

CHARTER TOWNSHIP OF
YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

KAREN LOVEJOY ROE

Treasurer

LARRY J. DOE

Trustees

STAN ELDRIDGE

HEATHER JARRELL ROE

MONICA ROSS WILLIAMS

JIMMIE WILSON, JR.

Special Meeting

November 9, 2017

Work Session – 5:00 p.m.

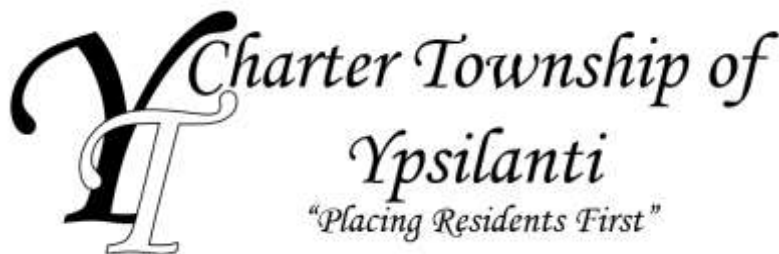
Regular Meeting – 6:30 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

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Supervisor's Office

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Ypsilanti, MI 48197
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SPECIAL WORK SESSION & BOARD MEETING

Board Room, Civic Center, 7200 S. Huron River Drive,
Ypsilanti Township

A Special Work Session and Board Meeting of the Charter Township of Ypsilanti Board of Trustees has been called by Supervisor Brenda Stumbo for the following items:

SPECIAL WORK SESSION

Thursday, November 9, 2017 – 5:00 p.m.

1. 2018 Fiscal Year Budget – Javonna Neel
 - a. Fund 101 – General Fund
 - i. Fund 280 – State Grants (propose combining w/General Fund)
 - b. Fund 206 – Fire Department
 - c. Fund 226 – Environmental Services
 - d. Fund 252 – Hydro Station
 - e. Fund 590 – Compost
 - f. Fund 595 – Motorpool/Repairs
 - g. Fund 893 – Nuisance Abatement

SPECIAL BOARD MEETING

Thursday, November 9, 2017 – 6:30 p.m.

1. Budget Amendment #15
2. Request of Dawn Farm for local governing body resolution for Charitable Gaming License
3. Request of Angela Verges, Recreation Services Manager for authorization to apply for the Building Health Communities Project Grant through Washtenaw County Public Health
4. Request of Michael Radzik, OCS Director for approval of contract extension with Looking Good Lawns for vegetation and clean up abatement for a period of five years from 2018 to 2022
5. Request of Jeff Allen, Residential Services Director to award the low bid for ADA accessibility improvements at the Civic Center to Denney Construction in the amount of \$45,000, budgeted in line item #101-970-000-971-008
6. Request to approve 3-way contract between Ypsilanti Township, Carlisle/Wortman Associates Inc and DMAP for Ypsilanti Township Placemaking Project

**SPECIAL
WORK
SESSION**

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 3.54% is budgeted for 2018. The draft budget showed a 5.41% increase but the taxable values were updated due to a late industrial personal property tax exemption filed and accepted by the State. Information provided by the Assessing Director and Accounting Director. We levy 1.0167 for General Operations. The increase in revenues is due to additions, uncapping on home sales, etc. Adjustments for the Board of Review and MTT refunds are included in this figure.
101-000-000-403-001 – ESA Reimbursement Operating	This line item reflects the reimbursement for ESA (Essential Services Assessment) for personal property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. The reimbursement is calculated by the State of Michigan and is received in February. Since the amount expected in 2018 is minimal, it was recommended by our Accounting Director that nothing be budgeted in this line item.
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 2018.

Line Item	Explanation
101-000-000-405-100 – In Lieu of Taxes-ACM	This line item is used for Payment in Lieu of Taxes (PILOT) for ACM. The amount is determined based on investments in the property. Our Accounting Director recommends budgeting \$20,000 for 2018.
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 \$630,000 in revenue for this line item and \$821,218 in expenditures (\$385,800 in Treasurer’s Office and \$435,418 in Assessing Office).
101-000-000-407-007 – Street Lights	This line item reflects special assessment dollars received to pay back the Township for installation of street lights. It has been recommended by our Accounting Director that \$48,000 be budgeted for 2018.
101-000-000-417-000 – Delinquent Pers. Property Taxes	This line item reflects delinquent personal property taxes for businesses that are paid. It is recommended that this line item remain at \$1,000 for the 2018 budget.
101-000-000-445-000 – Penalties and Interest	This line item reflects fees collected from delinquent taxes.
101-000-000-451-452 – Permits Salvage Yard	This line item reflects fees charged for statutory annual license renewal fees for junk yards.
101-000-000-451-453 – 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.

Line Item	Explanation
101-000-000-451-454 – Permits Peddler Fee	This line item reflects fees charged for Peddler Permits to allow vendors to sell door-to-door in the Township.
101-000-000-451-455 – Permits Bin Collection	This line item will be used for the fees associated with collection bins in the Township. Based on what has been received to date in 2017, it is recommended that it be reduced to \$500 for 2018.
101-000-000-476-483 – Dog License	This line item reflects fees charged for dog licenses. Based on revenues in previous years and to date in 2017, it is recommended that it remain at \$7,000 for 2018.
101-000-000-574-000 – State Revenue Sharing	This line item reflects revenues from the State of Michigan, based on Constitutional and Statutory amounts. It is estimated that the amount for 2018 will be \$4,832,932, an increase of 2.83%.
101-000-000-605-001 – 14B Ordinance Fines & Costs	This line item reflects funds transferred from 14-B District Court to the General Fund for Ordinance Fines & Costs. Since this is dependent on revenues received by the court and is very difficult to predict, nothing has been budgeted at this time.
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 that is not in a subdivision. This is done through the Assessing Office and Fire Department. For 1-2 lots, the fee is \$50. For 3 or more lots, the fee is \$25 per lot.
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.
101-000-000-626-630 – 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 2017, it is recommended that it be increased to \$12,000 in 2018.
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.
101-000-000-655-000 – Chrg-Nonrecording Prop Transfer	This line item reflects fees charged for transferring property. It is recommended that it remain at \$2,000 for 2018.

Line Item	Explanation
101-000-000-655-100 – Settlements & Judgments	This line item reflects funds received through a legal settlement. We do not expect any in 2018.
101-000-000-655-200 – Court Ordered Garnishment	This line item reflects fees received by the Township that have been ordered by the court and are difficult to predict. It is recommended that it remain at \$500 in 2018.
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.
101-000-000-667-000 – Site Lease Revenues	This line item reflects lease revenues for cell towers. There is a large decrease in this line item, due to negotiations with SBA to enter into a new Easement Agreement.
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. This is a fixed number.
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.
101-000-000-681-000 – Revenue-Radon Test Kit	This line item reflects fees charged for Radon test kits. These fees are difficult to project but based on previous years, it is recommended that \$300 be budgeted for 2018.

Line Item	Explanation
101-000-000-686-000 – Reimburs Election-Cnty/Twp/Ct	This line item reflects reimbursements for elections. There are currently two elections scheduled in 2018, in August and November. Figures provided by the Clerk’s Office.
101-000-000-688-000 – Reimbursement – WCRC	In the past, we have partnered with the Washtenaw County Road Commission to remove trees in the road right-of-way and this line item reflected the amount received from them. We are no longer partnering with them since removal in the right-of-way is their responsibility.
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. This is difficult to budget since the revenue is determined when Habitat chooses which houses they wish to purchase. Therefore, we are recommending that nothing be budgeted at this time.
101-000-000-694-004 – Misc Revenue-Insurance Reimb	This line item reflects the reimbursement we have received in the past 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. Since this is difficult to project, nothing has been budgeted for 2018. We keep this line item in case we do receive funds. No change from 2017.
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.

Line Item	Explanation
101-000-000-694-100 – Franchise Fees	This line item reflects dollars received for franchise cable fees from Comcast and AT&T. In reviewing the amount received to date in 2017, it is recommended by our Accounting Director that it be reduced to \$815,000 for 2018.
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.
101-000-000-697-100 – Trans In: For LEC Building	This line item reflects funds received from Fund 266 – Law Enforcement for improvements done to the LEC Building at 1501 S. Huron Street. The total amount is \$909,324. It is recommended that the payment for 2018 be reduced to \$50,000 in order to add two (2) additional deputies.
101-000-000-697-236 – Trans In: 14B District Court	This line item reflects funds received from Fund 236 – 14B District Court.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Fund 101 - GENERAL FUND							
Dept 000.000							
101-000.000-403.000	CURRENT PROPERTY TAXES	1,138,257	1,161,429	1,170,292	1,170,292	1,168,371	1,211,713
101-000.000-403.001	ESA REIMBURSEMENT OP	0	0	10,746	10,746	22,547	0
101-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	2,602	11,801	0	0	(228)	0
101-000.000-405.000	IN LIEU OF TAXES	21,464	10,986	11,000	11,000	10,172	11,000
101-000.000-405.100	IN LIEU OF TAX - ACM	0	0	0	0	18,337	20,000
101-000.000-407.001	PROPERTY TAXES/ADMINST. FEES	572,098	588,160	593,015	593,015	608,906	630,000
101-000.000-407.007	STREET LIGHTS	36,439	34,512	46,500	46,500	0	48,000
101-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	1,061	1,325	1,000	1,000	0	1,000
101-000.000-445.000	PENALTIES AND INTEREST	27,072	31,000	28,000	28,000	26,643	28,000
101-000.000-451.452	PERMITS SALVAGE YRD	1,250	875	1,250	1,250	1,375	1,250
101-000.000-451.453	PERMITS TRAILER FEE	6,019	6,229	5,000	5,000	4,090	5,000
101-000.000-451.454	PERMITS PEDDLER FEE	1,127	1,257	500	500	3,673	1,000
101-000.000-451.455	PERMITS BIN COLLECTION FEE	0	1,200	1,200	1,200	600	500
101-000.000-476.483	DOG LICENSES	8,389	10,552	7,000	7,000	8,181	7,000
101-000.000-476.485	SALE ORDINANCE & CODES	0	20	0	0	0	0
101-000.000-574.000	STATE REVENUE SHARING	4,497,343	4,539,739	4,699,770	4,699,770	3,175,912	4,832,932
101-000.000-605.001	14B ORDINANCE FINES AND COSTS	0	467,000	0	0	0	0
101-000.000-607.001	SITE PLAN - CHG FOR SERVICES	20,834	46,205	15,000	15,000	20,417	15,000
101-000.000-607.002	BOARD APPEALS - CHG FOR SERVICES	3,200	2,100	2,000	2,000	0	2,000
101-000.000-607.003	PROPERTY CHANGE APP - CHG FOR SERVICES	625	950	500	500	1,250	500
101-000.000-607.004	FAX, COPY & OTHER - CHG FOR SERVICES	59	85	50	50	32	50
101-000.000-607.006	ZONING FEES - CHG FOR SERVICES	0	0	0	0	1,715	0
101-000.000-607.008	DEVELOPMENT AGREE ATTORNEY - S/C	0	0	0	0	2,000	0
101-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	120	648	50	50	150	50
101-000.000-615.000	CHARGE FOR SERVICES-NSF FEES	450	610	300	300	450	300
101-000.000-626.627	VOTER LISTS,TAX ROLLS,FISCHE	0	10	0	0	0	0
101-000.000-626.630	CHRG SVCS I.F.T. EXEMPT APPLI	2,000	2,000	1,000	1,000	0	1,000
101-000.000-626.633	PASSPORT SERVICES	14,953	24,493	8,000	8,000	19,009	12,000
101-000.000-626.637	ADMINISTRATION FEES/FIRE DEPT	64,184	66,201	66,201	66,201	55,168	69,951
101-000.000-626.638	ADMINISTRATION FEES/ENVIR SVC	12,824	13,810	13,810	13,810	11,508	22,836
101-000.000-626.639	ADMINISTRATION FEES/LAW ENFOR	27,230	27,369	28,037	28,037	23,364	27,878
101-000.000-626.640	ADMINISTRATION FEES/GOLF COUR	21,709	23,294	23,294	23,294	19,412	17,758
101-000.000-626.641	ADMINISTRATIVE FEES/COMPOST	5,860	6,272	6,272	6,272	5,227	6,548
101-000.000-626.642	ADMINISTRATION FEES/BLDG DEPT	16,823	18,162	21,076	21,076	17,563	28,030
101-000.000-626.643	ADMINISTRATION FEES/RECREATIO	23,110	25,051	25,051	25,051	20,876	19,083
101-000.000-626.644	ADMINISTRATION FEES/14B COURT	31,103	31,735	31,735	31,735	26,446	36,310

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
101-000.000-626.645	ADMINISTRATION FEES/HOUSING INSPECT	0	15,055	16,877	16,877	14,064	19,201
101-000.000-642.645	TOWNSHIP & PRECINTS MAPS ETC.	9	90	0	0	11	0
101-000.000-655.000	CHRG--NONRECORDING PROP XFER	400	6,400	2,000	2,000	3,200	2,000
101-000.000-655.100	SETTLEMENTS & JUDGMENTS	10,096	3,237	0	0	22,584	0
101-000.000-655.200	COURT ORDERED GARNISHMENT	12,685	113	500	500	0	500
101-000.000-664.001	INTEREST EARNED	5,802	6,793	5,000	5,000	20,461	8,500
101-000.000-664.003	NET INTEREST EARN-CUR TAX COL	10,993	10,750	12,000	12,000	13,794	10,000
101-000.000-667.000	SITE LEASE REVENUES	95,672	86,126	88,665	88,665	120,693	18,900
101-000.000-667.001	RENT INCOME	220,000	220,000	220,000	220,000	146,667	220,000
101-000.000-673.000	SALE OF TOWNSHIP PROPERTIES	3,804	1,000	0	0	4,475	0
101-000.000-674.000	REIMBURSEMENTS - POSTAGE	1,987	3,033	1,000	1,000	4,495	1,500
101-000.000-674.001	EMPLOYEE REIMB-PHONES	92	27	50	50	0	0
101-000.000-675.050	CONTRIBUTION-BEES	7,000	0	0	0	0	0
101-000.000-675.100	REBATES & ENERGY SAVINGS CREDIT	8,760	8,552	0	4,326	4,326	0
101-000.000-675.200	WRAD & ACM CONTRIBUTION	0	700,000	0	300,000	300,000	0
101-000.000-675.300	NEXUS GAS SETTLEMENT PROCEEDS	0	0	0	0	1,145,496	0
101-000.000-681.000	REVENUE - RADON TEST KIT	325	410	150	150	740	300
101-000.000-686.000	REIMBURS ELECTION-CNTY/TWP/CT	34,687	62,268	0	75,598	16,690	60,000
101-000.000-688.000	REIMBURSEMENT- WCRC	10,000	10,495	10,000	10,000	0	0
101-000.000-688.100	REIMBURSEMENT - HABITAT HUMANITY	173,147	116,633	90,000	90,000	72,627	0
101-000.000-694.001	OTHER INCOME-MISCELLANEOUS	22,279	4,656	0	0	2,761	0
101-000.000-694.002	REIMBURSEMT-SMALL CLAIM PROCESSOR	776	1,041	0	0	447	0
101-000.000-694.004	MISC REVENUE - INSURANCE REIM	16,430	17,126	0	0	11,741	0
101-000.000-694.010	MISC REV-RIGHTOFWAY- METRO	13,713	18,492	12,800	12,800	18,072	15,000
101-000.000-694.100	FRANCHISE FEES	830,069	813,276	830,000	830,000	436,238	815,000
101-000.000-694.200	REVENUE-VENDING COMMISSIONS	273	223	250	250	214	250
101-000.000-697.007	TRANSFER IN: ENVIRO CLEANUP	0	0	0	355,013	355,013	0
101-000.000-697.100	TRANS IN: FOR LEC BLDG	0	0	181,865	181,865	136,399	50,000
101-000.000-697.236	TRANSFER IN: 14B DISTRICT COURT	170,000	16,524	0	0	0	200,000
101-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	2,005,207	0	0
NET OF REVENUES/APPROPRIATIONS - 000.000-		8,207,204	9,277,400	8,288,806	11,028,950	8,124,374	8,477,840

101 – Township Board

Expenditures

Line Item	Explanation
101-101-000-703-000 – Salaries-Elected Officials	It is recommended that the salary for Trustee remain at \$15,000 for 2018. No change is budgeted.
101-101-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-101-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The budget has been adjusted to reflect the increase.
101-101-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-101-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
101-101-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.

Line Item	Explanation
101-101-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles are administered by Choice Strategies.
101-101-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-101-000-727-000 – Office Supplies	This line item is used for budget supplies (binders, dividers, labels, etc.). In reviewing what has been spent to date in 2017, we are recommending that it be increased to \$300 for 2018.
101-101-000-801-000 – Professional Services	This line item is for our lobbyist at GCSI and for Stauder Barch. It is recommended that we continue contracting with GCSI, with a 3% increase in rates. Therefore, this has been increased to \$35,726 for 2018.
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, WATS and the Arts Alliance. It is recommended that it remain at \$24,500 for the 2018 budget.

10/6/17

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 101.000-TOWNSHIP BOARD							
101-101.000-703.000	SALARIES - ELECTED OFFICIALS	62,239	58,691	60,000	60,000	50,000	60,000
101-101.000-715.000	F.I.C.A./MEDICARE	4,486	4,226	4,590	4,590	3,710	4,590
101-101.000-719.000	HEALTH INSURANCE	23,785	21,122	14,934	14,934	12,932	16,377
101-101.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(7,920)	(3,450)	(1,800)	(1,800)	0	(1,800)
101-101.000-719.015	DENTAL BENEFITS	1,835	1,204	786	786	721	741
101-101.000-719.016	VISION BENEFITS	311	234	171	171	143	171
101-101.000-719.020	HEALTH CARE DEDUCTION	6,586	1,022	5,775	5,775	1,015	5,775
101-101.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	183	183	90	90	68	90
101-101.000-720.000	LIFE INSURANCE	254	311	198	198	158	198
101-101.000-727.000	OFFICE SUPPLIES	264	125	250	250	214	300
101-101.000-801.000	PROFESSIONAL SERVICES	34,800	35,300	34,700	34,700	25,650	35,726
101-101.000-958.000	MEMBERSHIP AND DUES	19,724	16,224	24,500	24,500	20,386	24,500
NET OF REVENUES/APPROPRIATIONS - 101.000-TOWNSHIP BOARD		(146,547)	(135,192)	(144,194)	(144,194)	(114,997)	(146,668)

137 – Due Process

Expenditures

Line Item	Explanation
101-137-000-801-014 – Legal Services Prosecution	Based on what has been spent to date in 2017, it is recommended that this line item be increased to \$150,000 in 2018. This amount is less than the 2016 actual expenditures.
101-137-000-801-020 – Legal Services-Domestic Violence	Based on what has been spent to date in 2017, it is recommended that this line item be increased to \$150,000 in 2018.

10/31/17

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 137.000-COURT DUE PROCESS							
101-137.000-801.014	LEGAL SERVICES PROSECUTION	123,847	155,061	120,000	144,600	111,696	150,000
101-137.000-801.020	LEGAL SERVICES - DOMESTIC VIO	124,156	126,590	120,000	139,300	98,299	150,000
NET OF REVENUES/APPROPRIATIONS - 137.000-COURT DUE PROCESS		(248,003)	(281,651)	(240,000)	(283,900)	(209,995)	(300,000)

101-171 Supervisor

Expenditures

Line Item	Explanation
101-171-000-703-000 – Salaries-Elected Officials	Per Resolution No. 2016-44, the Supervisor's salary was set at \$79,400.19 for 2017. For this draft budget, we are budgeting the same amount. The salary will be determined by the Board.
101-171-000-705-000 – Salary-Supervision	Per Resolution No. 2016-48, the Deputy Supervisor's salary was set at \$57,464 for 2017. For this draft budget, we are budgeting the same amount. The salary will be determined by the Board.
101-171-000-706-000 – Salary-Permanent Wages	This line item is used for the salary of a full-time Floater II/Clerk III who does purchasing for all departments. The AFSCME and Teamsters contracts expire at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same amount as in 2017.
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.
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 is budgeted in this line item for 2018.

Line Item	Explanation
101-171-000-709-000 – Regular Overtime	This line item reflects overtime costs for the Floater II/Clerk III position. We are requesting that \$200 be budgeted for 2018.
101-171-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-171-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The budget has been adjusted to reflect the increase.
101-171-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-171-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-171-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
101-171-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.

Line Item	Explanation
101-171-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
101-171-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-171-000-727-000 – Office Supplies	Based on what has been spent to date, it is recommended that this line item remain at \$500 for 2018.
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 2018.
101-171-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$461.00 per employee times 24 pays = \$11,064 per employee) for employees hired before January 1, 2014. For those hired after January 1, 2014, a percentage of 5.16% of payroll is paid. Figures provided by Accounting Director.
101-171-000-956-000 - Miscellaneous	It is recommended that this line item remain at \$100 for 2018.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 171.000-TOWNSHIP SUPERVISOR							
101-171.000-703.000	SALARIES - ELECTED OFFICIALS	79,991	78,227	79,400	79,400	66,167	79,400
101-171.000-705.000	SALARY - SUPERVISION	56,228	56,356	57,464	57,464	45,271	57,464
101-171.000-706.000	SALARY - PERMANENT WAGES	46,591	46,980	47,507	47,507	37,435	47,507
101-171.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	858	871	1,615	1,615	0	1,615
101-171.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
101-171.000-709.000	REG OVERTIME	0	0	0	12	12	200
101-171.000-715.000	F.I.C.A./MEDICARE	14,247	13,744	14,457	14,457	11,118	14,473
101-171.000-719.000	HEALTH INSURANCE	32,110	24,335	21,441	21,441	19,323	23,514
101-171.000-719.001	SICK AND ACCIDENT	664	854	958	958	798	958
101-171.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(7,920)	(3,600)	(3,600)	(3,600)	0	(3,600)
101-171.000-719.015	DENTAL BENEFITS	2,586	2,586	1,990	1,990	1,928	1,854
101-171.000-719.016	VISION BENEFITS	544	476	428	428	357	428
101-171.000-719.020	HEALTH CARE DEDUCTION	9,631	9,970	8,663	8,663	5,429	8,663
101-171.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	183	183	180	180	135	180
101-171.000-720.000	LIFE INSURANCE	486	594	594	594	495	594
101-171.000-727.000	OFFICE SUPPLIES	374	364	500	500	464	500
101-171.000-860.000	TRAVEL	1,114	1,414	1,200	1,200	797	1,200
101-171.000-876.000	RETIREMENT/MERS	23,949	24,223	33,192	33,192	25,005	33,192
101-171.000-956.000	MISCELLANEOUS	46	0	100	88	80	100
NET OF REVENUES/APPROPRIATIONS - 171.000-TOWNSHIP SUPERVISOR		(264,682)	(260,577)	(269,089)	(269,089)	(216,314)	(271,242)

NARRATIVE

101-201 - Accounting

Expenditures

Line Item	Explanation
101-201-000-705-000 – Salary-Supervision	Per Resolution No. 2016-48, the Accounting Director’s salary was set at \$73,856 for 2017. For this draft budget, we are budgeting the same amount. The salary will be determined by the Board.
101-201-000-706-000 – Salary-Permanent Wages	This line item is used for the salaries of two (2) full-time employees in the Accounting Department. The AFSCME and Teamsters contracts expire at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same amount as in 2017.
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 used for overtime of two employees in the Accounting Department, which may be needed at year end.
101-201-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.

Line Item	Explanation
101-201-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The budget has been adjusted to reflect the increase.
101-201-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-201-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-201-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
101-201-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.
101-201-000-719-021 – Admin Fees/Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.

Line Item	Explanation
101-201-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-201-000-727-000 – Office Supplies	To replenish office supplies, checks, W2 and 1099 Forms.
101-201-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-201-000-958-000 – Membership & Dues	This line is budgeted for memberships for: Government Finance Officer’s Association – National at \$350, State at \$125; fees to attend fall conference of Michigan Government Finance Officer’s Association at \$800; and the annual contract with Munetrix for Citizens Dashboard Transparency at \$2,800.

10/6/17

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 201.000-ACCOUNTING							
101-201.000-705.000	SALARY - SUPERVISION	72,789	73,045	73,856	73,856	58,222	73,856
101-201.000-706.000	SALARY - PERMANENT WAGES	95,755	96,237	97,302	97,302	76,689	97,302
101-201.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,891	6,051	2,633	5,445	4,307	2,633
101-201.000-709.000	REG OVERTIME	49	0	100	100	12	100
101-201.000-715.000	F.I.C.A./MEDICARE	13,246	12,911	13,303	13,516	10,280	13,303
101-201.000-719.000	HEALTH INSURANCE	53,516	55,912	52,268	52,268	47,739	57,319
101-201.000-719.001	SICK AND ACCIDENT	997	1,281	1,436	1,436	1,197	1,436
101-201.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(11,368)	(6,085)	(5,515)	(5,515)	0	(5,515)
101-201.000-719.015	DENTAL BENEFITS	3,735	3,735	3,621	3,621	2,845	3,406
101-201.000-719.016	VISION BENEFITS	700	723	684	684	570	684
101-201.000-719.020	HEALTH CARE DEDUCTION	9,106	10,455	17,325	17,310	6,518	17,325
101-201.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	275	275	270	270	203	270
101-201.000-720.000	LIFE INSURANCE	486	594	594	594	495	594
101-201.000-727.000	OFFICE SUPPLIES	1,492	1,731	1,500	1,500	861	1,500
101-201.000-876.000	RETIREMENT/MERS	25,125	25,383	33,192	33,192	27,663	33,192
101-201.000-958.000	MEMBERSHIP AND DUES	2,747	2,747	3,210	3,225	2,867	4,075
NET OF REVENUES/APPROPRIATIONS - 201.000-ACCOUNTING		(272,541)	(284,995)	(295,779)	(298,804)	(240,468)	(301,480)

101-202 – Independent Auditing

Expenditures

Line Item	Explanation
101-202-000-802-000 – Independent Auditing	The Township Board accepted the proposal of Post, Smythe, Lutz & Ziel for continuation of auditing services for fiscal years 2017-2021 inclusive. Per their proposal, auditing services for 2018 will be \$30,000.
101-202-000-803-000 – Independent Auditing Other	It is recommended that this line item remain at \$2,000 for 2018.

7/11/17

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 202.000-INDEPENDENT AUDITING							
101-202.000-802.000	INDEPENDENT AUDITING	28,000	28,500	29,000	29,000	29,000	30,000
101-202.000-803.000	INDEPENDENT AUDITING OTHER	3,315	0	2,000	2,000	0	2,000
NET OF REVENUES/APPROPRIATIONS - 202.000-INDEPENDENT AUDITING		(31,315)	(28,500)	(31,000)	(31,000)	(29,000)	(32,000)

NARRATIVE

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 2018 and that an additional \$5,000 be budgeted to cover any additional hours worked. There is no change from 2017.
101-209-000-706-000 – Salary-Permanent Wages	This line item is used for the Deputy Assessor, one MCAO (Michigan Certified Assessing Officer) and one MAAO (Michigan Advanced Assessing Officer). We have also budgeted for one position that is currently being filled by a temporary employee. The AFSCME and Teamsters contracts expire at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same as the 2017 amended budget.
101-209-000-706-013 – GIS Service	This was previously given to an AFSCME employee, now our Assistant Assessor is performing Assessing GIS and our new Planning & Development Coordinator is doing Planning GIS.

Line Item	Explanation
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.
101-209-000-709-000 – Regular Overtime	This line item is for after regular business hours for the March Board of Review. In reviewing what has been spent to date in 2017, it is requested that \$500 be budgeted for 2018.
101-209-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-209-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The budget has been adjusted to reflect the increase.
101-209-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-209-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-209-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.

Line Item	Explanation
101-209-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.
101-209-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
101-209-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-209-000-727-000 – Office Supplies	This item is used for personal property and real property assessment notices and general office supplies. It is recommended that it be increased to \$3,500 for 2018.
101-209-000-730-000 - Postage	This line item is used for the mailing of personal property and real property notices, as well as general mailing. It is recommended to increase slightly based on the recent rise in postage rates to \$8,000 for 2018. 2017 was prepaid in 2016, this is why \$0 has been spent to date this year.

