a bona fide written offer from a third party seeking an assignment or transfer of Rent payments associated with this Agreement ("**Rental Stream Offer**"), Landlord shall immediately furnish American Tower with a copy of the Rental Stream Offer. American Tower shall have the right within twenty (20) days after it receives such copy to match the Rental Stream Offer and agree in writing to match the terms of the Rental Stream Offer. Such writing shall be in the form of a contract substantially similar to the Rental Stream Offer. If American Tower chooses not to exercise this right or fails to provide written notice to Landlord within the twenty (20) day period, Landlord may assign the right to receive Rent payments pursuant to the Rental Stream Offer, subject to the terms of this Agreement. If Landlord attempts to assign or transfer Rent payments without complying with this Section, the assignment or transfer shall be void. American Tower shall not be responsible for any failure to make payments under this Agreement and reserves the right to hold payments due under this Agreement until Landlord complies with this Paragraph.

17. Assignment.

(a) Any sublease, license or assignment of this Agreement that is entered into by Landlord or American Tower is subject to the provisions of this Agreement.

(b) Landlord may assign this Agreement in its entirety to any third party in conjunction with a sale of the Property in accordance with Paragraph 16 of this Agreement. Landlord will not otherwise assign less than Landlord's full interest in this Agreement without the prior written consent of American Tower.

(c) American Tower may assign this Agreement without prior notice to or the consent of Landlord. Upon assignment, American Tower shall be relieved of all liabilities and obligations hereunder and Landlord shall look solely to the assignee for performance under this Agreement and all obligations hereunder.

(d) American Tower may mortgage or grant a security interest in this Agreement and the Tower Facilities, and may assign this Agreement and the Tower Facilities to any such mortgagees or holders of security interests including their successors and assigns (collectively, "**Secured Parties**"). If requested by American Tower, Landlord will execute such consent to such financing as may reasonably be required by Secured Parties. In addition, if requested by American Tower, Landlord agrees to notify American Tower and American Tower's Secured Parties simultaneously of any default by American Tower and to give Secured Parties the same right to cure any default as American Tower. If a termination, disaffirmance or rejection of the Agreement by American Tower pursuant to any laws (including any bankruptcy or insolvency laws) occurs, or if Landlord will terminate this Agreement for any reason, Landlord will give to Secured Parties prompt notice thereof and Secured Parties will have the right to enter upon the Compound during a thirty (30)-day period commencing upon Secured Parties' receipt of such notice for the purpose of removing any Tower Facilities. Landlord acknowledges that Secured Parties are third-party beneficiaries of this Agreement.

18. Condemnation. If a condemning authority takes all of the Site, or a portion sufficient in American Tower's sole judgment, to render the Site unsuitable for the Intended Use, this Agreement will terminate as of the date the title vests in the condemning authority. Landlord and American Tower will each be entitled to pursue their own separate awards in the condemnation proceeds, (which, for American Tower, includes, where applicable, the value of the Tower Facilities, moving expenses, prepaid Rent and business dislocation expenses), provided that any award to American Tower will not diminish Landlord's recovery. If a condemning authority takes less than the entire Site such that the Site remains suitable for American Tower's Intended Use, the Rent payable under this Agreement will not be impacted by the condemnation. A sale of all or part of the Site to a purchaser with the power of eminent domain in the face of the exercise of eminent domain power will be treated as a taking by condemnation for the purposes of this Paragraph.

19. Casualty. Landlord will provide notice to American Tower of any casualty or other harm affecting the Property within forty-eight (48) hours of the casualty or other harm. If any part of the Tower Facilities or Property is damaged by casualty or other harm so as to render the Site unsuitable, in American Tower's sole determination, then American Tower may terminate this Agreement by providing written notice to Landlord, which termination will be effective as of the date of such casualty or other harm. Upon such termination, American Tower will be entitled to collect all insurance proceeds payable to American Tower on account thereof and to be reimbursed for any prepaid Rent on a pro rata basis. Landlord agrees to permit American Tower to place temporary transmission and reception facilities on the Property, but only until such time as American Tower is able to activate a replacement transmission facility at another location; notwithstanding the termination of the Agreement, such temporary facilities will be governed by all of the terms and conditions of this Agreement, including Rent. If Landlord or American Tower undertakes to rebuild or restore the Site and/or the Tower Facilities, as applicable, Landlord agrees to permit American Tower to place temporary transmission and reception facilities on the Property at no additional Rent until the reconstruction of the Site and/or the Tower Facilities is completed. If Landlord determines not to rebuild or restore the Property, Landlord will notify American

Tower of such determination within thirty (30) days after the casualty or other harm. If Landlord does not so notify American Tower, and American Tower decides not to terminate under this Paragraph, then Landlord will promptly rebuild or restore any portion of the Property interfering with or required for American Tower's Intended Use of the Site to substantially the same condition as existed before the casualty or other harm. Landlord agrees that the Rent shall be abated until the Property and/or the Site are rebuilt or restored, unless American Tower places temporary transmission and reception facilities on the Property.

