CHARTER TOWNSHIP OF COMSTOCK

2020 BUDGETS & POLICIES

- General Operating
- Fire and Rescue Operating & Capital
- Parks and Recreation
- Library
- Street Lighting
- Water
- Sewer
- Law Enforcement
- Senior Services Millage

Budget Adopted by the Township Board on December 16, 2019

2019 TOWNSHIP BOARD

Randy Thompson, Supervisor

Bret Padgett, Treasurer

Michelle Mohney, Clerk

Jerry Amos, Trustee

Christopher Daniels, Trustee

Terrance McIver, Trustee

Robert Pratt, Trustee

Prepared by:

- Township Administrative Team
- Parks & Recreation Commission
- Fire & Rescue Department
- Library Board

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Randy L. Thompson, Supervisor
Michelle Mohney, Clerk
Bret Padgett, Treasurer

Jerry T. Amos, Trustee
Christopher Daniels, Trustee
Terrance G. McIver, Trustee
Robert E. Pratt, Trustee

Charter Township of Comstock Board Members, Residents and Businesses:

Enclosed are the 2020 operating budgets for Comstock Township services. The combined operating budget totals $8,559,071 and the budget is balanced. Revenues for eight (7) of the ten (10) operating funds are anticipated to meet or exceed projected expenditures. Expenditures for general fund operating, fire capital improvement, and sewer system budgets, as part of their Capital Improvement Programs, will exceed projected revenues and be supplemented by using unrestricted fund balance. Carryover amounts from 2019 will be disclosed after the audit - sometime in June, 2020.

This budget reflects all of the revenue and expenditures anticipated for all Township funds in 2019. There are ten (10) separate operating budgets: General Fund, Police, Fire Operating, Fire Capital, Library, Water System, Sewer System, Street Lighting, Downtown Development Authority, and Senior Millage. The Township budget year is a continuous 12-month cycle beginning January 1st and ending December 31st.

The budget cycle begins with budget preparation and development. This is followed by proposing and adopting the budget, monitoring the budget, evaluating operations and services, raising policy questions and returning to budget preparation.

The budget narrative details the Township budget process, timelines, budget policies, pertinent information for each operating budget and supplemental information in the Appendix section.

The Comstock Administrative Team,

Michelle Mohney
Township Clerk

Randy Thompson
Township Supervisor

Bret Padgett
Township Treasurer

PRINCIPLES OF GOVERNANCE

The following Principals of Governance, prepared by the Michigan Township's Association, was unanimously adopted by the Charter Township of Comstock Township Board at its December 17, 2018 meeting.

Comstock Charter Township

Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations, and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state, and our country.

Randy Thompson, Supervisor

Jerry Amos, Trustee

Michelle Mohney, Clerk

Robert Pratt, Trustee

Bret Padgett, Treasurer

Terry McIver, Trustee

Christopher Daniels, Trustee

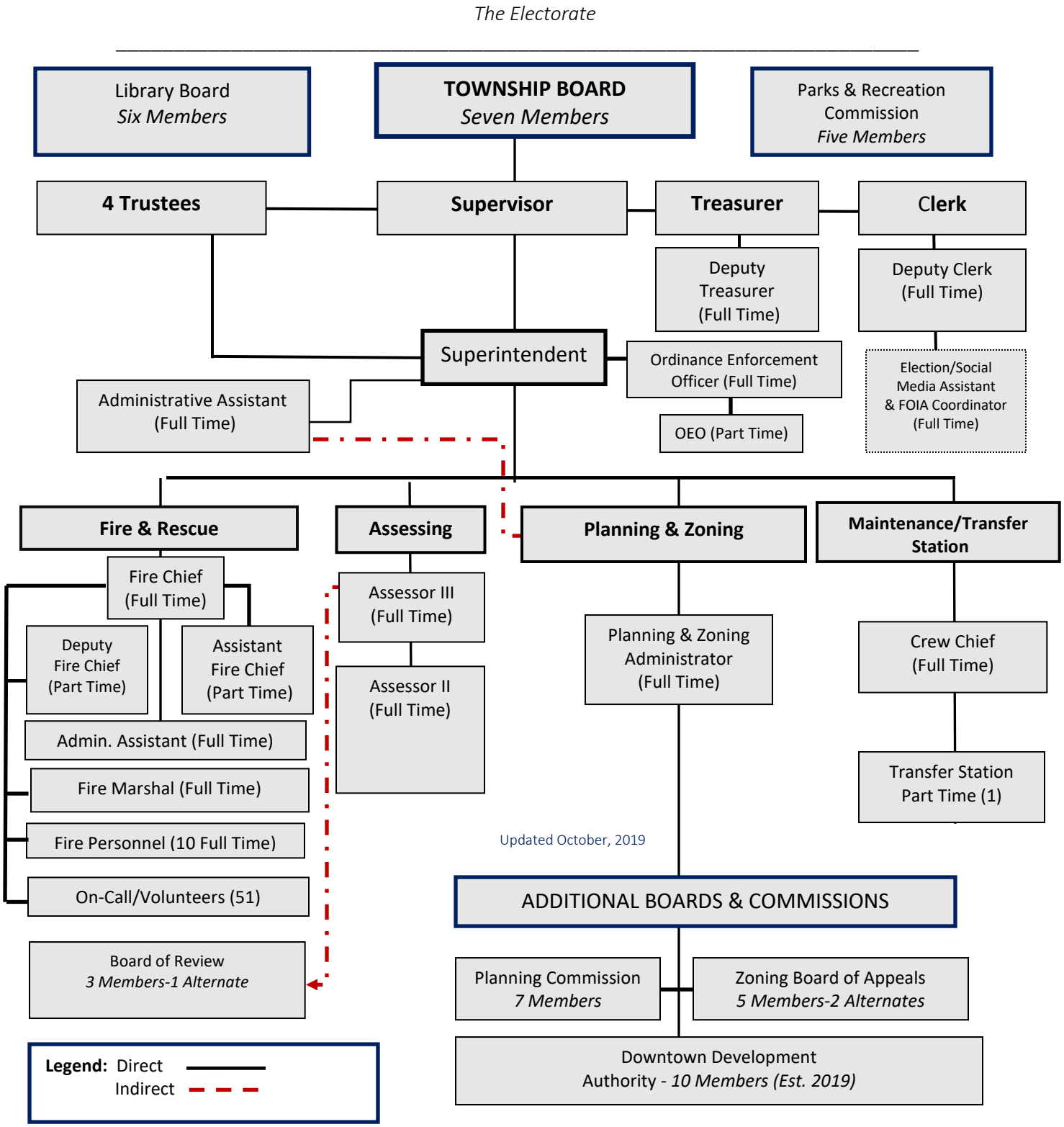
December 31, 2018
Date

MTA
MICHIGAN TOWNSHIPS ASSOCIATION

ORGANIZATIONAL CHART

OF THE CHARTER TOWNSHIP OF COMSTOCK

(The Charter Township Act, Public Act 359 of 1947)



BUDGETS AND POLICIES

BUDGETS AND POLICIES

LEGAL REQUIREMENTS

The Township conforms to Generally Accepted Accounting Principles (GAAP) in the United States of America as applicable to governmental units and shall comply to the extent possible.

The following proposed policies are intended to represent compliance with the *Accounting Procedures Manual For Local Units of Government in Michigan* and the Charter Township of Comstock's administrative structure and procedures. No policy manual can anticipate all possibilities that may be encountered when administering the finances of the township. The following policies establish a framework for adequate controls over the financial administration processes. When questions arise, the Township Board should refer to this manual and agree to a solution to the question, and amend these policies, as appropriate.

BUDGET PROCESS

The Superintendent, working with the Clerk and Treasurer, is responsible for preparing and administering the annual budget under policies formulated by the Township Board and to keep the board fully advised at all times as to the financial condition and needs of the township.

The Township uses the following process to develop the budget:

- The budget was based on expected revenues, including base revenues, any new revenue sources and the potential use of fund balance.
- The budget allocations shall be made in a fair and objective manner.
- The Board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources. In the fall of 2017, the Township Board elected to circulate a Citizen Survey and as result of that survey, a prioritized list was prepared and prioritized based on the input from Comstock residents.
- Upon adoption of the annual budget, it then becomes the financial plan to control and measure the Township's activities.
- Elected officials and departments are responsible for operating within their budgets.

The Township uses the following process to amend the budget:

- Expenditures requested within a department's budget, but from another line item, are to be brought to the Township Board, in writing, prior to the expenditure. If approved, the budget line is to be amended accordingly.

- When expenditures are requested which would exceed the budget, the department must request a transfer from carry-over dollars in writing, prior to the expenditure. Updated November 24, 2015

    1. The request must describe the need for the expenditure(s); and,

    2. The reason(s) the expenditure(s) would exceed the budget; and,

    3. Identify the amount of carry-over dollars available.

The Township uses the following process for vendor payment:

- A list of invoices ready for payment will be submitted to the Board for review and approval. Payment will then be released to the appropriate vendors.

- The Board recognizes that certain emergency disbursements or court-ordered disbursements may, from time to time, arise which require approval subsequent to the disbursement. Such disbursements will be presented to the Board at the next regularly scheduled meeting, for review for consideration.

DEVELOPING THE PROPOSED BUDGET

Method

The Township Board shall use the line item approach when developing the proposed budget. The budget shall be adopted at the revenue by source, and expenditures by activity level.

Format

The proposed and adopted budget shall:

- Provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget for the following year

- The proposed and adopted budgets shall also include a narrative that will:

    1. Summarize the major changes in priorities or service levels from the current year and the factors leading to those changes.

    2. Identify the priorities and key issues for the new budget period.

3. Identify and summarize major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections, tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earnings.

Timetable

The proposed budget shall be developed according to the following schedule:

ACTIVITY	DATE
Capital Improvement Plan Approval	November
Budget Policies; Review and identify any revisions or new policies by Township Board.	August 1
Informational meeting for department heads	August 1
Department heads submit proposed revenue and expenditure plans to Township Superintendent	Mid-August
Employee Welfare Benefits Review Completed By*	September 1
Administrative Team present proposed budget	September
Employee Open Enrollment Date*	November 1
Township Board adopts tentative budget	November-December
Budget public hearing held by Township Board	November
General Appropriations Act adopted	By December 30

This timeline will be presented to the Township Board, annually, on the first meeting held in January of each year.

Revised by Township Board 01/22/2018

There may be circumstances that delay portions of the budget timeline, such as State Revenue figures and Township millage requests, but the budget must be adopted by December 31 of the preceding year.

** Employee open enrollment renewal date of October 1 will need to be reviewed and completed prior to September and all employees will be notified of health benefit options.*

Approved by Township Board on 09/18/2017

The time line for the employee benefits package will need to change if the open enrollment date is other than October 1.

Revised 11/24/2015

BUDGET ADOPTION

Adoption

Prior to the beginning of each fiscal year, the Township Board shall annually adopt a budget using an activity method of adoption unless otherwise directed in the General Appropriations Act.

As the Township operates on a calendar year budget cycle, a public hearing on the proposed budget shall be held not later than December 15 and adopted not later than December 31, in the year preceding the calendar year covered by the budget.

The Board shall monitor and amend the budget as needed to approve and control all expenditures.

Designation of Budget Officer

The Superintendent shall be the Township Budget Officer and shall be responsible for the development and administration of the township budget in cooperation with the Township Clerk and Township Treasurer.

Budget Monitoring

The Township shall use the following approaches to monitor the budget, as recommended by the Government Finance Officers Association:

- The Board shall establish measures of annual progress. These measures should spell out the expected results and outcomes and how they will be measured.

- The Board shall use periodic financial reporting and performance measures to compare actual versus budgeted results.

- The Board shall communicate performance results so that Township personnel and the public will be informed of the results in an understandable format.

CIP AND THE BUDGET PROCESS

Comstock Township should strive to maximize resources by maintaining a balance between operating and capital budgets. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees and interest income. A continuous relationship exists between the Capital Improvement Program (CIP) and the annual budget. A direct link can be seen between the two documents as there should be in a strategic planning environment.

Each year, development of the CIP precedes the budget process to develop the capital projects portion of the annual budget. Approval of the CIP, a six year plan, does not mean that the Township Board grants final approval of all projects contained within it. Rather, by approving the CIP, the Township Board acknowledges

that the identified projects represent a reasonable interpretation of the upcoming needs for the community and that projects recommended for funding in the first year of the plan are suitable for inclusion in the upcoming budget.

As used in the 2020-2025 CIP, adopted by the Township Board on October 21, 2019, a capital improvement project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, local roadways, recreational facilities), an addition to or extension of such a facility, provided that the cost is $10,000 or more and that the improvements will have a useful life of three years or more.

2. Any nonrecurring rehabilitation of all or a part of a building, its grounds, a facility, or equipment provided that the cost is $10,000 or more and will be coded to a capital asset account.

3. Any purchase or replacement of major equipment to support community programs provided that the cost is $5,000 or more and will be coded to a capital asset account.

4. Any planning, feasibility, engineering or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is $10,000 or more and will have a useful life of three years or more.

5. Any planning, feasibility, engineering or design study that costs $20,000 or more that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects.

6. Any acquisition of land for a public purpose that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects provided that the cost is $20,000 or more.

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP is to implement the master plan, parks and recreation plan and other adopted plans of the Township to assist in financial planning.

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made and adjustments made to previously identified projects as may be necessary due to changes in funding, conditions or timeline. A new year of programing is added each year to replace the year funded in the annual operating budget.

A copy of the full 2020-2025 Capital Improvement Program document can be found under Appendix E.

BUDGET POLICIES

Audit

The Township Board shall contract with a certified public accountant to annually audit the financial systems of the Township. The audit contract may be for a period up to three years, but shall not exceed the current Board's term of office.

Fiduciary Bonds

The Township shall provide a surety bond for all township officials required by law to be bonded.

The Township shall provide a public employee dishonesty bond for all employees authorized to handle money.

FINANCIAL REPORTS

Periodic Expenditure and Revenue Report

The Clerk shall prepare a monthly financial report for the Board. The report will be current through the last day of the previous month, and shall be presented to the board at its second meeting following the previous month. The financial report for each fund will show the following information for revenues and expenditures:

1. Account number
2. Description
3. Amended budget
4. Current period
5. Year to date
6. Budget balance

Periodic Balance Sheet Report

The Clerk shall prepare a monthly balance sheet showing the assets, liabilities and equities for each fund.

Investment Performance Report

The Treasurer shall prepare a quarterly report of all interest-bearing activities, including the name of the financial institution, type of investment, anticipated yield and date of maturity.

Summary Report of Cash Activity by Fund

The Treasurer shall provide the Township Board with a monthly summary report of cash activity by fund and a summary report of cash activity by bank account, certificate of deposit and investment account.

Financial Reports Review

The Clerk, Treasurer and Supervisor and/or Superintendent shall review the financial reports prior to the Board meeting, and shall recommend to the Board any necessary budget amendments or fund transfers.

INTERNAL CONTROLS

Financial Employee Training

The Township shall provide education and training for Township Officials and other personnel involved in financial administration on accounting procedures, investments, budgeting and fraud prevention as annually approved in the township budget.

Segregation of Duties

The functions of authorizations, recordkeeping and processing financial transactions shall be segregated where possible.

Cross Training

Bookkeeping duties shall be periodically shifted between two or more employees (e.g., during vacations, etc.).

Reconciliations

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The Treasurer must keep track of the total cash and investments allocable to each fund and must reconcile these amounts to each month's bank statements.

A listing of all cash and investments, along with a copy of the bank reconciliations, must be provided to the Clerk each month.

The Clerk must reconcile the cash and investments recorded in the general ledger to either the Treasurer's reconciliation or to the bank statements directly.

Bank statements and reconciliations shall be retained for audit purposes.

CASH HANDLING AND RECEIPTING

Authorization to Receive Cash

The following employee positions are authorized to receive cash: Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Office Administrative Assistant or any other person specifically authorized by the Treasurer.

Revised by Township Board: 12-16-2014*

Imprest Cash (Change Drawer)

The Township Treasurer shall maintain an imprest cash fund (cash drawer) to exchange currency only in order to make change for a cash financial transaction.

Cash Drawer (Till)

Each department shall maintain one or more cash drawers in order to perform day-to-day operations. It shall be that department's responsibility to balance each cash drawer weekly and report any discrepancies to the Treasurer. Drawers must be kept in a secure location out of public view while in use and secured by lock and key or in the safe while not in use.

Revised by Township Board: 12-16-2014*

Petty Cash

The Township Treasurer shall maintain a petty cash fund of $200 to provide for the immediate purchase of emergency materials, supplies or service only. Routine or other non-emergency purchases shall not be made from the petty cash fund. Receipts are required for all normal purchases.

Loans, cash advances, making change and personal check cashing are prohibited. Cash refunds shall not be issued for overpayments at the time of occurrence (i.e., either a credit should be issued or a check refund generated through accounts payable).

Receipting of Cash Receipts

Each transaction must be entered into the approved cash receipting software at the point of sale by an employee authorized to receive cash. For every transaction, a printed, pre-numbered receipt shall be generated and a copy offered to the customer. Each receipt must include the amount received, method of payment, name of the payer, and a description of the transaction. All receipts and corresponding cash must be presented to the Treasurer at least weekly. Pre-numbered, handwritten receipts may be used in exceptional circumstances only.

Updated 10/13/2016

Checks must be stamped "for deposit only" at the point and time of collection. Checks returned for non-sufficient funds or closed accounts should be forwarded to the Treasurer for reconciling.

Authorized to Process Credit Card Transactions

The following employee positions are authorized to process credit card transactions for **property taxes**: Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Office Administrative Assistant or any other person specifically authorized by the Treasurer. Credit card transactions for property tax payments are processed through the Point and Pay website. All other credit card transactions must be processed by an employee authorized to receive cash through the approved cash receipting software.

Updated 10-13-2016

Posting of Cash Receipts

The Treasurer or his/her designee shall provide the Clerk or his/her designee a record of all money received and the purpose of the amount received (i.e., the budgeted revenue account or the receivable account). The Clerk shall be provided with a copy of voided or canceled receipts marked "voided."

Cash Receipt Report

A cash receipt report shall be run for each batch by deposit. A cash receipt report shall contain the detail of the batch of transactions and a summary by general ledger line item, and shall agree with the day's deposits.

Deposit Procedures

Total cash collected shall be reconciled to the sum of the batch. Deposits shall be made intact, with no reductions to deposits made for expenditures, and must be reconciled to official receipts. Deposit tickets (or attached listing) shall list checks by name or number, and amount. Total cash collected shall be deposited at least once a week, in the appropriate township bank account. Un-deposited funds shall be secured in the vault.

*Corrected 10/15/2015

DEPOSITORIES

Bank Accounts

All bank accounts shall be in the name of the Township and the Township Treasurer. The use of the Township's tax ID number shall be strictly controlled by the Treasurer and Clerk, and it shall not be used to open non-township bank accounts.

Tax collections shall be deposited in a separate bank account in the name of the Township Tax Account.

Bank signature cards shall be kept current and the authorized signers limited to the Township Clerk, Deputy Clerk, Treasurer and Deputy Treasurer.

Control of Cash and Investments

All cash and investments shall be under the control of the Township Treasurer. No other individual shall hold cash of the township or open a bank account to hold township cash or investments.

Authority to Make Bank Deposits

The Township Treasurer or Deputy Treasurer are responsible for making all bank deposits.

Authorized Depositories

The Township Board must authorize, by resolution, any financial institution to be used for Township funds. The Township Treasurer recommends to the Township Board financial institutions to be authorized depositories of Township funds.

RESOLUTION DESIGNATING DEPOSITORIES

WHEREAS, the Board of the Charter Township of Comstock, Kalamazoo County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77 requires that the Township Board designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, the Charter Township of Comstock Treasurer is authorized to manage funds belonging to the township, including depositing funds in approved financial institutions and administration of investments in conformance with MCL 41.77 and the Charter Township of Comstock Investment Policy, now

THEREFORE BE IT RESOLVED that the Treasurer shall recommend financial institutions for approval for the safekeeping of Township funds based on an evaluation of the institution as set forth in the Charter Township of Comstock Investment Policy.

BE IT FURTHER RESOLVED that the Township Board approves the following financial institutions as depositories of township funds: 1st Source Bank, Bank of America, Chase Bank, Chemical Bank, Citizens Bank, Comerica Bank, Fifth Third Bank, First National Bank of Michigan, Flagstar Bank, Horizon Bank, Huntington Bank, Mercantile Bank of Michigan, Northpointe Bank, Old National Bank, PNC Bank, Southern Michigan Bank & Trust, Wells Fargo Bank.

BE IT FURTHER RESOLVED that this designation is applicable to all public funds belonging to the Charter Township of Comstock and in the custody of the Township Treasurer.

Adopted by the Township Board on October 29, 2018

INVESTMENT POLICY

Section 1: POLICY

It is the policy of the Charter Township of Comstock to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township and conforming to all state and local statutes governing the investment of public funds.

Section 2: SCOPE

This investment policy applies to all financial assets of the Charter Township of Comstock. The funds used to account for the Township's financial assets are included in the Township's audited annual financial statements and include:

General Fund
Municipal Streets Fund
Public Safety Fund
Fire Operating Fund
Fire Capital Improvement Fund
Street Lights Fund
Building Fund
Library Fund
Water & Sewer Funds
Trust and Agency Funds
Other funds as determined necessary

Section 3: PRUDENCE

Selection of investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Section 4: OBJECTIVE

The primary objectives of investment activities, in priority order, are safety, liquidity, and return on investments (yield).

A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the Charter Township of Comstock shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the Township will minimize credit risk and interest rate risk.

i. Credit Risk (Custodial Credit Risk and Concentration of Credit Risk) – The Township will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by: limiting investments to the types of securities listed in Section 8 of this Investment Policy and pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Township will do business in accordance with Section 7 of this Investment Policy.

   The Township will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

ii. Interest Rate Risk - The Township will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the Township's cash requirements.

B. Liquidity: The Charter Township of Comstock's investment portfolio will remain sufficiently liquid to enable the Township to meet all operating requirements which might be reasonably anticipated.

C. Return on Investments: The Charter Township of Comstock's investment portfolio shall be designed with the objective of attaining a market average return during budgetary and economic cycles, commensurate with the Township's investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to safety and liquidity objectives.

Section 5: DELEGATION OF AUTHORITY

Authority to manage the Charter Township of Comstock investment program is derived from Public Act 20 of 1943, MCL 129.91. Management responsibility for the investment program is hereby delegated to the Township Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Treasurer.

The Treasurer shall establish written investment procedures for the operation of the investment program consistent with this policy. The procedures should include reference to safekeeping, banking service contracts, and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

Section 6: ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Township Superintendent any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Charter Township of Comstock.

Section 7: AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Township Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained for approved or security broker/dealers selected by credit worthiness that are authorized to provide investment services in the State of Michigan. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the treasurer with the following: audited financial statements, proof of FINRA certification or FDIC insurance, proof of state registration, and certification of having read, understood and agreement to comply with the investment policy of the Charter Township of Comstock. The Treasurer shall examine the financial condition and registrations of qualified financial institutions on an annual basis. Current audited financial statements are required to be on file or readily available for each financial institution and broker/dealer in which the Township invests.

Section 8: AUTHORIZED & SUITABLE INVESTMENTS

The Township Treasurer is authorized by statute and this policy to invest in the following types of securities:

a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
d) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
e) Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
    i) The purchase of securities on a when-issued or delayed delivery basis.
    ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
    iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

f) Obligations described in subdivisions (a) through (e) if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967, (Ex Sess), MCL 124.501, et seq.
g) Investment pools organized under the Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111, et seq.
h) The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141, et seq.

Investments in Mutual Funds shall be limited to securities whose intention is to maintain a net asset value of $1.00 per share.

A thorough investigation of any investment the pool is required. The following items must be addressed to satisfaction of the Treasurer prior to investing and on a continual basis:

a) A description of eligible investment securities, and a written statement of investment policy and objectives.
b) A description of interest calculations and how it is distributed, and how gains and losses are treated.
c) A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
d) A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
e) A schedule for receiving statements and portfolio listings.
f) Are reserves, retained earnings, etc. utilized by the pool/fund?
g) A fee schedule, and when and how is it assessed.
h) Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

Securities that have been downgraded to a level that is below the minimum ratings described herein may be sold or held at the Treasurer's discretion. The portfolio will be brought back into compliance with investment policy guidelines as soon as practical.

Section 9: SAFEKEEPING AND CUSTODY

All security transactions entered into by the Charter Township of Comstock shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by the counterparties' trust department or a third party custodian designated by the Treasurer and evidenced by transaction receipts.

Section 10: DIVERSIFICATION

The Charter Township of Comstock will diversify its investments by security type and institution. With the exception of securities guaranteed by the U.S. Government and deposits covered by FDIC insurance or in authorized pools, no more than 25% of the Charter Township of Comstock's total investment portfolio will be invested in a single security type and no more than 10% with a single financial institution.

Section 11: MAXIMUM MATURITIES

To the extent possible, the Charter Township of Comstock will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Charter Township of Comstock will not directly invest in securities maturing more than 5 years from the date of purchase.

Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Section 12: INTERNAL CONTROL

The Treasurer shall establish and monitor a system of internal control for the Township's financial assets that recognizes the cost benefit relationship of any system of internal control. The internal control system shall include an annual independent audit of the Townships financial statements as well as controls deemed necessary.

Section 13: PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a market average rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The Charter Township of Comstock applies a passive investment strategy. Given this strategy, the basis used by the Treasurer to determine whether market yields is being achieved shall be to identify a comparable benchmark to the portfolio investment duration.

Section 14: REPORTING

The Treasurer shall provide the Township Board quarterly investment reports which provide an executive summary of the status of the current investment portfolio. The report should include the following:

a) A listing of investments held at the end of the reporting period.
b) Beginning market value, earnings/losses accrued, deposits/withdrawals/transfers completed, and ending market value for the reporting period by investment.
c) Earnings rate by investment for the reporting period.
d) Percentage of the Portfolio represented by each investment category.
e) A statement regarding compliance with the policy of the current investment portfolio.

Section 15: INVESTMENT POLICY ADOPTION

The Charter Township of Comstock's investment policy shall be adopted by resolution of the Township Board. The policy shall be reviewed annually by the Township Treasurer and any modifications made thereto must be approved by the Township Board.

Investment Policy Approved by the Township Board October 29, 2018

Investment Policy Glossary

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the Charter Township of Comstock. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date. DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit. FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA): An independent, non-governmental regulator for all securities firms doing business with the public in the United States.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

COMSTOCK TOWNSHIP INVESTMENT POLICY RESOLUTION

WHEREAS, the Board of the Charter Township of Comstock, Kalamazoo County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and

WHEREAS, Public Act 196 of 1997, MCL 129.91, *et seq*., requires township boards, in consultation with the Township Treasurer, to adopt an investment policy, now

THEREFORE BE IT RESOLVED, that the Charter Township of Comstock Board adopts the Charter Township of Comstock Investment Policy and that this Investment Policy shall continue to have effect until expressly rescinded or modified.

BE IT FURTHER RESOLVED that this policy is applicable to all public funds belonging to the Charter Township of Comstock and in the custody of the Township Treasurer.

BE IT FURTHER RESOLVED that the Township will comply with all applicable statutes related to public fund investments. Any provisions of this resolution and/or the Charter Township of Comstock Investment Policy in conflict with applicable statutes is void.

Adopted by the Township Board on October 29, 2018

INVESTMENT PROCEDURES

Section 1: PURPOSE

The purpose of this document is to establish procedures for the operation of the investment program of the Charter Township of Comstock consistent with the written Investment Policy.

Section 2: CASH REVIEW

The Treasurer or his/her delegate (hereafter referred to as Investment Officer) must review the cash balances and investment portfolio daily, or as needed. Items to be reviewed should include:

a) Balances, by fund if so deposited, at primary bank.
b) Balances, by fund if so deposited, at other banks.
c) Maturing investments.
d) Bond sales and other large, periodic receipts.
e) Bond and coupon payments (debt service) and other large periodic cash disbursements.

Section 3: INVESTMENT SELECTION

The Investment Officer determines how much of the cash balance is available for investment and selects the area of the yield curve that most closely matches the required maturity date. In determining the maturity date, the Investment Officer should consider liquidity, cash flow and expected expenditures. A review of some of the following sources should be made to determine whether the investments should be placed to match projected expenditures or shorter, or to take advantage of current and expected interest rate environments:

a) Wall Street Journal or similar daily business publication.
b) Input from approved broker/dealers.
c) Input from depository banks.
d) Publications on general trends of economic statistics.
e) Input from data services (Telerate, Bloomberg, Reuters, etc.)

Section 4: PURCHASING AN INVESTMENT

The Investment Officer shall establish with whom the jurisdiction is going to transact business. The following factors should be used in evaluating a financial institution:

a) Financial condition, strength and capability to fulfill commitments.
b) Overall reputation with other dealers and investors.
c) Regulatory status of the broker/dealer (providers).
d) Background and expertise of the individual representative.
e) The use of a nationally recognized financial institution rating organization (Lace, Sheshunoff, Thompson Bankwatch, etc.).

If choosing an external pool or fund as the preferred investment vehicle, the following should be available for inspection prior to purchase and at any reasonable time thereafter:

a) A written investment policy, if a government-run investment pool.
b) A prospectus for money-market funds, mutual funds or bank-managed funds.
c) A schedule of the types of reports and the frequency of distribution.
d) A clear description of how interest rates are calculated.
e) A schedule of when and how income is distributed.
f) Are the pool or fund types of investments restricted to your own legal and policy limits?
g) Are the pool or fund investments restricted to your own maturity limits?

Before concluding any transaction, the Investment Officer should validate the following:

a) The security selected for purchase meets all criteria, including portfolio diversification, collateralization (if appropriate) and maturity. If the security has any imbedded options such as call provisions or coupon adjustments, these should also be reviewed.
b) Yield calculations should be verified.
c) Total purchase cost (including accrued interest) does not exceed funds available for investment.
d) Advise the provider that their offering has been selected for purchase.

After consummation of the transaction, and prior to settlement date, the Investment Officer and the provider should exchange and review the following information to ensure prompt, and uninterrupted settlement:

a) Name of third-party safekeeping agent.
b) ABA number of safekeeping agent.
c) Safekeeping account number.
d) Reconfirm amount of transaction.
e) Reconfirm settlement date.
f) Acquire CUSIP number of security, if applicable.

Section 5: SETTLEMENT & FOLLOW-THROUGH

The Investment Officer should forward to the safekeeping agent a report of the investment transaction. The report may be verbal, but a written form should be sent and acknowledged. When applicable, the following should be verified:

a) Provision of receipt or disbursement of funds.
b) Internal transfer or wiring of funds.
c) Validation of written “safekeeping receipt”.
d) Notification of discrepancy prior to acceptance or rejection of the transaction.
e) Immediate notification if a fail has occurred: by provider if they are responsible, by safekeeping agent if they are responsible.

ACCOUNTS RECEIVABLE

All point of sale payments may be made by cash, check, money order, electronic funds transfer, major credit card*, or debit card. Debit cards must bear the logo of a major credit card and be processed as a credit card. Personal Identification Number (PIN) based debit card transactions cannot be processed.

**Major credit cards include Visa, MasterCard, Discover and American Express*

Web-based payments are also accepted for summer and winter property tax payments using a major credit card.

All credit/debit card transactions are processed by Point & Pay. Point & Pay collects a per transaction fee equal to 3% ($2 minimum) of the transaction amount of processing credit/debit card transactions. This fee is borne by the cardholder, not by the Township.

ACCOUNTS PAYABLE

The Township Clerk/Deputy Clerk shall be responsible for processing all accounts payable. The Clerk may designate other township personnel to process accounts payable if the Township Board has agreed to incorporate that function in the job description of that position.

Processing of Claims

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for rare exceptions, as approved by the Clerk, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments. All supporting documentation (packing slips, order forms, etc.) shall be attached to the invoice for all disbursements. Original bills, not copies, must be used for documentation.

Revised by Township Board: 03/02/2015

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. All invoices, departmental check requests and expense vouchers shall include the following:

1. Vendor name
2. Purpose of payment request
3. Unit price and units delivered (if applicable)
4. Date goods delivered or services rendered

Revised by Township Board: 03/02/2015

All requests for payments shall be approved by the department to which the expense shall be posted by initialing the document.

All requests for payment shall be submitted to the Clerk/Deputy Clerk at least 5 business days prior to the Board meeting at which claims will be approved.

Revised by Township Board: 03/02/2015

The Clerk/Deputy Clerk shall verify the payee, amount, purpose and the disbursing fund of each request. After verification, the Clerk shall prepare a warrant, enter it into the general ledger and make a copy for township records.

Revised by Township Board: 03/02/2015

Bills Payable Reports

The Clerk/Deputy Clerk shall prepare two bills payable reports for the Board showing the fund, vendor name, nature of the expense, invoice number and check number. Any items paid prior to Board approval, per the Post-Audit Authorization Policy, shall be included in the Reports for each meeting. Any items requiring approval before payment can be made will be included in the Consent Agenda.

Updated 12/11/2018

Invoices and bills supporting the claims report shall be available for Board member review the Friday prior to the Board meeting. Board members are responsible for scrutinizing the bills prior to Board approval.

Revised by Township Board: 03/02/2015

Board Approval Required for all Bills Payable

All claims shall be approved by the Township Board prior to payment, with the exception of tax collection disbursements and claims authorized by the Post-Audit Authorization Policy, by the Township Board.

Revised by Township Board: 03/02/2015

Board Post-Audit Authorization Policy

The post-audit authorization policy gives the Clerk's Department the ability to pay designated bills prior to bringing them before the Board. With this policy in place, the Clerk's Department would pay the approved bills, and a report will be included in the next Board meeting packet noting payments that were made per this policy.

Post-Audit Authorization

The Comstock Township Board of Trustees recognizes that there are some instances when the Clerk and Treasurer need authorization to pay claims prior to approval by the Township Board. The following claims shall be paid by disbursements prior to Board approval:

1. Invoices where penalties would be incurred if payment was not sent prior to being approved by the Board.
2. Utility Bills
3. Recurring Invoices
4. Payroll (including taxes and withholdings)
5. Expenses approved by the Board
6. The Supervisor or Superintendent may authorize emergency expenditures when deemed essential due to an imminent threat to the health, safety, and welfare of the Township.

Post-Audit

All claims paid under this policy shall be listed on a report that is prepared for the Board.

Amended by the Township Board: 02/02/2017

Check Controls

Numerically controlled, pre-numbered checks shall be used. Checks shall not be signed prior to being completely filled out. Cleared checks must be returned to the township or electronically stored.

Authorized Check Signers

The following officials are the only persons authorized to sign checks:

- Clerk or Deputy Clerk
- Treasurer or Deputy Treasurer

All checks require dual signatures from the Clerk and Treasurer.

A check-signing electronic signature shall be limited to use by the Clerk or Deputy Clerk, and Treasurer or Deputy Treasurer, respectively, and shall be password-protected when not in use.Revised by Township Board: 03/02/2015

Check Processing

Each check shall be signed by the Clerk or Deputy Clerk to document Board authorization of that payment and forwarded to the Treasurer by the next business day following the Board meeting at which they were approved. If payment is made in compliance with the board-adopted post-audit policy, the signed check shall be forwarded to the Treasurer not later than the next business day after the check is signed by the Clerk or Deputy Clerk.

Revised by Township Board: 03/02/2015

The Treasurer or Deputy Treasurer shall verify that the funds are available, sign the check and distribute it. Checks shall not be returned to the Clerk or the originating office for distribution.

Township Credit Card Use Policy

The Treasurer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

Township credit cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.

Township officers and employees who use a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed memo that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. The memo shall also include a

statement why a credit card slip was not obtained and be signed by the employee's supervisor, Superintendent or by one of the administrative elected officials.

An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Treasurer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to Treasurer upon termination of his or her employment or service with the township.

The Treasurer shall maintain a list of all credit cards owned by the Township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Clerk and or Treasurer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Township Board.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within the statement due date.

Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

COMSTOCK TOWNSHP CREDIT CARD RESOLUTION

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Comstock Charter Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act,

NOW THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to the clerk upon termination of his or her employment or service with the township.

(f) The clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy. The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a

credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) The township board shall not approve a payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to, one or more of the following disciplinary actions, in accordance with the Township's Policy and Procedure Manual:

verbal counseling
written reprimand
suspension
termination
reimbursement to the township for unauthorized expenditures.

This resolution was adopted by the Township Board and became effective September 1, 2012 and is also included in the Employee Handbook.

Comstock Township Library Credit Card Issuance and Use Policy

The following policy is an excerpt from the Comstock Township Library Policy, Section 19.

The issuance and use of a Library credit card shall comply with the following:

1. The Library Director shall be responsible for obtaining, issuing, accounting for, monitoring, and retrieving Library credit cards and for overseeing compliance with this Credit Card issuance and Use Policy. Library credit cards shall only be issued to the Department Heads and the Library Director.
2. Comstock Township Library credit cards may be used only to purchase operating supplies for the Library or for authorized travel expenses for the Library.
3. Employees who use a Library credit card shall immediately submit a copy of the vendor's credit card sales receipt to the Business Manager. If the employee who makes a credit card purchase does not receive a sales receipt from the vendor, the employee shall submit a signed voucher to the Business Manager that shows the name of the vendor or entity from which goods were purchased, the date and the amount of the transaction, and a description of the type and quantity of goods purchased.
4. An employee who is issued a Library credit card is responsible for its protection and custody. If a Library credit card is lost or stolen, the employee shall notify the Director immediately. The Director shall immediately notify the entity issuing the lost or stolen credit card to cancel the card.

