

NORTHFIELD TOWNSHIP BOARD WORKSHOP AGENDA

May 27, 2014 - - 7:00 PM

8350 Main Street, 2nd Floor

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

ADOPT BALANCE OF AGENDA

CALL TO THE PUBLIC

AGENDA ITEMS:

1. Washtenaw County Road Commission Annual Meeting
2. Budget Presentation
3. Fund Balance Policy
4. County Meals on Wheels/Congregate Meals Program
5. Community Center Teen Programming
6. Community Center Karaoke
7. Liability Insurance
8. Acquisition of foreclosed "Parks" Property from the County
9. Sewer Meter Reading Policy
10. Non-Motorized Path RFP
11. Township Manager Employment Contract

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
Township Board Workshop
Minutes
May 27, 2014**

CALL TO ORDER/PLEDGE

The workshop was called to order at 7:03 P.M. by Supervisor Engstrom at 8350 Main Street, and she led those present in the Pledge of Allegiance.

ROLL CALL

Marilyn Engstrom, Supervisor	Present
Shelle Manning, Clerk	Present (left at 8:45 P.M.)
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present (arrived at 7:10 P.M.)

Also present:

Township Manager Howard Fink
William Wagner, Public Safety Director
Paul Burns, Township Attorney
Tami Averill, Community Center Director
Tim Hardesty, Wastewater Treatment Plant Superintendent
Rick Yaeger, Controller
Lisa Lemble, Recording Secretary
Members of the community

ADOPT BALANCE OF AGENDA

Otto asked that *Township Clerk Resignation* be added as Item 3a.

- **Motion:** Engstrom moved, Chick supported, that the agenda be adopted as amended.
Motion carried 6—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Members of the public made requests for road and drain maintenance in Northfield and Green Oak Townships, thanked Manager Fink for his work, and asked for consideration of an employer-contribution college fund.

CORRESPONDENCE AND ANNOUNCEMENTS

Township Manager Fink referred to his written report and provided additional information about a column he proposes to write for the Northfield *Courant*, filling vacant Board positions, the proposed budget code enforcement efforts, hiring someone to oversee the upcoming election, and road repair history in the Township. Dockett said it is difficult for him to discuss agenda items when information has been provided just before the start of the meeting.

AGENDA ITEMS

**1.
Washtenaw County Road Commission
Annual Meeting**

Roy Townsend, Managing Director of the Washtenaw County Road Commission (WCRC) provided information about the source of and declining levels of road repair funds in Michigan, and Jim Harmon, Director of Operations with the WCRC, reviewed the proposed road projects for 2014:

- Eight Mile from Spencer to Rushton. Fink noted the total project cost is \$115,000 and Green Oak Township has indicated they will provide 75% (about \$87,000) of the funding because the majority of residents along that road live in Green Oak.
- Dixboro from N. Territorial to Five Mile.
- Five Mile from US-23 north to the unpaved section (two different options)
- Six Mile from Earhart to Dixboro.
- Township-wide limestone.
- Township-wide ditching.

The Board discussed options for spending the approximately \$125,000 available (\$85,000 from the Township and a \$40,000 Road Commission match)

**2.
Budget Presentation**

Fink referred to the budget synopsis prepared by Rick Yaeger and said a net fund balance increase of \$79,249 is projected based on an expected increase in revenue of 6.1% paired with an expected to increase in expenditures by only .8%. He said he believes that when funds are available it is important to keep wages level with the cost of living.

Dockett noted the Fire Department is given \$25,000 from the general fund each year, so it is not living within its budget. He also objected to raises proposed for Wastewater Treatment Plant (WWTP) employees.

**3.
Fund Balance Policy**

Fink referred to his memo of May 22nd and the spreadsheet showing what funds would be available at 80%, 90%, and 100% of the recommended fund balance (\$480,000, \$337,000, and \$193,000 respectively). He said these excess funds could be used for additional road maintenance projects, to pay down debt, or any number of projects. He said this requires various policy decisions including at

**Northfield Township Board Meeting
Minutes of Workshop Meeting
Public Safety Building; 8350 Main Street
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what level the fund balance should be maintained and how the excess could be spent.

The Board briefly discussed possible general fund levels and ways to use the excess funds. Fink said he will prepare a proposal for the Board to vote on at the June 10th Board meeting regarding the level to be maintained in the general fund.

**3a.
Resignation of Clerk**

Otto noted that Manning has submitted her resignation, to be effective when accepted by the Board, and per the Board's policy a replacement is to be appointed within 45 days of the acceptance. There was discussion about whether to vote immediately or wait until the June 10th regular session, and how to handle Jewelie Bruestle's employment with the Township since her position as Deputy Clerk ceases with the Clerk's resignation. Township attorney Burns said while the Board may wait until June 10th to act on this resignation, Manning could rescind her resignation prior to that date. Otto said he does not think Manning will be changing her mind.

- ▶ **Motion:** Thomas moved, Otto supported, that the Northfield Township Board of Trustees accept the resignation of Clerk Michelle Manning submitted May 27, 2014, in writing to the Board, effective May 27, 2014. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Engstrom supported, to allow Fink to reallocate Jewelie Bruestle from Deputy Clerk to an employee of the Township until otherwise noticed. **Motion carried 7—0 on a voice vote.**

**3B.
Township Manager Employment Contract**

[Considered out of agenda order].

Fink noted the Township labor attorney prepared a short addendum to his employment contract. Dockett said he thinks Fink has created too many rules and regulations and approved too many raises, but it is good to have someone like him with the Township. He said no one else has a contract with the Township and he does not think one is needed for the Manager, so he will not vote in favor of this. The other Board members indicated this should be placed on the June 10th agenda for consideration.

**4.
County Meals on Wheels/
Congregate Meals Program**

Community Center Director Averill referred to her May 22nd memo about providing meals in the center and for delivery to homes, and said she anticipates an October 1st start date.

**5.
Community Center Teen Programming**

Averill said she has been soliciting input from the community about uses of the Center and has gotten a lot of ideas from some very interested teens who have also begun volunteering at the center and have attended some events (karaoke). She said all events will be supervised by her, and she will probably start with holding events for teens one night per week to see how it goes.

**6.
Community Center Karaoke**

Fink noted that the person originally lined up to do this fell through, so one of Tammy's cousins has been doing these nights very successfully ever since. He said he has no objection to that person being compensated for doing this, but because it is a relative of the Director he recommended that the Board approve this. It was agreed to schedule this for a vote on June 8th.

**7.
Liability Insurance**

Fink reported that a major carrier has provided a quote that is \$36,000 less than what the Township is currently paying, and the current carrier has quoted a renewal price \$25,000 less than the current policy. He recommended hiring an independent broker at a cost of about \$1,500-\$2,400 to evaluate the various proposals.

**8.
Acquisition of Foreclosed "Parks" Property
from the County**

Fink said he has gotten up to speed about the Township's history of acquiring property in the Whitmore Lake Summer Homes Subdivision for future park use and now realizes what a phenomenal opportunity this is. He referred to an aerial showing that the Township already owns the vast majority of the vacant lots in this area. He noted there are currently two lots up for bid by the County for a total of \$1,605.

**9.
Sewer Meter Reading Policy**

Fink recalled that at the last Board meeting Dockett asked why the Public Safety Building is not metered and charged for sewer usage. He referred to the rate schedule for various types of businesses, and said after discussion with Wastewater Treatment Superintendent Hardesty they are proposing that a clause be added to this schedule to allow commercial businesses to have a meter installed and be charged for actual usage, rather than according to the schedule, but that the customer would be responsible for all maintenance costs for the meter. He said after that amendment the Township wants to install a meter and be billed for usage. He noted meters used with high iron content water can experience maintenance problems.

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Public Safety Building; 8350 Main Street
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10.

Non-Motorized Path Request for Proposals

Not discussed due to time.

11.

Township Manager Employment Contract

Discussed as item 3B.

SECOND CALL TO THE PUBLIC

Members of the public made comments about road maintenance projects and their funding, spending the excess in the general fund, and the Clerk's resignation.

BOARD MEMBER COMMENTS

Dockett asked about the Horseshoe Lake Sewer District and Board meeting minutes.

ADJOURNMENT

- ▶ **Motion:** Engstrom moved, Otto supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting adjourned at 10:12 P.M.

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;
Wording added is underlined.

Approved by the Township Board on June 10, 2014.

Clerk

Official minutes of all meetings, as well as expanded notes, are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/

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Notes
May 27, 2014

CALL TO ORDER/PLEDGE

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Also present:

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William Wagner, Public Safety Director
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Tim Hardesty, Wastewater Treatment Plant Superintendent
Rick Yaeger, Controller
Lisa Lemble, Recording Secretary
Members of the community

ADOPT BALANCE OF AGENDA

Otto asked that *Township Clerk Resignation* be added as Item 3a.

- **Motion:** Engstrom moved, Chick supported, that the agenda be adopted as amended.
Motion carried 6—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Road/Drain Maintenance . Mary Devlin, 9221 Brookside, asked that dead trees along Brookside be removed, better grading be performed, the drain be cleaned out, and high weeds be cut for traffic visibility.

Jill Avery said she lives at 11861 Cahill Court off Eight Mile Road in Livingston County and the drain along Eight Mile overflows creating hazardous road conditions and damage to cars.

Larry Megdall, owner of The Links at Whitmore Lake, said despite limestone being put down a few years ago, after any rain or after a diversion of traffic from US-23 potholes develop quickly causing damage to cars and keeping customers away from The Links.

Jerry Mansford, Cahill Court in Green Oak Township, said the workers for the County do a good job, but more work is needed on Eight Mile. Marilyn Harrington, owner of the Octagon House at 66525 W. Eight Mile Road, also said the condition of Eight Mile is terrible.

Manager. Mary Devlin thanked Howard Fink for doing a superb job.

College Funding Initiative. James Smith, 440 Barker Road, said he is working on an initiative to provide college educations for children at no cost to the families. He said he has found out about a program that has employers contribute to educational funds for employees' children, and he provided written information to Manager Fink.

CORRESPONDENCE AND ANNOUNCEMENTS

Township Manager Fink referred to his written report and added:

- He had provided Board members with a cop of the column he proposed to submit to the *Northfield Courant*.
- Related to the resignation of the Clerk he had provided Board members with the previously adopted policy regarding replacement of Board members.
- He had provided a budget narrative.
- Bill Lenehan is doing a great job on code enforcement. So far in 2014 40 complaints had been looked into with about one third each in the hamlet area, Horseshoe Lake, and the rural areas. He provided a brief overview of the status of the investigations.
- He will be asking the Board to hire someone to oversee the upcoming election.
- Related to the Road Commission meeting he reminded Board members that Green Oak Township has committed 75% of the cost of the Rushton Road project.
- He had provided a five year compilation of what the County has contributed to road projects in Northfield Township.

Dockett said it is difficult for him to discuss agenda items when information has been provided just before the start of the meeting.

AGENDA ITEMS

1.
Washtenaw County Road Commission
Annual Meeting

Roy Townsend, Managing Director of the Washtenaw County Road Commission (WCRC) said Michigan spends less per capita per mile on roads than any other state. He said property taxes do not fund roads for the most part,

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rather it is gas taxes and vehicle registrations, but those are also among the lowest in the nation and have not increased for decades. He said his department deals with this every day. As an example, he said his department receives \$1500/year/mile to grade Eight Mile Road.

He referred to the written materials he had provided and said as soon as the Township decides which local road projects it wants to do they can get them into the schedule. He said the WCRC spent \$805,452 on primary roads in Northfield Township in 2013 and \$465,010 on local roads.

Jim Harmon, Director of Operations with the WCRC, reviewed the proposed road projects for 2014:

- Eight Mile from Spencer to Rushton. Fink noted the total project cost is \$115,000 and Green Oak Township has indicated they will provide 75% (about \$87,000) of the funding because the majority of residents along that road live in Green Oak.
- Dixboro from N. Territorial to Five Mile.
- Five Mile from US-23 north to the unpaved section (two different options)
- Six Mile from Earhart to Dixboro.
- Township-wide limestone.
- Township-wide ditching.

Fink noted that with the Road Commission's \$40,000 match and the Township's \$85,000 a total of about \$125,000 will be available for local road projects. He said that is not enough to do everything everyone wants, but he drove the roads with Mike Bernbeck of the WCRC, and based on that he agrees with Bernbeck that Eight Mile is most in need of work. He also said Township-wide ditching and limestone projects should be left to him and Bernbeck to choose.

In answer to a question from Engstrom, Fink confirmed that the Five Mile project will be affected by the US-23 project, so he would recommend waiting on that since it might be paved or rerouted at that point. Townsend agreed and said since others are proposing to pay for 50%-75% of the Eight Mile and Dixboro Road projects he would recommend proceeding with those.

Townsend noted that they will be resurfacing N. Territorial from Dixboro to Earhart. He explained that other sections are in worse condition, but it is more cost effective to maintain roads in relatively good condition, and they are waiting for federal funding for the sections that are in worse condition.

Townsend said he is aware that extending Seven Mile Road is of interest to Northfield Township, but the County does not have enough money to maintain existing roads so any new roads must be funded locally. Dockett said that project was on track for many years. Fink said he does not think the Seven Mile extension is tied to development of the Kelley property, and it may be necessary to do the project even if the Kelley property never develops, so he would like to sit down at some point to discuss the possibilities for this project.

Townsend noted that over the last 10 years Washtenaw County has lost about \$30 million in road funding adjusted for inflation. He also noted that other Townships

have been using special assessment districts to maintain some public local roads using Public Act 246 and he strongly encouraged Northfield Township to consider this funding mechanism. He said the Township could also raise \$400,000 with a Township-wide special assessment at the rate of about \$85/parcel.

A member of the public said she runs a child care business off the service drive at Five Mile and the condition of the road is embarrassing. In answer to a question from another member of the public, Fink said if Northfield Township decides not to contribute 25% of the Eight Mile Road cost Green Oak Township would have to decide whether they would proceed and pay 100% of the cost. He questioned whether residents along the road could contribute to the cost if Northfield Township does not. Board members said he that is very generous, but Northfield Township's share is a reasonable cost for that project.

Fink recommended proceeding with the Eight Mile and Dixboro projects. In answer to a question from a member of the public, Townsend said the Eight Mile project would probably start in August if approved by the Board. Townsend asked that the Board approve dust control work as quickly as possible. Chick recommended that Fink consider school bus routes for areas of limestone application. In answer to a question from Engstrom, Townsend said the County performs street sweeping twice each year.

Otto said there is a section of Six Mile that is starting to crumble. Townsend said soils in that area are suspect, and any road that handles 500 cars/day should be paved to remain pothole free, but there is no money for that. He said the limestone application that was done several years ago only buys time.

A member of the public asked about how to proceed with requesting creation of an SAD.

2. Budget Presentation

Fink referred to the budget synopsis prepared by Rick Yaeger. He said revenues are going up slightly, and some improvements are supported by the budget. He said health insurance costs may rise significantly, but a number of increases have been absorbed to this point. He said he believes that when funds are available it is important to keep wages level with the cost of living. He said he will also probably be asking for increases for new employees who were promised six month reviews.

Regarding the general fund Fink said an increase in revenue of 6.1% is expected and expenditures are expected to increase by .8%, which would lead to a net fund balance increase of \$79,249.

In answer to questions, Fink and Yaeger said:

- The rental income for 75 Barker Road includes rent for the two extra rooms.
- The sewer administration fee from the Library is shown on page 2.
- The recording secretary is increasing her fees and will also be taking minutes at an additional Board meeting each month.

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- The Downtown Development Authority (DDA) fund balance at the end of 2013-14 will be about \$80,000-\$90,000, of which about \$40,000-\$50,000 will be left at the end of 2014-15.
- The raise for the Wastewater Treatment Plant (WWTP) Superintendent is justified, noting that Hardesty did not receive a significant increase when promoted and makes significantly less than the last Superintendent while doing the same work.

Dockett noted the Fire Department is given \$25,000 from the general fund each year, so it is not living within its budget. He also objected to raises proposed for Wastewater Treatment Plant (WWTP) employees.

**3.
Fund Balance Policy**

Fink referred to his memo of May 22nd and the spreadsheet showing what funds would be available at 80%, 90%, and 100% of the recommended fund balance (\$480,000, \$337,000, and \$193,000 respectively). He said these excess funds could be used for additional road maintenance projects, to pay down debt, or any number of projects. He said this requires various policy decisions including at what level the fund balance should be maintained and how the excess could be spent.

In answer to a question from Dockett, Fink said the fund balance has been increasing significantly over the past five years and while he thinks maintaining a 100% fund balance is excessive it is up to the Board to make these decisions. Dockett said he would like to see debt paid down and not tax property owners as much as has been done in the past.

Chick said other communities she has looked at maintain a 75% or 80% fund balance. She also said the excess funds could be used partly to pay down debt and partly for other projects. Braun said she feels comfortable maintaining a fund balance in the 80%-90% range. Engstrom said she would like to see high priority projects funded, noting that Main Street needs to be maintained more frequently.

Thomas asked how other Board members feel about proposing a millage for main roads in the Township to see how residents feel about it. Fink said Green Oak Township passed a millage recently and Scio Township passed a township-wide special assessment district (SAD). He said he would recommend approaching this in the way Green Oak did, creating a very specific program to put before the voters, because voters are more likely to tax themselves if they know exactly how the money will be spent.

[Manning left at this point].

Fink said whether it is a millage or a Township-wide SAD he would recommend that the Board take action because the road problems will not go away and there is no other funding source. Thomas said he sees the fund balance as being somewhat related to roads because they are a pressing issue. Otto said she would first like the Board to determine what level of funding it will feel comfortable maintaining in the general fund.

Dockett said he has been dissatisfied with the quality of work the County does on road repair and maintenance and he recommended using a private contractor.

Engstrom said no matter what level the Board decides on for the fund balance she would like to see the excess spent on roads. Fink said he will prepare a proposal for the Board to vote on at the June 10th Board meeting regarding the level to be maintained in the general fund.

Fink asked what information the Board would like about either a millage or an SAD for road improvements. Dockett said if the voters approve a millage he will go for it. Fink said he will start preparing a more detailed analysis of road conditions with the Road Commission to develop an idea of how much money would be needed for what. Dockett said there would have to be something for everyone in a specific proposal for the millage to pass.

**3a.
Resignation of Clerk**

Otto noted that Manning has submitted her resignation, and the letter states that it will be effective when accepted by the Board. She also noted that according to the Board's policy a replacement is to be appointed within 45 days of the effective date of the resignation. Fink recommended voting on this on June 10th, which would then be the start of the 45 day period. Dockett suggested that the vote be taken immediately. Fink acknowledged that would be legal, but said he would like to maintain the practice of Board workshop sessions being non-voting meetings.

Fink said he will put out notices now (on the Township website, in the media, in the *Courant*) indicating that letters of interest and resumes will be accepted. The Board agreed to a submittal deadline of June 24th, review of applications and interviews on June 24th, and a vote on July 8th with a special meeting between those two dates if needed to consider additional candidates.

Chick noted that Jewelie Bruestle was appointed Deputy Clerk by Manning, and her employment will end when the Clerk's resignation is accepted. Fink said he will prepare documents for the Board to act on to make her a Township employee prior to the acceptance of Manning's resignation to protect her employment with the Township. He said it is up to the Board to decide how the position of Deputy Clerk should be handled; it is not simply a matter of the Clerk choosing the Deputy.

Fink said someone will need to be hired to manage the upcoming election, and that needs to be done now. He said he and Bruestle can explore possibilities with Pittsfield Township during a meeting they have set up there tomorrow, and he is exploring other possibilities using a list provided by the County. He said Bruestle is a great employee, but she has never run an election before. Dockett asked whether Bruestle or anyone else hired is legally allowed to work on the election if they are not Northfield Township residents. Fink said they are.

Burns said while the Board may wait until June 10th to act on this resignation, Manning could rescind her resignation prior to that date. Otto said she does not think Manning will be changing her mind. Fink said if the Board voted now action would also have to be taken on Bruestle's employment status, and it would start the 45 day period for appointing a new Clerk. Otto noted the regular July 8th Board meeting would be 42 days from now.

- ▶ **Motion:** Thomas moved, Otto supported, that the Northfield Township Board of Trustees accept the resignation of Clerk Michelle Manning submitted May 27, 2014, in writing to the Board, effective May 27, 2014. **Motion carried 7—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Engstrom supported, to allow Fink to reallocate Jewelie Bruestle from Deputy Clerk to an employee of the Township until otherwise noticed. **Motion carried 7—0 on a voice vote.**

3B. Township Manager Employment Contract

Thomas asked that this be considered out of agenda order.

Fink noted the Township labor attorney prepared a short addendum to his employment contract. Fink said he and his wife are actively looking for a home in Northfield Township. He noted the Board gave him a positive review for his first year with the Township and he looks forward to extending his time with the Township.

Dockett said he thinks Fink has created too many rules and regulations and approved too many raises, but it is good to have someone like him with the Township. He said no one else has a contract with the Township and he does not think one is needed for the Manager, so he will not vote in favor of this. The other Board members indicated this should be placed on the June 10th agenda for consideration.

4. County Meals on Wheels/ Congregate Meals Program

Community Center Director Averill referred to her May 22nd memo about providing meals in the center and for delivery to homes. She said she has not received pricing information, but she anticipates an October 1st start date. Engstrom noted a presentation about this was made last year, but nothing further was done, so she thanked Averill for addressing this.

In answer to a question from Otto about the kitchen being certified by the Health Department, Averill said she is waiting to hear about some of the details (use of dishes, need for a handwashing sink). She noted the meals would be delivered already prepared

5. Community Center Teen Programming

Averill said she has been soliciting input from the community about uses of the Center and has gotten a lot of ideas from some very interested teens who have also begun volunteering at the center and have attended some events (karaoke). She said all events will supervised by her.

She said she will probably start with holding events for teens one night per week to see how it goes. Chick said she likes the idea of skate park because kids can afford a skateboard.

6. Community Center Karaoke

Fink noted that the person originally lined up to do this fell through, so one of Tammy's cousins has been doing these nights very successfully ever since. He said he has no objection to that person being compensated for doing this, but because it is a relative of the Director he recommended that the Board approve this.

In answer to a question from Engstrom, Averill said the person originally scheduled to run these sessions was scheduled as a volunteer. Engstrom said the proposed \$50/session seems low to her. It was agreed to schedule this for a vote on June 8th.

7. Liability Insurance

Fink said a major carrier has provided a quote that is \$36,000 less than what the Township is currently paying. He said he has not been happy with the Township's current broker, and he has learned that she has never gone out for quotes. He said he is not sure what the up or down sides are of changing brokers. He said it is appropriate to put this insurance out for bids every 3-5 years, and the market is soft right now so the current provider—the Par Plan—has come back with a price that is \$25,000 lower.

Fink said he knows quite a bit about liability insurance, but he is not an expert, so it might be appropriate to hire an independent broker to evaluate the various proposals. He said he expects this would cost \$1,500-\$2,500 and he has identified one company— Risk Services—that could do this, and without that type of guidance the Board will end up having to choose between the opinions of two brokers about which policy to choose.

8. Acquisition of Foreclosed "Parks" Property from the County

Fink said he has gotten up to speed about the Township's history of acquiring property in the Whitmore Lake Summer Homes Subdivision for future park use, and he referred to an aerial showing that the Township already owns the vast majority of the vacant lots in this area. He noted there are currently two lots up for bid by the County for a total of \$1,605. In answer to a question from Dockett, Fink said he will confirm the price with the County. Regarding six parcels that were available last year, Fink said he did understand the project then, but he now realizes this is a phenomenal opportunity for the Township to develop parkland over a period of years.

9. Sewer Meter Reading Policy

Fink recalled that at the last Board meeting Dockett asked why the Public Safety Building is not metered and charged for sewer usage. He referred to the rate schedule for various types of businesses, and said after discussion with Wastewater Treatment Superintendent Hardesty they are proposing that a clause be added to this schedule to allow commercial businesses to have a meter installed and be charged for actual usage, rather than according to the

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schedule, but that the customer would be responsible for all maintenance costs for the meter. He said after that amendment the Township wants to install a meter and be billed for usage. He noted meters used with high iron content water can experience maintenance problems.

Dockett said he was not complaining about what he pays for his business, but the Public Safety Building is ten times the size of his building, so he thinks it should pay more. There was discussion about how to categorize the Police and Fire operations. Hardesty said he has no problem installing a meter in the Public Safety Building. Dockett said he would have no problem with that and it could turn out that the usage is less than is currently being charged for. In answer to a question from Otto, Hardesty said the Township is currently being assessed at 4 REUs.

**10.
Non-Motorized Path Request for Proposals**

Not discussed due to time.

**11.
Township Manager Employment Contract**

Discussed as item 3B.

SECOND CALL TO THE PUBLIC

Road Maintenance. Chuck Steuer, 760 Six Mile Road, said a lot of limestone has been added to Six Mile in the past, but nothing was done about drainage. He said as a result of that he ended up with four inches of ice forming in his garage this past winter that did not thaw until mid-April. He asked that limestone not be added without doing necessary ditching.

Regarding the idea of a millage for road improvements, Steuer said the Board needs to be careful that proposing a road millage does not result in renewals of Police and Fire millages failing.

Fund Balance. Chuck Steuer said the Board should not be allowed to spend all of the excess in the fund balance this year.

Public Safety Sewer Meter. In answer to a question from Chuck Steuer, Hardesty said only the softened water used in the Public Safety Building should be metered. Steuer said in that case the meter should not be damaged by iron in the water.

Clerk's Resignation. Mary Devlin, 9211 Brookside, asked whether an effective date was necessary for the motion concerning Jewelie Bruestle. Burns said with the acceptance of Manning's resignation the position of Deputy Clerk ceased to exist, and the motion allows Fink to change Bruestle's status as soon as tomorrow.

Thank you. Mary Devlin said Fink and Averill have done a fantastic job serving the Township.

BOARD MEMBER COMMENTS

Horseshoe Lake Sewer District. In answer to a question from Dockett, Fink said he will have a report about this for Dockett before the next Board meeting.

Board Meeting Minutes. Dockett asked why he has not received minutes of the May 13th Board meeting. Fink said they are put in the box for pickup, but they are not distributed to Board members until the packet for the regular meeting is distributed.

ADJOURNMENT

► **Motion:** Engstrom moved, Otto supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting adjourned at 10:12 P.M.

Submitted by Lisa Lemble.

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8350 Main Street, 2nd Floor

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

AGENDA ITEMS:

1. Washtenaw County Road Commission Annual Meeting
2. Budget Presentation
3. Fund Balance Policy
4. County Meals on Wheels/Congregate Meals Program
5. Community Center Teen Programming
6. Community Center Karaoke
7. Liability Insurance
8. Acquisition of foreclosed "Parks" Property from the County
9. Sewer Meter Reading Policy
10. Non-Motorized Path RFP
11. Township Manager Employment Contract

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.

2014
ANNUAL MEETING
NORTHFIELD TOWNSHIP



COMMISSIONERS
DOUGLAS E. FULLER
CHAIR
BARBARA RYAN FULLER
VICE-CHAIR
WILLIAM MCFARLANE
MEMBER

WASHTENAW COUNTY
BOARD OF COUNTY ROAD COMMISSIONERS
555 NORTH ZEEB ROAD
ANN ARBOR, MICHIGAN 48103
WWW.WCROADS.ORG

ROY D. TOWNSEND, P.E.
MANAGING DIRECTOR
COUNTY HIGHWAY ENGINEER
SHERYL SODERHOLM SIDDALL, P.E.
DIRECTOR OF ENGINEERING
JAMES D. HARMON, P.E.
DIRECTOR OF OPERATIONS
TELEPHONE (734) 761-1500
FAX (734) 761-3737

Dear Northfield Board of Trustees:

We would like to thank all the Townships for last year's support in assisting the Road Commission complete numerous successful road improvement projects. Without your assistance most of the local road improvements would not have been possible. We are also pleased to provide Northfield Township Officials with our 2014 Annual Local Road Program. In addition, we have included a few other updates on our activities and major project initiatives in your Township.

Our Annual Meeting Booklet includes cost summaries of 2013 expenditures in your township. Also, to assist townships in determining the level of local road improvements that you are willing to entertain, we have provided the following items.

1. 2014 Local Road Program and Matching Fund Allocations
2. A Summary of 2013 Maintenance and Project Activities
3. Proposed 2014 Local Road Projects
4. 2014 Dust Control Program
5. 2013 Pavement Surface Evaluations and Ratings (PASER)
6. 2014-2018 Planned Capital Investments
7. 2014 Road & Bridge Improvement Projects
8. Summary of Completed and Proposed SAD projects

Please note the critical due dates within the 2014 Local Road Program, including the matching fund commitment due date and payment due dates. Your timely response and participation is essential to successfully accomplish this year's program.

We annually look forward to this opportunity to discuss common issues with the Township Officials and your citizens as we seek solutions to the challenges that we face. If you have any immediate concerns related to the attached information, please feel free to contact me at 327-6662 or our Directions of Operations, Jim Harmon at 327-6653.

Very truly yours,

Roy D. Townsend

Roy D. Townsend, P.E.
Managing Director

RDT:amw

WASHTENAW COUNTY ROAD COMMISSION
2014 LOCAL MATCHING PROGRAM

The Washtenaw County Road Commission is anticipating it will receive \$17,000,000 in Michigan Transportation Fund (MTF) revenues for 2013. The Road Commission is anticipating the same amount of MTF revenues for 2014.

The Road Commission has recognized that local road funds are inadequate to maintain the 1,064 centerline miles of local roads in Washtenaw County; the Road Commission has historically transferred funds from the Primary Road Fund to the Local Road Fund, even though this transfer severely limits maintenance activity on our primary road system.

A summary of our 2014 budget as approved by the Board of Road Commissioners at its regular meeting on December 3, 2013 (RC13-353) is provided as follows.

<u>2014 Road Commission Budget</u>	
<u>Revenues</u>	
Michigan Transportation Fund	\$ 17,000,000
Federal/ State Funds	\$ 11,169,000
Trunkline Maintenance	\$ 2,328,000
Township Contributions	\$ 6,101,000
Other Contributions	\$ 760,000
Miscellaneous Income	<u>\$ 651,000</u>
Total	\$ 38,009,000
<u>Expenditures</u>	
Administration	\$ 790,000
Operations	\$ 8,086,000
Engineering	\$ 2,306,000
Non-Departmental	\$ 6,159,000
Debt Service	\$ 992,000
Road Improvement Program	<u>\$ 21,349,000</u>
Total	\$ 39,681,000

Matching Funds

The Road Commission has allocated a total of \$500,000 in 2014 for the conventional Local Road Matching Program. This consists of a countywide allocation of \$423,077 for matching programs on local roads in all twenty townships based on the distribution formula used by the Michigan Department of Transportation to allocate local road funds to the 83 counties of Michigan. In addition to this, recognizing the fact that the urban local roads receive a higher allocation of Michigan Transportation Funds, \$76,923 is allocated based on the amount of urban local miles within eligible townships. Ann Arbor, Augusta, Dexter, Lima, Lodi, Northfield, Pittsfield, Salem, Saline, Scio, Superior, Sylvan, Webster, York and Ypsilanti Townships are within the urban area and are eligible for these additional matching funds.

