

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
February 18, 2019
6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person)*:

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: February 4, 2019
3. Consider a request from the Howell Area Parks and Recreation Authority to purchase two sets of soccer goals for a total cost of \$6,247.

Approval of Regular Agenda:

4. Second review of budgets related to Funds 101, 212, 261, 264, 270, and 271 for the fiscal year beginning April 1, 2019 through March 31, 2020 as submitted by Skolarus.
5. Request for budget amendments for Funds 101, 261, 264, 270, and 271 as related to the fiscal year 2018/2019.
6. Consider the purchase of a new phone system for the Township Hall at the recommendation of the IT Director
7. Consider placing two 8-yard containers at the Township Hall for the collection of corrugated cardboard.
8. Discussion regarding special assessment procedures.

Correspondence
Member Discussion
Adjournment

*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 18, 2019

TOWNSHIP GENERAL EXPENSES: Thru February 18, 2019	\$19,989.18
February 8, 2019 Bi Weekly Payroll	\$89,088.61
OPERATING EXPENSES: Thru February 18, 2019	\$10,761.04
TOTAL:	<u>\$119,838.83</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
01/30/2019	35020	BULLSEYE TELECOM	880.29
01/30/2019	35021	LIVINGSTON PRESS & ARGUS	160.00
01/30/2019	35022	MICHIGAN ASSESSOR'S ASSOC	90.00
01/30/2019	35023	NEOPOST USA INC	702.02
01/30/2019	35024	TERRY CROFT	113.68
01/30/2019	35025	WEST SHORE SERVICES, INC.	2,125.00
02/04/2019	35026	COOPER'S TURF MANAGEMENT LLC	9,009.00
02/04/2019	35027	MARY KRENCICKI	21.46
02/04/2019	35028	PERFECT MAINTENANCE CLEANING	565.00
02/04/2019	35029	DEBRA ROJEWSKI	26.16
02/05/2019	35030	DTE ENERGY	36.28
02/05/2019	35031	GORDON FOOD SERVICE	227.29
02/05/2019	35032	MICHIGAN ASSOC. OF PLANNING	75.00
02/08/2019	35033	AMERICAN PLANNING ASSOCIATION	587.00
02/08/2019	35034	MICHAEL ARCHINAL	76.92
02/08/2019	35035	CONTINENTAL LINEN SERVICE	122.02
02/08/2019	35036	DTE ENERGY	139.50
02/08/2019	35037	LIVINGSTON PRESS & ARGUS	420.00
02/08/2019	35038	TAMMY LINDBERG	168.73
02/08/2019	35039	MASTER MEDIA SUPPLY	249.74
02/08/2019	35040	MICHIGAN OFFICE SOLUTIONS	394.09
02/08/2019	35041	NETWORK SERVICES GROUP, L.L.C.	50.00
02/08/2019	35042	PFEFFER, HANNIFORD, PALKA	3,750.00
FNBCK TOTALS:			
Total of 23 Checks:			19,989.18
Less 0 Void Checks:			0.00
Total of 23 Disbursements:			19,989.18

Check Register Report For Genoa Charter Township
 For Check Dates 02/08/2019 to 02/08/2019

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/08/2019	FNBCK	12891	MATKIN, RONALD	200.00	184.70	0.00	Open
02/08/2019	FNBCK	EFT310	FLEX SPENDING (TASC)	1,032.12	1,032.12	0.00	Open
02/08/2019	FNBCK	EFT311	INTERNAL REVENUE SERVICE	20,796.38	20,796.38	0.00	Open
02/08/2019	FNBCK	EFT312	PRINCIPAL FINANCIAL	3,636.00	3,636.00	0.00	Open
02/08/2019	FNBCK	EFT313	PRINCIPAL FINANCIAL	1,940.36	1,940.36	0.00	Open
Totals:							
			Number of Checks: 005	27,604.86	27,589.56	0.00	
			Total Physical Checks: 1		Dir. Dep.		
			Total Check Stubs: 4		<u>61,499.05</u>		

\$89,088.61

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
01/30/2019	4539	POSTMASTER	50.00
02/04/2019	4540	MWEA	560.00
02/08/2019	4541	TRACTOR SUPPLY CO.	267.96
02/08/2019	4542	WINDSTREAM	44.47
503FN TOTALS:			
Total of 4 Checks:			922.43
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			922.43

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
02/05/2019	4488	DTE ENERGY	2,733.87
02/05/2019	4489	DTE ENERGY	2,173.32
02/08/2019	4490	AT&T LONG DISTANCE	57.17
02/08/2019	4491	BRIGHTON ANALYTICAL , L.L.C.	185.00
02/08/2019	4492	CONSUMERS ENERGY	132.73
592FN TOTALS:			
Total of 5 Checks:			5,282.09
Less 0 Void Checks:			0.00
Total of 5 Disbursements:			5,282.09

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
01/30/2019	3537	BULLSEYE TELECOM Void Reason: CK WAS FOR WRONG AMOUNT	235.51 V
01/31/2019	3538	BULLSEYE TELECOM	235.31
02/04/2019	3539	BRIGHTON ANALYTICAL , L.L.C.	67.00
02/04/2019	3540	DTE ENERGY	3,818.77
02/08/2019	3541	BRIGHTON ANALYTICAL , L.L.C.	134.00
02/08/2019	3542	DTE ENERGY	301.44
593FN TOTALS:			
Total of 6 Checks:			4,792.03
Less 1 Void Checks:			235.51
Total of 5 Disbursements:			4,556.52

Pine Creek Checks
 No A/P checks issued for this Board Packet

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
February 4, 2019

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m., with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jim Mortensen, Terry Croft, Diana Lowe and Jean Ledford. Also present were Township Manager, Michael Archinal and seven persons in the audience.

A Call to the Public was made with the following response: Dan Wholihan – With regard to recycling, I think the current system is an improvement over the previous hauler and the recycling program is great.

Approval of Consent Agenda:

Moved by Lowe and supported by Mortensen to approve all items listed under the Consent Agenda as requested. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: January 7, 2019

3. Request for approval of a proposal from K&J Electric Supply for the purchase and installation of new lighting fixtures at a cost not to exceed \$3,540.00.

4. Request for approval a proposal from Capital Security Lock for the purchase of an electronic employee entrance system at a cost not to exceed \$1,981.50.

Approval of Regular Agenda:

Moved by Ledford and supported by Croft to approve for action all items listed under the Regular Agenda as requested. The motion carried unanimously.

5. Request to a resolution to permit letter appeals to the Board of Review for Real and Personal Property at the recommendation of the Assessor.

Moved by Lowe and supported by Hunt to approve Resolution 190204A to permit letter appeals to the Board of Review as recommended by the Township Assessor. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

6. First review of budgets provided at the Jan. 7 Board meeting for the Fiscal Year beginning April 1, 2019 and ending March 31, 2020.

Budgets were reviewed by the board with recommendations and minor changes. A 2% salary increase was considered for all departments. No further action was taken.

7. Request for approval of a Resolution to the Michigan Department of Transportation Alternatives Program for funding development of Grand River Sidewalk program Phase 7.

Moved by Lowe and supported by Mortensen to approve Resolution No. 190204B for funding a sidewalk program along Grand River with township financial support of 40% of the cost. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

8. Discussion regarding every other week recycling.

Archinal – The Township decided to re-bid our refuse and recycling program last summer after hearing many complaints from our residents. It was the decision of this board to contract with Advanced Disposal Services. With the new contract recycling was offered and increased from an 18 gallon open bin every week to a 64 gallon recycling container and at the same time collect recycling every other week. After receiving complaints from residents who wanted every week recycling we contacted Advanced and asked for a cost. It was originally thought that the cost would be about \$37,000.00 but when the final cost was determined it was in excess of \$185,000.00. My office researched other possible programs. Residents could contract for an additional cart at \$5.00 a month or change their 64 gallon cart to a 96 gallon cart for an additional \$2.50 a month plus a delivery fee of \$25.00. Recycle Livingston has a program in place that may be used by all township residents. The Board is also considering quarterly recycling of cardboard at the township hall.

A call to the public was made with residents complaining of the service provided by Advanced. Calls for service are not returned, 25 minute wait times for service problems, the recycle bins are too small, misinformation from the provider regarding snow day service.

Archinal will bring these concerns to Advanced for possible solutions.

Moved by Hunt and supported by Mortensen to adjourn the regular meeting of the Genoa Charter Township Board at 7:48 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township Board

Mike Archinal

From: Tim Church <TChurch@howellrecreation.org>
Sent: Wednesday, February 13, 2019 12:26 PM
To: Mike Archinal
Subject: RE: Soccer goals

Mike,

Oceola twp. just approved at their last board meeting (Feb 7) for the purchase of 24 (12 sets just under \$10,000) of soccer goals to replace the goals at their complex for our 5 yr-9 yr soccer programs. We placed a similar request to them that the goals were becoming a safety hazard and we beyond our typical repair and up keep. We would be able to do the labor work to get the goals and net together, along with removal of the old equipment if that helps.

Thanks

Tim

>>> Mike Archinal <Mike@genoa.org> 2/13/2019 11:33 AM >>>

Tim,

I am trying to gauge support for your request. Are any of the other member communities making similar purchases or contributions? Thanks.

Michael C. Archinal, AICP MPA
Manager
Genoa Charter Township
810.227.5225
mike@genoa.org



From: Tim Church [<mailto:TChurch@howellrecreation.org>]
Sent: Monday, February 11, 2019 11:22 AM
To: Mike Archinal
Subject: Soccer goals

Hi Mike,

I just wanted to touch base with you regarding the soccer goals at Genoa. My staff have been up looking at the goals for this spring to get ready for the rentals and the past couple of years we have been able to do some repairs to keep them functional but we believe its time for them to be replaced. I know we had a conversation last year regarding what the township could help with equipment wise or what could be added to enhance opportunities for the community, so I thought I would start with this, I have attached a copy of the quote we received from our vendor we used for the page field goals. We are looking at 2 sets of goals with nets, total with freight is \$6,247.00 I know you fiscal year is coming to a

close but I thought maybe one set could be order this fiscal year and one soon after the new fiscal year. Let me know what your thoughts are if this is possible.

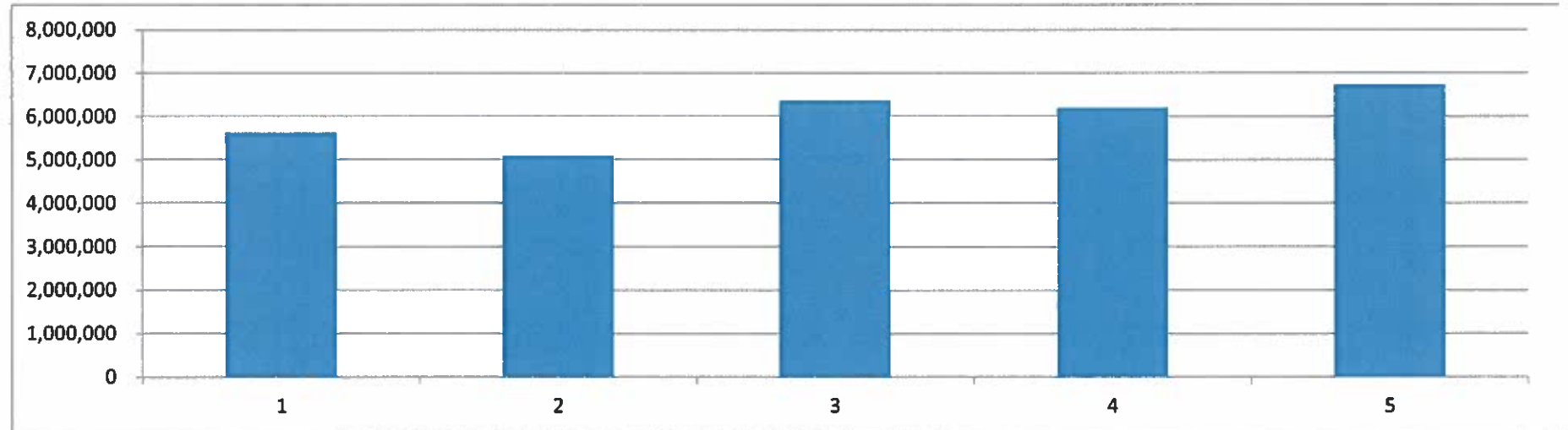
Thanks!

Tim

02/07/2019
 All Funds Balance
 February 7, 201

BUDGET REPORT FOR GENOA TOWNSHIP

	2015/16	2016/17	2017/18	2018/19	2019/20
Fund 101	1,777,793	2,138,371	2,394,987	2,260,504	2,074,254
Fund 212	671	1,100	2,838	4,933	7,229
Fund 261	1,356,488	1,155,703	1,372,804	1,356,153	1,766,153
Fund 264	1,518,832	1,142,661	1,594,003	1,446,131	2,024,328
Fund 270	793,045	498,789	805,857	938,557	667,257
Fund 271	172,536	151,764	196,571	199,496	193,280
Total All Funds	5,619,365	5,088,388	6,367,060	6,205,774	6,732,501



02/07/2019

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 General Fund

Amended 02/18/2019

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/07/2019	2018-19 AMENDED 02/18/2019	2019-20 RECOMMENDED BUDGET
ESTIMATED REVENUES								
101-000-403-000	CURRENT REAL PROP TAX/INTEREST	845,920	858,935	884,853	870,000	582,934	870,000	885,000
101-000-407-000	DELINQ TAX - PERSONAL & REAL	6,088	10,489	2,030				
101-000-423-000	COLLECT FEES/EXCESS OF ROLL	299,329	322,582	331,536	345,000	215,705	345,000	350,000
101-000-423-100	COLLECTION FEE - SCHOOLS	24,897	25,282	24,945		25,167	26,000	26,000
101-000-423-200	SET FEES COLLECTED	195	195	163				
101-000-476-100	LICENSE/PERMIT/CABLE FRANCHISE	399,976	412,994	409,282	425,000	317,270	425,200	425,000
101-000-477-000	METRO ACT REVENUE	9,579	17,697		13,000	13,459	13,460	13,500
101-000-477-001	LCSA-PPT REIMBURSEMENT		17,418	18,565				
101-000-480-000	TRAILER FEES	3,003	5,354	3,577	3,500	2,429	3,500	3,600
101-000-574-000	STATE SHARED REVENUE	1,575,600	1,590,988	1,687,235	1,700,000	1,457,742	1,700,000	1,750,000
101-000-608-000	CHARGES FOR SERV-APPL FEES	68,666	37,739	42,564	60,000	48,659	60,000	50,000
101-000-631-000	REFUSE COLLECTION FEES	782,652	802,947	827,146	850,000	3,150	925,700	960,000
101-000-664-000	INTEREST	9,444	3,928	8,253	10,000	15,198	20,000	20,000
101-000-676-000	ADMIN FEE/UTILITY-OPERATING	53,000	54,100	55,185	54,550	42,440	54,550	56,000
101-000-676-100	ADM FEE LIQUOR LAW	3,500	3,500	3,500	3,500	2,625	3,500	3,500
101-000-678-300	TAXES ON LAND TRANSFER	142,699	148,885	119,945	118,000	3,599	118,000	120,000
101-000-695-000	OTHER/CEMETERY/ SCHOOLS		1,762					
101-000-699-001	MISC/SCHOOL/ELECTIONS	37,540	69,049	15,784	15,000	8,789	15,000	50,000
101-000-699-002	MMRMA REIMBURSEMENT		24,658	17,305	10,000	14,770	15,000	15,000
101-000-699-505	TRANSFER IN FROM SELCRA							
TOTAL ESTIMATED REVENUES		4,262,088	4,408,502	4,451,868	4,477,550	2,753,936	4,594,910	4,727,600

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/07/2019	2018-19 AMENDED 02/18/2019	2019-20 RECOMMENDED BUDGET
APPROPRIATIONS								
101-101-703-000	SALARIES/TRUSTEES	26,766	23,436	29,180	30,000	28,440	30,000	35,000
101-171-703-000	SALARIES/TWP SUPERVISOR	53,400	53,400	54,400	55,862	49,274	55,862	56,980
101-191-703-000	SALARIES/ELECTION	69,749	69,353	500	70,000	56,702	56,703	40,000
101-209-703-000	CONTRACTUAL SALARIES	357,790	348,382	357,451	387,450	326,785	387,450	394,000
101-210-801-000	PROF.CONTR./LEGAL	99,355	65,412	59,007	65,000	57,334	65,000	70,000
101-215-703-000	SALARIES/TWP CLERK	52,400	52,400	53,400	54,838	48,368	54,838	55,935
101-223-801-000	PROF. CONTR. AUDITOR	22,375	20,600	22,985	25,000	13,600	25,000	25,000
101-241-801-000	PROF.CONSULTING/ENG/PLANNING	21,998	22,246	17,971	50,000	13,557	50,000	50,000
101-247-703-000	BD OF REVIEW SALARIES	2,000	2,150	1,975	3,000	575	3,000	3,000
101-247-964-000	REFUNDS & CHARGEBACKS	4,090	2,028	697	10,000	667	10,000	10,000
101-253-703-000	SALARIES/TWP TREASURER	52,400	52,400	53,400	54,838	48,368	54,838	55,935
101-265-775-000	REPAIRS & MAINTENANCE	100,754	115,969	147,150	125,000	133,107	125,000	160,000
101-265-910-000	INSURANCE BC/BS & MCM	248,964	281,904	298,212	340,000	254,709	340,000	362,000
101-265-911-000	WELLNESS IQ REIMBURSE		519	5,254	10,000	3,912	10,000	10,000
101-265-920-000	UTIL:ELECTRICITY & NAT.GAS	20,314	18,624	21,773	22,000	7,306	22,000	22,000
101-284-703-000	SALARIES	260,546	281,503	288,783	323,000	306,387	323,000	345,000
101-284-704-000	RETIREMENT	87,850	83,953	99,933	115,000	92,401	115,000	120,000
101-284-715-000	EMPLOYER'S SHARE FICA	68,190	64,111	72,775	80,000	66,954	80,000	82,000
101-284-720-000	M.E.S.C.			300	20,000		20,000	20,000
101-284-727-000	PRINTG, POSTAGE, OFC SUPPLIES	83,863	79,333	61,893	95,000	71,050	95,000	95,000
101-284-728-000	ECONOMIC DEVELOPMENT	21,500	22,000	22,000	24,500	22,939	24,500	25,000
101-284-850-000	TELEPHONE	19,452	19,756	24,246	25,000	24,631	25,000	32,000
101-284-861-000	MILEAGE & TRAVEL EXPENSE	12,269	11,589	10,902	15,000	8,919	15,000	15,000
101-284-957-000	DUES	17,124	21,236	16,495	20,000	22,915	25,000	20,000
101-284-958-000	MEETING FEES & MISC. EXPENSES	20,944	31,428	13,016	25,000	27,842	30,000	30,000
101-284-958-001	692 RED OAKS DR		5,335	(565)				
101-284-959-000	APPL FEES EXPENSES	59,987	44,613	45,521	60,000	29,756	60,000	50,000
101-284-959-001	PLANNING /ZBA SALARIES	31,437	28,545	26,387	32,000	25,464	32,000	32,000
101-301-703-000	SALARY/ORDINANCE/ ZONING ADMIN	68,572	81,725	75,576	90,200	72,785	90,200	91,000

