

**AGENDA**  
**WYOMING CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS**  
**MONDAY, MAY 21, 2018, 7:00 P.M.**

- 1) Call to Order**
- 2) Invocation** – Pastor Al Kerkstra, Resurrection Life Church  
*If you wish and are able, please stand for the invocation. The Pledge of Allegiance will immediately follow the invocation.*
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**  
From the May 7, 2018 Regular Meeting and the May 14, 2018 Work Session
- 7) Approval of Agenda**
- 8) Public Hearings**  
*If you wish to speak to an item during a public hearing you are welcome to do so. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Comments made during a public hearing may become part of the meeting's permanent record. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.*
- 9) Public Comment on Agenda Items**  
*This public comment period is reserved for comment on agenda items only. If you wish to speak about an item that is not on the agenda, please hold your comments until the acknowledgement of visitors at the end of the meeting. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.*
- 10) Presentations and Proclamations**
  - a) Presentations
  - b) Proclamations
- 11) Petitions and Communications**
  - a) Petitions
  - b) Communications
- 12) Reports from City Officers**
  - a) From City Council
  - b) From City Manager
- 13) Budget Amendments**
  - a) Budget Amendment No. 65 – To Appropriate \$307,714.00 of Additional Budgetary Authority to Provide Funding for Additional Pension Contributions for Multiple Departments
  - b) Budget Amendment No. 66 – To Appropriate \$170,530.00 of Additional Budgetary Authority to Provide Additional Funding for Increased Equipment Use and Maintenance Costs Associated with the Winter Season in the Major and Local Streets Funds, Increased Maintenance Supplies in the Sidewalk Fund, and Final Payout Costs in the Building Inspections Funds

**14) Consent Agenda**

*All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Councilmember, that member may request removal from the Consent Agenda.*

- a) To Appoint Dawn Porter as a Member of the Community Enrichment Commission for the City of Wyoming

**15) Resolutions**

- b) To Amend a Portion of the City of Wyoming Fee Schedule
- c) To Approve the 2019-2027 Street and Utility Capital Improvement Program
- d) General Appropriations Act: A Resolution to Adopt the Budget for the City of Wyoming for the Fiscal Year Ending June 30, 2019 and to Provide for the Amount to be Raised by Property Taxes
- e) To Approve the 2018-2019 Budget for the Wyoming Downtown Development Authority
- f) To Approve the Grand Valley Regional Biosolids Authority (GVRBA) Budget for Fiscal Year 2019
- g) To Authorize the Mayor and City Clerk to Execute an Amendment to the Employment Agreement with the City Manager
- h) To Authorize the City Manager to Execute an Employment Agreement with the Human Resources Specialist
- i) To Amend the Employment Contract Between the City of Wyoming and the Wyoming Administrative and Supervisory Employees Association
- j) To Amend the Employment Contract Between the City of Wyoming and the Wyoming City Employees Union
- k) To Authorize a Letter of Understanding with the City of East Grand Rapids
- l) To Approve Revisions to the Wyoming Rehabilitation Manual

**16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts**

- m) To Accept a Proposal from Raftelis Financial Consultants, Inc. for a Wholesale Water Rate Study (Budget Amendment No. 67)
- n) To Accept a Proposal from SHI International Corporation for Microsoft Windows Server Licenses
- o) To Accept a Statement of Work from ImageSoft for Onbase Software Licenses and Annual Maintenance and Support Services
- p) To Concur with the Emergency Replacement of a Fire Engine Pump for HME Engine #71

**17) Ordinances**

- 9-18 To Amend Section 10-179(4)(c) of the Code of the City of Wyoming (Manufactured Homes) (First Reading)

**18) Informational Material**

**19) Acknowledgment of Visitors**

*This public comment period is an opportunity to share concerns or present topics to the City Council that were not part of this meeting's agenda. This is not an opportunity for dialog with Council, but Council may make referrals or request staff to follow up. Please provide your name and address when approaching the podium. There is a 3 minute limit per person.*

**20) Closed Session** (as necessary)

**21) Adjournment**

**CITY OF WYOMING BUDGET AMENDMENT**

**Date: May 21, 2018**

**Budget Amendment No. 065**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$307,714.00 of additional budgetary authority to provide funding for additional pension contributions for multiple departments.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>General Fund</u></b>				
Facilities - Facilities Maintenance - Pension				
101-267-26700-718.000	23,863.00	7,713.00		31,576.00
Fund Balance/Working Capital (Fund 101)		-	7,713.00	
<b><u>Majors Streets Fund</u></b>				
Public Works - Winter Maintenance - Pension				
202-441-47800-718.000	38,638.00	10,000.00		48,638.00
Public Works - Street Administration - Administrative Fee Engineering				
202-441-48300-802.002	84,280.00	13,000.00		97,280.00
Public Works - Street Administration - Administrative Fee Adm Alloc PW Admin				
202-441-48300-802.003	142,640.00	7,000.00		149,640.00
Fund Balance/Working Capital (Fund 202)		-	30,000.00	
<b><u>Local Streets Fund</u></b>				
Public Works - Winter Maintenance - Pension				
203-441-47800-718.000	33,828.00	14,000.00		47,828.00
Fund Balance/Working Capital (Fund 203)		-	14,000.00	
<b><u>Parks and Recreation Fund</u></b>				
Parks and Recreation - Parks and Rec Administration - Pension				
208-752-75200-718.000	38,364.00	17,512.00		55,876.00
Parks and Recreation - Parks and Rec Facility - Pension				
208-752-75600-718.000	134,788.00	57,256.00		192,044.00
Parks and Recreation - Parks and Rec Senior Center - Pension				
208-752-75800-718.000	18,206.00	7,815.00		26,021.00
Parks and Recreation - Recreation - Pension				
208-752-76100-718.000	52,596.00	15,239.00		67,835.00
Fund Balance/Working Capital (Fund 208)		-	97,822.00	

