

DELHI CHARTER TOWNSHIP
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Holt, MI 48842

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2017 BUDGET

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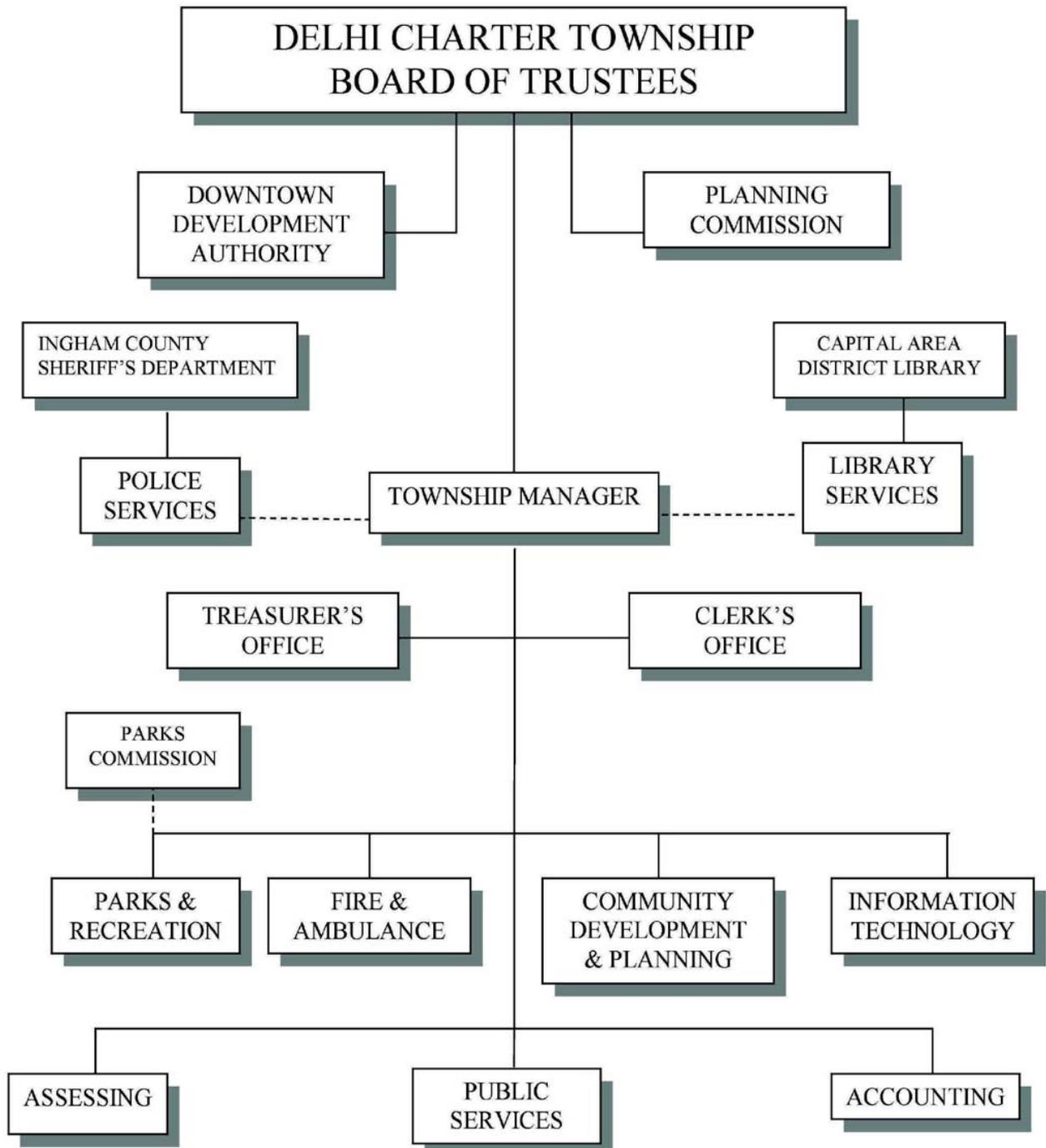
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Delhi Charter Township Organizational Chart of Services





Board of Trustees

Supervisor	C. J. Davis
Clerk.....	Evan Hope
Treasurer.....	Roy Sweet
Trustee	John Harmon
Trustee	John Hayhoe
Trustee	Megan Ketchum
Trustee	DiAnne Warfield

Executive Staff

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



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

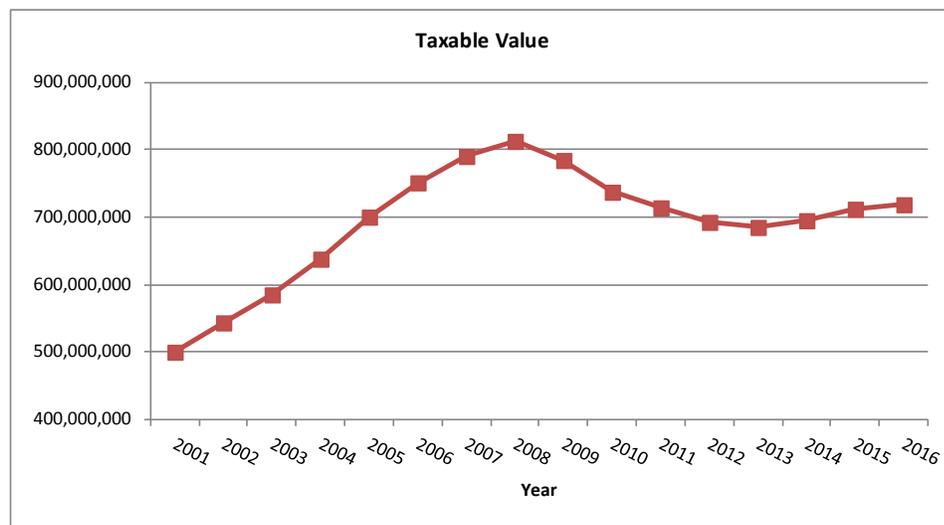
Dear Board Members,

On behalf of all departments, I am pleased to present to you the 2017 Proposed Annual Budget. This budget was prepared in accordance with the Michigan Uniform Accounting and Budget Act as well as the Charter Township Act of Michigan. The budget is balanced, meaning revenues plus appropriated fund balances equal or exceed expenditures and all funds have positive fund balances. This document reflects the cooperation and hard work of Delhi Township employees and the Delhi Township Board.

This budget has been prepared using direction from the Board of Trustees. The 2017 budget totals \$25,715,020 for all funds, up from \$25,393,935 projected for 2016.

Financial Challenges to the Budget

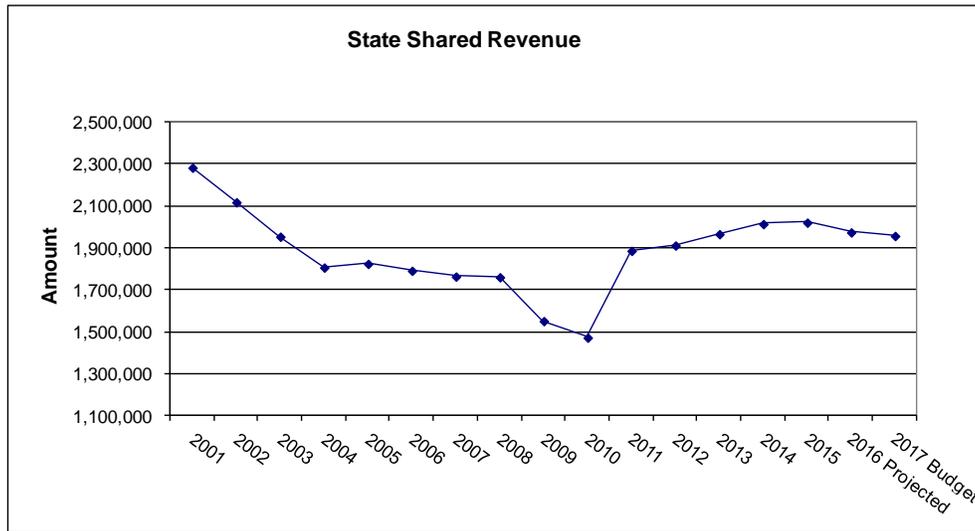
- Property taxes in total are the Township's largest revenue source. The ad valorem taxable value of real and personal property (from which property tax is levied) grew .94% in 2016. This is the third increase since 2008. Comparing current ad valorem with that of 2008, property values have declined 11.5%. The Headlee amendment is an additional limit on tax revenue growth. As property values rebound, the increases are limited to a national inflation factor. The Township's operating millage has been reduced to 4.2981 mills. It is expected that the taxable values have now stabilized, but will not rebound as quickly as the cost of services increase. Although the Township is not in financial distress as are some of the other communities in Michigan or in the nation, it puts pressure on our ability to continue to provide the level of service we want to provide.



- 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 24% of General Fund revenues in 2017. Additionally, the statutory portion was eliminated in 2012 and replaced with a new program that has qualification requirements. One uptick in this story of uncertain and declining state shared revenue is the 2010 census data for



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



- The number of permits issued, as shown in the chart below, gives evidence of the activity in the residential and commercial markets. Due to the economic downturn, the number of permits issued decreased sharply after 2003, which has 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, the Township had stronger growth in 2015.

Type	2007	2008	2009	2010	2011	2012	2013	2014	2015
Building	423	365	588	622	372	358	431	438	606
Electrical	279	207	175	183	189	224	209	256	394
Plumbing	166	135	146	152	134	189	124	213	322
Mechanical	289	279	232	343	470	369	329	437	575
Soil Erosion	0	67	78	66	41	46	73	83	95
Total	1157	1053	1219	1366	1206	1186	1166	1427	1992

Responses to the Financial Challenges

In 2008, the Township transitioned from a traditional health care plan to a high deductible plan with a health savings account (HSA) plan which lowered our health care premiums. The annual increases in premiums rates have also declined.

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

Traditionally, cost of living (COL) increases have been applied to annual employee compensation schedules. An increase of 2% is budgeted for 2017. Beginning in 2016, full time employees had the one time option of matching pension investments at a rate of up to 2.5%. This is in addition to the 10% of base salary the Township currently invests for full time employees.

In 2014 voters approved the renewal of a four year, 1.5 millage for fire services. However, to keep taxes from increasing more than inflation, the Headlee Amendment automatically “rolls back” the millage rate to equal the rate of inflation. This has reduced the 2017 millage rate to 1.4961 mills. The funding helps to offset the costs of the fire department ever since it transitioned in 2003 from a part-time to a combination



full time/part-time fire/EMS department that offers advanced life support by our cross-trained (fire/paramedic) full time employees. The millage does not cover the entire costs of the fire department, so an annual transfer from the general fund is required. Due to increased activity an additional 3 firefighters have been budgeted for 2017. This will increase the stress on the general fund.

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

In 2016 the Township issued two refunding bonds to take advantage of lower interest rates. The Water Improvement Fund, the Sewer Fund, and the DDA will benefit from the savings.

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 \$9,707,010 which is \$227,930 more than the projected expenditures for 2016. The departments with the greatest increases from the 2016 projected budgets are: the Buildings and Grounds Department due to energy conservation projects; the Parks department, due to the Kiwanis Park restroom construction; and the Infrastructure department, due to road improvements and energy conservation projects.

To enhance the quality of life for Township residents, the Township has been investing in non-motorized trails. Funded by various grants as well as Township resources and the sale of capital improvement bonds, the Sycamore Trail connects the Township's existing trail with Lansing's River Trail network. The grant funded Ram Trail running along Holt Road was completed in 2015. In 2016 the Non-Motorized Transportation plan was updated. In 2017 the Ram Trail II will be completed, and planning/construction for the Ram 2 Burchfield Trail will be completed if a grant is received from the Ingham Co. Trail millage. The Township is also budgeting \$100,000 a year to build new sidewalks to provide safe walking and connections to the trail system.

In 2016 two part time positions in the Parks Dept transitioned into full time. These two positions, plus two new full time positions in the Building and Grounds Dept and the transfer of a supervisory position from the Sewer Fund, provided a nucleus of full time staff to meet the maintenance needs of Township parks, buildings, grounds, cemetery and non-motorized pathways. Previous to 2016 many maintenance functions were performed by the Sewer Fund employees (with reimbursement from the General Fund). In 2017 permanent part time positions are added to the both the Parks and Buildings/Grounds Departments (one in each department) to meet the increased workload.

As the result of an energy audit the Township is borrowing funds to implement energy conservation projects in both the General and Sewer Funds. The resulting savings in energy costs will be used to repay the bond, and the Township qualified for a grant which will pay 70% of the interest on this loan.

It is projected that expenditures and transfers out will exceed revenues by \$3,649,070, leaving ending fund balance as a percentage of operating expenditures and transfers at 31% which is above the 15% minimum target set by the Board.

Special Revenue Funds

As mentioned previously, the voters approved two millages in 2014, 1.5 mills for fire and 1.5 mills for police (reduced to 1.4961 for 2017). Separate special revenue funds were established for each of these



millages with over \$1,000,000 expected to be generated for each millage in 2017. Nevertheless, a transfer of \$1,441,280 from the General Fund to supplement the Fire Millage Fund and a transfer of \$1,549,230 to the Police Millage Fund will be necessary to cover the expenses of each department.

Enterprise Fund

The Sewer Fund derives most of its revenue from monthly sewer use fees and a flat sewer service charge. There has been a decrease in the amount of sewage processed which has lowered sewer revenues. In order to maintain sewer infrastructure, it is recommended by the United States Environmental Protection Agency (USEPA) that utility rates need to be increased annually by CPI plus 3%. This recommendation has been implemented for the 2017 budget. It is expected that costs for several of the projects related to improving and maintaining the sewer system will be partially reimbursed by a State of Michigan Stormwater, Asset Management and Wastewater (SAW) grant for the engineering/design portion of these projects.

Downtown Development Authority

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

Long-term Debt

The Township's rating from Standard & Poor's was upgraded from AA- to AA in 2014 and continues to keep this rating. This is a high rating and reflects a strong capacity to repay debt. Statutes in the State of Michigan limit the amount of general obligation debt a government entity may issue to 10 percent of its total assessed valuation. Special assessment bonds, revenue bonds, 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 \$79,566,022. The net debt outstanding at 12/31/16 will be \$19,262,174 (\$32,582,174 total outstanding less \$13,320,000 in revenue bonds). This is 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 eleven parks maintained by the Township providing a number of recreational activities including playgrounds, baseball diamonds, beachfront swimming, bicycle and walking pathways, a sledding hill, a bike/skate park, and an outdoor amphitheater. An active senior program is provided, with most activities taking place in a LEED certified senior center building. Wastewater collection and treatment is the only utility owned and operated by the Township while public water and fire protection (hydrant) is provided by the Lansing Board of Water and Light. The Township maintains 3 cemeteries and facilitates public improvements



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

Economic Statistics

According to the U.S. Census Bureau, the residential population grew 17% from 1990 to 2000 with 19,190 residents in 1990 and 22,569 residents in 2000. Population grew by 15% from 2000 to 2010 with 25,877 residents in 2010. 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 38.9 years in 2014.

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 2014, that number rose to 10,876. Of that number, 7,667 were owner-occupied housing units, 2,671 were renter-occupied housing units, and 538 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 2014, 94.3% of the population had at least a high school diploma and 32.8% held a bachelors degree or higher.

The median household income rose from 2010 to 2014. The median household income in 2010 was \$57,706. In 2014, it was \$59,263. Per capita income in 2010 was \$27,745 and \$29,745 in 2014.

In 2014 9.3% of families were below the poverty level. The jobless rate for Delhi Township in 2015 was 2.5% of the labor force, down from 4.6% in 2014. Ingham County's 2015 rate was 4.4% and the State of Michigan was 5.4%. Thus far for 2016 (through August), the jobless rate in Delhi Charter Township averaged 3%. The average during that same time in Ingham County was 4% and the State of Michigan was 4.9%.

Economic Development

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

**Delhi Township Major Employers - 2016**

<u>Employer</u>	<u>Product or Service</u>	<u>Employees</u>
Holt Public Schools	Education	822
Dakkota	Automotive Supplier	392
Orchid Orthopedic	Exotic Metal Fabricator	275
RSDC	Steel Processing	244
Granger Construction	Commercial Construction	220
Kroger	Retail Grocery	164
Magna Power Train	Automotive Supplier	150
Keller Williams Real Estate	Realty	147
NexCare (Holt Sr. Care/Rehab)	Long Term Care	130
Block Imaging	Hospital Equipment Refurbishing	117



Readers' Guide

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

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

There are three special revenue funds:

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

There is one debt service fund

1. 2016 DDA Development Fund-Fund 395

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 – 2016 Refunding Debt Service – Fund 391
4. Brownfield Redevelopment Authority - Fund 243, currently no active Brownfield parcels
5. Brownfield Local Site Remediation Fund – Fund 643

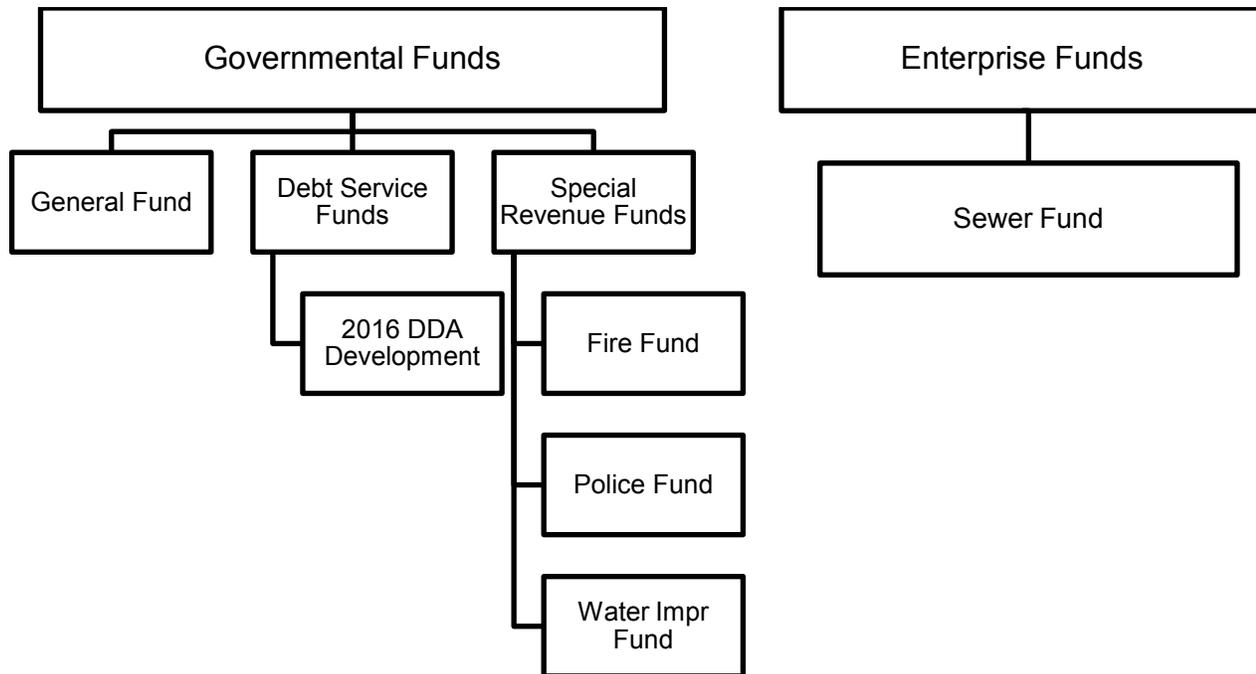
Each fund contains an explanation of the services it performs with a description of its revenues and a summary of budgeted revenues.

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, parks and recreation, and community development.

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

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



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

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

Debt Service Fund accounts for governmental debt activity. The Township has one governmental debt service fund which accounts for the repayment of the 2016 DDA Development Bonds.

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

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

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



Budget Process

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

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



2017 Budget Calendar

April 25 – 29	Department Head CIP meetings with Community Development and Township Manager
June 1 (8 am-6 pm)	Department Head Goals, Objectives and 2017 CIP meeting with Board of Trustees
June 14 (6-9 pm)	Board of Trustees Goals & Objectives meeting
June 21	Board of Trustees to discuss guidelines/assumptions at the Committee of the Whole meeting
June 27	Planning Commission Public Hearing and action on CIP
July 1	Township goals, budget schedules, forms and assumptions distributed to Department Heads
July 18	Departmental goals, indicators and budgets with backup and narratives submitted to Township Manager
July 25 – July 29	Budget requests reviewed with Department Heads
August 1 – 31	Budgets compiled, analyzed & adjusted for submission of balanced budgets to Board of Trustees by September 1
August 16	Board of Trustees set tax levies (property tax millage is included in budget hearings)
August 30	DDA Board reviews proposed Budget prior to Board of Trustees Workshop to be held on September 7
September 7 (8 am-4 pm)	Department Heads present Budget to Board of Trustees at their Budget Workshop
September 27	DDA Board sets Public Hearing for October 25 for the DDA Budget
October 4	Board of Trustees sets Public Hearing for October 18
October 4	Township sends Notice of Public Hearing to Community Newspapers for publication
October 4	DDA sends Notice of Public Hearing to Community Newspapers for publication
October 9	Notice of Board of Trustees Public Hearing (to be held on October 18) is published in the Community Newspapers
October 9	Notice of DDA Public Hearing (to be held on October 25) is published in the Community Newspapers
October 11	Budgets are available for Public Inspection (seven days prior to public hearing)
October 18	Board of Trustees holds Public Hearing on the 2017 General & Special Revenue Funds Budgets
October 25	DDA Board holds Public Hearing and acts on the 2017 DDA Budget
October 27	DDA submits Budget to Board of Trustees for approval
November 1	Board of Trustees act on the 2017 Budgets (Township and DDA)
November 29	DDA Board acts on the 2017 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

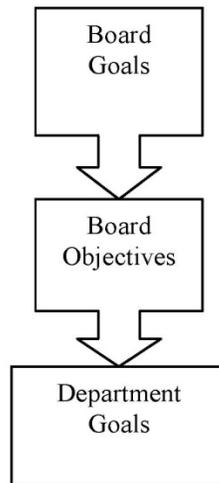
The Township will strive to maintain an unrestricted fund balance in the General Fund of no less than fifteen (15) percent of General Fund operating expenditures. Operating expenditures are defined to include recurring operating transfers and exclude nonrecurring capital outlay.

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 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.



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

2016-2017 Tasks and Activities in Support of the Six Board Goals

Goal I: Enhance the quality of life and create a sense of place for Delhi residents.

1. Support the efforts of the DDA and the Holt Community Connect to continue activities such as Music in the Garden, Holt Hometown Festival, Moonlight Movies, kid friendly activities, and nightlife entertainment, which draw people to the community.
2. Focus on making the Cedar street corridor an asset, creating bike lanes, connecting to the non-motorized trail system, creating economic opportunity for unique retail, fine dining, etc.
3. Fund public art.
4. Perform periodic brush clean-ups.



Goal II: Maintain fiscal integrity and increased efficiency.

1. Continue the contract with a private sector firm to fulfill the vacated role of Director of Accounting.
2. Develop succession plans that promote growth and leadership opportunities for staff while maintaining a high level of customer service for our residents.

Goal III: Promote sustainable private and public economic development and redevelopment.

1. Develop short videos on website promoting Delhi Township.
2. Redevelop DDA properties
3. Encourage mixed residential housing throughout the Township.

Goal IV: Maintain and improve the infrastructure in the Township.

1. Educate Township residents on local road and sidewalk funding and construction stressing:
 - a. The lack of Township funding to support local road and sidewalk improvements.
 - b. Identify the process for creating special assessment districts in neighborhoods for road and sidewalk improvements with 100% of costs to be borne by residents.
2. Bury overhead wires on Cedar Street and extend decorative lighting
3. Strive to meet ADA compliance on sidewalks with future road improvement projects.

Goal V: Promote Regional Collaboration of Services.

1. Continue to support and actively engage with neighboring units of government and foster the spirit of regionalism. The Township currently collaborates with eight neighboring units of government on fire/EMS services.
2. Provide leadership for regional efforts

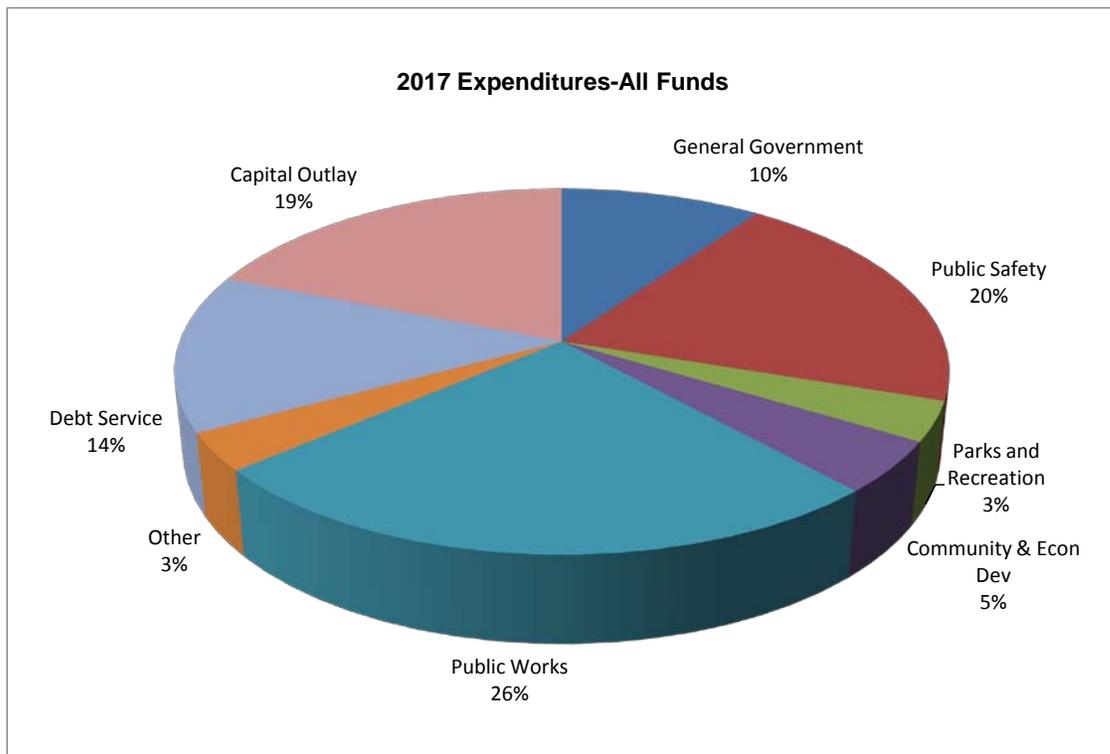
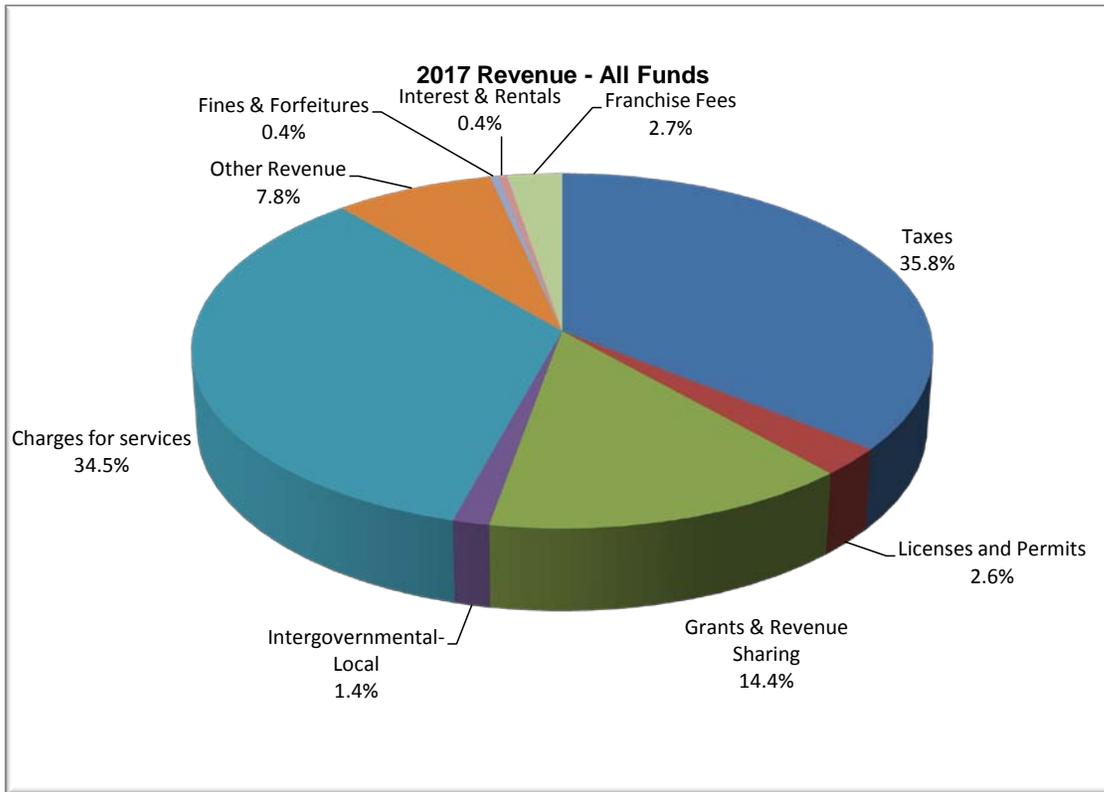
Goal VI: Maintain positive and open communication with Township residents.

1. Promote public education thru a push email system.
2. Support the Community Outreach position to manage social media and coordinate township events.