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/07/2019	2018-19 AMENDED 02/18/2019	2019-20 RECOMMENDED BUDGET
101-336-999-001	FIRE SUB STATION EXPENSES-DORR	1,435						
101-441-803-000	REFUSE MAINTENANCE	967,656	956,602	964,542	1,100,000	819,655	1,100,000	1,182,000
101-916-962-000	DRAIN AT LARGE	30,055	28,421	32,459	30,000		30,000	50,000
101-929-977-000	CAPITAL OUTLAY	94,020	88,953	117,632	125,000	62,329	125,000	125,000
101-966-999-010	TRANS OUT FUTURE RD IMPR #261	426,000	150,000	500,000	500,000		500,000	500,000
101-966-999-013	ADV FOR ROAD PROJECTS #264	450,000	600,000	150,000	150,000		150,000	150,000
101-966-999-027	FUT DEV PARKS & REC.#270	592,500	300,000	500,000	500,000		500,000	500,000
101-966-999-028	TRANS TO RESERVE BLDG/GRD #271	75,000	20,000	50,000	50,000		50,000	50,000
101-966-999-110	CONTINGENCIES				50,000		50,000	50,000
TOTAL APPROPRIATIONS		4,520,755	4,047,926	4,195,250	4,732,688	2,696,731	4,729,391	4,913,850
NET OF REVENUES/APPROPRIATIONS - FUND 101		(258,667)	360,576	256,618	(255,138)	57,205	(134,481)	(186,250)
BEGINNING FUND BALANCE		2,028,270	1,777,795	2,138,369	2,394,985	2,394,985	2,394,985	2,260,504
FUND BALANCE ADJUSTMENTS		8,190						
ENDING FUND BALANCE		1,777,793	2,138,371	2,394,987	2,139,847	2,452,190	2,260,504	2,074,254

02/05/2019

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 212 Liquor Law

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/05/2019	2018-19 AMENDED BUDGET	2019-20 RECOMMENDED BUDGET
ESTIMATED REVENUES								
212-000-570-000	STATE SHARED REV LIQUOR LAW	13,660	13,833	14,942	15,500	14,034	15,500	15,700
TOTAL ESTIMATED REVENUES		13,660	13,833	14,942	15,500	14,034	15,500	15,700
APPROPRIATIONS								
212-000-956-000	MISC EXPENSE		200					
212-330-702-000	LIQUOR LAW ENF WAGES	8,240	8,240	8,240	8,240	6,180	8,240	8,240
212-330-704-000	RETIREMENT	824	824	824	824	618	824	824
212-330-715-000	EMPLOYER'S SHARE FICA	640	640	640	640	480	640	640
212-330-716-000	LIQUOR LAW ADM FEE/GENOA TWP.	3,500	3,500	3,500	3,500	2,625	3,500	3,500
212-330-717-000	AUDITING EXPENSE	200			200	200	200	200
TOTAL APPROPRIATIONS		13,404	13,404	13,204	13,404	10,103	13,404	13,404
NET OF REVENUES/APPROPRIATIONS - FUND 212		256	429	1,738	2,096	3,931	2,096	2,296
BEGINNING FUND BALANCE		415	671	1,100	2,837	2,837	2,837	4,933
ENDING FUND BALANCE		671	1,100	2,838	4,933	6,768	4,933	7,229

02/05/2019 BUDGET REPORT FOR GENOA TOWNSHIP

Fund 261 Future Roads
Amended 02/18/2019

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/05/2019	2018-19 AMENDED 02/18/2019	2019-20 RECOMMENDED BUDGET
ESTIMATED REVENUES								
261-000-664-000	INTEREST	612	130	1,537	800	4,805	5,000	1,000
261-000-699-000	OPERATING TRANSFER IN	426,000	150,000	500,000	500,000		500,000	500,000
261-000-699-264	TRANS IN FROM 264		500,000					
TOTAL ESTIMATED REVENUES		426,612	650,131	501,537	500,800	4,805	505,000	501,000
APPROPRIATIONS								
261-330-717-000	MISC ROADS-CRACK SEAL				20,000	20,000	20,000	20,000
261-441-804-000	DUST CONTROL	59,209	56,790	70,484	70,000	67,247	70,000	70,000
261-470-802-000	NORTH SHORE ROAD IMPROVEMENT	14,000						
261-471-803-000	GRAND OAKS ROAD IMPROVEMENT		200,000					
261-472-804-000	GOLF CLUB	33,116						
261-473-805-000	MCCLEMENTS	14,268						
261-477-809-000	TRI LAKES	136,999	11,714					
261-477-810-000	SUNDANCE TRAIL		30,000					
261-477-811-000	HUGHES ROAD		44,434		200,000	193,730	194,000	
261-477-813-000	WILDWOOD DRIVE		7,798					
261-477-817-000	LATSON ROAD SIGNAL				150,000	143,927	144,000	
261-477-818-000	HACKER AND LAWSON			120,372				
261-477-819-000	TIMBERVIEW			49,000				
261-477-820-000	OAK POINTE HONORS			44,000				
261-477-821-000	NOVEL ESTATES					34,250	34,250	
261-477-822-000	EARL LAKE					58,000	58,000	
261-906-956-000	MISC EXPENSE/AUDIT	624	180	580		882	900	1,000
261-966-999-264	TRANS OUT TO 264		500,000					
TOTAL APPROPRIATIONS		258,216	850,916	284,436	440,000	518,036	521,150	91,000
NET OF REVENUES/APPROPRIATIONS - FUND 261		168,396	(200,785)	217,101	60,800	(513,231)	(16,650)	410,000
BEGINNING FUND BALANCE		1,188,092	1,356,488	1,155,703	1,372,803	1,372,803	1,372,803	1,356,153
ENDING FUND BALANCE		1,356,488	1,155,703	1,372,804	1,433,603	859,572	1,356,153	1,766,153

02/05/2019 BUDGET REPORT FOR GENOA TOWNSHIP

Fund 264 Roads/Lakes S.A.D.'s

Amended 02/18/2019

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/05/2019	2018-19 AMENDED 02/18/2019	2019-20 RECOMMENDED BUDGET
ESTIMATED REVENUES								
264-000-665-000	INTEREST	1,121	680	1,826	1,500	2,620	3,200	2,300
264-000-699-101	TRANSFER IN - FUND # 101	450,000	600,000	150,000	150,000		150,000	150,000
264-000-699-261	TRANSFER IN- FUND 261		500,000					
264-448-450-000	SAD PRINCIPAL - WHITE PINES LIGHTS	848	705	767	800	38	800	800
264-470-450-000	SAD PRINCIPAL - FENDT DRIVE W-22		(915)		48,040		81,389	81,389
264-470-678-000	NORTH SHORE ROAD IMPROVE SAD	11,897						
264-470-682-000	NORTH SHORE RDS ASSOCIATION	11,898						
264-471-450-000	SAD PRINCIPAL - GRAND OAKS-W-20		138,037	142,649	125,000	72,476	77,000	76,819
264-471-671-000	OTHER INCOME-GRAND OAKS- LCRC			157,793				
264-472-450-000	SAD PRINCIPAL - RED OAKS-W-22	59,762	59,268	59,811	56,600	5,927	56,600	55,860
264-473-450-000	SAD PRINCIPAL - GLENWAY DRIVE	15,628	15,628					
264-474-450-000	SAD PRINCIPAL - SUNRISE PARK-S-20		135,947	130,693	124,902	63,128	90,500	89,000
264-475-688-000	SAD PRINCIPAL GRAND BEACH-W-20		9,336		9,336		9,336	9,336
264-476-450-000	SAD PRINCIPAL - TIMBERVIEW-W-22			46,469	42,167	(766)	33,950	33,000
264-476-699-261	TRANSFER IN # 261 - TIMBERVIEW			49,000				
264-477-450-000	SAD PRINCIPAL - SUNDANCE TR-W-21		37,020	27,323	23,304	27,736	23,304	23,305
264-477-687-000	OP HONORS-SAD		178,000					
264-478-450-000	SAD PRINCIPAL- HOMESTEAD TR-W-20		38,333	37,171	35,429		35,429	34,800
264-479-450-000	SAD PRINCIPAL- E COON LAKE RD-S-21		26,961	19,608	19,607	17,157	19,607	19,608
264-480-699-261	TRANSFER IN # 261 - OAK POINTE HONORS			44,000				
264-482-450-000	SAD PRINCIPAL - HILLENDALE-S-20				7,535	7,932	7,931	7,138
264-484-450-000	EARL LAKE SAD PRIN W25					5,948	23,000	22,603
264-484-699-261	EARL LAKE TRANS IN FROM 261					58,000	58,000	
264-485-450-000	NOVEL ESTATES SAD PRIN W25					15,693	12,845	12,844
264-485-699-261	NOVEL ESTATES TRANS IN FROM 261					34,250	34,250	
264-570-450-000	SAD PRINCIPAL - LAKE CHEMUNG-W21	54,196	53,349	118,033	68,325	39,607	66,926	66,000
264-571-450-000	SAD PRINCIPAL - PARDEE LAKE-W-20	24,054	26,000	26,000	25,000	1,814	26,000	25,395
264-572-450-000	SAD PRINCIPAL - GRAND BEACH WEEDS			9,336		267		
264-573-450-000	SAD PRINCIPAL- E/W CROOKED LK S-18	20,419	19,434	19,161	18,500	19,758	20,000	20,000
TOTAL ESTIMATED REVENUES		649,823	1,837,783	1,039,640	756,045	371,585	830,067	730,197

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/05/2019	2018-19 AMENDED 02/18/2019	2019-20 RECOMMENDED BUDGET
APPROPRIATIONS								
264-448-801-000	PROJECT COSTS - WHITE PINES LIGHTS	661	841	767	800	599	800	
264-470-801-000	PROJECT COSTS - FENDT DRIVE W-22				242,000	426,321	426,321	
264-470-802-000	PROJECT COSTS-FENDT DRIVE	22,197						
264-471-801-000	PROJECT COSTS - GRAND OAKS	1,980	619,730					
264-472-801-000	PROJECT COSTS - RED OAKS			7,110				
264-474-801-000	PROJECT COSTS - SUNRISE PARK	4,415	535,114					
264-475-801-000	PROJECT COSTS - MOUNTAIN/MYSTIC/MILROY		508					
264-476-801-000	PROJECT COSTS - TIMBERVIEW			265,698				
264-477-801-000	PROJECT COSTS - SUNDANCE TRAIL	1,700	155,742					
264-477-816-000	PINE RIDGE PAVING-EXPENSES		1,007					
264-478-801-000	PROJECT COSTS - HOMESTEAD TRAIL	1,320	177,880					
264-479-801-000	PROJECT COSTS - E COON LAKE ROAD		124,405					
264-480-801-000	PROJECT COSTS - OAK POINTE HONORS		660	217,645				
264-481-801-000	PROJECT COSTS PINE RIDGE PAVING							
264-482-801-000	PROJECT COSTS - HILLENDALE			1,519	21,000	20,605	21,000	
264-484-801-000	EARL LAKE PROJECT COSTS W-2018					1,260	242,000	
264-485-801-000	NOVEL ESTATES PROJECT COST W 2018					146,820	146,820	
264-570-801-000	PROJECT COSTS - LAKE CHEMUNG	52,169	57,672	29,582	60,000	45,654	47,000	60,000
264-571-801-000	PROJECT COSTS - PARDEE LAKE	21,456	24,866	21,952	30,000	26,750	30,000	28,000
264-572-801-000	PROJECT COSTS - GRAND BEACH WEEDS		1,080	9,230	10,000	7,479	10,000	10,000
264-573-801-000	PROJECT COSTS - E/W CROOKED LAKE WEEE	12,851	10,920	23,866	50,000	46,629	50,000	50,000
264-574-801-000	PROJECT COSTS - ROUND LAKE			1,619				
264-906-956-000	MISC EXPENSE	729	3,529	9,310	3,500	3,550	4,000	4,000
264-966-999-261	TRANS OUT TO FUND #261		500,000					
TOTAL APPROPRIATIONS		119,478	2,213,954	588,298	417,300	725,667	977,941	152,000
NET OF REVENUES/APPROPRIATIONS - FUND 264		530,345	(376,171)	451,342	338,745	(354,082)	(147,874)	578,197
BEGINNING FUND BALANCE		988,487	1,518,832	1,142,661	1,594,005	1,594,005	1,594,005	1,446,131
ENDING FUND BALANCE		1,518,832	1,142,661	1,594,003	1,932,750	1,239,923	1,446,131	2,024,328

02/05/2019

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 270 Parks & Recreation

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY 02/05/2019	2018-19 AMENDED 02/18/2019	2019-20 RECOMMENDED BUDGET
ESTIMATED REVENUES								
270-000-664-000	INTEREST	1,276	1,429	1,519	1,500	2,313	2,700	1,500
270-000-669-000	INCOME-OTHER			1,000				
270-000-680-000	RENTAL INCOME	11,400	11,450	12,000	11,750	8,000	8,000	
270-000-699-000	OPERATING TRANSFER IN #101	592,500	300,000	500,000	500,000		500,000	500,000
TOTAL ESTIMATED REVENUES		605,176	312,879	514,519	513,250	10,313	510,700	501,500
APPROPRIATIONS								
270-241-801-000	ATTORNEY/ENGINEERING	24,921	32,690	240				
270-265-775-000	MAINTENANCE	51,883	61,556	100,461	100,000	53,360	75,000	100,000
270-265-920-000	UTILITIES	479						
270-330-694-002	RENTAL HOUSE EXPENSE				1,500		1,500	5,000
270-330-695-002	MISC EXPENSE/AUDIT	368	1,291	529	1,500	285	1,500	500
270-330-696-002	MDOT TRANSPORTATION ALTERNATIVE							134,800
270-330-697-002	RECREATION BIKE PATH	134,224	408,373	2,415	400,000	180,514	180,000	220,000
270-330-698-002	FILMORE PARK					12,354	15,000	5,000
270-330-701-000	HOWELL PARKS AND REC	177,283	103,225	103,806	105,000	100,806	105,000	107,500
270-536-972-100	LAND FOR RECREATION				200,000			200,000
TOTAL APPROPRIATIONS		389,158	607,135	207,451	808,000	347,319	378,000	772,800
NET OF REVENUES/APPROPRIATIONS - FUND 270		216,018	(294,256)	307,068	(294,750)	(337,006)	132,700	(271,300)
BEGINNING FUND BALANCE		577,027	793,045	498,789	805,857	805,857	805,857	938,557
ENDING FUND BALANCE		793,045	498,789	805,857	511,107	468,851	938,557	667,257

02/07/2019

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 271 Buildings and Grounds

Amended 02/18/2019

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 ACTIVITY THRU 03/31/19	2018-19 AMENDED BUDGET	2019-20 RECOMMENDED BUDGET
ESTIMATED REVENUES								
271-000-664-000	INTEREST	77	132	308	300	394	425	425
271-000-695-000	CEMETERY SALES					3,000	3,000	2,500
271-000-699-000	OPERATING TRANSFER IN #101	75,000	20,000	50,000	50,000		50,000	50,000
TOTAL ESTIMATED REVENUES		75,077	20,132	50,308	50,300	3,394	53,425	52,925
APPROPRIATIONS								
271-906-956-000	MISC EXPENSE		465		500		500	500
271-906-957-000	CEMETERY PURCHASE		40,440					
271-906-958-000	CEMETERY MAINTENANCE			5,500	6,000	750	1,000	6,000
271-906-959-000	CHILSON- DORR FIRE STATION					37,360	39,000	5,000
271-929-977-000	CAPITAL OUTLAY/PAVEMENT/PARKIN	174,286			10,000		10,000	10,000
TOTAL APPROPRIATIONS		174,286	40,905	5,500	16,500	38,110	50,500	21,500
NET OF REVENUES/APPROPRIATIONS - FUND 271		(99,209)	(20,773)	44,808	33,800	(34,716)	2,925	31,425
BEGINNING FUND BALANCE		271,745	172,537	151,763	196,571	196,571	196,571	199,496
ENDING FUND BALANCE		172,536	151,764	196,571	230,371	161,855	199,496	193,280



2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

MEMORANDUM

TO: Honorable Board of Trustees

FROM: Adam VanTassell

DATE: February 18, 2019

RE: Proposed Township Hall Phone System Replacement

Manager's Review: _____

The current Township phone system was purchased in 2011. It was an entirely in-house system with all the equipment installed in the Township Hall. The phone system is now very outdated and is increasingly experiencing issues that Staff is unable to correct.

Since 2011, phone systems have mostly moved away from on-premise phone systems like the current Township phone system and now focus on hosted phone systems. Hosted phone systems are where the vendor has all the equipment installed on their end and all the customer needs to provide is a good Internet connection.

Thus, Staff has reviewed two hosted phone system solutions from established vendors to replace the current Township phone system.

Recommended Motion

Moved by _____, Supported by _____ to approve the proposal from Comcast Business as presented.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Michael C. Archinal

CUSTOMER INFORMATION

Account Name: <u>Genoa Township</u>	Email: <u>adam@genoa.org</u>
Primary Contact: <u>Adam VanTassell</u>	Address1: <u>2911 Dorr Road</u>
Title: <u>IT Director</u>	Address2: _____
Phone: <u>(810) 227-5225</u>	City: <u>Brighton</u>
Cell: _____	State: <u>MI</u>
Fax: _____	Zip Code: <u>48116</u>

SUMMARY OF CHARGES

Service Term(Months): 36

Site Name	Monthly Recurring Charges	Standard Installation Fees	Activation Fees
Township Hall	\$519.15	\$49.00	\$988.35
SUMMARY OF TOTAL CHARGES*	\$519.15	\$49.00	\$988.35

* Applicable federal, state and local taxes and fees may apply; usage fees not included. For Specific information, see service location detail pages, attached hereto and incorporated here in reference. Additional orders (adding or deleting seats) may change the "per seat" pricing.

