

NORTHFIELD TOWNSHIP BOARD AGENDA

***** NOTICE OF SPECIAL MEETING *****

June 27, 2017 - 6:30 PM

8350 Main Street

CALL TO ORDER
INVOCATION/PLEDGE
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD MEMBER CLARIFICATIONS
CORRESPONDENCE and ANNOUNCEMENTS

AGENDA ITEMS:

1. Closed Session to consult with attorney regarding trial or settlement strategy in connection with pending litigation pursuant to MCL 15.268(8)(e) +
2. Closed Session to consult with attorney regarding trial or settlement strategy in connection with pending litigation pursuant to MCL 15.268(8)(e) +
3. Closed Session to consider material exempt from discussion or disclosure by state or federal statute, pursuant to MCL 15.268(8)(h) +
4. Possible action as a result of Closed Session +

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

NORTHFIELD TOWNSHIP BOARD AGENDA

June 27, 2017 – 7:00 PM

8350 Main Street

CALL TO ORDER
INVOCATION/PLEDGE
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD MEMBER CLARIFICATIONS
CORRESPONDENCE and ANNOUNCEMENTS

AGENDA ITEMS:

1. Township Manager Employment Agreement & Salary
2. Authorize Labor Counsel, Stacy Belisle, to begin negotiations for Township Manager position +
3. Land Preservation Committee Plan and Budget Request
4. PRESENTATION, PUBLIC HEARING & DISCUSSION: Fiscal Year 2017-18 Budget
5. Resolution 17-566: FY 2016-17 Budget Amendment #5
6. Resolution 17-567: General Appropriations Act Fiscal Year 2017-18 Budget
7. Life and Disability Insurance Contract renewal
8. Synagro (Sludge Hauler) Contract renewal
9. Berends, Hendrick & Stuit Liability Insurance Contract renewal

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

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Jennifer Carlisle

To: Marlene Chockley
Subject: RE: Draft Employment Agreement

From: Stacy J. Belisle [<mailto:sbelisle@mcgrawmorris.com>]
Sent: Tuesday, June 20, 2017 5:23 PM
To: Marlene Chockley <chockley@Northfieldmi.gov>
Subject: Draft Employment Agreement

Marlene,

Attached please find the draft employment agreement for the Township manager candidate. I have provided below some areas that require additional Board direction or consideration.

1. Paragraph 2 – I am unsure whether the Board adopted a final job description for the Township manager position. If the final description has been adopted, please provide the date of adoption and I will add it to the agreement.
2. Paragraph 3 – I need to include a yearly salary.
3. Paragraph 5 – I have included mileage for travel for Township business. I need direction as to whether the Township would like to offer a cell phone, a cell phone stipend or not include a cell phone allowance at all.
4. Paragraph 7 – All benefits in the Township's employee handbook will be applicable to the manager. I suggest that the Board fully review and revise all provisions of the handbook, including benefits, to revise any issues with payouts and paid time off. This will not alter the employment agreement at this time, but is helpful for consideration of future revisions to the handbook.
5. Paragraph 9(b) – I have provided two months' severance pay in the event the Township terminates Aynes' employment. This payout is in exchange for a full release of any and all claims he could have against the Township. I decided on the two month amount in order to ensure that a release of claims in exchange for this payment is enforceable to the benefit of the Township.
6. Paragraph 12 – I have included a residency provision, which is permissible pursuant to Michigan law. This is not a requirement and the Board can exclude this provision.

I recommend that the Board provide me with direction on these issues at the Board meeting next week and then vote to direct me to enter into negotiations with Aynes regarding the agreement, which will include any revisions the Board directs me to make at the meeting.

Please call or email me with any questions.
Stacy

Stacy J. Belisle
McGraw Morris P.C.
2075 WEST BIG BEAVER ROAD
SUITE 750
TROY, MICHIGAN 48084
Phone: 248.502.4000
Mobile: 313.822.3259
Facsimile: 248.502.4001
Email: SBELISLE@MCGRAWMORRIS.COM
Website: WWW.MCGRAWMORRIS.COM

CONFIDENTIAL AND ATTORNEY/CLIENT PRIVILEGED:

This e-mail and any attachments are confidential, intended for the addressee only and may be attorney/client privileged. If you are not the addressee, then please DO NOT read, copy or distribute the message or any attachment. Please reply to the sender that you received the message in error and delete it. Thank you.

**NORTHFIELD TOWNSHIP
TOWNSHIP MANAGER EMPLOYMENT AGREEMENT**

This Township Manager Employment Agreement ("Agreement"), made and entered into this ____ day of July, 2017, and effective _____, 2017 ("Effective Date"), by and between Northfield Township, a Michigan General Law Township, whose address is 8350 Main Street, Whitmore Lake, Michigan 48189, hereinafter referred to as "Township" and Steven Aynes, whose address is _____, hereinafter referred to as "Employee" or "Aynes," both of whom understand as follows:

RECITALS:

WHEREAS, the Township desires to appoint Aynes as the Township Manager pursuant to and employ his services as set forth in MCL 41.75a; and

WHEREAS, Aynes shall perform all duties lawfully directed by the Township Board of Trustees, hereinafter referred to as the "Board," except for those duties that are delegated by law to another Township official; and

WHEREAS, the Township Manager serves at the pleasure of the Township Board; and

WHEREAS, it is the policy of the Township that its Board of Trustees enacts policies of the Township, and the Township Manager carries out such directives and it is the Township Manager's role to oversee the day to day administration of the Township's government;

WHEREAS, the Township Manager's office is responsible for overseeing the administrative departments that are not under statutory authority of an elected official and the most important duty of the Manager is to facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens;

WHEREAS, the Township Board, as the Township's governing body, desires to provide certain benefits, to establish certain conditions of employment and to set working conditions of Aynes; and

WHEREAS, the Township desires to secure and retain the services of Aynes; and

WHEREAS, Aynes desires to accept appointment and employment as the Township Manager.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Township and Aynes agree as follows:

1. **Incorporation of Recitals.** All of the matters stated in the Recitals of this Agreement are true and correct and are hereby incorporated into the body of this Agreement as through fully set forth in their entirety herein. However, in cases of conflict or ambiguities between the Recitals and the other provisions of this Agreement, the other provisions of this Agreement shall control over matters stated in the Recitals.

2. **Duties.** The Township agrees to employ Aynes as its full-time Township Manager to perform all of the functions and duties specified in the Township's Township

Manager job description, adopted by the Board on _____, 2017 and to perform whatever legally permissible and proper functions and duties as the Township Board from time to time may assign or direct, whether verbal or written. Aynes shall, at all times faithfully, industriously and to the best of his ability, experience, and talents, perform all of the duties that may be required of him or from him pursuant to the express and implicit terms of this Agreement and the assignments or direction of the Board. Subject to approved absences, Aynes shall maintain regular office hours during the Township's regular hours of operation and shall attend all regular and special Board meetings and other Township meetings as needed or as directed by the Board.

- a. **Relationship to Board.** Aynes specifically understands that the Township Board shall have the final authority and the power to direct, control or supervise the manner of Aynes' performance of the duties of Township Manager, which shall be consistent with the laws of the State of Michigan, the direction of the Township Board, and this Agreement. The Township Supervisor shall be Aynes' immediate supervisor and the Township Supervisor shall have the authority to in certain cases suspend Aynes with pay pending a hearing before the Township Board.
- b. **Working Hours.** The Township Manager position is a full time position, consisting of 40 hours per week, in addition to any and all additional work time reasonably required to discharge the duties and responsibilities of the office of the Township Manager, including, but not limited to, any official meetings that are generally attended by the Township Manager.

3. **Salary.** The Board agrees to compensate Aynes at an annual salary of _____ Dollars (\$____,000.00), payable in installments at the same time as other employees of the Township are paid. As stated in paragraph 4 of this Agreement, the term of this Agreement governs only the terms and conditions of Aynes' employment set forth herein during Aynes' employment with the Township. Aynes shall remain at all times an at-will employee of the Township, serving at the pleasure of the Board.

4. **Performance Review.** The Board shall annually, during the month of June, beginning in June 2018, conduct an evaluation of Aynes' job performance ("Performance Review"). The process, form, criteria, and format for the Performance Review shall be agreed upon by the Township. The Performance Review process shall include the opportunity for the Board and Aynes to: (1) conduct an initial formulary meeting in which the Board and Aynes will meet to discuss the goals and objectives applicable to Aynes' position for the prior 12 month performance period and the upcoming 12 month performance period; (2) following the formulary meeting, the Board shall prepare a written Performance Review of Aynes' goals and objectives for the past and upcoming year, the Performance Review shall be presented to Aynes by the Township Supervisor as the Board's liaison; (3) the Board and Aynes shall then meet and discuss the Performance Review; and (4) the Board shall then present a written summary of the Performance Review results to Aynes within 30 days of the initial formulary evaluation meeting. Within 5 days thereafter, Aynes' Performance Review shall be placed in his personnel file.

In the event the Board determines that Aynes' Performance Review format and/or procedure should be modified and such modifications require new or different performance expectations, then the Board shall have a reasonable period of time to share the revised expected performance goals with Aynes before evaluating Aynes as to the revised goals.

5. **Mileage.** The Township shall reimburse Aynes for necessary and reasonable approved business travel outside of the Township limits at the standard IRS mileage reimbursement rate.

6. **Professional Development.**

- a. Professional development is understood to be a benefit to the Township as well as Aynes. The Township agrees that subject to budgeted appropriations, Aynes shall be given reasonable opportunity to develop his skills and abilities. The Township hereby agrees to bear reasonable expenses for the registration, travel and expenses of Aynes for preapproved professional meetings, travel and attendance at institutes and seminars and such other national, regional, state and local governmental groups and committees thereof on which Aynes serves or of which Aynes is a member. Any such expenses shall be submitted to the Township for approval prior to incurring the expense. Any such expenses not provided to the Township Board for approval prior to incurring the expense maybe denied and Aynes shall be solely responsible for the expense.
- b. The Township Board shall have final discretion in determining the reasonableness of any professional development activity and for making budget appropriations and approving expenditures.

7. **Employee Benefits.**

- a. Aynes shall be entitled to the same life, medical, dental and vision insurance provided to full time Township employees for himself and his dependents, as set forth in the Township's Employee Handbook. Any subsequent amendments to the Employee Handbook shall be applicable to Aynes.
- b. The Board agrees to provide Aynes with all other employee benefits available to other full-time Township employees, as provided in the Township's Employee Handbook. Any subsequent amendments to the Employee Handbook shall be applicable to Aynes. Aynes is exempt from receiving overtime pursuant to the Fair Labor Standards Act and shall not be entitled to overtime or compensatory time.

8. **Term of Agreement.** The terms and conditions contained in this Agreement will terminate on June 30, 2019, unless an addendum establishing a new duration of the terms and conditions contained in this Agreement has been negotiated and executed in writing by the Township Board and Aynes. The duration of this Agreement shall apply only to the terms and conditions set forth in this Agreement and Aynes shall at all times be an at-will employee of the Township, serving at the pleasure of the Township Board.

9. **Termination/Resignation/Severance Pay.** Aynes' employment relationship with the Township may be terminated by the Township Board at any time and for any reason, as set forth herein. In the event that the Township Board determines that it is not in the Township's best interest to continue Aynes' employment, it shall notify Aynes of this intention with thirty (30) days written notice. Should the Board exercise this termination provision, the Board shall

have the right and ability to place Aynes on paid administrative leave for the remaining period of his employment with the Township. If the Township elects not to renew this Agreement for an additional term at the time of its expiration, the Township Board shall notify Aynes of this intention not less than ninety (90) days prior to the expiration of the Agreement or by April 1 of each year.

- a. **Resignation.** Aynes may voluntarily resign from his employment with the Township at any time and for any reason. If Aynes provides thirty (30) days notice, he shall be entitled to payment for accrued unused vacation, personal and sick leave days unless the parties otherwise agree in writing. If Aynes fails to provide thirty (30) days written notice, Aynes shall not be entitled to payment for accrued unused vacation, personal and sick leave days. If Aynes resigns, he shall not be entitled to any severance pay as provided in subsection 9(b) of this Agreement. A written resignation by Aynes must be provided to the Township Supervisor in accordance with the notice provision contained in this Agreement.
- b. **Severance Pay.** In the event that Aynes' employment is terminated by the Township Board before the expiration of the aforesaid term of this Agreement and during such time that Aynes is willing and able to perform the duties of Township Manager, and the termination is not for "misconduct" as defined below, then in that event, the Township agrees to pay Aynes an amount equal to two months' salary. Aynes shall also be compensated for accrued unused vacation, personal and sick leave days pursuant to the Township's Employee Handbook and shall be entitled to health care benefits for himself and his family for the duration of the severance period. The receipt of any form of severance pay in the event of the Township's termination of Aynes' employment or this Agreement shall be conditioned upon Aynes' execution of a full release at the time of his termination which waives any and all claims of any nature that he may have against the Township and its agents, employees and the Board in relation to his employment or separation or termination from employment with the Township. Severance pay shall commence on the expiration of any revocation period following Aynes' signature date of said full release. If Aynes' employment with the Township is terminated for any reason prior to the expiration of 90 days from his date of hire, Aynes shall not be entitled to the severance payment set forth herein.
- c. **Misconduct Defined.** Aynes shall not be entitled to severance pay if the Board terminates his employment because of Aynes' conviction for embezzlement of Township funds; violation of the Township's ordinances, resolutions or state law, relative to Aynes' duties and responsibilities as Township Manager, or other law regarding public officers; a violation of this Agreement; conviction of a felony, misdemeanor resulting in a term of incarceration or any crime involving moral turpitude; intentional insubordination regarding a directive legally approved by Board; or other behavior that demonstrates a deliberate violation or disregard of Aynes' duties and obligations to the Board and/or the Township's interests or otherwise deviates from a standard of behavior

which a township can reasonably expect of a public officer.

10. **Employee Handbook.** Aynes shall be subject to all terms and conditions of employment provided in the Township's Employee Handbook as to all matters not specifically addressed in this Agreement. Any subsequent amendments to the Employee Handbook shall be applicable to Aynes.

11. **Conflict of Interest Prohibition.** Because of the duties and responsibilities required of Aynes pursuant to this Agreement and state law, Aynes, as a condition of his continued appointment and employment, shall not, without prior approval of the Township Board:

- a. Individually, or as a partner, joint venture, officer, owner, employee, independent contractor or shareholder invest or participate in any business venture conducting business in the Township, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without the prior approval of the Township Board;
- b. Invest in any real estate or real property improvements within the Township, with the exception of his primary residence;
- c. Serve as a member of a governing body, commission or committee of any other local unit of government within the State of Michigan during the term of this Agreement.

12. **Residence.** Pursuant to MCL 15.602(b), Aynes shall reside within 20 miles of the Township's nearest boundary within 60 days of the execution of this Agreement.

13. **Severability of Invalid Provision.** The provisions of this Agreement shall be deemed severable; the invalidity or unenforceability of anyone or more of the provisions of this Agreement shall not affect the validity and enforceability of other provisions. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

14. **Entire Agreement.** This Agreement constitutes the full and complete Agreement between the parties on the subject matters contained herein, and no amendment of this Agreement, including the at-will employment provision contained herein, will be effective unless agreed to in writing by the parties hereto. Any and all prior agreements or understandings between the parties are null and void as of the date of execution of this Agreement.

15. **Interpretation.** For purposes of interpretation of this Agreement, neither the Township nor Aynes shall be deemed to have been the drafter of this Agreement.

16. **Construction.** This Agreement has been prepared and negotiations have occurred in connection with said preparation pursuant to the joint efforts of the parties hereto. This Agreement therefore shall not be construed against any party to this Agreement.

17. **Modification.** This Agreement shall not be modified, altered, or amended except through a written amendment signed by the Township Board and Aynes.

18. **No Third Party Beneficiaries.** This Agreement is not intended to confer upon

any person or entity, other than the parties hereto, any rights or remedies of any kind or nature whatsoever.

19. **Counterparts.** This Agreement may be executed in several counterparts each of which shall be deemed one and the same Agreement. It shall be binding upon and inure to the benefit of the parties to it and their respective successors and assigns.

20. **Indemnification.** The Township will defend, save harmless, and indemnify Aynes against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of his duties as Township Manager. Indemnification shall extend beyond his employment and the termination or expiration of this Agreement, to provide full and complete protection of Aynes by the Township, as described herein, for any acts undertaken or committed in his capacity as Township Manager, regardless of whether the notice or filing of a lawsuit for such tort, claim, demand, or other legal action occurs during or following his employment or this termination or expiration of this Agreement.

21. **Captions and Bylines.** The captions and bylines used in this Agreement are for the convenience of reference only and in no way define, limit or describe the scope of intent of any provision of this Agreement.

22. **Notice.** Unless otherwise provided herein, any notice, communication, request, reply or advice (herein severally and collectively, for convenience, called "Notice") herein provided or permitted to be given, made or accepted by any party to any other party must be in writing and may be given or be served by depositing the same in the United States mail postpaid and registered or certified and addressed to the party to be notified, with return receipt requested, or by delivering the same to an officer of such party, or overnight courier (i.e., Federal Express or UPS) when appropriate, addressed to the party to be notified. Notice deposited in the mail in the manner described above shall be conclusively deemed to be effective, unless otherwise stated herein, from and after the expiration of three (3) days after it is so deposited. Notice given in any other manner shall be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

If to Township:

Township Supervisor
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

If to Aynes:

Steven Aynes

_____, Michigan ____

23. **Certification of Authority to Sign Agreement.** The persons signing on behalf of the Northfield Township certify by their signatures that they are authorized to sign this Agreement on behalf of the Northfield Township and that this Agreement has been authorized by the Township Board.

IN WITNESS WHEREOF, the Township Board has caused this Agreement to be signed and executed on its behalf by the Township Supervisor and duly attested by the Township Clerk, and Aynes has signed and executed this Agreement, both in duplicate, this ____ day of _____, 2017.

NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

By: _____
Marlene Chockley
Supervisor of Northfield Township

ATTEST:

By: _____
Kathleen Manley
Clerk of Northfield Township

STEVEN AYNES

By: _____
Steven Aynes
Employee

ATTEST:

Northfield Township Township Manager

SUMMARY:

The Township Manager is an appointed position pursuant to MCL 41.75a. The Township Manager serves at the pleasure of the Township Board and works directly with the Township Board and various departments of the Township, as set forth in MCL 41.75a and shall perform all duties lawfully directed by the Township Board, except for those duties that are delegated by law to another Township official. It is the policy of Northfield Township that the Board of Trustees enacts policies of the Township, and the Manager carries out such directives. In general, it is the Manager's role to oversee the day to day administration of Northfield Township Government. The Manager's Office is responsible for overseeing the administrative departments that are not under statutory authority of an elected official. The most important duty of the Manager is to facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens. This position is exempt from the overtime requirements contained within the Fair Labor Standards Act.

RESPONSIBILITIES:

- Prepares, presents, and administers the annual operating and capital improvement township budgets in consultation with the supervisor and keeps the board fully advised at all times of the township's financial condition and needs;
- Manages and administers human resource activities including compensation, contracted/employee relations, contract negotiations, staff recruitment and performance management;
- As Chief Administrative Officer, develop and implement operational efficiencies and cost effectiveness by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff;
- Coordinate with the Supervisor's and Clerk's Office in the development of Township Board agenda and provide background information, and assist in establishing Board agendas as recommended;
- Manages township initiatives including the Master Plan, works, and related projects as assigned by the Township Board;
- Ensures the implementation and enforcement of those laws, Township ordinances, policies and directives related to public service administration operations;

- Management and oversight on union and non-union contract administration and execution as assigned by the Township Board;
- Provides for customer service excellence and proper public relations to ensure the efficient delivery of township administration services and effective handling of citizen inquiries, concerns and complaints;
- Provide policy analysis and report on legislative changes and programs impacting Northfield Township, responding to inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press;
- Facilitate intergovernmental relations, working with community partners, county, state and federal jurisdictions and agencies;
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion;
- Sets the organizational culture; continuously develops the organization's effectiveness and recommends changes in the organizational structure as appropriate;
- Represents the Township at meetings with various Boards, Committees, Community Meetings, including interacting with County and State Agencies as needed as directed by the board;
- Provide general oversight of all functions of the Township and on the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees;
- Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines;
- Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board;
- Perform other duties as assigned by the Township Board.

GENERAL INFORMATION

Education / Experience:

- Bachelor's Degree in Public Administration, or related field, with significant experience. Master's Degree level preferred. Extensive experience without a Bachelor's Degree would be considered.

- Minimum of five years of progressively more responsible administrative experience in municipal government involving budget preparation, personnel administration, finance, as well as planning and policy development. Prior experience as a Township Manager is beneficial.
- Excellent customer service skills and ability to work in a fast pace environment.
- Must be able to work in a team oriented office setting and maintain cooperative working relationships with staff, public officials, and the public.
- Comprehensive ability to effectively utilize a personal computer, and related word processing, spreadsheet, and database management programs.
- Excellent verbal and written communications skills, and ability to constructively deal with conflict and afford effective resolutions.
- Proven ability to organize and manage competing priorities.

Hours:

Full-time

Benefits:

As provided under Employee Handbook

Starting Salary:

Negotiable

Reports to:

Township Board of Trustees

Northfield Township Land Preservation Committee/Commission

Plan and Budget Request

Purpose of the Commission

The Northfield Township Land Preservation Committee/Commission (hereinafter "Commission" pending Board approval) furthers the strategic interests of the Northfield Township Board of Trustees by accomplishing the stated goals of Northfield Township's Master Plan as stated beginning on page 15:

"Maintain the world character and preserve the local characteristics of Northfield Township including a viable, stable agricultural industry by encouraging the retention and preservation of farmland and agricultural production as well as the preservation of general open space in the undeveloped areas of the township."

The Land Preservation Committee was created to implement this Township goal. In addition, the rural character of our community is mentioned as a priority throughout the Master Plan.



The Proposed Bylaws State:

It is the policy of the State of Michigan, Washtenaw County, and Northfield Township's master plan to preserve open spaces, critical environmental areas, and greenways to maintain the quality of life and likewise to encourage a viable, stable agricultural industry, preserving farmland, and natural areas for recreation. The Land Preservation Commission (LPC) advises and makes recommendations to the Board of Trustees on land matters and works to enhance public awareness, commitment, and active participation in the stewardship of agricultural lands and natural areas, and oversees land rights acquisition, management, and disposition.

The Land Preservation Commission shall consist of seven members nominated and approved by the township board.

Why Land Preservation Is Important

Northfield Township continues a long heritage of farming dating back to the early 1800s. Land preservation creates a balance between developed areas and more rural areas. Agriculture is the second largest industry in Michigan. (National Ag Week Flyer). In Washtenaw County, there are over 1,200 farms farming over 170,000 acres. (National Ag Week Flyer). Agriculture, food, and related industries employ 22% of all Michigan workers. (National Ag Week Flyer).

Land preservation protects the large blocks of land required to retain businesses that support farmers and economic efficiencies for farmers. Land preservation supports farming. Farming is an important part of Northfield Township's economy.



How Land Preservation Works

When a landowner places a conservation easement on their property, it restricts their ability to develop the land by permanently preserving it for agriculture and protecting its natural features such as woods, wetlands, ponds, streams and wildlife habitats.

Landowners will voluntarily apply to the township program. The applications will be scored and ranked using an agreed upon scoring system (most likely Washtenaw County's ALPAC scoring system). The township will seek funding partners. If a property is selected, the township will commission an appraisal to determine the value of the "development rights," a boundary survey and an environmental assessment for hazardous materials. Even after the development rights have been purchased, the property remains in private ownership so property taxes continue to be paid. Other Washtenaw County townships with preservation programs retain Barry Lonik, a preservation consultant with 26 years of experience, to coordinate this process.

Partners

The township will leverage its funds by applying for Federal grants and working with the City of Ann Arbor Greenbelt, Washtenaw County Parks Natural Areas Preservation Program, Legacy Land Conservancy and with the landowners to discount the purchase price. These partners appreciate working with townships because it also helps them leverage their funds. Each of these partners has worked extensively with local townships.



Millage

Because leveraging County, Greenbelt and Federal funds requires a match by the township, the Committee will consider funding mechanisms for the program. The townships with which we compete with for funding have millages.

Budget Request for the Fiscal Year 2017 to 2018

The Land Preservation Committee requests the sum of \$10,000 from the Board of Trustees.

With this money we would:

1. Hire a land preservation expert to identify the owners of important agricultural and natural lands, contact them, invite them to a forum at which the preservation expert would speak and visit personally with each one to explain the options available at this time and answer any questions. We have a preliminary proposal from Barry Lonik (who is the land preservation expert for most if not all of the townships with preservation programs) that includes a discounted rate of \$60/hr. He believes it would take about 80 hours to accomplish the above work, with the one-on-one visits taking the bulk of time. These visits are the most effective way to reach the landowners. Mr. Lonik has also offered to draft a land preservation ordinance for within that proposal. We will be seeking a more formal proposal from Mr. Lonik and from another land preservation expert who has asked to be considered.
2. The Land Preservation Committee would carry out several community meetings involving residents and landowners to educate them about land preservation, answer questions and gather input. The committee would need funds for postage and publicity. Each mailing approximately \$3,500.00 for a postcard. We anticipate three mailings.
3. Continue to research methods of land preservation including funding and policy options, research methods of encouraging a successful farming economy in Northfield Township.

Please see the attached documents including maps of important agricultural and biodiversity lands, Washtenaw County Scoring System, and draft bylaws for the Commission.

Memo

To: Northfield Township Board of Trustees

From: Marlene Chockley, Supervisor

RE: Budget Discussion

Date: June 21, 2017

Trustees,

This year's budget process has been a very difficult one for many reasons. Two of the people who have been most familiar with past budgets left the township for other opportunities. Fortunately, our former controller, Rick Yaeger, has graciously been answering questions for our new controller, Yvette Patrick, who has helped us make headway in adapting this budget to reflect our financial realities all the while improving the tracking of our revenues and expenditures to be more transparent and easier to understand.

However, as I considered the many administrative, customer service, and capital needs of the township, I was unable to find the revenues within our current funding sources to support some important initiatives to a level that I feel is necessary to improve the ability of the township to provide services that I believe would benefit our citizens and businesses, keep our buildings and grounds in good repair, and attract development.

I will enumerate the challenges at the meeting and we can discuss how to address them with the funds remaining and what our priorities should be.

Respectfully submitted,



Marlene Chockley

NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Board of Trustees

Date: June 27, 2017

From: Controller and Supervisor

RE: Fiscal 2017-2018 Budgets

Attached you will find the following budgets:

- General Fund
- Building Department
- Building Authority Debt Fund
- PSB Debt Fund
- Waste Water Treatment Plant (WWTP)
- Seven Mile Sewer Fund
- N.T. Sewer Fund
- Whitmore Lake Sewer Fund
- Fire and Medical Rescue Fund
- Police Fund
- State NARC Fund
- Federal NARD Fund
- Donations Fund
- DDA Fund

Shown below is a summary of the funds purpose and any significant changes between the Fiscal 2016 – 2017 and 2017-2018 budgets.

GENERAL FUND (#101)

The purpose of the General Fund is to capture revenue dollars from Property Taxes, State Revenue Sharing, Cable Franchise Fees, Administration Fees from Taxes, Planning & Zoning Fees and Other Misc. revenue sources and apply those dollars to the operation of the township offices. Township departments supported by the General Fund are as follows: Township Board, Supervisor, Township Manager, Elections, Clerk, Board of Review, Treasurer, Assessing, Hall & Grounds, Legal & Professional, Planning & Zoning, Streetlights, Road Work, Senior Citizen Center, Capital Outlay and Debt Service.