The Road Commission has allocated \$200,000 for the 2014 Drainage Matching Program for local uncurbed, non-subdivision roads. The Road Commission has recognized the need for directing more resources towards improving the drainage along our local roads. The drainage

matching program is in addition to the conventional local road matching program available to the Townships. Some of the key features of drainage matching program include:

- Funding distribution is based on the total uncurbed, non-subdivision local road centerline mileage for each township
- Eligible work activities are limited to uncurbed, non-subdivision local roads
- Eligible work activities include roadside berm removal, ditch establishment & restoration, large culvert or bridge replacement

TOWNSHIP	2013 CONVENTIONAL LOCAL ROAD MATCHING PROGRAM	2014 CONVENTIONAL LOCAL ROAD MATCHING PROGRAM	2013 DRAINAGE MATCHING PROGRAM	2014 DRAINAGE MATCHING PROGRAM
Salem	\$ 15,935	\$ 16,398	\$ 10,493	\$ 10,493
Northfield	23,873	24,697	13,732	13,732
Webster	17,986	17,940	11,792	11,792
Dexter	16,546	15,999	6,932	6,932
Lyndon	11,955	11,950	10,048	10,048
Sylvan	13,363	13,756	11,489	11,489
Lima	14,687	14,676	12,745	12,745
Scio	38,188	38,179	7,157	7,157
Ann Arbor	11,008	10,817	3,833	3,833
Superior	32,061	31,568	8,793	8,793
Ypsilanti	105,574	104,924	5,924	5,924
Pittsfield	69,125	68,644	4,669	4,669
Lodi	22,723	22,704	12,879	12,879
Freedom	13,525	13,519	13,684	13,684
Sharon	10,406	10,401	9,971	9,971
Manchester	14,267	14,261	13,176	13,176
Bridgewater	11,724	11,719	11,481	11,481
Saline	9,745	9,515	8,125	8,125
York	27,144	27,261	8,521	8,521
Augusta	20,164	21,071	14,554	14,554
	\$ 500,000	\$ 500,000	\$ 200,000	\$ 200,000

* Totals do not equal sum of individual allocations, because of rounding

The WCRC Matching Program is subject to the following conditions:

(a) Township Assistance

In order to allow local road improvements to proceed in a timely manner, townships are asked to assist Road Commission personnel in acquiring necessary tree removal and grading permits, holding public hearings and coordinating any necessary citizen contacts.

(b) Project Overruns

Road Commission staff will provide an estimated cost for each individual project to be included within the agreement between the township and the Road Commission. If, prior to beginning an individual project, it is determined that the original cost estimate will not cover project costs, the Road Commission will notify the township to determine, if the

township desires to proceed with the project with a reduced scope or an additional funding commitment. Budgets are closely monitored on each project and every effort is made to avoid overruns. Any unexpected project cost overrun shall be taken from any unexpended funds remaining in that township's total township agreement. If the overrun exceeds the total township agreement, the Road Commission may bill the township up to an additional 10 percent of the total agreement amount with the township. At the township's option, such overruns can be taken from the following years matching funds.

(c) Billing Procedures

As has been the practice for the past several years, the first 40 percent of the total Matching Program for construction and heavy maintenance projects will be due in June or 30 days from receipt of the first invoice. A second 40 percent will be due in August or 30 days from receipt of the second invoice. A final billing will be due in December or 30 days from receipt of final invoice. Any credits due townships will be returned at the time of final billing or credited to the following year, as determined by the township. The above billing methods apply only to those projects considered to be construction and heavy maintenance and does not apply to those projects considered routine maintenance such as dust control, street sweeping, etc. These will be billed at cost to the date at time of billing.

(d) Administrative Fee

In addition to direct costs, the Washtenaw County Road Commission will charge an 8% administrative fee on all township improvement projects on local roads. The overhead charge is intended to cover costs not directly attributable to the individual project. The administrative fee is not charged for seasonal dust control or work performed by non-road commission crews.

(e) Primary Road Matching

Any township board may, at their option, request that a part or all of their allocated matching WCRC funds, along with an equal amount of township funds, be used on a Primary Road Project within their township boundaries.

(f) Reallocation of Funds

Any township that has not notified the WCRC of their intent to utilize matching funds by May 23, 2014 will forfeit all rights to the use of the matching money. The WCRC will determine the amount of unused matching funds and reallocate these funds to primary road maintenance.

(g) Local Road and Bridge Planning /Engineering Projects

The Road Commission provides planning and engineering services for local road and bridge projects. If the township requests the Road Commission to provide these services, the township is expected to enter into an agreement with the Road Commission to reimburse the Commission for 50% of the cost for these services. Depending on the scope of the project and the amount of matching funds available to a township, these services may be eligible for the matching program.

The Road Commission recognizes that local road bridges are vital assets that require significant resources to maintain and replace. This program fosters a cooperative approach with the Townships, as we partner to renovate or replace deficient bridges.

The Road Commission will continue to provide routine maintenance service and the federally mandated biennial inspections at our expense. Also, we will continue to seek federal grant funding to assist with any major renovation or replacement costs. All costs beyond the grant amounts for major renovation or replacement costs on local bridge projects will be shared equally with the townships. Available local matching funds can be utilized to cover 50% the townships share of a local road bridge project costs.

(h) Shoulder Paving

If a local road is to be paved, the Road Commission will pay the cost of paving the shoulders when it is feasible. The Road Commission has agreed to assume this cost because of the enhanced safety for vehicles and non-motorized travel and reduced maintenance costs inherent in paved shoulders. This provision will not apply to subdivision streets.

(i) Dust Control

Conventional matching funds can be used for dust control only for solid applications.

(j) Local Matching Fund Carryover

If a township determines that they desire to carry over the funds allocated for a given year into the following year, the township must provide written notification to the Road Commission that they are requesting this carryover, and identify an eligible project for which the funds will be held. The Road Commission carry-over fund will be preserved for one year. Beyond this point the funds will be reallocated as stated in Paragraph f. The carryover option allows the township to accumulate the funds that are allocated with the previous year allocation; in other words, the carry over funds cannot exceed the previous year's allocation.

NORTHFIELD TOWNSHIP 2013 ACTIVITIES

LOCATION	PROJECT	WCRC COST	TOWNSHIP COST	TOTAL COST
<u>PRIMARY</u>				
Maintenance	Roads	\$ 137,986.72		\$ 137,986.72
Maintenance	Winter	88,365.10		88,365.10
Maintenance	Traffic	22,839.27		22,839.27
Maintenance	Other	1,889.69		1,889.69
Seven Mile Rd, 1,521' e/Spencer Rd	Culvert Replacement	5,123.23		5,123.23
N. Territorial Rd, Earhart Rd to Spencer Rd	HMA Resurfacing	39,149.38		39,149.38
Seven Mile Rd, Spencer Rd to Dixboro Rd	Chipseal	55,596.33		55,596.33
N. Territorial Rd @ Whitmore Lk Rd	Intersection Improvements	454,502.85		454,502.85
		<u>\$ 805,452.57</u>		<u>\$ 805,452.57</u>

5

<u>LOCAL</u>				
Maintenance	Roads	\$ 284,773.91		\$ 284,773.91
Maintenance	Winter	51,080.34		51,080.34
Maintenance	Traffic	8,378.46		8,378.46
Local Road	Dust Control	9,031.58	18,706.92	27,738.50
Township Wide Limestone	Limestone	19,026.96	39,410.10	58,437.06
Township Wide Ditching	Ditching	9,546.46	19,773.36	29,319.82
Leland Acres #2 & #3 SAD	Design	5,282.87		5,282.87
		<u>\$ 387,120.58</u>	<u>\$ 77,890.38</u>	<u>\$ 465,010.96</u>

NORTHFIELD TOWNSHIP

PROPOSED 2014 LOCAL ROAD PROJECTS

- EIGHT MILE ROAD, SPENCER RD TO RUSHTON RD
Work to include roadside berm removal, culvert replacement, shaping the existing surface, the application of 8" (C.I.P.) of 23a limestone (approximately 7,150 tons) with associated dust control and project restoration.
Estimated project cost: \$ 115,000

- DIXBORO ROAD, N. TERRITORIAL RD TO FIVE MILE RD
Work to include ditching, roadside berm removal, shaping the existing surface, the application of 6" (C.I.P.) of 23a limestone (approximately 6,800 tons) with associated dust control and project restoration. This is a proposed township share project with Salem Township.
Estimated project cost: \$ 136,500
Estimated cost to Northfield Township: \$ 68,250

- FIVE MILE ROAD, US-23 NORTH TO UNPAVED SECTION
Work to include pulverizing the existing surface, the placement of a 3" HMA overlay, roadside berm removal, tree removal, limestone shoulders and associated project restoration. Final cost to be determined by competitive bid.
Estimated project cost: \$ 84,300

- FIVE MILE ROAD, US-23 NORTH TO UNPAVED SECTION
Work to include pulverizing the existing surface, shaping the existing surface, the application of 6" (C.I.P.) of 23a limestone (approximately 1,450 tons) roadside berm removal, tree removal and associated project restoration. Final cost to be determined by competitive bid.
Estimated project cost: \$ 51,000

- SIX MILE ROAD, EARHART RD TO DIXBORO RD
Work to include roadside berm removal, tree trimming, shaping the existing surface, the application of 6" (C.I.P.) of 23a limestone (approximately 3,500 tons) with associated dust control and project restoration.
Estimated project cost: \$ 80,600

- TOWNSHIP WIDE LIMESTONE
Work to include the application of a 23a limestone surface with associated dust control on various local roads within the township. Locations to be determined by the Township Supervisor (or her designee) and District Foreman. Estimated cost of \$13.45 per ton includes all labor, equipment and material costs. The township can establish a “not to exceed” cost.

- TOWNSHIP WIDE DITCHING
Work to include ditching on various local roads within the township. Locations to be determined by the Township Supervisor (or her designee) and District Foreman. The township can establish a “not to exceed” cost.

WASHTENAW COUNTY ROAD COMMISSION
2014 DUST CONTROL MATERIAL OPTIONS

<u>MATERIAL</u>	<u>COST/GALLON APPLIED</u>
Contract Brine	\$0.1275
Calcium Chloride	\$0.45

NORTHFIELD TOWNSHIP OPTIONS

49.61 miles certified local gravel roads

Contract Brine

(Recommended application rate - 2000 gallons per mile)

Two Solid Applications	198,440 gallons = \$ 25,301.10
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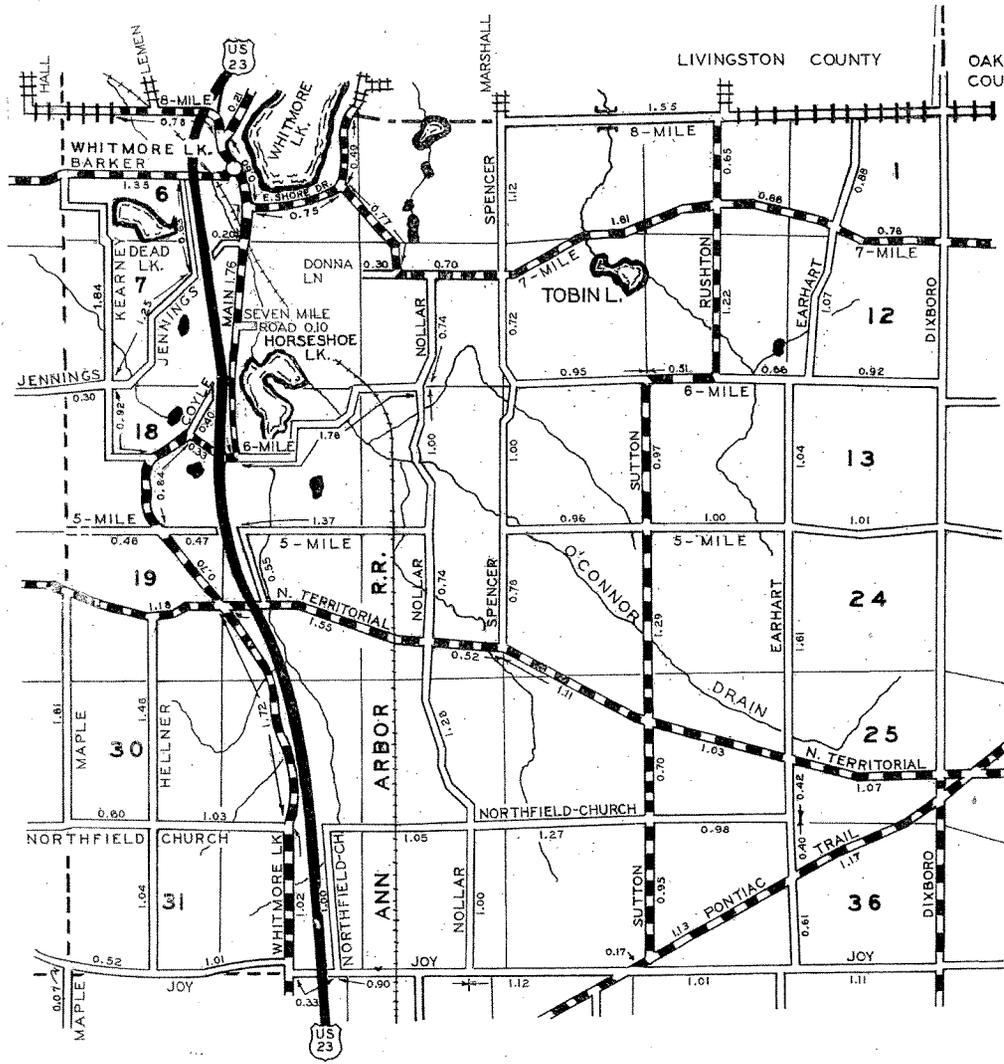
Calcium Chloride

(Recommended application rate - 2000 gallons per mile)

Two Solid Applications	198,440 gallons = \$ 89,298.00
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For Information Only

2013 Use: 191,300 gallons Contract Brine
(2 solid applications)



LEGEND

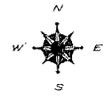
- COUNTY LINE
- CORPORATE LIMITS
- STATE TRUNKLINE
- COUNTY PRIMARY
- COUNTY LOCAL
- ADJACENT COUNTY
- CITY OR VILLAGE STREET

PRIMARY ROAD SYSTEM IS 30.45 MILES
 LOCAL ROAD SYSTEM IS 48.12 MILES

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL OR IN RED AS PRIMARY ROADS AND THOSE SHOWN HEREON BY SYMBOL OR IN GREEN AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

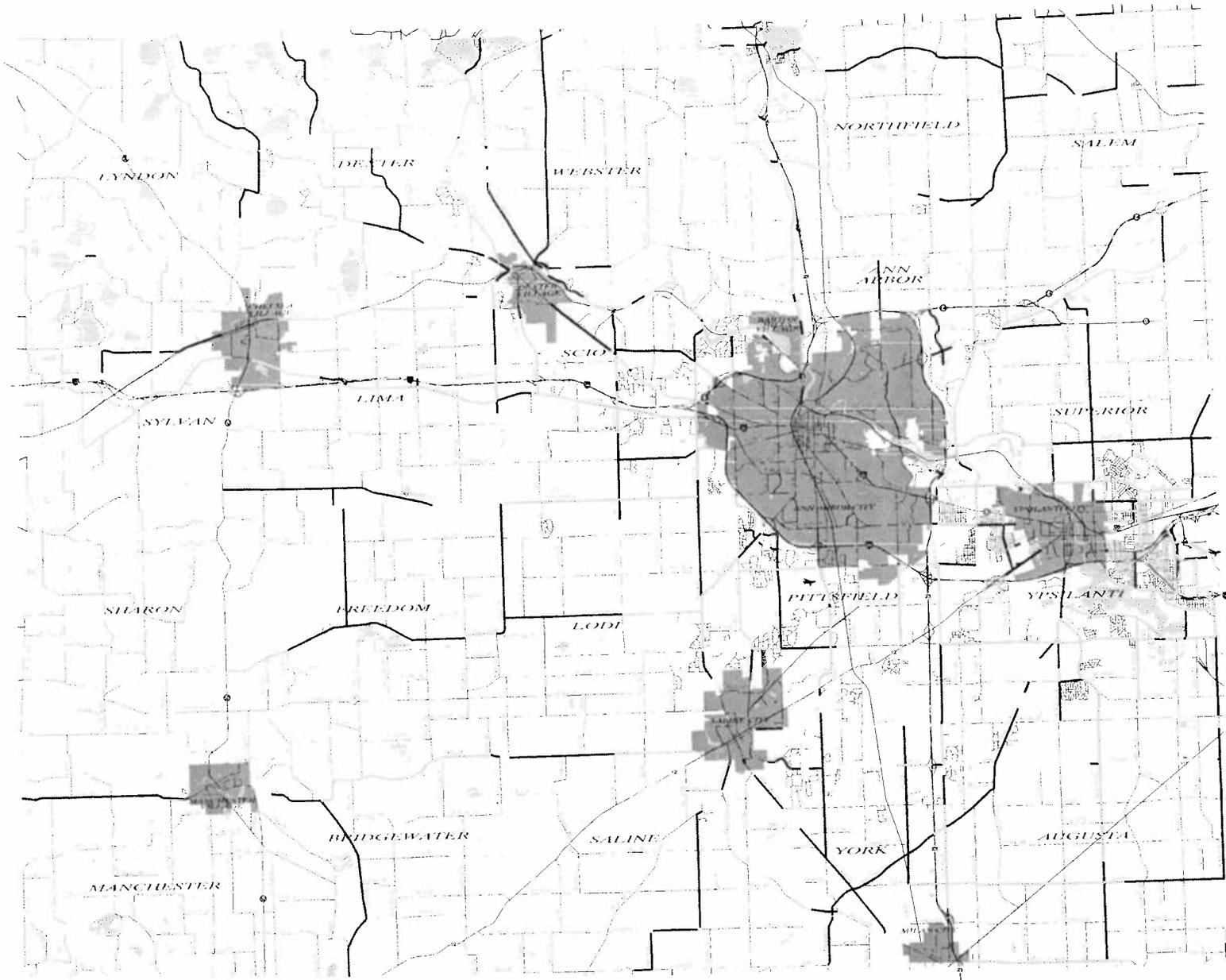
CHAIRMAN _____ DATE _____

NORTHFIELD TWP.



SCALE 0 1 MILE
 One Inch Equals 3000 Ft.

Prepared by _____



**Federal Aid Eligible
Paved Primary Roads**

**Washtenaw County
Road Commission**



**2012
Evaluations and Ratings
(PASER)**

- 10 - New construction
- 9 - 1/4" New concrete; recent cracks; no potholes
- 8 - Occasional transverse crack; all cracks light
- 7 - Fair signs of aging; Transverse cracks 1/4" or less; No potholes or rutting; Fair 8' or less potholes
- 6 - Minor signs of aging; occasional potholes; some rutting; Fair 8' or less potholes; Minor rutting; occasional 8' or less potholes
- 5 - Surface signs of aging; occasional potholes; some rutting; Minor rutting; occasional 8' or less potholes; Minor rutting; occasional 8' or less potholes
- 4 - Significant signs of aging; rutting 1/2" or less; rutting in fair condition; rutting in fair condition; rutting 1/2" or less; rutting in fair condition
- 3 - 1/2" rutting; rutting 1/2" or less; rutting in fair condition; rutting in fair condition; rutting 1/2" or less; rutting in fair condition
- 2 - Severe rutting; rutting 1/2" or less; rutting in fair condition; rutting in fair condition; rutting 1/2" or less; rutting in fair condition
- 1 - 1/2" or less of surface depth; rutting in fair condition

**Federal Aid Eligible
Paved Primary Roads**

**Washtenaw County
Road Commission**

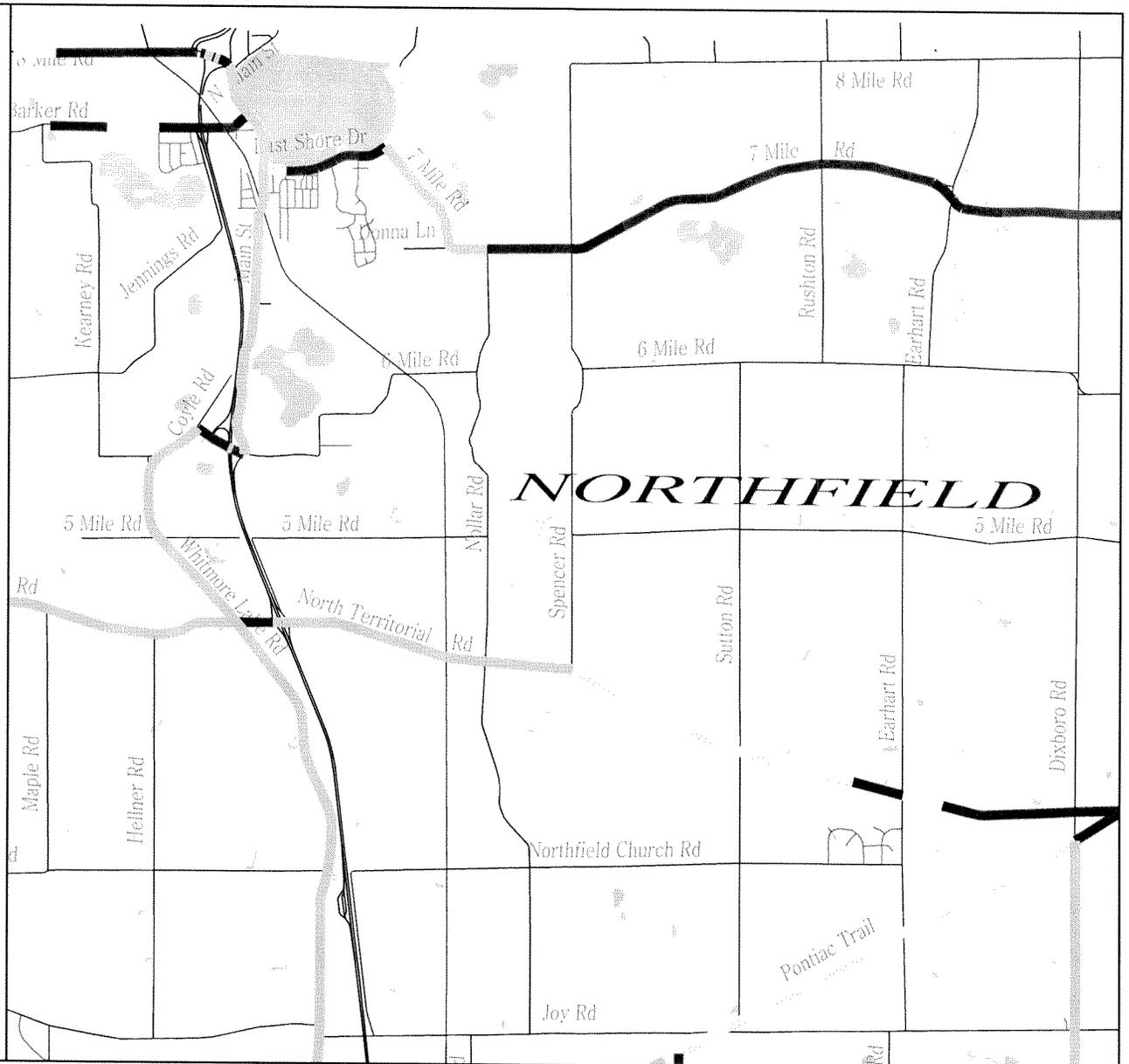


Not to Scale

**2012 Pavement Surface
Evaluations and Ratings
(PASER)**

-  Crack Seal - PASER Rating 6-9
-  Sealcoat - PASER Rating 5
-  Overlay - PASER Rating 4
-  Mill/Overlay - PASER Rating 3
-  Reconstruct - PASER Rating 1-2

Northfield Township



Date: 22Jan2013
Note: 2012 Fed. Aid Ratings

Washtenaw County Road Commission

2013 PASER Ratings Paved Local Roads & Non-Federal Aid Roads



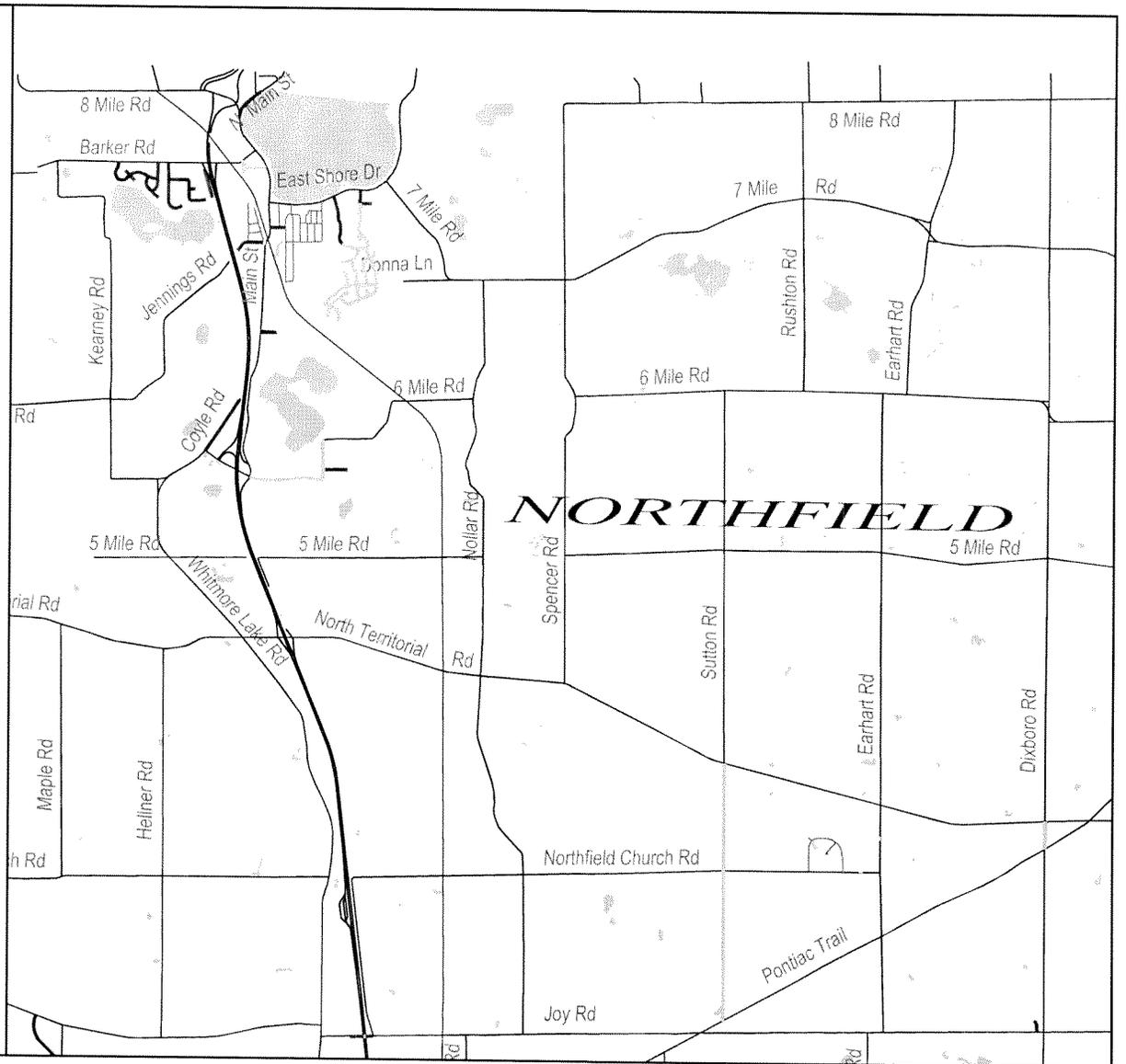
Not to Scale

2013 Pavement Surface Evaluations and Ratings (PASER)

Crack Seal - PASER Rating 6-9	5.30 miles
Sealcoat - PASER Rating 5	0.30 miles
Overlay - PASER Rating 4	0.60 miles
Mill/Overlay - PASER Rating 3	2.58 miles
Reconstruct - PASER Rating 1-2	1.90 miles

Total miles: 10.68 miles

Northfield Township



Date: 13Feb2014
Note: 2013 PASER Ratings

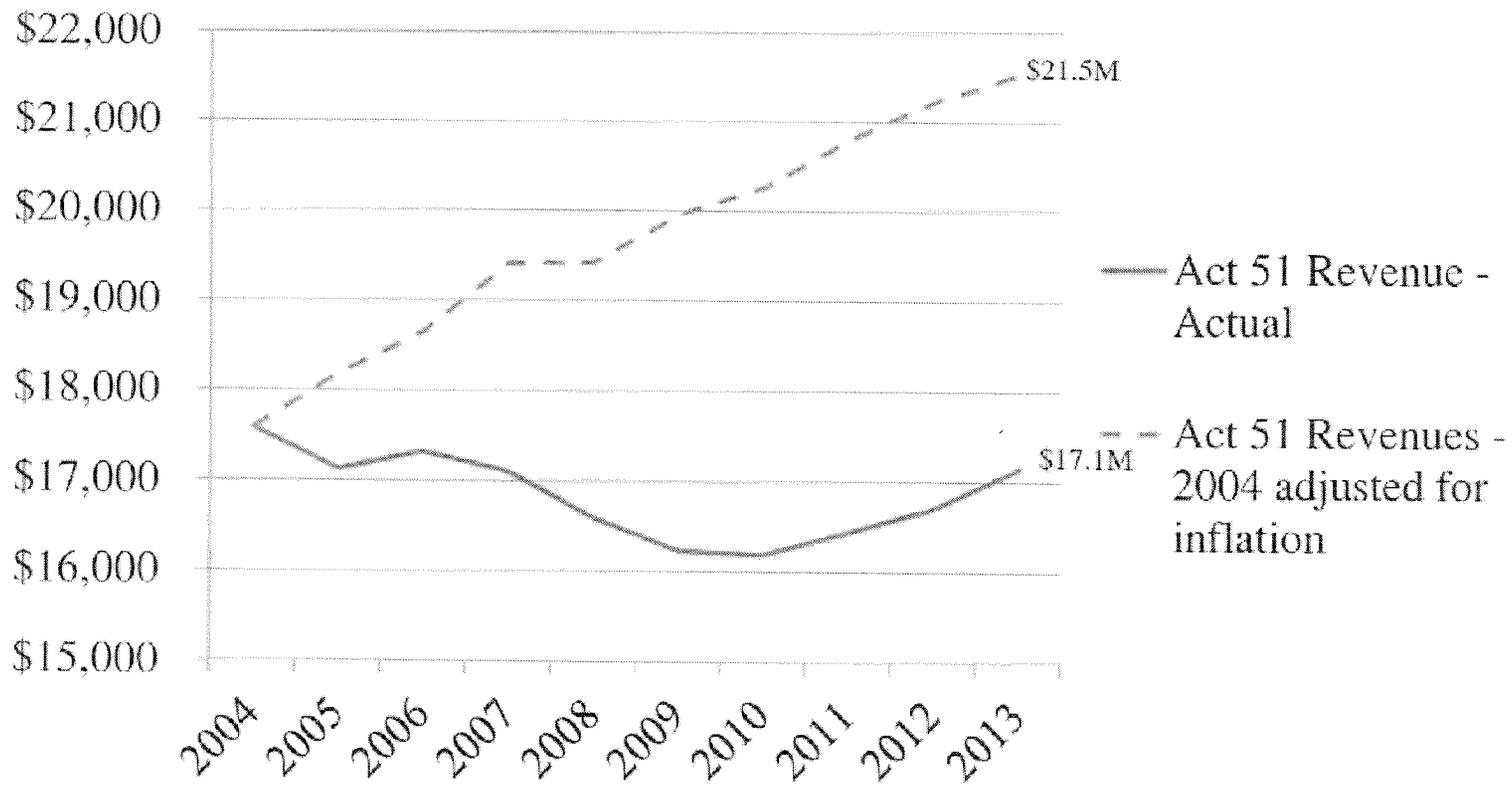
Planned Capital Investments - Michigan Transportation Fund Obligations