Line Item	Explanation
101-209-000-811-001 – Tax Appeals	This line item is used to retain professional appraisals for full and small claim tribunal cases, as well as legal expense for tax appeals. Based on the pending future appeals, in house negotiating and appraisals, it is recommended to remain the same as last year at \$12,500.
101-209-000-867-000 – Gas & Oil	This item is used to pay for our lease and maintenance on Township vehicles assigned to our department. It is recommended to remain at \$720 for 2018.
101-209-000-876-000 – Retirement/MERS	Figures provided by the 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 be budgeted for 2018.
101-209-000-958-000 – Membership & Dues	This line item is used to pay MAA memberships, annual certification, WAA memberships and personal property certification. It is recommended to remain the same as last year at \$1,060.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 209.000-ASSESSING DEPARTMENT							
101-209.000-705.000	SALARY - SUPERVISION	40,185	39,593	45,000	45,000	37,360	45,000
101-209.000-706.000	SALARY - PERMANENT WAGES	207,713	205,981	219,084	214,584	121,027	214,584
101-209.000-706.013	GIS SERVICE	908	920	1,040	1,040	0	1,040
101-209.000-707.000	SALARY - TEMPORARY/SEASONAL	0	0	0	0	6,909	0
101-209.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,835	3,959	3,371	3,371	994	3,371
101-209.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
101-209.000-709.000	REG OVERTIME	416	171	300	300	326	500
101-209.000-715.000	F.I.C.A./MEDICARE	19,892	18,958	20,713	20,713	12,218	20,713
101-209.000-719.000	HEALTH INSURANCE	47,471	55,912	56,001	56,001	32,650	61,413
101-209.000-719.001	SICK AND ACCIDENT	1,205	1,708	1,915	1,915	1,197	1,915
101-209.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(9,845)	(5,260)	(5,400)	(5,400)	0	(5,400)
101-209.000-719.015	DENTAL BENEFITS	4,049	4,521	5,038	5,038	3,244	4,738
101-209.000-719.016	VISION BENEFITS	778	862	941	941	570	941
101-209.000-719.020	HEALTH CARE DEDUCTION	12,856	20,139	17,325	17,325	10,061	17,325
101-209.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	335	366	270	270	203	270
101-209.000-720.000	LIFE INSURANCE	588	792	792	792	495	792
101-209.000-723.000	DEFERRED COMPENSATION EMPLOYER	0	0	0	0	90	0
101-209.000-724.001	UNEMPLOYMENT EXPENSE	0	0	0	4,500	2,828	0
101-209.000-727.000	OFFICE SUPPLIES	3,423	3,160	3,000	3,000	2,716	3,500
101-209.000-730.000	POSTAGE	7,261	14,514	7,700	7,700	0	8,000
101-209.000-811.001	TAX APPEALS	4,107	2,578	12,500	12,500	0	12,500
101-209.000-867.000	GAS & OIL	282	212	720	720	168	720
101-209.000-876.000	RETIREMENT/MERS	26,328	26,771	35,436	35,436	20,108	35,436
101-209.000-943.000	MOTORPOOL LEASE/MAINTENANCE	4,300	4,000	4,000	4,000	3,333	4,000
101-209.000-958.000	MEMBERSHIP AND DUES	1,382	750	1,060	1,060	54	1,060
NET OF REVENUES/APPROPRIATIONS - 209.000-ASSESSING DEPARTMEN		(380,469)	(403,607)	(433,806)	(433,806)	(258,051)	(435,418)

101-210 – Legal Services

Expenditures

Line Item	Explanation
101-210-000-801-002 – Legal Services	This line item includes all legal services (with the exception of Domestic Violence, Prosecution and Nuisance Abatement cases), including providing legal opinions, preparing and reviewing documents, reviewing contracts, advising the Township on legal matters upon verbal and written request, attending Work Sessions, Board Meetings, Planning Commission, ZBA, Nuisance Abatement, development and police services meetings and conferences as requested, 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, as well as labor consultant services. The hourly rate for these services will remain at \$190. The amount budgeted is approximately the same as in 2015.
101-210-000-802-002 – Labor Consultant	This line item includes legal fees for labor issues. It is recommended that \$10,000 be budgeted for 2018.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 210.000-LEGAL SERVICES							
101-210.000-801.001	ATTORNEY RETAINER	94,344	94,344	0	0	0	0
101-210.000-801.002	LEGAL SERVICES	89,610	65,448	207,310	207,310	184,878	207,310
101-210.000-801.011	ATTORNEY CLERICAL	22,956	22,956	0	0	0	0
101-210.000-802.002	LABOR CONSULTANT	630	3,274	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 210.000-LEGAL SERVICES		(207,540)	(186,022)	(207,310)	(207,310)	(184,878)	(207,310)

NARRATIVE

101-215 - Clerk

Expenditures

Line Item	Explanation
101-215-000-703-000 – Salaries-Elected Officials	Per Resolution No. 2016-45, the Clerk's salary was set at \$79,400.19 for 2017. For this draft budget, we are budgeting the same amount. The salary will be determined by the Board.
101-215-000-704-000 – Appointed Officials	Election Inspector expenses for two elections in 2018.
101-215-000-705-000 – Salary-Supervision	Per Resolution No. 2016-48, the Deputy Clerk's salary was set at \$57,464 for 2017. For this draft budget, we are budgeting the same amount. The salary will be determined by the Board.
101-215-000-706-000 – Salary-Permanent Wages	This line item is used for the salary of three (3) full-time Floater II/Clerk III positions. The AFSCME and Teamsters contracts expire at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same as in 2017.
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.
101-215-000-709-000 –Overtime	Includes expenses related to two elections in 2018.
101-215-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-215-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.
101-215-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-215-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-215-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
101-215-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.

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.
101-215-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
101-215-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-215-000-727-000 – Office Supplies	Includes costs to cover the daily operations of the Clerk's Office.
101-215-000-740-001 – Ordinance & Zoning Code Books	Includes costs of maintaining ordinance and zoning updates through Municode and also includes Ordinance, Resolution and Minute Books.
101-215-000-740-010 – Office Supplies-Elections	Includes costs for supplies for two elections in 2018.
101-215-000-801-000 – Professional Services	\$8,000 for document conversion and \$1,000 for shredding costs for all departments.
101-215-000-801-200 – Prof Svcs-Programming Ballots	Costs associated with memory card programming and test deck preparation for two elections.
101-215-000-860-000 - Travel	Includes costs for mileage reimbursement for delivery of board packet, post office, and travel to various conferences, classes and meetings.

Line Item	Explanation
101-215-000-860-010 – Travel-Elections	Includes costs for traveling related to Elections.
101-215-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-215-000-931-000 – Repairs & Maintenance	Includes any costs to cover any repairs due to the election or to the recording system used in the Board Room.
101-215-000-933-001 – Maintenance Contract	No expenses for 2018. Please note that maintenance fees for election equipment in the amount of \$75,456 will be due in approximately July 2021 for years 6-10 of the maintenance agreement. This was Board approved 6-20-17.
101-215-000-941-000 – Equipment Rental/Leasing	This is for rental of the Polo Fields for two elections.
101-215-000-956-000 – Miscellaneous	Miscellaneous expenses for the Clerk's Office.
101-215-000-958-000 – Membership & Dues	Membership for the Clerk and Deputy Clerk in the Michigan Association of Municipal Clerks and the International Institute of Municipal Clerks.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 215.000-TOWNSHIP CLERK							
101-215.000-703.000	SALARIES - ELECTED OFFICIALS	79,991	78,227	79,400	79,400	66,167	79,400
101-215.000-704.000	APPOINTED OFFICIALS	25,053	117,088	0	49,898	9,626	78,000
101-215.000-705.000	SALARY - SUPERVISION	56,634	56,833	57,464	57,464	45,298	57,464
101-215.000-706.000	SALARY - PERMANENT WAGES	114,216	137,812	137,653	137,653	91,488	137,653
101-215.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	2,047	2,376	3,002	3,002	1,623	3,011
101-215.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
101-215.000-709.000	REG OVERTIME	7,490	24,813	0	11,000	1,636	16,000
101-215.000-715.000	F.I.C.A./MEDICARE	20,231	22,861	22,607	22,607	15,735	22,654
101-215.000-719.000	HEALTH INSURANCE	54,507	67,094	67,201	67,201	61,378	73,696
101-215.000-719.001	SICK AND ACCIDENT	1,097	1,708	1,915	1,915	1,317	1,915
101-215.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(12,480)	(7,200)	(7,200)	(7,200)	0	(7,200)
101-215.000-719.015	DENTAL BENEFITS	5,300	5,394	5,825	5,825	4,994	5,480
101-215.000-719.016	VISION BENEFITS	966	1,125	1,112	1,112	962	1,112
101-215.000-719.020	HEALTH CARE DEDUCTION	14,608	12,716	23,100	23,100	15,225	23,100
101-215.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	305	366	360	360	248	360
101-215.000-720.000	LIFE INSURANCE	698	990	990	990	825	990
101-215.000-723.000	DEFERRED COMPENSATION EMPLOYE	0	5	0	0	0	0
101-215.000-727.000	OFFICE SUPPLIES	6,475	4,843	4,000	4,000	2,759	4,000
101-215.000-740.001	Ordinance & Zoning Code Books	3,353	5,975	4,000	4,000	3,296	4,000
101-215.000-740.010	OFFICE SUPPLIES - ELECTIONS	493	24,820	0	10,250	4,291	14,500
101-215.000-801.000	PROFESSIONAL SERVICES	2,355	2,389	9,000	11,000	2,854	9,000
101-215.000-801.200	PROFNSL SRV-PROGRAMMING BALLO	1,450	6,220	0	5,500	0	7,200
101-215.000-860.000	TRAVEL	1,122	1,415	2,000	2,000	703	2,000
101-215.000-860.010	TRAVEL - ELECTIONS	0	193	0	1,000	176	500
101-215.000-876.000	RETIREMENT/MERS	34,502	38,065	46,429	46,429	37,963	46,462
101-215.000-931.000	REPAIRS AND MAINTENANCE	0	0	500	500	125	500
101-215.000-933.001	MAINTENANCE CONTRACTS	1,920	1,920	2,000	2,000	0	0
101-215.000-941.000	EQUIPMENT RENTAL/LEASING	1,100	4,400	0	2,200	1,100	2,200
101-215.000-956.000	MISCELLANEOUS	0	0	500	500	55	500
101-215.000-958.000	MEMBERSHIP AND DUES	405	120	500	500	0	500
101-215.000-977.000	EQUIPMENT	419	4,467	0	33,078	7,156	0
NET OF REVENUES/APPROPRIATIONS - 215.000-TOWNSHIP CLERK		(427,257)	(620,035)	(465,358)	(580,284)	(378,500)	(587,997)

NARRATIVE

101-227 – Human Resources

Expenditures

Line Item	Explanation
101-227-000-706-000 – Salary-Permanent Wages	This line item is used for the salaries of the HR Generalist and the Quality Assurance Specialist. For this draft budget, we are budgeting the same amount as in 2017. The salaries will be determined by the Board.
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. An increase is shown due to an employee in the department opting to receive the buyout instead of health care coverage.
101-227-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-227-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates. Even though an increase in rates is budgeted, a decrease is shown due to an employee in the department opting to receive the buyout.

Line Item	Explanation
101-227-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-227-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A decrease is budgeted due to an employee in the department opting to receive the health insurance buyout.
101-227-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
101-227-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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. A decrease is budgeted due to an employee in the department opting to receive the health insurance buyout.
101-227-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. A decrease is budgeted due to an employee in the department opting to receive the health insurance buyout.

Line Item	Explanation
101-227-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-227-000-727-000 – Office Supplies	Recommended that this line item remain at \$500.00 for 2018 to maintain office supplies for the department.
101-227-000-740-000 – Operating Supplies	Human Resources would like to request the purchase of 4 four (4) drawer file cabinets. These cabinets would replace ones that are broken and allow for additional filing needs within the department. Approximate cost would be \$2,000.00.
101-227-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-227-000-958-000 – Membership & Dues	Recommended that this line item remain at \$400.00 for 2018 to maintain membership to SHRM (Society of Human Resource Management) for HR staff. SHRM provides updates and relative information for HR professionals.
101-227-000-960-000 – Education & Training	<i>Recommended that this line item remain at \$25,000 for 2018. We have on-going needs for Education and Training throughout the entire employee base including MIOSHA safety for a number of employees; classes for required certifications and need for additional professional development. This line also covers attendance to annual conference for management employees (MERS, MRPA, MFGOA, MTA).</i>

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 227.000-HUMAN RESOURCES							
101-227.000-706.000	SALARY - PERMANENT WAGES	76,646	106,822	108,008	108,008	83,160	108,008
101-227.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	2,109	2,462	1,662	3,134	2,341	1,662
101-227.000-708.010	HEALTH INS BUYOUT	497	3,000	0	3,000	1,500	3,000
101-227.000-715.000	F.I.C.A./MEDICARE	6,084	8,452	8,390	8,503	6,541	8,390
101-227.000-719.000	HEALTH INSURANCE	17,839	18,637	37,334	34,334	17,050	20,471
101-227.000-719.001	SICK AND ACCIDENT	399	854	958	958	798	958
101-227.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,960)	(1,800)	(3,600)	(3,600)	0	(1,800)
101-227.000-719.015	DENTAL BENEFITS	1,417	3,071	2,835	2,835	2,598	2,665
101-227.000-719.016	VISION BENEFITS	272	482	513	513	428	513
101-227.000-719.020	HEALTH CARE DEDUCTION	2,534	8,410	11,550	11,550	6,612	5,775
101-227.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	92	92	180	180	117	90
101-227.000-720.000	LIFE INSURANCE	195	396	396	396	330	396
101-227.000-727.000	OFFICE SUPPLIES	146	299	500	500	377	500
101-227.000-740.000	OPERATING SUPPLIES	0	0	0	0	0	2,000
101-227.000-876.000	RETIREMENT/MERS	9,029	10,445	13,722	13,722	11,120	13,722
101-227.000-958.000	MEMBERSHIP AND DUES	190	380	400	400	199	400
101-227.000-960.000	EDUCATION AND TRAINING	14,409	22,504	25,000	25,000	10,008	25,000
NET OF REVENUES/APPROPRIATIONS - 227.000-HUMAN RESOURCES		(127,898)	(184,506)	(207,848)	(209,433)	(143,179)	(191,750)

101-247 – Board of Review

Expenditures

Line Item	Explanation
101-247-000-704-000 – Appointed Officials	This line item is used to pay Board of Review members. Board of Review is held in March, July and December and the rate is \$90.00 per meeting. It is recommended that the amount remain at \$2,000.00 for 2018.
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.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 247.000-BOARD OF REVIEW							
101-247.000-704.000	APPOINTED OFFICIALS	1,890	1,530	2,000	2,000	1,710	2,000
101-247.000-715.000	F.I.C.A./MEDICARE	27	22	29	29	25	29
101-247.000-723.000	DEFERRED COMPENSATION EMPLOYE	25	20	26	26	22	26
NET OF REVENUES/APPROPRIATIONS - 247.000-BOARD OF REVIEW		(1,942)	(1,572)	(2,055)	(2,055)	(1,757)	(2,055)

NARRATIVE

101-253 - Treasurer

Expenditures

Line Item	Explanation
101-253-000-703-000 – Salaries-Elected Officials	Per Resolution No. 2016-46, the Treasurer's salary was set at \$79,400.19 for 2017. For this draft budget, we are budgeting the same amount. The salary will be determined by the Board.
101-253-000-705-000 – Salary-Supervision	Per Resolution No. 2016-48, the Deputy Treasurer's salary was set at \$57,464 for 2017. For this draft budget, we are budgeting the same amount. The salary will be determined by the Board.
101-253-000-706-000 – Salary-Permanent Wages	This line item reflects the wages of two Floater II/Clerk III positions. The AFSCME contract expires at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same amount as in 2017.
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. A payout of our Deputy Treasurer's PTO occurred in 2017 due to her sudden death.

Line Item	Explanation
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. There are none this year.
101-253-000-709-000 – Regular Overtime	As needed for tax season and the dog clinic.
101-253-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-253-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates. A higher amount has been budgeted since an employee who took the buyout last year is now receiving health insurance.
101-253-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-253-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-253-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced. A greater reduction is shown since three employees within the department now have 2 person coverage instead of family coverage.

Line Item	Explanation
101-253-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received. The amount budgeted is lower since three employees within the department are now on 2 person coverage instead of family coverage.
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. The amount budgeted has been increased since all employees in this department now receive health care insurance.
101-253-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. The amount budget has been increased since one employee who received the buyout last year is now receiving health insurance.
101-253-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-253-000-727-000 – Office Supplies	Accounts for necessary supplies, also includes envelopes for past due notices and A/P mailings.
101-253-000-753-000 – Dog Licenses	This line item reflects revenue from the purchase of three year dog licenses. We do not anticipate having to purchase tags until 2018.

Line Item	Explanation
101-253-000-830-000 – Tax Preparation	Printing and mailing of tax bills.
101-253-000-860-000 – Travel	Mileage reimbursement for Treasurer & Deputy to travel to meetings, banks, post office, County Treasurer’s Office and court cases.
101-253-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-253-000-931-000 – Repairs & Maintenance	Maintenance contracts with the check signer company.
101-253-000-956-000 - Miscellaneous	Court fees/parking for small claims.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 253.000-TREASURER							
101-253.000-703.000	SALARIES - ELECTED OFFICIALS	79,991	78,227	79,400	79,400	66,167	79,400
101-253.000-705.000	SALARY - SUPERVISION	56,634	56,833	57,464	57,464	40,878	57,464
101-253.000-706.000	SALARY - PERMANENT WAGES	70,612	70,102	90,988	90,988	53,876	90,988
101-253.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	4,193	7,649	2,216	6,941	16,863	2,267
101-253.000-708.010	HEALTH INS BUYOUT	1,500	1,500	2,700	2,700	0	0
101-253.000-709.000	REG OVERTIME	977	976	1,300	1,300	939	1,300
101-253.000-715.000	F.I.C.A./MEDICARE	16,257	15,895	17,907	18,269	13,223	17,619
101-253.000-719.000	HEALTH INSURANCE	49,948	52,184	52,268	50,068	44,536	69,602
101-253.000-719.001	SICK AND ACCIDENT	831	1,067	1,436	1,436	758	1,436
101-253.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(11,400)	(5,400)	(5,400)	(5,400)	0	(5,400)
101-253.000-719.015	DENTAL BENEFITS	4,330	4,330	4,897	4,897	2,926	3,556
101-253.000-719.016	VISION BENEFITS	739	763	916	916	492	770
101-253.000-719.020	HEALTH CARE DEDUCTION	14,990	17,986	17,325	17,325	14,238	23,100
101-253.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	275	320	270	270	216	360
101-253.000-720.000	LIFE INSURANCE	514	628	773	773	424	773
101-253.000-727.000	OFFICE SUPPLIES	915	879	1,300	3,500	3,208	1,300
101-253.000-753.000	DOG LICENSES	0	1,050	1,050	1,050	0	1,050
101-253.000-830.000	TAX PREPARATION	3,200	2,874	3,500	3,500	1,261	3,500
101-253.000-860.000	TRAVEL	246	250	250	250	235	750
101-253.000-876.000	RETIREMENT/MERS	29,337	29,338	43,217	43,217	27,835	35,365
101-253.000-931.000	REPAIRS AND MAINTENANCE	193	393	500	500	193	500
101-253.000-956.000	MISCELLANEOUS	75	20	100	100	33	100
NET OF REVENUES/APPROPRIATIONS - 253.000-TREASURER		(324,357)	(337,864)	(374,377)	(379,464)	(288,301)	(385,800)

NARRATIVE

101-265 – Building Operations

Expenditures

Line Item	Explanation
101-265-000-706-000 – Salary-Permanent Wages	This line item is used for the salaries of 2 f/t maintenance tech staff, 3 f/t custodians, (1 shared w/ Comm Center) & 2 p/t custodians at the Community Center. The AFSCME contract expires at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same wages as in 2017. This line item does show an increase due to a custodial position that was previously part-time and is now full-time.
101-265-000-707-775 – Salary-Temporary Ford Lake Park	This line item reflects wages for a seasonal employee to paint park shelters. We are recommending that it remain at \$5,000 for 2018.
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. This line has been increased due to the previous part-time custodial position that is now full-time.
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.

Line Item	Explanation
101-265-000-709-000 – Regular Overtime	This line item is used for overtime costs. It is recommended that it be maintained at \$1,500.
101-265-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-265-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates. A larger increase (from the 2017 original budget) is shown in this line item due to the previous part-time custodial position that is now full-time.
101-265-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase in rates is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received. An increase (from the 2017 original budget) is shown in this line item due to the previous part-time custodial position that is now full-time.
101-265-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. An increase is shown in this line item due to the previous part-time custodial position that is now full-time.
101-265-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Even though our rates are reduced, an increase is budgeted due to the previous part-time custodial position that is now full-time.

Line Item	Explanation
101-265-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase in rates is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received. An increase (from the 2017 original budget) is shown in this line item due to the previous part-time custodial position that is now full-time.
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. An increase (from the 2017 original budget) is shown in this line item due to the previous part-time custodial position that is now full-time.
101-265-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. An increase (from the 2017 original budget) is shown in this line item due to the previous part-time custodial position that is now full-time.
101-265-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase in rates is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received. An increase (from the 2017 original budget) is shown in this line item due to the previous part-time custodial position that is now full-time.
101-265-000-723-000 – Deferred Compensation Employer	Figures provided by the 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.

Line Item	Explanation
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 date in 2017, it is recommended that it be reduced to \$2,000.
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. In 2017 we purchased new uniforms. We are reducing this to \$7,000.
101-265-000-757-775 – Operating Supplies-Ford Lake Park	This line item is used for tools and equipment used within the Ford Lake Park system. It is recommended that \$800 be budgeted in 2018, as we are experiencing an increase in the use of supplies for the shelters. No change from 2017.
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 2017, it is recommended that it be set to \$6,500 for 2018, the same as the 2017 Original Budget.
101-265-000-776-002 – Maint Supplies-Graffiti Control	This line item is for cleaners and paints used in the removal of graffiti. In reviewing what has been spent to date in 2017, it is recommended that \$1,500 be budgeted for 2018, the same as the 2017 Original Budget.
101-265-000-776-775 – Maint Supplies-Ford Lake Park	This line item is used for supplies within the Ford Lake Park system. It is recommended that it be the same at \$1,000 for 2018.
101-265-000-777-000 – Bldg Oper Equipment Tools	This line item is used to pay for tools, lift gates, electrical and regulatory posters. In reviewing what has been spent to date in 2017, it is recommended that it remain at \$3,000 for the next year.

Line Item	Explanation
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 2017, it is recommended that it be the same at \$50,000 in 2018. 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 (an alarm system, mechanical, electrical, etc.). It is recommended that this be maintained at \$700 in 2018.
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 plan to drop this to \$3,500 in 2018, due to lower fuel costs.
101-265-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director. An increase is shown in this line item due to the previous part-time custodial position that is now full-time.
101-265-000-920-001 – Utilities-Civic Center	This line item is used for the utilities in the Civic Center. In reviewing what has been spent to date, we are proposing to increase this to \$80,000 in 2018.
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 be maintained at \$2,000 for 2018.
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 2018.

Line Item	Explanation
101-265-000-931-775 – Repairs-Ford Lake Parks	This line item is used for paint and maintenance staff repairs in the Ford Lake Park System. It is recommended that this line item be increased to \$2,000 in 2018 to do some needed work on the Ford Lake Park shelter and office.
101-265-000-938-000 – Equipment Contractual Equipment	This line item is used for annual inspections on equipment. It is recommended that this line item remain at \$1,000 in 2018.
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 2018.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 265.000-RESIDENT SVCS: BLDG OPERATIONS							
101-265.000-706.000	SALARY - PERMANENT WAGES	240,911	220,844	212,095	226,247	182,619	229,663
101-265.000-707.000	SALARY - TEMPORARY/SEASONAL	0	0	0	5,000	0	0
101-265.000-707.775	SALARY - TEMP. FORD LAKE PARK	3,164	0	5,000	0	0	5,000
101-265.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	407	788	2,447	2,447	804	2,990
101-265.000-708.010	HEALTH INS BUYOUT	1,691	3,000	3,000	3,000	1,666	3,000
101-265.000-709.000	REG OVERTIME	3,494	2,010	1,500	1,500	762	1,500
101-265.000-715.000	F.I.C.A./MEDICARE	18,577	17,048	13,545	14,628	13,910	14,628
101-265.000-719.000	HEALTH INSURANCE	44,042	31,380	36,855	55,365	30,121	60,887
101-265.000-719.001	SICK AND ACCIDENT	1,297	1,428	1,676	2,154	1,397	2,155
101-265.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(15,280)	(4,500)	(4,500)	(4,500)	0	(6,300)
101-265.000-719.015	DENTAL BENEFITS	2,961	2,568	3,199	3,616	2,354	4,333
101-265.000-719.016	VISION BENEFITS	577	522	642	899	463	898
101-265.000-719.020	HEALTH CARE DEDUCTION	11,994	9,717	13,003	19,453	3,919	18,778
101-265.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	312	238	225	315	169	315
101-265.000-720.000	LIFE INSURANCE	633	676	693	891	578	891
101-265.000-723.000	DEFERRED COMPENSATION EMPLOYE	157	0	754	754	5	524
101-265.000-727.000	OFFICE SUPPLIES	309	219	300	300	119	300
101-265.000-740.000	OPERATING SUPPLIES	2,479	2,171	2,500	2,500	639	2,000
101-265.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	7,935	7,842	8,000	8,000	5,238	7,000
101-265.000-757.775	OPERATING SUPP: FORD LAKE PAR	844	165	800	800	119	800
101-265.000-776.001	MAINT SUPPLIES - CIVIC CENTER	4,003	6,784	6,500	7,500	5,909	6,500
101-265.000-776.002	MAINT SUPPLIES - GRAFFITI CON	1,031	461	1,500	500	0	1,500
101-265.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	122	70	1,000	1,000	205	1,000
101-265.000-777.000	BLDG OPER EQUIP TOOLS	161	2,423	3,000	3,000	2,055	3,000
101-265.000-818.001	CONTRACTUAL SERVICES CIVIC CT	25,789	42,257	50,000	50,000	18,338	50,000
101-265.000-818.775	MAINT-CONTR SVCS - FORD LK PR	700	195	700	700	0	700
101-265.000-867.000	GAS & OIL	2,361	2,157	4,000	4,000	2,112	3,500
101-265.000-876.000	RETIREMENT/MERS	22,389	15,661	21,165	22,902	18,103	22,988
101-265.000-920.001	UTILITIES - CIVIC CENTER	66,605	62,432	70,000	70,000	59,614	80,000
101-265.000-931.001	REPAIRS CIVIC CENTER	1,145	494	2,000	2,000	7	2,000
101-265.000-931.020	NON REOCCURRING R & M - CIVIC	1,449	2,316	3,000	3,000	2,408	3,000
101-265.000-931.775	REPAIRS - FORD LAKE PARKS	877	0	1,000	1,000	6	2,000
101-265.000-938.000	EQUIPMENT CONTRACTUAL EQUIP	755	0	1,000	1,000	0	1,000
101-265.000-943.000	MOTORPOOL LEASE/MAINTENANCE	4,818	7,073	7,000	7,000	5,833	7,000
101-265.000-956.000	MISCELLANEOUS	484	105	500	500	100	500
101-265.000-977.000	EQUIPMENT	0	0	0	20,908	20,908	0
NET OF REVENUES/APPROPRIATIONS - 265.000-RESIDENT SVCS: BLDG O		(459,193)	(438,544)	(474,099)	(538,379)	(380,480)	(534,050)

NARRATIVE

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. The Teamster contract expires at the end of 2017 and salary increases are unknown at this time. For this draft budget, we are budgeting the same as the 2017 Amended Budget.
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 will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.
101-266-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-266-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.

Line Item	Explanation
101-266-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
101-266-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.
101-266-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
101-266-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-266-000-727-000 – Office Supplies	It is recommended that this line item remain at \$1000 for 2018. No change from the 2017 Amended Budget.
101-266-000-857-100 – Communications-Internet Access	Internet access connection and cloud based services. 10% Decrease <ul style="list-style-type: none"> • Comcast Internet • Cloud VPS hosting • Cloud storage solutions Cloud Systems Management Solutions

Line Item	Explanation
101-266-000-867-000 – Gas & Oil	Fuel costs for the IT Department. No change.
101-266-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-266-000-933-000 – Equipment Maintenance	Unexpected repair of hardware equipment. No change.
101-266-000-933-001 – Maintenance Contracts	<p>Hardware service and support maintenance agreements. No change.</p> <ul style="list-style-type: none"> • Uninterruptable Power Systems • Network Firewalls
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. 0.27% Increase</p> <ul style="list-style-type: none"> • Apex Sketch Software • Barracuda • BS&A Software • Email System • ESRI GIS • Microsoft Windows and Office • Network Management Tools • RecTrac • Server Backup Software • System Anti-Virus <p>VMWare</p>

Line Item	Explanation
101-266-000-941-000 – Equipment Rental/Leasing	Time and attendance software. No change.
101-266-000-943-000 – Motorpool Lease/Maintenance	Shared vehicle for Computer Support, costs will be shared between Computer Support and the Township Building Director. No change.
101-266-000-971-008 – Capital Outlay/Prop. Improvement	Network infrastructure expansion, as needed network data runs. No change.
101-266-000-977-000 - Equipment	<p>New hardware purchases. 2.21% Increase from the 2017 Original Budget</p> <ul style="list-style-type: none"> • Network Improvements • Workstation Replacements/Upgrades (done in August through October)
101-266-000-977-001 – Computer Software	<p>New software purchases. 4.65% Decrease from the 2017 Original Budget</p> <ul style="list-style-type: none"> • Network Managment Software Upgrades • Email License Increases • Change Management and Helpdesk • Storage Replication Software • Password Management

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GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 266.000-COMPUTER SUPPORT							
101-266.000-706.000	SALARY - PERMANENT WAGES	127,450	146,861	148,152	163,028	127,634	163,028
101-266.000-707.000	SALARY - TEMPORARY/SEASONAL	14,983	0	0	0	0	0
101-266.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	6,639	6,559	5,798	5,798	1,093	6,027
101-266.000-709.000	REG OVERTIME	0	644	0	0	99	0
101-266.000-715.000	F.I.C.A./MEDICARE	10,646	11,318	11,777	12,915	9,453	12,933
101-266.000-719.000	HEALTH INSURANCE	28,988	43,487	43,842	43,842	39,782	48,079
101-266.000-719.001	SICK AND ACCIDENT	765	1,281	1,436	1,436	1,197	1,436
101-266.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(5,174)	(6,149)	(6,392)	(6,392)	0	(6,392)
101-266.000-719.015	DENTAL BENEFITS	2,189	3,252	3,252	3,252	2,981	3,036
101-266.000-719.016	VISION BENEFITS	389	562	599	599	499	599
101-266.000-719.020	HEALTH CARE DEDUCTION	4,775	3,905	14,438	14,438	4,638	14,438
101-266.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	213	275	270	270	203	270
101-266.000-720.000	LIFE INSURANCE	374	594	594	594	495	594
101-266.000-723.000	DEFERRED COMPENSATION EMPLOYE	203	0	0	0	0	0
101-266.000-727.000	OFFICE SUPPLIES	954	479	500	1,000	579	1,000
101-266.000-801.000	PROFESSIONAL SERVICES	4,458	0	0	0	0	0
101-266.000-857.100	COMMUNICATIONS-INTERNET ACCES	25,336	27,562	41,040	41,040	17,263	36,930
101-266.000-867.000	GAS & OIL	0	69	1,500	1,500	91	1,500
101-266.000-876.000	RETIREMENT/MERS	10,431	11,345	15,042	15,809	12,739	15,810
101-266.000-933.000	EQUIPMENT MAINTENANCE	3,913	4,746	5,000	5,000	921	5,000
101-266.000-933.001	MAINTENANCE CONTRACTS	462	2,568	4,680	4,680	4,444	4,680
101-266.000-934.000	SOFTWARE SUPPORT & MAINT	72,651	80,902	94,109	94,109	34,028	94,359
101-266.000-941.000	EQUIPMENT RENTAL/LEASING	9,126	8,786	8,700	8,700	6,218	8,700
101-266.000-943.000	MOTORPOOL LEASE/MAINTENANCE	0	3,750	2,200	2,200	1,833	2,200
101-266.000-971.008	CAPTL OUTLAY -IMPROVEMENT	3,474	43,146	15,000	15,000	2,725	15,000
101-266.000-977.000	EQUIPMENT	91,206	94,234	70,200	77,700	61,798	71,750
101-266.000-977.001	COMPUTER SOFTWARE	26,785	37,848	53,800	45,800	24,579	51,300
NET OF REVENUES/APPROPRIATIONS - 266.000-COMPUTER SUPPORT		(441,236)	(528,024)	(535,537)	(552,318)	(355,292)	(552,277)

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, Golf Course, Recreation and the Fire Department. Some of the items purchased include paper, card stock and batteries. Based on what was spent in previous years and to date in 2017, it is recommended that this line item remain at \$7,000 in 2018.
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. It is recommended that it remain at \$500 for 2018.
101-267-000-730-000 - Postage	This line item is used for postage costs. It is recommended that it remain at \$60,000 in 2018.
101-267-000-850-000 - Telephone	This line item is used for all desk and cell phones in the Township. Based on what was spent in previous years and to date in 2017, it is recommended that it remain at \$44,000 in 2018.