20. Insurance.

(a) American Tower will purchase and maintain in full force and effect throughout the Option Period and the Term such commercial general liability and property damage policies as American Tower may deem necessary and Workers' Compensation Insurance as required by law. Said policy of commercial general liability insurance will at a minimum provide a combined single limit of Three Million and 00/100 Dollars (\$3,000,000.00) per occurrence and Six Million and 00/100 Dollars (\$6,000,000.00) general aggregate, based on Insurance Services Office (ISO) Form CG 00 01 or a substitute form providing substantially equivalent coverage. Landlord shall be listed as an additional insured. Such additional insured coverage:

(i) shall be limited to bodily injury, property damage or personal and advertising injury caused, in whole or in part, by American Tower, its employees, agents or independent contractors;

(ii) shall not extend to claims for punitive or exemplary damages arising out of the acts or omissions of Landlord, its employees, agents or independent contractors or where such coverage is prohibited by law or to claims arising out of the gross negligence of Landlord, its employees, agents or independent contractors; and

(iii) shall not exceed American Tower's indemnification obligation under this Agreement, if any.

(b) Notwithstanding the foregoing, American Tower shall have the right to self-insure the coverages required in subsection (a). In the event American Tower elects to self-insure its obligation to include Landlord as an additional insured, the following provisions shall apply (in addition to those set forth in subsection (a)):

(i) Landlord shall promptly and no later than thirty (30) days after notice thereof provide American Tower with written notice of any claim, demand, lawsuit, or the like for which it seeks coverage pursuant to this Paragraph and provide American Tower with copies of any demands, notices, summonses, or legal papers received in connection with such claim, demand, lawsuit, or the like;

(ii) Landlord shall not settle any such claim, demand, lawsuit, or the like without the prior written consent of American Tower; and

(iii) Landlord shall fully cooperate with American Tower in the defense of the claim, demand, lawsuit, or the like.

21. Waiver of Damages.

(a) In the event that American Tower does not exercise its Option: (i) Landlord's sole compensation and damages will be fixed and liquidated to the sums paid by American Tower to Landlord as consideration for the Option; and (ii) Landlord expressly waives any other remedies it may have for a breach of this Agreement including specific performance and damages for breach of contract, subject to those obligations incurred by American Tower under Paragraph 2(d)(iii) of this Agreement.

(b) Neither Landlord nor American Tower will be responsible or liable to the other party for any loss or damage arising from any claim to the extent attributable to vandalism or for any structural or power failures or destruction or damage to the Tower Facilities, except to the extent caused by the negligence or willful misconduct of such party.

(c) EXCEPT AS SPECIFICALLY PROVIDED IN THIS AGREEMENT, IN NO EVENT WILL LANDLORD OR AMERICAN TOWER BE LIABLE TO THE OTHER FOR, AND AMERICAN TOWER AND LANDLORD EACH HEREBY WAIVE THE RIGHT TO RECOVER INCIDENTAL, CONSEQUENTIAL (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, LOSS OF USE OR LOSS OF BUSINESS OPPORTUNITY), PUNITIVE, EXEMPLARY AND SIMILAR DAMAGES.

22. Confidentiality. Unless otherwise required by state statute, Landlord will not disclose to any third party the Rent payable by American Tower under this Agreement and will treat such information as confidential, except that Landlord may disclose such information to prospective buyers, prospective or existing lenders, Landlord's Affiliates and attorneys, or as may be otherwise required by law or as may be necessary for the enforcement of Landlord's rights under the Agreement.

23. Subordination Agreements.

(a) If the Site is encumbered by a mortgage or deed of trust, Landlord will provide promptly to American Tower a mutually agreeable non-disturbance and attornment agreement, to the effect that American Tower and American Tower's sublessees and licensees will not be disturbed in their occupancy and use of the Site by any foreclosure or to provide information regarding the mortgage to American Tower.

(b) Should a subordination, non-disturbance and attornment agreement be requested by Landlord or a lender working with Landlord on a loan to be secured by the Property and entered into subsequent to the Execution Date, American Tower will use good faith efforts to provide Landlord or Landlord's lender with American Tower's form subordination, non-disturbance and attornment agreement executed by American Tower within thirty (30) days of such request.

24. Notices. All notices, requests, communications or demands by or from American Tower to Landlord, or Landlord to American Tower, required under this Agreement will be in writing and sent (United States mail postage pre-paid, certified with return receipt requested or by reputable national overnight carrier service, transmit prepaid) to the other party at the addresses set forth in Paragraph 1 of this Agreement or to such other addresses as the parties may, from time to time, designate consistent with this Paragraph 24, with such new notice address being effective thirty (30) days after receipt by the other party. Notices will be deemed to have been given upon either receipt or rejection.

25. Further Acts.

(a) Landlord agrees that American Tower's ability to use the Site is contingent upon the suitability of the Site for American Tower's Intended Use and American Tower's ability to obtain and maintain all required Approvals. Landlord authorizes American Tower to prepare, execute and file all required applications to obtain the Approvals for American Tower's Intended Use under this Agreement and agrees to reasonably assist American Tower with such applications and with obtaining and maintaining the Approvals.

(b) In the event that American Tower suffers lost revenue or other damages as a result of any delay caused by Landlord's unwillingness to execute a document or to take any other action deemed necessary by American Tower to protect American Tower's leasehold rights or to facilitate the Intended

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Use, American Tower may pursue any and all rights and remedies to which it may be entitled at law or in equity.

