

DELHI CHARTER TOWNSHIP
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Holt, MI 48842

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2013 BUDGET



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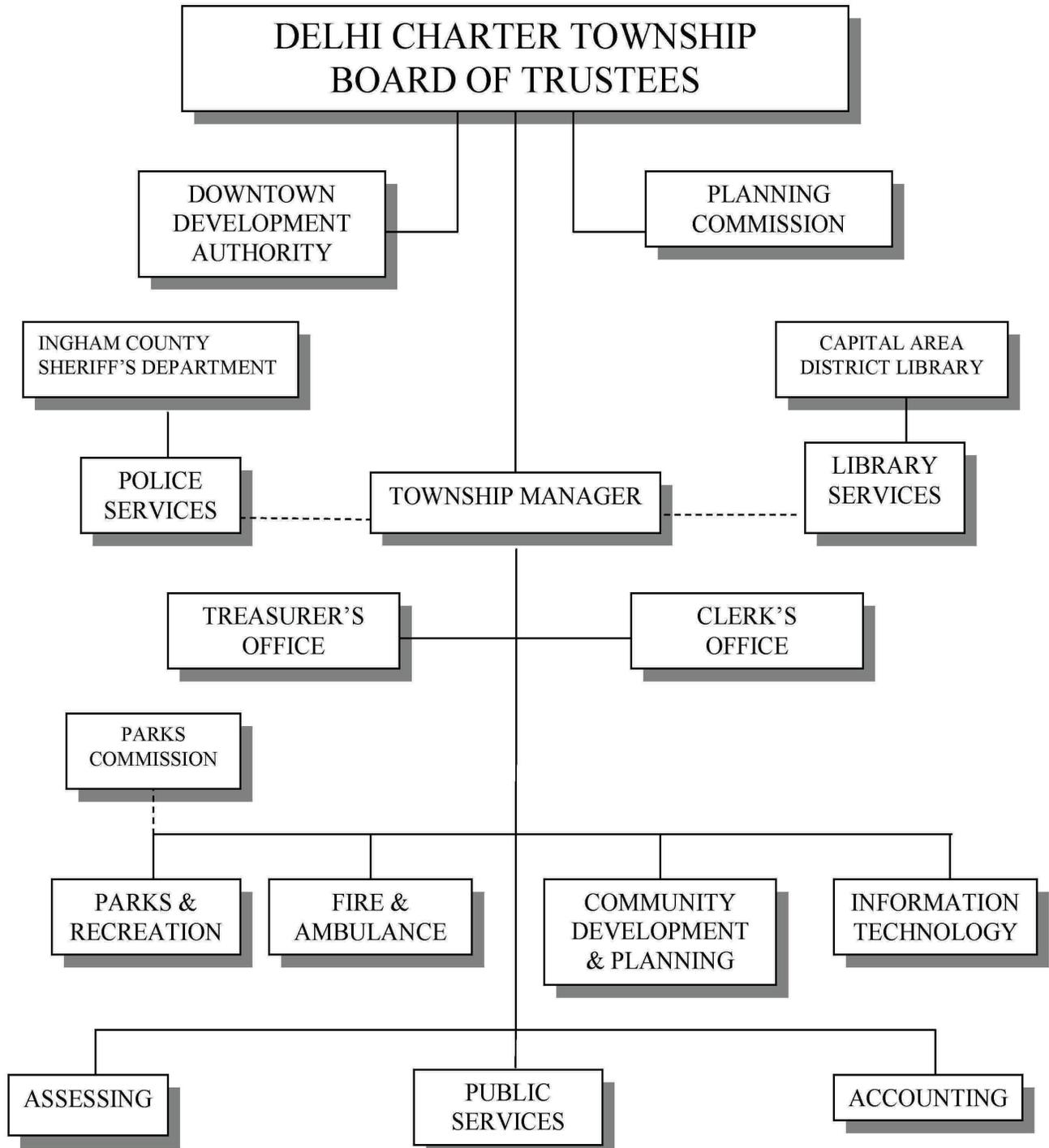
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Delhi Charter Township Organizational Chart of Services





Board of Trustees

Supervisor	Stuart Goodrich
Clerk.....	Evan Hope
Treasurer.....	Roy Sweet
Trustee	Derek Bajema
Trustee	John Hayhoe
Trustee	Jerry Ketchum
Trustee	Diane Warfield

Executive Staff

Township Manager.....	John Elsinga
Assessor	Nicole Wilson
Asst Twp Mgr for Human Resources	Wendy Thielen
Community Development Director	Tracy Miller
Downtown Dev Auth Exec Director	C. Howard Haas
Fire Chief.....	Rick Royston
Information Technology Director	Jim Felton
Parks & Recreation Director.....	Mark Jenks
Public Services Director	Sandra Diorka



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

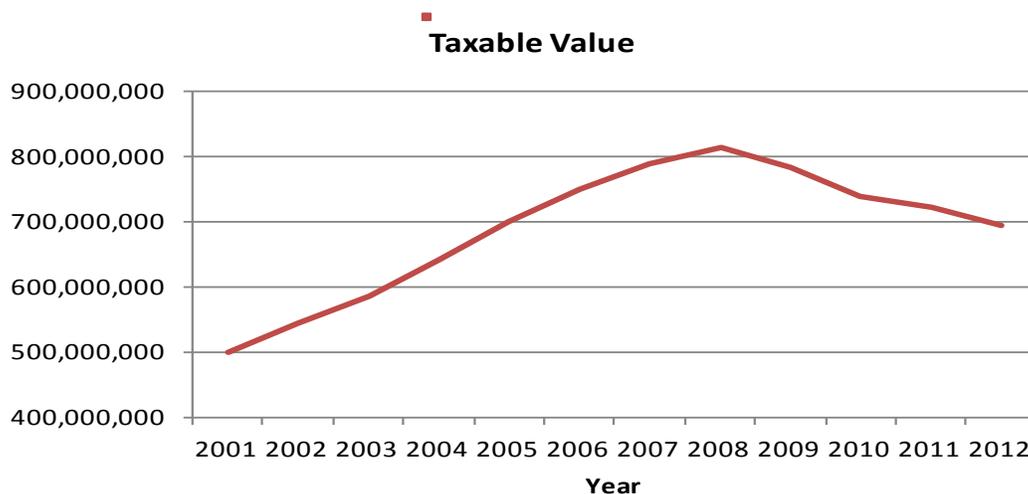
Dear Board Members,

On behalf of all departments, I am pleased to present to you the 2013 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' 2013 Goals and Objectives. The 2013 budget totals \$17,795,400 for all funds, down from \$23,241,295 in 2012. This decrease is largely due to the completion of improvements for Lift Station D in the Sewer Fund, which was funded through a low cost loan from the State of Michigan. The revenues in the General Fund will exceed expenditures in 2013 by \$2,084,250, out of which \$1,856,900 will be transferred to support the Fire and Police Funds.

Financial Challenges to the Budget

- Property tax, the largest revenue source, continues to decline. The advalorem taxable value of real and personal property (from which property tax is levied) fell 3.01% in 2012. That is in addition to the cumulative decline of 12.62% that occurred since 2008. This is in stark contrast to earlier years when taxable value increased 78% from 2000 to 2008. There is concern that the taxable value will continue to decline in future years, while the cost of services increases. Although this decline is not as great in Delhi Township as it is in some of the other communities in Michigan or in the nation, it puts pressure on our ability to continue to provide the level of services we want to provide. Additionally, there is legislation pending that could eliminate personal property tax. This bill will be closely monitored as it could further reduce revenues.

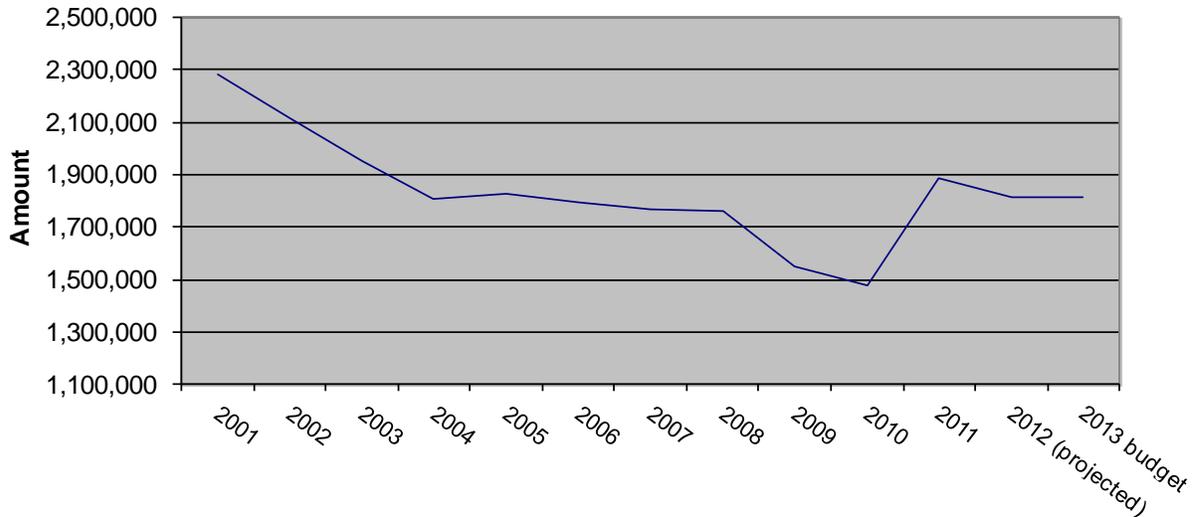


- Since 1998, the State of Michigan has distributed "revenue sharing" to local units of governments that was made up of two parts: a constitutional portion that was based on the State's sales tax collection together with the local unit's population, and a statutory portion that could be adjusted by the 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 total revenues in 2013. Additionally, the statutory portion was eliminated in 2012 and replaced with a new program that has qualification requirements. One uptake in this story of uncertain and declining state shared revenue is the new census data for Delhi Township which revealed a 15% increase in population since 2000. Revenue sharing would have declined even further had this not happened.

State Shared Revenue



- The number of permits issued, as shown in the chart below, gives evidence of the activity in the residential and commercial markets. There was a dramatic drop in the number of permits issued from 2003 to 2007 which impacted revenue from permits as well as contributed to the decline in taxable value. Although new residential construction is not occurring at the rate it was in earlier years, we are seeing some growth. And the total number of permits (both residential and commercial, new and remodel) has been rising since 2008.

Permits Issued

	2004	2005	2006	2007	2008	2009	2010	2011
Building	631	569	495	423	365	588	622	372
Electrical	515	428	331	279	207	175	183	189
Plumbing	425	341	291	166	135	146	152	134
Mechanical	565	492	409	289	279	232	343	470
Soil Erosion	0	0	0	0	67	78	66	41
Total	2136	1830	1526	1157	1053	1219	1366	1206

Responses to the Financial Challenges

In 2008, the Township transitioned from a traditional health care plan to a high deductible/health savings account (HSA) plan which lowered our health care premiums. The Township fully funded the high deductible (single - \$2,000, 2-party and family - \$4,000) in the first year by contributing that amount to each employee's HSA account. That contribution has been reduced each year and in 2013 the Township will contribute \$500 for a single plan and \$1,000 for a 2-party or family plan.



Staffing levels have continued to be reduced since 2005. As employee vacancies occur, an evaluation is made regarding the needs of the department before we change, replace or eliminate the full 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. However, there were no increases in 2010 and 2011, and a modest 2% (COL) increase in 2012 to partially offset our employees' increased health care costs. There is no budgeted increase for 2013.

Although an investment in capital outlay can sometimes save money in the long run by reducing such things as maintenance and repairs, capital purchases and infrastructure investments continue to be scaled back. However, the Board will be committing \$75,000 of fund balance in the general fund for the replacement of the roof at the CSC in the in the future, adding to the \$75,000 committed in 2012.

In 2010 voters approved a four year, 1.5 millage proposal for fire services. This 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.

In 2010 the voters also approved a four year, 1.5 millage proposal for police services. 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 was added, which will continue to be funded in 2013. 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 this service.

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 \$5,171,530 which is \$63,330 less than the projected expenditures are for 2012. Many departments have 2013 budgets at about the same level as 2012. The Elections department decreased by over \$84,000 due to no elections in 2013. The Parks Department has decreased more than \$261,000 because of a one-time capital outlay for a parks pavilion/restroom that was 75% grant funded. The Stormwater Department has increased by about \$106,000 because the DDA is no longer sharing in a drain assessment. The Infrastructure Department has increased about \$104,000 due to an increase in street improvements. Ending fund balance as a percentage of operating expenditures and transfers is projected at 71%, well above the 15% minimum target set by the Board. However, this percentage is expected to drop in future years with falling tax values and the uncertainty of state shared revenues.

Special Revenue Funds

As mentioned previously, the voters approved two millages in 2010 – 1.5 mills for fire and 1.5 mills for police. Separate special revenue funds were established for each of these millages with over 1 million dollars expected to be generated for each millage in 2013. Nevertheless, a transfer of over \$557,000 from the General Fund will be necessary to supplement the Fire Millage Fund and just under 1.3 million dollars will be necessary for the Police Millage Fund.

The Fire Equipment, Training, and Apparatus Fund is supported by a voted millage of .5 mills. The re-chassis of the 2006 ambulance is budgeted for 2013.



Enterprise Fund

The Sewer Fund derives most of its revenue from sewer use fees and a flat sewer service charge. There has been a decrease in the amount of sewage processed which lowers sewer revenues. A sewer rate study is being planned for late 2012.

The Downtown Development Authority (DDA) continues its work on the design for the non-motorized pathway that goes under Interstate 96. We have received preliminary approval from the Michigan Dept of Transportation of a \$1.4 million grant, along with a 0.3 million grant from the Michigan DNR Trust Fund, to partially fund this. The Farmers Market is another project supported by the DDA. The 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 the Fall Business Expo, along with many other supportive projects to improve the quality of life and tax base in our community.

Long-term Debt

The Township's rating from Standard & Poor's is AA-. 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, 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 \$69,423,205. The net debt outstanding at 12/31/12 will be \$17,648,860 (\$34,173,860 total outstanding less \$16,525,000 in revenue bonds). This is only 25% 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 nine 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 newly constructed 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. 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 37.7 years in 2010.

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. In 2010, that number rose to 10,817. Of that number, 7,539 were owner-occupied housing units, 2,652 were renter-occupied housing units, and 626 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 2010, 93% of the population over 25 years had at least a high school diploma and 29.8% held a bachelors degree or higher.

The median household income rose from 1999 to 2009. The median household income in 1999 was \$50,922. In 2010, it was \$57,706. Per capita income in 1999 was \$23,485 and \$27,745 in 2010.

In 2010 8.2% of families were below the poverty level. The jobless rate for Delhi Township in 2011 was 5.7% of the labor force, down from 6.8% in 2010. Ingham County's 2011 rate was 8.7% and the State of Michigan was 10.3%. Thus far for 2012 (through June), the jobless rate in Delhi Charter Township averaged 4.9%. The average during that same time in Ingham County was 7.6% and the State of Michigan was 10.7%.

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 - 2012**

<u>Employer</u>	<u>Product or Service</u>	<u>Employees</u>
Holt Public Schools	Education	830
Dakkota Integrated Interiors	Automotive Supplier	293
RSDC of Michigan, LLC	Steel Processing	200
Orchid Stealth	Exotic Metal Fabricator	190
Granger Construction	Commercial Construction	152
Kroger	Retail Grocery	145
Magna Powertrain	Automotive Supplier	135
Holt Sr. Care & Rehab (NexCare)	Long Term Care	123
Lansing Christian School	Education	100
Block Imaging	Medical Equip	80



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
- Enterprise Funds
- Component Unit Funds
- Supplemental Information

There are four special revenue funds:

1. Fire Fund – Fund 206
2. Police Fund – Fund 207
3. Fire Equipment, Training, and Apparatus Fund - Fund 211
4. Water Improvement Fund – Fund 225

There is one enterprise fund:

1. Sewer Fund – Fund 590

There are two component units (DDA and Brownfield) with 5 funds:

1. Downtown Development Authority (DDA) – Fund 248
2. DDA – 2008 Bonds Debt Service – Fund 392
3. DDA – 2010 Refunding Bond – Fund 393
4. Brownfield Redevelopment Authority - Fund 243
5. Brownfield Local Site Remediation Fund – Fund 643

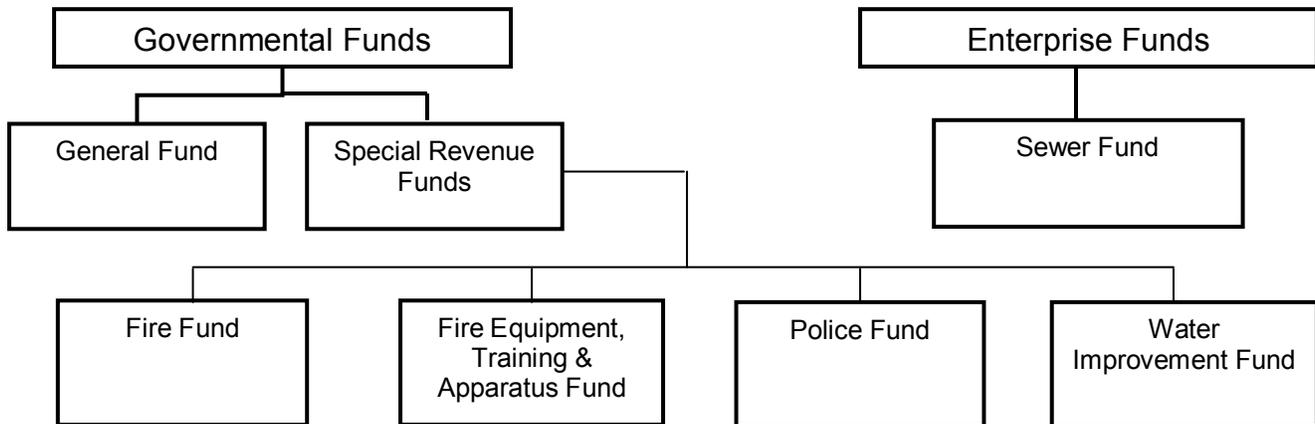
Each fund contains an explanation of the services it performs with a description of its revenues and a summary of budgeted revenues.

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, and public safety.

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 four 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.

Fire Equipment, Training and Apparatus Fund is required by law to account for the revenues of a special millage levy to defray the cost of acquiring and maintaining equipment and apparatus, and to cover training expenses for the Fire Department.

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



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, the Accounting 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 2013 goals, objectives, and planned capital outlay for their department. The township board then meets with a facilitator and develops the township-wide goals and objectives.

On July 1st, budget request forms and other budget documents are distributed to department directors. Department directors submit their completed budget requests/forms to the Director of Accounting 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.



2013 Budget Calendar – Revised

April 23 rd – April 26 th	Department Head Capital Improvement Program meetings with Community Development and Township Manager
June 6 th (8 am-6 pm)	Department Head Goals, Objectives & 2013 CIP Meeting with Board of Trustees
June 11 th	Planning Commission Public Hearing and action on CIP
June 12 th (6-9 pm)	Board of Trustees Goals & Objectives Meeting
June 19 th (6:30 pm)	Board of Trustees to discuss guidelines/assumptions at the Committee of the Whole Meeting
July 6 th	Township goals, budget schedules, forms and assumptions distributed to Department Heads
July 20 th	Departmental goals, indicators and budgets with backup and narratives submitted to Township Manager
July 23 rd to August 31 st	Budgets compiled, analyzed & adjusted for submission of balanced budgets to Board of Trustees by September 1 st
July 23 rd – July 27 th	Budget requests reviewed with Department Heads
August 28 th	DDA Board reviews proposed Budget prior to Board of Trustees Workshop to be held on September 11 th
August 21 st	Board of Trustees set tax levies (property tax millage is included in budget hearings)
September 11 th (8 am-4 pm)	Department Heads present Budget to Board of Trustees at their Budget Workshop
September 25 th	DDA Board sets Public Hearing for October 30 th for the DDA Budget
October 2 nd	Board of Trustees sets Public Hearing for October 16 th
October 2 nd	Township sends Notice of Public Hearing to Community Newspapers for publication
October 7 th	Notice of Board of Trustees Public Hearing to be held on October 16 th is published in the Community Newspapers
October 8 th	DDA sends Notice of Public Hearing to Community Newspapers for publication
October 9 th	Budgets are available for Public Inspection (seven days prior to public hearing)
October 14 th	Notice of DDA Public Hearing to be held on October 30 th is published in the Community Newspapers
October 16 th	Board of Trustees holds Public Hearing on the 2013 General & Special Revenue Funds Budgets
October 30 th	DDA Board holds Public Hearing and acts on the DDA Budget
October 31 st	DDA submits Budget to Board of Trustees for approval
November 7 th	Board of Trustees act on the 2013 Budgets (Township and DDA)
November 27 th	DDA Board acts on the 2013 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 \$1,500 if funds are available within their departmental budget. Purchases in excess of \$1,500 shall be approved by the Township Manager. Purchases and contracts over \$10,000 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.

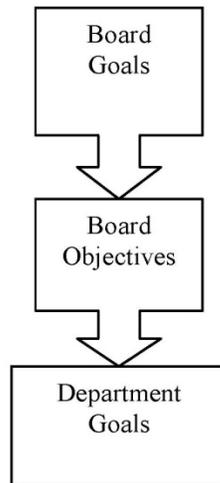
Safeguarding Assets

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



Board Goals and Objectives

The Board meets annually with a consultant to determine the long-term goals and related short-term objectives of the Township for the next fiscal year. Each Board Objective is linked to one or more Board Goals. These goals and objectives are distributed to Department Heads who use them to develop their proposed department budgets and goals. Each department has a listing of its goals in this document.



- I. Enhance the quality of life and create a sense of place for Delhi Township residents.
- II. Maintain fiscal integrity and increase efficiency.
- III. Promote sustainable private and public economic development and redevelopment.
- IV. Maintain and improve infrastructure in the Township.
- V. Promote regionalism.
- VI. Maintain positive and open communication with Township residents.

Board Objectives (in no particular order)

- **Maintain Fiscal Responsibility (Goal II and VI).**
Continue to maintain a balanced budget with a fund balance of 15 percent or greater. Continue to create and post on the Township website a citizen-centric report as required under the Economic Vitality Incentive Program (EVIP).
- **Monitor and Contain the Cost of Health Care and Decrease Legacy Costs (Goal II).**
In 2007, the Township transitioned from providing a traditional health care plan to a High-Deductible/Health Savings Account (HSA) health care plan for all active full-time employees. The Township’s plan offers free annual physicals for employees and family members. To partially offset the increased HSA costs to employees, the Township provided a modest increase in wages/salaries. The other frontier for savings in current and future health care costs is to offer all new employees a Health Retirement Account (HRA) in lieu of a health care plan after retirement. The Township does meet the state EVIP requirement, thus is eligible for full state revenue sharing. Note: monitoring federal and state legislation as it relates to health care for public employees will be important for the coming fiscal year.



- **Continue to Support a Walkable Community (Goals I, III, IV, V).**
Include components within the Non-Motorized Transportation Plan in the 2013-2018 Capital Improvement Plan and Township Budget. Encourage the Ingham County Department of Transportation and Roads to provide pedestrian islands along primary roads. Support the installation of new sidewalks and repair broken/uneven sidewalks. Partner with the DDA to fund Capital Improvement Projects within the DDA. Assess ways to improve parking. Support mid-block crossings.
- **Assess Staffing Needs (Goal II).**
Continue to evaluate organizational and departmental needs whenever a vacancy occurs. Filling positions with part-time staff or contractual services, when feasible, offers a means of maintaining service level while minimizing long-term costs. When feasible, also transfer duties and responsibilities to other staff thereby eliminating positions through attrition. Utilize interns wherever and whenever feasible.
- **Maintain Fire Agreement with Alaieton Township (Goals II, V).**
The Township's Fire Agreement with Alaieton Township has been mutually beneficial for over a decade. The Township's mutual aid agreements with all of the surrounding communities have enabled the Township to provide Alaieton Township a high quality fire service. The Township will explore the potential for additional collaborative service areas, possibly with other neighboring units of government.
- **Communicate to the Community via Township and DDA Newsletters and Expanded Township Website (Goals I, II VI).**
Continue to provide both Township and DDA Newsletters through alternating distribution. In lieu of a regional media center, the Township website can sufficiently meet the Township's objectives. Provide opportunity for Board members, on a rotating basis, to contribute to the newsletter and/or newspaper by submitting articles.
- **Addressing Community Services Center Aging Infrastructure Issues (Goal IV).**
As the Community Services Center ages there will be needed infrastructure repairs. Short term items that need addressing are the generator, window treatments and roof. The repair of the roof needs to be done within the next few years; the HVAC system will run more efficiently by replacing the window treatments (in-progress). Set aside monies annually in the Public Improvement Fund for funding these improvements.
- **Develop Five Year Budget Plan (Goal II).**
Continue to prepare a five year budget plan to enable the Township Board to prepare for the long term.
- **Aggressively Pursue State and Federal Grants to Supplement Budget Needs (Goal I).**
- **Capital Improvements in Township Parks (Goals I, II, IV).**
Continue to assess capital improvements within the Township's recreational assets. Continue to replace worn out or outdated playground equipment and facilities in Township parks and resurface tennis courts within one year.



- **Encourage Mixed Use Zoning (Goals I, III).**
Encourage developers to be more creative with their residential developments offering more variety in affordable, high quality housing, as well as offering open space and commercial properties. Encourage the development and redevelopment of property to provide retail, entertainment and personal services to residential areas where feasible to support the “Walkable Community” goal. Also explore the development of architectural standards. Update Master Plan.
- **Continue to aggressively pursue Economic Development and Technology Companies (Goals III).**
- **Continue Training of Staff and Board for Increased Efficiency and Effectiveness (Goals I, II).**
Delhi Township has a well trained lean and productive work force in part due to the Board’s support for in-service training of staff. Staff members have participated in certification programs offered by universities, local government organizations and professional associations that add value to the human capital in the Township. The Board will continue to support in-service training of staff as well as to expand training opportunities to members of various boards that operate on behalf of the Township.
- **Use of Technology for Improved Service to Residents (Goals I, II).**
Township departments have made significant strides in adopting technology to improve efficiency and effectiveness in the delivery of Township services. Applying technology will continue to be a priority for departments. Utilizing GIS as means of developing integrated databases will provide both residents and Township staff new tools in addressing community service delivery challenges. The updating of the Township’s website and the loading of data beneficial to Township residents, including GIS, will continue to be a priority for the Township. Investigate on-line registration and payment for parks and selected recreation activities, upgrade personal computers, look into Township/School District shared fiber optic network, explore the use of credit card payments for other miscellaneous fees and services.
- **Incorporate Energy Reduction, Alternatives and Environmental Sensitivity into Capital Projects and Policies (Goals I, II, IV).**
The new Senior Center has incorporated LEED (Leadership in Energy and Environmental Design) standards. All new public buildings and land improvements should be designed to achieve LEED certification. Continue energy audit.
- **Redevelopment of Existing Areas for Revitalization (Goals I, III, IV).**
Explore new ways to facilitate site plan approval, building permitting and inspection to better serve the shift in customer focus from predominately “new construction” to remodeling and repair of existing facilities on limited lot sizes. Focus on adaptive re-use issues to ensure that building codes are not unduly restrictive to encourage redevelopment activity. This issue needs to be addressed with the Planning Commission for their review and recommendation back to the Board with a focus on identifying specific areas of the Township rather than individual variances.
- **Parks and Recreation Funding Enhancement (Goals I, II).**
Recommend that the Parks Commission examine the structure of fees and adjust where appropriate. Parks and recreational services are highly valued by our residents but are also costly. The revenues generated by the Parks and Recreation Fund have consistently



been well below its expenditures and must be supplemented by the General Fund using almost 10% of the General Fund's budget. Look into On-Line registration and payment for parks and selected recreation activities (currently underway but not implemented). Assess the usage and participation of non-residents in the Township's recreational activities and include in annual report for 2012. Consider additional funding sources to support recreation programs.

- **Plan for Road Repairs (Goals I, IV).**

Work with the Ingham County Department of Transportation and Roads to move towards an active asset management approach for the evaluation of roads. Prioritizing needed road improvements will define how much money needs to be budgeted for repairs. The Township will move toward a 100% special assessment for local neighborhood road repairs and use the Department of Transportation and Roads betterment monies to fund local connector road improvements. Communicate with residents on road needs and the process, costs and funding options for improvements in subdivision and local neighborhood roads. Utilize the Township's webpage, develop informational sheets and conduct informational meetings on improving roads through local initiatives. Consider additional funding sources to support road repairs, replacement or improvements.

- **Incorporate Plain Language in Ordinances and Amendments (Goals I, II, III, IV).**

Begin to incorporate plain language in all future ordinances and amendments thereby elevating the level of understanding by the reader/user of such ordinances thereby increasing compliance.

- **Continue to Support Regionalism and Collaboration Where Appropriate (Goals III, V, VI).**

Maintain School Resource Officer within Holt Public Schools. Assess impact on the Township of proposed regionalism efforts related to public safety or other service areas with attention paid to legacy costs and cross-subsidization for any savings whenever possible.

- **Standardize Technology Capital Purchases (Goal II).**

Insure organizational compatibility when making technology capital purchases for departments.



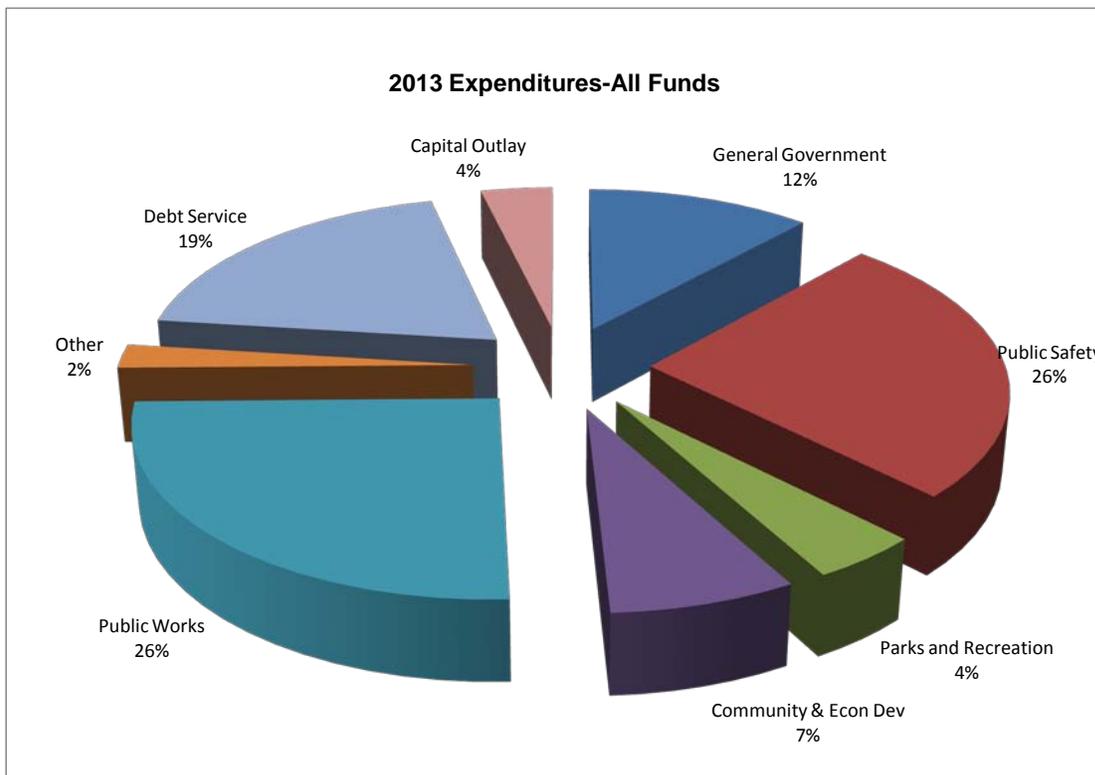
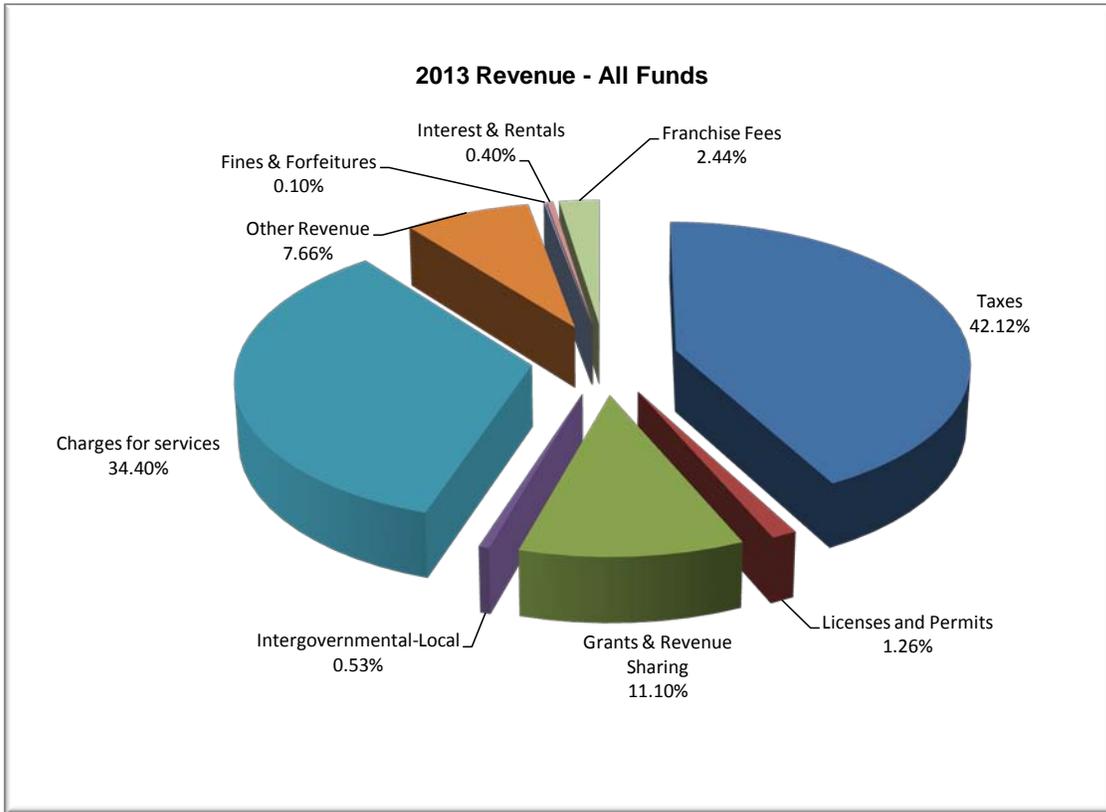
Board Objective and Department Goals Cross Reference Table