**CITY OF WYOMING BUDGET AMENDMENT**

**Date: May 21, 2018**

**Budget Amendment No. 065**

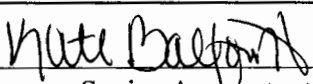
<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>Sidewalk Fund</u></b>				
Public Works - Sidewalk Repair - Pension 211-441-44210-718.000	8,811.00	5,000.00		13,811.00
Fund Balance/Working Capital (Fund 211)		-	5,000.00	
<b><u>Solid Waste Disposal Fund</u></b>				
Public Works - Administration - Administrative Fee Adm Alloc PW Admin 230-441-17500-802.003	64,840.00	3,000.00		67,840.00
Fund Balance/Working Capital (Fund 230)		-	3,000.00	
<b><u>Building Inspection Fund</u></b>				
Permits - Permits - Pension 249-371-37100-718.000	89,476.00	36,031.00		125,507.00
Permits - Permits - Pension DC Plan 249-371-37100-718.100	11,647.00	2,775.00		14,422.00
Permits - Rental Program - Pension 249-371-37300-718.000	34,007.00	2,148.00		36,155.00
Fund Balance/Working Capital (Fund 249)		-	40,954.00	
<b><u>Library Fund</u></b>				
Facilities - Facilities Maintenance - Pension 271-267-26700-718.000	17,778.00	5,225.00		23,003.00
Fund Balance/Working Capital (Fund 271)		-	5,225.00	
<b><u>Sewer Fund</u></b>				
Public Works - Transmission - Pension 590-441-54200-718.000	84,928.00	22,000.00		106,928.00
Wastewater Utility - Administration Services - Administrative Fee Engineering 590-590-54100-802.002	25,700.00	9,000.00		34,700.00
Wastewater Utility - Administration Services - Administrative Fee Adm Alloc PW Admin 590-590-54100-802.003	181,540.00	9,000.00		190,540.00
Fund Balance/Working Capital (Fund 590)		-	40,000.00	

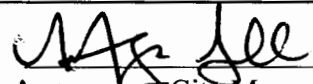
**CITY OF WYOMING BUDGET AMENDMENT**

**Date: May 21, 2018**

**Budget Amendment No. 065**

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>Motor Pool Fund</u></b>				
Public Works - Administration Fee - Administrative Fee Adm Alloc PW Admin 661-441-58100-802.003	90,770.00	5,000.00		95,770.00
Fund Balance/Working Capital (Fund 661)		-	5,000.00	
<b><u>Water Fund</u></b>				
Public Works - T and D Mains - Pension 591-441-56200-718.000	109,877.00	25,000.00		134,877.00
Public Works - T and D Services - Pension 591-441-56700-718.000	134,459.00	17,000.00		151,459.00
Water Utility - Administration - Administrative Fee Engineering 591-591-55100-802.002	25,700.00	8,000.00		33,700.00
Water Utility - Administration - Administrative Fee Adm Alloc PW Admin 591-591-55100-802.003	168,570.00	9,000.00		177,570.00
Fund Balance/Working Capital (Fund 591)		-	59,000.00	

Recommended:   
Senior Accountant

  
Assistant City Manager

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_  
that the General Appropriations Act for Fiscal Year 2017-2018 be amended by adoption of the  
foregoing budget amendment.

Motion carried: Yes \_\_\_\_\_, No \_\_\_\_\_

I hereby certify that at a \_\_\_\_\_ meeting of the Wyoming City Council duly held on  
\_\_\_\_\_ the foregoing budget amendment was approved.

\_\_\_\_\_  
City Clerk

**CITY OF WYOMING BUDGET AMENDMENT**

**Date: May 21, 2018**

**Budget Amendment No. 066**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$170,530.00 of additional budgetary authority to provide additional funding for increased equipment use and maintenance costs associated with the winter season in the Major and Local Streets Funds, increased maintenance supplies in the Sidewalk Fund, and final payout costs in the Building Inspections Funds.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>Majors Streets Fund</u></b>				
Public Works - Winter Maintenance - Motor Pool Equipment Rental 202-441-47800-947.100	72,000.00	30,000.00		102,000.00
Public Works - Winter Maintenance - Motor Pool Equipment Maintenance 202-441-47800-947.200	110,000.00	50,000.00		160,000.00
Fund Balance/Working Capital (Fund 202)		-	80,000.00	
<b><u>Local Streets Fund</u></b>				
Public Works - Winter Maintenance - Motor Pool Equipment Rental 202-441-47800-947.100	65,000.00	15,000.00		80,000.00
Public Works - Winter Maintenance - Motor Pool Equipment Maintenance 202-441-47800-947.200	75,000.00	45,000.00		120,000.00
Fund Balance/Working Capital (Fund 203)		-	60,000.00	
<b><u>Sidewalk Fund</u></b>				
Public Works - Sidewalk Repair - Maintenance Supplies 211-441-44210-775.000	7,700.00	10,000.00		17,700.00
Fund Balance/Working Capital (Fund 211)		-	10,000.00	
<b><u>Building Inspection Fund</u></b>				
Permits - Permits - Accrued Sick Pay 249-371-37100-724.000	-	12,386.00		12,386.00
Permits - Permits - Accrued Vacation Pay 249-371-37100-725.000	-	8,144.00		8,144.00
Fund Balance/Working Capital (Fund 249)		-	20,530.00	

Recommended: *Kate Bayford*  
Senior Accountant

*Mike Lee*  
Assistant City Manager

**CITY OF WYOMING BUDGET AMENDMENT**

**Date: May 21, 2018**

**Budget Amendment No. 066**

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ that the General Appropriations Act for Fiscal Year 2017-2018 be amended by adoption of the foregoing budget amendment.

Motion carried: Yes \_\_\_\_\_, No \_\_\_\_\_

I hereby certify that at a \_\_\_\_\_ meeting of the Wyoming City Council duly held on \_\_\_\_\_ the foregoing budget amendment was approved.

\_\_\_\_\_  
City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPOINT DAWN PORTER AS A MEMBER OF  
THE COMMUNITY ENRICHMENT COMMISSION FOR THE CITY OF WYOMING

WHEREAS:

1. Dawn Porter has submitted an application requesting appointment to the Community Enrichment Commission for the City of Wyoming.
2. A vacancy exists in an unexpired term ending June 30, 2021 on the Community Enrichment Commission.
3. It is the desire of the City Council that Dawn Porter be appointed to fill that unexpired term on the Community Enrichment Commission.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan does hereby appoint Dawn Porter as a member of the Community Enrichment Commission of the City of Wyoming for the unexpired term ending June 30, 2021.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AMEND A PORTION OF THE  
CITY OF WYOMING FEE SCHEDULE

WHEREAS:

1. The City of Wyoming establishes by resolution certain fees.
2. From time to time information related to fees is reviewed to ensure they cover related costs.
3. Various sections of the existing Fee Schedule are in need of amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council of the City of Wyoming hereby adopts the attached revision to the following sections:

Section IV – Engineering Department  
Section X – Utilities

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes

                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENT:

