

Charter Township of Delta



FY 2020
Budget

Delta Township, Mi



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Supervisor Kenneth R. Fletcher
Treasurer Howard A. Pizzo
Clerk Mary R. Clark
Manager Brian T. Reed



Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica

Manager's Office

(517) 323-8590

January 1, 2020

Township Board Members and Residents
Delta Charter Township
7710 W. Saginaw Hwy.
Lansing, MI 48917

On behalf of all Delta Township Departments, it is our pleasure to present to you the FY 2020 Annual Budget. This budget addresses the Township's priorities as stated in the Township Strategic Plan. The FY 2020 budget was prepared according to the requirements stated in the Charter Township Act of Michigan and the MI Uniform and Accounting Budgeting Act.

This General Fund budget is a balanced budget, with revenues of \$19,253,415, expenditures totaling \$19,146,915; a surplus of \$106,500. This recommendation preserves the Township fund balance that currently exceeds the Township Board's policy stating the Township will maintain a 50% unassigned reserve in GF fund balance.

The 2020 General Fund budget request reflects consistency in both total revenues and expenditures. The focus of the 2020 request is related to providing outstanding services to our residents and addressing current and future capital needs to provide those services.

Major Additions and Assumptions

General Fund Revenue

Revenues related to property taxes will increase again for 2020. We estimate tax revenue increasing \$250,000. This reflects a 3% increase in taxable value resulting from rising inflation, and steady growth of real property.

Economic activity remains strong in the Township. We expect to see continued investment in upgrades/remodels of existing homes, new single family homes, and retail/industrial growth. Major projects include the new Auto Owners Insurance facilities and the Lansing Board of Water & Light natural gas-fired energy park. As a result, we expect building permit revenues to remain strong and show an increase.

In January, 2018 the Township entered into a franchise fee agreement with the Lansing Board of Water and Light. With a full year of history to review, we are able to project 2020 revenues with more confidence than we did for 2019. We anticipate the 2020 LBWL franchise fees to total \$2.2 million. This is \$500k more than we anticipated for 2019. This budget utilizes the additional revenue for equipment and future capital improvements consistent with previous discussions.

The State of Michigan has announced they plan to keep the CVTRS (City Village Township Revenue Sharing) program for 2020. Based on this program and projected increases in constitutional state revenue sharing, we expect to receive approximately \$140,000 more than budgeted for 2019 (\$2.9 million).

As many of you are all aware, 2019 has been an extremely busy year for grant funded projects including:

- Old Lansing Road Bike Lanes
- Old River Trail Pathway
- Delta Mills Canoe Launch
- Completion of Mount Hope Park and Willow Canoe Launch
- Year 2 of the Federal SAFER - firefighter staffing grant.

Currently we do not have any grant funded projects scheduled for 2020, other than the final year of the Firefighter SAFER grant. While we eagerly await the results of several grant applications, any grants projects awarded likely will not be constructed until 2021.

The Township has recognized solid growth in investment earnings during 2019. While we expect the Federal Reserve Bank to cut interest rates during 2020, we are projecting a 2% earnings rate for the twelve month period.

Based on the information and assumptions listed above, we anticipate General Fund Revenues for 2019 to increase by roughly \$100,000.

GF Expenditures

Approximately 43% of General Fund expenditures are personnel costs (salaries & benefits). This budget request makes some assumptions about those costs. First, this budget includes a recommended 2.5% cost of living increase for non-union employees. Our contract with the International Association of Firefighters Local 2846 expired 12/31/18. With negotiations ongoing, wages and benefits budgeted for union members are estimates, and will be adjusted with a budget amendment once a new contract is ratified.

This budget request estimates an 8% increase in health insurance costs. We are currently in the process of obtaining renewal rates from Blue Cross Blue Shield of Michigan for our existing employee plan, as well as a comprehensive review of our healthcare plan as a whole. Based on historic trends, we have budgeted a 5% increase for Dental and Life insurance.

Full-time staffing levels remain consistent for 2020 with the exception of an additional human resources position added in the Manager's Office and a reduction of one full time employee in the Assessing Department. The addition of a position in the Manager's Office will allow us to increase our efforts in recruiting and maintaining talent, benefit administration, and bi-weekly payroll processing as well as prepare for future retirements. The reduction of a position in the Assessing Office is due to creating efficiencies within the department after the retirement of a level three assessor. The net cost to the general fund for these two changes is nominal.

This budget request specifically addresses objectives identified in the Township Strategic Plan. Some of those include:

- \$50,000 in the Parks and Recreation budget for improvements to existing parks.
- \$150,000 in the Roads Dept. budget for new sidewalk/pathway construction.
- \$120,000 in the General Activities budget for the fifth and final payment to the City of Lansing for the purchase of Grand Woods Park. Delta Township will own the park outright after this final payment.
- \$600,000 for the purchase of a replacement fire engine.
- \$60,000 for additional code enforcement (including funds for additional part-time enforcement personnel and funds for abatement and legal costs for enforcement).
- Funding for the replacement of 4 Township owned vehicles (3 parks/1 fire).

- \$50,000 for potential costs for the Waverly pathway improvements (while substantially grant funded, the project will be a part of the Waverly Road reconstruction as well as the 496 reconstruction, so we want to be proactive for contingencies with this project).
- Funding for the conversion of Michigan Avenue to a Road Diet.
- \$200,000 for major repairs to the popular East-West pathway (this will provide a solution for the area near the bridge that has been an ongoing problem).
- \$150,000 for the replacement of the roof on the east side of the administration building.
- Funding for the administration of two major elections during 2020.
- Additional \$40,000 for new or enhanced special events and place making activities.
- \$45,000 for the purchase of battery operated extraction tools to be used for fire department rescue.

In addition to the specific items listed above, the Township maintains assigned fund balance for roads, non-motorized transportation, economic development, capital improvements, and county drains. Maintaining these balances allows the Township Board to take advantage of opportunities that present themselves during the year to achieve our strategic goals and better the Township. We are confident we can further address strategic goals by focusing existing staffing and resources and the careful utilization of these assigned fund balance resources.

Historically, the General Fund has transferred funds to the Capital Projects fund for future capital expenditures. Currently, at the board's direction, we are in the process of completing a comprehensive facilities study to establish a base-line assessment of our current facilities. We are confident that the study will uncover many short-term and long-term deficiencies and recommended renovations and improvements to current buildings that will need to be addressed. In addition, the baseline assessment may lead to additional investigation on replacement of facilities deemed too costly to renovate. In response, we have allocated \$1,625,000 from the General Fund to the Capital Projects Fund as a down payment to help fund some of these anticipated capital improvements. We anticipate a balance of \$3.3 million in the Capital Projects fund at the end of 2020.

Other post-employment benefits funding has been a priority of the Delta Township Board for several years. In early 2019 a new actuarial study was completed and the Township was funded as of 12/31/18 at 85% of total OPEB liability. The 2020 budget recommends funding the Actuarial Determined Contribution at 100% or \$350,000. In addition to the ADC, we continue to pay retiree healthcare premiums out of current operations. Continuing the trend of fully funding the OPEB trust on an annual basis and paying the retiree premium out of operations will allow us to get closer to our goal of 100% funding.

Delta Township continues to contract with Eaton County for our police services. This budget includes a 5% cost increase for these services and will provide Delta with the same number of sworn officers as the 2019 budget. The increases include vehicle leases, equipment, and a small increase in personnel costs. The budget also includes the services of the county inmate work crew. This program has been very successful in providing additional manpower to our Parks Department at a very reasonable cost.

Overall, the General Fund budget is in very solid fiscal condition. Transferring significant dollars to the Capital Projects Fund for future capital improvements will allow the Township Board to begin priority capital improvements without securing immediate financing. With our strong Fund Balance position and funding levels for retiree benefits, Delta Township General Fund remains in excellent financial position.

Ambulance Fund

Revenue in this fund consists of the paramedic millage levy, ambulance fees collected for services provided, and SAFER grant revenue for three of the six grant funded positions. Total revenue is projected to be \$3,236,500. Total expenditures are consistent with 2019 with the exception of purchasing two replacement ambulances in 2020 (\$370,000) and two power cots (\$66,000). Expenditures are expected to exceed revenues by \$557,230 resulting in an anticipated fund balance of \$1.6 million at the end of 2020. A healthy fund balance is necessary, to ensure we can sustain current levels of manpower once the SAFER grant ends in early 2021. Finding qualified staff continues to be a

concern as we move to 2020. We will strive to create innovative ways to recruit and retain qualified staff during this budget year.

Sewer/Water Funds

The Sewer Fund sales projection is based on 2019 sales activity and an 8% rate increase mid-year. Routine expenses are extremely consistent with the 2019 budget. Overall expenditures are budgeted to increase 9%. This is primarily due to budgeting the replacement of a 1985 dump truck (\$125,000), two pickup trucks (\$50,000), and the West Willow lift station preliminary design (\$80,000).

Overall, this 2020 Sewer Fund budget has net revenues over expenditures of \$506,000. This surplus has been planned and anticipated as we begin in earnest to plan for the renovations of our waste water treatment plant.

The Water Fund sales projection is based on 2019 sales activity and a 2% mid-year rate increase. This budget request anticipates an estimated 7.5% rate increase from the LBWL for our raw water purchases. On the expenditure side, the budget includes two very critical projects:

- Water main replacement under I-496 (This will replace two existing mains under 496 during the reconstruction planned next year. Partnering with MDOT on this project provides optimal timing, reduced costs, and mitigates a potential main break under 496).
- Southern border connection to the LBWL for emergency water connection. (This connection, planned for in our water reliability study will give us a large secondary feed to our system from the LBWL from a different water plant. This redundancy in an emergency situation will allow us to meet state requirements for reliability and allow us to abandon our municipal wells that we currently maintain as backup).

Overall, both utility funds are in strong financial shape. 2020 will continue to be a long-term visioning year for the Sewer Fund as we move forward in the design and planning of the treatment plant renovations.

Conclusion

Management is confident this proposed budget maintains current service levels in all Township departments, enhances progress on the board's strategic plan, and adds significant value to our residents' quality of life. Our staff takes pride in following the leadership of this board to provide superior services to our residents while maintaining strong fiscal integrity and efficiency.

In 2019, we added some significant amenities to the Township for quality of life including new pathways, bike lanes, parks, and canoe launches. In 2020, we will add additional non-motorized facilities (Waverly pathway and Michigan Avenue bike lanes) as well as focus on infrastructure improvements and investment in facilities. There are future financial challenges such as aging buildings and facilities, infrastructure challenges, Other Post- Employment Benefits, rising costs for public safety services, and others. Throughout 2020, staff will continue to work with the Township Board to proactively plan for these challenges. The leadership and foresight of the board has kept the Township in a financial position to respond to challenges perhaps better than any community in the state.

We would like to thank the Township Board for their continued commitment to fiscal responsibility. We look forward to implementing the exemplary programs and services funded in the 2020 budget and pledge to continue working hard to ensure Delta Township remains a great place to live, work, and play.

Respectfully Submitted,

Brian Reed, Township Manager

Jeff Anderson, Finance Director

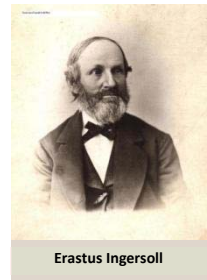
COMMUNITY PROFILE

WELCOME TO DELTA CHARTER TOWNSHIP, MICHIGAN!

Delta Township is located on the west side of the Capital Area Region, bordered on the east by the City of Lansing. The Township covers an area of approximately 36 square miles and has a population of 33,290. Delta Township is currently the fourth largest municipality in the Lansing/East Lansing metropolitan statistical area. Delta Township is a charter Township of Eaton County in Michigan and is the most populous municipality in Eaton County. The Township operates its own fire department and contracts with the Eaton County Sheriff Department for police protection. The Township is a major community in metropolitan Lansing.

History

Musgrove Evans platted this area in 1827. The first settlers, Erastus and Sally Ingersoll and their twelve children, did not arrive until 1835. Erastus Ingersoll settled on 800 acres of land that he had purchased from the government. His settlement, soon named "Delta Mills," was the site of the first sawmill in 1836.



On June 11, 1841, a plat was laid out for Delta Mills extending from the Grand River northward into what is now Watertown Township. The Michigan Legislature organized the Township on February 16, 1842. Until that time, Delta along with Windsor and Benton Townships were a part of Oneida Township. It was given the aspiring name of "Grand River City" and seemed destined for success.



At one time this community was considered, and in the running for, the site of the Michigan seat of government, but lost out to the City of Lansing in 1847. By 1880, Grand River City contained a sawmill, a gristmill, several mechanic shops, and three churches.

At the first Township meeting, citizens chose the name Delta, and elected Ingersolls to nine of the nineteen Township offices. They also appropriated "\$100 for bridges and roads" and decreed that bulls and boar hogs must be fenced in. By 1887, the area was mainly supported by farming, grist and sawmills. The incorporated area of Delta Township includes:

- **Delta Mills** is an unincorporated community within the north-central area of the Township on the Grand River immediately north of the Webster Street Bridge. It sits between the cities of Grand Ledge on the west and Lansing on the east. It was first settled in 1836 and platted as "Grand River City" in 1841, but never incorporated. The community became known as Delta Mills due to the grist mill located there and the Township.
- **Delta Center** is an unincorporated community located near the center of the Township at Canal Road and St. Joseph Highway. It was the original location of the Township hall built in the 1870s and serving until 1955 when it was moved up Canal where it intersects with Saginaw Highway.
- **Millett** (originally Millett's Station) is an unincorporated community within the southeast corner of the Township and located east of Creyts Road, west of Waverly Road, and along Lansing Road. The old Millett School building, the former Grand Trunk Western Millett railroad depot (now

COMMUNITY PROFILE

home to the Lansing Model Railroad Club), and the Woldumar Nature Center are located there. The village was platted in 1874 by former Eaton County Sheriff Silas Millett.

- **Waverly** is a census-designated place (CDP) used for statistical purposes and has no legal status as a municipality. The population was 23,925 at the time of the 2010 census, containing most of the urbanized population of the Township.

In 1947, the state legislature of Michigan created a special charter township status, which grants additional powers and streamlined administration in order to provide greater protection against annexation of a township's land by cities and villages. A chartered township becomes a municipal corporation, which possesses all the powers of a non-chartered township in addition to those specified by the Charter.

The clapboard Township hall, erected in the mid-1870s, served the Township until 1955. A combination fire chief's residence and Township hall was built to replace it on the site of the old Soper one-room schoolhouse, one mile north of the earlier structure. This site now serves as the Township's administration building, the Township's main fire station, Delta Patrol sub-station, and other smaller maintenance buildings.

Delta Township was incorporated as a charter township in 1962 by a special election. Attaining charter status helped fuel an explosion that gave Delta Township the moniker "fastest growing township in Michigan." In 1970, the Township hall building was completed and houses all local government services. As farms became residential subdivisions and apartment complexes, the Township created extensive recreation facilities.

The Sands Moon House, a log cabin built around 1855, was moved to Woldumar Nature Center in 1980 when a large industrial plant was built on its original site. There it became a walk-in demonstration museum commemorating Delta's early pioneers.



Since 2000, Delta Township has entered into four 425 Agreements with the neighboring City of Lansing, which resulted in the temporary transfer of 1.76 square miles of land to the City. The agreements facilitated the construction of the Lansing Delta Township Assembly Plant, as well as, three auto suppliers.

Demographics



As of the 2010 census, there were 32,408 people, 14,201 households, and 8,572 families residing in the Township. The population density was 998.3 per square mile (385.3/km²). There were 15,186 housing units at an average density of 467.8 per square mile (180.5/km²).

Based on the projected data used for 2020 assessed values, the average residential home value in Delta Township is \$179,822; the median value is \$172,000. Overall, there was a 5.10% increase in the market value of residential property between 2018 to 2019. During 2019, there were approximately 498 sales of residential properties within Delta Township with the average sales price of homes being \$198,633. The median monthly rent price in Delta Township is \$830.

COMMUNITY PROFILE

Between 1940 and 2015, Delta Township's population zoomed from 2,618 to 33,290. Compared to the rest of the country, Delta Township's cost of living is 14.70% lower than the U.S. average. The unemployment rate in Delta Township, as of Sept. 2019, is 2.80% (U.S. average is 3.60%).

Organization

The Charter Township of Delta has been a municipal corporation since 1962. A seven-member board using a board-manager form of government governs the Township. Policymaking and legislative authority are vested in the elected board consisting of a supervisor, treasurer, clerk, and four trustees.

Board members serve four-year concurrent terms. The board is responsible for, among other things, adopting ordinances and the annual budget, appointing committee/commission/appeals board members, and hiring the Township Manager.

The current Township Board members are:

Kenneth R. Fletcher	Supervisor
Howard Pizzo	Treasurer
Mary R. Clark	Clerk
Fonda Brewer	Trustee
Andrea M. Cascarilla	Trustee
Dennis Fedewa	Trustee
Karen Mojica	Trustee

Brian Reed was selected by the Township Board as the Township Manager in 2015. The manager is responsible for overseeing the day-to-day operations of the Township; implementing the vision, strategies, policies and ordinances adopted by the Township Board and overseeing all full-time and part-time employees. The Township Manager delegates specific functional authority and budgetary responsibility to his Department Directors, in accordance with the Township's ordinances and policies.

Services

The Township contracts with the Eaton County Sheriff's Department for police protection. This agreement provides Delta Patrol with 35 employees, housed in a sub-station in the Township's administration complex.

Delta Township's Fire Department, founded in 1953, operates three stations located throughout the Township with full and part-time firefighter/paramedics. The fire department maintains a full-time administrative staff of five (5) and 42 full-time firefighter/paramedics. In January, 2012, the fire department entered into a Shared Services Agreement with Looking Glass Regional Fire Authority, the Township of Eagle, and the Charter Township of Watertown. The Fire and Ambulance shared services provide protection to the entire geographic boundaries of Delta Township, Eagle Township and the Charter Township of Watertown.

The Township's Utility Department is responsible for the operation of the sanitary sewer collection system that serves 10,299 customers and provides maintenance of 150 miles of sewer mains. The Township purchases water on a wholesale basis from the Board of Water & Light and distributes it throughout the Township through 200 miles of water mains, which services 9,596 customers.

COMMUNITY PROFILE



Delta's Parks, Recreation, and Cemeteries Department maintains 14 parks and recreational areas (approximately 920 acres) that provide for a variety of activities for our residents. The department also provides enrichment classes available for all age groups, with a separate facility and program for the Delta/Waverly 39ers Senior Citizen Program that serves approximately 1,000 residents.

The Delta Township District Library is a partnership between Delta Township and the Waverly Community Schools and is funded by a district-wide millage. The Library welcomes over 15,000 visitors per month and has over 90,000 books, movies, music, magazines, eBooks, and audio available to checkout. The Library holds over 600 programs a year for a wide variety of ages and interests from toddler time to adult book clubs to senior programming. The Library also makes available to its cardholders, computers, wireless access, and mobile hotspots.

Delta Township is served by four school districts: Grand Ledge, Holt, Lansing, and Waverly. The Township has a relatively educated populace and a healthy income base. Employment statistics indicate a higher percentage of township professionals employed in the financial, insurance, and real estate sectors than in the overall county indicating an equally higher income level due to these better paying professions.

Delta Township has a broad and diverse tax base consisting of healthy commercial areas, an industrial area, and residential areas. Delta's continued growth and expansion offers opportunities for both businesses and its residents.

Delta Township has been able to bring in, with the help of regional partners, an investment of \$1.2 billion in manufacturing, by providing incentives for General Motors and related suppliers to build within the Township. More importantly, with this investment, the region was able to retain 3,200 jobs at the Lansing Delta General Motors Plant and added an additional 2,100 jobs with the related manufacturing growth in Delta Township. It should be noted that many of these manufacturing companies began expansions of their facilities in 2008, and continued expansion exists today. This continued growth bodes well for both the local economy in Delta Township and the region itself. Delta Township reasonably expects stability for its economy, which includes its commercial and industrial districts.

Township of Excellence

(MTA Township of Excellence program)



To qualify as a Township of Excellence, an applicant township must demonstrate superior processes and outcomes in governance, along with adherence to best practices involving its statutory duties of financial stewardship, assessing, tax collection and election administration, and excellence in emergency services, land use management and economic development, transportation, utilities, and cemeteries--if the township provides any of those services.

Delta Township received full designation as a Township of Excellence from the Michigan Townships Association in 2012.

DELTA TOWNSHIP

CHARTER TOWNSHIP OF DELTA TOP TWENTY TAXPAYERS FOR 2019			
RANK*	TAXPAYER	TAXABLE VALUE	ASSESSED VALUE
1	MEIJER INC	\$125,897,640	\$126,450,300
2	AUTO OWNERS INSURANCE CO	\$63,453,723	\$67,773,500
3	CONSUMERS ENERGY COMPANY	\$19,166,467	\$19,179,900
4	ASHLEY DELTA LLC	\$18,692,700	\$18,692,700
5	LANSING MALL LLC	\$16,859,400	\$16,859,400
6	LIQUID WEB INC	\$14,671,800	\$14,671,800
7	NORPLAS INDUSTRIES INC	\$10,367,500	\$13,104,800
8	DELTA 17 A LLC	\$8,392,088	\$10,367,500
9	FARM BUREAU LIFE INSURANCE CO	\$8,354,377	\$8,915,200
10	GENERAL MOTORS LLC	\$8,309,592	\$8,643,500
11	MACALLISTER RENTALS	\$7,452,200	\$5,897,000
12	PLUMTREE APARTMENT ASSOCIATES LLC	\$7,178,712	\$5,830,100
13	LEGACY FIVE LLC	\$6,990,848	\$8,418,600
14	TEG RUNAWAY BAY LLC	\$6,429,623	\$8,341,500
15	OCCIDENTAL DEVELOPMENT LTD	\$6,409,946	\$7,619,700
16	BRIXMOR GA DELTA CENTER (MI) LLC	\$6,300,537	\$7,515,100
17	VILLAGE GREEN OF LANSING LLC	\$5,413,104	\$7,452,200
18	WAL-MART REAL ESTATE BUSINESS TRUST	\$4,974,700	\$6,610,300
19	TARBERT PROPERTIES LLC	\$4,866,348	\$6,101,100
20	STAG LANSING 3 LLC	\$4,296,100	\$4,974,700

*Rank by Taxable Value (Ad Val + Special Acts)

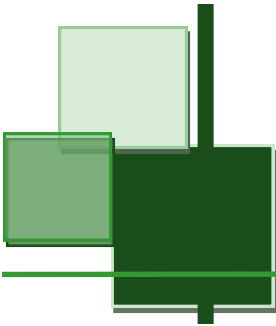
DELTA TOWNSHIP

CHARTER TOWNSHIP OF DELTA TOP TWENTY PPT TAXPAYERS FOR 2019		
RANK	TAXPAYER	TAXABLE VALUE
1	MEIJER INC	\$75,107,300
2	CONSUMERS ENERGY COMPANY	\$18,963,700
3	AUTO OWNERS INSURANCE CO	\$13,066,600
4	LIQUID WEB INC	\$14,671,800
5	MACALLISTER RENTALS	\$7,452,200
6	UNITED RENTALS N AMERICA 0001-2	\$2,360,000
7	COMCAST OF MI LLC	\$2,261,000
8	HYG FINANCIAL SERVICES INC	\$1,923,400
9	FARM BUREAU LIFE INSURNACE CO	\$1,791,400
10	WAL-MART STORES EAST, LP	\$1,561,300
11	KROGER CO #888	\$1,469,000
12	CROWNE PLAZA HOTEL	\$1,169,000
13	PURINA ANIMAL NUTRITION, LLC	\$1,183,500
14	FED EX GROUND PACKAGING SYSTEM	\$912,300
15	CISCO SYSTEMS CAPITAL CORP	\$751,600
16	REGAL CINEMAS INC (#230596)	\$574,400
17	T-MOBILE CENTRAL LLC	\$603,700
18	SPRINT SPECTRUM LP	\$565,300
19	AETNA LIFE INSURANCE COMPANY	\$618,800
20	TARGET STORE #0616	\$527,600

DELTA TOWNSHIP

INDUSTRIAL FACILITY REPORT

CERTIFICATE NUMBER	FACILITY NAME	PARCEL NUMBER	SCHOOL DISTRICT	PROPERTY TYPE	YEAR BUDGET	EXPIRATION DATE	2019 TAXABLE VALUE	AMOUNT OF 2019 TAX ABATEMENT
2010-371	Douglas Steel Fabrication Corp	23-040-091-024-400-15	Waverly	PERSONAL	2011	2022	\$ 179,400	\$ 3,432.39
2010-082	Air Lift Company	23-040-091-025-133-11	Waverly	REAL	2011	2022	\$ 442,300	\$ 11,455.26
2010-082	Air Lift Company	23-040-091-025-133-15	Waverly	PERSONAL	2011	2022	\$ 18,700	\$ 357.78
2014-416	Air Lift Company	23-040-091-025-134-11	Waverly	REAL	2015	2017	\$ 961,200	\$ 24,894.41
2012-299	Alliance Interiors	23-040-091-025-156-15	Waverly	PERSONAL	2013	2025	\$ 120,100	\$ 2,297.83
2007-084	Woodbridge Ventures Inc.	23-040-091-026-129-11	Waverly	REAL	2007	2019	\$ 206,700	\$ 5,353.39
2008-501	Joseph T. Ryerson & Son	23-040-091-026-132-11	Grand Ledge	REAL	2008	2020	\$ 545,674	\$ 12,870.70
2008-501	Joseph T. Ryerson & Son	23-040-091-026-133-11	Waverly	REAL	2008	2020	\$ 615,350	\$ 15,937.13
2013-298	Norplas Industries Inc.	23-040-091-026-160-11	Waverly	REAL	2014	2026	\$ 7,531,400	\$ 195,057.99
2015-176	Norplas Industries Inc.	23-040-091-026-165-11	Waverly	REAL	2016	2028	\$ 2,836,100	\$ 73,453.00
2015-175	Munters Corporation	23-040-091-028-230-11	Grand Ledge	REAL	2015	2023	\$ 2,201,935	\$ 51,936.60
2006-039	Midwest Press	23-040-091-026-170-11	Waverly	REAL	2019	2030	\$ 316,800	\$ 8,204.90
2012-306	Capital Asphalt FKA-Superior	23-040-091-033-400-11	Grand Ledge	REAL	2013	2025	\$ 417,100	\$ 9,838.05
2012-306	Capital Asphalt FKA-Superior	23-040-091-033-400-15	Grand Ledge	PERSONAL	2013	2025	\$ 511,000	\$ 7,453.85
2008-284	Fleet Image	23-040-091-046-200-15	Grand Ledge	PERSONAL	2008	2021	\$ 4,500	\$ 65.64
TOTAL							\$16,908,259	\$422,608.93



SCHEDULE OF OFFICIALS

TOWNSHIP BOARD

Kenneth R. Fletcher.....	Supervisor
Howard Pizzo.....	Treasurer
Mary R. Clark.....	Clerk
Fonda J. Brewer.....	Trustee
Andrea M. Cascarilla.....	Trustee
Dennis Fedewa.....	Trustee
Karen Mojica.....	Trustee

DEPARTMENT DIRECTORS

Brian Reed, Township Manager

Jeffrey Anderson.....	Finance Director
Ted Droste.....	Assessing/Building Director
Ernie West.....	Township Engineer
Gary Bozek.....	Planning Director
Gregory Ginebaugh.....	Fire Chief
Marcus Kirkpatrick.....	Parks, Recreation and Cemeteries Director
Richard Kane.....	Utilities Director
Dave Marquette.....	Technology Director

Lt. Ross Tyrell.....	Delta Patrol Commander
Mary Rzepczynski	District Library Director

SCHEDULE OF OFFICIALS

A seven-member board, under a Board-Manager form of administration, governs Delta Charter Township. Policy-making and legislative authority are vested in the board, which consists of a Supervisor, Treasurer, Clerk, and four Trustees, all of which are elected at large.

Board members serve four-year concurrent terms. The board is responsible for adopting ordinances, approving the annual budget, appointing committee members, board and commission members, and hiring the Township Manager. The Township Manager, in turn, is responsible for overseeing the day-to-day operations of the township and administering the policies & ordinances as adopted by the township board.

Delta Township has approximately 185 full-time and part-time employees. Services provided include water, wastewater, fire, ambulance, contracted police, recreational, and cultural events. In addition to general governmental services, Delta Township participates with Eaton County in the maintenance of local streets and drains.

Delta Township is a thriving and dynamic community that supports education, planned growth, safety, and a positive community fabric. Our community is committed to the concept of being a great place to live, work, and play.

DELTA TOWNSHIP SUPERVISOR



Kenneth R. Fletcher became Delta Township's Supervisor in November of 2008 and is currently serving his third term. Supervisor Fletcher was born in Ionia, Michigan. He is a graduate of Michigan State University's James Madison College where he received a Bachelor of Arts degree in Political Theory and International Relations. He has worked in the Michigan legislative and political arenas for over 25 years.

As Township Supervisor, he moderates all board meetings, calls special meetings, appoints committee members and works with the Manager's Office in developing Township Board agendas and the Township's Annual Budget. The Supervisor is elected every four years at the time of the Presidential Election.

Prior to moving to Delta Township in 2001, Supervisor Fletcher was elected to serve two terms on the Ionia City Council and was appointed by the Ingham County Board of Commissioners as a member of the Ingham County Parks Commission.

Supervisor Fletcher is Delta Township's representative on the Tri-County Regional Planning Commission, which he chaired in 2016.

During his time on the board, Supervisor Fletcher has supported policies to promote open and transparent government. He enacted Delta's first Ethics Policy for all elected and appointed officials and approved a purchasing policy to require competitive bids for the purchase of goods and services.

Under his leadership, Delta Township has maintained a balanced budget and a strong AAA bond rating. The township's unfunded retiree health care and pension liabilities have been reduced and are on schedule to become fully funded.

SCHEDULE OF OFFICIALS

Bringing and keeping jobs in the region has also been a top priority for Supervisor Fletcher. During his tenure, Delta has seen over \$800 million in new commercial and industrial investment in the township. He established the position of Economic Development Coordinator to focus on helping Delta Township businesses grow. He serves on the Board of Directors and Steering Committee for the Lansing Economic Area Partnership.

Keeping Delta a great place to live and raise a family is always a priority for Supervisor Fletcher. He enacted a "Complete Streets" ordinance to promote the building of pathways, sidewalks, and bike lanes throughout the township. He takes great pride in the East-West Non-Motorized Pathway that runs from Maycroft Road to Canal Road.

Supervisor Fletcher was instrumental in saving Grand Woods Park by purchasing it from the City of Lansing to keep the park from being closed or sold to developers. Land has also been purchased at the corner of Mount Hope and Nixon Roads for the construction of a new park to serve the residents who live on the west side of the township.

He and his wife Tammy have three beautiful children and are active members of St. Gerard Parish. They live in the Broadbent Woods neighborhood.

DELTA TOWNSHIP CLERK



Mary R. Clark became Delta Township's Clerk by Board appointment in October of 2011, and was elected Township Clerk on November 6, 2012, and reelected in November 2016.

A Delta Township resident since 1979, Mary has two adult children and five grandchildren. Ms. Clark was most recently employed in the Michigan House of Representatives as Legislative Assistant to Representative Joan Bauer. Prior to that, Mary has served as the Executive Director of Capital Area Youth Alliance, Vice President of Campaign for Capital Area United Way and Executive Director of Big Brothers Big Sisters. Mary is a member of St. Gerard Church.

Ms. Clark graduated from Illinois State University and is currently involved in the following organizations:

- International Institute of Municipal Clerks
- Capitol Area Municipal Clerks Association Board of Directors, past president
- Board member of Michigan Association of Municipal Clerks serving as second vice president and chair of the legislative committee
- Victim Advocate for the Eaton County Sheriff Department
- Lansing Regional Chamber of Commerce Delta Government Relations Committee

Mary's priorities for the township include increasing voter education and engagement, improving the vacancy and aesthetics of the Saginaw Highway corridor, and continuing open transparency in township decision making.

She is a former member of the Junior League of Lansing, past President; Old Newsboys of Greater Lansing, past Secretary; Rotary Club of Lansing, Remembrance Committee Chair; Capital Region Community Foundation Program & Distribution Committee; and the Delta Waverly Kiwanis club.

Mary's hobbies include playing bridge, and spending time with her grandchildren.

SCHEDULE OF OFFICIALS

DELTA TOWNSHIP TREASURER



Howard A. Pizzo became Delta Township's Treasurer in November of 2008 and is currently serving his third term.

Mr. Pizzo has an accounting degree from Michigan State University, over 35 years of government financial management experience while being a Certified Government Financial Manager, (CGFM). In 2006 he received the Excellence in Government Leadership Award from the National Association of Government Accountants. He was also recognized for financial leadership by local chapters of the Association of Government Accountants and the American Society for Public Administration.

Treasurer Pizzo currently serves as a board member of the Delta Side Business Association and is a member of Delta-Waverly Rotary Club. He is committed to the effective management of government funds in accordance with Michigan state law.

Mr. Pizzo is proud of the Township Board's accomplishments and what they have implemented in the past 11 years, which include:

- Improving funding of retiree's health insurance liability to 80% and committed to a plan to bring the reserve to a full 100%.
- A strategic plan that focuses on revitalizing the Saginaw Highway business corridor and promoting economic development in Delta Township.
- A purchasing policy requiring competitive bidding to assure the lowest cost for quality goods and services.
- A code of ethics policy to encourage ethical behavior for elected officials and employees.
- A policy on disposal of obsolete township property, to assure the best return to the township while protecting the integrity of those involved.
- Support for the General Fund Balance Policy that sets a critical goal to maintain a minimum six-month balance for operation and maintenance expense.
- Establishing shared service agreements for fire and ambulance service for the Looking Glass Fire Department and reaching out to the Greater Lansing area to find other cost saving regional initiatives to improve services and save public funds.

Treasurer Pizzo is focused on providing competent oversight of Delta Township's financial matters and supports Board initiatives to control expenditures that assure enough government funds will be available for needed public services. He encourages more public involvement in local government decision making, promotes reliable and effective financial reports, encourages performance measures for improving program effectiveness, promotes job-producing economic development, encourages diversity in hiring and advancing employees and builds relationships with other units of government to assure the effective and efficient use of limited public funds.

Mr. Pizzo and his wife Nell have lived in the township since 1975. Their two daughters graduated from Waverly Community Schools. They are members of Riverview West Church, and volunteers with the League of Women Voters and the Association of Retired People (AARP) to help make Delta Township a better place to live, work and play.

SCHEDULE OF OFFICIALS

DELTA TOWNSHIP TRUSTEES



Fonda J. Brewer was appointed to the Township Board October 2018 as a Trustee. She is the proud mother of one adult daughter. She is known for her over-the-top faith and belief that abundance has no limits. Following her dreams and passion of being a lifelong learner and a don't just talk about it but be about it attitude, she ran for and was elected as a Waverly school board member in 2007 where she served a 4-year term and held several different officer positions.

Her journey also included a few amazing twists to include, working as a Human Resources Director for Hanna Barbera Productions and Turner Broadcasting and as a Manager of Human Resources for Columbia Pictures all prior to returning back to her home state of Michigan where she was a manager in the Field Services department at the Michigan Education Special Services Association (MESSA). She retired from MESSA in the spring of 2015. These incredible opportunities introduced her to new people, big ideas and connections that helped shape the person she is today.

Believing that retirement from Corporate America set the stage to journey into the world of entrepreneurship, Fonda took her marketing, people and organizational skills and started the Weave & Lash Bar, a beauty bar. Understanding the importance of practicing "pay it forward," she passed the torch over to her lead stylist and retired from the salon business.

Fonda currently serves on the Foster Care Review Board for Region 2-2 and was appointed by Governor Whitmer to the Board of Dentistry in 2019 for a four-year term. Previously she served on the McLaren Hospital Foundation Board and as Membership Chair for the LesMeres et' Debutantes of Greater Lansing. She was also a member of Jack and Jill of America-Greater Lansing Chapter. Fonda is a member of New Mount Calvary Baptist Church where she serves as a Trustee and Chair of the Pastor's Anniversary Committee.

Ms. Brewer is currently involved in the following organizations:

- Lansing Black Chamber of Commerce
- Greater Lansing Martin Luther King Jr Holiday Luncheon as the Manager of Ticketing

Fonda also participates in feeding the homeless and reading to Waverly Elementary children during March reading month.



Andrea M. Cascarilla was elected Delta Township Trustee on November 8, 2016. A native of Delta Township, Andrea earned her bachelor's degree in Economics with an emphasis in public finance from Michigan State University in 1992. Andrea is the Legislative Director for the government relations firm Acuitas LLC.

Andrea was appointed to the Delta Township Planning Commission in 2009, was subsequently elected to the commission positions of Secretary, Vice-Chair, and Chair, and served in that capacity until she took office as a Township Trustee. She is also a member of the Kiwanis Club of Delta Township.

SCHEDULE OF OFFICIALS

Prior to her work in local, state and federal government relations, Andrea spent nearly 25 years as lead staff in the Michigan Legislature where she earned a reputation as an effective policy and appropriations professional.

Beginning as a college intern, Andrea was promoted to the full-time position of Legislative Aide for State Representative Greg Pitoniak and specialized on insurance, economic development, and corrections policy issues.

Andrea's knowledge and experience were retained by former State Representative and Senator Ray Basham for whom she served as Chief of Staff. Responsible for all policy, communications and issue advocacy efforts, Andrea broadened her expertise into the areas of transportation, labor, natural resources and the environment. In this capacity, she played a direct role in the passage of three of Gongwer News Service's top ten most significant laws enacted that decade.

Andrea also served as Chief of Staff for Senator Hoon-Yung Hopgood. In addition to her extensive policy work in the areas of education, energy, and telecommunications, Andrea was the lead staff managing appropriations for the \$13.4 billion K-12 School Aid Budget as well as the budgets for the Departments of Education, Natural Resources, Environmental Quality, and Agriculture and Rural Development.

Andrea and her husband Chuck reside in Delta Township with their three children. They own Wheatfield Valley Golf Course and are members of the St. Gerard Parish.



Dennis R. Fedewa was first elected Delta Township Trustee in 2012 and is a 28-year Delta Township resident. He has a B.A. degree from Michigan State University in Public Administration, and an M.A. degree in Public Administration from Western Michigan University.

Trustee Fedewa brings over 35 years of fiscal and executive management experience in state government to Delta Township. He is a former Deputy Director for the Michigan Department of Natural Resources, and Director of Budget, Finance, and Administration for the Michigan Department of Environmental Quality, where he managed budgets exceeding \$500 million, and environmental bond programs of \$1.5 billion. Prior to this, Trustee Fedewa served in the Michigan Legislature as a Fiscal Analyst responsible for the \$11 billion annual State School Aid legislation that appropriates financial assistance to Michigan's local K-12 school districts. He is also a former member of the Michigan Aeronautics Commission.

Trustee Fedewa is committed to the following "best practices" in all government activity including fiscal integrity, open decision making, and proactively seeking public input. Other goals Trustee Fedewa is committed to are:

Financial

- Maintain our regionally respected police, fire and public safety protection services at the highest level.
- Continue our AAA bond rating, maintain a balanced budget and assuring the Township's retirement and health care obligations are fully funded.
- Manage our drinking water and wastewater services at the highest standards while maintaining the lowest costs in the area.
- Promote ongoing East Saginaw Highway commercial corridor improvements to revitalize our oldest commercial zone.

SCHEDULE OF OFFICIALS

Quality of Life

- Protect and expand Delta's green spaces through environmental stewardship principles and follow environmentally sustainable practices throughout the township.
- Promote a Walkable Community by expanding our trails to interconnect our community and linking to the Lansing River Trail as a top priority.
- Promote a sense of community by sponsoring township events for all age groups.

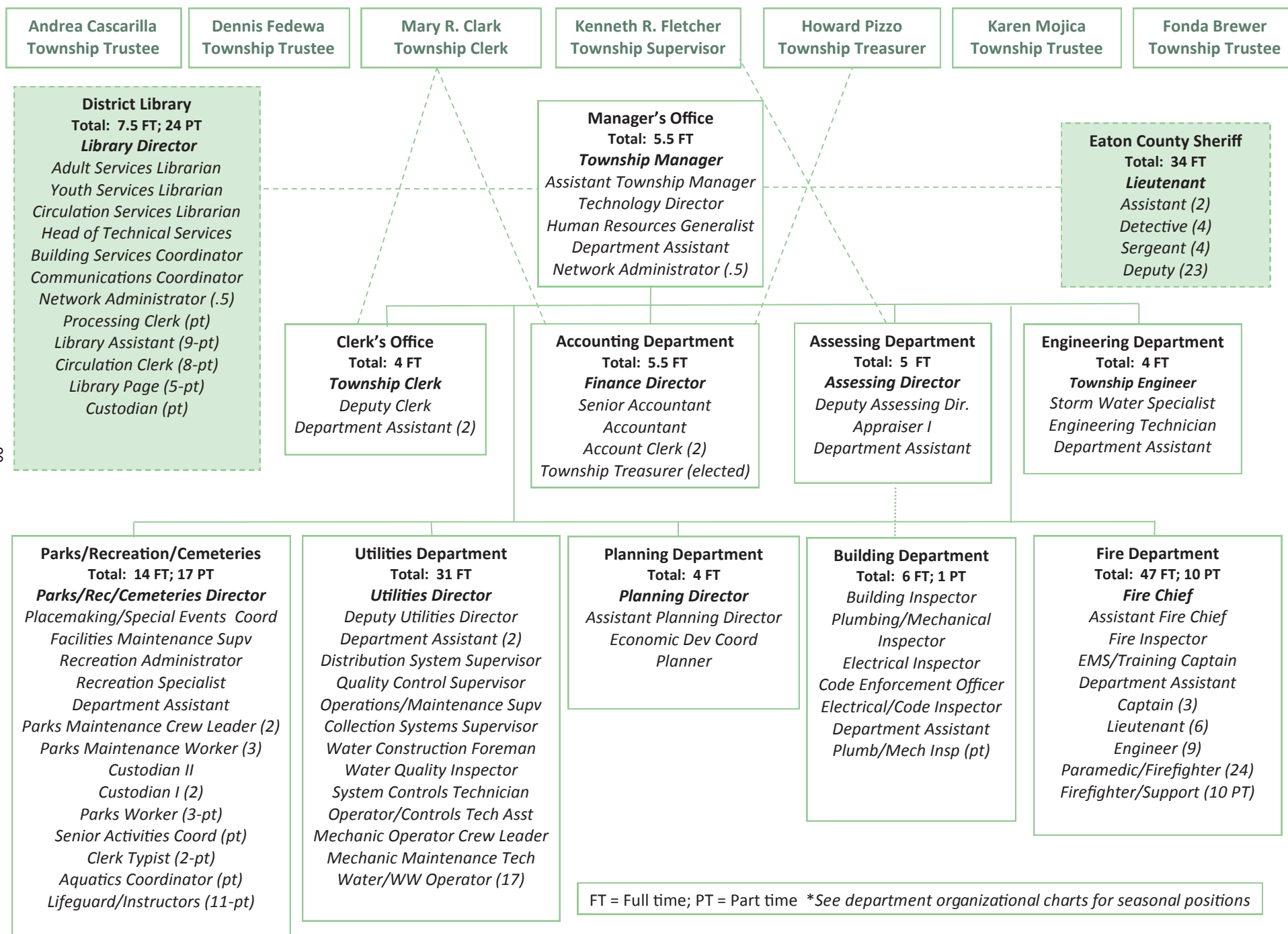
Trustee Fedewa believes Delta Township's future is bright and brings his vision and proactive leadership to the Board.



Karen J. Mojica was elected as Delta Township Trustee November 2012. Karen has been a resident of Delta Township for over eight years. She has been a Soldier Member for the Army National Guard for over fifteen years.

Karen is the proud parent of her 11-year-old daughter, Samantha.

Karen is excited to be part of the decisions that help shape the community in which she lives. She believes Delta Township families should be able to walk or bike to well-developed neighborhood parks. She also believes the expansion of public transportation is an important asset for our community, helping residents and non-residents get to work and shop in Township businesses. In addition, she will support ideas that promise to bring in new businesses and clean up the façades of buildings along the Saginaw Highway corridor.



TOWNSHIP BOARD STRATEGIC PLAN

Current Mission Statement:

Charter Township of Delta exists to provide superior services to the community while meeting the challenges and opportunities of the 21st Century.

I. Economic Development

- ✚ To improve the appearance and encourage redevelopment of the Saginaw Highway Corridor
- ✚ To improve the mix of businesses by attracting quality businesses
- ✚ To improve the exterior facades of commercial buildings
- ✚ To reduce vacancy rates – 3 year
- ✚ To continue to maintain Broadbent Road as the west commercial boundary – 1 year, on-going
- ✚ To further improve traffic flow and safety – 5 year
- ✚ To continue to maintain an attractive industrial area which provides a solid tax base and employment opportunities

Strategy:

- Continue to place high priority on business retention
- Continue to be actively engaged with LEAP, MEDC, local realtors, & private developers to attract and promote businesses
- Evaluate and review current codes & update as appropriate
- Maintain attractive housing stock according to our property maintenance code
- Continue to implement recommendations of the Comprehensive Master Plan

II. Community Identity/Neighborhood Involvement

- ✚ To take a proactive approach regarding property maintenance code compliance and enforcement – 1 year
- ✚ To encourage owner-occupied housing in single family neighborhoods
- ✚ To continue to expand multi-modal transportation opportunities
- ✚ To continue to encourage and maintain the character of residential neighborhoods

Strategy:

- Pro-actively enforce property maintenance code compliance
- Continue to have a stringent rental inspection program
- Budget for pathways, sidewalks, bike lanes, etc.
- Acknowledge the good and encourage improvements whenever feasible
- Implement and enforce traffic calming measures

III. Good Governance

- ✚ To continue efforts to effectively communicate with our residents through various modes (website, social media, publications)
- ✚ To improve ways to disseminate Delta's story (year-end report in calendar form, dashboard, etc.) – 3 year
- ✚ To continue to expand and improve customer service and transparency
- ✚ To explore improvements to the delivery of county services available to Delta Township residents

- ✚ To continue to participate in efforts to promote regionalism and explore collaborative solutions to better serve our residents
- ✚ To convey a commitment to consider environmental impacts of all Township activities
- ✚ To improve communication with Eaton County to enhance services to the residents
- ✚ To continue to be aware of economic trends and react appropriately
- ✚ To ensure a collaborative government structure and staff skills, which will provide for fiscal integrity, efficiency, and excellent services for our residents
- ✚ To continue sound fiscal policies – 1 year, on-going

Strategy:

- Keep website current and user friendly
- Feature businesses on our website
- Continue dialog with the County to establish the provision of services to Delta Township residents
- Enhance staff's awareness of environmental issues
- Ensure adequate training and continued professional development of staff in all areas
- Continue to hire the best qualified candidates

IV. Identity & Branding

- ✚ To develop effective ways to brand Delta Township – 1 year
- ✚ To create a sense of identity for Delta Township – 3 year

Strategy:

- Develop a branding campaign which would include bumper stickers, magnets, banners, t-shirts, etc. Roll-out at annual Community Awards event
- Improve the Welcome Sign area, making it more attractive and visible
- Place I AM DELTA banners on light poles along Saginaw Highway as well as in all of our Twp. owned parking lots
- Continue to devote staff resources to & promote community events such as Delta Rocks! Family Festival, Fireworks, Community Awards, etc.