Board Objective	Legislative	Manager	Accounting	Clerk	Info Tech	Treasurer	Assessing	Elections	Bldg & Grds	Cemetery	Fire	Stormwater	Infra-structure	Parks	Community Developmt	Sewer
Maintain Fiscal Responsibility		√	√	√		√					√					
Contain the cost of health care		√														
Support a walkable community													√		√	
Assess staffing needs		√								√	√			√		
Maintain fire agreement with Alaiedon Township											√					
Communicate to the community	√			√	√	√	√	√		√		√				√
Address CSC infrastructure issues									√							
Encourage Mixed Use Zoning																
Continue 5 yr. financial forecast		√	√													
Pursue state & federal grants											√	√	√	√		
Continue Parks Capital Improvements														√		
Pursue economic dev. & technology companies																
Continue staff and board training	√	√		√	√	√	√	√			√				√	√
Use technology to improve service			√	√	√	√	√				√					√
Incorporate energy reduction									√							
Redevelopment of existing areas															√	
Examine recreational fee structure																
Plan for road repairs													√		√	
Incorporate plain language in ordinances & amendmts				√												
Support regionalism & collaboration	√	√									√	√		√	√	√
Standardize Technology Capital Purchases					√											



**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2013**

Description	General Fund	Special Revenue	Enterprise Fund	Component Units	Total
Revenue					
Taxes	\$ 2,882,940	\$ 2,368,150	\$ -	\$ 2,234,100	\$ 7,485,190
Licenses and Permits	166,350	-	57,500	-	223,850
Grants & Revenue Sharing	1,822,800	150,000	-	-	1,972,800
Intergovernmental-Local	93,440	-	-	-	93,440
Charges for services	779,300	12,500	5,320,310	-	6,112,110
Other Revenue	1,035,900	257,070	41,970	25,490	1,360,430
Fines & Forfeitures	18,000	-	-	-	18,000
Interest & Rentals	24,150	950	22,000	24,200	71,300
Franchise Fees	432,900	-	-	-	432,900
Total Revenue	7,255,780	2,788,670	5,441,780	2,283,790	17,770,020
Expenditures					
General Government	2,092,300	-	-	-	2,092,300
Public Safety	-	4,596,010	-	-	4,596,010
Parks and Recreation	773,150	-	-	-	773,150
Community & Econ Dev	649,020	-	-	653,530	1,302,550
Public Works	983,291	5,050	3,546,710	-	4,535,051
Other	401,100	-	-	-	401,100
Debt Service	162,669	76,800	1,767,600	1,420,430	3,427,499
Capital Outlay	110,000	120,000	363,000	74,740	667,740
Total Expenditures	5,171,530	4,797,860	5,677,310	2,148,700	17,795,400
Excess of Revenues Over (Under) Expenditures	2,084,250	(2,009,190)	(235,530)	135,090	(25,380)
Other Financing Sources					
Sale of Fixed Assets	85,000	2,000	27,000	-	114,000
Operating Transfers In	-	1,856,900	-	1,283,830	3,140,730
Total Otr Financing Sources	85,000	1,858,900	27,000	1,283,830	3,254,730
Other Financing Uses					
Operating Transfers Out	1,856,900	-	-	1,283,830	3,140,730
Total Other Financing Uses	1,856,900	-	-	1,283,830	3,140,730
Change in Fund Balance	312,350	(150,290)	(208,530)	135,090	88,620
Beginning Fund Balance	4,740,390	635,139	30,119,295	717,697	36,212,521
Ending Fund Balance	\$ 5,052,740	\$ 484,849	\$ 29,910,765	\$ 852,787	\$ 36,301,141





**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2011-2013**

Description	General Fund			Special Revenue Funds			Debt Service Funds		
	2011 Actual	2012 Projected	2013 Budget	2011 Actual	2012 Projected	2013 Budget	2011 Actual	2012 Projected	2013 Budget
Revenue									
Taxes	\$ 3,177,174	\$ 3,049,140	\$ 2,882,940	\$ 2,629,632	\$ 2,509,690	\$ 2,368,150	-	-	-
Licenses and Permits	232,667	165,370	166,350	-	-	-	-	-	-
Grants & Revenue Sharing	2,007,858	2,020,860	1,822,800	108,931	65,000	150,000	-	-	-
Intergovernmental-Local	176,996	185,160	93,440	-	-	-	-	-	-
Charges for services	806,370	772,890	779,300	50,796	44,180	12,500	-	-	-
Other Revenue	1,026,139	998,700	1,035,900	200,471	200,180	206,070	-	-	-
Fines & Forfeitures	27,304	22,200	18,000	49,361	51,000	51,000	-	-	-
Interest & Rentals	31,434	24,600	24,150	1,484	1,050	950	-	-	-
Franchise Fees	418,879	432,980	432,900	-	-	-	-	-	-
Total Revenue	7,904,821	7,671,900	7,255,780	3,040,675	2,871,100	2,788,670	-	-	-
Expenditures									
General Government	1,959,161	2,108,770	2,092,300	-	-	-	-	-	-
Public Safety	-	-	-	4,165,152	4,514,490	4,596,010	-	-	-
Parks and Recreation	712,694	747,310	773,150	-	-	-	-	-	-
Community & Econ Dev	608,433	622,130	649,020	-	-	-	-	-	-
Public Works	491,153	772,711	983,291	5,569	5,050	5,050	-	-	-
Other	321,262	355,720	401,100	-	-	-	-	-	-
Debt Service	164,979	163,829	162,669	112,415	76,580	76,800	31,258	-	-
Capital Outlay	178,718	464,390	110,000	142,841	70,000	120,000	-	-	-
Total Expenditures	4,436,400	5,234,860	5,171,530	4,425,977	4,666,120	4,797,860	31,258	-	-
Excess of Revenues Over (Under) Expenditures	3,468,421	2,437,040	2,084,250	(1,385,302)	(1,795,020)	(2,009,190)	(31,258)		
Other Financing Sources									
Sale of Fixed Assets	100,089	57,300	85,000	-	-	2,000	-	-	-
Operating Transfers In	-	-	-	1,362,668	1,731,120	1,856,900	25,633	-	-
Bond/Loan Proceeds	-	-	-	721,779	-	-	-	-	-
Total Otr Financing Sources	100,089	57,300	85,000	2,084,447	1,731,120	1,858,900	25,633	-	-
Other Financing Uses									
Payments to Excrow Agent	-	-	-	687,645	-	-	-	-	-
Operating Transfers Out	1,388,301	1,731,120	1,856,900	-	-	-	-	-	-
Total Other Financing Uses	1,388,301	1,731,120	1,856,900	687,645	-	-	-	-	-
Change in Fund Balance	2,180,209	763,220	312,350	11,500	(63,900)	(150,290)	(5,625)	-	-
Capital Contributions	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	1,796,961	3,977,170	4,740,390	687,539	699,039	635,139	5,625	-	-
Prior Year's Adjustment-RSDC MTT		(36,226)							
Ending Fund Balance	\$ 3,977,170	\$ 4,740,390	\$ 5,052,740	\$ 699,039	\$ 635,139	\$ 484,849	\$ -	\$ -	\$ -



**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2011-2013**

Description	Enterprise Funds			Component Units			Total		
	2011 Actual	2012 Projected	2013 Budget	2011 Actual	2012 Projected	2013 Budget	2011 Actual	2012 Projected	2013 Budget
Revenue									
Taxes	\$ -	\$ -	\$ -	\$ 2,621,012	\$ 2,354,200	\$ 2,234,100	\$ 8,427,818	\$ 7,913,030	\$ 7,485,190
Licenses and Permits	143,221	57,500	57,500	-	-	-	375,888	222,870	223,850
Grants & Revenue Sharing	7,238	-	-	-	-	-	2,124,027	2,085,860	1,972,800
Intergovernmental-Local	-	-	-	-	-	-	176,996	185,160	93,440
Charges for services	4,963,327	5,319,130	5,320,310	-	-	-	5,820,493	6,136,200	6,112,110
Other Revenue	46,614	141,330	41,970	11,331	9,300	25,490	1,284,555	1,349,510	1,309,430
Fines & Forfeitures	-	-	-	-	-	-	76,665	73,200	69,000
Interest & Rentals	36,820	22,200	22,000	26,174	24,900	24,200	95,912	72,750	71,300
Franchise Fees	-	-	-	-	-	-	418,879	432,980	432,900
Total Revenue	5,197,220	5,540,160	5,441,780	2,658,517	2,388,400	2,283,790	18,801,233	18,471,560	17,770,020
Expenditures									
General Government	-	-	-	-	-	-	1,959,161	2,108,770	2,092,300
Public Safety	-	-	-	-	-	-	4,165,152	4,514,490	4,596,010
Parks and Recreation	-	-	-	-	-	-	712,694	747,310	773,150
Community & Econ Dev	-	-	-	1,391,907	1,194,140	653,530	2,000,340	1,816,270	1,302,550
Public Works	5,626,000	3,511,970	3,546,710	-	-	-	6,122,722	4,289,731	4,535,051
Other	-	-	-	-	-	-	321,262	355,720	401,100
Debt Service	535,027	2,156,200	1,767,600	1,348,350	1,407,020	1,420,430	2,192,029	3,803,629	3,427,499
Capital Outlay	-	5,332,350	363,000	-	90,000	74,740	321,559	5,956,740	667,740
Total Expenditures	6,161,027	11,000,520	5,677,310	2,740,257	2,691,160	2,148,700	17,794,919	23,592,660	17,795,400
Excess of Revenues Over (Under) Expenditures	(963,807)	(5,460,360)	(235,530)	(81,740)	(302,760)	135,090	1,006,314	(5,121,100)	(25,380)
Other Financing Sources									
Sale of Fixed Assets	8,436	12,600	27,000	-	-	-	108,525	69,900	114,000
Operating Transfers In	-	-	-	1,254,338	1,272,990	1,283,830	2,642,639	3,004,110	3,140,730
Bond Proceeds	-	-	-	200,000	-	-	921,779	-	-
Total Otr Financing Sources	8,436	12,600	27,000	1,454,338	1,272,990	1,283,830	3,672,943	3,074,010	3,254,730
Other Financing Uses									
Payments to Escrow Agent	-	-	-	-	-	-	687,645	-	-
Operating Transfers Out	-	-	-	1,254,338	1,272,990	1,283,830	2,642,639	3,004,110	3,140,730
Total Other Financing Uses	-	-	-	1,254,338	1,272,990	1,283,830	3,330,284	3,004,110	3,140,730
Change in Fund Balance	(955,371)	(5,447,760)	(208,530)	118,260	(302,760)	135,090	1,348,973	(5,051,200)	88,620
Capital Contributions	31,475	-	-	-	-	-	31,475	-	-
Beginning Fund Balance	36,490,951	35,567,055	30,119,295	966,894	1,085,154	717,697	39,947,970	41,328,418	36,212,521
Ending Fund Balance	\$ 35,567,055	\$ 30,119,295	\$ 29,910,765	\$ 1,085,154	\$ 782,394	\$ 852,787	\$ 41,328,418	\$ 36,277,218	\$ 36,301,141



FEE SCHEDULE

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	\$550	same
Columbarium Interment	\$50	same
<u>Rental Fees</u>		
Rental Origination Fee	\$500	same
Rental Property Registration	\$100 /parcel + \$30/unit	same
Rental Reinspection Fee	\$10/unit	same
Second Reinspection Fee	\$100	same
Third Reinspection Fee	\$200	same
Fourth & Greater Reinspection Fee	\$500	same
Unregistered Rental Investigation	\$225/unit	same
<u>Community Development Fees</u>		
Preliminary Plat Fees	\$1000 + \$10/lot	same
Final Plat Fees	\$500 + \$15/lot	same
Site Plan Reviews:		
Condo	\$1500 + \$15/unit	same
Multi-Family	\$1500 + \$4/unit	same
Mobile Home Park	\$1500 + \$4/lot	same
Commercial/Industrial/Public	\$1500 + \$30/acre	same
Rezoning	\$1000 + \$10/acre	same
Special Use Permit	\$1000 + \$30/acre	same
Planned Development	\$1500 + \$30/acre	same
Lot Split	\$125/parcel created	same
Variance:		
Residential	\$200	same
Non-residential, multi-family	\$150	same
Commercial	\$300	same
Interpretation	\$200	same
Ordinance Violations	Range of \$25 - \$200	same
Building Permits	\$6 per \$1000 of valuation, \$50 minimum	same
Mechanical, Plumbing or Electrical permit	\$170	same
Soil Erosion & Sedimentation Control Permits	Varies by use and location	same
Fire Inspection	\$50	same
<u>Fire & Ambulance Fees</u>		
Burning Permit-Household	\$15	same
Burning Permit-Commercial	\$100	same
CPR/First Aid Classes	Instructor rate/hr + supplies + \$5/person	Instructor rate/hr + supplies + \$27/person/certification or \$19/person/recertification
Ambulance Basic Life Support	\$600 + \$10/mile	same
Ambulance Advanced Life Support	\$600 + \$10/mile	same
Ambulance Advanced Life Support 2 call	\$700 + \$10/mile	same
Non-emergency Transport	\$250 + \$10/mile	same

**FEE SCHEDULE - Continued**

<u>Fund/Description</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
General Fund		
<u>Parks & Recreation Fees</u>		
Individual Youth Recreation Fees:		
Youth Basketball	\$25	same
Youth Floor Hockey	\$25	same
Youth Recreations/ softball/Baseball	\$25	same
Youth Soccer	\$25	same
Youth Flag Football	\$25	same
Youth Volleyball	\$25	same
Youth Recreational T-shirts	\$10	same
Team Recreation Fees:		
Girls U-14 Travel Softball	\$200 per team	same
Adult Summer Softball	\$430/team + \$15/player	same
Adult Fall Softball	\$225/team + \$15/player	same
Pavillion Fees:		
Resident	\$50	same
Non-resident	\$75	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	\$13 Basic Service Charge + \$4.25/ccf	same
Unmetered Sewer	\$13 Basic Serv Chg + 7ccf x \$4.25	same
Sewer Hook-up	\$2750/Residential Equivalent + \$100	same
	Inspection	
Sewer Tap Fee	\$250	same
Sewer Repair Permit Fee	\$25	same
Drain Layer License Fees	\$100	same
Yard Waste Bags	\$1.50	same



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 Township issued \$2,500,000 for sanitary sewer improvements. The bonds mature in 2024. Debt payments are made from the Sewer Fund.
- 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 bonds mature in 2024. The Sewer Fund assumed \$1,000,000 of the debt and the Downtown Development Authority assumed \$8,980,000.
- In 2010, the Downtown Development Authority issued \$2,540,000 in bonds to refund the outstanding balances in two prior bond issues – the 1997 "Project 9, RSDC" bonds and the 2001 "College Rd" bonds. The refunding reduced the total debt service. The bonds mature in 2015.
- In 2011, the Township issued refunding bonds totaling \$4,335,000 for water and sanitary sewer improvements. The bonds mature in 2022. The Water Improvement Fund assumed \$721,778 of the debt for improvements by Waverly and Holt Rd and the Sewer Fund assumed \$3,613,222 for various sewer projects.

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.
- In 2010, the Township began drawing funds from a second State Revolving Loan Fund to finance improvements to Lift Station D. The total amount borrowed will not exceed \$8,400,000. The bonds will mature in 2032.

Other

- The Township is assessed by the Ingham County Drain Commission for multi-year drain assessments. The Township recorded \$2,346,523 for five of the largest assessments. The final payments are in 2029. Debt 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 2011 the DDA entered into a land contract for \$225,000 for a property purchase. The contract will be completed in 2016.
- The DDA plans to issue bonds in 2013 for work on the non-motorized trail.

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 when calculating net direct debt. Delhi Township's projected net debt outstanding of \$17,648,860 is only 25% of the legal debt limit of \$69,423,205.



Debt Service - All Funds

FUND/DESCRIPTION	Original Debt	Maturity Date	Payment Type	Remaining Principal 12/31/12	Principal due in 2013	Interest due in 2013	Total 2013 Payments
GOVERNMENTAL FUNDS							
Parks-Nash Property Installment Purchase	500,000	2019	Other	233,501	33,333	7,562	40,895
2011 Refunding Bonds	721,777	2022	GO	653,512	59,108	17,149	76,257
Gen'l Fund-Drain Assessment	2,231,050	2029	Other	1,865,774	121,759	97,612	219,371
TOTAL GOVTL FUNDS				2,752,787	214,200	122,323	336,523
Sewer Operating Debt Service							
2011 Refunding Bonds	3,613,223	2022	GO	3,271,488	295,893	85,848	381,741
2003 Sewer Capital Impr Bond	2,500,000	2024	GO	1,780,000	110,000	74,183	184,183
2008 DDA Bonds-Sewer portion	1,000,000	2024	GO	819,640	51,603	32,501	84,104
2007 Sewer Bonds	9,850,000	2028	Revenue	8,125,000	450,000	132,031	582,031
*2010 Sewer Bonds-Inter est.	8,400,000	2032	Revenue	8,400,000	330,000	203,850	533,850
Total Sewer Operating				22,396,128	1,237,496	528,413	1,765,909
TOTAL PRIMARY GOVERNMENT				25,148,915	1,451,696	650,737	2,102,433
DDA FUND							
2010 DDA Refunding Bonds	2,540,000	2015	GO	1,040,000	505,000	22,028	527,028
Land Contract	225,000	2016	Other	164,584	37,572	9,320	46,892
2003 DDA Bonds	990,000	2018	GO	460,000	70,000	19,388	89,388
2008 DDA Bonds	8,980,000	2024	GO	7,360,361	463,397	291,861	755,258
TOTAL DDA DEBT				9,024,945	1,075,969	342,597	1,418,566
GRAND TOTAL				34,173,860	2,527,665	993,333	3,520,998

* As of 7/31/12 the Township had issued \$5,695,158 in bonds with the Michigan Municipal Bond Authority. At the end of the project in 2012, the total issuance will not exceed \$8,400,000,

GO = General Obligation
S/A = Special Assessment

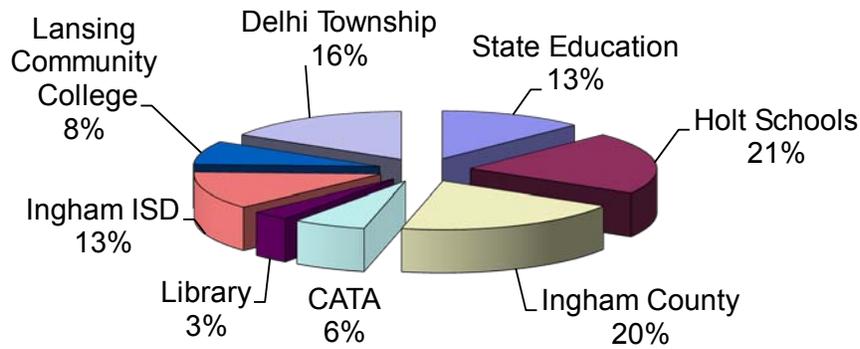


Millage Rates

Typical Delhi Township Resident

Taxing Entity	2012	2011	2010	2009	2008	2007	2006	2005	2004
State Education	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
Ingham County	9.5463	9.5463	9.5431	5.9881	9.5701	9.4100	9.4293	8.6466	8.5669
CATA	3.0070	3.0070	2.9708	2.9708	2.9708	2.1838	2.1838	2.1677	2.1835
Library	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.4423	1.4534
Ingham ISD	5.9881	5.9881	5.9881	5.4039	5.9881	5.9881	5.9881	5.9911	6.0291
Lansing Comm College	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8112	3.8375
Delhi Township	7.8094	7.8094	7.8094	5.4039	5.3455	5.3064	5.3282	5.3262	5.3370
Total	47.7180	47.7180	47.6786	41.1339	45.2417	44.2555	44.2966	43.3851	43.4074

Where Do My Property Tax Dollars Go? Typical Delhi Township Resident 2012





DELHI CHARTER TOWNSHIP HISTORICAL STAFFING

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
GENERAL FUND										
Full-time	33	31	31	31	29	26	26	24	24	24
Part-time	7	6	7	7	9	9	8	9	8	7
SEWER FUND										
Full-time	25	26	25	25	22	22	20	20	20	20
Part-time	1	1	2	2	2	1	1	1	1	1
FIRE FUND										
Full-time	15	15	15	15	15	15	15	16	16	16
Part-time	2	2	3	2	2	2	1	1	0	0
Vol. Paid On-Call	42	39	39	40	35	40	33	36	39	39
POLICE FUND										
Full-time	22	22	22	22	22	22	19	20	20	20
Part-time	0	1	1	1	1	1	1	1	1	1

TOTAL FULL TIME: 95 94 93 93 88 85 80 80 80 80

TOTAL PART TIME 10 10 13 12 14 13 11 12 10 9



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

- Legislative
- Manager
- Accounting
- Clerk
- Information Technology
- Treasurer
- Assessing
- Elections
- Building and Grounds
- Cemetery
- Stormwater
- Infrastructure
- Community Development
- Parks Administration
- Park Maintenance
- Recreation
- Other Functions
- Debt Service



GENERAL FUND REVENUE, EXPENDITURES AND FUND BALANCE

Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenue				
Taxes	\$ 3,177,174	\$ 3,058,300	\$ 3,049,140	\$ 2,882,940
Licenses and Permits	232,667	172,500	165,370	166,350
Grants & Revenue Sharing	2,007,858	1,637,000	2,020,860	1,822,800
Intergovernmental-Local	176,996	185,160	185,160	93,440
Charges for services	806,370	768,890	772,890	779,300
Other Revenue	1,026,139	966,000	998,700	1,035,900
Fines & Forfeitures	27,304	9,000	22,200	18,000
Interest & Rentals	31,434	36,600	24,600	24,150
Franchise Fees	418,879	431,000	432,980	432,900
Total Revenue	7,904,821	7,264,450	7,671,900	7,255,780
Expenditures				
Legislative	97,805	101,360	102,000	103,510
Manager	326,918	312,030	316,570	326,500
Accounting	193,754	197,300	167,070	151,920
Clerk	229,238	237,740	234,330	239,210
Information Technology	262,589	387,180	358,340	319,660
Treasurer	225,555	246,860	235,450	239,410
Assessing	256,049	278,920	290,470	301,390
Elections	14,289	84,220	93,180	8,500
Building & Grounds	277,828	292,810	276,690	302,450
Cemetery	101,524	108,210	107,670	118,750
Stormwater	219,110	282,180	288,270	394,550
Infrastructure	393,800	602,000	606,200	710,500
Community Development	612,929	623,770	631,030	649,020
Parks Administration	166,812	176,960	175,310	182,970
Parks	532,712	499,630	760,970	499,770
Recreation	161,006	186,135	181,520	169,410
Other Functions	321,264	357,720	367,720	413,100
Debt Service	43,222	42,070	42,070	40,910
Total Expenditures	4,436,404	5,017,095	5,234,860	5,171,530
Other Financing Sources (Uses)				
Sale of Fixed Assets	100,089	68,850	57,300	85,000
Transfer Out to Fire Fund	(352,349)	(568,620)	(573,960)	(557,100)
Transfer Out to Police Fund	(1,010,319)	(1,128,070)	(1,157,160)	(1,299,800)
Transfer Out to Pine Tree Rd	(25,633)	-	-	-
Total Other Financing Sources (Uses)	(1,288,212)	(1,627,840)	(1,673,820)	(1,771,900)
Revenues Over (Under) Expenditures	2,180,205	619,515	763,220	312,350
Fund Balance, Beginning	1,796,962	3,977,167	3,977,167	4,704,161
Prior Year's adjustment-RSDC MTT			(36,226)	
*Total Fund Balance, Ending	\$ 3,977,167	\$ 4,596,682	\$ 4,704,161	\$ 5,016,511

* Includes Committed Fund Balance for:

CSC Roof	75,000	75,000	150,000
Window Treatments	30,000	30,000	60,000
Cemetery Road Repair	-	-	15,000
Total Committed for Future Capital Outlay	105,000	105,000	225,000



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 2012 is 692,765,333. The millage rate is 4.3094. Multiplying the taxable value by the millage rate results in 2,985,403. However, 60% of the taxes collected on properties within the DDA go to the DDA. The properties within the DDA have a taxable value of 153,488,331. This reduces the Township’s property tax revenue by \$396,866. Additionally, the properties that qualify under the Brownfield Redevelopment Authority have 6,184,522 of taxable value, which reduces the Township’s property tax by another \$26,652. The estimated tax revenue was also reduced by \$4,000 for delinquent personal property taxes and by \$100,000 due to the many cases pending before the Michigan Tax Tribunal. The net estimated property tax revenue for 2013 is \$2,457,000.

Industrial Facilities Tax **404.000**

The parcels that qualify for the Industrial Facilities Tax receive a 50% reduction in taxes or 2.1547 mills instead of 4.3094 mills. The taxable value for those properties is 9,882,200. Additionally, most of the parcels are in the DDA, so the Township only 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, and Delhi Stratford Place that included in this line item. 2013 revenue is budgeted at \$14,000.

Trailer Park Fees **423.000**

The Township has 4 trailer parks and receives \$.50 per trailer per month. Trailer park fees are budgeted at \$5,140 for 2013.

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 \$28,000 has been made for 2013.

Property Tax Administration Fee **447.000**

The Township receives 1% of all taxes and assessments collected for property tax administration. While property tax revenue is recognized in the year following the warrant (2013 revenue is based on the taxable value on the 2012 warrant), the corresponding administrative fee is recognized in the year of the warrant (2013). Since the 2013 warrant won’t be known until late 2013, the administrative fee of \$378,800 is estimated.

Building Permits **451.000**

\$6 is charged per \$1,000 of valuation with a \$50 minimum and \$50 to re-inspect. Estimated revenue for 2013 is \$68,000.

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 2013 is \$14,000.



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 have stabilized after the decline of the past few years and are projected at \$59,500 for 2013.

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 \$1,774,000, and statutory revenue is budgeted at \$38,800 for 2013.

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 \$9,900.

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 2013 is \$10,000.

District Library Contributions **587.000**

The Capital Area District Library reimburses the Township for utility and maintenance costs. The budget for 2013 is \$18,000.

Rental Registration and Inspection **620.000**

All rental properties are charged a registration fee of \$100 per parcel plus \$30 per unit every 2 years which is intended to cover the costs of biannual inspections. Re-inspection fees, new rental origination fees, etc. are also charged here. The budget for 2013 is \$122,310.

Fire Inspection **631.000**

Each commercial property has a fire inspection once a year. Previously this was performed by the Fire Department but is now done by staff in the Community Development Department. It is estimated that each inspection will cost approximately \$45 with \$22,500 charged to the Fire Department.

Fire Department Service Fees **632.000**

This line item includes a contractual flat amount paid by Alaiedon Township plus charges to Alaiedon 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 2013 budget for this account is \$80,000.

Ambulance Fees **633.000**

Ambulance calls are \$600 for basic and advanced life support plus \$10/mile. \$660,000 is budgeted for 2013.



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. 2013 revenue is budgeted at \$23,000.	
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 \$25,000.	
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. \$85,440 is budgeted for 2013, based on current levels of participation.	
Senior Citizen Event Revenue	651.060
Eleven day trips are planned for 2013. The fees paid by the participants will cover the cost of the trips. \$25,000 is budgeted for 2013.	
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 \$7,000 for 2013 revenue.	
Communication Tower Lease	669.020
In November 2000, the Township entered into a 50-year contract to lease Township land to a wireless communication provider. The lease provides for a 3% increase in rent each year which will be \$17,150 in 2013.	
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 currently has 8 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.	
Tri-County Metro Squad Reimbursement	694.010
The Township pays for one officer in the Metro Squad as part of its contract with the County. The Township Manager's office calculates an amount (based on SEV and population of participating municipalities) to be billed to neighboring communities to share in this cost.	
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

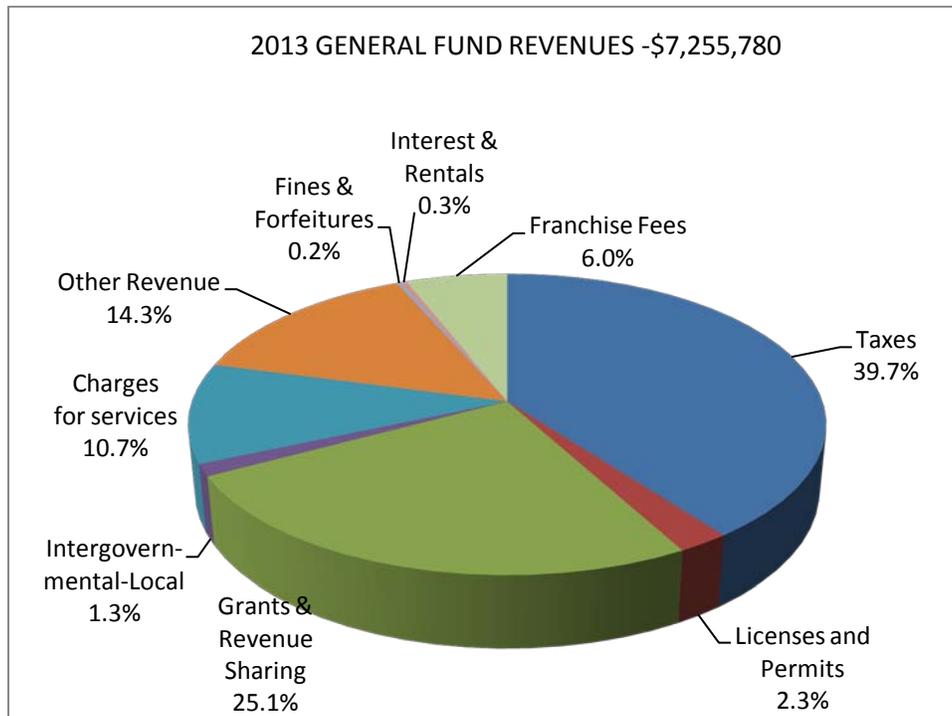
699.030

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 2004 and then increased in 2005-2009 to account for inflation. The 2010 allocation remained flat while the 2011 amount of \$384,450 is increased by \$20,000 to account for an employee moved from the Community Development Fund to the Information Technology Department. The 2013 allocation remains at \$384,450.

Transfer-in from DDA

699.110

The Downtown Development Authority provides funding for a variety of services and projects performed within their district.



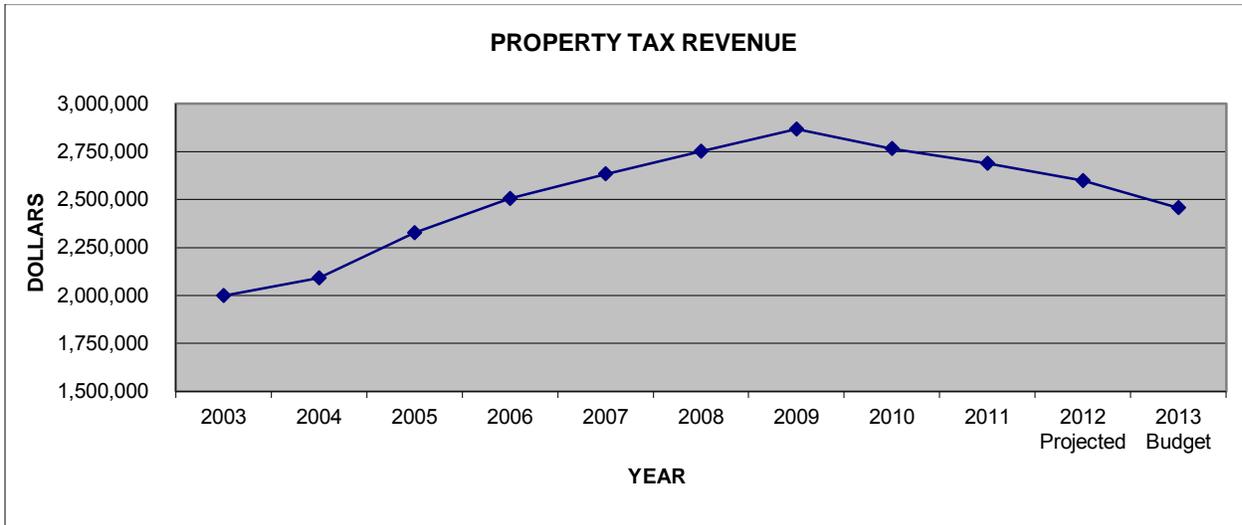


GENERAL FUND REVENUE

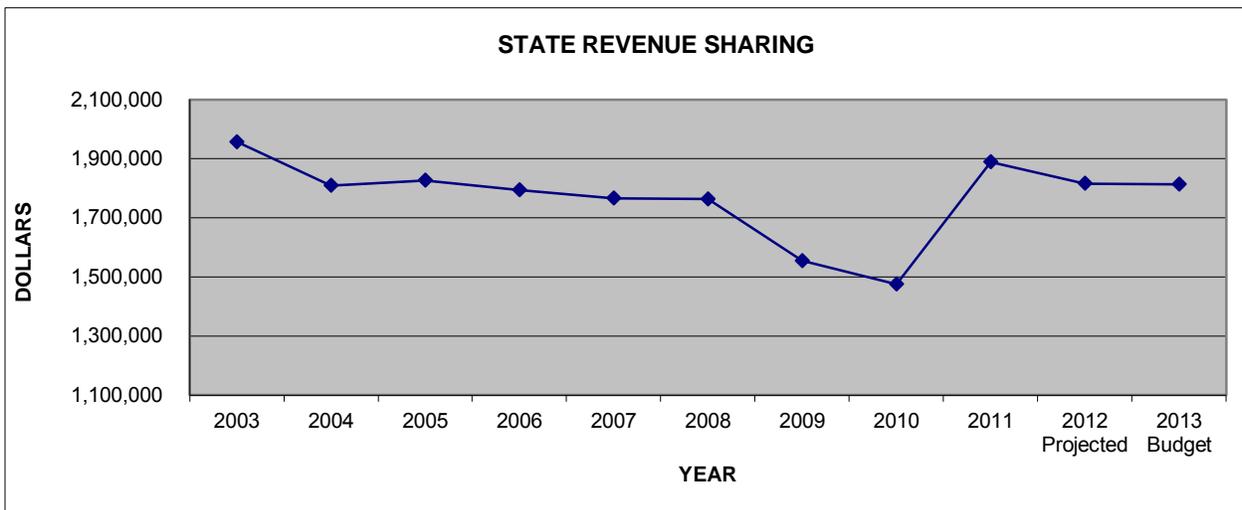
GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-000.00-403.000	CUR REAL & PP TAX	\$ 2,688,199	\$ 2,612,000	\$ 2,598,000	\$ 2,457,000
101-000.00-404.000	IFT/CFT & SERVICE FEES	40,029	17,000	17,000	14,000
101-000.00-423.000	TRAILER PARK FEES	5,026	5,200	5,140	5,140
101-000.00-445.000	DELQ TAX	6,620	3,100	6,000	5,000
101-000.00-445.005	DELQ INTER & PENALTY	23,985	23,000	25,000	23,000
101-000.00-447.000	PROPERTY TAX ADMIN FEE	413,315	398,000	398,000	378,800
101-000.00-451.000	BUILDING PERMITS	100,202	68,000	67,020	68,000
101-000.00-453.000	SOIL EROS/SEDIM PERMIT	25,798	20,500	14,000	14,000
101-000.00-455.000	ELECTRICAL PERMIT FEES	25,540	23,500	23,500	23,500
101-000.00-456.000	PLUMBING PERMIT FEES	14,226	13,000	13,000	13,000
101-000.00-457.000	MECHANICAL PERMIT FEES	33,902	23,000	23,000	23,000
101-000.00-458.000	FIRE INSPECTION FEES	3,300	1,000	3,200	3,200
101-000.00-460.000	FIRE DEPT. BURN PERMITS	3,050	2,500	2,500	2,500
101-000.00-476.000	MISC LICENSES, PERMITS	4,625	3,300	3,300	3,300
101-000.00-505.000	FEDERAL GRANT	6,658	-	-	-
101-000.00-570.000	STATE GRANTS-MISC	102,675	-	194,620	-
101-000.00-574.020	STATE REV SHAR-CONSTIT.	1,895,290	1,627,000	1,777,000	1,774,000
101-000.00-574.021	STATE REV SHAR-STATUTOR	(6,777)	-	38,800	38,800
101-000.00-574.030	RETURNABLE LIQ LICENSE	9,761	9,900	9,900	9,900
101-000.00-574.040	STATE SHARE-RT OF WAY	10,012	10,000	10,440	10,000
101-000.00-587.000	DISTRICT LIBRARY CONTRIB	18,096	18,000	18,000	18,000
101-000.00-620.000	RENTAL REG & INSPECT	122,995	92,800	101,780	122,310
101-000.00-623.000	REZONING APPL FEES	1,000	2,000	1,000	1,000
101-000.00-624.000	SPECIAL USE PERMITS	9,253	4,800	4,200	4,200
101-000.00-625.000	BOARD OF APPEAL FEES	2,010	1,000	750	750
101-000.00-628.000	SITE PLAN REVIEW FEES	9,433	7,000	4,120	4,000
101-000.00-631.000	FIRE INSPECTIONS	9,200	22,500	22,500	22,500
101-000.00-632.000	FIRE DEPT SERVICE FEES	89,552	80,000	80,000	80,000
101-000.00-632.010	FIRE DEPT EDUCATION REV	3,147	3,500	1,500	1,500
101-000.00-633.000	AMBULANCE FEES	629,616	600,000	620,000	660,000
101-000.00-634.000	CEMETERY - BURIAL FEES	36,446	23,000	23,000	23,000
101-000.00-635.000	CEMETERY - LOT SALES	35,425	25,000	25,000	25,000
101-000.00-640.000	COPIES/FAX/SEARCH REV	51	200	100	100
101-000.00-645.000	TOWNSHIP PUBLICATIONS	-	-	-	-
101-000.00-651.010	RECREATION FEES	76,434	85,440	85,440	85,440
101-000.00-651.020	PARKS FACILITY FEES	4,625	5,000	5,000	6,000
101-000.00-651.060	SR CITIZEN EVENT REV	22,496	25,000	25,000	25,000
101-000.00-660.000	CODE ENFORCEMENT REV	27,304	9,000	22,200	18,000
101-000.00-664.000	INTEREST	15,267	20,000	8,000	7,000
101-000.00-669.020	COMM TOWER LEASE	16,167	16,600	16,600	17,150
101-000.00-672.010	STREETLIGHT SAD	308,636	315,000	308,700	308,700
101-000.00-672.020	ROAD SPECIAL ASSESSMNTS	21,982	16,000	28,000	25,200
101-000.00-672.030	SIDEWALK ASSESSMENTS	11,665	-	7,000	7,000
101-000.00-673.000	SALE OF FIXED ASSETS	100,089	68,850	57,300	85,000
101-000.00-675.010	DONATIONS	5,225	-	-	-
101-000.00-675.030	DONATIONS - FIRE DEPT.	500	-	-	-
101-000.00-676.010	ELECTION EXPENSE REIMB	12,116	15,000	15,000	-
101-000.00-687.000	REFUNDS/REBATE/REIMB	32,169	21,000	21,000	21,000
101-000.00-694.000	MISCELLANEOUS REV	3,574	4,000	4,000	4,000
101-000.00-694.010	TRI-COUNTY METRO REIMB	12,752	10,000	10,000	10,000
101-000.00-694.020	CABLE FRANCHISE FEES	293,991	300,000	300,000	300,000
101-000.00-694.025	AT&T FRANCHISE FEE	20,088	15,700	22,000	22,000
101-000.00-694.030	BWL FRANCHISE FEE	104,800	115,300	110,980	110,900
101-000.00-694.040	DAILY CASH OVER/SHORT	20	-	-	-
101-000.00-699.030	COST ALLOC-SEWER FUND	384,450	384,450	384,450	384,450
101-000.00-699.110	TRANSFER IN - DELHI DDA	158,900	167,160	167,160	75,440
Totals		\$ 8,004,910	\$ 7,333,300	\$ 7,729,200	\$ 7,340,780



