

DELHI CHARTER TOWNSHIP
2074 Aurelius Road
Holt, MI 48842

Phone: (517) 694-2136

Fax: (517) 699-3847

www.delhitownship.com



2018 BUDGET

This page intentionally left blank.



Table of Contents

Introduction

Organizational Chart.....	5
Board of Trustees/Executive Staff Listing.....	6
Budget Overview - Letter to Board Members	7
Township Profile.....	11
Readers' Guide.....	14
Fund Structure.....	15
Budget Process	17
Budget Calendar	18
Budgeting and Financial Policies and Procedures	19
Board Goals and Objectives.....	21
All Funds Combined Summary 2018	24
All Funds 2018 Charts.....	25
All Funds Financial Summary 2016-2018.....	26
Fee Schedule	28
Capital and Infrastructure Items.....	30
Township Debt	31
Millage Rates.....	33
Township Staffing Summary.....	34

General Fund

Overview	35
Fund Summary.....	36
Charts-Revenue by Class, Expenditure by Function	37
General Fund Revenue Descriptions.....	38
Revenues by Account.....	41
Revenues Trends	42
Expenditure Summary by Department.....	44
Legislative	45
Manager	48
Accounting.....	51
Clerk.....	54
Information Technology	57
Treasurer.....	59
Assessing	62
Elections.....	66
Building and Grounds.....	69
Stormwater	71
Infrastructure	73
Community Development	75
Parks and Recreation Administration	78
Parks	81
Recreation	83
Other Functions.....	85
Debt Service.....	86



Special Revenue Funds

Fire Fund87
Police Fund 93
Water Improvement Fund.....97

Debt Service Fund

2017 Special Assessment Street Improvement Debt Service 101

Enterprise Fund

Sewer Fund 103

Component Unit Funds

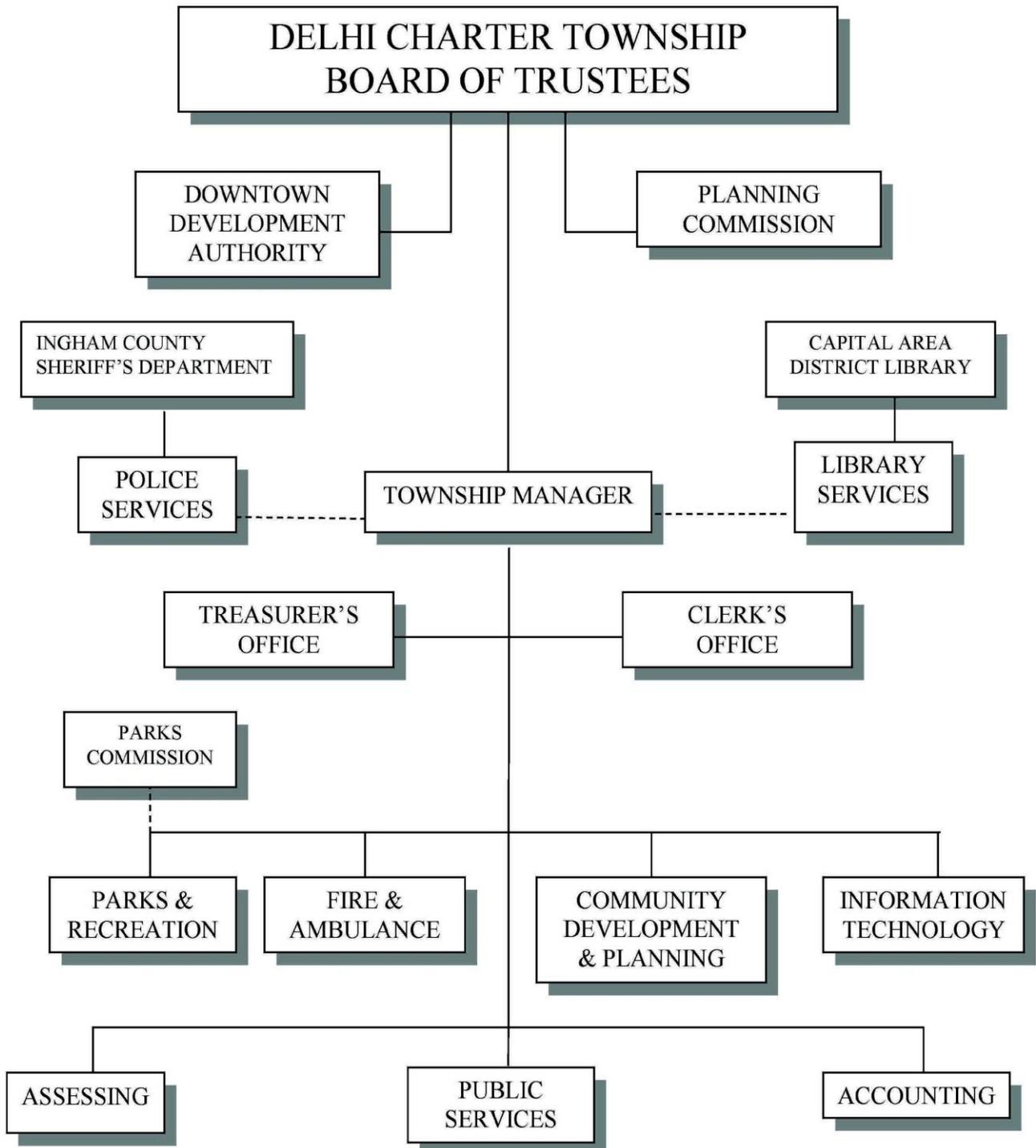
Downtown Development Authority Fund 115
DDA Debt Service Funds 126
Brownfield Redevelopment Authority..... 134
Local Brownfield Revolving Fund 137

Supplemental Information

General Revenues by Source – 10 Year History..... 141
General Expenditures by Function – 10 Year History..... 142
General Fund Balance Compared to Expenditures – 10 Year History 143
Value of Taxable Property – 10 Year History 144
Property Tax Levies and Collections – 10 Year History..... 145
Top 20 Taxpayers..... 146
Capital Improvement Program..... 147
Glossary..... 161



Delhi Charter Township Organizational Chart of Services





Board of Trustees

Supervisor	John Hayhoe
Clerk.....	Evan Hope
Treasurer.....	Roy Sweet
Trustee	Pat Brown
Trustee	Stuart Goodrich
Trustee	Tom Lenard
Trustee	DiAnne Warfield

Executive Staff

Township Manager.....	John Elsinga
Assessor	Elizabeth Tobias
Asst Twp Mgr of Human Resources.....	Wendy Thielen
Community Development Director	Tracy Miller
Downtown Dev Auth Exec Director	C. Howard Haas
Fire Chief.....	Brian Ball
Information Technology Director	Tristan Knowlton
Parks & Recreation Director.....	Mark Jenks
Public Services Director	Sandra Diorka



Township Board Members
Delhi Charter Township
2074 Aurelius Road
Holt, MI 48842

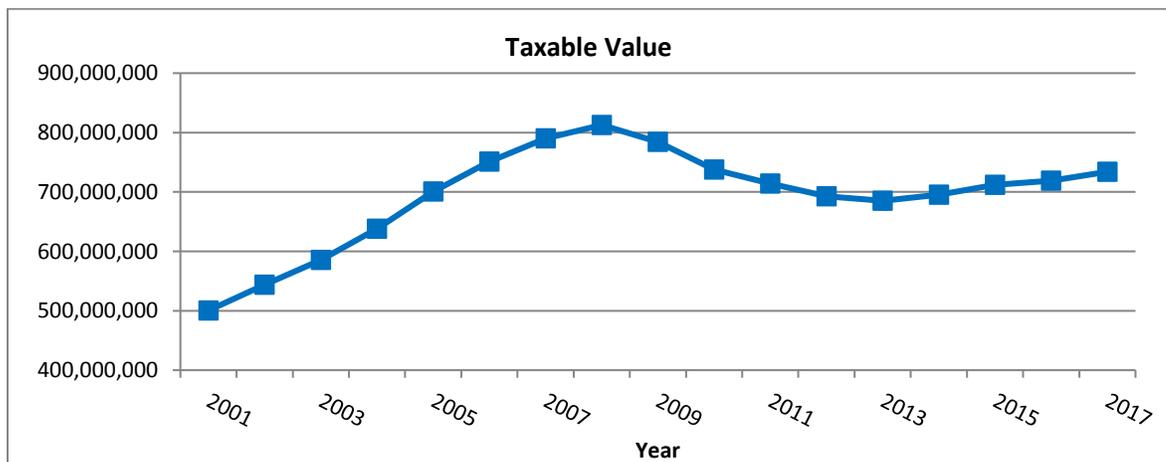
Dear Board Members,

On behalf of all departments, I am pleased to present to you the 2018 Proposed Annual Budget. This budget was prepared in accordance with the Michigan Uniform Accounting and Budget Act as well as the Charter Township Act of Michigan. The budget is balanced, meaning revenues plus appropriated fund balances equal or exceed expenditures and all funds have positive fund balances. This document reflects the cooperation and hard work of Delhi Township employees and the Delhi Township Board.

This budget has been prepared using direction from the Board of Trustees. The 2018 budget totals \$33,980,810 for all funds, up from \$26,951,810 projected for 2017. Most of the increase is due capital projects. The Sewer Fund is implementing the upgrades recommended by the asset management study, and the DDA is funding the Realize Cedar Project, which will create a downtown atmosphere along the Township’s main corridor.

Financial Challenges to the Budget

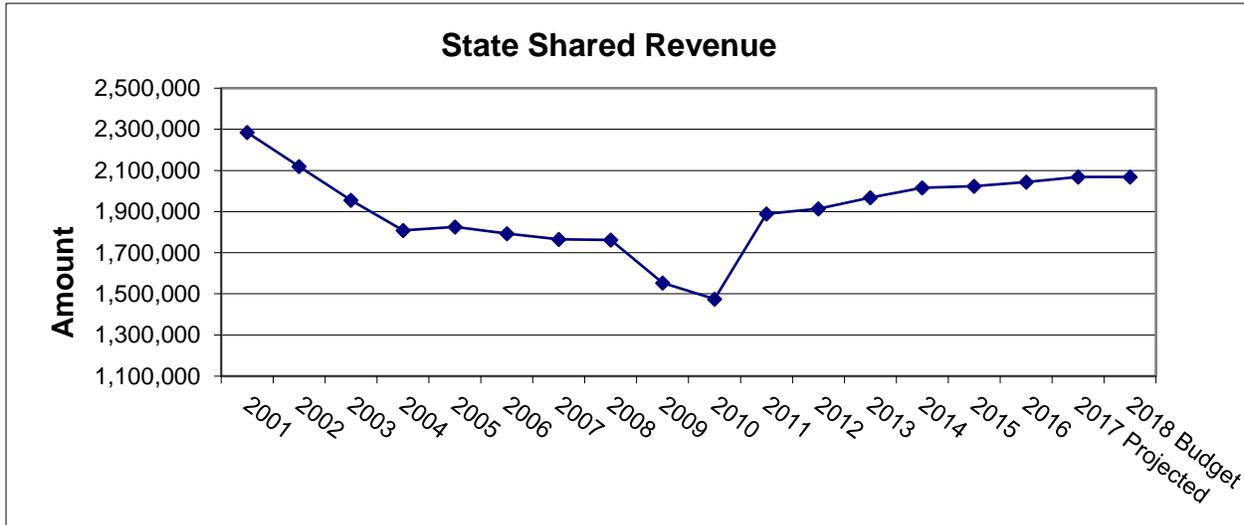
- Property taxes in total are the Township’s largest revenue source. The ad valorem taxable value of real and personal property (from which property tax is levied) grew 3% in 2017. This is the fourth increase since 2008. Comparing current ad valorem with that of 2008, property values have declined 9.7%. The Headlee amendment is an additional limit on tax revenue growth. As property values rebound, the increases are limited to a national inflation factor. The Township’s operating millage has been reduced to 4.2981 mills. It is expected that the taxable values have now stabilized, but will not rebound as quickly as the cost of services increase. Although the Township is not in financial distress as are some of the other communities in Michigan or in the nation, it puts pressure on our ability to continue to provide the level of service we want to provide. The increase in development in the Township is adding to the tax base.



- Since 1998, the State of Michigan has distributed “revenue sharing” to local units of governments that was made up of two parts: a constitutional portion that was based on the State’s sales tax collection together with the local unit’s population, and a statutory portion that could be adjusted by the legislature or the governor. In 2001, the amount received by Delhi Township accounted for 35% of total revenues. Since 2001, the amount received has fallen dramatically and is expected to account for 25% of General Fund revenues in 2018. Additionally, the statutory portion was eliminated in 2012 and replaced with a new program that has qualification requirements. One uptick in this story of uncertain and declining state shared revenue is the 2010 census data for



Delhi Township revealed a 15% increase in population since 2000. Revenue sharing would have declined even further had this not happened.



- The number of permits issued, as shown in the chart below, gives evidence of the activity in the residential and commercial markets. Due to the economic downturn, the number of permits issued decreased sharply after 2008, which has impacted revenue from permits as well as contributed to the decline in taxable value. New residential construction increased dramatically in 2016, with the total number of permits exceeding those in 2008. In 2017 the boom in residential construction continued, due in large part to the high end apartment development of Willoughby Estates.

Permits Issued

Type	2008	2009	2010	2011	2012	2013	2014	2015	2016
Building	365	588	622	372	358	431	438	606	691
Electrical	207	175	183	189	224	209	256	394	530
Plumbing	135	146	152	134	189	124	213	322	341
Mechanical	279	232	343	470	369	329	437	575	667
Soil Erosion	67	78	66	41	46	73	83	95	94
Total	1053	1219	1366	1206	1186	1166	1427	1992	2323

Responses to the Financial Challenges

In 2008, the Township transitioned from a traditional health care plan to a high deductible plan with a health savings account (HSA) plan which lowered our health care premiums. The annual increases in premiums rates have also declined. Beginning in 2010, new employees are enrolled in a retiree health care savings program. This creates a vehicle for providing retiree health care on a pay-as-you-go basis, eliminating post-employment benefit obligations for all full-time employees hired after January 1, 2010.

Staffing levels are continually evaluated. As employee vacancies occur, an evaluation is made regarding the needs of the department before we change, replace, add or eliminate a full or part time position. The use of interns, seasonal, contractual, and professional services has increased to reduce our overall personnel costs.



Traditionally, cost of living (COL) increases have been applied to annual employee compensation schedules. A market study was conducted in 2017, comparing Township wages and benefits to similar employers. As a result, an increase of 5% is budgeted for 2018. Beginning in 2016, full time employees have the option of matching pension investments at a rate of up to 2.5%. This is in addition to the 10% of base salary the Township currently invests for full time employees.

In 2014 voters approved the renewal of a four year, 1.5 millage for fire services. However, to keep taxes from increasing more than inflation, the Headlee Amendment automatically “rolls back” the millage rate to equal the rate of inflation. This has reduced the 2017 millage rate to 1.4961 mills. The funding helps to offset the costs of the fire department ever since it transitioned in 2003 from a part-time to a combination full time/part-time fire/EMS department that offers advanced life support by our cross-trained (fire/paramedic) full time employees. The millage does not cover the entire costs of the fire department, so an annual transfer from the general fund is required. Due to increased activity an additional three firefighters/paramedics were added in 2017. This will increase the financial stress on the general fund.

In 2014 the voters also approved the renewal of a four year, 1.5 millage proposal for police services. As in the case of the fire department millage, the Headlee Amendment also decrease the millage rate to 1.4961 mills. The Township contracts with the Ingham County Sheriff Department for police services. The cost per capita for this service is amongst the lowest in the region. The number of police officers provided in the contract was reduced by three in 2010, and in mid 2011 a School Resource Officer was added, which continues to be funded. The police millage does not cover the cost of providing this service and an annual transfer from the general fund is required to fully fund it. In addition, the Sheriff places part time deputies in the parks during the summer months, also paid for by the general fund.

Although economic factors continue to place strains on the limited resources of the Township, this budget addresses the Township’s goals and objectives while maintaining fiscal responsibility. The following is a brief synopsis of some of the budgeted activities in the upcoming year:

General Fund

Total expenditures in the General Fund are budgeted at \$7,135,280 which is \$2,043,880 less than the projected expenditures for 2017. The departments with the greatest decreases from the 2017 projected budgets are: the Buildings and Grounds Department due to the completion of the energy conservation projects; and the Parks department, due to the completion of Kiwanis Park restroom construction.

To enhance the quality of life for Township residents, the Township has been investing in non-motorized trails. Funded by various grants as well as Township resources and the sale of capital improvement bonds, the Sycamore Trail connects the Township’s existing trail with Lansing’s River Trail network. The partially grant funded Ram Trail running along Holt Road was completed in 2015. In 2016 the Non-Motorized Transportation plan was updated. In 2017 the Ram Trail II will be completed, which was also funded with grant and general fund monies. In the future, planning/construction for the Ram 2 Burchfield Trail will be completed provided a grant is received from the Ingham Co. Trail millage. For 2018, the Township is also budgeting \$250,000 for engineering oversight of Safe Routes to Schools sidewalks. The sidewalk constructions costs are grant funded.

It is projected that expenditures and transfers out will exceed revenues by \$1,814,050, leaving ending fund balance as a percentage of operating expenditures and transfers at 36% which is above the 15% minimum target set by the Board.

Special Revenue Funds

As mentioned previously, the voters approved two millages in 2014, 1.5 mills for fire and 1.5 mills for police (reduced to 1.4961 for 2017 & 2018). Separate special revenue funds were established for each of these millages with over \$1,000,000 expected to be generated for each millage in 2018. Nevertheless, a transfer of \$1,634,430 from the General Fund to supplement the Fire Millage Fund and a transfer of \$1,603,730 to the Police Millage Fund will be necessary to cover the expenses of each department.



Enterprise Fund

The Sewer Fund derives most of its revenue from monthly sewer use fees and a flat sewer service charge. There has been a decrease in the amount of sewage processed which has lowered sewer revenues. In order to maintain sewer infrastructure, based upon our recent Asset Management study, it is being recommended by our Financial Advisors that utility rates need to be increased annually by CPI plus 3%. This recommendation has been implemented for the 2018 budget. It is expected that costs for several of the projects related to improving and maintaining the sewer system identified by the asset management study will be funded by bonding.

Downtown Development Authority

Beginning in 2016 the Downtown Development Authority (DDA) increased revenue sharing with its taxing units from 40% to 60%. The DDA assumed responsibility for the 2013 Capital Improvement bond, which funded the non-grant portion of the Sycamore Creek Trail construction; and the 2016 DDA Development Bonds. The 2016 bonds are being used to buy and improve blighted properties, along with some infrastructure improvements. The DDA borrowed additional funds in 2017 to fund the Realize Cedar Project, which will encourage mixed development along Cedar Street. The Farmers Market is another project supported by the DDA. The Farmers' Market has seen growth in the number of vendors as well as customers. The DDA continues to sponsor the community concerts, the Holt Hometown Festival, and supports many other projects to improve the quality of life and tax base in our community. In the future the majority of the DDA's revenue will be used to repay bond issues. In light of this, the Holt Non-Profit Coalition has been formed to support community projects and other non-traditional services to the community. The Coalition is a 501(c)(3) organization.

Long-term Debt

The Township's rating from Standard & Poor's was upgraded from AA- to AA in 2014 and continues to keep this rating. This is a high rating and reflects a strong capacity to repay debt. Statutes in the State of Michigan limit the amount of general obligation debt a government entity may issue to 10 percent of its total assessed valuation. Special assessment bonds, revenue bonds, capital leases, pollution abatement bonds for public health purposes, and water resources commission or court order bonds are not included for purposes of calculating the legal debt margin. The current debt limitation for the Township is \$82,667,728. The net debt outstanding at 12/31/17 will be \$24,400,462 (\$37,492,938 total outstanding less \$13,092,476 in revenue bonds, special assessment bonds, and capital leases). This is 30% of the legal debt limit.

Conclusion

Although we continue to face fiscal challenges in the next year, I believe we have laid the groundwork for a fiscally responsible plan. I would like to thank the Township Board for their commitment to providing quality and efficient services to our citizens while ensuring fiscal responsibility.

Respectfully submitted,

John Elsinga

John Elsinga
Township Manager

Township Profile

Mission

Delhi Charter Township's mission is to provide a sense of community with prospering quality of life while continuing to ensure the health, safety and welfare of its residents and other citizens who live, work and engage in activities in our community.

Form of Government

The Township was founded April 4, 1842 and is incorporated under the provisions of Public Act 359 of 1947 as amended. It became a Charter Township on September 18, 1961 and is now commonly referred to as Delhi Charter Township. It has seven members elected to the Board of Trustees, which includes a Supervisor (part-time), Clerk, Treasurer (part-time) and four Trustees. The Board of Trustees appoints the Township Manager. The Township Manager is responsible for hiring all department heads and employees.

Holt, the town site, is one of the oldest unincorporated communities in Michigan; with settlers that first arrived in 1837, and is located in the Charter Township of Delhi. Holt is neither a city nor a village. It is a zip code area. Holt was first named Delhi Center, but this conflicted with Delhi Mills in Washtenaw County. So in 1860 the name was changed to Holt, in honor of Postmaster General James Joseph Holt.

Demographics

The Township encompasses approximately 28.5 square miles and is located just south of Michigan's State Capitol and the City of Lansing. The boundary for Delhi Township are Nichols Road on the south, Waverly Road on the west, College Road on the east, and then jogs along Jolly, Willoughby, and I-96 on the north. Annexations by the City of Lansing resulted in the jagged northern township boundary. It lies next to two major highways (I-96 and US 127) and is in close proximity to Michigan State University, Capital City International Airport, Lansing Community College, Davenport College of Business, Cooley Law School and two major hospitals.



Services

There are many services provided by the Township. The Township provides full-time fire and ambulance services. Police protection is provided through a contract with the Ingham County Sheriff's Department. The Township's elected Park Commission oversees eleven parks maintained by the Township providing a number of recreational activities including playgrounds, baseball diamonds, beachfront swimming, bicycle and walking pathways, a sledding hill, a bike/skate park, and an outdoor amphitheater. An active senior program is provided, with most activities taking place in a LEED certified senior center building. Wastewater collection and treatment is the only utility owned and operated by the Township while public water and fire protection (hydrant) is provided by the Lansing Board of Water and Light. The Township maintains 3 cemeteries and facilitates public improvements



for other agencies including streets, sidewalks, street lights, and storm sewers. Planning, zoning, building, and code enforcement are other services provided by the Township.

Economic Statistics

According to the U.S. Census Bureau, the residential population grew 17% from 1990 to 2000 with 19,190 residents in 1990 and 22,569 residents in 2000. Population grew by 15% from 2000 to 2010 with 25,877 residents in 2010 and in 2015 was estimated at 26,199. Delhi Township is the fourth largest local jurisdiction in population size within Ingham County, following the City of Lansing, East Lansing, and Meridian Township. The median age of township residents was 40.3 years in 2015.

From 1990 to 2000 the total number of housing units increased by 1,505 units. By 2000, the total number of occupied housing units in Delhi Township was 8,563. By 2015, that number rose to 10,980. Of that number, 7,740 were owner-occupied housing units, 2,775 were renter-occupied housing units, and 465 units were vacant.

The northeast area of the township, north of I-96 and south of Jolly Road along both sides of Pine Tree Road experienced significant commercial growth since 1990. We expect growth to continue in these areas along with several other economic corridors in the township (M-99 between Bishop and Waverly Road, Holt Road between Depot and College, and Cedar Street).

In 2000, 90.1% of the population over 25 years had at least a high school diploma and 26% held a college bachelors degree or higher. By 2015, 94.5% of the population had at least a high school diploma and 34.4% held a bachelor's degree or higher.

The median household income rose from 2010 to 2015. The median household income in 2010 was \$57,706. In 2015, it was \$60,884. Per capita income in 2010 was \$27,745 and \$30,397 in 2015.

In 2015 8.7% of families were below the poverty level. The jobless rate for Delhi Township in 2016 was 2.6% of the labor force, slightly up from 2.5% in 2015. Ingham County's 2016 rate was 3.4% and the State of Michigan was 4.5%. Thus far for 2017 (through July), the jobless rate in Delhi Charter Township averaged 4.2%. The average during that same time in Ingham County was 5.5% and the State of Michigan was 4.9%.

Economic Development

Delhi Charter Township has been very attractive for residential, commercial and industrial growth. Although growth has slowed recently, since most of the Township is still undeveloped and has a Class A National Blue Ribbon School system with over 5,800 students, it is anticipated that there will be growth in each of these three areas in the future.

**Delhi Township Major Employers - 2017**

<u>Employer</u>	<u>Product or Service</u>	<u>Employees</u>
Holt Public Schools	Education	852
Dakota	Automotive Supplier	392
Granger Construction	Commercial Construction	310
Orchid Orthopedic	Exotic Metal Fabricator	250
RSDC	Steel Processing	234
Kroger	Retail Grocery	181
Keller Williams Real Estate	Realty	165
Magna Power Train	Automotive Supplier	150
NexCare (Holt Sr. Care/Rehab)	Long Term Care	124
Block Imaging	Hospital Equipment Refurbishing	120



Readers' Guide

As you review the budget document, you will note that there is a tab for each fund type as well as tabs for Introductory and Supplemental Information:

- Introduction
- General Fund - Fund 101
- Special Revenue Funds
- Debt Service Funds
- Enterprise Funds
- Component Unit Funds
- Supplemental Information

There are three special revenue funds:

1. Fire Fund – Fund 206
2. Police Fund – Fund 207
3. Water Improvement Fund – Fund 225

There is one debt service fund

1. 2017 Special Assessment Street Improvement Debt Service – Fund 852

There is one enterprise fund:

1. Sewer Fund – Fund 590

There are two component units (DDA and Brownfield) with 7 funds:

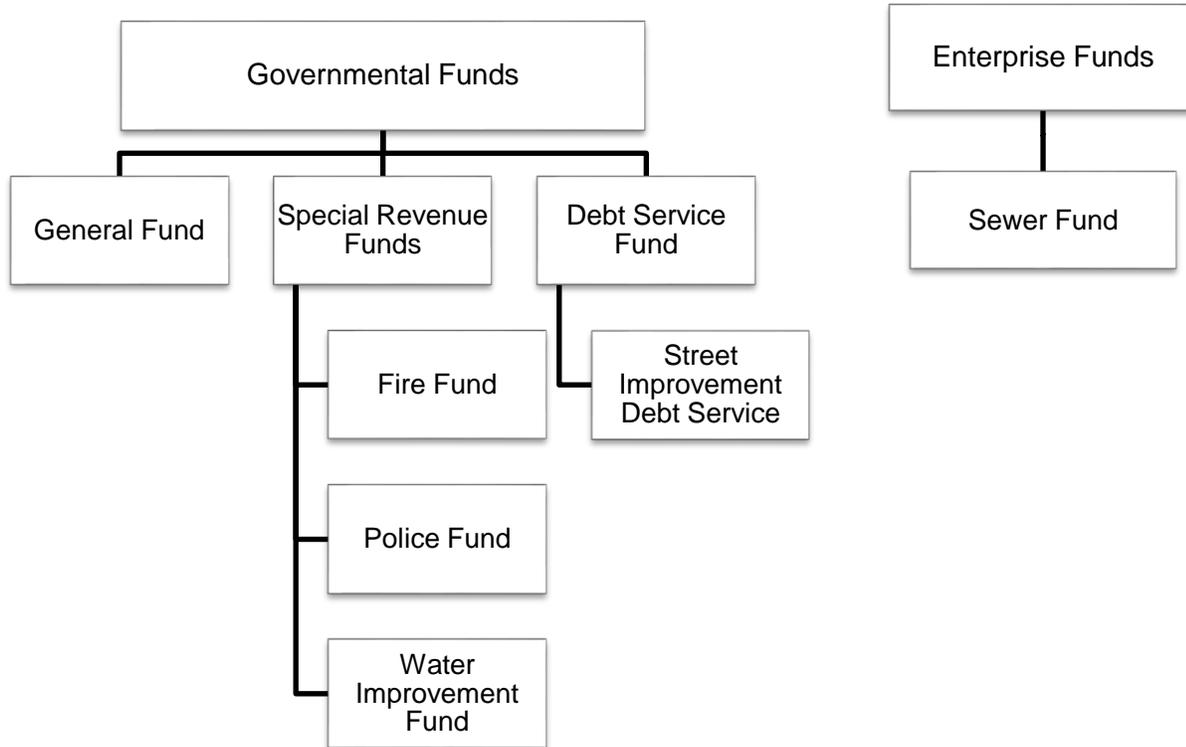
1. Downtown Development Authority (DDA) – Fund 248
2. DDA – 2016 Refunding Debt Service – Fund 391
3. DDA – 2008 Bonds Debt Service – Fund 392
4. 2016 DDA Development Debt Service Fund-Fund 395
5. 2017 DDA Development Debt Service Fund-Fund 397
6. Brownfield Redevelopment Authority - Fund 243
7. Brownfield Local Site Remediation Fund – Fund 643

Each fund contains an explanation of the services it performs with a description of its revenues and a summary of budgeted revenues.

Most funds are further divided into departments. For instance, there is a Treasurer's Department and a Clerk's Department, among others, in the General Fund. When applicable and obtainable, each department contains:

- Organizational Chart
- Staffing Summary
- Goals and Objectives
- Explanation of Activities
- Performance Indicators
- Summary of Budgeted Expenditures

Delhi Charter Township Fund Structure



GOVERNMENTAL FUNDS are used to account for functions of the Township that are principally supported by taxes, and intergovernmental revenues. The governmental activities of the Township include legislative, general government, public safety, public works, and parks and recreation. All governmental funds use the modified accrual basis for budgeting and accounting whereby expenditures are recognized when the goods or services are received and revenues are recognized when measurable and available to pay expenditures in the current accounting period.

General Fund accounts for all general government activity not accounted for in other funds. It includes most tax revenues and expenditures for administration, assessing, parks and recreation, and community development.

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions of government and which therefore cannot be diverted to other uses. The Township has three special revenue funds, described below.

Fire Fund is used to account for a tax levy for the purpose of providing fire protection.



Police Fund is used to account for a tax levy for the purpose of providing police protection.

Water Improvement Fund is required by Township ordinance to account for revenues raised for the construction, extension, and maintenance of the water supply system.

Debt Service Fund accounts for governmental debt activity. The Township's debt service fund is for the repayment of the Street Improvement Bonds issued in 2017.

ENTERPRISE FUNDS are used to account for activities that receive a significant portion of their revenues through user fees. The Township has one enterprise fund - the Sewer Fund. The Township uses the accrual method of accounting for its enterprise funds but uses the modified accrual basis for budgeting. This is done so capital items can be budgeted, which would not be so under the accrual method where capital purchases are capitalized.

Sewer Fund records the revenues and expenses needed for the operation and maintenance of the sewer system.

Note: The General Fund and Special Revenue Funds are the only funds required to have legally adopted budgets, although budgets for all funds listed above have been adopted by the Board.



Budget Process

The budget process begins in April when the Community Development Director distributes the current Capital Improvements Program (CIP) document and Capital Request Project Forms to department directors for them to update. Meetings are held with the Community Development Director and each department director, resulting in an updated document.

In June, the Planning Commission holds a public hearing and adopts the CIP. Also in June, a township board meeting is held where each department director presents his/her goals, objectives, and planned capital outlay for their department. The township board then meets and develops the township-wide goals and objectives.

In early July, budget request forms and other budget documents are distributed to department directors. Department directors submit their completed budget requests/forms to the Accounting Department in mid-July and the budget document is compiled. The Township Manager reviews each department's request and meets with each department director to determine his recommendation to the board.

The budget, with department requests and township manager recommendations, is submitted to the Board by September 1st. A budget workshop is held in September where department directors present their budgets to the township board. A public hearing on the budget is held in October and the township board adopts the budget in November.

Since a budget is a plan, and plans may change for a variety of reasons, budget amendments are typically requested throughout the year, usually 3-4 times.



2018 Budget Calendar-Revised 10/18/17

April 24-28	Department Head CIP meetings with Community Development and Township Manager
June 13 (6 pm-9 pm)	Strategic Planning Session (Sam Corey Senior Center)
June 14 (8 am-1 pm)	Strategic Planning Session
June 20	Board of Trustees to discuss guidelines/assumptions at the Committee of the Whole meeting
June 26	Planning Commission Public Hearing and action on CIP
July 5	Township goals, budget schedules, forms and assumptions distributed to Department Heads
August 2	Departmental goals, indicators and budgets with backup and narratives submitted to the Accounting Department
August 7-11	Budget requests reviewed with Department Heads
August 11-31	Budgets compiled, analyzed & adjusted for submission of balanced budgets to Board of Trustees by September 1
August 15	Board of Trustees set tax levies (property tax millage is included in budget hearings)
August 29	DDA Board reviews proposed Budget prior to Board of Trustees Workshop to be held on September 12
September 12 (8 am-4 pm)	Department Heads present Budget to Board of Trustees at their Budget Workshop
September 26	DDA Board sets Public Hearing for October 31 for the DDA Budget
October 3	Board of Trustees sets Public Hearing for October 17
October 3	Township sends Notice of Public Hearing to Community Newspapers for publication
October 3	DDA sends Notice of Public Hearing to Community Newspapers for publication
October 8	Notice of Board of Trustees Public Hearing (to be held on October 17) is published in the Community Newspapers
October 8	Notice of DDA Public Hearing (to be held on October 31) is published in the Community Newspapers
October 10	Budgets are available for Public Inspection (seven days prior to public hearing)
October 17	Board of Trustees holds Public Hearing on the 2018 General & Special Revenue Funds Budgets
October 24	DDA Board holds Public Hearing and acts on the 2018 DDA Budget
November 2	DDA submits Budget to Board of Trustees for approval
November 8	Board of Trustees act on the 2018 Budgets (Township and DDA)
November 28	DDA Board acts on the 2018 DDA Budget



Budgeting and Financial Policies and Procedures

Audit

An independent audit will be performed annually.

Audit Committee

The Township has established an Audit Committee which receives the audited financial reports and makes recommendations, if any, to the Board.

Budget Approval, Monitoring, and Amendment

The Township Board approves budgets by revenue source (e.g. taxes, charges for services) and department. Adherence to the budget is ensured through the practice of monthly financial report distribution to the Board and Department Heads. Budget transfers up to \$10,000 between departments may be made by the Township Manager and reported to the Board at the next regular Board meeting. Proposed budget amendments are presented to the Board as needed.

Budget Guidelines

The Township is subject to the accounting, budgeting, and auditing requirements contained in State of Michigan Public Act 2 of 1968, as amended. Some of the key components of this Act include:

1. Budget hearings must be held prior to final approval of the budget.
2. The Township Board will adopt budgets for the General Fund and each Special Revenue Fund.
3. Budgeted expenditures shall not exceed budgeted revenues plus unappropriated surplus.
4. Expenditures shall not be made in excess of the amount authorized in the budget.
5. Budget amendments must be made when necessary and the Township Board must approve the amendments before expenditures exceed the budget.

Capital Assets

The Township has adopted guidelines for the proper accounting and reporting of capital assets which includes setting the capitalization of assets at \$5,000.

Capital Improvements Program

The Township has a schedule of projects and related equipment over \$25,000 to be built or purchased over the next 6 years. The schedule suggests an order of priority for those projects with the anticipated means of financing each project.

Cash Deposits

The Township has established uniform guidelines for the collecting and depositing of funds for all departments including the practice of providing a receipt to each customer that pays monies to the Township other than mail receipts.

Debt Policy

General obligation debt will not be in excess of the State of Michigan's legal limit of 10% of the current state equalized value of real and personal property. Long term debt will not be incurred to support current operations.



Five-Year Forecast

A five-year forecast of revenues and expenditures in the General Fund will be performed annually. The forecast will include estimated operating costs of future capital improvement.

Investment Performance

An investment performance report will be issued quarterly.

Investment Policy

The Township has adopted an investment policy to provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Township and complying with all state statutes. Except when prohibited, cash balances will be consolidated to maximize earnings.

Purchasing Policy

Department heads are authorized to purchase materials and services up to \$2,500 if funds are available within their departmental budget. Purchases in excess of \$2,500 shall be approved by the Township Manager. Purchases and contracts over \$20,000 shall be approved by the Township Board.

Reserve policy

The Township will strive to maintain an unrestricted fund balance in the General Fund of no less than fifteen (15) percent of General Fund operating expenditures. Operating expenditures are defined to include recurring operating transfers and exclude nonrecurring capital outlay.

Safeguarding Assets

Accounting and budgetary control systems will be developed and maintained to adequately safeguard the assets held in public trust.



Delhi Charter Township 2017 - 2022 Strategic Plan Workshop Summary

CONTENTS

- I. OVERVIEW
 - II. BOARD VISION TOUR
 - III. MAJOR GOALS AREAS
 - IV. NEXT STEPS
-

I. OVERVIEW

On June 13 and 14, 2017, the Board of Trustees, Township Manager and Departments Heads of Delhi Charter Township met to begin the process of creating a shared vision of the Township's future with major goal areas, key objectives and one-year tasks. The following summary reflects the main points of the discussion that takes the Township forward.

II. BOARD VISION TOUR

In 2022, a visitor to Delhi Charter Township could be given a tour and see the following:

- A. Awareness of public safety, community, entertainment, arts and gathering
- B. Increase opportunities for community interaction through activities and destination events
- C. Increase communication and awareness of the accessibility and connectivity of our community
- D. A strong connection between the Township and school district
- E. Downtown – restaurants, retail, apartments
- F. Trails and sidewalks creating connectivity
- G. Realize Cedar Street – A new Cedar Street with vibrant businesses and residential living providing a place of community activity
- H. Cedar Lake Park
- I. A collaborative community engagement



III. MAJOR GOALS AREAS (Not in Order of Priority)

1) **Connectivity – Community Life**

a. Downtown destination – retail, restaurants and unique residential opportunities

One Year Tasks

- Develop legitimate identity for “new” downtown area
- Implement Realize Cedar Project
- Create and implement wayfinding system

b. Parks – Cedar Lake Park

One Year Tasks

- Construct Cedar Lake Park

c. Trail and sidewalk connections

One Year Tasks

- Obtain funding from Ingham County for Ram to Burchfield trail construction
- Implement Safe Routes to School project

d. Activities and events

One Year Tasks

- Create a successful volunteer bureau
- Develop/Increase the number and type of events and community activities for engagement and participation

2) **Community Engagement**

a. Increased/expanded ongoing two-way communication

One Year Tasks

- Public participation in strategic planning through workshop opportunity
- Create surveys on events and Township services to obtain community input

b. Increased awareness of Township government and community events

One Year Tasks

- Work with schools on presenting to youth what township government entails
- Provide Township information and receive feedback at various community events



3) **Infrastructure**

a. Realize Cedar Street

One Year Tasks

- Build infrastructure (roads, sidewalks, crosswalks, etc.) to support the envisioned “new” downtown

b. Pedestrian Improvements

One Year Tasks

- Create Wayfinding System
- Continue to implement ADA Transition Plan
- Build Ram to Burchfield Trail
- Implement Safe Routes to School project
- Maintain and repair existing sidewalks through cost-sharing program

IV. NEXT STEPS

1. The Township Manager and team will review, revise and propose a final strategic plan to the Board of Trustees.
2. After formal adoption, the Board will:
 - Hold monthly discussions regarding some element of this strategic plan.
 - Approximately six months after the adoption of the plan, the Board, Manager and Department Heads will review the strategic plan and revise as appropriate.
 - Approximately on year after formal adoption, the Board and Staff will review and revise the plan and identify the one-year tasks for fiscal year 2019.
3. Future decisions by the Board should be reviewed in light of the strategic plan.