Items of significance for the General Fund

REVENUES:

- **Increases:**

- Grant Income: Due to grant funds not coming in during the current fiscal year, we will be amending the 2016-17 budget to remove the grant funds for the non-motorized path and move those funds to the 2017-18 budget.
 - Estimated Revenues: Cell Tower Income is a new income stream yielding approximately \$17,136 per year with 25% going to the general fund and 75% going to the fire department.
 - Treasurer: Current Property Taxes are projected to increase by \$4,500 or 1.71% due to increases in taxable values. Therefore based on the treasurer's recommendation, we have increased the Tax Administration Fee Budget by \$10,000 and the Penalty & Interest on tax budget by \$2,000.
 - Zoning Compliance Permits are projected to increase by \$3,620 or 61.56% in the 2017-2018 fiscal year.
 - Planning Fees are projected to increase by \$4,000 over the previous year budget to reflect increased activity in the previous fiscal year.
 - Community Center: The budget for Programs has been increased to due an increase in participation.
- **Decreases:**
 - Sales of Fixed Assets: There are no anticipated sales of fixed assets from the general fund in the 2017-2018 fiscal year.
 - Community Center: The budget for trips has been decreased by \$4,000 due to reduced participation.

EXPENDITURES:

Township Board:

- **Decreases:**
 - There are no planned ceremonies or events for the fiscal year; therefore, the miscellaneous budget has been decreased to zero.

Township Manager:

- **Increases:**
 - Hospitalization was increased to \$15,000 to reflect potential costs of family/spousal insurance for the new Township Manager.
 - Contractual Services have been adjusted for the 2017-2018 year to no longer reflect IT services. Information Technology has been moved to a separate department to better track expenses.
- **Decreases:**
 - The township manager salary budget has been decreased by \$28,000 or 33.7% to reflect the minimum starting salary advertised for the new township manager over an 11 month period. Life insurance and pension have also been proportionately reduced.
 - Controller salary is decreased by \$10,827 or 18.79% due to the new controller being hired at a lower rate.

Elections:

- **Increases:**
 - Election Salaries will increase by \$8,000 to reflect the move of poll worker payments from an outside contractor expense payment to a salary payment (see above decrease of election costs to account 101-191-704).
 - Supplies were increased by \$2,000 or 66.67% to reflect activity costs in previous fiscal year.
- **Decreases:**

- Clerical/Dep/Super/Election has been decreased to zero in the 2017-2018 fiscal year and salaries for poll workers were moved to the salary line. Poll workers are no longer eligible to be paid as 1099 independent contractors, and therefore must be paid as employees.
- Printing & Publications has been decreased by \$1,400 or 53.85% to reflect three elections, instead of four.

Clerk:

- **Increases:**
 - Hospitalization costs will show a \$7,150 increase due to the township clerk enrolling in the township health care plan.
- **Decreases:**
 - Recording Secretary now reflects \$195 per meeting for 24 meetings plus \$125 for meetings over three hours. Also included is the pay for video operation at \$85 per meeting for 24 meetings. 2016-2017 budget was amended to reflect back pay for previous years.

Information Technology

- We have created a new department in accordance with the uniform chart of accounts, to detail information technology costs within the township. Within this department you will see the BS&A Software costs and Anti-Virus Software. Those costs remain the same.
- Under Computer Services you will find a new cost for cloud backup at \$130 per month. On-site IT support has increased to \$6,000 and Microsoft 365, Email, and the website annual renewal are included at their typical prices.

Board of Review:

- **Decreases:**
 - The budget for Tribunals and Drains has decreased due to an auditor recommended change to move current year land acquisition property taxes to the capital outlay account and include them as part of the capital expenditure with the purchase of the property. Appraisals, back taxes and drain payments will still be paid from this account.

Treasurer:

- **Increases:**
 - Deputy salaries are projected to increase \$5,812 or 17% due to a change in personnel and a 6% pay increase. The 2016-17 Budget was amended to reflect a partial year at the new deputy treasurer's salary. The 2017-18 budget reflects a full year at the new deputy treasurer's salary with the 6% pay increase.
 - Hospitalization expenses are projected to increase by 45.13% or \$4,105 due to the deputy treasurer's enrollment into the township healthcare plan.
 - Pension costs are projected to increase by \$2,128 due to increases in the base salary, as pensions are calculated as 10% of the base salary.
- **Decreases:**
 - Contractual services are not projected for the 2017-2018 fiscal year, as there is no current need to use temporary services for a front desk clerk. Therefore, this line item has been decreased to zero.

Assessing:

- **Increases:**
 - Assistant Assessing Salaries are projected to increase by \$2,434 or 6% due to a 6% salary increase.

- **Decreases:**

- Hospitalization is projected to decrease by \$6,920 or 28% due to the assessor opting out of the township medical benefit.

Hall and Grounds:

- **Increases:**

- Grounds, Cleaning and Janitorial services are projected to increase by \$4,250 or 51.52% to reflect costs for the center island flowerbeds of \$1,100, lawn maintenance costs of \$1,400 and snow removal and salting costs of \$10,000. The bulk of the increase comes from snow removal costs, which are projected to increase by \$4,000.
- PSB Maintenance and Operating Allocation Expenses are projected to increase by \$1,677 or 3.7% due to projected increases in operating costs.
- Rental equipment costs are projected to increase by \$815 or 17.8% due to an increase in the copier lease cost.

- All information technology costs have been moved to the IT department. Therefore you will see a significant decrease in communication costs and repairs & maintenance.

Legal & Professional:

- **Decreases:**

- Other Professional Fees have been decreased by \$5,000 or 91% from the 2016-2017 amended budget due to additional costs not being projected for the non-motorized path.
- Engineering costs are decreased by \$41,000 or 80% to reflect standard activity without the additional costs associated with the non-motorized path.

Planning/Zoning:

- **Increases:**

- Planner Fees have been increased by \$2,640 or 6.6% to reflect costs for a monthly planning team meeting to improve services to customers and businesses. No money is being budgeted for the master plan, the non-motorized plan, or a workshop.
- Zoning Administration has been decreased by \$3,000 or 20% to reflect actual usage.

- **Decreases:**

- Code Enforcement Officer Salaries are being moved to the building fund; therefore, the code enforcement line item has been decreased to zero.

Roadwork:

- A new account has been added called pathways and sidewalks and this account currently is tracking the non-grant related expenses for the non-motorized path. We have currently spent \$71,402 toward this project and \$125,000 is budgeted for the next fiscal year.
- The Road Improvements account has been updated to reflect costs for drainage, limestone, county drains and the 6 Mile Road culvert.
- Grant Expenses will be adjusted to show expenditures being incurred in the 2017-18 fiscal year once the grant funds are received.

Community Center:

- **Increases**

- Salaries will increase by \$2,604 or 6% in the 2017-2018 fiscal year.
- Rental Equipment will increase by \$2,400 to account for a copier lease of \$200 per month.

- **Decreases**

- Community Center Trips are set to decrease by \$4,900 or 57% due to a decline in participation.

- Community Center Programs will also decrease in the 2017-2018 fiscal year by \$5,500 or 35% due to a decline in participation.
- Repair and maintenance fees are projected to decrease to \$3,500 (22%) in 2017-2018 due to a decrease in repairs needed over the past two fiscal years.
- Postage has been decreased to \$800 or 20.8% to reflect current usage and the use of email.
- Fuel and Mileage has been reduced to \$200 or 80% to reflect the current expenditure level.

Recreation Board

- Total funding of the Recreation Board has been reduced by \$5000 or 50% to reflect current usage and budget realities.

Land Preservation

- Land Preservation is a new department added to track the work of the land preservation committee. Their 2017-18 budget includes \$5,000 for consulting and public education.

Parks:

- **Decreases:**
 - Planner fees will be \$0.00 in the 2017-2018 fiscal year due to the completion of planning on the community park.

Capital Outlay:

- **Increases**
 - All funding for capital improvements has been eliminated due to budget realities and to allow the board to set priorities for the capital spending.
 - Vehicle costs will increase by \$9,000 due to the purchase of a vehicle for township use from the Police Department.
 - Land acquisition has been reduced to zero pending board prioritization of this line item.
- **Decreases:**
 - Computer costs will decrease by \$2,000 or 50% due to a decreased need for new computers in the 2017-2018 fiscal year, as several replacements have made over the past two fiscal years.
 - Land acquisition costs were elevated in the 2016-2017 fiscal year due to the beachfront property purchase. Projected land acquisition costs will decrease by \$336,940 or 98.5% in the 2017-2018 fiscal year. Also included in land acquisition are the property taxes paid on the property.

BUILDING DEPARTMENT FUND (#287)

The building department is a self-sustaining fund that receives revenue dollars in the form of fees charged for various permits required to perform any building related activities within the township. Money is expended to cover inspections of permitted work and some minor operating expenses.

Items of significance for the Building Department

- **Increases:**
 - Salaries and Social Security have increased due to the addition of the code enforcement salaries and payroll taxes, which were moved from the general fund.

BUILDING AUTHORITY DEBT FUND (#369)

The sole purpose of the Building Authority Debt Fund is to capture the \$2.93 million principal and interest bond payments. The revenue side of this fund comes from the General, Fire and Police funds who split the bond payments equally or 1/3 each.

- No Significant Changes Projected

PSB DEBT FUND (#370)

The purpose of this fund is twofold: 1) To capture the \$2.415 million principal and interest bond payment, which is covered by its own township millage and 2) To capture expenditures related to the PSB building. Total costs over and above the principal and interest payments are again split equally between General, Fire and Police.

- No Significant Changes Projected

WASTE WATER TREATMENT PLANT (WWTP) (#571)

The purpose of this fund and the smaller SAD district funds is to account for all daily activities related to our sewer systems throughout the township. It captures Usage Fees charged to residents, which is the bulk of their revenues (99%+) and various expenditures including labor and related benefits, legal and professional fees, operational expenses including repairs, bond interest payments and capital purchases.

Items of significance for the Waste Water Treatment Plant Fund

- **Increases:**
 - Capital Outlay equipment costs are projected to increase by \$20,000 or 22.22% due to new vehicles needing to be purchased.
- **Decreases**
 - Salaries are projected to decrease by \$2,733 total, due to the former department head retiring and new employees being hired in at lower rates.
 - Hospitalization costs are projected to decrease by \$8,845 or 8.12% due to changes in health insurance elections within the department.
 - No interest is due on the Debt Service bond, therefore this line has been decreased to zero.

DISTRICT #5 SEVEN MILE SEWER FUND (#815)

This is an active 20-year Special Assessment District (SAD) for the Seven Mile Sewer Project completed back in 2003-2004. The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment.

- No Significant Changes Projected

FIRE AND MEDICAL RESCUE FUND (#216)

The fire fund is a dedicated millage fund that is used to provide fire and medical rescue protection throughout the township. NOTE: This budget is dependent of the passage of a 2.000 millage in August 2017 due to the expiration of the prior millage with the 2016 levy.

Items of significance for the Fire/Medical Rescue Fund

REVENUES:

- **Increases:**
 - Current Property Taxes are projected to increase \$48,592 or 7.66% due to an increase in the proposed millage rates.
 - Emergency Cost Recovery revenue is projected to increase by \$10,000 to reflect increased activity in recent years.
 - Sale of fixed assets is projected to increase by \$38,000 or 73% in the 2017-2018 fiscal year due to vehicles that will be sold.
 - Cell Tower Income is a new stream of income which is split between the general fund and the fire department. The fire department is projected to receive \$12,852 in the 2017-2018 fiscal year, which is 75% of the total income received for the lease of the land for the cell tower.
- **Decreases:**
 - The Transfer In revenue line will be decreased to zero due to no transfers being budgeted for the 2017-2018 fiscal year.

EXPENDITURES:

- **Increases:**
 - Medical Testing is projected to increase \$4,500 or 128.57% due to the need for medical physicals for all medical rescue staff in the 2017-2018 fiscal year.
 - Operating Costs: Supplies are projected to increase by \$2,000 or 25% due to increased costs for medical supplies, which includes oxygen.
 - Operating Costs: Repairs and Maintenance expenses are projected to increase by \$2,000 or 40% due to an increased need for repairs at Station #2.
 - Computer Costs will increase by \$3,000 due to computer leasing costs increasing.
 - Capital Outlay vehicle costs are projected to increase by \$405,000 or 623% to reflect the purchase of a fire truck.
- **Decreases:**
 - Part time salaries will decrease by \$5,000 or 8.33% due to reflect costs closer to 2017 actuals.
 - Insurance and bonds will decrease by \$2,722 or 6.85% due to decreases in insurance costs.
 - Utilities will decrease by \$4,000 or 40% due to an excess of propane gas at Station #2.
 - Capital Outlay Equipment will decrease by \$248,000 or 95.38% due to the fire truck purchase in the 2016-2017 fiscal year inflating costs.

POLICE FUND (#207)

The police fund is a dedicated millage fund that is used to provide police protection throughout the township.

Items of significance for the Police Fund

REVENUES:

- **Increases:**
 - Current Property Tax Revenues are projected to increase by \$31,824 or 2.15% due to increased property taxable values.
- **Decreases:**

- Fines and Court Fees are projected to decrease by \$8,000 or 26.67% to more closely reflect activity in recent fiscal years.
- Sale of Fixed Assets are projected to decrease by \$6,000 or 40% due to fewer vehicles being available for auction.

EXPENDITURES:

- **Increases:**

- The salary for the chief of police is projected to increase by \$5,037 due to a 2.5% raise.
- Other employee salaries will increase by \$30,532 or 7.5% due to the transition of one officer from part time to full time.
- Clerical/Dep/Super/Election costs will increase by \$2,145 due to a 3% salary increase for administrative employees.
- Holiday pay is projected to increase \$3,348 or 9.22% due to the increased need for police support during holiday events.
- Insurance & Bonds are projected to increase by \$5,352 or 18.54% due to higher costs as a result of increased claims and injuries in previous years.
- Repairs and Maintenance costs are projected to increase by \$3,000 or 75% due to an increased need for onsite IT support.
- Computer costs are projected to increase by \$15,000 due to a new computer lease being signed.

- **Decreases:**

- Part time Salaries are projected to decrease by \$10,000 due to a promotion of a patrol officer from part time to full time.
- Salaries Overtime are projected to decrease by \$10,000 or 20% due to the change of status of the new full time officer.
- Hospitalization costs are projected to decrease by \$43,085 or 27% due to changes in health insurance elections within the department.

STATE NARC FUND (#265)

The State NARC Fund is a fund used to collect drug forfeiture monies from the state level. These funds can be used to supplement some items within the Police Fund.

- No Significant Changes Projected

FEDERAL NARC FUND (#266)

The Federal NARC Fund is a fund used to collect drug forfeiture monies from the federal level. These funds can be used to supplement some items within the Police Fund but needs to be used within three years of receipt.

- No Significant Changes Projected

DONATION FUND (#230)

The donation fund tracks miscellaneous donations given to the township for various community events and tracks the spending of those donations.

- No significant changes projected.

DDA FUND (#248)

The DDA Fund captures tax dollars from the General, Fire, Police and Library Funds along with capturing tax dollars from Washtenaw County and Washtenaw Community College. These funds are used to make improvements throughout the township. Due to decreased property values that have fallen below the base established when the DDA was started, they are not projected to collect any tax dollars this coming fiscal year.

- **Increases:**

- Planner Fees have been moved from streetscaping. \$25,000 has been approved by the DDA board. \$10,000 will be amended for the current year budget and \$15,000 will be budgeted for next year.

- **Decreases:**

- The Road Improvements budget will be decreased to zero due to the completion of the DDA's commitment to donate three payments of \$20,000 to the general fund for the non-motorized path.

This completes the budget presentation for the June 27, 2017 board meeting.

Thank You,

Yvette Patrick
Controller
Northfield Township

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
101-000-426	PRIOR YEAR TAX INTEREST	0	663	0	1,764	500	500	N/A
101-000-452	PEDDLER'S LICENSES	340	368	500	(78)	350	(150)	-30.00%
101-000-453	CABLEVISION FRANCHISE FEES	97,379	99,310	97,000	73,433	98,000	1,000	1.03%
101-000-455	FIBER FOOTAGE FEES	7,557	10,516	7,500	10,371	10,000	2,500	33.33%
101-000-573	STATE SHARED REVENUE - LCSA	0	0	0	45,972	45,000	45,000	N/A
101-000-574	STATE SHARED REVENUE	650,034	649,431	652,000	460,824	661,000	9,000	1.38%
101-000-590	GRANT INCOME	0	0	221,633	0	221,633	0	0
101-000-615	County Contribution to Non-Motorized Path INSURANCE PROCEEDS	456	0	0	0	0	0	N/A
101-000-626	COPY & FOIA INCOME	55	120	200	26	100	(100)	-50.00%
101-000-655	ORDINANCE FINES	0	200	0	2,407	0	0	N/A
101-000-665	INTEREST INCOME	181	1,082	1,000	1,433	1,000	0	0
101-000-666	CDARS Interest DIVIDENDS				7,577	0		
101-000-671	REIMBURSEMENT/OTHER INCOME	2,860	6,611	150	890	150	0	0
101-000-673	(Farm Lease @ \$150) SALE OF FIXED ASSET	0	0	12,000	12,000	0	(12,000)	-100.00%
101-000-684	CELL TOWER INCOME	0	0	0	2,800	4,284	4,284	N/A
101-000-688	(\$16,800 x 1.02 = 17,136 x 25% Twp; 75% Fire) RENTAL INCOME - BARKER RD	11,460	10,260	9,960	9,960	9,960	0	0
101-000-690	UNREALIZED GAIN/LOSS	124	(75)	0	0	0	0	N/A

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

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Totals for dept 000-		770,446	778,486	1,001,943	629,380	1,051,977	50,034	4.99%
Dept 191-ELECTIONS								
101-191-671	REIMBURSEMENT/OTHER INCOME	0	5,741	6,500	10,356	6,500	0	0
Totals for dept 191-ELECTIONS		0	5,741	6,500	10,356	6,500	0	0
Dept 253-TREASURER								
101-253-402	CURRENT PROPERTY TAX	256,344	263,030	263,500	262,808	268,000	4,500	1.71%
101-253-404	MOBILE HOME LICENSE FEES	2,900	2,851	2,820	2,874	2,850	30	1.06%
	(475 Trailers @ \$.50 Ea. X 12 Months)							
101-253-445	PENALTY & INTEREST ON TAXES	2,826	3,596	1,500	6,104	3,500	2,000	133.33%
	Increased due to strict guidelines on penalties.							
101-253-627	SUMMER TAX PREPARATION	13,488	13,580	13,580	13,665	14,000	420	3.09%
101-253-680	TAX ADMINISTRATION FEES	136,940	144,810	140,000	149,957	150,000	10,000	7.14%
	Increased to better reflect recent activity and tax rate increases.							
Totals for dept 253-TREASURER		412,498	427,867	421,400	435,407	438,350	16,950	4.02%
Dept 336-CONTRIBUTIONS								
101-336-624	DDA	20,000	0	0	0	0	0	N/A
101-336-625	SEWER/LIBRARY ADMINISTRATION	43,969	48,560	48,560	48,560	48,560	0	0
	(Admin Fee from Sewer - \$37,500 and Library - \$11,060)							
101-336-694	NON-MOTORIZED PATH	0	0	0	4,160	0	0	N/A
Totals for dept 336-CONTRIBUTIONS		63,969	48,560	48,560	52,720	48,560	0	0
Dept 412-PLANNING/ZONING DEPT								

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
101-412-477	ZONING COMPLIANCE PERMITS	5,500	8,600	5,880	11,805	9,500	3,620	61.56%
101-412-607	ZONING ADMINISTRATIVE FEES	0	150	0	0	0	0	N/A
101-412-608	VARIANCES/APPEALS	1,420	2,855	2,700	1,430	2,000	(700)	-25.93%
101-412-612	TAX ABATEMENT FEES	0	1,000	0	0	0	0	N/A
101-412-614	PLANNING FEES	0	6,975	0	5,750	4,000	4,000	N/A
101-412-629	ZONING COPIES	0	0	25	56	25	0	0
101-412-637	SPLIT APPLICATIONS	850	1,825	2,400	1,740	2,400	0	0
Totals for dept 412-PLANNING/ZONING DEPT		7,770	21,405	11,005	20,781	17,925	6,920	62.88%
Dept 666-COMMUNITY CENTER								
101-666-643	CC TRIPS	11,657	7,543	9,000	4,388	5,000	(4,000)	-44.44%
	Decreased due to a decline in participation							
101-666-644	CC PROGRAMS	0	2,583	3,000	3,881	4,000	1,000	33.33%
	Increased due to increase in participation							
101-666-671	REIMBURSEMENT/OTHER INCOME	4,817	5,500	8,500	8,500	8,500	0	0
	Reimbursement received from Washtenaw County							
101-666-676	CONTRIBUTIONS - SCC	1,491	816	1,200	1,838	1,750	550	45.83%
	Senior Center Donations							
Totals for dept 666-COMMUNITY CENTER		17,965	16,442	21,700	18,607	19,250	(2,450)	-11.29%
TOTAL ESTIMATED REVENUES								
		1,272,648	1,298,501	1,511,108	1,167,250	1,582,562	71,454	4.73%
APPROPRIATIONS								
Dept 101-TOWNSHIP BOARD								
101-101-701	SALARIES	9,892	10,000	10,000	10,000	10,000	0	0
	(\$2,500 x 4)							

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

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101-101-715	SOCIAL SECURITY (\$10,000 x 7.65%)	757	796	765	765	765	0	0
101-101-807	MEMBERSHIP DUES (\$5,500 MTA, \$225 Bri C of C, \$1,475 SEMCOG, \$1,100 WATS, \$1,100 Huron River Watershed, \$175 Mich Mun League, \$925 Other)	9,552	9,121	10,500	9,790	10,500	0	0
101-101-836	WELFARE COSTS People's Express Transit	0	10,000	10,000	10,000	10,000	0	0
101-101-900	PRINTING & PUBLICATIONS (Publishing of Minutes from Twp Board Mtgs and Ads for Employment - \$5,000; Newsletter - \$2,500)	7,073	7,606	7,500	5,828	7,500	0	0
101-101-956	MISCELLANEOUS (Twp. Events, Ribbon Cutting Ceremonies, Etc.)	0	0	2,500	2,360	0	(2,500)	-100.00%
101-101-957	TRAINING & DEVELOPMENT (Possible Training for New Board Members)	509	0	2,000	149	500	(1,500)	-75.00%
Totals for dept 101-TOWNSHIP BOARD		27,783	37,523	43,265	38,892	39,265	(4,000)	-9.25%
Dept 171-SUPERVISOR								
101-171-701	SALARIES	12,500	12,500	12,500	12,500	12,500	0	0
101-171-715	SOCIAL SECURITY (\$12,500 x 7.65%)	(661)	956	957	956	957	0	0
101-171-807	MEMBERSHIP DUES	0	0	120	0	120	0	0
101-171-860	FUEL & MILEAGE Increased to reflect projected 2017 activity	0	0	200	484	400	200	100.00%
101-171-956	MISCELLANEOUS	0	78	100	61	0	(100)	-100.00%
101-171-957	TRAINING & DEVELOPMENT	286	0	1,000	764	750	(250)	-25.00%
Totals for dept 171-SUPERVISOR		12,125	13,534	14,877	14,765	14,727	(150)	-1.01%
Dept 172-TOWNSHIP MANAGER								
101-172-701	SALARIES Based on annual salary of \$60K for 11 mo.	77,000	77,000	83,000	64,939	55,000	(28,000)	-33.73%
101-172-704	CLERICAL/DEP /SUPER/ELECTION	25,326	25,487	29,137	27,823	29,640	503	1.73%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
101-172-715	(\$19 x 30 Hrs/Wk x 52 Wks) SOCIAL SECURITY	11,995	12,244	12,990	11,086	10,055	(2,935)	-22.59%
101-172-716	(TWP MGR \$60,000 x 7.65%; CONTROLLER \$46,800 X 7.65%; Clerical \$29,640 x 7.65%) HOSPITALIZATION	6,534	1,500	1,500	1,500	15,000	13,500	900.00%
101-172-717	High Estimate for Insurance for new TM LIFE/DISB. INSURANCE	975	975	1,025	569	780	(245)	-23.90%
101-172-718	Life/Disability for Township Manager only PENSION	7,214	7,700	8,300	5,061	5,500	(2,800)	-33.73%
101-172-722	Base wage of Twp Mgr x 10% CONTROLLER	54,478	56,059	57,627	50,347	46,800	(10,827)	-18.79%
101-172-734	(20 Hrs/Wk x \$45.00 x 52 Wks) BONUS	0	0	300	300	0	(300)	-100.00%
101-172-818	CONTRACTUAL SERVICES	5,859	3,516	5,000	6,801	4,000	(1,000)	-20.00%
101-172-850	(Codification of Ordinance's - \$3,500; Other - \$500) COMMUNICATION	606	655	720	306	0	(720)	-100.00%
101-172-860	Fire Department Phone, previously paid thru GF FUEL & MILEAGE	0	0	500	186	500	0	0
101-172-927	ALLOCATE TO DEPARTMENTS	(36,501)	(41,091)	(49,979)	(38,062)	(32,748)	17,231	-34.48%
101-172-957	(Controller Allocation to Police, Fire, Bldg Dept and WWTP - \$32,748) TRAINING & DEVELOPMENT	745	698	1,000	410	500	(500)	-50.00%
Totals for dept 172-TOWNSHIP MANAGER		154,231	144,743	151,120	131,265	135,027	(16,093)	-10.65%
Dept 191-ELECTIONS								
101-191-703	SALARIES	0	0	0	0	8,000	8,000	N/A
101-191-704	Paying stipends to poll workers through PR instead of 101-191-704 CLERICAL/DEP /SUPER/ELECTION	9,417	7,125	13,200	10,550	0	(13,200)	-100.00%
101-191-715	Move payment of poll workers to Salaries SOCIAL SECURITY	0	0	0	59	615	615	N/A
101-191-727	Payroll Taxes on stipends now paid through payroll SUPPLIES	4,930	1,915	3,000	6,974	5,000	2,000	66.67%
101-191-818	Ballots, Food, Equipment for 3 elections CONTRACTUAL SERVICES	1,760	990	2,000	675	1,000	(1,000)	-50.00%

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101-191-851	(Equipment Inspections) POSTAGE	0	895	800	1,330	1,000	200	25.00%
101-191-900	(Mailing of Election Material) PRINTING & PUBLICATIONS	2,472	1,100	2,600	1,182	1,200	(1,400)	-53.85%
	(Printed Materials and Newspaper Ads)							
Totals for dept 191-ELECTIONS		18,579	12,025	21,600	20,770	16,815	(4,785)	-22.15%
Dept 215-CLERK								
101-215-701	SALARIES	11,538	12,500	12,500	12,500	12,500	0	0
101-215-703	DEPUTY SALARIES	38,508	32,979	39,520	39,080	41,892	2,372	6.00%
	(\$20.14 x 2080)(Includes a 6% Increase)							
101-215-715	SOCIAL SECURITY	3,829	3,691	3,980	4,084	4,161	181	4.55%
	(\$54,392 x 7.65%)							
101-215-716	HOSPITALIZATION	0	1,125	1,500	6,863	8,650	7,150	476.67%
	(\$577.77 x 5 Mths plus (\$577.77 x 1.10) x 7 Mths plus \$1,300 HSA Contribution)							
101-215-717	LIFE/DISB. INSURANCE	0	618	525	494	605	80	15.24%
	(\$50.36 x 12 Mths)							
101-215-718	PENSION	0	2,705	3,952	3,908	4,189	237	6.00%
	(Base Pay x 10%)							
101-215-723	RECORD SEC	6,148	5,945	14,775	10,955	7,720	(7,055)	-47.75%
	(Recording Sec - \$195/Mtg x 24 Mtgs plus \$125/Mtg over 3 Hrs x 8; Video Operator - \$85/Mtg x 24 Mtgs)							
101-215-734	BONUS	0	0	300	300	0	(300)	-100.00%
101-215-807	MEMBERSHIP DUES	0	0	100	0	100	0	0
101-215-860	FUEL & MILEAGE	61	0	150	234	150	0	0
101-215-922	LATE FEES AND PENALTIES	(26)	44	0	0	0	0	N/A
101-215-957	TRAINING & DEVELOPMENT	0	0	1,000	248	500	(500)	-50.00%
Totals for dept 215-CLERK		60,058	59,607	78,302	78,666	80,467	2,165	2.76%