Revenue Trends

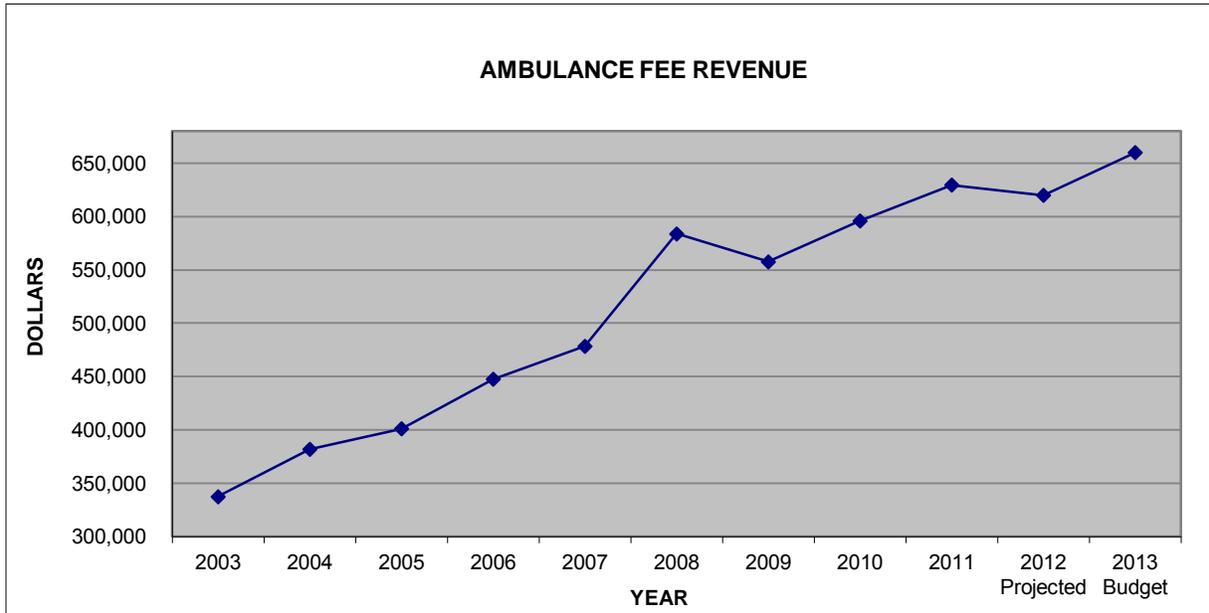


Property tax revenues increased steadily until 2009, due to both the increase in taxable value and new development. Since 2009, taxable value has dropped dramatically, and development has almost stopped.

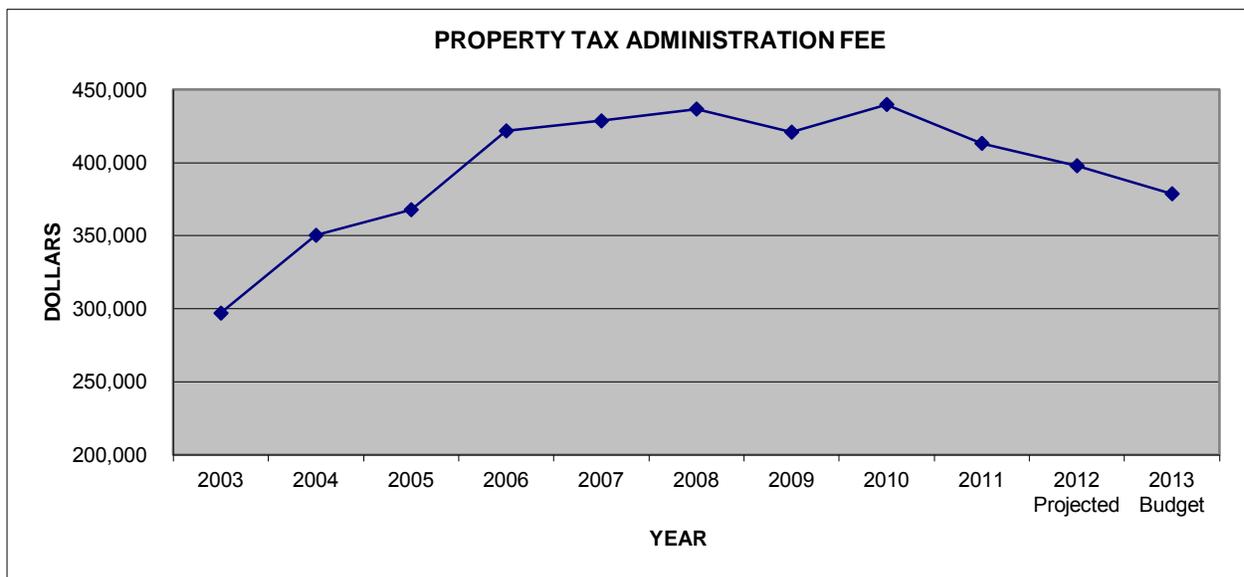


The amount of state revenue sharing received by the Township is based on a formula using sales tax, population, and other factors. As the State of Michigan reduced the statutory portion of revenue sharing, the amount received by the Township fell through 2010. With the 2010 census data revealing the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

Revenue Trends



Revenue from ambulance fees has increased, partially due to increased number of runs. In 2012, the township contracted with an outside billing firm, which should increase collections and bring fees in line with other local ambulance services.

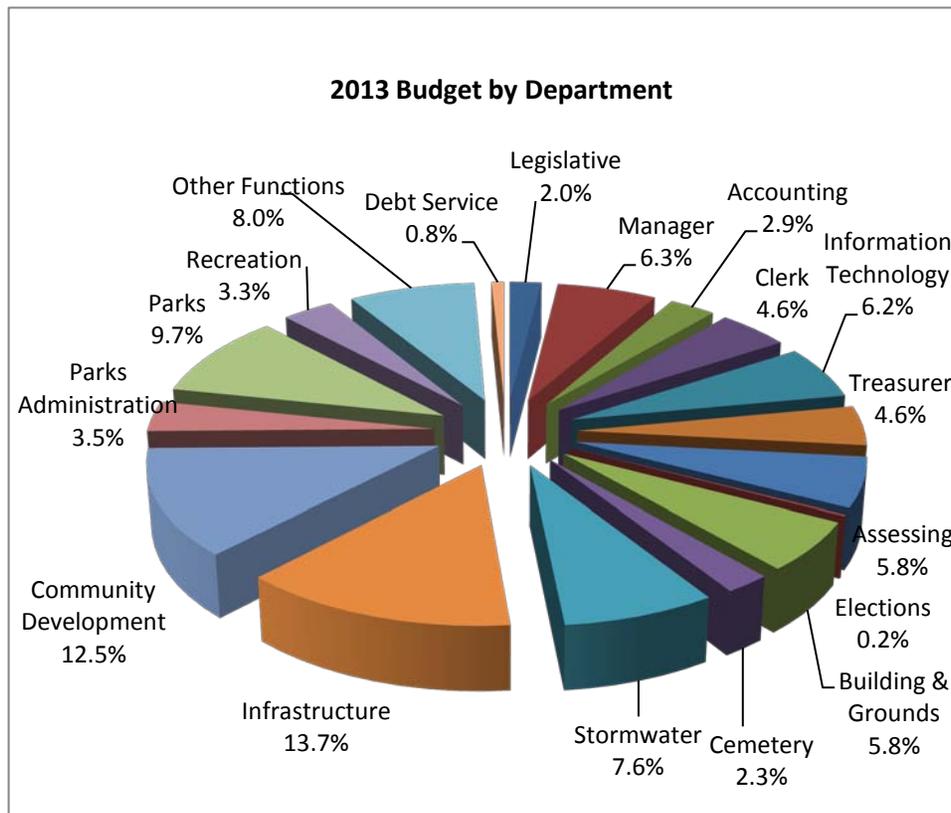


The Township receives 1% of all tax collections as an administration fee. As property taxes have fallen, the administration fee has fallen as well.



GENERAL FUND EXPENDITURE SUMMARY BY DEPARTMENT

Department Name	Department Number	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Legislative	101.00	97,805	101,360	102,000	103,510
Manager	171.00	326,918	312,030	316,570	326,500
Accounting	191.00	193,754	197,300	167,070	151,920
Clerk	215.00	229,238	237,740	234,330	239,210
Information Technology	228.00	262,589	387,180	358,340	319,660
Treasurer	253.00	225,555	246,860	235,450	239,410
Assessing	257.00	256,049	278,920	290,470	301,390
Elections	262.00	14,289	84,220	93,180	8,500
Building & Grounds	265.00	277,828	292,810	276,690	302,450
Cemetery	276.00	101,524	108,210	107,670	118,750
Stormwater	281.00	219,110	282,180	288,270	394,550
Infrastructure	446.00	393,800	602,000	606,200	710,500
Community Development	721.00	612,929	623,770	631,030	649,020
Parks Administration	752.00	166,812	176,960	175,310	182,970
Parks	771.00	532,712	499,630	760,970	499,770
Recreation	774.00	161,006	186,135	181,520	169,410
Other Functions	850.00	321,264	357,720	367,720	413,100
Debt Service	905.00	43,222	42,070	42,070	40,910
		4,436,404	5,017,095	5,234,860	5,171,530





DEPARTMENT - Legislative (101)

Purpose or Objective of this Department:

Provide legislative leadership and management support for Delhi Charter Township.

Activities of this Department

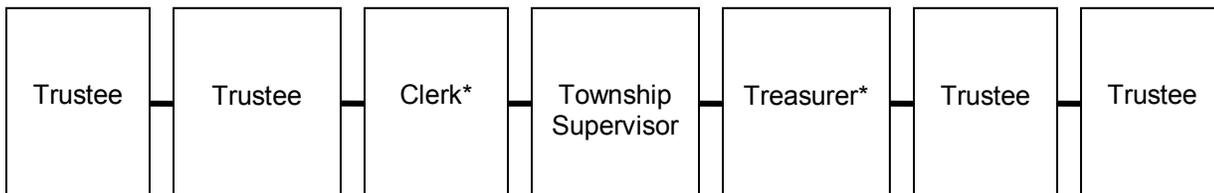
Expenditures in this activity include Supervisor and Trustees' salaries, education, training, and travel; miscellaneous expenditures related to Township Board activities; dues for Township membership in organizations that support activities of the Township.

Year 2013 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 2013 budget requests expenditures of \$103,510, an increase of \$1,510 from the 2012 projected actual expenditures. This budget includes continued memberships in Michigan Townships Association, Michigan Association of Township Supervisors, Holt/Dimondale School Business Alliance, Lansing Regional Chamber of Commerce, Capital Area Rail Council, Capital Area Safety Council, Michigan Municipal League, Lansing Economic Area Partnership and Michigan State University Extension.



*Treasurer and Clerk are budgeted in other departments.



LEGISLATIVE

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-101.00-707.000	BD OF TRUSTEES-SALARY	\$ 64,738	\$ 64,740	\$ 64,740	\$ 64,740
101-101.00-715.000	SS/MEDICARE	2,171	2,230	2,870	3,510
101-101.00-717.000	LIFE INSURANCE	305	310	310	310
101-101.00-718.000	PENSION CONTRIBUTION	1,321	1,330	1,330	700
101-101.00-724.000	WORKERS COMP	64	130	130	130
101-101.00-802.000	MEMBERSHIPS,DUES,SUBS	28,204	30,120	30,120	30,620
101-101.00-853.000	TELEPHONE/COMM	64	-	-	-
101-101.00-956.000	MISCELLANEOUS	77	500	500	500
101-101.00-960.000	EDUCATION & TRAINING	862	2,000	2,000	3,000
Totals		\$ 97,806	\$ 101,360	\$ 102,000	\$ 103,510



Legislative Performance Indicators

	2007	2008	2009	2010	2011
Committee of the Whole Meetings	22	21	14	16	17
Regular Board Meetings	24	21	22	19	19
Joint Board Meetings	3	1	4	1	1
Special Board Meetings	2	1	4	2	1
Budget Meetings	3	3	3	3	3
Agenda Items Presented/Acted Upon	497	435	328	327	325
Agenda Pages Reviewed	4912	3822	2992	2786	3367



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

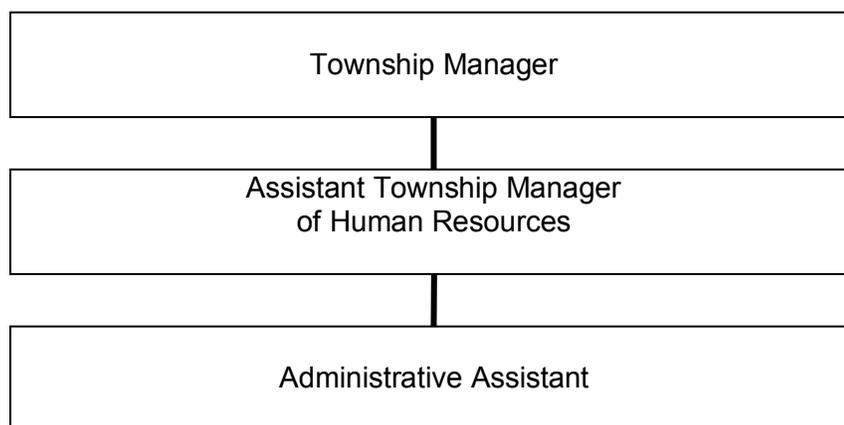
Manage the revenues and expenditures of the General Fund, Sewer Fund, Fire Fund, Police Fund, Fire Equipment and Water Improvement Funds. Provide personnel and benefit administration services.

Year 2013 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. Incorporate Capital Improvement Plan into the annual budget.
7. Continue to update a 5 year budget plan.

Resources Needed

The 2013 budget requests expenditures of \$326,500, which is an increase of \$9,930 from 2012 projected actual expenditures. This budget reflects the cost of three full-time staff members (Township Manager, Assistant Township Manager of Human Resources, and Administrative Assistant) to meet its goals and objectives.





MANAGER

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-171.00-703.000	SALARIES	\$ 217,051	\$ 219,320	\$ 220,170	\$ 221,010
101-171.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-171.00-703.005	PART TIME HELP	18,917	-	-	-
101-171.00-703.010	OVERTIME	-	920	-	920
101-171.00-715.000	SS/MEDICARE	17,679	18,480	18,480	18,300
101-171.00-716.000	HEALTH INSURANCE	21,616	21,490	26,100	32,450
101-171.00-716.010	DENTAL INSURANCE	3,671	3,860	3,860	3,860
101-171.00-717.000	LIFE INSURANCE	1,107	1,120	1,120	1,120
101-171.00-718.000	PENSION CONTRIBUTION	22,273	21,940	21,940	21,940
101-171.00-719.000	DISABILITY INSURANCE	1,650	1,670	1,670	1,670
101-171.00-723.000	AUTOMOBILE EXP ALLOW	10,368	10,370	10,370	10,370
101-171.00-724.000	WORKERS COMP	549	990	990	990
101-171.00-726.000	OFFICE SUPPLIES	217	250	250	250
101-171.00-802.000	MEMBERSHIPS, DUES, SUBS	2,346	3,600	3,600	3,600
101-171.00-853.000	TELEPHONE/COMM	312	320	320	320
101-171.00-956.000	MISCELLANEOUS	1,123	1,200	1,200	1,200
101-171.00-960.000	EDUCATION & TRAINING	5,540	4,000	4,000	6,000
Totals		\$ 326,919	\$ 312,030	\$ 316,570	\$ 326,500

Staffing Levels			
	2011	2012	2013
Township Manager	1.00	1.00	1.00
Asst. Twp. Manager of Human Resources	1.00	1.00	1.00
Admin. Asst./Deputy Supervisor	1.00	1.00	1.00
Clerk Typist	0.63	0.00	0.00
Total	3.63	3.00	3.00



Manager's Office Performance Indicators

1. TOWNSHIP BOARD				
	2008	2009	2010	2011
Number of Township Board Meetings Attended	24	30	22	24
Number of Township Board Agenda Items Prepared	435	328	327	325
Number of Township Budget Meetings Held (both with staff and the Township Board)	16	15	15	14
2. STAFF DEVELOPMENT				
	2008	2009	2010	2011
Number of Department Head Staff Meetings Held	10	8	10	9
Number of Employee Staff Meetings Held	4	4	4	4
Number of Training Programs Held	0	3	1	0
3. PERSONNEL				
	2008	2009	2010	2011
Number of Full-Time Job Postings	9	4	0	4
Number of Part-Time Job Postings	2	1	0	0
Number of Full-Time Employees Hired	7	5	0	4
Number of Part-Time Employees Hired	3	1	0	0
Number of Full-Time Employees Separated	14	7	0	3
Number of Part-Time Employees Separated	3	0	0	2
4. BENEFITS				
	2008	2009	2010	2011
Number of Full-Time Employees Enrolled in Health Insurance (by category):				
Family Coverage	14	17	18	20
Two-Party Coverage	14	17	16	14
Single-Party Coverage	20	15	13	12
Retiree Coverage	13	14	14	14
Number of Full-Time Employees Enrolled in Dental Insurance (by category):				
Family Coverage	25	28	27	27
Two-Party Coverage	18	20	21	20
Single-Party Coverage	18	13	11	12
Number of Full-Time Employees Receiving Payment in Lieu of Health Insurance	14	13	14	14
Number of Full-Time Employees Receiving Payment in Lieu of Dental Insurance	1	1	2	2
5. RISK MANAGEMENT				
	2008	2009	2010	2011
Total Number of Recordable Work-Related Injuries and Illnesses	11	4	12	13
Total Number of Days Away from Work due to Work-Related Injuries and Illnesses	2	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.

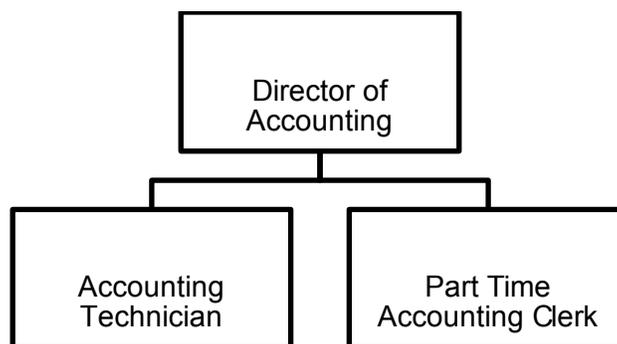
Activities of this Department: Publish financial statements, maintain the general ledger, calculate cost allocations between funds, prepare and publish annual budgets and periodic amendments, and reconcile bank statements. Oversight responsibilities as to accounting, payroll, accounts payable and financial matters affecting all departments.

Year 2013 Goals:

1. Provide reliable and relevant information to decision makers
2. Monitor the budget and communicate variances
3. Promote the use of technology to increase effectiveness and efficiency
4. Facilitate the connection of Board goals to department budgets

Resources needed:

The fiscal year 2013 budget request is for \$151,920 a decrease of \$15,150 from the projected 2012 budget. The 2013 budget includes a contracted Director, a full-time Accounting Technician and a part-time Accounting Clerk (25 hours/week).





ACCOUNTING

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-191.00-703.000	SALARIES	\$ 113,775	\$ 115,700	\$ 47,000	\$ 47,150
101-191.00-703.005	PART TIME HELP	20,807	21,700	24,000	24,650
101-191.00-715.000	SS/MEDICARE	9,108	9,500	4,000	4,000
101-191.00-716.000	HEALTH INSURANCE	17,405	17,300	12,800	5,800
101-191.00-716.010	DENTAL INSURANCE	2,723	2,800	1,020	570
101-191.00-717.000	LIFE INSURANCE	550	600	300	250
101-191.00-718.000	PENSION CONTRIBUTION	11,390	12,300	5,500	5,500
101-191.00-719.000	DISABILITY INSURANCE	819	900	400	400
101-191.00-724.000	WORKERS COMP	293	600	350	400
101-191.00-726.000	OFFICE SUPPLIES	911	1,200	1,200	1,200
101-191.00-802.000	MEMBERSHIPS,DUES,SUBS	1,100	1,700	1,400	1,200
101-191.00-807.000	AUDIT FEES	5,655	6,000	6,500	7,000
101-191.00-818.000	CONTRACTUAL SERVICES	5,580	-	60,000	51,200
101-191.00-956.000	MISCELLANEOUS	815	1,000	500	500
101-191.00-960.000	EDUCATION & TRAINING	2,823	6,000	2,100	2,100
Totals		\$ 193,754	\$ 197,300	\$ 167,070	\$ 151,920

Staffing Levels			
	2011	2012	2013
Director of Accounting	1.00	0.00	0.00
Accounting Technician	1.00	1.00	1.00
Accounting Clerk	0.55	0.55	0.63
Total	2.55	1.55	1.63



Accounting Performance Indicators

	Year Ended 12/31/05	Year Ended 12/31/06	Year Ended 12/31/07	Year Ended 12/31/08	Year Ended 12/31/09	Year Ended 12/31/10	Year Ended 12/31/11
Number of manual journal entries	1,224	1,090	1,161	1,215	1,123	877	876
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%	100%	100%
Number of bank statements reconciled				303	240	240	233
Number of W-2's processed	293	356	314	362	299	303	225
Number of payroll checks processed	2,456	2,670	2,265	2,353	1,928	1,534	1,189
Number of payroll direct deposits	1,288	1,403	1,492	1,464	1,686	2,192	2,086
Number of purchase orders processed	1,061	918	792	734	593	474	427
Number of accounts payable checks processed (not including voids)	2,753	2,839	2,702	2,766	2,586	2,138	1,974
Number of accounts payable e-checks processed	14	12	16	40	40	225	514
Number of accounts payable checks voided (not including checks void by system)	31	25	34	24	15	18	21
Percent general fund departments at or below budget	100%	100%	100%	93%	100%	83%	100%
Budget amendments prepared	3	5	3	2	3	3	4
Years received GFOA Distinguished Budget Award	1	2	3	4	5	6	7
Years received GFOA Certificate for Excellence in Financial Reporting				1	2	3	4



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

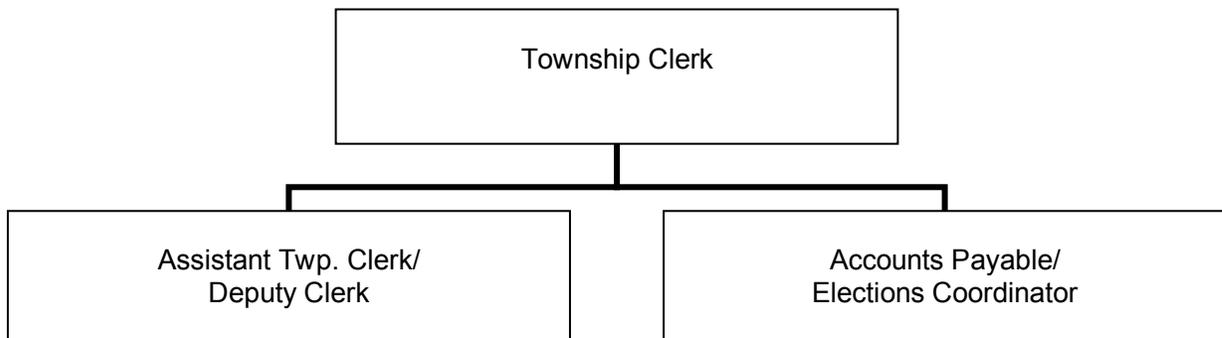
- Provide records management through physical file storage and document imaging as the Township’s central record keeper in accordance to the State of Michigan Record Retention Schedule; publish and post legal notices
- Record Township board meetings, committee meetings and special meetings and prepare 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 Pubic service
- Issue Transient Sales Licenses
- Provide information outreach; maintain Township web site, Township Newsletter

Year 2013 Goals

1. Continue in-depth cross training of staff
2. Continue Township Newsletter
3. Continue to expand and improve the Township Web site pertaining to information available and ease of use
4. Rewrite the cemetery rules and regulations for simplicity and make it a Township ordinance
5. Continue to review cemetery fees in comparison to actual costs; adjust cemetery fees with multi-year plan
6. Within the Michigan Association of Municipal Clerks, work with legislators to adopt “Absentee for No Reason” legislation
7. Produce videos to educate residents about Township issues and to showcase the positive things about Delhi Township

Resources Needed

The attached year 2013 budget requests expenditures of \$239,210, an increase of \$4,880 from 2012 projected actual expenditures, mainly due to health insurance increases. The 2012 projected actual expenditures are \$3,410 less than 2012 budgeted expenditures.





CLERK

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-215.00-703.000	SALARIES	\$ 149,191	\$ 150,900	\$ 151,470	\$ 152,050
101-215.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-215.00-715.000	SS/MEDICARE	11,137	11,740	11,780	11,850
101-215.00-716.000	HEALTH INSURANCE	34,949	34,730	33,900	36,000
101-215.00-716.010	DENTAL INSURANCE	3,203	3,370	3,230	3,360
101-215.00-717.000	LIFE INSURANCE	762	770	770	770
101-215.00-718.000	PENSION CONTRIBUTION	14,919	15,090	15,090	15,090
101-215.00-719.000	DISABILITY INSURANCE	1,134	1,150	1,150	1,150
101-215.00-724.000	WORKERS COMP	300	490	490	490
101-215.00-726.000	OFFICE SUPPLIES	55	-	-	-
101-215.00-740.000	MATERIAL & SUPPLIES	699	1,500	1,000	1,200
101-215.00-817.000	CODIFICATION OF TWP ORD	500	3,000	3,000	3,000
101-215.00-818.000	CONTRACTUAL SERVICES	734	1,000	200	300
101-215.00-853.000	TELEPHONE/COMM	15	-	-	-
101-215.00-870.000	MILEAGE	9	250	250	250
101-215.00-902.000	PUBLISH/LEGAL NOTICES	6,361	8,000	7,000	8,000
101-215.00-956.000	MISCELLANEOUS	219	250	500	500
101-215.00-960.000	EDUCATION & TRAINING	2,551	3,000	2,000	2,700
Totals		\$ 229,238	\$ 237,740	\$ 234,330	\$ 239,210

Staffing Levels			
	2011	2012	2013
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
Total	3.00	3.00	3.00

Charge the Quarterly Maintenance Agreement for our copy machine (CCS) to Materials & Supplies
 Board Room Microphones - 101-850.00-956.000



Clerk's Department Performance Indicators

1. STAFF FLEXIBILITY – CROSS TRAINING					
	2007	2008	2009	2010	2011
Number of primary activities in need of cross training	6	6	8	8	8
Number of primary activities not cross trained	1	2	2	2	2
Number of primary activities partially cross trained	0	0	1	1	1
Number of primary activities fully cross trained	5	4	5	5	5
2. WEB SITE ACTIVITY					
	2007	2008	2009	2010	2011
Number of hits on web site for the year <i>(2008 through 2010 = unique page views)</i>	NA*	160,803	169,404	162,009	161,755
Number of files in web site	1,763	2,337	2,552	2,674	2,812
Number of images in web site	842	1,231	1,322	1,371	1,410
Top 15 most accessed pages (besides home page) for 2011. <i>* = New analytical tools were implemented for 2008. These tools give greater detail of page views (rather than "hits") and detail for every page within the site.</i>	<ol style="list-style-type: none"> 1. Parks – Recreation Page 10,818 2. Departments Page 9,158 3. News and Events Page 8,993 4. Assessing Dept. Page 8,171 5. Job Postings 5,558 6. Parks – Park Info 4,951 7. Parks Home Page 4,574 8. Fire Dept. Home Page 3,747 9. Services Page 3,331 10. Ordinances Page 2,882 11. Agendas and Minutes Page 2,755 12. Treasurer 2,744 13. Recycling Page 2,484 14. About Delhi Page 2,298 15. Online Forms Page 1,794 16. GIS Page 1,692 				
Delhi Township facebook page "likes"	NA	NA	NA	655	761
Followers for @delhitwp on Twitter	NA	NA	NA	601	782
3. FOIA REQUESTS					
	2007	2008	2009	2010	2011
Number of Freedom of Information Act Requests	65	37	29	37	26
4. NOTARY PUBLIC					
Signatures Notarized	100+	150+	200+	200+	300
5. RECORDS MANAGEMENT					
Number of pages scanned	18,985	26,754	35,962	39,369	4,962
6. BOARD AND COMMITTEE MEETINGS					
Total board and committee meetings covered	57	57	50	39	46
Total number of minute pages typed	203	259	200	115	184
7. ACCOUNTS PAYABLE					
Number of accounts payable checks prepared	2,897	2,809	2,628	2,407	2,500
9. CEMETERY					
	2007	2008	2009	2010	2011
Interments	42	45	57	40	56
Plots Sold	36	42	23	21	38
Niches Sold	6	1	2	2	5
Foundation Orders Processed	34	37	31	31	44
Plots Sold to Township	5	2	17	7	1
Cemetery Budget	**	**	**	\$81,150	\$101,521
Cemetery Revenue	**	**	**	\$39,677	\$71,871
Percent of costs covered by revenue	**	**	**	49%	71%



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. Respond to citizen and Township Department requests for GIS mapping projects. Maintain and update existing map projects.

Activities of this Department

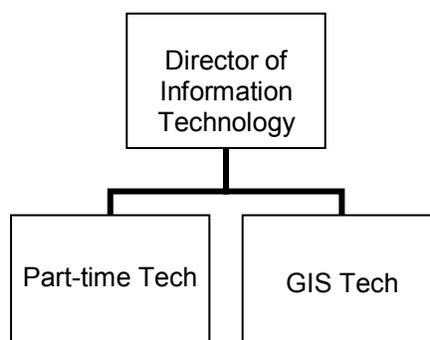
Responsible for purchasing all Township computers and software and repair and support services; maintaining and upgrading existing equipment; Help-desk functions for all Township personnel and computer programs; maintain inventory of all computer components. Creation and maintenance of GIS mapping projects.

Year 2013 Goals

1. Complete installation of fiber optic services to all Township buildings and facilities that was not completed in 2012.
2. Continue update of existing XP operating system (to be completed prior to XP support end in 2014) through installation of Windows 7 (or 8) software and purchase of updated equipment where needed.
3. Provide information and training on existing Township software to employees upon request of users and/or department heads by use of in-house "experts", outside consultants or BS&A training sessions.
4. Setup a method of testing Windows updates prior to individual pc install and then distributing updates via Windows server to insure latest updates without requiring user intervention or interfering with daily operations.
5. Continue development of GIS maps to help Township employees and citizens with projects.
6. With completion of fiber network, do away with duplicate GIS database at DPS.
7. Replace approximately 20% of computers to coincide with 5 year replacement schedule.

Resources Needed

The attached year 2013 budget reflects expenditures of \$319,660, a decrease of \$38,680 from the projected 2012 of \$358,340. The decrease is due to the completion of the one time expenditure for fiber optics installation at Township facilities.