Respectfully submitted:

Lewis G. Bender, PhD.

lewbender@aol.com

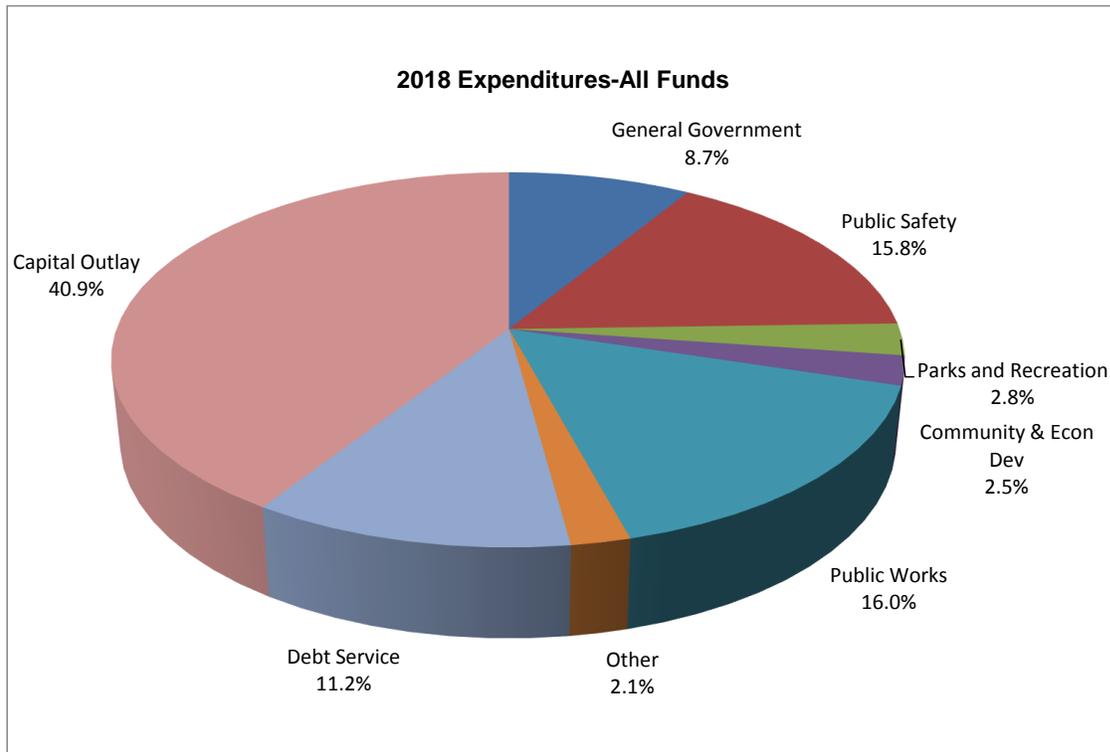
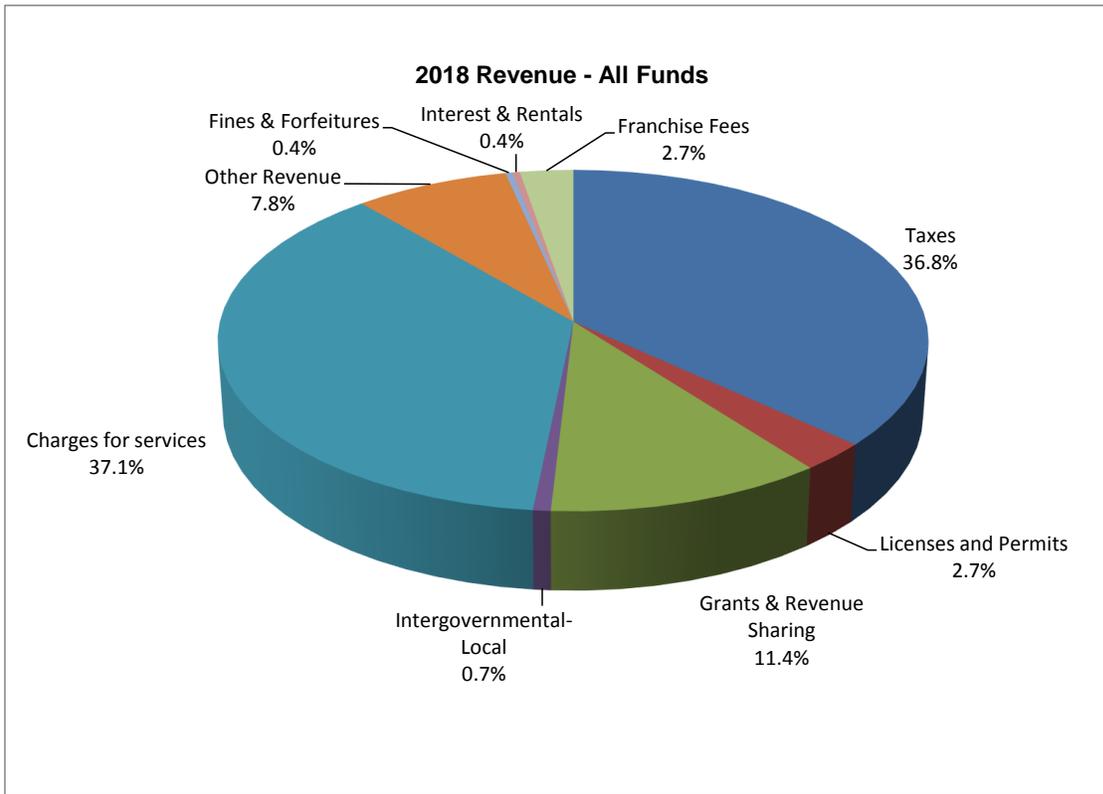
618-792-6103

September 28, 2017



**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2018**

Description	General Fund	Special Revenue	Debt Service	Enterprise Fund	Component Units	Total
Revenue						
Taxes	\$ 3,277,400	\$ 2,218,020	-	-	\$ 1,503,640	\$ 6,999,060
Licenses and Permits	345,500	-	-	175,700	-	521,200
Grants & Revenue Sharing	2,136,400	25,000	-	-	4,000	2,165,400
Intergovernmental-Local	136,720	-	-	-	-	136,720
Charges for services	628,210	50,000	-	6,383,130	-	7,061,340
Other Revenue	1,326,960	21,770	29,320	95,130	15,820	1,489,000
Fines & Forfeitures	20,000	50,000	-	-	-	70,000
Interest & Rentals	25,000	1,500	-	23,780	19,000	69,280
Franchise Fees	513,200	-	-	-	-	513,200
Total Revenue	8,409,390	2,366,290	29,320	6,677,740	1,542,460	19,025,200
Expenditures						
General Government	2,630,160	-	-	-	327,460	2,957,620
Public Safety	-	5,371,180	-	-	-	5,371,180
Parks and Recreation	934,730	-	-	-	-	934,730
Community & Econ Dev	777,200	-	-	-	80,500	857,700
Public Works	1,458,790	2,600	-	3,931,930	50,000	5,443,320
Other	511,050	-	-	-	196,930	707,980
Debt Service	681,850	73,310	23,930	1,927,510	1,101,040	3,807,640
Capital Outlay	141,500	180,000	-	6,509,140	7,070,000	13,900,640
Total Expenditures	7,135,280	5,627,090	23,930	12,368,580	8,825,930	33,980,810
Excess of Revenues Over (Under) Expenditures	1,274,110	(3,260,800)	5,390	(5,690,840)	(7,283,470)	(14,955,610)
Other Financing Sources						
Sale of Fixed Assets	150,000	-	-	20,500	-	170,500
Operating Transfers In	-	3,238,160	-	-	1,011,210	4,249,370
Bond/Loan Proceeds	-	-	-	-	-	-
Total Otr Financing Sources	150,000	3,238,160	-	20,500	1,011,210	4,419,870
Other Financing Uses						
Operating Transfers Out	3,238,160	-	-	-	1,011,210	4,249,370
Total Other Financing Uses	3,238,160	-	-	-	1,011,210	4,249,370
Change in Fund Balance	(1,814,050)	(22,640)	5,390	(5,670,340)	(7,283,470)	(14,785,110)
Beginning Fund Balance	5,542,391	426,018	42,700	32,789,244	9,724,555	48,524,908
Ending Fund Balance	\$ 3,728,341	\$ 403,378	\$ 48,090	\$ 27,118,904	\$ 2,441,085	\$ 33,739,798





**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2016-2018**

Description	Enterprise Funds		Component Units		Total	
	2016	2017	2016	2017	2016	2018
	Actual	Projected	Actual	Projected	Actual	Budget
Revenue						
Taxes	\$ -	\$ -	\$ 1,731,722	\$ 1,693,340	\$ 7,130,180	\$ 6,999,060
Licenses and Permits	815,792	351,750	-	-	1,598,466	521,200
Grants & Revenue Sharing	369,978	491,250	4,800	4,000	2,497,794	2,165,400
Intergovernmental-Local	-	-	50,467	-	190,938	136,720
Charges for services	6,002,167	6,172,440	-	-	6,794,459	7,061,340
Other Revenue	147,442	93,310	19,978	15,820	1,394,981	1,489,000
Fines & Forfeitures	-	-	-	-	67,025	70,000
Interest & Rentals	23,415	27,780	332,508	19,000	693,344	69,280
Franchise Fees	-	-	-	-	515,565	513,200
Total Revenue	7,358,794	7,136,530	2,139,475	1,732,160	20,811,136	19,025,200
Expenditures						
General Government	-	-	254,682	333,320	2,629,600	2,774,310
Public Safety	-	-	-	-	4,798,000	5,371,180
Parks and Recreation	-	-	-	-	837,791	934,730
Community & Econ Dev	-	-	-	-	916,806	857,700
Public Works	6,180,899	4,420,760	137,396	240,500	6,994,138	5,443,320
Other	-	-	20,214	213,570	763,381	707,980
Debt Service	446,123	1,865,950	991,202	947,100	1,992,943	3,807,640
Capital Outlay	3,405,700	6,509,140	474,064	835,630	2,152,976	13,900,640
Total Expenditures	6,627,022	9,692,410	2,070,792	2,620,120	21,085,635	33,980,810
Excess of Revenues Over (Under) Expenditures	731,772	(2,555,880)	68,683	(887,960)	(274,499)	(14,955,610)
Other Financing Sources						
Sale of Fixed Assets	55,948	-	2,001	-	57,949	170,500
Operating Transfers In	-	35,100	778,687	858,750	3,461,702	4,249,370
Issuance of Refunding Debt	-	-	-	-	414,585	-
Bond/Loan Proceeds	-	-	5,998,998	6,944,980	8,612,928	-
Total Otr Financing Sources	55,948	35,100	6,779,686	7,803,730	12,547,164	4,419,870
Other Financing Uses						
Payments to Escrow	-	-	4,483,537	-	4,892,878	-
Operating Transfers Out	-	-	778,687	858,750	3,244,741	4,249,370
Total Other Financing Uses	-	-	5,262,224	858,750	8,137,619	4,249,370
Change in Fund Balance	787,720	(2,520,780)	1,586,145	6,057,020	4,135,046	(14,785,110)
Capital Contributions	185,508	281,650	-	-	185,508	-
Beginning Fund Balance	34,055,146	35,028,374	2,081,390	3,667,535	43,567,064	48,524,908
Ending Fund Balance	\$35,028,374	\$32,789,244	\$ 3,667,535	\$ 9,724,555	\$ 47,887,618	\$ 33,739,798

**FEE SCHEDULE**

<u>Fund/Description</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
General Fund		
<u>Rental Fees</u>		
Rental Origination Fee	\$550	same
Rental Property Registration	\$110 /parcel + \$33/unit	same
Rental Reinspection Fee	\$11/unit	same
Second Reinspection Fee	\$110	same
Third Reinspection Fee	\$220	same
Fourth & Greater Reinspection Fee	\$550	same
Unregistered Rental Investigation	\$250	same
<u>Community Development Fees</u>		
Preliminary Plat Fees	\$1180 + \$12/lot	same
Final Plat Fees	\$590 + \$18/lot	same
Site Plan Reviews:		
Condo	\$1770 + \$18/unit	same
Multi-Family	\$1770 + \$5/unit	same
Mobile Home Park	\$1770 + \$5/lot	same
Commercial/Industrial/Public	\$1770 + \$35/acre	same
Rezoning	\$1180 + \$12/acre	same
Special Use Permit	\$1180 + \$35/acre	same
Planned Development	\$1770 + \$35/acre	same
Land Division	\$150/parcel created	same
Variance:		
Residential	\$235	same
Non-residential, multi-family	\$355	same
Commercial Appeal	\$240	same
Interpretation/Appeal	\$240	same
Ordinance Violations	Range of \$25 - \$200	same
Building Permits	\$7 per \$1000 of valuation, \$60 minimum	same
Mechanical, Plumbing or Electrical permit	Base of \$70 + per fee items	same
Soil Erosion & Sediment Control Permits	Varies by use and location	same
Fire Inspection	\$100	same
<u>Fire & Ambulance Fees</u>		
Burning Permit-Household	\$15	same
Burning Permit-Commercial	\$100	same
CPR/First Aid Classes	Instructor rate/hr + supplies + \$10/person	same
Ambulance Basic Life Support	\$800 + \$12.50/mile	same
Ambulance Advanced Life Support	\$800 + \$12.50/mile	same
Ambulance Advanced Life Support 2	\$800 + \$12.50/mile	same
Non-emergency Transport	\$250 + \$10/mile	same
Patient assessment w/ no transport	\$100	same
Diabetic assessment w/ no transport	\$125	same



FEE SCHEDULE - Continued

Fund/Description	Current Rate	Proposed Rate
General Fund		
<u>Cemetery Fees</u>		
Resident Burial Plot	\$750	same
Non-Resident Burial Plot	\$1,400	same
Resident Columbarium Niche	\$750	same
Non-Resident Columbarium Niche	\$1,400	same
Interment	\$650	same
Columbarium Interment	\$100	same
<u>Parks & Recreation Fees</u>		
Individual Youth Recreation Fees:		
Youth Basketball	\$30	same
Youth Floor Hockey	\$30	same
Youth RecreationsI softball/Baseball	\$30	same
Youth Soccer	\$30	same
Youth Flag Football	\$30	same
Youth Volleyball	\$30	same
Youth Recreational T-shirts	\$10	same
Team Recreation Fees:		
Girls U-14 Travel Softball	\$200 per team	same
Adult Summer Softball	\$150/team + \$15/player	same
Adult Fall Softball	\$100/team + \$15/player	same
Pavillion Fees:		
Resident	\$50-\$75	same
Non-resident	\$75-\$100	same
Wedding Resident	\$75	same
Wedding Non-resident	\$100	same
<u>Misc. Fees</u>		
FOIA Fees	based on # of pages, postage, & wages	same
Water Fund		
Water Hook-up Fee	\$500	same
Sewer Fund		
Metered Sewer	\$15.70 BSC + \$5.50/ccf	\$16.20 BSC + \$5.70/ccf
Unmetered Sewer	\$15.70 BSC = 6ccf x \$5.50	\$16.20 BSC = 6 ccf x \$5.50
Sewer Hook-up Capacity Charge	\$2750/Residential Equivalent + \$100 Inspection	\$2750/RE, variable inspection fees
Sewer or Storm Inspection	\$0	\$350
Manhole/Grease Trap Inspection	\$0	\$350
Non-residential new construction	\$0	10% of construction costs
Non-resident User Charge:		
Large User	\$98.51	\$101.75
Medium User	\$0	\$20.00
Small User	\$6.88	\$7.10
Sewer Tap Fee	\$250.00	same
Sewer Repair Permit Fee	\$25.00	same
Drain Layer License Fees	\$100	same
Yard Waste Bags	\$1.50	same

**2018 Capital and Infrastructure Budgeted Items****CAPITAL ITEMS****GENERAL FUND**

Vehicles for Assessing	16,000
Cemetery sign	15,000
Vehicles for Buildings and Grounds	6,000
Mini Excavator for Cemetery	60,000
Placemaking Art	40,000
Vehicles for Parks Dept	4,500
Total:	141,500

FIRE FUND

Fire Hoses, Misc Equip	20,000
Refurb 2008 Ambulance	160,000
Total:	180,000

SEWER FUND

Three Vehicles	90,000
Lift Station Control Panel & PLC Replace	100,000
Ferric Flow Meter	12,000
Ferric Room Heater	10,000
Hypochlorite Flow Meters	15,000
Tertiary SCADA Panel	32,000
Misc Replacement of Capital items	241,000
System Asset Management	1,359,140
Delhi Commerce LS elimination	600,000
Upgrade Security & Fire System	750,000
Grit Improvements	1,000,000
Evoqua Cover Rehap	600,000
Michael Street Sewer	100,000
Inter-Urban Sewer	1,600,000
Total:	6,509,140

DDA FUND

Property	210,000
Property-DDA Development	450,000
Realize Cedar Development	6,400,000
Farmers' Market	10,000
Total:	7,070,000

INFRASTRUCTURE ITEMS**GENERAL FUND**

Street Improvements	171,000
Misc. Pavement Marking	6,500
Wayfinding Signage	5,000
ADA Ramps	50,000
Sidewalks	720,000
Annual Sidewalk Panel Replacement	20,000
Total:	972,500

DDA FUND

Streetscape Maintenance & Repair	15,000
Non-Motorized Trail enhancements	25,000
Total:	40,000



Township Debt

The Township may legally borrow money through a variety of mechanisms and for varying purposes:

General Obligation Bonds

These bonds provide funding for the acquisition and construction of major capital improvements. The Township government pledges the full faith and credit of the government to repay the debt.

- In 2003, the Downtown Development Authority (DDA) borrowed \$990,000 to construct a building for the Sheriff's Department and the DDA. The bonds mature in 2018. Debt payments are made by the DDA.
- In 2008, the Township issued \$9,980,000 for construction of a new senior center, sanitary sewer improvements by Delhi NE and Depot Roads and Cedar Heights neighborhood, sidewalks and lighting along Holt Road, and landscaping for a plaza at Holt and Aurelius Roads. The Sewer Fund assumed \$1,000,000 of the debt and the Downtown Development Authority assumed \$8,980,000. The bonds maturing after 2018 were replaced by a refunding bond in 2016. The 2016 bond issue was for \$5,000,000, maturing in 2024. The DDA assumed \$4,498,998 of the debt, and the Sewer Fund assumed the remaining \$501,002.
- In 2013 the Township issued \$1,200,000 in bonds to partially fund construction of the portion of the non-motorized trail which will connect the existing trail with the City of Lansing's trail network. The DDA will make the payments on these bonds, which mature in 2024.
- In 2014 the Township issued \$1,585,000 in refunding bonds to defease the 2003 Sewer Capital Improvement bonds. The new bonds mature in 2024. Debt payments are made from the Sewer Fund.
- In 2016, the Township issued refunding bonds totaling \$2,490,000 for water and sanitary sewer improvements. The bonds mature in 2022. The Water Improvement Fund assumed \$414,585 of the debt for improvements by Waverly and Holt Rd and the Sewer Fund assumed \$2,075,415 for various sewer projects.
- In 2016 the Township issued \$1.5 million in taxable bonds to develop and improve land and infrastructure in the DDA district. The repayment of the bonds will come from DDA revenue.
- In 2016 the Township issued \$4,084,165 in Qualified Energy Conservation bonds for various energy saving projects throughout the Township. The debt will be shared by the Sewer Fund and the General Fund, allocated according to the cost of the various projects.
- In 2017 the Township issued \$6.75 million in bonds to develop and improve land and infrastructure in the DDA district, focusing on the Cedar Street corridor. The repayment of the bonds will come from DDA revenue.

Revenue Bonds

These bonds are secured by the revenues generated from the facility financed by the bonds.

- From 2007-2010 the Township borrowed \$9,850,000 State Revolving Loan Fund to finance sewer improvements. The bonds mature in 2028.
- From 2010-2015, the Township borrowed \$8,400,000 from a second State Revolving Loan Fund to finance improvements to Lift Station D. The bonds will mature in 2032.

Other

- The Township is assessed by the Ingham County Drain Commission for multi-year drain assessments. At 12/31/16 the Township had a balance of \$2,668,772 for eight of the largest assessments. The final payment is in 2035. Payments are made from the General Fund.
- In 2005, the Township purchased park property with a note payable of \$500,000. The final payment is in 2019. Debt payments are made by the General Fund.
- In 2014 the Township entered into a five year capital lease for a copier. The payments are made by the General Fund.
- In 2017 the Township sold \$348,000 of special assessment bonds for street improvements. The repayment will be funded by assessments on the benefitting property owners. The bonds mature in 2032.



- In 2017 the Township entered into a five-year capital lease for the purchase a vactor truck for the sewer system. After accounting for the trade in value of the old vactor and the down payment, \$266,947 will be financed at 2.84% over the 5 years.
- It is expected that the Township will enter into a three-year capital lease to purchase a new phone system. The total lease amount is expected to be \$27,702.

The debt for charter townships in the state of Michigan is legally limited to 10% of the assessed value of all real and personal property in the Township and excludes revenue bonds, special assessment bonds, and capital leases when calculating net direct debt. Delhi Township's projected net debt outstanding of \$24,400,462 is 30% of the legal debt limit of \$82,667,728.

Debt Service - All Funds

FUND/DESCRIPTION	Original Debt	Maturity Date	Payment Type	Remaining Principal 12/31/17	Principal due in 2018	Interest due in 2018	Total 2018 Payments
GOVERNMENTAL FUNDS							
Nash Property Installment Purchase-Valhalla Park	500,000	2019	Other	\$ 66,834	\$ 33,334	\$ 1,745	\$ 35,079
Copier Lease	9,480	2019	Other	2,529	2,323	168	2,491
Phone Lease-estimated	27,702	2020	Other	TBD	TBD	TBD	TBD
2016 Refunding Bonds (Water)	414,585	2022	GO	349,650	67,433	5,769	73,202
2013 Capital Improvement Bonds	1,200,000	2024	GO	800,000	100,000	16,720	116,720
Gen'l Fund-Drain Assessment	Multiple Yrs	2035	Other	2,473,638	195,134	110,830	305,964
2017 Street Impr SAD Bonds	348,000	2032	SA	348,000	8,000	15,425	23,425
Qualified Energy Conservation	2,613,930	2031	GO	2,479,990	137,600	80,352	217,952
Total Governmental Funds				6,520,641	543,824	231,009	774,833
SEWER FUND							
2016 Refunding Bonds (Sewer)	2,075,415	2022	GO	1,750,350	337,568	28,881	366,449
2014 Sewer Refunding Bonds	1,585,000	2024	GO	1,155,000	150,000	25,380	175,380
2008 DDA Bonds-Sewer portion	1,000,000	2018	GO	66,132	66,132	2,645	68,777
2016 DDA Ref Bonds-Sewer	501,002	2024	GO	501,002	-	8,016	8,016
2007 Sewer Bonds	9,850,000	2028	Revenue	5,805,000	485,000	94,331	579,331
2010 Sewer Bonds	8,400,000	2032	Revenue	6,670,000	370,000	162,125	532,125
Qualified Energy Conservation	1,470,335	2031	GO	1,395,000	77,400	45,198	122,598
Vactor 5 year purch plan-estimated	266,947	2021	Other	266,947	63,960	7,581	71,541
Total Sewer Operating				17,609,431	1,550,060	374,157	1,924,217
TOTAL PRIMARY GOVERNMENT				24,130,072	2,093,884	605,167	2,699,051
DDA FUND							
2003 DDA Bonds	990,000	2018	GO	85,000	85,000	3,825	88,825
2008 DDA Bonds	8,980,000	2018	GO	593,868	593,868	23,755	617,623
2016 DDA Ref Bonds-DDA	4,498,998	2024	GO	4,498,998	-	71,984	71,984
2016 DDA Development Bonds	1,500,000	2035	GO	1,435,000	65,000	42,526	107,526
2017 DDA Development Bonds	6,750,000	2035	GO	6,750,000	-	212,544	212,544
Total DDA Debt				13,362,866	743,868	354,634	1,098,502
GRAND TOTAL				\$ 37,492,938	\$ 2,837,752	\$ 959,800	\$ 3,797,552

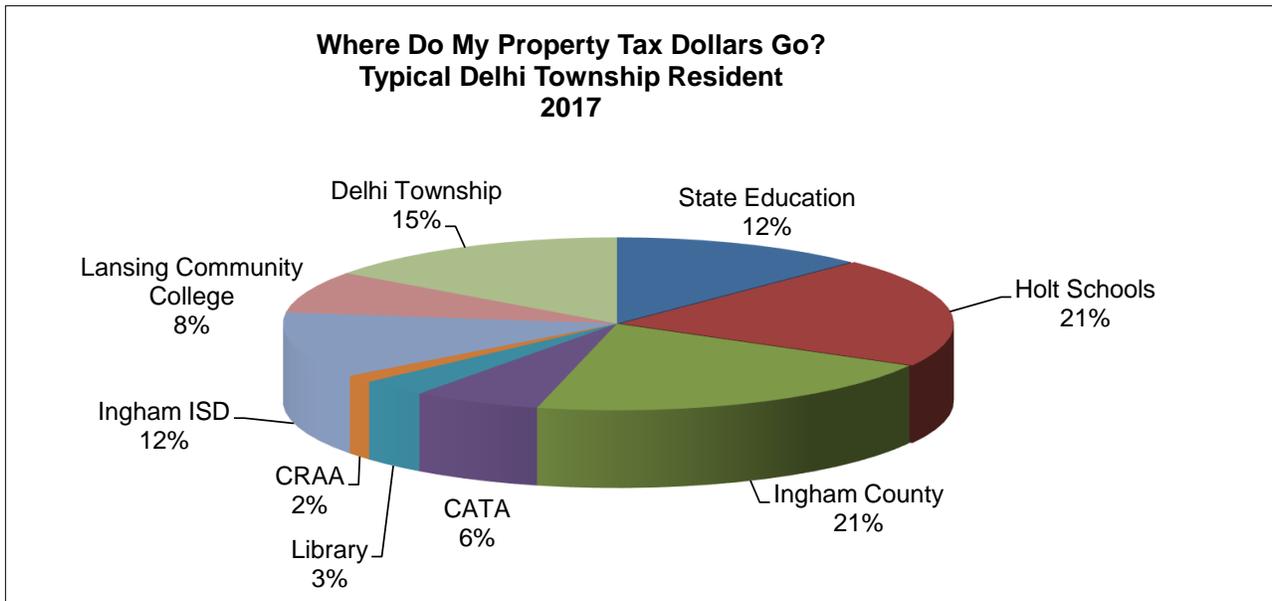
GO = General Obligation
 SA = Special Assessment
 TBD = To be determined



Millage Rates

Typical Delhi Township Resident

Taxing Entity	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
State Education	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000
Holt Schools	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000
Ingham County	10.0673	9.8273	9.9973	9.4973	9.4973	8.8473	8.8473	8.8441	8.8513	8.8711
CRAA	0.6990	0.6990	0.6990	0.6990	0.6990	0.6990	0.6990	0.6990	0.6990	0.6990
CATA	3.0070	3.0070	3.0070	3.0070	3.0070	3.0070	3.0070	2.9708	2.9708	2.9708
Library	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600
Ingham ISD	5.9881	5.9881	5.9881	5.9881	5.9881	5.9881	5.9881	5.9881	5.9881	5.9881
Lansing Comm Coll	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072
Delhi Township	7.2903	7.3094	7.8094	7.8094	7.8094	7.8094	7.8094	7.8094	5.4039	5.3455
Total	48.4189	48.1980	48.8680	48.3680	48.3680	47.7180	47.7180	47.6786	45.2803	45.2417



**Staffing Summary - Full Time Equivalents**

	2016	2017	2018
General Fund			
Manager	3.00	3.00	3.00
Accounting	1.63	1.63	1.63
Parks	11.90	11.00	11.00
Clerk	4.00	4.00	4.00
Information Technology	0.75	1.50	1.30
Buildings & Grounds	3.50	4.00	4.00
Treasurer	3.55	3.55	3.55
Assessing	3.30	3.63	3.63
Community Development	6.50	5.00	6.00
Total General Fund	38.13	37.31	38.11
Fire Fund	23.90	27.70	26.50
Sewer Fund	20.05	22.60	22.60
DDA	1.98	2.03	2.03
Total All Funds	84.06	89.64	89.24

Positions will continue to be evaluated as staff vacancies occur.



GENERAL FUND (101)

The General Fund accounts for the ordinary activities of the Township that are not accounted for in another fund. General Fund activities are financed by revenue from general property taxes, state-shared revenue, and other sources.

There are currently seventeen departments (also referred to as “Activities”) in the General Fund. They are:

- Legislative
- Manager
- Accounting
- Clerk
- Information Technology
- Treasurer
- Assessing
- Elections
- Buildings and Grounds (includes cemeteries)
- Storm Water
- Infrastructure
- Community Development
- Parks Administration
- Park Maintenance
- Recreation
- Other Functions
- Debt Service

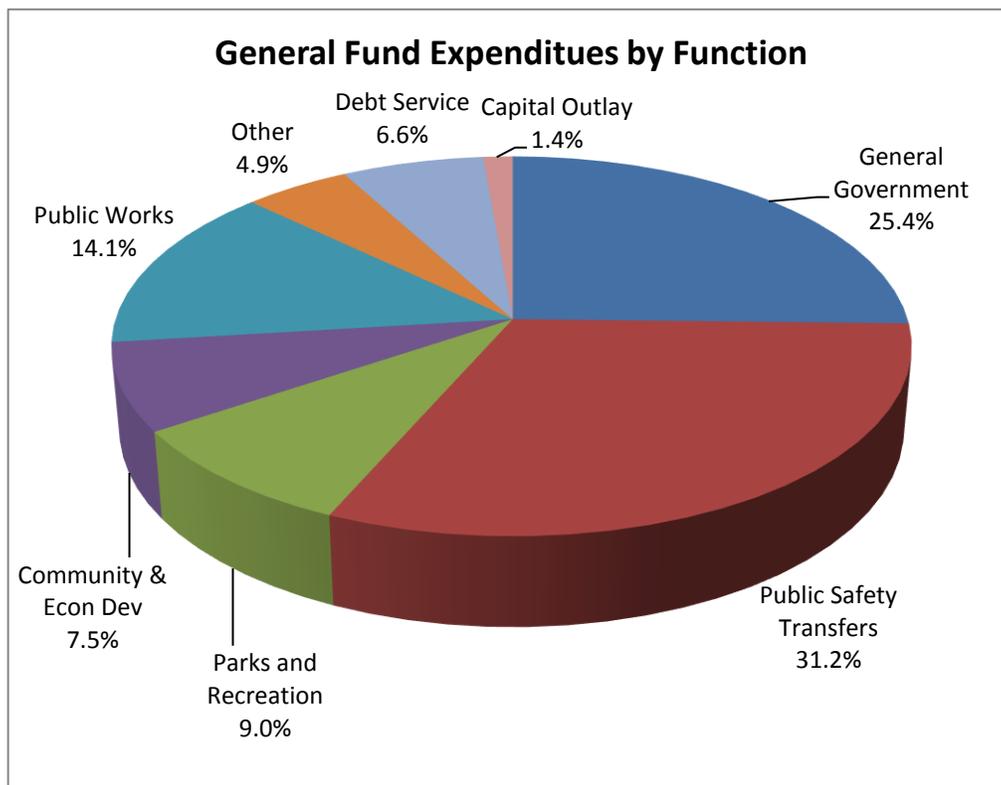
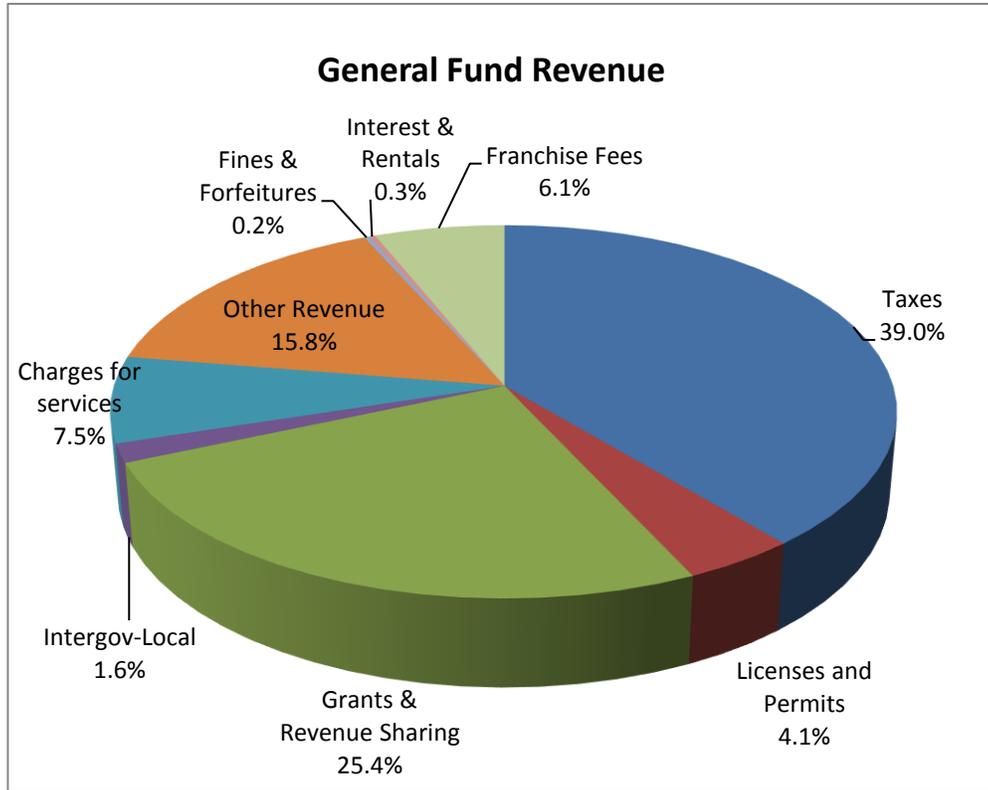


GENERAL FUND REVENUE, EXPENDITURES AND FUND BALANCE

Description	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenue				
Taxes	\$ 3,180,068	\$ 3,173,000	\$ 3,266,600	\$ 3,277,400
Licenses and Permits	782,674	320,700	436,270	345,500
Grants & Revenue Sharing	2,083,854	2,256,770	2,386,560	2,136,400
Intergovernmental-Local	140,471	138,810	138,810	136,720
Charges for services	650,042	593,460	634,030	628,210
Other Revenue	1,440,607	1,385,710	1,477,140	1,326,960
Fines & Forfeitures	17,807	18,000	24,000	20,000
Interest & Rentals	336,187	29,300	25,000	25,000
Franchise Fees	515,565	515,300	513,200	513,200
Total Revenue	8,930,313	8,431,050	8,901,610	8,409,390
Expenditures				
Legislative	102,561	107,930	107,040	109,420
Manager	337,205	346,760	342,060	360,630
Accounting	134,837	146,840	146,380	151,540
Clerk	315,836	337,110	333,590	345,070
Information Technology	200,625	301,940	293,480	264,000
Treasurer	256,730	271,860	271,760	284,840
Assessing	326,047	402,500	369,760	412,900
Elections	134,285	25,200	81,750	100,190
Building & Grounds	1,794,751	2,363,690	2,248,840	698,570
Stormwater	459,252	701,020	678,660	507,320
Infrastructure	784,424	1,675,240	1,316,350	1,257,500
Community Development	796,022	755,150	726,240	817,200
Parks Administration	247,651	266,800	264,690	278,630
Parks	607,308	972,310	1,011,980	593,200
Recreation	68,130	65,780	69,900	67,400
Other Functions	575,657	565,850	546,990	517,100
Debt Service	158,300	401,030	369,690	369,770
Total Expenditures	7,299,620	9,707,010	9,179,160	7,135,280
Other Financing Sources (Uses)				
Sale of Fixed Assets	-	80,000	-	150,000
Bond/Loan Proceeds	2,613,930	537,400	14,370	-
Transfer in	216,962	-	-	-
Transfer Out to Fire Fund	(992,921)	(1,441,280)	(1,416,730)	(1,634,430)
Transfer Out to Police Fund	(1,473,133)	(1,549,230)	(1,550,760)	(1,603,730)
Total Other Financing Sources (Uses)	364,838	(2,373,110)	(2,953,120)	(3,088,160)
Revenues Over (Under) Expenditures	1,995,531	(3,649,070)	(3,230,670)	(1,814,050)
Fund Balance, Beginning	6,777,530	8,773,061	8,773,061	5,542,391
*Total Fund Balance, Ending	\$ 8,773,061	\$ 5,123,991	\$ 5,542,391	\$ 3,728,341

* Includes Fund Balance set aside for:

CSC Carpet and Paint	30,000	-	60,000	60,000
Cemetery Improvements	55,000	65,000	65,000	75,000
Total Set Aside for Future Capital Outlay	85,000	65,000	125,000	135,000





GENERAL FUND REVENUES

- Property Tax** **403.000**
Property tax is calculated by multiplying the Township’s taxable value by its operating millage. The assessing department determines the Township’s taxable value and its operating millage. The township’s total taxable value (including DDA and Brownfield portions) for 2018 is 733,811,473. The millage rate is 4.2982. Multiplying the taxable value by the millage rate results in 3,154,068. However, 40% of the taxes collected on properties within the DDA go to the DDA. The properties within the DDA have a taxable value of 164,569,664. This reduces the Township’s property tax revenue by \$282,941. Additionally, the properties that qualify under the Brownfield Redevelopment Authority have 8,262,817 of taxable value, which reduces the Township’s property tax by another \$35,515. The estimated tax revenue was also reduced by \$6,000 for delinquent personal property taxes and by \$50,000 due to the cases pending before the Michigan Tax Tribunal. The net estimated property tax revenue for 2018 is \$2,777,000.
- Industrial Facilities Tax** **404.000**
The parcels that qualify for the Industrial Facilities Tax receive a 50% reduction in taxes or 2.1491 mills instead of 4.2982 mills. The taxable value for those properties is 5,971,252. Additionally, most of the parcels are in the DDA, so the Township collects 40% of the 50% tax on those parcels. There are also some service fees (based on rent collected) from Tamarack Apartments, Great Lakes Christian Homes, Delhi Stratford Place, and Prestwick Village that are included in this line item. 2018 revenue is budgeted at \$15,400.
- Trailer Park Fees** **423.000**
The Township has 3 trailer parks and receives \$.50 per trailer per month. Trailer park fees are budgeted at \$5,000 for 2018.
- Delinquent Tax** **445.000 & 445.005**
When personal property tax is not paid timely, the subsequent payment, interest, and penalty is recorded here. It is difficult to predict how much will be collected and therefore a conservative estimate of \$25,000 has been made for 2018.
- Property Tax Administration Fee** **447.000**
The Township receives 1% of all taxes collected for property tax administration. While property tax revenue is recognized in the year following the warrant (2018 revenue is based on the taxable value on the 2017 warrant), the corresponding administrative fee is recognized in the year of the warrant (2018). Since the 2018 warrant won’t be known until late 2018, the administrative fee of \$405,000 is estimated.
- Building Permits** **451.000**
\$7 is charged per \$1,000 of valuation with a \$60 minimum. Estimated revenue for 2018 is \$150,000.
- Soil Erosion & Sedimentation Control Permits** **453.000**
Construction is one of the major causes of erosion in Michigan. This program was implemented to reduce the pollution of Michigan waters by regulating management practices where there will be an earth disturbance. Fees vary by amount of soil disturbance, residential/commercial, etc. Estimated revenue for 2018 is \$30,000.



Electrical, Plumbing, and Mechanical Permits **455.00 456.000 457.000**
Permits (with some exemptions) are required before work can be done. Fees vary by item description, size, etc. Estimated revenues are projected at \$142,000 for 2018.

State Shared Revenue **574.020 & 574.021**
The State of Michigan “shares revenue” with its local municipalities. There are two components to state shared revenue – constitutional and statutory. Constitutional revenue is based on the Township’s population and the statewide sales tax collection. Statutory revenue is based on a variety of factors. The State of Michigan usually publishes projections upon which this line item is based. Due to the uncertainty in the economy, conservative estimates have been made by the Township. Constitutional is budgeted at \$2,000,000, and statutory revenue is budgeted at \$68,400 for 2018.

Returnable Liquor License Fees **574.030**
The Township receives 55% of the liquor license fees paid to the State of Michigan Liquor Control Division by Delhi Township businesses which is estimated at \$11,000.

State Shared Revenue – Right of Way **574.040**
The State of Michigan collects an annual right of way fee from all telecommunications providers that use public right of ways. The State then distributes these fees, based on a formula, to municipalities. The budget for 2018 is \$12,000.

District Library Contributions **587.000**
The Capital Area District Library reimburses the Township for utility and maintenance costs. The budget for 2018 is \$20,000.

Rental Registration and Inspection **620.000**
All rental properties are charged a registration fee of \$110 per parcel plus \$33 per unit every 2 years which is intended to cover the costs of biennial inspections. Re-inspection fees, new rental origination fees, etc. are also charged here. The budget for 2018 is \$90,000.

Fire Department Service Fees **632.000**
This line item includes a contractual flat amount paid by Alaiendon Township plus charges to Alaiendon Township for actual fire runs. There are also false alarm fees, non-residential vehicle fire run fees, and other miscellaneous revenue in this line item. The 2018 budget for this account is \$24,000.

Ambulance Fees **633.000**
Ambulance calls are \$800 for basic and advanced life support plus \$12.50/mile. \$900,000 is budgeted for 2018.

Cemetery Burial Fees **634.000**
Burial fees, foundation fees, cremation fees, and disinterment fees are charged to this account. All fees are paid to the Clerk’s office in accordance with rates adopted by the Board on 6/6/2000. 2018 revenue is budgeted at \$24,000.

Cemetery Lot Sales **635.000**
Lots sold to residents are \$750 and \$1,400 to non-residents. Sales are made through the Clerk’s office. Revenues are projected to be \$20,000.