GENERAL COMMENTS

AGREEMENT

1. This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at <https://business.comcast.com/terms-conditions-ent/>, (the "Agreement"). Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.
2. Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
3. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the installation is complete.
4. Notwithstanding the notice provision in the Enterprise Services General Terms and Conditions, all legal notices will be sent to the Primary Contact listed above and/or to the Primary Contact identified on the SOA for each Service location as applicable.
5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the terms and conditions of this Agreement.

6. E911 ACKNOWLEDGEMENT

Comcast Business Class Voice and Trunking Services ("Voice Services") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using the Voice Services, Comcast must have the correct service address and, where applicable, location details ("Registered Service Location"). Registered Service Location may include, subject to any character limitations, location details such as a floor and/or office number, in addition to street address, for each telephone number and extension used by the Customer. If the Voice Services or any Voice Services device is moved to a different location without Customer providing updated Registered Service Location information, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, emergency responders may be unable to locate the emergency on the premises and/or the Voice Services (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed may also increase these risks.

- Customer is solely responsible for informing Comcast of initial Registered Service Locations for each telephone number and extension and of all changes to Registered Service Locations for the Voice Services, including subsequent moves, additions or deletions of stations. Customer is also responsible for programming its PBX system to reflect these Registered Service Locations. Customer will inform Comcast of changes to any Registered Service Location for each telephone number and extension by calling Comcast at 1-855-368-0600 or by opening a trouble ticket in the Comcast Care Center Portal. The contact number or method for making such updates are subject to change from time to time.
- The Voice Services use electrical power in the Customer's premises, as well as the Customer's underlying broadband service. If there is an electrical power outage or underlying broadband service outage, 911 calling may be interrupted. Similarly, calls using the Voice Services, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment failure, or another technical problem.
- If the Registered Service Location provided in conjunction with the use of Comcast Equipment is deemed to be in an area that is not supported for 911 calls, Customer will not have direct access to either basic 911 or E911. In this case, Customer 911 calls will be sent to an emergency call center. A trained agent at the emergency call center will ask for the caller's name, telephone number and location, and then will contact the local emergency authority for that area in order to send help.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE 911 LIMITATIONS OF THE VOICE SERVICES.

By signing below, Customer agrees and accepts to the terms and conditions of this Agreement. Enterprise Services General Terms & Conditions, and related policies can be found at <https://business.comcast.com/terms-conditions-ent/>

CUSTOMER USE ONLY		COMCAST USE ONLY (by Authorized representative)	
Signature:	Signature:	Sales Rep:	Caryn Schmidt
Name:	Name:	Sales Rep Email:	caryn_schmidt@comcast.com
Title:	Title:	Region:	Heartland Region
Date:	Date:	Division:	Central Division

SERVICE LOCATION DETAIL					
Customer Information					
Location Name:	Township Hall	Business Phone:	(810) 227-5225		
Company Name:	Genoa Township	Cell Phone:			
Contact Name:	Adam VanTassell	Fax Number:			
Address1:	2911 Dorr Rd	Email:	adam@genoa.org		
Address2:		Site Type:	Standard		
City:	Brighton	Emergency 911 Information:	2911 Dorr Rd Floor 1 Brighton, MI 48116		
State:	MI				
Zip:	48116				
Billing Information					
Date Of Quote:	1/22/2019	Service Term:	36		
The terms set forth in this agreement are valid for 30 days from Date of Quote					
Billing Contact:	Adam VanTassell	Zip:	48116		
Address1:	2911 Dorr Rd	Phone:	(810) 227-5225		
Address2:		Fax:			
City:	Brighton	Email:	adam@genoa.org		
State:	MI				
Voice Selection					
Voice Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Unified Communication Seats	33	\$14.95	\$29.95	\$493.35	\$988.35
Government/School Listing	1	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Selection					
Equipment Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Voice Gateway	1	\$9.95	\$0.00	\$9.95	\$0.00
Polycom VVX 311 HD	31	\$0.00	\$0.00	\$0.00	\$0.00
Polycom VVX 411 HD	1	\$5.95	\$0.00	\$5.95	\$0.00
Polycom VVX Color Expansion Module	1	\$4.95	\$0.00	\$4.95	\$0.00
Polycom Soundstation 5000	1	\$4.95	\$0.00	\$4.95	\$0.00
Summary Of Charges					
Aggregate Monthly Recurring Charges					
Monthly Recurring Charges:					\$519.15
Promotional Discount:					\$0.00
Promotion Option:					CEN_BVE\$14.95Seats30+_OTT
Promotion Description:	Unified Communication Seats provided for discounted rate of \$14.95 each, rolling to rate card at end of original term. OTT sites only. Minimum 30 UC Seats required. 3 year term required. Taxes/Usage/Fees/Equip extra				
Total Business VoiceEdge Monthly Recurring Charge*:					\$519.15
*Applicable federal, state and local taxes & fees may apply; usage fee not included. Additional orders (adding or deleting seats) may change the "per seat" pricing.					
Business VoiceEdge Standard Installation Fees					
Customer Training:	Online				No Charge
Total Activation Charges:					\$988.35

Site Installation Charges:	\$49.00
Total Business VoiceEdge Standard Installation Fees:	\$1,037.35

8. For **Selected time schedule**, select the schedule you setup to forward (in this example, After Hours)
9. Hit **Save Changes**



10. You will now see the Call Forwarding Selective setup, and calls will transfer based on the schedule you made

SHARED CALL APPEARANCE

Shared Call Appearance is a feature that allows you to monitor other users on your phone, most effective on Sidecars. This is a feature that needs to be provisioned by Business Voice Edge Care by calling 877-761-7401.

SHARED CALL APPEARANCE VERSUS BUSY LAMP FIELD

Shared Call Appearance and Busy Lamp Field can essentially function the same way, with a few exceptions.

SHARED CALL APPEARANCE

- Outbound calls can be made using other line appearances
- If you press SCA on the phone, you will get dial tone to make a call as if from that line
- Call status can be seen and inbound calls for other lines rings all phones and can be answered anywhere line appears
- Calls can be put on hold and others can pick up (like a key system)

BUSY LAMP FIELD

- Outbound calls CANNOT be made as from the other line
- If you press a BLF on the phone, you will ring the user and/or be able to transfer a call to that user
- Call status can be seen and inbound calls for other lines visibly alerts all phones and can be answered anywhere BLF appears
- BLF configuration can be modified by end user using BVE Portal

COMCAST BUSINESS

A Guide to Voice Edge's Most Popular Features

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 BUSY LAMP FIELD 27

GETTING STARTED

WELCOME LETTERS

All users who have a seat in your business will receive a Welcome Letter. This letter will have information pertinent to you as a specific user, including your direct dial phone number, voicemail pin, and Business Voice Edge portal credentials. As an Enterprise or Technical Administrator, you'll receive a Welcome Letter, but with more information, including the account number, you Admin credentials for the portal, and any other pertinent information, including pins to access and record your Auto Attendant greetings.

If you didn't receive your Welcome Letter(s), you can contact the Business Voice Edge Care department at 877-761-7401.

VOICEMAIL

All users that have a Unified Communications seat have voicemail enabled. The steps below will help get you started with setting up and explain how to retrieve your messages.

SETTING UP VOICEMAIL

To access your voicemail it will require a Voicemail PIN number. You can find this information in your welcome letter under your **Unified Communications Credentials**, next to 'Be Anywhere/Voicemail PIN'.

Feature Portal / Telephony Toolbar User ID:	comcast100
Softphone User ID:	comcast100@bve.wdv.comcast.net
Feature Portal / Telephony Toolbar / Softphone Password:	A123B678
Be Anywhere Access Number:	5553332222
Be Anywhere/Voicemail PIN:	123456

- Press the envelope icon on your phone or dial *62 to access the voice portal.
- Enter the voicemail pin from the welcome letter.
- It will prompt you to reset your PIN if it is your first time accessing your voicemail. Reset, then repeat.

- It will then prompt you to record your name. In this section you record **ONLY** the name, not the entire greeting. This is like an ID for the phone.
- You are now ready to access your voicemail box.

RECORDING THE GREETING

- Access your voicemail box by pressing 1.
- It will say “you have _ unread messages”, hang on the line and it will prompt you to record the **Busy** and the **No Answer** greetings. It’s recommended that record **BOTH** greetings.
- To record your **Busy Greeting** press 2, follow the prompts to record your message, then save when you are satisfied with your greeting.
- To record your **No Answer** greeting press 3. Just like the busy greeting you would follow the prompts to record and save when completed.

CHECKING YOUR VOICEMAIL MESSAGES

There are various options in checking voicemail messages. You can access these messages with any of the following:

- ***Directly from the phone itself.***

Press the envelope icon on the phone or dial *62 to access your voice portal. Enter the pin, then press 1 to access your voicemail box.

- ***BVE Portal***

Log onto the Business Voice Edge Portal using your Unified Communications credentials, click onto **Voicemail**, then **Inbox**.

If you are logging in as an Admin, click on **Manage Users**, select user to manage, click on **Voicemail**, then **Inbox**.

- ***Mobile Application***

Using your Unified Communications credentials, log onto the mobile app. Voicemail will be first icon shown on the main screen.

- ***Dialing the Voice Portal Number***

If you are checking messages outside of work, you can access voicemails by calling the **Voice Portal** number. Enter the extension, then the extension’s Voicemail PIN.

The Voice Portal number will be located in your welcome letter, under **Account Profile Credentials**, next to Voicemail Access Number.

Account Name:	COMCAST BUSINESS
BVE Account Number:	9000000000
Telephone Number:	5554443333
Group Telephone Number:	5554442222
Voicemail Access Number:	5554440000
Effective Date:	10/31/2016 11:44AM Pacific Standard Time
Order ID:	PO - 12345678

MANAGING YOUR CALLS - BASICS

HOLD/RESUME

Call Hold allows you to dial another telephone number or check information while your caller is still on the line.

HOW TO USE CALL HOLD

1. While on a call, press the **Hold** button
2. The customer is now on hold; you can dial another number by hitting the **Line** button
3. To resume your original call, press the **Resume** button

TRANSFERRING CALLS

Call Transfer allows users to quickly and easily transfer callers to the appropriate party. Users have the option to blind transfer or transfer with a consultation.

BLIND TRANSFERS

Blind Transfer sends the call to a co-worker without the knowledge of the call. While on an active call:

- Press the **Transfer** button on the phone
- Press the **Blind** softkey (if you don't see it, press the **More** button)
- Enter the number to transfer to, then **Send** or **#**

CONSULTED TRANSFERS

Consulted Transfer allows your co-worker to talk with you prior to transferring the call. While on an active call:

- Press the **Transfer** button on the phone
- Enter the number to transfer to, then **Send** or **#**

When the calling party answers, announce the call, then:

- Press the **Transfer** button again or simply hang up the phone

CALL PARK/CALL RETRIEVE

In the absence of a key system, Call Park and Call Pickup are a good alternative for putting a call on hold and picking it up elsewhere. The call can be parked to any extension, whether it be your own, or any other extension in your Enterprise group; however, only one call can be parked per extension. By managing the settings, you can turn on a confirmation notification and set how long the call remains parked before being automatically recalled.

PARKING A CALL

When on a call:

- Press the **Hold** softkey
- Press the **New Call** softkey
- Dial ***68 + the extension + Send** or **#**

RETRIEVING A CALL

Go to any phone:

- Dial ***88 + the extension** where the call is parked + **Send** or **#**

MANAGING CALL PARK SETTINGS

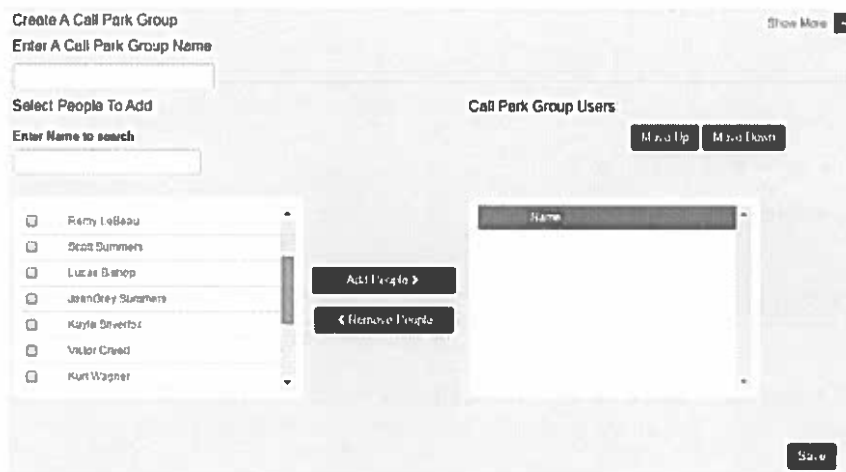
1. Click **Advanced Settings** from the top menu, and then select **Call Park Group** on the left hand side



2. Select what options work best for you from the three features under **Manage Call Park Settings**: Display Timer, Recall Timer, and Park Destination Announcement
 - a. Display Timer- Displays on the phone how long the call has been parked
 - b. Recall Timer- How long the call will remain parked; when the timer expires, it will recall back to the person who parked it
 - c. Park Destination Announcement- phone will audibly alert when a call is parked to the extension
3. Hit the **Create New** button setup your new Call Park Group

Create A Call Park Group Create New 

4. Enter the name of the **Call Park Group**, then select people to add
5. Click the **Add People** button to move selected users into the **Call Park Group Users** column



6. Click the **Save** button

With the users now added into your Call Park Group, they will now be able to use the Call Park feature.

MANAGING YOUR CALLS – ADVANCED

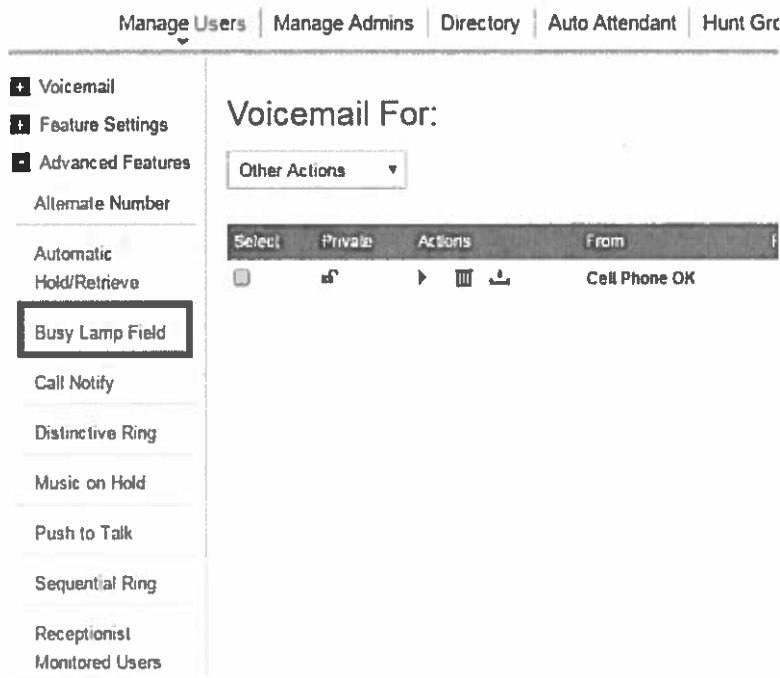
BUSY LAMP FIELD

Busy Lamp Field is a feature that allows a user to see the busy status of other selected users on their phone. A Busy Lamp Field will appear on the phone as the user’s name, not their extension. While you will be able to see incoming calls for another user, you will not be able to make outbound calls as another user. If you press the line key next to a user, you will be able to call and/or transfer a call to that user. When another user receives a call, you will see that line light up, and you’ll be able to answer that at any phone where Busy Lamp Field is enabled by pressing the button.

As an Enterprise or Technical Administrator, you’ll be able to configure Busy Lamp Field in the Business Voice Edge portal.

SETTING UP BUSY LAMP FIELD

1. Under **Manage Users**, select a user to manage
2. On the left hand side, select the **Advanced Features** dropdown, and then select **Busy Lamp Field**



3. Select the users you want to appear on your device from the **Available Users** column, then hit the **Add People** button to move them into the **Users to Monitor** column

4. Press the **Save** button
5. PLEASE NOTE: Busy Lamp Fields will appear after the phone reboots overnight or by forcing a reboot. (To force a reboot, unplug the power from the bottom of the phone, wait a few seconds and plug it back in).

BUSY LAMP FIELD LIMITATIONS PER DEVICE

Each Polycom device has limitations to the amount of Busy Lamp Field appearances it will show.

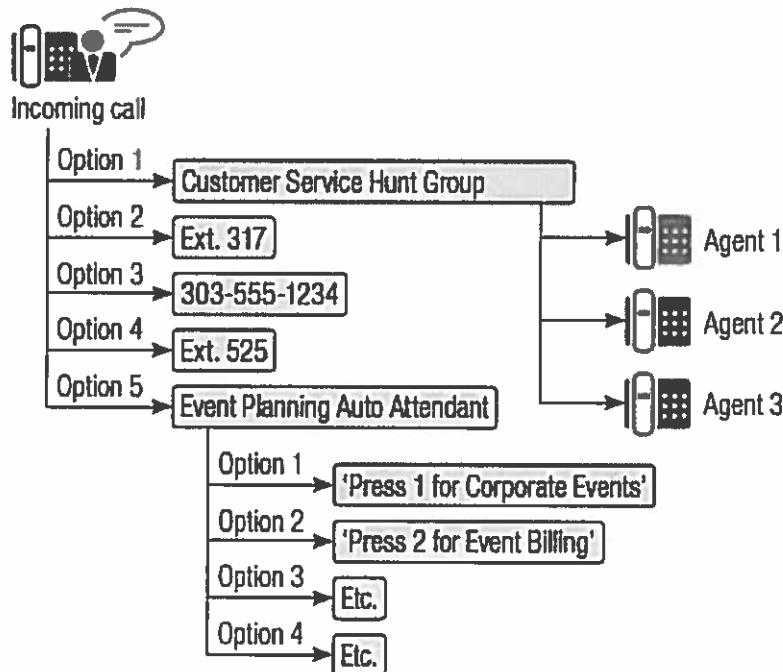
Phone Model(s)	Number of Busy Lamp Field Appearances
Polycom VVX 310/311	5
Polycom VVX 410/411	11
Polycom VVX 500/501	11
Polycom VVX 600/601	15
Polycom VVX 670	5
Polycom VVX 670 with Sidecars	25
Polycom VVX 1500	5

MANAGING YOUR VOICEEDGE SYSTEM - BEYOND THE BASICS

AUTO ATTENDANTS

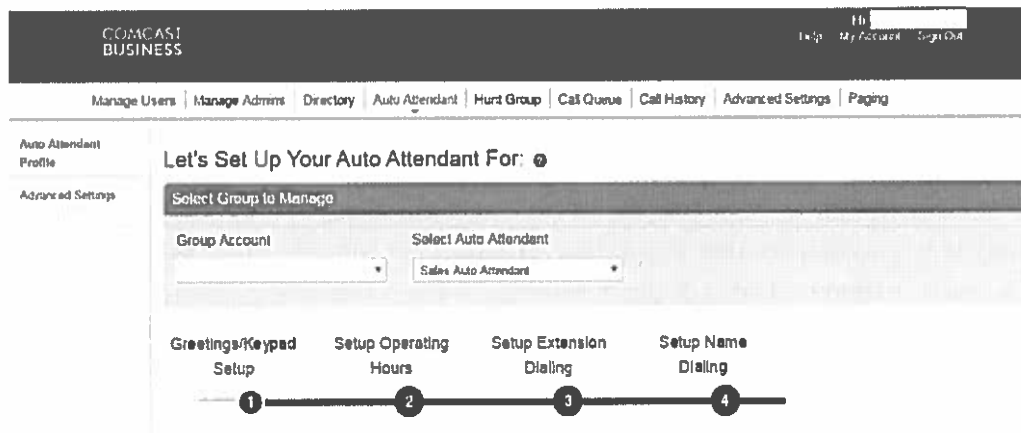
An Auto Attendant is a great way to ensure that incoming calls get routed in a prompt and professional manner. With an Auto Attendant, customers can route themselves via menu prompts to reach certain individuals, departments, or even recordings (directions, hours of operation, etc.). This can also give your company the “feel” of a big business, as well as allow your receptionist to do other jobs. Options on the Auto Attendant can be routed to internal numbers, cell phones, voicemail boxes, or even Hunt Groups.