V. Parks & Paths

- ✚ To continue implementation of the Parks Master Plan – 3 year
- ✚ To prioritize funding for implementing projects in the non-motorized transportation plan
- ✚ To continue to support community events that attract families to the township's recreational facilities – 1 year, on-going

Strategy:

- Fund and/or fundraise to support Delta Rocks! Family Festival, July 3rd Fireworks, and Community Awards event
- Continue dialog with the City of Lansing with regard to Grand Woods Park
- Conduct study to guide future parks improvements
- Provide an annual plan of implementation of the Non-Motorized Transportation Plan to the Township Board

VI. Infrastructure

- ✚ To continue to support the delivery of excellent public safety services – 1 year
- ✚ To explore and expand public transportation options and promote their use – 3 year

- ✚ To continue to communicate with the Eaton County Road Commission to collaboratively identify road projects – 5 year
- ✚ To continue to monitor current and future demands for water and sanitary sewer – on-going
- ✚ To continue to use the Township's CIP process for infrastructure planning – on-going

Strategy:

- Establish performance standards to ensure continued excellent services in fire and police services
- Work with state and regional officials to develop a long-term public transportation plan for Delta Township as well as for the Region
- Expand dialog with Eaton County Road Commission with regard to multi-modal transportation

Total Township Budget 2020
\$35,674,653

General Fund
\$19,146,915

Township Board	Manager's Office	Clerk's Office	Information Technology	Accounting/ Treasurer
\$105,226	\$679,180	\$592,707	\$339,716	\$609,650

Assessing	Township Hall & Grounds	General Activity	Cemeteries	Sheriff's Department
\$564,700	\$694,285	\$840,960	\$308,265	\$3,452,950

Fire	Fire- LGRFA & EOC		Building	Recycling
\$3,270,100	\$634,316		\$749,665	\$95,829

Drains	Roads	Engineering	Street Lighting	Planning
\$202,000	\$733,000	\$472,737	\$701,070	\$421,682

Parks & Recreation	EDC	Capital Improvement
\$1,938,473	\$115,404	\$1,625,000

Enterprise Funds
\$11,714,858

Special Revenue Funds
\$4,812,880

Sewer	Water
\$4,578,973	\$7,135,885

Ambulance Fund	Cap. Projects
\$3,793,730	\$600,000

EDC Fund	Debt Service Fund
\$30,900	\$388,250

DELTA TOWNSHIP

**2020 BUDGET SUMMARY - ALL FUNDS
REVENUES, EXPENDITURES, AND FUND BALANCE**

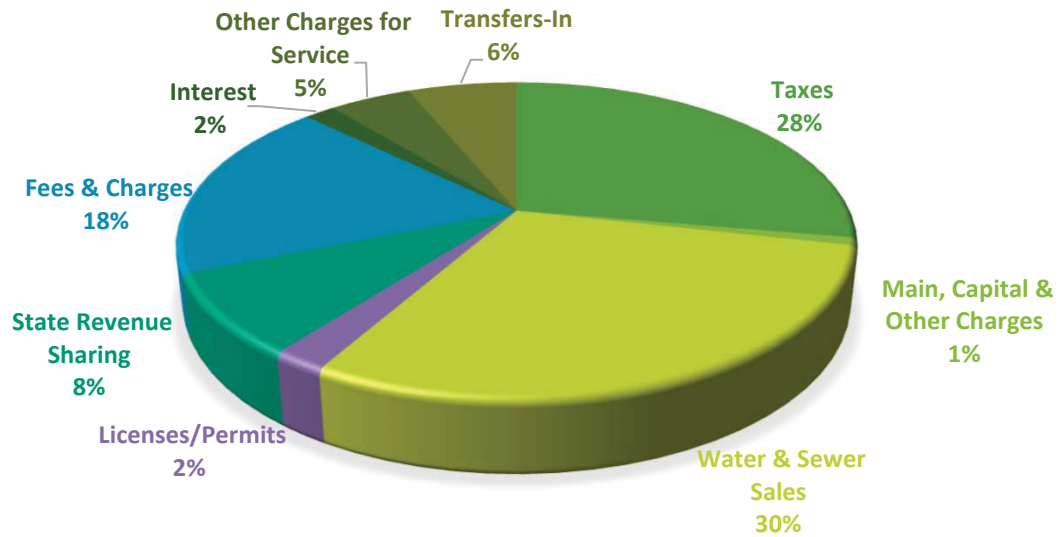
	General	Paramedic	Sewer	Water	Debt Service	Other*	Total Budget
REVENUES BY SOURCE							
Taxes	8,375,010	1,504,800					9,879,810
Main, Capital & Other Charges			110,000	170,000			280,000
Water & Sewer Sales			4,750,000	5,850,000			10,600,000
Licenses/Permits	786,750						786,750
State Revenue Sharing	2,961,900						2,961,900
Fees & Charges	4,994,425	1,610,000					6,604,425
Interest	300,200	35,000	142,200	121,750	1,200	23,200	623,550
Other Charges for Service	1,058,430			227,000	387,000		1,672,430
Miscellaneous	172,200	86,700	82,500				341,400
Transfers-In	604,500					1,625,000	2,229,500
TOTAL REVENUES	19,253,415	3,236,500	5,084,700	6,368,750	388,200	1,648,200	35,979,765
EXPENDITURES BY OBJECT							
Personnel Services	7,910,081	2,794,340	2,473,823	867,675		900	14,046,819
Supplies	1,243,184	144,100	462,400	2,974,600			4,824,284
Services	6,182,630	361,700	1,129,050	686,000		30,000	8,389,380
Insurance	75,950	20,900	111,700	38,500			247,050
Education & Training	214,220	27,050					241,270
Capital Outlay	1,895,850	445,640	402,000	1,225,000			3,968,490
Refunds and Other							
Bond/Debt Expense				1,344,110	388,250		1,732,360
Transfers Out	1,625,000	-				600,000	2,225,000
TOTAL EXPENDITURES	19,146,915	3,793,730	4,578,973	7,135,885	388,250	630,900	35,674,653
Excess Revenues Over Expenditures	106,500	(557,230)	505,727	(767,135)	(50)	1,017,300	305,112
Beginning Fund Balance	16,286,440	2,188,161			32,914	3,322,117	21,829,632
ENDING FUND BALANCE	16,392,940	1,630,931	***	***	32,864	4,339,417	22,134,744

* Other Non-major Governmental (EDC, Capital Projects)

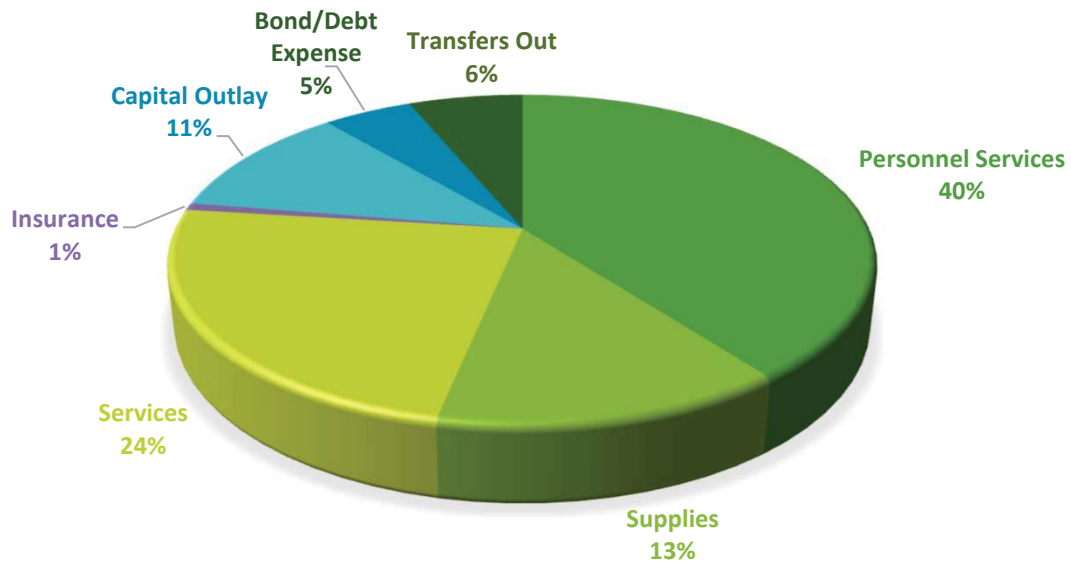
*** Enterprise Fund revenues and expenses are excluded from fund balance calculations

2020 BUDGET SUMMARY - ALL FUNDS
REVENUES, EXPENDITURES, AND FUND BALANCE

REVENUES BY SOURCE



EXPENDITURES BY OBJECT



DELTA TOWNSHIP
2020 BUDGET SUMMARY - ALL FUNDS
REVENUES, EXPENDITURES, AND FUND BALANCE

	General Fund			Paramedic Fund			Non-major Funds			Water Fund			Sewer Fund			TOTAL ALL FUNDS		
	2018 Actual	2019 Projected	2020 Approved	2018 Actual	2019 Projected	2020 Approved	2018 Actual	2019 Projected	2020 Approved	2018 Actual	2019 Projected	2020 Approved	2018 Actual	2019 Projected	2020 Approved	2018 Actual	2019 Projected	2020 Approved
REVENUES BY SOURCE																		
Taxes	7,804,024	8,162,500	8,375,010	1,377,862	1,447,200	1,504,800										9,181,886	9,609,700	9,879,810
Main, Capital & Other Charges										230,352	165,000	170,000	449,688	110,000	110,000	680,040	275,000	280,000
Water & Sewer Sales										5,776,262	5,780,500	5,850,000	4,228,344	4,410,000	4,750,000	10,004,606	10,190,500	10,600,000
Licenses/Permits	801,333	1,044,250	786,750													801,333	1,044,250	786,750
State Revenue Sharing	2,841,225	2,812,009	2,961,900													2,841,225	2,812,009	2,961,900
Fees & Charges	4,583,517	4,314,410	4,994,425	1,484,700	1,530,000	1,610,000										6,068,217	5,844,410	6,604,425
Interest	339,223	490,200	300,200	39,488	30,000	35,000	30,971	22,200	24,400	143,050	105,700	121,750	123,700	103,000	142,200	676,432	751,100	623,550
Other Charges for Service	925,203	934,700	1,058,430				401,400	394,200	387,000	2,287,618	212,500	227,000				3,614,221	1,541,400	1,672,430
Miscellaneous	493,111	1,964,500	172,200	133,839	194,000	86,700							281,469	76,000	82,500	908,419	2,234,500	341,400
Transfers-In	95,719	130,700	604,500				146,500	473,900	1,625,000							242,219	604,600	2,229,500
Bond Proceeds										4,568						4,568		
TOTAL REVENUES	17,883,355	19,853,269	19,253,415	3,035,889	3,201,200	3,236,500	578,871	890,300	2,036,400	8,441,850	6,263,700	6,368,750	5,083,201	4,699,000	5,084,700	35,023,166	34,907,469	35,979,765
EXPENDITURES BY OBJECT																		
Personnel Services	6,893,129	7,606,227	7,910,081	2,458,910	2,562,854	2,794,340	710	900	900	792,210	829,981	867,675	2,174,794	2,386,829	2,473,823	12,319,753	13,386,791	14,046,819
Supplies	988,231	1,108,917	1,243,184	141,518	124,650	144,100				2,555,778	2,938,000	2,974,600	501,815	451,400	462,400	4,187,342	4,622,967	4,824,284
Services	5,244,204	5,608,220	6,182,630	322,750	296,100	361,700	30,000	30,000	30,000	605,362	720,000	686,000	1,175,495	975,400	1,129,050	7,377,811	7,629,720	8,389,380
Insurance	64,857	68,185	75,950	17,825	18,750	20,900				32,900	34,560	38,500	95,525	100,300	111,700	211,107	221,795	247,050
Education & Training	148,808	194,970	214,220	14,030	26,000	27,050										162,838	220,970	241,270
Capital Outlay	4,464,603	5,069,230	1,895,850	111,176	242,900	445,640					331,500	1,225,000		283,000	402,000	4,575,779	5,926,630	3,968,490
Depreciation										1,102,635			1,049,678			2,152,313		
Refunds and Other																		
Bond/Debt Expense							402,900	395,450	388,250	161,767	1,315,000	1,344,110	5,780			570,447	1,710,450	1,732,360
Transfers Out	146,500	473,900	1,625,000				90,500	129,200	600,000							237,000	603,100	2,225,000
TOTAL EXPENDITURES	17,950,332	20,129,649	19,146,915	3,066,209	3,271,254	3,793,730	524,110	555,550	1,019,150	5,250,652	6,169,041	7,135,885	5,003,087	4,196,929	4,578,973	31,794,390	34,322,423	35,674,653
Excess Revenues Over Expenditures	(66,977)	(276,380)	106,500	(30,320)	(70,054)	(557,230)	54,761	334,750	1,017,250	3,191,198	94,659	(767,135)	80,114	502,071	505,727	3,228,776	585,046	305,112

DELTA TOWNSHIP

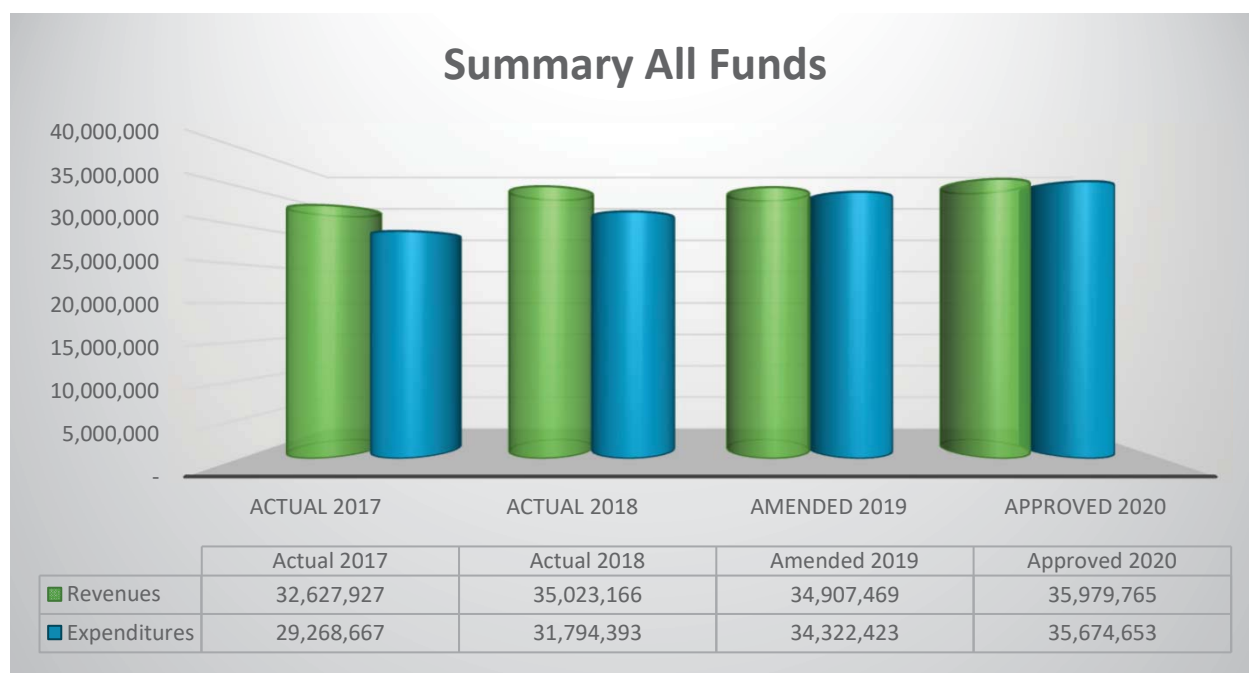
2020 FUND SUMMARY HISTORY - ALL FUNDS

	Actual 2017	Actual 2018	Amended 2019	Approved 2020
<u>Revenue Summary</u>				
General Fund	18,743,824	17,883,355	19,853,269	19,253,415
Ambulance Fund	1,347,264	3,035,889	3,201,200	3,236,500
Capital Projects Fund	162,458	174,956	493,900	1,647,000
EDC Funds	879	1,145	1,200	1,200
Debt Service Fund	393,637	402,770	395,200	388,200
Sewer Fund	4,993,420	5,083,201	4,699,000	5,084,700
Water Fund	6,986,445	8,441,850	6,263,700	6,368,750
<i>Total Revenue</i>	32,627,927	35,023,166	34,907,469	35,979,765
<u>Expenditures Summary</u>				
Township Board	94,751	97,510	100,608	105,226
Manager's Office	356,473	387,847	534,014	679,180
Clerk	501,244	546,091	485,421	592,707
Information Technology	287,248	276,142	280,135	339,716
Accounting/Treasurer	546,180	561,563	918,037	938,150
Assessing	558,321	542,272	647,364	564,700
Township Hall & Grounds	437,004	453,281	702,526	694,285
General Activity	810,125	769,937	913,060	1,990,960
Cemetery Activity	181,640	185,992	296,996	308,265
Police Activity	3,127,141	3,179,791	3,291,385	3,452,950
Fire	2,156,162	2,190,654	2,607,418	3,270,100
Fire - LGRFA	423,074	541,114	575,401	600,496
Emergency Operations Center (EOC)	18,200	17,973	16,400	33,820
Building	647,404	665,504	742,241	749,665
Public Works (Recycling)	83,966	104,626	87,874	95,829
Drains Activity	202,917	192,919	210,500	202,000
Roads Activity	573,907	206,585	2,623,000	733,000
Engineering Activity	413,553	395,061	441,501	472,737
Street Lighting Activity	575,819	648,258	651,060	701,070
Ambulance Activity	2,927,354	-	-	-
Planning	348,410	305,949	375,746	421,682
Parks & Recreation	1,750,752	5,428,996	3,370,305	1,938,473
EDC Activity	102,211	105,770	112,157	115,404
Capital Improvement Transfer	146,500	146,500	146,500	146,500
<i>Total General Fund Expenditures</i>	17,270,356	17,950,335	20,129,649	19,146,915

DELTA TOWNSHIP

2020 FUND SUMMARY HISTORY - ALL FUNDS

	Actual 2017	Actual 2018	Amended 2019	Approved 2020
Ambulance Fund	1,462,534	3,066,209	3,271,254	3,793,730
Capital Projects Fund	133,948	90,500	129,200	600,000
EDC Funds	960	30,710	30,900	30,900
Debt Service Fund	394,250	402,900	395,450	388,250
Sewer Fund	4,712,944	5,003,087	4,196,929	4,578,973
Water Fund	5,293,675	5,250,652	6,169,041	7,135,885
Total Expenditures - All Funds	29,268,667	31,794,393	34,322,423	35,674,653



**DELTA TOWNSHIP
2020 PERSONNEL SCHEDULE**

Cost Center	Position	Actual 2017	Actual 2018	Actual 2019	Approved 2020
101	<u>Trustees</u>				
	<i>Supervisor - PT</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
	<i>Trustees - PT</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>
	<i>Total Part-time</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>5</i>
	Total FTE	2.5	2.5	2.5	2.5
172	<u>Manager's Office</u>				
	Township Manager	1	1	1	1
	Deputy Township Manager	1	1	1	1
	Human Resources Generalist	1	1	1	2
	Department Assistant	1	1	1	1
	Total Full-time	4	4	4	5
	Total FTE	4	4	4	5
215	<u>Clerk's Office</u>				
	Township Clerk	1	1	1	1
	Deputy Clerk	1	1	1	1
	Department Assistant	2	2	2	2
	Total Full-time	4	4	4	4
	Total FTE	4	4	4	4
228	<u>Information Technology</u>				
	Technology Director (GIS/IT Administrator)	1	1	1	1
	Network Administrator (GIS/IT Tech; Systems Engineer)	0.5	0.5	0.5	0.5
	Total Full-time	1.5	1.5	1.5	1.5
	Total FTE	1.5	1.5	1.5	1.5
253	<u>Accounting/Treasurer</u>				
	<i>Township Treasurer - PT</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
	Finance Director	1	1	1	1
	Account Clerk II	2	2	2	2
	Accountant	2	2	2	2
	Total Full-time	5	5	5	5
	<i>Total Part-time</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
	Total FTE	5.5	5.5	5.5	5.5
257	<u>Assessing Department</u>				
	Assessing Director	1	1	1	1
	Deputy Assessing Director	1	1	1	1
	Appraiser I	1	1	1	1
	Appraiser II	1	1	1	0
	Department Assistant	1	1	1	1
	Total Full-time	5	5	5	4
	Total FTE	5	5	5	4

**DELTA TOWNSHIP
2020 PERSONNEL SCHEDULE**

Cost Center	Position	Actual 2017	Actual 2018	Actual 2019	Approved 2020
265	<u>Township Hall & Grounds</u>				
	Custodian I	2	2	2	2
	Custodian II	1	1	1	1
	Total Full-time	3	3	3	3
	Total FTE	3	3	3	3
276	<u>Cemeteries</u>				
	Facilities (Cemetery) Maintenance Supervisor	0.5	0.5	0	0
	Parks Maintenance Crew Leader	0	0	1	1
	Parks Maintenance Worker	1	1	1	1
	Total Full-time	1.5	1.5	2	2
	Total FTE	1.5	1.5	2	2
336	<u>Fire Department</u>				
	Fire Chief	0.5	0.5	0.5	0.5
	Assistant Chief	0.5	0.5	0.5	0.5
	Fire Inspector	1	1	1	1
	Department Assistant	1	1	1	1
	Captain	3	3	3	3
	Lieutenant	3	6	6	6
	Engineer	6	3	3	3
	Paramedic/Firefighter	1	0	0	0
	<i>Firefighter/EMT - PT</i>	18	5	5	5
	Total Full-time	16	15	15	15
	<i>Total Part-time</i>	10	5	5	5
	Total FTE	22	17.5	17.5	17.5
336.333	<u>Fire Department (LGRFA)</u>				
	Paramedic/Firefighter	3	6	6	6
	<i>Firefighter/EMT - PT</i>	3	0	0	0
	Total Full-time	3	6	6	6
	<i>Total Part-time</i>	3	0	0	0
	Total FTE	4.5	6	6	6
371	<u>Building Department</u>				
	Department (Administrative) Assistant	1	1	1	1
	Building Inspector	1	1	1	1
	Mechanical/Plumbing Inspector	1	1	1	1
	Code Enforcement Officer	1	1	1	1
	Electrical Inspector	1	1	1	1
	Electrical/Code Inspector	1	1	1	1
	<i>Mechanical Inspector</i>	0	0	1	1
	Total Full-time	6	6	6	6
	<i>Total Part-time</i>	0	0	1	1
	Total FTE	6	6	6.5	6.5

**DELTA TOWNSHIP
2020 PERSONNEL SCHEDULE**

Cost Center	Position	Actual 2017	Actual 2018	Actual 2019	Approved 2020
447	<u>Engineering Department</u>				
	Department Assistant	1	1	1	1
	Engineering Technician	1	1	1	1
	Storm Water Specialist/Construction Inspector	0.5	0.5	0.5	0.5
	Engineer	1	1	1	1
	<i>Engineer (PT)</i>	0	0	0	0
	Total Full-time	3.5	3.5	3.5	3.5
	<i>Total Part-time</i>	0	1	1	1
	Total FTE	3.5	4	4	4
728	<u>Economic Development (Division)</u>				
	Economic Development Coordinator	1	1	1	1
	Total Full-time	1	1	1	1
	Total FTE	1	1	1	1
442	<u>Recycling</u>				
	<i>Parks Maintenance Worker - PT</i>	2	2	2	2
	<i>Total Part-time</i>	2	2	2	2
	Total FTE	1	1	1	1
721	<u>Planning Department</u>				
	Planning Director	1	1	1	1
	Assistant Director	1	1	1	1
	Planner	1	1	1	1
	Total Full-time	3	3	3	3
	Total FTE	3	3	3	3
210-651	<u>Ambulance</u> *				
	Fire Chief	0.5	0.5	0.5	0.5
	Assistant Chief	0.5	0.5	0.5	0.5
	EMS/Training Captain	1	1	1	1
	Lieutenant	3	0	0	0
	Engineer	3	6	6	6
	Paramedic/Firefighter	14	18	18	18
	<i>Firefighter/EMT - PT</i>	0	5	5	5
	Total Full-time	22	26	26	26
	<i>Total Part-time</i>	0	5	5	5
	Total FTE	22	28.5	28.5	28.5

**DELTA TOWNSHIP
2020 PERSONNEL SCHEDULE**

Cost Center	Position	Actual 2017	Actual 2018	Actual 2019	Approved 2020
751	<u>Parks & Recreation</u>				
	Parks/Recreation/Cemeteries Director	1	1	1	1
	Placemaking/Special Events (Recreation) Coordinator	1	1	1	1
	Parks & Recreation (Programmer) Administrator	1	1	1	1
	Recreation Specialist	1	1	1	1
	Facilities (Parks) Maintenance Supervisor	0.5	0.5	0.5	1
	Parks Maintenance Crew Leader	1	1	1	1
	Parks Maintenance Worker	2	2	2	2
	Recreation Projects Coordinator	1	0	0	0
	Department Assistant	0	1	1	1
	<i>Parks Maintenance Worker - PT</i>	0	1	2	2
	<i>Senior Activities Coordinator - PT</i>	1	1	1	1
	<i>Clerk Typist - PT</i>	2	1	1	1
	<i>Aquatics Coordinator - PT</i>	1	1	1	1
	<i>Lifeguard - PT</i>	11	11	11	11
	Total Full-time	8.5	8.5	8.5	9
	Total Part-time	15	15	16	16
	Total FTE	16	16	16.5	17
	 General Fund - Full-time	 87	 67	 68	 68
	General Fund - Part-time	36	29	30	31
	General Fund - Total FTE	105	81.5	83	83.5
	 Ambulance Fund - Full-time	 0	 25.5	 25.5	 26
	Ambulance Fund - Part-time	0	5	5	5
	Ambulance Fund - Total FTE	0	28	28	28.5

** In 2018 all Ambulance activity moved from General Fund 101 to Ambulance Fund 210

**DELTA TOWNSHIP
2020 PERSONNEL SCHEDULE**

Cost Center	Position	Actual 2017	Actual 2018	Actual 2019	Approved 2020
590-527	<u>Sewer Division</u>				
	Utilities Director	0.5	0.5	0.5	0.5
	Department Assistant	1	1	1	1
	Deputy Utility Director	1	1	1	1
	Operations/Maintenance Supervisor	1	1	1	1
	Collection System Supervisor	1	1	1	1
	Water Quality Inspector (Comm./Indust. Spec)	0.5	0.5	0.5	0.5
	Water/Wastewater (Mechanic) Operator Crew Leader	1	1	1	1
	Water/Wastewater (Mechanic) Operator	14.5	14.5	14.5	14.5
	Mechanic Maintenance Technician	1	1	1	1
	System Controls Technician	0.5	0.5	0.5	0.5
	Operator/Control Systems Assistant	1	1	1	1
	Quality Control Supervisor	0.5	0.5	0.5	0.5
	Storm Water Specialist/Construction Inspector	0.5	0.5	0.5	0.5
	Total Full-time	24	24	24	24
	Total Part-time (seasonal)	2	2	2	2
	Total FTE	25	25	25	25
591-536	<u>Water Division</u>				
	Utilities Director	0.5	0.5	0.5	0.5
	Distribution System Supervisor	1	1	1	1
	System Controls Technician	0.5	0.5	0.5	0.5
	Department Assistant	1	1	1	1
	Water/Wastewater (Mechanic) Operator	2.5	2.5	2.5	2.5
	Water Quality Inspector (Comm./Indust. Spec)	0.5	0.5	0.5	0.5
	Water Construction Foreman	1	1	1	1
	Quality Control Supervisor	0.5	0.5	0.5	0.5
	Total Full-time	7.5	7.5	7.5	7.5
	Total Part-time (seasonal)	1	1	1	1
	Total FTE	8	8	8	8
	ALL FUNDS FULL-TIME	118.5	124.0	125.0	125.5
	ALL FUNDS PART-TIME	39	37	38	39
	ALL FUNDS TOTAL FTE	138	142.5	144	145

DELTA TOWNSHIP

CALCULATION OF SIX MONTH OPERATING POLICY:

	Actual 2017	Actual 2018	Amended 2019	Approved 2020
TOTAL EXPENDITURES	17,270,356	16,125,976	19,157,469	19,146,915
Less: Capital Outlay/Transfers	(146,500)	(146,500)	(180,001)	(1,625,000)
Drain Improvements	(202,917)	(242,650)	(210,500)	(202,000)
Road Improvements	(573,907)	(960,000)	(2,623,000)	(733,000)
TOTAL OPERATING	13,419,678	14,776,826	16,143,968	16,586,915
Six Months Operating Expenses	6,709,839	7,388,413	8,071,984	8,293,458
Projected Unassigned Fund Balance	8,845,526	8,875,710	8,845,526	9,142,180
Actual # of Mos. in Unassigned	7.9	7.2	6.7	6.9



DELTA TOWNSHIP FUND STRUCTURE

The accounts of the township are organized by funds, each of which is considered as a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which are comprised of each fund's assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriated. Government resources are allocated to and accounted for individual funds based upon the purpose for which they are to be spent, and the means by which spending activities are controlled. The various funds in this report are grouped into three (3) fund categories: Governmental, Proprietary, and Fiduciary.

Governmental Funds: The governmental fund category includes the General Fund, Special Revenue Fund, Long-term Debt Fund, and Capital Projects Fund. All governmental funds of the township have been appropriated in the 2020 budget. Major Governmental funds include the General Fund and Paramedic Fund. These funds are budgeted using the Modified-Accrual method of accounting which is the same method of accounting as the annual financial statement audit.

The ***General Fund*** is used to account for all financial transactions not accounted for in another fund. This fund contains the general operating expenditures of the local unit including general government services, public safety (police and fire protection), assessing, building inspection, and general maintenance for the parks, cemeteries, streetlights, and city buildings expenditures. Revenues are derived primarily from property taxes, State of Michigan distributions, interest revenue, and charges for services.

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes:

1. Revenue for the Ambulance Fund comes from a dedicated millage, along with charges for services.

The ***General Debt Service Fund*** is used to record the funding and payment of principal and interest on all debt of the Township, excluding debt of the Enterprise Funds.

Proprietary Funds (Enterprise/Internal Service Funds): The propriety fund category includes the Enterprise Funds. All propriety funds of the township have been appropriated in the 2020 budget using the modified-accrual method of accounting which is different than the full accrual method used for audit purposes.

Enterprise Funds are used to account for operations (a) that are financed and operated similarly to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes:

1. The Water and Sewer Funds are used to provide utility services to Township residents.

Fiduciary Funds are used to account for assets held by the city in a trustee capacity. These funds include the Pension Trust Fund, the Other Post Employment Benefit Trust Fund, and the Tax Collection Fund.

DELTA TOWNSHIP

**GOVERNMENTAL FUNDS
BUDGETED FUND BALANCE FOR FISCAL YEAR ENDING 12/31**

<i>Fund #</i>	<i>Fund Name</i>	2019 Est. Fund Balance	2020 Budgeted Revenues	2020 Budgeted Expenditures	2020 Est. Fund Balance
GENERAL FUND					
101	Unassigned	9,035,680	19,253,415	19,146,915	9,142,180
101	Assigned/Restricted	7,250,760			7,250,760
		16,286,440	19,253,415	19,146,915	16,392,940
SPECIAL REV. FUNDS					
210	Ambulance Fund	2,188,161	3,236,500	3,793,730	1,630,931
244	Economic Development Corp. Fund	69,572	1,200	30,900	39,872
	Total Special Revenue Funds	2,257,733	3,237,700	3,824,630	1,670,803
OTHER FUND TYPES					
402	Capital Projects Fund	2,264,945	1,647,000	600,000	3,311,945
301	General Debt Fund	32,964	388,200	388,250	32,914
Total Fund Balance - All Governmental Funds		20,842,082	24,526,315	23,959,795	21,408,602

DELTA TOWNSHIP FINANCIAL POLICIES

Budget Document Policy

The operating budget approved by the Township Board shall serve as the annual financial plan for the township. The budget shall provide the resources to meet board approved goals and objectives, including maintaining the high level of customer service the township has provided to its residents.

The Manager's Office and Finance Director will prepare the annual operating budget. The budget will be presented to the Township Board no later than September 1st of each year. A public hearing will be held, and the budget will be approved by December 31st.

Balanced Budget

Delta Township operates with a balanced budget as its annual financial plan for all funds. This means that revenues shall equal or be greater than expenses for all governmental funds. In years where extraordinary events occur, expenditures may be greater than revenues. The difference will be taken from the fund balance, which is defined as the cumulative difference between fund assets and liabilities. If the fund balance remains positive, the budget will continue to be considered balanced.

Township Budget Requirements

In addition to a balanced budget, the Township Board has two self-imposed budget requirements for the General Fund. First; capital improvements, including transfers to reserves, roads, and drains must equal 10% of the General Fund operating budget. Second; the General Fund unassigned fund balance must be equal to or greater than six months operating expenses.

Accounting, Auditing, and Financial Reporting

The township will have an independent audit performed annually. The firm hired to perform the audit will produce an annual audit report in accordance with Generally Accepted Accounting Principles (GAAP). These audit reports will be presented to the Township Board by the audit firm.

Investment Policy

Surplus funds of the township will be invested according to Michigan Township law, and the Delta Township internal investment policy. Funds will be invested with the following priorities: safety, liquidity, and yield. Monthly investment reports including investment holdings and investment yields will be prepared by the Finance Director. These reports will be presented to the Township Manager on a monthly basis. This policy was last updated in 2016.

Capitalization Policy

This policy is a guideline for management to track and report fixed assets. Assets purchased for more than \$5,000 with a useful life greater than one year are recognized as fixed assets and capitalized on an annual basis.

DELTA TOWNSHIP BUDGET PROCESS

Delta Township's fiscal year is based on the calendar year January 1 through December 31. The Township follows GAAP (Generally Accepted Accounting Principals) guidelines to account for all funds. GAAP requires using the modified accrual basis of accounting for all governmental funds, and the accrual basis of accounting for proprietary funds. Delta Township uses the modified accrual basis of accounting to budget ALL funds. Therefore, the basis of budgeting is not the same as the basis of accounting for all proprietary funds. Under GAAP basis of accounting, capital outlays, and debt service payments are not reported as expenditures in the current year, but allocations are made for depreciation and amortization expense. Under the modified accrual basis of budgeting, these amounts are recorded as expenditures in the current year. These types of differences occur in both the Sewer Fund and Water Fund for the 2020 budget.

The basis for the township budget and financial decision making is the Strategic Plan as adopted and periodically amended by the Township Board. The Township Board seeks input from citizens and employees to establish a set of goals to guide decision making. A copy of the Delta Township Strategic Plan is included in the budget document.

To prepare the budget the following steps are taken:

- The Township Board, Manager, and department directors review the Strategic Plan and the Board amends as necessary.
- Departmental budget information is prepared by the Finance Director and Manager's office for distribution to department directors. The following information is provided:
 - Last three (3) years of audited amounts
 - Original current year budget numbers
 - Estimated payroll amounts for the individual department
 - Year-To-Date amounts from the most recent revenue and expense report
 - A column for department directors to request next year's budget amounts and allowance for detail on those line items
- While the department directors are preparing the proposed department or activity budgets, the Finance Director is reviewing additional information such as historical trends, and the outlook for the next year.
- The budget workbooks are completed by the department directors and additional paperwork containing the accomplishments, and goals are forwarded to the Finance Director.
- From the workbooks, a preliminary change in net assets number is calculated.
- The Finance Director will then review the budgets with the appropriate department director. While the budget requests are being discussed with department directors, staff prepares

organizational charts, additional spreadsheets, and editing to submitted material for final draft preparation.

- Any changes made to the requested amounts are incorporated into the workbooks.
- A new change in net assets number is calculated. The remaining schedules, graphs, and/or charts are then prepared. The Finance Director will then review the budget documents with the Township Manager.
- By September 1st of each year the preliminary budget is delivered to the Township Board for review. A copy is placed in the Clerk's office to be available to the public for citizen review.
- Meetings of the Township Board are then scheduled to discuss items in the proposed budget.
- The final draft of the budget is then prepared and a public hearing set. The Township Board must formally adopt the proposed budget for the following year before the end of the current fiscal year. All required publications and a public hearing are scheduled accordingly.
- The Township adheres to the State of Michigan Charter Township Act; Act 359 as amended, and the State of Michigan Uniform Budgeting and Accounting Act; Public Act 2 of 1968 as amended.
- Upon adoption by the Township Board, the final adopted version of the budget is prepared with any changes made prior to or at adoption. The budget is then provided in digital format on the Township's intranet and is accessible to all departments for their use in the upcoming year.
- If at any time an adjustment or amendment is required to the current budget, a supplemental budget appropriation is presented to the Township Board for approval at a public Board meeting. All budget adjustments are completed with formal Township Board approval.

The Township Board has two self-imposed budget requirements for the General Fund:

- First; capital improvements; including transfers to reserves, roads, and drain improvements must equal ten percent (10%) of the General Fund operating budget.
- Second; the General Fund unassigned fund balance must be equal to six months operating expenses.

While the Township has spent a considerable amount of time on the 2020 Budget, we continue to review and project long term revenues and expenditures. The Township is committed to continue its long history of fiscal responsibility and balanced budgets. We have and will continue to fund future liabilities, such as OPEB, out of current budgets.

While this document contains a detailed projection of 2020, Management consistently looks out three to five years and uses these projections to help make current decisions.

DELTA TOWNSHIP

BUDGET CALENDAR FISCAL YEAR 2020

DATE	ACTION
Tuesday, July 9, 2019	Finance Director reviews budget procedures with Department Directors and sends budget calendar.
Monday, July 16 through Friday, August 2, 2019	Department Directors prepare departmental budget requests.
Monday, July 16 through Friday, August 9, 2019	Department Directors prepare written reports of measurable goals and objectives for 2020.
Monday, August 12 through Friday August 16, 2019	Finance Director and Twp. Mgr. review budget requests with Directors. After meetings, the F.D. prepares preliminary budget document to review with Township Manager. After that review, a preliminary budget request document is created.
Tuesday, September 3, 2019	Preliminary budget document is delivered to the Township Board.
Monday, September 9 and Monday, October 14, 2019	Staff reviews proposed budget document with Township Board during committee of whole meetings.
Monday, October 21, 2019	Township Board sets a public hearing for the FY 2020 budget proposal.
Monday, November 4, 2019	Township Board adopts FY 2020 budget.
Wednesday, January 1, 2020	New budget year begins.

DELTA TOWNSHIP

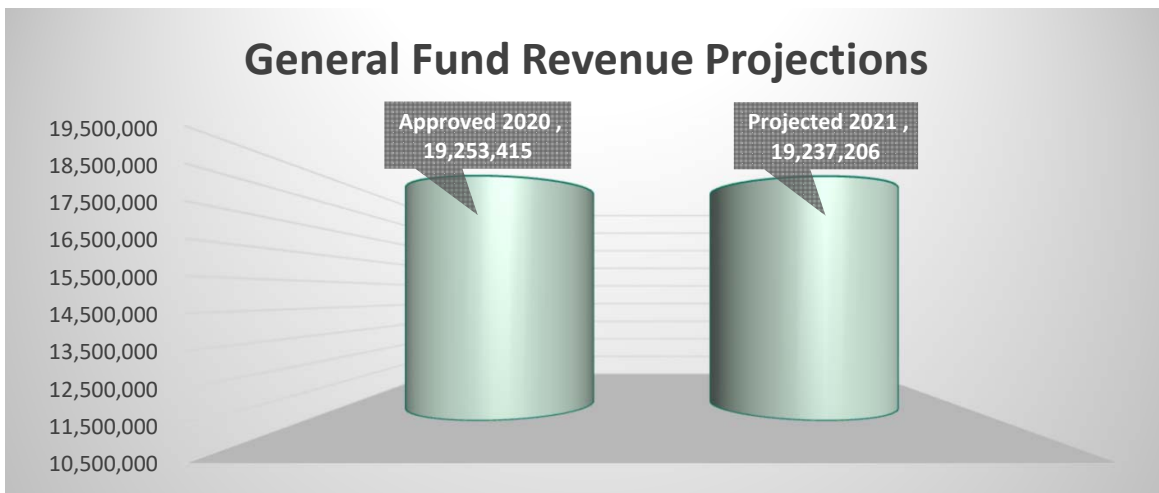
**GENERAL FUND REVENUE PROJECTIONS
PROJECTED FUND REVENUES**

<u>Acct #</u>	<u>Description</u>	Approved 2020	Projected 2021
404	Current Taxes - Real	6,466,100	6,660,083
410	Current Taxes - Personal	908,850	936,116
426	Other Tax Related Revenue	945,000	860,000
427	Mobile Home Space Tax	1,100	1,100
437	Industrial Facilities Tax	53,960	55,579
445	Penalties	20,000	20,000
447	Administration Fees	692,000	712,760
454	Drain Layers Licenses	500	500
456	Sign Permits	4,500	4,500
465	Cable TV Fees	520,000	515,000
468	Telecommunication Act Fees	15,000	14,000
475	Other Business/License Permits	1,000	3,500
477	Building Permits	425,000	380,000
478	Burial Permits	44,000	45,000
479	Heating/Air Conditioning Permits	120,000	120,000
480	Plumbing Permits	55,000	70,000
481	Sewer Permits	5,000	5,000
482	Storm Drain Permits	1,000	1,000
483	Electrical Permits	130,000	120,000
486	LBWL Franchise Fees	2,300,000	2,350,000
490	Tent Permits	750	750
529	Federal Grants - Other	86,700	-
569	State Grants	16,000	25,000
574	State Revenue Sharing	2,961,900	2,991,519
580	Contributions - Other Local Units	475,430	475,000
607	Rental Registration	98,000	98,000
608	Rezoning Application Fees	12,000	12,000
609	Z.B.A. Fees	1,000	1,000
614	Passport Fees	55,000	40,000
625	Ambulance - LGRFA	175,000	188,000
627	Photo Copying	600	600
628	Weed Cutting	5,000	5,500
629	Inspection Fees	20,000	15,000
641	Other Charges for Services Rendered	583,000	585,000
643	Cemetery Lots	20,000	20,000
651	Use & Admission Fees	26,000	28,000
651.001	Youth Sports Fees	50,100	60,000

DELTA TOWNSHIP

GENERAL FUND REVENUE PROJECTIONS PROJECTED FUND REVENUES

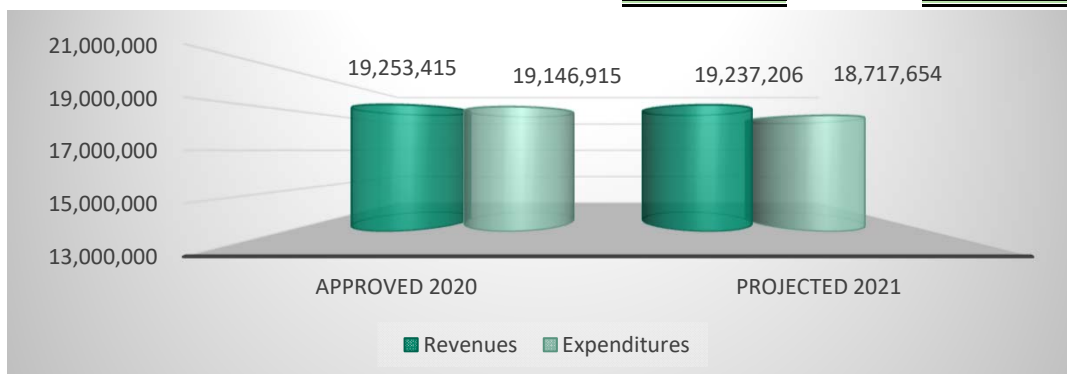
<u>Acct #</u>	<u>Description</u>	Approved 2020	Projected 2021
651.002	Adult Sports Fees	49,700	50,000
651.003	Aquatic Fees	75,110	75,000
651.004	Special Events	14,000	12,000
652	Enrichment Center Fees	31,000	32,000
653	Recycling Fees	20,000	18,000
656	Ordinance Fines	111,000	115,000
665	Investment Income	300,000	275,000
666	Interest S/A	200	200
667	Rents	72,700	65,000
672	Special Assessments	611,215	615,000
673	Sale of Fixed Assets	2,000	2,000
675	Contributions - Private	21,500	17,500
675.015	Contributions - Delta Rocks!	7,000	7,000
694	Other Miscellaneous	2,000	2,000
694.001	Other Fire Revenue	35,000	30,000
694.002	Other Fire Revenue - Live Fire Training	2,000	2,000
699	Appropriations Transfers - In	604,500	500,000
Total General Fund Revenues		19,253,415	19,237,206



DELTA TOWNSHIP

PROJECTED BUDGET REPORT

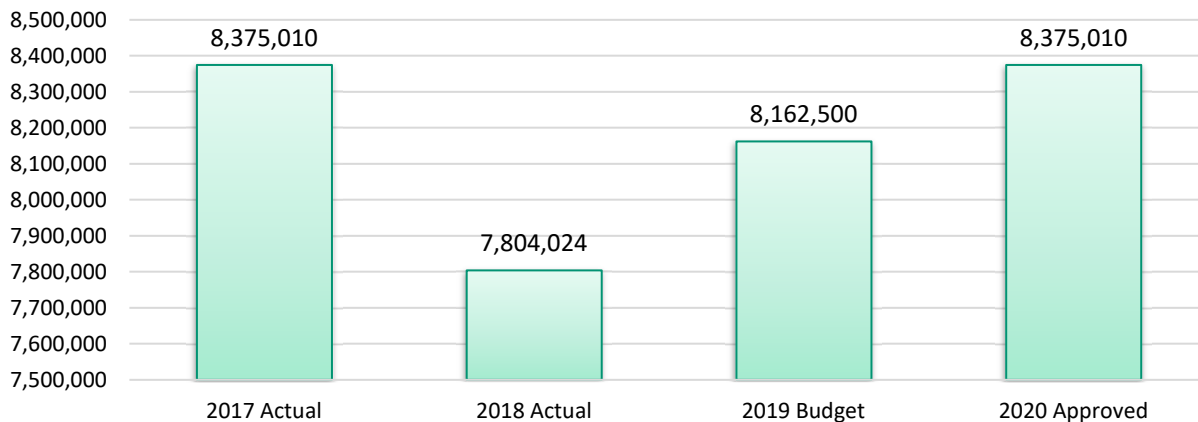
	Approved 2020	Projected 2021
<u>Revenue Summary</u>		
<i>Total Projected Revenue</i>	19,253,415	19,237,206
<u>Expenditures Summary - by Department</u>		
Trustees	105,226	107,857
Manager's Office	679,180	696,160
Clerk	592,707	520,000
Information Technology	339,716	348,209
Accounting/Treasurer	609,650	624,891
Assessing	564,700	585,000
Township Hall & Grounds	694,285	711,642
General Activity	840,960	922,400
Cemetery Activity	308,265	315,972
Police Activity	3,452,950	3,539,274
Fire	3,270,100	3,650,000
Fire - LGRFA	600,496	640,000
Emergency Operations Center (EOC)	33,820	35,000
Building	749,665	768,407
Public Works (Recycling)	95,829	98,225
Drains Activity	202,000	207,050
Roads Activity	733,000	950,000
Engineering Activity	472,737	484,555
Street Lighting Activity	701,070	719,000
Planning	421,682	432,224
Parks & Recreation	1,938,473	2,100,000
EDC	115,404	118,289
Capital Improvement Transfer	1,625,000	143,500
<i>Total General Fund Expenditures</i>	19,146,915	18,717,654
Projected Unassigned Fund Balance	9,142,180	9,661,733



**GENERAL FUND REVENUES
2020 BUDGET**

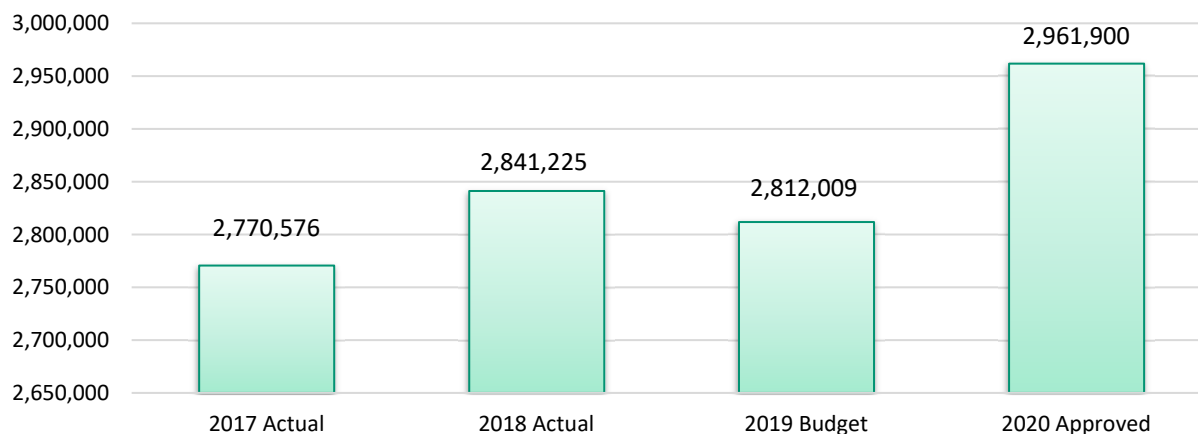
Property Tax Revenue

The Township's major source of revenue in the General Fund is generated by property taxes. Property taxes make up 44% of total General Fund revenues for 2020. The tax revenue calculation is based on a relationship between a specific tax levy and the taxable value of all property in the Township, both real and personal. For 2020, the General Fund will levy 4.9287 mills on property resulting in tax revenue of \$7,428,910. In addition to the property taxes levied by the Township, Delta receives tax revenue from the City of Lansing due to an agreement entered in to by the two units of government. Public Act 425 of 1984, allows two or more local units to transfer property for the purpose of the taxes they levy on certain properties, including property owned by General Motors Corporation, to the Township. Budgeted revenue for 2020 from these agreements is \$945,000. This is based upon the taxable value of the properties associated with these agreements.



State Revenue Sharing

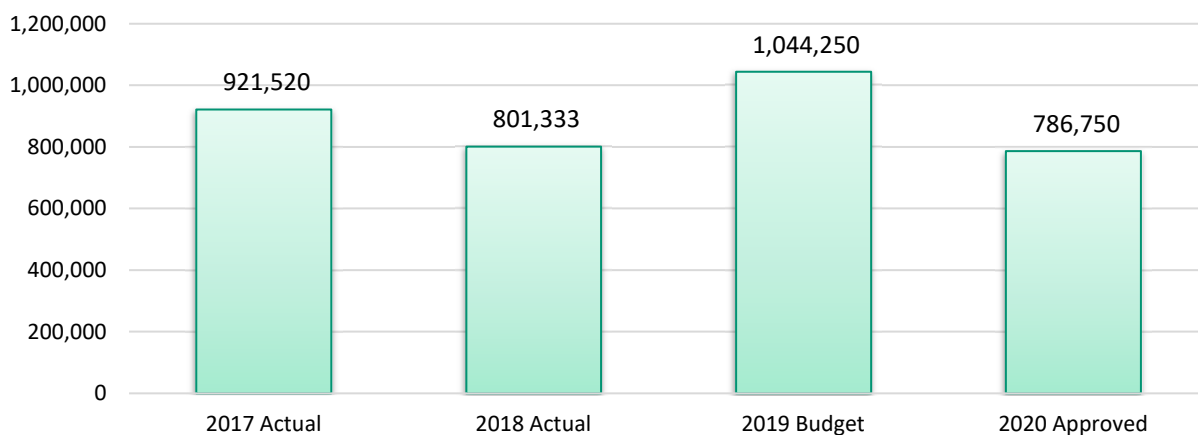
For 2020, the State of Michigan projects a 5.0% increase in state revenue sharing for Delta Township.



**GENERAL FUND REVENUES
2020 BUDGET**

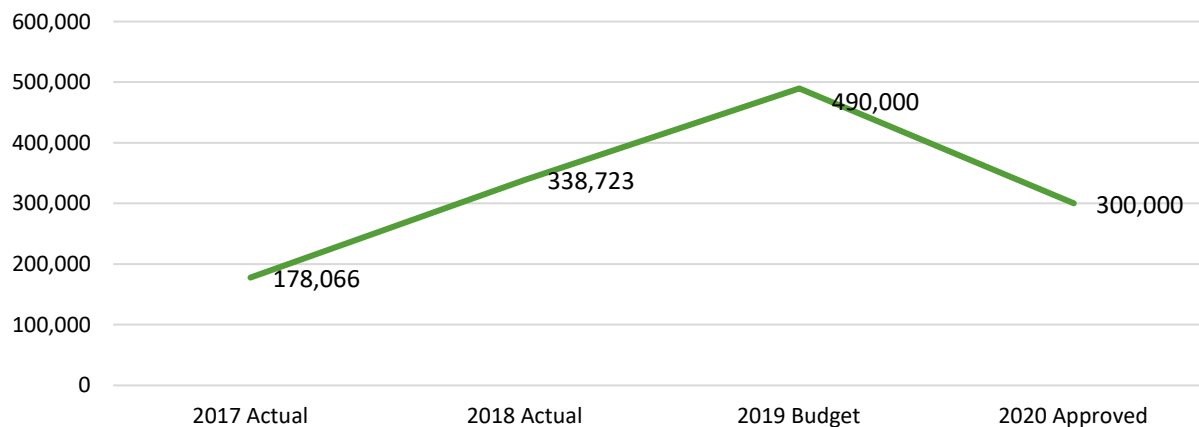
Licenses and Permits

This revenue source represents fees charged by the Township Building Department to individuals and businesses that build new structures, or make improvements to existing structures. New structures that require permits include: new construction, garages, sheds, decks, and porches. Building improvements that require permits include: air condition/furnace replacement, electrical modifications, plumbing modifications, and several other types of property improvements due to the improving economy. While we don't anticipate any large industrial projects for 2020, we do feel building permit revenues will remain strong due to the increase in home remodeling activity experienced so far in 2019.