Proposed Fee Schedule

## IV – ENGINEERING DEPARTMENT

### Administrative Fees

Preparation of Lien Contract	\$50.00
Preparation of Restrictive Covenant (waived when prepared in connection with special assessment roll)	\$100.00
Preparation or review of Easements	\$200.00

### General Engineering Fees

#### Fire Lines

Based on Construction	4.00%
Minimum Fee	\$150.00

#### Testing and Chlorination of water mains

Standard Rate	\$135.00/hr
Overtime Rate	\$150.00/hr
Double time Rate	\$180.00/hr

#### Subdivision Inspection

Based on Construction Cost	4.00%
Minimum Fee	\$150.00

### Standard Special Assessment Rates

Whenever the City Council decides to levy Special Assessment to defray the costs of any improvements, the following Standard Special Assessment Rates shall govern:

#### Street

Rural Improvement – Residential	\$53.10 lf
Full Improvement – Residential	\$85.60 lf
Full Improvement – Commercial	\$108.10 lf

#### Sanitary Sewer

Main – Residential	\$35.00 lf
Main – Commercial	\$51.40 lf

6 inch service	\$2,270.00 ea
8 inch service	\$3,330.00 ea

#### Watermain

Main – Residential	\$21.60 lf
Main – Commercial	\$25.90 lf

1 inch service	\$1,300.00 ea
1 ½ inch service	\$1,300.00 ea
2 inch service	\$1,520.00 ea
6 inch service	\$3,740.00 ea
8 inch service	\$4,550.00 ea

Storm Sewer	
12 inch lateral	\$1,310.00 ea
15 inch lateral	\$1,570.00 ea
18 inch lateral	\$1,720.00 ea
Sidewalk	
4 inch - Residential	\$16.70 lf
6 inch – Commercial	\$23.20 lf
8 inch – Industrial	\$27.30 lf
Drive Approach	
Standard 4 inch – Residential	\$27.70 sy
Standard 6 inch – Commercial	\$39.40 sy
Standard 8 inch – Industrial	\$48.60 sy
Curb Return	\$2,650.00 ea
Tapered Curb Return	\$4,740.00 ea

Site Development Storm Water Fees (within Regional Detention areas)

<u>Percent Impervious</u>	<u>Stormwater Fee (\$/AC)</u>
5%	\$ 1,690.00
10%	1,830.00
15%	1,970.00
20%	2,120.00
25%	2,260.00
30%	2,400.00
35%	2,540.00
40%	2,690.00
45%	2,830.00
50%	2,970.00
55%	3,110.00
60%	3,260.00
65%	3,400.00
70%	3,540.00
75%	3,680.00
80%	3,830.00
85%	3,970.00
90%	4,110.00
95%	4,250.00
100%	4,400.00

Street Permits

Minimum Insurance Policy Requirements Per Policy	
General Liability Coverages (Occurrence/Aggregate)	\$1,000,000/\$2,000,000
Automotive Liability/Combined Single Limit	\$1,000,000
Workers Compensation	\$500,000
Policy must name the City of Wyoming as Additional Insured	
Banners and Signs over right-of-way	\$100.00

Building Mover's Permit	\$100.00
Moving Oversized objects, less than 13 feet in width (per occurrence)	\$10.00
Moving Oversized objects, greater than 13 feet in width (per occurrence)	\$25.00
Moving Overweight objects (per occurrence)	\$75.00
Work performed outside of normal working hours requiring City Supervision	Actual Cost
Drive Culverts (City Installed)	Actual Cost
Underground Utilities (parallel to centerline)	
Per lineal Foot	\$0.20
Minimum Fee	\$125.00
Residential Drive Approach Construction	
New Flared Concrete Drive Approach	\$100.00
New Asphalt Drive Approach	\$30.00
Reconstruct Existing Drive Approach	\$30.00
Drive Removal (Not Replaced)	\$30.00
Landscaping Grades	\$50.00
Drive Grade Stakes (Only)	\$50.00
Reconstruct Curb & Gutter	\$30.00
Commercial Drive Approach Construction	
New Flared Concrete Drive	\$150.00
New Radius Drive	\$300.00
New Tapered Drive	
Based on Construction Cost	4%
Minimum Fee	\$150.00
Reconstruct Existing Drive	\$80.00
Drive Removal (Not Replaced)	\$40.00
Reconstruct Curb & Gutter	\$35.00
Sidewalk Construction	
New Construction	\$145.00
Reconstruction (<50 feet)	\$30.00
ADA Ramps	\$145.00
Restaking	\$50.00
Pavement Opening (with Lane Closure)	\$380.00
Jack and Bore R.O.W	\$125.00
Street Closure (Detour)	\$445.00
Parkway Opening (each location)	\$100.00
Lane Closures	
By Others	\$100.00
Single by City	\$200.00
Double by City	\$300.00
Utility connection	\$60.00
Resurfacing Pavements	
Asphalt	Actual Cost plus 25%
Concrete	Actual Cost plus 25%
All street opening patches shall be replaced by a qualified Contractor or by the City of Wyoming (at the expense of the applicant)	
Miscellaneous	
All work within the right-of-way not covered in the above fees	\$25.00
Sign return	
For return of each sign removed from public property	\$5.00
Portable Basketball Hoop (PBH) Return	
For return of each PBH removed from public property	\$25.00

Telecommunications Permit

Right-of-Way Telecommunications Permit	\$500.00
Modified Right-of-Way Telecommunications Permit for DAS/Small Cell License	500.00
DAS/Small Cell License Monthly Rates	
Tier 1 – poles installed prior to License being issued	25.00/month/pole
Tier 2 – located in area with existing above- ground utility installations	75.00/month/pole
Tier 3 – located in area that requires buried utilities for new installations	150.00/month/pole
Tier 4 – co-located on existing pole, including City of Wyoming-owned	0.00
Tier 5 - (Reserved)	

## X - UTILITIES

These fees will be effective as of July 1, 2018

### WASTEWATER PENALTIES

Concentration Level	Primary, Secondary and Tertiary Pollutants Average Quarterly Flow, gpd			
	0-10,000 Gals/Day*	10,000- 50,000 Gals/Day*	50,000- 100,000 Gals/Day*	>100,000 Gals/Day*
0-Limit (x)	No penalty	No penalty	No penalty	No penalty
>1(x) - 2(x)	\$56.87	\$113.74	\$170.64	\$227.51
>2(x) - 3(x)	113.74	227.51	341.26	455.02
>3(x) - 4(x)	170.64	341.26	511.90	682.53
>4(x)	284.38	568.77	853.16	1,000.00**

(x) Individual limits as listed in Sections 86-292 (b) (1) (b) and 86-292 (b) (2) (b) and 86-292 (b) (3) (b), General Maximum Limits for Primary, Secondary and Tertiary Toxic Pollutants.

pH	pH Penalty Average Quarterly Flow, gpd			
	0-10,000 Gals/Day*	10,000- 50,000 Gals/Day*	50,000- 100,000 Gals/Day*	>100,000 Gals/Day*
5.0 - 10.5	No penalty	No penalty	No penalty	No penalty
4.0 - 4.9	\$17.08	\$34.14	\$51.20	\$68.27
3.0 - 3.9	45.50	91.00	136.51	182.01
0 - 2.9	85.32	170.64	341.26	853.16

For violations of timed-based limitations of pH greater than 10.5 as specified in 86-291 (18).

