

MTA TOWNSHIP OF EXCELLENCE CHECKLIST

ALL applications MUST include the following materials and documents. Label each document as indicated and organize them in the order listed below. You may wish to use a binder with section dividers to organize your documents. This checklist does not need to be turned in; it is provided to assist you in preparing your application.

GOVERNANCE

- G-1** The most recent township newsletter.
- G-2** The most recent posted or published officials' hours.
- G-3** The township strategic plan.
- G-4** Township board policies regarding all of the following, **in the order listed below:**
 - G-4a** Ethics
 - G-4b** General administration
 - G-4c** Public meeting rules, including public comment and board decorum
 - G-4d** Public records inspection
 - G-4e** Freedom of Information Act requests
 - G-4f** Official, employee and volunteer conduct
- G-5** Township board policy regarding meeting packets.
- G-6** Township board policies that delineate department head authority and clarify which matters require township board approval.
- G-7** Township board policy specifying how the township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.
- G-8** A list of township board member advocacy activities.
- G-9** A list of advisory citizen task forces established by the township board.
- G-10** A list of township board members and the community organizations in which they personally participate.
- G-11** A list of township board members and intergovernmental or regional organization(s) in which they participate **OR** a copy of one intergovernmental agreement or contract.
- G-12** A description of goals that the township board has accomplished in the last two years, demonstrating that the township has improved or protected the community's quality of life. *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

FINANCIAL STEWARDSHIP

- FS-1** Documentation identifying how financial reports, records, audits, etc., are made available to the public.
- FS-2** Policies, or descriptions of current practices, that identifies what financial training or professional development opportunities the township provides for township personnel.
- FS-3** The township board depository and investment policy resolution.
- FS-4** Administrative policies regarding financial internal controls and segregation of duties.
- FS-5** Township board policies regarding board and administrative review and approval of all current financial claims against the township.
- FS-6** Two recent examples of periodic financial reports provided to the board.
- FS-7** The most recent budget, including the budget narrative or public summary of budget plan.
- FS-8** Documentation that the township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation system, to assure financial stewardship, efficiency and effectiveness of appropriations.
- FS-9** Township board policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the township's strategic plan.
- FS-10** The township capital improvement plan or other document that describes planning for public improvements and capital asset purchases, depreciation and replacement.
- FS-11** Documentation identifying how the township has reduced costs for one township program or service by contracting, cooperating or collaborating with another entity or organization.
- FS-12** Documentation identifying one township program or service where the township has or will reduce costs by using technology.



FS-13 The township's most recent audit report and management letter. Identify steps taken to address any concerns or recommendations in the management letter.

FS-14 The township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147). If any "No" box is checked, identify steps taken to address the condition(s).

TAX COLLECTION

TC-1 The contact information the township provides on agencies that offer human services assistance to residents.

TC-2 If the township collects school summer property taxes, attach a copy of one agreement.

ELECTION ADMINISTRATION

EA-1 Documentation identifying whether the township uses QVF or QVF Lite, and the location of the equipment.

EA-2 A copy of the township election emergency operations plan.

EMERGENCY SERVICES

ES-1 If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach a copy of the documentation.

ES-2 A copy of the fire department's policies or standard operating guidelines. If it is the township's own fire department, also attach a copy of any additional board-adopted policies regarding the fire department.

ES-3 A copy of the township ISO rating notification.

ES-4 A copy of one mutual aid agreement to supplement current fire protection services.

ES-5 If the township provides law enforcement through an agreement, contract or as a member of an authority, attach a copy of the documentation.

ES-6 A copy of the police department's policies or standard operating guidelines. If it is the township's own police department, also attach a copy of any additional board-adopted policies regarding the police department.

UTILITIES

U-1 A copy of the township emergency sewer back-up plan.

No documentation required for
the following sections:

ASSESSMENT ADMINISTRATION

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

TRANSPORTATION

CEMETERIES



Resolution to Submit Application
for Michigan Townships Association
Township of Excellence Designation/*Certificate of Achievement*

WHEREAS, the _____ Township board strives to adhere to best practices to deliver quality programs and services, and to accomplish community-driven goals; and

WHEREAS, the Michigan Townships Association *Township of Excellence* designation program recognizes townships where excellence is practiced in a broad array of township functions and operations; and

WHEREAS, as part of the application process, _____ Township submits the accompanying township documents and policies for the designation committee to review; and

WHEREAS, the township board attests that, to the best of its knowledge, all statements made in connection with the application are truthful; and

WHEREAS, the township board attests that, to the best of its knowledge, the township is in compliance with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED that the _____ Township board submits this application for the Michigan Townships Association *Township of Excellence* (insert "Designation" or "Certificate of Achievement") _____.

Motion made by: _____.

Seconded by: _____.

[The resolution must be adopted by a majority of the township board (three members of a 5-member board or four members of a 7-member board).]

Upon roll call vote, the following members voted:

Yes: _____

No: _____

The Supervisor declared the resolution adopted.

Signature of Clerk

Date