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Dept 228-INFORMATION TECHNOLOGY								
101-228-936	SOFTWARE	0	0	0	0	14,220	14,220	N/A
	BS&A Software \$12,000, Anti-Virus Software \$185/month							
101-228-948	COMPUTER SERVICES	0	0	0	0	15,060	15,060	N/A
	Cloud Backup (\$130/month), Website Annual Renewal \$1,000, Email \$3,000, Microsoft 365 \$3,500, Onsite FLEX IT \$6,000							
Totals for dept 228-INFORMATION TECHNOLOGY		0	0	0	0	29,280	29,280	N/A
Dept 247-BOARD OF REVIEW								
101-247-706	BOARD OF REVIEW FEE	1,389	969	2,000	825	2,000	0	0
	March, July and September Meetings							
101-247-715	SOCIAL SECURITY	106	74	153	63	153	0	0
	(\$2,000 x 7.65%)							
101-247-723	RECORD SEC	1,050	1,520	1,200	1,280	1,500	300	25.00%
101-247-900	PRINTING & PUBLICATIONS	682	640	800	682	800	0	0
	(BOR Public Notices)							
101-247-956	MISCELLANEOUS	0	0	0	0	125	125	N/A
	Food for March Board of Review Meeting							
101-247-959	TRIBUNALS AND DRAINS	10,497	7,580	35,080	16,114	10,000	(25,080)	-71.49%
	(Appraisals, Back Taxes, Drain Pymts)							
Totals for dept 247-BOARD OF REVIEW		13,724	10,783	39,233	18,964	14,578	(24,655)	-62.84%
Dept 253-TREASURER								
101-253-701	SALARIES	12,500	12,500	12,500	12,500	12,500	0	0
101-253-703	DEPUTY SALARIES	42,771	43,677	33,875	32,206	39,686	5,811	17.16%
	(\$18 x 2080)(Includes a 6% Increase and full year deputy treasurer salary [see narrative for more information])							
101-253-704	CLERICAL/DEP /SUPER/ELECTION	21,681	14,413	24,289	22,273	23,400	(889)	-3.66%
	(\$15 x 30 Hrs x 52 Wks)							
101-253-715	SOCIAL SECURITY	5,887	5,281	6,095	5,070	5,954	(141)	-2.31%
	(\$77,818 x 7.65%)							
101-253-716	HOSPITALIZATION	10,090	4,444	9,095	10,360	13,200	4,105	45.13%

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101-253-717	(\$832.39 x 5 Mths plus (\$832.39 x 1.10) x 7 Mths plus \$2,625 HSA Contribution) LIFE/DISB. INSURANCE	461	461	310	311	668	358	115.48%
101-253-718	(\$55.65 x 12 Mths) PENSION	4,213	4,368	1,841	1,547	3,969	2,128	115.59%
101-253-734	(Base Salary x 10%) BONUS	0	0	300	300	0	(300)	-100.00%
101-253-803	LEGAL	6,000	6,000	6,000	6,000	6,000	0	0
101-253-804	(\$500/Mth) TAX STATEMENT PREPARATION	1,441	1,582	1,700	1,620	1,700	0	0
101-253-807	(Tax Bill Printing) MEMBERSHIP DUES	100	100	110	10	120	10	9.09%
101-253-818	(MMTA Dues for Treasurer & Deputy @ \$60 Ea.) CONTRACTUAL SERVICES	0	0	11,025	11,025	0	(11,025)	-100.00%
101-253-851	No need for temporary front desk clerk. POSTAGE	3,573	3,480	3,700	4,296	3,800	100	2.70%
101-253-860	(Tax Bill Mailing) FUEL & MILEAGE	217	339	225	628	325	100	44.44%
101-253-927	(Mileage Reimbursement for Bank Trips) ALLOCATE TO DEPARTMENTS	(21,036)	(16,490)	(16,605)	(21,410)	(17,103)	(498)	3.00%
101-253-956	(Deputy Asst. Allocation to Building & Planning) MISCELLANEOUS	3,138	2,775	1,000	609	750	(250)	-25.00%
101-253-957	(Bank Service Charges) TRAINING & DEVELOPMENT	0	0	2,000	1,426	750	(1,250)	-62.50%
	(Training for Treasurer & Deputy)							
Totals for dept 253-TREASURER		91,036	82,930	97,460	88,770	95,719	(1,741)	-1.79%
Dept 257-ASSESSING								
101-257-709	ASST ASSESSOR	23,098	38,624	40,706	40,614	43,140	2,434	5.98%
101-257-713	(\$20.74 x 2080)(Includes a 6% Increase) ASSESSOR	5,598	0	0	0	0	0	N/A
101-257-715	Paid as contractor - see 101-257-818 SOCIAL SECURITY	2,195	2,955	3,114	3,130	3,301	187	6.01%
101-257-716	(\$43,140 x 7.65%) HOSPITALIZATION	5,770	22,488	24,750	18,387	17,830	(6,920)	-27.96%

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101-257-717	(\$1,077.16 x 5 Mths plus (\$1,077.16 x 1.10) x 7 Mths plus \$4,150 HSA Contribution) LIFE/DISB. INSURANCE	0	682	575	545	668	93	16.17%
101-257-718	(\$55.65 x 12 Mths) PENSION	236	3,718	4,071	4,061	4,314	243	5.97%
101-257-720	(Base Salary x 10%) BANKED PTO	(3,235)	0	0	0	0	0	N/A
101-257-727	SUPPLIES	1,186	843	1,500	778	1,000	(500)	-33.33%
101-257-734	BONUS	0	0	300	300	0	(300)	-100.00%
101-257-807	MEMBERSHIP DUES	0	13	250	13	250	0	0
101-257-818	CONTRACTUAL SERVICES	59,848	58,705	64,380	63,705	64,640	260	0.40%
101-257-851	(\$64,000 Annual thru December, 2017 then 2% Increase to \$65,280) POSTAGE	2,203	2,373	2,500	1,851	2,500	0	0
101-257-860	Assessment Notices FUEL & MILEAGE	0	113	500	154	200	(300)	-60.00%
101-257-900	PRINTING & PUBLICATIONS	0	956	1,000	1,251	1,500	500	50.00%
101-257-927	(Assessing Notices) ALLOCATE TO DEPARTMENTS	0	0	(36,828)	(29,004)	(37,933)	(1,105)	3.00%
101-257-957	(Assessor Allocation to Building & Zoning - 3% Increase) TRAINING & DEVELOPMENT	1,050	0	1,500	25	500	(1,000)	-66.67%
Totals for dept 257-ASSESSING		97,949	131,470	108,318	105,811	101,910	(6,408)	-5.92%
Dept 265-HALL AND GROUNDS								
101-265-710	JANITORIAL SALARIES	5,240	5,730	6,006	5,895	6,435	429	7.14%
101-265-715	(\$45/Hr x 2.75 Hrs/Wk x 52 Wks) SOCIAL SECURITY	456	438	460	451	493	33	7.17%
101-265-716	(\$6,435 x 7.65%) HOSPITALIZATION	(146)	0	0	0	0	0	N/A
101-265-727	SUPPLIES	9,976	10,724	10,000	9,835	11,000	1,000	10.00%

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101-265-731	WORKERS COMP INSURANCE	1,896	2,108	2,740	2,380	3,178	438	15.99%
	From Invoice for 2017-2018							
101-265-816	GROUND/CLEANG/JANITORL SERVIC	5,295	8,285	8,250	9,160	12,500	4,250	51.52%
	(Center Island Flower Beds - \$1,100; Lawn Maintenance - \$1,400; Snow Removal & Salting - \$10,000)							
101-265-821	PSB MAINT & OPS ALLOCATION	44,890	37,850	44,990	31,826	46,667	1,677	3.73%
101-265-850	COMMUNICATION	8,917	7,776	6,000	6,374	2,700	(3,300)	-55.00%
	(Phone & Internet Service - \$125/Mth; PEG Station @ \$55/Mth)							
101-265-851	POSTAGE	4,597	4,746	5,500	2,528	5,000	(500)	-9.09%
	(Township Mailings; Newsletter Mailing - \$850; Extra Misc - \$150)							
101-265-910	INSURANCE & BONDS	23,453	24,488	25,042	23,875	24,068	(974)	-3.89%
101-265-920	UTILITIES	218	197	200	182	205	5	2.50%
	(Siren Electric @ \$17.00/Mth)							
101-265-927	ALLOCATE TO DEPARTMENTS	0	0	(4,070)	(2,329)	(4,000)	70	-1.72%
	(H & G and PSB Maint & Ops. Allocation to Bldg Dept)							
101-265-930	REPAIRS & MAINTENANCE	20,029	25,202	20,000	20,066	4,800	(15,200)	-76.00%
	(\$1,100 Siren & Extinguisher Maint, \$3,800 Misc)							
101-265-938	CHARGEBACKS - PRIOR TAX YEARS	4,048	666	2,500	1,050	1,000	(1,500)	-60.00%
101-265-940	RENTAL EQUIPMENT	3,676	3,906	4,585	5,691	5,400	815	17.78%
	(\$3,300 Copier Lease, \$100 P.O. Box Rental, \$168 Water Cooler, \$1,685 (\$421.00/Qtr) Postage Meter Rental, \$147 Misc)							
101-265-956	MISCELLANEOUS	264	42	300	10	300	0	0
Totals for dept 265-HALL AND GROUNDS		132,809	132,158	132,503	116,993	119,746	(12,757)	-9.63%
Dept 270-LEGAL/PROFESSIONAL								
101-270-800	OTHER PROFESSIONAL FEES	925	0	5,500	0	0	(5,500)	-100.00%
101-270-802	AUDIT FEES	4,500	6,300	6,300	6,300	6,300	0	0
	(Per Signed Agreement)							
101-270-803	LEGAL	100,997	96,091	96,000	114,084	96,000	0	0
	(\$66,000 P. Burns Retainer + \$30,000 Other)							
101-270-806	ENGINEER	12,214	9,583	51,000	32,284	10,000	(41,000)	-80.39%

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101-270-927	ALLOCATE TO DEPARTMENTS	(45,600)	(45,600)	(45,600)	(45,600)	(45,600)	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		73,036	66,374	113,200	107,068	66,700	(46,500)	-41.08%
Dept 336-CONTRIBUTIONS								
101-336-933	CONTRIBUTION - INDEPENDENCE DAY CELEBF	2,500	2,500	2,500	2,500	2,500	0	0
101-336-963	CONTRIBUTION - WWTP	15,000	0	0	0	0	0	N/A
101-336-964	CONTRIBUTION-FIRE & MED RES	30,890	25,000	25,000	25,000	25,000	0	0
101-336-967	CONTRIBUTION-LAW ENFORCEMENT	5,000	0	0	0	0	0	N/A
Totals for dept 336-CONTRIBUTIONS		53,390	27,500	27,500	27,500	27,500	0	0
Dept 412-PLANNING/ZONING DEPT								
101-412-707	ZBA SALARIES	3,100	2,700	3,000	5,694	3,000	0	0
101-412-715	SOCIAL SECURITY	1,140	1,193	1,148	1,262	1,148	0	0
101-412-723	RECORD SEC (\$15,000 x 7.65%)	5,598	4,925	6,720	8,770	7,020	300	4.46%
101-412-726	PLANN COMM (Recording Sec - \$195/Mtg x 36 Mtgs)	11,800	13,300	12,000	10,800	12,000	0	0
101-412-727	SUPPLIES Five members of planning commission paid \$100 per mtg; 24 mtgs per year	172	65	200	0	200	0	0
101-412-800	OTHER PROFESSIONAL FEES	4,098	0	5,000	10	1,000	(4,000)	-80.00%
101-412-801	PLANNER FEES	29,932	50,443	40,000	30,791	42,640	2,640	6.60%
101-412-809	CODE ENFORCEMENT Increased for monthly 2 hr meeting with Planning Team (C.E. Officer \$25/Hr x 16 Hrs/Wk=\$20,800)	16,641	14,043	10,400	4,100	0	(10,400)	-100.00%

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101-412-818	CONTRACTUAL SERVICES	8,416	0	0	0	0	0	N/A
101-412-823	ZONING ADMINISTRATION	0	2,779	15,000	9,468	12,000	(3,000)	-20.00%
	(4 Hrs. Every Week @ \$60/Hr. 50 weeks)							
101-412-851	POSTAGE	14	111	250	182	250	0	0
101-412-860	FUEL & MILEAGE	611	517	600	463	500	(100)	-16.67%
101-412-900	PRINTING & PUBLICATIONS	3,070	2,655	1,800	2,753	2,500	700	38.89%
	Increase to reflect the actual need							
101-412-927	ALLOCATE TO DEPARTMENTS	7,600	5,530	29,101	19,854	29,974	873	3.00%
101-412-957	TRAINING & DEVELOPMENT	1,429	164	1,500	1,530	1,500	0	0
Totals for dept 412-PLANNING/ZONING DEPT		93,621	98,425	126,719	95,676	113,732	(12,987)	-10.25%
Dept 448-STREET LIGHTS								
101-448-920	UTILITIES	35,029	35,419	35,520	35,045	36,000	480	1.35%
Totals for dept 448-STREET LIGHTS		35,029	35,419	35,520	35,045	36,000	480	1.35%
Dept 449-ROAD WORK								
101-449-805	PATHWAYS AND SIDEWALKS	0	0	0	71,402	125,000	125,000	N/A
	Non-Motorized Path Construction not covered by grant							
101-449-813	ROADWORK	17,358	24,772	30,000	28,460	30,000	0	0
	(Brine Applications)							
101-449-814	ROAD IMPROVEMENTS	101,978	103,635	295,950	93,465	68,500	(227,450)	-76.85%
	(Drainage \$27,500, Limestone and \$11,000 County Drains, \$30,000 for 6 Mile Culvert Replacement over 3 Years)							
101-449-929	GRANT EXPENSE	0	3,748	221,633	0	221,633	0	0
	(Construction Costs)							
Totals for dept 449-ROAD WORK		119,336	132,155	547,583	193,327	445,133	(102,450)	-18.71%
Dept 523-SOLID WASTE MANAGEMENT								

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101-523-880	MAY/OCT CLEAN UP PROGRAM	0	4,000	2,000	0	0	(2,000)	-100.00%
Totals for dept 523-SOLID WASTE MANAGEMENT		0	4,000	2,000	0	0	(2,000)	-100.00%
Dept 666-COMMUNITY CENTER								
101-666-701	SALARIES (\$22.11 x 2080)(Includes a 6% Increase)	37,423	40,462	43,385	43,291	45,989	2,604	6.00%
101-666-702	SALARIES (Assistant for Meals on Wheels - 6 hrs/wk Get Quarterly Payments from County)	0	4,917	4,830	1,253	4,830	0	0
101-666-710	JANITORIAL SALARIES (\$85/Wk. x 52 Wks)	0	2,480	4,160	4,160	4,420	260	6.25%
101-666-715	SOCIAL SECURITY (\$55,239 x 7.65%)	2,863	3,571	4,010	3,617	4,226	216	5.39%
101-666-716	HOSPITALIZATION (\$629.93 x 5 Mths plus (\$629.93 x 1.10) x 7 Mths plus \$1,300 HSA Contribution)	8,611	8,430	9,515	9,126	9,300	(215)	-2.26%
101-666-717	LIFE/DISB. INSURANCE (\$53.46 x 12 Mths)	524	524	550	524	642	92	16.73%
101-666-718	PENSION (Base Salary x 10%)	3,734	4,046	4,339	4,329	4,599	260	5.99%
101-666-727	SUPPLIES (Paper Towels, Toilet Paper, Office Supplies)	2,531	1,945	2,800	1,526	2,000	(800)	-28.57%
101-666-731	WORKERS COMP INSURANCE From Invoice for 2017-2018	315	348	535	469	549	14	2.62%
101-666-807	MEMBERSHIP DUES (Costco Memberships 1 @ \$125 Ea.)	110	255	250	110	125	(125)	-50.00%
101-666-812	CC TRIPS (Peoples Express)	20,281	5,739	8,500	4,251	3,600	(4,900)	-57.65%
101-666-815	CC PROGRAMS (Instructors, Art Class, Movies on the Lake, Events)	163	12,411	15,500	8,186	10,000	(5,500)	-35.48%
101-666-816	GROUND/CLEANG/JANITORL SERVIC (\$800 Grass, \$125 Beds, \$2,500 Snow)	4,435	3,190	3,425	1,617	3,425	0	0
101-666-822	SENIOR NUTRITION	129	1,628	2,000	2,057	2,000	0	0
101-666-836	COMMUNITY EXPENSE	0	0	1,200	1,004	1,750	550	45.83%

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GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
101-666-850	(Donation Spend) COMMUNICATION	3,523	2,027	2,220	2,492	2,760	540	24.32%
101-666-851	(Charter for Phones, Internet & TV @ \$230/Mth) POSTAGE	617	586	1,010	746	800	(210)	-20.79%
101-666-860	(Mailing = \$.47x275x6)+(4 rolls of stamps @ \$47 Ea.) + 45 Extra) FUEL & MILEAGE	0	0	1,000	0	200	(800)	-80.00%
101-666-900	(Mileage for Workers Transporting Meals from Dexter) PRINTING & PUBLICATIONS	1,252	1,200	1,300	630	1,300	0	0
101-666-910	(\$200 per mailing x 6 + \$100 Extra) INSURANCE & BONDS	903	997	1,020	1,083	1,131	111	10.88%
101-666-920	UTILITIES	2,903	2,648	3,036	2,583	3,036	0	0
101-666-929	(Sewer @ \$84/Qtr; Con Pow @ \$62.50/Mth; DTE @ \$75/Mth and Constellation @ \$87.50/Mth) GRANT EXPENSE	519	0	0	0	0	0	N/A
101-666-930	REPAIRS & MAINTENANCE	4,944	2,744	4,500	7,461	3,500	(1,000)	-22.22%
101-666-940	(Misc. Repairs at the Community Center Building) RENTAL EQUIPMENT	0	0	0	832	2,400	2,400	N/A
101-666-970	Copier Lease @ \$200/Mth) EQUIPMENT	6	62	250	169	0	(250)	-100.00%
Totals for dept 666-COMMUNITY CENTER		95,786	100,210	119,335	101,515	112,582	(6,753)	-5.66%
Dept 753-RECREATION BOARD								
101-753-727	SUPPLIES	0	0	10,000	3,139	4,500	(5,500)	-55.00%
101-753-767	PARKS LIGHTING	0	0	0	0	0	0	N/A
101-753-770	PARKS MAINTENANCE	0	0	0	0	500	500	N/A
Bark Park Waste Pickup								
Totals for dept 753-RECREATION BOARD		0	0	10,000	3,139	5,000	(5,000)	-50.00%
Dept 754-LAND PRESERVATION								

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
101-754-727	SUPPLIES	0	0	0	0	0	0	N/A
101-754-810	CONSULTANTS	0	0	0	0	3,000	3,000	N/A
	Identifying key properties and researching grants to be used toward the purchase of said properties							
101-754-851	POSTAGE	0	0	0	0	500	500	N/A
	Public Education							
101-754-900	PRINTING AND PUBLICATIONS	0	0	0	0	1,500	1,500	N/A
	Public Education							
Totals for dept 754 - LAND PRESERVATION		0	0	0	0	5,000	5,000	N/A
Dept 757-PARKS								
101-757-801	PLANNER FEES	0	0	16,684	15,190	0	(16,684)	-100.00%
Totals for dept 757-PARKS		0	0	16,684	15,190	0	(16,684)	-100.00%
Dept 850-TOWNSHIP CONTINGENCY								
101-850-905	CONTINGENCY FUNDS	645	(18)	5,000	3,041	5,000	0	0
Totals for dept 850-TOWNSHIP CONTINGENCY		645	(18)	5,000	3,041	5,000	0	0
Dept 900-CAPITAL OUTLAY								
101-900-972	COMPUTER	8,926	15,545	4,000	1,985	2,000	(2,000)	-50.00%
101-900-974	VEHICLES		0	0	0	9,000	9,000	N/A
	Township Vehicle purchase from Police/Fire							
101-900-975	CONSTRUCTION	0	52,096	0	0	0	0	N/A
	PSB improvements. Flooring at Community Center. Barker Rd. Improvements.							
101-900-978	LAND ACQUISITION	98,583	865	341,940	360,728	0	(341,940)	-100.00%
Totals for dept 900-CAPITAL OUTLAY		107,509	68,506	345,940	362,713	11,000	(334,940)	-96.82%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
Dept 905-DEBT SERVICE								
101-905-985	PSB SHARE OF BOND PMT	85,221	87,822	84,696	84,695	83,334	(1,362)	-1.61%
Totals for dept 905-DEBT SERVICE		85,221	87,822	84,696	84,695	83,334	(1,362)	-1.61%
Dept 999 TRANSFERS OUT								
101-999-999	TRANSFER OUT	0	0	250,000	250,000	0	(250,000)	-100.00%
Totals for dept 999-		0	0	250,000	250,000	0	(250,000)	-100.00%
TOTAL APPROPRIATIONS		1,271,867	1,245,166	2,370,855	1,893,805	1,558,516	(812,339)	-34.26%
NET OF REVENUES/APPROPRIATIONS - FUND		781	53,335	(859,747)	(726,554)	24,046	883,793	-102.80%
BEGINNING FUND BALANCE		1,549,378	1,550,163	1,603,499	1,603,499	743,752		
ENDING FUND BALANCE		1,550,159	1,603,498	743,752	876,945	767,798		
				Fund Bal % 31%	Fund Bal % 46%	Fund Bal % 49%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
207-000-402	CURRENT PROPERTY TAX (Based on 2017 Millage Rates)	1,379,181	1,415,162	1,483,156	1,479,273	1,514,980	31,824	2.15%
207-000-445	PENALTY & INTEREST ON TAXES	2,112	491	500	473	500	0	0
207-000-570	LIQUOR LICENSE & PERMITS	2,635	3,165	3,000	3,386	3,000	0	0
207-000-626	COPY & FOIA INCOME	2,284	1,562	1,600	1,182	1,300	(300)	-18.75%
207-000-635	EMERGENCY COST RECOVERY	0	0	0	7,595	1,000	1,000	N/A
207-000-656	FINES & COURT FEES	25,063	19,740	30,000	14,574	22,000	(8,000)	-26.67%
207-000-658	IMPOUND FEES	2,140	2,320	2,500	4,240	3,000	500	20.00%
207-000-664	FEES PAID FOR OFFICER WAGES (German Park Reimbursement of Overtime)	6,298	6,160	6,650	3,909	6,500	(150)	-2.26%
207-000-671	REIMBURSEMENT/OTHER INCOME	3,400	4,516	3,000	4,532	3,000	0	0
207-000-673	SALE OF FIXED ASSET Vehicles sold at auction.	605	15,658	15,000	0	9,000	(6,000)	-40.00%
207-000-681	OT REIMBURSEMENT	17,110	17,734	17,000	12,356	17,000	0	0
Totals for dept 000-		1,440,828	1,486,508	1,562,406	1,531,519	1,581,280	18,874	1.21%
Dept 336-CONTRIBUTIONS								
207-336-588	CONTRIBUTION OTHER FUND(S) (From the Fed. NARC Fund to Cover a Portion of the PSB Bond Payment - \$45,000)	41,000	35,000	35,000	35,000	35,000	0	0
207-336-683	CONTRIBUTION - INDEPENDENCE DAY CELEBF	1,500	1,500	1,500	1,500	1,500	0	0
Totals for dept 336-CONTRIBUTIONS		42,500	36,500	36,500	36,500	36,500	0	0

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
TOTAL ESTIMATED REVENUES		1,483,328	1,523,008	1,598,906	1,568,019	1,617,780	18,874	1.18%
APPROPRIATIONS								
Dept 226-PERSONNEL								
207-226-701	SALARIES	195,514	182,393	202,947	185,152	207,984	5,037	2.48%
	2.5% increase for Police Chief							
207-226-702	SALARIES	386,642	399,017	406,384	431,677	436,916	30,532	7.51%
207-226-704	CLERICAL/DEP /SUPER/ELECTION	63,952	72,810	71,508	66,592	73,653	2,145	3.00%
207-226-708	SALARIES-PART TIME	30,632	30,135	50,000	41,917	40,000	(10,000)	-20.00%
207-226-710	JANITORIAL SALARIES	8,240	8,725	8,840	8,925	9,061	221	2.50%
	(Twice/Wk - 104 x \$85/Cleaning)							
207-226-711	SALARIES-OVERTIME	52,947	44,771	50,000	46,751	40,000	(10,000)	-20.00%
207-226-714	HOLIDAY	34,215	35,064	36,306	36,306	39,654	3,348	9.22%
	(Additional Pay for Holidays Paid Annually in December)							
207-226-715	SOCIAL SECURITY	60,958	60,767	64,121	64,358	68,000	3,879	6.05%
207-226-716	HOSPITALIZATION	159,261	144,256	158,000	138,471	114,915	(43,085)	-27.27%
	(\$6,888.84 x 5 Mths plus (\$6,888.84 x 1.10) x 7 Mths plus \$27,425 HSA Contribution)							
207-226-717	LIFE/DISB. INSURANCE	7,673	7,646	8,028	7,879	9,605	1,577	19.64%
	(\$800.38 x 12 Mths)							
207-226-718	PENSION	60,782	61,937	65,104	64,932	70,000	4,896	7.52%
	(Base Salary x 10%)							
207-226-719	EMPLOYEE FRINGE-LONGEVITY	5,400	5,700	6,000	6,000	6,000	0	0
207-226-721	UNEMPLOYMENT BENEFITS	0	78	0	0	0	0	N/A
207-226-730	MEDICAL TESTING	146	307	500	0	500	0	0
207-226-731	WORKERS COMP INSURANCE	15,023	16,470	25,225	22,216	25,640	415	1.65%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
207-226-741	UNIFORMS/GEAR & ALLOWANCE (Per Union Contract)	6,200	5,900	6,200	5,961	7,000	800	12.90%
207-226-927	ALLOCATE TO DEPARTMENTS (PSB Director @ 50% of Total Salary & Benefit Package Allocated from Fire)	59,485	59,072	64,016	58,732	64,000	(16)	-0.02%
207-226-957	TRAINING & DEVELOPMENT	50	0	1,000	225	1,000	0	0
Totals for dept 226-PERSONNEL		1,147,120	1,135,048	1,224,179	1,186,095	1,213,928	(10,251)	-0.84%
Dept 265-HALL AND GROUNDS								
207-265-821	PSB MAINT & OPS ALLOCATION	44,889	37,848	45,000	31,734	46,667	1,667	3.70%
Totals for dept 265-HALL AND GROUNDS		44,889	37,848	45,000	31,734	46,667	1,667	3.70%
Dept 270-LEGAL/PROFESSIONAL								
207-270-722	CONTROLLER (12.5% of Total Cost)	8,171	7,007	7,203	5,775	6,298	(905)	-12.56%
207-270-802	AUDIT FEES (12.5% of Total Cost)	3,060	2,250	2,250	2,250	2,250	0	0
207-270-803	LEGAL (\$39,600 Allocated from General; \$400 Other)	39,600	40,600	40,000	39,600	40,000	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		50,831	49,857	49,453	47,625	48,548	(905)	-1.83%
Dept 301-OPERATING COSTS								
207-301-727	SUPPLIES	6,090	4,732	5,000	5,759	7,000	2,000	40.00%
207-301-741	UNIFORMS/GEAR & ALLOWANCE	58	0	0	0	1,000	1,000	N/A
207-301-807	MEMBERSHIP DUES Police Chief Association	760	745	1,000	600	1,000	0	0
207-301-818	CONTRACTUAL SERVICES	13,914	18,273	18,000	10,985	20,000	2,000	11.11%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT PCT	
207-301-820	DISPATCH SERVICES	63,347	63,347	68,000	58,068	70,040	2,040	3.00%
207-301-850	COMMUNICATION	13,547	14,390	20,000	13,219	20,000	0	0
207-301-851	POSTAGE	321	206	250	105	250	0	0
207-301-900	PRINTING & PUBLICATIONS	100	461	500	101	500	0	0
207-301-910	INSURANCE & BONDS	17,226	28,267	28,870	32,882	34,222	5,352	18.54%
207-301-930	REPAIRS & MAINTENANCE	1,589	1,977	4,000	1,930	7,000	3,000	75.00%
207-301-932	Projected increase in IT support RADIO REPAIR	1,100	880	1,100	0	1,100	0	0
207-301-938	CHARGEBACKS - PRIOR TAX YEARS	12,347	2,043	0	1,097	0	0	N/A
207-301-940	RENTAL EQUIPMENT	1,568	1,379	3,000	2,608	3,000	0	0
207-301-972	COMPUTER	2,400	0	0	0	15,000	15,000	N/A
	Leasing Computers - No longer utilizing funds from Fed NARC for this line							
Totals for dept 301-OPERATING COSTS		134,367	136,700	149,720	127,353	180,112	30,392	20.30%
Dept 333-TRANSPORTATION								
207-333-860	FUEL & MILEAGE	21,948	17,347	16,000	18,409	18,000	2,000	12.50%
	(Gas for Police Vehicles - Includes increase for higher gas prices)							
207-333-930	REPAIRS & MAINTENANCE	13,727	13,793	11,000	8,919	11,000	0	0
	(Repairs to Police Vehicles)							
Totals for dept 333-TRANSPORTATION		35,675	31,140	27,000	27,328	29,000	2,000	7.41%
Dept 900-CAPITAL OUTLAY								
207-900-972	COMPUTER	73	0	0	0	0	0	N/A
Totals for dept 900-CAPITAL OUTLAY		73	0	0	0	0	0	N/A