>10.5	17.08	34.14	51.20	68.27
11.0 - 11.9	45.50	91.00	136.51	182.01
12.0 - above	85.32	170.64	341.26	853.16

\*Based on average day for previous quarter

\*\* Maximum penalty allowed by law

### TREATED GROUNDWATER DISCHARGE

The following fees for treated groundwater discharges to the POTW are established:

(1) Permit fee, per permit issuance	199.07
(2) Inspection fee, per inspection	170.64

### WASTEWATER SURCHARGE RATES

BOD	Up to 340 mg/L	> 340 mg/L
	Rate/lb. \$0.00	\$0.15
SS	Up to 355 mg/L	> 355 mg/L
	Rate/lb. \$0.00	\$0.16
Phosphorus	Up to 9.1 mg/L	> 9.1 mg/L
	Rate/lb. \$0.00	\$0.80
Oil and Grease	Up to 96 mg/L	> 96 mg/L
	Rate/lb. \$0.00	\$0.13
COD*	Up to 700 mg/L	> 700 mg/L
	Rate/lb. \$0.00	\$0.08

\*Alternative to BOD, surcharges will not be levied for both BOD and COD on any given sample

### INSTALLATIONS

Water Meters:

Meter Size	Charge
5/8 inch	\$ 224.09
1 inch	298.04
1.5 inch	534.65
2 inch	671.15
2 inch compound	1,751.83
3 inch	856.58
4 inch	2,107.88
6 inch	3,441.08
8 inch	5,305.54

Water Service Installation to Stop Box Only

1"	1,750.00
1.5"	2,727.00
2"	2,727.00

Watermain Tapping Actual cost plus 25%

Water System Development Charge  
by tap size

1 inch	1,308.18
1 ½ inch	4,174.82
2 inch	5,221.36
3 inch	11,728.14
4 inch	31,237.13
6 inch	78,058.68
8 inch	104,074.40
12 inch	148,939.40

Sewer System Development Charge  
by water tap size

1 inch	1,301.36
1 ½ inch	4,166.84
2 inch	5,192.92
3 inch	11,687.18
4 inch	31,119.95
6 inch	77,831.17
8 inch	103,770.70
12 inch	155,649.80

WATER SERVICE

Quarterly Ready-to-Serve Charge applicable to all customers with public water service. Ready-to-Serve Charge will be assessed whether or not the water meter is installed and whether or not water is being used. The ready-to-serve is not charged if the water lateral is capped because of destruction or demolition of the structure served by the lateral or for specific cases as decided by the Director of Utilities.

Water Meter Size	Charges
5/8 inch	\$ 23.31
1 inch	47.79
1 1/2 inch	102.57
2 inch	158.53
3 inch	275.08
4 inch	514.04
6 inch	1,058.83
8 inch	1,782.23

Water commodity rate (in addition to Readiness to Serve Charge):  
Quantity steps applicable rate, per 100 cubic feet: \$1.22

### SEWER SERVICE

Quarterly Ready-to-Serve Charge applicable to all customers with public sewer service. Ready-to-Serve Charge will be assessed whether or not sewer is being used. The ready-to-serve is not charged if the sewer lateral is capped because of destruction or demolition of the structure served by the lateral or for specific cases as decided by the Director of Utilities.

Water Meter Size	Charges
5/8 inch or no meter	\$ 17.43
1 inch	30.43
1 1/2 inch	56.48
2 inch	82.46
3 inch	199.57
4 inch	329.69
6 inch	654.91
8 inch	980.15
12 inch	1,505.80

Sanitary Sewer commodity rate (in addition to Readiness to Serve Charge):  
per 100 cubic feet (hereinafter referred to as billing unit) of water use per quarter: \$2.94

Residential sewer billing units shall be determined by using 1.15 times the water use for the winter quarter which is hereby defined as any 3 months between November 1 and April 30. However, when the winter quarter use is less than 10 billing units, then 10 billing units shall be used. Provided, however, that in no case shall the billing units for sewer be greater than the total water use for any particular quarter.

Effective July 1, 2018, the minimum charge per quarter for those residential sewer users not served by the City's water system shall be \$47.04 plus the applicable Ready to Serve Charge.

### LATE CHARGE

A penalty of 10% of current charges for water and sewer will be added to any bill paid after the due date on the bill.

Customers with sewer only service shall have a service charge of 1 1/2 percent per month assessed on the unpaid balance for that delinquent portion of their bill which becomes a lien placed on the property tax roll.

## FIRE SPRINKLER CONNECTION

(per year charge applicable to unmetered connections):

4 inch and smaller connections to City main	\$ 164.96
6 inch connection to City main	519.88
8 inch connection to City main	883.88
10 inch connection to City main	1,820.08
12 inch connection to City main	2,959.88

## MISCELLANEOUS FEES

Cash deposit for Section 86.43(4)	150.00
Collection Cost Recovery Fee	40.00
Water Construction Fee (60 days)	61.00
Pool Filling Permit:	
Homeowner and contractor	61.00
Miscellaneous Hydrant Usage:	
Used one day	61.00
Used after first day	61.00
Plus metered usage at current water rate, plus 100%	
Unauthorized hydrant use, penalty of	500.00
Unauthorized water use, penalty of	500.00

### NPDES Permit Treated Groundwater

The permit fee for treated groundwater discharge shall be  
\$.08 per 100 cubic feet.

## WASTE HAULERS

The following fees for waste haulers permitted to discharge to the POTW are established.  
Fees shall be assessed quarterly.