**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2017**

Description	General Fund	Special Revenue	Debt Service	Enterprise Fund	Component Units	Total
Revenue						
Taxes	\$ 3,173,000	\$ 2,139,300	\$ -	\$ -	\$ 1,603,180	\$ 6,915,480
Licenses and Permits	320,700	-	-	176,200	-	496,900
Grants & Revenue Sharing	2,256,770	38,400	-	491,250	4,000	2,790,420
Intergovernmental-Local	138,810	-	108,820	-	30,000	277,630
Charges for services	593,460	25,000	-	6,042,840	-	6,661,300
Other Revenue	1,385,710	18,770	-	80,320	15,820	1,500,620
Fines & Forfeitures	18,000	55,000	-	-	-	73,000
Interest & Rentals	29,300	100	-	20,780	34,980	85,160
Franchise Fees	515,300	-	-	-	-	515,300
Total Revenue	8,431,050	2,276,570	108,820	6,811,390	1,687,980	19,315,810
Expenditures						
General Government	2,527,830	-	-	-	-	2,527,830
Public Safety	-	5,220,210	-	-	-	5,220,210
Parks and Recreation	900,390	-	-	-	-	900,390
Community & Econ Dev	735,150	-	-	-	443,940	1,179,090
Public Works	1,890,680	2,600	-	4,626,090	50,000	6,569,370
Other	550,500	-	-	-	313,290	863,790
Debt Service	731,660	73,450	108,820	1,881,390	789,360	3,584,680
Capital Outlay	2,370,800	20,000	-	1,938,860	540,000	4,869,660
Total Expenditures	9,707,010	5,316,260	108,820	8,446,340	2,136,590	25,715,020
Excess of Revenues Over (Under) Expenditures	(1,275,960)	(3,039,690)	-	(1,634,950)	(448,610)	(6,399,210)
Other Financing Sources						
Sale of Fixed Assets	80,000	-	-	24,500	-	104,500
Operating Transfers In	-	2,990,510	-	-	701,510	3,692,020
Bond/Loan Proceeds	537,400	-	-	-	-	537,400
Total Otr Financing Sources	617,400	2,990,510	-	24,500	701,510	4,333,920
Other Financing Uses						
Operating Transfers Out	2,990,510	-	-	-	701,510	3,692,020
Total Other Financing Uses	2,990,510	-	-	-	701,510	3,692,020
Change in Fund Balance	(3,649,070)	(49,180)	-	(1,610,450)	(448,610)	(5,757,310)
Beginning Fund Balance	6,962,942	344,713	-	32,983,795	3,113,290	43,404,740
Ending Fund Balance	\$ 3,313,872	\$ 295,533	\$ -	\$ 31,373,345	\$ 2,664,680	\$ 37,647,430





**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2015-2017**

Description	General Fund			Special Revenue Funds			Debt Service Fund		
	2015 Actual	2016 Projected	2017 Budget	2015 Actual	2016 Projected	2017 Budget	2015 Actual	2016 Projected	2017 Budget
Revenue									
Taxes	\$ 2,978,813	\$ 3,177,300	\$ 3,173,000	\$ 2,435,951	\$ 2,145,050	\$ 2,139,300	\$ -	\$ -	\$ -
Licenses and Permits	505,784	540,660	320,700	-	-	-	-	-	-
Grants & Revenue Sharing	2,046,676	2,018,670	2,256,770	169,890	32,910	38,400	-	-	-
Intergovernmental-Local	143,493	140,900	138,810	-	-	-	-	8,450	108,820
Charges for services	686,873	617,690	593,460	60,686	95,000	25,000	-	-	-
Other Revenue	1,365,843	1,305,370	1,385,710	230,657	18,770	18,770	-	-	-
Fines & Forfeitures	22,616	18,850	18,000	56,631	55,000	55,000	-	-	-
Interest & Rentals	24,465	31,740	29,300	833	1,050	100	-	-	-
Franchise Fees	494,518	515,350	515,300	-	-	-	-	-	-
Total Revenue	8,269,081	8,366,530	8,431,050	2,954,648	2,347,780	2,276,570	-	8,450	108,820
Expenditures									
General Government	2,225,678	2,534,210	2,527,830	-	-	-	-	-	-
Public Safety	-	-	-	4,899,100	4,826,735	5,220,210	-	-	-
Parks and Recreation	707,044	870,080	900,390	-	-	-	-	-	-
Community & Econ Dev	604,362	793,890	735,150	-	-	-	-	-	-
Public Works	547,439	977,840	1,890,680	2,365	44,580	2,600	-	-	-
Other	486,477	2,083,300	550,500	-	-	-	-	-	-
Debt Service	452,862	486,410	731,660	77,067	82,030	73,450	-	8,450	108,820
Capital Outlay	560,691	2,189,210	2,370,800	21,544	246,020	20,000	-	-	-
Total Expenditures	5,584,553	9,934,940	9,707,010	5,000,076	5,199,365	5,316,260	-	8,450	108,820
Excess of Revenues Over (Under) Expenditures	2,684,528	(1,568,410)	(1,275,960)	(2,045,428)	(2,851,585)	(3,039,690)	-	-	-
Other Financing Sources									
Sale of Fixed Assets	3,145	-	80,000	6,850	-	-	-	-	-
Operating Transfers In	-	-	-	2,074,134	2,544,530	2,990,510	-	-	-
Bond/Loan Proceeds	-	4,298,350	537,400	-	414,580	-	-	-	-
Total Otr Financing Sources	3,145	4,298,350	617,400	2,080,984	2,959,110	2,990,510	-	-	-
Other Financing Uses									
Payments to Escrow	-	-	-	-	415,810	-	-	-	-
Operating Transfers Out	2,074,134	2,544,530	2,990,510	-	-	-	-	-	-
Total Other Financing Uses	2,074,134	2,544,530	2,990,510	-	415,810	-	-	-	-
Change in Fund Balance	613,539	185,410	(3,649,070)	35,556	(308,285)	(49,180)	-	-	-
Capital Contributions	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	6,163,993	6,777,532	6,962,942	617,442	652,998	344,713	-	-	-
Ending Fund Balance	\$ 6,777,532	\$ 6,962,942	\$ 3,313,872	\$ 652,998	\$ 344,713	\$ 295,533	\$ -	\$ -	\$ -



**All Funds Combined Summary
Revenues, Expenditures, and Fund Balance
2015-2017**

Description	Enterprise Funds			Component Units			Total		
	2015 Actual	2016 Projected	2017 Budget	2015 Actual	2016 Projected	2017 Budget	2015 Actual	2016 Projected	2017 Budget
Revenue									
Taxes	\$ -	\$ -	\$ -	\$ 2,554,536	\$ 1,731,520	\$ 1,603,180	\$ 7,969,300	\$ 7,053,870	\$ 6,915,480
Licenses and Permits	228,630	558,090	176,200	-	-	-	734,414	1,098,750	496,900
Grants & Revenue Sharing	543,905	341,250	491,250	2,700	4,800	4,000	2,763,171	2,397,630	2,790,420
Intergovernmental-Local	-	-	-	-	1,565,000	30,000	143,493	1,714,350	277,630
Charges for services	5,691,531	5,824,670	6,042,840	-	-	-	6,439,090	6,537,360	6,661,300
Other Revenue	148,947	68,020	80,320	13,089	15,820	15,820	1,758,536	1,407,980	1,500,620
Fines & Forfeitures	-	-	-	-	-	-	79,247	73,850	73,000
Interest & Rentals	19,576	20,150	20,780	36,419	34,330	34,980	81,293	87,270	85,160
Franchise Fees	-	-	-	-	-	-	494,518	515,350	515,300
Total Revenue	6,632,589	6,812,180	6,811,390	2,606,744	3,351,470	1,687,980	20,463,062	20,886,410	19,315,810
Expenditures									
General Government	-	-	-	-	-	-	2,225,678	2,534,210	2,527,830
Public Safety	-	-	-	-	-	-	4,899,100	4,826,735	5,220,210
Parks and Recreation	-	-	-	-	-	-	707,044	870,080	900,390
Community & Econ Dev	-	-	-	413,121	388,610	443,940	1,017,483	1,182,500	1,179,090
Public Works	6,254,336	4,282,760	4,626,090	15,502	45,000	50,000	6,819,642	5,350,180	6,569,370
Other	-	-	-	203,985	221,180	313,290	690,462	2,304,480	863,790
Debt Service	439,671	1,752,020	1,881,390	929,745	898,290	789,360	1,899,345	3,227,200	3,584,680
Capital Outlay	-	1,966,620	1,938,860	600,030	696,700	540,000	1,182,265	5,098,550	4,869,660
Total Expenditures	6,694,007	8,001,400	8,446,340	2,162,383	2,249,780	2,136,590	19,441,019	25,393,935	25,715,020
Excess of Revenues Over (Under) Expenditures	(61,418)	(1,189,220)	(1,634,950)	444,361	1,101,690	(448,610)	1,022,043	(4,507,525)	(6,399,210)
Other Financing Sources									
Sale of Fixed Assets	62,393	50,460	-	766,258	-	-	838,646	50,460	80,000
Operating Transfers In	6,267	67,410	24,500	540,329	693,500	701,510	2,620,730	3,305,440	3,716,520
Bond/Loan Proceeds	-	-	-	-	4,499,000	-	-	9,211,930	537,400
Total Otr Financing Sources	68,660	117,870	24,500	1,306,587	5,192,500	701,510	3,459,376	12,567,830	4,333,920
Other Financing Uses									
Payments to Escrow	-	-	-	-	4,568,790	-	-	4,984,600	-
Operating Transfers Out	-	-	-	1,306,588	693,500	701,510	3,380,722	3,238,030	3,692,020
Total Other Financing Uses	-	-	-	1,306,588	5,262,290	701,510	3,380,722	8,222,630	3,692,020
Change in Fund Balance	7,242	(1,071,350)	(1,610,450)	444,360	1,031,900	(448,610)	1,100,697	(162,325)	(5,757,310)
Capital Contributions	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	34,047,903	34,055,145	32,983,795	1,637,030	2,081,390	3,113,290	42,466,368	43,567,065	43,404,740
Ending Fund Balance	\$ 34,055,145	\$ 32,983,795	\$ 31,373,345	\$ 2,081,390	\$ 3,113,290	\$ 2,664,680	\$ 43,567,065	\$ 43,404,740	\$ 37,647,430

**FEE SCHEDULE**

Fund/Description	Current Rate	Proposed Rate
General Fund		
<u>Rental Fees</u>		
Rental Origination Fee	\$550	same
Rental Property Registration	\$110 /parcel + \$33/unit	same
Rental Reinspection Fee	\$11/unit	same
Second Reinspection Fee	\$110	same
Third Reinspection Fee	\$220	same
Fourth & Greater Reinspection Fee	\$550	same
Unregistered Rental Investigation	\$250	same
<u>Community Development Fees</u>		
Preliminary Plat Fees	\$1180 + \$12/lot	same
Final Plat Fees	\$590 + \$18/lot	same
Site Plan Reviews:		
Condo	\$1770 + \$18/unit	same
Multi-Family	\$1770 + \$5/unit	same
Mobile Home Park	\$1770 + \$5/lot	same
Commercial/Industrial/Public	\$1770 + \$35/acre	same
Rezoning	\$1180 + \$12/acre	same
Special Use Permit	\$1180 + \$35/acre	same
Planned Development	\$1770 + \$35/acre	same
Land Division	\$150/parcel created	same
Variance:		
Residential	\$235	same
Non-residential, multi-family	\$355	same
Commercial Appeal	\$240	same
Interpretation/Appeal	\$240	same
Ordinance Violations	Range of \$25 - \$200	same
Building Permits	\$7 per \$1000 of valuation, \$60 minimum	same
Mechanical, Plumbing or Electrical permit	Base of \$70 + per fee items	same
Soil Erosion & Sediment Control Permits	Varies by use and location	same
Fire Inspection	\$100	same
<u>Fire & Ambulance Fees</u>		
Burning Permit-Household	\$15	same
Burning Permit-Commercial	\$100	same
CPR/First Aid Classes	Instructor rate/hr + supplies + \$10/person	same
Ambulance Basic Life Support	\$600 + \$10/mile	same
Ambulance Advanced Life Support	\$600 + \$10/mile	same
Ambulance Advanced Life Support 2	\$700 + \$10/mile	same
Non-emergency Transport	\$250 + \$10/mile	same
Patient assessment w/ no transport	\$100	same
Diabetic assessment w/ no transport	\$125	same

**FEE SCHEDULE - Continued**

Fund/Description	Current Rate	Proposed Rate
General Fund		
<u>Cemetery Fees</u>		
Resident Burial Plot	\$750	same
Non-Resident Burial Plot	\$1,400	same
Resident Columbarium Niche	\$750	same
Non-Resident Columbarium Niche	\$1,400	same
Interment	\$650	same
Columbarium Interment	\$100	same
<u>Parks & Recreation Fees</u>		
Individual Youth Recreation Fees:		
Youth Basketball	\$25	\$30
Youth Floor Hockey	\$25	\$30
Youth Recreations/ softball/Baseball	\$25	\$30
Youth Soccer	\$25	\$30
Youth Flag Football	\$25	\$30
Youth Volleyball	\$25	\$30
Youth Recreational T-shirts	\$10	same
Team Recreation Fees:		
Girls U-14 Travel Softball	\$200 per team	same
Adult Summer Softball	\$150/team + \$15/player	same
Adult Fall Softball	\$100/team + \$15/player	same
Pavillion Fees:		
Resident	\$50-\$75	same
Non-resident	\$75-\$100	same
Wedding Resident	\$75	same
Wedding Non-resident	\$100	same
<u>Misc. Fees</u>		
FOIA Fees	based on # of pages, postage, & wages	same
Water Fund		
Water Hook-up Fee	\$500	same
Sewer Fund		
Metered Sewer	\$15.15 BSC + \$5.30/ccf	\$15.70 BSC + \$5.50/ccf
Unmetered Sewer	\$15.15 BSC = 6ccf x \$5.30	\$15.70 BSC = 6ccf x \$5.50
Sewer Hook-up Capacity Charge	\$2750/Residential Equivalent + \$100 Inspection	\$2750/RE, variable inspection fees
Sewer or Storm Inspection	\$0	\$350
Manhole/Grease Trap Inspection	\$0	\$350
Non-residential new construction	\$0	10% of construction costs
Non-resident User Charge:		
Large User	\$98.51	\$102.15
Medium User	\$0	\$20.00
Small User	\$6.88	\$7.13
Sewer Tap Fee	\$250.00	same
Sewer Repair Permit Fee	\$25.00	same
Drain Layer License Fees	\$100	same
Yard Waste Bags	\$1.50	same

**2017 Capital and Infrastructure Budgeted Items****CAPITAL ITEMS****GENERAL FUND**

Replace switches and Firebox	30,000
Vehicle for Assessing	10,000
Voting Tabulators	12,000
CSC Carpet	60,000
Cemetery sign	15,000
Columbarium	30,000
Honeywell Energy Improvements	1,619,000
Ram Trail II	163,300
Vehicles for Community Development	20,000
Vehicles for Parks Dept	4,500
Mower	50,000
Kiwanis Park Restrooms	350,000
Postage Machine	7,000
Total:	2,370,800

FIRE FUND

Fire Hoses, Misc Equip	20,000
Total:	20,000

SEWER FUND

Twp Vehicles	65,000
Laboratory Analytical Balance	16,000
Two Mowers	30,000
Copier/Fax/Scanner	8,000
Rehab SE Secondary Clarifier	170,000
Eifert Force Main	600,000
Honeywell Energy Improvements	1,049,860
Total:	1,938,860

DDA FUND

Property	210,000
Property-DDA Development	320,000
Farmers' Market	10,000
Total:	540,000

INFRASTRUCTURE ITEMS**GENERAL FUND**

Honeywell Streetlight Improvements	260,740
Street Improvements	145,000
Local Rd Impr-Special Assmt	537,400
Misc. Centerline Striping	6,500
Wayfinding Signage	5,000
ADA Ramps	50,000
Sidewalk Construction	100,000
Safe Rtes 2 School Design & Grant App	24,800
Annual Sidewalk Panel Replacement	15,000
Total:	1,144,440

DDA FUND

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



Township Debt

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

General Obligation Bonds

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

- In 2003, the Downtown Development Authority (DDA) borrowed \$990,000 to construct a building for the Sheriff's Department and the DDA. The bonds mature in 2018. Debt payments are made by the DDA.
- In 2008, the Township issued \$9,980,000 for construction of a new senior center, sanitary sewer improvements by Delhi NE and Depot Roads and Cedar Heights neighborhood, sidewalks and lighting along Holt Road, and landscaping for a plaza at Holt and Aurelius Roads. The Sewer Fund assumed \$1,000,000 of the debt and the Downtown Development Authority assumed \$8,980,000. The bonds maturing after 2018 were replaced by a refunding bond in 2016. The 2016 bond issue was for \$5,000,000, maturing in 2024. The DDA assumed \$4,498,998 of the debt, and the Sewer Fund assumed the remaining \$501,002.
- In 2013 the Township issued \$1,200,000 in bonds to partially fund construction of the portion of the non-motorized trail which will connect the existing trail with the City of Lansing's trail network. The DDA will make the payments on these bonds, which mature in 2024.
- In 2014 the Township issued \$1,585,000 in refunding bonds to defease the 2003 Sewer Capital Improvement bonds. The new bonds mature in 2024. Debt payments are made from the Sewer Fund.
- In 2016, the Township issued refunding bonds totaling \$2,490,000 for water and sanitary sewer improvements. The bonds mature in 2022. The Water Improvement Fund assumed \$414,585 of the debt for improvements by Waverly and Holt Rd and the Sewer Fund assumed \$2,075,415 for various sewer projects.
- In 2016 the Township issued \$1.5 million in taxable bonds to develop and improve land and infrastructure in the DDA district. The repayment of the bonds will come from DDA revenue.
- In 2016 the Township plans to borrow \$4,345,000 in Qualified Energy Conservation bonds for various energy saving projects throughout the Township. The debt will be shared by the Sewer Fund and the General Fund, allocated according to the cost of the various projects.

Revenue Bonds

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

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

Other

- The Township is assessed by the Ingham County Drain Commission for multi-year drain assessments. At 12/31/15 the Township had a balance of \$2,336,148 for seven of the largest assessments. The final payment is in 2033. Payments are made from the General Fund.
- In 2005, the Township purchased park property with a note payable of \$500,000. The final payment is in 2019. Debt payments are made by the General Fund.
- In 2014 the Township entered into a five year capital lease for a copier. The payments are made by the General Fund.

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 \$19,262,174 is 24% of the legal debt limit of \$79,556,022.



Debt Service - All Funds

FUND/DESCRIPTION	Original Debt	Maturity Date	Payment Type	Remaining Principal 12/31/16	Principal due in 2017	Interest due in 2017	Total 2017 Payments
GOVERNMENTAL FUNDS							
Nash Property Installment Purchase-Valhalla Park	500,000	2019	Other	\$ 100,167	\$ 33,334	\$ 2,908	\$ 36,242
Copier Lease	9,480	2019	Other	4,605	2,076	416	2,492
2016 Refunding Bonds (Water)	414,585	2022	GO	414,585	64,935	8,399	73,334
2013 Capital Improvement Bonds	1,200,000	2024	GO	900,000	100,000	18,810	118,810
Gen'l Fund-Drain Assessment	Multiple Yrs	2031	Other	2,167,402	168,746	103,541	272,287
2016 DDA Development Bonds	1,500,000	2035	GO	1,500,000	65,000	43,319	108,319
Qualified Energy Conservation est	3,525,499	2031	GO	2,780,800	144,000	101,963	245,963
Total Governmental Funds				7,867,559	578,091	134,074	857,446
SEWER FUND							
2016 Refunding Bonds (Sewer)	2,075,415	2022	GO	2,075,415	325,065	367,109	692,174
2014 Sewer Refunding Bonds	1,585,000	2024	GO	1,305,000	150,000	28,905	178,905
2008 DDA Bonds-Sewer portion	1,000,000	2024	GO	128,758	62,625	5,150	67,775
2016 DDA Ref Bonds-Sewer	501,002	2024	GO	501,002	-	10,287	10,287
2007 Sewer Bonds	9,850,000	2028	Revenue	6,285,000	480,000	102,131	582,131
2010 Sewer Bonds	8,400,000	2032	Revenue	7,035,000	365,000	171,313	536,313
Qualified Energy Conservation est	1,186,994	2031	GO	1,564,200	81,000	57,354	138,354
Total Sewer Operating				18,894,375	1,463,690	684,896	2,205,940
TOTAL PRIMARY GOVERNMENT				26,761,934	2,041,781	818,970	3,063,386
DDA FUND							
2003 DDA Bonds	990,000	2018	GO	165,000	80,000	7,345	87,345
2008 DDA Bonds	8,980,000	2024	GO	1,156,242	562,375	46,250	608,625
2016 DDA Ref Bonds-DDA	4,498,998	2024	GO	4,498,998	-	92,379	92,379
Total DDA Debt				5,820,240	642,375	145,974	788,349
GRAND TOTAL				\$ 32,582,174	\$ 2,684,156	\$ 964,944	\$ 3,851,736

GO = General Obligation

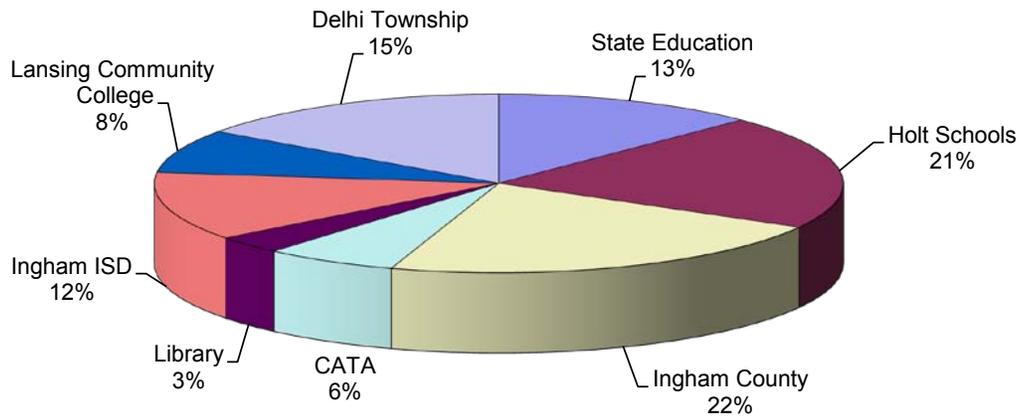


Millage Rates

Typical Delhi Township Resident

Taxing Entity	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
State Education	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000
Holt Schools	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000
Ingham County	10.5263	10.6963	10.1963	10.1963	9.5463	9.5463	9.5431	5.9881	9.5701	9.4100
CATA	3.0070	3.0070	3.0070	3.0070	3.0070	3.0070	2.9708	2.9708	2.9708	2.1838
Library	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600	1.5600
Ingham ISD	5.9881	5.9881	5.9881	5.9881	5.9881	5.9881	5.9881	5.4039	5.9881	5.9881
Lansing Comm College	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072	3.8072
Delhi Township	7.3094	7.8094	7.8094	7.8094	7.8094	7.8094	7.8094	5.4039	5.3455	5.3064
Total	48.1980	48.8680	48.3680	48.3680	47.7180	47.7180	47.6786	41.1339	45.2417	44.2555

**Where Do My Property Tax Dollars Go?
Typical Delhi Township Resident
2016**



**Staffing Summary - Full Time Equivalents**

	2015	2016	2017
General Fund			
Manager	3.00	3.00	3.00
Accounting	1.63	1.63	1.63
Parks	11.90	11.90	12.62
Clerk	3.63	4.00	4.00
Information Technology	1.12	0.75	1.50
Buildings & Grounds	0.00	3.50	5.12
Treasurer	3.55	3.55	3.55
Assessing	3.00	3.30	3.63
Community Development	6.50	6.50	5.60
Total General Fund	34.33	38.13	40.65
Fire Fund	23.00	23.90	27.20
Sewer Fund	24.10	22.77	23.67
DDA	1.66	1.98	1.98
Total All Funds	83.09	86.78	93.50

Positions will continue to be evaluated as staff vacancies occur.



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

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

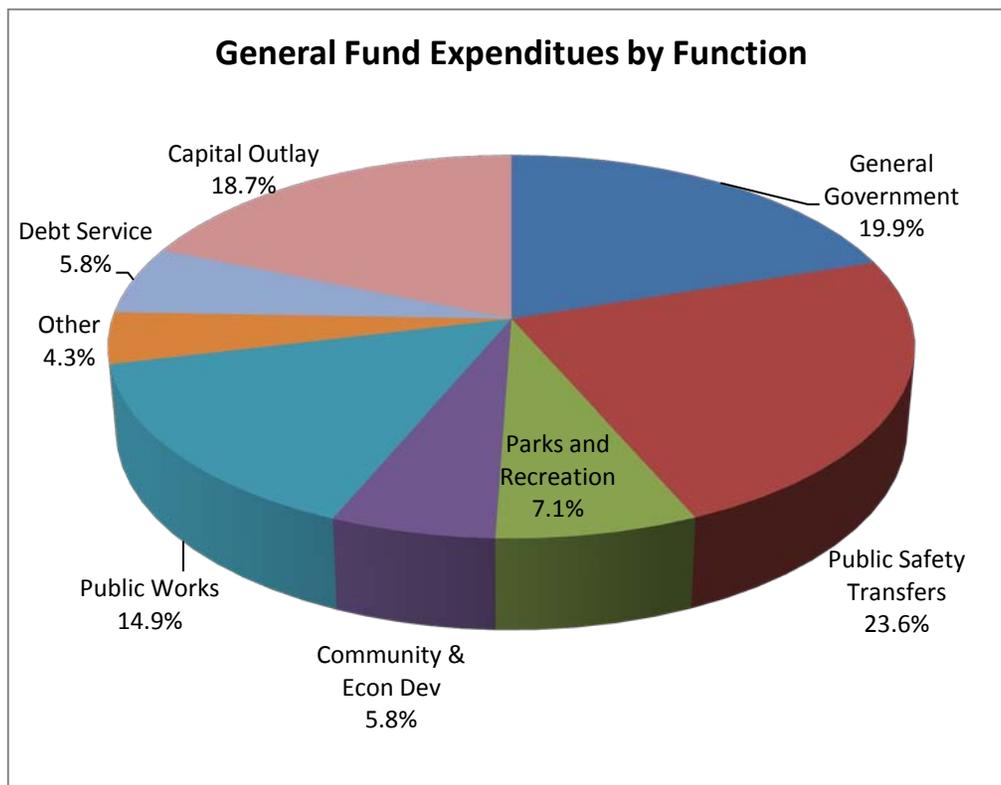
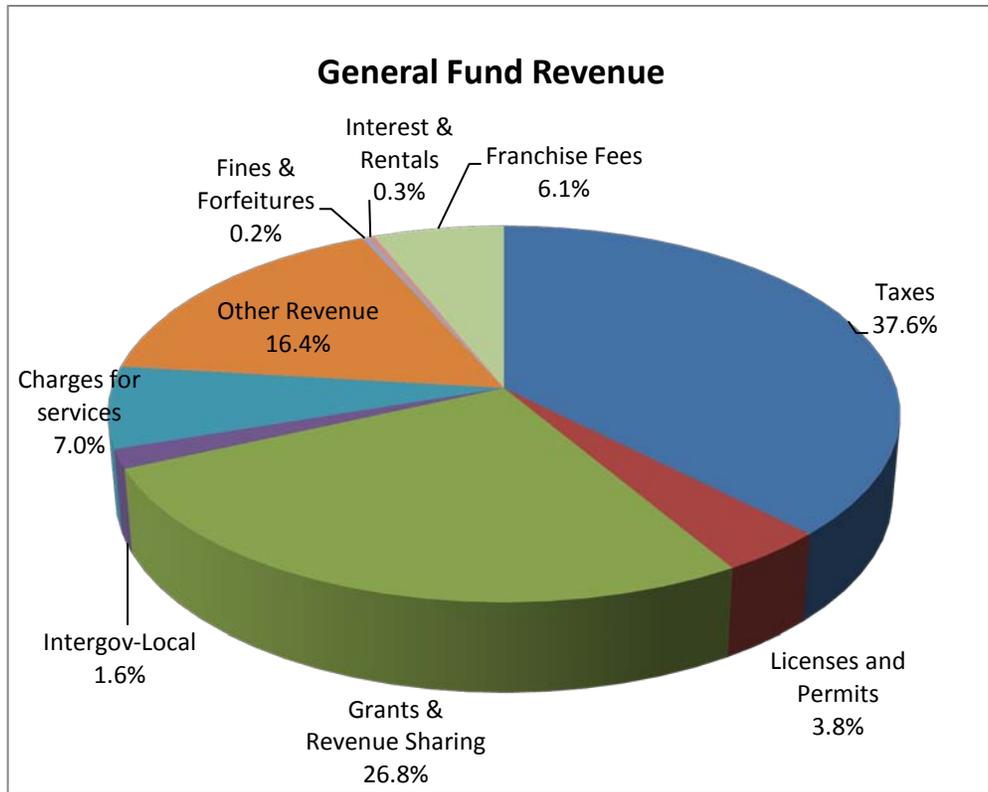


GENERAL FUND REVENUE, EXPENDITURES AND FUND BALANCE

Description	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenue				
Taxes	\$ 2,978,813	\$ 3,156,000	\$ 3,177,300	\$ 3,173,000
Licenses and Permits	505,559	228,400	540,660	320,700
Grants & Revenue Sharing	2,046,676	2,141,000	2,018,670	2,256,770
Intergovernmental-Local	143,493	140,900	140,900	138,810
Charges for services	687,098	626,700	617,690	593,460
Other Revenue	1,365,843	1,287,210	1,305,370	1,385,710
Fines & Forfeitures	22,616	18,000	18,850	18,000
Interest & Rentals	24,465	20,740	31,740	29,300
Franchise Fees	494,518	487,750	515,350	515,300
Total Revenue	8,269,081	8,106,700	8,366,530	8,431,050
Expenditures				
Legislative	103,881	101,980	107,980	107,930
Manager	330,422	343,430	342,900	346,760
Accounting	133,457	144,210	144,030	146,840
Clerk	263,703	325,260	324,750	337,110
Information Technology	221,298	241,630	348,250	301,940
Treasurer	248,535	265,900	265,390	271,860
Assessing	372,311	417,290	347,650	402,500
Elections	34,472	101,430	134,930	25,200
Building & Grounds	437,274	1,153,450	1,996,660	2,363,690
Cemetery	105,330	-	-	-
Stormwater	426,833	451,230	509,690	701,020
Infrastructure	879,524	1,269,800	1,366,280	1,675,240
Community Development	634,803	732,180	793,890	755,150
Parks Administration	243,408	269,700	261,610	266,800
Parks	448,861	908,420	618,540	972,310
Recreation	44,903	90,780	98,280	65,780
Other Functions	493,986	551,400	2,115,790	565,850
Debt Service	161,553	158,320	158,320	401,030
Total Expenditures	5,584,553	7,526,410	9,934,940	9,707,010
Other Financing Sources (Uses)				
Sale of Fixed Assets	3,145	82,300	-	80,000
Bond/Loan Proceeds	-	17,550	4,298,350	537,400
Transfer Out to Fire Fund	(647,539)	(1,142,550)	(1,074,610)	(1,441,280)
Transfer Out to Police Fund	(1,426,595)	(1,481,620)	(1,469,920)	(1,549,230)
Total Other Financing Sources (Uses)	(2,070,989)	(2,524,320)	1,753,820	(2,373,110)
Revenues Over (Under) Expenditures	613,539	(1,944,030)	185,410	(3,649,070)
Fund Balance, Beginning	6,163,993	6,777,532	6,777,532	6,962,942
*Total Fund Balance, Ending	\$ 6,777,532	\$ 4,833,502	\$ 6,962,942	\$ 3,313,872

* Includes Fund Balance set aside for:

CSC Roof	300,000	-	-	-
CSC Carpeting	15,000	30,000	30,000	-
Cemetery Improvements	45,000	55,000	55,000	65,000
Total Set Aside for Future Capital Outlay	360,000	85,000	85,000	65,000





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 2017 is 718,888,120. The millage rate is 4.2982. Multiplying the taxable value by the millage rate results in 3,089,925. However, 40% of the taxes collected on properties within the DDA go to the DDA. The properties within the DDA have a taxable value of 161,892,912. This reduces the Township's property tax revenue by \$278,339. Additionally, the properties that qualify under the Brownfield Redevelopment Authority have 6,952,704 of taxable value, which reduces the Township's property tax by another \$29,884. The estimated tax revenue was also reduced by \$6,000 for delinquent personal property taxes and by \$50,000 due to the cases pending before the Michigan Tax Tribunal. The net estimated property tax revenue for 2017 is \$2,724,000.

Industrial Facilities Tax **404.000**

The parcels that qualify for the Industrial Facilities Tax receive a 50% reduction in taxes or 2.1491 mills instead of 4.2982 mills. The taxable value for those properties is 7,338,794. Additionally, most of the parcels are in the DDA, so the Township collects 40% of the 50% tax on those parcels. There are also some service fees (based on rent collected) from Tamarack Apartments, Great Lakes Christian Homes, and Delhi Stratford Place that are included in this line item. 2017 revenue is budgeted at \$14,000.

Trailer Park Fees **423.000**

The Township has 3 trailer parks and receives \$.50 per trailer per month. Trailer park fees are budgeted at \$5,000 for 2017.

Delinquent Tax **445.000 & 445.005**

When personal property tax is not paid timely, the subsequent payment, interest, and penalty is recorded here. It is difficult to predict how much will be collected and therefore a conservative estimate of \$25,000 has been made for 2017.

Property Tax Administration Fee **447.000**

The Township receives 1% of all taxes collected for property tax administration. While property tax revenue is recognized in the year following the warrant (2017 revenue is based on the taxable value on the 2016 warrant), the corresponding administrative fee is recognized in the year of the warrant (2016). Since the 2016 warrant won't be known until late 2016, the administrative fee of \$405,000 is estimated.

Building Permits **451.000**

\$7 is charged per \$1,000 of valuation with a \$60 minimum. Estimated revenue for 2017 is \$125,000.

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 2017 is \$30,000.



Electrical, Plumbing, and Mechanical Permits 455.00 456.000 457.000

Permits (with some exemptions) are required before work can be done. Fees vary by item description, size, etc. Estimated revenues are projected at \$142,000 for 2017.

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 \$1,890,900, and statutory revenue is budgeted at \$68,400 for 2017.

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 \$10,000.

State Shared Revenue – Right of Way 574.040

The State of Michigan collects an annual right of way fee from all telecommunications providers that use public right of ways. The State then distributes these fees, based on a formula, to municipalities. The budget for 2017 is \$12,270.

District Library Contributions 587.000

The Capital Area District Library reimburses the Township for utility and maintenance costs. The budget for 2017 is \$20,000.

Rental Registration and Inspection 620.000

All rental properties are charged a registration fee of \$110 per parcel plus \$33 per unit every 2 years which is intended to cover the costs of biennial inspections. Re-inspection fees, new rental origination fees, etc, are also charged here. The budget for 2017 is \$100,000.

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 2017 budget for this account is \$24,000.

Ambulance Fees 633.000

Ambulance calls are \$600 for basic and advanced life support plus \$10/mile. \$900,000 is budgeted for 2017.

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. 2017 revenue is budgeted at \$20,000.

Cemetery Lot Sales 635.000

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

**Recreation Fees** **651.010**

Fees of \$25 to \$60 are charged to the participants in various recreational programs. Adult and youth travel softball and baseball teams are charged a team rate. \$60,000 is budgeted for 2017, based on current levels of participation.

Interest **664.000**

This account includes interest paid on all General Fund bank deposit and investment accounts. It is difficult to determine future interest rates. The Township has taken a conservative approach and budgeted \$10,000 for 2017 revenue.

Streetlight Special Assessment **672.010**

The annual electrical cost of a taxpayer's streetlight is added to the taxpayer's bill each year and recognized as revenue to the Township in December when the assessment is billed.

Blacktop & Road Special Assessment **672.020**

The Township has road special assessment districts where the Township has paid for blacktop improvements. The taxpayers in these special assessment districts are billed for these costs over time and are charged principal and interest on their tax bills, which the Township records as revenue in December.

Cable Franchise Fees **694.020 & 694.025**

The Township has contracts with Comcast & AT&T that expire in 2019 and 2018 respectively, whereby both pay the Township 5% of their cable revenues earned within the Township.

Board of Water and Light Franchise Fee **694.030**

The Township receives 4% of the BWL electricity revenue within the Township.

Cost Allocation from the Sewer Fund **699.030**

A number of services, like payroll, accounts payable, sewer billing, etc. are provided to the Sewer Fund by General Fund employees. Using the loaded rate for those employees, the actual costs were calculated in 2015. The 2017 allocation is budgeted at \$354,960.