5. An employee issued a Library credit card shall return the credit cards to the Director upon termination of his or her employment with the Library. The Director shall notify the financial institution issuing the credit card to cancel that credit card.
6. The Director shall maintain a list of all credit cards obtained by the Library along with the date the account was obtained and the credit limit on the account.

This policy was provided to the Township Board on December 17, 2019 for information purposes.

TAX ACCOUNT DISBURSEMENTS

The Township Treasurer shall create a separate bank account in the name of the Township and shall account for the tax fund separately from other Township funds. The Treasurer shall provide the Clerk with summaries of tax receipts and copies of all checks written from the tax account so the Clerk can enter the information into the Township's accounting system.

DISPOSAL OF FIXED ASSETS POLICY

Department heads shall make note on the annual inventory, or shall notify the Superintendent sooner if desired, of any equipment that would be appropriate for disposal. The Superintendent shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the township board for approval.

The township shall not make a gift or donation of township property with any remaining value. The township board shall determine, on a case-by-case basis, the method of disposal, which may include sealed bids, public auction, negotiated sale or disposal.

Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval of the board. An elected official shall refrain from voting with the unanimous consent of the board on any negotiated sale involving the elected official.

Adopted by the Township Board June 18, 2018

BUSINESS EXPENSE REIMBURSEMENT POLICY

Elected and Appointed Officials

The Township will reimburse its elected and appointed officials for all necessary and reasonable travel expenses related to the normal conduct of business. To administer uniform guidelines for reimbursement of business related travel and meals, the following policies and procedures have been established. While this policy provides many answers and useful guidance, it cannot address every possible situation. If you have any questions regarding the business nature and/or reimbursement of such expenses, check with the Township Superintendent before you commit to spending any funds. The most useful guide to cost effective business travel is to spend money as if it were your own.

Auto Allowance/Mileage

Township elected and appointed officials receive reimbursement for direct business mileage. Township elected and appointed officials will be reimbursed for mileage on their personal vehicles while performing Township business. The Township will utilize the federal mileage reimbursement amount as determined on the first day of the calendar year. In all cases, the elected and appointed official will ensure that a Township vehicle is not available before using their own vehicle and charging mileage to the Township.

The use of a personal automobile for business related travel is only authorized if the automobile is covered by a current insurance policy with limits not less than $300,000 for bodily injury and $300,000 for property damage. Any damages, repair costs, and/or maintenance costs incurred by an employee in the use of their privately owned vehicle in conjunction with Township business is the sole responsibility of the employee.

Spouse's Travel

Travel expenses related to a Township elected and appointed official's spouse are not reimbursable by the Township.

Lodging

The selection of overnight lodging should be guided by considerations of safety, quality and reasonableness of room rates. The Township Board may authorize lodging for Township elected and appointed officials attending a conference or work session. Township elected and appointed officials may be entitled to lodging expenses if the class or work session is more than 60 miles from the Township Hall and the class either begins before 8:00 a.m. or ends after 7:00 p.m.

Business Meals

Township elected and appointed officials may be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All original receipts must be included with the official's travel and expense report. Any official expense report received without the receipts will be returned to the official. The Township Board may allocate a maximum $64 per diem for meals when traveling. The Township Board may also allocate up to $15 for one individual breakfast or $16 for one individual lunch and up to $28 for a dinner and $5 for incidentals if only a portion of the workday is used.

Approved by the Township Board 01/22/2018

REVENUE POLICIES

Fund Balance/Carry Over

The Township will maintain an unrestricted, uncommitted, unassigned General Fund balance within a range adequate to meet unexpected fiscal needs of Township operations. This balance allows orderly adjustment to changes resulting from fluctuations of revenue sources or expenditure emergencies.

The Township's largest revenue source is state revenue sharing, which is received bi-monthly. Property tax is the Township's next largest source of revenue. The collection of this stream for the General Fund does not begin until tax bills are distributed in December. The Township is required to sustain an operational fund balance to support activities that occur prior to the collection process and beyond.

The target range of uncommitted General Fund balance to General Operating Expenditures will be at least 20%. Any amount over the 20% threshold shall be assigned to capital expenditures.

Fees for Services

Recognizing that governments provide services to citizens and that while the costs of providing services generally increases from year to year, revenues frequently increase at a rate less than the rate of increase in costs, many governmental units have implemented fee policy which is intended to recover from the user of services, part of the costs of providing the services.

This policy affirms that it is that intent of Comstock Township to establish uniform, consistent and defendable procedures for setting fees for services offered by and through Comstock Township government.

Administrative staff shall establish and adopt procedures to assist departments in determining whether to charge a fee, in determining the full cost of the service and determining the fee level.

Bi-annually, departments shall conduct a service cost analysis and propose to the Board, through Administration, fee changes or implementation of new fees.

The Board shall have final authority for setting all fees unless otherwise limited by law contract.

GENERAL POLICIES

GENERAL POLICIES

ELECTRONIC TABLET USAGE POLICY

Comstock Township recognizes the benefits of utilizing digital communication and information and, therefore, may provide a tablet (includes iPad devices) to each Board member, Commissioner, and administrative staff ("Users"), for use in performing official duties. This policy is to ensure the Users of the tablet acknowledge, understand, and respect the tablet, Internet, and this Usage Policy.

Scope

This policy applies to elected officials, commissioners, and staff of Comstock Township who are issued a tablet by the township.

Policy

It is the policy of Comstock Township to provide tablet devices to the Township's elected officials for the duration of their terms, and/or administrative staff during their tenure when deemed appropriate. Those in receipt of tablets must adhere to this Usage Policy and these procedures to ensure the appropriate use and optimum functionality of Township-issued communication devices. The tablet, Internet, and email access that the Township provides to Users are tools for conducting Township business. Thus, use of such tools will be primarily for Township business related purposes. All of the Township's computer systems, including the tablet, are considered public property. The tablet, Internet, and email activities will be traceable to the Township and will impact the reputation of the Township. Township-issued tablets shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any form or committing any other acts that could expose the Township to liability.

Procedures

1. **Receipt of tablet.** Information Technology (IT) Coordinator (Clerk) will issue to each user a tablet that includes appropriate applications for use relating to Township business. The Township will direct all of its email and other electronic transmissions for a User to the User's Township email address. Each department within the Township shall have one designee who will assist the IT Coordinator in disseminating the tablet to the appropriate User, and collecting the tablet for the IT Coordinator to conduct necessary updates when necessary.

2. **Care of the Tablet.** Users are responsible for the general care of the tablet and associated equipment issued by the Township. Tablets and equipment must remain free of any writing, drawing, stickers, or labels that are not the property of the Township. Tablets must be kept inside the provided case at all times. Only a clean, soft cloth should be used to clean the screen.

3. **Software on the Tablet.** The software and applications installed by the Township must remain on the tablet in usable condition and be readily accessible at all times. From time-to-time, the Township may require Users to check in their tablets with the IT Coordinator to add or upgrade software applications or for periodic updates and syncing. In the event it becomes necessary to restore a tablet to its original condition, the Township will not be responsible for the loss of any software or data deleted due to a re-format and/or re-image.

   Any software, email messages, or files downloaded via the Internet into the Township system, including a Township-issued tablet, become the property of the Township and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

   The Township is the sole licensee of the software included with a tablet. Any copying, modification, or distribution of any software, including written documentation, by the User is prohibited. The User is responsible for complying with any and all hardware, software, service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections.

   A User may not download a file or open an email attachment unless the User knows that the file or attachment comes from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage or breach the security of the Township's information systems. A User will be held accountable for any such consequences that result from the User downloading a file or opening an email attachments for a purpose other than Township business.

4. **Life of the tablet.** The technological life of the tablet is estimated at three years; therefore, the tablets will be assessed every three years and, if authorized through the budgeting process, the Township will purchase upgraded devices. Replacement or upgrade decisions shall be made by Township staff to ensure optimum performance and compatibility at a reasonable cost.

5. **WARNING - NO PRIVACY.** All software and data (including, and without limitation, email, calendars, downloaded files, and web browsing history) stored on Township-issued devices are subject to disclosure under State and Township public records laws or for litigation purposes, unless a privilege or exception exists that justifies withholding the information.

6. **Representations.** In advocating, advancing, or expressing any individual religious, political, or personal views or opinions, Users must not misrepresent their statements as official Township policy.

7. **Email Usage and Data Usage for Township Business.** A User shall use his or her assigned Township email account for all email related to Township business. Emails sent or received on a User's Township email account are archived and retained by the Township. This account shall be synced to the User's individual tablet. A User's personal email box also may be synced to the tablet, but a User either shall conduct all Township-related business through the User's Township email account, or copy all email related to Township business from the User's personal email box to the User's Township email account. Data usage will only be used for Township business.

8. **Acceptable Use.** The tablet, Internet, and email access that the Township provides to Users will be primarily for Township business related purposes, such as to review Township Board and Committee agenda materials and obtain useful information for Township-related business. Township-issued tablets are not to be used for operation of a business for personal gain, sending chain letters, or any other purpose that interferes with normal Township business activities. Users shall not use Township-

issued tablets for any illegal activity.

Any questions reference to Open Meetings Act requirements shall be referred to the Superintendent who will consult the Township Attorney if necessary for clarification.

Township staff shall not install, work on, or support an application that is not issued by the Township. All applications used in the course of business-related activities shall be secured in conjunction with the IT Coordinator.

9. **User Responsibility.** It is the responsibility of the User to ensure the Township-provided tablet is kept in a reasonable and safe condition. Should a tablet be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

   a. **First time:** The Township shall pay half the cost of repair or replacement and the User shall pay half the cost.

   b. **Second and subsequent time:** The User shall be entirely responsible for repair or replacement costs and shall replace or repair the unit within two weeks of the equipment damage or loss. Tablets that are damaged or destroyed through intentional, reckless or negligent misuse must be repaired or replaced at the User's expense

10. **Security of the tablet.** The User is responsible for the security of all data stored on the tablet, whether related to Township business or otherwise. The User will maintain appropriate password protection for data on the tablet, and will not delete or modify any security features that the Township loads on the tablet. A User shall notify the IT Coordinator or department designee as soon as possible if the tablet is lost or stolen.

11. **Return of the tablet.** Users shall return their tablet to the IT Coordinator or department designee when the User's term of service or employment has ended. Upon return of the tablet to the Township and following the preparation of any appropriate backup files, the tablet will be wiped clean of any and all information, and issued to the User's successor.

12. **Compliance with Policy.** The Township reserves the right to inspect any and all files stored on any and all tablets that are the property of the Township in order to ensure compliance with this policy. Users do not have any personal privacy right in any material, data, files, programs, etc. created, received, stored in, or sent from any Township-issued tablet, and the IT Coordinator is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. Any violation of this policy by employees may result in discipline as deemed appropriate. In the event of a violation of this policy by any elected official, the Township Board may take any action appropriate under the circumstances.

13. **Acceptable Use Policy.** All users will sign the Township's Tablet Usage Policy prior to receiving a tablet.

Approved by the Township Board 01/22/2018

GUIDELINES AND POLICY FOR TOWNSHIP ADMINISTERED SOCIAL MEDIA

Purpose

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the Comstock Charter Township may use social media tools to reach a broader audience and to further the goals of the Township and the missions of its departments.

The Township has an overriding interest and expectation in deciding what is "spoken" on behalf of the Township on social media sites. This policy establishes guidelines for the use of social media.

Social media can take many different forms, including:

- Internet forums
- Blogs: Blogger, LiveJournal, TypePad, etc.
- Wikis: Wikipedia
- Podcasts
- Communication tools such as Twitter®
- Social Networking: Facebook®, Linkedln, My Space, etc.
- Social Bookmarking: StumbleUpon, Google, etc .
- Social News: Digg, Mixx, Reddit, etc.
- Events: Upcoming, Eventful, Meetup, etc .
- Photo Sharing: Flickr, Zoomr, Picasa, etc .
- Video Sharing: YouTube, Vimeo, etc.
- Audio and Music Sharing: SoundCloud, iTunes, Spotify, etc.

Comstock Charter Township Social Media Standard

The following are examples of social media tools that have been approved for use by the Township of Comstock. This list may change as new options become available.

- Facebook
- Twitter
- Video Sharing
- WordPress

General

1. All Township of Comstock social media sites must be approved by the Township Superintendent.
2. The Township of Comstock website (www.comstockmi.gov) will remain the Township's primary internet presence.

Comstock Charter Township Facebook Use Policy

Facebook is a social networking site that is growing in popularity. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events.

If a department determines it has a business need for a Facebook account, it will submit a request to the Township Superintendent. If approved, the Department will work with the Township Communication Team in creating the account and setting up the site. The page will be created using a Township e-mail account.

Content

1. *Type of "pages*

    a. The Township will create "pages" in Facebook, not "groups". Facebook pages offer distinct advantages including greater visibility, customization, and measurability.

2. *Boilerplate*

    a. The Communications Team will standardize and provide the Facebook page's image, consisting of a picture and the Township logo.

    b. Pages will include a mission and/or department boilerplate on the Wall Page and send users first to the Wall to connect them to the freshest content. A Township boilerplate sentence should follow the department/program description.

    c. If comments are turned on -they must be monitored. The Wall page should include a Comment Policy Box with the following disclaimer:

    Comments posted to this page will be monitored. The Comstock Charter Township reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting.

3. *Link to the Township*

    a. A link to www.comstockmi.gov must be included on the Information page.

    b. Township department and project pages should be fans of other Township Facebook pages.

4. *Page naming*

    a. Page name should be descriptive of the department.

    b. Departments will choose carefully with consideration for abbreviations, slang iterations, etc.

    c. The Communications Team or Township Superintendent's Office will approve proposed names.

5. *Page administrators*

    a. A successful page requires "babysitting." Each department is responsible for monitoring its Facebook page.

    b. The department is responsible for making sure content is not stale. Each department will designate an alternate administrator.

    c. The Communications Team must be given administrative access to the site.

6. *Comments and Discussion Boards*

    a. Comments to the Wall generally will be turned off; when turned on they must be monitored by an assigned administrator. Discussion Boards should be turned off.

7. *Style*

    a. Township Facebook pages will be based on a template that includes consistent Township branding. The Communications Team will provide departments with the template.

    b. Departments will use proper grammar, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the Township at all times.

8. *Applications*

    a. There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.

    b. An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source, and is approved by the Communications Team.

    c. An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

Comstock Charter Township Video Posting Policy

Purpose

The Comstock Charter Township provides access to online video because this is the way many residents communicate and obtain information online. Key objectives for video content should meet one or more of the follow goals:

- provide information about Township services
- showcase Township and community events
- explore Township issues
- highlight outstanding individuals and organizations that contribute to Comstock

The Township encourages the use of video content to further the goals of the Township and the missions of its departments, where appropriate. These standards should be used in conjunction with the Townships Social Media Use Policy.

Video Posting Guidelines

- The Communications Coordinator, with the approval of the Township Superintendent, is responsible for reviewing and uploading video content.
- Video quality should be comparable to DVD quality.
- Low quality video will be considered as long as audio is clear and the content is compelling and informative.
- The department must have secured rights to stream the video.
- The video was produced by the department.
- Or permission has been granted to host and stream the video on the Comstock Charter Township website.
- Videos streamed from other sources may not be embedded on www.comstockmi.org pages. Links to external videos are permitted, but should only be used when content is not available through the Township's Communications Department.

Encoding & Hosting

- Encode the video as .mp4 file.
- Host the video on the Township website.
- Provide a video link and code to embed the video on a web page.

Acceptable Standards

- Acceptable formats are determined by the Township Communication Coordinator and may include: MOV, .MPG, .WMV, .AVI, DVD, Tapes -MiniDV and DVCam.

Submitting Video to Other Video Sites

- Videos may be submitted to YouTube, Facebook or other video sites approved by the Township Superintendent.
- Most of these sites limit the video to 10 minutes in length or less than 1GB.
- Comments on video should be turned off on these sites.

Comstock Charter Township Twitter Policy

Purpose

Twitter is a micro blogging tool that allows account holders to tweet up to 280 characters of information to followers. By procuring and maintaining a Twitter account, the Township will communicate information directly to followers, alerting them to news and directing them to www.comstockmi.gov for more information. These standards should be used in conjunction with the Township's Social Media Use Policy.

Content

1. The Township Communication Team shall hold and maintain the Township's Twitter account.
2. The Township will have only one Twitter account, unless otherwise approved by the Township Superintendent. Account information, including username and passwords, shall be registered with the Communication Team.
3. The Township Twitter account background will use a standardized Comstock Charter Township logo provided by the Communications Team.
4. Twitter accounts shall serve three primary purposes:
    a. Get emergency information out quickly
    b. Promote Township-sponsored events
    c. Refer followers to content hosted at www.comstockmi.gov
5. Generally, Tweets do not refer visitors to other Twitter or Facebook pages, unless it is to announce a new Twitter or Facebook site.
6. Tweets shall be relevant, timely and informative.
7. Twitter content shall mirror information presented on the Township website and other existing information-dissemination mechanisms. **Communications personnel shall ensure that information is posted correctly the first time. Twitter does not allow for content editing.**

Follower/Following

1. The Township will follow other government and non-profit agencies.
2. The Township reserves the right to block any follower when linking to the follower reveals content in violation of Section 6 of the Township's Social Media Policy.
3. Because the goal of the Twitter account is to communicate information to Comstock residents, the Township will block business followers.

Comstock Charter Township Blogging Policy

Blogs can facilitate discussion of issues related to Township government and services by providing members of the public the opportunity to submit comments regarding the articles. Comments submitted by members of the public must be directly related to the content of the articles. Submission of comments by members of the public constitutes participation in a limited public forum.

No blog may be created that represents itself as an official Township site without the prior approval of the Township Superintendent.

General

1. All Comstock Charter Township blogs shall be:

    a. approved by the Township Superintendent
    b. published using the approved Township blogging platform and tools; and
    c. administered by the Communications Team

2. All Comstock Charter Township blogs shall adhere to the following Township policies:

    a. Web Presentation and Accessibility Standards
    b. Online Privacy and Security Policy
    c. Single Domain Name Policy
    d. Policy on Non-Government Information and Links

3. The Township reserves the right to restrict or remove any content that is deemed in violation of this blogging policy or any applicable law.

4. Each Comstock Charter Township blog shall include an introductory statement which clearly specifies the purpose and topical scope of the blog.

5. Comstock Charter Township blog articles and comments containing any of the following forms of content shall not be allowed for posting:

    a. Comments not topically related to the particular blog article being commented upon
    b. Profane language or content
    c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color,

age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation

d. Comments that support or oppose political campaigns or ballot measures
e. Sexual content or links to sexual content
f. Solicitations of commerce
g. Conduct or encouragement of illegal activity
h. Information that may tend to compromise the safety or security of the public or public systems, or
i. Content that violates a legal ownership interest of any other party

6. Comstock Charter Township blog moderators shall allow blog comments that are topically related to the particular blog article being commented and thus within the purpose of the limited public forum, with the exception of the prohibited content listed in Policy -General -Section 5 above.

7. All Comstock Charter Township blog moderators shall be trained regarding the terms of this Comstock Charter Township Blogging Policy, including their responsibilities to review content submitted for posting to ensure compliance with the Policy.

8. All blog sites shall clearly indicate that they are maintained by the Comstock Charter Township and shall have Comstock Charter Township contact information prominently displayed.

Author and Commenter Identification

1. All Comstock Charter township blog authors and public commenters shall be clearly identified. Anonymous posting(s) shall not be allowed.

2. Enrollment of public commenters shall be accompanied by valid contact information including a name, address, and email address.

Ownership and Moderation

1. The content of each Comstock Charter Township blog shall be owned by and the sole responsibility of the department producing and using the blog.

2. Comments and articles submitted to a Comstock Charter Township blog shall be moderated by an authorized blog moderator trained and assigned by the department creating and maintaining the blog.

Blog Comments & Responses

1. All blog articles and comments shall be reviewed and approved by an authorized blog moderator before posting on a Comstock Charter Township blog.

2. All blog articles and comments submitted for posting with attached content shall be scanned using antivirus technology prior to posting.

3. The linked content of embedded hyperlinks within any Comstock Charter Township blog articles or blog comments submitted for posting shall be evaluated prior to posting. Any posted hyperlinks shall comply

with the Comstock Charter Township's Link Policy.

4. Any posted hyperlinks shall be accompanied by a disclaimer stating that the Comstock Charter Township guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked there to.

Definitions

For the purpose of this Comstock Charter Township Blogging Policy, the following terms are defined as provided below:

Blog: (an abridgment of the term web log) is a Comstock Charter Township website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

Comstock Charter Township blog author: An authorized Comstock Charter Township official that creates and is responsible for posted blog articles (see blog article below).

Blog *article:* An original posting of content to a Comstock Charter Township blog site by a Comstock Charter Township blog author.

Blog commenter: A Comstock Charter Township official or member of the public who submits a comment for posting in response to the content of a particular Comstock Charter Township blog article.

Blog comment: A response to a Comstock Charter Township blog article submitted by a blog commenter.

Comstock Charter Township *blog moderator:* An authorized Comstock Charter Township official, who reviews, authorizes and allows content submitted by Comstock Charter Township blog authors and public commenters to be posted to a Comstock Charter Township blog site.

Approved by the Township Board for inclusion in the Budget & Policies Books on 12/17/2018.

***Note:* A copy of this policy is also located in the Employee Handbook and should be updated at the same time.**

ESCROW FEE POLICY

Planning & Zoning Applications

The Township can incur significant review fees when processing a site plan review and other zoning applications. To cover these costs, the Township has adopted an escrow fee policy where the applicant for a project prepays into an escrow account with the initial application. Fees that are charged against the escrow include engineering and legal review, publication costs for special meetings that an applicant may request, and other outside consultants when warranted, to list a few.

Fee Schedule Amended by Resolution by the Township Board: 10/21/2019

RESOLUTION ESTABLISHING PLANNING AND ZONING APPLICATION FEES

WHEREAS, the Charter Township of Comstock Board ("Township Board") has established certain fixed application fees for planning and zoning reviews and approvals pursuant to Comstock Charter Township Ordinances and State law; and

WHEREAS, there are certain developments, planning and zoning applications, and development projects, including proposed projects in the early planning stages, which require Comstock Charter Township ("Township") to incur additional and at times extraordinary expenses above and beyond what is associated with typical applications; and

WHEREAS, the Township Board believes that it is reasonable and appropriate to place the cost of processing planning and zoning applications on the applicants involved rather than on the taxpayers of the Township; and

WHEREAS, the Township intends that the escrow account be used to recover costs incurred by the Township for the particular application or zoning process involved, and that such escrow be used to defray the costs of administering the Township Ordinances, the Michigan Planning Enabling Act (PA 33 of 2008, MCL 125.3801, et seq. and the Michigan Zoning Enabling Act (PA 110 of 2006, MCL 125.3101, et seq.), as amended; and

WHEREAS, this Escrow Account Policy will accomplish the above goals.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The planning and zoning application fees (as amended by the Township Board by resolution from time to time) shall hereafter cover the costs associated with the following:

    a. Applicant's appearance at regular Planning Commission, Zoning Board of Appeals and/or Township Board meetings.
    b. Mailing and legal notice requirements for public hearings held at regular meetings.
    c. Involvement by Township staff (excluding outside contractors or professionals such as township engineer and legal counsel).

2. In addition to the planning and zoning application fee, all other expenses incurred by the Township which are directly associated with reviewing and processing a planning and zoning application for uses specified in Section 3 hereof shall be paid (or reimbursed to the Township) from the funds in an Escrow Account established by the applicant as provided herein. Pre-application conferences are also subject to this requirement.

   The Township may draw funds from an applicant's Escrow Account to reimburse the Township for expenses incurred by the Township relating to the application. Such reimbursable expenses include, but are not limited to, to the following:

   a. Mailing, legal notices, member compensation for special Planning Commission meetings and Planning Commission subcommittee meetings.
   b. Mailing, legal notices, member compensation for special Zoning Board of Appeals meetings.
   c. Services of the Township Attorney and/or Engineer directly related to the application.
   d. Services of other professionals including specialized consultants working for the Township which are directly related to the application.
   e. Any additional public hearings, required mailings and legal notices required by the application.
   f. Pre-application conferences with Township Attorney, Engineer, or other professionals.

3. The Zoning Administrator has authority to decide when to waive or reduce the amount of a required escrow. Applications involving the following may be subject to this Escrow Account requirement:

   a. Site Plan Reviews.
   b. Planned Unit Developments and amendments.
   c. Special Use Permits.
   d. Zoning ordinance amendments including rezoning and text amendment.
   e. Subdivision Plat reviews.
   f. Site condominium reviews.
   g. Master Plan Amendment.
   h. Variance or interpretation proceedings before the Zoning Board of Appeals where the Zoning Administrator determines that the scope of the project or application will require the assistance of other Township professionals or additional costs referred to in Section 2 hereof.
   i. Land divisions where more than four new parcels are created.
   j. Pre-application conferences when the applicant requests that the Township Engineer and/or Attorney attend.

4. The escrow fees for uses specified in Section 3 hereof are established as shown on Exhibit A attached.

    a. These deposits shall commence with the initial amount provided by the applicant to the Township at the time of application.
    b. No application shall be processed prior to the required escrow fee having been deposited with the Township.
    c. Any excess funds remaining in the Escrow Account after the application has been fully processed, reviewed and/or the project is complete will be refunded to the applicant with no interest to be paid on those funds.
    e. Additional deposits into the Escrow Account may be required at the discretion of the Zoning Administrator depending on the status of the project/application and the balance of the Escrow Account. Review of a project/application may be halted if the balance of the Escrow Account falls below $100.
    f. For pre-application conferences, the initial deposit may be $250.
    g. A building permit, zoning compliance permit or final zoning approval may be withheld by the Township if the balance of the escrow account is insufficient to pay all the foregoing costs to the Township for review of the project/application.

6. The Township Treasurer shall maintain itemized records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. Such Escrow Accounts (from one or more applicants) shall be kept in a separate Township bank account, or sub account. The Township has the right to collect any remaining unpaid incurred expenses relating to an application.

7. If an applicant objects to the amount of escrow funds that must deposited or how the escrow funds have been applied, it can appeal to the Township Board. All such appeals shall be in writing and shall be made not later than thirty (30) days after final Township action regarding the application in question.

Adopted by Township Board: 08/03/2015

RESOLUTION UPDATING PLANNING & ZONING APPLICATION FEE SCHEDULE

WHEREAS, the Charter Township of Comstock Board ("Township Board") has previously established certain fixed application fees for planning and zoning reviews, permits and approvals pursuant to Comstock Charter Township Ordinances and State law; and

WHEREAS, the Township Board believes that it is reasonable and appropriate to amend and update the fee schedule from time to time to reflect more closely the cost of processing various permits and requests.

WHEREAS, this amended Planning & Zoning Application Fee Schedule accomplishes the goal of having the cost of processing applications on the applicants involved rather than on the taxpayers of the Township.

NOW THEREFORE, BE IT RESOLVED that the Township Board does hereby adopt the updated Planning & Zoning Application Fee Schedule reflected on Exhibit A*.

Updated and Adopted by Township Board: 10/21/2019
*See Appendix C for the current Fee Schedule

COMPENSATION POLICIES

Compensation

The Charter Township of Comstock Board establishes a compensation policy for Comstock Township. The term, "compensation", is traditionally understood to mean salary or pay. By compensation, the Board recognizes according to this policy, a larger definition to mean both salary and benefits. Salary and benefits together constitute a very significant budget expenditure for the Township, and should be viewed by employees as two parts of one compensation package.

It is the policy of the Charter Township of Comstock to set employee compensation levels consistent with the following principles:

- Compensation is under the authority of the Board, and shall be annually reviewed and established by the Board.

- Compensation shall be set at levels necessary to recruit and retain qualified employees. Salary levels are determined by the duties and responsibilities of the particular position, the educational requirements for the positions, a comparison to the salary levels for the Township positions, the prevailing salary levels for other Township positions, the prevailing salary levels for similar positions with other employers within relevant labor markets, the financial condition of the Township and other relevant considerations.

- Benefit levels are determined by the prevailing benefit levels with other employers within relevant labor markers, including both cost and value of benefits, the financial condition of the Township and other relevant considerations, with consideration that deferred benefits should be crafted to encourage continued service by qualified employees.

- Each year Administration shall make recommendations to the Board during the budget process for changes in compensation levels based upon the financial condition of the Township, changes in cost of living, prevailing compensation levels for employees of other employers within relevant labor markets and other relevant considerations.

- Compensation shall be established in a manner, which is fiscally prudent and does not jeopardize either vital Township services or the Township's financial well-being.

- Compensation is under the authority of the Board, and shall be annually reviewed and established by the Board.

- Compensation packages for Board members are reviewed on an annual basis.
  The following salaries have been approved for 2020 Term:

Supervisor	$ 31,000
Clerk	$ 62,000
Treasurer	$ 62,000
Trustees	Salary of $250.00 per month and $125.00 per meeting

Updated by Township Board: 12/16/2019

For additional information on employee classifications and insurance benefit eligibility see the Employee Handbook.

Deferred Compensation

The Township Board adopted the Ordinance and Ordinance Resolution entitled the "Charter Township of Comstock Deferred Compensation Ordinance", on August 31, 2015; Ordinance No. 471 effective on September 10, 2015 and Ordinance Resolution No. 472.

Adopted by Township Board: 08/03/2015

For more detail regarding the plan, plan terms, tax exemption and prior inconsistent ordinances, a full text of the adopted version of each Ordinances are on file in the Office of the Township Clerk. A copy can also be found in the reference copy of the Charter Township of Comstock Compilation of General Ordinances.

Revised: 10/10/2016

Opt-Out

This resolution is to opt out of PA 152 of 2011 (the 80/20 public employee health insurance coverage). The statute says that the resolution must be adopted prior to the beginning of the medical plan year which is November 1, 2019 for Comstock. The Township Board adopted the following Opt-Out Resolution:

RESOLUTION TO OPT OUT OF PA 152 FOR CALENDAR YEAR 2020

WHEREAS, Comstock Charter Township is a charter township located in Kalamazoo County, Michigan, that provides employee health insurance to qualified employees and board members in accordance with MCL 41.110b et seq., and the Comstock Charter Township Employee Welfare Benefits Ordinance; and

WHEREAS, by resolution the Township Board has determined for 2020 that the Township will pay more than 80% of the single person insurance premium coverage for qualified employees and board members, as well the additional coverage for two-person and family insurance coverage; and

WHEREAS, MCL 15.568(1), being Section 8(1) of PA 152 of 2011, provides that a Township may exempt itself from the requirements of the Act by a 2/3 vote of the Board; and

WHEREAS, the Township Board desires to exempt the Township from the requirements of the Act for the year 2020.

NOW THEREFORE BE IT HEREBY RESOLVED that the Township hereby exercises its option under MCL 15.568 (1) and exempts itself from the requirements of PA 152 of 2011 for the year 2020.

Adopted by Township Board: 09/16/2019

DUTIES OF TOWNSHIP SUPERINTENDENT AND TOWNSHIP SUPERVISOR

Superintendent

The Township Board, at its' *October 15, 2018* meeting, approved entering into a new employment agreement with the Superintendent. On October 3, 2016, the Board adopted the following resolution to clearly outline the statutory duties of our Superintendent:

RESOLUTION ASSIGNING DUTIES TO TOWNSHIP SUPERINTENDENT

WHEREAS, the MCL 42.10 authorizes the Township Board of a Charter Township to appoint a Township Superintendent to assume those duties which are listed in the statute; and

WHEREAS the Comstock Charter Township Board has appointed Scott Hess as the Township Superintendent; and

WHEREAS the Township Board finds it necessary and appropriate to the smooth functioning of the Township for the following statutory duties to be transferred to the Superintendent at this time:

1. To see that all laws and township ordinances are enforced;
2. To manage and supervise all public improvements, works, and undertakings of the township;
3. To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers and of all the public buildings or other property belonging to the township;
4. To manage and supervise the operation of all township utilities;
5. To be responsible for the preservation of property, tools, and appliances of the township;
6. To see that all terms and conditions imposed in favor of the township or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
7. To attend all meetings of the township board, with the right to take part in discussions, but without the right to vote;
8. To be a member, ex officio, of all committees of the township board;
9. To prepare and administer the annual budget under policies formulated by the township board and keep the said board fully advised at all times as to the financial condition and needs of the township;
10. To recommend to the township board for adoption such measures as he may deem necessary or expedient;
11. To be responsible to the township board for the efficient administration of all departments of the township government;
12. To act as the purchasing agent for the township or, under his responsibility, delegate such duties to some other office or employee;
13. To conduct all sales of personal property, which the township board may authorize to be sold;
14. To assume all the duties and responsibilities as personnel director of all township employees

or delegate such duties to some other officer or employee;

15. To perform such other duties as may be prescribed by this act or required of him by ordinance or by direction of the township board, or which are not assigned to some other official in conformity with the provisions of this act.

NOW THEREFORE BE IT HEREBY RESOLVED THAT the above statutory duties are transferred to the Township Superintendent as of this date; and

IT IS FURTHER RESOLVED that the Superintendent shall receive no additional compensation for the performance of these duties at this time; and

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

Supervisor

The following draft job description, outlining proposed of duties of the Comstock Township Supervisor, were presented to the Township Board on *June 6, 2016*:

Summary: The office of supervisor generally serves as the township's chief spokesperson. The authority of the supervisor is limited to that provided by statute or delegated by the township board. The image of the township and its ability to satisfy the needs of its citizens and property owners rests largely on the supervisor's knowledge of township government and how the township can accomplish these purposes legally, fairly and with the least amount of dissension and friction as possible. The ability to mediate in a rational and logical manner and in the interest of good township development and service is the major goal of the supervisor.

The supervisor assists with the administrative operations for the township and delegates certain statutorily assigned functions to other full-time and/or part-time employees of the township. It is understood that this assignment does not diminish the supervisor's statutory responsibilities and that these duties may be assumed at the supervisor's discretion at any time.

The supervisor works with the Township Superintendent on matters related to policy formation, budget oversight, general personnel matters, agenda matters, and committee assignments.

The supervisor is ex officio of all board committees and represents the township at various local, countywide, state or national meetings; except for those delegated to the Superintendent.

Task of the Supervisor:

A. Legal Agent

The supervisor is the township's agent for transacting all legal business, upon who suits may be brought and defended and upon whom all process against the township is served. (MCL 41.2)

B. Moderates Board Meetings

When present, the supervisor is the moderator of any township meeting. (MCL 41.97) The supervisor has the authority to place a person under oath on any statements made to the supervisor in his or her official capacity as supervisor. (MCL 41.64b) The supervisor also has the right and duty to regulate the proceedings of any meeting, including deciding questions of order, making declaration of votes cast, granting authority to persons to speak at the meeting and silencing those who may be out of order or disrupting the meeting. (MCL 41.97 through MCL 41.99) As a member of the township board, the supervisor should vote on all issues upon which a vote is required, unless there is a conflict of interest unanimously agreed to by the board members. (MCL 42.5(2) and MCL 42.7)

C. Appointments, Nominations and Oath of Office

The supervisor is responsible for appointing, with township board approval, all members of the planning commission. (MCL 125.3815)

Further, it is noted that under the township's administrative policies and procedures that the supervisor also appoints, with township board approval, the members to the zoning board of appeals, board of review, and all other standing and special committees of the township.

The supervisor may administer the oath of office as provide in Section 1 of Article XI of the State Constitution of 1963 to township officers. (MCL 41.64b)

D. Elected Official

Serves as an elected and voting member of the Charter Township of Comstock Board of Trustees and member of various other boards and committees.

(This job description took into account the Township Superintendents job description, pending any possible changes or modifications by the Board)

STATUTORY DUTIES AND AUTHORITY OF TOWNSHIP SUPERVISOR (CHARTER TOWNSHIP)

(from the *Michigan Townships Association, July 31, 2012*)

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to Board of Review
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (*if applicable*)
- Appoints some commission members
- May call special meetings
- May appoint a deputy
- May administer the oath of office

2020 BUDGET

GENERAL FUND

The combined operating budget totals $8,559,071 and the budget is balanced. Revenues for eight (7) of the ten (10) operating funds are anticipated to meet or exceed projected expenditures. Expenditures for general fund operating, fire capital improvement, and sewer system budgets, as part of their Capital Improvement Programs, will exceed projected revenues and be supplemented by using unrestricted fund balance.