INFORMATION TECHNOLOGY

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-228.00-703.000	SALARIES	\$ 109,508	\$ 115,560	\$ 115,920	\$ 116,530
101-228.00-703.005	PART TIME HELP	7,905	9,200	12,000	12,200
101-228.00-703.007	LONGEVITY	1,350	1,350	1,350	1,350
101-228.00-715.000	SS/MEDICARE	8,951	10,000	10,300	10,300
101-228.00-716.000	HEALTH INSURANCE	17,557	18,540	18,500	19,200
101-228.00-716.010	DENTAL INSURANCE	1,318	1,480	1,480	1,480
101-228.00-717.000	LIFE INSURANCE	532	600	600	600
101-228.00-718.000	PENSION CONTRIBUTION	9,775	11,560	11,600	11,600
101-228.00-719.000	DISABILITY INSURANCE	734	880	880	880
101-228.00-724.000	WORKERS COMP	172	510	510	570
101-228.00-740.000	MATERIAL & SUPPLIES	8,558	8,500	8,000	9,250
101-228.00-818.000	CONTRACTUAL SERVICES	-	15,600	5,500	14,300
101-228.00-853.000	TELEPHONE/COMM	2,710	3,000	3,000	3,000
101-228.00-870.000	MILEAGE	123	1,000	400	1,000
101-228.00-930.001	HARDWARE MAINTENANCE	1,584	19,500	19,500	19,500
101-228.00-930.025	COMPUTER EQUIPMENT	11,707	20,000	20,000	20,000
101-228.00-930.030	COMP SOFTWARE MAINT	47,957	47,300	47,300	49,900
101-228.00-932.000	COMPUTER PROG CHANGES	-	2,500	2,500	2,500
101-228.00-956.000	MISCELLANEOUS	80	500	500	500
101-228.00-960.000	EDUCATION & TRAINING	5,684	5,600	3,500	4,000
101-228.00-970.000	CAPITAL OUTLAY	26,385	94,000	75,000	21,000
Totals		\$ 262,590	\$ 387,180	\$ 358,340	\$ 319,660

Staffing Levels			
	2011	2012	2013
Director of Information Technology	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00
Computer Technician	0.31	0.14	0.14
Total	2.31	2.14	2.14



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 we invest surplus funds so funds are safe and available when needed.

Activities of this Department

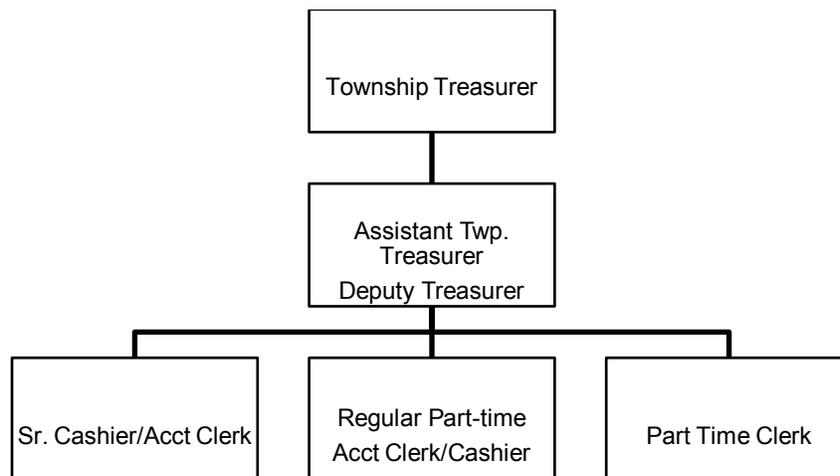
Daily receipting, processing, and investing of all Township monies; preparation, maintenance, and processing of all monthly sewer bills; administering the tax roll, including bill preparation, collections, and distribution of property taxes, captured revenues, industrial facilities taxes, and service 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 2013 Goals

1. Search and negotiate higher yielding investments
2. Evaluate primary banks
3. Continue to investigate new technology and products to streamline operational efficiencies
4. Continue revisions of operating manuals for tax, sewer billing and cash receipting in .NET programs

Resources Needed

The attached year 2013 budget requests expenditures of \$239,410. This is an increase of \$3,960 from 2012 projected. This budget reflects a part-time treasurer, assistant treasurer, senior account clerk, regular part-time cashier/account clerk (32 hrs/week) as well as payment for 780 hours of additional part-time help and deputy treasurer pay.

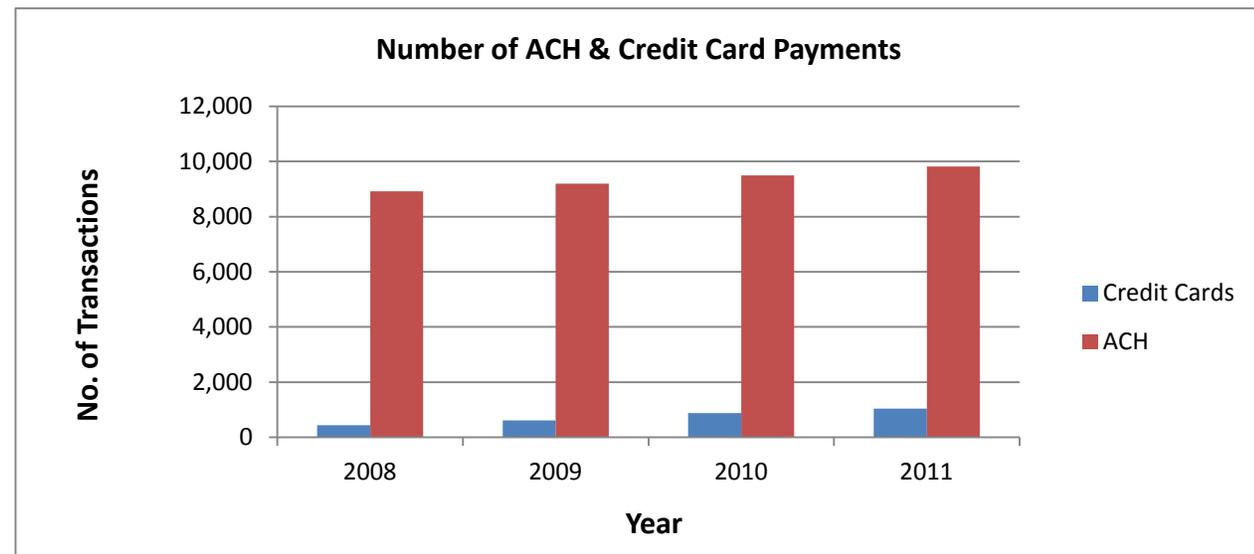
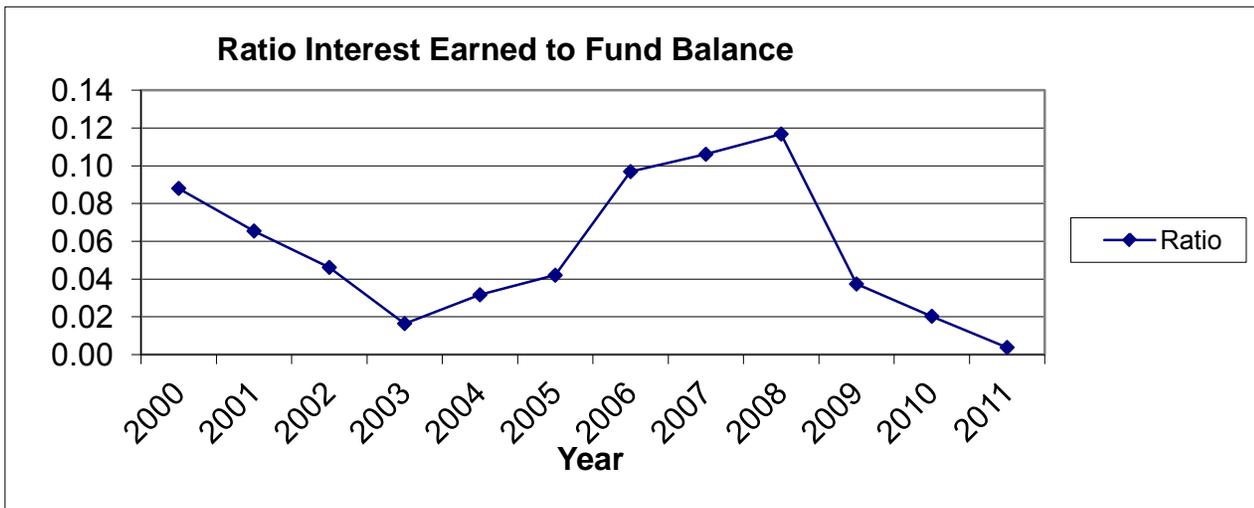
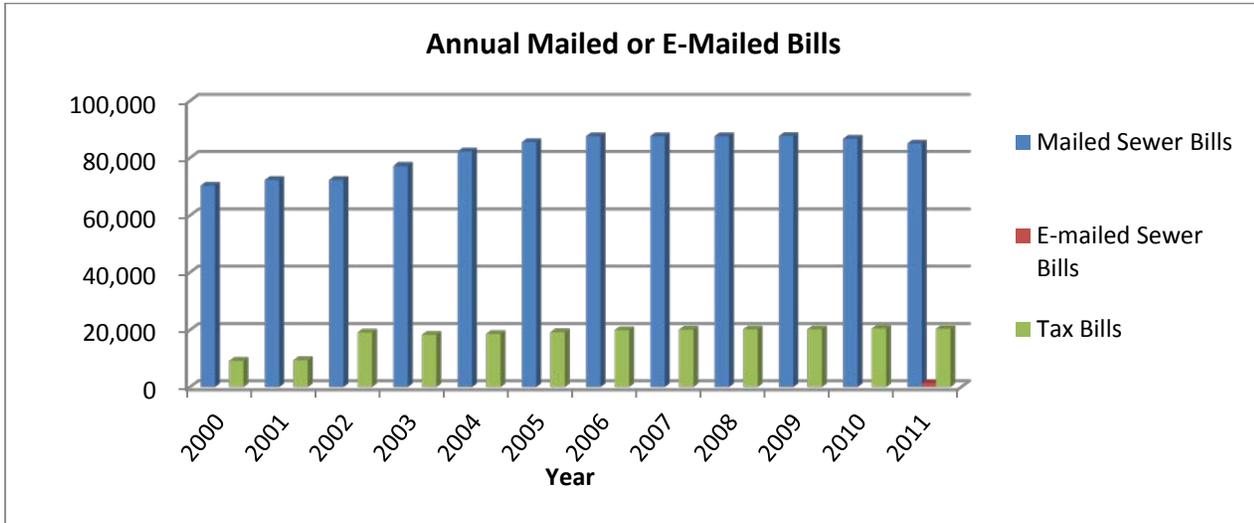




TREASURER'S OFFICE

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-253.00-703.000	SALARIES	\$ 121,292	\$ 123,260	\$ 123,730	\$ 124,200
101-253.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-253.00-703.005	PART TIME HELP	33,461	38,500	38,520	39,560
101-253.00-715.000	SS/MEDICARE	9,306	9,800	9,800	9,800
101-253.00-716.000	HEALTH INSURANCE	20,242	20,400	20,000	21,010
101-253.00-716.010	DENTAL INSURANCE	3,330	3,500	3,400	3,530
101-253.00-717.000	LIFE INSURANCE	498	500	510	510
101-253.00-718.000	PENSION CONTRIBUTION	11,219	11,600	11,600	11,700
101-253.00-719.000	DISABILITY INSURANCE	745	800	760	800
101-253.00-724.000	WORKERS COMP	352	700	630	700
101-253.00-726.000	OFFICE SUPPLIES	883	1,000	1,000	1,000
101-253.00-729.001	TAX BILL PRINTING	11,680	14,000	14,000	14,000
101-253.00-802.000	MEMBERSHIPS, DUES, SUBS	-	600	600	600
101-253.00-815.000	COURT FILING/SERV FEES	165	1,500	1,500	1,500
101-253.00-870.000	MILEAGE	52	200	400	400
101-253.00-930.020	EQUIPMENT MAIN & REPAIR	999	500	1,000	1,000
101-253.00-956.000	MISCELLANEOUS	372	500	500	500
101-253.00-960.000	EDUCATION & TRAINING	3,326	5,000	5,000	6,100
101-253.00-964.000	TAX ADJ TO COUNTY/TWP	5,133	12,000	-	-
Totals		\$ 225,555	\$ 246,860	\$ 235,450	\$ 239,410

Staffing Levels			
	2011	2012	2013
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/Cashier	0.80	0.80	0.80
Clerk	0.38	0.38	0.38
Total	3.48	3.48	3.48





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 listed
5. Perform real and personal property tax appraisals and conduct field Inspections
6. Defend assessments at the Michigan Tax Tribunal

Year 2013 Goals

- Continue to cross train all staff & balance department duties.
- With the help of Co-Star Professional suite, continue to monitor and analyze Commercial and Industrial properties with the income approach to value vs. sales comparison or cost approach, if appropriate.
- Using the Co-Star Professional suite, the MLS, and other resources, as well as the Township Attorney, continue to defend property tax appeals before the Michigan Tax Tribunal.
- Continue to update Assessors internet site accordingly.
- Continue to update Land and ECF tables for all classes of property.
- Comply with STC Audit of Minimum Assessing Requirements (AMAR).
- Begin re-appraisal of Commercial & Industrial properties.

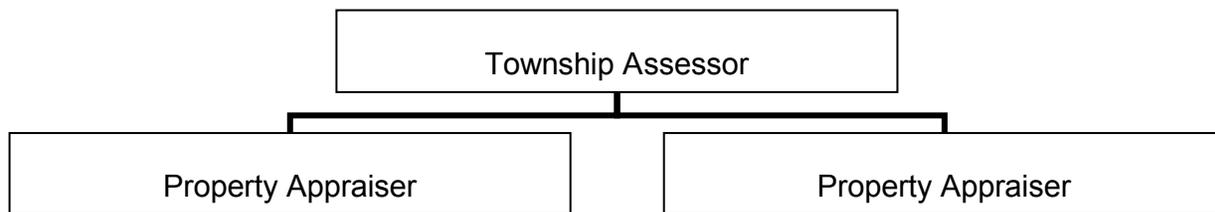
Resources Needed:

The attached year 2013 budget requests expenditures of \$301,390. The budget reflects three full-time employees, and an anticipated increase in attorney fees and appraisal contract(s) needed for property valuation defense. The increased costs of required certification and dues are also included for the continuing training and further development of all staff.



ASSESSING

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-257.00-703.000	SALARIES	\$ 129,368	\$ 115,700	\$ 163,100	\$ 163,700
101-257.00-703.005	PART TIME HELP	17,047	49,500	600	600
101-257.00-703.010	OVERTIME	798	1,400	1,400	1,400
101-257.00-708.000	BOARD OF REVIEW	1,819	2,700	2,700	2,700
101-257.00-715.000	SS/MEDICARE	11,306	13,000	13,500	13,550
101-257.00-716.000	HEALTH INSURANCE	30,692	29,200	25,400	26,500
101-257.00-716.010	DENTAL INSURANCE	2,817	2,800	4,400	4,600
101-257.00-717.000	LIFE INSURANCE	629	600	850	850
101-257.00-718.000	PENSION CONTRIBUTION	12,258	11,600	16,310	16,370
101-257.00-719.000	DISABILITY INSURANCE	934	900	1,240	1,250
101-257.00-724.000	WORKERS COMP	814	1,800	1,800	1,800
101-257.00-729.000	ASSMT NOTICES/PP STMTS	5,140	7,450	7,450	7,450
101-257.00-730.000	GASOLINE	599	820	820	800
101-257.00-740.000	MATERIAL & SUPPLIES	1,624	2,000	1,500	2,000
101-257.00-801.000	LEGAL FEES	17,745	15,250	25,250	25,250
101-257.00-802.000	MEMBERSHIPS,DUES,SUBS	-	810	810	1,100
101-257.00-818.000	CONTRACTUAL SERVICES	16,536	18,000	18,000	24,000
101-257.00-870.000	MILEAGE	4	200	200	200
101-257.00-930.020	EQUIPMENT MAIN & REPAIR	634	550	550	550
101-257.00-931.000	VEHICLE REPAIR/MAINT	1,773	1,200	1,200	1,200
101-257.00-956.000	MISCELLANEOUS	270	250	200	750
101-257.00-960.000	EDUCATION & TRAINING	3,241	3,190	3,190	4,770
Totals		\$ 256,048	\$ 278,920	\$ 290,470	\$ 301,390



	Staffing Levels		
	2011	2012	2013
Assessor	1.00	1.00	1.00
Property Appraiser	1.00	1.00	1.00
Property Appraiser	0.60	1.00	1.00
Property Appraiser	0.60	0.00	0.00
Total	3.20	3.00	3.00



Ad Valorem Assessed Value Trend Analysis

Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal	Total	Overall %
2008	8,162,400	143,297,400	17,121,350	682,337,550	0	52,132,300	903,051,000	1.45%
2009	8,066,800	142,118,100	16,332,600	624,099,950	0	45,226,200	835,843,650	-7.44%
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%

Ad Valorem Taxable Value Trend Analysis

Year	Agricultural	Commercial	Industrial	Residential	Dev	Personal	Total	Overall %
2008	2,514,938	126,663,528	16,032,179	615,416,841	0	52,132,300	812,759,786	2.83%
2009	2,575,559	129,201,749	15,211,328	592,190,424	0	45,226,200	784,405,260	-3.49%
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%

2011 Processing/ Data Entry

	2011	2010	2009	2008	2007	2006
Property Transfer Affidavits	488	534	533	548	524	756
Deeds (includes Sheriff Deeds)	775	842	939	795	778	959
New Sheriff Deeds (2010 total may change)	130	150	157	146	148	104
Principal Residence Exemptions	313	297	320	483	443	553
Rescind	392	256	272	351	355	354
PP Statements	850	742	774	719	873	814
Field Inspections	1,188	546	344	1,035	899	2,485
Permit Inspections	0	145	N/A	219	305	N/A
Land Divisions/Combos (New Parcels)	7	5	81	50	160	160
July Board of Review Appeals	108	90				
March Board of Review Appeals	204	335	541	694	352	262
December Board of Appeals	52	44				
*Full Tribunal Final Judgment Received	9	0	0			
*Small Claims Final Judgment Received	22	54	32			
**Total Documents Processed/Accts Updated	4,408	3,890				
Misc. Info: Website Hits (01/01/10 - 12/31/10)	91,691	89,246				

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

Michigan Tax Tribunal Dockets Received in 2011

(Dockets may contain multiple parcels and multiple assessments under appeal)

	2011	2010
Appeal Types	New Dockets	New Dockets
Classification	2	34
Com/Ind	16	22
RES/Other	26	21
Total	44	77

Historic Township Housing Value Analysis

Using True Cash Value						
	Low	High	Average	Median	Mode	% Chg
2011	34,400	771,800	128,334	123,400	131,600	-10.84%
2010	29,900	771,800	144,440	138,400	151,400	-8.59%
2009	44,800	852,800	159,416	151,400		-8.24%
2008	49,200	917,000	174,208	165,000		-1.43%
2007	44,400	917,000	176,500	167,400		1.82%



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 issues 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 2013 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 as part of an annual curriculum
5. Use the Optical Scan voting equipment to conduct student council, mock elections for students
6. Within the Michigan Association of Municipal Clerks, work with legislators to adopt "Absentee for No Reason" legislation

Resources Needed

The attached year 2013 budget requests expenditures of \$8,500 a decrease of \$84,680 from 2012 projected actual expenditures because there are no elections scheduled in 2013. 2012 projected actual expenditures are \$8,960 more than 2012 budgeted expenditures because of the May election that was not budgeted.



ELECTIONS

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-262.00-701.000	ELECTION INSPECTORS	\$ 4,705	\$ 49,040	\$ 60,410	\$ -
101-262.00-703.005	PART TIME HELP	-	1,000	1,000	-
101-262.00-715.000	SS/MEDICARE	9	400	200	-
101-262.00-718.000	PENSION CONTRIBUTION	-	80	30	-
101-262.00-724.000	WORKERS COMP	76	200	40	-
101-262.00-726.000	OFFICE SUPPLIES	2,495	10,000	7,000	3,000
101-262.00-803.000	POSTAGE	3,085	5,000	6,000	1,000
101-262.00-818.000	CONTRACTUAL SERVICES	940	-	8,500	4,000
101-262.00-818.035	CONTR COUNTY SERVICES	2,215	18,000	9,000	-
101-262.00-956.000	MISCELLANEOUS <i>Yearly Permit Fee</i>	763	500	1,000	500
Totals		\$ 14,288	\$ 84,220	\$ 93,180	\$ 8,500



Elections Department Performance Indicators

1. ELECTION INSPECTORS					
	2007	2008	2009	2010	2011
New Election Inspectors	7	63	2	5	2
Net Loss/Gain	-7	+50	-23	-2	-12
Total Number of Election Inspectors	103	153	130	128	116
2. VOTER EDUCATION PROJECTS					
A. Mock/Student Council Elections					
	2007	2008	2009	2010	2011
# of Schools/Groups	0	3	1	1	0
Students Participating	0	1,400+	1,000+	1,000+	0
B. Elections Procedure Demo/Local Govt. Instruction					
	2007	2008	2009	2010	2011
# of Schools/Groups	0	1	0	0	0
Students Participating	0	200+	0	0	0
3. ELECTIONS					
Date and Type of Election		Number of Voters	% Voter Turnout	Dollars Reimbursed	
2006:	02/21 - Special Primary	1,232	7%	\$0	
	03/14 - Special General	1,737	10%	\$0	
	05/02 - May Election (Schools)	1,140	6%	\$10,752	
	08/08 - Primary	3,193	19%	\$0	
	11/07 - General Election	11,034	65%	\$0	
2007:	05/08 - May Election (Schools)	1,646	9%	\$16,028	
	11/06 - LCC/CATA	1,872	11%	\$10,853	
2008:	01/15 - Presidential Primary	3,841	23%	\$11,708	
	05/06 - Holt Board of Education (uncontested)	783	5%	\$15,285	
	08/05 - Primary	3,180	19%	\$0	
	11/04 - General Election	14,088	79%	\$0	
2009:	05/05 - Holt Board of Education (uncontested)	886	5%	\$15,541	
	11/03 - Consolidated School (Mason/LCC)	1,453	8%	\$12,069	
2010:	05/04 - Holt Board of Education	1,444	8%	\$19,097	
	08/03 - Primary	6,166	35%	\$0	
	11/02 - General Election	9,792	56%	\$0	
2011:	11/08 - Holt Board of Education	1,377	9%	\$12,015	
4. VOTER REGISTRATION					
	2007	2008	2009	2010	2011
New Voters	2,133	2,840	2,553	2,089	1,802
Cancellations	2,165	2,117	2,393	1,850	1,618
Number of Registered Voters	16,812	17,929	17,698	17,748	17,891
Number of Permanent Absentee Voters	2,010	2,294	2,314	2,490	2,504



DEPARTMENT – Buildings & Grounds (265)

Purpose or Objective of this Department

To maintain all the fixed assets of Delhi Charter Township buildings and grounds in the General Fund, excluding Parks. This includes existing, potential and proposed fixed assets for Delhi Township including sidewalks, cleaning streets, buildings, land, median & right-of-way up keep within the DDA district, plowing and mowing. This will be accomplished through sound planning and adequate allocations of financial and human resources.

Activities of this Department

1. Grounds Maintenance
2. Building Maintenance
3. Management of Vehicle Maintenance
4. Equipment Maintenance
5. Management of DDA Maintenance

Year 2013 Goals

1. Continue maximum 45 minute response time by Department of Public Services Maintenance Mechanic's for the township complaints and call outs.
2. Continue to provide snow and ice removal at the Community Services Center and Fire Station 2 to ensure the safety of the township residents and employees while entering and leaving the facilities.
3. Reduce energy consumption using energy reduction methods.
4. Continue 4-year savings account for roof replacement at the Community Services Center
5. Continue 4-year window treatment replacement project at the Community Services Center

Resources Needed

The attached year 2013 budget requests expenditures of \$ 302,450 (with an additional \$75,000 committed fund balance toward replacing the roof in the Community Service Center), an increase of \$9,860 (3%) from the 2012 operating budget.

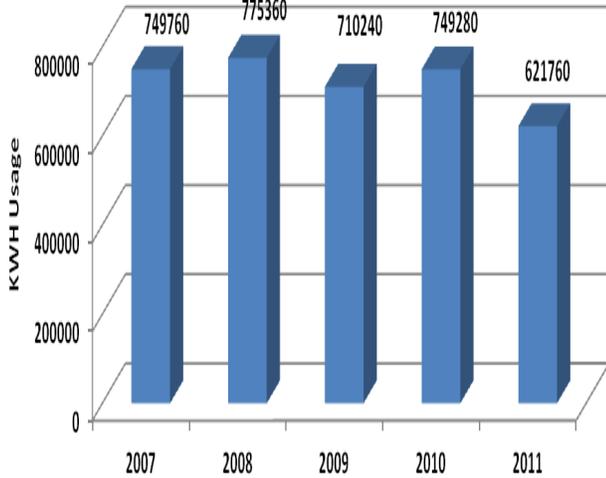
**BUILDING & GROUNDS**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-265.00-703.000	SALARIES	\$ 33,870	\$ 31,700	\$ 31,700	\$ 39,260
101-265.00-703.005	PART TIME HELP	248	260	260	1,350
101-265.00-703.010	OVERTIME	1,911	2,190	2,190	2,730
101-265.00-715.000	SS/MEDICARE	2,663	2,670	2,670	3,380
101-265.00-716.000	HEALTH INSURANCE	7,110	7,620	7,620	9,830
101-265.00-716.010	DENTAL INSURANCE	844	930	930	1,130
101-265.00-717.000	LIFE INSURANCE	165	170	170	200
101-265.00-718.000	PENSION CONTRIBUTION	3,343	3,170	3,170	3,930
101-265.00-719.000	DISABILITY INSURANCE	243	250	250	300
101-265.00-724.000	WORKERS COMP	582	730	730	960
101-265.00-730.000	GASOLINE	1,810	1,440	1,730	2,070
101-265.00-775.001	EQUIPMENT & SUPPLIES	2,693	5,800	5,800	5,800
101-265.00-805.000	ENGINEERING SERVICES	1,830	2,000	2,000	2,000
101-265.00-818.000	CONTRACTUAL SERVICES	54,976	54,520	54,520	55,580
101-265.00-853.000	TELEPHONE/COMM	15,888	17,700	17,700	17,700
101-265.00-921.030	UTILITIES - WATER	7,158	6,290	7,370	7,740
101-265.00-921.035	UTILITIES - SEWER	4,133	3,540	4,340	4,340
101-265.00-921.040	UTILITIES - ELECTRIC	64,856	77,000	71,340	78,470
101-265.00-921.045	UTILITIES - GAS	14,516	28,600	15,970	17,570
101-265.00-930.000	BUILDING MAINT & REPAIRS	43,023	33,900	33,900	33,900
101-265.00-930.002	BLDG MAINT & RER - ARRA	12,358	-	-	-
101-265.00-930.020	EQUIP MAIN & REPAIR	3,607	1,730	1,730	3,610
101-265.00-956.000	MISCELLANEOUS	-	600	600	600
101-265.00-970.000	CAPITAL OUTLAY	-	10,000	10,000	10,000
Totals		\$ 277,827	\$ 292,810	\$ 276,690	\$ 302,450

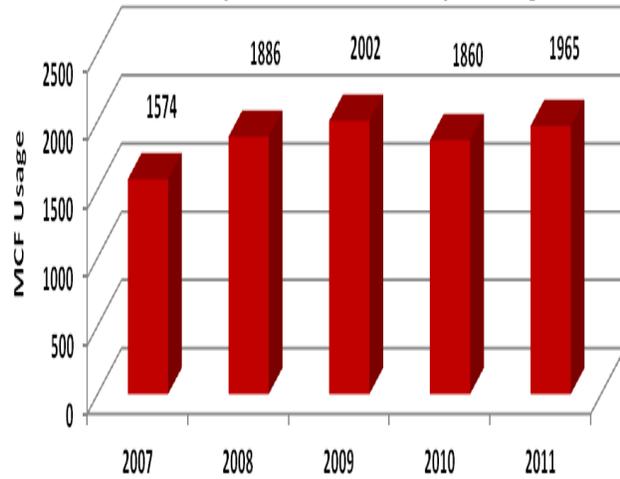


DELHI CHARTER TOWNSHIP 2013 BUILDING AND GROUNDS – GENERAL FUND Indicators of Departmental Objectives/Goals

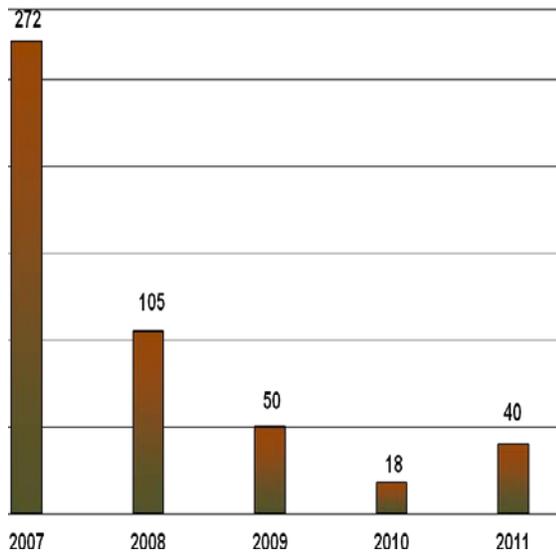
Community Services Center Utility Tracking - Electric



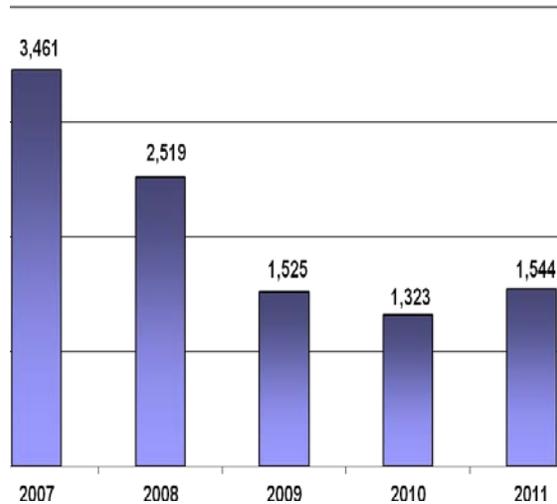
Community Services Center Utility Tracking - Gas



Unscheduled Maintenance Service Calls



Personnel Hours Building & Grounds Maintenance





DEPARTMENT – Cemetery (276)

Purpose or Objective of this Department

To provide a well-maintained, pleasant and quiet setting where the natural beauty of Maple Ridge, Pioneer and Markham cemeteries becomes a final resting place of residents and non-residents of Delhi Charter Township.

Activities of this Department

1. Grounds Maintenance
2. Interments/Foundations
3. Building Maintenance on Cemetery Premises
4. Equipment Maintenance

Year 2013 Goals

1. Continue grounds improvement efforts.
2. Continue to provide professional and courteous service to the cemetery patrons.
3. Reduce full time staff effort through contracting interment services.

Resources needed

The attached year 2013 budget requests expenditures of \$118,750, and includes \$15,000 for a 4-year savings account for roadway repairs and/ or replacement, an increase of \$10,540 (9.7%) from the 2012 operating budget.



CEMETERY

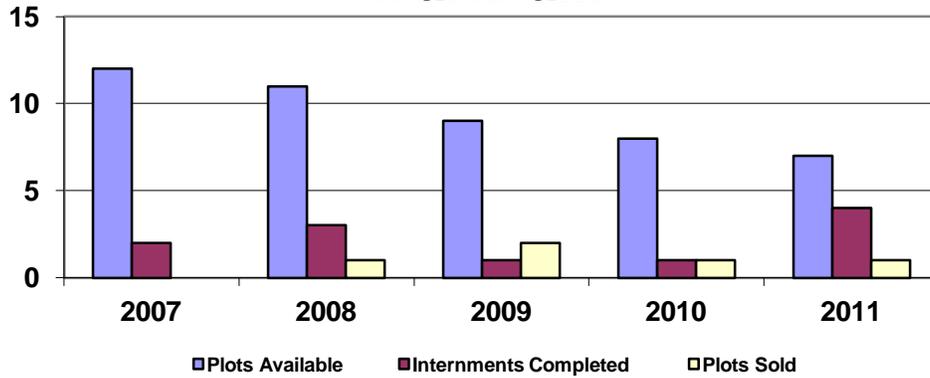
GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-276.00-703.000	SALARIES	\$ 42,899	\$ 38,780	\$ 38,780	\$ 37,180
101-276.00-703.005	PART TIME HELP	5,414	8,300	5,370	10,360
101-276.00-703.010	OVERTIME	1,931	2,530	2,530	1,720
101-276.00-715.000	SS/MEDICARE	3,712	3,880	3,880	3,830
101-276.00-716.000	HEALTH INSURANCE	10,436	12,500	12,550	9,110
101-276.00-716.010	DENTAL INSURANCE	1,312	1,520	1,520	1,050
101-276.00-717.000	LIFE INSURANCE	256	280	280	190
101-276.00-718.000	PENSION CONTRIBUTION	4,194	3,880	3,880	3,720
101-276.00-719.000	DISABILITY INSURANCE	378	420	420	280
101-276.00-724.000	WORKERS COMP	666	1,050	1,050	1,130
101-276.00-730.000	GASOLINE	2,815	2,360	2,830	1,920
101-276.00-731.000	PROPANE GAS	-	250	250	250
101-276.00-775.001	EQUIPMENT & SUPPLIES	6,262	5,800	5,800	5,800
101-276.00-818.000	CONTRACTUAL SERVICES	13,431	18,190	20,060	33,190
101-276.00-853.000	TELEPHONE/COMM	81	120	120	80
101-276.00-921.040	UTILITIES - ELECTRIC	641	770	770	850
101-276.00-930.000	BUILDING MAINT & REPAIRS	116	500	500	500
101-276.00-930.020	EQUIPMT MAIN & REPAIR	5,611	3,830	3,830	4,340
101-276.00-956.000	MISCELLANEOUS	1,366	2,500	2,500	2,500
101-276.00-960.000	EDUCATION & TRAINING	-	250	250	250
101-276.00-967.020	TWP PROP-DRAIN/TAX/SAD	-	500	500	500
Totals		\$ 101,521	\$ 108,210	\$ 107,670	\$ 118,750

Falk Trust Fund purchases 765-000.00-244.000

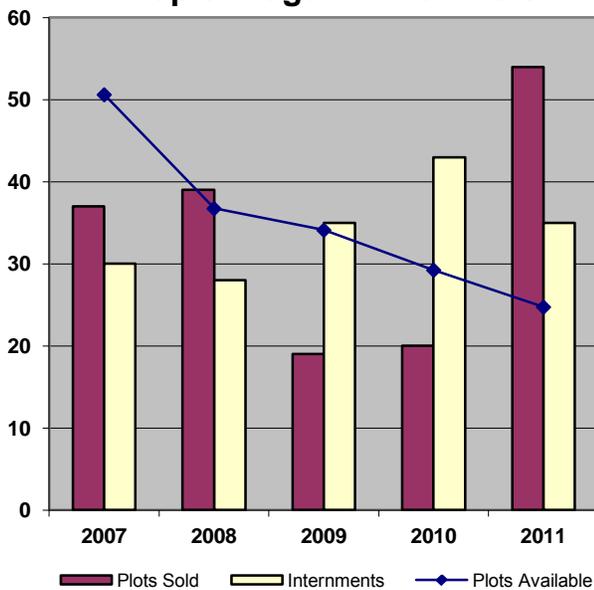


**DELHI CHARTER TOWNSHIP
2013 CEMETERY – GENERAL FUND
Indicators of Departmental Objectives/Goals**

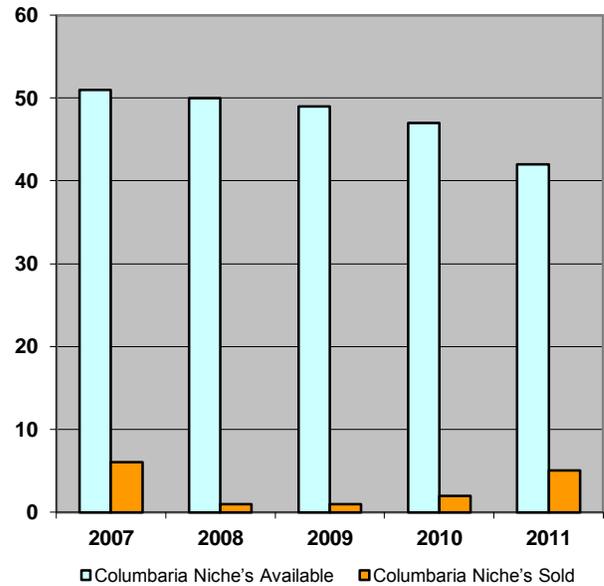
Markham



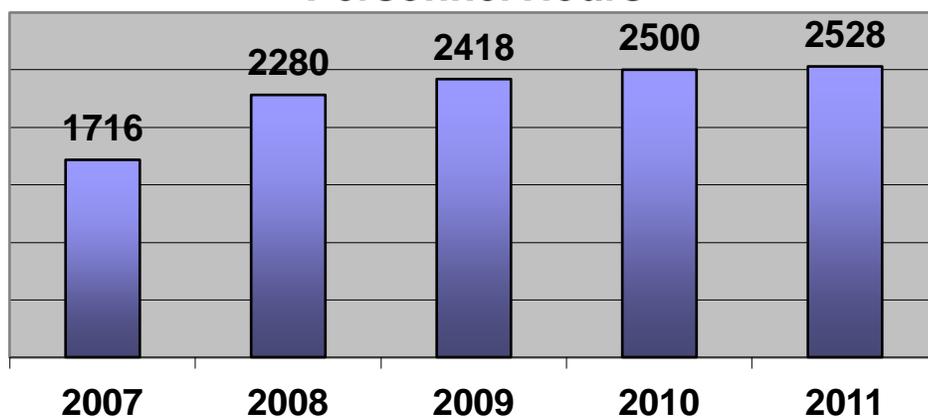
Maple Ridge - Burial Plots



Maple Ridge - Columbaria Niche's



Personnel Hours





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.
4. Participate in the formulation of federally approved Watershed Management Plans for both the Red Cedar and Grand Rivers.