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 was spent in previous years and to date in 2017, it is recommended that it remain at \$15,000 in 2018. If the Board decides to hire or contract someone to be our communications person, this amount would need to be increased.
101-267-000-933-000 – Equipment Maintenance	This line item is used for maintenance on all equipment except our copiers and computers. It is recommended that it remain at \$600 for 2018.
101-267-000-941-000 – Equipment Rental/Leasing	This line item is used for our copiers and postage machine. It is recommended that it remain at \$17,000 in 2018.
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 2017, it is recommended that it remain at \$1,000 in 2018.
101-267-000-977-000 – Equipment	This line item reflects the cost of a cellular repeater to amplify outside Verizon Wireless cellular signals into the Township Civic Center. We have been discussing this for several years and it was requested by IT that \$40,000 be budgeted for this improvement to help everyone get a signal inside our building.

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Dept 267.000-GENERAL SERVICES							
101-267.000-727.000	OFFICE SUPPLIES	7,108	5,719	7,000	7,000	5,362	7,000
101-267.000-727.200	OFFICE MEETING/WELC SUPPLIES	375	292	500	500	270	500
101-267.000-730.000	POSTAGE	49,770	63,259	60,000	60,000	35,903	60,000
101-267.000-850.000	TELEPHONE	41,546	44,115	44,000	44,000	31,867	44,000
101-267.000-900.000	PUBLISHING	16,163	15,536	15,000	15,000	8,066	15,000
101-267.000-933.000	EQUIPMENT MAINTENANCE	706	776	600	600	0	600
101-267.000-941.000	EQUIPMENT RENTAL/LEASING	23,372	15,738	17,000	17,000	9,566	17,000
101-267.000-956.000	MISCELLANEOUS	1,519	657	1,000	1,000	591	1,000
101-267.000-977.000	EQUIPMENT	500	854	0	0	0	40,000
NET OF REVENUES/APPROPRIATIONS - 267.000-GENERAL SERVICES		(141,059)	(146,946)	(145,100)	(145,100)	(91,625)	(185,100)

NARRATIVE

101-371 - Planning

Expenditures

Line Item	Explanation
101-371-000-705-000 – Salary-Supervision	<p>This line item reflects the salary of the restored Planning & Development Coordinator and 12.5% of the OCS Administrator position.</p> <p>The Planning & Development Coordinator, a Teamster position was restored in October 2017. Any increases for this position will be determined by contract.</p> <p>The OCS Administrator position salary is budgeted at the same amount as in 2017, the salary for 2018 will be determined by the Board.</p>
101-371-000-706-013 – GIS Service	<p>Since the Planning & Development Coordinator position has been restored and they have the experience to perform these duties, this line item has been decreased to \$0.</p>
101-371-000-707-000 – Temporary Wages/Seasonal	<p>Funding to participate in a college intern program through local universities. Interns will provide valuable customer service and special project services while improving our relationship and access to educational programs. Based on the amount expended in previous years, it is recommended that \$10,000 be budgeted for 2018.</p>

Line Item	Explanation
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 amount has been increased from the 2017 Amended Budget due to budgeting for the restored Planning & Development Coordinator 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.
101-371-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-371-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The budget has been adjusted to reflect the rate increase and the restored Planning & Development Coordinator position.
101-371-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase in rates is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received. This line item has been increased from the 2017 Amended Budget due to budgeting for the restored Planning & Development Coordinator position.
101-371-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.

Line Item	Explanation
101-371-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Even though the rates have decreased, this line item has increased from the 2017 Amended Budget due to budgeting for the restored Planning & Development Coordinator position.
101-371-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase in rates is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received. Even though no increase in rates is budgeted, this line item has been increased from the 2017 Amended Budget due to budgeting for the restored Planning & Development Coordinator position.
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. This amount has been increased from the 2017 Amended Budget due to budgeting for the restored Planning & Development Coordinator position.
101-371-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. This amount has been increased from the 2017 Amended Budget due to budgeting for the restored Planning & Development Coordinator position.

Line Item	Explanation
101-371-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase in rates is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received. Even though no increase in rates is budgeted, this line item has been increased from the 2017 Amended Budget due to budgeting for the restored Planning & Development Coordinator position.
101-371-000-723-000 – Deferred Compensation Employee	Figures provided by the Accounting Director.
101-371-000-727-000 – Office Supplies	Expenses for office supplies necessary for day-to-day operations within the planning department. A 50% increase is recommended for 2018.
101-371-000-755-000 – Subscriptions & Publications	Expenses for professional subscriptions and publications in order to maintain education of employees within the department. No change.
101-371-000-801-003 – Township Projects-Planner	Expenses for professional consulting services related to zoning/land use issues, support to township attorney for land use issues, support to the Planning & Development Coordinator and special projects. Funding is recommended at an increased amount from 2017 in anticipation of continued positive economic development momentum.
101-371-000-801-006 – Professional Planning Contract	This was a new line item in 2017, used for tracking the contract with Carlisle Wortman to provide planning office staffing on an interim basis in 2017. We recommend budgeting \$20,000 for Carlisle Wortman in 2018 to assist our new Planning & Development Coordinator.

Line Item	Explanation
101-371-000-817-000 – Township Projects Engineer	Expenses for professional consulting services related to engineering issues for community development projects and administration of Township Engineering Standards & Design Specifications. This line item is requested to be increased in anticipation of continued positive economic development momentum and special projects.
101-371-000-860-000 – Travel	Reimbursement for use of personal vehicles for Township business by the Planning & Development Coordinator position.
101-371-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-371-000-956-000 – Miscellaneous	Funding for unexpected expenses related to planning, zoning and community development issues. No change.
101-371-000-958-000 – Membership & Dues	Dues for staff membership in professional organizations such as APA and MAP.

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GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 371.000-COMMUNITY DEVELOPMENT							
101-371.000-705.000	SALARY - SUPERVISION	76,469	76,871	77,735	7,727	6,091	72,727
101-371.000-706.013	GIS SERVICE	460	455	520	0	0	0
101-371.000-707.000	SALARY - TEMPORARY/SEASONAL	6,270	6,837	15,000	0	0	10,000
101-371.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,561	9,410	1,196	532	531	1,119
101-371.000-708.010	HEALTH INS BUYOUT	375	375	375	375	187	375
101-371.000-715.000	F.I.C.A./MEDICARE	6,187	6,624	8,362	661	521	6,825
101-371.000-719.000	HEALTH INSURANCE	17,839	18,637	18,667	105	52	7,137
101-371.000-719.001	SICK AND ACCIDENT	374	480	539	60	50	539
101-371.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,960)	(1,800)	(1,800)	(1,800)	0	(1,800)
101-371.000-719.015	DENTAL BENEFITS	1,516	1,516	1,516	98	90	464
101-371.000-719.016	VISION BENEFITS	246	249	278	21	12	107
101-371.000-719.020	HEALTH CARE DEDUCTION	1,108	2,530	5,775	0	0	2,888
101-371.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	99	92	90	0	0	90
101-371.000-720.000	LIFE INSURANCE	182	223	223	25	21	223
101-371.000-723.000	DEFERRED COMPENSATION EMPLOYE	82	89	195	0	0	195
101-371.000-727.000	OFFICE SUPPLIES	313	190	500	500	305	750
101-371.000-755.000	SUBSCRIPTIONS & PUBLICATIONS	181	260	200	200	283	200
101-371.000-801.003	TOWNSHIP PROJECTS-PLANNER	48	26,767	50,000	49,000	38,675	60,000
101-371.000-801.006	PROFESSIONAL PLANNING CONTRACT	0	0	0	135,000	78,750	20,000
101-371.000-817.000	TOWNSHIP PROJECTS ENGINEER	17,466	7,617	7,500	7,500	7,278	12,000
101-371.000-860.000	TRAVEL	576	723	600	0	0	500
101-371.000-876.000	RETIREMENT/MERS	9,868	9,578	13,221	1,383	1,148	4,737
101-371.000-956.000	MISCELLANEOUS	80	247	250	250	0	250
101-371.000-958.000	MEMBERSHIP AND DUES	0	0	250	0	3	250
NET OF REVENUES/APPROPRIATIONS - 371.000-COMMUNITY DEVELOPM		(137,340)	(167,970)	(201,192)	(201,637)	(133,997)	(199,576)

NARRATIVE

101-400 – Planning Commission

Expenditures

Line Item	Explanation
101-400-000-704-000 – Appointed Officials	Expenses to compensate seven (7) appointed members of the Planning Commission to attend 18 of 24 scheduled bimonthly meetings. 18 meetings are budgeted which is a slight increase over 2017 to accommodate development demands. The per diem rate has been restored to \$50 per meeting for 2018, it is currently \$40.
101-400-000-715-000 – FICA/Medicare	Employer costs for FICA/Medicare expenses for Planning Commissioners. Figures provided by the Accounting Director.
101-400-000-723-000 – Deferred Compensation Employer	Employer costs for deferred compensation expenses for Planning Commissioners. Figures provided by the Accounting Director.
101-400-000-958-000 – Membership & Dues	Dues for membership in professional organizations such as APA and MAP for Planning Commissioners. No change.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 400.000-PLANNING COMMISSION							
101-400.000-704.000	APPOINTED OFFICIALS	2,331	2,653	4,200	4,200	2,328	6,300
101-400.000-715.000	F.I.C.A./MEDICARE	34	39	61	61	34	91
101-400.000-723.000	DEFERRED COMPENSATION EMPLOYE	30	34	55	55	30	82
101-400.000-958.000	MEMBERSHIP AND DUES	400	400	400	400	400	400
NET OF REVENUES/APPROPRIATIONS - 400.000-PLANNING COMMISSION		(2,795)	(3,126)	(4,716)	(4,716)	(2,792)	(6,873)

NARRATIVE

101-410 – Zoning Board of Appeals

Expenditures

Line Item	Explanation
101-410-000-704-000 – Appointed Officials	Expenses to compensate five (5) appointed members of the Zoning Board of Appeals to attend 12 scheduled monthly meetings at a restored rate of \$50 per meeting each.
101-410-000-715-000 – FICA/Medicare	Employer costs for FICA/Medicare expenses for ZBA members. Increase per demand.
101-410-000-723-000 – Deferred Compensation Employer	Employer costs for deferred compensation expenses for ZBA members. Increase per demand.
101-410-000-958-000 – Membership & Dues	Dues for membership in professional organizations such as APA and MAP for ZBA members. No change.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 410.000-ZONING BOARD OF APPEALS							
101-410.000-704.000	APPOINTED OFFICIALS	804	886	1,600	1,600	722	3,000
101-410.000-715.000	F.I.C.A./MEDICARE	12	13	23	23	23	50
101-410.000-723.000	DEFERRED COMPENSATION EMPLOYE	10	11	21	21	7	45
101-410.000-958.000	MEMBERSHIP AND DUES	250	250	250	250	250	250
NET OF REVENUES/APPROPRIATIONS - 410.000-ZONING BOARD OF APPEALS		(1,076)	(1,160)	(1,894)	(1,894)	(1,002)	(3,345)

101-446 Highways and Streets

Expenditures

Line Item	Explanation
101-446-000-818-008 –Highways & Streets-Lift Stations	We contract with YCUA to maintain and repair lift stations the Township owns (Tuttle Hill, Hydro Dam, Ford Lake Park and Ford Blvd.). This includes pumping out water, especially during a power outage and maintaining the operation of them. YCUA has indicated that the Tuttle Hill Station will need approximately \$6,000. Based on this information, as well as what has been spent to date in 2017, it is recommended that this line item be increased to \$19,000 for 2018. These costs are difficult to predict.
101-446-000-818-009 – Highways & Streets-Drain Costs	Per the Water Resources Commission, our drain costs will be \$216,922 for 2018. This line item has been increased to reflect this amount.
101-446-000-818-022 – Highways & Streets-Road Construction	It is recommended that \$150,000 be budgeted in this line item for road projects and calming devices in 2018. We have seen that the asphalt calming devices deteriorate, the Road Commission informed us that they will now be using cement for them. We determine our capital improvements for roads based on recommendations from the Road Commission.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 446.000-HIGHWAYS AND STREETS							
101-446.000-818.008	HIGHWAYS & STREETS LIFT STATI	12,615	9,033	15,000	13,282	6,428	19,000
101-446.000-818.009	HIGHWAYS & STREETS DRAIN COST	227,931	252,870	167,613	169,331	169,331	216,922
101-446.000-818.022	HIGHWAY & ST-ROAD CONSTRUCTIO	94,306	137,015	150,000	319,299	239,284	150,000
NET OF REVENUES/APPROPRIATIONS - 446.000-HIGHWAYS AND STREET:		(334,852)	(398,918)	(332,613)	(501,912)	(415,043)	(385,922)

NARRATIVE

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. For budgeting purposes, we are budgeting the same amount as in 2017. The salary will be determined by the Board.
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.
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 – Environmental Services.
101-762-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-762-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.

Line Item	Explanation
101-762-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-762-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-762-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
101-762-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.
101-762-000-719-021 – Admin Fees-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
101-762-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.

Line Item	Explanation
101-762-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 762.000-RESIDENT SVCS: ADMINISTRATION							
101-762.000-705.000	SALARY - SUPERVISION	43,085	43,236	43,716	43,716	33,477	43,716
101-762.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	653	663	673	673	0	673
101-762.000-708.009	AUTO ALLOWANCE	3,000	3,000	3,000	3,000	2,500	3,000
101-762.000-715.000	F.I.C.A./MEDICARE	3,640	3,443	3,625	3,625	2,700	3,625
101-762.000-719.000	HEALTH INSURANCE	2,973	5,557	9,334	9,334	8,030	10,236
101-762.000-719.001	SICK AND ACCIDENT	166	213	239	239	200	239
101-762.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,980)	(900)	(900)	(900)	0	(900)
101-762.000-719.015	DENTAL BENEFITS	209	417	709	709	650	667
101-762.000-719.016	VISION BENEFITS	39	69	128	128	107	128
101-762.000-719.020	HEALTH CARE DEDUCTION	681	2,182	2,888	4,126	3,711	2,888
101-762.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	45	46	45	45	(117)	45
101-762.000-720.000	LIFE INSURANCE	81	99	99	99	83	99
101-762.000-876.000	RETIREMENT/MERS	4,190	4,241	5,532	5,532	4,611	5,532
NET OF REVENUES/APPROPRIATIONS - 762.000-RESIDENT SVCS: ADMINI		(56,782)	(62,266)	(69,088)	(70,326)	(55,952)	(69,948)

NARRATIVE

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. The Teamsters contract expires at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same as in 2017.
101-774-000-706-000 – Permanent Wages	This line item reflects the wages of two (2) Crew Leaders and 50% of a Mechanic/Equipment Operator. The AFSCME contract expires at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same wages as in 2017. The number budgeted in this line item has been increased from the 2017 Amended Budget due to filling a vacancy.
101-774-000-707-000 – Salary-Temporary/Seasonal	This line item is used for the wages of seasonal employees. It is becoming very difficult to get seasonal employees and we are recommending that wages be increased in 2018. Based on this, as well as the amount spent to date, it is recommended that this line item be increased to \$80,000 for 2018.

Line Item	Explanation
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. It is becoming very difficult to get seasonal employees and we are recommending that wages be increased in 2018. Based on this, as well as the amount spent to date, it is recommended that this line item be increased to \$75,000 for 2018.
101-774-000-707-776 – Salary Temp FLP Gate Staff	This line item reflects the wages of park gate staff. We are recommending that \$24,000 be budgeted for 2018.
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.
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.
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 2017, it is recommended that this line item be dropped to \$7,500 in 2018.
101-774-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.

Line Item	Explanation
101-774-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.
101-774-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
101-774-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-774-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018.
101-774-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time.
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.
101-774-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies. In the draft budget, this amount was incorrect and has been corrected.
101-774-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time.

Line Item	Explanation
101-774-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
101-774-000-724-001 – Unemployment Expense	It is recommended that this line item be maintained at the 2017 Original Budget amount of \$5,000 for 2018.
101-774-000-727-000 – Office Supplies	This line item is used for office supplies for the Parks & Grounds Department. It is recommended that it remain at \$250 in 2018.
101-774-000-741-000 – Boot Reimbursement & Uniforms Purchase	This line item is for boot reimbursement for 1 f/t employee & a ½ FT (mechanic). It is recommended to put this at \$1,500 for 2018.
101-774-000-741-775 – Boot Reimbursement & Uniforms Purchase-FLP	This line item is for boot reimbursement for 1 f/t employee in the park system, and T-shirts for seasonals, during season. We are maintaining it at \$500.
101-774-000-757-000 – Operating Supplies	This line item is used to purchase supplies needed for the parks (other than Ford Lake parks), as well as trash bags, cans, etc. It is recommended that it remain at \$1,500 for 2018.
101-774-000-757-775 – Operating Supplies-Ford Lake Park	This line item is used to purchase supplies needed for the Ford Lake Park system for the office, gate attendant, etc. Based on what has been spent to date, it is recommended that this line item be increased to \$2,000 for 2018.
101-774-000-776-000 – Maintenance Supplies	This line item is used for parks, athletic field paint, rock salt, signs, fall zone material in the playgrounds, trailer & equipment tires. It is recommended that \$20,000 be budgeted in 2018.

Line Item	Explanation
101-774-000-776-010 – Civic Center Landscaping	This is used to plant flowers around areas of the Township. We recommend maintaining this line item at \$3,000 for 2018.
101-774-000-776-775 – Maint Supplies-Ford Lake Park	This line item is used for maintenance supplies (lumber, bolts, stone, signs, paint, toilet replacements, etc.) for the Ford Lake Park system. It is recommended that it remain at \$5,000 for 2018.
101-774-000-783-004 – Tree Maintenance	This line item is used for new trees, as well as pruning existing trees in parks and on Township properties. It is recommended that this line item be increased to \$2,000 in 2018.
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 2017, it is recommended that this line item be maintained at \$20,000 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 2017, it is recommended that it be maintained at \$5,000 for 2018.
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 maintained at \$800 for the 2018 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 2017, it is recommended that this line item be maintained at \$15,000 in 2018, fuel prices seem to have stabilized.

Line Item	Explanation
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 2017, it is recommended that it be maintained at \$6,000 in 2018.
101-774-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-774-000-920-000 – Utilities-Parks	This line item is used for electrical/water costs in all the parks. Based on what has been spent to date in 2017, it is recommended that \$14,000 be budgeted in 2018.
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. Based on what has been spent to date in 2017, it is recommended that it remain at \$10,000 for the coming year.
101-774-000-939-000 – Auto Maintenance	This line item is used for fuel and oil change costs. It is recommended that \$2,000 be budgeted in 2018.
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 2017, it is recommended that it be maintained at \$12,000 for 2018.
101-774-000-939-011 – Parks Equipment Labor	This line item is used to pay labor costs for repairing tractors for field maintenance. We plan to maintain the budget from its 2017 level for 2018.

Line Item	Explanation
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 2018.
101-774-000-941-000 – Equipment Rental/Leasing	This line item is used for renting equipment. We use this for rototillers and in order to sawcut areas. It is recommended that it be maintained at \$500 for 2018.
101-774-000-942-775 – Vehicle Charge-Ford Lake Park	It is recommended that this line item remain at \$2,800 for the 2018 budget.
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 2018.
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 2018.
101-774-000-956-000 – Miscellaneous	This line item is used for drug screening and driving records. It is recommended that it be increased a bit to \$600 for 2018.
101-774-000-958-000 – Membership & Dues	This is used for the pesticide licensing. Based on our needs it is recommended that it be maintained at \$300 in 2018.

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Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 774.000-RESIDENT SVCS: PARKS & GROUNDS							
101-774.000-705.000	SALARY - SUPERVISION	29,685	27,028	27,913	27,913	21,631	27,913
101-774.000-706.000	SALARY - PERMANENT WAGES	122,157	100,342	124,062	114,062	90,475	124,062
101-774.000-707.000	SALARY - TEMPORARY/SEASONAL	80,541	42,438	60,000	83,685	81,155	80,000
101-774.000-707.050	WAGES - BACK FILL TEMP	0	37,141	0	0	0	0
101-774.000-707.775	SALARY - TEMP. FORD LAKE PARK	83,947	92,083	41,000	53,570	48,760	75,000
101-774.000-707.776	SALARY TEMP FLP GATE STAFF	0	0	24,000	18,500	11,379	24,000
101-774.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,746	3,929	5,014	5,014	1,197	5,014
101-774.000-708.010	HEALTH INS BUYOUT	1,255	1,500	1,500	1,500	750	1,500
101-774.000-709.000	REG OVERTIME	10,568	8,399	10,000	10,000	3,238	7,500
101-774.000-715.000	F.I.C.A./MEDICARE	15,349	12,880	14,702	14,702	10,027	14,702
101-774.000-719.000	HEALTH INSURANCE	44,597	46,593	46,668	34,098	31,774	51,178
101-774.000-719.001	SICK AND ACCIDENT	984	1,281	1,436	1,436	1,077	1,436
101-774.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(10,900)	(4,500)	(4,500)	(4,500)	0	(4,500)
101-774.000-719.015	DENTAL BENEFITS	3,871	3,937	3,936	3,936	3,372	3,702
101-774.000-719.016	VISION BENEFITS	648	683	727	727	542	727
101-774.000-719.020	HEALTH CARE DEDUCTION	8,996	12,313	14,438	14,438	8,162	14,438
101-774.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	229	229	225	225	169	225
101-774.000-720.000	LIFE INSURANCE	480	594	594	594	456	594
101-774.000-723.000	DEFERRED COMPENSATION EMPLOYE	2,165	2,257	1,625	1,625	1,998	1,625
101-774.000-724.001	UNEMPLOYMENT EXPENSE	366	1,043	5,000	1,000	(724)	5,000
101-774.000-727.000	OFFICE SUPPLIES	185	140	250	250	127	250
101-774.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	1,265	1,495	1,500	1,500	816	1,500
101-774.000-741.775	BOOT REIMB & UNIFORMS PURCHASE - FLP	374	490	500	500	422	500
101-774.000-757.000	OPERATING SUPPLIES	1,438	1,321	1,500	1,500	1,225	1,500
101-774.000-757.775	OPERATING SUPP: FORD LAKE PAR	1,656	918	1,000	1,000	900	2,000
101-774.000-776.000	MAINTENANCE SUPPLIES	20,637	18,698	24,000	18,000	7,978	20,000
101-774.000-776.010	CIVIC CENTER LANDSCAPING	0	205	3,000	3,000	401	3,000
101-774.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	7,176	7,082	5,000	5,000	4,575	5,000
101-774.000-783.004	TREE MAINTENANCE	1,500	0	1,500	1,500	1,410	2,000
101-774.000-818.011	MAINTENANCE CONTRACTUAL SRVC	23,056	10,894	20,000	20,000	9,292	20,000
101-774.000-818.775	MAINT-CONTR SVCS - FORD LK PR	7,347	4,492	5,000	5,000	4,380	5,000
101-774.000-850.775	TELEPHONE - FORD LAKE PARK	729	696	800	800	(17)	800
101-774.000-867.000	GAS & OIL	21,667	14,807	15,000	15,000	12,883	15,000
101-774.000-867.775	GAS & OIL - FORD LAKE PARK	7,034	4,898	6,000	6,000	4,270	6,000
101-774.000-876.000	RETIREMENT/MERS	20,760	18,993	24,779	24,779	16,684	24,779
101-774.000-920.000	UTILITIES - PARKS	8,398	17,158	8,000	14,000	12,008	14,000
101-774.000-920.775	UTILITIES - FORD LAKE PARKS	14,336	11,559	10,000	10,000	8,978	10,000

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GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
101-774.000-939.000	AUTO MAINTENANCE	723	118	2,000	2,000	320	2,000
101-774.000-939.010	SMALL EQUIPMENT & PARTS	8,330	14,753	12,000	12,000	10,288	12,000
101-774.000-939.011	Parks Equipment Labor	466	0	1,000	1,000	166	1,000
101-774.000-939.030	LABOR/FLUID CHRGS - MOTORPOOL	1,200	1,200	1,200	1,200	1,026	1,200
101-774.000-941.000	EQUIPMENT RENTAL/LEASING	907	75	500	500	0	500
101-774.000-942.775	VEHICLE CHARGE - FLP	2,800	2,800	2,800	2,800	2,333	2,800
101-774.000-943.000	MOTORPOOL LEASE/MAINTENANCE	17,300	27,485	27,425	27,425	22,854	27,425
101-774.000-943.775	MOTORPOOL LEASE MAINT-FORD L	17,300	27,485	27,425	27,425	22,854	27,425
101-774.000-956.000	MISCELLANEOUS	340	143	500	500	313	600
101-774.000-958.000	MEMBERSHIP AND DUES	0	0	300	300	0	300
101-774.000-977.000	EQUIPMENT	0	0	0	121,631	121,631	0
NET OF REVENUES/APPROPRIATIONS - 774.000-RESIDENT SVCS: PARKS &		(585,608)	(578,075)	(581,319)	(707,135)	(583,555)	(640,695)

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. In addition, this line is used to cover this cost of the permit fee to the State of Michigan and fees charged by OHM for water permit assistance. We are requesting that this line item remain at \$25,000 in 2018 and include a study and action plan to educate our residents on keeping our drains clean.

10/25/17

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 780.000-RSD-STORMWATER MGMT DEPT							
101-780.000-801.000	PROFESSIONAL SERVICES	11,740	8,304	25,000	25,000	11,642	25,000
NET OF REVENUES/APPROPRIATIONS - 780.000-RSD-STORMWATER MGI		(11,740)	(8,304)	(25,000)	(25,000)	(11,642)	(25,000)

101-851 - Fringes

Expenditures

Line Item	Explanation
101-851-000-719-005 – Hospital Physicals	This line item is used for physicals for seasonal employees. It is recommended that it be increased to \$3,200 in 2018, due to a projected increase in cost from the provider.
101-851-000-724-000 – Employee Assistance Program	The Township participates in an Employee Assistance Program (EAP). This program is an employee benefit program that helps employees assist with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. We will not be receiving an increase for 2018. Therefore, we are recommending that this line item remain at \$4,500 for 2018.
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 remain at \$250 for 2018.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 851.000-FRINGES AND INSURANCE							
101-851.000-719.005	HOSPITAL PHYSICALS	2,300	2,493	3,000	3,000	2,455	3,200
101-851.000-724.000	EMPLOYEE ASSISTANCE PROGRAM	3,717	3,726	4,500	4,500	1,883	4,500
101-851.000-803.100	CONTRACT SRVS-FLEX SPENDING	0	24	250	250	0	250
NET OF REVENUES/APPROPRIATIONS - 851.000-FRINGES AND INSURANC		(6,017)	(6,243)	(7,750)	(7,750)	(4,338)	(7,950)

101-950 – Community Stabilization

Expenditures

Line Item	Explanation
101-950-000-801-023 – Public Nuisance – Legal Services	This line item is used to track legal services to abate public nuisances. It is recommended that it remain at \$600,000 for 2018.
101-950-000-801-024 – Land Use Issues	This line item reflects legal expenses for land use issues, including fair housing/land use, sign ordinance, smoking lounge ordinance, religious land use, daycares & AFC homes, medical marijuana, donation bins, challenges on land use policy, etc. Based on what has been spent to date in 2017, it is recommended that it remain at \$200,000 for 2018.
101-950-000-880-001 – Right Of Way Maintenance	This line item covers the cost of contracting with Michigan Ability Partners (MAP) to pick up trash along our roadways, clean gutters, etc. It is recommended that in 2018, we again budget \$35,000.
101-950-000-880-001 – Mowing Properties	This line item is used for mowing of properties that we receive from the County through tax foreclosure and for other Township owned properties. Based on the amount spent in previous years, it is recommended that it be increased to \$61,000 in 2018.
101-950-000-880-050 – Community Organization	This line item is used for partnering with Habitat for Humanity to help enrich and organize the neighborhoods. We anticipate Washtenaw County to assist in this partnership with a contribution in 2018. It is recommended that \$50,000 be budgeted.

