

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.**

---

**November 20, 2018**

**Work Session – 4:00 p.m.**

**Regular Meeting – 7:00 p.m.**

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

# **DEPARTMENTAL REPORTS**

	Year to Date		
	Prior Year Comparison		
Month	Revenue	Revenue	
	2017	2018	
<b>January</b>	\$ 120,611.62	\$ 109,316.31	
February	\$ 155,669.56	\$ 137,035.89	
March	\$ 182,041.34	\$ 143,323.89	
April	\$ 148,443.25	\$ 140,038.80	
May	\$ 162,945.87	\$ 128,857.87	
June	\$ 139,612.07	\$ 116,482.03	
July	\$ 140,495.57	\$ 119,323.91	
August	\$ 161,593.12	\$ 150,877.74	
September	\$ 145,006.23	\$ 109,945.97	
October	\$ 149,269.12	\$ 146,554.27	
November	\$ 126,239.85		
December	\$ 111,592.86		
Grant:	\$ 117,000.00		
Standardization			
Payment:	\$ 45,724.00	\$ 45,724.00	
Year-to Date			
<b>Totals:</b>	\$ 1,906,244.46	\$ 1,347,480.68	
<b>Expenditure</b>			
<b>Budget:</b>	\$ 1,486,200.32	\$ 1,680,537.00	
<b>Difference:</b>	\$ 420,044.14	\$ (333,056.32)	

14-B District Court

Revenue Report for October 2018

**General Account**

Account Number	
<b>Due to Washtenaw County</b>	
(101-000-000-214.222)	<b><u>\$5,245.00</u></b>
<b>Due to State Treasurer</b>	
Civil Filing Fee Fund (MCL 600.171):	\$15,393.00
State Court Fund (MCL 600.8371):	\$1,910.00
Justice System Fund (MCL 600.181):	\$23,398.65
Juror Compensation Reimbursement Fund:	
Civil Jury Demand Fee (MCL 600.8371):	\$0.00
Drivers License Clearance Fees (MCL 257.321a):	\$2,733.75
Crime Victims Rights Fund (MCL 780.905):	\$8,924.53
Judgment Fee (Dept. of Natural Resources):	\$0.00
E-File Fee (228.56):	\$4,410.00
<b>Due to Secretary of State</b>	
(101-000-000-206.136)	\$2,727.00
	Total: <b><u>\$59,496.93</u></b>

**Due to Ypsilanti Township**

Court Costs (101-000-000-602.136):	\$54,785.03
Civil Fees (101-000-000-603.136):	\$26,422.00
Probation Fees (101-000-000-604.000):	\$11,536.30
Ordinance Fines (101-000-000-605.001):	\$49,197.02
Bond Forfeitures (101-000-000-605.003):	\$5,285.00
Interest Earned (101-000-000-605.004):	\$0.00
State Aid-Caseflow Assistance (101-000-602.544):	\$0.00
Expense Write-Off:	\$0.00
Bank Charges (Expense - 101.136.000.957.000):	(\$671.08)
	Total: <b><u>\$146,554.27</u></b>

**Total to General Account - (101.000.000.004.136):** **\$211,296.20**

**Escrow Account**

(101-000-000-205.136)

Court Ordered Escrow:	\$5,222.60
Bonds:	\$15,302.00
Restitution:	\$2,449.27

**Total to Escrow Account - (101.000.000.205.136):** **\$22,973.87**

14-B District Court

Monthly Disbursements

October 2018

Revenue received as a Fine for violation of a State Statute is disbursed to the Washtenaw County Treasurer, for library purposes.

Revenue received as a Fine for violation of a Township Ordinance and all Court Costs are disbursed to the Ypsilanti Township Treasurer. Local revenue also includes Probation oversight fees and Bond Forfeitures.

Revenue received as State Filing Fee, State Court Fund, Justice System Fund, Juror Compensation, Crime Victims Rights Fund and Dept. of Natural Resources Judgment Fee is forwarded to the State Treasurer.

Money received as Garnishment Proceeds, Criminal Bonds, Restitution, and Court Ordered Escrow are deposited in the Escrow Account of the Court.

All other revenues are transferred to the Ypsilanti Township Treasurer.

**October 2018 Disbursements:**

Washtenaw County:	\$ 5,245.00
State of Michigan:	\$ 59,496.83
Ypsilanti Township Treasurer:	\$146,554.27

TOTAL: \$211,296.20

**YPSILANTI TOWNSHIP FIRE DEPARTMENT**  
**MONTHLY REPORT**

**SEPTEMBER 2018**

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	18 Fire Fighters
1 Fire Marshal	3 Shift Lieutenants	1 Probationary Fire Fighter
	1 Clerk III / Staff Support	

All fire department response personnel are licensed as Emergency Medical Technicians by the State of Michigan Public Health. During the month, the fire department responded to 355 requests for assistance. Of those requests, 219 were medical emergency service calls, with the remaining 136 incidents classified as non-medical and/or fire related.

Department activities for the month of September, 2018:

- 1) The Public Education Department participated in the following events:
  - a) Truck Demo at Bethesda Church Praise in the Parking Lot
  - b) Smoke Alarms: 0
  - c) Car Seat fittings for U of M Buckle Up program
  
- 2) Fire fighters attended 14 neighborhood watch meetings
  
- 3) Fire fighters received training in the following areas:
  - a) Washtenaw County HazMat Team
  - b) Washtenaw County Tech Rescue Team

The Fire Marshal had these activities / events for the month of September, 2018:

- 1) Fire Investigations: 2
- 2) Plan Reviews: 5
- 3) Fire Alarm Tests: 2
- 4) Hydro Tests: 1
- 5) Building Inspections: 10
- 6) Meetings: 6
- 7) Fire Inspectors Conference in Lansing, MI

The Fire Chief attended these meetings / events for the month of September, 2018:

- 1) Fire Inspectors Conference in Lansing, MI
- 2) WAMAA
- 3) Inspection – Wiard’s Orchard
- 4) MI House 9/11 Ceremony with Representative Peterson
- 5) Image Trend Education session
- 6) Washtenaw County Disaster exercise
- 7) HVA Dispatch quarterly meeting
- 8) Pre-application meeting – 940 Minion
- 9) Special Board meeting – Fire Millage
- 10) 2019 Budget meeting
- 11) 100 Club of Detroit meeting
- 12) Completion of new roof at Station 3 (Hewitt)
- 13) Bids for insulation at Station 3 (Hewitt)
- 14) SCBA Regional Grant
- 15) Completed Image Trend contract
- 16) OHM Inspection of HQ Parking Lot
- 17) Delivery of new Fire Marshal vehicle
- 18) Replacement of HQ Parking Lot lights w/ LED
- 19) Completion of HQ Training Room painting & furniture
- 20) Investigation – Huckleberry Party Store

There was 0 injuries and 0 deaths reported this month for civilians.

There was 0 injuries and 0 deaths reported this month for fire fighters.

This month the total fire loss, including vehicle fires, is estimated at **\$61,000.00**. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 09/04/2018	1076 Ecorse	\$ 2,000.00 (vehicle)
2) 09/09/2018	181 Oregon	\$ 10,000.00 (building)
3) 09/12/2018	405 N Harris	\$ 1,000.00 (building)
4) 09/14/2018	597 Belmont Drive	\$ 0.00 (cooking)
5) 09/16/2018	1070 E Cross	\$ 0.00 (outside rubbish)
6) 09/24/2018	1488 W Chateau Vert	\$ 40,000.00 (building)
7) 09/26/2018	3375 E Michigan #73	\$ 0.00 (outside rubbish)
8) 09/27/2018	6190 S Huron River Dr	\$ 0.00 (outside rubbish)
9) 09/28/2018	1111 S Haris	\$ 0.00 (cooking)
10) 09/30/2018	S Grove @ Harry	\$ 8,000.00 (vehicle)

Respectfully submitted,

Rhonda Bates, Clerical Support Staff  
Charter Township of Ypsilanti Fire Department

Attachment: Fire House Incident Type Report (Summary) 09/01/2018 – 09/30/2018



**Ypsilanti Township Fire Department**

**Incident Type Report (Summary)**

**Alarm Date Between {09/01/18} And {09/30/18}**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
<b>1 Fire</b>				
111 Building fire	3	0.85%	\$51,000	77.27%
113 Cooking fire, confined to container	2	0.56%	\$0	0.00%
131 Passenger vehicle fire	2	0.56%	\$10,000	15.15%
150 Outside rubbish fire, Other	1	0.28%	\$0	0.00%
151 Outside rubbish, trash or waste fire	2	0.56%	\$0	0.00%
	<b>10</b>	<b>2.82%</b>	<b>\$61,000</b>	<b>92.42%</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
251 Excessive heat, scorch burns with no ignition	1	0.28%	\$5,000	7.57%
	<b>1</b>	<b>0.28%</b>	<b>\$5,000</b>	<b>7.57%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	14	3.94%	\$0	0.00%
311 Medical assist, assist EMS crew	18	5.07%	\$0	0.00%
320 Emergency medical service, other	19	5.35%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	52	42.82%	\$0	0.00%
322 Motor vehicle accident with injuries	9	2.54%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.28%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	6	1.69%	\$0	0.00%
	<b>219</b>	<b>61.69%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
400 Hazardous condition, Other	1	0.28%	\$0	0.00%
412 Gas leak (natural gas or LPG)	3	0.85%	\$0	0.00%
424 Carbon monoxide incident	2	0.56%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	6	1.69%	\$0	0.00%
444 Power line down	7	1.97%	\$0	0.00%
445 Arcing, shorted electrical equipment	3	0.85%	\$0	0.00%
	<b>22</b>	<b>6.20%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	1	0.28%	\$0	0.00%
510 Person in distress, Other	1	0.28%	\$0	0.00%
531 Smoke or odor removal	5	1.41%	\$0	0.00%
550 Public service assistance, Other	1	0.28%	\$0	0.00%
5501 Neighborhood Watch	8	2.25%	\$0	0.00%
554 Assist invalid	1	0.28%	\$0	0.00%
561 Unauthorized burning	4	1.13%	\$0	0.00%

**Ypsilanti Township Fire Department**

**Incident Type Report (Summary)**

**Alarm Date Between {09/01/18} And {09/30/18}**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
<b>5 Service Call</b>				
	<u>21</u>	<u>5.92%</u>	<u>\$0</u>	<u>0.00%</u>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	4	1.13%	\$0	0.00%
611 Dispatched & cancelled en route	24	6.76%	\$0	0.00%
6111 Canceled on Arrival	27	7.61%	\$0	0.00%
622 No Incident found on arrival at dispatch address	7	1.97%	\$0	0.00%
631 Authorized controlled burning	1	0.28%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke	1	0.28%	\$0	0.00%
	<u>64</u>	<u>18.03%</u>	<u>\$0</u>	<u>0.00%</u>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	6	1.69%	\$0	0.00%
730 System malfunction, Other	1	0.28%	\$0	0.00%
733 Smoke detector activation due to malfunction	2	0.56%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	0.85%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.28%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	0.28%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.28%	\$0	0.00%
	<u>17</u>	<u>4.79%</u>	<u>\$0</u>	<u>0.00%</u>
<b>8 Severe Weather &amp; Natural Disaster</b>				
800 Severe weather or natural disaster, Other	1	0.28%	\$0	0.00%
	<u>1</u>	<u>0.28%</u>	<u>\$0</u>	<u>0.00%</u>

**Total Incident Count: 355**

**Total Est Loss:**

**\$66,000**



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

**To:** Brenda Stumbo, Ypsilanti Township Supervisor  
**From:** Mike Marocco, Police Services Lieutenant  
**Cc:** Mike Radzik, Ypsilanti Township Police Administrator & Ypsilanti Township Board  
Marlene Radzik, WCSO Police Services Commander  
**Date:** November 1, 2018  
**Re:** October 2018 Police Services Monthly Report

In October of 2018, there were 3265 calls for service in Ypsilanti Township, which is a 10.6% decrease in calls for service as compared to October of 2017. Year to date, calls for service are down by 4.95% compared to last year.

When traffic stops conducted and non-terminal medical responses are removed from the above indicated year to date totals, there is a .5% Increase in calls for service within the Township.

## OPERATIONS

During October of 2018, Patrol Operations has been efficient in handling calls for service, traffic enforcement and community engagement duties in pursuit of our total policy philosophy. We continue to focus on root cause issues and build on the success we have experienced within the community. From a year to date perspective, comparing 2018 to the same period in 2017, we have several positive comparisons:

Robberies are down 44%  
Motor Vehicle Theft is down 38%  
Larcenies (all categories) are down 20%  
Home Invasion / Burglaries are down 6%

That same period showed that Identity theft (Fraud) increased by 14%. The geography, expertise and time necessary to investigate this type of crime places significant pressure on resources.

***Larceny From Auto crimes continue to plague our neighborhoods with 249 reported so far this year. Less than 5% of the people victimized had locked their vehicle overnight. These are crimes of opportunity where the perpetrator simply tries the vehicle door handle to see if it is unlocked and then steals whatever is inside when it is found to be unlocked. We have had multiple instances of loaded firearms being stolen from these unlocked vehicle. Lock your vehicles!!!***

## YOUTH INITIATIVE

The Sheriff's Office continues to partner with courts, probation and social services to ensure that there is accountability beyond Sheriff's Office contact with the offenders that are consistently involved in crimes. The year to date reductions in burglaries, stolen autos and juvenile mischief complaints is directly related to the Sheriff's Office engagement of our juvenile population and their family structures. In addition, the Calls for Service directly related to Juvenile disorder indicate that WCSO efforts in this arena are having significant effect. From a year to date perspective, comparing 2018 to the same period in 2017, we have several positive comparisons:

Juvenile Runaways are down 28%  
Juvenile Offenses and Complaints are down 47%

### **COMMUNITY ACTION TEAM**

During the month of September, the Sheriff's Office executed narcotics related search warrants within Ypsilanti Township which resulted in seizures of narcotics, weapons and currency. Our collaboration with the Michigan Department of Correction in reference to parole compliance continues to pay dividends. Fast reaction to tips regarding parolee misconduct as well as regular home visits are expected by the parolees that are living in Ypsilanti Township and surrounding areas.

### **TRAFFIC UNIT OPERATIONS**

Cpl Joe Ballard has been assigned to the Ypsilanti Township Traffic Unit for (1) month and has picked up where Cpl McMullen left off. He is doing outstanding work. Unfortunately, Deputy Lauren Peltier resigned from the Sheriff's Office during October. We wish her all the best in her future endeavors. She was one of our Traffic Unit members and we are working on a replacement for the position.

# CLR-008 Monthly Summary Of Offenses (WD)

City:Ypsilanti Twp-YPT

---



<b>Month:</b>	October
<b>Year:</b>	2018
<b>Print Option:</b>	Print Both Monthly and YTD
<b>Include Unfounded:</b>	No
<b>Report Offenses:</b>	Include All (1,2,3,4)
<b>Attempted/Completed/NA:</b>	Includes Attempted, Completed
<b>City:</b>	Ypsilanti Twp-YPT

# CLR-008 Monthly Summary Of Offenses (WD)

## City:Ypsilanti Twp-YPT

For The Month Of October

Classification	Oct/2017	Oct/2018	%Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	0%
10001 KIDNAPPING/ABDUCTION	0	1	0%
10002 PARENTAL KIDNAPPING	0	1	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	2	2	0%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	1	1	0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	1	0	-100%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	2	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	1	0%
12000 ROBBERY	7	3	-57.1%
13001 NONAGGRAVATED ASSAULT	36	37	2.777%
13002 AGGRAVATED/FELONIOUS ASSAULT	26	24	-7.69%
13003 INTIMIDATION/STALKING	7	7	0%
20000 ARSON	1	0	-100%
21000 EXTORTION	0	0	0%
22001 BURGLARY -FORCED ENTRY	18	8	-55.5%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	3	5	66.66%
23001 LARCENY -POCKETPICKING	0	0	0%
23002 LARCENY -PURSES/NATCHING	0	0	0%
23003 LARCENY -THEFT FROM BUILDING	27	8	-70.3%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	20	34	70%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	3	0	-100%
23007 LARCENY -OTHER	11	5	-54.5%
24001 MOTOR VEHICLE THEFT	11	2	-81.8%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	2	1	-50%
24003 MOTOR VEHICLE FRAUD	0	0	0%
25000 FORGERY/COUNTERFEITING	1	1	0%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	5	9	80%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	8	4	-50%
26005 FRAUD -WIRE FRAUD	1	4	300%
26007 FRAUD - IDENTITY THEFT	14	9	-35.7%
26008 FRAUD - HACKING/COMPUTER INVASION	0	0	0%
27000 EMBEZZLEMENT	0	1	0%
28000 STOLEN PROPERTY	1	0	-100%
29000 DAMAGE TO PROPERTY	39	19	-51.2%
30001 RETAIL FRAUD -MISREPRESENTATION	0	1	0%
30002 RETAIL FRAUD -THEFT	6	3	-50%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	15	9	-40%
35002 NARCOTIC EQUIPMENT VIOLATIONS	12	1	-91.6%
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	0%

# CLR-008 Monthly Summary Of Offenses (WD)

## City:Ypsilanti Twp-YPT

For The Month Of October

Classification	Oct/2017	Oct/2018	%Change
37000 OBSCENITY	0	1	0%
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	0%
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	0%
52001 WEAPONS OFFENSE- CONCEALED	3	1	-66.6%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	0%
52003 WEAPONS OFFENSE -OTHER	3	2	-33.3%
72000 ANIMAL CRUELTY	0	1	0%
<b>Group A Totals</b>	<b>285</b>	<b>208</b>	<b>-27.0%</b>
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	0%
26006 FRAUD -BAD CHECKS	2	1	-50%
36004 SEX OFFENSE -OTHER	1	0	-100%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	2	5	150%
38003 FAMILY -OTHER	0	0	0%
41002 LIQUOR VIOLATIONS -OTHER	0	5	0%
48000 OBSTRUCTING POLICE	14	8	-42.8%
49000 ESCAPE/FLIGHT	0	0	0%
50000 OBSTRUCTING JUSTICE	16	11	-31.2%
53001 DISORDERLY CONDUCT	0	2	0%
53002 PUBLIC PEACE -OTHER	1	1	0%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	5	4	-20%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	21	15	-28.5%
55000 HEALTH AND SAFETY	2	2	0%
57001 TRESPASS	5	2	-60%
57002 INVASION OF PRIVACY -OTHER	0	0	0%
59000 ELECTION LAWS	0	0	0%
62000 CONSERVATION	0	0	0%
63000 VAGRANCY	0	0	0%
70000 JUVENILE RUNAWAY	6	10	66.66%
73000 MISCELLANEOUS CRIMINAL OFFENSE	4	3	-25%
77000 CONSPIRACY (ALL CRIMES)	0	0	0%
<b>Group B Totals</b>	<b>79</b>	<b>69</b>	<b>-12.6%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	41	18	-56.0%
2900 TRAFFIC OFFENSES	30	19	-36.6%
3000 WARRANTS	51	28	-45.0%
3100 TRAFFIC CRASHES	128	114	-10.9%
3200 SICK / INJURY COMPLAINT	160	137	-14.3%
3300 MISCELLANEOUS COMPLAINTS	673	629	-6.53%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	0%
3500 NON-CRIMINAL COMPLAINTS	848	716	-15.5%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	900	876	-2.66%
3800 ANIMAL COMPLAINTS	61	70	14.75%
3900 ALARMS	169	166	-1.77%
<b>Group C Totals</b>	<b>3061</b>	<b>2773</b>	<b>-9.40%</b>

# CLR-008 Monthly Summary Of Offenses (WD)

## City:Ypsilanti Twp-YPT

For The Month Of October

Classification	Oct/2017	Oct/2018	%Change
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	0	-100%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	0	-100%
4200 PARKING CITATIONS	3	0	-100%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	1	0	-100%
4500 MISCELLANEOUS A THROUGH UUUU	2	4	100%
<b>Group D Totals</b>	<b>8</b>	<b>4</b>	<b>-50%</b>
5000 FIRE CLASSIFICATIONS	0	0	0%
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	0%
<b>Group E Totals</b>	<b>0</b>	<b>0</b>	<b>0%</b>
6000 MISCELLANEOUS ACTIVITIES (6000)	37	60	62.16%
6100 MISCELLANEOUS ACTIVITIES (6100)	146	130	-10.9%
6300 CANINE ACTIVITIES	5	11	120%
6500 CRIME PREVENTION ACTIVITIES	21	4	-80.9%
6600 COURT / WARRANT ACTIVITIES	0	0	0%
6700 INVESTIGATIVE ACTIVITIES	13	6	-53.8%
<b>Group F Totals</b>	<b>222</b>	<b>211</b>	<b>-4.95%</b>
<b>City : Ypsilanti Twp Totals</b>	<b>3655</b>	<b>3265</b>	<b>-10.6%</b>



# CLR-008 Monthly Summary Of Offenses (WD)

## City:Ypsilanti Twp-YPT

Year To Date Through October

Classification	2017	2018	%Change
<b>Group F Totals</b>	<b>0</b>	<b>0</b>	<b>0%</b>
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	3	2	-33.3%
10001 KIDNAPPING/ABDUCTION	5	4	-20%
10002 PARENTAL KIDNAPPING	1	2	100%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	28	24	-14.2%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	5	4	-20%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	6	2	-66.6%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	2	1	-50%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	1	1	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	2	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	8	10	25%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	20	12	-40%
12000 ROBBERY	58	32	-44.8%
13001 NONAGGRAVATED ASSAULT	454	389	-14.3%
13002 AGGRAVATED/FELONIOUS ASSAULT	223	211	-5.38%
13003 INTIMIDATION/STALKING	51	50	-1.96%
20000 ARSON	9	7	-22.2%
21000 EXTORTION	2	2	0%
22001 BURGLARY -FORCED ENTRY	126	118	-6.34%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	31	30	-3.22%
23001 LARCENY -POCKETPICKING	2	0	-100%
23002 LARCENY -PURSESNAATCHING	1	1	0%
23003 LARCENY -THEFT FROM BUILDING	177	101	-42.9%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	239	249	4.184%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	39	15	-61.5%
23007 LARCENY -OTHER	74	61	-17.5%
24001 MOTOR VEHICLE THEFT	121	76	-37.1%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	17	10	-41.1%
24003 MOTOR VEHICLE FRAUD	3	0	-100%
25000 FORGERY/COUNTERFEITING	17	23	35.29%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	74	87	17.56%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	92	76	-17.3%
26005 FRAUD -WIRE FRAUD	7	10	42.85%
26007 FRAUD - IDENTITY THEFT	91	104	14.28%
26008 FRAUD - HACKING/COMPUTER INVASION	1	0	-100%
27000 EMBEZZLEMENT	10	15	50%
28000 STOLEN PROPERTY	14	15	7.142%
29000 DAMAGE TO PROPERTY	313	239	-23.6%
30001 RETAIL FRAUD -MISREPRESENTATION	6	9	50%
30002 RETAIL FRAUD -THEFT	92	113	22.82%
30003 RETAIL FRAUD -REFUND/EXCHANGE	1	1	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	151	113	-25.1%
35002 NARCOTIC EQUIPMENT VIOLATIONS	85	45	-47.0%

# CLR-008 Monthly Summary Of Offenses (WD)

## City:Ypsilanti Twp-YPT

Year To Date Through October

Classification	2017	2018	%Change
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	1	0%
37000 OBSCENITY	3	3	0%
40001 COMMERCIALIZED SEX -PROSTITUTION	1	0	-100%
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	1	1	0%
52001 WEAPONS OFFENSE- CONCEALED	31	33	6.451%
52002 WEAPONS OFFENSE -EXPLOSIVES	1	0	-100%
52003 WEAPONS OFFENSE -OTHER	17	8	-52.9%
72000 ANIMAL CRUELTY	0	7	0%
<b>Group A Totals</b>	<b>2714</b>	<b>2319</b>	<b>-14.5%</b>
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	9	6	-33.3%
26006 FRAUD -BAD CHECKS	16	12	-25%
36004 SEX OFFENSE -OTHER	1	3	200%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	41	36	-12.1%
38003 FAMILY -OTHER	3	2	-33.3%
41002 LIQUOR VIOLATIONS -OTHER	21	30	42.85%
48000 OBSTRUCTING POLICE	95	83	-12.6%
49000 ESCAPE/FLIGHT	6	2	-66.6%
50000 OBSTRUCTING JUSTICE	122	137	12.29%
53001 DISORDERLY CONDUCT	31	20	-35.4%
53002 PUBLIC PEACE -OTHER	6	2	-66.6%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	44	42	-4.54%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	217	182	-16.1%
55000 HEALTH AND SAFETY	24	21	-12.5%
57001 TRESPASS	8	28	250%
57002 INVASION OF PRIVACY -OTHER	1	1	0%
59000 ELECTION LAWS	1	0	-100%
62000 CONSERVATION	1	0	-100%
63000 VAGRANCY	8	1	-87.5%
70000 JUVENILE RUNAWAY	82	59	-28.0%
73000 MISCELLANEOUS CRIMINAL OFFENSE	16	25	56.25%
77000 CONSPIRACY (ALL CRIMES)	2	0	-100%
<b>Group B Totals</b>	<b>755</b>	<b>692</b>	<b>-8.34%</b>
2800 JUVENILE OFFENSES AND COMPLAINTS	519	275	-47.0%
2900 TRAFFIC OFFENSES	313	234	-25.2%
3000 WARRANTS	562	464	-17.4%
3100 TRAFFIC CRASHES	1089	1134	4.132%
3200 SICK / INJURY COMPLAINT	1354	1404	3.692%
3300 MISCELLANEOUS COMPLAINTS	6973	7223	3.585%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	12	6	-50%
3500 NON-CRIMINAL COMPLAINTS	10542	8274	-21.5%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	8773	9296	5.961%
3800 ANIMAL COMPLAINTS	699	701	0.286%
3900 ALARMS	1753	1700	-3.02%

# CLR-008 Monthly Summary Of Offenses (WD)

## City:Ypsilanti Twp-YPT

<b>Group C Totals</b>	<b>32589</b>	<b>30711</b>	<b>-5.76%</b>
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	6	155	2483.0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	2	3	50.0%
4200 PARKING CITATIONS	27	40	48.14%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	11	9	-18.1%
4500 MISCELLANEOUS A THROUGH UUUU	36	36	0%
<b>Group D Totals</b>	<b>82</b>	<b>243</b>	<b>196.3%</b>
5000 FIRE CLASSIFICATIONS	3	1	-66.6%
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	1	0%
<b>Group E Totals</b>	<b>3</b>	<b>2</b>	<b>-33.3%</b>
6000 MISCELLANEOUS ACTIVITIES (6000)	381	449	17.84%
6100 MISCELLANEOUS ACTIVITIES (6100)	1327	1288	-2.93%
6300 CANINE ACTIVITIES	67	61	-8.95%
6500 CRIME PREVENTION ACTIVITIES	255	156	-38.8%
6600 COURT / WARRANT ACTIVITIES	5	4	-20%
6700 INVESTIGATIVE ACTIVITIES	103	91	-11.6%
<b>Group F Totals</b>	<b>2138</b>	<b>2049</b>	<b>-4.16%</b>
<b>City : Ypsilanti Twp Totals</b>	<b>38281</b>	<b>36016</b>	<b>-5.91%</b>

# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

---

---

**Dates:** November 13<sup>th</sup>, 2018

**From:** Charlotte Wilson  
Planning and Development Coordinator

**Re:** **Planning Division (OCS) September, October, and November 2018**

---

---

Please be advised of the following activities related to the Planning Department for September, October, and November 2018.

### Plans in Process

Majestic Lakes – PD Stage II plans for the 392-unit Majestic Lakes were approved at the November 22, 2017 by the Township Board. Floor plans and elevations for the Ponds at Majestic Lakes and Majestic Lake Estates will come back to the Township Board for approval prior to issuance of building permits and construction for those phases (elevations/floor plans for Village at Majestic Lakes were approved). The pre-construction meeting for Majestic Ponds was held on September 19<sup>th</sup>, 2018.

Yankee Air Museum (YAM) – On March 20<sup>th</sup>, 2018 the Township Board granted Yankee Air Museum a 6-month extension, expiring December 18<sup>th</sup>, 2018, for PD Stage II approval. The Township is currently waiting on YAM to submit a revise PD Stage II for review.

American Center for Mobility (ACM): Phase 1A of this project has been given final site plan approval. The Amendment for Phase 1A Campus Build-Out preliminary site plan was approved conditionally at Planning Commission on March 13<sup>th</sup>, 2018. The final site plan was approved at the May 10<sup>th</sup>, 2018 special Planning Commission meeting. The pre-construction meeting took place on May 15<sup>th</sup>, 2018. This center will act as a testing, research and certification center for the next generation of automated vehicles. The estimated investment into the community has been stated at over \$120 million. An additional final site plan amendment is expected for the Technology Park.

Restaurant Depot – 1347 James L. Hart Parkway: The project was approved by Planning Commission on December 12, 2017. The project received administrative final site plan approval on March 21<sup>st</sup> 2018. The pre-construction meeting took place on April 3<sup>rd</sup>, 2018 and construction is currently underway. This project is a 51,234 square foot wholesale distribution building on an 11.416 acre parcel. Over 100 Restaurant Depots operate in 28 states, selling groceries, supplies and equipment to the food service industry. The facility's primary customers are restaurants, delis, caterers, pizza shops and not-for-profit institutions.

Cell Tower - 6400 Textile: Cell tower was approved by the Township Board on March 6<sup>th</sup>, 2018. Final site plan was approved on April 30<sup>th</sup>, 2018. Construction started on June 18<sup>th</sup>, 2018. As of

August 15<sup>th</sup>, 2018, all grading and aggregate surface placement was complete, however, placement of topsoil and restoration remained to be completed.

Kalitta Air, Brake, and Tire Expansion - 10990 Blackmore: The project was approved conditionally at the March 27<sup>th</sup>, 2018 Planning Commission meeting. The proposed project consists of a 12,000 square foot addition to an existing 12,000 square foot building at 10990 Blackmore Avenue. Kalitta Air uses this facility for repair, warehouse and storage. The proposed addition is for additional repair, storage, and warehousing area. The addition is located on a paved section of the existing site within a fenced area. Additionally, the applicant proposes to relocate an existing storage shed to a grassy area adjacent to the northwest corner of existing parking lot. There is no outdoor storage at this facility. The pre-construction meeting took place on July 27<sup>th</sup>, 2018.

Meade Dental Office – 2780 Packard: The Meade Dental Office is a proposed 7,095 square foot dental office building at 2780 Packard Road. The plan received final site plan approval on May 2<sup>nd</sup>, 2018. The first pre-construction meeting took place on June 11<sup>th</sup>, 2018. Due to a change in contractors, a second pre-construction meeting was held on July 23<sup>rd</sup>, 2018. Construction on the site is underway. On December 5<sup>th</sup>, 2018, the Zoning Board of Appeals will hear a fence height variance.

Huron Valley PACE – 2940 Ellsworth: Construction is currently underway for the UMRC Huron Valley expansion to their 23,700 square foot existing facility at 2960 Ellsworth Road. The applicant proposed to expand their existing 23,700 square foot facility by an additional 23,400 square feet, expand the parking lot, expand the drop off area, and make other general site improvements. The parking lot expansion includes construction of an additional 57 spaces, and additional 33 “landbanked” parking on the site plan. They have triggered the landbanked deferred parking due to leadership changes, employment, and expansion and will be constructing this section at this time. Senior adults are picked up by PACE transportation and driven to the facility for social, wellness, and medical care services. There are no overnight accommodations at the facility. The current facility accommodates 127 “clients” and 57 full time employees. With the addition, the facility will serve 156 clients and staff 98 full time employees.

Round Haus Party Shoppe – 5970 Bridge Road: An application has been submitted for the demolition of the existing convenience store, which is 3,290 square feet in floor area, and the construction of a new 6,000 square foot retail building along with a 4 pump island fuel station on the parcels located at 5970 Bridge Road and 10191 Textile Road. The proposed construction would take place on what are now two separate parcels, which would be combined to form one 0.83-acre parcel. A preliminary site plan and a special conditional use permit for this project were approved with conditions by the Planning Commission on June 28, 2016. Subsequently, two dimensional variances were approved with conditions by the Zoning Board of Appeals on July 20, 2016. The special conditional use permit and variances are still valid since these approvals run with the land. The preliminary site plan approval expired since construction did not commence within one year of approval. The applicant is now reapplying for preliminary site plan approval.

Sunco Quick Oil Lube - 2380 East Michigan Avenue: On May 3<sup>rd</sup>, 2018 we met with the applicant and MDOT to discuss options for the driveway cut issue. At this time, there are a couple options of plan revisions and attempts to make contact with the neighbor at 2340 East Michigan Avenue. We await the third preliminary site plan revision to be submitted.

Hampton Inn and Suites – 515 James L Hart Parkway: An application has been submitted for an 88-room, 4-story, 54-foot tall Hampton Inn hotel. The applicant is purchasing part of the adjacent parcel to the south to make the total developable parcel 3.16-acres. The site is currently vacant, and directly west of the strip mall that includes the Leo Coney Island, Jets Pizza, and Powerhouse Gym. There will be two points of access to the site off James L. Hart Parkway. The hotel will be served with 106 parking spaces. The hotel will not include a restaurant use but does have a small meeting room. This item was approved conditionally at the August 28<sup>th</sup>, 2018 Planning Commission meeting. A tree survey was conducted as conditioned by preliminary site plan approval. There were a total of 68 trees that require a one-to-one replacement. Therefore, a cash deposit or replacement of the trees (and subsequent landscape plan approval), or combination of the two, is required. We await detailed engineering plans for the site.

Electric Vehicle Charging Station – 2321 Ellsworth Road: An application for an electric vehicle charging station at the existing parking lot was submitted. The Planning Commission is considering this item at the November 13<sup>th</sup>, 2018 meeting.

### **Plans in Process**

Ypsilanti Township 2040: The Master Plan process is well underway with a robust amount of community engagement. Megan Masson-Minock, Carlisle/Wortman Associates, has a full update on the outcomes of the 4-day workshop (October 16-19, 2018), coffee at Cultivate (November 3<sup>rd</sup>, 2018), Kroger/Fresh Thyme drop-ins, and the Neighborhood Watch meetings.

Conditional Rezoning zoning code text amendment: In the coming months, the Planning Commission and Township Board will consider the new zoning code language to address more detailed policies and procedures regarding conditional rezonings.

Ecorse Road zoning code text amendment: In the coming months, the Planning Commission and Township Board will consider the new zoning code language to match the 2018 Placemaking Plan recommendations. The new zoning language, once implemented, is also a condition for establishing a CIA (Corridor Improvement Authority) which may aid funding for corridor streetscape and business cohesion.

If you should have any question or comments as it relates to this report, please contact us at 734-544-3651 or by email at [cwilson@ytown.org](mailto:cwilson@ytown.org).

**TO:** Ypsilanti Township  
**FROM:** Carlisle/Wortman Associates  
**DATE:** October 31, 2018  
**RE:** Master Plan Workshop Summary

A Master Plan workshop was held October 16<sup>th</sup>-19<sup>th</sup>, for members of the Ypsilanti Township community to contribute their input on the current state and future of Ypsilanti Township. Throughout the four day workshop, nearly 200 unique visitors attended one or more of the community meetings, open studios, and tours. Below are summaries of events and activities that were offered to the public throughout the workshop:

#### **Open Studio**

The open studio was held at the Ypsilanti Township Community Center at 2025 E. Clark Road. Visitors had the opportunity to provide input on their neighborhoods by participating an exercise. The exercise asked three main questions:

- What do you like about your neighborhood?
- What do you want to see improved?
- What do you want to see changed?

Results of the exercise varied greatly between individuals and neighborhoods. For instance, some residents of West Willow felt their neighborhood lacked open space, whereas multiple residents in the Southern half of the Township hoped to see some of the open space developed. However, there were recognizable patterns, where most of the residents agreed, discussed further in the “Themes” section in this memo.

#### **Tours/Events**

##### American Center for Mobility (ACM)

On the morning of October 17, over thirty Township residents, business and institution representative met in a conference room at ACM for presentation on the newly constructed autonomous vehicle test track, a short tour of the facility and a group discussion on the development opportunities surrounding the facility. The discussion focused on how to create a place surrounding ACM and the nearby Yankee Air Museum where workers and visitors would stay in the Township, not just commute in and out. More information on ACM is in the “Themes” section of this memo.

##### Gault Village Shopping Center

Over 40 Township residents walked the Gault Village Shopping Center with the property owner and Township staff and consultants on the afternoon of October 18. The property owner shared his intent to improve the roof, install a new façade and improve the parking lots and lights. The group discussed

what types of retail they would like to see in the shopping center, namely a grocery store, hardware store and restaurant. Consultants led a discussion about what could be on the site if the buildings were demolished and the site completely redeveloped. Residents expressed support for a mixed-use development. Further details on possible redevelopment scenarios for this area is in the “Themes” section of this memo.

### Farm Tour

On the morning of October 18, almost twenty Township residents, staff and consultants with a Michigan State Extension Educator visited three farms in Ypsilanti Township:

- Smoking Barrels Ranch: A recently established vineyard in the southern part of the Township with plans for a tasting room.
- We the People Grow Cooperative: A community garden in the Sugarbrook neighborhood that hopes to establish a state-of-the-art urban farm and culinary school on a former elementary school property.
- Dawn Farm: An institutional farm that incorporates farming as part of addiction recovery. Dawn Farm also has a farming cooperative that provides growing space for small-scale agricultural entrepreneurs willing to contribute labor or expertise as rent.

After the tour, the group discussed the role of agriculture in the Township. Generally, there was agreement that open space and agriculture should be preserved to the extent possible in the southern portion of the Township and gardening or urban agriculture could be allowed in established neighborhoods if it fit that context.

### Happy Hour

A happy hour was held at Unity Vibration Brewery as another opportunity for the public to share their concerns and ideas in a more casual setting. Those who attended partook in general discussions about the current state of Township as a whole, what brought them to the community, and where they see the Township in the next 20 years.

### **Public Meetings**

#### Opening Celebration

The opening celebration began with panel of Ypsilanti Township residents, who had lived in the Township between six and fifty years, sharing stories and memories of Ypsilanti Township. A short presentation on expectations for the Master Plan, and how community engagement will impact the process. At the end of the evening, attendees were asked to provide their input by participating in the “like/improve/change” exercise.

#### Closing Celebration

The closing celebration was the final event of the Master Plan workshop. The purpose was to relay the input and ideas that had been shared over the course of the week. The information shared is summarized in the



“Themes” section of this memo. Throughout the evening, participants were asked if they concurred with the direction of the plan and to provide any further opinions.

### **Themes:**

During open studio time and other events throughout the workshop, six themes emerged which should be addressed in the Master Plan. These themes with brief descriptions of the issues and potential options are below:

#### Neighborhoods are the Heart of the Community

Largely, residents identify with their neighborhoods. During the workshop, most residents highlighted specific improvements that would have the greatest impact on their respective neighborhoods. Going forward, the Master Plan will likely be a neighborhood-based plan.

#### Physical Connections

Large physical barriers in the Township such as I-94 and Ford Lake have caused a struggle for residents and visitors alike, to maneuver throughout the Township due in part to the lack of physical connections. The lack of physical connections is a concern for those who rely on non-motorized options, such as sidewalks and bike lanes. Crucial locations for improved non-motorized options include the overpass over I-94 via Huron and Whittaker Roads (between Township Hall and the City), as well as along the East Michigan Avenue and Ecorse Road corridors.

#### Accessibility to needs and services

Most residents who participated in the workshop felt there is a lack of options throughout the Township for shopping, dining, as well as other daily needs and services. There are underserved locations where additional retail options for daily needs and services would greatly benefit neighborhoods. These areas include the Whitaker/Huron Drive area, the Ecorse Road/Michigan Avenue corridors, the Hewitt Road/Ellsworth Road area, the Washtenaw Avenue corridor, and the Huron River Drive/Rawsonville Road area.

#### Impact of land use continuation

The southern half of the Township has seen continuous single-family residential development in recent decades. Residents expressed mixed feelings as to whether they want to see this land use pattern continue. Gains from continuing this pattern include an increase in population, new housing, and greater opportunities to attract developers. However, continuing this single-family pattern will require additional infrastructure including storm water management and roads. The Township would also lose open space, agriculture and its remaining rural heritage.

#### ACM

ACM is a crucial building block for economic development within the Township. However, it is almost completely secluded from the rest of the Township and lacks accessibility. Creating additional connections to key arterial roads, such as East Michigan Avenue and Tyler Road, will allow workers entry into the rest of the Township for everything it has to offer. Further, additional connections into the ACM area, will create



YpsiTwp2040@ytown.org  
www.ypsilantitownship2040.com

opportunities for residents in surrounding neighborhoods to easily access jobs that are offered by ACM, GM, and any other future employers to the area, and further link ACM to the Township as a whole.

#### Gault Village

The Gault Village Shopping Center has been underutilized since the late 1990's and has not met the needs of the residents in the surrounding neighborhoods. This property can be seen as an asset, due to the opportunities to transform the space into something that can further benefit the surrounding neighborhoods and community as a whole. One option to transform this property is to construct small-scale retail buildings on out lots along Emerick Street to provide a more walkable setting for shopping and dining. Another option would be to raze the property, and construct a mixed use development. A mixed use development at this scale could potentially offer ground floor retail, multiple-family housing, and even a bungalow court.



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE  
TRUSTEES: STAN ELDRIDGE • HEATHER JARRELL ROE • MONICA ROSS WILLIAMS •  
JIMMIE WILSON, JR.

## WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, NOVEMBER 20, 2018

**4:00pm**

**CIVIC CENTER  
BOARD ROOM  
7200 HURON RIVER DRIVE**

1. 2018 PRELIMINARY BUDGET .....SUPERVISOR STUMBO AND JAVONNA NEEL
  - a) FUND 101 – GENERAL FUND
  - b) FUND 212 – BSR II
  - c) FUND 226 – ENVIRONMENTAL
  - d) FUND 230 – RECREATION
  - e) FUND 236 - COURT
  - f) FUND 584 – GOLF COURSE
  - g) FUND 590 – COMPOST
  - h) FUND 595 – MOTOR POOL
  - i) FUND 250 – LDFA
  - j) FUND 397 – DEBT BOND SERIES B
  - k) FUND 398 – DEBT OBLIGATION BOND
  - l) FUND 498 – CAPITAL IMPROVEMENT
  
1. REQUEST TO ENTER INTO CLOSED SESSION FOR DISCUSSION ON YPSILANTI TOWNSHIP VS. PONTIUS COURT OF APPEALS DECISION
  
3. DISCUSSION ON STIPENDS FOR PARK COMMISSION, PLANNING COMMISSION AND ZONING BOARD OF APPEALS .....TRUSTEE ROSS WILLIAMS
  
4. AGENDA REVIEW.....SUPERVISOR STUMBO
  
5. OTHER DISCUSSION ..... BOARD MEMBERS

## **Fund 101 - General Fund**

### **Revenues**

<b>Line Item</b>	<b>Explanation</b>
101-000-000-403-000 – Current Property Taxes	This line item reflects revenues from property taxes, based on values and millage rates. Adjustments for the Board of Review and MTT refunds are included in this figure. The amount shown is an approximate 8% increase over the 2018 budget.
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 2019 is minimal, nothing has been 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) and Clark East Towers currently receives this PILOT. Based on revenues to date and on the recommendation of our Accounting Director, it has been reduced to \$10,500 for 2019.
101-000-000-405-100 – In Lieu of Taxes-ACM	This line item is used for the Payment in Lieu of Taxes (PILOT) for ACM. Based on their capital investments in the property, the PILOT is estimated to be \$218,256 in 2019.

<b>Line Item</b>	<b>Explanation</b>
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 \$675,000 in revenue for this line item and \$823,951 in expenditures (\$400,706 in Treasurer’s Office and \$423,245 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 it remain at \$48,000 for 2019. The dollars are collected in the winter tax bills, this is why there is currently \$0 activity.
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 2019 budget.
101-000-000-445-000 – Penalties and Interest	This line item reflects fees collected from delinquent property 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.

<b>Line Item</b>	<b>Explanation</b>
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 is used for the fees associated with collection bins in the Township. It is recommended that it remain at \$500 for 2019.
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 2018, it is recommended that it remain at \$7,000 for 2019.
101-000-000-522-000 – Federal Grants – CDBG	This line item is used for federal CDBG grants we receive.
101-000-000-529-000 – Federal Grants-Other	This line item is used for any federal grants we receive.
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 2019 will be \$5,034,441, an increase of 4.17%.
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. Since nothing was received in 2017 or to date in 2018, it has been reduced to \$500 for 2019.

<b>Line Item</b>	<b>Explanation</b>
101-000-000-607-003 – Chg for Services-Prop Change App	This line item reflects fees charged for property split applications. Based on revenues in previous years and to date in 2018, it is recommended that it be increased to \$1,000 in 2019.
101-000-000-607-004 – Chg for Services-Fax,Copy & Other	This line item reflects fees charged for use of fax machines and copiers.
101-000-000-607-006 – Zoning Fees – Charge for Services	This line item reflects fees charged for Zoning. Based on revenue received in 2017 and to date this year, it is recommended that \$2,000 be budgeted in 2019.
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. It is recommended that \$50 be budgeted for 2019.
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. Since it is difficult to project, we are budgeting \$0 at this time.
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 2018, it is recommended that it be increased to \$13,000 in 2019.

<b>Line Item</b>	<b>Explanation</b>
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.
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.



<b>Line Item</b>	<b>Explanation</b>
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.
101-000-000-641-003 – Ford Lake Hydro Station	This is a new line item in 2018 and reflects the release of funds from DTE.
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 2019.
101-000-000-655-100 – Settlements & Judgments	This line item reflects funds received through a legal settlement. We do not expect any in 2019.
101-000-000-655-200 – Court Ordered Garnishment	This line item reflects fees received by the Township that have been ordered by the court, which are difficult to predict. Therefore, nothing has been budgeted for 2019.
101-000-000-664-001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks. Figures 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. Figures provided by the Accounting Director.
101-000-000-667-000 – Site Lease Revenues	This line item reflects lease revenues for cell towers. It is recommended that it remain at \$18,900 for 2019.
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.

<b>Line Item</b>	<b>Explanation</b>
101-000-000-673-000 – Sale of Township Properties	This line item reflects revenues received from the sale of Township owned properties.
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.
101-000-000-675-100 – Rebates & Energy Saving Credits	This line item reflects the amount received from rebates or energy saving credits. Since it is unpredictable, \$0 has been budgeted for 2019.
101-000-000-675-002 – Contribute-Streetlights & Camera	This line item reflects revenues received from developers who pay for streetlights and cameras.
101-000-000-675-050 – Contribution – Bees	This line item reflects contributions made to our honeybee initiative.
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 it be increased to \$500 for 2019.
101-000-000-686-000 – Reimburs Election-Cnty/Twp/Ct	This line item reflects reimbursements for elections. Since there are currently no elections scheduled in 2019, nothing has been budgeted.
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 have not partnered with them since 2017 and removal in the right-of-way is their responsibility.

<b>Line Item</b>	<b>Explanation</b>
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.
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 2019. We keep this line item in case we do receive funds. No change from 2018 budget.
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. Based on revenues received in previous years and to date in 2018, it is recommended that it be increased to \$18,000 for 2019.
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 2018, it is recommended by our Accounting Director that it be reduced to \$725,000 for 2019.
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.

<b>Line Item</b>	<b>Explanation</b>
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. The payment for 2019 is recommended to be \$181,865.
101-000-000-697-236 – Trans In: 14B District Court	This line item reflects funds received from Fund 236 – 14B District Court. At this time, we are estimating a \$200,000 transfer to the General Fund in 2019.

11/14/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
101-000.000-403.000	CURRENT PROPERTY TAXES	1,161,429	1,168,371	1,211,713	1,211,713	1,203,602	1,309,433
101-000.000-403.001	ESA REIMBURSEMENT OP		22,547			1,623	
101-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	11,801	540				
101-000.000-405.000	IN LIEU OF TAXES	10,986	10,172	11,000	11,000	10,557	10,500
101-000.000-405.100	IN LIEU OF TAX - ACM		18,337	20,000	20,000	173,131	218,256
101-000.000-407.001	PROPERTY TAXES/ADMINST. FEES	588,160	609,326	630,000	630,000	628,901	675,000
101-000.000-407.007	STREET LIGHTS	34,512	34,202	48,000	48,000		48,000
101-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	1,325	1,357	1,000	1,000		1,000
101-000.000-445.000	PENALTIES AND INTEREST	31,000	27,069	28,000	28,000	27,790	28,000
101-000.000-451.452	PERMITS SALVAGE YRD	875	1,375	1,250	1,250	1,025	1,250
101-000.000-451.453	PERMITS TRAILER FEE	6,229	5,497	5,000	5,000	5,909	5,000
101-000.000-451.454	PERMITS PEDDLER FEE	1,257	3,673	1,000	1,000	1,150	1,000
101-000.000-451.455	PERMITS BIN COLLECTION FEE	1,200	1,400	500	500	210	500
101-000.000-476.483	DOG LICENSES	10,552	8,503	7,000	7,000	8,066	7,000
101-000.000-476.485	SALE ORDINANCE & CODES	20					
101-000.000-522.000	FEDERAL GRANTS - CDBG				14,330		
101-000.000-529.000	FEDERAL GRANTS - OTHER				130,000		
101-000.000-574.000	STATE REVENUE SHARING	4,539,739	4,887,854	4,832,932	4,832,932	4,107,469	5,034,441
101-000.000-605.001	14B ORDINANCE FINES AND COSTS	467,000					
101-000.000-607.001	SITE PLAN - CHG FOR SERVICES	46,205	25,336	15,000	15,000	16,905	15,000
101-000.000-607.002	BOARD APPEALS - CHG FOR SERVICES	2,100		2,000	2,000		500
101-000.000-607.003	PROPERTY CHANGE APP - CHG FOR SERVICES	950	1,675	500	500	1,350	1,000
101-000.000-607.004	FAX, COPY & OTHER - CHG FOR SERVICES	85	33	50	50	62	50
101-000.000-607.006	ZONING FEES - CHG FOR SERVICES		1,715			1,950	2,000
101-000.000-607.008	DEVELOPMENT AGREE ATTORNEY - S/C		2,000				
101-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	648	490	50	50	1,395	50
101-000.000-615.000	CHARGE FOR SERVICES-NSF FEES	610	450	300	300	690	300
101-000.000-626.627	VOTER LISTS,TAX ROLLS,FISCHE	10					
101-000.000-626.630	CHRG SVCS I.F.T. EXEMPT APPLI	2,000		1,000	1,000		
101-000.000-626.633	PASSPORT SERVICES	24,493	21,656	12,000	12,000	17,072	13,000
101-000.000-626.637	ADMINISTRATION FEES/FIRE DEPT	66,201	66,201	69,951	69,951	58,293	74,295
101-000.000-626.638	ADMINISTRATION FEES/ENVIR SVC	13,810	13,810	22,836	22,836	19,030	21,659

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
101-000.000-626.639	ADMINISTRATION FEES/LAW ENFOR	27,369	28,037	27,878	27,878	23,232	37,711
101-000.000-626.640	ADMINISTRATION FEES/GOLF COUR	23,294	23,294	17,758	17,758	14,798	18,220
101-000.000-626.641	ADMINISTRATIVE FEES/COMPOST	6,272	6,272	6,548	6,548	5,457	9,251
101-000.000-626.642	ADMINISTRATION FEES/BLDG DEPT	18,162	21,076	28,030	28,030	23,358	33,431
101-000.000-626.643	ADMINISTRATION FEES/RECREATIO	25,051	25,051	19,083	19,083	15,903	19,585
101-000.000-626.644	ADMINISTRATION FEES/14B COURT	31,735	31,735	36,310	36,310	30,258	37,317
101-000.000-626.645	ADMINISTRATION FEES/HOUSING INSPECT	15,055	16,877	19,201	19,201	16,001	18,225
101-000.000-641.003	FORD LAKE HYDRO STATION					174,332	
101-000.000-642.645	TOWNSHIP & PRECINTS MAPS ETC.	90	13			47	
101-000.000-655.000	CHRG--NONRECORDING PROP XFER	6,400	3,200	2,000	2,000	4,355	2,000
101-000.000-655.100	SETTLEMENTS & JUDGMENTS	3,237	22,624		13,237	13,504	
101-000.000-655.200	COURT ORDERED GARNISHMENT	113		500	500		
101-000.000-664.001	INTEREST EARNED	6,793	29,184	8,500	8,500	60,510	30,000
101-000.000-664.003	NET INTEREST EARN-CUR TAX COL	10,750	17,200	10,000	10,000	34,233	12,000
101-000.000-667.000	SITE LEASE REVENUES	86,126	823,155	18,900	18,900	28,450	18,900
101-000.000-667.001	RENT INCOME	220,000	220,000	220,000	220,000	183,333	220,000
101-000.000-673.000	SALE OF TOWNSHIP PROPERTIES	1,000	7,150				
101-000.000-674.000	REIMBURSEMENTS - POSTAGE	3,033	4,932	1,500	1,500	1,516	1,500
101-000.000-674.001	EMPLOYEE REIMB-PHONES	27					
101-000.000-675.000	CONTRIBUTIONS & DONATIONS					125	
101-000.000-675.002	CONTRIBUTE - STREETLIGHTS & CAMERAS		14,897			10,088	
101-000.000-675.050	CONTRIBUTION-BEES		1,500			5,500	1,500
101-000.000-675.100	REBATES & ENERGY SAVINGS CREDIT	8,552	4,326			4,885	
101-000.000-675.200	WRAD & ACM CONTRIBUTION	700,000	300,000				
101-000.000-675.300	NEXUS GAS SETTLEMENT PROCEEDS		1,145,496				
101-000.000-681.000	REVENUE - RADON TEST KIT	410	790	300	300	1,005	500
101-000.000-686.000	REIMBURS ELECTION-CNTY/TWP/CT	62,268	54,271	60,000	60,000		
101-000.000-688.000	REIMBURSEMENT- WCRC	10,495					
101-000.000-688.100	REIMBURSEMENT - HABITAT HUMANITY	116,633	72,627			38,249	
101-000.000-694.001	OTHER INCOME-MISCELLANEOUS	4,656	3,705			4,008	
101-000.000-694.002	REIMBURSEMT-SMALL CLAIM PROCESSOR	1,041	447				
101-000.000-694.004	MISC REVENUE - INSURANCE REIM	17,126	14,670			10,913	
101-000.000-694.010	MISC REV-RIGHTOFWAY- METRO	18,492	18,572	15,000	15,000	19,015	18,000
101-000.000-694.100	FRANCHISE FEES	813,276	770,481	815,000	815,000	403,358	725,000
101-000.000-694.200	REVENUE-VENDING COMMISSIONS	223	230	250	250	170	250

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
101-000.000-697.007	TRANSFER IN: ENVIRO CLEANUP		355,013				
101-000.000-697.010	TRANSFER IN: STATE GRANTS		18,531				
101-000.000-697.100	TRANS IN: FOR LEC BLDG		181,865	50,000	50,000	41,667	181,865
101-000.000-697.236	TRANSFER IN: 14B DISTRICT COURT	16,524	400,000	200,000	200,000		200,000
101-000.000-697.301	TRANSFER IN: GEN OBLIG DEBT					5,208	
101-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				2,126,382		
Totals for dept 000.000 -		9,277,400	11,570,810	8,477,840	10,761,789	7,459,658	9,052,489
TOTAL ESTIMATED REVENUES		9,277,400	11,570,810	8,477,840	10,761,789	7,459,658	9,052,489

## 101 – Township Board

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-101-000-703-000 – Salaries-Elected Officials	It is budgeted that the salary for Trustee remain at \$15,000 for 2019. This is a board decision, we are suggesting that a compensation committee be formed.
101-101-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-101-000-719-000 – Health Insurance	We will not receive our health insurance rates for 2019 until September. At this time, we are estimating a 15% increase. This amount will be adjusted once rates are received.
101-101-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A slight decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn't pay the same amount as those receiving family coverage.
101-101-000-719-015 – Dental Benefits	We will not receive our dental insurance rates for 2019 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.
101-101-000-719-016 – Vision Benefits	We will not receive our vision insurance rates for 2019 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.



<b>Line Item</b>	<b>Explanation</b>
101-101-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.
101-101-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
101-101-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
101-101-000-727-000 – Office Supplies	This line item is used for budget supplies (binders, dividers, labels, etc.). It is recommended that it remain at \$300 for 2019.
101-101-000-801-000 – Professional Services	This line item is for our lobbyist at GCSI, for Stauder Barch, for any repairs needed to the board room audio visual equipment and for the annual contract with Munetrix for Citizens Dashboard transparency. <b>It is recommended that we continue contracting with GCSI and that we budget a 3% increase for them. Therefore, this line item has been increased to \$41,626 for 2019.</b>
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 2019 budget.

11/15/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>APPROPRIATIONS</b>							
<b>Dept 101.000 - TOWNSHIP BOARD</b>							
101-101.000-703.000	SALARIES - ELECTED OFFICIALS	58,691	60,000	60,000	60,000	50,000	60,000
101-101.000-715.000	F.I.C.A./MEDICARE	4,226	4,452	4,590	4,590	3,720	4,590
101-101.000-719.000	HEALTH INSURANCE	21,122	14,172	16,377	16,377	14,981	20,004
101-101.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,450)	(1,800)	(1,800)	(1,800)		(1,200)
101-101.000-719.015	DENTAL BENEFITS	1,204	786	741	741	680	816
101-101.000-719.016	VISION BENEFITS	234	171	171	171	147	197
101-101.000-719.020	HEALTH CARE DEDUCTION	1,022	1,877	5,775	5,775	2,737	5,915
101-101.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	183	90	90	90	70	90
101-101.000-720.000	LIFE INSURANCE	311	191	198	198	189	227
101-101.000-727.000	OFFICE SUPPLIES	125	214	300	300	218	300
101-101.000-801.000	PROFESSIONAL SERVICES	35,300	35,300	35,726	35,726	29,355	41,626
101-101.000-958.000	MEMBERSHIP AND DUES	16,224	20,386	24,500	24,500	20,554	24,500
Totals for dept 101.000 - TOWNSHIP BOARD		135,192	135,839	146,668	146,668	122,651	157,065

## 137 – Due Process

### Expenditures

Line Item	Explanation
101-137-000-801-014 – Legal Services Prosecution	Based on the amount expended to date in 2018, it is recommended that this line item be increased to \$190,000 in 2019.
101-137-000-801-020 – Legal Services-Domestic Violence	Based on the amount expended to date in 2018, it is recommended that this line item be increased to \$165,000 in 2019.

11/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 137.000 - COURT DUE PROCESS</b>							
101-137.000-801.014	LEGAL SERVICES PROSECUTION	155,061	151,255	150,000	150,000	134,166	190,000
101-137.000-801.020	LEGAL SERVICES - DOMESTIC VIO	126,590	132,920	150,000	150,000	115,959	165,000
Totals for dept 137.000 - COURT DUE PROCESS		281,651	284,175	300,000	300,000	250,125	355,000

## 101-171 Supervisor

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-171-000-703-000 – Salaries-Elected Officials	Per Resolution No. 2018-21, the Supervisor's salary was set at \$81,782.20 for 2018. It is recommended that it be increased by 3% in 2019, the same as the Teamster contract, to \$84,235.66. The annual salary is determined by the Board.
101-171-000-705-000 – Salary-Supervision	Per Resolution No. 2018-17, the Deputy Supervisor's salary was set at \$59,188 for 2018. It is recommended that it be increased by 3% in 2019 to \$60,963.64. This is an increase of 3%, the same as the Teamster contract.
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. A 3% contractual increase has been budgeted.
101-171-000-708-009 – Auto Allowance	In 2018, the Board suggested that \$6,000 be budgeted in this line item. This was a new line item in 2018 and reflects the amount paid to the Supervisor for use of her vehicle. We recommend that the Board discuss it before budgeting.

Line Item	Explanation
101-171-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source. All employees in the Supervisor’s Office will receive health insurance in 2019. Therefore, this item has been reduced to \$0.
101-171-000-709-000 – Regular Overtime	This line item reflects overtime costs for the Floater II/Clerk III position. We are requesting that it remain at \$200 for 2019.
101-171-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-171-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase. A greater amount is budgeted due to all employees in the Supervisor’s Office receiving health insurance in 2019.
101-171-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-171-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn’t pay the same amount as those receiving family coverage.
101-171-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. Therefore, there is no increase from the draft budget.

<b>Line Item</b>	<b>Explanation</b>
101-171-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. This line item has been adjusted to reflect the increase.
101-171-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is budgeted since all employees in the Supervisor’s Office will be receiving health insurance in 2019.
101-171-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. An increase is budgeted since all employees in the Supervisor’s Office will be receiving health insurance in 2019.
101-171-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
101-171-000-727-000 – Office Supplies	Based on what has been spent to date, it is recommended that this line item be increased to \$600 for 2019.
101-171-000-860-000 – Travel	This line item is used to cover mileage expenses for the Deputy Supervisor to travel to and from meetings. Based on the amount expended to date in 2019, it is recommended that it be reduced to \$200 for 2019.

<b>Line Item</b>	<b>Explanation</b>
101-171-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-171-000-956-000 - Miscellaneous	It is recommended that this line item remain at \$100 for 2019.

11/16/18



2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 171.000 - TOWNSHIP SUPERVISOR</b>							
101-171.000-703.000	SALARIES - ELECTED OFFICIALS	78,227	79,400	79,400	81,782	68,152	84,236
101-171.000-705.000	SALARY - SUPERVISION	56,356	57,095	57,464	59,188	43,325	60,964
101-171.000-706.000	SALARY - PERMANENT WAGES	46,980	47,480	47,507	48,902	38,552	50,354
101-171.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	871	1,279	1,615	1,615	884	
101-171.000-708.009	AUTO ALLOWANCE			3,000	3,000	2,500	
101-171.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	
101-171.000-709.000	REG OVERTIME		25	200	200	48	200
101-171.000-715.000	F.I.C.A./MEDICARE	13,744	13,936	14,473	14,712	11,508	15,304
101-171.000-719.000	HEALTH INSURANCE	24,335	21,079	23,514	23,514	21,224	48,344
101-171.000-719.001	SICK AND ACCIDENT	854	958	958	958	710	1,146
101-171.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,600)	(3,600)	(3,600)	(3,600)		(3,000)
101-171.000-719.015	DENTAL BENEFITS	2,586	2,104	1,854	1,854	1,794	2,040
101-171.000-719.016	VISION BENEFITS	476	428	428	428	367	492
101-171.000-719.020	HEALTH CARE DEDUCTION	9,970	6,314	8,663	8,663	5,480	14,805
101-171.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	183	180	180	180	139	270
101-171.000-720.000	LIFE INSURANCE	594	594	594	594	568	680
101-171.000-727.000	OFFICE SUPPLIES	364	516	500	500	491	600
101-171.000-860.000	TRAVEL	1,414	983	1,200	1,200	30	200
101-171.000-876.000	RETIREMENT/MERS	24,223	33,086	33,192	33,192	26,640	45,000
101-171.000-956.000	MISCELLANEOUS		80	100	100		100
Totals for dept 171.000 - TOWNSHIP SUPERVISOR		260,577	264,937	274,242	279,982	223,912	321,735

## NARRATIVE

### 101-201 - Accounting

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-201-000-705-000 – Salary-Supervision	Per Resolution No. 2018-17, the Accounting Director's salary was set at \$76,071.68. It is recommended that it be increased in 2019 to \$78,353.83. This is an increase of 3%, the same as the Teamster contract.
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. A 3% contractual increase has been budgeted. The AFSCME contract is currently in negotiations.
101-201-000-709-000 – Regular Overtime	This line is used for overtime. It is recommended that it be increased to \$300 in 2019.
101-201-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-201-000-719-000 – Health Insurance	We will not receive our health insurance rates for 2019 until September. At this time, we are estimating a 15% increase. This amount will be adjusted once rates are received.
101-201-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
101-201-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A slight decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn't pay the same amount as those receiving family coverage.
101-201-000-719-015 – Dental Benefits	We will not receive our dental insurance rates for 2019 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.
101-201-000-719-016 – Vision Benefits	We will not receive our vision insurance rates for 2019 until later this year. At this time, we are estimating a 10% increase. This amount will be adjusted once rates are received.
101-201-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card 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 Clarity Benefits.

<b>Line Item</b>	<b>Explanation</b>
101-201-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
101-201-000-727-000 – Office Supplies	Request increase to organize new office, purchase cross cut shredder for use in Accounting & HR because of sensitive information (estimate \$600) and 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 Officers Association – National at \$350 and State at \$125. The annual contract with Munetrix for Citizens Dashboard transparency increased to \$5,000 (this is needed for State revenue sharing) and has been moved to 101-101-000-801-000 – Professional Services.

8/21/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 201.000 - ACCOUNTING</b>							
101-201.000-705.000	SALARY - SUPERVISION	73,045	73,846	73,856	76,072	57,871	78,354
101-201.000-706.000	SALARY - PERMANENT WAGES	96,237	97,146	97,302	100,115	78,802	103,274
101-201.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	6,051	7,583	2,633	5,440	4,303	
101-201.000-709.000	REG OVERTIME		253	100	100	110	300
101-201.000-715.000	F.I.C.A./MEDICARE	12,911	13,226	13,303	13,903	10,422	13,895
101-201.000-719.000	HEALTH INSURANCE	55,912	52,079	57,319	57,319	52,435	70,015
101-201.000-719.001	SICK AND ACCIDENT	1,281	1,436	1,436	1,436	1,241	1,146
101-201.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(6,085)	(5,336)	(5,515)	(5,515)		(4,800)
101-201.000-719.015	DENTAL BENEFITS	3,735	3,104	3,406	3,406	2,675	3,747
101-201.000-719.016	VISION BENEFITS	723	684	684	684	587	787
101-201.000-719.020	HEALTH CARE DEDUCTION	10,455	8,268	17,325	17,325	12,782	17,745
101-201.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	275	270	270	270	209	270
101-201.000-720.000	LIFE INSURANCE	594	594	594	594	568	680
101-201.000-727.000	OFFICE SUPPLIES	1,731	1,718	1,500	1,500	715	2,400
101-201.000-876.000	RETIREMENT/MERS	25,383	33,195	33,192	33,192	27,631	45,000
101-201.000-958.000	MEMBERSHIP AND DUES	2,747	2,867	4,075	5,470	5,200	5,475
Totals for dept 201.000 - ACCOUNTING		284,995	290,933	301,480	311,311	255,551	338,288

## 101-202 – Independent Auditing

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
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 2019 will be \$31,900.
101-202-000-803-000 – Independent Auditing Other	It is recommended that this line item remain at \$2,000 in 2019 for additional analysis.