REVENUE SOURCE	AMOUNT
Taxes	$822,152
State Grants	1,350,584
Licenses & Permits	112,500
Fines & Forfeits	3,800
Charges for Services	239,150
Interest on Deposits	15,000
Other	250
Revenue Total:	$2,543,436

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GENERAL FUND BUDGET RESOLUTION

WHEREAS, in accordance with law and statute provided the Township prepared a proposed budget for the operation and maintenance of the Township for the fiscal year commencing January 1, 2020, in the total amount of $2,543,436 covering general fund estimated expenditures for said period; and

WHEREAS, in accordance with Michigan law, notice of public hearing on said proposed budget was published in the Kalamazoo Gazette; and

WHEREAS, a copy of such budget has been available for public inspection from the date of the publication of such notice until the date of said hearing; and was further available for such inspection at the hearing; and

WHEREAS, said hearing was held in accordance with the notice and opportunity was given to all present to be heard in the premises;

WHEREAS, said general fund budget appears to be reasonable and proper in accordance with law and statute provided;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That the Township Board of the Charter Township of Comstock hereby adopts and approves the budget, as attached hereto, incorporated herein, and made a part hereof, for the fiscal year of the Township commencing January 1, 2020.

2. That the Township Board of the Charter Township of Comstock hereby adopts and approves the portion of the budget covering disbursements and expenses in the total amount of $2,745,705 for the fiscal year commencing January 1, 2020.

3. That the Township Board of the Charter Township of Comstock hereby authorizes the levy of 0.9764 mills of ad valorem taxes which shall become due December 1, 2019, for general operating purposes.

4. That the Township Board of the Charter Township of Comstock further approves that portion of the budget representing revenue sources in the total amount of $2,543,436 which sources are as follows, effective December 16, 2019:

REVENUE SOURCE	AMOUNT
Taxes	$822,152
State Revenue Sharing	$1,350,584
Licenses & Permits	$112,500
Fines & Forfeits	$3,800
Charges for Services	$239,150
Interest on Deposits	$15,000
Other	$250
Revenue Total:	$2,543,436

5. That the Township Board of the Charter Township of Comstock hereby adopts and approves that portion of the budget represented as "Funds Carried Forward" in the amount of $1,327,787. Potential available funds at the conclusion of said fiscal year commencing January 1, 2020 is expected to be $1,125,518, effective December 16, 2019.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Charter Township of Comstock Board held at the Comstock Township Office on Monday, December 16, 2019; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

_____
Kelly Sims, Deputy Clerk
Charter Township of Comstock

FIRE RESOLUTION

WHEREAS, in accordance with Michigan Public Act 33 of 1951, as amended, the Charter Township of Comstock Board estimated the total cost of fire protection within the Township for the fiscal year commencing January 1, 2020 to be $2,915,564; has determined that $2,324,564 of said total expenditure is estimated for the operation and maintenance of said fire department and that $591,000 is estimated for the capital expenses of said department; and

WHEREAS, said Board tentatively determined to defray a portion of the aforementioned estimated operation and maintenance of expenses by the levy of 4.5 mills, which will raise the sum of $2,408,715 and to defray $396,206 of the aforementioned capital expenses by the levy of an additional 0.75 mills; and

WHEREAS, in accordance with the direction of the Township Board, the Supervisor and assessing officer has prepared an assessment roll showing such levy which has been on file with the Township Clerk for public examination; and

WHEREAS, in accordance with said public act, notice of a hearing on said estimated costs and expenses and the spread of the assessment levy was published in the Kalamazoo Gazette; and

WHEREAS, in accordance with said notice, a hearing was held on December 2, 2019 and opportunity was given to all persons present to be heard in the premises; and

WHEREAS, as a result of said hearing, said Township Board believes said estimated costs and expenses and the spread of such levy to be reasonable and proper in accordance with law and statute provided.

NOW THEREFORE BE IT HEREBY RESOLVED that such special assessment roll and levy is hereby confirmed in the amount of $2,408,715 (4.5 mills) for the operation and maintenance of the Comstock Fire Department and in the amount of $396,206 (0.75 mills) for capital expenditures and improvements and that the total estimated costs and expenses of fire protection within the Comstock Township Fire Protection District for the fiscal year commencing January 1, 2020, in the amount of $2,915,564 be hereby determined to be reasonable and proper as disclosed by the budget prepared and filed in support thereof.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Charter Township of Comstock Board held at the Comstock Township Office on Monday, December 16, 2019; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

_____

Kelly Sims, Deputy Clerk
Charter Township of Comstock

STREET LIGHTING RESOLUTION

WHEREAS, the Township Board tentatively determined that the amount to be assessed within the Comstock Charter Township Lighting District and the Supervisor made a special assessment roll covering all lands and premises benefited by the lights within said district; and

WHEREAS, the Supervisor and assessing officer have prepared such roll disclosing a total levy of $266,841 (.68 mills) against properties benefited within said district by lights therein and the information has been on file with the Township clerk for public examination; and

WHEREAS, notice of a hearing on said assessment roll was published in the Kalamazoo Gazette; and

WHEREAS, in accordance with said notice, a hearing was held on December 2, 2019 and opportunity was given to all persons present to be heard in the premises; and

WHEREAS, said assessment roll appears to be reasonable and proper in accordance with law and statute provided;

NOW THEREFORE BE IT HEREBY RESOLVED that the total estimated cost of lighting the streets and highways within the Comstock Township Lighting District for the fiscal year commencing January 1, 2020 in the amount of $264,000 be hereby determined to be reasonable an property; and to assess the sum of $266,841 (.68 mills) against the properties benefited within said district as shown by the aforesaid assessment roll.

BE IT FURTHER RESOLVED that said assessment roll in the amount of $266,841 for the fiscal year commencing January 1, 2020 be hereby confirmed.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Charter Township of Comstock Board held at the Comstock Township Office on Monday, December 16, 2019; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

_____

Kelly Sims, Deputy Clerk
Charter Township of Comstock

LAW ENFORCEMENT RESOLUTION

WHEREAS, the electors of the Charter Township of Comstock have approved a 1.0 mill levy for the provision of law enforcement services to Township residents and property owners, which millage is current; and

WHEREAS, the Charter Township of Comstock Board will levy 1.0 mill for such purpose, which levy will raise the sum of approximately $554,142 and will used to contract with the Kalamazoo County Sheriff or other agencies for the provision of law enforcement services; and

WHEREAS, the Township Board believes the spread of such levy to be reasonable and proper in accordance with law and statute provided.

NOW THEREFORE BE IT HEREBY RESOLVED that the Township Board authorizes the levy of 1.0 mills for the fiscal year commencing January 1, 2020, in the amount of $554,142 for the provision of law enforcement services within the Township, which funds will be used to contract with the Kalamazoo County Sheriff's Department or other such agencies for the provision of law enforcement services.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Charter Township of Comstock Board held at the Comstock Township Office on Monday, December 16, 2019; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

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Kelly Sims, Deputy Clerk
Charter Township of Comstock

SENIOR SERVICES RESOLUTION

WHEREAS, the Charter Township of Comstock Board, pursuant to PA 39 of 1976, as amended, is authorized to appropriate funds for the purposes of providing services to older persons and is authorized to submit a millage proposition to the electors to levy up to 1.0 mill for services for older citizens; and

WHEREAS, the electors of the Charter Township of Comstock have approved a 1.0 mill levy for the provision of services to older persons by the Comstock Community Center, which millage is current; and

WHEREAS, the Charter Township of Comstock Board will levy 1.0 mill for such purpose, which levy will raise the sum of approximately $554,316 and will be allocated to the Comstock Community Center; and

WHEREAS, in accordance with a published notice, a hearing was held on December 2, 2019 and opportunity was given to all persons present to be heard in the premises; and

WHEREAS, as a result of said hearing, said Township Board believes the spread of such levy to be reasonable and proper in accordance with law and statute provided.

NOW THEREFORE BE IT HEREBY RESOLVED that the Township Board authorizes the levy of 1.0 mills for the fiscal year commencing January 1, 2020, in the amount of $554,316 for the provision of services to older citizen within the Township, which funds will be allocated to the Comstock Community Center.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Charter Township of Comstock Board held at the Comstock Township Office on Monday, December 16, 2019; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

_____

Kelly Sims, Deputy Clerk
Charter Township of Comstock

PROJECTED REVENUES FOR 2020

Taxable values on real property are up for a sixth consecutive year for 2020 and are expected to continue rise steadily. Personal property are up slightly due extensive commercial and industrial investment in the community. Over the next decade, industrial and commercial personal property taxes will be phased out as part of State legislation and personal property values are expected decline accordingly.

TAXABLE VALUES: THIS YEAR vs NEXT YEAR				
	Fiscal 2020	Fiscal 2019	Difference	Percent Difference
Real Property	$526,957,252	$511,738,943	$15,218,309	2.97%
Personal Property	75,247,922	74,763,663	484,259	0.65%
All Property	$602,205,174	$586,502,606	$15,702,568	2.68%

FIVE YEAR TAXABLE VALUE HISTORY					
	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016
Real Property	$526,957,252	$511,738,943	$498,561,596	$485,254,531	$478,475,779
Personal Property	75,247,922	74,763,663	95,918,339	82,004,551	93,925,913
All Property	$602,205,174	$586,502,606	$594,479,935	$567,259,082	$572,401,692

The taxable values for 2020 could be reduced further by the December Board of Review or State Tax Commission and/or Michigan Tax Tribunal judgements.

ESTIMATED TAX COLLECTION vs PREVIOUS YEAR ACTUAL				
	Fiscal 2020	Fiscal 2019	Difference	Percent Difference
Township				
Ad Valorem	533,210.00	510,606.53	22,603.47	4.43%
IFT	8,134.00	10,798.50	(2,664.50)	-24.67%
Other	650.00	688.00	(38.00)	-5.52%
Penalty/Interest	5,500.00	4,985.99	514.01	10.31%
Total Collection	547,494.00	527,079.02	20,414.98	3.87%

State revenue sharing is expected to be 1.65% lower in 2020 due to the State budget standoff and the Governor's line item vetoes. Once the budget is resolved, revenue sharing could increase. This number is based on sales tax collected by the State of Michigan and is distributed based on population. The Township also received funds from the City, Village, and Township Revenue Sharing program (CVTRS). These funds are received by municipalities that demonstrate financial transparency and fiscal responsibility.

Interest rates are trending down, which will result in lower returns on Township bank balances and investments.

PROJECTED GENERAL FUND REVENUES (101)

GENERAL (000)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
ESTIMATED REVENUES		
Function: Unclassified		
Dept 000 - GENERAL		
101-000-402.000	CURRENT PROPERTY TAXES	533,210
101-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	500
101-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	350
101-000-434.000	TRAILER TAX	300
101-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	8,134
101-000-445.000	PENALTIES AND INTEREST ON TAXES	5,500
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	257,658
101-000-448.000	TAX COLLECTION FEES	16,500
101-000-476.000	BUSINESS LICENSES AND PERMITS	2,000
101-000-477.000	CABLE TV FRANCHISE FEES	110,000
101-000-490.000	NON-BUSINESS LICENSES AND PERMITS	500
101-000-501.000	FEDERAL GRANTS	
101-000-546.000	RIGHT-OF-WAY FEES	11,000
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	20,000
101-000-574.000	STATE REVENUE SHARING	1,319,584
101-000-607.000	GENERAL FEES	20,000
101-000-613.000	ADMINISTRATIVE FEES	52,600
101-000-626.000	SERVICES RENDERED	1,500
101-000-628.000	UNCLASSIFIED SERVICES	250
101-000-642.000	SALES	
101-000-643.000	UNCLASSIFIED SALES	500
101-000-655.000	FINES AND FORFEITURES	3,500
101-000-665.000	INTEREST INCOME	15,000
101-000-669.000	INVESTMENT GAINS AND LOSSES	
101-000-687.000	REFUNDS/REIMBURSEMENTS	250
101-000-693.000	SALE OF CAPITAL ASSETS	
101-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		2,378,836

TRANSFER STATION (528)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 528 - REFUSE COLLECTION/DISPOSAL		
101-528-626.000	DISPOSAL FEE	20,000
101-528-643.000	METAL RECYCLING	550
101-528-651.000	CARD FEES	7,000
Totals for dept 528 - REFUSE COLLECTION/DISPOSAL		27,550

CEMETERY (567)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 567 - CEMETERY		
101-567-626.000	SERVICES RENDERED	15,000
101-567-642.000	SALES	4,000
Totals for dept 567 - CEMETERY		19,000

PARKS AND RECREATION PROJECTED REVENUES (751)

The revenue sources for the parks and recreation department include softball and baseball fees, concession sales, field rental fees, park permit fees, pavilion rental fees, and parking tickets.

Softball fees are revenues generated from our summer and fall adult softball leagues, as well as our two senior leagues. Baseball Fees are revenues generated from our summer youth baseball league. Concession sales are revenues from the sale of items at the concession stand at Wenke Softball Complex and Robert Morris Park concession stands that are run by seasonal park staff. Field rental fees are revenues generated from field rental for weekend tournaments, tryouts for other local organizations, and practice rentals. Park permit fees are collected year round for Robert Morris Park. The day pass rate is $5 per vehicle. Annual passes are $20 for Comstock residents and $35 for non-residents. Pavilion rentals revenues are generated from the two pavilions located at Robert Morris Park.

PARKS AND RECREATION PROJECTED REVENUES

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 751 - PARKS & RECREATION DEPARTMENT		
101-751-566.000	STATE GRANTS - RECREATION AND CULTURAL	
101-751-607.000	BASEBALL/SOFTBALL FEES	45,000
101-751-642.000	CONCESSION SALES	28,000
101-751-643.000	UNCLASSIFIED SALES	250
101-751-651.000	FIELD RENTAL FEES	22,000
101-751-652.000	PARK PERMIT FEES	20,000
101-751-653.000	PAVILION RENTAL FEES	2,500
101-751-655.000	PARKING TICKETS	300
101-751-674.000	CONTRIBUTIONS AND DONATIONS	
Totals for dept 751 - PARKS & RECREATION DEPARTMENT		118,050

PROJECTED GENERAL FUND APPROPRIATIONS (101)

GENERAL (000)

Expenses incurred that are not specific to any department including legal fees, accounting and auditing, bank service charges, etc.

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
101-000-752.000	SUPPLIES	10,000
101-000-759.000	GAS & OIL	
101-000-801.000	CONTRACTED SERVICES	40,000
101-000-804.000	LEGAL FEES	30,000
101-000-807.000	ACCOUNTING & AUDITING	27,000
101-000-850.000	COMMUNICATIONS	15,000
101-000-851.000	MAIL/POSTAGE	9,000
101-000-900.000	PRINTING & PUBLISHING	15,000
101-000-915.000	MEMBERSHIPS	9,000
101-000-925.000	UTILITIES	25,500
101-000-930.000	LAND AND BUILDING REPAIRS	21,000
101-000-937.000	INSURANCE	50,000
101-000-946.000	ENGINEERING SERVICES	10,000
101-000-955.000	MISCELLANEOUS	1,500
101-000-970.000	CAPITAL OUTLAY	5,000
101-000-995.000	TRANSFERS (OUT)	
Totals for dept 000 - GENERAL		268,000

TOWNSHIP BOARD (101)

The Township Board is the legislative body of Township government. The Board of the Charter Township of Comstock consists of seven members, all of whom are elected for four-year terms. The Board consists of the Supervisor, Clerk, Treasurer and four (4) Trustees.

The Township Board has the power to formally adopt the township budget after the required public hearing. Expenses in these line items include salaries of the Trustees, association dues, education and training costs for all Board members and Township staff, accounting, legal notices, engineering, and miscellaneous expenses.

Trustees

The position of Trustee in the Charter Township of Comstock has equal vote in legislative and administrative government decisions within the jurisdiction of the Township Board. Trustees, however are not delegated specific statutory duties and responsibilities. Because of Comstock's population, we have four (4) trustees elected to serve on the Board.

A Trustee is an individual placed in a position of public trust with fiduciary responsibilities to manage the affairs of the township for the best interests of the public. The Trustee has the responsibility to attend Township Board meetings and participate in decisions and deliberations.

Trustees are frequently given additional duties and responsibilities by Township Board action. They are not required to accept such responsibilities but, where possible, should be willing to do so for the best interests of the township. Such additional duties may include:

- serving on the Township Planning Commission
- serving on the Township Zoning Board of Appeals
- serving on the Board of Review

BOARD TRUSTEES APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 101 - BOARD TRUSTEES		
101-101-702.000	SALARIES AND WAGES	24,000
101-101-709.000	PAYROLL TAXES	1,900
101-101-716.000	PENSION	3,150
101-101-725.000	FRINGE BENEFITS - TRUSTEES	1,500
101-101-752.000	SUPPLIES	500
101-101-861.000	MILEAGE REIMBURSEMENT	500
101-101-911.000	EDUCATION & TRAINING	5,000
101-101-955.000	MISCELLANEOUS	200
Totals for dept 101 - BOARD TRUSTEES		36,750

TOWNSHIP SUPERVISOR (171)

Expenses include salaries and wages for both the Supervisor and the Administrative Assistant, various insurances (life, health, and disability), pension, office supplies, mileage and travel expenses, and miscellaneous expense.

The Supervisor is the elected chief executive of the Township. Duties and responsibilities include: chairman of the Township Board; sign/execute all contracts approved by the Board; direct the timely preparation of the Township budget; manage the budget after formal adoption by the board; oversee the property assessment activity.

The duties of the Administrative Assistant to the Supervisor entails acting as secretary and assists with day to day operations. Additional support provided by this position is outlined in more detail under the Superintendents department.

TOWNSHP SUPERVISOR APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 171 - SUPERVISOR		
101-171-702.000	SALARIES AND WAGES	55,000
101-171-709.000	PAYROLL TAXES	4,400
101-171-716.000	PENSION	7,200
101-171-725.000	FRINGE BENEFITS - SUPERVISOR	41,700
101-171-752.000	SUPPLIES	150
101-171-767.000	CLOTHING	150
101-171-861.000	MILEAGE REIMBURSEMENT	500
101-171-911.000	EDUCATION & TRAINING	1,750
101-171-915.000	MEMBERSHIPS	500
101-171-955.000	MISCELLANEOUS	100
Totals for dept 171 - SUPERVISOR		111,450

TOWNSHIP SUPERINTENDENT (172)

The Superintendent position, newly created beginning in 2016, is currently under a two year term employment agreement. Expenses include salaries, wages and various insurances (life, health, and disability), pension, office supplies, mileage and travel expenses, and miscellaneous expense.

Duties and responsibilities include, but may not be limited to: overall supervisory responsibility for the day-to-day Township operation pursuant to the Michigan Charter Township Act (Public Act 359 of the Pubic Acts of 1947) subject to the ordinances, policies, procedures, general rules and directives of the Township Board. The Employee agrees to maintain the qualifications, certifications, registrations to discharge said duties and agrees to carry out the administrative and operational functions as Township Superintendent of the Township as required by the Township Board. The Township Superintendent also agrees to use his best efforts and endeavors to promote the interests of the Township. Further, the Employee, as Township Superintendent, shall report to and work through the direction of the Township Board.

The duties of the Administrative Assistant to the Superintendent entails acting as secretary and assists with day to day operations and preparation of the Township Board agenda packets. In addition, the Assistant also acts as support to the Supervisor, aids the Planning & Zoning Administrator with zoning compliance applications, public hearing notice mailings, regular and special meetings agenda packets for the Zoning Board and Planning Commission. The assistant also provides support in answering general and zoning questions from incoming calls and visitors, or directs them to the appropriate staff member, updates the Township website, updates the ArcMap database, and utilizes the Township's Global Information System (GIS) as needed.

TOWNSHIP SUPERINTENDENT APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 172 - SUPERINTENDENT		
101-172-702.000	SALARIES AND WAGES	114,900
101-172-709.000	PAYROLL TAXES	9,200
101-172-716.000	PENSION	14,900
101-172-725.000	FRINGE BENEFITS - SUPERINTENDENT	41,950
101-172-752.000	SUPPLIES	200
101-172-767.000	CLOTHING	150
101-172-861.000	MILEAGE REIMBURSEMENT	300
101-172-911.000	EDUCATION & TRAINING	2,800
101-172-915.000	MEMBERSHIPS	500
101-172-955.000	MISCELLANEOUS	100
Totals for dept 172 - SUPERINTENDENT		185,000

TOWNSHIP CLERK (215)

Expenses include salaries and wages for both the Clerk and the Deputy Clerk, various insurances (life, health, and disability), pension, office supplies, mileage, education, and travel expenses.

The Township Clerk is an elected member of the Township Board. Duties include being custodian of all election material and equipment, township documents which include ordinances and minutes, accounting records, postings, and legal notices.

Some additional duties of the Township Clerk are: serve on the Election Commission; post public notices, special meeting notices, ordinances and proceedings when a statute does not specify otherwise; in charge of voter registration within the Township and must keep appropriate voter registration records; record keeper of all township documents; prepare synopsis of minutes for the Township Board, and prepares annual financial (fiscal report).

The Deputy Clerk acts as secretary to the Board and assistant to the Township Clerk. Duties include accounts payable and receivable, election management and voter registration, payroll, cemetery management, and assisting with phone calls and incoming visitors. In addition, the Deputy Clerk assists with the sale of Transfer Station cards and updates and assists the Parks Department, when needed, by taking park reservations and selling park passes for Robert Morris Park.

TOWNSHIP CLERK APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 215 - CLERK		
101-215-702.000	SALARIES AND WAGES	110,000
101-215-709.000	PAYROLL TAXES	8,800
101-215-716.000	PENSION	14,300
101-215-725.000	FRINGE BENEFITS - CLERK	28,500
101-215-752.000	SUPPLIES	2,000
101-215-767.000	CLOTHING	250
101-215-801.000	CONTRACTED SERVICES	300
101-215-851.000	MAIL/POSTAGE	100
101-215-861.000	MILEAGE REIMBURSEMENT	500
101-215-900.000	PRINTING & PUBLISHING	
101-215-911.000	EDUCATION & TRAINING	6,500
101-215-915.000	MEMBERSHIPS	600
101-215-955.000	MISCELLANEOUS	200
Totals for dept 215 - CLERK		172,050

ELECTIONS (262)

The "elections" function is supervised by the Township Clerk. The Township, by statute, must bear the expenses of all general elections, including wages paid to election inspectors, ballots and supplies, related mileage expenses, purchase and servicing of voting machines, printing election notices, postage, etc.

Additional support is provided, as needed, by the Election Specialist. He/she processes voter registrations, absentee ballots, election preparation, and election-day support.

ELECTION APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 262 - ELECTIONS		
101-262-702.000	SALARIES AND WAGES	76,500
101-262-709.000	PAYROLL TAXES	6,200
101-262-716.000	PENSION	3,500
101-262-725.000	FRINGE BENEFITS - ELECTIONS	10,000
101-262-752.000	SUPPLIES	10,000
101-262-759.000	GAS & OIL	
101-262-767.000	CLOTHING	100
101-262-801.000	CONTRACTED SERVICES	2,000
101-262-851.000	MAIL/POSTAGE	6,000
101-262-861.000	MILEAGE REIMBURSEMENT	250
101-262-911.000	EDUCATION & TRAINING	500
101-262-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	2,000
101-262-955.000	MISCELLANEOUS	1,000
101-262-970.000	CAPITAL OUTLAY	
Totals for dept 262 - ELECTIONS		118,050

TOWNSHIP ASSESSOR (257)

Expenses include salaries and wages for the Township Assessor and full time assistant assessor, maps and supplies, printing of assessment rolls, mileage and travel, and any miscellaneous expenses which is part of the 20% annual inspection.

The Assessor is appointed by the Township Board and serves at the pleasure of the Board. This individual must be certified at the required state level. Responsibilities include annual assessment of all real and personal property of the unit, maintenance of a property assessment record, preparation of assessment and tax rolls, and certification of tax rolls. The Township's Assessor is an appointed employee position.

Duties of the Assessor's Assistant include processing of Property Transfer, Homestead Affidavits and deeds, residential appraisals, taxpayer assistance (both by phone and in person), and maintenance of record (property cards), both paper and electronic.

TOWNSHIP ASSESSOR APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 257 - ASSESSOR		
101-257-702.000	SALARIES AND WAGES	114,000
101-257-709.000	PAYROLL TAXES	9,100
101-257-716.000	PENSION	14,900
101-257-725.000	FRINGE BENEFITS - ASSESSOR	36,800
101-257-752.000	SUPPLIES	2,000
101-257-767.000	CLOTHING	250
101-257-801.000	CONTRACTED SERVICES	
101-257-804.000	LEGAL FEES	1,000
101-257-851.000	MAIL/POSTAGE	4,500
101-257-861.000	MILEAGE REIMBURSEMENT	1,500
101-257-900.000	PRINTING & PUBLISHING	3,000
101-257-911.000	EDUCATION & TRAINING	3,300
101-257-915.000	MEMBERSHIPS	700
101-257-955.000	MISCELLANEOUS	100
Totals for dept 257 - ASSESSOR		191,150

BOARD OF REVIEW (247)

The Township Board of Review (BOR) consists of three members appointed by the Township Board for a two-year term that begins on January 1 of each odd-numbered year. The Board of Review members must be qualified electors, land owners and tax payers. The Township Board also appoints an alternate. They meet on the Tuesday following the first Monday in March to review and examine the property assessment roll made by the Assessor. In addition they also meet in July and December of each year.

Board of Review members receive a stipend for each meeting, and expenses include FICA tax and publication of legal notices.

BOARD OF REVIEW APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 247 - BOARD OF REVIEW		
101-247-702.000	SALARIES AND WAGES	3,500
101-247-709.000	PAYROLL TAXES	300
101-247-861.000	MILEAGE REIMBURSEMENT	500
101-247-900.000	PRINTING & PUBLISHING	1,000
101-247-911.000	EDUCATION & TRAINING	1,500
101-247-955.000	MISCELLANEOUS	100
Totals for dept 247 - BOARD OF REVIEW		6,900

TOWNSHIP TREASURER (253)

Expenses include salaries and wages for both the Treasurer and the Deputy Treasurer, printing, postage and office supplies, and mileage and travel expenses.

The Township Treasurer is an elected member of the Township Board. Duties and responsibilities include being custodian of all monies and investments belonging to the township, recording cash and investments and funds to where they belong, collecting and distributing annual property tax levies and investing surplus funds in accordance with township policy.

In addition, by statute, the Treasurer is required to receive and take charge of all funds belonging to the Township or which are required by law to be paid into the Township treasury, and to pay over and account for the funds according to law or Township Board decision. The Treasurer is the Township's agent for collecting taxes. Some other responsibilities of the Treasurer are: diligently maintain accurate records of all income, receipts and disbursements; promptly deposit all receipts in the Township depository or depositories and invest idle funds in proper savings accounts or government bonds; maintains a uniform system of accounting as promulgated by the State Treasurer; and the Charter Township Act places additional burden on the Treasurer to stay within the confines of the budget or amended appropriations.

The Deputy Treasurer is responsible for the custody, collection, recording of all property tax transactions, performs complex accounting duties, plus front staff office duties assisting with phone calls and incoming visitors.

In addition, the Deputy Treasurer assists with processing of water and sewer connection applications and ordinance enforcement tickets, sale of Transfer Station cards and updates, and fills in for the Parks and Recreation Director by taking park reservations and selling of park passes for the Robert Morris Park.

TOWNSHIP TREASURER APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 253 - TREASURER		
101-253-702.000	SALARIES AND WAGES	114,600
101-253-709.000	PAYROLL TAXES	9,200
101-253-716.000	PENSION	14,900
101-253-725.000	FRINGE BENEFITS - TREASURER	25,000
101-253-752.000	SUPPLIES	3,500
101-253-767.000	CLOTHING	250
101-253-851.000	MAIL/POSTAGE	6,200
101-253-861.000	MILEAGE REIMBURSEMENT	300
101-253-900.000	PRINTING & PUBLISHING	1,630
101-253-911.000	EDUCATION & TRAINING	6,000
101-253-915.000	MEMBERSHIPS	445
101-253-955.000	MISCELLANEOUS	1,000
Totals for dept 253 - TREASURER		183,025

INFORMATION TECHNOLOGY (228)

This activity is used to account for "non-departmental" capital outlay improvements and equipment that benefits all departments. Expenses include outside consulting, communications, hardware and software maintenance, licensing, and workstation upgrades, and hardware/software server maintenance and upgrades.

On-going software and maintenance updating is required for the upkeep of the cemetery and assessing property databases as well as the database within the ArcMap GIS (Global Information System).

Additional support is provided, as needed, by the Office Assistant. He/she updates the Township's social media and answers or directs incoming general email box inquiries to the appropriate staff.

INFORMATION TECHNOLOGY APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 228 - INFORMATION TECHNOLOGY		
101-228-702.000	SALARIES AND WAGES	16,600
101-228-709.000	PAYROLL TAXES	1,350
101-228-716.000	PENSION	2,200
101-228-725.000	FRINGE BENEFITS - IT	9,990
101-228-752.000	SUPPLIES	
101-228-801.000	CONTRACTED SERVICES	15,000
101-228-810.000	LEASED EQUIPMENT	1,200
101-228-850.000	COMMUNICATIONS	5,000
101-228-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	1,000
101-228-948.000	COMPUTER & SOFTWARE SERVICES	47,000
101-228-955.000	MISCELLANEOUS	100
101-228-970.000	CAPITAL OUTLAY	15,000
Totals for dept 228 - INFORMATION TECHNOLOGY		114,440

MAINTENANCE DEPARTMENT (265)

The Township Building and Ground line items include maintenance and up-keep of the Township hall, maintenance garage, transfer station, and all township grounds including three fire station locations, numerous parks, and other township-owned parcels. (Refer to list of Township Properties included in the Appendix)

Expenses include salaries and wages for one full time and up to four (4) seasonal personnel, insurances, contract service providers, custodial/maintenance supplies, large equipment purchases, and grounds keeping equipment maintenance.

MAINTENANCE DEPARTMENT APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 265 - MAINTENANCE DEPARTMENT		
101-265-702.000	SALARIES AND WAGES	50,500
101-265-709.000	PAYROLL TAXES	4,100
101-265-716.000	PENSION	6,500
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	27,600
101-265-752.000	SUPPLIES	10,000
101-265-759.000	GAS & OIL	7,500
101-265-767.000	CLOTHING	100
101-265-801.000	CONTRACTED SERVICES	75,000
101-265-925.000	UTILITIES	3,000
101-265-930.000	LAND AND BUILDING REPAIRS	500
101-265-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	3,000
101-265-932.000	VEHICLE REPAIRS AND MAINTENANCE	3,000
101-265-955.000	MISCELLANEOUS	100
101-265-970.000	CAPITAL OUTLAY	
Totals for dept 265 - MAINTENANCE DEPARTMENT		190,900

CEMETERY (567)

The Township has two cemeteries, Maple Grove and Comstock. Expenses include contracted service for foundations, burial openings and closings, and mowing of both cemeteries. Fees for burial services were increased in 2018 to offset increases associated with contracted services. The process has begun to transition to Pontem cemetery software which will improve the processing and management of our cemetery records.

Also in 2018, plans were executed to expand Maple Grove by adding a new section.

CEMETERY APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 567 - CEMETERY		
101-567-752.000	SUPPLIES	5,000
101-567-801.000	CONTRACTED SERVICES	50,000
101-567-804.000	LEGAL FEES	500
101-567-851.000	MAIL/POSTAGE	
101-567-925.000	UTILITIES	500
101-567-930.000	LAND AND BUILDING REPAIRS	1,000
101-567-946.000	ENGINEERING SERVICES	2,000
101-567-955.000	MISCELLANEOUS	500
101-567-970.000	CAPITAL OUTLAY	15,000
Totals for dept 567 - CEMETERY		74,500

ORDINANCE DEPARTMENT (301)

Ordinance enforcement staff consists of one part-time and one full time for ordinance enforcement throughout the year. Expenses for this department include wages, benefits, education and training, and vehicle maintenance.

ORDINANCE DEPARTMENT APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 301 - ORDINANCE DEPARTMENT		
101-301-702.000	SALARIES AND WAGES	66,300
101-301-709.000	PAYROLL TAXES	5,300
101-301-716.000	PENSION	8,700
101-301-725.000	FRINGE BENEFITS - ORDINANCE	500
101-301-752.000	SUPPLIES	1,000
101-301-759.000	GAS & OIL	3,500
101-301-767.000	CLOTHING	150
101-301-801.000	CONTRACTED SERVICES	50,000
101-301-804.000	LEGAL FEES	25,000
101-301-851.000	MAIL/POSTAGE	
101-301-911.000	EDUCATION & TRAINING	
101-301-932.000	VEHICLE REPAIRS AND MAINTENANCE	5,000
101-301-955.000	MISCELLANEOUS	100
101-301-970.000	CAPITAL OUTLAY	
Totals for dept 301 - ORDINANCE DEPARTMENT		165,550

PLANNING AND ZONING (703)

This activity, or cost center, addresses expenses incurred in both day-to-day Zoning Ordinance implementation as well as both short and long-range land use planning. In 2015, the Township created a permanent, full-time position of Planning & Zoning Administrator to improve customer service to residents, local business owners and developers and also reduce expenses for services previously outsourced to a planning consultant and the Township Attorney's office.

Expenses for this cost center include the Planning & Zoning Administrator's salary and benefit package, the per meeting stipend received by Planning Commission and Zoning Board of Appeals members, attorney fees, zoning ordinance updates, legal notices and outsourced consultant services and also education and membership dues for staff and appointed board members. An Escrow Policy was adopted in 2015 to recover engineering expenses incurred by the Township for review of the civil engineering details of site plans.

PLANNING AND ZONING APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 703 - PLANNING & ZONING		
101-703-702.000	SALARIES AND WAGES	100,000
101-703-709.000	PAYROLL TAXES	8,300
101-703-716.000	PENSION	8,700
101-703-725.000	FRINGE BENEFITS - PLANNING & ZONING	19,400
101-703-752.000	SUPPLIES	250
101-703-767.000	CLOTHING	100
101-703-801.000	CONTRACTED SERVICES	5,000
101-703-804.000	LEGAL FEES	10,000
101-703-861.000	MILEAGE REIMBURSEMENT	750
101-703-900.000	PRINTING & PUBLISHING	100
101-703-911.000	EDUCATION & TRAINING	3,000
101-703-915.000	MEMBERSHIPS	1,000
101-703-955.000	MISCELLANEOUS	500
101-703-970.000	CAPITAL OUTLAY	
Totals for dept 703 - PLANNING & ZONING		157,100

TRANSFER STATION (528)

Effective January 1, 2018 the Transfer Station will continue to be only open 2 days a week; Thursdays and Saturdays.

Expenses associated with the Station include salaries and wages for one part time and one temporary contracted staff; services for collection of leaves, rubbish, tires, and tree debris; equipment maintenance and utilities; and an annual contribution towards the Kalamazoo County Household Hazardous Waste Disposal facility.

In 2019 the Township provided a spring and fall curbside pickup. The Township will again provide a spring and fall curbside pickup for 2020 and as a result the hours of operation for the Transfer Station are subject to change.

TRANSFER STATION APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 528 - REFUSE COLLECTION/DISPOSAL		
101-528-702.000	SALARIES AND WAGES	13,770
101-528-709.000	PAYROLL TAXES	1,200
101-528-752.000	SUPPLIES	1,000
101-528-767.000	CLOTHING	100
101-528-801.000	CONTRACTED SERVICES	110,000
101-528-850.000	COMMUNICATIONS	1,500
101-528-925.000	UTILITIES	2,500
101-528-930.000	LAND AND BUILDING REPAIRS	
101-528-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	1,000
101-528-955.000	MISCELLANEOUS	100
101-528-970.000	CAPITAL OUTLAY	
Totals for dept 528 - REFUSE COLLECTION/DISPOSAL		131,170

PARKS & RECREATION DEPARTMENT (751)

Administration

The Parks and Recreation Department has its own elected Board of Commissioners. Each year the Parks Commission reviews and adopts their budget and submits it to the Township Board for approval. The Parks Administration portion consists of the salary and wage expense, benefits for the Parks Director & Program Coordinator, mileage, postage, supplies, legal fees, outside consulting, educational events, equipment and building maintenance, and grounds improvements.

Also included is maintenance and up-keep for all township owned buildings and all grounds for thirteen (13) Township parks, City and County-owned parks.

Park Commission Board members are paid $103.00 per meeting attended.

The part-time Program Coordinator was moved to full-time in 2018.

$45,000 was included as a Capital Improvement Project for new benches and trash receptacles at parks along the Kalamazoo River.

Grants

The Michigan Department of Natural Resources awarded the Township a Trust Fund grant in 2016 for Merrill Park improvements. The total grant amount is $400,000, with the Township responsible for $100,000 (25% match).

The improvements will begin in 2018 and will consist of removal of existing playground, pavilions, basketball courts, and ball diamond. Relocating and installing new playground, pavilion and basketball courts. Widening the entrance drive, creating a pedestrian entrance at the corner of River Street & Comstock Ave, as well as paving a walking path around the interior perimeter of the park. The project will be completed by the end of 2018.

Softball/Baseball

The Parks and Recreation department has a separate cost center for tracking the softball and baseball program expenses. These expenses include salary and wages for the facility supervisor, concession supplies for Wenke Softball Complex and Robert Morris Park, league supplies, umpire fees, equipment maintenance, field maintenance and services such as garbage and electric. The revenues collected from the softball and baseball

program cover the expenses for this program. Equipment Maintenance line item was increased in 2018 for the replacement of a tractor used for field grooming.