Line Item	Explanation
101-950-000-969-010 – Land Bank-Habitat	This line item is used in partnership with Habitat for Humanity to stabilize neighborhoods and encourage home ownership. It is recommended that we again budget \$100,000.
101-950-000-969-011 – Community Stabilization Land Bank	<p>This line item is used to purchase to certain tax foreclosed or tax reverted properties for the Township. The Township also purchases tax foreclosed properties for Habitat for Humanity under the First Right of Refusal in order to focus on neighborhood stabilization through homeownership.</p> <p>This line item also includes expenditures for demolitions, asbestos inspections, shut offs, winterizations and other related expenses. Habitat will reimburse the Township for any properties purchased for them through the First Right of Refusal – see line item 101-000-000-688-100.</p>

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 950.000-COMMUNITY STABILIZATION							
101-950.000-801.023	PUBLIC NUISANCE - LEGAL SVCS	852,116	592,839	600,000	600,000	456,831	600,000
101-950.000-801.024	LAND USE ISSUES	0	224,292	200,000	185,000	182,237	200,000
101-950.000-880.001	RIGHT OF WAY MAINT	85,454	86,044	35,000	23,000	16,414	35,000
101-950.000-880.002	MOWING PROPERTIES	0	0	40,000	67,000	50,206	61,000
101-950.000-880.050	COMMUNITY ORGANIZATION	0	0	50,000	50,000	50,000	50,000
101-950.000-969.010	LAND BANK - HABITAT	90,000	120,043	100,000	100,000	60,000	100,000
101-950.000-969.011	COMMUNITY STABILIZATION - LAND BANK	119,797	99,927	140,000	170,000	157,824	90,000
NET OF REVENUES/APPROPRIATIONS - 950.000-COMMUNITY STABILIZA		(1,147,367)	(1,123,145)	(1,165,000)	(1,195,000)	(973,512)	(1,136,000)

101-956 – Other Functions

Expenditures

Line Item	Explanation
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). These taxes are now included in the monthly premiums and are allocated to the proper departments. Therefore, our Accounting Director has recommended that this line item be reduced to \$500 for 2018.
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 2018.
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, Reimagine Washtenaw, bee keeping services and small engineering projects under \$7,500. Also included is \$30,000 for the services of Bonner Advisory Group to develop a strategic vision and implementation plan that can guide future economic development activities in Ypsilanti Township. It is recommended that it be increased to \$55,000 in 2018.

Line Item	Explanation
101-956-000-844-000 – Meals on Wheels	It is recommended that this line item remain at \$10,000 for 2018.
101-956-000-944-002 – Aerotropolis	In June 2017, the Township Board voted to withdraw from the Aerotropolis. Therefore, this line item has been reduced to \$0.
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 \$1,500 for 2018.
101-956-000-876-003 – OPEB Funding-Retiree Health	This line item covers the liability for the Township's Other Post Employment Benefits (OPEB) obligation. This is for all departments except 14B Court, Fire, Environmental Services, Recreation and Law Enforcement. Figures provided by the Accounting Director and reflects a decrease of 9%.
101-956-000-884-000 – Wash Dev Council-AA SPARK	\$15,000 is budgeted in 2018 for this line item (\$10,000 for A2 SPARK and \$5,000 for SPARK East). We are working with them on the ACM Project and additional manufacturing and would like to request the Board to increase this to \$30,000.
101-956-000-913-000 – Insurance & Bonds Fleet	Figures were provided by our Accounting Director.
101-956-000-917-000 – Workers Compensation Insurance	Figures were provided by our Accounting Director.

Line Item	Explanation
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 (the main server, 2 cameras at Harris Park and 1 at the Redwood overpass). Due to the addition of another server, we are recommending that we increase this to \$15,500 for 2018.
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 increased to \$150,000 for 2018.
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. No projects are planned at this time but if any come forward, they will be brought to the Board with a budget amendment for approval at that time.
101-956-000-926-100 – Right of Way Tree Trim-Removal	We are recommending that \$10,000 be budgeted in 2018 to trim/remove trees.
101-956-000-956-000 - Miscellaneous	It is recommended that this line item remain at \$500 for 2018.
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 \$3,500 be budgeted for 2018.

Line Item	Explanation
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 \$15,000 for 2018.
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 2018.
101-956-000-957-000 – Bank Charges	It is recommended by our Accounting Director that this line item be increased to \$12,600 for 2018.
101-956-000-969-007 – Contribution Water Hardship	This line item is used for our Water Subsidy Program. It is recommended that it remain at \$12,000 in 2018 and that we increase the income eligibility so more residents can qualify for the program, if the Board agrees.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 956.000-OTHER FUNCTIONS							
101-956.000-719.010	HEALTH CARE TAX	40,503	41,662	51,000	51,000	1,228	500
101-956.000-724.001	UNEMPLOYMENT EXPENSE	0	0	1,000	1,000	0	1,000
101-956.000-801.000	PROFESSIONAL SERVICES	19,149	34,015	20,000	25,000	15,146	55,000
101-956.000-801.110	PROFSNL SRV - ENVIRO CLEAN UP WR/GM	14,554	7,310	5,000	5,000	0	0
101-956.000-817.371	CONSULTANT - COMMUNITY DEVELOPMENT	0	4,533	25,000	25,000	0	0
101-956.000-844.000	MEALS ON WHEELS	20,000	10,000	10,000	10,000	10,000	10,000
101-956.000-844.002	AEROTROPOLIS	15,000	15,000	15,000	15,000	0	0
101-956.000-876.002	OTHER RETIREMENT COSTS	1,094	1,401	1,320	1,320	1,199	1,500
101-956.000-876.003	OPEB FUNDING- RETIREE HEALTH	493,291	485,193	458,560	458,560	458,560	417,383
101-956.000-884.000	WASH DEV COUNCIL-AA SPARK	15,000	15,000	15,000	15,000	15,000	15,000
101-956.000-913.000	INSURANCE & BONDS FLEET	105,762	107,021	112,656	112,656	90,075	113,586
101-956.000-917.000	WORKERS COMPENSATION INSURANC	17,029	18,007	17,837	17,837	13,968	16,722
101-956.000-925.000	CAMERAS NON TAX ASSESSMENT	9,001	8,410	10,000	10,000	8,351	15,500
101-956.000-926.000	STREET LIGHTING NON ASSESSABL	124,293	140,483	146,659	146,659	81,536	150,000
101-956.000-926.050	STREET LIGHT -CONSTRUCTION NON-A	104,551	170,532	0	80,197	73,604	0
101-956.000-926.100	RIGHT OF WAY TREE TRIM - REMOVAL	20,655	20,990	20,000	2,015	650	10,000
101-956.000-956.000	MISCELLANEOUS	131	145	500	500	75	500
101-956.000-956.006	MISCELLANEOUS TAX REFUNDS	3,162	2,144	3,000	3,000	1,515	3,500
101-956.000-956.020	PROPERTY TAXES ON TWP PROPERT	14,120	1,720	20,000	20,000	0	15,000
101-956.000-956.022	SETTLEMENTS &/or CLAIM DEDUCTIBLES	0	10,000	10,000	10,000	0	10,000
101-956.000-957.000	BANK CHARGES	8,942	9,116	10,000	10,000	8,710	12,600
101-956.000-969.007	CONTRIBUTION WATER HARDSHIP	8,595	6,840	12,000	12,000	4,740	12,000
NET OF REVENUES/APPROPRIATIONS - 956.000-OTHER FUNCTIONS		(1,034,832)	(1,109,522)	(964,532)	(1,031,744)	(784,357)	(859,791)

101-970 – Capital Outlay

Expenditures

Line Item	Explanation
101-970-000-971-008 – Capital Outlay-Improvement	We are recommending that funds be budgeted for capital improvements to buildings, parks, etc. in 2018. All projects will come to the Board before going out for bid and again to accept a bid. \$29,500 has been budgeted.
101-970-000-975-135 – Capital Outlay – Furniture & Fixtures	We are requesting that \$50,000 be budgeted in 2018 to begin replacing the 20 year old office furniture throughout the Township.

11/2/17

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 970.000-CAPITAL OUTLAY							
101-970.000-971.008	CAPTL OUTLAY -IMPROVEMENT	11,692	0	0	0	0	29,500
101-970.000-971.010	CAPITAL OUTLAY - NETWORK EXPANSION	74,095	101,214	0	0	0	0
101-970.000-971.100	CAPITAL OUTLAY - TYLER DAM PROJECT	0	0	0	1,714,989	486,989	0
101-970.000-972.000	CAPO NEIGHBORHOOD CAMERA SYSTEM	19,756	59,392	0	40,000	14,817	0
101-970.000-975.135	CAP OUTLAY - FURNITURE & FIXTURES	0	0	0	25,000	1,089	50,000
101-970.000-976.007	CAPITAL OUTLAY - VETERANS DRIVE	987,086	50,485	0	49,500	34,558	0
NET OF REVENUES/APPROPRIATIONS - 970.000-CAPITAL OUTLAY		(1,092,629)	(211,091)	0	(1,829,489)	(537,453)	(79,500)

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 half of the cost of the Township’s road bond.
101-999-000-969-397 – Transfer to Series B Bonds	This line item reflects the transfer of funds to Fund 397 – Series B Bonds (General Obligation Bonds) to pay the bond payment.

8/24/17

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 999.000-OTHER FINANCING USES							
101-999.000-968.252	TRANSFER TO HYDRO STATION	52,889	0	0	0	0	0
101-999.000-969.212	TRANSFER TO BSR II Fund 212	250,000	345,000	363,455	363,455	363,455	333,000
101-999.000-969.301	TRANSFER OUT: TO GEN OBLIGATION	135,000	481,000	480,000	480,000	480,000	0
101-999.000-969.397	TRANSFER OUT: TO DEBT FUND B	0	0	0	0	0	537,000
101-999.000-969.584	CONTRIBUTION TO GOLF COURSE	0	0	0	267,061	184,297	0
NET OF REVENUES/APPROPRIATIONS - 999.000-OTHER FINANCING USES		(437,889)	(826,000)	(843,455)	(1,110,516)	(1,027,752)	(870,000)
ESTIMATED REVENUES - FUND 101		8,207,204	9,277,400	8,288,806	11,028,950	8,124,374	8,477,840
APPROPRIATIONS - FUND 101		8,322,966	8,333,855	8,022,111	10,762,255	7,424,232	8,417,747
NET OF REVENUES/APPROPRIATIONS - FUND 101		(115,762)	943,545	266,695	266,695	700,142	60,093

NARRATIVE

Fund 206 – Fire Department 2017 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 \$1,430,172, a 4.51% increase. The draft budget showed a 5.41% increase but taxable values were updated due to a late industrial personal property tax exemption filed and accepted by the State. Information provided by the Assessing Director and Accounting Director.
206-000-000-402-006 – ESA (Essential Services Assessment) Reimbursement - Pension	This line item reflects the reimbursement for ESA (Essential Services Assessment) for personal property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. The reimbursement is calculated by the State of Michigan and is received in February. Since the amount expected in 2018 is minimal, it was recommended by our Accounting Director that nothing be budgeted in this line item.
206-000-000-403-000 – Current Property Taxes	Line item reflects revenues from property taxes for the fire department, based on value & millage rates. Projected revenue is estimated to be \$3,690,083, which is a 4.15% increase from 2017. The draft budget showed a 5.41% increase but taxable values were updated due to a late industrial personal property tax exemption filed and accepted by the State. Information provided by the Assessing Director and Accounting Director.

Line Item	Explanation
206-000-000-403-001 – ESA (Essential Services Assessment) Reimbursement - Operating	This line item reflects the reimbursement for ESA (Essential Services Assessment) for personal property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. The reimbursement is calculated by the State of Michigan and is received in February. Since the amount expected in 2018 is minimal, it was recommended by our Accounting Director that nothing be budgeted in this line item.
206-000-000-405-000 – In Lieu of Taxes	This line item reflects revenues from the PILOT (payment in lieu of taxes) for Clark East Towers. Projections are \$8,364.
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. No change from 2017.
206-000-000-607-011 – Chg for Service – Fire Plan Review	Line item reflects fees charged for fire plan reviews. No change from 2017.
206-000-000-607-012 – Chg for Service – Address Assign	Line item reflects fees charged for an address assignment for residence/business. No change from 2017.
206-000-000-607-270 – Chg for Service – Liquor Inspect	Line item reflects fees charged for business liquor-license inspections. No change from 2017.
206-000-000-664-001 – Interest Earned	Line item reflects interest earned. No change from 2017.
206-000-000-694-001 – Other Income – Miscellaneous	This line item reflects miscellaneous revenue received (from requests for fire reports, etc.) Projections are \$2,000.

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, with any improvements coming to the Board for approval.

2017 Expenditures

Line Item	Explanation
206-206-000-705-000 – Salary-Supervision	This line item is used for the Fire Chief's salary. For this draft budget, we are budgeting the same as in 2017. The salary will be determined by the Board.
206-206-000-705-002 – Salaries-Officers	This line item is used for the salaries of one Fire Marshal, three Captains & three Lieutenants. The Fire contract is currently in negotiations. For this draft budget, we are budgeting the same as in 2017.
206-206-000-706-000 – Salary-Permanent Wages	This line item is used for the salaries of 19 career firefighters. Also included is a replacement hire in 2017 due to anticipated retirement. The Fire contract is currently in negotiations. For this draft budget, we are budgeting the same as in 2017.
206-206-000-706-011 – Permanent Wages-Fire Clerical	This line item is used for the Floater II/Clerk III at the Fire Department. The AFSCME contract expires at the end of 2017 and salary increases are unknown at this time. For this draft budget, we are budgeting the same as in 2017.
206-206-000-708-004 – 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
206-206-000-708-005 – Salaries Pay Out of Retirees	This line item reflects payouts to employees who are eligible for the Deferred Retirement Option Plan (DROP). For employees hired before 1/1/2014, they may elect to freeze their retirement benefit in the traditional defined benefit plan and enter into the DROP upon attainment of regular service retirement eligibility of twenty-five (25) years of credited service.
206-206-000-708-007 – Fire Comp Time Payout	Line item is for the costs associated with paying (banked) comp time to the firefighters, up to 480 hours. These costs are calculated by multiplying the amount of time in their comp banks by their current wages. The amount expended in 2017 has been less than expected since there is no scheduled wage increase in 2017. No change from 2017.
206-206-000-708-008 – Retiree Time Payouts	Line item is for the costs associated with payout of retiree or terminal leave time to firefighters. Anticipate retirement of one firefighter in 2018. Request \$25,000.
206-206-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
206-206-000-708-200 – Fire Fighter Clothing Allowance	Line item is for costs associated with contractual clothing allowance to the firefighters. Anticipate 25 FF's at \$200 and \$400 to Fire Marshal. Request \$5,400.
206-206-000-708-206 – Fire Fighter Food Allowance	Line item is for the costs associated with the contractual payment of firefighter meals. Request \$27,300.

Line Item	Explanation
206-206-000-709-000 – Regular Overtime	Line item is for the costs associated with regular overtime for the firefighters. Request \$90,000, no change from the 2017 original budget.
206-206-000-709-001 – Holiday Overtime	Line item is for the costs associated with holiday overtime for the firefighters. Request \$20,000, no change from 2017.
206-206-000-709-002 – Salary-Contractual Overtime	Line item is for the costs associated with contractual overtime for the firefighters. Request \$113,978.
206-206-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
206-206-000-717-000 – Salaries-Holiday Pay	This line item reflects the cost of holiday pay for firefighters. Request \$71,693.
206-206-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.
206-206-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
206-206-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
206-206-000-719-005 – Hospital Physicals	Line item is for the costs associated with annual respiratory testing & physicals for firefighters. Request \$13,000.

Line Item	Explanation
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). Figures provided by the Accounting Director.
206-206-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
206-206-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
206-206-000-719-020 – 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.
206-206-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
206-206-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
206-206-000-727-000 – Office Supplies	Line item is for the costs associated with purchase of office supplies. Request \$2,000.

Line Item	Explanation
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.
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. No change from the 2017 original budget.
206-206-000-742-000 – Fire Prevention Materials	Line item is for the costs associated with the purchase of fire prevention/demonstration materials. It is recommended that it remain at \$3,500 for 2018.
206-206-000-757-000 – Operating Supplies	Line item is for costs associated with the purchase of operating supplies, including maintenance and cleaning supplies. It is recommended that it remain at \$14,000 for 2018.
206-206-000-757-004 – Medical Supplies	Line item is for costs associated with the purchase of medical supplies. It is recommended that it remain at \$9,000 for 2018.
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.

Line Item	Explanation
206-206-000-800-001 – Administration Fees	This line item reflects fees allocated for use of floor space and associated employee resources at the Civic Center. Figures provided by the Accounting Director.
206-206-000-801-000 – Professional Services	Line item is for costs associated with legal, professional and administrative services provided to the department. It is recommended that it remain at \$40,000 for 2018.
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, no change from the 2017 original budget.
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 2017 for half of 2018. Request \$77,000.
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. We are requesting that it be increased to \$50,000 for 2018 due to the age and mileage of trucks.
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. An increase of \$5,000 from the 2017 original budget is requested for 2018.
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. An increase of \$5,000 from the 2017 original budget is requested for 2018.

Line Item	Explanation
206-206-000-867-000 – Gas & Oil	Line item is for the purchase of gas & oil for department vehicles. No change from 2017.
206-206-000-876-000 – Retirement/MERS	Figures provided by the 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 8 @ \$1300 and 1 new FF in Sept. 2017 @ \$1300. Request \$11,700.
206-206-000-900-000 - Publishing	Line item is for costs associated with electronic & print publications for postings for services, hiring, bidding, etc. 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 \$22,000.
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 \$4,000.
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 \$9,000.

Line Item	Explanation
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, JAWS & fire extinguishers. Request \$3,000.
206-206-000-933-001 – Maintenance Contracts	Line item is for costs associated to maintenance contracts for copiers, sirens, generators, etc. Westshore does the preventive maintenance for our emergency sirens and bills us in November/December. In the past, the cost for some maintenance contracts has been charged to building maintenance line items, causing them to run short. We are requesting an increase to \$10,000 in this line item so all the maintenance contracts can be charged here.
206-206-000-943-000 – Motorpool Lease Maintenance	Line item is for debt service for fire/rescue engine purchase in 2015. This is being paid back to the General Fund over a 10 year period.
206-206-000-944-000 – Fire Hydrant Charge	Line item is for YCUA charges for hydrant maintenance (\$1 X 2700 hydrants). Hydrants are inspected annually. No change from 2017.
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 \$500.

Line Item	Explanation
206-206-000-958-000 – Membership and Dues	Line item is for all firefighter membership fees and dues (IAFC, IAAI, NFPA, MFIS, etc.). Request \$4,500.
206-206-000-960-000 – Education and Training	Line item is for costs associated with education & training of department personnel. Request \$12,000.

2017 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	Figures provided by the Accounting Director.
206-220-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
206-220-000-801-000 – Professional Services	Line item is for costs associated with Professional Services to the Civil Service Commission. The entry level application process will be due in the fall of 2018 through the Conference of Western Wayne. A decrease is budgeted due to recent testing for Lt and Fire Marshal in 2017 Request \$8,000.
206-220-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
206-220-000-900-000 - Publishing	Line item is for costs associated with publishing by the Civil Service Commission. Request \$1,500.

2017 Pension & Insurance

Line Item	Explanation
206-852-000-876-003 – OPEB Funding – Retiree Health	It is 41.7% funded, figures provided by the Accounting Director.
206-852-000-876-004 – Retirement-Fire Department	It is 86% funded, figures provided by the Accounting Director.

2017 Capital Outlay

Line Item	Explanation
206-970-000-971-008 – Capital Outlay – Improvement	Line item is for costs of capital improvements to department facilities, including a new roof at the Hewitt Road station and replacement of tile in the HQ dormitory bathrooms. \$40,000 is requested for 2018.
206-970-000-976-005 – Capital Outlay – Fire Station	This line item reflects a portion of the cost of concrete for the parking lot at HQ, the complete cost will be approximately \$350,000 to \$400,000 and will be brought to the Board for consideration in fall 2017 or 2018. It is out for bid.
206-970-000-979-000 – Capital Outlay Fire Apparatus	Line item is for costs associated with vehicle purchases. Request \$35,000 to purchase SUV type vehicle for dept. use.
206-970-000-979-001 – Protective Equipment	Line item is for costs associated with improvements made to firefighting protective equipment. Request \$10,000 to replace firefighting gear for 1/5 of staff includes 1 new hire.
206-970-000-979-002 – General Fire/Rescue Equipment	Line item is for costs associated with capital improvements made to firefighting rescue equipment. Request \$5,000 for purchase of new & replacement firefighting equipment, technical rescue and hazardous materials tools & supplies.
206-970-000-980-001 – Computer/Comm/Furnishing	Line item is for costs associated with capital improvements to fire station furnishings, computers, etc. Request \$10,000.

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Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Fund 206 - FIRE FUND							
Dept 000.000							
206-000.000-402.005	CURRENT TAXES FIRE PENSION	1,101,304	1,123,754	1,368,495	1,368,495	1,364,322	1,430,172
206-000.000-402.006	ESA REIMBURSEMENT PEN	0	0	6,279	6,279	7,540	0
206-000.000-403.000	CURRENT PROPERTY TAXES	3,445,329	3,515,484	3,543,149	3,543,149	3,536,460	3,690,083
206-000.000-403.001	ESA REIMBURSEMENT OP	0	0	29,151	29,151	35,007	0
206-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	5,395	(4,699)	0	0	404	0
206-000.000-403.005	CUR PROP TAX ADJ - FIRE PENS	1,505	3,258	0	0	156	0
206-000.000-405.000	IN LIEU OF TAXES	8,354	8,364	8,364	8,364	8,595	8,364
206-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	4,748	5,285	0	0	0	0
206-000.000-476.491	FIRE PROTECT PERMT	550	0	750	750	450	750
206-000.000-529.000	FEDERAL GRANTS - OTHER	0	0	0	0	6,343	0
206-000.000-607.011	FIRE PLAN REVIEW - CHG FOR SERVICES	1,650	2,325	500	500	1,725	500
206-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	180	970	200	200	225	200
206-000.000-607.270	LIQUOR INSPECT - CHG FOR SERVICES	1,250	0	1,000	1,000	900	1,000
206-000.000-664.001	INTEREST EARNED	195	2,319	200	200	10,013	200
206-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	0	10,000	0	0	0	0
206-000.000-675.000	CONTRIBUTIONS & DONATIONS	1,000	0	0	0	0	0
206-000.000-682.000	REIMB-HAZARDOUS RESPONSE SRV	6,003	0	0	0	0	0
206-000.000-694.001	OTHER INCOME-MISCELLANEOUS	8,838	2,297	2,000	2,000	2,343	2,000
206-000.000-694.004	MISC REVENUE - INSURANCE REIM	9,618	4,725	0	0	3,825	0
206-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	110,656	137,931	0	37,643
NET OF REVENUES/APPROPRIATIONS - 000.000-		4,595,919	4,674,082	5,070,744	5,098,019	4,978,308	5,170,912

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GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 206.000-FIRE							
206-206.000-705.000	SALARY - SUPERVISION	80,514	80,808	81,707	81,707	64,412	81,707
206-206.000-705.002	SALARIES OFFICERS	422,583	407,152	487,436	487,436	353,298	487,436
206-206.000-706.000	SALARY - PERMANENT WAGES	1,097,401	971,093	1,065,413	1,065,413	778,251	1,065,413
206-206.000-706.011	PERMANENT WAGES- FIRE CLERICA	46,870	47,255	47,755	47,755	37,631	47,755
206-206.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	25,311	93,602	54,361	54,361	36,251	55,000
206-206.000-708.005	SALARIES PAY OUT OF RETIREES	8,306	72,525	56,638	56,638	34,800	15,000
206-206.000-708.007	FIRE COMP TIME PAYOUT	26,575	36,122	45,000	45,000	18,790	45,000
206-206.000-708.008	RETIREE TIME PAYOUTS	67,871	152,817	62,417	62,417	41,964	25,000
206-206.000-708.010	HEALTH INS BUYOUT	12,000	6,000	6,000	6,000	15,310	9,000
206-206.000-708.200	FIRE FIGHTER CLOTHING ALLOWAN	5,374	4,291	5,600	5,600	521	5,400
206-206.000-708.206	FIRE FIGHTER FOOD ALLOWANCE	32,415	25,943	29,250	29,250	1,963	27,300
206-206.000-709.000	REG OVERTIME	67,328	114,903	90,000	68,000	58,524	90,000
206-206.000-709.001	HOLIDAY OVERTIME	1,175	1,744	20,000	20,000	12,890	20,000
206-206.000-709.002	SALARY - CONTRACTUAL OVERTIME	122,160	116,182	124,353	124,353	92,841	113,978
206-206.000-715.000	F.I.C.A./MEDICARE	158,373	160,733	172,188	172,188	117,875	172,187
206-206.000-717.000	SALARIES HOLIDAY PAY	94,216	77,328	74,885	74,885	90,487	71,693
206-206.000-719.000	HEALTH INSURANCE	332,990	335,504	381,561	381,561	301,384	418,437
206-206.000-719.001	SICK AND ACCIDENT	332	427	479	479	399	479
206-206.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(92,039)	(42,352)	(54,287)	(54,287)	0	(55,397)
206-206.000-719.005	HOSPITAL PHYSICALS	8,960	11,187	13,000	13,000	13,075	13,000
206-206.000-719.010	HEALTH CARE TAX	16,901	16,794	22,440	22,440	536	22,440
206-206.000-719.015	DENTAL BENEFITS	29,199	28,147	30,316	30,316	23,945	28,366
206-206.000-719.016	VISION BENEFITS	4,931	4,667	5,474	5,474	4,241	5,474
206-206.000-719.020	HEALTH CARE DEDUCTION	76,271	79,043	130,060	130,060	58,479	130,060
206-206.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	2,183	2,273	2,348	2,348	993	2,348
206-206.000-720.000	LIFE INSURANCE	8,820	10,639	9,024	9,024	9,291	9,024
206-206.000-727.000	OFFICE SUPPLIES	0	0	1,000	1,000	992	2,000
206-206.000-730.000	POSTAGE	200	516	500	500	93	500
206-206.000-741.000	UNIFORMS - LAUNDRY & CLEANING	13,571	13,523	15,000	15,000	10,505	15,000
206-206.000-741.001	UNIFORMS-NEW AND BADGES	2,267	4,370	5,000	15,098	12,797	5,000
206-206.000-742.000	FIRE PREVENTION MATERIALS	2,327	1,100	3,500	3,500	1,485	3,500
206-206.000-757.000	OPERATING SUPPLIES	16,391	12,267	14,000	14,000	10,953	14,000
206-206.000-757.004	MEDICAL SUPPLIES	7,754	8,348	9,000	9,000	4,776	9,000
206-206.000-757.005	FIRE INVESTIGATION	0	0	1,000	1,000	0	1,000
206-206.000-757.006	OPERATING SUPPLIES/TOOLS	489	421	500	500	210	500
206-206.000-800.001	ADMINSTRATION FEES	64,184	66,201	66,201	66,201	55,168	69,951
206-206.000-801.000	PROFESSIONAL SERVICES	27,728	64,366	40,000	40,000	24,508	40,000

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
206-206.000-801.005	PROF SRVS-HAZARDOUS RESPONSE	6,003	0	0	0	0	0
206-206.000-857.000	COMMUNICATIONS	9,328	2,913	5,000	5,800	1,760	5,000
206-206.000-857.001	COMMUNICATIONS - DISPATCH	70,960	72,310	73,000	73,000	61,728	77,000
206-206.000-863.001	AUTO & TRUCK MAIN STATION #1	62,859	44,575	40,000	43,000	31,102	50,000
206-206.000-863.003	AUTO & TRUCK MAIN STATION #3	14,904	42,295	15,000	23,500	21,483	20,000
206-206.000-863.004	AUTO & TRUCK MAIN STATION #4	24,916	16,489	15,000	25,500	25,123	20,000
206-206.000-867.000	GAS & OIL	23,858	21,493	25,000	25,000	20,746	25,000
206-206.000-876.000	RETIREMENT/MERS	8,380	8,328	11,064	11,064	9,174	11,064
206-206.000-876.100	RETIREMENT HEALTH CARE SAVINGS	4,050	6,675	10,400	10,400	8,200	11,700
206-206.000-900.000	PUBLISHING	867	87	1,000	1,000	0	1,000
206-206.000-913.000	INSURANCE & BONDS FLEET	33,670	34,874	36,710	36,710	30,446	38,546
206-206.000-917.000	WORKERS COMPENSATION INSURANC	81,947	80,766	74,111	74,111	60,591	77,523
206-206.000-920.004	UTILITIES HEAT	16,700	10,214	20,000	20,000	11,070	20,000
206-206.000-920.005	UTILITIES LIGHT	23,037	25,312	22,000	22,000	19,860	22,000
206-206.000-920.006	UTILITIES TELEPHONE	15,140	16,274	17,000	16,200	14,294	17,000
206-206.000-920.007	UTILITIES WATER AND SEWER	4,008	5,253	4,000	4,000	4,033	4,000
206-206.000-931.005	BLDG MAINTENANCE STATION #1	8,203	9,381	9,000	9,000	8,420	9,000
206-206.000-931.007	BLDG MAINTENANCE STATION #3	3,710	3,753	4,000	2,600	2,075	4,000
206-206.000-931.008	BLDG MAINTENANCE STATION #4	10,599	4,170	4,000	5,400	4,492	4,000
206-206.000-933.000	EQUIPMENT MAINTENANCE	3,615	3,184	3,000	3,000	1,657	3,000
206-206.000-933.001	MAINTENANCE CONTRACTS	4,959	15,323	5,000	5,000	2,610	10,000
206-206.000-943.000	MOTORPOOL LEASE/MAINTENANCE	0	0	59,520	59,520	49,611	59,520
206-206.000-944.000	FIRE HYDRANT CHARGE	2,377	2,438	2,700	2,700	0	2,700
206-206.000-956.000	MISCELLANEOUS	150	280	500	500	0	500
206-206.000-956.010	TAX REFUND EXPENSE	14	0	500	500	0	500
206-206.000-958.000	MEMBERSHIP AND DUES	3,540	2,099	4,500	4,500	2,684	4,500
206-206.000-960.000	EDUCATION AND TRAINING	14,001	10,595	12,000	12,000	8,190	12,000
NET OF REVENUES/APPROPRIATIONS - 206.000-FIRE		(3,243,726)	(3,425,020)	(3,593,124)	(3,603,222)	(2,688,987)	(3,576,104)

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GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 220.000-CIVIL SERVICE COMMISSION							
206-220.000-704.000	APPOINTED OFFICIALS	1,010	1,425	2,500	2,500	425	2,500
206-220.000-706.000	SALARY - PERMANENT WAGES	495	495	400	400	180	400
206-220.000-715.000	F.I.C.A./MEDICARE	54	57	50	50	20	50
206-220.000-723.000	DEFERRED COMPENSATION EMPLOYE	15	17	30	30	6	30
206-220.000-801.000	PROFESSIONAL SERVICES	13,551	62,575	15,000	15,000	15,000	8,000
206-220.000-876.000	RETIREMENT/MERS	66	71	40	40	34	40
206-220.000-900.000	PUBLISHING	533	0	1,500	1,500	0	1,500
NET OF REVENUES/APPROPRIATIONS - 220.000-CIVIL SERVICE COMMISS		(15,724)	(64,640)	(19,520)	(19,520)	(15,665)	(12,520)
Dept 852.000-PENSION & INSURANCE							
206-852.000-876.003	OPEB FUNDING- RETIREE HEALTH	590,744	587,148	629,226	629,226	629,226	625,958
206-852.000-876.004	RETIREMENT-FIRE DEPT	737,867	789,018	763,874	763,874	763,874	786,578
NET OF REVENUES/APPROPRIATIONS - 852.000-PENSION & INSURANCE		(1,328,611)	(1,376,166)	(1,393,100)	(1,393,100)	(1,393,100)	(1,412,536)
Dept 970.000-CAPITAL OUTLAY							
206-970.000-971.008	CAPT L OUTLAY -IMPROVEMENT	57,680	16,053	40,000	40,000	0	40,000
206-970.000-976.005	CAPITAL OUTLAY FIRE STATION	0	0	0	9,350	9,088	69,752
206-970.000-979.000	CAPITAL OUTLAY FIRE APPARATUS	47,990	0	0	0	0	35,000
206-970.000-979.001	PROTECTIVE EQUIPMENT	7,644	8,679	10,000	10,000	7,798	10,000
206-970.000-979.002	GENERAL FIRE/RESCUE EQUIP	3,124	0	5,000	5,000	2,587	5,000
206-970.000-979.005	CAP OUTLAY-FIRE EQUIP-FED GRAN	0	15,206	0	7,827	6,208	0
206-970.000-980.001	COMPUTER/COMM/FURNISHING	14,943	0	10,000	10,000	43	10,000
206-970.000-991.013	DEBT SERVICE APPARATUS	0	59,529	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 970.000-CAPITAL OUTLAY		(131,381)	(99,467)	(65,000)	(82,177)	(25,724)	(169,752)
ESTIMATED REVENUES - FUND 206		4,595,919	4,674,082	5,070,744	5,098,019	4,978,308	5,170,912
APPROPRIATIONS - FUND 206		4,719,442	4,965,293	5,070,744	5,098,019	4,123,476	5,170,912
NET OF REVENUES/APPROPRIATIONS - FUND 206		(123,523)	(291,211)	0	0	854,832	0

NARRATIVE

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. The total millage rate is 2.1550 mills for Environmental Services. Projected revenue is estimated to be \$2.54 million, which is a 4.15% increase from 2017. The draft budget showed a 5.41% increase but the taxable values were updated due to a late industrial personal property tax exemption filed and accepted by the State. Information provided by the Assessing Director and Accounting Director.
226-000-000-403-001 – ESA (Essential Services Assessment) Reimbursement Operating	This line item reflects the reimbursement for ESA (Essential Services Assessment) for personal property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. The reimbursement is calculated by the State of Michigan and is received in February. Since the amount expected in 2018 is minimal, it was recommended by our Accounting Director that nothing be budgeted in this line item.
226-000-000-642-000 – Sale of Recycle Bins	This line item reflects revenue from the sale of recycling bins. Based on revenues in 2016 and to date in 2017, it is recommended that we increase it to \$2,500 for 2018.