Project Name	Planning Area	Project Limits	Project Type	Year	Total MTF Cost (1,000's)	Total Project Cost (1,000's)
Asset Mgmt/GIS	WCRC	County	GIS/Mapping	2014-2016		\$1,000
Equipment	WCRC	County	Equipment	2014-2018	\$1,625	\$1,625
Facility and Grounds	WCRC Property	Countywide	Facility & Grounds	2014-2018	\$375	\$375
Overlay Program	Countywide	County	Resurface	2014-2018	\$0	\$0
Primary Limestone/Gravel	Countywide	County	Resurface	2014-2018	\$250	\$250
Sealcoat Program	Countywide	County	Resurface	2014-2018	\$600	\$600
Grove Road Non-motorized	Ypsilanti	Georgina to Rawsonville	Non-motorized	2014		\$1,142
Lohr/Textile Greenway II	Pittsfield	Lohr to Ann Arbor-Saline	Non-motorized	2014		\$1,876
Border to Border, Phase II	Countywide	Dexter-Huron Metro-Zeeb	Non-motorized	2015		\$90
Primary Bridge Program	Countywide	County	Bridge	2014-2018		\$450
Feldkamp Road Bridge	Saline	Over Saline River	Bridge	2014		\$950
Jackson Road Bridge	Lima	Over Mill Creek	Bridge - Preserve Deck	2014		\$440
McKinley Road Culvert	Lima/Sylvan	Over Mill Lake Drain	Bridge	2014		\$200
Wagner Road Culvert	Lodi	Over Unnamed Tributary	Bridge	2014		\$275
Austin Road Bridge	Saline	Over Saline River	Bridge	2015		\$1,250
Austin Road Bridge	Saline	Over Bauer Drain	Bridge	2015		\$1,073
Dixboro Road Bridge	Ann Arbor	Over Huron River	Bridge - Preserve Deck	2015		\$592
North Territorial Road Bridge	Dexter	Over Huron River	Bridge - Preserve Deck	2015		\$270
Zeeb Road Bridge	Scio	Over Huron River	Bridge - Preserve Deck	2015		\$230
Pavement Preservation STL	Countywide	County	Resurface	2014-2018		\$1,737
Pavement Preservation STU	Countywide	County	Resurface	2014-2018		\$2,138
Pavement Preservation TEDF-D	Countywide	County	Resurface	2014-2018		\$1,037
Resurfacing 3R STL	Countywide	County	Resurface	2014-2018		\$1,477
Resurfacing 3R STU	Countywide	County	Resurface	2014-2018		\$2,520
Resurfacing 3R TEDF-D	Countywide	County	Resurface	2014-2018		\$1,203
Pavement Preservation STL-13	Countywide	County	Resurface	2014		\$695
AA-Saline/Ellsworth/Lohr/etc	Pittsfield & Lodi	Various Locations	Signal Upgrade	2014		\$360
Ann Arbor-Saline Road	Pittsfield	Oak Valley to Eisenhower	Resurface	2014		\$1,486
Austin Road	Bridgewater	At Eisman Road	Safety - Correct Superelev	2014		\$199
Austin Road	Bridgewater	M-52 to Schneider	Safety - Culverts/Guardrail	2014		\$437
Carpenter Road	Pittsfield	Bemis to Merritt	Safety - Correct Superelev	2014		\$436
Carpenter Road	Pittsfield	Packard to Washtenaw	Reconstruction	2014		\$2,269
Ellsworth Road	Ypsilanti	Golfside to Hewitt	Resurface	2014		\$625
Jennings Road	Webster	N. Territorial to Twp Line	Pave Gravel	2014		\$700
Pontiac Trail	Salem	At Seven Mile Road	Safety - Roundabout	2014		\$862
Prospect Road	Superior	At Cherry Hill Road	Safety - Hillcut/Flasher	2014		\$265
Rawsonville Road	Augusta	Talladay to Judd	Resurface	2014		\$350
Scio Township SAD	Scio	Various Roads in Scio	Resurface	2014		\$4,000
Traffic Calming Program	Countywide	Various Locations	Safety	2014		\$500
Hewitt Road	Ypsilanti	Michigan Ave to Packard	Resurface	2015		\$625
Huron River Drive/Superior Road	Ypsilanti	Hewitt to Cornell	Resurface	2015		\$500
Huron Road	Ypsilanti	Huron River Drive to I-94	Signal Upgrade	2015		\$449
Island Lake Road	Dexter	At Wylie Road	Safety - Hillcut	2015		\$438
Plymouth Road	Superior	At Curtis Road	Safety - Turn Lanes	2015		\$263
Plymouth Road	Superior	At Ford Road	Safety - Turn Lanes/Signal	2015		\$563
State Road	Pittsfield	Morgan to Ellsworth	Preliminary Engineering	2015		\$250
Textile Intersections	Ypsilanti	Stony Creek and Hitchingham	Safety	2015		\$900
Willis Road	Augusta	Hitchingham to Whittaker	Safety	2015		\$880
Ann Arbor-Saline Road	Lodi	At Textile	Safety - Turn Lane/Signal	2016		\$625
Huron Road/Whittaker Road	Ypsilanti	Stony Creek to I-94	Resurface	2016		\$625
Prospect Road	Superior/Ypsilanti	Holmes to Geddes	Resurface	2016		\$250
Rawsonville Road	Augusta	Oakville-Waltz to Talladay	Resurface	2016		\$825
Textile Road	Lodi	Ann Arbor-Saline to Maple	Resurface	2016		\$500
Carpenter Road	York/Pittsfield	Judd to Textile	Resurface	2017		\$625
Whittaker Road	Ypsilanti	At Merritt	Safety - Roundabout	2017		\$875
Seven Mile Road	Northfield	Main to Donna Lane	New Construction	2018		\$1,803
Totals					\$2,850	\$46,980

Washtenaw County Road Commission

Act 51 Revenue – Actual Compared to Inflationary Level

Years Ended December 31, 2004 through 2013



Local Road Special Assessment District Summary: 2009 - 2014

Project	Township	Construction Yr	Road Mileage (miles)	Project Cost
Wing Meadows	Scio	2009	0.61	\$ 140,000
Varsity Drive	Pittsfield	2010	1.15	\$ 300,000
Scio Hills	Scio	2010	1.39	\$ 400,000
Uplands of Scio	Scio	2011	1.53	\$ 400,000
Fox Ridge Court	Lodi	2012	0.30	\$ 100,000
Waters Road	Lodi	2012	1.00	\$ 100,000
Polo Fields	Scio	2012	4.60	\$ 900,000
Park Road	Scio	2012	0.25	\$ 150,000
Parkland Plaza	Scio	2013	1.20	\$ 325,000
Newman Blvd	Scio	2013	0.20	\$ 100,000
The Glade	Scio	2013	0.60	\$ 180,000
Rose Drive	Scio	2013	0.52	\$ 130,000
Brookview Highlands	Lodi	2014*	1.60	\$ 470,000
Apple Ridge	York	2014*	1.30	\$ 360,000
Carriage Hills	Dexter	2014*	2.00	\$ 550,000
TOTALS			18.25	\$ 4,605,000

* Proposed for 2014 with submitted Petitions

TOWNSHIP CONTRIBUTION SUMMARY 2011 - 2013

TOWNSHIP	TOTAL 2011	TOTAL 2012	TOTAL 2013	3 Year Average
ANN ARBOR	\$ 49,000	\$ 54,000	\$ 122,000	\$ 75,000.00
AUGUSTA	\$ 97,000	\$ 202,000	\$ 203,000	\$ 167,333.33
BRIDGEWATER	\$ 32,000	\$ 34,000	\$ -	\$ 22,000.00
DEXTER	\$ 90,000	\$ 105,000	\$ 82,000	\$ 92,333.33
FREEDOM	\$ 42,000	\$ 45,000	\$ 57,000	\$ 48,000.00
LIMA	\$ 47,000	\$ 51,000	\$ 70,000	\$ 56,000.00
LODI	\$ 150,000	\$ 415,000	\$ 141,000	\$ 235,333.33
LYNDON	\$ 20,000	\$ 23,000	\$ 16,000	\$ 19,666.67
MANCHESTER	\$ 100,000	\$ 128,000	\$ 47,000	\$ 91,666.67
NORTHFIELD	\$ 42,000	\$ 62,000	\$ 84,000	\$ 62,666.67
PITTSFIELD	\$ 183,000	\$ 792,000	\$ 393,000	\$ 456,000.00
SALEM	\$ 173,000	\$ 296,000	\$ 1,042,000	\$ 503,666.67
SALINE	\$ 101,000	\$ 92,000	\$ 110,000	\$ 101,000.00
SCIO	\$ 471,000	\$ 1,245,000	\$ 833,000	\$ 849,666.67
SHARON	\$ 54,000	\$ 34,000	\$ 20,000	\$ 36,000.00
SUPERIOR	\$ 161,000	\$ 280,000	\$ 322,000	\$ 254,333.33
SYLVAN	\$ 17,000	\$ 10,000	\$ 8,000	\$ 11,666.67
WEBSTER	\$ 135,000	\$ 153,000	\$ 89,000	\$ 125,666.67
YORK	\$ 26,000	\$ 34,000	\$ 108,000	\$ 56,000.00
YPSILANTI	\$ 1,190,000	\$ 4,970,000	\$ 2,794,000	\$ 2,984,666.67
	\$ 3,180,000	\$ 9,025,000	\$ 6,541,000	\$ 6,248,666.67

Summary of Gravel Local Roads Needs for each TOWNSHIP

TOWNSHIP	Local Gravel Road Miles	Local Gravel Road Needs at \$80k/mi	Subdivision Gravel Road Miles	Subd. Gravel Road Needs at \$ 60k/mi	Total Needs for Local & Subd Gravel Roads	Average 10 year Expenditure Needs for Gravel Roads
ANN ARBOR	10.7	\$ 856,000	5.6	\$ 336,000	\$ 1,192,000	\$ 119,200
AUGUSTA	48.7	\$ 3,896,000	2.0	\$ 120,000	\$ 4,016,000	\$ 401,600
BRIDGEWATER	38.7	\$ 3,096,000	0.0	\$ -	\$ 3,096,000	\$ 309,600
DEXTER	23.4	\$ 1,872,000	2.0	\$ 120,000	\$ 1,992,000	\$ 199,200
FREEDOM	46.7	\$ 3,736,000	0.0	\$ -	\$ 3,736,000	\$ 373,600
LIMA	41.6	\$ 3,328,000	0.0	\$ -	\$ 3,328,000	\$ 332,800
LODI	41.0	\$ 3,280,000	0.6	\$ 36,000	\$ 3,316,000	\$ 331,600
LYNDON	35.2	\$ 2,816,000	2.5	\$ 150,000	\$ 2,966,000	\$ 296,600
MANCHESTER	46.2	\$ 3,696,000	0.9	\$ 54,000	\$ 3,750,000	\$ 375,000
NORTHFIELD	45.7	\$ 3,656,000	3.9	\$ 234,000	\$ 3,890,000	\$ 389,000
PITTSFIELD	11.2	\$ 896,000	3.2	\$ 192,000	\$ 1,088,000	\$ 108,800
SALEM	36.8	\$ 2,944,000	1.0	\$ 60,000	\$ 3,004,000	\$ 300,400
SALINE	28.5	\$ 2,280,000	0.3	\$ 18,000	\$ 2,298,000	\$ 229,800
SCIO	22.8	\$ 1,824,000	10.7	\$ 642,000	\$ 2,466,000	\$ 246,600
SHARON	34.9	\$ 2,792,000	0.0	\$ -	\$ 2,792,000	\$ 279,200
SUPERIOR	30.9	\$ 2,472,000	0.9	\$ 54,000	\$ 2,526,000	\$ 252,600
SYLVAN	27.1	\$ 2,168,000	1.0	\$ 60,000	\$ 2,228,000	\$ 222,800
WEBSTER	41.3	\$ 3,304,000	2.2	\$ 132,000	\$ 3,436,000	\$ 343,600
YORK	26.9	\$ 2,152,000	1.8	\$ 108,000	\$ 2,260,000	\$ 226,000
YPSILANTI	4.0	\$ 320,000	0.3	\$ 18,000	\$ 338,000	\$ 33,800
TOTALS	642.3	\$ 51,384,000	38.9	\$ 2,334,000	\$ 53,718,000	\$ 5,371,800

Summary of Paved Local and Subdivision Roads Needs for each TOWNSHIP

TOWNSHIP	Crack Seal	Crack Sealing Cost	Surface Treatment	Surface Treatment	Mill & Overlay	Mill & Overlay	Pulverization & Pave	Pulverization & Pave	Total Needs for	Average 10 year
	Road Miles	at \$7k/mi		at \$30k/mi	Road Miles	at \$180k/mi	Road Miles	at \$ 300k/mi	Local & Subd Paved Roads	Expenditure Needs for Paved Roads
ANN ARBOR	1.0	\$ 7,000	1.0	\$ 30,000	2.3	\$ 414,000	1.5	\$ 450,000	\$ 901,000	\$ 90,100
AUGUSTA	3.4	\$ 23,450	0.3	\$ 9,000	3.0	\$ 540,000	0.0	\$ -	\$ 572,450	\$ 57,245
BRIDGEWATER	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 150,000	\$ 150,000	\$ 15,000
DEXTER	4.2	\$ 29,400	1.6	\$ 48,000	2.0	\$ 360,000	5.1	\$ 1,530,000	\$ 1,967,400	\$ 196,740
FREEDOM	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 150,000	\$ 150,000	\$ 15,000
LIMA	1.7	\$ 11,900	0.0	\$ -	2.5	\$ 450,000	0.0	\$ -	\$ 461,900	\$ 46,190
LODI	1.0	\$ 7,000	2.0	\$ 60,000	8.0	\$ 1,440,000	2.0	\$ 600,000	\$ 2,107,000	\$ 210,700
LYNDON	0.0	\$ -	0.2	\$ 6,000	0.0	\$ 1,800	0.0	\$ -	\$ 7,800	\$ 780
MANCHESTER	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.5	\$ 159,000	\$ 159,000	\$ 15,900
NORTHFIELD	3.7	\$ 25,900	0.3	\$ 9,000	3.1	\$ 558,000	2.0	\$ 600,000	\$ 1,192,900	\$ 119,290
PITTSFIELD	45.5	\$ 318,500	13.3	\$ 399,000	18.5	\$ 3,330,000	3.9	\$ 1,170,000	\$ 5,217,500	\$ 521,750
SALEM	0.6	\$ 4,200	1.2	\$ 36,000	1.0	\$ 180,000	0.0	\$ -	\$ 220,200	\$ 22,020
SALINE	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.7	\$ 219,000	\$ 219,000	\$ 21,900
SCIO	13.5	\$ 94,500	2.1	\$ 63,000	7.0	\$ 1,260,000	4.8	\$ 1,440,000	\$ 2,857,500	\$ 285,750
SHARON	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	\$ -	\$ -
SUPERIOR	16.5	\$ 115,500	2.5	\$ 75,000	7.2	\$ 1,296,000	3.0	\$ 900,000	\$ 2,386,500	\$ 238,650
SYLVAN	1.0	\$ 7,000	1.7	\$ 51,000	9.5	\$ 1,710,000	3.0	\$ 900,000	\$ 2,668,000	\$ 266,800
WEBSTER	0.0	\$ -	0.0	\$ -	0.8	\$ 144,000	0.3	\$ 90,000	\$ 234,000	\$ 23,400
YORK	13.3	\$ 93,100	2.1	\$ 63,000	6.5	\$ 1,170,000	7.0	\$ 2,100,000	\$ 3,426,100	\$ 342,610
YPSILANTI	100.0	\$ 700,000	13.8	\$ 414,000	14.8	\$ 2,664,000	2.8	\$ 840,000	\$ 4,618,000	\$ 461,800
TOTALS	205.4	\$ 1,437,450	42.1	\$ 1,263,000	86.2	\$ 15,517,800	37.7	\$ 11,298,000	\$ 29,516,250	\$ 2,951,625

Summary of Revenue Generated with a TOWNSHIP Wide Special Assessment District (SAD)

TOWNSHIP	Parcel Count (2013)	Revenue at \$ 60/parcel	Revenue at \$ 70/parcel	Revenue at \$ 80/parcel	Revenue at \$ 90/parcel
ANN ARBOR	1,850	\$ 111,000	\$ 129,500	\$ 148,000	\$ 166,500
AUGUSTA	3,590	\$ 215,400	\$ 251,300	\$ 287,200	\$ 323,100
BRIDGEWATER	1,150	\$ 69,000	\$ 80,500	\$ 92,000	\$ 103,500
DEXTER	3,560	\$ 213,600	\$ 249,200	\$ 284,800	\$ 320,400
FREEDOM	1,180	\$ 70,800	\$ 82,600	\$ 94,400	\$ 106,200
LIMA	1,900	\$ 114,000	\$ 133,000	\$ 152,000	\$ 171,000
LODI	2,650	\$ 159,000	\$ 185,500	\$ 212,000	\$ 238,500
LYNDON	1,660	\$ 99,600	\$ 116,200	\$ 132,800	\$ 149,400
MANCHESTER	3,000	\$ 180,000	\$ 210,000	\$ 240,000	\$ 270,000
NORTHFIELD	4,620	\$ 277,200	\$ 323,400	\$ 369,600	\$ 415,800
PITTSFIELD	12,300	\$ 738,000	\$ 861,000	\$ 984,000	\$ 1,107,000
SALEM	3,490	\$ 209,400	\$ 244,300	\$ 279,200	\$ 314,100
SALINE	1,350	\$ 81,000	\$ 94,500	\$ 108,000	\$ 121,500
SCIO	6,000	\$ 360,000	\$ 420,000	\$ 480,000	\$ 540,000
SHARON	1,160	\$ 69,600	\$ 81,200	\$ 92,800	\$ 104,400
SUPERIOR	6,000	\$ 360,000	\$ 420,000	\$ 480,000	\$ 540,000
SYLVAN	1,780	\$ 106,800	\$ 124,600	\$ 142,400	\$ 160,200
WEBSTER	3,240	\$ 194,400	\$ 226,800	\$ 259,200	\$ 291,600
YORK	3,170	\$ 190,200	\$ 221,900	\$ 253,600	\$ 285,300
YPSILANTI	20,740	\$ 1,244,400	\$ 1,451,800	\$ 1,659,200	\$ 1,866,600
TOTALS	84,390	\$ 5,063,400	\$ 5,907,300	\$ 6,751,200	\$ 7,595,100

NORTHFIELD TOWNSHIP

8350 Main St.

734-449-2880

To: Board of Directors

Date: May 27, 2014

From: Controller

RE: Fiscal 2014-2015 Budgets

Attached you will find the following budgets:

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

Shown below is a summary of the funds purpose and any significant changes between the Fiscal 2014 – 2015 and 2013-2014 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.

Overall the General Fund is showing Revenues at \$1,511,269, an increase of \$86,865 or 6.1% and Expenditures at \$1,432,020, an increase of \$11,983 or .8% for a net increase to fund balance of \$79,249, an increase of \$74,882 when compared to the amended 2013 - 2014 budget.

Significant Decreases:

REVENUES:

- Interest Income is projected to decrease \$3,700 or 71.2% due to the change in the investment policy.

- Election Reimbursements is projected to decrease \$3,500 or 100% due to no reimbursable elections expected this fiscal year.
- Community Center Trips/Programs are projected to decrease \$10,000 or 28.6% due to changes made regarding trips.

EXPENDITURES:

Township Manager:

- Clerical/Dep/Super/Election wages are projected to decrease \$4,785 or 15.2% due to not needing as much on this line item as originally expected.
- Contractual Services is projected to decrease \$3,500 or 25.9% due to less monies needed for website development and codification of ordinances.

Clerk:

- Clerk salary is projected to decrease \$4,370 or 25.9% due to the elimination of extra time given to the Clerk for training in 2013-2014.

Treasurer:

- Miscellaneous is projected to decrease \$3,000 or 85.7% due to a significant reduction in bank fees paid annually.

Hall & Grounds:

- PSB Maint & Ops Allocation is projected to decrease \$6,266 or 11.5% due to less expenditures needed in the PSB Fund.
- Chargebacks – Prior Tax Years is projected to decrease \$21,500 or 91.5%% primarily due to the settlement with Northfield Estates during 2013-2014. This account is really an unknown as we do not know who will be disputing tax assessments and how many of those will win as opposed to lose.

Contributions:

- Contribution to Fire/Medical Rescue is projected to decrease \$7,866 or 23.9% which was the contribution the general fund made towards the purchase of a boat that will not need to be purchased again during 2014-2015.

Roadwork:

- Roadwork projects are projected to decrease \$4,650 or 13.4% which represents the final payment on the Joy Rd. project that will not be needed during 2014-2015.

Senior Center:

- Community Center Trips/Programs is projected to decrease \$7,500 or 25% due to changes made regarding trips.

Capital Outlay:

- Computer is projected to decrease \$11,835 or 50.7% due to the reduced cost of the BS&A .Net upgrade.

Significant Increases:

REVENUES:

- Cablevision Franchise Fees are projected to increase \$1,500 or 1.8% which will bring this budget closer to what has been received in recent years.
- State revenue sharing is projected to increase \$40,000 or 6.6% primarily due to better forecasts received from the state of Michigan.
- Grant income is projected to increase \$46,000 or 22.6% primarily due to Phase 3 of the pathway costing more than Phase 2B.
- Current Property Tax collections are projected to increase \$4,916 or 1.6% due to increased tax values of township properties.
- DDA Contributions are projected to increase \$10,000 or 100% for Phase 3 of the non-motorized path.
- Library Administration contribution is increasing \$4,969 or 12.7% due to an approved increase to this contribution from the Library.

EXPENDITURES:

Township Manager:

- Allocate to Departments is projected to increase \$6,231 or 20.2% primarily due to \$5,300 of the Twp. Managers salary and benefits getting allocated to the Building Department.

Elections:

- Election expenses are projected to increase \$8,350 or 219.7% primarily due to more elections planned in 2014 – 2015 when compared to 2013 – 2014.

Clerk:

- Deputy salaries are projected to increase \$3,775 or 13.3% due to a slight increase in hours to help cover the reduced hours of the Clerk plus a 3% wage increase.
- Recording Secretary Fees are projected to increase \$2,720 due to the increase in her fee submitted in an email dated 5/14/14. Her fee increased from \$160/Mtg to \$195/Mtg.

Treasurer:

- Deputy salaries are projected to increase \$1,230 or 3%.
- Clerical/Dep/Super/Election is projected to increase \$5,605 or 29.1% due to additional hours added to assist the Deputy along with a 3% wage increase.
- Allocate to Departments is projected to increase \$8,019 primarily due to allocating 25% or \$6,691 of the Deputies assistants salary to the Building Department. The difference of \$1,328 is directly related to the Deputies increased salary and benefits.

Assessing:

- Hospitalization is projected to increase \$6,630 or 80.4% due to the Assessor opting back in for township health insurance.

Hall and Grounds:

- Communication expense is projected to increase \$3,900 or 89% primarily due to increases expected in long distance rates.
- Repairs & Maintenance is projected to increase \$2,800 due to the increased cost of BS&A support paid annually for each module.

Legal/Professional:

- Engineer costs are projected to increase \$5,000 or 100% due to adding \$5,000 for misc. engineering that may be necessary during the fiscal year.

Roadwork:

- Grant expense is projected to increase \$46,000 or 22.6% primarily due to Phase 3 of the pathway costing more than Phase 2B.

POLICE FUND (#207)

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

Overall the Police Fund is showing Revenues at \$1,484,328, an increase of \$34,473 or 2.4% and Expenditures at \$1,483,172, a decrease of \$20,407 or 1.4% for a net increase to fund balance of \$1,156, an increase of \$54,880 when compared to the amended 2013 - 2014 budget.

Significant Decreases:

REVENUES:

- None

EXPENDITURES:

- Salaries – Part Time is projected to decrease \$12,500 or 25% due to a lesser need for part timers related to the addition of a full time officer early last fiscal year.
- Salaries – Overtime is projected to decrease \$12,500 or 25% due to less OT needed to cover shifts which is also related to the addition of a full time officer mentioned above.
- Training and Development is projected to decrease \$3,500 or 87.5% due to the shifting of this expense to the Federal NARC Fund.
- PSB Maint & Ops Allocation is projected to decrease \$6,267 or 11.5% due to less expenditures needed in the PSB Fund.
- Insurance & Bonds is projected to decrease \$3,587 or 17% due to a significant reduction in Liability Insurance.
- Chargebacks – Prior Tax Years is projected to decrease \$73,000 or 100% primarily due to the settlement with Northfield Estates during 2013-2014. This account is really an unknown as we do not know who will be disputing tax assessments and how many of those will win as opposed to lose.
- Contribution to Fire/Medical Rescue is projected to decrease \$7,867 or 100%, which was the contribution the police fund made towards the purchase of a boat that will not need to be purchased again during 2014-2015.

Significant Increases:

REVENUES:

- Current Property Tax is projected to increase \$26,973 or 2% due to an increase in the 2014 tax values of township properties.
- OT Reimbursement is projected to increase \$5,000 or 41.7% due to additional OT incurred by our DEA officer that is reimbursed by the state.

EXPENDITURES:

- Salaries for Command Officers are projected to increase \$5,560 or 3% due to a 3% wage increase.

- Salaries for Full Time Officers is projected to increase \$53,645 or 16.6% due to the addition of a full time officer earlier in 2013-2014 along with a 3% wage increase.
- Clerical wages are projected to increase \$1,962 or 3% due to a 3% wage increase.
- Holiday pay is projected to increase \$4,451 or 15.1% due to the addition of a full time officer along with the 3% wage increase.
- Hospitalization is projected to increase \$24,557 or 18.7% due to the addition of a family for the new FT Officer along with expected premium increases.
- Pension is projected to increase \$6,065 or 11.1% primarily due to the addition of a FT officer along with the 3% wage increase.
- Communication cost is projected to increase \$6,000 or 37.5% due to a change in the Internet Connections for Police cars.

FIRE FUND (#216)

The fire fund is a dedicated millage fund that is used to provide fire and medical rescue protection throughout the township.

Overall the Fire Fund is showing Revenues at \$658,128, a decrease of \$1,645 or .3% and Expenditures at \$657,786, a decrease of \$50,042 or 7.1% for a net increase to fund balance of \$342, an increase of \$48,397 when compared to the amended 2013 - 2014 budget.

Significant Decreases:

REVENUES:

- Contribution Other Funds is projected to decrease \$15,733 or 100%, which was the contribution from the General and Police funds for the purchase of a boat that will not need to be purchased again during 2014-2015.

EXPENDITURES:

- PSB Maint & Ops Allocation is projected to decrease \$6,267 or 11.5% due to less expenditures needed in the PSB Fund.
- Insurance & Bonds is projected to decrease \$10,990 or 16.5% due to a significant reduction in Liability Insurance.
- Chargebacks – Prior Tax Years is projected to decrease \$35,000 or 100% primarily due to the settlement with Northfield Estates during 2013-2014. This account is really an unknown as we do not know who will be disputing tax assessments and how many of those will win as opposed to lose.
- Equipment is projected to decrease \$23,600 or 79.7% due to a boat purchased during 2013-2014 that will not need to be purchased again during 2014-2015.

Significant Increases:

REVENUES:

- Current Property Tax is projected to increase \$12,063 or 2% due to an increase in the 2014 tax values of township properties.

EXPENDITURES:

- Salaries for the Chief and On-Call firefighters increase \$6,310 or 3.1% due to a 3% wage increase.
- Salaries – Part Time is projected to increase \$7,000 or 14.6% due to the need to hire firefighters for additional coverage at fire events.
- Training and Development is projected to increase \$5,000 or 125% due to the training needed for new firefighters.
- Uniforms/Gear & Allowance is projected to increase \$3,000 or 75% due to additional gear needed for the new firefighters.
- Transportation Repairs and Maintenance is projected to increase \$4,000 or 25% due to additional repairs needed on aging vehicles.

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.

- Due to the lack of revenue dollars the plan for 2014-2015 is very limited. They plan on spending \$1,500 for flowers on Mainstreet, \$20,000 for Other Professional Services, \$1,200 for Grounds Maintenance and \$20,000 for Phase 3 of the Non-Motorized Path. They will be dipping into fund balance to the tune of \$42,700.

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.

Very little activity is projected for the coming year. The only significant items for the 2014-2015 budget is a projected \$20,000 increase in Forfeitures due to more activity expected this coming fiscal year and an \$18,000 increase in Forfeiture Sharing due to the projected increase in forfeitures. They also set aside funds to purchase vests (\$1,000) and Misc. Equipment (\$4,000).

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.

Significant Decreases:

REVENUES:

- Forfeitures are projected to decrease \$50,000 or 33.3% due to less activity anticipated this coming fiscal year.

EXPENDITURES:

- None

Significant Increases:

REVENUES:

- None

EXPENDITURES:

- Supplies is projected to increase \$10,000 or 100%. This is supplementing supplies in the Police budget as these funds can be used to purchase certain supplies related to running the department.
- Miscellaneous is projected to increase \$5,000 or 100%. This is supplementing Training and Development in the Police budget as these funds can be used for training purposes.
- Equipment is projected to increase \$145,000 or 967% due to the purchase of equipment for vehicles.

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.

Overall the Building Department Fund is showing Revenues at \$52,515, an increase of \$13,015 or 33% and Expenditures at \$52,232, an increase of \$13,705 or 35.6% for a net increase to fund balance of \$283, a slight decrease of \$690 when compared to the amended 2013 - 2014 budget.

Significant Decreases:

REVENUES:

- None

EXPENDITURES:

- None

Significant Increases:

REVENUES:

- Building Permit Fees are projected to increase \$7,240 or 32.9% due to an expected increase in building activity along with a change in the fee structure.
- Trade Permit Fees are projected to increase \$4,950 or 33% due to an expected increase in building activity.

EXPENDITURES:

- Allocate to Departments is projected to increase \$12,656 or 183.3% due to the addition of the Deputy Assistant and Township Manager. Prior to this budget only the Deputy Treasurer was allocated to this 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.

Significant Decreases:

- Funds Transfer for \$2.93 million bond payment is projected to decrease \$6,591 due to less principal and interest scheduled to be paid during 2014-2015.
- The overall principal and interest payments are projected to decrease \$6,591 or 2.5% which is based on the payment schedule from PNC.

Significant Increases:

- None

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.

Significant Decreases:

- Current Property Taxes decreased \$5,522 or 1.9% primarily due to the re-financing of the \$3.8 Million bond. The re-financing effort saved the township interest expense, thus reducing the Millage rate needed to be levied to collect enough to make payment.
- Contribution Other Funds is projected to decrease \$18,800 or 11.5% due to less expense needed to operate the PSB building.
- Utilities are projected to decrease \$7,500 or 8.1% which brings the amount down closer to what has been spent over the past few years.
- Chargebacks – Prior Tax Years is projected to decrease \$16,000 or 100% primarily due to the settlement with Northfield Estates during 2013-2014. This account is really an unknown as we do not know who will be disputing tax assessments and how many of those will win as opposed to lose.
- Interest on the \$2.415 million bond is projected to decrease \$5,522 based on the payment schedule from PNC.

Significant Increases:

- Repairs and Maintenance is projected to increase \$5,000 or 25%. The additional \$5,000 will be used to seal coat the PSB parking lot.

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.

Overall the WWTP Fund is showing Revenues at \$1,362,073, an increase of \$185,991 or 15.8% and Expenditures at \$1,219,734, a decrease of \$83,622 or 6.4% for a net increase to fund balance of \$142,339, an increase of \$269,613 when compared to the amended 2013 - 2014 budget.

Significant Decreases:

- Interest Income is projected to decrease \$7,000 or 87.5% due to the change in the investment policy.
- Salaries – Overtime is projected to decrease \$10,000 or 50% due to lack of need based on the past fiscal year.
- Utilities is projected to decrease \$13,000 or 11.5% due to more efficient equipment installed at the plant over the past couple years.
- Repairs & Maintenance is projected to decrease \$6,530 primarily due to budgeting higher than necessary in past years.
- Interest expense on the 1992 bond (61%) is projected to decrease \$14,000 or 26.6% and is a direct result of the Bond Re-Financing completed in early 2013-2014.
- Equipment is projected to decrease \$100,804 or 64.7% due to purchasing less equipment this fiscal year.

Significant Increases:

- Usage Fees are projected to increase \$193,000 or 16.6% primarily due to the approved rate increase.
- Superintendant Salaries is projected to increase \$4,952 or 8.2% due to an increase applied to this employee.
- Salaries for all other employees are projected to increase \$5,243 or 2.9% is primarily due to a 3% wage increase.
- Hospitalization is projected to increase \$11,418 or 15.3% due to the following: 1) A 2.9% increase in CAP levels and 2) a change from a single rate to a couple rate for one employee.
- Engineer cost is projected to increase \$20,000 or 200% to be used for Asset Management Planning..
- Depreciation expense is projected to increase \$4,363 or 1.8% primarily due to additional depreciation on the 8 Mile Pump and Chlorine Feed Pumps being purchased during the year.
- Computer expense is projected to increase \$17,000 or 100% for the replacement of the system computer & software along with GIS software.

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.

Significant Decreases:

-
- SAD Interest Income is down \$2,732 due to lower principal amounts still owed by residents.

Significant Increases:

- None

DISTRICT #3 HORSESHOE LAKE SEWER FUND (#883)

This is an inactive Special Assessment District for the Horseshoe Lake sewer system. The sole purpose of this fund is to pay the repair costs in that district and record depreciation on the equipment.