Robert Morris Park

The expenses pertaining to Robert Morris Park (RMP) activity include park staff wages, park building and grounds supplies, contracted services, fuel, garbage, electric, phone service, building maintenance, equipment maintenance and ground improvement. Ground & Building Maintenance & Ground & Building Improvements were increase for 2018 for a new guard shack building and modification to playground areas to prevent flooding.

PARKS & RECREATION APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 751 - PARKS & RECREATION DEPARTMENT		
101-751-702.000	SALARIES AND WAGES	192,500
101-751-709.000	PAYROLL TAXES	14,190
101-751-716.000	PENSION	16,430
101-751-725.000	FRINGE BENEFITS - PARKS & REC	36,750
101-751-752.000	SUPPLIES	35,000
101-751-759.000	GAS & OIL	1,800
101-751-767.000	CLOTHING	300
101-751-801.000	CONTRACTED SERVICES	35,000
101-751-804.000	LEGAL FEES	1,000
101-751-850.000	COMMUNICATIONS	2,600
101-751-851.000	MAIL/POSTAGE	1,000
101-751-861.000	MILEAGE REIMBURSEMENT	1,500
101-751-900.000	PRINTING & PUBLISHING	1,000
101-751-910.000	PROPERTY & LIABILITY INSURANCE	22,000
101-751-911.000	EDUCATION & TRAINING	3,200
101-751-925.000	UTILITIES	9,000
101-751-930.000	LAND AND BUILDING REPAIRS	20,000
101-751-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	5,000
101-751-932.000	VEHICLE REPAIRS AND MAINTENANCE	200
101-751-937.000	INSURANCE	25,000
101-751-946.000	ENGINEERING SERVICES	
101-751-948.000	COMPUTER & SOFTWARE SERVICES	
101-751-955.000	MISCELLANEOUS	
101-751-970.000	CAPITAL OUTLAY	
Totals for dept 751 - PARKS & RECREATION DEPARTMENT		423,470

LAW ENFORCEMENT (207)

The 2020 Police Protection Agreement; for the time period of January 1, 2020 through December 31, 2020, the County and the Sheriff agree to provide the equivalent of four (4) full-time Uniform Services Section Deputies, with appropriate experience, to service the Township with additional special police protection and to provide the necessary hours for overtime in relation to the routine duties of those officers. In addition, the County and Sheriff agree to provide necessary associated personnel, equipment and services, and other various indirect and associated costs in support of the agreement. See a copy of the contract and rate schedule located in Appendix D.

REVENUES AND APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
ESTIMATED REVENUES		
Function: Unclassified		
Dept 000 - GENERAL		
207-000-403.000	CURRENT PROPERTY TAXES - EXTRA OR SPEC	545,498
207-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	100
207-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	350
207-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	6,184
207-000-445.000	PENALTIES AND INTEREST ON TAXES	10
207-000-665.000	INTEREST INCOME	2,000
207-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		554,142
Total - Function Unclassified		554,142
TOTAL ESTIMATED REVENUES		554,142
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
207-000-801.000	CONTRACTED SERVICES	506,307
207-000-955.000	MISCELLANEOUS	
207-000-995.000	TRANSFERS (OUT)	
Totals for dept 000 - GENERAL		506,307
Total - Function Unclassified		506,307
TOTAL APPROPRIATIONS		506,307
NET OF REVENUES/APPROPRIATIONS - FUND 207		47,835
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

FIRE AND RESCUE OPERATING (206) & CAPITAL FUND (211)

The 2018 Comstock Township Fire and Rescue budget shows another step forward into the future. The 2018 budget allows for the hiring of 4 Full-Time to staff stations on a consistent basis. The 4 new Officers will be responsible for a number of key organizational areas that keep the Comstock Township Fire Department one of the best in Kalamazoo County.

Budget includes adding grass/emergency vehicle and replacing Fire Chief's vehicle.

The Fire Chief continues to stress the need for efficient and professional care of our residents at all times. The Women and Men that serve the Comstock community, are your neighbors and want to provide the best with the training and equipment provided.

FIRE AND RESCUE OPERATING FUND REVENUES (206)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
206-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	
206-000-427.000	COMMUNITY-WIDE SPECIAL ASSESSMENTS	2,276,193
206-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	
206-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	90,438
206-000-445.000	PENALTIES AND INTEREST ON TAXES	200
206-000-501.000	FEDERAL GRANTS	
206-000-540.000	STATE GRANTS	
206-000-626.000	INCIDENT RECOVERY FEES	5,000
206-000-643.000	UNCLASSIFIED SALES	2,500
206-000-651.000	CELL TOWER FEES	19,384
206-000-665.000	INTEREST INCOME	10,000
206-000-674.000	CONTRIBUTIONS AND DONATIONS	5,000
206-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		2,408,715
Total - Function Unclassified		2,408,715
TOTAL ESTIMATED REVENUES		2,408,715

FIRE AND RESCUE OPERATING FUND APPROPRIATIONS (206)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
206-000-702.000	SALARIES AND WAGES	1,361,514
206-000-709.000	PAYROLL TAXES	60,400
206-000-716.000	PENSION	123,150
206-000-725.000	FRINGE BENEFITS - FIRE	185,000
206-000-752.000	SUPPLIES & EQUIPMENT	67,000
206-000-759.000	GAS & OIL	30,000
206-000-767.000	CLOTHING	37,500
206-000-790.000	BOOKS AND TRAINING AIDES	1,000
206-000-801.000	CONTRACTED SERVICES	56,000
206-000-804.000	LEGAL FEES	200
206-000-850.000	COMMUNICATIONS	10,000
206-000-851.000	MAIL/POSTAGE	100
206-000-861.000	MILEAGE REIMBURSEMENT	
206-000-900.000	PRINTING & PUBLISHING	500
206-000-910.000	PROPERTY & LIABILITY INSURANCE	140,000
206-000-911.000	EDUCATION & TRAINING	35,000
206-000-915.000	MEMBERSHIPS	1,000
206-000-925.000	UTILITIES	38,400
206-000-930.000	LAND AND BUILDING REPAIRS	55,000
206-000-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	10,000
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	55,000
206-000-937.000	INSURANCE	
206-000-941.000	CONTINGENCY	
206-000-948.000	COMPUTER & SOFTWARE SERVICES	36,800
206-000-955.000	MISCELLANEOUS	1,000
206-000-970.000	CAPITAL OUTLAY	20,000
Totals for dept 000 - GENERAL		2,324,564
Total - Function Unclassified		2,324,564
TOTAL APPROPRIATIONS		2,324,564
NET OF REVENUES/APPROPRIATIONS - FUND 206		84,151
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

FIRE & RESCUE CAPITAL IMPROVEMENT
REVENUES & APPROPRIATIONS (211)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
211-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	
211-000-427.000	COMMUNITY-WIDE SPECIAL ASSESSMENTS	379,393
211-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	
211-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	14,813
211-000-445.000	PENALTIES AND INTEREST ON TAXES	
211-000-643.000	UNCLASSIFIED SALES	
211-000-665.000	INTEREST INCOME	2,000
211-000-693.000	SALE OF CAPITAL ASSETS	
211-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		396,206
Total - Function Unclassified		396,206
TOTAL ESTIMATED REVENUES		396,206
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
211-000-955.000	MISCELLANEOUS	
211-000-970.000	CAPITAL OUTLAY	495,000
211-000-991.000	DEBT SERVICE - PRINCIPAL	77,500
211-000-992.000	DEBT SERVICE - INTEREST	18,500
211-000-995.000	TRANSFERS (OUT)	
Totals for dept 000 - GENERAL		591,000
Total - Function Unclassified		591,000
TOTAL APPROPRIATIONS		591,000
NET OF REVENUES/APPROPRIATIONS - FUND 211		(194,794)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

STREET LIGHTING (219)

Revenue for street lights is obtained under a Street Lights Special Assessment District and is billed on the Township's Winter Tax Bill. Parcels within a 300' radius of the light source (power pole, suspended, etc.) are assessed within this District.

A Street Light Committee was appointed by the Township Board to review areas within the Township that may need lights, need additional lighting, or repairs. As a result, the Committee compiled a prioritized "wish list" of street lights and submitted it to Consumers Energy to prepare cost estimates.

From 2014-2017, street lights were installed on Sprinkle Road from G Avenue E. Main St. A large project was also completed that added lights to Interstate Parkway. In the coming years, additional lights will be added to complete Sprinkle Road from the north Township border to the south. As this is a major county road, the street light committee felt it was vital to have these lights installed.

The committee has also identified intersections as a safety concern and has a plan to put a light at those that currently do not have one.

STREET LIGHTING
REVENUES AND APPROPRIATIONS (219)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
219-000-427.000	COMMUNITY-WIDE SPECIAL ASSESSMENTS	265,841
219-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	
219-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	
219-000-445.000	PENALTIES AND INTEREST ON TAXES	
219-000-665.000	INTEREST INCOME	1,000
219-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		266,841
Total - Function Unclassified		266,841
TOTAL ESTIMATED REVENUES		266,841
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
219-000-925.000	UTILITIES	264,000
219-000-955.000	MISCELLANEOUS	
219-000-995.000	TRANSFERS (OUT)	
Totals for dept 000 - GENERAL		264,000
Total - Function Unclassified		264,000
TOTAL APPROPRIATIONS		264,000
NET OF REVENUES/APPROPRIATIONS - FUND 219		2,841
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

LIBRARY FUND (271)

LIBRARY FUND REVENUES

The Comstock Township Library budget is provided as information only and is not approved by the Township Board.

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
271-000-403.000	CURRENT PROPERTY TAXES - EXTRA OR SPECIA	811,107
271-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	
271-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	550
271-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	12,375
271-000-445.000	PENALTIES AND INTEREST ON TAXES	
271-000-501.000	FEDERAL GRANTS	
271-000-566.000	STATE GRANTS - STATE AID	8,000
271-000-566.100	STATE GRANTS - RENAISSANCE REIMBURSEMENT	25,000
271-000-628.000	PHOTOCOPIES	2,000
271-000-642.000	BOOK SALES	1,000
271-000-643.000	UNCLASSIFIED SALES	300
271-000-651.000	NON-RESIDENT FEES	150
271-000-653.000	RENTALS	
271-000-655.000	BOOK FINES	6,000
271-000-655.100	PENAL FINES	18,000
271-000-665.000	INTEREST INCOME	11,000
271-000-674.000	CONTRIBUTIONS AND DONATIONS	150
271-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		895,632
Total - Function Unclassified		895,632
TOTAL ESTIMATED REVENUES		895,632

LIBRARY FUND APPROPRIATIONS

ADMINISTRATION (790)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 790 - LIBRARY ADMIN		
271-790-702.000	ADMIN SALARIES	58,710
271-790-702.100	CLERICAL WAGES	101,928
271-790-709.000	PAYROLL TAXES	12,300
271-790-716.000	PENSION	8,030
271-790-725.000	BENEFITS - LIBRARY ADMIN	3,600
271-790-752.000	SUPPLIES	30,000
271-790-801.000	CONTRACTED SERVICES	9,000
271-790-810.000	LEASED EQUIPMENT	18,000
271-790-850.000	COMMUNICATIONS	5,000
271-790-851.000	MAIL/POSTAGE	1,000
271-790-861.000	MILEAGE REIMBURSEMENT	200
271-790-911.000	EDUCATION & TRAINING	3,500
271-790-915.000	MEMBERSHIPS	815
271-790-925.000	UTILITIES	28,100
271-790-930.000	LAND AND BUILDING REPAIRS	20,000
271-790-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	3,000
271-790-937.000	INSURANCE	15,100
271-790-941.000	CONTINGENCY	26,447
271-790-948.000	COMPUTER & SOFTWARE SERVICES	36,000
271-790-955.000	MISCELLANEOUS	500
271-790-970.000	CAPITAL OUTLAY	2,000
Totals for dept 790 - LIBRARY ADMIN		383,230

LIBRARY FUND APPROPRIATIONS CONTINUED

BOARD (791)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 791 - LIBRARY BOARD		
271-791-804.000	LEGAL FEES	4,000
271-791-807.000	ACCOUNTING & AUDITING	1,500
271-791-861.000	MILEAGE REIMBURSEMENT	1,300
271-791-900.000	PRINTING & PUBLISHING	3,000
271-791-911.000	EDUCATION & TRAINING	7,500
271-791-915.000	MEMBERSHIPS	500
271-791-955.000	MISCELLANEOUS	500
Totals for dept 791 - LIBRARY BOARD		18,300

ADULT SERVICES (792)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 792 - LIBRARY - ADULT SERVICES		
271-792-702.000	SALARIES	89,174
271-792-702.100	PART-TIME WAGES	60,000
271-792-709.000	PAYROLL TAXES	10,961
271-792-716.000	PENSION	11,593
271-792-725.000	BENEFITS - LIBRARY ADULT SERVICES	25,600
271-792-752.000	SUPPLIES/PROGRAMS	7,000
271-792-790.000	BOOKS	53,000
271-792-790.100	PERIODICALS	6,500
271-792-790.200	AUDIOVISUAL	7,000
271-792-801.000	CONTRACTED SERVICES	20,000
271-792-861.000	MILEAGE REIMBURSEMENT	800
271-792-911.000	EDUCATION & TRAINING	10,000
271-792-915.000	MEMBERSHIPS	1,000
271-792-955.000	MISCELLANEOUS	
Totals for dept 792 - LIBRARY - ADULT SERVICES		302,628

LIBRARY FUND APPROPRIATIONS CONTINUED

YOUTH SERVICES (793)

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 793 - LIBRARY - YOUTH SERVICES		
271-793-702.000	SALARIES	40,685
271-793-702.100	PART-TIME WAGES	62,410
271-793-709.000	PAYROLL TAXES	7,887
271-793-716.000	PENSION	5,289
271-793-725.000	BENEFITS - LIBRARY YOUTH SERVICES	16,000
271-793-752.000	SUPPLIES/PROGRAMS	11,000
271-793-790.000	BOOKS	29,000
271-793-790.100	PERIODICALS	
271-793-790.200	AUDIOVISUAL	4,000
271-793-801.000	CONTRACTED SERVICES	1,000
271-793-861.000	MILEAGE REIMBURSEMENT	400
271-793-910.000	PROPERTY & LIABILITY INSURANCE	
271-793-911.000	EDUCATION & TRAINING	3,000
271-793-915.000	MEMBERSHIPS	250
271-793-955.000	MISCELLANEOUS	
Totals for dept 793 - LIBRARY - YOUTH SERVICES		180,921
Total - Function Unclassified		885,079
TOTAL APPROPRIATIONS		885,079
NET OF REVENUES/APPROPRIATIONS - FUND 271		10,553
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

WATER (223) AND SEWER (225) FUNDS

Comstock Township delinquent water and sewer customers will see past due amounts included in their 2019 Winter Tax bill.

The Township was awarded the SAW Grant with a 10% required match. The grant covered a period 2015 to 2017 and all grant work has been completed. The Township spent $670,916.12 and was reimbursed $605,495.25 from the State of Michigan as part of the SAW Grant.

As a result of the SAW Grant work, the Township has prepared a capital improvement plan to make critical repairs to the sewer system. Starting in July 2018, the quarterly surcharge collected by Comstock Township from its sewer customers was increased from 3% to 25% to help fund the capital improvements.

WATER SYSTEM FUND (223)

REVENUES AND APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
223-000-436.000	CITY UTILITY USER TAX	45,000
223-000-451.000	SPECIAL ASSESSMENT - PRINCIPAL	2,131
223-000-452.000	SPECIAL ASSESSMENT - INTEREST	1,398
223-000-540.000	STATE GRANTS	
223-000-607.000	GENERAL FEES	
223-000-626.000	WATER TAP IN FEES	
223-000-643.000	UNCLASSIFIED SALES	
223-000-665.000	INTEREST INCOME	15,000
223-000-687.000	REFUNDS/REIMBURSEMENTS	
223-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		63,529
Total - Function Unclassified		63,529
TOTAL ESTIMATED REVENUES		63,529
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
223-000-801.000	CONTRACTED SERVICES	10,000
223-000-804.000	LEGAL FEES	
223-000-900.000	PRINTING & PUBLISHING	
223-000-915.000	MEMBERSHIPS	13,000
223-000-937.000	INSURANCE	1,600
223-000-946.000	ENGINEERING SERVICES	5,000
223-000-955.000	MISCELLANEOUS	5,300
223-000-970.000	CAPITAL OUTLAY	
223-000-995.000	TRANSFERS (OUT)	
Totals for dept 000 - GENERAL		34,900
Total - Function Unclassified		34,900
TOTAL APPROPRIATIONS		34,900
NET OF REVENUES/APPROPRIATIONS - FUND 223		28,629
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

SEWER SYSTEM FUND (225)

REVENUES AND APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
225-000-436.000	CITY UTILITY USER TAX	223,000
225-000-451.000	SPECIAL ASSESSMENT - PRINCIPAL	4,054
225-000-452.000	SPECIAL ASSESSMENT - INTEREST	2,695
225-000-540.000	STATE GRANTS	
225-000-607.000	SEWER FACILITY CHARGE	40,000
225-000-643.000	UNCLASSIFIED SALES	
225-000-665.000	INTEREST INCOME	6,000
225-000-687.000	REFUNDS/REIMBURSEMENTS	
225-000-699.000	TRANSFERS IN	
Totals for dept 000 - GENERAL		275,749
Total - Function Unclassified		275,749
TOTAL ESTIMATED REVENUES		275,749
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
225-000-801.000	CONTRACTED SERVICES	500,000
225-000-804.000	LEGAL FEES	
225-000-851.000	MAIL/POSTAGE	1,000
225-000-900.000	PRINTING & PUBLISHING	
225-000-915.000	MEMBERSHIPS	13,000
225-000-937.000	INSURANCE	
225-000-946.000	ENGINEERING SERVICES	125,000
225-000-955.000	MISCELLANEOUS	5,300
225-000-970.000	CAPITAL OUTLAY	
225-000-995.000	TRANSFERS (OUT)	
Totals for dept 000 - GENERAL		644,300
Total - Function Unclassified		644,300
TOTAL APPROPRIATIONS		644,300
NET OF REVENUES/APPROPRIATIONS - FUND 225		(368,551)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

SENIOR SERVICES FUND (296)

This fund account is used to account for the extra voted millage that funds Comstock Community Center. The Center provides support services for older adults.

REVENUES & APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Dept 000 - GENERAL		
296-000-403.000	CURRENT PROPERTY TAXES - EXTRA OR SPECIA	554,116
296-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	200
296-000-665.000	INTEREST INCOME	
Totals for dept 000 - GENERAL		554,316
Total - Function Unclassified		554,316
TOTAL ESTIMATED REVENUES		554,316
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
296-000-801.000	CONTRACTED SERVICES	554,316
296-000-955.000	MISCELLANEOUS	
Totals for dept 000 - GENERAL		554,316
Total - Function Unclassified		554,316
TOTAL APPROPRIATIONS		554,316
NET OF REVENUES/APPROPRIATIONS - FUND 296		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

DOWNTOWN DEVELOPMENT AUTHORITY (248)

REVENUES

In 2018 a Resolution of Intent to create and provide for the operation of a DDA was adopted. In March, 2019 Ordinance No. 500 was adopted creating the Downtown Development Authority.

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
Function: Unclassified		
Dept 000 - GENERAL		
248-000-406.000	CAPTURED TAXES	931
248-000-501.000	FEDERAL GRANTS	
248-000-540.000	STATE GRANTS	
248-000-665.000	INTEREST INCOME	
248-000-674.000	CONTRIBUTIONS AND DONATIONS	
248-000-687.000	REFUNDS/REIMBURSEMENTS	
248-000-699.000	TRANSFERS IN	65,000
Totals for dept 000 - GENERAL		65,931
Total - Function Unclassified		65,931
TOTAL ESTIMATED REVENUES		65,931

DOWNTOWN DEVELOPMENT AUTHORITY (248)

APPROPRIATIONS

GL NUMBER	DESCRIPTION	2020 BOARD APPROVED BUDGET
APPROPRIATIONS		
Function: Unclassified		
Dept 000 - GENERAL		
248-000-702.000	SALARIES AND WAGES	
248-000-709.000	PAYROLL TAXES	
248-000-752.000	SUPPLIES	300
248-000-801.000	CONTRACTED SERVICES	4,000
248-000-804.000	LEGAL FEES	500
248-000-807.000	ACCOUNTING & AUDITING	
248-000-851.000	MAIL/POSTAGE	
248-000-861.000	MILEAGE REIMBURSEMENT	500
248-000-900.000	PRINTING & PUBLISHING	500
248-000-910.000	PROPERTY & LIABILITY INSURANCE	
248-000-911.000	EDUCATION & TRAINING	2,000
248-000-915.000	MEMBERSHIPS	600
248-000-925.000	UTILITIES	
248-000-930.000	LAND AND BUILDING REPAIRS	
248-000-941.000	CONTINGENCY	
248-000-946.000	ENGINEERING SERVICES	
248-000-955.000	MISCELLANEOUS	500
248-000-970.000	CAPITAL OUTLAY	
248-000-991.000	DEBT SERVICE - PRINCIPAL	
248-000-992.000	DEBT SERVICE - INTEREST	
248-000-993.000	DEBT SERVICE - PAYING AGENT FEES	
248-000-995.000	TRANSFERS (OUT)	
Totals for dept 000 - GENERAL		8,900
Total - Function Unclassified		8,900
TOTAL APPROPRIATIONS		8,900
NET OF REVENUES/APPROPRIATIONS - FUND 248		57,031
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

APPENDIX A

ASSESSORS STATEMENT

The following Resolution is the State of Michigan approved Federal Poverty Guidelines and Poverty Asset Level Test for the 2020 Board of Review. These tests will be used as Township guidelines for Poverty Exemptions granted in 2020 at the 2020 March Board of Review.

RESOLUTION TO ADOPT POVERTY EXEMPTION INCOME GUIDELINES AND ASSET TEST

WHEREAS, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the township board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the Comstock Charter Township, Kalamazoo County, Michigan, adopts the following guidelines for the supervisor and board of review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

1) Be an owner of and occupy as a homestead the property for which an exemption is requested.

2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.

3) Produce a valid drivers' license or other form of identification if requested.

4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.

5) Meet (the *federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget* OR *the current poverty income guidelines adopted by the township board*).

Size of Family Unit	Poverty Guidelines
1	$ 12,140
2	$ 16,910
3	$ 21,330
4	$ 25,750
5	$ 30,170
6	$ 34,590
7	$ 39,010
8	$ 43,430
For each additional person	$ 4,420

6) Meet additional eligibility requirements as determined by the township board, including:

1. One motor vehicle for each licensed driver residing full time at the property in an amount not to exceed $15,000 in value for each.
2. No second residence or vacation home.
3. No additional Real Estate owned.
4. No ownership interest in buildings other than a primary residence.
5. Checking and savings accounts, exclusive of retirement investments
6. Additional valuable assets may be considered by the Board of Review in determining whether to grant a full or partial exemption for properties whose owners meet the poverty income guidelines.

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

Adopted by the Township Board: 11/18/2019

SUMMER PROPERTY TAX INFORMATION

Summer tax bills are due and payable on July 1 and must be received by 5:00 p.m. on September 14. Late payments are charged 1% interest the first day late and then the first of each month thereafter until the tax is paid. Any tax amount not paid by 5:00 p.m. on February 14 is assessed a 3% penalty. Postmarks will be accepted if received within seven days of the due date. **Any payment not received by 5:00 p.m. on February 28 is considered delinquent**. If any due date falls on a weekend or holiday, taxes are due the next business day by 5:00 p.m. Below is a list of millage rates that appear on summer tax bills in Comstock Township along with a short explanation of each. Taxes are distributed to the taxing entities on the 1st and 15th of every month.

SET (State Education Tax) - Established by the State Education Tax Act (Act 331) of 1993, this is added to the state school aid fund.

KRESA ISD (Kalamazoo Regional Educational Service Agency) - Levied in the summer for residents in Comstock school district, this is actually six voter approved millage rates combined into one: the general education millage of 1965, special education millage of 1969, special education millage of 1987, regional enhancement millage of 2017 (expires 12/31/2019), bond debt millage of 2007, and special education millage of 2015 (expires 12/31/2037).

SCHOOL OPERATING – Levied by local school districts on properties without a principal residence exemption (PRE), this was established by the Revised School Code Act (Act 451) of 1976. It is levied in the summer by Comstock Public Schools for general operating activities (expires 12/31/2037).

SCHOOL DEBT – This is a school bond millage for Comstock Public Schools, approved by voters in 2016 (expires 12/31/2044).

SINKING FUND – This is a building and site sinking fund for Comstock public schools, approved by voters in 2019. The sinking fund is used for construction and repair of school buildings, including school security improvements, acquisition or upgrades of technology and for other purposes (expires 12/31/2028).

COUNTY OPERATING – This county-wide millage for general operating activities was approved by voters in 1966.

Please note that by law, as stated on the assessor's warrant, tax payments cannot be accepted before July 1. Also remember that MCL 211.44 (2) states that failure to receive a tax bill does not preclude a taxpayer from paying the levied property taxes. Tax bills are sent to the last known address on file.

Updated 10-23-2019

WINTER PROPERTY TAX INFORMATION

Winter tax bills are due and payable December 1 and must be received by 5:00 p.m. on February 14. Late payments are charged a 3% penalty. Postmarks will be accepted if received within seven days of the due date. **Any payment not received by 5:00 p.m. on February 28 is considered delinquent.** If any due date falls on a weekend or holiday, taxes are due the next business day by 5:00 p.m. Below is a list of millage rates that appear on winter tax bills in Comstock Township along with a short explanation of each. Taxes are distributed to the taxing entities on the 1st and 15th of every month.

CO PUBLIC SAF (County Public Safety) – This millage is levied by Kalamazoo County to pay for employees in several county departments including the court system, prosecutor's office, and sheriff's dept. It was approved by voters in 2010 and renewed in 2016 (expires 12/31/2021).

HOUSING FUND – Levied by Kalamazoo County to provide housing assistance to children of homeless families, it was approved by voters in 2015 (expires 12/31/2020).

COUNTY SENIORS – Levied by Kalamazoo County to provide additional funds for senior services administered by the Area Agency on Aging, it was approved by voters in 2018 (expires 12/31/2023).

JUVENILE HOME – This debt millage levied by Kalamazoo County for the juvenile home was approved by voters in 2006 (expires 12/31/2031).

KVCC (Kalamazoo Valley Community College) – Levied in the winter for townships, this is two combined millage rates approved by voters in 1987 and 1991 for the operation of KVCC

KRESA ISD (Kalamazoo Regional Educational Service Agency) – Levied in the winter for residents in Galesburg-Augusta and Gull Lake school districts, this is actually six voter approved millage rates combined into one: the general education millage of 1965, special education millage of 1969, special education millage of 1987, regional enhancement millage of 2017 (expires 12/31/2019), bond debt millage of 2007, and special education millage of 2015 (expires 12/31/2037).

SCHOOL OPERATING – Levied by local school districts on properties without a principal residence exemption (PRE) this was established by the Revised School Code Act (Act 451) of 1976. It is levied in the winter by Galesburg-Augusta Schools (expires 12/31/2033) and Gull Lake Public Schools (12/31/2033) for general operating activities.

WINTER PROPERTY TAX INFORMATION (CONTINUED)

SCHOOL DEBT – For the winter bill, this is either two school bond millage rates for Galesburg-Augusta Schools, approved by voters in 2000 (expires 12/31/2030) and in 2016 (12/31/2036) or three combined school bond millage rates for Gull Lake Schools approved by voters in 1991 (expires 12/31/2021), in 2004 (expires 12/31/2030) and in 2012 (expires 12/31/2024).

SINKING FUND – This is a building and site sinking fund levied by Gull Lake Schools, approved by voters in 2014. The sinking fund is used for building repairs and security upgrades, parking lot and playground repairs, and other campus repairs (expires 12/31/2022).

TOWNSHIP – Levied by Comstock Township for general operating activities, it was approved by voters in 1965.

ROAD PATROL – Levied by Comstock Township to pay for additional road patrol from the Kalamazoo County Sheriff's Department, it was approved by voters in 2016 (expires 12/31/2020).

LIBRARY-COMST (Comstock Township Library) – Two millages levied by the library for operating activities, approved by voters in 1994 and 2001.

SENIOR MILLAGE – Two millage rates levied by the Comstock Community Center for operating activities, approved by voters in 2014 and 2016 (both expire 12/31/2020).

CCTA – Levied by the Central County Transportation Authority to operate fixed route public transportation services within its geographic boundary, it was approved by voters in 2016 (expires 12/31/2020).

KCTA – Levied by the Kalamazoo County Transportation Authority for the operation of the county-wide public transit system, it was approved by voters in 2016 (expires 12/31/2020)

FIRE OPERATING – Special assessment levied by Comstock Township for the operation of the fire department and is approved each year.

FIRE CAPITAL – Special assessment levied by Comstock Township for fire department capital improvements and is approved each year.

WINTER PROPERTY TAX INFORMATION (CONTINUED)

STREET LIGHTS – Special assessment levied by Comstock Township for the operation and maintenance of street lights and is approved each year. Any property within 300 feet of a street light is assessed.

Please note that by law, as stated on the assessor's warrant, tax payments cannot be accepted before December 1. Also remember that MCL 211.44 (2) states that failure to receive a tax bill does not preclude a taxpayer from paying the levied property taxes. Tax bills are sent to the last known address on file.

COMSTOCK TOWNSHIP OUTSOURCED SERVICES

Services	Bid		Continue		Reason(s)	Service Timeline	Service Currently Being Provided By
	Y	N	Y	N			
Accounting Services		X	X		Current firm has provided this service for a long time	Contracted in Nov. 2017	Siegfried Crandall, PC
Financial Audit	X		X		Outsource recommended by Siegfried Crandall	November, 2020	Vredeveld Haefner, LLC
IT Support		X	X		Contracted with new company in 2019. Hitech Continues to do good work		HI-Tech Managed Services
Engineering		X	X		Prepare specifications to bid repair/maint. of sanitary sewer per SAW Grant results	On-going	Prein & Newhof
Legal		X	X		Historical credentials	On-going	Catherine Kaufman Bauckham Sparks et al
Compactor/Trash Hauler		X	X		Costs renegotiated with Best Way from Waste Management	2020	Best Way Disposal/ Waste Management
Curbside Rubbish Pick-up		X	X		Contract through 2019 expired with Waste Management.	2020	Out for bid in February, 2020.
GIS/Mapping		X	X		Historical credentials. Some work done internally by Planning & Zon. Admin.		Prein & Newhof
HVAC Maintenance		X		X	Joint contract with Library		C.L. Mahoney
Office Cleaning		X	X		A+ Cleaning contract cancelled. New contract with Molly Maid	2020	Molly Maid
Elevator Licensing/Maintenance		X	X		Search for other available vendors. No other vendors available?????	No Contract	McNally Elevator
Mowing of Cemeteries	X		X		Bid in 2019	Contracted in April, 2019 one yr	CD Lawn
Maintenance of Parks & Cemeteries	X		N/A		In house staff		
Mowing of Ordinance Violations	X				Contract renewed 2019	Re Bid February 2020	Leonard's Landscape
Mowing of Twp. Properties (exc. cemeteries & Fire Depts)		X	N/A				Leonard's Landscape

APPENDIX B

TOWNSHIP OWNED PROPERTIES AS OF 10/14/2019

TOWNSHIP PROPERTIES		
PHILLIPS AVE	03-415-421	POSSIBLE FUTURE PUMP STATION LOCATION
GULL RD	06-270-035	N 26TH ST RD EXT PARCEL
E MAIN ST	17-130-050	VACANT PARCEL SW OF TRANSFER STATION
6604 E MAIN ST	17-205-020	COMPACTOR/TRANSFER STATION
E MAIN ST	17-205-042	COMPACTOR/TRANSFER STATION DRIVE
5862 NEAL AVE	18-430-061	NEAL STREET VACANT PARCEL
55 SCHOOL ST	18-480-052	VACANT PARCEL (FORMER CPS FOOTBALL FIELD)
5200 KING HWY	19-110-010	VACANT PARCEL S OF KING HWY
5375 KING HWY	19-130-025	VACANT PARCEL BET KING HWY & E MICHIGAN
KING HWY	19-140-010	DNR LANDING
FREDERICK ST	19-202-140	DNR LANDING
KING HWY	19-202-180	VACANT PARCEL S OF KING HWY
KNIGHT ST	19-212-120	VACANT PARCEL S OF KING HWY
KNIGHT ST	19-212-160	VACANT PARCEL
KING HWY	19-220-010	VACANT PARCEL
6130 KING HWY	20-105-390	LIBRARY
6138 KING HWY	20-110-480	TOWNSHIP OFFICE
5242 AZO CT	30-315-080	MAINTENANCE GARAGE

FIRE DEPARTMENT		
1960 RIVER ST	30-130-150	FIRE STATION 9-1
5947 E H AVE	06-496-020	FIRE STATION 9-2 & CELL TOWER (5949 E H)
8700 E MICHIGAN AVE	22-205-081	FIRE STATION 9-3
10080 E MICHIGAN	24-105-015	VACANT PARCEL

CEMETERIES		
5900 ORAN AVE	18-480-020	COMSTOCK CEMETERY
5240 AZO CT	30-305-052	MAPLE GROVE CEMETERY
5240 AZO CT	30-305-060	MAPLE GROVE CEMETERY

PARKS		
8415 E H AVE	03-380-010	ROBERT MORRIS PARK
450 N 26TH ST	17-305-101	COOPER PARK
58 N 26TH ST	17-360-050	PEER PARK
5900 NEAL AVE	18-430-059	NEAL STREET BALL DIAMONDS
KING HWY	19-220-020	NORTH WENKE PARK
KING HWY	19-220-030	SOUTH WENKE PARK
5817 COMSTOCK AVE	19-242-160	MERRILL PARK MAINTENANCE BLDG/RESTROOMS & FIREFIGHTER MEMORIAL
5845 COMSTOCK AVE	19-242-170	MERRILL PARK
6500 KING HWY	20-130-025	RIVER VILLA PARK
6450 KING HWY	20-130-045	SCHAU FLOWER WALK
6294 WRIGHT ST	20-171-450	CELERY STREET PARK
6550 KING HWY	20-205-010	RIVER VILLA PRESERVE
9950 SHADOWLANE AVE	23-235-040	FLEETWOOD PARK
5650 E CORK ST	31-102-030	GREEN MEADOW PARK

ADDITIONAL PARKS - OWNED BY OTHERS		
7501 EAST H AVE	04-455-010	Fred McLinden Nature Trails (City of Kalamazoo)
EAST H Ave	04-405-010	Fred McLinden Nature Trails (City of Kalamazoo)
EAST H Ave	04-380-010	Fred McLinden Nature Trails (City of Kalamazoo)
9400 EAST MICHIGAN AVE	23-130-010	River Oaks Park/Wenke Softball Complex (Kalamazoo County-Leased from)

PUMP STATIONS			
1200 S 35TH STREET	24-356-040	LS #13	1340 S 35th St-Pacemaker (w/Bldg)
SPRINKLE ROAD	18-110-022	LS #14	1444 Sprinkle Rd-Myers Submersible (easement from Lucerne to Sprinkle)
HUNTERS POND	08-280-599	LS #29	2454 Hunters Pond-Myers Submersible
PROCTOR STREET	20-110-620	LS #43	On 6277 Proctor; 6287 Proctor Street-ABS Submersible
FRANCIS STREET	20-170-970	LS #41	In Front of 6381 Francis-ABS Submersible
KERSTEN COURT	30-480-070	LS # 3	Between 3030 & 3180 Kersten Ct; 2840 Kersten Ct-Hydromatic Submersible
KING HIGHWAY	19-212-131	LS #42	In front of 5637 King Hwy; 5635 King Hwy-ABS Submersible
KING HIGHWAY	19-105-015	LS # 6	In front of 5183 King Hwy; 5185 King Hwy-Flygt Submersible
28TH STREET-MEADOWOOD ESTATES	05-240-590	LS #12	4801 North 28th St-Myers Submersible
2107 N 26TH STREET	07-455-010	LS #57	2401 N 26th Street-Myers Submersible

See completed Capital Improvement Plan-Wastewater 2017 Edition

THE CHARTER TOWNSHIP ACT (EXCERPT)
Act 359 of 1947

42.25 Budget proposal; contents; commencement of fiscal year.

Sec. 25.

The budget proposal shall present a complete financial plan for the ensuing fiscal year, which shall commence on January 1 of each year and end on the following December 31, or in the alternative shall commence on April 1 of each year and end on the following March 31. In no event shall any fiscal year of a township be extended beyond 12 months. It shall include at least all of the following information:

(a) Detailed estimates of all proposed expenditures for each function and office of the township, showing the expenditures for corresponding items for the current and last preceding fiscal years, with reasons for increases and decreases recommended, as compared with appropriations for the current year.

(b) Statements of the bonded and other indebtedness of the township, showing the debt redemption and interest requirements, the debt authorized and unissued, and the condition of sinking funds, if any.