26. Memorandum of Lease. Simultaneously with the execution of this Agreement, the parties will enter into the Memorandum of Lease attached to this Agreement as Exhibit C which American Tower may record in the public records of the county of the Property. Landlord acknowledges and agrees that after Landlord signs the Memorandum of Lease but before American Tower records it, American Tower may add both: (a) a reference to the recording granting Landlord its interest in the Property; and (b) a legal description of the Site as Exhibit B. Landlord agrees to execute and return to American Tower a recordable Amended Memorandum of Lease in form supplied by American Tower if: (i) the information included in the Memorandum of Lease changes, or (ii) if it becomes clear that such information is incorrect or incomplete or if this Agreement is amended.

27. Miscellaneous.

(a) This Agreement runs with the Property and is binding upon and will inure to the benefit of the parties, their respective heirs, successors, personal representatives and assigns.

(b) American Tower may, at American Tower's sole cost and expense: (i) procure an abstract of title or a commitment to issue a policy of title insurance (collectively "***Title***") on the Property; and (ii) have the Property surveyed by a surveyor of American Tower's choice. At American Tower's discretion, the legal description of the Site, as shown on the survey, may replace Exhibit B of this Agreement and be added as Exhibit B of the Memorandum of Lease. American Tower may also perform and obtain, at American Tower's sole cost and expense, soil borings, percolation tests, engineering procedures, environmental investigation or other tests or reports on, over and under the Property, necessary to determine if American Tower's use of the Site will be compatible with American Tower's engineering specifications, system, design, operations or the Approvals.

(c) Landlord hereby waives any and all lien rights it may have, statutory or otherwise, in and to the Tower Facilities or any portion thereof, regardless of whether or not same is deemed real or personal property under applicable laws. Landlord consents to American Tower's right to remove all or any portion of the Tower Facilities from time to time in American Tower's sole discretion and without Landlord's consent.

(d) The substantially prevailing party in any litigation arising hereunder is entitled to its reasonable attorney's fees and court costs, including appeals, if any. Substantially prevailing party means the party determined by the court to have most nearly prevailed even if such party did not prevail in all matters. This provision will not be construed to entitle any party other than Landlord, American Tower and their respective Affiliates to recover their fees and expenses.

(e) Each party agrees to furnish to the other, within thirty (30) days after request, such estoppel information as the other may reasonably request.

(f) This Agreement constitutes the entire agreement and understanding of Landlord and American Tower with respect to the subject matter of this Agreement, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not stated in this Agreement. This Agreement cannot be amended, modified or revised unless done in writing and signed by Landlord and American Tower. No provision may be waived, except in a writing signed by both parties.

(g) Except as otherwise stated in this Agreement, each party shall bear its own fees and expenses (including the fees and expenses of its agents, brokers, representatives, attorneys, and

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accountants) incurred in connection with the negotiation, drafting, execution and performance of this Agreement and the transactions it contemplates.

(h) The Agreement will be construed in accordance with the laws of the state in which the Site is situated.

(i) American Tower may obtain title insurance on its interest in the Site, and Landlord will cooperate by executing any documentation required by the title insurance company.

(j) This Agreement may be executed in two or more counterparts, all of which are considered one and the same agreement and become effective when one or more counterparts have been signed by each of the parties, it being understood that all parties need not sign the same counterpart.

(k) Landlord will not, during the Option Period or the Term, enter into any other lease, license, or other agreement for the same or similar purpose as the Intended Use, on or adjacent to the Property.

(l) Failure or delay on the part of either party to exercise any right, power or privilege hereunder will not operate as a waiver thereof and waiver of breach of any provision hereof under any circumstances will not constitute a waiver of any subsequent breach.

(m) The parties agree that irreparable damage would occur if any of the provisions of this Agreement were not performed in accordance with their specified terms or were otherwise breached. Therefore, the parties agree that the parties will be entitled to seek an injunction(s) in any court in the state in which the Site is located to prevent breaches of the provisions of this Agreement and to enforce specifically the terms and provisions of the Agreement, this being in addition to any other remedy to which the parties are entitled at law or in equity.

(n) Each party executing this Agreement acknowledges that it has full power and authority to do so and that the person executing on its behalf has the authority to bind the party.

(o) The submission of this Agreement to any party for examination or consideration does not constitute an offer, reservation of or option for the Site based on the terms set forth herein. This Agreement will become effective as a binding Agreement only upon the handwritten legal execution, acknowledgement and delivery hereof by Landlord and American Tower.

(p) Unless otherwise specified, the following rules of construction and interpretation apply: (i) captions are for convenience and reference only and in no way define or limit the construction of the terms and conditions hereof; (ii) use of the term "including" will be interpreted to mean "including but not limited to"; (iii) whenever a party's consent is required under this Agreement, except as otherwise stated in the Agreement or as same may be duplicative, such consent will not be unreasonably withheld, conditioned or delayed; (iv) exhibits are an integral part of the Agreement and are incorporated by reference into this Agreement; (v) use of the terms "termination" or "expiration" are interchangeable; (vi) reference to a default will take into consideration any applicable notice, grace and cure periods; (vii) to the extent there is any issue with respect to any alleged, perceived or actual ambiguity in this Agreement, the ambiguity shall not be resolved on the basis of who drafted the Agreement; (viii) the singular use of words includes the plural where appropriate and (ix) if any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect if the overall purpose of the Agreement is not rendered impossible and the original purpose, intent or consideration is not materially impaired.

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(q) American Tower agrees to comply with all federal, state and local laws, orders, rules and regulations (“**Laws**”) applicable to American Tower’s use of the Tower Facilities. Landlord agrees to comply with all Laws relating to Landlord’s ownership and use of the Property and any improvements on the Property.