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
Dept 905-DEBT SERVICE								
207-905-985	PSB SHARE OF BOND PMT (1/3 of Total Pymt - Final Pymt in 2023)	85,221	87,822	84,696	84,695	83,334	(1,362)	-1.61%
Totals for dept 905-DEBT SERVICE		85,221	87,822	84,696	84,695	83,334	(1,362)	-1.61%
TOTAL APPROPRIATIONS		1,498,176	1,478,415	1,580,048	1,504,830	1,601,589	21,541	1.36%
NET OF REVENUES/APPROPRIATIONS - FUND :		(14,848)	44,593	18,858	63,189	16,191	(2,667)	-14.14%
BEGINNING FUND BALANCE		470,378	455,531	500,126	500,126	518,984		
ENDING FUND BALANCE		455,530	500,124	518,984	563,315	535,175		
				Fund Balance 33%	Fund Balance 37%	Fund Balance 33%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
ESTIMATED REVENUES								
Dept 000								
216-000-402	CURRENT PROPERTY TAX	616,776	632,874	634,062	632,391	682,654	48,592	7.66%
	(Based on 2018 New Millage Proposal at 2%)--NOTE: THE MILLAGE HAS EXPIRED							
216-000-445	PENALTY & INTEREST ON TAXES	944	220	200	203	200	0	0
216-000-482	HOUSE NUMBERS	800	240	300	560	500	200	66.67%
216-000-588	CONTRIBUTION OTHER FUND(S)	25,000	25,000	25,000	25,000	25,000	0	0
	(Annual Contribution from General Fund)							
216-000-590	GRANT INCOME	4,841	0	306,800	247,822	0	(306,800)	-100.00%
216-000-626	COPY & FOIA INCOME	25	31	50	29	50	0	0
216-000-635	EMERGENCY COST RECOVERY	9,568	16,190	20,000	19,147	20,000	0	0
216-000-639	DRIVEWAY INSPECTIONS	750	680	600	590	600	0	0
216-000-671	REIMBURSEMENT/OTHER INCOME	2,583	7,296	2,000	1,282	2,000	0	0
	(Football Standby and German Park EMS)							
216-000-673	SALE OF FIXED ASSET	980	409	52,000	0	90,000	38,000	73.08%
216-000-675	CONTRIBUTION-PRIVATE SOURCES	0	0	0	200	0	0	N/A
216-000-684	CELL TOWER INCOME	0	0	0	8,400	12,852	12,852	N/A
	(\$16,800 x 1.02 = 17,136 x 25% Twp; 75% Fire)							
Totals for dept 000-		662,267	682,940	1,041,012	935,625	833,856	(207,156)	-19.90%
Dept 336-CONTRIBUTIONS								
216-336-588	CONTRIBUTION OTHER FUND(S)	5,890	0	0	0	0	0	N/A
216-336-683	CONTRIBUTION - INDEPENDENCE DAY CELEBI	1,000	1,000	1,000	1,000	1,000	0	0

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
Totals for dept 336-CONTRIBUTIONS		6,890	1,000	1,000	1,000	1,000	0	0
Dept 960								
216-960-935	TRANSFER IN	0	0	250,000	250,000	0	(250,000)	-100.00%
Totals for dept 960-		0	0	250,000	250,000	0	(250,000)	-100.00%
TOTAL ESTIMATED REVENUES		669,157	683,940	1,292,012	1,186,625	834,856	(457,156)	-35.38%
APPROPRIATIONS								
Dept 226-PERSONNEL								
216-226-701	SALARIES	79,221	79,310	85,310	84,848	87,016	1,706	2.00%
	2% Pay Increase							
216-226-702	SALARIES	123,046	128,291	160,000	140,993	160,000	0	0
216-226-705	ADMINISTRATIVE ASSISTANT	5,758	3,998	8,000	2,283	5,000	(3,000)	-37.50%
216-226-708	SALARIES-PART TIME	52,991	38,735	60,000	42,836	55,000	(5,000)	-8.33%
	(Paid-on-Call)							
216-226-712	SALARIES - OFFICERS	8,925	8,500	12,000	7,175	11,000	(1,000)	-8.33%
216-226-715	SOCIAL SECURITY	21,627	20,262	25,806	21,980	24,328	(1,478)	-5.73%
216-226-716	HOSPITALIZATION	24,931	23,991	26,720	24,831	24,755	(1,965)	-7.35%
	(\$1,638.19 x 5 Mths plus (\$1,638.19 x 1.10) x 7 Mths plus \$3,950 HSA Contribution)							
216-226-717	LIFE/DISB. INSURANCE	845	845	945	885	1,041	96	10.16%
	(\$86.69 x 12 Mths)							
216-226-718	PENSION	7,913	7,931	8,531	8,484	8,701	170	1.99%
	(Base Pay x 10%)							
216-226-730	MEDICAL TESTING	585	949	3,500	885	8,000	4,500	128.57%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
216-226-731	All employees need physicals this year WORKERS COMP INSURANCE	9,600	10,574	16,149	14,227	16,943	794	4.92%
216-226-927	From Invoice ALLOCATE TO DEPARTMENTS	(59,485)	(59,072)	(64,016)	(58,732)	(64,000)	16	-0.02%
216-226-957	(PSB Director @ 50% of Total Salary & Benefit Package Allocated to Police) TRAINING & DEVELOPMENT	4,567	9,202	12,000	3,799	12,000	0	0
216-226-958	TRAINING WAGES	12,739	8,054	12,000	11,871	12,000	0	0
Totals for dept 226-PERSONNEL		293,263	281,570	366,945	306,366	361,784	(5,161)	-1.41%
Dept 265-HALL AND GROUNDS								
216-265-816	GROUND/CLEANG/JANITORL SERVIC (Station #2 Snow Plowing)	1,610	1,140	2,000	814	2,000	0	0
216-265-821	PSB MAINT & OPS ALLOCATION	44,889	37,848	45,000	31,734	47,000	2,000	4.44%
Totals for dept 265-HALL AND GROUNDS		46,499	38,988	47,000	32,548	49,000	2,000	4.26%
Dept 270-LEGAL/PROFESSIONAL								
216-270-722	CONTROLLER (12.5% of Total Cost)	8,171	7,007	7,203	5,775	6,298	(905)	-12.56%
216-270-802	AUDIT FEES (12.5% of Total Cost)	3,060	2,250	2,250	2,250	2,250	0	0
216-270-803	LEGAL	0	0	2,000	0	2,000	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		11,231	9,257	11,453	8,025	10,548	(905)	-7.90%
Dept 301-OPERATING COSTS								
216-301-727	SUPPLIES Medical Supplies, including oxygen	6,530	8,682	8,000	6,429	10,000	2,000	25.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
216-301-741	UNIFORMS/GEAR & ALLOWANCE (Turn Out Gear)	13,502	7,840	15,200	3,882	10,000	(5,200)	-34.21%
216-301-807	MEMBERSHIP DUES	1,175	1,430	1,500	1,655	2,500	1,000	66.67%
216-301-818	CONTRACTUAL SERVICES	1,594	1,505	2,000	1,616	2,000	0	0
216-301-820	DISPATCH SERVICES	10,274	11,793	13,000	12,026	10,810	(2,190)	-16.85%
216-301-850	COMMUNICATION	4,231	5,746	8,000	6,069	8,000	0	0
216-301-851	POSTAGE	100	37	50	1	50	0	0
216-301-900	PRINTING & PUBLICATIONS	204	0	200	0	500	300	150.00%
216-301-910	INSURANCE & BONDS	54,585	38,928	39,712	35,649	36,990	(2,722)	-6.85%
216-301-920	UTILITIES	9,098	7,318	5,500	4,951	6,000	500	9.09%
	(Propane at Station #2 - Credit from FY 17 due to warmer weather)							
216-301-929	GRANT EXPENSE	0	0	301,600	296,374	0	(301,600)	-100.00%
216-301-930	REPAIRS & MAINTENANCE	2,816	4,219	8,000	6,368	7,000	(1,000)	-12.50%
	(Station #2 Repairs)							
216-301-932	RADIO REPAIR	2,200	2,600	2,500	141	2,500	0	0
216-301-938	CHARGEBACKS - PRIOR TAX YEARS	5,521	914	0	491	0	0	N/A
216-301-972	COMPUTER	0	3,304	4,500	3,828	6,000	1,500	33.33%
	Computer Leasing							
Totals for dept 301-OPERATING COSTS		111,830	94,316	409,762	379,481	102,350	(307,412)	-75.02%
Dept 333-TRANSPORTATION								
216-333-860	FUEL & MILEAGE	10,337	7,185	10,000	7,912	11,000	1,000	10.00%
	(Gas for Fire Trucks)							

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
216-333-930	REPAIRS & MAINTENANCE (Repairs to Fire Trucks that Continue to Age)	21,273	24,213	30,000	20,521	30,000	0	0
Totals for dept 333-TRANSPORTATION		31,610	31,398	40,000	28,433	41,000	1,000	2.50%
Dept 900-CAPITAL OUTLAY								
216-900-970	EQUIPMENT (Misc. Equipment)	3,898	5,908	260,000	10,484	12,000	(248,000)	-95.38%
216-900-972	COMPUTER	704	0	0	0	0	0	N/A
216-900-974	VEHICLE Fire Truck Purchase	0	0	65,000	64,730	470,000	405,000	623.08%
Totals for dept 900-CAPITAL OUTLAY		4,602	5,908	325,000	75,214	482,000	157,000	48.31%
Dept 905-DEBT SERVICE								
216-905-985	PSB SHARE OF BOND PMT (1/3 of Total Pymt - Final Pymt in 2023)	85,221	87,822	84,696	84,695	90,045	5,349	6.32%
216-905-991	DEBT SERVICE - PRINCIPAL	43,775	45,899	0	0	0	0	N/A
216-905-995	DEBT SERVICE - INTEREST	4,349	2,226	0	0	0	0	N/A
Totals for dept 905-DEBT SERVICE		133,345	135,947	84,696	84,695	90,045	5,349	6.32%
TOTAL APPROPRIATIONS		632,380	597,384	1,284,856	914,762	1,136,727	(148,129)	-11.53%
NET OF REVENUES/APPROPRIATIONS - FUND		36,777	86,556	7,156	271,863	(301,871)	(309,027)	-4318.43%
BEGINNING FUND BALANCE		412,432	449,206	535,762	535,762	542,918		
ENDING FUND BALANCE		449,209	535,762	542,918	807,625	241,047		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE FUND
 2017-2018 FISCAL YEAR
 AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15	2015-16	2016-17	2016-17	2017-18	INC/(DEC) FROM	
		ACTIVITY	ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 6/20/17	REQUESTED BUDGET	2016-17 AMENDED AMT	PCT
				Fund Balance 42%	Fund Balance 88%	Fund Balance 21%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 230: DONATION FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
230-000-690	DONATION - DOG PARK	0	0	500	0	0	(500)	-100.00%
230-000-691	DONATION - FIREWORKS	1,200	0	0	0	0	0	N/A
230-000-692	DONATION - EVENTS/COMMUNITY PROJECTS	2,300	0	0	0	0	0	N/A
Totals for dept 000-		3,500	0	500	0	0	(500)	-100.00%
TOTAL ESTIMATED REVENUES								
		3,500	0	500	0	0	(500)	-100.00%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
230-301-903	KIWANIS	1,025	1,400	0	0	0	0	N/A
230-301-904	EVENTS/COMMUNITY PROJECTS	1,377	1,875	0	(475)	0	0	N/A
230-301-905	BARK PARK	0	1,537	500	257	0	(500)	-100.00%
Move to Recreation Board Park Maintenance 101-753-770								
Totals for dept 301-OPERATING COSTS		2,402	4,812	500	(218)	0	(500)	-100.00%
TOTAL APPROPRIATIONS								
		2,402	4,812	500	(218)	0	(500)	-100.00%
NET OF REVENUES/APPROPRIATIONS - FUND :								
		1,098	(4,812)	0	218	0	0	N/A
BEGINNING FUND BALANCE		4,064	5,163	351	351	351		
ENDING FUND BALANCE		5,162	351	351	569	351		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 248: DDA FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
248-000-671	REIMBURSEMENT/OTHER INCOME	4	0	0	0	0	0	N/A
Totals for dept 000-		4	0	0	0	0	0	N/A
TOTAL ESTIMATED REVENUES		4	0	0	0	0	0	N/A
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
248-301-800	OTHER PROFESSIONAL FEES	5,538	0	5,000	0	5,000	0	0
248-301-801	PLANNER FEES	0	0	0	5478	25,000	25,000	N/A
	\$25,000 for McKenna for Planning							
248-301-816	GROUNDS/CLEANG/JANITORL SERVIC	0	0	1,000	0	1,000	0	0
Totals for dept 301-OPERATING COSTS		5,538	0	6,000	5,478	31,000	25,000	416.67%
Dept 449-ROAD WORK								
248-449-814	ROAD IMPROVEMENTS	20,000	0	4,538	2,269	0	(4,538)	-100.00%
	\$4,538 for asphalt repair and restriping for 75 Barker Rd (Reimbursement for half requested from BOT) will be paid in 2017							
Totals for dept 449-ROAD WORK		20,000	0	4,538	2,269	0	(4,538)	-100.00%
Dept 900-CAPITAL OUTLAY								
248-900-925	STREETSCAPING		242	5,000	3,247	500	(4,500)	-90.00%
	\$500 added for flowers for Main Street Beautification							
Totals for dept 900-CAPITAL OUTLAY			242	5,000	3,247	500	(4,500)	-90.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 248: DDA FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
	TOTAL APPROPRIATIONS	25,538	242	15,538	10,994	31,500	15,962	102.73%
	NET OF REVENUES/APPROPRIATIONS - FUND	(25,534)	(242)	(15,538)	(10,994)	(31,500)	(15,962)	102.73%
	BEGINNING FUND BALANCE	91,499	65,965	65,724	65,724	50,186		
	ENDING FUND BALANCE	65,965	65,723	50,186	54,730	18,686		
				Fund Balance 323%	Fund Balance 498%	Fund Balance 59%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 265: STATE NARC FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
ESTIMATED REVENUES								
Dept 000								
265-000-661	FORFEITURES	74,709	92,543	58,000	350	58,000	0	0
Totals for dept 000-		74,709	92,543	58,000	350	58,000	0	0
TOTAL ESTIMATED REVENUES								
		74,709	92,543	58,000	350	58,000	0	0
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
265-301-727	SUPPLIES	0	2,819	4,000	2,017	4,000	0	0
265-301-899	FORFEITURE SHARING	13,386	88,017	30,000	7,965	30,000	0	0
265-301-956	MISCELLANEOUS	134	1,116	5,000	2,229	5,000	0	0
265-301-972	COMPUTER	0	5,187	8,000	2,372	4,000	(4,000)	-50.00%
Totals for dept 301-OPERATING COSTS		13,520	97,139	47,000	14,582	43,000	(4,000)	-8.51%
Dept 336-CONTRIBUTIONS								
265-336-967	CONTRIBUTION-LAW ENFORCEMENT	1,000	0	0	0	0	0	N/A
Totals for dept 336-CONTRIBUTIONS		1,000	0	0	0	0	0	N/A
Dept 900-CAPITAL OUTLAY								
265-900-970	EQUIPMENT	6,591	1,104	9,000	858	15,000	6,000	66.67%
	Traffic Control Equipment andn Fire Arm Training System							
Totals for dept 900-CAPITAL OUTLAY		6,591	1,104	9,000	858	15,000	6,000	66.67%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 265: STATE NARC FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
	TOTAL APPROPRIATIONS	21,111	98,243	56,000	15,440	58,000	2,000	3.57%
	NET OF REVENUES/APPROPRIATIONS - FUND :	53,598	(5,700)	2,000	(15,090)	0	(2,000)	-100.00%
	BEGINNING FUND BALANCE	46,246	99,844	94,144	94,144	96,144		
	ENDING FUND BALANCE	99,844	94,144	96,144	79,054	96,144		
				Fund Balance 172%	Fund Balance 512%	Fund Balance 166%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 266: FEDERAL NARC FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
266-000-661	FORFEITURES	93,272	104,628	100,000	45,690	100,000	0	0
Totals for dept 000-		93,272	104,628	100,000	45,690	100,000	0	0
TOTAL ESTIMATED REVENUES		93,272	104,628	100,000	45,690	100,000	0	0
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
266-301-727	SUPPLIES	9,537	12,153	12,000	4,828	12,000	0	0
266-301-956	MISCELLANEOUS	4,588	6,636	12,000	4,346	12,000	0	0
Totals for dept 301-OPERATING COSTS		14,125	18,789	24,000	9,174	24,000	0	0
Dept 336-CONTRIBUTIONS								
266-336-967	CONTRIBUTION-LAW ENFORCEMENT	35,000	35,000	35,000	35,000	35,000	0	0
Totals for dept 336-CONTRIBUTIONS		35,000	35,000	35,000	35,000	35,000	0	0
Dept 900-CAPITAL OUTLAY								
266-900-970	EQUIPMENT	137,069	162,997	85,000	33,575	48,000	(37,000)	-43.53%
266-900-974	VEHICLE	62,874	0	125,000	101,672	0	(125,000)	-100.00%
Totals for dept 900-CAPITAL OUTLAY		199,943	162,997	210,000	135,247	48,000	(162,000)	-77.14%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 266: FEDERAL NARC FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
	TOTAL APPROPRIATIONS	249,068	216,786	269,000	179,421	107,000	(162,000)	-60.22%
	NET OF REVENUES/APPROPRIATIONS - FUND	(155,796)	(112,158)	(169,000)	(133,730)	(7,000)	162,000	-95.86%
	BEGINNING FUND BALANCE	515,709	359,912	247,754	247,754	78,754		
	ENDING FUND BALANCE	359,913	247,754	78,754	114,024	71,754		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 287: BUILDING DEPARTMENT FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
287-000-481	SIGN PERMITS	0	180	0	0	0	0	N/A
287-000-484	BUILDING PLAN REVIEW FEES	3,243	5,318	6,960	7,604	6,960	0	0
287-000-485	BUILDING PERMIT FEES	35,170	45,800	72,870	116,552	72,870	0	0
287-000-486	CONTRACTOR'S REGISTRATION	2,340	2,550	2,500	2,610	2,500	0	0
287-000-488	TRADE PERMIT FEES	32,054	37,105	45,730	40,810	45,730	0	0
287-000-626	COPY & FOIA INCOME	0	0	0	130	0	0	N/A
287-000-671	REIMBURSEMENT/OTHER INCOME	0	56	0	0	0	0	N/A
Totals for dept 000-		72,807	91,009	128,060	167,706	128,060	0	0
TOTAL ESTIMATED REVENUES		72,807	91,009	128,060	167,706	128,060	0	0
APPROPRIATIONS								
Dept 226-PERSONNEL								
287-226-703	SALARIES	0	0	0	0	20,800	20,800	N/A
	Code Enforcement moved from GF (\$25/hr x 16 hrs/wk 52 wks)							
287-226-715	SOCIAL SECURITY	0	0	0	0	1,591	1,591	N/A
	Salaries x 7.65%							
287-226-731	WORKERS COMP INSURANCE	0	0	500	480	491	(9)	-1.80%
287-226-927	ALLOCATE TO DEPARTMENTS	18,341	15,613	37,397	38,279	38,519	1,122	3.00%
	3% increase							
Totals for dept 226-PERSONNEL		18,341	15,613	37,897	38,759	61,401	23,504	62.02%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
Dept 261-GOVERNMENT SHARED SERVICES								
287-261-725	BUILDING INSPECTIONS	31,200	41,551	27,163	22,065	27,163	0	0
287-261-737	PLAN REVIEW	0	0	5,800	0	5,800	0	0
287-261-738	MISC BUILDING ADMINISTRATION	0	0	3,000	0	3,000	0	0
Totals for dept 261-GOVERNMENT SHARED SERVICES		31,200	41,551	35,963	22,065	35,963	0	0
Dept 270-LEGAL/PROFESSIONAL								
287-270-722	CONTROLLER (5% of Total Cost)	1,634	2,803	2,881	2,310	2,519	(362)	-12.57%
287-270-802	AUDIT FEES (5% of Total Cost)	900	900	900	900	900	0	0
287-270-823	ZONING ADMINISTRATION	0	810	1,000	779	1,000	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		2,534	4,513	4,781	3,988	4,419	(362)	-7.57%
Dept 301-OPERATING COSTS								
287-301-725	ELECTRIC, PLUMB & MECH INSPECTIONS	5,545	8,595	23,994	19,710	23,994	0	0
287-301-727	SUPPLIES	392	1,216	500	42	500	0	0
287-301-818	CONTRACTUAL SERVICES	0	0	30,000	0	0	(30,000)	-100.00%
287-301-850	COMMUNICATION	346	38	450	440	450	0	0
287-301-910	INSURANCE & BONDS	0	0	600	600	900	300	50.00%
287-301-927	ALLOCATE TO DEPARTMENTS	0	0	4,070	2,329	4,200	130	3.19%
Totals for dept 301-OPERATING COSTS		6,283	9,849	59,614	23,121	30,044	(29,570)	-49.60%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
<hr/>								
	TOTAL APPROPRIATIONS	58,358	71,526	138,255	87,933	131,827	(6,428)	-4.65%
<hr/>								
	NET OF REVENUES/APPROPRIATIONS - FUND 2	14,449	19,483	(10,195)	79,773	(3,767)	6,428	-63.05%
	BEGINNING FUND BALANCE	65,414	79,862	99,346	99,346	89,151		
	ENDING FUND BALANCE	79,863	99,345	89,151	179,119	85,384		
				Fund Balance 64%	Fund Balance 204%	Fund Balance 65%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 369: BUILDING AUTHORITY DEBT FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
ESTIMATED REVENUES								
Dept 000								
369-000-685	FUNDS XFER FOR 3.5 BOND PMT	255,662	263,466	254,087	254,086	276,354	22,267	8.76%
Totals for dept 000-		255,662	263,466	254,087	254,086	276,354	22,267	8.76%
TOTAL ESTIMATED REVENUES		255,662	263,466	254,087	254,086	276,354	22,267	8.76%
APPROPRIATIONS								
Dept 905-DEBT SERVICE								
369-905-942	3 M BOND BLDG AUTH	206,854	219,518	215,297	215,297	236,404	21,107	9.80%
369-905-987	INTEREST 3 M BOND	48,809	43,948	38,790	38,789	39,950	1,160	2.99%
Totals for dept 905-DEBT SERVICE		255,663	263,466	254,087	254,086	276,354	22,267	8.76%
TOTAL APPROPRIATIONS		255,663	263,466	254,087	254,086	276,354	22,267	8.76%
NET OF REVENUES/APPROPRIATIONS - FUND :		(1)	0	0	0	0		
BEGINNING FUND BALANCE			0	0	0	0		
ENDING FUND BALANCE		(1)	0	0	0	0		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB DEBT FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
ESTIMATED REVENUES								
Dept 000								
370-000-402	CURRENT PROPERTY TAX	280,808	274,942	265,135	264,428	279,728	14,593	5.50%
	(Based on 2017 Millage Rates)							
370-000-445	PENALTY & INTEREST ON TAXES	440	101	0	89	100	100	N/A
370-000-588	CONTRIBUTION OTHER FUND(S)	134,668	113,546	134,968	95,200	140,000	5,032	3.73%
370-000-671	REIMBURSEMENT/OTHER INCOME	0	560	0	0	0	0	N/A
Totals for dept 000-		415,916	389,149	400,103	359,716	419,828	19,725	4.93%
TOTAL ESTIMATED REVENUES		415,916	389,149	400,103	359,716	419,828	19,725	4.93%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
370-301-727	SUPPLIES	1,086	925	1,200	1,057	1,500	300	25.00%
370-301-816	GROUPS/CLEANG/JANITORL SERVIC	11,400	10,190	11,500	7,527	12,000	500	4.35%
370-301-818	CONTRACTUAL SERVICES	7,363	8,867	10,200	6,728	10,000	(200)	-1.96%
370-301-850	COMMUNICATION	2,890	4,162	4,860	5,736	7,000	2,140	44.03%
370-301-910	INSURANCE & BONDS	6,038	7,046	7,208	7,462	7,795	587	8.14%
370-301-920	UTILITIES	71,989	61,907	68,000	54,727	68,000	0	0
370-301-930	REPAIRS & MAINTENANCE	72,383	26,303	30,000	12,583	30,000	0	0
370-301-938	CHARGEBACKS - PRIOR TAX YEARS	2,594	413	2,000	213	2,000	0	0
Totals for dept 301-OPERATING COSTS		175,743	119,813	134,968	96,033	138,295	3,327	2.47%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB DEBT FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT PCT	
Dept 905-DEBT SERVICE								
370-905-942	3 M BOND BLDG AUTH	0	0	0	0	0	0	N/A
370-905-943	500K CAPITAL IMP	0	0	0	0	0	0	N/A
370-905-945	2.415 M PSB BOND	235,000	235,000	230,000	230,000	250,000	20,000	8.70%
	(Final Payment April, 2022)							
370-905-987	INTEREST 3 M BOND	0	(14)	0	0	0	0	N/A
370-905-992	INTEREST 500K BOND	0	0	0	0	0	0	N/A
370-905-994	INTEREST 2.415 BOND PSB	46,178	40,640	35,164	35,164	29,728	(5,436)	-15.46%
	(Final Payment April, 2022)							
Totals for dept 905-DEBT SERVICE		281,178	275,626	265,164	265,164	279,728	14,564	5.49%
TOTAL APPROPRIATIONS		456,921	395,439	400,132	361,197	418,023	17,891	4.47%
NET OF REVENUES/APPROPRIATIONS -		(41,005)	(6,290)	(29)	(1,481)	1,805	1,834	-6324.14%
BEGINNING FUND BALANCE		54,215	13,210	6,922	6,922	6,893		
ENDING FUND BALANCE		13,210	6,920	6,893	5,441	8,698		
				Fund Balance	Fund Balance	Fund Balance		
				2%	2%	2%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
571-000-445	PENALTY & INTEREST ON TAXES	10	15	0	5	0	0	N/A
571-000-500	TAP-IN FEES	7,100	25,560	0	28,400	0	0	N/A
571-000-651	USAGE FEES	1,347,408	1,345,564	1,365,000	1,132,517	1,365,000	0	0
571-000-665	INTEREST INCOME	2,474	3,046	1,500	777	1,500	0	0
571-000-671	REIMBURSEMENT/OTHER INCOME	5,024	9,387	1,800	5,584	1,800	0	0
571-000-672	SAD INTEREST	73	64	55	55	45	(10)	-18.18%
	(Lake Point SAD)							
571-000-690	UNREALIZED GAIN/LOSS	3,008	1,063	0	0	0	0	N/A
Totals for dept 000-		1,365,097	1,384,699	1,368,355	1,167,338	1,368,345	(10)	0.00%
Dept 336-CONTRIBUTIONS								
571-336-588	CONTRIBUTION OTHER FUND(S)	15,000	0	0	0	0	0	N/A
Totals for dept 336-CONTRIBUTIONS		15,000	0	0	0	0	0	N/A
TOTAL ESTIMATED REVENUES		1,380,097	1,384,699	1,368,355	1,167,338	1,368,345	(10)	0.00%
APPROPRIATIONS								
Dept 226-PERSONNEL								
571-226-701	SALARIES	65,310	65,500	65,500	72,829	64,890	(610)	-0.93%
	3% increase for new department head							
571-226-702	SALARIES	184,858	197,156	199,624	194,422	197,501	(2,123)	-1.06%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
571-226-711	3% increase for employees in new positions, decreased due to promotion of new dept head SALARIES-OVERTIME	11,684	2,308	18,000	4,447	18,540	540	3.00%
571-226-715	3% increase SOCIAL SECURITY	20,032	20,279	21,660	20,636	22,310	650	3.00%
571-226-716	3% increase HOSPITALIZATION	99,421	98,532	108,900	96,147	100,055	(8,845)	-8.12%
571-226-717	(\$6,101.01 x 5 Mths plus (\$6,101.01 x 1.10) x 7 Mths plus \$22,570 HSA Contribution) LIFE/DISB. INSURANCE	3,021	3,021	3,175	2,929	3,447	272	8.57%
571-226-718	(\$287.24 x 12 Mths) PENSION	23,815	24,684	25,417	24,428	28,093	2,676	10.53%
571-226-720	3% increase BANKED PTO	12,359	647	0	0	0	0	N/A
571-226-731	WORKERS COMP INSURANCE	4,312	4,640	6,750	5,899	6,616	(134)	-1.99%
571-226-957	From Invoice TRAINING & DEVELOPMENT	2,070	670	3,500	630	3,500	0	0
Totals for dept 226-PERSONNEL		426,882	417,437	452,526	422,367	444,952	(7,574)	-1.67%
Dept 270-LEGAL/PROFESSIONAL								
571-270-722	CONTROLLER	13,620	19,621	20,170	16,169	17,633	(2,537)	-12.58%
571-270-802	(35% of Total Cost) AUDIT FEES	6,480	6,300	6,300	6,300	6,300	0	0
571-270-803	(35% of Total Cost) LEGAL	0	0	500	0	500	0	0
571-270-806	ENGINEER	29,127	44,134	30,000	12,079	30,000	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		49,227	70,055	56,970	34,548	54,433	(2,537)	-4.45%
Dept 301-OPERATING COSTS								

