

# INSTRUCTIONS FOR DASHBOARD

## Fiscal Stability

1. Annual General Fund Expenditures per Capita - Utilize the most recent census data or other recognized population estimates such as your regional council of government for your calculation. The financial data should be based on the most recent audited financial statements. Enter the dollar amount **without** dollar sign, commas, or decimal points, i.e., \$235,000.00 should be entered as 235000.
2. General Fund Balance/General Fund Expenditures – Utilize the most recent audited financial statements as the source data. Please enter percents as a decimal, i.e., 25% should be entered as .25.
3. Unfunded OPEB Liability – Utilize the most recent audited financial statements as the source data. Please enter percents as a decimal, i.e., 25% should be entered as .25.
4. Debt Burden per Capita – Utilize the most recent census data or other recognized population estimates such as your regional council of government for your calculation. The financial data should be based on the most recent audited financial statements. Enter the dollar amount **without** dollar sign, commas, or decimal points, i.e., \$235,000.00 should be entered as 235000.
5. Road Funding – Report what percentage of your total road funding is provided by the general fund. Utilize the most recent audited financial statements as the source data. Please enter percents as a decimal, i.e., 25% should be entered as .25.
6. Pensioners to Employees – This is meant to show the relationship of the number of retirees receiving defined benefit pension payments and/or retiree health care vs. the number of active employees. Report both employee counts and retiree counts as of a common date and update at least annually. Counts may be updated more frequently if desired.
7. Services Delivered – This should be a simple count of the services delivered either through an authority or other cooperative venture.

## Economic Strength

1. High Speed Broadband – Report what percent of the community has access to high speed broadband, not how many residents are actively utilizing the services. Please enter percents as a decimal, i.e., 25% should be entered as .25.
2. Bachelor's Degree or Higher – Report the percentage of your population that is 25 or older and has a bachelor's degree or higher. This percentage should be consistent with the

most current census data. An acceptable alternative is the percentage of high school graduates going to college immediately from high school. This information can be obtained from the local school district. Please enter percents as a decimal, i.e., 25% should be entered as .25.

3. Infrastructure Age – Utilize the most recent audited financial statements as the source data. Report the **average** age in years for roads, water mains, and sewer lines. Buildings need not be reported.

### Public Safety

1. Violent Crimes - The reported number should be consistent with the Michigan Incident Crime Reporting guidelines.
2. Property Crimes – The reported number should be consistent with the Michigan Incident Crime Reporting guidelines.
3. Traffic Injuries/Fatalities – Report data from the Traffic Crash Report (UD-10). The information on the Traffic Crash Report (UD-10) does not distinguish between serious injury and minor injury.

### Quality of Life

1. Miles of Sidewalk/Non-Motorized Paths – Utilize that data from the most recent reviewed Public Act 51 of 1951 (Act 51) reports.
2. Arts, Culture, and Recreation – Report the percentage of general fund expenditures that are for arts, culture, and recreation. Utilize the most recent audited financial statements for your source data. Please enter percents as a decimal, i.e., 25% should be entered as .25.
3. Parks – Report the number of acres of total parkland, developed and undeveloped. Utilize the most recent census data or other recognized population estimates such as your regional council of government.
4. Recycling – Report the percentage of your local unit that has access to (not necessarily utilizing) curbside recycling. Please enter percents as a decimal, i.e., 25% should be entered as .25.

After completing the fillable PDF form, you can save and/or print the document. Note of Caution: If you are placing the PDF document on your website, be sure to secure it so users cannot manipulate the data.