Leachate haulers Treatment Fee, per 100 cubic feet discharged \$8.98

Miscellaneous waste haulers including septage haulers:

(to be paid in advance) \$80.47 per 1000 gallons per load, or fraction thereof

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE THE 2019-2027  
STREET AND UTILITY CAPITAL IMPROVEMENT PROGRAM

WHEREAS:

1. The City of Wyoming has updated the nine-year Street and Utility Capital Improvement Program.
2. The Capital Improvement Program identifies Wyoming's street and utility investment priorities and provides staff direction for project development.
3. The Capital Improvement Program is reviewed, revised and updated by the City Council on an annual basis.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby approves the 2019-2027 Street and Utility Capital Improvements Program.

Moved by Councilmember:  
Seconded by Councilmember:  
Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:  
Staff Report  
2019-2027 Street and Utility Capital Improvement Program

## STAFF REPORT

Date: May 14, 2018  
Subject: 2019-2027 Street & Utility Capital Improvement Program  
From: William D. Dooley, Director of Public Works  
Meeting Date: May 21, 2018

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Recommendation: It is recommended that the City Council approve the attached nine-year street and utility capital program for 2019-2027.

### Sustainability Criteria:

Environmental Quality – Many of the proposed street and utility capital improvements have a direct positive impact on the environment, from improved wastewater treatment processes to reductions in traffic congestion and associated air quality impacts.

Social Equity – The proposed infrastructure improvements are selected based upon the risks and consequences of failure, thereby treating all Wyoming residents and customers equitably.

Economic Strength –Continual investment in Wyoming’s street and utility infrastructure is essential to the long-term financial health and stability of the community and the West Michigan region.

### Quality Service Impact:

Maintaining and improving Wyoming’s street and utility systems is critical to protecting public health and providing essential service to Wyoming residents and customers.

### Discussion:

An updated copy of Wyoming’s street and utility capital improvement program is attached for the City Council’s review and approval. This covers a nine-year period from FY 2019 to FY 2027. Many of the project schedules and cost estimates have been revised since the City Council’s review and approval in May 2017. This nine-year program totals approximately \$242 million, including \$68 million for ongoing debt service.

Wyoming proposes to invest \$54 million, or \$6 million per year, in street resurfacing. Approximately 15% of this amount will come from federal transportation funding. Another \$24 million will come from state motor fuel tax revenue. In order to adequately maintain the City’s 650 lane miles of major and local streets, Wyoming needs to invest approximately \$5.5 million

each year. Besides resurfacing, Wyoming proposes to invest \$2.6 million to help reduce traffic congestion in 54<sup>th</sup> Street. Wyoming has one remaining street bond which will be retired in six years. The annual debt service is \$0.5 million.

Wyoming proposes to invest \$0.9 million in storm water improvements. The timing of these improvements is largely dependent upon the timing of private development activities.

Wyoming proposes to invest \$25 million in the sewer collection and treatment system. This includes \$14.7 million at the CWP, \$8.3 million for sewer main lining, and \$1.8 million for advanced meter infrastructure. The annual sewer debt service will average \$3.4 million through 2027.

Wyoming proposes to invest \$84 million in the water treatment, transmission, and distribution system, including \$64 million at the WTP, \$18 million for water main replacement, and \$1.8 million for advanced meter infrastructure. These costs will be financed with working capital, bond proceeds, and Ottawa County contributions. Wyoming currently has six outstanding water revenue bonds, three of which will be retired within the next nine years. The annual water debt service will average \$3.9 million.

**Budget Impact:**

The budget impacts are identified in the above discussion information.

## Revenues and Expenditures (\$000)

		Fiscal Year									Total
		18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	
<b><u>REVENUES AND OTHER SOURCES</u></b>	Millage Rate	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57	
SSWI Millage		3,320	3,390	3,450	3,520	3,590	3,670	3,740	3,810	3,890	32,380
Interest		20	20	20	20	20	20	20	20	20	180
Act 51 Funding (Major Street Fund)		4,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	24,000
Federal Funding (STP, EDF-C, CMAQ)		2,390	1,350	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,740
Federal/State Grants (Bridge, EDF-A)		0	0	0	0	0	0	0	0	0	0
Other Sources (Ottawa Co. & Reimbursements)		337	77	117	17,317	117	6,567	127	937	507	26,103
Special Assessments (Sidewalk)		0	0	0	0	0	0	0	0	0	0
Street - Revenue (MTF) Bonds		0	0	0	0	0	0	0	0	0	0
Sewer - Revenue Bonds		0	0	0	0	0	0	0	0	0	0
Sewer - Working Capital		1,710	2,450	7,150	2,150	2,150	2,150	2,000	2,500	2,500	24,760
Sewer - Debt Service		3,452	3,467	3,467	3,473	3,482	3,373	3,354	3,329	3,306	30,703
Water - Revenue Bonds		0	0	0	20,000	0	8,000	0	0	0	28,000
Water - Working Capital		2,600	7,350	2,410	5,210	2,410	2,960	2,050	3,140	2,570	30,700
Water - Debt Service		3,568	3,564	3,560	3,553	4,226	3,815	4,238	3,923	3,922	34,369
Stormwater Development Fees		0	0	0	0	0	0	0	0	0	0
<b>Totals</b>		<b>21,397</b>	<b>24,168</b>	<b>23,674</b>	<b>58,743</b>	<b>19,495</b>	<b>34,055</b>	<b>19,029</b>	<b>21,159</b>	<b>20,215</b>	<b>241,935</b>
<b><u>EXPENDITURES</u></b>											
Administration Fee to General Fund		230	250	250	250	250	250	250	250	250	2,230
Engineering		550	560	570	580	590	600	610	620	630	5,310
Streets		8,200	6,000	5,500	5,500	6,000	6,000	6,500	6,500	6,500	56,700
Stormwater Systems		400	0	300	0	200	0	0	0	0	900
Sanitary Sewer		1,710	2,450	7,150	2,150	2,150	2,150	2,000	2,500	2,500	24,760
Water		2,860	7,350	2,450	42,450	2,450	17,450	2,100	4,000	3,000	84,110
Debt Service (Street Projects)		421	418	420	425	430	433	0	0	0	2,547
Debt Service (Sewer Projects)		3,452	3,467	3,467	3,473	3,482	3,373	3,354	3,329	3,306	30,703
Debt Service (Water Projects)		3,568	3,564	3,560	3,553	4,226	3,815	4,238	3,923	3,922	34,369
<b>Totals</b>		<b>21,391</b>	<b>24,059</b>	<b>23,667</b>	<b>58,381</b>	<b>19,778</b>	<b>34,071</b>	<b>19,052</b>	<b>21,122</b>	<b>20,108</b>	<b>241,629</b>
Excess, -Deficiency		6	109	7	362	(283)	(16)	(23)	37	107	306
Fund Balance		0	6	115	122	484	201	185	162	306	306















**2018 Capital Improvement Program**  
**Question Topics from the**  
**January 24, 2018 Public Information Meeting**

**2018 Projects:**

**2018 Street Construction - 56<sup>th</sup> St., Byron Center Ave to Ivanrest Ave**

Q: Will there be a refuge island at the Kent Trail Crossing?