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
571-301-727	SUPPLIES	1,444	1,988	2,500	1,436	2,500	0	0
571-301-740	OPERATING SUPPLIES	41,118	45,465	55,000	45,783	55,000	0	0
571-301-741	UNIFORMS/GEAR & ALLOWANCE	2,771	1,178	2,500	1,195	3,000	500	20.00%
571-301-807	MEMBERSHIP DUES	590	620	1,000	0	1,000	0	0
571-301-817	LAB & TESTING	8,613	4,630	7,000	3,859	7,000	0	0
571-301-819	COLLECTION SYS ANNUAL MAINT	45,319	32,556	55,000	25,504	55,000	0	0
571-301-825	SEWER ADMINISTRATION FEES	35,000	37,500	37,500	37,500	37,500	0	0
571-301-850	COMMUNICATION	4,217	5,701	6,000	4,771	6,000	0	0
571-301-851	POSTAGE	3,501	2,442	2,500	3,570	3,000	500	20.00%
571-301-900	PRINTING & PUBLICATIONS	0	19	200	15	200	0	0
571-301-910	INSURANCE & BONDS	17,016	21,112	21,598	24,272	25,350	3,752	17.37%
571-301-920	UTILITIES	103,261	93,616	100,000	93,866	100,000	0	0
571-301-930	REPAIRS & MAINTENANCE	89,031	45,288	110,000	70,438	110,000	0	0
571-301-940	RENTAL EQUIPMENT	832	828	750	1,247	1,000	250	33.33%
571-301-950	LAND LEASING	258	258	260	0	260	0	0
571-301-968	DEPRECIATION EXPENSE	241,242	255,587	255,461	0	245,652	(9,809)	-3.84%
Totals for dept 301-OPERATING COSTS		594,213	548,788	657,269	313,457	652,462	(4,807)	-0.73%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
Dept 333-TRANSPORTATION								
571-333-860	FUEL & MILEAGE	6,555	4,768	7,000	4,022	7,000	0	0
571-333-930	REPAIRS & MAINTENANCE	36	431	1,500	154	1,500	0	0
Totals for dept 333-TRANSPORTATION		6,591	5,199	8,500	4,176	8,500	0	0
Dept 528-O & M - BOND & INTEREST								
571-528-954	AGENT FEES	648	648	700	648	700	0	0
571-528-989	INTEREST 1992 BOND	15,339	13,939	12,240	12,239	10,520	(1,720)	-14.05%
571-528-995	DEBT SERVICE - INTEREST	38,628	24,758	10,370	10,370	0	(10,370)	-100.00%
No interest due								
Totals for dept 528-O & M - BOND & INTEREST		54,615	39,345	23,310	23,257	11,220	(12,090)	-51.87%
Dept 900-CAPITAL OUTLAY								
571-900-970	EQUIPMENT	0	0	90,000	36,654	110,000	20,000	22.22%
571-900-972	COMPUTER	1,505	0	0	0	0	0	N/A
Totals for dept 900-CAPITAL OUTLAY		1,505		90,000	36,654	110,000	20,000	22.22%
TOTAL APPROPRIATIONS		1,133,033	1,080,824	1,288,575	834,459	1,281,567	(7,008)	-0.54%
NET OF REVENUES/APPROPRIATIONS - FUND		247,064	303,875	79,780	332,878	86,778	6,998	8.77%
BEGINNING FUND BALANCE		6,001,763	6,248,829	6,552,702	6,552,702	6,632,482		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15	2015-16	2016-17	2016-17	2017-18	INC/(DEC) FROM	
		ACTIVITY	ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 6/20/17	REQUESTED BUDGET	2016-17 AMENDED AMT	PCT
	ENDING FUND BALANCE	6,248,827	6,552,704	6,632,482	6,885,580	6,719,260		

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BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 815: 7 MILE SEWER FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
815-000-665	INTEREST INCOME	575	387	150	98	150	0	0
815-000-672	SAD INTEREST	10,220	9,258	7,950	7,255	6,218	(1,732)	-21.79%
815-000-690	UNREALIZED GAIN/LOSS	376	138	0	0	0	0	N/A
Totals for dept 000-		11,171	9,783	8,100	7,353	6,368	(1,732)	-21.38%
TOTAL ESTIMATED REVENUES		11,171	9,783	8,100	7,353	6,368	(1,732)	-21.38%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
815-301-968	DEPRECIATION EXPENSE	17,519	17,519	17,519		17,519	0	0
Totals for dept 301-OPERATING COSTS		17,519	17,519	17,519	0	17,519	0	0
Dept 905-DEBT SERVICE								
815-905-995	DEBT SERVICE - INTEREST	9,001	8,102	7,153	7,153	6,220	(933)	-13.04%
Totals for dept 905-DEBT SERVICE		9,001	8,102	7,153	7,153	6,220	(933)	-13.04%
TOTAL APPROPRIATIONS		26,520	25,621	24,672	7,153	23,739	(933)	-3.78%
NET OF REVENUES/APPROPRIATIONS -		(15,349)	(15,838)	(16,572)	200	(17,371)	(799)	4.82%
BEGINNING FUND BALANCE		613,438	597,827	581,988	581,988	565,416		
FUND BALANCE ADJUSTMENTS		(263)	0	0	0	0		
ENDING FUND BALANCE		597,826	581,989	565,416	582,188	548,045		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 825: W.L. SEWER FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
ESTIMATED REVENUES								
Dept 000								
825-000-445	PENALTY & INTEREST ON TAXES	0	15	0	56	0	0	N/A
825-000-668	BOND PROCEEDS	0	800,000	0	0	0	0	N/A
825-000-672	SAD INTEREST	0	0	38,000	38,000	36,000	(2,000)	-5.26%
Totals for dept 000-		0	800,015	38,000	38,056	36,000	(2,000)	-5.26%
TOTAL ESTIMATED REVENUES								
		0	800,015	38,000	38,056	36,000	(2,000)	-5.26%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
825-301-968	DEPRECIATION EXPENSE	0	0	12,000	0	12,000	0	0
Totals for dept 301-OPERATING COSTS		0	0	12,000	0	12,000	0	0
Dept 905-DEBT SERVICE								
825-905-906	BOND ISSUANCE COST	0	46,842	0	0	0	0	N/A
825-905-954	AGENT FEES	0	0	500	500	500	0	0
825-905-986	INTEREST EXPENSE - WL SAD BOND	0	0	26,140	26,137	22,394	(3,746)	-14.33%
825-905-998	BOND INTEREST	0	(3,315)	0	0	0	0	N/A
Totals for dept 905-DEBT SERVICE		0	43,527	26,640	26,637	22,894	(3,746)	-14.06%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 825: W.L. SEWER FUND

2017-2018 FISCAL YEAR

AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED	
							AMT	PCT
	TOTAL APPROPRIATIONS	0	43,527	38,640	26,637	34,894	(3,746)	-9.69%
	NET OF REVENUES/APPROPRIATIONS -	0	756,488	(640)	11,419	1,106	1,746	-272.81%
	BEGINNING FUND BALANCE	0	0	756,488	756,488	755,848		
	ENDING FUND BALANCE	0	756,488	755,848	767,907	756,954		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 890: NORTH TERRITORIAL SEWER FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
890-000-665	INTEREST INCOME	2,832	1,898	750	483	750	0	0
890-000-672	SAD INTEREST	49,261	38,781	27,897	27,259	17,902	(9,995)	-35.83%
890-000-690	UNREALIZED GAIN/LOSS	1,868	664	0	0	0	0	N/A
Totals for dept 000-		53,961	41,343	28,647	27,742	18,652	(9,995)	-34.89%
TOTAL ESTIMATED REVENUES		53,961	41,343	28,647	27,742	18,652	(9,995)	-34.89%
APPROPRIATIONS								
Dept 301-OPERATING COSTS								
890-301-968	DEPRECIATION EXPENSE	74,187	74,187	74,187		74,187	0	0
Totals for dept 301-OPERATING COSTS		74,187	74,187	74,187	0	74,187	0	0
Dept 905-DEBT SERVICE								
890-905-954	AGENT FEES	414	414	450	414	0	(450)	-100.00%
890-905-998	INTEREST NT BOND	24,697	15,829	6,630	6,630	0	(6,630)	-100.00%
Totals for dept 905-DEBT SERVICE		25,111	16,243	7,080	7,044	0	(7,080)	-100.00%
TOTAL APPROPRIATIONS		99,298	90,430	81,267	7,044	74,187	(7,080)	-8.71%
NET OF REVENUES/APPROPRIATIONS -		(45,337)	(49,087)	(52,620)	20,698	(55,535)	(2,915)	5.54%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 890: NORTH TERRITORIAL SEWER FUND
2017-2018 FISCAL YEAR
AS OF 6/20/17

GL NUMBER	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 6/20/17	2017-18 REQUESTED BUDGET	INC/(DEC) FROM 2016-17 AMENDED AMT PCT
	BEGINNING FUND BALANCE	3,027,474	2,980,847	2,931,759	2,931,759	2,879,139	
	FUND BALANCE ADJUSTMENTS	(1,290)	0	0	0	0	
	ENDING FUND BALANCE	2,980,847	2,931,760	2,879,139	2,952,457	2,823,604	

NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Township Board

Date: June 27, 2017

From: Yvette Patrick

RE: Amendment #5

Attached you will find a schedule showing amendments for the Fiscal 2017 year. The amendments have brief explanations as to why they are being done. The proposed amendments affect the General Fund and Downtown Development Fund.

Thank You,

Yvette Patrick
Controller – Northfield Township

RESOLUTION 17- 566

**TOWNSHIP OF NORTHFIELD, MICHIGAN
A RESOLUTION OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY,
MICHIGAN, AMENDING THE 2017 BUDGET**

WHEREAS, in the appropriation of funds for the year 2017 there is a need to amend the General Fund.

WHEREAS, in the appropriation of funds for the year 2017 there is a need to amend the Downtown Development Fund.

BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, that the following amendment be approved:

See Attached Amendment Schedule

DULY RESOLVED BY THE TOWNSHIP BOARD OF THE TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN, THIS 27th DAY OF JUNE 2017.

Marlene Chockley, Supervisor

Attest:

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP**Amendment #5****FYE 2017**

	AMENDMENT #5	
	Increases	Decreases
<u>GENERAL FUND - #101</u>		
<u>TRANSFER AMENDMENT</u>		
- Transfer \$19,000 from Tribunals and Drains to Capital Outlay to reflect the change in how property taxes are classified.		19,000
- Transfer \$19,000 from Tribunals and Drains to Capital Outlay to reflect the change in how property taxes are classified.	19,000	
- Transfer \$72,000 from Road Improvements to Pathways and Sidewalks for the Non-Motorized Path.		72,000
- Transfer \$72,000 from Road Improvements to Pathways and Sidewalks for the Non-Motorized Path.	72,000	
Total Transfer Increases/Decreases	91,000	91,000
<u>REGULAR AMENDMENT</u>		
<u>REVENUE</u>		
<u>Estimated Revenues</u>		
Decrease Grant Income due to funding for the non-motorized path not coming in until FY 2018.		221,633
Total Revenue Amendments	0	221,633
<u>EXPENDITURES</u>		
<u>Clerk</u>		
- Increase Deputy Salaries Budget due to additional pay period above standard 26 pay periods.	1,080	
- Increase Social Security for Deputy Clerk due to additional pay period above standard 26 weeks.	1,254	
<u>Road Work</u>		
- Decrease Road Improvements for unused portion of Non-Motorized Path. Unused Portion will be used in F '18.		125,000
- Grant Expense associated with Non-Motorized Path will not be received until FY 2018.		221,633
Total Expenditure Amendments	2,334	346,633
Total Recommended Amendments	122,666	
FYE 2017 Amended Contribution to Fund Balance	(859,563)	
FYE 2017 Ending Contribution to Fund Balance	(736,897)	
Beginning Fund Balance	1,603,499	
Ending Fund Balance	866,602	

	AMENDMENT #5	
	Increases	Decreases
<u>DOWNTOWN DEVELOPMENT AUTHORITY - #248</u>		
<u>TRANSFER AMENDMENT</u>		
- None		
Total Transfer Increases/Decreases	0	0
<u>REGULAR AMENDMENT</u>		
<u>REVENUE</u>		
- None	0	
Total Revenue Amendments	0	0
<u>EXPENDITURES</u>		
<u>Road Work</u>		
- The Planner Fee Budget should be increased by \$10,000 to reflect a portion of the \$25,000 planning budget used in 2017. The remainder of \$15,000 will be expended in 2018.	10,000	
Total Expenditure Amendments	10,000	0

Total Recommended Amendments	<u>(10,000)</u>
FYE 2017 Amended Contribution to Fund Balance	<u>(15,538)</u>
FYE 2017 Ending Contribution to Fund Balance	<u>(25,538)</u>
Beginning Fund Balance	<u>65,724</u>
Ending Fund Balance	<u>40,186</u>

**NORTHFIELD TOWNSHIP
GENERAL APPROPRIATIONS ACT**

RESOLUTION NO. 17-567

A resolution to establish a general appropriations act for Northfield Township; to define the powers and duties of the Northfield Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

Section 1: Title

The resolution shall be known as the Northfield Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administration Officer enumerated in this act, until such time as a Township Manager is appointed and such responsibilities are given to the Manager.

Section 3: Fiscal Officer

The Clerk (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in The Ann Arbor News, a newspaper of general circulation, on June 4 and June 11, 2017 and public hearings on the proposed budget were held on June 13 and June 27, 2017.

Section 5: Estimated Revenues

Estimated revenues for fiscal year 2017 – 2018 for the various township funds, including an allocated millage of 0.7885 mills for the General Fund; a voter-authorized millage of 4.4385 mills for the Law Enforcement Fund; 2.0000 mills for the Fire/Medical Rescue Fund, contingent upon voter approval on August 8, 2017; and various miscellaneous revenues shall total for each fund as follows:

GENERAL FUND REVENUES

Taxes	\$	268,000
Tax Administrative Fees	\$	150,000
State Shared Revenue	\$	706,000
Cable Franchise and Fiber Footage Fees	\$	108,000
Interest and Rentals	\$	19,244
Other Revenue	\$	331,318
Total Revenue and Other Sources	\$	1,582,562

POLICE FUND REVENUES

Taxes	\$	1,514,980
Fines & Court Fees	\$	31,500
Other Revenue	\$	71,300
Total Revenue and Other Sources	\$	1,617,780

FIRE/MEDICAL RESCUE FUND REVENUES

Taxes	\$	682,654
Contribution from General	\$	25,000
Other Revenue	\$	<u>127,202</u>
Total Revenue and Other Sources	\$	834,856

DDA FUND REVENUES

Taxes	\$	0
Other Revenues	\$	<u>0</u>
Total Revenue and Other Sources	\$	0

STATE NARC FUND

Forfeitures	\$	58,000
Other Revenues	\$	<u>0</u>
Total Revenue and Other Sources	\$	58,000

FEDERAL NARC FUND

Forfeitures	\$	100,000
Other Revenues	\$	<u>0</u>
Total Revenue and Other Sources	\$	100,000

BUILDING DEPARTMENT FUND

Building Permit Fees	\$	72,870
Inspection Fees	\$	45,730
Building Plan Review Fees	\$	6,960
Other Revenue	\$	<u>2,500</u>
Total Revenue and Other Sources	\$	128,060

BUILDING AUTHORITY DEBT FUND

Funds Transfer for Bond Payment	\$	276,354
Other Revenue	\$	<u>0</u>
Total Revenue and Other Sources	\$	276,354

PSB FUND

Taxes	\$	279,728
Contribution Other Funds	\$	140,000
Other Revenue	\$	<u>100</u>
Total Revenue and Other Sources	\$	419,828

WWTP FUND

Usage Fees	\$	1,365,000
Interest	\$	1,500
Other Revenue	\$	<u>1,845</u>
Total Revenue and Other Sources	\$	1,368,345

SEVEN MILE SEWER FUND

SAD Interest	\$	6,218
Interest	\$	150
Other Revenue	\$	<u>0</u>
Total Revenue and Other Sources	\$	6,368

WHITMORE LAKE SEWER FUND

SAD Interest	\$	36,000
Interest	\$	0

Other Revenue	\$	0
Total Revenue and Other Sources	\$	36,000

DONATION FUND

Donation – Dog Park	\$	0
Total Revenue and Other Sources	\$	0

N.T SEWER FUND

SAD Interest	\$	17,902
Interest	\$	750
Other Revenue	\$	0
Total Revenue and Other Sources	\$	18,652

Section 6: Millage Levy

The Northfield Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax role an amount equal to 7.227 mills as authorized by statute and approved by the electorate.

Section 7: Estimated Expenditures

Estimated expenditures for fiscal year 2017 – 2018 for various township funds as follows:

GENERAL FUND EXPENDITURES

101	TOWNSHIP BOARD	\$	39,265
171	SUPERVISOR	\$	14,727
172	TOWNSHIP MANAGER	\$	135,027
191	ELECTIONS	\$	16,815
215	CLERK	\$	80,467
228	INFORMATION TECHNOLOGY	\$	29,280
247	BOARD OF REVIEW	\$	14,578
253	TREASURER	\$	95,719
257	ASSESSING	\$	101,910
265	HALL AND GROUNDS	\$	119,746
270	LEGAL/PROFESSIONAL	\$	66,700
336	CONTRIBUTIONS	\$	27,500
412	PLANNING/ZONING	\$	113,732
448	STREET LIGHTS	\$	36,000
449	ROADWORK	\$	445,133
523	SOLID WASTE MANAGEMENT	\$	0
666	SENIOR CENTER	\$	112,582
753	RECREATION	\$	5,000
754	LAND PRESERVATION	\$	5,000
850	TOWNSHIP CONTINGENCY	\$	5,000
900	CAPITAL OUTLAY	\$	11,000
905	DEBT SERVICE	\$	83,334
Total General Fund Expenditures		\$	1,558,516

207	POLICE FUND	\$	1,601,589
216	FIRE/MEDICAL RESCUE FUND	\$	1,136,727
230	DONATION FUND	\$	0
248	DDA FUND	\$	21,500
265	STATE NARC FUND	\$	58,000

266	FEDERAL NARC FUND	\$	107,000
287	BUILDING DEPARTMENT FUND	\$	131,827
369	BLDG AUTHORITY DEBT FUND	\$	276,354
370	PSB FUND	\$	418,023
571	WWTP FUND	\$	1,281,567
815	SEVEN MILE SEWER FUND	\$	23,739
825	WHITMORE LAKE SEWER FUND	\$	34,894
890	N.T. SEWER FUND	\$	74,187

Section 8: Adoption of Budget by Reference

The various fund budgets of Northfield Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5, 6 and 7 of this resolution.

Section 9: Adoption of Budgets by Activities

The Board of Trustees of Northfield Township adopts the 2017 – 2018 fiscal year funds by activity. Township officials responsible for the expenditures authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized for each activity, and may make transfers among the various line items contained in the activities appropriation, according to the policy set forth in section 11.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items within a department budget without prior board approval, if the amount to be transferred does not exceed the appropriation items from which the transfer is to be made. As a general practice, Department Heads shall recommend transfers within various line items to the Township Manager for approval, so long as the activity budgets are not negative. Budget amendments, as required by law, will be made when activities are negative and or additional appropriations must be approved for expenditures to be made. Additional appropriations would be made when new revenue is available or to deplete fund balance. Such budget amendments, unless authorized by the board in the form of a motion to approve an expenditure, shall be made prior to said expenditure. Otherwise, budget amendments shall be done at least twice annually.

Department heads shall submit to the manager a transfer request when line items within activities are negative. Such transfers shall be permitted under the following limits:

Public Safety Director	\$4,000
Manager	\$5,000
Waste Water Treatment Plant	\$4,000
Senior Center Director	\$1,000
Clerk	\$1,000
Treasurer	\$1,000

Transfers shall not be permitted in salary and personnel line items from expenditure accounts 701 to 725. Such transfers shall be done by budget amendments or prior authorization by the board in the form of a motion to approve an expenditure.

When budget amendments are made, the Board shall be notified on the details. Under no circumstances may the total fund budget be changed without prior board approval. The Township board reserves the right to alter the transfer policy at any time.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the Board at the end of each month, a report of financial operations, including, but not limited to:

- a. a summary statement of actual financial condition of the funds at the end of the previous month (balance sheet);
- b. a summary statement showing the receipts and expenditures for the previous month and for the current fiscal year to the end of the previous month (revenue/expenditure report).

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriations and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Fiscal Officer of the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Fiscal Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year.

Section 15: Violation of the Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in PA 621 (1978) and the Northfield Township personnel manual.

Section 16: Board Adoption

Motion made by _____, supported by _____, to adopt the foregoing resolution as submitted.

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED JUNE 27, 2017.

Attest:

Marlene Chockley
Northfield Township Supervisor

Kathleen Manley
Northfield Township Clerk

Dated: June 27, 2017

Memo

To: Northfield Township Board of Trustees

From: Marlene Chockley, Supervisor

RE: Life & Disability Insurance

Date: June 22, 2017

Trustees,

It is renewal time for our life and short- and long-term disability insurance. The renewal of Standard Insurance that we currently use is a 23% increase over current rates. Our agent is recommending Option #1 Mutual of Omaha which is a 9% increase. It most closely matches our current coverage and he believes that the customer service is better than Option #2 MetLife which is slightly less expensive.

At issue with both options is the gap between 90 days and 12 weeks. For police contract purposes, in the event that we have someone off for the full 90 days, 6 of those days would not be covered. We can choose to go with Option #1 and self-insure the 6 days should they become necessary from the \$2023 savings. Alternatively, I have requested a quote to have Mutual of Omaha cover those days. That quote will be available by the meeting.

I suggest that we follow our agent's recommendation.

Thank you for your consideration.

Marlene Chockley

Life & AD&D Options

	Current Standard	Renewal Standard	Option #1 Mutual of Omaha	Option #2 MetLife	Option #3 Consumers Life
Life & AD&D					
Benefit Amount					
All Others	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Age Reduction Schedule					
	35% at age 65; and 50% at age 70 65% at age 75 terminates at retirement	35% at age 65; and 50% at age 70 65% at age 75 terminates at retirement	35% at age 65, and 50% at age 70 terminates at retirement	35% at age 65, and 55% at age 70 70% at age 75 80% at age 80 terminates at retirement	35% at age 65, and 50% at age 70 65% at 75 terminates at retirement
Rate Guarantee					
	24 months	24 months	24 months	24 months	24 months
Eligible Classes					
	All active Full-time employees working 32 hours or more per week	All active Full-time employees working 32 hours or more per week	All active Full-time employees working 32 hours or more per week	All active Full-time employees working 30 hours or more per week	All active Full-time employees working 20 hours or more per week
Rate per \$1,000					
Life	0.19/\$1,000	0.228/\$1,000	0.19/\$1,000	0.214/\$1,000	0.22/\$1,000
AD&D	0.04/\$1,000	0.04/\$1,000	0.04/\$1,000	0.036/\$1,000	0.02/\$1,000
# of lives	21	21	21	21	21
Total Benefit Volume					
	\$1,130,000	\$1,130,000	\$1,130,000	\$1,130,000	\$1,130,000
Premium					
Life	\$214.70	\$257.64	\$214.70	\$241.82	\$248.60
AD&D	\$45.20	\$45.20	\$45.20	\$40.68	\$22.60
Est. Monthly Premium	\$259.90	\$302.84	\$259.90	\$282.50	\$271.20
Est. Annual Premium	\$3,118.80	\$3,634.08	\$3,118.80	\$3,390.00	\$3,254.40

Short-Term Disability Options

Plan Summary	Current Standard	Renewal Standard	Option #1 Mutual of Omaha	Option #2 MetLife	Option #3 Consumers Life
Short-Term Disability					
Weekly Benefit	66 2/3% to \$1,000	66 2/3% to \$1,000	66 2/3% to \$1,000	66 2/3% to \$1,000	66 2/3% to \$1,000
Elimination Period	Injury: 7 Day Sickness: 7 days	Injury: 7 Day Sickness: 7 days	Injury: 7 Day Sickness: 7 days	Injury: 7 Day Sickness: 7 days	Injury: 7 Day Sickness: 7 days
Benefit Duration	90 days	90 days	12 Weeks	12 Weeks	13 Weeks
Participation Requirements	All active full-time employees working 30 hours per week	All active full-time employees working 30 hours per week	All active full-time employees working 32 hours per week	All active full-time employees working 30 hours per week	All active full-time employees working 30 hours per week
Number of Eligible Employees	21	21	21	21	21
Rate Guarantee					
Rates		12 Months	24 Months	24 Months	24 Months
Volume	\$13,976.00	\$13,976.00	\$13,976.00	\$13,976.00	\$13,976.00
STD Rate	0.33/\$10	0.359/\$10	0.30/\$10	0.305/\$10	0.359/\$10
Est. Monthly Premium	\$461.21	\$501.74	\$419.28	\$426.27	\$501.74
Est. Annual Premium	\$5,534.52	\$6,020.88	\$5,031.36	\$5,115.24	\$6,020.88

Long-Term Disability Options

Plan Summary	Current Standard	Renewal Standard	Option #1 Mutual of Omaha	Option #2 MetLife	Option #3 Consumers Life
Long-Term Disability Benefit					
Monthly Benefit	66 2/3% to \$7,500	66 2/3% to \$7,500	66 2/3% to \$7,500	66 2/3% to \$7,500	66 2/3% to \$7,500
Elimination Period	90 Days	90 Days	90 Days	90 Days	90 Days
Definition of Disability	24 months own occupation	24 months own occupation	24 months own occupation	24 months own occupation	24 months own occupation
Benefit Duration	SSNRA	SSNRA	SSNRA	SSNRA	SSNRA
Pre-Existing Condition	3/12	3/12	3/12	6/24	3/12
Mental Illness/Substance Abuse	24 Months	24 Months	24 Months	12 Months	24 Months
Participation Requirements	100%	100%	100%	100%	100%
Number of Eligible Employees	21	21	21	21	21
Rate Guarantee	24 Months	24 Months	24 Months	24 Months	24 Months
Rates					
Covered Payroll	\$91,466.00	\$91,466.00	\$91,466.00	\$91,466.00	\$91,466.00
LTD Rate	0.580%	0.800%	0.750%	0.640%	0.950%
Est. Monthly Premium	\$530.50	\$731.73	\$686.00	\$585.38	868.93
Est. Annual Premium	\$6,366.00	\$8,780.76	\$8,232.00	\$7,024.56	\$10,427.16

Life/AD&D/STD/LTD Option Comparisons

Plan Summary	Current Standard	Renewal Standard	Option #1 Mutual of Omaha	Option #2 MetLife	Option #3 Consumers Life
Life AD&D	\$2,892.00	\$3,376.80	\$2,892.00	\$3,150.00	\$3,024.00
Short-Term Disability	\$5,534.52	\$6,020.88	\$5,031.36	\$5,115.24	\$6,020.88
Long-Term Disability	\$6,366.00	\$8,780.76	\$8,232.00	\$7,024.56	\$10,427.16
Annual Totals	\$14,792.52	\$18,178.44	\$16,155.36	\$15,289.80	\$19,472.04
		\$3,385.92	-\$2,023.08	-\$2,888.64	\$1,293.60
		23%	-11%	-16%	7%



Materials Management Agreement

This Agreement made and entered into as of this 26th day of February 2015 by and between Contractor and Customer.