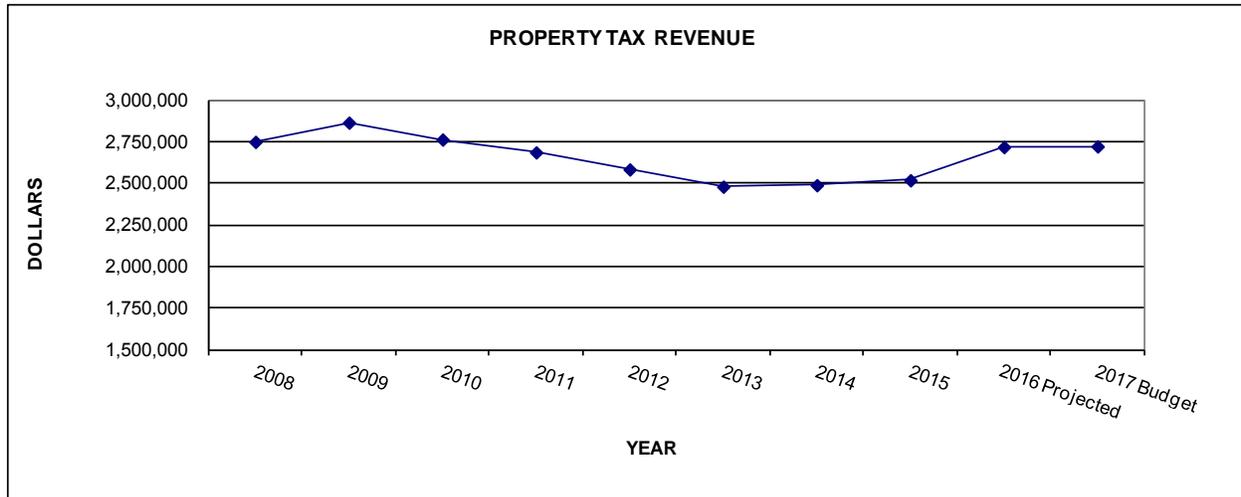


GENERAL FUND REVENUE

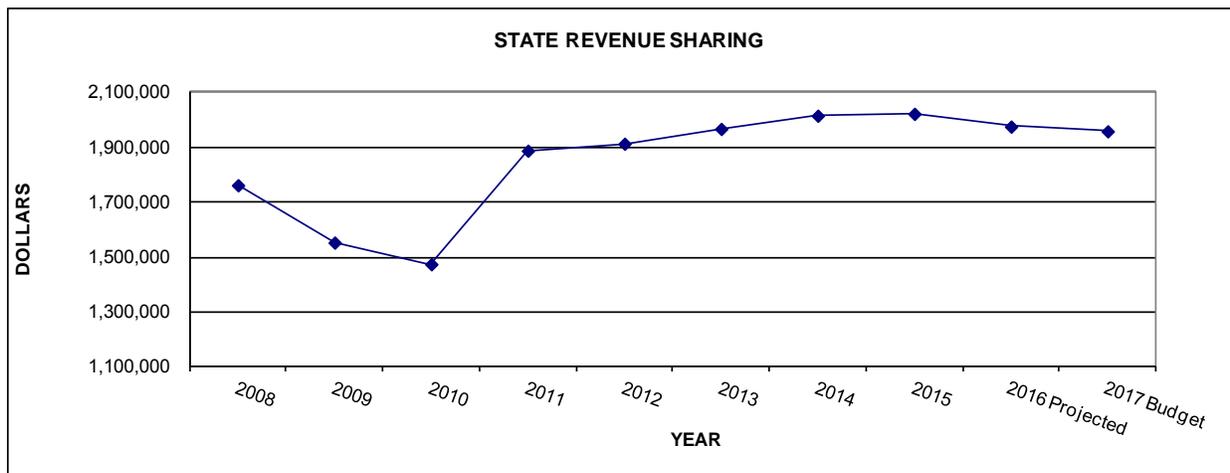
GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-000.00-403.000	CURR PROP TAX	\$ 2,520,509	\$ 2,700,000	\$ 2,720,000	\$ 2,724,000
101-000.00-404.000	IFT/CFT & SERVICE FEES	15,677	18,000	19,300	14,000
101-000.00-423.000	TRAILER PARK FEES	4,962	5,000	5,000	5,000
101-000.00-445.000	DELQ TAX	4,983	5,000	5,000	5,000
101-000.00-445.005	DELINQ INTER & PENALTY	14,365	23,000	23,000	20,000
101-000.00-447.000	PROPERTY TAX ADMIN FEE	418,316	405,000	405,000	405,000
101-000.00-451.000	BUILDING PERMITS	241,350	95,000	282,000	125,000
101-000.00-452.000	PLAT REVIEW FEES	788	-	-	-
101-000.00-453.000	SOIL EROS & SED CTRL PMT	47,026	27,000	39,000	30,000
101-000.00-455.000	ELECTRICAL PERMIT FEES	66,729	30,000	75,000	50,000
101-000.00-456.000	PLUMBING PERMIT FEES	47,877	20,000	45,000	36,000
101-000.00-457.000	MECHANICAL PERMIT FEES	73,513	32,000	72,000	56,000
101-000.00-458.000	FIRE INSPECTION FEES	5,012	4,000	6,500	4,000
101-000.00-460.000	FIRE DEPT. BUR PERMITS	2,220	2,500	2,000	2,200
101-000.00-476.000	MISC LIC, PERMITS & FEES	3,975	4,000	4,000	4,000
101-000.00-570.000	STATE GRANTS	15,031	120,000	20,000	285,200
101-000.00-571.000	MISC GRANTS	-	-	10,000	-
101-000.00-574.020	STATE REV SHAR-CONSTIT.	1,954,382	1,967,000	1,908,000	1,890,900
101-000.00-574.021	STATE REV SHAR-STATUTOR	68,486	45,000	68,400	68,400
101-000.00-574.030	RETURNABLE LIQ LIC FEES	11,059	9,900	11,900	10,000
101-000.00-574.040	STATE SHARED REV-RIGHT C	8,778	9,000	12,270	12,270
101-000.00-581.000	INTERGOVERNMENTAL REV	-	-	-	118,810
101-000.00-587.000	DISTRICT LIBRARY CONTRIB	20,509	20,000	20,000	20,000
101-000.00-620.000	RENTAL REG & INSPECT	102,793	100,000	100,300	100,000
101-000.00-623.000	REZONING APPLFEES	1,492	1,000	-	1,000
101-000.00-623.010	ZONING CERTIFICATION	225	200	-	-
101-000.00-624.000	SPECIAL USE PERMITS	1,215	2,000	1,490	1,500
101-000.00-625.000	BOARD OF APPEAL FEES	3,304	1,000	1,770	1,000
101-000.00-628.000	SITE PLAN REVIEW FEES	5,404	3,000	14,030	3,000
101-000.00-632.000	FIRE DEPT SERVICE FEES	24,094	42,000	24,000	24,000
101-000.00-632.010	FIRE DEPT ED REVENUE	-	2,500	100	-
101-000.00-633.000	AMBULANCE FEES	869,309	810,000	810,000	900,000
101-000.00-634.000	CEMETERY - BURIAL FEES	25,736	18,000	18,000	20,000
101-000.00-635.000	CEMETERY - LOT SALES	37,750	20,000	15,000	20,000
101-000.00-642.000	TREE PROGRAM SALES	-	5,000	-	5,000
101-000.00-651.010	RECREATION FEES	61,178	60,000	60,000	60,000
101-000.00-651.020	PARKS FACILITY FEES	7,000	6,000	7,300	6,000
101-000.00-651.060	SENIOR CITIZEN EVENT REVI	-	-	500	500
101-000.00-660.000	CODE ENFORCEMENT REV	22,616	18,000	18,850	18,000
101-000.00-664.000	INTEREST	6,269	2,000	13,000	10,000
101-000.00-669.020	COMM TOWER LEASE FEE	18,197	18,740	18,740	19,300
101-000.00-672.010	STREETLT SPECIAL ASSMT	306,710	306,400	284,850	284,850
101-000.00-672.020	BLACKTOP & ROAD SAD	53,456	81,790	121,500	63,700
101-000.00-672.030	SIDEWALK ASSESSMENTS	6,387	6,380	6,380	6,060
101-000.00-673.000	SALE OF FIXED ASSETS	3,145	82,300	-	80,000
101-000.00-675.010	DONATIONS	981	1,640	1,640	-
101-000.00-676.010	ELECTION EXPENSE REIMB	18,918	22,000	30,460	-
101-000.00-687.000	REFUNDS/REBATE/REIMB	128,471	80,000	80,000	130,100
101-000.00-694.000	MISCELLANEOUS REV	527	1,000	1,000	1,000
101-000.00-694.020	COMCAST CABLE FRANCH	291,464	290,000	301,600	301,600
101-000.00-694.025	CABLE FRANCHISE FEES	74,796	60,000	76,000	76,000
101-000.00-694.030	BWL FRANCHISE FEE	128,257	137,750	137,750	137,700
101-000.00-694.040	DAILY CASH OVER/SHORT	2	-	-	-
101-000.00-698.020	BOND PROCEEDS	-	-	4,280,800	537,400
101-000.00-698.060	CAPITAL LEASE PROCEEDS	-	17,550	17,550	-
101-000.00-699.030	COST ALLOC-FROM SEWER	404,000	348,000	348,000	354,960
101-000.00-699.110	TRANSFER IN - DELHI DDA	122,984	120,900	120,900	-
Total		\$ 8,272,226	\$ 8,206,550	\$ 12,664,880	\$ 9,048,450



Revenue Trends



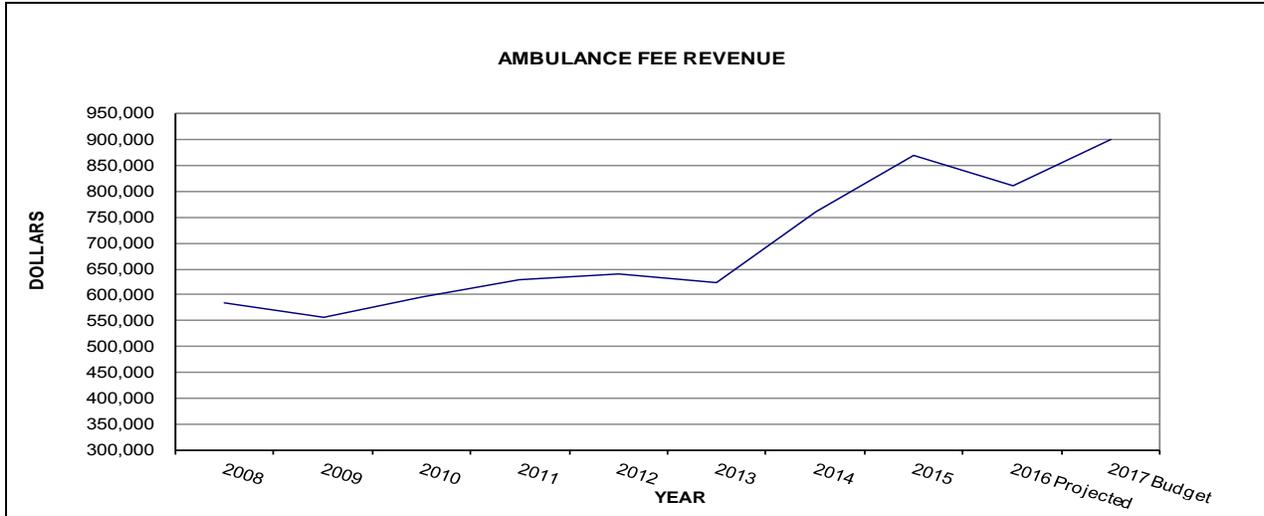
Property tax revenues increased steadily until 2009, due to both the increase in taxable value and new development. Since 2009, taxable value dropped dramatically, and development slowed due to the economic recession. Tax revenue began increasing in 2014, but growth in revenue is depressed due to the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



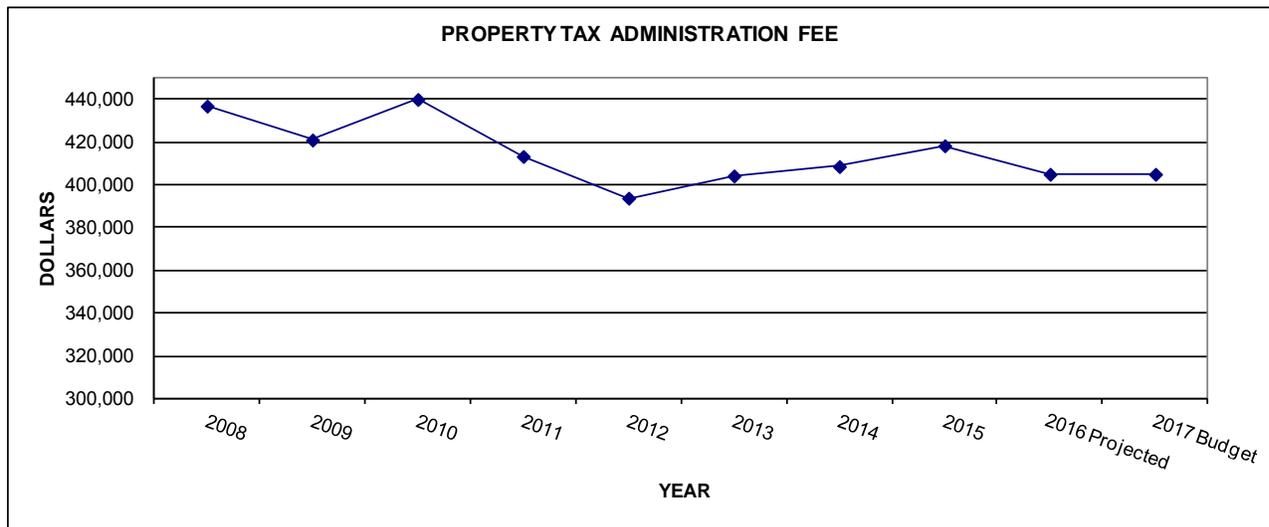
The amount of state revenue sharing received by the Township is based on a formula using sales tax, population, and other factors. As the State of Michigan reduced the statutory portion of revenue sharing, the amount received by the Township fell through 2010. With the 2010 census data revealing the increase in population, the amount received increased. The 2017 budget is based on the state's revenue predictions.



Revenue Trends



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

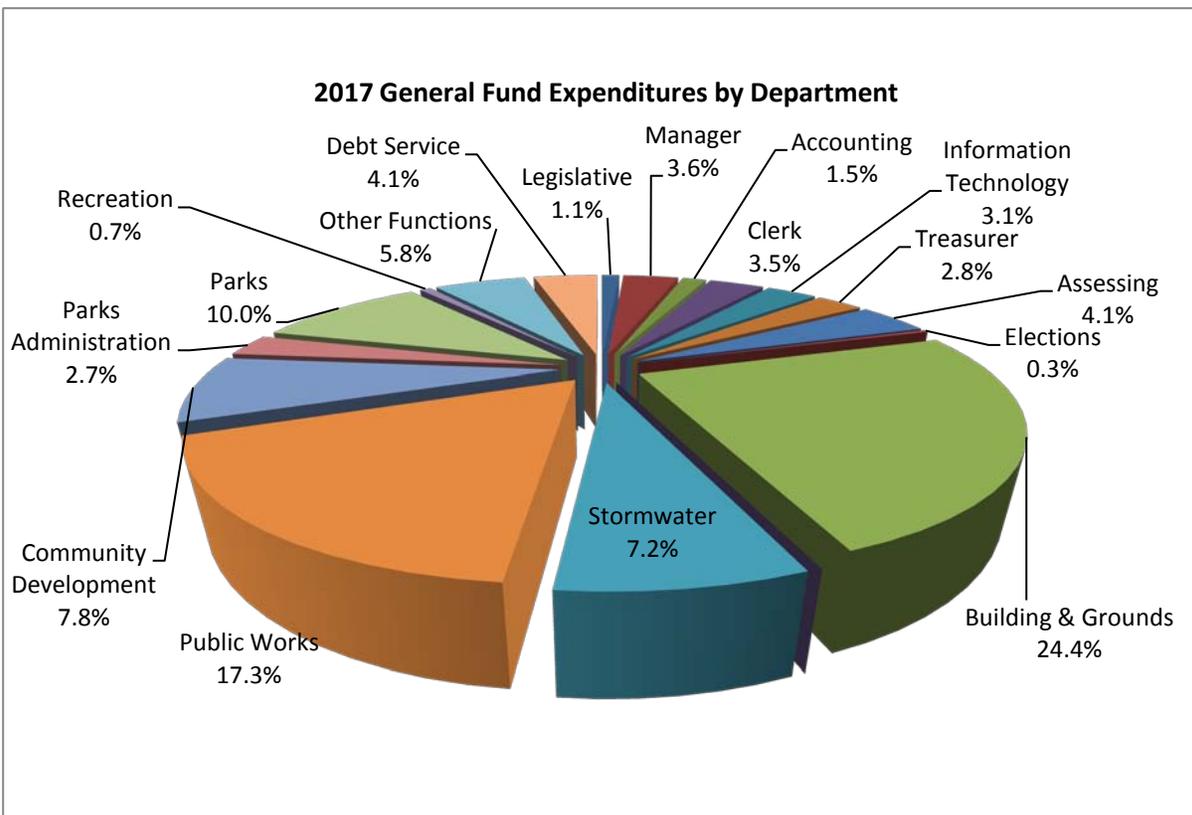


The Township receives 1% of all tax collections as an administration fee. As property taxes increase and decrease, the administration fee follows that trend.



GENERAL FUND EXPENDITURE SUMMARY BY DEPARTMENT

Department Name	Department Number	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Legislative	101.00	103,881	101,980	107,980	107,930
Manager	171.00	330,422	343,430	342,900	346,760
Accounting	191.00	133,457	144,210	144,030	146,840
Clerk	215.00	263,703	325,260	324,750	337,110
Information Technology	228.00	221,297	241,630	348,250	301,940
Treasurer	253.00	248,534	265,900	265,390	271,860
Assessing	257.00	372,311	417,290	347,650	402,500
Elections	262.00	34,472	101,430	134,930	25,200
Building & Grounds	265.00	437,274	1,153,450	1,996,660	2,363,690
Cemetery	276.00	105,330	-	-	-
Stormwater	281.00	426,833	451,230	509,690	701,020
Public Works	446.00	879,524	1,269,800	1,366,280	1,675,240
Community Development	721.00	634,805	732,180	793,890	755,150
Parks Administration	752.00	243,408	269,700	261,610	266,800
Parks	771.00	448,861	908,420	618,540	972,310
Recreation	774.00	44,903	90,780	98,280	65,780
Other Functions	850.00	493,986	551,400	2,115,790	565,850
Debt Service	905.00	161,552	158,320	158,320	401,030
		<u>5,584,553</u>	<u>7,526,410</u>	<u>9,934,940</u>	<u>9,707,010</u>





DEPARTMENT - Legislative (101)

Purpose or Objective of this Department:

Provide legislative leadership and management support for Delhi Charter Township.

Activities of this Department

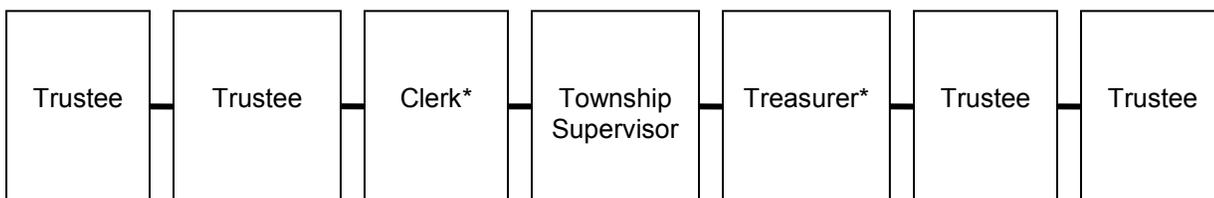
Expenditures in this activity include Supervisor and Trustees' salaries, education, training, and travel; miscellaneous expenditures related to Township Board activities; dues for Township membership in organizations that support activities of the Township.

Year 2017 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 2017 budget requests expenditures of \$107,930, a decrease of \$50 from the 2016 projected actual expenditures. This budget includes continued memberships in Michigan Townships Association, Michigan Association of Township Supervisors, Holt/Dimondale School Business Alliance, Capital Area Safety Council, Michigan Municipal League, and the Lansing Economic Area Partnership.



*Treasurer and Clerk are budgeted in other departments.



LEGISLATIVE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-101.00-707.000	BD OF TRUSTEES-SALARY	\$ 66,717	\$ 66,980	\$ 66,980	\$ 66,470
101-101.00-715.000	SOC SECURITY/MEDICARE	4,906	5,130	5,130	5,090
101-101.00-717.000	LIFE INSURANCE	306	310	310	310
101-101.00-724.000	WORKERS COMP	90	160	160	160
101-101.00-802.000	MEMBERSHIPS,DUES,SUBS	27,657	23,900	30,400	30,400
101-101.00-956.000	MISCELLANEOUS	1,850	1,000	1,000	1,000
101-101.00-960.000	EDUCATION & TRAINING	2,356	4,500	4,000	4,500
101-101.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 103,881	\$ 101,980	\$ 107,980	\$ 107,930



Legislative Performance Indicators

	2011	2012	2013	2014	2015
Committee of the Whole Meetings	17	16	18	20	19
Regular Board Meetings	19	19	20	22	21
Joint Board Meetings	1	1	1	2	1
Special Board Meetings	1	2	1	0	0
Budget Meetings	3	3	3	3	3
Agenda Items Presented/Acted Upon	325	265	293	316	305
Agenda Pages Reviewed	3367	1917	2889	2521	2686



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

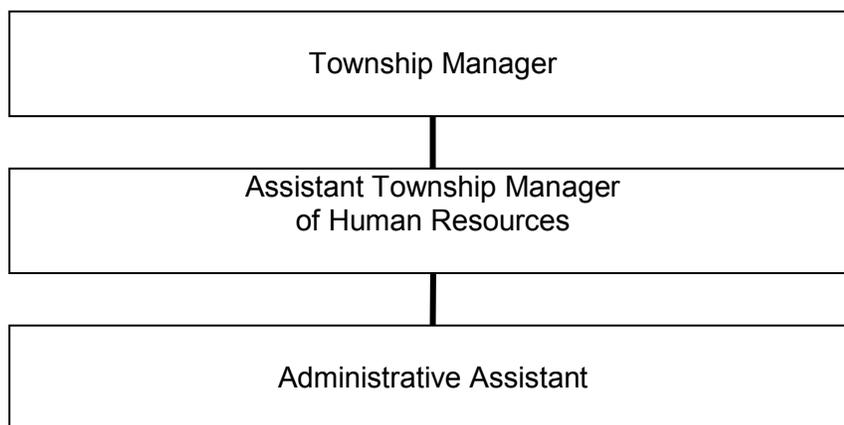
Manage the revenues and expenditures of the General Fund, Sewer Fund, Fire Fund, Police Fund, and Water Improvement Funds. Provide personnel and benefit administration services.

Year 2017 Goals

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

Resources Needed

The 2017 budget requests expenditures of \$346,760, which is an increase of \$3,860 from 2016 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'S OFFICE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-171.00-703.000	SALARIES	\$ 226,038	\$ 229,970	\$ 229,970	\$ 230,710
101-171.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-171.00-703.010	OVERTIME	-	660	660	670
101-171.00-715.000	SOC SECURITY/MEDICARE	17,518	18,950	18,950	19,010
101-171.00-716.000	HEALTH INSURANCE	30,614	32,330	31,370	34,190
101-171.00-716.010	DENTAL INSURANCE	3,546	3,550	3,550	3,660
101-171.00-717.000	LIFE INSURANCE	1,147	1,170	1,170	1,180
101-171.00-718.000	PENSION CONTRIBUTION	22,604	28,750	28,750	28,840
101-171.00-719.000	DISABILITY INSURANCE	1,711	1,740	1,740	1,760
101-171.00-723.000	AUTO EXP ALLOWANCE	10,368	10,370	10,370	10,370
101-171.00-724.000	WORKERS COMP	650	1,070	1,120	1,120
101-171.00-726.000	OFFICE SUPPLIES	-	250	250	250
101-171.00-802.000	MEMBERSHIPS,DUES,SUBS	2,771	3,600	3,600	3,600
101-171.00-853.000	TELEPHONE/COMM	293	320	700	700
101-171.00-956.000	MISCELLANEOUS	1,251	1,700	1,700	1,700
101-171.00-960.000	EDUCATION & TRAINING	9,412	6,500	6,500	6,500
101-171.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 330,422	\$ 343,430	\$ 342,900	\$ 346,760

Staffing Levels			
	2015	2016	2017
Township Manager	1.00	1.00	1.00
Asst. Twp. Mgr of Human Resources	1.00	1.00	1.00
Admin. Asst./Deputy Supervisor	1.00	1.00	1.00
Total	3.00	3.00	3.00



Manager's Office Performance Indicators

1. TOWNSHIP BOARD					
	2011	2012	2013	2014	2015
Number of Township Board Meetings Attended	24	25	25	27	25
Number of Township Board Agenda Items Prepared	325	265	293	316	305
Number of Township Budget Meetings Held (both with staff and the Township Board)	14	15	15	15	15
2. STAFF DEVELOPMENT					
	2011	2012	2013	2014	2015
Number of Department Head Staff Meetings Held	9	8	9	7	9
Number of Employee Staff Meetings Held	4	4	3	3	3
3. PERSONNEL					
	2011	2012	2013	2014	2015
Number of Full-Time Job Postings	4	3	1	1	8
Number of Part-Time Job Postings	0	0	4	4	1
Number of Full-Time Employees Hired	4	3	1	1	7
Number of Part-Time Employees Hired	0	0	4	4	1
Number of Full-Time Employees Separated	3	3	1	1	4
Number of Part-Time Employees Separated	2	0	1	1	2
4. BENEFITS					
	2011	2012	2013	2014	2015
Number of Full-Time Employees Enrolled in Health Insurance (by category):					
Family Coverage	20	21	22	19	19
Two-Party Coverage	14	12	8	8	7
Single-Party Coverage	12	9	10	12	11
Retiree Coverage	14	14	12	13	13
Number of Full-Time Employees Enrolled in Dental Insurance (by category):					
Family Coverage	27	28	25	23	24
Two-Party Coverage	20	19	18	19	15
Single-Party Coverage	12	12	12	13	13
Number of Full-Time Employees Receiving Payment in Lieu of Health Insurance	14	17	17	14	14
Number of Full-Time Employees Receiving Payment in Lieu of Dental Insurance	2	2	2	2	2
5. RISK MANAGEMENT					
	2011	2012	2013	2014	2015
Total Number of Recordable Work-Related Injuries and Illnesses	13	4	6	5	7
Total Number of Days Away from Work due to Work-Related Injuries and Illnesses	0	0	73	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.

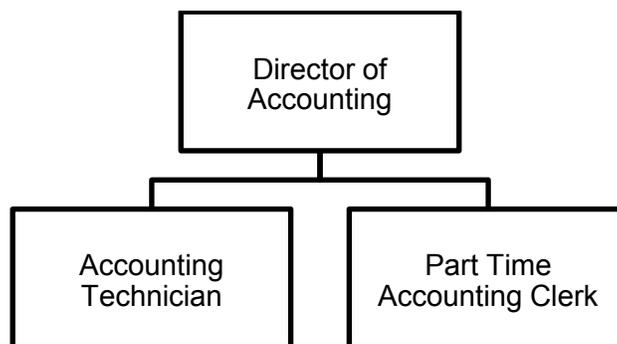
Activities of this Department: Publish financial statements, maintain the general ledger, calculate cost allocations between funds, prepare and publish annual budgets and periodic amendments, and reconcile bank statements. Oversight responsibilities as to accounting, payroll, accounts payable and financial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

Year 2017 Goals:

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

Resources needed:

The fiscal year 2017 budget request is for \$146,840 an increase of \$2,810 from the projected 2016 budget. The 2017 budget includes a contracted Director, a full-time Accounting Technician and a part-time Accounting Clerk (25 hours/week).





ACCOUNTING

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-191.00-703.000	SALARIES	\$ 54,630	\$ 56,210	\$ 56,210	\$ 56,900
101-191.00-703.005	PART TIME HELP	25,852	26,550	26,550	27,060
101-191.00-715.000	SOCIAL SECURITY/MEDICARE	4,357	4,690	4,690	4,750
101-191.00-716.000	HEALTH INSURANCE	4,914	5,240	5,060	5,710
101-191.00-716.010	DENTAL INSURANCE	517	520	520	540
101-191.00-717.000	LIFE INSURANCE	275	290	290	290
101-191.00-718.000	PENSION CONTRIBUTION	6,239	7,830	7,830	7,950
101-191.00-719.000	DISABILITY INSURANCE	414	430	430	440
101-191.00-724.000	WORKERS COMP	199	250	250	250
101-191.00-726.000	OFFICE SUPPLIES	1,197	1,200	1,200	1,700
101-191.00-802.000	MEMBERSHIPS,DUES,SUBS	415	450	450	450
101-191.00-807.000	AUDIT FEES	6,298	7,500	7,500	7,750
101-191.00-818.000	CONTRACTUAL SERVICES	27,183	30,900	30,900	30,900
101-191.00-956.000	MISCELLANEOUS	-	500	500	500
101-191.00-960.000	EDUCATION & TRAINING	967	1,650	1,650	1,650
101-191.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 133,457	\$ 144,210	\$ 144,030	\$ 146,840

	Staffing Levels		
	2015	2016	2017
Director-contracted			
Accounting Technician	1.00	1.00	1.00
Accounting Clerk	0.63	0.63	0.63
Total	1.63	1.63	1.63



Accounting Performance Indicators

	Year Ended 12/31/11	Year Ended 12/31/12	Year Ended 12/31/13	Year Ended 12/31/14	Year Ended 12/31/15
Number of manual journal entries	876	758	836	842	692
Percent of time that bank statements are reconciled to general ledger cash balances within 30 days of receipt of bank statement	100%	100%	100%	100%	100%
Number of bank reconciliations	233	213	187	178	162
Number of W-2's processed	225	273	180	273	245
Number of payroll checks processed	1,189	1,442	1,179	1,100	995
Number of payroll direct deposits	2,086	2,038	2,250	2,571	2,190
Number of purchase orders processed	427	444	435	457	441
Number of accounts payable checks processed (not including voids)	1,974	2,376	2,165	2,149	2,069
Number of accounts payable e-checks processed	514	482	476	527	606
Number of accounts payable checks voided (not including checks voided by system)	21	27	19	34	13
Percent general fund departments at or below budget	100%	100%	100%	100%	100%
Budget amendments prepared	4	3	4	4	4
Per Auditor opinion, the financial statements present fairly the financial position of the Township	Yes	Yes	Yes	Yes	Yes



DEPARTMENT - Clerk (215)

Purpose or Objective of this Department

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

Activities of this Department

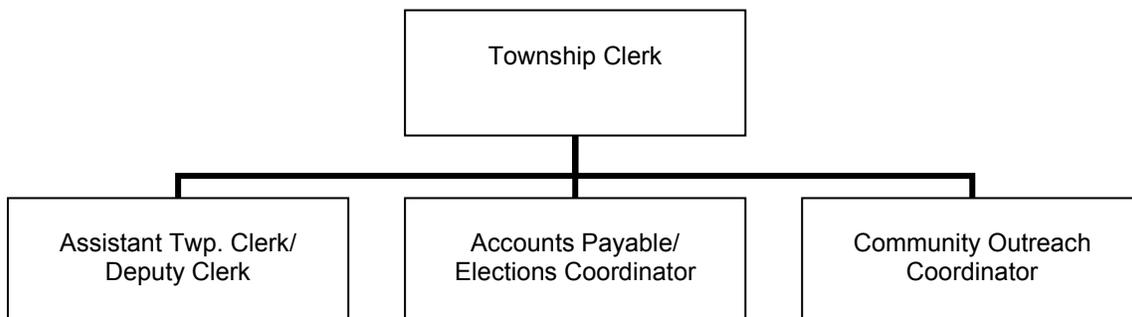
- Provide records management through physical file storage and document imaging as the Township's central record keeper in accordance to the State of Michigan Record Retention Schedule; publish and post legal notices.
- Record Township board meetings, committee meetings and special meetings and prepare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

Year 2017 Goals

1. Continue in-depth cross training of staff.
2. Continue to elevate community outreach using the Township web site, Township newsletter, social media and news and print media outlets.
3. Continue to produce videos to educate residents about Township issues and promote events.
4. Install interactive kiosk in the lobby of the Community Services Center.
5. Install second columbarium in Maple Ridge Cemetery.
6. Explore various alternative burial options for Maple Ridge Cemetery.
7. Implement interactive mapping for Township cemeteries with links to file information.
8. Re-evaluate the Township Newsletter– **Delhi Neighbor!** (print/online/different type of publication)

Resources Needed

The attached year 2017 budget requests expenditures of \$337,110, an increase of \$12,360 from 2016 projected actual expenditures. The increase is primarily due to cost of living salary increases, applicable step increases and other costs associated with salaries, i.e. pension, social security, etc.