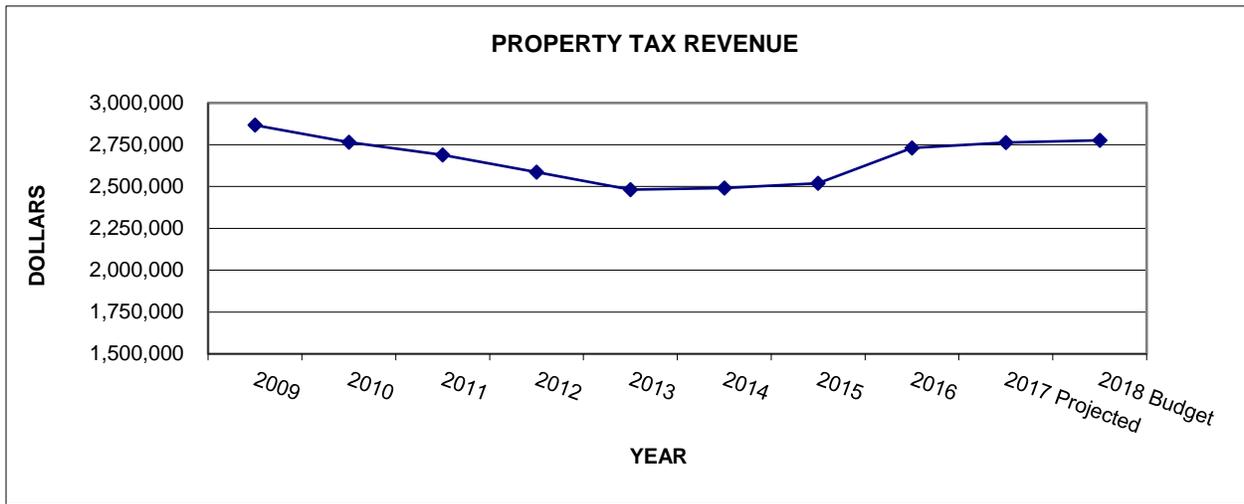
Recreation Fees	651.010
Fees of \$25 to \$60 are charged to the participants in various recreational programs. Adult and youth travel softball and baseball teams are charged a team rate. \$60,000 is budgeted for 2018, based on current levels of participation.	
Interest	664.000
This account includes interest paid on all General Fund bank deposit and investment accounts. It is difficult to determine future interest rates. The Township has taken a conservative approach and budgeted \$25,000 for 2018 revenue.	
Streetlight Special Assessment	672.010
The annual electrical cost of a taxpayer's streetlight is added to the taxpayer's bill each year and recognized as revenue to the Township in December when the assessment is billed.	
Blacktop & Road Special Assessment	672.020
The Township has road special assessment districts where the Township has paid for blacktop improvements. The taxpayers in these special assessment districts are billed for these costs over time and are charged principal and interest on their tax bills, which the Township records as revenue in December.	
Cable Franchise Fees	694.020 & 694.025
The Township has contracts with Comcast & AT&T that expire in 2019 and 2018 respectively, whereby both pay the Township 5% of their cable revenues earned within the Township.	
Board of Water and Light Franchise Fee	694.030
The Township receives 4% of the BWL electricity revenue within the Township.	
Cost Allocation from the Sewer Fund	699.030
A number of services, like payroll, accounts payable, sewer billing, etc. are provided to the Sewer Fund by General Fund employees. Using the loaded rate for those employees, the actual costs were calculated in 2015. The 2018 allocation is budgeted at \$372,710.	



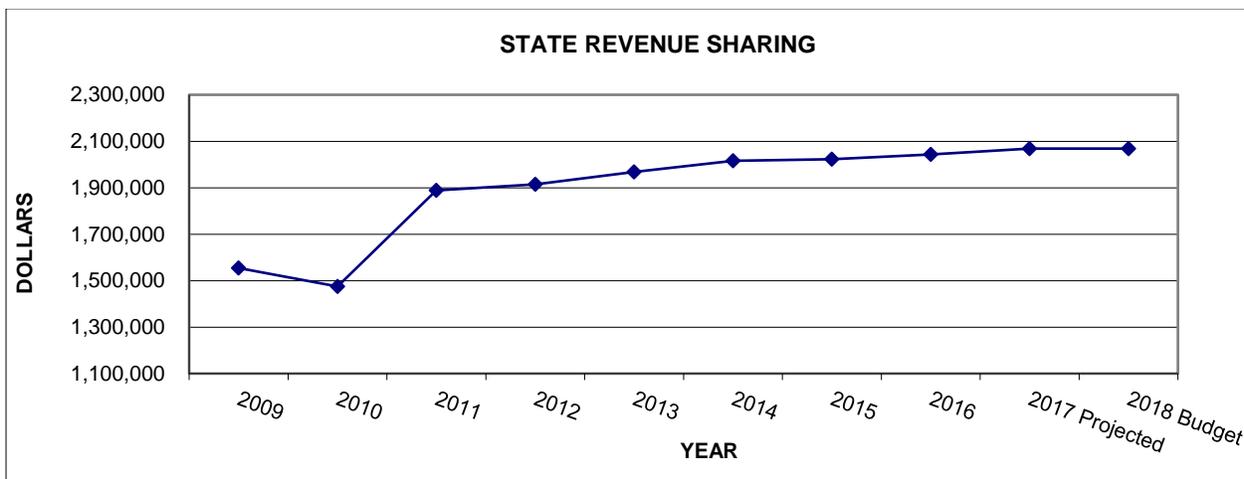
GENERAL FUND REVENUE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-000.00-403.000	CURRENT PROP TAX	\$ 2,730,292	\$ 2,724,000	\$ 2,763,000	\$ 2,777,000
101-000.00-404.000	IFT/CFT & SERVICE FEES	19,356	14,000	17,800	15,400
101-000.00-423.000	TRAILER PARK FEES	5,398	5,000	5,000	5,000
101-000.00-441.000	LOCAL COMM STABILIZATION	-	-	50,800	50,000
101-000.00-445.000	DELQ TAX	3,768	5,000	5,000	5,000
101-000.00-445.005	DELINQ INTER & PENALTY	14,443	20,000	20,000	20,000
101-000.00-447.000	PROPERTY TAX ADMIN FEE	406,813	405,000	405,000	405,000
101-000.00-451.000	BUILDING PERMITS	414,272	125,000	215,000	150,000
101-000.00-452.000	PLAT REVIEW FEES	-	-	1,770	-
101-000.00-453.000	SOIL EROS & SEDIMT CTRL	46,942	30,000	30,000	30,000
101-000.00-455.000	ELECTRICAL PERMIT FEES	114,126	50,000	60,000	50,000
101-000.00-456.000	PLUMBING PERMIT FEES	65,119	36,000	36,000	36,000
101-000.00-457.000	MECHANICAL PERMIT FEES	109,360	56,000	60,000	56,000
101-000.00-458.000	FIRE INSPECTION FEES	7,771	4,000	4,000	4,000
101-000.00-460.000	FIRE DEPT. BURN PERMITS	2,025	2,200	2,000	2,000
101-000.00-476.000	MISC LIC, PERMITS & FEES	4,975	4,000	4,000	4,000
101-000.00-570.000	STATE GRANTS	13,382	285,200	306,000	56,000
101-000.00-571.000	MISC GRANTS	14,768	-	-	-
101-000.00-574.020	STATE REV SHAR-CONSTIT.	1,974,941	1,890,900	2,000,000	2,000,000
101-000.00-574.021	STATE REV SHAR-STATUTOR	68,486	68,400	68,400	68,400
101-000.00-574.030	RETURNABLE LIQ LIC	11,980	10,000	11,000	11,000
101-000.00-574.040	STATE SHARED REV-RIGHT C	12,276	12,270	12,160	12,000
101-000.00-581.000	INTERGOVERNMENTAL REV	-	118,810	118,810	116,720
101-000.00-587.000	DISTRICT LIBRARY CONTRIB	19,577	20,000	20,000	20,000
101-000.00-620.000	RENTAL REG & INSPECT	117,636	100,000	90,000	90,000
101-000.00-623.000	REZONING APPL FEES	-	1,000	-	-
101-000.00-623.010	ZONING CERTIFICATION	50	-	100	-
101-000.00-624.000	SPECIAL USE PERMITS	3,925	1,500	9,670	1,500
101-000.00-625.000	BOARD OF APPEAL FEES	2,130	1,000	2,730	1,000
101-000.00-628.000	SITE PLAN REVIEW FEES	15,870	3,000	4,370	3,000
101-000.00-632.000	FIRE DEPART SERV FEES	31,989	24,000	24,000	24,000
101-000.00-632.010	FIRE DEPT EDUCATION REV	98	-	-	-
101-000.00-633.000	AMBULANCE FEES	731,396	900,000	900,000	900,000
101-000.00-634.000	CEMETERY - BURIAL FEES	28,904	20,000	24,000	24,000
101-000.00-635.000	CEMETERY - LOT SALES	19,400	20,000	20,000	20,000
101-000.00-636.000	PASSPORT FEES	1,776	-	25,000	28,000
101-000.00-642.000	TREE PROGRAM SALES	-	5,000	-	-
101-000.00-651.010	RECREATION FEES	48,030	60,000	60,000	60,000
101-000.00-651.020	PARKS FACILITY FEES	7,375	6,000	6,200	6,000
101-000.00-651.060	SENIOR CITIZEN EVENT REV	515	500	500	500
101-000.00-660.000	CODE ENFORCEMENT REV	17,807	18,000	24,000	20,000
101-000.00-664.000	INTEREST	14,863	10,000	25,000	25,000
101-000.00-669.020	COMM TOWER LEASE FEE	321,325	19,300	-	-
101-000.00-672.010	STLIGHT SPECIAL ASSMT	284,851	284,850	312,700	312,700
101-000.00-672.020	BLACKTOP & ROAD SA	136,831	63,700	51,680	46,200
101-000.00-672.030	SIDEWALK ASSESSMENTS	6,387	6,060	6,060	6,060
101-000.00-673.000	SALE OF FIXED ASSETS	-	80,000	-	150,000
101-000.00-675.010	DONATIONS	1,647	-	3,600	-
101-000.00-676.010	ELECTION EXP REIMB	30,449	-	25,000	-
101-000.00-687.000	REFUNDS/REBATE/REIMB	61,813	130,100	202,100	61,000
101-000.00-694.000	MISCELLANEOUS REV	690	1,000	1,000	1,000
101-000.00-694.020	COMCAST CABLE FRANCH	304,224	301,600	305,000	305,000
101-000.00-694.025	CABLE FRANCHISE FEES	73,576	76,000	66,000	66,000
101-000.00-694.030	BWL FRANCHISE FEE	137,764	137,700	142,200	142,200
101-000.00-694.040	DAILY CASH OVER/SHORT	30	-	-	-
101-000.00-697.115	LOAN PROCEEDS-QEC	2,613,930	-	-	-
101-000.00-698.020	BOND PROCEEDS	-	537,400	-	-
101-000.00-698.060	CAPITAL LEASE PROCEEDS	-	-	14,370	-
101-000.00-699.001	TRANSFER IN	216,962	-	-	-
101-000.00-699.030	COST ALLOC-FROM SEWER	348,000	354,960	354,960	372,710
101-000.00-699.110	TRANSFER IN - DELHI DDA	120,894	-	-	-
Total		\$ 11,761,205	\$ 9,048,450	\$ 8,915,980	\$ 8,559,390

Revenue Trends



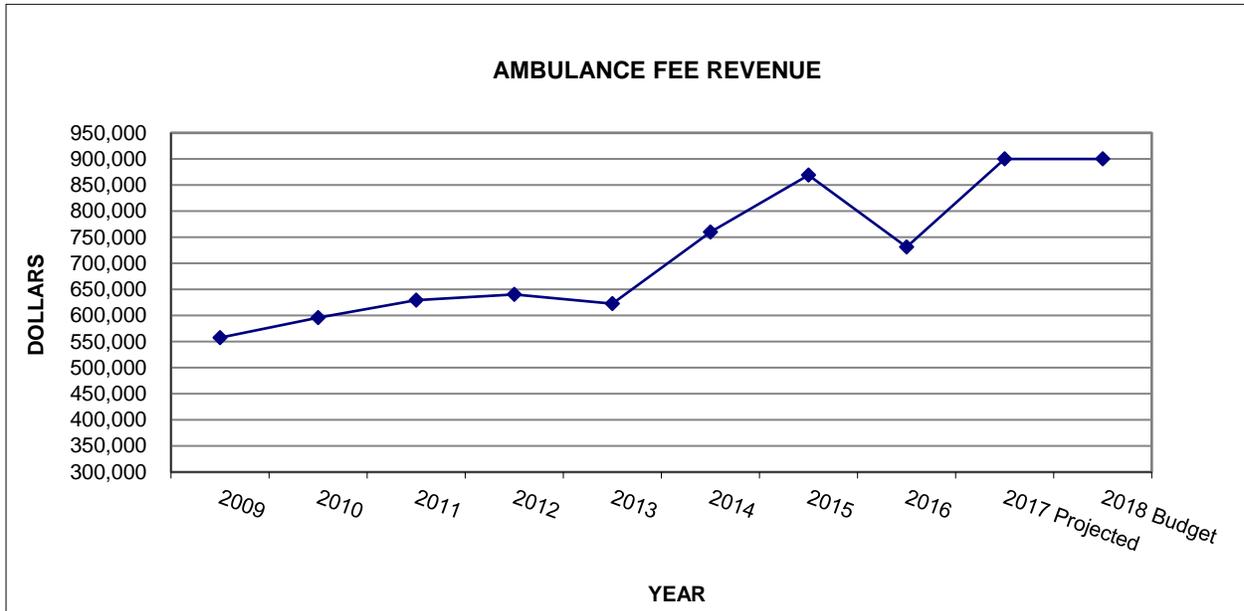
Property tax revenues increased steadily until 2009, due to both the increase in taxable value and new development. Since 2009, taxable value dropped dramatically, and development slowed due to the economic recession. Tax revenue began increasing in 2014, but growth in revenue is depressed due to the Headlee override which limits tax increases.



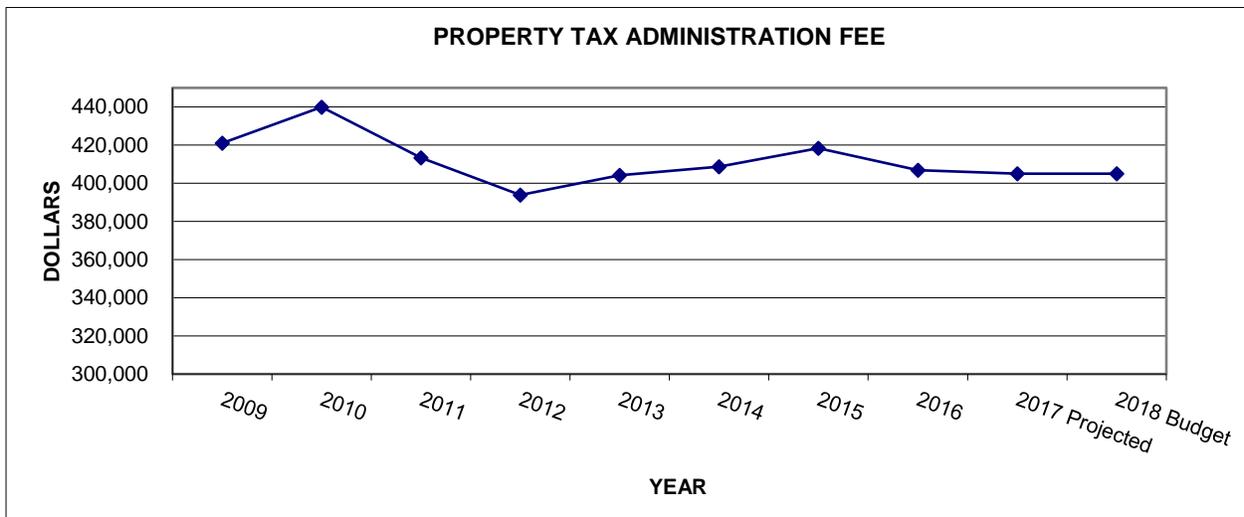
The amount of state revenue sharing received by the Township is based on a formula using sales tax, population, and other factors. As the State of Michigan reduced the statutory portion of revenue sharing, the amount received by the Township fell through 2010. With the 2010 census data revealing the increase in population, the amount received increased. The 2018 budget is based on the state's revenue predictions.



Revenue Trends



Revenue from ambulance fees has increased due to increased number of runs and an increase in fees in 2017. The dip in 2016 is due to road construction. Calls in certain areas were routed to the City of Lansing, as they could provide faster service.

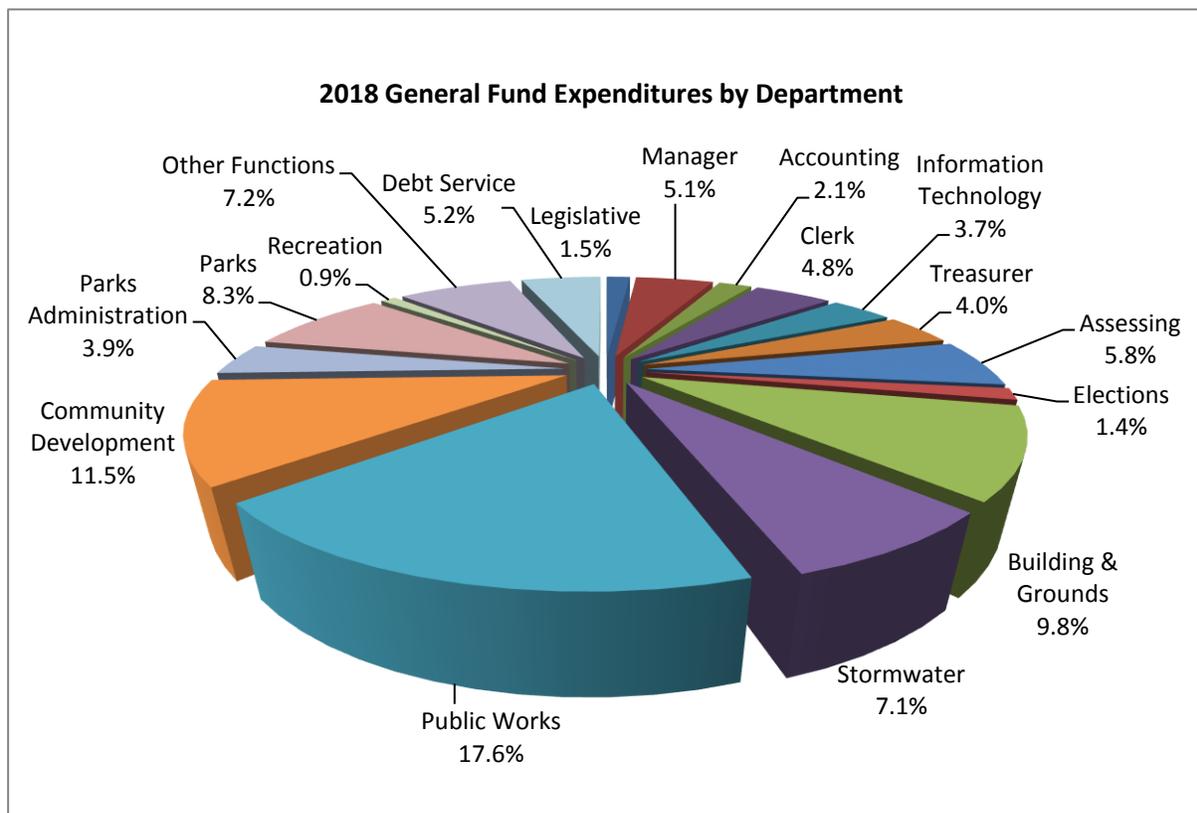


The Township receives 1% of all tax collections as an administration fee. As property taxes increase and decrease, the administration fee follows that trend.



GENERAL FUND EXPENDITURE SUMMARY BY DEPARTMENT

Department Name	Department Number	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Legislative	101.00	102,561	107,930	107,040	109,420
Manager	171.00	337,205	346,760	342,060	360,630
Accounting	191.00	134,837	146,840	146,380	151,540
Clerk	215.00	315,836	337,110	333,590	345,070
Information Technology	228.00	200,625	301,940	293,480	264,000
Treasurer	253.00	256,730	271,860	271,760	284,840
Assessing	257.00	326,047	402,500	369,760	412,900
Elections	262.00	134,285	25,200	81,750	100,190
Building & Grounds	265.00	1,794,751	2,363,690	2,248,840	698,570
Stormwater	281.00	459,252	701,020	678,660	507,320
Public Works	446.00	784,424	1,675,240	1,316,350	1,257,500
Community Development	721.00	796,022	755,150	726,240	817,200
Parks Administration	752.00	247,651	266,800	264,690	278,630
Parks	771.00	607,308	972,310	1,011,980	593,200
Recreation	774.00	68,130	65,780	69,900	67,400
Other Functions	850.00	575,657	565,850	546,990	517,100
Debt Service	905.00	158,299	401,030	369,690	369,770
		7,299,620	9,707,010	9,179,160	7,135,280





DEPARTMENT - Legislative (101)

Purpose or Objective of this Department:

Provide legislative leadership and management support for Delhi Charter Township.

Activities of this Department

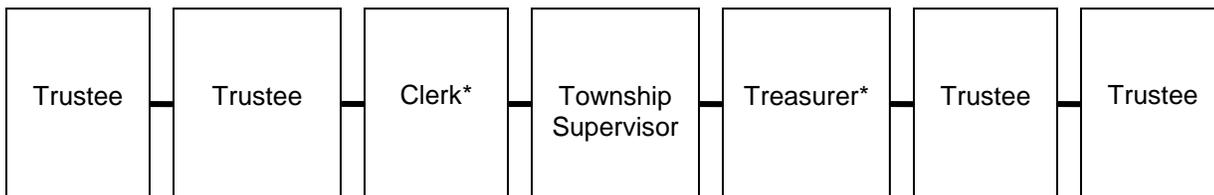
Expenditures in this activity include Supervisor and Trustees' salaries, education, training, and travel; miscellaneous expenditures related to Township Board activities; dues for Township membership in organizations that support activities of the Township.

Year 2018 Goals

1. Provide leadership to protect the health, welfare, and safety of Township residents.
2. Provide leadership to promote regional cooperation/collaboration in the area of transportation, public safety, library services, water, sewer, and other environmental/social issues.
3. Provide leadership to enhance the quality of life along with creating a sense of place for Township residents.
4. Encourage Board members and members of other Boards and Commissions to participate in training workshops and conferences.
5. Provide effective communication to residents through the township website, newsletters and media.

Resources Needed

The attached year 2018 budget requests expenditures of \$109,420, an increase of \$2,380 from the 2017 projected actual expenditures. This budget includes continued memberships in Michigan Townships Association, Michigan Association of Township Supervisors, Holt/Diamondale School Business Alliance, Capital Area Safety Council, Michigan Municipal League, and the Lansing Economic Area Partnership.



*Treasurer and Clerk are budgeted in other departments.



LEGISLATIVE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-101.00-707.000	BD OF TRUSTEES-SALARY	\$ 66,717	\$ 66,470	\$ 67,800	\$ 68,060
101-101.00-715.000	SOCIAL SEC/MEDICARE	5,036	5,090	4,520	4,540
101-101.00-717.000	LIFE INSURANCE	306	310	310	310
101-101.00-718.000	PENSION CONTRIBUTION	-	-	350	350
101-101.00-724.000	WORKERS COMP	87	160	160	160
101-101.00-802.000	MEMBERSHIPS,DUES,SUBS	28,312	30,400	30,400	30,500
101-101.00-956.000	MISCELLANEOUS	244	1,000	1,000	1,000
101-101.00-960.000	EDUCATION & TRAINING	1,859	4,500	2,500	4,500
101-101.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 102,561	\$ 107,930	\$ 107,040	\$ 109,420



Legislative Performance Indicators

	2012	2013	2014	2015	2016
Committee of the Whole Meetings	16	18	20	19	16
Regular Board Meetings	19	20	22	21	21
Joint Board Meetings	1	1	2	1	1
Special Board Meetings	2	1	0	0	0
Budget Meetings	3	3	3	3	3
Agenda Items Presented/Acted Upon	265	293	316	305	322
Agenda Pages Reviewed	1917	2889	2521	2686	3034



DEPARTMENT - Manager (171)

Purpose or Objective of this Department

To administer and implement the Goals and Objectives of the Township Board through the effective use of available personnel, financial, and physical resources.

Activities of this Department

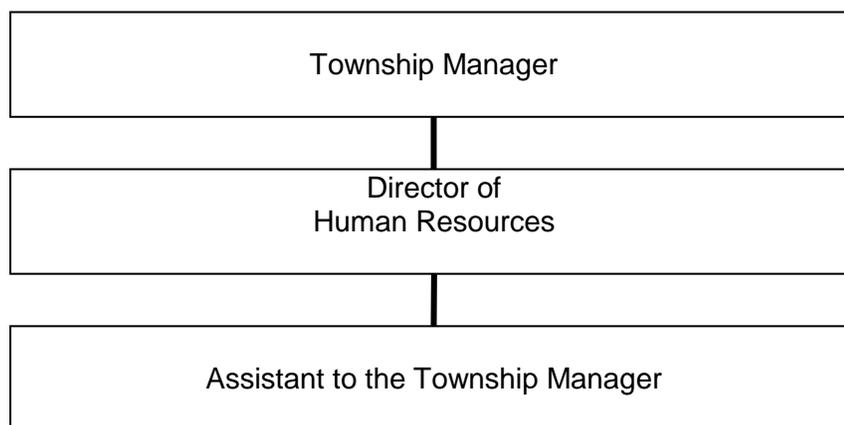
Manage the revenues and expenditures of the General Fund, Sewer Fund, Fire Fund, Police Fund, Fire Equipment and Water Improvement Funds. Provide personnel and benefit administration services.

Year 2018 Goals

1. Schedule joint meetings with other township boards and commissions to discuss and share mutual visions and goals.
2. Work with the Downtown Development Authority (DDA) to expand our tax base.
3. Recruit and retain employees that can best meet the needs of our Township departments.
4. Evaluate current and future Township-wide staffing needs.
5. Continue to evaluate township-wide salary and benefits.
6. Continue to incorporate Capital Improvement Plan into the annual budget.
7. Continue to update a 5 year budget plan.

Resources Needed

The 2018 budget requests expenditures of \$360,630, which is an increase of \$18,570 from 2017 projected actual expenditures. This budget reflects the cost of three full-time staff members (Township Manager, Director of Human Resources, and Assistant to the Township Manager) to meet its goals and objectives.





MANAGER'S OFFICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-171.00-703.000	SALARIES	\$ 229,087	\$ 230,710	\$ 230,710	\$ 244,120
101-171.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-171.00-703.010	OVERTIME	-	670	-	780
101-171.00-715.000	SOCIAL SEC/MEDICARE	18,275	19,010	19,010	20,040
101-171.00-716.000	HEALTH INSURANCE	30,922	34,190	30,610	31,880
101-171.00-716.010	DENTAL INSURANCE	3,546	3,660	3,310	3,480
101-171.00-717.000	LIFE INSURANCE	1,163	1,180	1,180	1,250
101-171.00-718.000	PENSION CONTRIBUTION	28,722	28,840	28,840	30,520
101-171.00-719.000	DISABILITY INSURANCE	1,734	1,760	1,760	1,860
101-171.00-723.000	AUTO EXP ALLOWANCE	10,368	10,370	10,370	10,370
101-171.00-724.000	WORKERS COMP	602	1,120	1,120	1,180
101-171.00-726.000	OFFICE SUPPLIES	94	250	250	250
101-171.00-802.000	MEMBERSHIPS,DUES,SUBS	2,707	3,600	3,600	3,600
101-171.00-853.000	TELEPHONE/COMM	1,027	700	600	600
101-171.00-956.000	MISCELLANEOUS	515	1,700	1,700	1,700
101-171.00-960.000	EDUCATION & TRAINING	5,944	6,500	6,500	6,500
101-171.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 337,205	\$ 346,760	\$ 342,060	\$ 360,630

Staffing Levels			
	2016	2017	2018
Township Manager	1.00	1.00	1.00
Asst. Twp. Manager of Huma	1.00	1.00	1.00
Admin. Asst./Deputy Supervis	1.00	1.00	1.00
Total	3.00	3.00	3.00



Manager's Office Performance Indicators

1. TOWNSHIP BOARD					
	2012	2013	2014	2015	2016
Number of Township Board Meetings Attended	25	25	27	25	21
Number of Township Board Agenda Items Prepared	265	293	316	305	322
Number of Township Budget Meetings Held (both with staff and the Township Board)	15	15	15	15	15
2. STAFF DEVELOPMENT					
	2012	2013	2014	2015	2016
Number of Department Head Staff Meetings Held	8	9	7	9	8
Number of Employee Staff Meetings Held	4	3	3	3	3
3. PERSONNEL					
	2012	2013	2014	2015	2016
Number of Full-Time Job Postings	3	1	1	8	5
Number of Part-Time Job Postings	0	4	4	1	2
Number of Full-Time Employees Hired	3	1	1	7	5
Number of Part-Time Employees Hired	0	4	4	1	2
Number of Full-Time Employees Separated	3	1	1	4	2
Number of Part-Time Employees Separated	0	1	1	2	4
4. BENEFITS					
	2012	2013	2014	2015	2016
Number of Full-Time Employees Enrolled in Health Insurance (by category):					
Family Coverage	21	22	19	19	21
Two-Party Coverage	12	8	8	7	6
Single-Party Coverage	9	10	12	11	14
Retiree Coverage	14	12	13	13	14
Number of Full-Time Employees Enrolled in Dental Insurance (by category):					
Family Coverage	28	25	23	24	25
Two-Party Coverage	19	18	19	15	19
Single-Party Coverage	12	12	13	13	14
Number of Full-Time Employees Receiving Payment in Lieu of Health Insurance	17	17	14	14	16
Number of Full-Time Employees Receiving Payment in Lieu of Dental Insurance	2	2	2	2	2
5. RISK MANAGEMENT					
	2012	2013	2014	2015	2016
Total Number of Recordable Work-Related Injuries and Illnesses	4	6	5	7	2
Total Number of Days Away from Work due to Work-Related Injuries and Illnesses	0	73	0	0	0



DEPARTMENT - Accounting Department (191)

PURPOSE OR OBJECTIVE OF THIS DEPARTMENT: Provide accurate, meaningful, and accessible financial information to stakeholders. Safeguard Delhi Charter Township's assets by maintaining and monitoring internal controls. Ensure that the payroll, accounts payable and budgeting operations of the Township are carried out effectively and efficiently.

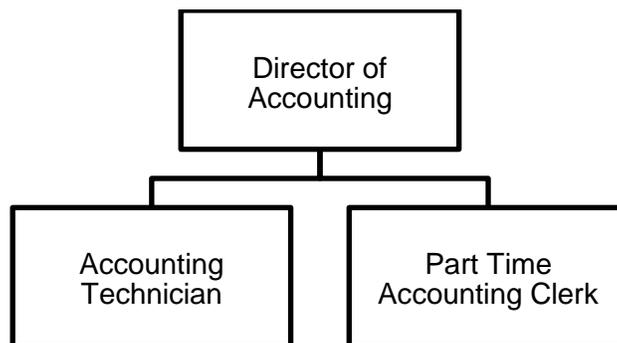
Activities of this Department: Publish financial statements, maintain the general ledger, calculate cost allocations between funds, prepare and publish annual budgets and periodic amendments, reconcile bank statements, and file required reports with the State and Federal governments. Oversight responsibilities as to accounting, payroll, accounts payable and financial matters affecting all departments. These activities aid the Board in meeting their goal of maintaining fiscal integrity and increased efficiency.

Year 2018 Goals:

1. Provide reliable and relevant information to decision makers
2. Publish and monitor the budget, communicating variances
3. Continue to properly apply accounting principles and receive a clean audit
4. Promote the use of technology to increase effectiveness and efficiency
5. Update the five-year projection

Resources needed:

The fiscal year 2018 budget request is for \$151,540 an increase of \$5,160 from the projected 2017 budget. The 2018 budget includes a contracted Director, a full-time Accounting Technician, and a part-time Accounting Clerk (25 hours/week).





ACCOUNTING

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-191.00-703.000	SALARIES	\$ 55,996	\$ 56,900	\$ 56,900	\$ 60,060
101-191.00-703.005	PART TIME HELP	26,341	27,060	27,060	27,470
101-191.00-715.000	SOCIAL SEC/MEDICARE	4,470	4,750	4,750	5,000
101-191.00-716.000	HEALTH INSURANCE	4,974	5,710	5,500	6,220
101-191.00-716.010	DENTAL INSURANCE	517	540	540	510
101-191.00-717.000	LIFE INSURANCE	286	290	290	320
101-191.00-718.000	PENSION CONTRIBUTION	7,811	7,950	7,950	8,330
101-191.00-719.000	DISABILITY INSURANCE	424	440	440	460
101-191.00-724.000	WORKERS COMP	193	250	250	250
101-191.00-726.000	OFFICE SUPPLIES	314	1,700	1,700	1,700
101-191.00-802.000	MEMBERSHIPS,DUES,SUBS	425	450	450	450
101-191.00-807.000	AUDIT FEES	7,280	7,750	7,500	7,720
101-191.00-818.000	CONTRACTUAL SERVICES	24,719	30,900	30,900	30,900
101-191.00-956.000	MISCELLANEOUS	-	500	500	500
101-191.00-960.000	EDUCATION & TRAINING	1,089	1,650	1,650	1,650
101-191.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 134,837	\$ 146,840	\$ 146,380	\$ 151,540

	Staffing Levels		
	2016	2017	2018
Director-contracted			
Accounting Technician	1.00	1.00	1.00
Accounting Clerk	0.63	0.63	0.63
Total	1.63	1.63	1.63



Accounting Performance Indicators

	Year Ended 12/31/12	Year Ended 12/31/13	Year Ended 12/31/14	Year Ended 12/31/15	Year Ended 12/31/16
Number of manual journal entries	758	704	715	695	704
Percent of time that bank statements are reconciled to general ledger cash balances within 30 days of receipt of bank statement	100%	100%	100%	100%	100%
Number of bank reconciliations	213	187	178	162	157
Number of W-2's processed	273	180	273	245	328
Number of payroll checks processed	1,442	1,179	1,100	995	1,101
Number of payroll direct deposits	2,038	2,250	2,571	2,190	2,280
Number of purchase orders processed	444	435	457	441	431
Number of accounts payable checks processed (not including voids)	2,376	2,165	2,149	2,069	1,959
Number of accounts payable e-checks processed	482	476	527	606	707
Number of accounts payable checks voided (not including checks voided by system)	27	19	34	13	21
Percent general fund departments at or below budget	100%	100%	100%	100%	100%
Budget amendments prepared	3	4	4	4	3
Per Auditor opinion, the financial statements present fairly the financial position of the Township	Yes	Yes	Yes	Yes	Yes



DEPARTMENT - Clerk (215)

Purpose or Objective of this Department

To serve the citizens and employees of Delhi Township by effectively providing a broad range of services in the office, online and through public outreach.

Activities of this Department

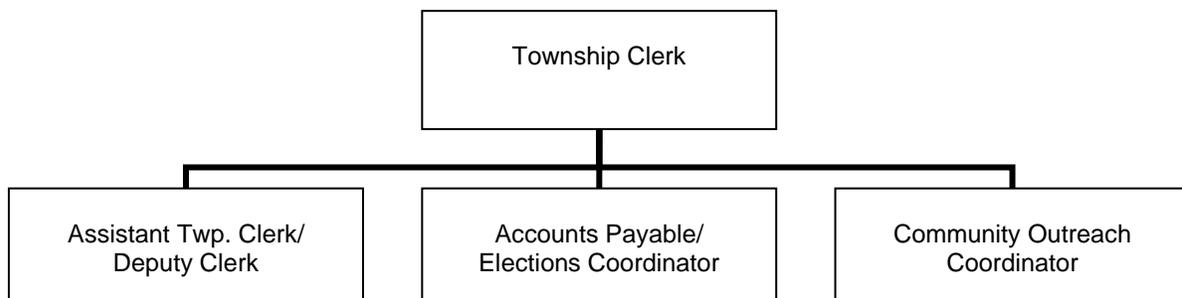
- Provide records management through physical file storage and document imaging as the Township’s central record keeper in accordance to the State of Michigan Record Retention Schedule; publish and post legal notices.
- Record Township board meetings, committee meetings and special meetings and prepare minutes; ensure necessary functions are performed following board meetings.
- Prepare accounts payable checks.
- Cemetery administration; collect fees and prepare documents for cemetery related operations.
- Answer main telephone line for the Township and greet customers.
- FOIA Coordinator.
- Voter Registration and Election Administration.
- Notary Public service.
- Issue Transient Sales Licenses.
- Provide information outreach; maintain Township web site, Township Newsletter, programming of LED sign, social media.
- Provide complete passport services.

Year 2018 Goals

1. Continue in-depth cross training of staff.
2. Continue to elevate community outreach using the Township web site, Township newsletter, social media and news and print media outlets.
3. Continue to produce videos to educate residents about Township issues and promote events.
4. Install interactive kiosk in the lobby of the Community Services Center.
5. Explore various alternative burial options for Maple Ridge Cemetery.
6. Implement interactive mapping for Township cemeteries with links to file information.
7. Continue publication of annual events guide.

Resources Needed

The attached year 2018 budget shows 2017 projected expenditures to be \$333,590, a decrease of \$3,520 from 2017 budgeted expenditures. 2018 requested expenditures are \$345,070, an increase of \$11,480 from 2017 projected actual expenditures. The increase is due to cost of living salary increases, and other costs associated with salaries, i.e. pension, social security, etc.





CLERK'S OFFICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-215.00-703.000	SALARIES	\$ 203,836	\$ 208,820	\$ 208,830	\$ 214,210
101-215.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-215.00-715.000	SOCIAL SEC/MEDICARE	14,786	16,170	16,170	16,580
101-215.00-716.000	HEALTH INSURANCE	47,374	53,480	51,100	53,110
101-215.00-716.010	DENTAL INSURANCE	4,568	4,840	4,380	4,600
101-215.00-717.000	LIFE INSURANCE	1,012	1,070	1,070	1,090
101-215.00-718.000	PENSION CONTRIBUTION	24,173	26,100	26,110	26,780
101-215.00-719.000	DISABILITY INSURANCE	1,382	1,590	1,590	1,630
101-215.00-724.000	WORKERS COMP	324	790	790	820
101-215.00-740.000	MATERIAL & SUPPLIES	2,807	1,500	1,500	1,500
101-215.00-803.001	POSTAGE-PASSPORTS	94	-	2,000	2,000
101-215.00-817.000	CODIFICATION OF TWP ORD	500	5,000	5,000	5,000
101-215.00-818.000	CONTRACTUAL SERVICES	183	800	800	800
101-215.00-853.000	TELEPHONE/COMM	68	-	-	-
101-215.00-870.000	MILEAGE	42	250	250	250
101-215.00-902.000	PUBLISH/LEGAL NOTICES	8,764	8,000	8,000	8,000
101-215.00-956.000	MISCELLANEOUS	689	1,000	1,000	1,000
101-215.00-960.000	EDUCATION & TRAINING	2,733	5,200	2,500	5,200
101-215.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 315,836	\$ 337,110	\$ 333,590	\$ 345,070

Staffing Levels			
	2016	2017	2018
Clerk	1.00	1.00	1.00
Asst. Clerk/Deputy Clerk	1.00	1.00	1.00
Accts Payable/Elections Coord.	1.00	1.00	1.00
Community Outreach Coordinatc	1.00	1.00	1.00
Total	4.00	4.00	4.00



Clerk's Department Performance Indicators

WEB SITE ACTIVITY					
	2012	2013	2014	2015	2016
Pageviews (visitors)	188,699	181,666	213,655	205,542	229,065
Desktop	85%	74%	65%	63%	58%
Mobile	11%	19%	26%	30%	35%
Tablet	4%	7%	9%	7%	7%
Top 10 most accessed pages (besides home page).					
	2013	2014	2015	2016	
= Rec. Info	12,320	↑ News/ Events 17,074	↑ Rec. Info 17,074	News/ Events	12,642
= News/ Events	10,608	↓ Rec. Info 12,346	↓ News/ Events 12,346	Departments	12,512
↑ Assessing	9,983	↑ Departments 11,749	= Departments 11,749	Rec. Info	11,646
↓ Departments	9,974	↓ Assessing 10,162	= Assessing 10,162	Assessing	9,769
= Park Info	6,463	= Park Info 6,935	= Park Info 6,935	Park Info	7,529
↑ Job Postings	5,399	↑ Services 5,966	↑ Job Postings 5,966	Online Pmts	7,167
↓ Fire home	5,343	↓ Job Postings 5,416	↓ Services 5,416	Services	6,898
↓ Parks home	5,303	= Parks home 5,044	↑ Online Pmts 5,044	Job Postings	6,439
= Services	4,370	↑ Online Pmts 4,953	↓ Parks home 4,953	Recycling	5,678
= Ordinances	4,204	= Ordinances 4,941	= Ordinances 4,941	Election Info	5,395
SOCIAL MEDIA					
	2012	2013	2014	2015	2016
Delhi Township facebook page "likes"	972	1,229	1,398	1,845	5,262
Followers for @delhitwp on Twitter	1,080	1,258	1,386	1,629	1,745
FOIA REQUESTS					
Freedom of Information Act Requests	85	43	44	33	52
NOTARY PUBLIC					
Signatures Notarized	300	350	320	250	411
MEETINGS					
Board, Committee, and Special Meetings (to prepare minutes/follow up action)	41	43	52	48	49
LEGAL NOTICES					
Legal Notices Published by Clerk's Office	43	40	54	43	57
TRANSIENT SALES LICENSES					
Transient Sales Licenses Issued	9	15	8	9	6
ACCOUNTS PAYABLE					
Accounts Payable Checks Prepared	2,858	2,669	2,705	2,680	2,287
PASSPORT SERVICES					
Passport Applications Processed	--	--	--	--	47*
Passport Photos Taken	--	--	--	--	53*
Passport Service Revenue	--	--	--	--	\$1,175*
<i>*Began passport services in December 2016.</i>					
CEMETERY					
	2012	2013	2014	2015	2016
Total Interments	62	54	41	46	51
Regular	39	37	20	30	29
Cremation	19	15	14	11	20
Columbarium	4	2	7	5	2
Plots Sold	45	26	29	29	20
Niches Sold	5	10	6	9	0
Foundation Orders Processed	32	34	32	22	31
Plots Sold to Township	8	3	4	7	5
Cemetery Revenue	\$62,996	\$50,749	\$45,740	\$63,486	\$48,304



DEPARTMENT - Information Technology (228)

PURPOSE OR OBJECTIVE OF THIS DEPARTMENT: Maintain functionality of computer systems, printers and networks of Community Services Center, Maintenance Facility, Wastewater Treatment Plant, and Downtown Development Authority. Also, to provide GIS mapping products to various departments to increase efficiency and productivity. Provide GIS to the public as a means of information dissemination.