(c) Detailed estimates of all anticipated income of the township from sources other than taxes and borrowing, with a comparative statement of the amounts received by the township from each of the same or similar sources for the last preceding and current fiscal years.

(d) A statement of the estimated balance or deficit, as the case may be, from the end of the current fiscal year.

(e) An estimate of the amount of money to be raised by taxation and from delinquent taxes and the amount to be raised from bond issues which, together with income from other sources, will be necessary to meet the proposed expenditures.

(f) Such other supporting schedules as the township board considers necessary.

History: 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.25 ;-- Am. 1988, Act 82, Eff. Apr. 1, 1988

42.26 Budget; notice, public hearing, prior public inspection.

Sec. 26.

A public hearing on the budget shall be held before its final adoption, at such time and place as the township board shall direct, and notice of such public hearing shall be published at least one week in advance by the township clerk. A copy of the proposed budget shall be on file and available to the public for inspection during office hours at the office of the township clerk for a period of not less than one week prior to such public hearing.

History: *1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.26*

42.27 Adoption of budget by township board; resolution; appropriation; tax levy; limitation; separate appropriation for fire and police departments; tax collection; interim budget.

Sec. 27.

(1) Except as otherwise provided by this subsection, prior to the commencement of the fiscal year, the township board shall, by resolution, adopt the budget for the next fiscal year, make an appropriation of the money needed for township purposes, and provide for a levy of taxes upon real and personal property. If a township operates on a calendar year budget cycle, a public hearing on the proposed budget shall be held not later than December 15 and adopted not later than December 31, in the year preceding the calendar year covered by the budget.

(2) The levy allowed under subsection (1) shall not exceed 1/10 of 1% of the assessed valuation of all real and personal property subject to taxation within the limits of a village located within the township and 1/2 of 1% of the assessed valuation of all real and personal property subject to taxation in the balance of the township. The electors of a charter township may increase the tax levy limitation not to exceed a total of

1% of the assessed valuation of all real and personal property in the township for a period not to exceed 20 years at 1 time.

(3) If a township has 1 or more villages that maintain either or both a fire department or a police department, the expense of a township fire department or police department shall be appropriated separately from the other expenses of the township and a tax levy for these expenses shall not be spread upon the township assessment roll against the property, either real or personal, located in these villages.

(4) The adoption of the resolution under this section is the final authority for the township supervisor to spread any approved levies upon the tax roll for the current year and to include the amount of each levy in his or her warrant to the township treasurer. The township treasurer shall collect and return the warrant as provided under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(5) Within 60 days after the incorporation of a township as a charter township under this act, the township board shall, by resolution, adopt an interim budget until the commencement of the next fiscal year and make an appropriation from the funds and assets of the township available for these purposes.

History: 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.27 ;-- Am. 1949, Act 70, Eff. Sept. 23, 1949 ;-- Am. 1953, Act 188, Eff. Oct. 2, 1953 ;-- Am. 1976, Act 90, Eff. Mar. 31, 1977 ;-- Am. 1988, Act 82, Eff. Apr. 1, 1988 ;-- Am. 2003, Act 191, Imd. Eff. Oct. 31, 2003

After the budget is adopted, expenditures cannot exceed what has been appropriated for the particular account without an amendment to the budget.

The Appropriations Act can permit transfers within specified limits between funds by the fiscal officer.

Special Statutory Expenditure Provisions

A. Advertising: MCL 41.110(c) authorizes a_township board to appropriate money to advertise the agricultural, industrial, commercial, educational or recreational advantages of the state, county or township to prepare and maintain an exhibition of the products and industries of the township at any domestic exposition to increase trade: to advertise the township or parts of the state to tourists and resorters: and to maintain and circulate a publication to disseminate information regarding township improvements, activities, and functions.

B. Cemeteries: In addition to the general cemetery laws, such as found at MCL 128.61 that provides that a township has a duty to take care of cemeteries within its township, there also exists other statutes which include Memorials; Township Lands, MCL 35.861 et seq. which permits a township to acquire land for a solder/sailor's memorial; and the Markers for Veterans' Graves; MCL 35.831 et seq. which provides that upon a petition of five eligible voters, the township shall procure flag holders and flags for the graves of veterans.

C. Community Center: MCL 123.41 et seq. provides for a petition and referendum for a township to construct a community center and levy a tax not to exceed 2 mills for the purchase and maintenance of a center.

D. EDC: MCL 125.1601 provides for the creation of an Economic Development Corporation by a township and the township may still contribute funds in the furtherance of the EDC's public purposes as defined in the Act.

E. Installment Contracts: MCL 123.721 authorizes and township board to purchase land and equipment under an installment purchase agreement not to exceed 15 years up to a maximum of 1 ¼ percent of its SEV without Municipal Finance Commission approval and within its budget appropriates. Otherwise, a township cannot borrow funds without receiving the approval of the Municipal Finance Commission.

F. July 4th: MCL 123.851 permits the township board to appropriate money for the purpose of defraying the expenses of observance of Armistice, Independence and Memorial or Decoration Day, and of a Diamond Jubilee or Centennial.

Copies of the MCL's noted above are available upon request.

APPENDIX C

Charter Township of Comstock

FEES

Fees provided are for information only and are subject to change. Contact the Township office to verify current prices.

Building, Mechanical, Plumbing, Electrical Permits

- Contact the Kalamazoo Area Building Authority (KABA) for details or visit their website at www.kaba-mi.org — (269) 216-9511

Credit Card and E-Check Fees

- **Property Tax Convenience Fee**
  American Express, Discover, Master Card, Visa — Credit/Debit 3%/Minimum $2.00 Charge
- **E-Checks**
  Up to $10,000 — $ 3.00
  Over $10,000 — $10.00

Comstock and Maple Grove Cemetery (Fees Approved by Board 12/18/2017)	Fee (Amended 9/30/19)
Weekday Graves - Regular Burial	$ 650.00
Weekday Graves - Child or Baby Burial	$ 550.00
Weekday Graves - Standard Cremation	$ 450.00
Weekday Graves - Cremation-Large Vault	$ 475.00
Weekday Graves - Drop-off Cremation	$ 300.00
Weekday Graves - Drop-Off Cremation-Large Vault	$ 325.00
Weekday Graves - Service Scheduled after 2:30 pm-Addt'l Charge	$ 50.00
Monday Burials ordered after Noon on prev. Friday-Addt'l Charge	$ 300.00
Weekend Graves - Regular Burial	$ 950.00
Weekend Graves - Child or Baby Burial	$ 850.00
Weekend Graves - Standard Cremation	$ 750.00
Weekend Graves - Cremation w/Large Vault	$ 775.00
Weekend Graves - Service Scheduled after 11:30 am-Addt'l Charge	$ 50.00
Burials after Noon on day prior to Holiday-Addt'l Charge	$ 300.00
Cremains Placed in a Headstone	$ 225.00
Lot Price – Resident	$ 175.00
Lot Price - Non-Resident	$ 350.00
Foundations; per square inch	$ 0.55
Additional Charges:	
- Cemetery work or snow removal with Bobcat	$ 130.00/hr.
- Use of Hydraulic Hammer if necessary due to frost	$ 75.00

Comstock Transfer Station (Effective 1/01/2017)	Fee
New or Replacement Card (one per household-proof of residency)	$ 20.00/card
Card Renewal	$ 10.00/annual
Grass clippings, garden waste & leaves (no sticks or bags)	No Additional Charge
Tree Debris & Sticks; branches & logs allowed in designated area.	$ 10.00/cubic yard
Tires (Limit of 6 tires per household)	$ 3.00/tire
Rubbish	$ 20.00/cubic yard

Sanitary Sewer Connection	Fee
Special Assessment (FF Charge-Per GIS) – 06/01/2011	$ 50.00/FF
Parcel Fee – 06/01/2011	$ 4,500.00
Per Unit Benefit Fee – 06/01/2011	$ 2,000.00
User Unit Schedule-Charge based on demand – 8/2004	See Treasurer for Schedule

Revised: 10/21/2019

Water Service Connection	Fee
➢ Water Main Tap and Curb Box Only (to property line) – Eff.2/1/2018	$2,200.00
➢ Water Service Special Assessment (FF Charge-Per GIS) – 6/1/2011	$ 37.00/FF

Sanitary Sewer and/or Water Service Connection Private Contract Agreements are available at an 8% Interest Charge on the principal balance. For any parcels on a corner lot, the first 150 feet on the longest side is exempt from the front footage charge.

Planning and Zoning Application Fee Schedule	Fee (Amended 10/21/2019)
➢ Rezoning	$600/1st ac; $50 ea addt'l acre up to $2,000
➢ Master Plan Amendment	$600
➢ Text Amendment	$500
➢ Special Exception Use (SEU)	$500
➢ SEU Amendment	$300
➢ Conceptual Plan	$100
➢ Administrative Approval	Same as Site Plan Amendment: Minor
➢ Site Plan Amendment: Minor	$250 + Escrow of $1,000*
➢ Site Plan Amendment: Major	SPR + Escrow of $1,500*
➢ Site Plan Review (SPR):	
< 6 Dwelling units or <1,500 s.f.	$500 + Escrow of $1,500*
6–99 Dwelling units or 1,500 to 50,000 s.f.	$600 + Escrow of $2,500*
100 Dwelling units or > 50,000 s.f.	$700 + Escrow of $2,500*
➢ PUD/PURD/PUMD	SEU + SPR
➢ Plat, Step 1-3	$200 per Step + Escrow of $2,500*
➢ Site Condo, Step 1-3	$200 per Step + Escrow of $2,500*
➢ Variance Request	$600
➢ Ordinance Interpretation	$500
➢ Zoning Verification Letter	$ 50
➢ Zoning Compliance Permit; Access. Bldgs.	$ 25
➢ Zoning Compliance Permit; Chickens	$ 50
➢ Accessory Dwelling Unit	$100 + possible additional sewer user unit fees
➢ Temporary Outdoor Sales & Service	$100; $50 renewal in same calendar year
➢ Zoning Compliance Permit; Wireless Communication Facility (WCF);	
Type A WCF	$ 50
Type B & C WCF	$500***
Type D WCF	$ 75
Type E WCF	$500***
➢ Land Division	$150
➢ Parcel Re-description/Lot Line Adjustment	$ 75
➢ Parcel Combination	$ 25
➢ Collection Box	$100 per box-new permit; $100 – annual renewal fee
➢ Sign Permits:	
Permanent freestanding or wall sign	$ 75
Replacement face on existing sign	$ 50
Temporary sign	$ 25 **
➢ Special PC Meeting	$950
➢ Special ZBA Meeting	$900

* ***Escrow Account*** – Deposit against which actual fees for Township Engineer, Township Attorney, and any outside consultants will be charged. Residual will be returned to applicant. Account to be replenished as needed and requested by Zoning Administrator. Zoning Administrator may modify escrow amount charged with initial application. The Escrow Fee Policy was approved by the Board on 8/3/2015.

** ***Fee doubled if temporary sign is in place before Temporary Sign Permit is issued.***

*** ***Wireless Communication Facility (WCF):*** This type of WCF is a special except use. The $500 WCF application fee includes the special exception use fee.

Revised: 10/21/2019

Maps (Fees Approved by Board 7/7/2014)[1]	Fee
➢ Street Map (8 ½ x 11)	$ 4.00
➢ Parcel Area Location Map (8 ½ x 11)**	$ 5.00
➢ Water/Sewer Area Loc. Map (8 ½ x 11)**	$ 6.00
➢ Zoning Area Loc. Map (8 ½ x 11**	$ 7.00
➢ School District Map (8 ½ x 11)	$ 7.00
➢ Area Location Map of Future Land Use (8 ½ x 11)**	$ 7.00

[1]Some of these maps are available for viewing and printing in full size on our website at www.comstockmi.gov. If map contains area information pertaining to the property Owner's parcel there is No Charge to property owner.

Copies (These fees were updated in connection with FOIA Requests)	Fee
➢ Size: 8 ½ x 11 (1-side, 2-sided)	$ 0.10
➢ Size: 8 ½ x 14 (1-side)	$ 0.10
➢ Size: 8 ½ x 14 (2-sided)	$ 0.10
➢ Size: 11 x 17 (1-side/2-sided)	- at cost-
➢ Deed (per page)(Fee approved by TB 10/20/2010)	$ 1.00

Parks & Recreation Department	Fees
➢ Softball Summer Leagues 14-week schedule	$ 550.00
➢ Softball Fall Leagues 8-week schedule	
Single Game	$ 325.00
Double Header-Men's	$ 585.00
➢ Baseball Leagues 8-week schedule (Double Header)	$ 850.00
➢ Ball Field Rental	
Per field per day	$ 200.00
Per field per day – non-profits	$ 100.00
Per field – lights	$ 25.00/hr.
➢ Ball Field Rental – Pitchers with Metal Cleats	
Per field per day	$ 250.00
Per field per day – non-profits	$ 150.00
Per field – lights	$ 25.00/hr.
➢ Robert Morris Park - Pavilion Rental	
10:00 am – 2:00 pm	$ 50.00
4:00 pm – 8:00 pm	$ 50.00
All Day	$ 100.00
Security deposit (to be returned at end of function if pavilion conditions OK)	$ 20.00/4-hr period
➢ Robert Morris Park – Vehicle Parking	
Day Pass	$ 5.00
Annual Pass – Comstock Resident	$ 20.00
Annual Pass – Non-Resident	$ 35.00
Annual Pass – Senior (60 +)	
Resident	$ 10.00
Non-Resident	$ 20.00

Revised: 10/21/2019

USER UNIT CHARGE SCHEDULE

A. The following User Unit Charge Schedule is applicable to all connections to sanitary sewer systems within the Charter Township of Comstock. All properties within the EPA sewer district where there is a benefit charge assessed along with front foot costs will be entitled to one (1) user unit. All other properties connecting to the sanitary sewer not assessed a benefit charge will be assessed the prevailing benefit charge at such time as the property connects to the sanitary sewer system.

B. In calculating the number of units for which unit connection charges are to be made and collected under the foregoing provisions, the following schedule shall be utilized. In the event a particular use or activity is to be connected to the public sewer system which is not specifically included in the following schedule, the most nearly similar use or activity included within the schedule shall be utilized for calculating the unit connection charge.

C. Service Charge
Quarterly service charges shall be billed to each customer by the City of Kalamazoo in conjunction with the customer's water bill and in accordance with franchise agreements between the Charter Township of Comstock and said City in addition to the foregoing connection charges, which shall be collected by the Township.

D. In the event a developer/land owner disagrees with this schedule the administration shall require a deposit with the Township and the Township will conduct actual monitoring of usage for one (1) year and their rate shall be based on those findings.

Connected use or Activity	User Units	Cost	User Unit Factor
Single family residence	1.00	$2,000	Per residence
Auto Dealers – new and/or used	1.00	$2,000	Per premise plus 0.25 ($500) per 1,000 sq. ft. of bldg. Incl. Service area
Auto Repair/Collision Shop (does not sell gas)	1.00	$2,000	Same as above
Auto Wash (coin operated do-it-yourself, 10 gal. or less per car)	1.00	$2,000	Per stall
Auto Wash (mechanical-over 10 gal. per car-not recycled)	10.00	$20,000	Per stall or production line including approach and drying area
Auto Wash (mechanical-over 10 gal. per car-recycled)	5.00	$10,000	Per stall or production line including approach and drying area
Barber shops	1.00	$2,000	Per shop plus 0.1 per chair after 2
Bars	4.00	$8,000	Per 1,000 sq. ft.
Beauty Shops	1.00	$2,000	Per shop plus 0.1 per booth
Bowling Alleys (no bar)	1.00	$2,000	Per premise plus 0.2 per alley
Churches	0.25	$500	Per 1,000 sq. ft. – min. 1 unit
Cleaners (pick up only)	1.00	$2,000	Per shop
Cleaners (cleaning & pressing facilities)	1.00	$2,000	Per premise plus 0.5 per 500 sq. ft.
Clinics (medical and dental)	1.00	$2,000	Per premise plus 0.5 per exam room
Convalescent or Boarding Homes	1.00	$2,000	Per premise plus 0.25 per bedroom
Convents	1.00	$2,000	Per premise plus 0.25 per bedroom
Country Clubs & Athletic Clubs	1.50	$3,000	Per 1,000 sq. ft. of clubhouse plus restaurant and bar
Drug Stores	1.00	$2,000	Per premise plus snack bar
Factories (office & production)	0.75	$1,500	Per 1,000 sq. ft.
Factories – Wet Process	1.00	$2,000	Per 250 gal. or fraction thereof based on metered sewage flow

VARIOUS TOWNSHIP FEES (Continued)

Connected use or Activity	User Units	Cost	User Unit Factor
Funeral Homes	1.50	$3,000	Per 1,000 sq. ft. plus residence to be computed separately
Grocery Stores & Super Markets	1.00	$2,000	Per premise plus 0.8 per 1,000 sq. ft.
Hospitals	1.10	$2,200	Per bed
Hotels and Motels	0.40	$800	Per bedroom plus restaurant & bar
Laundry (self-serve)	1.00	$2,000	Per premise plus 0.5 per washer
Two-family Residential	1.00	$2,000	Per unit
Mobile Homes (freestanding)	1.00	$2,000	Per unit
Mobile Homes (parks or subdivision)	1.00	$2,000	Per pad or site at indirect connection rate plus laundry, community buildings and office to be computed separately per schedule
Multiple Family Residence			
Duplex or Row Houses	1.00	$2,000	Per dwelling unit
Apartments	0.80	$1,600	Per dwelling unit
Fraternity or Sorority Houses	1.00	$2,000	Per separate accommodations for each 4 students and for the house director
Park, recreation facilities, campground			Per parking space
Picnic facilities – no bathing or overnight Accommodations	0.20		
Park, recreation facilities, campground			Per parking space
Picnic facilities – with bathing privileges or Swimming pool	0.35		
Professional Offices	0.25	$500	Per 500 sq. ft. –minimum 1
Public Institutions	0.75	$1,500	Per 1,000 sq. ft.
Restaurants (meals only)	2.50	$5,000	Per 1,000 sq. ft.
* Restaurants/Bars (meals & drinks)	4.00	$8,000	Per 1,000 sq. ft.
Restaurants Auxiliary Dining Rooms when used less than 20 hrs./week	2.00	$4,000	Per 1,000 sq. ft.
Schools	1.00	$2,000	Per classroom
Service Stations that also sells gas	1.50	$3,000	Per 1,000 sq. ft. of bldg area
Snack Bars, Drive-Ins, etc…	2.50	$5,000	Per 1,000 sq. ft.
Retail Store (other than listed)	1.00	$2,000	Per premise plus 0.1 per 1,000 sq. ft.
Theaters (drive-in)	0.04	$80	Per car space
Theaters	0.04	$80	Per seat
Post Office	1.00	$2,000	Per 1,000 sq. ft.
Warehouse and Storage	0.20	$400	Per 1,000 sq. ft.
Mini warehouse rental 2/office – charge for office only	0.25	$500	per 500 sq. ft. – Twp. Bd. 12/05/94
Veterinary Facility	1.50	$3,000	Per facility
Veterinary facility with Kennel	1.50	$3,000	Per facility plus 0.5 per 5 Kennels

* Revised by Township Board 08/16/04

Footnote: Connection of property used or proposed to be used for industrial purposes shall be charged a connection charge based upon the sewage treatment demand of the industry including a quantity and quality of effluent as determined by the Township Engineer in consultation with the industry and the Township Supervisor prior to connection to the public sewer. As a guide in the foregoing determination, each 250 gallons of average daily flow or fraction thereof estimated to be applicable where unusual pollutants are not involved may constitute one unit.

In no event shall any user unit connection charge be less than the amount charged for a "first unit". Fractional units computed under the foregoing schedule, in addition to the "first unit", shall be multiplied by the rate for additional "user units" to determine the total amount due.

APPENDIX D

KALAMAZOO COUNTY DRAIN COMMISSION

2018 DRAIN ASSESSMENTS

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

June 1, 2019

RECEIVED
JUN 06 2019
CHARTER TOWNSHIP
OF COMSTOCK

Randy Thompson, Supervisor
Comstock Charter Township
PO Box 449
Comstock, MI 49041

Dear Mr. Thompson:

The Drain Commissioner's Office would like to share with you our estimates of what we believe our drain assessments will be for your office in 2020. These numbers represent our best information as of today's date. I hope this information is helpful to you in your planning.

Drain	Year	Cost
d00024 BIG MARSH 1	**2/2**	**320.00**
d00026 BLAKE-TOWNLINE	1/1	125.20
d00066 CRAMER	1/1	400.00
d00069 DAVIS-OLMSTEAD	**2/3**	**3,375.00**
d00089 FLEETWOOD 4-5-6	1/1	150.00
d00090 FLEETWOOD 7	1/1	150.00
d00153 MEADOWOOD ESTATES	1/1	150.00
d00154 MEADOWOOD ESTATES 2	1/1	150.00
d00215 ROLLING MEADOWS 3	1/1	150.00
d00299 WILDWOOD HILLS	1/1	150.00
	Total -->	**$5,120.20**

If you have any questions, please feel free to contact me.

Sincerely,

Patricia A.S. Crowley
Kalamazoo County Drain Commissioner

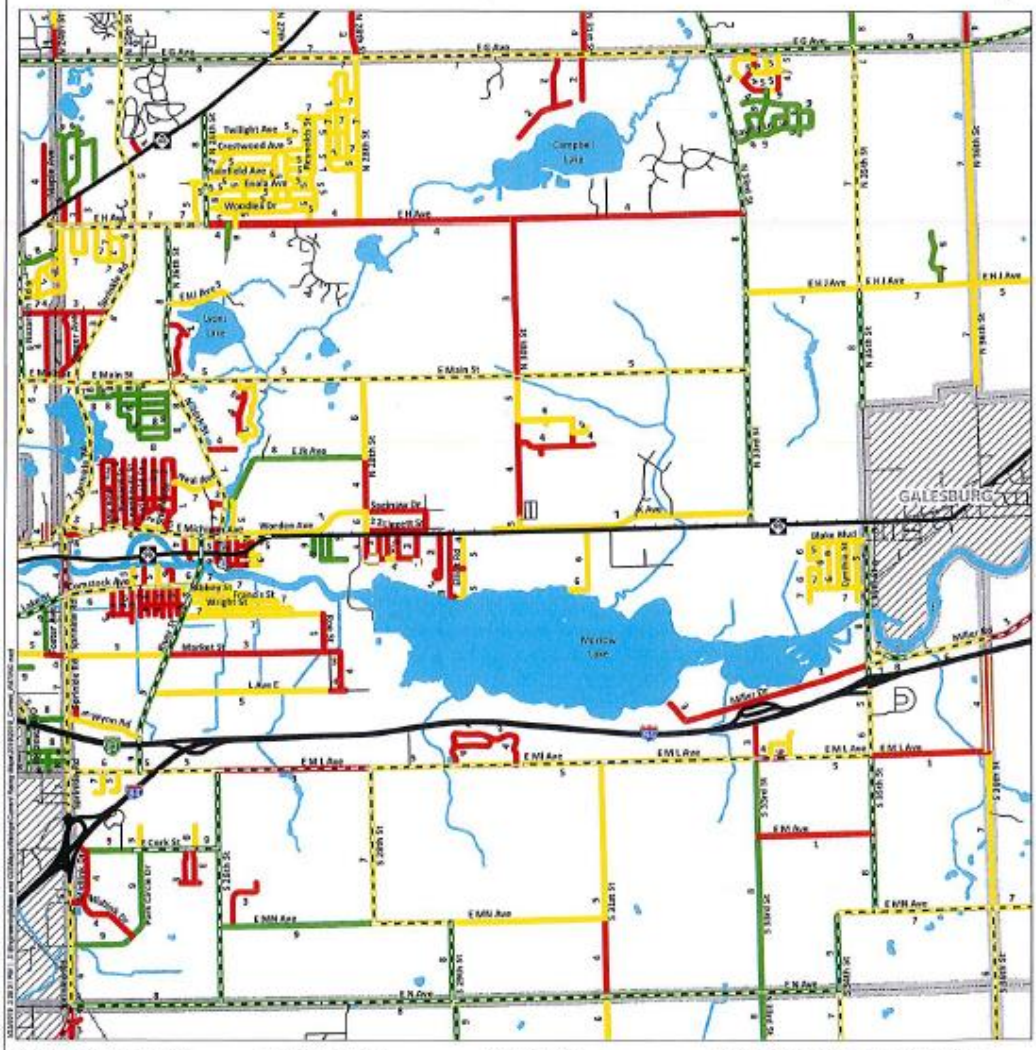
cc: Ms. Mary Balkema, Kalamazoo County Treasurer

OFFICE OF THE DRAIN COMMISSIONER
201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007
Phone: (269) 384-8117 | www.kalcounty.com/drain

A

2019 Current Asset Management Ratings Map

Comstock Twp



ASSET MANAGEMENT

Asset Management is a systematic approach to selecting the best investment at the right time to maximize the life of the asset being measured, in this case, road surface conditions. The goal is to maintain our roads in good condition, making periodic investments in the pavement, rather than letting it deteriorate to a level that requires a major investment to bring it back to a good condition. Periodic maintenance investments typically total less than the major investment required to rebuild a road.

PASER RATINGS

PASER stands for Pavement Surface Evaluation and Rating. The PASER rating scale ranges from 1, failed condition, to10, brand new pavement. A pavement will only be a 10 the first year of its life, the second year it may automatically become a 9. Any condition of 8 or greater is considered to be a good condition, 7, 6 or 5 are fair, 4 or lower is poor.

- PASER based on 2016 ratings and project improvements.
-Private roads not rated.

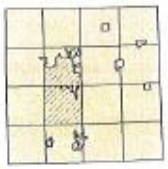
IBR SYSTEM

IBR stands for Inventory Based Rating. Condition assessment of unpaved/gravel roads is based on the Surface Width, Drainage Adequacy and Structural Adequacy of the roadway. Each of these three assessment areas are then aggregated to the IBR rating for good, fair, poor ranging from 1, poor condition, to 10, good condition. Once initial ratings are established, updates only occur when a construction or rehabilitation activity is completed. The baselineIBR rating occurred in 2015.

THE RIGHT FIX AT THE RIGHT TIME

The RCKC determines the best fix to optimize service life for each of our projects. Good pavement management involves less expensive treatments earlier in the life of the pavement in order to take full advantage of infrastructural investments.

Township Key



Road Classification
- State Trunkline
- County Primary
- County Local - Gravel
- City
- Private

Gravel Road Ratings
- Good (10, 9, 8)
- Fair (7, 6, 5)
- Poor (4, 3, 2, 1)

Road Ratings
- Good (10, 9, 8)
- Fair (7, 6, 5)
- Poor (4, 3, 2, 1)
- Private Roads (Not Rated)

Boundary Designations
- Township/City
- Lakes & Rivers
- City/Village Limits

Road Commission of Kalamazoo County

For more information on CAM, as well as on other topics, please feel free to contact our office or visit our website.

Pavement Surface Evaluation and Rating (PASER) is a tool to rate the current surface condition of roads.

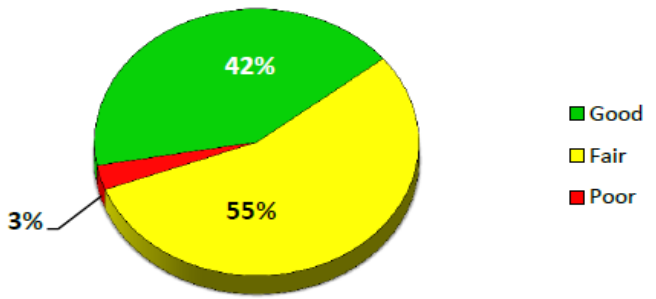
The RCKC rates the non-federal aid roads on a 3-year rotation in the County. Comstock Township roads were rated most recently in 2017. As improvements are made to the road system or roads continue to age, the surface condition rating is adjusted based on the treatment and forecasted life of the pavement.

PASER Rating Information:

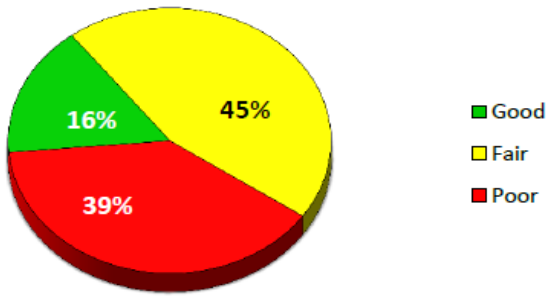
- Good (10, 9, 8); Pavement may show signs of aging, sound structural (routine maintenance treatments)
- Fair (7, 6, 5); Significant surface aging, distressed (preventive maintenance treatments)
- Poor, Very Poor, Failed (4, 3, 2, 1); Significant structural deficiencies (rehabilitation/reconstruction treatments)

2019
Comstock Township Surface Rating Summary

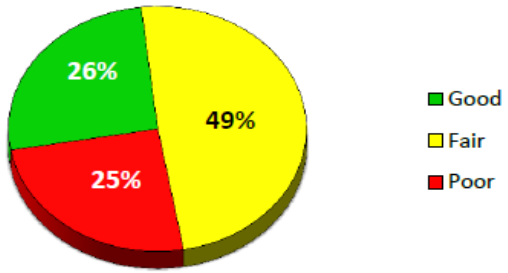
Primary Roads



Local Roads



Primary & Local Roads



*Good (rating ≥8), Fair (rating = 7, 6, 5) & Poor (rating ≤4)

Paved Roads rated using the Pavement Surface Evaluation and Rating (PASER). Gravel Roads rated using Inventory Based Rating (IBR).

COMSTOCK TOWNSHIP PASER RATING MILEAGE

	10	9	8	7	6	5	4	3	2	1	NR	Total
Local	0.000	6.385	5.568	13.511	2.984	16.978	10.563	9.003	5.339	4.404	0.000	74.735
Primary	0.000	4.341	16.109	11.906	4.391	10.215	0.472	1.000	0.008	0.000	0.000	48.442
Miles	0.000	10.726	21.677	25.417	7.375	27.193	11.035	10.003	5.347	4.404	0.000	123.177

	10	9	8	7	6	5	4	3	2	1	NR	
Local	0.000	6.385	5.568	13.511	2.984	16.978	10.563	9.003	5.339	4.404	0.000	74.735
	10	≥9	≥8	≥7	≥6	≥5	≥4	≥3	≥2	≥1		
Actual	0%	9%	7%	18%	4%	23%	14%	12%	7%	6%	0%	
Cumm.	0%	9%	16%	34%	38%	61%	75%	87%	94%	100%	100%	
					Good	Fair	Poor					
					16%	45%	39%					

	10	9	8	7	6	5	4	3	2	1	NR	
Primary	0.000	4.341	16.109	11.906	4.391	10.215	0.472	1.000	0.008	0.000	0.000	48.442
	10	≥9	≥8	≥7	≥6	≥5	≥4	≥3	≥2	≥1		
Actual	0%	9%	33%	25%	9%	21%	1%	2%	0%	0%	0%	
Cumm.	0%	9%	42%	67%	76%	97%	98%	100%	100%	100%	100%	
					Good	Fair	Poor					
					42%	55%	3%					

	10	9	8	7	6	5	4	3	2	1	NR	
Total	0.000	10.726	21.677	25.417	7.375	27.193	11.035	10.003	5.347	4.404	0.000	123.177
	10	≥9	≥8	≥7	≥6	≥5	≥4	≥3	≥2	≥1		
Actual	0%	9%	18%	21%	6%	22%	9%	8%	4%	4%	0%	
Cumm.	0%	9%	26%	47%	53%	75%	84%	92%	96%	100%	100%	
					Good	Fair	Poor					
					26%	49%	25%					

*Good (PASER rating ≥8), Fair (PASER rating = 7, 6, 5) & Poor (PASER rating ≤4)

POLICE PROTECTION AGREEMENT

This Agreement is made this ___ day of _____, 2019, by and between the County of Kalamazoo, hereinafter designated "County"; the Sheriff of Kalamazoo County, Michigan, hereinafter designated "Sheriff"; and the Charter Township of Comstock, Kalamazoo County, Michigan, hereinafter designated "Township."

WITNESSETH:

WHEREAS, Act 246 of the Public Acts of 1945, as amended (MCL 41.181), authorizes a township, by resolution, to appropriate funds and call upon the Sheriff of the County to provide special police protection for the township, including enforcement of local township ordinances; and

WHEREAS, Act 33 of the Public Acts of 1951, as amended (MCL 41.801), further authorizes a township to appropriate funds for police protection, motor vehicles and equipment and, in general, to establish a police department for police protection within the township; and

WHEREAS, Act 35 of the Public Acts of 1951 (MCL 124.1) authorizes municipal corporations to join in the performance of any service which each could perform separately; and

WHEREAS, The Township accordingly desires to enter into an Agreement with the Sheriff and the County for additional police protection within the Township.

NOW, THEREFORE, in consideration of the promises, covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. The Township, under the authority of the aforementioned Public Acts, hereby calls upon the Sheriff to furnish additional special police protection within the Township for the enforcement of state and local laws and ordinances of the Township, subject to the terms and conditions hereinafter contained. Within the limitations of available personnel, the Sheriff hereby covenants and agrees to furnish such additional police protection under such terms and conditions.

2. For the time period of January 1, 2020 through December 31, 2020, the County and the Sheriff agree to provide the equivalent of four (4) full-time Uniform Services Section Deputies, with appropriate experience, to service the Township with additional special police protection and to provide the necessary hours for overtime in relation to the routine duties of those officers. In addition, the County and Sheriff agree to provide necessary associated personnel, equipment and services, and other various indirect and associated costs in support of the above.

3. For the performance of the above-described services, the Township agrees to pay the County pursuant to the Township Contracting Rate Schedule 2020 that is attached as Exhibit 1 and incorporated by reference in this Agreement. The amount due will be calculated based upon the per deputy cost to the Township. Payment will be made in quarterly installments. A reduction in the Township's payment under this Agreement will be

required whenever a patrol officer is absent from their scheduled shift during the month without suitable replacement except when the absence results from one or more of the following reasons: court appearance/duty, vacation, personal leave, funeral leave for the required days and duty related administrative leave, or sick leave of five (5) days or less.

4. Reporting: The Sheriff/County will provide Crime Watch or similar reporting data to the Citizens of the Township through an internet address. The Sheriff will continue to provide reports for the Township through the Sheriff's Liaison or Command Officer assigned to the Township. The reports will reflect the call volume, clearance rates, and type of calls monitored. The reporting will show trends and tracking related to the Township. The reports described in this Paragraph may include, but will not be limited to, an Annual Report; Township Monthly Statistical Reports; Township Year-to-Date Statistical Reports; UCR/Clearance Reports (Clearance will mean the resolving of a crime); and Crime Watch Internet Reports.

5. If the Township intends to extend this Agreement it will notify the County and the Sheriff in writing on or before September 1, 2020, and submit a request describing the police services desired. As soon as practicable after receiving the Township's request, the County and the Sheriff will provide the Township with a written statement of the costs for such services. The parties will work in good faith to enter into a new Agreement for the subsequent year(s).

6. These police officer(s) will work principally within the boundaries of the Township and will not be employed by the Sheriff outside of said boundaries, except in case of general public emergencies, riots or civil disturbances, or general inter-municipal cooperation in a search and apprehension in a general inter-municipal cooperative law enforcement effort. The Sheriff's radio dispatcher will be made aware of the stipulations of this paragraph.

7. The normal Sheriff's police protection will be continued within the Township and will not be reduced as a result of this Agreement or as a result of additional police service provided hereunder. Patrol officers assigned to the Township under this Agreement will enforce Township ordinances as well as State law and County ordinances. The officers will not be utilized by the Township for functions or duties other than those related to law enforcement or police protection.

8. All patrol officers will be deputy sheriffs and directly accountable to the Sheriff.

9. The County will provide insurance for the motor vehicle(s) used in the performance of the services described in this Agreement, as well as the liability and workers' compensation insurance coverage for any personnel assigned to duty in the Township. "Insurance", insofar as vehicles and personnel are concerned, means the coverage provided by the County as of the effective date of this Agreement. If such coverage is discontinued for any reason, the County will notify the Township immediately.

10. In carrying out the terms of this Agreement, the parties will adhere to all applicable Federal, State and local laws, regulations and policies prohibiting discrimination. The parties, as

required by law and/or policies of either the County or the Township will not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation or beliefs. Breach of this covenant will be regarded as a material breach of this Agreement.

11. It is expressly understood and agreed by the parties hereto that the requirements of this Agreement will not be construed as in any way affecting the collective bargaining agreement covering the personnel assigned to the Township under this Agreement including, but not limited to, the adding of provisions thereto or subtracting provisions therefrom.

12. No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder will operate as a waiver thereof nor will a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

13. Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

14. This Agreement is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties hereto.

15. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof will have any validity or bind any of the parties hereto and any prior agreements will be null and void.

16. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision will be null and void, and any such invalidity or unenforceability will not affect the validity or enforceability of the remainder of this Agreement. It will be considered to be deleted and the remainder of this Agreement will not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement will be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

17. This Agreement will be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes will be in Michigan Courts whose jurisdiction and venue will be established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal

court the venue for such action will be the Federal Judicial District of Michigan, Western District, Southern Division.