8/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 202.000 - INDEPENDENT AUDITING</b>							
101-202.000-802.000	INDEPENDENT AUDITING	28,500	29,000	30,000	30,000	29,800	31,900
101-202.000-803.000	INDEPENDENT AUDITING OTHER			2,000	2,000	1,898	2,000
Totals for dept 202.000 - INDEPENDENT AUDITING		28,500	29,000	32,000	32,000	31,698	33,900

## NARRATIVE

### 101-209 - Assessing

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-209-000-705-000 – Salary-Supervision	This line item is used for the salaries of our part-time Assessor and the Deputy Assessor. The Deputy Assessor was previously budgeted in 101-209-000-706-000 – Permanent Wages but has been moved to this line item for 2019. The Township Board authorized making this position non-union and to increase the salary. Therefore, the budget for this line item has been increased to \$118,709 for 2019.
101-209-000-706-000 – Salary-Permanent Wages	This line item is used for the salaries of two MAAOs (Michigan Advanced Assessing Officer) and one MCAT (Michigan Certified Assessing Technician). A 3% contractual increase has been budgeted.
101-209-000-706-013 – GIS Service	The Township Board authorized a salary increase for the Deputy Assessor who is performing these duties. Therefore, this line item has been reduced to \$0.
101-209-000-707-000 – Salary – Temporary/Seasonal	Since we are at full staff, this line item has been reduced to \$0 for 2019.



<b>Line Item</b>	<b>Explanation</b>
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 account is used for March Board of Review meetings after hours and increased in preparation for the 2019 AMAR (State Tax Commission) review.
101-209-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-209-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase. Even though an increase is budgeted, the amount shown is less due to one less employee in the department receiving health care coverage.
101-209-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-209-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A decrease has been budgeted due to the fact that only two employees in the department are choosing to receive health care coverage in 2019.

<b>Line Item</b>	<b>Explanation</b>
101-209-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. Even though a rate increase is budgeted, the amount shown has been reduced due to an employee in the department receiving single coverage instead of the family coverage received by the previous employee.
101-209-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. Even though a rate increase is budgeted, the amount shown has been reduced due to an employee in the department receiving single coverage instead of the family coverage received by the previous employee.
101-209-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card 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 shown due to one less employee in the department receiving health care coverage.
101-209-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. A decrease is shown due to one less employee in the department receiving health care coverage.
101-209-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
101-209-000-727-000 – Office Supplies	This item is used for personal property and real property assessment items and general office supplies. It is recommended that it remain at \$3,500 for 2019.
101-209-000-730-000 - Postage	This line item is used for the mailing of the personal property and real property assessment notices, as well as general mailing. It is recommended that it remain at \$8,000 for 2019.
101-209-000-811-001 – Tax Appeals	This line item is used to retain professional appraisals for full and small claims tribunal cases, as well as legal expenses for tax appeals. Based on what has been spent in recent years, it is recommended that it be reduced to \$8,000 for 2019.
101-209-000-867-000 – Gas & Oil	This item is used to pay for the gas and oil used on township vehicles assigned to our department.
101-209-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-209-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.

<b>Line Item</b>	<b>Explanation</b>
101-209-000-943-000 – Motorpool Lease/Maintenance	This item is used to pay for the lease and maintenance on township vehicles used in our department. Figures provided by the Accounting Director. A decrease is budgeted since the vehicles are now paid for.
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 increase slightly as the dues have increased to \$1,500 for 2019.

11/9/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 209.000 - ASSESSING DEPARTMENT</b>							
101-209.000-705.000	SALARY - SUPERVISION	39,593	40,000	45,000	50,000	39,360	118,709
101-209.000-706.000	SALARY - PERMANENT WAGES	205,981	154,745	214,584	217,197	153,910	157,831
101-209.000-706.013	GIS SERVICE	920	1,040	1,040	1,040		
101-209.000-707.000	SALARY - TEMPORARY/SEASONAL		10,024		5,282	5,282	
101-209.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,959	3,790	3,371	3,371		
101-209.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	6,000
101-209.000-709.000	REG OVERTIME	171	347	500	500	636	1,000
101-209.000-715.000	F.I.C.A./MEDICARE	18,958	15,526	20,713	21,700	14,671	21,614
101-209.000-719.000	HEALTH INSURANCE	55,912	35,749	61,413	61,413	37,453	50,011
101-209.000-719.001	SICK AND ACCIDENT	1,708	1,436	1,915	1,915	1,428	1,528
101-209.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(5,260)	(3,600)	(5,400)	(5,400)		(3,600)
101-209.000-719.015	DENTAL BENEFITS	4,521	3,546	4,738	4,738	3,246	4,155
101-209.000-719.016	VISION BENEFITS	862	684	941	941	611	885
101-209.000-719.020	HEALTH CARE DEDUCTION	20,139	11,408	17,325	17,325	8,479	11,830
101-209.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	366	270	270	270	209	180
101-209.000-720.000	LIFE INSURANCE	792	594	792	792	642	907
101-209.000-723.000	DEFERRED COMPENSATION EMPLOYER		127			71	
101-209.000-727.000	OFFICE SUPPLIES	3,160	3,006	3,500	4,500	3,301	3,500
101-209.000-730.000	POSTAGE	14,514	332	8,000	8,000	6,534	8,000
101-209.000-811.001	TAX APPEALS	2,578		12,500	11,500		8,000
101-209.000-867.000	GAS & OIL	212	211	720	720	89	720
101-209.000-876.000	RETIREMENT/MERS	26,771	35,437	35,436	35,557	21,436	35,301
101-209.000-876.100	RETIREMENT HEALTH CARE SAVINGS				800	400	2,600
101-209.000-943.000	MOTORPOOL LEASE/MAINTENANCE	4,000	4,000	4,000	4,000	3,333	1,281
101-209.000-958.000	MEMBERSHIP AND DUES	750	999	1,060	1,060		1,500
Totals for dept 209.000 - ASSESSING DEPARTMENT		403,607	322,671	435,418	450,221	302,591	431,952

## 101-210 – Legal Services

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
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 current hourly rate is budgeted at \$190. A \$4.00 per hour increase is suggested, which would be less than 3%. This will be a board decision.

8/20/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 210.000 - LEGAL SERVICES</b>							
101-210.000-801.001	ATTORNEY RETAINER	94,344					
101-210.000-801.002	LEGAL SERVICES	65,448	227,293	207,310	207,310	208,754	250,000
101-210.000-801.011	ATTORNEY CLERICAL	22,956					
101-210.000-802.002	LABOR CONSULTANT	3,274					
Totals for dept 210.000 - LEGAL SERVICES		186,022	227,293	207,310	207,310	208,754	250,000

## NARRATIVE

### 101-215 - Clerk

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-215-000-703-000 – Salaries-Elected Officials	Per Resolution No. 2018-22, the Clerk’s salary was set at \$81,782.20 for 2018. It is recommended that it be increased by 3% in 2019, the same as the Teamster contract, to \$84,235.66. The salary is determined by the Board, we are recommending that a compensation committee be formed.
101-215-000-704-000 – Appointed Officials	There are no elections scheduled in 2019.
101-215-000-705-000 – Salary-Supervision	Per Resolution No. 2018-17, the Deputy Clerk’s salary was set at \$59,188 for 2018. It is recommended that it be increased by 3% in 2019 to \$60,963.64. This line item has also been increased to include the newly created Deputy of Elections position, at a salary of \$55,231.07. Therefore, \$116,195 has been budgeted.
101-215-000-706-000 – Salary-Permanent Wages	This line item is used for the salary of two (2) full-time Floater II/Clerk III positions. A 3% contractual increase is budgeted for 2019. Even though the increase is budgeted, this line has been reduced due to moving one full-time Floater II/Clerk III to Salary-Supervision.
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.



<b>Line Item</b>	<b>Explanation</b>
101-215-000-709-000 –Overtime	This line item is used for miscellaneous overtime costs for Clerk’s Office Staff. The amount budgeted has been reduced due to no scheduled elections in 2019.
101-215-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-215-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase.
101-215-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-215-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A slight decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn’t pay the same amount as those receiving family coverage.
101-215-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%.
101-215-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. This line item has been adjusted to reflect the increase.

<b>Line Item</b>	<b>Explanation</b>
101-215-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card 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	Clarity Benefits administration fee.
101-215-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
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	Include costs of maintaining ordinance and zoning updates through Municode and also includes Ordinance, Resolution and Minute Books. The amount requested is a \$5,000 increase due to the additional ordinances that are being amended and the additional expenses from Municode.
101-215-000-740-010 – Office Supplies-Elections	There are no elections scheduled for 2019.
101-215-000-801-000 – Professional Services	This line item includes \$1,000 for shredding costs for all departments and \$2,400 for an electronic system that records the board meetings and will link the agenda and minutes on our website to each other for easier navigation for users. Document scanning has been moved to the IT budget, 101.266 for 2019.
101-215-000-801-200 – Prof Svcs-Programming Ballots	There are no elections scheduled for 2019.

<b>Line Item</b>	<b>Explanation</b>
101-215-000-860-000 – Travel	Includes costs for mileage reimbursement for delivery of board packets, post office, and travel to various conferences, classes and meetings. This has been reduced to \$1,500 based on expenditures in previous years and to date in 2018.
101-215-000-860-010 – Travel-Elections	There are no elections scheduled for 2019.
101-215-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-215-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
101-215-000-931-000 – Repairs & Maintenance	This line item has been used for repairs to the audio visual system in the Board Room. Since our system is new, we are reducing the amount to \$500 and budgeting in the Township Board budget in line item 101-101-000-801-000 – Professional Services. Therefore, this line has been reduced to \$0 for 2019.
101-215-000-933-001 – Maintenance Contract	No expenses for 2019. 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 for the Hart election equipment.
101-215-000-941-000 – Equipment Rental/Leasing	There are no elections scheduled for 2019.

<b>Line Item</b>	<b>Explanation</b>
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.

11/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 215.000 - TOWNSHIP CLERK</b>							
101-215.000-703.000	SALARIES - ELECTED OFFICIALS	78,227	79,400	79,400	81,782	68,152	84,236
101-215.000-704.000	APPOINTED OFFICIALS	117,088	36,280	78,000	104,595	54,620	
101-215.000-705.000	SALARY - SUPERVISION	56,833	57,454	57,464	59,188	46,667	116,195
101-215.000-706.000	SALARY - PERMANENT WAGES	137,812	117,720	137,653	143,160	107,209	96,215
101-215.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	2,376	1,623	3,011	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	24,813	6,825	16,000	20,228	12,246	500
101-215.000-709.004	OVERTIME-SCHOOL ELCTIONS					29	
101-215.000-715.000	F.I.C.A./MEDICARE	22,861	20,199	22,654	23,209	17,749	22,839
101-215.000-719.000	HEALTH INSURANCE	67,094	66,958	73,696	73,696	67,416	90,019
101-215.000-719.001	SICK AND ACCIDENT	1,708	1,556	1,915	1,915	1,344	1,528
101-215.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(7,200)	(7,200)	(7,200)	(7,200)		(6,000)
101-215.000-719.015	DENTAL BENEFITS	5,394	5,480	5,480	5,480	5,023	6,028
101-215.000-719.016	VISION BENEFITS	1,125	1,148	1,112	1,112	954	1,279
101-215.000-719.020	HEALTH CARE DEDUCTION	12,716	17,012	23,100	23,100	13,774	23,660
101-215.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	366	315	360	360	198	360
101-215.000-720.000	LIFE INSURANCE	990	990	990	990	947	1,134
101-215.000-723.000	DEFERRED COMPENSATION EMPLOYE	5	1			1	
101-215.000-727.000	OFFICE SUPPLIES	4,843	3,534	4,000	4,000	2,454	4,000
101-215.000-740.001	Ordinance & Zoning Code Books	5,975	4,756	4,000	9,000	6,106	9,000
101-215.000-740.010	OFFICE SUPPLIES - ELECTIONS	24,820	6,426	14,500	20,332	15,278	
101-215.000-801.000	PROFESSIONAL SERVICES	2,389	2,854	9,000	9,000	7,262	3,400
101-215.000-801.200	PROFNSL SRV-PROGRAMMING BALLO	6,220		7,200	7,200	1,760	
101-215.000-860.000	TRAVEL	1,415	1,259	2,000	2,000	854	1,500
101-215.000-860.010	TRAVEL - ELECTIONS	193	342	500	610	238	
101-215.000-876.000	RETIREMENT/MERS	38,065	46,224	46,462	46,520	39,671	61,952
101-215.000-876.100	RETIREMENT HEALTH CARE SAVINGS				400	204	1,300
101-215.000-931.000	REPAIRS AND MAINTENANCE		125	500	500		
101-215.000-933.001	MAINTENANCE CONTRACTS	1,920					
101-215.000-941.000	EQUIPMENT RENTAL/LEASING	4,400	2,200	2,200	3,300	2,200	
101-215.000-956.000	MISCELLANEOUS		55	500	500	225	500
101-215.000-958.000	MEMBERSHIP AND DUES	120	120	500	500		150
101-215.000-977.000	EQUIPMENT	4,467	32,156				
Totals for dept 215.000 - TOWNSHIP CLERK		620,035	508,812	587,997	641,488	474,081	522,795

## NARRATIVE

### 101-227 – Human Resources

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-227-000-706-000 – Salary-Permanent Wages  NOTE: We are looking to restore a position in Human Resources to assist with HR duties, if the Board agrees. It will be brought back to the Board. There were previously three full-time employees in Human Resources.	<p>This line item is used for the salaries of the HR Generalist and the Quality Assurance Specialist, who also helps with overseeing parks, golf course and Recreation as requested by the Township Supervisor. Per Resolution No. 2018-17, these salaries were determined for 2018 and it is recommended that they be increased by 3% in 2019, the same as the Teamster contract.</p> <p>Also budgeted in this line is a restored position to assist with HR duties. Therefore, this line item has been increased.</p>
101-227-000-706-015 – Safety Coordinator	This line item reflects the new duties assigned to the Hydro Dam Operator who will coordinate a safety committee, OSHA and MI-OSHA classes, etc.
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.
101-227-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.

Line Item	Explanation
101-227-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase. A greater increase is budgeted due to both employees in HR receiving health insurance, as well as the proposed restoration of the HR position.
101-227-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-227-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. An increase is budgeted due to both employees in HR receiving health insurance, as well as the proposed restoration of the HR position.
101-227-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. A greater increase is budgeted due to the proposed restoration of the HR position.
101-227-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. A greater increase is budgeted due to the proposed HR position.
101-227-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is budgeted due to both employees in HR receiving health insurance, as well as the proposed restoration of the HR position.

Line Item	Explanation
101-227-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. An increase is budgeted due to both employees in HR receiving health insurance, as well as the proposed restoration of the HR position.
101-227-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
101-227-000-727-000 – Office Supplies	Recommended that this line item remain at \$500 for 2019 to maintain office supplies for the department.
101-227-000-740-000 – Operating Supplies	It is requested that \$5,000 be budgeted in this line to purchase department apparel for employees in 2019. We did not purchase the file cabinets that were budgeted in 2018.
101-227-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources. An increase is budgeted due to the proposed HR position.
101-227-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14. An increase is budgeted due to the restored HR position.



<b>Line Item</b>	<b>Explanation</b>
101-227-000-958-000 – Membership & Dues	It is recommended that this line item remain at \$400 for 2019 to maintain membership to SHRM (Society of Human Resource Management) and other HR organizations that provide updates and relative information for HR professionals.
101-227-000-960-000 – Education & Training	It is recommended that this line item remain at \$25,000 for 2019. We have ongoing needs for Education and Training throughout the entire employee base. MIOSHA safety for employees will be a big focus; there are also classes for required certifications, as well as a need for additional professional development. Attendance to annual conferences for management employees (MERS, MRPA, MFGOA, MPA, MiGMIS as examples).

11/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 227.000 - HUMAN RESOURCES</b>							
101-227.000-706.000	SALARY - PERMANENT WAGES	106,822	106,008	108,008	111,249	87,714	159,586
101-227.000-706.015	SAFETY COORDINATOR						7,000
101-227.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	2,462	4,402	1,662	3,292	2,499	
101-227.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	
101-227.000-715.000	F.I.C.A./MEDICARE	8,452	8,669	8,390	8,763	6,874	12,745
101-227.000-719.000	HEALTH INSURANCE	18,637	18,600	20,471	27,283	23,834	75,016
101-227.000-719.001	SICK AND ACCIDENT	854	958	958	958	894	1,146
101-227.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,800)	(1,800)	(1,800)	(1,800)		(5,400)
101-227.000-719.015	DENTAL BENEFITS	3,071	2,835	2,665	2,665	2,443	4,397
101-227.000-719.016	VISION BENEFITS	482	513	513	513	440	885
101-227.000-719.020	HEALTH CARE DEDUCTION	8,410	6,690	5,775	12,275	4,976	17,745
101-227.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	92	139	90	120	90	270
101-227.000-720.000	LIFE INSURANCE	396	396	396	396	379	680
101-227.000-727.000	OFFICE SUPPLIES	299	512	500	500	39	500
101-227.000-740.000	OPERATING SUPPLIES			2,000	2,000		5,000
101-227.000-876.000	RETIREMENT/MERS	10,445	13,480	13,722	13,788	11,394	20,142
101-227.000-876.100	RETIREMENT HEALTH CARE SAVINGS				600	400	2,600
101-227.000-958.000	MEMBERSHIP AND DUES	380	199	400	400	209	400
101-227.000-960.000	EDUCATION AND TRAINING	22,504	15,533	25,000	25,000	15,709	25,000
Totals for dept 227.000 - HUMAN RESOURCES		184,506	180,134	191,750	211,002	159,394	327,712

## 101-247 – Board of Review

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-247-000-704-000 – Appointed Officials	This line item reflects the per diem amount paid to three (3) Board of Review members.
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.

7/30/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 247.000 - BOARD OF REVIEW</b>							
101-247.000-704.000	APPOINTED OFFICIALS	1,530	1,710	2,000	2,000	1,620	2,000
101-247.000-715.000	F.I.C.A./MEDICARE	22	25	29	29	24	20
101-247.000-723.000	DEFERRED COMPENSATION EMPLOYE	20	22	26	26	21	18
Totals for dept 247.000 - BOARD OF REVIEW		1,572	1,757	2,055	2,055	1,665	2,038

## NARRATIVE

### 101-253 - Treasurer

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-253-000-703-000 – Salaries-Elected Officials	Per Resolution No. 2018-23, the Treasurer’s salary was set at \$81,782.20 for 2018. It is recommended that it be increased by 3% in 2019, the same as the Teamster contract, to \$84,235.66. The salary is determined by the Board, we are recommending that a compensation committee be formed.
101-253-000-705-000 – Salary-Supervision	Per Resolution No. 2018-17, the Deputy Treasurer’s salary was set at \$59,188 for 2018. It is recommended that it be increased by 3% in 2019 to \$60,963.64. This increase is the same as the Teamster contract.
101-253-000-706-000 – Salary-Permanent Wages	This line item reflects the wages of two Floater II/Clerk III positions. A 3% contractual increase is budgeted.
101-253-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source. Since all employees in this department will receive health insurance in 2019, it has been reduced to \$0.

<b>Line Item</b>	<b>Explanation</b>
101-253-000-709-000 – Regular Overtime	In reviewing the budget and activity for 2018, we recommend a slight increase for 2019 of \$500 to cover all necessary overtime such as tax time and the annual dog clinic. During the tax collection season, it may be necessary to stay to accommodate residents' needs or to balance on high volume days.
101-253-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-253-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. A greater increase is shown due to an employee who previously received the health care buyout now receiving health care insurance.
101-253-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-253-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. An increase is shown due to an employee who previously received the health care buyout now receiving health care insurance.
101-253-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%.
101-253-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. This line item has been adjusted to reflect the increase.

<b>Line Item</b>	<b>Explanation</b>
101-253-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is shown due to an employee who previously received the health care buyout now receiving health care insurance.
101-253-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. An increase is shown due to an employee who previously received the health care buyout now receiving health care insurance.
101-253-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each department employee. Figures provided by Human Resources.
101-253-000-727-000 – Office Supplies	Accounts for necessary supplies, also includes envelopes for past due notices and A/P mailings. We are integrating some new procedures on how we accept tax bills that may save money in the future. We do recommend maintaining the same amount for 2019.
101-253-000-753-000 – Dog Licenses	This line item reflects the expenditure for the purchase of one to three year dog licenses. Though we budgeted to purchase tags in 2018, we found a supply of licenses that were able to be used and will be enough to get us through the year. We recommend the amount from 2018 be re-budgeted for 2019.

<b>Line Item</b>	<b>Explanation</b>
101-253-000-830-000 – Tax Preparation	This line item reflects printing of tax bills for summer and winter for the outside printer service we use, currently Centron Data Services. We recommend the same amount for 2019.
101-253-000-860-000 – Travel	Mileage reimbursement for the Treasurer & Deputy to travel to meetings, banks, post office, County Treasurer’s Office and court cases. We recommend the same amount for 2019.
101-253-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-253-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
101-253-000-931-000 – Repairs & Maintenance	This line item reflects maintenance contracts with the check signer company – we did not opt for the maintenance contract on the money counter. We recommend the same amount for 2019.



<b>Line Item</b>	<b>Explanation</b>
101-253-000-956-000 - Miscellaneous	Unforeseen expenses that aren't covered in the above line items such as court fees/parking for small claims. We recommend the same amount for 2019.

11/9/18

\*\*\*\*\* We would like to present a possible new line item for department apparel.  
 The reflection for the residents and also our staff show a sense of pride and teamwork.

**Note:** It is budgeted in the Human Resources Department.

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 253.000 - TREASURER</b>							
101-253.000-703.000	SALARIES - ELECTED OFFICIALS	78,227	79,400	79,400	81,782	68,152	84,236
101-253.000-705.000	SALARY - SUPERVISION	56,833	53,034	57,464	59,188	46,667	60,964
101-253.000-706.000	SALARY - PERMANENT WAGES	70,102	73,021	90,988	93,714	77,315	96,215
101-253.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	7,649	18,106	2,267	3,951	4,707	
101-253.000-708.010	HEALTH INS BUYOUT	1,500		3,000	3,000	1,500	3,000
101-253.000-709.000	REG OVERTIME	976	965	1,300	1,300	930	1,800
101-253.000-715.000	F.I.C.A./MEDICARE	15,895	16,636	17,619	18,087	14,883	18,626
101-253.000-719.000	HEALTH INSURANCE	52,184	48,410	49,131	49,131	46,306	90,019
101-253.000-719.001	SICK AND ACCIDENT	1,067	910	1,436	1,436	1,149	1,146
101-253.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(5,400)	(3,600)	(5,400)	(5,400)		(6,000)
101-253.000-719.015	DENTAL BENEFITS	4,330	3,164	3,556	3,556	3,284	4,562
101-253.000-719.016	VISION BENEFITS	763	592	770	770	713	984
101-253.000-719.020	HEALTH CARE DEDUCTION	17,986	17,832	17,325	17,325	11,845	23,660
101-253.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	320	306	270	270	207	360
101-253.000-720.000	LIFE INSURANCE	628	509	773	773	644	907
101-253.000-727.000	OFFICE SUPPLIES	879	3,358	1,300	1,600	1,020	1,300
101-253.000-753.000	DOG LICENSES	1,050		1,050	1,050		1,050
101-253.000-830.000	TAX PREPARATION	2,874	1,261	3,500	3,500	1,305	3,500
101-253.000-860.000	TRAVEL	250	502	750	424	213	750
101-253.000-876.000	RETIREMENT/MERS	29,338	43,084	35,365	35,422	29,497	46,952
101-253.000-876.100	RETIREMENT HEALTH CARE SAVINGS				400	200	1,300
101-253.000-931.000	REPAIRS AND MAINTENANCE	393	193	500	500		500
101-253.000-956.000	MISCELLANEOUS	20	36	100	100		100
Totals for dept 253.000 - TREASURER		337,864	357,719	362,464	371,879	310,537	435,931

## NARRATIVE

### 101-265 – Building Operations

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-265-000-705-000 – Salary-Supervision	This line item reflects the salary of the restored Building Operations Director. We recommend that we go back to having both a Operations Director and Parks Director, as we have in the past. These are Teamster employee positions, this is a Board decision.
101-265-000-706-000 – Salary-Permanent Wages	This line item is used for the salaries of 2 full-time maintenance tech staff, 2 full-time custodians, 50% of 1 full-time custodian (shared with 14B Court) and 3 part-time custodians. A 3% contractual increase is budgeted. Even though the 3% is budgeted, a larger increase is shown due to one full-time custodial position being part-time when the 2018 budget was completed.
101-265-000-707-775 – Salary-Temporary Ford Lake Park	This line item reflects wages for seasonal employees to paint park shelters and gate houses. We are recommending that it remain at \$5,000 for 2019.
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.

<b>Line Item</b>	<b>Explanation</b>
101-265-000-709-000 – Regular Overtime	This line item is used for overtime costs. We are recommending that it remain at \$1,500.
101-265-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-265-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019.
101-265-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-265-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-265-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. A greater increase is budgeted due to the restored Building Operations Director position.
101-265-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. A greater increase is budgeted due to the restored Building Operations Director position.
101-265-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is budgeted due to the restored Building Operations Director position.

<b>Line Item</b>	<b>Explanation</b>
101-265-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. An increase is budgeted due to the restored Building Operations Director position.
101-265-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each non-fire department employee. Figures provided by Human Resources. A greater increase is budgeted due to the restored Building Operations Director position.
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 increased to \$400 for 2019.
101-265-000-740-000 – Operating Supplies	This line item is used for tools and equipment for the Building Maintenance employees. <b>It is recommended that it remain at \$2,000 for 2019.</b>
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 and per the AFSCME contract, we are restoring the laundry service for uniforms. Therefore, this line has been increased to \$12,000 for 2019.
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 it remain at \$800 in 2019.

Line Item	Explanation
101-265-000-776-001 – Maint Supplies-Civic Center	This line item is used for supplies for the Civic Center, such as vacuum bags, floor finish, etc. In reviewing the amount spent to date in 2018, it is recommended that it remain at \$6,500 for 2019.
101-265-000-776-002 – Maint Supplies-Graffiti Control	This line item is for cleaners and paints used in the removal of graffiti. It is recommended that it be maintained at \$1,500 for next year.
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 increased to \$2,500 for 2019 since there are now employees working out of the Ford Lake Park House.
101-265-000-777-000 – Bldg Oper Equipment Tools	This line item is used to pay for tools, lift gates, electrical and regulatory posters. It is recommended that it be increased to \$4,000 for 2019 due to the need to replace a buffer.
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 2018, it is recommended that it remain at \$50,000 in 2019. We will seek to again have a maintenance contract for the mechanical system.
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, hot water heater, etc.). It is recommended that this be maintained at \$700 in 2019.

<b>Line Item</b>	<b>Explanation</b>
101-265-000-867-000 – Gas & Oil	This line item is used for fuel and oil for vehicles, WEX & Fuelcloud. It is recommend that it remain at \$3,500 for 2019.
101-265-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-265-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
101-265-000-920-001 – Utilities-Civic Center	This line item is used for the utilities in the Civic Center. We are proposing to maintain it at \$80,000 in 2019.
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 2019.
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. Although we had a budget amendment for the fuel tank remediation in 2018, it is recommended that it remain at \$3,000 in 2018.
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 remain at \$2,000 in 2019.

<b>Line Item</b>	<b>Explanation</b>
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 2019.
101-265-000-943-000 – Motorpool Lease/Maintenance	This line item is for the combined cost of the monthly vehicle lease/ maintenance. Figures provided by the Accounting Director.
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 2019.

11/15/18



2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 265.000 - RESIDENT SVCS: BLDG OPERATIONS</b>							
101-265.000-705.000	SALARY - SUPERVISION				1,142		59,225
101-265.000-706.000	SALARY - PERMANENT WAGES	220,844	223,962	229,663	241,658	191,174	270,375
101-265.000-707.000	SALARY - TEMPORARY/SEASONAL		7,332				
101-265.000-707.775	SALARY - TEMP. FORD LAKE PARK			5,000	200		5,000
101-265.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	788	804	2,990	3,158	964	
101-265.000-708.010	HEALTH INS BUYOUT	3,000	4,666	3,000	3,000	1,500	3,000
101-265.000-709.000	REG OVERTIME	2,010	2,072	1,500	1,500	1,620	1,500
101-265.000-715.000	F.I.C.A./MEDICARE	17,048	17,747	14,628	15,563	14,630	24,346
101-265.000-719.000	HEALTH INSURANCE	31,380	32,859	60,887	55,756	33,084	77,516
101-265.000-719.001	SICK AND ACCIDENT	1,428	1,676	2,155	2,155	1,087	2,483
101-265.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,500)	(4,500)	(6,300)	(6,300)		(5,100)
101-265.000-719.015	DENTAL BENEFITS	2,568	2,568	4,333	4,333	2,209	4,933
101-265.000-719.016	VISION BENEFITS	522	556	898	898	477	1,131
101-265.000-719.020	HEALTH CARE DEDUCTION	9,717	8,333	18,778	18,778	10,529	22,208
101-265.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	238	225	315	315	174	360
101-265.000-720.000	LIFE INSURANCE	676	693	891	891	663	1,474
101-265.000-723.000	DEFERRED COMPENSATION EMPLOYE		100	524	524	13	293
101-265.000-727.000	OFFICE SUPPLIES	219	256	300	300	267	400
101-265.000-740.000	OPERATING SUPPLIES	2,171	814	2,000	2,000	588	2,000
101-265.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	7,842	6,872	7,000	7,000	5,885	12,000
101-265.000-757.775	OPERATING SUPP: FORD LAKE PAR	165	524	800	800	222	800
101-265.000-776.001	MAINT SUPPLIES - CIVIC CENTER	6,784	6,940	6,500	6,500	4,972	6,500

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
101-265.000-776.002	MAINT SUPPLIES - GRAFFITI CON	461		1,500	1,500	702	1,500
101-265.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	70	978	1,000	5,800		2,500
101-265.000-777.000	BLDG OPER EQUIP TOOLS	2,423	2,055	3,000	3,000	1,082	4,000
101-265.000-818.001	CONTRACTUAL SERVICES CIVIC CT	42,257	41,783	50,000	50,000	35,047	50,000
101-265.000-818.775	MAINT-CONTR SVCS - FORD LK PR	195	187	700	700		700
101-265.000-867.000	GAS & OIL	2,157	2,547	3,500	3,500	2,282	3,500
101-265.000-876.000	RETIREMENT/MERS	15,661	22,570	22,988	23,159	17,742	31,168
101-265.000-876.100	RETIREMENT HEALTH CARE SAVINGS				1,200	297	5,850
101-265.000-920.001	UTILITIES - CIVIC CENTER	62,432	77,322	80,000	80,000	52,791	80,000
101-265.000-931.001	REPAIRS CIVIC CENTER	494	893	2,000	2,000	646	2,000
101-265.000-931.020	NON REOCCURRING R & M - CIVIC	2,316	2,408	3,000	26,950	26,423	3,000
101-265.000-931.775	REPAIRS - FORD LAKE PARKS		6	2,000	2,000	300	2,000
101-265.000-938.000	EQUIPMENT CONTRACTUAL EQUIP			1,000	1,000		1,000
101-265.000-943.000	MOTORPOOL LEASE/MAINTENANCE	7,073	7,000	7,000	7,000	5,833	7,201
101-265.000-956.000	MISCELLANEOUS	105	484	500	500	118	500
101-265.000-977.000	EQUIPMENT		20,908				
Totals for dept 265.000 - RESIDENT SVCS: BLDG OPERATIONS		438,544	493,640	534,050	568,480	413,321	685,363

## **NARRATIVE**

### **101-266 - Computer Support Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-266-000-706-000 – Salary-Permanent Wages	This line item reflects the salaries of the IS Manager, Assistant IS Manager, and the Web Content & Design Manager. A contractual 3% increase is budgeted.
101-266-000-708-004 – Salaries Pay Out – PTO&Sick Time	This line item is used for the payout of PTO time for employees that have over 360 hours accumulated. The amounts are paid at 75%.
101-266-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-266-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. Even though we budgeted for the increase, the amount shown is less since one employee in the department is opting out of health care coverage for 2019.
101-266-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-266-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. The amount has been decreased due to one less employee receiving health care coverage.

<b>Line Item</b>	<b>Explanation</b>
101-266-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. A larger increase is budgeted due to an employee moving from single coverage to 2 person coverage.
101-266-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. A larger increase is budgeted due to an employee moving from single coverage to 2 person coverage.
101-266-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card 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 reduced due to an employee in the department opting out of receiving health care for 2019.
101-266-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. The amount budgeted has been reduced due to an employee in the department opting out of receiving health care for 2019.
101-266-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
101-266-000-727-000 – Office Supplies	It is recommended that this line item remain at \$1,000 for 2018. No Change.

Line Item	Explanation
101-266-000-801-000 – Professional Services	\$8,000 is budgeted in this line item for document scanning. It was previously budgeted in the 101.215 – Clerk.
101-266-000-857-100 – Communications-Internet Access	<p>Internet access connection and cloud based services. 170% Increase</p> <p>This increase reflects a new project of a massive improvement to network infrastructure, moving from cable modem to fiber optic.</p> <ul style="list-style-type: none"> <li>• Requested increases to IT service offerings</li> <li>• Comcast Internet</li> <li>• Cloud VPS hosting</li> <li>• Cloud storage solutions</li> <li>• Cloud Systems Management Solutions</li> </ul>
101-266-000-867-000 – Gas & Oil	Fuel costs for the IT Department. No Change
101-266-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-266-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
101-266-000-933-000 – Equipment Maintenance	Unexpected repair of hardware equipment. No Change.

<b>Line Item</b>	<b>Explanation</b>
101-266-000-933-001 – Maintenance Contracts	Hardware service and support maintenance agreements. 15% Increase <ul style="list-style-type: none"> <li>• Uninterruptible Power Systems</li> <li>• Network Firewalls</li> </ul>
101-266-000-934-000 – Software Support & Maint	Software support and maintenance agreements. This includes all technical support, patches, updates and upgrades for various software applications. 3% Increase <ul style="list-style-type: none"> <li>• Apex Sketch Software</li> <li>• Barracuda</li> <li>• BS&amp;A Software</li> <li>• Email System</li> <li>• ESRI GIS</li> <li>• Microsoft Windows and Office</li> <li>• Network Management Tools</li> <li>• RecTrac</li> <li>• Server Backup Software</li> <li>• System Malware Protections</li> <li>• VMWare</li> </ul>
101-266-000-941-000 – Equipment Rental/Leasing	Time and attendance software. 4% Increase.
101-266-000-943-000 – Motorpool Lease/Maintenance	Computer Support Vehicle, figures provided by the Accounting Director.
101-266-000-971-008 – Capital Outlay/Prop. Improvement	Network infrastructure expansion As needed network data runs No Change

Line Item	Explanation
101-266-000-977-000 - Equipment	New hardware purchases. 56% Increase <ul style="list-style-type: none"> <li>• Workstation Replacements/Upgrades (done in August through October)</li> <li>• Server Replacements</li> <li>• Meeting Room Improvements (mono pads)</li> </ul>
101-266-000-977-001 – Computer Software	New software purchases. 395% Increase <ul style="list-style-type: none"> <li>• Network Management Software Upgrades (re-budget, estimate \$18,000)</li> <li>• Change Management - \$6,000</li> <li>• Password Management - \$6,000</li> <li>• Print Management - \$5,000</li> <li>• Backup Software Upgrades - \$8,000</li> <li>• GIS Software Upgrades - \$6,000</li> <li>• Business Process Management – estimate \$200,000, this will come back to the Board.</li> </ul>

11/16/18

## Large increase explanations:

### Business Process Management Phase 1

**101.266.000.977.001**

A project focused on improving organization performance by managing and optimizing the Townships business processes. The Township would be more efficient, more effective and more capable of change with the implementation of such a solution.

Estimated cost \$200,000

Phase 1 will focus on these Business Processes

- Accounts Payable
- Agenda Management
- Freedom of Information Act Request

### Improvement to network infrastructure

**101.266.000.857.100**

Project to contract out the building and maintenance of the Township WAN.

Estimated cost \$65,000/year

Project would contract out to an organization such as AT&T, Comcast, or other qualified service provider to provide the Township with a more reliable, higher bandwidth, lower latency network connection between all Township locations.

An alternative to this would be to build our own network via fiber optic cabling or wireless transmissions. Both of these option would still include some annual maintenance costs.



2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 266.000 - COMPUTER SUPPORT</b>							
101-266.000-706.000	SALARY - PERMANENT WAGES	146,861	162,121	163,028	163,028	117,148	171,250
101-266.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	6,559	5,807	6,027	9,933	5,032	4,893
101-266.000-708.010	HEALTH INS BUYOUT		253		3,000	1,500	3,000
101-266.000-709.000	REG OVERTIME	644	99			88	
101-266.000-715.000	F.I.C.A./MEDICARE	11,318	12,387	12,933	13,232	9,220	13,704
101-266.000-719.000	HEALTH INSURANCE	43,487	43,399	48,079	45,079	24,396	50,011
101-266.000-719.001	SICK AND ACCIDENT	1,281	1,436	1,436	1,436	994	1,146
101-266.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(6,149)	(6,308)	(6,392)	(6,392)		(3,600)
101-266.000-719.015	DENTAL BENEFITS	3,252	3,252	3,036	3,036	2,006	3,747
101-266.000-719.016	VISION BENEFITS	562	599	599	599	396	787
101-266.000-719.020	HEALTH CARE DEDUCTION	3,905	5,232	14,438	14,438	897	11,830
101-266.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	275	270	270	270	142	180
101-266.000-720.000	LIFE INSURANCE	594	594	594	594	445	680
101-266.000-727.000	OFFICE SUPPLIES	479	839	1,000	1,000	693	1,000
101-266.000-801.000	PROFESSIONAL SERVICES						8,000
101-266.000-857.100	COMMUNICATIONS-INTERNET ACCES	27,562	27,509	41,930	41,930	27,164	113,030
101-266.000-867.000	GAS & OIL	69	108	1,500	1,500	159	1,500
101-266.000-876.000	RETIREMENT/MERS	11,345	15,504	15,810	15,810	12,363	19,232
101-266.000-876.100	RETIREMENT HEALTH CARE SAVINGS				500	296	1,300
101-266.000-933.000	EQUIPMENT MAINTENANCE	4,746	3,760	5,000	5,000	4,904	5,000
101-266.000-933.001	MAINTENANCE CONTRACTS	2,568	6,251	4,680	4,680	3,204	5,380
101-266.000-934.000	SOFTWARE SUPPORT & MAINT	80,902	74,219	94,359	94,359	62,928	96,754
101-266.000-941.000	EQUIPMENT RENTAL/LEASING	8,786	9,130	8,700	8,700	8,517	9,000
101-266.000-943.000	MOTORPOOL LEASE/MAINTENANCE	3,750	2,200	2,200	2,200	1,833	5,925
101-266.000-971.008	CAPT L OUTLAY -IMPROVEMENT	43,146	5,613	15,000	15,000	10,526	15,000
101-266.000-977.000	EQUIPMENT	94,234	65,594	71,750	77,116	49,474	112,000
101-266.000-977.001	COMPUTER SOFTWARE	37,848	35,768	51,300	39,300	8,619	253,700
Totals for dept 266.000 - COMPUTER SUPPORT		528,024	475,636	557,277	555,348	352,944	904,449

## 101-267 General Services

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
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 2018, it is recommended that this line item remain at \$7,000 in 2019.
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 and people attending meetings in the building. Profits from the vending machines (101-000-000-694-200) are used for this line item. It is recommended that it be increased to \$700 for 2019.
101-267-000-730-000 - Postage	This line item is used for postage costs. Since postage increases are unknown, it is recommended that it remain at \$60,000 for 2019.
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 2018, it is recommended that it remain at \$44,000 in 2019.

<b>Line Item</b>	<b>Explanation</b>
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 2018, it is recommended that it be increased to \$18,000 in 2019. If the Board decides to hire or contract for our communications to do branding, 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. Based on what has been spent to date in 2018, it is recommended that it be increased to \$1,200 for 2019.
101-267-000-941-000 – Equipment Rental/Leasing	This line item is used for equipment rental of the postage machine, copier maintenance and supplies. Based on the expenses to date in 2018, it is recommended that it be reduced to \$15,000 for 2019.
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 2018, it is recommended that it remain at \$1,000 in 2019.

<b>Line Item</b>	<b>Explanation</b>
101-267-000-977-000 – Equipment	<p>This line item reflects the cost of a cellular repeater to amplify outside Verizon Wireless cellular signals into the Township Civic Center. This item was budgeted in 2018 but it is unclear at this time whether it will be completed before the end of the year. Therefore, we are re-budgeting these dollars for 2019. A new tower that is being built may address the need according to our IT Manager.</p> <p>We are also recommending that we purchase another copier for the 2<sup>nd</sup> floor. Therefore, this line has been increased.</p>

11/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 267.000 - GENERAL SERVICES</b>							
101-267.000-727.000	OFFICE SUPPLIES	5,719	6,801	7,000	7,000	5,106	7,000
101-267.000-727.200	OFFICE MEETING/WELC SUPPLIES	292	339	500	500	475	700
101-267.000-730.000	POSTAGE	63,259	40,512	60,000	77,682	46,976	60,000
101-267.000-850.000	TELEPHONE	44,115	42,006	44,000	44,000	29,879	44,000
101-267.000-900.000	PUBLISHING	15,536	11,510	15,000	15,000	15,524	18,000
101-267.000-933.000	EQUIPMENT MAINTENANCE	776	970	600	600		1,200
101-267.000-941.000	EQUIPMENT RENTAL/LEASING	15,738	13,348	17,000	17,000	8,001	15,000
101-267.000-956.000	MISCELLANEOUS	657	694	1,000	2,000	1,080	1,000
101-267.000-977.000	EQUIPMENT	854		40,000	46,134	13,990	48,000
Totals for dept 267.000 - GENERAL SERVICES		146,946	116,180	185,100	209,916	121,031	194,900

## NARRATIVE

### 101-371 - Planning

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-371-000-705-000 – Salary-Supervision	This line item reflects 75% of the salary of the Planning & Development Coordinator and 12.5% of the OCS Administrator position. In previous years, 100% of the Coordinator position was budgeted here but since some work is done with the Building Department, the 75%/25% split is recommended. Therefore, a decrease is shown even though a 3% salary increase is budgeted, the same as the Teamster contract.
101-371-000-707-000 – Temporary Wages/Seasonal	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 2019.
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.

<b>Line Item</b>	<b>Explanation</b>
101-371-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase. Even though the increase is budgeted, the amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.
101-371-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources. The amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.
101-371-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A decrease has been budgeted, due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn't pay the same amount as those receiving family coverage. Additionally, 25% of the Planning & Development Coordinator is budgeted in Fund 249 – Building in 2019.
101-371-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. Even though the increase is budgeted, the amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.

<b>Line Item</b>	<b>Explanation</b>
101-371-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. Even though the increase is budgeted, the amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.
101-371-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. The amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.
101-371-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. The amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.
101-371-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources. Even though the increase is budgeted, the amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.
101-371-000-723-000 – Deferred Compensation Employee	Figures provided by the Accounting Director.



<b>Line Item</b>	<b>Explanation</b>
101-371-000-727-000 – Office Supplies	Expenses for office supplies necessary for day-to-day operations. No change.
101-371-000-755-000 – Subscriptions & Publications	Expenses for professional subscriptions and publications in order to maintain education of employees within the department including Planning & Zoning News. No change.
101-371-000-801-003 – Township Projects-Planner	Master plan update and zoning ordinance rewrites: \$60,000 for 2018, \$99,500 in 2019, and \$12,500 in 2020. Budget for this project was approved at the June 19 <sup>th</sup> , 2018 Township Board meeting.
101-371-000-801-006 – Professional Planning Contract	Expenses for professional consulting services relating to planning issues for community development projects. It is recommended that this line item be reduced to \$12,000 for 2019.
101-371-000-817-000 – Township Projects Engineer	Expenses for professional consulting services relating to engineering issues for community development projects and administration of Township Engineering Standards & Design Specifications. This item is requested to remain at \$12,000 in anticipation of continued positive economic development momentum and special projects, including, but not limited to, Ecorse Road and East Michigan Avenue corridor streetscape improvements.
101-371-000-860-000 – Travel	Reimbursement for use of personal vehicles for Township business by the Planning & Development Coordinator position. No change from the 2018 original budget.

<b>Line Item</b>	<b>Explanation</b>
101-371-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources. The amount shown is less due to 25% of the Planning & Development Coordinator being budgeted in Fund 249 – Building in 2019.
101-371-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
101-371-000-956-000 – Miscellaneous	Funding for unexpected expenses related to planning, zoning, and community development. No change.
101-371-000-958-000 – Membership & Dues	Dues for staff membership in professional organizations including the American Planning Association (APA) (\$270), Michigan Association of Planning (MAP) (\$95), and American Institute of Certified Planners (AICP) (\$135). The increase is due to the APA dues scale and the addition of AICP certification of the Planning & Development Coordinator position.

11/13/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 371.000 - COMMUNITY DEVELOPMENT</b>							
101-371.000-705.000	SALARY - SUPERVISION	76,871	18,351	72,727	74,971	58,585	59,916
101-371.000-706.013	GIS SERVICE	455					
101-371.000-707.000	SALARY - TEMPORARY/SEASONAL	6,837		10,000	10,000	6,411	10,000
101-371.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	9,410	531	1,119	1,532	531	
101-371.000-708.010	HEALTH INS BUYOUT	375	375	375	375	188	375
101-371.000-715.000	F.I.C.A./MEDICARE	6,624	1,473	6,825	7,029	4,585	5,760
101-371.000-719.000	HEALTH INSURANCE	18,637	52	7,137	7,137	5,807	6,251
101-371.000-719.001	SICK AND ACCIDENT	480	60	539	539	515	334
101-371.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,800)		(1,800)	(1,800)		(450)
101-371.000-719.015	DENTAL BENEFITS	1,516	98	464	464	395	409
101-371.000-719.016	VISION BENEFITS	249	16	107	107	92	98
101-371.000-719.020	HEALTH CARE DEDUCTION	2,530		2,888	2,888	2,107	2,231
101-371.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	92		90	90	68	68
101-371.000-720.000	LIFE INSURANCE	223	25	223	223	197	198
101-371.000-723.000	DEFERRED COMPENSATION EMPLOYE	89		195	195	83	195
101-371.000-727.000	OFFICE SUPPLIES	190	400	750	750	326	750
101-371.000-755.000	SUBSCRIPTIONS & PUBLICATIONS	260	283	200	200	185	200
101-371.000-801.003	TOWNSHIP PROJECTS-PLANNER	26,767	48,980	60,000	60,000	38,845	99,500
101-371.000-801.006	PROFESSIONAL PLANNING CONTRACT		105,103	20,000	20,000	8,310	12,000
101-371.000-817.000	TOWNSHIP PROJECTS ENGINEER	7,617	8,214	12,000	12,000	11,307	12,000
101-371.000-860.000	TRAVEL	723		500	450	291	500
101-371.000-867.000	GAS & OIL				50	38	
101-371.000-876.000	RETIREMENT/MERS	9,578	1,922	4,737	4,824	3,844	3,535
101-371.000-876.100	RETIREMENT HEALTH CARE SAVINGS				750	600	975
101-371.000-956.000	MISCELLANEOUS	247	80	250	250		250
101-371.000-958.000	MEMBERSHIP AND DUES		3	250	250	95	500
Totals for dept 371.000 - COMMUNITY DEVELOPMENT		167,970	185,966	199,576	203,274	143,405	215,595

## NARRATIVE

### 101-400 – Planning Commission

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
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. The rate is \$50 per meeting per person. No change.
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 American Planning Association (APA) and Michigan Association of Planning (MAP). No change.

7/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 400.000 - PLANNING COMMISSION</b>							
101-400.000-704.000	APPOINTED OFFICIALS	2,653	2,689	6,300	6,300	3,582	6,300
101-400.000-715.000	F.I.C.A./MEDICARE	39	39	91	91	53	91
101-400.000-723.000	DEFERRED COMPENSATION EMPLOYE	34	35	82	82	46	82
101-400.000-958.000	MEMBERSHIP AND DUES	400	400	400	400	400	400
Totals for dept 400.000 - PLANNING COMMISSION		3,126	3,163	6,873	6,873	4,081	6,873

## NARRATIVE

### 101-410 – Zoning Board of Appeals

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
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. The rate is \$50 per meeting per person. No change.
101-410-000-715-000 – FICA/Medicare	Employer costs for FICA/Medicare expenses for ZBA members. Figures provided by the Accounting Director.
101-410-000-723-000 – Deferred Compensation Employer	Employer costs for deferred compensation expenses for ZBA members. Figures provided by the Accounting Director.
101-410-000-958-000 – Membership & Dues	Dues for membership in professional organizations such as American Planning Association (APA) and Michigan Association of Planning (MAP). No change.

7/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 410.000 - ZONING BOARD OF APPEALS</b>							
101-410.000-704.000	APPOINTED OFFICIALS	886	962	3,000	3,000	1,100	3,000
101-410.000-715.000	F.I.C.A./MEDICARE	13	31	50	50	35	50
101-410.000-723.000	DEFERRED COMPENSATION EMPLOYE	11	9	45	45	10	45
101-410.000-958.000	MEMBERSHIP AND DUES	250	250	250	250	250	250
Totals for dept 410.000 - ZONING BOARD OF APPEALS		1,160	1,252	3,345	3,345	1,395	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. It is recommended that this line item remain at \$19,000 for 2019.
101-446-000-818-009 – Highways & Streets-Drain Costs	Per the Water Resources Commission, our drain costs for 2019 will be \$172,112.
101-446-000-818-022 – Highways & Streets-Road Construction	It is recommended that \$100,000 be budgeted in this line item for small road projects and calming devices in 2019. 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 and the larger projects come back to the Board after our annual meeting with the Road Commission.

11/16/18



2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 446.000 - HIGHWAYS AND STREETS</b>							
101-446.000-818.008	HIGHWAYS & STREETS LIFT STATI	9,033	8,181	19,000	19,000	4,305	19,000
101-446.000-818.009	HIGHWAYS & STREETS DRAIN COST	252,870	169,331	216,922	216,922	216,922	172,112
101-446.000-818.022	HIGHWAY & ST-ROAD CONSTRUCTIO	137,015	250,090	150,000	1,099,161	317,901	100,000
Totals for dept 446.000 - HIGHWAYS AND STREETS		398,918	427,602	385,922	1,335,083	539,128	291,112

## 101-728 – Economic Development

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-728-000-705-000 – Salary-Supervision	This line item reflects the salary of the newly restored Economic Development Director position.
101-728-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-728-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase.
101-728-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-728-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-728-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. Therefore, there is no increase from the draft budget.
101-728-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. This line item has been adjusted to reflect the increase.

<b>Line Item</b>	<b>Explanation</b>
101-728-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.
101-728-000-719-021 – Admin Fee – Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
101-728-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
101-728-000-727-000 – Office Supplies	This line item reflects expenditures for office supplies and printing for the department.
101-728-000-876-000 – Retirement/MERS	Employer’s portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-728-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
101-728-000-956-000 – Miscellaneous	This line item reflects miscellaneous expenses in the department.

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 728.000 - ECONOMIC DEVELOPMENT</b>							
101-728.000-705.000	SALARY - SUPERVISION				31,300	13,414	77,500
101-728.000-715.000	F.I.C.A./MEDICARE				2,395	1,016	5,929
101-728.000-719.000	HEALTH INSURANCE				860		8,335
101-728.000-719.001	SICK AND ACCIDENT				60		382
101-728.000-719.003	EMPLOYEE PAID HEALTH CONTRA						(600)
101-728.000-719.015	DENTAL BENEFITS				50		409
101-728.000-719.016	VISION BENEFITS				11		98
101-728.000-719.020	HEALTH CARE DEDUCTION				2,275		2,975
101-728.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE				20		90
101-728.000-720.000	LIFE INSURANCE				25		227
101-728.000-727.000	OFFICE SUPPLIES						1,000
101-728.000-876.000	RETIREMENT/MERS				1,620	692	3,317
101-728.000-876.100	RETIREMENT HEALTH CARE SAVINGS				450	250	1,300
101-728.000-956.000	MISCELLANEOUS						500
<b>Totals for dept 728.000 - ECONOMIC DEVELOPMENT</b>					<b>39,066</b>	<b>15,372</b>	<b>101,462</b>

## NARRATIVE

### 101-762 – Residential Services

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-762-000-705-000 – Salary-Supervision	This line item is used for half of the Residential Services Director's salary, with the other half budgeted in Fund 226 – Environmental Services. This position is still vacant due to a retirement in December 2017 but we are recommending that it be budgeted so the position can be filled.
101-762-000-708-004 – Salaries Pay Out-PTO & Sick Time	The language for the 32 hour payout at 100% has been removed from the union contracts.
101-762-000-708-009 – Auto Allowance	This line item was used for half of the auto allowance for the RSD Director. In 2018, this was removed from the budget.
101-762-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-762-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase. <b>It is currently budgeted for family coverage.</b>

<b>Line Item</b>	<b>Explanation</b>
101-762-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
101-762-000-719-003 – Employee Paid Health Contra	This line item reflects 50% of the amount employees pay toward their health care coverage.
101-762-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. Therefore, there is no increase from the draft budget.
101-762-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. This line item has been adjusted to reflect the increase.
101-762-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. 50% of the cost is budgeted in this line item since this budget reflects half of the Residential Services Director's salary.
101-762-000-719-021 – Admin Fees-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
101-762-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
101-762-000-876-000 – Retirement/MERS	For those hired after January 1, 2014, a percentage of 5.16% of payroll is paid. Figures provided by Accounting & Human Resources.

11/15/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 762.000 - RESIDENT SVCS: ADMINISTRATION</b>							
101-762.000-705.000	SALARY - SUPERVISION	43,236	42,304	43,716	43,716	28,420	44,371
101-762.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	663	9,363	673	673		
101-762.000-708.009	AUTO ALLOWANCE	3,000	3,000				
101-762.000-709.000	REG OVERTIME					225	
101-762.000-715.000	F.I.C.A./MEDICARE	3,443	4,167	3,625	3,625	450	3,394
101-762.000-719.000	HEALTH INSURANCE	5,557	9,300	10,236	10,236		12,503
101-762.000-719.001	SICK AND ACCIDENT	213	239	239	239	45	191
101-762.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(900)	(900)	(900)	(900)		(900)
101-762.000-719.015	DENTAL BENEFITS	417	709	667	667		733
101-762.000-719.016	VISION BENEFITS	69	128	128	128		148
101-762.000-719.020	HEALTH CARE DEDUCTION	2,182	3,261	2,888	2,888		2,958
101-762.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	46	(106)	45	45		45
101-762.000-720.000	LIFE INSURANCE	99	99	99	99	3	113
101-762.000-723.000	DEFERRED COMPENSATION EMPLOYE					365	
101-762.000-867.000	GAS & OIL					15	
101-762.000-876.000	RETIREMENT/MERS	4,241	5,533	5,532	5,532	461	2,290
Totals for dept 762.000 - RESIDENT SVCS: ADMINISTRATION		62,266	77,097	66,948	66,948	29,984	65,846



## NARRATIVE

### 101-774 – Parks & Grounds

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-774-000-705-000 – Salary-Supervision	This line item reflects the salary for restoration of the Park Operations Director. We recommend that we have both a Building Operations Director and Park Operations Director, as we have in the past, contingent upon board approval.
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. A contractual 3% increase is budgeted.
101-774-000-707-000 – Salary-Temporary/Seasonal	This line item is used for the wages of seasonal employees. Based on what has been spent to date in 2018, it is recommended that this line item be increased to \$92,000 for 2019.
101-774-000-707-775 – Salary-Temporary/Ford Lake Park	This line item is used for the wages of seasonal employees working within the Ford Lake Park system. Based on what has been spent to date in 2018, it is recommended that this line item be increased to \$93,000 for 2019.
101-774-000-707-776 – Salary Temp FLP Gate Staff	This a fairly new item to record the costs of park staff in relation to the gates. In 2018, we did not expend the amount budgeted due to the rainy season we experienced. The minimum hourly rates will be increasing so we do anticipate using \$24,000 in 2019.

<b>Line Item</b>	<b>Explanation</b>
101-774-000-708-004 – Salaries Pay Out-PTO & Sick Time	This line item is used for the payout of PTO time for employees that have over 360 hours accumulated. The amounts are paid at 75%.
101-774-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
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 2018, it is recommended that this line item be maintained at \$7,500 in 2019.
101-774-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-774-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. The amount is also increased due to budgeting health care for the proposed Park Operations Director position.
101-774-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
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	As predicted, our dental insurance rates for 2019 increased by 10%. There is a greater amount budgeted due to the restored Parks Operations Director position.

<b>Line Item</b>	<b>Explanation</b>
101-774-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. There is a greater amount budgeted due to the restored Parks Operations Director position.
101-774-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card 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 Clarity Benefits. The amount budgeted is less for 2019 due to an employee within the department choosing the health care buyout option.
101-774-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources. An increase is budgeted due to the restored Parks Operations Director position.
101-774-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
101-774-000-724-001 – Unemployment Expense	Based on what has been spent to date in 2018, it is recommended that this line item be maintained at \$5,000 for 2019.
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 2019.

<b>Line Item</b>	<b>Explanation</b>
101-774-000-741-000 – Boot Reimbursement & Uniforms Purchase	This line item is for boot reimbursement for employees within the department. Per the AFSCME contract, we are restoring the laundry service for uniforms. Therefore, this line has been increased to \$6,500 for 2019.
101-774-000-741-775 – Boot Reimbursement & Uniforms Purchase-FLP	This line item is for boot reimbursement for employees within the department, as well as T-shirts for seasonal employees during the season. Due to year to date levels, it is recommended that it be increased to \$800 for 2019.
101-774-000-757-000 – Operating Supplies	This line item is used to purchase safety supplies needed for the parks, as well as trash bags, cans, etc. It is recommended that it be increased to \$2,000 for 2019.
101-774-000-757-775 – Operating Supplies-Ford Lake Park	This line item is used to purchase safety supplies needed for the Ford Lake Park system. It is recommended that this line item be maintained at \$2,000 for 2019.
101-774-000-776-000 – Maintenance Supplies	This line item is used for athletic field paint, rock salt, signs, fall zone material in the playgrounds and trailer/equipment tires. It is expected to cost more for fall zone material later this year (2018), and next. Therefore, it is recommended that it be increased to \$30,000 for 2019.
101-774-000-776-010 – Civic Center Landscaping	This line item is used to plant flowers around areas of the Township Civic Center. It is recommended that it remain at \$3,000 for 2019.

Line Item	Explanation
101-774-000-776-775 – Maint Supplies-Ford Lake Park	This line item is used for maintenance supplies (lumber, bolts, stone, signs, etc.) for the Ford Lake Park system. Based on year to date expenses, it is recommended that it be increased to \$7,500 for 2019.
101-774-000-783-004 – Tree Maintenance	This line item is used for new trees, as well as pruning existing trees. It is recommended that it be reduced to \$1,500 in 2019.
101-774-000-818-011 – Maintenance Contractual Service	This line item is used for electrical contractors, <b>bee friendly weeding &amp; feeding soccer\ball parks</b> , and tree removal. In reviewing what has been spent to date in 2018, it is recommended that it remain at \$20,000 for 2019.
101-774-000-818-775 – Maint-Contr Svcs-Ford Lake Park	This line item is used for electrical contractors, YCUA hydrant usage, Ford Lake Park <b>bee friendly weeding &amp; feeding soccer\ball parks</b> , tree removal and the alarm system. Based on what has been spent to date in 2018, it is recommended that it be increased to \$7,500 for 2019.
101-774-000-850-775 – Telephone-Ford Lake Park	This line item is used for the telephone service at Ford Lake Park. Due to year to date expenses, it is recommended that it be reduced at \$500 for the 2019 budget.
101-774-000-867-000 – Gas & Oil	WEX & Fuelcloud; this line item covers the cost of fuel for work done in the parks. <b>Based on what has been spent to date in 2018, it is recommended that it be increased to \$25,000 in 2019.</b>

<b>Line Item</b>	<b>Explanation</b>
101-774-000-867-775 – Gas & Oil-Ford Lake Park	WEX & Fuelcloud; 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 2018, it is recommended that it be increased to \$12,000 in 2019.
101-774-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
101-774-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
101-774-000-920-000 – Utilities-Parks	This line item is used for electrical/water costs in all the parks. Based on what was spent to date in 2018, it is recommended that it remain at \$14,000 in 2019.
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 2018, it is recommended that it be increased to \$12,000 for 2019.
101-774-000-939-000 – Auto Maintenance	This line item is used for fuel/oil change, and other expenses not covered by maintenance/leasing costs. It is recommended that it remain at \$2,000 in 2019.

<b>Line Item</b>	<b>Explanation</b>
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 2018, it is recommended that it be maintained at \$12,000 for 2019.
101-774-000-939-011 – Parks Equipment Labor	This line item is used to pay labor costs for repairing tractors for field maintenance. We are recommending that it remain at the 2018 level of \$1,000 for 2019.
101-774-000-939-030 – Labor/Fluid Chrgs-Motorpool	This line item is used for antifreeze and other fuel charges from the Motorpool. Figures provided by the Accounting Director.
101-774-000-941-000 – Equipment Rental/Leasing	This line item is used for renting equipment. We use this for rototillers, concrete saws, etc. It is recommended that it remain at \$500 for 2019.
101-774-000-942-775 – Vehicle Charge-Ford Lake Park	It is recommended that this line item remain at \$2,800 for the 2019 budget.
101-774-000-943-000 – Motorpool Lease/Maintenance	This line item is used for motorpool leases for all non-FLP vehicles. Figures provided by the Accounting Director.
101-774-000-943-775 – Motorpool Lease/Maintenance-FLP	This line item is used for motorpool leases for the Ford Lake Park system. Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
101-774-000-956-000 – Miscellaneous	This line item is used for drug screening and driving records. It is recommended that it remain at \$600 for 2019.
101-774-000-958-000 – Membership & Dues	This is used for the pesticide licensing. Based on our needs, it is recommended that it remain at \$300 for 2019.

11/16/18



2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 774.000 - RESIDENT SVCS: PARKS &amp; GROUNDS</b>							
101-774.000-705.000	SALARY - SUPERVISION	27,028	27,535	27,913	29,082	22,663	59,225
101-774.000-706.000	SALARY - PERMANENT WAGES	100,342	115,139	124,062	122,540	96,319	130,856
101-774.000-707.000	SALARY - TEMPORARY/SEASONAL	42,438	94,886	80,000	106,000	92,746	92,000
101-774.000-707.050	WAGES - BACK FILL TEMP	37,141					
101-774.000-707.775	SALARY - TEMP. FORD LAKE PARK	92,083	52,173	75,000	107,300	93,816	93,000
101-774.000-707.776	SALARY TEMP FLP GATE STAFF		15,297	24,000	24,000	13,302	24,000
101-774.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,929	4,715	5,014	5,049	771	3,604
101-774.000-708.010	HEALTH INS BUYOUT	1,500	2,698	1,500	4,500	2,250	3,000
101-774.000-709.000	REG OVERTIME	8,399	4,293	7,500	7,500	5,261	7,500
101-774.000-715.000	F.I.C.A./MEDICARE	12,880	13,132	14,702	15,061	12,417	15,046
101-774.000-719.000	HEALTH INSURANCE	46,593	34,099	51,178	31,178	28,090	62,513
101-774.000-719.001	SICK AND ACCIDENT	1,281	1,317	1,436	1,436	1,281	1,337
101-774.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,500)	(3,375)	(4,500)	(4,500)		(4,500)
101-774.000-719.015	DENTAL BENEFITS	3,937	3,700	3,702	3,702	3,393	5,130
101-774.000-719.016	VISION BENEFITS	683	663	727	727	624	1,033
101-774.000-719.020	HEALTH CARE DEDUCTION	12,313	8,889	14,438	14,438	2,432	14,718
101-774.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	229	210	225	225	104	180
101-774.000-720.000	LIFE INSURANCE	594	555	594	594	568	794
101-774.000-723.000	DEFERRED COMPENSATION EMPLOYE	2,257	2,270	1,625	3,225	2,607	
101-774.000-724.001	UNEMPLOYMENT EXPENSE	1,043		5,000	5,000	1,962	5,000
101-774.000-727.000	OFFICE SUPPLIES	140	127	250	250	162	250
101-774.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	1,495	1,265	1,500	1,500	1,394	6,500
101-774.000-741.775	BOOT REIMB & UNIFORMS PURCHASE - FLP	490	497	500	550	550	800
101-774.000-757.000	OPERATING SUPPLIES	1,321	1,550	1,500	1,450	1,388	2,000
101-774.000-757.775	OPERATING SUPP: FORD LAKE PAR	918	929	2,000	2,000	857	2,000
101-774.000-776.000	MAINTENANCE SUPPLIES	18,698	13,021	20,000	23,000	14,943	30,000
101-774.000-776.010	CIVIC CENTER LANDSCAPING	205	1,250	3,000	1,000	908	3,000
101-774.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	7,082	4,824	5,000	8,000	5,185	7,500
101-774.000-783.004	TREE MAINTENANCE		1,410	2,000			1,500
101-774.000-818.011	MAINTENANCE CONTRACTUAL SRVC	10,894	16,812	20,000	16,500	12,451	20,000
101-774.000-818.775	MAINT-CONTR SVCS - FORD LK PR	4,492	6,840	5,000	5,000	5,060	7,500
101-774.000-850.775	TELEPHONE - FORD LAKE PARK	696	(17)	800	800		500
101-774.000-867.000	GAS & OIL	14,807	15,973	15,000	18,000	23,791	25,000
101-774.000-867.775	GAS & OIL - FORD LAKE PARK	4,898	8,152	6,000	8,000	9,442	12,000

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
101-774.000-876.000	RETIREMENT/MERS	18,993	23,921	24,779	24,918	13,350	20,848
101-774.000-876.100	RETIREMENT HEALTH CARE SAVINGS				975	600	3,250
101-774.000-920.000	UTILITIES - PARKS	17,158	13,827	14,000	14,000	12,121	14,000
101-774.000-920.775	UTILITIES - FORD LAKE PARKS	11,559	13,189	10,000	10,000	8,895	12,000
101-774.000-939.000	AUTO MAINTENANCE	118	376	2,000	3,700	760	2,000
101-774.000-939.010	SMALL EQUIPMENT & PARTS	14,753	11,574	12,000	15,700	13,906	12,000
101-774.000-939.011	Parks Equipment Labor		257	1,000	1,000	594	1,000
101-774.000-939.030	LABOR/FLUID CHRGS - MOTORPOOL	1,200	1,226	1,200	1,200	1,000	1,200
101-774.000-939.031	MOTORPOOL-MISC REPAIR				5,500	3,129	
101-774.000-941.000	EQUIPMENT RENTAL/LEASING	75		500	500		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	27,485	27,425	27,425	30,500	25,697	41,407
101-774.000-943.775	MOTORPOOL LEASE MAINT-FORD L	27,485	27,425	27,425	30,500	25,417	41,407
101-774.000-956.000	MISCELLANEOUS	143	313	600	600	270	600
101-774.000-958.000	MEMBERSHIP AND DUES			300	300		300
101-774.000-977.000	EQUIPMENT		121,631		7,390	7,390	
Totals for dept 774.000 - RESIDENT SVCS: PARKS & GROUNDS		578,075	694,793	640,695	712,690	572,199	786,298

## 101-780 – Stormwater Management

### Expenditures

Line Item	Explanation
101-780-000-801-000 – Professional Services	<p>This line item reflects our annual dues with the Huron River Watershed Council for stormwater management services, which were increased 35% to \$10,248 for 2019. Per the contract with the Middle Huron Partnership, this cost will increase each year over the next five (5) years.</p> <p>Also budgeted in this line is the cost of the permit fee to the State of Michigan and fees charged by OHM for water permit assistance. We would also like to include a study and action plan to educate our residents on keeping our drains clean.</p> <p>It is requested that \$28,000 be budgeted in 2019.</p>

11/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 780.000 - RSD-STORMWATER MGMT DEPT</b>							
101-780.000-801.000	PROFESSIONAL SERVICES	8,304	14,642	25,000	25,000	8,057	28,000
<b>Totals for dept 780.000 - RSD-STORMWATER MGMT DEPT</b>		<b>8,304</b>	<b>14,642</b>	<b>25,000</b>	<b>25,000</b>	<b>8,057</b>	<b>28,000</b>

## 101-851 - Fringes

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-851-000-719-005 – Hospital Physicals	This line item is used for physicals for seasonal employees. It is recommended that it remain at \$3,200 in 2019.
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. It is recommended that this line item remain at \$4,500 for 2019.
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 2019.