Activities of this Department: Responsible for purchasing all Township computers and software and repair and support services; maintaining and upgrading existing equipment; Help-desk functions for all Township personnel and computer programs; maintain inventory of all computer systems. Keep up with GIS technology and maintain a useful GIS database for employees.

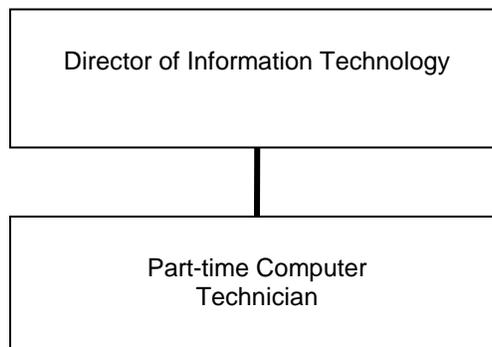
Year 2018 Goals:

1. Expand data storage to meet the needs of Township users.
2. Replace up to 15 desktop PC's and monitors.
3. Implement heightened security restrictions and train users on cyber security.

Resources needed: The attached year 2018 budget reflects expenditures of \$264,000, a decrease of \$29,480 from the 2017 projected budget expenditure of \$293,480. The decrease reflects the lack of new capital improvement projects next year, as well as a reduction in the need for external GIS support and part-time general technical support.

Indicators of Departmental Objectives/Goals:

1. Number of lost hours due to computer related failures.
2. Ability of employees to timely complete daily data processing duties.
3. Network/server up time.
4. No data breaches due to a cyber security event.
5. Number of lost hours due to a cyber security event.





INFORMATION TECHNOLOGY

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-228.00-703.000	SALARIES	\$ -	\$ 63,750	\$ 52,140	\$ 66,110
101-228.00-703.005	PART TIME HELP	50,252	37,820	37,820	25,100
101-228.00-715.000	SOCIAL SEC/MEDICARE	3,844	7,770	7,000	7,000
101-228.00-716.000	HEALTH INSURANCE	-	17,750	4,500	7,500
101-228.00-716.010	DENTAL INSURANCE	-	1,660	400	540
101-228.00-717.000	LIFE INSURANCE	-	350	300	350
101-228.00-718.000	PENSION CONTRIBUTION	-	7,970	4,000	8,240
101-228.00-719.000	DISABILITY INSURANCE	-	490	250	510
101-228.00-724.000	WORKERS COMP	311	250	350	300
101-228.00-740.000	MATERIAL & SUPPLIES	6,058	9,250	9,250	9,250
101-228.00-818.000	CONTRACTUAL SERVICES	79,310	42,620	70,000	55,000
101-228.00-853.000	TELEPHONE/COMM	372	660	300	-
101-228.00-870.000	MILEAGE	37	1,000	1,000	1,000
101-228.00-930.001	HARDWARE MAINTENANCE	353	2,000	2,000	2,000
101-228.00-930.025	COMPUTER EQUIPMENT	6,834	29,100	14,000	26,600
101-228.00-930.030	COMP SOFTWARE MAINT	37,743	44,000	44,000	48,000
101-228.00-932.000	COMP PROGRAM CHANGES	-	4,000	4,000	4,000
101-228.00-956.000	MISCELLANEOUS	877	500	500	500
101-228.00-960.000	EDUCATION & TRAINING	-	1,000	1,000	2,000
101-228.00-970.000	CAPITAL OUTLAY	14,635	30,000	40,670	-
Total		\$ 200,625	\$ 301,940	\$ 293,480	\$ 264,000

Staffing Levels			
	2016	2017	2018
Director of Information Tech.	0.00	1.00	1.00
Computer Technician	0.75	0.50	0.30
Total	0.75	1.50	1.30



DEPARTMENT – Treasurers’ Office (253)

Purpose or Objective of this Department

Being the Custodian of the Township funds we receive, receipt, deposit and transfer all Township monies. As the Chief Investment Officer surplus funds are invested so funds are safe and available when needed.

Activities of this Department

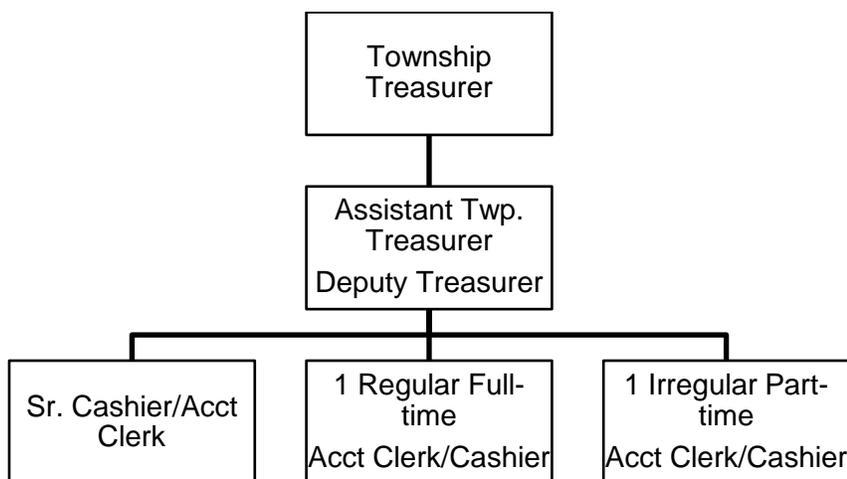
Daily receipting, processing, and investing of all Township monies; preparation, maintenance, and processing of all monthly sewer bills; administering the tax roll, including bill preparation, collections, and distribution of property taxes, captured revenues, industrial facilities taxes, and service fees in lieu of taxes. Maintain, manage, and collect special assessment district rolls and delinquent personal property tax roll. Manage all township debt service.

Year 2018 Goals

1. Continue to seek investments that preserve safety of principal
2. Promote continued use of e-mailing sewer bills and direct debit for payments
3. Seek technological improvements to process payments
4. Assist other departments with credit card transaction processing
5. Continue cross training sewer billing function
6. Continue to upgrade staff professional development

Resources Needed

The attached year 2018 budget requests expenditures of \$284,840. This is an increase of \$13,080 from 2017 projected. This budget reflects a part-time treasurer, assistant treasurer, senior account clerk, cashier/account clerk as well as payment for 500 hours of additional part-time help.

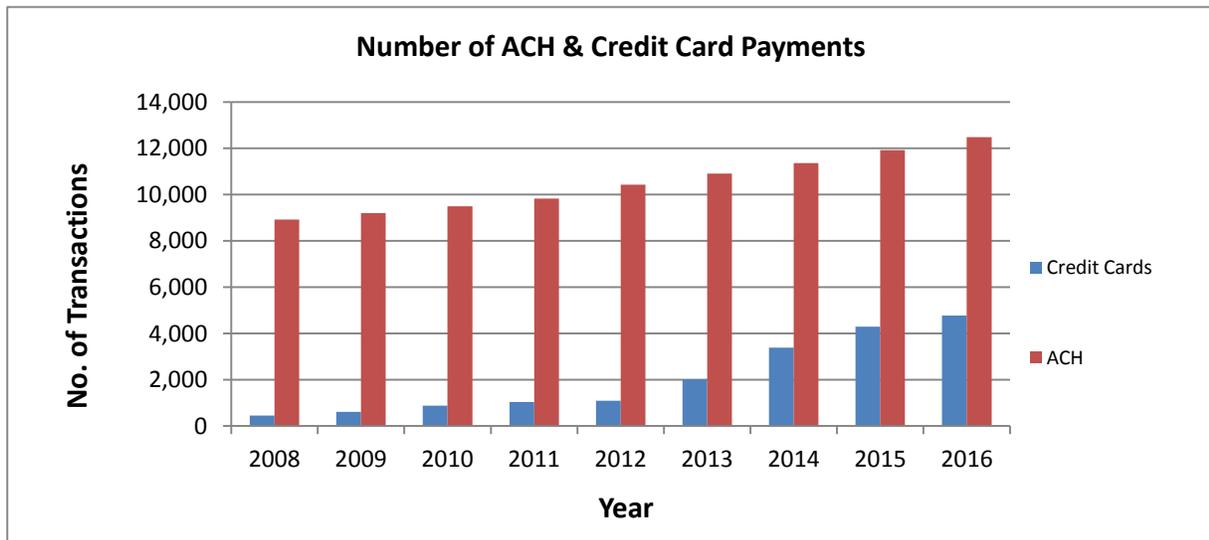
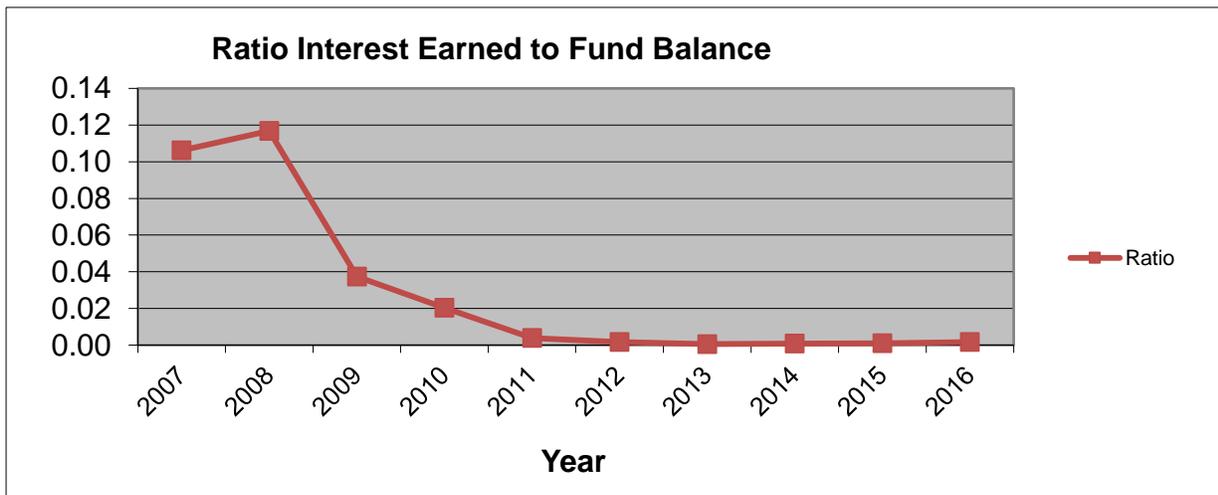
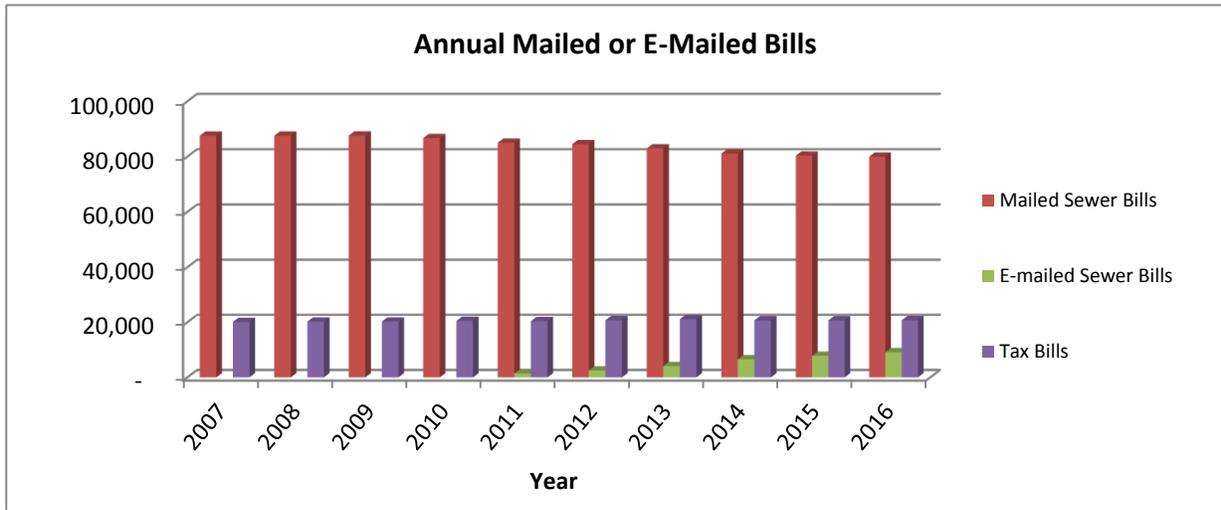




TREASURER'S OFFICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-253.00-703.000	SALARIES	\$ 132,047	\$ 134,180	\$ 167,520	\$ 174,420
101-253.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-253.00-703.005	PART TIME HELP	40,755	46,460	5,580	7,430
101-253.00-715.000	SOCIAL SEC/MEDICARE	12,234	12,820	12,540	13,250
101-253.00-716.000	HEALTH INSURANCE	19,041	20,740	25,400	26,240
101-253.00-716.010	DENTAL INSURANCE	2,577	2,660	2,750	2,940
101-253.00-717.000	LIFE INSURANCE	551	560	730	760
101-253.00-718.000	PENSION CONTRIBUTION	14,265	14,460	17,790	18,480
101-253.00-719.000	DISABILITY INSURANCE	818	840	1,090	1,140
101-253.00-724.000	WORKERS COMP	404	740	710	730
101-253.00-726.000	OFFICE SUPPLIES	572	1,000	1,000	1,000
101-253.00-729.001	TAX BILL PRINTING	13,329	17,500	17,500	18,500
101-253.00-802.000	MEMBERSHIPS,DUES,SUBS	658	700	750	750
101-253.00-815.000	COURT FILING/SERVICE FEES	633	2,000	1,000	2,000
101-253.00-818.000	CONTRACTUAL SERVICES	12,471	8,000	8,000	8,000
101-253.00-870.000	MILEAGE	134	200	200	200
101-253.00-930.020	EQUIPMENT MAIN & REPAIR	347	1,000	1,000	1,000
101-253.00-956.000	MISCELLANEOUS	1,519	500	700	500
101-253.00-960.000	EDUCATION & TRAINING	1,877	5,000	5,000	5,000
101-253.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 256,730	\$ 271,860	\$ 271,760	\$ 284,840

Staffing Levels			
	2016	2017	2018
Treasurer	0.30	0.30	0.30
Deputy Treasurer	1.00	1.00	1.00
Senior Acct Clerk	1.00	1.00	1.00
Acct Clerk	1.25	1.00	1.00
Part-time Cashier Clerk	0.00	0.25	0.25
Total	3.55	3.55	3.55





DEPARTMENT – Assessing (257)

Purpose or Objective of this Department

Fairly, uniformly, and accurately assess all real and personal property within the Township and maintain the Township assessment rolls.

Activities of this Department

1. Inventory and list all property within the Assessment Jurisdiction
2. Uniformly evaluate all taxable property in accordance with sound appraisal methods as prescribed by the Michigan State Tax Commission
3. Calculate the taxable value for every property
4. Prepare an assessment roll with all taxable property identified
5. Perform real and personal property tax appraisals and conduct field Inspections
6. Defend assessments at the Michigan Tax Tribunal

Year 2018 Goals

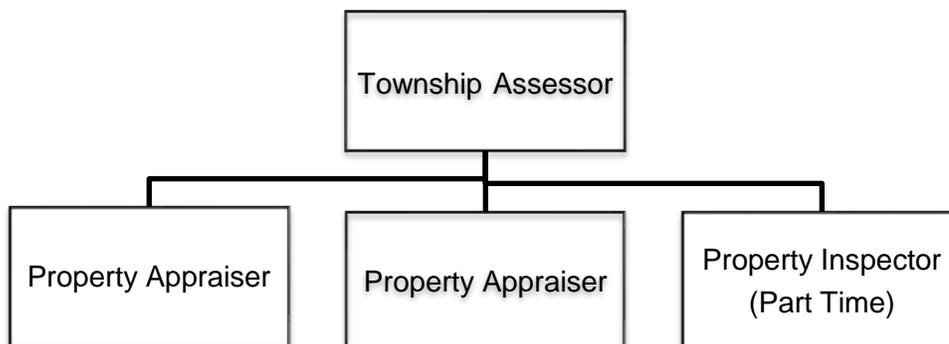
- Re-organize/update office document management system.
- Continue to monitor and analyze Commercial and Industrial properties using appropriate valuation methods.
- Continue re-inspections of Residential, Commercial, Industrial and Agricultural parcels in an effort to meet 20% inspected in each class per State Tax Commission guideline.
- Continue to defend property tax appeals before the Michigan Tax Tribunal.
- Continue to update Assessing Department’s section of the Delhi Township website, as needed.
- Continue to update Land and ECF tables for all classes of property.
- Continue with inspection of building permits in the township to ensure accurate assessments.
- Continue to comply with STC Audit of Minimum Assessing Requirements (AMAR).

Resources Needed:

The attached year 2018 budget requests expenditures of \$412,900. The budget reflects three full-time employees, as well as a permanent part-time property inspector to meet the Department’s goals.

Resources Available:

The 2018 township tax administration fee of 1% is estimated to be \$400,000, which is sufficient to fully fund the assessing function.





ASSESSING

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-257.00-703.000	SALARIES	\$ 154,707	\$ 168,560	\$ 165,260	\$ 166,880
101-257.00-703.005	PART TIME HELP	12,549	24,600	24,600	25,080
101-257.00-703.010	OVERTIME	192	1,470	800	1,480
101-257.00-708.000	BOARD OF REVIEW	1,380	2,700	1,530	2,700
101-257.00-715.000	SOCIAL SEC/MEDICARE	13,678	16,060	15,350	15,650
101-257.00-716.000	HEALTH INSURANCE	14,509	15,100	13,700	28,730
101-257.00-716.010	DENTAL INSURANCE	4,051	4,310	3,890	4,720
101-257.00-717.000	LIFE INSURANCE	764	860	710	860
101-257.00-718.000	PENSION CONTRIBUTION	18,533	21,070	17,240	20,860
101-257.00-719.000	DISABILITY INSURANCE	1,090	1,290	1,050	1,270
101-257.00-724.000	WORKERS COMP	1,052	1,960	1,650	1,960
101-257.00-729.000	ASSMT NOTICES/PP STMTS	6,448	7,500	6,030	6,100
101-257.00-730.000	GASOLINE	465	1,600	300	1,600
101-257.00-740.000	MATERIAL & SUPPLIES	2,074	2,350	2,050	2,350
101-257.00-801.000	LEGAL FEES	39,850	60,000	44,550	60,000
101-257.00-802.000	MEMBERSHIPS,DUES,SUBS	1,005	1,100	1,130	1,260
101-257.00-818.000	CONTRACTUAL SERVICES	45,020	52,000	48,300	46,000
101-257.00-870.000	MILEAGE	104	200	250	250
101-257.00-930.020	EQUIPMENT MAIN & REPAIR	185	-	-	-
101-257.00-931.000	VEHICLE REPAIR/MAINT	499	1,800	800	1,800
101-257.00-956.000	MISCELLANEOUS	3,235	1,000	1,000	1,000
101-257.00-960.000	EDUCATION & TRAINING	4,658	6,970	4,500	6,350
101-257.00-970.000	CAPITAL OUTLAY	-	10,000	15,100	16,000
Total		\$ 326,047	\$ 402,500	\$ 369,790	\$ 412,900

Staffing Levels			
	2016	2017	2018
Assessor	1.00	1.00	1.00
Sr. Property Appraiser	1.00	1.00	1.00
Property Appraiser	1.00	1.00	1.00
Property Inspector	0.30	0.63	0.63
Total	3.30	3.63	3.63



**ASSESSING DEPARTMENT
PERFORMANCE INDICATORS**

Ad Valorem Assessed Value Trend Analysis

Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal	Total	Overall %
2010	7,162,600	132,863,100	14,513,700	568,803,675	0	48,597,700	771,940,775	-7.65%
2011	6,962,000	124,291,460	22,769,600	546,074,991	0	39,901,800	739,999,851	-4.14%
2012	6,619,700	123,661,107	25,113,200	508,096,664	0	49,847,700	713,338,371	-3.60%
2013	6,477,300	123,847,814	16,835,400	514,204,659	0	49,565,600	710,930,773	-0.34%
2014	6,820,400	127,938,600	15,288,500	527,516,440	0	50,256,400	727,820,340	2.38%
2015	6,973,200	131,422,000	12,602,700	556,525,100	0	52,571,300	760,094,300	4.43%
2016	7,151,900	136,607,400	13,321,400	586,244,450	0	46,701,500	790,026,650	3.94%
2017	6,830,200	143,504,100	14,929,700	614,330,475	0	41,803,400	821,397,875	3.97%

Ad Valorem Taxable Value Trend Analysis

Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal	Total	Overall %
2010	2,504,049	123,516,681	13,641,928	549,152,400	0	48,597,700	737,412,758	-5.99%
2011	2,525,723	118,189,772	22,133,866	531,477,428	0	39,901,800	714,228,589	-3.14%
2012	2,573,066	118,370,473	24,493,165	497,480,929	0	49,847,700	692,765,333	-3.01%
2013	2,607,530	117,915,661	16,435,749	500,274,316	0	48,047,853	685,281,109	-1.08%
2014	2,672,068	121,823,664	14,897,412	505,737,261	0	50,095,615	695,226,020	1.45%
2015	2,714,652	125,404,328	11,941,007	519,585,279	0	52,571,300	712,216,566	2.44%
2016	2,722,763	127,575,883	13,116,318	528,771,656	0	46,701,500	718,888,120	0.94%
2017	2,979,763	129,554,977	14,762,839	544,710,494	0	41,803,400	733,811,473	2.08%

2016 Processing/ Data Entry for 2017 Assessment Roll

	2016	2015	2014	2013	2012	2011
Property Transfer Affidavits	901	692	1,186	1232	883	579
Deeds (includes Sheriff Deeds)	1051	1,055	1,131	918	897	775
New Sheriff Deeds	41	38	71	63	114	130
Principal Residence Exemptions	582	440	506	473	302	313
Rescind	456	387	445	376	418	392
PP Statements				733	909	850
PP STMT STMT Received Timely	211	252	241			
PP STMT STMT Not Received/Estimated	465	161	2			
PP STMT STMT Received Late	27	15	40			
PP STMT STMT Changed by Audit	30	64	4			
PP STMT Form 5076 Accepted	299	302	126			
PP STMT Form 5076 Denied	83	55	136			
PP STMT EMPP Form 5278 Received	21	NA	NA			
Field Inspections	2045	133	560	467	362	1,188
Permit Inspections	151	127	84	162	127	0
Land Divisions/Combos (New Parcels)	29	34	8	27	9	7
July Board of Review Appeals	146	145	123	104	115	108
March Board of Review Appeals	120	118	214	275	275	204
December Board of Appeals	116	94	106	110	101	52
*Full Tribunal Final Judgment Received	3	8	11	20	3	9
*Small Claims Final Judgment Received	8	6		22	24	22
Prior Year Ongoing MTT's	5	2	15			
Withdrawn MTT's	0	7	2			
**Total Documents Processed/Accts Updated	6,744	4,097	4,940	4,919	4,401	4,477
Misc. Info: Website Hits (01/01/13 - 12/31/13)					60,178	91,691

** The number of Sheriff Deeds is already included in the total Deeds processed.



**ASSESSING DEPARTMENT
PERFORMANCE INDICATORS**

Michigan Tax Tribunal Dockets Received in 2016

Dockets may contain multiple parcels and multiple assessments under appeal.
Prior year Dockets that are still on-going or settled are not listed.

Appeal Types-New Only	2016	2015	2014	2013
Classification	0	0	0	0
Com/Ind	10	17	10	22
RES/Other	6	6	7	11
Total	16	23	17	33

Historic Township Housing Value Analysis

Using True Cash Value

Year	Low	High	Average	Median	Mode		% Change
2010	35,000	771,800	143,664	137,900	151,400	-	-
2011	35,000	771,800	137,700	132,000	105,800	0.958	-4.20%
2012	34,400	771,800	127,614	123,200	131,600	0.927	-7.30%
2013	35,000	799,200	129,014	125,400	131,800	1.011	1.10%
2014	31,800	754,600	131,438	127,400	128,000	1.019	1.90%
2015	33,400	770,800	139,288	136,000	141,400	1.060	6.00%
2016	34,800	710,400	145,462	142,400	152,200	1.044	4.40%
2017	35,600	725,000	152,626	148,200	151,800	1.049	4.90%

*2015, 2016 & 2017 Disabled Veteran Exempt parcels not included.



DEPARTMENT - Elections (262)

Purpose of Objective of this Department

Provide well run elections, accurate voter registration records, timely mailing of voter ID cards, and voter education for Delhi Township citizens.

Activities of this Department

1. Plan and organize election activities including processing of absentee ballots, issue, validate and certify petitions for local candidates and coordinate facilities for polling locations.
2. Present training programs for election workers.
3. Track election expenses for reimbursement, if applicable.
4. Publish legal notices for voter registration deadlines, precinct information and other information pertinent to Election Day.
5. Keep voter history current with each election and/or petitions.
6. Process voter registration including reconciling QVF data, name changes, moves, cancellations, etc. Issue voter ID cards to active registered voters.

Year 2018 Goals

1. Continue voter education projects.
2. Continue to recruit new election inspectors.
3. Conduct registration drives at Holt High School and area senior citizen complexes.
4. Expand voter education projects within the schools to include elections, voter issues and local Government.
5. Use the Optical Scan voting equipment to conduct student council, mock elections for students.

Resources Needed

The attached year 2018 budget requests expenditures of \$100,190, an increase of \$18,440 from 2017 projected expenditures. The increase is because of two elections in 2018, including the November Gubernatorial Election, compared to just one special election in 2017. Projected expenditures for 2017 are \$56,550 more than 2017 budgeted expenditures due to the Township's share of new voting equipment, new carts for the ADA voting machines, and a special election that was not originally planned or budgeted.

Resources Available

For 2017 there was no election planned or budgeted. A November special election was called and the Township will be reimbursed for most costs associated with this election. Total reimbursement for 2017 should be about \$25,000. There are two regularly scheduled elections (August and November) in 2018 in which the Township will not be reimbursed.

**ELECTIONS**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-262.00-701.000	ELECTION INSPECTORS	\$ 89,611	\$ -	\$ 29,110	\$ 76,550
101-262.00-715.000	SOCIAL SEC/MEDICARE	90	-	100	200
101-262.00-718.000	PENSION CONTRIBUTION	32	-	40	40
101-262.00-724.000	WORKERS COMP	52	200	100	200
101-262.00-726.000	OFFICE SUPPLIES	551	4,500	2,000	3,000
101-262.00-740.000	MATERIAL & SUPPLIES	21,861	1,000	9,000	7,000
101-262.00-803.000	POSTAGE	14,125	3,000	6,000	10,000
101-262.00-818.000	CONTRACTUAL SERVICES	4,035	4,000	-	-
101-262.00-870.000	MILEAGE	111	-	-	-
101-262.00-902.000	PUBLISH/LEGAL NOTICES	2,083	500	1,000	2,200
101-262.00-956.000	MISCELLANEOUS	1,735	-	500	1,000
101-262.00-970.000	CAPITAL OUTLAY	-	12,000	33,900	-
Total		\$ 134,285	\$ 25,200	\$ 81,750	\$ 100,190



Elections Department Performance Indicators

ELECTION INSPECTORS					
	2012	2013	2014	2015	2016
New Election Inspectors	6	2	9	3	76
Net Loss/Gain	+3	-4	-7	-1	+70
Total Number of Election Inspectors	119	115	108	107	177
MOCK/STUDENT COUNCIL ELECTIONS					
# of Schools/Groups	2	0	0	0	3
Students Participating	1,400	0	0	0	1,600
ELECTIONS					
	Date and Type of Election	Number of Voters	% Voter Turnout	Dollars Reimbursed	
2010	05/04 - Holt Board of Education	1,444	8%	\$19,097	
	08/03 - Primary	6,166	35%	Not Applicable	
	11/02 - General Election	9,792	56%	Not Applicable	
2011	11/08 - Holt Board of Education	1,377	9%	\$12,015	
2012	02/28 - Presidential Primary	3,318	18%	\$14,985	
	05/08 - Bond Proposal	4,296	24%	Not Applicable	
	08/07 - Primary	4,015	22%	Not Applicable	
	11/06 - General Election	13,515	73%	Not Applicable	
2013	No Elections	--	--	--	
2014	08/05 - Primary	3,578	19%	Not Applicable	
	11/04 - General Election	9,716	52%	Not Applicable	
2015	05/05 – Special, State/Holt Schools	5,390	29%	\$18,938	
2016	03/08 – Presidential Primary	7,934	42%	\$25,664	
	05/03 – Special School (Lansing, Mason, Eaton Rapids)	404*	19%*	\$4,306	
	<i>*2,098 eligible voters</i>				
	08/02 - Primary	4,169	22%	Not Applicable	
	11/08 – General Election	14,394	74%	Not Applicable	
VOTER REGISTRATION					
	2012	2013	2014	2015	2016
New Voters	2,429	1,776	1,786	1,830	2,799
Cancellations	2,073	1,733	1,675	1,674	2,059
Number of Registered Voters	18,476	18,513	18,118	18,179	18,302
Number of Permanent Absentee Voters	2,820	2,660	2,968	2,934	3,767



DEPARTMENT – Building & Grounds (265)

Purpose

To maintain all the fixed assets of Delhi Charter Township building and grounds in the General Fund, excluding Parks. This includes existing, potential and proposed fixed assets for Delhi Township including sidewalks, curb and gutter, buildings, land, median & right-of-way upkeep, plowing and mowing. And to provide a well-maintained, pleasant and quiet setting where the natural beauty of Maple Ridge, Pioneer and Markham cemeteries become a final resting place of residents and non-residents of Delhi Township.

Activities

- 1. Grounds Maintenance
- 2. Building Maintenance
- 3. Management of Vehicle Maintenance
- 4. Equipment Maintenance
- 5. Interments & Cemetery Foundations

Year 2018 Goals

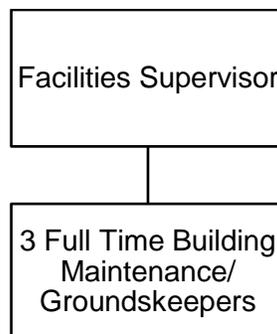
- 1. Install new sign at Maple Ridge Cemetery.
- 2. Create one year-round permanent full-time position

Resources Needed

The attached year 2018 budget requests expenditures of \$698,570. The budget reflects three full-time positions, 3 seasonal employees, plus expenditures for equipment, buildings, and grounds maintenance, and purchase of a mini excavator for the cemetery. This budget will allow us to maintain township grounds and facilities that add to the quality of life in Delhi Township.

Resources Generated

Sales from cemetery lots.





BUILDINGS AND GROUNDS

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-265.00-703.000	SALARIES	\$ 139,858	\$ 148,380	\$ 144,650	\$ 193,330
101-265.00-703.005	PART TIME HELP	13,649	24,480	-	-
101-265.00-703.010	OVERTIME	15,676	10,000	10,000	10,000
101-265.00-703.051	SEASONAL LABOR	-	36,290	15,210	-
101-265.00-715.000	SOCIAL SEC/MEDICARE	12,499	16,770	13,000	15,560
101-265.00-716.000	HEALTH INSURANCE	32,087	38,080	35,140	55,610
101-265.00-716.010	DENTAL INSURANCE	1,873	2,070	2,880	4,600
101-265.00-717.000	LIFE INSURANCE	674	760	740	990
101-265.00-718.000	PENSION CONTRIBUTION	14,782	18,550	18,090	24,080
101-265.00-719.000	DISABILITY INSURANCE	901	1,130	1,100	1,470
101-265.00-724.000	WORKERS COMP	3,252	4,000	4,000	5,000
101-265.00-725.000	CLOTHING/CLEAN ALLOW	611	1,500	1,500	1,500
101-265.00-730.000	GASOLINE	3,289	7,440	7,440	7,440
101-265.00-731.000	PROPANE GAS	-	250	250	250
101-265.00-734.000	UNIFORMS	1,021	2,000	2,000	2,000
101-265.00-775.001	EQUIPMENT & SUPPLIES	7,824	13,800	13,800	13,800
101-265.00-805.000	ENGINEERING SERVICES	-	2,000	2,000	2,000
101-265.00-818.000	CONTRACTUAL SERVICES	86,626	83,200	71,950	71,950
101-265.00-853.000	TELEPHONE/COMM	14,122	15,400	15,400	15,400
101-265.00-921.030	UTILITIES - WATER	10,775	9,520	9,520	9,520
101-265.00-921.035	UTILITIES - SEWER	4,592	4,740	4,740	4,740
101-265.00-921.040	UTILITIES - ELECTRIC	78,028	89,670	89,670	89,670
101-265.00-921.045	UTILITIES - GAS	10,826	23,400	23,400	23,400
101-265.00-930.000	BUILDING MAINT & REPAIRS	38,776	51,400	51,400	30,400
101-265.00-930.010	GRNDS MAINT & REPAIRS	16,434	10,000	22,100	10,000
101-265.00-930.020	EQUIPMENT MAIN & REPAIR	4,135	18,910	18,910	18,910
101-265.00-931.000	VEHICLE REPAIR/MAINT	2,616	2,000	2,000	2,000
101-265.00-956.000	MISCELLANEOUS	5,161	3,100	3,100	3,100
101-265.00-960.000	EDUCATION & TRAINING	372	850	850	850
101-265.00-970.000	CAPITAL OUTLAY	337,926	105,000	45,000	81,000
101-265.00-970.017	HONEYWELL ENERGY IMPR	875,398	1,619,000	1,619,000	-
101-265.00-999.590	TRANS OUT - SEWER FUND	60,972	-	-	-
Total		\$ 1,794,751	\$ 2,363,690	\$ 2,248,840	\$ 698,570

Staffing Levels			
	2016	2017	2018
Facilities Manager	1.00	1.00	1.00
Bldg Maint/Grnds Keeper	2.00	2.00	3.00
Seasonal Labor	0.50	1.00	0.00
Total	3.50	4.00	4.00



DEPARTMENT – Stormwater (281)

Purpose or Objective of this Department

To manage the Delhi Charter Township (Delhi) Stormwater Phase II program to protect and improve local water quality in full compliance with state and federal regulations including but not limited to sampling of streams and rivers; inspecting and cleaning catch basins on township and public school properties; cleaning township streets; and performing public education. In addition, work with the Ingham County Drain Commission to resolve drainage problems in the best interest of Delhi and its citizens. Lastly, plan future stormwater improvements to successfully utilize state and federal grant monies to simultaneously improve water quality and save money for both Delhi (at large drain assessments) and its citizens (individual drain assessments).

Activities of this Department

1. Participate with the Ingham County Drain Commission to resolve drainage problems in specific drainage basins and throughout Delhi to promote an effective and efficient storm water collection and treatment system.
2. Manage and/or conduct all activities necessary to comply with Delhi's National Pollutant Discharge Elimination System Stormwater permit for all Delhi and school owned properties.
3. Participate in the Greater Lansing Regional Committee on stormwater. A multi-jurisdictional group managed through Tri-County Regional planning to collaborate on Stormwater Phase II compliance.

Year 2018 Goals

1. Maintain compliance with Delhi's Phase II Stormwater permit.
2. Continue Best Management Practices for Stormwater Phase II objectives.
3. Continue the street tree grant program to assist with stormwater management and promote public health benefits.

Resources Needed

The attached year 2018 budget requests expenditures of \$507,320 a decrease of \$171,340 (-25%) from the 2017 projected budget; resulting from the completion of the SAW grant related projects.

**STORMWATER**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-281.00-726.000	OFFICE SUPPLIES	\$ 10	\$ 250	\$ 250	\$ 250
101-281.00-730.000	GASOLINE	-	600	600	1,240
101-281.00-741.000	OTHER OPERATING EXP	-	250	250	250
101-281.00-742.000	LABORATORY SUPPLIES	3,201	4,500	4,500	4,500
101-281.00-745.000	OFF-SITE LAB TESTING	-	500	500	500
101-281.00-775.003	SAFETY EQ AND SUPPLIES	60	250	250	250
101-281.00-801.000	LEGAL FEES	-	1,000	1,000	1,000
101-281.00-805.000	ENGINEERING SERVICES	18,155	200,000	200,000	10,000
101-281.00-818.000	CONTRACTUAL SERVICES	21,495	20,000	20,000	20,000
101-281.00-818.225	SOLID WASTE DISPOSAL	-	2,000	2,000	2,000
101-281.00-928.000	REGULATORY FEES	7,468	7,470	7,470	7,470
101-281.00-930.020	EQUIPMT MAIN & REPAIR	761	3,430	4,090	5,690
101-281.00-956.000	MISCELLANEOUS	373	200	200	200
101-281.00-956.005	COMM OUTREACH PRGRM	-	20,400	4,500	4,500
101-281.00-960.000	EDUCATION & TRAINING	-	1,000	1,000	1,000
101-281.00-967.010	TWP-AT-LARGE DRAINS	47,300	70,000	70,000	70,000
101-281.00-991.000	PRINCIPAL	195,134	193,800	195,200	195,200
101-281.00-995.000	INTEREST	117,773	128,480	119,960	110,830
101-281.00-999.010	SEWER FUND ALLOCATION	47,520	46,890	46,890	72,440
Total		\$ 459,252	\$ 701,020	\$ 678,660	\$ 507,320

DEPARTMENT – Infrastructure (446)

Purpose or Objective of this Department

To provide, maintain, and enhance all areas of infrastructure throughout Delhi Charter Township in conjunction with the Ingham County Department of Roads and Transportation, utility providers, contractors, and developers.

Activities of this Department

1. **Streetlights:** Participate with Consumers Energy and the Lansing Board of Water and Light in the review and processing of requests for establishment of new streetlighting districts for existing and new developments and maintain assessment rolls to sustain sufficient revenues.
2. **Streets:** Participate with the Ingham County Department of Roads and Transportation and Capital Area Regional Transportation System to combine federal, state and local funding for road improvements in the Township.
3. **Sidewalks:** Coordinate the installation of sidewalks in all new developments and some developed areas to promote a walkable community. Repair and upgrade damaged sidewalks. Combine federal, state, and local funding to implement the Non-Motorized Transportation Plan.

Year 2018 Goals

1. To work with the DDA, Ingham County Road Department, Community Development and Parks Commission to continue to implement our Non-Motorized Transportation Plan.
2. Continue with the installation of new sidewalks along existing primary roads.

Resources Needed

The attached year 2018 budget reflects expenditures of \$1,257,500 which is a decrease of \$58,850 from the 2017 projected expenditures. This budget anticipates expenditures being funded from general fund revenues.

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-446.00-805.000	ENGINEERING SERVICES	\$ 1,791	\$ 5,000	\$ 5,000	\$ 5,000
101-446.00-805.010	ENGINEERING-SAD	12,509	77,400	6,500	10,000
101-446.00-922.000	STREETLIGHTS	338,351	362,500	362,500	340,000
101-446.00-922.001	STR LT-ENERGY CONSERV	-	260,740	170,000	-
101-446.00-969.000	STREET IMPROVEMENTS	286,245	616,500	46,500	182,500
101-446.00-969.002	SIDEWALK IMPR/REPAIR	-	189,800	29,000	720,000
101-446.00-971.140	RAM TRAIL	33,406	-	-	-
101-446.00-971.142	RAM TRAIL II	102,262	163,300	691,850	-
101-446.00-971.143	RAM 2 BURCHFIELD TRAIL	9,861	-	5,000	-
Total		\$ 784,424	\$ 1,675,240	\$ 1,316,350	\$ 1,257,500



Street Improvements (in Partnership with Ingham County Department of Roads & Transportation)						
	2011	2012	2013	2014	2015	2016
Approximate Miles of Roadway	1.92	.53	.69	2.3	0	1.12

<i>Year</i>	Sidewalk Inspections*	Sidewalk/Trail Construction*
2007	55 miles	.19 miles
2008	20 miles	2.88 miles
2009	24 miles	0
2010	7 miles	0
2011	68 miles	0
2012	26 miles	.88 miles
2013	17 miles	3.3 miles
2014	16.66 miles	5.5 miles
2015	< 1 mile**	1.5 miles
2016	15 miles	0 miles
<i>*All miles are approximate</i>		
<i>** inspections in prior years had not revealed many problems, so inspections were conducted only based on complaints during 2015.</i>		



DEPARTMENT – Community Development (721)

Purpose or Objective of the Department

The primary objective of the Community Development Department is to protect the health, safety and welfare of residents and property owners. This is accomplished by ensuring that development occurs in an environmentally and fiscally responsible pattern of land use that focuses on the stabilization, enhancement, and development of quality residential, commercial, industrial, and other land uses.