18. Notwithstanding any provisions herein, this Agreement will continue until one of the parties hereto delivers a written notice to all other parties of this Agreement of their intent to terminate this Agreement; 90 days after delivery of such written notice, this Agreement will end and be null and void thereafter. This Agreement may also be terminated pursuant to the provisions of Paragraph 5 hereof if the Township or the County indicates their unwillingness to continue the Agreement for another calendar year. In the event of early termination, any amount paid or due on the monthly installment(s) will be prorated on a daily basis to the effective date of the termination.

19. The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have executed this Agreement the day and date first above written.

COUNTY OF KALAMAZOO

_____
Julie M. Rogers, Chairperson
Kalamazoo County Board of Commissioners

_____
Timothy A. Snow
County Clerk/Register

TOWNSHIP OF COMSTOCK

_____
Randy Thompson, Supervisor

KALAMAZOO COUNTY SHERIFF

_____
Richard Fuller, Sheriff

APPROVED AS TO FORM
FOR COUNTY OF KALAMAZOO
COHL, STOKER & TOSKEY, P.C.

By: /s/ Mattis D. Nordfjord 11.8.19

n:\client\kalamazoo\sheriff\agreements\comstock\k-zoo sheriff and comstock twshp agreement 2020.doc

Township Contracting Rate Schedule
2020

Base Cost Per Position

This base amount remains unchanged from previous year. Will be billed quarterly instead of monthly.

	Quarterly Rate
Officer equipment	$ 408.50
Additional direct costs (fuel, training, maint.)	$ 1,048.75
Equipped car*	$ -
Clerical costs	$ -
Supervisory costs	$ -
Indirect cost (ins., departmental, admin.)	$ -
Total Base Cost Per Position	**$ 1,457.25**

If an additonal car is required, the Township will be required to pay a one-time charge of $16,720.

Rate Schedule Per Position - Per Collective Bargaining Agreement eff 1/1/2018

The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Deputy Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
NF19 - A Step	$ 21.08	$ 2.11	$ 12.52	$ 35.71
NF19 - B Step	$ 22.35	$ 2.24	$ 13.28	$ 37.87
NF19 - C Step	$ 23.60	$ 2.36	$ 14.02	$ 39.98
NF19 - D Step	$ 24.88	$ 2.49	$ 14.78	$ 42.15
NF19 - E Step	$ 26.15	$ 2.62	$ 15.54	$ 44.31
NF19 - F Step	$ 27.41	$ 2.74	$ 16.28	$ 46.43
NF19 - G Step	$ 28.67	$ 2.87	$ 17.03	$ 48.57
NF19 - H Step	$ 29.94	$ 2.99	$ 17.78	$ 50.71
F19 - A Step	$ 23.42	$ 2.34	$ 13.91	$ 39.67
F19 - B Step	$ 24.83	$ 2.48	$ 14.75	$ 42.06
F19 - C Step	$ 26.22	$ 2.62	$ 15.57	$ 44.41
F19 - D Step	$ 27.64	$ 2.76	$ 16.42	$ 46.82
F19 - E Step	$ 29.05	$ 2.91	$ 17.26	$ 49.22
F19 - F Step	$ 30.45	$ 3.05	$ 18.09	$ 51.59
F19 - G Step	$ 31.86	$ 3.19	$ 18.93	$ 53.98
F19 - H Step	$ 33.27	$ 3.33	$ 19.76	$ 56.36

POLICE PROTECTION AGREEMENT-TOWNSHIP CONTRATING RATE SCHEDULE FOR 2020

(CONTINUED)

Township Contracting Rate Schedule
2020

Rate Schedule Per Position - Per Collective Bargaining Agreement eff 1/1/2018

The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Sergeant Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
NF22 - A Step	$ 24.28	$ 2.43	$ 14.42	$ 41.13
NF22 - B Step	$ 25.77	$ 2.58	$ 15.31	$ 43.66
NF22 - C Step	$ 27.26	$ 2.73	$ 16.19	$ 46.18
NF22 - D Step	$ 28.77	$ 2.88	$ 17.09	$ 48.74
NF22 - E Step	$ 30.26	$ 3.03	$ 17.98	$ 51.27
NF22 - F Step	$ 31.76	$ 3.18	$ 18.87	$ 53.81
NF22 - G Step	$ 33.25	$ 3.33	$ 19.75	$ 56.33
NF22 - H Step	$ 34.74	$ 3.47	$ 20.63	$ 58.84
F22 - A Step	$ 26.98	$ 2.70	$ 16.03	$ 45.71
F22 - B Step	$ 28.63	$ 2.86	$ 17.00	$ 48.49
F22 - C Step	$ 30.29	$ 3.03	$ 17.99	$ 51.31
F22 - D Step	$ 31.97	$ 3.20	$ 18.99	$ 54.16
F22 - E Step	$ 33.62	$ 3.36	$ 19.97	$ 56.95
F22 - F Step	$ 35.29	$ 3.53	$ 20.96	$ 59.78
F22 - G Step	$ 36.94	$ 3.69	$ 21.94	$ 62.57
F22 - H Step	$ 38.60	$ 3.86	$ 22.93	$ 65.39

Lieutenant Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
NC02 -A Step	$ 39.53	$ -	$ 21.35	$ 60.88
C02 -A Step	$ 43.92	$ -	$ 23.72	$ 67.64

APPENDIX E

Comstock Charter Township
2020-2025 Capital Improvement Program

Adopted by Township Board on 10.21.2019

COMSTOCK CHARTER TOWNSHIP 2020 - 2025 CAPITAL IMPROVEMENT PROGRAM

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A. CIP Project Summary of Scores
B. Capital Improvement Program Policy Group Assumptions
C. List of Township Assets and Their Condition July 2019
D. Sanitary Sewer Asset Management Plan
E. 2018 -2022 IT Planning / Replacement Time Table
F. Project Score Sheet & Project Application Form

ACKNOWLEDGEMENT

Charter Township of Comstock Board of Trustees
Randy Thompson, Township Supervisor
Michelle Mohney, Township Clerk
Bret Padgett, Township Treasurer
Jerry Amos, Trustee
Chris Daniels, Trustee
Terry McIver, Trustee
Bob Pratt, Trustee

Charter Township of Comstock Planning Commission
David Burgess, Chair
Jennifer Jones-Newton, Vice Chair
Allan Faust, Secretary
Bob Pratt, Township Board Liaison
Randy Beister
Sandra Katje
Ron Sportel

Others Contributing to this CIP
Scott Hess, Township Superintendent
Dr. Linda Law, Comstock Parks and Recreation Commission Chair
Jodi Stefforia, Planning & Zoning Administrator
Vanessa Street, Parks Director

Preparation and Adoption of the 2020-2025 CIP

Preparing the 2020-2025 CIP followed the process as described within and was adopted by the Comstock Township Planning Commission, following a public hearing, on October 10, 2019 and by the Comstock Township Board on October 21, 2019.

INTRODUCTION

A Capital Improvements Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements to maintain, preserve and protect Comstock Township's existing infrastructure system and to provide for the acquisition of scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the Township Board and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical and economic wellbeing of the community. The process is a necessary step in an organized effort to strengthen the quality of public facilities and services, provide a framework for the realization of community goals and objectives and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Comstock Township residents and stakeholders on how the Township plans to address significant capital needs over the next six years. The CIP provides visual representation of the Township's needs including maps that detail the timing, sequences, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include the following:

- Optimize use of revenues
- Focus attention on community goals, needs and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the Planning Commission, Township Board and administration.

Plans and policies include the following:

- Vision 2025 Master Plan
- Comstock Center Place Plan for Redevelopment and Prosperity
- Downtown Development and Tax Increment Financing Plan
- Parks and Recreation Strategic Plan 2015-2019
- Comstock Township Strategic Vision 2014
- Goals and Objectives of the Township Board
- Administrative policies

This plan is the prioritized 6-year investment in public structures and improvements, as recommended by the Comstock CIP Committee and the Planning Commission to the Township Board, and has been developed under the guidelines and provisions of the plans and policies of the Township. The Comstock Library is funded by a designated millage not through the General Fund of Township; as the library's CIP has not been updated for two years, it is not included in this Township CIP. Future water and sanitary sewer projects are not included as they are either not funded in the same manner as the projects in this plan and/or are still being identified. Similarly, the Fire Department is separately funded and in the process of preparing a CIP that is not ready for inclusion in this document. As the specific roads scheduled for work varies each year, the Road Commission of Kalamazoo County 10 year plan for local roads is not included in this CIP but was included in the 2018-2023 CIP.

MISSION STATEMENT

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP should be to implement the master plan and other adopted plans of the Township to assist the community's financial planning.

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions or timeline. A new year of programing is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies and developing debt strategy.

CIP AND THE BUDGET PROCESS

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital projects portion of the annual budget. Approval of the CIP does not mean that the Township Board grants final approval of all projects contained within the plan. Rather, by approving the CIP, the Township Board acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget as resources allow.

Comstock Township should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents as there should be in a strategic planning environment. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees and interest income.

Capital Improvements Plan Policy Group

This group reviews the policy, develops the project rating and weighting criteria, rates and weights project applications, reviews funding options and presents the recommendation to the Administrative Group.

Township Superintendent
Planning & Zoning Administrator
Parks Director
Park Board Chair
Township Supervisor
Township Treasurer
Township Board representative (in 2019, Terry McIver)
Planning Commission representative (in 2019, Randy Beister)

Administrative Group

This group clarifies any issues, finalizes the ratings and brings the CIP draft forward to the Planning Commission and presents the CIP at the public hearing.

Township Superintendent
Planning & Zoning Administrator

Planning Commission

The Planning Commission, through its representative, works with the policy group during the plan development, reviews the group's recommendation, receives public input, conducts public hearings, adopts the plan, and requests the Township Board to consider incorporating funding for the first year projects into the budget plan.

Township Board

As the governing body, the Township Board adopts the CIP and is encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

Residents

Township residents are encouraged to participate in plan development by attending the Planning Commission public hearings and the Township Board's budget workshops and public hearings. As always, communication is open between residents, the Township Board members, Planning Commissioners and staff.

WHAT ARE CAPITAL IMPROVEMENTS

As used in this CIP, a capital improvement project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, local roadways, cemetery, recreational facilities), an addition to or extension of such a facility, provided that the cost is $10,000 or more and that the improvements will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or a part of a building, its grounds, a facility, or equipment provided that the cost is $10,000 or more and will be coded to a capital asset account.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is $5,000 or more and will be coded to a capital asset account.

4. Any planning, feasibility, engineering or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is $10,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering or design study that costs $20,000 or more that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects.
6. Any acquisition of land for a public purpose that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects provided that the cost is $20,000 or more.

CAPITAL IMPROVEMENT PROGRAM FUNDING

Because the capital improvement projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the program. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the Township's road millage may only be used for local road projects. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in a capital improvements program.

Enterprise (reserve) funds

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for sewer mains, for example, could result in a surcharge on the quarterly sewage bill. Enterprise fund dollars can only be used on projects related to that particular enterprise fund, i.e., sewer system funds can only be used on sewer system projects.

Bonds

When Comstock Township sells bonds, purchasers are, in effect, lending the community money. The money is repaid with interest from taxes or fees over the years. The logic behind issuing bonds (or 'floating a bond issue') for capital projects is that the citizens that benefit from the capital improvements over a period of time should help the community pay for them. Comstock may issue bonds in two forms:

General Obligation (G.O.) bonds

Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the Township is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in Comstock's state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bond are authorized by a variety of state statutes.

Revenue bonds

Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O.

bonds, revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community back them. Revenue bonds are authorized by Public Act 94 of 1933, the Revenue Bond Act.

Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. In 2019, a Downtown Development Authority (DDA) was established. The DDA prepared and the Township Board adopted a Downtown Development and Tax Increment Financing. Beginning summer 2020, the DDA is able to capture tax increments in the Comstock Center area and use those funds as they grow over the years to undertake projects in the CIP and the Downtown Development and Tax Increment Financing Plan.

Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per $1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50% equalization ratio. Millages are voter-approved taxes that are specifically earmarked for a particular purpose. Comstock is also authorized to utilize millages under Public Act 206 of 1893, the General Property Tax Act.

In 2016, the Township enacted a road millage covering the entire township. The 2020 millage rate is 1.5 mills and will generate just over $800,000 for local roads to be used for resurfacing, repair, and maintenance.

The Comstock Library has a voter-approved millage. The millage is 1.4854 mills for operations and capital expenditures.

Special Assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include sanitary sewers and water mains.

In Comstock Township, the fire department operates with funds generated through township-wide special assessments. In 2019, the Fire Department special assessment for operations and maintenance is 3.5 mills and 0.75 mills for capital expenditures and improvements.

Federal and State Funds

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

Developer Contributions

There are occasions when capital improvements are required to serve new development. Where funding is not available for the community to construct the improvements, developers may agree to voluntarily contribute their share or install the facilities themselves so the development may go ahead.

Utility Bill Surcharge

The Township may impose a surcharge on the quarterly usage bill of the public water and/or sewer customers. In 2018, the Township Board voted to increase the surcharge on sewer usage bills from 3% to 25%. It is anticipated to raise approximately $220,000 in 2020 which funds will be targeted toward repairs to the existing sanitary sewer system as identified in the SAW Grant Wastewater Asset Management Plan summarized in Appendix D.

CAPITAL IMPROVEMENT PROGRAMMING

The Township will prepare and update a proposed schedule of capital projects and equipment to be built or purchased within a six year period. The CIP will list future projects in order of construction or acquisition priority and as can be achieved financially along with cost estimates.

Comstock's first year of scheduled projects will be referred to as the capital budget and include those projects scheduled to be funded in the upcoming year. These projects will be included in the Township's legally adopted budget, as determined by the Township Board based upon available resources and budgetary limitations.

BENEFITS OF THE CIP PROCESS

Here are a few of the benefits the Township may realize:

- *Focused attention on the community's goals, needs, and capabilities.* This will involve keeping projects in line with community objectives, anticipated growth and financial capabilities. This information will be obtained from the various adopted plans and polices referenced earlier.

- *Optimum Use of Taxpayer's Dollar.* Advanced planning and programming will help avoid costly mistakes. This program will also aid the Township Board in making sound annual budget decisions. The listing of anticipated projects may encourage the purchase of land well in advance of construction, at a lower present cost, rather than maybe a higher future cost.

- *More Efficient Government Administration.* Coordination of capital improvements programming by township, county and state agencies can reduce scheduling problems and conflicting or overlapping projects. For example, utilizing a CIP may avoid paving a street one year and tearing it up the next year to install sanitary sewer.

- *Improved Intergovernmental and Regional Cooperation.* It may be possible to share needed facilities between local units of government or between the municipality and a school district. Examples would be sewer pretreatment facilities or utilizing classroom space for recreation programs.

- *Maintaining a Sound and Stable Financial Program.* When ample time has been provided for planning, the most economical means of financing each project can be selected in advance. Keeping projects within the financial capacity of the community will help to preserve Comstock's credit rating and enhance the Township's attractiveness to business and industry.

- *Enhance Opportunities for Participation in Federal and State Grant Programs.* Most grant applications require the need for programs to be well documented, with a clear statement of goals and objectives. This documentation has already been developed in the CIP.

SCHEDULE PERIOD

As indicated above, a six year period is considered to be the most suitable. Two or three years is too short of a time frame for effective programming due to planning and financing of major facilities usually takes longer. Periods of seven years or more may schedule a project too far into the future to be of practical value.

ANNUAL UPDATE & PROCESS CHANGES

The CIP will be updated annually in order to fine-tune the capital budget to reflect changing economic conditions or Township needs. The CIP program will also be adjusted to reflect the need for additional projects and set different priorities, if necessary. Some of the CIP projects included in the 2019 Township Budget did not get accomplished as planned. In some instances the funds were needed for a different CIP project and in others, time did not allow for the project to be accomplished.

This is the third CIP to be prepared by the Township with the first being the 2018-2023 CIP. The Policy Group continues to learn from this process. The 2019 call for projects for the 2020-2025 CIP resulted in the addition of 20 new projects and the modification of previously identified projects for the various years, as anticipated. Previously shown as a 2022 project, the grant match for improvements to McLinden Nature Trails was withdrawn by the Parks and Recreation Department and is not included in this CIP.

The process followed for this CIP allowed for a presentation to the Policy Group on each new project that was submitted in the call for projects. This was valuable to the group members so that there was understanding of the projects before they were individually scored by each member. This time, the score sheets were changed with a separate score sheet and application form for proposed equipment CIP projects where previously all projects were scored following a single score sheet. This change simplified the process. The score sheets used by the Policy Group members can be found in Appendix F along the application forms.

ANNUAL REVIEW OF TOWNSHIP ASSETS

A list of assets owned by the Township, not including those of the Fire Department, and their condition was created in 2018 and is updated each year. A subcommittee of the Policy Group reviewed each asset owned by the Township and made observations as to the asset's condition: *Good, Fair, Poor* or in *Immediate need of attention, repair, removal and/or replacement*. Other observations were also provided for some of the assets. The spreadsheet identifying township assets and their condition as of July 2019 can be found in Appendix C.

ROADS

Primary roads are maintained and improved by the Road Commission of Kalamazoo County (RCKC) at their expense. Local roads in the Township are also maintained and improved by the RCKC but the cost is shared by the Township. Local Road Participation Funds (PAR) Funds are dedicated by the RCKC to be used in the Townships of Kalamazoo County based on the amount of road mileage. The PAR Funds must be matched locally, however, to be used. The Township has traditionally over matched the available funds. With the road millage, the Township is committing $800,000 in 2020 to the maintenance and improvement of local roads. Approximately seven miles of local roads can be addressed in a typical year with the millage. ** As of October 2019, the Township may not be able to levy the road millage in 2020 due to action by Kalamazoo County Commission; this decision may be appealed and effect both 2020 and future years of this CIP. **

Annual Local Road Improvements

Project Years: 2020 – 2025
Project Cost: $1,000,000 in 2020
Funding Source: Millage $800,000 (may be $0, see paragraph above)
PAR Funds $200,000

The RCKC has a 10 year CIP for Local Roads, however it is a fluid list. Annually, the Township works with the RCKC engineers to reviews the list which can result in modifications to the planned projects in any given year due to changing priorities, local road conditions and/or opportunities to coordinate local road work with other infrastructure projects. As a result, a specific list of planned road projects by year is not included in this CIP.

SANITARY SEWER MAINS

An Asset Management Plan (AMP) for all the sanitary sewers, force mains and pump stations within the Township was completed in 2018. It identifies those areas of the system that need maintenance presently or will need future maintenance. Any sanitary sewer work will be funded through water and sewer funds and not compete with other CIP projects. Appendix D contains a list of planned sanitary sewer work resulting from the Asset Management Plan through 2026.

Construction of new sanitary sewer mains will be triggered by development or done in response to a special assessment district petition. The cost of such extensions will be borne by the requesting party with possibly some Township participation. There are currently no plans for construction of new sewer mains in the Township.

WATER MAINS

Construction of new water mains will be triggered by development or done in response to a special assessment district petition. The cost of such extensions will be borne by the requesting party with possibly some Township participation. There are no identified plans for the extension of existing water mains in the Township as of the writing of this CIP. However, there is talk of looping water main from Gull Road to G Avenue if the property owners in the extension area successfully petition for a special assessment district to pay for and extend 26th Street. Any water main work will be funded through water and sewer funds and not compete with other CIP projects.

STATUS OF 2019 PROJECTS

Descriptions and status of the 9 projects submitted to the Township Board for inclusion in the 2019 Operating Budget are provided below.

Project Name: Merrill Park restroom building	CIP ID#: PR-10

Description: New restroom building adjacent to playground for safety and convenience to be built during the redevelopment of Merrill Park.

Status: Park redevelopment is underway as of this writing with completion in the fall.

Project Name: Robert Morris Park Pavilion Roofs	CIP ID#: PR-07

Description: Repair or replace the roofs on both pavilions at Robert Morris Park. If replace, new roofs will be metal rather than shingles for longer life as well as cohesive design with restroom building which has metal roof.

Status: Accomplished in 2018 with funds previously identified for Merrill Park as redevelopment of that park was postponed to 2019.

Project Name: Celery Street Park Playground	CIP ID#: PR-08

Description: Replace existing playground equipment with state of the art equipment that satisfies current safety standards. This includes changes to the ground cover under the playground. With new observation benches and trash cans.

Status: Accomplished in the spring; playground equipment was acquired with grant assistance at the end of the season in 2018. Observation benches and trash cans were not included with the playground work.

Project Name: Robert Morris Parking Lot and Driveway Paving	CIP ID#: PR-03

Description: Resurface park driveway from H Avenue to the parking lot and including the oldest section of the parking lot. Seal newer section of parking lot. This project was submitted for funding in 2018 but was not included in the operating budget adopted by the Township Board.

Status: Not undertaken. Funds budgeted for this project were applied to the Merrill Park redevelopment to allow for the construction of a new restroom building adjacent to the playground. It is proposed in this CIP for 2020.

Project Name: Comstock Center Land Acquisition 2019	CIP ID#: AD-06

Description: Continue setting aside (earmarking) $25,000 a year for future land acquisition in the Comstock Center Area as opportunities arise and as part of implementing the 2014 Strategic Vision, Vision 2025 Master Plan, the Comstock Center Place Plan for Redevelopment and Prosperity and the Downtown Development and Tax Increment Financing Plan.

Status: Funds have been earmarked. Combined with the funds set aside in 2018, the balance is $50,000.

Project Name: Phase 1 - Comstock Center Design Plan Implementation	CIP ID#: AD-03

Description: Phase 1 of implementing the Comstock Center Design Plan. May include 'low-hanging fruit' aesthetic projects such as street lights, banners, benches, sidewalk improvements, etc.

Status: Consultant was hired to assist in the formal adoption of a Downtown Development Authority including preparation of the Downtown Development and Tax Increment Financing Plan. As of this writing, $39,500 remains and may be spent by the Downtown Development Authority Board on streetscape items such as seasonal banners and brackets.

Project Name: Celery Street Park Basketball Court	CIP ID#: PR-09

Description: Replace the existing basketball court surface, hoop stands and hoops. Line the surface to replicate an authentic court by reducing dimensions to fit the court parameters.

Status: As of this writing, this project may yet get underway in 2019.

Project Name: Comstock Cemetery expansion	CIP ID#: AD-04

Description: Expand Comstock Cemetery to establish additional plots. This work will include tree and brush removal, grading and paving additional roadway.

Status: This project was not undertaken and is now proposed for 2021. Of the $80,000 budgeted for work at Comstock Cemetery, $20,000 was used for paving at Maple Grove Cemetery in 2019.

Project Name: Southwest Michigan Bikeway Signs Phase 1	CIP ID#: AD-05

Description: Install Southwest Michigan Bikeway signs along a TBD street(s) as part of region-wide implementation of Map 7 – Commuter Routes of the Kalamazoo Area Transportation Study Metropolitan Transportation Plan.

Status: This is no longer being pursued. The Road Commission of Kalamazoo County has begun installing Southwest Michigan Bikeway signs in Comstock Township and other townships as part of a multi-year plan.

2020 – 2025 PROJECT SUMMARIES

Descriptions of the 29 projects included in the 2020 -2025 CIP are provided below. Grouped by year funding is requested, the projects are listed in order of the score received by the Capital Improvements Plan Policy Group whose members individually rated each submitted project. Only the projects identified for undertaking in 2020 are recommended to the Township Board for inclusion in the 2020 General Fund Budget. There are two projects proposing funds be set aside (earmarked) over the life of the CIP for land acquisition. If approved by the Township Board, these funds will have to be tracked so that they are available in the future when the acquisition is proposed.

Project Name: Merrill Park building repairs	**CIP ID#: PR-10**
Timeline for completion: 2020	**Cost: $35,000**

Description: Existing building at Merrill Park needs a new roof, painting/siding and the renovation or demolition of the attached former restroom building. Storage space is needed. The improvements to this building are needed for functional as well as aesthetic reasons given the redevelopment of Merrill Park and the expansion of the Comstock Firefighters' Memorial within the park.

Project Name: Robert Morris Parking Lot and Driveway Paving	**CIP ID#: PR-03**
Timeline for completion: 2020	**Cost: $100,000**

Description: Resurface park driveway from H Avenue to the parking lot and including the oldest section of the parking lot. Seal newer section of parking lot. This project was submitted for funding in 2018 but was not included in the operating budget adopted by the Township Board. It was also submitted in 2019 and included, however, funds budgeted for this project were applied to the Merrill Park redevelopment to allow for the construction of a new restroom building.

Project Name: Comstock Center Land Acquisition 2020	**CIP ID#: AD-07**
Timeline for completion: 2020	**Cost: $25,000**

Description: Continue setting aside (earmarking) money for future land acquisition in the Comstock Center Area as opportunities arise and as part of implementing the 2014 Strategic Vision, Vision 2025 Master Plan, Comstock Center Place Plan for Redevelopment and Prosperity and the Downtown Development and Tax Increment Financing Plan. This is the third year that this set aside is proposed; a balance of $50,000 has been earmarked already.

Project Name: Phase 2 - Comstock Center Design Plan Implementation	**CIP ID#: AD-08**
Timeline for completion: 2020	**Cost: $50,000**

Description: Phase 2 of implementing the Comstock Center Design Plan for Prosperity and Redevelopment and the Downtown Development and Tax Increment Financing Plan. Similar to phase one, easier-to-accomplish aesthetic projects such as street lights, benches, flowers, sidewalk improvements, etc., may be undertaken as selected by the Downtown Development Authority Board.

Project Name: Celery Street Park Basketball Court	CIP ID#: PR-09
Timeline for completion: 2020	Cost: $30,000

Description: Replace the existing basketball court surface, hoop stands and hoops. Line the surface to replicate an authentic court by reducing dimensions to fit the court parameters. This project was included in the 2019 operating budget but not accomplished as of September 2019 when this CIP was written.

Project Name: Parks Department building site 2020	CIP ID#: PR-13
Timeline for completion: 2020	Cost: $25,000

Description: Begin setting aside (earmarking) money for future land acquisition for a new Parks Department building for administration/management, programming and maintenance staff as well as for storage of supplies and equipment.

Project Name: Merrill Park parking lot resurface	CIP ID#: PR-21
Timeline for completion: 2021	Cost: $100,000

Description: Replace the parking lot at Merrill Park as it is in poor condition. The improvements to the park completed in 2019 along with the Fire Fighters Memorial will result in additional traffic and wear and tear on the pavement.

Project Name: Tree removal and plantings throughout the parks	CIP ID#: PR-22
Timeline for completion: 2021	Cost: 25,000

Description: Implement environmental stewardship in the parks by replacing trees lost to disease, age or storms to provide for storm water management, shade and natural beauty. Loss of trees over the last 10+ years has resulted in washouts causing erosion of unpaved areas compromising the paved areas.

Project Name: Phase 3 - Comstock Center Design Plan Implementation	CIP ID#: AD-10
Timeline for completion: 2021	Cost: $50,000

Description: Phase 3 of implementing the Comstock Center Design Plan as described in CIP ID# AD-08.

Project Name: Comstock Center Land Acquisition 2021	CIP ID#: AD-09
Timeline for completion: 2021	Cost: $25,000

Description: Continue setting aside money for future land acquisition in the Comstock Center Area as described in CIP ID# AD-07.

Project Name: Ford Explorer	**CIP ID#: AD-11**
Timeline for completion: 2021	**Cost: $30,000**

Description: Acquire a new vehicle, a Ford Explorer, to replace the 2006 Chevy Trail Blazer for Ordinance Officer and general travel by Township staff.

Project Name: Fishing Pier – Robert Morris Park	**CIP ID#: PR-23**
Timeline for completion: 2021	**Cost: $135,00**

Description: Build ADA compliant facility including 40 feet of boardwalk over wetlands and 50 feet of fishing pier. The DEQ permit for the project expires on 2/27/2024. This project addresses the loss of shoreline fishing areas due to control measures directed at correcting the geese problems given their impact on E. coli levels in Campbell Lake. This project also adds a needed accessible recreation feature for Comstock Parks.

Project Name: Comstock Cemetery expansion	**CIP ID#: AD-04**
Timeline for completion: 2021	**Cost: $80,000**

Description: Expand Comstock Cemetery to establish additional plots. This work will include tree and brush removal, grading and paving additional roadway and a new access to Neal Avenue. This work will be designed to allow for future shared drive to Neal Avenue with Neal Avenue Park.

Project Name: Park Vehicle	CIP ID#: PR-15
Timeline for completion: 2021	Cost: $22,000

Description: Acquire a new vehicle for the Parks Department to add a second vehicle for the department with three full-time employees to cut down on use of personal vehicle use for Comstock Parks business.

Project Name: Parks Department building site 2021	CIP ID#: PR-14
Timeline for completion: 2021	Cost: $25,000

Description: Continue setting aside money for future land acquisition for a new Parks Department building as described in CIP ID# PR-13.

Project Name: Merrill Park Phase 2 – launch and river's edge work	CIP ID#: PR-20
Timeline for completion: 2022	Cost: $100,000

Description: Replace the crumbling rip-wrap to restore the shoreline and address safety concerns. A $300,000 grant from the MNRTF will be sought with a $100,000 local match. The grant application will be presented as Phase 2 of the previously awarded $300,000 grant for the 2019 redevelopment of Merrill Park.

Project Name: Wenke Ballfield MNRTF Grant Match	CIP ID#: PR-04
Timeline for completion: 2022	Cost: $100,000

Description: Twenty-five percent match for an anticipated $300,000 grant application in 2021 with award and expenditure of $400,000 in 2022 for field lights and pole replacement, an additional field, parking lot paving and lighting, restroom refurbishment and a new storage building. This project will be coordinated with Kalamazoo County, the park owner.

Project Name: Comstock Center Land Acquisition 2022	CIP ID#: AD-13
Timeline for completion: 2022	Cost: $25,000

Description: Continue setting aside money for future land acquisition in the Comstock Center Area as described in CIP ID# AD-07.

Project Name: Neal Avenue Park	CIP ID#: PR-12
Timeline for completion: 2022	Cost: $200,000

Description: Coordinate design with Comstock Cemetery expansion, proposed for 2021, to establish a new park within and serving the Shields Plat. In addition to providing a park to a largely underserved area of the Township, this new park will allow for the removal of noncompliant and unsafe play equipment at Cooper Park.

Project Name: Township Hall land acquisition	**CIP ID#: AD-12**
Timeline for completion: 2022	**Cost: $200,000**

Description: Acquire a parcel of land for a future Township Hall to be constructed.

Project Name: Parks Department building site 2022	**CIP ID#: PR-16**
Timeline for completion: 2022	**Cost: $25,000**

Description: Continue setting aside money for future land acquisition for a new Parks Department building as described in CIP ID# PR-13.

Project Name: Comstock Center Land Acquisition 2023	**CIP ID#: AD-14**
Timeline for completion: 2023	**Cost: $25,000**

Description: Continue setting aside money for future land acquisition in the Comstock Center Area as described in CIP ID# AD-07.

Project Name: Parks Department building site 2023	**CIP ID#: PR-17**
Timeline for completion: 2023	**Cost: $25,000**

Description: Continue setting aside money for future land acquisition for a new Parks Department building as described in CIP ID# PR-13.

Project Name: Comstock Center Land Acquisition 2024	**CIP ID#: AD-15**
Timeline for completion: 2024	**Cost: $25,000**

Description: Continue setting aside money for future land acquisition in the Comstock Center Area as described in CIP ID# AD-07.

Project Name: Parks Department building site 2024	**CIP ID#: PR-18**
Timeline for completion: 2024	**Cost: $25,000**

Description: Continue setting aside money for future land acquisition for a new Parks Department building as described in CIP ID# PR-13.

Project Name: Comstock Center Land Acquisition 2025	**CIP ID#: AD-16**
Timeline for completion: 2025	**Cost: $25,000**

Description: Continue setting aside money for future land acquisition in the Comstock Center Area as described in CIP ID# AD-07.

Project Name: Parks Department building site 2025	**CIP ID#: PR-19**
Timeline for completion: 2025	**Cost: $25,000**

Description: Continue setting aside money for future land acquisition for a new Parks Department building as described in CIP ID# PR-13.

PROJECTS WITH NO YEAR IDENTIFIED IN THE CIP

The below projects were submitted and reviewed by the committee without a year identified as to when the project will be accomplished. The first project listed – Merrill Park Phase 2 – received the highest score of all the projects submitted for consideration in the 2020 – 2025 CIP and repaving the parking lot, a separate project, received a score in the top-three. The projects below can be considered illustrative in the sense that no year is identified, however, as grant and other funding opportunities present, any of the below projects can be brought forward.

Project Name: Connector Bike Path	**CIP ID#: PR-06**
Timeline for completion: TBD	**Cost: TBD**

Description: Provide a walking/bike path to connect Kalamazoo River Valley Trail with the Gull Road walking/bike path along one or both of these routes: 26th Street and Sprinkle Road.

Project Name: Pave North and South Wenke Parks parking lots	**CIP ID#: PR-23**
Timeline for completion: TBD	**Cost: TBD**

Description: Pave the existing gravel parking lots. The lots have a lot of traffic from the KRVT and other park users. The driveways were previously paved by MDOT; Township incurs the expense of grading the parking lots each year.

APPENDIX

A. 2020 – 2025 CIP Projects – Listed by Year and Average Score

B. Capital Improvement Program Policy Group Assumptions (updated April, 2019)

C. List of Township Assets and Their Condition July 2019

D. Sanitary Sewer Asset Management Plan

E. 2018 -2022 IT Planning / Replacement Time Table

F. Project Application Form & Project Score Sheet

APPENDIX A

2020- 2025 CAPITAL IMPROVEMENT PLAN

SUMMARY OF SCORES

2020 - 2025 CIP Projects - Listed by Year and Average Score

	Project	Project Cost	Average Score	Year Requested	Year in Previous CIP	Year in this CIP	Notes
PR-11	Merrilll Park building repairs	$35,000	65.8	2020	n/a	2020	
PR-03	Robert Morris Park - paving	$100,000	60.5	2019	2019	2020	
AD-07	Comstock Center Land Acquisition '20	$25,000	56.3	2020	2020	2020	
AD-08	Phase 2 - Town Center Implement	$50,000	55.7	2020	2020	2020	into DDA budget?
PR-09	Celery Street Park basketball court	$30,000	55.3	2019	2019	2020	may be accomplished in 2019
PR-12	Parks Department Building site '20	$25,000	44.4	2020	n/a	2020	
PR-21	Merrill Park parking lot resurface	$100,000	61.0	2021	n/a	2021	
PR-22	Tree removal and plantings in the parks	$25,000	57.9	2021	n/a	2021	
AD-10	Phase 3 - Town Center Implement	$50,000	56.9	2021	2021	2021	
AD-09	Comstock Center Land Acquisition '21	$25,000	56.3	2021	2021	2021	
AD-11	Ford Explorer	$30,000	56.0	2020	n/a	2021	
PR-23	Fishing Pier - Robert Morris Park	$135,000	53.0	2021	n/a	2021	permit expires in Feb 2024
AD-04	Comstock Cemetery	$80,000	48.9	2019	2019	2021	drive will be shared with future Neal Avenue Park
PR-15	Park Vehicle	$22,000	46.8	2020		2021	
PR-14	Parks Department Building site '21	$25,000	44.4	2021	n/a	2021	
PR-20	Merrill Park Phase 2 - launch & rivers edge work	$100,000	73.3	2022	n/a	2022	with MNRTF grant
PR-04	Wenke Ballfield Grant Match	$100,000	63.6	2021	2021	2022	
AD-13	Comstock Center Land Acquisition '22	$25,000	56.3	2022	n/a	2022	
PR-13	Neal Avenue Park (Shields Plat)	$200,000	55.1	tbd	n/a	2022	share access to Neal Ave with Comstock Cemetery
AD-12	Land Acquisition - Township Hall	$200,000	47.5	2022	n/a	2022	
PR-16	Parks Department Building site '22	$25,000	44.4	2022	n/a	2022	
AD-14	Comstock Center Land Acquisition '23	$25,000	56.3	2023	n/a	2023	
PR-17	Parks Department Building site '23	$25,000	44.4	2023	n/a	2023	
AD-15	Comstock Center Land Acquisition '24	$25,000	56.3	2024	n/a	2024	
PR-18	Parks Department Building site '24	$25,000	44.4	2024	n/a	2024	
AD-16	Comstock Center Land Acquisition '25	$25,000	56.3	2025	n/a	2025	
PR-19	Parks Department Building site '25	$25,000	44.4	2025	n/a	2025	
	Park Projects with No Year Identified						
PR-06	Connector bike path	tbd	48.3	tbd	n/a	n/a	
PR-23	N and S Wenke Parks pave parking lots	$15,000	47.1	tbd	n/a	n/a	

APPENDIX B

CAPITAL IMPROVEMENT PROGRAM

POLICY GROUP ASSUMPTIONS

APRIL 2019

Randy Thompson, Supervisor
Michelle Mohney, Clerk
Bret Padgett, Treasurer

Jerry Amos, Trustee
Chris Daniels, Trustee
Terry McIver, Trustee
Bob Pratt, Trustee

CAPITAL IMPROVEMENT PROGRAM
POLICY GROUP ASSUMPTIONS
Updated April 2019

- 'CIP ID #' is just a number assigned by department/applicant for identification purposes and does not reflect department priority as projects may be moved around as the budgeting process dictates and/or allows. Example: BG-01 is a Buildings and Grounds CIP project but not necessarily the top priority where project BG-07 may be funded a year or more ahead of BG-01 in the 6 year CIP.
- 'Priority Community-wide', Section 1G of the Project Application Form, means identified through a public process ranging from public comment received at a board meeting to frequent comments made by park patrons to the responses received through a public input survey.
- 'Nonrecurring expenditure' in the *What are Capital Improvements* section of the CIP document means an expense that is highly unlikely to occur more than once in the lifetime of the CIP.
- 'Nonrecurring rehabilitation' means a rehabilitation not expected to be repeated in the lifetime of the CIP (i.e., not a regular maintenance expense).
- The CIP will be updated annually beginning with a call for projects late-winter/early-spring with associated deadlines from the Township Superintendent.
- If a lower scored project is funded before a higher project it will only be due to an emergency (health, safety, welfare concern).
- A Project Status Sheet will be completed annually for every project listed in the CIP for funding in the previous year beginning with the 2019-2024 which will have a status sheet for each 2018 project.
- While helpful and needed, the inventory of Township equipment and capital assets resulting from this process is not the same as the CIP.
- An Illustrative list of projects identified as 7 – 10 years beyond the lifetime of the CIP may be included in the Appendix.
- $5,000 will be the minimum cost (versus $10,000) for purchase or replacement of major equipment to be included in the CIP.
- Equipment and Capital assets will be inspected/evaluated annually by the Township Superintendent and Maintenance Supervisor.