Significant Decreases:

- Interest Income is projected to decrease \$7,000 or 87.5% due to the change in the investment policy.
- Depreciation expense is projected to decrease \$4,464 or 100% due to the fact that all equipment is now fully depreciated.

Significant Increases:

- Repairs & Maintenance is projected to increase \$75,000 or 500% due to significant repairs needed to that system.

NORTH TERRITORIAL SEWER DISTRICT FUND (#890)

This is an active 20-year Special Assessment District (SAD) for the North Territorial Sewer Project completed back in 1998-1999. The primary purpose of this fund is to collect SAD Interest charged to residents, record the bond interest payment and depreciation on related equipment.

Significant Decreases:

- Interest Income is projected to decrease \$4,250 or 85% due to the change in the investment policy.
- SAD Interest Income is down \$9,840 or 16.7% due to lower principal amounts still owed by residents.
- Interest expense on the 1992 bond (39%) is projected to decrease \$8,950 and is directly related to the bond Re-Financing completed earlier in 2013-2014.

Significant Increases:

- None

This completes the budget presentation for the May 27, 2014 board meeting.

Thank You,

Rick Yaeger
Controller
Northfield Township

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

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ESTIMATED REVENUES								
Dept 000								
101-000-426	PRIOR YEAR TAX INTEREST	0	6,996	0	344	0	0	0.00%
101-000-452	PEDDLER'S LICENSES	300	0	0	0	0	0	0.00%
101-000-453	CABLEVISION FRANCHISE FEES (Based on Current Agreement)	83,238	88,812	83,500	68,858	85,000	1,500	1.80%
101-000-455	FIBER FOOTAGE FEES (Based on Current Agreement)	9,320	9,339	9,000	0	9,250	250	2.78%
101-000-480	MAY CLEAN UP (Program Eliminated Due To Lack of Participation)	149	0	0	0	0	0	0.00%
101-000-574	STATE SHARED REVENUE (Based on Latest Info From State which shows \$655,000)	592,068	604,327	610,000	320,957	650,000	40,000	6.56%
101-000-590	GRANT INCOME (Phase 3 of Pathway)	98,130	68,591	204,000	0	250,000	46,000	22.55%
101-000-615	INSURANCE PROCEEDS	0	0	0	0	0	0	0.00%
101-000-626	COPY & FOIA INCOME	367	284	250	249	250	0	0.00%
101-000-665	INTEREST INCOME	13,240	10,296	5,200	1,505	1,500	(3,700)	-71.15%
101-000-667	RENTAL INCOME	3,600	3,600	0	0	0	0	0.00%
101-000-668	BOND PROCEEDS	0	0	0	0	0	0	0.00%
101-000-671	REIMBURSEMENT/OTHER INCOME (5 Events @ \$100 Ea. + Farm Lease @ \$150)	4,057	13,561	650	904	650	0	0.00%
101-000-673	SALE OF FIXED ASSET	0	0	0	0	0	0	0.00%
101-000-675	CONTRIBUTION-PRIVATE SOURCES	1,000	2,000	0	9	0	0	0.00%
101-000-688	RENTAL INCOME - BARKER RD (\$980 x 12)	6,676	9,966	9,960	9,130	11,760	1,800	18.07%
101-000-690	UNREALIZED GAIN/LOSS	0	(24,995)	0	(38,125)	0	0	0.00%

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Totals for Dept 000		812,145	792,777	922,560	363,831	1,008,410	85,850	9.31%
Dept 191: ELECTIONS								
101-191-671	REIMBURSEMENT/OTHER INCOME	3,622	0	3,500	2,312	0	(3,500)	0.00%
Totals for Dept 191-ELECTIONS		3,622	0	3,500	2,312	0	(3,500)	0.00%
Dept 253: TREASURER								
101-253-402	CURRENT PROPERTY TAX (Based on 2014 Millage Rates and Tax Value of Properties)	257,837	246,783	252,084	228,610	257,000	4,916	1.95%
101-253-404	MOBILE HOME LICENSE FEES (Monthly Tax on the Total Number of Mobile Homes (475x\$.50 per Mth) Currently Being Used)	3,564	2,457	2,910	2,418	2,850	(60)	-2.06%
101-253-425	MTT PROPERTY TAX ADJUSTMENTS	69	0	0	0	0	0	0.00%
101-253-445	PENALTY & INTEREST ON TAXES (For Late Payments of Property Taxes)	5,307	9,582	500	126	500	0	0.00%
101-253-627	SUMMER TAX PREPARATION (Additional Fee Collected from Schools)	12,833	13,465	13,500	13,480	13,490	(10)	-0.07%
101-253-680	TAX ADMINISTRATION FEES (1% Fee Added to Tax Bills)	137,781	132,105	134,000	121,212	134,000	0	0.00%
Totals for Dept 253-TREASURER		417,391	404,392	402,994	365,846	407,840	4,846	1.20%
Dept 336: CONTRIBUTIONS								
101-336-624	DDA (Contribution to Phase 3 OF THE Non-Motorized Path)	0	0	10,000	22,790	20,000	10,000	100.00%
101-336-625	SEWER ADMINISTRATION (Admin Fee from Sewer - \$35,000 and Library - \$8,969)	39,000	39,000	39,000	0	43,969	4,969	12.74%
Totals for Dept 336-CONTRIBUTIONS		39,000	39,000	49,000	22,790	63,969	14,969	30.55%

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Dept 412: PLANNING/ZONING DEPT								
101-412-477	ZONING COMPLIANCE PERMITS	3,800	5,000	3,000	4,500	3,000	0	0.00%
101-412-607	ZONING ADMINISTRATIVE FEES	300	900	0	0	0	0	0.00%
101-412-608	VARIANCES/APPEALS	3,525	2,350	2,000	1,268	2,000	0	0.00%
101-412-610	SITE PLAN REVIEW	5,990	6,010	0	0	0	0	0.00%
101-412-629	ZONING COPIES	27	65	50	15	50	0	0.00%
101-412-637	SPLIT APPLICATIONS	600	650	500	1,850	500	0	0.00%
Totals for Dept 412-PLANNING/ZONING DEPT		14,242	14,975	5,550	7,633	5,550	0	0.00%
Dept 666: COMMUNITY CENTER								
101-666-590	GRANT INCOME	0	0	2,550	2,550	0	(2,550)	-100.00%
101-666-643	CC TRIPS/PROGRAMS	45,747	35,655	35,000	14,565	25,000	(10,000)	-28.57%
101-666-649	CC MEMBERSHIP	2,804	3,274	2,750	1,363	0	(2,750)	-100.00%
101-666-671	REIMBURSEMENT/OTHER INCOME	1,133	0	0	0	0	0	0.00%
101-666-676	CONTRIBUTIONS - CC	565	871	500	580	500	0	0.00%
101-666-689	NHS - COST RECOVERY	5,060	0	0	0	0	0	0.00%
Totals for Dept 666-COMMUNITY CENTER		55,309	39,800	40,800	19,058	25,500	(15,300)	-37.50%

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	TOTAL ESTIMATED REVENUES	1,341,709	1,290,944	1,424,404	781,470	1,511,269	86,865	6.10%
APPROPRIATIONS								
Dept 101: TOWNSHIP BOARD								
101-101-701	SALARIES (\$2,500 x 4)	7,375	9,458	10,000	7,083	10,000	0	0.00%
101-101-715	SOCIAL SECURITY (\$10,000 x 7.65%)	564	724	765	542	765	0	0.00%
101-101-717	LIFE/DISB. INSURANCE	214	86	0	0	0	0	0.00%
101-101-718	PENSION	225	113	0	0	0	0	0.00%
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)	9,788	9,961	10,000	8,030	10,500	500	5.00%
101-101-900	PRINTING & PUBLICATIONS (Publishing of Minutes from Twp Board Mtgs and Ads for Employment - \$4,500; Newsletter - \$2,000)	5,765	5,244	6,300	5,853	6,500	200	3.17%
101-101-955	DDA	0	0	0	0	0	0	0.00%
101-101-956	MISCELLANEOUS	0	2,864	0	0	0	0	0.00%
101-101-957	TRAINING & DEVELOPMENT	0	0	2,000	238	2,000	0	0.00%
Totals for Dept 101-TOWNSHIP BOARD		23,931	28,450	29,065	21,746	29,765	700	2.41%
Dept 171: SUPERVISOR								
101-171-701	SALARIES	39,934	25,105	12,500	11,058	12,500	0	0.00%
101-171-715	SOCIAL SECURITY (\$12,500 x 7.65%)	742	1,221	957	143	957	0	0.00%
101-171-716	HOSPITALIZATION	5,861	2,131	0	0	0	0	0.00%
101-171-717	LIFE/DISB. INSURANCE	633	264	0	0	0	0	0.00%

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101-171-718	PENSION	3,993	1,789	0	0	0	0	0.00%
101-171-807	MEMBERSHIP DUES	0	0	120	0	120	0	0.00%
101-171-850	COMMUNICATION	263	0	0	0	0	0	0.00%
101-171-860	FUEL & MILEAGE	0	0	0	0	200	200	100.00%
	(Misc. Conferences)							
101-171-956	MISCELLANEOUS	0	0	100	0	100	0	0.00%
101-171-957	TRAINING & DEVELOPMENT	0	0	200	0	1,000	800	400.00%
Totals for Dept 171-SUPERVISOR		51,426	30,510	13,877	11,201	14,877	1,000	7.21%
Dept 172: TOWNSHIP MANAGER								
101-172-701	SALARIES	0	8,292	77,000	68,178	77,000	0	0.00%
101-172-704	CLERICAL/DEP /SUPER/ELECTION	0	0	31,410	8,561	26,625	(4,785)	-15.23%
	(\$16/Hr x 32 Hrs/Wk x 52 Wks)(Includes a \$2.00/Hr Increase)							
101-172-715	SOCIAL SECURITY	0	4,386	12,366	9,592	12,125	(241)	-1.95%
	(\$158,475 x 7.65%)							
101-172-716	HOSPITALIZATION	0	2,238	13,419	12,474	14,505	1,086	8.09%
	(Cap of \$11,818 plus Dental & Optical)							
101-172-717	LIFE/DISB. INSURANCE	0	0	915	929	975	60	6.56%
	(\$81.29 x 12)							
101-172-718	PENSION	0	829	7,700	6,811	7,700	0	0.00%
101-172-722	CONTROLLER	0	52,000	53,248	48,643	54,850	1,602	3.01%
	(20 Hrs/Wk x \$52.74/Hr x 52 Wks)(Includes a 3% Increase)							
101-265-818	CONTRACTUAL SERVICES	0	0	13,500	7,468	10,000	(3,500)	-25.93%
	(Website Development - \$1,000; Codification of Ordinance's - \$6,500, Other - \$2,500)							
101-172-850	COMMUNICATION	0	0	840	659	1,000	160	19.05%
	(Telephone @ \$83/Mth)							
101-172-860	FUEL & MILEAGE	0	0	2,000	255	1,000	(1,000)	-50.00%

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101-172-927	ALLOCATE TO DEPARTMENTS <small>(Controller Allocation to Police, Fire, Bldg Dept and WWTP - \$31,813)(Twp. Mgr. Allocation to Bldg Dept. - \$5,301)</small>	0	(30,160)	(30,883)	(12,407)	(37,114)	(6,231)	20.18%
101-172-957	TRAINING & DEVELOPMENT	0	0	2,000	654	2,000	0	0.00%
Totals for Dept 172-TOWNSHIP MANAGER		0	37,585	183,515	151,817	170,666	(12,849)	-7.00%
 Dept 191: ELECTIONS								
101-191-704	CLERICAL/DEP /SUPER/ELECTION	2,523	6,326	2,000	1,400	6,500	4,500	225.00%
101-191-727	SUPPLIES	1,659	2,634	1,000	291	2,650	1,650	165.00%
101-191-851	POSTAGE	1,830	1,000	400	200	1,000	600	150.00%
101-191-900	PRINTING & PUBLICATIONS	1,960	1,924	400	0	2,000	1,600	400.00%
Totals for Dept 191-ELECTIONS		7,972	11,884	3,800	1,891	12,150	8,350	219.74%
 Dept 215: CLERK								
101-215-701	SALARIES	39,364	31,911	16,870	15,427	12,500	(4,370)	-25.90%
101-215-703	DEPUTY SALARIES <small>(52 Wks @ 32 Hrs x \$19.31/Hr)(Includes a 3% Increase)</small>	14,622	17,577	28,355	24,772	32,130	3,775	13.31%
101-215-715	SOCIAL SECURITY <small>(\$44,630 x 7.65%)</small>	8,223	3,786	3,460	3,075	3,415	(45)	-1.30%
101-215-716	HOSPITALIZATION	1,500	0	0	0	0	0	0.00%
101-215-717	LIFE/DISB. INSURANCE	626	261	0	0	0	0	0.00%
101-215-718	PENSION	3,936	1,764	0	0	0	0	0.00%
101-215-722	CONTROLLER	52,000	0	0	0	0	0	0.00%

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101-215-723	RECORD SEC <small>(Recording Sec - \$195/Mtg x 24 Mtgs plus \$125/Mtg over 3 Hrs x 8; Video Operator - \$85/Mtg x 24 Mtgs)</small>	4,305	4,895	5,000	3,075	7,720	2,720	54.40%
101-215-807	MEMBERSHIP DUES	280	180	100	0	100	0	0.00%
101-215-860	FUEL & MILEAGE <small>(Budgeted \$200)</small>	152	0	200	12	200	0	0.00%
101-215-922	LATE FEES AND PENALTIES	0	302	0	361	0	0	0.00%
101-215-927	ALLOCATE TO DEPARTMENTS	(30,160)	0	0	0	0	0	0.00%
101-215-957	TRAINING & DEVELOPMENT	0	0	1,000	119	1,000	0	0.00%
Totals for Dept 215-CLERK		94,848	60,676	54,985	46,841	57,065	2,080	3.78%
Dept 247: BOARD OF REVIEW								
101-247-706	BOARD OF REVIEW FEE	2,034	1,458	2,000	1,356	2,000	0	0.00%
101-247-715	SOCIAL SECURITY <small>(\$2,000 x 7.65%)</small>	156	112	153	104	153	0	0.00%
101-247-900	PRINTING & PUBLICATIONS	504	0	800	506	800	0	0.00%
101-247-959	TRIBUNALS AND DRAINS	15,285	9,129	20,000	1,966	20,000	0	0.00%
Totals for Dept 247-BOARD OF REVIEW		17,979	10,699	22,953	3,932	22,953	0	0.00%
Dept 253: TREASURER								
101-253-701	SALARIES	39,364	23,865	12,500	11,058	12,500	0	0.00%
101-253-703	DEPUTY SALARIES <small>(Includes a 3% Increase)</small>	39,163	39,449	41,000	40,059	42,230	1,230	3.00%
101-253-704	CLERICAL/DEP /SUPER/ELECTION	14,181	15,331	19,255	17,229	24,860	5,605	29.11%

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101-253-715	(52 Wks @ 32 Hrs x \$14.94/Hr)(Includes a 3% Increase) SOCIAL SECURITY	7,060	6,016	5,568	5,229	6,300	732	13.15%
101-253-716	(\$82,360 x 7.65%) HOSPITALIZATION	9,893	5,806	6,612	5,290	7,050	438	6.62%
101-253-717	(Cap of \$5,775 plus Dental & Optical) LIFE/DISB. INSURANCE	812	311	560	497	530	(30)	-5.36%
101-253-718	(\$44.13 x 12)(Deputy Only) PENSION	7,716	5,445	4,100	3,614	4,223	123	3.00%
101-253-732	(10% of Base Salary - Deputy Only) HOSPITALIZATION - DEDUCTIBLES	857	0	0	0	0	0	0.00%
101-253-803	LEGAL	6,000	6,000	6,000	4,500	6,000	0	0.00%
101-253-804	(\$500/Mth) TAX STATEMENT PREPARATION	624	1,380	1,500	1,248	2,000	500	33.33%
101-253-807	(Tax Bill Printing) MEMBERSHIP DUES	100	100	120	100	130	10	8.33%
101-253-851	(MMTA Dues for Treasurer & Deputy @ \$65 Ea.) POSTAGE	1,238	2,475	3,200	3,243	3,400	200	6.25%
101-253-860	(Tax Bill Mailing) FUEL & MILEAGE	73	0	0	127	200	200	0.00%
101-253-927	ALLOCATE TO DEPARTMENTS	(10,922)	(12,708)	(13,810)	(6,068)	(21,829)	(8,019)	58.07%
101-253-956	(Deputy Treasurer Allocation to Planning and Bldg Dept & Deputy Asst. Allocation to Bldg. Dept.) MISCELLANEOUS	2,458	858	3,500	324	500	(3,000)	-85.71%
101-253-957	(Bank Service Charges) TRAINING & DEVELOPMENT	0	0	2,000	0	2,000	0	0.00%
Totals for Dept 253-TREASURER		118,617	94,328	92,105	86,450	90,094	(2,011)	-2.18%
Dept 257: ASSESSING								
101-257-709	ASST ASSESSOR	16,140	3,904	22,254	2,674	25,000	2,746	12.34%
101-257-713	(32 Hrs/Wk x \$15/Hr x 52 Wks) ASSESSOR	60,000	60,000	62,464	55,795	63,283	819	1.31%
	(Includes a 3% Increase)							

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101-257-715	SOCIAL SECURITY (\$88,283 x 7.65%)	5,825	5,003	6,481	4,473	6,755	274	4.23%
101-257-716	HOSPITALIZATION (Cap of \$11,818 plus Dental & Optical)	7,628	1,500	8,245	6,985	14,875	6,630	80.41%
101-257-717	LIFE/DISB. INSURANCE (\$67.19 x 12)	734	887	920	830	810	(110)	-11.96%
101-257-718	PENSION (10% of Base Salary)	5,077	6,000	6,246	5,429	6,328	82	1.31%
101-257-720	BANKED PTO	4,659	231	0	0	0	0	0.00%
101-257-727	SUPPLIES	41	75	1,000	978	1,000	0	0.00%
101-257-732	HOSPITALIZATION - DEDUCTIBLES	197	0	0	0	0	0	0.00%
101-257-807	MEMBERSHIP DUES (\$125 MAA Annual Dues, \$25 WAA Annual Dues, \$175 Assessment Admin. Certification, \$125 Misc)	215	390	450	290	450	0	0.00%
101-257-851	POSTAGE (Mailing of Assessing Notices)	2,646	2,099	3,000	1,513	2,500	(500)	-16.67%
101-257-860	FUEL & MILEAGE (Reimbursement of Mileage from Home Inspections)(Budgeted \$2,000)	360	338	2,000	675	1,000	(1,000)	-50.00%
101-257-957	TRAINING & DEVELOPMENT	0	0	1,000	0	1,000	0	0.00%
Totals for Dept 257-ASSESSING		103,522	80,427	114,060	79,642	123,001	8,941	7.84%
Dept 265: HALL AND GROUNDS								
101-265-710	JANITORIAL SALARIES	5,360	5,080	6,000	4,800	6,000	0	0.00%
101-265-715	SOCIAL SECURITY (\$6,000 x 7.65%)	410	389	459	367	460	1	0.22%
101-265-716	HOSPITALIZATION	0	0	0	0	0	0	0.00%
101-265-721	UNEMPLOYMENT BENEFITS	3,258	0	0	25	0	0	0.00%
101-265-727	SUPPLIES	10,476	7,716	8,500	7,856	9,000	500	5.88%

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Fund 101: GENERAL FUND (With Wage Increases)

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AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
101-265-731	WORKERS COMP INSURANCE	1,153	1,721	1,155	0	1,155	0	0.00%
101-265-732	HOSPITALIZATION - DEDUCTIBLES	0	0	0	0	0	0	0.00%
101-265-816	GROUNDS/CLEANG/JANITORL SERVIC (Center Island Flower Beds - \$1,050; Lawn Maintenance - \$1,400; Snow Removal & Salting - \$2,350)	2,120	4,985	4,000	3,154	4,800	800	20.00%
101-265-821	PSB MAINT & OPS ALLOCATION (\$144,800 x 33.33%)	43,765	42,945	54,534	19,729	48,268	(6,266)	-11.49%
101-265-850	COMMUNICATION (Phone Service - \$245/Mth; Long Distance - \$400/Mth; Livestreaming @ \$45/Mth)	3,424	5,214	4,380	7,351	8,280	3,900	89.04%
101-265-851	POSTAGE (Sewer Bill Mailings - \$4,500; Newsletter Mailing - \$850; Extra Misc - \$150)	3,177	4,397	5,500	3,595	5,500	0	0.00%
101-265-860	FUEL & MILEAGE	2,023	1,922	0	0	0	0	0.00%
101-265-910	INSURANCE & BONDS	29,780	29,996	30,700	26,016	30,700	0	0.00%
101-265-920	UTILITIES (Heat - \$1,000; Electric - \$500 for Barker Rd.)	6,229	3,549	1,500	354	1,500	0	0.00%
101-265-930	REPAIRS & MAINTENANCE (\$10,935 BS&A Sftwr, Anti-Virus @ \$100/Mth, \$2,490 On-Site Flex Contract for IT, \$1,000 Postage Mach Maint., \$1,000 Siren & Extingusher Maint, \$1,175 Misc)	28,410	29,455	15,000	15,165	17,800	2,800	18.67%
101-265-938	CHARGEBACKS - PRIOR TAX YEARS	23,699	57	23,500	23,311	2,000	(21,500)	-91.49%
101-265-940	RENTAL EQUIPMENT (\$2,800 Copier Lease, \$65 P.O. Box Rental, \$168 Water Cooler, \$1,000 Postage Meter Rental, \$267 Misc)	4,173	3,910	4,300	3,108	4,300	0	0.00%
101-265-956	MISCELLANEOUS	137	0	250	25	250	0	0.00%
101-265-957	TRAINING & DEVELOPMENT	4,170	3,481	0	0	0	0	0.00%
Totals for Dept 265-HALL AND GROUNDS		171,764	144,817	159,778	114,856	140,013	(19,765)	-12.37%
Dept 270: LEGAL/PROFESSIONAL								
101-270-800	OTHER PROFESSIONAL FEES	450	8,188	500	500	500	0	0.00%

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101-270-802	AUDIT FEES (Per Signed Agreement)	6,950	4,500	4,500	4,500	4,500	0	0.00%
101-270-803	LEGAL (\$66,000 P. Burns Retainer + \$30,000 Other)	118,219	104,996	96,000	74,414	96,000	0	0.00%
101-270-806	ENGINEER (\$500 Annual Stormwater Permit, \$4,500 Misc Stormwater Work; \$5,000 Misc Engineering)	5,250	3,159	5,000	1,200	10,000	5,000	100.00%
101-270-927	ALLOCATE TO DEPARTMENTS	(45,600)	(45,600)	(45,600)	(34,200)	(45,600)	0	0.00%
Totals for Dept 270-LEGAL/PROFESSIONAL		85,269	75,243	60,400	46,414	65,400	5,000	8.28%
Dept 294: UNALLOCATED								
101-294-955	DDA	0	0	0	0	0	0	0.00%
Totals for Dept 294-UNALLOCATED		0	0	0	0	0	0	0.00%
Dept 336: CONTRIBUTIONS								
101-336-933	CONTRIBUTION - INDEPENDENCE DAY CELEBF	2,000	2,350	2,000	0	2,500	500	25.00%
101-336-964	CONTRIBUTION-FIRE & MED RES	27,155	29,310	32,866	7,866	25,000	(7,866)	-23.93%
101-336-965	CONTR-HUMAN SVC CONTRACT	3,600	3,600	0	0	0	0	0.00%
Totals for Dept 336-CONTRIBUTIONS		32,755	35,260	34,866	7,866	27,500	(7,366)	-21.13%
Dept 412: PLANNING/ZONING DEPT								
101-412-707	ZBA SALARIES	1,300	2,000	3,000	1,300	3,000	0	0.00%
101-412-715	SOCIAL SECURITY	887	711	1,071	750	1,071	0	0.00%

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101-412-723	RECORD SEC (Recording Sec - \$195/Mtg x 24 Mtgs; Video Operator - \$85/Mtg x 24 Mtgs)	3,040	4,240	4,500	3,255	6,720	2,220	49.33%
101-412-726	PLANN COMM	10,300	7,300	11,000	8,500	11,000	0	0.00%
101-412-727	SUPPLIES	0	0	200	76	200	0	0.00%
101-412-800	OTHER PROFESSIONAL FEES	1,130	0	3,000	3,605	5,000	2,000	66.67%
101-412-801	PLANNER FEES	40,601	32,774	28,000	23,190	30,000	2,000	7.14%
101-412-803	LEGAL	11,971	1,655	10,000	0	5,000	(5,000)	-50.00%
101-412-809	CODE ENFORCEMENT (Kurt - \$4,600; C.E. Officer \$25/Hr x 8 Hrs/Wk)	12,565	8,492	15,000	6,531	15,000	0	0.00%
101-412-851	POSTAGE	200	0	500	0	500	0	0.00%
101-412-860	FUEL & MILEAGE (Code Enforcement Mileage @ \$150/Mth)	0	0	0	0	1,800	1,800	0.00%
101-412-900	PRINTING & PUBLICATIONS	1,140	1,361	1,500	704	1,500	0	0.00%
101-412-927	ALLOCATE TO DEPARTMENTS (Deputy Treasurer Allocation)	5,461	6,354	6,905	3,034	6,948	43	0.62%
101-412-957	TRAINING & DEVELOPMENT	0	0	4,000	570	4,000	0	0.00%
Totals for Dept 412-PLANNING/ZONING DEPT		88,595	64,887	88,676	51,515	91,739	3,063	3.45%
Dept 448: STREET LIGHTS								
101-448-920	UTILITIES (Ornamental and Overhead Lights @ \$3,085/Mth)	34,467	36,626	36,000	26,952	37,020	1,020	2.83%
Totals for Dept 448-STREET LIGHTS		34,467	36,626	36,000	26,952	37,020	1,020	2.83%
Dept 449: ROAD WORK								

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101-449-813	ROADWORK (\$30,000 - 2 Brine Applications)	52,420	47,808	34,650	18,436	30,000	(4,650)	-13.42%
101-449-814	ROAD IMPROVEMENTS (Misc Road Projects)	17,099	54,297	55,500	43,536	55,500	0	0.00%
101-449-929	GRANT EXPENSE (Phase 2B of Pathway)	97,470	68,591	204,000	197,365	250,000	46,000	22.55%
Totals for Dept 449-ROAD WORK		166,989	170,696	294,150	259,337	335,500	41,350	14.06%
Dept 523: SOLID WASTE MANAGEMENT								
101-523-880	MAY/OCT CLEAN UP PROGRAM	3,315	0	0	0	0	0	0.00%
Totals for Dept 523-SOLID WASTE MANAGEMENT		3,315	0	0	0	0	0	0.00%
Dept 666: COMMUNITY CENTER								
101-666-701	SALARIES (Includes a \$2,000 Increase)	35,122	37,288	35,500	22,799	37,500	2,000	5.63%
101-666-702	SALARIES	9,419	6,359	0	0	0	0	0.00%
101-666-715	SOCIAL SECURITY (\$37,500 x 7.65%)	3,407	3,339	2,716	1,744	2,870	154	5.67%
101-666-716	HOSPITALIZATION (CAP of \$5,775 plus Dental & Vision)	13,145	10,094	6,557	5,754	6,895	338	5.15%
101-666-717	LIFE/DISB. INSURANCE (\$43.68 x 12)	573	430	670	351	525	(145)	-21.64%
101-666-718	PENSION (10% of Base Pay)	3,512	2,702	3,550	2,731	3,750	200	5.63%
101-666-720	BANKED PTO	878	(3,377)	0	0	0	0	0.00%
101-666-727	SUPPLIES	1,563	1,063	1,800	1,055	1,800	0	0.00%
101-666-731	WORKERS COMP INSURANCE	253	413	270	0	270	0	0.00%

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101-666-732	HOSPITALIZATION - DEDUCTIBLES	1,016	0	0	0	0	0	0.00%
101-666-807	MEMBERSHIP DUES	220	220	220	220	220	0	0.00%
	(\$75 MASC Annual Dues; \$145 NCOA Annual Dues)							
101-666-812	SCC TRIPS/PROGRAMS	36,916	30,043	30,000	16,169	22,500	(7,500)	-25.00%
101-666-816	GROUNDS/CLEANG/JANITORL SERVIC	6,175	6,970	7,320	6,834	8,225	905	12.36%
	(\$800 Grass, \$125 Beds, \$2,920 Snow and \$4,380 Office Cleaning)							
101-666-850	COMMUNICATION	2,052	2,067	2,300	1,700	2,300	0	0.00%
	(Phone @ \$150/Mth, Long Distance \$25/Mth, \$200 Misc Computer Work)							
101-666-851	POSTAGE	629	846	1,000	600	1,050	50	5.00%
	(Mailing = \$.49x275x6)+(4 rolls of stamps @ \$49 Ea.) + 45 Extra)							
101-666-860	FUEL & MILEAGE	94	0	0	0	0	0	0.00%
101-666-900	PRINTING & PUBLICATIONS	479	568	1,000	0	1,000	0	0.00%
	(\$150 per mailing x 6 + \$100 Extra)							
101-666-910	INSURANCE & BONDS	1,958	1,840	1,900	1,070	1,900	0	0.00%
101-666-920	UTILITIES	4,006	2,689	4,500	2,171	4,500	0	0.00%
101-666-929	GRANT EXPENSE	0	0	2,550	1,790	0	(2,550)	-100.00%
101-666-930	REPAIRS & MAINTENANCE	2,084	7,925	4,300	1,600	4,300	0	0.00%
	(Misc. Repairs at the Senior Center Building)							
101-666-957	TRAINING & DEVELOPMENT	0	0	0	0	0	0	0.00%
101-666-970	EQUIPMENT	286	350	400	105	400	0	0.00%
Totals for Dept 666-SENIOR CITIZEN CENTER		123,787	111,829	106,553	66,693	100,005	(6,548)	-6.15%
Dept 753: RECREATION BOARD								
101-753-931	PARK MAINITENANCE	0	0	0	0	0	0	0.00%
	(Maintain and Upgrade Parks)							
Totals for Dept 753-RECREATION BOARD		0	0	0	0	0	0	0.00%

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Dept 850: TOWNSHIP CONTINGENCY								
101-850-905	CONTINGENCY FUNDS	11,522	11,044	10,000	500	10,000	0	0.00%
Totals for Dept 850-TOWNSHIP CONTINGENCY		11,522	11,044	10,000	500	10,000	0	0.00%
Dept 900: CAPITAL OUTLAY								
101-900-971	RENOVATIONS	9,880	0	0	0	0	0	0.00%
101-900-972	COMPUTER	1,511	7,125	23,335	15,869	11,500	(11,835)	-50.72%
(BS&A Upgrade to .Net - Total Cost \$25,000 divided by 3 Yrs; 2 New Computers - \$3,000)								
101-900-978	LAND ACQUISITION	0	6,586	4,500	0	4,500	0	0.00%
(Vacant Foreclosed Lots)								
Totals for Dept 900-CAPITAL OUTLAY		11,391	13,711	27,835	15,869	16,000	(11,835)	-42.52%
Dept 905: DEBT SERVICE								
101-905-985	PSB SHARE OF BOND PMT	88,542	94,320	87,419	87,417	85,225	(2,194)	-2.51%
(1/3 of Total Payment - Final Payment in 2023)								
Totals for Dept 905-DEBT SERVICE		88,542	94,320	87,419	87,417	85,225	(2,194)	-2.51%
TOTAL APPROPRIATIONS		1,236,691	1,112,992	1,420,037	1,080,939	1,428,973	8,936	0.63%
NET OF REVENUES/APPROPRIATIONS - FUND		105,018	177,952	4,367	(299,469)	82,296	77,929	1784.50%
BEGINNING FUND BALANCE		1,113,783	1,218,801	1,396,753	XXXXXXXXXX	1,401,120		
ENDING FUND BALANCE		1,218,801	1,396,753	1,401,120	XXXXXXXXXX	1,483,416		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND

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GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
207-000-402	CURRENT PROPERTY TAX (Based on 2014 Millage Rates)	1,387,208	1,327,751	1,356,155	1,229,950	1,383,128	26,973	1.99%
207-000-425	MTT PROPERTY TAX ADJUSTMENTS	187	0	0	0	0	0	0.00%
207-000-445	PENALTY & INTEREST ON TAXES	196	1,089	0	590	0	0	0.00%
207-000-570	LIQUOR LICENSE & PERMITS	2,681	2,589	3,000	2,605	3,000	0	0.00%
207-000-590	GRANT INCOME (Money received for the Purchase of Vests; 50% Match)	0	13,872	0	0	1,000	1,000	100.00%
207-000-626	COPY & FOIA INCOME	2,010	1,537	2,000	1,488	1,500	(500)	-25.00%
207-000-656	FINES & COURT FEES	37,079	27,331	30,000	21,355	30,000	0	0.00%
207-000-657	PARKING TICKETS	85	0	0	0	0	0	0.00%
207-000-658	IMPOUND FEES	2,340	1,660	2,000	2,060	2,000	0	0.00%
207-000-664	FEES PAID FOR OFFICER WAGES (German Park Reimbursement of Overtime)	5,423	5,958	6,000	3,671	6,000	0	0.00%
207-000-671	REIMBURSEMENT/OTHER INCOME	1,748	2,046	2,500	3,422	3,000	500	20.00%
207-000-673	SALE OF FIXED ASSET	0	0	0	3,986	0	0	0.00%
207-000-675	CONTRIBUTION-PRIVATE SOURCES	513	3,000	200	0	200	0	0.00%
207-000-681	OT REIMBURSEMENT	12,000	21,586	12,000	15,217	17,000	5,000	41.67%
207-000-682	SALVAGE INSPECTIONS	45,295	0	0	0	0	0	0.00%
Totals for Dept 000		1,496,765	1,408,419	1,413,855	1,284,344	1,446,828	32,973	2.33%

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Dept 336: CONTRIBUTIONS								
207-336-588	CONTRIBUTION OTHER FUND(S) (From the Fed. NARC Fund to Cover a Portion of the PSB Bond Payment - \$35,000; From St. NARC Fund for 50% Match on Vests - \$1,000)	15,000	42,500	35,000	0	36,000	1,000	2.86%
207-336-683	CONTRIBUTION - INDEPENDENCE DAY CELEBF	1,000	1,350	1,000	0	1,500	500	50.00%
Totals for Dept 336-CONTRIBUTIONS		16,000	43,850	36,000	0	37,500	1,500	4.17%
TOTAL ESTIMATED REVENUES		1,512,765	1,452,269	1,449,855	1,284,344	1,484,328	34,473	2.38%
APPROPRIATIONS								
Dept 226: PERSONNEL								
207-226-701	SALARIES (Lt. & Sgt. Wages)(Includes a 3% Increase)	128,789	144,716	187,651	165,981	193,211	5,560	2.96%
207-226-702	SALARIES (Full Time Officer Wages)(Includes a 3% Increase)	376,530	352,056	322,775	323,598	376,420	53,645	16.62%
207-226-704	CLERICAL/DEP /SUPER/ELECTION (Includes a 3% Increase)	57,260	57,110	65,755	53,686	67,717	1,962	2.98%
207-226-708	SALARIES-PART TIME	42,434	50,180	50,000	19,773	37,500	(12,500)	-25.00%
207-226-710	JANITORIAL SALARIES	4,160	4,160	4,608	3,840	5,500	892	19.36%
207-226-711	SALARIES-OVERTIME	35,586	49,608	50,000	52,629	37,500	(12,500)	-25.00%
207-226-714	HOLIDAY (Additional Pay for Holidays Paid Annually in December)	29,066	29,066	29,469	31,838	33,920	4,451	15.10%
207-226-715	SOCIAL SECURITY (\$763,068 x 7.65%)	53,068	54,288	55,138	51,501	58,375	3,237	5.87%
207-226-716	HOSPITALIZATION (CAPS plus Dental & Optical)	112,767	125,152	131,458	122,627	156,015	24,557	18.68%
207-226-717	LIFE/DISB. INSURANCE	7,683	7,743	8,022	7,719	8,741	719	8.96%
207-226-718	PENSION	52,158	52,390	54,819	50,720	60,884	6,065	11.06%

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Fund 207: POLICE FUND

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207-226-719	(Base Salary \$608,839 x 10%) EMPLOYEE FRINGE-LONGEVITY	3,600	4,500	4,800	4,800	5,400	600	12.50%
207-226-720	(Per Union Contract) BANKED PTO	13,812	(1,271)	0	0	0	0	0.00%
207-226-721	UNEMPLOYMENT BENEFITS	7,240	0	0	0	0	0	0.00%
207-226-730	MEDICAL TESTING	231	81	1,000	138	1,000	0	0.00%
207-226-731	WORKERS COMP INSURANCE	8,376	13,225	10,130	0	10,130	0	0.00%
207-226-732	HOSPITALIZATION - DEDUCTIBLES	1,716	0	0	0	0	0	0.00%
207-226-741	UNIFORMS/GEAR & ALLOWANCE	5,400	5,400	5,700	5,900	5,900	200	3.51%
207-226-927	(Per Union Contract) ALLOCATE TO DEPARTMENTS	55,396	52,179	54,658	23,331	56,771	2,113	3.87%
207-226-957	(PSB Director @ 50% of Total Salary & Benefit Package Allocated from Fire) TRAINING & DEVELOPMENT	1,988	2,009	4,000	1,790	500	(3,500)	-87.50%
Totals for Dept 226-PERSONNEL		997,260	1,002,592	1,039,983	919,871	1,115,484	75,501	7.26%
Dept 265: HALL AND GROUNDS								
207-265-821	PSB MAINT & OPS ALLOCATION	43,766	42,945	54,533	19,730	48,266	(6,267)	-11.49%
	(\$144,800 x 33.33%)							
Totals for Dept 265-HALL AND GROUNDS		43,766	42,945	54,533	19,730	48,266	(6,267)	-11.49%
Dept 270: LEGAL/PROFESSIONAL								
207-270-722	CONTROLLER	7,800	7,800	7,987	3,209	8,227	240	3.00%
	(15% of Total Cost)							
207-270-802	AUDIT FEES	3,026	3,060	3,060	3,060	3,060	0	0.00%
	(Allocate Audit Charges per Contract)							

BUDGET REPORT FOR
Fund 207: POLICE FUND
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							AMT	PCT
		40,991	39,600	40,000	29,800	40,000	0	0.00%
207-270-803	LEGAL (\$39,600 Allocated from General; \$400 Other)	51,817	50,460	51,047	36,069	51,287	240	0.47%
Totals for Dept 270-LEGAL/PROFESSIONAL								
Dept 301: OPERATING COSTS								
207-301-727	SUPPLIES	4,774	6,918	6,000	3,846	4,000	(2,000)	-33.33%
207-301-741	UNIFORMS/GEAR & ALLOWANCE	3,051	2,003	4,000	2,365	1,000	(3,000)	-75.00%
207-301-807	MEMBERSHIP DUES	1,140	1,247	2,000	1,736	2,000	0	0.00%
207-301-818	CONTRACTUAL SERVICES	17,037	17,571	17,500	13,970	19,000	1,500	8.57%
207-301-820	DISPATCH SERVICES	63,347	31,674	67,980	52,789	68,000	20	0.03%
207-301-850	COMMUNICATION (Changed Internet Connections for Police Cars)	11,475	12,894	16,000	12,636	22,000	6,000	37.50%
207-301-851	POSTAGE	23	100	250	124	200	(50)	-20.00%
207-301-900	PRINTING & PUBLICATIONS	154	334	1,000	186	500	(500)	-50.00%
207-301-910	INSURANCE & BONDS	17,599	20,754	21,100	20,675	17,513	(3,587)	-17.00%
207-301-929	GRANT EXPENSE (50% of Vest Purchase; Other 50% is in Equipment)	0	13,872	0	0	1,000	1,000	0.00%
207-301-930	REPAIRS & MAINTENANCE (L3 Communication Maint. Contract, Misc. Dept. Maint. And Maint. Supplies)	3,926	2,056	3,000	3,778	4,000	1,000	33.33%
207-301-932	RADIO REPAIR (Annual Maint. Contract for Radio Repairs)	1,100	2,200	1,100	0	1,100	0	0.00%
207-301-938	CHARGEBACKS - PRIOR TAX YEARS	(280)	(3,321)	73,000	73,001	0	(73,000)	-100.00%
207-301-940	RENTAL EQUIPMENT (Copier & Printer Cost)	1,548	1,692	2,300	1,232	2,300	0	0.00%
207-301-955	DDA	0	0	0	0	0	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND

2013-2014 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
207-301-956	MISCELLANEOUS	0	7,585	100	0	0	(100)	-100.00%
207-301-959	TRIBUNALS AND DRAINS	6,464	2,170	2,000	0	0	(2,000)	-100.00%
207-301-972	COMPUTER (Computer Equipment Lease)	2,466	2,045	2,400	2,103	2,300	(100)	-4.17%
Totals for Dept 301-OPERATING COSTS		133,824	121,794	219,730	188,441	144,913	(74,817)	-34.05%
Dept 333: TRANSPORTATION								
207-333-860	FUEL & MILEAGE	32,055	32,616	28,000	23,197	25,000	(3,000)	-10.71%
207-333-930	REPAIRS & MAINTENANCE	12,800	13,571	13,000	7,922	11,000	(2,000)	-15.38%
Totals for Dept 333-TRANSPORTATION		44,855	46,187	41,000	31,119	36,000	(5,000)	-12.20%
Dept 336: CONTRIBUTIONS								
207-336-964	CONTRIBUTION - FIRE & MED RES	0	0	7,867	7,867	0	(7,867)	-100.00%
Totals for Dept 336-CONTRIBUTIONS		0	0	7,867	7,867	0	(7,867)	-100.00%
Dept 900: CAPITAL OUTLAY								
207-900-970	EQUIPMENT (50% of Vest Purchase and Misc Equipment)	2,348	0	1,500	0	1,500	0	0.00%
207-900-972	COMPUTER	10,478	371	500	171	500	0	0.00%
207-900-974	VEHICLE	26,918	8,573	0	0	0	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 207: POLICE FUND

2013-2014 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
Totals for Dept 900-CAPITAL OUTLAY		39,744	8,944	2,000	171	2,000	0	0.00%
Dept 905: DEBT SERVICE								
207-905-985	PSB SHARE OF BOND PMT (1/3 of Total Pymt - Final Pymt in 2023)(\$35,000 of the 1/3 Payment is Coming From the Fed. NARC Fund)	88,542	94,320	87,419	87,417	85,222	(2,197)	-2.51%
207-905-991	DEBT SERVICE - PRINCIPAL	25,400	0	0	0	0	0	0.00%
207-905-995	DEBT SERVICE - INTEREST	1,935	262	0	0	0	0	0.00%
Totals for Dept 905-DEBT SERVICE		115,877	94,582	87,419	87,417	85,222	(2,197)	-2.51%
TOTAL APPROPRIATIONS		1,427,143	1,367,504	1,503,579	1,290,685	1,483,172	(20,407)	-1.36%
NET OF REVENUES/APPROPRIATIONS - FUND :		85,622	84,765	(53,724)	(6,341)	1,156	54,880	-102.15%
BEGINNING FUND BALANCE		233,561	319,183	403,948	XXXXXXXXXX	350,224		
ENDING FUND BALANCE		319,183	403,948	350,224	XXXXXXXXXX	351,380		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE/MEDICAL RESCUE FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
216-000-402	CURRENT PROPERTY TAX	620,365	593,775	606,490	550,040	618,553	12,063	1.99%
216-000-425	MTT PROPERTY TAX ADJUSTMENTS	84	0	0	0	0	0	0.00%
216-000-445	PENALTY & INTEREST ON TAXES	88	487	0	277	0	0	0.00%
216-000-482	HOUSE NUMBERS	240	200	250	360	250	0	0.00%
216-000-588	CONTRIBUTION OTHER FUND(S)	27,155	29,310	25,000	0	25,000	0	0.00%
216-000-590	GRANT INCOME	0	0	0	22	0	0	0.00%
216-000-615	INSURANCE PROCEEDS	0	3,617	0	0	0	0	0.00%
216-000-626	COPY & FOIA INCOME	30	46	0	23	25	25	100.00%
216-000-635	RESPONSE FEES	17,037	3,087	7,000	17,803	8,000	1,000	14.29%
216-000-639	DRIVEWAY INSPECTIONS	400	500	300	500	300	0	0.00%
216-000-671	REIMBURSEMENT/OTHER INCOME (Football Standby and German Park EMS)	1,866	2,596	4,000	4,719	5,000	1,000	25.00%
216-000-673	SALE OF FIXED ASSTS	0	0	0	3,058	0	0	0.00%
216-000-675	CONTRIBUTION-PRIVATE SOURCES	24	0	0	100	0	0	0.00%
Totals for Dept 000		667,289	633,618	643,040	576,902	657,128	14,088	2.19%
Dept 336: CONTRIBUTIONS								
216-336-588	CONTRIBUTION - OTHER FUND (S)	0	0	15,733	15,733	0	(15,733)	-100.00%
216-336-683	CONTRIBUTION - INDEPENDENCE DAY CELEBF	1,000	1,000	1,000	0	1,000	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE/MEDICAL RESCUE FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
Totals for Dept 336-CONTRIBUTIONS		1,000	1,000	16,733	15,733	1,000	(15,733)	-94.02%
TOTAL ESTIMATED REVENUES		668,289	634,618	659,773	592,635	658,128	(1,645)	-0.25%
APPROPRIATIONS								
Dept 226: PERSONNEL								
216-226-701	SALARIES	79,000	82,000	77,000	68,159	79,310	2,310	3.00%
216-226-702	SALARIES	123,295	123,982	125,000	110,389	129,000	4,000	3.20%
216-226-705	ADMINISTRATIVE ASSISTANT (317 Hrs @ 16.22/Hr)	5,135	5,344	5,500	4,705	6,000	500	9.09%
216-226-708	SALARIES-PART TIME	45,937	46,104	48,000	44,256	55,000	7,000	14.58%
216-226-712	SALARIES - OFFICERS	12,452	10,406	14,000	11,245	14,000	0	0.00%
216-226-715	SOCIAL SECURITY (\$297,310 x 7.65%)	21,249	21,161	21,690	18,985	22,745	1,055	4.86%
216-226-716	HOSPITALIZATION (Cap of \$15,750 plus Dental & Optical)	16,979	15,957	18,091	16,574	19,110	1,019	5.63%
216-226-717	LIFE/DISB. INSURANCE	943	949	980	886	900	(80)	-8.16%
216-226-718	PENSION (10% OF Base Salary)	7,700	7,700	7,700	6,811	7,931	231	3.00%
216-226-720	BANKED PTO	1,592	2,554	0	0	0	0	0.00%
216-226-730	MEDICAL TESTING	529	689	2,500	422	4,000	1,500	60.00%
216-226-731	WORKERS COMP INSURANCE	8,366	14,037	9,150	0	9,100	(50)	-0.55%
216-226-732	HOSPITALIZATION - DEDUCTIBLES	1,172	0	0	0	0	0	0.00%
216-226-927	ALLOCATE TO DEPARTMENTS	(55,396)	(52,179)	(54,658)	(23,331)	(56,771)	(2,113)	3.87%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE/MEDICAL RESCUE FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
	(PSB Director @ 50% of Total Salary & Benefit Package Allocated to Police)							
216-226-957	TRAINING & DEVELOPMENT	2,022	3,583	4,000	3,016	9,000	5,000	125.00%
216-226-958	TRAINING WAGES	12,447	8,878	14,000	9,420	14,000	0	0.00%
Totals for Dept 226-PERSONNEL		283,422	291,165	292,953	271,537	313,325	20,372	6.95%
Dept 265: HALL AND GROUNDS								
216-265-816	GROUNDS/CLEANG/JANITORL SERVIC	1,740	1,966	2,000	2,294	2,000	0	0.00%
216-265-821	PSB MAINT & OPS ALLOCATION (\$144,800 x 33.33%)	43,766	42,945	54,533	19,730	48,266	(6,267)	-11.49%
Totals for Dept 265-HALL AND GROUNDS		45,506	44,911	56,533	22,024	50,266	(6,267)	-11.09%
Dept 270: LEGAL/PROFESSIONAL								
216-270-722	CONTROLLER (15% of Total Cost)	7,800	7,800	7,987	3,209	8,227	240	3.00%
216-270-802	AUDIT FEES	3,026	3,060	3,060	3,060	3,060	0	0.00%
216-270-803	LEGAL	0	0	4,000	0	3,500	(500)	-12.50%
Totals for Dept 270-LEGAL/PROFESSIONAL		10,826	10,860	15,047	6,269	14,787	(260)	-1.73%
Dept 301: OPERATING COSTS								
216-301-727	SUPPLIES	7,362	7,217	8,000	7,176	8,000	0	0.00%
216-301-741	UNIFORMS/GEAR & ALLOWANCE	1,501	2,029	4,000	3,411	7,000	3,000	75.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE/MEDICAL RESCUE FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
216-301-807	MEMBERSHIP DUES	1,490	1,575	1,800	1,401	1,500	(300)	-16.67%
216-301-816	GROUNDS/CLEANG/JANITORL SERVIC	60	0	0	0	0	0	0.00%
216-301-818	CONTRACTUAL SERVICES	7,576	1,473	700	8,286	2,000	1,300	185.71%
216-301-820	DISPATCH SERVICES	10,637	9,809	11,000	8,821	10,500	(500)	-4.55%
216-301-850	(Approximately \$915/Mth) COMMUNICATION	8,021	6,368	8,000	5,281	7,000	(1,000)	-12.50%
216-301-851	POSTAGE	19	19	50	38	50	0	0.00%
216-301-900	PRINTING & PUBLICATIONS	0	56	200	0	200	0	0.00%
216-301-910	INSURANCE & BONDS	62,330	65,357	66,600	65,114	55,610	(10,990)	-16.50%
216-301-920	UTILITIES	8,042	10,470	9,000	15,426	10,000	1,000	11.11%
216-301-929	GRANT EXPENSE	0	0	0	0	0	0	0.00%
216-301-930	REPAIRS & MAINTENANCE	4,481	3,521	4,000	1,255	4,000	0	0.00%
216-301-932	RADIO REPAIR	2,512	2,200	2,000	630	2,200	200	10.00%
216-301-938	CHARGEBACKS - PRIOR TAX YEARS	1,170	(940)	35,000	32,642	0	(35,000)	-100.00%
216-301-955	DDA	0	0	0	0	0	0	0.00%
216-301-959	TRIBUNALS AND DRAINS	3,192	971	0	0	0	0	0.00%
Totals for Dept 301-OPERATING COSTS		118,393	110,125	150,350	149,481	108,060	(42,290)	-28.13%
Dept 333: TRANSPORTATION								
216-333-860	FUEL & MILEAGE	11,425	12,258	11,000	9,486	12,000	1,000	9.09%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 216: FIRE/MEDICAL RESCUE FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
216-333-930	REPAIRS & MAINTENANCE <i>(Repairs to Fire Trucks that continue to Age)</i>	25,572	25,376	16,000	14,429	20,000	4,000	25.00%
Totals for Dept 333-TRANSPORTATION		36,997	37,634	27,000	23,915	32,000	5,000	18.52%
Dept 900: CAPITAL OUTLAY								
216-900-970	EQUIPMENT	4,822	3,214	29,600	26,857	6,000	(23,600)	-79.73%
216-900-972	COMPUTER	0	586	800	586	0	(800)	-100.00%
Totals for Dept 900-CAPITAL OUTLAY		4,822	3,800	30,400	27,443	6,000	(24,400)	-80.26%
Dept 905: DEBT SERVICE								
216-905-985	PSB SHARE OF BOND PMT <i>(1/3 of Total Pymt - Final Pymt in 2023)</i>	88,542	94,320	87,419	87,417	85,222	(2,197)	-2.51%
216-905-991	DEBT SERVICE - PRINCIPAL <i>(LaFrance Pumper Payment - Final Payment in 2015)</i>	37,977	39,819	41,751	41,751	43,776	2,025	4.85%
216-905-995	DEBT SERVICE - INTEREST	10,147	8,305	6,375	6,374	4,350	(2,025)	-31.76%
Totals for Dept 905-DEBT SERVICE		136,666	142,444	135,545	135,542	133,348	(2,197)	-1.62%
TOTAL APPROPRIATIONS		636,632	640,939	707,828	636,211	657,786	(50,042)	-7.07%
NET OF REVENUES/APPROPRIATIONS - FUND :		31,657	(6,321)	(48,055)	(43,576)	342	48,397	-100.71%
BEGINNING FUND BALANCE		393,784	425,441	419,120	XXXXXXXXXXXX	371,065		
ENDING FUND BALANCE		425,441	419,120	371,065	XXXXXXXXXXXX	371,407		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

**Fund 248: DDA FUND
2014-2015 FISCAL YEAR
AS OF 05/14/14**

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
248-000-402	CURRENT PROPERTY TAX	0	0	0	0	0	0	0.00%
248-000-590	GRANT INCOME	0	0	0	0	0	0	0.00%
248-000-665	INTEREST INCOME	0	0	0	0	0	0	0.00%
248-000-671	REIMBURSEMENT/OTHER INCOME	0	0	0	20	0	0	0.00%
248-000-675	CONTRIBUTION-PRIVATE SOURCES	4,730	136	0	25,247	0	0	0.00%
Totals for Dept 000		4,730	136	0	25,267	0	0	0.00%
TOTAL ESTIMATED REVENUES		4,730	136	0	25,267	0	0	0.00%
APPROPRIATIONS								
Dept 270: LEGAL/PROFESSIONAL								
248-270-722	CONTROLLER	0	0	0	0	0	0	0.00%
248-270-802	AUDIT FEES	0	0	0	0	0	0	0.00%
Totals for Dept 270-LEGAL/PROFESSIONAL		0	0	0	0	0	0	0.00%
Dept 301: OPERATING COSTS								
248-301-727	SUPPLIES	0	0	100	0	0	(100)	-100.00%
248-301-746	FARMERS MARKET	432	850	500	0	0	(500)	-100.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 248: DDA FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED		
							AMT	PCT	
248-301-800	OTHER PROFESSIONAL FEES	1,100	0	5,100	1,100	20,000	14,900	292.16%	
248-301-816	GROUNDS/CLEANG/JANITORL SERVIC	0	0	1,200	1,200	1,200	0	0.00%	
248-301-929	GRANT EXPENSE	8,000	0	0	0	0	0	0.00%	
Totals for Dept 301-OPERATING COSTS		9,532	850	6,900	2,300	21,200	14,300	207.25%	
Dept 449: ROAD WORK									
248-449-814	ROAD IMPROVEMENTS	0	0	22,790	22,790	20,000	(2,790)	-12.24%	
Totals for Dept 449-ROAD WORK		0	0	22,790	22,790	20,000	(2,790)	0.00%	
Dept 900: CAPITAL OUTLAY									
248-900-925	STREETSCAPING (Flowers for Mainstreet)	14,894	1,500	1,500	0	1,500	0	0.00%	
Totals for Dept 900-CAPITAL OUTLAY		14,894	1,500	1,500	0	1,500	0	0.00%	
TOTAL APPROPRIATIONS		24,426	2,350	31,190	25,090	42,700	11,510	36.90%	
NET OF REVENUES/APPROPRIATIONS - FUND :		(19,696)	(2,214)	(31,190)	177	(42,700)	(11,510)	36.90%	
BEGINNING FUND BALANCE		113,132	93,436	91,222	XXXXXXXXXXXX	60,032			
ENDING FUND BALANCE		93,436	91,222	60,032	XXXXXXXXXXXX	17,332			

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 265: STATE NARC FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
265-000-661	FORFEITURES	31,159	4,988	30,000	29,373	50,000	20,000	66.67%
265-000-671	REIMBURSEMENT/OTHER INCOME	0	0	0	0	0	0	0.00%
265-000-673	SALE OF FIXED ASSET	5,000	0	0	0	0	0	0.00%
265-000-687	CONTRIBUTIONS - D.A.R.E.	0	0	0	0	0	0	0.00%
Totals for Dept 000		36,159	4,988	30,000	29,373	50,000	20,000	66.67%
TOTAL ESTIMATED REVENUES		36,159	4,988	30,000	29,373	50,000	20,000	66.67%
APPROPRIATIONS								
Dept 226: PERSONNEL								
265-226-957	TRAINING & DEVELOPMENT	0	350	500	275	0	(500)	-100.00%
Totals for Dept 226-PERSONNEL		0	350	500	275	0	(500)	-100.00%
Dept 301: OPERATING COSTS								
265-301-727	SUPPLIES	584	300	0	0	1,000	1,000	100.00%
265-301-899	FORFEITURE SHARING	0	2,723	2,000	14,086	20,000	18,000	90.00%
(Amounts paid to other jurisdictions that aided in arrest)								
265-301-956	MISCELLANEOUS	108	110	100	133	300	200	200.00%
(Bank Service Charges)								
Totals for Dept 301-OPERATING COSTS		692	3,133	2,100	14,219	21,300	19,200	914.29%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 265: STATE NARC FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
Dept 336: CONTRIBUTIONS								
265-336-967	CONTRIBUTION-LAW ENFORCEMENT	15,000	7,500	0	0	1,000	1,000	100.00%
Totals for Dept 336-CONTRIBUTIONS		15,000	7,500	0	0	1,000	1,000	0.00%
Dept 900: CAPITAL OUTLAY								
265-900-970	EQUIPMENT (Misc. Equipment)	730	0	0	300	4,000	4,000	100.00%
Totals for Dept 900-CAPITAL OUTLAY		730	0	0	300	4,000	4,000	0.00%
TOTAL APPROPRIATIONS		16,422	10,983	2,600	14,794	26,300	23,700	911.54%
NET OF REVENUES/APPROPRIATIONS - FUND :		19,737	(5,995)	27,400	14,579	23,700	(3,700)	-13.50%
BEGINNING FUND BALANCE		20,439	40,176	34,181	XXXXXXXXXX	61,581		
ENDING FUND BALANCE		40,176	34,181	61,581	XXXXXXXXXX	85,281		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 266: FEDERAL NARC FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
266-000-661	FORFEITURES	132,813	225,054	150,000	442,978	100,000	(50,000)	-33.33%
Totals for Dept 000		132,813	225,054	150,000	442,978	100,000	(50,000)	-33.33%
TOTAL ESTIMATED REVENUES		132,813	225,054	150,000	442,978	100,000	(50,000)	-33.33%
APPROPRIATIONS								
Dept 301: OPERATING COSTS								
266-301-727	SUPPLIES	543	918	0	1,214	10,000	10,000	100.00%
266-301-956	MISCELLANEOUS	50	0	0	0	5,000	5,000	100.00%
Totals for Dept 301-OPERATING COSTS		593	918	0	1,214	15,000	15,000	0.00%
Dept 336: CONTRIBUTIONS								
266-336-967	CONTRIBUTION-LAW ENFORCEMENT (To cover a portion of the PSB Bond Payment)	0	35,000	35,000	0	35,000	0	0.00%
Totals for Dept 336-CONTRIBUTIONS		0	35,000	35,000	0	35,000	0	0.00%
Dept 900: CAPITAL OUTLAY								
266-900-970	EQUIPMENT (Equipment for Vehicles)	0	28,730	15,000	7,644	160,000	145,000	100.00%
266-900-974	VEHICLE (3 Vehicles Fully Outfitted)	24,790	63,863	75,000	85,313	75,000	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 266: FEDERAL NARC FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
Totals for Dept 900-CAPITAL OUTLAY		24,790	92,593	90,000	92,957	235,000	145,000	161.11%
TOTAL APPROPRIATIONS		25,383	128,511	125,000	94,171	285,000	160,000	128.00%
NET OF REVENUES/APPROPRIATIONS - FUND :		107,430	96,543	25,000	348,807	(185,000)	(210,000)	-840.00%
BEGINNING FUND BALANCE		108	107,538	204,081	XXXXXXXXXXXX	229,081		
ENDING FUND BALANCE		107,538	204,081	229,081	XXXXXXXXXXXX	44,081		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
287-000-481	SIGN PERMITS	223	0	0	831	0	0	0.00%
287-000-484	BUILDING PLAN REVIEW FEES	1,795	3,422	2,000	2,734	2,650	650	32.50%
287-000-485	BUILDING PERMIT FEES	28,069	31,760	22,000	30,094	29,240	7,240	32.91%
287-000-486	CONTRACTOR'S REGISTRATION	830	870	500	600	675	175	35.00%
287-000-488	TRADE PERMIT FEES	18,466	20,270	15,000	18,180	19,950	4,950	33.00%
287-000-665	INTEREST INCOME	0	0	0	0	0	0	0.00%
287-000-671	REIMBURSEMENT/OTHER INCOME	0	0	0	0	0	0	0.00%
Totals for Dept 000		49,383	56,322	39,500	52,439	52,515	13,015	32.95%
TOTAL ESTIMATED REVENUES		49,383	56,322	39,500	52,439	52,515	13,015	32.95%
APPROPRIATIONS								
Dept 226: PERSONNEL								
287-226-720	BANKED PTO	2,017	(150)	0	0	0	0	0.00%
287-226-927	ALLOCATE TO DEPARTMENTS <small>(12.5% of Total Treasurer Costs - \$7,569; plus 25% of Deputy Asst. - \$6,691 plus 5% of Twp Mgr - \$5,301)</small>	5,461	6,354	6,905	3,034	19,561	12,656	183.29%
Totals for Dept 226-PERSONNEL		7,478	6,204	6,905	3,034	19,561	12,656	183.29%
Dept 261: GOVERNMENT SHARED SERVICES								
287-261-725	INSPECTOR EXPENSES	13,240	19,271	15,000	15,594	15,000	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
(Pittsfield Twp. - Kurt Weiland)								
Totals for Dept 261-GOVERNMENT SHARED SERVICES		13,240	19,271	15,000	15,594	15,000	0	0.00%
Dept 270: LEGAL/PROFESSIONAL								
287-270-722	CONTROLLER (3% of Total Cost)	1,560	1,560	1,597	641	1,646	49	3.07%
287-270-802	AUDIT FEES (Per Signed Agreement)	890	900	900	900	900	0	0.00%
Totals for Dept 270-LEGAL/PROFESSIONAL		2,450	2,460	2,497	1,541	2,546	49	1.96%
Dept 301: OPERATING COSTS								
287-301-725	INSPECTOR EXPENSES (Electrical & Plumbing)	11,451	11,045	12,500	9,980	12,500	0	0.00%
287-301-727	SUPPLIES	126	0	100	0	100	0	0.00%
287-301-850	COMMUNICATION (Bldg Phone @ \$25/Mth)	261	260	300	492	300	0	0.00%
287-301-910	INSURANCE & BONDS	700	687	600	600	600	0	0.00%
287-301-927	ALLOCATE TO DEPARTMENTS (2.5% of H&G Exp + .625% of PSB Maint & Ops)	0	0	0	0	1,000	1,000	100.00%
287-301-930	REPAIRS & MAINTENANCE (BS&A Annual Service Fee)	600	610	625	0	625	0	0.00%
Totals for Dept 301-OPERATING COSTS		13,138	12,602	14,125	11,072	15,125	1,000	7.08%
TOTAL APPROPRIATIONS		36,306	40,537	38,527	31,241	52,232	13,705	35.57%
NET OF REVENUES/APPROPRIATIONS - FUND:		13,077	15,785	973	21,198	283	(690)	-70.91%
BEGINNING FUND BALANCE		10,561	23,638	39,423	XXXXXXXXXXXX	40,396		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP
Fund 287: BUILDING DEPARTMENT FUND
2014-2015 FISCAL YEAR
AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
	ENDING FUND BALANCE	23,638	39,423	40,396	XXXXXXXXXXXX	40,679		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 369: BUILDING AUTHORITY DEBT FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
369-000-668	BOND PROCEEDS	0	2,473,799	0	0	0	0	0.00%
369-000-685	FUNDS XFER FOR 2.93 BOND PMT	265,625	282,961	262,257	262,252	255,666	(6,591)	-2.51%
Totals for Dept 000		265,625	2,756,760	262,257	262,252	255,666	(6,591)	-2.51%
TOTAL ESTIMATED REVENUES		265,625	2,756,760	262,257	262,252	255,666	(6,591)	-2.51%
APPROPRIATIONS								
Dept 905: DEBT SERVICE								
369-905-906	BOND ISSUANCE COST	0	33,799	0	0	0	0	0.00%
369-905-939	BOND PAYOFF	0	2,440,000	0	0	0	0	0.00%
369-905-942	2.93 M BOND BLDG AUTH	125,000	188,279	179,472	179,470	206,856	27,384	15.26%
369-905-943	500K CAPITAL IMP	20,000	0	29,073	29,072	0	(29,073)	-100.00%
369-905-954	AGENT FEES	600	0	0	0	0	0	0.00%
369-905-987	INTEREST 2.93 M BOND	103,350	38,918	46,224	46,222	48,810	2,586	5.59%
369-905-992	INTEREST 500K BOND	16,675	55,764	7,488	7,488	0	(7,488)	-100.00%
Totals for Dept 905-DEBT SERVICE		265,625	2,756,760	262,257	262,252	255,666	(6,591)	-2.51%
TOTAL APPROPRIATIONS		265,625	2,756,760	262,257	262,252	255,666	(6,591)	-2.51%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 369: BUILDING AUTHORITY DEBT FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
	NET OF REVENUES/APPROPRIATIONS - FUND :	0	0	0	0	0	0	0.00%
	BEGINNING FUND BALANCE	0	0	0	XXXXXXXXXXXX	0		
	ENDING FUND BALANCE	0	0	0	XXXXXXXXXXXX	0		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB FUND
2014-2015 FISCAL YEAR
AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
370-000-402	CURRENT PROPERTY TAX	314,493	295,734	286,700	257,572	281,178	(5,522)	-1.93%
370-000-425	MTT PROPERTY TAX ADJUSTMENTS	45	0	0	0	0	0	0.00%
370-000-445	PENALTY & INTEREST ON TAXES	45	229	0	122	0	0	0.00%
370-000-588	CONTRIBUTION OTHER FUND(S)	131,297	128,835	163,600	59,189	144,800	(18,800)	-11.49%
370-000-615	INSURANCE PROCEEDS	0	25,000	0	0	0	0	0.00%
370-000-665	INTEREST INCOME	0	0	0	0	0	0	0.00%
370-000-668	BOND PROCEEDS	0	2,415,000	0	0	0	0	0.00%
370-000-671	REIMBURSEMENT/OTHER INCOME	0	0	0	26	0	0	0.00%
Totals for Dept 000		445,880	2,864,798	450,300	316,909	425,978	(24,322)	-5.40%
TOTAL ESTIMATED REVENUES		445,880	2,864,798	450,300	316,909	425,978	(24,322)	-5.40%
APPROPRIATIONS								
Dept 301: OPERATING COSTS								
370-301-727	SUPPLIES	472	983	1,200	767	1,200	0	0.00%
370-301-803	LEGAL	400	0	200	0	200	0	0.00%
370-301-816	GROUNDS/CLEANG/JANITORL SERVIC	9,145	10,335	10,500	8,873	10,500	0	0.00%
370-301-818	CONTRACTUAL SERVICES	4,966	8,139	11,500	9,303	11,500	0	0.00%
370-301-850	COMMUNICATION	3,163	3,437	3,500	3,276	4,200	700	20.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB FUND
2014-2015 FISCAL YEAR
AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
370-301-910	(Internet @ \$507/Mth; AT&T Long Distance @ \$200/Mth) INSURANCE & BONDS	8,817	7,051	7,200	7,156	7,200	0	0.00%
370-301-920	UTILITIES	89,935	86,919	92,500	70,512	85,000	(7,500)	-8.11%
370-301-930	REPAIRS & MAINTENANCE	20,537	37,146	20,000	16,749	25,000	5,000	25.00%
370-301-938	(Pest Cont. @ \$100/Qtr; Wind. Cleaning @ \$10/Cleaning Twice/Mth; Webb Heating & A/C Repairs - \$8,300; Trash Pickup @ \$66/Qtr; Fire Ext Inspect - \$280; Other - \$15,516) CHARGEBACKS - PRIOR TAX YEARS	2,265	83	16,000	15,074	0	(16,000)	-100.00%
370-301-959	TRIBUNALS AND DRAINS	1,420	0	1,000	0	0	(1,000)	-100.00%
Totals for Dept 301-OPERATING COSTS		141,120	154,093	163,600	131,710	144,800	(18,800)	-11.49%
Dept 905: DEBT SERVICE								
370-905-906	BOND ISSUANCE COST	0	40,000	0	0	0	0	0.00%
370-905-939	BOND PAYOFF	0	2,375,000	0	0	0	0	0.00%
370-905-945	2.415 M PSB BOND (Final Payment April, 2022)	200,000	215,000	235,000	235,000	235,000	0	0.00%
370-905-954	AGENT FEES	300	0	0	0	0	0	0.00%
370-905-994	INTEREST 2.415 BOND PSB (Final Payment April, 2022)	103,200	85,535	51,700	51,700	46,178	(5,522)	-10.68%
Totals for Dept 905-DEBT SERVICE		303,500	2,715,535	286,700	286,700	281,178	(5,522)	-1.93%
TOTAL APPROPRIATIONS		444,620	2,869,628	450,300	418,410	425,978	(24,322)	-5.40%
NET OF REVENUES/APPROPRIATIONS - FUND :		1,260	(4,830)	0	(101,501)	0	0	0.00%
BEGINNING FUND BALANCE		60,324	61,584	56,754	XXXXXXXXXX	56,754		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 370: PSB FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT PCT
	ENDING FUND BALANCE	61,584	56,754	56,754	XXXXXXXXXXXX	56,754	