Investment Income

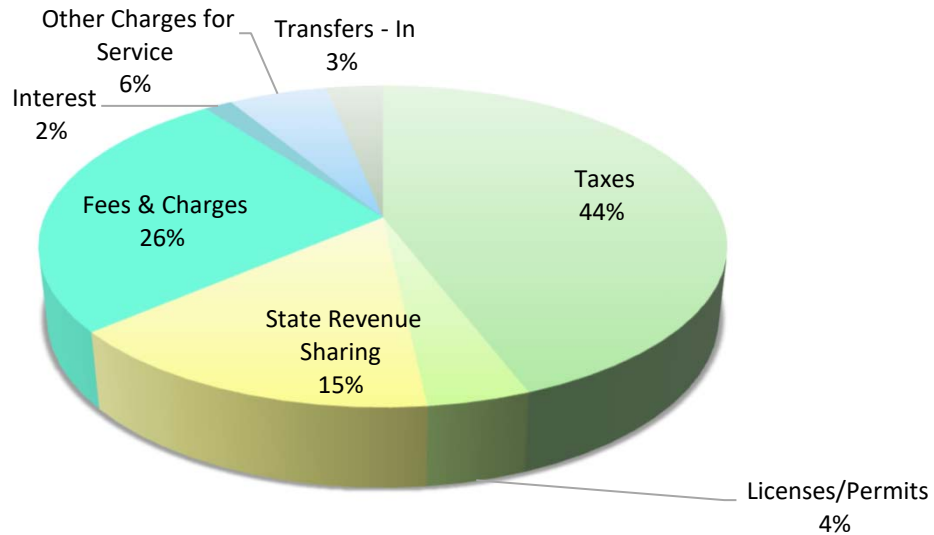
The Township invests its assets according to Michigan Public Act 20, and the Delta Township Investment Policy revised by the Township Board in 2016. Investment income can fluctuate dramatically from year to year based on the amount of available investable assets and current market conditions. Current market conditions appear to be slowly improving. We anticipate a return of 2.0% for 2020.



**GENERAL FUND REVENUES
2020 BUDGET**

Total General Fund Revenue

The proposed 2020 Budget reflects an overall General Fund Revenue decrease of 0.5%. We don't anticipate any major grant awards in 2020 like we received in 2019. But overall tax revenues will increase by \$200,000.



Sources of General Fund Revenues by Percentage

DELTA TOWNSHIP

SUMMARY OF TRANSFERS TO GENERAL FUND

Activity	Reason for Transfer	Transfer From	Actual 2018	Budget 2019	Approved 2020
Fire Department	Replacement Vehicle	C.P.			600,000
Building Department	Replacement Vehicles	C.P.	22,300	46,200	
Parks & Recreation	Department Outdoor Equip.	C.P.	68,200	82,000	
Total Capital Projects Transfer to General Fund			90,500	128,200	600,000
Cemetery Perpetual Care Interest		Cemetery P/C	5,200	2,500	4,500
Reserved Fund Balance Transfer			-	-	-
TOTAL TRANSFERS TO GENERAL FUND			95,700	130,700	604,500

DELTA TOWNSHIP

**GENERAL FUND REVENUES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-000**

<u>Acct#</u>	<u>Description</u>		Approved 2020
404	Current Taxes - Real Includes 70k for MTT refunds.		6,466,100
410	Current Taxes - Personal		908,850
426	Other Tax Related Revenue		945,000
	425 Agreements	785,000	
	Income Tax	160,000	
427	Mobile Home Space Tax		1,100
437	Industrial Facilities Tax		53,960
445	Penalties and Interest		20,000
447	Administration Fees		692,000
	Summer admin fee	423,000	
	Winter admin fee	269,000	
454	Drain Layers Licenses		500
456	Sign Permits		4,500
465	Cable TV Fees		520,000
	Comcast	445,000	
	MI Bell	75,000	
468	Telecommunications Act Fees		15,000
	Permit fee required for telecommunication provider, State of MI Metro Act Funds, to use the public rights-of-way.		
475	Other Business Licenses and Permits		1,000
	Vendor licenses and liquor transfer licenses.		
477	Building Permits		425,000

DELTA TOWNSHIP

**GENERAL FUND REVENUES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-000**

<u>Acct#</u>	<u>Description</u>		Approved 2020
478	Burial Permits		44,000
479	Heating and Air Conditioning Permits		120,000
480	Plumbing Permits		55,000
481	Sewer Permits		5,000
482	Storm Drain Permits		1,000
483	Electrical Permits		130,000
486	Franchise Fees LBWL Franchise Fees (quarterly).		2,300,000
490	Tent Permits		750
529	Grant Revenue SAFER Grant.		86,700
569	State Grants Emergency Management Grant.		16,000
574	State Revenue Sharing		2,961,900
	Constitutional	2,846,500	
	CVTRS	115,400	
580	Contributions - Other Local Units		475,430
	Eaton County Resource Recovery	29,000	
	LGRFA Agreement	439,430	
	LGRFA Mowing	1,000	
	LGRFA Administration Services Contract	6,000	
607	Rental Registration		98,000
608	Rezoning Application Fees		13,000

DELTA TOWNSHIP

**GENERAL FUND REVENUES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-000**

<u>Acct#</u>	<u>Description</u>		Approved 2020
614	Passport Fees		55,000
625	Ambulance - Looking Glass Regional Fire Authority		175,000
627	Photo Copying		600
628	Weed Cutting		5,000
629	Inspection Fees		20,000
641	Other Charges for Services Rendered		583,000
	Accounting Charges to Water/Sewer	315,000	
	Administration Fee Charged to Water/Sewer Funds	200,000	
	Monument Footings and Passport Revenue	8,000	
	Library Reimbursement Charges (Acctg., H.R., P&R)	30,000	
	Engineering Charges to Utility Funds & Outside Organizations	30,000	
643	Cemetery Lots		20,000
651	Use & Admission Fees		26,000
651.001	Youth Sports Fees		50,100
	Tennis	1,200	
	Golf	2,800	
	Baseball	2,600	
	T-Ball	4,000	
	Soccer	18,000	
	Itty Bitty Soccer	3,500	
	Youth Basketball	6,000	
	Basketball Camp	1,500	
	Flag Football	2,500	
	Youth Jerseys Sales	8,000	
651.002	Adult Sports Fees		49,700
	Kickball	4,200	
	Volleyball	500	
	Softball	45,000	

DELTA TOWNSHIP

**GENERAL FUND REVENUES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-000**

<u>Acct#</u>	<u>Description</u>		Approved 2020
651.003	Aquatics Fees		75,110
	Aerobics Cards	37,750	
	Lap Swim Cards	10,500	
	Drop-in Fees	1,110	
	Youth Swim Lessons	21,750	
	Adult Lessons	1,900	
	Private Swim Lessons	1,450	
	Pool Rentals	650	
651.004	Special Events		14,000
652	Enrichment Center Fees		31,000
	Golf	1,100	
	Cards & Bingo	1,900	
	Exercise	2,800	
	Physical Well-Being	1,200	
	Classes	23,500	
	Coffee	500	
653	Recycling Fees		20,000
656	Ordinance Fees		111,000
	Overnight Parking Tickets	6,000	
	Traffic Ticket/Weighmaster Ticket	105,000	
665	Investment Income		300,000
	Estimated earnings of 2.0%.		
666	Interest - GF Special Assessments		200
667	Rents		72,700
	Community & Enrichment Center	55,000	
	Shelter/Park Rentals	15,000	
	Hawk Meadow Farm Lease	2,700	
672	Special Assessments		611,215
	Street Lights from districts.		

DELTA TOWNSHIP

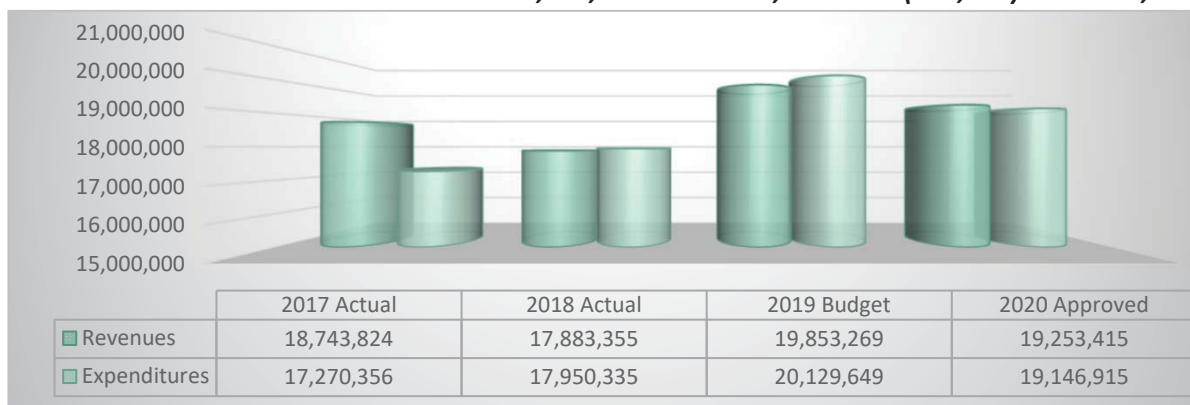
GENERAL FUND REVENUES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-000

<u>Acct#</u>	<u>Description</u>	Approved 2020
673	Sale of Fixed Assets	2,000
675	Contributions - Private	21,500
	Fireworks Contributions	
	Private Contributions	
675.015	Delta Rocks! Revenue	7,000
694	Other Revenue	2,000
694.001	Other Fire Revenue	
	Fire runs billed by AccuMed.	35,000
694.002	Other Fire Revenue - Live Fire Training	2,000
699	Appropriation Transfers-In	604,500
	Cemetery Perpetual Care	4,500
	Transfer from Capital Improvement Fund	600,000
Total General Fund Revenues		19,253,415

DELTA TOWNSHIP

GENERAL FUND 2020 BUDGET SUMMARY

	Actual 2017	Actual 2018	Amended 2019	Approved 2020
Revenue Summary				
Total General Fund Revenues	\$ 18,743,824	\$ 17,883,355	\$ 19,853,269	\$ 19,253,415
Expenditure Summary				
Township Board	94,751	97,510	100,608	105,226
Manager's Office	356,473	387,847	534,014	679,180
Clerk	501,244	546,091	485,421	592,707
Information Technology	287,248	276,142	280,135	339,716
Accounting/Treasurer	546,180	561,563	884,537	609,650
Assessing	558,321	542,272	647,364	564,700
Township Hall & Grounds	437,004	453,281	702,526	694,285
General Activity	810,125	769,937	913,060	840,960
Cemetery Activity	181,640	185,992	296,996	308,265
Police Activity	3,127,141	3,179,791	3,291,385	3,452,950
Fire	2,156,162	2,190,654	2,607,418	3,270,100
Fire - LGRFA	423,074	541,114	575,401	600,496
Emergency Operations Center (EOC)	18,200	17,973	16,400	33,820
Building	647,404	665,504	742,241	749,665
Recycling	83,966	104,626	87,874	95,829
Drains Activity	202,917	192,919	210,500	202,000
Roads Activity	573,907	206,585	2,623,000	733,000
Engineering Activity	413,553	395,061	441,501	472,737
Street Lighting Activity	575,819	648,258	651,060	701,070
Planning	348,410	305,949	375,746	421,682
Parks & Recreation	1,750,752	5,428,996	3,370,305	1,938,473
EDC	102,211	105,770	112,157	115,404
Capital Improvement Transfer	146,500	146,500	180,000	1,625,000
Total General Fund Expenditures	\$ 17,270,356	\$ 17,950,335	\$ 20,129,649	\$ 19,146,915
	1,473,468	30,184	(276,380)	106,500



DELTA TOWNSHIP

GENERAL FUND REVENUES

Detail of Fund Revenues

Fiscal Year Ending December 31:

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
404 Current Taxes - Real	5,816,173	6,015,833	6,240,500	6,466,100
410 Current Taxes - Personal	664,607	723,533	932,700	908,850
426 Other Tax Related Revenue	1,357,256	951,284	940,000	945,000
427 Mobile Home Space Tax	1,119	1,039	1,100	1,100
437 Industrial Facilities Tax	98,387	112,335	48,200	53,960
445 Penalties	22,745	27,201	20,000	20,000
447 Administration Fees	633,301	668,475	649,000	692,000
454 Drain Layers Licenses	350	500	500	500
456 Sign Permits	5,065	5,395	4,500	4,500
465 Cable TV Fees	545,565	530,475	521,000	520,000
468 Telecommunication Act Fees	16,732	15,422	14,000	15,000
475 Other Business/License Permits	3,280	1,760	3,500	1,000
477 Building Permits	421,483	383,332	675,000	425,000
478 Burial Permits	55,610	64,500	44,000	44,000
479 Heating/Air Conditioning Permits	127,573	132,332	120,000	120,000
480 Plumbing Permits	83,835	81,515	70,000	55,000
481 Sewer Permits	7,290	5,510	5,000	5,000
482 Storm Drain Permits	1,350	750	1,000	1,000
483 Electrical Permits	214,634	124,889	120,000	130,000
486 LBWL Franchise Fees	-	1,913,181	1,700,000	2,300,000
490 Tent Permits	1,050	850	750	750
529 Federal Grants - Other	35,998	158,210	864,800	86,700
569 State Grants	62,800	263,153	1,039,200	16,000
574 State Revenue Sharing	2,770,576	2,841,225	2,812,009	2,961,900
580 Contributions - Other Local Units	459,387	337,692	356,700	475,430
607 Rental Registration	87,490	103,800	98,000	98,000
608 Rezoning Application Fees	11,915	20,700	12,000	12,000
609 Z.B.A. Fees	2,050	-	1,000	1,000
614 Passport Fees	53,953	68,613	48,000	55,000
625 Ambulance - LGRFA	175,797	175,429	188,000	175,000
627 Photo Copying	577	828	600	600
628 Weed Cutting	5,026	5,885	5,500	5,000
629 Inspection Fees	17,422	33,944	15,000	20,000
641 Other Charges for Services Rendered	570,503	586,330	578,000	583,000
643 Cemetery Lots	33,164	24,888	20,000	20,000
650 Sales - Other	240	1,181	-	-
651 Use & Admission Fees	25,012	35,439	25,000	26,000

DELTA TOWNSHIP

GENERAL FUND REVENUES

Detail of Fund Revenues

Fiscal Year Ending December 31:

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
651.001 Youth Sports Fees	62,125	51,357	49,450	50,100
651.002 Adult Sports Fees	54,658	49,304	46,900	49,700
651.003 Aquatic Fees	74,707	75,075	79,400	75,110
651.004 Special Events	13,271	14,608	12,000	14,000
652 Enrichment Center Fees	34,849	31,923	31,000	31,000
653 Recycling Fees	21,559	22,199	17,000	20,000
656 Ordinance Fines	116,205	103,986	115,000	111,000
665 Investment Income	178,066	338,723	490,000	300,000
666 Interest S/A	206	500	200	200
667 Rents	80,808	76,320	65,000	72,700
672 Special Assessments	530,078	534,465	581,560	611,215
673 Sale of Fixed Assets	40,267	6,393	2,000	2,000
675 Contributions - Private	16,555	21,183	17,500	21,500
675.009 Contributions - Fire	2,974	1,700	-	-
675.015 Contributions - Delta Rocks!	7,731	6,480	7,000	7,000
677 Scholarships - P&R	1,509	580	-	-
694 Other Miscellaneous	12,462	478	2,000	2,000
694.001 Other Fire Revenue	5,847	33,580	30,000	35,000
694.002 Other Fire Revenue - Live Fire Training	302	1,354	2,000	2,000
699 Appropriations Transfers - In	1,514,245	95,719	130,700	604,500
Total General Fund Revenues	\$18,743,824	\$17,883,355	\$19,853,269	\$19,253,415

Summary				
Taxes	7,937,542	7,804,024	8,162,500	8,375,010
Licenses/Permits	921,520	801,333	1,044,250	786,750
State Revenue Sharing	2,770,576	2,841,225	2,812,009	2,961,900
Fees & Charges	4,167,841	4,583,517	4,314,410	4,994,425
Interest	178,272	339,223	490,200	300,200
Other Charges for Service	1,030,130	925,203	934,700	1,058,430
Miscellaneous	223,698	493,111	1,964,500	172,200
Transfers - In	1,514,245	95,719	130,700	604,500
Total General Fund Revenues	\$18,743,824	\$17,883,355	\$19,853,269	\$19,253,415

DELTA TOWNSHIP

GENERAL FUND EXPENDITURES
Detail of Fund Expenditures - All Departments
 Fiscal Year Ending December 31:

Acct #		Actual 2017	Actual 2018	Amended 2019	Approved 2020
702	Salaries & Wages - Regular	5,594,963	4,400,637	4,850,150	5,082,172
703	Salaries & Wages - Temporary	404,749	320,107	351,375	482,855
704	Salaries & Wages - Overtime	226,858	123,770	110,000	128,000
706	Salaries & Wages - Longevity	103,780	88,254	96,548	106,877
710	Fees & Per Diem	11,424	13,250	13,960	14,110
715	F.I.C.A.	476,629	368,310	404,930	415,717
717	Workers' Comp. Insurance	167,518	94,381	102,919	100,976
719	Health Insurance	1,580,260	1,360,011	1,534,905	1,441,982
720	Life, Dental & LTD Insurance	156,111	124,409	141,440	137,392
721	Pension	623,719	506,603	570,327	602,516
723	Food Allowance	21,190	10,088	11,250	10,863
724	Uniform Allowance/Laundry	22,091	16,470	20,000	23,200
728	Office Supplies	21,624	18,997	27,750	27,700
729	Photo Copies	19,657	21,977	21,700	21,200
730	Postage	65,624	72,127	68,300	100,000
731	Publications	3,506	2,503	3,400	3,650
740	Operating Supplies	136,238	101,488	145,290	195,255
742	Election Supplies	16,255	30,989	16,000	22,000
759	Tools	1,416	635	1,500	1,800
760	Medical Supplies	79,171	10,556	9,800	9,600
776	Building Maintenance Supplies	45,594	40,519	47,000	47,000
778	Equipment Maintenance Supplies	36,780	40,700	57,000	56,000
780	Grounds Maintenance Supplies	47,010	50,967	53,800	65,300
803	Audit Fees	12,400	13,880	14,000	15,000
806	Contractual Services	408,996	446,537	660,625	772,620
807	Police Services	3,055,080	3,087,168	3,184,435	3,343,000
808	Legal Fees	69,132	52,515	85,000	85,000
851	Radio Maintenance	9,715	4,704	5,500	6,000
852	Telephone	61,207	56,770	59,350	62,570
854	Telephone Maintenance	-	-	1,000	1,000
861	Mileage	5,311	5,508	6,700	6,600
862	Gasoline & Diesel	68,034	63,581	55,000	56,300
863	Vehicle Maintenance	125,291	98,294	96,000	104,000
881	Fire Prevention	9,574	10,220	11,000	12,000
901	Advertising	21,082	17,594	22,000	21,000
903	Printing	28,637	31,161	38,200	46,000
911	Fleet Insurance	38,800	30,592	32,205	35,750

DELTA TOWNSHIP

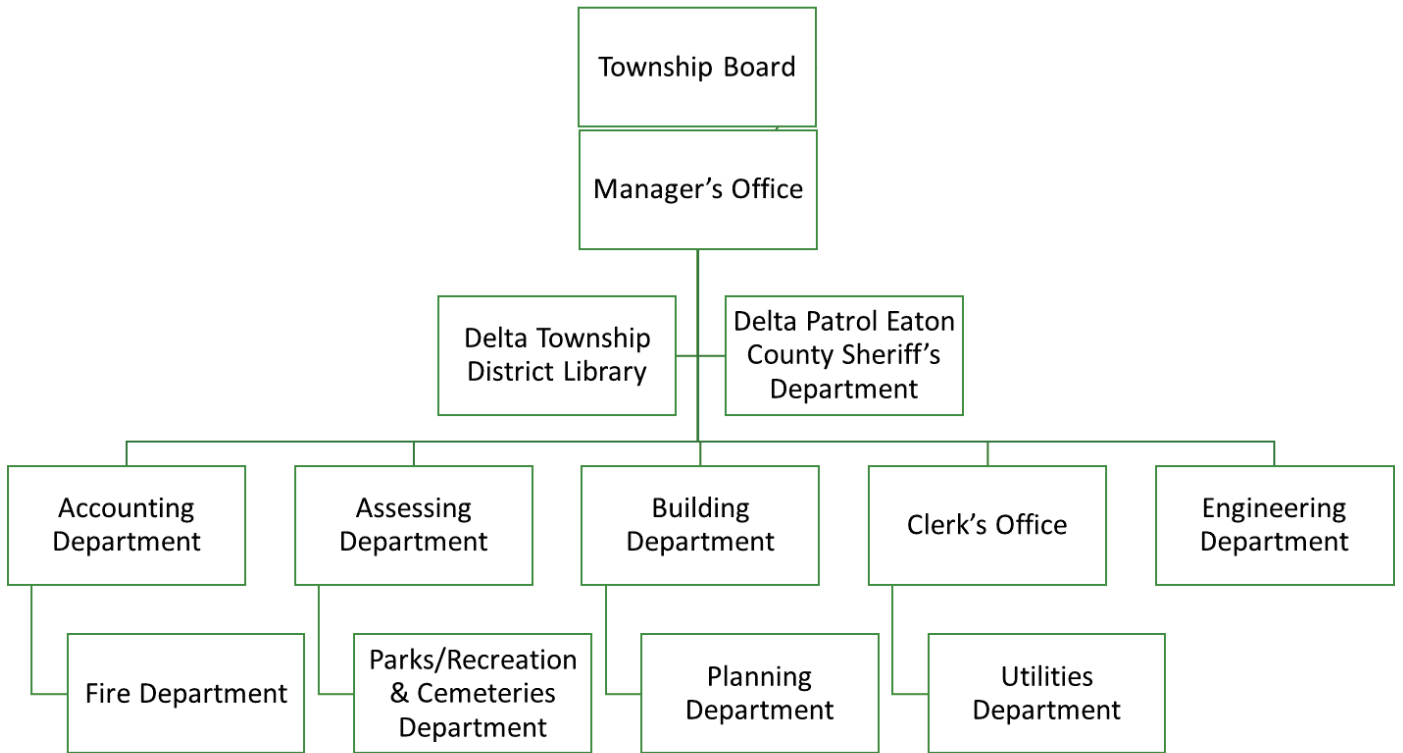
GENERAL FUND EXPENDITURES
Detail of Fund Expenditures - All Departments
Fiscal Year Ending December 31:

Acct #		Actual 2017	Actual 2018	Amended 2019	Approved 2020
912	Liability Insurance	46,356	34,265	35,980	40,200
921	Electricity	127,497	123,542	120,200	133,900
922	Heat	48,489	33,767	42,300	36,700
923	Sewer & Water	21,852	18,280	17,050	17,570
924	Street Lighting	48,134	70,409	69,500	81,000
924.xxx	Street Lighting Districts - Summary	527,685	577,852	581,560	620,070
925	Recycling	38,256	33,098	34,500	35,500
931	R&M Services - Building	59,443	48,835	63,500	80,300
933	R&M Services - Equipment	2,049	17,582	13,500	20,500
934	R&M Services - Other	560,468	343,628	319,000	509,500
942	Rentals - Equipment	511	2,850	2,000	2,500
943	Rentals - Hydrants	145,110	145,670	146,000	155,000
957	Education & Training	55,638	36,365	65,900	72,200
958	Recording Costs	94	840	800	800
959	Memberships & Dues	85,823	79,264	84,725	83,745
960	Meetings, Conferences, Seminars	23,759	33,179	44,345	58,275
962	Contributions	7,000	3,500	14,500	14,500
963	Miscellaneous - Other	1,168	31	800	800
970	Capital Outlay	1,251,157	4,344,603	4,949,230	1,895,850
991	Debt - Principal	120,000	120,000	120,000	-
999	Appropriations - Transfers Out	146,500	146,500	473,900	1,625,000
Total General Fund Expenditures		\$17,270,358	\$ 17,950,332	\$ 20,129,649	\$ 19,146,915

Summary					
Personnel Services	8,722,292	6,893,129	7,606,227	7,910,081	
Supplies	1,209,077	988,231	1,108,917	1,243,184	
Services	5,570,956	5,244,204	5,608,220	6,182,630	
Insurance	85,156	64,857	68,185	75,950	
Education & Training	165,220	148,808	194,970	214,220	
Capital Outlay	1,371,157	4,464,603	5,069,230	1,895,850	
Transfers Out	146,500	146,500	473,900	1,625,000	
Total General Fund Expenditures	\$17,270,358	\$ 17,950,332	\$ 20,129,649	\$ 19,146,915	

TOWNSHIP BOARD

FY 2020 BUDGET



Kenneth R. Fletcher
Supervisor



Mary R. Clark
Clerk



Howard A. Pizzo
Treasurer



Fonda J. Brewer
Trustee



Andrea M. Cascarilla
Trustee



Dennis R. Fedewa
Trustee



Karen J. Mojica
Trustee

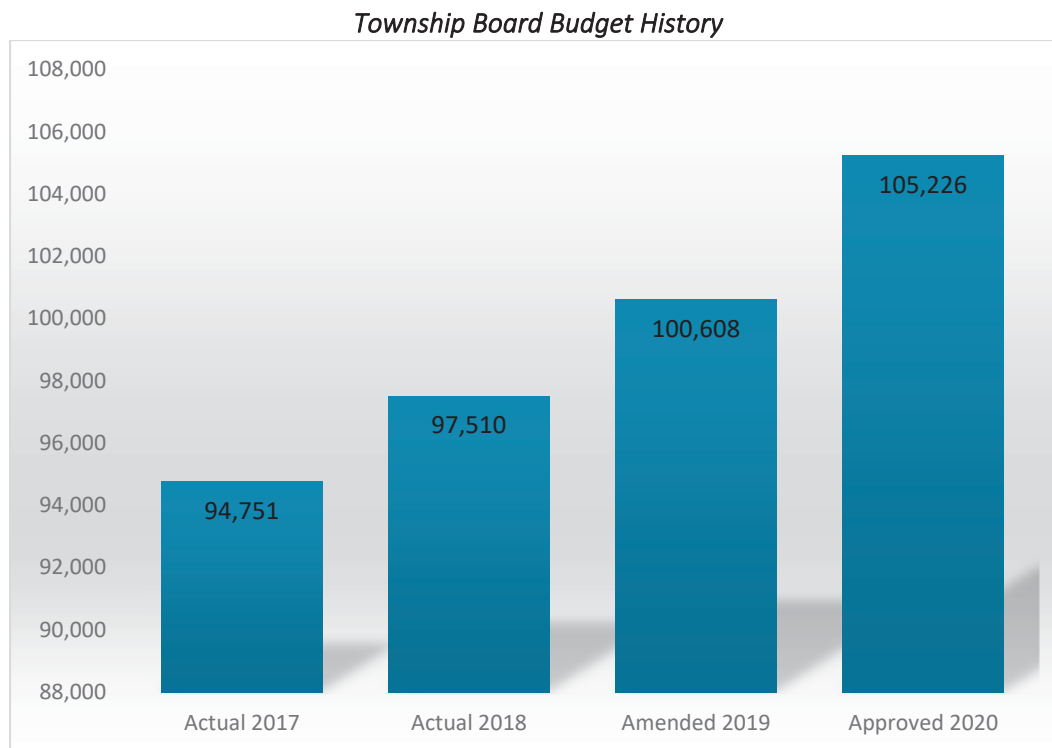
DELTA TOWNSHIP

DELTA TOWNSHIP BOARD ACTIVITY

The Charter Township of Delta is governed by a seven-member board under a Board-Manager form of government. Policy-making and legislative authority are vested in the board consisting of a Supervisor, Treasurer, Clerk, and four Trustees elected at large. Board members serve four-year, concurrent terms. The board is responsible for adopting ordinances, adopting the annual budget, hiring the Township Manager, and appointing committee and board members.

Goals

- To review and update the Strategic Plan for the Charter Township of Delta on a regular basis.
- To provide the citizens of Delta Township with stable and unified leadership by performing his/her duties to the best of his/her ability.



Objectives

- The Township Board will continue to work toward the strategic plan goals and objectives that will provide a sense of community, a safe and aesthetically pleasing environment, and effective relationships with neighboring jurisdictions, schools, and businesses.
- The Township Board will actively encourage economic development within the Township, as well as promote efforts to explore collaborative solutions for services regionally.

DELTA TOWNSHIP

**TOWNSHIP BOARD ACTIVITY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-101**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular Budget amount represents the salaries for five (5) of the seven (7) elected officials; Clerk and Treasurer salaries are included in the Clerk's Office and Treasurer's Office respectively.	80,766
715	F.I.C.A. The Township contributes 7.65% of the employees' wages.	6,180
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	84
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation.	10,096
740	Operating Supplies	1,500
861	Auto Allowance/Mileage	300
960	Meetings, Conferences & Seminars Funding to allow board members to attend seminars, conferences, etc.	6,000
963	Miscellaneous - Other	300
<i>Total Township Board Activity</i>		<u>\$ 105,226</u>

DELTA TOWNSHIP

**TOWNSHIP BOARD ACTIVITY GENERAL FUND
DETAIL OF EXPENDITURES**

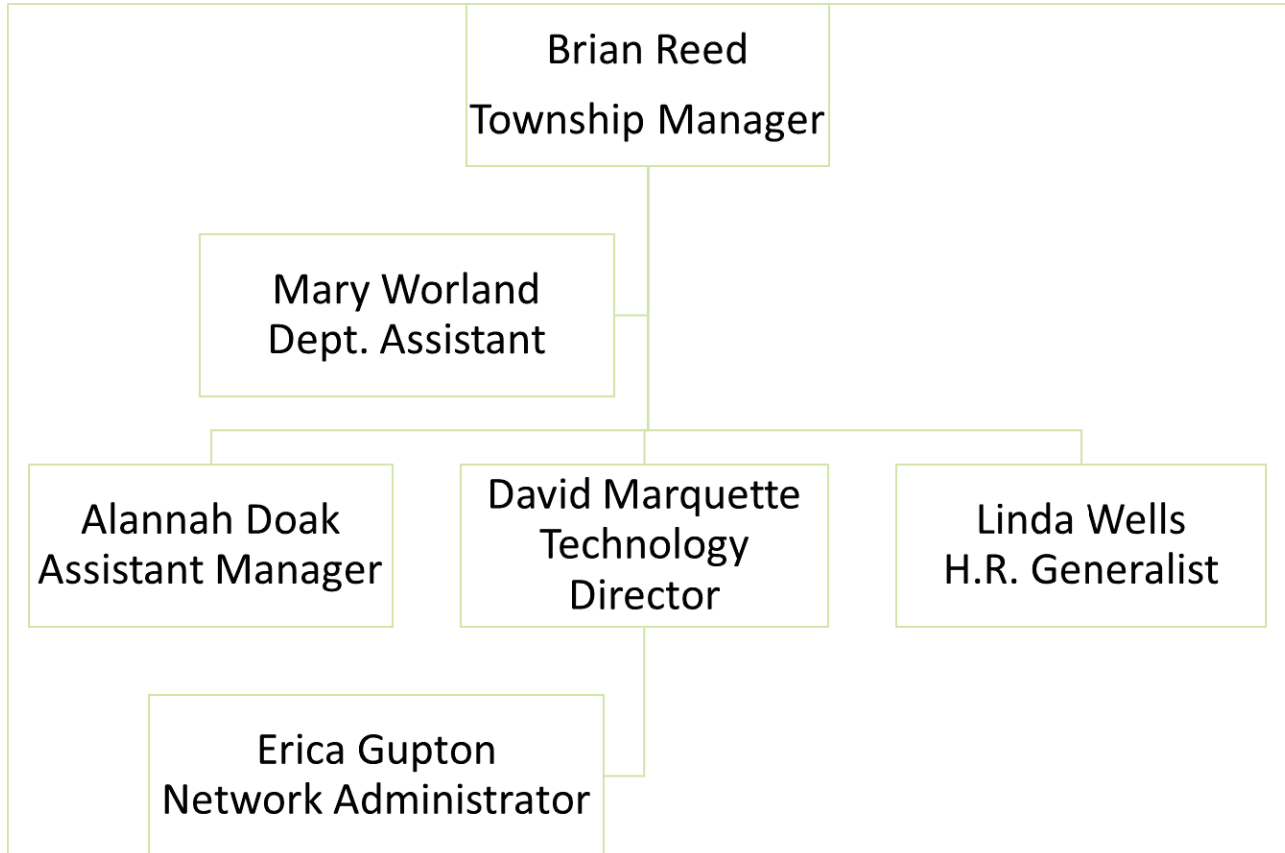
Fiscal Year Ending December 31:

Township Board Activity - 101

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	75,000	75,372	78,797	80,766
715 F.I.C.A.	5,738	5,766	6,028	6,180
717 Workers' Comp. Insurance	94	70	83	84
721 Pension	9,375	9,415	9,850	10,096
740 Operating Supplies	1,525	335	1,500	1,500
861 Mileage	75	-	300	300
960 Meetings, Conf. & Seminars	2,944	6,537	3,750	6,000
963 Miscellaneous - Other	-	15	300	300
Total Twp. Board Activity	\$ 94,751	\$ 97,510	\$ 100,608	\$ 105,226
<i>Total FTEs</i>	2.5	2.5	2.5	2.5

Summary				
Personnel Services	90,207	90,623	94,758	97,126
Supplies	1,525	350	1,800	1,800
Services	75	-	300	300
Education & Training	2,944	6,537	3,750	6,000
Total Twp. Board Activity	\$ 94,751	\$ 97,510	\$ 100,608	\$ 105,226

MANAGER'S OFFICE FY 2020 BUDGET



DELTA TOWNSHIP

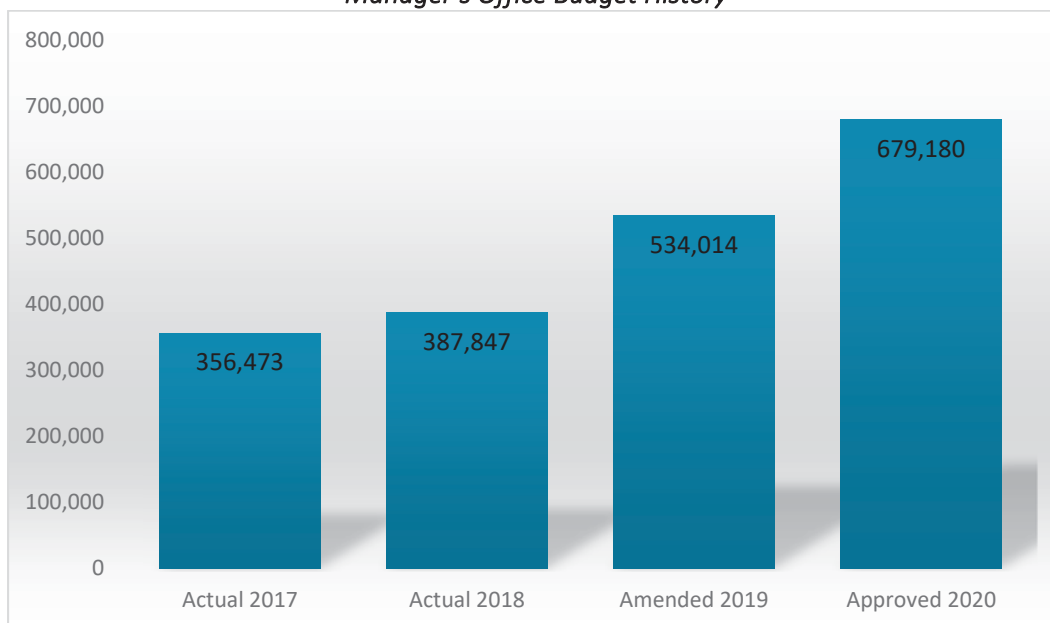
MANAGER'S OFFICE

It is the primary responsibility of the Manager's Office to carry out the goals and objectives of the Township Board, and manage the daily operations of the Township; this office is responsible for the following:

Goals

- To ensure all laws and Township ordinances are enforced.
- To provide leadership, coordination, and administrative support to the Township departments.
- To work to implement the strategic plan and achieve the Township's mission and goals.
- To identify key priorities and establish management procedures that will further develop and effectively utilize Township resources.
- To hire the most qualified employees, using selection methods based on merit and equal opportunity.
- To keep the lines of communication open among residents, businesses, and municipal government.
- To promote Township government services and events through various media, so that the public is more aware of said services and events.
- To listen to the needs and concerns of the community and route its desires to the Township Board.
- To make sure that all terms and conditions imposed in favor of the Township, or its inhabitants, in any public utility franchise or in any contract, are faithfully kept and performed.
- To prepare and administer the annual budget under policies formulated by the Township Board.
- To develop and implement all personnel policies for the Township.
- To ensure all FOIA requests are complied with according to State statute.
- To prepare and distribute agenda packets to the board and residents.

Manager's Office Budget History



DELTA TOWNSHIP

Objectives

- Reduce workers' compensation injuries and thereby reduce the number of days lost due to injuries.
- Ensure all FOIA requests are answered immediately according to State statute.
- Increase overall training hours per FTE in the areas of skill set, customer service, and certification.
- Improve the quality of all departments' performance measurement indicators by including more outcome, success, and efficiency indicators, and reducing the number of routine output indicators.
- Continue to improve communication across departments.
- Continue to inform board members and employees through regular Manager's newsletters.
- Continue to inform the community in various ways including social media, monthly electronic newsletter, and additional publications.
- Promote continuous improvement among departments and staff by providing continuous constructive feedback, consistent evaluations, guidance, and support.
- Ensure quality service delivery by identifying new revenues, eliminating inefficient programs, establishing long-term service policies, and promoting economic development and redevelopment.
- Continue active participation in local and regional business groups and economic development entities.
- Actively utilize the Township's website and GIS economic development section to actively market the Township's available properties and benefits.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Applications Reviewed and Processed	>500	>500	>500	>500
Employees Hired (Full-Time/Part-Time)	15FT/10PT	5FT/24PT	16FT/18PT	3FT/22PT
Total FTE's Per 1,000 Residents	0.003879	0.003879	0.003875	0.003965
Number of On-the-Job Injuries	14	31	24	0
Number of Days Lost Due to Injuries	77	71	43	0
Training Hours Per FTE	40	40	40	40
Number of Participants enrolled in Flexible Spending Plan	9	13	15	15
Number of Participants enrolled in Health Savings Plan	97	99	98	104
Number of FTE Waiving Health Insurance	28	30	31	34
FTE Turnover Rate (Excluding Retirements)	.06%	.07%	0.07%	0.02%
Number of Full-Time Employees Hired	15	5	14	5
Percentage of Minorities in the Workforce	7%	>6%	>10%	>15%
Number of Board Agenda Packets	39	34	36	34
Number of Manager's Newsletters	50	49	50	48
Number of Delta Township Magazines/Brochures	4	4	4	4
Number of Delta Township Newsletters	12	12	12	12
Percentage of Operation Costs to GF Total Budget	2.7%	2.2%	2.8%	3.5%

DELTA TOWNSHIP

**MANAGER'S OFFICE
LINE ITEM DESCRIPTIONS
ACCOUNT #101-172**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular Includes new H.R. position.	452,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	5,454
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	26,837
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	360
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	78,800
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	9,489
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	42,340
728	Office Supplies	1,500
729	Photo Copies	7,000
730	Postage	800
731	Publications ICMA, personnel and MTA & MML publications.	500

DELTA TOWNSHIP

**MANAGER'S OFFICE
LINE ITEM DESCRIPTIONS
ACCOUNT #101-172**

<u>Acct#</u>	<u>Description</u>		Approved 2020
740	Operating Supplies		1,000
806	Contractual Services		25,800
	Consultants	20,000	
	Background Checks	3,000	
	BSA Support (H.R. Software)	2,800	
852	Telephone		1,600
	Cell phone.		
861	Auto Allowance/Mileage		5,000
	Township Manager Auto Allowance	4,800	
	Other Travel	200	
957	Education & Training		5,000
959	Memberships & Dues		3,000
	ICMA, MLGMA and other memberships & dues.		
960	Meetings, Conferences & Seminars		7,000
	MLGMA	1,500	
	MML	1,000	
	OTHER	1,500	
	ICMA	2,000	
	MTA	1,000	
963	Miscellaneous - Other		500
970	Capital Outlay		5,200
	Computer Replacement	1,200	
	New chairs for Manager's Office and Conference Room	4,000	
Total Manager's Office			\$ 679,180

DELTA TOWNSHIP

MANAGER'S OFFICE GENERAL FUND

DETAIL OF EXPENDITURES

Fiscal Year Ending December 31:

Manager's Office - 172

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	227,733	236,711	324,665	452,000
706 Salaries & Wages - Longevity	2,520	2,571	2,648	5,454
715 F.I.C.A.	16,847	17,482	25,039	26,837
717 Workers' Comp. Insurance	312	278	340	360
719 Health Insurance	52,550	53,226	74,440	78,800
720 Life, Dental & LTD Insurance	6,094	6,423	9,465	9,489
721 Pension	28,366	29,524	40,147	42,340
728 Office Supplies	705	592	1,500	1,500
729 Photo Copies	6,297	6,783	6,500	7,000
730 Postage	393	422	800	800
731 Publications	-	-	500	500
740 Operating Supplies	1,647	615	1,000	1,000
806 Contractual Services	3,357	11,466	26,500	25,800
852 Telephone	1,236	1,236	1,350	1,600
861 Auto Allowance/Mileage	4,800	4,816	5,000	5,000
957 Education & Training	-	4,524	1,500	5,000
959 Memberships & Dues	1,735	2,594	2,620	3,000
960 Meetings, Conf. & Seminars	1,418	5,284	7,000	7,000
963 Miscellaneous - Other	181	6	500	500
970 Capital Outlay	282	3,294	2,500	5,200
Total Manager's Office	\$ 356,473	\$ 387,847	\$ 534,014	\$ 679,180
<i>Total FTEs</i>	4.0	4.0	4.0	5.0

Summary				
Personnel Services	334,422	346,215	476,744	615,280
Supplies	9,223	8,418	10,800	11,300
Services	9,393	17,518	32,850	32,400
Education & Training	3,153	12,402	11,120	15,000
Capital Outlay	282	3,294	2,500	5,200
Total Manager's Office	\$ 356,473	\$ 387,847	\$ 534,014	\$ 679,180

CLERK'S OFFICE FY 2020 BUDGET

Mary Clark
Township Clerk

Tracy Ruiz
Deputy Clerk

Election Workers
(seasonal)

Anne Swink
Dept. Assistant

(vacant)
Dept. Assistant



DELTA TOWNSHIP

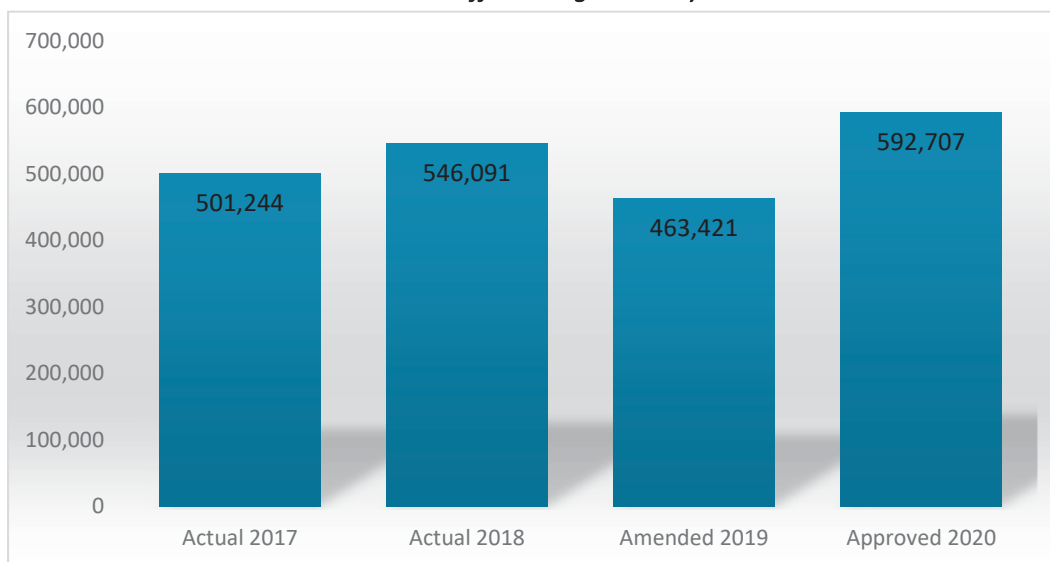
CLERK'S OFFICE

The Clerk's Office holds the responsibility of conducting school, local, state, and federal elections under the guidelines of all applicable laws both state and federal and is also a Passport Acceptance Agency. Clerk's Office staff also processes the issuance of all vending, firework display, going-out-of-business permits, and amusement and entertainment licenses. The Clerk's Office is the designated archivist and recipient of permanent township documentation, which include vehicle records, township contracts and bids, Code of Ordinances, resolutions, Township Board and commission meeting minutes, and voter registration records. Staff works in coordination with the Parks, Recreation, and Cemeteries Department implementing recycling programs, including grant applications, reporting, advertising, and handling public inquiries. Staff is also responsible for maintaining records for both ownership and burial records for the Township cemeteries, and works in conjunction with the Parks, Recreation & Cemeteries Department handling public inquiries regarding cemeteries.

Goals

- To provide accurate and efficient recordkeeping and incorporate use of document scanning to streamline programs and records to make available to all township staff.
- To facilitate efficient management of the election process by keeping abreast of proposed and current federal and state legislation, and implementing new election equipment and law changes that are required to be implemented relating to the election and voter registration process.
- To oversee and monitor vending permits, amusement & entertainment permits, going out of business and firework display permit application process to ensure that appropriate inspections and/or investigations are completed, thus protecting the public's safety.

Clerk's Office Budget History



DELTA TOWNSHIP

Objectives

- To continue cross training and advancing skill development among staff.
- To scan all documents related to cemeteries.
- To assess new election tabulation and ADA equipment to expand where necessary.
- To scan and index all Township Board minutes and resolutions, as well as all other relevant documents into a searchable database for improved efficiencies, and according to Delta Township's retention schedule.

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Township Board Minutes and Resolutions Scanned & Indexed Ordinances	34 Meetings, 218 Resolutions	33 Meetings, 194 Resolutions	34 Meetings, 150 Resolutions	31 Meetings, 150 Resolutions
Licenses Issued (Vendor, Coin-Operated, Amusement, Entertainment, Etc.)	9	7	7	5
Elections Conducted	1	2	0	3
New Voter Registrations/Changes Processed & Cancellations	5,824	5,951	3,000	5,000
Absentee Voter Ballots Prepared	4,027	10,721	0	16,000
Number of Registered Voters	24,850	25,387	25,500	26,000
Election Chairman & Inspector Classes	13	60	0	67
Total Voters Per Year/All Elections	5,233	26,659	115	32,000
Election Inspector Costs	\$23,350	\$74,478	\$1,221	\$95,000
Board/Commission Applications Processed	18	19	18	16
Passports Processed	1,436	1,583	1,300	1,500
Percentage of Operation Costs to General Fund Total Budget	2.9%	3.0%	2.4%	3.1%

DELTA TOWNSHIP

**CLERK'S OFFICE
LINE ITEM DESCRIPTIONS
ACCOUNT #101-215**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	252,180
703	Salaries & Wages - Temporary Two (2) temp. workers for five (5) weeks prior to November election.	7,000
704	Salaries & Wages - Overtime Overtime required by staff during anticipated 2020 elections.	20,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	3,544
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	21,132
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	286
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	51,965
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	7,400
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	31,000
728	Office Supplies	4,000
729	Photo Copies	1,500

DELTA TOWNSHIP

**CLERK'S OFFICE
LINE ITEM DESCRIPTIONS
ACCOUNT #101-215**

Acct#	Description		Approved 2020
730	Postage		39,500
	Mail service and passport postage	13,000	
	Election Mailings	26,500	
731	Publications		750
742	Election Supplies		22,000
	Envelopes for AV Mailings	12,000	
	Election Meals	3,000	
	Other misc. election supplies	7,000	
852	Telephone		500
901	Advertising		18,000
	The amount budgeted covers all Township publications of ordinances, public hearing notices, synopses and election advertising, and other as required.		
957	Education & Training		2,600
	Masters Class for Clerk	900	
	Clerks Institute Year 1	1,200	
	Miscellaneous Education	500	
958	Recording Costs		600
959	Memberships & Dues		650
960	Meetings, Conferences & Seminars		2,500
	MTA annual conference & MI Clerk's Assoc. conference.		
970	Capital Outlay		17,400
	Office Computer Replacement	2,400	
	Help Desk Election Computers	8,000	
	Precinct Road Signs (43)	7,000	
Total Clerk's Office			\$ 592,707

DELTA TOWNSHIP

**CLERK'S OFFICE GENERAL FUND
DETAIL OF EXPENDITURES**

Fiscal Year Ending December 31:

Clerk's Office - 215

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	232,121	244,302	247,193	252,180
703 Salaries & Wages - Temporary	1,294	5,133	-	7,000
704 Salaries & Wages - Overtime	5,925	17,708	4,000	20,000
706 Salaries & Wages - Longevity	2,735	2,880	4,195	3,544
715 F.I.C.A.	18,134	20,256	20,015	21,132
717 Workers' Comp. Insurance	320	329	270	286
719 Health Insurance	47,116	47,678	49,070	51,965
720 Life, Dental & LTD Insurance	7,077	7,434	7,491	7,400
721 Pension	28,778	30,160	30,757	31,000
728 Office Supplies	4,300	4,493	3,800	4,000
729 Photo Copies	2,413	2,750	1,500	1,500
730 Postage	19,625	25,730	13,000	39,500
731 Publications	878	1,236	500	750
742 Election Supplies	16,255	30,989	16,000	22,000
806 Contractual Services	26,346	80,226	-	88,200
852 Telephone	456	456	480	500
861 Mileage	131	174	200	-
901 Advertising	20,358	17,246	20,000	18,000
957 Education & Training	1,523	1,782	800	2,600
958 Recording Costs	904	840	600	600
959 Memberships & Dues	360	636	650	650
960 Meetings, Conf. & Seminars	1,404	1,760	2,000	2,500
970 Capital Outlay	62,791	1,893	62,900	17,400
Total Clerk's Office	\$ 501,244	\$ 546,091	\$ 485,421	\$ 592,707
<i>Total FTEs</i>	4.0	4.0	4.0	4.0

Summary				
Personnel Services	343,500	375,880	362,991	394,507
Supplies	43,471	65,198	34,800	67,750
Services	47,291	98,102	20,680	106,700
Education & Training	4,191	5,018	4,050	6,350
Capital Outlay	62,791	1,893	62,900	17,400
Total Clerk's Office	\$ 501,244	\$ 546,091	\$ 485,421	\$ 592,707

INFORMATION TECHNOLOGY FY 2020 BUDGET

Brian Reed
Township Manager

Mary Worland
Dept. Assistant

Alannah Doak
Assistant Manager

David Marquette
Technology
Director

Linda Wells
H.R. Generalist

Erica Gupton
Network Administrator



DELTA TOWNSHIP

INFORMATION TECHNOLOGY

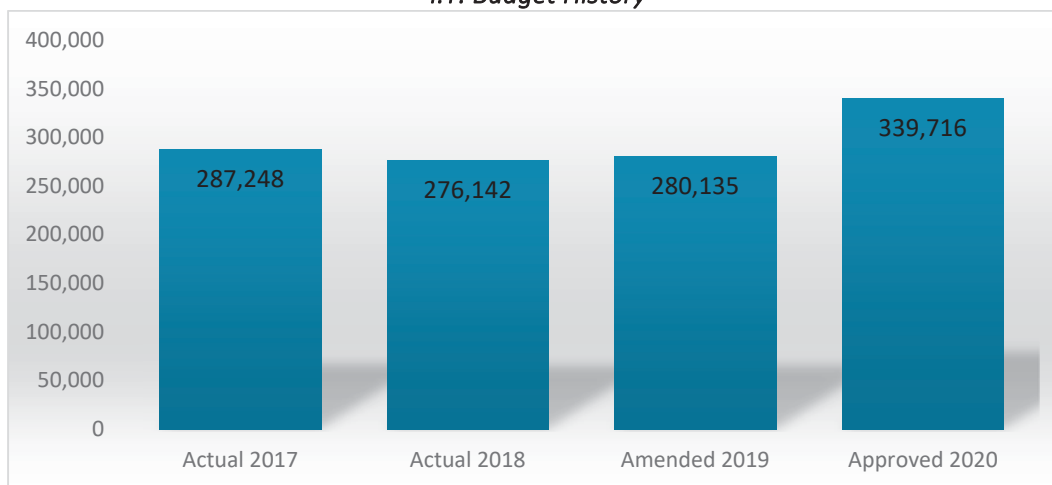
It is the responsibility of the Information Technology Department (IT) to maintain and provide improvements and/or upgrades to the evolving network of computers, servers, communications, and software. The IT department is involved with such issues as increased access to information and services, long-term planning for information systems and communications, computer security, archival scanning/storage, and Geographical Information System (GIS) development for use by township departments.