Line Item	Explanation
226-000-000-642-001 – Sale of Trash Pickup Stickers	This line item reflects revenue from the sale of trash stickers. Based on previous revenues and revenues to date this year, it is recommended that it be increased to \$7,000 for 2018.
226-000-000-664-001 – Interest Earned	Interest earned on bank accounts.
226-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount needed from Fund Balance for operating expenses in 2018.

Expenditures

Line Item	Explanation
226-226-000-705-000 – Salary-Supervision	This line item is used for half of the salaries for the Residential Services Director and the Public Services Superintendent. For this draft budget, we are budgeting the same as in 2017.
226-226-000-706-000 – Salary-Permanent Wages	This line item reflects the salaries for 75% of two (2) Floater II/Clerk III positions, 50% of a Chipper Operator and 50% of a Mechanic. The AFSCME contract expires at the end of 2017 and salary increases are unknown at this time. For this draft budget, we are budgeting the same as in 2017.
226-226-000-707-000 – Salary-Temporary/Seasonal	This line item is used for seasonal employees who work on the chipper trucks. It is becoming very difficult to get seasonal employees and we are recommending that wages be increased in 2018. Based on this, as well as the amount spent to date, it is recommended that this line item be increased to \$32,000 for 2018.
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.
226-226-000-708-009 – 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 101.762 – Residential Services.
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.

Line Item	Explanation
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. It is recommended that it remain at \$2,000 in 2018. We especially use this if we are hit by a storm.
226-226-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
226-226-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.
226-226-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
226-226-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. This line item has been increased by \$450, due to an error discovered in the 2018 Draft Budget.
226-226-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
226-226-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase from the 2017 Original Budget is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.

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.
226-226-000-719-021 – Admin Fee – Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
226-226-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
226-226-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
226-226-000-724-001 – Unemployment Expense	This line item covers the cost of unemployment. Based on what has been spent to date in 2017 , we are decreasing this from \$3,000 to \$2,000.
226-226-000-726-000 – Recycle Bins – New Homeowner	This line item is used to purchase recycling bins. It is recommended that it remain at \$2,500 for 2018.
226-226-000-726-001 – Stickers for Trash Pick Up	This line item is used to purchase trash stickers @ \$1.50 each. Based on what has been spent to date in 2017, we are recommending that it be increased to \$5,000 for 2018. The amount we charge residents does not include the cost of selling or service, it is a pass through cost. We would like to consider increasing the sticker cost by \$.25.
226-226-000-726-002 – Stickers for White Goods Pick Up	Due to the new Waste Management (WM) contract approved last year, we no longer purchase these, residents now contact WM directly.

Line Item	Explanation
226-226-000-727-000 – Office Supplies	This line item is used to purchase office supplies for the department. With the new RSD position, it is recommended that it remain at \$1,300 for 2018.
226-226-000-730-000 - Postage	This line item is used for a portion of the costs associated with the annual mailing of magnets and our Helpful Handbook. The handbooks will be mailed in December 2017.
226-226-000-741-000 – Boot Reimb & Uniforms Purchase	This line item is used for boot allowance, per contract. Based on the amount expended to date in 2017, we are recommending that it be reduced to \$500 in 2018.
226-226-000-757-000 – Operating Supplies	This covers the cost of safety equipment used for chipping & we have set it at \$1,000.
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. It is recommended that it remain at \$500 for 2018.
226-226-000-800-001 – Administration Fees	Figures 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.
226-226-000-804-001 – Contractual/Rubbish Pick Up	This line item covers the per resident fee paid to Waste Management for curbside pickup. Per contract, in 2018, it will be \$6.74, a \$.15 increase. We also have to pay .11 for education, a .06 fuel tax and a .02 Gov't fee.

Line Item	Explanation
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. Per contract, the fee for 2018 will be \$2.03, a \$.04 increase. We also have to pay a \$.04 fuel tax.
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, WM, the chipping crew and park maintenance. WM is included as they would have to pay to dump elsewhere and bill us back. We propose to raise this to \$165,000 for 2018.
226-226-000-804-006 – Recycling Disposal	This line item covers the cost of hauling recycling containers from the Compost Site to Great Lakes. We are recommending that it be reduced to \$17,000 in 2018.
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. Per contract, the rate for 2018 is \$1.97, a \$.04 increase. We also have to pay a \$.06 fuel tax.
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 to the recycle center. This amount is dependent on the market for recyclables and the projections are not good for 2018. Therefore, it has been increased to \$95,000.
226-226-000-818-017 – Tire Shredding/Contract Services	There has been an increase in illegally dumped tires. We pick them up & recycle in Ann Arbor. It is recommended that this line item remain at \$1,500 for 2018.

Line Item	Explanation
226-226-000-867-000 – Gas & Oil	This line item is used for the fuel used by our chipper trucks. Based on what has been spent to date in 2017, it is recommended that \$10,000 be budgeted in 2018.
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 it be reduced to \$500 in 2018.
226-226-000-867-300 – Fuel Surcharge-Curbside	This line item reflects the contractual charge to us from Waste Management for rising fuel costs. We are recommending that it be reduced to \$30,000 since diesel fuel costs have gone down. This is also market driven.
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 and the Helpful Handbook sent to residents. The packets will be mailed in December 2017. We are recommending that this line item remain at \$20,000 for 2018.
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. We are recommending that it remain at \$2,000 for 2018.

Line Item	Explanation
226-226-000-920-009 – Utilities Maintenance Heating	This line item covers the cost of gas service at Ford Lake Park. It is recommended that it remain at \$2,000 for 2018.
226-226-000-933-000 – Equipment Maintenance	This line item covers the cost of repairing the chippers. It is recommended that it remain at \$6,000 for 2018.
226-226-000-939-000 – Auto Maintenance	This line item covers the cost of the annual inspection and fees for the trucks & chipping vehicles. It is recommended that it remain at the 2017 Amended Budget amount of \$8,000 for 2018.
226-226-000-943-000 – Motorpool Lease/Maintenance	This line item covers the motorpool charges. Based on what has been spent to date in 2017, it is recommended that \$4,000 be budgeted in 2018.
226-226-000-956-000 - Miscellaneous	Random drug screenings, medical cards, Class A driver's licenses & other small items are budgeted in this line item.
226-226-000-956-010 – Tax Refund Expense	This line item reflects costs associated with any Michigan Tax Tribunal expenses. 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 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Fund 226 - ENVIRONMENTAL SERVICES FUND							
Dept 000.000							
226-000.000-403.000	CURRENT PROPERTY TAXES	2,375,313	2,423,692	2,443,335	2,443,335	2,438,215	2,544,634
226-000.000-403.001	ESA REIMBURSEMENT OP	0	0	17,490	17,490	11,473	0
226-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	3,618	14,937	0	0	278	0
226-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	2,486	2,761	0	0	0	0
226-000.000-642.000	SALE OF RECYCLING BINS	1,194	2,138	1,500	1,500	2,430	2,500
226-000.000-642.001	SALE OF TRASH PICKUP STICKERS	7,234	6,724	6,500	6,500	6,542	7,000
226-000.000-642.002	SALE OF WHITE GOOD STICKERS	190	231	0	0	20	0
226-000.000-664.001	INTEREST EARNED	1,900	4,093	1,000	1,000	7,924	2,000
226-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	0	8,500	0	0	0	0
226-000.000-694.001	OTHER INCOME-MISCELLANEOUS	0	7,450	0	0	6,836	0
226-000.000-694.004	MISC REVENUE - INSURANCE REIM	1,281	875	0	0	708	0
226-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	147,604	149,991	0	208,223
NET OF REVENUES/APPROPRIATIONS - 000.000-		2,393,216	2,471,401	2,617,429	2,619,816	2,474,426	2,764,357

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 226.000-ENVIRONMENTAL							
226-226.000-705.000	SALARY - SUPERVISION	72,768	70,261	71,628	71,628	55,106	71,628
226-226.000-706.000	SALARY - PERMANENT WAGES	118,074	118,515	119,974	119,974	92,779	119,974
226-226.000-707.000	SALARY - TEMPORARY/SEASONAL	26,112	24,256	25,000	25,000	22,417	32,000
226-226.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	2,554	1,915	2,948	4,015	2,091	2,948
226-226.000-708.009	AUTO ALLOWANCE	3,000	3,000	3,000	3,000	2,500	3,000
226-226.000-708.010	HEALTH INS BUYOUT	3,505	3,750	3,750	3,750	1,875	3,750
226-226.000-709.000	REG OVERTIME	752	889	2,000	2,000	572	2,000
226-226.000-715.000	F.I.C.A./MEDICARE	15,889	15,064	16,041	16,123	11,880	16,041
226-226.000-719.000	HEALTH INSURANCE	26,163	28,853	32,881	32,881	29,010	36,059
226-226.000-719.001	SICK AND ACCIDENT	1,151	1,494	1,449	1,449	1,396	1,449
226-226.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(9,128)	(4,050)	(3,600)	(3,600)	0	(4,050)
226-226.000-719.015	DENTAL BENEFITS	2,598	2,871	3,225	3,225	2,900	3,018
226-226.000-719.016	VISION BENEFITS	512	571	663	663	547	663
226-226.000-719.020	HEALTH CARE DEDUCTION	7,518	10,252	10,841	12,079	10,141	10,841
226-226.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	206	206	225	225	152	225
226-226.000-720.000	LIFE INSURANCE	561	693	693	693	577	693
226-226.000-723.000	DEFERRED COMPENSATION EMPLOYE	345	320	369	369	292	369
226-226.000-724.001	UNEMPLOYMENT EXPENSE	0	0	3,000	3,000	0	2,000
226-226.000-726.000	RECYCLE BINS NEW HOMEOWNERS	4,691	2,770	2,500	2,500	0	2,500
226-226.000-726.001	STICKERS FOR TRASH PICK-UP	750	6,000	4,000	4,000	4,500	5,000
226-226.000-727.000	OFFICE SUPPLIES	704	1,180	1,300	1,300	265	1,300
226-226.000-730.000	POSTAGE	7,954	8,071	9,000	9,000	733	9,000
226-226.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	150	225	1,000	1,000	150	500
226-226.000-757.000	OPERATING SUPPLIES	0	191	1,000	1,000	259	1,000
226-226.000-776.000	MAINTENANCE SUPPLIES	0	368	500	500	73	500
226-226.000-800.001	ADMINISTRATION FEES	12,824	13,810	13,810	13,810	11,508	22,836
226-226.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	15,701	15,782	15,700	15,700	12,516	15,000
226-226.000-804.001	CONTRACTUAL/RUBBISH PICKUP	1,162,877	1,176,584	1,207,000	1,207,000	916,780	1,246,484
226-226.000-804.003	CONTRACTUAL/YARDWASTE PICKUP	336,613	341,041	349,200	349,200	265,205	367,181
226-226.000-804.004	TWP DISPOSAL FEE	164,587	153,789	155,000	155,000	117,742	165,000
226-226.000-804.006	RECYCLING DISPOSAL	20,375	14,021	19,000	19,000	8,770	17,000
226-226.000-804.007	RECYCLING PICK-UP CURBSIDE	331,970	336,877	345,200	345,200	262,873	365,203
226-226.000-804.008	CURBSIDE RECYCLING DISPOSAL	52,289	28,556	48,000	48,000	622	95,000
226-226.000-818.017	SHERDDING - TIRES & PAPER	1,316	1,485	1,500	1,500	550	1,500
226-226.000-867.000	GAS & OIL	9,542	6,588	10,000	10,000	6,595	10,000
226-226.000-867.200	GAS & OIL - YCUA	0	166	1,000	1,000	0	500
226-226.000-867.300	FUEL SURCHARGE-CURBSIDE	11,887	(6,340)	40,000	37,000	3,452	30,000

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015	2016	2017	2017	2017	2018
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 10/31/17	REQUESTED BUDGET
226-226.000-876.000	RETIREMENT/MERS	24,729	22,872	30,465	30,465	24,704	30,465
226-226.000-876.003	OPEB FUNDING- RETIREE HEALTH	13,797	13,748	15,843	15,843	15,843	15,820
226-226.000-900.000	PUBLISHING	12,999	37,334	20,000	20,000	900	20,000
226-226.000-913.000	INSURANCE & BONDS FLEET	6,150	6,458	6,798	6,798	5,639	7,138
226-226.000-917.000	WORKERS COMPENSATION INSURANC	6,673	6,016	5,226	5,226	4,451	6,022
226-226.000-920.005	UTILITIES LIGHT	1,338	1,370	2,000	2,000	1,254	2,000
226-226.000-920.009	UTILITIES MAINTENANCE HEATING	1,455	1,097	2,000	2,000	1,111	2,000
226-226.000-933.000	EQUIPMENT MAINTENANCE	4,660	7,131	6,000	6,000	2,432	6,000
226-226.000-939.000	AUTO MAINTENANCE	4,249	3,924	5,000	8,000	6,922	8,000
226-226.000-943.000	MOTORPOOL LEASE/MAINTENANCE	7,200	4,019	4,000	4,000	3,433	4,000
226-226.000-956.000	MISCELLANEOUS	161	0	500	500	113	500
226-226.000-956.010	TAX REFUND EXPENSE	7	0	500	500	0	4,000
226-226.000-958.000	MEMBERSHIP AND DUES	75	75	0	0	0	0
226-226.000-960.000	EDUCATION AND TRAINING	0	30	300	300	50	300
226-226.000-985.000	CAPITAL OUTLAY/VEHICLES	0	104,805	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 226.000-ENVIRONMENTAL		(2,490,303)	(2,588,903)	(2,617,429)	(2,619,816)	(1,913,680)	(2,764,357)
ESTIMATED REVENUES - FUND 226		2,393,216	2,471,401	2,617,429	2,619,816	2,474,426	2,764,357
APPROPRIATIONS - FUND 226		2,490,303	2,588,903	2,617,429	2,619,816	1,913,680	2,764,357
NET OF REVENUES/APPROPRIATIONS - FUND 226		(97,087)	(117,502)	0	0	560,746	0

NARRATIVE

Fund 252 - Hydro

Revenues

Line Item	Explanation
252-000-000-641-003 – Ford Lake Hydro Station	Revenues are from the selling electricity from the Hydro Station to DTE Energy. Revenue varies due to the fluctuation in water flow and other factors. Averaging actual revenues from 2012 to 2016 and the performance of the Power Contract calculated the revenue estimate. For 2018, the revenue estimate will increase by \$39,000 .
252-000-000-664-001 – Interest Earned	Reflects interest earned on funds deposited in the bank.
252-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects funds needed from Fund Balance for capital improvement and equipment replacement. It is recommended that \$214,775 be budgeted for 2018.

Expenditures

Line Item	Explanation
252-252-000-706-000 – Salary-Permanent Wages	This line item reflects the salary of the Hydro Operator. For budgeting purposes, we have budgeted the same amount as in 2017. The salary will be determined by the Board
252-252-000-707-000 – Salary-Temporary/Seasonal	Wages for the part-time operators that are responsible for the days when F/T is not scheduled and assisting in activities related to dam O&M. No change in the amount requested.
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.
252-252-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
252-252-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.

Line Item	Explanation
252-252-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
252-252-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
252-252-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
252-252-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.
252-252-000-719-021 – Admin Fees-Health Deductible	The card used to pay the health care deductibles is administered by Choice Strategies.
252-252-000-720-000 – Life Insurance	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
252-252-000-723-000 – Deferred Comp Employer	Figures provided by the Accounting Director.

Line Item	Explanation
252-252-000-727-000 – Office Supplies	Cover the cost of supplies and material used in completing reports by the department. This is unchanged from prior year.
252-252-000-730-000 - Postage	Cover cost in mailing business related material. This amount is unchanged from last year.
252-252-000-740-000 – Operating Supplies	Cost related to operation of the Hydro. Oil analysis tests are one of the expenses used in the line item. Amount remains unchanged from prior year.
252-252-000-741-000 – Boot Reimb & Uniforms Purchase	Funds to purchase operators uniforms and boot allowance. Requested amount increasing due to planning for a new P/T employee for 2018.
252-252-000-776-000 – Maintenance Supplies	Cost associated in maintaining Hydro Station including housekeeping, general maintenance supplies, and hand tools. A decrease from the 2017 Amended Budget amount is budgeted for 2018.
252-252-000-801-000 – Professional Services	Cover cost for an independent engineering firm for technical support related to dam safety and compliance for the Ford Lake Dam. The Twp. does not have a Professional Engineer with dam experience on staff. The requested funds for 2018 is unchanged from last year.

Line Item	Explanation
252-252-000-818-013 – Contractual Services/Hydro Station	Associated cost for services routinely used by the department for operations or maintenance activities. Onsite Confine Space Team, safety inspection for the crane and port-a-john rental costs associated to this line item. This remains unchanged from last year.
252-252-000-850-000 - Telephone	This line item reflects the cost for communication lines for the department. It decreased in 2017 with the installation of the new DTE system in 2016, thus removing 2 AT&T lines. No change for 2018.
252-252-000-867-000 – Gas & Oil	Cover cost related to fuel used by the department in equipment and vehicle. In 2014, the department was issued a department truck. This will be the 4 th budget year for this line item.
252-252-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.

Line Item	Explanation
252-252-000-917-000 – Workers Comp Insurance	Figures provided by the Accounting Director.
252-252-000-915-000 – Insurance and Bonds	Figures provided by the Accounting Director.
252-252-000-920-017 – Utilities-Hydro	Cost related in heating powerhouse in winter months. Also, accounting for an increase in usage due to a new natural gas standby generator. The amount proposed is an increase over last year by \$400.00.
252-252-000-930-000 – Repairs Maintenance-Machinery	Accounts for unforeseen cost related to repairing and maintaining equipment.
252-252-000-930-001 – Repairs/Maint Hydro Infrastructure	Cost related to maintaining the Hydro Station structure-powerhouse and dam. Activities include concrete repairs to spalling concrete, intake maintenance and general repairs. The cost is proposed to drop by \$35,000
252-252-000-931-013 – Repairs & Maint-Other Dams	Cost associated in maintaining Sargent Charles Dam.
252-252-000-943-000 – MotorPool Lease/Maintenance	Cost associated with the lease of department issued vehicle.
252-252-000-956-000 - Miscellaneous	Covers cost for bank fees associated with the DTE Escrow Fund and small expenses. This amount unchanged from 2016.

Line Item	Explanation
252-252-000-956-009 – City Share/Hydro Station	Expected amount that the Twp. 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 that the Twp. 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 fee assessed by the Federal Energy Regulatory Commission. Cost varies each year; propose the same amount as last year.
252-252-000-976-000 – Capital Outlay-New Equipment	Requesting \$18,000 to replace the aging water quality and weather data collection equipment. This system was installed around 2003 when Dr. Lehman was studying the lake.
252-252-000-977-000 - Equipment	Requesting funds to replace the lower shaft bushing/bearing on the large generator. It is recommended that \$329,000 be budgeted for 2018.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Fund 252 - HYDRO STATION FUND							
Dept 000.000							
252-000.000-641.003	FORD LAKE HYDRO STATION	353,895	400,255	350,000	350,000	330,766	389,000
252-000.000-664.001	INTEREST EARNED	136	577	200	200	2,126	500
252-000.000-694.001	OTHER INCOME-MISCELLANEOUS	4,295	0	0	0	60	0
252-000.000-694.004	MISC REVENUE - INSURANCE REIM	417	300	0	0	243	0
252-000.000-697.000	TRANSFER IN: GENERAL FUND	52,889	0	0	0	0	0
252-000.000-697.007	TRANSFER IN: ENVIRO CLEANUP	0	78,635	44,800	44,800	11,784	0
252-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	2,476	0	214,775
NET OF REVENUES/APPROPRIATIONS - 000.000-		411,632	479,767	395,000	397,476	344,979	604,275

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 252.000-HYDRO STATION: FORD LAKE							
252-252.000-706.000	SALARY - PERMANENT WAGES	56,993	57,192	57,828	57,828	45,587	57,828
252-252.000-707.000	SALARY - TEMPORARY/SEASONAL	14,884	12,939	24,804	24,804	14,193	24,804
252-252.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	0	0	890	890	0	890
252-252.000-709.000	REG OVERTIME	4,989	8,197	4,000	4,000	4,534	4,000
252-252.000-715.000	F.I.C.A./MEDICARE	5,015	5,058	5,158	5,158	3,901	5,158
252-252.000-719.000	HEALTH INSURANCE	17,839	18,637	18,667	18,667	17,050	20,471
252-252.000-719.001	SICK AND ACCIDENT	332	427	479	479	399	479
252-252.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,960)	(1,800)	(1,800)	(1,800)	0	(1,800)
252-252.000-719.015	DENTAL BENEFITS	1,417	1,417	1,417	1,417	1,299	1,332
252-252.000-719.016	VISION BENEFITS	233	241	257	257	214	257
252-252.000-719.020	HEALTH CARE DEDUCTION	1,134	3,391	5,775	8,251	7,301	5,775
252-252.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	92	92	90	90	68	90
252-252.000-720.000	LIFE INSURANCE	162	198	198	198	165	198
252-252.000-723.000	DEFERRED COMPENSATION EMPLOYE	195	167	322	322	190	322
252-252.000-727.000	OFFICE SUPPLIES	239	150	350	350	86	350
252-252.000-730.000	POSTAGE	35	7	100	100	57	100
252-252.000-740.000	OPERATING SUPPLIES	388	140	400	400	37	400
252-252.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	148	550	700	700	214	850
252-252.000-757.000	OPERATING SUPPLIES	70	0	0	0	0	0
252-252.000-776.000	MAINTENANCE SUPPLIES	6,485	8,170	7,550	12,550	6,626	9,050
252-252.000-801.000	PROFESSIONAL SERVICES	30,134	11,998	20,000	20,000	17,460	20,000
252-252.000-801.250	PROFESSIONAL SER - OTHER DAMS	52,719	0	44,800	0	0	0
252-252.000-818.013	CONTRACTUAL SERVICES/HYDRO ST	2,595	3,870	7,500	7,500	4,898	7,500
252-252.000-850.000	TELEPHONE	34,953	45,536	1,000	1,000	452	1,000
252-252.000-867.000	GAS & OIL	2,255	2,211	3,500	3,500	1,356	3,300
252-252.000-876.000	RETIREMENT/MERS	8,380	8,481	11,064	11,064	9,221	11,064
252-252.000-915.000	INSURANCE AND BONDS	2,128	2,214	2,331	2,331	1,934	2,448
252-252.000-917.000	WORKERS COMPENSATION INSURANC	1,612	1,727	1,563	1,563	1,258	1,569
252-252.000-920.017	UTILITIES - HYDRO	1,266	869	1,800	1,800	1,807	2,200
252-252.000-930.000	REPAIRS MAINTENANCE-MACHINERY	8,793	6,661	9,000	14,000	7,121	9,000
252-252.000-930.001	REPAIRS/MAINT HYDRO INFRASTRU	55,835	27,774	45,000	45,000	6,398	10,000
252-252.000-931.013	REPAIRS & MAINT - OTHER DAMS	43	149	1,000	1,000	0	150
252-252.000-943.000	MOTORPOOL LEASE/MAINTENANCE	3,000	6,000	6,000	6,000	5,000	6,000
252-252.000-956.000	MISCELLANEOUS	1,600	1,615	1,800	1,800	1,663	1,800

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Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
252-252.000-956.009	CITY SHARE/HYDRO STATION	35,390	40,025	35,000	35,000	33,077	38,890
252-252.000-956.019	HYDRO-FISH STUDY-ESCROW EXPEN	5,735	6,596	8,000	8,000	0	8,000
252-252.000-956.025	LICENSES AND FEES/FERC	2,415	2,934	3,800	3,800	2,235	3,800
252-252.000-971.100	CAPITAL OUTLAY - TYLER DAM PROJECT	0	78,635	0	44,800	11,784	0
252-252.000-976.000	CAPITAL OUTLAY NEW EQUIPMENT	238,421	131,601	10,000	0	0	18,000
252-252.000-977.000	EQUIPMENT	0	0	50,000	50,000	33,515	329,000
NET OF REVENUES/APPROPRIATIONS - 252.000-HYDRO STATION: FORD I		(593,964)	(494,069)	(390,343)	(392,819)	(241,100)	(604,275)
ESTIMATED REVENUES - FUND 252		411,632	479,767	395,000	397,476	344,979	604,275
APPROPRIATIONS - FUND 252		593,964	494,069	390,343	392,819	241,100	604,275
NET OF REVENUES/APPROPRIATIONS - FUND 252		(182,332)	(14,302)	4,657	4,657	103,879	0

NARRATIVE

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 increasing the 2018 budget from \$65,000 to \$90,000 because of our Canton contract.
590-000-000-650-004 – Biodegradable Dropoff-Ypsi Twp.	This line item reflects revenues received from the Environmental Services Fund for the amount that would normally be charged for dumping fees for yard waste, wood chips & brush from Township residents via Waste Management, our chipping crews, or Parks. We are planning a small increase from 2017 to \$165,000.
590-000-000-650-100 – Billable Sales-Compost	This line item reflects the revenue for the sale of compost materials. Based on 2017 figures, we are decreasing the budget to \$10,000 for 2018.
590-000-000-650-102 – Sales-Scrap Metal	This line item reflects the revenue from scrap metal. Based on the revenues received in 2017, we recommend increasing it to \$6,000 in 2018.

Line Item	Explanation
590-000-000-650-200 – Gate Revenue-Compost Sales	This line item reflects the revenue from materials sold at the gate. We are recommending that it remain at \$36,300 for 2018.
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 increase this to \$48,000 due to sales.
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 to drop this to \$20,000.
590-000-000-650-203 – Gate Revenue-Drop Off Fees	This line item reflects the revenue from trash drop off. We continue to increase revenue here with the volumes we get. Disposal fees are budgeted in 590-590-000-804-000 – Contractual/Rolloff Disposal.
590-000-000-650-205 – Gate Revenue-Milling Sales	This line item reflects the revenue from the sale of road millings. There is no change from 2017.
590-000-000-650-206 – Service Charge - Delivery	This line item is used for revenues received from delivery of materials from the Compost Site to businesses. Based on revenues to date in 2017, it is recommended that it be reduced to \$3,000 for 2018.
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 the amount needed from Fund Balance for operating expenses.

Expenditures

Line Item	Explanation
590-590-000-706-000 – Salary-Permanent Wages	<p>This line item reflects the salaries of the Compost Operator, (1) Chipper Operator and 25% of a Floater II/Clerk III position. The AFSCME contract expires at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same as in 2017.</p> <p>We have been discussing the need of adding an Equipment Operator position to the Compost Site as a back-up for our Compost Processing Coordinator and to help with the day-to-day operations of the site. This could be discussed in negotiations.</p>
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 reflects overtime wages for the Compost Coordinator. Based on year-to-date expenditures, it has been increased to \$7,000 for 2018. Adding an equipment operator position would decrease this number.

Line Item	Explanation
590-590-000-710-000 – Acc Comp Absences-Lngterm	This is a line item used in Enterprise Fund (business), we need to account for 1.5 FTE's cost of PTO. This is accounted for in the Balance Sheet liabilities as long term def Comp Absences 590-000-369-017.
590-590-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
590-590-000-719-000 – Health Insurance	We will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.
590-590-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
590-590-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
590-590-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.
590-590-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.