A: Yes.

Q: Will the project include anything to prevent flooding of the Behan Foley drain?

A: The Drain Commissioner has looked at it and does not see a need for cleaning at this time.

**2018 Watermain Construction – Clyde Park Ave, 28<sup>th</sup> St to 36<sup>th</sup> St**

Q: How will traffic be maintained?

A: At least one lane each direction throughout the project.

Q: When will construction start?

A: Later in the summer. Start after July 4 and go into the late fall.

**2018 Watermain Construction – Buchanan Ave, 44<sup>th</sup> Street to Crown St**

No Questions

**2019 Projects:**

**2019 Street Construction – 54<sup>th</sup> St., Meijer Access Drive**

Q: How will people access Chili's?

A: For west bound traffic, either from the new access into the Meijer lot or from Clyde Park.  
For east bound or south bound or north bound traffic, there is minimal change.

Q: How long will construction be ongoing?

A: Approximately 1 month

**2019 Street Construction – 54<sup>th</sup> St., Haughey Ave to US-131**

Q: How will the project affect pedestrians crossing 54<sup>th</sup> St?

A: Crossing locations will remain at signalized intersections.

**2019 Non-motorized Trail Construction – Frog Hollow – M-6 Trail Connector**

No Questions

**2020 Projects:**

**2020 Street Construction – Byron Center Ave, 44<sup>th</sup> St to M-6 (NB Right turn lane at 44<sup>th</sup> St)**

**2020 Watermain Construction – Buchanan Ave, 36<sup>th</sup> St to 44<sup>th</sup> Street**

**2020 Watermain Construction – Denwood Ave, Burton St to South End**

**2020 Watermain Reconstruction – Maplelawn Street, Division Ave to Madison Ave**

No Questions

RESOLUTION NO. \_\_\_\_\_

GENERAL APPROPRIATIONS ACT  
A RESOLUTION TO ADOPT THE BUDGET FOR THE CITY OF WYOMING  
FOR THE FISCAL YEAR ENDING JUNE 30, 2019 AND TO  
PROVIDE FOR THE AMOUNT TO BE RAISED BY PROPERTY TAXES

WHEREAS:

1. Chapter 8 of the Charter of the City of Wyoming requires that the City Manager submit a recommended budget to the City Council; that a public hearing be held on said proposed budget; that the City Council by resolution adopt a budget for the ensuing fiscal year, make an appropriation of the money needed therefore, and designate the sum to be raised by taxation.
2. The Manager has submitted said budget recommendation and a public hearing has been held thereon.

NOW, THEREFORE, BE IT RESOLVED:

1. As provided in Section 8.4 of the City Charter, and in conformity with Public Act 621 of 1978, the Uniform Budgeting and Accounting Act, that the budgets attached hereto and made a part hereof by reference are hereby considered and adopted, to be administered on an activity (department) level, as the appropriated budgets of the City of Wyoming to cover the operations thereof for the fiscal year ending June 30, 2019.
2. The amount necessary to be raised by taxation by the levy of 12.1192 mills for operations (0.2424 mills more than the base tax rate of 11.8768 mills, as defined by Public Act 5 of 1982) on the taxable value of all real and personal property in the City be approved as follows:

<u>Levy</u>	<u>P.A. 5 Base Rate</u>	<u>Additional Rate</u>	<u>City Tax Rate</u>	<u>Headlee Limit</u>
Operations - Charter Levies	11.5338	0.2354	11.7192	11.7692
Operations - State Levies	<u>0.3430</u>	<u>0.0070</u>	<u>0.4000</u>	<u>2.7839</u>
Total Operations	<u>11.8768</u>	<u>0.2424</u>	<u>12.1192</u>	<u>14.5531</u>
<b>Total Tax Rate</b>			<u>12.1192</u>	

3. The City Manager to be authorized to transfer necessary amounts within departments within a fund which do not affect ending fund balance.

Moved by Councilmember:

Seconded by Councilmember:

Motion carried:       Yes

                              No

I hereby certify that the foregoing Resolution was adopted by the Council of the City of Wyoming, Michigan, at a regular session held on May 21, 2018.

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Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

1. Staff Report of Changes
2. All Fund – Revenues and Other Sources, Expenditures and Other Uses, and Changes in Fund Balance Report
3. Property Tax Millage Rate Schedule
4. Annual Budget by Account Classification Report

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: May 21, 2018

Subject: Fiscal Year 2019 Budget Changes

From: Kate Balfourt, Senior Accountant  
City of Wyoming Finance Department

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After the budget was published for the Public Hearing held on May 7, 2018, certain changes were made to the budget.

Following is a list of the changes made.

- Revenue from the payment-in-lieu-of-tax from the Sewer and Water funds in the amount of \$291,730 and additional expenditures of \$4,900 in personnel costs were added to the General Fund
- Revenue from the State of Michigan in the amount of \$420,000 was added to the fiscal year 2018 budget and removed from the fiscal year 2019 budget for the Major Streets Fund
- Revenue from the State of Michigan in the amount of \$120,000 was added to the fiscal year 2018 budget and removed from the fiscal year 2019 budget for the Local Streets Fund
- Revenue of \$20,699 was added to the Public Safety Fund to eliminate deficit budget
- Revenue of \$15,134 was added to the Fire Fund to eliminate deficit budget
- Revenue of \$23,578 was added to the Police Fund to eliminate deficit budget
- Revenue and expenditures for the Community Development Fund were reduced by \$4 to adjust for rounding
- Revenue and expenditures of \$239,065 for the payment-in-lieu-of-tax were added to the Sewer Fund
- Revenue and expenditures of \$52,665 for the payment-in-lieu-of-tax was added to the Water Fund

The effect on the budget is as follows:

Fund	Net Surplus (Deficiency) as Originally Proposed	Net Change in Fund Balance or Working Capital Due to Change in Revenue and/or Expenditures	Net Surplus (Deficiency) after Change
General Fund	(\$408,828)	\$286,830	(\$121,998)
Major Streets Fund	(\$1,277,056)	(\$420,000)	(\$1,697,056)
Local Streets Fund	(\$51,116)	(\$120,000)	(\$171,116)
Public Safety Fund	(\$20,699)	\$20,699	\$0
Fire Fund	(\$15,134)	\$15,134	\$0
Police Fund	(\$23,578)	\$23,578	\$0
Community Development Fund	\$0	\$0	\$0
Sewer Fund	\$204,993	\$0	\$204,993
Water Fund	\$830,823	\$0	\$830,823

The attached summaries reflect these changes.