CLERK'S OFFICE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-215.00-703.000	SALARIES	\$ 157,530	\$ 202,460	\$ 203,840	\$ 208,820
101-215.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-215.00-703.005	PART TIME HELP	14,710	-	-	-
101-215.00-715.000	SOC SECURITY/MEDICARE	12,644	15,680	15,780	16,170
101-215.00-716.000	HEALTH INSURANCE	31,293	50,230	48,580	53,480
101-215.00-716.010	DENTAL INSURANCE	3,094	4,700	4,700	4,840
101-215.00-717.000	LIFE INSURANCE	796	1,030	1,030	1,070
101-215.00-718.000	PENSION CONTRIBUTION	15,753	25,310	25,470	26,100
101-215.00-719.000	DISABILITY INSURANCE	1,193	1,560	1,560	1,590
101-215.00-724.000	WORKERS COMP	337	740	740	790
101-215.00-740.000	MATERIAL & SUPPLIES	374	1,200	1,200	1,500
101-215.00-817.000	CODIFICATION OF TWP ORD	4,015	5,000	5,000	5,000
101-215.00-818.000	CONTRACTUAL SERVICES	274	500	500	800
101-215.00-853.000	TELEPHONE/COMM	(13)	-	-	-
101-215.00-870.000	MILEAGE	16	250	250	250
101-215.00-902.000	PUBLISHING/LEGAL NOTICES	12,787	9,000	8,000	8,000
101-215.00-956.000	MISCELLANEOUS	2,620	500	1,000	1,000
101-215.00-960.000	EDUCATION & TRAINING	3,781	4,600	4,600	5,200
101-215.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 263,703	\$ 325,260	\$ 324,750	\$ 337,110

Staffing Levels			
	2015	2016	2017
Clerk	1.00	1.00	1.00
Asst. Clerk/Deputy Clerk	1.00	1.00	1.00
Accts Payable/Elections Coord.	1.00	1.00	1.00
Community Outreach Coord.	0.63	1.00	1.00
Total	3.63	4.00	4.00



Clerk's Department Performance Indicators

WEB SITE ACTIVITY					
	2011	2012	2013	2014	2015
Page views (visitors)	161,755	188,699	181,666	213,655	205,542
Desktop	94%	85%	74%	65%	63%
Mobile	6%	11%	19%	26%	30%
Tablet	0%	4%	7%	9%	7%
Top 10 most accessed pages (besides home page).					
	2012	2013	2014	2015	
= Rec. Info	11,922	= Rec. Info 12,320	↑ News/ Events 17,074	↑ Rec. Info 17,074	
↑ News/ Events	11,425	= News/ Events 10,608	↓ Rec. Info 12,346	↓ News/ Events 12,346	
↓ Departments	10,198	↑ Assessing 9,983	↓ Departments 11,749	= Departments 11,749	
= Assessing	9,953	↓ Departments 9,974	↑ Assessing 10,162	= Assessing 10,162	
↑ Park Info	6,086	= Park Info 6,463	= Park Info 6,935	= Park Info 6,935	
↑ Fire home	5,298	↑ Job Postings 5,399	↑ Services 5,966	↑ Job Postings 5,966	
= Parks home	5,203	↓ Fire home 5,343	↓ Job Postings 5,416	↓ Services 5,416	
↓ Job Postings	4,775	↓ Parks home 5,303	= Parks home 5,044	↑ Online Pmts 5,044	
= Services	3,502	= Services 4,370	↑ Online Pmts 4,953	↓ Parks home 4,953	
= Ordinances	3,483	= Ordinances 4,204	= Ordinances 4,941	= Ordinances 4,941	
SOCIAL MEDIA					
	2011	2012	2013	2014	2015
Delhi Township facebook page "likes"	761	972	1,229	1,398	1,845
Followers for @delhitwp on Twitter	782	1,080	1,258	1,386	1,629
FOIA REQUESTS					
Number of Freedom of Information Act Requests	26	85	43	44	33
NOTARY PUBLIC					
Signatures Notarized	300	300	350	320	250
MEETINGS					
Total board, committee and special meetings to prepare minutes/follow up action	46	41	43	52	48
LEGAL NOTICES					
Total number legal notices published by Clerk's Office	--	43	40	54	43
TRANSIENT SALES LICENSES					
Total number of transient sales licenses issued	--	9	15	8	9
ACCOUNTS PAYABLE					
Number of accounts payable checks prepared	2,500	2,858	2,669	2,705	2,680
CEMETERY					
	2011	2012	2013	2014	2015
Total Interments	56	62	54	41	46
Regular	--	39	37	20	30
Cremation	--	19	15	14	11
Columbarium	--	4	2	7	5
Plots Sold	38	45	26	29	29
Niches Sold	5	5	10	6	9
Foundation Orders Processed	44	32	34	32	22
Plots Sold to Township	1	8	3	4	7
Cemetery Budget	\$101,521	\$103,318	\$98,228	\$113,680	\$110,160
Cemetery Revenue	\$71,871	\$62,996	\$50,749	\$45,740	\$63,486
Percent of expenditures covered by revenue	71%	61%	52%	40%	58%



DEPARTMENT - Information Technology (228)

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

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

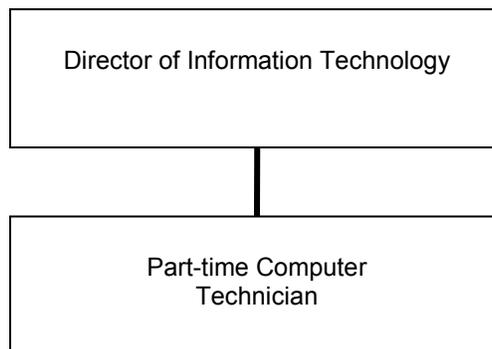
Year 2017 Goals:

1. Replace up to 15 pc's
2. Replace 10+ monitors, now 10 to 12 years old, with new wide screen monitors.
3. Replace network switching hardware (switches & cabling) at CSC and organize cables on switch rack.
4. Review GIS database storage needs in preparation for ArcGIS software upgrade.

Resources needed: The attached year 2017 budget reflects expenditures of \$301,940, a decrease of \$46,310 from the 2016 projected expenditures of \$348,250.

Indicators of Departmental Objectives/Goals:

1. Number of lost hours due to computer related failures.
2. Ability of employees to timely complete daily data processing duties.
3. Network/server up time.





INFORMATION TECHNOLOGY

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-228.00-703.000	SALARIES	\$ 65,568	\$ -	\$ 15,500	\$ 63,750
101-228.00-703.005	PART TIME HELP	18,318	21,390	50,390	37,820
101-228.00-715.000	SOC SECURITY/MEDICARE	6,681	1,670	5,040	7,770
101-228.00-716.000	HEALTH INSURANCE	5,402	-	4,080	17,750
101-228.00-716.010	DENTAL INSURANCE	420	-	400	1,660
101-228.00-717.000	LIFE INSURANCE	321	-	100	350
101-228.00-718.000	PENSION CONTRIBUTION	5,840	-	1,950	7,970
101-228.00-719.000	DISABILITY INSURANCE	458	-	120	490
101-228.00-724.000	WORKERS COMP	358	420	420	250
101-228.00-740.000	MATERIAL & SUPPLIES	8,531	9,250	9,000	9,250
101-228.00-818.000	CONTRACTUAL SERVICES	29,458	85,000	128,800	42,620
101-228.00-853.000	TELEPHONE/COMM	445	900	600	660
101-228.00-870.000	MILEAGE	-	1,000	1,000	1,000
101-228.00-930.001	HARDWARE MAINTENANCE	1,603	2,500	1,000	2,000
101-228.00-930.025	COMPUTER EQUIPMENT	11,861	25,000	23,850	29,100
101-228.00-930.030	SOFTWARE MAINTENANCE	45,521	44,000	42,300	44,000
101-228.00-932.000	PROGRAM CHANGES	5,995	4,000	4,000	4,000
101-228.00-956.000	MISCELLANEOUS	203	500	500	500
101-228.00-960.000	EDUCATION & TRAINING	665	1,000	1,000	1,000
101-228.00-970.000	CAPITAL OUTLAY	13,650	45,000	58,200	30,000
Total		\$ 221,298	\$ 241,630	\$ 348,250	\$ 301,940

Staffing Levels			
	2015	2016	2017
Director of Information Tech.	1.00	0.00	1.00
Computer Technician	0.12	0.75	0.50
Total	1.12	0.75	1.50



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

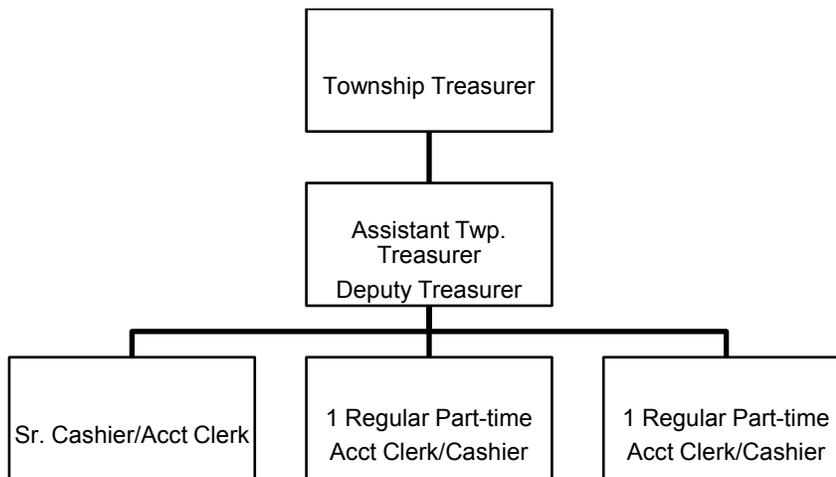
Daily receipting, processing, and investing of all Township monies; preparation, maintenance, and processing of all monthly sewer bills; administering the tax roll, including bill preparation, collections, and distribution of property taxes, captured revenues, industrial facilities taxes, and service 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 2017 Goals

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

Resources Needed

The attached year 2017 budget requests expenditures of \$271,860. This is an increase of \$6,470 from 2016 projected. This budget reflects a part-time treasurer, assistant treasurer, senior account clerk, two regular part-time cashier/account clerks (25 hrs/week) as well as payment for 58 hours of additional part-time help and deputy treasurer pay.

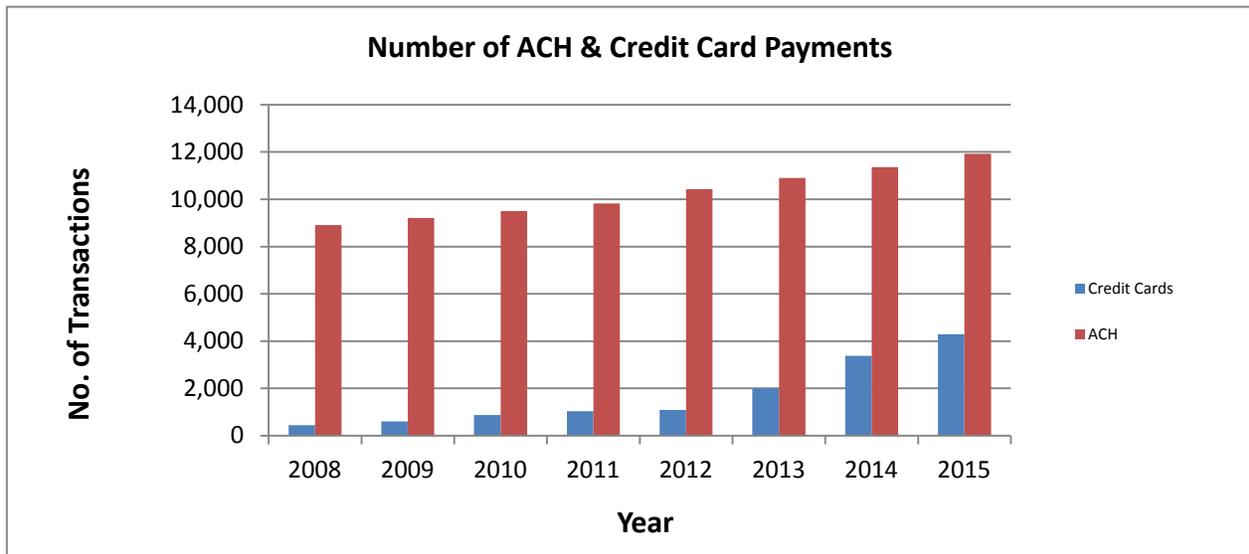
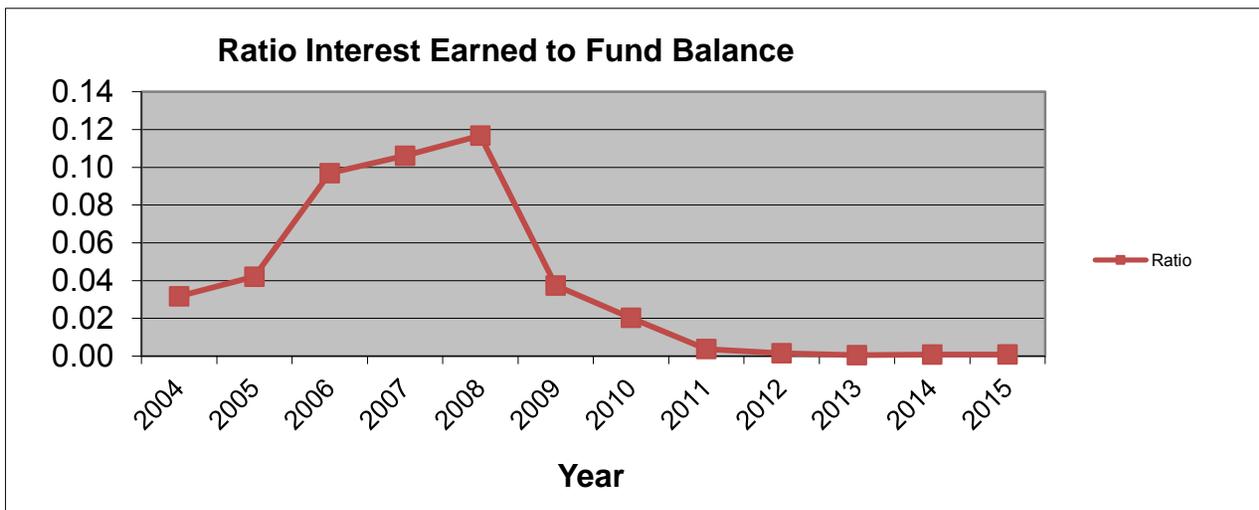
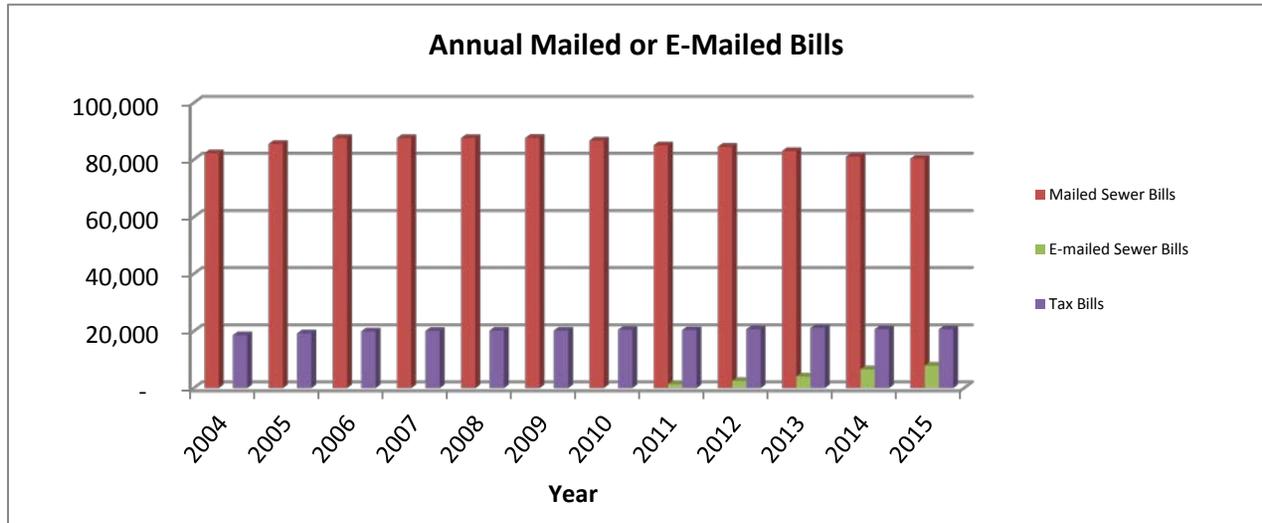




TREASURER'S OFFICE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-253.00-703.000	SALARIES	\$ 129,412	\$ 132,560	\$ 132,560	\$ 134,180
101-253.00-703.001	DEPUTY SALARY	2,500	2,500	2,500	2,500
101-253.00-703.005	PART TIME HELP	40,834	44,160	44,160	46,460
101-253.00-715.000	SOC SECURITY/MEDICARE	12,001	12,550	12,550	12,820
101-253.00-716.000	HEALTH INSURANCE	18,871	19,830	19,320	20,740
101-253.00-716.010	DENTAL INSURANCE	2,577	2,580	2,580	2,660
101-253.00-717.000	LIFE INSURANCE	535	550	550	560
101-253.00-718.000	PENSION CONTRIBUTION	11,260	14,280	14,280	14,460
101-253.00-719.000	DISABILITY INSURANCE	798	820	820	840
101-253.00-724.000	WORKERS COMP	425	720	720	740
101-253.00-726.000	OFFICE SUPPLIES	604	1,000	1,000	1,000
101-253.00-729.001	TAX BILL PRINTING	13,836	17,000	17,000	17,500
101-253.00-802.000	MEMBERSHIPS, DUES, SUBS	487	650	650	700
101-253.00-815.000	COURT FILING/SERV FEES	1,876	2,000	2,000	2,000
101-253.00-818.000	CONTRACTUAL SERVICES	7,111	8,000	8,000	8,000
101-253.00-870.000	MILEAGE	128	200	200	200
101-253.00-930.020	EQUIPMT MAIN & REPAIR	1,110	1,000	1,000	1,000
101-253.00-956.000	MISCELLANEOUS	73	500	500	500
101-253.00-960.000	EDUCATION & TRAINING	4,095	5,000	5,000	5,000
101-253.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 248,535	\$ 265,900	\$ 265,390	\$ 271,860

Staffing Levels			
	2015	2016	2017
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/Cashiers	1.25	1.25	1.25
Total	3.55	3.55	3.55





DEPARTMENT – Assessing (257)

Purpose or Objective of this Department

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

Activities of this Department

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

Year 2017 Goals

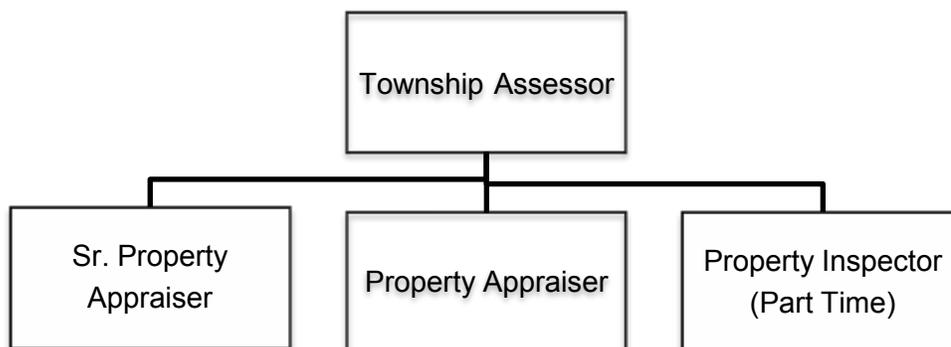
- Re-organize/update office document management system.
- In conjunction with Delta Township Assessing staff, continue to monitor and analyze Commercial and Industrial properties using appropriate valuation methods.
- Continue re-inspections of Residential, Commercial, Industrial and Agricultural parcels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

Resources Needed:

The attached year 2017 budget requests expenditures of \$402,500. The budget reflects three full-time employees, as well as a permanent part-time property inspector to meet the Department’s goals.

Resources Available:

The 2017 township tax administration fee of 1% is estimated to be \$405,000, which is sufficient to fully fund the assessing function.





ASSESSING

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-257.00-703.000	SALARIES	\$ 153,213	\$ 159,600	\$ 159,600	\$ 168,560
101-257.00-703.005	PART TIME HELP	-	16,150	11,130	24,600
101-257.00-703.010	OVERTIME	709	1,350	800	1,470
101-257.00-708.000	BOARD OF REVIEW	1,260	2,700	2,700	2,700
101-257.00-715.000	SOC SECURITY/MEDICARE	12,548	14,410	13,970	16,060
101-257.00-716.000	HEALTH INSURANCE	11,400	26,530	15,100	15,100
101-257.00-716.010	DENTAL INSURANCE	2,752	4,190	4,190	4,310
101-257.00-717.000	LIFE INSURANCE	657	820	820	860
101-257.00-718.000	PENSION CONTRIBUTION	14,730	19,950	19,410	21,070
101-257.00-719.000	DISABILITY INSURANCE	930	1,220	1,220	1,290
101-257.00-724.000	WORKERS COMP	1,140	1,200	1,810	1,960
101-257.00-729.000	ASSESSMENT NOTICES/PP S	6,028	7,500	6,270	7,500
101-257.00-730.000	GASOLINE	82	1,600	800	1,600
101-257.00-740.000	MATERIAL & SUPPLIES	1,812	2,050	2,350	2,350
101-257.00-801.000	LEGAL FEES	78,087	70,000	48,270	60,000
101-257.00-802.000	MEMBERSHIPS,DUES,SUBS	860	1,100	1,100	1,100
101-257.00-818.000	CONTRACTUAL SERVICES	81,720	75,000	50,000	52,000
101-257.00-870.000	MILEAGE	-	200	500	200
101-257.00-930.020	EQUIPMT MAIN & REPAIR	1,110	1,150	200	-
101-257.00-931.000	VEHICLE REPAIR/MAINT	154	1,800	1,200	1,800
101-257.00-956.000	MISCELLANEOUS	906	1,000	2,010	1,000
101-257.00-960.000	EDUCATION & TRAINING	2,212	7,770	4,200	6,970
101-257.00-970.000	CAPITAL OUTLAY	-	-	-	10,000
Total		\$ 372,311	\$ 417,290	\$ 347,650	\$ 402,500

Staffing Levels			
	2015	2016	2017
Assessor	1.00	1.00	1.00
Sr. Property Appraiser	1.00	1.00	1.00
Property Appraiser	1.00	1.00	1.00
Property Inspector	0.00	0.30	0.63
Total	3.00	3.30	3.63



Michigan Tax Tribunal Dockets Received in 2015

Appeal Types	New Only				
	2015	2014	2013	2012	2011
Classification	0	0	0	0	2
Com/Ind	17	10	22	5	16
RES/Other	6	7	11	26	26
Total	23	17	33	31	44

Dockets may contain multiple parcels and multiple assessments under appeal.

Prior year Dockets that are still on-going or settled are not listed.

MTT Changed its Docket Lookup. There may have been more dockets assigned during 2014.

Historic Township Housing Value Analysis

Using True Cash Value

Data processed during 2015. Listed on 2016 assessment roll

Year	Low	High	Average	Median	Mode		% Chg
2007	44,400	917,000	176,500	167,400			
2008	49,200	917,000	174,208	165,000		0.986	-1.43%
2009	44,800	852,800	159,416	151,400		0.918	-8.24%
2010	29,900	771,800	144,440	138,400	151,400	0.914	-8.59%
2011	34,400	771,800	128,334	123,400	131,600	0.892	-10.84%
2012	35,000	799,200	129,522	125,800	131,800	1.019	1.94%
2013	35,000	754,600	132,900	128,000	128,000	1.017	1.75%
2014	35,800	754,600	132,642	128,000	128,000	1.000	0.00%
2015	34,800	710,400	148,623	143,600	152,200	1.122	12.19%

*2015 VA exempted properties are not included in this analysis



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 2017 Goals

1. Continue voter education projects.
2. Continue to recruit new election inspectors.
3. Conduct registration drives at Holt High School and area senior citizen complexes.
4. Expand voter education projects within the schools to include elections, voter issues and local Government.
5. Use the Optical Scan voting equipment to conduct student council, mock elections for students.
6. Implement monthly mailing to new eligible voters of the permanent absentee application list.
7. Implement new voting system/tabulators in conjunction with the State of Michigan.

Resources Needed

The attached year 2017 budget requests expenditures of \$25,200, a decrease of \$109,730 from 2016 projected expenditures. The decrease is due to no planned elections for 2017 compared to four elections for 2016. 2016 projected expenditures are \$33,500 more than 2016 budgeted expenditures due to using more election inspectors than originally budgeted and the change in pay structure for election inspectors, plus increases for needed supplies and postage.

Resources Available

For 2017 there are no scheduled elections, therefore, there will be no reimbursement. Total election reimbursement for 2016 should be about \$30,000 for the March Presidential Primary and May special Election.

**ELECTIONS**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-262.00-701.000	ELECTION INSPECTORS	\$ 12,257	\$ 65,800	\$ 92,000	\$ -
101-262.00-715.000	SOC SECURITY/MEDICARE	25	200	200	-
101-262.00-718.000	PENSION CONTRIBUTION	6	30	30	-
101-262.00-724.000	WORKERS COMP	50	200	200	200
101-262.00-726.000	OFFICE SUPPLIES	3,449	4,500	4,500	4,500
101-262.00-740.000	MATERIAL & SUPPLIES	8,106	7,000	16,000	1,000
101-262.00-803.000	POSTAGE	6,394	6,000	13,000	3,000
101-262.00-818.000	CONTRACTUAL SERVICES	3,581	4,000	5,000	4,000
101-262.00-870.000	MILEAGE	11	-	-	-
101-262.00-902.000	PUBLISH/LEGAL NOTICES	341	1,200	2,500	500
101-262.00-956.000	MISCELLANEOUS	252	500	1,500	-
101-262.00-970.000	CAPITAL OUTLAY	-	12,000	-	12,000
Total		\$ 34,472	\$ 101,430	\$ 134,930	\$ 25,200



Elections Department Performance Indicators

ELECTION INSPECTORS					
	2011	2012	2013	2014	2015
New Election Inspectors	2	6	2	9	3
Net Loss/Gain	-12	+3	-4	-7	-1
Total Number of Election Inspectors	116	119	115	108	107
MOCK/STUDENT COUNCIL ELECTIONS					
# of Schools/Groups	0	2	0	0	0
Students Participating	0	1,400	0	0	0
ELECTIONS					
	Date and Type of Election	Number of Voters	% Voter Turnout	Dollars Reimbursed	
2010	05/04 - Holt Board of Education	1,444	8%	\$19,097	
	08/03 - Primary	6,166	35%	Not Applicable	
	11/02 - General Election	9,792	56%	Not Applicable	
2011	11/08 - Holt Board of Education	1,377	9%	\$12,015	
2012	02/28 - Presidential Primary	3,318	18%	\$14,985	
	05/08 - Bond Proposal	4,296	24%	Not Applicable	
	08/07 - Primary	4,015	22%	Not Applicable	
	11/06 - General Election	13,515	73%	Not Applicable	
2013	No Elections	--	--	--	
2014	08/05 - Primary	3,578	19%	Not Applicable	
	11/04 - General Election	9,716	52%	Not Applicable	
2015	05/05 – Special, State/Holt Schools	5,390	29%	\$18,938	
VOTER REGISTRATION					
	2011	2012	2013	2014	2015
New Voters	1,802	2,429	1,776	1,786	1,830
Cancellations	1,618	2,073	1,733	1,675	1,674
Number of Registered Voters	17,891	18,476	18,513	18,118	18,179
Number of Permanent Absentee Voters	2,504	2,820	2,660	2,968	2,934



DEPARTMENT – Building & Grounds (265)

Purpose

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

Activities

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

Year 2017 Goals

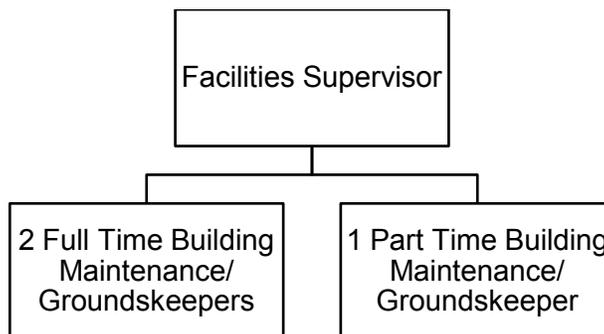
- 1. Replace carpet and interior paint at the Community Services Center.
- 2. Install a second columbarium at Maple Ridge Cemetery.
- 3. Install new sign at Maple Ridge Cemetery.
- 4. Create one year round permanent part-time position (25 hours per week).

Resources Needed

The attached year 2017 budget requests expenditures of \$2,363,690. The budget reflects three full-time positions, one permanent part-time position at 25 hours per week, 3 seasonal employees, plus expenditures for equipment, buildings, and grounds maintenance, plus implementation of energy conservation improvements. This budget will allow us to maintain township grounds and facilities that add to the quality of life in Delhi Township.

Resources Generated

Sales from cemetery lots.





BUILDINGS AND GROUNDS

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-265.00-703.000	SALARIES	\$ 98,107	\$ 154,880	\$ 142,900	\$ 148,380
101-265.00-703.005	PART TIME HELP	11,250	-	11,860	24,480
101-265.00-703.010	OVERTIME	5,062	10,000	15,000	10,000
101-265.00-703.051	SEASONAL LABOR	-	-	-	36,290
101-265.00-715.000	SOC SECURITY/MEDICARE	8,422	11,850	12,610	16,770
101-265.00-716.000	HEALTH INSURANCE	16,076	43,650	34,050	38,080
101-265.00-716.010	DENTAL INSURANCE	2,147	4,200	2,010	2,070
101-265.00-717.000	LIFE INSURANCE	502	790	790	760
101-265.00-718.000	PENSION CONTRIBUTION	9,691	19,360	17,870	18,550
101-265.00-719.000	DISABILITY INSURANCE	743	1,180	1,180	1,130
101-265.00-724.000	WORKERS COMP	1,585	3,430	3,430	4,000
101-265.00-725.000	CLOTHING/CLEAN ALLOW	-	1,500	1,500	1,500
101-265.00-730.000	GASOLINE	2,973	7,440	7,440	7,440
101-265.00-731.000	PROPANE GAS	-	250	250	250
101-265.00-734.000	UNIFORMS	-	2,000	2,000	2,000
101-265.00-775.001	EQUIPMENT & SUPPLIES	3,830	13,800	13,800	13,800
101-265.00-805.000	ENGINEERING SERVICES	-	2,000	2,000	2,000
101-265.00-818.000	CONTRACTUAL SERVICES	63,775	87,870	71,950	83,200
101-265.00-853.000	TELEPHONE/COMM	13,986	15,400	15,400	15,400
101-265.00-921.030	UTILITIES - WATER	9,902	9,520	9,520	9,520
101-265.00-921.035	UTILITIES - SEWER	4,781	4,740	4,740	4,740
101-265.00-921.040	UTILITIES - ELECTRIC	77,408	89,670	89,670	89,670
101-265.00-921.045	UTILITIES - GAS	14,851	23,400	23,400	23,400
101-265.00-930.000	BUILDING MAINT & REPAIR	62,765	51,400	51,400	51,400
101-265.00-930.010	GROUNDS MAINT & REPAIR	-	-	15,000	10,000
101-265.00-930.020	EQUIPMT MAIN & REPAIR	18,521	18,910	18,910	18,910
101-265.00-931.000	VEHICLE REPAIR/MAINT	-	2,000	2,000	2,000
101-265.00-956.000	MISCELLANEOUS	-	3,100	5,000	3,100
101-265.00-960.000	EDUCATION & TRAINING	120	850	850	850
101-265.00-970.000	CAPITAL OUTLAY	10,776	518,760	428,760	105,000
101-265.00-970.017	HONEYWELL ENERGY IMPR	-	-	939,870	1,619,000
101-265.00-999.590	TRANS OUT - SEWER FUND	-	51,500	51,500	-
Total		\$ 437,274	\$ 1,153,450	\$ 1,996,660	\$ 2,363,690

Staffing Levels			
	2015	2016	2017
Facilities Manager	0.00	1.00	1.00
Bldg Maint/Grnds Keeper	0.00	2.00	2.00
PT Bldg Maint/Grnds Keeper	0.00	0.00	0.62
Seasonal Labor	0.00	0.50	1.50
Total	0.00	3.50	5.12



DEPARTMENT – Stormwater (281)

Purpose or Objective of this Department

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

Activities of this Department

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

Year 2017 Goals

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

Resources Needed

The attached year 2017 budget requests expenditures of \$701,020, an increase of \$191,330 (38%) from the 2016 projected budget. Of these expenditures, \$200,000 is eligible for a 75% SAW grant reimbursement from the State of Michigan.