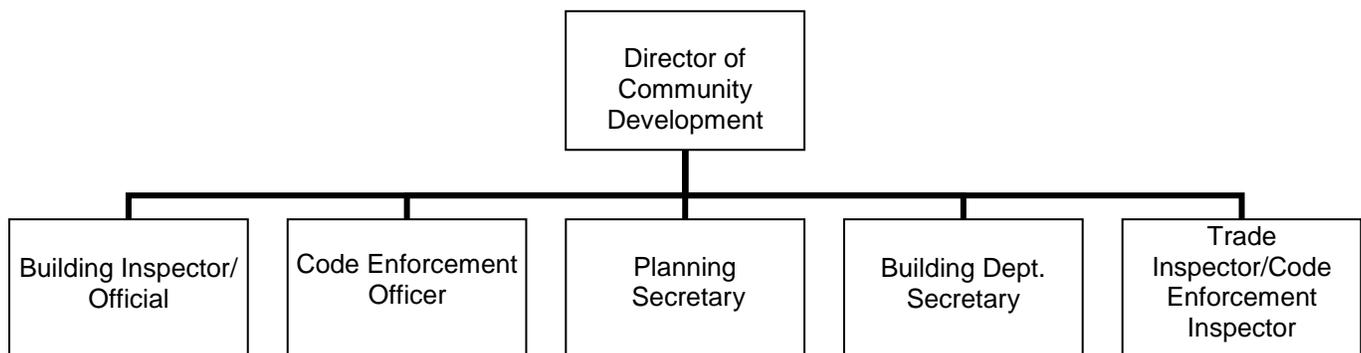
Activities of the Department

The Community Development Department reviews all planning, zoning and construction activities and issues building permits. The Soil Erosion and Sedimentation Control (SESC) program consisting of Authorized Public Agency/Municipal Enforcing Agency activities is also implemented by the Department. Additionally, the Department provides code enforcement and rental housing inspection and registration, Wetland Ordinance and walkabilty/place making program administration, as well as many other services.

Year 2018 Department Goals, derived from 2018 Board goals.

- **Implement Realize Cedar infrastructure project and complete other necessary steps to facilitate redevelopment and private investment and the creation of a “downtown” for Delhi Township. Work to facilitate the development of Cedar Lake Park, if funding is awarded by the Michigan Department of Natural Resources.**
- **If awarded grant funding, implement the Safe Routes 2 School project with the Holt Public School District, who is our partner on this endeavor.**
- **If awarded funding by Ingham County, oversee construction of the Ram 2 Burchfield trail.**

The fiscal year 2018 budget request is for \$817,200, an increase of \$90,960 from the 2017 budget of \$726,240. The anticipated 2017 actual expenditure is \$28,910 less than budgeted. The 2018 requested increase is due, in large part, to salary costs related to a new fulltime position and planning activities.





COMMUNITY DEVELOPMENT

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-721.00-703.000	SALARIES	\$ 345,451	\$ 295,330	\$ 295,330	\$ 358,000
101-721.00-703.005	PART TIME HELP	6,456	23,620	-	-
101-721.00-704.000	PLANNING COMM SALARIES	7,140	13,200	13,200	13,200
101-721.00-715.000	SOCIAL SEC/MEDICARE	26,302	25,450	25,450	28,400
101-721.00-716.000	HEALTH INSURANCE	63,672	61,040	58,500	77,800
101-721.00-716.010	DENTAL INSURANCE	7,036	6,500	5,900	7,750
101-721.00-717.000	LIFE INSURANCE	1,685	1,510	1,510	1,830
101-721.00-718.000	PENSION CONTRIBUTION	41,577	36,950	36,950	44,750
101-721.00-719.000	DISABILITY INSURANCE	2,508	2,250	2,250	2,720
101-721.00-724.000	WORKERS COMPENSATION II	1,452	1,500	1,500	1,750
101-721.00-725.000	CLOTHING/CLEANING ALLOW	962	1,500	1,500	1,500
101-721.00-726.000	OFFICE SUPPLIES	1,146	2,500	2,500	2,500
101-721.00-730.000	GASOLINE	2,109	4,600	4,600	4,600
101-721.00-801.000	LEGAL FEES	20,959	10,000	15,000	10,000
101-721.00-802.000	MEMBERSHIPS,DUES,SUBSCI	1,769	1,900	1,900	1,900
101-721.00-803.000	POSTAGE	208	2,200	2,200	2,200
101-721.00-818.000	CONTRACTUAL SERVICES	94,925	101,300	110,650	80,000
101-721.00-818.040	CONTR SERV-PLANNING	134,162	20,000	-	40,000
101-721.00-853.000	TELEPHONE/COMM	3,710	4,500	4,500	4,500
101-721.00-870.000	MILEAGE	165	300	300	300
101-721.00-902.000	PUBLISH/LEGAL NOTICES	3,655	4,000	6,000	6,000
101-721.00-930.065	NSP-4556 GROVE AVE..	8,371	80,000	75,000	50,000
101-721.00-931.000	VEHICLE REPAIR/MAINT	1,067	2,500	2,500	2,500
101-721.00-941.000	OFFICE EQUIPMENT LEASE	3,865	4,000	4,000	4,000
101-721.00-956.000	MISCELLANEOUS	488	1,500	1,500	1,500
101-721.00-958.000	CODE ENFORCEMNT EXP	9,771	18,000	25,000	20,000
101-721.00-959.000	SOIL EROSION & SED CNTRL	-	500	-	500
101-721.00-960.000	EDUCATION & TRAINING	5,410	8,500	8,500	9,000
101-721.00-970.000	CAPITAL OUTLAY	-	-	17,460	40,000
101-721.00-999.590	TRANS OUT - SEWER FUND	-	20,000	2,540	-
Total		\$ 796,022	\$ 755,150	\$ 726,240	\$ 817,200

Staffing Levels			
	2016	2017	2018
Director of Community Developn	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Plumbing/Mechanical Official	1.00	0.00	0.00
Building Inspector/Official	1.00	1.00	1.00
PT Code Enforcement Officer	0.50	0.00	0.00
Inspector/Code Enforcement	0.00	0.00	1.00
Secretaries	2.00	2.00	2.00
Total	6.50	5.00	6.00



Selected Departmental Indicators

Planning & Zoning								
	2009	2010	2011	2012	2013	2014	2015	2016
Rezoning	0	2	2	1	0	1	4	0
Special Use Permit	1	2	7	5	5	2	1	3
Text Amendments	4	2	2	2	1	3	0	0
Site Plans Submitted	9*	8*	12*	11*	4	2	5	10
Number of Zoning Board of Appeals Mtgs.	6	4	3	4	5	9	2	6
Number of ZBA cases	8	4	5	5	6	14	3	6
Variance Granted	4.5	4	4	5	4	13	3	4
Appeals/Request for Interpretation	2	0	0	0	0	0	0	0
<i>*including Administratively approved plans.</i>								
Building & Trades Permit/Inspection Activity								
	2009	2010	2011	2012	2013	2014	2015	2016
Permits Issued (building & trades)	1,141	1,300	1,165	1,140	1,093	1,344	1,897	2,229
Number of Inspections Completed	2,047	2,646	2,300	2,222	2,236	2,861	3,550	4,487
Permit Revenue	\$146,233	\$171,416	\$173,426	\$137,310	\$196,593	\$234,960	\$433,839	\$713,913
SESC Permit & Inspection Activity (APA & MEA Programs)								
	2009	2010	2011	2012	2013	2014	2015	2016
Permits Issued	53	66	41	46	73	83	95	90
Total APA Projects	25	16	4	3	4	3	4	3
Waivers Provided	12	26	20	28	17	20	25	37
Number of Inspections	1,057	526	531	496	635	813	699	720
SESC Permit Revenue	\$23,056	\$28,444	\$25,798	\$18,504	\$33,668	\$38,946	\$41,286	\$51,032
Code Enforcement & Rental Registration/Inspection Program								
	2009	2010	2011	2012	2013	2014	2015	2016
Code Enforcement Cases	563	571	565	415	499	523	732	561
Total Registered Rental Units	2,493	2,521	2,579	2,672	2,664	2,732	2,805	2,871
Rental Inspections Completed	2,058	1,364	2,216	1,571	1,957	1,547	1,777	1,713
Newly Registered Properties	50	35	67	56	41	93	82	138
Land Divisions								
	2009	2010	2011	2012	2013	2014	2015	2016
# of Applications	5	3	8	9	13	5	10	14
# Approved or Approved w/ Conditions	5	3	7	9	13	5	10	14
Application Fees	\$1,895	\$875	\$2,000	\$2,000	\$3,000	\$1,000	\$3,050	\$3,600



DEPARTMENT – Parks and Recreation Administration (752)

Purpose

Provides leadership for the public recreational opportunities provided to residents, coordinating efforts between the Delhi Township Park Commission, Delhi Township Board of Trustees, and the Holt Public School District. The Park Commission has seven elected officials under Public Act 1931, No. 271.

Activities

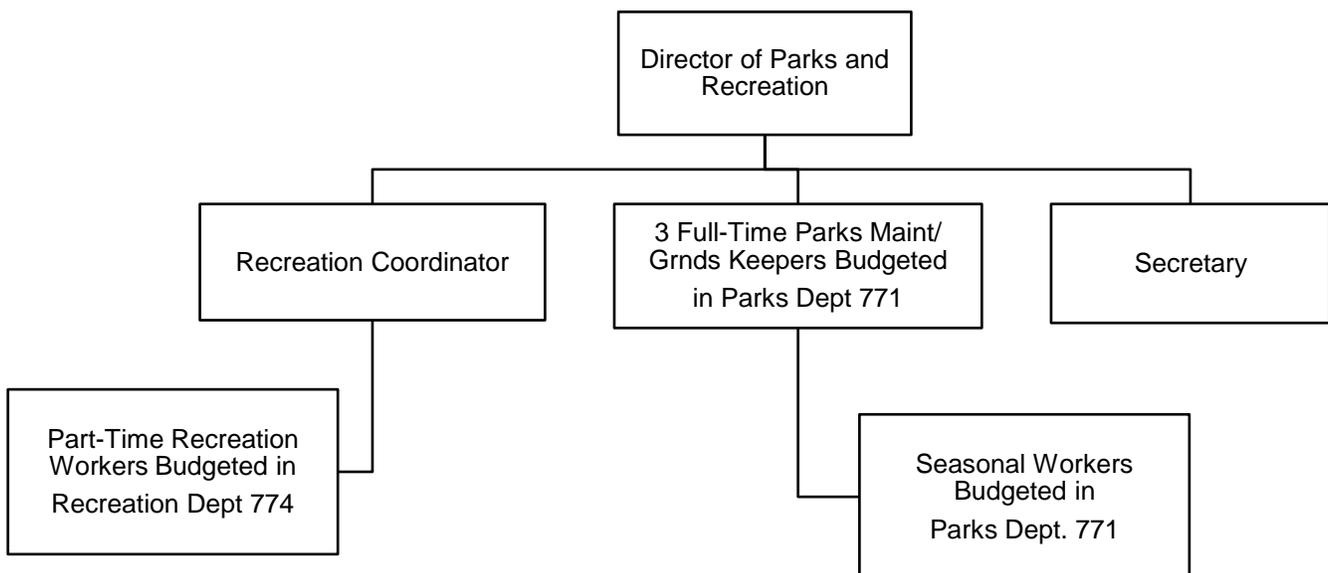
Expenditures in this activity include costs related to departmental staff which includes Director, Recreation Coordinator and Secretary. Also included is the stipend for the Park Commissioners, plus other administrative costs such as master plan research, memberships, education, insurance, office supplies, telephone, and postage.

Year 2018 Goals

1. Continue to facilitate the cooperative relationship with the Holt Public Schools in providing recreational opportunities to our residents.

Resources Needed

The attached year 2018 budget requests expenditures of \$278,630. The budget reflects three full-time positions. This budget will allow us to continue providing quality parks, recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.





PARKS ADMINISTRATION

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-752.00-703.000	SALARIES	\$ 173,030	\$ 175,820	\$ 175,820	\$ 184,170
101-752.00-704.001	PARK COMM COMPEN	4,740	5,460	4,860	5,460
101-752.00-715.000	SOCIAL SEC/MEDICARE	13,104	13,870	13,870	14,510
101-752.00-716.000	HEALTH INSURANCE	15,241	17,130	15,770	18,660
101-752.00-716.010	DENTAL INSURANCE	1,554	1,600	1,450	1,520
101-752.00-717.000	LIFE INSURANCE	877	900	900	940
101-752.00-718.000	PENSION CONTRIBUTION	21,694	21,980	21,980	23,030
101-752.00-719.000	DISABILITY INSURANCE	1,310	1,340	1,340	1,400
101-752.00-724.000	WORKERS COMP INSUR	1,932	4,200	4,200	4,440
101-752.00-726.000	OFFICE SUPPLIES	1,525	2,000	2,000	2,000
101-752.00-802.000	MEMBERSHIPS,DUES,SUBS	533	1,000	1,000	1,000
101-752.00-803.000	POSTAGE	27	500	500	500
101-752.00-818.000	CONTRACTUAL SERVICES	3,000	3,000	3,000	3,000
101-752.00-853.000	TELEPHONE/COMM	5,852	6,000	6,000	6,000
101-752.00-956.000	MISCELLANEOUS	1,481	6,000	6,000	6,000
101-752.00-960.000	EDUCATION & TRAINING	1,751	5,000	5,000	5,000
101-752.00-967.000	MASTER PLAN RESEARCH	-	1,000	1,000	1,000
Total		\$ 247,651	\$ 266,800	\$ 264,690	\$ 278,630

	Staffing Levels		
	2016	2017	2018
Director of Parks & Recreation	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Park Bldg Maint/Grnds Keeper	2.00	2.00	3.00
Seasonal Workers-FTE	6.90	6.00	5.00
Total	11.90	11.00	11.00



Recreation Programs & Park Services Comparison Chart

Recreation Sports Leagues	2012	2013	2014	2015	2016
	Number of Teams				
Adult Softball Summer League	23	20	17	16	11
Adult Softball Fall League	19	19	15	15	9
Youth Basketball	42	43	32	33	32
Youth Floor Hockey	15	19	13	17	16
Youth Competitive Softball	29	26	24	17	22
Youth Recreational Softball & Baseball	43	43	39	35	33
Youth Soccer	23	23	20	23	24
Youth Flag Football	20	19	18	22	14
Youth Volleyball	15	12	11	10	8
Eastside Soccer	4	7	7	-	-

Recreation Sports Leagues	Number of Players				
	Adult Softball Summer League	324	300	255	240
Adult Softball Fall League	273	285	225	225	143
Youth Basketball	358	365	294	295	315
Youth Floor Hockey	170	160	125	140	131
Youth Competitive Softball	348	338	288	204	288
Youth Recreational Softball & Baseball	514	516	522	256	444
Youth Soccer	250	233	236	259	268
Youth Flag Football	187	168	170	136	138
Youth Volleyball	142	121	107	83	80
Eastside Soccer	49	85	44	-	-

Lessons-Special Events-Camps-Trips	Number of Participants				
	Hershey Track & Field	700	550	563	-
Punt, Pass & Kick	76	36	14	31	26
Pitch, Hit & Run	88	109	38	53	42
Summer Softball Camp	21	33	19	22	20
Senior Citizens Day Trips	10 trips	10 trips	-	-	-

Park Activities					
Number of Parks Maintained	9	11	11	11	11
Number of Acres of Parks Maintained	120	125	125	125	125
Number of Acres of School Property Maintained	53	53	145	145	145
Number of Pavilion Reservations	151	190	214	219	192

NOTES

School district reimburses township for cost of maintenance for property used for recreation programs. Additional support is given to Jr. Rams Sport Groups, Civic Clubs, and Township Festival.



DEPARTMENT - Parks (771)

Purpose

To maintain the Township park properties for enjoyment and recreational opportunities, with the assurance of equitable access to residents

Activities

To perform the care and management of the townships ***eleven parks totaling 125 acres*** including the following:

- Valhalla Park (62.74 acres) – Beachfront Area, Pavilions, Playground, Nature Trails, Athletic Fields
- Kiwanis Park (14.77 acres) – Tennis Courts, Pavilion, Playground, Athletic Fields
- Sam Corey Senior Center (2 acres) – Activity Building
- Deadman’s Hill Park (13.34 acres) – Natural Sledding Hill, Pavilion, Small Playground
- Jaycee Park (2.66 acres) – Neighborhood park with playground
- Centennial Farms Park (10.40 acres) – Neighborhood park with playground
- Veterans Memorial Gardens (11.26 acres) – Pedestrian Walkway, Gardens, Memorial, Restrooms, Amphitheater
- Sycamore Park – (.5 acres) - Green Space with Pedestrian Walkway.
- Skate & Bike Park – (.5 acres)
- Holt/Aurelius Property – (1 acres) – Gardens, benches, 911 memorial, sculpture
- Trailhead Park – (5.47 acres) – Parking area, picnic tables, grills, bike rack.
- Parks department also mows 145 acres of Holt Public School property

Year 2018 Goals

1. Continue to maintain the high quality of the parks appearances.
2. Create one year round permanent full-time position.

Resources Needed

The attached year 2018 budget requests expenditures of \$593,200. The budget reflects three full-time positions, 12 seasonal employees, plus expenditures for equipment, buildings, and grounds maintenance. This budget will allow us to maintain the parks grounds and facilities that add to the quality of life in Delhi Township.

Resources Generated

\$53,000 of income is expected from the school district mowing reimbursement and \$3,000 is expected from the Jr. Rams Sports programs support. \$6,000 is expected from pavilion rentals.



PARKS DEPARTMENT

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-771.00-703.000	SALARIES	\$ 93,133	\$ 94,000	\$ 94,000	\$ 139,300
101-771.00-703.005	PART TIME HELP	-	24,480	-	-
101-771.00-703.010	OVERTIME	24,554	10,000	15,000	15,000
101-771.00-703.051	SEASONAL LABOR	151,098	194,180	165,000	162,200
101-771.00-715.000	SOCIAL SEC/MEDICARE	20,364	24,690	20,970	24,220
101-771.00-716.000	HEALTH INSURANCE	21,233	24,850	22,760	42,140
101-771.00-716.010	DENTAL INSURANCE	2,358	2,660	2,400	3,650
101-771.00-717.000	LIFE INSURANCE	430	480	480	710
101-771.00-718.000	PENSION CONTRIBUTION	8,639	11,750	11,750	17,420
101-771.00-719.000	DISABILITY INSURANCE	525	720	720	1,060
101-771.00-724.000	WORKERS COMP INSUR	4,079	5,000	5,000	6,000
101-771.00-725.000	CLOTHING/CLEAN ALLOW	2,859	3,000	3,000	3,000
101-771.00-730.000	GASOLINE	12,427	15,000	15,000	15,000
101-771.00-734.000	UNIFORMS	2,033	2,000	2,000	2,000
101-771.00-748.000	TOOLS	3,775	2,500	2,500	2,500
101-771.00-775.001	EQUIPMENT & SUPPLIES	6,243	10,000	10,000	10,000
101-771.00-775.003	SAFETY EQUIP & SUPPLIES	815	1,000	2,000	2,000
101-771.00-818.000	CONTRACTUAL SERVICES	25,037	21,200	21,200	21,200
101-771.00-921.030	UTILITIES - WATER	8,461	9,200	9,200	9,200
101-771.00-921.035	UTILITIES - SEWER	3,749	4,500	4,500	4,500
101-771.00-921.040	UTILITIES - ELECTRIC	32,392	38,000	38,000	38,000
101-771.00-921.045	UTILITIES - GAS	1,877	4,600	4,600	4,600
101-771.00-930.000	BLDG & GRDS MAINT & REP	14,615	20,000	20,000	20,000
101-771.00-930.010	GRDS MAINT & REPAIRS	31,453	20,000	20,000	20,000
101-771.00-930.020	EQUIPMT MAIN & REPAIR	15,913	15,000	15,000	15,000
101-771.00-931.000	VEHICLE REPAIR/MAIINT	10,400	5,000	5,000	5,000
101-771.00-956.000	MISCELLANEOUS	7,547	4,000	5,000	5,000
101-771.00-970.000	CAPITAL OUTLAY	85,298	400,000	496,900	4,500
101-771.00-999.590	TRANS OUT - SEWER FUND	16,000	4,500	-	-
Total		\$ 607,308	\$ 972,310	\$ 1,011,980	\$ 593,200



DEPARTMENT - Recreation (774)

Purpose

To provide public recreational opportunities, with the assurance of equitable access to residents in a cooperative effort between the Delhi Township Park Commission, Delhi Township Board of Trustees, and the Holt Public School District.

Activities

To provide a comprehensive recreation program to the residents of Delhi Township and the Holt Public School District consisting of the following programs.

- Adult Softball
- Youth T-Ball, Softball and Baseball, Soccer, Flag Football, Basketball, Floor Hockey, Volleyball, Tennis, Hershey Track & Field Meet, NFL Punt-Pass & Kick Competition, Major League Baseball Diamond Skills Competition.
- Organization of weekly Senior Citizens luncheons, enrichment and entertainment programs, and a variety of day trips.

Community outreach programs including assistance to the Kiwanis Club, Lions Club, Holt Hometown Committee, and the Junior Rams Sport organizations with their community events and programs.

Year 2018 Goals

1. Continue to program the Sam Corey Senior Center through volunteer programmers and building supervisors.
2. Continue to facilitate the cooperative relationship with the Holt Public Schools in providing recreational opportunities to our residents.

Resources Needed

The attached year 2018 budget requests expenditures of \$67,400. The budget reflects the cost of equipment, awards, officials for recreation programs and costs associated with township special events. This budget will allow us to provide quality recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.

Resources Generated

\$ 60,000 of income is expected from user fees.

**RECREATION**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-774.00-739.000	T-SHIRTS & UNIFORMS	\$ 15,156	\$ 15,000	\$ 15,000	\$ 15,000
101-774.00-739.001	AWARDS & TROPHIES	1,242	2,500	2,500	2,500
101-774.00-775.001	EQUIPMENT & SUPPLIES	18,445	15,500	15,500	15,500
101-774.00-802.001	ASA MEN'S FEES-SOFTBALL	665	1,320	1,320	1,320
101-774.00-802.002	ADULT SOFTBALL UMPIRES	200	2,000	2,000	2,000
101-774.00-812.000	RECREATION ENTRY FEES	70	1,300	1,300	1,300
101-774.00-818.000	CONTRACTUAL SERVICES	9,150	15,860	15,860	13,360
101-774.00-910.001	ASA FIELD INSURANCE	300	300	500	500
101-774.00-956.000	MISCELLANEOUS	195	500	500	500
101-774.00-956.040	SPECIAL EVENTS	22,707	11,500	15,420	15,420
101-774.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 68,130	\$ 65,780	\$ 69,900	\$ 67,400

**DEPARTMENT - Other Functions (850)**

PURPOSE OR OBJECTIVE OF THIS DEPARTMENT: To account for General Fund administrative activities that are not recorded elsewhere.

ACTIVITIES OF THIS DEPARTMENT: Expenditures in this activity include retiree benefits; unemployment benefits; contract services; insurance and bonds; legal fees; office supplies; office equipment maintenance and repairs (not including computer equipment); group education and training; certain capital expenditures; and the General Fund's contributions to support the additional revenues needed by both the Fire Fund and the Police Fund.

RESOURCES NEEDED: The attached year 2018 budget requests expenditures of \$517,100 and transfers out of \$3,238,160 for a total of \$3,755,260. Expenditures decreased \$29,890 from the 2017 projection of \$546,990 and transfers out increased \$270,670 from the 2017 projected expenditures of \$2,967,490, a net increase of \$240,780 from the 2017 projected total of \$3,514,480.

OTHER FUNCTIONS

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-850.00-714.000	RETIREE'S BENEFITS	\$ 312,243	\$ 312,300	\$ 260,000	\$ 249,750
101-850.00-720.000	UNEMPLOYMENT-REIMB	67	5,000	5,000	5,000
101-850.00-726.000	OFFICE SUPPLIES	7,024	8,000	8,000	8,000
101-850.00-801.000	LEGAL FEES	24,640	20,000	20,000	20,000
101-850.00-803.000	POSTAGE	9,186	10,000	10,000	10,000
101-850.00-818.000	CONTRACTUAL SERVICES	74,196	52,200	114,550	106,900
101-850.00-902.001	NEWSLETTER	373	4,400	4,400	4,400
101-850.00-910.000	INSURANCE & BONDS	42,822	50,000	50,000	50,000
101-850.00-930.020	EQUIPMENT MAIN & REPAIR	5,414	8,000	8,000	8,000
101-850.00-941.000	OFFICE EQUIPMENT LEASE	-	600	-	-
101-850.00-956.000	MISCELLANEOUS	28,806	30,000	30,000	30,000
101-850.00-960.005	GROUP ED& TRAINING	-	3,000	3,000	3,000
101-850.00-964.000	TAX ADJ TO COUNTY/TWP	12,229	12,000	12,000	12,000
101-850.00-967.020	TWP PROP-DRAIN/TAX/SAD	4,141	5,000	4,000	4,000
101-850.00-969.016	COMM AND ECON DEVELOP	42,025	30,000	-	-
101-850.00-970.000	CAPITAL OUTLAY	9,998	7,000	14,370	-
101-850.00-991.000	PRINCIPAL	1,855	7,710	3,250	6,050
101-850.00-995.000	INTEREST	637	640	420	-
101-850.00-999.206	TRANS OUT TO FIRE FUND	992,921	1,441,280	1,416,730	1,634,430
101-850.00-999.207	TRANSFER OUT TO POLICE F	1,473,133	1,549,230	1,550,760	1,603,730
Total		\$ 3,041,711	\$ 3,556,360	\$ 3,514,480	\$ 3,755,260



DEPARTMENT – Debt Service (905)

Purpose or Objective of this department:

To budget for the repayment of General Fund debt.

Activity of this Department:

There are three debt obligations in the General Fund:

1. In 2005 the Township entered into an installment purchase agreement with Dart Bank to purchase property adjacent to Valhalla Park. The loan will be paid off in 2019.
2. In 2013 the Township sold bonds to fund the construction of the Sycamore Trail. This debt payment is being offset by a contribution from the DDA. This debt will be paid off in 2024.
3. In 2016 the Township entered into an installment purchase agreement to fund energy conservation improvements. The loan will be paid off in 2031 with net energy savings guaranteed by Honeywell.

Resources Needed

The 2018 budget requests expenditures of \$ 369,770.

DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
101-905.00-991.200	PRIN - VALHALLA PARK 2	\$ 33,333	\$ 33,340	\$ 33,340	\$ 33,340
101-905.00-991.330	PRINC-2013 CAPITAL IMPR	100,000	100,000	100,000	100,000
101-905.00-991.350	PRINC-ENERGY CONSERV	-	144,000	133,930	137,600
101-905.00-995.200	INTER - VALHALLA PARK 2	4,072	2,910	2,910	1,750
101-905.00-995.330	INTER -2013 CAPITAL IMPR	20,894	18,810	18,810	16,720
101-905.00-995.350	INTER-ENERGY CONSERV	-	101,970	80,700	80,360
Total		\$ 158,299	\$ 401,030	\$ 369,690	\$ 369,770



FIRE FUND (206)

Purpose or Objective of this Department

The mission of the Delhi Township Fire Department is to provide for the safety of the citizens of Delhi Charter Township by reducing the impact of community emergencies through education, prevention and service.

Activities of this Department

The Delhi Township Fire Department:

- Provides quick response and action to reduce or eliminate real or perceived emergencies.
- Provides EMS, fire safety and fire prevention and other safety education to the community.
- Provides superior and proactive training to the members of the fire department to develop and retain a staff of 30 part-time and 19 full time staff.
- Provides, through contract, fire protection to the Alaledon Township community.
- Provides community outreach via other community activities.

Year 2018 Goals

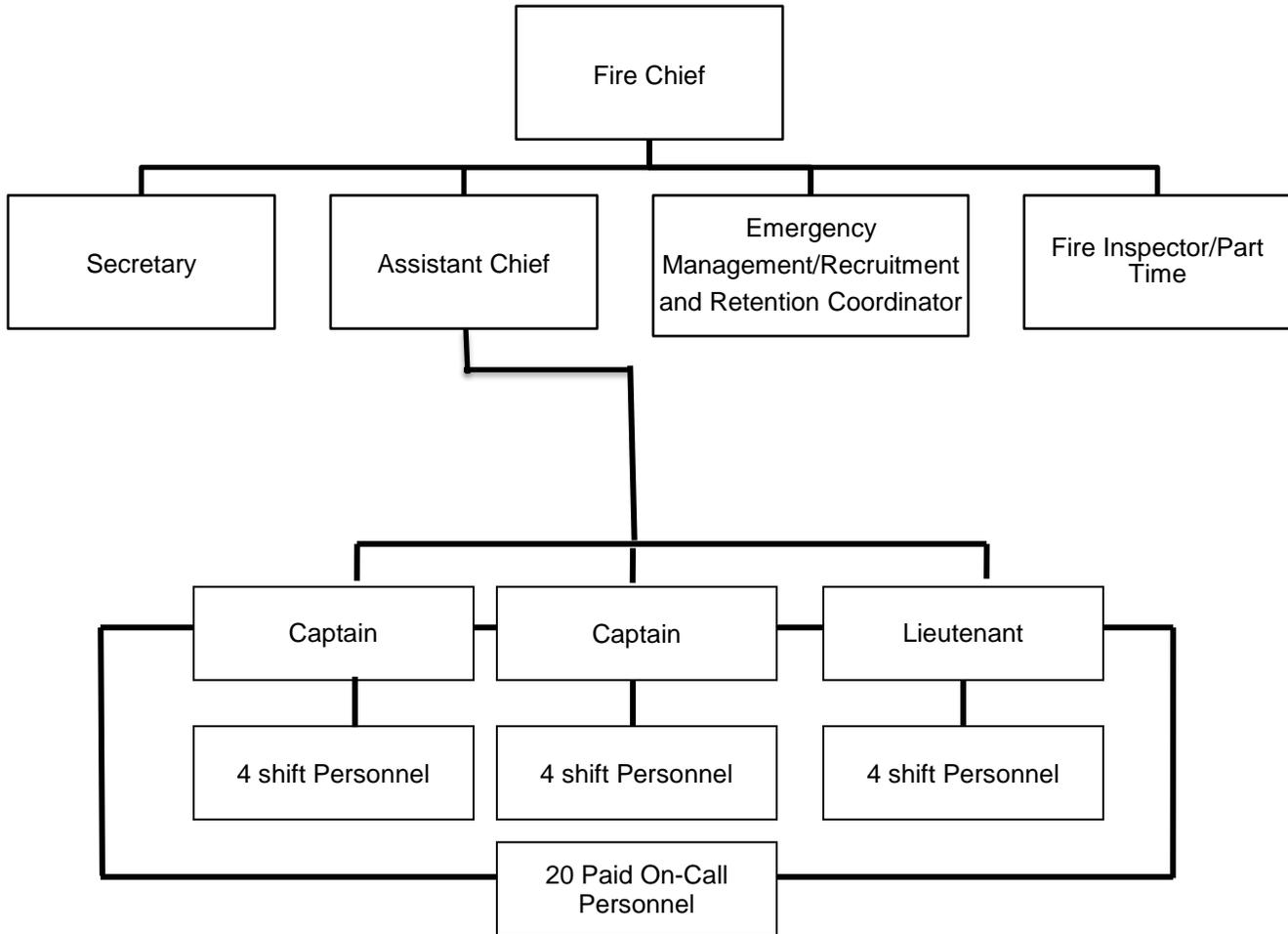
- Plan and exercise the Emergency Management plan for Delhi and incorporate a comprehensive community risk reduction model.
- Create and publish a Standard of Cover for the fire and ambulance response in Delhi Township.
- Complete the Commission on Accreditation of Ambulance Services application for accreditation.
- Use current data, analytics and GIS to start mapping fire and EMS calls in relation to population density and call type to better understand needs for service.
- Expand medical training to enhance our mental health medical calls.

Resources Needed

The attached 2018 budget requests expenditures of \$2,788,440 an increase of \$236,100 from 2017 projected expenditures. This budget reflects personnel costs of a full time chief, assistant chief, Recruitment/Retention Emergency Manager, part time fire inspector, part time firefighters, secretary, and 15 full time firefighter/paramedics. Part time personnel costs include 24hr/365day/52 weeks for part-time staffing to supplement the fire suppression and EMS forces during the week as well as a part time fire inspector. This increase also reflects the refurbishment of the 2008 Lifeline ambulance to a four wheel drive truck chassis.



FIRE FUND



Staffing Levels			
	2016	2017	2018
Fire Chief	1.00	1.00	1.00
Asst. Chief	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Recruitment Coord/Emergency Manager	1.00	1.00	1.00
Fire Inspector	0.00	0.50	0.50
Captain	3.00	2.00	2.00
Lieutenant	0.00	4.00	4.00
Shift Personnel	9.00	9.00	9.00
5th Man/PT Help	4.20	4.20	4.20
On-Call/Volunteer-FTE's	3.70	4.00	2.80
Total	23.90	27.70	26.50

**FIRE FUND SUMMARY (206)**

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Taxes	\$ 1,073,207	\$ 1,069,650	\$ 1,085,120	\$ 1,109,010
Grants and Revenue Sharing	39,162	38,400	20,430	25,000
Other	2,137	17,000	27,660	20,000
Total Revenues	1,114,506	1,125,050	1,133,210	1,154,010
Expenditures				
Public Safety	2,127,190	2,566,330	2,552,340	2,788,440
Total Expenditures	2,127,190	2,566,330	2,552,340	2,788,440
Other Financing Sources (Uses)				
Transfer in from General Fund	992,921	1,441,280	1,416,730	1,634,430
Sale of Fixed Assets	-	-	2,400	-
Total Other Financing Sources	992,921	1,441,280	1,419,130	1,634,430
Revenues over (under) expenditures	(19,763)	-	-	-
Fund Balance, Beginning	54,974	35,211	35,211	35,211
Fund Balance, Ending	\$ 35,211	\$ 35,211	\$ 35,211	\$ 35,211

**FIRE FUND REVENUES****Property tax 403.000**

In 2014 the voters approved a millage of 1.5 for fire services. However, to keep taxes from increasing more than inflation, the Headlee Amendment automatically “rolls back” the millage rate to equal the rate of inflation. When growth causes township taxable value to increase faster than the State Tax Commissions annually determined rate of inflation, the township must apply a Millage Reduction Fraction to keep the taxes from increasing more than inflation. This has reduced the 2018 millage rate to 1.4961 mills. The calculated amount of \$1,097,855 has been reduced by \$4,560 to account for delinquent taxes, resulting in a budgeted amount of \$1,093,000.

Industrial Facilities Tax and Service Fees 404.000

The parcels that qualify for the Industrial Facilities Tax receive a 50% reduction in taxes (0.74805 mills instead of 1.4961 mills). The taxable value for those properties is 5,971,252. The Fire Fund also receives a portion of fees paid in lieu of taxes. 2018 revenue is budgeted at \$7,160.

FIRE FUND REVENUE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
206-000.00-403.000	CURR PROP TAX-AD VAL	\$ 1,061,846	\$ 1,060,000	\$ 1,068,000	\$ 1,093,000
206-000.00-404.000	IFT/CFT & SERVICE FEES	9,209	7,500	8,200	7,160
206-000.00-441.000	LOCAL COM STABILIZATION	-	-	6,770	6,700
206-000.00-445.000	DELQ TAX	1,866	2,000	2,000	2,000
206-000.00-445.005	DELINQ INTER & PENALTY	286	150	150	150
206-000.00-570.000	STATE GRANTS	36,813	38,400	15,830	25,000
206-000.00-571.000	MISC GRANTS	2,349	-	4,600	-
206-000.00-673.000	SALE OF FIXED ASSETS	-	-	2,400	-
206-000.00-675.030	DONATIONS	208	-	-	-
206-000.00-687.000	REFUNDS/REBATE/REIMB	1,929	17,000	26,400	20,000
206-000.00-694.000	MISCELLANEOUS REV	-	-	1,260	-
206-000.00-699.150	TRANS IN FROM GEN FUND	992,921	1,441,280	1,416,730	1,634,430
Total		\$ 2,107,427	\$ 2,566,330	\$ 2,552,340	\$ 2,788,440



FIRE DEPARTMENT

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
206-336.00-703.000	SALARIES	\$ 951,859	\$ 1,119,100	\$ 1,122,120	\$ 1,179,470
206-336.00-703.005	PART TIME HELP	125,452	121,780	132,520	152,760
206-336.00-703.010	OVERTIME	174,427	163,810	146,530	150,690
206-336.00-703.011	HOLIDAY PAY	21,450	27,000	27,000	27,000
206-336.00-705.000	BOARD OF APPEALS	-	500	500	500
206-336.00-709.000	VOL FIREMENS SALARIES	64,461	129,700	126,960	112,280
206-336.00-714.000	RETIREE'S BENEFITS	87,590	87,590	69,000	67,700
206-336.00-715.000	SOCIAL SEC/MEDICARE	101,743	121,200	122,620	127,750
206-336.00-716.000	HEALTH INSURANCE	141,844	196,330	149,370	165,230
206-336.00-716.010	DENTAL INSURANCE	19,465	22,760	19,870	22,930
206-336.00-717.000	LIFE INSURANCE	3,155	5,710	5,730	6,020
206-336.00-718.000	PENSION CONTRIBUTION	106,231	139,900	140,270	147,440
206-336.00-719.000	DISABILITY INSURANCE	6,660	8,510	8,530	8,970
206-336.00-720.000	UNEMPLOYMENT-REIMB	-	800	800	800
206-336.00-724.000	WORKERS COMP INSUR	30,287	34,500	34,500	34,500
206-336.00-725.000	CLOTHING/CLEAN ALLOW	4,268	5,240	5,240	5,240
206-336.00-726.000	OFFICE SUPPLIES	3,409	3,000	4,000	4,500
206-336.00-730.000	GASOLINE	16,511	27,000	27,000	27,000
206-336.00-734.000	UNIFORMS	9,891	6,500	7,000	7,000
206-336.00-734.001	FIRE TURNOUT GEAR MAINT	3,004	5,000	5,000	5,000
206-336.00-734.002	FIREFIGHT TURNOUT GEAR	-	10,500	11,000	11,500
206-336.00-755.000	FIRE FIGHTING EQ & SUPPLIE	1,896	10,000	11,500	11,500
206-336.00-760.000	MEDICAL SUPPLIES	39,067	30,000	30,000	32,500
206-336.00-801.000	LEGAL FEES	35	10,000	10,000	10,000
206-336.00-802.000	MEMBERSHIPS,DUES,SUBS	4,355	4,250	4,250	4,250
206-336.00-804.000	PHYSICALS	7,445	10,500	10,500	10,500
206-336.00-807.000	AUDIT FEES	1,593	1,700	1,700	1,700
206-336.00-818.000	CONTRACTUAL SERVICES	40,917	20,000	47,950	47,660
206-336.00-851.000	RADIO REPAIR & MAINT	-	40,000	40,000	40,000
206-336.00-853.000	TELEPHONE/COMM	11,064	6,000	10,000	12,000
206-336.00-910.000	INSURANCE & BONDS	46,558	57,280	57,280	57,280
206-336.00-921.030	UTILITIES - WATER	453	600	600	600
206-336.00-921.035	UTILITIES - SEWER	458	800	800	800
206-336.00-921.040	UTILITIES - ELECTRIC	656	1,370	1,370	1,370
206-336.00-921.045	UTILITIES - GAS	1,775	2,500	2,500	2,500
206-336.00-930.000	BLDG & GRDS MAINT & REP	4,633	7,500	7,500	7,500
206-336.00-930.020	EQUIPMENT MAIN & REPAIR	9,534	9,500	9,500	9,500
206-336.00-930.022	MISC GRANT EXPENDITURES	-	-	5,000	-
206-336.00-931.000	VEHICLE REPAIR/MAINT	13,499	40,000	55,000	45,000
206-336.00-956.000	MISCELLANEOUS	11,936	7,000	7,000	7,000
206-336.00-960.000	EDUCATION & TRAINING	3,340	7,500	8,500	12,500
206-336.00-960.001	FIRE PREVENTION	4,497	5,000	5,000	5,000
206-336.00-960.014	TRAINING-LANSING TEAM DE'	34,412	38,400	15,830	25,000
206-336.00-970.000	CAPITAL OUTLAY	17,361	20,000	45,000	180,000
Total		\$ 2,127,190	\$ 2,566,330	\$ 2,552,340	\$ 2,788,440



Fire Fund Performance Indicators

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
1. Personnel						
A. Paid, on-call Personnel on 12/31	29	36	40	33	25	20
B. Number of Paid, on-call Applicants	n/a	30	25	21	7	15
C. Number of Paid, on-call Personnel Hired	11	9	18	9	4	10
D. Number of Paid, on-call Personnel Leaving	4	7	10	10	8	10
E. Shift Supervisors	3	3	3	3	3	3
F. Full time fire personnel	15	15	15	12	12	15
G. Part time inspection personnel - (manhours)	261	189	150	29	25	95
2. Inspections						
A. Commercial Inspections Completed	826	708	800	161	50	302
3.. Number of Incidents						
A. Structure Fires	33	48	45	32	22	27
C. Vehicle Fires	11	12	15	8	7	17
D. Auto Accidents	99	74	100	80	76	97
E. False Alarms	139	70	85	99	118	118
F. Total Ambulance / EMS Calls	2026	2069	2150	2521	2756	2588
F. Total Incidents	451	512	525	519	586	705
H. Total Call Volume	2477	2581	2650	3040	3342	3293
4. Burning Permits						
A. Delhi Township Permits	199	201	200	249	250	126
B. Recreational Permits in effect	1051	1066	1050	840	1035	1010
C. Total Active Permits	1250	1303	1300	1089	1090	1050
5. Service Delivery						
A. Average personnel on scene of structure fires	16	17	22	12	12	8
B. Mutual Aid Received	57	83	80	108	90	120
C. Mutual Aid Granted	112	153	200	255	297	256
6. Call Frequency						
A. Overlapping Calls during the year	546	661	700	842	891	890
B. Percentage of calls that overlapped	22%	26%	-	28%	27%	27%
C. Days with 10 calls or more	50	84	90	114	145	127
7. Financial Returns - Fire and EMS						
A. Billable Collection Rate Percentage - EMS	57.41%	n/a	75%	87%	85%	73%
B. Billable Collection Rate Percentage - Fire	85.23%	n/a	n/a	n/a	n/a	n/a



POLICE FUND (207)

PURPOSE OR OBJECTIVE OF THIS DEPARTMENT:

To provide for the safety and welfare of the residents of Delhi Township through a contract with the Ingham County Sheriff's Office.