City of Wyoming  
All Funds - Revenues and Other Sources, Expenditures and Other Uses, and Changes in Fund Balance  
Fiscal Year 2018 - 2019

	Estimated Beginning Fund Balance	Revenues and Other Sources	Expenditures and Other Uses	Excess (Deficiency)	Fund Balance End of Year
General Fund	\$ 9,396,576	\$ 32,606,254	\$ 32,728,252	\$ (121,998)	\$ 9,274,578
Major Streets	2,030,624	10,120,000	11,817,056	(1,697,056)	333,568
Local Streets	907,200	1,740,000	1,911,116	(171,116)	736,084
Public Safety	17,141	2,656,981	2,656,981	-	17,141
Fire	9,073	1,604,856	1,604,856	-	9,073
Police	15,901	2,673,231	2,673,231	-	15,901
Parks & Recreation	611,411	3,792,192	3,720,230	71,962	683,373
Sidewalk Snow Removal	350,828	318,092	417,025	(98,933)	251,895
Solid Waste Disposal	399,058	847,909	937,166	(89,257)	309,801
Building Inspections	1,244,212	1,571,180	1,539,864	31,316	1,275,528
Community Dev. Block Grant	-	746,084	746,084	-	-
Drug Law Enforcement	151,254	-	148,886	(148,886)	2,368
Library Maintenance	521,899	834,128	449,798	384,330	906,229
MTF Debt Service	-	422,163	422,163	-	-
Capital Improvement	1,477,386	5,715,041	5,802,548	(87,507)	1,389,879
Sewer Bond Reserve	3,465,535	-	-	-	3,465,535
Sewer Construction Reserve	664,621	90,000	-	90,000	754,621
Sewer*	9,700,685	18,380,065	18,175,072	204,993	9,905,678
Sewer Total	13,830,841	18,470,065	18,175,072	294,993	14,125,834
Water*	11,535,400	22,747,665	21,916,842	830,823	12,366,223
Water Construction Reserve	672,488	90,000	-	90,000	762,488
Water Bond Reserve	3,597,962	-	-	-	3,597,962
Water Total	15,805,850	22,837,665	21,916,842	920,823	16,726,673
Motor Pool*	2,172,095	4,204,900	3,830,709	374,191	2,546,286
Motor Pool Depreciation Reserve	2,190,353	1,799,100	1,243,000	556,100	2,746,453
Motor Pool Total	4,362,448	6,004,000	5,073,709	930,291	5,292,739
Capital Projects Revolving	2,092,143	332,625	113,825	218,800	2,310,943
Total	\$ 53,223,845	\$ 113,292,466	\$ 112,854,704	\$ 437,762	\$ 53,661,607
Less Transfers Between Funds		(13,387,231)	(13,387,231)		
Less Admin Fee Between Funds		(3,612,000)	(3,379,199)		
Grand Total Revenue and Expenditures		96,293,235	96,088,274		

\* Represents working capital balance (current assets less current liabilities)

Funds That Are Not Approved as Part of City's Budget (provided for informational purposes only):

Self Insurance Funds:

General Liability	\$ 1,465,715	\$ 538,357	\$ 509,671	\$ 28,686	\$ 1,494,401
Fleet Insurance	682,007	52,639	155,522	(102,883)	579,124
Property Insurance	1,855,460	157,173	253,305	(96,132)	1,759,328
Life Insurance	26,457	30,179	44,400	(14,221)	12,236
Worker's Compensation	2,221,802	672,235	764,443	(92,208)	2,129,594
Health Insurance	4,221,071	8,928,781	8,292,463	636,318	4,857,389
Dental Insurance	405,981	473,582	398,607	74,975	480,956
Self Insurance Sub-Total	10,878,493	10,852,946	10,418,411	434,535	11,313,028

Pension Fund	184,022,793	16,297,617	12,389,218	3,908,399	187,931,192
OPEB Fund	42,388,767	5,786,000	2,974,985	2,811,015	45,199,782
Total	\$ 237,290,053	\$ 32,936,563	\$ 25,782,614	\$ 7,153,949	\$ 244,444,002
Less Admin Fee Between Funds			(232,801)		
Grand Total Revenue and Expenditures		269,645,167	254,041,211		

City of Wyoming  
 All Funds - Revenues and Other Sources, Expenditures and Other Uses, and Changes in Fund Balance  
 Fiscal Year 2018 - 2019

	Estimated Beginning Fund Balance	Revenues and Other Sources	Expenditures and Other Uses	Excess (Deficiency)	Fund Balance End of Year
<u>Component Units That Are Not Approved as Part of City's Budget (provided for informational purposes only):</u>					
Downtown Development Authority	\$ 221,974	\$ 100,000	\$ 100,000	\$ -	\$ 221,974
Brownfield Redevelopment Authority	50,544	86,000	136,544	(50,544)	-
Economic Development Authority	-	-	-	-	-
Greater Wyoming Com. Res. Alliance	58,281	15,250	25,500	(10,250)	48,031
<b>Total</b>	<u>\$ 330,799</u>	<u>\$ 201,250</u>	<u>\$ 262,044</u>	<u>\$ (60,794)</u>	<u>\$ 270,005</u>

City of Wyoming, Michigan  
**Property Tax Millage Rate Schedule**

	<u>Actual</u>						<b>Proposed</b>
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b><u>Purpose</u></b>							
<b>General Operations</b>	4.6695	4.6695	4.6695	4.6695	4.6695	4.8938	4.8938
<b>Fire Services</b>	0.7500	0.7500	0.7500	0.7500	0.7500	0.7487	0.7487
<b>Police Services</b>	1.2500	1.2500	1.2500	1.2500	1.2500	1.2478	1.2478
<b>Parks &amp; Recreation</b>	1.5000	1.5000	1.5000	1.5000	1.5000	1.4973	1.4973
<b>Sidewalks</b>	0.1500	0.2000	0.2000	0.2000	0.2000	0.1996	0.1496
<b>Yard Waste</b>	0.4000	0.3500	0.3500	0.3500	0.3500	0.3500	0.4000
<b>Library Maintenance</b>	0.1000	0.1000	0.1000	0.3700	0.3700		
<b>Library Debt Service</b>	0.2500	0.2700	0.2700				
<b>Library Ops/Parks Capital</b>						0.3693	0.3693
<b>Capital Projects</b>	1.5678	1.5678	1.5678	1.5678	1.5678	1.5650	1.5650
<b>Public Safety</b>	1.2500	1.0000	1.2500	1.2500	1.2500	1.2477	1.2477
<b>Total Mills</b>	<b>11.8873</b>	<b>11.6573</b>	<b>11.9073</b>	<b>11.9073</b>	<b>11.9073</b>	<b>12.1192</b>	<b>12.1192</b>