(r) “Affiliate” means with respect to a party to this Agreement, any person or entity that (directly or indirectly) controls, is controlled by, or under common control with, that party. “Control” of a person or entity means the power (directly or indirectly) to direct the management or policies of that person or entity, whether through the ownership of voting securities, by contract, by agency or otherwise.

(s) Any provisions of this Agreement relating to indemnification shall survive the termination or expiration hereof. In addition, any terms and conditions contained in this Agreement that by their sense and context are intended to survive the termination or expiration of this Agreement shall so survive.

(t) EACH PARTY, TO THE EXTENT PERMITTED BY LAW, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN ANY ACTION OR PROCEEDING UNDER ANY THEORY OF LIABILITY ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS AGREEMENT OR THE TRANSACTIONS IT CONTEMPLATES.

[SIGNATURES APPEAR ON NEXT PAGE]

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IN WITNESS WHEREOF, Landlord and American Tower have each executed this Agreement as of the respective dates written below.

LANDLORD:

Charter Township of Ypsilanti,
a Michigan municipal corporation

By: _____
Name:
Title:

Date: _____

STATE OF _____

COUNTY OF _____

Before me, _____, the undersigned, a Notary Public for the State, personally appeared _____, who is the _____ of the Charter Township of Ypsilanti, a Michigan municipal corporation, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official stamp or seal, this ___ day of _____, 2015

[Affix Notary Seal]

Notary Public
My commission expires:

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The following exhibits are attached to this Agreement and incorporated into this Agreement:

| | |
|-----------|--------------------------------------|
| Exhibit A | Description or Depiction of Property |
| Exhibit B | Description or Depiction of Site |
| Exhibit C | Memorandum of Lease |
| Exhibit D | Schedule of Rent |

Site Name: TEXTILE ROAD MI
Site Number: 201382

EXHIBIT A

DESCRIPTION OR DEPICTION OF PROPERTY

The Property is described and/or depicted as follows:

The following described premises situated in the Township of Ypsilanti, County of Washtenaw and State of Michigan, to-wit:

Commencing at the Southeast corner of Section 21, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, thence South 79°57' West 2380.98 feet along the South line of said section and the center line of Textile Road; thence along the center line of Whittaker Road in the following courses:

North 2° 34'50" West 484.04 feet; North 22°36'25" West 245.98 feet; North 42°38' West 326.62 feet; North 46°11' West 814.59 feet; North 47°06' West 155.84 feet for a Place of Beginning; thence continuing North 47°06' West along the center line of Whittaker Road 850.0 feet; thence North 0°22' East 2493.88 feet along the West line of the East ½ of the West ½ of said Section 21, thence along the center line of Huron River Drive in the following courses, North 89°52'30" East 100.88 feet; Southeasterly 470.98 feet along the arc of a circular curve concave to the South, radius 990.0 feet, chord South 75°08' East 465.62 feet; South 60°08'30" East 857.94 feet; thence South 29°54'30" West 165.0 feet; thence South 60°08'30" East 125.0 feet; thence North 29°54'30" East 20.0 feet; thence South 0°36'40" West 1576.13 feet along the North and South ¼ line of said section; thence South 42°54' West 1039.73 feet to the place of beginning, being a part of said Section 21, containing 76.76 acres of land more or less, being subject to the rights of the public over the Southwesterly 33.0 feet thereof as occupied by Whittaker Road, also subject to the rights of the public over the Northerly 33.0 feet thereof as occupied by Huron River Drive, also subject to other easements or restrictions of record, any.

Less and Except (Liber 3951 Pg. 1)

Commencing at the Southeast corner of Section 21, T3S, R7E, Ypsilanti Township, Washtenaw County, Michigan; thence S 79° 57' 00" W 2380.98 feet along the South line of said Section 21 and the centerline of Textile Road; thence along the centerline of Whittaker Road the following five courses: N 02° 34' 50" W 484.04 feet, N 22° 36' 25" W 245.98 feet, N 42° 38' 00" W 326.62 feet, N 46° 11' 00" W 814.59 feet, and N 47° 06' 00" W 295.38 feet for a PLACE OF BEGINNING; thence continuing N 47° 06' 00" W 710.46 feet along said centerline; thence N 00° 22' 00" E 494.80 feet along the West line of the East ½ of the West ½ of said Section 21; thence N 83° 45' 15" E 478.03 feet; thence S 11° 53' 58" E 896.12 feet; thence S 42° 54' 00" W 209.63 feet to the Place of Beginning, being a part of the West ½ of said Section 21, containing 10.38 acres of land, more or less, being subject to the rights of the public over the Southeasterly 33.00 feet thereof as occupied by Whittaker Road, and being subject to easements and restrictions of record, if any.