Support is provided to township employees who use the extensive information and communications technology. Specific services provided include, but are not limited to, e-mail, internet/intranet, Geographical Information System, data network management, personal computer, printer acquisition and maintenance, and department specific business systems.

Goals

- To provide citizens, visitors, current and potential township businesses more enhanced access to township GIS data through friendly web driven portals.
- To respond to the needs of end-users in a timely and pleasant manner.
- To share query solutions with end-users to encourage self-reliance whenever appropriate.
- To collaborate with all departments to ensure state-of-the-art status on all computer systems.
- To assist the Township Board, by expediting information to them that will aid in establishing policy and by communicating the Board's actions regarding items on the agenda.

I.T. Budget History



Objectives

- To increase the effectiveness of the Township website by providing more access to resources that otherwise were restricted to citizens who physically come to the Township Hall.
- Continue to increase the overall efficiency of the Township by utilizing the Township Digital Document Management System.
- To increase digital access to Township resources and information outside of the Township network.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Number of Hits on Township Website	265,000	342,368	275,000	275,000
Number of Hits on GIS Website	18,000	18,000	17,000	17,250
Number of Documents Scanned	2,948	2,948	10,000	4,000
Number of Scanned Pages	20,275	20,275	20,000	22,000

PERFORMANCE INDICATORS/EFFICIENCIES	2018	2019	2020
Workstation Hardware Platforms Supported	6	6	6
Server Hardware Platforms Supported	5	5	5
Application Programs Supported	47	47	47
Help Desk Calls Received	380	400	350
Computer Workstations & Laptops Supported	160	160	160
Physical Servers Supported	10	10	10
Virtual Servers Supported	25	25	25
Virtual Desktops Supported	0	0	0
Firewalls Supported	3	3	3
Percent of Help Desk Calls Resolved Within 8 Hours	95%	95%	95%
Percent of Network Down Time	0%	0%	0%

DELTA TOWNSHIP

**INFORMATION TECHNOLOGY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-228**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	147,960
706	Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	4,592
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	11,670
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	158
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	5,250
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	3,600
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	17,786

DELTA TOWNSHIP

**INFORMATION TECHNOLOGY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-228**

<u>Acct#</u>	<u>Description</u>		Approved 2020
806	Contractual Services		79,200
	Backup Software Renewal	1,500	
	DataNow Affinity	900	
	Laserfiche	5,000	
	ESRI GIS Software (50%)	7,000	
	VMWARE Software Licensing	5,500	
	Dropbox	6,000	
	Additional Software Maintenance	8,000	
	Deltami.gov Domain Renewal	500	
	Security Software	10,000	
	Office 365	14,000	
	VidComm	800	
	Aerial Photography	15,000	
	Website Annual Maintenance	5,000	
959	Membership & Dues		900
960	Meetings, Conferences & Seminars		4,000
	ESRI International Conference (2 people).		
970	Capital Outlay		64,600
	Hardware Replacement	30,000	
	Switch Replacement	12,000	
	Firewall Replacement	9,000	
	Wireless Replacement	13,600	
<i>Total Information Technology</i>			<u>\$ 339,716</u>

DELTA TOWNSHIP

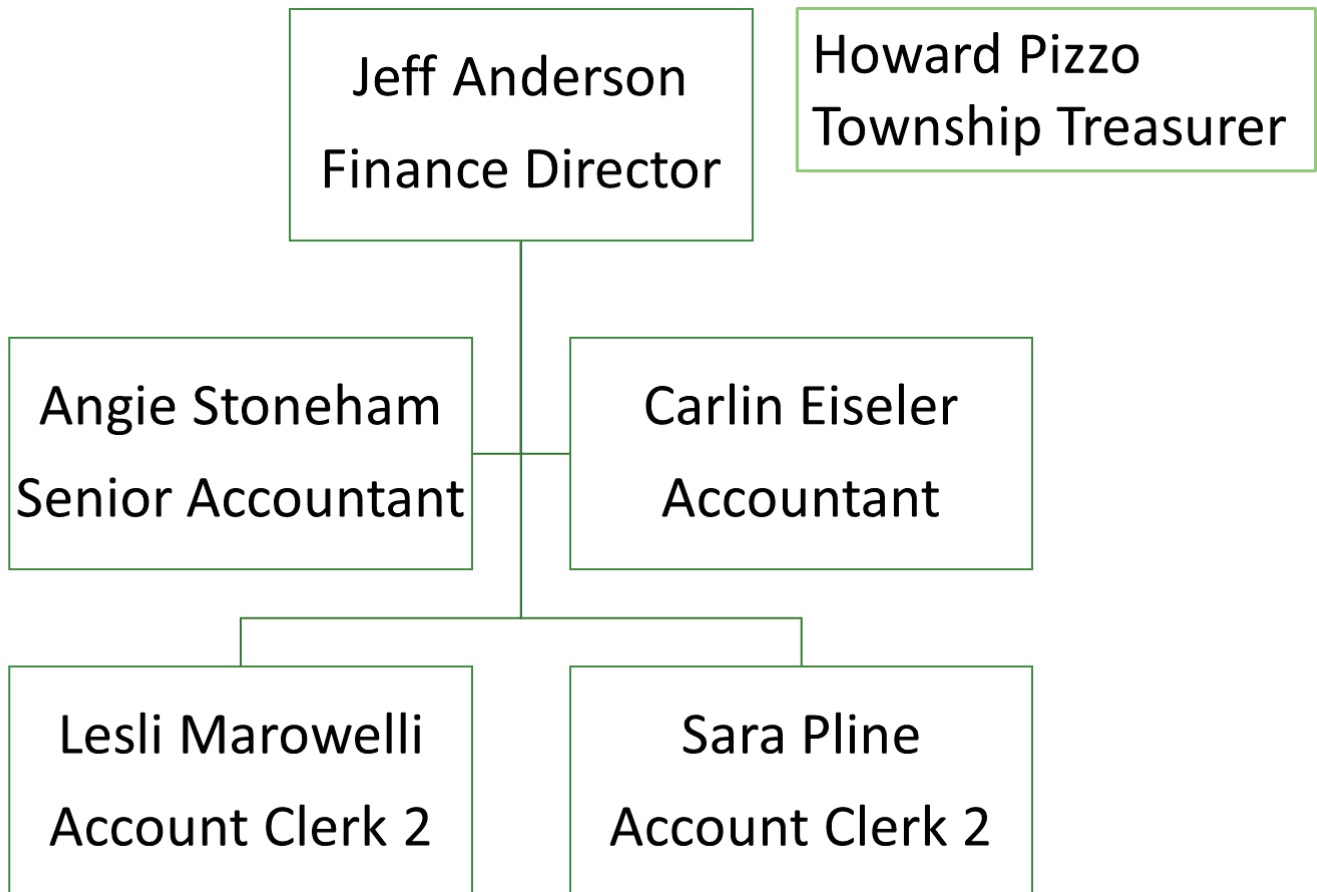
**IT GENERAL FUND
DETAIL OF EXPENDITURES**
Fiscal Year Ending December 31:

Information Technology - 228

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	137,400	139,301	144,352	147,960
706 Salaries & Wages - Longevity	2,943	4,350	4,480	4,592
715 F.I.C.A.	11,225	11,478	11,386	11,670
717 Workers' Comp. Insurance	183	171	154	158
719 Health Insurance	6,125	6,250	4,500	5,250
720 Life, Dental & LTD Insurance	3,203	3,360	3,611	3,600
721 Pension	16,504	16,834	17,352	17,786
806 Contractual Services	33,645	47,363	57,600	79,200
852 Telephone	1,722	1,722	1,800	-
959 Membership & Dues	-	-	900	900
960 Meetings, Conferences, Seminars	-	-	4,000	4,000
970 Capital Outlay	74,298	45,313	30,000	64,600
Total Information Technology	\$ 287,248	\$ 276,142	\$ 280,135	\$ 339,716
<i>Total FTEs</i>	1.5	1.5	1.5	1.5

Summary				
Personnel Services	177,583	181,744	185,835	191,016
Services	35,367	49,085	59,400	79,200
Education & Training	-	-	4,900	4,900
Capital Outlay	74,298	45,313	30,000	64,600
Total Information Technology	\$ 287,248	\$ 276,142	\$ 280,135	\$ 339,716

ACCOUNTING DEPARTMENT FY 2020 BUDGET



DELTA TOWNSHIP

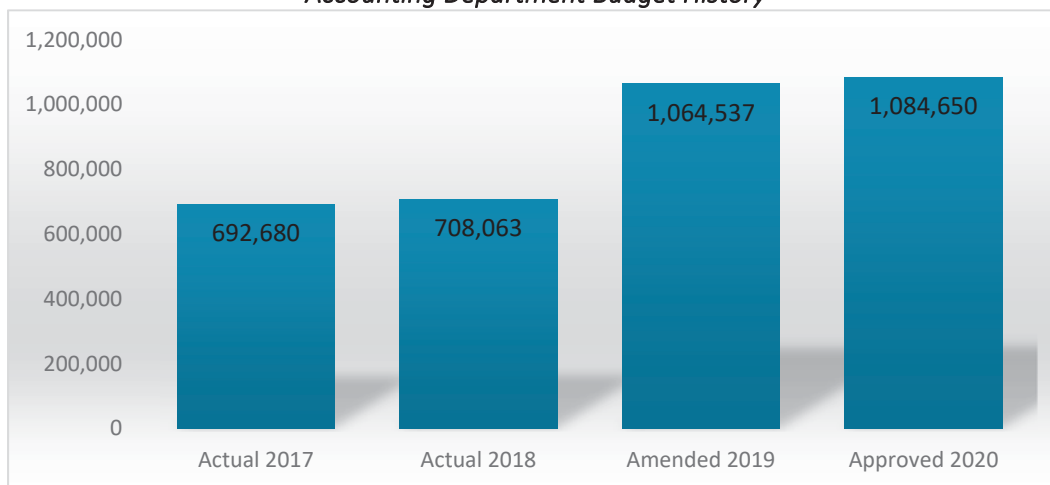
ACCOUNTING/TREASURER'S DEPARTMENT

The Accounting/Treasurer's Department is responsible for the preparation of utility bills and receipting payments, preparation of payroll and related payments, processing vendor and/or supplier claims for payment, as well as mailing and receipting property taxes and the distribution of those taxes to other taxing authorities. The department is also responsible for the investments to generate interest revenue, record financial transactions, prepare for and assist in annual audits, provide financial analysis and conduct financial research for the Township Manager and Township Board, and preparation of the annual budget.

Goals

- To assist in developing and implementing programs to reduce costs, increase revenues, and add efficiencies.
- To effectively administer tax programs in accordance with all applicable laws.
- To administer cash management programs with the goal of decreasing costs and increasing earnings.
- To participate in statewide and local cooperatives to broaden purchasing operations and to obtain better pricing by combining orders with multiple communities.
- To monitor purchasing histories and activities identifying areas where purchases can be consolidated to allow for future cost reduction.
- To provide guidance to departments and vendors regarding purchasing practices.

Accounting Department Budget History

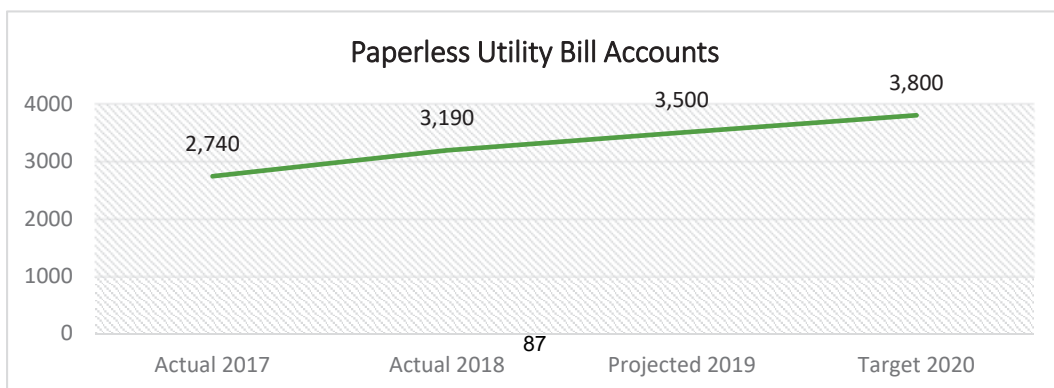
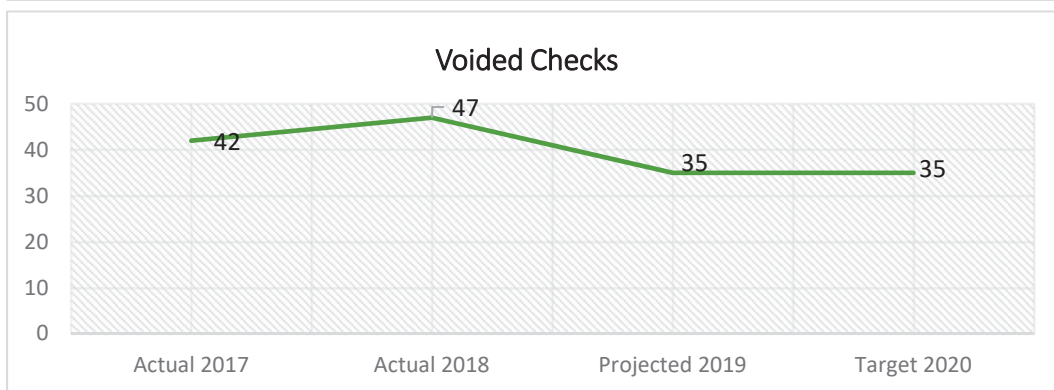
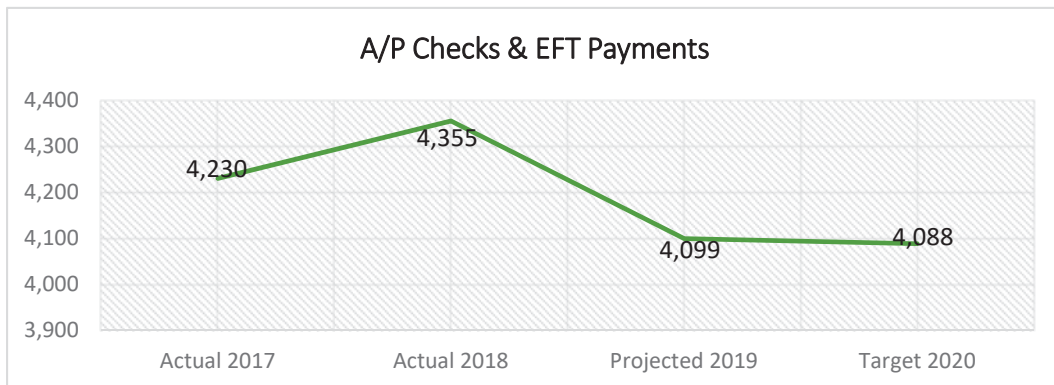


Objectives

- Reconcile all bank accounts within 15 days of month end.
- Reduce the number of monthly water service interruptions by 10%.
- To continue to increase the number of customers receiving utility bills via email.

DELTA TOWNSHIP

OUTPUT INDICATORS	ACTUAL 2017	ACTUAL 2018	PROJECTED 2019	TARGET 2020
Number of Voided Checks	42	47	35	35
Number of A/P Checks Written	4,122	4,236	3,900	3,850
Number of EFT Payments	108	119	199	238
Number of Monthly Water Service Interruptions	45	48	43	40
Percentage of Payroll Direct Deposits	100%	100%	100%	100%
Percentage of Mo/Year Bank Reconciled Within 30 Days	100%	100%	100%	100%
Number of Customers Receiving Monthly Utility Bill via Email	2,740	3,190	3,500	3,800



DELTA TOWNSHIP

**ACCOUNTING/TREASURER'S DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-253**

Acct#	Description	Approved 2020
702	Salaries & Wages - Regular Approved amount represents the salaries for authorized positions and the elected Treasurer.	358,594
704	Salaries & Wages - Overtime	500
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	8,554
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	28,087
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	377
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	86,068
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	9,893
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	38,902
728	Office Supplies Toner, envelopes, check stock, and miscellaneous office supplies.	4,500
729	Photo Copies	800

DELTA TOWNSHIP

**ACCOUNTING/TREASURER'S DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-253**

Acct#	Description		Approved 2020
730	Postage		16,800
	Tax Bills	11,800	
	Checks, Invoices, Other Correspondence	5,000	
803	Audit Fees		15,000
806	Contractual Services		30,600
	BS&A Software Support	18,000	
	Bank Fees	1,500	
	Loomis Armored Car	5,900	
	Affordable Care Act Reporting Service	2,200	
	OPEB Actuarial Update	3,000	
852	Telephone		800
861	Auto Allowance/Mileage		300
933	Repair & Maintenance - Equipment		1,000
957	Education & Training		2,000
	Staff software training.		
959	Memberships & Dues		525
	MI Government Finance Officers	150	
	MI Municipal Treasurer's Assoc.	75	
	Government Finance Officers	300	
960	Meetings, Conferences & Seminars		3,850
	MMTA Winter Workshop	300	
	MMTA or MGFOA Fall Conference	950	
	MML/MTA for Treasurer	800	
	GFOA Annual Conference	1,800	
970	Capital Outlay		2,500
	Computer replacement.		
Total Accounting Department			\$ 609,650

DELTA TOWNSHIP

**ACCOUNTING GENERAL FUND
DETAIL OF EXPENDITURES**

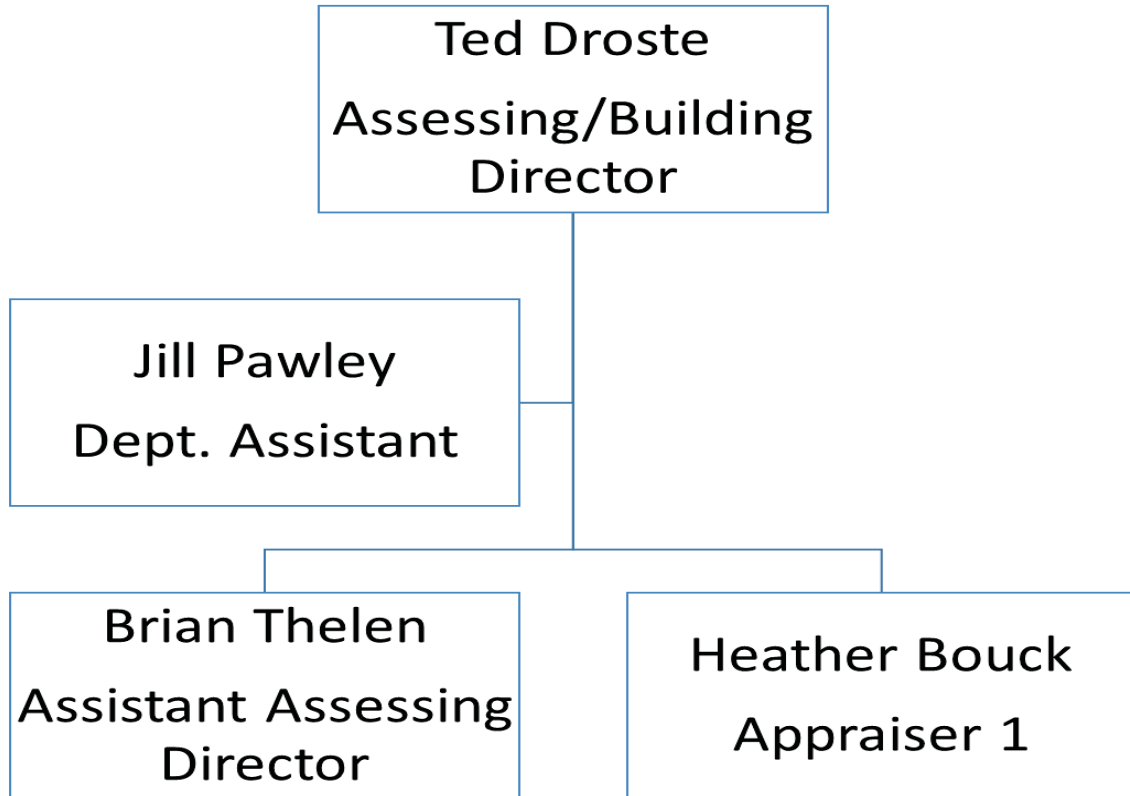
Fiscal Year Ending December 31:

Accounting Department - 253

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	332,720	339,128	347,851	358,594
704 Salaries & Wages - Overtime	-	47	500	500
706 Salaries & Wages - Longevity	5,734	6,416	6,608	8,554
715 F.I.C.A.	25,159	25,232	27,116	28,087
717 Workers' Comp. Insurance	427	393	369	377
719 Health Insurance	76,530	77,270	80,416	86,068
720 Life, Dental & LTD Insurance	8,214	9,320	9,974	9,893
721 Pension	36,129	36,770	37,953	38,902
728 Office Supplies	2,387	3,502	4,000	4,500
729 Photo Copies	567	665	800	800
730 Postage	16,378	16,331	16,600	16,800
803 Audit Fees	12,400	13,880	14,000	15,000
806 Contractual Services	25,625	26,498	31,400	30,600
852 Telephone	780	780	800	800
861 Mileage	-	-	300	300
933 R & M Services - Equipment	-	-	1,000	1,000
957 Education & Training	-	587	1,500	2,000
959 Memberships & Dues	395	445	550	525
960 Meetings, Conf. & Seminars	2,735	2,585	3,300	3,850
970 Capital Outlay	-	1,714	5,600	2,500
999 Appropriations - Transfer Out	146,500	146,500	473,900	475,000
Total Accounting Dept.	\$ 692,680	\$ 708,063	\$ 1,064,537	\$ 1,084,650
<i>Total FTEs</i>	5.5	5.5	5.5	5.5

Summary				
Personnel Services	484,913	494,576	510,787	530,975
Supplies	19,332	20,498	21,400	22,100
Services	38,805	41,158	47,500	47,700
Education & Training	3,130	3,617	5,350	6,375
Transfers Out	146,500	146,500	473,900	475,000
Capital Outlay	-	1,714	5,600	2,500
Total Accounting Dept.	\$ 692,680	\$ 708,063	\$ 1,064,537	\$ 1,084,650

ASSESSING DEPARTMENT FY 2020 BUDGET



DELTA TOWNSHIP

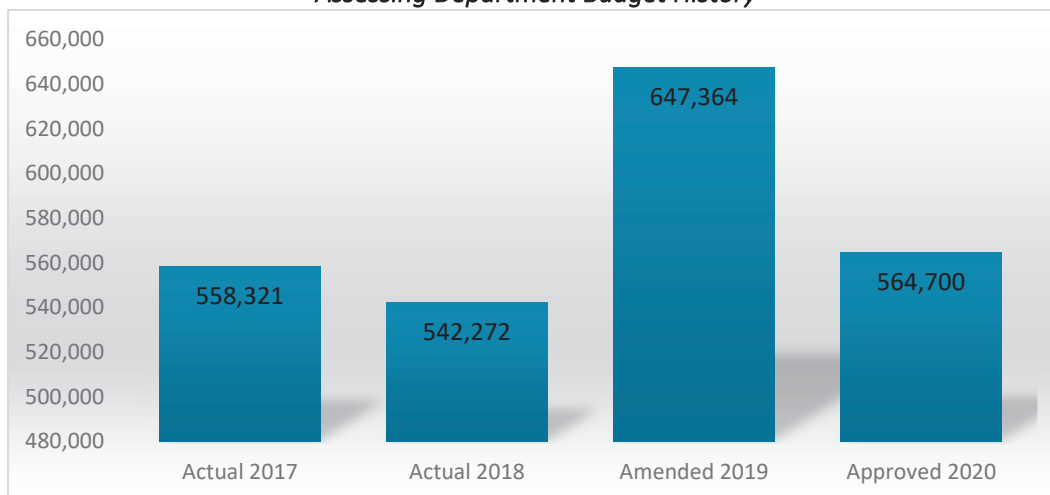
ASSESSING DEPARTMENT

The Assessing Department is responsible for several important duties; however, the most significant role is establishing assessed values of all taxable property for the equitable distribution of the property tax burden in accordance with Michigan's General Property Tax Act and various other applicable State statutes. Additionally, it is critical to the success of this department to continue to provide excellent customer service in person and by providing accessibility to accurate property information through the online assessing database.

The principal responsibilities of the Assessing Department are:

- To annually identify and inventory all property within the township and determine value based on the requirements of the General Property Tax Act. Perform onsite visits to assess properties and make sure our data is accurate.
- To annually audit properties that are exempt from property taxes to assure they are still eligible.
- To annually provide the property owners of Delta Township with fair and equitable assessments.
- To accurately and timely process all property transfer information, including the Principal Residence Exemption Program, in compliance with applicable State laws.
- To provide administrative oversight to the Land Division Ordinance and processing of all splits and combinations.
- To meet and/or exceed all State Tax Commission requirements.
- To process all incoming Industrial Facilities Tax Exemption requests and ensure all terms outlined in the IFT application and agreement are followed.
- The creation and balancing of the summer and winter tax rolls and preparing the warrant for the collection of taxes.
- To work collaboratively with shared service agreements.
- Perform detailed sales analysis reports, analyze the real estate market trends, and complete statistical analysis' which leads to fair and accurate assessments.

Assessing Department Budget History



DELTA TOWNSHIP

Objectives

- **Property Inventory:** All properties are inventoried to track specific key property attributes such as land area, building improvements, and other improvements to the land. This data is used to appraise all assessable property in a uniform manner. This inventory includes annual inspections of over 2,000 data verification inspections per year [in accordance with the State Tax Commission guidelines] to update records, inspect, and appraise all new construction and to assist with taxpayer inquiries.
- **Assessment Preparation:** The primary focus of this Department is to prepare Property Assessments for approximately 13,450 properties. The assessments, based on various statistical analysis, are computed on Tax Day, December 31st. The analysis is done annually on a neighborhood basis by comparing sales data to current assessments.
- **Ownership tracking:** Another primary responsibility is the accurate and timely processing of all ownership transfers. This department is responsible for tracking ownership history, sales, principal residence exemptions, and transfer of ownership data. We serve all other Departments for property ownership information. This is primarily done through processing submissions of Property Transfer Affidavits and Deeds recorded by the Eaton county Register of Deeds Office.
- **Land Divisions:** It is the responsibility of this department to accurately process all land division and combination applications in compliance with the Land Division Ordinance.
- **State Tax Commission:** Assessment Administration continuously changes due to several factors such as new legislation, Tax Tribunal decisions, and updated interpretations of Property Tax Laws. Local units are audited on a periodic basis in the State AMAR Program. It is our goal to meet or exceed expectations set forth by the Michigan State Tax Commission by performing all expected tasks. Our goal is to lead within the Mid-Michigan Assessment Administration community.
- **Tax Abatements:** When new Industrial manufacturing businesses enter the Township, they frequently look for Tax Abatements. It is the Assessing Departments objective to help these businesses in any way possible by assisting with questions, filing forms, and discussing options with State Tax Commission staff. Additionally, we also verify IFT job creation agreements are followed to maintain compliance with local agreements.
- **Tax Roll Preparation:** The goal of this Department is to compile, calculate, and prepare the Tax Roll for the summer and winter tax collections. These tax rolls, and corresponding Assessors Warrant are given to the Treasurer's Office/Finance Department authorizing the collection of taxes. This procedure is a very detailed and complex process of balancing taxable values, tax dollars, and millage rates.
- **Collaboration:** As stated above, our goal is to be considered a leading Assessment Administration Department within the region. One contributing element is to work with other municipalities. The Assessing department currently works collaboratively with Delhi Township to provide assessing consulting services.
- **Sales Analysis:** Delta Township is comprised of over a hundred residential neighborhoods and a diverse mix of Commercial and Industrial uses. Each of these categories requires a thorough market analysis to prepare the annual assessments. Analysis' includes preparation of ECF's [economic condition factors], and analysis of market trends.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Number of Board of Review Appeals	79	112	110	110
Number of Transfers	1,240	1,245	1,250	1,250
Data Verification Inspections	2,413	2,100	2,100	2,000
Number of Hits for On-Line Assessing Database	48,382	60,500	48,500	60,000
Full Michigan Tax Tribunal Appeals Processed	12	9	10	10
Percentage of Operation Costs to General Fund Total Budget	3.4%	3.0%	3.4%	2.9%

DELTA TOWNSHIP

**ASSESSING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-257**

Acct#	Description	Approved 2020
702	Salaries & Wages - Regular	305,709
704	Salaries & Wages - Overtime	500
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	6,784
710	Fees & Per Diem Board of Review compensation.	1,800
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	23,906
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	2,649
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	82,568
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	9,956
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	37,398
728	Office Supplies	3,700
	General Office Supplies	3,000
	Delta Twp. Logo Apparel (5 ea. @ \$60)	300
	Board of Review Binding	400
729	Photo Copies	1,800

DELTA TOWNSHIP

**ASSESSING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-257**

Acct#	Description		Approved 2020
730	Postage		11,000
	Mailing Assessment Change Notices (14k @ 0.50)	7,000	
	Personal Property Statements (1700 @ 0.50)	850	
	Data Verification Letters (2000 @ 0.50)	1,000	
	Miscellaneous Mailings	2,150	
806	Contractual Services		50,000
	Professional services related to MTT appraisals & defense costs.		
862	Gasoline		1,000
863	Vehicle Maintenance		2,000
903	Printing		1,000
911	Fleet Insurance		1,020
934	Repair & Maintenance - Other		12,000
	APEX Sketching Support Fees	2,000	
	BS&A Assessing Software Service Fees	4,800	
	BS&A Internet Services (online data) service fees	5,200	
957	Education & Training		4,600
	MAA Continuing Education Course & Lodging (4 ea.)	3,600	
	Various Training Seminars for All Staff	1,000	
959	Memberships & Dues		1,610
	State Tax Commission Assessor License (4 ea.)	700	
	Michigan Assessors Association (4 ea.)	400	
	Mid-Michigan Assessors Association Dues (3 ea.)	60	
	International Association of Assessing Officers (2 ea.)	450	
960	Meetings, Conferences & Seminars		1,200
	MAA Annual Conference & Lodging	1,000	
	Miscellaneous 1-day Meetings on Special Topics	200	
970	Capital Outlay		2,500
	Computer replacement.		
Total Assessing Department			\$ 564,700

DELTA TOWNSHIP

ASSESSING GENERAL FUND

DETAIL OF EXPENDITURES

Fiscal Year Ending December 31:

Assessing Department - 257

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	341,653	334,245	363,974	305,709
704 Salaries & Wages - Overtime	-	-	-	500
706 Salaries & Wages - Longevity	6,423	6,727	9,001	6,784
710 Fees & Per Diem	1,614	1,200	1,650	1,800
715 F.I.C.A.	25,350	24,813	28,550	23,906
717 Workers' Comp. Insurance	3,102	3,026	3,151	2,649
719 Health Insurance	93,122	92,029	96,770	82,568
720 Life, Dental & LTD Insurance	11,009	11,100	12,490	9,956
721 Pension	42,787	33,960	44,958	37,398
728 Office Supplies	2,716	3,079	3,700	3,700
729 Photo Copies	1,968	2,181	1,800	1,800
730 Postage	7,962	8,031	11,000	11,000
806 Contractual Services	1,832	2,699	45,000	50,000
862 Gasoline & Diesel	536	803	1,000	1,000
863 Vehicle Maintenance	917	1,285	2,000	2,000
903 Printing	525	504	1,000	1,000
911 Fleet Insurance	900	870	920	1,020
934 R & M Services - Other	10,554	10,713	11,000	12,000
957 Education & Training	2,987	1,703	5,000	4,600
959 Memberships & Dues	1,615	1,730	1,700	1,610
960 Meetings, Conf. & Seminars	-	672	1,200	1,200
970 Capital Outlay	749	902	1,500	2,500
Total Assessing Dept.	\$ 558,321	\$ 542,272	\$ 647,364	\$ 564,700
<i>Total FTEs</i>	5.0	5.0	5.0	4.0

Summary				
Personnel Services	525,060	507,100	560,544	471,270
Supplies	13,182	14,094	17,500	17,500
Services	13,828	15,201	59,000	65,000
Insurance	900	870	920	1,020
Education & Training	4,602	4,105	7,900	7,410
Capital Outlay	749	902	1,500	2,500
Total Assessing Dept.	\$ 558,321	\$ 542,272	\$ 647,364	\$ 564,700

TOWNSHIP HALL & GROUNDS FY 2020 BUDGET

Marcus Kirkpatrick
P/R/C/ Director

Martin Disbrow
Custodian 2

Chris Haase
Custodian 1

Anton Woods
Custodian 1



DELTA TOWNSHIP

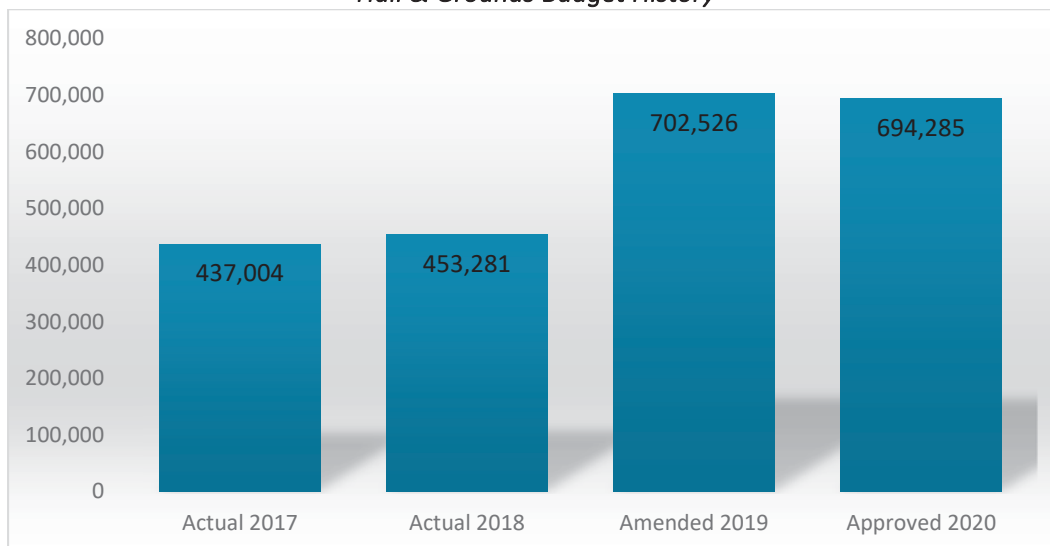
HALL AND GROUNDS

The Halls and Grounds activity, a division of the Parks, Recreation, and Cemeteries Department, is responsible for providing a clean, safe, and well-maintained environment for conducting township business for township employees and our residents. Staff will maintain all building floors, windows, ceilings, and lighting fixtures, as well as normal interior maintenance work. Staff shall also perform selected maintenance on landscaped areas, along with mowing and trimming selected areas around each building to keep the exterior of buildings clean and in good repair.

Goals

- To continue to properly maintain all Municipal building sites and parks through efficient scheduling of turf and landscape management.
- To continue to establish and/or upgrade preventative maintenance programs for all mechanical, electrical, and plumbing equipment.
- To continue to enhance the Township's beauty by landscape maintenance of trees around township facilities.
- To continue to provide Delta Township residents and employees clean and safe facilities to carry on their daily business.

Hall & Grounds Budget History



Objectives

- To expand the purchasing system to ensure the best pricing for quantities purchased of all paper and cleaning products required to maintain Township facilities.
- To expand the inventory control system which will aid in ordering and controlling the amount of supplies used to maintain Township facilities.
- To develop and improve the cleaning schedule of each building to ensure health and safety standards are being met.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Township Facilities Receiving Daily Housekeeping (Sq. Ft.)	55,700	55,700	55,700	55,700
Interior Preventive Maintenance Cycles	4	4	4	4
Exterior Preventive Maintenance Cycles	4	4	4	4
Percentage of Operation Costs to General Fund Total Budget	2.5%	2.5%	3.7%	3.6%

DELTA TOWNSHIP

**HALL & GROUNDS DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-265**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	129,900
703	Wages & Salaries - Temporary Seasonal Staff (29 hours @ 30 weeks x \$15.00/hr.).	13,050
704	Wages & Salaries - Overtime	3,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	4,092
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	10,875
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	3,748
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	17,862
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	4,028
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	15,720
724	Cleaning & Laundry	700

DELTA TOWNSHIP

**HALL & GROUNDS DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-265**

<u>Acct#</u>	<u>Description</u>		Approved 2020
776	Repair & Maintenance Supplies - Building		22,000
	Paper Products	8,500	
	Cleaning Supplies	5,500	
	Trash Bags	1,000	
	Paint & Wall Coverings	2,000	
	Floor Care Products	1,000	
	Electrical Supplies	2,000	
	Miscellaneous	2,000	
778	Repair & Maintenance Supplies - Equipment		2,000
780	Ground Maintenance Supplies		9,000
	Landscape Supplies	3,000	
	Fertilizer & Weed Control	1,000	
	Parking Lot Repairs	5,000	
806	Contractual Services		16,700
	Trash Removal (\$275/mo.)	4,000	
	Pest Control (4 buildings)	2,200	
	Window Cleaning	1,500	
	Elevators Maint. & Service - Admin. & Community Center	5,000	
	Alarm System Annual Maintenance	2,000	
	Fire System Annual Maintenance	2,000	
852	Telephone		32,950
	Zayo Phones and Internet Fiber - All Depts.	25,000	
	Comcast - Enrichment Center	3,600	
	TDS Metrocom	2,750	
	Verizon	1,000	
	AT&T	600	
854	Telephone Maintenance		1,000
862	Gasoline		1,000
863	Vehicle Maintenance		500

DELTA TOWNSHIP

**HALL & GROUNDS DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-265**

<u>Acct#</u>	<u>Description</u>	Approved 2020
911	Fleet Insurance	560
912	Liability Insurance	24,400
921	Electricity Electric service for five (5) buildings. Rate increased by 4%.	68,000
922	Heat Gas service for 5 buildings.	23,400
923	Sewer & Water	6,300
931	Repair & Maintenance - Building	51,000
	Administration Building	10,000
	Old Water Building	1,000
	Community Center	3,000
	Enrichment Center	20,000
	ADA Improvements	5,000
	Boiler Room Maintenance (Admin.)	2,000
	Sheriff's Building	10,000
933	Repair & Maintenance - Equipment	2,500
970	Capital Outlay	230,000
	Furniture, Tables, Chairs	5,000
	Administration Carpet, Painting and Stairways	8,000
	Elevator - Admin. Building Power Unit & Soft Start	32,000
	Administration Building Roof Replacement	150,000
	Administration Air Handler Return Motor Replacement	10,000
	Community Center Upgrades	10,000
	Building Security Enhancements	15,000
Total Twp. Hall & Grounds		\$ 694,285

DELTA TOWNSHIP

HALL & GROUNDS GENERAL FUND

DETAIL OF EXPENDITURES

Fiscal Year Ending December 31:

Township Hall & Grounds - 265

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	119,643	123,747	131,862	129,900
703 Salaries & Wages - Temporary	8,206	8,529	9,875	13,050
704 Salaries & Wages - Overtime	62	158	3,000	3,000
706 Salaries & Wages - Longevity	2,881	2,939	3,027	4,092
715 F.I.C.A.	10,052	10,377	11,024	10,875
717 Workers' Comp. Insurance	4,004	3,889	3,784	3,748
719 Health Insurance	17,095	17,345	17,724	17,862
720 Life, Dental & LTD Insurance	3,604	3,809	4,111	4,028
721 Pension	14,694	15,190	17,724	15,720
724 Uniform Allowance/Laundry	265	489	700	700
776 Building Maintenance Supplies	20,126	20,673	22,000	22,000
778 Equipment Maintenance Supplies	921	1,729	1,500	2,000
780 Grounds Maintenance Supplies	1,911	5,634	8,000	9,000
806 Contractual Services	14,272	18,384	91,000	16,700
852 Telephone	28,791	29,468	29,550	32,950
854 Telephone Maintenance	-	-	1,000	1,000
862 Gasoline & Diesel	319	542	1,000	1,000
863 Vehicle Maintenance	319	282	500	500
911 Fleet Insurance	500	480	505	560
912 Liability Insurance	21,266	20,800	21,840	24,400
921 Electricity	56,818	63,108	61,000	68,000
922 Heat	22,647	22,555	26,000	23,400
923 Sewer & Water	6,839	6,862	5,800	6,300
931 R & M Services - Building	29,448	30,787	51,000	51,000
933 R & M Services - Equipment	1,664	402	2,500	2,500
970 Capital Outlay	50,146	45,103	176,500	230,000
Total Twp. Hall & Grounds	\$ 437,004	\$ 453,281	\$ 702,526	\$ 694,285
<i>Total FTEs</i>	3.0	3.0	3.0	3.0

Summary				
Personnel Services	180,241	185,983	202,131	202,275
Supplies	23,542	29,067	33,200	34,700
Services	161,309	171,848	268,350	202,350
Insurance	21,766	21,280	22,345	24,960
Capital Outlay	50,146	45,103	176,500	230,000
Total Twp. Hall & Grounds	\$ 437,004	\$ 453,281	\$ 702,526	\$ 694,285

GENERAL FUND GENERAL ACTIVITY FY 2020 BUDGET

The General Activity cost center budgets for township expenses that are incurred for the township at-large, such as memberships in organizations in the name of the Township (Tri-County Regional Planning, Michigan Municipal League, Michigan Townships Association, etc.), legal fees incurred by the township, donations on behalf of the township, employee programs and activities, the township quarterly magazine, and other expenses incurred on that no single department is financially responsible for.



DELTA TOWNSHIP

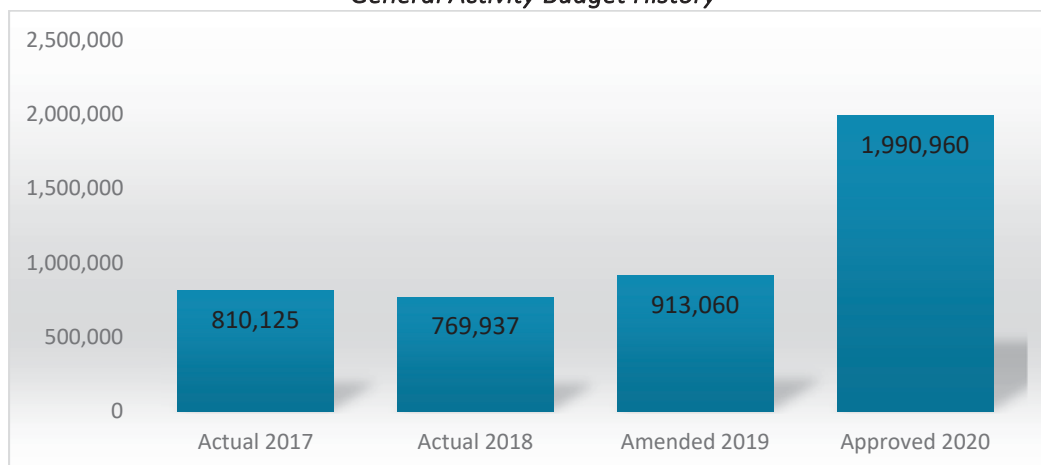
GENERAL ACTIVITY ADMINISTRATIVE SERVICES

As a separate accounting activity, a General Activity account was defined to include expenses for those items that are essentially all-purpose, township-wide benefit, or expenses that should not be specifically assigned to a single cost center. Some examples of such expenses would be the Delta Township Magazine which is published on a quarterly basis, memberships to organizations on behalf of the Township, i.e., the Michigan Municipal League, Michigan Townships Association, and Tri-County Regional Planning, etc.

Goals

- To provide for the costs of memberships and dues on behalf of the township as a whole.
- To provide for the multiple printed and digital publications featuring programs, activities, and information concerning the township to its residents.
- To participate in funding community based events.
- To accommodate other expenses that are not specifically associated with a particular department, i.e., legal expenses on behalf of the township, employee benefit expenses, and donations as determined by Board adopted policy, etc.
- To provide additional mailings designed to educate the public at large.

General Activity Budget History



Objectives

- To fund other post-employment benefit costs.
- Publish and distribute the quarterly Delta Magazine and Semi-Annual Delta Now! to township residents.
- Publish and distribute monthly emailed newsletters and other timely emailed notifications.
- Publish and distribute two additional mailings to educate Delta residents on efforts by the Township to enhance quality of life.

OUTPUT INDICATORS	2017	2018	2019	2020
Percentage of Operation Costs to the General Fund Total Budget	9.0%	4.3%	4.8%	4.4%

DELTA TOWNSHIP

**GENERAL ACTIVITY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-272**

<u>Acct#</u>	<u>Description</u>		Approved 2020
710	Fees & Per Diem		360
	Non-Discrimination Committee per diem.		
719	Health Insurance		445,000
	Retiree Health Insurance Premiums	290,000	
	OPEB Contribution	150,000	
	Wellness Program	5,000	
730	Postage		25,000
	Expenses for Delta Magazine and Delta Now mailings.		
740	Operating Supplies		27,000
	Delta Community Awards (check deferred revenue)	5,000	
	Employee Appreciation/Service Awards	7,000	
	Delta Senior Council	1,000	
	Wellness Employee Events	2,000	
	Delta Promotional/Branding Items	4,000	
	Coffee	2,000	
	Employee Retreats	6,000	
806	Contractual Services		30,000
	Delta fireworks.		
808	Legal Fees		85,000
903	Printing		41,000
	Delta Magazine and Delta Now	33,000	
	Digital Media	8,000	
959	Memberships & Dues		53,100
	Michigan Municipal League	7,100	
	Tri-County Regional Planning	22,000	
	Visitors and Convention Bureau	400	
	DeltaSide Business Association	200	
	Lansing Area Safety Council	1,000	
	Lansing Regional Chamber & Lansing Safety Council	450	
	Michigan Township Association	6,700	
	Lansing Economic Area Partnership	15,000	
	MiDeal & Protec	250	

DELTA TOWNSHIP

GENERAL ACTIVITY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-272

<u>Acct#</u>	<u>Description</u>	<u>Approved 2020</u>
962	Contributions	14,500
	Meals-On-Wheels	5,000
	211	2,500
	Deltaside Business Expo	2,000
	Neighborhood Beautification Grants	5,000
970	Capital Outlay	120,000
	Grand Woods park payment (year 5 of 5).	
999	Appropriation Transfer to Capital Projects Fund	1,150,000
<i>Total General Activity</i>		<u><u>\$1,990,960</u></u>

DELTA TOWNSHIP

GENERAL ACTIVITY GENERAL FUND

DETAIL OF EXPENDITURES

Fiscal Year Ending December 31:

General Activity - 272

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
710 Fees & Per Diem	120	200	360	360
719 Health Insurance	472,719	457,096	533,000	445,000
730 Postage	17,661	17,579	20,000	25,000
740 Operating Supplies	9,688	9,252	23,000	27,000
806 Contractual Services	26,835	27,241	27,500	30,000
808 Legal Fees	69,132	52,515	85,000	85,000
903 Printing	25,333	28,332	33,200	41,000
959 Memberships & Dues	60,318	54,222	56,500	53,100
962 Contributions	7,000	3,500	14,500	14,500
970 Capital Outlay	120,029	120,000	120,000	120,000
991 Appropriation Transfer to Cap. Proj.	-	-	-	1,150,000
<i>Total General Activity</i>	\$ 810,125	\$ 769,937	\$ 913,060	\$ 1,990,960

<i>Summary</i>				
Personnel Services	472,839	457,296	533,360	445,360
Supplies	28,639	26,831	43,000	52,000
Services	128,300	111,588	160,200	170,500
Education & Training	60,318	54,222	56,500	53,100
Capital Outlay/Debt	120,029	120,000	120,000	1,270,000
<i>Total General Activity</i>	\$ 810,125	\$ 769,937	\$ 913,060	\$ 1,990,960

CEMETERIES FY 2020 BUDGET

There are two cemeteries within the Township. Both cemeteries are professionally maintained and operated by the Parks, Recreation and Cemeteries Department.