C U S T O M E R	Customer Legal Name			
	Northfield Township			
	Street Address			
	11500 Lemen Road			
	City / Town	County	State	Zip Code
	Whitmore Lake	Livingston	MI	48189
C O N T R A C T O R	Synagro Legal Name			
	Synagro Central, LLC			
	Street Address			
	435 Williams Court Suite 100			
	City / Town	State	Zip Code	
	Baltimore	MD	21220	
T E R M	Commencement Date January 1, 2015		Expiration Date December 31, 2017	
	The "Term" of this Agreement shall be from the Commencement Date up to and including the Expiration Date. This Agreement may be extended upon the mutual consent of the Parties. This Agreement and any extensions shall automatically renew on a year-to-year basis following expiration of the Term, until Contractor or Customer delivers notice to the other party of its intent to terminate the Agreement. If Contractor provides Contractor Services to Customer outside of the Term without another written agreement, then such services shall be deemed provided pursuant to the terms of this Agreement (other than the Term) and Customer's request for or acceptance of Contractor Services shall be deemed consent to the terms of this Agreement. No such provision of services by Contractor shall be deemed an agreement to provide any further services or extend the term of this contract for additional periods.			
B I L L I N G	Customer Contact Name Tim Hardesty		Telephone # 734-449-4159	
	Street Number / P.O. Box 11500		Fax # 734-449-4302	
	Address Lemen Road		Contact Person Tim Hardesty	
			E-mail Address thardesty@att.net	
	City / State Whitmore Lake, MI		Zip Code 48198	
S I G N A T U R E S	FOR CUSTOMER:		Date	
	Signature			
	Name and Title			
	FOR CONTRACTOR:		Date	
	Signature			
	Name and Title			



Materials Management Agreement

SCOPE OF SERVICES AND PRICING APPENDIX

Scope of Service.

Contractor shall provide the necessary supervision, labor and equipment to load liquid, pump able Customer Materials into transport vehicles and to transport the Customer Materials to suitable local farmland in accordance with laws.

Contractor shall haul Customer materials in the spring, summer or fall to correlate with available local farmland during those times.

Contractor shall provide to the Customer a copy of a load sheet which details the following; date, time loaded, truck number, driver name, gallons loaded on the vehicle, and farm destination . The quantity of material loaded on a vehicle shall be mutually agreed to by Contractor and the Customer, and be used for billing purposes.

Contractor shall provide labor and land application equipment to properly apply the Customer Materials by subsurface injection to local suitable application sites at agronomic rates in accordance with laws.

Contractor shall complete any required federal or state biosolids disposal sheets as required by Customers Residuals Management Plan (" RMP").

Additional ancillary services with respect to materials testing/analysis and confined space work by the Contractor are included in the proposed work.

Customer Materials.

Customer Materials shall consist of the following:

CUSTOMER EXPECTS TO PROVIDE TO THE CONTRACTOR APPROXIMATELY 750,000 GALLONS ANNUALLY.

IF REQUIRED, CUSTOMER WILL PROVIDE CONTRACTOR A REASONABLE AMOUNT OF HYDRANT WATER AND OR ELECTRICITY TO ASSIST ANY CLEANING AT NO COST TO THE CONTRACTOR.

Method of Delivery of Customer Materials. The Customer Material shall be delivered to Contractor in the following manner:

Contractor shall obtain the Customer Materials from the storage tank by pump provided by the Contractor

"Customer Facility(ies) " shall mean the following locations where Customer Material(s) are generated or stored:

1. Northfield Township Wastewater Treatment Plant located at 11500 Lemen Rd, Whitmore Lake, MI

Contractor right to refuse loads. If trucks or containers are loaded by Customer or its agents, Contractor has the right to refuse loads that are not within legal weight restrictions, are defective, or are not filled to mutually agreed-upon minimums or maximums.

PRICE

The Agreement Price(s) shall be as follows:

RATE	QUANTITY	UNIT	SERVICE
.0379	750,000	Gallon	Pumping, transportation, land application and agronomic management services

Metals & Nutrients Testing

January 1, 2015 through December 31, 2015	\$ 440.00 per Sample
January 1, 2016 through December 31, 2016	\$ 446.60 per Sample
January 1, 2017 through December 31, 2017	\$ 452.70 per Sample

Fecal Coliform Testing Set of seven Replicates

January 1, 2015 through December 31, 2015	\$ 585.35 per Set
January 1, 2016 through December 31, 2016	\$ 594.15 per Set
January 1, 2017 through December 31, 2017	\$ 603.06 per Set

CPI. All Agreement Prices shall be adjusted as follows:

Does not Apply

Fuel Surcharge Adjustment

All Agreement Prices shall be adjusted monthly for a fuel surcharge ("Fuel Surcharge Adjustment") to reflect any increased change in diesel fuel prices, in accordance with the table below, if the cost of retail on-highway diesel fuel (Department of Energy, Energy Information Administration –Midwest) is at, or exceeds, \$3.00 per gallon (Base Price).

The Fuel Surcharge Adjustment will be based on the following chart and the Retail On-Highway Diesel Price – Midwest as published by the U.S. Department of Energy's Energy Information Administration for Midwest and will be applied to the then current fixed or unit fee, as applicable. The Fuel Surcharge Adjustment will be no more than once a calendar month beginning with the second calendar month following the Commencement of Services and shall be adjusted as of the first day of each month. Fuel Surcharge Adjustment will then be applied as follows:

Diesel Price \$/Gallon - Note ¹	Fuel Surcharge Adjustment %
< \$(Base Price)	None
Base Price to Base Price plus \$.049	0.5 %
Base Price plus \$0.05 to Base Price plus \$0.099	1.0 %
Base Price plus \$0.1 to Base Price plus \$.0149	1.5 %

For each \$0.05/gallon increase thereafter add 0.5%

EXAMPLE:

Base Price = \$3.01 / Gallon

Diesel Price \$/Gallon - Note ¹	Fuel Surcharge Adjustment %
≤ \$3.01 (Base Price)	None
\$3.02 - \$3.049	0.5 %
\$3.05 - \$3.099	1. %
\$3.10 - \$3.149	1.5 %

Note 1 - Fuel Rate based on DOE EIA monthly retail on-highway diesel prices (Midwest)



Materials Management Agreement

GENERAL TERMS AND CONDITIONS

1. Definitions. As used in this Agreement:

A. "Affiliate" shall mean any Person which, directly or indirectly, owns or controls, or is under common ownership or control with, or is owned or controlled by, such Person.

B. "Agreement" shall mean this agreement, and each and every exhibit, appendix and schedule attached hereto, and by reference made part of this Agreement.

C. "Agreement Price(s)" shall mean any one or, collectively, all the prices to be paid by the Customer to Contractor for Contractor Services.

D. "Authorizations" means all authorizations, permits, applications, notices of intent, registrations, variances, and exemptions required for the removal, transportation and land application of Customer Materials in compliance with all Laws.

E. Agreement shall consist of the following documents which Customer acknowledges receiving copies of:

1. The Agreement
2. Scope of Service and Price Appendix
3. General Terms and Conditions

F. "Contractor Facility" shall mean a facility operated or controlled by Contractor or an Affiliate of Contractor.

G. "Contractor Services" shall be those services described in Scope of Service and Price Appendix.

H. "Customer" shall mean the entity identified as Customer in the first paragraph of this Agreement and its permitted successors and assigns.

I. "Customer Material(s)" shall mean the materials generated by or stored at the Customer's Facility which are described in Scope of Service and Price Appendix, Section A. 2. and meet(s) the requirements set forth in Appendix 2.

J. "Governmental Authority" means any governmental authority including the United States of America and any State, local authority, political subdivision, agency, department, commission, board, bureau, court, tribunal having jurisdiction over this Agreement, Customer Material(s), or Contractor, Customer, or Customer Facility.

K. "Hazardous Materials" means any "petroleum," "oil," "hazardous waste," "hazardous substance," "toxic substance," and "extremely hazardous substance" as such terms are defined, listed, or regulated under Laws.

L. "Intended Use" shall mean any use, placement or disposal of Customer Materials pursuant to this Agreement including by example, land application, composting, deposit in landfill, or incineration.

M. "Laws" means any Authorization and any applicable federal, state, or local law, rule, regulation, ordinance, order, decision, principle of common law, consent decree or order, of any Governmental Authority, now or hereafter in effect.

N. "Non-Conforming Material(s)" shall mean material(s) which (i) fail(s) to meet the description or characteristics described in Appendices 1 and/or 2, or (ii) are Hazardous Materials, or (iii) contain a concentration of polychlorinated biphenyls equal to or greater than 50 milligrams per kilogram of total solids (on a dry weight basis).

O. "Party" shall mean either Customer or Contractor; "Parties" shall mean Customer and Contractor.

P. "Person" shall mean any partnership, corporation, Governmental Authority, trust or legal entity, as well as a natural person.

Q. "Term" shall mean the term of this Agreement including any extensions, as provided for in the Agreement.

3. Services. Contractor shall provide Contractor Services to Customer.

4. Price and Adjustments.

A. The Agreement Price(s) for Contractor Services is set forth in Scope of Services and Price.

B. Contractor will have no duty to handle Non-Conforming Materials unless Customer and Contractor mutually agree to terms including cost for the handling of such Non-Conforming Materials on a case-by-case basis. If Contractor discovers material is Non-Conforming after it takes possession, then Customer shall reimburse all costs and expenses of Contractor in handling such Non-Conforming

Material until Customer arranges for removal and transportation of such Non-Conforming Material for appropriate processing and disposal, plus 10% of such costs and expenses.

5. Ownership of Materials. Customer shall retain all title to and ownership of the Customer Material and Non-Conforming Materials.

6. Rejection or Revocation of Acceptance of Materials.

A. Contractor shall have the right to reject any Non-Conforming Material prior to taking possession or revoking its acceptance after taking possession of any Non-Conforming Material, provided that Contractor notifies Customer by telephone or in writing of such rejection of Non-Conforming Materials promptly upon Contractor's discovery thereof. Any such notice of rejection not given initially in writing shall be promptly confirmed in writing to Customer. Contractor shall provide Customer with the documentation used to identify Customer Materials as Non-Conforming, and Customer shall have the right to re-test the Customer Materials.

B. Within twenty-four (24) hours after receipt of notice of rejection of Non-Conforming Material (or such longer period provided that Customer is acting with due diligence), Customer shall in accordance with Laws, arrange for and pay all costs associated with the testing, removal and transport of such Non-Conforming Material for appropriate processing and disposal. If Customer fails to remove Non-Conforming Material(s) within 10 business days of the date Customer is notified by Contractor, then Contractor shall have the right, but not the obligation, to remove, store, handle, transport, store, process and dispose of Non-Conforming Materials and Customer shall reimburse Contractor for all costs and expenses associated therewith, plus 10% of such costs and expenses.

C. Nothing in this section shall be construed to limit Customer's obligation to indemnify Contractor.

7. Change in Conditions Affecting Quality of Materials.

Customer shall immediately notify Contractor of changes or irregularities related to the creation, processing or conditions that would reasonably be expected to affect the quality, character or composition of Customer Materials. Customer shall promptly furnish to Contractor any information regarding known or suspected changes in the composition or characteristics of the Customer Materials.

8. Record Keeping. Contractor shall maintain records of the Contractor Services to the extent Contractor is required by Law, and further, shall maintain records to the extent specifically set forth in Scope of Services and Price. Customer shall maintain records to the extent Customer is required by Law. Customer shall keep and maintain records showing all data necessary for computation of the invoiced amounts during the term of the Agreement and for eighteen (18) months after the termination of the Agreement. Customer shall, upon reasonable notice from Contractor, allow Contractor to inspect and copy all records reasonably necessary for Contractor to compute the amounts to be invoiced.

9. Terms of Payment. Customer shall pay Contractor the full amount due under any invoice within thirty (30) days of the date of the invoice. Any invoice amount not paid in full within thirty (30) days of the date of the invoice shall bear interest at the lesser of: (i) one and one-half percent (1.5%) per month; or (ii) the maximum legally permissible interest rate on any unpaid balance thereof. Interest shall be computed from the date of the invoice.

10. Default Termination.

A. In the event a Party seeks to terminate this Agreement because the other Party has failed to perform one or more of its material obligations hereunder, then the non-defaulting Party shall give a default notice to the defaulting party. Such default notice shall list with reasonable detail the nature of the default. Unless otherwise stated in Subsection B below, a defaulting Party shall have a right to cure a default within 10 days. If the defaulting Party fails to cure the default within 10 days after the receipt of the default notice, then this Agreement may be terminated by the non-defaulting party by delivery of notice of termination, effective on the termination date stated in such termination notice.

B. Notwithstanding any provision herein to the contrary, Contractor may immediately terminate this Agreement upon notice to Customer if:

- (i) Customer fails to make full payment within 30 days of any invoice date;



Materials Management Agreement

- (ii) there is a change in or to the interpretation of any Laws which increases Contractor's risk or cost, or which would serve to delay Contractor's performance of Contractor Services;
- (iii) Contractor reasonably determines that performing Contractor Services will cause personal injury, or damage to a Party's facilities, equipment or operation, or will cause Contractor to be in violation of Laws, or will produce or cause to be produced a process byproduct that is classified as Hazardous Material(s); or
- (iv) Customer fails to provide the NANI or NANI Equivalent as provided for in Section 29.A.4.b. of this Agreement.

11. Indemnification.

A. Contractor shall defend, indemnify and hold harmless Customer, its directors, officers and agents from and against any and all claims, suits, actions, proceedings, liabilities, losses, damages, fines, penalties and expenses of every character whatsoever (including, but not limited to, liability for pollution, environmental or natural resource damage or restoration, nuisance, bodily injury, sickness and/or disease, including death, and loss of or damage to property), to the extent proximately caused by Contractor's negligence or breach of this Agreement. If any such suits, actions or proceedings are threatened or commenced, Customer shall promptly notify Contractor.

B. Customer shall defend, indemnify and hold harmless Contractor, its partners, directors, officers, employees and agents from and against any and all claims, suits, actions, proceedings, liabilities, losses, damages, fines, penalties and expense of every character whatsoever (including, but not limited to, liability for pollution, environmental or natural resource damage or restoration, nuisance, bodily injury, sickness and/or disease, including death, and loss of or damage to property), to the extent they arise out of: (i) Customer's failure to comply with any of its obligations under this Agreement; (ii) Customer's delivery of Non-Conforming Material to Contractor; (iii) Contractor's acceptance, handling, use or application of Non-Conforming Material; and (iv) any other negligent act or omission or willful misconduct by Customer. If any such suits, actions or proceedings are threatened or commenced, Contractor shall promptly notify Customer.

12. Access. Customer shall provide Contractor access to Customer Facility(ies) as and when requested by Contractor in order to provide Contractor Services. Customer shall bear all costs or fees associated with providing access to Contractor.

13. Compliance with Laws. Unless otherwise specifically provided in this Agreement, Contractor shall comply with Laws directly regulating Contractor Services and Customer shall comply with all Laws imposed upon.

14. Physical Damage Responsibility; Insurance.

A. Contractor shall provide workers compensation insurance for all its employees providing services under this Agreement in accordance with applicable law.

B. Contractor shall provide commercial general liability insurance to cover the liabilities of Contractor arising out of the Contractor Services with limits of one million dollars (\$1,000,000) for each claim, one million dollars (\$1,000,000) products aggregate and two million dollars (\$2,000,000) general aggregate. Such insurance shall provide that coverage shall not be canceled without thirty (30) days prior notice to Contractor and Customer, or ten (10) days' notice in the event that such coverage is cancelled for non-payment. Contractor shall provide evidence of said insurance, in the form of an insurance certificate, within thirty (30) days from the date hereof. Said certificate shall name Customer as an additional insured.

C. Contractor shall provide general liability and property damage insurance to cover the liabilities of Contractor arising out of the use of vehicles in the performance of Contractor Services with a combined single limit of one million dollars (\$1,000,000), with an umbrella policy of five million dollars (\$5,000,000).

15. Force Majeure. Neither Party shall be liable to the other Party for breach or delay in the performance of its obligations hereunder caused by any act or occurrence beyond its reasonable control, including, but not limited to, fires, strikes (except any strikes involving a Party's

personnel), orders or judgments of any Federal, State or local court, administrative agency or governmental body, accidents and Acts of God. It is specifically understood that, without limitation, none of the following acts, events or circumstances shall constitute an act or occurrence beyond a Party's reasonable control: (i) reasonably anticipated weather conditions normal for the region in which the work is performed or (ii) any failure to pay any sums in accordance with the terms of this Agreement. Whenever the provisions of this Section are believed to apply, the Party relying thereon shall give prompt notice to the other Party of the circumstances, the basis for applicability of this Section and the time required to cure such breach or delay and Contractor and Customer shall use reasonable best efforts to agree on appropriate mitigating actions under the circumstances.

16. Representation of Authority. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver and perform this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

17. Survival of Obligations. Notwithstanding the expiration or sooner termination of this Agreement, any duty or obligation which has been incurred and which has not been fully observed, performed and/or discharged, and any right, conditional or unconditional, which has been created and has not been fully enjoyed, enforced and/or satisfied, shall survive such expiration or termination until such duty or obligation has been fully observed, performed and/or discharged and such right has been fully enjoyed, enforced and/or satisfied.

18. Entire Agreement. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, both written and verbal, between the Parties with respect to the subject matter hereof.

19. Amendments. This Agreement may be amended from time to time only by an instrument in writing signed by the Parties to this Agreement.

20. Counterparts. This Agreement may be executed in counterparts, which together shall constitute one and the same contract. The Parties may execute more than one copy of this Agreement, each of which shall constitute an original.

21. Assignment. This Agreement shall be binding upon and inure to the benefit of the Parties thereto and their successors and permitted assigns. The Agreement may not be assigned by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed, except that Contractor may assign performance and/or collection to an Affiliate of Contractor without the consent of Customer.

22. Modification. This Agreement may not be amended, altered or modified except in writing signed by the Parties hereto. No waiver by either Party of any breach by the other Party of any provisions of this Agreement shall be construed as a waiver of any subsequent breach, whether of the same or of any different provision of this Agreement. No course of conduct or series of dealings shall constitute a waiver hereunder.

23. Governing Law, Venue Selection. This Agreement shall be governed by and construed under the laws of the State of Delaware.

24. No Third Party Liability. Neither this Agreement nor any Subcontract is intended to give rise to or recognize any third party beneficiary to this Agreement.

25. Partial Invalidity. If any provision of this Agreement is determined to be invalid, illegal or unenforceable for any reason, that provision shall be deleted from this Agreement and such deletion shall in no way affect, impair, or invalidate any other provision of this Agreement, unless it was material to the consideration for the performance required. If a provision is deleted which is not material to such consideration, the remaining provisions shall be given the force and effect originally intended.

26. Consent to Breach Not Waiver. No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent is in writing and signed by the Party claimed to have waived or consented. No consent by any Party to, or waiver of, a breach by



Materials Management Agreement

the other Party shall constitute consent to, waiver of, or excuse of any other different or subsequent breach.

27. **Notice.** Except as otherwise specifically provided in this Agreement, all notices must be given in writing sent by recognized overnight courier or registered or certified US mail, postage prepaid, return receipt requested, addressed listed on the first page and with an additional copy of any notice to Contractor sent to:

435 Williams Court, Suite 100
Baltimore, MD 21220
Attn: Legal Manager

Notice shall be sent to the referenced persons and addresses unless the Parties are otherwise notified in writing of a change in the name or address of the person to be notified.

28. **Consequential Damages.** In no event shall Contractor, its affiliated corporations and Affiliates or its and their directors, officers, employees or any of its subcontractors be liable for any incidental, indirect, special, punitive, economic or consequential damages, suffered or incurred by Customer or any of its agents or contractors as a result of Contractor's performance or non-performance of services pursuant to this Agreement. In no event shall Contractor's liability hereunder exceed the value of the payments to Contractor under this Agreement, regardless of legal theory.

29. **Drafting Responsibility.** Neither Contractor nor Customer shall be considered the drafter of this Agreement, and any ambiguities herein shall not be construed against either Contractor or Customer, both having participated in the drafting of this Agreement.

29. **Customer Materials.** Customer represents and warrants the following with respect to the quality of Customer Materials:

A. Biosolids.

1. **Hazardous Materials.** Customer will not provide Hazardous Materials to Contractor.

2. **Polychlorinated Biphenyls.** Customer Materials shall not contain a concentration of polychlorinated biphenyls (PCB's) equal to or greater than 50 milligrams per kilogram (dry weight basis), nor shall Customer Materials violate more stringent state or local standards, where applicable.

3. **Suitability of Materials for Intended Use.** All Customer Materials are suitable for their Intended Use and the qualities and characteristics of Customer Materials meet or exceed the minimum requirements under Laws for Intended Use.

4. **Land Application of Biosolids.** If land application is an Intended Use of Customer Materials, the following shall apply:

a. Customer agrees to provide Contractor with Customer Materials that meet federal, state and local land application criteria at the time they are released to Contractor. Where Contractor Services include pathogen reduction requirements and/or vector attraction reduction, Customer is not obligated to meet pathogen and/or vector attraction reduction requirements.

b. Customer shall provide Contractor documentation that Customer's biosolids meet 40 CFR PART 503, state and local land application quality criteria with respect to the three biosolids quality criteria (i.e. metals content, pathogen reduction requirements, and vector attraction reduction requirements) unless Contractor has specifically agreed otherwise as part of the Contractor Services described below. This information is to be supplied to Contractor using a Notice and Necessary Information ("NANI") form or NANI Equivalent within 45 days after the end of the Customer's monitoring period based on the biosolids testing frequency in 40 CFR 503.16. "NANI Equivalent" shall mean lab results which clearly show the three biosolids quality criteria are met (e.g. metal test results, fecal coliform test results, SOUR test results). If Customer has more than one Customer Facility, a NANI Form or NANI Equivalent is required for each Customer Facility at which Contractor Services are being provided. If Customer uses more than one treatment process within Customer Facility, (for example, customer produces anaerobically digested and lime stabilized biosolids) a NANI form or NANI

Equivalent is required for each treatment process used by the Customer. If Customer has stored biosolids in more than one location/structure within Customer Facility produced over different time periods or tested separately due to its unique characteristics or Customer's desired sampling program, a NANI form or NANI Equivalent are required for each Customer Facility storage location/structure. Contractor shall have the right to rely upon any information or certification provided by Customer and shall not have any independent duty to investigate or inquire regarding the subject matter of Customer's certification or of the information which Customer provides to Contractor. Where Contractor Services include pathogen reduction requirements, the NANI Form or NANI Equivalent provided Customer is not required to document compliance with pathogen reduction requirements by Law. Where Contractor Services include vector attraction reduction, the NANI Form or NANI Equivalent provided by Customer is not required to document compliance with vector attraction reduction requirements.

c. If Customer fails to provide the NANI Form or NANI Equivalent when required by Law, Contractor shall have the immediate right, but not the obligation, to suspend or terminate Contractor Services or this Agreement. Customer shall be liable for all additional costs and expenses arising out of such suspension or termination.

d. Contractor will land apply Customer Materials based on the most current NANI Form or NANI equivalent test results provided to the Contractor.

5. **Disposal of Biosolids into Landfill.** Where Customer Materials are to be disposed of in landfill(s), Customer Materials must meet the requirements in 40 CFR Part 258 (e.g., pass paint filter test and be non-hazardous per 40 CFR Part 261) and any applicable state requirements

B. Industrial Residuals:

1. **Hazardous Materials.** Customer will not provide Hazardous Materials to Contractor.

2. **Polychlorinated Biphenyls.** Customer Materials shall not contain a concentration of polychlorinated biphenyls (PCB's) equal to or greater than 50 milligrams per kilogram (dry weight basis), nor shall Customer Materials violate more stringent state or local standards, where applicable.

3. **Suitability of Materials for Intended Use.** All Customer Materials are suitable for their Intended Use and the qualities and characteristics of Customer Materials meet or exceed the minimum requirements under Laws for Intended Use.

4. **Cadmium.** Customer will provide Contractor with the total cadmium (Cd) concentration of the residuals in milligrams per kilograms (mg/kg) dry weight with the frequency required by Laws.

5. **Disease Vectors.** Customer Materials shall not attract disease vectors that endanger public health.

6. **Disposal of Biosolids into Landfill.** Where Customer Materials are to be disposed of in landfill(s), Customer Materials must meet the requirements in 40 CFR Part 258 (e.g., pass paint filter test and be non-hazardous per 40 CFR Part 261) and any applicable state requirements.

C. Additional Customer Materials (if any):

ASSIGNMENT, ASSUMPTION AND NOVATION AGREEMENT

AGREEMENT made as of this ____ day of ____, 2017, between Michigan AgriBusiness Solutions, LLC ("Assignee") and Synagro Central, LLC ("Assignor").

WHEREAS, Assignor and Northfield Township ("Township") have entered into a Materials Management Agreement dated as of _____, as amended (the "Agreement"); and

WHEREAS, Assignor wishes to novate and assign its interest in the Agreement and to transfer its obligations thereunder to Assignee.

NOW, THEREFORE, for good and sufficient consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. Assignor hereby assigns and transfers to Assignee all of Assignor's rights, title, interest and obligations under the Agreement, and Assignee accepts said transfer and assignment.

2. Assignee hereby agrees to assume to obligations of Assignor accruing under the Agreement from and after the date hereof.

3. From and after the date hereof, Assignor shall have no liability to [Third Party] under the Agreement and [Third Party] acknowledges and agrees that it will look solely to Assignee for performance under the Agreement.