ACTIVITIES OF THE DEPARTMENT:

Community policing for businesses, schools and residential neighborhoods, road patrol officers for protection and investigation, including traffic accidents and detectives for investigative purposes.

YEAR 2018 GOALS:

1. Continue expanding community policing into new neighborhoods and businesses.
2. Continue to provide Holt Public Schools a School Resource Officer (SRO)
3. Increase interest in the Neighborhood Watch Program in partnership with Community Development and the Fire Department.
4. Increased presence of K9 unit in the schools, along with presentations and drug detection projects.
5. Continue community policing philosophy along with aggressive patrol tactics.
6. Continue to provide information to, and assist, the Tri-County Metro Narcotics Squad to investigate drug crimes.
7. Continue to identify specific crime trends and problem areas, focusing on targeted enforcement to reduce problems.
8. Identify and respond to traffic problem areas, reducing violations and accidents.
9. Continued annual in-service training and topic specific training to provide a highly trained and well rounded police officer.

RESOURCES NEEDED

The attached 2018 budget requests expenditures of \$2,762,740, an increase of \$80,860 from 2017 projected actual expenditures. This budget reflects a staffing level of 19 full-time deputies with a minimum staffing of 2 officers on duty at all times, 1 deputy in the Holt schools, and 1 full-time and 1 part-time clerical support staff. Included in the 19 deputies are 1 lieutenant, 2 sergeants, 2 detectives, 1 school resource officer, 1 community business officer, and 1 metro officer. In addition, two part-time seasonal sheriff deputies are utilized during the summer months to assist the Parks Department in patrolling the Township's parks, and trails and other facilities. Since revenues are insufficient to cover costs, a transfer of \$1,603,730 from the General Fund is necessary.

**POLICE FUND SUMMARY (207)**

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Taxes	\$ 1,073,207	\$1,069,650	\$ 1,085,120	\$ 1,109,010
Other	<u>49,217</u>	<u>55,000</u>	<u>46,000</u>	<u>50,000</u>
Total Revenues	1,122,424	1,124,650	1,131,120	1,159,010
Expenditures				
Public Safety	<u>2,595,557</u>	<u>2,673,880</u>	<u>2,681,880</u>	<u>2,762,740</u>
Total Expenditures	2,595,557	2,673,880	2,681,880	2,762,740
Other Financing Sources				
Transfer-in from General Fund	<u>1,473,133</u>	<u>1,549,230</u>	<u>1,550,760</u>	<u>1,603,730</u>
Total Other Financing Sources	1,473,133	1,549,230	1,550,760	1,603,730
Revenues over (under) expenditures	-	-	-	-
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**POLICE FUND REVENUE**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
207-000.00-403.000	REAL & PERS PROP TAX	\$ 1,061,846	\$ 1,060,000	\$ 1,068,000	\$ 1,093,000
207-000.00-404.000	IFT/CFT & SERVICE FEES	9,209	7,500	8,200	7,160
207-000.00-441.000	LOCAL COMM STABILIZATION	-	-	6,770	6,700
207-000.00-445.000	DELQ TAX	1,866	2,000	2,000	2,000
207-000.00-445.005	DELINQ INTER & PENALTY	286	150	150	150
207-000.00-655.000	MOTOR VEHICLE ORD FINES	49,218	55,000	46,000	50,000
207-000.00-699.150	TRANS IN FROM GEN FUND	1,473,133	1,549,230	1,550,760	1,603,730
Total		\$ 2,595,557	\$ 2,673,880	\$ 2,681,880	\$ 2,762,740

POLICE FUND EXPENDITURES

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
207-301.00-801.000	LEGAL FEES	\$ 26,475	\$ 30,000	\$ 30,000	\$ 30,000
207-301.00-818.000	CONTRACTUAL SERVICES	2,569,082	2,643,880	2,648,880	2,729,740
207-301.00-956.000	MISCELLANEOUS	-	-	3,000	3,000
Total		\$ 2,595,557	\$ 2,673,880	\$ 2,681,880	\$ 2,762,740



POLICE DEPARTMENT INDICATORS	2014	2015	2016
Total Complaints	4,433	5,006	5,418
Written Complaints	2,511	2,887	3,331
Blotter (Service) Complaints	1,922	2,119	2,087
Total Arrests	1,487	1,058	1,091
Felony Arrests	293	165	124
O.W.I. Arrests	107	63	53
Misdemeanor Arrests	918	669	727
Civil Arrests	169	161	187
Total Number of Accident Reports	632	653	678
Property Damage Accidents	430	416	446
Personal Injury Accidents	88	99	101
Hit & Run Accidents	32	50	38
Fatal Accidents	3	2	1
Car/Deer Accidents	79	86	92
Vehicle Stops	5,911	5,511	4,707
Total Number of Citations Issued	2,882	2,788	2,263
Appearance Citations	448	348	329
Moving Violations	1,085	1,044	891
Non-Moving Violations	1,249	1,295	945
Seat Belt Violations	88	97	96
Child Restraint Violations	12	4	2
Number of Registered Neighborhood Watch Groups	39	35	36
Number of Watch Meetings Attended	11	9	10
School Contacts	589	423	549
Business Contacts			
Number of Business Contacts	1,090	930	891
Number of Presentations to Businesses	3	1	4
Number of Warrant Requests for Business Comp.	56	49	47
Number of Warrants Issued for Business Comp.	56	49	47
Property Checks	3,864	3,369	3,417
Number of Miles Driven	127,889	131,515	134,929
Ave. Response Time in Minutes for Priority 1 & 2 Calls	4:06	5:13	7:21
Number of Hours in Training	1,875.30	1,417.40	1,449.20



WATER IMPROVEMENT FUND (225)

The Delhi Charter Township Board adopted Ordinance No. 84 establishing the “Delhi Charter Township Water Supply System Improvement Fund” on November 1, 1988.

Purpose or Objective of this Fund

To work with the Lansing Board of Water & Light and the Groundwater Management Board to ensure a safe and reliable system for our drinking water and for fire protection. This will be realized through sound planning and engineering analysis, establishment of consistent policies, and adequate allocation of public funds. The Township Manager administers this Fund.

Activities of this Department

1. Review and help implement the Lansing Board of Water and Light's efforts in continually evaluating and enhancing the capability and reliability of the water distribution system.
2. Monitor water payback agreements.
3. Implement the Delhi Charter Township Wellhead Protection Plan.
4. Facilitate creation of new water districts.
5. Participation with the Ground Management Board in the Annual Children's' Water Festival.

Year 2018 Goals

1. Continue with the Public Education components and Well Abandonment Program in coordination with the Tri County Regional Planning Commission.
2. Participate with the Lansing Board of Water and Light in the orderly extension/looping of the public water system.

Resources Needed

The attached 2018 budget shows expenditures of \$75,910 decreasing fund balance by \$22,640 to \$368,165. The largest expenditure, \$73,310 of the total \$75,910, is for debt payments on the Waverly/Holt Road water main extension to the Holt Public Schools.

**WATER IMPROVEMENT FUND SUMMARY**

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Charges for Services	\$ 142,250	\$ 25,000	\$ 80,000	\$ 50,000
Interest	1,179	100	1,500	1,500
Other	<u>1,779</u>	<u>1,770</u>	<u>1,770</u>	<u>1,770</u>
Total Revenues	145,208	26,870	83,270	53,270
Expenditures				
Other	4,905	2,600	2,450	2,600
Debt Service	<u>81,921</u>	<u>73,450</u>	<u>73,450</u>	<u>73,310</u>
Total Expenditures	86,826	76,050	75,900	75,910
Other Financing Sources (Uses)				
Bond Proceeds	414,585	-	-	-
Payment to Escrow	<u>(409,341)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	5,244	-	-	-
Revenues over (under) expenditures	63,626	(49,180)	7,370	(22,640)
Fund Balance, Beginning	<u>319,809</u>	<u>383,435</u>	<u>383,435</u>	<u>390,805</u>
Fund Balance, Ending	<u>\$ 383,435</u>	<u>\$ 334,255</u>	<u>\$ 390,805</u>	<u>\$ 368,165</u>

**WATER IMPROVEMENT REVENUE**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
225-000.00-608.000	WATER IMPROVEMT REV	\$ 142,250	\$ 25,000	\$ 80,000	\$ 50,000
225-000.00-664.000	INTEREST	1,179	100	1,500	1,500
225-000.00-672.020	SPECIAL ASSM PMTS	1,035	1,080	1,080	1,140
225-000.00-672.021	SPECIAL ASSM PAY-INTER	743	690	690	630
225-000.00-698.020	BOND PROCEEDS	414,585	-	-	-
Total		\$ 559,793	\$ 26,870	\$ 83,270	\$ 53,270

WATER IMPROVEMENT FUND ADMIN AND CONSTRUCTION

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
225-536.00-801.000	LEGAL FEES	\$ -	\$ 250	\$ 100	\$ 250
225-536.00-802.000	MEMBERSHIPS,DUES,SUBS	2,344	2,350	2,350	2,350
225-536.00-963.010	WATERMAIN EXPENSES	2,560	-	-	-
225-536.00-972.000	WATERMAIN CONSTR	-	-	-	-
Total		\$ 4,904	\$ 2,600	\$ 2,450	\$ 2,600

WATER IMPROVEMENT DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
225-905.00-956.000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
225-905.00-991.000	PRINCIPAL	62,438	64,940	64,940	67,440
225-905.00-991.120	REF DEBT PYMT TO ESCROW	409,341	-	-	-
225-905.00-992.000	BONDING EXPENSE	5,815	-	-	-
225-905.00-995.000	INTEREST	13,585	8,410	8,410	5,770
225-905.00-999.000	PAYING AGENT FEES	83	100	100	100
Total		\$ 491,262	\$ 73,450	\$ 73,450	\$ 73,310



This page intentionally left blank.



**2017 STREET IMPROVEMENT DEBT SERVICE FUND SUMMARY (852)
2018-2031 (15 YEARS)**

This bond was issued in 2017 to fund improvements to local streets. The revenue for bond payments will come from special assessments paid by the property owners.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Special Assessments	\$ -	\$ -	\$ 192,700	\$ 29,320
Revenues	-	-	192,700	29,320
Expenditures				
Debt Service	-	-	-	23,930
Total Expenditures	-	-	-	23,930
Revenues over (under) expenditures	-	-	192,700	5,390
Other financing sources (uses)				
Transfer Out	-	-	(150,000)	-
Total other financing sources (uses)	-	-	(150,000)	-
Fund Balance, Beginning	-	-	-	42,700
Fund Balance, Ending	\$ -	\$ -	\$ 42,700	\$ 48,090

**STREET SAD DEBT SERVICE REVENUE**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
852-000.00-664.000	INTEREST	\$ -	\$ -	\$ -	\$ -
852-000.00-672.020	SPEC ASSM PMTS-PRINC	-	-	183,140	17,300
852-000.00-672.021	SPEC ASSM PYMTS-INTER	-	-	9,560	12,020
Total		\$ -	\$ -	\$ 192,700	\$ 29,320

STREET IMPROVEMENT DEBT SERVICE EXPENDITURES

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
852-905.00-956.000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
852-905.00-991.000	PRINCIPAL	-	-	-	8,000
852-905.00-995.000	INTEREST	-	-	-	15,430
852-905.00-999.000	PAYING AGENT FEES	-	-	-	500
852-905.00-999.001	TRANSFER OUT	-	-	150,000	-
Total		\$ -	\$ -	\$ 150,000	\$ 23,930

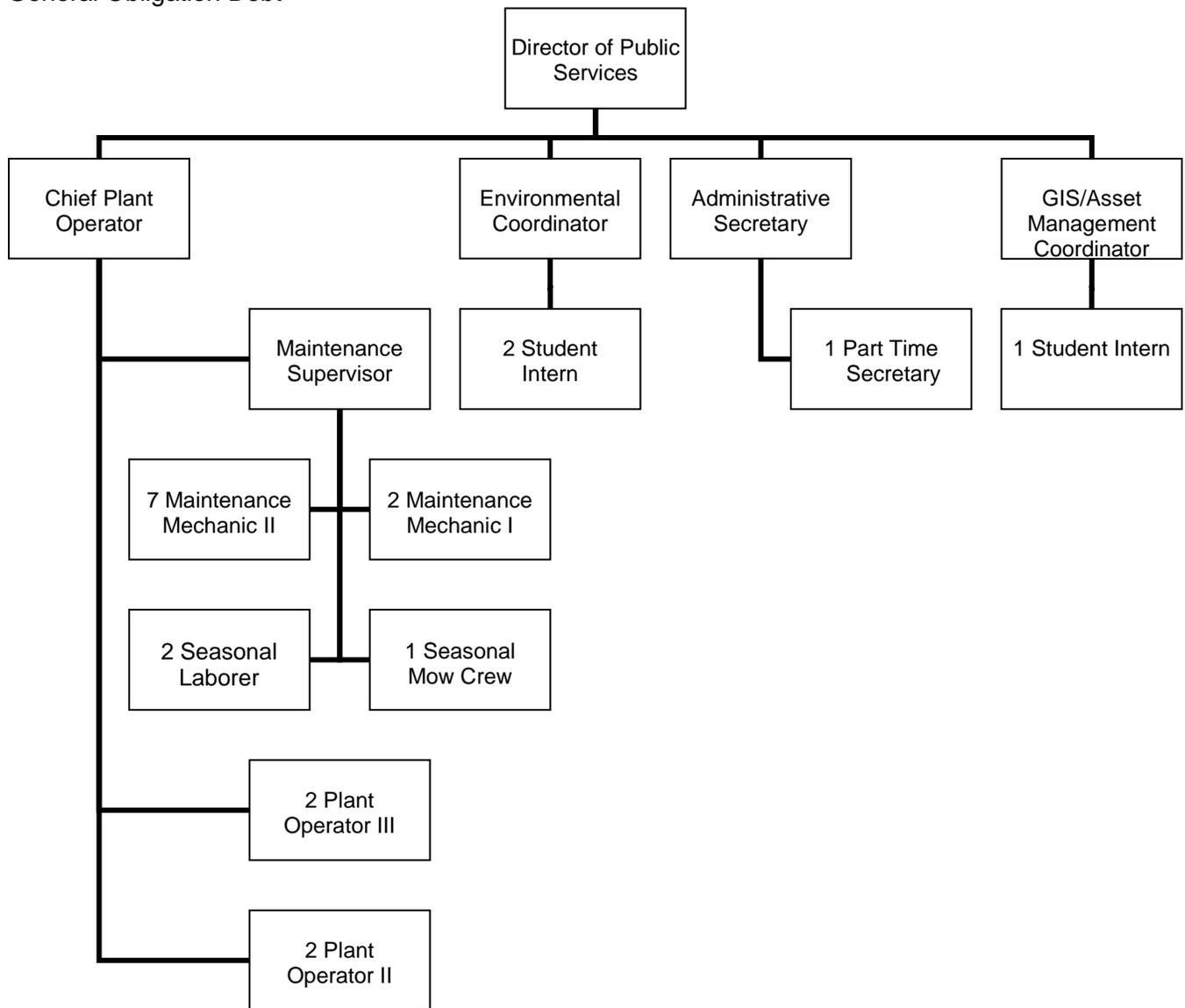


SEWER FUND (590)

The Sewer Fund provides for the removal and treatment of sewage for Delhi Township residents and businesses. This fund also provides for the maintenance of sewer lines as well as building new sewer lines. Sewer Fund activities are financed mostly by sewer user charges.

There are five departments (also referred to as “Activities”) in the Sewer Fund. They are:

- Sewer Revenue
- Sewer Administration
- Public Services
- Capital Improvement
- General Obligation Debt



**SEWER FUND SUMMARY**

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Licenses and Permits	\$ 815,792	\$ 176,200	\$ 351,750	\$ 175,700
Charges for Services	6,002,167	6,042,840	6,172,440	6,383,130
Grants	369,978	491,250	491,250	-
Interest & Rentals	23,415	20,780	27,780	23,780
Other	70,470	80,320	93,310	95,130
Total Revenues	7,281,822	6,811,390	7,136,530	6,677,740
Expenditures				
Public Works				
Administration	704,972	719,910	721,590	666,510
Public Services Operating*	2,946,091	3,906,180	3,699,170	3,265,420
Depreciation/Amortization	2,529,836	-	-	-
General Obligation Debt**	446,123	1,881,390	1,865,950	1,927,510
Capital Outlay***	-	1,938,860	3,405,700	6,509,140
Total Expenditures	6,627,022	8,446,340	9,692,410	12,368,580
Other Financing Sources				
Sale of Fixed Assets	55,948	-	-	20,500
Capital Contributions	185,508	-	281,650	-
Transfer In	76,972	24,500	35,100	-
Total Other Financing Sources	318,428	24,500	316,750	20,500
Revenues Over (Under) Expenditures	973,228	(1,610,450)	(2,239,130)	(5,670,340)
Beginning Fund Balance	34,055,146	35,028,374	35,028,374	32,789,244
Ending Fund Balance	\$ 35,028,374	\$ 33,417,924	\$ 32,789,244	\$ 27,118,904

The Sewer Fund uses the modified accrual basis for budgeting but the accrual basis for accounting.

*Capital and Replacement expenditures moved from Public services to Capital Outlay:

Budget worksheet total for dept 558.000	4,195,180	5,280,010	3,765,420
Capital Outlay and Replacement expenditures in dept 558.00	(289,000)	(1,580,840)	(500,000)
Dept 558.00 operating expenditures only	3,906,180	3,699,170	3,265,420
Budget worksheet total for dep 578.01	1,649,860	1,824,860	6,009,140
Capital Outlay and Replacement expenditures in dept 558.00	289,000	1,580,840	500,000
Capital expenditures only	1,938,860	3,405,700	6,509,140

** 2016 Actual General Obligation Debt reflects interest, amortization, and paying agent fees only. Principal payments have been reclassified against the liability

***2016 Actual Capital Outlay reflects the number after capital outlay has been reclassified from expense to asset.

**SEWER FUND REVENUES**

Sewer Usage Charges	607.000
<p>\$5.70 is charged per 100 cubic feet (ccf) of usage. Expected usage of approximately 686,876 ccf's will generate \$3,915,195 plus \$110,000 in penalties. \$5.70 represents an increase from \$5.50 using an inflation factor of .003 plus .03 for Asset Management (rounded up or down to the nearest dime).</p>	
Basic Service Charge	609.000
<p>\$16.20 per month is charged for each residential equivalent (RE). Estimated revenue of \$2,309,080 based on expected monthly RE's of 11,878. \$16.20 represents an increase from \$15.70 using an inflation factor of .003 plus .03 for Asset Management.</p>	
Non-residential User Charge (formerly Industrial Pretreatment Charge)	610.000
<p>All non-residential business users are charged a monthly industrial pretreatment fee, prorated by type of business, to partially cover the cost of the program. Fees were increased using an inflation factor of .003 plus .03 for Asset Management.</p>	
Sewer Permit Fees	626.000
<p>The fee for connecting to the sewer system is \$2,750 per RE plus a \$350 inspection fee. Other inspection fees are based on the items expected. Repair permit fees are \$25 each.</p>	
Interest on Deposit and Investment	664.000
<p>The estimate of \$11,000 for 2018 is based on current interest being earned.</p>	
Rental of Farmland	670.000
<p>In 2017 the Township's 96.5 acres of farmland will rent at \$125 per acre for a total of \$11,560.</p>	
Refunds, Rebates, and Reimbursements	687.000
<p>Historically the largest portion of this revenue has been from workers' compensation and liability insurance rebates. Smaller amounts are received as reimbursement from companies for outsourced industrial pretreatment tests. Revenue is estimated at \$11,000.</p>	
Miscellaneous Revenue	694.000
<p>Charges for sewer violations, drain layer license fees, equipment allocation from the General Fund, and donations for the annual open house make up most of this fund's miscellaneous revenue, which is estimated at \$11,690.</p>	



SEWER FUND REVENUE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
590-000.00-570.000	STATE GRANTS	\$ 369,978	\$ 491,250	\$ 491,250	\$ -
590-000.00-607.000	SEWER USER CHARGES	3,828,355	3,800,080	3,887,820	4,025,200
590-000.00-609.000	BASIC SERVICE CHARGE	2,127,133	2,188,640	2,237,820	2,309,080
590-000.00-610.000	INDUSTRIAL PRETREATMT	46,679	54,120	46,800	48,850
590-000.00-626.000	SEWER PERMITS/FEES	815,792	176,200	351,750	175,700
590-000.00-664.000	INTEREST	11,259	8,000	15,000	11,000
590-000.00-664.080	OTHER SPEC ASSM INTER	1,344	1,220	1,220	1,220
590-000.00-670.000	RENTAL OF FARMLAND	10,813	11,560	11,560	11,560
590-000.00-673.000	SALE OF FIXED ASSETS	55,948	-	-	20,500
590-000.00-674.000	CAPITAL CONTRIBUTIONS	185,508	-	281,650	-
590-000.00-687.000	REFUNDS/REBATE/REIMB	4,005	25,000	34,630	11,000
590-000.00-694.000	MISCELLANEOUS REV	18,945	8,430	11,790	11,690
590-000.00-699.001	TRANSFER IN	76,972	24,500	35,100	-
590-000.00-699.130	GENERAL FD COST ALLOC	47,520	46,890	46,890	72,440
Total		\$ 7,600,250	\$ 6,835,890	\$ 7,453,280	\$ 6,698,240

	Staffing Levels		
	2016	2017	2018
Director of Public Services	1.00	1.00	1.00
Maintenance Supervisor	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00
GIS/Asset Mgmt Cood.	0.50	1.00	1.00
Environmental Coord	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Secretary	0.30	0.60	0.60
Maint. Mechanic II	7.00	8.00	7.00
Maint. Mechanic I	1.00	1.00	2.00
Plant Operator III	2.00	2.00	2.00
Plant Operator II	2.00	2.00	2.00
Seasonal Maint. Laborer	0.50	1.00	1.00
Seasonal Mow Crew	0.50	0.50	0.50
Student Intern	1.25	1.50	1.50
Total FTE	20.05	22.60	22.60

**DEPARTMENT – Sewer Administration (548)****Purpose or Objective of this Department**

Accounts for Sewer Fund administrative activities not directly related to the cost of operations.

Activities of this Department

Expenditures in this activity include salary for the sewer board of appeals, retiree benefits, unemployment benefits, office supplies and postage relating to billing, insurance and bonds, legal fees, engineering services for site plan reviews, audit fees, contractual services, and cost allocation paid to the General Fund.

Resources Needed

The 2018 budget requests expenditures of \$666,510, a decrease of \$55,080 (-8%) from the 2017 projected budget.

SEWER FUND ADMIN AND OVERHEAD

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
590-548.00-705.000	BOARD OF APPEALS	\$ -	\$ 600	\$ 600	\$ 600
590-548.00-714.000	RETIREE'S BENEFITS	212,332	213,360	213,360	149,350
590-548.00-720.000	UNEMPLOYMENT-REIMB	6,054	2,000	2,000	2,000
590-548.00-726.000	OFFICE SUPPLIES	317	750	750	750
590-548.00-801.000	LEGAL FEES	19,607	10,000	10,000	10,000
590-548.00-803.000	POSTAGE	29,805	35,160	35,160	35,160
590-548.00-807.000	AUDIT FEES	10,920	13,600	11,250	11,600
590-548.00-818.000	CONTRACTUAL SERVICES	19,648	28,890	32,920	23,750
590-548.00-902.000	PUBLISH/LEGAL NOTICES	-	1,000	1,000	1,000
590-548.00-910.000	INSURANCE & BONDS	57,588	57,590	57,590	57,590
590-548.00-956.000	MISCELLANEOUS	701	1,000	1,000	1,000
590-548.00-960.000	EDUCATION & TRAINING	-	1,000	1,000	1,000
590-548.00-999.040	GENERAL FD COST ALLOC	348,000	354,960	354,960	372,710
Total		\$ 704,972	\$ 719,910	\$ 721,590	\$ 666,510



DEPARTMENT – Department of Public Services (DPS) 558

Purpose or Objective of this Department

Manage the treatment of wastewater to protect the life and health of Delhi and surrounding residents, wildlife, and aquatic life; achieve compliance with Federal and State Standards; and protect the water quality of the Grand River. Provide the Township with uninterrupted sanitary sewer service.

Activities of this Department

Operate and maintain Delhi's sanitary sewer collection system and treatment plant to produce a high quality discharge, analyze wastewater to assist in process control and demonstrate compliance with national water quality standards. Establish and maintain an Asset Management Plan, Industrial Pretreatment Program (IPP), a Residuals Management Plan (RMP), a Pollutant Minimization Program for Total Mercury, and the Township Stormwater Phase II program. Manage all new and existing sewer construction. Participate in the community by providing public education concerning wastewater, stormwater, recycling and the environment. Maintain the township recycling center.

Year 2018 Goals

- A.** Replace (sell/rotate) three (3) department vehicles per township vehicle rotation plan
 - a.** 2007 Ford Ranger 4WD (transfer to Parks Department)
 - b.** 2014 Ford F150 Truck (transfer to Assessing Department)
 - c.** 2014 Ford F150 Truck (transfer to Assessing Department)
- B.** Replace the ferric and hypochlorite flow meters
- C.** Replace the ferric room heater
- D.** Replace the tertiary SCADA panel
- E.** Maintain zero National Pollutant Discharge Elimination System Permit violations
- F.** Provide and encourage both voluntary and required continuing education and technical training for staff
- G.** Continue to promote a safe work environment through safety meetings
- H.** Continue community outreach programs, including partnering with Holt Public Schools

Resources Needed

The attached year 2018 budget requests expenditures of \$3,765,420, a decrease of \$1,514,590, (-29%) than the 2017 projected operating budget; resulting from the completion of the SAW grant related projects. This budget reflects nineteen full-time positions and seven part-time/seasonal employees.



DEPARTMENT OF PUBLIC SERVICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
590-558.00-703.000	SALARIES	\$ 848,831	\$ 971,740	\$ 894,440	\$ 983,990
590-558.00-703.005	PART TIME HELP	40,356	108,330	68,950	117,540
590-558.00-703.010	OVERTIME	80,589	91,160	91,160	93,340
590-558.00-715.000	SOC SECURITY/MEDICARE	74,257	91,330	82,300	93,140
590-558.00-716.000	HEALTH INSURANCE	147,576	198,340	165,330	205,580
590-558.00-716.010	DENTAL INSURANCE	18,587	21,980	18,740	21,490
590-558.00-717.000	LIFE INSURANCE	4,287	4,960	4,560	5,020
590-558.00-718.000	PENSION CONTRIBUTION	106,657	122,200	111,810	123,000
590-558.00-719.000	DISABILITY INSURANCE	6,397	7,390	6,800	7,480
590-558.00-724.000	WORKERS COMP	12,882	23,170	20,970	21,790
590-558.00-726.000	OFFICE SUPPLIES	2,040	5,500	5,500	5,500
590-558.00-728.000	CERTIFICATION	1,100	1,200	1,200	1,200
590-558.00-730.000	GASOLINE	20,711	27,500	27,500	30,250
590-558.00-732.000	FUEL OIL	1,555	6,000	6,000	6,000
590-558.00-734.000	UNIFORMS	7,750	15,700	15,700	15,700
590-558.00-740.010	COMPUTER EXPENSES	65,626	55,640	77,580	79,710
590-558.00-741.000	OTHER OPERATING EXP	11,650	19,000	19,000	19,000
590-558.00-742.000	LABORATORY SUPPLIES	31,831	31,550	31,550	33,140
590-558.00-743.000	TREATMENT CHEMICALS	158,005	209,480	166,790	175,130
590-558.00-745.000	OFF-SITE LAB TESTING	12,288	26,500	26,500	26,500
590-558.00-775.003	SAFETY EQUIP & SUPPLIES	10,469	18,500	18,500	18,500
590-558.00-805.000	ENGINEERING SERVICES	318,329	645,000	645,000	90,000
590-558.00-818.000	CONTRACTUAL SERVICES	3,731	9,200	9,200	5,450
590-558.00-818.015	CONTR SERV-SAFETY PGM	-	2,000	2,000	2,000
590-558.00-818.220	SLUDGE HAULING	47,090	122,000	122,000	122,000
590-558.00-818.225	SOLID WASTE DISPOSAL	20,591	22,900	22,900	22,900
590-558.00-853.000	TELEPHONE/COMM	22,576	34,210	34,210	31,210
590-558.00-921.030	UTILITIES - WATER	13,846	15,270	14,850	15,590
590-558.00-921.035	UTILITIES - SEWER	2,245	2,830	2,830	2,930
590-558.00-921.040	UTILITIES - ELECTRIC	262,817	360,910	293,170	307,830
590-558.00-921.045	UTILITIES - GAS	32,704	58,330	55,400	58,170
590-558.00-928.000	REGULATORY FEES	9,882	10,980	11,750	10,980
590-558.00-930.000	BUILDING MAINT & REPAIRS	20,036	24,500	24,500	24,500
590-558.00-930.015	REPAIRS & MAINT - L.S.	38,368	90,000	90,000	90,000
590-558.00-930.016	REPAIRS & MAINT - C.S.	124,427	120,000	141,230	70,000
590-558.00-930.020	EQUIP MAIN & REPAIR	96,564	77,050	77,050	77,050
590-558.00-930.040	BLDG MAIN & REPR-CONTR	71,386	105,190	105,190	106,710
590-558.00-930.050	EQUIP MAIN/REPR-CONTR	155,036	96,190	138,440	96,850
590-558.00-931.000	VEHICLE REPAIR/MAINT	8,266	11,300	5,500	5,500
590-558.00-956.000	MISCELLANEOUS	4,232	6,900	6,900	6,900
590-558.00-956.005	COMM OUTREACH PROGR	6,835	10,400	12,320	12,000
590-558.00-960.000	EDUCATION & TRAINING	23,394	23,500	23,500	23,500
590-558.00-967.020	TWP PROP-DRAIN/TAX/SAD	294	350	350	350
590-558.00-970.000	CAPITAL OUTLAY	-	119,000	274,300	90,000
590-558.00-981.000	REPLACEMT FUND ALLOC	-	170,000	1,306,540	410,000
Total		\$ 2,946,091	\$ 4,195,180	\$ 5,280,010	\$ 3,765,420



DEPARTMENT – Capital Outlay (578.01)

Purpose or Objective of this Department

Manage the flow and treatment of wastewater to protect the life and health of Delhi and surrounding residents, wildlife, and aquatic life; achieve compliance with Federal and State Standards; and protect the water quality of the Grand River. Meet the future demands of the growing community to provide to the residents of Delhi uninterrupted sanitary sewer service.

Activities of this Department

Provide upgrades to the collection system and treatment plant to replace aging equipment and prepare for community growth. Inspect, maintain, and repair 667,920 feet of sanitary sewer.

Year 2018 Goals

1. System Asset Management
 - a. Rehabilitation of two (2) of the POTW secondary's
 - b. Replace the influent pump
 - c. Replace the POTW valve actuators
 - d. Install lab cabinets
 - e. Improve pre-feed mixing
 - f. Replace the sludge storage tank valves
 - g. Replace the POTW samplers
 - h. Replace the transformers and switch at the POTW
 - i. Line the 30" interceptor sewer
 - j. Replace the pond generator
2. Eliminate the Delhi Commerce Center lift station
3. Upgrade security & fire system
4. Install grit improvements at the POTW
5. Replace the Evoqua cover on the digester
6. Repair the Michael Street sanitary sewer
7. Improve the inter urban sanitary sewer

Resources Needed

The attached year 2018 budget requests expenditures of \$6,009,140.

**SEWER FUND CAPITAL IMPROVEMENTS**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
590-578.01-805.335	EIFERT RD FM ENGINEER	\$ -	\$ 100,000	\$ 100,000	\$ -
590-578.01-805.338	System Asset Management	-	-	-	203,870
590-578.01-805.339	Delhi Commerce Drive LS Elimir	-	-	-	90,000
590-578.01-805.340	Upgrade Security & Fire System				112,500
590-578.01-805.341	Grit Improvements				150,000
590-578.01-805.342	Evoqua Cover Rehab				90,000
590-578.01-805.343	Michael Street Sewer				15,000
590-578.01-805.344	Inter Urban Sewer				240,000
590-578.01-976.335	EIFERT RD FM CONSTR	-	500,000	675,000	-
590-578.01-976.337	HONEYWELL ENERGY IMPR	-	1,049,860	1,049,860	-
590-578.01-976.338	System Asset Management				1,155,270
590-578.01-976.339	Delhi Commerce Drive LS Elimination				510,000
590-578.01-976.340	Upgrade Security & Fire System				637,500
590-578.01-976.341	Grit Improvements				850,000
590-578.01-976.342	Evoqua Cover Rehab				510,000
590-578.01-976.343	Michael Street Sewer				85,000
590-578.01-976.344	Inter Urban Sewer				1,360,000
Total		\$ -	\$ 1,649,860	\$ 1,824,860	\$ 6,009,140



DEPARTMENT – G.O. Bond, Note, and Loan Indebtedness (588.01)

Purpose or Objective of this Department

To account for the Township’s general obligation bond, note, and loan payments in the Sewer Fund.

Activities of this Department

Payments for 8 general obligation bonds, notes, and loans are made from this department:

<u>Original Amt</u>	<u>Year</u>	<u>Description</u>
\$9,850,000	2007	Sanitary Sewer SRF #1 Revenue Bonds
\$1,000,000	2008	Sanitary Sewer DDA Bonds (partially refunded in 2016)
\$8,400,000	2010	Sanitary Sewer SRF #2 Revenue Bonds
\$1,585,000	2014	Sanitary Sewer 2003 Refunded Bonds
\$2,075,415	2016	Sanitary Sewer 2011 Refunded Bonds
\$ 501,002	2016	Sanitary Sewer Refunding 2008 DDA Bonds
\$1,470,335	2016	Qualified Energy Conservation Bonds, Series A
\$ 266,950	2017	Vactor Capital Lease (estimate)

Resources Needed

The 2018 budget requests expenditures of \$1,927,510.

SEWER FUND BOND DETAILS

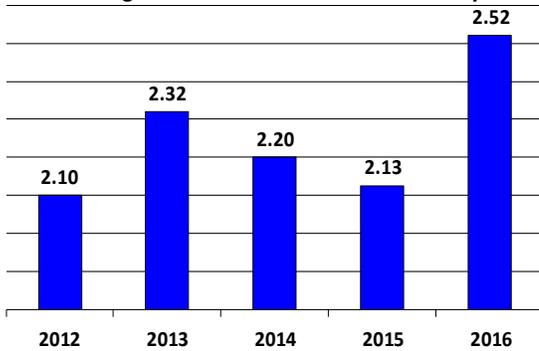
	<u>2017</u>			<u>2018</u>			<u>Year of Final Pymt</u>
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	
2008 DDA Bonds	62,625	5,150	67,775	66,132	2,646	68,778	2018
2016 Refunding Bond	325,065	42,044	367,109	337,568	28,882	366,450	2022
2014 Refunding Bonds	150,000	28,905	178,905	150,000	25,380	175,380	2024
2016 DDA Ref Bonds	-	10,287	10,287	-	8,016	8,016	2024
SRF Loan 5279-01	480,000	102,131	582,131	485,000	94,332	579,332	2028
SRF Loan 5403-01	365,000	171,313	536,313	370,000	162,125	532,125	2032
Capital Lease Estimate-Vactor		1,895	1,895	66,737	7,582	74,319	2021
QEC Bond	75,336	45,390	120,726	77,400	45,198	122,598	2031
	<u>1,458,026</u>	<u>407,115</u>	<u>1,865,141</u>	<u>1,552,837</u>	<u>374,161</u>	<u>1,926,998</u>	

SEWER BOND INDEBTEDNESS

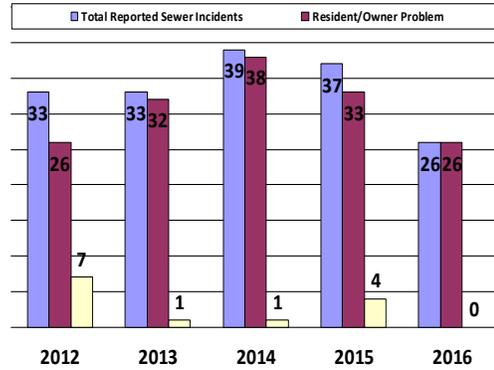
<u>GL Number</u>	<u>Description</u>	<u>2016 Activity</u>	<u>2017 Budget</u>	<u>2017 Projected</u>	<u>2018 Budget</u>
590-588.01-956.000	MISCELLANEOUS	\$ 29,066	\$ -	\$ 300	\$ -
590-588.01-991.000	PRINCIPAL	-	1,463,690	1,458,030	1,552,840
590-588.01-995.000	INTEREST	416,590	417,200	407,120	374,170
590-588.01-999.000	PAYING AGENT FEES	467	500	500	500
Total		\$ 446,123	\$ 1,881,390	\$ 1,865,950	\$ 1,927,510



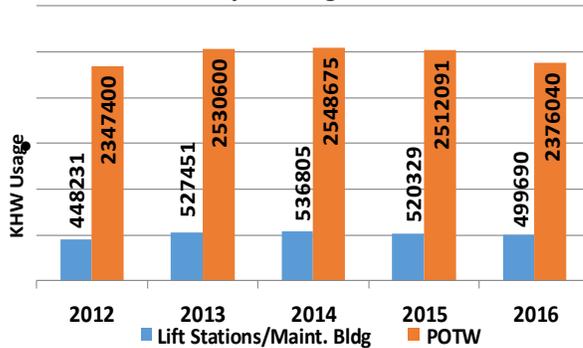
Average Million Gallons Processed Per Day



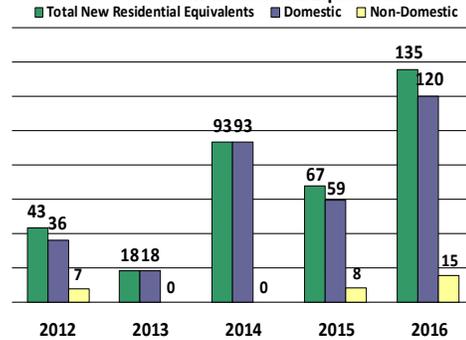
Residential / Commercial Sanitary Sewer



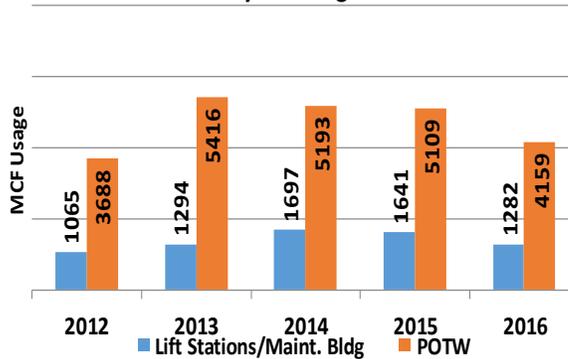
Utility Tracking - Electric



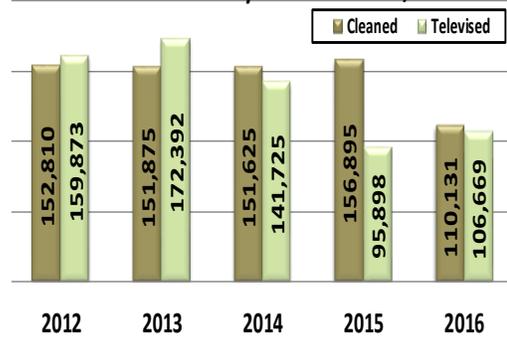
New Residential Equivalents



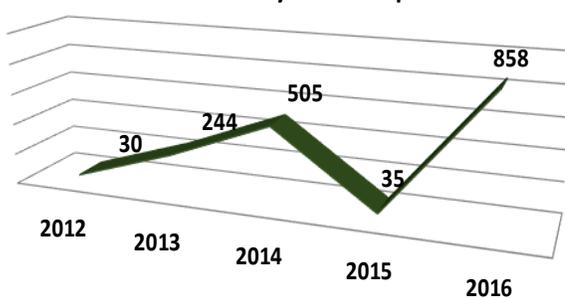
Utility Tracking - Gas



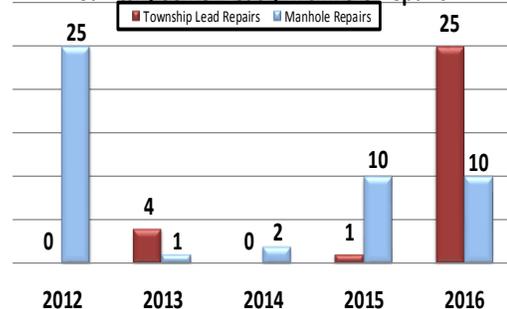
Feet of Sanitary Sewer Cleaned / Televised



Feet of Sanitary Sewer Repaired



Sanitary Sewer Lead / Manhole Repairs





This page intentionally left blank.