Delta Center Cemetery is located on St. Joe Hwy. east of Canal Road (7301 West St. Joe Highway). The Hillside Cemetery is located on Delta River Drive east of Webster Street (6415 Delta River Drive).

The Parks, Recreation & Cemeteries Department share management responsibilities with the Clerk's Office. The division is responsible for burials and ground maintenance, foundations, and the showing of plots for purchase, while the Clerk's Office handles the official recordkeeping, deeds, purchases, transfers, and the like.

A complete system of ownership and burial records is maintained at the Township's Administration Building. All information concerning the cemeteries including records, purchasing procedure, rules and regulations, arrangements and cost of interment services, perpetual care, and other services are available.



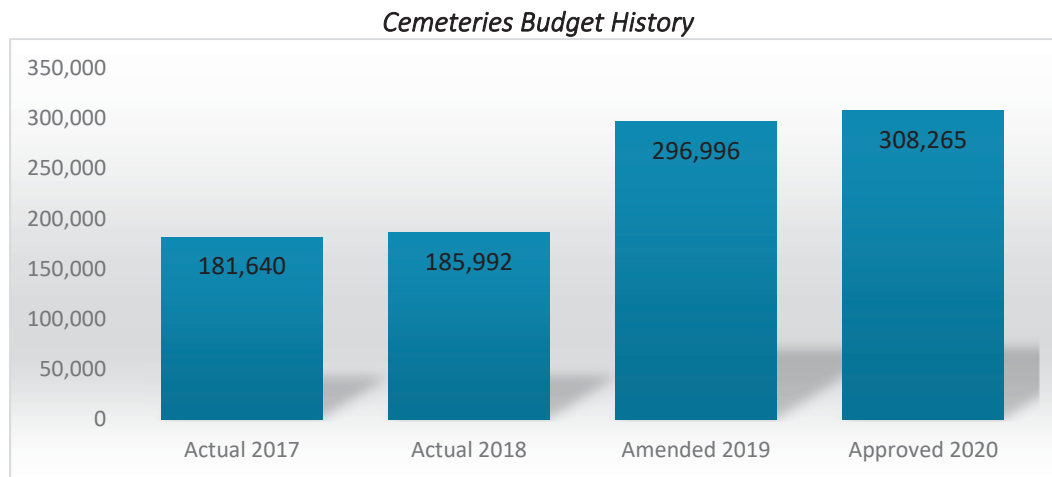
DELTA TOWNSHIP

CEMETERIES

The Parks, Recreation, and Cemeteries Department perform all facets of cemetery maintenance and operation in a professional, courteous manner; and provide complete cemetery service at the time of need.

Goals

- To continue to operate all facets of the Cemetery operations in a professional and courteous manner.



Objectives

- To perform all cemetery maintenance and operation of both Delta Center and Hillside Cemeteries.
- To develop an identification system for all grave sites.
- To coordinate and work with funeral directors who are serving clients.
- To open/close graves and set up graveside services at the time of need.
- To provide a more seamless system in lot purchasing and monument installation for residents.
- To provide master plans for Delta Center and Hillside Cemeteries.

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Burials	73	65	60	60
Cemetery Plots Sold	78	68	60	60
Percentage of Operation Costs to General Fund Total Budget	1.1%	1.0%	1.6%	1.6%

DELTA TOWNSHIP

**CEMETERIES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-276**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	111,440
703	Wages & Salaries - Temporary Temporary workers (2 @ 29 hrs. for 25 wks. x \$15.00/hr.).	26,100
704	Wages & Salaries - Overtime An attempt will be made to limit overtime which will be granted only with prior approval.	3,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	3,360
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	10,275
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	4,692
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	27,823
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	3,350
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	13,785

DELTA TOWNSHIP

**CEMETERIES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-276**

<u>Acct#</u>	<u>Description</u>		Approved 2020
740	Operating Supplies		9,000
	Cremation Vaults	4,000	
	Cremation Plaques for Scatter Garden (to be sold)	2,500	
	Miscellaneous	2,500	
759	Tools		1,000
776	Repair & Maintenance Supplies - Building		5,000
	Carpet and paint for chapel at Delta Center.		
778	Repair & Maintenance Supplies - Equipment		5,000
	Lowering device.		
780	Repair & Maintenance - Grounds		7,000
	Fertilizer, Weed, and Pest Control	3,000	
	Foundation Cement	1,500	
	Grass Seed and Mulch	500	
	Miscellaneous	2,000	
806	Contractual Services		5,300
	Tree Trimming and Stump Removal	1,000	
	Software Fees	1,000	
	Miscellaneous	3,300	
852	Telephone		600
862	Gasoline		3,000
863	Vehicle Maintenance		3,000
911	Fleet Insurance		1,020
921	Electricity		1,900
923	Sewer & Water		320

DELTA TOWNSHIP

CEMETERIES
LINE ITEM DESCRIPTIONS
ACCOUNT #101-276

<u>Acct#</u>	<u>Description</u>	<u>Approved 2020</u>
933	Repair & Maintenance - Equipment	1,000
942	Rentals	500
959	Memberships and Dues	100
960	Meetings and Conferences	700
970	Capital Outlay	60,000
	Mower Replacement Program	15,000
	Delta Center Retaining Wall, Sidewalk & Fence	45,000
<i>Total Cemeteries Division</i>		<u>\$ 308,265</u>

DELTA TOWNSHIP

**CEMETERIES GENERAL FUND
DETAIL OF EXPENDITURES
Fiscal Year Ending December 31:**

Cemeteries - 276

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	83,357	85,769	97,590	111,440
703 Salaries & Wages - Temporary	21,641	22,394	24,895	26,100
704 Salaries & Wages - Overtime	346	-	3,000	3,000
706 Salaries & Wages - Longevity	2,430	2,479	2,784	3,360
715 F.I.C.A.	8,007	8,262	9,180	10,275
717 Workers' Comp. Insurance	4,665	4,077	3,974	4,692
719 Health Insurance	7,118	7,153	8,862	27,823
720 Life, Dental & LTD Insurance	2,003	2,106	2,261	3,350
721 Pension	10,268	10,550	12,030	13,785
740 Operating Supplies	3,445	4,009	9,000	9,000
759 Tools	1,324	448	1,000	1,000
776 Building Maintenance Supplies	136	604	5,000	5,000
778 Equipment Maintenance Supplies	2,675	4,830	13,500	5,000
780 Grounds Maintenance Supplies	8,855	11,054	7,000	7,000
806 Contractual Services	3,576	3,594	5,300	5,300
852 Telephone	602	601	600	600
862 Gasoline & Diesel	627	3,250	2,500	3,000
863 Vehicle Maintenance	3,034	600	3,000	3,000
911 Fleet Insurance	900	875	920	1,020
921 Electricity	1,472	1,695	1,700	1,900
923 Sewer & Water	281	299	300	320
933 R & M Services - Equipment	739	-	1,000	1,000
942 Rentals - Equipment	-	350	1,000	500
959 Memberships & Dues	-	-	100	100
960 Meetings, Conf. & Seminars	-	414	500	700
970 Capital Outlay	14,139	10,579	80,000	60,000
Total Cemeteries	\$ 181,640	\$ 185,992	\$ 296,996	\$ 308,265
<i>Total FTEs</i>	1.5	1.5	2.0	2.0

Summary				
Personnel Services	139,835	142,790	164,576	203,825
Supplies	17,062	24,195	38,000	30,000
Services	9,704	7,139	12,900	12,620
Insurance	900	875	920	1,020
Education & Training	-	414	600	800
Capital Outlay	14,139	10,579	80,000	60,000
Total Cemeteries	\$ 181,640	\$ 185,992	\$ 296,996	\$ 308,265

DELTA PATROL EATON COUNTY SHERIFF FY 2020 BUDGET

The Township contracts with the Eaton County Sheriff's Department for police protection. This agreement provides Delta Patrol with 35 employees, housed in a sub-station in the township's administration complex.



DELTA TOWNSHIP

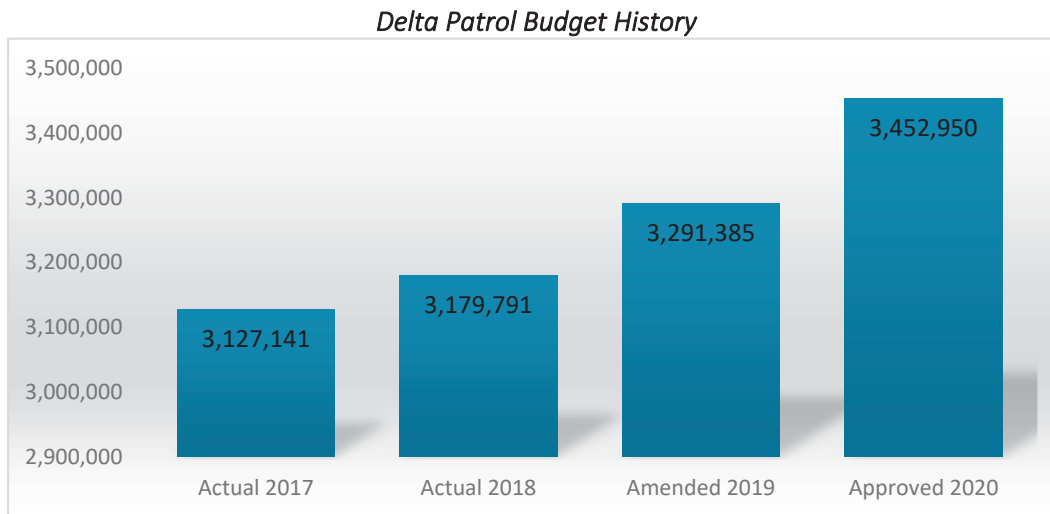
DELTA PATROL, EATON COUNTY SHERIFF'S OFFICE

Delta Township contracts with the Eaton County Sheriff's Office for police protection. This contract establishes the Delta Patrol, which is housed within the Administration Complex of Delta Township.

Delta Patrol is responsible for ensuring the safety of the community, investigating all criminal and civil complaints received and follows through with prosecution if warranted. Delta Patrol is also responsible for enforcing all traffic laws, with an emphasis on the school zones in Delta Township, responds to and investigates all traffic accidents reported, and has a Community Services Deputy assigned to work closely with school officials as well as the community, to solve problems that arise daily.

Goals

- To enforce compliance with State laws, traffic laws, and local ordinances; and to arrest or cite violators as necessary.
- To provide a safe environment for vehicle and pedestrian traffic, by implementing effective traffic safety strategies and providing traffic/pedestrian safety information.
- To provide prompt, efficient service when public requests are received.
- To input report information into a computer database in compliance with State and Federal guidelines.
- To properly receive, record, and store property and criminal evidence.
- To build a new Delta Patrol Sub-Station that will be advantageous to the public, deputies, and township employees.



Objectives

- Reduce the number of traffic crashes in Delta Township by 10% through directed patrols and enforcement, and community education.

DELTA TOWNSHIP

- Increase commercial motor vehicle inspections by 10% to ensure the safety of motorists traveling in Delta Township and preserve the infrastructure of the roadway.
- Increase efforts to provide information to the Delta Township community regarding traffic safety and crime prevention services through the use of education presentations, internet, and social media such as Facebook.
- Increase the number of bicycle patrol hours by 10% in Delta Township neighborhoods, parks, and pathways.
- Provide for efficient, effective cooperation and response to incidents/events where two or more public safety agencies are required through joint training and pre-operational planning.

OUTPUT INDICATORS	2017	2018	ESTIMATED 2019	TARGET 2020
Total Number of Service Calls	17,568	17,456	16,740	17,000
Traffic Encounters	7,483	5,595	5,800	6000
Traffic Crashes	1,304	1,198	1,100	1000
Total Number of Commercial Motor Vehicle Inspections	149	115	125	150
Bicycle Patrol Hours	200	100	147	160
Number of Facebook Followers	11,275	12,560	14,044	15,500
Percentage of Operation Costs to General Fund Total Budget	18.1%	17.2%	17.2%	18.0%

DELTA TOWNSHIP

**SHERIFF ACTIVITY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-301**

<u>Acct#</u>	<u>Description</u>		Approved 2020
729	Photo Copies		400
740	Operating Supplies		2,500
	Scale calibration and coffee expense.		
806	Contractual Services		84,500
	School Crossing Guards	20,000	
	Eaton County Road Crew	60,000	
	Speed Sign Software Support	4,500	
807	Sheriff's Contract		3,343,000
	Contract payments to Eaton County.		
852	Telephone		1,200
921	Electricity		15,700
	4% Rate increase.		
922	Heat		1,800
923	Sewer and Water		1,350
970	Capital Outlay		2,500
<i>Total Sherriff Activity</i>			<u><u>\$ 3,452,950</u></u>

DELTA TOWNSHIP

SHERIFF ACTIVITY GENERAL FUND

DETAIL OF EXPENDITURES

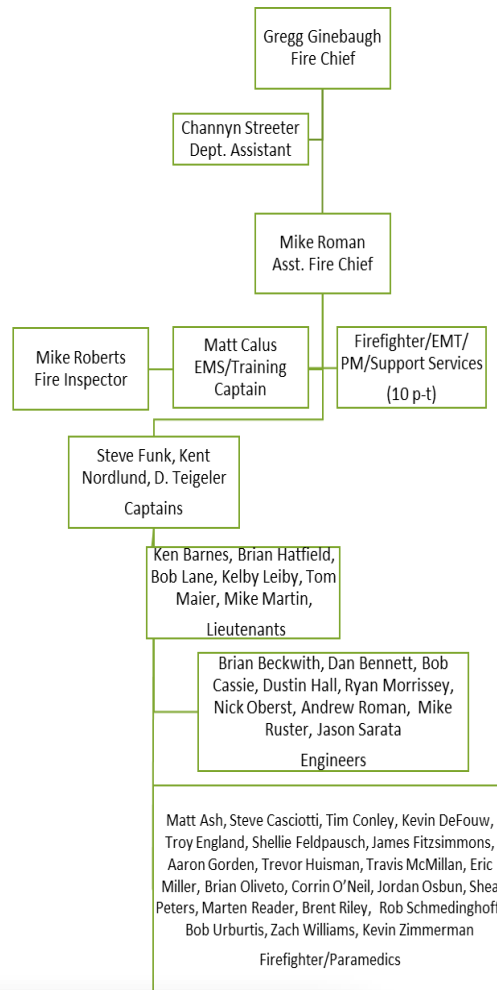
Fiscal Year Ending December 31:

Sheriff Activity - 301

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
728 Office Supplies	-	-	250	-
729 Photo Copies	312	252	400	400
740 Operating Supplies	1,049	997	2,500	2,500
806 Contractual Services	54,390	71,682	84,600	84,500
807 Sheriff Contract	3,055,080	3,087,168	3,184,435	3,343,000
852 Telephone	1,140	1,164	1,150	1,200
921 Electricity	11,292	14,627	13,000	15,700
922 Heat	1,457	1,252	1,800	1,800
923 Sewer & Water	1,024	1,185	1,250	1,350
931 R & M Services - Building	1,247	1,464	-	-
970 Capital Outlay	-	-	2,000	2,500
<i>Total Sheriff Activity</i>	\$ 3,127,141	\$ 3,179,791	\$ 3,291,385	\$ 3,452,950

<i>Summary</i>				
Supplies	1,511	1,249	3,150	2,900
Services	3,125,630	3,178,542	3,286,235	3,447,550
Capital Outlay	-	-	2,000	2,500
<i>Total Sheriff Activity</i>	\$ 3,127,141	\$ 3,179,791	\$ 3,291,385	\$ 3,452,950

FIRE-EOC-LGRFA FY 2020 BUDGET



DELTA TOWNSHIP

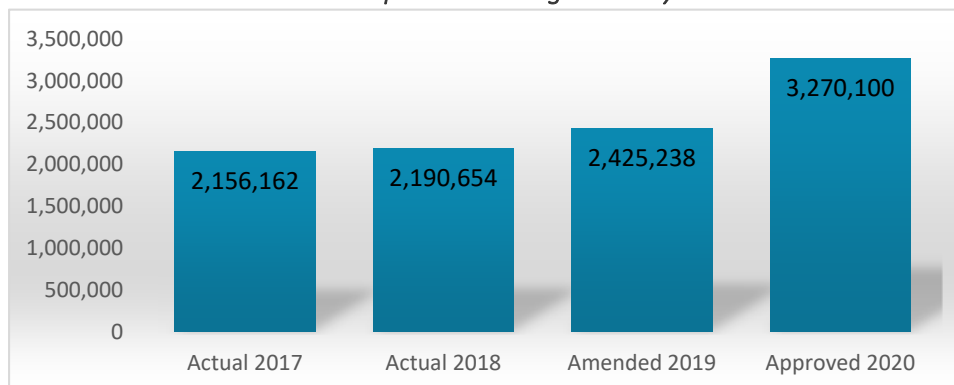
FIRE DEPARTMENT

The Delta Township Fire Department provides definitive fire protection, emergency medical services, and Emergency Management operations for the Delta Township community. The Delta Township Fire Department is charged with the preservation of life, property and to protect the environment; to promote public safety; and foster economic growth through customer service; leadership; professional development; emergency management and actions, as an all risk, all hazards life safety response provider.

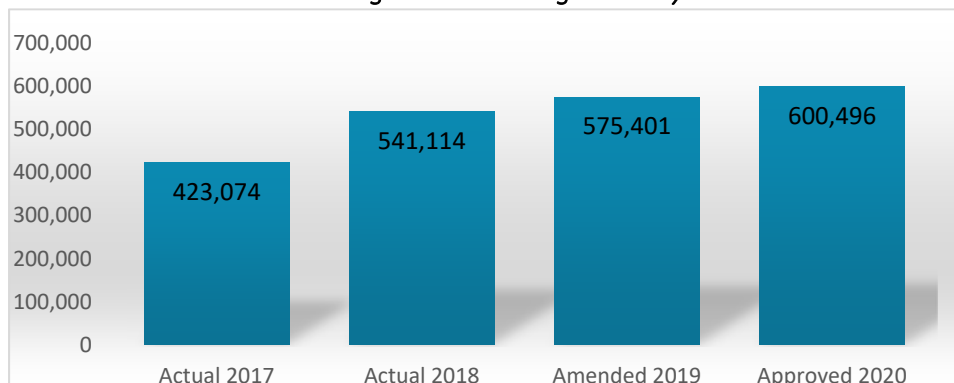
Goals

- To provide a professional level of fire response by protecting lives, conserving property, mitigating emergencies from fire, and be conservators of our natural resources.
- To provide the highest quality of advanced medical life support delivery to minimize the effects of medical and traumatic emergencies.
- To develop, deliver, evaluate, and document training of fire department staff which meets or exceeds federal, state, and local requirements and needs.
- To provide data driven community risk reduction and prevention through public education, fire inspections, and fire investigations.
- To effectively and economically manage the Emergency Operations Center by training staff, raising public awareness and education, increasing resiliency, and recovering from disaster.
- To work together as a team with all Delta Township departments, employees, elected officials and our customers.
- To promote Succession Planning by officer development, mentoring and training, and by using the Leadership Challenge model of, "Model the Way: Inspire a Shared Vision; Challenge the Process: Enable Others to Act, and Encourage the Heart."

Fire Department Budget History



Looking Glass Fire Budget History



DELTA TOWNSHIP

Objectives

- Response and Operations (Goals #1 and #2)
 - Evaluate Fire/EMS service delivery benchmarks, established department standards, and measurements for continued improvement.
 - Enhance employee fitness and mental well-being.
 - Evaluate historical injuries and firefighter data.
 - Develop injury prevention programs with shift trainers.
 - Develop and standardize the Peer-to-Peer Support Network.
 - Train and promote emotional wellness, including the use of specialized EAP service agency.
 - Heighten the awareness to fire department Chaplains and the support they provide.
 - Continue to be good stewards of township assets by improving and maintaining infrastructure, buildings, equipment and apparatus.
 - Replace Engine 431.
 - Replace two ambulances.
 - Purchase battery operated extrication tools for Station's 1 & 3.
 - Evaluate and update vehicle and apparatus replacement schedule (CIP).
 - Replace Tanker 415.
 - Explore opportunities for additional areas of collaboration for potential methods of raising service while lowering cost.
 - Evaluate and Improve LGRFA Shared Service Operations.
 - Develop and Implement an Eaton County MABAS Division.
 - Develop and implement a Memo of Understanding with the Eaton County Emergency Management.
- Training (Goal #3)
 - Enhance the knowledge, skills and abilities of personnel to support department programs and services using national and state certification standards.
 - Training specific to department mission.
 - Enforce minimum performance, training expectations, and certifications required of all department personnel.
 - Maintain annual required refresher training.
 - Facilitate the ability of personnel to receive training and education by utilizing hands-on, computer-based, and external locations.
 - Maintain and evaluate a daily training curriculum for all fire department personnel.
 - Enhance and support the development and implementation of regional based training programs.
 - Continue and encourage the use of the joint Delta Township/Lansing Community College live fire training facility.
 - Engage mutual aid partners in developing and presenting training programs to ensure uniformity of operations, knowledge of equipment, and personnel familiarity.
 - Identify and apply for possible grant opportunities for regional training, as well as departmental training.
 - Improve participation in regional technical rescue and hazmat to ensure personnel maintain proficiency and reduce cost.

DELTA TOWNSHIP

- Promote and support national educational & training opportunities.
 - Encourage participation in DHS/FEMA funded training at the National Fire Academy, Emergency Management Institute, Consortium of National Domestic Preparedness and Eastern Michigan University's Executive Fire Officer Staff & Command program.
- Community Risk Reduction and Prevention (Goal #4)
 - Conduct a high-performance fire inspection and plan review process.
 - Update the High-Risk Occupancy List.
 - Update the Company Level Fire Inspection Program.
 - Conduct fire inspections for 100% of the High-Risk Occupancies.
 - Complete 75% of Re-inspections for High Risk Occupancies.
 - Complete plan reviews for all new construction and remodels within 14 calendar days of receipt of plans 80% of the time.
 - Strive for a Delta Township Business License registry for accurate tenant occupancy and hazard database, to comply with the State of Michigan Bulletin 9.
 - Maintain quality fire investigations.
 - Ensure a complete fire investigation of all fires.
 - Use the scientific method, scientific research, and testing for reliable determinations.
 - Continue the youth fire prevention and intervention program.
 - Advertise the YFPI program for awareness of the program as a community resource.
 - Ensure the completion of the entire program for youth referred to the program.
 - Continue the delivery of NFPA's Remembering When safety program for older adults.
 - Deliver high quality fire and life safety public education.
 - Continue improvement to the fire department website for easier navigation and to include specific fire prevention information.
 - Identify hazards and develop programming to target those hazards.
 - Make 4,500 contacts through public fire and life safety education.
- Emergency Operations (Goal #5)
 - Provide training for designated EOC township staff in Incident Command, Operations, and documentation (MI-CIMS).
 - Provide National Incident Management System (NIMS) and Incident Command System (ICS) Overview for Senior Officials training.
 - Create a communications calendar with monthly community outreach for emergency preparedness (in conjunction with fire prevention).
 - Create and test a monthly notification system to alert EOC Staff.
 - The Delta Township Fire Department provides definitive fire protection, emergency medical service, and Emergency Management operations for the Delta Township community. The Fire Department is charged with emergency response, firefighter training, community risk reduction, and management of the Emergency Operations Center.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Fire Inspections	675	800	810	815
Plan Reviews: Turn-Around Time	10 days	10 days	10 days	8 days
Average EMS Response Time in Minutes (<i>PRIORITY 1 MEDICALS</i>) Notification to Arrival – Delta Township	05:30	05:30	05:08	05:00
Fire Response Time – Average Minutes Response Time Per Alarm (Notified to First Arriving Apparatus) – Delta Township	05:30	05:30	06:32	05:30
Average EMS Response Time in Minutes (<i>PRIORITY 1 MEDICALS</i>) Notification to Arrival – Looking Glass Regional Fire Authority	09:30	09:30	09:38	09:30
Fire Response Time – Average Minutes Response Time Per Alarm (Notification to First Arriving Apparatus) – Looking Glass Regional Fire Authority	09:30	09:30	08:43	08:43
Overtime Costs for Metro Training	\$4,500	\$10,000	\$10,000	\$10,000
Fire Runs	1,800	1,890	2,004	2,123
EMS Runs	5,430	5,700	6,042	6,404
Work Related Injuries	10	N/A	10	0
Training Hours – Department Wide	7,100	7,000	7,000	7,000
Percentage Operation Costs to General Fund Total Budget – Fire	12.3%	12.2%	12.7%	17.1%
Percentage Operation Costs to General Fund Total Budget – Looking Glass Fire	2.5%	3.0%	3.0%	3.1%
Percentage Operation Costs to General Fund Total Budget – EOC	0.1%	0.1%	0.1%	0.1%

DELTA TOWNSHIP

**FIRE DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336**

Acct#	Description	Approved 2020
702	Salaries & Wages - Regular	1,235,500
703	Salaries & Wages - Temporary Support services 25 hours bi-weekly.	25,000
704	Salaries & Wages - Overtime	75,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	36,750
715	F.I.C.A. The Township contributes 7.65% of the employees' wages.	98,500
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	50,692
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	246,540
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	31,580
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time non-bargaining employee and 12.17% for each bargaining unit employee. Bargaining unit employees contribute to MERS based upon actuarial valuations.	148,870
723	Food Allowance A contractual item negotiated with the firefighters union for full-time employees only.	7,113

DELTA TOWNSHIP

**FIRE DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336**

Acct#	Description	Approved 2020
724	Uniform Allowance Annual uniforms including est. 10% cost increase & dress uniform (50%).	14,000
728	Office Supplies	1,300
729	Photo Copies	400
730	Postage Violation letters and certified for Fire Alarms/Open Burning ordinance change.	1,250
731	Publications	400
740	Operating Supplies	62,655
	Ladder Safety Belts - 14 (7 per aerial)	2,800
	Replacement Fire Hose	5,000
	SCBA Masks & Voice Amplifiers (8 ea.)	2,000
	Cal Gas/Sensors	1,500
	Coffee, Equipment, Cable, Fire Ext.	2,500
	Rehab & Scene Supplies	1,500
	Small PPE (Hoods, Gloves, Boots)	12,000
	Replace 15 Sets of Turnout Gear (50%)	22,500
	45 Stream light LED Flashlights & Bank Chargers (50%)	2,500
	12 Replacement Helmets & Shields (50%)	2,000
	Non-Leather Radio Strap & Pouch (50%)	2,900
	EMS Bag Replacements (50%)	1,600
	Monitor Cases, Blood Pressure Cuffs, Cable Replacements (50%)	2,500
	Rope and Carabiners	1,355
740.03	Operating Supplies - Fire Training Facility Hay, miscellaneous and other training supplies.	2,000
759	Tools Tools and hose cutter.	800
776	Repair & Maintenance Supplies - Building	5,000

DELTA TOWNSHIP

**FIRE DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336**

Acct#	Description		Approved 2020
778	Repair & Maintenance Supplies - Equipment		6,500
	SCBA Units and Air Cylinder Maintenance	4,000	
	Station & Equipment Maintenance	2,500	
806	Contractual Services		26,500
	Alarm Monitoring and Pest Control	2,000	
	Fire Stats, Image Trend, Target Solutions (50%)	12,000	
	Other - RAFT, Tenzinga	2,500	
	New Hire Physicals and Testing's	10,000	
851	Radio Maintenance		5,000
852	Telephone		10,000
861	Mileage		300
	Employee mileage reimbursement for travel between stations per contract.		
862	Gasoline		22,000
863	Vehicle Maintenance		90,000
881	Fire Prevention		12,000
903	Printing		600
911	Fleet Insurance		14,800
912	Liability Insurance		10,600
921	Electricity		22,200
922	Heat		9,000
923	Sewer and Water		3,300

DELTA TOWNSHIP

**FIRE DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336**

Acct#	Description	Approved 2020
931	Repair & Maintenance - Building	26,300
	Routine/Preventative Maintenance (1/2)	5,000
	Replace Apparatus Bay Ceiling Fan Station #1	3,000
	Station #1 Driveway Expansion Joint Repair	7,200
	Floor Repairs/Sealing Station #1 Kitchen, Dining, Halls, Closets	3,600
	EMS Supply Room Remodel/Reorganization	7,500
933	Repair & Maintenance - Equipment	10,000
	Fire Hose and Ladder Testing	4,000
	Misc. Equipment Repairs	6,000
934	Repair & Maintenance - Other	1,000
957	Education & Training	43,500
	Target Solutions (1/2)	6,200
	Fire Instructor II	3,600
	Tech Rescue Operations	5,000
	Blue Card Incident Command Renewal	3,200
	Blue Card Instructor	6,000
	Blue Card Instructor Renewal	2,500
	Fire Instructor I Class	3,600
	HAZMAT Tech Class for 3	2,400
	Outside training as allowed by contract	6,000
	ISFSI Live Fire Instructor	5,000
959	Memberships & Dues	4,000
	NFPA, IAAI, MFIS (Fire Inspector & 3 Shift Inspectors)	1,000
	Professional Memberships - Chief & A/C, NFPA Codes	2,000
	Fire Insp. & Fire Invest Certifications (3 yrs.) for Insp & Shift Insp.	1,000
960	Meetings, Conferences & Seminars	13,150
	Fire Inspector Conferences	2,200
	MI Chiefs Association	1,600
	FRI Conference for Chief	1,950
	North American Active Violence Conference	1,000
	MCRA, MEMA, MI Fire Inst, MI HazMat, EMS IC	6,400

DELTA TOWNSHIP

FIRE DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336

<u>Acct#</u>	<u>Description</u>	<u>Approved 2020</u>
970	Capital Outlay	741,000
	Replace 401	50,000
	Replace Engine 431	600,000
	Computer/Modem Replacement	10,000
	Replacement Surface Laptop for Chief, Asst. Chief & Fire Insp.	6,000
	Swift Water Rescue Equipment (suits, PFT's, Ropes, Helmets)	10,000
	Battery Powered Extrication Tools/Equipment	45,000
	Grant Matching Funds for Equipment Grants	20,000
	Total Fire Activity	\$3,270,100

DELTA TOWNSHIP

**FIRE GENERAL FUND
DETAIL OF EXPENDITURES**
Fiscal Year Ending December 31:

Fire Department - 336

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	1,007,427	1,040,150	1,166,140	1,235,500
703 Salaries & Wages - Temporary	10,250	18,362	17,000	25,000
704 Salaries & Wages - Overtime	65,537	63,600	75,000	75,000
706 Salaries & Wages - Longevity	28,064	32,904	33,815	36,750
715 F.I.C.A.	83,875	84,943	93,615	98,500
717 Workers' Comp. Insurance	52,424	53,309	53,693	50,692
719 Health Insurance	233,114	230,982	269,326	246,540
720 Life, Dental & LTD Insurance	27,521	32,109	32,464	31,580
721 Pension	108,660	112,100	125,515	148,870
723 Food Allowance	6,964	6,851	7,500	7,113
724 Uniform Allowance/Laundry	13,457	8,380	11,000	14,000
728 Office Supplies	1,201	1,420	1,300	1,300
729 Photo Copies	167	167	400	400
730 Postage	703	637	1,250	1,250
731 Publications	776	399	400	400
740 Operating Supplies	52,144	38,516	32,600	62,655
740.025 Fire Training Facility - Supplies	-	68	2,000	2,000
759 Tools	92	187	500	800
776 Building Maintenance Supplies	4,583	5,803	5,000	5,000
778 Equipment Maintenance Supplies	3,759	4,915	6,500	6,500
806 Contractual Services	15,494	17,253	12,500	26,500
851 Radio Maintenance	4,394	4,704	5,000	5,000
852 Telephone	9,768	9,715	9,000	10,000
861 Mileage	148	343	300	300
862 Gasoline & Diesel	14,852	23,802	20,000	22,000
863 Vehicle Maintenance	85,144	83,655	80,000	90,000
881 Fire Prevention	9,574	10,220	11,000	12,000
903 Printing	355	701	600	600
911 Fleet Insurance	13,000	12,600	13,300	14,800
912 Liability Insurance	9,300	9,015	9,470	10,600
921 Electricity	17,997	19,987	21,000	22,200
922 Heat	7,415	7,849	12,000	9,000
923 Sewer & Water	4,513	4,202	3,000	3,300
931 R & M Services - Building	17,086	16,543	10,500	26,300
933 R & M Services - Equipment	12,270	12,883	3,000	10,000
934 R & M Services - Other	533	4,800	1,000	1,000

DELTA TOWNSHIP

**FIRE GENERAL FUND
DETAIL OF EXPENDITURES**
Fiscal Year Ending December 31:

Fire Department - 336

Acct #		Actual 2017	Actual 2018	Amended 2019	Approved 2020
943	Rentals - Hydrant	145,110	145,670	146,000	155,000
957	Education & Training	28,299	19,811	41,100	43,500
959	Memberships & Dues	3,150	2,403	3,750	4,000
960	Meetings, Conf. & Seminars	4,545	2,442	4,300	13,150
970	Capital Outlay	57,252	46,254	265,580	741,000
	Total Fire Department	\$ 2,156,162	\$ 2,190,654	\$ 2,607,418	\$ 3,270,100
	<i>Total FTEs</i>	22	17.5	17.5	17.5

Summary					
Personnel Services	1,623,836	1,675,310	1,874,068	1,955,545	
Supplies	87,127	84,637	81,250	116,605	
Services	184,543	192,512	168,600	215,900	
Insurance	22,300	21,615	22,770	25,400	
Education & Training	35,994	24,656	49,150	60,650	
Capital Outlay	57,252	46,254	265,580	741,000	
Grants and Other	145,110	145,670	146,000	155,000	
Total Fire Department	\$ 2,156,162	\$ 2,190,654	\$ 2,607,418	\$ 3,270,100	

DELTA TOWNSHIP

**EMERGENCY OPERATIONS CENTER (EOC)
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336.344**

<u>Acct#</u>	<u>Description</u>	Approved 2020
740	Operating Supplies	500
806	Contractual Services	25,620
	First2Warn Weather Application	300
	Call EM all EOC Alerting	100
	Update Encoder, FCM Controller, Install/Optimize 13 FC Boards and reprogram 2 Existing FC Boards (updating tornado warning sirens)	25,220
852	Telephone	500
	Emergency use phones (EOC Activation Only).	
921	Electricity	6,500
960	Meetings, Conferences & Seminars	700
Total Emergency Operations Center (EOC)		\$ 33,820

DELTA TOWNSHIP

**EMERGENCY OPERATIONS CENTER (EOC) GENERAL FUND
DETAIL OF EXPENDITURES**

Fiscal Year Ending December 31:

Emergency Operations - 336.344

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
740 Operating Supplies	3,996	706	500	500
806 Contractual Services	8,432	6,710	6,400	25,620
852 Telephone	-	-	500	500
921 Electricity	5,746	6,498	5,000	6,500
960 Meetings, Conf. & Seminars	26	173	500	700
970 Capital Outlay	-	3,886	3,500	-
<i>Total EOC Activity</i>	\$ 18,200	\$ 17,973	\$ 16,400	\$ 33,820

<i>Summary</i>				
Supplies	3,996	706	500	500
Services	14,204	13,381	12,400	33,320
Capital Outlay	-	3,886	3,500	-
<i>Total EOC Activity</i>	\$ 18,200	\$ 17,973	\$ 16,400	\$ 33,820

DELTA TOWNSHIP

**LOOKING GLASS (LGRFA)
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336.333**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	375,970
704	Salaries & Wages - Overtime	20,000
706	Salaries & Wages - Longevity Longevity is paid annually to full-time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	2,882
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	28,990
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate workers' compensation rate per \$100 of wages paid.	16,556
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	62,560
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	8,427
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time non-bargaining employee and 12.17% for each bargaining unit employee. Bargaining unit employees contribute to MERS based upon actuarial valuations.	45,361
723	Food Allowance A contractual item negotiated with the firefighters union for full-time employees only.	3,750

DELTA TOWNSHIP

**LOOKING GLASS (LGRFA)
LINE ITEM DESCRIPTIONS
ACCOUNT #101-336.333**

<u>Acct#</u>	<u>Description</u>	Approved 2020
724	Uniform Allowance Two (2) sets of turnout gear.	6,500
740	Operating Supplies	2,000
760	Medical Supplies Monitor cases, blood pressure cuffs, and cable replacements.	9,600
778	Equipment Maintenance Supplies Supplies for ambulance only.	500
806	Contractual Services Stryker/PhysioControl four (4) year service on Lifepak 15 & AED.	3,200
851	Radio Maintenance	1,000
852	Telephone Station #2 (LGRFA) officer cell phone, increase & MCT.	1,000
862	Gasoline	6,000
911	Fleet Insurance	2,200
957	Education & Training	4,000
	Professional Development - Local Delivery	2,000
	Professional Development - Outside & Conf.	2,000
Total Looking Glass (LGRFA)		\$ 600,496

DELTA TOWNSHIP

LOOKING GLASS (LGRFA) GENERAL FUND

DETAIL OF EXPENDITURES

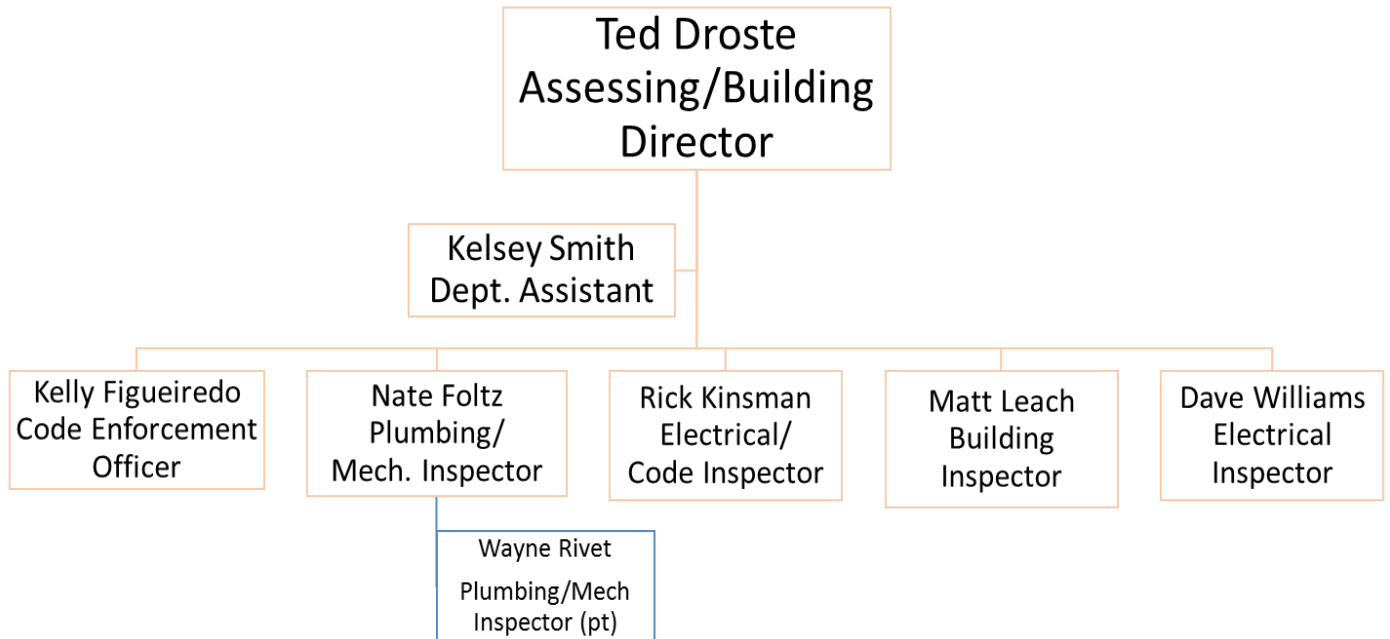
Fiscal Year Ending December 31:

Looking Glass Regional Fire - 336.333

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	181,484	306,414	345,830	375,970
704 Salaries & Wages - Overtime	48,032	40,356	20,000	20,000
706 Salaries & Wages - Longevity	871	1,768	1,808	2,882
715 F.I.C.A.	20,956	27,195	26,942	28,990
717 Workers' Comp. Insurance	6,474	10,194	16,181	16,556
719 Health Insurance	38,358	77,819	77,172	62,560
720 Life, Dental & LTD Insurance	4,071	6,686	9,820	8,427
721 Pension	20,782	34,355	36,658	45,361
723 Food Allowance	1,778	3,237	3,750	3,750
724 Uniform Allowance/Laundry	-	5,884	6,400	6,500
740 Operating Supplies	1,154	399	2,000	2,000
760 Medical Supplies	9,216	10,556	9,800	9,600
778 Equipment Maintenance Supplies	-	-	500	500
806 Contractual Services	2,755	682	1,500	3,200
851 Radio Maintenance	-	-	500	1,000
852 Telephone	360	361	1,000	1,000
862 Gasoline & Diesel	7,213	7,268	7,500	6,000
911 Fleet Insurance	2,000	1,940	2,040	2,200
957 Education & Training	2,575	6,000	6,000	4,000
Total LGRFA	\$ 423,074	\$ 541,114	\$ 575,401	\$ 600,496
<i>Total FTEs</i>	4.5	6.0	6.0	6.0

Summary				
Personnel Services	397,749	508,024	538,161	564,496
Supplies	17,635	24,107	26,200	24,600
Services	3,115	1,043	3,000	5,200
Insurance	2,000	1,940	2,040	2,200
Education & Training	2,575	6,000	6,000	4,000
Total LGRFA	\$ 423,074	\$ 541,114	\$ 575,401	\$ 600,496

BUILDING DEPARTMENT FY 2020 BUDGET



DELTA TOWNSHIP

BUILDING DEPARTMENT

The Building Department is responsible for the administration of all Building, Plumbing, Mechanical, Electrical, Sidewalk, and Sign Permit activity. The Department also assumes the responsibility for the administration of the Property Maintenance and Code Enforcement Ordinances, and works closely with the Planning, and Engineering Departments.

The primary function, or mission, of the Department is to “ensure compliance with all applicable State and Federal Building Codes and to maintain, protect, and enhance the public’s health, safety, and welfare by establishing enforceable requirements.”

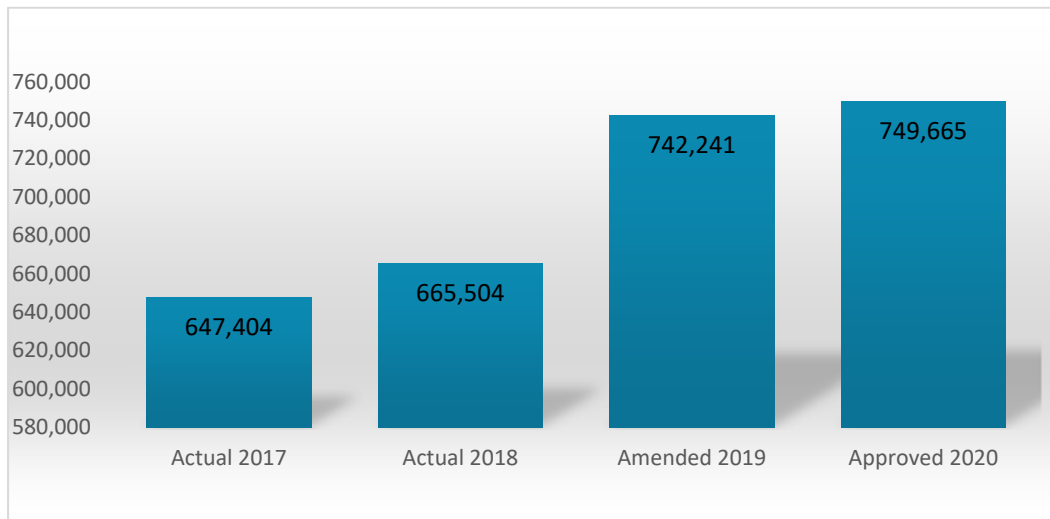
The principal responsibilities of the Department are:

- Plan Reviews: Review and approval of pre-construction plan review documents.
- Permit Issuance: Involved with the permitting process for all property types, including residential, commercial, industrial, and signs.
- Permit Application Process: Development and distribution of all permit type applications.
- Permit Compliance: Administration of all Building and related Trades, permit activity – inclusive of consultation, review, and on-site inspections.
- Inspection Services: Site-Inspections for compliance for all permit activity – inclusive of several inspections during a typical construction process.
- Code Enforcement Inspections: Site-Inspections for all code enforcement activity – inclusive of an initial inspection to cite a violation, and a follow-up visit to validate compliance.
- Change in Occupancy Inspections: Inspection services for new tenants intending on occupying existing space.
- Permit Completion: Administration of the follow up on Expired Permits.
- Ordinance Compliance: Administration of a wide variety of Township ordinances including, signs, noise, blight, rental registration, rental inspection, sidewalk installation, and sewers.
- Consulting Services: Assist architects, engineers, code officials, and homeowners with construction-related questions.
- Management of submitted Plans: Storing and archiving permit applications and plans electronically.
- Documentation Distribution: Prepares and distributes brochures and other public information on permit requirements.
- Ongoing continuing Education: Purpose is to maintain certifications and stay informed of the market.

The principal focus of the Building Department continues to be the management of tough regulations in a fair and impartial manner which reassures safe and quality construction. The Building Department staff uses an approach that goes the extra mile to help taxpayers and contractors, while maintaining very high standards that closely follow the Township ordinances.

DELTA TOWNSHIP

Building Department Budget History



Objectives

- **Plan Reviews:** Each year several new 'Projects' are started, and permit applications are submitted for the construction process. Prior to the permit issuance the Inspectors are required to review the plans and highlight changes where the plan does not appear to meet code, or additional information is needed. Depending on the project scope, the plan reviews can take from an hour, to several days. We believe that our process is not as efficient and desired; in the upcoming years it is our continual goal to track our Plan Review process better and shorten the turn-around-time whenever practical. In 2019-2020 we will be reviewing a few major projects, Auto Owners new HQ2, and the new BWL facility, that will affect our timeline and test our efficiency.
- **Issuing Permits and Permit application process:** Permits are obtained in our Department predominantly by 1) applications received through the mail, 2) online processing, and 3) at our counter. By allowing multiple ways for businesses and residents to obtain their permits we will continue to provide a great service. In 2020 we will expand the sign review and issuance process to include other departments and personnel, so more people understand the procedures and taxpayers are served better.
- **Permit Compliance:** When applications are submitted, they need to be reviewed, entered in the software to coincide with the work being done, invoiced, and the project entered on the "plan review spreadsheet" if applicable. Applications will continue to be studied in 2020 to make sure the necessary data is obtained, including contractor registration, capital charge information, and all construction-related details.
- **Trade Related Inspection Services:** The majority of the work the Building Department does is performing inspection services out in the field. Each project generally involves multiple inspections to assure compliance. Inspections may also be requested through our website. Inspections will continue to be done in a timely manner to assist taxpayers, and yet maintain our continued practice of thorough and fair inspections.