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
571-000-500	TAP-IN FEES	28,400	7,100	0	3,550	0	0	0.00%
571-000-651	USAGE FEES	1,119,951	1,180,694	1,166,000	959,756	1,359,000	193,000	16.55%
571-000-665	INTEREST INCOME	44,124	11,768	8,000	1,062	1,000	(7,000)	-87.50%
571-000-671	REIMBURSEMENT/OTHER INCOME (DTE Bill Refund From Whitmore Lake Condo's)	2,680	4,621	2,000	1,710	2,000	0	0.00%
571-000-672	SAD INTEREST	100	94	82	0	73	(9)	-10.98%
571-000-673	SALE OF FIXED ASSET	0	0	0	5,000	0	0	0.00%
571-000-690	UNREALIZED GAIN/LOSS	0	(34,853)	0	(44,619)	0	0	0.00%
Totals for Dept 000		1,195,255	1,169,424	1,176,082	926,459	1,362,073	185,991	15.81%
TOTAL ESTIMATED REVENUES		1,195,255	1,169,424	1,176,082	926,459	1,362,073	185,991	15.81%
APPROPRIATIONS								
Dept 226: PERSONNEL								
571-226-701	SALARIES (Includes a \$4,952 Wage Increase)	72,632	58,500	60,548	53,483	65,500	4,952	8.18%
571-226-702	SALARIES (Includes a 3% Increase for 3 Employees and a 3.5% Increase for 1 Employee)	212,161	190,779	179,160	164,883	184,403	5,243	2.93%
571-226-711	SALARIES-OVERTIME	0	16,718	20,000	3,431	10,000	(10,000)	-50.00%
571-226-715	SOCIAL SECURITY (\$259,903 x 7.65%)	21,787	20,349	19,868	16,967	19,885	17	0.09%
571-226-716	HOSPITALIZATION (Medical CAPS plus Dental & Vision)	66,965	64,620	74,682	69,466	86,100	11,418	15.29%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
571-226-717	LIFE/DISB. INSURANCE	3,677	3,352	3,487	3,233	3,487	0	0.00%
571-226-718	PENSION (10% of Base pay)	24,350	22,446	22,876	20,247	24,045	1,169	5.11%
571-226-720	BANKED PTO	(10,878)	(4,422)	0	0	0	0	0.00%
571-226-730	MEDICAL TESTING	0	0	0	0	0	0	0.00%
571-226-731	WORKERS COMP INSURANCE	2,429	3,540	2,800	0	2,915	115	4.11%
571-226-732	HOSPITALIZATION - DEDUCTIBLES	1,285	0	0	0	0	0	0.00%
571-226-733	OPEB EXPENSE	0	0	0	0	0	0	0.00%
571-226-957	TRAINING & DEVELOPMENT	2,479	520	2,000	1,395	3,500	1,500	75.00%
Totals for Dept 226-PERSONNEL		396,887	376,402	385,421	333,105	399,835	14,414	3.74%
Dept 270: LEGAL/PROFESSIONAL								
571-270-722	CONTROLLER (25% of Total Cost)	13,000	13,000	13,312	5,348	13,713	401	3.01%
571-270-802	AUDIT FEES (Allocation of Audit Fees per Contract)	6,408	6,480	6,480	6,480	6,480	0	0.00%
571-270-803	LEGAL (\$400 Bendzinski Annual Filing; Other - \$100)	1,058	0	500	0	500	0	0.00%
571-270-806	ENGINEER (Asset Management Planning)	3,760	4,500	10,000	13,824	30,000	20,000	200.00%
Totals for Dept 270-LEGAL/PROFESSIONAL		24,226	23,980	30,292	25,652	50,693	20,401	67.35%
Dept 301: OPERATING COSTS								
571-301-727	SUPPLIES	1,457	865	1,200	1,002	1,200	0	0.00%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
571-301-740	OPERATING SUPPLIES	47,130	54,848	49,066	28,699	50,000	934	1.90%
571-301-741	UNIFORMS/GEAR & ALLOWANCE	610	442	1,500	615	2,500	1,000	66.67%
571-301-807	MEMBERSHIP DUES	2,107	144	2,000	765	1,000	(1,000)	-50.00%
571-301-817	LAB & TESTING <small>(Miss Dig - \$1,000; MRWA - \$600; Stormwater Ind. Cert - \$100; American Waterworks - \$165; Add'l for Price Increases - \$135)</small>	2,372	2,825	4,000	1,319	5,000	1,000	25.00%
571-301-819	COLLECTION SYS ANNUAL MAINT <small>(\$35,000 Sludge Hauling; \$20,000 Collection System)</small>	51,799	52,672	55,000	36,664	55,000	0	0.00%
571-301-825	SEWER ADMINISTRATION FEES	35,000	35,000	35,000	0	35,000	0	0.00%
571-301-850	COMMUNICATION	5,220	5,030	5,000	6,144	6,000	1,000	20.00%
571-301-851	POSTAGE	4,332	2,598	5,000	1,855	5,000	0	0.00%
571-301-900	PRINTING & PUBLICATIONS	190	70	500	24	200	(300)	-60.00%
571-301-910	INSURANCE & BONDS	23,184	19,839	20,300	20,166	20,300	0	0.00%
571-301-920	UTILITIES	111,702	112,145	113,000	92,642	100,000	(13,000)	-11.50%
571-301-930	REPAIRS & MAINTENANCE	103,500	79,676	116,530	34,237	110,000	(6,530)	-5.60%
571-301-940	RENTAL EQUIPMENT	866	828	1,000	694	500	(500)	-50.00%
571-301-941	UNIFORMS - RENTALS	3,762	3,393	3,700	2,889	0	(3,700)	-100.00%
571-301-950	LAND LEASING <small>(Dept of Transportation - 12' Sewer line in ROW S. of Hamburg 11/1/14 - 10/31/15)</small>	0	258	258	0	258	0	0.00%
571-301-968	DEPRECIATION EXPENSE <small>(Std Depre from Schedule plus \$5,500 Extra for Capital Purchase Below)</small>	230,707	229,864	240,215	0	244,578	4,363	1.82%
Totals for Dept 301-OPERATING COSTS		623,938	600,497	653,269	227,715	636,536	(16,733)	-2.56%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
Dept 333: TRANSPORTATION								
571-333-860	FUEL & MILEAGE	2,635	5,854	6,000	4,219	4,000	(2,000)	-33.33%
571-333-930	REPAIRS & MAINTENANCE	3,207	1,057	2,500	1,879	2,000	(500)	-20.00%
Totals for Dept 333-TRANSPORTATION		5,842	6,911	8,500	6,098	6,000	(2,500)	-29.41%
Dept 528: O & M - BOND & INTEREST								
571-528-954	AGENT FEES	584	638	700	657	700	0	0.00%
571-528-989	INTEREST 1992 BOND (Final Payment in 2022)	19,539	18,139	16,740	16,739	15,340	(1,400)	-8.36%
571-528-995	DEBT SERVICE - INTEREST (61% of Total - Final Payment in 2017)	78,553	65,460	52,630	52,628	38,630	(14,000)	-26.60%
Totals for Dept 528-O & M - BOND & INTEREST		98,676	84,237	70,070	70,024	54,670	(15,400)	-21.98%
Dept 900: CAPITAL OUTLAY								
571-900-970	EQUIPMENT (8 Mile Pump - \$30,000; Chlorine Feed Pumps - \$25,000)	0	0	155,804	157,602	55,000	(100,804)	-64.70%
571-900-972	COMPUTER (System Computer & Software - \$14,500; GIS Software - \$2,500)	0	0	0	0	17,000	17,000	100.00%
Totals for Dept 900-CAPITAL OUTLAY		0	0	155,804	157,602	72,000	(83,804)	-53.79%
TOTAL APPROPRIATIONS		1,149,569	1,092,027	1,303,356	820,196	1,219,734	(83,622)	-6.42%
NET OF REVENUES/APPROPRIATIONS - FUND :		45,686	77,397	(127,274)	106,263	142,339	269,613	-211.84%
BEGINNING FUND BALANCE		5,791,684	5,837,370	5,914,767	XXXXXXXXXXXX	5,787,493		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 571: WWTP FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT PCT
	ENDING FUND BALANCE	5,837,370	5,914,767	5,787,493	XXXXXXXXXX	5,929,832	

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 815: SEVEN MILE SEWER FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
815-000-665	INTEREST INCOME	5,540	1,462	1,000	135	150	(850)	-85.00%
815-000-671	REIMBURSEMENT/OTHER INCOME	0	0	0	2	0	0	0.00%
815-000-672	SAD INTEREST	16,569	14,248	12,952	120	10,220	(2,732)	-21.09%
815-000-690	UNREALIZED GAIN/LOSS	0	(4,429)	0	(5,670)	0	0	0.00%
Totals for Dept 000		22,109	11,281	13,952	(5,413)	10,370	(3,582)	-25.67%
TOTAL ESTIMATED REVENUES		22,109	11,281	13,952	(5,413)	10,370	(3,582)	-25.67%
APPROPRIATIONS								
Dept 301: OPERATING COSTS								
815-301-968	DEPRECIATION EXPENSE	17,519	17,519	17,519	0	17,519	0	0.00%
Totals for Dept 301-OPERATING COSTS		17,519	17,519	17,519	0	17,519	0	0.00%
Dept 905: DEBT SERVICE								
815-905-906	BOND ISSUANCE COST	0	6,201	0	0	0	0	0.00%
815-905-954	AGENT FEES	350	0	0	0	0	0	0.00%
815-905-995	DEBT SERVICE - INTEREST	19,438	14,944	9,905	9,905	9,002	(903)	-9.12%
Totals for Dept 905-DEBT SERVICE		19,788	21,145	9,905	9,905	9,002	(903)	-9.12%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 815: SEVEN MILE SEWER FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
	TOTAL APPROPRIATIONS	37,307	38,664	27,424	9,905	26,521	(903)	-3.29%
	NET OF REVENUES/APPROPRIATIONS - FUND :	(15,198)	(27,383)	(13,472)	(15,318)	(16,151)	(2,679)	19.89%
	BEGINNING FUND BALANCE	675,410	660,212	632,829	XXXXXXXXXXXX	619,357		
	ENDING FUND BALANCE	660,212	632,829	619,357	XXXXXXXXXXXX	603,206		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 883: DIST #3 HORSESHOE LAKE FUND

2014-2015 FISCAL YEAR

AS OF 05/15/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
883-000-665	INTEREST INCOME	44,080	11,632	8,000	1,074	1,000	(7,000)	-87.50%
883-000-690	UNREALIZED GAIN/LOSS	0	(35,238)	0	(45,112)	0	0	#DIV/0!
Totals for Dept 000		44,080	(23,606)	8,000	(44,038)	1,000	(7,000)	-87.50%
TOTAL ESTIMATED REVENUES		44,080	(23,606)	8,000	(44,038)	1,000	(7,000)	-87.50%
APPROPRIATIONS								
Dept 301: OPERATING COSTS								
883-301-920	UTILITIES	637	969	1,200	597	0	(1,200)	-100.00%
883-301-930	REPAIRS & MAINTENANCE	961	1,521	15,000	5,393	90,000	75,000	500.00%
883-301-956	MISCELLANEOUS	0	0	100	0	0	(100)	-100.00%
883-301-968	DEPRECIATION EXPENSE	6,246	6,246	4,464	0	0	(4,464)	-100.00%
Totals for Dept 301-OPERATING COSTS		7,844	8,736	20,764	5,990	90,000	69,236	333.44%
TOTAL APPROPRIATIONS		7,844	8,736	20,764	5,990	90,000	69,236	333.44%
NET OF REVENUES/APPROPRIATIONS - FUND :		36,236	(32,342)	(12,764)	(50,028)	(89,000)	(76,236)	597.27%
BEGINNING FUND BALANCE		741,101	777,337	744,995	XXXXXXXXXX	732,231		
ENDING FUND BALANCE		777,337	744,995	732,231	XXXXXXXXXX	643,231		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 890: N.T. SEWER DISTRICT FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
ESTIMATED REVENUES								
Dept 000								
890-000-665	INTEREST INCOME	27,219	7,342	5,000	663	750	(4,250)	-85.00%
890-000-672	SAD INTEREST	83,281	68,880	59,040	0	49,200	(9,840)	-16.67%
890-000-690	UNREALIZED GAIN/LOSS	0	(21,759)	0	(27,856)	0	0	0.00%
Totals for Dept 000		110,500	54,463	64,040	(27,193)	49,950	(14,090)	-22.00%
TOTAL ESTIMATED REVENUES		110,500	54,463	64,040	(27,193)	49,950	(14,090)	-22.00%
APPROPRIATIONS								
Dept 301: OPERATING COSTS								
890-301-803	LEGAL	400	0	200	0	200	0	0.00%
890-301-968	DEPRECIATION EXPENSE	76,796	76,796	76,142	0	74,187	(1,955)	-2.57%
Totals for Dept 301-OPERATING COSTS		77,196	76,796	76,342	0	74,387	(1,955)	-2.56%
Dept 905: DEBT SERVICE								
890-905-954	AGENT FEES	374	407	450	421	450	0	0.00%
890-905-998	INTEREST NT BOND	50,222	41,852	33,650	33,647	24,700	(8,950)	-26.60%
Totals for Dept 905-DEBT SERVICE		50,596	42,259	34,100	34,068	25,150	(8,950)	-26.25%
TOTAL APPROPRIATIONS		127,792	119,055	110,442	34,068	99,537	(10,905)	-9.87%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 890: N.T. SEWER DISTRICT FUND

2014-2015 FISCAL YEAR

AS OF 05/14/14

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 05/14/14	2014-15 REQUESTED BUDGET	INC/(DEC) FROM 2013-14 AMENDED AMT	PCT
	NET OF REVENUES/APPROPRIATIONS - FUND :	(17,292)	(64,592)	(46,402)	(61,261)	(49,587)	(3,185)	6.86%
	BEGINNING FUND BALANCE	3,182,908	3,165,616	3,101,024	XXXXXXXXXXXX	3,054,622		
	ENDING FUND BALANCE	3,165,616	3,101,024	3,054,622	XXXXXXXXXXXX	3,005,035		

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 5/22/2014
Re: Fund Balance

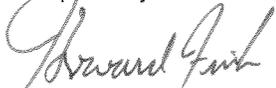
Dear Township Board,

We have discussed a number of times the issue of the Township's fund balance policy. With the budget approaching, now is the time to set some initial policy on this issue. Please do not feel any action is set in stone, as any budget policy can and should be re-evaluated on a constant basis. For purposes of the budget discussion, I have asked Rick Yaeger to prepare the amounts that an 80%, 90% or 100% fund balance would generate in excess funds. I believe separate discussions need to ensue with the police and fire departments on this issue.

Whatever decision the Board makes, Rick and I will ensure that the administrative accounting is done correctly. Various options exist, such as creating a CIP fund with various line items; including parks, roads, etc. We could establish funds for each type of activity with distinct appropriations. Regardless, we will implement the Board's policy in the least cumbersome way. As you may see, the policy states that the Board, by resolution, must identify the categories for committed funds (administratively seen as budgets) and the Township Manager has the authority to assign the funds (moving and spending of appropriations) within the various areas. I would recommend that the policy be adopted in this manner.

Today, I encourage the Board to have a discussion on what percentage will be allocated towards an emergency balance and the general categories that the Board wishes to allocate any additional funds towards. Examples of those categories include: paying down debt, additional road funding, parks, downtown improvements, planning funds, fire trucks, community events, etc.

Respectfully Submitted,


Howard Fink

Northfield Township Fund Balance Policy

The Northfield Township Board believes that sound financial management principles require that sufficient funds be retained by the Township to provide a stable financial base at all times. In order to do so, the Township needs to maintain a fund balance sufficient to fund all cash flows of the Township, to provide for financial reserves for unanticipated one-time expenditures, revenue shortfalls, and/or emergency needs.

Purpose The purpose of this policy is to identify the size and composition of the Township’s desired fund balance for governmental funds and to identify certain requirements for classifying fund balance in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Policy

1. Classifications The following individual components shall constitute the fund balance for all of the Township’s Governmental Funds:

Classification	Definition	Examples	
Non-spendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.	<ul style="list-style-type: none"> • Inventories, • Prepaid items, • Long-term receivables 	
Restricted	Fund balance should be reported as restricted when constraints placed on the use of resources are either: <ol style="list-style-type: none"> Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or Imposed by law through constitutional provisions or enabling legislation. 	<ul style="list-style-type: none"> • Restricted by state statute, • Unspent bond proceeds, • Grants earned but not spent, • Taxes dedicated to a specific purpose, and • Revenues restricted by enabling legislation. 	
Unrestricted	Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. To be classified as “committed”, formal action must be taken by the Township Board prior to June 1 st of that fiscal year.	<ul style="list-style-type: none"> • Amounts the Township Board sets aside by resolution.
	Assigned	Amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed. These amounts can be “assigned” by July 1st.	<ul style="list-style-type: none"> • Township Board delegates the authority to assign fund balance to the Township Manager • Future roads, non-motorized transportation are examples.
	Unassigned	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned.	

Northfield Township Fund Balance Policy

Committing Fund Balance In order to commit fund balance, the Township Board, as the highest level of decision-making authority, must pass a resolution to commitment funds for a specific purpose. These funds must be fully expended for their committed purpose. To make committed funds uncommitted, a new resolution must be passed by the Board. Action must be taken before the last day of the fiscal year to commit funds for that year.

Assigning Fund Balance In order to assign fund balance, the Township Board designates the Township Manager, as the authority to assign fund balance.

2. Levels of Fund Balance The Township will establish and maintain levels of fund balance for the General Fund as follows:

The goal of the Township Board shall be to maintain a minimum unassigned fund balance of no less than __% of General Fund expenditures. For purposes of this calculation, "expenditures" will be the annual budgeted expenditures amount less non-recurring capital expenditures. If unassigned fund balance levels fall below __% of expenditures, the General Fund budget for the following year will be adjusted to restore fund balance to the __% level.

If unassigned fund balance approaches a level that greatly exceeds __% of expenditures, the Township Board will consider using unassigned fund balance for the following purposes: pay down future debt, transfer funds to Capital Projects fund for future Capital Improvements, and other future obligations of the Township.

Fund balance levels will be analyzed each fiscal year after the financial statement audit (typically in November).

NORTHFIELD TOWNSHIP
Fund Balance Policy Worksheet
July 1, 2014 - June 30, 2015

Fund Balance @ 06/30/13	1,396,753	Fiscal 2015	Fiscal 2015	Fiscal 2015
Projected activity thru 6/30/14	150,000	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>
		1,432,020	1,432,020	1,432,020
Fiscal 2014-2015 Budget	79,249			
		x 80%	x 90%	x 100%
Projected Fund Balance @ 06/30/15	<u>1,626,002</u>	<u>1,145,616</u>	<u>1,288,818</u>	<u>1,432,020</u>
Portion of Fund Balance Available to be Spent		<u>480,386</u>	<u>337,184</u>	<u>193,982</u>

Memo

To: Northfield Township Board
From: Tami Averill
Date: 5/22/14
Re: Senior Nutrition Program Update

Dear Township Board,

After having met toured several facilities that provide both congregate and home delivered meals, Howard and I have determined that the Community Center will serve as a site for the Senior Nutrition Program. I have determined that we will provide 3 congregate lunches and 3 days of home delivery service, which will provide homebound seniors with meals for a week.

I met with representatives from the Office of Community & Economic Development on May 21st to determine what needed to be done in order to proceed with having the Community Center serve as a site for senior congregate meals and home delivered senior meals. They will proceed with the necessary steps to have our kitchen licensed. They will also be forwarding information regarding the funds that will be made available to us and the cost figures necessary for me to prepare a budget. Once I have received these figures I will meet with Howard to determine how we want to proceed. We will then work with Andrea Plevak, from the Human Services Division, to draw up a contract and bring it to the Board for review and approval.

The anticipated start date, once a contract has been approved, would be October 1, 2014.

Respectfully Submitted



Tami Averill, Community Center Director

Memo

To: Northfield Township Board
From: Tami Averill
Date: 5/22/14
Re: Teen Programs at the Community Center

Dear Township Board,

As I am sure you are all aware, I have been soliciting programming ideas from the entire community to assist me in planning programs and events that are of interest and relevant to Northfield Township's residents. I recently reported to Howard that I have recently had the pleasure of meeting three high school age residents who were spending time chatting and skateboarding in front of the Community Center. I enquired as to what they would like to see in programming at the Community Center, and they enthusiastically offered up a wealth of suggestions. I have met with them several times since as they continue to bring me suggestions. They are looking for a safe place where they can come and socialize, make new friends and become more interactive with their community.

Howard asked me to share their ideas with the Board:

- **Skate Park**
- **BMX Park** (This is already being discussed by the Parks & Recreation Commission.)
- **Teen Karaoke**
- **Music Circle** - An opportunity for teens to come in with their guitars and other musical instruments and spend a few hours playing/creating music.
- **Afternoon Teen Time** – Have the Center open from 4:30p.m. to 8:30p.m. for teens to come in and play music, play video games, watch movies, play cards, etc. Have pizza, chips, pop available at a reasonable price.
- **Lock In Nights** – This would run from 7:00p.m. to 7:00a.m. and would allow them to play music, video games, cards, etc. It would include pizza, snacks, pop, and breakfast.
- **Concert Series**
- **Movie Marathon Night**
- **"Magic the Gathering" Card Game Tournament**
- **Battle of the Bands** – This would be done with "Rock Band," a video game/music game.

The three teens that I originally met with are now coming in every day to brainstorm more programming ideas and to volunteer! They are also bringing in friends to join them. They are taking pride and ownership in the facility, keeping an eye on the building when I am not around, being conscientious about being courteous and helpful to everyone that comes in the building, and helping to keep things cleaned up and in order. They are even helping to design and plan a Community Center float for the 4th of July Parade.

Respectfully Submitted

A handwritten signature in cursive script that reads "Tami M. Averill".

Tami Averill, Community Center Director

Memo

To: Northfield Township Board

From: Tami Averill

Date: 5/22/14

Re: Karaoke Payment Question

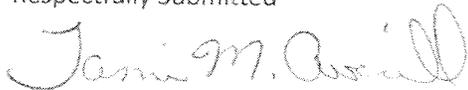
Dear Township Board,

I began offering Karaoke as a community program on March 28th, at the suggestion of several of our seniors. The gentleman that was supposed to provide the equipment and run the program was forced to cancel a few days prior when his karaoke machine broke. I contacted by cousin, Jack Davis and his wife, Amie, to see if they could fill in. They had a professional karaoke business for more than 10 years, and agreed to come out of retirement to help me at no charge.

I did not anticipate the program becoming so popular. Jack and Amie have continued to do it for free, but as they are coming a distance and giving up several hours of time to do this for us. We are currently running it twice a month whenever possible. They are also offering to assist with the proposed "Battle of the Bands" and other programs that have been suggested by the teens.

I would like to begin paying them an honorarium in appreciation of their assistance. A suggestion of \$50.00 per session has been suggested. I am requesting your input on this matter, as I am related to them and do not want there to be any implication of a conflict of interest.

Respectfully Submitted



Tami Averill, Community Center Director

NORTHFIELD TOWNSHIP

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 5/22/2014
Re: Liability Insurance

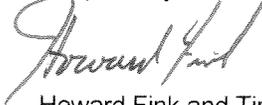
Dear Township Board,

As you know, we are bidding liability insurance out to the entire marketplace. Some of the quotes have returned, and currently Trident / Argonaut is \$36,000 less than our current provider (the quote is attached). The other providers are coming in low, which will force the board into a decision on if we chose to stay with the existing PAR plan or change directions. I will be providing recommendations on this issue to help the board make an informed decision. For your information, Trident / Argonaut is a large insurance carrier that focuses in the municipal markets. I have used Trident / Argonaut in Indiana.

In evaluating each carrier, I am contemplating hiring an independent broker to help us compare the various options. Such a cost would be a few thousand dollars, well worth it in the grand scheme. I have contacted one possible consultant, but will be looking for additional folks to evaluate. I hope to have additional information for the workshop including some quotes from various consultants. It was not until I received the quote from Trident (late Tuesday) that I decided having an independent representative would be helpful, as Trident's proposal is with a new broker, Nickel and Saph. It will be tempting for our current broker, Berends Hendricks & Stuit to downplay their proposal as they would effectively be removed from the business. My apologies that I do not have quotes ready for your review.

Attached is the resume for the consultant I am currently evaluating.

Respectfully Submitted,



Howard Fink and Tim Hardesty

ATLAS RISK DECISIONS, INC.

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Principal

R. Scott Ecker

CPCU, CIPA, CWCP, ARM, ARe, APA, AIAF

Atlas Risk Decisions, Inc.

Curriculum Vitae

R. Scott Ecker

Industry Experience

1999- Current. Atlas Risk Decisions, Inc., President

The firm provides continuing risk and insurance management services to mid-sized commercial and public entities. Options on qualification, transfer and financing of identified risks are analyzed, and management is assisted with final decisions. Designs, develops and conducts seminars and in-service training sessions for client management staff on issues such as workers compensation control.

1988- 1999 R.L. Beeckman and Company, Inc., Saginaw , Michigan .

Risk management consultant with duties similar to those above.

1984-1988 Zurich Insurance, U.S. Headquarters, Schaumburg , Illinois .

Product Development chairing workers compensation business policy committee, developing rating, coverage and regulatory compliance strategies among all business units. Member of general liability working policy committee. U.S. premium audit manager, finalizing premiums on majority of casualty business written by major carrier. Liaison with insureds, other Zurich business units, and state and national rating bureaus to resolve premium and coverage issues.

1982-1984 CNA Insurance, Chicago , Illinois .

Premium audit management, Midwestern U.S. Liaison among insureds, CNA business units, and state and national rating bureaus to resolve premium and coverage issues.

1976-1982 CSI, Royal Oak , Michigan

Premium audits, claims investigations and loss control. Branch Manager of service bureau working on behalf of insurance carriers.

Professional Education and Certifications

1982	Chartered Property Casualty Underwriter	CPCU
1983	Associate in Premium Auditing	APA
1984	Certified Insurance Premium Auditor	CIPA
1987	Associate in Insurance Accounting and Finance	AIAF
1988	Licensed Insurance Counselor, State of Michigan	
1988	Licensed Insurance Counselor, State of Indiana	
1991	Associate in Risk Management	ARM
1991	Associate in Reinsurance	ARe
2002	Certified Workers Compensation Professional	CWCP

1984 - Current. One of first fifteen CPCUs recognized in country in the Continuing Professional Development Program (CPD). Current certification through 2003.

Atlas Risk Decisions, Inc.