**STORMWATER**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Requested
101-281.00-703.000	SALARIES	\$ 26,159	\$ -	\$ -	\$ -
101-281.00-703.005	PART TIME HELP	8,260	-	-	-
101-281.00-703.010	OVERTIME	1,070	-	-	-
101-281.00-715.000	SOC SECURITY/MEDICARE	2,683	-	-	-
101-281.00-716.000	HEALTH INSURANCE	4,059	-	-	-
101-281.00-716.010	DENTAL INSURANCE	560	-	-	-
101-281.00-717.000	LIFE INSURANCE	128	-	-	-
101-281.00-718.000	PENSION CONTRIBUTION	2,611	-	-	-
101-281.00-719.000	DISABILITY INSURANCE	189	-	-	-
101-281.00-724.000	WORKERS COMP INSUR	567	-	-	-
101-281.00-726.000	OFFICE SUPPLIES	-	250	250	250
101-281.00-730.000	GASOLINE	757	800	500	600
101-281.00-741.000	OTHER OPERATING EXP	31	250	250	250
101-281.00-742.000	LABORATORY SUPPLIES	859	4,500	4,500	4,500
101-281.00-745.000	OFF-SITE LAB TESTING	2,400	500	500	500
101-281.00-775.003	SAFETY EQUIP & SUPPLIES	160	250	250	250
101-281.00-801.000	LEGAL FEES	-	1,000	1,000	1,000
101-281.00-805.000	ENGINEERING SERVICES	9,940	2,000	26,900	200,000
101-281.00-818.000	CONTRACTUAL SERVICES	7,260	20,000	20,000	20,000
101-281.00-818.225	SOLID WASTE DISPOSAL	1,008	2,000	2,000	2,000
101-281.00-853.000	TELEPHONE/COMM	(116)	140	-	-
101-281.00-928.000	REGULATORY FEES	7,337	7,470	7,470	7,470
101-281.00-930.020	EQUIPMT MAIN & REPAIR	4,059	4,300	2,000	3,430
101-281.00-956.000	MISCELLANEOUS	-	200	200	200
101-281.00-956.005	COMM OUTREACH PROG	1,794	22,600	2,200	20,400
101-281.00-960.000	EDUCATION & TRAINING	95	1,000	1,000	1,000
101-281.00-967.010	TWP-AT-LARGE DRAINS	175,850	167,650	70,000	70,000
101-281.00-970.000	CAPITAL OUTLAY	365	-	-	-
101-281.00-991.000	PRINCIPAL	168,746	168,800	193,800	193,800
101-281.00-995.000	INTEREST	-	-	129,350	128,480
101-281.00-999.010	SEWER FUND ALLOCATION	-	47,520	47,520	46,890
Total		\$ 426,833	\$ 451,230	\$ 509,690	\$ 701,020

**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

- 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.
- 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.
- 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 2017 Goals

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

Resources Needed

The attached year 2017 budget reflects expenditures of \$1,675,240 which is an increase of \$308,960 from the 2016 projected expenditures due to the energy conservation projects. This budget anticipates expenditures being funded from general fund revenues.

INFRASTRUCTURE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-446.00-805.000	ENGINEERING SERVICES	\$ -	\$ -	\$ 4,200	\$ 5,000
101-446.00-805.010	ENGINEERING SAD	-	-	23,700	77,400
101-446.00-922.000	STREETLIGHTS	333,689	362,500	331,900	362,500
101-446.00-922.001	STRLT ENERGY CONSERV	-	-	-	260,740
101-446.00-969.000	STREET IMPROVEMENTS	6,400	363,100	281,500	616,500
101-446.00-969.002	SIDEWALK IMPR/REPAIR	69,701	165,000	150,000	189,800
101-446.00-971.140	RAM TRAIL	469,734	21,200	47,350	-
101-446.00-971.142	RAM TRAIL II	-	358,000	517,630	163,300
101-446.00-971.143	RAM 2 BURCHFIELD TRAIL	-	-	10,000	-
Total		\$ 879,524	\$ 1,269,800	\$ 1,366,280	\$ 1,675,240



Street Improvements (in Partnership with Ingham County Department of Roads & Transportation)						
	2010	2011	2012	2013	2014	2015
Miles of Roadway	.23	1.92	.53	.69	2.3	0

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



DEPARTMENT – Community Development (721)

Purpose or Objective of the Department

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

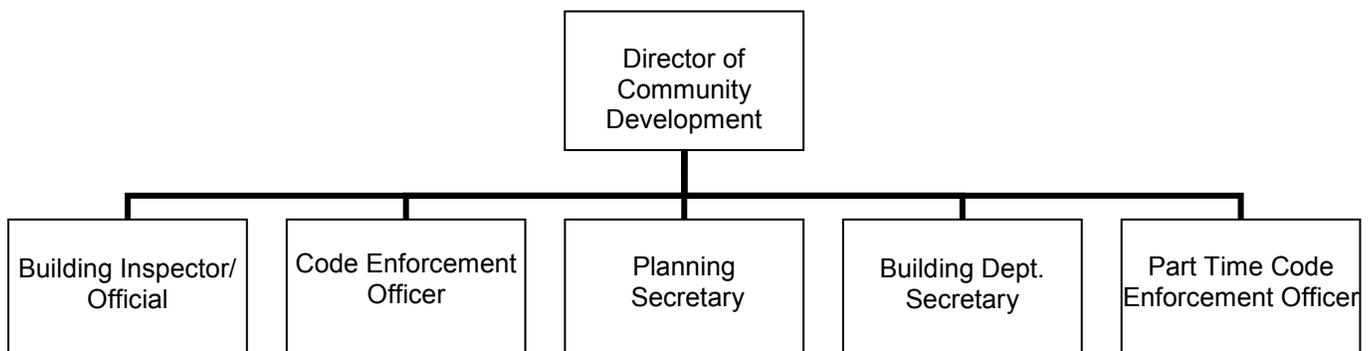
Activities of the Department

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

Year 2017 Department Goals

- Develop a local road improvement process (via special assessment district) that is consistent from year-to-year and manageable for the Township to facilitate on behalf of residents when requested by same.
- Complete construction of the Ram Trail 2 project.
- Obtain funding for Ram Trail to Burchfield Park trail project from the Ingham County Trail Millage and implement project.
- Upon finalization of the Realize Cedar Plan (Cedar Street Revisioning Plan), work with the DDA to approach those taxing jurisdictions that did not agree to modify their agreement in 2016 to encourage their participation. Begin working on the implementation of Realize Cedar plan recommendations.
- Assist with and facilitate, as appropriate, activities associated with the Downtown Development Authority.

The fiscal year 2017 budget request is for \$755,150, a decrease of \$38,740 from the 2016 projected budget of \$793,890. The 2017 requested decrease is due, in large part, to the completion of several major planning projects in 2016 that will not carry into 2017, and the retirement of a staff person.





COMMUNITY DEVELOPMENT

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-721.00-703.000	SALARIES	\$ 337,702	\$ 347,970	\$ 347,970	\$ 295,330
101-721.00-703.005	PART TIME HELP	10,488	19,500	19,500	23,620
101-721.00-704.000	PLANNING COM SALARIES	3,420	13,200	13,200	13,200
101-721.00-715.000	SOC SECURITY/MEDICARE	26,183	29,200	29,200	25,450
101-721.00-716.000	HEALTH INSURANCE	64,870	68,810	67,650	61,040
101-721.00-716.010	DENTAL INSURANCE	7,278	7,450	7,450	6,500
101-721.00-717.000	LIFE INSURANCE	1,714	1,780	1,780	1,510
101-721.00-718.000	PENSION CONTRIBUTION	33,791	43,560	43,560	36,950
101-721.00-719.000	DISABILITY INSURANCE	2,561	2,650	2,650	2,250
101-721.00-724.000	WORKERS COMP	1,562	1,760	1,760	1,500
101-721.00-725.000	CLOTHING/CLEAN ALLOW	986	1,200	1,200	1,500
101-721.00-726.000	OFFICE SUPPLIES	2,307	2,500	2,500	2,500
101-721.00-730.000	GASOLINE	2,114	4,600	4,600	4,600
101-721.00-801.000	LEGAL FEES	12,701	10,000	15,000	10,000
101-721.00-802.000	MEMBERSHIPS,DUES,SUBSCF	1,790	1,800	1,800	1,900
101-721.00-803.000	POSTAGE	2,521	2,200	2,200	2,200
101-721.00-818.000	CONTRACTUAL SERVICES	34,429	22,950	35,000	101,300
101-721.00-818.040	CONTR SERV-PLANNING	16,062	30,000	141,320	20,000
101-721.00-853.000	TELEPHONE/COMM	4,567	4,400	4,400	4,500
101-721.00-870.000	MILEAGE	-	300	300	300
101-721.00-902.000	PUBLISHING/LEGAL NOTICE	3,731	3,350	3,350	4,000
101-721.00-930.065	NSP-4556 GROVE AVE..	5,044	80,000	14,500	80,000
101-721.00-931.000	VEHICLE REPAIR/MAINT	2,084	2,500	2,500	2,500
101-721.00-941.000	OFFICE EQUIPMENT LEASE	3,487	4,000	4,000	4,000
101-721.00-956.000	MISCELLANEOUS	201	1,500	1,500	1,500
101-721.00-958.000	CODE ENFORCEMNT EXP	12,954	18,000	18,000	18,000
101-721.00-959.000	SOIL EROSION & SED CNTRL	-	500	500	500
101-721.00-960.000	EDUCATION & TRAINING	3,544	6,500	6,500	8,500
101-721.00-970.000	CAPITAL OUTLAY	30,443	-	-	-
101-721.00-999.590	TRANS OUT - SEWER FUND	6,267	-	-	20,000
Total		\$ 634,803	\$ 732,180	\$ 793,890	\$ 755,150

Staffing Levels			
	2015	2016	2017
Dir. of Comm Development	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Plumbing/Mech Official	1.00	1.00	0.00
Building Inspector/Official	1.00	1.00	1.00
PT Code Enforcement Officer	0.50	0.50	0.60
Secretaries	2.00	2.00	2.00
Total	6.50	6.50	5.60



Selected Departmental Indicators

Planning & Zoning								
	2008	2009	2010	2011	2012	2013	2014	2015
Rezoning	7	0	2	2	1	0	1	4
Special Use Permit	6	1	2	7	5	5	2	1
Text Amendments	5	4	2	2	2	1	3	0
Site Plans Submitted	3	9*	8*	12*	11*	4	2	3
Number of Zoning Board of Appeals Mtgs.	5	6	4	3	4	5	9	2
Number of ZBA cases	7	8	4	5	5	6	14	3
Variance Granted	6	4.5	4	4	5	4	13	3
Appeals/Request for Interpretation	0	2	0	0	0	0	0	0
<i>*including Administratively approved plans.</i>								
Building & Trades Permit/Inspection Activity								
	2008	2009	2010	2011	2012	2013	2014	2015
Permits Issued (building & trades)	986	1,141	1,300	1,165	1,140	1,093	1,344	1,897
Number of Inspections Completed	2,509	2,047	2,646	2,300	2,222	2,236	2,861	3,550
Permit Revenue	\$143,514	\$146,233	\$171,416	\$173,426	\$137,310	\$196,593	\$234,960	\$244,973
SESC Permit & Inspection Activity (APA & MEA Programs)								
	2008	2009	2010	2011	2012	2013	2014	2015
Permits Issued	46	53	66	41	46	73	83	95
Total APA Projects	21	25	16	4	3	4	3	4
Waivers Provided	6	12	26	20	28	17	20	25
Number of Inspections	628	1,057	526	531	496	635	813	699
SESC Permit Revenue	\$19,476	\$23,056	\$28,444	\$25,798	\$18,504	\$33,668	\$38,946	\$41,286
<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								
	2008	2009	2010	2011	2012	2013	2014	2015
Code Enforcement Cases	530	563	571	565	415	499	523	732
Total Registered Rental Units	2,480	2,493	2,521	2,579	2,672	2,664	2,732	2,805
Rental Inspections Completed	1,400	2,058	1,364	2,216	1,571	1,957	1,547	1,777
Newly Registered Properties	33	50	35	67	56	41	93	82
Land Divisions								
	2008	2009	2010	2011	2012	2013	2014	2015
# of Applications	11	5	3	8	9	13	5	10
# Approved or Approved w/ Conditions	11	5	3	7	9	13	5	10
Application Fees	\$3,125	\$1,895	\$875	\$2,000	\$2,000	\$3,000	\$1,000	\$3,050



DEPARTMENT – Parks and Recreation Administration (752)

Purpose

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

Activities

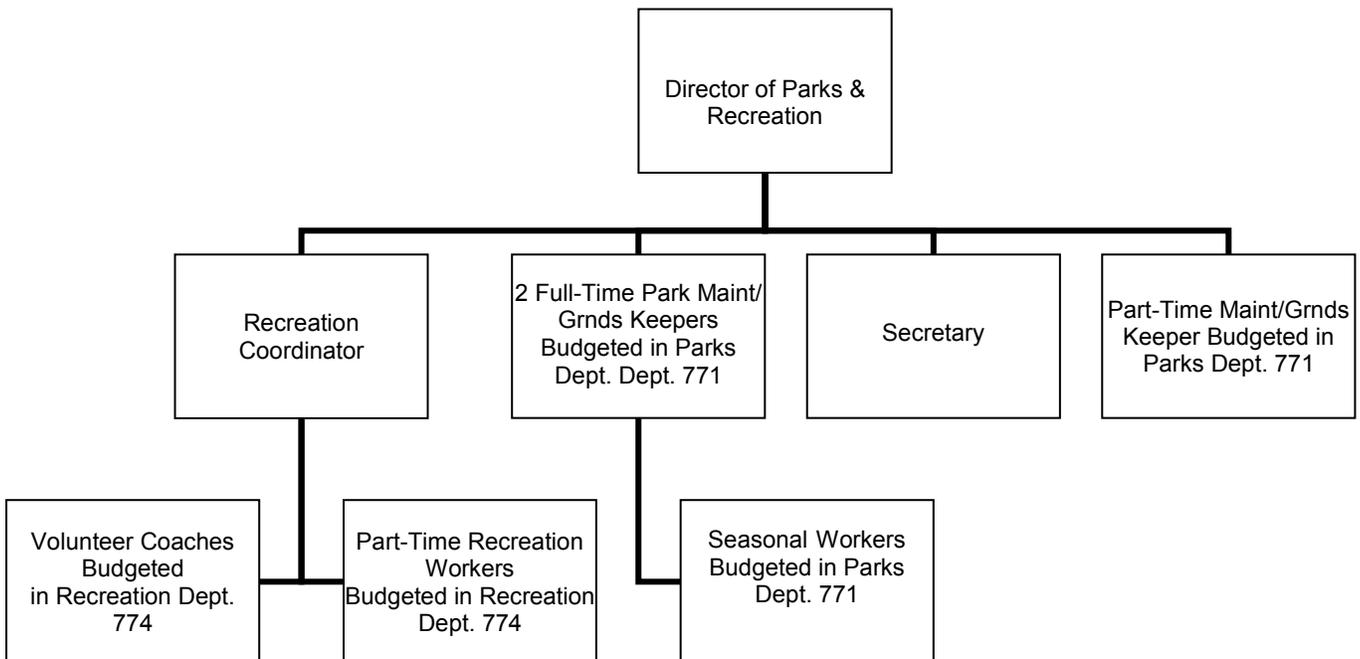
Expenditures in this activity include costs related to departmental staff which includes Director, Recreation Coordinator and Secretary. Also included is the stipend for the Park Commissioners, plus other administrative costs such as master plan research, memberships, education, insurance, office supplies,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

Year 2017 Goals

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

Resources Needed

The attached year 2017 budget requests expenditures of \$266,800. The budget reflects three full-time positions. This budget will allow us to continue providing quality parks, recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.





PARKS ADMINISTRATION

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-752.00-703.000	SALARIES	\$ 168,809	\$ 173,700	\$ 173,700	\$ 175,820
101-752.00-703.010	OVERTIME	-	1,000	-	-
101-752.00-704.001	PARK COMMISSION COMP	4,320	5,460	5,040	5,460
101-752.00-715.000	SOC SECURITY/MEDICARE	12,777	13,790	13,680	13,870
101-752.00-716.000	HEALTH INSURANCE	14,741	15,690	15,180	17,130
101-752.00-716.010	DENTAL INSURANCE	1,551	1,560	1,560	1,600
101-752.00-717.000	LIFE INSURANCE	852	890	890	900
101-752.00-718.000	PENSION CONTRIBUTION	16,881	21,720	21,720	21,980
101-752.00-719.000	DISABILITY INSURANCE	1,278	1,320	1,320	1,340
101-752.00-724.000	WORKERS COMP INSUR	2,274	4,020	4,020	4,200
101-752.00-726.000	OFFICE SUPPLIES	1,262	2,000	2,000	2,000
101-752.00-802.000	MEMBERSHIPS,DUES,SUBS	519	1,000	1,000	1,000
101-752.00-803.000	POSTAGE	273	500	500	500
101-752.00-818.000	CONTRACTUAL SERVICES	-	7,500	3,000	3,000
101-752.00-853.000	TELEPHONE/COMM	5,718	7,550	6,000	6,000
101-752.00-956.000	MISCELLANEOUS	5,889	6,000	6,000	6,000
101-752.00-960.000	EDUCATION & TRAINING	870	5,000	5,000	5,000
101-752.00-967.000	MASTER PLAN RESEARCH	5,395	1,000	1,000	1,000
Total		\$ 243,408	\$ 269,700	\$ 261,610	\$ 266,800

Staffing Levels			
	2015	2016	2017
Director of Parks & Recreation	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Park Bldg Maint/Grnds Keeper	2.70	2.00	2.00
PT Bldg Maint/Grnds Keeper	0.00	0.00	0.62
Seasonal Workers-FTE	6.20	6.90	7.00
Total	11.90	11.90	12.62



Recreation Programs & Park Services Comparison Chart

Recreation Sports Leagues	2011	2012	2013	2014	2015
	Number of Teams				
Adult Softball Summer League	23	23	20	17	16
Adult Softball Fall League	18	19	19	15	15
Youth Basketball	48	42	43	32	44
Youth Floor Hockey	21	15	19	13	17
Youth Competitive Softball	27	29	26	24	17
Youth Recreational Softball & Baseball	60	43	43	39	35
Youth Soccer	23	23	23	20	23
Youth Flag Football	20	20	19	18	22
Youth Volleyball	13	15	12	11	10
Eastside Soccer	-	4	7	7	-

Recreation Sports Leagues	Number of Players				
	Adult Softball Summer League	326	324	300	255
Adult Softball Fall League	216	273	285	225	225
Youth Basketball	424	358	365	290	290
Youth Floor Hockey	197	170	160	125	140
Youth Competitive Softball	324	348	338	288	204
Youth Recreational Softball & Baseball	635	514	516	522	256
Youth Soccer	243	250	233	236	259
Youth Flag Football	207	187	168	170	136
Youth Volleyball	120	142	121	107	83
Eastside Soccer	-	49	85	44	-

Lessons-Special Events-Camps-Trips	Number of Participants				
	Hershey Track & Field	700	700	550	563
Punt, Pass & Kick	80	76	36	14	31
Pitch, Hit & Run	80	88	109	38	53
Summer Softball Camp	-	21	33	19	22
Senior Citizens Day Trips	11 trips	10 trips	10 trips	-	-

Park Activities					
Number of Parks Maintained	9	9	11	11	11
Number of Acres of Parks Maintained	120	120	125	125	125
Number of Acres of School Property Maintained	53	53	53	145	145
Number of Pavilion Reservations	138	151	190	214	219

NOTES

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



DEPARTMENT - Parks (771)

Purpose

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

Activities

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

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

Year 2017 Goals

1. Continue to maintain the high quality of the parks appearances.
2. Create one year round permanent part-time position (25 hours per week).
3. Purchase new front mount production mower to replace one that is five years old.

Resources Needed

The attached year 2017 budget requests expenditures of \$972,310. The budget reflects two full-time positions, one permanent part-time position, 20 seasonal employees, plus expenditures for equipment, buildings, and grounds maintenance and the construction of a restroom at Kiwanis Park. This budget will allow us to maintain the parks grounds and facilities that add to the quality of life in Delhi Township.

Resources Generated

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

**PARKS DEPARTMENT**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-771.00-703.000	SALARIES	\$ -	\$ 92,870	\$ 93,150	\$ 94,000
101-771.00-703.005	PART TIME HELP	90,039	-	-	24,480
101-771.00-703.010	OVERTIME	16,352	5,000	20,000	10,000
101-771.00-703.051	SEASONAL LABOR	111,372	181,910	145,000	194,180
101-771.00-715.000	SOC SECURITY/MEDICARE	16,643	21,410	21,410	24,690
101-771.00-716.000	HEALTH INSURANCE	-	20,860	22,070	24,850
101-771.00-716.010	DENTAL INSURANCE	-	2,130	2,580	2,660
101-771.00-717.000	LIFE INSURANCE	-	480	480	480
101-771.00-718.000	PENSION CONTRIBUTION	-	11,610	11,650	11,750
101-771.00-719.000	DISABILITY INSURANCE	-	710	710	720
101-771.00-724.000	WORKERS COMP INSUR	3,722	4,500	4,500	5,000
101-771.00-725.000	CLOTHING/CLEAN ALLOW	1,241	2,500	2,500	3,000
101-771.00-730.000	GASOLINE	12,294	16,900	15,000	15,000
101-771.00-734.000	UNIFORMS	-	2,000	2,000	2,000
101-771.00-748.000	TOOLS	2,844	2,500	3,000	2,500
101-771.00-775.001	EQUIPMENT & SUPPLIES	11,069	9,640	9,640	10,000
101-771.00-775.003	SAFETY EQUIP AND SUPPL	496	500	1,000	1,000
101-771.00-818.000	CONTRACTUAL SERVICES	20,035	21,200	21,200	21,200
101-771.00-921.030	UTILITIES - WATER	7,526	9,200	9,200	9,200
101-771.00-921.035	UTILITIES - SEWER	3,864	4,500	4,500	4,500
101-771.00-921.040	UTILITIES - ELECTRIC	33,309	38,000	38,000	38,000
101-771.00-921.045	UTILITIES - GAS	1,977	4,600	4,600	4,600
101-771.00-930.000	BLDG/GRDS MAINT & REP	35,001	20,000	20,000	20,000
101-771.00-930.010	GRDS MAINT & REPAIRS	25,692	20,000	30,000	20,000
101-771.00-930.020	EQUIPMT MAIN & REPAIR	16,368	15,000	15,000	15,000
101-771.00-931.000	VEHICLE REPAIR/MAINTEN	5,444	5,000	5,000	5,000
101-771.00-956.000	MISCELLANEOUS	3,445	2,000	8,000	4,000
101-771.00-970.000	CAPITAL OUTLAY	30,128	393,400	92,350	400,000
101-771.00-999.590	TRANS OUT - SEWER FUND	-	-	16,000	4,500
Total		\$ 448,861	\$ 908,420	\$ 618,540	\$ 972,310



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 2017 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 2017 budget requests expenditures of \$65,780. The budget reflects the cost of equipment, awards, officials for recreation programs and costs associated with township special events. This budget will allow us to provide quality recreation programs, and social activities that add to the quality of life in Delhi Township and serves as a model of cooperation between the Township and Holt Public Schools.

Resources Generated

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

**RECREATION**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-774.00-739.000	T-SHIRTS & UNIFORMS	\$ 7,755	\$ 15,000	\$ 19,000	\$ 15,000
101-774.00-739.001	AWARDS & TROPHIES	903	2,500	2,500	2,500
101-774.00-775.001	EQUIPMENT & SUPPLIES	4,254	15,500	19,000	15,500
101-774.00-802.001	ASA MEN'S FEES-SOFTBALL	807	1,320	1,320	1,320
101-774.00-802.002	ADULT SOFTBALL UMPIRES	500	2,000	2,000	2,000
101-774.00-812.000	RECREATION ENTRY FEES	115	1,300	1,300	1,300
101-774.00-818.000	CONTRACTUAL SERVICES	11,275	15,860	15,860	15,860
101-774.00-910.001	ASA FIELD INSURANCE	300	300	300	300
101-774.00-956.000	MISCELLANEOUS	398	500	500	500
101-774.00-956.040	SPECIAL EVENTS	18,596	11,500	11,500	11,500
101-774.00-970.000	CAPITAL OUTLAY	-	25,000	25,000	-
Total		\$ 44,903	\$ 90,780	\$ 98,280	\$ 65,780

**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 2017 budget requests expenditures of \$565,850 and transfers out of \$2,990,510 for a total of \$3,556,360. Excluding the transfer of bond proceeds to the DDA, expenditures decreased \$49,940 from the 2016 projection of \$615,790 and transfers out increased \$445,980 from the 2016 projected transfers of \$2,544,530, a net increase of \$396,040 from the 2016 projected total of \$3,160,320 (total of \$4,660,320 less \$1,500,000 transfer of bond proceeds to DDA).

OTHER FUNCTIONS

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-850.00-714.000	RETIREE'S BENEFITS	\$ 316,906	\$ 312,300	\$ 312,300	\$ 312,300
101-850.00-720.000	UNEMPLOYMENT-REIMB	-	5,000	5,000	5,000
101-850.00-726.000	OFFICE SUPPLIES	6,237	8,000	8,000	8,000
101-850.00-801.000	LEGAL FEES	19,407	20,000	20,000	20,000
101-850.00-803.000	POSTAGE	5,581	10,000	10,000	10,000
101-850.00-818.000	CONTRACTUAL SERVICES	71,986	52,200	52,200	52,200
101-850.00-902.001	NEWSLETTER	1,794	4,400	4,400	4,400
101-850.00-910.000	INSURANCE & BONDS	43,075	50,000	42,900	50,000
101-850.00-930.020	EQUIP MAIN & REPAIR	6,328	8,000	6,500	8,000
101-850.00-941.000	OFFICE EQUIPMENT LEASE	450	600	-	600
101-850.00-956.000	MISCELLANEOUS	7,758	30,000	25,000	30,000
101-850.00-960.005	GROUP ED & TRAINING	998	3,000	3,000	3,000
101-850.00-964.000	TAX ADJUST TO COUNTY	976	12,000	24,000	12,000
101-850.00-967.020	TWP PROP-DRAIN/TAX/SAD	4,980	4,000	5,000	5,000
101-850.00-969.016	COMMUNITY DEVELOPMT	-	-	1,565,000	30,000
101-850.00-970.000	CAPITAL OUTLAY	5,018	23,550	27,550	7,000
101-850.00-991.000	PRINCIPAL	1,657	7,710	4,300	7,710
101-850.00-995.000	INTEREST	834	640	640	640
101-850.00-999.206	TRANS OUT TO FIRE FUND	647,539	1,142,550	1,074,610	1,441,280
101-850.00-999.207	TRANS OUT TO POLICE FD	1,426,595	1,481,620	1,469,920	1,549,230
Total		\$ 2,568,120	\$ 3,175,570	\$ 4,660,320	\$ 3,556,360



DEPARTMENT – Debt Service (905)

Purpose or Objective of this department:

To budget for the repayment of General Fund debt.

Activity of this Department:

There are three debt obligations in the General Fund:

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

Resources Needed

The 2017 budget requests expenditures of \$ 401,030.

DEBT SERVICE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
101-905.00-991.200	PRINC - VALHALLA PARK 2	\$ 33,333	\$ 33,340	\$ 33,340	\$ 33,340
101-905.00-991.330	PRINC -2013 CAPITAL IMPR	100,000	100,000	100,000	100,000
101-905.00-991.350	PRINC-ENERGY CONSERV	-	-	-	144,000
101-905.00-995.200	INTER - VALHALLA PARK 2	5,235	4,080	4,080	2,910
101-905.00-995.330	INTER - 2013 CAPITAL IMPR	22,984	20,900	20,900	18,810
101-905.00-995.350	INTER-ENERGY CONSERV	-	-	-	101,970
Total		\$ 161,553	\$ 158,320	\$ 158,320	\$ 401,030



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 25 part-time and 19 full time staff.
- Provides, through contract, fire protection to the Alaedon Township community.
- Provides community outreach via other community activities.

Year 2017 Goals

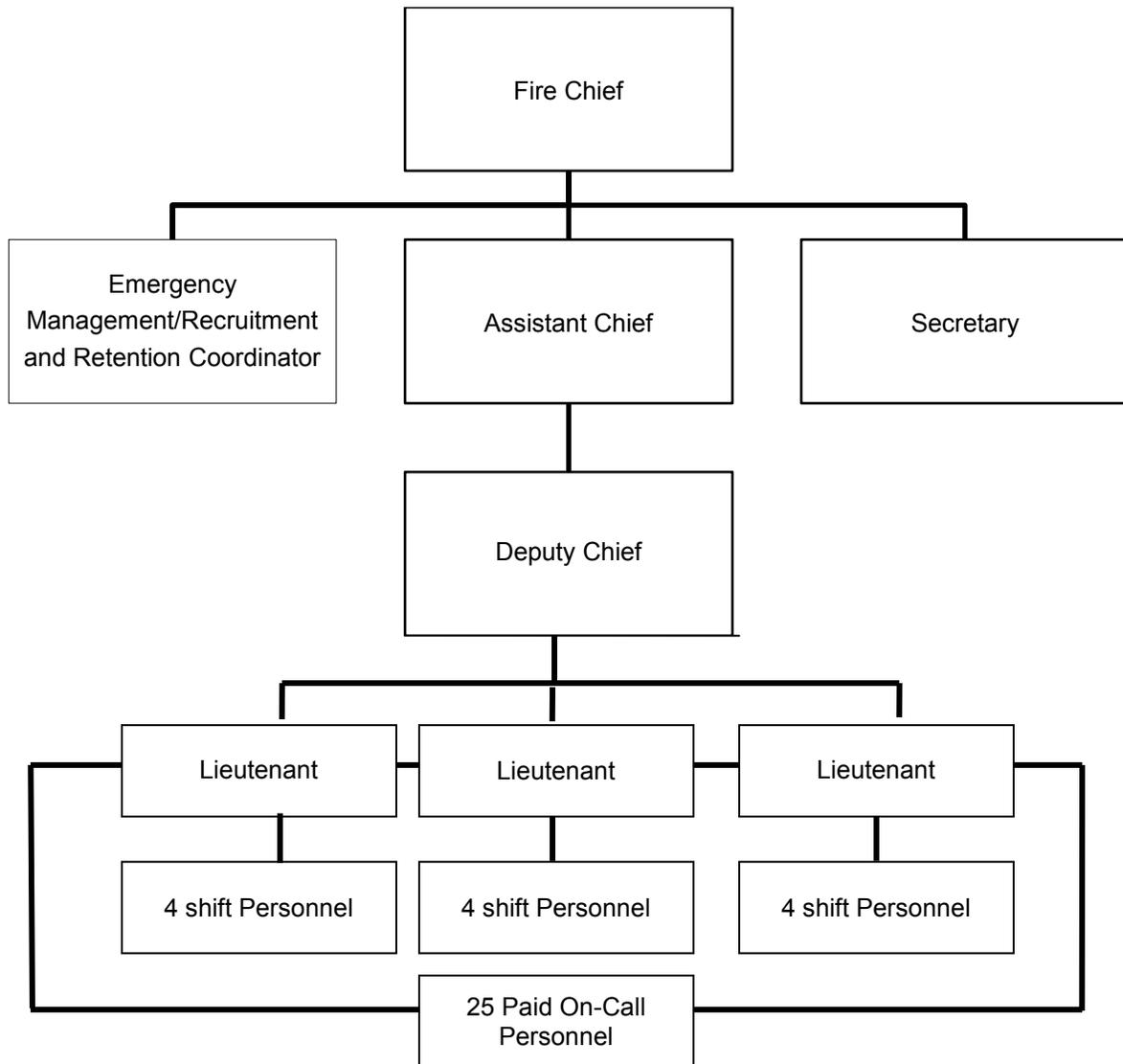
- Plan and exercise the Emergency Management plan for Delhi and incorporate a comprehensive community risk reduction model.
- Create and publish a strategic plan for the fire department utilizing both community and employee involvement for the near future planning.
- Look at the fire response matrix and review existing policies and procedures to keep current with trending construction and technology in the fire service.
- Enhance service delivery by adding career staff, putting a third frontline ambulance in full service and looking at new ways to recruit and retain paid on call firefighters.
- Use current data, analytics and GIS to start mapping fire and EMS calls in relation to population density and call type to better understand needs for service.
- Expand medical training to enhance our mental health medical calls.

Resources Needed

The attached 2017 budget requests expenditures of \$2,566,330, an increase of \$369,410 from 2016 projected expenditures. This budget reflects personnel costs of a full time chief, assistant chief, Recruitment/Retention Emergency Manager, secretary, and 15 full time firefighter/paramedics. Part time personnel costs include 24hr/365day/52 weeks for part-time staffing to supplement the fire suppression and EMS forces during the week. With the increase in demand for EMS and fire incident calls this budget reflects an added firefighter/paramedic which will allow the ability to add a third front line ambulance to be put into service.