Year 2013 Goals

1. Maintain compliance with Delhi's Phase II Stormwater permit.
2. Participate fully in the formulation of Watershed Management Plans for both the Red Cedar River and the Grand River.
 - a. Use previous and ongoing water quality monitoring data to identify areas needing water quality improvements within Delhi.
 - b. Formulate all possible corrective actions.
 - c. List the areas of concern and the corrective actions (construction of treatment, implementation of public education programs, or other local programs) in the Watershed Management Plans.
 - d. Once the plans are approved, any implementation of the corrective actions through federal and state grant moneys would lower Ingham County Drain Commission assessments for our residents.
3. Continue Best Management Practices for Stormwater Phase II objectives.

Resources Needed

The attached year 2013 budget requests expenditures of \$394,550, an increase of \$106,280 (36.9%) from the 2012 projected budget. This increase is attributed to full allocation for labor and a decrease of assistance from the Delhi Downtown Development Authority for the township-at-large-drains fee.

**STORMWATER**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-281.00-703.000	SALARIES	\$ 7,716	\$ 23,150	\$ 23,150	\$ 35,570
101-281.00-703.005	PART TIME HELP	2,545	12,470	12,470	14,360
101-281.00-703.010	OVERTIME	178	650	650	1,620
101-281.00-715.000	SS/MEDICARE	729	2,810	2,810	4,000
101-281.00-716.000	HEALTH INSURANCE	1,772	5,290	5,290	9,590
101-281.00-716.010	DENTAL INSURANCE	239	650	650	1,110
101-281.00-717.000	LIFE INSURANCE	47	120	120	180
101-281.00-718.000	PENSION CONTRIBUTION	803	2,320	2,320	3,560
101-281.00-719.000	DISABILITY INSURANCE	69	180	180	270
101-281.00-724.000	WORKERS COMP INSUR	122	730	730	1,100
101-281.00-726.000	OFFICE SUPPLIES	-	500	500	500
101-281.00-730.000	GASOLINE	424	1,000	1,200	2,020
101-281.00-741.000	OTHER OPERATING EXP	46	500	500	500
101-281.00-742.000	LABORATORY SUPPLIES	35	1,000	1,000	1,000
101-281.00-745.000	OFF-SITE LAB TESTING	2,585	1,000	1,000	1,000
101-281.00-775.003	SAFETY EQUIP & SUPPLIES	170	500	500	500
101-281.00-801.000	LEGAL FEES	66	2,000	2,000	2,000
101-281.00-805.000	ENGINEERING SERVICES	-	2,000	2,000	2,000
101-281.00-818.225	SOLID WASTE DISPOSAL	897	1,000	1,000	1,000
101-281.00-853.000	TELEPHONE/COMM	(38)	-	140	140
101-281.00-928.000	REGULATORY FEES	7,000	9,310	11,710	9,210
101-281.00-930.020	EQUIP MAIN & REPAIR	12,751	1,200	7,750	4,520
101-281.00-956.000	MISCELLANEOUS	-	200	200	200
101-281.00-956.005	COMM OUTREACH PRGRMS	6,612	12,600	9,400	12,600
101-281.00-960.000	EDUCATION & TRAINING	600	1,000	1,000	1,000
101-281.00-967.010	TWP-AT-LARGE DRAINS	173,744	200,000	200,000	285,000
Totals		\$ 219,112	\$ 282,180	\$ 288,270	\$ 394,550



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 2013 Goals

1. To work with the DDA, 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 2013 budget reflects expenditures of \$710,500 which is an increase of \$104,300 from the 2012 projected expenditures. This budget anticipates expenditures being funded from general fund revenues.

**INFRASTRUCTURE**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-446.00-922.000	STREETLIGHTS	\$ 347,016	\$ 360,000	\$ 360,000	\$ 378,000
101-446.00-969.000	STREET IMPROVEMENTS	21,476	72,000	176,200	222,500
101-446.00-969.002	SIDEWALK IMPR/REPAIR	25,308	170,000	70,000	110,000
101-446.00-999.811	TRANS OUT-PINE TREE RD	25,633	-	-	-
Totals		\$ 419,433	\$ 602,000	\$ 606,200	\$ 710,500



Street Improvements (in Partnership with Ingham County Department of Roads & Transportation)				
	2009	2010	2011	2012
Miles of Roadway	.25	.23	1.92	.53

Streetlights				
Year	Service Providers	Number of Districts	Number of Lights in Districts	Number of "At-Large" Lights
2012	Consumers Energy	93	1,386	118
	Board of Water & Light	11	373	10
	Totals	104	1,759	128

Sidewalks			
Year	Sidewalk Inspections	Sidewalk/Trail Construction (Linear Feet)	Sidewalk Repaired or Replaced
2007	55 miles	982 LF	900 Sq Ft
2008	20 miles	15,200 LF	740 Sq Ft
2009	24 miles	0 LF	755 Sq Ft
2010	7 miles	0 LF	390 Sq Ft
2011	68 miles	0 LF	2,617 Sq Ft
<i>* Some portion of projects listed was completed using DDA, grant or other funding. Numbers are approximate.</i>			



DEPARTMENT – Community Development (721)

Purpose or Objective of the Department

The 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 APA and MEA activities is also implemented by the Department. Additionally, the Department provides code enforcement and rental housing inspection and registration, Wetland Ordinance and walkability/place making program administration, as well as other services.

Year 2013 Department Goals

- Continue to embrace the concept of place-making by ensuring that activities of the Department are rooted in this objective. Continue to support all other Township efforts, programs and projects that are valuable to achieving this economic and development policy. Work with regional partners to facilitate this perspective.
- Continue to encourage and provide educational/training opportunities for PC and ZBA members. Achieve required education necessary to maintain certifications and accreditations for departmental staff.
- Continue implementation of the NMTP, including the Townships' sidewalk maintenance and improvement program. Focus on achieving implementation of vital improvements that enable walking and alternative transportation around key community assets. Work to facilitate construction of the North Trail Connector project.
- Continue to implement pro-active code enforcement to help mitigate potential blight issues, particularly as more homes enter foreclosure status. Continue active implementation of Rental Registration and Inspection program to help ensure quality housing stock and stabilization of property value.
- Continue to provide leadership and support for special projects and other tasks such as development projects, streetlights and street improvements, etc. Continue to act as a resource to other local municipalities and facilitate regional collaborative efforts as appropriate.
- Provide staffing and assistance to other Township Departments as needed and appropriate.

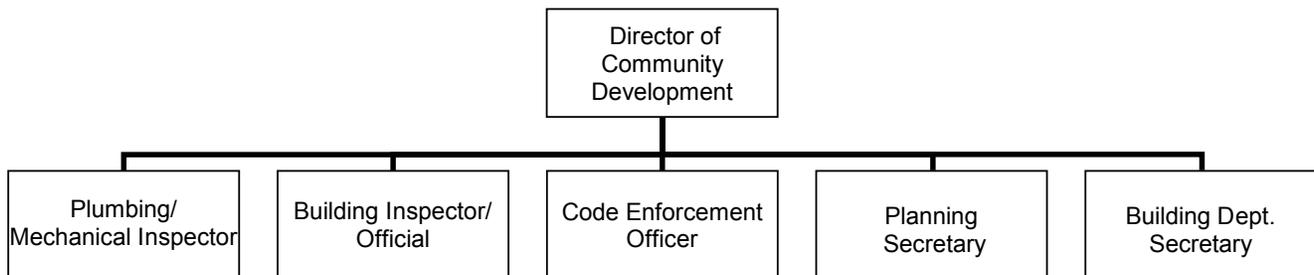
Resources Needed

The fiscal year 2013 budget request is for \$649,020, an increase of \$17,990 from the 2012 projected actual year end budget and an increase of \$25,250 from the beginning 2012 anticipated budget of \$623,770, primarily due to our Neighborhood Stabilization Program.



PLANNING/COMMUNITY DEVELOPMENT

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-721.00-703.000	SALARIES	\$ 310,918	\$ 319,000	\$ 320,200	\$ 323,130
101-721.00-703.005	PART TIME HELP	1,283	-	-	-
101-721.00-704.000	PLANNING COMM SALARIES	6,600	13,140	9,300	13,140
101-721.00-715.000	SS/MEDICARE	23,775	25,750	25,820	26,050
101-721.00-716.000	HEALTH INSURANCE	71,197	71,200	69,510	74,100
101-721.00-716.010	DENTAL INSURANCE	8,665	8,050	8,500	8,700
101-721.00-717.000	LIFE INSURANCE	1,580	1,650	1,650	1,650
101-721.00-718.000	PENSION CONTRIBUTION	31,137	31,900	32,020	32,320
101-721.00-719.000	DISABILITY INSURANCE	2,351	2,450	2,450	2,460
101-721.00-724.000	WORKERS COMP INSUR	1,399	1,500	1,500	1,600
101-721.00-725.000	CLOTHING/CLEAN ALLOW	711	1,000	1,000	1,000
101-721.00-726.000	OFFICE SUPPLIES	1,998	2,800	2,800	2,000
101-721.00-730.000	GASOLINE	2,921	3,660	3,660	3,840
101-721.00-801.000	LEGAL FEES	11,533	8,000	8,000	8,000
101-721.00-802.000	MEMBERSHIPS,DUES,SUBS	1,186	1,800	1,800	1,800
101-721.00-803.000	POSTAGE	1,944	1,800	1,800	1,800
101-721.00-818.000	CONTRACTUAL SERVICES	21,924	26,150	22,950	22,950
101-721.00-818.040	CON SERV-MASTER PLAN	-	15,000	15,000	5,000
101-721.00-853.000	TELEPHONE/COMM	4,011	2,900	3,380	3,380
101-721.00-870.000	MILEAGE	166	320	150	300
101-721.00-902.000	PUBLISH/LEGAL NOTICES	2,371	2,400	2,400	2,400
101-721.00-930.060	HUD HOME REPAIRS #1	17,380	-	-	-
101-721.00-930.061	HUD HOME REPAIRS #2	56,142	-	-	-
101-721.00-930.062	NSP-1953 ADELPHA	-	50,000	50,000	-
101-721.00-930.063	NSP - FUTURE PROJECT	-	-	-	80,000
101-721.00-931.000	VEHICLE REPAIR/MAINT	1,540	2,500	2,500	2,500
101-721.00-941.000	OFFICE EQUIPMENT LEASE	4,299	4,400	4,400	4,400
101-721.00-956.000	MISCELLANEOUS	1,672	1,500	1,500	1,500
101-721.00-958.000	CODE ENFORCEMENT EXP	9,584	9,000	22,200	18,000
101-721.00-959.000	SOIL EROSION/SED CNTRL	-	500	1,140	500
101-721.00-960.000	EDUCATION & TRAINING	5,140	6,500	6,500	6,500
101-721.00-970.000	CAPITAL OUTLAY	4,494	8,900	8,900	-
101-721.00-999.590	TRANS OUT - SEWER FUND	5,006	-	-	-
Totals		\$ 612,927	\$ 623,770	\$ 631,030	\$ 649,020



	2011	2012	2013
Director of Community Developmt	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Plumbing/Mechanical Official	1.00	1.00	1.00
Building Inspector/Official	1.00	1.00	1.00
Secretaries	2.00	2.00	2.00
Total	6.00	6.00	6.00



Selected Departmental Indicators

Planning & Zoning									
	2003	2004	2005	2006	2007	2008	2009	2010	2011
Rezoning	15	17	15	12	5	7	0	2	2
Special Use Permit	16	9	7	6	4	6	1	2	7
Text Amendments	4	5	5	10	21	5	4	2	2
Site Plans Submitted	28	25	21	13	10	3	9*	8*	12*
Number of Zoning Board of Appeals Mtgs.	11	10	6	7	8	5	6	4	3
Number of ZBA cases	19	20	7	12	11	7	8	4	5
Variance Granted	13	20	6	12	9	6	4.5	4	4
Appeals/Request for Interpretation	2	3	1	0	2	0	2	0	0
<i>*including Administratively approved plans.</i>									
Building & Trades Permit/Inspection Activity									
	2003	2004	2005	2006	2007	2008	2009	2010	2011
Permits Issued (building & trades)	2,566	2,136	2,584	1,526	1,157	986	1,141	1,300	1,165
Number of Inspections Completed	6,680	6,396	5,539	4,604	2,878	2,509	2,047	2,646	2,300
Permit Revenue				\$358,773	\$312,958	\$143,514	\$146,233	\$171,416	\$173,426
SESC Permit & Inspection Activity (APA & MEA Programs)									
	2003	2004	2005	2006	2007	2008	2009	2010	2011
Permits Issued						46	53	66	41
Total APA Projects						21	25	16	4
Waivers Provided						6	12	26	20
Number of Inspections						628	1,057	526	531
SESC Permit Revenue						\$19,476	\$23,056	\$28,444	\$25,798
<i>* Data provided for partial program year (April 5, 2008 and July 1, 2008 through December 31, 2008).</i>									
Code Enforcement & Rental Registration/Inspection Program									
	2003	2004	2005	2006	2007	2008	2009	2010	2011
Code Enforcement Cases	649	547	558	592	585	530	563	571	565
Total Registered Rental Units	1,802	1,857	2,044	2,396	2,341	2,480	2,493	2,521	2,579
Rental Inspections Completed	1,069	558	1,290	1,802	1,606	1,400	2,058	1,364	2,216
Newly Registered Properties	*	*	*	*	*	33	50	35	67
<i>* This data was not previously tracked.</i>									
Land Divisions									
	2003	2004	2005	2006	2007	2008	2009	2010	2011
# of Applications	*	*	*	*	*	11	5	3	8
# Approved or Approved w/ Conditions	*	*	*	*	*	11	5	3	7



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

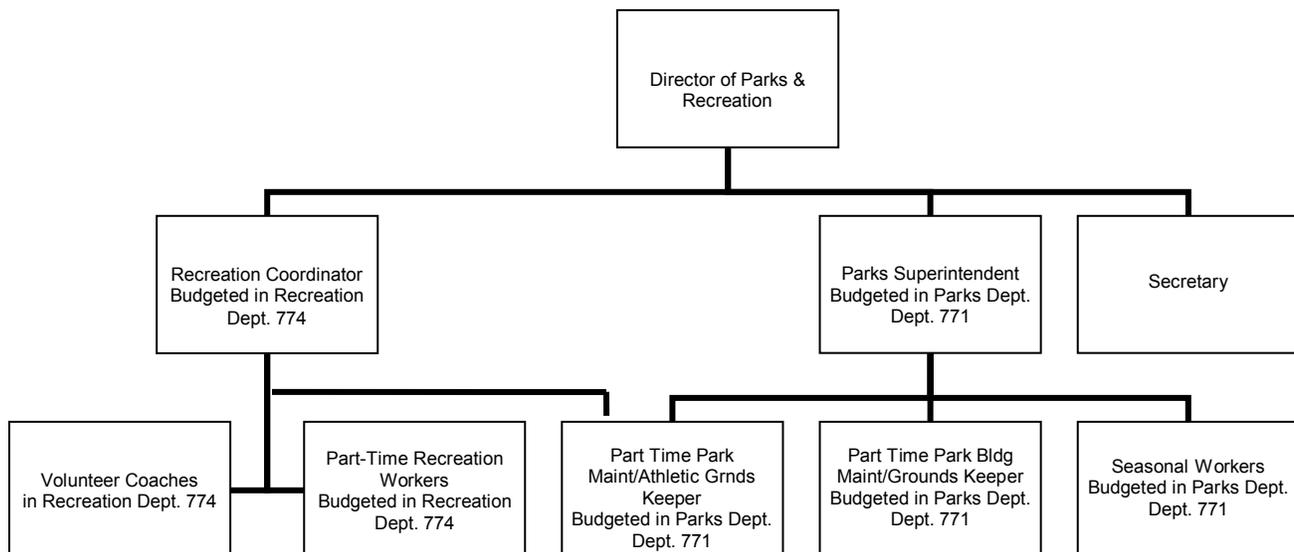
Expenditures in this activity include costs relating to the Parks & Recreation Director and secretary, Parks Commission, plus other administrative costs such as master plan research, memberships, education, insurance, office supplies, telephone, and postage.

Year 2013 Goals

1. Continue to program the Sam Corey Senior Center through volunteer programmers and building supervisors.
2. Continue development of the Recreation Master Plan and pursue grants through the DNR.
3. Continue to facilitate the cooperative relationship with the Holt Public Schools in providing recreational opportunities to our residents.

Resources Needed

The attached year 2013 budget requests expenditures of \$182,970. The budget reflects two 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	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-752.00-703.000	SALARIES	\$ 106,138	\$ 108,270	\$ 108,680	\$ 109,100
101-752.00-703.005	PART TIME HELP	-	500	-	-
101-752.00-703.010	OVERTIME	-	1,000	1,000	1,000
101-752.00-704.001	PK COMM COMPENSATION	3,900	5,460	4,260	5,460
101-752.00-715.000	SS/MEDICARE	8,290	8,820	8,720	8,840
101-752.00-716.000	HEALTH INSURANCE	11,408	11,110	10,860	11,590
101-752.00-716.010	DENTAL INSURANCE	1,070	1,130	1,080	1,140
101-752.00-717.000	LIFE INSURANCE	544	550	550	550
101-752.00-718.000	PENSION CONTRIBUTION	10,614	10,830	10,870	10,910
101-752.00-719.000	DISABILITY INSURANCE	807	830	830	830
101-752.00-724.000	WORKERS COMP INSUR	976	1,910	1,910	2,000
101-752.00-726.000	OFFICE SUPPLIES	2,020	2,000	2,000	2,000
101-752.00-802.000	MEMBERSHIPS,DUES,SUBS	-	-	1,000	1,000
101-752.00-803.000	POSTAGE	989	1,500	1,500	1,500
101-752.00-818.000	CONTRACTUAL SERVICES	7,500	7,500	7,500	7,500
101-752.00-853.000	TELEPHONE/COMM	6,351	7,550	7,550	7,550
101-752.00-956.000	MISCELLANEOUS	1,915	1,000	1,000	6,000
101-752.00-960.000	EDUCATION & TRAINING	4,291	6,000	5,000	5,000
101-752.00-967.000	MASTER PLAN RESEARCH	-	1,000	1,000	1,000
Totals		\$ 166,813	\$ 176,960	\$ 175,310	\$ 182,970

Staffing Levels			
	2011	2012	2013
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
Parks Superintendent	1.00	1.00	1.00
Park Bldg Maint/Grnds Keeper	0.90	0.90	0.90
Park Maint/Athletic Grnds Keeper	0.90	0.90	0.90
Seasonal Workers	3.63	3.52	4.70
Total	9.43	9.32	10.50



Recreation Programs & Park Services Comparison Chart

	2008	2009	2010	2011
Recreation Sports Leagues	Number of Teams / Players			
Adult Softball Summer League	20 / 284	18 / 262	21 / 263	23 / 326
Adult Softball Fall League	22 / 264	24 / 281	20 / 270	18 / 216
Youth Basketball	49 / 450	52 / 463	47 / 402	48 / 424
Youth Floor Hockey	20 / 212	22 / 222	22 / 205	21 / 197
Girls Fast pitch Softball	27 / 351	34 / 330	27 / 442	27 / 324
Youth Recreational Softball & Baseball	74 / 893	55 / 954	69 / 833	60 / 635
Junior Ram Softball	-	-	-	9 / 110
Junior Ram Baseball	-	-	-	16 / 195
Junior Ram Football	-	-	-	12 / 300
Youth Soccer	24 / 258	26 / 268	24 / 184	23 / 243
Youth Flag Football	25 / 232	26 / 224	35 / 214	20 / 207
Youth Volleyball	13 / 138	14 / 148	12 / 120	13 / 120
Recreation Special Events	Number of Participants			
Hershey Track & Field	725	780	700	700
Punt, Pass & Kick	114	100	80	80
Pitch, Hit & Run	93	15	80	80
Summer Softball Camp	18	27	27	23
Senior Citizens Activities	Number of Participants			
TCOA Nutritional Lunch Program	-	-	6,057	6,038
Enhanced Fitness Exercise Class	-	-	4,341	3,882
Euchre & Games	-	-	3,134	3,689
Bridge	-	-	1,170	1,832
Music Jamberee (bi.mo./average)	-	-	1,100	1,100
Quilting Club (mo./ average)	-	-	180	180
Book Discussion Group (mo./average)	-	-	144	144
Monthly Potluck Luncheon (mo./average)	-	-	48	48
HHF Ice Cream Social (yr./average)	-	-	250	250
Senior Travel Trips (average 45 per trip)	9	8	11	11
Park Maintenance				
Number of Parks	9	9	9	9
Number of Park acres maintained	120	120	120	120
Number of Holt School acres maintained	53	53	53	53
Number of Pavilion Reservations	98	100	138	151

HPS mowing cost reimbursed. Fields use for recreation programming.



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 *nine parks totaling 120 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 – 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)

Year 2013 Goals

1. Continue to maintain the high quality of the parks appearances.
2. Purchase Bobcat 5600 Utility Vehicle with accessories.
3. Various parks improvement utilizing cell tower revenue.

Resources Needed

The attached year 2013 budget requests expenditures of \$499,770. The budget reflects one full-time position, two part-time positions, approximately 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.

**PARKS**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-771.00-703.000	SALARIES	\$ 46,254	\$ 49,510	\$ 49,710	\$ 52,200
101-771.00-703.005	PART TIME HELP	70,882	74,810	74,810	76,500
101-771.00-703.010	OVERTIME	3,291	2,400	2,400	2,400
101-771.00-703.051	SEASONAL LABOR	56,523	72,300	72,300	94,700
101-771.00-715.000	SS/MEDICARE	13,165	15,230	15,240	17,290
101-771.00-716.000	HEALTH INSURANCE	16,041	16,100	15,710	16,800
101-771.00-716.010	DENTAL INSURANCE	1,665	1,750	1,680	1,770
101-771.00-717.000	LIFE INSURANCE	234	260	260	270
101-771.00-718.000	PENSION CONTRIBUTION	4,626	4,960	4,970	5,220
101-771.00-719.000	DISABILITY INSURANCE	336	380	380	400
101-771.00-724.000	WORKERS COMP INSUR	2,388	5,020	5,020	5,770
101-771.00-725.000	CLOTHING/CLEAN ALLOW	1,623	2,500	2,500	2,500
101-771.00-730.000	GASOLINE	12,808	10,000	10,000	10,500
101-771.00-748.000	TOOLS	1,570	2,500	2,500	2,500
101-771.00-775.001	EQUIPMENT & SUPPLIES	4,927	8,000	8,000	8,000
101-771.00-775.003	SAFETY EQUIP & SUPPLIES	349	500	500	500
101-771.00-818.000	CONTRACTUAL SERVICES	35,377	28,300	28,300	28,300
101-771.00-921.030	UTILITIES - WATER	9,170	5,250	5,250	5,500
101-771.00-921.035	UTILITIES - SEWER	3,167	2,100	2,100	2,100
101-771.00-921.040	UTILITIES - ELECTRIC	34,304	33,000	33,000	36,300
101-771.00-921.045	UTILITIES - GAS	1,718	3,850	3,850	4,250
101-771.00-930.000	BLDG & GRDS MAINT & REP	27,642	15,000	15,000	15,000
101-771.00-930.010	GROUND MAIN & REPAIRS	12,497	15,000	20,000	15,000
101-771.00-930.020	EQUIPMT MAIN & REPAIR	15,370	10,000	10,000	10,000
101-771.00-931.000	VEHICLE REPAIR/MAINT	4,993	5,000	5,000	5,000
101-771.00-956.000	MISCELLANEOUS	1,225	1,000	2,000	2,000
101-771.00-967.020	TWP PROP-DRAIN/TAX/SAD	2,731	-	-	-
101-771.00-970.000	CAPITAL OUTLAY	10,938	114,910	114,910	79,000
101-771.00-974.240	VALHALLA PK PAV/RESTRM	136,901	-	255,580	-
Totals		\$ 532,715	\$ 499,630	\$ 760,970	\$ 499,770



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 2013 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 2013 budget requests expenditures of \$169,410. The budget reflects one full-time position and approximately 60 contractual employees. 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.

**RECREATION**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-774.00-703.000	SALARIES	\$ 50,783	\$ 51,800	\$ 52,000	\$ 52,200
101-774.00-703.030	INDOOR SUPERVISION	-	1,905	-	-
101-774.00-704.020	OFFICIALS	27,355	30,670	-	-
101-774.00-715.000	SS/MEDICARE	5,918	6,660	3,980	3,400
101-774.00-716.000	HEALTH INSURANCE	13,240	13,090	12,780	5,800
101-774.00-716.010	DENTAL INSURANCE	1,003	1,060	1,020	1,070
101-774.00-717.000	LIFE INSURANCE	259	270	270	270
101-774.00-718.000	PENSION CONTRIBUTION	5,078	5,180	5,200	5,220
101-774.00-719.000	DISABILITY INSURANCE	386	400	400	400
101-774.00-724.000	WORKERS COMP INSUR	1,108	2,200	1,310	1,370
101-774.00-739.000	T-SHIRTS & UNIFORMS	11,508	15,000	15,000	15,000
101-774.00-739.001	AWARDS & TROPHIES	1,830	2,500	2,500	2,500
101-774.00-775.001	EQUIPMENT & SUPPLIES	10,332	15,500	15,500	15,500
101-774.00-802.001	ASA MEN'S FEES-SOFTBALL	1,205	1,200	1,200	1,320
101-774.00-802.002	ADULT SOFTBALL UMPIRES	-	-	14,400	14,400
101-774.00-806.000	SPECIAL CLASS INSTR	2,225	2,600	-	-
101-774.00-809.000	SENIOR CITIZEN TRIPS	21,421	25,000	25,000	25,000
101-774.00-812.000	RECREATION ENTRY FEES	1,184	1,300	1,300	1,300
101-774.00-818.000	CONTRACTUAL SERVICES	-	-	19,860	19,860
101-774.00-910.001	ASA FIELD INSURANCE	300	300	300	300
101-774.00-956.000	MISCELLANEOUS	3,225	7,000	7,000	500
101-774.00-956.040	SPECIAL EVENTS	2,645	2,500	2,500	4,000
Totals		\$ 161,005	\$ 186,135	\$ 181,520	\$ 169,410



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 2013 budget requests expenditures of \$413,100 and transfers out of \$1,856,900 for a total of \$2,270,000. Expenditures increased \$45,380 from the 2012 projection of \$367,720 and transfers out increased \$125,780 from the 2012 projected expenditures of \$1,731,120, a net increase of \$171,160 from the 2012 projected total of \$2,086,840.

**OTHER FUNCTIONS**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-850.00-714.000	RETIREE'S BENEFITS	\$ 201,874	\$ 195,820	\$ 195,820	\$ 190,200
101-850.00-720.000	UNEMPLOYMENT-REIMB	9,714	5,000	5,000	5,000
101-850.00-726.000	OFFICE SUPPLIES	5,460	8,000	8,000	8,000
101-850.00-801.000	LEGAL FEES	8,684	15,000	10,000	15,000
101-850.00-803.000	POSTAGE	8,895	10,000	10,000	10,000
101-850.00-818.000	CONTRACTUAL SERVICES	15,408	12,000	21,000	67,000
101-850.00-902.001	NEWSLETTER	1,979	6,600	6,600	6,600
101-850.00-910.000	INSURANCE & BONDS	54,409	57,500	51,500	51,500
101-850.00-930.020	EQUIP MAIN & REPAIR	5,981	11,000	11,000	11,000
101-850.00-941.000	OFFICE EQUIP LEASE	2,268	2,300	2,300	2,300
101-850.00-956.000	MISCELLANEOUS	5,826	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	-	-	12,000	12,000
101-850.00-967.020	TWP PROP-DRAIN/TAX/SAD	766	1,500	1,500	1,500
101-850.00-999.206	TRANS OUT TO FIRE FUND	352,349	568,620	573,960	557,100
101-850.00-999.207	TRANS OUT TO POLICE FD	1,010,319	1,128,070	1,157,160	1,299,800
Totals		\$ 1,683,932	\$ 2,054,410	\$ 2,098,840	\$ 2,270,000

Batteries: 101-850.00-726.000

Postage Meter Rental, supplies: 101-850.00-803.000

Postage Machine Maintenance/Laserfiche Maintenance: 101-850.00-930.020

Postage gets charged to: 101-000.00-123.010

Web: 101-850.00-956.000

Board Room Microphones: 101-850.00-956.000

Donuts-Employee Quarterly Meeting: 101-850.00-956.000



DEPARTMENT – Debt Service (905)

Purpose

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. This activity records the principal and interest payment due in 2013.

Resources Needed

The attached year 2013 budget requests expenditures of \$40,910.

DEBT SERVICE

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
101-905.00-991.200	PRINC - VALHALLA PARK 2	\$ 33,333	\$ 33,340	\$ 33,340	\$ 33,340
101-905.00-995.200	INTER - VALHALLA PARK 2	9,888	8,730	8,730	7,570
Totals		\$ 43,221	\$ 42,070	\$ 42,070	\$ 40,910





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 over 30 part-time and 16 full time staff.
- Provides, through contract, fire protection to the Alamedon Township community.
- Provides community outreach via other community activities.

Year 2013 Goals

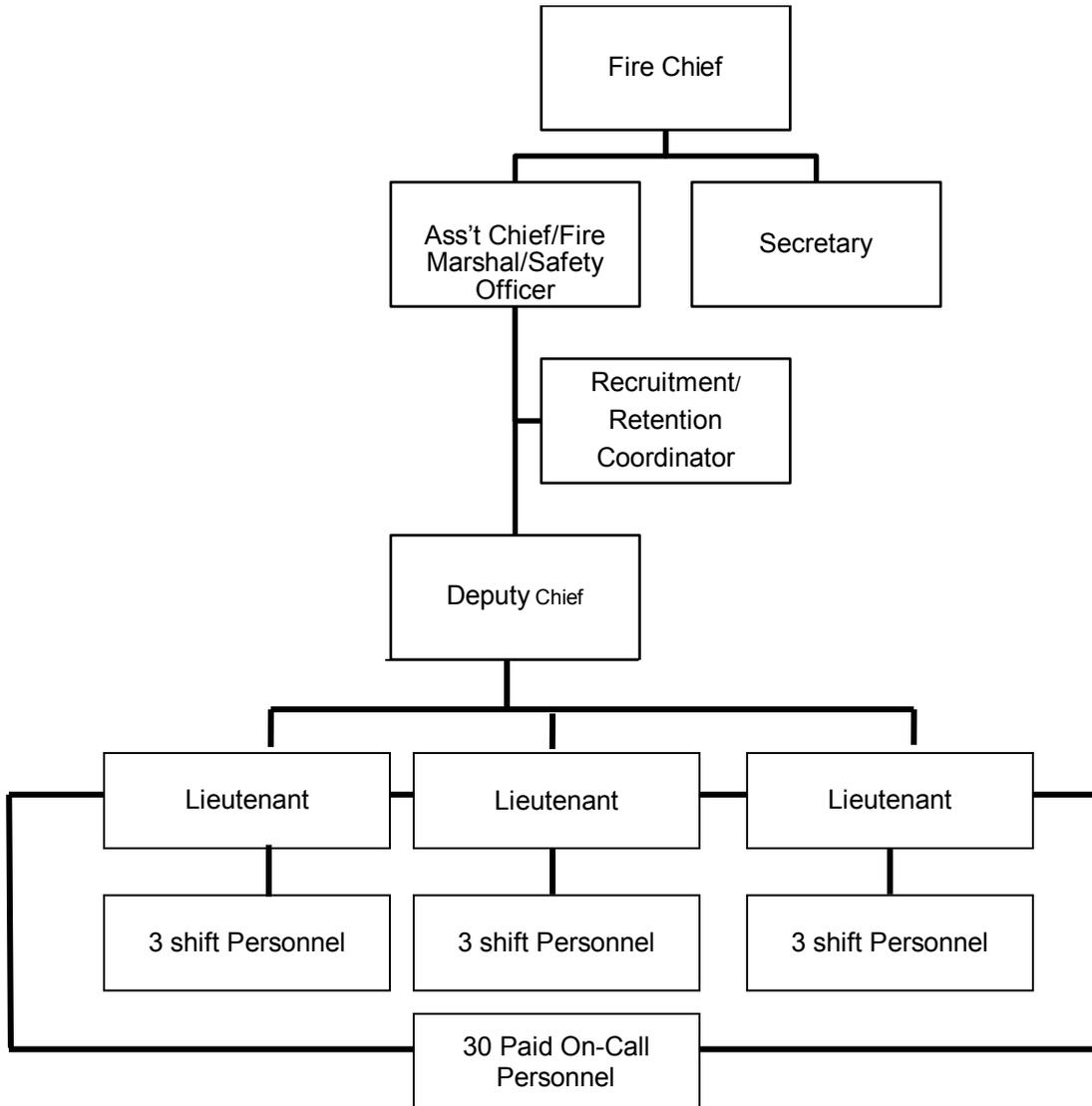
1. Deliver quality EMS and Fire services to the community via a blend of over 30 part-time, and 16 full time personnel.
2. Through SAFER Grant activities, increase total part time personnel to 35 members.
3. Evaluate ambulance fees to verify that fees are reasonable and customary with other area departments.
4. Continue to research methods to increase recruitment and retention of paid, on-call staffing.
5. Continue to cooperate with regional public safety agencies in an effort to improve service and reduce costs, including joint training through the Capital Region Training Consortium and mutual aid and explore automatic mutual aid possibilities through the new area dispatch system.
6. Continue to pursue financial resources through grant opportunities, while at the same time being fiscally responsible to the Delhi Township community.
7. Continue to increase fire department efficiency through the use of Delhi Township GIS information

Resources Needed

The attached 2013 budget requests expenditures of \$ 1,920,450, an increase of \$19,950 from 2012 projected Fire Fund expenditures. This budget reflects personnel costs of a full time chief, assistant chief, recruitment/retention officer, secretary, and 12 full time firefighter/paramedics. Part time personnel costs include 62 hours per week for part-time staffing to supplement the fire suppression forces on evenings and weekends. Fire inspection is accomplished through contractual services with the Community Development Department. This budget reflects no capital outlay expenditures for 2013.