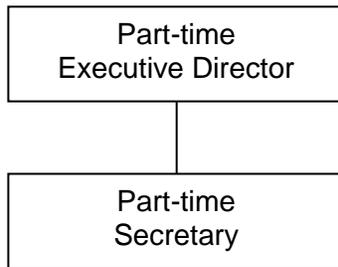
Delhi Downtown Development Authority (248)

The Delhi Township Downtown Development Authority (DDA) has a separate legal identity but operates in conformity with many of the Township’s policies and procedures. The DDA is reported in the Township’s financial statements as a discretely presented component unit.

PURPOSE OF THIS FUND: The DDA was organized pursuant to Township Ordinance No. 80 and Act 197 of the Public Acts of 1975, as amended. The primary purpose of the DDA is to provide for the ongoing maintenance, promotion, security, and continued operation of the DDA District. A Board of Directors appointed by the Township Board governs the DDA. This DDA’s mission is as follows: to promote economic development through business attraction/retention programs and works to foster investment within the DDA District. It strives to increase the Township’s tax base and strengthen the local economy while maintaining those qualities that make Delhi Township a desirable place to live and work.

There are eight departments in the DDA. They are:

- Administration
- Marketing and Promotion
- Infrastructure
- Other Functions
- Capital Outlay
- 2016 DDA Development
- 2017 DDA Development
- Debt Service



Staffing Levels			
	2016	2017	2018
Executive Director	0.60	0.60	0.60
Secretary	0.60	0.60	0.60
Total	1.20	1.20	1.20

**DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY**

Description	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Property Taxes	\$ 1,533,141	\$ 1,400,280	\$ 1,484,700	\$ 1,456,600
Grants	4,800	4,000	4,000	4,000
Interest and rentals	332,508	34,980	19,000	19,000
Intergovernmental	42,025	30,000		
Other	19,978	15,820	15,820	15,820
Total Revenues	1,932,452	1,485,080	1,523,520	1,495,420
Expenditures				
Community and Economic Dev				
Administration	121,906	123,890	158,770	144,670
Marketing & Promotion	138,405	169,500	169,500	172,740
Other Functions	200,214	313,290	213,570	196,930
Infrastructure Projects	13,234	50,000	50,000	50,000
Capital Outlay	224,072	220,000	220,000	220,000
Development Capital Outlay/Improvements	244,362	320,000	615,630	6,850,000
Debt Service	204,073	87,850	88,350	89,830
Total Expenditures	1,146,266	1,284,530	1,515,820	7,724,170
Other Financing Sources (Uses)				
Sale of Assets	2,001	-	-	-
Bond/Loan Proceeds	5,998,998	-	6,944,980	-
Payment to Escrow	(4,483,538)	-	-	-
Transfer to DDA Debt Service Funds	(778,687)	(701,510)	(858,750)	(1,011,210)
Total Other Financing Sources (Uses)	738,774	(701,510)	6,086,230	(1,011,210)
Revenues over (under) expenditures	1,524,960	(500,960)	6,093,930	(7,239,960)
Fund Balance, Beginning	1,855,372	3,380,332	3,380,332	9,474,262
Fund Balance, Ending	\$ 3,380,332	\$ 2,879,372	\$ 9,474,262	\$ 2,234,302

**DDA REVENUE**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-000.00-403.005	CURR PROP TAXES-AD VAL.	\$ 1,488,675	\$ 1,354,000	\$ 1,450,000	\$ 1,426,000
248-000.00-404.005	IFT/CFT CAPT TAX REV	34,704	38,280	26,700	22,600
248-000.00-445.000	DELQ TAX	8,046	7,000	7,000	7,000
248-000.00-445.005	DELINQ INTER & PENALTY	1,716	1,000	1,000	1,000
248-000.00-570.000	STATE GRANTS	4,800	4,000	4,000	4,000
248-000.00-581.000	INTERGOVERNMENTAL REV	42,025	30,000	-	-
248-000.00-664.000	INTEREST	9,547	5,000	8,000	8,000
248-000.00-669.020	COMM TOWER LEASE FEE	311,962	18,980	-	-
248-000.00-670.010	RENT-FARMERS MARKET	10,999	11,000	11,000	11,000
248-000.00-672.040	GREASE LOAN	1,320	1,320	1,320	1,320
248-000.00-673.000	SALE OF FIXED ASSETS	2,001	-	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMB	6	2,500	2,500	2,500
248-000.00-694.000	MISCELLANEOUS REV	18,652	12,000	12,000	12,000
248-000.00-698.020	BOND PROCEEDS	5,998,998	-	6,750,000	-
248-000.00-698.050	BOND PREMIUM	-	-	194,980	-
Total		\$ 7,933,451	\$ 1,485,080	\$ 8,468,500	\$ 1,495,420

**DDA ADMINISTRATION (728)****Purpose**

To provide leadership in promoting economic development through business attraction/retention programs and work to foster investment within the DDA District.

Activities

Expenditures in this activity include costs relating to the part-time Executive Director and part-time Secretary, plus other administrative costs such as legal fees, education, insurance, office supplies, and building maintenance.

Year 2018 Goals

1. Continue to provide leadership in the ongoing maintenance, promotion, and continued operation of the DDA District.
2. Continue striving to increase the Township's tax base and strengthen the local economy while maintaining those qualities that make Delhi Township a desirable place to live and work.

Resources Needed

The attached year 2018 budget requests expenditures of \$144,670. The budget reflects one part-time Executive Director and one part-time Secretary.

DDA ADMINISTRATION

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-728.00-703.005	PART TIME HELP	\$ 70,122	\$ 75,110	\$ 75,110	\$ 75,890
248-728.00-715.000	SOCIAL SEC/MEDICARE	1,118	1,120	1,120	1,130
248-728.00-718.000	PENSION CONTRIBUTION	2,069	2,250	2,250	2,280
248-728.00-723.000	AUTO EXP ALLOWANCE	400	400	400	400
248-728.00-724.000	WORKERS COMP	177	340	340	340
248-728.00-726.000	OFFICE SUPPLIES	638	1,200	1,200	1,200
248-728.00-801.000	LEGAL FEES	11,809	15,000	15,000	30,000
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,163	1,470	1,470	1,470
248-728.00-803.000	POSTAGE	2	300	300	300
248-728.00-807.000	AUDIT FEES	2,503	2,700	2,580	2,660
248-728.00-818.000	CONTRACTUAL SERVICES	20,062	15,000	50,000	20,000
248-728.00-853.000	TELEPHONE/COMM	2,387	2,500	2,500	2,500
248-728.00-870.000	MILEAGE	355	400	400	400
248-728.00-902.005	PRINTING AND PUBLISHING	72	300	300	300
248-728.00-910.000	INSURANCE & BONDS	2,953	3,800	3,800	3,800
248-728.00-956.000	MISCELLANEOUS	178	1,000	1,000	1,000
248-728.00-960.000	EDUCATION & TRAINING	268	1,000	1,000	1,000
248-728.00-970.000	CAPITAL OUTLAY	5,629	-	-	-
Total		\$ 121,906	\$ 123,890	\$ 158,770	\$ 144,670

**DDA MARKETING & PROMOTION (729)****Purpose**

To promote and market the Township as an attractive place to live and do business.

Activities

Expenditures in this activity include costs relating to local business advertising, promoting businesses via the DDA newsletter *Our Town*, and supporting the Farmers' Market.

Year 2018 Goals

1. Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building
2. Provide business promotion and support through electronic publication of *Our Town*, *HoltNow*, and other enhancements
3. Promote community events
4. Encourage community beautification with the placement of public art and murals

Resources Needed

The attached year 2018 budget requests expenditures of \$172,740.

DDA MARKETING AND PROMOTION

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-729.00-703.005	PART TIME HELP	\$ 37,807	\$ 39,310	\$ 39,310	\$ 42,310
248-729.00-715.000	SOCIAL SEC/MEDICARE	2,892	3,010	3,010	3,240
248-729.00-724.000	WORKERS COMP INSUR	166	180	180	190
248-729.00-884.000	DDA ADVERTISING	76,147	96,000	91,000	96,000
248-729.00-888.000	FARMERS MARKET	8,429	13,000	18,000	13,000
248-729.00-888.002	DOUBLE UP BUCKS	4,164	4,000	4,000	4,000
248-729.00-956.000	MISCELLANEOUS	8,799	14,000	14,000	14,000
Total		\$ 138,405	\$ 169,500	\$ 169,500	\$ 172,740



DDA INFRASTRUCTURE (731)

Purpose

To build and improve physical structures such as streetscapes and sidewalks in the DDA District that create both a safe and attractive environment.

Activities

Expenditures in this activity are for street, sidewalk, landscaping, and other physical improvements.

Year 2018 Goals

1. Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the DDA District.
2. Work with Community Development to enhance Non-Motorized Trail and Trailhead Parks.

Resources Needed

The attached year 2018 budget requests expenditures of \$50,000.

DDA INFRASTRUCTURE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-731.00-933.000	STREETSCAPE REPR/MAINT	\$ 2,632	\$ 15,000	\$ 5,000	\$ 15,000
248-731.00-956.000	MISCELLANEOUS	5,000	10,000	5,000	10,000
248-731.00-974.010	NON-MOTORIZED PATHWAYS	5,602	25,000	40,000	25,000
Total		\$ 13,234	\$ 50,000	\$ 50,000	\$ 50,000

**DDA OTHER FUNCTIONS (850)****Purpose**

To account for DDA building and equipment maintenance, utility payments.

Activities

Expenditures in this activity are for DDA property maintenance and projects, utility payments, and tax adjustments.

Year 2018 Goals

1. Provide for on-going maintenance within the DDA District.
2. Provide bond payments for the Non-Motorized Trail.

Resources Needed

The attached year 2018 budget requests expenditures of \$196,930.

DDA OTHER FUNCTIONS

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-850.00-818.000	CONTRACTUAL SERVICES	\$ 15,640	\$ 17,800	\$ 17,800	\$ 17,900
248-850.00-921.030	UTILITIES - WATER	2,605	2,410	3,500	2,520
248-850.00-921.035	UTILITIES - SEWER	2,699	2,240	2,130	1,400
248-850.00-921.040	UTILITIES - ELECTRIC	19,849	23,960	23,960	18,690
248-850.00-921.045	UTILITIES - GAS	3,293	5,250	5,700	5,700
248-850.00-930.000	BUILDING MAINT & REPAIRS	220	4,000	11,670	4,000
248-850.00-964.000	TAX ADJ TO COUNTY/TWP	-	10,000	10,000	10,000
248-850.00-967.025	DDA PROP-DRAIN/TAX/SAD	26,570	20,000	20,000	20,000
248-850.00-969.016	COMMUNITY & ECON DEV	8,442	227,630	-	-
248-850.00-999.105	TRANS OUT-G.F. LOAN PAY	120,894	-	118,810	116,720
Total		\$ 200,214	\$ 313,290	\$ 213,570	\$ 196,930



DDA CAPITAL OUTLAY (903)

Purpose

To purchase and redevelop underutilized properties in the DDA District.

Activities

Expenditures in this activity are for purchasing, improving and rehabilitating property.

Year 2018 Goals

1. Identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.

Resources Needed

The attached year 2018 budget requests expenditures of \$220,000.

DDA CAPITAL OUTLAY

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-903.00-971.000	CAPITAL OUTLAY-LAND	\$ 224,072	\$ 210,000	\$ 210,000	\$ 210,000
248-903.00-971.134	FARMERS MARKET-2150 CED.	-	10,000	10,000	10,000
Total		\$ 224,072	\$ 220,000	\$ 220,000	\$ 220,000

**DDA DEVELOPMENT (903.05)****Purpose**

To purchase and redevelop underutilized properties along the Cedar Street Corridor and downtown triangle area.

Activities

New taxable bonds were issued in the amount of \$1.5 Million in August 2016 in an effort to purchase, improve and rehabilitate property along the Cedar Street Corridor and downtown triangle area.

Year 2018 Goals

1. Identify under or inappropriately utilized sites along the Cedar Street Corridor and downtown triangle area and assist in the development of these sites.

Resources Needed

The attached year 2018 budget requests expenditures of \$450,000.

DDA 2016 DEVELOPMENT

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-903.05-818.000	CONTRACTUAL SERVICES	\$ -	\$ 60,000	\$ 300,000	\$ 300,000
248-903.05-970.000	CAPITAL OUTLAY	197,362	260,000	-	150,000
248-903.05-992.000	BONDING EXPENSE	47,000	-	-	-
Total		\$ 244,362	\$ 320,000	\$ 300,000	\$ 450,000

**DDA DEVELOPMENT (903.17)****Purpose**

To facilitate the construction of the Realize Cedar Project.

Activities

New limited tax bonds were issued in the amount of \$6.75 Million in August 2017 to facilitate the construction of the Realize Cedar Project.

Year 2018 Goals

1. Redesign and reconstruct Cedar Street.

Resources Needed

The attached year 2018 budget requests expenditures of \$6,400,000.

2017 DDA DEVELOPMENT (Realize Cedar)

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-903.17-818.000	CONTRACTUAL SERVICES	\$ -	\$ -	\$ 200,000	\$ 400,000
248-903.17-970.000	CAPITAL OUTLAY	-	-	-	6,000,000
248-903.17-992.000	BONDING EXPENSE	-	-	115,630	-
Total		\$ -	\$ -	\$ 315,630	\$ 6,400,000

**DDA DEBT SERVICE (905)****Purpose**

To account for bond principal and interest due in the current year.

Activities

Expenditures in this activity are for the following bonds:

1. 2003 DDA Bonds issued for the construction of the DDA/ICSD building at 2045 Cedar Street.
2. 2008 DDA Bonds issued for Cedar Heights & Delhi NE/Depot Street infrastructure projects, construction of a new senior center, Holt/Aurelius corner landscaping, and sidewalks and lighting along Holt Road. These expenditures are accounted for through a transfer out to Fund 392. These bonds were refunded in 2016 at a cost savings of \$320,000.
3. 2016 Refunding bonds issued to replace 2008 DDA bonds maturing from 2019 to 2024.
4. 2016 Development bonds issued to facilitate growth within the DDA District.
5. 2017 Development bonds issued to facilitate the Realize Cedar project.

Resources Needed

The attached year 2018 budget requests expenditures of \$1,101,040.

DDA DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
248-905.00-991.120	REF DEBT PYMT TO ESCROW	\$ 4,483,537	\$ -	\$ -	\$ -
248-905.00-991.300	PRINC PYMT-2003 DDA BONDS	80,000	80,000	80,000	85,000
248-905.00-991.320	PRINC PYMT-2040 CEDAR LAND CON	44,863	-	-	-
248-905.00-991.340	PRINC PYMT-2052 CEDAR LAND CON	25,000	-	-	-
248-905.00-992.000	BONDING EXPENSE	40,199	-	-	-
248-905.00-995.300	INTER PYMT-2003 DDA BONDS	10,745	7,350	7,350	3,830
248-905.00-995.320	INTER PYMT-2040 CEDAR LAND CON	2,029	-	-	-
248-905.00-995.340	INTER PYMT-2052 CEDAR LAND CON	938	-	-	-
248-905.00-999.000	PAYING AGENT FEES	300	500	1,000	1,000
248-905.00-999.220	TRANS OUT-392 2008 DDA BONDS	778,687	609,130	609,130	618,130
248-905.00-999.391	TRANS OUT-2016 DDA REF BONDS	-	92,380	92,380	72,000
248-905.00-999.395	TRANS OUT-2016 DDA DEV BONDS	-	-	108,820	108,030
248-905.00-999.397	TRANS OUT-2017 DDA DEV BONDS	-	-	48,420	213,050
Total		\$ 5,466,297	\$ 789,360	\$ 947,100	\$ 1,101,040



**DDA 2016 REFUNDING BOND DEBT SERVICE FUND SUMMARY (391)
2017-2024 (8 YEARS)**

This bond was issued in 2016 to defease the callable portion of the 2008 DDA Bonds. The 2008 Bonds funded the following six projects in the DDA district: reconstruction of Cedar St. from Dallas to Holbrook, infrastructure for Cedar Hts. neighborhood, infrastructure for Delhi NE/Depot St. area, sidewalks and lighting along Holt Rd. from Thorburn to Aspen Lakes, construction of Senior Citizens' Center, and landscaping corner of Holt & Aurelius Rds. The revenue for 90% of the bond payments comes from the Downtown Development authority, with the remaining portion paid by the Sewer Fund.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	-	92,380	92,380	72,000
Total Expenditures	-	92,380	92,380	72,000
Revenues over (under) expenditures	-	(92,380)	(92,380)	(72,000)
Other financing sources (uses)				
Transfer from DDA	-	92,380	92,380	72,000
Total other financing sources (uses)	-	92,380	92,380	72,000
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2016 DDA REFUNDING BOND REVENUE**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
391-000.00-699.065	TRANS IN FROM DELHI DDA	\$ -	\$ 92,380	\$ 92,380	\$ 72,000
Total		\$ -	\$ 92,380	\$ 92,380	\$ 72,000

2016 DDA REFUNDING BONDS

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
391-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -
391-905.00-995.000	INTEREST	-	92,380	92,380	72,000
Total		\$ -	\$ 92,380	\$ 92,380	\$ 72,000



**DDA 2008 BOND DEBT SERVICE FUND SUMMARY (392)
2008-2018**

This bond was issued in 2008 to fund the following six projects in the DDA district: reconstruction of Cedar St. from Dallas to Holbrook, infrastructure for Cedar Hts. neighborhood, infrastructure for Delhi NE/Depot St. area, sidewalks and lighting along Holt Rd. from Thorburn to Aspen Lakes, construction of Senior Citizens' Center, and landscaping corner of Holt & Aurelius Rds. The revenue for 90% of the bond payments comes from the Downtown Development authority, with the remaining portion paid by the Sewer Fund.

The original maturity of the bond series was 2024. In 2016 the bonds maturing from 2019 through 2024 were called.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	778,687	609,130	609,130	618,130
Total Expenditures	778,687	609,130	609,130	618,130
Revenues over (under) expenditures	(778,687)	(609,130)	(609,130)	(618,130)
Other financing sources (uses)				
Transfer from DDA	778,687	609,130	609,130	618,130
Total other financing sources (uses)	778,687	609,130	609,130	618,130
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

**2008 DDA DEBT SERVICE REVENUE**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
392-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 778,687	\$ 609,130	\$ 609,130	\$ 618,130
Total		\$ 778,687	\$ 609,130	\$ 609,130	\$ 618,130

2008 DDA DEBT RETIREMENT

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
392-905.00-956.000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
392-905.00-991.000	PRINCIPAL	539,880	562,380	562,380	593,870
392-905.00-995.000	INTEREST	238,357	46,250	46,250	23,760
392-905.00-998.000	PAYING AGENT FEES	450	500	500	500
Total		\$ 778,687	\$ 609,130	\$ 609,130	\$ 618,130



**2016 DDA DEVELOPMENT BOND DEBT SERVICE FUND SUMMARY (395)
2017-2035 (19 YEARS)**

This bond was issued in 2016 to fund various improvements to land, buildings, and infrastructure. The revenue for bond payments will come from DDA captured tax revenue.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>8,442</u>	<u>108,820</u>	<u>108,820</u>	<u>108,030</u>
Total Expenditures	8,442	108,820	108,820	108,030
Revenues over (under) expenditures	(8,442)	(108,820)	(108,820)	(108,030)
Other financing sources (uses)				
Transfer from DDA	<u>8,442</u>	<u>108,820</u>	<u>108,820</u>	<u>108,030</u>
Total other financing sources (uses)	8,442	108,820	108,820	108,030
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2016 DDA DEVELOPMENT BONDS**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
395-000.00-581.000	INTERGOVERNMENTAL REV	\$ 8,442	\$ 108,820	\$ -	\$ -
395-000.00-699.065	TRANS IN FROM DELHI DDA	-	-	108,820	108,030
Total		8,442	108,820	108,820	108,030

2016 DDA DEVELOPMENT BONDS DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
395-905.00-991.000	PRINCIPAL	\$ -	\$ 65,000	\$ 65,000	\$ 65,000
395-905.00-995.000	INTEREST	7,942	43,320	43,320	42,530
395-905.00-999.000	PAYING AGENT FEES	500	500	500	500
Total		\$ 8,442	\$ 108,820	\$ 108,820	\$ 108,030



**2017 DDA DEVELOPMENT BOND DEBT SERVICE FUND SUMMARY (397)
2017-2035 (19 years)**

This bond was issued in 2017 to fund the implementation of the Realize Cedar Project. The revenue for bond payments will come from DDA captured tax revenue.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	-	-	48,420	213,050
Total Expenditures	-	-	48,420	213,050
Revenues over (under) expenditures	-	-	(48,420)	(213,050)
Other financing sources (uses)				
Transfer from DDA	-	-	48,420	213,050
Total other financing sources (uses)	-	-	48,420	213,050
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2017 DDA DEVELOPMENT BONDS**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
397-000.00-699.065	TRANS IN FROM DELHI DDA	\$ -	\$ -	\$ 48,420	\$ 213,050
Total		-	-	48,420	213,050

2017 DDA DEVELOPMENT BONDS DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
397-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -
397-905.00-995.000	INTEREST	-	-	48,420	212,550
397-905.00-999.000	PAYING AGENT FEES	-	-	-	500
Total		\$ -	\$ -	\$ 48,420	\$ 213,050



Brownfield Redevelopment Authority Fund (243 Fund): The Delhi Charter Township Brownfield Redevelopment Authority is a separate legal identity operating in conformity with Delhi Charter Township's policies and procedures. The Brownfield Redevelopment Authority is reported in the Township's financial statements as a discretely presented component unit.

Purposes of the Fund: The Brownfield Redevelopment Authority was created pursuant to Public Act 381 of 1996, as amended. Resolution No. 2001-167, adopted by Delhi Charter Township Board of Trustees on September 4, 2001 authorizes its existence.

The primary purpose of the Brownfield Redevelopment Authority is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. All activities of the Authority are carried out in conformance with adopted Brownfield Redevelopment Plans under supervision of the Board of Directors of the Authority. The membership of the Board of Directors of the Brownfield Redevelopment Authority is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Authority may carry out its activities throughout Delhi Township. The objectives of the Authority are outlined in the most recently adopted Brownfield Redevelopment Plan and are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township's tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are "abandoned" as defined by Michigan law and facilitate their redevelopment.

Specific projects undertaken by the Brownfield Redevelopment Authority in support of these objectives as a part of the 2018 Budget include:

1. Reimbursement of costs related to the remediation of property at Willoughby Estates (referred to as Brownfield #6).
2. Reimbursement of costs related to the remediation of property at 4495 Holt Road (referred to as Brownfield #7).
3. Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.

For 2018, tax capture of \$40,040 is anticipated along with \$10,050 of expenditures.

**BROWNFIELD FUND SUMMARY**

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Taxes	\$ -	\$ -	\$ 8,620	\$ 40,040
Total Revenue	<u>-</u>	<u>-</u>	<u>8,620</u>	<u>40,040</u>
Expenditures				
Community and Economic Dev				
Brownfield-Administration	-	-	5,050	10,050
Remediation	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>5,050</u>	<u>10,050</u>
Revenues over (under) expenditures	-	-	3,570	29,990
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,570</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,570</u>	<u>\$ 33,560</u>

**BROWNFIELD REVENUE**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
243-000.00-403.060	CURR TAXES-BRNFLD # 6	\$ -	\$ -	\$ 8,620	\$ 38,400
243-000.00-403.070	CURR TAXES-BRNFLD #7	-	-	-	1,640
Total		\$ -	\$ -	\$ 8,620	\$ 40,040

BROWNFIELD ADMINISTRATION

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
243-733.00-801.000	LEGAL FEES	\$ -	\$ -	\$ 5,000	\$ 10,000
243-733.00-902.000	PUBLISH/LEGAL NOTICES	-	-	50	50
Total		\$ -	\$ -	\$ 5,050	\$ 10,050

BROWNFIELD REMEDIATION

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
243-734.00-957.006	REMEDIATION PLAN #6, WILBY RD	\$ -	\$ -	\$ -	\$ -
243-734.00-957.007	REMEDIATION PLAN #7, 4495 HOLT	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -



Local Brownfield Revolving Fund (643 Fund): The Delhi Charter Township Local Brownfield Revolving Fund (formerly Local Site Remediation Fund) is a separate legal entity operating in conformity with Delhi Charter Township’s policies and procedures. The Fund is reported in the Township’s financial statements as a discretely presented component unit.

Purposes of the Fund: The Local Brownfield Revolving Fund was created pursuant to Public Act 381 of 1996, as amended. The Delhi Charter Township Brownfield Redevelopment Authority adopted Resolution No. 2001-002 on October 23, 2001 which authorized the existence of the Local Brownfield Revolving Fund.

The primary purpose of the Local Brownfield Revolving Fund is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. The membership of the Board of Directors is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Local Brownfield Revolving Fund may carry out its activities throughout Delhi Township. The objectives are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township’s tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are “abandoned” as defined by Michigan law and facilitate their redevelopment.

Resources/Uses: After final reimbursement of Brownfield properties, the Local Brownfield Revolving Fund can capture revenue for 5 years.

<u>Plan</u>	<u>Capture Years</u>
Brownfield Plan #2 (2350 Cedar)	2015-2018

For 2018, tax capture of \$7,000 is anticipated along with \$80,500 of expenditures.



LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Taxes	\$ 198,581	\$ 202,900	\$ 200,020	\$ 7,000
Total Revenue	198,581	202,900	200,020	7,000
Expenditures				
Community and Economic Developmt Administration	110,824	30,550	230,500	70,500
Remediation	26,572	120,000	10,000	10,000
Total Expenditures	137,396	150,550	240,500	80,500
Other Financing Sources (Uses)				
Transfer In from Brownfield Fund	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Revenues over (under) expenditures	61,185	52,350	(40,480)	(73,500)
Fund Balance, Beginning	226,018	287,203	287,203	246,723
Fund Balance, Ending	\$ 287,203	\$ 339,553	\$ 246,723	\$ 173,223

**LOCAL BROWNFIELD REVOLVING FUND**

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
643-000.00-403.005	CURR PROP TAX-AD VAL.	\$ 190,758	\$ 195,300	\$ 192,950	\$ -
643-000.00-403.020	CURR PROP TAX-BRNFD #2	7,300	7,600	6,410	7,000
643-000.00-403.030	CURR PROP TAX-BRNFD #3	523	-	660	-
Total		\$ 198,581	\$ 202,900	\$ 200,020	\$ 7,000

LOCAL BROWNFIELD REVOLVING FUND SITE REMEDIATION EXPENDITURES

GL Number	Description	2016 Activity	2017 Budget	2017 Projected	2018 Budget
643-735.00-801.000	LEGAL FEES	\$ 33,828	\$ 30,000	\$ 30,000	\$ 20,000
643-735.00-807.000	AUDIT FEES	455	500	500	500
643-735.00-818.000	CONTRACTUAL SERVICES	76,468	60,000	200,000	50,000
643-735.00-902.000	PUBLISH/LEGAL NOTICES	73	50	-	-
643-735.00-935.001	SITE REMEDIATION	26,572	60,000	10,000	10,000
643-735.00-956.000	MISCELLANEOUS	-	-	-	-
Total		\$ 137,396	\$ 150,550	\$ 240,500	\$ 80,500



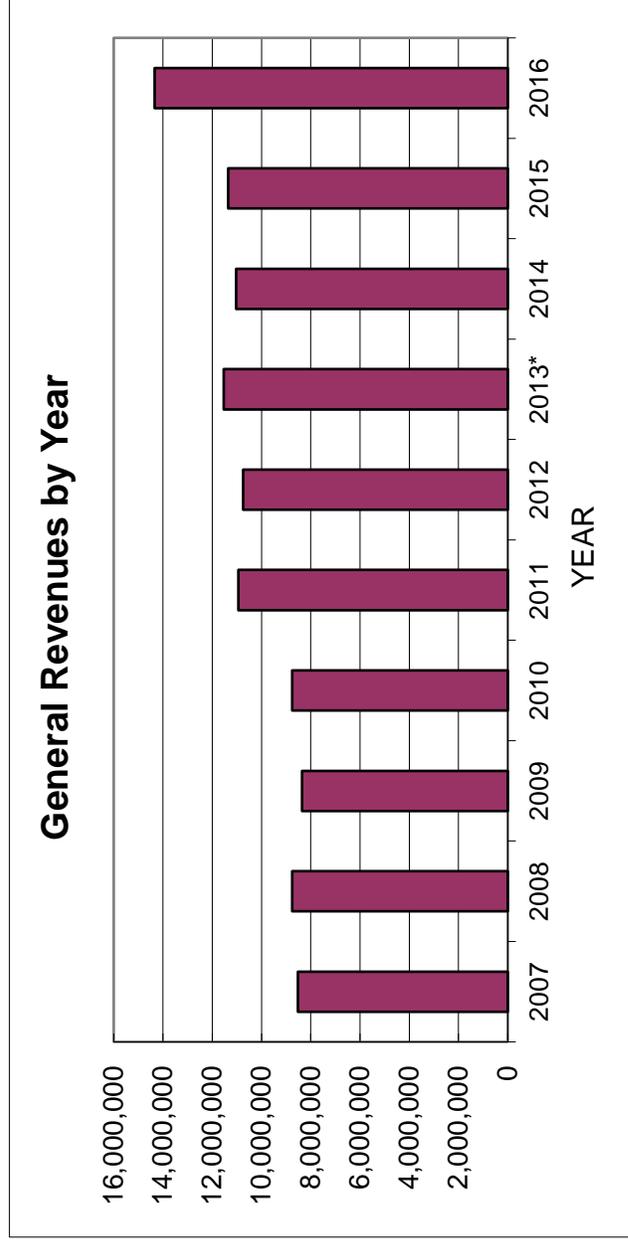
This page intentionally left blank.



General Revenues by Source - 10 Year History General, Special Revenue, and Debt Service Funds

Description	2007	2008	2009	2010	2011	2012	2013*	2014	2015	2016
Taxes	\$ 3,482,728	\$ 3,631,229	\$ 3,726,355	\$ 3,642,755	\$ 5,393,489	\$ 5,131,573	\$ 5,311,409	\$ 5,350,366	\$ 5,414,764	\$ 5,326,842
Licenses & Permits	16,969	15,965	16,526	206,255	226,356	181,376	252,149	304,387	505,784	782,674
Federal Sources	-	63,308	116,792	142,939	115,589	86,276	120,341	134,019	77,690	-
State Sources	1,775,969	1,843,733	1,568,565	1,485,733	2,010,961	2,101,171	1,978,618	2,247,821	2,256,836	2,123,016
Other Intergovernmental	278,162	127,926	147,392	310,370	149,139	185,171	95,031	159,610	143,493	140,471
Special Assessments	309,267	413,635	345,481	353,122	357,591	368,660	-	-	-	-
Charges for Services	1,612,695	1,660,429	1,644,706	1,852,940	1,936,354	1,942,533	743,296	1,488,674	1,616,868	792,292
Interest Income	395,285	227,839	89,122	39,751	16,751	9,694	20,802	23,388	25,299	337,421
Franchise Fees	-	-	-	-	-	-	443,210	472,391	494,517	515,565
Other Revenue Sources	-	-	-	-	-	-	1,200,000	9,480	-	1,294,586
Other	651,883	767,711	699,737	715,166	739,263	733,966	1,367,180	839,559	816,433	3,028,515
Total	\$ 8,522,958	\$ 8,751,775	\$ 8,354,676	\$ 8,749,031	\$ 10,945,493	\$ 10,740,420	\$ 11,532,036	\$ 11,029,695	\$ 11,351,684	\$ 14,341,382

*Revenue account classifications changed in 2013.

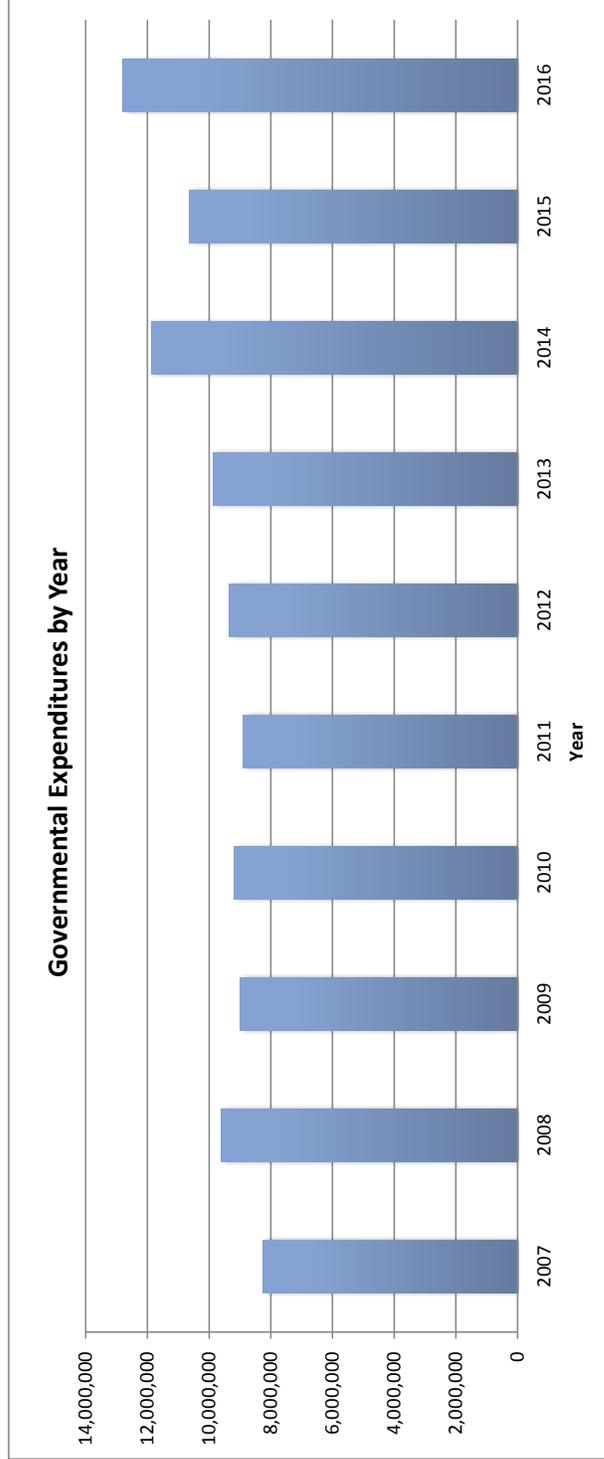




Governmental Expenditures by Function - 10 Year History General, Special Revenue, and Debt Service Funds

Description	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General Govt	\$ 2,145,159	\$ 2,157,101	\$ 2,018,484	\$ 2,104,089	\$ 1,959,161	\$ 2,022,682	\$ 1,963,113	\$ 2,187,982	\$ 2,225,673	\$ 2,374,918
Public Safety	3,881,356	4,102,659	4,191,856	3,951,764	4,165,152	4,438,719	4,534,015	4,639,103	4,899,100	4,798,000
Infrastructure	467,234	582,877	542,762	536,245	496,722	686,620	864,688	1,253,563	669,875	800,005
Community Dev*	-	-	-	588,014	608,433	553,021	605,837	574,711	604,369	779,410
Rec & Cultural	694,297	706,826	767,951	725,571	712,694	746,417	702,820	761,143	707,045	837,791
Other	204,589	333,332	323,535	348,663	321,261	386,527	389,846	559,533	486,476	972,508
Capital Outlay	255,292	1,107,863	531,272	167,278	321,559	289,385	537,743	1,477,912	647,425	1,678,912
Debt Service	605,355	609,197	627,382	762,501	308,652	210,363	263,427	426,493	409,856	555,618
Total	\$ 8,253,282	\$ 9,599,855	\$ 9,003,242	\$ 9,184,125	\$ 8,893,634	\$ 9,333,734	\$ 9,861,489	\$ 11,880,440	\$ 10,649,819	\$ 12,797,162

* Community Development was originally classified as an Enterprise Fund.



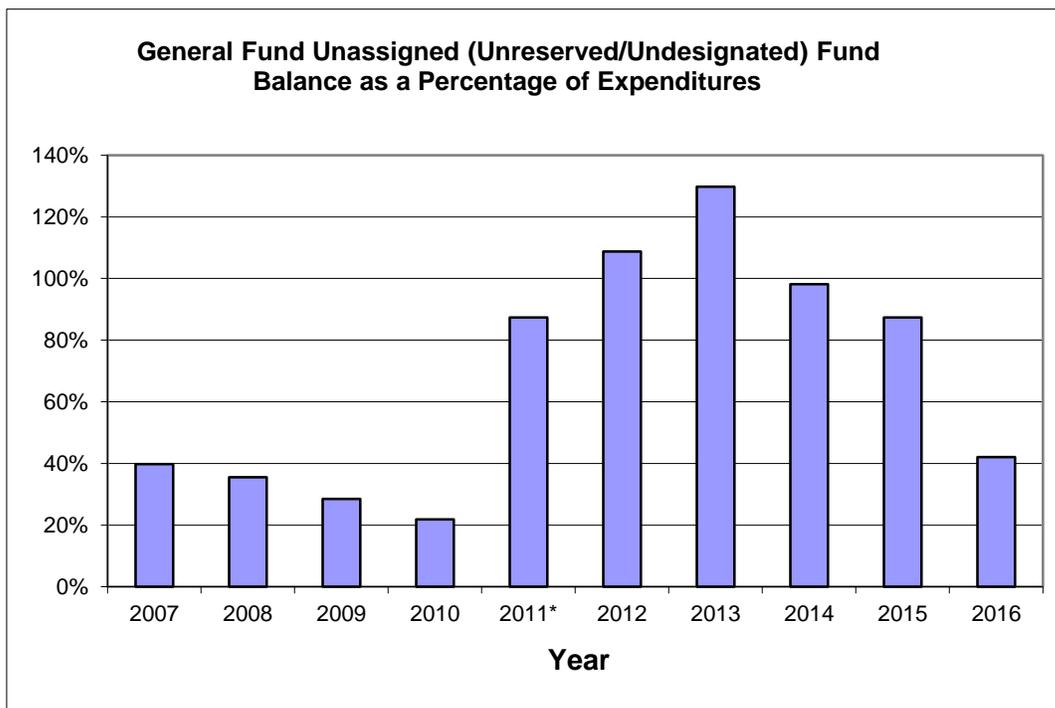


General Fund Balance Compared to Annual Expenditures 10 Year History

Fund Balance categories changed in 2011. Pre 2011 categories are in parentheses.

December 31	Nonspendable, Restricted & Committed (Reserved) Fund Balances	(Unreserved/ Designated) Fund Balance	Unassigned (Unreserved/ Undesignated) Fund Balance	Annual Expenditures Before Other Financing Uses	Unassigned Balance as Percent of Expenditures
2007	131,422	133,880	2,623,553	6,590,521	40%
2008	43,263	66,352	2,476,076	6,968,367	36%
2009	118,499	0	1,949,051	6,833,821	29%
2010	29,070	0	1,767,891	8,110,990	22%
2011*	102,951	0	3,874,217	4,436,400	87%
2012	147,322	0	5,236,188	4,814,572	109%
2013	80,935	0	6,202,283	4,778,102	130%
2014	60,287	0	6,103,706	6,217,267	98%
2015	90,083	0	6,687,447	7,658,688	87%
2016	5,702,630	0	3,070,429	7,299,619	42%

** Increase in Unassigned Fund Balance beginning in 2011 is due to passage of public safety millages. Decrease in annual expenditures is the result of Fire and Police expenditures being moved to separate funds. When amounts transferred out to support Fire & Police Funds in 2016 are included in annual expenditures, Unassigned Fund Balance as a percentage of expenditures is 31%*



**Value of Taxable Property (Ad Valorum and IFT) - 10 Year History**

December 31	Real Property	Personal Property	Leased Land	Total Taxable Property	Real Property as Percent of Total Taxable Property
2008	783,638,834	64,514,350	180,552	848,333,736	92%
2009	762,966,560	60,465,100	134,900	823,566,560	93%
2010	713,351,687	63,690,700	134,494	777,176,881	92%
2011	681,521,289	51,960,500	134,900	733,616,689	93%
2012	647,847,526	54,694,700	118,907	702,661,133	92%
2013	641,960,123	52,927,953	118,567	695,006,643	92%
2014	644,511,412	54,904,915	905,477	700,321,804	92%
2015	662,443,483	57,908,100	116,300	720,467,883	92%
2016	673,566,414	50,881,900	113,801	724,562,115	93%
2017	694,866,080	43,932,300	114,824	738,913,204	94%

State Equalized Value

December 31	Amount
2008	938,624,950
2009	875,004,950
2010	811,776,375
2011	759,387,951
2012	723,234,171
2013	721,146,073
2014	734,236,096
2015	768,863,084
2016	795,560,222
2017	826,677,275

**Property Tax Levies and Collections - 10 Year History**

Fiscal Year Ended December 31	Total Tax Levy for Fiscal Year	Collected with the		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2007	4,308,253	4,297,110	99.7%	9,777	4,306,887	99.97%
2008	4,436,174	4,422,146	99.7%	9,660	4,431,806	99.90%
2009	4,336,310	4,325,485	99.8%	6,358	4,331,842	99.90%
2010	5,872,671	5,852,639	99.7%	14,189	5,866,828	99.90%
2011	5,663,616	5,643,714	99.6%	15,055	5,658,769	99.91%
2012	5,614,077	5,594,097	99.6%	16,061	5,610,158	99.93%
2013	5,343,452	5,109,083	95.6%	11,273	5,120,356	95.82%
2014	5,392,352	5,373,786	99.7%	12,174	5,385,960	99.88%
2015	5,194,181	5,182,929	99.8%	5,132	5,188,061	99.88%
2016	5,247,805	5,089,664	97.0%	-	5,089,664	96.99%

Ingham County reimburses the Township for all delinquent real property tax.