Line Item	Explanation
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. There is no change from 2017.
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	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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.
590-590-000-730-000 – Postage	This line item is used to cover postage costs.
590-590-000-741-000 – Boot Reimbursement & Uniform Purchase	This line item is used to cover uniforms & rug/towel service. We are keeping this at \$700 for this year.
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.
590-590-000-800-001 – Administration Fees	Figures provided by the Accounting Director.

Line Item	Explanation
590-590-000-804-000 – Contractual/Rolloff Disposal	This line item covers the cost of emptying the dumpsters at the Compost Site, the related revenue line is 590.590.000.650.203.
590-590-000-804-004 – Township Disposal Fee	This line item covers the cost of removing spoils from the site that cannot become compost.
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. We will now have to add the costs of removing oils from the Compost Site.
590-590-000-876-000 – Retirement/MERS	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. Based on expenses to date in 2017, it is recommended that it be increased to \$7,000 in 2018.
590-590-000-920-005 – Utilities-Light	This line item is used for electric service costs for the Compost Site. Based on expenses to date in 2017, it is recommended that it be increased to \$2,500 in 2018.

Line Item	Explanation
590-590-000-931-000 – Repairs & Maintenance	This line item is used to make repairs at the Compost Site. It is recommended that it remain at \$7,000 in 2018, since it is unknown at this time what repairs will be needed.
590-590-000-933-000 – Equipment Maintenance	This line item is used for repair costs for equipment used at the Compost Site. It is recommended that it remain at \$15,000 for 2018 since it is unknown at this time what repairs will be needed. Scheduled maintenance costs for the grinder are also included in this line item.
590-590-000-941-000 – Equipment Rental/Leasing	This line item is used for renting equipment for the Compost Site. It is recommended that it remain the same for 2018.
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.
590-590-000-960-000 – Education & Training	This line item is used for training costs for the Compost Site Coordinator.
590-590-000-968-001 – Depreciation Expense	This line item covers the cost of equipment depreciation & calculated by the Accounting Director.

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Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 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	2,333	2,800
590-000.000-650.003	BIODEGRADABLE DROPOFF-NONTWP	48,968	60,977	65,000	65,000	78,805	90,000
590-000.000-650.004	BIODEGRADABLE DROPOFF-YPSI TW	164,587	153,789	155,000	155,000	117,742	165,000
590-000.000-650.100	BILLABLE SALES - COMPOST	371	0	20,000	20,000	0	10,000
590-000.000-650.101	SALES- WOOD	200	0	0	0	0	0
590-000.000-650.102	SALES - SCRAP METAL	5,136	4,819	4,000	4,000	5,886	6,000
590-000.000-650.103	SALES - RECYCLED OIL	0	0	0	0	29	0
590-000.000-650.200	GATE REVENUE - COMPOST SALES	24,734	27,119	36,300	36,300	24,216	36,300
590-000.000-650.201	GATE REVENUE - WOOD SALES	34,754	27,367	35,000	35,000	35,817	48,000
590-000.000-650.202	GATE REVENUE - SOIL SALES	40,169	37,449	35,000	35,000	26,498	20,000
590-000.000-650.203	GATE REVENUE - DROP OFF FEES	62,751	69,465	55,000	55,000	80,550	65,000
590-000.000-650.204	GATE REVENUE-BATTERY CORE SAL	236	40	0	0	135	0
590-000.000-650.205	GATE REVENUE-MILLING SALES	12,898	8,188	10,000	10,000	7,561	10,000
590-000.000-650.206	SERVICE CHRG - DELIVERY	8,850	3,550	5,000	5,000	1,500	3,000
590-000.000-650.207	SERVICE CHRG - ADMIN FEE	827	486	0	0	638	0
590-000.000-664.001	INTEREST EARNED	234	1,555	200	200	2,707	2,414
590-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	0	0	0	0	19,785	0
590-000.000-694.004	MISC REVENUE - INSURANCE REIM	534	300	0	0	243	0
590-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	32,085	106,809	0	5,309
NET OF REVENUES/APPROPRIATIONS - 000.000-		408,049	397,904	455,385	530,109	404,445	463,823

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Dept 590.000-COMPOST SITE							
590-590.000-706.000	SALARY - PERMANENT WAGES	108,410	108,788	110,167	110,167	86,835	110,167
590-590.000-707.000	SALARY - TEMPORARY/SEASONAL	19,040	20,229	30,000	30,000	16,251	30,000
590-590.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,468	5,056	1,695	6,083	5,799	1,695
590-590.000-708.010	HEALTH INS BUYOUT	3,750	3,750	3,750	3,750	1,875	3,750
590-590.000-709.000	REG OVERTIME	2,588	4,317	4,500	4,500	8,409	7,000
590-590.000-710.000	ACC COMP ABSENCES-LNGTERM	0	0	5,400	5,400	0	5,400
590-590.000-715.000	F.I.C.A./MEDICARE	9,703	9,598	9,624	9,960	8,046	9,624
590-590.000-719.000	HEALTH INSURANCE	8,919	9,319	9,334	9,334	7,750	10,236
590-590.000-719.001	SICK AND ACCIDENT	581	747	838	838	698	838
590-590.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(2,233)	(900)	(900)	(900)	0	(900)
590-590.000-719.015	DENTAL BENEFITS	2,064	2,064	2,351	2,351	2,667	2,224
590-590.000-719.016	VISION BENEFITS	389	402	428	428	356	428
590-590.000-719.020	HEALTH CARE DEDUCTION	3,584	2,385	2,888	2,888	2,755	2,888
590-590.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	46	46	45	45	34	45
590-590.000-720.000	LIFE INSURANCE	284	347	347	347	289	347
590-590.000-723.000	DEFERRED COMPENSATION EMPLOYE	249	263	390	390	212	390
590-590.000-727.000	OFFICE SUPPLIES	230	66	200	200	74	200
590-590.000-730.000	POSTAGE	0	0	100	100	0	100
590-590.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	758	1,251	700	700	596	700
590-590.000-757.000	OPERATING SUPPLIES	3,264	3,964	6,000	6,000	3,592	6,000
590-590.000-800.001	ADMINISTRATION FEES	5,860	6,272	6,272	6,272	5,227	6,548
590-590.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	43,676	45,497	34,500	34,500	37,265	36,300
590-590.000-804.004	TWP DISPOSAL FEE	6,916	6,356	7,000	7,000	600	6,000
590-590.000-850.000	TELEPHONE	586	634	800	800	126	800
590-590.000-867.200	GAS & OIL - YCUA	11,503	11,125	10,000	10,000	7,542	10,000
590-590.000-876.000	RETIREMENT/MERS	14,565	14,717	19,362	19,362	16,068	19,362
590-590.000-913.000	INSURANCE & BONDS FLEET	2,060	2,214	2,331	2,331	1,934	2,448
590-590.000-917.000	WORKERS COMPENSATION INSURANC	3,987	3,964	3,910	3,910	3,195	4,086
590-590.000-920.004	UTILITIES HEAT	4,410	2,907	6,000	6,000	3,727	7,000
590-590.000-920.005	UTILITIES LIGHT	2,028	1,858	2,100	2,100	1,767	2,500
590-590.000-931.000	REPAIRS AND MAINTENANCE	1,447	49	7,000	7,000	706	7,000
590-590.000-933.000	EQUIPMENT MAINTENANCE	9,008	10,258	15,000	15,000	4,331	15,000
590-590.000-941.000	EQUIPMENT RENTAL/LEASING	2,200	2,265	3,500	3,500	2,350	3,500
590-590.000-943.000	MOTORPOOL LEASE/MAINTENANCE	2,000	3,619	3,500	3,500	2,926	3,500

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GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
590-590.000-956.000	MISCELLANEOUS	98	493	500	500	0	500
590-590.000-960.000	EDUCATION AND TRAINING	29	29	100	100	0	100
590-590.000-968.001	DEPRECIATION EXPENSE	112,130	133,452	145,653	145,653	0	148,047
590-590.000-977.000	EQUIPMENT	0	0	0	70,000	66,801	0
NET OF REVENUES/APPROPRIATIONS - 590.000-COMPOST SITE		(387,597)	(417,401)	(455,385)	(530,109)	(300,803)	(463,823)
ESTIMATED REVENUES - FUND 590		408,049	397,904	455,385	530,109	404,445	463,823
APPROPRIATIONS - FUND 590		387,597	417,401	455,385	530,109	300,803	463,823
NET OF REVENUES/APPROPRIATIONS - FUND 590		20,452	(19,497)	0	0	103,642	0

NARRATIVE

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. It now includes repair and is used for replacement vehicles.
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 \$36,000 due to decreased fuel prices & 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.
595-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount needed from Fund Balance.

Expenditures

Line Item	Explanation
595-595-000-706-000 – Salary-Permanent Wages	This line item reflects 25% of the salary for a Floater II/Clerk III position. The AFSCME contract expires at the end of 2017 and salary increases are unknown at this time. For budgeting purposes, we are budgeting the same as in 2017.
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 will be receiving an increase of 9.84% in health insurance rates for 2018. The draft budget included an estimate of a 15% increase but has been adjusted to reflect the new rates.
595-595-000-719-001 – Sick & Accident	Our rates for sick & accident insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
595-595-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
595-595-000-719-015 – Dental Benefits	We were notified that our renewal rates will decrease by 6.57% in 2018. Therefore, this line item has been reduced.

Line Item	Explanation
595-595-000-719-016 – Vision Benefits	Our rates for vision insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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	Our rates for life insurance are guaranteed through 8/31/18. Therefore, no increase is budgeted at this time. If needed, we will adjust these numbers when renewal rates are received.
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. We are charged almost \$600/month for this service. In addition to providing GPS, it also gives us maintenance reports. We are recommending that it be increased to \$10,000 for 2018 as we have purchased additional vehicles.

Line Item	Explanation
595-595-000-818-032 – Contractual Svc-Fuel Tank Repair	This line item is used for monitoring fuel tanks, per State regulations. Regulations keep getting stricter. We recommend increasing this line to \$7,000.
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.). Based on year-to-date expenditures, we recommend reducing it to \$20,000 for 2018.
595-595-000-867-000 – Gas & Oil	This line item is used for the purchase of fuel. The cost of fuel has dropped and we are proposing to set this at \$41,000.
595-595-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
595-595-000-968-001 – Depreciation Expense	This line item covers the cost of auto depreciation, provided by the Accounting Director.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 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	1,000	1,200
595-000.000-607.515	COMBINED LEASE/REPAIR REVENUE	102,300	195,678	199,320	203,000	168,871	200,020
595-000.000-607.520	FUEL AND FLUIDS REVENUE	50,516	36,425	45,000	45,000	29,776	36,000
595-000.000-664.001	INTEREST EARNED	77	344	100	100	874	500
595-000.000-694.004	MISC REVENUE - INSURANCE REIM	0	1,387	0	0	0	0
595-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	4,411	27,664	0	10,512
NET OF REVENUES/APPROPRIATIONS - 000.000-		154,093	235,034	250,031	276,964	200,521	248,232
Dept 595.000-MOTORPOOL							
595-595.000-706.000	SALARY - PERMANENT WAGES	11,769	11,763	11,939	11,939	8,811	11,939
595-595.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	0	0	184	184	213	184
595-595.000-715.000	F.I.C.A./MEDICARE	881	848	927	927	648	927
595-595.000-719.000	HEALTH INSURANCE	595	1,553	1,627	1,627	1,145	1,784
595-595.000-719.001	SICK AND ACCIDENT	83	107	120	120	100	120
595-595.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(990)	(450)	(450)	(450)	0	(450)
595-595.000-719.015	DENTAL BENEFITS	104	104	104	104	94	93
595-595.000-719.016	VISION BENEFITS	19	20	21	21	16	21
595-595.000-719.020	HEALTH CARE DEDUCTION	712	992	726	726	623	726
595-595.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	23	23	25	25	17	25
595-595.000-720.000	LIFE INSURANCE	41	50	50	50	41	50
595-595.000-776.500	AUTO PARTS	9,824	1,514	2,000	2,000	712	2,000
595-595.000-776.550	SHOP SUPPLIES	919	1,672	2,000	2,000	628	2,000
595-595.000-818.000	CONTRACTUAL SERVICES	5,733	4,508	10,500	8,100	6,607	10,000
595-595.000-818.032	CONTRACT'L SRV-FUEL TANK REPA	4,355	62	4,000	6,400	4,756	7,000
595-595.000-818.033	CONTRACT'L SRV-AUTO/EQUIP MAI	25,587	16,828	21,000	21,000	16,032	20,000
595-595.000-867.000	GAS & OIL	45,223	34,947	41,000	41,000	25,919	41,000
595-595.000-876.000	RETIREMENT/MERS	2,095	2,066	2,766	2,766	2,189	2,766
595-595.000-968.001	DEPRECIATION EXPENSE	102,901	139,362	151,492	151,492	0	148,047
595-595.000-985.000	CAPITAL OUTLAY/VEHICLES	120	78	0	26,933	26,933	0
NET OF REVENUES/APPROPRIATIONS - 595.000-MOTORPOOL		(209,994)	(216,047)	(250,031)	(276,964)	(95,484)	(248,232)
ESTIMATED REVENUES - FUND 595		154,093	235,034	250,031	276,964	200,521	248,232
APPROPRIATIONS - FUND 595		209,994	216,047	250,031	276,964	95,546	248,232
NET OF REVENUES/APPROPRIATIONS - FUND 595		(55,901)	18,987	0	0	104,975	0

NARRATIVE

Fund 893 – Nuisance Abatement Revenues

Line Item	Explanation
893-000-000-626-631 – Charge Services-Blight	Fees collected from property owners for blight clean-up services performed by the Ordinance Dept. Slight decrease projected.
893-000-000-626-632 – Charge Services-Board Ups	Fees collected from property owners for board-up services to secure open vacant buildings performed by the Ordinance Dept. No change projected.
893-000-000-626-636 – Charge Services-Weeds	Fees collected from property owners for statutory vegetation enforcement and noxious weed abatement performed by the Ordinance Dept. Increase projected.
893-000-000-672-001 – Blight/Cleanup-Tax Reimb	Collection of delinquent invoices for blight/cleanup that is added to property tax bills.
893-000-000-672-002 – Board-up Revenue-Vac Res	Collection of delinquent invoices for boarding up vacant buildings as a special assessment added to property tax bills. Revenue is estimated several months prior to delinquent invoice rollover to taxes. 70% decrease projected due to fewer vacant buildings under enforcement.
893-000-000-672-003 – Noxious Weed Rev-Tax Reimb	Collection of delinquent invoices for vegetation and noxious weed abatement as a special assessment added to property tax bills. Revenue is estimated several months prior to delinquent invoice rollover to taxes. 40% decrease projected.

Expenditures

Line Item	Explanation
893-893-000-704-000 – Appointed Officials	Statutory payment to an ordinance administrator appointed to act in the capacity of noxious weed commissioner for the purpose of interpreting and administering the code. No change.
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	Expenses for curbside clean-up of eviction and solid waste debris, and court ordered clean-ups of blighted properties by the Ordinance Dept. Slight decrease from the 2017 Original Budget projected.
893-893-000-806-002 – Board Up Enforcement Costs	Expenses paid to contract vendors to board up and secure open, vacant buildings by the Ordinance Dept. 58% decrease projected due to fewer vacant buildings.
893-893-000-806-003 – Noxious Weed Enforcement Costs	Expenses paid to contract vendors to mow vegetation and eradicate noxious weeds on private property when property owners fail to do so as required by code. 16% decrease due to less activity.

11/03/2017

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 ACTIVITY	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	2017 ACTIVITY THRU 10/31/17	2018 REQUESTED BUDGET
Fund 893 - NUISANCE ABATEMENT FUND							
Dept 000.000							
893-000.000-626.631	CHARGE SERVICES - BLIGHT	5,261	6,585	8,000	8,000	4,256	7,500
893-000.000-626.632	CHARGE SERVICES - BOARD UPS	2,649	1,465	2,000	2,000	1,183	2,000
893-000.000-626.636	CHRG SERVICES WEEDS	12,901	8,712	1,000	1,000	7,337	5,000
893-000.000-664.001	INTEREST EARNED	14	101	0	0	325	0
893-000.000-672.001	BLIGHT/CLEANUP-TAX REIMB	0	766	0	0	100	600
893-000.000-672.002	BOARD-UP REVENUE-VAC RES	5,149	5,148	10,000	10,000	1,109	3,000
893-000.000-672.003	NOXIOUS WEED REVENUE-TAX REIM	23,981	24,390	17,000	17,000	21,293	10,000
893-000.000-694.001	OTHER INCOME-MISCELLANEOUS	0	0	0	0	25	0
893-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	597	20,597	0	0
NET OF REVENUES/APPROPRIATIONS - 000.000-		49,955	47,167	38,597	58,597	35,628	28,100
Dept 893.000-NUISANCE ABATEMENT DEPARTMENT							
893-893.000-704.000	APPOINTED OFFICIALS	500	500	500	500	500	500
893-893.000-715.000	F.I.C.A./MEDICARE	37	37	51	51	37	51
893-893.000-723.000	DEFERRED COMPENSATION EMPLOYE	0	0	46	46	0	46
893-893.000-806.001	BLIGHT ENFORCEMENT COSTS	11,533	7,492	8,000	28,000	10,447	7,500
893-893.000-806.002	BOARD-UP ENFORCEMENT COSTS	15,658	10,712	12,000	12,000	3,977	5,000
893-893.000-806.003	NOXIOUS WEED ENFORCEMENT COST	21,023	21,054	18,000	18,000	14,344	15,000
893-893.000-876.000	RETIREMENT/MERS	67	65	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 893.000-NUISANCE ABATEMENT		(48,818)	(39,860)	(38,597)	(58,597)	(29,305)	(28,097)
ESTIMATED REVENUES - FUND 893		49,955	47,167	38,597	58,597	35,628	28,100
APPROPRIATIONS - FUND 893		48,818	39,860	38,597	58,597	29,305	28,097
NET OF REVENUES/APPROPRIATIONS - FUND 893		1,137	7,307	0	0	6,323	3

**SPECIAL
BOARD
MEETING**

**CHARTER TOWNSHIP OF YPSILANTI
2017 BUDGET AMENDMENT #15**

November 9, 2017

101 - GENERAL OPERATIONS FUND

Total Increase \$141,496.00

Request to increase budget to record the revenue contribution received from Diverse Real Estate for the Manors Creekside Village installation of 2 streetlights and 2 security cameras. The special assessment district was approved by resolution no. 2017-21 & 2017-22 on September 19, 2017 and instead of the Township paying for the streetlights and cameras, Diverse Real Estate will pay for the streetlight and cameras. We will need to increase the expenditure lines as well to pay DTE for streetlights and Conti Corporation for the security cameras.

Revenues:	CONTRIBUTE - STREETLIGHTS & CAMERAS	101-000-000-675.002	\$14,897.00
		Net Revenues	<u>\$14,897.00</u>
Expenditures:	Street Light - Construction/Conversion	101-956-000-926.050	\$4,897.00
	Capital -Neighborhood Camera	101-970-000-972.000	\$10,000.00
		Net Expenditures	<u>\$14,897.00</u>

Request to increase budget for PTO payout request over the budgeted 32 hours, an additional 80 hours to be paid at 75%. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$1,516.00
		Net Revenues	<u>\$1,516.00</u>
Expenditures:	Accounting Salaries pay out -PTO	101-201-000-708.004	\$1,408.00
	FICA	101-201-000-715.000	\$108.00
		Net Expenditures	<u>\$1,516.00</u>

Request to increase budget for PTO payout for employee retiring in December. This will be half of the amount split between the two funds where employee is paid. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$10,083.00
		Net Revenues	<u>\$10,083.00</u>
Expenditures:	Resident Services Salaries pay out -PTO	101-762-000-708.004	\$9,367.00
	FICA	101-762-000-715.000	\$716.00
		Net Expenditures	<u>\$10,083.00</u>

Request to increase the budget for the Civic Center project to make ADA counter and Board room seating renovations. The recommendation of the architect, Hoppe Design, is to award the project to Denney Construction. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$45,000.00
		Net Revenues	<u>\$45,000.00</u>
Expenditures:	Capital Improvements	101-970-000-971.008	\$45,000.00
		Net Expenditures	<u>\$45,000.00</u>

**CHARTER TOWNSHIP OF YPSILANTI
2017 BUDGET AMENDMENT #15**

November 9, 2017

101 - GENERAL OPERATIONS FUND - CONTINUED

Request to increase the budget for revenues received from Nexus for the gas pipeline settlement and increase the expenditures for legal services provided for the Nexus negotiations. This will be funded by an increase in the revenues.

Revenues:	Nexus Gas Settlement	101-000-000-675.300	\$70,000.00
			\$70,000.00
		Net Revenues	\$70,000.00
Expenditures:	Land use issues	101-950-000-801.024	\$70,000.00
			\$70,000.00
		Net Expenditures	\$70,000.00

226 - ENVIRONMENTAL SERVICES FUND

Total Increase \$10,083.00

Request to increase budget for PTO payout for employee retiring in December. This will be half of the amount split between the two funds where employee is paid. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	226-000-000-699.000	\$10,083.00
			\$10,083.00
		Net Revenues	\$10,083.00
Expenditures:	Salaries pay out -PTO	226-226-000-708.004	\$9,367.00
	FICA	226-226-000-715.000	\$716.00
			\$10,083.00
		Net Expenditures	\$10,083.00

230 - RECREATION FUND

Total Increase \$6,993.00

Request to increase Senior Recreation Center Equipment line for the conversion of a regular room into a weight room. There was a private McCalla Trust Grant given to the Recreation Center for this specific project. The grant check was received in December 2016 but the budget is just now being completed. This will be funded by an Appropriation of Prior Year Fund Balance

Revenues:	Prior Year Fund Balance	230-000-000-699.000	\$6,993.00
			\$6,993.00
		Net Revenues	\$6,993.00
Expenditures:	Senior Recreation Center Equipment	230-751-000-974.022	\$6,993.00
			\$6,993.00
		Net Expenditures	\$6,993.00

**CHARTER TOWNSHIP OF YPSILANTI
2017 BUDGET AMENDMENT #15**

November 9, 2017

236 - 14B DISTRICT COURT FUND

Total Increase \$400,000.00

Request to increase budget to transfer any extra fines and fees to the General Fund for year end. All Court Funds net revenue and expenditures belong to the General Fund. This will help offset prosecution and domestic violence legal fees in the General Fund. I am recommending up to an amount of \$400,000. This will be funded by an appropriation of prior year fund balance and a transfer out of the Court Fund and into the General Fund.

Revenues:	Prior Year Fund Balance	236-000-000-699.000	\$400,000.00
		Net Revenues	<u>\$400,000.00</u>
Expenditures:	Transfer To General Fund	236-136-000-969.101	\$400,000.00
		Net Expenditures	<u>\$400,000.00</u>

Motion to Amend the 2017 Budget (#15):

Move to increase the General Fund budget by \$141,496 to \$11,170,446 and approve the department line item changes as outlined.

Move to increase the Environmental Services Fund by \$10,083 to \$2,629,899 and approve the department line item changes as outlined.

Move to increase the Recreation Fund by \$6,993 to \$820,966 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund by \$400,000 to \$1,937,300 and approve the department line item changes as outlined.



October 31, 2017

BOARD OF TRUSTEES

Mark Weiner, MD (Chairperson)
Physician
Betsy McCallister (Vice Chair)
Community Leader
Amy Emberling (Treasurer)
Zingerman's Bakehouse
Corey Tell, MSW (Secretary)
University of Michigan Medical Center
Karen Andrews
The Andrews Group
Janis Bobrin*
Community Leader
Charles Borgsdorf*
Hooper, Hathaway, Price, Beuche & Wallace
Darrell A. Campbell, Jr., MD
U of M Hospitals & Health Centers
Cheryl Chandler
Smith Haughey Rice & Rongge
David Clyde*
Community Leader
Hon. Julie Creal Tsangaris
Retired Judge
Dallas Dort
Community Leader
Father Terry Dumas
Community Leader
James A. Fink
Fink & Fink, PLLC
Joseph Fitzsimmons*
Community Leader
Charles Gehrke, MD*
Physician
Johanna Horn, MSW*
The Hope Foundation
Debra Erickson Jay
Love First
Rabbi Robert Levy
Community Leader
Donald Loppnow
Eastern Michigan University
Brian Mackie
Washtenaw County Prosecutor
Scott Mial, MD
Physician
William Milliken*
Milliken Realty Company
Jim Phelps
Ann Arbor State Bank
David Rutledge*
State Representative
Paul Saginaw*
Zingerman's Community of Businesses
Jeffrey Sanfield, MD
Ann Arbor Endocrinology Associates
Elle Serras
Community Leader
William Simmons
Hope Clinic

James Balmer III
President

Dear Brenda and Township Board,

We are delighted to share with you that we are hosting our first gala, the *Dawn Farm Harvest Gathering* on Thursday, November 16th. I have included invitations for each of you to take a closer look at the details of the event.

The evening will feature stories of hope, delicious food, and fellowship. We also plan to host a raffle where we will be giving away a Zingerman's Thanksgiving Feast for 10 people to one lucky attendee. The Resolution for Charitable Gaming License is the last piece of documentation required by the state to legally host this raffle. All proceeds will contribute to Dawn Farm's scholarship fund. We scholarship many of our long-term residential treatment clients and we offer our detox service for free. Events like these ensure that we can continue to provide free services to the indigent members of our community.

You are likely already aware that drug overdose has become the leading cause of death in Americans under 50 years of age. In the face of such grave statistics, it is more important than ever that we remain committed to gathering for the purpose of sharing our hope with one another. That is our goal for this evening. I am so grateful that you believe in Dawn Farm and in the work we are doing.

On behalf of our board, staff, clients, and graduates—thank you for taking the time to consider this resolution.

Regards,

Olivia Vigiletti
Development Director

* Board Counsel

www.dawnfarm.org
Accredited by the Commission on
Accreditation of Rehabilitation Facilities



please join us!

You are invited to an intimate gathering of friends and supporters—
to hear stories of hope and success in the face of the opioid crisis.
Join us at to enjoy good food, live music and valuable fellowship.

Thursday, November 16th • 5:30pm to 7:30pm

Zingerman's Greyline • 100 North Ashley Street • Ann Arbor, MI 48104

Ticket donation requested: \$100.00 per person

Please RSVP to:

<https://dawnfarm.eventsmart.com/events/harvest-gathering>

52 Card Raffle for a Zingerman's Thanksgiving

Purchase raffle tickets at \$100 each to be entered into our 52 playing card raffle. One raffle ticket means you have a 1 in 52 chance of winning a delicious Thanksgiving Feast by Zingerman's Roadhouse.

Why cook this Thanksgiving when you don't have to?
This Thanksgiving Feast feeds 8-10 people including leftovers.

Available Nov. 25, 26, or 28 with 48 hours notice.

No need to be present to win! Those who cannot attend the event are still welcome to purchase raffle tickets.

Questions? Contact Olivia Vigiletti at
ovigiletti@dawnfarm.org or 734.485.8725



State of Michigan
 Michigan Gaming Control Board
 Office of the Executive Director
 P.O. Box 30786
 Lansing, MI 48909
 Phone: (313) 456-4940
 Fax: (313) 456-3405
 Email: Millionaireparty@michigan.gov
 www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(k)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be
 considered for _____
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted
 by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

Organization Information: _____
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP
 _____ () _____
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE PHONE NUMBER

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
STAN ELDRIDGE
HEATHER JARRELL ROE
MONICA ROSS WILLIAMS
JIMMIE WILSON JR.



Charter Township of Ypsilanti

Recreation Department/
Community Center

2025 East Clark Road
Ypsilanti, MI 48198
Phone: (734) 544-3807
Fax: (734) 544-3888
50 & Beyond: (734) 544-3838
www.ytown.org

Memorandum

TO: Karen Lovejoy Roe, Ypsilanti Township Clerk
FROM: Angie Verges, Recreation Services Manager
DATE: November 1, 2017
RE: Building Healthy Communities Grant

The Recreation Department has the opportunity to apply for a \$5,000.00 grant through Washtenaw County Public Health – Building Healthy Communities Projects. One of the goals of the grant is to enhance access to parks, increase physical activity and encourage social interaction.

The goals of the grant are in line with the Safe Routes to Parks project that the Recreation Department is collaborating on with the New West Willow Neighborhood Association. The Safe Routes to Parks initiative encourages citizens to utilize their parks for physical fitness and as a gathering place to build a strong sense of community togetherness. The idea is to eliminate barriers and make the park safe and inviting so that citizens want to walk to the park.

The Recreation Department will be the lead agency on this project, but will include other collaborators (Habitat for Humanity and the New West Willow Neighborhood Association). Funding received through this grant will be used to enhance the parks infrastructure – add signage to the walking trail, add picnic tables, and add mulch around the playground equipment.

The deadline for submitting the grant application is November 3, 2017. I received informal approval to move forward with the grant application due to the short time frame for submitting the grant. I am now asking that this item be placed on the agenda for the November 9th Special Board meeting.

A copy of the grant is attached for your information.

REQUEST FOR PROPOSAL

#7398

BUILDING HEALTHY COMMUNITIES - PROJECTS

FOR

Washtenaw County PUBLIC HEALTH

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Angela O. Perry
Purchasing Manager
(734) 222-6768



Proposal Submitted by:

Please type Bidder's Company Name & include as proposal cover



WASHTENAW COUNTY Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

RFP #7398

October 5th, 2017

Washtenaw County Purchasing Division on behalf of PUBLIC HEALTH (Washtenaw County Department) is issuing a sealed RFP #7398 for BUILDING HEALTHY COMMUNITIES - PROJECTS. Effective July 1, 2015, the County has a new Local Vendor Preference (LVP) policy. Federally funded programs, whether they are receiving the funds directly or as a State pass through are exempt from the LVP policy as mandated by the Federal Register 2 CFR Chapter I, Chapter II Part 200 section 200.319 Competition 7(b) effective December 26, 2014. The project described in this RFP is federally funded and, therefore, exempt from the LVP Policy.