FIRE FUND



Staffing Levels			
	2015	2016	2017
Fire Chief	1.00	1.00	1.00
Asst. Chief	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Recruitment Coordinator	1.00	0.00	0.00
Recruitment Coord/Emergency Manager	0.00	1.00	1.00
Lieutenant/Shift Supervisor	3.00	3.00	3.00
Shift Personnel	9.00	9.00	12.00
5th Man/PT Help	2.80	4.20	4.20
On-Call/Volunteer-FTE's	4.20	3.70	4.00
Total	23.00	23.90	27.20

**FIRE FUND SUMMARY (206)**

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues				
Taxes	\$ 1,043,984	\$ 1,060,700	\$ 1,072,400	\$ 1,069,650
Grants and Revenue Sharing	169,890	38,400	32,910	38,400
Other	<u>228,613</u>	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
Total Revenues	1,442,487	1,116,100	1,122,310	1,125,050
Expenditures				
Public Safety	<u>2,054,859</u>	<u>2,258,650</u>	<u>2,196,920</u>	<u>2,566,330</u>
Total Expenditures	2,054,859	2,258,650	2,196,920	2,566,330
Other Financing Sources (Uses)				
Transfer in from General Fund	<u>647,539</u>	<u>1,142,550</u>	<u>1,074,610</u>	<u>1,441,280</u>
Total Other Financing Sources	647,539	1,142,550	1,074,610	1,441,280
Revenues over (under) expenditures	35,167	-	-	-
Fund Balance, Beginning	<u>19,807</u>	<u>54,974</u>	<u>54,974</u>	<u>54,974</u>
Fund Balance, Ending	<u><u>\$ 54,974</u></u>	<u><u>\$ 54,974</u></u>	<u><u>\$ 54,974</u></u>	<u><u>\$ 54,974</u></u>

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

In 2014 the voters approved a millage of 1.5 for fire services. However, to keep taxes from increasing more than inflation, the Headlee Amendment automatically “rolls back” the millage rate to equal the rate of inflation. When growth causes township taxable value to increase faster than the State Tax Commissions annually determined rate of inflation, the township must apply a Millage Reduction Fraction to keep the taxes from increasing more than inflation. This has reduced the 2017 millage rate to 1.4961 mills. The calculated amount of \$1,075,529 has been reduced by \$14,560 to account for possible delinquent taxes and tax adjustments, resulting in a budgeted amount of \$1,060,000.

Industrial Facilities Tax and Service Fees 404.000

The parcels that qualify for the Industrial Facilities Tax receive a 50% reduction in taxes (0.74805 mills instead of 1.4961 mills). The taxable value for those properties is 7,338,794. The Fire Fund also receives a portion of fees paid in lieu of taxes. 2016 revenue is budgeted at \$7,500.

FIRE FUND REVENUE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
206-000.00-403.000	CURR PROP TAX	\$ 1,031,619	\$ 1,050,000	\$ 1,061,000	\$ 1,060,000
206-000.00-404.000	IFT/CFT & SERVICE FEES	9,499	8,600	9,200	7,500
206-000.00-445.000	DELQ TAX	2,612	2,000	2,000	2,000
206-000.00-445.005	DELINQ INTER & PENALTY	255	100	200	150
206-000.00-505.000	FEDERAL GRANT	77,690	-	-	-
206-000.00-570.000	STATE GRANTS	92,200	38,400	32,910	38,400
206-000.00-686.000	TRAIN REIMB FROM FETA	151,960	-	-	-
206-000.00-687.000	REFUNDS/REBATE/REIMB	76,653	17,000	17,000	17,000
206-000.00-699.150	TRANS IN FROM GENERAL	647,539	1,142,550	1,074,610	1,441,280
Total		\$ 2,090,026	\$ 2,258,650	\$ 2,196,920	\$ 2,566,330



FIRE DEPARTMENT

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
206-336.00-703.000	SALARIES	\$ 873,296	\$ 946,000	\$ 942,950	\$ 1,119,100
206-336.00-703.005	PART TIME HELP	128,905	116,630	116,630	121,780
206-336.00-703.010	OVERTIME	124,330	136,290	145,000	163,810
206-336.00-703.011	HOLIDAY PAY	23,400	21,600	23,400	27,000
206-336.00-703.019	SALARIES-SAFER GRANT	10,884	-	-	-
206-336.00-705.000	BD OF APPEALS-PER DIEM	-	500	500	500
206-336.00-709.000	VOL FIREMENS SALARIES	82,263	129,700	90,000	129,700
206-336.00-709.019	VOL FF-SAFER GRANT	18,247	-	-	-
206-336.00-714.000	RETIREE'S BENEFITS	88,873	87,590	87,590	87,590
206-336.00-715.000	SOC SECURITY/MEDICARE	95,168	112,000	106,000	121,200
206-336.00-716.000	HEALTH INSURANCE	152,383	195,830	167,000	196,330
206-336.00-716.010	DENTAL INSURANCE	19,159	24,330	20,400	22,760
206-336.00-716.019	HEALTH INS-SAFER GRANT	3,028	-	-	-
206-336.00-716.119	DENTAL INS-SAFER GRANT	202	-	-	-
206-336.00-717.000	LIFE INSURANCE	2,978	4,600	4,850	5,710
206-336.00-717.019	LIFE INS-SAFER GRANT	57	-	-	-
206-336.00-718.000	PENSION CONTRIBUTION	86,081	113,000	117,900	139,900
206-336.00-718.019	PENSION-SAFER GRANT	1,088	-	-	-
206-336.00-719.000	DISABILITY INSURANCE	6,311	7,000	7,170	8,510
206-336.00-719.019	DISABILITY INS-SAFER GRAN	86	-	-	-
206-336.00-720.000	UNEMPLOYMENT-REIMB	-	800	800	800
206-336.00-724.000	WORKERS COMP INSUR	30,991	34,500	34,500	34,500
206-336.00-724.019	WORKER COMP-SAFER	305	-	-	-
206-336.00-725.000	CLOTHING/CLEAN ALLOW	5,138	6,200	6,300	5,240
206-336.00-726.000	OFFICE SUPPLIES	3,123	3,000	3,500	3,000
206-336.00-730.000	GASOLINE	20,219	27,000	27,000	27,000
206-336.00-734.000	UNIFORMS	7,978	6,500	6,500	6,500
206-336.00-734.001	TURNOUT GEAR MAINT	-	-	5,000	5,000
206-336.00-734.002	TURNOUT GEAR	-	-	-	10,500
206-336.00-755.000	FIREFIGHTING EQ & SUPP	-	-	-	10,000
206-336.00-760.000	MEDICAL SUPPLIES	26,271	27,500	31,000	30,000
206-336.00-801.000	LEGAL FEES	7,429	10,000	10,000	10,000
206-336.00-802.000	MEMBERSHIPS,DUES,SUBS	3,364	4,250	5,000	4,250
206-336.00-804.000	PHYSICALS	7,318	10,500	10,500	10,500
206-336.00-807.000	AUDIT FEES	1,344	1,500	1,700	1,700
206-336.00-818.000	CONTRACTUAL SERVICES	16,211	38,080	40,000	20,000
206-336.00-851.000	RADIO REPAIR & MAINT	-	40,000	-	40,000
206-336.00-853.000	TELEPHONE/COMM	7,143	5,800	12,500	6,000
206-336.00-884.019	ADVERTISING-SAFER	16	-	-	-
206-336.00-910.000	INSURANCE & BONDS	46,760	57,280	46,550	57,280
206-336.00-921.030	UTILITIES - WATER	453	600	600	600
206-336.00-921.035	UTILITIES - SEWER	482	800	800	800
206-336.00-921.040	UTILITIES - ELECTRIC	614	1,370	1,370	1,370
206-336.00-921.045	UTILITIES - GAS	1,796	2,500	2,500	2,500
206-336.00-930.000	BLDG & GRDS MAINT/REP	746	7,500	7,500	7,500
206-336.00-930.020	EQUIP MAINT & REPAIR	-	-	-	9,500
206-336.00-931.000	VEHICLE MAINT & REPAIR	-	-	-	40,000
206-336.00-956.000	MISCELLANEOUS	6,851	7,000	8,500	7,000
206-336.00-960.000	EDUCATION & TRAINING	6,833	7,500	7,500	7,500
206-336.00-960.001	FIRE PREVENTION	4,101	5,000	5,000	5,000
206-336.00-960.014	TRAINING-LANSING TEAM DE	94,600	38,400	32,910	38,400
206-336.00-960.019	ED & TRAIN-SAFER GRANT	38,033	-	-	-
206-336.00-970.000	CAPITAL OUTLAY	-	20,000	60,000	20,000
Total		\$ 2,054,859	\$ 2,258,650	\$ 2,196,920	\$ 2,566,330



**Fire Department
Performance Indicators
336 – Fire Department General Fund**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
1. Personnel						
A. Paid, on-call Personnel on 12/31	24	29	36	40	33	25
B. Number of Paid, on-call Applicants	n/a	n/a	30	25	21	7
C. Number of Paid, on-call Personnel Hired	6	11	9	18	9	4
D. Number of Paid, on-call Personnel Leaving	7	4	7	10	10	8
E. Shift Supervisors	3	3	3	3	3	3
F. Full time fire personnel	14	15	15	15	12	12
G. Part time inspection personnel - (manhours)	365.5	261	189	150	29	25
2. Inspections						
A. Commercial Inspections Completed	1129	826	708	800	161	50
3.. Number of Incidents						
A. Structure Fires	36	33	48	45	32	22
C. Vehicle Fires	12	11	12	15	8	7
D. Auto Accidents	80	99	74	100	80	76
E. False Alarms	119	139	70	85	99	118
F. Total Ambulance / EMS Calls	1868	2026	2069	2150	2521	2756
F. Total Incidents	456	451	512	525	519	586
H. Total Call Volume	2324	2477	2581	2650	3040	3342
4. Burning Permits						
A. Delhi Township Permits	275	199	201	200	249	250
B. Recreational Permits in effect	1035	1051	1066	1050	840	1035
C. Total Active Permits	1310	1250	1303	1300	1089	1090
5. Service Delivery						
A. Average personnel on scene of structure fires	13	16	17	22	12	12
B. Mutual Aid Received	60	57	83	80	108	90
C. Mutual Aid Granted	76	112	153	200	255	297
6. Call Frequency						
A. Overlapping Calls during the year	411	546	661	700	842	891
B. Percentage of calls that overlapped	17.70%	22%	26%	-	28%	27%
C. Days with 10 calls or more	37	50	84	90	114	145
7. Financial Returns - Fire and EMS						
A. Billable Collection Rate Percentage - EMS	57.10%	57.41%	n/a	75%	87%	85%
B. Billable Collection Rate Percentage - Fire	68.90%	85.23%	n/a	n/a	n/a	n/a



POLICE FUND (207)

PURPOSE OR OBJECTIVE OF THIS DEPARTMENT:

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

ACTIVITIES OF THE DEPARTMENT:

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

YEAR 2017 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 2017 budget requests expenditures of \$2,673,880, an increase of \$76,560 from 2016 projected actual expenditures. This budget reflects a staffing level of 19 full-time deputies with a minimum staffing of 2 officers on duty at all times, 1 deputy in the Holt schools, and 1 full-time and 1 part-time clerical support staff. Included in the 19 deputies are 1 lieutenant, 2 sergeants, 2 detectives, 1 school resource officer, 1 community business officer, and 1 metro officer. In addition, two part-time seasonal sheriff deputies are utilized during the summer months to assist the Parks Department in patrolling the Township's parks, and trails and other facilities. Since revenues are insufficient to cover costs, a transfer of \$1,549,230 from the General Fund is necessary.

**POLICE FUND SUMMARY (207)**

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues				
Taxes	\$ 1,043,984	\$ 1,060,700	\$ 1,072,400	\$ 1,069,650
Other	56,631	55,000	55,000	55,000
Total Revenues	1,100,615	1,115,700	1,127,400	1,124,650
Expenditures				
Public Safety	2,527,210	2,597,320	2,597,320	2,673,880
Total Expenditures	2,527,210	2,597,320	2,597,320	2,673,880
Other Financing Sources				
Transfer-in from General Fund	1,426,595	1,481,620	1,469,920	1,549,230
Total Other Financing Sources	1,426,595	1,481,620	1,469,920	1,549,230
Revenues over (under) expenditures	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

**POLICE FUND REVENUES**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
207-000.00-403.000	CURR PROP TAX	\$ 1,031,619	\$ 1,050,000	\$ 1,061,000	\$ 1,060,000
207-000.00-404.000	IFT/CFT & SERVICE FEES	9,499	8,600	9,200	7,500
207-000.00-445.000	DELQ TAX	2,611	2,000	2,000	2,000
207-000.00-445.005	DELINQ INTER & PENALTY	255	100	200	150
207-000.00-655.000	MOTOR VEHICLE ORD FINES	56,631	55,000	55,000	55,000
207-000.00-699.150	TRANS IN FROM GEN FUND	1,426,595	1,481,620	1,469,920	1,549,230
Total		\$ 2,527,210	\$ 2,597,320	\$ 2,597,320	\$ 2,673,880

POLICE FUND EXPENDITURES

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
207-301.00-801.000	LEGAL FEES	\$ 23,205	\$ 30,000	\$ 30,000	\$ 30,000
207-301.00-818.000	CONTRACTUAL SERVICES	2,503,773	2,567,320	2,567,320	2,643,880
207-301.00-956.000	MISCELLANEOUS	232	-	-	-
Total		\$ 2,527,210	\$ 2,597,320	\$ 2,597,320	\$ 2,673,880



POLICE DEPARTMENT INDICATORS	2013	2014	2015
Total Complaints	4,692	4,433	5,006
Written Complaints	2,605	2,511	2,887
Blotter (Service) Complaints	2,087	1,922	2,119
Total Arrests	1,376	1,487	1,058
Felony Arrests	223	293	165
O.W.I. Arrests	54	107	63
Misdemeanor Arrests	937	918	669
Civil Arrests	162	169	161
Total Number of Accident Reports	692	632	653
Property Damage Accidents	331	430	416
Personal Injury Accidents	91	88	99
Hit & Run Accidents	72	32	50
Fatal Accidents	0	3	2
Car/Deer Accidents	70	79	86
Vehicle Stops	5,432	5,911	5,511
Total Number of Citations Issued	2,517	2,882	2,788
Appearance Citations	420	448	348
Moving Violations	922	1,085	1,044
Non-Moving Violations	1,105	1,249	1,295
Seat Belt Violations	59	88	97
Child Restraint Violations	11	12	4
Number of Registered Neighborhood Watch Groups	37	39	35
Number of Watch Meetings Attended	8	11	9
School Contacts	668	589	423
Business Contacts			
Number of Business Contacts	1,144	1,090	930
Number of Presentations to Businesses	4	3	1
Number of Warrant Requests for Business Comp.	59	56	49
Number of Warrants Issued for Business Comp.	59	56	49
Property Checks	4,844	3,864	3,369
Number of Miles Driven	126,542	127,889	131,515
Ave. Response Time in Minutes for Priority 1 & 2 Calls	8:40	4:06	5:13
Number of Hours in Training	2,687.40	1,875.30	1,417.40



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 2017 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 2017 budget shows expenditures of \$76,050 decreasing fund balance by \$49,180 to \$240,559. The largest expenditure, \$73,450 of the total \$76,050, is for debt payments on the Waverly/Holt Road water main extension to the Holt Public Schools.

**WATER IMPROVEMENT FUND SUMMARY**

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues				
Charges for Services	\$ 60,686	\$ 25,000	\$ 95,000	\$ 25,000
Interest	277	100	1,000	100
Other	<u>1,744</u>	<u>1,770</u>	<u>1,770</u>	<u>1,770</u>
Total Revenues	62,707	26,870	97,770	26,870
Expenditures				
Other	2,365	3,060	44,580	2,600
Debt Service	<u>77,067</u>	<u>76,780</u>	<u>82,030</u>	<u>73,450</u>
Total Expenditures	79,432	79,840	126,610	76,050
Other Financing Sources (Uses)				
Bond Proceeds	-	-	414,580	-
Payment to Escrow	<u>-</u>	<u>-</u>	<u>(415,810)</u>	<u>-</u>
Total Other Financing Sources (Uses)	-	-	(1,230)	-
Revenues over (under) expenditures	(16,725)	(52,970)	(30,070)	(49,180)
Fund Balance, Beginning	<u>336,534</u>	<u>319,809</u>	<u>319,809</u>	<u>289,739</u>
Fund Balance, Ending	<u><u>\$ 319,809</u></u>	<u><u>\$ 266,839</u></u>	<u><u>\$ 289,739</u></u>	<u><u>\$ 240,559</u></u>

**WATER IMPROVEMENT FUND REVENUE**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
225-000.00-608.000	WATER IMPROVE REV	\$ 60,686	\$ 25,000	\$ 95,000	\$ 25,000
225-000.00-664.000	INTEREST	277	100	1,000	100
225-000.00-672.020	SPECIAL ASSM PMT-PRINC	986	1,030	1,030	1,080
225-000.00-672.021	SPECIAL ASSM PYMT-INTER	758	740	740	690
225-000.00-698.020	BOND PROCEEDS	-	-	414,580	-
Total		\$ 62,707	\$ 26,870	\$ 512,350	\$ 26,870

WATER IMPROVEMENT FUND ADMIN AND CONSTRUCTION

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
225-536.00-801.000	LEGAL FEES	\$ -	\$ 250	\$ 100	\$ 250
225-536.00-802.000	MEMBERSHIPS,DUES,SUBS	2,365	2,810	2,350	2,350
225-536.00-963.010	WATERMAIN EXPENSES	-	-	42,130	-
Total		\$ 2,365	\$ 3,060	\$ 44,580	\$ 2,600

WATER IMPROVEMENT DEBT SERVICE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
225-905.00-956.000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
225-905.00-991.000	PRINCIPAL	61,605	62,440	62,440	64,940
225-905.00-991.120	REF DEBT PYMT TO ESCROW	-	-	415,810	-
225-905.00-992.000	BONDING EXPENSE	-	-	5,250	-
225-905.00-995.000	INTEREST	15,379	14,240	14,240	8,410
225-905.00-999.000	PAYING AGENT FEES	83	100	100	100
Total		\$ 77,067	\$ 76,780	\$ 497,840	\$ 73,450



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

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

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Intergovernmental Revenue	\$ -	\$ -	\$ 8,450	\$ 108,820
Revenues	-	-	8,450	108,820
Expenditures				
Debt Service	-	-	8,450	108,820
Total Expenditures	-	-	8,450	108,820
Revenues over (under) expenditures	-	-	-	-
Other financing sources (uses)				
	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2016 DDA DEVELOPMENT BONDS DEBT SERVICE REVENUES**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
395-000.00-581.000	INTERGOVERNMENTAL REV	\$ -	\$ -	\$ 8,450	\$ 108,820
Total		\$ -	\$ -	\$ 8,450	\$ 108,820

2016 DDA DEVELOPMENT BONDS DEBT SERVICE EXPENDITURES

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
395-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ 65,000
395-905.00-995.000	INTEREST	-	-	7,950	43,320
395-905.00-999.000	PAYING AGENT FEES	-	-	500	500
Total		\$ -	\$ -	\$ 8,450	\$ 108,820

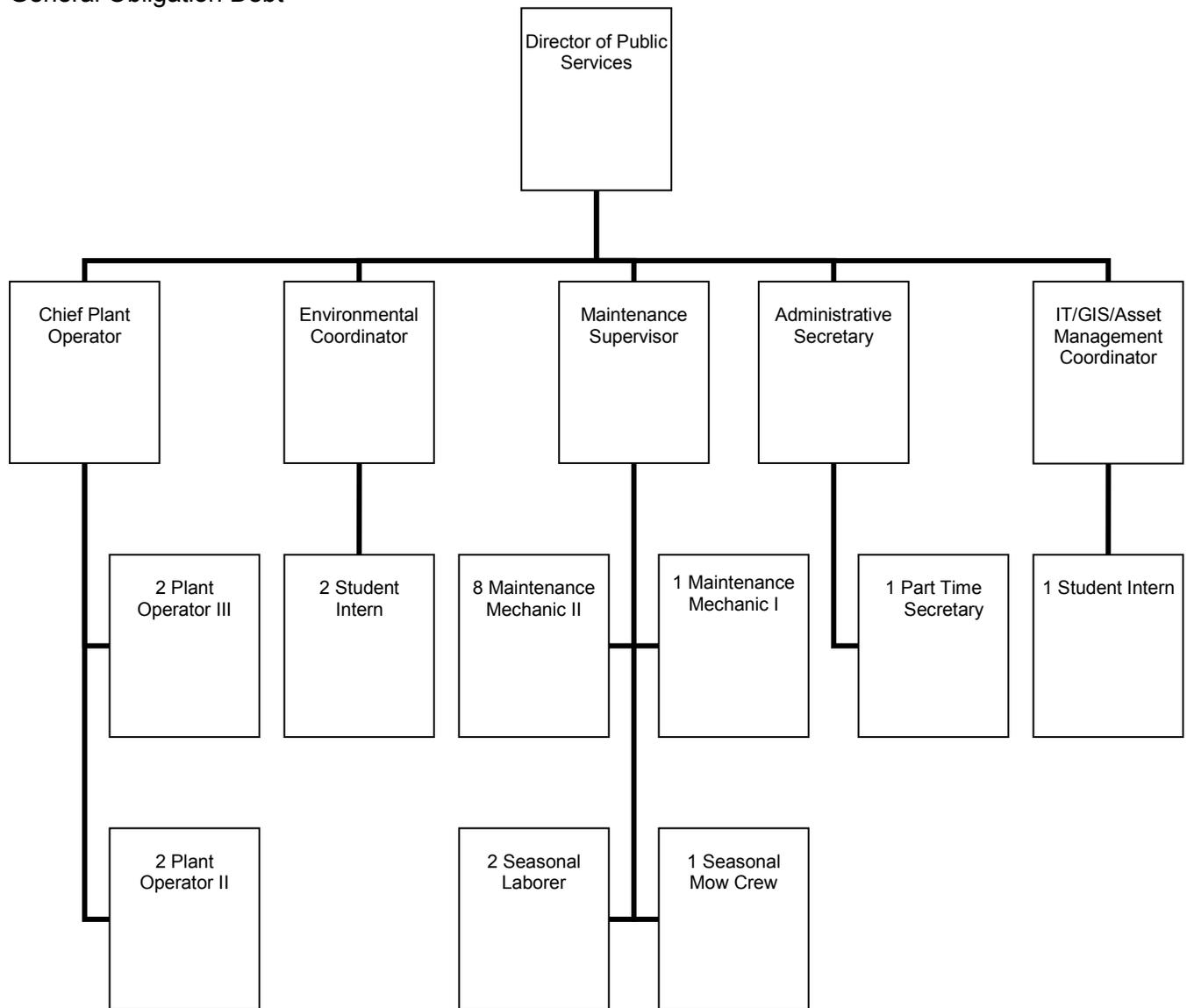


SEWER FUND (590)

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

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

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



**SEWER FUND SUMMARY**

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues				
Licenses and Permits	\$ 228,630	\$ 148,500	\$ 558,090	\$ 176,200
Charges for Services	5,691,531	5,917,080	5,824,670	6,042,840
Grants	543,905	875,000	341,250	491,250
Interest & Rentals	19,576	14,940	20,150	20,780
Other	148,947	64,820	68,020	80,320
Total Revenues	6,632,589	7,020,340	6,812,180	6,811,390
Expenditures				
Public Works				
Administration	734,849	710,130	717,390	719,910
Public Services*	3,040,740	4,268,010	3,565,370	3,906,180
Depreciation/Amortization	2,478,747	-	-	-
General Obligation Debt**	439,671	1,763,500	1,752,020	1,881,390
Capital Outlay***	-	905,390	1,966,620	1,938,860
Total Expenditures	6,694,007	7,647,030	8,001,400	8,446,340
Other Financing Sources				
Sale of Fixed Assets	62,393	104,990	50,460	-
Transfer In	6,267	51,500	67,410	24,500
Total Other Financing Sources	68,660	156,490	117,870	24,500
Revenues Over (Under) Expenditures	7,242	(470,200)	(1,071,350)	(1,610,450)
Beginning Fund Balance	34,047,903	34,055,145	34,055,145	32,983,795
Ending Fund Balance	\$ 34,055,145	\$ 33,584,945	\$ 32,983,795	\$ 31,373,345

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

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

** 2015 Actual General Obligation Debt reflects interest, amortization, and paying agent fees only. Principal payments have been reclassified against the liability

***2015 Actual Capital Outlay reflects the number after capital outlay has been reclassified from expense to asset.

**SEWER FUND REVENUES**

Sewer Usage Charges	607.000
<p>\$5.50 is charged per 100 cubic feet (ccf) of usage. Expected usage of approx 670,924 ccf's will generate \$3,690,080 plus \$110,000 in penalties. \$5.50 represents an increase from \$5.30 using an inflation factor of .007 plus .03 for Asset Management (rounded up or down to the nearest dime).</p>	
Basic Service Charge	609.000
<p>\$15.70 per month is charged for each residential equivalent (RE). Estimated revenue of \$2,188,640 based on expected monthly RE's of 11,617. \$15.70 represents an increase from \$15.15 using an inflation factor of .007 plus .03 for Asset Management.</p>	
Non-residential User Charge (formerly Industrial Pretreatment Charge)	610.000
<p>All non-residential business users are charged a monthly industrial pretreatment fee, prorated by type of business, to partially cover the cost of the program. Fees were increased using an inflation factor of .007 plus .03 for Asset Management.</p>	
Sewer Permit Fees	626.000
<p>The fee for connecting to the sewer system is \$2,750 per RE plus a \$350 inspection fee. Other inspection fees are based on the items expected. Repair permit fees are \$25 each.</p>	
Interest on Deposit and Investment	664.000
<p>The estimate of \$8,000 for 2017 is based on current interest being earned.</p>	
Rental of Farmland	670.000
<p>In 2017 the Township's 96.5 acres of farmland will rent at \$125 per acre for a total of \$11,560.</p>	
Refunds, Rebates, and Reimbursements	687.000
<p>Historically the largest portion of this revenue has been from workers' compensation and liability insurance rebates. Smaller amounts are received as reimbursement from companies for outsourced industrial pretreatment tests. Revenue is estimated at \$11,000.</p>	
Miscellaneous Revenue	694.000
<p>Charges for sewer violations, drain layer license fees, equipment allocation from the General Fund, and donations for the annual open house make up most of this fund's miscellaneous revenue, which is estimated at \$8,430.</p>	



SEWER FUND REVENUE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
590-000.00-505.000	FEDERAL GRANT	\$ -	\$ -	\$ -	\$ -
590-000.00-570.000	STATE GRANTS	543,905	875,000	341,250	491,250
590-000.00-607.000	SEWER USER CHARGES	3,632,782	3,796,450	3,665,900	3,800,080
590-000.00-609.000	BASIC SERVICE CHARGE	2,012,146	2,072,340	2,111,970	2,188,640
590-000.00-610.000	INDUSTRIAL PRETREATMT	46,603	48,290	46,800	54,120
590-000.00-626.000	SEWER PERMITS/FEES	228,630	148,500	558,090	176,200
590-000.00-664.000	INTEREST	6,935	2,500	8,000	8,000
590-000.00-664.080	OTHER SPEC ASSM INTER	1,543	1,340	1,340	1,220
590-000.00-670.000	RENTAL OF FARMLAND	11,098	11,100	10,810	11,560
590-000.00-673.000	SALE OF FIXED ASSETS	62,393	104,990	50,460	-
590-000.00-687.000	REFUNDS/REBATE/REIMB	94,708	11,000	11,000	25,000
590-000.00-694.000	MISCELLANEOUS REV	54,239	6,300	9,500	8,430
590-000.00-699.001	TRANSFER IN	6,267	51,500	67,410	24,500
590-000.00-699.130	GENERAL FD COST ALLOC	-	47,520	47,520	46,890
Total		\$ 6,701,249	\$ 7,176,830	\$ 6,930,050	\$ 6,835,890

Staffing Levels			
	2015	2016	2017
Director of Public Services	1.00	1.00	1.00
Facilities Supervisor	1.00	0.00	0.00
Plant Maint. Supervisor	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00
IT/GIS/Asset Management	0.00	1.00	1.00
Environmental Coord	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Secretary	0.60	0.67	0.67
Maint. Mechanic II	9.00	8.00	9.00
Maint. Mechanic I	0.00	2.00	1.00
Plant Operator III	2.00	2.00	2.00
Plant Operator II	2.00	2.00	2.00
Seasonal Maint. Laborers	1.50	0.80	1.00
Seasonal Mow Crew	1.00	0.30	0.50
Seasonal Workers	2.00	1.00	1.50
Total	24.10	22.77	23.67

**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 2017 budget requests expenditures of \$719,910, an increase of \$2,520 (0.35%) from the 2016 operating budget.

SEWER FUND ADMIN AND OVERHEAD

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
590-548.00-705.000	BOARD OF APPEALS-PER D \$	-	\$ 600	\$ 600	\$ 600
590-548.00-714.000	RETIREE'S BENEFITS	213,355	213,320	213,320	213,360
590-548.00-720.000	UNEMPLOYMENT-REIMB	1,840	2,000	2,000	2,000
590-548.00-726.000	OFFICE SUPPLIES	359	750	750	750
590-548.00-801.000	LEGAL FEES	4,591	10,000	16,800	10,000
590-548.00-803.000	POSTAGE	30,646	35,160	35,160	35,160
590-548.00-807.000	AUDIT FEES	9,216	9,350	10,920	13,600
590-548.00-818.000	CONTRACTUAL SERVICES	12,860	29,850	29,250	28,890
590-548.00-902.000	PUBLISHING/LEGAL NOTICE	-	1,000	1,000	1,000
590-548.00-910.000	INSURANCE & BONDS	57,928	58,100	57,590	57,590
590-548.00-956.000	MISCELLANEOUS	54	1,000	1,000	1,000
590-548.00-960.000	EDUCATION & TRAINING	-	1,000	1,000	1,000
590-548.00-999.040	GENERAL FD COST ALLOC	404,000	348,000	348,000	354,960
Total		\$ 734,849	\$ 710,130	\$ 717,390	\$ 719,910



DEPARTMENT – Department of Public Services (DPS) 558

Purpose or Objective of this Department

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

Activities of this Department

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

Year 2017 Goals

- A.** Replace (sell/rotate) two (2) department vehicles per township vehicle rotation plan
 - a.** 2014 Ford Explorer AWD (transfer to Community Development Department)
 - b.** 2007 Ford Ranger 4WD (transfer to Parks Department)
- B.** Begin the Nitrification Tower condition assessment
- C.** Continue fiber optic upgrade at each Lift Station – 3 stations per year
- D.** Maintain zero National Pollutant Discharge Elimination System Permit violations
- E.** Provide and encourage both voluntary and required continuing education and technical training for staff
- F.** Continue to promote a safe work environment through safety meetings
- G.** Begin stormwater removal project by repairing or replacing cross connections
- H.** Continue community outreach programs, including partnering with Holt Public Schools

Resources Needed

The attached year 2017 budget requests expenditures of \$4,195,180 a decrease of \$257,740 (-5.8%) from the 2016 projected operating budget. Of these expenditures, \$655,000 is eligible for a 75% SAW grant reimbursement from the State of Michigan. This budget reflects nineteen full-time positions and seven part-time/seasonal employees.



DEPT OF PUBLIC SERVICES

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
590-558.00-703.000	SALARIES	\$ 796,162	\$ 990,880	\$ 892,600	\$ 971,740
590-558.00-703.005	PART TIME HELP	57,943	89,310	73,560	108,330
590-558.00-703.010	OVERTIME	74,849	89,370	89,370	91,160
590-558.00-715.000	SOC SECURITY/MEDICARE	69,111	90,880	82,480	91,330
590-558.00-716.000	HEALTH INSURANCE	145,768	203,520	159,770	198,340
590-558.00-716.010	DENTAL INSURANCE	17,441	22,960	19,580	21,980
590-558.00-717.000	LIFE INSURANCE	3,904	5,050	4,550	4,960
590-558.00-718.000	PENSION CONTRIBUTION	76,192	123,860	112,300	122,200
590-558.00-719.000	DISABILITY INSURANCE	5,779	7,530	6,780	7,390
590-558.00-724.000	WORKERS COMP	13,778	24,380	21,790	23,170
590-558.00-726.000	OFFICE SUPPLIES	1,962	5,500	5,500	5,500
590-558.00-728.000	CERTIFICATION	1,200	1,200	1,200	1,200
590-558.00-730.000	GASOLINE	23,109	31,760	25,000	27,500
590-558.00-732.000	FUEL OIL	579	6,000	6,000	6,000
590-558.00-734.000	UNIFORMS	9,449	15,700	15,700	15,700
590-558.00-740.010	COMPUTER EXPENSES	24,310	74,700	74,700	55,640
590-558.00-741.000	OTHER OPERATING EXP	13,485	19,000	19,000	19,000
590-558.00-742.000	LABORATORY SUPPLIES	23,844	30,000	31,550	31,550
590-558.00-743.000	TREATMENT CHEMICALS	138,247	199,500	199,500	209,480
590-558.00-745.000	OFF-SITE LAB TESTING	37,947	26,500	26,500	26,500
590-558.00-775.003	SAFETY EQUIP AND SUPPL	21,507	18,500	18,500	18,500
590-558.00-805.000	ENGINEERING SERVICES	558,293	385,000	330,000	645,000
590-558.00-818.000	CONTRACTUAL SERVICES	5,009	4,450	5,450	9,200
590-558.00-818.015	CONTR SERV-SAFETY PGM	-	2,000	2,000	2,000
590-558.00-818.220	SLUDGE HAULING	86,176	122,000	122,000	122,000
590-558.00-818.225	SOLID WASTE DISPOSAL	11,318	22,900	22,900	22,900
590-558.00-853.000	TELEPHONE/COMM	31,716	27,750	37,210	34,210
590-558.00-921.030	UTILITIES - WATER	12,758	14,540	14,540	15,270
590-558.00-921.035	UTILITIES - SEWER	2,330	2,730	2,730	2,830
590-558.00-921.040	UTILITIES - ELECTRIC	298,271	386,090	328,100	360,910
590-558.00-921.045	UTILITIES - GAS	47,370	95,000	53,030	58,330
590-558.00-928.000	REGULATORY FEES	6,440	15,480	10,130	10,980
590-558.00-930.000	BUILDING MAINT & REPAIRS	23,457	24,500	31,850	24,500
590-558.00-930.015	REPAIRS & MAINT - L.S.	26,000	90,000	90,000	90,000
590-558.00-930.016	REPAIRS & MAINT - C.S.	47,007	655,000	253,000	120,000
590-558.00-930.020	EQUIPMT MAIN & REPAIR	91,148	94,050	94,050	77,050
590-558.00-930.040	BLDG MAIN & REP-CONTR	89,643	103,780	103,780	105,190
590-558.00-930.050	EQUIP MAIN/REPR-CONTR	94,042	94,190	128,190	96,190
590-558.00-931.000	VEHICLE REPAIR/MAINT	9,528	11,300	11,300	11,300
590-558.00-956.000	MISCELLANEOUS	9,636	6,900	6,900	6,900
590-558.00-956.005	COMM OUTREACH PROG	10,290	10,400	8,430	10,400
590-558.00-960.000	EDUCATION & TRAINING	23,428	23,500	23,500	23,500
590-558.00-967.020	TWP PROP-DRAIN/TAX/SAD	315	350	350	350
590-558.00-970.000	CAPITAL OUTLAY	-	258,800	151,300	119,000
590-558.00-981.000	REPLACEMENT FD ALLOC	-	21,200	736,250	170,000
Total		\$ 3,040,740	\$ 4,548,010	\$ 4,452,920	\$ 4,195,180

**DEPARTMENT – Capital Outlay (578.01)****Purpose or Objective of this Department**

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

Activities of this Department

Provide upgrades to the collection system and treatment plant to replace aging equipment and prepare for community growth. Inspect, maintain, and repair 663,501 feet of sanitary sewer.