Curriculum Vitae

R. Scott Ecker

Educator Background

1983-1988 Faculty, Insurance School of Chicago , Illinois .

p	Principles of Insurance	INS 21
p	Insurance Company Operations	CPCU 5
p	Principles of Premium Auditing	APA 91
p	Premium Audit Practices	APA 92

1989-present Faculty, Michigan Association of Insurance Agents

p	Current Issues	CPCU 10 (through CPCU Society)
p	Principles of Risk Management	ARM 54
p	Principles of Risk Control	ARM 55
p	Principles of Risk Financing	ARM 56
-	Principles of Premium Auditing	
-	The Risk Manager's Role in Management	
-	Principles of Experience Rating	
-	Directors and Officers Liability Insurance and Exposures	
-	Workers Compensation Funding Alternatives	

- Workers Compensation: Alternative Risk Financing
- Long Term Effects of Premium Audits
- Mergers and Acquisitions; Due Diligence in Insurance Issues

p= Course developed by Insurance Institute of America or American Institute of Chartered Property Casualty Underwriters ;
State approved for continuing education credits.

-= Course developed by Mr. Ecker, State approved for continuing education credits.

Professional Associations

National Society of Insurance Premium Auditors

Northeastern Michigan Chapter, Society of CPCU (President 1997 – 1998)

Society of Chartered Property Casualty Underwriters

Mr. Ecker serves on the Editorial Board of *The Journal of Workers Compensation*. He has contributed at length to the third edition revisions in Principles of Risk Financing, Vs. I and II (IIA, ARM 56). He also serves on the Editorial Board of *The John Liner Review*, a quarterly review of advanced risk management strategies.

Atlas Risk Decisions, Inc.

Curriculum Vitae

R. Scott Ecker

Paper and Publications

1990- 1994

Contributing Author to Alternatives, a Risk Management newsletter for clients of R.L. Beeckman and Company, Inc. Articles include:

<u>Your Insurance History</u>	Spring	1990
<u>Transformers and PCBs</u>	Spring	1990
<u>Insurance Pricing: What to Expect</u>	Fall	1991
<u>How Much Risk Should You Insure?</u>	Fall	1991
<u>Experience Rating Changes</u>	Fall	1991
<u>Losses Can Be Predicted</u>	Spring	1992
<u>Directors and Officers Insurance</u>	Summer	1992
<u>Embezzlement Losses</u>	Fall	1992
<u>Directors and Officers Insurance</u>	Fall	1992
<u>Minor Problems</u>	Summer	1993
<u>Cost Allocation</u>	Fall	1994

1992 Hidden Costs of Workers Compensation Losses

The uninsured costs of workers compensation losses, and their impact on business operations. Speech presented to the Northern Michigan Society of Chartered Property Casualty Underwriters winter

meeting, 1993, and Saginaw Area Chamber of Commerce fall meeting, 1992.

1993 One Change Means Two: New Classification-New Experience Mod

Changing a rate classification means changing an experience modifier.

Audit *The Journal of Workers Compensation* Spring, 1993 (reprinted in the *Premium Ledger*, Fall 1993)

1993 A Proposal for Insurers: Continuous Policies

A risk manager's perspective on the difference between an expiring policy, and one that renews without automatic expiration.

The John Liner Review Summer 1993

1993 Contractors and Misleading Mods: Understanding the Big Picture

Caution the thirty reasons why modifiers mislead risk managers. Being barred from bidding on work because of a modifier can put a company out of business.

The Journal of Workers Compensation Fall, 1993

1994 How You Can Profit from the Premium Audit

The importance of premium audits as a long-lasting impact of future operational costs.

The Journal of Workers Compensation Winter, 1994

Atlas Risk Decisions

Curriculum Vitae

R. Scott Ecker

Paper and Publications - Recent (continued)

1994 [A Definitive Approach to Controlling Insurance Coverage and Cost](#)

Approaching a policy through its definitions

The John Liner Review Winter, 1994

1994 [Making the Most of your Insurer's Loss Control Services](#)

The significance of mutual agreement as to what gets written and filed as a recommendation

The John Liner Review Summer, 1994

1994 [Cui Bono?](#)

The independent agent's role in fighting insurance fraud

Michigan Agent November, 1994

1995 [Shopping for a W.C. Carrier](#)

The importance of mutual trust and face-to-face meetings between insured and insurer.

Audit *The Journal of Workers Compensation* Winter, 1995. Reprinted in the *Premium Ledger* Winter 1995

1995 [With Apologies to Murphy](#)

A humorous look at premium auditing.

Premium Audit Ledger Fall 1994

1995 Controlling Insurers' Databases: Whose Interests Are at Stake?

An argument against the state governments' proposed takeover of insurance industry databases, and against interference with the current system

The John Liner Review Winter, 1995

1995 Self-Insured Pools: Look Before Leaping

The hazard of pools distinguished from those of an insurer; a checklist for safety.

The John Liner Review Spring, 1995

1995 Report. Investigate. Follow Up.

Importance of Incident/Accident investigation and documentation in workers comp claims.

Michigan Trucking Today July, 1995

1995 Who Really Pays for Comp?

What employees need to know about the costs of workers comp.

Journal of Workers Compensation Fall, 1995

1996 How Insurers, State Boards Can Help With Your Comp Problems

Navigating among the departments at insurance companies and bureaus

Workers Compensation Outlook November, 1995

1998 Protecting the Boss: "Go On, You Tell Her"

Employers Liability coverage for officers: On the GL or WC policy?

Journal of Workers Compensation Spring 1998

Atlas Risk Decisions

Curriculum Vitae

R. Scott Ecker

Paper and Publications - Recent (continued)

1998 What Risk Managers Should Do Now

Why a risk manager should be prepared for a hard insurance market

John Liner Review Summer 1998

1999 Mergers and Acquisitions: Who's Coming To the Party?

Due diligence before, during and after any merger, acquisition sale or downsizing.

John Liner Review Spring 1999

2000 Retros 101: Understanding the Ramifications

A manager's guide to retrospective rating plans

John Liner Review Spring 2000

2001 Retrospective Rating Plans – The Cost Plus Option

(Co-authored)

Workers Compensation Outlook August 2000

2001 Mergers, Acquisitions and Downsizing: The Risk Manager's Role in Due Diligence

A checklist for risk managers before, during and after corporate "changes"

Journal of Workers Compensation (Spring 2001)

2002 What Risk Managers Should Do Now

Why a risk manager should be prepared for a hard insurance market

Updated and reprinted *John Liner Review* Fall 2001

2003 **Outlook for 2003**

Editorial board article on risk managers' outlooks on issues on the horizon for the coming year

(Upcoming) *John Liner Review* Winter 2003

2003 **Payoffs in Safety**

Contributions in article on successful safety programs and workers compensation cost allocations

(Upcoming) *Workers Compensation Outlook* January 2003

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For problems or questions regarding this web contact [\[scott@atlasrisk.net\]](mailto:scott@atlasrisk.net).

Last updated: February 13, 2003.

***AN INSURANCE PROPOSAL
PREPARED FOR:***

*MR. HOWARD FINK
TOWNSHIP MANAGER
NORTHFIELD TOWNSHIP
8350 MAIN STREET
WHITMORE LAKE, MI 48189*

PRESENTED BY:

*GEORGE SHEPPARD III
NICKEL & SAPH, INC.
44 MACOMB PLACE
MT. CLEMENS, MI 48046
586-463-4573*

MAY 20, 2014

DISCLAIMER - The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverages.



NICKEL & SAPH, INC.

INSURANCE SINCE 1929

MAILING ADDRESS:

P.O. BOX 46907
MT. CLEMENS, MI 48046-6907

OFFICE ADDRESS

44 MACOMB PLACI
MT. CLEMENS, MI 48046
(586) 463-4573 • (810) 765-8888
1-800-657-7373
FAX: (586) 463-3134

May 20, 2014

Mr. Howard Fink
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Re: Property and Casualty Insurance Proposal

Dear Mr. Fink:

We are pleased to present our proposal for coverages underwritten by Trident, a member of the Argo Group. Argo has been awarded an A.M. Best's rating of **A XII, Stable** and is an admitted carrier in the State of Michigan. The rating of **XII** reflects Argo's surplus of over \$1,000,000,000 (ratings range from I through XV). Trident specializes in providing risk management and insurance products and services only to public entities. Trident writes over \$150,000,000 in premiums on an annual basis throughout the eastern, southern, and midwestern states including many public entities in Michigan. Of the various public entities insured within the State of Michigan, over one-hundred (100) other townships are currently insured with Trident.

The annual premium is **\$102,749** including Terrorism coverage and Michigan Catastrophic Claims Association (MCCA) Charges. An additional **\$435** is required for position bonds that are offered in compliance with State Statutes 41.69 and 41.77 (bonding requirements for clerk, deputy clerk, treasurer, and deputy treasurer). The bonds are afforded by CNA Surety Co. **Total annual premium - \$103,184.**

Please note the following regarding the Trident proposal:

- 1.) All liability coverages are written on an **Occurrence Basis**.
- 2.) As an enhancement, Trident provides \$6,000,000 (full occurrence limits) for Sudden and Accidental Failure to Supply, Limited Pollution Liability, and Liability from Back-up of Sewers.

3.) As an enhancement, Trident's Excess Liability Coverage provides separate limits per occurrence and aggregate over the following: General Liability, Public Officials' Liability, Employment Practices Liability, Law Enforcement Liability, and Automobile Liability.

4.) As an enhancement, Trident provides Liability Coverage for Inverse Condemnation for Limits of \$1,000,000 per occurrence and \$1,000,000 aggregate and Injunctive Relief for Limits of \$10,000 per occurrence and \$50,000 aggregate. Defense expenses for Inverse Condemnation claims are separate from the limits afforded for the payment of damages (the payment of defense expenses will not reduce the limits afforded for the payment of damages).

5.) All property and scheduled inland marine coverages are written on a Replacement Cost basis.

6.) Trident allows the Township the opportunity to select legal counsel of the Township's choosing for the defense of all covered liability claims (firm resume required reflecting a background in municipal defense).

The servicing address for all policy and claims related issues would be 44 Macomb Place, Mount Clemens, MI 48043 (our agency's office). The premium includes all claim services and loss prevention and safety inspections.

Enclosed, please find a detailed copy of the Trident proposal. We are anxious and available to meet with yourself or any other members of the Township's administration to answer any questions. Thank you.

Sincerely,



George G. Sheppard III
Vice-President

Enclosure



TRIDENT INSURANCE SERVICES

INSURANCE PROPOSAL
FOR:

Northfield Township, Michigan

PRESENTED BY:
Nickel & Saph, Inc

EFFECTIVE DATE:
07/01/2014 - 07/01/2015

PREPARED BY:
Cheryl Tercek
Underwriter for Trident Insurance Services

P.O. Box 469011
San Antonio, TX 78246
(210) 342-8808 phone
(877) 474-8808 toll free phone
(877) 550-8193 toll free fax

This quotation is valid for thirty (30) days from the date of quotation or the inception date, whichever is later.
Extensions may be granted upon request to TRIDENT.

05/15/2014



Trident Insurance Services is dedicated to servicing the insurance needs of preferred governmental agencies throughout the state of Michigan. Our organization has over a century of experience and success in providing services and solutions to our Public Entity clients. We are committed to providing a competitive program with a comprehensive insurance package.

Our CLAIMS department brings the experience of having settled over 75,000 Public Entity claims in the past 15 years. This brings an unsurpassed level of knowledge and expertise to the program.

Our MARKETING unit partners with local independent agents to seek out and gather information from select governmental entities in order to provide a tailored insurance package that focuses on the specific need of each individual entity.

Our UNDERWRITING staff specializes only on governmental entities. We help to identify the needs of our future insureds and provide solutions to those needs.

Trident offers coverage through the Argonaut Group of Companies.

Argonaut Insurance Company (AM Best Rating of A)
Argonaut Great Central Insurance Company (AM Best Rating of A)

**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 concurrence with the Secretary of State, 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 carriers 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.

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% 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

- I hereby elect to purchase terrorism coverage for a prospective premium of \$1,450
- I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

_____	<u>Trident Insurance Services, LLC</u>
Policyholder/Applicant's Signature	Company
_____	<u>4632507-00</u>
Print Name	Policy Number

Date	

GENERAL LIABILITY (OPTION 2) (PE-4632507-00) ARGONAUT

Occurrence Form

Standard Coverage

	<u>Limit</u>
Bodily Injury/Property Damage	1,000,000
Personal Injury/Advertising Injury	1,000,000
Damages to premises rented to you	100,000
Employee Benefits (\$1,000 deductible applies)	1,000,000
General Aggregate	2,000,000
Products/Completed Operations Aggregate	2,000,000
Deductible (Expenses not included within retention)	5,000

Each Occurrence

PREMIUM **9,191**

General Liability P.E. 2

	<u>Limit</u>	<u>Deductible</u>
Sewer System	Included	5,000
Cemetery Professional Liability		
Fire Districts & Departments Emergency Operations		

General Liability Features and Benefits

Description

"Pay On Behalf" Form
 Additional Insureds by Written Agreement, Contract or Permit
 Chartered Aircraft Liability
 Contractual Liability
 Defense Costs in Addition to Limit of Liability
 Extended Property Damage
 Host Liquor Liability
 Non Auditable Policy
 Premises / Operations
 Products / Completed Operations
 Special Events (subject to company approval)
 Supplementary Payments - Bail Bonds
 Supplementary Payments - Daily Loss of Earnings
 Watercraft Liability
 Broadened Definition of Who Is Insured

**PUBLIC OFFICIALS' LIABILITY (OPTION 2) (PO-4632507-00)
ARGONAUT**

Occurrence Form

Standard Coverage

	<u>Limit</u>
Per Wrongful Act	1,000,000
Annual Aggregate	2,000,000
Employment Related Wrongful Acts	Excluded
Deductible	10,000
<i>Each Wrongful Act</i>	
PREMIUM	2,135

Miscellaneous:

Description

	<u>Limit</u>	<u>Deductible</u>
Inverse Condemnation	1,000,000/1,000,000	10,000
Non-Monetary Defense Limit	Included	10,000

Public Officials' Liability Features and Benefits

Description

"Pay On Behalf" Form
Broad Form Named Insured
Civil Rights Violations
Licensing & Permitting Coverage
Non Auditable Policy
Zoning Coverage

LAW ENFORCEMENT LIABILITY (LE-4632507-00) ARGONAUT

Occurrence Form

Standard Coverage

Per Wrongful Act

Limit
1,000,000

Annual Aggregate

2,000,000

Deductible

5,000

Each Wrongful Act

PREMIUM

14,012

Law Enforcement Liability Features and Benefits

Description

"Pay On Behalf" Form

Authorized Moonlighting

Broad Form Named Insured

Canine and Equine Exposures

Civil Rights Violations

False Arrest/Wrongful Imprisonment

False or Improper Service or Process

Non Auditable Policy

Property Damage

COMMERCIAL AUTOMOBILE LIABILITY (BA-4632507-00) ARGONAUT

<u>Standard Coverage</u>	<u>Limit</u>	<u>Symbol</u>
Liability Limit	1,000,000	1
Deductible	None	
Uninsured Motorist	250,000	2
Underinsured Motorist	250,000	2
Total Units Quoted	23	
PREMIUM		10,474

Additional Coverage Enhancement – Fire Plus Included

COMMERCIAL AUTOMOBILE PHYSICAL DAMAGE (BA-4632507-00) ARGONAUT

<u>Standard Coverage</u>	<u>OCN</u>	<u>Deductible</u>	<u>Units</u>	<u>Valuation</u>	<u>Symbol</u>
Comprehensive	3,000	1,000	1	ACV	10
Comprehensive	324,052	1,000	13	ACV	10
Comprehensive	1,722,000	1,000	8	Replacement Cost	10
Total Comprehensive	2,049,052		22		
Collision	3,000	1,000	1	ACV	10
Collision	324,052	1,000	13	ACV	10
Collision	1,722,000	1,000	8	Replacement Cost	10
Total Collision	2,049,052		22		
PREMIUM					9,608

FLEET AUTOMATIC

The premium quoted is the final annual premium. Subject to the conditions described in item #2 below, this coverage will not be audited.

1 - Commercial Automobile Liability

Coverage is automatically provided for ANY AUTO the entity owns or acquires during the Policy Period.

2 - Commercial Automobile Physical Damage

Coverage is provided on a "Fleet Automatic" basis. This means that any auto(s) the entity acquires during the term of the policy will be covered automatically, provided it is an additional new auto or replaces an auto the entity previously owned which had Physical Damage coverage. The entity must inform Trident that they desire Physical Damage coverage for these autos within 30 days after the entity acquires the auto(s). The entity must submit a request for coverage for any auto(s) which do not meet the conditions outlined above. Coverage for these autos will be added by endorsement.

IMPORTANT NOTE: The Insured should continue to submit all change request to their agent and the agent should submit copies of all requests to Trident to insure accurate record keeping and claims verification.

COMMERCIAL PROPERTY (OPTION 2) (PE-4632507-00) ARGONAUT

Standard Coverage

	<u>Limit</u>
Building	27,951,279
Contents	240,432
TOTAL INSURED VALUES	28,191,711
Loss Limit	No
Blanket Limit Applies	
Cause of Loss Form	Special
Co-insurance	Agreed Value
Deductible	1,000
Valuation	RC
Inflation Guard	2%
TOTAL PREMIUM	42,193

Other Perils

	<u>Total Insured Values</u>	<u>Deductible</u>
Equipment Breakdown Coverage	28,191,711	1,000
Causes of Loss - Earthquake Form	1,000,000	50,000
Exclusion Amendment - Flood	1,000,000	50,000

Equipment Breakdown

Description

	<u>Limit</u>
Limit	28,191,711
Business Income & Extra Expense	Per CP-360 unless otherwise specified
Expediting Expenses	100,000
Hazardous Substances	100,000
CFC Refrigerants	Included
Data Restoration	100,000
Boiler Inspection	Included
Computer Equipment	100,000
Deductible	1,000

Commercial Property Features and Benefits

<u>Description</u>	<u>Limit</u>
Accounts Receivable	100,000
Arson Reward	7,500
Building Ordinance or Law	
Loss to Undamaged Portion of Building	Building Limit
Demolition Cost Coverage	100,000
Increased Cost of Construction	100,000
Changes in Temperature or Humidity	50,000
Commandeered Property	100,000
Common Deductible Provision	Included
Communications Equipment	50,000
Computer Equipment	50,000
Crime Reward	
Per Person	1,000
Maximum	5,000
Detached Signs	5,000
Electrical Damage	50,000
Extra Expense and Business Income	100,000
Fairs, Exhibitions, Expositions or Trade Shows	50,000
Fine Arts	50,000
Fire Department Service Charge	5,000
Fire Equipment Recharge	Included
Flagpoles	5,000
Foundations	Included
Glass	Included
Glass Display or Trophy Cases	5,000
Grounds Maintenance Equipment	50,000
Lock Replacement	500
Money and Securities	
Inside Premise	5,000
Outside Premise	5,000
Newly Acquired or Constructed Property	
Building	1,000,000
Personal Property	500,000
Off Premises Utility Failure	50,000
Outdoor Property	
Any one Tree, Shrub or Plant	1,000
Total Limit	50,000
Personal Effects and Property of Others	
Any one Employee or Volunteer	1,500
Any One Occurrence	50,000
Replacement Cost Valuation	Included
Pollutant Clean up and Removal	25,000
Premises Boundary Increased Limit	1,000 Feet
Property in Transit	50,000
Property Off-Premises	50,000
Sewer Back-Up	Included
Spoilage	10,000
Valuable Papers	100,000

COMMERCIAL INLAND MARINE (PE-4632507-00) ARGONAUT

Standard Coverage

	<u>Limit</u>	<u>Deductible</u>	<u>Valuation</u>
Hired, Leased, Borrowed Equipment	50,000	1,000	ACV
Miscellaneous Scheduled	794,100	1,000	RC
Miscellaneous Unscheduled	25,000	1,000	ACV
Subject to maximum amount of: 2,500 per item			
PREMIUM			1,498

COMMERCIAL CRIME (PE-4632507-00) ARGONAUT

Standard Coverage

	<u>Limit</u>	<u>Deductible</u>
Computer Fraud	25,000	1,000
Forgery and Alteration	25,000	1,000
Public Employees Dishonesty	25,000	1,000
Public Employees Faithful Performance - Agreement 4	25,000	1,000
Robbery and Safe Burglary Inside Limit	10,000	1,000
Robbery and Safe Burglary Outside Limit	10,000	1,000
Robbery and Safe Burglary Safe Burglary	10,000	1,000
Theft, Disappearance, and Destruction Inside Limit	10,000	1,000
Theft, Disappearance, and Destruction Outside Limit	10,000	1,000
PREMIUM		262

**COMMERCIAL EXCESS LIABILITY (OPTION 2) (UMB-4632507-00)
ARGONAUT**

Standard Coverage

	<u>Limit</u>
Each Occurrence, Offense, Accident, or Wrongful Act	5,000,000
Annual Aggregate	5,000,000

Underlying Insurance

General Liability	1,000,000
Public Officials' Liability	1,000,000
Law Enforcement Liability	1,000,000
Commercial Automobile Liability	1,000,000
Employment Practices Liability	1,000,000

PREMIUM

8,893

EMPLOYMENT PRACTICES LIABILITY (OPTION 2) (EP-4632507-00)
ARGONAUT

Occurrence Form

Standard Coverage

Per Wrongful Employment Act

Limit
1,000,000

Annual Aggregate

2,000,000

Deductible

10,000

Each Wrongful Act

PREMIUM

2,251

The following is a list of other option premiums:

Other Quoted Option Summary

<u>Coverage</u>	<u>Premium</u>
General Liability	9,191
Public Officials' Liability	2,135
Commercial Property	42,193
Commercial Excess Liability	8,893
Employment Practices Liability	2,251
Law Enforcement Liability	14,012
Commercial Automobile Liability	10,474
Commercial Automobile Physical Damage	9,608
Commercial Inland Marine	1,498
Commercial Crime	262
TOTAL	100,517

The total premium shown includes a charge for Certified Acts of Terrorism coverage. The amount of premium attributed to this coverage is:

1,813

Estimated Taxes And Fees

Michigan MCCA Surcharge

2,232.00

Total Estimated Taxes and Fees

2,232.00

TOTAL PREMIUM

\$102,749.

GENERAL CONDITIONS

This proposal is based on information provided to TRIDENT by the Agent. An application signed and dated by an official of the entity and the agent/broker must be received within thirty (30) days of binding coverage.

The quotation in this proposal does not necessarily match the coverages or limits requested in the bid specifications and/or application. No warranty is made or implied with respect to the total compliance to bid specifications or applications.

Each individual policy contains the actual terms, conditions and exclusions. This proposal highlights certain features and benefits of the Trident program. Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc.

Please note that any professional liability lines quoted (Public Officials Liability, Law Enforcement Liability, Educator's Legal Liability, and Employment Practices Liability) include defense costs within the deductible.

AN EXCLUSION FOR MOLD OR A SUBLIMIT MAY APPLY.

The quoted premium for the Terrorism Risk Insurance Program Reauthorization Act of 2007 and Total Estimated Taxes and Fees are based on quoted limits and coverages. Final premium is subject to adjustment based on any changes to those limits and coverages. Terrorism Disclosure Acceptance/Rejection Notices should be completed, signed and returned to us at time of binding coverage.

A TERRORISM EXCLUSION MAY APPLY.

MEMO

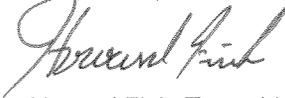
To: Northfield Township Board
From: Howard Fink
Date: 5/22/2014
Re: Acquisition of foreclosed "Park" property from the County

Dear Township Board,

Last year around this time, the county approached us on purchasing properties in the Whitmore Lake Summer Homes subdivision. At the time, I was unaware of our intent to develop a park in the area. I am in strong support to continue acquiring these properties, as we are close to owning, if we don't already own, enough land to develop a park asset. The additional two properties that we would like to acquire come to a total of \$1,605.

To keep costs low, I have been in contact with the county on attempting to collaborate on a joint parks development opportunity. Once the Master Plan is complete, I will also evaluate if the project is competitive for a Natural Resources Trust Fund Grant. The Parks and Recreation Board is in the beginning stages of discussing this opportunity. My current thought would be to develop a combination of trails, picnic areas, and potentially a frisbee golf course.

Respectfully Submitted,



Howard Fink, Township Manager



Washtenaw County Parks and Recreation Commission

May 20, 2014

Howard Fink, Township Manager
Northfield Township
8350 Main Street
P.O. Box 576
Whitmore Lake, MI 48189

Dear Mr. Fink:

I was interested to learn that Northfield Township is considering development of a recreational facility on property owned by the township. As briefly described to me, the proposal would be a very positive addition to the community and well received. It is my further understanding that Northfield Township is interested in partnering with the Washtenaw County Parks and Recreation Commission on this project. As you know, the Parks and Recreation Commission has a history of working with local communities on recreation projects and facilities. The most recent example in Northfield Township is the multi-phase Barker Road Trail. The Commission is pleased to have had this opportunity to work with Northfield Township and is looking forward to the completion of the third and final phase of that project.

In regard to the newly proposed project, the initial review indicates there are many nice aspects to the property. With both dry uplands and wetland elements there appears to be space for both interpretive trails and active recreation.

It was noted in our internal discussion that while it is not the practice for the Parks and Recreation Commission to make significant investments in properties owned by other organizations this seemed a good opportunity to partner on an application to the Michigan Natural Resources Trust Fund. The Commission has provided support and assistance to other communities in preparing the plans and other documentation required as part of the application process. It is also possible that the Parks and Recreation Commission could provide the funds needed to meet the local match requirement for an MNRTF grant, though this would be subject to review and approval by the Commission members.

Our discussion of this potential project was conducted in the context of the Parks and Recreation Commission's current workplan and adopted Capital Improvement Plan. Preparation of an MNRTF grant application requires a significant commitment of time. While our workplan is fully committed at present, the deadline for submittal of an MNRTF grant application for the next round of funding is April 1, 2015. This offers time to further consider this opportunity.

I look forward to the opportunity to continue our working relationship/partnership in the future.

Sincerely,

Robert L. Tetens, Director

Parcel Number: B -02-08-276-029

Jurisdiction: NORTHFIELD TOWNSHIP

County: WASHTENAW

Printed on

05/19/2014

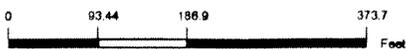
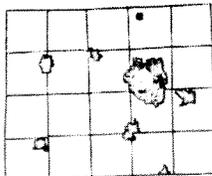
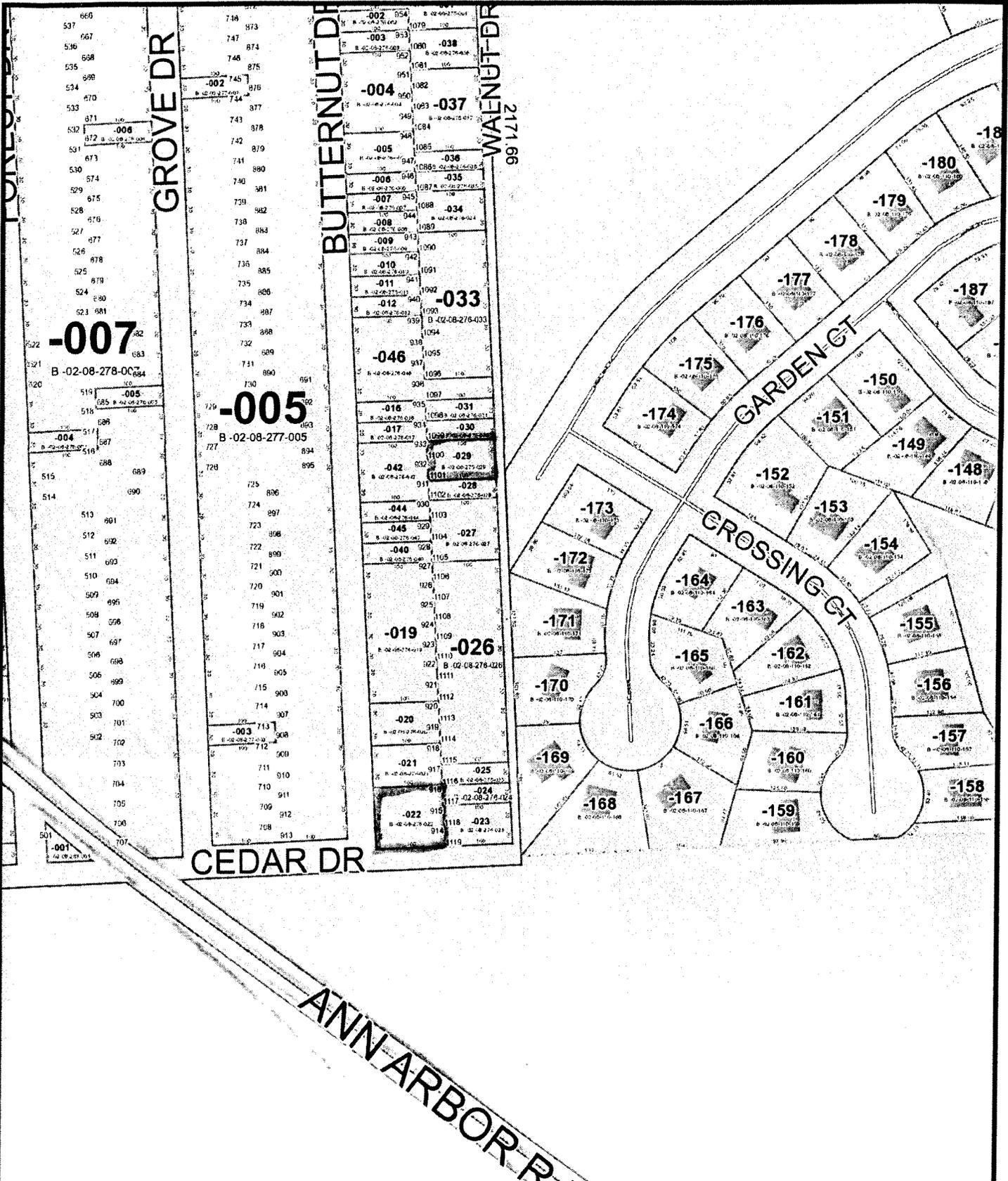
Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.					
THE HIGHLAND GROUP, INC	SMITH DEL L THOMAS	400	11/25/1984	WD	VACANT SALE	L1963 P1	PERS INTERVIEW	0.0					
STATE OF MICHIGAN	THE HIGHLAND GROUP, INC	0	02/17/1984	QC	NON-MARKET TRANSFER	L1923 P606	PERS INTERVIEW	0.0					
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)	Date	Number	Status					
WALNUT DR		School: WHITMORE LAKE											
Owner's Name/Address		P.R.E. 0%											
SMITH DEL L THOMAS 3230 E JANICE ST LONG BEACH CA 90805-3829		MAP #:		2015 Est TCV 600									
		Improved	X	Vacant	Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD								
Tax Description		Public Improvements		* Factors *									
*OLD SID - B 02-115-474-00 NO 45-589 LOT 1100 & LOT 1101 WHITMORE LAKE SUMMER HOMES SUBD'N.		Dirt Road		Description	Frontage	Depth	Front	Depth	Rate	%Adj.	Reason	Value	
Comments/Influences		Gravel Road		UNBUILD NO LAKE	60.00	100.00	1.0000	1.0000	10	100		600	
RECEIVED MAILING ADDRESS CHANGE REQUEST FROM WASHTENAW COUNTY TREASURERS OFFICE. (562) 728-0078 ***06/29/2001		Storm Sewer		60 Actual Front Feet, 0.14 Total Acres				Total Est. Land Value =					600
		Sidewalk											
		Water											
		Sewer											
		Electric											
		Gas											
		Curb											
		Street Lights											
		Standard Utilities											
		Underground Utils.											
		Topography of Site											
		Level											
		Rolling											
		Low											
		High											
		Landscaped											
		Swamp											
		X	Wooded										
		Pond											
		Waterfront											
		Ravine											
		Wetland											
		Flood Plain											
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value					
		Who	When	What	2015	300	0	300			230C		
		CB 07/31/1993 COMPLETED		2014	300	0	300			230C			
		CAG 12/31/1978 COMPLETED		2013	300	0	300			230C			
		MAS 12/31/1977 COMPLETED		2012	300	0	300			227C			

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*** Information herein deemed reliable but not guaranteed***