Less and Except (Liber: 1503 pg. 634)

Commencing at the S.E. Corner of Section 21, T3S-R 7E, Ypsilanti Township, Washtenaw County, Michigan, thence S. 79°57'00" W, 2380.98 ft., along the Southline of Section 21, and the Centerline of Textile Road, thence along the Centerline of Whittaker Road in the following Courses, N. 02°34'50" W, 484.04 ft., thence N. 22°36'25" W, 245.98 ft., thence N. 42°38'00" W, 326.62 ft., thence N. 46°11'00" W, 814.71 ft., thence N. 47°06'00" W, 1005.84 ft., thence N. 0°22'00" E, 1028.88 ft., thence S. 89°35'10" E, 540.00 ft., to the Place of Beginning. Thence S. 0°36'40" W, 478.99 ft., thence S. 89°23'20" E, 792.59 ft., thence N. 0°36'40" E, 1221.62 ft., thence S. 29°54'30" W, 20.00 ft., thence N. 60°08'30" W, 125.00 ft., thence N. 29°54'30" E, 165.00 ft., thence N. 60°08'30" W, 203.85 ft., thence S. 29°51'30" W, 1180.20 Ft., to the P.O.B. Containing 20.00 acres. Subject to all Easements and Rights of Ways of Record.

Parcel Number: K -11-21-300-048

Site Name: TEXTILE ROAD MI
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EXHIBIT B

DESCRIPTION OR DEPICTION OF SITE

Locations are approximate. American Tower may, at its option, replace this exhibit with a copy of the survey of the Site.

Site Name: TEXTILE ROAD MI
Site Number: 201382

EXHIBIT C

MEMORANDUM OF LEASE

[see following pages]

Prepared by and Return To:
American Tower Corporation
10 Presidential Way
Woburn, MA 01801
Site #: 201382
Site Name: Textile Road MI
Parcel No: K-11-21-300-048

Cross Reference: Book: _____; **Pg:** _____

Memorandum of Lease Agreement

THIS MEMORANDUM OF AGREEMENT ("Memorandum") is executed this ____ day of _____, 2015 by and between Charter Township of Ypsilanti, a Michigan municipal corporation, with a mailing address of 7200 S. Huron River Drive, Ypsilanti, MI 48197 ("Landlord") and American Towers LLC, a Delaware limited liability company, with a mailing address of 10 Presidential Way, Woburn, MA 01801 ("American Tower") and evidences that on the ____ day of _____, 2015 a Lease Agreement ("Agreement") was entered into by and between Landlord and American Tower.

1. **Option.** The initial term of the Option is three (3) years from the date of the Agreement. This Option can be extended by American Tower for such other periods as Landlord and American Tower mutually agree.

2. **Property.** Landlord owns certain real property described in **Exhibit "A"** (the "Property"). Subject to the terms of the Agreement, Landlord has granted to American Tower an option to lease a portion of the Property (the "Compound") and to acquire certain easements for ingress, egress and utilities ("Easements" and collectively with the Compound, the "Site", as shown on **Exhibit "B"**), a license to use certain other portions of the Property and a right of first refusal to purchase the Site and/or the Property.

3. **Lease.** Should American Tower exercise its Option, the Agreement will constitute a lease of the Site. The initial term of the lease will be for five (5) years, commencing upon the date American Tower specifies in a written notice to Landlord. The Agreement will automatically renew for four (4) additional periods of five (5) years each, unless American Tower notifies Landlord of its decision not to renew the Agreement.

4. **Notices.** All notices, requests, demands, and other communications to the Landlord or American Tower will be made at the following addresses:

Landlord: Charter Township of Ypsilanti
7200 S. Huron River Drive
Ypsilanti, MI 48197

American Tower: American Towers LLC
c/o American Tower Corporation
10 Presidential Way
Woburn, MA 01801
Attn: Land Management

with a Copy to: American Towers LLC
c/o American Tower Corporation
116 Huntington Avenue
Boston, MA 02116
Attn: Law Department

5. **Construction of Memorandum.** This Memorandum is not a complete summary of the terms and conditions contained in the Agreement. Provisions in the Memorandum will not be used in interpreting the Agreement provisions. In the event of a conflict between this Memorandum and the Agreement, the Agreement will control.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**EXHIBIT A
PROPERTY**

The following described premises situated in the Township of Ypsilanti, County of Washtenaw and State of Michigan, to-wit:

Commencing at the Southeast corner of Section 21, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, thence South 79°57' West 2380.98 feet along the South line of said section and the center line of Textile Road; thence along the center line of Whittaker Road in the following courses:

North 2° 34'50" West 484.04 feet; North 22°36'25" West 245. 98 feet; North 42°38' West 326.62 feet; North 46°11' West 814.59 feet; North 47°06' West 155. 84 feet for a Place of Beginning; thence continuing North 47°06' West along the center line of Whittaker Road 850.0 feet; thence North 0°22' East 2493. 88 feet along the West line of the East ½ of the West ½ of said Section 21, thence along the center line of Huron River Drive in the following courses, North 89°52'30" East 100.88 feet; Southeasterly 470.98 feet along the arc of a circular curve concave to the South, radius 990.0 feet, chord South 75°08' East 465.62 feet; South 60°08'30" East 857.94 feet; thence South 29°54'30" West 165.0 feet; thence South 60°08'30" East 125.0 feet; thence North 29°54'30" East 20.0 feet; thence South 0°36'40" West.1576.13 feet along the North and South ¼ line of said section; thence South 42°54' West 1039.73 feet to the place of beginning, being a part of said Section 21, containing 76.76 acres of land more or less, being subject to the rights of the public over the Southwesterly 33.0 feet thereof as occupied by Whittaker Road, also subject to the rights of the public over the Northerly 33.0 feet thereof as occupied by Huron River Drive, also subject to other easements or restrictions of record, any.