EXAMPLE OF AN AUTO ATTENDANT CALL FLOW



An Auto Attendant has the ability to provide nine (9) different options for calls to go. If you need more than nine, you can purchase additional Auto Attendants (as shown in the diagram) to route the calls.

You can manage the Auto Attendant in the Business Voice Edge portal (business.comcast.com/bveportal) as either an Enterprise or Technical Administrator.



GREETINGS AND KEYPAD SETUP

When setting your greetings for your Auto Attendant in the portal, you have two greeting options to record: Business Hours and After Hours. When recording your greetings, you can record them either through the portal or by using your telephone.

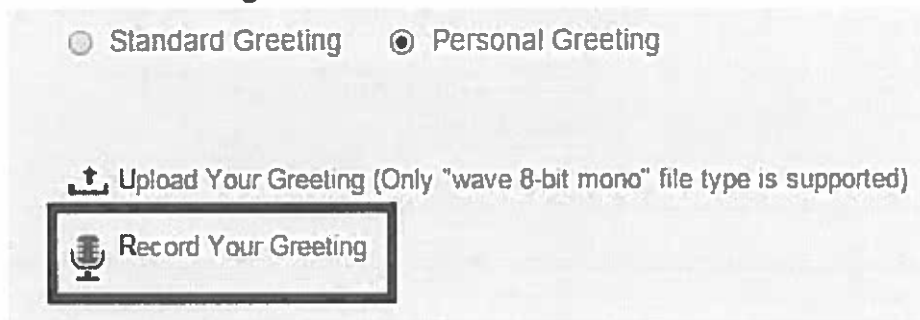
OPTION ONE: RECORDING THROUGH THE PORTAL

1. Select either **Business Hours** or **After Hours** greeting to change that greeting, and then select **Personal Greeting**

Business Hours Greeting Standard Greeting **Personal Greeting**

2. To record the greeting:

- a. Press **Record Greeting** icon



- b. Press the **Record** button
- c. Record using the microphone on your computer
- d. Press the **Record** button again to stop recording
- e. Use the **Play** button to review
- f. Press the **Save Changes** button

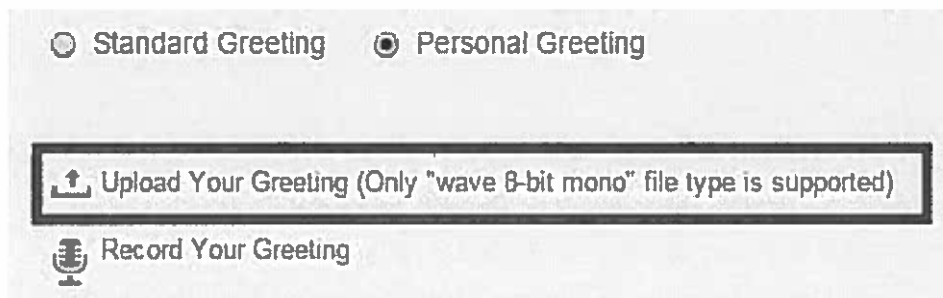
OPTION TWO: RECORDING OVER THE TELEPHONE

1. Using the phone in your office, press the **envelope key**
2. When the greeting starts, press *****
3. When prompted for an extension, press **999** or **9999**
 - a. This depends on how many digits your extensions are
4. Enter the Auto Attendant passcode
 - a. This passcode will be found on your Admin Welcome Letter
5. Press option **1** to record your Auto Attendant greeting
 - a. You will choose either **Business Hours** or **After Hours**
6. If you have more than one Auto Attendant, enter the extension of the one you want to record
 - a. The extensions can be found in the directory of the portal

You can also use pre-recorded greetings, either done through Comcast (using a 3rd party company called SNAP) or any other company you may have used. You can upload the greeting through the portal, but it does have to be in a (8-bit mono) .WAV file format.

UPLOADING YOUR GREETING

1. Select **Personal Greeting**
2. Press the **Upload Your Greeting** icon



3. Press the **Browse** button
4. Browse and select the proper .WAV file
5. Press **Save** when selected

KEYPAD SETUP

When recording your Auto Attendant greetings, it's important to make sure your key press options are correct. You'll be able to set the key press options for both Business Hours and After Hours.

Business Hours Greeting Standard Greeting Personal Greeting

Upload Your Greeting (Only "wave 8-bit mono" file type is supported)

Record Your Greeting

Key	Description	Actions	Phone # or Extension
0	Operator	TransferToOperator	*557001
1	Sales	TransferWithoutPrompt	7017
2	Cust Service	TransferWithoutPrompt	7010
3	Office Manager	TransferWithoutPrompt	7006
4		TransferToOperator	1232
5		---	
6		---	
7		---	
8		---	
9		---	
*	Replay	RepeatMenu	
#	Main Menu	TransferWithPrompt	7101

GUIDE TO KEYPAD OPTIONS

- **KEY-** The number the customer will press to reach intended option (0-9)
- **DESCRIPTION-** Where the call will go (Receptionist, Sales, etc.)
- **ACTIONS-** What needs to happen when the caller selects the option
 - Transfer to Operator- Caller will hear "please wait while your call is transferred to the operator"
 - Transfer with Prompt- Caller will hear "please wait while your call is being transferred"
 - Transfer without Prompt- Caller will hear nothing
 - Name Dialing- Caller will hear nothing
 - Extension Dialing- Caller will hear nothing
 - Exit- "Thank you for calling"
 - Repeat Menu-Caller will hear nothing
- **PHONE # OR EXTENSION-** The destination where the caller needs to go
 - NOTE: Putting *55 at the beginning of an extension makes the call go directly to voicemail (ex: if you had a General Mailbox on extension 100, you would put *55100)

SETUP OPERATING HOURS

In Step Two, you'll need to setup Time Zone and Schedules (Time and Holiday).

Select Group to Manage

Group Account Select Auto Attendant

Greetings/Keypad Setup 1 Setup Operating Hours 2 Setup Extension Dialing 3 Setup Name Dialing 4

Time/Holiday Schedules

Time Zone: (GMT-05:00) Mountain Time (US) Save Next

Time Schedules: BVE Sales Meeting Save Next

Holiday Schedules: None
To add/edit schedules, click here

NOTE: For setting up schedules, see SCHEDULES on page 17.

SETUP EXTENSION DIALING

In Step Three, you can select if you want to enable Extension Dialing. Extension Dialing allows your callers to be able to bypass the Auto Attendant options and dial an extension if they already know it. You have the option to enable Extension Dialing for both Business Hours and After Hours.

Select Group to Manage

Group Account Select Auto Attendant

Greetings/Keypad Setup 1 Setup Operating Hours 2 Setup Extension Dialing 3 Setup Name Dialing 4

Extension Dialing Save Next

Enable first level extension dialing for business hours

Enable first level extension dialing for after hours

This allows callers to bypass the auto attendant by dialing a known extension at anytime during the call process

Save Next

SETUP NAME DIALING

In Step Four, you can change the Name Dialing options. If you set one of the key presses as Name Dialing, you have the option to let the caller search by last name first, or by last and first name.

The screenshot shows a web interface for configuring a group. At the top, there's a header 'Select Group to Manage'. Below it, there are two dropdown menus: 'Group Account' (set to 'COMCAST U BVE LAB (FULTON)') and 'Select Auto Attendant' (set to 'Sales Auto Attendant'). A progress bar below these shows four steps: 1. Greetings/Keypad Setup, 2. Setup Operating Hours, 3. Setup Extension Dialing, and 4. Setup Name Dialing. Step 4 is currently active. Below the progress bar, the 'Name Dialing' section has two radio button options: 'When searching the company directory, the caller can search by Last Name, First Name' (selected) and 'When searching the company directory, the caller can search by Last Name, First Name and by First Name, Last Name'. There are 'Save' and 'Done' buttons on the right side of the section.

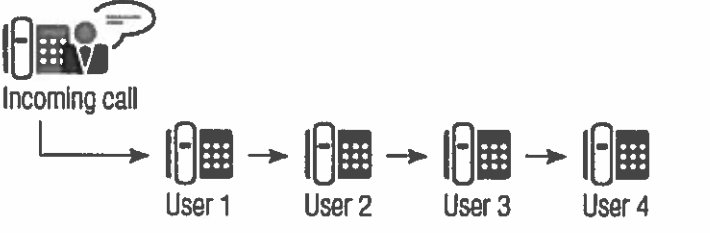
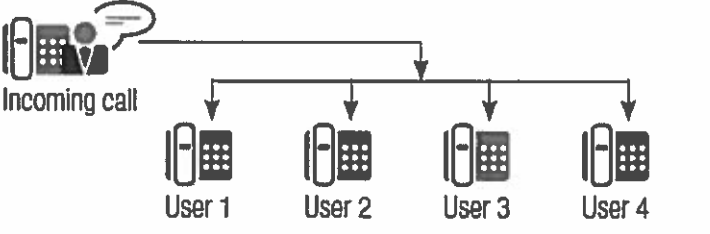
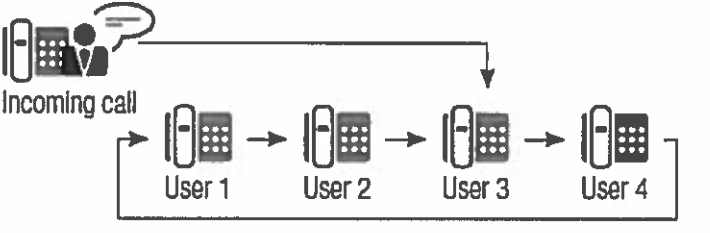
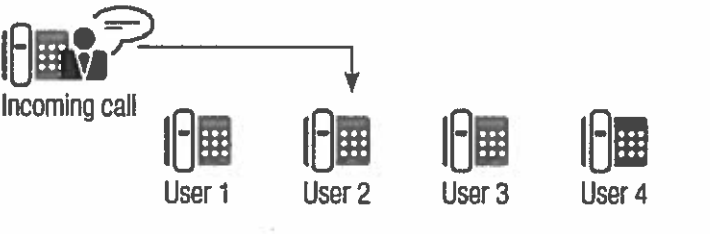
HUNT GROUPS

Hunt Groups automatically process incoming calls received by a single phone (i.e. your main business telephone number) by distributing it among a group of users or agents. Hunt Groups can be managed in the Business Voice Edge portal by Enterprise and Technical Administrators.

The screenshot shows a web interface for setting up a hunt group. At the top, there's a header 'COMCAST BUSINESS' and a navigation menu with items like 'Manage Users', 'Manage Admins', 'Directory', 'Auto Attendant', 'Hunt Group', 'Call Queue', 'Call History', 'Advanced Settings', and 'Paging'. The main heading is 'Let's Set Up Your Hunt Group For:'. Below this, there's a 'Select Group to Manage' section with 'Group Account' (set to 'COMCAST U BVE LAB (FULTON)') and 'Hunt Group' (set to 'Technical Support'). A progress bar below shows three steps: 1. Hunt Group Settings, 2. Hunt Group Users, and 3. No Answer Settings. Step 1 is currently active. Below the progress bar, there are 'Save' and 'Next' buttons. The 'Hunt Group Profile Settings' section includes fields for 'Hunt Group Name' (set to 'Technical Support'), 'Time Zone' (set to '(EST-5:00) Mountain Time (US)'), 'Call Line ID First Name', and 'Extension'.

HUNT GROUP SETTINGS

In this screen, you'll set some of the basic Hunt Group settings, like the calling line ID name and Hunt Group type. Most of these options should already be set from the initial order. One of the options you may want to change is Hunt Group Type. The chart below explains the four different Hunt Group Types:

<p>Regular Rings each user in the order they appear on the User List</p>	
<p>Simultaneous Rings all users at once</p>	
<p>Circular Notes the last user to answer a call then rings the next user on the User List</p>	
<p>Uniform Rings the user that has been Idle the longest</p>	

HUNT GROUPS USERS

Next, you'll decide which users you want to be part of the Hunt Group.

Hunt Group Settings Hunt Group Users No Answer Settings

1 2 3

Save Next

Available Hunt Group Agents Selected Hunt Groups Agents

Name	User ID	Phone	Ext
<input type="checkbox"/> Raven Darkhome	rdarkhome7009	7206398748	7009
<input type="checkbox"/> Charles Xavier	cxavier7001	7206336740	7001
<input type="checkbox"/> Jubilation Lee	jlee7010	7206390749	7010
<input type="checkbox"/> John A. Furtayce	jaferdyc7014	7205733280	7014
<input type="checkbox"/> Scott Summers	ssummers7003	7206391742	7003
<input type="checkbox"/> Lucas Bishop	lbishop7022	7205739288	7022
<input type="checkbox"/> Jean Grey Summers	jsummers7004	7206395743	7004

Add People

Remove People

Name	User ID	Phone	Ext
<input type="checkbox"/> Logan Howlett	lhowlett7002	7206386741	7002
<input type="checkbox"/> Remy LeBeau	rlbeau7011	7206390750	7011
<input type="checkbox"/> Megan Green	mgwenn7018	7205739284	7018

Save Next

1. Select the users from the **Available Group Agents** column
2. Hit the **Add People** button; the selected users will now be under the **Selected Hunt Group Agents** column
3. Hit the **Save** button

NO ANSWER SETTINGS

Finally, you'll setup your No Answer settings. Your No Answer settings will partly be dependent on the Hunt Group Type (Regular, Circular, Simultaneous, etc.) that you've chosen.

Hunt Group Settings Hunt Group Users No Answer Settings

1 2 3

Save Finish

No Answer Settings

Skip to next agent after rings

Forward call after waiting seconds

Call forwards to

Save Finish

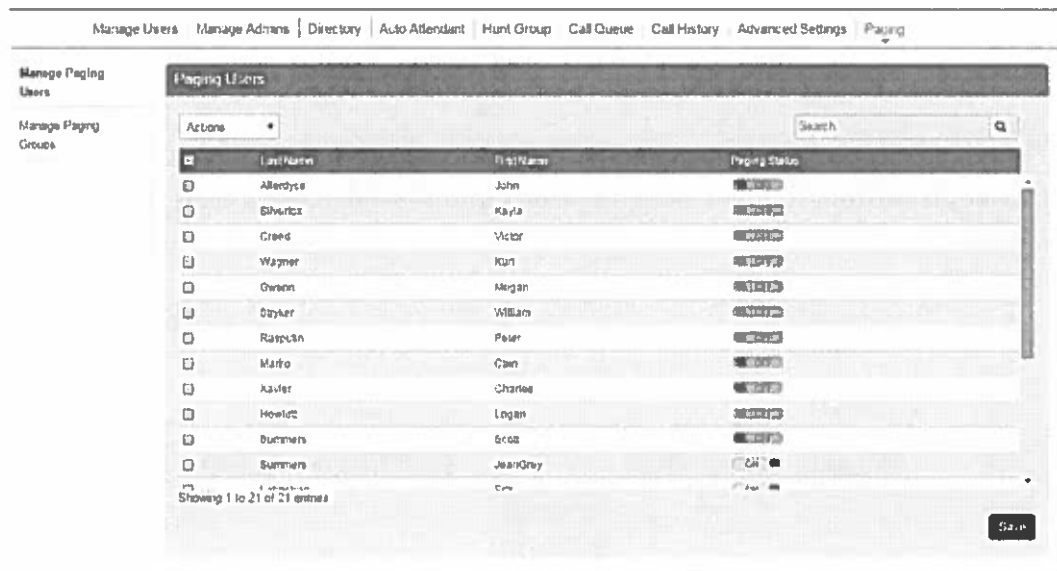
If you've selected any Hunt Group Type except Simultaneous, you'll want to select "Skip to agent after ___ rings". If you have three users in the Hunt Group and a call comes in, it will ring to user one the selected amount of times, then move to the second user and ring that amount, then the third.

If you've selected Simultaneous Hunt Group Type, you'll want to select "Forward call after waiting ___ seconds". If you have three users in the Hunt Group and a call comes in, it will ring to all three users for the selected amount of seconds, and then forward. In this option, each ring is about five seconds.

Calls will forward in both scenarios to whatever you put in the "Call Forwards to" field. For example, if you had an Auto Attendant at extension 200, you would put 200. If you wanted it to forward to a user's voicemail, you would put the star code *55, followed by the extension (*55100).

PAGING

Paging is a feature that allows you to not only page individual users, but page groups that you can setup in the Business Voice Edge portal.

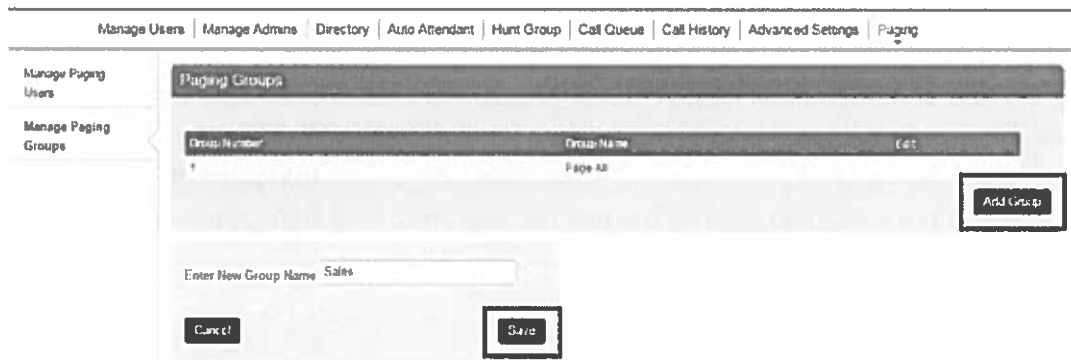


To turn on paging for a user, simply switch the Paging Status from OFF to ON. In order for Paging to show on the phone, you'll need to reset each phone, or wait for them to automatically reset overnight.