Year 2017 Goals

1. Complete the Eifert Road force main replacement project
2. Complete the Honeywell Energy Improvements project

Resources Needed

The attached year 2017 budget requests expenditures of \$1,649,860.

SEWER FUND CAPITAL IMPROVEMENTS

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
590-578.01-805.310	SEWER REHAB -ENGINEER	\$ -	\$ 10,000	\$ -	\$ -
590-578.01-805.335	EIFERT FORCE MAIN ENG	-	58,640	58,640	100,000
590-578.01-805.336	CARTAGO CK VALVE ENG	-	33,700	33,700	-
590-578.01-976.310	SEWER REHAB - CONSTR	-	65,000	-	-
590-578.01-976.335	EIFERT FORCE MAIN CONST	-	350,000	350,000	500,000
590-578.01-976.336	CARTAGO CK VALVE CONST	-	108,050	108,050	-
590-578.01-976.337	HONEYWELL ENERGY IMP	-	-	528,680	1,049,860
Total		\$ -	\$ 625,390	\$ 1,079,070	\$ 1,649,860



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

<u>Original Amt</u>	<u>Year</u>	<u>Description</u>
\$9,850,000	2007	Sanitary Sewer SRF #1 Revenue Bonds
\$1,000,000	2008	Sanitary Sewer DDA Bonds (partially refunded in 2016)
\$8,400,000	2010	Sanitary Sewer SRF #2 Revenue Bonds
\$1,585,000	2014	Sanitary Sewer 2003 Refunded Bonds
\$2,075,415	2016	Sanitary Sewer 2011 Refunded Bonds
\$ 501,002	2016	Sanitary Sewer Refunding 2008 DDA Bonds
\$1,564,200	2016	Qualified Energy Conservation Bonds, estimated

Resources Needed

The 2017 budget requests expenditures of \$1,881,390.

SEWER FUND BOND DETAILS

	2016			2017			Year of
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	Final Pymt
2011 Refunding Bond	312,563	38,923	351,487	-	-	-	Defeased
2016 Refunding Bond	-	-	-	325,065	42,044	367,109	2022
2014 Refunding Bonds	145,000	32,371	177,371	150,000	28,905	178,905	2024
2008 DDA Bonds	60,120	17,049	77,169	62,625	5,150	67,775	2018
2016 DDA Ref Bonds	-	-	-	-	10,287	10,287	2024
QEC Bond estimate	-	-	-	81,000	57,354	138,354	2031
SRF Loan 5279-01	470,000	109,769	579,769	480,000	102,131	582,131	2028
SRF Loan 5403-01	355,000	180,313	535,313	365,000	171,313	536,313	2032
	<u>1,342,683</u>	<u>378,426</u>	<u>1,721,109</u>	<u>1,463,690</u>	<u>417,185</u>	<u>1,880,874</u>	

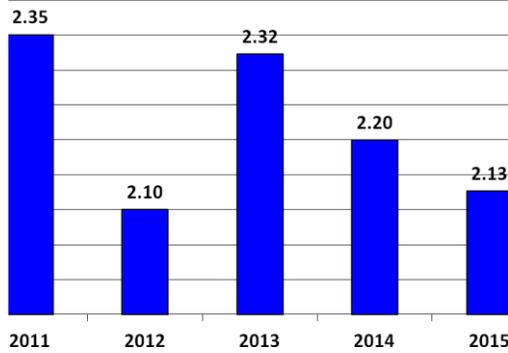
SEWER BOND INDEBTEDNESS

GL Number	Description	2015	2016	2016	2017
		Activity	Budget	Projected	Budget
590-588.01-956.000	MISCELLANEOUS	\$ -	\$ -	\$ 30,370	\$ -
590-588.01-991.000	PRINCIPAL	-	1,342,700	1,342,700	1,463,690
590-588.01-995.000	INTEREST	439,204	420,300	378,450	417,200
590-588.01-999.000	PAYING AGENT FEES	467	500	500	500
Total		\$ 439,671	\$ 1,763,500	\$ 1,752,020	\$ 1,881,390

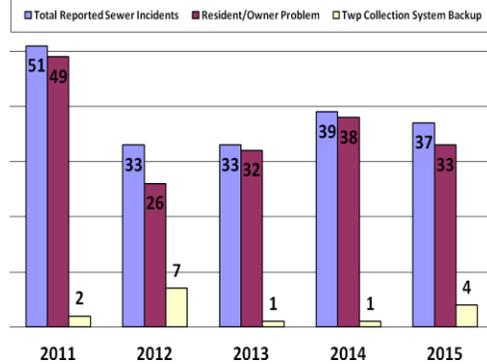


DELHI CHARTER TOWNSHIP 2017 PUBLIC SERVICES – SEWER FUND

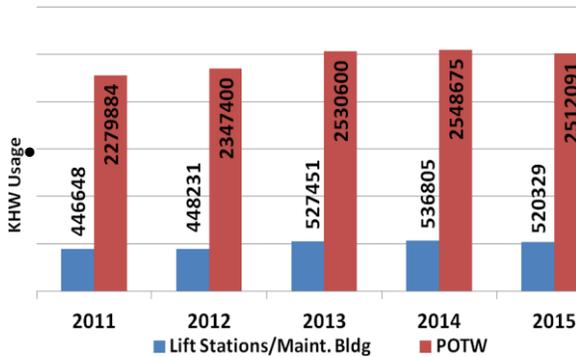
Average Million Gallons Processed Per Day



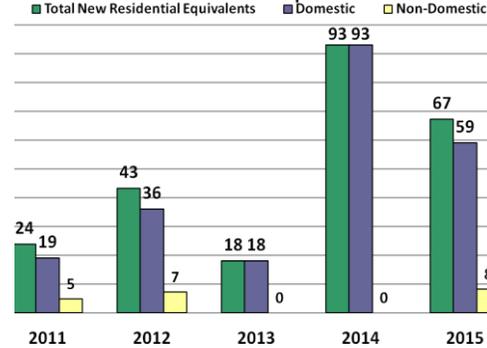
Residential / Commercial Sanitary Sewer



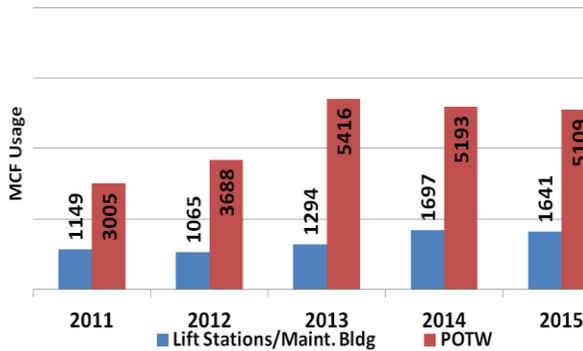
Utility Tracking - Electric



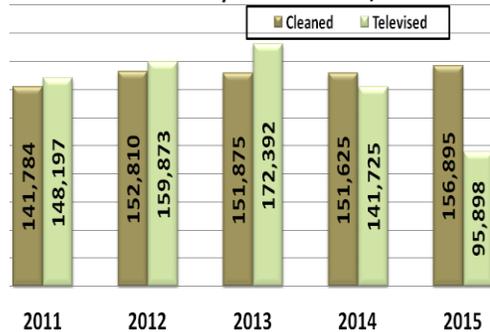
New Residential Equivalents



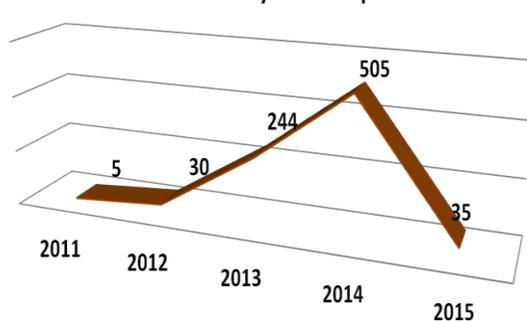
Utility Tracking - Gas



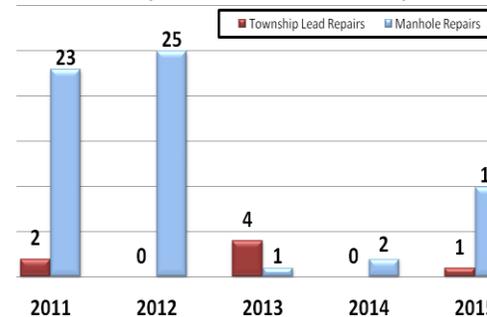
Feet of Sanitary Sewer Cleaned / Televised



Feet of Sanitary Sewer Repaired



Sanitary Sewer Lead / Manhole Repairs





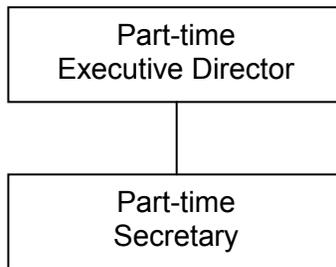
Delhi Downtown Development Authority (248)

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

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

There are seven departments in the DDA. They are:

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



Staffing Levels			
	2015	2016	2017
Executive Director	0.60	0.60	0.60
Secretary	0.60	0.60	0.60
Total	1.20	1.20	1.20



Delhi Charter Township Downtown Development Authority Goals and Objectives

2017 Objectives

- Continue to facilitate development of the DDA owned land at Holt Road and Holloway Drive in the Delhi Tech Park; support development of vacant privately owned land in the Delhi Tech Park area
- Continue to facilitate redevelopment of DDA owned parcels including razing of existing buildings
- Continue to identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites
- 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
- Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building
- Provide business promotion and support through electronic publication of *Our Town* and other business enhancements such as Biz Buzz
- Apply for all applicable state and federal grants via DDA/Holt Community Connect to promote place making and enhance livability of Township residents
- Promote community events
- Encourage community beautification with the placement of additional public art and murals
- Develop Cedar Street property from Veterans Drive to Bond Avenue – locate appropriate developer
- Work with Community Development to enhance Non-Motorized Trail and Trailhead Parks
- Provide bond payments for the Non-Motorized Trail, DDA/ICSD building, Cedar Heights, Delhi NE/Depot Street infrastructure improvements, Senior Center, Pocket Park, Holt Road sidewalk/lighting project
- Other activities as identified

2018 and Beyond Objectives

- Continue to facilitate development of the DDA owned land at Holt Road and Holloway Drive in the Delhi Tech Park; support development of vacant privately owned land in the Delhi Tech Park area
- Continue to facilitate redevelopment of DDA owned parcels
- Continue to identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites
- 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
- Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building
- Provide business promotion and support through electronic publication of *Our Town* and other business enhancements such as Biz Buzz
- Apply for all applicable state and federal grants via DDA/Holt Community Connect to promote place making and enhance livability of Township residents
- Facilitate development of Cedar Street property from Veterans Drive to Bond Avenue
- Work with Township staff to enhance Non-Motorized Trail and Trailhead Parks



DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues				
Property Taxes	\$ 2,357,679	\$ 1,581,150	\$ 1,532,940	\$ 1,400,280
Grants	2,700	2,500	4,800	4,000
Interest and rentals	36,419	29,330	34,330	34,980
Intergovernmental	-	-	1,565,000	30,000
Other	13,089	7,820	15,820	15,820
Total Revenues	2,409,887	1,620,800	3,152,890	1,485,080
Expenditures				
Community and Economic Dev				
Administration	98,612	110,320	125,260	123,890
Marketing & Promotion	148,004	160,450	167,840	169,500
Other Functions	203,985	202,130	221,180	313,290
Infrastructure Projects	15,502	45,000	45,000	50,000
Capital Outlay	69,649	160,000	290,000	220,000
Development Capital Outlay/Improvements	-	-	406,700	320,000
Debt Service	163,487	164,190	204,790	87,850
Total Expenditures	699,239	842,090	1,460,770	1,284,530
Other Financing Sources (Uses)				
Sale of Assets	-	-	-	-
Bond/Loan Proceeds-Refunding			4,499,000	-
Payment to Escrow			(4,568,790)	-
Transfer to DDA Debt Service Funds	(1,296,640)	(778,750)	(693,500)	(701,510)
Total Other Financing Sources (Uses)	(1,296,640)	(778,750)	(763,290)	(701,510)
Revenues over (under) expenditures	414,008	(40)	928,830	(500,960)
Fund Balance, Beginning	1,441,364	1,855,372	1,855,372	2,784,202
Fund Balance, Ending	\$ 1,855,372	\$ 1,855,332	\$ 2,784,202	\$ 2,283,242

**DDA REVENUE**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-000.00-403.005	CURR PROP TAXES-AD VAL.	\$ 2,280,013	\$ 1,532,000	\$ 1,493,160	\$ 1,354,000
248-000.00-404.005	IFT/CFT CAPT TAX REV	63,605	41,500	31,780	38,280
248-000.00-445.000	DELQ TAX	12,666	7,000	7,000	7,000
248-000.00-445.005	DELINQ INTER & PENALTY	1,395	650	1,000	1,000
248-000.00-570.000	STATE GRANTS	2,700	2,500	4,800	4,000
248-000.00-581.000	INTERGOVT REVENUE	-	-	1,565,000	30,000
248-000.00-664.000	INTEREST	7,481	4,000	5,000	5,000
248-000.00-669.020	COMM TOWER LEASE FEE	17,830	18,330	18,330	18,980
248-000.00-670.010	RENT-FARMERS MARKET	11,108	7,000	11,000	11,000
248-000.00-672.040	GREASE LOAN	3,160	1,320	1,320	1,320
248-000.00-673.000	SALE OF FIXED ASSETS	-	-	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMB	5,454	2,500	2,500	2,500
248-000.00-694.000	MISCELLANEOUS REV	4,474	4,000	12,000	12,000
248-000.00-698.020	BOND PROCEEDS	-	-	4,499,000	-
Total		\$ 2,409,887	\$ 1,620,800	\$ 7,651,890	\$ 1,485,080

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

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

Activities

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

Year 2017 Goals

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

Resources Needed

The year 2017 budget requests expenditures of \$123,890. The budget reflects one part-time Executive Director and one part-time Secretary.

DDA ADMINISTRATION

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-728.00-703.005	PART TIME HELP	\$ 67,594	\$ 71,320	\$ 71,840	\$ 75,110
248-728.00-715.000	SOC SEC/MEDICARE	1,090	1,040	1,080	1,120
248-728.00-718.000	PENSION CONTRIBUTION	1,989	2,140	2,160	2,250
248-728.00-723.000	AUTOMOBILE EXP ALLOW	400	400	400	400
248-728.00-724.000	WORKERS COMP	247	310	310	340
248-728.00-726.000	OFFICE SUPPLIES	561	1,200	1,200	1,200
248-728.00-801.000	LEGAL FEES	6,822	15,000	15,000	15,000
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,428	1,570	1,470	1,470
248-728.00-803.000	POSTAGE	1,644	300	300	300
248-728.00-807.000	AUDIT FEES	2,112	2,100	2,500	2,700
248-728.00-818.000	CONTRACTUAL SERVICES	8,053	6,040	20,000	15,000
248-728.00-853.000	TELEPHONE/COMM	2,435	2,500	2,500	2,500
248-728.00-870.000	MILEAGE	440	300	400	400
248-728.00-902.005	PRINTING AND PUBLISHING	66	300	300	300
248-728.00-910.000	INSURANCE & BONDS	2,971	3,800	3,800	3,800
248-728.00-956.000	MISCELLANEOUS	611	1,000	1,000	1,000
248-728.00-960.000	EDUCATION & TRAINING	150	1,000	1,000	1,000
248-728.00-970.000	CAPITAL OUTLAY	-	-	-	-
Total		\$ 98,612	\$ 110,320	\$ 125,260	\$ 123,890

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

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

Activities

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

Year 2017 Goals

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

Resources Needed

The year 2017 budget requests expenditures of \$169,500.

DDA MARKETING AND PROMOTION

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-729.00-703.005	PART TIME HELP	\$ 33,459	\$ 32,330	\$ 37,780	\$ 39,310
248-729.00-715.000	SOC SEC/MEDICARE	2,560	2,480	2,890	3,010
248-729.00-724.000	WORKERS COMP INSUR	76	140	170	180
248-729.00-884.000	DDA ADVERTISING	82,394	96,000	96,000	96,000
248-729.00-888.000	FARMERS MARKET	16,666	13,000	13,000	13,000
248-729.00-888.002	DOUBLE UP BUCKS	2,686	2,500	4,000	4,000
248-729.00-956.000	MISCELLANEOUS	10,165	14,000	14,000	14,000
Total		\$ 148,004	\$ 160,450	\$ 167,840	\$ 169,500



DDA INFRASTRUCTURE (731)

Purpose

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

Activities

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

Year 2017 Goals

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

Resources Needed

The year 2017 budget requests expenditures of \$50,000.

DDA INFRASTRUCTURE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-731.00-933.000	STREETSCAPE REPR/MAIN	\$ 11,034	\$ 15,000	\$ 15,000	\$ 15,000
248-731.00-956.000	MISCELLANEOUS	4,468	10,000	10,000	10,000
248-731.00-974.010	NON-MOTORIZED PATHWAY:	-	20,000	20,000	25,000
Total		\$ 15,502	\$ 45,000	\$ 45,000	\$ 50,000

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

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

Activities

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

Year 2017 Goals

1. Provide for on-going maintenance within the DDA District.
2. Provide bond payments for the Non-Motorized Trail.
3. Provide bond payments for the 2016 DDA Development Bonds

Resources Needed

The year 2017 budget requests expenditures of \$313,290.

DDA OTHER FUNCTIONS

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-850.00-818.000	CONTRACTUAL SERVICES	\$ 16,434	\$ 17,770	\$ 17,770	\$ 17,800
248-850.00-921.030	UTILITIES - WATER	1,783	1,770	2,290	2,410
248-850.00-921.035	UTILITIES - SEWER	1,550	950	2,130	2,240
248-850.00-921.040	UTILITIES - ELECTRIC	19,884	22,820	22,820	23,960
248-850.00-921.045	UTILITIES - GAS	4,849	7,140	5,000	5,250
248-850.00-930.000	BUILDING MAINT & REPAIRS	1,235	4,000	4,000	4,000
248-850.00-956.000	MISCELLANEOUS	1,300	-	-	-
248-850.00-964.000	TAX ADJUST TO CO/TWP	-	10,000	10,000	10,000
248-850.00-967.025	DDA PROP-DRAIN/TAX/SAD	33,968	16,780	27,820	20,000
248-850.00-969.016	COMM & ECON DEVELOP	-	-	8,450	227,630
248-850.00-999.105	TRAN OUT-G.F. LOAN PYMT	122,984	120,900	120,900	-
Total		\$ 203,985	\$ 202,130	\$ 221,180	\$ 313,290

**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 2017 Goals

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

Resources Needed

The year 2017 budget requests expenditures of \$220,000.

DDA CAPITAL OUTLAY

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-903.00-970.000	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
248-903.00-971.000	CAPITAL OUTLAY-LAND	-	150,000	280,000	210,000
248-903.00-971.010	LAND HELD FOR RESALE	64,339	-	-	-
248-903.00-971.134	FARMERS MKT-2150 CEDAR	5,310	10,000	10,000	10,000
Total		\$ 69,649	\$ 160,000	\$ 290,000	\$ 220,000

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

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

Activities

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

Year 2017 Goals

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

Resources Needed

The year 2017 budget requests expenditures of \$320,000.

2016 DDA DEVELOPMENT

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-903.05-818.000	CONTRACTUAL SERVICES	\$ -	\$ -	\$ 60,000	\$ 60,000
248-903.05-970.000	CAPITAL OUTLAY	-	-	300,000	260,000
248-903.05-992.000	BONDING EXPENSE	-	-	46,700	-
Total		\$ -	\$ -	\$ 406,700	\$ 320,000

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

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

Activities

Expenditures in this activity are for the following bonds:

1. 2003 DDA Bonds issued for the construction of the DDA/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 Road. These expenditures are accounted for through a transfer out to Fund 392. The bonds maturing from 2019 to 2024 were refunded in 2016 at a cost savings of \$320,000.
3. 2016 Refunding bonds issued to replace 2008 DDA bonds maturing from 2019 to 2024.

Resources Needed

The year 2017 budget requests expenditures of \$789,360.

DDA DEBT SERVICE

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
248-905.00-991.120	REF DEBT PYMT TO ESCROW	\$ -	\$ -	\$ 4,568,790	\$ -
248-905.00-991.300	PRINC-2003 DDA BONDS	75,000	80,000	80,000	80,000
248-905.00-991.320	PRINC PAYMENT-2040 CEDAR	42,288	44,870	44,870	-
248-905.00-991.340	PRINC -2052 CEDAR LAND CON	25,000	25,000	25,000	-
248-905.00-992.000	BONDING EXPENSE	-	-	40,700	-
248-905.00-995.300	INTEREST -2003 DDA BONDS	13,858	10,750	10,750	7,350
248-905.00-995.320	INTER -2040 CEDAR LAND CON	4,604	2,030	2,030	-
248-905.00-995.340	INTER -2052 CEDAR LAND CON	2,438	940	940	-
248-905.00-999.000	PAYING AGENT FEES	300	600	500	500
248-905.00-999.220	TRANS OUT-392 2008 DDA BON	766,258	778,750	693,500	609,130
248-905.00-999.230	TRANS OUT-393 2010 DDA REF	530,381	-	-	-
248-905.00-999.391	TRANS OUT-2016 REF BONDS	-	-	-	92,380
Total		\$ 1,460,127	\$ 942,940	\$ 5,467,080	\$ 789,360



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

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

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	-	-	-	92,380
Total Expenditures	-	-	-	92,380
Revenues over (under) expenditures	-	-	-	(92,380)
Other financing sources (uses)				
Transfer from DDA	-	-	-	92,380
Total other financing sources (uses)	-	-	-	92,380
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



2016 DDA REFUNDING BOND

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
391-000.00-699.065	TRANS IN FROM DELHI DDA	\$ -	\$ -	\$ -	\$ 92,380
Total		\$ -	\$ -		\$ 92,380

2016 DDA REFUNDING BOND EXPENDITURES

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
391-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -
391-905.00-995.000	INTEREST	-	-	-	92,380
Total		\$ -	\$ -	\$ -	\$ 92,380



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

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

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

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>766,258</u>	<u>778,750</u>	<u>693,500</u>	<u>609,130</u>
Total Expenditures	766,258	778,750	693,500	609,130
Revenues over (under) expenditures	(766,258)	(778,750)	(693,500)	(609,130)
Other financing sources (uses)				
Transfer from DDA	<u>766,258</u>	<u>778,750</u>	<u>693,500</u>	<u>609,130</u>
Total other financing sources (uses)	766,258	778,750	693,500	609,130
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2008 DDA DEBT RETIREMENT REVENUES**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
392-000.00-664.000	INTEREST	\$ -	\$ -	\$ -	\$ -
392-000.00-699.065	TRANS IN FROM DELHI DDA	766,258	778,750	693,500	609,130
Total		\$ 766,258	\$ 778,750	\$ 693,500	\$ 609,130

2008 DDA DEBT RETIREMENT FUND EXPENDITURES

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
392-905.00-956.000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
392-905.00-991.000	PRINCIPAL	508,387	539,890	539,880	562,380
392-905.00-995.000	INTEREST	257,422	238,360	153,120	46,250
392-905.00-998.000	PAYING AGENT FEES	450	500	500	500
Total		\$ 766,258	\$ 778,750	\$ 693,500	\$ 609,130



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 discretely 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.

<u>Plan</u>	<u>Capture Years</u>
Brownfield Plan #1 (Woodland Lakes)	2013-2017
Brownfield Plan #2 (2350 Cedar)	2015-2018

For 2017, tax capture of \$202,300 is anticipated along with \$150,550 of expenditures.



LOCAL SITE REMEDIATION FUND SUMMARY

	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues				
Taxes	\$ 189,971	\$ 204,000	\$ 198,580	\$ 202,900
Total Revenue	189,971	204,000	198,580	202,900
Expenditures				
Community and Economic Developmt Administration	44,162	20,350	35,510	30,550
Remediation	104,587	85,000	60,000	120,000
Total Expenditures	148,749	105,350	95,510	150,550
Other Financing Sources (Uses)				
Transfer In from Brownfield Fund	9,948	-	-	-
Total Other Financing Sources (Uses)	9,948	-	-	-
Revenues over (under) expenditures	51,170	98,650	103,070	52,350
Fund Balance, Beginning	174,848	226,018	226,018	329,088
Fund Balance, Ending	\$ 226,018	\$ 324,668	\$ 329,088	\$ 381,438

**LOCAL SITE REMEDIATION FUND REVENUES**

GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
643-000.00-403.005	CURR TAXES-BRWNFLD #1	\$ 188,221	\$ 196,000	\$ 190,760	\$ 195,300
643-000.00-403.020	CURR TAX-BROWNFLD #2	1,654	7,600	7,300	7,600
643-000.00-403.030	CURR TAX-BROWNFIELD #3	96	400	520	-
643-000.00-699.001	TRANSFER IN	9,948	-	-	-
Total		\$ 199,919	\$ 204,000	\$ 198,580	\$ 202,900

LOCAL SITE REMEDIATION FUND EXPENDITURES

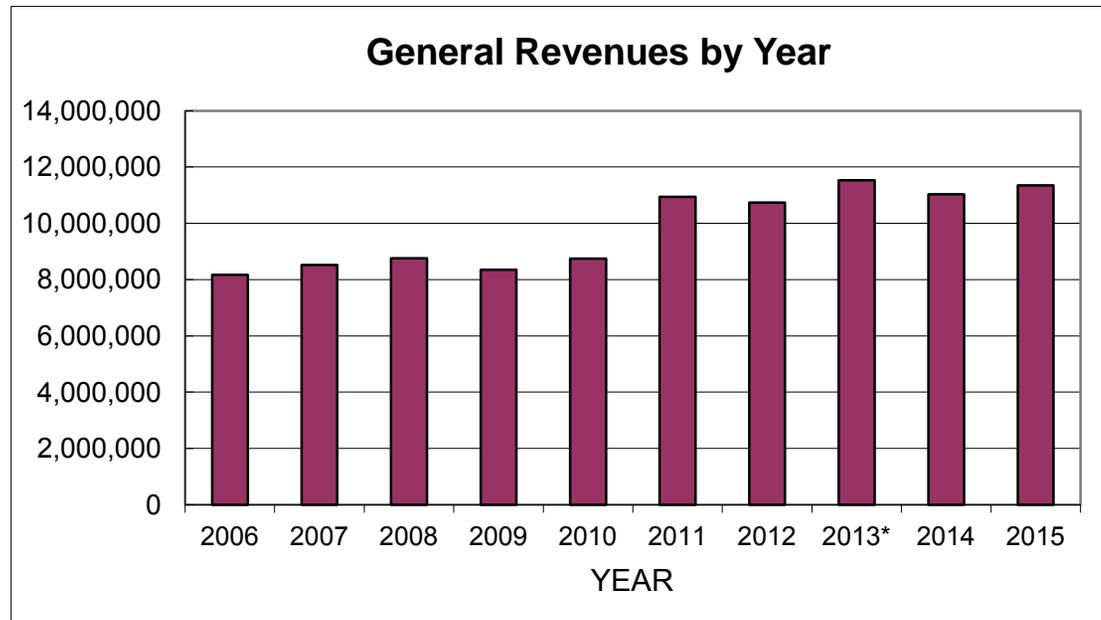
GL Number	Description	2015 Activity	2016 Budget	2016 Projected	2017 Budget
643-735.00-801.000	LEGAL FEES	\$ 43,819	\$ 20,000	\$ 35,000	\$ 30,000
643-735.00-807.000	AUDIT FEES	274	300	460	500
643-735.00-818.000	CONTRACTUAL SERVICES	68,527	60,000	60,000	60,000
643-735.00-902.000	PUBLISHING/LEGAL NOTICES	69	50	50	50
643-735.00-935.001	SITE REMEDIATION	36,060	25,000	-	60,000
Total		\$ 148,749	\$ 105,350	\$ 95,510	\$ 150,550



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

Description	2006	2007	2008	2009	2010	2011	2012	2013*	2014	2015
Taxes	\$ 3,325,504	\$ 3,482,728	\$ 3,631,229	\$ 3,726,355	\$ 3,642,755	\$ 5,393,489	\$ 5,131,573	\$ 5,311,409	\$ 5,350,366	\$ 5,414,764
Licenses & Permits	17,215	16,969	15,965	16,526	206,255	226,356	181,376	252,149	304,387	505,784
Federal Sources	4,500	-	63,308	116,792	142,939	115,589	86,276	120,341	134,019	77,690
State Sources	1,803,595	1,775,969	1,843,733	1,568,565	1,485,733	2,010,961	2,101,171	1,978,618	2,247,821	2,256,836
Other Intergovernmental	88,590	278,162	127,926	147,392	310,370	149,139	185,171	95,031	159,610	143,493
Special Assessments	334,315	309,267	413,635	345,481	353,122	357,591	368,660	-	-	-
Charges for Services	1,448,989	1,612,695	1,660,429	1,644,706	1,852,940	1,936,354	1,942,533	743,296	1,488,674	1,616,868
Interest Income	354,870	395,285	227,839	89,122	39,751	16,751	9,694	20,802	23,388	25,299
Franchise Fees	-	-	-	-	-	-	-	443,210	472,391	494,517
Other Revenue Sources	-	-	-	-	-	-	-	1,200,000	9,480	-
Other	787,875	651,883	767,711	699,737	715,166	739,263	733,966	1,367,180	839,559	816,433
Total	\$ 8,165,453	\$ 8,522,958	\$ 8,751,775	\$ 8,354,676	\$ 8,749,031	\$ 10,945,493	\$ 10,740,420	\$ 11,532,036	\$ 11,029,695	\$ 11,351,684

*Revenue account classifications changed in 2013.