FIRE FUND



Staffing Levels			
	2011	2012	2013
Fire Chief	1.00	1.00	1.00
Asst. Chief	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Billing Clerk	0.80	0.40	0.00
Recruitment Coordinator	0.33	1.00	1.00
Lieutenant/Shift Supervisor	3.00	3.00	3.00
Shift Personnel	9.00	9.00	9.00
5th Man	0.00	1.50	1.50
On-Call/5th Man Personnel-FTE's	3.60	2.10	3.80
Total	19.73	20.00	21.30



FIRE FUND SUMMARY (206)

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Taxes	\$ 1,126,847	\$ 1,081,550	\$ 1,075,560	\$ 1,015,650
Intergovernmental	37,384	-	65,000	150,000
Other	<u>185,162</u>	<u>178,580</u>	<u>190,980</u>	<u>197,700</u>
Total Revenues	1,349,393	1,260,130	1,331,540	1,363,350
Expenditures				
Public Safety	<u>1,701,742</u>	<u>1,828,750</u>	<u>1,900,500</u>	<u>1,920,450</u>
Total Expenditures	1,701,742	1,828,750	1,900,500	1,920,450
Other Financing Sources (Uses)				
Repayment of DDA Advance	-	-	(5,000)	-
Transfer in from General Fund	<u>352,349</u>	<u>568,620</u>	<u>573,960</u>	<u>557,100</u>
Total Other Financing Sources	352,349	568,620	568,960	557,100
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>

**FIRE FUND REVENUE**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
206-000.00-403.000	CUR REAL & PP TAX	\$ 1,093,208	\$ 1,070,000	\$ 1,062,000	\$ 1,004,150
206-000.00-404.000	IFT/CFT & SERVICE FEES	31,188	9,500	11,460	9,400
206-000.00-445.000	DELQ TAX	2,361	2,000	2,000	2,000
206-000.00-445.005	DELINQ INTER & PENALTY	91	50	100	100
206-000.00-505.000	FEDERAL GRANT	37,384	-	65,000	150,000
206-000.00-675.030	DONATIONS - FIRE DEPT	-	600	1,000	1,000
206-000.00-675.031	DONATION - 911 MEMORIAL	5,249	-	5,000	-
206-000.00-686.000	TRAINING REIMB FRM FETA	170,980	177,980	177,980	189,700
206-000.00-687.000	REFUNDS/REBATE/REIMB	8,934	-	7,000	7,000
206-000.00-699.150	TRANSF IN FROM GEN FD	352,349	568,620	573,960	557,100
Totals		\$ 1,701,744	\$ 1,828,750	\$ 1,905,500	\$ 1,920,450



FIRE FUND REVENUES

Property tax **403.000**

Property tax is calculated by multiplying the Township's taxable value by a special millage of 1.5. The calculated amount of \$1,039,148 has been reduced by \$35,000 to account for possible delinquent taxes and tax adjustments, resulting in a budgeted amount of \$1,004,150.

Industrial Facilities Tax and Service Fees **404.000**

The parcels that qualify for the Industrial Facilities Tax receive a 50% reduction in taxes (0.75 mills instead of 1.5 mills). The taxable value for those properties is 9,882,200. The Fire Fund also receives a portion of fees paid in lieu of taxes. 2013 revenue is budgeted at \$9,400.

Reimbursement from FETA **699.045**

Various employees in the Fire Department undergo training throughout the year. The training costs associated with these employees and a percentage of office supplies and gasoline are allowable charges in the Fire Equipment and Training Fund but have been initially charged to the Fire Millage Fund. The training related costs are calculated and transferred from the FETA fund to the Fire Fund.

**FIRE DEPARTMENT**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
206-336.00-703.000	SALARIES	\$ 753,077	\$ 792,900	\$ 750,600	\$ 781,950
206-336.00-703.005	PART TIME HELP	27,316	70,990	55,650	42,450
206-336.00-703.007	LONGEVITY	1,350	1,350	1,350	1,350
206-336.00-703.010	OVERTIME	127,467	157,190	153,520	153,520
206-336.00-703.011	HOLIDAY PAY	18,900	21,600	21,600	21,600
206-336.00-703.019	SALARIES-SAFER GRANT	14,161	-	47,350	50,150
206-336.00-705.000	BD OF APPEALS-PER DIEM	-	500	500	0
206-336.00-709.000	VOLUN FIREMEN SALARIES	133,737	125,320	120,600	120,600
206-336.00-709.019	VOLUN FF-SAFER GRANT	2,675	-	46,620	46,620
206-336.00-714.000	RETIREE'S BENEFITS	56,923	56,030	56,030	55,400
206-336.00-715.000	SS/MEDICARE	82,467	90,750	93,350	94,900
206-336.00-716.000	HEALTH INSURANCE	160,103	169,300	149,800	159,240
206-336.00-716.010	DENTAL INSURANCE	16,927	18,500	14,860	15,400
206-336.00-716.019	HEALTH INS-SAFER GRANT	4,401	-	11,740	15,650
206-336.00-716.119	DENTAL INS-SAFER GRANT	334	-	1,020	1,750
206-336.00-717.000	LIFE INSURANCE	2,927	4,050	3,810	3,970
206-336.00-717.019	LIFE INSUR-SAFER GRANT	57	-	250	260
206-336.00-718.000	PENSION CONTRIBUTION	75,199	79,290	74,600	77,730
206-336.00-718.019	PENSION-SAFER GRANT	1,416	-	4,740	5,020
206-336.00-719.000	DISABILITY INSURANCE	5,460	6,050	7,710	7,870
206-336.00-719.019	DISABILITY-SAFER GRANT	100	-	360	390
206-336.00-720.000	UNEMPLOYMENT-REIMB	1,109	800	800	800
206-336.00-724.000	WORKERS COMP INSUR	21,397	38,250	23,070	25,830
206-336.00-724.019	WORK COMP-SAFER GRANT	271	-	1,020	1,230
206-336.00-725.000	CLOTHING/CLEAN ALLOW	3,942	5,700	6,200	6,200
206-336.00-726.000	OFFICE SUPPLIES	2,885	2,700	2,700	2,700
206-336.00-730.000	GASOLINE	24,362	22,000	24,000	25,200
206-336.00-734.000	UNIFORMS	8,227	6,000	6,000	6,000
206-336.00-760.000	MEDICAL SUPPLIES	18,536	22,500	22,500	22,500
206-336.00-801.000	LEGAL FEES	248	1,000	30,000	10,000
206-336.00-802.000	MEMBERSHIPS,DUES,SUBS	3,563	4,250	4,250	4,250
206-336.00-804.000	PHYSICALS	10,553	10,500	10,500	10,500
206-336.00-807.000	AUDIT FEES	1,286	1,400	1,400	1,500
206-336.00-818.000	CONTRACTUAL SERVICES	23,540	27,500	32,000	32,000
206-336.00-853.000	TELEPHONE/COMM	3,988	4,000	5,800	5,800
206-336.00-910.000	INSURANCE & BONDS	58,405	61,330	55,150	57,280
206-336.00-921.030	UTILITIES - WATER	367	320	400	420
206-336.00-921.035	UTILITIES - SEWER	394	320	400	400
206-336.00-921.040	UTILITIES - ELECTRIC	1,258	1,250	1,250	1,370
206-336.00-921.045	UTILITIES - GAS	1,909	3,110	1,500	1,650
206-336.00-930.000	BLDG & GRDS MAINT & REP	1,797	3,500	10,000	7,500
206-336.00-956.000	MISCELLANEOUS	5,912	7,000	11,000	7,000
206-336.00-960.000	EDUCATION & TRAINING	3,348	6,500	7,500	7,500
206-336.00-960.001	FIRE PREVENTION	2,948	5,000	5,000	5,000
206-336.00-960.019	ED & TRAIN-SAFER GRANT	5,000	-	22,000	22,000
206-336.00-970.000	CAPITAL OUTLAY	11,500	-	-	-
Totals		\$ 1,701,742	\$ 1,828,750	\$ 1,900,500	\$ 1,920,450



Fire Department Performance Indicators 206 – Fire Fund

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
1. Personnel						
A. Paid, on-call Personnel on 12/31	33	25	33	26	24	29
B. Number of Paid, on-call Applicants	n/a	n/a	n/a	n/a	n/a	30
C. Number of Paid, on-call Personnel Hired	9	5	14	9	6	11
D. Number of Paid, on-call Personnel Leaving	15	18	7	16	7	4
E. Shift Supervisors	3	3	3	3	3	3
F. Full time fire personnel	14	14	14	14	14	15
G. Part time inspection personnel - (manhours)	640	640	575	218*	365.5	261
2. Inspections						
A. Commercial Inspections Completed	1138	836	1004	378	1129	826
3.. Number of Incidents						
A. Structure Fires	33	48	39	35	36	33
C. Vehicle Fires	13	20	21	25	12	11
D. Auto Accidents	87	100	100	80	80	99
E. False Alarms	108	99	133	120	119	139
F. Total Ambulance / EMS Calls	1632	1644	1775	1750	1868	2026
F. Total Incidents	433	478	512	480	456	451
H. Total Call Volume	2065	2122	2287	2230	2324	2477
4. Burning Permits						
A. Delhi Township Permits	415	288	269	281	275	199
B. Recreational Permits in effect	906	956	1019	1025	1035	1051
C. Total Active Permits	2171	2069	1288	1306	1310	1250
5. Service Delivery						
A. Average personnel on scene of structure fires	13	17	12	11	13	16
B. Mutual Aid Received	38	66	72	55	60	57
C. Mutual Aid Granted	141	141	137	83	76	112
6. Call Frequency						
A. Overlapping Calls during the year	427	481	521	473	411	546
B. Percentage of calls that overlapped	20.60%	23.70%	22.70%	21.70%	17.70%	22%
C. Days with 10 calls or more	22	30	31	31	37	50
7. Financial Returns - Fire and EMS						
A. Billable Collection Rate Percentage - EMS	68.60%	54.40%	61.20%	60%	57.10%	57.41%
B. Billable Collection Rate Percentage - Fire	n/a	34.20%	77.50%	64.20%	68.90%	85.23%



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 2013 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 2013 budget requests expenditures of \$2,366,450, an increase of \$51,050 from 2012 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. Since revenues are insufficient to cover costs, a transfer of \$1,299,800 from the General Fund is necessary.

**POLICE FUND SUMMARY (207)**

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Taxes	\$ 1,126,847	\$ 1,081,550	\$ 1,075,560	\$ 1,015,650
Charges for Services	22,635	54,780	31,680	-
Other	49,361	51,000	51,000	51,000
Total Revenues	1,198,843	1,187,330	1,158,240	1,066,650
Expenditures				
Public Safety	2,209,162	2,315,400	2,315,400	2,366,450
Total Expenditures	2,209,162	2,315,400	2,315,400	2,366,450
Other Financing Sources				
Transfer-in from General Fund	1,010,319	1,128,070	1,157,160	1,299,800
Total Other Financing Sources	1,010,319	1,128,070	1,157,160	1,299,800
Revenues over (under) expenditures	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

**POLICE REVENUES**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
207-000.00-403.000	CUR REAL & PERS PROP TAX	\$ 1,093,208	\$ 1,070,000	\$ 1,062,000	\$ 1,004,150
207-000.00-404.000	IFT/CFT & SERVICE FEES	31,188	9,500	11,460	9,400
207-000.00-445.000	DELQ TAX	2,360	2,000	2,000	2,000
207-000.00-445.005	DELQ INTER & PENALTY	91	50	100	100
207-000.00-629.000	CONTR SERVICES REV	22,635	54,780	31,680	-
207-000.00-655.000	MOTOR VEHICLE ORD FINES	49,361	51,000	51,000	51,000
207-000.00-699.150	TRANS IN FROM GEN FUND	1,010,319	1,128,070	1,157,160	1,299,800
Totals		\$ 2,209,162	\$ 2,315,400	\$ 2,315,400	\$ 2,366,450

POLICE EXPENDITURES

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
207-301.00-801.000	LEGAL FEES	\$ 19,575	\$ 30,000	\$ 30,000	\$ 30,000
207-301.00-818.000	CONTRACTUAL SERVICES	2,189,587	2,285,400	2,285,400	2,336,450
Totals		\$ 2,209,162	\$ 2,315,400	\$ 2,315,400	\$ 2,366,450



POLICE DEPARTMENT INDICATORS	2008	2009	2010	2011
Total Complaints	6,880	6,917	6,273	6,084
Written Complaints	4,621	4,667	4,125	4,044
Blotter (Service) Complaints	2,259	2,250	2,148	2,040
Total Arrests	1,055	1,556	1,204	1,125
Felony Arrests	148	177	147	124
O.W.I. Arrests	116	159	69	83
Misdemeanor Arrests	684	1,106	879	839
Civil Arrests	107	114	109	79
Total Number of Accident Reports	842	669	584	709
Property Damage Accidents	583	472	429	388
Personal Injury Accidents	109	91	69	95
Hit & Run Accidents	24	11	8	2
Fatal Accidents	1	0	1	1
Car/Deer Accidents	125	95	77	102
Vehicle Stops	8,041	8,754	5,869	5,867
Total Number of Citations Issued	2,334	2,473	2,308	2,220
Appearance Citations	345	481	341	322
Moving Violations	969	909	823	807
Non-Moving Violations	845	885	941	953
Seat Belt Violations	165	176	178	131
Child Restraint Violations	10	22	25	7
Number of Registered Neighborhood Watch Groups	22	26		30
Number of Watch Meetings Attended	68	62		40
School Contacts	132	211	86	248
Business Contacts				
Number of Business Contacts	495	456	465	512
Number of Presentations to Businesses	31	21	16	9
Number of Warrant Requests for Business Comp.	37	65	54	40
Number of Warrants Issued for Business Comp.	34	52	41	30
Property Checks	3,552	4,528	3,085	2,866
Number of Miles Driven	150,075	146,832	115,671	113,913
Average Response Time in Minutes	9:00	9:30	9:30	9:28
Number of Hours in Training	2,903	1,612	1,022	2,535



FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND (211)

Purpose

This fund is required to account for the revenues of a special millage levy to defray, in whole or part, the cost of acquiring equipment and apparatus and cover training expenses for the Fire Department. The last millage levy is December 2014, after which a millage renewal would have to be requested. This Fund is administered by the Delhi Township Fire Chief.

Activities of this Department

In Delhi Township, the Fire Department will:

- Provide quick, immediate action to reduce or eliminate either real or perceived emergencies.
- Provide education, prevention and service to the community when requested.
- Keep up-to-date on the latest technology associated with providing service to the community.
- Provide on-going funding for fire equipment and training via a 6 year millage.
- Provide effective and efficient training to all fire department personnel

Year 2013 Goals

1. Delivery of EMS and Fire services to the community via a blend of 16 full time and over 30 paid, on-call personnel.
2. Maintain all equipment in a state of readiness
3. Maintain fiscal responsibility and continue to pursue grant money to offset expenses in the fire department
4. Continue to monitor apparatus and examine methods by which to most effectively provide for apparatus replacement or upgrade

Resources Needed

The attached 2013 budget requests expenditures of \$429,110, an increase of \$60,520 from the 2012 projected expenditures.

**FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND SUMMARY**

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Taxes	\$ 375,939	\$ 360,830	\$ 358,570	\$ 336,850
Intergovernmental	71,547	-	-	-
Interest	312	300	250	250
Other	-	-	-	-
Total Revenues	447,798	361,130	358,820	337,100
Expenditures				
Public Safety	265,747	289,790	298,590	309,110
Capital Outlay	131,341	70,000	70,000	120,000
Total Expenditures	397,088	359,790	368,590	429,110
Other Financing Sources (Uses)				
Sale of Fixed Assets	-	7,500	-	2,000
Transfers Out	-	-	-	-
Total Other Financing Sources	-	7,500	-	2,000
Revenues over (under) expenditures	50,710	8,840	(9,770)	(90,010)
Fund Balance, Beginning	230,691	281,401	281,401	268,815
Prior Year's Adjustment-RSDC MTT			(2,816)	
Fund Balance, Ending	\$ 281,401	\$ 290,241	\$ 268,815	\$ 178,805

**FIRE EQUIPMENT, TRAINING, AND APPARATUS FUND REVENUE**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
211-000.00-403.000	CUR REAL & PP TAX	\$ 364,391	\$ 357,000	\$ 354,000	\$ 333,000
211-000.00-404.000	IFT/CFT & SERVICE FEES	10,396	3,200	3,820	3,100
211-000.00-445.000	DELQ TAX	1,057	600	700	700
211-000.00-445.005	DELQ INTER & PENALTY	95	30	50	50
211-000.00-505.000	FEDERAL GRANT	71,547	-	-	-
211-000.00-664.000	INTEREST	312	300	250	250
211-000.00-673.000	SALE OF FIXED ASSETS	-	7,500	-	2,000
Totals		\$ 447,798	\$ 368,630	\$ 358,820	\$ 339,100

EQUIPMENT & APPARATUS

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
211-339.00-734.001	FIRE TURNOUT GEAR MAINT	\$ 7,196	\$ 7,000	\$ 7,000	\$ 7,000
211-339.00-734.002	FIREFIGHT TURNOUT GEAR	1,685	3,200	12,000	10,500
211-339.00-755.000	FIRE FIGHTING EQUIP/SUPP	14,786	11,000	11,000	11,000
211-339.00-802.000	MEMBERSHIPS,DUES,SUBS	1,015	-	-	-
211-339.00-851.000	RADIO REPAIR & MAINT	7,424	14,560	14,560	14,560
211-339.00-930.020	EQUIP MAIN & REPAIR	5,871	13,000	13,000	13,000
211-339.00-931.000	VEHICLE REPAIR/MAINT	37,622	29,850	29,850	29,850
211-339.00-955.000	TRAINING REIM TO FIRE FD	170,980	177,680	177,680	189,700
211-339.00-956.000	MISCELLANEOUS	1,571	5,000	5,000	5,000
211-339.00-960.000	EDUCATION & TRAINING	14,867	25,500	25,500	25,500
211-339.00-960.015	ED & TRAIN-SAFETY PGM.	2,730	3,000	3,000	3,000
211-339.00-970.000	CAPITAL OUTLAY	131,341	30,000	30,000	20,000
211-339.00-981.020	VEHICLES - AMBULANCE	-	-	-	100,000
211-339.00-981.030	VEHICLES-UTILITY/PICKUPS	-	40,000	40,000	-
Totals		\$ 397,088	\$ 359,790	\$ 368,590	\$ 429,110



**Fire Equipment, Training, and Apparatus Fund 211
Performance Indicators**

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
1. Call Volume						
EMS Calls for year	1632	1644	1775	1790	1885	2026
Incident Calls for year	433	478	512	392	439	451
Total Calls for year	2065	2122	2287	2182	2324	2477
2. Training						
Total Training Man hours Recorded	6931	8557	7812	8135	6914	5789
EMS Training Hours	2085	3908	5714	5230	3410	1381
Fire Training Hours	4846	4649	2098	2905	3504	2706
3. Apparatus						
A. Number of Pumping Apparatus	5	3	3	3	3	3
B. Number of Ambulances	3	3	3	3	3	3
C. Grass / Brush Units	2	2	1	1	1	1
D. Number of Staff Cars	4	4	4	4	4	4
E. Total Vehicles	14	13	13	13	13	13
4. Apparatus Use on Calls- (in hours)						
2010 Ford Ambulance	n/a	n/a	n/a	n/a	176	713
2008 Ford Ambulance	n/a	n/a	55	385	339	443
2003 Ford Ambulance	325	489	824	509	663	n/a
2006 Ford Ambulance	236	363	456	555	401	506
2002 Tahoe	46.1	88.6	102	87	104	130
2004 Durango Command	74.7	102	70	71	50	24
2004 Durango A/C	58.5	67.9	68	58	63	38
2006 Expedition	27.3	61.1	56	42	42	43
1995 Ford Pickup – Special Rescue	28.5	33.8	41	20	7	3
2000 Ford Pickup - Brush	23.6	38.4	19	7	22	22
1993 Pierce Engine	60.3	103	111	41	93	65
2008 Pierce Pumper/Rescue	n/a	n/a	18	96	98	106
1998 SVI Rescue	58.8	45.5	21	n/a	n/a	n/a
1997 Freightliner Tanker	28.4	60.1	29	40	48	26
2003 Ladder Truck/Engine	110	99.2	81	56	35	42
5. Replacement of Apparatus/Vehicles						
Ambulances replaced during this year	1	-	1	-	1	-
Pumping Apparatus replaced/updated this year	-	-	1	1	-	-
Staff Cars replaced during this year	1	-	-	-	-	-



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 2013 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 2013 budget shows expenditures of \$81,850 decreasing fund balance by \$60,280 to \$303,227. The largest expenditure, \$76,800 of the total \$81,850, is for principal and interest payment on the Waverly/Holt Road water main extension to the Holt Public Schools.

**WATER IMPROVEMENT FUND SUMMARY**

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Charges for Services	\$ 28,161	\$ 17,500	\$ 12,500	\$ 12,500
Interest	1,172	500	800	700
Other	<u>15,308</u>	<u>14,200</u>	<u>14,200</u>	<u>8,370</u>
Total Revenues	44,641	32,200	27,500	21,570
Expenditures				
Other	5,569	5,050	5,050	5,050
Debt Service	<u>112,415</u>	<u>76,580</u>	<u>76,580</u>	<u>76,800</u>
Total Expenditures	117,984	81,630	81,630	81,850
Other Financing Sources (uses)				
Bond Proceeds	721,777	-	-	-
Payment to Escrow	<u>(687,644)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	34,133	-	-	-
Revenues over (under) expenditures	(39,210)	(49,430)	(54,130)	(60,280)
Fund Balance, Beginning	<u>456,847</u>	<u>417,637</u>	<u>417,637</u>	<u>363,507</u>
Fund Balance, Ending	<u>\$ 417,637</u>	<u>\$ 368,207</u>	<u>\$ 363,507</u>	<u>\$ 303,227</u>

**WATER IMPROVEMENT REVENUE**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
225-000.00-608.000	WATER IMPR REVENUE	\$ 27,800	\$ 17,500	\$ 12,500	\$ 12,500
225-000.00-608.005	WATER IMPR PAYBK REV	361	-	-	-
225-000.00-664.000	INTEREST	1,172	500	800	700
225-000.00-672.020	SPECIAL ASSM PMT-PRINC	12,165	12,100	12,100	7,000
225-000.00-672.021	SPECIAL ASSM PMT-INTER	3,143	2,100	2,100	1,370
225-000.00-698.020	BOND PROCEEDS	721,777	-	-	-
Totals		\$ 766,418	\$ 32,200	\$ 27,500	\$ 21,570

ADMINISTRATION AND CONSTRUCTION EXPENDITURES

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
225-536.00-801.000	LEGAL FEES	\$ 33	\$ 1,500	\$ 1,500	\$ 1,500
225-536.00-802.000	MEMBERSHIPS,DUES,SUBS	2,779	2,350	2,350	2,350
225-536.00-956.000	MISCELLANEOUS	2,756	1,200	1,200	1,200
Totals		\$ 5,568	\$ 5,050	\$ 5,050	\$ 5,050

WATER IMPROVEMENT DEBT SERVICE EXPENDITURES

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
225-905.00-956.000	MISCELLANEOUS	\$ 62	\$ -	\$ -	\$ -
225-905.00-991.000	PRINCIPAL	56,610	58,280	58,280	59,150
225-905.00-991.120	REF DEBT PYMT TO ESCROW	687,645	-	-	-
225-905.00-992.000	BONDING EXPENSE	7,874	-	-	-
225-905.00-993.000	BOND DISCOUNT	9,751	-	-	-
225-905.00-995.000	INTEREST	37,943	17,800	17,800	17,150
225-905.00-999.000	PAYING AGENT FEES	175	500	500	500
Totals		\$ 800,060	\$ 76,580	\$ 76,580	\$ 76,800

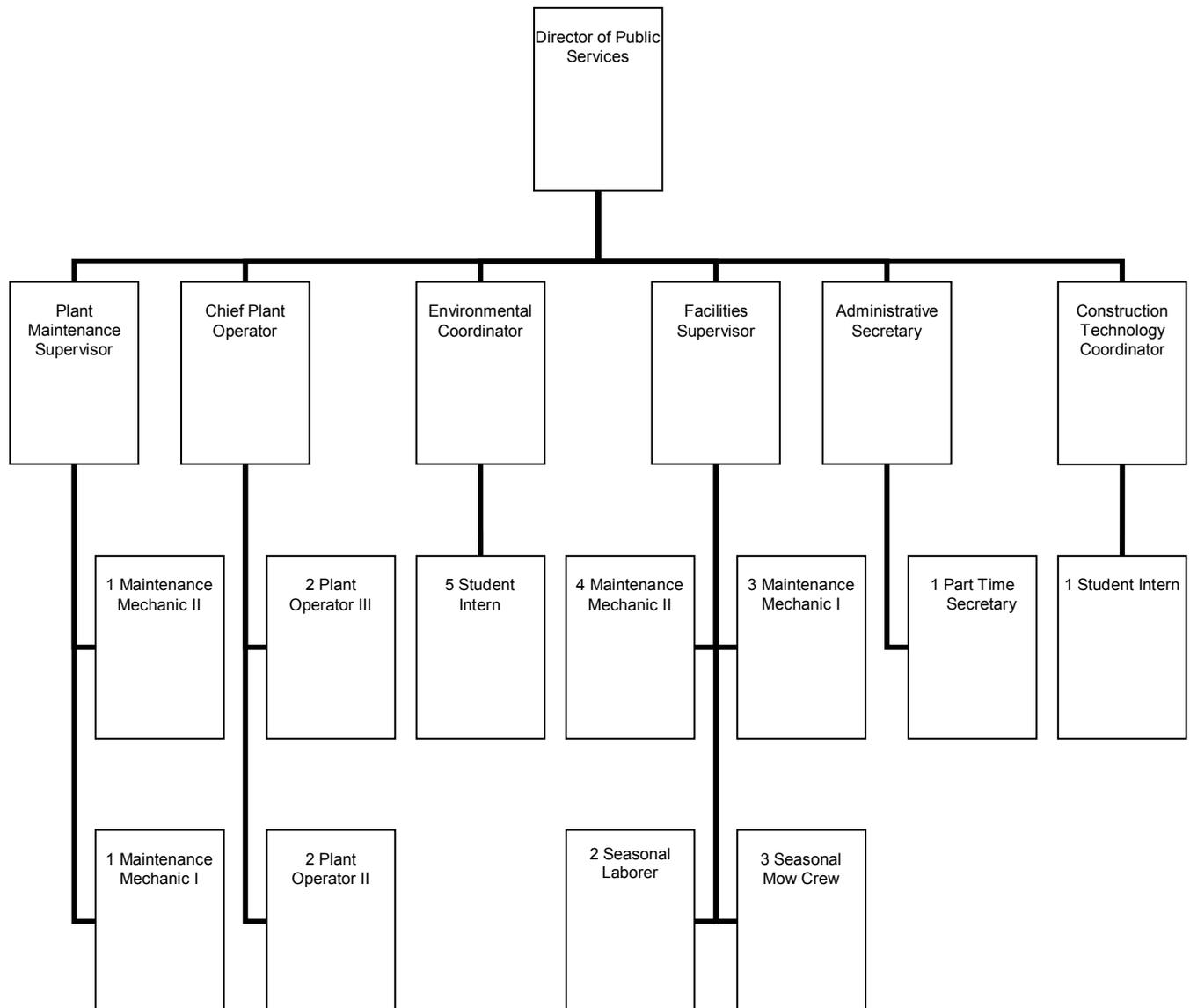


SEWER FUND (590)

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. Additionally, township facilities (i.e. the Community Services Center, cemeteries) are maintained by employees who work in this fund. Sewer Fund activities are financed by sewer user charges.

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

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





SEWER FUND SUMMARY

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Intergovernmental	\$ 7,238	\$ -	\$ -	\$ -
Licenses and Permits	143,221	71,500	57,500	57,500
Charges for Services	4,963,327	5,398,640	5,319,130	5,320,310
Interest	36,819	35,200	22,200	22,000
Other	46,613	17,590	141,330	41,970
Total Revenues	5,197,218	5,522,930	5,540,160	5,441,780
Operating Expenditures				
Public Works				
Administration	655,909	664,620	663,600	652,450
Public Services	2,600,226	2,729,460	2,848,370	2,894,260
Depreciation/Amortization	2,369,865	-	-	-
Total Operating Expenditures	5,626,000	3,394,080	3,511,970	3,546,710
Revenues less Operating Expenditures	(428,782)	2,128,850	2,028,190	1,895,070
Nonoperating Expenditures				
General Obligation Debt*	397,015	1,452,500	1,452,500	651,700
Revenue Bonds*	136,148	761,500	703,700	1,115,900
S/A Bonds*	1,864	-	-	-
Capital Outlay**	-	5,162,000	5,332,350	363,000
Total Nonoperating Expenditures	535,027	7,376,000	7,488,550	2,130,600
Other Financing Sources				
Sale of Fixed Assets	8,436	13,500	12,600	27,000
Total Other Financing Sources	8,436	13,500	12,600	27,000
Revenues Over (Under) Expenditures	(955,373)	(5,233,650)	(5,447,760)	(208,530)
Capital Contributions	31,475	-	-	-
Beginning Fund Balance	36,490,953	35,567,055	35,567,055	30,119,295
Ending Fund Balance	\$ 35,567,055	\$ 30,333,405	\$ 30,119,295	\$ 29,910,765

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

* 2011 Actual Debt reflects interest, amortization, and paying agent fees only. Principal payments have been reclassified against the liability

** 2011 Actual Capital Outlay reflects the number after capital outlay has been reclassified from expense to asset.

**SEWER FUND REVENUES**

Sewer Usage Charges	607.000
\$4.25 is charged per 100 cubic feet (ccf) of usage. Expected usage of 800,203 ccf's will generate \$3,400,860 plus \$110,000 in penalties,	
Basic Service Charge	609.000
\$13.00 per month is charged for each residential equivalent (RE). Estimated revenue of \$1,761,860 based on expected monthly RE's of 11,294.	
Industrial Pretreatment Charge	610.000
All non-residential, business users are charged a monthly industrial pretreatment fee. Nine users pay \$98.51 per month because they have industrial discharges. The remaining businesses pay \$6.68 per month. Estimated revenue is \$47,590.	
Sewer Permit Fees	626.000
The fee for connecting to the sewer system is \$2,750 per RE plus a \$100 inspection fee. Repair permit fees are \$25 each. Twenty connections are expected in 2013 making estimated revenues, including \$500 in repairs, \$57,500.	
Interest on Deposit and Investment	664.000
The estimate of \$9,000 for 2013 is based on current interest being earned.	
Rental of Farmland	670.000
The Township rents 96.5 acres at \$115 per acre for \$11,100 for the year.	
Sale of Fixed Assets	673.000
\$27,000 of revenue is expected from the sale of used vehicles.	
Refunds, Rebates, and Reimbursements	687.000
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 \$22,980.	
Miscellaneous Revenue	694.000
Charges for sewer violations, drain layer license fees, equipment allocation from the General Fund and DDA, and donations for the annual open house make up most of this fund's miscellaneous revenue, which is estimated at \$18,990.	



SEWER FUND REVENUES

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
590-000.00-570.000	STATE GRANTS-MISC	\$ 7,237	\$ -	\$ -	\$ -
590-000.00-607.000	SEWER USER CHARGES	3,152,167	3,582,180	3,510,860	3,510,860
590-000.00-609.000	BASIC SERVICE CHARGE	1,763,724	1,770,130	1,761,860	1,761,860
590-000.00-610.000	INDUSTRIAL PRETREATMT	47,435	46,330	46,410	47,590
590-000.00-626.000	SEWER PERMITS/FEES	143,221	71,500	57,500	57,500
590-000.00-664.000	INTEREST	24,339	23,450	9,000	9,000
590-000.00-664.073	DELL-WILBY SEWER INTER	362	-	-	-
590-000.00-664.080	OTHER SPEC ASSM INTER	2,469	2,100	2,100	1,900
590-000.00-670.000	RENTAL OF FARMLAND	9,650	9,650	11,100	11,100
590-000.00-673.000	SALE OF FIXED ASSETS	8,436	13,500	12,600	27,000
590-000.00-674.000	CAPITAL CONTRIBUTIONS	31,475	-	-	-
590-000.00-687.000	REFUNDS/REBATE/REIMB	6,794	5,000	124,550	22,980
590-000.00-694.000	MISC REVENUE	34,813	12,590	16,780	18,990
590-000.00-699.001	TRANSFER IN	5,007	-	-	-
Totals		\$ 5,237,129	\$ 5,536,430	\$ 5,552,760	\$ 5,468,780

Staffing Levels			
	2011	2012	2013
Director of Public Services	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00
Plant Maint. Supervisor	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00
Environmental Coord	1.00	1.00	1.00
Construction Tech Coordinator	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Secretary	0.80	0.80	0.80
Maint. Mechanic II	5.00	5.00	5.00
Maint. Mechanic I	4.00	4.00	4.00
Plant Operator III	2.00	2.00	2.00
Plant Operator II	2.00	2.00	2.00
Seasonal Maint. Laborer	0.80	0.80	0.80
Seasonal Mow Crew	1.00	1.00	1.00
Student Interns	2.50	2.50	2.50
T otal	25.10	25.10	25.10



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 2013 budget requests expenditures of \$652,450, a decrease of \$12,170 from 2012 operating budget of \$664,620.