8/1/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 851.000 - FRINGES AND INSURANCE</b>							
101-851.000-719.005	HOSPITAL PHYSICALS	2,493	2,693	3,200	3,200	1,195	3,200
101-851.000-724.000	EMPLOYEE ASSISTANCE PROGRAM	3,726	3,689	4,500	4,500	2,759	4,500
101-851.000-803.100	CONTRACT SRVS-FLEX SPENDING	24		250	250		250
Totals for dept 851.000 - FRINGES AND INSURANCE		6,243	6,382	7,950	7,950	3,954	7,950

## 101-950 – Community Stabilization

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
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 2019.
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 2018, it is recommended that it remain at \$200,000 for 2019.
101-950-000-880-001 – Right Of Way Maintenance	This line item covers the cost of contracting with groups to pick up trash along our roadways, clean gutters, etc., as well as the cost of bags, trash pickers, etc. It is recommended that it remain at \$35,000 for 2019.
101-950-000-880-002 – 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 \$60,000 be budgeted for 2019.
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. It is recommended that \$50,000 be budgeted for 2019.

<b>Line Item</b>	<b>Explanation</b>
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 purchases tax foreclosed properties for economic development 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, <b>environmental funding for Township owned property</b> 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> <p>We are recommending that this line item remain at \$90,000 for 2019.</p>

11/16/18



2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 950.000 - COMMUNITY STABILIZATION</b>							
101-950.000-801.023	PUBLIC NUISANCE - LEGAL SVCS	592,839	606,070	600,000	613,237	472,357	600,000
101-950.000-801.024	LAND USE ISSUES	224,292	264,917	200,000	200,000	167,154	200,000
101-950.000-880.001	RIGHT OF WAY MAINT	86,044	19,677	35,000	35,000	13,290	35,000
101-950.000-880.002	MOWING PROPERTIES		66,018	61,000	61,000	48,821	60,000
101-950.000-880.050	COMMUNITY ORGANIZATION		50,000	50,000	50,000		50,000
101-950.000-969.010	LAND BANK - HABITAT	120,043	100,000	100,000	84,000	60,000	100,000
101-950.000-969.011	COMMUNITY STABILIZATION - LAND BANK	99,927	157,824	90,000	105,014	93,613	90,000
101-950.000-969.013	LIBERTY SQUARE - GRANT PROJECT				986	986	
<b>Totals for dept 950.000 - COMMUNITY STABILIZATION</b>		<b>1,123,145</b>	<b>1,264,506</b>	<b>1,136,000</b>	<b>1,149,237</b>	<b>856,221</b>	<b>1,135,000</b>

## 101-956 – Other Functions

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
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 recommends that this line item remain at the 2018 Amended Budget amount of \$1,200 for 2019.
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 2019.
101-956-000-801-000 – Professional Services	This line item is used for various professional services the Township may need, i.e. HR services, architects, economic development, Reimagine Washtenaw, On the Ground News, small engineering projects under \$7,500, etc. It is recommended that it remain at \$55,000 in 2019.
101-956-000-844-000 – Meals on Wheels	It is recommended that this line item remain at \$10,000 for 2019.

<b>Line Item</b>	<b>Explanation</b>
101-956-000-944-002 – Aerotropolis	<p>In June 2017, the Township Board voted to withdraw from the Aerotropolis.</p> <p>They are requesting that we re-join this organization to help create jobs around ACM. We are requesting that \$10,000 be budgeted for 2019 but it will take a Board vote to re-join.</p>
101-956-000-876-002 – Other Retirement Costs	<p>This line item is used for retiree life insurance. It is recommended by our Accounting Director that it be increased to \$1,700 for 2019.</p>
101-956-000-876-003 – OPEB Funding-Retiree Health	<p>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.</p>
101-956-000-884-000 – Wash Dev Council-AA SPARK	<p>\$15,000 is budgeted in 2019 for this line item (\$10,000 for A2 SPARK and \$5,000 for SPARK East).</p>
101-956-000-913-000 – Insurance & Bonds Fleet	<p>Figures were provided by our Accounting Director.</p>
101-956-000-917-000 – Workers Compensation Insurance	<p>Figures were provided by our Accounting Director.</p>
101-956-000-925-000 – Cameras Non Tax Assessment	<p>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). It is recommended that it remain at \$15,500 for 2019.</p>

<b>Line Item</b>	<b>Explanation</b>
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 remain at \$150,000 for 2019. The 2018 activity shown is lower than budgeted but costs are not calculated until the end of the year.
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. Nothing is currently budgeted for 2019 as 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.
101-956-000-926-100 – Right of Way Tree Trim-Removal	We are recommending that \$10,000 be budgeted in 2019 to trim/remove trees.
101-956-000-956-000 - Miscellaneous	It is recommended that this line item remain at \$500 for 2019.
101-956-000-956-006 – Miscellaneous Tax Refunds	This line item is used by the Treasurer’s Office and reflects costs to try to reach MTT settlements. The full settlement amounts are reserved in Fund Balance. It was recommended by our Accounting Director that it be reduced to \$3,000 for 2019.

<b>Line Item</b>	<b>Explanation</b>
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. Based on year to date expenditures, it is recommended that this line item be reduced to \$10,000 for 2019.
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 2019.
101-956-000-957-000 – Bank Charges	It is recommended by our Accounting Director that this line item be decreased to \$12,000 for 2019.
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 2019.

11/16/18

NOTE: OPEB & MERS – It is a stated goal of the Board to fund additional dollars to these two line items to reduce liabilities.

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 956.000 - OTHER FUNCTIONS</b>							
101-956.000-719.010	HEALTH CARE TAX	41,662	2,655	500	1,200	998	1,200
101-956.000-724.001	UNEMPLOYMENT EXPENSE		724	1,000	1,000	(362)	1,000
101-956.000-801.000	PROFESSIONAL SERVICES	34,015	19,315	55,000	67,000	51,603	55,000
101-956.000-801.110	PROFSNL SRV - ENVIRO CLEAN UP WR/GM	7,310					
101-956.000-817.371	CONSULTANT - COMMUNITY DEVELOPMENT	4,533					
101-956.000-844.000	MEALS ON WHEELS	10,000	10,000	10,000	10,000	10,000	10,000
101-956.000-844.002	AEROTROPOLIS	15,000	15,000				
101-956.000-876.002	OTHER RETIREMENT COSTS	1,401	1,422	1,500	1,500	1,197	1,700
101-956.000-876.003	OPEB FUNDING- RETIREE HEALTH	485,193	458,560	417,383	417,383	402,570	439,988
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	107,021	108,103	113,586	113,586	90,437	113,605
101-956.000-917.000	WORKERS COMPENSATION INSURANC	18,007	16,622	16,722	16,722	13,497	17,002
101-956.000-925.000	CAMERAS NON TAX ASSESSMENT	8,410	24,106	15,500	15,500	8,124	15,500
101-956.000-926.000	STREET LIGHTING NON ASSESSABL	140,483	110,716	150,000	150,000	52,948	150,000
101-956.000-926.050	STREET LIGHT -CONSTRUCTION NON-A	170,532	84,693		379,013	379,007	
101-956.000-926.100	RIGHT OF WAY TREE TRIM - REMOVAL	20,990	650	10,000	10,000	3,250	10,000
101-956.000-956.000	MISCELLANEOUS	145	75	500	500		500
101-956.000-956.006	MISCELLANEOUS TAX REFUNDS	2,144	1,593	3,500	3,500	825	3,000
101-956.000-956.020	PROPERTY TAXES ON TWP PROPERT	1,720	14	15,000	14,300	8,199	10,000
101-956.000-956.022	SETTLEMENTS &/or CLAIM DEDUCTIBLES	10,000		10,000	10,000		10,000
101-956.000-957.000	BANK CHARGES	9,116	11,486	12,600	12,600	7,043	12,000
101-956.000-969.007	CONTRIBUTION WATER HARDSHIP	6,840	7,170	12,000	12,000	5,680	12,000
Totals for dept 956.000 - OTHER FUNCTIONS		1,109,522	887,904	859,791	1,250,804	1,050,016	877,495

## 101-970 – Capital Outlay

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-970-000-975-135 – Capital Outlay – Furniture & Fixtures	In 2018, we began replacing the 20 year old office furniture in the Township. We are requesting that this project continue in 2019. Additionally, it has been requested that the chairs in the Clerk’s office be re-upholstered in 2019. Therefore, \$40,000 has been budgeted.
101-970-000-975-141 – Civic Center Roof	\$203,000 was budgeted in 2018 for the Civic Center roof but it will not be done until 2019. Therefore, \$203,000 has been re-budgeted next year.
101-970-000-976-008 – Capital Outlay-Community Center	\$118,600 was budgeted in 2018 for the Community Center roof. This project was completed and will be paid this year.

11/16/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 970.000 - CAPITAL OUTLAY</b>							
101-970.000-971.008	CAPTL OUTLAY -IMPROVEMENT		30,500	29,500	29,500	10,715	
101-970.000-971.010	CAPITAL OUTLAY - NETWORK EXPANSION	101,214					
101-970.000-971.100	CAPITAL OUTLAY - TYLER DAM PROJECT		1,523,048			(50,573)	
101-970.000-972.000	CAPO NEIGHBORHOOD CAMERA SYSTEM	59,392	29,634				
101-970.000-974.100	CDBG PROJECT - CAPITAL OUTLAY				14,330	235	
101-970.000-975.135	CAP OUTLAY - FURNITURE & FIXTURES		16,053	50,000	50,000	39,665	40,000
101-970.000-975.141	CIVIC CENTER - ROOF				203,000		
101-970.000-976.007	CAPITAL OUTLAY - VETERANS DRIVE	50,485	24,558				
101-970.000-976.008	CAPITAL OUTLAY - COMMUNITY CT				118,600		
Totals for dept 970.000 - CAPITAL OUTLAY		211,091	1,623,793	79,500	415,430	42	40,000



**101-999 – Other Financing Uses**

**Expenditures**

<b>Line Item</b>	<b>Explanation</b>
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	The Series B Bonds were paid off so this transfer is no longer necessary.

8/1/18

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>Dept 999.000 - OTHER FINANCING USES</b>							
101-999.000-969.212	TRANSFER TO BSR II Fund 212	345,000	363,455	333,000	433,000	433,000	327,000
101-999.000-969.301	TRANSFER OUT: TO GEN OBLIGATION	481,000	480,000				
101-999.000-969.397	TRANSFER OUT: TO DEBT FUND B			537,000	747,000	705,422	
101-999.000-969.584	CONTRIBUTION TO GOLF COURSE		150,000				
<b>Totals for dept 999.000 - OTHER FINANCING USES</b>		<b>826,000</b>	<b>993,455</b>	<b>870,000</b>	<b>1,180,000</b>	<b>1,138,422</b>	<b>327,000</b>

2019 GENERAL FUND #101 BUDGET REQUEST

11/16/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
TOTAL APPROPRIATIONS		8,333,855	9,869,281	8,399,411	10,683,360	7,590,531	8,847,104
NET OF REVENUES/APPROPRIATIONS - FUND 101		943,545	1,701,529	78,429	78,429	(130,873)	205,385
BEGINNING FUND BALANCE		4,108,725	5,052,275	6,753,795	6,753,795		4,705,842
LESS PRIOR YEAR APPROPRIATIONS				0	(2,126,382)		0
ENDING FUND BALANCE		5,052,270	6,753,804	6,832,224	4,705,842		4,911,227
PERCENTAGE OF REVENUE		54%	58%	81%	44%		54%

## Fund 212 – BSR II

### Revenues

<b>Line Item</b>	<b>Explanation</b>
212-000-000-403-000 – Current Property Taxes	This line item reflects revenues from property taxes, based on values and millage rates.
212-000-000-476-489 – Bicycle Paths Fee	When building permits are issued, a fee is charged for bicycle paths, based on the property frontage. This line item reflects estimated revenues received for these fees. Based on revenues received in previous years, as well as to date in 2018, an increase has been budgeted for 2019.
212-000-000-540-000 – County Grant	The County grant for Grove Road was not completed in 2018 and will need to be brought back to the Board in 2019.
212-000-000-664-001 – Interest Earned	This line item reflects interest earned. Due to the amount received to date in 2018, it is recommended that \$5,000 be budgeted for 2019.
212-000-000-697-000 – Transfer In:General Fund	This line item reflects a transfer from the General Fund to cover a portion of the cost of the Township's road bond. The total bond payment for 2019 is \$600,000.

## Expenditures

Line Item	Explanation
212-212-000-801-000 – Professional Services	It is recommended that \$20,000 be budgeted in this line for 2019.
212-212-000-818-006 – Highways & Streets Maintenance	This line item is used for dust control, street sweeping and limestone lifting on Township roads, as well as the repair of sidewalks in the Township. It is recommended that it be increased to \$50,000 for 2019.
212-212-000-931-004 – Repairs & Maintenance-Parks	This line item is used for repairs and maintenance in our parks. We are recommending that it remain at \$20,000 for 2019.
212-212-000-931-775 – Repairs – Ford Lake Parks	This line item is used for repairs and maintenance in the Ford Lake Park system. We are recommending that it remain at \$20,000 for 2019.
212-212-000-968-230 – Transfer To: Recreation Fund	This line item reflects transfers made to the Recreation Fund for operational expenses. Based on their budget, \$501,663 has been budgeted for 2019 (see Fund 230 – Recreation).
212-212-000-969-584 – Contribution to Golf Course	This line item reflects funds transferred to the Golf Course. Based on their proposed budget, it is recommended that \$213,422 be budgeted for 2019 (see Fund 584 – Golf Course). Most of the increase is due to the addition of one (1) full-time employee in 2018.

<b>Line Item</b>	<b>Explanation</b>
212-970-000-975-795 – Park Improvements	As we continue to <b>replace</b> , improve and upgrade our parks, we are recommending that <b>\$145,960</b> be budgeted for improvements in 2019.

<b>Line Item</b>	<b>Explanation</b>
212-991-000-991-001 – Debt Service-Highways & Streets	This line item reflects the principal payment for our road bonds. \$600,000 has been budgeted for 2019. This was a \$6,000,000 bond at 1.75% and will be paid off in 2022.
212-991-000-991-002 – Debt Svc Interest-Highways&Streets	This line item reflects the cost for debt service interest on our road bond. It is recommended by our Accounting Director that \$54,500 be budgeted for 2019.

11/16/18

2019 BSR II Fund Budget Request

11/09/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
<b>Dept 000.000</b>							
212-000.000-403.000	CURRENT PROPERTY TAXES	1,131,836	1,138,541	1,187,758	1,187,758	1,179,793	1,283,545
212-000.000-403.001	ESA REIMBURSEMENT OP		21,972			1,581	
212-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	9,334	517				
212-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	1,291	1,323				
212-000.000-476.489	BICYCLE PATHS FEE	23,115	20,760	6,000	6,000	13,203	10,000
212-000.000-540.000	COUNTY GRANT				125,700		
212-000.000-569.023	STATE GRANT - DNR	99,600					
212-000.000-569.026	MI STATE GRANT-RECREATION/PARK	44,311					
212-000.000-575.000	WCCVB - CTAP WAYFINDING GRANT				10,000	10,000	
212-000.000-580.000	GRANTS - PRIVATE	10,000					
212-000.000-664.001	INTEREST EARNED	905	5,112			8,228	5,000
212-000.000-675.000	CONTRIBUTIONS & DONATIONS	5,000	1,500		2,400		
212-000.000-697.000	TRANSFER IN: GENERAL FUND	345,000	363,455	333,000	433,000	433,000	327,000
212-000.000-697.707	TRANSFER IN: BONDS & ESCROW				50,000	50,000	
212-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				363,637		
Totals for dept 000.000 -		1,670,392	1,553,180	1,526,758	2,178,495	1,695,805	1,625,545
<b>TOTAL ESTIMATED REVENUES</b>		1,670,392	1,553,180	1,526,758	2,178,495	1,695,805	1,625,545



2019 BSR II Fund Budget Request

11/09/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>APPROPRIATIONS</b>							
<b>Dept 212.000 - BIKE,SIDEWALK,ROAD,REC &amp; GF</b>							
212-212.000-801.000	PROFESSIONAL SERVICES	9,664	1,002	20,000	44,540	13,135	20,000
212-212.000-818.006	HIGHWAYS & STREETS & SIDEWALKS	20,595	17,262	30,000	54,700	27,370	50,000
212-212.000-931.004	REPAIRS & MAINTENANCE - PARKS	8,918	19,128	20,000	24,500	24,335	20,000
212-212.000-931.775	REPAIRS - FORD LAKE PARKS	48,843	22,167	20,000	13,800	7,361	20,000
212-212.000-968.230	TRANSFER TO: RECREATION FUND	503,148	400,000	507,519	507,519	300,000	501,663
212-212.000-969.584	CONTRIBUTION TO GOLF COURSE	109,071	188,796	193,801	193,801	190,000	213,422
212-212.000-977.000	EQUIPMENT				2,400		
Totals for dept 212.000 - BIKE,SIDEWALK,ROAD,REC & GF		700,239	648,355	791,320	841,260	562,201	825,085
<b>Dept 970.000 - CAPITAL OUTLAY</b>							
212-970.000-818.007	HIGHWAYS,STREETS, PARK SIGNS - IMPROV	10,408					
212-970.000-974.037	LAKESIDE PARK GRANT PROJECT	2,500					
212-970.000-975.170	WCCVB - CTAP WAYFINDING GRANT				12,000	12,000	
212-970.000-975.795	PARK IMPROVEMENTS	42,073	1,298		319,884	147,442	145,960
212-970.000-976.008	CAPITAL OUTLAY - COMMUNITY CT		108,077				
212-970.000-977.000	EQUIPMENT				86,828	81,609	
212-970.000-997.001	CAPITAL OUTLAY/RECREATION	243,900					
212-970.000-997.002	CAPITAL OUTLAY/SIDEWALK	21,389	17,388				
212-970.000-997.007	CAPITAL OUTLAY - PATHWAY				183,085	29,458	
Totals for dept 970.000 - CAPITAL OUTLAY		320,270	126,763		601,797	270,509	145,960
<b>Dept 991.000 - DEBT SERVICES</b>							
212-991.000-991.001	DEBT SERVICE HIGHWAYS & STREE	600,000	600,000	600,000	600,000	600,000	600,000
212-991.000-991.002	DEBT SRVC INTEREST-HGHWYS/STS	90,250	78,250	66,250	66,250	66,250	54,500
Totals for dept 991.000 - DEBT SERVICES		690,250	678,250	666,250	666,250	666,250	654,500

2019 BSRII Fund Budget Request

11/09/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
TOTAL APPROPRIATIONS		1,710,759	1,453,368	1,457,570	2,109,307	1,498,960	1,625,545
NET OF REVENUES/APPROPRIATIONS - FUND 212		(40,367)	99,812	69,188	69,188	196,845	0
BEGINNING FUND BALANCE		364,716	324,349	424,161	424,161		129,712
LESS PRIOR YEAR APPROPRIATION					(363,637)		
ENDING FUND BALANCE		324,349	424,161	493,349	129,712		129,712
PERCENTAGE OF REVENUE		19%	27%	32%	6%		8%

## NARRATIVE

### Fund 226 – Environmental Services

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
226-000-000-403-000 – Current Property Taxes	This line item reflects revenues from property taxes, based on values and millage rates.
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 2019 could be zero, nothing has been 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 2018 YTD, it is recommended that it remain at \$2,500 for 2019.
226-000-000-642-001 – Sale of Trash Pickup Stickers	This line item reflects revenue received from the sale of trash stickers. Based on year to date figures, we recommend maintaining the 2018 level of \$7,000 for 2019.
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 2019 (\$110,000 is for the chipper truck purchase). We projected to use this since our Fund Balance is at 47.5%.

## Expenditures

Line Item	Explanation
226-226-000-705-000 – Salary-Supervision	This line item is used for half of the salaries of the Residential Services Director and half of the Building Operations Superintendent. A 3% salary increase is budgeted, the same as the Teamsters.
226-226-000-706-000 – Salary-Permanent Wages	This line item reflects the salaries for 75% of two (2) Floater II/Clerk III positions, a full-time Equipment Operator (previously 50% of Equipment Operator) and 50% of a Mechanic. A 3% contractual increase is budgeted for 2019.
226-226-000-707-000 – Salary-Temporary/Seasonal	This line item is used for seasonal employees who work on the chipper trucks. We have gone from 2 to 4 on staff. Based on year to date amounts for 2018 and increased wages, it is recommended that it be increased to \$40,000 for 2019.
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. We have one (1) at 75% and one (1) at 50%.
226-226-000-709-000 – Regular Overtime	This season has been heavy with overtime. Based on year to date expenditures for 2018 and increased wages, it is recommended that it be increased to \$3,000 for 2019.
226-226-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
226-226-000-719-000 – Health Insurance	Our rates for 2019 increased by 22.4%. We have one (1) family at 100%, two (2) family at 50% and one (1) single at 75%. Figures provided by Human Resources.

Line Item	Explanation
226-226-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$373.84/year for each non-fire department employee. This is almost \$100 less than last year. Figures provided by Human Resources.
226-226-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. Figures provided by Human Resources.
226-226-000-719-015 – Dental Benefits	Our dental insurance rates increased by 10% for 2019. Figures provided by Human Resources.
226-226-000-719-016 – Vision Benefits	Our new 2019 rates for vision increased 15% for 2019. There have been no increase in rates since 2016. Figures provided by Human Resources.
226-226-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card 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 Clarity Benefits.
226-226-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. The increase is \$18 more than 2018. Figures provided by Human Resources.
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. We are recommending that it remain at \$2,000 for 2019.

Line Item	Explanation
226-226-000-726-000 – Recycle Bins – New Homeowner	This line item is used to purchase recycling bins. We have not replenished our supply but expect to before the end of the year. It is recommended that it be increased to \$3,000 for 2019.
226-226-000-726-001 – Stickers for Trash Pick Up	This line item is used to purchase trash stickers @\$1.50 each. Based on year to date expenses, it is recommended that it be reduced to \$4,000 for 2019.
226-226-000-727-000 – Office Supplies	This line item is used to purchase office supplies for the department. Based on year to date expenditures, it is recommended that it be reduced to \$1,000 for 2019.
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 garbage & recycling information in the Helpful Handbook. Last year, we split the cost with the Sheriff's Dept., thus creating a savings. Additionally, this year we will mail them in December, so the expense has not hit yet for this year. Therefore, it is recommended that it remain at \$9,000 for 2019.
226-226-000-741-000 – Boot Reimb & Uniforms Purchase	This line item is used for boot allowance per contract. We will be purchasing and cleaning uniforms again in 2019. It is recommended that it be increased to \$1,000 for 2019.
226-226-000-757-000 – Operating Supplies	This covers the cost of safety equipment used for chipping. Based on year to date expenditures, as well as additional seasonal employees, it is recommended that it be increased to \$1,300 for 2019.
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 be maintained at \$500 for 2019.
226-226-000-800-001 – Administration Fees	Figures provided by the Accounting Director.

Line Item	Explanation
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. We are budgeting an increase to \$16,500 to cover the 2.5% contractual increase for 2019.
226-226-000-804-001 – Contractual/Rubbish Pick Up	This line item covers the “per resident” fee paid to Waste Management for curbside pickup. In 2019, it will be going up to \$6.89 from the current \$6.74. It has been increased to \$1,260,000 for 2019.
226-226-000-804-003 – Contractual/Yard Waste Pick Up	This line item covers the “per resident” fee paid to Waste Management for yard waste pick up. The fee for 2019 will be going up to \$2.08 from the current \$2.03. \$380,000 has been budgeted for 2019 to cover the contractual increase.
226-226-000-804-004 – Twp Disposal Fee	This line item is used to pay dumping fees to the Compost Site for the amount that would normally be charged to anyone for dumping yard waste, wood chips and brush. This represents the dumping from Township residents, Waste Management, the chipping crew and park maintenance. Waste Management is included as they would have to pay to dump elsewhere and bill us back. We propose this to remain at \$165,000 for 2019.
226-226-000-804-006 – Recycling Disposal	This line item covers the cost of hauling recycling containers from the Compost Site to Great Lakes. Based on the expenditures to date in 2018, it is recommended that it be reduced to \$15,000 for 2019. <b>THIS MIGHT TRIPLE</b>

Line Item	Explanation
226-226-000-804-007 – Recycling Pick Up Curbside	This line item covers the “per resident” fee paid to Waste Management for recycling pick up. The rate for 2019 is going up to \$2.01 from the current \$1.97. It is recommended that this line be increased to \$370,000 for 2019.
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. It is recommended that it remain at the amended budget amount of \$130,000 for 2019.
226-226-000-818-017 – Tire Shredding/Contract Services	We are seeing an increase in illegally dumped tires. We pick them up and recycle them through a vendor. It is recommended that it remain at \$1,500 for 2019.
226-226-000-867-000 – Gas & Oil	WEX\Fuelcloud; this line item is used for the fuel used by our chipper trucks with credit card and Township fueling. Based on what has been spent to date in 2018 it is recommended that be reduced to \$4,000 in 2019.
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. Based on what has been spent to date in 2018; as well as the chipper crew being based at the Compost Site, it is recommended that it be increased to \$5,500 in 2019.
226-226-000-867-300 – Fuel Surcharge-Curbside	This is for the contractual charge to us from Waste Management for rising fuel costs. It is recommended that it remain at \$30,000 for 2019.
226-226-000-876-000 – Retirement/MERS	Our rates for employees hired before 1/1/14 is \$15,000 per employee and after 1/1/14 is 5.16% of wages. This is higher than the Annual Required Compensation and we will apply the extra to lower liability. Figures provided by the Accounting Director.



Line Item	Explanation
226-226-000-876-003 – OPEB Funding-Retiree Health	Figures provided by the Accounting Director, per the Actuarial Report.
226-226-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
226-226-000-900-000 - Publishing	This line item covers the printing costs for magnets and the information packets sent to residents each year. Due to rising costs, it is recommended that it be increased to \$21,500 for 2019.
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. Even though the year to date expenditures are low at this time, we expect more usage with the Hydro Office being located there. Therefore, it is recommended that it remain at \$2,000 for 2019.
226-226-000-920-009 – Utilities Maintenance Heating	This line item covers the cost of natural gas service at Ford Lake Park. Even though the year to date expenditures are low at this time, we expect more usage with the Hydro office being located there. Therefore, it is recommended that it be increased to \$3,000 for 2019.
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 2019.
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 2018 amended budget amount of \$7,000 for 2019.

Line Item	Explanation
226-226-000-939-031 – Motorpool – Misc Repair	This is a new line for the unscheduled maintenance of motorpool vehicles not included in the regular maintenance.
226-226-000-943-000 – Motorpool Lease/Maintenance	This line item covers the motorpool charges. Figures provided by the Accounting Director.
226-226-000-956-000 - Miscellaneous	This line item covers the cost of random drug screenings, medical cards, Class A driver’s licenses and other small items. It is recommended that it remain at \$500 for 2019.
226-226-000-956-010 – Tax Refund Expense	Nothing projected.
226-226-000-960-000 – Education and Training	We are recommending that \$10,000 be budgeted in this line item to educate residents on the “Recycle Right” program.
226-226-000-985-000 – Capital Outlay/Vehicles	Purchase of a second chipper truck and chipper has been suggested to streamline operations without stoppage for back up of the chipping/Compost operation.

11/16/18

2019 ENVIRONMENTAL FUND #226 BUDGET

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
<b>Dept 000.000</b>							
226-000.000-403.000	CURRENT PROPERTY TAXES	2,423,692	2,438,215	2,544,634	2,544,634	2,526,460	2,749,847
226-000.000-403.001	ESA REIMBURSEMENT OP		11,473			2,641	
226-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	14,937	1,103				
226-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	2,761	2,806				
226-000.000-642.000	SALE OF RECYCLING BINS	2,138	2,750	2,500	2,500	1,710	2,500
226-000.000-642.001	SALE OF TRASH PICKUP STICKERS	6,724	7,792	7,000	7,000	6,096	7,000
226-000.000-642.002	SALE OF WHITE GOOD STICKERS	231	20				
226-000.000-664.001	INTEREST EARNED	4,093	10,348	2,000	2,000	16,339	15,000
226-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	8,500					
226-000.000-694.001	OTHER INCOME-MISCELLANEOUS	7,450	6,836			8,000	
226-000.000-694.004	MISC REVENUE - INSURANCE REIM	875	885			686	
226-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			208,223	251,728		242,682
Totals for dept 000.000 -		2,471,401	2,482,228	2,764,357	2,807,862	2,561,932	3,017,029
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,471,401</b>	<b>2,482,228</b>	<b>2,764,357</b>	<b>2,807,862</b>	<b>2,561,932</b>	<b>3,017,029</b>

2019 ENVIRONMENTAL FUND #226 BUDGET

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
APPROPRIATIONS							
Dept 226.000 - ENVIRONMENTAL							
226-226.000-705.000	SALARY - SUPERVISION	70,261	69,837	71,628	72,797	23,251	73,984
226-226.000-706.000	SALARY - PERMANENT WAGES	118,515	115,893	119,974	123,438	92,818	149,501
226-226.000-707.000	SALARY - TEMPORARY/SEASONAL	24,256	26,085	32,000	32,000	38,537	40,000
226-226.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,915	11,455	2,948	3,861	1,298	
226-226.000-708.009	AUTO ALLOWANCE	3,000	3,000	3,000	3,000		
226-226.000-708.010	HEALTH INS BUYOUT	3,750	3,750	3,750	3,750	1,875	3,750
226-226.000-709.000	REG OVERTIME	889	677	2,000	2,000	3,252	3,000
226-226.000-715.000	F.I.C.A./MEDICARE	15,064	15,736	16,041	16,466	9,725	17,964
226-226.000-719.000	HEALTH INSURANCE	28,853	32,058	36,059	36,059	23,408	56,262
226-226.000-719.001	SICK AND ACCIDENT	1,494	1,616	1,449	1,449	1,281	1,201
226-226.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,050)	(3,881)	(4,050)	(4,050)		(4,050)
226-226.000-719.015	DENTAL BENEFITS	2,871	3,216	3,018	3,018	2,102	4,054
226-226.000-719.016	VISION BENEFITS	571	658	663	663	459	910
226-226.000-719.020	HEALTH CARE DEDUCTION	10,252	11,450	10,841	10,841	2,133	13,922
226-226.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	206	197	225	225	113	225
226-226.000-720.000	LIFE INSURANCE	693	670	693	693	570	907
226-226.000-723.000	DEFERRED COMPENSATION EMPLOYE	320	339	369	369	503	520
226-226.000-724.001	UNEMPLOYMENT EXPENSE			2,000	2,000		2,000
226-226.000-726.000	RECYCLE BINS NEW HOMEOWNERS	2,770	3,219	2,500	2,500		3,000
226-226.000-726.001	STICKERS FOR TRASH PICK-UP	6,000	6,750	5,000	5,000	4,500	4,000
226-226.000-727.000	OFFICE SUPPLIES	1,180	893	1,300	1,450	1,212	1,000
226-226.000-730.000	POSTAGE	8,071	4,815	9,000	8,850	3,321	9,000
226-226.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	225	225	500	500		1,000
226-226.000-757.000	OPERATING SUPPLIES	191	318	1,000	1,000	978	1,300
226-226.000-776.000	MAINTENANCE SUPPLIES	368	73	500	500		500
226-226.000-800.001	ADMINISTRATION FEES	13,810	13,810	22,836	22,836	19,030	21,659
226-226.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	15,782	16,083	15,000	15,000	10,579	16,500
226-226.000-804.001	CONTRACTUAL/RUBBISH PICKUP	1,176,584	1,217,201	1,246,484	1,246,484	843,145	1,260,000
226-226.000-804.003	CONTRACTUAL/YARDWASTE PICKUP	341,041	354,769	367,181	367,181	244,217	380,000
226-226.000-804.004	TWP DISPOSAL FEE	153,789	163,512	165,000	165,000	155,820	165,000
226-226.000-804.006	RECYCLING DISPOSAL	14,021	11,540	17,000	17,000	8,517	15,000
226-226.000-804.007	RECYCLING PICK-UP CURBSIDE	336,877	352,379	365,203	365,203	213,592	370,000
226-226.000-804.008	CURBSIDE RECYCLING DISPOSAL	28,556	8,148	95,000	130,000	104,994	130,000

2019 ENVIRONMENTAL FUND #226 BUDGET

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
226-226.000-818.017	SHREDDING - TIRES & PAPER	1,485	1,406	1,500	1,500	890	1,500
226-226.000-867.000	GAS & OIL	6,588	7,866	10,000	10,000	2,848	4,000
226-226.000-867.200	GAS & OIL - YCUA	166		500	1,500	3,864	5,500
226-226.000-867.300	FUEL SURCHARGE-CURBSIDE	(6,340)	7,789	30,000	30,000	16,322	30,000
226-226.000-876.000	RETIREMENT/MERS	22,872	30,186	30,465	30,588	15,211	20,905
226-226.000-876.003	OPEB FUNDING- RETIREE HEALTH	13,748	15,843	15,820	15,820	15,820	20,647
226-226.000-876.100	RETIREMENT HEALTH CARE SAVINGS				875	400	4,225
226-226.000-900.000	PUBLISHING	37,334	20,545	20,000	20,000	3,527	21,500
226-226.000-913.000	INSURANCE & BONDS FLEET	6,458	6,771	7,138	7,138	5,463	6,855
226-226.000-917.000	WORKERS COMPENSATION INSURANC	6,016	5,405	6,022	6,022	4,817	6,004
226-226.000-920.005	UTILITIES LIGHT	1,370	1,529	2,000	2,000	895	2,000
226-226.000-920.009	UTILITIES MAINTENANCE HEATING	1,097	1,389	2,000	2,000	494	3,000
226-226.000-933.000	EQUIPMENT MAINTENANCE	7,131	2,933	6,000	6,000	2,652	6,000
226-226.000-939.000	AUTO MAINTENANCE	3,924	6,922	8,000	7,000	653	7,000
226-226.000-939.031	MOTORPOOL-MISC REPAIR						5,000
226-226.000-943.000	MOTORPOOL LEASE/MAINTENANCE	4,019	4,100	4,000	5,536	4,613	10,284
226-226.000-956.000	MISCELLANEOUS		381	500	500	169	500
226-226.000-956.010	TAX REFUND EXPENSE			4,000	4,000		
226-226.000-958.000	MEMBERSHIP AND DUES	75					
226-226.000-960.000	EDUCATION AND TRAINING	30	50	300	300		10,000
226-226.000-985.000	CAPITAL OUTLAY/VEHICLES	104,805					110,000
Totals for dept 226.000 - ENVIRONMENTAL		2,588,903	2,559,606	2,764,357	2,807,862	1,889,868	3,017,029
<b>TOTAL APPROPRIATIONS</b>		<b>2,588,903</b>	<b>2,559,606</b>	<b>2,764,357</b>	<b>2,807,862</b>	<b>1,889,868</b>	<b>3,017,029</b>

2019 ENVIRONMENTAL FUND #226 BUDGET

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
	NET OF REVENUES/APPROPRIATIONS - FUND 226	(117,502)	(77,378)			672,064	0
	BEGINNING FUND BALANCE	1,562,457	1,444,948	1,367,573	1,367,573		1,115,845
	LESS PRIOR YEAR APPROPRIATIONS			(208,223)	(251,728)		(242,682)
	ENDING FUND BALANCE	1,444,955	1,367,570	1,159,350	1,115,845		873,163
	PERCENTAGE OF REVENUE	58%	55%	42%	40%		29%

**NARRATIVE**

**Fund 230 – Recreation 2019**

**Revenues**

<b>Line Item</b>	<b>Explanation</b>
230-000-000-529-000 – Federal Grants-Other	This line item reflects the revenues received for the Senior Nutrition Grant Program. This is a Federal Program through the County. On avg. we serve 500 meals monthly.
230-000-000-540-000 – County Grant	We received and completed the grant for healthy communities in the amount of \$4,318.86.
230-000-000-630-000 – Recreation/Adult Sports	Revenues generated from adult sports programs (racquetball, softball, soccer, tennis).
230-000-000-631-000 – Recreation/Youth Sports	Revenues generated from youth sports programs (t-ball, coach pitch, baseball, softball, basketball, soccer, track & field, tennis, gymnastics, flag football, sports camps, Start Smart pre-school age sports programs, and karate).
230-000-000-632-000 – Recreation/Dance	Revenues generated from youth & adult dance and fitness classes.
230-000-000-634-000 – Recreation/Day Camp	Not budgeting for this in 2019. Other agencies nearby are offering subsidized or free camps.
230-000-000-635-000 – Recreation/Senior Citizen Dues	Revenues generated from annual “50 & Beyond” member dues (individual & family memberships offered).

<b>Line Item</b>	<b>Explanation</b>
230-000-000-636-000 – Recreation/Other Activities	Revenues generated from youth & adult enrichment programs & special events (holiday events, arts & crafts, drama, Jump-A-Rama, Karate, etc.)
230-000-000-637-000 – Recreation/Sr. Citizen Activity Fees	Revenues generated from “50 & Beyond” programs, travel, Pickleball and special events (daddy daughter, Christmas Lunch, etc.).
230-000-000-638-000 - Miscellaneous	Non-Program revenues such as vending machine commissions.
230-000-000-639-000 – Building/Field Rental	Revenues generated from room & gym rentals as well as from outdoor field & court rentals.
230-000-000-641-001 – Ford Lake Gate Fees	Revenues generated from park gate fees (annual & daily fees collected from the sale of park & boat permits). Due to a rainy April and October 2018, the 2018 year to date amount is lower than what was projected.
230-000-000-641-002 – Ford Lake Shelter Rent	Revenues generated from park shelter rentals. We anticipate that the improvements made to parks will help with rentals in 2019.
230-000-000-664-001 – Interest Earned	Interest earned from the Recreation Fund.
230-000-000-675-000 – Contributions & Donations	Revenues received from individuals, businesses and organizations who donate to the department. Donations are usually earmarked for a specific item or program.
230-000-000-675-006 – Senior Grant Private Grantor	This is a line item created for a one-time grant received for the 50 & Beyond Program. It has not been determined that we will receive this again in 2019.



<b>Line Item</b>	<b>Explanation</b>
230-000-000-675-008 – Donations – Art in the Park	This line item was created for future donations to our collaborative community art projects.
230-000-000-694-004 – Misc. Revenue-Insurance Reimb	This line item is used for Insurance claims paid to fix and repair. Usually a budget amendment is requested for this revenue and the corresponding expenditure at the time of reimbursement.
230-000-000-697-212 – Transfer In: BSR II Fund	Funds requested for the Recreation Fund from BSR II to support the expenditure side of the budget.

## Expenditures

Line Item	Explanation
230-751-000-705-000 – Salary-Supervision	This line item is used for the Recreation Services Manager’s salary. Per Resolution No. 2018-17, this salary was set at \$63,668. It is recommended that it be increased by 3%, the same as the Teamsters contract.
230-751-000-706-000 – Salary-Permanent Wages	<p>This line item reflects the wages for a Senior Citizen Coordinator, a Recreation Supervisor, a Floater II/Clerk III and three (3) Building Attendant positions. A 3% contractual increase is budgeted.</p> <p>The 2018 Amended Budget shows a larger amount due to the signing bonuses and 3% increase after the labor contracts were approved.</p>
230-751-000-707-000 – Salary-Temporary/Seasonal (Sports staff for soccer, flag football, etc.)	These part-time positions teach, coordinate and supervise most of our programs. Usually 17 employees ranging \$10 to \$18 per hour or a flat amount for program. Spent less in this area in 2018 than anticipated by utilizing volunteers as much as possible. Decreased this line item for 2019.
230-751-000-707-100 – Salary-Temporary Program Staff – (Senior Aide, bus drivers, art, etc.)	These part-time positions teach, coordinate and supervise most of our programs. Usually 6 to 8 employees ranging \$10 to \$20 per hour. Decreased this line item for 2019
230-751-000-707-200 – Salary-Temporary Dance Staff	These part-time positions teach, coordinate our dance program. Usually 5-6 employees ranging \$16-\$20 per hour.

Line Item	Explanation
230-751-000-707-775 – Salary-Temporary Ford Lake Park	Includes Park Rangers & Park Attendants. Usually 14 to 17 employees ranging \$9.50 to \$13 per hour. Increased this line item for 2019 due to the increase in minimum wage.
230-751-000-708-004 – Salaries Pay Out-PTO & Sick Time	This line item is used for the payout of PTO time for employees that have over 360 hours accumulated. The amounts are paid at 75%.
230-751-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
230-751-000-709-000 – Regular Overtime	This line item reflects overtime costs for the department. Based on what has been spent to date, it is recommended that \$200 be budgeted for 2019.
230-751-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
230-751-000-719-000 – Health Insurance	Our rates for 2019 increased by 22.4%. We have two (2) family and one (1) 2 person coverage. Figures provided by Human Resources.
230-751-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$373.84/year for each non-fire department employee. This is almost \$100 less than last year. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
230-751-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A slight decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn't pay the same amount as those receiving family coverage.
230-751-000-719-015 – Dental Benefits	Our dental insurance rates for 2019 increased by 10%. Even though the increase is budgeted, the amount shown is lower due to one less employee in the department choosing family dental coverage. Figures provided by Human Resources.
230-751-000-719-016 – Vision Benefits	Our new 2019 rates for vision increased 15% for 2019. There have been no increase in rates since 2016. Figures provided by Human Resources.
230-751-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. The amount shown is less due to one less employee in the department choosing family health care coverage.
230-751-000-719-021 – Admin Fees – Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. The amount shown is less due to one less employee in the department choosing family health care coverage.
230-751-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. The increase is \$18 more than 2018. Figures provided by Human Resources.

Line Item	Explanation
230-751-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
230-751-000-727-000 – Office Supplies	This line item covers the cost of general office supplies and paper for printing the monthly senior newsletter, fliers, rules, programs, etc.
230-751-000-730-000 - Postage	This line item covers recreation department mailings. Based on what has been spent to date in 2018, it has been reduced to \$4,000 in 2019.
230-751-000-740-000 – Operating Supplies	This line item covers all of the supplies and equipment needed to operate the many programs and services we offer. Increased this line item for 2019 to purchase new 8 ft tables for Community Center.
230-751-000-740-100 – Rec Youth Sports Program Supplies	This line item covers supplies needed to operate our Youth Sports (including renting gym space). This also covers instructor pay for contractual classes (e.g. Karate).
230-751-000-740-150 – Rec Adult Sports Supplies	This line item covers supplies needed to operate our Adult Sports.
230-751-000-740-200 – Rec Dance Programs	This line item covers supplies needed to operate our Dance program (dance costumes, etc.). Also pays contractual Ballroom Dance Instructor.
230-751-000-740-400 – Rec Enrichment Programs	This line item covers supplies needed to operate our Enrichment Programs (special events, classes, etc.). This line item also covers instructor pay for contractual classes (e.g. Yoga, Jump-a-Rama, Art classes).

<b>Line Item</b>	<b>Explanation</b>
230-751-000-740-500 – Rec Senior Programs	This line item covers supplies needed to operate our Senior Programs. Caterer for Christmas Luncheon also comes from this line item.
230-751-000-757-775 – Operating Supplies – FLP	These are supplies needed to operate the parks (printing of daily & seasonal permits, shirts and ranger uniforms, office supplies, etc.).
230-751-000-776-003 – Maint. Supplies-Community Ctr.	This line item mainly covers custodial supplies for the community center.
230-751-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
230-751-000-818-000 – Contractual Services	This line item reflects sports officials who are not on our payroll; This includes referees and umpires.
230-751-000-818-002 – Contractual Services-Comm Ctr.	This line item is directly related to the maintenance of the community center.
230-751-000-850-000 - Telephone	Telephone usage at the community center.
230-751-000-867-000 – Gas & Oil	This line item pays for fueling the township bus, two ranger trucks, township van and Rec. Dept. vehicle.
230-751-000-876-000 – Retirement/MERS	Our rates for employees hired before 1/1/14 is \$15,000 per employee and after 1/1/14 is 5.16% of wages. This is higher than the Annual Required Compensation and we will apply the extra to lower liability. Figures provided by the Accounting Director.
230-751-000-876-003 – OPEB Funding-Retiree Health	Figures provided by the Accounting Director, per the actuarial.

<b>Line Item</b>	<b>Explanation</b>
230-751-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
230-751-000-880-000 – Community Promotion	Covers promotion through Constant Contact which is a web based newsletter program. Also includes mailing of postcards, advertising programs and our Rosie event. Based on what has been spent to date in 2018, this line item has been reduced to \$7,500 for 2019.
230-751-000-890-000 – Senior Nutrition Program	This line item is used for the Senior Nutrition Program and is reimbursed by a grant.
230-751-000-913-000 – Insurance and Bonds	Figures provided by the Accounting Director.
230-751-000-917-000 – Workers Compensation	Figures provided by the Accounting Director.
230-751-000-920-003 – Utilities-Community Center	This line item covers all of the utilities at the community center.
230-751-000-931-003 – Repairs-Community Center	This line item covers maintenance supplies & repairs to the community center including its fixtures.
230-751-000-931-021 – Non Recurring R&M-Comm Ctr.	This item covers unexpected “one time” repairs throughout the year at the community center.
230-751-000-933-001 – Maintenance Contracts	This item covers our maintenance agreement for our copier through Ricoh.
230-751-000-939.031 – Motorpool – Misc Repair	This is a new line for the unscheduled maintenance of motorpool vehicles not included in the regular maintenance.

<b>Line Item</b>	<b>Explanation</b>
230-751-000-941-000 – Equipment Rental/Leasing	This line item covers the cost of renting port-a-johns for various parks.
230-751-000-943-000 – Motorpool Lease/Maintenance	This line item is for lease and regular scheduled maintenance cost of recreation department vehicles including the township bus, van and two ranger trucks. Figures provided by Accounting Director.
230-751-000-957-000 – Bank Charges	This line item covers processing fees for accepting credit cards. The cost is built into our program fees.
230-751-000-958-000 – Membership & Dues	Membership dues paid for staff, Park Commissioners, & the department for the Michigan Recreation & Park Association.

11/16/18



2019 Recreation Fund Budget Request

11/09/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
230-000.000-529.000	FEDERAL GRANTS - OTHER	15,250	16,000	15,000	15,000	16,000	16,000
230-000.000-540.000	COUNTY GRANT			5,000	5,000		
230-000.000-630.000	RECREATION/ADULT SPORTS	19,115	17,765	19,000	19,000	15,855	18,000
230-000.000-631.000	RECREATION/YOUTH SPORTS	76,532	67,656	70,000	70,000	65,880	70,000
230-000.000-632.000	RECREATION/DANCE	56,874	48,209	58,000	58,000	42,532	57,000
230-000.000-634.000	RECREATION/DAY CAMP	10,437					
230-000.000-635.000	RECREATION/SENIOR CITIZEN DUE	12,178	12,207	11,000	11,000	10,166	11,500
230-000.000-636.000	RECREATION/OTHER ACTIVIES	34,805	38,198	30,000	30,000	31,928	30,000
230-000.000-637.000	RECREATION/SR. CITZ. ACT. FEE	6,509	8,407	11,000	11,000	13,977	11,000
230-000.000-638.000	MISCELLANEOUS	1,211	787	700	700	835	700
230-000.000-639.000	BUILDING / FIELD RENTAL	49,978	56,081	37,000	37,000	37,763	38,000
230-000.000-640.000	OTHER INCOME RECREATION		1,470				
230-000.000-641.001	FORD LAKE GATE FEES	47,266	52,484	50,000	50,000	44,530	50,000
230-000.000-641.002	FORD LAKE SHELTER RENT	6,610	5,780	7,000	7,000	6,534	7,000
230-000.000-664.001	INTEREST EARNED	98	265	50	50	757	400
230-000.000-675.000	CONTRIBUTIONS & DONATIONS	300		200	200		
230-000.000-675.006	SENIOR GRANT- PRIVATE GRANTOR	11,934			24,820	24,820	
230-000.000-675.008	DONATIONS - ART IN THE PARK	2,500					
230-000.000-694.004	MISC REVENUE - INSURANCE REIMB	950	961			745	
230-000.000-697.212	TRANSFER IN: FROM BSR II FUND	503,148	400,000	507,519	507,519	300,000	501,663
230-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				11,734		
Totals for dept 000.000 -		855,695	726,270	821,469	858,023	612,322	811,263
<b>TOTAL ESTIMATED REVENUES</b>		<b>855,695</b>	<b>726,270</b>	<b>821,469</b>	<b>858,023</b>	<b>612,322</b>	<b>811,263</b>

2019 Recreation Fund Budget Request

11/09/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>APPROPRIATIONS</b>							
<b>Dept 751.000 - RESIDENT SVCS: RECREATION</b>							
230-751.000-705.000	SALARY - SUPERVISION	61,135	61,449	61,814	63,669	50,349	65,578
230-751.000-706.000	SALARY - PERMANENT WAGES	212,457	167,855	184,508	192,413	142,138	190,957
230-751.000-707.000	SALARY - TEMPORARY/SEASONAL	12,408	8,476	13,000	8,000	3,420	9,000
230-751.000-707.100	SALARY - TEMP PROGRAM STAFF	41,382	21,527	30,000	24,000	16,242	21,500
230-751.000-707.200	SALARY - TEMP DANCE STAFF	10,580	11,900	16,000	16,000	10,041	16,000
230-751.000-707.775	SALARY - TEMP. FORD LAKE PARK	46,691	41,751	46,000	46,000	39,527	48,000
230-751.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,948	6,018	6,149	6,233		3,935
230-751.000-708.010	HEALTH INS BUYOUT		1,715			1,500	3,000
230-751.000-709.000	REG OVERTIME	285	1,617		1,000	512	200
230-751.000-715.000	F.I.C.A./MEDICARE	21,829	18,497	20,841	21,594	15,475	20,982
230-751.000-719.000	HEALTH INSURANCE	80,761	59,519	81,884	81,884	71,162	70,015
230-751.000-719.001	SICK AND ACCIDENT	2,135	2,155	1,915	1,915	2,135	1,528
230-751.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(9,685)	(9,776)	(7,200)	(7,200)		(4,800)
230-751.000-719.015	DENTAL BENEFITS	4,715	5,150	5,329	5,329	5,117	5,212
230-751.000-719.016	VISION BENEFITS	1,045	1,162	941	941	1,028	1,082
230-751.000-719.020	HEALTH CARE DEDUCTION	12,260	10,349	23,100	23,100	10,170	17,745
230-751.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	458	270	360	360	276	270
230-751.000-720.000	LIFE INSURANCE	990	891	792	792	947	907
230-751.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,561	1,189	1,703	1,703	980	741
230-751.000-727.000	OFFICE SUPPLIES	1,574	1,466	1,800	1,800	883	1,700
230-751.000-730.000	POSTAGE	11,140	558	11,000	2,000	369	4,000
230-751.000-740.000	OPERATING SUPPLIES	338	813	500	500	496	800
230-751.000-740.100	REC YOUTH SPORTS PROG	18,240	17,717	19,000	19,000	13,892	19,000
230-751.000-740.150	REC ADULT SPORTS PROG	2,262	1,872	1,500	1,500	869	1,500
230-751.000-740.200	REC DANCE PROGRAMS	14,607	10,866	12,000	12,000	5,823	12,000
230-751.000-740.300	REC CAMP PROGRAMS	2,014	119				
230-751.000-740.400	REC ENRICHMENT PROGRAMS	7,294	25,638	15,000	28,400	23,929	22,000
230-751.000-740.500	REC SENIOR PROGRAMS	2,155	2,211	800	800		2,450
230-751.000-740.600	ARTS & CRAFT PARK PROGRAM		685		1,000	820	
230-751.000-757.775	OPERATING SUPP: FORD LAKE PAR	2,229	2,500	2,500	2,500	1,890	2,500
230-751.000-776.000	MAINTENANCE SUPPLIES	15					

2019 Recreation Fund Budget Request

11/09/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
230-751.000-776.003	MAINT SUPPLIES - COMMUNITY CT	5,872	4,893	4,500	6,000	5,219	4,700
230-751.000-800.001	ADMINSTRATION FEES	25,051	25,051	19,083	19,083	15,903	19,585
230-751.000-818.000	CONTRACTUAL SERVICES	15,049	11,097	14,500	14,500	8,071	12,000
230-751.000-818.002	CONTRACTUAL SERVICES COMM CEN	2,795	13,719	17,000	22,000	21,441	17,000
230-751.000-850.000	TELEPHONE	2,187	1,014	2,000	2,000	877	2,000
230-751.000-867.000	GAS & OIL	2,705	2,335	3,000	3,000	2,809	3,000
230-751.000-876.000	RETIREMENT/MERS	34,843	35,835	27,523	27,660	22,829	35,738
230-751.000-876.003	OPEB FUNDING- RETIREE HEALTH	46,041	40,972	39,894	39,894	39,894	29,928
230-751.000-876.100	RETIREMENT HEALTH CARE SAVINGS				1,000	603	2,600
230-751.000-880.000	COMMUNITY PROMOTION	19,330	1,050	15,000			7,500
230-751.000-890.000	SENIOR NUTRITION PROGRAM	7,999	8,014	15,000	15,000	6,597	16,000
230-751.000-913.000	INSURANCE & BONDS FLEET	7,012	7,350	7,749	7,749	5,934	7,443
230-751.000-917.000	WORKERS COMPENSATION INSURANC	9,028	8,678	8,684	8,684	6,979	8,746
230-751.000-920.003	UTILITIES - COMMUNITY CENTER	48,735	58,814	58,000	57,100	41,286	59,000
230-751.000-931.003	REPAIRS COMMUNITY CENTER	162	1,543	1,700	1,700	1,550	1,700
230-751.000-931.021	NON RECURRING R & M-COMM CTR	21,358	75	4,000	4,000	2,316	4,000
230-751.000-933.001	MAINTENANCE CONTRACTS	5,403	7,734	4,600	4,600	3,643	5,000
230-751.000-939.031	MOTORPOOL-MISC REPAIR				14,000		7,500
230-751.000-941.000	EQUIPMENT RENTAL/LEASING	3,575	3,100	3,500	3,500	2,875	3,800
230-751.000-943.000	MOTORPOOL LEASE/MAINTENANCE	15,585	15,211	14,200	14,200	14,333	20,921
230-751.000-957.000	BANK CHARGES	4,008	4,612	5,000	5,000	3,830	5,000
230-751.000-958.000	MEMBERSHIP AND DUES	175	290	300	300	235	300
230-751.000-967.100	COUNTY COMMUNITIES GRANT			5,000	5,000	3,011	
230-751.000-974.022	SENIOR REC CENTER - EQUIPMENT	4,901	4,924		24,820		
Totals for dept 751.000 - RESIDENT SVCS: RECREATION		850,637	732,470	821,469	858,023	630,225	811,263
TOTAL APPROPRIATIONS		850,637	732,470	821,469	858,023	630,225	811,263

2019 Recreation Fund Budget Request

11/09/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 230		5,058	(6,200)			(17,903)	0
	BEGINNING FUND BALANCE	35,899	40,960	34,762	34,762		23,028
	LESS PRIOR YEAR APPROPRIATION				(11,734)		
	ENDING FUND BALANCE	40,957	34,760	34,762	23,028		23,028
	PERCENTAGE OF REVENUE - INCLUDES BSR II TRANSFER	5%	5%	4%	3%		3%

## NARRATIVE

### Fund 236 – 14B District Court

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
236-000-000-569-019 – State Grant Revenue	Funds received through a grant from the Supreme Court Administrative Office for a Human Trafficking Docket and Drug Court Docket. The previous grant expired on September 30, 2018. This line item is offset by a corresponding expenditure item. The grant was awarded in September and \$156,000 has been budgeted for 2019.
236-000-000-601-136 – 14B State Shared Revenue	Represents payment from State of Michigan toward that portion of the Judge's salary that is paid directly by the Township. This results in the Township paying no "out of pocket" expense for salary of Judge.

<b>Line Item</b>	<b>Explanation</b>
236-000-000-601-137 – 14B State of MI Juror Comp Reimb	The State of Michigan reimburses the Township for a portion of the Jury Fees paid to jurors. A report is made every six months by the Court and the amount reimbursed by the State is done according to a formula and dependent upon the amount of fees collected by the State. The payments are received twice during the fiscal year. The Court reduced this amount due to a change in how juries are selected. Beginning in 2016 the Court began holding a hearing the day before jurors were required to attend. Often cases are resolved on the day prior to jurors' obligation to attend. If that occurs, jurors do not come to the Court and we are not obligated to pay them.
236-000-000-602-136 – 14B Court Costs	This line item includes the amounts collected as "Court costs" in criminal and traffic cases. It is dependent upon the number of criminal and traffic cases filed by the police agencies and the Court's effectiveness in collecting fines assessed. In the past year there has been a decrease in cases filed and therefore a decrease in costs collected. The Court has made a number of changes to improve collections over the past few years and still anticipates filling the financial coordinator position approved by the Board. The Court anticipates that while production from law enforcement may continue to decrease or flatten, the trend of improved collections will continue.

<b>Line Item</b>	<b>Explanation</b>
236-000-000-602-544 – 14B State of MI Caseflow Assistnc	<p>The amount reflects money received from the State of Michigan based upon the number of drunk driving and drug cases filed with the Court. The Court files a report with the State in March of each year for the previous calendar year. Payments are usually received in June and are dependent upon the number of such cases filed and the amount of fees collected by the Secretary of State for "License Reinstatement Fees". The number of cases that qualify for caseflow assistance has been steadily increasing and it is anticipated that the number of qualifying cases will remain flat for 2019.</p>
236-000-000-603-136 – 14B Civil Fees	<p>This reflects the amounts collected as Civil fees - including filing fees, writ and motion fees. Most of the amount collected for a filing fee (approximately 65%) is taken by the State of Michigan and the balance remains as local money. There have been a number of legislative changes affecting this line item. Changes in State law regarding the frequency with which garnishments are filed is the most significant. Prior to these changes, garnishments for wages had to be renewed periodically. Now a wage garnishment is effective for the life of the judgment. The legislation did not provide for an increase in filing fees to account for the reduction in filings. In addition to a reduction in the amount the Court is able to collect, there has been a trend for reduced filing of new civil cases.</p>

<b>Line Item</b>	<b>Explanation</b>
236-000-000-604-000 – 14B Probation Fees	This item includes payments received as an oversight fee paid by those on probation with the Court. Currently the monthly fee is \$30. There has been a trend over the past few years has been that the percentage of cases that are sent to probation has decreased. As with court costs, the Court is projecting an increase in probation fees collected due to the addition of the financial coordinator position. But as the numbers of cases and tickets filed has decreased, the additional amount collected will be as a result of better collection.
236-000-000-605-001 – 14B Ordinance Fines & Costs	This amount is the money collected and designated as a Penal Fine for violation of an Ypsilanti Township Ordinance. This amount is dependent upon the number of cases filed by the Sheriff's Dept. and the Court's effectiveness in collecting fines assessed. This line item is particularly effected by the number of citations issued as a result of traffic stops. In the past year there has been a decrease in cases filed and therefore a decrease in costs collected. In addition, the Court has made a number of changes to improve collections over the past few years. The Court anticipates that this trend will continue.



<b>Line Item</b>	<b>Explanation</b>
236-000-000-605-003 – 14B Bond Forfeitures	This sum is the money collected by the Court for forfeiture of a bond posted by a criminal defendant. A bond is forfeited when a defendant fails to appear for a scheduled court hearing. This line item has seen a decrease in the last year. Over the past few years this has been a varied amount. If more defendants are utilizing bail bond's services, there is a decrease in the cash bonds deposited with the court and this could contribute to a reduction. The Court anticipates that this number will remain flat for 2019.
236-000-000-605-004 – Interest Earned	This line item reflects interest. It is recommended that \$3,000 be budgeted for 2019. Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
236-000-000-688.200 – Reimburse Projects 14B Court	<p>In July of 2013 the Michigan Indigent Defense Commission (MIDC) was created by legislative Act 19 of 2013. This law requires that the MIDC establish minimum standards for the local delivery of indigent criminal defense services providing effective assistance of counsel to adults throughout this state. These minimum standards shall be designed to ensure the provision of indigent criminal defense services that meet constitutional requirements for effective assistance of counsel. These standards require a greater level of service than is provided under our current contract model. Changes include a requirement for appearance of appointed counsel at arraignment, continuing legal education, and mandatory initial client interview among other requirements. Attached is the legislation and set one of the approved minimum standards for indigent criminal defense services. The legislation as passed in 2013 requires the state to provide funding to pay for the increases in costs for delivery of indigent defense services. The amounts requested in this line item may need to be adjusted once the compliance plan is in place. This line item reflects the amounts that will be requested for reimbursement from the State for the additional costs of mandated services. In October of 2018 funding for this requirement will be available from the State.</p>
236-000-000-699-000 – Appropriated Prior Year Balance	<p>This line item reflects the amount needed from Fund Balance for operations. <b>Nothing has been budgeted for 2019.</b></p>

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
236-136-000-703-001 – Salary-Judge	Represents "pass through" payment for Ypsilanti Township's share of Judge's salary - this amount is reimbursed to the Township by the State as reflected in Revenue line item 601.136.
236-136-000-706-000 – Salary-Permanent Wages	This line item includes salary for the Deputy Clerk positions (6 full-time); One Probation Agent; One Probation Secretary; and 2 Judicial Secretaries. In addition, in 2018 the Board approved the addition of a collections/financial coordinator position. <b>This position has not been filled yet.</b>
236-136-000-706-001 – Salary-Bailiff	This line item includes the salary paid to the Bailiffs. These positions are paid an hourly wage, on an "as needed" basis. These positions are paid no benefits.
236-136-000-706-002 – Salary-Deputy Court Administrator	Salary for Magistrate/Court Administrator. Resolution No. 2018-17 set the 2018 salary for this position at \$78,242. It is recommended that a 3% increase be budgeted for 2019, the same as the Teamsters contract.
236-136-000-707-000 – Salary-Temporary/Seasonal	This line item represents the wages paid to a temporary employee who is hired during a medical (or personal) leave taken by a full-time employee.
236-136-000-708-004 – Salaries Pay Out-PTO & Sick Time	This line item is used for the payout of PTO time for employees that have over 360 hours accumulated. The amounts are paid at 75%.

Line Item	Explanation
236-136-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
236-136-000-709-000 – Regular Overtime	This line item reflects overtime for monthly weekend arraignments.
236-136-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
236-136-000-719-000 – Health Insurance	Our rates for 2019 increased by 22.4%. We have five (5) family, four (4) 2 person, two (2) single, and one (1) single at 50% coverages. Figures provided by Human Resources.
236-136-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$373.84/year for each non-fire department employee. This is almost \$100 less than last year. Figures provided by Human Resources.
236-136-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A slight decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn't pay the same amount as those receiving family coverage.
236-136-000-719-015 – Dental Benefits	Our dental insurance rates increased by 10% for 2019. Figures provided by Human Resources. Even though the increase is budgeted, the amount shown is less due to an employee who previously received family coverage now receiving 2 person coverage.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-719-016 – Vision Benefits	Our new 2019 rates for vision increased 15% for 2019. There have been no increase in rates since 2016. Figures provided by Human Resources.
236-136-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.
236-136-000-719-021 – Admin Fees – Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
236-136-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. The increase is \$18 more than 2018. Figures provided by Human Resources.
236-136-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
236-136-000-724-001 – Unemployment Expense	Figures provided by the Accounting Director.
236-136-000-727-000 – Office Supplies	The Court anticipates office supply purchasing for 2019 to remain similar to 2018.
236-136-000-730-000 - Postage	The Court anticipates postage for 2018 to remain similar to 2017.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-739-000 – Library Subscription	This line item includes costs of subscriptions services for Michigan Compiled Laws; Michigan Supreme and Appeal Court cases; Civil and Criminal Jury Instructions. Subscription costs have increased.
236-136-000-740-000 – Operating Supplies	The Court anticipates operating supplies for 2019 to remain similar to 2018. This line item is used to purchase custodial supplies.
236-136-000-800-001 – Administration Fees	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-801-007 – Attorney Fees Criminal	<p>This line item includes the costs of the attorney appointed by the Court to represent indigent defendants. In July of 2013 the Michigan Indigent Defense Commission (MIDC) was created by legislative Act 19 of 2013. This law requires that the MIDC establish minimum standards for the local delivery of indigent criminal defense services providing effective assistance of counsel to adults throughout this state. These minimum standards shall be designed to ensure the provision of indigent criminal defense services that meet constitutional requirements for effective assistance of counsel. These standards require a greater level of service than is provided under our current contract model. Changes include a requirement for appearance of appointed counsel at arraignment, continuing legal education, and mandatory initial client interview among other requirements. Attached is the legislation and set one of the approved minimum standards for indigent criminal defense services. The legislation as passed in 2013 requires the state to provide funding to pay for the increases in costs for delivery of indigent defense services. The amounts requested in this line item may need to be adjusted once the compliance plan is in place.</p>
236-136-000-801-009 – 14B Other Contractual Service	<p>This line item includes payments for the Labor Law Attorney, if needed. In addition, this line item is for payment to the Dispute Resolution Center (DRC). The DRC mediates all of the small claims matters filed to achieve resolution among the parties rather than a resolution imposed by the Court. The Dispute Resolution Center (DRC) has requested an increase in fees paid to them. We currently pay the DRC \$7,500 annually. Request increase to \$10,000.</p>

<b>Line Item</b>	<b>Explanation</b>
236-136-000-801-010 – Contractual/Visiting Judge	This line item includes the cost of having a substitute or "visiting" judge in the absence of our Judge. It is currently the custom to seek assistance of one of the other sitting Judges in the County District Courts to fill in, when requested, for a colleague. The per diem cost of a visiting judge is \$350, plus mileage. It is not always possible to get a sitting Judge to substitute as the Judges are often attending the same meeting or conference causing the need for a visiting Judge. All efforts are undertaken to avoid the need of a visiting Judge. We are recommending that 5 visiting Judge days be budgeted for.
236-136-000-801-012 – Contractual/Interpreter Fees	This line item includes the cost of a language or deaf interpreter for defendants in a criminal or civil case. This is a statutory obligation of the Court. There has been an increase in the number of cases requiring translation services. In addition the cost of these services has increased due to new training and certification requirements.