4. This agreement may be executed in counterparts, each of which shall be deemed an original, but which taken together shall constitute one agreement. This agreement will become effective upon its execution and delivery by all of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

Synagro Central, LLC

Michigan AgriBusiness Solutions, LLC

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Acknowledged & Agreed
Northfield Township

By: _____
Name: _____
Title: _____

Memo

To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: Berends, Henricks and Stuit - Liability Insurance
Date: June 22, 2017

Trustees,

It is renewal time for our liability insurance. We have had the services of Berends, Henricks and Stuit for several years. This is a one-year renewal.

The contract I am recommending is the same rate as we have had, but there is an automatic increase the value of property by 3%. However, because we have had a reduction in our fleet of cars, the actual annual premium is going down by \$4298.

I recommend that we complete this contract.

Thank you for your consideration.

Marlene Chockley

NORTHFIELD TOWNSHIP
Premium Breakdown/Composite Rates
Renewal Effective: July 1, 2017

	Effective 7/1/2016	Composite Rates
Property	\$18,478	0.078201
Inland Marine	\$3,838	0.568749
Fire Veh/RC	\$8,874	0.515316
E.D.P.	\$640	0.3369250
C.G.L.	\$25,439	
E & O:	\$3,719	
Law:	\$2,081	
Auto Liability	\$9,935	
Auto Phy. Damage	\$14,766	0.031986
Additional Liability	\$16,107	
Crime	\$22	
Boiler & Machinery	\$4,892	
Blanket Bonds	\$0	
MCCA	\$2,880	
No Aggregate	\$985	
Zoning	\$1,000	
Sewer	\$750	
Non-Monetary	\$500	
TOTAL PREMIUM:	\$114,906	

	Effective 7/1/2017	Composite Rates
Property	\$18,917	0.077817
Inland Marine	\$3,838	0.568749
Fire Veh/RC	\$9,230	0.517781
E.D.P.	\$640	0.3369250
C.G.L.	\$25,439	
E & O:	\$3,719	
Law:	\$2,081	
Auto Liability	\$8,805	
Auto Phy. Damage	\$11,739	0.031981
Additional Liability	\$15,701	
Crime	\$22	
Boiler & Machinery	\$5,036	
Blanket Bonds	\$0	
MCCA	\$2,210	
No Aggregate	\$985	
Zoning	\$1,000	
Sewer	\$750	
Non-Monetary	\$500	
TOTAL PREMIUM:	\$110,612	

Property = Building Limit + Contents Limit / 100 x Composite Rate = Premium for location

Inland Marine = Inland Marine Limit / 100 x Composite Rate = Premium

EDP = EDP Limit / 100 x Composite Rate = Premium

Auto Physical Damage = Cost New x Composite Rate = APD Premium for that vehicle

*** To get Premium for each Vehicle: Add Auto PD Charge + AL Charge + MCCA Charge

MCCA: **\$170.00** - Applies to Vehicle Type Codes 1, 2, 3, 7, 11, 12, 14 & 15 Only

** Please keep in mind Composite Rates may/may not include flat charges, & therefore do not reflect actual premiums should changes be made to the policy.

Commercial Insurance/Risk Management Proposal



**8350 Main Street
Whitmore Lake, MI 48189**

For Policy Period:

7/01/17 to 7/01/18



Berends|Hendricks|Stuit

**Ken Keuning
Berends Hendricks Stuit
2822 Westshore Drive
Holland, MI 49424**

THIS DOCUMENT SUMMARIZES THE PROPOSAL FOR YOUR INSURANCE. THIS IS NOT A CONTRACT. THE TERMS OF THE POLICY FORMS WILL CONTROL THE INSURANCE CONTRACT WITHOUT REGARD TO ANY STATEMENT MADE IN THIS PROPOSAL.

Service Team

Phone Number: (616) 510-2420

Toll Free Phone Number: (877) 396-2003

Fax Number: (616) 396-9591

Account Executive/Team Leader

Overall responsibility for account team, consultant, strategist, etc.

Ken Keuning - Direct Line: (616) 510-2430

E-mail: kkeuning@bhsins.com

Account Manager/Customer Service

Overall administration of program, policy amendments, invoicing & statements, claim reporting, etc.

Tami Solorzano, CISR - Direct Line: (616) 510-2425

E-mail: tsolorzano@bhsins.com

Back-Up Account Manager/Customer Service

If Tami is unavailable, please ask for one of the following Account Managers:

Shari Miranda / Direct Line: (616) 510-2431

Kimberly Book / Direct Line: (616) 510-2429

Bev Venema / Direct Line: (616) 510-2421

Claims Management

Responsible for filing, follow-up and compliance of claim reporting

Kimber Byxbe – Direct Line : 616-261-7307

E-mail: kbyxbe@bhsins.com

Loss Prevention Consultant

Rich DeLeau – Direct Line : 616-261-7336

E-mail: rdeleau@bhsins.com

MI Township Par Plan

RISK CONTROL ADMINISTRATION:

HCC Risk Control

1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - WATTS
(248) 371-3069 - FAX

MI Township Par Plan

CLAIMS ADMINISTRATION:

HCC Claims Service

1700 Opdyke Court
Auburn Hills, Michigan 48326
(800) 225-6561 - WATTS
(248) 371-3091 – FAX

GUIDE TO A.M. BEST'S RATINGS

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

Best's ratings are based on analysis, which gives consideration to a number of factors of varying importance. While the analysis is believed to be reliable, we cannot guarantee the accuracy of the rating or the financial stability of the insurance company.

A copy of the Best's Insurance Report on the insurance companies is available for your review:

Best's Rating Classifications Are:

A++ to A+	Superior
A to A-	Excellent
B++ to B+	Very Good
B to B-	Good
C++ to C+	Fair
C to C-	Marginal

Best's Financial Classifications are:

I	\$0	to	\$1,000,000
III	\$2,000,000	to	\$5,000,000
II	\$1,000,000	to	\$2,000,000
IV	\$5,000,000	to	\$10,000,000
V	\$10,000,000	to	\$25,000,000
VI	\$25,000,000	to	\$50,000,000
VII	\$50,000,000	to	\$100,000,000
VIII	\$100,000,000	to	\$250,000,000
IX	\$250,000,000	to	\$500,000,000
X	\$500,000,000	to	\$750,000,000
XI	\$750,000,000	to	\$1,000,000,000
XII	\$1,000,000,000	to	\$1,250,000,000
XIII	\$1,250,000,000	to	\$1,500,000,000
XIV	\$1,500,000,000	to	\$2,000,000,000
XV	\$2,000,000,000	to	or more

Note: At your option, you may wish to consult with other available rating services.

Berends Hendricks Stuit Insurance Agency uses A.M. Best & Co's rating services to evaluate the financial condition of insurers whose policies we propose to deliver. Berends Hendricks Stuit Insurance Agency makes no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Property

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Conditions

Special Form (Special): All Risks of direct physical loss or damage, except those specifically excluded.

Replacement Cost (RC): Repairs and replacement without depreciation of value.

Agreed Amount (AA): Removal of coinsurance and losses are covered for the agreed value listed.

Blanket (BLKT): Allows total amount of buildings and contents to be applied to any one loss.

Coverage Detail

Subject	Amount	Valuation	Cause of Loss	Deductible
Blanket Building	\$30,521,260	RC/AA	Special	\$1,000
Blanket Contents	\$259,993	RC/AA	Special	\$1,000

Note: Required 3% Inflationary Increase Applied

Endorsements

➤ **Special Municipal Property Endorsement:**

- \$500,000 Extra Expense – All Locations
- \$500,000 Business Income – All Locations
- Inflation Guard – 2.5% per Quarter
- Glass Coverage - \$500 per Pane/\$5,000 per Occurrence – No Deductible
- Personal Effects of Employees - \$1,000 Subject to \$50,000 Limit per Occurrence
- Loss of Rents: Coverage for Loss of Rents up to \$500,000 per Claim from Insured Loss to the Insurer's Buildings
- Replacement Cost Coverage "is not" Contingent Upon Rebuilding on the Same Site or Location
- Ordinance or Law:
 - Coverage A: Coverage for Loss to the Undamaged Portion of the Building: Actual Loss Sustained
 - Coverage B: Demolition cost Coverage: Actual Loss Sustained
 - Coverage C: Increased Cost of Construction Coverage: Actual Loss Sustained

➤ **Accounts Receivable: \$500,000**

➤ **Flood Limit: \$100,000/\$10,000 Deductible**

(Any location in the following flood zone is excluded: Flood Zones A, AO, AH, A1-A30, A99, AV, V and V1-V30)

- Earthquake Limit: \$1,000,000/\$50,000 Deductible
- Fine Arts/Historical Artifacts: Up to \$25,000 Blanket – Additional Limits Available
- First Party Sewer Backup - \$25,000
- Property in Transit - \$50,000
- Newly Acquired or Constructed Property: Buildings \$1,000,000 for 180 Days
- Newly Acquired or Constructed Contents: \$250,000
- Property Off Premises - \$100,000
- Debris Removal – 25% of Direct Physical Loss or Damage to Covered Property
- Underground Pipes, Flues or Drains - \$1,000,000
- Inventory or Appraisal - \$10,000 Any One Claim
- Outdoor Property: Specifically Listed Items - \$10,000 (limited perils)
- Outdoor Property: All Other Items - \$5,000 (limited perils)
- Foundations of Machinery - \$250,000
- Animal Mortality - \$10,000
- Electrical Utility Services Interruption - \$25,000
- Fire Department Service Charge - \$5,000
- Fire Equipment Recharge - \$5,000

Statement of Values

Loc	Bldg	Address	Description	Building	Contents
1	1	75 Barker Road	Old Hall	\$112,551	\$3,545
2	1	11500 Lemen Road	WWTP Metal Storage	\$64,154	\$0
2	2	11500 Lemen Road	Filter Room	\$468,959	\$0
2	3	11500 Lemen Road	Grit & Screen Bldg.	\$1,427,124	\$0
2	5	11500 Lemen Road	Sludge Thickening Tank	\$104,332	\$0
2	6	11500 Lemen Road	Service & Control Bldg.	\$553,562	\$102,816
2	7	11500 Lemen Road	Storage Bldg.	\$56,275	\$0
2	9	11500 Lemen Road	Digester Bldg.	\$291,405	\$0
2	10	11500 Lemen Road	Digester X3	\$922,783	\$0
2	11	11500 Lemen Road	Sludge Storage Tank	\$1,052,908	\$0
2	13	11500 Lemen Road	Primary Settling Tanks	\$858,388	\$0
2	14	11500 Lemen Road	Trickle Filter	\$3,739,406	\$0
2	15	11500 Lemen Road	Immediate Trickle Filter	\$1,113,867	\$0
2	16	11500 Lemen Road	Parshall Fume & Aeration	\$1,750,360	\$0
2	17	11500 Lemen Road	Final Settling Tanks	\$1,352,551	\$0
2	18	11500 Lemen Road	Filter Bldg.	\$637,702	\$0
2	19	11500 Lemen Road	Chlorine Contact & Eff	\$584,241	\$0
3	1	2727 NE Territorial	Fire Station	\$876,771	\$23,635
3	2	2727 NE Territorial	Fire Station Garage	\$6,190	\$0
4	1	9101 Main Street	Senior Center	\$686,560	\$31,908
5	1	601 Raymond	Lift Station	\$139,059	\$0
6	1	10201 Elm Crest	Lift Station	\$139,059	\$0
7	1	7647 Edmund	Lift Station	\$208,588	\$0
8	1	11380 N. Shore Drive	Lift Station	\$166,870	\$0
9	1	10597 9 Mile Road	Lift Station	\$139,059	\$0
10	1	8076 Main Street	Lift Station	\$193,435	\$0

Presented: June 1, 2017

Loc	Bldg	Address	Description	Building	Contents
11	1	11591 N. Shore	Lift Station	\$148,329	\$0
12	1	11800 Whitmore Lake	Lift Station	\$359,412	\$0
14	1	11615 E. Shore	Lift Station	\$325,185	\$0
15	1	925 W. 8 Mile Road	Lift Station	\$1,144,562	\$0
16	1	9081 Lake Pine	Lift Station	\$468,521	\$0
17	1	7941 Turnberry	Lift Station	\$118,200	\$0
18	1	8350 Main Street	Police/Fire Station	\$9,701,886	\$98,089
18	2	8350 Main Street	Car Port	\$22,511	\$0
18	3	8350 Main Street	Storage	\$6,190	\$0
19	1	9500 Lake Point Drive	Lift Station	\$193,435	\$0
20	1	427 E. North Territorial	Lift Station	\$193,435	\$0
21	1	9225 Lake Pine Drive	Lift Station	\$193,435	\$0
		Total Blanket Limits:		\$30,521,260	\$259,993

Boiler & Machinery

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: Travelers Ins. Co.) **AM Best Rated:** A+ XV

Policy Period: 7-01-2017 to 7-01-2018

Coverage and Limits

➤ Total Limit per Breakdown	\$ 30,781,253
➤ Property Damage	Included
➤ Power Generating or Diagnostic Equipment	Excluded
➤ Business Income	500,000
▪ "Period of Restoration" Extension	30 Days
➤ Extra Expense	500,000
▪ "Period of Restoration" Extension	30 Days
➤ Spoilage Damage	100,000
▪ Coverage Applies Only if Interruption Lasts at Least	24 Hours
➤ Utility Interruption	100,000
▪ Coverage Applies Only if Interruption Lasts at Least	24 Hours
➤ Data or Media	\$25,000
➤ Error in Description	Incl. w/Breakdown Limit
➤ Expediting Expense	100,000
➤ Newly Acquired Locations (180 Days)	1,000,000
➤ Ordinance or Law	250,000
➤ Refrigerant Substances	100,000
➤ Water Damage	100,000
➤ Hazardous Substance Limitation	\$100,000
➤ Green Coverage Extension	
- Percentage of Property Damage Payable Loss	5%
- Percentage of Business Income or Extra Expense Payable Loss	5%
- Maximum Amount Payable:	\$25,000
➤ "Fungus", Wet Rot and Dry Rot Coverage Extension	
- Property Damage	\$15,000
- Business Income or Extra Expense	0 Days

Deductibles

➤ Property Damage	\$ 1,000
▪ Except Water Treatment/Sewage Plants	2,500
▪ \$50 per HP on Air Conditioning/Refrigeration Systems Subject to a \$2,500 Minimum	
➤ Business Income/Extra Expense	24 Hours
▪ Except Water Treatment/Sewage Plants	48 Hours
➤ Spoilage Damage	10% of Loss
▪ Subject to a \$2,500 Minimum	
➤ Utility Interruption	24 Hours

Inland Marine

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage

- Property Specifically Scheduled and Equipment while On or Off Premises
- No Co-Insurance Clause Applicable

Scheduled Equipment

Description	Dept.	Amount	Valuation	Cause of Loss	Deductible
JCB Backhoe	WWTP	\$ 55,000	RC	Special	\$1,000
Port Sewer Cleaner/747 Pressure Pump	WWTP	\$ 35,000	RC	Special	\$1,000
Port Video System for Sewer Inspection	WWTP	\$ 83,000	RC	Special	\$1,000
Miscellaneous Equipment	WWTP	\$ 26,000	RC	Special	\$1,000
Miscellaneous Lab Equipment	WWTP	\$ 72,000	RC	Special	\$1,000
Rescue One Boat w/Trailer	Fire	\$ 22,900	RC	Special	\$1,000
Miscellaneous Equipment	Police	\$ 66,880	RC	Special	\$1,000
Total Scheduled Equipment:		\$360,780			

Unscheduled Equipment

Description	Amount	Valuation	Cause of Loss	Deductible
Misc. Property and Equipment	\$25,000	RC	Special	\$1,000
Misc. Ancillary Equipment (Fire Dept.)	\$289,050	RC	Special	\$1,000
Total Unscheduled Equipment:	\$314,050			

Electronic Data Processing

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage

➤ Includes Systems Breakdown

Coverage Detail

Description	Amount	Valuation	Deductible
Accuvote Tabulators	\$48,000	RC	\$1,000
Automark Voting	\$13,000	RC	\$1,000
File Server	\$7,100	RC	\$1,000
Phone System – Fire	\$25,000	RC	\$1,000
Konica Copier	\$15,000	RC	\$1,000
Miscellaneous Computers – Township Hall	\$12,100	RC	\$1,000
Miscellaneous Equipment – WWTP	\$3,900	RC	\$1,000
Miscellaneous Equipment – Police/Fire	\$50,900	RC	\$1,000
Miscellaneous Software	\$15,000	RC	\$1,000
Media	\$100,000	RC	\$1,000
Business Income	\$100,000	RC	\$1,000
Extra Expense	\$100,000	RC	\$1,000

Valuable Papers & Records

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage

- Broad Form Coverage for the Reconstruction of Valuable Papers and Records at Municipal Locations and Extended to Include In Transit and Residence of All Duly Elected or Appointed Officials of the Municipality.
- Includes Computer Programs

Coverage Detail

➤ Limit of Coverage	\$	250,000
➤ Deductible	\$	0

Crime / Fidelity

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage

- Includes: All Municipal Premises and Officials Homes and/or Place of Employment or Banking Facility

Coverage Detail

➤ Fidelity Bond/Employee Dishonesty - Includes Faithful Performance	\$	100,000
➤ Forgery or Alteration	\$	100,000
➤ Computer Fraud Limit	\$	100,000
➤ Theft, Disappearance & Destruction – On/Off Premises	\$	100,000
➤ Deductible	\$	0

Bond Coverage

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated: A+ X IV**

Policy Period: 11-20-2016 to 11-20-2020 – Expiration Date is Concurrent w/General Election

Coverage Detail

➤ Blanket Limit Includes:

▪ Treasurer	\$	25,000
▪ Deputy Treasurer		15,000
▪ Clerk		10,000
▪ Deputy Clerk		10,000
▪ Supervisor		5,000

➤ The Statute clearly Refers to Individual Bonds that Each Officer Must Obtain

➤ **Note:** Increased Treasurer and Manager Bonds are 3 Year Prepaid – All Others are Included
Higher Limits Available Upon Request

General Liability

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage Detail

➤ Limit of Liability per Occurrence	\$ 5,000,000
➤ Deductible	\$ 0
➤ Policy Form	Occurrence
➤ Aggregate Limit	NONE

Additionally Named

The Persons Insured Provision Includes the Following While Acting on Behalf of or in the Interest of the Named Insured:

- Any Member of the Governing Body of the Named Insured
- Any Member of Boards or Commissions of the Named Insured
- Any Elected or Appointed Official of the Named Insured
- Any Employee of the Named Insured
- Any Volunteer of the Named Insured

Additionally Included

- Sewer Liability resulting in property damage
 - Limit: \$100,000 per occurrence/\$100,000 aggregate
 - Deductible: \$0 per claim
- Employee Benefits Liability
 - Limit: \$1,000,000 per occurrence/\$3,000,000 aggregate.
 - Deductible: \$0 per claim.
- Premises Medical Payments - \$10,000 each person
- Fire Legal Liability (Rent/Lease/Borrow) Limit: \$500,000

Additionally Included (cont.)

- Personal Injury also includes:
 - Oral or written publication of material that is slander or libel
 - Oral or written publication of material that violates a person's right of privacy
 - False or Improper service of process
 - Violation of "property rights"
 - Discrimination
 - Violation of the Federal Civil Rights Act of 1871 or 42 USC 1983 or similar laws
- Contractual Liability - Coverage for the Named Insured When It Becomes Legally Obligated for Liability Assumed Through A Contractual Agreement
- Advertising Injury Liability - Includes Slogan Infringement
- Host Liquor Law Liability - Includes Incidental Giving and Serving
- Broad Form Property Damage Liability
- Incidental Medical Malpractice Liability (All employees)
- Bodily Injury & Property Damage Liability also includes:
 - The definition of occurrence includes any intentional act by or at the direction of the named insured, which results in bodily injury or property damage if such injury arises from the use of reasonable force for the purpose of protecting persons or property
 - Mental Anguish, Mental Injury and Humiliation
- Newly Acquired or Formed Organizations or Operations – 180 Days Automatic Coverage For Bodily Injury, Personal Injury, Property Damage and Advertising Injury Liability
- Completed Operations
- Product Liability (Services)
- Premises and Operations Liability
- Elected or Appointed Officials Residence or Place of Employment
- Special Events Liability - Includes Sponsored Athletic, Fund-Raising, Social Recreational Events (Fireworks and Liquor excluded; available separately)
- X.C.U. - Exclusion Deleted (Coverage Included)
- Medical Services Professional Liability
- Public and Private Highways, Roads, Streets and Sidewalks Liability (where the Exposure is Permitted by Law and when Applicable to the named insured)
- Non-Owned Watercraft Liability less than 26 Feet in length
- Definition of "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions

Exposure Checklist

<u>Class</u>	<u>Amount</u>	<u>Additional Information:</u>
Fire Department	1	W/BASIC LIFE SUPPORT
Mowing Operation	0	
Police Department	1	
Utilities - Sanitary Sewers (# of Cust.)	2,575	
Water Exposure - Jet Skis/Wave Riders (Each)	2	
Zoning	0	
Cemeteries	_____	
Parks & Playgrounds	_____	
Paved Surfaces – Highways (Miles)	_____	
Special Events	_____	See Attached Info/Application (Pages 26 – 32)

Wrongful Acts Liability (Errors & Omissions)

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage Detail

➤ Limit of Liability per Occurrence	\$ 5,000,000
➤ Deductible	\$ 0
➤ Policy Form	Occurrence
➤ Aggregate Limit	NONE

Additionally Included

- Coverage Addresses Not Only Public Officials and Employees, but the Public Entity As Well
- Pay on Behalf Wording
- Includes "All persons who were, now are, or shall be lawfully elected, appointed or employed officials of the NAMED INSURED while acting within the scope of their duties for the "NAMED INSURED."
- "Regulatory Taking of Private Property" (**Land Use Decisions**) includes defense and **damages** with a **\$1,000,000** sub limit / \$1,000,000 aggregate.
- Employment Termination – Back Wages: \$25,000 Limit per Person Added to Coverage
- **Non-Monetary Damage**
 - Per Suit: \$50,000
 - Policy Limit: \$100,000

Law Enforcement Professional Liability

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage Detail

➤ Limit of Liability per Occurrence	\$ 5,000,000
➤ Deductible	\$ 0
➤ Policy Form	Occurrence
➤ Aggregate Limit	NONE

Additionally Named

- All (Full and Part-Time) Paid Employees of the Law Enforcement Department
- Unpaid Volunteers or Reserves
- All Persons who Were, Now are or Shall Be Lawfully Elected, Appointed or Employed Officials of the Named Insured
- Employees while Engaged in Law Enforcement or Security Duties for Others but Only to the Extent Authorized by the Named Insured

Additionally Included

- Premises Liability for any location used for Law Enforcement Activities
- Assault and Battery
- False Arrest, Detention or Imprisonment or Malicious Prosecution
- False or Improper Service of Process
- Civil Rights Violations (Including Federal Civil Rights)
- Property in the Care, Custody or Control of the Insured Law Enforcement Department
- Libel, Slander, Defamation of Character
- Wrongful Entry and Eviction
- Discrimination
- Mental Anguish, Mental Injury and Humiliation
- Non-Owned Watercraft up to 26 Feet in Length
- Legal Expenses outside limit, including Legal Defense for Groundless, False, or Fraudulent Negligence Suits
- **Auto-Wrap Endorsement: Hot Pursuit Losses**

Commercial Auto

Insurance Program: Michigan Township Participating Plan
(Insurance Provider: U.S. Specialty Ins. Co) **AM Best Rated:** A+ X IV

Policy Period: 7-01-2017 to 7-01-2018

Coverage Detail

Limits	Description
\$5,000,000	Bodily Injury & Property Damage Liability Limit *
Statutory	Personal Injury Protection
Included	Property Protection Insurance
\$1,000	Limited Property Damage Buyback
\$1,000,000	Uninsured Motorist Protection
\$1,000,000	Underinsured Motorist Protection
Included	Non-Owned Auto Liability
Included	Hired & Borrowed Auto Liability
\$50,000	Hired Auto Physical Damage – Subject to Deductibles per Schedule on File w/Company

* Per Occurrence/Unlimited Policy Period Maximum

Note: Hired Auto Physical Damage Does Not Include Diminished Value or Administration Fees

Recently rental companies have included in their rental agreements that you are responsible for the depreciated value of the damaged vehicle (even after it has been repaired). The insurance contract does not extend to pay for any depreciated value deemed by the rental company. To avoid being responsible for an unknown dollar amount in the event of an accident while you have the leased vehicle, we recommend either purchasing the physical damage coverage from the rental company which extends to cover the depreciated value as well, or confirm before rental that their agreement does not include this clause.