**ADMINISTRATION & OVERHEAD**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
590-548.00-705.000	BD OF APPEALS-PER DIEM	\$ -	\$ 600	\$ 600	\$ 600
590-548.00-714.000	RETIREE'S BENEFITS	135,075	131,140	131,140	130,820
590-548.00-720.000	UNEMPLOYMENT-REIMB	1,808	-	2,000	0
590-548.00-726.000	OFFICE SUPPLIES	2,049	1,500	1,500	1,500
590-548.00-801.000	LEGAL FEES	6,502	10,000	10,000	10,000
590-548.00-803.000	POSTAGE	29,078	33,960	33,960	33,960
590-548.00-807.000	AUDIT FEES	8,265	9,220	8,400	8,570
590-548.00-818.000	CONTRACTUAL SERVICES	11,994	10,650	19,650	10,650
590-548.00-902.000	PUBLISH/LEGAL NOTICES	-	1,000	1,000	1,000
590-548.00-910.000	INSURANCE & BONDS	73,172	80,100	68,900	68,900
590-548.00-956.000	MISCELLANEOUS	2,500	1,000	1,000	1,000
590-548.00-960.000	EDUCATION & TRAINING	1,016	1,000	1,000	1,000
590-548.00-999.040	GENERAL FD COST ALLOC	384,450	384,450	384,450	384,450
Totals		\$ 655,909	\$ 664,620	\$ 663,600	\$ 652,450



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 to the Township uninterrupted sanitary sewer service to their homes and businesses.

Activities of this Department

Operate and maintain the POTW 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 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 2013 Goals

- A.** Replace two (2) department vehicles per township vehicle rotation plan
 - a.** 2003 Chevrolet E250 Cargo Van
 - b.** 2003 Ford Expedition
- B.** Rotate two (2) department vehicles per township vehicle rotation plan
 - a.** 2008 GMC Canyon (Assessing)
 - b.** 2008 GMC Canyon (Assessing)
- C.** Continue POTW outbuilding roof replacement/repairs
- D.** Maintain zero National Pollutant Discharge Elimination System Permit violations
- E.** Provide required continuing education and technical training for staff
- F.** Continue to promote a safe work environment through monthly safety meetings
- G.** Continue centralizing data access through GIS
- H.** Identify and eliminate infiltration and inflow from township manholes and collector sewers
- I.** Continue community outreach programs, including partnering with Holt Public Schools

Resources Needed

The attached year 2013 budget requests expenditures of \$2,982,260, an increase of 2.4% from the 2012 operating budget. This budget reflects twenty full-time positions and twelve part-time/seasonal employees.



DEPT OF PUBLIC SERVICE

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
590-558.00-703.000	SALARIES	\$ 795,394	\$ 797,150	\$ 797,150	\$ 782,920
590-558.00-703.005	PART TIME HELP	84,399	90,850	87,540	95,510
590-558.00-703.010	OVERTIME	66,503	80,750	80,750	80,520
590-558.00-715.000	SS/MEDICARE	68,921	75,400	75,400	74,730
590-558.00-716.000	HEALTH INSURANCE	178,367	172,990	173,770	201,560
590-558.00-716.010	DENTAL INSURANCE	19,728	21,050	21,050	23,260
590-558.00-717.000	LIFE INSURANCE	3,855	3,880	4,070	3,990
590-558.00-718.000	PENSION CONTRIBUTION	78,471	80,710	80,710	79,280
590-558.00-719.000	DISABILITY INSURANCE	5,685	5,790	6,060	5,950
590-558.00-724.000	WORKERS COMP	10,194	18,300	18,300	18,980
590-558.00-726.000	OFFICE SUPPLIES	5,205	5,500	5,500	5,500
590-558.00-728.000	CERTIFICATION	900	1,100	1,100	1,200
590-558.00-730.000	GASOLINE	42,406	32,680	39,220	42,390
590-558.00-732.000	FUEL OIL	4,471	6,000	6,000	6,000
590-558.00-734.000	UNIFORMS	11,550	15,900	15,900	15,700
590-558.00-740.010	COMPUTER EXPENSES	24,342	31,000	31,000	31,000
590-558.00-741.000	OTHER OPERATING EXP	6,334	14,600	14,600	14,600
590-558.00-742.000	LABORATORY SUPPLIES	25,144	28,700	32,000	32,000
590-558.00-743.000	TREATMENT CHEMICALS	161,261	215,000	197,000	200,000
590-558.00-745.000	OFF-SITE LAB TESTING	22,668	32,500	32,500	32,500
590-558.00-775.003	SAFETY EQUIP & SUPPLIES	11,950	18,500	18,500	18,500
590-558.00-805.000	ENGINEERING SERVICES	14,904	40,000	40,000	20,000
590-558.00-818.000	CONTRACTUAL SERVICES	7,267	4,240	4,240	4,240
590-558.00-818.015	CONTR SERV-SAFETY PGM	-	2,000	2,000	2,000
590-558.00-818.220	SLUDGE HAULING	92,021	62,000	122,000	122,000
590-558.00-818.225	SOLID WASTE DISPOSAL	13,459	10,100	17,940	33,050
590-558.00-853.000	TELEPHONE/COMM	13,913	14,310	39,310	25,460
590-558.00-921.030	UTILITIES - WATER	30,452	31,500	32,110	33,720
590-558.00-921.035	UTILITIES - SEWER	2,693	2,630	4,300	2,970
590-558.00-921.040	UTILITIES - ELECTRIC	242,422	274,600	269,440	282,910
590-558.00-921.045	UTILITIES - GAS	58,986	71,380	64,880	71,370
590-558.00-928.000	REGULATORY FEES	15,926	13,760	16,260	16,260
590-558.00-930.000	BUILDING MAINT & REPAIRS	31,854	22,300	22,300	22,300
590-558.00-930.015	REPAIRS & MAINT - L.S.	49,636	30,000	34,000	34,000
590-558.00-930.016	REPAIRS & MAINT - C.S.	47,366	70,000	70,000	70,000
590-558.00-930.020	EQUIPMT MAIN & REPAIR	86,415	61,500	85,500	94,050
590-558.00-930.040	BLDG MAIN & REPR-CONTR	92,622	94,880	94,880	120,950
590-558.00-930.050	EQUIP MAIN/REPR-CONTR	93,424	70,710	85,460	90,690
590-558.00-931.000	VEHICLE REPAIR/MAINT	11,292	9,300	11,300	11,300
590-558.00-956.000	MISCELLANEOUS	6,273	5,700	5,700	5,700
590-558.00-956.005	COMM OUTREACH PRGRMS	13,849	13,900	12,510	13,900
590-558.00-960.000	EDUCATION & TRAINING	14,990	26,000	25,820	26,000
590-558.00-967.020	TWP PROP-DRAIN/TAX/SAD	239	300	300	300
590-558.00-970.000	CAPITAL OUTLAY	-	182,000	54,790	88,000
590-558.00-981.000	REPLACEMENT FD ALLOC	32,478	50,000	50,000	25,000
Totals		\$ 2,600,229	\$ 2,911,460	\$ 2,903,160	\$ 2,982,260



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 to their homes and businesses.

Activities of this Department

To provide for the upgrades, improvements, replacement or expansion of the POTW which are necessary for compliance with state and federal permits regulating the system.

Year 2013 Goals

1. Completing the construction of the Lift Station D improvements project to be funded through the State Revolving Fund
2. Continue the sewer rehab/lining program

Resources Needed

The attached year 2013 budget requests expenditures of \$275,000.

CAPITAL IMPROVEMENTS

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
590-578.01-805.310	Sewer Rehab/Lining Program	\$ -	\$ -	\$ -	\$ 25,000
590-578.01-805.331	LIFT STATION D ENG	-	480,000	420,300	-
590-578.01-976.070	DIGESTER IMPROVEMENTS	-	-	36,880	-
590-578.01-976.310	Sewer Rehab/Lining Program	-	-	-	250,000
590-578.01-976.331	LIFT STATION D IMPROVE	-	4,500,000	4,820,380	-
				\$	
Totals		\$ -	\$ 4,980,000	5,277,560	\$ 275,000



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 6 general obligation bonds, notes, and loans are made from this department:

<u>Original Amt</u>	<u>Year</u>	Description
\$2,500,000	2003	Sanitary Sewer
\$9,850,000	2007	Sanitary Sewer SRF #1 Revenue Bonds
\$1,000,000	2008	Sanitary Sewer DDA Bonds
\$8,400,000	2010	Sanitary Sewer SRF #2 Revenue Bonds
\$3,563,213	2011	Sanitary Sewer 2002 Refunded Bonds

Resources Needed

The attached year 2013 budget requests expenditures of \$1,767,600.

	<u>2012</u>			<u>2013</u>			<u>Year of Final</u>
	Principal	Interest	Total	Principal	Interest	Total	<u>Pymt</u>
1998 Refunding Ingham #4	765,000	39,207	804,207	-	-	-	Paid off in 2012
2011 Refunding Bond	291,725	89,057	380,782	295,893	85,848	381,741	Paid off in 2022
2003 Capital Improvement	105,000	78,108	183,108	110,000	74,183	184,183	Paid off in 2024
2008 DDA Bonds	48,597	34,202	82,799	51,603	32,501	84,104	Paid off in 2024
SRF Loan 5279-01	440,000	139,181	579,181	450,000	132,031	582,031	Paid off in 2028
SRF Loan 5403-01	-	<u>124,500</u>	<u>124,500</u>	<u>330,000</u>	<u>203,850</u>	<u>533,850</u>	Paid off in 2032
	1,650,322	504,255	2,154,577	1,237,496	528,413	1,765,909	

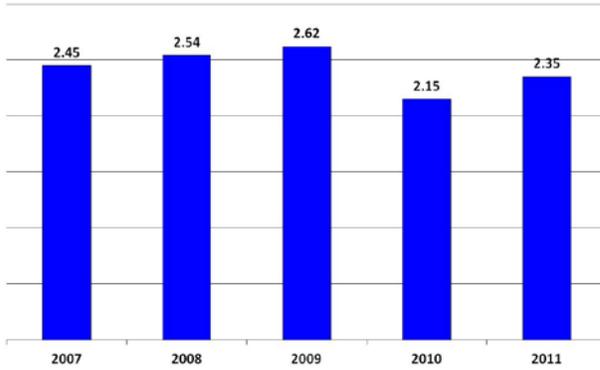
G.O. BOND INDEBTEDNESS

<u>GL Number</u>	<u>Description</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Requested</u>
590-588.01-956.000	MISCELLANEOUS	\$ 313	\$ -	\$ -	\$ -
590-588.01-991.000	PRINCIPAL	-	1,650,400	1,650,400	1,237,500
590-588.01-995.000	INTEREST	531,425	562,100	504,300	528,600
590-588.01-999.000	PAYING AGENT FEES	1,425	1,500	1,500	1,500
<u>Totals</u>		<u>\$ 533,163</u>	<u>\$ 2,214,000</u>	<u>\$ 2,156,200</u>	<u>\$ 1,767,600</u>

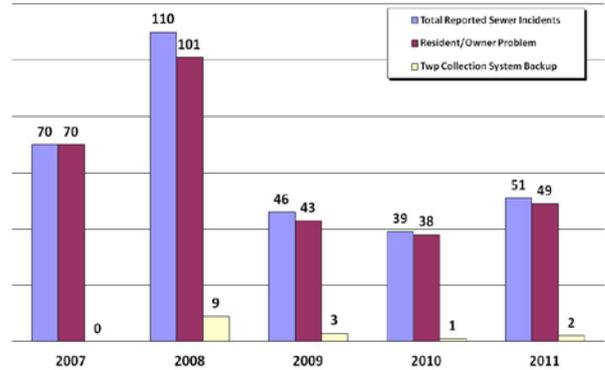


DELHI CHARTER TOWNSHIP 2013 PUBLIC SERVICES – SEWER FUND

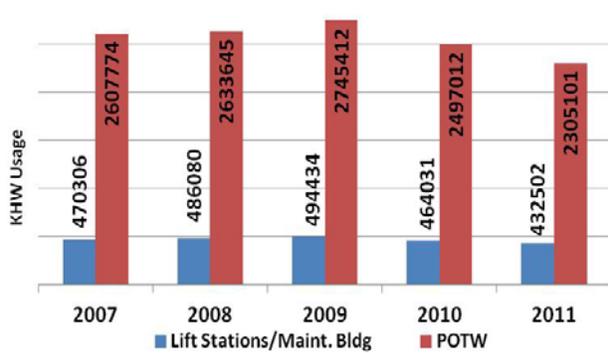
Average Million Gallons Processed Per Day



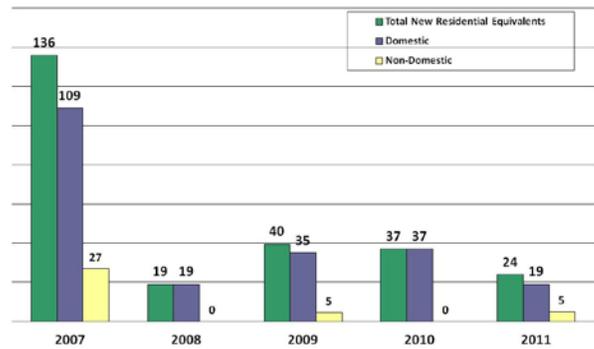
Residential / Commercial Sanitary Sewer Incidents



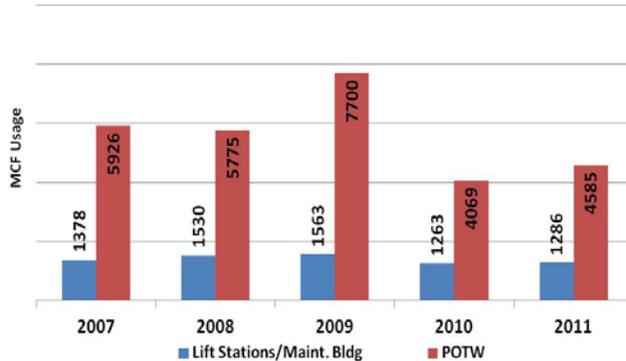
Utility Tracking - Electric



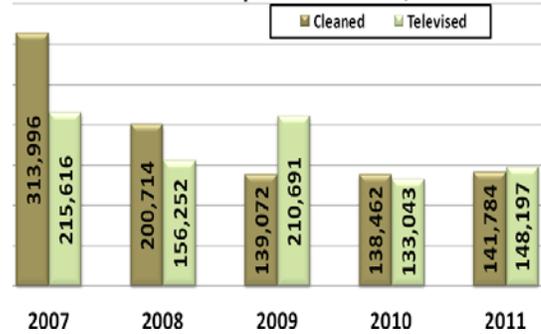
New Residential Equivalents



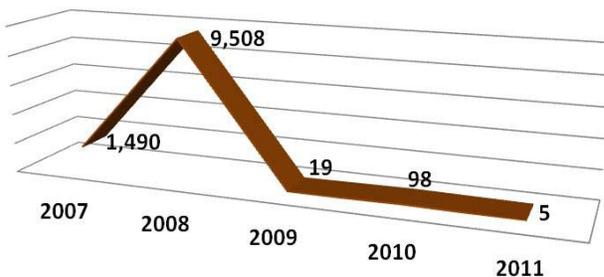
Utility Tracking - Gas



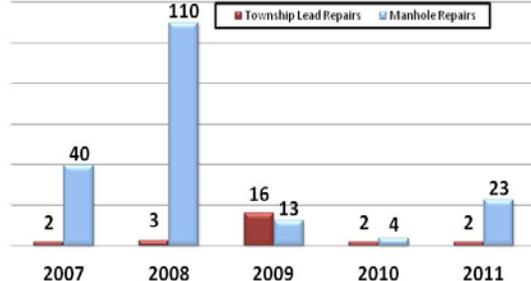
Feet of Sanitary Sewer Cleaned / Televised



Feet of Sanitary Sewer Repaired



Sanitary Sewer Lead / Manhole Repairs





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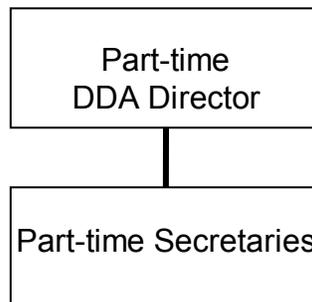
Delhi Downtown Development Authority (248)

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 discreetly 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 seven departments in the DDA. They are:

- DDA Administration
- DDA Marketing and Promotion
- Community Rehabilitation Rebate Program
- DDA Infrastructure Projects
- Other Functions
- Capital Outlay
- Debt Service



Staffing Levels			
	2011	2012	2013
DDA Director	1.00	0.88	0.75
Secretaries	0.82	0.81	0.82
Total	1.82	1.69	1.57

**DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY**

Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Property Taxes	\$ 2,433,722	\$ 2,360,300	\$ 2,170,600	\$ 2,059,800
Charges for Services	15,842	16,200	16,200	16,700
Interest and rentals	10,332	8,700	8,700	7,500
Other	6,644	4,600	9,300	25,490
Total Revenues	2,466,540	2,389,800	2,204,800	2,109,490
Expenditures				
Community and Economic Dev				
Administration	218,798	183,580	166,750	110,580
Marketing & Promotion	170,538	178,000	172,000	155,000
CRRP Program	45,459	220,000	140,000	75,000
Other Functions	388,439	417,880	398,810	228,740
Infrastructure Projects	124,743	240,000	115,000	45,000
Capital Outlay	268,238	90,000	90,000	74,740
Debt Service	89,325	87,200	134,030	136,600
Total Expenditures	1,305,540	1,416,660	1,216,590	825,660
Other Financing Sources (Uses)				
Land Contract	200,000	-	-	-
Transfer to DDA Debt Service Funds	(1,254,338)	(1,272,390)	(1,272,990)	(1,283,830)
Total Other Financing Sources (Uses)	(1,054,338)	(1,272,390)	(1,272,990)	(1,283,830)
Revenues over (under) expenditures	106,662	(299,250)	(284,780)	-
Fund Balance, Beginning	943,160	1,049,822	1,049,822	700,345
Prior Year's adjustment-RSDC MTT			(64,697)	
Fund Balance, Ending	\$ 1,049,822	\$ 750,572	\$ 700,345	\$ 700,345



DDA Revenue

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-000.00-403.005	CURR PROP TAXES-AD VAL.	\$ 2,212,438	\$ 2,267,800	\$ 2,096,000	\$ 1,988,500
248-000.00-404.005	IFT/CFT CAPT TAX REV	205,222	81,000	62,600	59,500
248-000.00-445.000	DELQ TAX	14,519	11,000	11,000	11,000
248-000.00-445.005	DELQ INTER & PENALTY	1,543	500	1,000	800
248-000.00-664.000	INTEREST	5,852	5,200	5,200	4,000
248-000.00-669.020	COMM TOWER LEASE	15,842	16,200	16,200	16,700
248-000.00-670.010	RENT-FARMERS MARKET	4,480	3,500	3,500	3,500
248-000.00-672.040	GREASE LOAN	4,541	4,500	4,500	4,500
248-000.00-675.010	DONATIONS	-	-	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMB	543	100	4,800	4,800
248-000.00-686.643	REIMB FROM LSR FUND	-	-	-	16,190
248-000.00-694.000	MISCELLANEOUS REV	1,560	-	-	-
248-000.00-695.050	OTHER FINANCING SOURCE	200,000	-	-	-
Totals		\$ 2,666,540	\$ 2,389,800	\$ 2,204,800	\$ 2,109,490



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 DDA Director and part time administrative staff, plus other administrative costs such as legal fees, education, insurance, office supplies, and building maintenance.

Year 2013 Goals

1. Continue to provide leadership in the ongoing maintenance, promotion, security, 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 2013 budget requests expenditures of \$110,580. The budget reflects one part-time Director and two part-time administrative positions.

**DDA ADMINISTRATION**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-728.00-703.000	SALARIES	\$ 85,726	\$ 53,180	\$ 49,000	\$ -
248-728.00-703.005	PART TIME HELP	37,990	66,320	67,880	78,530
248-728.00-714.000	RETIREE'S BENEFITS	4,122	4,100	4,130	-
248-728.00-715.000	SS/MEDICARE	8,064	7,600	6,420	2,430
248-728.00-716.000	HEALTH INSURANCE	4,165	2,100	2,450	-
248-728.00-716.010	DENTAL INSURANCE	1,003	530	530	-
248-728.00-717.000	LIFE INSURANCE	437	170	170	-
248-728.00-718.000	PENSION CONTRIBUTION	9,528	4,190	4,710	1,740
248-728.00-719.000	DISABILITY INSURANCE	651	250	250	-
248-728.00-723.000	AUTOMOBILE EXP ALLOW	4,000	2,000	2,160	-
248-728.00-724.000	WORKERS COMP	273	400	290	330
248-728.00-726.000	OFFICE SUPPLIES	611	1,200	2,600	1,200
248-728.00-801.000	LEGAL FEES	17,867	15,000	4,500	5,500
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,895	1,640	2,000	850
248-728.00-803.000	POSTAGE	195	400	150	250
248-728.00-807.000	AUDIT FEES	1,837	1,200	1,870	2,050
248-728.00-818.000	CONTRACTUAL SERVICES	20,705	2,500	2,000	2,000
248-728.00-853.000	TELEPHONE/COMM	3,560	3,000	3,700	3,700
248-728.00-870.000	MILEAGE	334	400	240	300
248-728.00-902.005	PRINTING AND PUBLISHING	296	900	300	300
248-728.00-910.000	INSURANCE & BONDS	3,752	4,000	3,800	3,800
248-728.00-930.000	BUILDING MAINT & REPAIRS	4,778	8,000	4,000	5,000
248-728.00-956.000	MISCELLANEOUS	3,637	1,200	600	600
248-728.00-960.000	EDUCATION & TRAINING	3,372	3,300	3,000	2,000
Totals		218,798	183,580	166,750	110,580



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, and supporting the Farmers' Market.

Year 2013 Goals

1. Continue the Farmers Market organization and promote the market. Facilitate transition of the market to non-profit organization status.
2. Provide business promotion and support through publication of "Our Town", cooperative TV advertising, and other business enhancement efforts such as Bizz Buzz and the Delhi Business Expo.
3. Promote some community events.
4. Improve interactive qualities of the DDA website.
5. Improve communication with all township businesses and offer forums and other programs.

Resources Needed

The attached year 2013 budget requests expenditures of \$155,000.

DDA MARKETING & PROMOTION

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-729.00-884.000	DDA ADVERTISING	\$ 128,208	\$ 134,000	\$ 125,000	\$ 108,000
248-729.00-888.000	FARMERS MARKET	33,314	35,000	34,000	35,000
248-729.00-956.000	MISCELLANEOUS	9,016	9,000	13,000	12,000
Totals		\$ 170,538	\$ 178,000	\$ 172,000	\$ 155,000



DDA COMMUNITY REHABILITATION REBATE PROGRAM (730)

Purpose

To assist businesses in the repair and beautification of their facilities

Activities

Businesses are reimbursed up to 50% of their costs for exterior improvements made to their building.

Year 2013 Goals

1. Continue to provide funding for business improvements

Resources Needed

The attached year 2013 budget requests expenditures of \$75,000.

COMM REHABILITATION REBATE PGM

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-730.00-952.000	UNDESIG CRRP PROGR	\$ 45,459	\$ 220,000	\$ 140,000	\$ 75,000
Totals		\$ 45,459	\$ 220,000	\$ 140,000	\$ 75,000



DDA INFRASTRUCTURE (731)

Purpose

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

Activities

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

Year 2013 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 District.
2. Complete plans and specifications for the non-motorized pathway from Willoughby Road to the City of Lansing via the I-96 underpass with grant funding.

Resources Needed

The attached year 2013 budget requests expenditures of \$45,000.

DDA INFRASTRUCTURE PROJECTS

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-731.00-933.000	STR SCAPE REPR & MAINT	\$ 24,955	\$ 10,000	\$ 17,000	\$ 25,000
248-731.00-933.010	SIDEWALK REPR & MAINT	-	5,000	-	5,000
248-731.00-956.000	MISCELLANEOUS	12,722	5,000	6,000	5,000
248-731.00-969.000	STREET IMPROVEMTS	31,721	20,000	20,000	10,000
248-731.00-974.010	NON-MOTOR PATHWAYS	55,345	200,000	72,000	-
Totals		\$ 124,743	\$ 240,000	\$ 115,000	\$ 45,000



DDA OTHER FUNCTIONS (850)

Purpose

To account for DDA building and equipment maintenance, utility payments, and the reimbursement of Township personnel costs for services provided to the DDA.

Activities

Expenditures in this activity are: the reimbursement to the Sewer Fund for work done by their employees on DDA property and projects, utility payments, and contributions to the township for community development staff support to the DDA. .

Year 2013 Goals

1. Provide for on-going maintenance and security within the DDA District by providing financial support for Maintenance personnel, Zoning Enforcement, and Planning positions,

Resources Needed

The attached year 2013 budget requests expenditures of \$228,740.

**DDA OTHER FUNCTIONS**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-850.00-703.000	SALARIES	\$ 43,141	\$ 41,180	\$ 41,180	\$ 38,560
248-850.00-703.005	PART TIME HELP	14,784	22,340	17,720	12,630
248-850.00-703.010	OVERTIME	1,892	2,270	2,270	1,970
248-850.00-715.000	SS/MEDICARE	4,421	5,130	5,130	4,130
248-850.00-716.000	HEALTH INSURANCE	10,564	13,340	13,340	9,590
248-850.00-716.010	DENTAL INSURANCE	1,312	1,620	1,620	1,110
248-850.00-717.000	LIFE INSURANCE	256	300	300	200
248-850.00-718.000	PENSION CONTRIBUTION	4,225	4,120	4,120	3,860
248-850.00-719.000	DISABILITY INSURANCE	378	450	450	300
248-850.00-724.000	WORKERS COMP	804	1,490	1,490	1,230
248-850.00-730.000	GASOLINE	2,815	2,520	3,020	2,020
248-850.00-818.000	CONTRACTUAL SERVICES	18,623	19,000	19,000	18,670
248-850.00-853.000	TELEPHONE/COMM	2	100	100	100
248-850.00-921.030	UTILITIES - WATER	1,831	2,210	2,210	1,800
248-850.00-921.035	UTILITIES - SEWER	-	1,370	1,370	1,440
248-850.00-921.040	UTILITIES - ELECTRIC	26,002	27,500	25,310	27,840
248-850.00-921.045	UTILITIES - GAS	4,831	7,150	3,390	3,730
248-850.00-930.000	BUILDING MAINT & REPAIRS	4,132	4,000	4,000	4,000
248-850.00-930.020	EQUIPMT MAIN & REPAIR	2,591	2,600	2,600	2,600
248-850.00-930.021	EQUIPMENT ALLOCATION	5,611	3,030	3,030	3,520
248-850.00-967.025	DDA PROP-DRAIN/TAX/SAD	81,324	89,000	80,000	14,000
248-850.00-999.075	CONTR T/PARK-CELL TWR	15,800	16,280	16,280	-
248-850.00-999.085	CON T/TWP-ZONING OFCR	37,600	40,000	40,000	20,000
248-850.00-999.099	CON T/TWP - COM DEV DIR	51,400	54,100	54,100	27,050
248-850.00-999.543	TRANS OUT-BLDG CLERICAL	28,100	29,960	29,960	14,980
248-850.00-999.544	TRAN OUT-PLAN CLERICAL	26,000	26,820	26,820	13,410
Totals		\$ 388,439	\$ 417,880	\$ 398,810	\$ 228,740



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 2013 Goals

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

Resources Needed

The attached year 2013 budget requests expenditures of \$74,740.

CAPITAL OUTLAY-DDA

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-903.00-971.000	CAPITAL OUTLAY-LAND	\$ 229,292	\$ 60,000	\$ 78,700	\$ 74,740
248-903.00-971.134	FARMERS MARKET	38,946	30,000	11,300	-
Totals		\$ 268,238	\$ 90,000	\$ 90,000	\$ 74,740



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 DDA bonds:

1. 2003 DDA Bonds issued for the construction of the DDA/Sheriff office building.
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 Rd. These expenditures are accounted for through a transfer out to Fund 392.
3. 2010 DDA Refunding Bonds for the development of infrastructure in the industrial park and for providing water and sewer service along College Road. These expenditures are accounted for through a transfer out to Fund 393.
4. In 2011 a land contract agreement was entered into for property at 2040 Cedar.

Resources Needed

The attached year 2013 budget requests expenditures of \$1,420,430

DDA DEBT SERVICE

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
248-905.00-991.300	PRINC PYMT-2003 DDA BDS	\$ 65,000	\$ 65,000	\$ 65,000	\$ 70,000
248-905.00-991.320	PRINC PYMT-LAND CONTR	-	-	35,420	37,580
248-905.00-995.300	INTER PYMT-2003 DDA BDS	24,100	21,900	21,830	19,400
248-905.00-995.320	INTER PYMT-LAND CONTR	-	-	11,480	9,320
248-905.00-999.000	PAYING AGENT FEES	225	300	300	300
248-905.00-999.220	TRAN OUT-2008 DDA BD	730,300	744,050	744,050	755,800
248-905.00-999.230	TR OUT-2010 DDA REF BD	524,038	528,340	528,940	528,030
Totals		\$1,343,663	\$1,359,590	\$1,407,020	\$1,420,430



**DDA 2008 BOND DEBT SERVICE FUND SUMMARY (392)
2008-2024 (17 YEARS)**

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.

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>730,300</u>	<u>744,050</u>	<u>744,050</u>	<u>755,800</u>
Total Expenditures	730,300	744,050	744,050	755,800
Revenues over (under) expenditures	(730,300)	(744,050)	(744,050)	(755,800)
Other financing sources (uses)				
Transfer from DDA	<u>730,300</u>	<u>744,050</u>	<u>744,050</u>	<u>755,800</u>
Total other financing sources (uses)	730,300	744,050	744,050	755,800
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2008 DEBT RETIREMENT FUND REVENUES**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
392-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 730,300	\$ 744,050	\$ 744,050	\$ 755,800
Totals		\$ 730,300	\$ 744,050	\$ 744,050	\$ 755,800

2008 DEBT RETIREMENT FUND EXPENDITURES

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
392-905.00-991.000	PRINCIPAL	\$ 409,409	\$ 436,410	\$ 436,410	\$ 463,400
392-905.00-995.000	INTEREST	320,441	307,140	307,140	291,900
392-905.00-998.000	PAYING AGENT FEES	450	500	500	500
Totals		\$ 730,300	\$ 744,050	\$ 744,050	\$ 755,800



DDA 2010 REFUNDING BOND SERVICE FUND SUMMARY (393)
2010 - 2015 (6 Years)

This bond was issued in 2010 to retire both the DDA College Water/Sewer Bond debt & the Project 9 (RSDC) Bond debt. The revenue for the bond payments comes from the Downtown Development Authority

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Other Revenue	\$ 4,688	\$ -	\$ -	\$ -
Total Revenues	4,688	-	-	-
Expenditures				
Debt Service	\$ 528,726	\$ 528,340	\$ 528,130	\$ 527,530
Total Expenditures	528,726	528,340	528,940	528,030
Other Financing Sources (Uses)				
Transfer from DDA	524,038	528,340	528,940	528,030
Total Otr Fin Sources (Uses)	524,038	528,340	528,940	528,030
Revenues over (under) expenditures	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

**2010 REFUNDING BOND DEBT RETIREMENT REVENUES**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
393-000.00-608.006	WATER DIST 163 PAYBACK	\$ 4,688	\$ -	\$ -	\$ -
393-000.00-699.065	TRANS IN FROM DELHI DDA	524,038	528,340	528,940	528,030
Totals		\$ 528,726	\$ 528,340	\$ 528,940	\$ 528,030

2010 REFUNDING BOND DEBT RETIREMENT EXPENDITURES

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
393-905.00-991.000	PRINCIPAL	\$ 495,000	\$ 500,000	\$ 500,000	\$ 505,000
393-905.00-995.000	INTEREST	32,726	27,940	27,940	22,030
393-905.00-999.000	PAYING AGENT FEES	1,000	400	1,000	1,000
Totals		\$ 528,726	\$ 528,340	\$ 528,940	\$ 528,030



Brownfield Redevelopment Authority (243 Fund): The Delhi Charter Township Brownfield Redevelopment Authority is a separate legal entity 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 discreetly 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 the 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 P A 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 that may be undertaken by the Brownfield Redevelopment Authority in support of these objectives as a part of the FY 2013 Budget include:

1. Reimbursement of costs related to the remediation of property at 2350 Cedar Street (referred to as Brownfield #2).
2. Reimbursement of costs incurred for an asphalt paved parking lot at 1953 Cedar Street (referred to as Brownfield #3).
3. Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.

Resources/Uses: Taxes of \$11,300 are anticipated along with \$17,620 of expenditures.

**BROWNFIELD FUND SUMMARY**

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Taxes	\$ 187,289	\$ 179,500	\$ 183,600	\$ 11,300
Total Revenue	187,289	179,500	183,600	11,300
Expenditures				
Community and Economic Dev				
Brownfield-Administration	1,224	4,170	5,280	6,320
Remediation	174,468	175,330	196,300	11,300
Total Expenditures	175,692	179,500	201,580	17,620
Revenues over (under) expenditures	11,597	-	(17,980)	(6,320)
Fund Balance, Beginning	23,733	35,330	35,330	17,350
Fund Balance, Ending	\$ 35,330	\$ 35,330	\$ 17,350	\$ 11,030

**BROWNFIELD REVENUE**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
243-000.00-403.005	CURR TAX-BRWNFLD #1	\$ 179,538	\$ 171,500	\$ 171,700	\$ -
243-000.00-403.020	TAX-2350 CEDAR PLAN #2	6,368	6,200	10,200	9,700
243-000.00-403.030	CURR TAX-BRWNFLD #3	1,383	1,800	1,700	1,600
Totals		\$ 187,289	\$ 179,500	\$ 183,600	\$ 11,300

BROWNFIELD ADMINISTRATION

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
243-733.00-801.000	LEGAL FEES	\$ 949	\$ 4,000	\$ 5,000	\$ 6,000
243-733.00-807.000	AUDIT FEES	276	170	280	320
Totals		\$ 1,225	\$ 4,170	\$ 5,280	\$ 6,320

BROWNFIELD PLANS

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
243-734.00-957.000	REMED PYMTS-PLAN #1	\$ 174,038	\$ 167,330	\$ 171,700	\$ -
243-734.00-957.002	REMED PYMTS-PLAN #2	-	6,200	22,300	9,700
243-734.00-957.003	REMED PYMTS-PLAN #3	430	1,800	2,300	1,600
Totals		\$ 174,468	\$ 175,330	\$ 196,300	\$ 11,300



Local Site Remediation Fund (643 Fund): The Delhi Charter Township 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 discreetly presented component unit.

Purposes of the Fund: The Local Site Remediation 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 Site Remediation Fund.

The primary purpose of the Local Site Remediation 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 Site Remediation 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 Site Remediation Fund can capture revenue for 5 years. In 2012 the final reimbursement was made to Woodland Lakes, Brownfield #1. For 2013, tax capture of \$163,000 is anticipated along with \$21,590 of expenditures.