6138 King Highway, P. O. Box 449, Comstock, Michigan 49041-0449
Phone 269-381-2360 · FAX 269-381-4328

- The CIP Policy Committee will meet quarterly for purpose of updates to the current year projects as well as the following year's projects. The first meeting of the year will coincide with the annual call for projects in late winter/early spring.
- Section 3 of the Project Application Form, Equipment, applies to any CIP project that involves the purchase of equipment, not just maintenance equipment.
- Each member of the Policy Group will individually score and then rank the project applications.
- The Policy Group will be made up of the Township Supervisor, Township Treasurer, Parks Director or Park Board Chair, a Township Board representative, a Planning Commission representative, Township Superintendent and the Planning & Zoning Administrator.
- The Managerial Group will compile the scores of the Policy Group members on the Needs Assessment Forms and consists of the Township Superintendent and Planning & Zoning Administrator.
- The Managerial Group will clarify any issues, finalize the ratings and bring the CIP to the CIP Policy Group and then the Planning Commission to present it at the public hearing. (Modified April 2019)
- Any project funded one year but not *started* will have to compete again against other project applications in the next round/next CIP preparation. (Added 2018)
- It is okay to move up or move around projects identified in the CIP to/from a later year within budgeted dollars as a swap for a project that will not get underway – ex. Funds for Comstock Cemetery work in 2018 operating budget will be spent on Maple Grove cemetery instead. (Added 2018)
- Projects involving water or sewer mains will not compete with other general fund projects as they have a separate pot of money. But they will be included in the CIP so that document is comprehensive. (Added 2018)
- A presentation by the applicant to the CIP Policy Committee will be made for each application submitted following the annual call for projects for the next CIP and before the projects are scored. (Added April 2019)

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APPENDIX C

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION

JULY 2019

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - JULY 2019

Condition and Maintenance Needs					
	Good (10+ Yrs)	Fair (5-10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
TOWNSHIP OFFICE & LIBRARY					
6130 King Hwy (Library)					constructed 1984
6138 King Hwy (Twp. Hall)					
Building: January, 1967. Remodel 1973. Addition 1981.					Paint & caulking where welded address & twp ltrs painted. Bldg trim painted in 2013 ($9,500)
Boiler		X			
Flooring		X			2015 New Carpet, flooring inc. stairwell=$33120. Foor repair $2633
Sign(s)	X				
Roof	X				Repaired over employee entrance 2013. Reroofed Twp Hall portion of Bldg in 2015 ($34,600)
Parking Lot		X			Sealed and striped 9/2018
Fencing (Wood/bet upper & lower level parking lots)	X				
COMPACTOR/TRANSFER STATION					
6604 E Main-Compactor/Transf Station Office		X			need one more recycling bin
Driveway		X			
Parking/Entrance/Exit		X			
Concrete Slabs for Bins	X				
Maintenance Building (+ Former Oil Collection Shed)			X		Bldg needs Paint. Roof leak on oil collection shed building.
MAINTENANCE GARAGE-5242 Azo Ct					
Office/Storage	X				Roof condition unknown. Need address on entrance sign
Parking Lot		X			
PARKS & RECREATION					
Celery Street-6294 Wright St					
Fencing		X			
Basketball Court	X				New in 2019
Playground Equipment	X				New in 2019
Cooper Park-450 N 26TH ST					
Parking Area		X			
Playground Equipment			X		
Historical monument			X		Needs maintenance.
Dam (Middle Comstock Dam ID 137)		X			Dam evaluation done in 2015. Recommended Qrtrly monitoring
Fleetwood Park-9950 Shadowlane					
Concrete Walkway(s)			X		
Gazebo			X		
Playground Equipment & Fencing		X			Need more sand under swings
Green Meadow-5650 E CORK ST					
Bleachers & benches			X		Benches need to be painted. Bleachers no longer to code, paint as needed
Fencing		X			
Ball Diamonds	X				

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - JULY 2019

Condition and Maintenance Needs					
	Good (10+ Yrs)	Fair (5-10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
Parking lot		X			needs to be re-graded
Merrill Park-5845 Comstock Ave					
Playground Equipment	X				New 2019
Pavilions	X				New 2019
Memorial		X			
Parking Lot			X		
Fencing	X				New fencing installed along east and south 2015
Firefighter Memorial-5817 Comstock Ave	X				Additional items added in 2019.
Storage/Restrooms-5817 Comstock Ave					New restroom in 2019. Storage building and office remains
Neal Street-5900 Neal Ave					
Ball Diamonds			X		
Fencing			X		
North Wenke-King Hwy					
Parking Area; gravel			X		Paint Posts
Peer Park-58 N 26TH ST					
Historical monument		X			Clean brass plate
Benches	X				
River Villa-6500 KING HWY					
Jan Schau Flower Walk-6450 KING HWY					
River Villa Preserve-6550 KING HWY					
River Oaks (Leased Property)-9400 E Michigan					
Dugouts (4)	X				
Concession Stand-Bathrooms			X		Needs attention. Roof appears in poor condition.
Contents in Concession Bldg	X				
Bleachers				X	Being replaced in 2019.
Field Lighting			X		
Playground Equipment		X			
Fencing		X			
Shelter/Pavilion		X			
Ball Diamonds	X				
Property in general			X		Oak tree in sitting area in trouble

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - JULY 2019

	Condition and Maintenance Needs				
	Good (10+ Yrs)	Fair (5-10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
Robert Morris Park-8415 E H Ave					
Restrooms/Concession Buildling	X				Roof poor condition
Office/Restrooms (Lower Garage)			X		Roof poor condition
Storage Building (Upper Garage)			X		Roof questionable, fascia in rough shape.
Parking Lot	X				New 2019
Parking Lot Lighting		X			
Pavilion #1-East			X		
Pavilion #2-West			X		
Playground/Playstructure		X			
Fencing		X			
Badmitton/Volleyball Ct		X			
Emergency Call Box	X				
Ticket Booth			X		
South Wenke-King Hwy					
Gravel Parking Area		X			Paint Posts
Fencing			X		
Lighthouse	X				
CEMETERIES					
Comstock-5900 ORAN AVE					
Storage		X			Needs to be painted
Fencing		X			
Maple Grove-5240 AZO CT					
Roadway-New Section		X			New road pending.
Roadway-Old Section		X			
8x8 Storage Building			X		Very Poor shape, should be replaced. Historic?
Fencing			X		ok
VEHICLES					
Chevy SUV/Blazer (White-Ordinance Office)			X		
Ford F-150 4x4 (White-Parks & Recreation)		X			
Ford Explorer (White-Floater)		X			
Chevy Silverado 2500 (White-Maintenance)	X				
Chevy Silverado 2500 PU (White-Maintenance)			X		
Integrity 16' Trailer		X			

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - JULY 2019

	Condition and Maintenance Needs				
	Good (10+ Yrs)	Fair (5-10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
MAINTENANCE EQUIPMENT					
Western Plow	X				new 2018
Western Plow		X			
Western Plow		X			
Gator T5		X			
Gator T5		X			
2013 Skag 61" Turf Mower		X			
2016 Skag 61" Turf Mower		X			
Exmark Zero turn Mower			X		
Integrity 16' Utility Trailer		X			
PUMP STATIONS (SEE SAW GRANT MAINTENANCE SCHEDULE)					
1200 S 35th St (LS #13)			X		Old -scheduled for rebuild in 2020
Sprinkle Rd (LS #14)		X			Needs Paint
Hunters Pond (LS #29)		X			ok
Proctor St (LS #43)		X			ok
Francis Ct (LS #41)		X			Needs paint
Kersten Ct (LS #3)		X			box that encloses wires on rear of station is broken off the mounting
King Highway (LS #42)		X			Needs paint
King Highway (LS #6)		X			Needs paint
28th St-Meadowood Estates (LS #12)		X			ok
2107 N 26th St (LS #57)		X			ok

APPENDIX D

SANITARY SEWER ASSET MANAGEMENT PLAN

Comstock Township PN# 2130282
AMP - Cost 24-Oct-17

Year	Sanitary Sewer CIP Expenses	Forcemain CIP Expenses	Pump Stations CIP Expenses	Total Amount CIP Expenses
2017	$0	$0	$0	$0
2018	$61,659	$0	$0	$61,659
2019	$111,323	$0	$0	$111,323
2020	$506,196	$0	$0	$506,196
2021	$66,570	$0	$0	$66,570
2022	$175,549	$0	$0	$175,549
2023	$224,106	$0	$0	$224,106
2024	$1,125,712	$0	$0	$1,125,712
2025	$194,495	$0	$0	$194,495
2026	$260,530	$0	$0	$260,530
2027	$0	$781,454	$0	$781,454
2028	$0	$0	$287,061	$287,061
2029	$1,841,252	$0	$253,453	$2,094,706
2030	$184,416	$0	$0	$184,416
2031	$48,412	$0	$0	$48,412
2032	$477,938	$0	$0	$477,938
2033	$376,022	$161,500	$317,436	$854,958
2034	$1,597,485	$0	$65,392	$1,662,877
2035	$0	$0	$2,731,446	$2,731,446
2036	$0	$211,522	$753,365	$964,887
2037	$0	$0	$0	$0
2038	$0	$0	$0	$0
2039	$0	$0	$133,569	$133,569
2040	$0	$0	$0	$0

Sanitary sewer expenses includes pump stations

Implementation Timeline

Planned Year [1]	ID	Project Title	Total Est. Cost [2]
2018	1	E ML Ave (Sanitary Point Repair - Infiltration)	$30,000
2018	2	Bell's Brewery (Sanitary Point Repair - Infiltration)	$18,000
2018	3	26th Street Lift Station	$2,750
2018	4	Francis Street Lift Station	$500
2018	5	Roto Rooter Lift Station	$8,000
2018	6	Sprinkle Road Lift Station	$1,200
2019	7	East Michigan (Sanitary Point Repair – External Utility)	$31,000
2019	8	Bert's Bakery (Sanitary Point Repair – External Utility)	$13,000
2019	9	East Michigan Ave (Sanitary Point Repair)	$13,000
2019	10	Hunter's Pond Lift Station	$50,000
2020	11	Gull Road and G Avenue (Sanitary Point)	$20,000
2020	12	Comstock Village Lane (Sanitary Point Repair)	$11,000
2020	13	35th Street Lift Station	$446,000
2021	14	Azuba Avenue (Sanitary Point Repair)	$31,000
2021	15	Sprinkle Road (Sanitary Point Repair)	$13,000
2021	16	Kersten Court Lift Station	$17,500
2022	17	E H Avenue (Sanitary Point Repair)	$37,000
2022	18	Kersten Court (Sanitary Point Repair)	$13,000
2022	19	Menards (Sanitary Point Repair)	$17,000
2022	20	King Highway Lift Station	$100,000
2023	21	River Street (Sanitary Point Repair)	$38,000
2023	22	Gull Road (Sanitary Point Repair)	$23,000
2023	23	Proctor Lift Station	$140,000
2024	24	NW Area Lining	$980,000
2025	25	Lining Project	$166,000
2026	26	ML Area Lining	$218,000

Notes:
[1] Unplanned repairs may necessitate adjustments in priority.
[2] All costs estimated in 2017 dollars.

APPENDIX E

2018 – 2022

IT PLANNING / REPLACEMENT TIME TABLE

HI-TECH
INTEGRATED TECHNOLOGIES

839 Lenox Ave.
Portage, MI USA 49024-5420
www.hitechint.com

p: 800.968.1155
f: 269.323.7956

Charter Township of Comstock

System Replacement Time Table

Name	Model	OS	Disk % used	Purchase Date	End of Warranty	Budget Year
CTDW7-AHARP	HP Compaq 8200 Elite SFF PC	Windows 10 Pro (64-bit)	12%	03/01/12	03/25/15	2018
CTDW7-ANIEUWEN	HP Compaq Elite 8300 SFF	Windows 10 Pro (64-bit)	14%	10/24/12	11/17/15	2018
CTDW7-DAN	HP Compaq Elite 8300 SFF	Windows 10 Pro (64-bit)	24%	10/25/12	11/18/15	2018
CTDW7-GAYLE	HP Compaq Elite 8300 SFF	Windows 10 Pro (64-bit)	23%	10/25/12	11/18/15	2018
CTDW7-MARIA	HP Compaq Elite 8300 SFF	Windows 10 Pro (64-bit)	30%	10/25/12	11/18/15	2018
CTDW7-WINKIE	HP Compaq 8200 Elite SFF PC	Windows 10 Pro (64-bit)	11%	03/01/12	03/25/15	2018
CTDC	VMware	Windows Server 2012 (64-bit)	46%	04/16/13	05/20/16	2018
CTFSBSA	VMware	Windows Server 2012 (64-bit)	57%	04/16/13	05/20/16	2018
CTMAIL	VMware	Windows Server 2012 (64-bit)	53%	04/16/13	05/20/16	2018
CTDW7-ANNA	HP EliteDesk 800 G1 SFF	Windows 10 Pro (64-bit)	42%	12/21/13	01/14/17	2019
CTDW7-BRET	HP EliteDesk 800 G1 SFF	Windows 10 Pro (64-bit)	9%	12/21/13	01/14/17	2019
CTDW7-SARA	HP EliteDesk 800 G1 SFF	Windows 10 Pro (64-bit)	9%	12/21/13	01/14/17	2019
CTDW7-CHARRELL	HP Z230 SFF Workstation	Windows 10 Pro (64-bit)	13%	10/01/15	11/07/18	2020
CTDW7-DESK2	HP ProDesk 400 G1 SFF	Windows 10 Pro (64-bit)	15%	03/27/15	04/20/18	2020
CTDWX-SHESS	HP EliteDesk 800 G2 SFF	Windows 10 Pro (64-bit)	9%	09/29/16	10/23/19	2021
CTDWX-ZONING	HP Z240 Tower Workstation	Windows 10 Pro (64-bit)	10%	06/10/16	07/17/19	2021

HI-TECH
INTEGRATED TECHNOLOGIES

839 Lenox Ave.
Portage, MI USA 49024-5420
www.hitechint.com

p: 800.968.1155
f: 269.323.7956

Charter Township of Comstock

5 Year IT Planning

Budget Year 2018

- Purchase new Dell R730 server
- Move current virtual servers to new Dell hardware
- Repurpose existing HP server as backup storage
- Install new VM of Server 2016 Standard; enable Essentials Experience
- Create secure remote access for files, RemoteApp, Remote Desktop access
- Install Server 2016 Connect utility on all workstations
- Retire CTDC Server VM
- Configure update management and image backup
- Replace 6 workstations that are over 5 years old
- Change Internet access from Spectrum to CTS fiber
- Setup/configure CTS cloud backup
- Rename workstations on network
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2019

- Upgrade Server operating systems on existing BS&A Server VM
- Replace 3 workstations that are over 5 years old
- Transition to Office 365 from on-site Exchange Server
- Upgrade Office software on all workstations
- Develop Office 365 technologies – social media
- Transition to Defender Security on workstations after Viper subscription lapse
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2020

- Replace 2 workstations that are over 5 years old
- Replace HP server with newer on-site storage solution
- Transition to VoIP phone system after Telnet subscription lapse
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2021

- Replace 2 workstations that are over 5 years old
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2022

- Upgrade server operating systems to current versions
- Test cloud and on-site backup systems for disaster recovery

APPENDIX F

PROJECT SCORE SHEETS

&

PROJECT APPLICATION FORMS

Equipment Score Sheet

2020-2025 CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM				
Equipment:	Total Score: _____			
Department:				
Rater Name:	Score Range	Rater Score	Weight	Total Points
1. Contributes to health, safety and welfare				
Eliminates a known hazard	5		3	
Eliminates a potential hazard	4			
Materially contributes	3			
Minimally contributes	2			
No Impact	1			
2. Needed to comply with local, state or federal law				
Yes	5		3	
No	0			
3. Remediates an existing or projected deficiency				
Complete remedy problem	5		3	
Partially remedy problem	3			
No	0			
4. Will project upgrade facilities?				
Rehabilitates/upgrades	5		3	
Replace existing	3			
New (other than replace)	1			
N/A	0			
5. Reduces future costs (repair)				
Materially contributes	5		3	
Minimally contributes	3			
No impact	1			
6. Department priority				
High	5		2	
Medium	3			
Low	1			
7. Protects Natural Resources				
Yes (new or continued protection)	5		2	
No	1			
8. Contributes to long-term needs of community				
More than 30 years	5		1	
21 - 30 years	4			
11 - 20 years	3			
4 - 10 years	2			
3 years or less	1			
9. Other: (Discretionary)				
	5		1	

Non-Equipment Score Sheet

2020-2025 CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM				
Project Name:	**Total Score:** _____			
Department:				
Rater Name:	Score Range	Rater Score	Weight	Total Points
1. Contributes to health, safety and welfare				
Eliminates a known hazard	5		3	
Eliminates a potential hazard	4			
Materially contributes	3			
Minimally contributes	2			
No Impact	1			
2. Project needed to comply with local, state or federal law				
Yes	5		3	
No	0			
3. Project conforms to adopted program, policy or plan				
Project is consistent with adopted township policy or plan	5		3	
Project is consistent with administrative policy	3			
No policy/plan in place	0			
4. Project remediates an existing or projected deficiency				
Complete remedy problem	5		2	
Partially remedy problem	3			
No	0			
5. Will project upgrade facilities?				
Rehabilitates/upgrades	5		2	
Replace existing	3			
New (other than replace)	1			
N/A	0			
6. Protects Natural Resources				
Yes (new or continued protection)	5		2	
No	1			
7. Reduces future costs (repair)				
Materially contributes	5		2	
Minimally contributes	3			
No impact	1			
8. Contributes to long-term needs of community				
More than 30 years	5		1	
21 - 30 years	4			
11 - 20 years	3			
4 - 10 years	2			
3 years or less	1			
9. Department priority				
High	5		1	
Medium	3			
Low	1			
10. Project delivers level of service desired by community as identified by a public input process				
High	5		1	
Medium	3			
Low	1			
11. Other: (Discretionary)				
	5		1	

Section 1A

Equipment: _____ Department: _____

Prepared by: _____ Date prepared: _____

Amount requested:* _____ CIP ID#: _____

* $5,000 minimum cost for inclusion in CIP.

Section 1B

Equipment need description: Please describe the need for the equipment to be purchased:

Section 1C

Coordination: Please identify if this equipment purchase is dependent upon one or more other CIP projects and please describe the relationship:

Section 1D

Priority: low, medium, high

Priority within department: _____ Priority community-wide: _____

Section 2A

Form of acquisition: Please check one of the following:

☐ Purchase

☐ Rental/lease

Number of units requested: _____

Estimated service life (years): _____

Section 2B
Basis of cost estimate: Please check one of the following?

- ☐ Cost of comparable equipment
- ☐ Cost estimates from supplier/retailer/wholesaler
  Number of quotes received: _____
- ☐ Ball park 'guestimate'

Section 3A
Purpose of expenditure: Please check appropriate box(es)

- ☐ Scheduled replacement
- ☐ Replace worn-out equipment
- ☐ Expanded service life
- ☐ Increased safety
- ☐ Present equipment obsolete
- ☐ Reduce personnel time
- ☐ New operation
- ☐ Improved service to the community, procedures, etc.
- ☐ Other: _____

Section 3B
Replaced items(s): Attach a separate sheet if necessary

ITEM	MAKE	AGE	PRIOR YEAR'S MAINTENANCE	PRIOR YEAR'S RENTAL COST
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$

Project application form

Non-Equipment

Section 1A

Project title: _____ Department: _____

Prepared by: _____ Date prepared: _____

CIP ID#: _____ Anticipated start date: _____

Section 1B

Project description: Provide a brief (1-2) paragraph description of the project:

Section 1C

Planning context: Is the project part of an adopted program, policy or plan?

☐ NO

☐ YES (must identify): _____

Must list the adopted program or policy, and how this project directly or indirectly meets these objectives:

Section 1D

Planning context: Is the community legally obligated to perform this service?

☐ NO

☐ YES

If Yes, please describe the community's legal obligation:

Section 1E

Project timeline: Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning:

Section 1F
Coordination: Please identify if this project is dependent upon one or more other CIP projects and please describe the relationship:

Section 1G
Project priority: low, medium, high
Priority within department: _____ Priority community-wide: _____

Section 2A
Prior approval: Is this project included in the 2019 adopted or prior year's budget? Has this project been approved by any board, commission or governing body?

☐ YES Please check all appropriate box(es)

- ☐ Governing Body
- ☐ Planning Commission
- ☐ _____ budget

☐ NO

Section 2B
Total estimated cost: in _____ dollars: $ _____
List all funding options available for this project:

Recommended funding option(s) to be used? (i.e.: operating revenues, fund balance, bond issue, etc.)

Section 2C
Basis of cost estimate: Please check one of the following?

☐ Cost of comparable facility/equipment
☐ Cost estimate from engineer/architect
☐ Rule of thumb indicator/unit cost
☐ Preliminary estimate
☐ Ball park "guesstimate"

APPENDIX F

Comstock Charter Township
Wastewater Capital Improvement Plan
2017 Edition
(Full Copy)

NOTE: The Sewer Cash Flow Analysis chart provided in this Edition has changed. The Township Board, at the April 2, 2018 meeting, approved to increase the surcharge for sewer customers from 3% to 25% to help pay for targeted repairs. This surcharge appears on the quarterly sewer bills to residents and is collected on behalf of the Township by the City of Kalamazoo.

Contents

Introduction

Part One: Capital Improvements

- Overview Map
- Project List
- Project Summaries

Part Two: Financial Strategy

- Implementation Timeline
- Sewer Fund Forecast

Part Three: Detailed Cost Estimates

Introduction

Charter Township of Comstock's public infrastructure includes drinking water supply and delivery systems (managed by the City of Kalamazoo), wastewater collection and treatment systems, storm drainage systems (managed by Road Commission of Kalamazoo), and public streets (managed by Road Commission of Kalamazoo). These systems are aging and certain parts need to be repaired or replaced to keep up with deterioration over time.

Waiting until something breaks to make emergency repairs is expensive. A more proactive approach can minimize life cycle costs using the following steps:

- Evaluate the condition and capacity of assets to determine the needs.
- Implement a maintenance program for the small needs.
- Implement a Capital Improvement Plan for the big needs.
- Develop financial strategies to fund all planned work before needs become emergencies.

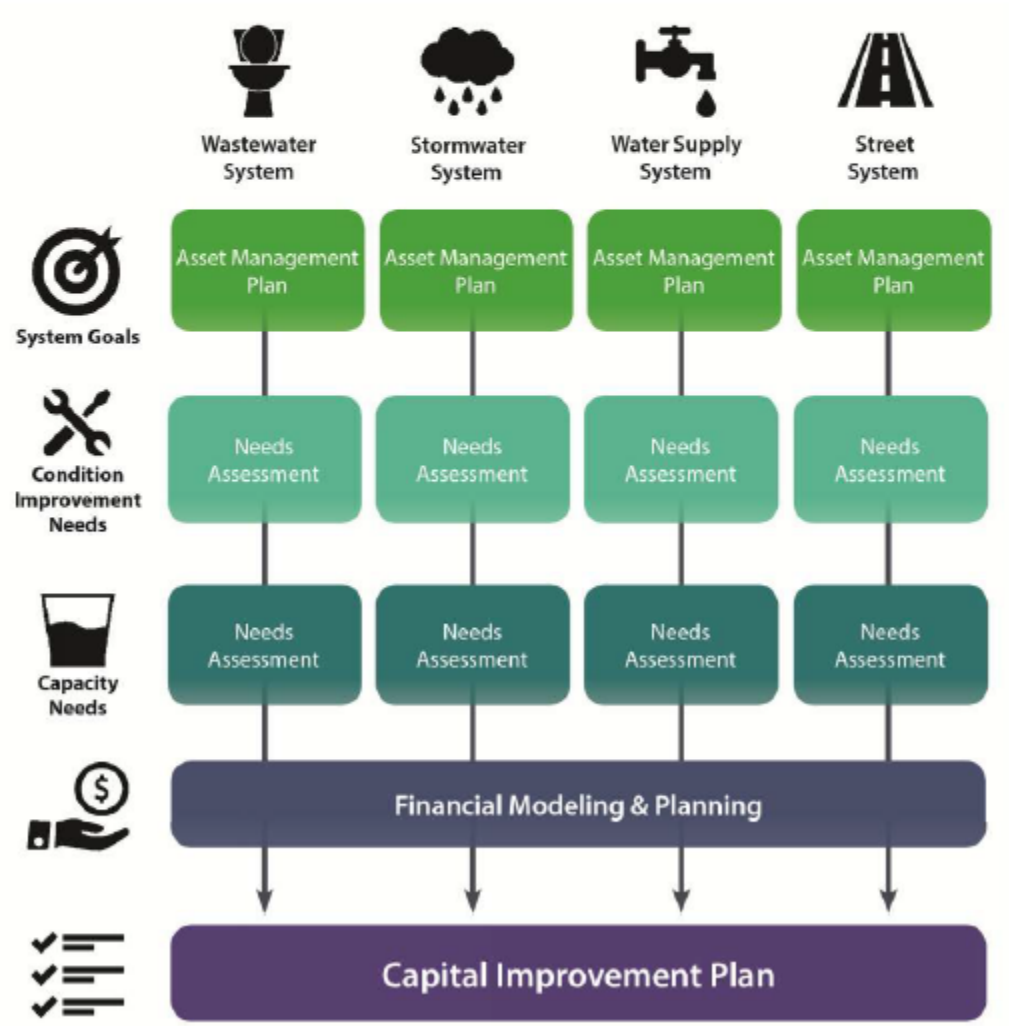
Charter Township of Comstock is actively managing the needs of these systems. The needs have been evaluated and financial strategies have been considered. This Capital Improvement Plan presents the Village of Ravenna's infrastructure priorities that have been established within a 10-year planning period, a timeline for accomplishing the needed improvements, and a financial strategy to implement the plan.

Planning Framework

Asset management is programmatic way of managing the needs of the infrastructure. The asset management plan for each system guides the program and establishes goals for the system. By implementing the asset management program, the needs of each system are determined and prioritized. Each system has two kinds of needs: condition improvement needs and capacity needs.

Condition improvements may be needed to repair aging and deteriorated parts of the system. Condition assessments should be updated whenever new inspections have been made.

Capacity may be needed to ensure the infrastructure will meet the needs of the people using the system. Capacity studies should be updated whenever significant changes in population occur or when the system is altered in a way that changes the capacity of the system.



Current Needs Assessments

Charter Township of Comstock has completed the following needs assessments upon which this Capital Improvement plan has been developed:

System	Condition Improvement Needs Assessments	Capacity Improvement Needs Assessments
Wastewater System	Wastewater System Evaluation P&N Report: September, 2017 Smoke Testing Report P&N Report: May, 2016	
Stormwater System		
Water Supply System		
Street System	2015 PASER Ratings	No Current Traffic Studies (not typical for local streets)

Coordinating the Systems to Minimize Cost

When capital improvements are planned considering both kinds of needs across all infrastructure systems the potential for tearing up good streets to work on underground utilities can be reduced and overall cost can be minimized. This requires financial planning for all infrastructure systems together and a capital improvement plan that is coordinated across all infrastructure systems.

Ongoing Capital Improvement Planning

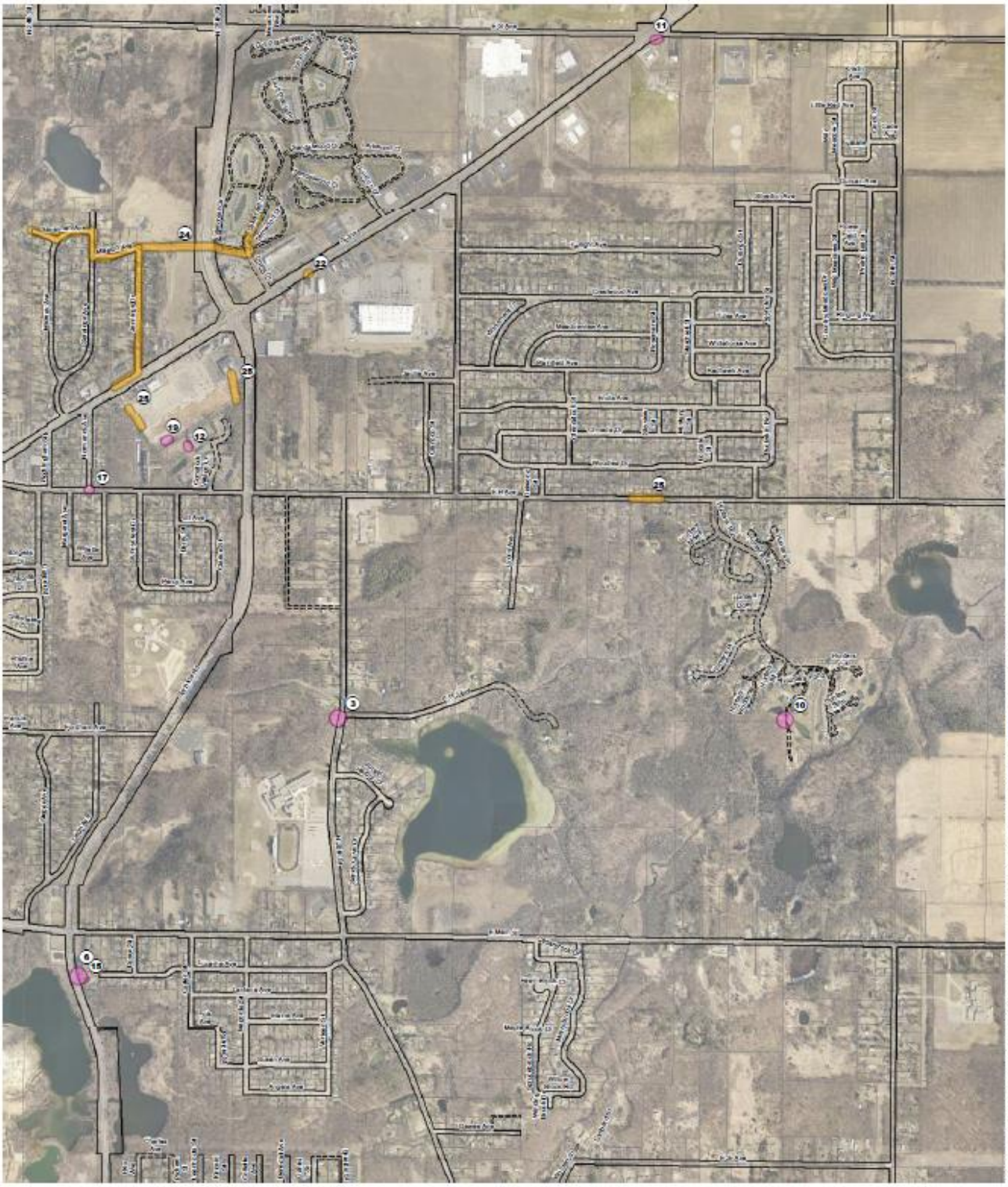
Capital improvement planning is an ongoing process. Plans are expected to change as new information becomes available and economic conditions change. While the various studies to determine the needs may be updated at differing times, this Capital Improvement Plan is intended to be updated annually to always reflect the current plan moving forward.

Part One: Capital Improvements

Overview Map

Project List

Project Summaries



0 1,500 3,000 Feet

LEGEND

Short Term Projects (2018 - 2022)

Long-Term Projects (2023 - 2027)

COMSTOCK TOWNSHIP
CAPITAL IMPROVEMENT PLAN

SANITARY NW PROJECTS

OCTOBER 2017

Prein&Newhof

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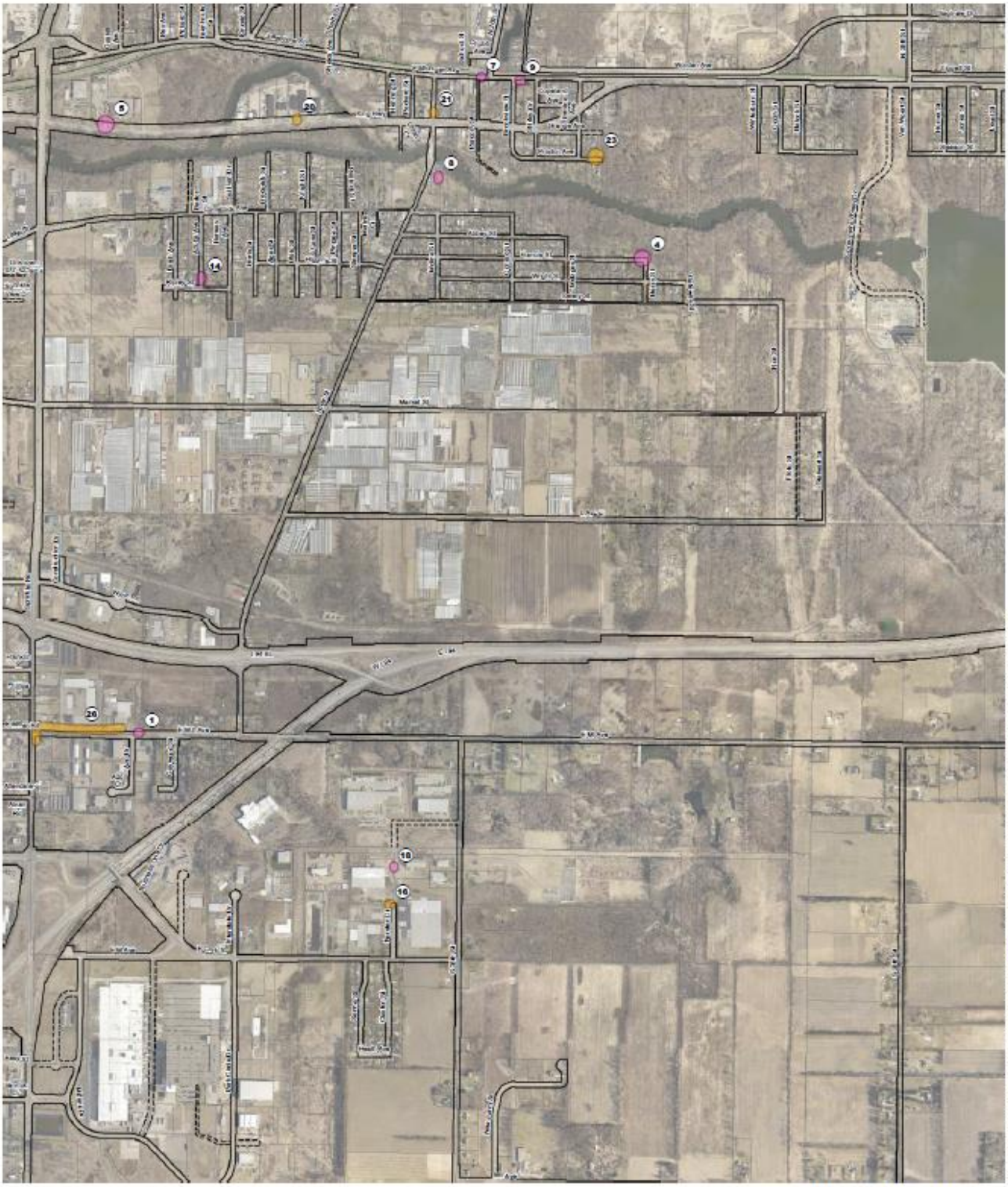
Page: 1 of 3



0 1,500 3,000 Feet

LEGEND

Short Term Projects (2018 - 2022)

Long-Term Projects (2023 - 2027)

COMSTOCK TOWNSHIP
CAPITAL IMPROVEMENT PLAN

SANITARY SW PROJECTS

OCTOBER 2017

Prein&Newhof

2130353

Page: 2 of 3

0 1,500 3,000 Feet

LEGEND

Short Term Projects (2018 - 2022)

Long-Term Projects (2023 - 2027)

COMSTOCK TOWNSHIP
CAPITAL IMPROVEMENT PLAN

SANITARY E PROJECTS

OCTOBER 2017

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Page: 3 of 3

CHARTER TOWNSHIP OF COMSTOCK
2017 CAPITAL IMPROVEMENT PLAN

PROJECT LIST

Project	Location	Scope	Purpose	Utility
1	E ML Ave	Point Repair	fix infiltration	Sanitary
2	Bell's Brewery	Point Repair	fix infiltration	Sanitary
3	26th Street Lift Station	Misc	O&M	Sanitary
4	Francis Street Lift Station	Misc	O&M	Sanitary
5	Roto Rooter Lift Station	Misc	O&M	Sanitary
6	Sprinkle Road Lift Station	Misc	O&M	Sanitary
7	East Michigan	Point Repair	remove utility	Sanitary
8	Bert's Bakery	Point Repair	remove utility	Sanitary
9	East Michigan	Point Repair	broken	Sanitary
10	Hunters Pond Lift Station	Misc	O&M	Sanitary
11	Gull Rd and G Ave	Point Repair	broken	Sanitary
12	Menards	Point Repair	broken	Sanitary
13	35th Street Lift Station	Misc	Structural, elecrictal, pumps and valves	Sanitary
14	Azuba	Point Repair	broken	Sanitary
15	Lucerne	Point Repair	broken	Sanitary
16	Kersten Court Lift Station	Misc	Structural	Sanitary
17	E H Ave	Point Repair	deformed	Sanitary
18	Kersten Ct	Point Repair	deformed	Sanitary
19	Menards	Point Repair	broken	Sanitary
20	King Highway Lift Station	Misc	Structural, elecrictal, pumps and valves	Sanitary
21	River St.	Point Repair	broken, deformed	Sanitary
22	Gull Rd	Point Repair	broken	Sanitary
23	Proctor Lift Station	Misc	Structural, controls, pumps and piping	Sanitary
24	NW Area lining	Lining	Corrosion	Sanitary
25	Lining Project	Lining	Corrosion	Sanitary
26	ML Area lining	Lining	Corrosion	Sanitary

Project Summary: E ML Ave (Sanitary Point Repair - Infiltration)

Project Number: 1

Project Description: Replace the sanitary sewer stub in ML Ave to prevent infiltration. Includes open cutting roadway to repair sanitary and necessary road patching.