<b>Line Item</b>	<b>Explanation</b>						
236-136-000-802-100 – Court Innovation Grant	Funds received through a grant from the Supreme Court Administrative Office for a Human Trafficking Docket and Drug Court Docket. The previous grant expired on September 30, 2018. The grant was awarded in September and \$156,000 has been budgeted for 2019. This line item is offset by a corresponding revenue item.						
236-136-000-812-000 – 14B Jury Fees	<p>This line item represents the payment for Jury duty for the first half, or full, day of service. The Court has implemented pretrial conferences prior to the date of jury selection which eliminates the need for jurors to appear of all matters scheduled are resolved at the pretrial conference.</p> <p>Beginning April 1, 2018 juror costs are increasing. As a result of Act No. 51 of Public Acts of 2017 juror fees are increasing as follows:</p> <table data-bbox="1075 797 1906 906"> <tr> <td>Mileage:</td> <td>From .10 cents to .20 cents per mile</td> </tr> <tr> <td>½ day:</td> <td>From \$12.50 to \$15.00</td> </tr> <tr> <td>1<sup>st</sup> Day:</td> <td>From \$25.00 to \$30.00</td> </tr> </table> <p>This line item covers the first day and mileage. The number of jurors called to court has decreased, so the amount needed for payment has decreased.</p>	Mileage:	From .10 cents to .20 cents per mile	½ day:	From \$12.50 to \$15.00	1 <sup>st</sup> Day:	From \$25.00 to \$30.00
Mileage:	From .10 cents to .20 cents per mile						
½ day:	From \$12.50 to \$15.00						
1 <sup>st</sup> Day:	From \$25.00 to \$30.00						

<b>Line Item</b>	<b>Explanation</b>
236-136-000-812-001 – Witness Fees	This line item represents the payment for a witness fee (and mileage) when a witness is subpoenaed by the Township Attorney's office in a criminal case. This is an expense related to the prosecution of criminal cases by the Township and is probably not appropriate in the Court's budget.
236-136-000-812-002 – 14B Enhanced Jury Fees	<p>This line item represents the payment for Jury duty for the second (or subsequent) half, or full, day of service. Beginning April 1, 2018 juror costs are increasing.</p> <p>As a result of Act No. 51 of Public Acts of 2017 juror fees are increasing as follows:</p> <p>Mileage:                      From .10 cents to .20 cents per mile  Subsequent ½ day:        From \$20.00 to \$22.50  Subsequent full Day:    From \$40.00 to \$45.00</p> <p>There is no need for a change to this line item.</p>
236-136-000-812-003 – 14B Juror Expenses	This line item represents the cost of water, coffee, and snacks offered the Jury panel during jury selection day. This line item may also be used to supply lunch for the jury, if the lunch break occurs during actual deliberations.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-819-006 – Computer Programs/Lien	<p>This line item represents the licensing fee charged by the Michigan State Police for access to the Law Enforcement Information Network (LEIN), in order to obtain copies of criminal histories, warrant entry and recall, and Secretary of State driving records. In 2013 the Court joined CLEMIS. This gives the Court access to electronic data for downloading citations issued by the Washtenaw County Sheriff's Department. This will streamline the citation process and give the Court immediate access to citation information thus allowing the public to contact the Court upon receipt of the ticket and pay it or request a hearing. Currently law enforcement has 72 hours to file a ticket with the court. In addition all citation information will be electronic which will allow the clerks to upload the citation rather than inputting it manually as is the current practice. A final benefit will be that this near immediate upload of citations to the Court's case management software will allow defendants to pay certain citations on-line through a web based payment program the Court is in the process of implementing.</p> <p>In addition to the above computer programs the Court has a contract to utilize RANT software as an assessment tool to determine eligibility for drug court. The contract for RANT is \$1,000 annually.</p> <p>This line item also covers the costs of Court Innovations contract services for online mediation, warrant review, DWLS review and online payment request applications. That contract is \$6,480 annually.</p>

<b>Line Item</b>	<b>Explanation</b>
236-136-000-819-010 – Computer Network Support	This line item had previously represented the amounts paid under a joint memorandum of understanding for the development of the next generation of computer software known as Judicial Information Services. That obligation has been fulfilled. The amount requested at this time reflects the cost of renewing the contract Washtenaw County IT for computer support. This reflects the costs associated with computer support for 20 computers. Included in the cost is software licensing, data storage, internet connection, help desk support and on site support, email and support for ENACT. There are a number of IT initiatives in the county that the Court is and will be impacted by due to our concurrent jurisdiction agreement with the County Trial Court and the 14A and 15 <sup>th</sup> District Courts that County IT is proceeding with that makes the continuation of the relationship with County IT more favorable than other options.
236-136-000-850-000 - Telephone	This line item is based upon estimates provided by Township IT.
236-136-000-860-000 - Travel	This line item is used to pay mileage to employees for travel directed by the Court. Based on 2018 expenditures, it is recommended that it be increased for 2019.
236-136-000-876-000 – Retirement/MERS	Our rates for employees hired before 1/1/14 is \$15,000 per employee and after 1/1/14 is 5.16% of wages. This is higher than the Annual Required Compensation and we will apply the extra to lower liability. Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-876-003 – OPEB Funding-Retiree Health	Figures provided by the Accounting Director, per the actuarial.
236-136-000-876-100 – Retiree Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
236-136-000-900-000 - Publishing	This line item now primarily covers the costs of file folders for criminal and civil cases. This line item is also for the expense of printing of Traffic Citations for the Sheriff's Dept. and citation books for the Ordinance Department.
236-136-000-914-000 – Insurance & Bonds Fire & Liab	Figures provided by the Accounting Director.
236-136-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
236-136-000-920-014 – Utilities-Court	This line item is for utilities for the Court. This is of course weather dependent.
236-136-000-931-000 – Repairs and Maintenance	This line item includes all repair and maintenance expenses for the entire Courthouse.
236-136-000-933-001 – Maintenance Contracts	Security Alarm

<b>Line Item</b>	<b>Explanation</b>
236-137-000-956-000 – Miscellaneous	Recovery garden
236-136-000-957-000 – Bank Charges	This line item reflects the cost of banking fees, most notably for charge card expenses.
236-136-000-958-000 – Membership and Dues	This line item reflects the expense for the annual Bar dues for the Judge and Magistrate; State Association dues for the Judge, Magistrate and Probation Officer; and State fees for certification of court recorders
236-136-000-960-000 – Education and Training	This line item includes the cost of attendance (and related expenses) for continuing training for professional staff.
236-136-000-969-101 – Transfer to General Fund*	This line item reflects the amount transferred to Fund 101 – General Fund for Ordinance fines and costs. Nothing is budgeted for 2019 but if the Court’s fund balance exceeds 15%, the overage amount will be transferred to the General Fund.
236-136-000-977-000 - Equipment	This line item includes the cost of the purchase of new equipment. This line item is increased to reflect the need to upgrade computers. The Court plans to upgrade computers on a 5 year cycle as recommended by both County and Township IT.

11/14/18

\* If fund balance goes above 15%, the overage amount will be transferred to the General Fund.

|

2019 14B DISTRICT COURT FUND #236 BUDGET REQUEST

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
236-000.000-569.019	STATE GRANT REVENUE	111,253	179,053	130,000	130,000	87,402	156,000
236-000.000-601.136	14B STATE SHARED REVENUE	45,724	34,293	50,300	50,300	45,724	45,724
236-000.000-601.137	14B ST OF MI JUROR COMP REIMB	2,470	1,330	2,600	2,600	2,375	2,600
236-000.000-602.136	14B COURT COSTS	559,406	555,227	559,000	559,000	485,260	575,000
236-000.000-602.544	14B-ST OF MI CASEFLOW ASSISTA	10,611	15,155	35,000	35,000	16,875	35,000
236-000.000-603.136	14B CIVIL FEES	224,306	216,819	193,000	193,000	191,014	175,000
236-000.000-604.000	14B PROBATION FEES	99,805	107,354	100,000	100,000	92,462	115,000
236-000.000-605.001	14B ORDINANCE FINES AND COSTS	326,998	831,988	775,000	775,000	498,297	680,000
236-000.000-605.002	FINES & FORFEITS		400				
236-000.000-605.003	14B BOND FORFEITURES	24,620	24,110	20,000	20,000	25,430	20,000
236-000.000-664.001	INTEREST EARNED	655	3,111			4,696	3,000
236-000.000-688.200	REIMBURSE PROJECTS - 14B COURT			115,000	115,000		
236-000.000-694.001	OTHER INCOME-MISCELLANEOUS		162				
236-000.000-694.004	MISC REVENUE - INSURANCE REIM	1,176	1,188			921	
236-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				62,086		
Totals for dept 000.000 -		1,407,024	1,970,190	1,979,900	2,041,986	1,450,456	1,807,324
<b>TOTAL ESTIMATED REVENUES</b>		1,407,024	1,970,190	1,979,900	2,041,986	1,450,456	1,807,324

2019 14B DISTRICT COURT FUND #236 BUDGET REQUEST

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
APPROPRIATIONS							
Dept 136.000 - COURT							
236-136.000-703.001	SALARY - JUDGE	45,724	45,724	50,300	50,300	36,931	45,724
236-136.000-706.000	SALARY - PERMANENT WAGES	446,656	467,334	503,612	507,362	378,632	468,573
236-136.000-706.001	SALARY - BAILIFF	40,449	40,601	42,826	42,826	33,791	42,826
236-136.000-706.002	SALARY - MAGISTRATE/COURT ADMIN	70,232	75,905	75,963	78,242	61,691	80,589
236-136.000-707.000	SALARY - TEMPORARY/SEASONAL	15,818	5,730	10,000	10,000	3,865	8,000
236-136.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,275	1,542	10,115	10,911	3,187	3,756
236-136.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
236-136.000-709.000	REG OVERTIME	10	131			2,023	3,000
236-136.000-715.000	F.I.C.A./MEDICARE	40,256	41,941	50,621	51,152	33,374	47,260
236-136.000-719.000	HEALTH INSURANCE	169,581	171,735	189,799	189,799	169,165	225,882
236-136.000-719.001	SICK AND ACCIDENT	4,730	5,506	5,986	5,986	4,910	4,393
236-136.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(20,710)	(21,476)	(21,692)	(21,692)		(15,300)
236-136.000-719.015	DENTAL BENEFITS	13,263	13,437	15,956	15,956	10,992	13,077
236-136.000-719.016	VISION BENEFITS	2,337	2,523	2,783	2,783	2,092	2,804
236-136.000-719.020	HEALTH CARE DEDUCTION	28,816	33,618	63,703	63,703	38,954	60,638
236-136.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	1,022	1,035	1,125	1,125	800	1,080
236-136.000-720.000	LIFE INSURANCE	2,393	2,475	2,913	2,913	2,366	2,835
236-136.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,457	1,523	687	687	495	661
236-136.000-724.001	UNEMPLOYMENT EXPENSE		5,814	1,500	1,500		
236-136.000-727.000	OFFICE SUPPLIES	11,920	9,719	10,500	10,500	7,632	10,500
236-136.000-730.000	POSTAGE	9,331	8,499	8,000	8,000	7,120	8,000
236-136.000-739.000	LIBRARY SUBSCRIPTION	4,807	4,567	3,000	3,000	4,063	5,000
236-136.000-740.000	OPERATING SUPPLIES	5,585	5,701	6,000	6,000	4,619	6,000
236-136.000-800.001	ADMINISTRATION FEES	31,735	31,735	36,310	36,310	30,258	37,317
236-136.000-801.007	ATTORNEY FEES CRIMINAL	37,311	41,736	170,000	170,000	32,429	170,000
236-136.000-801.009	14B OTHER CONTRACTUAL SERVICE	7,186	7,500			5,625	10,000
236-136.000-801.010	CONTRACTUAL/VISITING JUDGE	433	818	1,000	1,000	435	1,000
236-136.000-801.012	CONTRACTUAL/INTERPRETER FEES	8,860	7,557	6,000	6,000	6,583	6,500
236-136.000-802.100	COURT INNOVATION GRANT	112,569	188,793	130,000	130,000	70,689	156,000
236-136.000-811.000	14B TRANSCRIPTS					228	
236-136.000-812.000	14B JURY FEES	1,450	2,163	3,000	3,000	1,193	2,500
236-136.000-812.001	WITNESS FEES			100	100		
236-136.000-812.002	14B ENHANCED JURY FEES	1,920	700	1,000	1,000	473	1,000



2019 14B DISTRICT COURT FUND #236 BUDGET REQUEST

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
236-136.000-812.003	14B JUROR EXPENSES	313	302	300	300	224	300
236-136.000-819.006	COMPUTER PROGRAMS/LIEN	8,990	10,099	13,800	18,830	17,225	24,960
236-136.000-819.010	COMPUTER NETWORK SUPPORT	32,484	27,198	35,000	35,000		35,000
236-136.000-850.000	TELEPHONE	2,228	1,840	2,500	2,500	1,780	2,500
236-136.000-860.000	TRAVEL	1,113	1,777	800	800	1,939	2,000
236-136.000-876.000	RETIREMENT/MERS	90,188	117,677	117,739	117,739	98,126	159,067
236-136.000-876.003	OPEB FUNDING- RETIREE HEALTH	75,481	79,387	77,338	77,338	77,338	95,589
236-136.000-876.100	RETIREMENT HEALTH CARE SAVINGS						1,300
236-136.000-900.000	PUBLISHING	2,742	1,762	3,000	3,000		3,000
236-136.000-914.000	INSURANCE & BONDS FIRE & LIAB	8,672	9,093	9,585	9,585	7,337	9,205
236-136.000-917.000	WORKERS COMPENSATION INSURANC	6,419	6,386	6,976	6,976	5,491	6,679
236-136.000-920.014	UTILITIES - COURT	14,862	16,635	18,500	15,600	10,681	17,600
236-136.000-931.000	REPAIRS AND MAINTENANCE	8,780	9,381	9,000	46,200	11,888	10,000
236-136.000-933.000	EQUIPMENT MAINTENANCE	685	110				
236-136.000-933.001	MAINTENANCE CONTRACTS			6,600	6,600	3,519	6,500
236-136.000-956.000	MISCELLANEOUS	100		100	800	617	500
236-136.000-957.000	BANK CHARGES	9,102	10,493	8,500	8,500	7,817	8,500
236-136.000-958.000	MEMBERSHIP AND DUES	1,420	1,510	1,500	1,500	905	2,000
236-136.000-960.000	EDUCATION AND TRAINING	175	1,041	2,000	2,000	1,282	2,000
236-136.000-969.101	TRANSFER TO GENERAL FUND	16,524	400,000	200,000	200,000		0
236-136.000-974.025	CAPITAL OUTLAY/SECURITY		5,300		14,700	4,574	
236-136.000-977.000	EQUIPMENT	787	2,712	6,500	6,500	480	6,500
Totals for dept 136.000 - COURT		1,382,481	1,910,289	1,903,845	1,965,931	1,207,338	1,805,815
<b>TOTAL APPROPRIATIONS</b>		<b>1,382,481</b>	<b>1,910,289</b>	<b>1,903,845</b>	<b>1,965,931</b>	<b>1,207,338</b>	<b>1,805,815</b>

2019 14B DISTRICT COURT FUND #236 BUDGET REQUEST

11/06/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
	NET OF REVENUES/APPROPRIATIONS - FUND 236	24,543	59,901	76,055	76,055	243,118	1,509
	BEGINNING FUND BALANCE	222,455	246,999	306,899	306,899		320,868
	LESS PRIOR YEAR APPROPRIATION			0	(62,086)		0
	ENDING FUND BALANCE	246,998	306,900	382,954	320,868		322,377
	PERCENTAGE OF REVENUE	18%	16%	19%	16%		18%

## 2019 BUDGET NARRATIVE

### Fund 250 – LDFA (Local Development Finance Authority)

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
250-000-000-402-250 – Current Tax Revenue-Captured	The 2019 revenues are based on the 2018 property tax values for the LDFA district. The captured funds are then transferred to Fund 398 – General Obligation Bonds for Seaver Farms Infrastructure to cover the bond payments for the infrastructure improvements. This will be paid off in 2028.
250-000-000-664-001 – Interest Earned	This line item reflects interest earned.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
250-991-000-968-398 – Transfer to 2006 Bond Debt	This line item reflects captured funds to be transferred to Fund 398 General Obligation Bond for Seaver Farms Infrastructure to cover the bond payments for infrastructure improvements.

11/16/18

2019 LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA)

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
250-000.000-402.250	CURRENT TAX REVENUE-CAPTURED	246,965	143,805	120,609	120,609	119,415	225,270
250-000.000-664.001	INTEREST EARNED	152	262	100	100	606	300
Totals for dept 000.000 -		247,117	144,067	120,709	120,709	120,021	225,570
TOTAL ESTIMATED REVENUES		247,117	144,067	120,709	120,709	120,021	225,570
<b>APPROPRIATIONS</b>							
Dept 991.000 - DEBT SERVICES							
250-991.000-968.398	TRANSFER TO: 2006 BOND DEBT	229,760	217,026	120,609	120,609	119,415	225,270
Totals for dept 991.000 - DEBT SERVICES		229,760	217,026	120,609	120,609	119,415	225,270
TOTAL APPROPRIATIONS		229,760	217,026	120,609	120,609	119,415	225,270
NET OF REVENUES/APPROPRIATIONS - FUND 250		17,357	(72,959)	100	100	606	300
BEGINNING FUND BALANCE		56,329	73,685	727	727	727	1,333
ENDING FUND BALANCE		73,686	726	827	827	1,333	1,633

## **2019 BUDGET NARRATIVE**

### **Fund 398 – 2013 Bonds (General Obligation Bonds)**

#### **Revenues**

<b>Line Item</b>	<b>Explanation</b>
398-000-000-581-250 – Transfer In: LDFA Fund	This line item reflects the amount transferred from the LDFA Fund to refund the Improvement Bonds, Series 2006 dated June 6, 2013. From the original amount of \$3,200,000, our current balance will be \$2,250,000 on 12/31/18 and \$2,070,000 on 12/31/2019.
398-000-000-664-001 – Interest Earned	This line item reflects interest earned.
398-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount needed from fund balance.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
398-991-000-991-020 – Debt Repayment-Bonds/Seaver	This line item reflects our bond payment.
398-991-000-991-021 – Debt Interest-Bonds/Seaver	This line item reflects the interest payment on the bond.
398-991-000-991-023 – Bond Cost of Issuance	This line item reflects the cost of issuing bond. We need to add \$2,000 for Standard & Poor's Annual Surveillance fee. The prior year's fee was in Fund 397, which was paid off.

11/14/18

2019 GENERAL OBLIGATION 2006/2013 BONDS BUDGET REQUEST

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
398-000.000-581.250	TRANSFER IN: FROM LDFA FUND	229,760	217,026	120,609	120,609	119,415	225,270
398-000.000-664.001	INTEREST EARNED	49	120			3,032	1,000
398-000.000-697.498	TRANSFER IN: CAP FUND SEAVER		7,714	331,085	331,085	331,156	
398-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.						8,570
Totals for dept 000.000 -		229,809	224,860	451,694	451,694	453,603	234,840
<b>TOTAL ESTIMATED REVENUES</b>		<b>229,809</b>	<b>224,860</b>	<b>451,694</b>	<b>451,694</b>	<b>453,603</b>	<b>234,840</b>
<b>APPROPRIATIONS</b>							
Dept 991.000 - DEBT SERVICES							
398-991.000-991.020	DEBT REPAYMENT- BONDS-SEAVER	165,000	170,000	175,000	175,000	175,000	180,000
398-991.000-991.021	DEBT INTEREST BONDS-SEAVER	64,260	60,240	56,100	56,100	56,100	51,840
398-991.000-991.023	BOND COST OF ISSUANCE	250	250	500	500	450	3,000
Totals for dept 991.000 - DEBT SERVICES		229,510	230,490	231,600	231,600	231,550	234,840
<b>TOTAL APPROPRIATIONS</b>		<b>229,510</b>	<b>230,490</b>	<b>231,600</b>	<b>231,600</b>	<b>231,550</b>	<b>234,840</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 398</b>		<b>299</b>	<b>(5,630)</b>	<b>220,094</b>	<b>220,094</b>	<b>222,053</b>	<b>221,323</b>
BEGINNING FUND BALANCE		6,560	6,859	1,229	1,229		221,323
LESS PRIOR YEAR APPROPRIATED FUND BALANCE							(8,570)
ENDING FUND BALANCE		6,859	1,229	221,323	221,323		212,753



**2019 BUDGET NARRATIVE**

**Fund 498 – Capital Improvement Fund – Seaver Farm Infrastructure**

**FUND CLOSED – FUNDS TRANSFERRED TO FUND 398 IN 2018**

**Revenues**

<b>Line Item</b>	<b>Explanation</b>
498-000-000-699-000 – Appropriated Prior Year Balance	Closed fund – all funds transferred to Fund 398, Series B General Obligation Bonds in 2018.

11/14/18

CAPITAL IMPROV-SEAVER INFRASTRURE FUND 498

10/22/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 08/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
498-000.000-664.001	INTEREST EARNED	675	904	500	500		
498-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			330,585	330,585		
Totals for dept 000.000 -		675	904	331,085	331,085		
<b>TOTAL ESTIMATED REVENUES</b>		675	904	331,085	331,085		
<b>APPROPRIATIONS</b>							
Dept 999.000 - OTHER FINANCING USES							
498-999.000-969.398	TRANSFER TO: 398 DEBT 06 BOND		7,714	331,085	331,085	331,156	
Totals for dept 999.000 - OTHER FINANCING USES			7,714	331,085	331,085	331,156	
<b>TOTAL APPROPRIATIONS</b>			7,714	331,085	331,085	331,156	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 498</b>		675	(6,810)			(331,156)	
BEGINNING FUND BALANCE		337,290	337,965	331,156	331,156	331,156	
ENDING FUND BALANCE		337,965	331,155	331,156	331,156		

## NARRATIVE

### Fund 584 – Golf Course

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
584-000-000-650-000 – Sales Merchandise Pro Shop	This line item reflects revenue received from the sale of merchandise sold in the golf shop. Sales of merchandise and sales of food and beverage are split into two general ledger numbers in order to track sales more efficiently. The recommended budget amount has been increased to \$23,000 for 2019.
584-000-000-650-005 – Sales Food and Beverage	This line items reflects revenue received from the sale of food and beverage sold in the golf shop. Sales of merchandise and sales of food and beverage are split into two general ledger numbers in order to track sales more efficiently. The recommended budget amount has been increased to \$30,000 for 2019.
584-000-000-651-001 – Use & Admission Fee-18 Holes	This line item reflects revenue received from 18-hole play. It is recommended that the budget be increased to \$200,000 for 2019.
584-000-000-651-002 – Use & Admission Fee-9 Holes	This line item reflects revenue received from 9-hole play. It is recommended that the budget increase to \$55,000 for 2019.

<b>Line Item</b>	<b>Explanation</b>
584-000-000-651-003 – Use & Admission Fee-Leagues	This line item reflects revenue from League play. It is recommended that the budget be decreased to \$32,000 for 2019.
584-000-000-651-004 – Gift Cards and Coupons	This line item reflects revenue received from gift cards and coupons outstanding at year end. It is recommended that the budget of \$500 stays the same for the 2019 season.
584-000-000-651-005 – Use & Admission Fee-Seas Pass	This line item reflects revenue from the sale of seasonal membership passes. Due to a vast majority of Season Pass Holders being 5 days and a loss of 7 day memberships, it is recommended that the budget be reduced to \$38,000 for 2019.
584-000-000-664-001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks.
584-000-000-667-004 – Equipment Rentals-Carts	This line item reflects revenue received from the rental of golf carts. Based on what has been collected in 2018, it is recommended that this budget be increased to \$133,000 for 2019.
584-000-000-667-005 – Golf Cart Storage Rental	This line item reflects revenue received from the storage of personal golf carts. Due to this being a grandfathered clause, only 7 personal carts and one cart off site still remain. It is recommended that the budget be increased to \$2,100 for 2019.

<b>Line Item</b>	<b>Explanation</b>
584-000-000-694-001 – Other Income-Miscellaneous	This line item reflects revenues received from one-time deposits, including advertising fees collected for ads on scorecards and special revenues that do not have a designated line item.
584-000-000-697-212 – Transfer In: From BSR II Fund	This line item reflects funds needed from Fund 212-BSR II. An increase is requested due to increasing costs and a large depreciation expense from finalizing the cart path project.
584-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount needed from Fund Balance.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
584-584-000-702-001 – Salaries-Greenskeeper	This line item is used for the salary of the Golf Course Superintendent. Resolution No. 2018-17 set the salary for this position at \$79,791. It is recommended that it be increased by 3% in 2019, the same as the Teamster contract.
584-584-000-702-002 – Salaries-Golf Operations Director	This line item is used for the salary of the Golf Operations Director. Resolution No. 2018-17 set the salary for this position at \$49,440. It is recommended that it be increased by 3% in 2019, the same as the Teamster contract.
584-584-000-706-000 – Salary-Permanent Wages	This line item is used for the salary of the Assistant to the Golf Course Superintendent. Resolution No. 2018-17 set the salary for the Assistant at \$31,462. It is recommended that it be increased by 3% in 2019, the same as the Teamster contract.
584-584-000-706-008 – Salary-Wages Pro Shop Assistant	This line item is used for the salary of the Assistant to the Golf Operations Director. The 2018 salary is set at \$31,065. It is recommended that it be increased by 3% in 2019, the same as the Teamster contract.
584-584-000-707-001 – Wages-Temporary Maintenance	This line item is used for the employment of seasonal employees who work on the maintenance of the golf course. It is recommended that it remain at \$50,000 for 2019.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-707-002 – Wages-Temporary Pro Shop	This line item is used for seasonal employees who work in the golf shop. It is recommended that it remain at \$30,000 for 2019.
584-584-000-708-010 – Health Insurance Buy Out	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
584-584-000-709-000 – Regular Overtime	This line item reflects overtime costs for the Assistant Director of Golf Position and Assistant Superintendent position. It is recommended that approximately 300 hours of overtime be budgeted to be used on an as needed basis during the busier months of May through September. During the rest of the season no more than 40 hours per week is expected.
584-584-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
584-584-000-719-000 – Health Insurance	Our rates for 2019 increased by 22.4%. We have two (2) family and one (1) 1 single coverages. Figures provided by Human Resources.
584-584-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$373.84/year for each non-fire department employee. This is almost \$100 less than last year. Figures provided by Human Resources.
584-584-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A slight decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn't pay the same amount as those receiving family coverage.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-719-015 – Dental Benefits	Our dental insurance rates for 2019 increased by 10%. Figures provided by Human Resources.
584-584-000-719-016 – Vision Benefits	Our new 2019 rates for vision increased 15% for 2019. There have been no increase in rates since 2016. Figures provided by Human Resources.
584-584-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.
584-584-000-719-021 – Admin Fees – Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
584-584-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. The increase is \$18 more than 2018. Figures provided by Human Resources.
584-584-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
584-584-000-724-001 – Unemployment Expense	Figures provided by the Accounting Director.
584-584-000-727-001 – Office Supplies Maintenance	This line item is used for office supplies in the maintenance area. It is recommended that the budget remain at \$100 for 2019.
584-584-000-727-002 – Office Supplies Pro Shop	This line items is used for office supplies in the pro shop. It is recommended that the budget remain at \$200 for 2019.



<b>Line Item</b>	<b>Explanation</b>
584-584-000-757-001 – Operating Supplies-Maintenance	This line item is used to purchase general operating supplies regarding the maintenance of the golf course. It is recommended that the budget remain at \$6,500 for 2019.
584-584-000-757-002 – Operating Supplies-Pro Shop	This line item is used for the purchase of operational supplies needed in the golf shop such as credit card processing supplies, miscellaneous food related equipment, thermal paper, score pencils, and employee uniforms. It is recommended that the budget remain at \$3,500 for 2019.
584-584-000-757-003 – Operating Supplies-Cart Rental	This line item covers the lease of the golf carts. The golf cart lease with PNC Equipment is a five-year lease which began May 2016 and ends October 2020. We pay 6 payments a year at \$7,022.07 monthly or \$42,132.42 annually. A monthly maintenance fee of \$603.75 for 6 months is also charged. We also have to pay personal property taxes. It is recommended that the budget be increased to \$55,257 for 2019 to cover the maintenance fee.
584-584-000-757-007 – Cost of Sales-Pro Shop	This line item is used for recording the cost of merchandise inventory after it is sold. We split the cost of inventory sold for food and beverage into two general ledger numbers in order to track our costs more efficiently. This is in correlation with the revenue for sales of merchandise. The net effect is the profit of goods sold. It is recommended to decrease this budget to \$15,000 for 2019.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-757-008 – Cost of Sales-Food & Beverage	This line item is used for recording the cost of food & beverage inventory after it is sold. We split the cost of inventory sold for merchandise and food & beverage into two general ledger numbers in order to track our costs more efficiently. This is in correlation with the revenue for sales of food & beverage. The net effect is the profit of goods sold. It is recommended to decrease this budget to \$17,000 for 2019.
584-584-000-776-004 – Bldg Maint Supplies-Pro Shop	This line item is for the purchase of maintenance supplies for the golf shop. It is recommended that the budget remain at \$250 for 2019.
584-584-000-776-005 – Bldg Maint Supplies-Maintenance	This line item is for the purchase of maintenance supplies for the maintenance building. It is recommended that the budget remains at \$750 for 2019.
584-584-000-783-001 – Seed Planting-Fertilizer	This line item reflects the cost of fertilizer to be used on the golf course. It is recommended that the budget remains at \$26,000 for 2019.
584-584-000-783-002 – Seed Planting-Chemicals	This line item reflects the cost of planting chemicals to be used on the golf course. It is recommended that the budget remains the same at \$16,000 for 2019.
584-584-000-783-003 – Seed Planting-Top Soil	This line item reflects the cost of planting top soil to be used on the golf course. It is recommended that the budget remains the same as the 2018 Original Budget at \$4,500 for 2019.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-783-004 – Tree Maintenance	This line item is used in the event that a tree either has fallen or needs to be taken down by professionals in order to prevent a danger to our staff. It is recommended that the budget be increased from the 2018 Original Budget to \$1,500 for 2019.
584-584-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
584-584-000-801-000 – Professional Services	This line item is used for professional services including the alarm company, pest control, gutter cleaning, locksmith, etc. It is recommended that the budget remain at \$3,500 for 2019.
584-584-000-818-000 – Contractual Services	This line item is used to cover the costs of deep root aeration and back flow prevention. It is recommended that the budget remain at \$1,200 for 2019.
584-584-000-867-000 – Gas & Oil	This line item is used for gas and oil in the golf carts. Based on what has been spent thus far in 2018, it is recommended that the budget remain at \$7,000 for 2019.
584-584-000-867-100 – Gas & Oil-Other Equipment	This line item is used for gas and oil for the golf equipment. It is recommended that the budget remain at \$13,000 for 2019.
584-584-000-876-000 – Retirement/MERS	Our rates for employees hired before 1/1/14 is \$15,000 per employee and after 1/1/14 is 5.16% of wages. This is higher than the Annual Required Compensation and we will apply the extra to lower liability. Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-876.100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
584-584-000-900-000 – Publishing	This line item is used to cover the cost of scorecards and printed marketing materials. The golf director will try to secure sponsors to reduce the cost, however an amount of \$2,000 should be budgeted in the event that sponsors are not secured for 2019.
584-584-000-900-003 – Golf Course Advertising	This line item is for the advertisement of the golf course. It is recommended this line item remain at \$2,000 to purchase our booth at the Novi Golf Show and for the purchase of a professional display and marketing materials that promote the golf course.
584-584-000-914-000 – Insurance & Bonds Fire & Liab	Figures provided by the Accounting Director.
584-584-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
584-584-000-920-008 – Utilities-Maintenance Electric	This line item is used for electric service for the maintenance building at the golf course. It is recommended that the budget remain at \$13,000 for 2019.
584-584-000-920-009 – Utilities-Maintenance Heating	This line item is used for gas service in the maintenance building. It is recommended that the budget remain at the 2018 Original Budget of \$3,000 for 2019.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-920-010 – Utilities-Maintenance Phone	This line item is used for phone service at the maintenance garage. It is recommended that the budget remain at \$700 for 2019.
584-584-000-920-011 – Utilities-Maintenance Water	Based on current spending it is recommended that this budget remain at \$1,000 for 2019.
584-584-000-920-013 – Utilities-Pro Shop	This line item is used for phone service and Comcast service in the golf shop. Based on what has been spent in past years, it is recommended that the budget remain at \$3,000 for 2019.
584-584-000-930-000 – Repairs Maintenance Machinery	This line item is used for repair and winter maintenance of machinery at the golf course. Due to the addition of new equipment it is recommended that the budget remain at the 2018 Original Budget amount of \$3,500 for 2019.
584-584-000-931-009 – Building Maintenance	This line item is used to cover the cost of maintenance at the golf course. It is recommended that the budget remain at \$500 for 2019.
584-584-000-931-010 – Building Maintenance Pro Shop	This line item is used to cover the cost of maintaining the golf shop. It is recommended that the budget remain at the 2018 Original Budget amount of \$2,000 for 2019.
584-584-000-933-000 – Equipment Maintenance	This line item is used to cover the cost of maintaining the golf course equipment. Due to older equipment needing repairs, it is recommended that the budget be increased to \$30,000 for 2019.
584-584-000-939-001 – Vehicle Maintenance	It is recommended that the budget remain at \$500 for 2019.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-939-003 – Golf Cart Expense	This line item is used to cover the cost of repairs and supplies for the golf carts. It is recommended that the budget be increased to \$1,800 in 2019 to allow for repairs to the carts during the 4 <sup>th</sup> year of the cart lease.
584-584-000-943-000 – Motorpool Lease/Maintenance	This line item is used for motor pool lease charge for half purchase of trailer. Figures provided by the Accounting Director.
584-584-000-956-008 – Miscellaneous Expenses-Pro Shop	This line item is for incidental items occasionally needed. It is recommended that the budget remain at \$500 for 2019.
584-584-000-957-000 – Bank Charges	Figures provided by Accounting Director.
584-584-000-958-001 – Memberships & Dues Nat'l Super	This line item is used for the payment of membership dues for the golf course superintendent and it is recommended that this line item remain at \$400 for 2019.
584-584-000-958-004 – Memberships & Dues Pro Shop	This line item is for the payment of PGA National membership dues for the golf director. It is recommended that the budget remain at \$600 for 2019.
584-584-000-968-001 – Depreciation Expense	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-971.000 – Capital Outlay	This line item will be used for the new equipment lease for the golf course. Depending on the financing of the 5-year lease, this amount could be for the total amount then reallocated to the capital assets and the depreciation. It will be recorded with the depreciation expense line item 968-001 over the life of the equipment. Estimated depreciation for this equipment is \$70,878 annually.

\* Per Kirk Sherwood, there were more rain days in April and October 2018 than during the same period in 2017. This is why the year to date amount is under what was budgeted for 2018. 2019 revenue is projected to be higher for golf and cart rental.

Prepared by Kirk Sherwood and Tim Smith

11/13/18 UPDATED BY JNEEL 10-31-18

2019 Golf Course Fund Budget Request

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
584-000.000-650.000	SALES MERCHANDISE PRO SHOP	27,022	18,927	22,000	22,000	20,940	23,000
584-000.000-650.005	SALES FOOD & BEVERAGE	39,193	28,134	27,000	27,000	30,955	30,000
584-000.000-651.001	USE & ADMISSION FEE 18 HOLES	209,961	197,468	195,000	195,000	188,243	200,000
584-000.000-651.002	USE & ADMISSION FEE 9 HOLES	38,149	39,102	50,000	50,000	44,648	55,000
584-000.000-651.003	USE & ADMISSION FEE LEAGUES	35,041	19,825	34,000	34,000	28,488	32,000
584-000.000-651.004	GIFT CARDS AND COUPONS	723	262	500	500	1,098	500
584-000.000-651.005	USE& ADMISSION FEE SEASON PAS	23,046	41,555	40,000	40,000	38,923	38,000
584-000.000-664.001	INTEREST EARNED	298	695	200	200	527	
584-000.000-667.004	EQUIPMENT RENTALS -CARTS	108,129	122,924	130,000	130,000	122,802	133,000
584-000.000-667.005	GOLF CART STORAGE RENTAL	1,371	1,750	2,000	2,000	2,100	2,100
584-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	17,225					
584-000.000-694.001	OTHER INCOME-MISCELLANEOUS	1,999	106			491	
584-000.000-694.004	MISC REVENUE - INSURANCE REIM	1,775	1,138		4,300	5,422	
584-000.000-694.007	MISCELLANEOUS INCOME OVR&SHOR		(24)				
584-000.000-697.000	TRANSFER IN: GENERAL FUND		150,000				
584-000.000-697.212	TRANSFER IN: FROM BSRII FUND	109,071	188,796	193,801	193,801	190,000	213,422
584-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			50,000	55,851		30,000
Totals for dept 000.000 -		613,003	810,658	744,501	754,652	674,637	757,022
<b>TOTAL ESTIMATED REVENUES</b>		<b>613,003</b>	<b>810,658</b>	<b>744,501</b>	<b>754,652</b>	<b>674,637</b>	<b>757,022</b>



2019 Golf Course Fund Budget Request

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>APPROPRIATIONS</b>							
<b>Dept 584.000 - GOLF COURSE FUND</b>							
584-584.000-702.001	SALARIES - GREENSKEEPER	76,616	77,456	77,467	79,791	62,912	82,185
584-584.000-702.002	SALARIES - PRO SHOP DIRECTOR	22,300	47,077	50,750	52,190	38,981	50,923
584-584.000-706.000	SALARY - PERMANENT WAGES	53,640	30,542	30,546	31,463	24,807	32,406
584-584.000-706.008	WAGES PROSHOP			30,160	30,160	17,859	31,065
584-584.000-707.001	WAGES- TEMPORARY MAINTENANCE	59,391	42,976	50,000	50,000	46,101	50,000
584-584.000-707.002	WAGES- TEMPORARY PRO SHOP	59,227	48,365	30,000	30,000	28,104	30,000
584-584.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,105	738				
584-584.000-708.010	HEALTH INS BUYOUT	4,286	3,000	3,000	3,000	1,500	3,000
584-584.000-709.000	REG OVERTIME	21	7,082	10,000	8,500	7,626	12,000
584-584.000-715.000	F.I.C.A./MEDICARE	12,245	13,730	16,534	16,892	12,461	16,573
584-584.000-719.000	HEALTH INSURANCE	6,212	19,736	48,079	48,079	34,503	58,346
584-584.000-719.001	SICK AND ACCIDENT	627	798	1,436	1,436	962	1,146
584-584.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,800)	(3,625)	(5,400)	(5,400)		(4,200)
584-584.000-719.015	DENTAL BENEFITS	1,794	2,267	3,777	3,777	2,908	4,155
584-584.000-719.016	VISION BENEFITS	338	449	770	770	554	885
584-584.000-719.020	HEALTH CARE DEDUCTION	1,908	3,323	14,438	14,438	11,122	17,325
584-584.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	92	158	270	270	192	270
584-584.000-720.000	LIFE INSURANCE	297	330	594	594	436	680
584-584.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,832	1,188	1,170	1,170	965	1,170
584-584.000-724.001	UNEMPLOYMENT EXPENSE	682	1,684	3,000	3,000	1,314	2,000
584-584.000-727.000	OFFICE SUPPLIES	180					
584-584.000-727.001	OFFICE SUPPLIES MAINTENANCE		85	100	100	81	100
584-584.000-727.002	OFFICE SUPPLIES PRO SHOP		128	200	50	50	200
584-584.000-757.001	OPERATING SUPPLIES MAINTENANC	5,520	7,762	6,500	6,500	5,647	6,500
584-584.000-757.002	OPERATING SUPPLIES PRO SHOP	2,710	2,381	3,500	3,500	2,643	3,500
584-584.000-757.003	OPERATING SUPPLIES-CART RENTA	47,931	50,681	50,957	55,257	51,311	55,257
584-584.000-757.007	COST OF SALES PRO SHOP	21,962	11,380	17,000	17,000	13,638	15,000
584-584.000-757.008	COST OF SALES FOOD & BEV	27,843	11,611	21,000	21,000	11,628	17,000
584-584.000-776.004	BLDG MAIN SUPPLIES PRO SHOP	215	83	250	250	28	250
584-584.000-776.005	BLDG MAIN SUPPLIES MAINTENANC	745	1,064	750	750	705	750
584-584.000-783.001	SEED PLANTING -FERTILIZER	23,889	21,968	26,000	26,000	23,796	26,000
584-584.000-783.002	SEED PLANTING -CHEMICALS	16,774	16,263	16,000	16,000	14,172	16,000
584-584.000-783.003	SEED PLANTING -TOP SOIL	5,230	4,809	4,500	2,200	1,578	4,500

2019 Golf Course Fund Budget Request

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
584-584.000-783.004	TREE MAINTENANCE	3,825	495	1,000	2,600	2,585	1,500
584-584.000-800.001	ADMINSTRATION FEES	23,294	23,294	17,758	17,758	14,798	18,220
584-584.000-801.000	PROFESSIONAL SERVICES	2,079	2,946	3,500	3,500	2,522	3,500
584-584.000-818.000	CONTRACTUAL SERVICES	1,019	9,864	1,200	1,200	159	1,200
584-584.000-867.000	GAS & OIL	7,450	4,778	7,000	7,000	7,022	7,000
584-584.000-867.100	GAS & OIL - OTHER EQUIP	12,396	12,138	13,000	14,500	12,938	13,000
584-584.000-876.000	RETIREMENT/MERS	9,342	15,116	15,644	15,706	12,284	19,231
584-584.000-876.100	RETIREMENT HEALTH CARE SAVINGS				750	400	2,600
584-584.000-900.000	PUBLISHING	558	988	2,000	1,238	83	2,000
584-584.000-900.003	GOLF COURSE ADVERTISING	1,426	1,570	2,000	1,156	573	2,000
584-584.000-914.000	INSURANCE & BONDS FIRE & LIAB	8,303	8,705	9,177	9,177	7,025	8,814
584-584.000-917.000	WORKERS COMPENSATION INSURANC	4,618	4,202	4,274	4,274	3,402	4,207
584-584.000-920.008	UTILITIES-MAINTENANCE ELECTRIC	15,083	15,440	13,000	13,000	11,723	13,000
584-584.000-920.009	UTILITIES MAINTENANCE HEATING	1,765	2,310	3,000	2,500	1,169	3,000
584-584.000-920.010	UTILITIES MAINTENANCE PHONE	395	76	700	700	76	700
584-584.000-920.011	UTILITIES MAINTENANCE WATER	1,249	1,362	1,000	1,000	960	1,000
584-584.000-920.013	UTILITIES PRO SHOP	635	1,764	3,000	2,850	1,448	3,000
584-584.000-930.000	REPAIRS MAINTENANCE-MACHINERY	3,688	1,939	3,500	2,500	2,522	3,500
584-584.000-931.009	BLDG MAINTENANCE	184	551	500			500
584-584.000-931.010	BLDG MAINTENANCE PRO SHOP	1,015	1,765	2,000	3,150	3,051	2,000
584-584.000-933.000	EQUIPMENT MAINTENANCE	8,599	47,514	25,000	27,200	25,217	30,000
584-584.000-939.001	MOTORPOOL - MISC REPAIR	715	468	500	500	481	500
584-584.000-939.003	GOLF CARTS EXPENSE	743		300	1,100	516	1,800
584-584.000-943.000	MOTORPOOL LEASE/MAINTENANCE	600	600	600	600	500	1,386
584-584.000-956.008	MISCELLANEOUS EXP-PRO SHOP	2,883	9	500	500	453	500
584-584.000-957.000	BANK CHARGES	5,585	5,211	5,000	5,000	5,559	6,000
584-584.000-958.001	MEMBERSHIPS & DUES NATL SUPER	375	380	400	400	380	400
584-584.000-958.004	MEMBERSHIPS & DUES PRO SHOP		559	600	600	564	600
584-584.000-968.001	DEPRECIATION EXPENSE	78,361	89,516	95,000	95,000	78,716	70,878
584-584.000-971.000	CAPITAL OUTLAY/OTHER		36,461		456	456	
Totals for dept 584.000 - GOLF COURSE FUND		649,997	715,510	744,501	754,652	616,166	757,022
TOTAL APPROPRIATIONS		649,997	715,510	744,501	754,652	616,166	757,022

2019 Golf Course Fund Budget Request

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 584		(36,994)	95,148			58,471	0
	BEGINNING FUND BALANCE	2,034,143	1,997,148	2,092,295	2,092,295		56,091
	LESS PRIOR YEAR APPROPRIATION			(50,000)	(55,851)		(30,000)
	LESS NET INVESTMENT IN CAPITAL ASSETS	(1,775,742.33)	(2,059,068.98)	(1,980,353.00)	(1,980,353.00)		
	UNRESTRICTED NET POSITION	221,407	33,227	61,942	56,091		26,091
	PERCENTAGE OF REVENUE - INCLUDES BSR II TRANSFER	36%	4%	8%	7%		3%

## NARRATIVE

### Fund 590 - Compost

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
590-000-000-607-510 – Lease Revenue	This line item reflects the revenue received 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 and the Canton Township contract. We paused for 90 days to get material on site processed. We will need a full-time Heavy Equipment Operator on site in 2019.
590-000-000-650-004 – Biodegradable Dropoff-Ypsi Twp.	This line item reflects revenue received from the Environmental Services Fund for the amount that would normally be charged for dumping fees for yard waste, wood chips and brush from Township residents via Waste Management.
590-000-000-650-100 – Billable Sales-Compost	This line item accounts for billable compost sales that are invoiced to landscape companies, etc. These are larger purchases.
590-000-000-650-102 – Sales-Scrap Metal	This line item reflects the revenue from scrap metal.
590-000-000-650-200 – Gate Revenue-Compost Sales	This line item reflects the revenue from materials sold at the gate and billable sales.

<b>Line Item</b>	<b>Explanation</b>
590-000-000-650-201 – Gate Revenue-Wood Sales	This line item reflects the revenue from woodchips and mulch sold at the gate.
590-000-000-650-202 – Gate Revenue-Soil Sales	This line item reflects the revenue from blended soil sold at the gate.
590-000-000-650-203 – Gate Revenue-Drop Off Fees	This line item reflects the revenue from trash dropoff.
590-000-000-650-205 – Gate Revenue-Milling Sales	This line item reflects the revenue from the sale of asphalt millings.
590-000-000-650-206 – Service Charge - Delivery	This line item reflects the revenue from delivery of materials from the Compost Site to businesses.
590-000-000-664-001 – Interest Earned	This line item reflects interest earned on funds deposited at various banks.
590-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount needed from Fund Balance for operating expenses.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
590-590-000-705-000 – Salary-Supervision	This is a new line item in 2019. With the addition of the the Heavy Equipment Operator, the Compost Operator was moved to this line item.
590-590-000-706-000 – Salary-Permanent Wages	This line item reflects the salaries of one new Heavy Equipment Operator and 25% of a Floater II/Clerk III position. A 3% contractual increase is budgeted. Even though the increase is budgeted, the amount shown is less due to the Compost Operator position being moved to 590-590-000-705-000 – Salary-Supervision in 2019.
590-590-000-707-000 – Salary-Temporary/Seasonal	Wages for the Gate Attendants (1+1 relief) are budgeted in this line item.
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 previously reflected overtime wages. Due to the addition of the Heavy Equipment Operator position, the amount has been reduced to \$2,000 for 2019.
590-590-000-710-000 – Acc Comp Absences-Lngterm	This is a line item used in Enterprise Fund (business), we need to account for 2.0 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.

<b>Line Item</b>	<b>Explanation</b>
590-590-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase. A greater increase is shown due to the Heavy Equipment Operator being budgeted 100% in the Compost budget.
590-590-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
590-590-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. An increase is budgeted due to the new Equipment Operator position.
590-590-000-719-015 – Dental Benefits	As predicted, our dental insurance rates increased by 10% in 2019. A higher amount is budgeted due to the new Equipment Operator position being budgeted 100% in the Compost budget.
590-590-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. A higher amount is budgeted due to the new Equipment Operator position.
590-590-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. An increase is budgeted due to the new Equipment Operator position.

<b>Line Item</b>	<b>Explanation</b>
590-590-000-719-021 – Admin Fees – Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. An increase is budgeted due to the new Equipment Operator position.
590-590-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
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, OSHA approved boots and floor mats.
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, cleaning supplies, etc. In reviewing the expenditures to date, it is recommended that it be reduced to \$4,500 for 2019.
590-590-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
590-590-000-804-000 – Contractual/Roll off Disposal	This line item covers the cost of emptying the dumpsters at the Compost Site. The related revenue line is 590.000.000.650.203.



<b>Line Item</b>	<b>Explanation</b>
590-590-000-804-004 – Township Disposal Fee	This line item covers the cost of removing screener spoils, which is material that cannot be composted, such as plastic, rocks, debris, etc.
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 and the cost of removing oils from the Compost Site. Based on the amount expended to date in 2018, it is recommended that it be reduced to \$8,000 for 2019.
590-590-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
590-590-000-876-100 – Retirement Health Care Savings	This is a new line item in 2019 and reflects the amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.
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. The recommendation is to remain the same as budgeted in 2018.

<b>Line Item</b>	<b>Explanation</b>
590-590-000-920-005 – Utilities-Light	This line item is used for natural gas service costs for the Compost Site. Based on expenses to date in 2018, it is recommended that it be reduced to \$2,000 for 2019.
590-590-000-931-000 – Repairs & Maintenance	This line item is used to make repairs at the Compost Site garage and gate house.
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 2019 since it is unknown what repairs may be needed.
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 2019.
590-590-000-943-000 – Motorpool Lease/Maintenance	This line item is for fees paid to the Motorpool. Figures provided by the Accounting Director.
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 cost for the Compost Site Coordinator.
590-590-000-968-001 – Depreciation Expense	This line item covers the cost of equipment depreciation. Figures provided by the Accounting Director.

2019 COMPOST FUND 590 BUDGET REQUEST

11/15/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
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	60,977	117,482	90,000	90,000	54,976	110,000
590-000.000-650.004	BIODEGRADABLE DROPOFF-YPSI TW	153,789	163,512	165,000	165,000	155,958	165,000
590-000.000-650.100	BILLABLE SALES - COMPOST		15	10,000	10,000	17,104	10,000
590-000.000-650.102	SALES - SCRAP METAL	4,819	5,936	6,000	6,000	8,456	6,000
590-000.000-650.103	SALES - RECYCLED OIL		29				
590-000.000-650.200	GATE REVENUE - COMPOST SALES	27,119	28,694	36,300	36,300	24,888	36,300
590-000.000-650.201	GATE REVENUE - WOOD SALES	27,367	37,136	48,000	48,000	31,727	48,000
590-000.000-650.202	GATE REVENUE - SOIL SALES	37,449	27,766	20,000	20,000	22,556	20,000
590-000.000-650.203	GATE REVENUE - DROP OFF FEES	69,465	90,906	65,000	65,000	77,966	65,000
590-000.000-650.204	GATE REVENUE-BATTERY CORE SAL	40	135			93	
590-000.000-650.205	GATE REVENUE-MILLING SALES	8,188	9,746	10,000	10,000	7,973	10,000
590-000.000-650.206	SERVICE CHRG - DELIVERY	3,550	1,500	3,000	3,000	200	3,000
590-000.000-650.207	SERVICE CHRG - ADMIN FEE	486	716			267	
590-000.000-664.001	INTEREST EARNED	1,555	4,315	2,414	2,414	8,690	3,500
590-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.		19,785				
590-000.000-694.004	MISC REVENUE - INSURANCE REIM	300	304			235	
590-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			5,309	110,600		84,965
Totals for dept 000.000 -		397,904	510,777	463,823	569,114	413,422	564,565
TOTAL ESTIMATED REVENUES		397,904	510,777	463,823	569,114	413,422	564,565

2019 COMPOST FUND 590 BUDGET REQUEST

11/15/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>APPROPRIATIONS</b>							
Dept 590.000 - COMPOST SITE							
590-590.000-705.000	SALARY - SUPERVISION						82,400
590-590.000-706.000	SALARY - PERMANENT WAGES	108,788	109,995	110,167	115,743	91,596	74,322
590-590.000-707.000	SALARY - TEMPORARY/SEASONAL	20,229	20,186	30,000	30,000	21,375	26,000
590-590.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,056	5,486	1,695	6,878	6,798	
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	4,317	8,817	7,000	7,000	6,534	2,000
590-590.000-710.000	ACC COMP ABSENCES-LNGTERM			5,400	5,400		9,000
590-590.000-715.000	F.I.C.A./MEDICARE	9,598	10,037	9,624	10,448	8,423	12,807
590-590.000-719.000	HEALTH INSURANCE	9,319	9,300	10,236	10,236	8,512	25,006
590-590.000-719.001	SICK AND ACCIDENT	747	838	838	838	747	859
590-590.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(900)	(900)	(900)	(900)		(1,800)
590-590.000-719.015	DENTAL BENEFITS	2,064	2,064	2,224	2,224	2,629	2,980
590-590.000-719.016	VISION BENEFITS	402	428	428	428	367	639
590-590.000-719.020	HEALTH CARE DEDUCTION	2,385	3,567	2,888	2,888	593	5,915
590-590.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	46	45	45	45	35	90
590-590.000-720.000	LIFE INSURANCE	347	347	347	347	331	510
590-590.000-723.000	DEFERRED COMPENSATION EMPLOYE	263	262	390	390	280	338
590-590.000-727.000	OFFICE SUPPLIES	66	74	200	200	12	200
590-590.000-730.000	POSTAGE			100	100		100
590-590.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	1,251	888	700	700	985	700
590-590.000-757.000	OPERATING SUPPLIES	3,964	4,118	6,000	6,000	2,374	4,500

2019 COMPOST FUND 590 BUDGET REQUEST

11/15/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
590-590.000-800.001	ADMINSTRATION FEES	6,272	6,272	6,548	6,548	5,457	9,251
590-590.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	45,497	46,483	36,300	36,300	29,148	36,300
590-590.000-804.004	TWP DISPOSAL FEE	6,356	9,542	6,000	6,000		6,000
590-590.000-850.000	TELEPHONE	634	151	800	800	126	800
590-590.000-867.200	GAS & OIL - YCUA	11,125	12,878	10,000	10,000	10,080	8,000
590-590.000-876.000	RETIREMENT/MERS	14,717	19,273	19,362	19,362	16,240	33,750
590-590.000-913.000	INSURANCE & BONDS FLEET	2,214	2,322	2,448	2,448	1,875	2,448
590-590.000-917.000	WORKERS COMPENSATION INSURANC	3,964	3,843	4,086	4,086	3,288	4,112
590-590.000-920.004	UTILITIES HEAT	2,907	5,811	7,000	7,000	3,615	7,000
590-590.000-920.005	UTILITIES LIGHT	1,858	2,267	2,500	2,500	1,564	2,000
590-590.000-931.000	REPAIRS AND MAINTENANCE	49	954	7,000	7,000	727	5,000
590-590.000-933.000	EQUIPMENT MAINTENANCE	10,258	8,974	15,000	15,000	4,709	15,000
590-590.000-941.000	EQUIPMENT RENTAL/LEASING	2,265	2,350	3,500	3,500		3,500
590-590.000-943.000	MOTORPOOL LEASE/MAINTENANCE	3,619	3,509	3,500	3,500	2,984	3,000
590-590.000-956.000	MISCELLANEOUS	493		500	500	146	500
590-590.000-960.000	EDUCATION AND TRAINING	29	29	100	100		100
590-590.000-968.001	DEPRECIATION EXPENSE	133,452	169,374	148,047	148,047	178,780	177,488
590-590.000-977.000	EQUIPMENT		203		93,708		
Totals for dept 590.000 - COMPOST SITE		417,401	473,537	463,823	569,114	412,205	564,565
<b>TOTAL APPROPRIATIONS</b>		<b>417,401</b>	<b>473,537</b>	<b>463,823</b>	<b>569,114</b>	<b>412,205</b>	<b>564,565</b>

2019 COMPOST FUND 590 BUDGET REQUEST

11/15/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 590		(19,497)	37,240			1,217	0
BEGINNING FUND BALANCE		1,876,934	1,857,439	1,894,678	1,894,678		723,882
LESS PRIOR YEAR APPROPRIATION				(5,309)	(110,600)		(84,965)
LESS NET INVESTMENT IN CAPITAL ASSETS		(1,248,044)	(1,145,268)	(1,060,196)	(1,060,196)		
UNRESTRICTED NET POSITION		609,393	749,411	829,173	723,882		638,917
PERCENTAGE OF REVENUE		153%	147%	179%	127%		113%

## NARRATIVE

### Fund 595 - Motorpool

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
595-000-000-607-502 – Flat Fee-Parks Motorpool/Monthly	This line item reflects monthly fees charged to the parks for miscellaneous fluids, etc.; this is set by Accounting Director
595-000-000-607-515 – Combined Lease/Repair Revenue	This line item reflects lease revenue from other departments. It now includes repair; this is set by Accounting Director
595-000-000-607-520 – Fuel and Fluids Revenue	Fuelcloud; This line item reflects the fuel surcharge received from other departments. It is recommended that it be maintained at \$36,000.
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. <b>Nothing is anticipated for 2019.</b>

## 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.
595-595-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
595-595-000-719-000 – Health Insurance	Our renewal rates for health insurance increased by 22.4% for 2019. This line item has been adjusted to reflect the increase.
595-595-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each non-fire department employee. Figures provided by Human Resources.
595-595-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage. A slight decrease has been budgeted. This is due to the recent negotiations with our unions where it was agreed that employees receiving single person or two person coverage shouldn't pay the same amount as those receiving family coverage.
595-595-000-719-015 – Dental Benefits	As predicted, our dental insurance rates for 2019 increased by 10%. Therefore, there is no increase from the draft budget.



<b>Line Item</b>	<b>Explanation</b>
595-595-000-719-016 – Vision Benefits	Our renewal rates for vision insurance increased by approximately 15% for 2019. This line item has been adjusted to reflect the increase.
595-595-000-719-020 – Health Care Deduction	This line item is used to fund the Clarity Benefits card 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 Clarity Benefits.
595-595-000-720-000 – Life Insurance	Our new rates for life insurance are \$226.80/year for each employee. Figures provided by Human Resources.
595-595-000-776-500 – Auto Parts	This line item is used to purchase small items for automobiles. Due to year to date expenditures, it is recommended that it be increased to \$3,000 for 2019.
595-595-000-776-550 – Shop Supplies	This line item is used to purchase rags and other small items. Recommend maintaining at \$2,000 for 2019.
595-595-000-818-000 – Contractual Services	This line item is used for the GPS Vehicle System. We are charged almost \$800/month. We are increasing it to \$12,000 as we have additional vehicles.

<b>Line Item</b>	<b>Explanation</b>
595-595-000-818-032 – Contractual Svc-Fuel Tank Repair	This line item is used for Tank Repair and monitoring fuel tanks per State regulations. We recommend increasing this line to \$10,000 for 2019 as we would like to replace existing outdated level monitors.
595-595-000-818-033 – Contractual Svc-Auto/Equip Maint	This line item is used to hire Equipment Maintenance and outside contractors to work on vehicles (YCUA, Ed's Garage, etc.). It is recommended that it be maintained at \$20,000 for 2019.
595-595-000-867-000 – Gas & Oil	This line item is used for the purchase of fuel. YTD is low, but the fuel pumps were out of service for part of the year, and we are proposing to maintain this at \$41,000.
595-595-000-876-000 – Retirement/MERS	Employer's portion is based on a flat rate (\$625.00 per employee times 24 pays = \$15,000 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 & Human Resources.
595-595-000-968-001 – Depreciation Expense	This line item covers the cost of auto depreciation, provided by the Accounting Director. Recommend maintaining \$148,047 as we still have vehicles to be delivered in 2018.

11/14/18

2019 Motor Pool Fund 595 Budget Request

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>							
Dept 000.000							
595-000.000-607.502	Flat Fee-Parks MotorpoolMnthl	1,200	1,200	1,200	1,200	1,000	600
595-000.000-607.515	COMBINED LEASE/REPAIR REVENUE	195,678	203,014	200,020	200,020	173,100	227,297
595-000.000-607.520	FUEL AND FLUIDS REVENUE	36,425	39,711	36,000	36,000	42,064	36,000
595-000.000-664.001	INTEREST EARNED	344	1,381	500	500	1,729	
595-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.					13,941	
595-000.000-694.004	MISC REVENUE - INSURANCE REIM	1,387					
595-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			10,512	234,950		
Totals for dept 000.000 -		235,034	245,306	248,232	472,670	231,834	263,897
TOTAL ESTIMATED REVENUES		235,034	245,306	248,232	472,670	231,834	263,897

2019 Motor Pool Fund 595 Budget Request

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
APPROPRIATIONS							
Dept 595.000 - MOTORPOOL							
595-595.000-706.000	SALARY - PERMANENT WAGES	11,763	10,254	11,939	12,277	8,728	11,403
595-595.000-708.004	SALARIES PAY OUT-PTO&SICKTIME		213	184	184		
595-595.000-715.000	F.I.C.A./MEDICARE	848	755	927	953	644	872
595-595.000-719.000	HEALTH INSURANCE	1,553	1,386	1,784	1,784	1,561	1,958
595-595.000-719.001	SICK AND ACCIDENT	107	100	120	120	107	95
595-595.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(450)	(394)	(450)	(450)		(330)
595-595.000-719.015	DENTAL BENEFITS	104	120	93	93	85	102
595-595.000-719.016	VISION BENEFITS	20	20	21	21	18	25
595-595.000-719.020	HEALTH CARE DEDUCTION	992	623	726	726	314	726
595-595.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	23	21	25	25	26	23
595-595.000-720.000	LIFE INSURANCE	50	42	50	50	47	57
595-595.000-776.500	AUTO PARTS	1,514	1,107	2,000	2,000	1,496	3,000
595-595.000-776.550	SHOP SUPPLIES	1,672	850	2,000	2,000	1,803	2,000
595-595.000-818.000	CONTRACTUAL SERVICES	4,508	8,942	10,000	10,000	6,192	12,000
595-595.000-818.032	CONTRACT'L SRV-FUEL TANK REPA	62	4,826	7,000	7,000	3,910	10,000
595-595.000-818.033	CONTRACT'L SRV-AUTO/EQUIP MAI	16,828	23,460	20,000	24,700	22,544	20,000
595-595.000-867.000	GAS & OIL	34,947	33,732	41,000	41,300	36,350	41,000
595-595.000-876.000	RETIREMENT/MERS	2,066	2,268	2,766	2,781	449	480
595-595.000-876.100	RETIREMENT HEALTH CARE SAVINGS				100		325
595-595.000-939.031	MOTORPOOL-MISC REPAIR				7,000		7,000
595-595.000-968.001	DEPRECIATION EXPENSE	139,362	154,633	148,047	148,047	172,101	134,396
595-595.000-971.008	CAPTL OUTLAY -IMPROVEMENT				30,030	28,226	
595-595.000-985.000	CAPITAL OUTLAY/VEHICLES	78			181,929	78	
Totals for dept 595.000 - MOTORPOOL		216,047	242,958	248,232	472,670	284,679	245,132
Dept 596.000 - MOTORPOOL FUEL							
595-596.000-818.032	CONTRACT'L SRV-FUEL TANK REPA		62				
Totals for dept 596.000 - MOTORPOOL FUEL			62				
TOTAL APPROPRIATIONS		216,047	243,020	248,232	472,670	284,679	245,132

2019 Motor Pool Fund 595 Budget Request

11/13/2018

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET
	NET OF REVENUES/APPROPRIATIONS - FUND 595	18,987	2,286			(52,845)	18,765
	BEGINNING FUND BALANCE	691,706	710,695	712,980	712,980		153,589
	LESS PRIOR YEAR APPROPRIATION			(10,512)	(234,950)		0
	LESS NET INVESTMENT IN CAPITAL ASSETS	(519,242)	(451,542)	(505,160)	(505,160)		
	ADD BUDGETED FIXED ASSETS - BALANCE SHEET				180,719		
	UNRESTRICTED NET POSITION	191,451	261,439	197,308	153,589		172,354
	PERCENTAGE OF REVENUE	81%	107%	79%	32%		65%

# Closed Session

---

**REQUEST TO ENTER INTO CLOSED SESSION FOR DISCUSSION ON YPSILANTI  
TOWNSHIP VS. PONTIUS COURT OF APPEALS DECISION**

November 12, 2018

# Memorandum

## Purpose:

The purpose of this memorandum is to bring forward to the Ypsilanti Township Board of Trustees a discussion regarding Stipends for the Ypsilanti Township Park Commission, Planning Commission and Zoning Board of Appeals, during the Tuesday, November 20, 2018 - Working Session.

## Background:

Ypsilanti Township Government has three boards outside of the Ypsilanti Township Board of Trustees which receive monetary stipends. The Boards are the following:

- Ypsilanti Township Park Commission - Comprised of seven elected commissioners, consisting of a Chair, Vice-Chair, Secretary, Treasurer and three Commissioners.

The Park Commission is an elected body of Township Government chosen by Constituents every four years with the current term ending November 20, 2020, and meets one per month unless a special meeting is scheduled. The Commission develops policy, have input in determining priorities for capital outlay and represent residents in all matters pertaining to the Township Parks.

- Ypsilanti Township Planning Commission - Comprised of seven appointed commissioners consisting of a Chair, Vice-Chair and Secretary and four Commissioners meeting twice per month.