DELTA TOWNSHIP

- Code Enforcement Inspection Services: Along with trade-related inspections the Building Department is also responsible for inspecting ordinance violations such as poor building maintenance, accumulation of junk in yards, inoperable or unlicensed vehicles, and general blight. Each project generally involves multiple inspections to assure compliance. We will continue to identify the most problematic properties and clean them up using the civil infraction process including presentations before the Eaton County magistrate. Also, we will continue to audit our Rental Inspection list of single-family properties in 2019-2020 to make sure all properties are in the program and inspections are completed; through this process we added approximately 25 new residential properties to the program in 2019.
- Change in Occupancy: Inspections are required when a business intends on moving into an existing space. This is due to Building, Planning, and Fire Department rules. The purpose is to assure a safe, and violation free space prior to a new business opening. These inspections assure a smooth transition for the new owner/occupant.
- Consulting Services: Prior to a project beginning, many times contractors and residents have questions related to our policies, procedures, and code interpretations. We feel the consultation time in the beginning alleviates problems in the future. We intend to be even more proactive setting up meetings with future businesses to make sure we are involved early in the process.
- Plan Management: Building plans are required to be submitted in electronic format. These pdf plans are now stored on the network for historical purposes. This practice will continue in 2020.
- Document Distribution: Our website continues to serve as the main distribution point for common questions and technical data pertaining to our processes. Based on frequently asked questions, we will create new documents in 2020 to assist businesses and residents.
- Education: For the Building Department to remain effective, each employee must maintain certifications and attend classes to stay current with the market. During 2020 staff will attend over 220 hours +/- of continuing education to keep sharp with the industry we serve.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Total Number of FTE Training Hours	150	220	220	220
Total Number of Inspections for Dept.	6,056	5,771	6,500	6,000
Number of Code Enforcement Inspections (Blight, Signs, Etc.)	441	327	400	400
Number of Rental Inspections Per Property	574	664	700	700
Number of Trade Inspections	2,685	4,693	4,000	4,200
Number of Building Permits [w/re-roof permits]	478	615	400	500
Number of Electrical Permits	707	571	500	500
Number of Sign Permits	85	60	80	60
Number of Mechanical Permits	949	962	850	850
Number of Plumbing Permits	455	457	400	425
Number of Sewer Permits	81	60	70	60
Number of Tent Permits	9	7	10	10
Number of Sidewalk Permits	45	41	30	30
<i>TOTAL Number of Permits Issued</i>	<i>3,079</i>	<i>2,779</i>	<i>2,340</i>	<i>2,500</i>
Percentage of Operation Costs to General Fund Total Budget	3.8%	3.7%	3.9%	3.9%

DELTA TOWNSHIP

**BUILDING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-371**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	441,680
703	Salaries & Wages - Temporary	40,000
	Contract Inspectors (fill-in as/if needed)	10,000
	Code Enforcement	30,000
704	Salaries & Wages - Overtime	500
706	Salaries & Wages - Longevity	11,243
	Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	
710	Fees & Per Diem	250
	Per Diem payments made to members of the Commission of Appeals for meetings attended.	
715	F.I.C.A.	35,433
	The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	
717	Workers' Comp. Insurance	4,090
	The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	
719	Health Insurance	76,107
	Premiums for health care coverage for full-time employees and their dependents.	
720	Life, Dental & LTD Insurance	13,544
	Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	
721	Pension	54,763
	Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	

DELTA TOWNSHIP

**BUILDING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-371**

<u>Acct#</u>	<u>Description</u>		Approved 2020
728	Office Supplies		2,400
	General Office Supplies, including Lithium Batteries for Flashlights	1,800	
	Twp. Logo Apparel for Easy Identification (7 EE's x \$60 ea.)	600	
729	Photo Copies		1,000
730	Postage		1,100
731	Publications		850
	Updated code manuals for all trades.		
806	Contractual Services		42,000
	Annual Software Support & Update Fees for Building App	6,100	
	AMG Service Fee - Online Services such as Inspection Requests	4,200	
	AMG - Permit Apps Online	1,700	
	Property Maintenance Contracts	30,000	
852	Telephone		3,420
	Cell Phone Reimbursement - \$25/mo. (5 ea.)	1,500	
	Twp. Leased Air card for Infield Data Collection - \$40/mo. (4 ea.)	1,920	
862	Gasoline		4,800
863	Vehicle Maintenance		2,000
911	Fleet Insurance		3,950
959	Memberships & Dues		960
	MMCO Memberships (4 ea.)	240	
	International Code Council (ICC)	150	
	National Fire Protection Association (NFPA)	175	
	Annual Dues for Certified Electrical Inspector (CEI-M)	60	
	PIAM Membership for Plumbing Inspector	100	
	MIAM Membership for Plumbing Inspector	75	
	MAHO Membership (3 ea.)	120	
	COCM Membership (1 ea.)	40	

DELTA TOWNSHIP

BUILDING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-371

<u>Acct#</u>	<u>Description</u>	Approved 2020
960	Meetings, Conferences & Seminars	7,175
	COCM Winter/Spring/Fall Conference & Lodging (4 inspectors)	1,520
	IAEI Spring/Summer/Annual Conference & Lodging (2 inspectors)	2,700
	PIAM Spring/Fall Conference per ACT 54 CR	850
	PIAM Plumbing Code Update Class	25
	MIAM Spring/Fall for Mechanical Inspector	600
	MAHO Conference & Lodging (3 inspectors)	1,080
	MAHO Day Seminars on Special Topics	400
970	Capital Outlay	2,400
	Computer replacement.	
Total Building Department		\$ 749,665

DELTA TOWNSHIP

**BUILDING DEPARTMENT GENERAL FUND
DETAIL OF EXPENDITURES**

Fiscal Year Ending December 31:

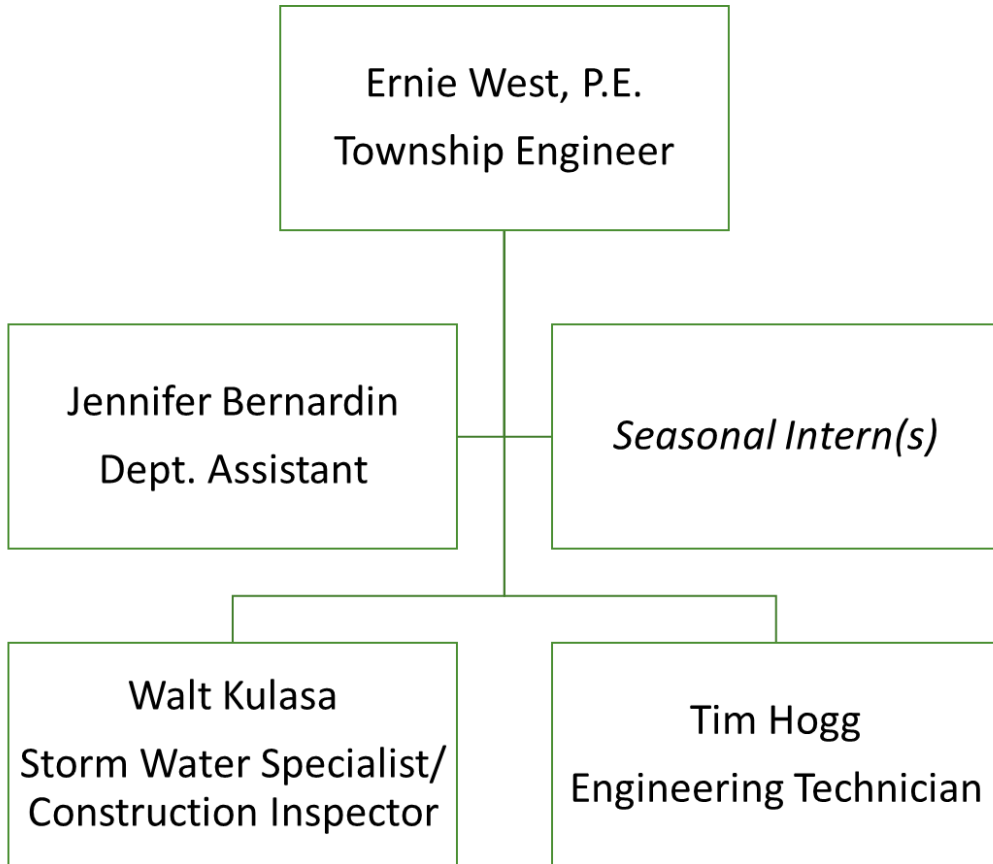
Building Department - 371

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	417,682	418,059	430,910	441,680
703 Salaries & Wages - Temporary	-	4,882	10,000	40,000
704 Salaries & Wages - Overtime	-	-	-	500
706 Salaries & Wages - Longevity	8,641	9,548	10,969	11,243
710 Fees & Per Diem	90	800	250	250
715 F.I.C.A.	32,153	32,449	34,592	35,433
717 Workers' Comp. Insurance	3,837	3,929	3,977	4,090
719 Health Insurance	69,452	68,770	71,424	76,107
720 Life, Dental & LTD Insurance	11,712	12,737	13,657	13,544
721 Pension	47,171	51,801	53,427	54,763
728 Office Supplies	2,130	1,676	1,900	2,400
729 Photo Copies	761	824	1,000	1,000
730 Postage	1,012	1,328	1,100	1,100
731 Publications	982	630	850	850
806 Contractual Services	9,070	10,307	39,200	42,000
852 Telephone	3,324	3,324	3,420	3,420
862 Gasoline & Diesel	4,401	5,228	4,500	4,800
863 Vehicle Maintenance	2,211	4,096	2,500	2,000
903 Printing	40	-	-	-
911 Fleet Insurance	3,500	3,377	3,550	3,950
959 Memberships & Dues	990	2,532	920	960
960 Meetings, Conf. & Seminars	3,730	4,848	6,395	7,175
970 Capital Outlay	24,515	24,359	47,700	2,400
Total Building Department	\$ 647,404	\$ 665,504	\$ 742,241	\$ 749,665
<i>Total FTEs</i>	6.0	6.0	6.5	6.5

Summary

Personnel Services	590,738	602,975	629,206	677,610
Supplies	9,286	9,686	9,350	10,150
Services	14,645	17,727	45,120	47,420
Insurance	3,500	3,377	3,550	3,950
Education & Training	4,720	7,380	7,315	8,135
Capital Outlay	24,515	24,359	47,700	2,400
Total Building Department	\$ 647,404	\$ 665,504	\$ 742,241	\$ 749,665

ENGINEERING DEPARTMENT FY 2020 BUDGET



DELTA TOWNSHIP

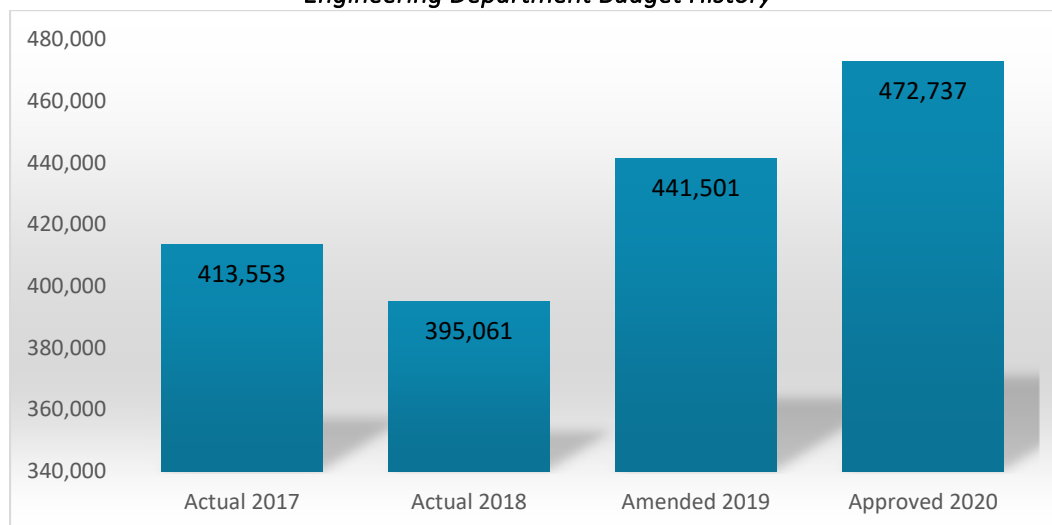
ENGINEERING DEPARTMENT

The Engineering Department prepares studies, engineering plans, specifications, and contract documents for public works projects. The department is also responsible for inspection of public works projects, preparing as-built plans, execution of legal documents, and reviewing developers' plans for compliance with Delta Township standards. The department responds to citizen requests for information regarding connection to the public sanitary sewer and water systems, costs of sanitary sewer and/or water services including the preparation of assessment rolls, and provides information to property owners and developers to aid them in the development of their property.

Goals

- Continue efforts to make Delta Township a walkable community through implementation of sidewalk and non-motorized transportation plans.
- Provide reliable water and sanitary sewer services through responsible planning.
- Provide value by developing, maintaining and updating maps, plans, and other documents pertaining to township owned facilities and infrastructure.
- Provide engineering assistance to other departments to aid them in achieving their mission.
- Pursue projects that will improve the natural environment.
- Strive to provide excellent customer service.

Engineering Department Budget History



Objectives

- Coordinate Sidewalk/Pathway Programs:
 - Complete second round of repairs to Zone 5 in 2020.
 - Complete replacement of deteriorated 4 foot wide sidewalk on Willow Highway (Thomas L to Arden).
 - Address non-ADA ramps in accordance with ADA Transition Planning efforts.
 - Fill in gap of sidewalk on St. Joe between Pointe West and Countryside Drive.

DELTA TOWNSHIP

- Coordinate construction of Waverly Shared Use Pathway with partner agencies.
- Coordinate implementation of road diet for the addition of bike lanes on Michigan Avenue (Creyts to Theo) with Eaton County Road Commission resurfacing project.
- Continue strategic implementation of Non-Motorized Transportation Plan Complete repairs to the East-West Pathway.
- Continued coordination with Tri-County Regional Planning and Eaton County Road Commission on future road projects in Delta Township.
- Coordination with MDOT during re-construction of I-496.
- Continue administration of the well plugging program.
- Continue to implement Township's Stormwater Management Program, including new wet weather monitoring and sampling of stormwater discharges per requirements of new MS4 Permit.
- Assist the Parks Department with DNR grant projects.
- Assist the Parks Department with facility maintenance projects.
- Complete preliminary design for Willow Lift Station replacement.
- Assist Utilities Department with sanitary sewer rehabilitation projects.
- Continue evaluation and modeling of sanitary sewer collection system.
- Begin implementation of wastewater treatment plant master plan.
- Complete construction of southern connection to Lansing Board of Water & Light for water system reliability enhancements.
- Complete construction of upgrades to Creyts Rd Booster Station and Ground Storage tank for water system reliability enhancements.
- Coordinate replacement of two (2) water main crossings of I-496 with MDOT construction project.
- Assist Utilities Department with capital project planning, design and implementation.
- Assist Utilities Department with facility maintenance projects.
- Provide plan review and inspection of private development utility system extensions.
- Continue to provide support and updates to GIS mapping system.

OUTPUT INDICATORS	2018	2019	TARGET 2020
Lineal Feet Of New Sidewalk/Pathway Constructed	560	6,500	5,800
Lineal Feet Of Sidewalk Repaired and/or Replaced	2,490	2,500	3,200
Number Of Sidewalk Ramps Repaired To ADA	2	20	10
Number Of Site Plans Reviewed	20	20	20
Billable Hours For Engineering Services	220	200	200
Wells Abandoned Per The Well Program	8	1	4

DELTA TOWNSHIP

**ENGINEERING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-447**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	262,800
703	Salaries & Wages - Temporary Engineering intern.	20,000
704	Salaries & Wages - Overtime	500
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	3,641
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	21,250
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	882
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	61,748
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	7,222
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	32,244
724	Uniform Allowance	500
728	Office Supplies	2,500
729	Photo Copies	1,000

DELTA TOWNSHIP

**ENGINEERING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-447**

Acct#	Description		Approved 2020
730	Postage		750
731	Publications		500
806	Contractual Services		36,500
	Misc. Surveying, Soil Testing, and Other	10,000	
	Professional Engineering Services	15,000	
	AutoCAD Software License Fees	4,500	
	ESRI GIS Software License	7,000	
852	Telephone		2,200
	Cell Phone Allowance	1,200	
	GPS Unit Wireless Modem	500	
	Tablet Wireless Modem	500	
862	Gasoline		1,500
863	Vehicle Maintenance		1,500
903	Printing		1,000
911	Fleet Insurance		1,700
957	Education & Training		3,000
959	Memberships & Dues		800
	National Society of Professional Engineers	325	
	American Society of Civil Engineers	275	
	MWEA/WEF	200	
960	Meetings, Conferences & Seminars		2,500
	WEFTEC Conference.		
970	Capital Outlay		4,500
	Computer Replacement	2,500	
	Monitor Replacement	1,000	
	Chair Replacements	1,000	
Total Engineering Department			\$ 472,737

DELTA TOWNSHIP

ENGINEERING DEPARTMENT GENERAL FUND

DETAIL OF EXPENDITURES

Fiscal Year Ending December 31:

Engineering Dept. - 447

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	250,307	246,968	256,345	262,800
703 Salaries & Wages - Temporary	6,917	9,533	15,000	20,000
704 Salaries & Wages - Overtime	-	-	-	500
706 Salaries & Wages - Longevity	3,512	3,449	3,527	3,641
715 F.I.C.A.	19,429	19,368	20,655	21,250
717 Workers' Comp. Insurance	1,345	1,203	1,013	882
719 Health Insurance	51,657	56,504	58,767	61,748
720 Life, Dental & LTD Insurance	6,215	6,748	7,266	7,222
721 Pension	26,528	30,217	31,458	32,244
724 Uniform Allowance	-	-	-	500
728 Office Supplies	1,848	1,488	3,000	2,500
729 Photo Copies	652	691	1,000	1,000
730 Postage	169	111	750	750
731 Publications	155	237	500	500
740 Operating Supplies	553	466	1,000	2,000
806 Contractual Services	6,608	2,916	23,200	36,500
852 Telephone	1,617	2,033	2,200	2,200
862 Gasoline & Diesel	1,033	1,425	1,500	1,500
863 Vehicle Maintenance	1,834	289	1,500	1,500
903 Printing	1,400	1,338	1,000	1,000
911 Fleet Insurance	1,500	1,450	1,520	1,700
957 Education & Training	3,121	1,224	3,000	3,000
959 Memberships & Dues	3,005	782	800	800
960 Meetings, Conf. & Seminars	402	2,347	2,000	2,500
970 Capital Outlay	23,598	4,274	4,500	4,500
Total Engineering Dept.	\$ 413,553	\$ 395,061	\$ 441,501	\$ 472,737
<i>Total FTEs</i>	3.5	4.0	4.0	4.0

Summary				
Personnel Services	365,910	373,990	394,031	410,287
Supplies	4,558	4,418	7,750	8,750
Services	11,459	6,576	27,900	41,200
Insurance	1,500	1,450	1,520	1,700
Education & Training	6,528	4,353	5,800	6,300
Capital Outlay	23,598	4,274	4,500	4,500
Total Engineering Dept.	\$ 413,553	\$ 395,061	\$ 441,501	\$ 472,737

PLANNING DEPARTMENT FY 2020 BUDGET

Gary Bozek
Planning Director

David Waligora
Asst. Planning Director

Planner
(vacant)

Ed Reed
Economic Development
Coordinator



DELTA TOWNSHIP

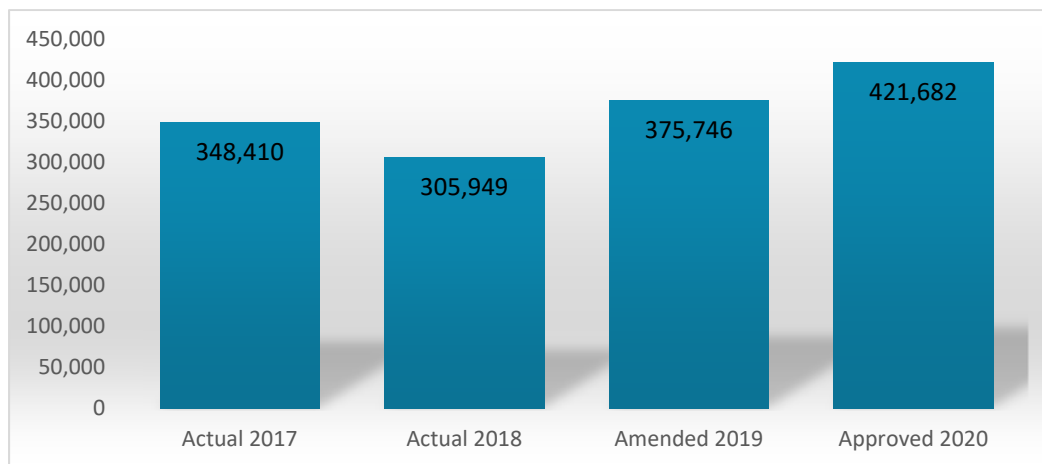
PLANNING DEPARTMENT

The Planning Department fulfills the responsibilities imposed by the Planning Enabling Act, which includes the preparation and maintenance of a Comprehensive Plan, the preparation of a six-year Capital Improvements Program, and the review of public works projects. The department also fulfills the responsibilities imposed by the Zoning Enabling Act including administration of the Township's Zoning Ordinance which includes the process of rezoning, special land use permits, site plan review requests, and zoning enforcement actions. The department serves as support staff to the Delta Township Planning Commission, the Zoning Board of Appeals, and administers the Township's Subdivision Regulations.

Goals

- Assist in the redevelopment of the West Saginaw corridor.
- Monitor the implementation of the 2017 Zoning Ordinance.
- Assist in implementing the 2018 Non-Motorized Transportation Plan.
- Implement the Goals & Objectives of the newly updated Comprehensive Plan.
- Assist in maintaining the "Township of Excellence" rating from the MTA.
- Continue ordinance enforcement activities.
- Provide assistance to other Township agencies as needed.
- Identify and provide continuing education opportunities for staff.

Planning Department Budget History



Objectives

- Monitor application of the West Saginaw Overlay District's regulations on blighted properties.
- Prepare amendments to the 2017 Zoning Ordinance as necessary.
- Assist in the filing of grant applications for non-motorized transportation projects.
- Obtain training for Planning Commissioners to retain "Township of Excellence."
- Update/Adopt/Administer Food Truck & Special Events Ordinances.
- Meet training requirements to maintain staff's professional planning credentials.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Number of Zoning Enforcement Actions	60	60	50	50
Number of Code of Ordinance Amendments	4	1	2	2
Number of Special Land Use Permits & Rezoning Requests Processed	5	6	5	5
Number of Site Plans Reviewed	11	16	10	10
Number of Training Hours Per FTE	1	2	2	2
Percentage of Operation Costs to General Fund Total Budget	2.0%	1.7%	2.0%	2.2%

DELTA TOWNSHIP

**PLANNING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-721**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	244,000
703	Salaries & Wages - Temporary Part-time Admin position.	30,000
704	Salaries & Wages - Overtime An attempt will be made to limit overtime which will be granted only with prior approval.	500
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	4,778
710	Fees & Per Diem Per Diem payments made to members of the Planning Commission and Zoning Board of Appeals for meetings attended.	7,500
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	19,208
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	259
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	58,158
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	6,795
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	30,034

DELTA TOWNSHIP

**PLANNING DEPARTMENT
LINE ITEM DESCRIPTIONS
ACCOUNT #101-721**

<u>Acct#</u>	<u>Description</u>		Approved 2020
728	Office Supplies		1,500
729	Photo Copies		800
730	Postage		800
731	Publications		400
806	Contractual Services		4,000
	Finalize comprehensive plan.		
852	Telephone		800
861	Auto Allowance/Mileage		100
903	Printing		600
957	Education & Training		4,000
	Staff and Planning Commissioners' training.		
958	Recording Costs		200
959	Memberships & Dues		1,500
	American Planning Association Membership (3 ea.)	1,200	
	Professional Community Planning Accreditation	300	
960	Meetings, Conferences & Seminars		3,000
	Michigan Association of Planning Annual Conference	1,500	
	Other Conferences for Planning Commissioners	1,500	
970	Capital Outlay		2,750
	Computer Replacement	2,000	
	Office Equipment	750	
Total Planning Department			\$ 421,682

DELTA TOWNSHIP

**PLANNING DEPARTMENT GENERAL FUND
DETAIL OF EXPENDITURES**

Fiscal Year Ending December 31:

Planning Dept. - 721

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	233,863	205,385	236,967	244,000
703 Salaries & Wages - Temporary	-	-	-	30,000
704 Salaries & Wages - Overtime	196	-	-	500
706 Salaries & Wages - Longevity	4,939	3,234	3,535	4,778
710 Fees & Per Diem	6,250	7,600	7,500	7,500
715 F.I.C.A.	17,703	15,708	18,398	19,208
717 Workers' Comp Insurance	300	234	250	259
719 Health Insurance	41,653	40,046	43,094	58,158
720 Life, Dental & LTD Insurance	4,178	4,626	5,514	6,795
721 Pension	24,798	21,597	29,038	30,034
728 Office Supplies	1,171	349	1,500	1,500
729 Photo Copies	738	769	800	800
730 Postage	393	445	800	800
731 Publications	185	-	400	400
806 Contractual Services	4,628	1,651	15,000	4,000
852 Telephone	260	780	800	800
861 Mileage	-	-	100	100
903 Printing	-	-	600	600
957 Education & Training	1,835	450	4,000	4,000
958 Recording Costs	-	-	200	200
959 Memberships & Dues	1,125	1,186	1,500	1,500
960 Meetings, Conf. & Seminars	1,222	1,502	3,000	3,000
970 Capital Outlay	2,973	387	2,750	2,750
Total Planning Dept.	\$ 348,410	\$ 305,949	\$ 375,746	\$ 421,682
<i>Total FTEs</i>	3.0	3.0	3.0	3.0

Summary

Personnel Services	333,880	298,430	344,296	401,232
Supplies	2,487	1,563	3,700	3,700
Services	4,888	2,431	16,500	5,500
Education & Training	4,182	3,138	8,500	8,500
Capital Outlay	2,973	387	2,750	2,750
Total Planning Dept.	\$ 348,410	\$ 305,949	\$ 375,746	\$ 421,682

ECONOMIC DEVELOPMENT ACTIVITY FY 2020 BUDGET

Gary Bozek
Planning Director

David Waligora
Asst. Planning Director

Planner
(vacant)

Ed Reed
Economic Development
Coordinator



DELTA TOWNSHIP

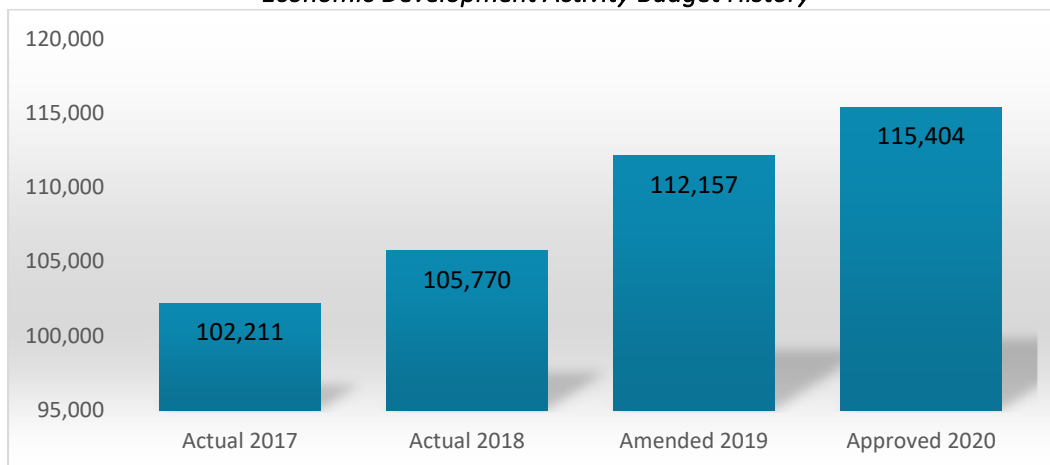
ECONOMIC DEVELOPMENT ACTIVITY

The Economic Development activity is housed in the Community Development Department and is an integral part of the administration team by providing research, presentations, and implementation of projects on behalf of the township. This division is responsible for conducting business retention visits and assistance to local businesses in regard to expansion and attraction. It is the responsibility of this activity to focus on cooperative, positive bridges between government, and the business community through direct interaction using such means as local, regional business and economic development associations. In addition to representing Delta Township's economic interest through participation in such associations, this division shall perform business attraction efforts and respond to site search requests for office, technology, commercial, and industrial prospects.

Goals

- Assist in the redevelopment of the West Saginaw Corridor.
- Continue business recruitment efforts.
- Continue efforts to retain existing business & industry.
- Monitor business activity & maintain a local data base.
- Continue to assist in efforts to promote a township identity.
- Analyze the pros & cons of MEDC's "Development Ready Community Program."
- Identify barriers to Economic Development & draft strategies to address the barriers as required by the "Townships of Excellence" program.

Economic Development Activity Budget History



Objectives

- Staff calls on businesses to promote the Façade Improvement Program.
- Attend ground breakings, grand openings & similar events.
- Keep the sales force database up to date.
- Conduct retention calls to businesses & industries.
- Continue "drop in" calls and provide assistance to existing businesses.
- Respond to Michigan EDC & LEAP site search requests.

DELTA TOWNSHIP

- Assist in processing IFT & Brownfield requests.
- Assist in efforts to promote a Township identity & branding.
- Outreach to prospective developers of declining West Saginaw properties.
- Provide a bi-annual update to the Township Board re: economic activity.
- Provide a weekly report to the Township Manager re: economic development activities.

OUTPUT INDICATORS	2017	2018	2019	TARGET 2020
Number of Retention Visits	42*	39**	45	45
Number of Joint Business Calls with MEDC Staff	10	19	10	12
Number of Welcome Calls to New Businesses	12	9	10	10
Number of Economic Development Seminars Attended	4	6	5	5
Percentage of Operation Costs to General Fund Total Budget	0.6%	0.6%	0.6%	0.6%

*Figure does not include 84 "site/drop-in" visits.

**Figure does not include 34 "site/drop-in" visits.

DELTA TOWNSHIP

**ECONOMIC DEVELOPMENT (EDC)
LINE ITEM DESCRIPTIONS
ACCOUNT #101-728**

Acct#	Description	Approved 2020
702	Salaries & Wages - Regular	86,473
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	1,268
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	6,745
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	91
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	3,500
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	1,760
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	10,617
728	Office Supplies	300
731	Publications	250
852	Telephone	1,200
861	Mileage	300
903	Printing	300

DELTA TOWNSHIP

ECONOMIC DEVELOPMENT (EDC)
LINE ITEM DESCRIPTIONS
ACCOUNT #101-728

<u>Acct#</u>	<u>Description</u>	Approved 2020
957	Education & Training	1,000
959	Memberships & Dues	1,000
	MI Economic Developers Assoc. Membership	240
	International Economic Development Membership	345
	LEAP Software Subscription	415
960	Meetings, Conferences & Seminars	600
<i>Total Economic Development (EDC)</i>		<u>\$ 115,404</u>

DELTA TOWNSHIP

**EDC ACTIVITY GENERAL FUND
DETAIL OF EXPENDITURES**
Fiscal Year Ending December 31:

EDC Activity - 728

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
702 Salaries & Wages - Regular	78,112	81,907	84,364	86,473
706 Salaries & Wages - Longevity	1,177	1,201	1,237	1,268
715 F.I.C.A.	6,246	6,468	6,548	6,745
717 Workers' Comp. Insurance	103	98	89	91
719 Health Insurance	3,377	3,000	3,000	3,500
720 Life, Dental & LTD Insurance	1,592	1,637	1,761	1,760
721 Pension	9,804	10,000	10,308	10,617
728 Office Supplies	-	-	300	300
731 Publications	-	-	250	250
852 Telephone	780	780	1,200	1,200
861 Mileage	90	-	300	300
903 Printing	-	-	300	300
957 Education & Training	300	-	1,000	1,000
959 Memberships & Dues	280	290	1,000	1,000
960 Meetings, Conf. & Seminars	350	389	500	600
Total EDC Activity	\$ 102,211	\$ 105,770	\$ 112,157	\$ 115,404
<i>Total FTEs</i>	1.0	1.0	1.0	1.0

Summary				
Personnel Services	100,411	104,311	107,307	110,454
Supplies	870	780	2,050	2,050
Services	-	-	300	300
Education & Training	930	679	2,500	2,600
Total EDC Activity	\$ 102,211	\$ 105,770	\$ 112,157	\$ 115,404

RECYCLING ACTIVITY FY 2020 BUDGET

The Recycling Center is a division of the Parks, Recreation & Cemeteries Department. Delta Township is very active in the recycling of its natural resources as well as providing its residents with a convenient site to practice recycling.

Recycling: Recovery and reuse of materials from consumed products. The main motives for recycling have been the increasing scarcity and cost of natural resources (including oil, gas, coal, mineral ores, and trees) and the pollution of air, water, and land by waste materials. There are two types of recycling, internal and external. Internal recycling is the reuse in a manufacturing process of materials that are a waste product of that process, and is common in the metals industry. External recycling is the reclaiming of materials from a product that is worn out or no longer useful; an example is the collection of old newspapers and magazines for the manufacture of newsprint or other paper products. Delta Township is one of the leaders in the area in providing recycling opportunities for the residents.



DELTA TOWNSHIP

RECYCLING DIVISION

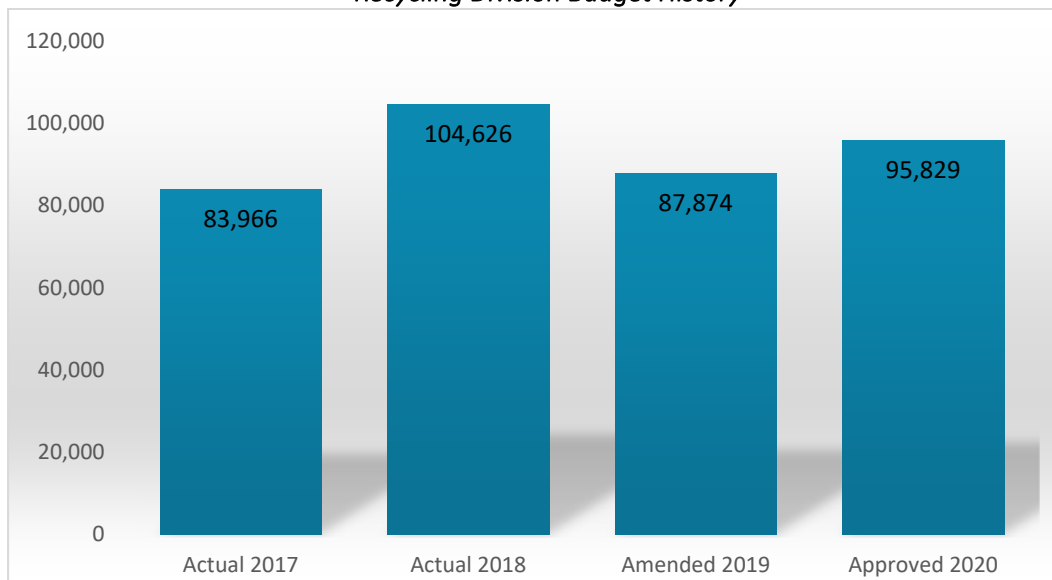
The Delta Township Recycling Center is located at 5717 Millett Highway, and is open three days per week (Tuesday, Wednesday, and Saturday). The Recycling Center is a division of the Parks, Recreation, and Cemeteries Department. Delta Township is one of the leaders in the region for providing recycling opportunities to its residents.

The Township's Public Works budget covers two distinct operations: de-leafing and the recycling drop-off center. The township is very active in the recycling of its natural resources, as well as providing its residents with a convenient site for recycling.

Goals

- To continue to provide recycling opportunities in a cost-effective manner.
- To continue to maintain and supervise the Township's recycling center.
- To implement a marketing campaign that would provide educational information to all Township residents.
- To continue to promote curbside recycling for Township residents.

Recycling Division Budget History



Objectives

- To continue Delta Township's annual recycling events: De-Leafing, Spring Yard Waste Clean-up, and Electronics Recycling.
- To continue coordination of recycling activities with the Eaton County Resource Recovery.
- To continue exploration of the availability of grants that expand recycling opportunities and promote the Township's recycling efforts.

DELTA TOWNSHIP

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Recycled a Center (tons)	560	462	465	470
Recycling Costs (per ton)	\$149.00	\$212.00	\$189.00	\$210.00
Recycling Special Events	14	14	14	14
Coordination Events with Surrounding Municipalities	1	1	1	1
Curbside Recycling (tons)	660	754	760	765
Percentage of Operation Costs to General Fund Total Budget	0.6%	0.6%	0.5%	0.5%

DELTA TOWNSHIP

**RECYCLING DIVISION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-442**

Acct#	Description	Approved 2020
703	Salaries & Wages - Temporary Part-time employees (49 hours x 52 weeks @ \$15.47).	39,400
704	Salaries & Wages - Overtime An attempt will be made to limit overtime which will be granted only with prior approval.	500
715	F.I.C.A. The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	2,729
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	900
740	Operating Supplies	1,300
	Custodial Supplies	500
	Office Supplies	300
	Printing	500
776	Repair & Maintenance Supplies - Building	1,000
778	Repair & Maintenance - Equipment	1,500
	Repairs of Recycling Containers	1,000
	Equipment Repairs	500
780	Repair & Maintenance Supplies - Grounds	1,800
	Landscape Supplies	1,000
	Fertilizer/Weed Control	300
	Ice Melt	500
806	Contractual Services E-Recycling.	7,000
852	Telephone	800

DELTA TOWNSHIP

RECYCLING DIVISION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-442

<u>Acct#</u>	<u>Description</u>		Approved 2020
921	Electricity		3,100
923	Sewer & Water		300
925	Recycling		35,500
	Yard Waste Collection - Regular	13,000	
	Spring Yard Waste Collection	6,000	
	De-Leafing	13,500	
	Miscellaneous	2,000	
	Michigan Recycling Conference	1,000	
Total Recycling Division			\$ 95,829

DELTA TOWNSHIP

RECYCLING DIVISION GENERAL FUND

DETAIL OF EXPENDITURES

Fiscal Year Ending December 31:

Recycling - 442

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
703 Salaries & Wages - Temporary	31,888	29,497	36,845	39,400
704 Salaries & Wages - Overtime	338	224	500	500
715 F.I.C.A.	2,475	2,273	2,615	2,729
717 Workers' Comp. Insurance	937	792	914	900
740 Operating Supplies	743	40	1,000	1,300
776 Building Maintenance Supplies	2,038	1,476	1,000	1,000
778 Equipment Maintenance Supplies	859	1,720	1,500	1,500
780 Grounds Maintenance Supplies	412	859	1,300	1,800
806 Contractual Services	50	5,015	4,000	7,000
852 Telephone	436	575	500	800
921 Electricity	2,151	2,657	2,500	3,100
923 Sewer & Water	455	227	700	300
925 Recycling	38,256	33,098	34,500	35,500
970 Capital Outlay	2,928	26,173	-	-
Total Recycling	\$ 83,966	\$ 104,626	\$ 87,874	\$ 95,829
<i>Total FTEs</i>	1.0	1.0	1.0	1.0

Summary				
Personnel Services	35,638	32,786	40,874	43,529
Supplies	4,052	4,095	4,800	5,600
Services	41,348	41,572	42,200	46,700
Capital Outlay	2,928	26,173	-	-
Total Recycling	\$ 83,966	\$ 104,626	\$ 87,874	\$ 95,829

GENERAL FUND DRAIN ACTIVITY FY 2020 BUDGET

The separately elected County Drain Commissioner currently oversees the construction and maintenance of public county drains in Delta Township. When the Drain Commissioner is petitioned for a drain improvement, Delta Township is assessed a portion of the drain project cost as an at-large assessment.

The drain activity in the budget is where the township's portion of a drain project or the at-large assessment is funded. A schedule of drain assessments is included in this document.



DELTA TOWNSHIP

**DRAINS ACTIVITY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-445**

<u>Acct#</u>	<u>Description</u>		Approved 2020
806	Contractual Services		2,500
	MS4 Permit Testing Program	2,000	
	MS4 Permit Annual Fee to MDEQ	500	
934	Repair & Maintenance - Other		191,500
	County at Large Drain Assessments	141,000	
	County Drain Assessments on Twp. Property	15,500	
	Annual Drain Maintenance	30,000	
	MS4 Permit Parking Lot and Catch Basin Cleaning	5,000	
957	Education & Training		1,500
	MS4 Permit public education materials.		
959	Memberships and Dues		6,500
	GLRC dues.		
<i>Total Drains Activity</i>			<u>\$ 202,000</u>

DELTA TOWNSHIP

**DRAINS GENERAL FUND
DETAIL OF EXPENDITURES**
Fiscal Year Ending December 31:

Drains Activity - 445

Acct #	Actual 2017	Actual 2018	Amended 2019	Approved 2020
806 Contractual Services	63	-	1,000	2,500
934 R & M Services - Other	196,566	185,295	202,000	191,500
957 Education & Training	-	-	-	1,500
959 Memberships & Dues	6,288	7,624	7,500	6,500
<i>Total Drains Activity</i>	\$ 202,917	\$ 192,919	\$ 210,500	\$ 202,000

<i>Summary</i>				
Services	202,917	192,919	210,500	202,000
<i>Total Drains Activity</i>	\$ 202,917	\$ 192,919	\$ 210,500	\$ 202,000

DELTA TOWNSHIP

DRAIN ACTIVITY

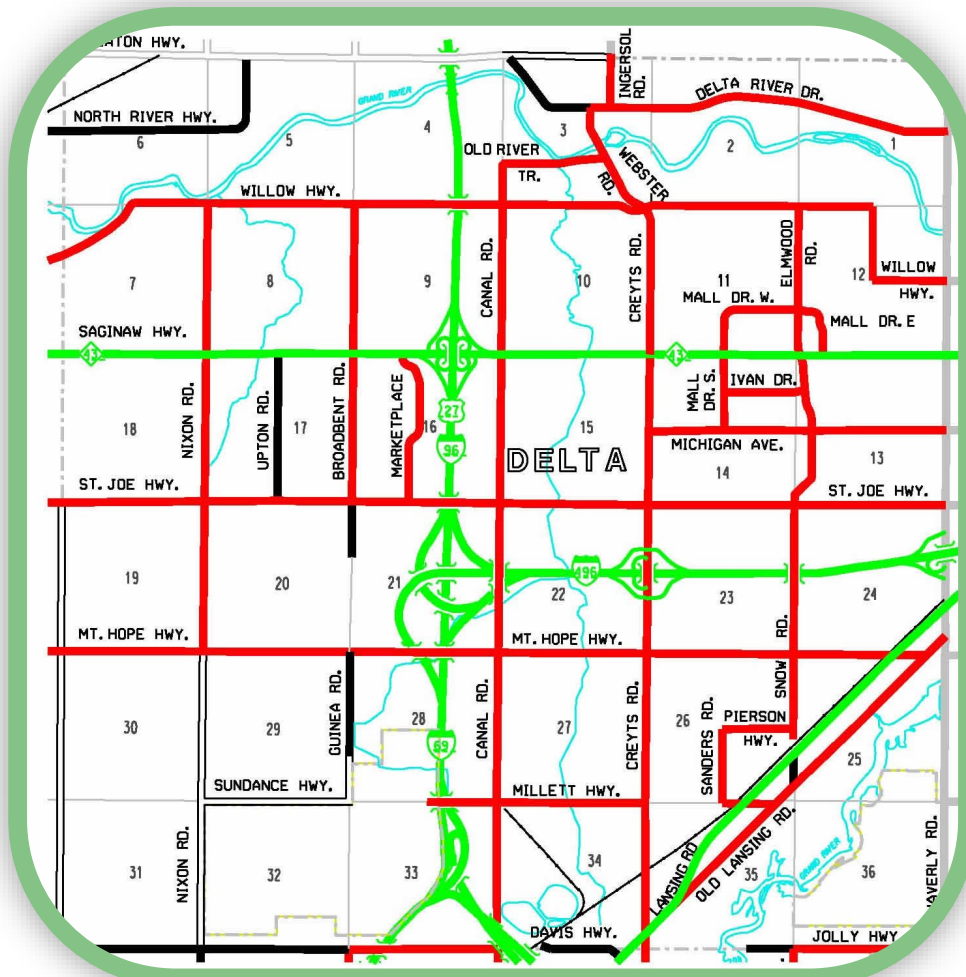
	Carrier Creek	Gettysburg	Watson/ Branches	Burrell	Totals
2019	86,890	29,435	22,850	12,696	151,871
2020	87,708	28,532	22,000	12,314	150,554
2021	84,254	27,657	21,162	11,915	144,988
2022	80,705	26,727	20,300	11,525	139,257
2023	77,203	25,824	19,450	11,135	133,612
2024	73,702	24,922	18,600	10,749	127,973
2025	70,207	24,036	17,752	10,354	122,349
2026		23,116		9,964	33,080
2027		22,213		9,574	31,787
2028		21,310			21,310
2029		20,415			20,415
2030		19,505			19,505
2031		18,603			18,603
	\$ 560,669	\$ 312,295	\$ 142,114	\$ 100,226	\$ 1,115,304

Note: Drains at large consists of drains installed by Eaton County Drain Commission in which the State of Michigan, homeowner, Delta Township, and the Eaton County Drain Commission share the cost of installment. Delta Township is assessed yearly for their share of the cost plus interest on the outstanding balance. Interest rates charged to the different projects range from 3.5% to 5.5%.

GENERAL FUND ROADS ACTIVITY FY 2020 BUDGET

The Eaton Co. Road Commission is a three member independent board appointed to six year terms by the County Commission. The Road Commission currently has the responsibility for maintenance and construction of the county roadways throughout Eaton County and in Delta Township. Major roadway reconstruction projects are typically funded using state and federal transportation funding. To be eligible to apply and use state and federal dollars on a major roadway reconstruction project Delta Township must contribute the required local match.

Occasionally the Township will need to have traffic studies of particular areas of the Township or other types of research necessary to consider a roadway improvement. The Township uses the road activity in the general fund to designate those monies which will be allocated to pay for roadway improvements.



DELTA TOWNSHIP

ROADS ACTIVITY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-446

<u>Acct#</u>	<u>Description</u>	Approved 2020
934	Repair & Maintenance - Other	305,000
	Dust Control Program	5,000
	Sidewalk Repairs (Zone 5)	80,000
	Non Motorized Maintenance - General	20,000
	Non Motorized Maintenance - EW Path at Creek	200,000
970	Capital Outlay	428,000
	New Sidewalk Construction	150,000
	Future Non Motorized Path Studies	25,000
	Mi. Ave. (Creyts to Theo) ECRC Matching Funds	108,000
	Mi. Ave. Bike Lanes (Creyts to Theo)	75,000
	Waverly Rd. Pathway (St Joe to Old Lansing)	50,000
	S. Mall Drive Pathway Design	20,000
Total Roads Activity		\$ 733,000

DELTA TOWNSHIP

ROADS GENERAL FUND
DETAIL OF EXPENDITURES
Fiscal Year Ending December 31:

Roads Activity - 446

Acct #		Actual 2017	Actual 2018	Amended 2019	Approved 2020
934	R & M Services - Other	352,283	142,820	105,000	305,000
970	Capital Outlay	221,624	63,765	2,518,000	428,000
	<i>Total Roads Activity</i>	\$ 573,907	\$ 206,585	\$ 2,623,000	\$ 733,000

<i>Summary</i>					
Services	352,283	142,820	105,000	305,000	
Capital Outlay	221,624	63,765	2,518,000	428,000	
<i>Total Roads Activity</i>	\$ 573,907	\$ 206,585	\$ 2,623,000	\$ 733,000	

STREET LIGHTING FY 2020 BUDGET

Delta Township has over 2,895 street lights township-wide. Both the Lansing Board of Water & Light and Consumers Energy provide this service. There are street lights on primary roads, as well as in various subdivisions, throughout the Township. At this time, Delta Township has 130 street lighting special assessment districts.

Delta Township pays for the lights on primary roads using general fund monies. Delta Township does not have an ad valorem tax for street lights. All lights are billed monthly by the appropriate electric company; the charges are then distributed accordingly to the appropriate districts. The individuals within these districts are billed annually for their benefit share of the usage charge on their winter tax statements.

Street lighting is an ongoing activity in the township. The primary function is to monitor existing lights and create new districts as they are petitioned and approved. The process of establishing a street lighting district is a long one, which sometimes takes 6–8 months for a district to reach final approval by the Township Board, then another six months to have the lights installed. Street lights are now required in all new subdivisions, which makes those street lighting districts easier to define and establish.

Several township departments are involved in this process. The Clerk's Office performs the initial contacts and meetings. The Accounting Department prepares the annual assessment roll, monitors all street lights for budgeting and assessment purposes, and ultimately collects the tax. The Assessing Department determines the validity of the petition signatures, and calculates the per parcel benefit and assessment amount.