Coverage	Applicable To
Liability	Any Auto
PIP/PPI	All Owned Autos Which Require No Fault Coverage
Limited Property Damage Buyback	All Owned Autos Which Require No-Fault Coverage
Uninsured/Underinsured Motorists	Autos Specified on Schedule
Comprehensive	Autos Specified on Schedule
Collision	Autos Specified on Schedule

Presented: June 1, 2017

Vehicle Schedule

	Vehicle	VIN	Liab	UM	UIM	Comp Ded.	Collision Ded.
1.	1993 Tanker Fire Truck Value: \$250,000	8630	•	•	•	\$1,000	\$1,000 BF
2.	1996 F250 Brush Rig Value: \$40,000	6433	•	•	•	\$1,000	\$1,000 BF
3.	1998 Int'l Tanker Truck Value: \$250,000	7803	•	•	•	\$1,000	\$1,000 BF
4.	2000 Pierce Pumper Value: \$295,000	0589	•	•	•	\$1,000	\$1,000 BF
5.	2005 Ford Rescue Truck	5331	•	•	•	\$500	\$500 BF
6.	2004 LaFrance Pumper Value: \$250,000	9851	•	•	•	\$1,000	\$1,000 BF
7.	2006 Ford Rescue Truck	9904	•	•	•	\$500	\$500 BF
8.	2006 Ford F250	1653	•	•	•	\$500	\$500 BF
9.	2005 Freightliner – Fire Value: \$475,000	6563	•	•	•	\$1,000	\$1,000 BF
10.	2013 Ford Wagon – Police	1746	•	•	•	\$500	\$500 BF
11.	2013 Ford Wagon – Police	1750	•	•	•	\$500	\$500 BF
12.	2013 Ford Pickup	8708	•	•	•	\$500	\$500 BF
13.	2014 Ford Explorer	1394	•	•	•	\$500	\$500 BF
14.	2014 Ford Taurus – Police	3764	•	•	•	\$500	\$500 BF
15.	2014 Trailer 1660		•	•	•	N/A	N/A
16.	2014 Ford Explorer – Police	6593	•	•	•	\$500	\$500 BF
17.	2015 Chevy Tahoe Explorer – Police	4610	•	•	•	\$500	\$500 BF
18.	2011 Ford Interceptor - Police	0558	•	•	•	\$500	\$500 BF
19.	2016 Ford F350 Pickup – WWTP	0834	•	•	•	\$500	\$500 BF
20.	2017 Ford Explorer Interceptor - Police Added Eff 12-05-16	0998	•	•	•	\$500	\$500 BF
21.	2017 Chevy Silverado 2500 – Fire Added Eff 12-16-16	7118	•	•	•	\$500	\$500 BF
22.	2017 Chevy Silverado 2500 – Fire Added Eff 1-23-17	8287	•	•	•	\$500	\$500 BF
23.	2017 Chevy Tahoe – Police Added Eff 2-16-17	2940	•	•	•	\$500	\$500 BF
24.	2017 Chevy Tahoe – Police Added Eff 2-16-17	3873	•	•	•	\$500	\$500 BF

Total Vehicles: 24

Presented: June 1, 2017

Coverage Includes:

- Broadened Collision Coverage
- Emergency Automobile/Equipment Endorsement
- **Agreed Replacement Cost** Coverage for Scheduled Emergency Service Vehicles. All Other Scheduled Vehicles are ACV.
- **Values of Scheduled Fire Vehicles and Ambulances should be Reviewed and Increased to Reflect "Current Replacement Cost," Including the Ancillary Equipment Carried on the Vehicles.**

Emergency Automobile/Equipment Endorsement

- Rental Reimbursement - \$500 per Day/\$10,000 Aggregate
- Active Members Personal Effects/Fire and Police - \$3,000 per Person/\$30,000 Any One Loss
- Freezing Extension – Excludes Vehicle's Engines
- Borrowed Equipment, Leased Or Rented from Others - \$50,000/\$300,000 Aggregate
- Commandeered Vehicles/Equipment. Limit: \$50,000/\$300,000 Aggregate
- **Agreed Replacement Cost Coverage includes the provision: "At the time of a total loss of an emergency vehicle, the insured has the option of purchasing an ADDITIONAL 25% of the insured limit and 50% additional for equipment."**
- Police Undercover Vehicles. Limit: \$50,000
- Volunteer Fireman's and Public Official's Vehicle Deductible Reimbursement: \$1,000

Important Notes

Michigan Law (MCLA 500.3101) requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. **An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.**

Hired Auto Physical Damage Does Not Include Diminished Value or Administration Fees

Recently rental companies have included in their rental agreements that you are responsible for the depreciated value of the damaged vehicle (even after it has been repaired). The insurance contract does not extend to pay for any depreciated value deemed by the rental company. To avoid being responsible for an unknown dollar amount in the event of an accident while you have the rented vehicle, we recommend either purchasing the physical damage coverage from the rental company which extends to cover the depreciated value as well, confirm before rental that their agreement does not include this clause, or visit <https://www.insuremyrentalcar.com/#0> to purchase a rental car policy. This policy covers **private passenger type vehicles only** and is underwritten by Federal Insurance Company, a member of the Chubb Group. They provide options for short term rentals or, if you are renting a vehicle more often, an annual policy might make sense. **You will need to purchase individual policies for the individuals who will be driving the vehicles.**

Historical Exposures Summary

	Total Property Values	Total Inland Marine Values	Total EDP Values	Total Number of Vehicles	Total Value of Vehicles	Total Boiler & Machinery Limit
2009/2010	\$28,197,948	\$651,930	\$190,000	23	\$1,997,000	\$28,197,948
2010/2011	\$27,235,380	\$651,930	\$190,000	23	\$1,997,156	\$27,235,380
2011/2012	\$27,980,859	\$651,930	\$190,000	23	\$2,007,930	\$27,980,859
2012/2013	\$27,980,859	\$651,930	\$190,000	25	\$2,167,028	\$27,980,859
2013/2014	\$28,169,211	\$651,930	\$190,000	26	\$2,197,638	\$28,169,211
2014/2015	\$28,169,211	\$674,830	\$190,000	24	\$2,087,744	\$28,169,211
2015/2016	\$29,014,289	\$674,830	\$190,000	25	\$2,122,278	\$29,014,289
2016/2017	\$29,884,713	\$674,830	\$190,000	27	\$2,183,646	\$29,884,713
2017/2018	\$30,781,253	\$674,830	\$190,000	24	\$2,149,750	\$30,781,253

Note: Above does not include Endorsements Processed

Premium Summary

Line of Business	2016/2017 Premium	2017/2018 Premium
MI Par Plan Premium	\$114,906	\$110,612
- Property	Included	Included
- Boiler & Machinery	Included	Included
- Inland Marine	Included	Included
- Electronic Data Processing	Included	Included
- Valuable Papers & Records	Included	Included
- Crime	Included	Included
- Blanket Bond (3 Year Term)	Included	Included
- General Liability	Included	Included
- Wrongful Acts (E&O)	Included	Included
- Law Enforcement	Included	Included
- Business Auto	Included	Included
TOTAL PREMIUM:	\$114,906	\$110,612

Three Year Guarantee Effective 7-01-2015 to 7-01-2018
Subject to Loss Ratio (attached)

Subjectivities

- Client Authorization to Bind/Authorized Individuals – Signed/Dated
- Terrorism Rejection Form – Signed/Dated
- HCC Application Declaration – Signed/Dated

U.S. SPECIALTY INSURANCE COMPANY

ENDORSEMENT NO. _____

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE (Standard Time)					INSURED	AGENCY AND CODE
	M.O.	DAY	YR.	1201	NOON		
				A.M.			99901
				X			

THREE YEAR RATE GUARANTEE

This endorsement applies to all coverages under this policy.

The rates used to determine the premium for this policy are guaranteed to remain the same during the three (3) year policy period shown in the Declarations if the "Account Loss Ratio" does not exceed the following guidelines:

First Anniversary	
"Account Loss Ratio" at 9 months	18%
Second Anniversary	
"Account Loss Ratio" at 21 months	24%

If the "Account Loss Ratio" exceeds the above percentage(s), we reserve the right to increase the rates used to determine your premium at either the first or second anniversary date of the policy.

For purposes of this endorsement, the "Account Loss Ratio" is determined as follows:

Account Loss Ratio =	$\frac{\text{Paid Loss} + \text{Loss Outstanding} + \text{Paid ALAE} + \text{ALAE} * \text{Outstanding}}{\text{Total Policy Premium}}$
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*ALAE means Allocated Loss Adjustment Expense

***However, policy forms are subject to change at renewal.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED

AUTHORIZED REPRESENTATIVE

DATE

PKGIL0005

Presented: June 1, 2017

Client Authorization to Bind Coverage

After careful consideration of your renewal for insurance coverages effective 7-01-2017 to 7-01-2018, we accept your insurance program subject to the following exceptions/changes:

It is understood this proposal provides only a summary of the details; the policies will contain the actual coverages. We confirm the values, schedule, and other data contained in the proposal are from our records and acknowledge it is our responsibility to see that they are maintained accurately.

Authorized Individuals

As an authorized representative of the First Named Insured, Northfield Township, I hereby authorize the following individuals to act on my behalf in requesting coverage changes, additions, reductions or eliminations. If this list of authorized individuals changes, I agree to notify Berends Hendricks Stuit Insurance in writing.

Name	Title
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Policy Delivery

I, _____ of Northfield Township, would like to receive the company's insurance policies in the following format:

_____ Paper Copy _____ Electronically

I give Berends Hendricks Stuit Insurance affirmative consent to receive any policies by secure email to the following email address: _____

Northfield Township

Signature/Title

Date

Presented: June 1, 2017

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury in consultation with the Secretary of Homeland Security, and the Attorney General of the United States to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carrier or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Any coverage you purchase for "acts of terrorism" shall expire at 12:00 midnight December 31, 2020, the date on which the Terrorism Risk Insurance Act is scheduled to terminate, or the expiry date of the policy, whichever occurs first, and shall not cover any losses or events which arise after the earlier of these dates.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019; and 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

ACCEPTANCE OR REJECTION OF TERRORISM INSURANCE COVERAGE

LISTED BELOW IS THE ADDITIONAL PREMIUM TO PURCHASE TERRORISM COVERAGE, WHICH IS IN ADDITION TO THE PREMIUM WE HAVE QUOTED OTHERWISE. AT THE TIME OF BINDING YOUR NEW OR RENEWAL COVERAGE, THE FOLLOWING STATEMENT MUST BE COMPLETED AND SIGNED BY THE POLICYHOLDER.

ACCEPTANCE of Terrorism Coverage

<input type="checkbox"/>	I hereby elect to purchase Casualty Terrorism Coverage for certified acts of Terrorism for a prospective premium of \$363 (Please check the box to the left and initial if this is your election)
<input type="checkbox"/>	I hereby elect to purchase Property Terrorism Coverage for certified acts of Terrorism for a prospective premium of \$626 (Please check the box to the left and initial if this is your election)

REJECTION of Terrorism Coverage

<input type="checkbox"/>	I hereby decline to purchase Casualty terrorism coverage for certified acts of Terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism. (Please check the box to the left and initial if this is your election)
<input type="checkbox"/>	I hereby decline to purchase Property terrorism coverage for certified acts of Terrorism. I understand that I will have no coverage for any losses resulting from certified acts of terrorism. (Please check the box to the left and initial if this is your election)

Policyholder/Applicant's Signature

Print Name

Date

U.S. Specialty Insurance Company

Insurance Company
HMTP-311686RW
07/01/2017 - 07/01/2018

Policy Number
NORTHFIELD TOWNSHIP
WASHTENAW

Insured Name



Applicant Name: **NORTHFIELD TOWNSHIP - WASHTENAW**
Policy Effective Date: 07/01/2017
Application Number: T000050047217

HCC Public Risk APPLICATION DECLARATION

I, as the authorized official of the applicant, to the best of my knowledge and belief, certify that the information provided in this application is true and that no material facts were withheld.

I understand that submitting this application does not bind me to complete the insurance but agree that should an insurance policy be issued, this application and the statements made therein shall form basis of the insurance policy.

Signature of authorized official: _____ Date _____

Print name of authorized official: _____

Title of authorized official: _____

PAR PLAN RISK CONTROL SPECIAL EVENTS GUIDELINES

The Risk Control Department defines "special events" as activities that are not directly related to the day-to-day operations of governmental entities, but may occur on premises owned or controlled by the entity. However, with today's litigious society, the "risks" associated with these activities must now be carefully examined for potential liability, both against the event sponsor and the governmental entity involved.

Special events are rated in four categories. The below definitions are not all-inclusive and serve as a guideline.

- **Low Hazard.** No physical activity by participants and no severe exposures to spectators, such as: Outdoor meetings, small theatrical performances, auctions, and social gatherings having no alcoholic beverages.
- **Medium Hazard.** Limited physical activity by participants and no severe exposure to spectators, such as: Dances, flea markets, picnics, parades with no floats, and "family type concerts".
- **High Hazard.** Considerable physical activity by participants and/or moderate to severe exposure to spectators, such as: Team sporting events (non-professional), circuses and carnivals with rides, stationary amusement structures (i.e. dunk tanks), inflatable play structures, parades with floats, marathons or similar events.
- **Special Hazard.** Fireworks displays, all functions where alcoholic beverages are served, rock concerts, professional or collegiate sporting events, and events with crowd size of over 5,000 persons.

The Risk Control Department will require a special event application be completed and submitted no later than 45 days prior to the event for underwriting approval. The purpose of the application is to provide an overall view of the event and checklist of exposures that may be present.

Items that will be required in addition to and forwarded with the completed application if being sponsored and / or held on entity owned property are:

- **Certificates of Insurance for any services or products being provided by outside vendors (i.e. moonwalks, performers, pony rides, children's games, carnival vendors, dunk tanks, fireworks, etc. This is not an all-inclusive list).** Limits of liability required should not be less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage. Additionally, the entity and the entity Committee (if applicable) should be named as additional insured's on the vendor's policy.
- **Alcohol.** If an event is allowing alcohol to be sold, the vendor/entity selling the alcohol will need to secure the proper special event liquor license with the State and provide risk control proof of liability coverage. If a group other than the entity is sponsoring the alcohol, the entity will need to be named as an additional insured on the policy (unless being held on private property). Policy limit should be a minimum of \$1,000,00.00. For special events written through the Fair Program the minimum limit of liability is \$500,000.00. (special event application requires site plan for beer tent, in addition to regular site plan)
- **Fireworks.** An application along with a site plan must be submitted to be approved for coverage. Risk Control will continue to require a completed site plan, and certificates of insurance from vendor setting off the fireworks for coverage being placed through the Par-Plan Program. Minimum limit of liability is \$1,000,000.00. Remember if a pyrotechnic is not setting off the fireworks, coverage will not be offered through the Par-Plan Program. An application must be submitted for review just as above to place coverage through special risks.

If the entity elects to accept the pyrotechnics insurance, an application is still required and must indicate that choice accompanied along with a letter stating denial of Par-Plan coverage.

If the entity is just issuing a permit to another entity or private individual-by law it is still their responsibility to receive a site plan for review by their Fire Chief.

- **Parade / Float entries.** The entity may want to review the current policy of sponsoring the parade and encourage an outside organization to sponsor the parade and the entity's only involvement would be to grant permission to hold the parades.

In the event, the entity wishes to pursue sponsorship, participants wishing to be part of the parade and float entries must be required to complete and sign a registration form containing a hold harmless clause indemnifying the entity and from any and all claims.

All drivers must hold a valid driver's license, if driving a motor vehicle or float in the parade. Additionally, proof of insurance for private vehicles (as required by law) is required from participants. This may be accomplished by requesting a copy of the participant's declaration page showing these (3) areas of concern:

1. Current dates of coverage
2. Limits of Liability
3. Driver's personal vehicle listed on the policy

- **Emergency Vehicles.** Non-emergency personnel (even family members) shall not be allowed to ride on or in emergency vehicles under any circumstance. Should any mishaps occur the entity and department could be held liable. One of the exceptions to the governmental immunity protection afforded to municipal entities is from the negligent operation of municipal owned vehicles. Consequently, should someone other than an employee be injured, the municipality could possibly be exposed to a lawsuit in which the doctrine of common law would apply and possibly forfeit governmental immunity.

All of the above recommendations/requirements will help you in managing your risk exposures during your special event. Upon receipt of your application and our risk control review, we may then further assist you in making your event a pleasure for all.



TOKIO MARINE
HCC

2017 SPECIAL EVENTS APPLICATION

TOKIO MARINE HCC - PUBLIC RISK GROUP

Date:

Entity Name	<input type="text"/>	Contact Person	<input type="text"/>
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Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
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County	<input type="text"/>	Telephone #	<input type="text"/>
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Agent	<input type="text"/>	Agent Phone #	<input type="text"/>
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Is the Entity the Sponsor of the Event	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Co-Sponsor?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, what Capacity) <input type="text"/>
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Does the event take place on Entity-Owned Property?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Name & location of event (need area and/or address):	<input type="text"/>
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Desired Dates of Coverage:	<input type="text"/>	Rain Date:	<input type="text"/>
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Full schedule and description of all events to be covered (Brochure or Flyer Required)	<input type="text"/>
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Diagram/Site Plan is Required for ALL Activities. Diagram Attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

If the event includes outside contractors or services (i.e. tractor pulls, horse pulls, carnival mid-ways, inflatable equipment, etc.), Please NOTE:

For Contracted Services and/or Vendors, an Insurance Certificate is required. The Independent Contractor or Vendor should have at least \$1,000,000 in Liability Coverage naming the Municipality as an Additional Insured and have a "Hold Harmless/Indemnification Waiver" for the Municipality.

An Insurance Certificate has been requested from Contractors and/or Vendors:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is it attached? (Copies of the Insurance Certificates should be included with the application.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the Entity named as an Additional Insured on Contractors and/or Vendors Policy?	<input type="checkbox"/> YES <input type="checkbox"/> NO



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Are alcoholic beverages allowed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If selling alcohol beverages, who is the license holder?	<input type="text"/>
<i>A diagram of the beverage tent indicating entrance, exit, fencing and ID check stations must be included.</i>	

Describe Security Protection (include Police, Fire, Ambulance on Call & Emergency Vehicle staging for entire event)
<input type="text"/>
Describe Emergency Evacuation Procedures (in case of Medical Emergency, Fire, Weather, etc.)
<input type="text"/>

Estimated Total Attendance per Day	<input type="text"/>
Number of Years that Event has been held	<input type="text"/>
Losses:	<input type="text"/>

Print Name	<input type="text"/>
Print Title	<input type="text"/>

Signature	<input type="text"/>
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Date	<input type="text"/>
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Please complete a legible Diagram/Site Plan and attach to the Application



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2017 FIREWORKS APPLICATION

MICHIGAN, INDIANA, ILLINOIS PUBLIC RISK GROUP

This application must be **COMPLETELY** filled out. It must be submitted to
Risk Control **30 DAYS** in advance of the display date.

The application **must** include the following:
Site Plan and All Pyrotechnic Documents



Entity Name					
Address					
County		City		State	Zip

Tel#		Agent	
Date		Contact Person	

Is the entity the Sponsor	Y <input type="checkbox"/>	N <input type="checkbox"/>	Co-Sponsor	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the event take place on entity-owned property? Y <input type="checkbox"/> N <input type="checkbox"/>					
Location of Event (Area and/or address)					

Desired Date(s) of Coverage		Rain Date	
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Full Schedule / Description of all events to be covered (Brochure or Flyer helpful)

Describe security protection (include Police, Fire, Ambulance on Call & Where)

Describe Emergency Evacuation Procedures (in case of Medical Emergency, Fire, Weather, etc.)

Estimated Total Attendance Per Day	
Number of Years Event Held?	
Have there been any losses?	
Who is shooting off Fireworks?	



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Part A – Professional Pyrotechnic Company

Name of Licensed Independent Contractor	<input type="text"/>
Has an Insurance Certificate been attached?	Y <input type="checkbox"/> N <input type="checkbox"/>

If not, a Certificate **MUST** be requested and submitted before this application can be processed.

Is the Entity named as an Additional Insured?	Y <input type="checkbox"/> N <input type="checkbox"/>		
Limit of Liability	\$ <input type="text"/>	Company	<input type="text"/>
Is the firing crew (or pyrotechnicians) going to conduct an inspection after the display of the fallout area for the purpose of locating any unexploded aerial shells or live components?*			
Y <input type="checkbox"/> N <input type="checkbox"/>			
If the answer is "NO", who will be performing this task? <input type="text"/>			
<input type="text"/>			

- * The MUNICIPALITY needs to review the Pyrotechnic Company's / Independent Contractor's Certificate of Insurance and/or Contract to see if the Pyrotechnic Company's Independent Contractor's Firing Crew is responsible for the clean-up of the unfired shells after the event has ended (This is in compliance with the NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 1123 – CODE FOR FIREWORKS DISPLAY).
- * In the event the Fireworks Company does not want to be responsible, every effort should be made to change this so the Pyrotechnics perform this task. However, if this cannot be accomplished, the Municipality **MUST** designate a spotter whose responsibility is to ensure that all shells have detonated. If there are any unexploded shells, the area must be secured until the unexploded shells have been found and disposed of properly.

Part B – Fireworks Display Information

Shell Sizes	<input type="text"/>	Number being shot off?	<input type="text"/>
Are Fireworks being shot off over water?	Y <input type="checkbox"/> N <input type="checkbox"/>		
If yes, where? <input type="text"/>			
Has the N.F.P.A. Code 1123 been complied with?	Y <input type="checkbox"/> N <input type="checkbox"/>		
What is the closest distance (in feet) between the spectators and the shooting area? **			<input type="text"/>

There must be a **minimum distance of 150 feet between the spectators and the fireworks ignition area or the Application will not be accepted.

PLEASE complete and attach a Site Plan showing the *Shooting Area, Spectator Area, Crowd Control Features, and Impact Area*. This should include all distances (in feet), structures in the area, direction the shells are shot, etc. A Risk Control Review cannot be performed without a site plan.



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Part C – Coverage Available through Tokio Marine HCC – Public Risk Group

THIS IS CONTINGENT UPON A COMPLETED RISK CONTROL REVIEW OF THE PLANNED FIREWORKS DISPLAY. A certificate of insurance is required from the pyrotechnic/independent contractor with liability limits of at least \$1,000,000 which shows evidence that the entity has been named as additional insured. This requires a signed Fireworks Application, with all answers completed, a site plan and all pyrotechnic documents attached.

<input type="checkbox"/>	\$1,000,000 Primary Policy
<input type="checkbox"/>	\$1,000,000 Excess Policy

Part D – Declination of All Coverage

☐ YES ☐ NO

Print Name	<input type="text"/>
Print Title	<input type="text"/>

Signature	<input type="text"/>
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Date	<input type="text"/>
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NOTE: If the entity is issuing a fireworks permit (for an organization or private individual), or allowing the use of entity owned property, it is still the responsibility of the entity to evaluate the qualifications and site plans of the display before issuing the permit. Additionally, the entity is to ensure that the display and operators are in compliance with NFPA 1123 requirements.

PLEASE COMPLETE & ATTACH A LEGIBLE SITE PLAN

CHANGES & DEVELOPMENTS

It is important that we be advised of any changes in your operations that may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operation such as expansion to another state, new products.
2. Mergers and/or acquisition of new companies or any new entities, including dba's.
3. Any newly assumed contractual liability, granting of indemnities, or hold harmless agreements.
4. Circumstances which may require increased liability insurance limits.
5. Any changes in fire or theft protection, such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractors' equipment, electronic data processing, vehicles, scheduled equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for the insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.

Your insurance program will only be as good as the communications maintained between you and your insurance agent.

Coverage Considerations

Overview

- Coverages are highlighted here to review available coverages which you should consider. These coverages are included in the coverage section of this proposal only if quoted and highlighted as covered.
- A proposal for any of the coverages can be provided.
- The recommendations and considerations summarized in this section are not intended to identify all exposures.

All Coverages

- **Review** the named insured's additional insured(s), mortgagees, loss payees, and locations.
- **Premium Basis** for each coverage should be checked. These include: property values, sales, payroll, and vehicle schedules shown in this proposal.

Property

- **Building and contents** values should be reviewed to make sure the limits are adequate and the coinsurance requirement is satisfied. Improvements and Betterments should be considered at leased locations. An example of coinsurance is included in the definitions.
- **An appraisal** is recommended for your building and contents.
- **A business interruption worksheet** should be completed to determine if the limit is adequate. Extra expense should also be checked.
- **Building Ordinance or Law Coverage.** The endorsement is used to include protection for three additional coverage exposures: Coverage A – payment for the value of the undamaged part of a building when a building code requires its demolition following a partial loss; Coverage B – coverage for the expense of demolishing the undamaged portion of a building damaged by an insured peril including the cost of removing debris; and Coverage C – coverage for the increased costs of construction resulting from enforcement of construction or building laws. This applies to both the damaged and undamaged portion of the structure.
- **Property of others or employees' personal property** in your possession must be scheduled, as the basic form may exclude or provide a low sub-limit for each.
- **Bailees Customers Goods Floater.** This form is used to insure against loss to property of others that is in your possession, regardless of your legal liability.
- **Utility Services – Direct Damage and Time Element.** This coverage extends Direct Damage and Business Income and Extra Expense insurance to protect against losses due to the interruption of services by a facility that provides you with power, water or communications when caused by a covered peril.
- **Debris removal** limit may be increased.

- **Peril of Earthquake** may be available.
- **Peril of Flood** may be available.
- **Perils of sewer and drain backup** may be available.
- **Mobile equipment** may not be included or coverage limited under your contents coverage. Examples are tools, cameras, fine arts, musical equipment, and other mobile property. These should be reviewed.
- **Builders Risk & Installation Floater**
- **Boiler & Machinery/Equipment Breakdown.** This coverage provides protection for the repair or replacement of equipment, pipes, vessels, air conditioning, and refrigerated equipment, electrical panels, etc. that would be damaged or destroyed from a sudden and accidental breakdown. Coverage should be considered for business interruption.
- **Vacancy Clause.** Please note that when a building is as little as 33% unoccupied/vacant, there is language in all property policies, which limits coverage. Some policies reduce the payout, some exclude coverage for such perils as broken pipes, vandalism and other. If you experience this situation, please notify your agent to see if there are other options for you.

Crime

- **Higher limits** for employee dishonesty should be considered.
- **Computer Fraud, Forgery or Alteration and Money & Securities** should be considered.
- **3rd Party Employee Dishonesty** is recommended if your employees have access to client property.

General Liability

- **A formalized program** to review certificates should be established. Your company should require, from any subcontractor doing work on your behalf, certificates of insurance requiring that the subcontractors have limits of liability for General Liability, Automobile, and Workers Compensation at least as high as the limits you have. If you fail to do this, payments you make can be charges against your Workers Compensation or General Liability policies. This could result in substantial additional premium charges.
- **Any subcontractors should name your company as an Additional Insured**, and this should be noted on the certificate of insurance.
- **Hold Harmless Agreements** should be included in any contracts. Your attorney should review these.
- **Fire Legal Liability** limit should be reviewed. The building lease may include contractual transfer of loss.
- **Warehouse Legal exposure. Employee Benefits Liability** – this protects against suits alleging damage because of handling of employee benefits. As an example, this coverage would protect the insured if an employee, by error, is not added to the group health plan. This can be added to the present plan at a nominal cost if not included now.

- **Claims Made** – any situation that you feel could lead to a claim must be reported to the carrier prior to the policy expiration or extended reporting period to avoid potential claim denial.

Automobile

- **Drive Other Car** coverage and schedule of individuals should be reviewed.
- **Broadened PIP** including names of family members
- **Higher limits** of uninsured and underinsured motorist should be considered. This is often excluded on the Umbrella policy.
- **Rental Reimbursement** coverage is available.
- **All electronic equipment that is not standard must be scheduled.**
- **Garage Liability**
- **Garagekeepers' Legal Liability**
- **Hired Auto Physical Damage**
 - Assure proper coverage for your hired/rented auto physical damage. You need to have a clear company procedure for employees' short-term hired/rented car physical damage. Adopt one of the following procedures (each may have a limit for the value of any one vehicle):
 - Add Hired Auto Physical Damage to your existing automobile policy, if not currently provided.
 - Employees place rental contracts only on credit cards providing this rental physical damage coverage.
 - Require employees to accept physical damage coverage through the auto rental company. This is the most expensive option of the three.
 - Because of high value exposures, an established company procedure is important.
 - Any autos you lease, hire, rent, or borrow from any of your employees or partners or members of their household should be reviewed.

Michigan Law (MCLA 500.3101) requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. **An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.**

Workers Compensation

- **Monopolistic states** cannot be added as noted. Other states must be added. Coverage for monopolistic states must be obtained through the State fund. Some insurance carriers are not writing coverage in certain states that are not monopolistic. (OH, ND, WA)
- **Stop gap** coverage can be provided for monopolistic states.
- **Endemic Disease and Repatriation** coverage should be added if foreign travel exposure exists.
- **Advise your agent if you will be traveling to other countries.**
- **Workers Compensation Insurance is required by Law in the State of Michigan. There are severe consequences to an employer who fails to carry workers compensation insurance.**

Umbrella

- **Higher limits** should be considered.

Deductibles

- **Higher deductibles** may be beneficial in premium savings for property, inland marine, boiler & machinery, and auto physical damage.

Other Coverage Considerations

Professional Liability Exposures – lawyer, medical, architects, design & engineer, contractors design & building, real estate and miscellaneous.

Employment Related Practices Liability – protects your business from allegations that an employee's rights were violated. Coverage responds to a complaint or charge brought by past, present or prospective employees such as: wrongful termination, breach of any oral or written employment contract, wrongful failure to employ or promote, or violation of Family and Medical Leave Act.

Directors and Officers Liability

Domestic Transit and Ocean Marine

Foreign Exposures – liability including products, automobile, and workers compensation.

Earthquake

Flood

Back up of Sewer and Drains

Pollution Liability

Underground/Aboveground Storage Tanks

Fiduciary Liability

Bonds

- **ERISA** requires an Employee Dishonesty Bond for at least 10% of profit sharing/pension program's assets. Recommend providing a back-up bonding facility in case your current bond market should decline to continue to be a market.

Aviation & Watercraft

Kidnap and Ransom Insurance

Nuclear Liability, Mold/Fungi, EFIS

Product Guarantee and Recall

Credit/Bad Debt Insurance, including Foreign Credit

Employee Benefits – Berends Hendricks Stuit Insurance Agency can provide innovative and competitive Employee Benefits coverage.

Cyber Risk Liability

Co-Insurance Illustration

Co-insurance Formula:

Insurance carried/Insurance required x Loss – Deductible = Settlement

Example of Co-insurance Formula Applied to a Hypothetical Loss Situation

Property Value	\$1,000,000
Co-insurance Amount	80%
Deductible	\$500
Insurance Required	\$800,000 (80% of \$1,000,000)
Insurance Carried	\$400,000
Loss Incurred	\$200,000

Settlement determined by applying the co-insurance formula:

$\$400,000 \text{ (Insurance carried)} / \$800,000 \text{ (Insurance required)} = .50$

$.50 \times \$200,000 \text{ (Loss)} - \$500 \text{ (Deductible)} = \$99,500 \text{ Settlement}$

Note:

If the property in the above example is insured for the full insurance required (\$800,000) the insured would recover \$199,500. In this example, the insured will suffer a \$100,000 penalty for not being insured to the proper limit.