Planned Year[1]: 2018

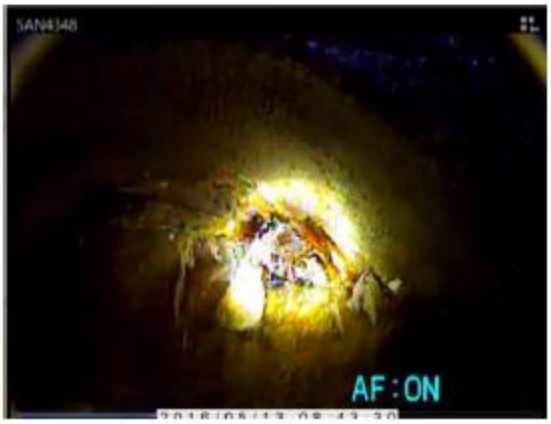
Anticipated Project Costs[2]:

Estimated Project Cost	**$30,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.



Project Summary: Bell's Brewery (Sanitary Point Repair - Infiltration)

Project Number: 2

Project Description: Excavate and repair the 18" sanitary sewer to the south of Bell's Brewery, where the sewer connects to the interceptor to prevent significant infiltration.

Planned Year[1]: 2018

Anticipated Project Costs[2]:

Total Project Cost	**$18,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: 26th Street Lift Station

Project Number: 3

Project Description: It is recommended that a surge protection device be installed on the electrical service at 26th Street Lift Station. A cable support should also be added to the valve chamber to move the sump pump cable away from the steps.

Planned Year[1]: 2018

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$2,750**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Francis Street Lift Station

Project Number: 4

Project Description: The wet well access hatch and pump guiderails at Francis Court Lift Station should be replaced. It is also recommended that the IS wiring be separated to comply with the NEC. The pumps and piping are operating past their expected useful lives and it is recommended that they be planned for replacement within the CIP timeframe.

Planned Year[1]: 2018

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$500**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Roto Rooter Lift Station

Project Number: 5

Project Description: It is recommended that Pump No. 1 at Roto Rooter Lift Station be repaired or replaced as necessary to return the station to its rated firm capacity.

Planned Year[1]: 2018

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$8,000**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Sprinkle Road Lift Station

Project Number: 6

Project Description: It is recommended that the non-XP junction boxes between the seal off and wet well at Sprinkle Road Lift Station be replaced with XP rated junction boxes to meet NEC.

Planned Year[1]: 2018

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$1,200**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: East Michigan (Sanitary Point Repair – External Utility)

Project Number: 7

Project Description: Excavate and remove the external utility line from the 10" sanitary sewer in East Michigan Ave. Requires coordination with utility company and open cutting roadway and road patching.

Planned Year[1]: 2019

Anticipated Project Costs[2]:

Total Project Cost	**$31,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Bert's Bakery (Sanitary Point Repair – External Utility)

Project Number: 8

Project Description: Excavate and repair the hole in the 8" sanitary sewer to the south of Bert's Bakery east of River Street cause by external utilities. Requires coordination with utility company and patching paved parking lot.

Planned Year[1]: 2019

Anticipated Project Costs[2]:

Total Project Cost	**$13,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: East Michigan Ave (Sanitary Point Repair)

Project Number: 9

Project Description: Excavate and repair the 8" sanitary sewer in East Michigan Ave ROW just east of Proctor Ave. Involves the replacement on concrete sidewalk above sanitary sewer.

Planned Year[1]: 2019

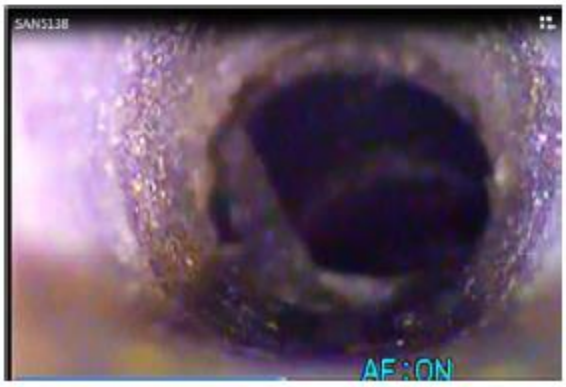
Anticipated Project Costs[2]:

Total Project Cost	**$13,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.



Project Summary: Hunter's Pond Lift Station

Project Number: 10

Project Description: It is recommended that the pumps at Hunter's Pond Lift Station be repaired or replaced as necessary to return the station to its rated firm capacity. The current average daily flows do not warrant the firm capacity pumping rate, but any flow less then firm capacity results in a force main velocity of less than 2 ft/s. Extended operation at a pumping rate less than

175 gpm will result in settled solids and more frequent force main maintenance cleanings will be required.

It is also recommended that the receptacle in the valve chamber be modified to meet the NEC requirements for the Class 1 Division 2 environment.

Planned Year[1]: 2019

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$54,250**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Gull Road and G Avenue (Sanitary Point)

Project Number: 11

Project Description: Excavate and repair two sections of broken 10" sanitary sewer at the corner of Gull Road and G Avenue.

Planned Year[1]: 2020

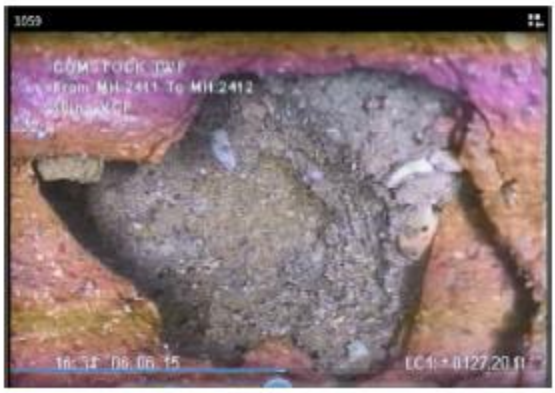
Anticipated Project Costs[2]:

Estimated Project Cost	**$20,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.



Project Summary: Comstock Village Lane (Sanitary Point Repair)

Project Number: 12

Project Description: Excavate and repair the broken 18" sanitary sewer behind the apartments on Comstock Village Lane.

Planned Year[1]: 2020

Anticipated Project Costs[2]:

Estimated Project Cost	**$11,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: 35th Street Lift Station

Project Number: 13

Project Description: The coating in the wet well at 35th Street Lift Station has failed in areas and there are signs of concrete corrosion. It is recommended that a hydrogen sulfide (H_2S) gas monitor be temporarily installed in the wet well to determine the extent of the corrosive gas. If H_2S is found to be prevalent, then it is recommended that the wet well coating be replaced.

The cracks in the building masonry should be addressed to prevent further damage. The building roof should be replaced and the façade repaired. A new louver should be installed to function with the existing dry well exhaust fan and control room exhaust fan in order to provide adequate supply air to allow the exhaust system to operate properly. The crack(s) in the air release structure should be repaired to eliminate infiltration and root intrusion.

It is recommended that the electrical distribution system be upgraded for the station. Improvements should include replacing the generator, adding surge protection, addressing wiring issues in the wireway, relocating the generator plug to outside the building, and consolidating distribution equipment inside the building.

The pumps, valves and piping are operating well past their expected useful lives and should be planned for replacement within the CIP timeframe.

Planned Year[1]: 2020

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$446,000**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Azuba Avenue (Sanitary Point Repair)

Project Number: 14

Project Description: Excavate and repair damaged sanitary sewer. Includes open cutting roadway to repair sanitary and necessary road patching.

Planned Year[1]: 2021

Anticipated Project Costs[2]:

Estimated Project Cost	**$31,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Sprinkle Road (Sanitary Point Repair)

Project Number: 15

Project Description: Excavate and repair 18" sanitary sewer with holes in pipe wall. The sanitary sewer is just east of Sprinkle Rd.

Planned Year[1]: 2021

Anticipated Project Costs[2]:

Estimated Project Cost	**$13,000**

See Appendix A for cost details

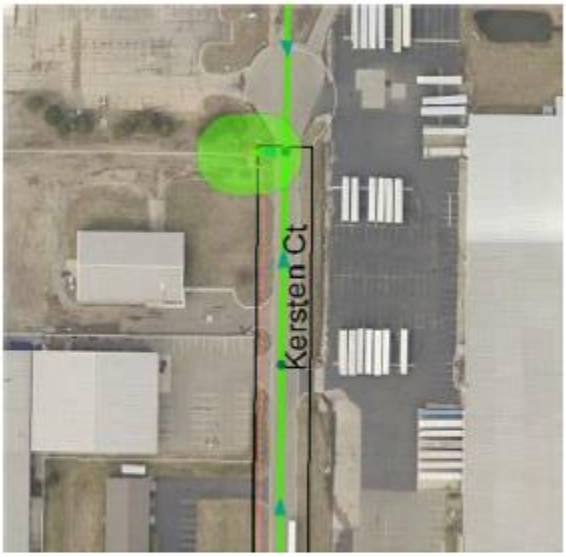
(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Kersten Court Lift Station

Project Number: 16

Project Description: The concrete slab surrounding the Kersten Court Lift Station should be replaced to eliminate trip hazards and the potential for inflow into the structures. The access hatches and pump guiderails should be replaced, and steps installed in the valve chamber at the same time as the concrete slab replacement. In addition, the infiltration leaking through the joint of the wet well structure should be stopped and a stainless steel cable support should be added to the wet well for the pump cables that are currently wrapped around the manhole steps. The operators are unsure where the excess flows to the station are coming from to cause the high water alarm to go off during heavy rains. This issue should continue to be investigated.



Planned Year[1]: 2021

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$17,500**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: E H Avenue (Sanitary Point Repair)

Project Number: 17

Project Description: Excavate and repair the deformed 8" sanitary sewer at service lead. Includes open cutting roadway to repair sanitary and necessary road patching.

Planned Year[1]: 2022

Anticipated Project Costs[2]:

Estimated Project Cost	**$37,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Kersten Court (Sanitary Point Repair)

Project Number: 18

Project Description: Excavate and repair the broken 10" sanitary sewer. Includes restoration of grass area.

Planned Year[1]: 2022

Anticipated Project Costs[2]:

Estimated Project Cost	**$13,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Menards (Sanitary Point Repair)

Project Number: 19

Project Description: Excavate and repair the broken 18" sanitary sewer at service lead. Includes open cutting parking area to repair sanitary and necessary road patching.

Planned Year[1]: 2022

Anticipated Project Costs[2]:

Estimated Project Cost	**$17,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: King Highway Lift Station

Project Number: 20

Project Description: The infiltration into the wet well and valve chamber at King Highway Lift Station should be addressed. The pump guiderails should be replaced and attached to the access hatch frame rather than the corroded steel framing the opening. The pumps, valves, and piping are operating past their expected useful lives and should be planned for replacement within the CIP timeframe. Based on the age of the control enclosure, components, electrical distribution devices, as well as IS wiring issues and lack of XP junction boxes for the cabling that comes from the wet well, it is recommended that electrical and controls at the station also be upgraded within the CIP timeframe.

Planned Year[1]: 2022

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$100,000**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: River Street (Sanitary Point Repair)

Project Number: 21

Project Description: Excavate and repair the deformed 8" sanitary sewer at service lead. Includes open cutting roadway to repair sanitary and necessary road patching.

Planned Year[1]: 2023

Anticipated Project Costs[2]:

Estimated Project Cost	**$38,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Gull Road (Sanitary Point Repair)

Project Number: 22

Project Description: Excavate and repair the broken 15" sanitary sewer at service lead. Includes open cutting roadway to repair sanitary and necessary road patching, as well as coordination with MDOT.

Planned Year[1]: 2023

Anticipated Project Costs[2]:

Estimated Project Cost	**$23,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Proctor Lift Station

Project Number: 23

Project Description: It is recommended that the access hatch and guiderail supports for the pumps at Proctor Lift Station be replaced. The grout patch at the pipe penetrations should be repaired. There are also minor cracks around the top of the valve chamber that should be repaired. A stainless steel cable support should be added to the wet well for the pump and float cables.

The pumps and piping are operating past their expected useful lives and it is recommended that they be planned for replacement within the CIP timeframe. Based on the age of the control enclosure, components, electrical distribution devices, as well as IS wiring issues and lack of XP junction boxes for the cabling that comes from the wet well, it is recommended that electrical and controls at the station be upgraded within the CIP timeframe.

Planned Year[1]: 2023

Anticipated Project Costs[2]:

Total Project Cost See Appendix A for cost details	**$140,000**

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: NW Area Lining

Project Number: 24

Project Description: 5,650 feet of Cured-In-Place Pipe (CIPP) liner to prevent further corrosion of 18" and 21" concrete pipe.

Planned Year[1]: 2024

Anticipated Project Costs[2]:

Estimated Project Cost	**$980,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: Lining Project

Project Number: 25

Project Description: 1,290 feet of Cured-In-Place Pipe (CIPP) liner at 4 separate locations across the township to prevent further corrosion of individual pipes. These include 35th Street Area (Pipe ID 2018), East "H" Avenue (Pipe ID 7309), south of Gull Road near Menards (Pipe ID 4569 and Pipe ID 5780)

Planned Year[1]: 2025

Anticipated Project Costs[2]:

Estimated Project Cost	**$166,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Project Summary: ML Area Lining

Project Number: 26

Project Description: 1,365 feet of Cured-In-Place Pipe (CIPP) liner to prevent further corrosion of 8", 18" and 24" concrete pipe.

Planned Year[1]: 2026

Anticipated Project Costs[2]:

Estimated Project Cost	**$218,000**

See Appendix A for cost details

(1) Planned Year is subject to change pending annual review of Township wide priorities and available funds.

(2) Project cost is estimated in 2017 dollars, with a 2% inflation rate applied annually until the project's planned year.

Part Two: Financial Strategy

Implementation Timeline

Sewer Fund Forecast

Implementation Timeline

Planned Year [1]	ID	Project Title	Total Est. Cost [2]
2018	1	E ML Ave (Sanitary Point Repair - Infiltration)	$30,000
2018	2	Bell's Brewery (Sanitary Point Repair - Infiltration)	$18,000
2018	3	26th Street Lift Station	$2,750
2018	4	Francis Street Lift Station	$500
2018	5	Roto Rooter Lift Station	$8,000
2018	6	Sprinkle Road Lift Station	$1,200
2019	7	East Michigan (Sanitary Point Repair – External Utility)	$31,000
2019	8	Bert's Bakery (Sanitary Point Repair – External Utility)	$13,000
2019	9	East Michigan Ave (Sanitary Point Repair)	$13,000
2019	10	Hunter's Pond Lift Station	$50,000
2020	11	Gull Road and G Avenue (Sanitary Point)	$20,000
2020	12	Comstock Village Lane (Sanitary Point Repair)	$11,000
2020	13	35th Street Lift Station	$446,000
2021	14	Azuba Avenue (Sanitary Point Repair)	$31,000
2021	15	Sprinkle Road (Sanitary Point Repair)	$13,000
2021	16	Kersten Court Lift Station	$17,500
2022	17	E H Avenue (Sanitary Point Repair)	$37,000
2022	18	Kersten Court (Sanitary Point Repair)	$13,000
2022	19	Menards (Sanitary Point Repair)	$17,000
2022	20	King Highway Lift Station	$100,000
2023	21	River Street (Sanitary Point Repair)	$38,000
2023	22	Gull Road (Sanitary Point Repair)	$23,000
2023	23	Proctor Lift Station	$140,000
2024	24	NW Area Lining	$980,000
2025	25	Lining Project	$166,000
2026	26	ML Area Lining	$218,000

Notes:
[1] Unplanned repairs may necessitate adjustments in priority.
[2] All costs estimated in 2017 dollars.

CHARTER TOWNSHIP OF COMSTOCK (MICHIGAN) SEWER & WATER IMPROVEMENT FUND

SEWER CASH FLOW ANALYSIS

		2017	2018	2019	2020	2021	2022	2023	2024
Assumptions									
Revenue billed per year through Kalamazoo		825,482	825,482	825,482	825,482	825,482	825,482	825,482	825,482
Kicker charged		3.00%	15.00%	16.50%	18.00%	19.50%	21.00%	22.50%	24.00%
Revenues									
Kicker revenue		$24,764	$123,822	$136,205	$148,587	$160,969	$173,351	$185,733	$198,116
Facility Charges		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Other		10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500
Total revenues		75,264	174,322	186,705	199,087	211,469	223,851	236,233	248,616
Total expenditures		27,150	27,693	28,247	28,812	29,388	29,976	30,575	31,187
Net operating revenue		48,114	146,629	158,458	170,275	182,081	193,875	205,658	217,429
Less: Estimated system CCTV, root cutting & cleaning			49,387	49,387	49,387	49,387	49,387	49,387	49,387
Estimated cash-funded capital improvements			61,659	111,323	506,196	66,570	175,549	224,106	
Estimated Debt Service #1 2024 Bonds [1]									18,250
Estimated Debt Service #2 2028 Bonds [2]									
Estimated Debt Service #3 2033 Bonds [3]									
Estimated Debt Service #4 2036 Bonds [4]									
Net cash flow		$48,114	$35,584	($2,252)	($385,308)	$66,124	($31,060)	($67,834)	$149,792
Cash & investments (combined water & sewer)	*$989,140*	*$1,037,254*	*$1,072,838*	*$1,070,586*	*$685,279*	*$751,403*	*$720,343*	*$652,509*	*$802,301*

[1] Estimated debt service payments based on a $1,125,712 20-year bond issue at current market rates.
[2] Estimated debt service payments based on a $3,163,221 20-year bond issue at current market rates.
[3] Estimated debt service payments based on a $2,995,773 20-year bond issue at current market rates.
[4] Estimated debt service payments based on a $3,696,333 20-year bond issue at current market rates.

CHARTER TOWNSHIP OF COMSTOCK (MICHIGAN) SEWER & WATER IMPROVEMENT FUND

(Continued)

SEWER CASH FLOW ANALYSIS

2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
825,482	825,482	825,482	825,482	825,482	825,482	825,482	825,482	825,482	825,482	825,482	825,482	825,482
25.50%	27.00%	28.50%	40.00%	41.50%	43.00%	44.50%	46.00%	60.00%	61.50%	63.00%	72.00%	73.50%
$210,498	$222,880	$235,262	$330,193	$342,575	$354,957	$367,340	$379,722	$495,289	$507,672	$520,054	$594,347	$606,729
40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500
260,998	273,380	285,762	380,693	393,075	405,457	417,840	430,222	545,789	558,172	570,554	644,847	657,229
31,811	32,447	33,096	33,758	34,433	35,121	35,824	36,540	37,271	38,017	38,777	39,552	40,343
229,187	240,933	252,667	346,935	358,642	370,336	382,016	393,681	508,518	520,155	531,777	605,295	616,886
49,387	49,387	49,387	49,387	49,387	49,387	49,387	49,387	49,387	49,387	49,387	49,387	49,387
194,495	260,530				184,416	48,412						
76,500	76,500	76,500	76,500	76,500	76,500	76,500	76,500	76,500	76,500	76,500	76,500	76,500
			51,500	215,000	215,000	215,000	215,000	215,000	215,000	215,000	215,000	215,000
								48,675	203,625	203,625	203,625	203,625
											60,125	251,250
($91,194)	($145,483)	$126,780	$169,549	$17,756	($154,967)	($7,283)	$52,795	$118,957	($24,357)	($12,735)	$658	($178,876)
$711,107	*$565,624*	*$692,404*	*$861,953*	*$879,708*	*$724,742*	*$717,459*	*$770,254*	*$889,210*	*$864,854*	*$852,119*	*$852,777*	*$673,901*

Part Three: Detailed Cost Estimates

Project Number: 1
Pipe ID: 20635 (E ML Ave)

Estimate of Probable Cost

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Mill and Fill (2")	80	SY	$80	$6,400
3.	Remove HMA (6")	30	SY	$25	$750
4.	HMA (6")	30	SY	$150	$4,500
5.	Dewatering	20	LF	$50	$1,000
6.	Excavate and repair 18" sewer stub	1	LS	$8,500	$8,500
7.	Traffic Control	1	LS	$3,000	$3,000
8.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$25,650**
	Engineering, Legal, Administration, Contingencies				**$3,800**
	TOTAL:				**$30,000**

All work quantities and costs are estimated for preliminary planning purposes only. Actual scope of work to identify and remove stormwater connections must be investigated. Revised costs will be needed after investigating individual properties.

Costs estimated in 2017 Dollars

Project Number: 2 Estimate of Probable Cost

Pipe ID: 18074 (Bell's Brewery)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Dewatering	40	LF	$50	$2,000
3.	Excavate and repair 18" sewer	1	LS	$12,000	$12,000
4.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$15,500**
	Engineering, Legal, Administration, Contingencies				**$2,300**
	TOTAL:				**$18,000**

Project Number: 3 Estimate of Probable Cost

26th Street Lift Station O&M

Item	Description	Amount
1.	Add Surge Protection Device	$2,500
2.	New Cable Support in Valve Chamber (for sump pump)	$250
	TOTAL:	**$2,750**

Project Number: 4 Estimate of Probable Cost
Francis Court Lift Station O&M

Item	Description	Amount
1.	Relocate Sensor & Float Switch IS barriers and rewire	$500
	TOTAL:	**$500**

Project Number: 5 Estimate of Probable Cost
Roto Rooter Lift Station O&M

Item	Description	Amount
1.	Pump Repair	$8,000
	TOTAL:	**$8,000**

Project Number: 6 Estimate of Probable Cost
Sprinkle Rd. Lift Station O&M

Item	Description	Amount
1.	Install XP Junction Boxes Between the Seal Off and Wet Well	$1,200
	TOTAL:	**$1,200**

Project Number: 7
Pipe ID: 3713 (East Michigan)

Estimate of Probable Cost

Item	Description	Quantity	Unit	Unit Price	Amount
1.	CCTV - Locating	1	LS	$500	$500
2.	Mobilization	1	LS	$1,000	$1,000
3.	Mill and Fill (2")	90	SY	$80	$7,200
4.	Remove HMA (6")	40	SY	$25	$1,000
5.	HMA (6")	40	SY	$150	$6,000
6.	Excavate and repair 10" sewer	1	LS	$7,500	$7,500
7.	Traffic Control	1	LS	$3,000	$3,000
8.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$26,700**
	Engineering, Legal, Administration, Contingencies				**$4,000**
	TOTAL:				**$31,000**

Project Number: 8
Pipe ID: 5769 (Bert's Bakery)

Estimate of Probable Cost

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Remove HMA (3")	20	SY	$15	$300
3.	HMA (3")	20	SY	$75	$1,500
4.	Excavate and repair 8" sewer	1	LS	$7,500	$7,500
5.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$10,800**
	Engineering, Legal, Administration, Contingencies				**$1,600**
	TOTAL:				**$13,000**

Project Number: 9 Estimate of Probable Cost
Pipe ID: 5732 (E Michigan Ave)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	CCTV - Locating	1	LS	$500	$500
2.	Mobilization	1	LS	$1,000	$1,000
3.	Remove and Replace Concrete Sidewalk	150	SF	$8	$1,200
4.	Excavate and repair 18" sewer	1	LS	$7,500	$7,500
5.	Restoration	1	LS	$1,000	$1,000
	TOTAL CONSTRUCTION				**$11,200**
	Engineering, Legal, Administration, Contingencies				**$1,700**
	TOTAL:				**$13,000**

Project Number: 10 Estimate of Probable Cost
Hunter's Pond Lift Station O&M

Item	Description	Amount
1.	Replace Pumps	$50,000
2.	Pump & Haul	$4,000
3.	Modify Receptacle in Valve Chamber	$250
	TOTAL:	**$54,250**

Project Number: 11 Estimate of Probable Cost
Pipe ID: 4636 (Gull and G)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Excavate and repair 10" sewer	1	LS	$15,000	$15,000
3.	Restoration	1	LS	$1,000	$1,000
	TOTAL CONSTRUCTION				**$17,000**
	Engineering, Legal, Administration, Contingencies				**$2,600**
	TOTAL:				**$20,000**

Project Number: 12 Estimate of Probable Cost
Pipe ID: 4568 (Menards area)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Excavate and repair 18" sewer	1	LS	$7,500	$7,500
3.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$9,000**
	Engineering, Legal, Administration, Contingencies				**$1,400**
	TOTAL:				**$11,000**

Project Number: 13 Estimate of Probable Cost

35th Street Lift Station Improvements

Item	Description	Amount
1.	Demolition	$15,000
2.	Wet Well Coating (if H2S present)	$36,500
3.	Replace Roof & Repair Façade	$20,000
4.	Repair Cracks in Building Masonry	$2,500
5.	New Louver	$7,500
6.	Address Air Release Structure Infiltration	$500
7.	Upgrade Electrical Distribution System	$65,000
8.	Upgrade Controls (Option)	$40,000
9.	Replace Pumps	$70,000
10.	Replace Valves & Piping	$66,000
11.	Bypass Pumping	$20,000
	TOTAL CONSTRUCTION	**$343,000**
	Engineering, Legal, Administration, Contingencies	**$103,000**
	TOTAL:	**$446,000**

Project Number: 14
Pipe ID: 6003 (Azuba Ave)

Estimate of Probable Cost

Item	Description	Quantity	Unit	Unit Price	Amount
1.	CCTV - Locating	1	LS	$500	$500
2.	Mobilization	1	LS	$1,000	$1,000
3.	Mill and Fill (2")	45	SY	$80	$3,600
5.	Remove HMA (4")	90	SY	$15	$1,350
6.	HMA (4")	90	SY	$100	$9,000
7.	Dewatering	30	LF	$50	$1,500
8.	Excavate and repair 8" sewer	1	LS	$7,500	$7,500
9.	Traffic Control	1	LS	$1,500	$1,500
10.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$26,450**
	Engineering, Legal, Administration, Contingencies				**$4,000**
	TOTAL:				**$31,000**

Project Number: 15
Pipe ID: 5965 (Lucerne)

Estimate of Probable Cost

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Dewatering	30	LF	$50	$1,500
3.	Excavate and repair 18" sewer	1	LS	$7,500	$7,500
4.	Restoration	1	LS	$1,000	$1,000
	TOTAL CONSTRUCTION				**$11,000**
	Engineering, Legal, Administration, Contingencies				**$1,700**
	TOTAL:				**$13,000**

Project Number: 16 Estimate of Probable Cost

Kersten Court Lift Station Improvements

Item	Description	Amount
1.	Repair Concrete Slab	$8,000
2.	Replace Access Hatches & Pump Guiderails	$6,500
3.	Install Steps in Valve Chamber	$1,000
4.	Add Stainless Steel Cable Supports	$1,000
5.	Address Wet Well Infiltration	$1,000
	TOTAL:	**$17,500**

Project Number: 17 Estimate of Probable Cost

Pipe ID: 6172 (E H Ave)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Mill and Fill (2")	40	SY	$80	$3,200
3.	Remove HMA (6")	90	SY	$25	$2,250
4.	HMA (6")	90	SY	$150	$13,500
5.	Excavate and repair 8" sewer and lateral	1	LS	$8,500	$8,500
6.	Traffic Control	1	LS	$3,000	$3,000
7.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$31,950**
	Engineering, Legal, Administration, Contingencies				**$4,800**
	TOTAL:				**$37,000**

Project Number: 18 Estimate of Probable Cost
Pipe ID: 2624 (Kersten Court)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Excavate and repair 10" sewer	1	LS	$8,000	$8,500
3.	Restoration	1	LS	$1,000	$1,000
	TOTAL CONSTRUCTION				**$10,500**
	Engineering, Legal, Administration, Contingencies				**$1,600**
	TOTAL:				**$13,000**

Project Number: 19 Estimate of Probable Cost
Pipe ID: 4572 (Menards)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Remove HMA (5")	40	SY	$20	$800
3.	HMA (5")	40	SY	$125	$5,000
4.	Excavate and repair 18" sewer	1	LS	$7,500	$7,500
	TOTAL CONSTRUCTION				**$14,300**
	Engineering, Legal, Administration, Contingencies				**$2,100**
	TOTAL:				**$17,000**

Project Number: 20 Estimate of Probable Cost

King Highway Lift Station Improvements

Item	Description	Amount
1.	Address Wet Well Infiltration	$1,000
2.	Replace Pumps, Valves & Piping	$20,000
3.	Bypass Pumping	$6,000
4.	Electrical & Controls Upgrades	$50,000
	TOTAL CONSTRUCTION	**$77,000**
	Engineering, Legal, Administration, Contingencies	**$15,000**
	TOTAL:	**$100,000**

Project Number: 21 Estimate of Probable Cost

Pipe ID: 7319 (River St)

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Mobilization	1	LS	$1,000	$1,000
2.	Mill and Fill (2")	155	SY	$80	$12,400
3.	Remove HMA (6")	50	SY	$25	$1,250
4.	HMA (6")	50	SY	$150	$7,500
5.	Excavate and repair 8" sewer	1	LS	$7,500	$8,500
6.	Traffic Control	1	LS	$3,000	$3,000
7.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$34,150**
	Engineering, Legal, Administration, Contingencies				**$3,400**
	TOTAL:				**$38,000**

Project Number: 22 Estimate of Probable Cost
Pipe ID: 20590 (Gull Rd)

Item	Description	Quantity	Unit	Unit Price	Amount
2.	Mobilization	1	LS	$1,000	$1,000
3.	MDOT Coordination	1	LS	$1,000	$1,000
4.	Remove and Replace Curb and Gutter	40	LF	$50	$2,000
5.	Remove HMA (6")	20	SY	$25	$500
6.	HMA (6")	20	SY	$150	$3,000
8.	Excavate and repair 15" sewer	1	LS	$8,500	$8,500
9.	Traffic Control	1	LS	$3,000	$3,000
10.	Restoration	1	LS	$500	$500
	TOTAL CONSTRUCTION				**$19,500**
	Engineering, Legal, Administration, Contingencies				**$2,900**
	TOTAL:				**$23,000**

Project Number: 23 Estimate of Probable Cost
Proctor Lift Station Improvements

Item	Description	Amount
1.	Replace Wet Well Access Hatch	$2,500
2.	Repair Grout Patch at Pipe Penetrations	$500
3.	Add Stainless Steel Cable Supports	$1,000
4.	Replace Pumps & Piping	$55,000
5.	Bypass Pumping	$6,000
6.	Electrical & Controls Upgrades	$50,000
	TOTAL CONSTRUCTION	**$115,000**
	Engineering, Legal, Administration, Contingencies	**$23,000**
	TOTAL:	**$140,000**

Project Number: 24
Pipe ID: NW Area Lining

Estimate of Probable Cost

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Pre and Post Insertion Video Inspection	5,650	LF	$1	$5,650
2.	CIPP Liner 18" (Cleaning, disposal, lining)	2,530	LF	$85	$215,050
3.	CIPP Liner 21" (Cleaning, disposal, lining)	3,120	LF	$90	$280,800
4.	Lateral Reinstatement	50	EA	$100	$5,000
5.	6" Lateral Rehabilitation (Cleaning, disposal, lining)	50	EA	$3,800	$190,000
6.	5 Year full warranty for Sanitary Sewer Lining	1	LS	$10,000	$10,000
7.	5 year full warranty for lateral rehabilitation	1	LS	$5,000	$5,000
8.	Construction Bypass Operation	5,650	LF	2.00	$11,300
9.	SESC	5,650	LF	0.10	$565
10.	Restoration	5,650	LF	0.25	$1,413
11.	Traffic Control	5,650	LF	1.50	$8,475
12.	Project Mobilization	1	LS	$20,000	$20,000
	TOTAL CONSTRUCTION				**$753,253**
	Engineering, Legal, Administration, Contingencies				**$226,000**
	TOTAL:				**$980,000**

Project Number: 25
Pipe ID: 2018, 7309, 4569,5780

Estimate of Probable Cost

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Pre and Post Insertion Video Inspection	1,290	LF	$1	$1,290
2.	CIPP Liner 8" (Cleaning, disposal, lining)	330	LF	$35	$11,550
3.	CIPP Liner 12" (Cleaning, disposal, lining)	344	LF	$40	$13,760
2.	CIPP Liner 15" (Cleaning, disposal, lining)	315	LF	$50	$15,750
3.	CIPP Liner 18" (Cleaning, disposal, lining)	301	LF	$85	$25,585
4.	Lateral Reinstatement	5	EA	$100	$500
5.	6" Lateral Rehabilitation (Cleaning, disposal, lining)	5	EA	$3,800	$19,000
6.	5 Year full warranty for Sanitary Sewer Lining	1	LS	$10,000	$10,000
7.	5 year full warranty for lateral rehabilitation	1	LS	$5,000	$5,000
8.	Construction Bypass Operation	1,290	LF	2.00	$2,580
9.	SESC	1,290	LF	0.10	$129
10.	Restoration	1,290	LF	0.25	$323
11.	Traffic Control	1,290	LF	1.50	$1,935
12.	Project Mobilization	1	LS	$20,000	$20,000
	TOTAL CONSTRUCTION				**$127,402**
	Engineering, Legal, Administration, Contingencies				**$38,200**
	TOTAL:				**$166,000**

Project Number: 26 Estimate of Probable Cost

Pipe ID: ML Area Lining

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Pre and Post Insertion Video Inspection	1,365	LF	$1	$1,365
2.	CIPP Liner 8" (Cleaning, disposal, lining)	300	LF	$35	$10,500
3.	CIPP Liner 18" (Cleaning, disposal, lining)	1,000	LF	$85	$85,000
3.	CIPP Liner 24" (Cleaning, disposal, lining)	65	LF	$100	$6,500
4.	Lateral Reinstatement	6	EA	$100	$600
5.	6" Lateral Rehabilitation (Cleaning, disposal, lining)	6	EA	$3,800	$22,800
6.	5 Year full warranty for Sanitary Sewer Lining	1	LS	$10,000	$10,000
7.	5 year full warranty for lateral rehabilitation	1	LS	$5,000	$5,000
8.	Construction Bypass Operation	1,365	LF	2.00	$2,730
9.	SESC	1,365	LF	0.10	$137
10.	Restoration	1,365	LF	0.25	$341
11.	Traffic Control	1,365	LF	1.50	$2,048
12.	Project Mobilization	1	LS	$20,000	$20,000
	TOTAL CONSTRUCTION				**$167,020**
	Engineering, Legal, Administration, Contingencies				**$50,100**
	TOTAL:				**$218,000**

All work quantities and costs are estimated for preliminary planning purposes only. Actual scope of work to identify and remove stormwater connections must be investigated. Revised costs will be needed after investigating individual properties.

Costs estimated in 2017 Dollars