DELTA TOWNSHIP

STREET LIGHTING ACTIVITY
LINE ITEM DESCRIPTIONS
ACCOUNT #101-448

<u>Acct#</u>	<u>Description</u>	Approved 2020
924	Street Lighting At Large There are streetlights on primary roads in Delta Township that are paid for from the Genral Fund.	81,000
924.xxx	Street Lighting - Special Assessments Delta Township currently has approximately 130 active special assessment street lighting districts.	620,070
<i>Total Street Lighting Activity</i>		701,070

DELTA TOWNSHIP

STREET LIGHTING GENERAL FUND
DETAIL OF EXPENDITURES

Fiscal Year Ending December 31:

Street Lighting Activity - 448

<u>Acct #</u>	Actual 2017	Actual 2018	Amended 2019	Approved 2020
924 Electricity - Street Lighting	48,134	70,409	69,500	81,000
924.xxx Electricity - Street Lighting Dist.	527,685	577,849	581,560	620,070
<i>Total Street Light Activity</i>	\$ 575,819	\$ 648,258	\$ 651,060	\$ 701,070

<i>Summary</i>				
Services	575,819	648,258	651,060	701,070
<i>Total Street Light Activity</i>	\$ 575,819	\$ 648,258	\$ 651,060	\$ 701,070

DELTA TOWNSHIP

**STREET LIGHTING GENERAL FUND
SPECIAL ASSESSMENTS**

DIST#	DISTRICT NAME	2019 Ammended Budget		2020 Approved Budget	
		Revenue S/A	Electricity Expense	Revenue S/A	Electricity Expense
1	Claiborne Heights	1,240	1,240	1,400	1,400
2	Dawn Haven	1,900	1,900	820	820
3	Huntington Acres	2,120	2,120	2,340	2,340
4	Mar Moor Estates	12,840	12,840	14,000	14,000
5	Nixonburg Hills	1,750	1,750	920	920
6	Saratoga Farms Est.	1,120	1,120	1,220	1,220
7	Bretton Woods	4,480	4,480	4,930	4,930
8	Mall Drive-East	5,860	5,860	6,340	6,340
9	Mall Drive-West	10,000	10,000	10,800	10,800
10	Park Meadows	7,970	7,970	8,600	8,600
11	Stonegate-Rockdale	4,550	4,550	5,000	5,000
12	Allison Heights	12,280	12,280	13,300	13,300
13	Westbrook Est. #1	1,600	1,600	1,700	1,700
14	Verndale #1	8,650	8,650	9,300	9,300
15	Carrier Creek	4,550	4,550	4,900	4,900
16	Westbrook Est. #2	3,190	3,190	3,400	3,400
17	Oak Park	125	125	140	140
18	Willow Woods	2,960	2,960	3,200	3,200
19	Carrier Creek #2	2,280	2,280	2,460	2,460
20	Dutch Hills Farms	4,320	4,320	4,600	4,600
21	Verndale #3	2,050	2,050	2,200	2,200
22	Verndale #4	10,030	10,030	10,800	10,800
23	Allison Heights #3	1,370	1,370	1,450	1,450
24	River Ridge-Holiday	2,500	2,500	2,650	2,650
25	Gettysburg Farms	3,750	3,750	3,980	3,980
26	Dutch Hills Farms #2	1,820	1,820	1,950	1,950
27	Westbrook Estates. #2	3,640	3,640	3,900	3,900
28	Allison Heights #4	2,050	2,050	2,200	2,200
29	Colt Meadows	5,920	5,920	6,400	6,400
30	Dutch Hills Farms #3	2,050	2,050	2,200	2,200
31	Stonegate-Boxwood	2,270	2,270	2,440	2,440
32	Dornet Drive	625	625	670	670
33	Williamsburg #3	1,140	1,140	1,230	1,230
35	Shenandoah	3,860	3,860	4,100	4,100
36	Delta Glens	14,130	14,130	15,000	15,000
37	Tindalaya	1,590	1,590	1,700	1,700
38	Old Erin Way	1,820	1,820	1,950	1,950
39	Chellmar	2,050	2,050	2,200	2,200
40	Westbrook #5	4,550	4,550	4,860	4,860
41	Delta South Condos	1,820	1,820	1,950	1,950
42	Windcharme Estates	10,700	10,700	11,700	11,700
43	Plum Hollow	2,960	2,960	3,180	3,180
44	Delta Commerce Drive	12,060	12,060	13,000	13,000

DELTA TOWNSHIP

**STREET LIGHTING GENERAL FUND
SPECIAL ASSESSMENTS**

DIST#	DISTRICT NAME	2019 Ammended Budget		2020 Approved Budget	
		Revenue S/A	Electricity Expense	Revenue S/A	Electricity Expense
45	Robbins Acres	3,640	3,640	3,900	3,900
46	Delta Downs	7,730	7,730	8,300	8,300
47	Cambridge Manor #1	3,410	3,410	3,650	3,650
48	Stonegate-Bollman	2,280	2,280	2,450	2,450
50	Plum Hollow II	4,780	4,780	5,100	5,100
51	Century Commerce Ctr.	11,440	11,440	12,300	12,300
52	Snow Ridge	11,600	11,600	12,500	12,500
53	Lantern Green	13,200	13,200	14,200	14,200
54	Canyon Hills	9,100	9,100	9,700	9,700
55	Cambridge Manor 2 & 3	5,230	5,230	5,620	5,620
58	Williamsburg #5	9,560	9,560	10,300	10,300
59	Shenandoah #2	2,960	2,960	3,160	3,160
60	Delta Mills Estates	10,000	10,000	10,700	10,700
61	Snow Ridge #2	6,830	6,830	7,320	7,320
62	Oakridge	5,920	5,920	6,380	6,380
63	Verndale Lakes	21,390	21,390	23,000	23,000
64	Walmar Estates	8,190	8,190	8,750	8,750
66	Forest Glen	3,640	3,640	3,900	3,900
67	Renker Road	2,250	2,250	2,440	2,440
68	Windcharme Est. #4	6,370	6,370	6,900	6,900
69	Robbins Acres II	8,190	8,190	8,800	8,800
70	Plum Hollow-Applewood	2,730	2,730	2,930	2,930
71	Armstrong Hills	5,530	5,530	5,950	5,950
72	River Cove	3,410	3,410	3,700	3,700
73	Players Club	4,770	4,770	5,100	5,100
74	Echo Valley	4,780	4,780	5,100	5,100
75	Shenandoah #3	2,500	2,500	2,700	2,700
76	Sherwood Downs	8,190	8,190	8,700	8,700
77	Broadbent Woods	4,240	4,240	4,550	4,550
78	Broadbent Woods-Phase II	2,280	2,280	2,460	2,460
79	Wayland Drive	1,140	1,140	1,230	1,230
80	Davenport Subdivision	1,640	1,640	1,770	1,770
81	Morgan Creek	7,740	7,740	8,300	8,300
82	Laurel Woods	5,900	5,900	4,800	4,800
83	Davis Hwy./LD Clark	12,110	12,110	12,900	12,900
84	Shenandoah #4	2,730	2,730	2,960	2,960
85	Wellington Fields	2,180	2,180	2,000	2,000
86	Walmar Estates #II	1,600	1,600	1,750	1,750
87	Nixon Hills	2,180	2,180	2,330	2,330
88	Walmar Estates #III	2,960	2,960	3,600	3,600
89	Westbrook Condos	2,050	2,050	2,200	2,200
90	Greenwood Condos	4,110	4,110	4,400	4,400
91	Sugar Maple Circle	2,415	2,415	2,600	2,600

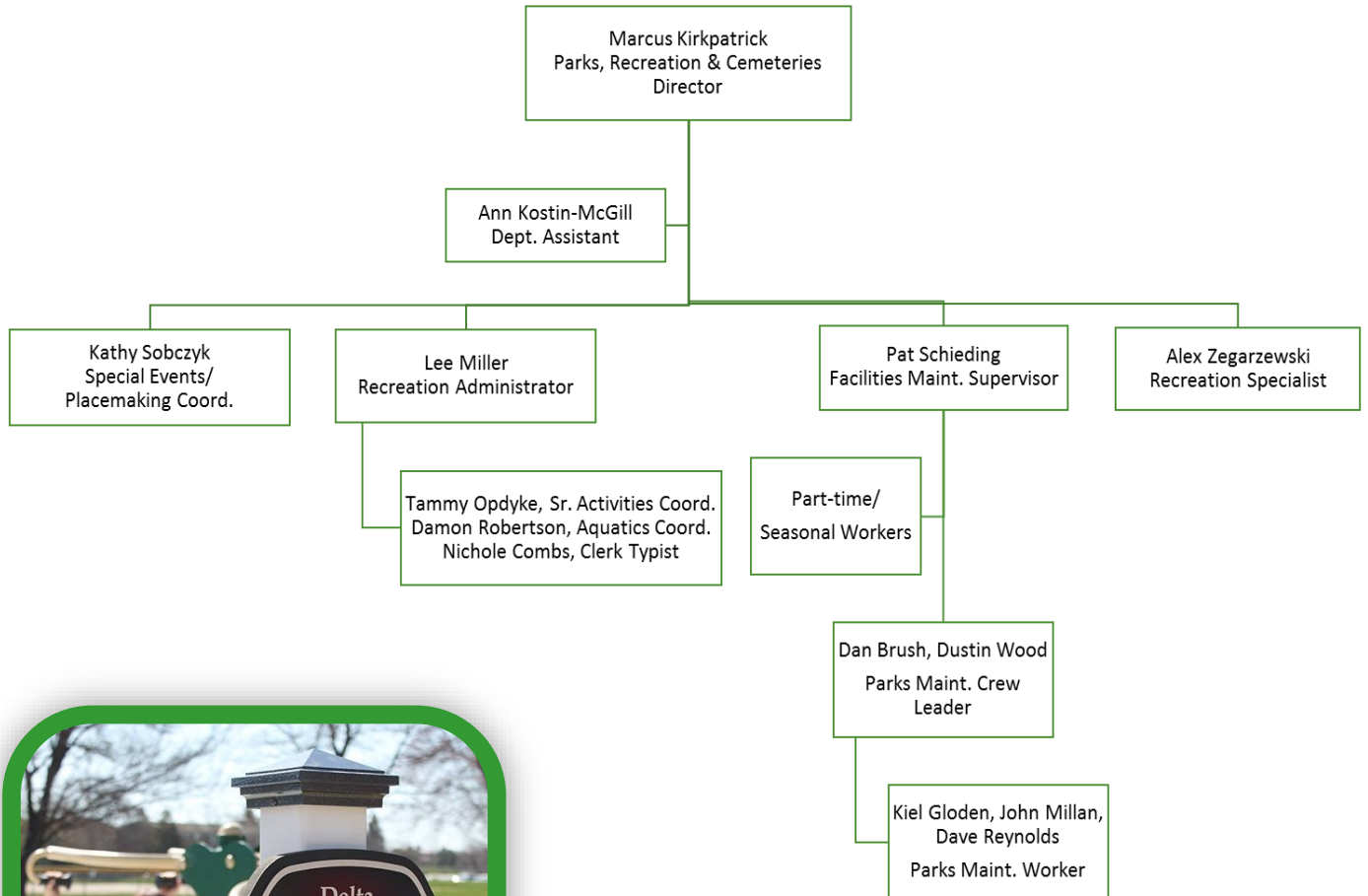
DELTA TOWNSHIP

**STREET LIGHTING GENERAL FUND
SPECIAL ASSESSMENTS**

DIST#	DISTRICT NAME	2019 Ammended Budget		2020 Approved Budget	
		Revenue S/A	Electricity Expense	Revenue S/A	Electricity Expense
92	Grand Manor Cove	4,520	4,520	4,880	4,880
93	Lookout Lane	1,140	1,140	1,230	1,230
94	Dornet Village	5,460	5,460	5,850	5,850
95	Morgan Creek Condos 61-91	2,960	2,960	3,200	3,200
96	Morgan Creek/Century Park	5,720	5,720	6,100	6,100
97	Ashford Manor Phase I	2,190	2,190	2,350	2,350
98	Laurel Woods Phase II	1,820	1,820	1,960	1,960
99	Upton Woods	1,870	1,870	2,000	2,000
100	Upton Wood II	1,250	1,250	1,340	1,340
101	Barrington Condos	1,250	1,250	1,340	1,340
102	Saratoga Woods 1 & 2	6,140	6,140	6,600	6,600
103	Fox Ridge Estates	1,560	1,560	1,670	1,670
104	Nixon Hills #3	1,400	1,400	1,500	1,500
105	Willow Cove	9,560	9,560	10,300	10,300
106	Point West Condos	4,360	4,360	4,500	4,500
107	Brookside	17,980	17,980	18,900	18,900
108	Ashford Manor Phase II	2,340	2,340	2,250	2,250
109	Upton Woods III	930	930	1,000	1,000
110	Laurel Woods III	4,100	4,100	4,400	4,400
111	Broadbent Woods III & IV	3,870	3,870	4,200	4,200
112	Morgan Glen Condos	2,170	2,170	2,320	2,320
113	Point West #2	1,560	1,560	1,800	1,800
115	West Willow Heights	1,600	1,600	1,720	1,720
116	Fox Ridge Estates #2	1,400	1,400	1,510	1,510
117	Shadow Glen	2,340	2,340	2,150	2,150
118	Saratoga Woods #3	2,500	2,500	2,700	2,700
120	Barrington Condos	1,250	1,250	1,700	1,700
121	Crawford Cove	2,730	2,730	2,940	2,940
122	Westcharme	5,460	5,460	5,850	5,850
123	Theo Avenue	5,000	5,000	5,200	5,200
124	Harriet Avenue	5,230	5,230	5,440	5,440
125	Homestead Acres	25,600	25,600	27,200	27,200
126	Village of Shadow Glen	1,240	1,240	1,200	1,200
127	Shadow Glen No. 2	470	470	700	700
128	Shadow Glen No. 3	470	470	500	500
129	Arlington Bennington	6,345	6,345	6,800	6,800
130	Shadow Glen No. 4	-	-	330	330
131	Ashford Manor Phase 3	-	-	810	810
132	Shadow Glen No. 5	-	-	1,150	1,150
999	Street Lights (130 131)	2,340	2,340	-	-
TOTALS		\$ 581,560	\$ 581,560	\$ 620,070	\$ 620,070

PARKS & RECREATION DEPARTMENT

FY 2020 BUDGET



DELTA TOWNSHIP

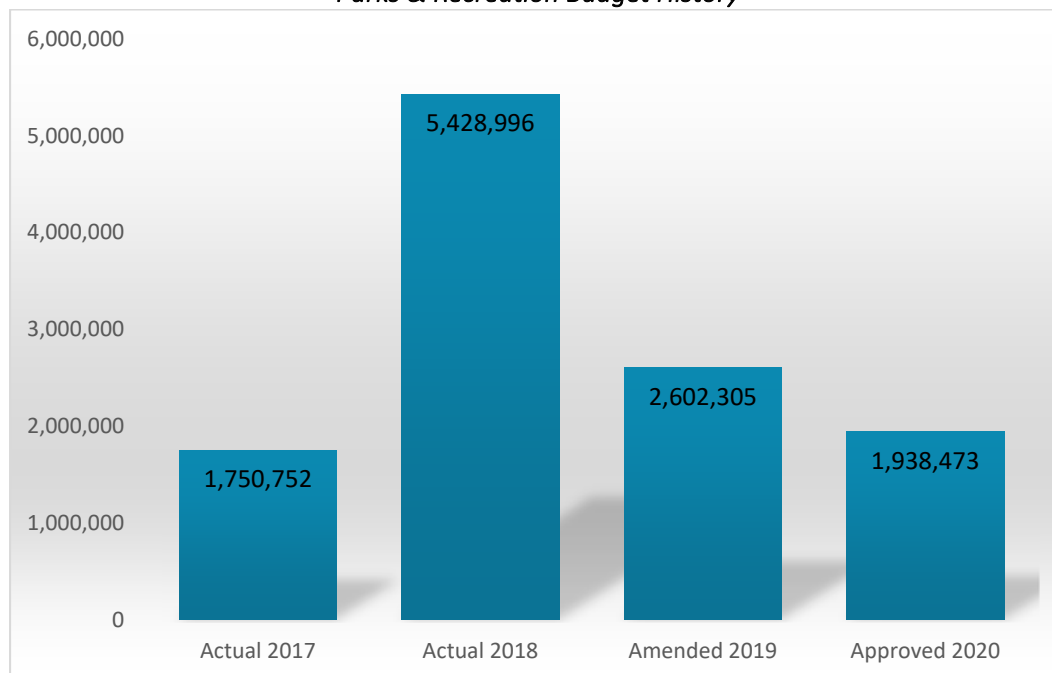
PARKS & RECREATION

The Parks, Recreation, and Cemeteries department is responsible for four different divisions, as well as the management of the Delta-Waverly 39'ers program for senior citizens. The Parks and Recreation division is responsible for maintaining existing park grounds and facilities, acquiring and developing land for park use, providing varied recreational programs for all ages, enforcing the Park Ordinance, planning for the future in both park area requirements and recreation program needs, and maintaining assigned township grounds and facilities.

Goals

- To maintain, assess, develop and preserve park lands and facilities in order to provide for the needs of present and future generations.
- To promote the development of new recreation programs with active sports facilities and passive leisure opportunities.
- To continue to closely monitor parks and facilities to ensure a safe and clean environment.

Parks & Recreation Budget History



Objectives

- To develop and expand programs through new and existing partnerships.
- To research and identify grants from Federal, State, and local resources.
- To identify and cultivate one new sustainable revenue source within the department.
- To monitor service and participation levels for future planning efforts.
- To provide daily park maintenance and safety.

DELTA TOWNSHIP

OUTPUT INDICATORS	2018	PROJECTED 2019	TARGET 2020
Adult/Youth Athletic Program Attendance	3,504	3,500	4,000
Senior Center Activities Attendance	11,519	27,000	27,100
Aquatics Program	15,569	17,300	17,400
Community & Enrichment Center Rentals	398	175	175
Community & Enrichment Center Revenue	\$59,075	\$52,000	\$53,000
Picnic Shelter Rentals	285	270	170
Percentage of Operation Costs to General Fund Total Budget	30.2%	13.6%	10.1%

DELTA TOWNSHIP

**PARKS AND RECREATION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-751**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular	597,200
703	Salaries & Wages - Temporary	161,230
	Part-Time Year Round Staff	47,200
	Long-Term Seasonal Staff	39,150
	Summer Seasonal Staff	74,880
703.012	Salaries & Wages - Enrichment Center	46,000
	Senior Coordinator	27,300
	Part-Time Secretary	18,700
703.013	Salaries & Wages - Aquatics	75,075
	Aquatics Coordinator	22,500
	Lifeguards/Lesson Instructors	30,975
	Aerobics Instructors	21,600
704	Salaries & Wages - Overtime	4,000
	An attempt will be made to limit overtime; however, some assignments occur which will require overtime.	
706	Salaries & Wages - Longevity	9,935
	Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	
710	Fees & Per Diem	4,200
715	F.I.C.A.	63,900
	The Township contributes 7.65% of the employees wages up to \$106,800, plus 1.45% of wages over \$106,800.	
717	Workers' Comp. Insurance	15,152
	The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	

DELTA TOWNSHIP

**PARKS AND RECREATION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-751**

<u>Acct#</u>	<u>Description</u>	Approved 2020
719	Health Insurance Premiums for health care coverage for full-time employees and their dependents.	138,033
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	20,348
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	73,600
724	Uniforms Five full-time staff uniforms & laundering.	1,500
728	Office Supplies	6,000
729	Photo Copies	6,500
730	Postage	3,000
740	Operating Supplies	25,500
	Supplies On Hand	5,500
	Diamond Marking Powder	5,000
	Custodial Supplies	5,000
	Trash Bags	3,000
	Oxygen/Acetylene	1,500
	Seasonal Staff Shirts & Hats	1,500
	Miscellaneous	2,000
	Use & Admission Program Supplies	2,000

DELTA TOWNSHIP

**PARKS AND RECREATION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-751**

<u>Acct#</u>	<u>Description</u>		Approved 2020
740.004	Operating Supplies - Special Events		12,000
740.011	Operating Supplies - Youth Sports		25,600
	Youth Sports Equipment	5,000	
	T-shirts - Coaches & Referees	1,500	
	Youth Jerseys	7,800	
	Awards/Ribbons	2,300	
	Pitching Mounds	9,000	
740.012	Operating Supplies - Enrichment Center		3,800
	Operational Expenses	1,300	
	Office Supplies	1,500	
	Program Expenses	1,000	
740.013	Operating Supplies - Aquatics		1,000
740.014	Operating Supplies - Adult Sports		14,600
	Adult Softball - Balls & Equipment	6,000	
	Kickball Supplies & Awards	3,300	
	Volleyball Awards	700	
	Softball Awards	4,600	
740.015	Operating Supplies - Delta Rocks!		1,300
	Concessions	300	
	Supplies	1,000	
776	Repair & Maintenance - Building		14,000
	Plumbing & Electrical Supplies	4,000	
	Roofing & Siding Materials	2,500	
	Painting & Staining Supplies	3,000	
	Kendall Electric	2,000	
	Miscellaneous	2,500	

DELTA TOWNSHIP

**PARKS AND RECREATION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-751**

<u>Acct#</u>	<u>Description</u>		Approved 2020
778	Repair & Maintenance - Equipment		40,500
	Equipment Parts	7,000	
	Ball Diamond Equipment	10,000	
	Picnic Table Replacement	3,000	
	Drinking Fountain and Irrigation Repairs	1,000	
	Trash Can & Grill Replacement	1,500	
	Soccer & Tennis Nets and Goals	3,000	
	Playground Repairs	5,000	
	Air Compressor	5,000	
	Band Saw Replacement	5,000	
780	Repair & Maintenance - Grounds		47,500
	Playground Safety Surface & Maintenance	6,000	
	Gravel, Cement and Sand	1,500	
	Trail Surface Maintenance	4,000	
	Parking Lot Maintenance	3,000	
	Landscape Supplies	3,000	
	Shelter Upgrades	5,000	
	Ball Fields Restoration	10,000	
	Athletic Field Fertilizer	15,000	
806	Contractual Services		64,300
	Parks & Pathway Security	7,000	
	Port-a-John Rentals	5,000	
	Tree Removal	5,000	
	Granger Trash Removal	4,000	
	Activenet Payment Fees	23,000	
	Contractual Instructors	17,300	
	Miscellaneous	3,000	

DELTA TOWNSHIP

**PARKS AND RECREATION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-751**

<u>Acct#</u>	<u>Description</u>		Approved 2020
806.004	Contractual Services - Special Events		30,500
	Photographer	4,600	
	DJ's (Including Fireworks)	1,500	
	Room Rentals	2,600	
	Easter Bunny	100	
	Clown (Fireworks)	200	
	Wages (Fireworks)	100	
	Wages - Events	400	
	Fireworks Security	3,500	
	Mount Hope Park Events	7,500	
	Entertainment Events	10,000	
806.011	Contractual Services - Youth Sports		15,400
	Tennis Instructors	1,300	
	Golf - Grand Ledge Country Club	2,300	
	Soccer Officials & Field Supervisors	4,700	
	Youth Basketball - Gym Rental	2,800	
	Youth Basketball - Gym Supervisor	1,500	
	Basketball Camp Instructors	1,000	
	Flag Football Officials & Supervisors	1,000	
	Youth Baseball/Softball Field Supervisor	800	
806.012	Contractual Services - Enrichment		12,000
	Instructors.		
806.013	Contractual Services - Aquatics		52,500
	Waverly Pool Lease	51,500	
	Miscellaneous	1,000	
806.014	Contractual Services - Adult Sports		8,400
	Softball Umpire Fees	2,100	
	Softball Scorekeepers	6,300	

DELTA TOWNSHIP

**PARKS AND RECREATION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-751**

<u>Acct#</u>	<u>Description</u>		Approved 2020
806.015	Contractual Services - Delta Rocks!		31,900
	Rentals/Setup	3,300	
	Staff	1,000	
	Shuttle	1,000	
	Advertising	1,600	
	Entertainment	25,000	
852	Telephone		5,000
861	Auto Allowance/Mileage		300
862	Gasoline Fuels		17,000
863	Vehicle Maintenance		5,000
901	Advertising		3,000
903	Printing		1,500
	Parks Brochures	1,000	
	Miscellaneous	500	
911	Fleet Insurance		10,500
912	Liability Insurance		5,200
921	Electricity		16,500
922	Heat		2,500
923	Sewer & Water		6,000
931	Repair & Maintenance - Building		3,000
933	Repair & Maintenance Services - Equipment		6,000

DELTA TOWNSHIP

**PARKS AND RECREATION
LINE ITEM DESCRIPTIONS
ACCOUNT #101-751**

<u>Acct#</u>	<u>Description</u>		Approved 2020
942	Rentals - Equipment		2,000
957	Education & Training		1,000
959	Memberships & Dues		9,100
	MASA - Softball Team Registration	5,800	
	Flag Football Player Fees	1,000	
	MI Festivals & Events	200	
	Michigan Recreation & Parks Assoc.	1,400	
	American Red Cross	400	
	National Recreation & Parks Assoc.	200	
	MASC - 39ers Membership	100	
960	Meetings, Conferences & Seminars		5,900
	MRPA State Conference (3 ea.)	3,300	
	Michigan Recycling Conference	400	
	Playground Certifications	500	
	Other State Conferences	1,000	
	MASC - Senior Conference	700	
970	Capital Outlay		212,500
	Mower Replacement Program	17,500	
	Park Enhancements	50,000	
	2-Ton Truck Replacement	80,000	
	Parks & Rec. Blazer Replacement	30,000	
	Parks Maintenance Truck Replacement	35,000	
<i>Totals Parks & Recreation</i>			<u>\$ 1,938,473</u>

DELTA TOWNSHIP

**PARKS & RECREATION GENERAL FUND
DETAIL OF EXPENDITURES**

Fiscal Year Ending December 31:

Parks & Recreation - 751

Acct #		Actual 2017	Actual 2018	Amended 2019	Approved 2020
702	Salaries & Wages - Regular	484,951	523,798	593,310	597,200
703	Salaries & Wages - Temporary	131,629	133,660	118,900	161,230
703.012	Salaries & Wages - Enrichment Ctr.	42,297	41,568	43,560	46,000
703.013	Salaries & Wages - Aquatics	50,679	46,549	75,300	75,075
704	Salaries & Wages - Overtime	2,465	1,061	4,000	4,000
706	Salaries & Wages - Longevity	7,491	7,790	8,914	9,935
710	Fees & Per Diem	3,350	3,450	4,200	4,200
715	F.I.C.A.	54,056	56,241	63,227	63,900
717	Workers' Comp. Insurance	12,374	12,390	14,677	15,152
719	Health Insurance	109,459	124,845	147,340	138,033
720	Life, Dental & LTD Insurance	13,481	16,315	21,555	20,348
721	Pension	51,675	64,131	73,152	73,600
724	Uniform/Laundry	1,492	1,467	1,400	1,500
728	Office Supplies	3,931	2,649	7,000	6,000
729	Photo Copies	5,781	6,896	7,500	6,500
730	Postage	1,105	1,513	3,000	3,000
740	Operating Supplies	17,710	19,358	23,500	25,500
740.004	Operating Supplies - Special Events	6,380	5,338	11,500	12,000
740.011	Operating Supplies - Youth Sports	16,229	8,872	14,275	25,600
740.012	Operating Supplies - Enrichment	1,344	1,354	3,000	3,800
740.013	Operating Supplies - Aquatics	4,207	603	1,000	1,000
740.014	Operating Supplies - Adult Sports	8,303	8,931	14,615	14,600
740.015	Operating Supplies - Delta Rocks!	1,855	1,626	1,300	1,300
776	Building Maintenance Supplies	14,008	11,964	14,000	14,000
778	Equipment Maintenance Supplies	26,228	27,506	33,500	40,500
780	Grounds Maintenance Supplies	35,566	33,420	37,500	47,500
806	Contractual Services	59,910	62,485	71,715	64,300
806.004	Contractual Services - Special Events	8,695	8,881	12,550	30,500
806.011	Contractual Services - Youth Sports	8,917	8,296	14,800	15,400
806.012	Contractual Services - Enrichment Ctr.	9,850	12,789	12,760	12,000
806.013	Contractual Services - Aquatics	54,784	250	52,500	52,500
806.014	Contractual Services - Adult Sports	9,702	8,605	8,400	8,400
806.015	Contractual Services - Delta Rocks!	13,600	11,545	16,200	31,900
852	Telephone	3,875	3,773	5,000	5,000
861	Mileage	-	175	200	300
862	Gasoline & Diesel	19,496	21,263	17,000	17,000
863	Vehicle Maintenance	5,205	8,086	6,500	5,000

DELTA TOWNSHIP

**PARKS & RECREATION GENERAL FUND
DETAIL OF EXPENDITURES**

Fiscal Year Ending December 31:

Parks & Recreation - 751

Acct #		Actual 2017	Actual 2018	Amended 2019	Approved 2020
901	Advertising	724	348	2,000	3,000
903	Printing	648	286	1,500	1,500
911	Fleet Insurance	9,300	9,000	9,450	10,500
912	Liability Insurance	4,590	4,450	4,670	5,200
921	Electricity	14,025	14,970	16,000	16,500
922	Heat	1,555	2,112	2,500	2,500
923	Sewer & Water	4,538	5,506	6,000	6,000
931	R & M Services - Building	159	40	2,000	3,000
933	R & M Services - Equipment	801	4,297	6,000	6,000
942	Rentals - Equipment	-	2,500	1,000	2,000
957	Education & Training	55	284	1,000	1,000
959	Memberships & Dues	5,135	4,820	7,235	9,100
960	Meetings, Conf. & Seminars	3,379	4,233	5,900	5,900
970	Capital Outlay	403,763	4,066,707	978,200	212,500
Total Parks & Recreation		\$ 1,750,752	\$ 5,428,996	\$ 2,602,305	\$ 1,938,473
<i>Total FTEs</i>		16.0	16.0	16.5	17.0

Summary					
Personnel Services	963,907	1,031,798	1,168,135	1,208,673	
Supplies	163,635	152,760	190,090	219,800	
Services	196,988	154,944	237,625	265,800	
Insurance	13,890	13,450	14,120	15,700	
Education & Training	8,569	9,337	14,135	16,000	
Capital Outlay	403,763	4,066,707	978,200	212,500	
Total Parks & Recreation	\$ 1,750,752	\$ 5,428,996	\$ 2,602,305	\$ 1,938,473	

AMBULANCE FUND FY 2020



DELTA TOWNSHIP

**AMBULANCE FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #210-651**

<u>Acct#</u>	<u>Description</u>	Approved 2020
702	Salaries & Wages - Regular Budget amount represents the salaries for authorized positions, both non-bargaining and bargaining full-time employees.	1,670,400
703	Salaries & Wages - Temporary Budget amount represents wages for part-time firefighters.	28,000
704	Salaries & Wages - Overtime	90,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	21,550
715	F.I.C.A. The Township contributes 7.65% of the employees' wages.	134,100
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	80,237
719	Health Insurance Employee Premiums OPEB Contribution Retiree Premiums	495,200 392,800 85,000 17,400
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	52,334
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time non-bargaining employee and 12.17% for each bargaining unit employee. Bargaining unit employees contribute to MERS based upon actuarial valuations.	207,700

DELTA TOWNSHIP

**AMBULANCE FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #210-651**

Acct#	Description	Approved 2020
723	Food Allowance A contractual item negotiated with the firefighters union for full-time employees only.	14,819
724	Uniform Allowance Projected 5% price increase for uniforms.	15,150
728	Office Supplies	2,000
730	Postage	250
731	Publications	300
740	Operating Supplies	31,100
	Coffee, Gas Sensors, Other Misc.	5,000
	45 Stream Light LED Flashlights & Bank Chargers (50%)	2,000
	15 Sets of Replacement Turnout Gear (50%)	22,500
	Replacement EMS Bags	1,600
760	Medical Supplies	70,000
776	Repair & Maintenance Supplies - Building	5,000
778	Repair & Maintenance Supplies - Equipment	2,500
780	Grounds Maintenance Irrigation system supplies & repairs and weed control.	500
806	Contractual Services	34,500
	Lifepak, Lucas Maintenance, Other EMS Equip. Contracts	10,000
	Other - including Raft, Tenzinga, CPSE Accreditation	2,500
	Image Trend Elite/Maintenance	15,000
	MDHHS Integration Maintenance Contract	4,000
	CAD Integration Maintenance Contract	3,000
815.010	Ambulance Fees - Residents	250,000

DELTA TOWNSHIP

**AMBULANCE FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #210-651**

<u>Acct#</u>	<u>Description</u>	Approved 2020
851	Radio Maintenance	5,000
852	Telephone Cell phones and air cards for ambulances.	6,000
861	Mileage Employee mileage between stations per contract.	300
862	Gasoline	17,000
863	Vehicle Maintenance	18,000
903	Printing	500
911	Fleet Insurance	8,200
912	Liability Insurance	12,700
921	Electricity	22,200
922	Heat	10,000
923	Sewer and Water	3,000
931	Repair & Maintenance - Building Routine maintenance.	5,000
957	Education & Training	22,550
	Outside Training allowed by contract	6,000
	Local Training (50%)	4,500
	Target Solutions (50%)	6,200
	Blue Card Incident Command Renewal (50%)	1,600
	Blue Card Instructor (50%)	3,000
	Blue Card Instructor Renewal (50%)	1,250
959	Memberships & Dues	1,500

DELTA TOWNSHIP

AMBULANCE FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #210-651

<u>Acct#</u>	<u>Description</u>		Approved 2020
960	Meetings, Conferences & Seminars EMS World Expo (2 staff).		3,000
970	Capital Outlay		445,640
	Two (2) Kodiak/Braun Chief XL Ambulances	369,640	
	Computer/Modem Replacement	10,000	
	Powerload Powercot	46,000	
	Powercot	20,000	
Total Ambulance Fund Expenses			\$3,793,730

DELTA TOWNSHIP

**AMBULANCE FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

Ambulance Fund #210

	Actual 2017	Actual 2018*	Amended 2019	Approved 2020
FUND BALANCE 1/1	2,203,805	2,088,535	2,058,215	2,188,161
PLUS: Revenues	1,347,264	3,035,889	3,201,200	3,236,500
TOTAL AVAILABLE	3,551,069	5,124,424	5,259,415	5,424,661
LESS: Expenditures	(1,462,534)	(3,066,209)	(3,071,254)	(3,793,730)
FUND BALANCE 12/31	2,088,535	2,058,215	2,188,161	1,630,931

Acct #	Revenues				
404	Current Tax - Real & Personal	1,302,294	1,355,307	1,440,000	1,494,000
437	Industrial Facilities Tax	19,755	22,555	7,200	10,800
529	Federal Grants - Other	-	133,839	179,000	86,700
625	Ambulance Fees	-	1,272,360	1,350,000	1,360,000
625.010	Ambulance Fees - Residential	-	212,340	180,000	250,000
665	Interest	25,215	39,488	30,000	35,000
673	Sales of Fixed Assets	-	-	15,000	-
	Total Ambulance Fund Revenues	\$ 1,347,264	\$ 3,035,889	\$ 3,201,200	\$ 3,236,500

	Expenditures				
702	Salaries & Wages - Regular	-	1,516,261	1,617,170	1,670,400
703	Salaries & Wages - Temporary	-	35,294	28,000	28,000
704	Salaries & Wages - Overtime	-	105,225	80,000	90,000
706	Salaries & Wages - Longevity	-	17,189	20,965	21,550
715	F.I.C.A.	-	128,478	126,505	134,100
717	Workers' Comp. Insurance	-	70,016	75,763	80,237
719	OPEB Contribution	85,000	85,000	85,000	85,000
719	Health Insurance	-	274,560	295,300	410,200
720	Life, Dental & LTD Insurance	-	45,806	48,426	52,334
721	Pension	-	165,856	171,500	207,700
723	Food Allowance	-	15,225	14,225	14,819
724	Uniform Allowance/Laundry	-	9,050	14,300	15,150
728	Office Supplies	-	1,217	2,000	2,000
730	Postage	-	8	250	250
731	Publications	-	425	300	300
740	Operating Supplies	-	23,357	17,500	31,100

DELTA TOWNSHIP

**AMBULANCE FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

Ambulance Fund #210

		Actual 2017	Actual 2018*	Amended 2019	Approved 2020
760	Medical Supplies	-	77,331	65,000	70,000
776	Building Maintenance Supplies	-	5,182	5,000	5,000
778	Equipment Maintenance Supplies	-	647	2,500	2,500
780	Grounds Maintenance Supplies	-	-	500	500
806	Contractual Services	-	25,266	32,600	34,500
815.010	Ambulance Fees - Residents	-	212,340	180,000	250,000
851	Radio Maintenance	-	2,330	7,500	5,000
852	Telephone	-	5,524	6,000	6,000
861	Mileage	-	170	300	300
862	Gasoline & Diesel	-	24,131	17,000	17,000
863	Vehicle Maintenance	-	16,574	18,000	18,000
903	Printing	-	847	500	500
911	Fleet Insurance	-	6,975	7,350	8,200
912	Liability Insurance	-	10,850	11,400	12,700
921	Electricity	-	19,966	18,000	22,200
922	Heat	-	7,849	10,000	10,000
923	Sewer & Water	-	3,868	2,500	3,000
931	R & M Services - Building	-	11,849	10,500	5,000
933	R & M Services - Equipment	-	11,537	8,000	5,000
934	R & M Services - Other	-	4,800	2,500	2,500
957	Education & Training	-	11,298	21,000	22,550
959	Memberships & Dues	-	953	1,500	1,500
960	Meetings, Conf. & Seminars	-	1,779	3,500	3,000
970	Capital Outlay	-	111,176	242,900	445,640
999	Appropriation Transfers - Out	1,377,534	-	-	-
Total Ambulance Fund Expenditures		\$ 1,462,534	\$ 3,066,209	\$ 3,271,254	\$ 3,793,730
Net increase (decrease) to Fund Balance		(115,270)	(30,320)	(70,054)	(557,230)
<i>Total FTEs</i>			28.5	28.5	28.5

DELTA TOWNSHIP

**AMBULANCE FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

Ambulance Fund #210

	Actual 2017	Actual 2018*	Amended 2019	Approved 2020
REVENUES				
Taxes	1,322,049	1,377,862	1,447,200	1,504,800
Fees & Charges	-	1,484,700	1,530,000	1,610,000
Miscellaneous	-	133,839	194,000	86,700
Interest	25,215	39,488	30,000	35,000
Total Ambulance Fund Revenues	\$ 1,347,264	\$ 3,035,889	\$ 3,201,200	\$ 3,236,500
EXPENDITURES				
Personnel Services	-	2,373,910	2,477,854	2,709,340
Supplies	-	141,518	124,650	144,100
Services	-	322,750	296,100	361,700
Insurance	-	17,825	18,750	20,900
Education & Training	-	14,030	26,000	27,050
Capital Outlay	-	111,176	242,900	445,640
Transfer Out	1,377,534	-	-	-
OBEB Contribution	85,000	85,000	85,000	85,000
Total Ambulance Fund Expenditures	\$ 1,462,534	\$ 3,066,209	\$ 3,271,254	\$ 3,793,730

**Due to an accounting change in 2018, all ambulance activities were moved from General Fund to Special Revenue Fund - Ambulance #210.*

**ECONOMIC DEVELOPMENT
CORPORATION FUND
FY 2020 BUDGET**

The Delta Township Economic Development Corporation (EDC) meets on an as needed basis in Delta Township to research and study economic development related issues and provide recommendations to the Township Board. The EDC is a non-profit organization comprised of nine persons who volunteer time and share their business expertise on community issues.

The EDC also has the bank-like ability to issue bonds for industrial development projects in Delta Township.

The EDC Fund came about when the EDC charged fees for issuing bonds in the late 1970's and early 1980's. The money collected has accumulated interest over time.



DELTA TOWNSHIP

EDC FUND
SUMMARY OF FUND BALANCE
Fiscal Year Ending December 31:

<u>EDC Fund #244</u>	Actual 2017	Actual 2018	Amended 2019	Approved 2020
FUND BALANCE 1/1	99,218	99,137	69,572	39,872
PLUS: Revenues	879	1,145	1,200	1,200
TOTAL AVAILABLE	100,097	100,282	70,772	41,072
LESS: Expenditures	(960)	(30,710)	(30,900)	(30,900)
FUND BALANCE 12/31	99,137	69,572	39,872	10,172
 <u>Acct # Revenues</u>				
665 Interest	879	1,145	1,200	1,200
Total Revenues	\$ 879	\$ 1,145	\$ 1,200	\$ 1,200
 <u>Expenditures</u>				
710 Fees & Per Diem	960	710	900	900
962 Contributions	-	30,000	30,000	30,000
Total Expenditures	\$ 960	\$ 30,710	\$ 30,900	\$ 30,900

OVERVIEW OF CAPITAL PROJECTS FY 2020 BUDGET

The Capital Projects fund is the "reserve account" for the general fund. The monies in this fund are the transfers from General Fund to Capital Projects over a period of years. Reserves have been established for vehicle and equipment replacements for activities in the General Fund.

Amounts are annually transferred to Capital Projects for future vehicle and equipment replacements. When new vehicles or equipment are purchased within an activity, i.e. fire, engineering, or parks, money is then transferred from Capital Projects back to the General Fund to cover those purchases.



DELTA TOWNSHIP

CAPITAL PROJECTS FUND SUMMARY OF FUND BALANCE Fiscal Year Ending December 31:

CP Fund #402

	Actual 2017	Actual 2018	Amended 2019	Approved 2020
FUND BALANCE 1/1	1,787,279	1,815,789	1,900,245	2,264,945
PLUS: Revenues	162,458	174,956	493,900	1,647,000
TOTAL AVAILABLE	1,949,737	1,990,745	2,394,145	3,911,945
LESS: Expenditures	(133,948)	(90,500)	(129,200)	(600,000)
FUND BALANCE 12/31	1,815,789	1,900,245	2,264,945	3,311,945
<i>Summary of Fund Balance:</i>				
Unassigned	1,815,789	1,900,245	2,264,945	3,311,945
FUND BALANCE 12/31	1,815,789	1,900,245	2,264,945	3,311,945

Acct. # Revenues

665 Interest	15,958	28,456	20,000	22,000
699 Approp. Transfers - IN	146,500	146,500	473,900	1,625,000
Total Revenues	\$ 162,458	\$ 174,956	\$ 493,900	\$ 1,647,000

Expenditures

999 Approp. Transfers - OUT	133,948	90,500	129,200	600,000
Total Expenditures	\$ 133,948	\$ 90,500	\$ 129,200	\$ 600,000



DELTA TOWNSHIP

CAPITAL PROJECTS FUND
SUMMARY OF RESERVE BALANCES

Fiscal Year Ending December 31:

215

	<i>Balance</i>	<i>Actual</i>		<i>Actual</i>	<i>Budget</i>		<i>Estimated</i>	<i>Budget</i>		<i>Estimated</i>
	Balance 2017	Receipts 2018	Disbursement 2018	Balance 2018	Receipts 2019	Disbursement 2019	Balance 2019	Receipts 2020	Disbursement 2020	Balance 2020
Unallocated Interest	697,496	14,956		712,452	20,000		732,452	22,000		754,452
<u>FACILITY RESERVES:</u>										
Bldg. Improvements	21,000			21,000			21,000	500,000		521,000
Bldg. Replacement	600,000			600,000			600,000	650,000		1,250,000
<u>EQUIPMENT RESERVES:</u>										
Assessing/Gen. Activity	43,200			43,200			43,200			43,200
Clerk - Equipment	99,730	10,000		109,730	10,000		119,730	10,000		129,730
Accounting	23,900			23,900			23,900			23,900
T H & G Equipment	16,000			16,000			16,000			16,000
Fire	172,040	100,000	38,000	234,040	353,900	46,200	541,740	400,000	600,000	341,740
Building	40,506	20,000	1,500	59,006	20,000		79,006			79,006
Planning	15,360			15,360			15,360			15,360
Engineering-Vehicle & Equip.	42,500			42,500			42,500			42,500
Parks & Rec. - Equipment	44,057	30,000	51,000	23,057	90,000	83,000	30,057	65,000		95,057
	\$ 1,815,789	\$ 174,956	\$ 90,500	\$ 1,900,245	\$ 493,900	\$ 129,200	\$ 2,264,945	\$ 1,647,000	\$ 600,000	\$ 3,311,945

OVERVIEW OF CAPITAL IMPROVEMENTS/OUTLAY

FY2020 BUDGET

Capital expenditures are public improvements. They are projects involving the expenditure of public funds, over and above annual operating expenses, for the purchase, construction, or replacement of the physical facilities of a community. Examples include such items as the fire apparatus, sidewalk/non-motorized transportation projects, park improvements, roads and drains maintenance participation, and additions to our wastewater treatment infrastructure. A capital improvement project for the purposes of Delta Township's Capital Improvements Program (CIP) is a major non-recurring expenditure that includes one or more of the following:

- Any acquisition of land for public purpose.
- Any construction of a new facility, including additions.
- A nonrecurring rehabilitation, or major repair of all or part of a building, or facility where the cost exceeds \$50,000 and the improvement will have a useful life of 10+ years.
- The purchase of major equipment where the cost exceeds \$50,000 and has a useful life of 5+ years.
- Any planning, feasibility, engineering, or design study related to an individual capital improvement project, or to a program that is implemented through individual capital improvement projects.
- Requests for funding projects that do not meet the criteria for inclusion in the capital improvements program are submitted as part of the Townships annual operating budget.

For 2020, the General Fund has several one-time major purchases planned, including a replacement fire engine (\$600,000), battery powered extraction tools (\$45k), new sidewalk/pathway construction (\$200k), and two new ambulances (\$390,000). The emergency response vehicles budgeted are more fuel efficient, more safe, and more reliable than the current vehicles they are replacing. All the purchases listed above will be paid out of operating revenues in the general fund, with the exception of the ambulance. The ambulance will be paid using tax dollars collected from the paramedic millage levied on an annual basis. None of the 2020 budgeted capital expenditures will have significant operating costs associated with their implementation. We plan to continue maintaining our Capital Projects reserve funds for the foreseeable future.

The Wastewater Fund will continue its plant improvement program and spend about \$420,000 in plant upgrades. We have completed the master planning process for rehabbing the existing treatment plant, and will spend 2020 reviewing rates, financing, and preliminary design of the rehab project. This will be a major project likely to begin construction during the 2022 budget year. It will impact sewer rates as the rates will be adjusted to pay the debt service of the project.

Capital Improvements Programming is the preparation and updating of a proposed schedule of public works projects and related equipment to be built or purchased by local governments within a six-year period. The first year of scheduled projects is referred to as the capital budget and includes those projects scheduled to be funded in the upcoming fiscal year. These projects will be included in the Townships adopted budget providing funds are available.

Delta's Capital Improvements Program projects are considered for a six-year period (2019-2025). They are reviewed annually in order to reflect changing economic conditions as well as the changing needs of the township.

The projects may not all be approved by the Manager and/or Township Board at the time the budget is adopted. Some may be denied due to lack of funds and some may need further review and consideration prior to inclusion in the budget. Some of the projects will be funded through reserves previously established in the Capital Projects Fund. **Annual transfers to the Capital Projects Fund are made for future purchases of new or replacement items.**

The contents of this overview were adapted from:

Capital Improvements Programming in Local Government by HUD, Second Printing, 1970, published by USGPO, Washington, DC 20402.

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, IL 60637.

DELTA TOWNSHIP

SUMMARY OF CAPITAL OUTLAY

Department	Description	Budget 2019	Approved 2020
Manager's Office	Computers/Related	2,500	1,200
	New Chairs for Office & Conference Room	-	4,000
		2,500	5,200
Clerk's Office	Office Computer Replacement	1,500	2,400
	Precinct Road Signs (43)	7,000	7,000
	EPB Laptop Replacement (18)	16,000	-
	Election Scanner Replacement (18)	2,400	-
	Office Furniture Replacement	14,000	-
	Help Desk Election Computers	-	8,000
		40,900	17,400
IT	Hardware Replacement	30,000	30,000
	Switch Replacement	-	12,000
	Firewall Replacement	-	9,000
	Wireless Replacement	-	13,600
		30,000	64,600
Acct/Treasurer	Computer Replacement	1,600	2,500
	Printer Replacement	4,000	-
		5,600	2,500
Assessing	Computers/Related	1,500	2,500
		1,500	2,500
Twp. Hall & Grounds	Sheriff's Bldg. Garage Drainage & Foundation	20,000	-
	A/C Condenser Replacement - Admin. Bldg. East Side	50,000	-
	Community Center Flooring & Stair Treads	20,000	-
	Administration Building Roof Replacement Project	75,000	150,000
	Admin. Carpet & Painting	8,000	8,000
	Furniture, Tables, Chairs	3,500	5,000
	Community Center Upgrades	-	10,000
	Building Security Enhancements	-	15,000
	Elevator - Admin. Building Power Unit & Soft Start	-	32,000
	Administration Air Handler Return Motor Replacement	-	10,000
		176,500	230,000

DELTA TOWNSHIP

SUMMARY OF CAPITAL OUTLAY

Department	Description	Budget 2019	Approved 2020
General Activity	Land Acquisition	120,000	120,000
		120,000	120,000
Cemeteries	Vault Cart Replacement	22,000	-
	Delta Center Retaining Wall, S/W & Fence	45,000	45,000
	Mower Replacement Program	13,000	15,000
		80,000	60,000
Sheriff	Weighmaster Vehicle	2,000	2,500
		2,000	2,500
Fire	Floor Covering St. No. 1, Admin, EOC, OIC, Sleep Qtrs.	12,500	-
	2 TOG Dryers, Station No. 1 and No. 3 (1/2)	7,400	-
	Replace Stair Climber Exercise Machine (1/2)	2,000	-
	Replace Gator with Polaris UTV (1/2)	10,000	-
	Replace TOG Washing Machine St. No. 1	6,500	-
	Station No. 3 Concreate Approach & Drive	37,500	-
	Station Alerting System (P25 Compliance) 50%	7,500	-
	Replace Vehicle 401	-	50,000
	Replace Engine 431	-	600,000
	Computer/Modem Replacement	-	10,000
	Replacement Surface Laptop	-	6,000
	Swift Water Rescue Equipment	-	10,000
	Battery Powered Extrication Tools/Equipment	-	45,000
	Grant Matching Funds for Equipment Grants	-	20,000
		83,400	741,000
EOC	Warning Siren Equip./Dispatch Software	3,500	-
		3,500	-
Building	Replacement Pick Up Truck (2 ea.)	46,200	-
	Computers/Related	1,500	2,400
		47,700	2,400

DELTA TOWNSHIP

SUMMARY OF CAPITAL OUTLAY

Department	Description	Budget 2019	Approved 2020
Roads	New Sidewalk Construction	150,000	150,000
	Future Non Motorized Path Studies	25,000	25,000
	Mi. Ave. (Creyts to Theo)	108,000	108,000
	Mi. Ave. Bike Lanes (Creyts to Theo)	75,000	75,000
	Old River Trail Project	1,000,000	-
	Old Lansing Road Bike Lane Project	850,000	-
	Mall Drive (Elmwood to Saginaw)	110,000	-
	Mt. Hope Park Connector Pathway	200,000	-
	S. Mall Drive Pathway Design	-	20,000
	Waverly Rd. Pathway (St. Joe to Old Lansing Rd.)	-	50,000
		2,518,000	428,000
Engineering	Computer/Related	3,500	3,500
	Chair Replacements	1,000	1,000
		4,500	4,500
Planning	Computer/Related	2,000	2,000
	Office Equipment	750	750
		2,750	2,750
Parks & Rec.	2-Ton Truck Replacement	-	80,000
	Mower Replacement Program	15,000	17,500
	Park Improvements	50,000	50,000
	Delta Mills Canoe Launch	600,000	-
	Willow Canoe Launch	98,700	-
	Fertilizer Spreader	11,500	-
	John Deere Tractor	13,000	-
	Gator	20,000	-
	Zero Turn	34,000	-
	Trackless Snow Blower	136,000	-
	Parks & Rec. Blazer Replacement	-	30,000
	Parks Maintenance Truck Replacement	-	35,000
		978,200	212,500
Total Capital Outlay - General Fund:		\$ 4,097,050	\$ 1,895,850

DELTA TOWNSHIP

SUMMARY OF CAPITAL OUTLAY

Department	Description	Budget 2019	Approved 2020
Ambulance Fund**	Power Cot	-	20,000
	Power Cot Loader	-	46,000
	Computer/Modem Replacement	-	10,000
	Two (2) Kodiak/Braun Chief XL Ambulances	-	369,640
	Washer Extractor	6,500	-
	TOG Dryers	7,400	-
	Replace Gator with Polaris UTV	10,000	-
	Exercise Equipment	2,000	-
	EMS Reporting Tablets (2 ea.)	7,000	-
	Station Alerting System	7,500	-
	Floor Covering	12,500	-
	Replacement Ambulance	190,000	-
		242,900	445,640

** As of 2018 all Ambulance activity was moved to Special Revenue Fund #210.

Sewer Fund	Computers/Related	12,000	10,000
	Plant Upgrades	45,000	40,000
	Zero Turn Mower	9,000	-
	Front End Loader	80,000	-
	2 Yard Dump Truck	39,000	-
	Lift Station Replacement Pump	18,000	-
	1/2 Ton Pick Up Truck	24,000	23,000
	3/4 Ton Pick Up Truck	26,000	28,000
	Sanitary Sewer Manhole Lining	30,000	51,000
	Submersible Sewage Pumps	-	85,000
	Mt. Hope Lift Station Panel Replacement	-	40,000
	10-Yard Dump Truck	-	125,000
		283,000	402,000

DELTA TOWNSHIP

SUMMARY OF CAPITAL OUTLAY

Department	Description	Budget 2019	Approved 2020
Water Fund	Computer/Related	7,000	10,000
	Inspected Elevated Tanks	5,000	-
	Distribution Tie-Ins Lansing Twp.	20,000	-
	Concrete Drive Replacement at Snow Booster 50%	37,500	-
	Snow Booster Flow Meters	6,000	-
	Saginaw Hwy. Watermain Crossing Replacement	200,000	-
	Arrow Board	6,000	6,000
	Snow Booster Ground Storage Tank Roof Paint, Piping	45,000	80,000
	Rebuild Snow Booster Pump	5,000	5,500
	I-496 Watermain Crossing Replace	-	150,000
	St. Joe/Waverly Watermain Replacement	-	60,000
	2-3 Yard Dump Truck	-	55,000
	4x4 Plow Truck	-	38,500
	Southern BWL Connection	-	750,000
	Crane/Equipment Pull Truck	-	70,000
		331,500	1,225,000
Total Capital Outlay - All Funds:		\$ 4,954,450	\$ 3,968,490

Note: For more details of Capital Outlay items refer to individual departments.