All required bid documentation for this project may be obtained at the Washtenaw County Purchasing Division website,
http://www.ewashtenaw.org/government/departments/finance/purchasing/online_bids/open_bids.html

Sealed Proposals: Vendor will mail or deliver one (1) unbound original with the pricing and signature page flagged to the County location specified below:

Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Basement
Ann Arbor, MI 48104

**By Friday, November 3, 2017 @
3:00PM EST**

An INFORMATIONAL CONFERENCE CALL (OPTIONAL) will be held on
Friday, October 13th, 2017 from 11 a.m. to 12 p.m.

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Your proposal submission envelope(s) must be clearly marked *including FedEx & UPS package labels* **"SEALED RFP#7398"**
- Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry **via e-mail only** to perrya@ewashtenaw.org using the subject line RFP.
- Please direct technical questions regarding this RFP to Dept contact **via e-mail only** at MILGROMT@EWASHTENAW.ORG using the subject line RFP.

Thank you for your interest.

BID #7398 BUILDING HEALTHY COMMUNITIES - PROJECTS

PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions

“Bidder”	An individual or business submitting a bid to Washtenaw County
“Contractor/Vendor”	One who contracts to perform services in accordance with a contract
“County”	Washtenaw County in Michigan
“Department”	PUBLIC HEALTH

II. TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) unbound original** must be at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals must be typed or clearly legible. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. *CONTRACTOR shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

BID #7398 BUILDING HEALTHY COMMUNITIES - PROJECTS

F. The initial award of this contract shall be for the period of December 1, 2017 through September 30, 2018.

G. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

H. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

I. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

J. Local Vendor Preference – A policy adopted by the Washtenaw County Board of Commissioners (BOC) that shall govern the procurement of goods, services and food from local vendors located in Washtenaw County and the State of Michigan. The intent of the BOC is to encourage and promote economic growth and regional job development. The policy shall be applied to Washtenaw County operated programs as allowed, except those that are federally funded directly or indirectly. All other Procurement Policies and Procedures remain in full effect.

K. Vendor Appeal Process – Unsuccessful bidders may appeal an award of contract, lease or purchase order to the County Administrator. All appeals shall be made in writing to the County Administrator within five (5) business days of the Notice to Award. The County Administrator shall take necessary actions to review the appeals and respond to the individual submitting an appeal within five (5) business days. This response shall be documented in writing in the bid file.

BID #7398 BUILDING HEALTHY COMMUNITIES - PROJECTS

III. VENDOR SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

- A. In a paragraph or less, state the bidder's qualifications to apply for the requested projects by Washtenaw County.

(Attach as Addendum A)

- B. Review contract provisions and insurance requirements. Note any limitations on any of the articles or providing insurance requirements as outlined in the contract provisions contained in Sample Contract, if applicable.

(Attach as Addendum B)

IV. AWARD

Award will be made to the lowest responsive, responsible bidder, with the most relevant experience and best qualifications. However, the project award may not be based solely on low bid/budget alone.

BID #7398 BUILDING HEALTHY COMMUNITIES - PROJECTS

V. SCOPE OF WORK

Purpose

Washtenaw County Public Health is looking for partners to lead community projects that aim to improve access to healthy foods and increase opportunities for regular physical activity. Ideal projects will create lasting change and support health equity by engaging residents and investing resources where most needed in Washtenaw County. Health equity means that everyone has a fair and just opportunity to be as healthy as possible. This Request for Proposal (RFP) provides an opportunity for a variety of potential partners to submit their projects for consideration.

Background

Communities are the places where we live, learn, work, and play. Our health is shaped not only by personal choices but also the physical and social environment, and local policies in our communities. Washtenaw County Public Health is working to improve local environments, policies, and educational opportunities to ensure that all our residents live in communities that fully support health and healthy choices.

Our Building Healthy Communities program creates policy, system, and environmental changes that support physical activity and healthy eating. The program is funded by the Michigan Department of Health and Human Services and aims to reduce cardiovascular disease, obesity, and other chronic conditions. Washtenaw County Public Health works with partners and residents to implement local projects where they are most needed and can be most effective – ultimately, aimed at improving health outcomes and creating equitable access to affordable, healthy food and safe, accessible public spaces for physical activity for everyone in our local communities.

Past projects have helped launch local farmers markets in Ypsilanti and Chelsea, healthy food assistance programs, non-motorized planning initiatives, walking and biking trails, the Washtenaw County Food Policy Council, and Prescription for Health.

Specifically, our 2017-2018 Building Healthy Communities work has two primary goals:

- 1) To strengthen access, availability, and consumption of healthier foods
- 2) To enhance access to parks, increase physical activity, and encourage social interaction, community building, and health-promoting activities by utilizing placemaking strategies and/or through environmental change, policy, or programming.

The program aligns with national strategies, the Michigan 4 x 4 Health and Wellness Initiative, the Guide to Community Preventive Services, and objectives of Healthy People 2020 as outlined below:

- Promote quality of life, healthy development, and healthy behaviors across the life span;
- Achieve health equity and the elimination of health disparities;

BID #7398 BUILDING HEALTHY COMMUNITIES - PROJECTS

- Create social and physical environments that promote good health.

Grant Focus

This RFP seeks competitive proposals for projects that create or improve access to healthier foods and/or safe and enjoyable public spaces for physical activity in Washtenaw County. Applicants may submit a request in any of the following areas:

1. **Infrastructure.** Projects that make improvements to physical spaces. Examples of infrastructure enhancements include, but are not limited to:
 - Installation of lighting sources to improve safe walking and biking conditions.
 - Renovation of fencing, walking paths, and/or signage.
 - Addition of crosswalks to connect nearby neighborhoods to park or trailheads
 - Installation of bike racks, picnic tables, water bottle filling stations, and/or music gardens.
 - Adding fruit and vegetable displays or refrigerated cases to community food programs (e.g. pantries, meal programs or other group settings).

Note: Funds cannot be used to purchase playground equipment, but can be used for improvements, such as adding rubber flooring for injury prevention.

2. **Community Health Promotion Programming.** Community-based initiatives that support residents to make healthy changes, such as walking groups and peer support can be effective, especially if combined with better access to healthy foods and safe, enjoyable places for physical activity. *Come Out and Play* is an example of an evidence-based curriculum to provide 60 minutes or more of daily physical activity for children ages 6-12. See <http://www.mparks.org/coap1>.

Applicants may choose to offer a different health promotion initiative that increases healthy eating and/or physical activity. In this case, applicants should provide evidence that their proposed project will be effective and demonstrate that they have the support and engagement of leaders and residents in the focal community or communities.

3. **Policy Change.** Amendments and/or additions to policy can support the overall health and safety of our communities. If applicants propose a health-related policy change or improvement, or if a health-related policy already exists, then funds could be used to support the adopted policy. Items could include signage, training, awareness campaigns, or related support work. Examples include Complete Streets, Tobacco-Free and Healthy Food Service or Vending policies.

The funding period for this grant is 10 months: December 1, 2017 through September 30, 2018.

Eligibility

Eligible applicants include any department, agency, or other instrumentality of a local government. Other eligible applicants include public school districts, Indian Tribal

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organizations, 501(c)(3) non-profit organizations, and community groups (e.g. neighborhood or health coalitions).

If a project will make infrastructure changes to a park, community center, trail, or other public space, applicants must demonstrate that they have the authority or partnerships in place to make the proposed improvements during the 10 month project period. Applicants should also explain how proposed site changes will be sustained. Project sites must be open to the public.

Funding

Washtenaw County Public Health anticipates funding up to eight projects (six projects at \$5,000 or less and approximately two at \$10,000 each). A total of \$50,000 will be awarded under this RFP and pending the availability of funding through the Michigan Department of Health and Human Services.

Selection Criteria

Washtenaw County Public Health will give preference to applicants/projects that:

- Are likely to be effective and lead to sustainable change.
- Address health equity by dedicating project resources where they are needed most and clearly benefit communities experiencing greatest health inequities (e.g. low-income families, low-resource neighborhoods, people of color, persons with disabilities, seniors)
- Combine multiple types of changes (infrastructure, programming, and/or policy)
- Clearly demonstrate the capacity to complete the proposed changes within the 10 month grant period and sustain the improvements over time.
- Have secured or intend to secure additional grant funds, matching funds, or partner commitments.
- Demonstrative relevant, collaborative partnerships with community members and/or organizations.
- Base their projects on relevant health data and/or community input.
- Provide free use of improved spaces or proposed programming.

Proposal Content

Please provide the following information. Use single spacing and a 12 point font. Your complete application will be about **8-11 pages total**, including the required forms and the three page project narrative.

1. Request for Proposal Cover page with applicant (bidder) name (1 page)
2. Completed Application Form (1 page) Page 17

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3. Application narrative (no more than 3 pages). Describe the proposed project and outline the planned activities, responsible persons, and timeline. Address the following questions in your narrative:
 - a. How will you ensure that your proposed project meets community needs and is accessible to everyone, regardless of income, race, physical ability, age, etc.?
 - b. Please describe current activities that demonstrate your capacity to complete and sustain the proposed project and/or any infrastructure changes. Discuss the availability of support, staffing, expertise, funding, and technology, as applicable.
 - c. If you plan to collaborate with an existing or prospective partner on the implementation of your project, please describe the partnership and your respective roles.
 - d. For infrastructure projects, please describe the current site and/or include pictures.
4. Budget and budget justification describing how the funds will be used - 1 page page 18. **(Please flag this page)** If additional grant or matching funds and/or in-kind contributions are anticipated, include them in the budget. If any of the proposed work will be completed by a partner or contractor, please describe this. No specific format is required, but a template is provided as an example. Please show expenses by category (staffing, supplies, administrative costs or contracts, etc.).
5. (Optional) Letter(s) of collaboration. Please limit letters to no more than two additional pages.
6. Vendor Specifications (see page 3):
 - a. State your qualifications to apply for the requested project in a paragraph or less (label Addendum A).
 - b. Review the sample contract. Note any limitations or skip if no anticipated limitations (label Addendum B, if used).
7. Signature Page (complete and sign page 19)

Technical Assistance

An optional informational conference call is scheduled to assist prospective applicants with RFP questions on Friday, October 13th from 11 AM – 12 PM. If you wish to participate in the conference call and/or submit a question, please complete the following form: <https://goo.gl/forms/e0S5930XNtSTUzu23>. After completing the form, you will receive a confirmation email containing information about joining the conference call. A list of questions and responses will be posted to the County's Purchasing website for you to review and/or download.

As already indicated, please e-mail questions to Tedi Milgrom or Angela O. Perry at the e-addresses provided in this RFP, referencing the RFP in the subject line.

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VI. SAMPLE STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

SERVICE CONTRACT - FEDERALLY FUNDED

AGREEMENT is made this 1st day of December, 2017, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and **(NAME OF CONTRACTOR)** located at **(CONTRACTOR'S ADDRESS)** ("Contractor").

Federal Awarding Agency	
Federal / State Contract Number	
Federal Program Title	
CFDA Number	
Federal Funding %	

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will **(SPELL OUT SCOPE OF SERVICE)**

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed **(SPELL OUT DOLLAR AMOUNT)** in accordance with specifications described in RFP # 7398.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **(DEPARTMENT HEAD TITLE)** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on December 1, 2017 and ends on September 30, 2018.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insured's and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: Public Health Finance, P.O. Box 0915, Ypsilanti, MI 48197-0915 AND CONTRACT # _____, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing

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bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract 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;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XIII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, 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,

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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 Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIV - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
 - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a

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Federal, State, or local health, law enforcement, or other appropriate agency;

- g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations Part 215 Subpart C – Post-Award Requirements, Procurement Standards, Sections 215.40-48 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XVI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$13.13 per hour with benefits or \$14.65 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2018 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change.

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Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XXI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

Section 2 - In the event of any breach or default by the County or the Contractor of the terms and conditions of this Agreement, the party not in default will give written notice to the party in default specifying the acts and/or omissions constituting the alleged default or breach; if within fifteen (15) working days after issuance of such notice, the party in default has failed to cure such default, then in that event, the party not in default may terminate this Agreement and exercise such other rights as are provided herein and by law for breach of contract; provided, however, that if the alleged default can be cured by the performance of work or repairs or by some act, the performance of which requires a period of time, such default will be determined to have been cured if, within the above-referenced fifteen (15) working days, the party allegedly in default has begun to cure the default and continues until such default is cured within a reasonable time.

ARTICLE XXII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXIII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

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ARTICLE XXIV- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXVI-FEDERALLY REQUIRED PROVISIONS

When applicable, the following provisions shall apply to contracts funded in whole, or in part, by federal award monies:

For "federally assisted construction contracts" as defined by 41 CFR Part 60-1.3, Contractor must comply with the equal opportunity clause provided under 41 CFR 60—1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR Part, 1964—1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

For all prime construction contracts exceeding \$2,000.00 awarded by non-Federal entities, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3144, and 3146—3148), as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must be paid wages not less than once a week. The parties agree that the County will report all suspected or reported violations of this provision to the Federal awarding agency.

In addition, Contractor must also comply with the Copeland "Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Bidding or Public Work Financed in Whole or in Part by Loans or Grants from the United States") which prohibits Contractor or Sub-recipient from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. County shall report all suspected or reported violations to the Federal awarding agency.

If this contract exceeds \$100,000.00 and involves the employment of mechanics or laborers, Contractor shall comply with U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). To that extent, Contractor must compute the wages of each mechanic and laborer on the basis of a standard forty (40) hour work week with hours exceeding this standard to be paid at one and one half the standard hourly rate. In addition, Contractor agrees that no mechanic or laborer shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

If the Federal award funding this Agreement meets the definition of "funding agreement" under 37 CFR, Sec. 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental or research work under that funding agreement, the recipient or sub-recipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants,

BID #7398 BUILDING HEALTHY COMMUNITIES - PROJECTS

Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

If this Agreement and/or sub-grant exceeds \$150,000.00, Contractor shall comply with all applicable standards, orders and/or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). The parties agree that the County shall report all violations of these Acts to the Federal awarding agency and the Regional Office of the Environmental Protection Agency ("EPA").

Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the State of Michigan's energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201).

Contractor agrees to comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), which prohibits the use of federal funds by the Contractor or subcontractor of a Federal contract, grant, loan or cooperative agreement to pay any person to influence or attempt 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 federal funds awarded under this Agreement.

The parties agree that County and Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include, for those items where the purchase price exceeds \$10,000.00 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.00, procuring only items designated in guidelines of the EPA at 40 CFR, Part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program to procuring recovered materials identified in the EPA guidelines.

ARTICLE XXVII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____
Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____
Ellen G. Rabinowitz (DATE)
Health Officer

By: _____
Printed name: _____ (DATE)
Title: _____

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

BID #7398 BUILDING HEALTHY COMMUNITIES - PROJECTS

Application Form
Washtenaw County Public Health: Building Healthy Communities
December 1, 2017 – September 30, 2018

Name of organization/group/coalition: _____

Physical address: _____

Mailing address (if different from above): _____

Billing address (if different from above): _____

Website address: _____

Primary program contact person: _____

Phone: _____ Fax: _____

Email address: _____

Proposed project site(s): _____

Will the project need a fiscal sponsor to help manage grant funds? Y__ N__

If yes, will you need Washtenaw County Public Health to assist? Y__ N__

If yes, please explain:

Please provide a brief summary of how your proposed project will increase healthy eating and/or physical activity and in which community or communities:

Budget & Budget Justification Template

Washtenaw County Public Health: Building Healthy Communities

The template is provided as an example. You may use it or another appropriate format to develop your budget sheet.

Agency or group name: _____

Proposed project site(s): _____

Amount requested from this funding opportunity: _____

Total project cost: _____

Estimated Revenues for Total Project (including any additional grant or matching funds and/or in-kind contributions)

Source	Amount
Example: Building Healthy Communities Grant Request	\$10,000
Example: Agency Contribution	\$2,000
Example: Community Foundation Grant Request	\$5,000
Total	\$

Estimated Expenses for Total Project

Expense	Justification	Amount
Personnel (itemize all positions indicating %FTE, salary, names, titles/functions of all personnel)		
		\$
		\$
<i>Fringe benefits (specify rate and base)</i>		\$
Personnel/Staffing Subtotal		\$
Non Personnel Programmatic Expenses (Supplies, contracts, printing, travel, etc.)		
		\$
		\$
		\$
		\$
Indirect (if applicable)		\$
Total		\$

SIGNATURE PAGE

_____ Signature of Authorized Signer	_____ Date
_____ Contact Name (Print)	_____ Federal Tax Identification Number
_____ Title	_____ Company Name
_____ Office Phone Number	_____ Company Address
_____ Cell Phone Number	_____ City State Zip
_____ Contact Email	_____ County

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Signature page must be signed, boxes checked below, and returned as part of vendor proposal.

By signing this bid submission, I certify that I and/or my corporation, company, limited liability company, business association, partnership, society, trust or any other non-governmental entity, organization or group is not an "Iran linked business" as defined by P.A. 517 of 2012 (MCLA 129.311 et seq)("Act").

I understand that under the Act, an "Iran linked business means an individual or one of the above-listed groups who engages in investment activities in the energy sector of Iran, including, but not limited to, providing oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied gas for Iran's energy sector or a financial institution extending credit to another person to engage in investment activities in Iran's energy sector.

I further understand that "investment activity" is defined by the Act as an individual or one of the above listed groups that invests \$20,000,000.00 or more in Iran's energy sector or a financial institution that extends credit to another person, if that person uses the credit to engage in "investment activity" in Iran's energy sector.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

To: Karen Lovejoy Roe, Clerk
From: Michael Radzik, OCS Director
Re: **Request to renew the 2016-17 Vegetation & Clean-up Abatement contract with Looking Good Lawns, LLC for a period of five years with no price increase; pass through funds managed in account 893-893.000-806.003**
Copy: McLain & Winters, Township Attorneys
Date: October 30, 2017

The 2016-17 Vegetation & Clean-up Abatement contract with Looking Good Lawns, LLC will soon expire. Both the vendor and Office of Community Standards staff wish to renew the contact pursuant to a provision that provides that opportunity at the Township's sole discretion.

Our experience working with this contractor over the past four years has been very positive, both for Ordinance and Residential Services staff. Looking Good Lawns was selected in 2014 in a competitive bid process. The company bid the best overall pricing and was the only bidder based in Ypsilanti Township. The contract was renewed in 2015 with no price increase, and in 2016-17 with a slight adjustment due to ordinance changes that required more extensive vegetation trimming services.

Looking Good Lawns is locally owned and operated, and has provided excellent service for the past four years. The company's owner, Dave Dillion, has agreed to renew the contract for a period of five years with no price adjustments. If approved, contract mowing costs will not increase for a total of seven years. The desire to renew this contract under the stated conditions is mutual and will serve the best interests of the community and the Township.

I respectfully request approval to renew the 2016-17 Vegetation & Clean-up Abatement contract with Looking Good Lawns, LLC for a period of five years with no price adjustments; all other terms of the contract will remain unchanged.

Thank you for your consideration. Please contact me with questions or concerns.

Enclosure: Copy of executed 2016-17 Vegetation & Clean-up Abatement contract

**AGREEMENT BETWEEN
LOOKING GOOD LAWNS, LLC
AND
THE CHARTER TOWNSHIP OF YPSILANTI
WASHTENAW COUNTY, MICHIGAN
FOR VEGETATION & CLEAN-UP ABATEMENT SERVICES**

This Agreement is entered into effective the 1st day of January, 2018 by and between the **Charter Township of Ypsilanti (Township)**, a Michigan municipal corporation, whose address is 7200 S. Huron River Dr., Ypsilanti, MI 48197, and **Looking Good Lawns, LLC (Contractor)**, a Michigan corporation, whose business facility is located at 1200 Ecorse Rd, Ypsilanti, MI 48197.

The Township and the Contractor mutually agree to extend the 2016-17 Vegetation & Clean-Up Abatement Services contract for a period of five (5) years with no price adjustments from the original contract.

Accordingly, the 2016-17 Vegetation & Clean-Up Abatement Services contract between the Charter Township of Ypsilanti and Looking Good Lawns, LLC dated March 2, 2016 is hereby amended as follows:

3. TERM OF AGREEMENT

The contract duration is for calendar years **2018 through 2022** with no price adjustments from the original 2016-17 agreement for the term of the agreement.

All other terms and conditions remain the same as in the original contract.

A copy of the fully executed 2016-17 Vegetation & Clean-Up Abatement Services contract is attached for reference.

LOOKING GOOD LAWNS, LLC

By: _____
David Dillion

Date: _____

**CHARTER TOWNSHIP
OF YPSILANTI**

By: _____
Brenda L. Stumbo, Supervisor

Date: _____

By: _____
Karen Lovejoy Roe, Clerk

Date: _____

**AGREEMENT BETWEEN
LOOKING GOOD LAWNS, LLC
AND
THE CHARTER TOWNSHIP OF YPSILANTI
WASHTENAW COUNTY, MICHIGAN
FOR
VEGETATION & CLEAN-UP ABATEMENT SERVICES**

This Agreement is entered into effective the 2 day of March, 2016, by and between the **Charter Township of Ypsilanti (Township)**, a Michigan municipal corporation, whose address is 7200 S. Huron River Dr., Ypsilanti, MI 48197, and **Looking Good Lawns, LLC (Contractor)**, a Michigan corporation, whose business facility is located at 1200 Ecorse Rd, Ypsilanti, MI 48197.

1. SCOPE OF WORK

The Township Office of Community Standards will issue written directions and locations for the mowing and cleanup of properties within the Township, in accordance with the Township Code of Ordinances Chapter 66, and pursuant to the General Conditions attached herein. Such properties will include privately owned property under code enforcement and publically owned vacant lots.

2. HOLD HARMLESS

The Contractor shall assume full responsibility for the protection of all pavements, curbs, bridges, railroads, poles and any other surface structures including: all water mains, sewers, telephone lines, gas mains and any other underground services and structures along and near the work which may be affected by his operations and shall indemnify, defend and save harmless the Charter Township of Ypsilanti against all damages or alleged damages to any structure or injury to any individuals as a result of his operations. No tree or shrubbery of any kind shall be removed or destroyed by the Contractor without the consent of the Charter Township of Ypsilanti.

3. TERM OF AGREEMENT

The contract duration is for calendar years **2016** and **2017** with no price adjustments for the term of the agreement. The Township may at its sole discretion, but is not obligated to, negotiate a renewal and may choose to seek new bid pricing.

4. COMPENSATION OF THE CONTRACTOR

The Contractor shall be paid on the basis of reasonable time spent and materials used for the 2016 and 2017 mowing seasons, at the rates and prices specified in Exhibit A attached here and incorporated by reference. Payment will be made to the Contractor in a timely manner after Township's receipt of Contractor invoice.

5. INSURANCE-INDEMNIFICATION

During the term of this agreement, the Contractor agrees to procure and maintain in effect insurance policies in the amounts and with the types of coverage show below:

1. **Workers Compensation Insurance** in the form and amount required by Michigan law.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with the limits of liability not less than \$ 1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.
3. **Motor Vehicle Liability Insurance** including Michigan No-Fault Coverage, with limits of liability of not less than \$ 1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additionally, the Contractor shall, to the fullest extent permitted by law, defend and hold the Charter Township of Ypsilanti, its past, present and future elected officials, appointed commissions and boards, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the Contractor or its employees and agents occurring in the performance of this agreement.

6. WARRANTIES OF THE CONTRACTOR

The Contractor warrants that the quality of its services under this agreement shall conform to the level of professional quality performed by equivalent local contractors and lawn maintenance personnel. The contractor warrants that it has all skills, experience and local licenses necessary to perform the services it is to provide pursuant to this agreement.

7. OBLIGATIONS OF THE TOWNSHIP

The Township shall notify the Contractor of any defects in the services of which the Contract Administrator has actual notice. Likewise the Township will give the Contractor at least five calendar days to satisfy any notified defects.

8. ASSIGNMENT

The Contractor shall not subcontract or assign any portion of the services without prior written consent from the Township Contract Administrator.

9. NOTICE

All notices and submissions required under this agreement shall be by personal delivery or by first-class mail, postage prepaid, to the address stated in this agreement or such other address as either may designate by prior written notice to the other. Notice shall be considered delivered under this agreement when personally delivered to the Contract Administrator or placed in the U.S. mail, postage prepaid to the administrating department, care of the Contract Administrator.

10. CHOICE OF LAW

This agreement shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this agreement, the contractor and Township agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this agreement.

11. CONFLICT OF INTEREST

Contractor certifies it has no financial interest in the services to be provided under this agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the services described under this agreement.

12. SEVERABILITY PROVISIONS

Whenever possible, each provision of this agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this agreement or the application of the provision to other parties and circumstances.

13. EXTENT OF AGREEMENT

This agreement, including the bid specifications, represents the entire understanding between the Township and the Contractor, and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering in to this agreement. This agreement may be altered, and amended or modified only by mutual agreement and written amendment signed by both the Contractor and the Township.

14. TERMINATION OF THE AGREEMENT

This agreement may also be terminated by either party upon thirty (30) days written notice.

This Township shall provide notice of termination by first-class mail to the Contractor at the address listed in the bid documents. If the contract agreement is terminated for reasons other than breach of contract by the Contractor, the contractor shall be compensated for the services provided prior to the date of the notice of termination.

LOOKING GOOD LAWNS, LLC


By: 
David Dillion

Date: 3/10/16

CHARTER TOWNSHIP
OF YPSILANTI

By: 
Brenda L. Stumbo, Supervisor

Date: March 2, 2016

By: 
Karen Lovejoy Roe, Clerk

Date: March 2, 2016

**CHARTER TOWNSHIP OF YPSILANTI
2016-17 VEGETATION & CLEAN-UP ABATEMENT PROGRAM**

GENERAL CONDITIONS

SPECIFICATIONS

- A. The intent of the Contract Documents is to include in the contract price the cost of all labor and materials, water, fuel, tools, plant, equipment, light, transportation and all other expenses as may be necessary for the proper execution and completion of the work.
- B. Under the direction of the Office of Community Standards, the "Vegetation & Clean Up Program" shall include:
1. Mowing and/or vegetation abatement of vacant properties including required perimeter, fence line, and landscaped area grass/weed trimming
 2. Cleanup of vacant properties
 3. Hauling of trash and cuttings to an approved disposal site
- C. The Office of Community Standards will submit an authorization via email to the Contractor which shall include the address or parcel identification number of the parcel to be mowed or cleaned, and a description of the work authorized to be performed, and a work order billing code.
- D. The standards/fee schedule applicable for authorization of work is detailed in **Exhibit A** attached here. An "improved lot" is a lot upon which a house, commercial building, or other substantial structure is situated. An "unimproved lot" is a lot upon which no substantial structure or building is situated. A "margin only" is the public right-of-way area between the curb (or curb line) and the sidewalk (or sidewalk line). A "premium surcharge" fee applies when the grass or other vegetation to be abated substantially exceeds 10 inches in height as determined by the Office of Community Standards. Common debris and litter shall be picked up and bagged prior to mowing in order to prevent shredding and blowing of such debris. Collection of up to one (1) 13-gallon bag of debris is included for each mowing job.
- E. No "show up fees" will be authorized or paid if the property has been brought into compliance with law by some other means prior to the

contractor arriving at the property after work has been authorized.

- F. All work shall be completed within 3 working days after the date of notification to commence work. For purposes of this contract, Saturday and/or Sunday are considered a working day(s) as agreed upon in advance. Inclement weather, including but not limited to excessive heat and rain, may be taken into consideration to reasonably extend the deadline for timely completion of work.
- G. After work is completed, the Contractor shall submit a detailed invoice to the Office of Community Standards pursuant to an invoice schedule agreeable to both parties. The invoice shall include detailed billing for each individual work order including the street address or parcel ID number and the billing code submitted with each work order. The Office of Community Standards will inspect completed work and authorize payment on all jobs.

GENERAL REQUIREMENTS FOR MATERIALS AND WORKMANSHIP

The Contractor shall furnish suitable vehicles, equipment, tools and labor to perform the work to be done. The Contractor shall also provide a valid email address to the Township that can be relied upon to transmit and receive work orders. *Work orders will be submitted to the Contractor via email and an email reply from the Contractor acknowledging receipt of each work order is required.*

PERMITS

The Contractor shall, at all times, observe and comply with, and shall cause all of his agents and employees to observe and comply with, all existing and future laws and ordinances.

PROTECTION OF WORK AND PROPERTY

The Contractor shall maintain adequate protection of all his work from damage and shall protect all public property and private abutting property from injury or loss arising from its fulfillment of this contract. He/she shall, without delay, make good any such damages, injury or loss, and shall defend and save the Charter Township of Ypsilanti from all such damages or injuries occurring because of his/her work. He/she shall furnish and maintain any passageways, barricades, guard fences, lights and danger signals, watchmen and other facilities for protection

required by the public authority or by local conditions, all at no additional cost to the Owner. In an emergency affecting the safety of life or of the work or of adjoining property, the Contractor without special instruction or authorization from the Owner, shall take such action as may be necessary to prevent such threatened damage, injury or loss.

MAINTENANCE OF SERVICE

Drainage through existing sewers and drains shall be maintained at all times and all nearby gutters shall be kept open for drainage.

STORAGE OF MATERIALS

Materials and equipment distributed, stored and placed upon or near the site of the work shall, at all times, be so disposed as not to interfere with work being executed by other contractors in the employ of the Owner, or with street drainage, or with fire hydrants or with access thereto, and not hinder any more than may be necessary for the ordinary traffic of the street.

MINIMUM WAGE

All employees involved with this contract must be paid in accordance with the Charter Township of Ypsilanti Code of Ordinances Sec. 2-201, "Living Wage". A copy of this ordinance can be obtained through the Charter Township of Ypsilanti Clerk's Office by calling (734) 484-4700 or on the Internet at www.ytown.org.

INSURANCE

The Contractor agrees to provide the Township with Certificates of Insurance for General Liability, Vehicle Liability, and Statutory Workers Compensation, according to the limits provided in the Charter Township of Ypsilanti Financial Policy. The Certificates of Insurance must be provided to the Township prior to the execution of the contract documents.

The Contractor will maintain at its own expense during the term of the Contract, the following insurances:

- a. Worker's Compensation insurance with Michigan statutory limits and employers liability insurance of \$ 1,000,000.00 minimum each

accident.

