

### **About the Process to Hire a New Township Manager**

Flexible Calendar for the Hiring Process and negotiated DOH

Willing to negotiate terms/benefits/details

Assistant Manager in place during the interim

### **Among the Manager Responsibilities, but not limited to, the following:**

Manage Operations/Responsible for day-to-day administration of DeWitt Charter Township Government including administrative oversight of Police, Fire, Assessing, Building, Planning & Zoning, Maintenance, and Assistant Manager

Prepare and administer the annual budget per state law, including the CIP

Work with the Township Board to provide Financial Oversight and Strategic Planning

Manages Personnel Matters including Police Union Negotiations

Engages with Community Members

Preparation of Materials for Board Action

Strategic Planning

Oversees 34 Full Time Employees and 46 Part Time Employees

Manages Partnerships and shared services with surrounding communities

Secures and oversees contracted services

Manage all public improvements, projects and utilities

Administer contracts between the Township and others

Attends all Township Board Meetings, providing key information to the Board to assist in their decision making process, but does not vote

Recommend to the Board various policies, procedures, and ordinances

Develop and administer operational procedures to increase efficiency and/or reduce costs

Perform other duties as directed by the Board

Manages the Township's printed, electronic and social media interactions

Liaison with government entities, citizens, attorneys, and the press

### **About our Community & Local Government**

2017 SEV – 524,864,600

2017 Budget - \$6,477,017 GF plus Enterprise Funds

2010 Census – 14,321

Growing Bedroom Community

5 School Districts with the majority of Township residents in Lansing or DeWitt School Districts

Diverse Community:

East of BR 27 is largely zoned AG and large portions in AG Preservation

Southern Tier – mature housing stock and redevelopment opportunities on BR 27 Corridor

Northern/Western-DeWitt School District has seen the most growth for the past 30 years  
Joint Sewer Authority with four surrounding communities  
Joint Recreation Authority with City of DeWitt  
Some shared services with Bath and the City of DeWitt  
Water System owned and operated by Lansing BWL  
Departments: Police, Fire (Combination Department/Some FT & Perm PT and 30 Paid on Call  
Volunteers), Clerk, Treasurer, Assessing, Building, Planning & Zoning, Maintenance, Parks &  
Pathways (Mgr.)  
Registered Voters 11,340  
7 Precincts in three polling locations  
7 Member Partisan Township Board elected in the Presidential year elections  
We have a local Chamber of Commerce shared with the City of DeWitt  
Committees & Commissions: Planning, Zoning Board of Appeals, Public Safety, Salary Compensation,  
Board of Review, Library, Sewer Authority, DARA, Sister City, Corridor Improvement Authority  
Continuing to update and implement an aggressive non-motorized transportation plan  
Currently working on a Comprehensive Development Plan Update contracted with an outside firm  
including age-friendly community goals and redevelopment ready community designation  
Fiscally Stable – working on a plan to fund union Pensions (MERS/Police)