The Commissioners are appointed by the Township Supervisor and approved by the Ypsilanti Township Board of Trustees. The Planning Commission currently makes recommendations to zoning plans, districts, ordinances per the Township ordinance, approve special land uses, planned unit development and site plans.

- Ypsilanti Township Zoning Board of Appeals (ZBA) - Comprised of five members including a Chair and one alternate.

The ZBA Board is appointed by the Township Supervisor and approved by the Ypsilanti Township Board of Trustees. The ZBA is a quasi-judicial body with the authority to hear and determine appeals of administrative decision, variance applications and make interpretations of Zoning Ordinance provisions.

According to information obtained from Ypsilanti Township Human Resources Director Karen Wallin on November 5, 2018, the Commissions and Boards are currently stipended, as followed:

*“The Park Commission has been at \$50.00 per meeting for years.*

*The Planning Commission and Zoning Board of Appeals went from \$40 to \$50 per meeting in February of this 2018.”*

### **Ypsilanti Township Appointed Officials (Parks, Planning Commission, ZBA) Budget Line Items:**

The Ypsilanti Township Park Commission is stipend from the Budgetary Line Item per period ending 10/31/18, as followed:

- Dept 208.000 - PARKS 208-208.000-703.000 SALARIES - ELECTED OFFICIALS with an Amended Budget of \$6300.00, YTD Balance 10/31/2018 of \$3350.00, Unencumbered Balance of \$2950.00 with 53.17% of the Budget Used

The Ypsilanti Township Planning Commission is stipend from the Budgetary Line Item per period ending 10/31/18, as followed:

- Dept 400.000 - PLANNING COMMISSION 101-400.000-704.000 APPOINTED OFFICIALS with an Amended Budget of \$6300.00, YTD Balance 10/31/2018 of \$3582.00, Unencumbered Balance of \$2718.00 with 56.86% of the Budget Used.

The Ypsilanti Township Zoning Board of Appeals (ZBA) is stipend from the Budgetary Line Item per period ending 10/31/18, as followed:

- Dept 410.000 - ZONING BOARD OF APPEALS 101-410.000-704.000 APPOINTED OFFICIALS with an Amended Budget of \$3000.00, YTD Balance 10/31/2018 of \$1,100, Unencumbered Balance of \$1,900.00 with 36.67% of the Budget Used.

### **Comparative Stipend Information From Other Municipalities:**

The following is researched information from other municipalities as it relates to Stipends for Park Commissions, Planning Commissions and Zoning Board of Appeals (ZBA) for 2018, with population count per SEMCOG 2017 reporting:

- Canton Township - 93,791
- **Ypsilanti Township - 56,888**
- Pittsfield Township - 39,370



- Van Buren Township - 29,595
- Superior Township - 13,324

**Park Commission Stipends:**

- Canton - They have a Leisure Services Committee, not a Park Commission
- Pittsfield - \$100/ meeting
- Superior - \$86.49/ meeting
- Van Buren - No Park Commission

Median Stipend Per Meeting - \$143.25 divided by 2 or \$121.62 divided by 4

**Zoning Board Stipends:**

- Canton - \$60.00/ meeting
- Pittsfield - \$100/ meeting
- Superior - \$80.00/ meeting  
\$100 chairperson
- Van Buren - \$25/ meeting  
\$30.00 chairperson

Median Stipend Per Meeting - \$66.25 divided by 4

Median Stipend Per Chairperson Only - \$115 divided by 2

**Planning Commission Stipends:**

- Canton - \$80.00/ meeting
- Pittsfield - \$200/ meeting
- Superior - \$80.00/ meeting  
\$100 chairperson
- Van Buren - \$25.00/ meeting

Median Stipend Per Meeting - \$96.25 divided by 4

Kind Regards,

*Monica Ross-Williams - Ypsilanti Township Trustee*

# REVIEW AGENDA

---

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

# OTHER DISCUSSION

---

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



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE  
TRUSTEES: STAN ELDRIDGE • HEATHER JARRELL ROE • MONICA ROSS WILLIAMS •  
JIMMIE WILSON, JR.

## **REGULAR MEETING AGENDA**

**TUESDAY, NOVEMBER 20, 2018**

**7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
  - A. MINUTES OF THE OCTOBER 16, 2018 WORK SESSION AND REGULAR MEETING
  - B. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR NOVEMBER 6, 2018 IN THE AMOUNT OF \$1,108,438.31
    2. STATEMENTS AND CHECKS FOR NOVEMBER 20, 2018 IN THE AMOUNT OF \$965,219.34
    3. CLARITY HEALTH CARE DEDUCTIBLE ACH EFT FOR OCTOBER 2018 IN THE AMOUNT OF \$26,722.25
    4. CLARITY HEALTH CARE ADMIN FEE OCTOBER 2018 IN THE AMOUNT OF \$1,101.00
  - C. NOVEMBER 2018 TREASURER'S REPORT
5. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **NEW BUSINESS**

1. REQUEST OF HORIZON PERFORMING ARTS FOR A LOCAL GOVERNING BODY RESOLUTION FOR A CHARITABLE GAMING LICENSE
2. RESOLUTION 2018-31, REQUEST APPROVAL OF YPSILANTI TOWNSHIP GRANTING TOWERPOINT ACQUISITIONS II, LLC ASSIGNMENT OF LEASE AND GRANT OF EASEMENT FOR CELL TOWER LOCATED AT 2801 HOLMES RD. FOR THE LUMP SUM PAYMENT OF \$176,400.00
3. REQUEST OF MARK NELSON, 14B COURT MAGISTRATE FOR APPROVAL OF A GRANT FROM THE STATE COURT ADMINISTRATIVE OFFICE UNDER THE OFFICE OF HIGHWAY SAFETY PLANNING IN THE AMOUNT OF \$62,000.00 AND A GRANT FROM THE MICHIGAN DRUG COURT GRANT PROGRAM IN THE AMOUNT OF \$94,000.00 FOR THE 14B COURT'S DRUG COURT DOCKET

4. REQUEST OF KIRK SHERWOOD, DIRECTOR OF GOLF FOR APPROVAL OF THE 2019 GOLF RATES AND UPDATES TO THE LEAGUE CONTRACT AND GOLF OUTING CONTRACT
5. REQUEST OF KAREN WALLIN, HUMAN RESOURCES FOR THE APPROVAL OF THE ADOPTION AGREEMENT WITH MERS TO ADD A SURPLUS DIVISION TO YPSILANTI TOWNSHIP'S DEFINED BENEFIT PLAN
6. RESOLUTION 2018-32, ADOPTION OF ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT
7. REQUEST OF KAREN WALLIN, HUMAN RESOURCES TO WAIVE THE FINANCIAL POLICY AND APPROVE THE CUSTOMER SERVICE AGREEMENT WITH UNIFIRST TO PROVIDE UNIFORMS AND LAUNDERING SERVICE FOR ALL NON-CLERICAL STAFF WITHIN THE AFSCME UNION IN AN ESTIMATED AMOUNT OF \$4,900.00 YEARLY TO BE BUDGETED IN THE 2019 FISCAL YEAR BUDGET
8. REQUEST OF MICHAEL RADZIK, OCS DIRECTOR FOR APPROVAL OF CHANGE ORDER #1 TO THE AUTHORIZING DOCUMENT WITH GRAPHIC SCIENCES, INC. TO DIGITIZE PAPER RECORDS IN THE AMOUNT OF \$29,165.00 TO BE BUDGETED IN LINE ITEM #249-249-000-801-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
9. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 1032 GROVE RD., 2545 COOLIDGE AVE., 9822 WOODLAND CT., 1580 S. HARRIS, AND 670 ONANDAGA AVE. IN THE AMOUNT OF \$50,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023
10. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION TO ABATE PUBLIC NUISANCE DRUG HOUSES BY PADLOCKING LOCATED AT 1392 HOLMES RD., 1625-55 PARKWOOD AVE., AND 7586 WARWICK DR. IN THE AMOUNT OF \$30,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023
11. REQUEST TO WAIVE THE FINANCIAL POLICY AND APPROVE THE QUOTE FROM CADILLAC ASPHALT FOR ASPHALT REPAIR AT THE CIVIC CENTER IN THE AMOUNT OF \$12,240.00 BUDGETED IN LINE ITEM #101-970-000-971-008
12. REQUEST FOR AUTHORIZATION OF PURCHASE AGREEMENT WITH DTE FOR THE INSTALLATION OF ONE (1) NEW WOOD POLE WITH CODE 48 SUPPORT ARM AND 135 WATT LED WITH GRAY HOUSING WITH PHOTO CONTROL TO BE LOCATED INTERSECTION OF CLARK RD. AND PAGEANT IN THE AMOUNT OF \$3,701.63 TO BE BUDGETED IN LINE ITEM #101-956-000-926-050 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
13. REQUEST FOR AUTHORIZATION OF PURCHASE AGREEMENT WITH DTE FOR THE INSTALLATION OF ONE (1) NEW WOOD POLE WITH CODE 48 SUPPORT ARM AND 135 WATT LED WITH GRAY HOUSING WITH PHOTO CONTROL TO BE LOCATED INTERSECTION OF AIRPORT INDUSTRIAL AND PARKWOOD AVE. IN THE AMOUNT OF \$1,775.51 TO BE BUDGETED IN LINE ITEM #101-956-000-926-050 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT

14. BUDGET AMENDMENT #16
15. REQUEST TO SET PUBLIC HEARING DATE OF TUESDAY, DECEMBER 4, 2018 AT APPROXIMATELY 7:00PM FOR 2019 FISCAL YEAR BUDGET

**OTHER BUSINESS**

# PUBLIC COMMENTS

---

# **CONSENT AGENDA**

---



**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE TUESDAY, OCTOBER 16, 2018 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 4:00 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees: Stan Eldridge, Heather Jarrell Roe, Monica Ross-Williams, Trustee Jimmie Wilson Jr., arrived at 4:38

**Members Absent:** none

**Legal Counsel:** Wm. Douglas Winters

**1. 2018 PRELIMINARY BUDGET...SUPERVISOR STUMBO AND JAVONNA NEEL**

- a. FUND 208 – PARKS
- b. FUND 248 – HOUSING INSPECTION
- c. FUND 249 – BUILDING
- d. FUND 252 – HYDRO
- e. FUND 266 – POLICE
- f. FUND 893 – NUISANCE ABATEMENT

Javonna Neel, Accounting Director presented an overview of each individual budget. She said she handed out a copy of the information she was reviewing and that she had emailed it to each Board Member.

Ms. Neel presented an overview of the revenues and expenditures from the Budget. Board members asked questions regarding Ms. Neel's' presentation.

Ms. Neel explained each Fund to the Board. Mike Radzik, OCS Director explained Fund 248 Housing Inspection, Fund 249 Building Fund 266 Police and Fund 893 Nuisance Abatement.

Mike Radzik, OCS Director explained examples of expenditures for Fund 893. Trustee Eldridge stated he remembered the Board decided to use material that appeared to look like a window instead of plywood for board ups. Mr. Radzik

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 WORK SESSION  
PAGE 2**

stated that an agreement to change from plywood to another material had not been reached. Supervisor Stumbo and Clerk Lovejoy Roe both thought there was an agreement not to use plywood for board ups.

Supervisor Stumbo explained FUND 252 Hydro.

**AGENDA REVIEW.....SUPERVISOR STUMBO**

**NEW BUSINESS**

- 6. REQUEST OF MARK NELSON, 14B MAGISTRATE TO WAIVE THE FINANCIAL POLICY AND ALLOW THE SOLICITATION OF QUOTES FOR REPAIRS AND MODIFICATIONS TO COURTROOM ONE AND TWO AND TO ALLOW THE THREE FULL TIME OFFICIALS TO ACCEPT A QUOTE IN AN AMOUNT NOT TO EXCEED \$25,000.00 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT TO BE BUDGETED IN LINE ITEM #236-136-000-931-000**

Magistrate Nelson explained the repairs for his Courtroom. He said they would add a ramp in Judge Popes' Courtroom. He said these repairs and additions were needed and it would make it safer for prisoner transport.

Trustee Eldridge asked if there could be a glass partition separating the prisoners from the staff as they are coming into the courtroom. Mr. Eldridge stated it might be easier to do it now. Trustee Jarrell Roe stated if it was a safety concern for the staff she would like it to be done now instead of coming back later with another request. Supervisor Stumbo stated there was an immediate need for the repairs in Magistrate Nelsons' courtroom and the other request to address the safety issues. Trustee Eldridge said if this is approved tonight, he would ask that staff and prisoner separation solutions be included.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 WORK SESSION  
PAGE 3**

**CONSENT AGENDA**

**A. MINUTES OF THE AUGUST 24, 2018 CLOSED SESSION, SEPTEMBER 18, 2018 WORK SESSION AND REGULAR MEETING AND THE SEPTEMBER 24, 2018 SPECIAL MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR OCTOBER 2, 2018 IN THE AMOUNT OF \$1,364,580.34**
- 2. STATEMENTS AND CHECKS FOR OCTOBER 16, 2018 IN THE AMOUNT OF \$908,656.08**
- 3. CLARITY HEALTH CARE DEDUCTIBLE ACH EFT FOR AUGUST 2018 IN THE AMOUNT OF \$37,092.77 AND FOR SEPTEMBER 23018 IN THE AMOUNT OF \$28,590.43**
- 4. CLARITY HEALTH CARE ADMIN FEE AUGUST 2018 IN THE AMOUNT OF \$1,101.00 AND FOR SEPTEMBER 2018 IN THE AMOUNT OF \$1,086.40**

**C. AUGUST 2018 TREASURER'S REPORT**

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

**NEW BUSINESS**

- 1. REQUEST OF HABITAT FOR HUMANITY FOR FUNDS FOR THE RENOVATION OF 2754 APPLERIDGE IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-969-010**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 WORK SESSION  
PAGE 4**

- 2. 1<sup>ST</sup> READING OF RESOLUTION 2018-30, PROPOSED ORDINANCE 2018-483, AN ORDINANCE AMENDING ORDINANCE NO.74, TOWNSHIP ZONING ORDINANCE SO AS TO REZONE 3160 WEST MICHIGAN AVENUE, PARCEL ID K-11-18-340-001, FROM ITS CURRENT RM-2 (MULTI-FAMILY RESIDENTIAL) TO B-3 (GENERAL BUSINESS) WITH VOLUNTARY PROHIBITION OF AUTOMOTIVE USES AS DEFINED IN TOWNSHIP ZONING ORDINANCE SECTION 306**

Supervisor Stumbo stated this was the first time they have done conditional rezoning. Charlotte Wilson, Planning and Development Coordinator stated this was being conditionally rezoned to general business but prohibits automotive uses. She said the use they were proposing was for a tennis facility.

Clerk Lovejoy Roe asked Ms. Wilson to provide a list of all the businesses that would not be allowed in this Resolution before the 2<sup>nd</sup> reading.

- 3. REQUEST OF MICHAEL RADZIK, OCS DIRECTOR FOR APPROVAL OF THE AMENDMENT AND LETTER OF UNDERSTANDING TO THE POLICE SERVICES CONTRACT INCREASING THE SCOPE OF SERVICE PRICING THROUGH 2022 AND EXTENDING THE TERM OF THE CONTRACT TO DECEMBER 31, 2022 TO BE BUDGETED IN LINE ITEM #266-301-000-831-000**
- 4. REQUEST OF MICHAEL RADZIK, OCS DIRECTOR FOR APPROVAL OF THE 2018 ANIMAL SERVICES CONTRACT WITH WASHTENAW COUNTY IN THE AMOUNT OF \$45,000 BUDGETED IN LINE ITEM #266-301-000-831-012**
- 5. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 359 OREGON ST. AND 585 ROSEWOOD AVE. IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 WORK SESSION  
PAGE 5**

**6. REQUEST OF MARK NELSON, 14B MAGISTRATE TO WAIVE THE FINANCIAL POLICY AND ALLOW THE SOLICITATION OF QUOTES FOR REPAIRS AND MODIFICATIONS TO COURTROOM ONE AND TWO AND TO ALLOW THE THREE FULL TIME OFFICIALS TO ACCEPT A QUOTE IN AN AMOUNT NOT TO EXCEED \$25,000.00 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT TO BE BUDGETED IN LINE ITEM #236-136-000-931-000**

Supervisor Stumbo stated this was discussed earlier in the meeting.

**7. BUDGET AMENDMENT #15**

Clerk Lovejoy Roe explained the items in Budget Amendment #15. She said the increase for the seasonal line item was due to all the work that was done in the parks.

Trustee Eldridge stated the work that was done at North Bay Park was great. He said residents have stopped him to tell him how much it was appreciated. Clerk Lovejoy Roe stated that Carl Girbach and township staff did all the work in the parks and they did an excellent job.

Supervisor Stumbo stated she hoped people could make it to some of the Master Plan workshops.

Supervisor Stumbo stated she was concerned because the certification that was awarded by the government to 10 autonomous vehicle research developments which included ACM, was withdrawn by the government. She said that although ACM does not have the federal designation, the new ACM Director agreed that at the next meeting the Federal Secretary of Transportation would be present to answer any of our concerns.

Clerk Lovejoy Roe stated the election proceedings are going well. She said she has never experienced an election this busy. She said the staff is working very hard to stay on top of it. Clerk Lovejoy Roe stated she was still in need of workers for the election.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 WORK SESSION  
PAGE 6**

**Work session adjourned at 6:53 p.m.**

Respectfully Submitted,

Karen Lovejoy Roe, Clerk

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE TUESDAY, OCTOBER 16, 2018 REGULAR MEETING**

**Supervisor Stumbo called the meeting to order at approximately 7:02 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited followed by a moment of silent prayer.**

**Members Present:** Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees: Stan Eldridge, Heather Jarrell Roe, Monica Ross-Williams, and Jimmie Wilson, Jr.

**Members Absent:** none

**Legal Counsel:** Wm. Douglas Winters

**PUBLIC COMMENTS**

Arloa Kaiser, Township Resident stated she was opposed to the snow ordinance. She said she would like to be on the committee regarding snow removal if one was necessary.

Derrick Miller, Community Action Network and Caroline Sanders, UofM Engagement. Caroline Sanders stated she was Assistant Director of Community Relations of Engagement. Mr. Miller stated Mr. Northrop, Principal of Brick Elementary was also here tonight. Mr. Miller stated Community Action Network has been working in partnership with Brick Elementary offering an educational summer camp and also doing recruitment training for their faculty. He said his agency has an opportunity to expand and provide yearlong programs and services. He said his agency has been around for over 30 years and has a 97% graduation rate with the students they have serviced. Mr. Miller stated the youth they work with on average attend eight more school days than their economic peers. He said last fiscal year they did over \$1.5 million worth of food resources in partnership with Food Gatherers. He said his agency has now set up an on-site community center at Brick Elementary to continue with their after school programs, educational summer camps, and their volunteer recruitment training. Mr. Miller stated they were here tonight hoping Ypsilanti Township could provide \$10,000.00 to \$25,000.00 per year for a two-year period to help them continue to service this community. Mr. Miller stated the information was in the packet that he has provided for the Board.

**CONSENT AGENDA**

- A. MINUTES OF THE AUGUST 24, 2018 CLOSED SESSION, SEPTEMBER 18, 2018 WORK SESSION AND REGULAR MEETING AND THE SEPTEMBER 24, 2018 SPECIAL MEETING**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 REGULAR MEETING  
PAGE 2**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR OCTOBER 2, 2018 IN THE AMOUNT OF \$1,364,580.34**
- 2. STATEMENTS AND CHECKS FOR OCTOBER 16, 2018 IN THE AMOUNT OF \$908,656.08**
- 3. CLARITY HEALTH CARE DEDUCTIBLE ACH EFT FOR AUGUST 2018 IN THE AMOUNT OF \$37,092.77 AND FOR SEPTEMBER 2018 IN THE AMOUNT OF \$28,590.43**
- 4. CLARITY HEALTH CARE ADMIN FEE AUGUST 2018 IN THE AMOUNT OF \$1,101.00 AND FOR SEPTEMBER 2018 IN THE AMOUNT OF \$1,086.40**

**C. AUGUST 2018 TREASURER'S REPORT**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Ross-Williams to Approve the Consent Agenda with Changes to the Minutes.**

**The motion carried unanimously.**

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters stated the Ypsilanti Community Schools has a sinking fund millage on the November, 2018 ballot and they plan on using some of the millage money if that millage is passed to demolish Thurston and Kettering School. He said Ypsilanti Community Schools has just sold Kaiser School. He said that previously, during talks with school officials, they had promised the Township would be involved when decisions would be made regarding the schools in Ypsilanti Township. Attorney Winters stated the Township was not notified about the sale of Kaiser School. He said Kaiser School does not have an adequate sprinkler system which would be required for the new owners to install. He said another former Willow Run school building is rented to a for profit baseball training facility.

Attorney Winters stated the Township has closed on two properties acquired through tax foreclosure for Habitat for Humanity. He said the third property acquired has people living in it so the eviction process has started.

Attorney Winters said the demolition and testing is continuing with the former Forbes Dry Cleaners property.

Attorney Winters stated that the Township has acquired four of the six remaining parcels in Liberty Square. He said the fifth one might end up as a tax foreclosure because the owner has not responded. Attorney Winters stated the sixth one might still be possible to acquire.



**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 REGULAR MEETING  
PAGE 3**

Attorney Winters stated that the quantity of public nuisances have declined over the last several years but the ones we have now are not very good. He said neighborhood stabilization continues to be on-going.

Attorney Winters stated that 1334 Commonwealth was padlocked for drug use. He said the owner of the property was a landlord and claimed he did not know what was going on in the house but there were witnesses that could testify that he did know. He said the owner of this property owns 13 more houses in Ypsilanti Township. Attorney Winters stated this landlord now knows if it is discovered that he is renting to drug dealers his property will be padlocked.

Attorney Winters received a letter today from YCUA's Attorney stating he is filing a lawsuit against Trenchlist Solutions that did the damage last year to the fire hydrant that caused the Township to send everyone home. Attorney Winters stated it did about \$13,000.00 worth of damages and about \$4,000.00 in lost wages the Township incurred that day by having to send workers home. Attorney Winters stated their Attorney asked if Ypsilanti Township would like to be added as a plaintiff for this lawsuit. Attorney Winters would encourage the Board to add their name to this lawsuit.

**A motion was made by Trustee Eldridge, supported by Trustee Wilson to add the Township to the lawsuit against Trenchlist Solutions.**

**The motion carried unanimously.**

Trustee Ross-Williams stated she wanted it on record that she said she was disappointed that the Township was not notified regarding the sale of Kaiser School.

**NEW BUSINESS**

- 1. REQUEST OF HABITAT FOR HUMANITY FOR FUNDS FOR THE RENOVATION OF 2754 APPLERIDGE IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-969-010**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve the Request of Habitat for Humanity for Funds for the Renovation of 2754 Appleridge in the Amount of \$20,000.00 Budgeted in Line Item #101-950-000-969-010.**

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 REGULAR MEETING  
PAGE 4**

**2. 1<sup>ST</sup> READING OF RESOLUTION 2018-30, PROPOSED ORDINANCE 2018-483, AN ORDINANCE AMENDING ORDINANCE NO.74, TOWNSHIP ZONING ORDINANCE SO AS TO REZONE 3160 WEST MICHIGAN AVENUE, PARCEL ID K-11-18-430-001, FROM ITS CURRENT RM-2 (MULTI-FAMILY RESIDENTIAL) TO B-3 (GENERAL BUSINESS) WITH VOLUNTARY PROHIBITION OF AUTOMOTIVE USES AS DEFINED IN TOWNSHIP ZONING ORDINANCE SECTION 306**

Miodrag Rakic, Saline Resident stated he wanted to get this property rezoned to build a Tennis Center. He said it would have 5 indoor and 6 outdoor courts.

Clerk Lovejoy Roe stated she was not comfortable with the conditional rezoning aspect of the resolution. She said she would vote for the 1<sup>st</sup> reading but would like the township planning department to investigate conditional rezoning and develop a policy or an ordinance that regulates how the township would allow conditional zoning.

Tom Stacker, Real Estate One Broker, said that because of the location of the property it would not be attractive to be zoned RM-2 because people would not want to live there. He said the buyers were interested in the property to build only the Tennis Center. He said they have been looking for about three years and they were excited to build on this property if it were rezoned.

Attorney Winters stated the Board was only voting on the property be changed from RM-2 to B-3 prohibiting Automotive uses not if the Tennis Courts would be built.

Supervisor Stumbo stated that this was a Master Plan B-3 and we are prohibiting automotive uses. She said the board was only voting on the change in zoning not on the use.

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve 1<sup>st</sup> Reading of Resolution 2018-30, proposed Ordinance 2018-483, an Ordinance Amending Ordinance NO.74, Township Zoning Ordinance so as to Rezone 3160 W. Michigan Ave., Parcel ID K-11-18-340-001, From its Current RM-2 (Multi-Family Residential) to B-3 (General Business) with Voluntary Prohibition of Automotive uses as Defined in Township Zoning Ordinance Section 306 and add between now and the 2<sup>nd</sup> Reading Specifically Those Uses that are Prohibited to the Resolution and to the Ordinance so they Would be Included on the Deed Restriction (see attached).**

Jarrell Roe:	Yes	Eldridge:	Yes	Ross-Williams:	Yes
Lovejoy Roe:	Yes	Stumbo:	Yes	Doe:	Yes
Wilson:	Yes				

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 REGULAR MEETING  
PAGE 5**

- 3. REQUEST OF MICHAEL RADZIK, OCS DIRECTOR FOR APPROVAL OF THE AMENDMENT AND LETTER OF UNDERSTANDING TO THE POLICE SERVICES CONTRACT INCREASING THE SCOPE OF SERVICES TO THIRTY EIGHT (38) POLICE SERVICE UNITS, SETTING POLICE SERVICE PRICING THROUGH 2022 AND EXTENDING THE TERM OF THE CONTRACT DECEMBER 31, 2022 TO BE BUDGETED IN LINE ITEM #266-301-000-831-000**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Approve Request of Michael Radzik, OCS Director for Approval of the Amendment and Letter of Understanding to the Police Services Contract Increasing the Scope of Services to Thirty Eight (38) Police Service Units, setting Police Service Pricing Through 2022 and Extending the Term of the Contract December 31, 2022 to be Budgeted in Line Item #266-301-000-831-000 (see attached).**

Michael Radzik, OCS Director stated this would be a 3% price increase over the four year period of the contract. He said Supervisor Stumbo negotiated it down from 4% all four years to 3% total for all for four years. Supervisor Stumbo stated this contact would allow the Sheriff to add one more deputy to the Township. She said that it could be three deputies that could be assigned to the Township this year, since last year we authorized two deputies that they did not add to the Township law enforcement.

**The motion carried unanimously.**

- 4. REQUEST OF MICHAEL RADZIK, OCS DIRECTOR FOR APPROVAL OF THE 2018 ANIMAL SERVICES CONTRACT WITH WASHTENAW COUNTY IN THE AMOUNT OF \$45,000 BUDGETED IN LINE ITEM #266-301-000-831-012**

**A motion was made by Treasurer Doe, supported by Trustee Jarrell Roe to Approve Request of Michael Radzik, OCS Director for Approval of the 2018 Animal Services Contract with Washtenaw Count in the Amount of \$45,000 Budgeted in Line Item #266-301-000-831-012 (see attached).**

**The motion carried unanimously.**

- 5. REQUEST OF MIKE RADZIK, OCS DIRECTOR FOR AUTHORIZATION TO SEEK LEGAL ACTION IF NECESSARY TO ABATE PUBLIC NUISANCE FOR PROPERTY LOCATED AT 359 OREGON ST., AND 585 ROSEWOOD AVE. IN THE AMOUNT OF \$20,000.00 BUDGETED IN LINE ITEM #101-950-000-801-023**

**A motion was made by Trustee Wilson, supported by Trustee Jarrell Roe to Approve the Request of Mike Radzik, OCS Director for Authorization to Seek Legal Action if Necessary to Abate Public Nuisance for Property Located at 359 Oregon St., and 585 Rosewood Ave. in the Amount of \$20,000.000 Budgeted in Line Item #101-950-000-801-023**

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE TUESDAY, OCTOBER 16, 2018 REGULAR MEETING  
PAGE 6**

- 6. REQUEST OF MARK NELSON, 14B MAGISTRATE TO WAIVE THE FINANCIAL POLICY AND ALLOW THE SOLICITATION OF QUOTES FOR REPAIRS AND MODIFICATIONS TO COURTROOM ONE AND TWO AND TO ALLOW THE THREE FULL TIME OFFICIALS TO ACCEPT A QUOTE IN AN AMOUNT NOT TO EXCEED \$25,000.00 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT TO BE BUDGETED IN LINE ITEM #236-136-000-931-000**

**A motion was made by Trustee Ross-Williams, supported by Trustee Jarrell Roe to change the amount to \$35,000.00 to add Plexi-Glass as a barrier in the Court Room.**

**A motion was made by Trustee Ross-Williams, supported by Trustee Jarrell Roe to Approve Request of Mark Nelson, 14B Magistrate to Waive the Financial Policy and Allow the Solicitation of Quotes for Repairs and Modifications to Courtroom One and Two and to Allow the Three Full Time Officials to Accept a Quote in an Amount Not to Exceed \$35,000.00 Contingent Upon Approval of the Budget Amendment to be Budgeted in Line Item #236-136-000-931-000**

**The motion carried unanimously.**

**7. BUDGET AMENDMENT #15**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Ross-Williams to Approve Budget Amendment #15 (see attached).**

**The motion carried unanimously.**

**Michael Radzik, OCS Director stated he just received a message from the contractor for Forbes Cleaners and they said they would begin demolition tomorrow.**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Adjourn.**

**The meeting was adjourned at 8:02 p.m.**

**Respectfully Submitted,**

**Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti**

**Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti**

**CHARTER TOWNSHIP OF  
YPSILANTI**

**RESOLUTION 2018-30  
(In Reference to Ordinance 2018-  
483)**

**Rezoning of 3160 West  
Michigan Ave**

*Whereas*, at its regularly scheduled meeting held **September 25, 2018**, the Charter Township of Ypsilanti (Township) Planning Commission (Commission) recommended that the Township Board approve a voluntary conditional rezoning request pursuant to MCL 125.3405 for a certain parcel of property comprising 20.570 acres, commonly identified as 3160 West Michigan Avenue, Parcel ID K-11-18-340-001, from the RM-2 (Multiple-Family Residential) zoning district to the B-3 (General Business) zoning district with prohibition of automotive uses as defined in Township Zoning Ordinance Section 306 and with a deed restriction freely and voluntarily offered in writing by the Applicant which deed restriction prohibits the described automotive uses; and

*Whereas*, proposed Ordinance No. 2018-483 rezones 3160 West Michigan Avenue, Parcel ID K-11-18-340-001, from RM-2 District to B-3 District zoning classification with voluntary prohibition of automotive uses as defined in Township Zoning Ordinance Section 306 and with a stipulation that a voluntarily offered deed restriction consistent with the prohibited automotive uses be recorded; and

*Whereas*, the Township Board of Trustees agrees that the rezoning is appropriate.

***Now Therefore, Be it resolved*** that the Charter Township of Ypsilanti hereby adopts and incorporates by reference Ordinance No. 2018-483 attached hereto, by reference, in its entirety.

# Charter Township of Ypsilanti

## ORDINANCE 2018-483

***An Ordinance Amending Ordinance No. 74, Township Zoning Ordinance, So As To Rezone 3160 West Michigan Avenue, being Parcel ID K-11-18-340-001, From Its Current RM-2 (Multi-Family Residential) District Zoning Classification to B-3 (General Business) District Zoning Classification with voluntary prohibition of automotive uses as defined in Township Zoning Ordinance Section 306***

***The Charter Township of Ypsilanti hereby ordains*** that Ordinance No. 74, adopted May 18, 1994, shall be amended as follows:

Real Property consisting of 20.570 acres of land located at 3160 West Michigan Avenue, also known as Parcel ID K-11-18-340-001, and more particularly described as follows:

See attached legal description labeled "Attachment A"

shall be rezoned from its current RM-2 (Multi-Family Residential) District zoning classification to the B-3 (General Business) District zoning classification with prohibition by deed restriction of automotive uses as defined in Township Zoning Ordinance Section 306, which was voluntarily requested by the Applicant.

The Zoning Map, as incorporated by reference, in the Charter Township of Ypsilanti Zoning Ordinance is hereby amended by the rezoning of the afore-described parcel of property from its RM-2 District zoning classification to the B-3 District zoning classification with prohibition of automotive uses as defined in Township Zoning Ordinance Section 306.

**Severability**

In the event that any one or more sections, provisions, phrases or words of this ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity nor the enforceability of the remaining sections, provisions, phrases or words of this Ordinance unless expressly so determined by a Court of competent jurisdiction.

**Publication**

This Ordinance shall be published in a newspaper of general circulation as required by law.

**Effective date**

This Ordinance shall become effective upon:

- 1) Recording of a deed restriction, approved by the Ypsilanti Township Attorney prohibiting on Parcel ID K-11-18-340-001, automotive uses as defined in the Ypsilanti Township Zoning Ordinance, Section 306; and
- 2) Publication of this ordinance in a newspaper of general circulation as required by law.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify approval of the first reading of Proposed Ordinance No. 2018-483 by the Charter Township of Ypsilanti Board of Trustees assembled at a regular meeting held on October 16, 2018. The second reading is scheduled to be heard on November 20, 2018.



---

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti



# “ATTACHMENT A”

---

## PROPERTY DESCRIPTION:

---

Part of the West 1/2 of Section 18, T.3S., R.7E., Ypsilanti Township, Washtenaw County, Michigan, more particularly described as beginning at the East 1/4 corner of Section 13, T.3S., R.6E., Pittsfield Township, Washtenaw County, Michigan; thence North 1 degree 03 minutes 30 seconds West 375.14 feet; thence South 86 degrees 30 minutes 42 seconds East 227.36 feet; thence South 80 degrees 16 minutes 38 seconds East 234.84 feet; thence South 67 degrees 30 minutes 30 seconds East 234.84 feet; thence South 54 degrees 44 minutes 22 seconds East 234.84 feet; thence South 41 degrees 58 minutes 14 seconds East 234.84 feet; thence South 35 degrees 35 minutes 69 seconds East 114.86 feet; thence South 9 degrees 24 minutes 51 seconds West 155.56 feet; thence South 54 degrees 24 minutes 51 seconds West to the West line of Lot 11 of the Elmfield Gardens Subdivision; thence Southeasterly 25.00 feet along said West line; thence South 54 degrees 24 minutes 51 seconds West 100.00 feet; thence North 34 degrees 23 minutes 00 seconds West 52.92 feet; thence North 43 degrees 35 minutes 30 seconds East 131.69 feet; thence North 14 degrees 38 minutes 30 seconds West 267.84 feet; thence South 34 degrees 24 minutes 00 seconds West 261.48 feet; thence South 5 degrees 36 minutes 00 seconds East to the North line of US-12; thence Southwesterly along said North line to the West line of Section 18; thence along said Section line to the Point of Beginning; and excepting therefrom as a permanent right of way easement the East 15 feet of the West 17.5 feet of the above described parcel.

Parcel Number: K-11-18-340-001 ALSO KNOWN AS 3160 WEST MICHIGAN

---



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

October 2, 2018

CV 32854.3

Brenda Stumbo, Township Supervisor  
Ypsilanti Charter Township  
7200 S. Huron River Drive  
Ypsilanti, MI 48197

Dear Supervisor Stumbo,

Washtenaw County wishes to amend the contract with your agency. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the Service Contract between Washtenaw County and Ypsilanti Charter Township dated January 1, 2012 as follows:

Amend ARTICLE I – SCOPE OF SERVICES to extend the contract as follows:

“The parties agree that the Township shall contract for thirty-eight (38) Police Services Units from the Sheriff to provide road Patrol and other law enforcement services to the Township beginning July 1, 2018.”

Amend ARTICLE II – COMPENSATION AND OVERTIME to extend the contract as follows:

“The price for a PSU is fixed as follows: (1) \$150,594.00 per PSU for 2012; (2) \$152,100.00 per PSU for 2013; (3) \$153,621.00 per PSU for 2014; (4) \$155,157.00 per PSU for 2015; (5) \$156,709.00 per PSU for 2016; (6) \$158,276.00 per PSU for 2017, (7) \$160,650.00 per PSU for 2018 (8) \$160,650.00 per PSU for 2019, (9) \$160,650.00 per PSU for 2020. (10) \$163,060.00 per PSU for 2021 and (11) \$165,506.00 per PSU for 2022. Beginning in 2014, the County reserves the right to adjust these prices as a result of significant unforeseen cost increases in line items contained the Direct Cost categories (Salary, Fringe, Uniform Allowance, Gun Allowance and Fleet). The county and Sheriff shall give each Contracting Partner six (6) months written notice of any such increase.”

Amend ARTICLE V – TERM to extend the contract as follows:

“The term of this contract shall be for one hundred and thirty two months with an effective date of January 1, 2012 and ending on December 31, 2022.”

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

ATTEST:

WASHTENAW COUNTY

\_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

\_\_\_\_\_  
Gregory Dill (DATE)  
County Administrator

APPROVED FOR CONTENT:

Ypsilanti Community Schools

\_\_\_\_\_  
Jerry L. Clayton (DATE)  
Sheriff

Accepted by *Brenda Stumbo*  
Brenda Stumbo, (DATE)  
Township Supervisor Oct. 17, 2018

Accepted by *Karen Lovejoy Roe*  
Karen Lovejoy Roe, (DATE)  
Clerk Oct. 17, 2018

Original: Clerk  
Vendor  
cc: Department  
Purchasing

**LETTER OF UNDERSTANDING**  
**INCREMENTAL ADDITION OF THREE (3) POLICE SERVICE UNITS**  
**FOR THE 2019-2022 POLICE SERVICES CONTRACT PERIOD**

On December 19, 2017, Ypsilanti Township formally requested to increase the staffing of its Police Services contract from thirty-five (35) Police Service Units (PSU) to thirty-eight (38) PSU.

On March 7, 2018, the Washtenaw County Board of Commissioners authorized three new deputy sheriff positions to facilitate the Township's request. The authorization was effective on July 1, 2018.

On August 30, 2018, the Township received 2019-2022 PSU contract AMENDMENT documents from the Sheriff's Office to amend ARTICLE II – COMPENSATION AND OVERTIME and ARTICLE V – TERM setting PSU pricing and extending the contract term for the period 2019 through 2022.

The Township also wishes to amend ARTICLE I – SCOPE OF SERVICES to increase the number of PSU from thirty-five (35) to thirty-eight (38) as authorized by the Board of Trustees on December 20, 2017.

The Township understands that the Sheriff's Office is working to hire and train additional deputy sheriffs to fill the Township's request for additional PSU's. As such, the Township acknowledges and agrees that no backfilling or accumulation of banked hours for any of the three (3) newly added PSU's shall occur until after each of the newly added deputy sheriff positions have been filled on an incremental basis during the term of the amended contract period.

The Sheriff's Office shall notify the Township in writing of the date each newly added PSU position is filled at which time each filled position will be officially counted, managed and invoiced according to the terms and conditions of the Police Service contract.



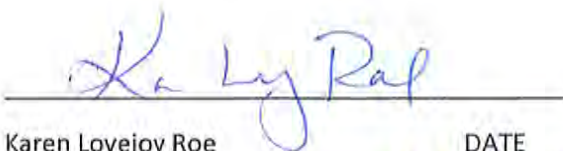
Brenda Stumbo  
Township Supervisor

DATE  
Oct. 17, 2018

\_\_\_\_\_

Jerry Clayton  
Sheriff

DATE



Karen Lovejoy Roe  
Township Clerk

DATE  
Oct. 17, 2018

CONTRACT  
***Ypsilanti Charter Township***

AGREEMENT is made this 1<sup>st</sup> day of **September**, 2018, by the ***YPSILANTI CHARTER TOWNSHIP*** (“***Township***”) located at ***7200 S. Huron River Drive, Ypsilanti, Michigan 48197*** and the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 (“***County***”).

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

ARTICLE I - SCOPE OF SERVICES

WHEREAS, under Michigan law, a county is responsible for undertaking certain animal control duties, including the holding of stray dogs under the Dog Law of 1919, (MCLA 287.261 et seq), impounded animals held for a variety of reasons, including dog bites and animal cruelty or animals ordered by a court to be held as part of a legal proceeding; and

WHEREAS, for many years, Washtenaw County has contracted with the Humane Society of Huron Valley (“HSHV”) to provide these animal control services; and

WHEREAS, for the past four years, those local governmental entities within Washtenaw County which maintain their animal control ordinances and use HSHV to fulfill their ordinance responsibilities have been paying a portion of those HSHV costs; and

WHEREAS, HSHV has maintained that it would like to recoup its costs and expenses incurred in providing animal control services to the County and the local governmental entities that use its services; and

WHEREAS, under the proposed contract, the County would act as the lead governmental entity responsible to make the monthly contractual payments to HSHV and insuring that the local governmental entities pay for their use of HSHV services;

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the ***Ypsilanti Charter Township*** will pay the COUNTY an amount not to exceed ***forty-five thousand (\$45,000 dollars.)***

ARTICLE III - TERM

This contract is for a one year term beginning September 1<sup>st</sup>, 2018

ARTICLE IV - EQUAL EMPLOYMENT OPPORTUNITY

The County 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 County 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 County 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 County, 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 V - EQUAL ACCESS

The County 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 VI - ASSIGNS AND SUCCESSORS

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

ARTICLE VII - 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.

ARTICLE VIII - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE IX - 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 X - EXTENT OF CONTRACT

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

ARTICLE XI - ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: \_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: \_\_\_\_\_  
Gregory Dill (DATE)  
County Administrator

APPROVED AS TO FORM:

YPSILANTI CHARTER TOWNSHIP

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

By: Brenda L. Stumba  
Brenda L. Stumba (DATE) Oct. 17, 2018  
Supervisor

By: Karen Lourey Roe  
Karen Lourey Roe (DATE) Oct. 17, 2018  
Clerk

**CHARTER TOWNSHIP OF YPSILANTI  
2018 BUDGET AMENDMENT #15**

October 16, 2018

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$56,505.00**

Request to increase budget for PTO payout request over the budgeted 32 hours, an additional 148 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

<b>Revenues:</b>	Prior Year Fund Balance	101-000-000-699.000	\$4,205.00
		<b>Net Revenues</b>	<u><u>\$4,205.00</u></u>
<b>Expenditures:</b>	Salaries pay out - PTO	101-266-000-708.004	\$3,906.00
	FICA	101-266-000-715.000	\$299.00
		<b>Net Expenditures</b>	<u><u>\$4,205.00</u></u>

Request to increase the budget for Temporary Seasonal Park & Ground Employees. There has been extensive renovations and maintenance of our parks and grounds. We also increased hourly pay in order to attract quality employees. This will be funded by an Appropriation of Prior Year Fund Balance.

<b>Revenues:</b>	Prior Year Fund Balance	101-000-000-699.000	\$52,300.00
		<b>Net Revenues</b>	<u><u>\$52,300.00</u></u>
<b>Expenditures:</b>	Salary - Temporary/Seasonal	101-774-000-707.000	\$20,000.00
	Salary - Temporary/Seasonal Ford Lake Park	101-774-000-707.775	\$32,300.00
		<b>Net Expenditures</b>	<u><u>\$52,300.00</u></u>

**212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)**

**Total Increase \$27,000.00**

Request to increase the budget for sidewalk repair throughout the community. The estimated amount need for the rest of the year is \$27,000. This will be funded by an Appropriation of Prior Year Fund Balance.

<b>Revenues:</b>	Prior Year Fund Balance	212-000-000-699.000	\$27,000.00
		<b>Net Revenues</b>	<u><u>\$27,000.00</u></u>
<b>Expenditures:</b>	Highway & Streets & Sidewalks	212-212-000-818.006	\$27,000.00
		<b>Net Expenditures</b>	<u><u>\$27,000.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2018 BUDGET AMENDMENT #15**

October 16, 2018

**236 - 14B DISTRICT COURT FUND**

**Total Increase \$25,000.00**

Request to increase the budget for repairs and modifications to Courtrooms #1 and #2. This is due to unsafe conditions and making areas ADA compliant. The project is not to exceed \$25,000. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	236-000-000-699.000	\$25,000.00
		<b>Net Revenues</b>	<u><u>\$25,000.00</u></u>

Expenditures:	Repairs & Maintenance	236-136-000-931.000	\$25,000.00
		<b>Net Expenditures</b>	<u><u>\$25,000.00</u></u>

**266 - LAW ENFORCEMENT FUND**

**Total Increase \$2,078.00**

Request to increase budget for PTO payout request over the budgeted 32 hours, an additional 89 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	266-000-000-699.000	\$2,078.00
		<b>Net Revenues</b>	<u><u>\$2,078.00</u></u>

Expenditures:	Salaries pay out - PTO	266-304-000-708.004	\$1,930.00
	FICA	266-304-000-715.000	\$148.00
		<b>Net Expenditures</b>	<u><u>\$2,078.00</u></u>

**590 - COMPOST FUND**

**Total Increase \$4,597.00**

Request to increase budget for PTO payout request over the budgeted 32 hours, an additional 148 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	590-000-000-699.000	\$4,597.00
		<b>Net Revenues</b>	<u><u>\$4,597.00</u></u>

Expenditures:	Salaries pay out - PTO	590-590-000-708.004	\$4,270.00
	FICA	590-590-000-715.000	\$327.00
		<b>Net Expenditures</b>	<u><u>\$4,597.00</u></u>



Motion to Amend the 2018 Budget (#15):

Move to increase the General Fund budget by \$56,505 to \$10,754,643 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads, General (BSRII) Fund budget by \$27,000 to \$2,178,495 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund budget by \$25,000 to \$2,031,986 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$2,078 to \$7,290,965 and approve the department line item changes as outlined.

Move to increase the Compost Fund budget by \$4,597 to \$569,114 and approve the department line item changes as outlined.

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



**ACCOUNTING DEPT**

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

*Charter Township of Ypsilanti*

---

**STATEMENTS AND CHECKS**

*NOVEMBER 6, 2018 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	529,659.44
HAND CHECKS -	\$	578,778.87
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	<b>1,108,438.31</b>

Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/06/2018	180190	4ALLPROMOS / K-READ	900.00
11/06/2018	180191	A & R TOTAL CONSTRUCTION, INC.	580.84
11/06/2018	180192	AAA AUTO PARTS & SERVICE	363.99
11/06/2018	180193	AARON SIEGFRIED	517.50
11/06/2018	180194	ABBAY DOOR	1,500.00
11/06/2018	180195	ABDULRAHMAN AGLAN	150.00
11/06/2018	180196	ACCUSHRED LLC	65.00
11/06/2018	180197	ACUSHNET COMPANY	497.20
11/06/2018	180198	AJ'S MAINTENANCE & SERVICES	1,852.50
11/06/2018	180199	AL WALTERS HEATING AND COOLING	150.00
11/06/2018	180200	ALLGRAPHICS CORPORATION	1,790.10
11/06/2018	180201	AMAZON CAPITAL SERVICES	1,133.55
11/06/2018	180202	ANN ARBOR CLEANING SUPPLY	933.50
11/06/2018	180203	ANNETTE GONTARSKI	84.80
11/06/2018	180204	ANTHONY SCOTT	15.00
11/06/2018	180205	ATCHINSON FORD	1,058.70
11/06/2018	180206	AUTO VALUE YPSILANTI	989.70
11/06/2018	180207	AUTOMATED CONFIRMATIONS, LLC	33.25
11/06/2018	180208	BARR ENGINEERING COMPANY	2,221.50
11/06/2018	180209	BLACKMORE CO., INC.	1,497.50
11/06/2018	180210	BLACKMORE CO., INC.	4,500.00
11/06/2018	180211	CARLISLE/WORTMAN ASSOCIATES	15,996.50
11/06/2018	180212	CARLISLE/WORTMAN ASSOCIATES	840.00
11/06/2018	180213	CENTRON DATA SERVICES	4,100.00
11/06/2018	180214	CHARTER TOWNSHIP OF SUPERIOR	32.47
11/06/2018	180215	CHELSEA BRODFUEHRER	2,415.35
11/06/2018	180216	CINCINNATI TIME SYSTEMS	781.80
11/06/2018	180217	CLARE MILLER	50.00
11/06/2018	180218	CLEVELAND GOLF SRIXON	1,535.22
11/06/2018	180219	CLI CONCRETE LEVELING INC.	900.00
11/06/2018	180220	COMERICA BANK	27.69
11/06/2018	180221	CONGDON'S	102.25
11/06/2018	180222	CRYSTAL FLASH, INC.	3,969.31
11/06/2018	180223	D & F CONSTRUCTION	140.00
11/06/2018	180224	DANA BILBEISI	48.00
11/06/2018	180225	DAVID JORDON	435.02
11/06/2018	180226	DAYLAN JACKSON	60.00
11/06/2018	180227	DC HYDRAULICS INC.	651.25
11/06/2018	180228	DINGES FIRE COMPANY	423.92
11/06/2018	180229	DISPUTE RESOLUTION CENTER	1,875.00
11/06/2018	180230	DIUBLE EQUIPMENT INC.	1,530.51
11/06/2018	180231	DOAN CONSTRUCTION COMPANY	303,610.90
11/06/2018	180232	DTE ENERGY	86.50
11/06/2018	180233	DTE ENERGY	2,000.00
11/06/2018	180234	EMERGENCY VEHICLE SERVICES	1,427.50
11/06/2018	180235	EMERGENT HEALTH PARTNERS	6,447.35
11/06/2018	180236	FAMILY LIFE SERVICES	300.00
11/06/2018	180237	FEDERAL EXPRESS CORPORATION	29.08
11/06/2018	180238	FIBER LINK	154.50
11/06/2018	180239	FIRE SERVICE MANAGEMENT	306.15
11/06/2018	180240	FRED LOW	302.50
11/06/2018	180241	FRED LOW	2,000.00
11/06/2018	180242	GENE BUTMAN FORD	95.74
11/06/2018	180243	GLENN JOHNSON, JR.	100.00
11/06/2018	180244	GORDON FOOD SERVICE INC.	174.56
11/06/2018	180245	GOVERNMENTAL CONSULTANT SERVICES	2,935.50
11/06/2018	180246	GRAINGER	750.43
11/06/2018	180247	GRIFFIN PEST SOLUTIONS	62.00
11/06/2018	180248	HERC RENTALS INC	230.01
11/06/2018	180249	HOME DEPOT	1,022.85
11/06/2018	180250	HOME DEPOT USA	100.00
11/06/2018	180251	IAFC MEMBERSHIP	209.00
11/06/2018	180252	IMAGE TREND	21,606.11
11/06/2018	180253	MARK HAMILTON	1,750.00
11/06/2018	180254	MARK NELSON	460.04
11/06/2018	180255	MAYA EL-AMIN	60.00
11/06/2018	180256	MAYNARDS AUTO SERVICE CENTER	12.00
11/06/2018	180257	MCMASTER-CARR	473.58
11/06/2018	180258	MENARDS, INC.	165.09
11/06/2018	180259	MESSENGER PRINTING	3,790.90
11/06/2018	180260	MICHIGAN CAT	786.86
11/06/2018	180261	MICHIGAN LINEN SERVICE, INC.	1,443.25
11/06/2018	180262	MICHIGAN URGENT CARE	40.00
11/06/2018	180263	MLIVE MEDIA GROUP	1,351.45
11/06/2018	180264	MYSTRO PRODUCTIONS	400.00
11/06/2018	180265	NAPA AUTO PARTS*	40.23
11/06/2018	180266	NATIONAL PEN COMPANY	345.27
11/06/2018	180267	NEOPOST	231.00

*AP Checks*

Check Date	Check	Vendor Name	Amount
11/06/2018	180268	NETWORKFLEET, INC	682.20
11/06/2018	180269	OAKLAND COUNTY	1,919.25
11/06/2018	180270	OFFICE EXPRESS	1,332.83
11/06/2018	180271	ONSITE SUBSTANCE ABUSE TESTING	170.00
11/06/2018	180272	ORCHARD, HILTZ & MCCLIMENT INC	18,504.25
11/06/2018	180273	ORCHARD, HILTZ & MCCLIMENT INC	502.50
11/06/2018	180274	PARK ATHLETIC SUPPLY	477.00
11/06/2018	180275	PARKER ALLEN	120.00
11/06/2018	180276	PARKWAY SERVICES, INC.	375.00
11/06/2018	180277	PAT WALTERS & SONS	78.75
11/06/2018	180278	PM TECHNOLOGIES, LLC	925.83
11/06/2018	180279	PREFERRED TONER SOLUTIONS	209.95
11/06/2018	180280	PRIORITY ONE EMERGENCY	251.97
11/06/2018	180281	PROFESSIONAL TREE SERVICE	3,300.00
11/06/2018	180282	R.E.C.I.	50.00
11/06/2018	180283	R.E.C.I.	45.00
11/06/2018	180284	R.J. THOMAS MANUFACTURING CO, INC.	3,762.00
11/06/2018	180285	RAND ROBINSON	240.00
11/06/2018	180286	RENT A WRECK	656.25
11/06/2018	180287	RESIDEX, LLC	1,170.00
11/06/2018	180288	RHETT REYES	1,593.00
11/06/2018	180289	ROCCO LEONE	92.00
11/06/2018	180290	ROSE PEST SOLUTIONS	275.00
11/06/2018	180291	S & S ASSOCIATES, INC	63.00
11/06/2018	180292	SAFEGUARD BUSINESS SYSTEMS	402.38
11/06/2018	180293	SAM'S CLUB DIRECT	51.98
11/06/2018	180294	SCHOOLCRAFT COLLEGE	285.00
11/06/2018	180295	SHERRY SHOPSHEAR	100.00
11/06/2018	180296	SHRADER TIRE & OIL	685.95
11/06/2018	180297	SITEONE LANDSCAPE SUPPLY, LLC	496.72
11/06/2018	180298	SOUTHERN COMPUTER WAREHOUSE	8,983.69
11/06/2018	180299	SPARTAN DISTRIBUTORS	649.45
11/06/2018	180300	SPARTAN DISTRIBUTORS	603.75
11/06/2018	180301	SPOK, INC.	342.54
11/06/2018	180302	STANTEC	19,034.64
11/06/2018	180303	STARWINDS SOFTWARE INC	1,300.00
11/06/2018	180304	TERMINIX PROCESSING CENTER	54.00
11/06/2018	180305	THERESE FOOTE	197.40
11/06/2018	180306	THOMSON REUTERS - WEST PAYMENT CTR	375.00
11/06/2018	180307	TINA HOTCHKISS	52.00
11/06/2018	180308	TODD BARBER	2,500.00
11/06/2018	180309	TODD BARBER	3,375.00
11/06/2018	180310	TRUGREEN	1,990.00
11/06/2018	180311	ULLIANCE	955.80
11/06/2018	180312	UNITED SONZ BUSINESS SOLUTIONS	254.00
11/06/2018	180313	US ECOLOGY	7,699.25
11/06/2018	180314	VALERIE BASS	525.00
11/06/2018	180315	VESCO OIL CORPORATION	228.90
11/06/2018	180316	VICTORY LANE	80.82
11/06/2018	180317	VISHNU PATCHEAK	36.00
11/06/2018	180318	W.J. O'NEIL COMPANY	2,774.00
11/06/2018	180319	WASHTENAW ASSESSORS ASSOC.	67.00
11/06/2018	180320	WASHTENAW COUNTY TREASURER#	22,151.00
11/06/2018	180321	WASHTENAW GLASS	405.45
11/06/2018	180322	WISAM HIRZALLAH	100.00
11/06/2018	180323	WOLVERINE FREIGHTLINER	475.74
11/06/2018	180324	WOMEN WORKING FOR CHANGE	100.00
11/06/2018	180325	YPSILANTI COMMUNITY	2,988.18
11/06/2018	180326	YSHELU JOHNSON	423.75
11/06/2018	180327	ZAID HIRZALLAH	70.00

AP TOTALS:

Total of 138 Checks:	529,659.44
Less 0 Void Checks:	0.00
Total of 138 Disbursements:	529,659.44

Check Date	Check	Vendor Name	Amount
Bank AP AP			
10/12/2018	180146	COMCAST CABLE	116.91
10/12/2018	180147	COMCAST CABLE	244.85
10/12/2018	180148	COMCAST CABLE	114.85
10/12/2018	180149	DEARBORN NATIONAL LIFE INSURANCE	105.08
10/12/2018	180150	GUARDIAN ALARM	960.00
10/12/2018	180151	VERIZON WIRELESS	2,269.00
10/12/2018	180152	WASTE MANAGEMENT	4,517.47
10/12/2018	180153	WASTE MANAGEMENT	25.00
10/16/2018	180154	FRED LOW	2,000.00
10/16/2018	180155	MOHAMMAD SARWAR	9,850.00
10/16/2018	180156	V & J CEMENT	12,395.00
10/19/2018	180157	U.S. POSTAL SERVICE*	3,000.00
10/26/2018	180158	BLUE CROSS BLUE SHIELD OF MI	143,155.43
10/26/2018	180159	BLUE CROSS BLUE SHIELD OF MI	36,304.04
10/26/2018	180160	CLEAR RATE COMMUNICATIONS, INC	847.35
10/26/2018	180161	COMCAST BUSINESS	1,239.00
10/26/2018	180162	COMCAST CABLE	181.98
10/26/2018	180163	COMCAST CABLE	149.85
10/26/2018	180164	COMCAST CABLE	154.85
10/26/2018	180165	COMCAST CABLE	124.56
10/26/2018	180166	COMCAST CABLE	224.90
10/26/2018	180167	COMCAST CABLE	114.85
10/26/2018	180168	DEARBORN NATIONAL LIFE INSURANCE	4,758.08
10/26/2018	180169	DELTA DENTAL PLAN OF MICHIGAN	12,976.30
10/26/2018	180170	GUARDIAN ALARM	1,517.52
10/26/2018	180171	GUARDIAN ALARM	1,948.89
10/26/2018	180172	GUARDIAN ALARM	1,321.50
10/26/2018	180173	GUARDIAN ALARM	171.27
10/26/2018	180174	VISION SERVICE PLAN	3,197.39
10/29/2018	180175	PLAY ENVIRONMENTS DESIGN	147,441.65
11/02/2018	180176	AT & T	153.19
11/02/2018	180177	AT & T	31.56
11/02/2018	180178	COMCAST CABLE	6,012.27
11/02/2018	180179	COMCAST CABLE	104.85
11/02/2018	180180	UNEMPLOYMENT INSURANCE AGENCY	0.12
11/02/2018	180181	WASTE MANAGEMENT	872.54
11/02/2018	180182	WASTE MANAGEMENT	1,207.67
11/02/2018	180183	WASTE MANAGEMENT	245.38
11/02/2018	180184	WASTE MANAGEMENT	38,905.78
11/02/2018	180185	WASTE MANAGEMENT	661.94
11/02/2018	180186	WASTE MANAGEMENT	30,636.00
11/02/2018	180187	WASTE MANAGEMENT	106,275.97
11/02/2018	180188	WEX BANK	1,815.12
11/02/2018	180189	WINDSTREAM	428.91

AP TOTALS:

Total of 44 Checks:	578,778.87
Less 0 Void Checks:	0.00
Total of 44 Disbursements:	578,778.87

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



**ACCOUNTING DEPT**

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

*Charter Township of Ypsilanti*

---

## STATEMENTS AND CHECKS

*NOVEMBER 20, 2018 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	781,297.35
HAND CHECKS -	\$	177,184.77
CREDIT CARD PURCHASES-	\$	<u>6,737.22</u>
GRAND TOTAL -	\$	<b>965,219.34</b>

Clarity Health Care Deductible –

ACH EFT -	\$	26,722.25 (OCT)
ADMIN FEE -	\$	1,101.00 (OCT)

Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/20/2018	180378	AAATA	34.99
11/20/2018	180379	AARON SIEGFRIED	142.50
11/20/2018	180380	ABBEY DOOR	4,700.00
11/20/2018	180381	ACCUSHRED LLC	90.00
11/20/2018	180382	ALLSHRED SERVICES	550.00
11/20/2018	180383	AMAZON CAPITAL SERVICES	1,963.41
11/20/2018	180384	ANN ARBOR CLEANING SUPPLY	808.92
11/20/2018	180385	ANN ARBOR WELDING SUPPLY CO	154.05
11/20/2018	180386	APEX SOFTWARE	1,850.00
11/20/2018	180387	AR500 ARMOR	1,176.50
11/20/2018	180388	ASAP DRUG SCREENS	40.00
11/20/2018	180389	AUTO VALUE YPSILANTI	139.42
11/20/2018	180390	CAMPBELL TITLE AGENCY OF MICHIGAN	2,750.00
11/20/2018	180391	CAROLYN WEINS	357.00
11/20/2018	180392	CARTER LUMBER COMPANY	111.28
11/20/2018	180393	CENTRAL CIRCULATION	80.00
11/20/2018	180394	CHELSEA BRODFUEHRER	772.50
11/20/2018	180395	CLARE MILLER	20.00
11/20/2018	180396	CLI CONCRETE LEVELING INC.	300.00
11/20/2018	180397	COMPLETE BATTERY SOURCE	29.47
11/20/2018	180398	CONTI	850.00
11/20/2018	180399	CRYSTAL FLASH, INC.	5,434.73
11/20/2018	180400	CUMMINS BRIDGEWAY, LLC	953.26
11/20/2018	180401	DANA BILBEISI	12.00
11/20/2018	180402	DAYLAN JACKSON	30.00
11/20/2018	180403	DELUX RENTAL	70.00
11/20/2018	180404	FARMER & UNDERWOOD TRUCKING	3,900.00
11/20/2018	180405	GORDON FOOD SERVICE INC.	297.30
11/20/2018	180406	GORNO FORD	849.00
11/20/2018	180407	GOVERNMENTAL CONSULTANT SERVICES	2,935.50
11/20/2018	180408	GRAINGER	1,204.92
11/20/2018	180409	HASTINGS AIR-ENERGY CONTROL	495.83
11/20/2018	180410	HOME DEPOT	1,986.59
11/20/2018	180411	INTERNATIONAL CODE COUNCIL	505.45
11/20/2018	180412	JAYLEN WILLIAMS	30.00
11/20/2018	180413	JW2 FIRE CONSULTANTS	2,710.00
11/20/2018	180414	KADEN KUMPELIS	40.00
11/20/2018	180415	KAREN LOVEJOY ROE	134.72
11/20/2018	180416	KCI	301.20
11/20/2018	180417	KETCHUM MFG. CO. INC	517.52
11/20/2018	180418	LANGUAGE LINE SERVICES	78.75
11/20/2018	180419	LOOKING GOOD LAWNS	6,361.00
11/20/2018	180420	MARC DUTTON IRRIGATION, INC.	500.00
11/20/2018	180421	MARK HAMILTON	1,750.00
11/20/2018	180422	MAYA EL-AMIN	10.00
11/20/2018	180423	MAYNARDS AUTO SERVICE CENTER	12.00
11/20/2018	180424	MCLAIN AND WINTERS	118,226.79
11/20/2018	180425	METRO AIRPORT TRUCK	10,057.03
11/20/2018	180426	MICHIGAN ASSOCIATION OF FIRE CHIEFS	125.00
11/20/2018	180427	MICHIGAN LINEN SERVICE, INC.	1,198.00
11/20/2018	180428	MICHIGAN RECREATIONAL CONSTRUCT	6,782.00
11/20/2018	180429	MIDWEST LABORATORIES	150.00
11/20/2018	180430	NEXT STEP LIVING LLC	450.00
11/20/2018	180431	NYE UNIFORM EAST	2,677.52
11/20/2018	180432	OFFICE EXPRESS	1,288.22
11/20/2018	180433	ORCHARD, HILTZ & MCCLIMENT INC	8,305.00
11/20/2018	180434	OSCAR W. LARSON CO.	145.00
11/20/2018	180435	OUTDOOR FITNESS INC	6,794.00
11/20/2018	180436	PARKER ALLEN	26.00
11/20/2018	180437	PARKWAY SERVICES, INC.	125.00
11/20/2018	180438	PRIORITY ONE EMERGENCY	99.98
11/20/2018	180439	PRIORITY SYSTEMS	147.91
11/20/2018	180440	RAND ROBINSON	90.00
11/20/2018	180441	RESIDEX, LLC	54.00
11/20/2018	180442	RHETT REYES	1,296.00
11/20/2018	180443	RICOH USA, INC.	2,013.50
11/20/2018	180444	ROCCO LEONE	40.00
11/20/2018	180445	RUBBER STAMPS UNLIMITED INC	56.25
11/20/2018	180446	SAM AYAR	25.00
11/20/2018	180447	SAM'S CLUB DIRECT	453.99
11/20/2018	180448	SENSAPHONE	101.20
11/20/2018	180449	SHRADER TIRE & OIL	282.49
11/20/2018	180450	SOUTHERN COMPUTER WAREHOUSE	5,127.11
11/20/2018	180451	SPARTAN DISTRIBUTORS	444.25
11/20/2018	180452	SPEARS FIRE & SAFETY SERVICE	165.00
11/20/2018	180453	STADIUM TROPHY	679.40
11/20/2018	180454	STATE OF MICHIGAN	630.00
11/20/2018	180455	STATE OF MICHIGAN##	525.00

A/P Checks

Check Date	Check	Vendor Name	Amount
11/20/2018	180456	STERICYCLE INC	202.15
11/20/2018	180457	TARGET INFORMATION	90.45
11/20/2018	180458	TIGER SCORECARD	930.00
11/20/2018	180459	TINA HOTCHKISS	562.00
11/20/2018	180460	TODD BARBER	3,300.00
11/20/2018	180461	TODD BARBER	2,500.00
11/20/2018	180462	TRANSUNION RISK & ALTERNATIVE	70.00
11/20/2018	180463	V & J CEMENT	8,860.00
11/20/2018	180464	VALERIE BASS	300.00
11/20/2018	180465	VAN BUREN SCHOOL DISTRICT	105.14
11/20/2018	180466	VAN BUREN STEEL & FABRICATING	495.00
11/20/2018	180467	VICTORY LANE	84.26
11/20/2018	180468	VISHNU PATCHEAK	12.00
11/20/2018	180469	W.J. O'NEIL COMPANY	3,361.37
11/20/2018	180470	WASHTENAW COMMUNITY COLLEGE#	173.27
11/20/2018	180471	WASHTENAW COUNTY LEGAL NEWS	40.00
11/20/2018	180472	WASHTENAW COUNTY TREASURER	521.15
11/20/2018	180473	WASHTENAW COUNTY TREASURER	9,625.00
11/20/2018	180474	WASHTENAW COUNTY TREASURER#	26,928.00
11/20/2018	180475	WASHTENAW COUNTY TREASURER#	468,562.50
11/20/2018	180476	WASHTENAW INTERMEDIATE	156.27
11/20/2018	180477	WAYNE ISD	60.66
11/20/2018	180478	WEINGARTZ	33.99
11/20/2018	180479	WISAM HIRZALLAH	20.00
11/20/2018	180480	WOLVERINE FREIGHTLINER	1,464.71
11/20/2018	180481	YPSILANTI COMMUNITY	34,974.77
11/20/2018	180482	YPSILANTI COMMUNITY SCHOOLS - WR	739.98
11/20/2018	180483	YPSILANTI DISTRICT LIBRARY	232.98
11/20/2018	180484	YSHELU JOHNSON	251.25
11/20/2018	180485	ZAID HIRZALLAH	20.00

AP TOTALS:

Total of 108 Checks:	781,297.35
Less 0 Void Checks:	0.00
Total of 108 Disbursements:	781,297.35



Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/06/2018	180332	HOME DEPOT	35.94
11/06/2018	180333	J & R TRACTOR, LLC	84.75
11/06/2018	180334	JAMES LEFFEL & CO.	69,140.00
11/06/2018	180335	JAYLEN WILLIAMS	60.00
11/06/2018	180336	KADEN KUMPELIS	100.00
11/06/2018	180337	LANGUAGE LINE SERVICES	37.00
11/06/2018	180338	LARDNER ELEVATOR COMPANY	210.00
11/06/2018	180339	LAWRENCE HENDRICKS	40.00
11/06/2018	180340	LISA GODO	154.00
11/06/2018	180341	LOOKING GOOD LAWNS	3,650.00
11/06/2018	180342	LOWE'S	35.33
11/06/2018	180343	LOWER HURON SUPPLY	660.87
11/06/2018	180344	ZOLL MEDICAL CORPORATION	2,205.21
11/08/2018	180358	COMCAST CABLE	126.89
11/08/2018	180359	COMCAST CABLE	104.85
11/08/2018	180360	COMCAST CABLE	40.19
11/08/2018	180361	DTE ENERGY**	67,548.83
11/08/2018	180362	GUARDIAN ALARM	97.33
11/08/2018	180363	ROBERT THOMASON	60.00
11/08/2018	180364	THOMAS STAFFORD	315.00
11/08/2018	180365	VERIZON WIRELESS	2,502.01
11/08/2018	180366	WASTE MANAGEMENT	235.97
11/13/2018	180367	AMAZON CAPITAL SERVICES	27.69
11/13/2018	180368	COMCAST CABLE	234.85
11/13/2018	180369	DTE ENERGY	14,029.85
11/13/2018	180370	GUARDIAN ALARM	476.61
11/13/2018	180371	YPSILANTI COMMUNITY	4,042.55
11/15/2018	180372	HOME DEPOT	1,021.86
11/15/2018	180373	ANN ARBOR CLEANING SUPPLY	612.58
11/15/2018	180374	ANN ARBOR WELDING SUPPLY CO	320.92
11/15/2018	180377	SOUTHERN COMPUTER WAREHOUSE	8,973.69

AP TOTALS:

Total of 31 Checks:	177,184.77
Less 0 Void Checks:	0.00
Total of 31 Disbursements:	177,184.77

User: mharris

CHECK NUMBERS 38 - 38

DB: Ypsilanti-Twp

Check Date	Check	Vendor Name	Description	Amount
------------	-------	-------------	-------------	--------

Credit CARDS

Bank CARDS COMERICA COMMERICAL CARD

11/20/2018	38(E)	COMERICA BANK	LODGING FOR 2018 ANNUAL MERS CONFERENCE	410.30
			BOAT WINTERIZE	270.09
			PROXIMITY CARDS, HOLDERS & LANYARDS FOR	289.48
			INSPIRON 24 5000 TOUCH	794.99
			CAMERA SYSTEM PC	328.93
			POSTAGE	24.70
			POSTAGE OCTOBER	58.45
			PASSPORT POSTAGE	85.00
			PASSPORT POSTAGE	82.90
			PASSPORT POSTAGE	60.30
			PASSPORT POSTAGE	24.70
			PASSPORT POSTAGE	89.60
			PASSPORT POSTAGE	127.70
			PASSPORT POSTAGE	89.60
			PASSPORT POSTAGE	89.60
			PASSPORT POSTAGE	44.80
			ANNUAL RENEWAL FOR FIXED ASSETS	344.50
			COMPETITION DANCE COSTUMES	1,694.74
			2018 IPMC DIGITAL & REDLINE VERSION	33.00
			3 3' X 5' AMERICAN FLAGS	92.78
			GOLF COURSE CABLE BILL	334.55
			KEYS TO ROTATING FILE CABINETS	28.00
			PIZZA FOR MOM SON DANCE	75.83
			CABLES FOR NOTEBOOKS IN VEHICLE	60.76
			15 PASSENGER VAN RENTAL-TWP SENIOR TRIP	275.00
			ANNUAL MEMBERSHIP FOR 2019	120.00
			PORTEUS KIOSK SUBSCRIPTION	48.00
			CASE IO SHIELD	18.00
			CAMERA SYSTEM PC	77.00
			RETURN OF SHOES TO FOOTJOY	255.92
			SURVEY MONKEY RENEWAL	408.00
				<u>6,737.22</u>

CARDS TOTALS:

Total of 1 Checks:				6,737.22
Less 0 Void Checks:				0.00
Total of 1 Disbursements:				<u>6,737.22</u>

OFFICE OF THE TREASURER  
LARRY J. DOE



MONTHLY TREASURER'S REPORT  
OCTOBER 1, 2018 THROUGH OCTOBER 31, 2018

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	4,312,875.63	2,677,492.98	2,393,810.69	4,596,557.92
101 - Payroll	200,134.78	677,880.50	659,529.89	218,485.39
101 - Willow Run Escrow	143,408.26	95.88	0.00	143,504.14
206 - Fire Department	1,586,859.56	5,037.69	397,919.30	1,193,977.95
208 - Parks Fund	32,851.98	106.07	719.25	32,238.80
212 - Roads/Bike Path/Rec/General Fund	636,709.72	154,044.64	163,924.87	626,829.49
226 - Environmental Services	2,239,998.72	5,181.14	21,349.41	2,223,830.45
230 - Recreation	78,234.85	95,752.97	113,414.92	60,572.90
236 - 14-B District Court	424,799.67	145,999.89	105,691.26	465,108.30
244 - Economic Development	68,416.02	222.58	0.00	68,638.60
248 - Rental Inspections	101,541.95	31,756.71	20,188.00	113,110.66
249 - Building Department Fund	1,342,501.11	123,411.82	45,193.96	1,420,718.97
250 - LDFA Tax	19,947.88	64.96	0.00	20,012.84
252 - Hydro Station Fund	424,582.05	19,961.31	28,672.13	415,871.23
266 - Law Enforcement Fund	4,509,477.51	37,156.27	1,029,231.19	3,517,402.59
398 - LDFA 2006 Bonds	249,493.28	787.85	27,000.00	223,281.13
584 - Green Oaks Golf Course	205,224.44	233,510.24	246,973.83	191,760.85
590 - Compost Site	692,442.50	24,904.73	31,764.28	685,582.95
595 - Motor Pool	22,435.99	13,976.87	6,604.52	29,808.34
701 - General Tax Collection	29,226.07	4,136.68	3,632.29	29,730.46
703 - Current Tax Collections	18,541,837.85	2,800,317.96	19,236,957.16	2,105,198.65
707 - Bonds & Escrow/GreenTop	1,115,340.64	173,536.14	139,456.53	1,149,420.25
708 - Fire Withholding Bonds	87,527.05	12,319.04	12,262.00	87,584.09
893 - Nuisance Abatement Fund	75,638.42	2,476.97	1,596.10	76,519.29
<b>GRAND TOTAL</b>	<b>37,141,505.93</b>	<b>7,240,131.89</b>	<b>24,685,891.58</b>	<b>19,695,746.24</b>

# ATTORNEY REPORT

---

GENERAL LEGAL UPDATE

# **NEW BUSINESS**

---



October 10, 2018

To Who it May Concern:

Horizon Performing Arts is a non-profit organization established in the state of Michigan in April of 2017. We received 501(c)3 status from the IRS in February of 2018. We are an educational arts organization and provide performance opportunities, classes, and internships in Washtenaw County.