MANAGE PAGING GROUPS

When setting up a Paging Group, you'll see there is a default paging group already setup named Page All. This group will page all users who paging has been enabled for. To setup a new Paging Group:

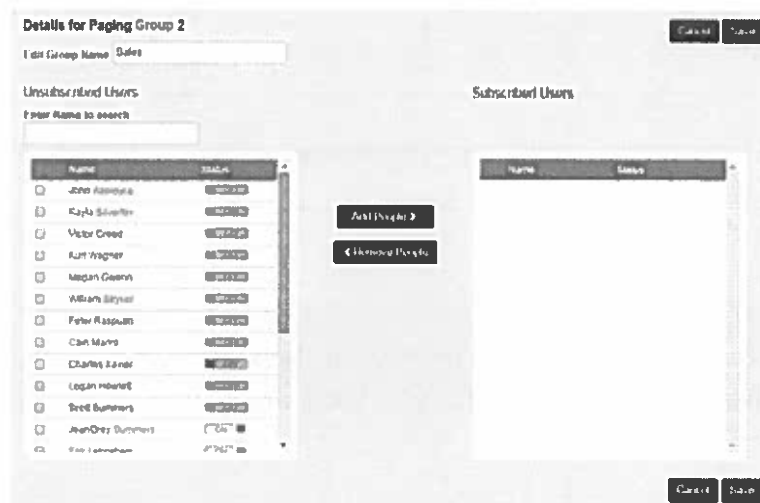
1. Hit the **Add Group** Button
2. Type in a New Group Name, and then hit **Save**



3. Once the group is added, hit the **pencil icon** to edit the group



4. Select the users you want in the group under **Unsubscribed Users** column and click the **Add People** button; this will move the users into the **Subscribed Users** column
5. Hit **Save**



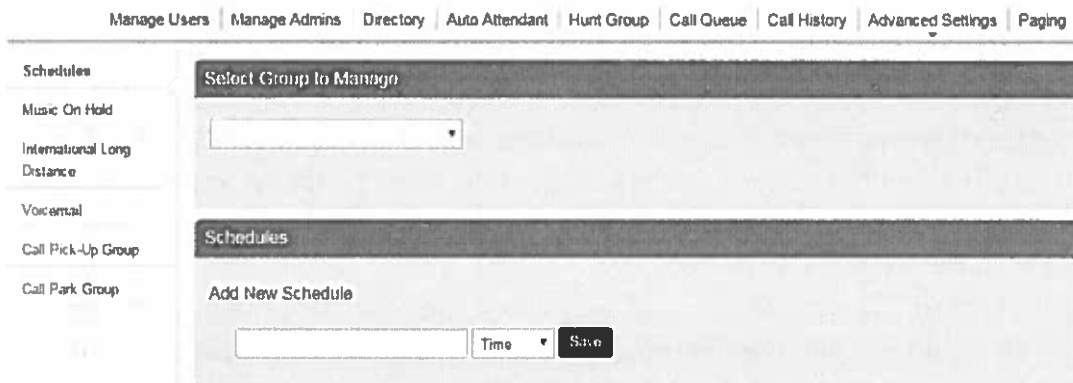
SCHEDULES

Setting schedules is a very important part of making your business function properly and ensuring calls go where they need to. Schedules can be setup through the Business Voice Edge portal by Enterprise and Technical Administrators.

In this example, we'll setup Business Hours and After Hours schedules for a business that's open Monday-Friday from 8:00am-5:00pm.


SETTING THE BUSINESS HOURS SCHEDULE

1. Click on **Advanced Settings** from the top menu; Schedules will be the first thing to populate



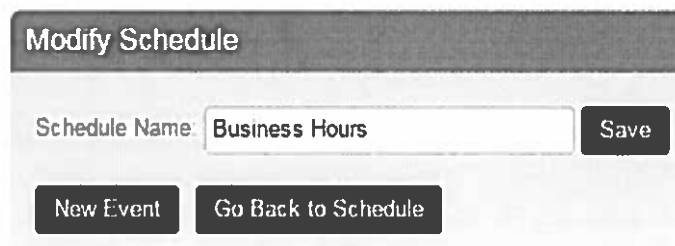
The screenshot shows the top navigation menu with 'Advanced Settings' selected. On the left, a sidebar lists various settings: Schedules, Music On Hold, International Long Distance, Voicemail, Call Pick-Up Group, and Call Park Group. The main content area is titled 'Schedules' and contains a 'Select Group to Manage' dropdown menu. Below this is an 'Add New Schedule' section with a text input field, a 'Time' dropdown menu, and a 'Save' button.

2. Under **Add New Schedule**, type **Business Hours** and hit **Save**
3. **Business Hours** will then show below; click the pencil icon to edit



The screenshot shows a table with one row. The first column is labeled 'Business Hours' and the second column is labeled 'Time'. A pencil icon is visible in the right margin of the table.

4. Click the **New Event** button



The screenshot shows a 'Modify Schedule' dialog box. It has a 'Schedule Name' input field containing the text 'Business Hours' and a 'Save' button. Below the input field are two buttons: 'New Event' and 'Go Back to Schedule'.

Edit Event

Event Name:

Start Event Date:

Start Time: : All Day

End Event Date:

End Time: :

Recurrence Pattern

Recurs:



Every: Week(s) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

End:

5. For **Event Name**, type the days your business is open (in this example, Monday-Friday)
6. For **Start Event Date**, select the beginning of the week (in this example, 11/30/2015)
7. Your business open and closes the same day, so for the **End Event Date**, select the same date (in this example, 11/30/2015)
8. For the **Start Time**, put the time your business opens (in this example, 8:00am)
9. For the **End Time**, put the time your business closes (in this example, 5:00pm)
10. For **Recurrence Pattern**, select **Weekly**
11. Select the days your business is open (in this example, Monday-Friday)
12. Hit **Save**
13. You'll now see the new event you created in your schedule

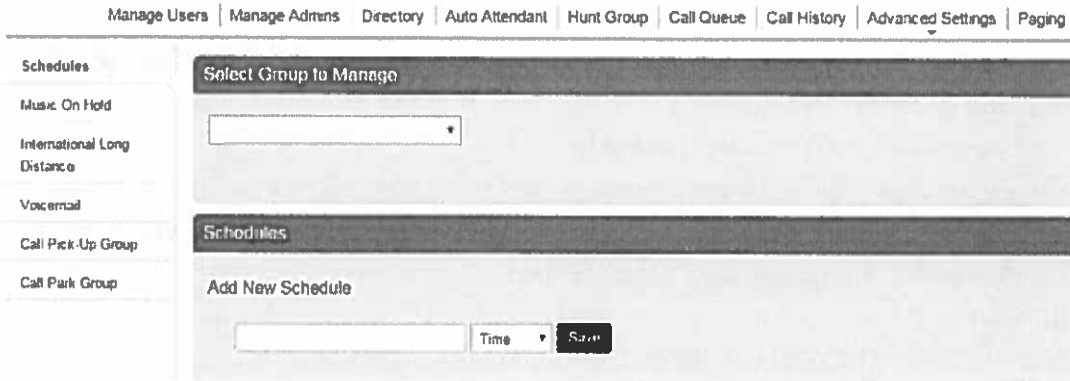
Modify Schedule

Schedule Name:

Name	Actions
Monday - Friday	 

SETTING THE AFTER HOURS SCHEDULE

1. Click on **Advanced Settings** from the top menu; Schedules will be the first thing to populate



The screenshot shows the 'Advanced Settings' page with a navigation bar at the top containing: Manage Users | Manage Admins | Directory | Auto Attendant | Hunt Group | Call Queue | Call History | Advanced Settings | Paging. On the left is a sidebar menu with items: Schedules, Music On Hold, International Long Distance, Voicemail, Call Park-Up Group, and Call Park Group. The main content area has a header 'Select Group to Manage' with a dropdown menu. Below that is a section titled 'Schedules' with an 'Add New Schedule' button and a form with a text input, a 'Time' dropdown, and a 'Save' button.

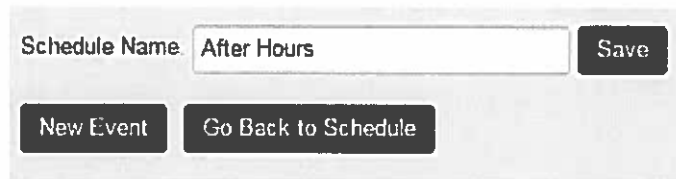
2. Under **Add New Schedule**, type **After Hours** and hit **Save**
3. **Business Hours** will then show below; click the **pencil icon** to edit

After Hours

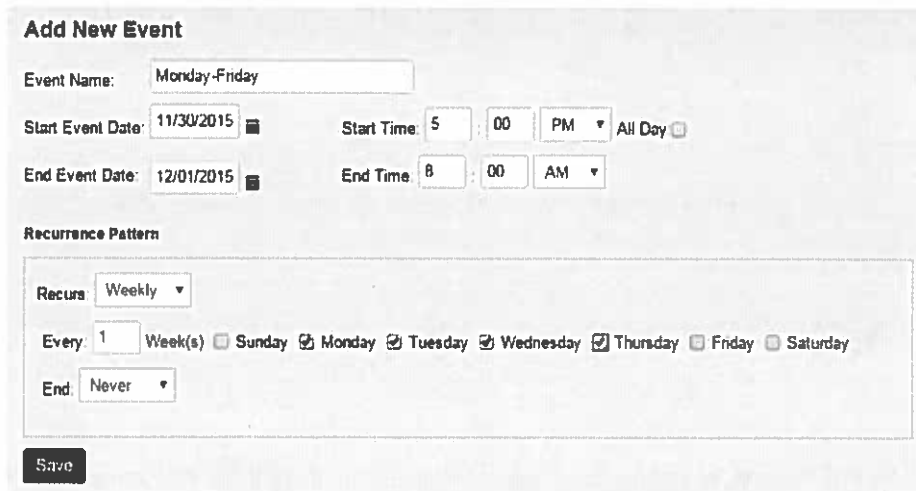
Time



4. Click the **New Event** button



The screenshot shows the 'Add New Schedule' form with the following elements: 'Schedule Name' text input containing 'After Hours', a 'Save' button, a 'New Event' button, and a 'Go Back to Schedule' button.



The screenshot shows the 'Add New Event' form with the following fields: 'Event Name' (Monday-Friday), 'Start Event Date' (11/30/2015), 'Start Time' (5:00 PM), 'End Event Date' (12/01/2015), 'End Time' (8:00 AM), 'Recurrence Pattern' (Weekly), 'Every' (1 Week(s)), 'End' (Never), and a 'Save' button. The recurrence pattern section includes checkboxes for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

5. For **Event Name**, type the days your business is open (in this example, Monday-Friday)
6. For **Start Event Date**, select the beginning of the week (in this example, 11/30/2015)
7. Since your business closes at night and opens the next morning, for the **End Event Date**, select the next day (in this example, 12/01/2015)
8. For the **Start Time**, put the time your business closes (in this example, 5:00pm)
9. For the **End Time**, put the time your business opens the next day (in this example, 8:00am)
10. For **Recurrence Pattern**, select **Weekly**
11. Select the days your business is open (in this example, select Monday-Thursday; this will go Monday into Tuesday, Tuesday into Wednesday, Wednesday into Thursday, and Thursday into Friday; **DO NOT** select Friday)
12. Hit **Save**
13. You'll now see the new event you created in your schedule

Modify Schedule

Schedule Name:

Name	Actions
Monday-Friday	

14. Hit the **New Event** button again to make a new event for the weekend

Add New Event

Event Name:

Start Event Date: Start Time: : All Day

End Event Date: End Time: :

Recurrence Pattern

Recurs:

Every: Week(s) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

End:

15. For **Event Name**, type the days your business is closed (in this example, Weekend)
16. For **Start Event Date**, select the last day of the week (in this example, 12/04/2015)
17. Since your business will be closed all weekend, for the **End Event Date**, select the start of the next week (in this example, 12/07/2015)

18. For the **Start Time**, put the time your business closes (in this example, 5:00pm)
19. For the **End Time**, put the time your business opens the next business day (in this example, 8:00am)
20. For Recurrence Pattern, select **Weekly**
21. Select **ONLY Friday**; the Start Event Date and End Event Date will make it go all weekend
22. Hit **Save**
23. You'll now see the new event you created in your schedule

Modify Schedule

Schedule Name:

Name	Actions
Monday-Friday	
Weekend	

With the schedules setup, you'll now need to program where the incoming calls to your business go. In this example, we'll say that your main business telephone number is attached to a Hunt Group (in this example, the Technical Support Hunt Group). After Hours, your calls need to go to your Auto Attendant (in this example, the IT Auto Attendant at extension 7116). This will be setup using Call Forwarding Selective.

SETTING UP CALL FORWARDING SELECTIVE

1. Go to Hunt Group on the top menu; make sure your Hunt Group dropdown shows the Hunt Group you need (in this case, Technical Support)
2. Hit **Advanced Settings** on the left hand side

Manage Users | Manage Admins | Directory | Auto Attendant | **Hunt Group** | Call Queue

Hunt Group Profile
Advanced Settings

Let's Set Up Your Hunt Group For: ?

Select Group to Manage

Group Account:

Hunt Group:

3. In the Call Forwarding Selective field, you'll toggle OFF to ON

- In the "Default Forwarding Number or Extension", you'll put the number or extension you need calls to forward to (in this case, extension 7116)
- Click the Add New button

Call Forwarding Selective ? ON

Default Forwarding Number or Extension: 7116

Play Ring Reminder when a call is forwarded

Enable	Description	Calls From	Forward To	Actions
--------	-------------	------------	------------	---------

Add New Save

Call Forwarding Selective Attribute ×

Description: Call Forward After Hours

Use Default Forward phone number

Forward to another phone number:

Do not forward

Selected time schedule: After Hours ▼

Selected holiday schedule: None ▼

Calls From:

Any Phone Number

Selected Numbers

Any Private Numbers Any Unavailable Numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Changes

- In Description, put what the forwarding is doing (in this example, Call Forward After Hours)
- You can keep "Use Default Forward phone number" selected as you put the extension you need calls forwarded to from the previous screen

8. For **Selected time schedule**, select the schedule you setup to forward (in this example, After Hours)
9. Hit **Save Changes**



10. You will now see the Call Forwarding Selective setup, and calls will transfer based on the schedule you made

SHARED CALL APPEARANCE

Shared Call Appearance is a feature that allows you to monitor other users on your phone, most effective on Sidecars. This is a feature that needs to be provisioned by Business Voice Edge Care by calling 877-761-7401.

SHARED CALL APPEARANCE VERSUS BUSY LAMP FIELD

Shared Call Appearance and Busy Lamp Field can essentially function the same way, with a few exceptions.

SHARED CALL APPEARANCE

- Outbound calls can be made using other line appearances
- If you press SCA on the phone, you will get dial tone to make a call as if from that line
- Call status can be seen and inbound calls for other lines rings all phones and can be answered anywhere line appears
- Calls can be put on hold and others can pick up (like a key system)

BUSY LAMP FIELD

- Outbound calls **CANNOT** be made as from the other line
- If you press a BLF on the phone, you will ring the user and/or be able to transfer a call to that user
- Call status can be seen and inbound calls for other lines visibly alerts all phones and can be answered anywhere BLF appears
- BLF configuration can be modified by end user using BVE Portal

COMCAST BUSINESS VOICEEDGE™



**PUT YOUR CRITICAL COMMUNICATIONS
INTO EXPERT HANDS**

Genoa Township – Hosted VoIP Overview

January 28, 2019

COMCAST
BUSINESS
B4B
BUILT FOR BUSINESS™

Agenda

Comcast update

Business Voice Edge Overview

Value Proposition

Pricing

Support and Customer Care

Next steps



COMCAST BUSINESS

THE SKY IS THE LIMIT

COMCAST CABLE

24

Million Internet Customers

11.3

Million Voice Customers

100,000

Employees across the U.S.

\$74.5B

In Revenue



COMCAST BUSINESS

20%

Growth Rate

1.8

Million+ Business Customers

8,000+

Employees Dedicated to Business Services

\$6.4B

In Capital Investment Since 2008

2016 —

\$5.6
Billion

REVENUE

2006 —

\$256M

DIVERSE NETWORK

WITH NATIONAL REACH

OUR NETWORK:

- Far-reaching fiber and hybrid fiber coax infrastructure
- Physically diverse network from telcos (routes, access points, building access, etc.)
- Largest converged IP network in the country
- Comcast continues to double its network Capacity every 18 – 24 months
- Network monitoring and management in every market 24x7x365
- Customer Monitoring from Redundant NOCs
- Voice SLA: 99.9% availability
- Metro Ethernet Forum's 2014 Service of the Year



Over 1 Million Ethernet enabled buildings



149k fiber route miles



4th Largest Voice Provider in the Nation



25Tbps of network capacity and growing



500+ connected data centers

IS YOUR VOICE SOLUTION

POWERFUL ENOUGH?

Does it operate on the move?

Can it support multiple devices?

Can it scale to handle explosion in IP traffic?

2.0 BILLION

mobile workers by 2019

14.4 PETABYTES

of monthly IP traffic



COMCAST BUSINESS VOICEEDGE

A virtual PBX service, managed in the cloud, that provides next generation voice and mobility features and is supported by the largest private VoIP network in the country, delivering world-class service and reliability.