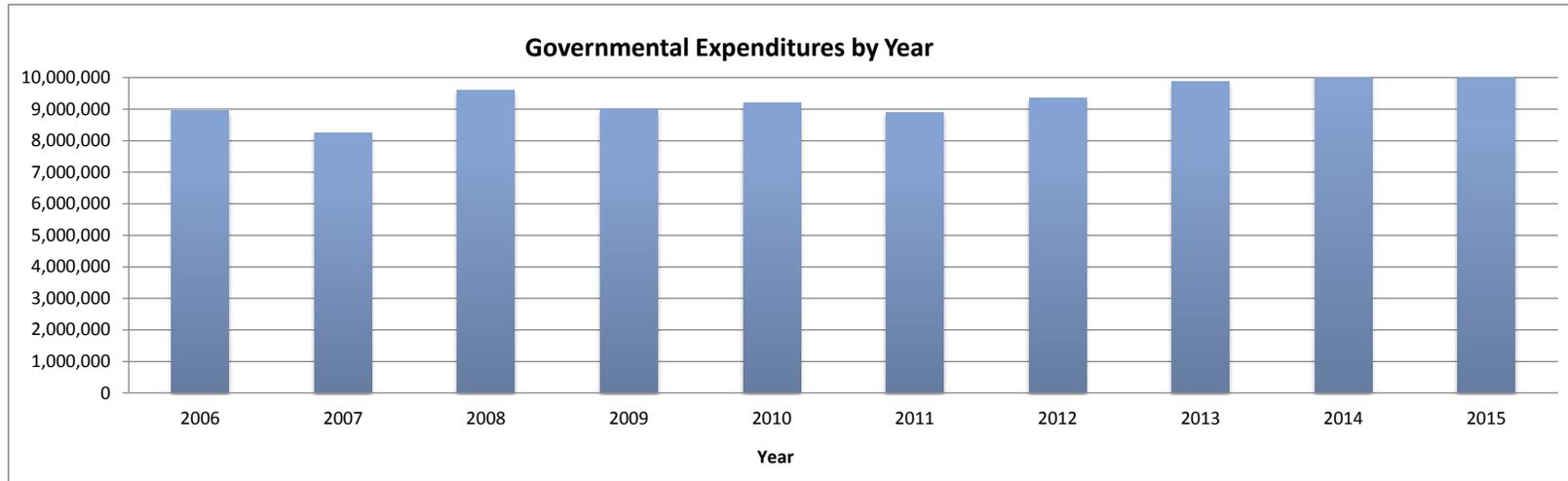




Governmental Expenditures by Function - 10 Year History General, Special Revenue, and Debt Service Funds

Description	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General Gov't	\$ 2,098,720	\$ 2,145,159	\$ 2,157,101	\$ 2,018,484	\$ 2,104,089	\$ 1,959,161	\$ 2,022,682	\$ 1,963,113	\$ 2,187,982	\$ 2,225,673
Public Safety	3,679,179	3,881,356	4,102,659	4,191,856	3,951,764	4,165,152	4,438,719	4,534,015	4,639,103	4,899,100
Infrastructure	488,254	467,234	582,877	542,762	536,245	496,722	686,620	864,688	1,253,563	669,875
Community Dev*	-	-	-	-	588,014	608,433	553,021	605,837	574,711	604,369
Rec & Cultural	630,761	694,297	706,826	767,951	725,571	712,694	746,417	702,820	761,143	707,045
Other	230,413	204,589	333,332	323,535	348,663	321,261	386,527	389,846	559,533	486,476
Capital Outlay	1,201,701	255,292	1,107,863	531,272	167,278	321,559	289,385	537,743	1,477,912	647,425
Debt Service	614,364	605,355	609,197	627,382	762,501	308,652	210,363	263,427	426,493	409,856
Total	\$ 8,943,392	\$ 8,253,282	\$ 9,599,855	\$ 9,003,242	\$ 9,184,125	\$ 8,893,634	\$ 9,333,734	\$ 9,861,489	\$ 11,880,440	\$ 10,649,819

* Community Development was originally classified as an Enterprise Fund.



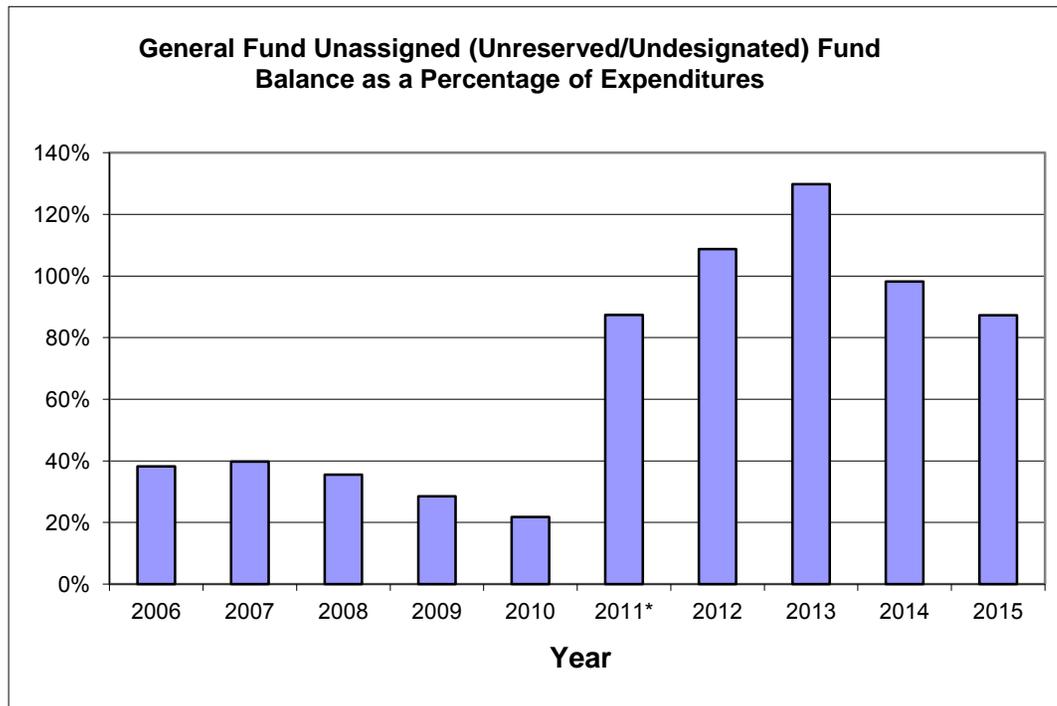


General Fund Balance Compared to Annual Expenditures 10 Year History

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

December 31	Nonspendable, Restricted & Committed (Reserved) Fund Balances	(Unreserved/ Designated) Fund Balance	Unassigned (Unreserved/ Undesignated) Fund Balance	Annual Expenditures Before Other Financing Uses	Unreserved Balance as Percent of Expenditures
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	0	3,874,217	4,436,400	87%
2012	147,322	0	5,236,188	4,814,572	109%
2013	80,935	0	6,202,283	4,778,102	130%
2014	60,287	0	6,103,706	6,217,267	98%
2015	90,083	0	6,687,447	7,658,688	87%

** Increase in Unassigned Fund Balance beginning in 2011 is due to passage of public safety millages. Decrease in annual expenditures is the result of Fire and Police expenditures being moved to separate funds. When amounts transferred out to support Fire & Police Funds in 2014 are included in annual expenditures, Unassigned Fund Balance as a percentage of expenditures is 69%*



**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
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%
2013	641,960,123	52,927,953	118,567	695,006,643	92%
2014	644,511,412	54,904,915	905,477	700,321,804	92%
2015	662,443,483	57,908,100	116,300	720,467,883	92%
2016	673,566,414	50,881,900	113,801	724,562,115	93%

State Equalized Value

December 31	Amount
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
2013	721,146,073
2014	734,236,096
2015	768,863,084
2016	795,560,222

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

Fiscal Year Ended December 31	Total Tax Levy for Fiscal Year	Collected with the		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2006	3,843,446	3,829,154	99.6%	11,663	3,840,817	99.93%
2007	4,308,253	4,297,110	99.7%	9,777	4,306,887	99.97%
2008	4,436,174	4,422,146	99.7%	9,660	4,431,806	99.90%
2009	4,336,310	4,325,485	99.8%	6,358	4,331,842	99.90%
2010	5,872,671	5,852,639	99.7%	14,187	5,866,826	99.90%
2011	5,663,616	5,643,714	99.6%	15,045	5,658,758	99.91%
2012	5,614,077	5,594,097	99.6%	16,056	5,610,153	99.93%
2013	5,343,452	5,109,083	95.6%	10,921	5,120,004	95.82%
2014	5,392,352	5,373,786	99.7%	12,016	5,385,802	99.88%
2015	5,194,181	5,182,929	99.8%	4,800	5,187,728	99.88%

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

**Top 20 Taxpayers**

Rank	Name	2016 Tax	2016 Taxable Value	2016 SEV	Nbr of Parcels	% of Total Taxable Value
1	CONSUMERS ENERGY COMPANY	152,074	12,158,117	12,205,800	24	1.68%
2	COMCAST OF MICHIGAN LLC	88,321	7,061,150	7,062,200	4	0.97%
3	WOODLAND LAKES INVESTMENT GROUP	84,733	6,774,262	7,331,100	2	0.93%
4	DART CONTAINER CORP	77,366	6,827,200	6,982,500	23	0.94%
5	RSDC OF MICHIGAN LLC	71,204	5,873,352	5,934,600	2	0.81%
6	THEROUX DEVELOPMENT CO	48,226	3,855,634	4,163,200	5	0.53%
7	BONDARENKO LTD LLC	47,537	3,800,559	4,439,800	26	0.52%
8	TMT DELHI LLC	37,124	2,968,000	2,968,000	1	0.41%
9	PARKER HANNIFIN CORP	35,970	5,025,559	5,031,400	2	0.69%
10	DTN ASPEN RIDGE APPARTMENTS, LLC	34,235	2,737,072	2,737,072	2	0.38%
11	ASPEN LAKES ESTATES II LLC	32,828	2,624,527	3,421,400	1	0.36%
12	FSI STONEGATE PROPERTY LLC	29,451	2,354,600	2,354,600	3	0.32%
13	SENIOR CARE EQUITIES #11 LLC	28,061	2,243,408	2,253,200	1	0.31%
14	DELHI PARTNERS LIMITED DIVIDEND	27,848	2,226,419	2,466,900	2	0.31%
15	MICHIGAN ELECTRIC TRANSMISSION	26,797	2,142,400	2,142,400	2	0.30%
16	DTN ENTERPRISES LLC	26,515	2,119,917	2,330,100	3	0.29%
17	BCMI DELHI PROPERTY LLC	26,421	2,112,300	2,112,300	2	0.29%
18	DTP ASSOCIATES LLC	24,508	1,959,400	1,959,400	1	0.27%
19	OLD ORCHARD - HOLT LLC	22,178	1,769,104	2,393,900	3	0.24%
20	GREAT LAKES CHRISTIAN HOMES	22,124	1,768,771	2,006,200	1	0.24%
Total Top 20		943,521	78,401,751	82,296,072		10.82%
Total Entire Township			724,562,115	795,560,222		

2017 – 2022

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



Date: June 13, 2016

DELHI CHARTER TOWNSHIP
2016 – 2021 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 (CIP) which began in 2006. The year 2017 represents the twelfth year of Capital Improvement Planning in Delhi Township and the process has continued to be refined to make it more useable and pertinent to the budget process.

WHAT IS A CAPITAL IMPROVEMENT?

Capital Improvements are public improvements involving the expenditure of public funds, over and above normal annual operating expenses, for the purchase, construction or replacement of 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.
- Significant equipment or machinery purchases.
- Others.

WHAT IS A CAPITAL IMPROVEMENTS PROGRAM?

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

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

WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENTS PROGRAM?

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

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

WHY UPDATE IT ANNUALLY?

The CIP is updated annually 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 SIX OPERATIONAL FUNDS & DOWNTOWN DEVELOPMENT AUTHORITY

Delhi Township has six operational funds, which finance the services provided to Township residents and property owners. These funds are as follows: General Fund, the Sanitary Sewer Fund, the Fire Fund, the Police Fund and the 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 was 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 2017 - 2022 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 CURRENT YEAR’S CAPITAL BUDGET PROJECTS (FY 2016)

2016 Project Description	Current Status	Original Amt. in ‘16 CIP	Actual 2016 Funding Level
<u>2016 General Fund Projects</u>			
<u>Upgrades at Kiwanis Park</u> <i>A 75(State)/25(local) grant application has been submitted to the Michigan Department of Natural Resources for partial funding of the installation of a new bathroom and storage building within the park. If grant funds are received, the project is expected to occur in 2016.</i>	This project received funding from the MDNR and local match funding in 2016 (50/50). Construction on the bathroom upgrade will be completed in 2016.	\$296,000	\$300,000
<u>Community Service Center Roof Replacement</u> <i>The useful life of the roof has been exceeded and now needs to be replaced.</i>	Dollars for this project has been reserved each year beginning in 2011 in order to establish a funding source. The roof replacement was completed during the spring of 2016.	\$150,000	\$260,000
<u>Community Service Center Carpet Replacement</u> <i>Carpeting within the CSC is approaching 20 years old and will require replacement in 2016.</i>	Saving for this project is on-going. Implementation is anticipated to now occur in 2017.	\$15,000	\$15,000
<u>Street Improvements</u> <i>Street improvements will occur in conjunction with the Ingham County Road Department on primary streets within the community. Neighborhood streets will occur when petitioned by residential and cost will be borne by same.</i>	The English Meadows SAD improvement will be completed in 2016. This will be completed at 100% charge to the benefitting property owners. The Township will “save” the remaining 50/50 funds from 2015 and the 2016 to combine with upcoming 2017 funds to facilitate a more complete project for local connector roads in 2017.	\$207,000	\$245,000

<p><u>Sidewalk Program and Construction</u> <i>In 2015 the Township completed an ADA Transition Plan to assess the sidewalks and ramps that must be improved in order to provide accessibility. Sidewalk sections that are identified as non-compliance will be repaired as road or other improvements occur, or when ramp improvements are in close proximity. 2016 represents the first year that these improvements will be implemented.</i></p>	<p>The first phase of ADA Transition Plan implementation is anticipated to occur in 2016.</p>	<p>\$100,000</p>	<p>\$55,000</p>
<p><u>Maple Ridge Cemetery Road Improvement</u> <i>Replace and resurface drives within the cemetery. It is proposed that funding for this project is addressed by “saving” each year and that the project will be finally implemented in 2017.</i></p>	<p>This project will be reclassified to a more general “Cemetery Capital Improvements. This category will use the “savings” method to make improvements within any of the cemeteries. Examples may include road or other improvements. Implementation will occur in 2017 or after.</p>	<p>\$15,000</p>	<p>\$20,000</p>
<p><u>Cemetery Entry Signs</u> <i>This project includes the fabrication and installation of entry arches, displaying the name of each cemetery, within Maple Ridge, Markham and Pioneer cemeteries. It is anticipated that this will occur in 2016, 2017 and 2018.</i></p>	<p>This project originally envisioned an archway. However, this has proved to be impractical. As such, the project has been revised to include more traditional monument signs. Sign installation at Maple Ridge is expected to occur in 2016. Implementation is anticipated in 2017 and 2018 at Pioneer and Markham.</p>	<p>\$15,000</p>	<p>\$15,000</p>
<p><u>Recreation Software</u> <i>This project is necessary to allow online registration for recreation programs.</i></p>	<p>This project will be implemented in 2016.</p>	<p>\$25,000</p>	<p>\$25,000</p>
<p><u>Columbaria at Maple Ridge Cemetery</u> <i>Installation of a second columbarium.</i></p>	<p>This project may occur in 2016, but will more likely be delayed until 2017.</p>	<p>\$30,000</p>	<p>\$50,000</p>
<p><u>Voting Tabulators</u> <i>The State of Michigan is planning on implementing new voting systems state-wide beginning in 2016. There is still funding available from the Help America Vote Act and the Bureau of Elections is anticipating the State Legislature will make an appropriation. However, they suggest each municipality budget money as well; about \$1,000 per precinct/AVCB.</i></p>	<p>This project will be delayed until 2017 or after.</p>	<p>\$12,000</p>	<p>\$0</p>

<u>Replacement of Microsoft Office</u> <i>In 2012 Microsoft stopped supporting functionality components of earlier versions of the software. All computers will need to be updated with new software at some point. The costs will be split between the General Fund, Sewer Fund and DDA based on utilization of individual machines.</i>	This project may occur in 2016. The Township is currently getting prices on the cost of implementation. If not implemented in 2016, it will be completed in 2017.	\$30,000	\$30,000
<u>Server Replacement</u> <i>This project is for the replacement of the servers at the CSC.</i>	This project will occur in 2016.	\$15,000	\$15,000
2016 Sewer Fund Projects			
<u>Forcemain Assessments</u> <i>This project will assess the condition of forcemain sewers within the Township and will be partially funded via the SAW grant.</i>	This project is expected to occur in 2016.	\$535,000	\$100,000
<u>Eifert Road Force Main Replacement</u> <i>This project will be split into 3 years, beginning in 2014. SAW grant funding will provide approximately \$99,560 towards this project.</i>	This current phase of this project will be completed in 2016. The project will be finished in 2017.	\$400,000	\$400,000
<u>Vehicle Rotation Schedule</u> <i>See Exhibit A</i>	No vehicles will be purchased in 2016.	\$82,500	\$0
<u>Fiber Optic Upgrade – Lift Stations</u> <i>Upgrade three lift-stations to fiber per year until all twelve are completed. Waverly, Pleasant River & Grovenburg will be completed in 2016.</i>	This project is expected to occur in 2016.	\$50,000	\$50,000
<u>Food Waste Separator</u> <i>Purchase and install a food waste separator for the scrappy program.</i>	A used separator is currently being tested to determine suitability. If it works, the machinery will be purchased and installed. If not, implementation may be delayed until a suitable piece of equipment can be identified.	\$144,000	\$144,000
<u>Cartago Cul-de-Sac Sewer Check-valve Project</u> <i>This project will include the installation of check valves in the public sewer line to prevent backflow to the individually owned mini-lift stations used in this area.</i>	This project will be completed in 2016.	\$108,000	\$108,000
<u>POTW Pond Building</u> <i>This includes replacement of the four existing electrical, mechanical &</i>	Approximately \$19,180 in SAW grant funding is anticipated to offset a portion of this expense. Originally	\$40,000	\$80,000

<i>chemical storage buildings located at the POTW treatment ponds.</i>	listed as a 2015 project, it will now be completed in 2016.		
<u>Vactor Truck Replacement</u> <i>A new vactor truck is needed in order to provide sewer cleaning within the collection system.</i>	This project is expected to be completed in 2016.	\$440,000	\$450,000
<u>2016 Fire Equipment & Training Apparatus Fund</u>			
<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	This project will occur in 2016.	\$40,000	\$40,000
<u>Purchase of a Third Ambulance</u> <i>This project is necessary as a result of increasing calls for service.</i>	This project has been implemented.	\$190,000	\$184,000
<u>2016 Downtown Development Authority</u>			
<i>No projects proposed for 2016, unless private investment occurs within the Delhi Technology Park that warrants it.</i>	There has been no change on this line item to date. However, recent inquiries with regards to development of the DDA's property within the park lends hope to the cause. Should that occur, funding will be allocated as appropriate by the DDA.	\$0	\$0

2017 Capital Budget

Priority Level:	Project Description:	Current Estimate:
<u>General Fund</u>		
A	<u>Community Service Center Carpet Replacement</u> <i>Carpeting within the CSC is approaching 20 years old and will require replacement in all or some areas during 2017. Saving for this has occurred over the past several years.</i>	\$75,000
C	<u>Cemetery Entry Signs</u> <i>This project includes the fabrication and installation of entry arches, displaying the name of each cemetery, within Maple Ridge, Markham and Pioneer cemeteries. It is anticipated that this will occur in 2016, 2017 and 2018.</i>	\$15,000
C	<u>Cemetery Capital Improvements</u> <i>This project will occur annually and be a "savings" set-aside so that capital projects at the cemeteries can be implemented as appropriate. Examples may include road resurfacing within the cemeteries, the development of new areas, etc. No specific implementation projects have been selected for 2017 at this time.</i>	\$20,000
B	<u>Voting Tabulators</u> <i>The State of Michigan is planning on implementing new voting systems state-wide beginning in 2016. There is still funding available from the Help America Vote Act and the Bureau of Elections is anticipating the State Legislature will make an appropriation. However, they suggest each municipality budget money as well. This project may occur in 2017, but may also be further delayed due to outside circumstances. However, when implementation becomes necessary, time will be of the</i>	\$27,000

	<i>essence.</i>	
C	<u>Sidewalk Program & Construction</u> <i>This project will include continued implementation of the ADA Transition Plan. Sidewalk repairs, shared at a rate of 50/50 with participating property owners may also be completed, if deemed appropriate. The Township will partner with the Holt School District to develop and submit a Safe Routes 2 School grant for the construction of key sidewalks.</i>	\$195,000
C	<u>Street Improvements</u> <i>The Township expects to partner with the Ingham County Road Department to implement improvements to a local connector street utilizing the 2015, 2016 & 2017 50/50 cost sharing funds. Improvements to neighborhood streets will occur using the SAD process.</i>	\$150,000
C	<u>New Parking Area at Valhalla Park</u> <i>This project includes the creation of additional parking at Valhalla Park to accommodate increased use of the facility.</i>	\$100,000
B	<u>Ram Trail II</u> <i>This project will receive CMAQ funding (80/20) for construction of an extension to the existing Ram Trail from Eifert Road to Jaycee Park.</i>	\$1,600,000
B	<u>Ram 2 Burchfield Trail</u> <i>This project will be advanced to Ingham County for funding using the county trails millage. Assuming the project is selected, design engineering and construction are all grant eligible. It is unclear at this point what financial contribution will be required from the Township. Cost estimating for the project is currently underway and so a firm dollar amount is not presently available. The amount of \$2M has been inserted here as a placeholder and to alert the community to this pending project.</i>	\$2,000,000
B	<u>Honeywell Energy Efficiency Project</u> <i>If this project goes forward, it will include the assessment and replacement of existing HVAC and other systems within the CSC, Senior Center and POTW/Maintenance Facility. The project may also include the replacement of streetlight-district lights and municipally owned lights and poles, and the conversion of both to LED.</i>	\$3,580,500
Sewer Fund Projects		
A	<u>Eifert Road Force Main Replacement</u> <i>This project will be split into 3 years, beginning in 2014. SAW Grant funding will provide approximately \$99,560 towards the project. Final construction will occur in 2017.</i>	\$600,000
B	<u>Vehicle Rotation Schedule</u> <i>See Exhibit A.</i>	\$65,000
C	<u>POTW Maintenance Building Upgrades</u> <i>This project will include repurposing the RBC building for POTW Personnel, remodeling the lab building and the demolition and reconstruction of the maintenance pole buildings. Engineering will occur in 2016 & 2017, with implementation in 2019 & 2020.</i>	\$250,000
B	<u>Nitrification Tower Condition Assessment and Repair</u> <i>This project will involve assessment of the physical condition of the nitrification tower at the POTW and complete necessary repairs. This project will be partially funded by</i>	\$250,000

	<i>the SAW grant. The second phase of the project (implementation) will occur in 2018.</i>	
A	<u>Fiber Optic Upgrades – Lift Stations</u> <i>Upgrade three lift-stations per year to fiber until all twelve are connected.</i>	\$50,000
B	<u>Stormwater Removal Program</u> <i>This project involves finding and replacing/repairing cross connections between the storm water and waste water collection systems and will be implemented in phases annually.</i>	\$50,000
B	<u>Honeywell Energy Efficiency Project</u> <i>If this project goes forward, it will include the assessment and replacement of existing HVAC and other systems within the CSC, Senior Center and POTW/Maintenance Facility. The project may also include the replacement of streetlight-district lights and municipally owned lights and poles, and the conversion of both to LED.</i>	\$1,187,000
<u>Fire Equipment & Training Apparatus Fund</u>		
C	<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	\$40,000
C	<u>Refurbish 2008 Ford Lifeline Ambulance</u>	\$120,000
<u>Downtown Development Authority</u>		
A	<u>Targeted Redevelopment Projects</u> <i>The DDA will facilitate the acquisition and redevelopment of key properties within the focus area. This may occur all in 2017, or over the course of the next several years.</i>	\$1,500,000
A	<u>Realize Cedar Implementation</u> <i>This project will include the engineering and implementation of key recommendations of the Realize Cedar Plan. This figure may increase if the DDA is successful in persuading CATA, CADL and LCC to permit additional years of capture via the DDA plan.</i>	\$2,000,000
B	<u>Roundabout Park & Trailhead</u> <i>This project includes the construction of a small park adjacent to Cedar Lake, just off the eastern leg of the Roundabout at Cedar Street and Holbrook Drive. The park will be partially funded by grants and will include a parking area for trail users and a small boat launch to provide access to the water.</i>	\$1,000,000

CAPITAL IMPROVEMENTS PROGRAM
Years 2018-2022 Project Descriptions

Priority Level:	Project Description:	Implementation Year:	Current Estimate:
<u>General Fund</u>			
B	<u>Street Improvements</u> <i>Street improvements will occur in conjunction with the Ingham County Road Department on primary streets within the Community. Secondary (Neighborhood Streets) will occur when petitioned by residents and cost will be borne by same.</i>	2018	\$166,000
		2019	\$166,000
		2020	\$166,000
		2021	\$166,000
		2022	\$166,000
B	<u>Sidewalk Program and Construction</u> <i>Ongoing implementation of the ADA Transition plan and other sidewalk improvements to promote and improve walkability.</i>	2018	\$110,000
		2019	\$110,000
		2020	\$110,000

		2021	\$110,000
		2022	\$110,000
B	<u>Aerial Photography</u> <i>The Township anticipates participating in the regional program for acquisition of updated air photos. This is a critical component of the GIS system.</i>	2020	\$30,000
D	<u>Upgrades at Jaycee Park</u> <i>The playground equipment at this park needs to be replaced; possible grant funding will be needed to facilitate this project.</i>	2022	\$200,000
C	<u>Upgrade of GIS Software</u> <i>This project is necessary because we are approaching the limits of available space under our existing license. This will limit our ability to expand our GIS and accommodate new use needs.</i>	2018	\$20,000
C	<u>Holt & Eifert Road Property Use & Development Plan</u> <i>Development of a master plan for the Township owned property at the north east corner of Holt Rd. and Eifert Rd.</i>	2022	\$50,000
C	<u>Cemetery Capital Improvements</u> <i>This project will occur annually and be a “savings” set-aside so that capital projects at the cemeteries can be implemented as appropriate. Examples may include road resurfacing within the cemeteries, the development of new areas, etc.</i>	2018	\$15,000
		2019	\$15,000
		2020	\$15,000
		2021	\$15,000
		2022	\$15,000
B	<u>Construction of New Public Safety Building</u> <i>This project will become necessary as a result of increasing activity. Costs may be shared with the FETA fund, as appropriate.</i>	2020	\$10,000,000
<u>Sewer Fund</u>			
B	<u>Delhi Commerce Drive Lift Station Elimination</u> <i>This lift station will be transitioned to a gravity system to Willoughby & Aurelius Road.</i>	2020	\$500,000 – \$700,000
C	<u>POTW Maintenance Building Upgrades</u> <i>This project will include repurposing the RBC building for POTW Personnel, remodeling the lab building and the demolition and reconstruction of the maintenance pole buildings. Engineering will occur in 2016 & 2017, with implementation in 2019 & 2020.</i>	2019	\$1,300,000
C	<u>Generator Interconnection</u> <i>This project would connect the north and south generators at the POTW. This project design will be partially funded via the SAW grant (\$12,060).</i>	2018	\$65,000
B	<u>Pine Tree Road Lift Station</u> <i>This is the second part of a two-step project that began in 2015 with design work. This year’s project includes construction of improvements to this lift-station.</i>	2018	\$100,000

B	<u>Grease Handling Upgrades</u> <i>This project would improve and upgrade the equipment used for grease handling at the POTW.</i>	2020	\$500,000
B	<u>Grit Handling</u> <i>This project includes the installation of grit handling equipment at the POTW.</i>	2021	\$500,000
B	<u>Vehicle Rotation Schedule</u> <i>See Exhibit A</i>	2018	\$30,000
		2019	\$0
		2020	\$0
		2021	\$85,000
		2022	\$110,000
A	<u>Fiber Optic Upgrade - Lift Stations</u> <i>Upgrade three lift-stations to fiber per year until all twelve are completed.</i>	2018	\$50,000
		2019	\$50,000
B	<u>Stormwater Removal Program</u> <i>This project involves finding and replacing/repairing cross connections between the storm water and waste water collection systems.</i>	2018	\$50,000
		2019	\$50,000
		2020	\$50,000
		2021	\$50,000
		2022	\$50,000
<u>Fire Equipment & Training Apparatus Fund</u>			
C	<u>Radio Replacement</u> <i>This project is necessary to upgrade the system (technology advancement).</i>	2018	\$40,000
C	<u>Refurbish 2012 Lifeline Ambulance</u>	2018	\$120,000
C	<u>Replace 1997 Tanker Truck</u>	2019	\$450,000
C	<u>Replace 1993 Pierce Engine</u>	2021	\$675,000
<u>Downtown Development Authority</u>			
A	<u>Realize Cedar Project Implementation</u> <i>This project will include the engineering and implementation of key recommendations of the Realize Cedar Plan. This figure may increase if the DDA is successful in persuading CATA, CADL and LCC to permit additional years of capture via the DDA plan.</i>	2018	\$2,000,000

EXHIBIT A:							
Fleet Vehicle Rotation Schedule							
Vehicle	2016	2017	2018	2019	2020	2021	2022
DPS (POTW "W" & Maintenance)							
1990 Ford F700 diesel Stake Rack/Dump Truck w/plow							
2000 Ford F250 (mow crew truck-2011)	(4,800)						
2006 Chevrolet Silverado 4WD	(8,000)						
2006 Chevrolet Silverado 4WD (W-M)	(8,000)						
2006 Chevrolet Silverado 4WD (W-O)	(8,000)						
2007 Ford Ranger 4WD		(4,500)					
2011 GMC Savana 2WD Van (lift station)						(3,500)	
2011 GMC Sierra truck 4WD						(5,500)	
2012 GMC Sierra ext cab truck 4WD (moved to #3 in 2015)							(6,000)
2012 GMC Sierra ext cab truck 4WD w/Tommy Gate							(8,000)
2014 Ford F250 4WD (move to #10 in 2017)							
2014 Ford Explorer 4WD (#21)		(20,000)					
2014 Ford F150 truck 2WD (#12)							
2014 Ford F150 truck 2WD (#14)			(8,000)				
2016 Ford Escape SE	(26,090)						
2016 Ford F-350 (lift stations #4)							
2016 Ford Escape SE (#22)							(10,000)
2016 Ford F-550 Dump truck (#9)							
2017 Mid size 4WD vehicle (Replace #10 - used by #23)		30,000					
2017 AWD SUV (#21)		35,000					
2018 Full size truck 4WD (#14)			30,000				
2021 AWD Van (lift stations #4)						50,000	
2021 Full size truck 4WD (#6)						35,000	
2022 Full size ext cab truck 4WD							40,000
2022 Full size truck 4WD w/Tommy Gate							40,000
2022 Mid size 4WD vehicle (#22)							30,000
	(54,890)	40,500	22,000	-	-	76,000	86,000
BUILDING & GROUNDS							
2000 Ford F250 (mow crew truck-2011)	4,800						
2006 Chevrolet Silverado 4WD	8,000						
2016 Ford Escape SE	26,090		(16,000)				
2018 Mid size 4WD vehicle			30,000				
	38,890	-	14,000	-	-	-	-
PARKS							
1995 Chevrolet S10 Pickup							
1996 Ford F150							
1999 Ford F250 2WD							
1999 Ford Dump Truck (DPS #9)							
2000 Ford Ranger (Assessing #67)							
2000 Ford F250 w/plow							
2001 Ford F250 4WD							
2001 Ford Ranger (Comm. Dev. #56)							
2002 Chevrolet Tahoe (from Fire Dept in 2013)							
2002 Ford F250 (DPS #6)							
2006 Chevrolet Silverado 4WD (DPS #24)	8,000						
2006 Chevrolet Silverado 4WD (DPS #25)	8,000						
2006 Dodge Dakota 4WD (4 door) (#58)		4,500					
2007 Ford Ranger 4WD (#10)		4,500					
2011 GMC Sierra truck 4WD (#6)						5,500	
2012 GMC Sierra ext cab truck 4WD							6,000
2012 GMC Sierra ext cab truck 4WD w/Tommy Gate							8,000
2012 GMC Canyon ext cab truck 4WD (#3)							4,500
	16,000	9,000	-	-	-	5,500	18,500
COMMUNITY DEVELOP.							
2006 Dodge Dakota 4WD (4 door)		(4,500)					
2007 Chevrolet Impala		(3,500)					
2012 GMC Canyon ext cab truck 4WD (#3)							(4,500)
2014 Ford Explorer 4WD (#21)		20,000					
2016 Ford Escape SE (#22)							10,000
	-	12,000	-	-	-	-	5,500
ASSESSING							
2008 GMC Canyon 2WD (DPS #14)			(2,000)				
2008 GMC Canyon 2WD (DPS #12)			(2,000)				
2014 Ford F150 truck 2WD (#14)			8,000				
2016 Ford Escape SE			16,000				
	-	-	20,000	-	-	-	-
	-	61,500	56,000	-	-	81,500	110,000



GLOSSARY/ACRONYMS

Accrual Accounting

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

Activity

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

Ad Valorem Tax

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

Appropriation

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

Assigned Fund Balance

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

Balanced Budget

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

Bond

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

Budget

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

Capital Improvement

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

Capital Outlay

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

Cash Basis of Accounting

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

COCS

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



Committed Fund Balance

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

Component Unit

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

DDA

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

Debt Service

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

Deficit

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

Department

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

Enterprise Funds

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

Fiduciary Funds

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

Fiscal Year

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

Fund

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

Fund Accounting

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

Fund Balance

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

Fund Classification

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

**GAAP**

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

GASB

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

General Fund

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

General Obligation Bonds

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

GFOA

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

Governmental Funds

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

Headlee Amendment

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

IFT

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

Infrastructure

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

Internal Service Fund

Reports activity that provides goods or services to other agencies of the township. The Local 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

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

Other Financing Use

Decreases in current financial resources that are reported separately from expenditures. A transfer to another fund is an other financing use.

Other Services/Charges

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

PC

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

Personnel Costs

Includes payroll and fringe benefits.

Proposal A

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

Proprietary Funds

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

Restricted Fund Balance

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

Revenues

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

**Revenue Bonds**

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

SAD

Special Assessment District

SAW Grant

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

SESC

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

Special Assessments

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

Special Revenue Funds

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

State Equalized Value (SEV)

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

State Shared Revenue

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

Taxable Value

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

Transfers In/Out

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

Unassigned Fund Balance

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

ZBA

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