Less and Except (Liber 3951 Pg. 1)

Commencing at the Southeast corner of Section 21, T3S, R7E, Ypsilanti Township, Washtenaw County, Michigan; thence S 79° 57' 00" W 2380.98 feet along the South line of said Section 21 and the centerline of Textile Road; thence along the centerline of Whittaker Road the following five courses: N 02° 34' 50" W 484.04 feet, N 22° 36' 25" W 245.98 feet, N 42° 38' 00" W 326.62 feet, N 46° 11' 00" W 814.59 feet, and N 47° 06' 00" W 295.38 feet for a PLACE OF BEGINNING; thence continuing N 47° 06' 00" W 710.46 feet along said centerline; thence N 00° 22' 00" E 494.80 feet along the West line of the East ½ of the West ½ of said Section 21; thence N 83° 45' 15" E 478.03 feet; thence S 11° 53' 58" E 896.12 feet; thence S 42° 54' 00" W 209.63 feet to the Place of Beginning, being a part of the West ½ of said Section 21, containing 10.38 acres of land, more or less, being subject to the rights of the public over the Southeasterly 33.00 feet thereof as occupied by Whittaker Road, and being subject to easements and restrictions of record, if any.

Less and Except (Liber: 1503 pg. 634)

Commencing at the S.E. Corner of Section 21, T3S-R 7E, Ypsilanti Township, Washtenaw County, Michigan, thence S. 79°57'00" W, 2380. 98 ft., along the Southline of Section 21, and the Centerline of Textile Road, thence along the Centerline of Whittaker Road in the following Courses, N. 02°34'50" W, 484. 04 ft., thence N. 22°36'25" W, 245.98 ft., thence N. 42°38'00", W, 326.62 ft., thence N. 46°11'00" W, 814.71 ft., thence N. 47°06'00" W, 1005. 84. ft., thence N. 0°22'00" E, 1028.88 ft., thence S. 89°35'10" E, 540. 00 ft., to the Place of Beginning. Thence S. 0°36'40" W, 478. 99 ft., thence S. 89°23'20" E, 792.59 ft., thence N. 0°36'40" E, 1221.62 ft., thence S. 29°54'30" W, 20.00 ft., thence N. 60°08'30" W, 125.00 ft., thence N. 29°54'30" E, 165,00 ft., thence N. 60°08'30" W, 203.85 ft., thence S. 29°51'30" W, 1180.20 Ft., to the P.O.B. Containing 20.00 acres. Subject to all Easements and Rights of Ways of Record.

Parcel Number: K -11-21-300-048

EXHIBIT B
SITE

EXHIBIT D

SCHEDULE OF RENT

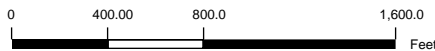
In the event that American Tower exercises the Option, as set forth in Paragraph 2(f) of the Agreement, the initial payment of Rent, as defined in Paragraph 1(n) of the Agreement, will depend upon the year in which the Option is exercised, as follows:

| <u>Year Option Exercised</u> | <u>Rent under Paragraph 1(n)</u> |
|------------------------------|---|
| 2016 | Twenty-Two Thousand Five Hundred Seventy-Seven and 80/100 (\$22,577.80) |
| 2017 | Twenty-Three Thousand Two Hundred Fifty-Five and 13/100 (\$23,255.13) |
| 2018 | Twenty-Three Thousand Nine Hundred Fifty-Two and 78.100 (\$23,952.78) |

After the Commencement Date and the initial payment of Rent, Rent will increase as set forth in Paragraph 1(o) of the Agreement.



Proposed Tower



1: 9,600

12/1/2015



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.

Zimbra**lgarrett@ytown.org**

Fwd: Proposed Lease Agreement

From : McLain Winters
<mcwinlaw@gmail.com>

Tue, Dec 01, 2015 11:19 AM

Subject : Fwd: Proposed Lease Agreement

To : YT-Brenda Stumbo
<bstumbo@ytown.org>,
YT-Karen Lovejoy Roe
<klovejoyroe@ytown.org>,
YT-Larry Doe
<l DOE@ytown.org>,
Tammie Keen
<tkeen@ytown.org>,
Nancy Wrybkowski
<nwrybk@ytown.org>,
Debbie Agdorny
<dagdorn@ytown.org>,
Lisa Garrett
<lgarrett@ytown.org>,
YT-Jean Hall-Currie
<jcurrie@ytown.org>,
YT-Stan Eldridge
<mipanthers@aol.com>,
Mike Martin
<mmartin@ytown.org>,
Scott Martin
<SMartin@ytown.org>

Please include this email in tonight's Board Packet confirming that the lease site is on the Township property as depicted in the aerial provided by Planning Director Joe Lawson.

Doug
/kg

----- Forwarded message -----

From: **Amanda McMahon** <amcmahon@haleylawfirm.com>

Date: Tue, Dec 1, 2015 at 11:02 AM

Subject: RE: Proposed Lease Agreement

To: McLain Winters <mcwinlaw@gmail.com>

Doug –

Pursuant to our discussion, the Search Ring name for this site is Textile Road; however, the candidate for this Search Ring is for the Township Hall property.