We have applied and received qualification from the State of Michigan to hold licensed gaming events and we have received a license to hold a small raffle at our upcoming performances at Riverside Arts Center October 18<sup>th</sup> through October 21<sup>st</sup>. In order to be approved for additional licenses we need to have a resolution passed by the local governing body.

It is our intention to hold 50/50 raffles as well as auctions in the future. All proceeds will go towards programing and operation to fulfill our mission:

Horizon Performing Arts exists to produce quality art that is unique and educational for a variety of ages. This organization strives to encourage passionate artists who are looking to improve their skills while being a part of an inclusive, inventive and encouraging community. We believe that no matter who you are there is always room to widen your horizons through the performing arts.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Dr. Linda Venable-Boehk".

Dr. Linda Venable-Boehk  
Executive Director  
Horizon Performing Arts  
2480 Draper Ave.  
Ypsilanti, Michigan 48197  
734-546-8784



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**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  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

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

COMPLETION: Required.  
 PENALTY: Possible denial of application.

**MICHIGAN**



**LOTTERY**

License Number X99320

Organization ID 139658

STATE OF MICHIGAN  
BUREAU OF STATE LOTTERY  
CHARITABLE GAMING DIVISION  
**SMALL RAFFLE LICENSE**

total prizes awarded not to exceed \$500

is hereby issued to

**HORIZON PERFORMING ARTS**

to conduct a raffle at

**RIVERSIDE ARTS CENTER  
76 N HURON STREET  
YPSILANTI, MI 48197**

in accordance with Act 382 of the Public Acts of 1972, as amended, charitable gaming rules, terms of probation, directives of the bureau, public policy of the State of Michigan, and any other local, state, and federal laws and regulations.

Authorized Date(s) and Time(s)

10/18/18 05:00 PM - 09:00 PM    10/19/18 05:00 PM - 09:00 PM    10/20/18 12:00 PM - 09:00 PM  
10/21/18 10:00 AM - 09:00 PM

A handwritten signature in black ink that reads "Brian Neill".

**Brian Neill, Commissioner**

This license is the property of the State of Michigan and must be prominently displayed at the location where the raffle is conducted and is valid only on the date(s) and time(s) authorized.



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 02 2018

HORIZON PERFORMING ARTS  
C/O LINDA VENABLE-BOEHK  
2480 DRAPER AVE  
YPSILANTI, MI 48197

Employer Identification Number:  
82-1420226  
DLN:  
17053167301047  
Contact Person:  
SHEILA M ROBINSON ID# 31220  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
April 25, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

HORIZON PERFORMING ARTS

Sincerely,

*Stephen a. martin*

Director, Exempt Organizations  
Rulings and Agreements

**CHARTER TOWNSHIP  
OF YPSILANTI  
RESOLUTION NO. 2018-31**

**WHEREAS**, this Board, as landlord, entered into a Communications Site Lease Agreement (Ground) dated July 21, 2006, with T-Mobile Central LLC, a Delaware limited liability company, as tenant, as amended (the "Lease"), for a specific portion of property located at 2801 Holmes Road and 2770 East Clark Road, Ypsilanti, Michigan 48198 (herein the "Property"); and

**NOW THEREFORE BE IT RESOLVED**, that this Board of Trustees shall enter into a transaction with TowerPoint Acquisitions II, LLC, or its nominee (herein "TowerPoint"), whereby the Board shall grant TowerPoint assignment of the Lease and a ninety-nine (99) year term Grant of Easement (hereby the "Easement") and other such documents necessary to affect the execution thereof in exchange for the payment of \$176,400.00 to the Board by TowerPoint in a lump sum payment; and

**BE IT FURTHER RESOLVED**, that Brenda L. Stumbo, as Supervisor, and Karen Lovejoy Roe, as Treasurer/Clerk, are authorized to execute the Easement, and such other documents as may be required by TowerPoint.

**WHEREAS** the sale is pursuant to all applicable State, County and Municipal statutes, ordinances, rules and regulations and Township policies and procedures; and

**APPROVED AND ADOPTED** by the following Trustees, this \_\_\_\_ day of \_\_\_\_\_, 2018, at a regularly called meeting.

\_\_\_\_\_ moved, seconded by \_\_\_\_\_  
that the foregoing resolution be adopted.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

APPROVED:

By: \_\_\_\_\_  
Brenda L. Stumbo, Supervisor

ATTEST:

By: \_\_\_\_\_  
Karen Lovejoy Roe, Treasurer/Clerk

**RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:**

Joseph Mangus  
TitleVest Agency, LLC  
110 East 42<sup>nd</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10017  
TitleVest Title No.: FA-MI-666133

Prepared by:  
TowerPoint Acquisitions II, LLC  
Six Concourse Parkway, Suite 1450  
Atlanta, GA 30328

---

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

**GRANT OF EASEMENT AND ASSIGNMENT OF LEASE**

Facilities: 829178  
Street Address: 2801 Holmes Road and 2770 East Clark Road  
City: Ypsilanti  
County: Washtenaw  
State: Michigan

between

TowerPoint Acquisitions II, LLC,  
a Delaware limited liability company ("TowerPoint")

and

Township of Ypsilanti ("Grantor")

**GRANT OF EASEMENT AND  
ASSIGNMENT OF LEASE**

**THIS GRANT OF EASEMENT AND ASSIGNMENT OF LEASE** (the "Easement") is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date"), by and between Township of Ypsilanti, a municipal corporation ("Grantor") and TowerPoint Acquisitions II, LLC, a Delaware limited liability company ("TowerPoint").

**1. Description of Grantor's Property.** Grantor is the owner of that certain land and premises in Ypsilanti, County of Washtenaw, State of Michigan, by grant or conveyance described in the Public Records of Washtenaw County, Michigan at Official Records Book 677, Page 432, and Book 765, Page 337, the description of said property is attached hereto as Exhibit "A" (hereinafter "Grantor's Property").

**2. Description of Easement.** For the sum of TEN AND NO/100 DOLLARS (\$10) and other good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, Grantor grants and conveys unto TowerPoint, its successors and assigns, forever, an exclusive, ninety-nine (99) year easement for the use of a portion of Grantor's Property, that portion being described as a fifty (50) feet by fifty (50) feet parcel within Grantor's Property (the "Easement Area"), as such Easement Area is more particularly shown in the Site Plan attached hereto as Exhibit "B" and described by metes and bounds in Exhibit "C" attached hereto. The Grantor also grants and conveys unto TowerPoint, its successors and assigns, forever, an exclusive, ninety-nine (99) year easement for the use of a portion of Grantor's Property, that portion being an approximate two hundred fifty (250) square foot portion as set forth in Exhibit "C" (the "Expanded Easement Area"). The Grantor also grants to TowerPoint, its successors and assigns, as part of this Easement, an exclusive, ninety-nine (99) year right-of-way for ingress and egress, seven days per week, twenty-four hours per day, on foot or motor vehicle,

including trucks, along a thirty foot wide right-of-way extending from the nearest public right-of-way, together with the right to install, replace and maintain utility wires, poles, cables, conduits and pipes (the "Access Easement"), as is more particularly shown in the Site Plan attached hereto as Exhibit "B" and described by metes and bounds in Exhibit "C" (hereinafter the term "Easement Area" shall be deemed to also include the Access Easement unless stated to the contrary). In the event TowerPoint or any public utility is unable or unwilling to use the above-described Access Easement, Grantor hereby agrees to grant an additional right-of-way, in form satisfactory to TowerPoint, to TowerPoint or at TowerPoint's request, directly to a public utility, at no cost and in a location acceptable to TowerPoint (the "Additional Access Easement"). For any such Additional Access Easement to be effective, such easement shall be recorded among the Public Records of Washtenaw County, State of Michigan. Also, Grantor hereby grants to TowerPoint, its successors and assigns a non-exclusive construction and maintenance easement over any portion of Grantor's Property that is reasonably necessary, in TowerPoint's discretion, for any construction, repair, maintenance, replacement, demolition and removal related to the Permitted Use (defined below), and TowerPoint shall restore such portion of Grantor's Property to its original condition after its use of the construction and maintenance easement.

**3. Easement Use and Revenue Sharing.**

(a) The Easement Area shall be used for constructing, maintaining and operating communications facilities, including without limitation, tower structures, antenna support structures, cabinets, meter boards, buildings, antennas, cables, equipment and uses incidental thereto for TowerPoint's use and the use of its lessees, licensees, and/or sub-easement holders (the "Permitted Use"). It is the intent of the parties that TowerPoint's communications facilities shall not constitute a fixture. Grantor acknowledges that Grantor has no right to object to or approve any improvements to be constructed by TowerPoint on the Easement

Area. If requested by TowerPoint, Grantor will execute, at TowerPoint's sole cost and expense, all documents required by any governmental authority in connection with any development of, or construction on, the Easement Area, including documents necessary to petition the appropriate public bodies for certificates, permits, licenses and other approvals deemed necessary by TowerPoint in TowerPoint's absolute discretion to utilize the Easement Area for the Permitted Use. Grantor agrees to be named applicant if requested by TowerPoint. In furtherance of the foregoing, Grantor hereby appoints TowerPoint as Grantor's attorney-in-fact to execute all land use applications, permits, licenses and other approvals on Grantor's behalf. Grantor shall be entitled to no further consideration with respect to any of the foregoing matters. Grantor shall take no action that would adversely affect the status of the Easement Area with respect to the Permitted Use.

(b) New Tenant Revenue Sharing. In the event that TowerPoint leases, subleases, licenses or grants a similar right of use or occupancy in the Expanded Easement Area to an unaffiliated third party (each a "Subtenant"), TowerPoint shall pay to Grantor fifty percent (50%) of the rental, license or similar payments actually received by TowerPoint from such Subtenant for use of the Expanded Easement Area (excluding any reimbursement of taxes, construction costs, installation costs, revenue share reimbursement or other expenses incurred by TowerPoint) (the "Sublease Fee") within thirty (30) days after receipt of said payments by TowerPoint. TowerPoint shall have no obligation for payment to Grantor of the Sublease Fee if such rental, license or similar payments are not actually received by TowerPoint or if the applicable sublease terminates. Non-payment of such rental, license or other similar payment by a Subtenant shall not be an event of default under the Easement. TowerPoint shall have sole discretion as to whether, and on what terms, to lease, sublease, license or otherwise allow occupancy of the Expanded Easement Area and there shall be no express or implied obligation for TowerPoint to do so. Grantor acknowledges that Grantor shall have no recourse against TowerPoint as a result of

the failure of payment or other obligation by a Subtenant.

**4. Easement Term.** This Easement and TowerPoint's rights and privileges hereunder shall have a term of ninety-nine (99) years and shall terminate on \_\_\_\_\_, 2117.

**5. TowerPoint's Right to Terminate.** TowerPoint shall have the unilateral right to terminate this Easement for any reason. Said termination shall be effective upon TowerPoint providing written notice of termination to Grantor. Upon termination of this Easement, this Easement shall become null and void and all of the parties shall have no further obligations to each other. Upon termination of this Easement, TowerPoint shall, within a reasonable time, remove its building(s), tower and above ground property and restore the surface of the Easement Area to its original condition, reasonable wear and tear excepted.

**6. Hazardous Materials.**

(a) TowerPoint shall not (either with or without negligence) cause or permit the use, storage, generation, escape, disposal or release of any Hazardous Materials in any manner not sanctioned by law. In all events, TowerPoint shall indemnify and hold Grantor harmless from any and all claims, damages, fines, judgments, penalties, costs, liabilities or losses (including, without limitation, any and all sums paid for settlement of claims, attorneys' fees, and consultants' and experts' fees) from the presence or release of any Hazardous Materials on the Easement Area if caused by TowerPoint or persons acting under TowerPoint. TowerPoint shall execute such affidavits, representations and the like from time to time as Grantor may reasonably request concerning TowerPoint's best knowledge and belief as to the presence of Hazardous Materials within the Easement Area.

(b) Grantor shall not (either with or without negligence) cause or permit the use, storage, generation, escape, disposal or release of any Hazardous Materials in any manner not sanctioned by law. To the extent permitted by law, Grantor shall indemnify and hold

TowerPoint harmless from any and all claims, damages, fines, judgments, penalties, costs, liabilities or losses (including, without limitation, any and all sums paid for settlement of claims, attorneys' fees, and consultants' and experts' fees) from the presence or release of any Hazardous Materials on Grantor's Property unless caused by TowerPoint or persons acting under TowerPoint. Grantor shall execute such affidavits, representations and the like from time to time as TowerPoint may reasonably request concerning Grantor's best knowledge and belief as to the presence of Hazardous Materials on Grantor's Property.

(c) For purposes of this Easement, the term "Hazardous Materials" means any substance which is (i) designated, defined, classified or regulated as a hazardous substance, hazardous material, hazardous waste, pollutant or contaminant under any Environmental Law, as currently in effect or as hereafter amended or enacted, (ii) a petroleum hydrocarbon, including crude oil or any fraction thereof and all petroleum products, (iii) PCBs, (iv) lead, (v) asbestos, (vi) flammable explosives, (vii) infectious materials, or (viii) radioactive materials. "Environmental Law(s)" means the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, 42 U.S.C. Sections 9601, et seq., the Resource Conservation and Recovery Act of 1976, 42 U.S.C. Sections 6901, et seq., the Toxic Substances Control Act, 15 U.S.C. Sections 2601, et seq., the Hazardous Materials Transportation Act, 49 U.S.C. 5101, et seq., and the Clean Water Act, 33 U.S.C. Sections 1251, et seq., as said laws have been supplemented or amended to date, the regulations promulgated pursuant to said laws and any other federal, state or local law, statute, rule, regulation or ordinance which regulates or proscribes the use, storage, disposal, presence, clean-up, transportation or release or threatened release into the environment of Hazardous Materials.

**7. Insurance.** At all times, TowerPoint, at its sole expense, shall ~~obtain and~~ keep in force insurance which may be required by any federal, state or local statute or ordinance of any governmental body having jurisdiction in

connection with the operation of TowerPoint's business upon the Easement Area.

**8. Security of TowerPoint's Communications Facilities.** TowerPoint may construct a chain link or comparable fence around the perimeter of TowerPoint's communications facilities.

**9. Removal of Obstructions.** TowerPoint has the right to remove obstructions, including but not limited to vegetation, which may encroach upon, interfere with or present a hazard to TowerPoint's use of the Easement Area. TowerPoint shall be responsible for disposing of any materials related to the removal of obstructions.

**10. Assignment of Lease Agreement.** The parties hereby acknowledge that certain Communications Site Lease Agreement (Ground) dated July 21, 2006, by and between T-Mobile USA Tower LLC, a Delaware limited liability company, by and through CCTMO LLC, a Delaware limited liability company, its Attorney-in-Fact ("Existing Tenant"), as lessee, and Grantor, as lessor, as amended (collectively, "Lease Agreement"). Grantor hereby assigns to TowerPoint all of Grantor's right, title and interest in the Lease Agreement, including but not limited to, the right to amend the Lease Agreement: (i) to extend the term length; (ii) to increase the size of the leased premises within the Easement Area; and/or (iii) in any other manner deemed necessary by TowerPoint.

**11. Right of First Refusal.** If Grantor elects to sell all or any portion of the Easement Area, whether separate or as part of a larger parcel of property, TowerPoint shall have the right of first refusal to meet any bona fide offer of sale on the same terms and conditions of such offer. If TowerPoint fails to meet such bona fide offer within thirty days after written notice thereof from Grantor, Grantor may sell that property or portion thereof to such third person in accordance with the terms and conditions of the offer, which sale shall be under and subject to this Easement and TowerPoint's rights hereunder. If TowerPoint fails or declines to exercise its right of first refusal as hereinabove provided, then this Easement shall continue in

full force and effect, and TowerPoint's right of first refusal shall survive any such sale and conveyance and shall remain effective with respect to any subsequent offer to purchase the Easement Area, whether separate or as part of a larger parcel of property.

**12. Real Estate Taxes.** Grantor shall pay all real estate taxes on Grantor's Property; provided TowerPoint agrees to reimburse Grantor for any documented increase in real estate taxes levied against Grantor's Property that are directly attributable to the presence of wireless communications facilities within the Easement Area. Grantor agrees to provide TowerPoint any documentation evidencing the increase and how such increase is attributable to TowerPoint's use. TowerPoint reserves the right to challenge any such assessment, and Grantor agrees to cooperate with TowerPoint in connection with any such challenge. In the event that Grantor fails to pay all real estate taxes on Grantor's Property prior to such taxes becoming delinquent, TowerPoint may, at its option, pay such real estate taxes (the "Delinquent Taxes") and TowerPoint shall have the right to collect the Delinquent Taxes from Grantor together with interest on the Delinquent Taxes at the rate of 12% per annum (calculated from the date TowerPoint pays the Delinquent Taxes until Grantor repays such sums due to TowerPoint) and shall have a lien against Grantor's Property with respect thereto.

**13. Waiver of Subrogation.** The parties hereby waive any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Easement Area or any other portion of Grantor's Property, including improvements and personal property located thereon, resulting from any fire or other casualty of the kind covered by property insurance policies with extended coverage regardless of whether or not, or in what amount, such insurance is now or hereafter carried by the parties.

**14. Enforcement.** In the event Grantor fails to cure any violation of the terms of this Easement within ten (10) days after written notice from TowerPoint, TowerPoint shall have

the right to injunctive relief, to require specific performance of this Easement, to collect damages from Grantor, and to take such actions as may be necessary in TowerPoint's discretion to cure such violation and charge Grantor with all reasonable costs and expenses incurred by TowerPoint as a result of such violation (including, without limitation, TowerPoint's reasonable attorneys' fees). All rights and remedies provided under this Easement are cumulative and may be pursued singularly, in any combination, and in any order. The failure to enforce any of the terms and provisions contained herein shall in no event be deemed to be a waiver of the right to thereafter strictly enforce the terms and provisions hereof.

**15. Limitation on Damages.** In no event shall TowerPoint be liable to Grantor for consequential, indirect, speculative or punitive damages in connection with or arising from this Easement, the Permitted Use or the Easement Area.

**16. Recording.** Grantor acknowledges that TowerPoint intends to record this Easement with the appropriate recording officer upon execution of this Easement.

**17. Hold Harmless.** To the extent permitted by law, Grantor hereby indemnifies, holds harmless, and agrees to defend TowerPoint against all damages asserted against or incurred by TowerPoint by reason of, or resulting from: (i) the breach by Grantor of, any representation, warranty, or covenant of Grantor contained herein or (ii) any negligent act or omission of Grantor, excepting however such damages as may be due to or caused by the acts of TowerPoint or its agents. TowerPoint hereby indemnifies, holds harmless, and agrees to defend Grantor against all damages asserted against or incurred by Grantor by reason of, or resulting from: (i) the breach by TowerPoint of any representation, warranty, or covenant of TowerPoint contained herein or (ii) any negligent act or omission of TowerPoint, excepting however such damages as may be due to or caused by the acts of Grantor or its agents. Notwithstanding any other section within this Easement to the contrary, this Easement shall be



construed to preserve all municipal immunity provided to Grantor by virtue of any State or Federal rule, regulation or statute for as long as Grantor is a municipality.

**18. Grantor's Covenant of Title.**

Grantor covenants: (a) Grantor is seized of fee simple title to the Grantor's Property of which the Easement Area is a part and has the right and authority to grant this Easement; (b) that this Easement is and shall be free and clear of all liens, claims, encumbrances and rights of third parties of any kind whatsoever; (c) subject to the terms and conditions of this Easement, TowerPoint shall have quiet possession, use and enjoyment of the Easement Area; (d) there are no aspects of title that might interfere with or be adverse to TowerPoint's interests in and intended use of the Easement Area; and (e) that Grantor shall execute such further assurances thereof as may be required.

**19. Non-Interference.** From and after the date hereof and continuing until this Easement is terminated (if ever), TowerPoint and its lessees, licensees and/or sub-easement holders shall have the exclusive right to construct, install and operate communications facilities that emit radio frequencies on Grantor's Property. Grantor shall not permit (i) the construction, installation or operation of any communications facilities that emit radio frequencies on Grantor's Property other than communications facilities constructed, installed and/or operated on the Easement Area pursuant to this Easement or the Lease Agreement or (ii) any condition on Grantor's Property which interferes with TowerPoint's Permitted Use. Each of the covenants made by Grantor in this Section 19 is a covenant running with the land for the benefit of the Easement Area and shall be binding upon Grantor and each successive owner of any portion of Grantor's Property and upon each person having any interest therein derived through any owner thereof.

**20. Eminent Domain.** If the whole or any part of the Easement Area shall be taken by right of eminent domain or any similar authority of law, the entire award for the value of the Easement Area and improvements so taken shall belong to TowerPoint.

**21. Grantor's Property.** Grantor

shall not do or permit anything that will interfere with or negate any special use permit or approval pertaining to the Easement Area or cause any communications facilities on the Easement Area to be in nonconformance with applicable local, state, or federal laws. Grantor covenants and agrees that it shall not subdivide the Grantor's Property if any such subdivision will adversely affect the Easement Area's compliance (including any improvements located thereon) with applicable laws, rules, ordinances and/or zoning, or otherwise adversely affects TowerPoint's ability to utilize Grantor's Property for its intended purposes. Grantor shall not initiate or consent to any change in the zoning of Grantor's Property or any property of Grantor contiguous to, surrounding, or in the vicinity of Grantor's Property, or impose or consent to any other restriction that would prevent or limit TowerPoint from using the Easement Area for the uses intended by TowerPoint.

**22. Entire Agreement.** Grantor and TowerPoint agree that this Easement contains all of the agreements, promises and understandings between Grantor and TowerPoint. No verbal or oral agreements, promises or understandings shall be binding upon either Grantor or TowerPoint in any dispute, controversy or proceeding at law. Any addition, variation or modification to this Easement shall be void and ineffective unless made in writing and signed by the parties hereto.

**23. Construction of Document.** Grantor and TowerPoint acknowledge that this document shall not be construed in favor of or against the drafter and that this document shall not be construed as an offer until such time as it is executed by one of the parties and then tendered to the other party.

**24. Applicable Law.** This Easement and the performance thereof shall be governed, interpreted, construed and regulated by the laws of the State where the Easement is located. The parties agree that the venue for any litigation regarding this Easement shall be Washtenaw County, State of Michigan.

**25. Notices.** All notices hereunder shall be in writing and shall be given by (i) established express delivery service which

maintains delivery records, (ii) hand delivery, or (iii) certified or registered mail, postage prepaid, return receipt requested. Notices may also be given by facsimile transmission, provided that the notice is concurrently given by one of the above methods. Notices are effective upon receipt, or upon attempted delivery if delivery is refused or if delivery is impossible because of failure to provide reasonable means for accomplishing delivery. The notices shall be sent to the parties at the following addresses:

Township of Ypsilanti  
Treasurer/Clerk  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

TowerPoint Acquisitions II, LLC  
Jesse M. Wellner, Chief Executive  
Officer  
Six Concourse Parkway, Suite 1450  
Atlanta, GA 30328

**26. Assignment.** The parties hereto expressly intend that the easements granted herein shall be easements in gross, and as such, are transferable, assignable, inheritable, divisible and apportionable. TowerPoint has the right, within its sole discretion, to sell, assign, lease, convey, license or encumber any of its interest in the Easement Area without consent. In addition, TowerPoint has the right, within its sole discretion, to grant sub-easements over any portion of the Easement Area without consent. Any such sale, assignment, lease, license, conveyance, sub-easement or encumbrance shall be binding upon the successors, assigns, heirs and legal representatives of the respective parties hereto. An assignment of this Easement shall be effective upon TowerPoint sending written notice thereof to Grantor at Grantor's mailing address stated above and shall relieve TowerPoint from any further liability or obligation accruing hereunder on or after the date of the assignment.

27.

**Partial Invalidity.** If any term of this Easement is found to be void or invalid, then such invalidity shall not affect the remaining terms of this Easement, which shall continue in full force and effect.

**28. Mortgages.** This Easement shall be subordinate to any mortgage given by Grantor which currently encumbers Grantor's Property including the Easement Area, provided that any mortgagee holding such a mortgage shall recognize the validity of this Easement in the event of foreclosure of Grantor's interest and TowerPoint's rights under this Easement. In the event that the Easement Area is or shall be encumbered by such a mortgage, Grantor shall obtain and furnish to TowerPoint a non-disturbance agreement for each such mortgage, in recordable form.

**29. Successors and Assigns.** The terms of this Easement shall constitute a covenant running with the Grantor's Property for the benefit of TowerPoint and its successors and assigns and shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto and upon each person having any interest therein derived through any owner thereof. Any sale, mortgage, lease or other conveyance of Grantor's Property shall be under and subject to this Easement and TowerPoint's rights hereunder.

**30. Construction of Easement.** The captions preceding the Sections of this Easement are intended only for convenience of reference and in no way define, limit or describe the scope of this Easement or the intent of any provision hereof. Whenever the singular is used, the same shall include the plural and vice versa and words of any gender shall include the other gender. As used herein, "including" shall mean "including, without limitation." This document may be executed in multiple counterparts, each of which shall be deemed a fully executed original.

**[Remainder of Page Intentionally Blank]**

**IN WITNESS WHEREOF**, Grantor and TowerPoint, having read the foregoing and intending to be legally bound hereby, have executed this Grant of Easement as of the day and year first written above.

**Witness:**

**Grantor:**

TOWNSHIP OF YPSILANTI

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Brenda L. Stumbo

Title: \_\_\_\_\_

Title: Supervisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Witness:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Karen Lovejoy Roe

Title: \_\_\_\_\_

Title: Treasurer/Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Witness:**

**TowerPoint:**

TowerPoint Acquisitions II, LLC,  
a Delaware limited liability company

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Jesse M. Wellner

Title: \_\_\_\_\_

Title: Chief executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**[Acknowledgements appear on the following page]**

IN WITNESS WHEREOF, Grantor has caused this instrument to be signed and sealed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Grantor: TOWNSHIP OF YPSILANTI

\_\_\_\_\_  
Brenda L. Stumbo  
Supervisor  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

} ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned notary public, personally appeared Brenda L. Stumbo, and proved to me through satisfactory evidence of identification, which was personal knowledge/driver's license/passport/ \_\_\_\_\_ (circle one), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as Supervisor of Township of Ypsilanti.

{affix notary seal or stamp}

\_\_\_\_\_  
Notary Public  
My Commission Expires:

IN WITNESS WHEREOF, Grantor has caused this instrument to be signed and sealed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Grantor: TOWNSHIP OF YPSILANTI

\_\_\_\_\_  
Karen Lovejoy Roe  
Treasurer/Clerk  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

} ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned notary public, personally appeared Karen Lovejoy Roe, and proved to me through satisfactory evidence of identification, which was personal knowledge/driver's license/passport/ \_\_\_\_\_ (circle one), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as Treasurer/Clerk of Township of Ypsilanti.

{affix notary seal or stamp}

\_\_\_\_\_  
Notary Public  
My Commission Expires:

IN WITNESS WHEREOF, TowerPoint has caused this instrument to be signed and sealed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

TowerPoint: TOWERPOINT ACQUISITIONS II, LLC

\_\_\_\_\_  
Jesse M. Wellner  
Chief Executive Officer  
Six Concourse Parkway, Suite 1450  
Atlanta, Georgia 30328  
678-775-0360  
678-775-0361

STATE OF GEORGIA

COUNTY OF FULTON

} ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned notary public, personally appeared Jesse M. Wellner, and proved to me through satisfactory evidence of identification, which was personal knowledge/driver's license/passport/ \_\_\_\_\_ (circle one), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as Chief Executive Officer of TowerPoint Acquisitions II, LLC.

{affix notary seal or stamp}

\_\_\_\_\_  
Notary Public  
My Commission Expires:

## EXHIBIT A

### GRANTOR'S PROPERTY

Land in the Township of Ypsilanti, Washtenaw County, MI, described as follows:

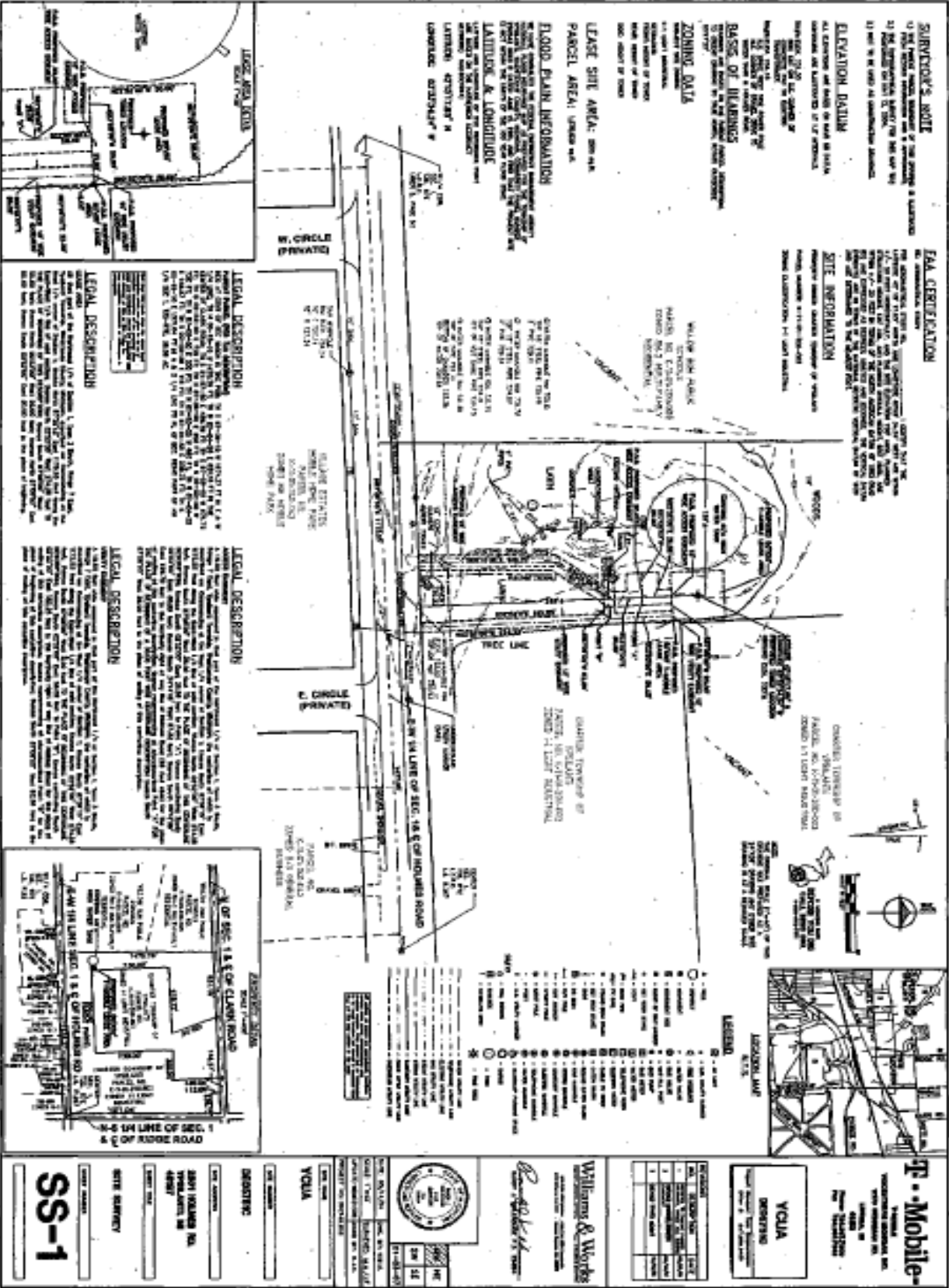
#### PARCEL 1:

Part of the Northwest 1/4 of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, described as follows: Beginning at the Center of said Section 1, thence South 87 degrees 36 minutes 15 seconds West 1674.37 feet along the East-West ¼ line; thence North 00 degrees 18 minutes 10 seconds West 1,470.76 feet; thence North 87 degrees 04 minutes 55 seconds East 651.18 feet along the center of Clark Road; thence South 21 degrees 57 minutes 50 seconds East 486.79 feet; thence South 87 degrees 08 minutes 00 seconds West 676.72 feet; thence South 02 degrees 52 minutes 00 seconds East 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 850.00 feet; thence North 02 degrees 52 minutes 00 seconds West 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 300.00 feet; thence North 02 degrees 52 minutes 00 seconds West 460.00 feet; thence North 87 degrees 04 minutes 55 seconds East 146.27 feet; thence South 02 degrees 55 minutes 05 seconds East 115.00 feet; thence North 87 degrees 04 minutes 55 seconds East 239.72 feet; thence South 00 degrees 18 minutes 10 seconds East 1371.04 feet along the North-South ¼ line to the Point of Beginning.

#### PARCEL 2:

Beginning at a point in the centerline of Clark Road 1466.28 feet South and 1013.81 feet due West of the North 1/4 corner of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan and running thence along the centerline of Clark Road North 87 degrees 08 minutes 00 seconds East 632.55 feet; thence South 2 degrees 52 minutes 00 seconds East 460.00 feet; thence South 87 degrees 08 minutes 00 seconds West 300.00 feet; thence South 2 degrees 52 minutes 00 seconds East 730.00 feet; thence South 87 degrees 08 minutes 00 seconds West 850.00 feet; thence North 2 degrees 52 minutes 00 seconds West 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 676.72 feet; thence North 21 degrees 57 minutes 50 seconds West 486.79 feet to the place of beginning, being part of the Northwest 1/4 of said Section.

EXHIBIT B - SITE PLAN



**SURVEYOR'S NOTE**

- 1) THE SURVEY WAS MADE IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYING ACT, R.S. 48:221.
- 2) THE SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMES WITHIN THE MEANING OF THE SURVEYING ACT, R.S. 48:221.
- 3) THE SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMES WITHIN THE MEANING OF THE SURVEYING ACT, R.S. 48:221.

**ELEVATION DATA**

ALL ELEVATIONS ARE BASED ON MEAN SEA LEVEL. ELEVATIONS ARE LISTED AT 10' INTERVALS. ELEVATIONS ARE LISTED AT 10' INTERVALS.

**BASES OF MEASUREMENTS**

- 1) ALL MEASUREMENTS ARE MADE TO THE CENTER OF THE LINE.
- 2) ALL MEASUREMENTS ARE MADE TO THE CENTER OF THE LINE.
- 3) ALL MEASUREMENTS ARE MADE TO THE CENTER OF THE LINE.

**ZONING DATA**

THE ZONING DISTRICT IS R-1. THE ZONING DISTRICT IS R-1. THE ZONING DISTRICT IS R-1.

**LEASE SITE AREA: 200.00 AC.**

**PARCEL AREA: 100.00 AC.**

**LANDMARK & LONGITUDE**

LANDMARK: SECTION 14, TOWNSHIP 14 N, RANGE 10 E, MERIDIAN 10 W. LONGITUDE: 100° 00' 00" W.

**FAA CERTIFICATION**

THE PROPOSED PROJECT IS NOT LOCATED WITHIN A CLASSIFIED AIRSPACE. THE PROPOSED PROJECT IS NOT LOCATED WITHIN A CLASSIFIED AIRSPACE.

**SITE INFORMATION**

PROPERTY OWNER: [Name]. PROPERTY OWNER: [Name]. PROPERTY OWNER: [Name].

WALLOW BAY AREA. WALLOW BAY AREA. WALLOW BAY AREA.

CHANGING TOWNSHIP IS. CHANGING TOWNSHIP IS. CHANGING TOWNSHIP IS.

SECTION 14, TOWNSHIP 14 N, RANGE 10 E, MERIDIAN 10 W. SECTION 14, TOWNSHIP 14 N, RANGE 10 E, MERIDIAN 10 W.



**LEGAL DESCRIPTION**  
 A CERTAIN PART OF THE SOUTHWEST 1/4 OF SECTION 14, TOWNSHIP 14 N, RANGE 10 E, MERIDIAN 10 W, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**LEGAL DESCRIPTION**  
 A CERTAIN PART OF THE SOUTHWEST 1/4 OF SECTION 14, TOWNSHIP 14 N, RANGE 10 E, MERIDIAN 10 W, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:



**SS-1**  
 [Other site information and details]

**William & Wanda**  
 [Professional seal and contact information]

**YOLA**  
 [Site information and details]

**MOBILE**  
 [Site information and details]



## EXHIBIT C – EASEMENT AREA AND ACCESS EASEMENT

The following descriptions of the easements may at TowerPoint's discretion be replaced by a survey following the execution of this Easement:

In the event of a discrepancy between the area actually occupied by the Existing Tenant's equipment and the area described below, the described area shall be understood to also include any portion of the actual used area not captured by the description or as may have been granted to the Existing Tenant that is currently outlined in the Lease Agreement. Grantor or TowerPoint may elect to engage a professional surveyor, the product of which may be substituted upon the other party's acceptance for the contents herein. The part of the Property described in Exhibit A hereto, on which any equipment exists on the Effective Date together with the portion of the Property used and leased by Grantor as the existing lease premises under the Lease Agreement including but not limited as follows:

### EXCLUSIVE EASEMENT PARCEL

**All that part of the Northwest 1/4 of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, described as: Commencing at the West 1/4 corner of Section 1; thence North 87°35'15" East 1175.55 feet along the East-West 1/4 line of said section; thence North 02°52'00" West 274.28 feet TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; thence South 87°08'00" West 50.00 feet; thence North 02°52'00" West 50.00 feet; thence North 87°08'00" East 50.00 feet; thence South 02°52'00" East 50.00 feet to the place of beginning.**

### Expanded Easement Area

That certain additional lease area measuring the equivalent total of two hundred fifty (250) square feet in a location to be determined by the telecommunications tenant collocating on that certain telecommunications tower within the Existing Tenant's exclusive easement parcel described above with such location approved by the Grantor, such approval not to be unreasonably withheld, conditioned or delayed.

### NON-EXCLUSIVE UTILITY EASEMENT and NON-EXCLUSIVE ACCESS EASEMENT SPACE

The part of the Property, described in Exhibit A hereto, on which any equipment exists on the Effective Date together with the portion of the Property used by utility providers and leased by Grantor as the lease premises under the Lease Agreement including but not limited as follows:

**Utilities and Telecommunications.** TowerPoint is herein granted, consistent with the Lease Agreement, a non-exclusive easement in, to, under and over the portions of the Property for ingress and egress to the Easement, shaft ways, chase ways, soffits, risers, columns, crawl spaces, rafters, or any other space for placement of cables, wiring, etc., which is necessary to install, operate and maintain the telecommunications equipment and/or personal property, together with the right to use such easement for the development, repair, maintenance and removal of utilities and/or cables providing service to the Easement and any related activities and uses.

**Access.** TowerPoint is herein granted, consistent with the Lease Agreement, all rights of ingress and egress to and from the Easement, across the Property described in Exhibit A hereto, providing access to a publicly dedicated roadway, including but not limited to Holmes Road and East Clark Road, along with the right to use such access easement for the development, repair, maintenance and removal of utilities providing service to the Easement and any related activities and uses.

Record and Return to:

Name: Joseph Mangus  
Address: TITLEVEST AGENCY, LLC  
110 East 42<sup>nd</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10017  
TitleVest Title #: FA-MI-666133

### **ASSIGNMENT OF LEASE**

To be effective on \_\_\_\_\_, 2018, and in consideration of One Dollar (\$1) and other good and valuable consideration paid by the undersigned party hereto executing this instrument as assignee TOWERPOINT ACQUISITIONS II, LLC, a Delaware limited liability company, with principal offices at Six Concourse Parkway, Suite 1450, Atlanta, Georgia 30328 (hereinafter referred to as "Assignee") to the undersigned party hereto executing this instrument as assignor TOWNSHIP OF YPSILANTI, a municipal corporation, with principal offices located at 7200 S. Huron River Drive, Ypsilanti, Michigan 48197 (hereinafter referred to as "Assignor"), the receipt and sufficiency thereof being hereby acknowledged, Assignor, subject to that certain Grant of Easement and Assignment of Lease which is recorded contemporaneous to recording of this instrument, does hereby transfer, set over and assign to the Assignee all of Assignor's right, title and interest in and to the lease(s) and/or tenancy(ies) upon certain Property owned by Assignor (Legal Description attached as Exhibit A) referenced below and in Exhibit B attached hereto, in which the Assignor has any right, title and interest currently existing and relating to:

That certain Communications Site Lease Agreement (Ground) dated July 21, 2006, by and between T-Mobile Central LLC, a Delaware limited liability company and Township of Ypsilanti, a Michigan municipal corporation; amended by a certain First Amendment to Communications Site Lease Agreement dated March 24, 2011, by and between Ypsilanti Township, a Washtenaw County, Michigan municipal corporation and T-Mobile Central LLC, a Delaware limited liability company; further amended by a certain Second Amendment to Communications Site Lease Agreement dated October 9, 2015, by and between Township of Ypsilanti, a Michigan municipal corporation and T-Mobile USA Tower LLC, a Delaware limited liability company, by and through CCTMO LLC, a Delaware limited liability company, its Attorney-in-Fact.

Assignor represents that Assignor has no knowledge of any default now outstanding by Assignor in his capacity as the landlord/lessor under the Tenancy.

Asset File #: TwPA0253547

The assignment is for a term of ninety-nine (99) years and the assignment terminates on \_\_\_\_\_, 2117.

Assignee hereby assumes and agrees to faithfully perform and discharge any and all obligations of the landlord/lessor in and to the hereby assigned lease(s) and/or tenancy(ies) subsequent to the date hereof, subject to that certain Grant of Easement.

Subject to that certain Grant of Easement and Assignment of Lease, Assignee agrees to hold Assignor harmless and indemnified from any and all loss, cost, damage and expenses, which Assignor may incur on account of Assignee's failure to perform and discharge any and all obligations of lessor and landlord in and to the herein assigned lease and/or tenancy subsequent to the date hereof. Assignor agrees to hold Assignee harmless and indemnified from any and all loss, cost, damage and expenses, which Assignee may incur for claims related to activity prior to the date hereof.

The above shall be binding upon and inure to the benefit of Assignor and Assignee and their respective heirs, executors, legal representatives, successors and assigns.

SIGNATURES FOLLOW

IN WITNESS WHEREOF, Assignor has caused this instrument to be signed and sealed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Assignor: TOWNSHIP OF YPSILANTI

\_\_\_\_\_  
Brenda L. Stumbo  
Supervisor  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ } ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned notary public, personally appeared Brenda L. Stumbo, and proved to me through satisfactory evidence of identification, which was personal knowledge/driver's license/passport/ \_\_\_\_\_ (circle one), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as Supervisor of Township of Ypsilanti.

{affix notary seal or stamp}

\_\_\_\_\_  
Notary Public  
My Commission Expires:

IN WITNESS WHEREOF, Assignor has caused this instrument to be signed and sealed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Assignor: TOWNSHIP OF YPSILANTI

\_\_\_\_\_  
Karen Lovejoy Roe  
Treasurer/Clerk  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ } ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned notary public, personally appeared Karen Lovejoy Roe, and proved to me through satisfactory evidence of identification, which was personal knowledge/driver's license/passport/ \_\_\_\_\_ (circle one), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as Treasurer/Clerk of Township of Ypsilanti.

{affix notary seal or stamp}

\_\_\_\_\_  
Notary Public  
My Commission Expires:

IN WITNESS WHEREOF, Assignee has caused this instrument to be signed and sealed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Assignee: TOWERPOINT ACQUISITIONS II, LLC

\_\_\_\_\_  
Jesse M. Wellner  
Chief Executive Officer  
Six Concourse Parkway, Suite 1450  
Atlanta, Georgia 30328  
678-775-0360  
678-775-0361

STATE OF GEORGIA

COUNTY OF FULTON

} ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned notary public, personally appeared Jesse M. Wellner, and proved to me through satisfactory evidence of identification, which was personal knowledge/driver's license/passport/ \_\_\_\_\_ (circle one), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as Chief Executive Officer of TowerPoint Acquisitions II, LLC.

{affix notary seal or stamp}

\_\_\_\_\_  
Notary Public  
My Commission Expires:

## EXHIBIT A

### LEGAL DESCRIPTION

Land in the Township of Ypsilanti, Washtenaw County, MI, described as follows:

**PARCEL 1:**

Part of the Northwest 1/4 of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, described as follows: Beginning at the Center of said Section 1, thence South 87 degrees 36 minutes 15 seconds West 1674.37 feet along the East-West ¼ line; thence North 00 degrees 18 minutes 10 seconds West 1,470.76 feet; thence North 87 degrees 04 minutes 55 seconds East 651.18 feet along the center of Clark Road; thence South 21 degrees 57 minutes 50 seconds East 486.79 feet; thence South 87 degrees 08 minutes 00 seconds West 676.72 feet; thence South 02 degrees 52 minutes 00 seconds East 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 850.00 feet; thence North 02 degrees 52 minutes 00 seconds West 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 300.00 feet; thence North 02 degrees 52 minutes 00 seconds West 460.00 feet; thence North 87 degrees 04 minutes 55 seconds East 146.27 feet; thence South 02 degrees 55 minutes 05 seconds East 115.00 feet; thence North 87 degrees 04 minutes 55 seconds East 239.72 feet; thence South 00 degrees 18 minutes 10 seconds East 1371.04 feet along the North-South ¼ line to the Point of Beginning.

**PARCEL 2:**

Beginning at a point in the centerline of Clark Road 1466.28 feet South and 1013.81 feet due West of the North 1/4 corner of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan and running thence along the centerline of Clark Road North 87 degrees 08 minutes 00 seconds East 632.55 feet; thence South 2 degrees 52 minutes 00 seconds East 460.00 feet; thence South 87 degrees 08 minutes 00 seconds West 300.00 feet; thence South 2 degrees 52 minutes 00 seconds East 730.00 feet; thence South 87 degrees 08 minutes 00 seconds West 850.00 feet; thence North 2 degrees 52 minutes 00 seconds West 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 676.72 feet; thence North 21 degrees 57 minutes 50 seconds West 486.79 feet to the place of beginning, being part of the Northwest 1/4 of said Section.

## **EXHIBIT B**

### **DESCRIPTION OF TELECOM TENANT LEASE(S)**

That certain Communications Site Lease Agreement (Ground) dated July 21, 2006, by and between T-Mobile Central LLC, a Delaware limited liability company and Township of Ypsilanti, a Michigan municipal corporation; amended by a certain First Amendment to Communications Site Lease Agreement dated March 24, 2011, by and between Ypsilanti Township, a Washtenaw County, Michigan municipal corporation and T-Mobile Central LLC, a Delaware limited liability company; further amended by a certain Second Amendment to Communications Site Lease Agreement dated October 9, 2015, by and between Township of Ypsilanti, a Michigan municipal corporation and T-Mobile USA Tower LLC, a Delaware limited liability company, by and through CCTMO LLC, a Delaware limited liability company, its Attorney-in-Fact.



**THIS ESCROW AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between TOWNSHIP OF YPSILANTI (hereinafter referred to as "Seller"); TOWERPOINT ACQUISITIONS II, LLC (hereinafter referred to as "Purchaser"); (Seller and Purchaser are sometimes hereinafter referred to jointly as "Parties and individually as "Party") and TITLEVEST AGENCY, LLC (hereinafter referred to as "Escrow/Settlement Agent");

**WITNESSETH**

WHEREAS, Seller and Purchaser have entered into an agreement for the purchase and sale of an easement to a portion of that certain property more particularly described on attached "EXHIBIT A" attached hereto (hereinafter referred to as the "Property"); and

WHEREAS, Purchaser and Seller desire to have Escrow/Settlement Agent receive original executed documents, receive proceeds from Purchaser and disburse said proceeds according the instructions set forth below.

NOW, THEREFORE, in consideration of the premises and of good and valuable consideration the receipt and sufficiency whereof is hereby acknowledged, the parties hereto hereby covenant and agree as follows:

1. Purchaser and Seller hereby appoint TitleVest Agency, LLC as Escrow/Settlement Agent hereunder.
2. Purchaser shall deliver to Escrow/Settlement Agent the Purchaser's Closing Costs, as set forth on the Purchaser's Settlement Statement, in the form of a wire transfer to an account so designated by Escrow/Settlement Agent. Said account shall have immediate availability to funds as to not delay funding of Seller's proceeds.
3. The Escrow/Settlement Agent agrees to hold and disburse said funds, in accordance with the executed Settlement Statement, as hereinafter provided.
4. Upon receipt of the required "Closing Documents" as noted on Closing Instruction Letter attached hereto as Exhibit "B" and the Purchaser's closing costs as noted in Item #2 above, Escrow/Settlement Agent shall timely deliver the Seller's Proceeds to Seller, as directed by Seller pursuant to the Seller Disbursement Authorization on Exhibit 'C'. Escrow/Settlement Agent is specifically given permission to withhold a reserve to pay and/or secure evidence of payment of delinquent taxes, interest and penalties, if any.
5. Upon funding of the Seller's Proceeds, Escrow/Settlement Agent will forward the appropriate original documents for recordation in the appropriate jurisdiction and title to the estate purchased shall be considered vested in Purchaser and the document shall be considered binding and enforceable.
6. In the event that the contemplated sale shall not take place, upon written notification from both Purchaser and Seller the Escrow/Settlement Agent shall deliver any funds received to Purchaser or as otherwise instructed by the parties hereto. Original documents shall be returned or destroyed as instructed by the parties hereto.
7. The Parties hereto covenant and agree that in performing any of its duties under this Agreement, Escrow/Settlement Agent shall be reimbursed by the responsible party for any loss or damage (including reasonable in-house or outside attorney's fees and expenses) which it may incur as a result of serving as Escrow/Settlement Agent hereunder, except for any loss, costs or damage arising out of its willful default or gross negligence. Accordingly, Escrow/Settlement Agent shall not incur any liability with respect to any action taken or omitted to be taken in reliance upon any document, including any written notice of instruction provided for in the Escrow Agreement, not only as to its due execution and the validity and effectiveness of its provisions, but also to the truth and accuracy of any information contained therein, which Escrow/Settlement Agent shall in good faith believe (a) to

be genuine, (b) to have been signed or presented by a proper person or persons, and/or (c) to conform with the provisions of this Escrow Agreement. In no event shall Escrow/Settlement Agent's liability exceed the amount of its fee for acting as Escrow/Settlement Agent.

8. In the event of a dispute between any of the parties hereto sufficient in the sole discretion of Escrow/Settlement Agent to justify its doing so, Escrow/Settlement Agent shall be entitled to tender unto the registry or custody of any court of competent jurisdiction all money or property in its hands held under the terms of this Escrow Agreement, together with such legal pleading as it deems appropriate, and thereupon be discharged. Escrow/Settlement Agent shall be reimbursed for all costs and fees incurred, including reasonable attorney fees, from the unsuccessful Party or out of the escrow if no judicial determination is made.
9. With regard to any transfer taxes or title related charges which are required to be paid by the responsible party for payment in connection with this transaction, the responsible party for payment hereby agrees to pay to TitleVest Agency, LLC ("Title Company") promptly upon demand, any shortfall in any such transfer taxes or charges that should have been charged and collected from the responsible party for payment but were not for whatever reason including a County Clerk's, Recorder's or Registry's clerical error or oversight in collecting said transfer taxes or title related charges. The Parties further agree, if requested by the Title Company, to promptly and fully cooperate and adjust any clerical error, correction or omission of any document, if deemed necessary or desirable by the Title Company. Excess transfer taxes, if any, shall be held by the Title Company for up to six (6) months following the closing, pending possible assessment or re-assessment by the taxing authority.
10. This document may be executed in counterparts and said counter parted signatures shall be considered as a whole. Facsimile signature of this Escrow Agreement, and any instructions, directions or requests, made among the parties hereto shall be deemed to be reliable, binding and enforceable upon said parties.
11. In the event any of the original executed documents deposited in escrow misstate or inaccurately reflect information contained therein, and said misstatement or inaccuracy is due to a mistake on the part of clerical error, then in such event Purchaser or Seller shall, upon request by the other and in order to correct such misstatement or inaccuracy, execute such new documents as may be deemed necessary to remedy said inaccuracy or mistake, or slip sheet pages of documents to remedy said inaccuracy or mistake upon receipt of written approval by the parties to the original executed document. Further, Purchaser and Seller agree that in such event they will provide joint direction to Escrow Agent to revise the documents accordingly.

*(Signatures to appear on next page)*

IN WITNESS WHEREOF, the undersigned have caused this instrument to be duly executed and its seal to be affixed thereto as of the day and year first above written.

SELLER: TOWNSHIP OF YPSILANTI

BY: \_\_\_\_\_  
Brenda L. Stumbo, Supervisor

BY: \_\_\_\_\_  
Karen Lovejoy Roe, Treasurer/Clerk

ADDRESS: 7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

PHONE: (734) 481-1120

IN WITNESS WHEREOF, the undersigned have caused this instrument to be duly executed and its seal to be affixed thereto as of the day and year first above written.

PURCHASER: TOWERPOINT ACQUISITIONS II, LLC

BY: \_\_\_\_\_  
NAME: JESSE M. WELLNER  
TITLE: CHIEF EXECUTIVE OFFICER

ADDRESS: SIX CONCOURSE PARKWAY, SUITE 1450  
ATLANTA, GEORGIA 30328

PHONE: 678-775-0360  
FAX: 678-775-0361

IN WITNESS WHEREOF, the undersigned have caused this instrument to be duly executed and its seal to be affixed thereto as of the day and year first above written.

ESCROW AGENT: TITLEVEST AGENCY, LLC

BY: \_\_\_\_\_  
NAME: Joseph Mangus  
TITLE: Escrow Officer

ADDRESS: 110 East 42nd Street, 10th Floor  
New York, NY 10017

PHONE: 646-429-3125  
FAX: 212-757-0466 (fax)  
EMAIL: joseph.mangus@titlevest.com

## EXHIBIT A

Land in the Township of Ypsilanti, Washtenaw County, MI, described as follows:

### PARCEL 1:

Part of the Northwest 1/4 of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan, described as follows: Beginning at the Center of said Section 1, thence South 87 degrees 36 minutes 15 seconds West 1674.37 feet along the East-West 1/4 line; thence North 00 degrees 18 minutes 10 seconds West 1,470.76 feet; thence North 87 degrees 04 minutes 55 seconds East 651.18 feet along the center of Clark Road; thence South 21 degrees 57 minutes 50 seconds East 486.79 feet; thence South 87 degrees 08 minutes 00 seconds West 676.72 feet; thence South 02 degrees 52 minutes 00 seconds East 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 850.00 feet; thence North 02 degrees 52 minutes 00 seconds West 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 300.00 feet; thence North 02 degrees 52 minutes 00 seconds West 460.00 feet; thence North 87 degrees 04 minutes 55 seconds East 146.27 feet; thence South 02 degrees 55 minutes 05 seconds East 115.00 feet; thence North 87 degrees 04 minutes 55 seconds East 239.72 feet; thence South 00 degrees 18 minutes 10 seconds East 1371.04 feet along the North-South 1/4 line to the Point of Beginning.

### PARCEL 2:

Beginning at a point in the centerline of Clark Road 1466.28 feet South and 1013.81 feet due West of the North 1/4 corner of Section 1, Town 3 South, Range 7 East, Ypsilanti Township, Washtenaw County, Michigan and running thence along the centerline of Clark Road North 87 degrees 08 minutes 00 seconds East 632.55 feet; thence South 2 degrees 52 minutes 00 seconds East 460.00 feet; thence South 87 degrees 08 minutes 00 seconds West 300.00 feet; thence South 2 degrees 52 minutes 00 seconds East 730.00 feet; thence South 87 degrees 08 minutes 00 seconds West 850.00 feet; thence North 2 degrees 52 minutes 00 seconds West 730.00 feet; thence North 87 degrees 08 minutes 00 seconds East 676.72 feet; thence North 21 degrees 57 minutes 50 seconds West 486.79 feet to the place of beginning, being part of the Northwest 1/4 of said Section.

## EXHIBIT 'B'

### Closing Instruction Letter

- 1)  Seller and Purchaser to execute in Counterpart this Escrow Agreement. Facsimile or Originals to be provided to TitleVest Agency, LLC (1 Copy or Original)
- 2)  Seller and Purchaser to Execute, Notarize and Witness the Grant of Easement and Assignment of Lease and other required documents in form for recording/filing, together with recording/filing fees and transfer taxes. Original fully executed document to be forwarded to TitleVest Agency, LLC (2 Originals)
- 3)  Seller and Purchaser to execute the Settlement Statement and forward originals to TitleVest Agency, LLC (1 Original or Copy-with 1 Original to be received within 2 business days of closing)
- 4)  Seller to provide Owners Affidavit executed and notarized by all Sellers. (1 Original)
- 5)  Seller to provide Corporate Resolution executed. (1 Original or Copy).
- 6)  Seller to complete Exhibit 'C' of this Escrow Agreement. In the event the Seller Disbursement Authorization is not completed as enclosed the Escrow Agent shall forward Sellers Proceeds via standard U.S. Mail to the address for Seller as set forth with its signature above.
- 7)  If there is one or more mortgages on this property the Seller is to provide a fully executed Subordination Non-Disturbance and Attornment Agreement from all Lender's listed as Mortgagee's on the Mortgage Schedule of the Title Report.
- 8)  If Seller is an LLC, then the following must be provided prior to closing:
  - a. Proof of due formation:
    - i. Proof of filing of the Articles of Organization with the secretary of State;
    - ii. Proof of publication of the Article of Organization (or a notice containing the substance of the articles).
  - b. Articles of Organization and Operating Agreement must be produced and reviewed; additional exceptions may be raised upon review of same.
  - c. Proof is required that there has been no change in the make-up or composition of the organization, and that there have been no amendments to the Articles of Organization or Operating Agreement. Proof is required that the party or parties executing instruments on behalf of the organization have authority to act.

EXHIBIT C

SELLER DISBURSEMENT AUTHORIZATION

RE: 2801 Holmes Road and 2770 East Clark Road,  
Ypsilanti, Michigan 48197

Escrow No.: **FA-MI-666133**

**PROCEEDS/FUNDS DISBURSEMENT INSTRUCTIONS:** The undersigned directs that the proceeds/funds due will be disbursed in the following manner:

Held for pick up at this office (ID will be required)     Sent via overnight delivery

Mail to: \_\_\_\_\_

Other: \_\_\_\_\_

Sent via wire transfer

(if checked, *Attach wiring instructions of receiving bank or fill in below. With cyber fraud on the increase, we suggest you mail, use an overnight service or hand-deliver any items containing banking or other private information and not send via email.*)

**Please Note: Modified or amended disbursement instructions must be signed** by the parties at an office of TitleVest Agency, LLC. Proof of identity will be required.

**Funds disbursed to other than record owner** must be in writing with authorized approval by TitleVest Agency, LLC and possibly buyer/borrower's lender on a TILA-RESPA Integrated Disclosure (TRID) regulated loan.