DEBT SERVICE FUND FY 2020 BUDGET

The Debt Service Fund accumulates resources to pay debt principal and interest on Long Term Debt of the overall government.

- Debt Service Fund is not used for proprietary fund debts, those funds carry their own long-term debt

While the Debt Service Fund accumulates money and makes principal and interest payments, Bonds Payable is not a liability of the Debt Service Fund, because the Debt Service Fund uses the modified accrual basis/ flow of current resources approach.

The Bond Liability is in the entity-wide statement of Net Assets.



DELTA TOWNSHIP

DEBT SERVICE FUND SUMMARY OF FUND BALANCE

Fiscal Year Ending December 31:

Debt Service Fund #301

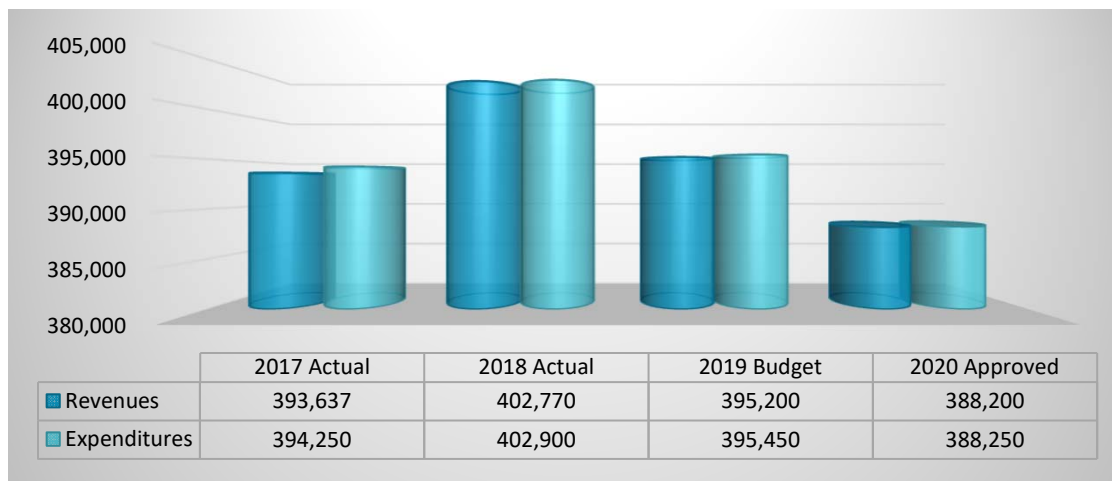
	Actual 2017	Actual 2018	Amended 2019	Approved 2020
FUND BALANCE 1/1	33,957	33,344	33,214	32,964
PLUS: Revenues	393,637	402,770	395,200	388,200
TOTAL AVAILABLE	427,594	436,114	428,414	421,164
LESS: Expenditures	(394,250)	(402,900)	(395,450)	(388,250)
FUND BALANCE 12/31	33,344	33,214	32,964	32,914

Acct# Revenues

665 Interest	637	1,370	1,000	1,200
667 Rental Income	393,000	401,400	394,200	387,000
Total Revenues	\$ 393,637	\$ 402,770	\$ 395,200	\$ 388,200

Expenditures

991 Debt - Principal	150,000	180,000	180,000	180,000
995 Debt - Interest	243,000	221,400	214,200	207,000
998 Paying Agent Fees	1,250	1,500	1,250	1,250
Total Expenditures	\$ 394,250	\$ 402,900	\$ 395,450	\$ 388,250



**MI Municipal Bond Authority
2000 Water Revenue Bonds
Refunded 8/8/2012
Issue Amount \$2,520,000**

Series A	May 1st		November 1st		Totals
	Principal	Interest	Principal	Interest	
	591-000-300	591-536-995	591-000-300	591-536-995	
2019		4,500	140,000	4,500	149,000
2020		2,400	160,000	2,400	164,800
	-	6,900	300,000	6,900	313,800

Series B	May 1st		November 1st		Totals
	Principal	Interest	Principal	Interest	
	591-000-300	591-536-995	591-000-300	591-536-995	
2019		6,638	215,000	6,638	228,275
2020		3,413	210,000	3,413	216,825
	-	10,050	425,000	10,050	445,100

*Water Fund bonds to be paid from Water fund revenues generated from users.

**2015 Limited Tax
Refunding Bonds
7/30/2015
Issue Amount \$4,570,000**

	May 1st		November 1st		Totals
	Principal 591-000-300	Interest 591-536-995	Principal 591-000-300	Interest 591-536-995	
2019	425,000	38,866		33,957	497,823
2020	470,000	33,957		28,529	532,486
2021	460,000	28,529		23,216	511,744
2022	505,000	23,216		17,383	545,598
2023	495,000	17,383		11,666	524,048
2024	485,000	11,666		6,064	502,729
2025	525,000	6,064			531,064
	3,365,000	159,679		120,813	3,645,492

*Water Fund bonds to be paid from Water Fund revenues generated from users.

2007 GO Library Bonds
Original Amount 7,300,000
5/1/2007
Bank of New York

	April 1st		October 1st		Totals
	Principal 301-905-991	Interest 301-905-995	Principal 301-905-991	Interest 301-905-995	
2019	200,000	132,775		128,775	461,550
2020	200,000	128,775		124,675	453,450
2021	200,000	124,675		120,550	445,225
2022	200,000	120,550		116,425	436,975
2023	200,000	116,425		112,225	428,650
2024	200,000	112,225		107,975	420,200
2025	200,000	107,975		103,725	411,700
2026	200,000	103,725		99,475	403,200
2027	300,000	99,475		93,100	492,575
2028	300,000	93,100		86,650	479,750
2029	300,000	86,650		80,200	466,850
2030	400,000	80,200		71,600	551,800
2031	400,000	71,600		63,000	534,600
2032	400,000	63,000		54,000	517,000
2033	400,000	54,000		45,000	499,000
2034	500,000	45,000		33,750	578,750
2035	500,000	33,750		22,500	556,250
2036	500,000	22,500		11,250	533,750
	5,600,000	1,596,400	-	1,474,875	8,671,275

*To be paid from rent payments received from Delta Township District Library out of the Debt Services Fund.

*Refunded September, 2017.

2013 GO Water Bonds
Original Amount \$4,000,000
7/10/2013
JP Morgan Chase

	April 1st		October 1st		Totals
	Principal 591-000-300	Interest 591-536-995	Principal	Interest 591-536-995	
2019	400,000.00	21,000.00		17,000.00	438,000.00
2020	400,000.00	17,000.00		13,000.00	430,000.00
2021	400,000.00	13,000.00		9,000.00	422,000.00
2022	450,000.00	9,000.00		4,500.00	463,500.00
2023	450,000.00	4,500.00			454,500.00
	2,100,000.00	64,500.00		43,500.00	2,208,000.00

*Water Fund bonds to be paid from Water Fund revenues generated from users.

Delta Township
Debt Payment Schedule
As of 12/31/2018
(All Funds)

	April 1st	May 1st	October 1st	November 1st	Total
2019	753,775	475,003	145,775	400,095	1,774,648
2020	745,775	509,770	137,675	404,341	1,797,561
2021	737,675	488,529	129,550	23,216	1,378,969
2022	779,550	528,216	120,925	17,383	1,446,073
2023	770,925	512,383	112,225	11,666	1,407,198
2024	312,225	496,666	107,975	6,064	922,929
2025	307,975	531,064	103,725	-	942,764
2026	303,725	-	99,475	-	403,200
2027	399,475		93,100		492,575
2028	393,100		86,650		479,750
2029	386,650		80,200		466,850
2030	480,200		71,600		551,800
2031	471,600		63,000		534,600
2032	463,000		54,000		517,000
2033	454,000		45,000		499,000
2034	545,000		33,750		578,750
2035	533,750		22,500		556,250
2036	522,500		11,250		533,750
	\$ 9,360,900	\$ 3,541,629	\$ 1,518,375	\$ 862,763	\$ 15,283,667

DELTA TOWNSHIP

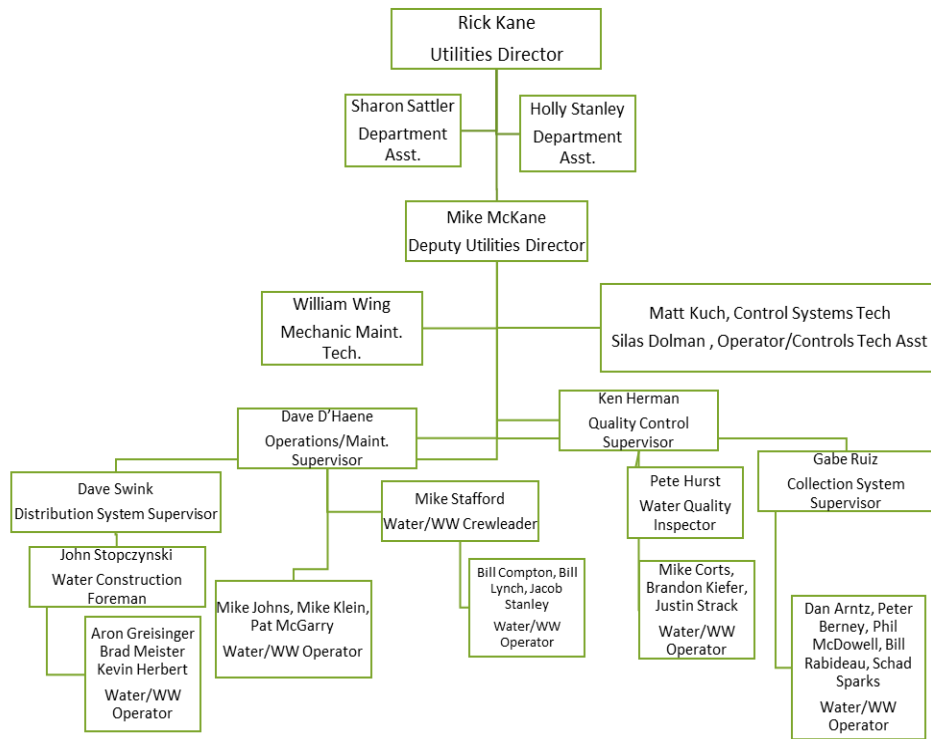
**DELTA TOWNSHIP
STATEMENT OF LEGAL DEBT MARGIN
6/30/2019**

2019 State Equalized Value		\$ 1,666,198,000
Plus Equalized Value of Act 198 levies		<u>24,113,700</u>
		\$ 1,690,311,700
Debt Limit (10% per MI Charter Twp. Act)		\$ 169,031,170
Amount of Outstanding Debt	11,565,656	
Less Revenue Bonds	725,000	\$ 10,840,656
LEGAL DEBT MARGIN		<u>\$ 158,190,514</u>

Legal Debt Margin reflects the amount of debt Delta Township is legally allowed to issue under state and federal statute.

UTILITIES DEPARTMENT

FY 2020 BUDGET



DELTA TOWNSHIP

UTILITY DEPARTMENT – SEWER & WATER

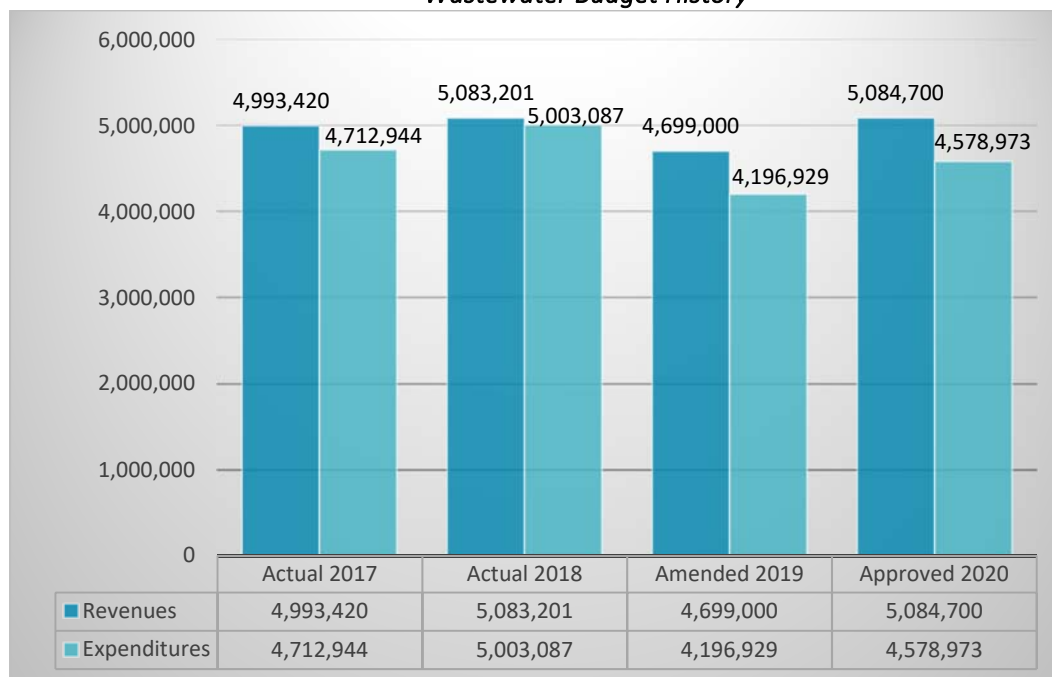
The Utility Department ensures that the operations of the sanitary sewer and public water systems meet the requirements of state and federal law, provides some internal computer and vehicle support services, a variety of information relating to the sanitary sewer and public water systems, safe drinking water to Delta Township customers, an operational sanitary sewer system for the discharge of dirty water by Township customers, assists water and sewer customers with trouble shooting problems, and provides soil conditioner to local farmers.

WASTEWATER

Goals

- To provide a systematic, preventative maintenance, sanitary sewer cleaning program to prevent sewer blockages.
- To provide efficient and economical maintenance, repair, and restoration of the Township's sanitary and sewer systems.
- To provide an efficient, competent, and responsible sewer connection and utility inspection program.

Wastewater Budget History



DELTA TOWNSHIP

Objectives

- To maintain a properly functioning sewer system, and prevent sewer system blockages by cleaning 450,000 feet or 85 miles of the Township's sanitary sewer system.
- To continue providing efficient and economical ways for disposing of treated wastewater solids, by recycling them on land as fertilizer.
- To continue televising for illegal taps into the sanitary or storm sewer systems.
- To continue strong preventative maintenance program extending life of waste water treatment plant.

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Number of Sewer Customers	10,198	10,257	10,299	10,330
Miss Dig Requests	2,953	2,979	2,960	3,500
Solid Waste Recycled - Dry Ton	980	940	1,000	1,000
Sewer Main Blockages	1	2	2	0
Electrical Usage - Treatment Plant	2,802,911	2,711,104	2,800,000	2,800,500
Vehicle Fuel - Utility Vehicles (gallons)	13,893	11,227	12,800	12,500
Miles of Sanitary Sewers Installed Delta	1.39	0.25	1	1
Sewer Inquiries Received & Resolved	40	70	25	35
Number of Feet of Sanitary Sewers Cleaned	375,503	414,858	450,000	415,000

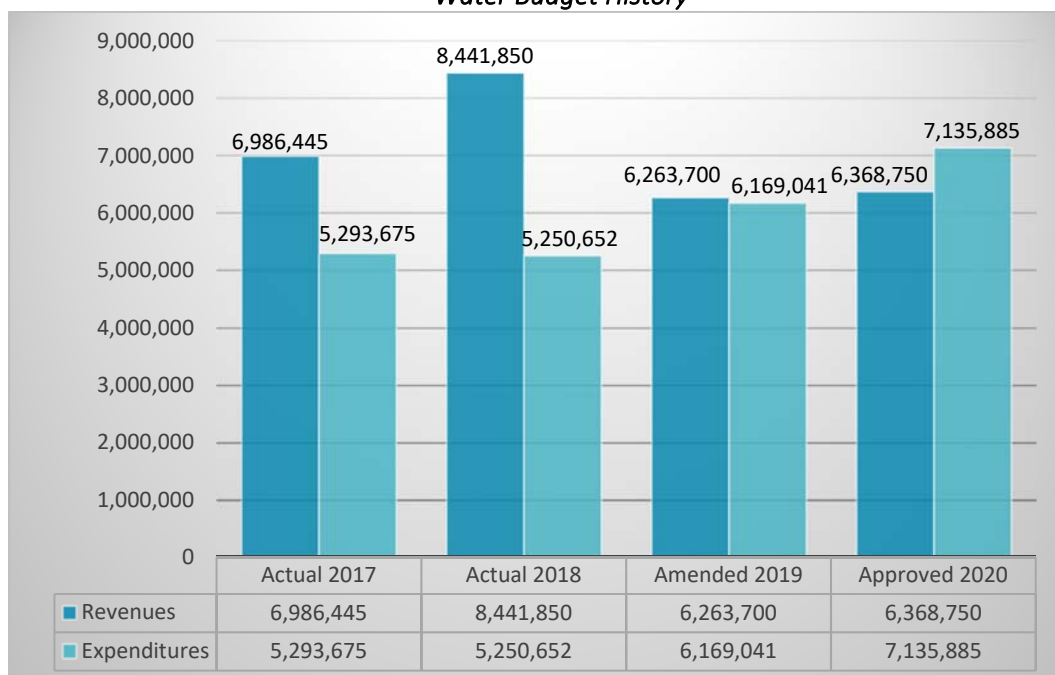
DELTA TOWNSHIP

WATER

Goals

- To ensure accurate and continuous reading of residential, commercial, and industrial water meters.
- To provide efficient and economical maintenance and repair of the water distribution system.
- To maintain all fire hydrants in a properly functioning condition to support firefighting throughout the Township.
- To inspect commercial and industrial establishments for cross connections and proper backflow prevention, in order to protect the water system from contamination.
- To review construction plans for future development of the water system, and inspect new connections for proper installation.

Water Budget History



DELTA TOWNSHIP

Objectives

- To inspect and paint 300 Fire hydrants to ensure that they are properly functioning to support firefighting throughout the Township.
- To perform 450 cross connection inspections or re-inspections to prevent contamination from the Township's water system.
- To balance water storage and pump systems to maintain a 60% level of fresh water quality.

OUTPUT INDICATORS	2017	2018	PROJECTED 2019	TARGET 2020
Number of Water Customers	9,398	9,532	9,596	9,600
Energy Usage – Utility Operations (MCF)	632	571	680	700
Number of Hydrants Painted	330	343	300	300
Miles of Water Mains Installed in Delta	0	2.45	1	1
Miss Dig Stakeouts of Utilities Performed	2,953	2,979	2,960	3,500
Water Meters Installed- Residential/Commercial	85/22	43/27	55/8	45/5
Cross Connection Inspections/Re-inspections	438	416	450	400
Water Purchased From LBW&L (billion gallons)	1.27	1.25	1.30	1.40
Cost of Water from LBWL - Per MCF	14.20	14.98	16.10	16.42
Water Samples Tested (system)	240	306	300	300
Percent of Water Samples Meeting State/Federal Standards	100%	99.99%	100%	100%
Radio End Units Installed	9,398	9,532	9,460	9,600

DELTA TOWNSHIP

**SEWER FUND REVENUES
LINE ITEM DESCRIPTIONS
ACCOUNT #590-527**

<u>Acct #</u>	<u>Description</u>	Approved 2020
617	Main Charges Fees charged to a property owner in lieu of having their property participate in a special assessment.	10,000
618	Capital Charges One-time fee charged to property owners for hooking up to the Township sewer system.	100,000
641	Other Charges for Services Vehicle Maintenance Revenue.	25,000
646	Sewer Sales Twelve month actual plus 8.0% rate increase.	4,750,000
662	Late Payment Penalties	50,000
665	Investment Income Projected 1.75% earnings.	140,000
666	Interest on Assessments Interest received on special assessments levied by the Township.	2,200
673	Sale of Fixed Assets Revenue generated by annual sales of used Township equipment and vehicles.	6,000
694	Other Revenue	1,500
<i>Total Sewer Fund Revenues</i>		<u>\$ 5,084,700</u>

DELTA TOWNSHIP

**SEWER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #590-527**

Acct #	Description	Approved 2020
702	Salaries & Wages - Regular	1,530,000
703	Salaries & Wages - Temporary	10,400
704	Salaries & Wages - Overtime	10,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	35,560
715	F.I.C.A. The Township contributes 7.65% of the employees' wages.	120,550
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	18,226
719	Health Insurance	516,276
	Premiums	359,176
	OPEB	90,000
	Wellness Program	3,000
	Retiree Premiums	64,100
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	46,307
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	186,504
724	Uniforms/Laundry Uniforms, t-shirts, rug runners & uniform service.	9,600

DELTA TOWNSHIP

**SEWER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #590-527**

Acct #	Description		Approved 2020
728	Office Supplies		4,000
729	Photo Copies		200
730	Postage		27,500
	Wastewater Division	3,000	
	Utility Bills	24,500	
731	Publications		100
740	Operating Supplies		12,000
	Smoke Bombs - Dye Testing Equipment	1,500	
	Custodial Supplies	4,000	
	Safety Equipment	2,500	
	Other Supplies	4,000	
743	Chemicals		245,000
	Salt (Odor Control), lime, ferric chloride, bio-augmentation acids, calcium chloride and sodium bicarbonate.		
744	Laboratory Supplies		12,500
	Biological Testing	2,000	
	Reagents	5,000	
	Equipment	3,500	
	Wet Testing (Whole Effluent Toxicity)	1,000	
	Auto Burret/Pipeters, Glassware	1,000	
759	Tools		2,500
776	Repair & Maintenance - Building Supplies		12,000
	Paint, Brushes, Rollers, Supplies	3,000	
	Lift Station Vinyl Fence	1,500	
	Lighting, Bulbs, Ballasts	1,000	
	Pipe, Heaters, Blowers	1,000	
	Tank Coatings	1,500	
	Other Building Maintenance Items	4,000	

DELTA TOWNSHIP

**SEWER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #590-527**

Acct #	Description	Approved 2020
778	Repair & Maintenance - Equipment	130,000
	UV Lamps	30,000
	Odor Control Anodes	25,000
	Carbon for Odor Control Units	10,000
	PLC, Allen Bradley SLC505, Control Boards	25,000
	Operational Computers (Industrial)/Parts, Camera Parts	15,000
	Motors, Couplings, Valves, Hose, Tubing, Equip. Batteries, Gaskets	25,000
780	Repair & Maintenance - Grounds	7,000
	Materials and equipment for landscaping and snow removal (i.e. yard hose, mowers & parts, grass seed, shrubbery, wood chips, snow blowers & parts, trees)	
803	Audit Fees	12,000
804	Accounting Fees	160,000
806	Contractual Services	263,000
	Software Support	23,000
	Sanitary Sewer Modeling	50,000
	Credit Card Processing Software Fees	16,500
	NPDES Local Limits Evaluation and Revisions	15,000
	Willow Lift Station Engineering Preliminary Design	80,000
	WWTP Rate Study/SRF Application	40,000
	PFAS Testing	20,000
	Office 365	3,000
	Granger Landfill (Grit), Lab Testing, Medical Physicals, Medical Treatment, CDL Testing, Random Drug Testing, and License Renewal	15,500
808	Legal Fees	1,000
812	Collection Fees	850
820	Administration Fees	100,000
821	Engineering Fees	15,000
	Internal and external engineering fees.	

DELTA TOWNSHIP

**SEWER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #590-527**

Acct #	Description	Approved 2020
852	Telephone Telephone/cell phone services, fiber service, and answering service.	19,000
853	Miss Dig Split between water and sewer funds.	1,000
862	Gasoline & Diesel	29,000
863	Vehicle Maintenance Filters, Tires, Batteries, Vehicle Repair/Parts, Oil Testing, etc. Outside Service for Department Vehicles & Eaton Co. Sheriff	25,000 13,000 12,000
911	Insurance - Fleet	13,700
912	Insurance - Liability	98,000
921	Electricity	415,000
922	Heat	10,000
923	Water & Sewer	3,700
931	Repair & Maintenance - Building Clean electrical switch gear, electrical work, and outside sewer repairs.	15,000
933	Repair & Maintenance - Equipment Services from outside contractors.	12,000
934	Repair & Maintenance - Other Funds for Carrier Creek drain assessment.	25,000
957	Education & Training	4,300
959	Memberships & Dues State of Michigan fees - NPDES & stormwater permits, biosolids fees, and inspection fees.	16,000

DELTA TOWNSHIP

SEWER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #590-527

<u>Acct #</u>	<u>Description</u>	<u>Approved 2020</u>
960	Meetings, Conferences & Seminars	2,200
970	Capital Outlay	402,000
	Computers and Switches	10,000
	Submersible Sewage Pumps	85,000
	Sanitary Sewer Manhole Rehab and Sanitary Sewer Lining	51,000
	Phase 1 of WWTP Upgrade (Yr. 5 of 5)	40,000
	Mt. Hope Lift Station Panel Replacement	40,000
	10-Yard Dump Truck	125,000
	1/2 Ton Pick Up Truck	23,000
	3/4 Ton Pick Up Truck	28,000
Total Sewer Fund Expenses		\$4,578,973

DELTA TOWNSHIP

**SEWER FUND
DETAIL OF REVENUES & EXPENDITURES**
Fiscal Year Ending December 31:

<u>Sewer Fund #590</u>		Actual	Actual	Amended	Approved
		2017	2018	2019	2020
<u>Acct # Revenues</u>					
617	Main Charges	-	-	10,000	10,000
618	Capital Charges	126,260	449,688	100,000	100,000
641	Other Charges for Services	49,890	25,081	25,000	25,000
646	Sewer/Water Sales	3,995,666	4,228,344	4,410,000	4,750,000
662	Late Payment Penalties	49,973	48,598	47,500	50,000
665	Investment Income	60,178	121,877	100,000	140,000
666	Interest on Special Assessments	3,171	1,823	3,000	2,200
673	Sale of Fixed Assets	1,278	7,392	2,000	6,000
675	Contributions - Private	704,975	113,282	-	-
694	Other Miscellaneous	-	87,116	1,500	1,500
<i>Total Sewer Revenues</i>		\$ 4,993,420	\$ 5,083,201	\$ 4,699,000	\$ 5,084,700
<u>Acct # Expenditures</u>					
702	Salaries & Wages - Regular	1,380,063	1,403,977	1,490,570	1,530,000
703	Salaries & Wages - Temporary	9,903	9,554	10,400	10,400
704	Salaries & Wages - Overtime	10,886	13,149	10,000	10,000
706	Salaries & Wages - Longevity	30,544	33,550	35,487	35,560
715	F.I.C.A.	105,893	108,482	117,527	120,550
717	Workers' Comp. Insurance	24,844	21,145	19,548	18,226
719	Health Insurance	438,719	375,815	473,118	516,276
720	Life, Dental & LTD Insurance	40,265	42,077	48,365	46,307
721	Pension	144,283	167,045	181,814	186,504
724	Uniforms/Laundry	8,479	9,881	9,600	9,600
728	Office Supplies	1,490	4,901	4,000	4,000
729	Photo Copies	56	167	200	200
730	Postage	24,216	24,140	27,500	27,500
731	Publications	-	-	100	100
740	Operating Supplies	8,779	10,317	12,000	12,000
743	Chemicals	233,928	262,398	235,000	245,000
744	Lab Supplies	10,945	11,478	11,500	12,500
759	Tools	2,536	2,398	2,500	2,500
776	Building Maintenance Supplies	10,884	8,872	12,000	12,000
778	Equipment Maintenance Supplies	108,771	161,634	130,000	130,000
780	Grounds Maintenance Supplies	2,987	5,629	7,000	7,000
803	Audit Fees	9,300	10,410	11,000	12,000
804	Accounting Fees	154,926	159,059	155,000	160,000
806	Contractual Services	144,129	353,611	151,000	263,000
808	Legal Fees	-	-	1,000	1,000
812	Collection Fees	653	767	800	850

DELTA TOWNSHIP

**SEWER FUND
DETAIL OF REVENUES & EXPENDITURES**
Fiscal Year Ending December 31:

<u>Sewer Fund #590</u>		Actual 2017	Actual 2018	Amended 2019	Approved 2020
820	Administration Fees	100,000	100,000	100,000	100,000
821	Engineering Fees	10,050	5,298	15,000	15,000
851	Radio Maintenance	373	-	-	-
852	Telephone	19,670	19,946	18,000	19,000
853	Miss Dig	695	880	500	1,000
862	Gasoline & Diesel	25,957	32,790	28,000	29,000
863	Vehicle Maintenance	9,012	19,365	25,000	25,000
911	Fleet Insurance	12,100	11,725	12,300	13,700
912	Liability Insurance	86,500	83,800	88,000	98,000
921	Electricity	371,219	402,312	402,000	415,000
922	Heat	5,500	3,572	10,000	10,000
923	Sewer & Water	2,483	2,937	3,700	3,700
931	R & M Services - Building	14,835	7,805	18,000	15,000
933	R & M Services - Equipment	15,503	2,413	12,000	12,000
934	R & M Services - Other	-	35,947	2,900	25,000
957	Education & Training	1,450	2,485	4,300	4,300
959	Memberships & Dues	13,871	12,716	15,000	16,000
960	Meetings, Conf. & Seminars	1,354	3,182	2,200	2,200
968	Depreciation	1,104,360	1,049,678	-	-
970	Capital Outlay	-	-	283,000	402,000
995	Bond Interest	10,533	5,780	-	-
<i>Total Sewer Expenditures</i>		<u>\$ 4,712,944</u>	<u>\$ 5,003,087</u>	<u>\$ 4,196,929</u>	<u>\$ 4,578,973</u>
<i>Total FTEs</i>		25.0	25.0	25.0	25.0
<i>SUMMARY</i>					
<i><u>Revenues</u></i>					
	Main, Capital & Other Charges	126,260	449,688	110,000	110,000
	Sewer & Water Sales	3,995,666	4,228,344	4,410,000	4,750,000
	Investment/Interest Income	63,349	123,700	103,000	142,200
	Other Income	808,145	281,469	76,000	82,500
<i>Total Sewer Revenues</i>		<u>\$ 4,993,420</u>	<u>\$ 5,083,201</u>	<u>\$ 4,699,000</u>	<u>\$ 5,084,700</u>
<i><u>Expenditures</u></i>					
	Personnel Services	2,185,400	2,174,794	2,386,829	2,473,823
	Supplies	413,071	501,815	451,400	462,400
	Services	900,980	1,175,495	975,400	1,129,050
	Insurance	98,600	95,525	100,300	111,700
	Depreciation	1,104,360	1,049,678	-	-
	Capital Outlay	-	-	283,000	402,000
	Debt/Bond Etc.	10,533	5,780	-	-
<i>Total Sewer Expenditures</i>		<u>\$ 4,712,944</u>	<u>\$ 5,003,087</u>	<u>\$ 4,196,929</u>	<u>\$ 4,578,973</u>

DELTA TOWNSHIP

**WATER FUND REVENUES
LINE ITEM DESCRIPTIONS
ACCOUNT #591-536**

<u>Acct #</u>	<u>Description</u>	Approved 2020
618	Capital Charges One-time fee charged to property owners for hooking up to the Township water system.	80,000
641	Other Charges for Services Rendered Fees charged for water installations.	90,000
646	Water Sales Calculation on last twelve months actual + 2% increase.	5,850,000
650	Other Operating Revenue NSF and disconnection fees.	14,000
662	Late Payment Penalties	58,000
665	Interest Income Projected 2.0% earnings.	120,000
666	Interest on Special Assessments	1,000
667	Rent Income	155,000
670	Other Interest Income GM Water Tower Agreement (final year).	750
<i>Total Water Fund Revenues</i>		<u><u>\$ 6,368,750</u></u>

DELTA TOWNSHIP

**WATER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #591-536**

Acct #	Description	Approved 2020
702	Salaries & Wages - Regular	544,675
703	Salaries & Wages - Temporary	4,200
704	Salaries & Wages - Overtime	10,000
706	Salaries & Wages - Longevity Longevity is paid annually to full time employees with five (5) years or more of service. It is calculated by applying the appropriate rate to the employee's base wage on November 30 of each year.	15,530
715	F.I.C.A. The Township contributes 7.65% of the employees' wages.	43,170
717	Workers' Comp. Insurance The total wages listed are multiplied by the appropriate worker's compensation rate per \$100 of wages paid.	8,090
719	Health Insurance	160,560
	Premiums	118,560
	OPEB	25,000
	Wellness Program	2,000
	Retiree Premiums	15,000
720	Life, Dental & LTD Insurance Delta Township pays 100% of the premiums for life, dental and long-term disability insurances for full-time employees.	15,800
721	Pension Delta Township contributes an amount equal to 12.5% of the annualized base compensation for each full-time employee to the ICMA Retirement Corporation.	65,650
724	Uniforms/Laundry T-shirts, rug runners, and uniforms.	3,750
728	Office Supplies	3,000

DELTA TOWNSHIP

**WATER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #591-536**

Acct #	Description	Approved 2020
730	Postage	28,000
	Water Postage	500
	Monthly Utility Bills	27,500
740	Operating Supplies	85,000
	Large Meter Replacement	20,000
	Copper, Clamps and Fittings (stainless steel)	35,000
	Meters for Installation	30,000
740.001	BWL Billings	2,820,000
	Based on projected water sales & LBWL rate increase of 7.5% 2/01/19.	
743	Chemicals	350
	Chemicals used to disinfect valves, pipes, etc. when repairs are necessary.	
759	Tools	1,500
776	Repair & Maintenance - Building Supplies	12,000
	Hydrants & supplies, paint, brushes, rollers, lighting, ballast, bulbs, etc.	
778	Repair & Maintenance - Equipment Supplies	18,000
	PLC, Allen Bradley SLC505, circuit board, operational computers (industrial)/ parts, motors, couplings, VFD drives.	
780	Repair & Maintenance - Grounds	3,000
	Yard hose, hand mowers, parts, grass seed, snow removal equip., shrubbery.	
803	Audit Fees	12,000
804	Accounting Fees	160,000
806	Contractual Services	156,000
	Software Support	23,500
	St. Joe Water Main Replacement Engineering	50,000
	Credit Card Processing Software Fees	16,500
	Saginaw Watermain Crossing Engineering-Boring & Survey	25,000
	Building Monitoring, Waste Management, Lab Testing, CDL Testing,	19,000
	Office 365	2,000
	Rate Study	20,000

DELTA TOWNSHIP

**WATER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #591-536**

Acct #	Description	Approved 2020
820	Administration Fees Funds included to reimburse the General Fund for services rendered by General Fund departments other than Accounting and Engineering.	100,000
821	Engineering Fees	6,000
852	Telephone Telephone/cell service (i.e. Fiber service @ Snow Tower).	15,000
853	Miss Dig Split between water and sewer funds.	1,000
862	Gasoline & Diesel	12,000
863	Vehicle Maintenance Filters, Tires, Batteries, Outside Repairs, Parts Internal Charges for Water Fund Vehicle Maintenance	15,000 7,500 7,500
911	Insurance - Fleet	14,200
912	Insurance - Liability	24,300
921	Electricity	105,000
922	Heat	7,000
923	Water & Sewer	1,300
931	Repair & Maintenance - Building Water main break repairs and materials.	50,000
931	Well Abandonment Shared cost to close wells after connection to Township water system.	10,000
933	Repair & Maintenance - Equipment Boiler, Air Compressor, Fire Ext. Services, Clean Exterior Tanks Bobcat Claw Attachment	15,000 10,000 5,000
957	Education & Training	3,000

DELTA TOWNSHIP

**WATER FUND EXPENSES
LINE ITEM DESCRIPTIONS
ACCOUNT #591-536**

Acct #	Description	Approved 2020
959	Memberships & Dues	16,700
	Water Licenses - State of Michigan	450
	Mid-Michigan Water Authority	1,000
	Tri-County Ground Water Management Board	10,000
	AWWA	200
	MRWA	200
	SCMWA	200
	State of Michigan Water Fees	4,500
	Other	150
960	Meetings, Conferences & Seminars	1,000
	Miscellaneous State Meetings	500
	MRWA	250
	Emergency Meals	250
970	Capital Outlay	1,225,000
	Computers/Switches	10,000
	Southern BWL Connection	750,000
	Rebuild Snow Booster Pump	5,500
	I-496 Watermain Crossing Replace	150,000
	Snow Booster Ground Storage Tank Painting, Interior Piping	80,000
	Arrow Board 2 of 2 (Replaces 1998 Unit)	6,000
	4x4 Plow Truck	38,500
	2-3 YD Dump Truck	55,000
	St Joe/Waverly Watermain replacement	60,000
	Crane/Equipment Pull Truck	70,000
991	Debt - Principal	1,240,000
	2012 Refinanced Revenue Bonds	370,000
	2013 Water Improvement Bonds	400,000
	2015 Refinanced Bonds	470,000
995	Bond Interest	104,110
Total Water Fund Expenses		\$7,135,885

DELTA TOWNSHIP

**WATER FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

Water Fund #591

		Actual 2017	Actual 2018	Amended 2019	Approved 2020
<u>Acct #</u>	<u>Revenues</u>				
617	Main Charges	13,532	-	-	-
618	Capital Charges	135,985	104,495	80,000	80,000
641	Other Charges for Services Rendered	130,509	125,857	85,000	90,000
646	Sewer/Water Sales	5,730,752	5,776,262	5,780,500	5,850,000
650	Other Operating Revenue	14,064	14,918	14,000	14,000
662	Late Payment Penalties	60,587	61,352	52,500	58,000
665	Interest Income	61,594	133,607	100,000	120,000
666	Interest on Special Assessments	1,688	3,215	1,500	1,000
667	Rents	145,110	145,670	146,000	155,000
670	Other Interest Income	4,682	6,228	4,200	750
675	Contributions - Private	683,374	2,065,678	-	-
698	Bond Proceeds	4,568	4,568	-	-
	<i>Total Water Revenues</i>	\$ 6,986,445	\$ 8,441,850	\$ 6,263,700	\$ 6,368,750
<u>Acct #</u>	<u>Expenditures</u>				
702	Salaries & Wages - Regular	508,454	521,769	533,625	544,675
703	Salaries & Wages - Temporary	4,059	5,364	4,200	4,200
704	Salaries & Wages - Overtime	1,182	7,063	10,000	10,000
706	Salaries & Wages - Longevity	14,437	15,816	17,028	15,530
715	F.I.C.A.	38,795	41,098	42,440	43,170
717	Workers' Comp. Insurance	11,500	10,029	8,853	8,090
719	Health Insurance	137,836	113,815	133,945	160,560
720	Life, Dental & LTD Insurance	14,458	14,960	15,563	15,800
721	Pension	60,745	62,296	64,327	65,650
724	Uniforms/Laundry	2,877	3,362	3,750	3,750
728	Office Supplies	928	4,607	3,000	3,000
730	Postage	24,211	23,637	28,000	28,000
740	Operating Supplies	121,454	92,301	83,000	85,000
740.001	Operating Supplies - BW&L	2,462,009	2,413,751	2,785,000	2,820,000
743	Chemicals	87	118	250	350
759	Tools	912	681	1,500	1,500
776	Building Maintenance Supplies	9,762	11,979	11,500	12,000
778	Equipment Maintenance Supplies	9,710	3,658	19,000	18,000
780	Grounds Maintenance Supplies	3,017	1,684	3,000	3,000
803	Audit Fees	9,300	10,410	11,000	12,000
804	Accounting Fees	154,926	159,059	155,000	160,000
806	Contractual Services	55,958	84,495	199,500	156,000
820	Administrative Fees	100,000	100,000	100,000	100,000
821	Engineering Fees	1,780	-	6,000	6,000

DELTA TOWNSHIP

**WATER FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

Water Fund #591

		Actual 2017	Actual 2018	Amended 2019	Approved 2020
852	Telephone	12,651	12,683	15,000	15,000
853	Miss Dig	695	880	500	1,000
862	Gasoline & Diesel	8,032	11,469	12,000	12,000
863	Vehicle Maintenance	17,611	11,094	15,000	15,000
911	Fleet Insurance	12,500	12,150	12,760	14,200
912	Liability Insurance	21,400	20,750	21,800	24,300
921	Electricity	77,457	86,623	102,000	105,000
922	Heat	4,768	5,006	7,000	7,000
923	Sewer & Water	1,116	1,202	1,300	1,300
931	R & M Services - Building	70,217	34,107	50,000	50,000
931.001	R & M Services - Well Abandonment	9,550	8,650	10,000	10,000
933	R & M Services - Equipment	9,224	57,332	15,000	15,000
957	Education & Training	50	1,325	3,000	3,000
959	Memberships & Dues	17,413	20,653	16,700	16,700
960	Meetings, Conf. & Seminars	657	374	1,000	1,000
968	Depreciation	1,098,664	1,102,635	-	-
970	Capital Outlay	-	-	331,500	1,225,000
991	Bond Principal	-	-	1,180,000	1,240,000
994	Amortization Expense	3,122	3,122	-	-
995	Bond Interest	180,151	158,645	135,000	104,110
Total Water Expenditures		\$ 5,293,675	\$ 5,250,652	\$ 6,169,041	\$ 7,135,885
Total FTEs		8.0	8.0	8.0	8.0

SUMMARY

Revenues

Main, Capital & Other Charges	280,026	230,352	165,000	170,000
Water & Sewer Sales	5,730,752	5,776,262	5,780,500	5,850,000
Other Revenues	903,135	2,287,618	212,500	227,000
Investment/Interest Income	67,964	143,050	105,700	121,750
Bond Proceeds	4,568	4,568	-	-
Total Water Revenues	\$ 6,986,445	\$ 8,441,850	\$ 6,263,700	\$ 6,368,750

Expenditures

Personnel Services	791,466	792,210	829,981	867,675
Supplies	2,634,967	2,555,778	2,938,000	2,974,600
Services	551,405	605,362	720,000	686,000
Insurance	33,900	32,900	34,560	38,500
Depreciation	1,098,664	1,102,635	-	-
Capital Outlay	-	-	331,500	1,225,000
Bond/Debt Etc.	183,273	161,767	1,315,000	1,344,110
Total Water Expenditures	\$ 5,293,675	\$ 5,250,652	\$ 6,169,041	\$ 7,135,885

GLOSSARY OF TERMS

Accrual Basis

Accrual basis accounting recognizes transactions when they occur, regardless of the timing of related cash flows.

Activity

A department within a fund to which specific expenses are allocated.

Adopted Budget

Fiscal year plan of revenues and expenditures approved and adopted by Township Board.

Agency Funds

The agency funds of the Township; used to receipt and disburse tax collections.

Ambulance Fund

Fund created by the operating millage approved by the voters to support a Paramedic program within the Township.

Amended Budget

Township Board approved changes to current budget amounts.

Appropriation

Authorization granted by the Township governing body to incur obligations and to expend public funds for a stated purpose.

Assessed Value

The amount calculated by the assessor estimating 50% of the true cash value of real or personal property.

Balanced Budget

Revenues shall equal or be greater than expenses for all governmental funds.

Budget

Serves as the annual financial plan which provides the resources to meet board approved goals and objectives.

CDBG (Community Development Block Grant)

Federally funded program to assist communities in infrastructure improvements.

CDP (Census Designated Place)

Is used for statistical purposes only and has no legal status as a municipality.

CFT (Commercial Facilities Tax)

Taxes levied on commercial facilities for which tax abatement was granted.

CIP (Capital Improvements Program)

Program developed to review department requests for expenditures in excess of \$25,000.

Capital Outlay

Expenditures relating to the purchase of vehicles, equipment, facilities, land, and other fixed assets.

Capital Projects Fund

Accounts for financial resources to be used for the acquisition and construction of major capital facilities.

Contingency Account

An account set aside to meet unforeseen circumstances.

Debt Service Fund

The debt service fund of the Township; used to separate the revenues and expenditures related to the voted debt millage of the Township.

Deficit

An excess of liabilities and reserves of a fund over its assets.

DIA (Designated Implementation Authority)

Eaton County department that manages the solid waste programs within the county.

EDC (Economic Development Corporation)

The Corporation acts as a liaison between companies seeking financing and financial institutions in an effort to further the economic development of the Township.

Enterprise Funds (Utilities - Sewer and Water)

The enterprise funds of the Township; used to account for the acquisition, operation and

GLOSSARY OF TERMS

maintenance of governmental facilities and services, which are entirely or predominantly self-supporting by user charges. The accounting system used must make it possible to show whether the activity is operated at a profit or loss; comparable to private enterprises.

Expenditure

Cost of goods delivered or services rendered, whether paid or unpaid, including expenses, debt retirement not reported as a liability of the fund from which retired, or capital outlay.

Fiduciary Funds

The fiduciary funds of the Township; used to account for assets held by the Township in a trustee capacity.

Fiscal Year

The twelve-month period designated as the operating year. Delta Township's fiscal year is January 1 through December 31.

Fund

Independent fiscal entity with a self-balancing set of accounts.

Fund Balance

Excess fund equity's accumulated assets over its liabilities. (Excess revenues over expenditures at year-end will typically increase a fund's fund balance.)

General Appropriations Act

The budget as adopted by the legislative body.

General Debt Service Fund

The general debt service fund of the Township; used to record the funding and payment of principal and interest on all debt of the Township, excluding debt of the Enterprise Funds.

General Fund

The general operating fund of the Township; used to account for the revenues and expenditures associated with providing services traditionally associated with local government. Transactions are recorded on the modified accrual basis.

GIS (Geographic Information System)

Computer software used by Engineering and Planning personnel in the mapping and surveying of the Township.

Homestead Affidavit

A form filed by taxpayers to claim an exemption from 18 mills of schools operating millage. This form is filed on homestead properties only.

ICMA (International City/County Management Association) Retirement Corporation

Pension administrator for non-union employees.

IFT (Industrial Facilities Tax)

Taxes levied on industrial facilities for which tax abatement was granted.

Infrastructure

Basic physical framework or foundation of the Township, referring to its buildings, roads, bridges, sidewalks, water and sewer systems.

LEAP (Lansing Economic Area Partnership)

Leap is an innovative private/public partnership that is working to set long-term economic development strategies, and position the Greater Lansing region to compete successfully in the global marketplace.

Legislative Body

The seven elected members of the Township Board.

MDOT (Michigan Department of Transportation)

Delta Township works in conjunction with MDOT with regard to State highways that transverse the Township.

MERS (Michigan Employees Retirement System)

Fire Department Union personnel are the only Township employees enrolled in this program.

Mil

A monetary unit equal to one dollar of tax obligation for every \$1,000 of the taxable value of property.

Millage

The total tax obligation per \$1,000 of taxable valuation of property.

GLOSSARY OF TERMS

Modified Accrual Basis of Accounting

A form of accrual accounting in which (1) expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

Personal Property Tax

A businesses assessable property such as machinery, equipment, furniture and fixtures.

Proposal A

Proposal A was approved by the voters in March 1994 to cap the growth in taxable values of property, excluding new construction, to the lesser of 5% or the rate of inflation, until sold. Revisions were also made during the same time period to shift financing school operations from property taxes to state tax increases; primarily the sales tax.

Public Hearing

An open meeting regarding proposed operating or capital budget allocations, which provides citizens with an opportunity to voice their views on the merits of the proposals.

R&M (Repair & Maintenance)

Abbreviation used when referring to repair and maintenance related expense accounts.

Real Property Tax

Taxes levied on physical real estate.

Retained Earnings

An equity account reflecting the accumulated earnings of an Enterprise Fund.

Revenues

An addition to the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without a corresponding increase in any other liability or a decrease in assets, and does not represent a contribution of fund capital in enterprise or in intergovernmental service funds.

SEV (State Equalized Value)

The assessed value after equalization at the county and state level. The SEV of a property approximates

50% of the true cash value.

Special Assessment

Amount levied against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Fund

The special revenue fund of the Township; used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

State Revenue Sharing

Revenue sharing received from the State of Michigan for sales tax, single business tax, and income taxes.

Tax Abatement

State law allows a local municipality to recommend a maximum 50%, 12-year reduction in qualified businesses personal and real taxes.

Taxable Value

The value millages are levied against. This amount, as adjusted annually, cannot increase greater than the rate of inflation.

Unreserved Fund Balance

Money left over from prior years that are not committed for other purposes and can be allocated in the upcoming budget.

TABLE OF ACRONYMS

ASA	Amateur Softball Association
AWWA	American Water Works Association
CDP	Census Designated Place
CFS	Calls for service
CGFM	Certified Government Financial Manager
CMC	Certified Municipal Clerk
COP	Community Oriented Police
CPR	Cardio-Pulmonary Resuscitation
D.A.R.E.	Drug Abuse Resistance Education

GLOSSARY OF TERMS

DNR	Department of Natural Resources	RACES	Radio Amateur Civil Emergency Services
ECSD	Eaton County Sheriff's Department	SCADA	Supervisory Control and Data Acquisition Association
EMS	Emergency Medical Service	SCMWA	South Central Michigan Water Association
EOC	Emergency Operations Center	SHRM	Society for Human Resource Management
EOP	Emergency Operations Plan	WC	Worker's Compensation
FEMA	Federal Emergency Management Association		
FICA	Federal Insurance Contributions Act		
FTE	Full-Time Equivalent		
FTO	Field Training Officer		
FY	Fiscal Year		
GAAP	Generally Accepted Accounting Principals		
GFOA	Government Finance Officers Association		
GO	General Obligation		
IAAO	International Association of Assessing Officers		
ICMA	International City/County Management Association		
IT	Information Technology		
IPMA	International Public Management Association		
ISTEA	Inter-modal Surface Transportation Efficiency Act		
LGRFA	Looking Glass Regional Fire Authority		
LTD	Long Term Disability		
MAA	Michigan Assessors Association		
MASA	Michigan Amateur Softball Association		
MDEQ	Michigan Department of Environmental Quality		
MEDA	Michigan Economic Development Authority		
MICR	Michigan Incident Crime Report		
MLGMA	Michigan Local Government Management Association		
MGFOA	Michigan Government Financial Officers Associations		
MML	Michigan Municipal League		
MMTA	Michigan Municipal Treasurers Association		
MRWA	Michigan Rural Water Association		
MTA	Michigan Township Association		
OPEB	Other Post-Employment Benefits		
OSHA	Occupational Safety and Health Administration		
OT	Overtime		