Thanks,

Amanda McMahon

10059 Bergin Road

Howell, Michigan 48843

Office: [517.518.8623](tel:517.518.8623)

Fax: [517.518.8639](tel:517.518.8639)

Mobile: [810.820.5217](tel:810.820.5217)

From: McLain Winters [mailto:mcwinlaw@gmail.com]

Sent: Tuesday, November 24, 2015 12:14 PM

To: Amanda McMahon <amcmahon@haleylawfirm.com>

Subject: Proposed Lease Agreement

--

McLain & Winters
61 N. Huron Street
Ypsilanti MI, 48197
[734-481-1121](tel:734-481-1121)
[734-481-8909](tel:734-481-8909) (fax)
mcwinlaw@gmail.com

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McLain & Winters
61 N. Huron Street
Ypsilanti MI, 48197
734-481-1121
734-481-8909 (fax)
mcwinlaw@gmail.com

Zimbra

averges@ytown.org

Grant Reward

From : Deborah Aue <daue@ytown.org>

Wed, Nov 25, 2015 10:07 AM

Subject : Grant Reward**To :** Brenda Stumbo <bstumbo@ytown.org>, Karen Lovejoy Roe <klovejoyroe@ytown.org>, Larry Doe <lroe@ytown.org>, Stan Eldridge <seldridge@ytown.org>, Mike Martin <mmartin@ytown.org>, Jean Hall-Currie <jcurrie@ytown.org>, Scott Martin <smartin@ytown.org>**Cc :** Angela Verges <averges@ytown.org>, Travis McDugald <tmcdugald@ytown.org>

Hello

I am very excited to announce that the 50 & Beyond senior program has been awarded a grant in the amount of \$4,941.00 for the purpose of replace the old and damaged round tables (\$2,990.35) and to implement a Rec Track Pass Management scanning station back in the senior room (\$1948.00). This station will be in addition to the front counter station we currently have. Moving forward the money will be released to the Township before December 31, 2015. I will contact Travis next week to discuss how we should move forward with the scanning station. Also, I need to have Brenda and Karen sign the agreement within 14 days to comply with the grant. This grant is from the same foundation that provided funds for the sound system and exercise equipment in the past. I will send the agreement page over with Angie. Please let me know if the 14 day requirement will be a problem and I will contact the foundation and see if they will extend it. Thank you in advance for your cooperation with this grant.

--

*Debbie Aue
Recreation Coordinator
50 & Beyond Program
Ypsilanti Township Recreation
734-544-3838*

AGREEMENT

Effective Date: November 11, 2015

Donor: The Helen McCalla Trust
c/o Keith O. Smillie Attorney
320 Miller Ave., Suite 190
Ann Arbor MI 48103

Donee: Charter Township Of Ypsilanti
For The Benefit Of The Senior Program
2025 East Clark Road
Ypsilanti, Michigan 48198

Proposal Date: September 10, 2015

Distribution: \$4,941.00

P R E M I S E S

A) Donor is a charitable foundation qualified by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.

B) Under the terms of the trust and as required to maintain its charitable foundation status, Donor is to make annual distributions to recipients who meet certain qualifications and who agree to use that distribution for certain limited purposes. The limited purposes as stated in the trust are "for permanent or semi-permanent buildings and/or equipment benefitting elderly persons and/or handicapped children and not for any specific individuals or operational expenses."

C) Donee has submitted a proposal to the Donor for use of a distribution from Donor. A portion of that proposal has been approved. That portion relates to 10 round tables (\$2,993.35) and FOB Scanning Station (\$1,948.00). (the "Approved Proposal").

D) Donee has been chosen by Donor as a recipient for the tax year ending December 31, 2014, of a distribution from the trust, which distribution is being made in the calendar year 2015 and which is in the amount described above. (the "Distribution")

E) Donee has agreed to accept the Distribution upon the terms and conditions as stated herein.

NOW THEREFORE, in consideration for the payment to Donee of the Distribution, Donee agrees to use and expend the Distribution for the limited purposes described in the Approved Proposal. After the expenditures have been completed, Donee shall submit to Donor's counsel at the above address, a summary of Donee's expenditure of the Distribution with copies of cancelled checks.

DONOR:

Helen McCalla Trust

By: Caroline Chipman, Vice President
KeyBank, National Association, Co-Trustee

By: James McGuire, Co-Trustee

DONEE:

Ypsilanti Charter Township

By: Brenda L. Stumbo, Supervisor,

By: Karen Lovejoy Roe, Clerk

EBY CONNER SMILLIE & BOURQUE, PLLC

ATTORNEYS AND COUNSELORS
320 MILLER AVENUE, SUITE 190
ANN ARBOR, MICHIGAN 48103-3385

TELEPHONE (734) 769-2691
FACSIMILE (734) 769-2702

OF COUNSEL:
CLAN CRAWFORD, JR.

PAT D. CONNER
MARK J. EBY
KEITH O. SMILLIE
THOMAS B. BOURQUE

Email: ksmillie@aol.com

November 19, 2015

Deborah Aue, Senior Adult Coordinator
Ypsilanti Township Senior Program
Recreation Center
2025 East Clark Rd.
Ypsilanti, Michigan 48198

RE: Helen McCalla Trust

Dear Ms. Aue:

I represent the Trustees of the Helen McCalla Trust. My clients have reviewed your proposal dated September 10, 2015 for a distribution from the Trust. Your organization has been chosen as a recipient of a distribution from the Trust. This distribution would come upon the condition that your organization use and expend the funds for the limited purpose described in paragraph C. of the attached Agreement. Please review this Agreement and if the terms are acceptable, have it signed by the persons in your organization who have the authority for this purpose. Then return it to me within 14 days of the date of this letter. My client then intends to make the distribution before December 31, 2015.