**Receiving Banks may impose a charge** for the receipt of any wire transfers.

**Escrow Holder is not responsible for delays** in wiring caused by time restrictions of the Federal Reserve Board or late confirmation of recording.

**When funds are sent to a bank outside the United States**, Escrow Holder shall not be responsible or liable for any loss or expense incurred as a result of currency exchange rates, delays in availability of funds, or delays due to the U.S. bank or foreign bank requiring additional information. Escrow Holder shall have no liability or responsibility after properly initiating the outgoing wire transfer. For best results on an outgoing international wire transfer, the international bank should provide written wire instructions.

Bank Name: \_\_\_\_\_

Name on Acct: \_\_\_\_\_

Account No.: \_\_\_\_\_

FEDWIRE Routing No.: \_\_\_\_\_

Any further instructions: \_\_\_\_\_

Date: \_\_\_\_\_

SELLER:    TOWNSHIP OF YPSILANTI

BY: \_\_\_\_\_

Brenda L. Stumbo, Supervisor

BY: \_\_\_\_\_

Karen Lovejoy Roe, Treasure/Clerk

Best Phone No: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_



**TitleVest Agency, LLC**



110 E. 42nd Street, 10th Floor • New York, NY 10017

Office Phone:(212)757-5800 Office Fax:(212)757-0466

***Seller's Final Settlement Statement***

<b>Property Address:</b>	2801 Holmes Road, 2770 E Clark Road, Ypsilanti, MI 48198	<b>File No:</b> FAMI666133	
		<b>Officer:</b> /jm	
		<b>Settlement Date:</b>	11/29/2018
		<b>Disbursement Date:</b>	11/29/2018
		<b>Print Date:</b>	10/31/2018, 8:30 AM
<b>Buyer:</b>	Towerpoint Acquisitions II, LLC		
<b>Address:</b>			
<b>Seller:</b>	The Township of Ypsilanti, a Municipal Corporation		
<b>Address:</b>			

Charge Description	Seller Charge	Seller Credit
<b>Consideration:</b>		
Total Consideration		176,400.00
<b>Title/Escrow Charges to:</b>		
Record Fee: Easement to Clerk of the Court	50.00	
Record Fee: Assignment to Clerk of the Court	50.00	
Record Fee: SMA to Clerk of the Court	50.00	
State Transfer Tax to Clerk of the Court	1,323.75	
City Transfer Tax County Transfer Tax to Clerk of the Court	194.15	
<b>Cash (X To) (From) Seller</b>	174,732.10	
<b>Totals</b>	176,400.00	176,400.00

SELLER(S):

The Township of Ypsilanti, a Municipal Corporation

By: \_\_\_\_\_  
Name: Brenda L. Stumbo  
Title: Supervisor

By: \_\_\_\_\_  
Name: Karen Lovejoy Roe  
Title: Treasurer/Clerk

Initials: \_\_\_\_\_



## 14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE  
YPSILANTI, MICHIGAN 48197-7099

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



**HON. CHARLES POPE**  
DISTRICT COURT JUDGE

**MARK W. NELSON**  
MAGISTRATE

To: Karen Lovejoy Roe, Clerk

From: Mark Nelson, Magistrate / Court Administrator

Re: Request to authorize renewal of drug court grant and accept grant funds in the amount of \$156,000.00 to line item 236.000.000-569.019 and expenditure in a corresponding amount to line item 236.136.000-802.100.

Date: November 8, 2018

The 14B Court is requesting renewal approval of the attached contracts to accept grant funds from State Court Administrative Office under Office of Highway Safety Planning (\$62,000.00) and Michigan Drug Court Grant Program (\$94,000.00) for the Court's Drug Court Docket. The combined contracts are a one year grant in the amount of \$156,000.00 to allow continued operation of the drug court docket at the 14B District Court. Under Michigan Statute, drug courts can place defendants for non-violent drug related offenses on probation with more intensive and directed supervision and treatment.

Along with approval of the contract, the Court is requesting that grant funds in the amount of \$156,000.00 be accepted and added to the remainder of 2018 budget and as budgeted for in the 2019 budget prorated over the two years. The income and expenditure line items are 236.000.000-569.019 and 236.136.000-802.100 respectively. While the current request is to prorate the entire amount between the two fiscal years, it may be necessary to make adjustments at the end of 2018 to the budgets to accommodate for actual expenditures in 2018.

Attached are copies of the contracts for the grants. If any additional information is needed, please do not hesitate to contact me.

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
MICHIGAN DRUG COURT GRANT PROGRAM  
FY 2019 CONTRACT**

**Grantee Name: 14B District Court — Hybrid DWI/Drug Court**

**Unique Identifier: 10065**

**Federal ID Number: 38-6007433**

**Contract Number: 14280**

**Grant Amount: \$94,000**

**1. GENERAL PROVISIONS**

1.01 This contract is made between the State Court Administrative Office, Lansing, Michigan (SCAO) and the 14B District Court — Hybrid DWI/Drug Court.

1.02 This contract incorporates the Grantee's approved grant application request and most recently approved budget.

1.03 This contract is for the Michigan Drug Court Grant Program.

1.04 In consideration of the mutual promises and covenants in this contract, and the benefits to be derived from this contract, the parties agree as follows:

**2. TERM OF CONTRACT**

2.01 This contract commences on 10/1/2018 and terminates on 9/30/2019 at 11:59 p.m.

**3. RELATIONSHIP**

3.01 The Grantee is an independent contractor, and it is understood that the Grantee is not an employee of the SCAO. No employee, agent, or subrecipient subcontractor of the Grantee is an employee of the SCAO.

3.02 No liability or benefits, including, but not limited to, retirement benefits or liabilities, pension rights or liabilities, insurance rights or liabilities, fringe benefits, training, holiday pay, sick pay, vacation pay, or such other rights, provisions, or liabilities arising out of an agreement of hire or employer-employee relationship, either express or implied, shall arise or accrue to either party as a result of this contract. The Grantee is not eligible for, and will not participate in, any such benefits.

3.03 The Grantee is responsible for payment of all taxes, including federal, state, and local taxes arising out of the Grantee's activities in accordance with this contract, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees.

3.04 The Grantee understands and agrees that all parties furnishing services pursuant to this contract are, for purposes of workers' compensation liability or other actions of employee-related liability, not employees of the SCAO. The Grantee bears the sole responsibility and liability for furnishing workers' compensation benefits to any of its employees for injuries arising from or connected with services performed pursuant to this contract.

3.05 The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.

#### **4. SCOPE OF SERVICES**

4.01 Upon signing of this contract, the SCAO agrees to provide funding from the Grant in an amount not to exceed the amount of this contract. In no event does this contract create a charge against any other funds of the SCAO or the Michigan Supreme Court.

4.02 The Grantee, and the Grantee's employees or subrecipient subcontractors, shall devote such time, attention, skill, knowledge, and professional ability as is necessary to most effectively and efficiently carry out and perform the services as described in this contract and in any amendments to this contract.

4.03 Commitment of state resources for the acquisition of goods and services, and execution of purchase orders, contracts, and similar agreements, shall remain the sole responsibility of the SCAO.

#### **5. PERFORMANCE AND BUDGET**

5.01 The SCAO agrees to provide the Grantee a sum not to exceed **\$94,000** for the court program operated pursuant to this contract.

5.02 Grantee equipment purchases are prohibited.

5.03 The Grantee agrees that it will not expend funds obtained under this contract for any purpose other than those authorized in the administrative requirements specified in the application and most recently approved budget for the Grant, and will expend grant funds only during the period covered by this contract unless prior written approval is received from the SCAO.

5.04 The Grantee must sign up through the online vendor registration process to receive payments as Electronic Funds Transfers (EFT)/Direct Deposits. Registration information is available through the Department of Technology, Management, and Budget's website at: [http://www.michigan.gov/budget/0,1607,7-157-13404\\_37161-179392--,00.html](http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html).

5.05 All reimbursements for the proper performance of the contract shall be made by the SCAO quarterly, upon submission by the Grantee of claims for approval by the SCAO. The claims shall include a specific amount of the hours worked, hourly salary, the detailed services provided by the Grantee or Grantee's staff, and/or the specific amount expended on supplies or operating costs necessary for program operation.

5.06 Requests for adjustments in expenditures within line items and between line item categories must be made using a Contract Amendment, within WebGrants, and approved by the SCAO. Budget deviation allowances are not permitted.

5.07 The Grantee shall make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report these as outlined in the SCAO's fiscal procedures. Any under-recoveries of otherwise available fees resulting from failure to bill for eligible services will be excluded from reimbursable expenditures.

5.08 Reimbursements for travel (meals, lodging, mileage, etc.) cannot exceed the lesser of the Grantee's published travel rates or allowable State of Michigan travel rates. Exceptions to this for unusual situations require prior approval by the SCAO prior to incurring the expense.

#### **6. CONDUCT OF THE PROJECT**

6.01 The Grantee shall abide by all terms and conditions required in the application assurances, budget requirements, and the Grantee's approved program outline and most recently approved budget.

6.02 The Grantee agrees that funds awarded under this grant will not be used to support any inherently religious activities, such as worship, religious instruction, or proselytizing. If the

Grantee refers participants to, or provides, a non-federally funded program of service that incorporates such religious activities: (1) any such activities must be voluntary for program participants, and (2) program participants may not be excluded from participation in a program or otherwise penalized or disadvantaged for any failure to accept a referral or services. If participation in a non-federally funded program or services that incorporates inherently religious activities is deemed a critical treatment or support service for program participants, the Grantee agrees to identify and refer participants who object to the inherently religious activities of such program or service to a comparable secular alternative program or service.

## **7. ASSIGNMENT**

7.01 The Grantee may not assign the performance under this contract to subcontract personnel except with the prior written approval of the SCAO.

7.02 All provisions and requirements of this contract shall apply to any subcontracts or agreements the Grantee may enter into in furtherance of its obligations under the contract.

7.03 The Grantee shall provide copies of all subrecipient subcontracts for services funded in whole or in part by this grant to the SCAO.

## **8. CONFIDENTIAL INFORMATION**

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

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

## **9. HUMAN SUBJECTS**

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

## **10. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT, 42 CFR PART 2, AND MICHIGAN MENTAL HEALTH CODE**

10.01 To the extent applicable, the Grantee assures and certifies that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2, and the Michigan Mental Health Code, to the extent that this act and these regulations are pertinent to the services that the Grantee provides under this contract. These requirements include:

- A. The Grantee must not share any protected health or other protected data and information provided by the SCAO or any other source that falls within HIPAA, 42 CFR Part 2, and/or the Michigan Mental Health Code requirements, except to a subrecipient subcontractor as appropriate under this contract.
- B. The Grantee must require, in the terms and conditions of any subcontract, that the subrecipient subcontractor not share any protected health or other protected data and information from the SCAO or any other source that falls under HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements.
- C. The Grantee must use protected data and information only for the purposes of this contract.
- D. The Grantee must have written policies and procedures addressing the use of protected data and information that falls under HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements. The policies and procedures must meet all applicable federal and state requirements including HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code regulations. These policies and procedures must include restricting access to the protected data and information by the Grantee's employees.
- E. The Grantee must have a policy and procedure to report to the SCAO unauthorized use or disclosure of protected data and information that falls under HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements of which the Grantee becomes aware.
- F. Failure to comply with any of these contractual requirements may result in the termination of this contract in accordance with section 18.
- G. In accordance with HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements, the Grantee is liable for any claim, loss, or damage relating to its unauthorized use or disclosure of protected data and information received by the Grantee from the SCAO or any other source.

## **11. RIGHTS TO WORK PRODUCT**

11.01 All reports, programs, manuals, tapes, listings, documentation, and any other work product prepared by the Grantee under this contract, and amendments thereto, shall belong to the SCAO and are subject to copyright or patent only by the SCAO. The SCAO shall have the right to obtain from the Grantee original materials produced under this contract and shall have the right to distribute those materials.

11.02 The SCAO grants the Grantee a royalty-free, nonexclusive license to use anything developed in the course of executing this contract if the work product enters the public domain.

11.03 The SCAO shall have copyright, property, and publication rights in all written or visual material or other work products developed in connection with this contract. The Grantee shall not publish or distribute any printed or visual material relating to the services provided under this contract without the prior explicit permission of the SCAO.

## **12. WRITTEN DISCLOSURE**

12.01 The Grantee and the Grantee's employees or subrecipient subcontractors shall promptly disclose in writing to the SCAO all writings, inventions, improvements, or discoveries, whether copyrightable, patentable, or not, which are written, conceived, made, or discovered by the Grantee or the Grantee's employees or subrecipient subcontractors jointly with the SCAO or singly by Grantee or Grantee's employees or subrecipient subcontractors while engaged in activity under this contract. As to each such disclosure, the Grantee shall specifically point out the features or concepts that are new or different.

12.02 The SCAO shall have the right to request the assistance of the Grantee and Grantee's employees or subrecipient subcontractors in determining and acquiring copyright, patent, or other such protection at the SCAO's invitation and request.

12.03 The Grantee represents and warrants that there are at present no such writings, inventions, improvements, or discoveries (other than in a copyright, copyright application, patent, or patent application) that were written, conceived, invented, made, or discovered by the Grantee or the Grantee's employees before entering into this contract, and which the Grantee or the Grantee's employees desire to remove from the provisions of this contract, except those specifically set forth by attachment hereto.

## **13. INSURANCE**

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

## **14. LIABILITY**

14.01 All liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses (including, but not limited to, fees and expenses of attorneys, expert witnesses, and other consultants) resulting from claims, demands, costs, or judgments arising out of activities or services carried out by the Grantee in the performance of this contract, shall be the responsibility of the Grantee, and not the responsibility of the SCAO. Nothing in this subsection is, nor shall be construed as, a waiver of governmental immunity.

14.02 The SCAO is not responsible and will not be subject to any liability for any claim related to the loss, damage, or impairment of Grantee's property and materials or the property and materials of the Grantee's employees or subrecipient subcontractors, used by the Grantee pursuant to the Grantee's performance under this contract.

14.03 The Grantee warrants that it is not subject to any nondisclosure, noncompetition, or similar clause with current or prior clients or employers that will interfere with the performance of this contract. The SCAO will not be subject to any liability for any such claim.

14.04 In the event any action or proceeding is brought against the Grantee by reason of any claim due or claimed to be due to Grantee's performance covered under this contract, the Grantee will, at the Grantee's sole cost and expense, resist or defend the action or proceeding as the Grantee deems appropriate. The Grantee retains sole authority and discretion to resolve and settle any such claims.

## **15. ACQUISITION, ACCOUNTING, RECORDKEEPING, AND INSPECTION**

15.01 The Grantee agrees that all expenditures from this contract, including the acquisition of personnel services, contractual services, and supplies, shall be in accordance with: (1) the standard procedures of the Grantee's funding unit, and (2) the administrative and budget requirements of the grant.

15.02 The Grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of funds for the purposes identified in the approved grant request, most recently approved budget, and any applicable approved contract addendum and/or budget amendment.

15.03 The Grantee agrees that the Michigan Supreme Court, the SCAO, the local government audit division of the Michigan Department of Treasury, the State Auditor General, or any of their duly authorized representatives, including program evaluators and auditors, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, books, accounts, data, time cards, or other records related to this contract. The Grantee shall retain all books and records, including all pertinent cost reports, accounting and financial records, or other documents related to this contract, for five years after final payment at the Grantee's cost. Federal and/or state auditors, and any persons duly authorized by the SCAO, shall have full access to and the right to examine and audit any of the materials during the term of this contract and for five years after final payment. If an audit is initiated before the expiration of the five-year period, and extends past that period, all documents shall be maintained until the audit is complete. The SCAO shall provide audit findings and recommendations to the Grantee. The SCAO may adjust future or final payment if the findings of the audit indicate over- or under-payment to the Grantee for the period audited, subject to the availability of funds for such purposes. If an audit discloses an overpayment to the Grantee, the Grantee shall immediately refund all amounts that may be due to the SCAO. Failure of the Grantee to comply with the requirements of this section shall constitute a material breach of this contract upon which the SCAO may cancel, terminate, or suspend this contract.

15.04 The Grantee's accounting system must maintain a separate fund or account that segregates grant contract receipts and expenditures from other receipts and expenditures of the Grantee.

## **16. PROGRAM REVIEW AND MONITORING**

16.01 The Grantee shall give the SCAO and any of its authorized agents access to the court at any reasonable time to evaluate, audit, inspect, observe, and monitor the operation of the program. The inspection methods that may be used include, but are not limited to onsite visits, interviews of staff and participants, and review of case records, receipts, monthly/quarterly statistical reports, and fiscal records.

## **17. REPORTS**

17.01 The Grantee agrees to submit timely, complete, and accurate reports as identified in Attachment A.

17.02 The data for each participant who is screened or accepted into the program must be entered into the Drug Court Case Management Information System (DCCMIS).

17.03 The Grantee is responsible for the timely, complete, and accurate submission of each required report and data as outlined above.

17.04 If any report is 30 days past due, a delinquency notice will be sent via email notifying the Grantee that it has 15 days to comply with the reporting requirement. Forty-five days past the due date, a forfeiture notice will be sent to the Grantee via the U.S. Postal Service notifying it that its funding award has been rescinded due to contract noncompliance.



## **18. REDUCTION/SUSPENSION/TERMINATION**

18.01 In addition to forfeiture under section 17, the SCAO and/or the Grantee may reduce the Project Budget and/or suspend this agreement and/or terminate this agreement without further liability or penalty to the SCAO as follows:

18.02 If any of the terms of this agreement are not adhered to. Suspension requires immediate action by the Grantee to comply with this agreement's terms; otherwise, termination by the SCAO may occur:

18.03 Each party has the right to terminate this contract without cause by giving written notice to the other party of such termination at least 15 days before the effective date of such termination. Such written notice will provide valid, legal reasons for termination along with the effective date.

18.04 Failure of the Grantee to make satisfactory progress toward the goals, objectives, or strategies set forth in this agreement. Failure under this subsection includes (but is not limited to) a determination by the SCAO after second quarter claims are submitted, in its sole discretion, that project funds are not reasonably likely to be fully expended by the end of the Fiscal Year

18.05 This contract may be terminated immediately without further financial liability to the SCAO if funding for this contract becomes unavailable to the SCAO.

18.06 Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.

18.07 Filing false certification in this agreement or other report or document.

18.08 This agreement may be terminated immediately if the Grantee, an official of the Grantee, or an owner of a 25 percent or greater share of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; convicted of any other criminal offense which reflects on the Grantee's business integrity.

18.09 If a grant is terminated by the SCAO for failure to meet the grant management requirements, the Grantee shall not be eligible to seek grant funding from the SCAO MDC grant program for a period of two years. In order to obtain grant funding after the two-year period, the Grantee will be required to submit written assurances that the identified deficiencies have been corrected. Additionally, the Grantee may be required to submit monthly financial reports to allow for increased financial monitoring.

## **19. COMPLIANCE WITH LAWS**

19.01 The Grantee shall comply with all applicable laws, ordinances, and codes of the federal, state, and local governments.

## **20. MICHIGAN LAW**

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

## **21. CONFLICT OF INTEREST**

21.01 The Grantee presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, that would conflict in any manner or degree with the performance of this contract.

21.02 The Grantee and the SCAO are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, MSA 4.1700(51) *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*, MSA 4.1700 (71) *et seq.*

## **22. DEBT TO STATE OF MICHIGAN**

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

## **23. DISPUTES**

23.01 The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this contract within seven days of discovery of the alleged breach.

23.02 The Grantee and the SCAO agree that with regard to any and all disputes, controversies, or claims arising out of or in connection with or relating to this contract; or any claim that the SCAO violated any local, state, or federal ordinance, statute, regulation, law, or common-law doctrine (including discrimination or civil rights claims); or committed any tort; the parties shall attempt to resolve the dispute through mediation. Selection of a mediator will be by mutual agreement of the parties.

## **24. ENTIRE AGREEMENT**

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

## **25. PROGRAM CERTIFICATION**

25.01 Under Michigan law, approval and certification by the State Court Administrative Office is required to begin or to continue the operation of a drug court, sobriety court, hybrid drug/sobriety court, family dependency treatment court, veterans treatment court, and mental health court. Any of these programs that are not certified shall not perform any of the functions of that program type, including, but not limited to, receiving grant funding under the law. If a program is determined by the State Court Administrative Office to be not certified, this contract is ineffective.

## **26. AMENDMENT**

26.01 This contract may be amended only upon written agreement of the parties.

**27. DELIVERY OF NOTICE**

27.01 Written notices and communications required under this contract shall be delivered by electronic mail, regular mail, overnight delivery, or facsimile device to the following:

- A. The Grantee’s contact person is Mark Nelson, 14B District Court, 7200 S. Huron River Drive, Ypsilanti, MI 48197.
- B. The SCAO’s contact person is Andrew Smith, State Court Administrative Office, Michigan Hall of Justice, P.O. Box 30048, Lansing, MI 48909.

**28. SIGNATURE OF PARTIES**

28.01 This contract becomes effective when signed by the parties.

IN WITNESS WHEREOF, the SCAO and the Grantee have executed this contract:

**14B District Court — Hybrid DWI/Drug Court**

By: \_\_\_\_\_  
Authorizing Official (Signature)

\_\_\_\_\_  
Authorizing Official (Print Name and Title)

Date: \_\_\_\_\_

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

**STATE COURT ADMINISTRATIVE OFFICE**

By: \_\_\_\_\_  
Chief Operating Officer

Date: \_\_\_\_\_

**ATTACHMENT A**  
**MICHIGAN DRUG COURT GRANT PROGRAM**  
**FY 2019 REPORTING REQUIREMENTS**  
**October 1, 2018, through September 30, 2019**

<b>DCCMIS DATA EXCEPTION REPORT</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>February 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>October 1, 2018, through December 31, 2018.</b>
<b>May 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>January 1, 2019, through March 31, 2019.</b>
<b>August 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>April 1, 2019, through June 30, 2019.</b>
<b>November 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>July 1, 2019, through September 30, 2019.</b>

<b>DCCMIS USER AUDIT</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>January 31, 2019</b>	Courts will be confirming user access to DCCMIS.

<b>CLAIMS REPORTS</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>January 10, 2019</b>	Courts will be reporting on expenditures from <b>October 1, 2018, through December 31, 2018.</b>
<b>April 10, 2019</b>	Courts will be reporting on expenditures from <b>January 1, 2019, through March 31, 2019.</b>
<b>July 10, 2019</b>	Courts will be reporting expenditures from <b>April 1, 2019, through June 30, 2019.</b>
<b>October 10, 2019</b>	Courts will be reporting expenditures from <b>July 1, 2019, through September 30, 2019.</b>

<b>PROGRESS</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>October 30, 2019</b> Year-End Report	Courts will be reporting on progress made during the grant period – <b>October 1, 2018, through September 30, 2019.</b>

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

**Subcontract Agreement  
between**

**SCAO**

**Federal I.D. Number: 38-6000134**

**and**

**GRANTEE: 14B District Court — Hybrid DWI/Drug Court**

**Federal I.D. Number: 38-6007433**

**Contract Number: 14302**

**Unique Identifier: 10065**

**Grant Amount: \$62,000**

**Project Title: SCAO OHSP Grant Program**

**CFDA Number: 20.601**

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

**Data Universal Numbering System (DUNS) Number: 781488648**

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

**Federal Grant Award Number: AL-19-05**

**Federal Program Title: Alcohol Impaired Driving Countermeasures Incentive Grants I**

- I. **Period of Agreement:**  
This agreement shall commence on October 1, 2018, and terminate on September 30, 2019. This agreement is in full force and effect for the period specified in this section and must be signed prior to the initiation of any associated subcontract activity unless an exception is explicitly granted by the SCAO.
  
- II. **Agreement Amount and Budget:**  
This agreement incorporates the Grantee's approved grant application request and most recently approved budget. Except as provided in Section § XXI, any changes to the Project Budget must be requested by the Grantee with a Contract Amendment form in WebGrants, subject to approval by the SCAO. Budget deviation allowances are not permitted.
  
- III. **Relationship:**  
The Grantee is an independent contractor, and it is understood that the Grantee is not an employee of the SCAO. No employee, agent, or subcontractor of the Grantee is an employee of the SCAO. No liability or benefits, including, but not limited to, retirement benefits or liabilities, pension rights or liabilities, insurance rights or liabilities, fringe

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

IV. **Change in Grantee Contact:**

A change in project director, agency contact, financial officer, authorizing official, addresses, email, or telephone numbers requires written notification to the OHSP. These changes must also be made to the web-based grant application. The project director is responsible for ensuring changes are made to the grant application.

V. **System for Award Management:**

The grantee (and all sub-recipients and contractors) must register or update in SAM ( System for Award Management) annually online to be eligible for federal and state grants. The OHSP Program Coordinators must enter that the SAM was checked in the online grants management system. (<https://uscontractorregistration.com/>)

VI. **Insurance:**

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

VII. **Scope of Services:**

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

VIII. **Statement of Work:**

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

provisions and requirements of this agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this agreement and shall be responsible for the performance of any contracted work.

**IX. Published Reports:**

All published reports generated from this project must include the following disclosure statement:

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

**X. Public Information and Education Requirements:**

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

XI. **State of Michigan Printing Requirements:**

The following items require the prior approval of the SCAO:

- Flyers
- Posters
- Brochures
- Annual reports
- Newsletters
- Printing projects that include silk screened folders or binders, die-cut folders or covers, holograms, foil printing, embossing, or engraving.

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

XII. **Copies:**

The SCAO will require one electronic copy of any publication produced with traffic safety grant funds if print copies are not available or if the items are not distributed statewide, and it is not available online. The copy can be submitted via email, CD, or flash drive. The SCAO will require 15 copies of any of the following produced with traffic safety grant funds if they are distributed statewide and are not available online. These copies are distributed throughout the state of Michigan's library system:

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

The SCAO will require three copies of any of the following produced with traffic safety grant funds if they are distributed statewide and not available online. These copies are housed as part of Michigan's library system:

- Posters
- Brochures
- Flyers

If the publication is available on a publicly accessible website, no printed copy is required. However, an email which includes a link to the document must be provided to the SCAO. The state of Michigan's library system will then include it in its digital archive.

XIII. **Closed Captioning:**

All DVDs must be closed captioned. This includes any online videos.

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

The creation of social media accounts such as Facebook and Twitter for state or federally funded grants and projects require prior approval from SCAO before release to the public.

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

The Grantee agrees to submit and is responsible for timely, complete, and accurate reports as identified in Attachment 1. The failure of the Grantee to comply with this requirement may result in the withholding of funds and/or termination of this agreement. The data for each participant who is screened or accepted into the program must be entered into the Drug Court Case Management Information System (DCCMIS). If any



report is 30 days past due, a delinquency notice will be sent via email notifying the Grantee that it has 15 days to comply with the reporting requirement. Forty-five days past the due date, a forfeiture notice will be sent to the Grantee via the U.S. Postal Service notifying it that its funding award has been rescinded due to contract noncompliance.

XV. **Project Modification:**

If a project modification is required, the Grantee shall contact the SCAO program coordinator for prior approval.

XVI. **Payment Processing:**

- A. The SCAO, in accordance with the general purposes, objectives, and terms and conditions of this agreement, will provide payment to the Grantee based upon appropriate reports, records, and documentation maintained by the Grantee. All costs shall be actual and supported by source documentation. Financial reimbursement will be delayed until all backup documentation is received by SCAO. A document entitled "Acceptable Back up Documentation for Federal Cost Claims" is available from the OHSP to assist with identifying adequate back-up documentation. Costs charged to this grant cannot be charged to any other program. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges. Payment requests must be submitted to the SCAO in a timely manner such that the SCAO can subsequently request reimbursement from the OHSP within the required reimbursement period. The Grantee must sign up through the online vendor registration process to receive payments as Electronic Funds Transfers (EFT)/Direct Deposits. Registration information is available through the Department of Technology, Management, and Budget's website at: [http://www.michigan.gov/budget/0,1607,7-157-13404\\_37161-179392--,00.html](http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html).
- B. The Grantee shall make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report these as outlined in the SCAO's fiscal procedures. Any under-recoveries of otherwise available fees resulting from failure to bill for eligible services will be excluded from reimbursable expenditures.
- C. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the Grantee from grant supported activities. Some examples are proceeds from the sale of items purchased or developed with grant funds, or revenue received from attendees at trainings or conferences paid for with grant funds. Program income must be netted against costs incurred within the grant or returned to the SCAO, unless prior permission is obtained from the SCAO to use the funds for other traffic safety projects. Contact SCAO for further information.
- D. All SCAO projects are based on the cost reimbursement concept; i.e., state, local, or private funds shall be expended before reimbursement is provided. Reimbursement is based on submission of progress and financial reports. All requested information should be submitted electronically through WebGrants. A financial report submitted to the SCAO by the Grantee shall contain the following to be considered complete:
- a) A copy of a report for the current period generated by the Grantee's official accounting system which shows a description

of the item and the actual amount spent. Some examples of acceptable reports include a detailed general ledger, a transaction ledger, a payroll journal, a detailed budget/expenditure report. The report must match the amount being requested for reimbursement.

- b) Copies of invoices must be included.
  - c) Additional documentation as requested by SCAO.
  - d) Financial reports are due on a quarterly basis. Financial report due dates are specified in Attachment 1. Financial reports must be submitted even when the project experiences no costs. In this case, a “zero” financial report shall be submitted. The submission of financial reports is mandatory and non-compliance can result in termination of the grant.
- E. Payments for salaries and wages shall be supported by time and attendance reports, based on an after-the-fact distribution of time, which shows details of the activities performed. Grantees must maintain activity logs which document the actual amount of time spent on this grant project, and describe the nature of the activities performed. If the grant is funded from multiple sources, the logs must show the activity by fund source. This documentation must be submitted with the financial reimbursement request.
- F. Reimbursement for wages and fringe benefits shall be based on actual costs, not budgeted rates. Only those fringe benefit costs that actually increase as a result of hours worked on this project can be claimed for reimbursement. For overtime wages, those costs typically include FICA, workers compensation, and retirement, but if any of these costs are structured so that they don’t increase with overtime, they cannot be reimbursed. For straight-time grant-funded positions, all fringe benefits associated with the position may be claimed to the extent that the position has been approved for reimbursement (e.g., if 50 percent of the position is grant funded, 50 percent of the fringe benefits can be claimed). Fringe benefit rates must be reasonable, in accordance with federal cost principles. Grantees shall comply with all state labor laws.
- G. Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety. All Grantees or sub-grantees awarding contracts or subcontracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18 – Uniform Administrative Requirements For Grant And Cooperative Agreements To State and Local Governments, § 18.36 Procurement. A copy of the contract shall be submitted to SCAO when available.
- H. Only eligible operating costs specifically listed in the approved grant budget will be reimbursed.
- I. Automotive expenses submitted shall be based on the actual costs incurred. In most cases, this will be calculated by multiplying actual miles driven times mileage rate. The rate will be determined when the grant is approved, but will generally be the IRS business mileage rate. With prior approval, reimbursement may be allowed based on the actual costs incurred for gasoline, maintenance, insurance, and other vehicle expenses.
- J. Reimbursements for travel (meals, lodging, mileage, etc.) cannot exceed the lesser of the Grantee’s published travel rates or allowable State of Michigan travel rates. Exceptions to this for unusual situations require prior approval by

- the SCAO prior to incurring the expense.
- K. Postage, telephone, and grant-related travel costs shall be documented by log or meter and submitted with the reimbursement request.
  - L. Only program activities and expenses detailed in the approved grant budget and incurred during the grant period are eligible for reimbursement. Expenses incurred that are not detailed in the approved grant budget or outside the grant period will not be reimbursed. Costs cannot exceed the approved grant award.
  - M. Goods purchased through the grant shall be received in acceptable conditions. If goods are not received in acceptable condition within 30 days prior to the grant ending, the Grantee shall contact the SCAO program coordinator.
  - N. The Grantee shall use generally accepted accounting principles.
  - O. A separate account or fund must be established for this project. A separate account is required to be maintained by all agencies receiving grant funds from the SCAO regardless of the dollar amount. In addition, Grantees receiving funds from SCAO for multiple grant projects must have a separate account for each grant project. It is the responsibility of the lead agency to insure that all sub-agencies meet this requirement. The general ledgers of the sub-agencies are not required to be submitted with requests for payment unless specifically requested by SCAO.
  - P. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges.
  - Q. The following deviations from the approved budget require prior approval from SCAO:
    - A. A specific item of cost not included in the approved budget.
    - B. An increase in the number of a specific item over and above the total authorized.
    - C. A transfer between major budget categories in excess of 10 percent of the category being increased.
  - R. A delay in submitting support documentation may result in the suspension of all grant activity.
  - S. Failure to submit cost statements with adequate supporting documentation prior to the fiscal year close out deadline will result in non-reimbursement of those costs. Costs from one fiscal year cannot be paid in a subsequent fiscal year.
  - T. Documentation for costs shall be maintained for three years following final reimbursement.

XVII. **Employee Time Certifications:**

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

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

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

XVIII. **Record Maintenance/Retention:**

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

XIX. **Authorized Access:**

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

XX. **Confidential Information:**

In order that the Grantee's employees or subrecipient subcontractors may effectively provide fulfillment of this agreement to the SCAO, the SCAO may disclose confidential or proprietary information pertaining to the SCAO's past, present, and future activities to the Grantee. All such information is proprietary to the SCAO and the Grantee shall not disclose such information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order. If disclosure is required by law or court order, the SCAO will be notified of the request before disclosure. The Grantee agrees to return all confidential or proprietary information to the SCAO immediately upon the termination of this agreement. Both the SCAO and the Grantee shall ensure that medical services to, and information contained in the medical records of, persons served under the provisions of this agreement or other such recorded information required to be held confidential by federal or state law, rule, or regulation, in connection with the provision of services or other activity under this agreement, shall remain confidential. Such information shall be held confidential, and shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law or regulation. Such information may be disclosed in summary, statistical, or other form, if the disclosure does not directly or indirectly identify particular individuals.

XXI. **Human Subjects:**

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

XXII. **Subcontractor/Vendor Monitoring:**

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

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

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

XXIV. **Agreement Reduction/Suspension/Termination:**

In addition to forfeiture under Section XIII, the SCAO and/or the Grantee may reduce the Project Budget and/or suspend this agreement and/or terminate this agreement without further liability or penalty to the SCAO as follows:

- A. If any of the terms of this agreement are not adhered to. Suspension requires immediate action by the Grantee to comply with this agreement's terms; otherwise, termination by the SCAO may occur.
- B. Failure of the Grantee to make satisfactory progress toward the goals, objectives, or strategies set forth in this agreement. Failure under this subsection includes (but is not limited to) a determination by the SCAO after second quarter claims are submitted, in its sole discretion, that project funds are not reasonably likely to be fully expended by the end of the Fiscal Year.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this agreement or other report or document.
- E. This agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.

- F. This agreement may be terminated immediately if the Grantee, an official of the Grantee, or an owner of a 25 percent or greater share of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; convicted of any other criminal offense which, in the sole discretion of the National Highway Traffic Safety Administration, reflects on the Grantee's business integrity; any activity in Section XX of this agreement during the term of this agreement or any extension thereof.
- G. This agreement may be terminated immediately without further financial liability to the SCAO if funding for this agreement becomes unavailable to the SCAO.
- H. If a grant is terminated by the SCAO for failure to meet the grant management requirements, the Grantee shall not be eligible to seek grant funding from the SCAO OHSP grant program for a period of two years. In order to obtain grant funding after the two-year period, the Grantee will be required to submit written assurances that the identified deficiencies have been corrected. Additionally, the Grantee may be required to submit monthly financial reports to allow for increased financial monitoring.

XXV. **Final Reporting Upon Termination:**

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

XXVI. **Severability:**

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

XXVII. **Liability:**

- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such direct service delivery, to be carried out by the Grantee in the performance of this agreement shall be the responsibility of the Grantee, and not the responsibility of the SCAO, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Grantee, any subrecipient subcontractor, anyone directly or indirectly employed by the Grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Grantee or its employees by statute or court decisions.

XXVIII. **Michigan Law:**

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

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

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

XXX. **Disputes:**

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

XXXI. **Certifications and Assurances:**

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

A. **Certifications:**

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

B. **Lobbying:**

- 1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, 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 contract, grant, loan, or cooperative agreement, the grantee shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
  3. This certification is a material representation of fact upon which reliance was placed when the grant application was made and entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure; and
  4. None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- C. Business Integrity Clause: The SCAO may immediately cancel the grant without further liability to the SCAO or its employees if the Grantee, an officer of the Grantee, or an owner of a 25 percent or greater share of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the SCAO, reflects the Grantee's business integrity.
- D. Debarment, Suspension and Other Responsibility Matters (Direct Recipient): As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):
1. The Grantee certifies that it and its principals:
    - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
    - b. Where the Grantee is unable to certify to any of the statements in this certification, the Grantee shall attach an explanation to this proposal.



- c. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(c) of this certification.
- e. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.
- f. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the Grantee knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- g. The Grantee shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective Grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- h. The terms *covered transactions*, *debarred*, *suspended*, *ineligible*, *Grantee covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition of Coverage sections 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- i. The Grantee agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any Grantee covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- j. The Grantee further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –Grantee Transaction," without modification, in all Grantee covered transactions and in all solicitations for lower tier covered transactions.
- k. A participant in a covered transaction may rely upon a certification of a prospective participant in a Grantee covered

transaction that is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

- l. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by prudent person in the ordinary course of business dealings.
  - m. Except for transactions authorized under paragraph i. of these instructions, if a participant in a covered transaction knowingly enters into a Grantee covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  - n. The Grantee certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participant in this transaction by and Federal government or agency.
  - o. Where the Grantee is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- E. Drug-Free Workplace: The Grantee and sub-grantees agrees to abide by the Federal Drug-Free Workplace Act (49 CFR Part 29 Sub-part F).
- F. Standard Assurances:  
The Grantee hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Grantee also specifically assures and certifies that:
1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
  2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
  3. It will give the awarding agency or the general office, through any

authorized representative, timely access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).

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

discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S. C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Publ. L. 101-336), as amended (42 U.S.C. 12101, et seq.) which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires federal-aid recipients and all subrecipient subcontractors to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Section 523 and 527 of the Public Health Service Act of the 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- b. **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- c. **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- d. **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), **and Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- e. **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- f. **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- g. **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI

of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

- h. **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
  - i. **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
  - j. **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).
  - k. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended. This act prohibits discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age sex, height, weight, familial status, or marital status.
  - l. The Grantee's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D)).
- 7. If the Grantee is a governmental entity, it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs.
  - 8. If the Grantee is a governmental entity, it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- G. **General Cost of Business (formerly referred to as Supplanting):** The replacement of routine and/or existing expenditures with the use of state or federal grant funds for costs of activities that constitute general expenses

required to carry out the overall responsibilities of the state or local agency or other Grantee is considered to be general cost of business and is not allowed. The sub-grantee shall not use grant funds to supplant state or local funds, or, other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging the grant position. The Financial Officer or Authorizing Official's straight time may not be funded under this grant. This means that if your agency plans to:

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

- H. The Hatch Act:
1. Grantees and sub-grantees will comply with the provisions of 5 USC §§ 1501-1508 and implementing regulations of 5 CFR Part 151, concerning “Political Activity of State or Local Offices or Employees.
- I. Buy America Act:
1. Only items produced in the United States may be purchased with federal funds unless the Grantee can show that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and are of an unsatisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to the SCAO for approval by the appropriate governing authority.
  2. The Grantee or its contractors agree to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement.
- J. Health Insurance Portability and Accountability Act of 1996:
- To the extent that the Health Insurance Portability and Accountability Act of 1996 is pertinent to the services that the Grantee provides to the SCAO under this agreement, the Grantee assures that it is in compliance with the HIPAA requirements including the following:
1. The Grantee must not share any protected health data and information provided by the SCAO or the OHSP that falls within the HIPAA prohibitions.
  2. The Grantee must require the subrecipient subcontractor not to share any protected health data and information from the SCAO that falls under the HIPAA requirements in terms and conditions of the subcontract.
  3. The Grantee must only use the protected health data and information for the purposes of this agreement.
  4. The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee’s employees.
  5. The Grantee must have a policy and procedure to report to the SCAO any unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Grantee becomes aware.
  6. Failure to comply with any of these contractual requirements may result in the termination of this agreement in accordance with Section XXII, Agreement Suspension/Termination, above.
  7. In accordance with the HIPAA requirements, the Grantee is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Grantee from the SCAO, the OHSP, or any other source.

**XXXII. Conditions on Expenses:**

Costs must be reasonable and necessary. Individual consultant fees are limited to \$650 (excluding travel, lodging and meal costs) per day, or \$81.25 per hour, which includes legal, medical, psychological and accountant consultants. If the rate will exceed \$650 for an eight-hour day, or \$81.25 per hour, prior written approval is required from the SCAO. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace. Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open, and free competition. Maximum, open, and free competition shall be assured through the distribution of an adequate number of proposal solicitations.

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

**XXXIII. Collection of Unallowable Costs:**

Payments made for costs determined to be unallowable by either the Federal awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the Federal Government in accordance with instructions from the Federal agency that determined the costs are unallowable unless Federal statute or regulation directs otherwise. See also Subpart D—Post Federal Award Requirements of this part, and Part 200.300 Statutory and national policy requirements through 200.309 Period of performance.

**XXXIV. Conflict of Interest:**

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



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

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

XXXVI. **Agreement Signatures:**

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

XXXVII. **Entire Agreement:**

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

XXXVIII. **Program Certification:**

Under Michigan law, approval and certification by the State Court Administrative Office is required to begin or to continue the operation of a drug court, sobriety court, hybrid drug/sobriety court, family dependency treatment court, veterans treatment court, and mental health court. Any of these programs that are not certified shall not perform any of the functions of that program type, including, but not limited to, receiving grant funding under the law. If a program is determined by the State Court Administrative Office to be not certified, this contract is ineffective.

XXXIX. **Delivery of Notice:**

Written notices and communications required under this agreement shall be delivered by electronic mail, regular mail, overnight delivery, or facsimile device to the following:

- A. The Grantee's Mark Nelson, 14B District, 7200 S. Huron River Drive, Ypsilanti, MI 48197.
- B. The SCAO's contact person is Andrew Smith, State Court Administrative Office, Michigan Hall of Justice, P.O. Box 30048, Lansing, MI 48909.

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

<b>Court Authorized Official Signature:</b>	<b>SCAO Authorized Official Signature:</b>
Print Name: Title: Date:	Date:

**OFFICE OF HIGHWAY SAFETY PLANNING GRANT PROGRAM (OHSP)  
FY 2019 REPORTING REQUIREMENTS  
October 1, 2018, through September 30, 2019**

<b>DCCMIS DATA EXCEPTION REPORT</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>February 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>October 1, 2018, through December 31, 2018.</b>
<b>May 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>January 1, 2019, through March 31, 2019.</b>
<b>August 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>April 1, 2019, through June 30, 2019.</b>
<b>November 15, 2019</b>	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of <b>July 1, 2019, through September 30, 2019.</b>
<b>DCCMIS USER AUDIT</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>January 31, 2019</b>	Courts will be confirming user access to DCCMIS.
<b>CLAIMS</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>January 10, 2019</b>	Courts will be reporting on expenditures from <b>October 1, 2018, through December 31, 2018.</b>
<b>April 10, 2019</b>	Courts will be reporting on expenditures from <b>January 1, 2019, through March 31, 2019.</b>
<b>July 10, 2019</b>	Courts will be reporting on expenditures from <b>April 1, 2019, through June 30, 2019.</b>
<b>October 10, 2019</b>	Courts will be reporting on expenditures from <b>July 1, 2019, through September 30, 2019.</b>
<b>OHSP QUARTERLY PROGRAM REPORTS AND PROGRAM INCOME REPORTS</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>January 10, 2019</b>	Courts will be reporting on activity occurring during the time period of <b>October 1, 2018, through December 31, 2018.</b>
<b>April 10, 2019</b>	Courts will be reporting on activity occurring during the time period of <b>January 1, 2019, through March 31, 2019.</b>
<b>July 10, 2019</b>	Courts will be reporting on activity occurring during the time period of <b>April 1, 2019, through June 30, 2019.</b>
<b>October 10, 2019</b>	Courts will be reporting on activity occurring during the time period of <b>July 1, 2019, through September 30, 2019.</b>

<b>PROGRAM INCOME VERIFICATION</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>January 10, 2019</b>	Courts will be verifying whether program income is collected.

<b>OHSP EMPLOYEE TIME CERTIFICATION REPORTS</b>	
<b>DUE DATE</b>	<b>NOTE</b>
<b>April 10, 2019</b>	Courts will be reporting on employee time paid for by the grant during the time period of <b>October 1, 2018, through March 31, 2019.</b>
<b>October 10, 2019</b>	Courts will be reporting on employee time paid for by the grant during the time period of <b>April 1, 2019, through September 30, 2019.</b>

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



**Green Oaks  
Golf Course**

1775 E. Clark Road  
Ypsilanti, MI 48198  
Phone: (734) 485-0881  
Fax: (734) 485-1992

[ytown.org](http://ytown.org)

---

---

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Director of Golf, Kirk Sherwood II, PGA

Date: November 9, 2018

**Subject: 2018 Golf Course Rate Adjustments for 2019 Golf Season**

After much consideration and reviewing rates of local golf courses, I propose that the following changes be implemented at Green Oaks Golf Course for the 2019 Golf season.

1. It is recommended that the following changes be made to the Season Pass Holder information regarding season cart passes. It is recommended that we add a pass fee structure for a season pass holder to add on a season pass holder spouse for a cart at an additional \$200. The season cart pass for non-residents should be decreased to \$500 to be the equivalent of a resident cart pass.
2. Based on a comparison from local courses it is recommended that the following rate changes be made for the 2019 golf season. The current in-season rate for seniors (60 years of age and older) should be increased by \$1 for both 9 and 18 hole rates during the week. The proposed rate would be \$25 for 18 with cart and \$16 for 9 holes with cart for senior players. It is also recommended that we increase the current 18 hole in-season weekend rate by \$1 to a rate of \$35.
3. Attached you will find information in regard to leagues and outing contract terms. Adjustments have been made to the two contracts and have been highlighted to show these changes.

Thank you for your time in consideration of these matters. If you have any questions in regard to these topics please feel free to contact me by email [ksherwood@ytown.org](mailto:ksherwood@ytown.org) or by phone at 734-890-6287 prior to the board meeting.

<u>Seasonal Rate (Before May 1st , After Sept 30)</u>	<u>2018 Rates</u>		<u>2019 Rates</u>	
	<u>9 Holes</u>	<u>18 Holes</u>	<u>9 Holes</u>	<u>18 Holes</u>
Weekday	\$13.00	\$15.00	\$13.00	\$15.00
Weekday (Senior/Student)	\$10.00	\$13.00	\$10.00	\$13.00
Weekend	\$14.00	\$16.00	\$14.00	\$16.00
Cart Fees	\$5.00	\$10.00	\$5.00	\$10.00
<u>In Season Rate (May 1st through Sept 30th)</u>	<u>9 Holes</u>	<u>18 Holes</u>	<u>9 Holes</u>	<u>18 Holes</u>
Weekday	\$15.00	\$20.00	\$15.00	\$20.00
Weekday (Senior/Student)	\$10.00	\$14.00	\$11.00	\$15.00
Weekday Twilight 6:30 p.m. -CL	\$17 w/cart		\$17 w/cart	
Weekend	\$18.00	\$24.00	\$18.00	\$25.00
Weekend 1 p.m. -3:30 p.m.	\$17.00	\$19.00	\$17.00	\$19.00
Weekend Twilight 3:30 p.m. -CL		\$22.00 w/cart		\$22.00 w/cart
Replay Rate	\$10.00	\$20.00	\$10.00	\$20.00
Cart Fees	\$5.00	\$10.00	\$5.00	\$10.00
League Fees Including Cart (9 Holes)	\$17		\$17	

\*Ypsilanti Residents Deduct \$2 with ID on In-Season Rates

	<u>Resident</u>	<u>Non Resident</u>	<u>Resident</u>	<u>Non Resident</u>
7 Day Season Pass	\$800	\$1,000	\$800	\$1,000
Add Spouse/Child	\$275	\$375	\$275	\$375
5 Day Season Pass	\$525	\$690	\$525	\$690
Add Spouse/Child	\$575		\$575	
Add Spouse/Child	\$225	\$355	\$225	\$355
Season Cart Pass	\$500	\$600	\$500	\$500
Add Spouse			\$200	\$200
Cart Storage Fee-Grandfathered-In Only	\$300		\$300	

## 2019 League Contract



League Name: \_\_\_\_\_

League Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Players: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_

Starting Date of League: \_\_\_\_\_

Price per Player (Including green fees and cart per player). \$ \_\_\_\_\_ per week

### League Rules and Regulations:

- Pairings will be comprised of no more than 4 golfers per group and every player must have clubs. A cart fee of \$5 per player per week is due for all players riding and is to be paid as part of each half season payment. Although all cart fees will be pre-paid, all players are expected to check in each league night. No more than 2 golf carts allowed per group.
- Fees can be paid in two installments. 50% is due before the first week of play. The 2<sup>nd</sup> installment is due no later than the beginning of the week of the halfway point of the league. In the event the second payment is not paid in full, the player will be subject to regular green fees and cart charges.
- Rain Policy: No cash refunds will be given. Make-up rain dates will be decided based on course's availability. In the event of a league cancellation all communications must be made with the golf course before a final determination is made.
- All league players will be responsible for their conduct and any damage to Ypsilanti Township property including but not limited to golf carts, golf pro shop, and Green Oaks Golf Course.
- It is the responsibility of the league representative to collect all fees from its players.
- If a player is unable to play during a scheduled week, the player is expected to have a sub play or make the round up within a period of no more than 2 weeks. No refunds or discounts will be given for unused rounds and the rounds may not be used by other players.
- Players may choose to play a pre 9 holes or post 9 holes on the day of league at the cost of \$5 per player based on availability. It is highly recommended that a tee time be made prior to playing and the players must check in at the golf shop before playing. Pre play rate is only available to regular full time players and rate does not apply to subs.
- The expected pace of play for leagues is 2 hours and 20 minutes or less per foursome.

Thank you for choosing Green Oaks Golf Course for your 2019 Golf League site.

**I have read the terms and conditions of this contract and agree to abide by them.**

\_\_\_\_\_  
Signature of League Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kirk Sherwood II, PGA  
Director of Golf Operations

\_\_\_\_\_  
Date



www.golfgreenoaks.com  
 Email: ksherwood@ytown.org

**2019 Outing Contract**

Name of Outing \_\_\_\_\_ Outing Date: \_\_\_\_\_  
 Name of Responsible Party: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

**Outing Start: Please Circle One      Tee Times      Shotgun**

**Number of Players** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**Shotgun Start Policy**

There is a 72 player minimum for a shotgun start unless prior arrangements have been made. Furthermore, shotgun starts that do not fill course (120 or more players); the start time will be no later than 10:00am. No exceptions. Green Oaks reserves the right to utilize the golf course to its full player capacity. Pace of play shall be strictly enforced at a consistent 15 minute per hole (4.5 hour round).

Price per Player (Includes green fees with cart).      \$ \_\_\_\_\_

**Food and Beverage Considerations**

Yes                      No

Please See Attached Menu For Selections and Prices

**Lunch:** \$ \_\_\_\_\_ Selection: \_\_\_\_\_ Time of Service: \_\_\_\_\_

**Dinner:** \$ \_\_\_\_\_ Selection: \_\_\_\_\_ Time of Service: \_\_\_\_\_



## **Outing Rules and Regulations**

- Play will be in foursomes and every player must have clubs. Power carts are required. No more than 2 golf carts per foursome.
- \$500 deposit is required at least one month prior to reserve outing date for outings of 40 or more players (non-refundable if cancelled within 14 days of event). The deposit will be taken off the total balance owed the day of the event.
- Guaranteed count, adjustments and menu selections are due no later than 10 days prior to outing.
- Changes made within seven days of outing will not be refunded. Furthermore, additions will be permitted if Green Oaks Golf Course can accommodate without jeopardizing regular play.
- Rain Policy: No cash refunds will be given. No rain date will be given. Rain date will only be considered if the outing date weather causes the closing of the golf course.
- The outing group will be responsible for the conduct of its participants and any damage to Golf Course property including but not limited to golf carts, facility, and golf course.
- It is the responsibility of the outing representative to collect all fees from its participants and pay Green Oaks G.C. with one payment for outing.
- Scoreboard and sheets will be provided by Green Oaks, but scoring is the responsibility of outing representative.

Thank you for choosing Green Oaks Golf Course for your Golf Outing Event.

**I have read the terms and conditions of this contract and agree to abide by them.**

\_\_\_\_\_  
**Signature of Outing Representative**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Kirk Sherwood II, PGA  
Director of Golf Operations**

**Date:** \_\_\_\_\_



1775 E CLARK RD.  
 YPSILANTI, MI 48198  
 (734) 485-0881

Green Oaks Golf Course  
 2019 Season Pass Programs

<u>Resident</u>	<u>5 Day (Weekday only)</u>	<u>7 Day</u>
<i>Single Golfer (Senior 60+)</i>	\$525.00	
<i>Single Golfer (Non-Senior)</i>	\$575.00	\$800.00
<i>Add Spouse/Dependent</i>	\$225.00	\$275.00
 <u>Non-Resident</u>		
<i>Single Golfer</i>	\$690.00	\$1,000.00
<i>Add Spouse/Dependent</i>	\$355.00	\$375.00
 <u>Season Cart Pass</u>		
	<u>Resident</u>	<u>Non-Resident</u>
	\$500	\$500
<i>Add Spouse</i>	\$200	\$200

Please Note:

- Fees can be paid in two payments: 50% at the time of sign-up and 50% due by June 30<sup>th</sup>, 2018. If 100% are not paid by June 30<sup>th</sup>, 2019 the Season Pass will be dropped.
- Season Passes are valid for green fees only. Season Pass holders who do not walk are required to pay a \$5 cart fee per person per 9 holes of play.
- 5 Day Season Passes are valid Monday-Friday only and do not include weekends or holidays.
- Season Pass holders will receive a 10% discount on select merchandise purchased in the pro shop excluding hard goods (Golf Balls and Clubs). Not to be combined with any other offer.
- Season Passes are not valid toward outing green fees or cart fees.
- 5 Day Season Pass holders may play for discounted riding only rates of \$15 w/cart for 9 holes, \$20 w/cart for 18 holes per person after 12PM on weekends or holidays.
- Any season pass holder that pays in full (No half payments) prior to April 1<sup>st</sup> may play on the season pass before April 1<sup>st</sup> if the golf course should open.

**2019  
Green Oaks Golf Course  
Season Pass Application**

Name: \_\_\_\_\_

Add Spouse/Child: **5 Day** (Res/Non Res) \$225/\$355 **7 Day** (Res/Non Res) \$275/\$375

Spouse Name if Applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Season Pass Type (Please Circle)                      5 Day                      7 Day

Total Cost of Season Pass: \$ \_\_\_\_\_

Total Amount Paid:                      \$ \_\_\_\_\_                      Balance Due: \$ \_\_\_\_\_

- I agree to abide by all rules and regulations of Green Oaks Golf Course, now in effect and to future changes and additions that may be made.
- I agree to pay greens fees and cart fees if playing during out of season restricted times to include before April 1<sup>st</sup> or after November 15<sup>th</sup>.
- I will make tee times in advance and check in with Pro Shop before playing.
- I also understand that Green Oaks Golf Course does host events on occasion, or may have maintenance that require them to close the course to regular play.
- I understand that Green Oaks G.C. Season Passes are valid from April 1st, 2019 thru November 15th, 2019. Season Pass holders may play after November 15<sup>th</sup> should the golf course open weather dependent at a rate of \$10 for 9 holes with cart or \$15 for 18 holes with cart. Walking rates will be \$5 for 9 holes or \$10 for 18 holes.
- I agree to abide by the "No more than 4 golfers and two golf carts" policy, and understand that failure to comply may result in the suspension or revoking of my Season Pass without refund.
- No Refunds of any type will be given throughout the season following the purchase of a Green Oaks Season Pass.

By filling out and signing this application, you agree to comply with all rules and regulations of Green Oaks Golf Course.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 2018 League Contract

League Name: \_\_\_\_\_

League Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Players: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_

Starting Date of League: \_\_\_\_\_

Price per Player (Including green fees and cart per player). \$ \_\_\_\_\_ per week

### League Rules and Regulations:

- Pairings will be comprised of no more than 4 golfers per group and every player must have clubs. Power carts are required. A cart fee of \$5 per player is due at check in each week per 9 holes for cart fees. No more than 2 golf carts allowed per group.
- Fees can be paid in two installments. 50% is due before the first week of play. The 2<sup>nd</sup> installment is due no later than June 30th, 2018. In the event the second payment is not paid in full, the player will be subject to regular green fees and cart charges.
- Rain Policy: No cash refunds will be given. Make-up rain dates will be decided based on course's availability.
- The league representative will be responsible for the conduct of its participants and any damage to Ypsilanti Township property including but not limited to golf carts, golf pro shop, and Green Oaks Golf Course.
- It is the responsibility of the league representative to collect all fees from its players.
- If a player is unable to play during a scheduled week, the player is expected to have a sub play or make the round up. No refunds or discounts will be given for unused rounds.

Thank you for choosing Green Oaks Golf Course for your 2018 Golf League site.

**I have read the terms and conditions of this contract and agree to abide by them.**

\_\_\_\_\_  
Signature of League Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kirk Sherwood II, PGA  
Director of Golf Operations

\_\_\_\_\_  
Date



www.golfgreenoaks.com  
 Email: ksherwood@ytown.org

**2018 Outing Contract**

Name of Outing \_\_\_\_\_ Outing Date: \_\_\_\_\_  
 Name of Responsible Party: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

**Outing Start: Please Circle One      Tee Times      Shotgun**

**Number of Players** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**Shotgun Start Policy**

There is a 72 player minimum for a shotgun start unless prior arrangements have been made. Furthermore, shotgun starts that do not fill course (120 or more players); the start time will be no later than 10:00am. No exceptions. Green Oaks reserves the right to utilize the golf course to its full player capacity. Pace of play shall be strictly enforced at a consistent 15 minute per hole (4.5 hour round).

Price per Player (Includes green fees with cart).      \$ \_\_\_\_\_

**Food and Beverage Considerations**

Yes                      No

Please See Attached Menu For Selections and Prices

**Lunch:** \$ \_\_\_\_\_ Selection: \_\_\_\_\_ Time of Service: \_\_\_\_\_

**Dinner:** \$ \_\_\_\_\_ Selection: \_\_\_\_\_ Time of Service: \_\_\_\_\_

## **Outing Rules and Regulations**

- Play will be in foursomes and every player must have clubs. Power carts are required. No more than 2 golf carts per foursome.
- \$200 deposit is required to reserve outing date (non-refundable if cancelled within 14 days of event)
- Guaranteed count, adjustments and menu selections are due no later than 10 days prior to outing.
- Changes made within seven days of outing will not be refunded. Furthermore, additions will be permitted if Green Oaks Golf Course can accommodate without jeopardizing regular play.
- Rain Policy: No cash refunds will be given. No rain date will be given. Rain date will only be considered if the outing date weather causes the closing of the golf course.
- The outing group will be responsible for the conduct of its participants and any damage to Golf Course property including but not limited to golf carts, facility, and golf course.
- It is the responsibility of the outing representative to collect all fees from its participants and pay Green Oaks G.C. with one payment for outing.
- Scoreboard and sheets will be provided by Green Oaks, but scoring is the responsibility of outing representative.

Thank you for choosing Green Oaks Golf Course for your Golf Outing Event.

**I have read the terms and conditions of this contract and agree to abide by them.**

\_\_\_\_\_  
**Signature of Outing Representative**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Kirk Sherwood II, PGA  
Director of Golf Operations**

**Date:** \_\_\_\_\_



1775 E CLARK RD.  
YPSILANTI, MI 48198  
(734) 485-0881

Green Oaks Golf Course  
2018 Season Pass Programs

<u>Resident</u>	<u>5 Day (Weekday only)</u>	<u>7 Day</u>
<i>Single Golfer (Senior 60+)</i>	\$525.00	
<i>Single Golfer (Non-Senior)</i>	\$575.00	\$800.00
<i>Add Spouse/Dependent</i>	\$225.00	\$275.00
 <u>Non-Resident</u>		
<i>Single Golfer</i>	\$690.00	\$1,000.00
<i>Add Spouse/Dependent</i>	\$355.00	\$375.00
 <u>Season Cart Pass</u>		
	<u>Resident</u>	<u>Non-Resident</u>
	\$500	\$600

Please Note:

- Fees can be paid in two payments: 50% at the time of sign-up and 50% due by June 30<sup>th</sup>, 2018. If 100% are not paid by June 30<sup>th</sup>, 2018 the Season Pass will be dropped.
- Season Passes are valid for green fees only. Season Pass holders who do not walk are required to pay a \$5 cart fee per person per 9 holes of play.
- 5 Day Season Passes are valid Monday-Friday only and do not include weekends or holidays.
- Season Pass holders will receive a 10% discount on select merchandise purchased in the pro shop excluding hard goods (Golf Balls and Clubs). Not to be combined with any other offer.
- Season Passes are not valid toward outing green fees or cart fees.
- 5 Day Season Pass holders may play for discounted riding only rates of \$15 w/cart for 9 holes, \$20 w/cart for 18 holes per person after 12PM on weekends or holidays.
- Any season pass holder that pays in full (No half payments) prior to April 1<sup>st</sup> may play on the season pass before April 1<sup>st</sup> if the golf course should open.

**2018  
Green Oaks Golf Course  
Season Pass Application**

Name: \_\_\_\_\_

Add Spouse/Child: **5 Day** (Res/Non Res) \$225/\$355 **7 Day** (Res/Non Res) \$275/\$375

Spouse Name if Applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Season Pass Type (Please Circle)                      5 Day                      7 Day

Total Cost of Season Pass: \$ \_\_\_\_\_

Total Amount Paid:                      \$ \_\_\_\_\_                      Balance Due: \$ \_\_\_\_\_

- I agree to abide by all rules and regulations of Green Oaks Golf Course, now in effect and to future changes and additions that may be made.
- I agree to pay greens fees and cart fees if playing during out of season restricted times to include before April 1<sup>st</sup> or after November 15<sup>th</sup>.
- I will make tee times in advance and check in with Pro Shop before playing.
- I also understand that Green Oaks Golf Course does host events on occasion, or may have maintenance that require them to close the course to regular play.
- I understand that Green Oaks G.C. Season Passes are valid from April 1st, 2018 thru November 15th, 2018. Season Pass holders may play after November 15<sup>th</sup> should the golf course open weather dependent at a rate of \$10 for 9 holes with cart or \$15 for 18 holes with cart. Walking rates will be \$5 for 9 holes or \$10 for 18 holes.
- I agree to abide by the "No more than 4 golfers and two golf carts" policy, and understand that failure to comply may result in the suspension or revoking of my Season Pass without refund.
- No Refunds of any type will be given throughout the season following the purchase of a Green Oaks Season Pass.

By filling out and signing this application, you agree to comply with all rules and regulations of Green Oaks Golf Course.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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



**Human Resource  
Department**

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

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Karen Wallin  
Human Resource Department

Date: November 7, 2018

**Subject: Request Addendum to the Employer's Adoption Agreement with MERS (Municipal Employees' Retirement System) adding a "Surplus Division" to our Define Benefit.**

Each year MERS conducts an Annual Actuarial Valuation to determine the required Employer Contributions under the terms of our Agreement. At the employer's discretion additional contributions in excess of the required funds may be forwarded in an effort to assist the funding obligations of the employer. To assist the employer, MERS has established a "Surplus Division" to account for these additional contributions.

The funds forwarded to the "Surplus Division" help determine the Employer's overall funded status while the employer continues to make the annual required contributions determined by the Annual Actuarial Valuation.

Your approval to addendum the Employer's Adoption Agreement with MERS, adding this Surplus Division, is another valuable tool to assist the Township in funding the retirement benefit.

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 484-0065 or ext. 3741.

# Defined Benefit Plan Surplus Division Adoption Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Municipal Employees' Retirement System of Michigan ("MERS")

and Charter Township of Ypsilanti, # 8104  
(Municipality name) (Municipality number)

entered into an Adoption Agreement effective \_\_\_\_\_; and  
(Month, Year)

Employer may elect to remit Contributions to its reserve account with MERS in excess of the annual required Employer Contributions as determined by MERS' actuary, or in excess of the amount currently due from Employer, without such amounts being immediately attributable to the reserve of its employee divisions ("Surplus Contributions"). MERS has advised Employer that in order to accomplish this, MERS must establish a Surplus Division to account such Surplus Contributions.

To establish the Surplus Division(s) and memorialize the terms and conditions agreed to by MERS and Employer concerning their establishment, Employer and MERS hereby enter into this Surplus Contribution Addendum to Employer's Adoption Agreement ("Addendum"), to be effective as of the date set out above.

**I MERS Establishment of Surplus Division:** Commencing on the effective date of this Addendum, MERS shall establish the following Surplus Division(s) for Employer:

Associated Surplus Divisions:

- a) Surplus Division \_\_\_\_\_, to be associated with \_\_\_\_\_.
- b) Surplus Division \_\_\_\_\_, to be associated with \_\_\_\_\_.
- c) Surplus Division \_\_\_\_\_, to be associated with \_\_\_\_\_.

Unassociated Surplus Divisions:

- d) Surplus Division S1, to be unassociated with any Employee Division.
- e) Surplus Division \_\_\_\_\_, to be unassociated with any Employee Division.
- f) Surplus Division \_\_\_\_\_, to be unassociated with any Employee Division.

**II Employer Remittance of Surplus Contributions:** At Employer's sole and exclusive discretion (which shall include Employer's obligations under terms agreed to by Employer in the course of collective bargaining, if any), Employer may remit contributions to MERS that Employer expressly designates as Surplus Contributions, specifying the appropriate Surplus Division to which they are to be credited. It is understood by Employer that, once remitted to MERS, Surplus Contributions are not and shall never be refundable to Employer, nor used for any purpose other than the funding of its obligations for MERS benefits accrued by employees of Employer.