**HELPING YOU RUN A FASTER,
MORE EFFICIENT BUSINESS.**

WHY BUSINESSES ARE MOVING TO

HOSTED VOICE

TOP DRIVERS:

- + Cost Savings & Easier to Manage
- + Business Continuity/Disaster Recovery
- + Improved Operations
- + Increased Productivity
- + Ability to Support Remote Workers
- + Improved Customer Experience

In 2019, cloud VOIP and Unified Communications market is expected to grow to:

68M SEATS **\$15B REVENUE**

COMCAST BUSINESS VOICEEDGE

MOBILITY

- Anytime, anywhere service on any device
- Full-featured, easy-to-use app
- Seamless transition between devices and locations
- One business phone number

CLOUD

- No capital outlay
- Lower total cost of ownership
- Scalability
- Business continuity

MANAGEMENT

- Turn-key solution with 24 x 7 support
 - Installation
 - Phones
 - Network
 - Maintenance
 - Upgrades
- Single source for billing and support
- Easy to use self-service portals

COMCAST BUSINESS VoiceEdge

POWERFUL VOICE SERVICES FOR YOUR BUSINESS

- + Unlimited Long Distance (Inbound, Local And Domestic)
- + HD Calling*
- + Video Calling
- + Receptionist Console
- + Be Anywhere
- + Automated Attendant
- + Call Queues
- + Professional Voice Recordings
- + Music on Hold
- + Hunt Groups
- + Voicemail to Email or Text
- + Online Management Portal
- + Mobile App
- + Softphone

* Polycom Phones Only

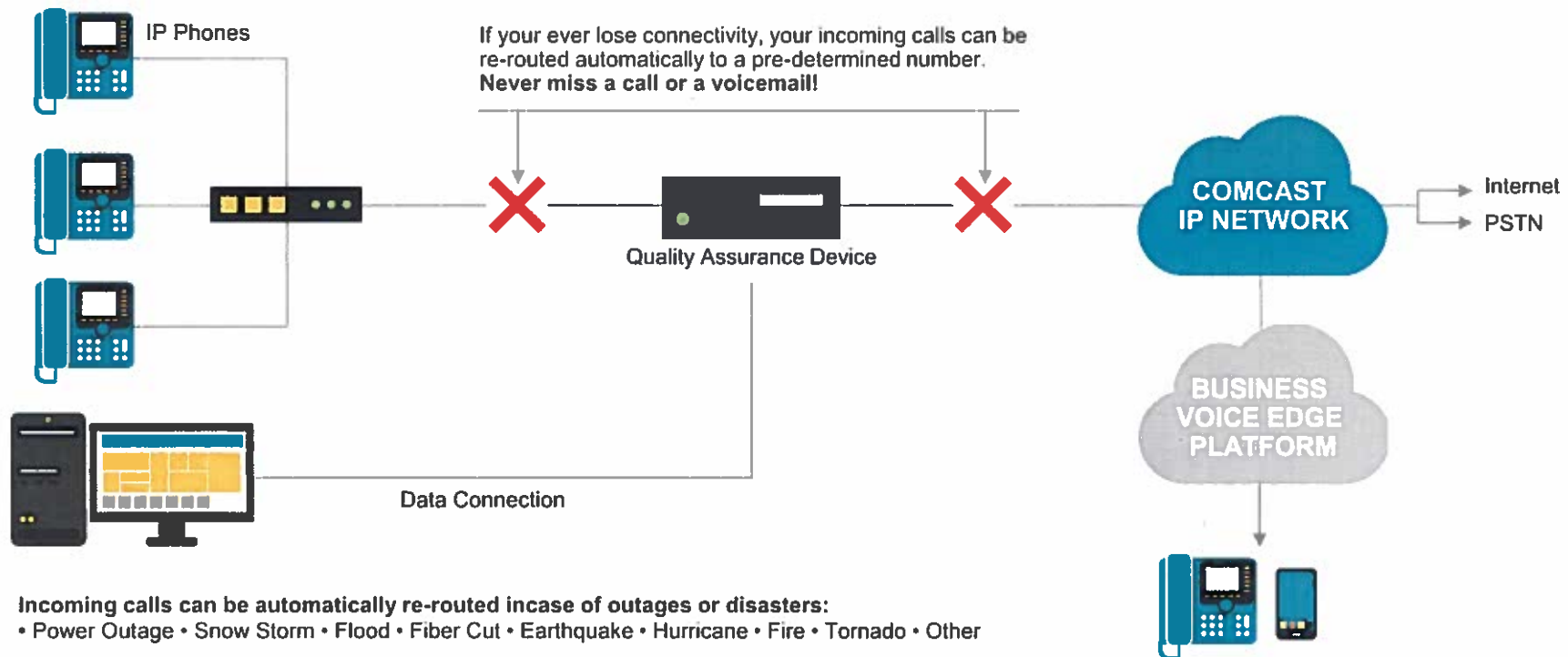
HOW DOES BUSINESS VoiceEdge

STACK UP AGAINST A PBX

ITEM	PREMISE PBX	BUSINESS VOICE EDGE
<p>ACQUISITION COSTS: What equipment do I need to purchase?</p>	<ul style="list-style-type: none"> • PBX deployments can average \$800 to \$1000 per handset • Additional fees for data network access 	<ul style="list-style-type: none"> • Includes network equipment with minimal up-front costs
<p>MONTHLY RECURRING COSTS: What will my monthly costs be for usage? How much does it cost to call satellite locations?</p>	<ul style="list-style-type: none"> • Fluctuating costs based on usage, including calls between locations • Additional fees for data network access may apply 	<ul style="list-style-type: none"> • Predictable charges • Unlimited local and domestic long distance included • On-net multi-location calls also included • Data network access is included
<p>MAINTENANCE, CHANGES AND UPGRADES: Do I pay extra for ongoing maintenance and moves/adds/changes?</p>	<ul style="list-style-type: none"> • PBXs often have a monthly maintenance fee built in • ~10-15% of the initial cost, paid annually • Sometimes changes are charged per item at \$150 to \$200 per change – making changes expensive 	<ul style="list-style-type: none"> • Platform maintenance included • Platform upgrades are managed for you, and also included • Moves and changes are included

BUSINESS CONTINUITY

CAN YOUR BUSINESS SURVIVE THE LOSS OF INCOMING PHONE CALLS?



COMCAST BUSINESS VoiceEdge

THE SOLUTION FOR TODAY'S AGILE AND INNOVATIVE BUSINESS

- Empowers employees and boosts productivity
- Scalable, cost-effective solution
- Built-in business voice continuity
- High-definition voice quality with Polycom phones only

ONE NETWORK. ONE PROVIDER. ONE SOLUTION.



COMCAST BUSINESS VOICE SERVICES

Business VoiceEdge

- Hosted PBX
- Unified communication service
- Affordable packages
- Corded and cordless office solutions available

SIP Trunks

- Leverage investments, reduce cost
- Scale without restrictions
- Continuity and reliability
- Latest innovations

PRI Trunks

- Flexibility
- Bandwidth
- Savings

Voice Lines

- Fast, simple set-up
- Unlimited local and domestic long distance
- Advanced call management



Genoa Township Phone Replacement - Value Proposition



Why change?

Existing phone system is at end of life.

Benefits of proposed solution:

- Flexible and scalable easy to operate phone system.
- Portal access for administrator to make remote changes.
- Each user has their own portal to set up their voicemail and call routing.
- Receptionist console that is easy to use.
- Cloud based solution, no hardware to purchase or rent.
- Single vendor for service. No finger pointing if problems arise.

Comcast Pricing Summary



Comcast Current Charges		<u>Monthly</u>
Ethernet Dedicated Internet	50MB	\$637.20
Coax Service, PRI (54 TNs)	50/10	<u>191.93</u>
Total		\$829.13
 EDI bandwidth upgrade	 100MB	 \$796.10
 Hosted Voice Solution	 <u>Qty</u>	
Business Voice Edge	33 seats	\$519.55
Virtual – softphones	3 seats	
One-Time Installation & Activation	\$1,037.35	

Comcast will port existing phone numbers to BVE with Letter of Agency.
 Phone types: (31) Polycom 311, 1 Polycom 411 with button expansion for Receptionist, (1) Polycom 5000 speakerphone for conference room.
 Phones can be replaced for no additional charge during contract term if required.

UNPARALLELED CUSTOMER SERVICE



4 Fully Redundant Care Centers

Located in Naperville, IL, Cincinnati, OH, Denver, CO, and Tampa, FL dedicated to Enterprise customers

17 Regional NOCs

Technicians and engineers have an average of 12 years tenure

24/7/365

Both Enterprise Care and Customer Repair will attend to all issues on any Comcast Product

WORLD CLASS SUPPORT

SERVING ENTERPRISES AROUND THE COUNTRY WITH:

NATIONAL PRESENCE

Highly Technical US based Enterprise CARE team

- National maintenance support with national on-site tech support
- Intuitive portal for instant network assessment
- Proactive monitoring for most services
- 80% of all Ethernet tickets identified and fixed before the customer sees them

MULTI-LEVEL ESCALATION

Seven Day advance notice on planned maintenance

- Dedicated Account and Project Management team



Thank you!

Next steps . . .

Cary Schmidt

Strategic Enterprise Account Executive
Government & Education Specialist
517-480-4147

Stephen Christian

Engineer & Technical Product Specialist
248-606-0476



MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/14/2019

RE: Recycling Options

As we discussed last meeting we have been receiving a number of complaints regarding the every other week recycling under our new contract. The main issue is related to corrugated cardboard. I have spoken with several residents regarding this issue. Many of our more serious recyclers store cardboard in their garages and try to sardine it into their recycling carts every two weeks. This is very difficult after the holidays or when residents purchase appliances or other large items. Costco, Aldi and Amazon all compound the problem.

I have endeavored to research a number of options to address this concern. I am recommending that we place two 8 yard containers at the upper lot of the Township Hall for collection of OCC. The cost per container is \$89 per month for weekly pick-up. The containers can be emptied up to 3 times per week if utilization warrants it.

The location is identified on the attached map. The location provides adequate room for the turning movements of a front-load garbage truck. The containers measure 6' by 6' and will take out one parking space. Signage will be installed that will clearly state that the containers are for cardboard only.

Please consider the following action:

Moved by _____, supported by _____, to approve the location of two containers as recommended by the manager and noted on the attached map.

Pricing – Extra Recycling Options @Township Hall



Proposed

8 Yard (OCC – Old Corrugated Cardboard)



- Pick up once per week
- \$89/month

Roll Off (Single Stream)

- \$295/haul
- \$65/ton processing

40 Yard OCC Compactor

- \$625/month – 40 yard receiver box rental (60 month contract)
 - Not including setup, tax, and delivery (est. \$2500-\$3500)
- \$295/haul
- \$35/ton processing

Mike Archinal

From: [REDACTED]
Sent: Tuesday, February 12, 2019 5:04 PM
To: Mike Archinal
Subject: FW: Trash and Recycling

Mike:

Thank you for your call to me today to discuss my concerns regarding trash and recycling.

Confirming our conversation, I am in favor of a dumpster near the township office that can be used by residents for larger items that do not fit in recycling bins. For our family, the problem is not a weekly one, however there are times when the current service is not adequate. Your suggestion seems reasonable to me.

Regards,

[REDACTED]
[REDACTED] Drive

-----Original Message-----

From: Jonathan Nelson [mailto:jnelson@genoa.org]
Sent: Tuesday, February 12, 2019 9:12 AM
To: 'Mike Archinal' <Mike@genoa.org>
Subject: RE: Trash and Recycling

Mike:

I would be pleased to talk with you about this. You may call my mobile at any time. If I am unable to answer please leave a message including your callback number and availability.

Thank you,

Jon

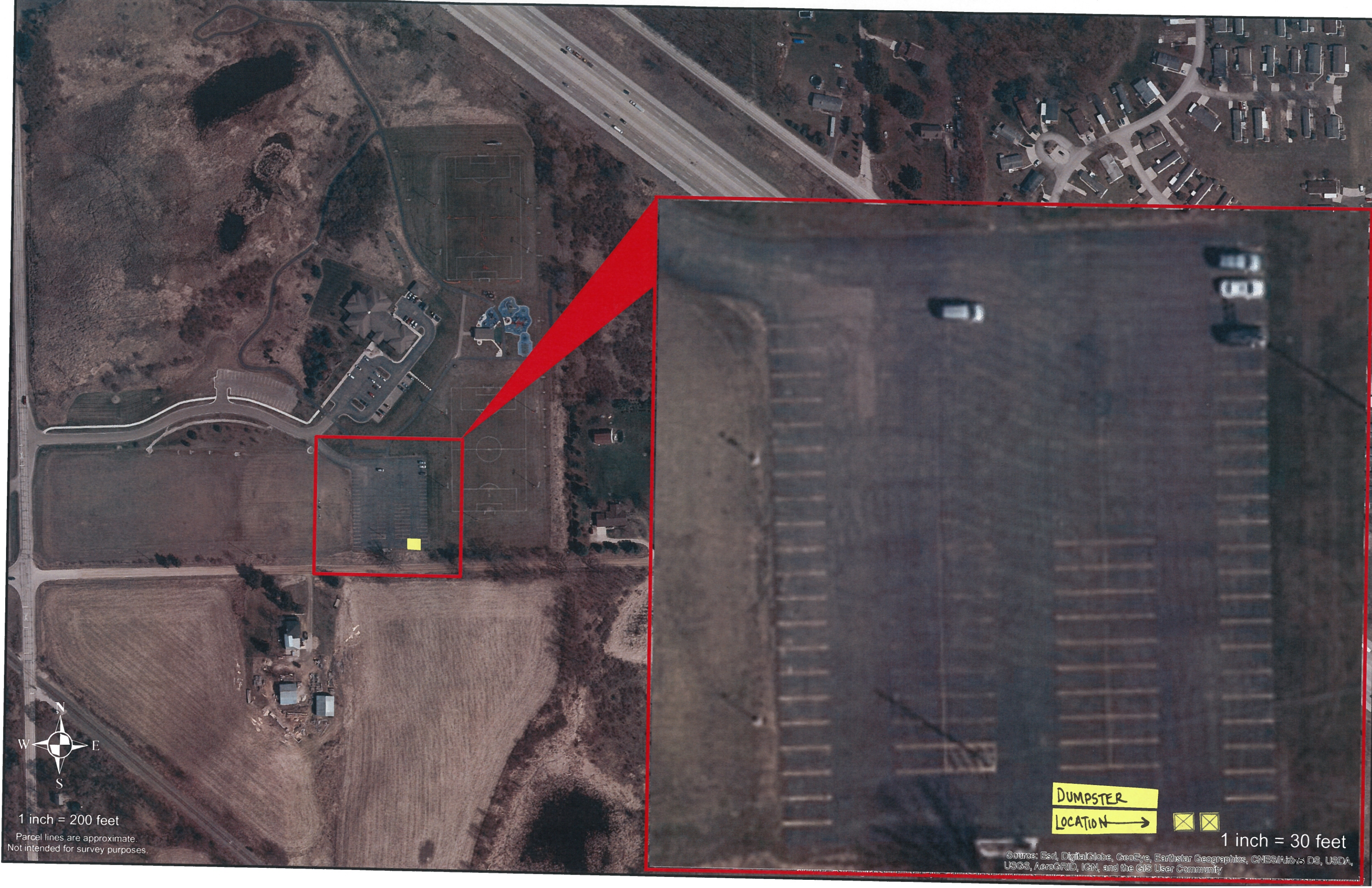
810.923.5954 mobile

-----Original Message-----

From: Mike Archinal <Mike@genoa.org>
Sent: Monday, February 11, 2019 4:55 PM
To: Jonathan Nelson [mailto:jnelson@genoa.org]
Subject: RE: Trash and Recycling

Jonathan,

I have a meeting at 10:00 AM tomorrow with Advanced to discuss operations including several issues related to recycling. If it is o.k. with you I would like to chat with you after my meeting so I can better understand your issues. The biggest difference between Advanced and our previous contractor is that Advanced utilizes automated collection. For recycling, the side wall of the truck is nine feet tall. This means that if recyclables are not in the blue cart they are not being picked up. I have meetings in the morning but would be happy to talk to you tomorrow afternoon if that is convenient. Please call the office or if you would like to give me your number I can call you.



1 inch = 200 feet
Parcel lines are approximate.
Not intended for survey purposes.

DUMPSTER
LOCATION →



1 inch = 30 feet

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

A. Presentation by Ken Palka of Pfeffer, Hanniford and Palka

Ken Palka – I appreciate the opportunity to contract with the township. The Township is in very good financial condition. It is in a good position for the future road projects and the Genoa Ocoola expansion. The fund balance has increased by 1.3 million with 70% of investments insured or collateralized. There is nothing the township needs to focus on to improve.


B. Request to receive the audit.

Moved by Mortensen and supported by Lowe to receive the audit as presented. The motion carried unanimously.

7. Request for approval of an Eagle Scout project for benches to be used by the players on the Township soccer fields.

Moved by Hunt and supported by Ledford to approve the project as requested. The motion carried unanimously.

8. Discussion of a policy with regard to the establishment of special assessment districts through petitions for road projects within the Township.

 The policy was reviewed with minor changes suggested. The procedure to establish a special assessment district will be referred to the Township attorney for review and consideration for change by the Administrative Committee before being returned to the board for discussion. No further action was taken by the board.

Correspondence:

A letter was received from the Crooked Lake Aquatic Management Group concerning Oak Pointe Drive-Brighton-Perri Island with comments for the Public Hearing for a NREPS Application requesting denial of the issuance of permits from the Department of Environmental Quality.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:10 p.m.

Paulette A. Skolarus, Clerk
Genoa Charter Township Board

Moved by Hunt, supported by Mortensen, to approve the newsletter articles submitted with minor revisions. The motion carried unanimously.

6. Request for approval of an amendment to the General Fund Budget for fiscal year 2004/05.

Moved by Ledford, supported by Skolarus, to approve the amendment to the General Fund Budget as requested. The motion carried unanimously.

7. Payment of Bills.

Moved by Hunt, supported by Ledford, to approve the payment of vouchers totaling \$259,187.21. The motion carried unanimously.

8. Request for approval of a contribution schedule for road projects with township participation in the cost as referenced in correspondence from McCririe dated 09/27/04.

Moved by Smith, supported by Mortensen, to approve the following policy with regard to the establishment of a special assessment district for future road projects:

- The township will provide a funding mechanism for private road - special assessment districts, but will not financially support the project from the General Fund.
- The township may financially support the public road special assessment district up to 25% of the total project with a maximum of \$1,000.00 per parcel contribution from the General Fund
- The maximum expended each year from Road Advances #264 shall not exceed \$500,000.00.
- The maximum expended each year from the General Fund shall not exceed \$150,000.00
- After an inquiry is made for the establishment of a special assessment district, the Livingston County Road Commission shall review the request and issue a letter of “necessity” for any project to be considered by the Township Board. The board may then choose to accept or reject the L.C.R.C. recommendation.
- Petitions from residents asking for the township contribution of general funds shall require a “super” majority of signatures (i.e. at least 66%) from property owners within the district, unless the board determines that there is some compelling necessity to waive the requirement.
- The Township Board will not consider participation into the same type of roadwork for at least 15 years from the date of the most recent project.

The motion carried unanimously.