Very truly yours,

EBY CONNER SMILLIE
& BOURQUE, PLLC



Keith O. Smillie

KOS:sf

Enclosures

Cc: Caroline Chipman (w/o enclosures)

OTHER BUSINESS

AUTHORIZATIONS AND BIDS

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



Residential Services

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073
Fax: (734) 544-3501
www.ytown.org

MEMORANDUM

To: Ypsilanti Township Board of Trustees

From: Jeff Allen, Director-Residential Services

Date: November 23, 2015

RE: Award the printing of the Helpful Handbook to Allegra Printing in the amount of \$21,500, to be charged to line item 226.226.000.900.000 & to approve postage in the amount-not to exceed \$10,000 to be charged to account 226.226.000.730.000

On October 20th, you authorized us to seek quotes for the printing of the 2016 Helpful Handbook. We received the following:

Allegra Printing-\$20,500
Messenger Printing-\$26,336.50
Chelsea Printing-No quote-Project was too large for them to do
Office Max/Depot-No quote received
QPS Printing-No quote-Project was too large for them to do

Allegra Printing was the low bidder and we seek approval to use them again this year, (They were awarded it for 2015) in the amount of \$21,500. We are asking for the extra money in case of some changes as it is mocked up for our approval.

We anticipate the postage of mailing this to be less than \$10,000 with the Sheriff's Dept to cover a portion of their costs.

As stated above, these are budgeted in the following accounts:

226.226.000.900.000-\$21,500

226.226.000.730.000-\$10,000 for Postage

We anticipate this being mailed on or around January 2, 2016.



October 30, 2015

To: Carly Willis
Company: Charter Township of Ypsilanti
From: Francis Olegario
Re: Estimate #: 51962- BUDGET NUMBERS ONLY-NOT TO BE USED FOR PRICE COMPARISON.

Project: Proposed Saddle Stitch Booklet – BUDGET NUMBERS ONLY AND NOT TO BE USED FOR PRICE COMPARISON.

Flat Size: 8.5” (w) x 9.75” (h)

Finish Size: 4.25” (w) x 9.75” (h)

Art: Charter Township to enter information on pre-made templates created by allegra for each section. 9 sub-titles under each section. Total of 27 sections. Assuming two pages each section. 56 pages + Cover – Total 60 pages. Create table of contents.
Allegra to setup booklet after final artwork/templates have been completed. Alphabetize tabs for each section. \$200.00 - \$400.00.

Proof: Art Design Setup: Up to 3 PDF’s grouped. Up to 2 physical proofs.
Production Proof: Up to 2 Physical proofs.

Stock: Cover: 100# Apollo Gloss Cover – 1 sheet per booklet
Text: 70# Offset – 15 sheets per booklet
Envelope: #11 Regular Envelope.
Sheriff Magnet 25mil (Square corner): 3.5” x 2”- Full Color
A&B Magnets 25 mil (Square corner): 6” x 4”- Black Ink Only

Ink: BOOKLET:
Cover & Text - 4/4, 4 Color front & back in process (Text Tabs 4 Colors Curbside Services-Green, Township Depts.-Blue(same as logo), Sheriff Dept.- Yellow (Same as Sheriff Magnet), Miscellaneous-(orange or black)
ENVELOPE:
Printed 1 color front in Blue ink PMS 648.

Bleeds/Coverage: No Bleeds

Bindery: Cut, Saddle Stitch, Trim, Carton Pack.

Mailing Services: List Process & Sort, NCOA, Insert 3(Sheriff Magnet, A&B Magnet and Helpful Handbook), Seal, Use Allegra Indicia, Inkjet and Deliver to Post Office. Will Need A and B as two separate excel lists for addressing. POSTAGE INVOICE will be provided and check will need to be made out to "ALLEGRA".

Other: FYI if mailing this year. If we are mailing this year to deliver the 1st week of 2016 my mailing specialist suggests that we work for a USPS drop date of December 18th. This is due to the holidays and the order that mail is processed this year being political mailings 1st, 1st class 2nd, standard 3rd.

Overs/Unders: N/A

Delivery: USPS, BAM to be delivered to client, 1 drop only.

Quantity: 14,500 Booklets, 14,400 Magnets for A&B (See other for split), 14,400 magnets of Sheriff Magnet.

Cost: **BUDGET NUMBER RANGE Cover & Text- Full Color: \$20,300.00-\$20,500.00**

Note: This project may require a deposit prior to production.

-Price does not include postage or sales tax if applicable.



-BUDGET NUMBERS ONLY AND NOT TO BE USED FOR PRICE COMPARISON. FINAL QUOTE WILL BE CREATED ONCE FINAL SPECS AND SPECIFICS ON BOOKLET & MAILING PROJECT IS SET.

Estimated Postage: Postage to be estimated after specs are finalized.

Lead Time: Proof: 1-3 Business days Production: 13-15 Business days after proof approval.

I appreciate the opportunity to quote, Carly. Please call or e-mail me if you have any questions.

Francis Olegario
Allegra Print • Mail • Marketing
francis@allegra.net

Live Project Information: Enter text.

Requested Proof Date: Enter date.

Requested Due Date: Enter date.

Additional Instructions: Enter text.

cc: Francis Olegario