# Defined Benefit Plan Surplus Division Adoption Addendum

---

- III MERS' Crediting of Surplus Contributions:** Upon receipt from Employer of Employer Contributions designated as Surplus Contributions, MERS shall credit such amounts to the Surplus Division designated by Employer.
- IV Treatment of Surplus Contributions for Actuarial Purposes:** Surplus Contributions reflected in one or more Surplus Division established by MERS as directed by Employer shall be treated as follows for actuarial purposes:
- a) They shall not be included in the determination of the annual Employer Contributions requirement for any Employee Division, and
  - b) They shall be included in the determination of the Employer's overall funded status.
- V Employer Use of Surplus Contributions:** At any time, upon 30 days' advance written notice to MERS, Employer may direct MERS to use the Surplus Contributions currently reflected in one or more established Surplus Division(s) be used by Employer as follows:
- a) Employer may transfer Surplus Contributions reflected in an Unassociated Surplus Division to one or more Employee Division(s).
  - b) Employer may transfer Surplus Contributions reflected in an Assigned Surplus Division to such Employee Division.
  - c) Employer may redesignate any Surplus Division (whether Associated or Unassociated) to either an Associated Surplus Division or to an Unassociated Surplus Division, as applicable.
- Employer is solely responsible for any decision(s) it makes under Section V, and Employer agrees that by entering into this Addendum, it shall indemnify and hold MERS harmless from any claim, challenge, or litigation arising from its actions under Section V, including costs and attorneys' fees.
- Once Surplus Contributions are transferred to an Employee Division, they may not thereafter be recharacterized as Surplus Contributions or transferred back to a Surplus Division.
- VI Recharacterization of Contributions:** By written notice to MERS, Employer may make a one-time election to transfer Employer Contributions it remitted prior to the effective date of this Addendum that were in excess of the amount then due from Employer from an Employer Division to one or more Surplus Division(s) established by this Addendum, and recharacterize those amounts as Surplus Contributions. Employer may make the election described herein only once.
- VII Rights of MERS:** At any time following the occurrence of any or all of the following, MERS reserves the right to transfer some or all of the Surplus Contributions reflected in an Employer's Reserves to one or more Employee Division(s) of such Employer:
- a) Employer has defaulted on some or all of its contribution obligations to MERS.
  - b) Employer has filed for or is otherwise subject to bankruptcy protection or receivership.
  - c) An emergency manager or similar oversight authority has been appointed to conduct Employer's financial affairs.

# Defined Benefit Plan Surplus Division Adoption Addendum

---

**VIII Continuation of Adoption Agreement:** Except for the terms and conditions of this Addendum, all other terms and conditions of the Adoption Agreement, as it may be or may have been amended from time to time, shall continue unchanged.

IN WITNESS WHEREOF, this Addendum is entered into by MERS and Employer by signature of the authorized parties below:

## Employer Approving Authority

Signature: \_\_\_\_\_ on \_\_\_\_\_  
(Name of approving representative) (Date)

Employer Printed Name: \_\_\_\_\_

Employer Title: \_\_\_\_\_

## MERS Approving Authority

Signature: \_\_\_\_\_ on \_\_\_\_\_  
(Date)

MERS Printed Name: \_\_\_\_\_

MERS Title: \_\_\_\_\_

# Charter Township of Ypsilanti

## Resolution 2018-32

### RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

**WHEREAS**, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the Charter Township of Ypsilanti Board of Trustees has decided to adopt the annual Exemption option as its choice of compliance under the Act;

**NOW, THEREFORE, BE IT RESOLVED** the Charter Township of Ypsilanti Board of Trustees of the Charter Township of Ypsilanti elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2019 through December 31, 2019.

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



**Human Resource  
Department**

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

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Karen Wallin  
Human Resource Department

Date: November 7, 2018

**Subject: Request to Approve Resolution 2018-32 Adopting the Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act.**

Under Public Act 152 of 2011, the Township must annually approve the option they shall comply with in regard to employee health care cost for the upcoming year. In the past, the Township Board has lifted the “Hard Cap” option and elected the “Exemption Option”, allowing the Township to set the annual amount of the employee contribution toward health care insurance.

During recent contract negotiations the Board approved the following annual employee contributions:

Single Coverage = \$600.00/Annually (\$25 per pay for 24 pays)  
Two Person Coverage = \$1,200.00/Annually (\$50 per pay for 24 pays)  
Family Coverage = \$1,800.00/Annually (\$75 per pay for 24 pays)

\* The proposed 2019 budget has been prepared with the above noted annual employee contributions.

To comply with Public Act 152, a request is being made for the Board of Trustee to approve a health care option to cover the 2019 benefit year.

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 484-0065 or ext. 3741.

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



**Human Resource  
Department**

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

## MEMORANDUM

**To:** Charter Township of Ypsilanti Board of Trustees

**From:** Karen Wallin  
Human Resource Department

**Date:** November 7, 2018

**Subject:** **Request to waive the financial policy and approve the Customer Service Agreement with UniFirst to provide uniforms and laundering services per the collective bargaining agreement Article 17 – Uniforms.**

As part of the recent AFSCME Negotiations, changes to Article 17 – Uniforms were made and approved as follows: *Uniforms shall be furnished **and laundered** by the Township. The Township shall furnish each non-clerical employee in the Residential Services Department with five (5) uniforms per week. The Employer shall have the right to determine the quality of uniforms to be provided. The Employer and employees agree to use their best efforts to secure the best uniforms at the best possible costs).*

Reinstating laundering services lead to the need to look at providers. With the assistance of Purchasing Clerk, Deborah Graham, HR staff has met with a representative of UniFirst Corporation regarding providing uniforms to Township employees. To meet the obligations of Article 17 – Uniforms, the following is being recommended.

- Charcoal color pants with Light Grey work shirt for Employees within Parks, Compost and Maintenance Garage.
- Charcoal color pants with a High Visibility Safety Shirt for the Chipper Operator
- Charcoal color pants with Navy Polo for the Custodian staff

11 uniforms will be order for each employee to assure 5 clean uniforms will be delivered weekly. Employees will select whether they prefer short-sleeve or long-sleeve or a combination of work shirts. Polo shirts will be short-sleeve.

UniFirst is part of the Sourcewell (formerly NJPA) so they were able to offer the Township pricing at a reduced rate (see copy of Customer Service Agreement). The yearly cost of approximately \$4,600.00 comes in significantly below the anticipated amount of \$10,000/year talked about during union negotiations. Sourcewell requires the Township to sign a five (5) year agreement with UniFirst to receive the reduce prices. UniFirst has indicated that a maximum per year increase would be 5% totaling an approximately increase of \$1,264.26 over the five (5) year agreement.

UniFirst has advised that it takes approximately 8 weeks for uniforms to be delivered following the order being placed. To ensure that uniforms are delivered shortly after the first of the year we need to move forward as soon as possible. Employees have already been measured so that the order can be processed quickly. The cost for this service will be included in the 2019 budget for each department with covered employees. UniFirst has waived all preparation charges for the work shirts, however they would require a one-time charge, for the polo's to be embroidered, of \$320.65 which would be required at time of order being placed and funded in Building Operations Fund 101-265-000-740-000.

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 484-0065 or ext. 3741.





NEW ACCOUNT \_\_\_\_\_ EXISTING ACCOUNT \_\_\_\_\_

INSTALLATION DATE \_\_\_\_\_  
MM/DD/YYYY

**CUSTOMER SERVICE AGREEMENT**

COMPANY NAME (Customer) Charter Township of Ypsilanti LOC. NO. 150  
 ADDRESS 7200 Huron River Dr. ROUTE NO. \_\_\_\_\_  
Ypsilanti, Mi 48197 DATE \_\_\_\_\_  
 PHONE 734-481-0617 SIC/NAICS \_\_\_\_\_

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices and upon the conditions outlined:

MERCHANDISE SERVICED								
ITEM DESCRIPTION	LOST/DAMAGED REPLACEMENT CHARGE	SERVICE FREQUENCY	NO. OF PERSONS/ISSUE PER PERSON	TOTAL NO. OF CHANGES/PIECES	PRICE PER CHANGE/PIECE	STANDARD/NON-STANDARD <sup>1</sup>	TOTAL FULL SERVICE	TOTAL VALU-LEASE <sup>2</sup>
1001 100% Cotton Pant	\$17.90	Wkly	13/11	143	\$0.29	▼	\$41.47	
0101 100% Cotton Shirt	\$13.75	Wkly	7/11	77	\$0.23	▼	\$17.71	
04MM Short Sleeve Polo	\$12.15	Wkly	5/11	55	\$0.13	▼	\$7.15	
08HX High Visibility Long Sleeve	\$27.65	Wkly	1/11	11	\$0.30	▼	\$3.30	
3045 Insulated Coverall	\$55.85	Wkly	4/2	8	\$0.75	▼	\$6.00	
3001 100% Cotton Coverall	\$27.15	Wkly	3/2	6	\$0.46	▼	\$2.76	
1001 100% Cotton Pant	\$17.90	Wkly	2/9	18	\$0.29	▼	\$5.22	
04MM Short Sleeve Polo	\$12.15	Wkly	2/9	18	\$0.13	▼	\$2.34	
						▼		
						▼		
						▼		
						▼		
						▼		
						▼		
						▼		
						▼		
Minimum weekly charge applies, equal to 75% of the initial weekly install value.							\$64.46	

OTHER CHARGES	AMOUNT
Garment preparation per piece	
Name emblem per piece	
Company emblem per piece	
Direct Embroidery: Wearer name per piece	\$1.50
Company name per piece	\$2.55
One time embroidery charge	\$25.00

OTHER CHARGES	AMOUNT
Non-stock sizes per piece	
Special cuts per piece	
Restock/Exchange per piece	
Automatic Wiper Replacement	
Automatic Linen Replacement	
DEFE (See description on reverse side)	\$2.05

PAYMENT TERMS: C.O.D. E.F.T. Approved Charge<sup>3</sup>

**COMMENTS**  
 Garment preparation, name emblem, and company emblem are waived on initial order only. One exception will be made to waive the garment prep, name emblem, and company emblem for the one employee that has not yet been hired on their initial order only.

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1 1/2% per month (18% per year) for any amount in arrears may be applied.<sup>4</sup>

The undersigned agrees to all terms on the reverse and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization—including logos or brand identities—that has been requested.

SALES REP: Jenna Lammert 11/2/2018  
SALES REP (Print Name) DATE

ACCEPTED: \_\_\_\_\_  
CUSTOMER (Signature) DATE

ACCEPTED<sup>5</sup>: \_\_\_\_\_  
LOCATION MANAGER (Signature) DATE

\_\_\_\_\_  
CUSTOMER (Print Name and Title)

\_\_\_\_\_  
LOCATION MANAGER (Print Name and Title)

\_\_\_\_\_  
EMAIL

<sup>1</sup> Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.

<sup>2</sup> Merchandise which is Val-U-Leased is not cleaned by UniFirst.

<sup>3</sup> Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.

<sup>4</sup> All returned checks and declined credit/debit cards subject to \$35 processing fee.

<sup>5</sup> This Agreement is effective only upon acceptance by UniFirst Location Manager.

**CUSTOMER SERVICE AGREEMENT TERMS**

**REQUIREMENTS SUPPLIED.** Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

**PERFORMANCE GUARANTEE.** UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

**TERM AND RENEWAL.** This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

**PRICES AND PAYMENTS.** Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUU90000SAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement.

**DEFERRED CHARGE.** Customer's invoices may also include a DEFERRED charge to cover all or portions of certain expenses including:

**D = DELIVERY,** or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

**E = ENVIRONMENTAL,** or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.

**F = FUEL,** or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

**E = ENERGY,** primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

**MERCHANDISE.** Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

*Flame Resistant ("FR") Merchandise* supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

*Visibility Merchandise* is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

*Healthcare/Food-Related* Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging\* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process.

(\* Poly-bag services incur additional charges.)

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-stock, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

**OBLIGATIONS AND REMEDIES.** If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed); pursuant to the Commercial Arbitration Rules of the American Arbitration Association; and, governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

**MISCELLANEOUS.** The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement, or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement; provided that such assumption shall not relieve Customer of its liabilities hereunder; and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.

**ACCEPTED.** Customer Signature \_\_\_\_\_ Date \_\_\_\_\_ (I have read and agree to all of the above Terms.)

# 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 approve Change Notice #1 to the Authorizing Document for Conversion Services with Graphic Science, Inc. to digitize paper property records increasing the estimated cost from \$68,583 to \$97,748 budgeted in the Building Department fund 249-249.000-801.000 contingent upon budget amendment approval.**  
Copy: McLain & Winters, Township Attorneys  
Date: November 12, 2018

On August 21, 2018, the Authorizing Document for Conversion Services was approved to engage the services of Graphic Sciences, Inc. (GSI) under authority and supervision of the State of Michigan Records Management Services to digitize paper property records. The agreement included an estimated cost of \$68,583 based on an estimate of 672,500 scanned images contained in the collection. The estimate was determined by test scanning 238 of 18,345 files selected at random (1.2% of the collection) and mathematically deducing the results based upon the cost per image (set by state contract).

On October 19, 2018, I was contacted by GSI's project manager, Greg Colton, who informed me that the number of scanned images to be processed was grossly underestimated. After scanning the first 100 boxes of files (about 25% of the collection), the estimate of images was recalculated to be 780,400 with a conversion cost of \$97,748. Mr. Colton provided a written explanation of the inaccurate initial estimate and cost which boiled down to the fact that the files selected at random were not a representative sample of the files contained in the collection for the purpose of estimating cost. A revised estimate and price list was subsequently received from the State of Michigan in the form of Change Notice #1 which requires a project budget amendment to fully fund.

The project was originally budgeted at \$73,000 which included a 6.5% variable. A budget amendment in the amount of \$27,000 has been requested to increase the project budget to \$100,000 which includes a 2% variable in light of a much more accurate estimate.

Enclosures: Authorizing Document for Conversion Services  
Change Notice #1  
Email from Greg Colton

**Zimbra****mradzik@ytown.org**

---

**[SPF-NOSPF] Following our discussion from Friday**

---

**From :** Greg Colton <GregC@gsiinc.com>

Mon, Oct 22, 2018 12:10 PM

**Subject :** [SPF-NOSPF] Following our discussion from Friday**To :** 'Michael Radzik' <mradzik@ytown.org>

Dear Mr. Radzik,

Thank you for taking my call last Friday. I must again apologize for my grossly inaccurate original estimate of the volumes in your collection and for the increase in the cost of the conversion based on more accurate information.

The initial estimate was generated by reviewing the contents of 238 randomly selected files. I counted the images in those files and also used the averages from the test we performed. Those two pieces of information provided the basis of my estimate. As I mentioned my selection methodology has been very reliable over many years of performing initial reviews. Typically the method is within 2 % of the actual totals. I have pondered the reason behind my bad estimate and the only conclusion that I can draw is that the files I sampled were clearly not representative of the collection as a whole in spite of the fact that they were selected at random and for no predetermined reason.

My original estimate of the volume was 672,500 images. Based on the results of processing the first group of 100 boxes of files I now believe that the total number of images in the collection is approximately 780,400. Therefore the number of images and the preparation time are significantly different that the original estimate included in the Authorization Document.

The original estimate of the total cost of the conversion was 69,373.93. Again based on the information we have from the processing of the first 100 boxes I estimate that the cost of the conversion will be approximately \$ 97,570.74

I hope this information is beneficial. I again apologize for the initial inaccuracy.

If you have any questions, Please feel free to contact me.

Respectfully,

Gregory Colton

Graphic Sciences, Inc.  
248-549-6600 (office)

---

**CHANGE NOTICE #1  
TO  
Authorizing Document Number #509  
Paper to Digital Images  
Ypsilanti Township  
Buildings Department**

**Nature of the Change**

This change order is issued to more accurately reflect the actual volumes and costs associated with the conversion of the building department files. As compared to the original cost estimate provided in the original Authorizing Document.

**Financial Considerations**

See attached rate sheet.

Name/Title/Role	Signature	Date
Greg Colton Graphic Sciences, Inc. 1551 E Lincoln Ave Madison Heights MI 48071 <a href="mailto:gregc@gsiinc.com">gregc@gsiinc.com</a>		
Jessica Weston DTMB Records Management Services Records Analyst Contract Program Manager <a href="mailto:westonj2@michigan.gov">westonj2@michigan.gov</a>		
Brenda L. Stumbo Ypsilanti Township Supervisor Financial Approval <a href="mailto:bstumbo@ytown.org">bstumbo@ytown.org</a>		
Karen Lovejoy Roe Ypsilanti Township Clerk Business Owner <a href="mailto:klovejoyroe@ytown.org">klovejoyroe@ytown.org</a>		

\* Changes to Assignment of Business Owner from the original Statement of Work or the most recent Change Order must be authorized by the Business Owner's immediate supervisor.

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET - RECORDS MANAGEMENT SERVICES					
PRICE LIST OF IMAGING/MICROFILM SERVICES EFFECTIVE JUNE 2018					
DESCRIPTION	DOCUMENT SIZE	PRICE PER UNIT	# OF UNITS	CHARGE	
<b>200 DPI PAPER SCANNING - BLACK AND WHITE IMAGE</b>					
PAPER DOCUMENTS	UP TO 5.5 X 8.5	0.0514 PER IMAGE			0.00
PAPER DOCUMENTS	UP TO 8.5 X 14	0.0706 PER IMAGE	780,400		55096.24
ENGINEERING DRAWINGS	ANY	1.1040 PER IMAGE			0.00
E-LOGS	ANY	0.1035 PER LINEAR FT.			0.00
PAPER DOCUMENTS	UP TO 11X14	0.0856 PER IMAGE			0.00
DIGITAL SCANNING COLOR	UP TO 8.5 X 14	0.0856 PER IMAGE			0.00
DIGITAL SCANNING COLOR	UP TO 5.5X8.5	0.0805 PER IMAGE			0.00
<b>200 DPI SCANNING - FLATBED</b>					
B&W, GREY SCALE OR COLOR IMAGE	UP TO 11 X 14	0.4186 PER IMAGE			0.00
<b>200 DPI MICROFILM SCANNING - BLACK AND WHITE IMAGE</b>					
16MM ROLL		0.0598 PER IMAGE			0.00
35MM ROLL		0.0909 PER IMAGE			0.00
35MM APERTURE CARDS		1.0235 PER IMAGE			0.00
16MM 5-CHANNEL JACKET or non uniform fiche		0.1840 PER IMAGE			0.00
105MM MICROFICHE highspeed scan - uniform layout		0.0587 PER IMAGE			0.00
<b>DELIVERY MEDIA</b>					
CD-R		16.1000 PER CD			0.00
DVD		16.1000 PER DVD	11		177.10
<b>MICROFILM FROM DIGITAL IMAGE (TIFF)</b>					
SILVER 16MM ROLL		0.0460 PER IMAGE			0.00
<b>SOURCE DOCUMENT FILMING</b>					
ROTARY CAMERA	ALL	0.0460 PER IMAGE			0.00
16MM PLANETARY	ALL	0.1150 PER IMAGE			0.00
35MM PLANETARY (ENGINEERING)	ALL	0.6900 PER IMAGE			0.00
105 STEP & REPEAT FICHE	ALL	0.1610 PER IMAGE			0.00
<b>DUPLICATION</b>					
	FILM	TYPE	PRICE PER UNIT	# OF	CHARGE
100 FT 16MM ROLL FILM	5 MIL.	DIAZO	9.9245 PER ROLL		0.00
215 FT 16MM ROLL FILM	2.5 MIL.	DIAZO	12.5465 PER ROLL		0.00
100 FT 35MM ROLL FILM	5 MIL.	DIAZO	14.6280 PER ROLL		0.00
100 FT 16MM ROLL FILM	5 MIL.	SILVER	19.1475 PER ROLL		0.00
215 FT 16MM ROLL FILM	2.5 MIL	SILVER	35.0750 PER ROLL		0.00
100 FT 35MM ROLL FILM	5 MIL.	SILVER	39.4450 PER ROLL		0.00
105MM CUT FICHE OR JACKETS	5 MIL.	DIAZO	0.4485 PER FICHE		0.00
<b>FILM PROCESSING (EXCLUDES CAMERA WORK)</b>					
		TYPE	PRICE PER UNIT	# OF	CHARGE
100 FT 16MM	5 MIL.	SILVER	8.9700 PER ROLL		0.00
215 FT 16MM	2.5 MIL.	SILVER	13.0180 PER ROLL		0.00
<b>LOADING - CARTRIDGES - APERTURE CARDS - JACKETS</b>					
			PRICE PER UNIT	# OF	CHARGE
CARTRIDGE LOADED & LABELED			4.8875 PER CARTRIDGE		0.00
TYPE "A" ANSI CLIP LOADED & LABELED			2.4150 PER CLIP		0.00
16 MM 5 CHANNEL JACKET			1.0350 PER JACKET		0.00
35MM APERTURE CARD			0.2875 PER CARD		0.00
<b>MISCELLANEOUS SERVICES</b>					
		TYPE	PRICE PER UNIT	# OF	CHARGE
DOCUMENT PREPARATION			22.6895 PER HOUR	1,872	42474.74
DECISION BASED DOCUMENT PREPARATION			40.6295 PER HOUR		0.00
DATA ENTRY FOR INDEXING (heads down)			0.0127 PER CHARACTER		0.00
DATA ENTRY FOR INDEXING (by the hour)			44.1715 PER HOUR		0.00
ADDITIONAL QC / SPECIALIZED IMAGE FINISHING			34.7760 PER HOUR		0.00
DECISION BASED ADDITIONAL QC / SPECIALIZED IMAGE FINISHING			38.0650 PER HOUR		0.00
COMPUTER RUN TIME			15.8125 PER HOUR		0.00
FULL TEXT OPTICAL CHARACTER RECOGNITION			15.8125 PER HOUR		0.00
CUSTOM PROGRAMMING			173.6500 PER HOUR		0.00
BOX STORAGE			0.3680 PER CU FT/MONTH		0.00
COMMERCIAL SHIPPING (UPS, FEDEX, AIRBORN, ETC.)			0.0000 @ CURRENT RATE		0.00
PAPER PRINTS FROM 35MM ROLL OR APERTURE CARD			0.7820 PER PRINT		0.00
PAPER PRINTS FROM JACKETS, FICHE, 16MM ROLL			0.2645 PER PRINT		0.00
MICROFICHE ENVELOPES			0.0575 EACH		0.00
MISCELLANEOUS			0.0000 EACH		0.00
				<b>Total:</b>	<b>97748.08</b>

**Authorizing Document**  
for  
**Conversion Services**  
Paper to Digital Images  
**Prepared For:**  
**Ypsilanti Township**  
**Buildings Department**  
**August 21, 2018**  
MI-509  
Version 1.0

Conversion services can begin following the signing of this document by all involved parties in compliance with the procedures outlined in this Authorizing Document in accordance with State of Michigan Contract 171 180000000749.

Name/Title/Role	Signature	Date
Greg Colton Graphic Sciences, Inc. 1551 E Lincoln Ave Madison Heights MI 48071 <a href="mailto:gregc@gsiinc.com">gregc@gsiinc.com</a>		
Jessica Weston DTMB Records Management Services Records Analyst Contract Program Manager <a href="mailto:westonj2@michigan.gov">westonj2@michigan.gov</a>		
Brenda L. Stumbo Ypsilanti Township Supervisor Financial Approval <a href="mailto:bstumbo@ytown.org">bstumbo@ytown.org</a>		
Karen Lovejoy Roe Ypsilanti Township Clerk Financial Approval <a href="mailto:klovejoyroe@ytown.org">klovejoyroe@ytown.org</a>		
Michael Radzik Ypsilanti Township Director of Community Standards Business Owner <a href="mailto:mradzuj@ytown.org">mradzuj@ytown.org</a>		



## AUTHORIZING DOCUMENT

### I. General

#### A. Purpose

The purpose of this Authorizing Document is to establish the parameters of the work to be performed and the responsibilities of the parties involved in this conversion. The parties involved in this conversion are Ypsilanti Township Buildings Department (AGENCY) and Graphic Sciences, Inc. (GSI) as the services provider. Should the AGENCY elect to proceed with this work, this Authorizing Document will be used to direct the efforts of the AGENCY and of the service provider (GSI). Commitment to service is established by the submission of a Source Document Job Order form with the documents to be scanned.

#### B. Scope/objective

This Authorizing Document is not to be interpreted as a commitment to perform any set or fixed amount of work.

The objective of this work effort is to convert the contents of the buildings files currently in paper records to digital images. The files are currently stored in rotating file shelving. The files will be delivered as image-only PDFs named by the Sidwell number and the property address. There are approximately 18,345 individual files in the collection. There are an estimated 670,500 business documents and approximately 725 large format drawings in the paper collection. This is a one-time backfile conversion that is expected to take approximately 10 weeks to complete. The digital images will be loaded into the AGENCY's electronic document management system.

#### C. Record Series: General Schedule #10 – Michigan Townships

- Aerial Photos – Permanent
- Application for Construction – Life of structure plus 7 years
- Architectural Plans – Permanent
- Building Plans, commercial – Permanent
- Building Plans, non-commercial – Life of structure plus 7 years
- Certificate of Occupancy – Life of structure plus 7 years
- Licensing Certificates of Inspectors or Contractors – Permanent
- Master Plan – Permanent
- Permits and Construction Applications – Life of structure plus 7 years
- Reports (Inspector) – Life of structure plus 7 years

As Ypsilanti Township intends to group records from these different series together, it does so with the knowledge that if any permanent records are

included in a single digital document, that document must be either retained permanently, or that the permanent records must be removed and stored separately before the document can be destroyed according to the retention schedule.

#### D. Contact Information

1. The AGENCY has elected Nancy Wyrbkowski at 734-485-3943, [nwyrbkowski@ytown.org](mailto:nwyrbkowski@ytown.org) as Project Manager and point of contact for this project. The financial contact for this work effort is Michael Radzik, 734-544-3730, [mradzik@ytown.org](mailto:mradzik@ytown.org).
2. GSI has elected Cedric Harper @ 1-800-397-6620 as Project Manager and point of contact.
3. DTMB Records Management Services is the program manager for this contract and can be reached at 517-335-9132.

#### E. Pickup Schedule

1. Following AGENCY approval and acceptance of this agreement, production conversion will begin when the AGENCY contacts GSI for pickup of material.
2. GSI will provide the boxes and the labor required to remove the files from the current shelving, place the files in the boxes in Sidwell number order and transport the material from the Ypsilanti Township office (Tilden R. Stumbo Civic Center, 7200 S Huron River Dr, Ypsilanti MI) to the GSI production facility in Madison Heights MI.
3. Boxing the files and removing the boxes is expected to take no more than two days.
4. Each pickup will be assigned a production work order number. A copy of the work order will be left with the agency at the time of material pickup. GSI will complete the top portion of each job order form as the boxes are packed. The job order will identify the number of boxes in the job and the range of Sidwell numbers from the lowest to the highest Sidwell number on the job. Each delivery batch from the township building to GSI will be considered one job.

#### II. **Scan Test Sample** (to be completed prior to the completion of this document)

The purpose of the scan test is to establish the scanner settings necessary to obtain the optimum image in a collection of documents.

#### A. Selection of Test Documents

1. The AGENCY shall be responsible for selecting a diverse sampling of documents from the collection of records to be scanned.
2. The selection of documents shall be no more than 1000 documents or 1% of the entire collection (whichever is less) unless it is determined and agreed upon by both parties that a larger sample is necessary.
3. GSI shall assist the AGENCY in the selection of sample documents if requested.

#### B. Performance of Test

1. GSI shall perform and deliver free of charge as many test samples as reasonably necessary to obtain the optimum scan settings. Unnecessary scan tests requested by the agency may be subject to charge as determined by the DTMB RMS Program Manager.
2. GSI shall re-test the collection if new or different scanners are used in mid-production. The re-test shall be compared to the original test. If the quality of the re-test cannot meet or exceed the quality of the original test, GSI shall stop all production and notify the AGENCY and DTMB RMS Program Manager for further instruction.

#### C. Review and Documentation of Test

1. The AGENCY shall review and approve a test scan prior to the production scanning of any documents. The approval of a test scan is documented by the signing of this Authorizing Document.
2. The AGENCY shall be responsible for maintaining any documents used in the test sample as well as any documentation (including test images) created in the testing process as evidence of this conversion unless prohibited by law or its Records Retention and Disposal Schedule. **The final approved test for this project is job order number # dated 8/10/2018.**

### III. Document Preparation

#### A. Non Scanner Ready Documents

1. GSI will perform any required document preparation functions necessary to make the documents ready for scanning and indexing. This includes but may not be limited to; removal of staples and paper clips, copying or repair of torn documents, taping small documents to 8 ½ x 11, verify and sort to

proper file order as instructed, and insertion of a pre-printed bar code sheet that identifies the file by Sidwell number and street address.

2. Documents containing Post-it notes or other attachments covering parts of a page shall be copied as is. The Post-it note or attachment shall then be removed and discarded. The copy containing the Post-it note information shall be placed in front of the original for imaging.
3. The AGENCY has provided a complete listing of the current Sidwell numbers and street addresses. It is this file that will be used to create the file identification bar codes.

#### **IV. Document Scanning**

- A. All business documents will be scanned on a Canon X-10 document scanner. All large format drawings will be scanned on a Colortrak drawing scanner.
- B. GSI will scan all surfaces of the documents that contain any information. Blank pages will be electronically removed as specified in the production test results (see attachment A).
- C. All documents will be scanned in black & white at a resolution of 200 DPI.
- D. Images will be single page images stored in a TIFF group 4 image file format. The images will be converted to multi-page image-only PDF prior to delivery.
- E. GSI will select a single scanner setting that optimizes the appearance of the digital images. All documents will be captured using that optimum scanner setting.

#### **V. Document Re-assembly**

- A. Documents will be returned to their original boxes in their original order but will not require further re-assembly.

#### **VI. Product Finishing**

- A. Indexing
  1. See Attachment B
- B. Product Media
  1. Final image product will be delivered on DVD contained glassine sleeves.

C. Labeling

1. GSI will create DVD labels with a minimum of the following information.

FACE LABEL

Ypsilanti Township Buildings Department Job Order # Document Count Beginning Sidwell Number through Ending Sidwell Number Date CD/DVD Created
---

VII. **Quality Control**

- A. Following the document scanning process, GSI will randomly examine 10% of the images from each batch to ensure the legibility and reproducibility of images are in compliance with the approved test sample. Any poor quality images detected will be re-scanned and replaced. If 2% of the QC test contains poor images, the entire batch will be re-analyzed and re-scanned.
- B. GSI shall follow all quality control measures agreed upon by the Department of Technology, Management and Budget as well as any applicable AIIM/ANSI standards.

VIII. **Product Delivery**

- A. GSI will deliver all final products to Nancy Wrybkowski at 7200 S Huron River Dr, Ypsilanti MI.
- B. Based on samples analyzed, GSI estimates the entire project to take approximately 10 weeks to complete.

IX. **Product Acceptance**

- A. Upon receipt of the images, the AGENCY will have 30 days to review and inspect the delivered images to determine any quality issues.
- B. The delivered product will be deemed acceptable, unless the AGENCY otherwise notifies GSI within the time period specified above.

- C. GSI will correct problems identified as the vendor's responsibility within a schedule agreeable to both parties.
- D. If quality issues are found, the holding period specified above will restart after the issues are resolved and the work is delivered back to the AGENCY.
- E. After the time period specified above and unless otherwise instructed, all scanned documents will be delivered to the Record Center to be destroyed.

**X. Pricing Schedule**

- A. Project costs will be invoiced monthly to the Department of Technology, Management and Budget. DTMB Records Management Services will withdraw the calculated cost in accordance with the current published rate via interagency transfer through SIGMA using the billing codes provided by the AGENCY in this Authorizing Document.
- B. All invoicing will be generated utilizing the State of Michigan pricing schedule contract.
- C. Invoices will reflect the number of units billed in accordance with the requirements of the Department of Technology, Management and Budget pricing structure. The actual number of units will also be noted on the invoice.
- D. The AGENCY will incur the cost of scanning bar codes used for identification or indexing purposes. These bar codes will be removed from the image collection prior to the actual delivery. The AGENCY will not be charged for scanning images that have been removed from the collection which were identified as having less than the threshold specified in the test results section of this Authorizing Document.

**XI. Acceptance of Authorizing Document**

- A. With the signing of this document which represents that the AGENCY accepts GSI's procedures and pricing, GSI will begin the conversion services that have been outlined within this Authorizing Document.

**XII. Other Terms and Conditions**

- A. None

**XIII. Amendments**

- A. Either party can initiate a review of this Authorizing Document and can request revisions to it. The AGENCY, the DTMB RMS Program Manager and

GSI must agree to any changes in writing. Any revision made to the Authorizing Document will be tracked. If an amendment is found necessary, production will continue unless there is a critical change needed. In this instance, all necessary steps will be taken by all parties to ensure there is minimal interruption in workflow.

## **Attachment “A” Production Test results**

A complete test of the production test was executed with representative documents provided by the AGENCY.

**Preparation:** The following tasks were performed during the preparation process:

- Fasteners Removed
- Documents repaired
- Documents unfolded and bent corners corrected
- No photocopying was necessary
- Index values identified.
- Estimate the time involved in the prep process

**Document scanning:** The following settings were used to create the delivered test.

- Resolution: 200 DPI
- Duplex: ON
- Dithering: OFF
- Skew Detect: ON
- Border Elimination: ON
- Bar Code Detect: ON
- Page Size: Auto ON
- Contrast Setting: Automatic
- Brightness Setting: Automatic
- Scan Threshold Setting: Normal S-5

These settings produced the best possible image across the sample of test documents provided. No individual page to page settings were needed or used.

**Image Indexing:** Each “document” was indexed using the criteria in the Authorizing Document. Specifically, XXX.

**Image Delivery:** For purposes of delivering a viewable sample, images and index data were delivered on a CD/DVD that contained its own image viewer, the index data base and the actual images. A 100% review of the images and the index data was executed prior to the delivery of the test images. The test images were delivered with a known error. Specifically, XXX.

**Average Image Size:** Any volume estimates provided are based on the sample documents provided. The average image size in this test collection was: XXXKB



## Attachment “B” Indexing Requirements

### B.1 Indexing Process

The AGENCY has provided GSI with a data file that contains all of the Sidwell numbers and property addresses. This file will be used to print identification bar codes that will be inserted as the first page of each file. The data from the bar code sheet will be interpreted at the scanner and the file will be delivered named as follows.

### B.2 Resulting Application Index Values

Field Name	Data Type	Pattern	Example
Sidwell Number and Property Address	Text	AAAAAAA	XXXXXXXXXX

Example:

XXXXXXXXXX.PDF

## Attachment "C" Pricing

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET - RECORDS MANAGEMENT SERVICES					
PRICE LIST OF IMAGING/MICROFILM SERVICES EFFECTIVE JUNE 2018					
DESCRIPTION	DOCUMENT SIZE	PRICE PER UNIT	# OF UNITS	CHARGE	
<b>200 DPI PAPER SCANNING - BLACK AND WHITE IMAGE</b>					
PAPER DOCUMENTS	UP TO 5.5 X 8.5	0.0514 PER IMAGE			0.00
PAPER DOCUMENTS	UP TO 8.5 X 14	0.0706 PER IMAGE	670,500		47337.30
ENGINEERING DRAWINGS	ANY	1.1040 PER IMAGE	725		800.40
E-LOGS	ANY	0.1035 PER LINEAR FT.			0.00
PAPER DOCUMENTS	UP TO 11X14	0.0856 PER IMAGE			0.00
DIGITAL SCANNING COLOR	UP TO 8.5 X 14	0.0856 PER IMAGE			0.00
DIGITAL SCANNING COLOR	UP TO 5.5X8.5	0.0805 PER IMAGE			0.00
<b>200 DPI SCANNING - FLATBED</b>					
B&W, GREY SCALE OR COLOR IMAGE	UP TO 11 X 14	0.4186 PER IMAGE			0.00
<b>200 DPI MICROFILM SCANNING - BLACK AND WHITE IMAGE</b>					
16MM ROLL		0.0598 PER IMAGE			0.00
35MM ROLL		0.0909 PER IMAGE			0.00
35MM APERTURE CARDS		1.0235 PER IMAGE			0.00
16MM 5-CHANNEL JACKET or non uniform fiche		0.1840 PER IMAGE			0.00
105MM MICROFICHE highspeed scan - uniform layout		0.0587 PER IMAGE			0.00
<b>DELIVERY MEDIA</b>					
CD-R		16.1000 PER CD			0.00
DVD		16.1000 PER DVD	10		161.00
<b>MICROFILM FROM DIGITAL IMAGE (TIFF)</b>					
SILVER 16MM ROLL		0.0460 PER IMAGE			0.00
<b>SOURCE DOCUMENT FILMING</b>					
ROTARY CAMERA	ALL	0.0460 PER IMAGE			0.00
16MM PLANETARY	ALL	0.1150 PER IMAGE			0.00
35MM PLANETARY (ENGINEERING)	ALL	0.6900 PER IMAGE			0.00
105 STEP & REPEAT FICHE	ALL	0.1610 PER IMAGE			0.00
<b>DUPLICATION</b>					
	<b>FILM</b>	<b>TYPE</b>	<b>PRICE PER UNIT</b>	<b># OF</b>	<b>CHARGE</b>
100 FT 16MM ROLL FILM	5 MIL.	DIAZO	9.9245 PER ROLL		0.00
215 FT 16MM ROLL FILM	2.5 MIL.	DIAZO	12.5465 PER ROLL		0.00
100 FT 35MM ROLL FILM	5 MIL.	DIAZO	14.6280 PER ROLL		0.00
100 FT 16MM ROLL FILM	5 MIL.	SILVER	19.1475 PER ROLL		0.00
215 FT 16MM ROLL FILM	2.5 MIL.	SILVER	35.0750 PER ROLL		0.00
100 FT 35MM ROLL FILM	5 MIL.	SILVER	39.4450 PER ROLL		0.00
105MM CUT FICHE OR JACKETS	5 MIL.	DIAZO	0.4485 PER FICHE		0.00
<b>FILM PROCESSING (EXCLUDES CAMERA WORK)</b>					
		<b>TYPE</b>	<b>PRICE PER UNIT</b>	<b># OF</b>	<b>CHARGE</b>
100 FT 16MM	5 MIL.	SILVER	8.9700 PER ROLL		0.00
215 FT 16MM	2.5 MIL.	SILVER	13.0180 PER ROLL		0.00
<b>LOADING - CARTRIDGES - APERTURE CARDS - JACKETS</b>					
			<b>PRICE PER UNIT</b>	<b># OF</b>	<b>CHARGE</b>
CARTRIDGE LOADED & LABELED			4.8875 PER CARTRIDGE		0.00
TYPE "A" ANSI CLIP LOADED & LABELED			2.4150 PER CLIP		0.00
16 MM 5 CHANNEL JACKET			1.0350 PER JACKET		0.00
35MM APERTURE CARD			0.2875 PER CARD		0.00
<b>MISCELLANEOUS SERVICES</b>					
		<b>TYPE</b>	<b>PRICE PER UNIT</b>	<b># OF</b>	<b>CHARGE</b>
DOCUMENT PREPARATION			22.6895 PER HOUR	894	20284.41
DECISION BASED DOCUMENT PREPARATION			40.6295 PER HOUR		0.00
DATA ENTRY FOR INDEXING (heads down)			0.0127 PER CHARACTER		0.00
DATA ENTRY FOR INDEXING (by the hour)			44.1715 PER HOUR		0.00
ADDITIONAL QC / SPECIALIZED IMAGE FINISHING			34.7760 PER HOUR		0.00
DECISION BASED ADDITIONAL QC / SPECIALIZED IMAGE FINISHING			38.0650 PER HOUR		0.00
COMPUTER RUN TIME			15.8125 PER HOUR		0.00
FULL TEXT OPTICAL CHARACTER RECOGNITION			15.8125 PER HOUR		0.00
CUSTOM PROGRAMMING			173.6500 PER HOUR		0.00
BOX STORAGE			0.3680 PER CU FT/MONTH		0.00
COMMERCIAL SHIPPING (UPS, FEDEX, AIRBORN, ETC.)			0.0000 @ CURRENT RATE		0.00
PAPER PRINTS FROM 35MM ROLL OR APERTURE CARD			0.7820 PER PRINT		0.00
PAPER PRINTS FROM JACKETS, FICHE, 16MM ROLL			0.2645 PER PRINT		0.00
MICROFICHE ENVELOPES			0.0575 EACH		0.00
MISCELLANEOUS			0.0000 EACH		0.00
<b>Total:</b>					<b>68583.11</b>

## **Attachment “D”**

### **Recommended Practice: Quality Assurance Procedures**

The purpose of this procedure is to statistically examine the delivered results of the data and images for the record collection that will be converted to digital images. The statistics are derived from the standard known as ANSI/ASQC Z 1.4, formerly known as Mil STD 105. When properly used these standards provide the end user a 99.95% certainty that the work delivered is equivalent to the QA examination. It is important to note that this procedure is not equivalent to quality control but is rather an examination of the completed and delivered results.

Prior to the pickup of the material:

**STEP 1.** Complete the job order form. In particular, note the unique job number located in the top right hand corner of the form.

**STEP 2.** For each box in the job, randomly select six individual pages. There is no exact methodology to this selection process but it will be best to make the selections randomly from the front to the back of the box. Note the **EXACT** location from which the page was selected. Make a photocopy of the selected page and handwrite the unique index value of that page on the photocopy. If the selected page happens to be a poor quality original, do not modify the copier settings in order to improve the legibility of the page. Return the original document to the **EXACT** location from which it was taken. Note: It may be best to perform this function one page at a time. This will reduce the chance of an error.

**STEP 3.** Staple the photocopies together by the box from which they were selected and handwrite the box number on the first page. By way of example, if there are 20 boxes in the job, there should be 20 stapled groups identified by the box number.

**STEP 4.** Insert the photocopies into an envelope and mark the envelope with the job number.

At the completion of Step 4 the job is ready to be sent for scanning. The job will be scanned and indexed by the vendor and the completed work will be delivered to the appropriate people for loading into the imaging system.

When you have been notified that the images associated with the specific job are loaded, or the job has been delivered to your department, the QA examination can be completed. The basis for the examination is two-fold. (1) Can the image be located using the correct index value and (2) once located, is the digital image equivalent to the photocopy.

**STEP 5.** Upon notification that the job is loaded, locate the proper envelope containing the photocopies for the job. Step through the photocopies one at a time and using the index value as the search criteria, request the file. Once the file is available on the

computer screen, step through the images and locate the digital image equivalent of the photocopy.

### **PASS Criteria**

The digital image for each selected page must be able to be located using the correct index value. Once the image has been located; it must have the same general appearance as the photocopy. If these two conditions are met, the QA for that page is complete. Continue to request and examine each selected sample image.

### **FAIL Criteria:**

If the digital image cannot be located within its correct index value **OR** if the digital image is significantly poorer in visual appearance when compared to the photocopy, notify the designated person within the department immediately.

### **What happens in the case of a failure?**

The failure should be reported to DTMB Records Management Services via email at [dtmb-imagingservices@michigan.gov](mailto:dtmb-imagingservices@michigan.gov) and to Greg Colton at GSI via email at [gregc@gsiinc.com](mailto:gregc@gsiinc.com) as soon as it is reasonably convenient to do so. The Job Order Number and exact nature of the failure in as much detail as possible should be provided.

If GSI performed all work according to the specifications in this Authorizing Document, no further action is required by the vendor. The vendor will examine the original documents and the delivery data and/or images to verify that specifications have been met, then report the results to the AGENCY and DTMB Records Management Services, which will verify the results.

If GSI did not perform all work according to the specifications in this Authorizing Document, the vendor will re-process and re-deliver the product to meet all specifications, at no further cost to the AGENCY.

### **Failure to perform quality assurance**

Performance of quality assurance within the time frame listed in Section IX (Product Acceptance) is the AGENCY's responsibility. Failure to perform quality assurance within the specified timeline may result in the AGENCY being charged for any desired re-processing, and may result in the inability to re-process the work if the original documents have been destroyed.

It is recommended that the AGENCY retain a copy of all Job Order forms at minimum until the quality assurance period has ended.

## **Attachment “E” Quality Control Levels of Inspection**

### **Inspection**

GSI will perform the following inspection procedures:

Open and view the first, middle and last image of each batch or box of material. In addition to viewing the first, middle and last page, no less than 10% of all of the images, randomly selected, will be opened and viewed to ensure that the capture of the image is compliant with the initial test results. Inspect images for clarity, reproducibility, proper sequence when sequence is appropriate, correct image orientation, and proper and accurate indexing.

If failure is due to improper prepping, scanning or indexing by GSI the project will be redone at GSI’s expense.

If images are determined to be non-compliant with the established test results the work will be redone at GSI’s expense.

Defects detected with this inspection process

- Improper image contrast
- Incorrect scanner settings
- Incorrect resolution
- Incorrect or inaccurate indexing
- Image file format
- Incorrect naming convention
- Textual loss
- Image skewing
- Information distortion caused by folds or creases in the documents
- Image polarity
- Image orientation
- Image overlap caused by multiple document feed
- Failure to maintain correct document sequencing

## ATTACHMENT "F"

For billing purposes, the AGENCY will provide the following information the State of Michigan, Department of Management and Budget, Records Management Services. This information will be used to issue invoices for the work performed.

Name of Municipal Government: Charter Township of Ypsilanti

Department: Building Department

Billing Address: 7200 S. Huron River Drive / Ypsilanti, MI 48197

Contact Name, telephone, email for billing purposes: Michael Radzik, 734-544-3730, mradzik@ytown.org

Purchase order number (if necessary): (pending Board approval)

Please provide any other information that may be necessary in order to facilitate the billing process.

[Click or tap here to enter text.](#)

# 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 authorize legal action if necessary to abate public nuisances at 1032 Grove Rd, 2545 Coolidge Ave, 9822 Woodland Ct, and 1580 S. Harris Rd, and 670 Onandaga Ave in the amount of \$50,000 budgeted in 101-950.000-801.023.**  
Copy: McLain & Winters, Township Attorneys  
Date: November 16, 2018

The Office of Community Standards is seeking authorization to proceed with legal action in Washtenaw County Circuit Court to abate public nuisances as described below.

### **1032 Grove Rd**

This vacant land on Grove Rd near Jay St is owned by Gerald McMahon of Ypsilanti Township. The 0.419 acre parcel has approximately 75 feet of frontage on Ford Lake. OCS staff first engaged with the owner on May 14, 2018 to discuss plans to build a new house. The owner was informed and advised to follow proper procedure to obtain site plan approval, MDEQ and Township permits for seawall construction on the lake front, and building permits prior to starting any site work. On September 20, 2018 staff discovered that most of the site had been cleared of trees and stumps and a significant portion of lake frontage was compromised due to lack of soil stabilization controls. A stop-work order was immediately posted, yet site work continued the following day and staff engaged with the owner again and demanded he stop work. Staff then coordinated with MDEQ and permitted the owner to only complete installation of soil erosion control measures as an emergency step to prevent further lakefront damage, followed by another stop-work order. To date no state or local permits have been issued and efforts to abate the nuisance in district court have been inadequate. Authorization is requested to engage legal services to abate the public nuisance.



7200 S. Huron River Drive • Ypsilanti, MI 48197 • (734) 485-4393

## CHARTER TOWNSHIP OF YPSILANTI



### **2545 Coolidge Ave**

This 0.53 acre single family home site is situated in an I-2 heavy industrial district and is owned and occupied by Donna and Mark Cole. OCS staff were notified by the Washtenaw County Health Department of poor living conditions and lack of utility service. Staff opened an investigation that revealed the occupants are living with no water or sewer utilities due to damaged well and septic systems and no heat due to lack of resources; they are using out houses and bottled water. Furthermore, the property is littered with off cast debris, semi-trailers and other forms of blight. The 841 s.f. house is condemned, but the owners continue occupying it. Authorization is requested to engage in legal action if necessary to abate this public nuisance and for the health and safety of its occupants.



### **9822 Woodland Ct**

This vacant house on a 0.96 acre single family home site is situated in an R-3 residential district and is currently owned by Glada Assett Management, LLC using an address in St. Clair Shores, MI. The house has been vacant since 2016 when it was padlocked by the Township in a public nuisance drug trafficking case. In 2016 and 2017 it was properly registered and inspected



## CHARTER TOWNSHIP OF YPSILANTI

under Deutsche Bank ownership after foreclosure. The bank sold it to Citreo Assett, LLC on October 27, 2017 for \$79,000, which promptly sold it to Glada Assett Management four days later for \$149,000. Neither Citreo nor Glada responded to requests to register the property, and it was ultimately inspected on August 21, 2018 with an administrative warrant. After four owners in two years, the house remains vacant and condemned with the interior having been gutted, numerous life/safety code violations, and off-cast debris including a boat being stored outside. Authorization is requested to engage in legal action if necessary to abate this public nuisance.



### **1580 S Harris Rd**

This former rental property and now vacant house in the Gault Village neighborhood sustained significant fire damage on May 20, 2018. By June 26, 2018 it had been listed for sale “as is” and squatters took up residence in the detached garage. OCS staff worked with the owner, Robby Wilton of Manchester, to vacate and secure the structures, clean up exterior blight, and attempt to cause the house to be repaired. Mr. Wilton recently informed staff that he has been unable to repair or sell the house due to conflicts with his mortgage and insurance companies, which staff has been unable to verify or help resolve. Authorization to engage legal services is requested to abate this public nuisance which is negatively affecting neighbors.



## CHARTER TOWNSHIP OF YPSILANTI

### **670 Onandaga Ave**

This former elementary school building owned by the Ypsilanti Community School district has been occupied by the Greater Faith Transition Center since late 2013 after it ceased being used for educational purposes by the public school district. In 2014 when OCS staff learned it was occupied by a church, both the school administration and the church pastor were served with a Notice of Violation (NOV) informing them that the change of use had resulted in zoning and building code violations and that the building may not continue to be occupied until it was resolved. The church engaged an architectural engineer to evaluate what needed to be done, but never acted. Instead, the church and school district ignored orders from the building official and fire marshal and have continued to occupy the building in contravention to code. A new inspection was recently completed and a second NOV was issued on May 31, 2018 ordering occupancy to cease, but neither the property owner nor the occupant has acted to comply or resolve the code violations. Despite numerous written and verbal communications with both entities for the past four years, all efforts to resolve this issue have failed and the building remains occupied at risk of harm to its occupants. Authorization is requested to engage in circuit court litigation if necessary to abate this public nuisance in the West Willow neighborhood.



# 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 authorize circuit court litigation to abate drug trafficking public nuisances by padlocking at 1392 Holmes Rd, 1625-55 Parkwood Ave, and 7586 Warwick Dr in the amount of \$30,000 funded in account 101-950.000-801.023**  
Copy: McLain & Winters, Township Attorneys  
Date: November 13, 2018

The Office of Community Standards in cooperation with law enforcement agencies have investigated narcotics related public nuisance activity at the following locations and authorization is requested to engage legal services to abate said nuisances by padlocking.

### **1392 Holmes Rd**

This single family rental property in the Lay Gardens neighborhood watch area is owned by Great Arbor Properties, Inc. of Ann Arbor, which owns 14 rental properties in Ypsilanti Township. In 2016-17, it was the scene of a public nuisance handled by OCS staff in district court to abate an ongoing zoning violation involving a commercial massage business and suspected prostitution. The tenant was prosecuted for the zoning violation and the nuisance was abated when the tenant moved out, while the owner was duly warned about future public nuisance activity. Now a year later on August 30, 2018, the Livonia Police Department executed a search warrant during its investigation of narcotics trafficking at the house. Police uncovered a virtual drug manufacturing and distribution warehouse and seized large quantities of marijuana, marijuana wax, cocaine, MDMA (ecstasy/molly), LSD, psilocybin mushrooms, amphetamines, digital scales, grow lights, marijuana wax extraction machines, drug packaging equipment, a loaded shotgun, and about \$8,000 cash. Administrative approval to engage legal services was previously granted and the lawsuit has been filed.



7200 S. Huron River Drive • Ypsilanti, MI 48197 • (734) 485-4393

## CHARTER TOWNSHIP OF YPSILANTI

### **1625-1655 Parkwood Ave**

This four-unit apartment building in the Thurston neighborhood has been investigated for narcotics activity twice in less than a year by the Washtenaw County Sheriff's Office. It is owned by Nathaniel and Trina Borenstein of Greenbush, MI and is the scene of ongoing narcotics trafficking. On January 10, 2018 the CAT Team executed a search warrant after investigating resident tips about drug sales at one of the units. Small quantities of suspected narcotics and evidence of sales were seized, and the property owner was notified in writing of the activity. Then on October 16, 2018 the CAT Team executed another search warrant after observing drug sales at the same unit involving some of the same people. That investigation included seizure of crack cocaine, marijuana, suboxone, digital scales and cash. The property owner was again notified of the criminal activity. Administrative approval to engage legal services is requested.



### **7586 Warwick Dr**

This single family rental property in the Green Farms neighborhood was the scene of a police raid on September 6, 2018 involving the federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the Livingston and Washtenaw Narcotics Enforcement Team (LAWNET). The target of the investigation was leasing the house from ASR Property, LLC of Garden City, MI, and using it to traffic large quantities of cocaine and fentanyl in the Ann Arbor and Ypsilanti area. The raid resulted in the seizure of approximately two kilos of fentanyl, 300 grams of crystal methamphetamine, one pound of MDMA (ecstasy/molly), a loaded pistol and \$145,000 cash. A criminal complaint was filed the same day in the United States District Court in Detroit charging the suspect under federal law with possession with intent to distribute controlled substances, and possession of a firearm in furtherance of a drug trafficking crime. Administrative approval was previously granted and this lawsuit has been filed.



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



**Supervisor's Office**

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

TO: Township Board

FROM: Brenda L. Stumbo, Supervisor *Brenda Stumbo*

DATE: November 14, 2018

RE: Request to formally waive financial policy and approve asphalt repair at Civic Center in the amount of \$12,240, to be charged to 101-970-000-971-008

We are requesting the Board to formally waive the Township's financial policy and approve the quote from Cadillac Asphalt, Inc. in the amount of \$12,240 to perform emergency repairs to the asphalt in the back parking lot of the Civic Center. Funds are available in 101-970-000-971-008.

This company was the low bidder for the Washtenaw County Road Commission, per Carl Girbach.

If you have any questions, please let me know.

tk

\*\*\*\*\*QUOTATION\*\*\*\*\*



**Contact:** Wanda Dwyer  
**Phone:** (734) 216-7006  
**Fax:**

Quote To: Mr. Carl Girbach  
Ypsilanti Township  
7200 S. Huron River Dr.  
Ypsilanti, MI 48198

Job Name: Ypsilanti Twp Patching at Conc Island  
Date of Plans:

Revision Date:

Phone:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
130	Police Lot - 4" HMA Patch at conc island	240.00	SY	51.00	12,240.00

**NOTES:**

CLARIFICATIONS: Prices are based on using LVSP asphalt. Excavtion of stone by others.  
WE DO NOT INCLUDE ALLOWANCES FOR THE FOLLOWING ITEMS UNLESS NOTED ABOVE:  
Excavation, removals, sawcutting, engineering, layout, traffic control devices, permits, bonds and/or dues of any kind.

  
Wanda Dwyer

10/24/18



October 29, 2018

Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197  
Attn: Karen Lovejoy Roe

Re: Charter Township of Ypsilanti-Clark and Pageant Street Lighting Installation

Attached is the agreement for the work to be performed in the budget letter was sent on October 19, 2018. A detailed description of the project is outlined in the agreements. Please print **TWO** copies. Please sign **BOTH** copies in the designated areas. A check or Purchase Order in the amount of **\$3,701.63** is also required at this time. Please return **BOTH** signed agreements (as well as check or Purchase Order...made payable to **DTE Energy**) to the following address:

DTE Energy  
8001 Haggerty Rd.  
Belleville, MI 48111  
140 WWSC-Brandon Faron

Upon receipt of **BOTH** signed copies (and payment), we (DTE Energy) will then sign **BOTH** copies and return **ONE** original back to you.

Please call if you have questions, 734-397-4017.

Sincerely,

*Brandon R. Faron*

Brandon R. Faron  
Account Manager  
Community Lighting


**Exhibit A to Master Agreement**

**Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of October 29, 2018 between DTE Electric Company ("Company") and Charter Township of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated May 7, 2018 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	52253490	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[Clark and Pageant], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	1	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install one (1) new wood, one (1) Code 48 support arm, and one (1) 135w LED with gray housing. Luminaire MUST have photocontrol so that power is at the pole 24/7. Ypsilanti Twp to install camera surveillance equipment at this location (Joint Use to facilitate this work).	
5. Estimated Total Annual Lamp Charges	\$172.98	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$4,220.57
	Credit for 3 years of lamp charges:	\$518.94
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$3,701.63</b>
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices  _____ 	
10. Customer Address for Notices:	Charter Township of Ypsilanti 7200 S. Huron River Dr. Ypsilanti, MI 48197 Attn: Karen Lovejoy Roe	



11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one)  YES  NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least 0 posts and 0 luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at N/A.  
Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: N/A Title: N/A  
Phone Number: N/A Email: N/A

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warrantees, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer:

Charter Township of Ypsilanti

By: \_\_\_\_\_

Name: \_\_\_\_\_

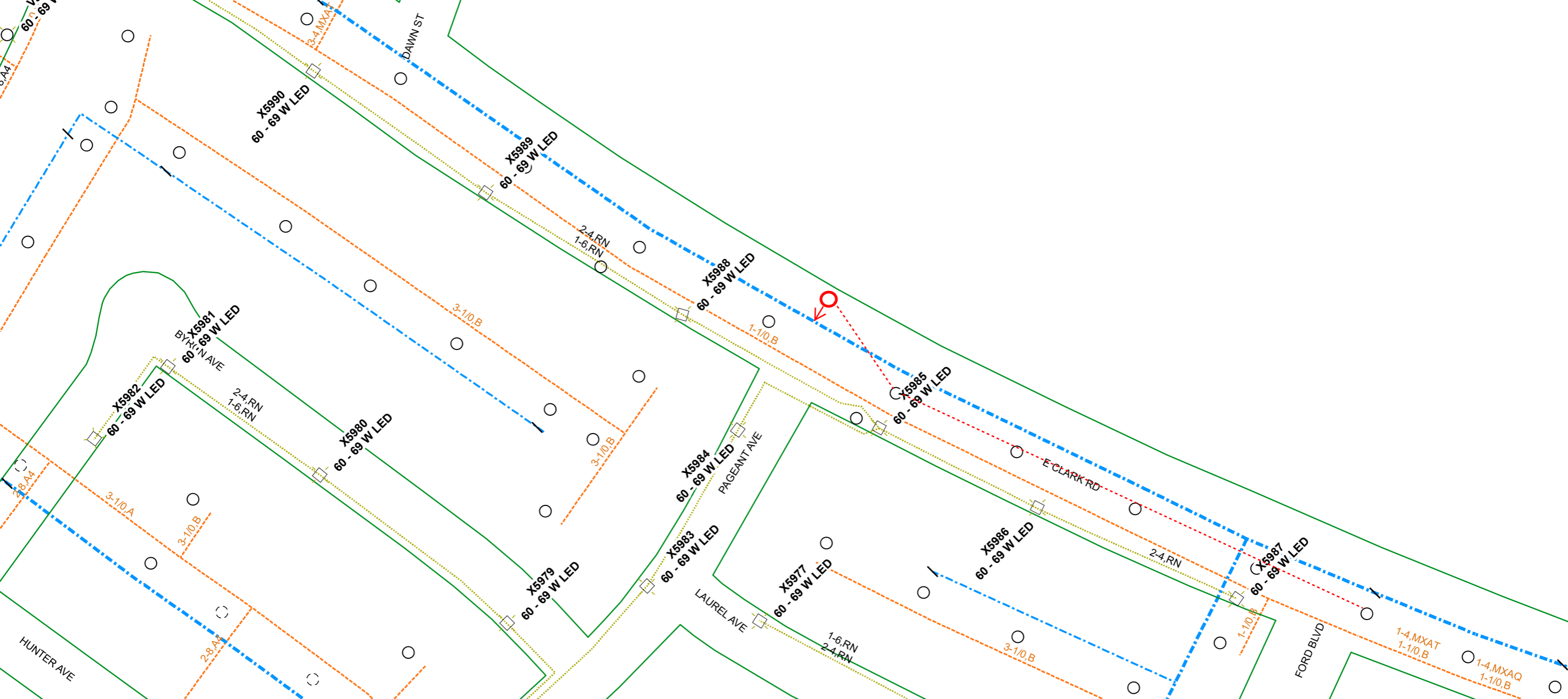
Title: \_\_\_\_\_



**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]





October 29, 2018

Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197  
Attn: Karen Lovejoy Roe

Re: Charter Township of Ypsilanti-Parkwood Ave and Airport Industrial Street Lighting Installation

Attached is the agreement for the work to be performed in the budget letter was sent on October 8, 2018. A detailed description of the project is outlined in the agreements. Please print **TWO** copies. Please sign **BOTH** copies in the designated areas. A check or Purchase Order in the amount of **\$1,775.51** is also required at this time. Please return **BOTH** signed agreements (as well as check or Purchase Order...made payable to **DTE Energy**) to the following address:

DTE Energy  
8001 Haggerty Rd.  
Belleville, MI 48111  
140 WWSC-Brandon Faron

Upon receipt of **BOTH** signed copies (and payment), we (DTE Energy) will then sign **BOTH** copies and return **ONE** original back to you.

Please call if you have questions, 734-397-4017.

Sincerely,

*Brandon R. Faron*

Brandon R. Faron  
Account Manager  
Community Lighting


**Exhibit A to Master Agreement**

**Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of October 29, 2018 between DTE Electric Company ("Company") and Charter Township of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated May 7, 2018 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	52253829	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[Parkwood Ave and Airport Industrial], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	1	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install one (1) new wood, one (1) Code 48 support arm, and one (1) 135w LED with gray housing. Luminaire MUST have photocontrol so that power is at the pole 24/7. Ypsilanti Twp to install camera surveillance equipment at this location (Joint Use to facilitate this work).	
5. Estimated Total Annual Lamp Charges	\$172.98	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$2,294.45
	Credit for 3 years of lamp charges:	\$518.94
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$1,775.51</b>
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices <div style="text-align: right; margin-top: 10px;">  </div>	
10. Customer Address for Notices:	Charter Township of Ypsilanti 7200 S. Huron River Dr. Ypsilanti, MI 48197 Attn: Karen Lovejoy Roe	

11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one)  YES  NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least 0 posts and 0 luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at N/A.  
Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: N/A Title: N/A  
Phone Number: N/A Email: N/A

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warrantees, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer:

Charter Township of Ypsilanti

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_





**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]



Install 35' wood pole, Code 48 support arm, and 135w LED with gray housing.

ECORSE RD

1-110-ACSR

AIRPORT INDUSTRIAL DR

US 12

2-8,A4

1-4,MXAT

ONANS DRIVE

**CHARTER TOWNSHIP OF YPSILANTI  
2018 BUDGET AMENDMENT #16**

**November 20, 2018**

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$202,478.00**

Request to increase legal services for due process Prosecution and Domestic Violence. The increase is needed due to the number of Defendants expressing their right to have their cases go to trial, which results in increased prosecution costs. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$47,000.00
		<b>Net Revenues</b>	<b><u><u>\$47,000.00</u></u></b>
Expenditures:	Legal Services - Prosecution	101-137-000-801.014	\$35,000.00
	Legal Services - Domestic Violence	101-137-000-801.020	\$12,000.00
		<b>Net Expenditures</b>	<b><u><u>\$47,000.00</u></u></b>

Request to increase legal services for all of the labor negotiations not accounted for in the original budget. The excessive amounts are from three (3) union contract negotiations and unusual cases involving former employees. Total cost to date \$81,610 requesting \$80,000. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$80,000.00
		<b>Net Revenues</b>	<b><u><u>\$80,000.00</u></u></b>
Expenditures:	Legal Services	101-210-000-801.002	\$80,000.00
		<b>Net Expenditures</b>	<b><u><u>\$80,000.00</u></u></b>

Request to increase public nuisance legal services for the excessive amount of expenses incurred and those still expected due to the cost associated with the clean up of the Forbes Dry Cleaners property located on 923 Ecorse Road and the cost associated with the Ypsilanti Public School's vacant buildings. The negotiations concerning the Forbes Dry Cleaners have saved the Township 3.25 million dollars in clean up costs as the MDEQ have agreed to handle the demolition and remediation of this contaminated property. Total cost to date \$49,311 requesting \$30,000. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$30,000.00
		<b>Net Revenues</b>	<b><u><u>\$30,000.00</u></u></b>
Expenditures:	Public Nuisance - Legal Services	101-950-000-801.023	\$30,000.00
		<b>Net Expenditures</b>	<b><u><u>\$30,000.00</u></u></b>

Request to increase the land bank use for legal services for the excessive amount of expenses incurred for the legal matters involved with both WRAD and ACM regarding the calculation for the pilot payment. Total cost to date \$61,340 requesting \$40,000. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$40,000.00
		<b>Net Revenues</b>	<b><u><u>\$40,000.00</u></u></b>
Expenditures:	Land use issues	101-950-000-801.024	\$40,000.00
		<b>Net Expenditures</b>	<b><u><u>\$40,000.00</u></u></b>

**CHARTER TOWNSHIP OF YPSILANTI  
2018 BUDGET AMENDMENT #16**

**November 20, 2018**

**101 - GENERAL OPERATIONS FUND - CONTINUED**

Request to increase the budget for a DTE project to add one pole and light near the Clark and Pageant intersection. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$3,702.00
			\$3,702.00
		<b>Net Revenues</b>	<b>\$3,702.00</b>
 Expenditures:	 Street Light - Construction	 101-956-000-926.050	 \$3,702.00
			\$3,702.00
		<b>Net Expenditures</b>	<b>\$3,702.00</b>

Request to increase the budget for a DTE project to add one streetlight near the Parkwood and Airport Industrial intersection. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$1,776.00
			\$1,776.00
		<b>Net Revenues</b>	<b>\$1,776.00</b>
 Expenditures:	 Street Light - Construction	 101-956-000-926.050	 \$1,776.00
			\$1,776.00
		<b>Net Expenditures</b>	<b>\$1,776.00</b>

**249 - BUILDING DEPARTMENT FUND**

**Total Increase** \$27,000.00

Request to increase budget to facilitate a professional service contract with Graphic Sciences, Inc. to scan & digitize old paper property records. The original estimate of \$69,374 was too low and an additional \$27,000 is needed to complete the project. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	249-000-000-699.000	\$27,000.00
			\$27,000.00
		<b>Net Revenues</b>	<b>\$27,000.00</b>
 Expenditures:	 Professional Services	 249-249-000-801.000	 \$27,000.00
			\$27,000.00
		<b>Net Expenditures</b>	<b>\$27,000.00</b>

Motion to Amend the 2018 Budget (#16):

Move to increase the General Fund budget by \$202,478 to \$10,964,267 and approve the department line item changes as outlined.

Move to increase the Building Department Fund by \$27,000 to \$876,229 and approve the department line item changes as outlined.

# **SET PUBLIC HEARING DATE**

---

- A. SET PUBLIC HEARING DATE OF TUESDAY,  
DECEMBER 4, 2018 AT APPROXIMATELY 7:00PM -  
2019 FISCAL YEAR BUDGET

# OTHER BUSINESS

---