8. Request for approval of an amendment to the intergovernmental agreement for access to GIS data.

Township Special Assessment Process – *By Petition*

The Special Assessment process is governed generally by MCL 41.72 et seq. However, the Charter Township Act, MCL 42.1 et seq., also provides general guidance as to the regular duties of Township representatives. These regular duties continue throughout the special assessment process, unless otherwise noted.

The general duties assigned to the **Township Supervisor** include: serving as the chief assessor (MCL 41.61); authenticating instruments the Township Board and law requires the Supervisor to authenticate (MCL 42.5(2)); calling special meetings by submitting a written request to the clerk (MCL 42.7(2) and preserve and keep books, and assessment rolls (MCL 41.62); .

The general duties assigned to the **Township Clerk** include: maintaining all records, books, and papers of the Township (MCL 41.65); filing all documents filed with the Township Clerk's office (MCL 41.65); maintaining an account with the Township Treasurer (MCL 41.65); keeping an account with each fund belonging to the Township (MCL 41.65); maintaining detailed financial records for the Township (MCL 41.65); transcribing minutes of all Township proceedings (MCL 41.66); and calling special meetings at the request of the Township Supervisor or two members of the Township Board (MCL 42.7(2)).

The general duties assigned to the **Township Treasurer** include: receiving and taking charge of all money belonging to the Township (MCL 41.76); and pay all money authorized by the Township Board or officers (MCL 41.76).

The general duties assigned to the **Township Manager** are those assigned to the Manager by the Township Board (MCL 41.75a).

Neither the general duties of each representative or those specifically described in the Special Assessment provision dictate that one single individual is permitted to or must conduct informal meetings or other informal processes regarding special assessments. The below chart

illustrates what roles are mandated by statute. Outside of those below or outlined above, the statutory duties of each township representative are not specified or mandated.

Step	Assigned Actor(s)?
A petition on the proposed improvement must be submitted to the Board . (MCL 41.724(1)) The petition must satisfy the requirements of MCL 41.723(3)(a) or (b). ⁱ	The Board receives petition. The Clerk must keep copy of the petition as it is a record of the township. (MCL 41.65)
The Board votes to proceed on the proposed improvement. (MCL 41.724(1))	The Board decides whether to proceed.
The Board has plans prepared that describe the location and an estimate of the costs. (MCL 41.724(1))	The Board directs the preparation of plans and estimate.
The Board receives the plans and estimate, and files same with the Clerk . (MCL 41.724(1))	The Board must pass these on to the Clerk who must file them.
If the Board wishes to proceed, it issues a resolution tentatively declaring its intentions and designating the special assessment district. (MCL 41.724(1))	The Board issues the resolution.
The Board sets a time and place to meet and hear objections to the petition, improvement, and special assessment district. The notice must state that the plans and estimate are on file with the Clerk . (MCL 41.724(2))	The Board sets the meeting. The statute does not specify who must provide notice, but it does specify the method of notice. (See MCL 41.724a(2))
Notice must be given to all those in the special assessment district. (MCL 41.724a(1)-(2))	The statute does not specify who must provide notice, but it

	does specify the method of notice. (See MCL 41.724a(2) and and MCL 211.741)
A hearing is held by the Board and revisions can be made. (MCL 41.724(3)).	The Board holds the hearing.
The Board issues a resolution on the completion of the improvement, the plans and cost estimate, the sufficiency of the petition, and the special assessment district. (MCL 41.725(1)(a)-(d)).	The Board issues the resolution.
The Board directs the Supervisor to make a special assessment roll with list of properties and owners in the special assessment district, and how much each will be assessed. (MCL 41.725(1)(d))	The Board gives the direction.
The Supervisor compiles the special assessment roll. (MCL 41.725(1)(d))	The Supervisor drafts the roll.
The Supervisor reports the special assessment roll to the Board and files it with the Clerk . (MCL 41.726(1))	The Supervisor provides the roll to the Board and the Clerk . The Clerk files it.
The Board sets a hearing for objections on the special assessment roll. The Board must give notice of this hearing and the filing of the assessment roll. (MCL 41.726(1))	The Board must set the hearing and give notice as provided in MCL 41.724a(2) and MCL 211.741.
Objections to the special assessment roll must be filed in writing with the Clerk before the close of the hearing or other time set by the Board . (MCL 41.726(2))	The Clerk must receive and file objections to the assessment roll. The Board may define a period of time to submit objections.

<p>The Board may either confirm the special assessment roll with any necessary corrections or amendments, direct the Supervisor to make revisions, or annul it and direct a new roll be made. (MCL 41.726(2))</p>	<p>The Board makes the decision as to how to proceed.</p>
<p>When the special assessment roll is confirmed, the Clerk must endorse on the roll the date of confirmation. (MCL 41.726(3))</p>	<p>The Clerk must endorse the roll.</p>
<p>When the special assessment roll is confirmed, the Board must direct the assessments be collected. (MCL 41.729)</p>	<p>The Board directs the collection be done.</p>
<p>The Clerk then delivers the special assessment roll to the Treasurer after attaching the Clerk's warrant commanding collection of assessments in accordance with the Board's directions and directing a report of delinquent assessments every September. (MCL 41.729)</p>	<p>The Clerk must prepare a warrant for the collection of the assessment and provide it to the Treasurer with the special assessment roll. The warrant must also specify the Board's directions for collection and order that a report be made every September of delinquent assessments.</p>
<p>An Assessing Officer can receive requests for deferments of assessments due to hardship. (MCL 41.729a(1))</p>	<p>An Assessing Officer accepts these from those in the special assessment district.</p>
<p>If the Treasurer reports delinquent assessments, the Board must certify the same to the Supervisor who then reassess the delinquent</p>	<p>The Board must direct the Supervisor to tax the delinquent assessments.</p>

<p>amount of the township tax roll of that year. (MCL 41.730)</p>	<p>- 3</p>
<p>If property is divided after the assessment, the Board may direct the Supervisor to apportion the uncollected amount between the divided properties. The Board must then confirm the apportionment. If the property owners do not agree in writing, notice of a hearing shall be given to all interested parties by personal service or publication. (MCL 41.731)</p>	<p>The Board must direct the Supervisor to act, and then confirm the Supervisor's proposal with consent of those involved. If no consent is obtained, then a hearing must held, but the statute does not define who must give the notice consistent with MCL 41.724a(2) and MCL 211.741.</p>
<p>If an assessment is found to be illegal or improper, the Board shall revert to the last legal step and cause a new assessment to come about from that step. (MCL 41.733).</p>	<p>The Board must take this corrective step.</p>
<p>The Board may borrow money and issue bonds in anticipation of the collection of the special assessment. (MCL 41.735)</p>	<p>The Board may take this financial step. The Clerk must maintain proper accounting records of these financial transactions. (MCL 41.65)</p>
<p>The Board may pay the cost of the improvement from the township improvement revolving fund. (MCL 41.735)</p>	<p>The Board may take this financial step. The Clerk must maintain proper accounting records of these financial transactions. (MCL 41.65)</p>

Notes:

At any hearings and meetings, the Clerk must transcribe the minutes. (MCL 41.66)

The Clerk must maintain copies of any records/papers created during the process by representatives of the township. (MCL 41.65)

All meetings must comply with the Open Meetings Act. (MCL 15.261)

ⁱ MCL 41.723(3) proscribes two qualifying conditions for a petition. The proper condition to meet depends on the type of special assessment sought. Improvements under MCL 41.722(1)(a), (b), (d), (e), (f), (h), (i), (j), (l), (n), or (o) requires a petition by the record owners of land constituting more than 50% of the total land area in the special assessment district as finally established by the township board. While improvements under MCL 41.722(1)(c), (g), (k), or (m), require a petition by the record owners of land constituting more than 50% of the total frontage upon the road, bicycle path, or sidewalk.

Petitions that do not meet these requirements can still be considered by the Board to gauge interest in a project. To move forward on a special assessment *by petition*, these requirements must be met.

By satisfying the petition threshold, the Board need not worry about the objection threshold outlined in MCL 41.723(1). Whereas, if the Board acted on its own and received objections that satisfied the threshold of MCL 41.723(1), the Board would have to obtain a petition satisfying MCL 41.723(3) to overcome the objections.

PROPERTY OWNER'S GUIDE TO SPECIAL ASSESSMENT DISTRICTS



FUNDING PUBLIC AND PRIVATE IMPROVEMENT PROJECTS

JANUARY 2019

Special assessments can be a useful tool to help residents fund necessary projects for roads, sidewalks, water, sewer and lake improvements. This document is intended to help guide Genoa Charter Township residents through the special assessment process. It provides a level of detail that most residents will not need to know to get a project completed successfully. If you are interested in establishing a special assessment district the most difficult task you will face is circulating the petitions and getting them signed properly. Basically you need to:

1. **Contact the Township Manager who will help guide you through the process with help from the Clerk, Treasurer and Assessor.**
2. **Attend an informational meeting.**
3. **Circulate petitions. Get them signed properly and deliver them to the Township Manager.**

This document is not intended as legal advice and the applicable statutes should be referred to for all purposes in connection with special assessments and the matter discussed in this guide.

Section 1 – INTRODUCTION TO SPECIAL ASSESSEMENTS

Various state statutes authorize townships to make improvements and provide services to the residents and taxpayers. Act 188 of 1954, as amended, establishes and authorizes townships to utilize special assessment procedures to fund the costs of certain public and private improvements:

“AN ACT to provide for the making of certain improvements by township; to provide for paying for the improvements by the issuance of bonds, to provide for the levying of taxes, to provide for assessing the whole or a part of the cost of improvements against property benefitted; and to provide for the issuance of bonds in anticipation of the collection of special assessments and for the obligation of the township on the bonds.” Public Improvements, Act 188 of 1954, as amended, MCL 41.721-738

Special Assessment Defined

A special assessment is a charge against property for an improvement that confers a special benefit to that property different from the benefit enjoyed by the general public. Special assessments are different from general property taxes. Differences include:

- Cannot be imposed against personal property
- Are not subject to constitutional and statutory limitations (millage limitations, uniformity requirements, rollbacks)
- Generally not tax deductible
- May be township wide or just those properties specially benefiting from the particular improvement project or service.

Types of Improvements Authorized by Special Assessment

There are various types of public improvements authorized by PA 188 of 1954, as amended (MCL 41.721). According to MCL 41.722, some of the types of improvements authorized by the Act include:

- The construction, improvement and maintenance of storm or sanitary sewers
- The construction, improvement and maintenance of water systems
- The construction, improvement and maintenance of public roads
- The acquisition, improvement and maintenance of public parks
- The collection and disposal of garbage and rubbish
- The installation, improvement and maintenance of lighting systems*
- The construction, improvement and maintenance of private roads
- The construction, improvement and maintenance of sidewalks and bicycle paths
- The eradication or control of aquatic weeds and plants
- The construction, improvement and maintenance of a lake, pond, river, stream, lagoon, or other body of water or of an improvement to the body of water. This includes, but is not limited to, dredging.

*Special assessments for street lighting are covered under PA 246 of 1931 (MCL 41.289b), and have a somewhat different process than the other improvements listed above.

Special Assessment District

A Special Assessment District is a defined grouping of properties especially benefitted by an improvement. While statute allows for a township to initiate a SAD, it is typically done by petition of the property owners in a designated area who wish to make an improvement. The township then acts in an administrative capacity by establishing the district, gathering the cost estimate and plans for the improvement, providing funding or financing for the cost of the improvement, and the levying and collection of the special assessment to pay off the debt.

Cost Estimates

All costs the township may incur from the time of initial application through the duration of the special assessment and/or for as long as there are any outstanding bonds issued to fund the improvement should be included in the final cost estimate. Related costs would include administrative, publication, engineering, construction, financial consultation and legal services.

Allocation of Costs

There is no specific formula within statute as to how the assessment is apportioned among the benefitted properties. There are several different methods commonly used to allocate or spread the costs for the improvement including but not limited to pro-rata, front footage, land area or a combination of methods. The method used varies according to the nature of the improvement and the type and characteristics of the properties contained within the SAD.

- Most road projects and lake management SAD's are apportioned on a pro-rata basis which is a proportional distribution across the properties.
- Most water or sewer SAD's are apportioned by a combination of acreage, front footage and or Residential Equivalent Units. **

** A Residential Equivalent Unit (REU) is a unit of measure of the impact of a facility on a sewer or water system equal to the amount of water or sewer used by an average household per day.

The primary goal when selecting a method is for the special assessment against each parcel to be related to the benefit received by the parcel. Major differences in special assessment amounts on each parcel in a district where land uses are similar may be an indication that a different method should be used.

Township Participation for Public Subdivision Roads

Several subdivisions in Genoa have successfully petitioned the Township Board for special assessment districts for road improvements. In order to encourage these efforts the Township Board has a policy whereby, at their discretion, they may fund a project on a public subdivision road at 25% or \$1,000 per home whichever is less. The Township may only participate, as described in this section, in one project per subdivision every ten years.

Financing the Improvement Project

The Township has a revolving fund (Fund #264) to finance most projects. Projects financed by the revolving fund are charged 2% annual interest on remaining principal. Property owners have the option to pay the assessment early to avoid financing costs.

If the project is large and/or the revolving fund is unable to finance a project the Township Board may issue and sell bonds. Bonds must be issued in accordance with PA 34 of 2001, "Revised Municipal Finance Act" (MCL 141.2101-2821). Bond payments are made as the benefitting property owners pay the special assessment.

Paying the Special Assessment

Special assessments can be paid in full without interest at the time the assessment is first levied, or may be paid in annual installments for a specified number of years using a declining balance method. Each

annual payment is less than the previous year's payment. The principal is repaid in equal installments in each payment, but the amount paid toward interest is reduced with each payment. Special assessment installments are levied on an annual basis.

Special Assessment Hearing and Objections

There are two public hearings in the special assessment process. At the first public hearing the Township Board will hear objections and support regarding the petition, the improvement and the special assessment district. The second public hearing is to review and hear any objections to, or support for, the special assessment roll. Notice of the hearings will be published in the newspaper and mailed to the property owners to be assessed.

Objection or support can be expressed in two ways. The first is by written letter delivered to the Township Manager before or at the time of the public hearing described above. The second way is to attend the public hearings in person. It must be noted that if a property owner wishes to challenge the petitions, improvement, district and/or special assessment, they must have made an official protest as described above.

Additional Charges for Water and Sewer Service

A special assessment for water or sewer improvements is only for costs associated with the installation of the project improvements described in the SAD. There may be other charges associated with connections to the public system, including but not limited to the cost of installing the water or sewer connection line between the public improvement and the private property structure. The cost of this service connection is paid by each property owner individually. Qualified property owners or contractors can install the connector lines through the permit process in the Livingston County Building Department and the Utility Department. The special assessment must be paid whether the connection is made or not.

Additional Charges for Street Lighting Service

A special assessment for street lighting improvements involves the costs and expenses associated with the installation of the lighting system, as well as an annual determination and assessment of the amount needed for maintenance and electricity in order to provide the lighting service. According to statute, "the assessment may be made with in a special assessment roll or in a column provided in the regular tax roll." MCL 41.289c. A street lighting district may be enacted and terminated by the Township Board or by petition of property owners.

SECTION 2 – CREATING A SPECIAL ASSESSMENT DISTRICT

Special assessment districts can be initiated by the township or by citizen petition. Unless there is an underlying health, safety or welfare issue, the township prefers the citizen petition process in order to demonstrate public support for an improvement by special assessment.

The following steps explain how to establish a special assessment district by citizen petition in Genoa Charter Township. Special assessment districts for street lighting are covered under a separate statute with different steps. If the improvement project will be funded through bonding, the process will be adjusted to conform with laws applicable to the bonding process.

Step 1: Contact the Township Manager.

The Manager will visit the site, determine preliminary project limits, evaluate the project and generate a conceptual cost estimate. For lake projects the property owners generally determine what the scope of the project will be. The Manager will update the interested owners and determine if there is interest in moving forward.

Step 2: Informational Meeting.

An informational meeting will be scheduled. Affected property owners will receive a letter inviting them to attend. The project and process will be explained. Questions will be answered and the level of interest will be solicited.

Step 3: Formal Petition.

If there is interest in moving forward formal petitions will be prepared by the Township Manager. The Township Manager will notify interested parties that the petitions are available for circulation.

Step 4: Petition Sufficiency.

Completed petitions are returned to the Manager's office. The Manager will retain copies and forward originals to the Township Clerk. Owners of record are verified by the Assessing Department. It is important to note that the statute requires the signature of the "record property owners" in the citizen petition process. Accordingly, administrators, guardians and powers of attorney cannot sign the petition unless the power of attorney document or a court order has specifically granted the power to sign on behalf of the record owner. If more than one person is an owner of record all parties must sign. For example if both husband and wife own the property, both must sign.

Sufficiency of the petition is typically based on the following:

- Owners of more than 50% of total land area in the district are required for sewer and water projects.
- Owners of more than 50% of total frontage in the district are required for road improvement projects.

- Owners of not less than 10% of property sites are required for sufficiency of street light projects.
- Owners of more than 50% of property sites are required for lake improvement/maintenance projects.

Step 5: Resolution #1.

After the petition has been verified and the sufficiency requirement has been met the request will be brought before the Township Board of Trustees for consideration of a resolution, prepared by the Township Manager, directing the preparation of plans and cost estimates for the project to be presented at the first of two public hearings.

Step 6: Resolution #2.

With plans and cost estimates completed the Township Board of Trustees will consider a resolution, prepared by the Township Manager, tentatively approving its intention to make the improvement, tentatively designating the special assessment district and setting a date and time for the first public hearing. The resolution will also direct that the completed plans and cost estimates are to be given to the Township Clerk and made available for public inspection prior to the first public hearing. Street lighting districts will proceed in a slightly different and abbreviated manner.

Step 7: Notice of 1st Public Hearing.

Notice of public hearings in special assessment proceedings are mailed to each record owner of the properties to be included in the district at least 10 days before the date of the hearing. Notice is published twice by the Manager’s office before the public hearing in a newspaper circulating in the township. The first publication shall also be at least 10 days before the date of the public hearing. The notice of hearing will contain the following:

- Date, time and location of the hearing.
- Description of the proposed special assessment district
- Advise that plans and cost estimate for the improvement are on file at the office of the Township Clerk and are available for public inspection.
- A statement that appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal, and describing the manner in which an appearance and protest are made and how protests may be filed by letter (MCL 211.741(2)). *An appeal for a SAD related to a drainage project would go to the circuit court.*

Step 8: 1st Public Hearing.

The first public hearing will be held by the Township Board as required under Public Act 188 of 1954, as amended, to hear objections/support and to answer questions regarding the proposed improvement project.

Step 9: Resolution #3.