**Top 20 Taxpayers**

Rank	Name	2017 Tax	2017 Taxable Value	2017 SEV	Nbr of Parcels	% of Total Taxable Value
1	CONSUMERS ENERGY COMPANY	153,368	12,261,560	12,334,000	24	1.66%
2	WOODLAND LAKES INVESTMENT GROUP	85,907	6,868,130	7,676,000	2	0.93%
3	COMCAST OF MICHIGAN LLC	83,052	6,639,904	6,650,200	4	0.90%
4	DART CONTAINER CORP	78,304	6,915,991	7,704,000	23	0.94%
5	RSDC OF MICHIGAN LLC	70,664	5,787,800	5,787,800	2	0.78%
6	THEROUX DEVELOPMENT CO	48,660	3,890,332	4,161,500	5	0.53%
7	BONDARENKO LTD LLC	47,965	3,834,742	4,715,900	26	0.52%
8	TMT DELHI LLC	37,154	2,970,400	2,970,400	1	0.40%
9	DTN ASPEN RIDGE APPARTMENTS, LLC	34,544	2,761,705	3,015,400	2	0.37%
10	ASPEN LAKES ESTATES I LLC	33,123	2,648,147	3,639,800	1	0.36%
11	FSI STONEGATE PROPERTY LLC	29,715	2,375,685	2,402,300	3	0.32%
12	SENIOR CARE EQUITIES #11 LLC	28,313	2,263,598	2,270,900	1	0.31%
13	DELHI PARTNERS LIMITED DIVIDEND	28,099	2,246,456	2,567,700	2	0.30%
14	DTN ENTERPRISES LLC	26,843	2,146,095	2,484,400	3	0.29%
15	BCMI DELHI PROPERTY LLC	26,658	2,131,310	2,198,600	2	0.29%
16	DTP ASSOCIATES LLC	24,729	1,977,034	2,019,700	1	0.27%
17	MICHIGAN ELECTRIC TRANSMISSION	24,451	1,954,800	1,954,800	2	0.26%
18	OLD ORCHARD - HOLT LLC	22,658	1,811,504	2,476,200	3	0.25%
19	GREAT LAKES CHRISTIAN HOMES	22,323	1,784,689	2,109,700	1	0.24%
20	HOLLOWAY DRIVE PROPERTIES, LLC	21,733	1,737,500	1,737,500	1	0.24%
Total Top 20		928,263	75,007,382	80,876,800		10.15%
Total Entire Township			738,913,204	826,677,275		

2018 – 2023

***DELHI CHARTER TOWNSHIP
CAPITAL IMPROVEMENT PROGRAM***



Date: June 8, 2017

DELHI CHARTER TOWNSHIP
2018 – 2023 CAPITAL IMPROVEMENTS PLAN
Table of Contents

TABLE OF CONTENTS1
INTRODUCTION2
WHAT IS A CAPITAL IMPROVEMENT?2
WHAT IS A CAPITAL IMPROVEMENTS PROGRAM?2
WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENT PROGRAM?2
WHY UPDATE IT ANNUALLY?2
QUALIFYING EXPENDITURES2
INFORMATION ABOUT DELHI OPERATIONAL FUNDS3
PROJECT RANKING AND DESCRIPTIONS3
STATUS OF THE CURRENT YEAR’S CAPITAL BUDGET (2017)4
2018 CAPITAL BUDGET – Projects Recommended for Funding Consideration.....8
CAPITAL IMPROVEMENTS PROGRAM – Years 2019 through 202310
EXHIBIT A: Current Vehicle Rotation Scheduled.....13

INTRODUCTION

Delhi Charter Township faces the challenge of meeting the needs of its residents for public services and facilities with increasing costs and relatively fixed revenues. To effectively set project priorities, the Township has implemented a Capital Improvements Program (CIP) which began in 2006. The year 2018 represents the thirteenth year of Capital Improvement Planning in Delhi Township and the process has continued to be refined to make it more useable and pertinent to the budget process.

WHAT IS A CAPITAL IMPROVEMENT?

Capital Improvements are public improvements involving the expenditure of public funds, over and above normal annual operating expenses, for the purchase, construction or replacement of physical facilities or assets of the community. Examples include, but are not limited to:

- The extension of water mains.
- The construction of bicycle & pedestrian pathways.
- Parks improvements.
- The renovation of community owned buildings.
- The purchase of land.
- Significant planning or study work.
- Extension of sanitary sewer lines.
- Construction of sewage treatment facilities.
- Significant equipment or machinery purchases.
- Others.

WHAT IS A CAPITAL IMPROVEMENTS PROGRAM?

A CIP is the preparation and updating of a proposed schedule of public works projects and related equipment to be built or purchased by the local municipality within a period of 6 years, including the current budget year. It covers the entire range of public facility and service requirements. The CIP includes anticipated future projects, and provides a suggested order of priority for those within the Capital Budget, along with cost estimates and the anticipated means of financing each project.

The first year in the CIP is referred to as the “capital budget” and includes those projects that will be recommended for funding in the upcoming fiscal year. *These projects will be considered for inclusion in the Township’s adopted budget.* The following five years of projects make up the “Capital Improvements Program” and serve as a mechanism for tracking, anticipating and planning for future needs.

WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENTS PROGRAM?

- Focusing Attention on Community Goals, Needs, and Capabilities.
- Achieving Optimum Use of the Taxpayer's Dollar.
- Serving Wider Community Interests.
- Encouraging a More Efficient Governmental Administration.
- Improving Intergovernmental and Regional Cooperation.
- Maintaining a Sound and Stable Financial Program.
- Enhancing Opportunities for Participation in Federal and State Grant Programs.

**The Contents of This Chapter Were Adapted from: Capital Improvements Programming in Local Government by HUD, Second Printing, 1970, published by USGPO, Washington, D.C. 20402 and Capital Improvements Programs: Linking Budgeting and Planning by Robert A. Bowyer, Planning Advisory Service Report No. 442, 1993, published by the American Planning Association, 1313 E. 60th Street, Chicago, Illinois 60637.*

WHY UPDATE IT ANNUALLY?

The CIP is updated annually to fine-tune the capital budget to reflect changing economic conditions and to reflect the need for additional projects or adjust the priority of projects as necessary.

QUALIFYING EXPENDITURES UNDER THE CAPITAL IMPROVEMENTS PROGRAM

to be considered a Capital Improvement and be included in this CIP, expenditures must meet at least one of the following criteria:

1. Major, non-recurring expenditure, generally greater than \$20,000, that may have a useful life of at least five years, including but not limited to:
 - Major equipment purchases,
 - Significant acquisitions of land for public purpose,
 - Construction of a new facility or expansion/alteration of an existing one, including a non-recurring rehabilitation or major repair of all or part of a building, its grounds or other facility.
2. Any planning, feasibility, engineering, or design study related to a capital improvement.

Projects that do not meet the criteria above are generally not appropriate for inclusion in the CIP and are submitted as a part of the Township’s annual operating budget. Some exceptions are made if it is determined that inclusion of the information will benefit long range budgeting and planning for the community.

INFORMATION ABOUT DELHI’S FIVE OPERATIONAL FUNDS & DOWNTOWN DEVELOPMENT AUTHORITY

Delhi Township has six operational funds, which finance the services provided to Township residents and property owners. These funds are as follows: General Fund, the Sanitary Sewer Fund, the Fire Fund, the Police Fund, and the Water Improvement Fund. Each of these is a separate, primarily autonomous budget entity, except that there may be transfers into one fund from another or from other sources. The General Fund receives most of its revenues from property taxes, state shared revenues, and fees collected for public services. Revenues to the Sanitary Sewer Fund and the Water Improvement Fund are derived from customer billings, new customer connection fees and special assessments. The Fire Fund was capitalized via a millage leveraged for this purpose.

The Downtown Development Authority (DDA) was created by the Township Board in 1987 to facilitating public improvements and economic development within the DDA area. In addition to helping to offset the cost associated with services received from the Township, the DDA participates and provides funding for many significant public projects. The DDA’s capital projects have been added to this CIP so that a more accurate scope can be reflected.

PROJECT RANKING AND DESCRIPTIONS

All projects submitted for inclusion in the 2018 - 2023 CIP are reviewed by the Community Development Director, who works with the Township Manager and other Department Heads to establish a priority ranking for each project according to its economic and physical necessity and the benefits anticipated to be gained by Township residents and personnel. The final recommended priority level is established by the Township Manager. The priorities are based on a classification system adapted from Principles and Practice of Urban Planning, published in 1968 by the International City Manager’s Association (pp. 392-394), as follows:

Priority A (Urgent)	Projects which cannot reasonably be postponed. These may be needed to complete an essential or a partially finished project, or to maintain a minimum level of service in a presently established Township program. Also, any project needed to address an emergency.
Priority B (Necessary)	Projects which should be carried out within a few years to meet the anticipated needs of a current Township service, or replacement of unsatisfactory facilities.
Priority C (Desirable)	Projects needed for the proper expansion of a Township service. The exact timing of which can wait until funds are available.
Priority D (Deferrable)	Projects which would be needed for ideal operation, but which cannot yet be recommended for action. They can be postponed without detriment to present services.

Projects that are given the same classification can be distinguished further by the Township Manager and the Township Board for budget purposes based on public health and safety considerations, breadth of service area, or the availability of matching funding from other sources outside of the Township. In determining appropriate project funding levels throughout the six-year program period, the Township Manager may exercise one or more of the following options:

- Recommend funding the project in the year and the amount requested by the Department.
- Recommend that the project not be funded at all.
- Recommend partial funding of the project in the year requested.
- Recommend delaying funding of the project to another year.
- Recommend setting aside a portion of the requested money each year to save enough to fund the project in some future year.

The project classifications serve as a guide in preparing the annual Township budget and aid the Township Board in making project funding decisions. The assigned priority level, anticipated funding amount and descriptions of each project appear later in this document.

STATUS OF CURRENT YEAR'S CAPITAL BUDGET PROJECTS (FY 2017)

2017 Project Description	Current Status	Original Amt. in '17 CIP	Actual 2017 Funding Level
<u>2017 General Fund Projects</u>			
<u>Upgrades at Kiwanis Park</u> <i>A 75(State)/25(local) grant application has been submitted to the Michigan Department of Natural Resources for partial funding of the installation of a new bathroom and storage building within the park. If grant funds are received, the project is expected to occur in 2017.</i>	This project received funding from the MDNR and local match funding in 2017 (50/50). Construction on the bathroom upgrade will be completed in 2017. The Township will utilize a \$100,000 grant from the MDNR for this project.	\$296,000	\$400,000
<u>Community Service Center Carpet Replacement</u> <i>Carpeting within the CSC is approaching 20 years old and will require replacement in 2017.</i>	Implementation is anticipated to occur in 2017.	\$75,000	\$75,000
<u>Cemetery Capital Improvements</u> <i>This project will occur annually and be a "savings" set-aside so that capital projects at the cemeteries can be implements as appropriate. Examples may include road resurfacing within the cemeteries, the development of new areas, etc. No projects have been selected for 2017 currently.</i>	During 2017 a columbarium project was selected for implementation. This is expected to occur towards the end of 2017. The project will also include design work for future phases.	\$20,000	\$40,000
<u>New Parking Area at Valhalla Park</u> <i>This project includes the creation of additional parking at Valhalla Park to accommodate increased use of the facility.</i>	This project will be deferred until 2019.	\$100,000	\$0
<u>Street Improvements</u> <i>The Township expects to collaborate with the Ingham County Road Department to implement improvements to a local connector street utilizing the 2015, 2016 & 2017 50/50 cost sharing</i>	In 2017, the Township will utilize SAD funding pursuant to Township Policy No.132 to complete improvements to roads within the River Pointe Subdivision. 50/50 cost sharing funds will primarily be	\$150,000	\$526,000

<i>funds. Improvements to neighborhood streets will occur using the SAD process.</i>	saved for use in future years once enough funding is available to complete a full project.		
<u>Sidewalk Program & Construction</u> <i>This project will include continued implementation of the ADA Transition Plan. Sidewalk repairs, shared at a rate of 50/50 with participating property owners may also be completed, if deemed appropriate. The Township will collaborate with the Holt School District to develop and submit a Safe Routes 2 School grant for the construction of key sidewalks. The Township's costs will be limited to engineering services, as the SR2S grant pays 100% of construction once a project is awarded funding.</i>	Work on this item is underway and will occur in 2017. In 2017, planning and design for the SR2S project will occur.	\$195,000	\$140,000
<u>Cemetery Entry Signs</u> <i>This project includes the fabrication and installation of entry arches, displaying the name of each cemetery, within Maple Ridge, and cemeteries. It is anticipated that this will occur in 2017 and 2018.</i>	This project originally envisioned an archway. However, this has proved to be impractical. As such, the project has been revised to include more traditional monument signs. Sign installation at Maple Ridge is expected to occur in 2017. Markham's sign will be installed in 2018.	\$15,000	\$15,000
<u>Recreation Software</u> <i>This project is necessary to allow online registration for recreation programs.</i>	This project will be implemented in 2017.	\$25,000	\$25,000
<u>Voting Tabulators</u> <i>The State of Michigan is planning to implement new voting systems state-wide beginning in 2017. There is still funding available from the Help America Vote Act and the Bureau of Elections is anticipating the State Legislature will make an appropriation. However, they suggest each municipality budget money as well.</i>	The State will fully fund tabulators. However, the Township plans to acquire, at our cost, one additional tabulator and one additional ADA terminal. A rapid absentee ballot counter will also be purchased. This will occur in 2017.	\$27,000	\$27,000
<u>Ram Trail II</u> <i>This project will receive CMAQ funding (80/20) for construction of an extension to the existing Ram Trail from Eifert Road to Jaycee Park.</i>	This project will occur in 2017.	\$1,600,000	\$1,600,000
<u>Ram 2 Burchfield Trail</u> <i>This project will be advanced to Ingham County for funding using the county trails millage. Assuming the</i>	Ingham County did not fund this project. The Township will reapply in July of 2017. If selected for funding, project implementation	\$2,000,000	\$0

<i>project is selected, design engineering and construction are all grant eligible. It is unclear at this point what financial contribution will be required from the Township. Cost estimating for the project is currently underway and so a firm dollar amount is not presently available. The amount of \$2M has been inserted here as a placeholder and to alert the community to this pending project.</i>	will occur in 2018.		
<u>Honeywell Energy Efficiency Project</u> <i>If this project goes forward, it will include the assessment and replacement of existing HVAC and other systems within the CSC, Senior Center, and POTW/Maintenance Facility. The project may also include the replacement of streetlight-district lights and municipally owned lights and poles, and the conversion of both to LED.</i>	This project will be completed in 2017.	\$3,580,500	\$3,181,000
2017 Sewer Fund Projects			
<u>Eifert Road Force Main Replacement</u> <i>This project will be split into 3 years, beginning in 2014. SAW Grant funding will provide approximately \$99,560 towards the project. Final construction will occur in 2017.</i>	This project will be completed in 2017.	\$600,000	\$675,000
<u>Vehicle Rotation Schedule</u> <i>See Exhibit A.</i>	See Exhibit A	\$65,000	\$66,670
<u>Food Waste Separator</u> <i>Purchase and install a food waste separator for the scrappy program.</i>	This project will be included in the Honeywell Emergency Efficiency Program in 2017.	\$144,000	\$150,000
<u>Vactor Truck Replacement</u> <i>This project is needed to provide sewer cleaning within the collection system.</i>	This project was originally anticipated to occur in 2016, but was later deferred until 2017. It is anticipated to occur in 2017.	\$450,000	\$375,000
<u>POTW Maintenance Building Upgrades</u> <i>This project will include repurposing the RBC building for POTW Personnel, remodeling the lab building and the demolition and reconstruction of the maintenance pole buildings. Engineering will occur in 2016 & 2017, with implementation in 2019 & 2020.</i>	This project will not occur as a stand-alone. Instead it will be combined into the POTW Consolidation Project now anticipated for 2018.	\$250,000	\$0

<u>Nitrification Tower Condition Assessment and Repair</u> <i>This project will involve assessment of the physical condition of the nitrification tower at the POTW and complete necessary repairs. The SAW grant will partially fund this project. The second phase of the project (implementation) will occur in 2018.</i>	This project will now fully occur in 2017.	\$250,000	\$1.2M
<u>Stormwater Removal Program</u> <i>This project involves finding and replacing/repairing cross connections between the storm water and waste water collection systems and will be implemented in phases annually.</i>	This project will not occur in 2017. It is anticipated to begin in 2019.	\$50,000	\$0
<u>Honeywell Energy Efficiency Project</u> <i>If this project goes forward, it will include the assessment and replacement of existing HVAC and other systems within the CSC, Senior Center, and POTW/Maintenance Facility. The project may also include the replacement of streetlight-district lights and municipally owned lights and poles, and the conversion of both to LED.</i>	This project will be completed in 2017.	\$1,187,000	\$1,187,000
<u>Fiber Optic Upgrades – Lift Stations</u> <i>Upgrade three lift-stations per year to fiber until all twelve are connected.</i>	This project will not occur.	\$50,000	\$0
2017 Fire Fund			
<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	This project will occur in 2017.	\$40,000	\$40,000
<u>Refurbish 2008 Ford Lifeline Ambulance</u>	This project will occur in 2018.	\$120,000	\$0
2017 Downtown Development Authority			
<u>Targeted Redevelopment Projects</u> <i>The DDA will facilitate the acquisition and redevelopment of key properties within the focus area. This may occur all in 2017, or over the course of the next several years.</i>	Major projects in 2017 included the demolition of DDA owned buildings at the corner of Keller & Cedar Street and the former “Hungary Howie’s” building on Cedar. The trail connection between Trailhead Park and Cedar Street was also completed.	\$1,500,000	\$1,500,000
<u>Realize Cedar Implementation</u> <i>This project will include the engineering and implementation of key recommendations of the Realize Cedar</i>	Work has begun on this project and will continue through 2017. As of the date of this draft, all jurisdictions but CADL have agreed	\$2,000,000	\$500,000

<i>Plan. This figure may increase if the DDA is successful in persuading CATA, CADL and LCC to permit additional years of capture via the DDA plan.</i>	to the proposed capture agreement.		
Roundabout Park & Trailhead <i>This project includes the construction of a small park adjacent to Cedar Lake, just off the eastern leg of the Roundabout at Cedar Street and Holbrook Drive. The construction will be partially funded by grants and will include a parking area for trail users and a small boat launch to provide access to the water.</i>	This project will not occur in 2017, although work towards implementation continues. Project is likely to occur in 2018.	\$1,000,000	\$0

2018 Capital Budget

Priority Level:	Project Description:	Current Estimate:
General Fund		
C	Cemetery Entry Signs <i>This project includes the fabrication and installation of entry arches, displaying the name of each cemetery. Markham will receive a sign during 2018.</i>	\$15,000
C	Ram 2 Burchfield Trail <i>This project will be advanced again in 2017 to Ingham County for funding using the county trails millage. Assuming the project is selected, design engineering and construction are all grant eligible. The Township will also pursue CMAQ funding to provide a portion of the funding for the project. Cost estimates were completed in 2017 during preliminary design engineering.</i>	\$3 M
B	Street Improvements <i>Street improvements will occur in conjunction with the Ingham County Road Department on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and entire cost will be borne by same.</i>	\$166,000
B	Sidewalk Program and Construction <i>Ongoing implementation of the ADA Transition plan and other sidewalk improvements to promote and improve walkability.</i>	\$110,000
C	Upgrade GIS Software <i>This project is necessary because we are approaching the limits of available space under our current license. This will limit our ability to expand our GIS and accommodate new use needs.</i>	\$20,000
C	Cemetery Capital Improvements <i>This project will occur annually and be a "savings" set-aside so that capital projects at the cemeteries can be implemented as appropriate. Examples may include road resurfacing within the cemeteries, the development of new areas, etc.</i>	\$15,000
Sewer Fund Projects		
C	Generator Interconnection <i>This project would connect the north and south generators at the POTW. This project design will be partially funded via the SAW grant (\$12,060).</i>	\$65,000

B	<u>Pine Tree Road Lift Station</u> <i>This is the second part of a two-step project that began in 2015 with design work. This year's project includes construction of improvements to this lift-station.</i>	\$50,000
B	<u>Delhi Commerce Drive Lift Station Elimination</u> <i>This lift station will be transitioned to a gravity system to Willoughby & Aurelius Road.</i>	\$720,000
B	<u>Vehicle Rotation Schedule</u> <i>See Exhibit A</i>	\$90,000
A	<u>POTW Camera System & Gate Security</u>	\$50,000
B	<u>Lift Station Control Panel & PLC Replacement</u> <i>This improvement was identified in the asset management plan and is necessary to continue to implement that plan to ensure future integrity of systems.</i>	\$108,000
B	<u>POTW Pond Generator</u> <i>This improvement was identified in the asset management plan and is necessary to continue to implement that plan to ensure future integrity of systems.</i>	\$132,000
B	<u>POTW Sludge Mixing Improvements</u> <i>This improvement was identified in the asset management plan and is necessary to continue to implement that plan to ensure future integrity of systems.</i>	\$60,000
A	<u>POTW Samplers Replacement</u> <i>This improvement was identified in the asset management plan and is necessary to continue to implement that plan to ensure future integrity of systems.</i>	\$90,000
B	<u>POTW Transformers & Switch Replacement</u> <i>This improvement was identified in the asset management plan and is necessary to continue to implement that plan to ensure future integrity of systems.</i>	\$150,000
A	<u>POTW Secondary Rehabilitation</u> <i>This improvement was identified in the asset management plan and is necessary to continue to implement that plan to ensure future integrity of systems.</i>	\$360,000
A	<u>POTW Valve Actuator Replacement</u> <i>This improvement was identified in the asset management plan and is necessary to continue to implement that plan to ensure future integrity of systems.</i>	\$144,000
B	<u>POTW Maintenance Building Upgrades</u> <i>This project will include repurposing the RBC building for POTW Personnel, remodeling the lab building and the demolition and reconstruction of the maintenance pole buildings.</i>	\$5.3M
Fire Fund		
B	<u>Refurbish 2012 Lifeline Ambulance</u>	\$120,000
C	<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	\$40,000
Downtown Development Authority		
C	<u>Roundabout Park & Trailhead</u>	\$1.2 M

	<i>This project includes the construction of a small park adjacent to Cedar Lake, just off the eastern leg of the roundabout at Cedar Street and Holbrook Drive. The park will be partially funded by a MDNR Trust Fund Grant (if awarded) and will include a parking area for trail users and a small boat launch to provide water access.</i>	
A	<u>Realize Cedar Project Implementation</u> <i>This project will include the engineering and implementation of key recommendations of the Realize Cedar Plan. An application has been submitted for Transportation Alternatives Program grant funding from MDOT to help provide funding for the project.</i>	\$7.5 M

CAPITAL IMPROVEMENTS PROGRAM
Years 2019-2023 Project Descriptions

Priority Level:	Project Description:	Implementation Year:	Current Estimate:
<u>General Fund</u>			
B	<u>Street Improvements</u> <i>Street improvements will occur in conjunction with the Ingham County Road Department on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i>	2019	\$166,000
		2020	\$166,000
		2021	\$166,000
		2022	\$166,000
		2023	\$166,000
B	<u>Sidewalk Program and Construction</u> <i>Ongoing implementation of the ADA Transition plan and other sidewalk improvements to promote and improve walkability.</i>	2019	\$110,000
		2020	\$110,000
		2021	\$110,000
		2022	\$110,000
		2023	\$110,000
B	<u>Aerial Photography</u> <i>The Township anticipates participating in the regional program for acquisition of updated air photos. This is a critical component of the GIS system.</i>	2020	\$30,000
D	<u>Upgrades at Jaycee Park</u> <i>The playground equipment at this park should be replaced; possible grant funding will be needed to facilitate this project.</i>	2022	\$200,000
C	<u>New Parking Area at Valhalla Park</u> <i>This project includes the creation of additional parking at Valhalla Park to accommodate increased use of the facility.</i>	2023	\$100,000
C	<u>Holt & Eifert Road Property Use & Development Plan</u> <i>Development of a master plan for the Township owned property at the north east corner of Holt Rd. and Eifert Rd.</i>	2019	\$50,000
C	<u>Cemetery Capital Improvements</u> <i>This project will occur annually and be a “savings” set-aside so that capital projects at the cemeteries can be implemented as appropriate. Examples may include road resurfacing within the cemeteries, the development of new areas, etc.</i>	2019	\$15,000
		2020	\$15,000
		2021	\$15,000
		2022	\$15,000
		2023	\$15,000

B	<u>Construction of New Public Safety Building</u> <i>This project will become necessary due to increasing activity. Costs may be shared with the Fire Fund, as appropriate.</i>	2021	\$10M
Sewer Fund			
C	<u>Mixers and Airflow Improvement</u> <i>This project was identified through the development of the asset management plan and includes the replacement of mixers and airflows within the aeration tanks at the POTW.</i>	2022	\$180,000
B	<u>Struvite Recovery</u> <i>Install equipment at the POTW for struvite recovery. Struvite sticks to equipment and machinery, which creates significant maintenance problems.</i>	2019	\$300,000
C	<u>Evoqua Cover Rehabilitation</u> <i>This project was identified as part of the asset management plan and includes the purchase of a new cover for the digester used in backup processes.</i>	2020	\$720,000
B	<u>Grease Handling Upgrades</u> <i>This project would improve and upgrade the equipment used for grease handling at the POTW.</i>	2021	\$500,000
B	<u>Grit Handling</u> <i>This project includes the installation of grit handling equipment at the POTW.</i>	2019	\$1,2M
B	<u>Vehicle Rotation Schedule</u> <i>See Exhibit A</i>	2019	\$60,000
		2020	\$35,000
		2021	\$60,000
		2022	\$95,000
		2023	\$60,000
A	<u>Fiber Optic Upgrade - Lift Stations</u> <i>Upgrade three lift-stations to fiber per year until all twelve are completed.</i>	2023	\$50,000
B	<u>Stormwater Removal Program</u> <i>This project involves finding and replacing/repairing cross connections between the storm water and waste water collection systems.</i>	2019	\$50,000
		2020	\$50,000
		2021	\$50,000
		2022	\$50,000
		2023	\$50,000
B	<u>Holt Road Force Main</u> <i>This project was identified through the development of the asset management plan and includes the repair or replacement of force main at Holt Road.</i>	2022	\$480,000

B	<u>POTW Generator #1 & #2 Replacement</u> <i>This project was identified through the development of the asset management plan and includes the replacement of two generators at the POTW.</i>	2023	\$420,000
Fire Fund			
C	<u>Replace 1997 Tanker Truck</u>	2019	\$450,000
C	<u>Replace 1993 Pierce Engine</u>	2021	\$675,000
Downtown Development Authority			
B	<u>Replacement of Farmers Market Roof</u>	2019	\$50,000
B	<u>Replacement of DDA Parking Lot</u>	2020	\$60,000

Vehicle	2017	2018	2019	2020	2021	2022	2023
DPS (POTW "W" & Maintenance)							
1990 Ford F700 diesel Stake Rack/Dump Truck w/plow							
2007 Ford Ranger 4WD		(4,500)					
2011 GMC Savana 2WD Van (10 yrs-DPS)				(3,500)			
2012 GMC Sierra ext cab truck 4WD			(8,000)				
2012 GMC Sierra ext cab truck 4WD w/Tommy Gate (10 yrs-DPS)						(8,000)	
2014 Ford F250 4WD (move to #34 to replace #10 in 2017)			(15,000)				
2014 Ford Explorer 4WD	(25,000)						
2014 Ford F150 truck 2WD		(8,000)					
2014 Ford F150 truck 2WD		(8,000)					
2016 Ford E-350 Cutaway w/Knapheide KUV (10 yrs-DPS)							
2016 Ford Escape SE	(18,000)						
2016 Ford F-550 Dump Truck					(30,000)		
2016 3/4 ton truck 4WD w/plow&tow package(#2)					(15,000)		
2016 3/4 ton truck 4WD w/plow&tow package (#22)					(15,000)		
2017 AWD SUV (#1)	36,090					(20,000)	
2017 1/2 ton truck ext cab short box 4WD (#21)	30,580					(12,000)	
2018 1/2 ton truck 4WD 2/tow package (#10)		30,000					
2018 3/4 ton truck 4WD w/plow&tow package (#12)		30,000					
2018 3/4 ton truck 4WD w/plow&tow package (#14)		30,000					
2019 3/4 ton truck 4WD w/plow&tow package (#3)			30,000				
2019 3/4 ton truck 4WD w/plow&tow package (#23)			30,000				
2020 4WD/AWD vehicle (#26)				35,000			
2021 3/4 ton truck 4WD w/plow&tow package (#2)					30,000		
2021 3/4 ton truck 4WD w/plow&tow package (#22)					30,000		
2022 AWD SUV (#1)						35,000	
2022 1/2 ton truck ext cab short box 4WD (#21)						30,000	
2022 3/4 ton truck 4WD w/Tommy Gate (10 yrs-DPS) (#28)						30,000	
2023 3/4 ton truck 4WD w/plow&tow package (#12)							30,000
2023 3/4 ton truck 4WD w/plow&tow package (#14)							30,000
DPS TOTAL EXPENDITURE/YEAR	23,670	69,500	37,000	31,500	-	55,000	60,000
BUILDING & GROUNDS	2017	2018	2019	2020	2021	2022	2023
2000 Ford F250							
2006 Chevrolet Silverado 4WD							
2016 Ford Escape SE							
BUILDING & GROUNDS TOTAL EXPENDITURE/YEAR	-						
PARKS	2017	2018	2019	2020	2021	2022	2023
1995 Chevrolet S10 Pickup		(500)					
1996 Ford F150							
1999 Ford F250 2WD							
1999 Ford Dump Truck					(3,000)		
2000 Ford Ranger		(1,000)					
2000 Ford F250 w/plow							
2001 Ford F250 4WD							
2001 Ford Ranger							
2002 Chevrolet Tahoe							
2002 Ford F250							
2006 Chevrolet Silverado 4WD (DPS #24)							
2006 Chevrolet Silverado 4WD (DPS #25)							
2007 Ford Ranger 4WD (#10)		4,500					
2008 GMC Canyon 2WD (#66)		3,000					
2008 GMC Canyon 2WD (#67)		3,000					
2011 GMC Sierra truck 4WD (#6)							
2012 GMC Sierra ext cab truck 4WD (#3)			8,000				
2012 GMC Canyon ext cab truck 4WD (#56)						4,500	
2012 GMC Sierra ext cab truck 4WD w/Tommy Gate (#28)						8,000	
2014 Ford F250 4WD (#23)			15,000				
2016 Ford F-550 Dump Truck (DPS #9)					30,000		
2016 3/4 ton truck 4WD w/plow&tow package(#2)					15,000		
2016 3/4 ton truck 4WD w/plow&tow package (#22)					15,000		
2018 3/4 ton truck 4WD w/plow&tow package (#12)							15,000
2018 3/4 ton truck 4WD w/plow&tow package (#14)							15,000
PARKS TOTAL EXPENDITURE/YEAR	-	9,000	23,000	-	57,000	12,500	30,000
COMMUNITY DEVELOP.	2017	2018	2019	2020	2021	2022	2023
2006 Dodge Dakota 4WD (4 door)						(3,000)	
2007 Chevrolet Impala	(3,500)						
2012 GMC Canyon ext cab truck 4WD						(4,500)	
2014 Ford Explorer 4WD (#21 to #57 to #58)	25,000						
2017 AWD SUV (#1 to #57)						20,000	
2017 1/2 ton truck ext cab short box 4WD (#21 to #56)						12,000	
COMM. DEVELOP. TOTAL EXPENDITURE/YEAR	21,500	-	-	-	-	24,500	-
ASSESSING	2017	2018	2019	2020	2021	2022	2023
2008 GMC Canyon 2WD (#66)		(3,000)					
2008 GMC Canyon 2WD (#67)		(3,000)					
2014 Ford F150 truck 2WD (#66)		8,000					
2014 Ford F150 truck 2WD (#67)		8,000					
2016 Ford Escape SE (#68)	18,000						
ASSESSING TOTAL EXPENDITURE/YEAR	18,000	10,000	-	-	-	-	-
TOTAL TOWNSHIP EXPENDITURE/YEAR	63,170	88,500	60,000	31,500	57,000	92,000	90,000



GLOSSARY/ACRONYMS

Accrual Accounting

A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses recognized in the period in which they are incurred, regardless of the timing of related cash flows.

Activity

A department or grouping of accounts with a similar purpose. The Township budget is adopted by activity.

Ad Valorem Tax

The tax levied on real and personal property according to the property's taxable value and the tax rate (millage) in effect.

Appropriation

Legal authorization granted by the Township Board to spend money for specific purposes.

Assigned Fund Balance

An amount that is intended to be used by the Board for a specific purpose or purposes.

Balanced Budget

When revenues plus appropriated fund balances equal or exceed expenditures. The State of Michigan requires a balanced budget.

Bond

A written promise to pay a specified sum of money (called principal or face value) at a specified future date (called maturity date) along with periodic interest paid at a specified rate. Bonds are typically used for long-term debt to pay for specific capital improvements.

Budget

A plan of financial activity for a specified period of time indicating all planned revenues and expenditures for the period. It is adopted by the Township Board prior to the beginning of the time period.

Capital Improvement

Public improvements over and above normal operating expenditures for the purchase, construction, or replacement of physical assets of the community. Includes extension of sewer lines, park improvements, upgrade of sewer treatment plant facilities,

Capital Outlay

Purchase of capital assets, defined by Township policy as being tangible real and personal property that is expected to have a useful life of more than one year and has a value of at least \$5000. Includes the cost of land, buildings, improvements, vehicles, machinery and equipment.

Cash Basis of Accounting

Transactions or events are recognized when cash amounts are received or disbursed.



COCS

Cost of Community Services - The impacts of various land uses, including residential and agricultural lands, on a municipality's budget

Committed Fund Balance

The portion of Fund Balance which has been constrained as to its use for a specific purpose by action of the Township Board.

Component Unit

Legally separate organization for which the elected officials of the primary government are financially accountable. The Delhi Downtown Development Authority and the Brownfield Redevelopment Authority are component units of the Township.

DDA

Downtown Development Authority-This fund is a component unit of the Township organized to promote economic development and support local business.

Debt Service

The cost of paying principal and interest payments on borrowed money according to a predetermined payment schedule.

Deficit

When fund liabilities and fund balance are greater than fund assets.

Department

A major organization of the Township that manages an operation or group of related activities.

Enterprise Funds

Used to account for activities that receive most of their revenues through user fees. The intent is for the cost of the services to be financed by the users of the services. The Township's enterprise fund is the Sewer Fund.

Fiduciary Funds

Used to hold or manage financial resources as an agent for others. No budget is adopted for Fiduciary Funds.

Fiscal Year

The Township's fiscal year is the same as the calendar year - January 1 through December 31.

Fund

A grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives.

Fund Accounting

The Township's accounting uses funds to report on financial position and operations. It is designed to demonstrate legal compliance and to separate transactions for specific government functions.

Fund Balance

Excess of fund assets over fund liabilities in a governmental fund. Fund balance is classified as either nonspendable, restricted, committed, assigned or unassigned.

**Fund Classification**

There are two categories of funds in the budget: governmental and proprietary.

GAAP

Generally Accepted Accounting Principles - The conventions, rules, and procedures for accepted accounting practice. Financial Statements are prepared according to GAAP.

GASB

Governmental Accounting Standards Board - Body which sets financial reporting standards for state and local governments.

General Fund

The major governmental fund used to account for everything that is not required to be accounted for in a separate fund.

General Obligation Bonds

Money borrowed by the government whereby the full faith and credit of the government rather than a specific revenue source is pledged to repay the loan.

GFOA

Government Finance Officers Association - The professional association of state/provincial and local finance officers in the United States and Canada, serving the public finance profession since 1906, dedicated to the sound management of government financial resources.

Governmental Funds

Used to account for functions of the Township that are principally supported by taxes and intergovernmental revenues. The Township's governmental funds are the General Fund, three special revenue funds, and a debt service fund.

Headlee Amendment

Statute which places an upper limit on the total amount of property taxes collected in a fiscal year. If the assessments on existing property increase by more than the prior year's consumer price index, the millage rate must be reduced. The Headlee Amendment limitation may be waived only by a vote of the electorate.

IFT

Industrial Facilities Tax - A tax incentive (50% reduction) to manufacturers for renovation and expansion of aging facilities, building of new facilities, and to promote establishment of high tech facilities. The incentive may be granted for up to 12 years.

Infrastructure

Long-lived capital assets that are normally stationary. Includes sewers, sidewalks, streets, streetlights.

Internal Service Fund

Reports activity that provides goods or services to other agencies of the township. The Local Brownfield Revolving Fund is an internal service fund.

Modified Accrual Accounting

A basis of accounting in which revenues are recognized when they become both measurable and available. Available means collectible within the current period or soon thereafter. Expenditures are recognized when the liability is incurred, except for debt payments which are recognized when they are due.

**NMTP**

Non-Motorized Transportation Plan – A plan to create connections to nearby communities and important destination points with a connected internal network of sidewalks and shared-use paths and bikeways.

Nonspendable Fund Balance

The portion of fund balance that is not available for spending, such as prepaid items.

NSP

Neighborhood Stabilization Program - To prevent the deterioration of otherwise stable neighborhood areas by strategically acquiring foreclosed or abandoned properties for rehabilitation by the Township and sale to private owner-occupants.

Operating Budget

The authorized revenues and expenditures for the day to day operation of the Township. The operating budget is typically for one year, and includes personnel costs, supplies, and other services/charges. In contrast, a capital budget can extend for several years, depending on the life of a project.

Other Financing Source

Increases in current financial resources that are reported separately from revenues. Loan proceeds and transfers from other funds are reported as Other Financing Sources.

Other Financing Use

Decreases in current financial resources that are reported separately from expenditures. A transfer to another fund is an Other Financing Use.

Other Services/Charges

Expenditures which include professional services, utilities, training, etc.

PC

Planning Commission - An appointed body that reviews proposed development projects, special use permits, rezoning applications etc. and makes recommendations to the Township Board of Trustees. The Planning Commission is also responsible for final approval of and amendments to the Master Plan and Future Land Use Map.

Personnel Costs

Includes payroll and fringe benefits.

Proposal A

Limits the increase on an individual property's taxable value to the inflation rate or 5 percent, whichever is lower. When the property is sold, the taxable value becomes the State Equalized Value for that year.

Proprietary Funds

Funds that focus on the determination of operating income, changes in net assets, financial position, and cash flows. Enterprise and internal service funds are proprietary funds.

Restricted Fund Balance

Portion of Fund Balance which can only be spent for specific purposes stipulated by outside resource providers or legislation.

Revenues

An increase in fund financial resources, other than from interfund transfers and debt issue proceeds.

**Revenue Bonds**

The government borrows money by issuing these bonds. The bonds are secured by specific revenues that are pledged in the bond.

SAD

Special Assessment District

SAW Grant

Stormwater, Asset Management and Wastewater Grant-State of Michigan reimburses the Township, with some matching funds, for developing asset management and stormwater management plans, along with the design of wastewater or stormwater infrastructure.

SESC

Soil Erosion and Sedimentation Control - A program to regulate the pollution of Michigan waters by improper construction site management practices.

Special Assessments

A levy made against certain properties to defray all or part of the cost of a specific capital improvement deemed to benefit primarily those properties.

Special Revenue Funds

Used to account for the proceeds of specific revenue sources (other than sources for major capital projects) that are legally restricted to expenditures for specific purposes. Michigan Compiled Law requires the Township to adopt a budget for special revenue funds. The Township's Special Revenue Funds are the Fire Fund, the Police Fund, and the Water Improvement Fund.

State Equalized Value (SEV)

The assessed value multiplied by a factor as determined by the Michigan State Tax Commission to ensure an assessment level of 50 percent of market value.

State Shared Revenue

A portion of the 6% sales tax returned to the Township, based on per capita taxable value, population and relative tax effort.

Taxable Value

The value upon which the property tax is levied. It is determined by multiplying the prior year's taxable value by the current year's cost-of living index. When the property changes ownership, the SEV becomes the taxable value for that year.

Transfers In/Out

A transfer between funds. For example, the General Fund transfers money to the Fire Fund to support its activities.

Unassigned Fund Balance

The remaining portion of Fund Balance that is not constrained for a specific purpose. It can serve as a measure of available financial resources. Unassigned fund balance can only be reflected in the General Fund.

ZBA

Zoning Board of Appeals - hears and decides any appeals of the zoning administrator's decision concerning project development and site plans relative to the zoning ordinance. Members are appointed by the Supervisor and approved by the Township Board.