**LOCAL SITE REMEDIATION FUND SUMMARY**

	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues				
Taxes	\$ -	\$ -	\$ -	\$ 163,000
Total Revenue	-	-	-	163,000
Expenditures				
Community and Economic Dev Administration	-	-	-	21,590
Remediation	-	-	-	-
Total Expenditures	-	-	-	21,590
Revenues over (under) expenditures	-	-	-	141,410
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ 141,410

**LOCAL SITE REMEDIATION FUND REVENUES**

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
643-000.00-403.005	CURR PROP TAXES-AD VAL.	\$ -	\$ -	\$ -	\$ 163,000
Totals		\$ -	\$ -	\$ -	\$ 163,000

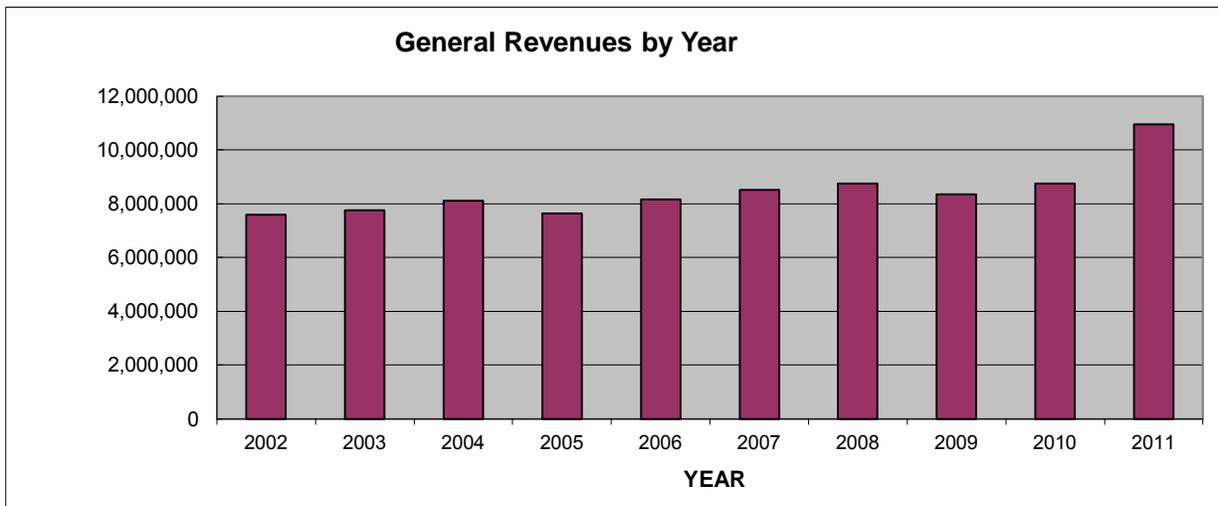
LOCAL SITE REMEDIATION FUND EXPENDITURES

GL Number	Description	2011 Actual	2012 Budget	2012 Projected	2013 Budget
643-735.00-801.000	LEGAL FEES	-	-	-	5,000
643-735.00-807.000	AUDIT FEES	-	-	-	350
643-735.00-902.000	PUBL/LEGAL NOTICES	-	-	-	50
643-735.00-955.248	WAGE/SS REIMB TO DDA	-	-	-	16,190
Totals		\$ -	\$ -	\$ -	\$ 21,590



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

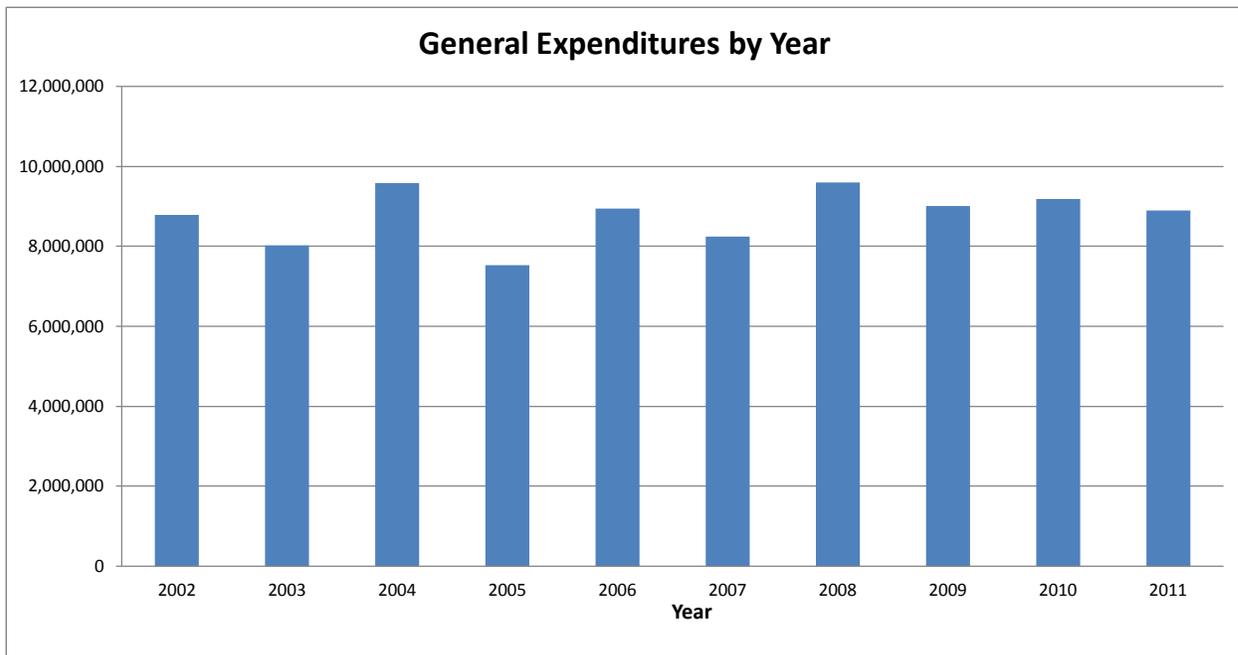
Description	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Taxes	\$ 2,795,846	\$ 2,949,759	\$ 2,837,256	\$ 3,083,557	\$ 3,325,504	\$ 3,482,728	\$ 3,631,229	\$ 3,726,355	\$ 3,642,755	\$ 5,393,489
Licenses & Permits	470,019	635,989	470,630	16,262	17,215	16,969	15,965	16,526	206,255	226,356
Federal Sources	-	-	40,294	-	4,500	-	63,308	116,792	142,939	115,589
State Sources	2,119,894	1,956,061	1,898,257	1,844,782	1,803,595	1,775,969	1,843,733	1,568,565	1,485,733	2,010,961
Other Intergovernmental	23,661	24,351	277,055	103,905	88,590	278,162	127,926	147,392	310,370	149,139
Special Assessments	161,804	99,388	332,282	283,497	334,315	309,267	413,635	345,481	353,122	357,591
Charges for Services	939,730	1,021,182	1,209,400	1,233,289	1,448,989	1,612,695	1,660,429	1,644,706	1,852,940	1,936,354
Interest Income	212,674	85,307	123,915	196,732	354,870	395,285	227,839	89,122	39,751	16,751
Other	881,193	995,882	932,647	876,789	787,875	651,883	767,711	699,737	715,166	739,263
Total	\$ 7,604,821	\$ 7,767,919	\$ 8,121,736	\$ 7,638,813	\$ 8,165,453	\$ 8,522,958	\$ 8,751,775	\$ 8,354,676	\$ 8,749,031	\$ 10,945,493





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

Description	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
General Gov't	\$ 1,754,695	\$ 1,837,345	\$ 2,089,764	\$ 1,959,882	\$ 2,098,720	\$ 2,145,159	\$ 2,157,101	\$ 2,018,484	\$ 2,104,089	\$ 1,959,161
Public Safety	3,385,031	3,626,658	3,521,507	3,479,152	3,679,179	3,881,356	4,102,659	4,191,856	3,951,764	4,165,152
Infrastructure/Eng	754,800	894,686	897,293	410,636	488,254	467,234	582,877	542,762	536,245	496,722
Community Dev*	-	-	-	-	-	-	-	-	588,014	608,433
Rec & Cultural	504,547	546,032	615,878	622,949	630,761	694,297	706,826	767,951	725,571	712,694
Other	164,696	205,754	218,691	209,611	230,413	204,589	333,332	323,535	348,663	321,261
Capital Outlay	1,280,556	332,409	1,653,577	219,857	1,201,701	255,292	1,107,863	531,272	167,278	321,559
Debt Service	944,761	581,756	593,611	632,599	614,364	605,355	609,197	627,382	762,501	308,652
Total	\$ 8,789,086	\$ 8,024,640	\$ 9,590,321	\$ 7,534,686	\$ 8,943,392	\$ 8,253,282	\$ 9,599,855	\$ 9,003,242	\$ 9,184,125	\$ 8,893,634



* Community Development was an enterprise fund prior to 2010.

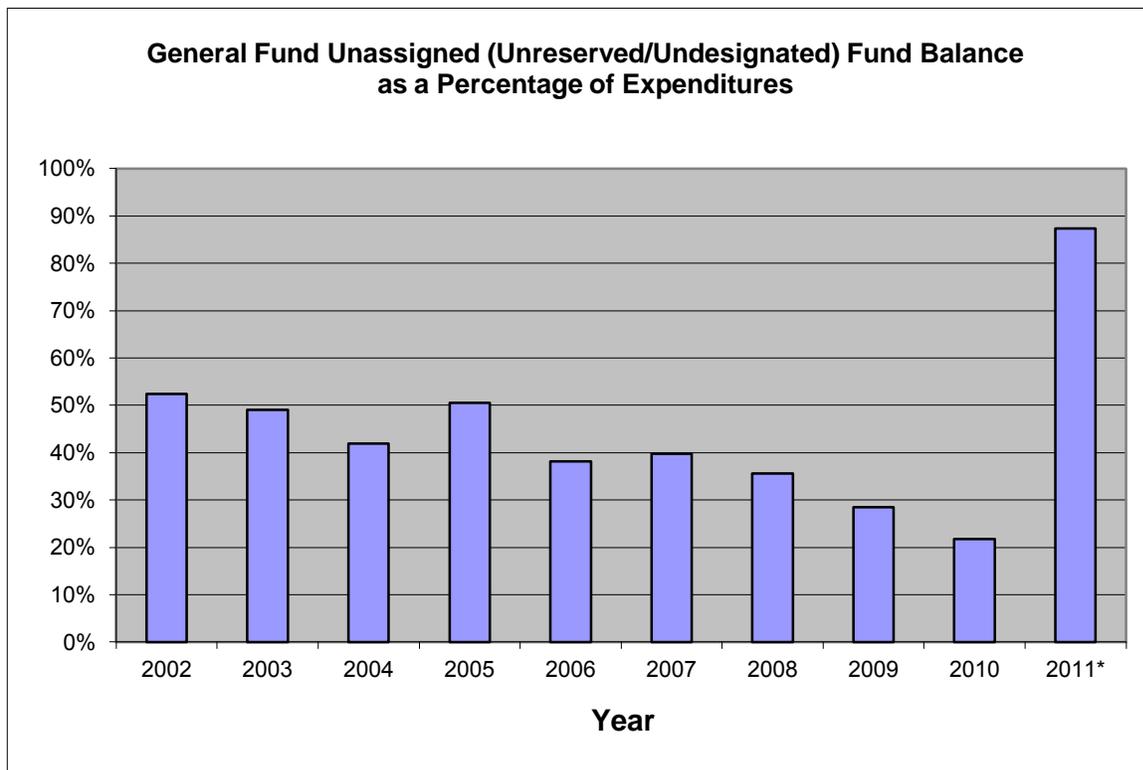


General Fund Balance Compared to Annual Expenditures 10 Year History

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	Unreserved Balance as Percent of Expenditures
2002	37,310	689,703	3,172,804	6,059,729	52%
2003	19,283	710,971	3,271,559	6,668,308	49%
2004	22,249	532,529	3,061,745	7,313,456	42%
2005	17,181	425,468	3,052,549	6,047,444	50%
2006	16,879	230,932	2,579,103	6,750,300	38%
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		3,874,217	4,436,400	87%

** Increase in Unassigned Fund Balance 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 are included in annual expenditures, Unassigned Fund Balance as a percentage of expenditures is 67%*



**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
2003	567,885,073	61,931,736	-	629,816,809	90%
2004	621,457,978	59,781,100	175,800	681,414,878	91%
2005	679,010,029	65,226,100	174,900	744,411,029	91%
2006	729,416,549	65,444,850	177,476	795,038,875	92%
2007	789,082,255	46,577,255	177,350	835,836,860	94%
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%

State Equalized Value

December 31	Amount
2003	722,447,500
2004	781,176,500
2005	855,221,750
2006	911,499,400
2007	935,581,885
2008	938,624,950
2009	875,004,950
2010	811,776,375
2011	759,387,951
2012	723,234,171

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

Fiscal Year Ended December 31	Total Tax Levy for Fiscal Year	Collected with the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2002	2,830,963	2,801,194	98.9%	29,574	2,830,768	99.99%
2003	3,039,438	2,986,631	98.3%	51,339	3,037,969	99.95%
2004	3,360,749	3,340,283	99.4%	16,250	3,356,533	99.87%
2005	3,539,253	3,520,466	99.5%	17,695	3,538,161	99.97%
2006	3,843,446	3,829,154	99.6%	11,195	3,840,349	99.92%
2007	4,308,253	4,297,110	99.7%	9,597	4,306,707	99.96%
2008	4,436,174	4,422,146	99.7%	9,176	4,431,322	99.89%
2009	4,336,310	4,325,485	99.8%	5,550	4,331,035	99.88%
2010	5,872,671	5,852,639	99.7%	12,888	5,865,527	99.88%
2011	5,663,616	5,643,714	99.6%	9,112	5,652,826	99.81%

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

**Top 20 Taxpayers**

Rank	Name	2012 Tax	2012 Taxable Value	2012 Assessed Value	Nbr of Parcels	% of Total Taxable Value
1	CONSUMERS ENERGY COMPANY	139,633	11,172,519	11,223,300	24	1.61%
2	RSDC OF MICHIGAN LLC	111,090	12,031,300	12,031,300	2	1.73%
3	WOODLAND LAKES INVESTMENT GROUP	76,995	6,160,600	6,160,600	1	0.89%
4	DART CONTAINER CORP	58,601	4,867,237	5,041,800	16	0.70%
5	THEROUX DEVELOPMENT CO	46,469	3,718,137	4,223,100	7	0.54%
6	BONDARENKO LTD LLC	46,211	3,697,524	3,980,900	30	0.53%
7	COMCAST OF MICHIGAN LLC	41,774	3,342,490	3,343,100	4	0.48%
8	PARKER HANNIFIN CORP	38,932	5,472,300	5,472,300	2	0.79%
9	DART CONTAINER OF MICHIGAN LLC	34,926	3,381,400	3,381,400	6	0.49%
10	ASPEN LAKES ESTATES II LLC	30,939	2,475,500	2,475,500	1	0.36%
11	DTN ENTERPRISES LLC	28,500	2,280,368	2,314,000	4	0.33%
12	SENIOR CARE EQUITIES #11 LLC	27,903	2,232,600	2,232,600	2	0.32%
13	DELHI PARTNERS LIMITED DIVIDEND	26,948	2,156,200	2,156,200	2	0.31%
14	STONEGATE MOBILE HOME PARK	24,954	1,996,687	2,263,600	217	0.29%
15	DTN PROPERTIES LLC	21,967	1,757,699	2,518,900	58	0.25%
16	DTP ASSOCIATES LLC	51,510	1,721,101	1,792,200	1	0.25%
17	GREAT LAKES CHRISTIAN HOMES	21,053	1,684,500	1,684,500	1	0.24%
18	OLD ORCHARD - HOLT LLC	20,859	1,669,013	2,304,600	3	0.24%
19	DELHI MANOR MOBILE HOME PARK LL	20,701	1,656,322	2,073,300	3	0.24%
20	GLAR HOLDINGS LLC	20,637	1,651,200	1,651,200	1	0.24%
Total Top 20		890,602	75,124,697	78,324,400		10.82%
Total Entire Township			694,232,054	714,898,622		

2013 – 2018

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



DELHI CHARTER TOWNSHIP
2013 – 2018 CAPITAL IMPROVEMENTS PLAN
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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. In an effort to effectively set project priorities, the Township has implemented a Capital Improvements Program which began in 2006. The year 2013 represents the eighth year of Capital Improvement Planning in Delhi Township and we have continued to refine the process to make it more useable and pertinent to the budget planning 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 specific 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.
- Others.

WHAT IS A CAPITAL IMPROVEMENTS PROGRAM?

A Capital Improvements Program (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. It covers the entire range of public facility and service requirements. The CIP lists currently 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 this plan 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 succeeding years’ schedule 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 in order 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

In order 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 FOUR OPERATIONAL FUNDS & DOWNTOWN DEVELOPMENT AUTHORITY

Delhi Township has five operational funds, which finance the services provided to Township residents and property owners. These funds are as follows: the General Fund, the Sanitary Sewer Fund, the Fire Equipment & Training Apparatus Fund (FETA), 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 general 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 FETA Fund is capitalized via a millage leveraged for this specific purpose.

The Downtown Development Authority (DDA) was created by the Township Board in 1987 for the purpose of 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 2013 - 2018 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 situation.
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 PREVIOUS YEAR'S CAPITAL BUDGET
PROJECTS (2012)**

2012 Project Description	Current Status	Original Amt. in '12 CIP	Anticipated 2012 Funding Level
<u>2012 General Fund Projects</u>			
<p>Community Service Center Roof Replacement <i>Life span of existing roof is over and replacement is now necessary.</i></p>	<p>This is the first year that this funding is being set aside using the process established during the 2011 CIP process. The same funding level will continue to be allocated each year, with actual replacement of the roof scheduled to occur in 2015.</p>	\$75,000	\$75,000
<p>Computer Replacements <i>Replacement of approximately 20 machines per year, resulting in approximate replacement cycle of 5 years.</i></p>	<p>20 machines will have been replaced by the end of 2012.</p>	\$20,000	\$20,000
<p>Tennis Court Resurfacing at Kiwanis Park <i>Courts are frequently used and in need of resurfacing in order to maintain usefulness.</i></p>	<p>This work will be completed in 2012.</p>	\$25,000	\$25,000
<p>Purchase of Production Mower for Parks Dept. <i>Purchase of equipment necessary for performing Parks maintenance.</i></p>	<p>The production mower has been purchased.</p>	\$45,000	\$38,000
<p>Replacement of Window Treatments at Community Service Center <i>Purchase replacement window treatments for CSC building in order to improve the efficiency of the HVAC system.</i></p>	<p>2012 was the first year that this project has been broken into a multi-year replacement program. Some window treatments will be purchased in 2012, the remaining replacements will occur over the next several years.</p>	\$10,000	\$10,000
<p>Washington Road Sidewalk Project <i>The installation of sidewalk</i></p>	<p>A Safe Routes 2 School grant (\$207K) was received from the State of Michigan for the</p>	\$120,000	\$100,000

<p><i>along Washington Road is necessary to provide walkable connectivity to the school complex and adjacent/nearby neighborhoods.</i></p>	<p>installation of this sidewalk project. The Township will have some design/construction observation expense associated with implementation. Originally budgeted funds have been directed toward partnership with the Holt School District to install sidewalk (also identified in the SR2S program, but not funded) near the 9th grade campus, Horizon Elementary and possibly Washington Woods Elementary.</p>		
<p>Sidewalk Program <i>This project includes annual sidewalk maintenance program.</i></p>	<p>This project will be implemented mid-2012.</p>	<p>\$10,000</p>	<p>\$10,000</p>
<p>Street Improvements <i>Street improvements will occur in conjunction with the Ingham County Road Commission on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i></p>	<p>Pine Tree Road from Willoughby Road to north of Sandhill Road will be improved during summer 2012. The total project cost is estimated to be \$164K, with the Township's share equaling \$72,000. Staff is currently working with the Ingham County Road Commission to identify another project which could utilize the additional funding offered by the road agency this year, which would need to be matched at a 50/50 rate by the Township. This would bring the total annual expenditure to \$99,000. If no additional project is identified, the 2012 total will be approximately \$72,000, with the remaining funds rolling into 2013.</p>	<p>\$66,000</p>	<p>\$99,000</p>

<p>Scanner Replacement <i>The Clerk's Office uses high-speed scan technology to input data into the LaserFische document management program. This program is essential to daily operations of the Township and the hardware which scans the data is deteriorating and will need to be replaced. This will be delayed as long as possible, but if the current machine should stop working, immediate replacement will be necessary.</i></p>	<p>This was completed by the Clerk's office.</p>	<p>\$25,000</p>	<p>\$2,000</p>
<p>Microsoft Office Replacement & Windows 7 Pro <i>In 2012 Microsoft will cease to provide support to the currently used version of Office programs. An upgrade will be required for all computers. Windows will also require upgrade.</i></p>	<p>This upgrade project will be delayed until 2013.</p>	<p>\$41,400</p>	<p>\$0</p>
<p>Valhalla Park Restroom Facility This project was inadvertently left off of the 2012 CIP list, but was included in the Township's adopted budget. The project includes the construction of a pavilion and bathroom facility at Valhalla Park adjacent to the swimming area.</p>	<p>This project will be completed in 2012. A grant was received from the Michigan Department of Natural Resources in the amount of \$285,100 to cover the vast majority of the cost for the project.</p>	<p>N/A</p>	<p>\$380,000</p>
<p>Vehicle Rotation Schedule <i>See Exhibit A</i></p>	<p>It is anticipated that the vehicle rotation schedule will be implemented in 2012.</p> <p>*Note: in previous years, the amount listed herein was net of the value of vehicles passed to other departments or sold. The new numbers represent the purchase of vehicles that are new to the Township only, since this is what is relevant to the CIP process.</p>	<p>\$31,200*</p>	<p>\$26,000</p>

2012 Sewer Fund Projects			
Lift Station D & Headworks – State Revolving Fund projects <i>This includes the construction of the Lift Station D, the force-main and screening at the headworks that were designed in 2010 and are a part of the SRF plan and funding and low interest loan.</i>	Work on Lift Station D & Headworks project is underway. Project is expected to be completed in 2012.	\$5,000,000	\$5,000,000
Sludge Dryer Project <i>This project has been included in the State Revolving Fund project list and is now being broken out due to availability of State grant funding.</i>	This project is not anticipated to be implemented, as funding is no longer available.	\$2,100,000 (\$2.6 M Grant Funded)	\$25,000
Fiber Optic/Wireless Connection for DPS & POTW Facilities necessary to provide adequate communication between the servers at CSC and the computers located in the outlying facilities.	Technology changes and the utilization of school district assets have made this project significantly smaller in terms of capital outlay and as such is no longer appropriate for inclusion in the CIP.	\$200,000	N/A
DPS/POTW Server Replacement <i>Replacement of server that provide access to DPS and POTW building computers.</i>	One server was replaced in 2011. The remaining server appears to be functioning well at this time, while it is nearing the end of its life. Assuming it holds, it will be replaced in 2013.	\$20,000	\$0
Vehicle Rotation Schedule <i>See Exhibit A</i>	It is anticipated that the vehicle rotation schedule will be implemented in 2012. *Note: in previous years, the amount listed herein was net of the value of vehicles passed to other departments or sold. The new numbers represent the purchase of brand new vehicles only, since this is what is relevant to the CIP process.	\$34,500*	\$48,000

2012 Fire Equipment & Training Apparatus Fund			
<i>No projects are proposed.</i>	No change in status.	\$0	\$0
2012 Downtown Development Authority			
I-96 Trail Underpass & North Connector Project <i>This project will complete construction of non-motorized pathway from the existing Delhi trail at Willoughby Road to connect with the Lansing River Trail at Jolly Road.</i>	Grants have been secured from the Michigan Department of Transportation and Michigan Department of Natural Resources to provide funding. The Township's share of match at time of project construction is approximately \$3.2 Million. Project construction has been delayed, but will occur in early 2013. Approximately \$250,000 will be spent in 2012 to finalize design, construction plans and easement acquisitions.	\$1,200,000 (Total Project Cost is \$3.2M, including Grant Funds)	\$250,000
DDA Streetlight Replacement <i>This project includes the conversion of fixtures within existing lights with concrete poles to LED.</i>	This project will be completed in 2014.	\$20,000	\$0

2013 Capital Budget

Priority Level:	Project Description:	Current Estimate:
<u>2013 General Fund</u>		
A	<p>Street Improvements</p> <p><i>Street improvements will occur in conjunction with the Ingham County Road Commission under the 50/50 match program on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost to be borne by same.</i></p>	\$66,000
B	<p>Community Service Center Roof Replacement</p> <p><i>See project description in the 2012 update section.</i></p>	\$75,000
B	<p>Sidewalk Program and Construction</p> <p><i>This project includes annual sidewalk maintenance program and construction of key pedestrian connections.</i></p>	\$110,000
B	<p>Computer Replacements</p> <p><i>Replacement of approximately 20 machines per year, resulting in approximate replacement cycle of 5 years.</i></p>	\$20,000
B	<p>Replacement of Window Treatments at Community Service Center</p> <p><i>See project description in the 2012 update section.</i></p>	\$10,000
A	<p>Replacement of Microsoft Office</p> <p><i>In 2012 Microsoft will stop supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. The cost will be split between General Fund and Sewer Fund, depending on where and how individual machines are utilized.</i></p>	\$18,000
C	<p>Maple Ridge Cemetery Road Improvement</p> <p><i>Replace and resurface drives within the cemetery and pave those that remain unpaved. It is proposed that funding for this project be addressed by "saving" each year, similar to the Community Service Center roof project, for final implementation once funding is finally in place.</i></p>	\$15,000
B	<p>Design Engineering for Holt Road/Aurelius Road Roundabout</p> <p><i>This project has been included in the 2014 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.2M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but</i></p>	<p>\$75,000</p> <p>(including \$10K in possible easement acquisition)</p>

	<i>necessary in order for the Ingham County Road Commission to accept the federal dollars. Project cost will be shared by the Township and DDA.</i>	
<u>2013 Sewer Fund Projects</u>		
B	Replacement of DPS Server <i>See description in the 2012 update section.</i>	\$10,000
B	Vehicle Rotation Schedule <i>See Exhibit A.</i>	\$88,000
A	Replacement of Microsoft Office <i>In 2012 Microsoft will stop supporting functionality components of earlier versions of the software. All computers will need to be updated with new software. The cost will be split between General Fund and Sewer Fund, depending on where and how individual machines are utilized.</i>	\$6,000
<u>2013 Fire Equipment & Training Apparatus Fund</u>		
B	Command Vehicle Replacement <i>Purchase vehicle to replace existing 2006 Expedition, which will be reused within the department.</i>	\$45,000
B	Grass Vehicle Acquisition <i>The purchase of a grass fire vehicle will enable the existing unit to be staged at Station #2, which will be staffed with paid on-call personnel. Having the old unit at Station#2 and a new unit at Station#1 will increase fire protection on the west side of the Township.</i>	\$60,000
<u>2013 Downtown Development Authority</u>		
A	I-96 Trail Underpass & North Connector Project <i>This project will complete construction of non-motorized pathway from the existing Delhi trail at Willoughby Road to connect with the Lansing River Trail at Jolly Road. Total project cost is \$3.2 M.</i>	\$1.2 Million
B	Design Engineering for Holt Road/Aurelius Road Roundabout <i>This project has been included in the 2014 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.2M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. Project cost will be shared by the Township and DDA.</i>	\$75,000 (including \$10K in possible easement acquisition)

CAPITAL IMPROVEMENTS PROGRAM
Years 2014 – 2018 Project Descriptions

Priority Level:	Project Description:	Implementation Year:	Current Estimate:
General Fund			
B	Street Improvements <i>Street improvements will occur in conjunction with the Ingham County Road Commission on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i>	2014	\$66,000
		2015	\$66,000
		2016	\$66,000
		2017	\$66,000
		2018	\$66,000
B	Sidewalk Program and Construction <i>This project includes annual sidewalk maintenance program and construction of key pedestrian connections.</i>	2014	\$110,000
		2015	\$110,000
		2016	\$110,000
		2017	\$110,000
		2018	\$110,000
C	Holt Road Enhancement Trail <i>This project will extend non-motorized pathway from Eifert Road to the School Complex on Holt Road. MDOT Enhancement Grant, CMAQ or other funds will be sought for the project.</i>	2016	\$200,000
		2017	\$1,800,000
D	Playground Equipment Upgrades at Kiwanis Park <i>This project is necessary to improve the playground equipment in the park and ensure compliance with applicable standards. The playground equipment at Sycamore Elementary meets current needs.</i>	2017	\$250,000 (Kiwanis Park)
D	Veteran's Park Amphitheater <i>This project would include the construction of an awning over the audience area within the existing amphitheater. The DDA anticipates contributing funds only for this project, assuming grant funding or donations are received.</i>	2015	\$250,000

B	Community Service Center Roof Replacement <i>See project description in 2012 update section.</i>	2014	\$75,000
		2015	\$75,000 (construction using previously attributed funds)
B	Computer Replacements <i>Replacement of approximately 20 machines per year, resulting in approximate replacement cycle of 5 years.</i>	2014	\$20,000
		2015	\$20,000
		2016	\$20,000
		2017	\$20,000
		2018	\$20,000
B	Replacement of Window Treatments at Community Service Center <i>See project description in the 2012 update section.</i>	2014	\$10,000
		2015	\$10,000
C	Parking Lot Paving at Valhalla & Deadman's Hill Parks <i>Paving of parking lots and driveways within each park to create better access to facilities and reduce dust/mud.</i>	2016	\$200,000
C	Maple Ridge Cemetery Road Improvement <i>Replace and resurface drives within the cemetery and pave those that remain unpaved. It is proposed that funding for this project be addressed by "saving" each year, similar to the Community Service Center roof project, for final implementation once funding is finally in-place.</i>	2014	\$15,000
		2015	\$15,000
		2016	\$15,000
		2017	\$15,000
B	Street Sweeper Replacement <i>A new street sweeper is needed in order to continue providing this service within the community. The existing sweeper is very old.</i>	2015	\$75,000

B	Design Engineering for Cedar Street/Aurelius Road Roundabout <i>This project has been included in the 2015/2016 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.3M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. This project will be shared between the Township and DDA.</i>	2014	\$83,000 (including \$10K in possible easement acquisition)
<u>Sewer Fund</u>			
B	Sewer Camera Equipment Replacement <i>Replacement of sewer camera equipment.</i>	2014	\$125,000
B	Vactor Truck Replacement <i>A new Vactor Truck is needed in order to provide sewer cleaning within the collection system.</i>	2016	\$270,000
C	POTW Maintenance Building Construction <i>This project will include the construction of a maintenance building at the POTW to accommodate equipment, personnel and processes relative to the ongoing maintenance and care of the POTW facilities.</i>	2015	\$125,000
B	Vehicle Rotation Schedule <i>See Exhibit A</i>	2014	\$0
		2015	\$35,000
		2016	\$108,000
		2017	\$24,000
		2018	\$36,000
<u>Fire Equipment & Training Apparatus Fund</u>			
B	Replacement of 2004 Durango	2014	\$38,000
C	Radio Replacement <i>This project is necessary to upgrade the system (technology advancement).</i>	2015	\$40,000
		2016	\$40,000
		2017	\$40,000
C	Refurbish 2006 Ford Lifeline Ambulance	2014	\$110,000

C	Replace 2008 Ford Lifeline Ambulance	2016	\$130,000
C	Replace 2010 Ford Lifeline Ambulance	2018	\$140,000
<u>Downtown Development Authority</u>			
C	Delhi TechPark Property Improvements <i>This project will include infrastructure improvements necessary to facilitate development of the property. This project is dependent upon private investment that may be made in the park. *The amount of financial participation will be tied to private investment and TIF generation.</i>	2014	\$100,000*
C	Light & Pole Replacements <i>This project includes replacing existing cast iron light poles with concrete (due to excessive deterioration) and fixture conversion to LED.</i>	2014	\$20,000 (lights) \$60,000 (poles)
B	Design Engineering for Cedar Street/Aurelius Road Roundabout <i>This project has been included in the 2015/2016 Transportation Improvement Plan (Illustrative Projects List) for 100% construction funding utilizing federal Congestion Mitigation Air Quality grant dollars. Federal funding is \$1.3M. Funding included here is for design and engineering assistance and possible easement acquisition that is not grant eligible, but necessary in order for the Ingham County Road Commission to accept the federal dollars. This project will be shared between the Township and DDA.</i>	2014	\$83,000 (including \$10K in possible easement acquisition)

**Delhi Charter Township
Fleet Vehicle Rotation Revenue/Expenditure Projection**

Vehicle	2012	2013	2014	2015	2016	2017	2018
DPS							
1999 Ford Dump Truck				(4,800)			
2002 Ford F250	(6,500)						
2003 Chevrolet E250 Cargo Van		(5,000)					
2003 Ford Expedition		(8,000)					
2006 Chevrolet Silverado 4WD					(5,500)		
2006 Chevrolet Silverado 4WD					(5,500)		
2006 Chevrolet Silverado 4WD					(5,500)		
2007 Ford Ranger 4WD	(8,000)						
2008 GMC Canyon 2WD		(7,000)					
2008 GMC Canyon 2WD		(7,000)					
2011 GMC Savana AWD Van (LS)							
2011 GMC Sierra truck 4WD							
2012 GMC Sierra ext cab truck 4WD							
2012 GMC Sierra ext cab truck 4WD							
2012 GMC Canyon ext cab truck 4WD					(9,500)		
2012 Full size truck 4WD	26,000						
2012 Mid size truck 4WD	22,000					(9,500)	
2013 SUV 4WD		26,000					
2013 AWD Van (lift stations)		26,000					
2013 Small truck 2WD		18,000					
2013 Small truck 2WD		18,000					
2015 Dump truck				35,000			
2016 Full size truck 4WD					28,000		
2016 Full size truck 4WD					28,000		
2016 Full size truck 4WD					28,000		
2016 Mid size truck 4WD					24,000		
2017 Mid size truck 4WD						24,000	
2018 Small truck 2WD							18,000
2018 Small truck 2WD							18,000
sub total	33,500	61,000	-	30,200	82,000	14,500	36,000
PARKS							
1995 Chevrolet S10 Pickup	(2,600)						
1996 Ford F150	(1,200)						
1999 Ford F250	(3,500)						
1999 Ford Dump Truck				4,800			
2000 Ford F250 w/plow					(2,000)		
2001 Ford F250 4WD							
2001 Ford Ranger	4,500				(1,500)		
2002 Ford F250	6,500				(2,500)		
2006 Chevrolet Silverado 4WD					5,500		
2006 Chevrolet Silverado 4WD					5,500		
2006 Chevrolet Silverado 4WD					5,500		
2012 Ford F250 4WD w/plow (Parks Budget)	26,000						
sub total	29,700	-	-	4,800	10,500	-	-
COMMUNITY DEVELOP.							
2001 Ford Ranger	(4,500)						
2007 Chevrolet Impala							
2006 Dodge Dakota 4WD (4 door)					(4,500)		
2007 Ford Ranger 4WD	8,000					(4,000)	
2012 GMC Canyon ext cab truck 4WD					9,500		
2012 Mid size truck 4WD						8,900	
sub total	3,500	-	-	-	5,000	4,900	-
ASSESSING							
2000 Ford Ranger		(4,000)					
2001 GMC Jimmy		(5,000)					
2008 GMC Canyon 2WD		7,000					(2,500)
2008 GMC Canyon 2WD		7,000					(2,500)
2013 Small truck 2WD							8,200
2013 Small truck 2WD							8,200
sub total	-	5,000	-	-	-	-	11,400
GRAND TOTAL	66,700	66,000	-	35,000	97,500	19,400	47,400



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 (eg. Fire Dept.) or grouping of accounts with a similar purpose (eg. Infrastructure) within a fund. 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.

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 water & 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 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, the Brownfield Redevelopment Authority, and the Local Site Remediation Fund 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 operations.

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 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 and four special revenue funds.

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 Site Remediation 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

Increase in current financial resources that is reported separately from revenues. Loan proceeds and transfers from other funds are reported as other financing sources.

Other Financing Use

Decrease in current financial resources that is 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

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, the Fire Equipment, Training & Apparatus 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.