After conclusion of the 1st public hearing the Township Board will consider adoption of a resolution, prepared by the Township Manager, doing all of the following:

- Describing the improvement and determining to complete the improvements.
- Approving the plans and cost estimates as presented.
- Designating the boundaries of the district.
- Confirming the petition for sufficiency (if petition is required).
- Specifying the amount of the improvement costs to be paid by the Township, if any.
- Designating the length of the special assessment district's term.
- If periodic redeterminations of cost will be necessary, such necessity and the dates when such redeterminations are made.
- Directing that the Assessor prepare the special assessment roll.

Step 10: Resolution #4.

Once the special assessment roll has been created the Township Board of Trustees will consider a resolution, prepared by the Township Manager, setting a date and time for the second public hearing. The completed special assessment roll will be given to the Township Clerk to be made available for public inspection prior to the second public hearing.

Step 11: Notice of 2nd Public Hearing.

Notice of public hearing in special assessment proceedings shall be given to each record owner by the Manager's office, or the party of interest in, of the properties to be included in the district at least 10 days before the hearing. Notice shall also be published twice before the public hearing in a newspaper circulating in the township with the first publication also being at least 10 days before the public hearing. Notice for public hearing for street lighting projects follows a different schedule. The notice of public hearing will contain:

- Date, time and location of the hearing.
- Description of the proposed special assessment district
- Advice that plans and cost estimate for the improvement are on file at the office of the Township Clerk and are available for public inspection.
- A statement that appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal, and describing the manner in which an appearance and protest shall be made and that protests may be filed by letter (MCL 211.741(2)). *An appeal for a SAD related to a drainage project would go to the circuit court.*

Step 12: 2nd Public Hearing.

The second public hearing will be held by the Township Board as required under Public Act 188 of 1954, as amended, to hear objections/support and to answer questions regarding the proposed improvement project.

Step 13: Resolution #5.

After the 2nd public hearing the Township Board of Trustees will consider a resolution, prepared by the Township Manager, to confirm the special assessment roll. The Township Board will also determine the number of annual installments.

CONTACTS:

Manager

Michael Archinal
2911 Dorr Road
Brighton MI, 48816
mike@genoa.org
810.227.5225

Clerk

Paulette Skolarus
2911 Dorr Road
Brighton MI, 48816
polly@genoa.org
810.227.5225

Treasurer

Robin Hunt
2911 Dorr Road
Brighton MI, 48816
robin@genoa.org
810.227.5225

Supervisor

Bill Rogers
2911 Dorr Road
Brighton MI 48116
bill@genoa.org

Assessor

Debra Rojewski
2911 Dorr Road
Brighton MI, 48816
duffy@genoa.org
810.227.5225

Board Correspondence

To Board 2/18/19



Liv.Co UPDATE

Monthly News from the Livingston County Commissioners



February 2019

Livingston County Board of Commissioners

District 1 - Kate Lawrence

District 2 - William Green

District 3 - Wes Nakagiri

District 4 - Douglas G. Helzerman

District 5 - Donald S. Parker
(Board Chairman)

District 6 - Robert J. Bezotte

District 7 - Carol S. Griffith

District 8 - Dennis L. Dolan
(Board Vice-Chairman)

District 9 - Gary Childs

"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside, and recreate in Livingston County."

Livingston County Welcomes Judge Shauna Murphy



Judge Shauna N. Murphy was appointed to the 53rd District Court bench by Governor Rick Snyder on December 26, 2018. Prior to her judicial appointment, Judge Murphy was a career trial attorney. She worked as a Senior Assistant Attorney General in the Health Care Fraud Division of the Michigan Department of Attorney General where she specialized in the prosecution of complex cases involving elder abuse and financial exploitation, nursing home abuse and neglect, opioid overutilization, white collar crime, and Medicaid provider fraud. Prior to joining the Attorney General's office, Judge Murphy was an Assistant Prosecuting Attorney in the Circuit Court Division of the Oakland County Prosecutor's Office where she worked as a felony trial prosecutor. Before beginning her career in public service, she was an Associate Attorney in the Complex Commercial Litigation Group of a large Southfield law firm. Judge Murphy earned her *Juris Doctor* from the Michigan State University College of Law and a *Bachelor of Arts* degree in in Political Theory and Constitutional Democracy from Michigan State University's James Madison College. She is a long-time resident of Livingston County and has lived in Brighton Township for nearly 15 years.

Monthly Meetings

2/4/2019 - General Government & Health & Human Services Meeting at 7:30 PM

2/6/2019 - Finance Committee at 7:30 AM

2/11/2019 - Full Board Meeting at 7:30 PM

2/13/2019 - Personnel Committee at 8:00 AM

2/19/2019 - Infrastructure & Development & Public Safety at 7:30 PM

2/20/2019 - Finance Committee at 7:30 AM

2/25/2019 - Full Board Meeting at 7:30 PM

Livingston County's 2019 Community Corrections Plan

On Wednesday, January 30th, the Board of Commissioners approved the 2019 Community Corrections Plan. The Community Corrections Plan is a collaborative effort to revive the defunct Community Corrections program in Livingston County, whose aim is to reduce the prison commitment rate and provide sanctioning alternatives to prison for non-violent offenders while insuring public safety. A local County Community Corrections Advisory Board has also been appointed by the Board. Attorney Laura Mitchell has been elected Chairwoman and Roberta Sacharski has been elected as the Community Corrections Manager for the Advisory Board. The Community Corrections Grant amounts to just over \$20,000, which will fund a program called Thinking Matters, a cognitive restructuring program which allows individuals to examine their core attitudes and beliefs that motivate their thinking patterns and dictate behavior. A three year plan for sustainability of the Community Corrections program has been laid out. Key stakeholders are committed to reducing prison admissions and reducing recidivism by identifying certain offenders and probation violators for placement in appropriate alternative sanctions.

Resolutions Passed by the Board of Commissioners & Appointments

- The Livingston County Car Pool Department will be purchasing 2 vehicles requested by departments and replacing 11 vehicles that have served their useful life based on age, mileage, and overall condition. Departments that will have vehicles replaced or added are the Sheriff's Field Services Division, the Sheriff's Jail Division, Building Inspection, and Facilities Services. All vehicles will be purchased from either the State of Michigan "MiDeal" cooperative government purchasing program or the Oakland County vehicle purchasing contract, whichever provides the best value.
- The 911 Operations Manager position has been reinstated. The duties of the 911 Operations Manager have been shared by the Operations Supervisors and Deputy Director for the past 20 months, but due to the steady increase of emergency and non-emergency incidents, there is a need for the Operations Supervisors to be dedicated to monitoring and assisting in 911 operations on the dispatch floor.
- Livingston County welcomes James VerPloeg as the county's Public Defender Administrator. This position is vital to Livingston County operations and consistent with the Michigan Indigent Defense Commission-approved plan for public defender services in Livingston County.
- Dagmar Brooks has been appointed to the Community Mental Health Authority Board with a term expiring December 31, 2021.
- Terese Gainer has been appointed to the Area Agency on Aging 1-B committee with a term expiring December 31, 2021.
- JS Vig Construction has been awarded a contract for construction management of the new Sheriff Storage Facility. The contract includes construction costs, architectural and engineering costs, as well as miscellaneous project costs for items such as utilities, information technology equipment and builders risk insurance.
- Austin Wright has been appointed as the Back-up Magistrate for the 53rd District Court. Wright has been approved by the Chief Judge, is a registered elector in Livingston County, and is licensed to practice law in the State of Michigan.
- The Drain Commissioner was petitioned by residents to establish a county drain in the area of Kern Road and Crofoot Road in Iosco Township due to flooding of basements and inundation of septic fields. The Livingston No. 29 Drain Drainage District has been established to complete this project. The cost of the project will be paid by special assessments levied by the Drain Commissioner against benefitting property owners and public corporations in the Drainage District. The Drainage District intends to issue a Note to finance part of the cost of the project in anticipation of the collection of the installments of special assessments. In order to reduce interest rate costs to property owners in the Drainage District, Livingston County will purchase the Note from available funds on deposit in the Drain Commissioner's equipment revolving fund.

Please Note: The Liv Co Update highlights a portion of resolutions and work completed by the Livingston County Board of Commissioners. Please refer to the Board's meeting minutes for more information regarding specific resolutions. To be redirected to the Board's Meeting Minutes, please click [here](#) or visit www.livgov.com.



February 8, 2019

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

Julie Cribley
Executive Director
170 Catrell Street
Howell MI 48844

RE: Recycling Infrastructure Grant

Julie,

This correspondence is in support of your grant application to the Michigan Department of Environmental Quality. Recycle Livingston provides outstanding service to the residents of Genoa Township and Livingston County as a whole. Your request for a baler to handle corrugated cardboard addresses the biggest problem we are facing in our curbside recycling program.

With the increase in on-line purchases and Township residents shopping at Costco and Aldi we have seen a proliferation in cardboard in the waste stream. Many of our residents have complained that our 64 gallon curb cart with every other week pick-up is inadequate. Recycle Livingston provides a viable alternative for handling this product. A baler will increase efficiency and capacity and will be a great help to our residents.

Should you have any questions or require anything else, please do not hesitate to contact me. Thank you for your work and best of luck with this grant application.

Best regards,

Michael Archinal
Manager
Genoa Charter Township

Cc: Township Board

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Michael C. Archinal

Mike Archinal

From: John Karamanlis <jkaramanlis@cenergypower.com>
Sent: Monday, February 11, 2019 11:28 AM
To: Mike Archinal
Subject: Potential Solar Project - Genoa Township & Cenergy Power intro
Attachments: Cenergy Power Overview (Local Solar Feb19).pdf

Good morning Mr. Archinal,

Thank you for speaking with me last Friday (2.8.19) regarding potential available land for a local solar project - as discussed, please find additional information about the program as well as our company, Cenergy Power, below:

Lease terms: We are ideally looking for 8 -10 acres of land and are proposing a lease rate of about ~ \$1,000 per acre per year based on the site specifics (20-year land lease with 2x 5 year options to extend).

Program Background: *New program preliminary approved by the Michigan Public Services Commission (MPSC). Solar Power generated will be sold to Consumers Energy through a long term power purchase agreement.*

I've attached a slide deck on our company (Cenergy Power) for your reference. We've developed, engineered and built ~300 large commercial/ utility scale solar projects in 9 U.S. states including several projects in nearby Indiana.

Please let me know if you have any questions or concerns - **I look forward to reviewing the potential site(s) you mentioned.**

Best regards,

--

John Karamanlis
Project Development Manager



A Division of BAP Power Corp.
3176 Lionshead Avenue, Carlsbad, CA 92010
Cell: 760.814.5400 | EFax: 760.683.3116
jkaramanlis@cenergypower.com | www.cenergypower.com

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Summary Overview

www.cenergypower.com

Confidential

Cenergy Power (www.cenergypower.com) is an integrated solar development, engineering and construction company with superior turnkey solar solutions for the U.S. commercial and small utility market.

Based on our installed capacity (+200MW) and year after year growth, Cenergy Power is the only commercial solar contractor to rank “Top Ten” in North America consecutively from 2013 through 2016.

Key Cenergy Differentiators:

- 1. Cost-efficient local platform for development.**
- 2. Integrated development, finance, engineering and construction expertise.**
- 3. 10-Years of sustainable execution.**



25 MW Cenergy Installation for Indy Airport

Name	Biography
William L. Pham, CEO	<p>Mr. Pham leads the overall mission of Cenergy Power to deliver unmatched turnkey solar solutions for commercial and small utility markets. He also initiates Cenergy’s pragmatic efforts to enter into new solar and other distributed energy markets. He has over 15 years of experience working on complex project developments and financings, both as an attorney at Skadden Arps and as CEO at Cenergy.</p>
Andy Goldin, SVP of EPC Operations	<p>Mr. Goldin is in charge of systems engineering and operations. He has over 30 years design and implementation experience for industrial power equipment, solar systems and interconnection gear. Mr. Goldin has extensive familiarity with engineering, field service, operations and project management.</p>
Doan Vo, VP of Quality / Service/ Safety	<p>Mr. Vo heads quality, after-sales service/ maintenance and safety. His work includes milestone-based and final pre-commissioning quality and safety inspections, and training of field managers on solar projects. He has worked in the power quality and solar industry for over 30 years.</p>
Gary Yoshino, Controller	<p>Mr. Yoshino manages project cash flows and provides accounting, tax and human resource guidance to Cenergy. He has over 20 years finance and accounting experience at several publicly listed companies. Mr. Yoshino earned his MBA in Finance/ Accounting at UC Irvine.</p>
Chad Chahbazi, Director of Project/ Business Development	<p>Mr. Chahbazi is in charge of project and business development at Cenergy. He leads the execution of our early stage development and business platforms, and manages our outside network of lead generators. He has over 10 years of experience in project development and execution. He earned his law degree at UC Hastings.</p>
John Karamanlis, Project Developer	<p>Mr. Karamanlis leads our proposal and development efforts for large commercial and small utility solar opportunities. He has been responsible for +40MWs of solar projects secured by Cenergy through a bidding process. Mr. Karamanlis has worked in the solar industry for 5 years, and came to Cenergy from REC Solar.</p>



January 2, 2018

BAP Power Corporation DBA Cenergy Power
3176 Lionshead Avenue, Unit # 11
Carlsbad, California 92010

Re: Surety Prequalification

To whom it may concern:

Please allow this letter to confirm that The Hanover Insurance Group (through The Hanover Insurance Company) serves as surety for BAP Power Corporation DBA Cenergy Power. Hanover is an A.M. Best "A" (Excellent) XIV rated company. Hanover maintains registration with the U.S. Treasury and is a licensed and admitted surety in all fifty states.

Given Cenergy's financial strength and credit experience, Hanover provides bonding capacity within a total aggregate work program of \$60,000,000 and in excess of \$25,000,000 on a single contract basis. During the past five years, Cenergy has successfully bonded 25 commercial and utility scale solar projects throughout the United States totaling over \$72 Million in aggregate liability.

Sincerely,

Richard Hallett, Attorney-In-Fact
The Hanover Insurance Company
Massachusetts Bay Insurance Company

ALAMEDA
Cinemark - 312 kW
New Haven Unified School District - 3,000 kW
Sunins - 100 kW
BUTTE
Cinemark - 300 kW
COLUSA
Bruce Myers Farms - 1,190 kW
Colusa County Office of Education - 124 kW
Dust Bowl Farms - 1,100 kW
T&M King Farms - 335 kW
CONTRA COSTA
XCEnergy - 489 kW
Marin Clean Energy - 13,000 kW
Calley Solar - 1,680 kW
FRESNO
Abernombie Farms - 670 kW
Central CA Almond Growers Assn - 1,078 kW
Custom Produce - 948 kW
Erratobers Ranches - 820 kW
Fowler Unified School District - 161 kW
HMC Farms - 2,240 kW
Masco Packaging - 1,159 kW
O'Neill Vintners & Distillers - 733 kW
Panocha Creek Packing - 676 kW
Pfaffen Family Farms (Mary's Chicken) - 1,985 kW
Pointester Nut Co. - 2,300 kW
Porto Brothers Farms - 669 kW
Superior Almond Hulling - 1,125 kW
Terranova Ranch - 4,226 kW
Worth Farms - 3,400 kW
GLENN
MP Farming (Alton/Wilows) - 446 kW
KERN
Bidart Bros - 1,069 kW
Creighton Farms - 875 kW
Comprehensive Blood & Cancer Center - 1,300 kW
Holmes Western Oil Corp - 1,967 kW
King Golden State Orchards - 669 kW
Lehr Brothers - 415 kW
NLH1 Solar - 1,750 kW
Nutli Technology, LLC - 645 kW
Nio Bravo - 1,100 kW
Semi-Tropic Co-op Gln - 792 kW
Seneca Resources Corporation - 3,154 kW
SRH Properties - 2,200 kW
Varsity Produce - 428 kW
KINGS
County Line Gln - 819 kW
Cross Creek - 3,149 kW
LOS ANGELES
Canyon Plastics - 843 kW
Cinemark - 479 kW
City of Monterey Park - 2,000 kW
Nim Sang Company - 223 kW
PAFCO - 614 kW
Roxy Trading - 323 kW
Teradyne, Inc. - 252 kW
MADERA
MP Farming - 335 kW
Ready Roast Nut - 472 kW
MARIN
Larkspur/Corte Madera School District - 353 kW



MERCED
Aria Farms - 1,200 kW
Coburn Farms - 474 kW
Hilmar Cheese Co. - 198 kW
Hundar Farms, Inc. - 1,793 kW
J Marchini Farms - 581 kW
Live Oak Farms - 904 kW
Minum Nut - 943 kW
Parrain Almond Processing Co. - 1,127 kW
MONTREY
Rio Farms, LLC - 1,070 kW
ORANGE COUNTY
Alcoa Manufacturing Co., Inc. - 226 kW
PONS Law - 10 kW
RIVERSIDE
Arva Electric Solar - 7,750 kW
Chihuahua Casino - 695 kW
SANTA CLARA
BAPS - 177 kW
Cinemark - 293 kW
Purity Cosmetics - 201 kW
SAN BENITO
Patches Ranch - 200 kW
SAN BERNARDINO
BAPS - 579 kW
Cinemark - 222 kW
National Automotive Services, Inc. - 182 kW
SAN DIEGO
Apricom - 49 kW
Don Holm Ranch - 105 kW
Kendall Farms - 707 kW
Kirroy Realty - 5,000 kW
Pacific Companies - 262 kW
SAN JOAQUIN
XCEnergy - 566 kW
SAN LUIS OBISPO
Roden Farms - 335 kW
SAN MATEO
Park SFO - 311 kW
SONOMA
Cloverdale Solar - 1,000 kW
STANISLAUS
Del Mar Farms - 354 kW
Pohl & Holmes - 504 kW
Waterford Huller & Shelter - 326 kW
TULARE
Golden Valley Citrus - 1,100 kW
Magnolia Citrus - 671 kW
Sutton Farms - 1,700 kW
Sundale Vineyards - 1,397 kW
VENTURA
Doordoff Family Farms - 437 kW
Driscoll's - 194 kW
Dude Farm Fresh Foods - 490 kW
Freska Produce - 237 kW
Mountain View Cold Storage - 568 kW
Western Precooling - 441 kW
YOLO
Wheatland School District - 360 kW
YUBA
ShoE! Foods - 864 kW

**HOOSIER
ENERGY**

A Touchstone Energy® Cooperative 

8.2 MW, Indiana


MCE Clean Energy
My community. My choice.

13 MW, Richmond CA

Anza Electric Cooperative, Inc.

A Touchstone Energy® Cooperative 

2.8 MW, Anza CA



2 MW, Monterey Park CA



4 MW, Ventura CA


ipl
an AES
company

25 MW, Indianapolis, IN