- b. Broad Form Comprehensive General Liability Insurance with a combined single limits of \$1,000,000.00 each occurrence for bodily injury and property damage. Policy to include products and completed operations, independent contractors and contractual liability coverage. Policy shall be endorsed to provide 60 day written notice to the Risk Manager of any material change of coverage, cancellation or non-renewal of coverage.
- c. Township's protective policy shall be in the name of "Charter Township of Ypsilanti". Policy shall provide property damage per occurrence. **"The Charter Township of Ypsilanti and its past, present, and future elected Officials, appointed commissions and boards, agents and employees"** shall be named as **"additional named insured"** on the General Liability policy with respect to the services provided under this contract.
- d. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with provisions of the Michigan No Fault Insurance Law. Including residual liability insurance with a minimum combined single limit of \$ 1,000,000.00 each accident for bodily injury and property damage.
- e. An umbrella policy may be used to meet some of the above requirements.
- f. All insurance policies must be held by companies licensed to do business in Michigan and such companies must be well rated and acceptable to the Charter Township of Ypsilanti.
- g. If the required insurance is not maintained at any time during the term of this Contract, the Contract shall be subject to cancellation immediately or at any time thereafter, at the sole discretion of the Charter Township of Ypsilanti. If the Township elects to exercise its option to cancel on these grounds, the Township shall so notify the Contractor of its election.
- h. All Certificates of Insurance are subject to the final approval of the Ypsilanti Township attorney.

(End of General Conditions)

**CHARTER TOWNSHIP OF YPSILANTI
2016-17 VEGETATION & CLEAN UP ABATEMENT PROGRAM**

EXHIBIT A

Company Name: **Looking Good Lawns, LLC**

Contact Person: **David Dillion**

Vegetation Abatement Fee Schedule	
Improved lots <6000 sqft	\$45.00
Premium surcharge over 10-inches	\$55.00
Improved lots >6000 sqft	\$50.00
Premium surcharge over 10-inches	\$57.00
Improved Lots >12,000 sqft	\$55.00
Premium surcharge over 10-inches	\$65.00
Unimproved Lots <6000 sqft	\$50.00
Premium surcharge over 10-inches	\$62.00
Unimproved lots >6000 sqft	\$60.00
Premium surcharge over 10-inches	\$72.00
Unimproved lots >12,000 sqft	\$70.00
Premium surcharge over 10-inches	\$80.00
Margin only (ROW)	\$30.00
Premium surcharge over 10-inches	\$40.00
Pick up and disposal of excess trash (13gal trash)	\$4.50
Speical order trash clean up and removal	
0.00 - 0.25 cubic yards	\$7.00
0.25 - 0.50 cubic yards	\$9.00
0.50 - 0.75 cubic yards	\$12.00
0.75 - 1.0 cubic yards	\$15.00
Additional quantities per 0.50 cubic yards	\$7.00

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
Treasurer
LARRY J. DOE
Trustees
STAN ELDRIDGE
HEATHER ROE
MONICA ROSS-WILLIAMS
JIMMIE WILSON, JR.



Charter Township of Ypsilanti
Residential Services Division

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 Department

DATE: October 31, 2017

RE: Approval of a contract with Denney Construction for the Civic Center ADA counter & board room seating renovation in account #101.970.000.971.008

Please see the attached recommendation letter from Hoppe Design to award the ADA construction job to Denney Construction in the amount of \$45,000.

Per the Board authorization we advertised and contacted construction companies that we have worked with in the past to attend a walk-thru and submit bids by the October 18 deadline.

We received 2 bids, but one was incomplete and the other was from Denney Construction in the amount of \$45,000. Denney provided the required documents with the 5% bid bond and if awarded will provide a performance bond. Hoppe also checked the references provided and they were satisfactory.

FBH-\$5,555.46 (incomplete bid)
Denney Construction - \$45,000

Denney has indicated that with this 6-week notice that he would be able to do the substantial amount of the counter work, including door refinishing (odors) while we are on Christmas break, minimizing conflict with the public & staff.

October 30, 2017

Mr. Jeff Allen
Charter Township of Ypsilanti
7200 S. Huron River Drive
Ypsilanti, MI 48197-7007

Re: Charter Township of Ypsilanti
Civic Center Interior Improvements
7200 S. Huron River Drive, Ypsilanti Township, MI 48197
Letter of Recommendation

Dear Mr. Allen:

Per your request, I am forwarding this letter of recommendation for the award of a construction contract for Denney Construction.

Three of Denney's references were either contacted or returned calls. Paraphrases of some of the comments received included:

We were really pleased with him. We really liked what he did. Everything was very competently done; done in a timely manner. We thought it was reasonably priced. We were very, very pleased with him. We were satisfied with his work. He aims to please. He wouldn't give up on something until we were completely satisfied. He completed on budget and on time. He owned a problem created by a subcontractor.

As you may know, the ability for a contractor to bond functions as a filter for the project owner. Bonding companies screen out high risk contractors. Denney construction was able to secure bonding for this project and should therefore be considered a low risk contractor.

Denney has agreed to coordinate his schedule to complete much of the work during the Christmas break which will create less of an inconvenience for the township.

Denney has submitted a proposal for \$45,000 for the work as described in the construction documents. It is my opinion that this is consistent with what might be expected for the cost of these improvements in this area.

For all of the above reasons, I am recommending that the Township consider entering into an agreement with Denney Construction for the proposed project scope.

Sincerely,

Wayde C. Hoppe, R.A.
NCARB, LEED AP

SECTION 010050 - PROPOSAL FORM

PART 1 - GENERAL

Name of Bidder: Denney Construction

Address: 5604 New Meadow Ypsilanti, Mi. 48197

Telephone: 734-476-4862

Projects: Barrier Free Renovations for the Ypsilanti Charter Township Civic Center

Project No. 1708

Bid Due: October 4, 2017 at 3 PM Eastern Standard Time at the office of the Township Civic Center, 7200 S Huron River Drive, Ypsilanti, MI.

Owner: Ypsilanti Charter Township
7200 S. Huron River Drive
Ypsilanti, MI

Architect: **HOPPE Design, LLC**
47032 McBride
Belleville, MI 48111
p. 734.218.2492

1.1 PROPOSALS

- A. Pursuant to and in compliance with your instructions to bidders and contract documents for the above named project, the undersigned agrees to enter into an agreement with the owner to complete the project in accordance with the said contract documents and this proposal for the sum stated below
- B. The undersigned hereby acknowledges that his proposal, as stated below, includes all the labor, equipment, supervision, and services required and only those materials as called for in the contract documents, of which this proposal is a part.
- C. The undersigned acknowledges that he has carefully examined the drawings and specifications and visited the site to fully inform himself of all existing conditions and limitations, and that his proposal includes a sum to cover the cost of all items included in the contract.
- D. The undersigned further agrees to commence work on the project the first working day following the receipt of the Notice of Award, or on a date mutually agreed upon between the Owner and the undersigned.
- E. The undersigned agrees to coordinate and perform all work necessary to properly schedule and complete the project under the general, mechanical, and electrical sections of the contract.
- F. Submit two copies of this form.

1.2 BIDDERS QUALIFICATIONS

- A. The Owner may make such investigation as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish all such information as requested by the Owner within 24 hours of request. The Owner reserves the right, based on the advice of the Architect, to reject any bid if, in the opinion of the Owner, the bidder fails to prove to the owner's satisfaction that such bidder is properly qualified to carry out the obligations of the contract and to complete the work as described in the construction documents. Each bidder shall be required to submit American Institute of Architects A305 Contractors Qualification Statement with His proposal. The bidder shall submit a description of all work to be performed by the bidder simultaneously with the Owner's project.

BASE BID:

The Base Proposal Contract Sum is:

forty five thousand and 00/100 Dollars (\$ 45,000.00)

TIME OF COMPLETION

The undersigned agrees to complete the total work and achieve substantial completion and to deliver a certificate of occupancy within 120 days consecutive calendar days after the date of the notice of commencement.

CHANGES IN THE WORK

For authorized changes in the work involving additions to or deductions from the contract price, the bidder agrees to perform or delete such authorized work at net cost to him plus the following percentages of net costs. Percentages shall include all charges for supervision, overhead, and profit. Net costs shall be considered to be all direct costs.

For work not under subcontract:

Involving Additions	<u>10</u> Percent
Involving Deductions	<u>5</u> Percent

For work under subcontract:

Involving Additions	<u>10</u> Percent
Involving Deductions	<u>5</u> Percent

PROPOSAL GUARANTEE

Accompanying this proposal is a proposal guarantee, as required, consisting of five percent (5%) of the total proposal. The proposal guarantee may be in the form of a bond from a bonding company or as a cashier's check made out to the Charter Township of Ypsilanti.

SUBCONTRACTORS

The undersigned has submitted with this proposal a complete list of the subcontractors whose sub-bids were used to compile this proposal.

ALTERNATES

The bidder agrees to perform the following alternate work as described below in accordance with the contract documents for the following sums to be added to or deducted from the base bid. Failure to include prices for alternates shall be interpreted to mean that no change in price will result from the addition or deletion of the alternate work.

Alternate No. 1: None issued.

Add/Deduct N/A Dollars ()

Change in time of completion: N/A Days

UNIT PRICES

Should the undersigned be required to perform work in addition to that required by the contract documents, or should he or she be required to omit work required by the contract documents, the contract amount shall be adjusted according to the unit prices quoted below. Prices quoted shall include all charges of the undersigned, including overhead, profit and taxes. The unit prices quoted herein shall be used during the duration of the project beginning with the signing of the Agreement and until the issuance of the Certificate of Substantial Completion by the Architect.

Unit Price No. 1: None issued.

Add/Deduct N/A Dollars ()

ALLOWANCES

The Contractor is to include the following allowances in his base bid per Section Allowances.

- 1. None issued.

ADDENDA

If any addenda to the documents have been received during the bidding period, the bidder shall fill in their number and dates which acknowledges his having received same and included them in this proposal.

Addendum No.: Dated: Addendum No 1 9/27/17

Addendum No.: Dated: Addendum No. 2 10/3/17

Addendum No.: Dated: _____

ACCEPTANCE OF PROPOSAL

The undersigned agrees to execute a contract for work covered by this proposal, provided that he is notified of its acceptance within ninety days after the opening of proposals.

Name of Bidder: Thomas F Denney
(Print Name)

By: [Signature]
(Signature)

Date: 10-18-17

END OF SECTION 010050

APPLICATION FOR CERTIFICATE OF PAYMENT			
DESCRIPTION OF WORK	SCHEDULED VALUE		
2 Dumpsters	\$ 1,000.00		
Bid Bond	\$ 1,500.00		
Building Permit/plan review	\$ 2,000.00		
supervision	\$ 8,500.00		
relocate electric (allowance)	\$ 700.00		
demolition/dust protection	\$ 5,000.00		
Cabinets and carpentry	\$ 16,000.00		
Door Hardware replacement	\$ 6,000.00		
Gate hardware	\$ 500.00		
Vinyl Base	\$ 300.00		
Carpet	\$ 2,000.00		
painting	\$ 1,500.00		
Total	\$ 45,000.00		



Document A310™ – 2010

Bid Bond

Bond Number: 2368648

CONTRACTOR:

(Name, legal status and address)

Denney Construction LLC
5604 New Meadow Dr
Ypsilanti, MI 48197-7165

SURETY:

(Name, legal status and principal place of business)

West Bend Mutual Insurance Company
PO Box 620976
Middleton, WI 53562

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

OWNER:

(Name, legal status and address)

Ypsilanti Township Hall
7200 S Huron River Dr
Ypsilanti MI 48197-7007

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$ Five Percent of the Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

replace counters & cabinets

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init.

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Signed and sealed this 18 day of October , 2017

Robert Aarn
(Witness)

Robert Aarn
(Witness)

Denney Construction LLC
(Contractor as Principal) (Seal)

Thomas Denny
(Title) Thomas Denny, Owner

West Bend Mutual Insurance Company
(Surety) (Seal)

Jill Bledsoe
(Title) Jill Bledsoe , Attorney-In-Fact



Init.

Power of Attorney

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Jill Bledsoe

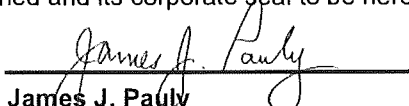
lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Four Hundred Thousand Dollars (\$400,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21st day of December, 1999.


Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-in-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1st day of March, 2009.

Attest

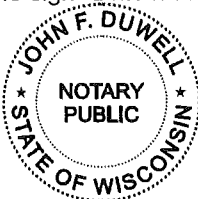

James J. Pauly
Secretary





Kevin A. Steiner
Chief Executive Officer / President

State of Wisconsin
County of Washington

On the 1st day of March, 2009 before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.

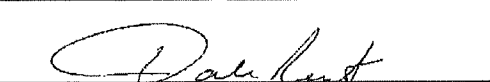



John F. Duwell
Executive Vice President - Chief Legal Officer
Notary Public, Washington Co. WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 18 day of October, 2017




Dale J. Kent
Executive Vice President -
Chief Financial Officer

CONSULTING AGREEMENT

THE REGENTS OF THE UNIVERSITY OF MICHIGAN

("THE UNIVERSITY")

ON BEHALF OF ITS

DEFENSE MANUFACTURING ADJUSTMENT PROGRAM

("DMAP")

AND

YPSILANTI TOWNSHIP, MICHIGAN

("CLIENT")

AND

CARLISLE/WORTMAN ASSOCIATES INC.

("CONSULTANT")

Agree as follows:

1. CONSULTANT will perform the services set forth in Exhibit A.
2. CONSULTANT will be paid on the basis set forth in Exhibit B.
3. DMAP, the Department of Defense (DoD) through the Office of Economic Adjustment (OEA), the Michigan Economic Development Corporation (MEDC), and/or other authorized representatives of the State of Michigan shall have access to, and the right to examine, all records related to this agreement for a period of three years from the final payment. Such records include but are not limited to payment information as well as all project reports, results, and other project information obtained during CONSULTANT's work under the agreement.
4. Any information obtained by, or contained in reports developed by, DMAP or CONSULTANT that concerns or relates to trade secrets, business operations, and commercial or financial information, including but not limited to the amount or source of income, profits, losses or expenditures, which is obtained from CLIENT and which is exempted from public disclosure, shall be considered confidential and will not be released to anyone, except DMAP, OEA and MEDC, or as required for right of examination or evaluation under the agreement between the University, OEA and MEDC, without prior written authorization from CLIENT. Nothing in this Agreement shall in any way limit the ability of DMAP to comply with any laws or legal process concerning disclosures by public bodies.
5. CONSULTANT may not assign or transfer its obligations and/or rights under this agreement without prior written approval of DMAP and CLIENT.
6. CONSULTANT will indemnify and hold harmless the University, DMAP, CLIENT, and the MEDC against any and all claims, damages and expenses of whatsoever nature arising from, growing out of, or related to CONSULTANT's performance or failure to perform pursuant to this agreement.

7. The parties to this agreement agree that they will each comply with all applicable statutes, regulations, Executive Orders, Office of Management and Budget circulars, terms and conditions. Further, the parties agree that each will make timely disclosure in writing to the Office of the Inspector General of the State of Michigan of credible evidence that any of its principals, employees, agents or subcontractors committed a violation of state or federal law involving fraud, conflict of interest, bribery or gratuity violations.
8. CONSULTANT and CLIENT each warrant that neither CONSULTANT or CLIENT, nor respectively, to the best of CONSULTANT's or CLIENT'S knowledge, CONSULTANT or CLIENT Personnel and/or any of its Principals; is excluded from participating in the Medicare or Medicaid program nor currently debarred, suspended, proposed for debarment, declared ineligible for the award of contracts by any U.S. Federal agency or listed in the U.S. Government System for Award Management (SAM) (www.SAM.gov) in accordance with Executive Orders 12549 and 12689, "*Debarment and Suspension*". CONSULTANT or CLIENT shall immediately notify DMAP if it or CONSULTANT or CLIENT Personnel and/or any of its Principals becomes debarred or suspended during the term of this Agreement.
9. The University is the recipient of a Department of Defense grant for support of a project entitled "Defense Industry Community Adjustment Assistance", and Supplier agrees to participate in the project as set forth in this Agreement for the consideration stated herein. And as such, this Agreement is subject to the terms and conditions dictated by the funding agency, which may be accessed electronically at http://procurement.umich.edu/sites/default/files/380.14-01_federal_grant_terms_and_conditions.pdf. The cited references carry the same force and effect as if given in full text. All references to granting agency in the regulations cited are understood to refer to University; all references to grantee or recipient are understood to refer to Supplier.
10. This agreement is subject to termination by any party on written notice, or on telephone notice confirmed in writing, to the other two parties. In event of termination, CONSULTANT will be paid for services performed (and, if applicable, authorized expenses incurred) through date of termination.
11. This Agreement shall be governed by and construed under the laws of the State of Michigan without regard for principles of choice of law. Any claims, demands, or actions asserted against DMAP shall be brought in the Michigan Court of Claims. CONSULTANT and CLIENT, its successors and assigns, consent to the jurisdiction of a court with applicable subject matter jurisdiction sitting in the state of Michigan with respect to any claims arising under this Agreement.
12. It is expressly understood that CONSULTANT is an independent contractor and not the agent, partner, or employee of DMAP or CLIENT. CONSULTANT and CONSULTANT Personnel are not employees of DMAP or CLIENT and are not entitled to tax withholding, Worker's Compensation, unemployment compensation, or any employee benefits, statutory or otherwise. CONSULTANT shall not have any authority to enter into any contract or agreement to bind DMAP or CLIENT and shall not represent to anyone that CONSULTANT has such authority.
13. This Agreement may be executed in duplicate, each of which when executed and delivered shall be an original. The parties acknowledge and agree that this Agreement has been mutually discussed, negotiated, and drafted by the parties.

For DMAP:

Megan Reichert, Director

Date

For CLIENT:

**BRENDA STUMBO, Township Supervisor,
YPSILANTI TOWNSHIP**

Date

For CONSULTANT:

**Richard Carlisle, President,
Carlisle/Wortman Associates Inc.**

Date

For The Regents of
The University of Michigan:

Signature

Date

EXHIBIT A

SERVICES TO BE PERFORMED

PLACEMAKING PROJECT – YPSILANTI TOWNSHIP

1. Overview and Background

Ypsilanti Township spans an area of 31.72 square miles on the eastern edge of Washtenaw County. The Township is part of the Ann Arbor metropolitan statistical area and the Southeast Michigan Council of Governments (SEMCOG). The City of Ypsilanti is located in the Township's northwest side. Ypsilanti Township is 15 minutes from Ann Arbor, 45 minutes from Detroit, 75 minutes from Lansing, and 60 minutes from Toledo. The Willow Run Airport is located on the east side of the Township, but the closest commercial airport is 30 minutes away in Romulus. I-94 is a major expressway that runs through the Township and provides easy access to surrounding cities. Currently, the closest Amtrak train stop is in Ann Arbor, but an Amtrak train stop was approved for the City of Ypsilanti in early 2016.

The Charter Township of Ypsilanti is located in Southeast Michigan in Washtenaw County. Ypsilanti Township was chosen as a DMAP community due to its historical dependence on defense manufacturing. The Township received approximately \$169 million in defense contracts between 2008 and 2016. Kalitta Charters and General Dynamics received the largest amount of those defense contract dollars with approximately \$65 million and \$63 million respectively. Additionally, a historical gem of defense manufacturing, the Willow Run Bomber Plant, was decommissioned as a manufacturing facility in 2010 and demolished in 2014.

2. Objective

Ypsilanti Township is working with the Defense Manufacturing Assistance Program of the University of Michigan's Economic Growth Institute and seeks to strategically focus on place-based economic development by developing a community Placemaking Plan and implementation strategy. Placemaking is varied approach to the planning, design and management of public spaces, with the intention of creating public spaces that promote people's health, happiness, and wellbeing; in order to retain and attract residents. The ultimate goal is to promote the community's strengths, assets, and potential including people, infrastructure, workforce, and services, which makes Ypsilanti Township an ideal location for community engagement and business attraction, development and growth.

The placemaking process and implementation strategy should integrate existing research, analysis and any previous local feasibility studies with input from stakeholders and community members to develop a comprehensive strategic implementation plan and brand that is tailored to meet the needs of the community. To that end, the plan should maximize participation of residents, and public and private sector stakeholders in a shared approach to place making and branding. The plan should strive to promote economic development through connectivity of businesses and the general public through pedestrian activity and public spaces. The ultimate goal is to create an inviting community through accessible places for recreation and community gathering. The consultant will work directly with Ypsilanti Township leaders and stakeholders.

3. Consultant Scope of Work

The tasks and deliverables to be completed under this project are as follows and detailed below:

Tasks:

1. Maintain regular contact with community to include but not limited to:
 - a. Kick-off meetings and regular ongoing engagement with local, regional, and community stakeholders
 - b. Monthly progress reports
 - c. Final in-person presentation to Ypsilanti Township and local stakeholders
2. Conduct research to include but not limited to:
 - a. Analysis of Ypsilanti Township regional profile including assets, strengths, weaknesses, and capabilities
 - b. Work with the community to identify needs and wants for place making and economic development
 - c. Research and analysis on public spaces with potential for place making projects
 - d. Present analysis of potential future development projects
 - e. Identify potential sources of funding (grants or otherwise) for future projects
3. Develop a place making implementation plan that Ypsilanti Township can implement in collaboration with local stakeholders
4. Develop a strong brand related to community engagement and placemaking, business attraction and economic development

Deliverables:

1. A comprehensive place making and implementation plan as well as Placemaking Strategy for Ypsilanti Township, in digital and a print format (10 copies), leveraging and complementing existing assets for community development and placemaking, business attraction and economic development to include, but not limited to:
 - a. A summary of research
 - b. Place making Plan: The Consultant will prepare and deliver a Placemaking Plan for Ypsilanti Township, which will include improvements to the public realm to enhance identity and experience as a people place as well as providing development scenario for underutilized areas.
 - c. A Branding Strategy: The Consultant will deliver a branding strategy for the Ypsilanti Township community
 - d. Stakeholder Engagement: The Consultant will identify and conduct appropriate stakeholder/community engagement process to gather the necessary input from all relevant stakeholders
 - e. Implementation Strategy: The Consultant will prepare and deliver a strategy that outlines specific implementation goals, guidelines, cost estimates, funder list and strategy, and methods of evaluation for the recommended plan as detailed above

Building off of the existing work for the Township, especially the Economic Development strategy, this scope of work focuses on four tasks.

- Task 1: Evaluation/Analysis
- Task 2: Public Engagement and Stakeholder Involvement
- Task 3: Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan
- Task 4: Township-wide Branding, Marking, and Messaging Strategy

TASK I: EVALUATION/ANALYSIS

The purpose of Task I is to complete an in-depth database and analysis of the Michigan Avenue and Ecorse Road corridor. Inventory will include land use, parcel information, and zoning. The database will be used to complete an analysis of the corridors to evaluate strengths, weaknesses, assets, and threats. The inventory and analysis will establish the base for the remaining steps of stakeholder involvement, investment strategies, and the branding, marketing, and messaging strategy.

The analysis will focus on key issues of land use and zoning, connectivity and circulation, and urban design and placemaking.

Tasks

1.1 Project kickoff with Michigan Avenue/Ecorse Road Task Force and Township staff

1.2 Create study area database

A. Parcel Identification

- i. Acreage
- ii. Frontage
- iii. Zoning
- iv. GIS files

B. Land Use Database

- i. Sidwell
- ii. Owner
- iii. Land use category
- iv. GIS files

C. Physical/Spatial Data

- i. Rights-of-way (including future)
- ii. Utilities
- iii. Sidewalks
- iv. GIS files

1.3 Creation of Project Area Base Map in GIS

1.4 Conduct site visits to verify/document existing conditions.

1.5 Review existing documents including existing zoning ordinance and Township Master Plan.

1.6 Complete corridor analysis examining land use and zoning, connectivity and circulation, and urban design and placemaking.

1.7 Meet with Michigan Avenue/Ecorse Road Task Force and the Township to discuss corridor analysis and prepare for public engagement.

TASK II: PUBLIC ENGAGEMENT AND STAKEHOLDER INVOLVEMENT

The purpose of this task to engage in robust public engagement with all interested stakeholders. Stakeholders should include appointed and elected officials, property owners, business owners, other community leaders, and residents. A significant purpose of this task is to better understand the market and economic forces that affect investment along the corridor. We will work with the Township and Task Force to identify relevant stakeholders. Engagement will include both traditional and technology-based strategies. The outcome will be a public engagement summary that will be used to inform the Michigan Avenue/Ecorse Road Investment Strategy.

Tasks

- 2.1 Progress review meeting with Task Force to discuss engagement and stakeholder engagement.
- 2.2 Ecorse Road
 - a. Walking tour and community dinner at Cuppy's
 - b. Task Force review on input
 - c. Presentation and findings dinner at Cuppy's
- 2.3 Michigan Ave
 - a. Task force - Walking/bus tour
 - b. Other stakeholder walking/bus tour
 - c. 3 day design workshop:
 - 1. Day 1 - Presentation and analysis with preliminary public engagement results
 - 2. Day 2 - Working day with scheduled events/info
 - 3. Day 3 - Final presentation
- 2.4 Prepare Public Engagement Strategy memo outlining the findings from input and recommendations
- 2.5 Meet with Task Force or Township to discuss engagements results

TASK III: MICHIGAN AVENUE / ECORSE ROAD PLACEMAKING INVESTMENT STRATEGY PLAN

The purpose of Task III is 1) to seek input and guidance from the Michigan Avenue / Ecorse Road Task Force and Planning Commission, 2) to draft the Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan, and 3) final adoption by the Township Board.

Tasks

- 3.1 Review findings from Task 2
- 3.2 Team to draft Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan
 - A. Corridor Vision
 - B. Land/Use Zoning
 - 1. Existing Conditions-Findings
 - 2. Strategies
 - i. Zoning/Land Use
 - ii. Key Development Sites
 - iii. Economic Development Strategies
 - C. Connectivity and Circulation
 - 1. Existing Conditions-Findings
 - 2. Strategies
 - i. Street design
 - ii. Motorized

- iii. Non-motorized
 - iv. Public transportation
 - D. Urban Design and Placemaking
 - 1. Existing Conditions-Findings
 - 2. Strategies
 - i. Gateways
 - ii. Streetscape
 - iii. Public art
 - iv. Design guidelines
- 3.3 Meet with Task Force and Township to present draft Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan
- 3.4 Refine Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan based on Task Force and Township feedback
- 3.5 Present Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan to the Planning Commission
- 3.6 Refine Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan based on Planning Commission feedback
- 3.7 Present Michigan Avenue / Ecorse Road Placemaking Investment Strategy Plan to Township Board for adoption.

TASK IV: TOWNSHIP BRANDING, MARKETING, AND MESSAGING STRATEGY

The preliminary steps taken to deliver our marketing, branding and messaging plan will include:

- 4.1 Interview Stakeholders
- 4.2 Conduct a Township Visit/ Creative Audit
- 4.3 Development of Marketing Strategy
- 4.4 Plan is Defined and Customized Marketing Materials are Hypothesized

Once the materials are fully realized and presentable, we will offer a tiered set of plans customized specifically for Ypsilanti Township.

Example of tiers:

- Level 1 = Brand development (Logo mark, typeface, photography, etc.) Website, Promotional signage, event marketing
- Level 2 = Brand development (Logo mark, typeface, photography, etc.) Website
- Level 3 = Brand development (Logo mark, typeface, photography, etc.)

Once the Ypsilanti Township branding, marketing and messaging plan is complete and in market, Carlisle/Wortman will continue to monitor, analyze and make/suggest improvements. This ensures the continued growth of the community as it evolves and helps address any and all challenges that arise.

PROJECT TIMELINE

- The duration of the project will be approximately 6 Months. The anticipated start date is 11/15/2017 and the anticipated completion date is 05/15/2018. See below chart.
- The project must be completed, and CONSULTANT must have invoiced all work done, by 05/31/2018. Neither CLIENT nor DMAP will be obligated to pay any invoice received after this date unless all three parties agree beforehand, in writing, to extend the project.
- CONSULTANT must submit interim reports at a minimum of every six weeks from project start date, of activities completed to date.
- CONSULTANT shall submit a final summary report at the completion of the project to DMAP and CLIENT.

Task	Month					
	December	January	February	March	April	May
1						
2						
3						
4						

EXHIBIT B**BASIS FOR PAYMENT****PLACEMAKING PROJECT – YPSILANTI TOWNSHIP**

- Except for payment of the final 20% of the total “DMAP Share” in Exhibit B, DMAP payments will be due 30 days after the following two conditions have been met: (1) Receipt by DMAP of a written statement from CLIENT acknowledging (a) that it has reviewed the progress of CONSULTANT’s work and found the work to be satisfactory.
- Payment of the final 20% of the total DMAP share will be withheld until the following two additional conditions have been met: (1) Approval of CONSULTANT's final product by DMAP; and (2) Receipt by DMAP of a written statement from CONSULTANT that it agrees to release and discharge CLIENT and DMAP from all demands with respect to this Agreement upon receipt of the payment.
- All written statements provided to DMAP by CONSULTANT and CLIENT cited above must include the following acknowledgment: “The individual signing this statement acknowledges that false, fictitious, or fraudulent statements or representations are punishable by fine and/or imprisonment as provided under federal law at 19 U.S.C. 2349 and 18 U.S.C. 1001(a).”

Activity	Duration	Total Cost	DMAP Share	Community Share
Evaluation/Analysis	67 Hours	\$5,880	100%	0%
Public Engagement	108 Hours	\$8,960	100%	0%
Michigan Ave/Ecorse Rd Placement Investment Strategy	213 Hours	\$18,940	100%	0%
Branding	169 Hours	\$15,000	100%	0%
Expenses	N/A	\$1,000	100%	0%
Totals	5.5 Months	\$ 49,780	100%	\$0.00

- The hourly cost of CONSULTANT shall not exceed \$125.
- The total cost of the project shall not exceed \$ 49,780.
- The total DMAP Share shall not exceed \$ 49,780, or 100% of the total project cost, whichever is less.
- CONSULTANT must submit interim reports at a minimum of every six weeks from project start date, of activities completed to date.
- **The project must be completed, and CONSULTANT must have invoiced all work done, by 05/31/2018. Neither CLIENT nor DMAP will be obligated to pay any invoice received after this date unless all three parties agree beforehand, in writing, to extend the project.**