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.			
STATE OF MICHIGAN	KSIAZEK PAUL S	350	08/22/2002	QC	NON-MARKET TRANSFER	L4213 P519	CGR	100.0			
Property Address		Class: RESIDENTIAL VACAN		Zoning: RC-RE	Building Permit(s)	Date	Number	Status			
BUTTERNUT DR		School: WHITMORE LAKE									
Owner's Name/Address		P.R.E. 0%									
KSIAZEK PAUL S 7240 W. 107TH ST., LOT #123 WORTH IL 60482		MAP #:		2015 Est TCV 900							
Taxpayer's Name/Address		Improved <input checked="" type="checkbox"/> Vacant		Land Value Estimates for Land Table 457.457.RES.PLATTED-ZONED RC-NO BUILD							
KSIAZEK PAUL S 7240 W. 107TH ST., LOT #123 WORTH IL 60482		Public Improvements		* Factors *							
Tax Description		Dirt Road		Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value
*OLD SID - B 02-115-398-00 NO 45-485 LOTS 914 - 916 INCL. WHITMORE LAKE SUMMER HOMES SUBD'N.		Gravel Road		UNBUILD NO LAKE	90.00	100.00	1.0000	1.0000	10	100	900
Comments/Influences		Storm Sewer		90 Actual Front Feet, 0.21 Total Acres					Total Est. Land Value =	900	
RECEIVED NOTICE ON TAX BILL TO CHANGE MAILING ADDRESS TO WORTH, ILLINOIS. ***02/08/2004 CGR		Sidewalk									
ASSESSMENT CHANGE NOTICE RETURNED IN MAIL. RESENT TO FORWARDING ADDRESS PROVIDED BY POST OFFICE. CHANGE TWP RECORDS TO REFLECT ADDRESS CHANGE. ***04/01/2003 PH		Water									
RECEIVED NOTICE ON TAX BILL TO CHANGE NAME AND MAILING ADDRESS, ADDRESS WAS CHANGED HOWEVER THE NAME REQUIRES PROPER DEEDED DOCUMENTATION FOR PURPOSES OF UNCAPPING. ***06/16/2001 CGR		Sewer									
ASSESSMENT NOTICE RETURNED IN MAIL. UNABLE TO FIND ANOTHER ADDRESS. ASSESSMENT NOTICE PUT IN PARCEL FILE. ***3/13/2001 PH		Electric									
The Equalizer. Copyright (c) 1999 - 2009. Licensed To: Township of Northfield, County of Washtenaw, Michigan		Gas									
		Curb									
		Street Lights									
		Standard Utilities									
		Underground Utils.									
		Topography of Site									
		Level		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value	
		Rolling		2015	500	0	500			230C	
		Low		2014	500	0	500			230C	
		High		2013	500	0	500			230C	
		Landscaped		2012	500	0	500			227C	
		Swamp									
		Wooded									
		Pond									
		Waterfront									
		Ravine									
		Wetland									
		Flood Plain									
		NO ROAD THRU									
		Who	When	What							
		CB	07/31/1993	COMPLETED							
		CAG	12/31/1978	COMPLETED							
		MAS	08/18/1977	COMPLETED							

*** Information herein deemed reliable but not guaranteed***



1: 2,242

5/19/2014



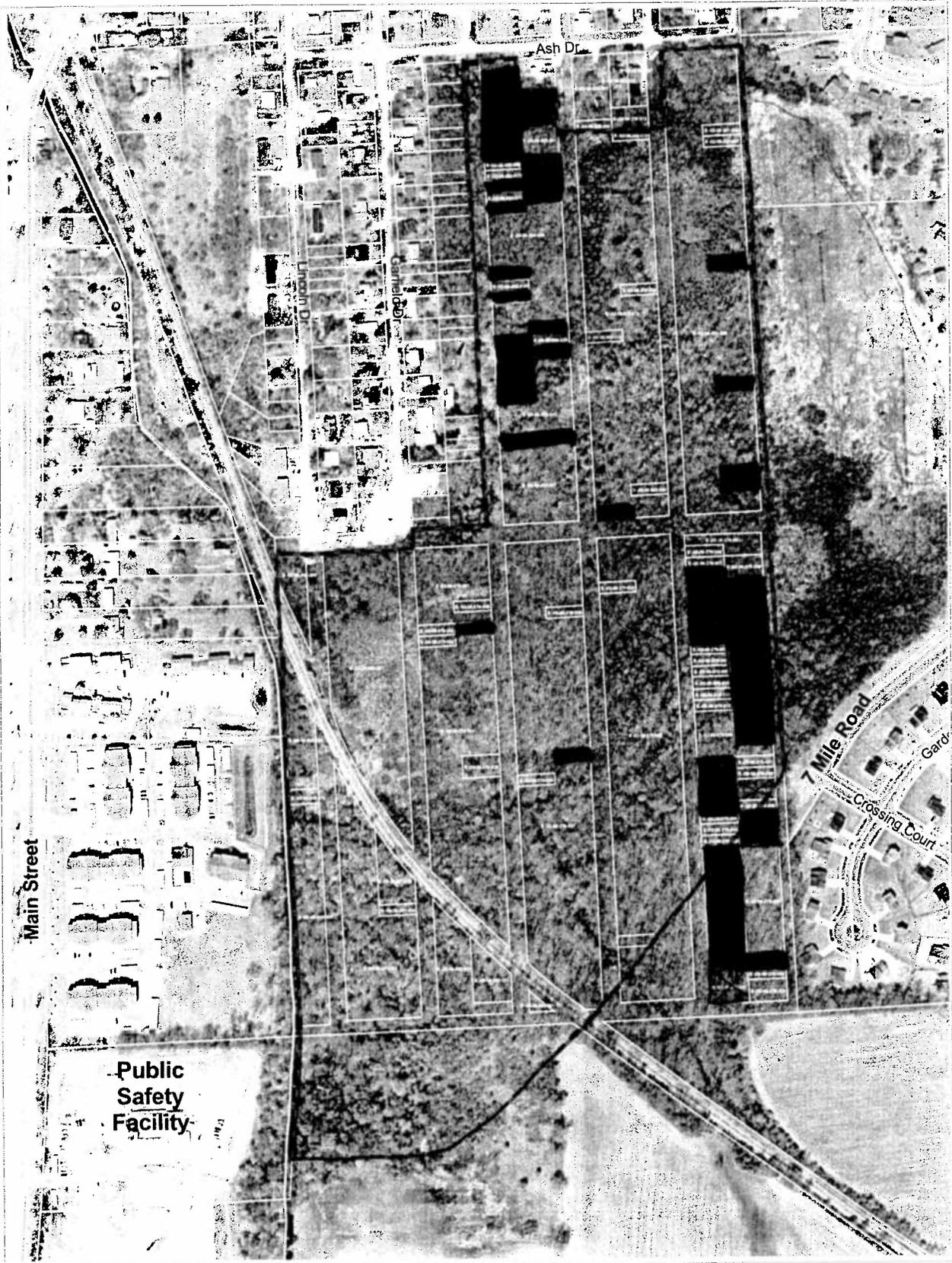
NOTE: Parcels may not be to scale.

The information contained in the cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-0862

Township-owned Properties in the Proposed Park Area

Northfield Township, Washtenaw County, Michigan



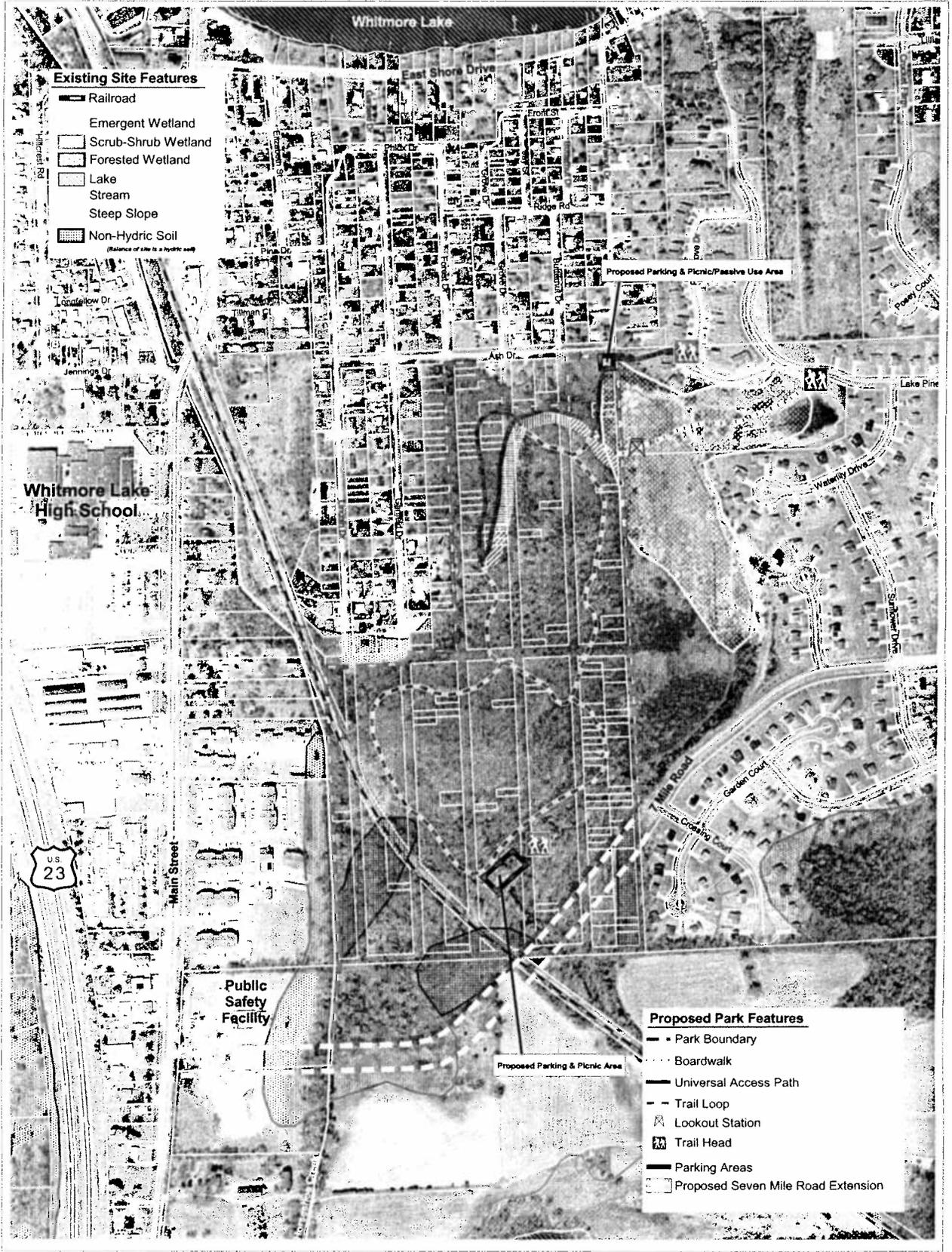
— Proposed Park Boundary
Horseshoe Creek

Parcels

Aerial Source: Washtenaw County GIS, 2002
Data Source: Washtenaw County GIS, 2004; Northfield Township



04/09/2004



Park Concept and Natural Features

Aerial Source: Washtenaw County GIS, 2002
 Data Source: Washtenaw County GIS, 2004; Northfield Township

Howard Fink

Subject: FW: Trail meeting- Green Oak Twp may 15

From: StCharles, Mark [<mailto:Mark.StCharles@twp.green-oak.mi.us>]

Sent: Wednesday, May 21, 2014 5:41 PM

To: Howard Fink

Subject: RE: Trail meeting- Green Oak Twp may 15

Howard,

Per our discussion yesterday, Green Oak Charter Township had anticipated in some funding for 8 mile Road between Spencer / Marshall to Rushton Road in our recent Road Millage. Since you have a proposal from Washtenaw County Road Commission for \$115,000 and we have considerably more residents on this section of Road, I believe that Green Oak Charter Township would support funding this improvement project on a 75% Green Oak / 25% Northfield. We would also wish to consider increasing the level of funding if an agreeable proposal from the county is received that allows for open ditches or drainage improvements.

Mark St.Charles, Supervisor

Green Oak Charter Township

supervisor@twp.green-oak.mi.us

810-231-1333 ext. 102

NORTHFIELD TOWNSHIP

Memo

To: Northfield Township Board
From: Howard Fink
Date: 5/22/2014
Re: Sewer Billing / Metering

Dear Township Board,

At that last meeting, Mr. Dockett discussed the issue of the Township Hall not being metered. This comment triggered a larger policy issue at stake; how we bill commercial customers. Tim, I and Brian Rubel have discussed this issue and will be preparing an ordinance amendment to rectify our policy. Currently, we have a table that dictates commercial rates and some properties that are on meters. We have been advised not to meter every commercial customer as the iron content in our ground water often clogs the meters and creates maintenance concerns. We will be drafting a policy to allow commercial customers to apply for a meter if they feel the table does not accurately reflect their billing rates or if their business type is not listed in the table. The cost of the meter and maintenance borne by the plant personnel will be transferred to the customer.

If this becomes accepted policy; as such, the board could request a meter to be installed at Township hall. The cost and maintenance of the meter will also be borne by the Township.

Respectfully Submitted,



Howard Fink and Tim Hardesty

(5854)

(5855) 8. ESTABLISHMENT OF RATES

(5856)

(5857) 8.1 Purpose for Charges.

(5858)

(5859) 8.1.1. Charges for the installation and use of the System are hereby established to recover the costs of administration, construction, reconstruction, maintenance of said system as are necessary to preserve the same in good working order, operation and replacement of the System and to provide for the payment of any debt service obligations of the Township as the same becomes due. Such charges shall be made in accordance with the provisions hereinafter set forth and shall be made against all premises which use the System.

(5860)

(5861) 8.1.2 Establishment of Rates.

(5862)

(5863) The rates for sanitary sewer service charges, connection fees and other charges are to be established by resolution of the Township Board, and may be established separately from time to time as necessary to ensure sufficiency of revenues in meeting the expenses of the System. Rates need not be uniform for any separate sanitary sewer districts.

(5864)

(5865) 8.1.3 Publication.

(5866)

(5867) Following approval by the Township Board of the rates to be charged for the sanitary sewer service under this Ordinance, the rate schedule shall be published. Said notice is to be published in a newspaper of general circulation in the Township within thirty (30) days following approval by the Township Board.

(5868)

(5869) 8.2 Types of Charges

(5870)

(5871) 8.2.1 Unmetered Customers

(5872)

(5873) All residential, commercial, industrial, and other users connected to the System that do not have a metered water supply shall be charged a bimonthly charge based on their Residential Equivalent Units as determined by the Township.

(5874)

(5875) Usage

(5876) Unit Factor

(5877)

(5878)

(5879) Auto Dealers

(5880) 0.40 per 1,000 sq. ft.

(5881) Auto Repair Shops

(5882) 1 + 0.5 per 1000 sq. ft.

(5883) Banks

(5884) 0.25 per employee station

(5885) Barbershops

(5886) 1 + 0.1 per chair after 2

(5887) Bars

(5888) 4 per 1000 sq. ft.

(5889) Beauty Shops

(5890) 1 + 0.15 per booth

(5891) Boarding Houses

(5892) 1 + 0.2 per bedroom

(5893) Boarding Schools	(5894) 0.27 per person
(5895) Body shops	(5896) 1.0 per ea. 15 employees
(5897) Bowling Alleys (no bar or lunch)	(5898) 0.16 per alley
(5899) Bowling Alleys (bar and/or lunch)	(5900) 0.60 per alley
(5901) Car Wash	(5902)
(5903) (a) Manual, do-it-yourself	(5904) 2.0 per stall
(5905) (b) Semi-automatic without conveyor	(5906) 12.5 per stall
(5907) (c) Automatic with conveyor	(5908) 10 per production line
(5909) (d) Automatic with conveyor conserving & recycling water	(5910) 5 per production line
(5911) Child Care Centers	(5912) 1 + 0.5 per person
(5913) Churches	(5914) 1 min., 0.25 per 1000 sq. ft.
(5915) Cleaners (pick up only)	(5916) 1
(5917) Cleaners (pressing facilities)	(5918) 1.25 per press
(5919) Clinics (minimum assignment 1.00 unit per profession)	(5920) 0.50 per doctor
(5921) Convents	(5922) 1 + 0.25 per bedroom
(5923) Convalescent Homes	(5924) 1 + 0.5 per bedroom
(5925) Country Clubs	(5926) 1.5 per 1000 sq. ft.
(5927) Dairy Stores	(5928) 0.16 per employee
(5929) Department Stores (with food)	(5930) 0.60 per 1,000 sq. ft.
(5931) Department Stores (without food)	(5932) 0.40 per 1,000 sq. ft.
(5933) Drug Stores (with fountain service)	(5934) 0.10 per seat
(5935) Drug Stores (without fountain)	(5936) 0.40 per 1,000 sq. ft.
(5937) Factories (exclusive of industrial wastes)	(5938) 0.5 per 1000 sq. ft.
(5939) Fire Stations	(5940) 0.20 per person/24 hr.
(5941) Fire Stations (Volunteer)	(5942) 1
(5943) Fraternal Organizations (members only)	(5944) 1.0 per hall
(5945) Fraternal Organizations (members and rentals)	(5946) 2.0 per hall
(5947) Fruit Stand (Cleaning-Seasonal)	(5948) 1.1 per 1,000 sq. ft.
(5949) Funeral Home	(5950) 1.5 per 100 sq. ft., plus residence

(5951) Garden Center (Nursery)	(5952) 1 + 0.5 per person
(5953) Government Offices	(5954) 0.40 per 1,000 sq. ft.
(5955) Grocery Stores and Supermarkets	(5956) 1.1 per 1000 sq. ft.
(5957) Hospitals	(5958) 1.09 per bed
(5959) Hotels (private baths)	(5960) 0.25 per bed
(5961) Industrial Buildings	(5962) 0.5 per 1000 sq. ft.
(5963) Laundry	(5964) 1.0 per washer
(5965) Lumber Yard	(5966) 1.0 per ea. 15 employees or fraction
(5967) Mobile Homes	(5968) 1 per pad
(5969) Motor Freight Terminals	(5970) 1.0 per ea. 15 employees or fraction
(5971) Motels	(5972) 0.25 per unit
(5973) Multiple Family Residence	(5974) 1.0 per dwelling unit
(5975) Office Building	(5976) 0.40 per 1,000 sq. ft.
(5977) Pets, Plants and Fish Stores	(5978) 1.1 per 1,000 sq. ft.
(5979) Pool Hall	(5980) 0.1 per table
(5981) Post Office	(5982) 1 per 1000 sq. ft.
(5983) Printing Shop	(5984) 1.0 per ea. 15 employees or fraction
(5985) Public Institutions (other than hospitals)	(5986) 1.0 per ea. 15 employees or fraction
(5987) Research and Testing Laboratories	(5988) 1.0 per ea. 15 employees or fraction
(5989) Restaurants:	(5990)
(5991) (a) Quick serve franchise type, without dishes, dealing mainly in hamburgers and sandwiches with or without eating in building. (Includes, but not limited to McDonald's, Burger Chef, Burger King, Red Barn, Hardee's and Arby's.)	(5992) 10 per restaurant
(5993) (b) Other restaurants. (includes, but not limited to, drive-ins, snack bars, carry-outs, such as fried chicken and pizza; could have limited eating in building without dishes.)	(5994) 1.8 per 1000 sq. ft.
(5995) (c) Restaurants, sit down with wait staff that serves dinners and/or drinks	(5996) 0.10 per seat, w/Liquor 4 per 1000 sq. ft.
(5997) Schools	(5998) 0.10 per student
(5999) Service Stations	(6000) 0.20 per pump
(6001) Single Family Dwelling Units	(6002) 1.00 per dwelling unit

- (6003) **Snack Bars, Drive-ins, etc.** (6004) **0.08 per seat and/or stall**
- (6005) **Sports Centers** (6006) **1.0 per ea. 15 employees or fraction**
- (6007) **Stores (other than specifically listed)** (6008) **0.15 per employee**
- (6009) **Swimming Pools** (6010) **2.85 per 1,000 sq. ft.**
- (6011) **Take-out (beer and liquor)** (6012) **1.0 per ea. 15 employees or fraction**
- (6013) **Tennis Club** (6014) **0.08 per member**
- (6015) **Theaters (inside)** (6016) **0.0001 times weekly hours of operation times no. of seats**
- (6017) **Trailer Parks (self-contained unit)** (6018) **1.00 per trailer**
- (6019) **Trailers (individual)** (6020) **1.0 per trailer**
- (6021) **Travel Trailer Park (individual bath units)** (6022) **0.27 per cubical**
- (6023) **Travel Trailer park (individual bath units-seasonal only)** (6024) **0.27 per cubical**
- (6025) **Used Auto Sales** (6026) **1.0 per ea. 15 employees or fraction**
- (6027) **Veterinarian Hospitals** (6028) **2.0 per veterinarian**
- (6029) **Warehouses** (6030) **0.10 per 1,000 sq. ft.**

(6031)

(6032) 8.2.2 Metered Customers

(6033)

(6034) All the water use of residential commercial industrial and other users connected to the System that have a metered water supply shall be measured by meter and the users shall be charged a bimonthly charge based on a commodity charge as determined by the Township.

(6035)

(6036) 8.2.3 Other Charges

(6037)

(6038) All other charges shall be as set forth in the Chapters of this Ordinance governing the operation of the sewer system.

(6039)

(6040) 9. PAYMENT FOR USE OF THE SYSTEM

(6041)

(6042) 9.1 Responsibility for Payment.

(6043)

(6044) 9.1.1 The owner of the premises served by the System shall be liable to the Township for any charges and fees authorized to be charged by this Ordinance.

(6045)

(6046) 9.1.2 When a single water service pipe serves two (2) or more user units, the owner of the premises shall be responsible for payment.

(6047)

(6048) 9.1.3 The owner of the premises as well as any user of the System at

the premises shall be responsible to reimburse the Township for any and all administrative costs and fees incurred by the Township.

(6049)

(6050) 9.2 Billing, Collections and Customers Payments.

(6051)

(6052) 9.2.1 Meter Reading.

(6053)

(6054) Meters shall be read bimonthly and as deemed necessary.

(6055)

(6056) 9.2.2 Bills.

(6057)

(6058) The Township shall tender or cause to be tendered bills for Sanitary Sewer service and all other charges in connection therewith. Bills for Sanitary Sewer service shall be sent to users by first class mail.

(6059)

(6060) 9.2.3 Bimonthly Sanitary Sewer bills for users of the System shall be based upon the charges established by resolution of the Township Board for the System.

(6061)

(6062) 9.2.4 Due Date of Charges.

(6063)

(6064) All bills shall be payable by the due date specified on the bills, and shall be paid as provided in the bill in person or by mail.

(6065)

(6066) 9.2.5 Collections.

(6067)

(6068) The Township Treasurer or authorized representative shall collect all moneys due for Sanitary Sewer service and all other charges in connection with the System

(6069)

(6070) 9.2.6 Late Charges.

(6071)

(6072) If any charge for the services of the System, which has been billed to a customer of the System, shall not be paid on or before the due date specified on the bill, a delayed payment charge of ten per cent (10%) of the amount of the bill shall be added thereto and collected therewith.

(6073)

(6074) 9.2.7 Non Receipt of Bill.

(6075)

(6076) Failure of the user to receive any bill shall not relieve him/her of the liability for the charges incurred, and the user shall notify the Township Clerk if a bill has not been received the 15th day after the end of a billing period.

(6077)

(6078) 9.2.8 Charges to Become a Lien Upon Premises

(6079)

(6080) The Township shall have as security for the collection of Sanitary Sewer rates, assessments or charges due or to become due for the use and installation, repair, or maintenance to any house, building, or premises, a lien

NORTHFIELD TOWNSHIP

Memo

To: Northfield Township Board
From: Howard Fink
Date: 5/22/2014
Re: Non-Motorized Path

Dear Township Board,

Attached is an updated RFP on the non-motorized path Phase 3. I have incorporated the changes requested at the meeting, and hopefully have created a more comprehensive document. The primary policy position at this time is whether or not to open up the RFP to multiple engineers or specifically invite qualified parties to the table (Tetra-tech and OHM). Given that this project is grant funded, I would recommend that we look towards an invitation approach first, and ensure that the dollars are within the allocated funds available. If the costs are significantly in excess, we can always re-bid to the larger engineering community. If this project is fully bid out, I expect 10 to 20 proposals (maybe more); including engineering firms that we have not worked with in the past. These types of proposals are notoriously difficult to evaluate, as we do not have any firsthand knowledge of the firms work product.

Respectfully Submitted,



Howard Fink

NORTHFIELD TOWNSHIP
REQUEST FOR PROPOSALS

CONSULTANT: NONMOTORIZED PATH

DATE ISSUED: May , 2014

NOTICE – NORTHFIELD TOWNSHIP
REQUEST FOR QUALIFICATIONS

CONSULTANT – NONMOTORIZED PATH

Northfield Township will receive sealed proposals for CONSULTANT – NONMOTORIZED PATH.

Sealed proposals will be received until 4:00 p.m. EST, **June 30, 2014**

Proposals shall be addressed as follows:

Northfield Township
Howard Fink, Township Manager
8350 Main Street
Whitmore Lake, MI 48189

All proposals must be signed by a legally authorized agent of the proposing firm. Envelopes must be clearly marked:

CONSULTANT – ENGINEERING SERVICES FOR NONMOTORIZED
PATHWAY

and must bear the name of the proposer. One copy of price proposal must be included in a separate sealed envelope.

Submit nine (9) copies of proposal in the same order and format of this Request For Proposals.

The Township reserves the right to accept any alternative proposals, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of Northfield Township.

NORTHFIELD TOWNSHIP REQUEST FOR QUALIFICATIONS

Northfield Township is located in Washtenaw County between Ann Arbor and Brighton, two popular cities. US-23 bisects the township near its western border. Census (2010) figures set our population at 8,245.

The Township has begun the completion of a non-motorized pathway along Barker Road. Phase 1 of the project was completed in 2011. Phase 2A and 2B of the project were completed in 2013. Design and construction services are needed to connect these two phases. All work shall be completed on the south side of Barker Road. Funding for the project is provided by a grant from Washtenaw County in the amount of \$250,000. Engineering and construction costs in excess of this amount is to be borne by the Township.

Services to be performed include:

- Survey
- Design
- Easement descriptions and sketches
- Easement procurement
- Title work necessary for the easements
- Permitting
- Bidding
- Construction staking
- Construction observation
- Construction contract administration

A. Scope of Work.

Summarize consultant's understanding of the scope and approach. Include your firm's approach to project management including procedures to identify and manage changes in the scope of work that may occur due to unforeseen conditions. Describe potential alternatives for the path that alignment that may occur should one or more private property owners refuse to grant an easement.

B. Background and Experience.

Personnel Qualifications.

The proposal shall provide the name of a Project Manager and key staff who will be assigned to Northfield Township for coordination and accountability. Provide in your proposal all members of your firm who

would be involved in the Township work along with their background, education and experience in civil engineering work as described in paragraph A. It is essential that adequate experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this contract be provided.

Firm Qualifications. Describe similar work with at least three government agencies. In particular, experience in coordinating paths with MDOT and Washtenaw County Road Commission rights-of-way is important. Descriptions shall include as minimum the following information:

- a) Client with name and address of contact person
- b) Facility name and location
- c) Size of project
- d) MDOT / WCRC route impacted
- e) Dollar amount of contract
- f) Describe scope of work

List the address of the office that will complete Northfield Township's services. As this project will involve construction observation, it is advantageous to have the field crew mobilized from a nearby office.

References. Submit a minimum of three client references.

C. Fee for Services. Provide a proposed compensation budget.

The firm with the lowest fee will be awarded 25 points. A fee that is 10% higher than the lowest firm will be given $(1-0.1) \times 25 = 23.5$ points.

Northfield Township realizes that a good design professional can save many times their fee in construction savings. List past experience in saving money on completed projects.

D. Contract Award. It is the Township's desire to award a contract to the firm which demonstrates the ability to provide the highest quality of service in a cost-effective manner.

The Township has the right to accept or reject any or all proposals at its discretion. Firms may be invited to appear before the Township Board for an oral presentation.

Selection Criteria will include:

1. Work Plan (20%)
2. Qualifications of staff and firm (40%)
3. Office proximity to Northfield Township (5%)
4. Examples of past cost savings delivered to clients (10%)
5. Requested Fees (25%)

E. Disclosures.

The Township also desires a firm that is free from conflicts with neighboring governments and can represent Northfield Township's best interests should any intergovernmental concerns arise. Please disclose current contracts (and those within the last three years) with the following agencies:

- Washtenaw County Water Resources Commissioner
- Green Oak Township
- Hamburg Township
- Superior Township
- Salem Township
- Ann Arbor Township
- Scio Township

G. Insurance:

- a) The consultant shall at the time of execution of this contract, file with the Township the Certificate of Insurance, which shall cover all of his insurance as required herein, including evidence of payment of premiums thereon, and the policy or policies covering said Township and their officers, agents and employees. Each such policy and certificate shall be satisfactory to the Township. Nothing contained in these insurance requirements is to be construed as limiting the extent of the contractor's responsibility for payment of damages resulting from his operation under this contract.
- b) The contractor shall maintain insurances in force at all times during the term of this agreement at the minimum amounts and types as indicated:

COVERAGE AFFORDED		LIMITS OF LIABILITY
Workers Compensation		\$100,000 or statutory limit
Commercial General Liability:	Bodily Injury Property damage or Combined single limit	\$1,000,000 each occurrence \$1,000,000 each occurrence \$1,000,000
Automobile Liability:	Bodily Injury Liability Property damage or Combined single limit	\$300,000 each person \$500,000 each occurrence \$500,000 \$500,000

The Township shall be listed as an additional insured on general liability coverage, and shall be provided with a Certificate of Insurance that reflects this additional insured status.

Our township insurance carrier and/or attorney will review these policies.

H. Additional Information Contact. Questions may be addressed to:

Howard Fink, Northfield Township Manager
(734) 449-2880

**NORTHFIELD TOWNSHIP, MICHIGAN
CONSULTANT: NONMOTORIZED PATH**

PROPOSAL SCORING SHEET

Firm _____

CRITERIA	SCORE
1. Work Plan	/20
2. Qualifications of staff and firm	/40
3. Office Location	/5
4. Examples of past cost savings delivered to clients	/10
5. Requested fee	/25
TOTAL	/100

NORTHFIELD TOWNSHIP

Memo

To: Northfield Township Board

From: Howard Fink

Date: 5/22/2014

Re: Contract

Dear Township Board,

Thank you for a great review. I am asking the board to consider a extension of my contract until the end of the boards term, which would constitute approximately a 1 ½ year extension. I have enjoyed my time in Northfield Township and look forward to being here for years to come. I have submitted an addendum to my contract prepared by our labor counsel.

Respectfully Submitted,



Howard Fink and Tim Hardesty

Addendum to March 2013 Employment Agreement

This Addendum to the March 2013 Employment Agreement (“Addendum”) is an addendum to the Employment Agreement between Northfield Township (“Employer”) and Howard Fink (“Employee”), which is dated March 2013 (“the Employment Agreement”) and shall become effective as of the date it is executed by both parties. The Employment Agreement is attached and made a part of this Addendum.

The parties, hereby agree as follows:

1. Paragraph 1 of the Employment Agreement shall be modified to delete the following text from the provision:

1. **TERM**

~~The term of this Agreement shall be for the period of two years commencing on the date of execution of this Agreement.~~ There shall be no introductory or probationary period as described in the Employee Policy Manual of the Township. This Agreement shall automatically continue after its expiration unless terminated by either party with written notice to the other party.

2. Paragraph 1 of the Employment Agreement shall now state as follows:

1. **TERM**

The term of this Agreement shall be for terminate on November 20, 2016. There shall be no introductory or probationary period as described in the Employee Policy Manual of the Township. This Agreement shall automatically continue after its expiration unless terminated by either party with written notice to the other party.

IN WITNESS THEREOF, the Northfield Township Board of Trustees has caused this Addendum to be signed and executed on its behalf by _____ and attested by its Township Clerk, pursuant to authorization of the Township Board at a regular meeting on _____, and the Employee has signed and executed this Addendum.

Northfield Township

Employee

By:

Its:

By:

Its: Township Clerk

Date