	<u>Authorized*</u>	<u>Headlee Limit</u>	<u>Levied</u>
Charter-Aggregate	11.0900	10.5215	10.4715
Charter-Public Safety	1.2500	1.2477	1.2477
State-Yard Waste	3.0000	2.7839	0.4000
<b>Total Tax Rate</b>	<b>15.3400</b>	<b>14.5531</b>	<b>12.1192</b>

\* Millage Authorized by Election, Charter, etc.

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 101 General Fund</b>			
Revenue			
Taxes	\$ 11,048,004	\$ 11,566,375	\$ 11,671,394
Licenses and Permits	1,305,000	1,295,000	1,295,000
Federal Grants	305,042	156,921	-
State Grants	6,512,385	6,801,581	6,855,849
Contributions from Local Units	332,704	351,292	268,073
Charges for Service	3,606,456	3,611,002	3,671,200
Fines and Forfeitures	1,500,000	1,700,000	1,700,000
Interest and Rentals	154,640	87,640	75,770
Other Revenues	148,176	157,534	83,900
Other Financing Sources	6,711,372	6,711,372	6,985,068
Revenue Totals	<u>31,623,779</u>	<u>32,438,717</u>	<u>32,606,254</u>
Expenditures			
Personal Services	24,272,014	23,929,276	24,737,845
Supplies	601,590	595,420	597,911
Other Services and Charges	7,404,250	6,932,691	7,208,096
Capital Outlay	407,223	400,989	184,400
Transfers Out	-	-	-
Expenditure Totals	<u>32,685,077</u>	<u>31,858,376</u>	<u>32,728,252</u>
<b>Fund Total</b>	(1,061,298)	580,341	(121,998)
<b>Fund Balance, Beginning</b>	<u>8,816,235</u>	<u>8,816,235</u>	<u>9,396,576</u>
<b>Fund Balance, Ending</b>	<u>\$ 7,754,937</u>	<u>\$ 9,396,576</u>	<u>\$ 9,274,578</u>

Expenditure detail by program - See Next Page

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Expenditure detail by program</b>			
10100-City Council	\$ 115,307	\$ 115,307	\$ 114,807
10300-City Council - Communication	59,000	59,075	59,000
13600-District Court	1,695,785	1,713,102	1,654,556
13610-District Court - Building	216,203	216,053	284,610
15100-District Court - Probation	527,881	533,627	404,594
17200-City Manager	1,201,729	1,194,674	1,198,059
20100-Finance - Accounting	847,977	844,856	938,281
25300-Finance - Treasurer	384,896	339,525	370,637
73200-Finance - Cable TV Commission	605,000	600,000	600,000
20900-Assessor	641,576	611,849	761,899
24700-Assessor - Board of Review	7,181	660	7,251
21000-Attorney - Legal Services	450,000	365,000	500,000
19100-City Clerk - Election	51,479	40,732	109,079
21500-City Clerk	516,009	508,154	546,393
24800-Purchasing - Central Services	108,766	108,766	108,766
26500-Purchasing - City Hall	2,430	2,425	2,430
25800-Information Technology	1,755,510	1,661,625	1,760,897
26700-Facilities Maintenance	440,656	411,127	356,016
30500-Police - Administration Services	1,762,414	1,736,172	1,749,907
30610-Police - Building	425,051	429,903	397,208
30700-Police - Records Management	384,832	403,023	404,373
31000-Police - Detective Bureau	2,561,719	2,601,917	2,666,050
31200-Police - Forensic Science Unit	698,919	675,606	704,339
31500-Police - Patrol	8,885,481	8,797,087	9,137,349
31505-Police - OHSP - Safety Belt	-	-	-
31506-Police - OHSP - Strategic Traffic Enf	259,936	63,187	-
31600-Police - Crossing Guard	77,182	77,182	77,182
31700-Police - Senior Volunteer	15,655	15,655	15,655
32000-Police - Training	80,000	80,000	80,000
32100-Police - ACT 302 Training Funds	37,704	37,703	16,900
32500-Police - Communications/Dispatch	641,782	641,782	614,380
33400-Police - Jail	365,742	365,742	365,742
33700-Fire - Administration Services	424,892	414,426	410,109
33800-Fire - Buildings	252,390	249,697	200,808
33900-Fire - Fighting	4,398,032	4,342,557	4,318,258
33901-Fire - Dual Empl. Reserves	232,778	154,371	211,387
33902-Fire - Fighting - Paid on Call	174,072	131,000	162,014
34100-Fire - Prevention	144,656	143,639	143,016
42600-Fire - Civil Defense	8,675	6,500	7,190
40000-Planning	296,830	258,907	462,547
72800-Economic Development	13,000	10,175	20,000
44611-Public Works - Wayland Hwys/St	1,188	-	-
44612-Public Works - Kentwood Hwys/St	1,473	738	1,575
44613-Public Works - Other Govt/Agencies	3,221	4,780	4,908
44800-Public Works - Street Lighting	900,070	880,070	770,080
75300-Community Outreach Programs	10,000	10,000	10,000
	<u>\$ 32,685,077</u>	<u>\$ 31,858,376</u>	<u>\$ 32,728,252</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	<b>Summary</b>		
	<b>2018 Amended</b>	<b>2018 Estimated</b>	<b>2019</b>
	<b>Budget</b>	<b>Amount</b>	<b>Proposed</b>
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 110 Allocation Fund</b>			
Revenue			
Other Financing Sources	\$ -	\$ -	\$ -
Revenue Totals	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Personal Services	1,307,406	1,422,769	1,478,601
Supplies	13,720	10,200	11,200
Other Services and Charges	143,520	139,238	154,600
Capital Outlay	13,000	15,500	17,050
Transfers Out	(1,477,646)	(1,587,707)	(1,661,451)
Expenditure Totals	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Total</b>	-	-	-
<b>Fund Balance, Beginning</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balance, Ending</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

<b>Expenditure detail by program (before transfers out)</b>			
22800-HR/Risk Management	\$ 148,606	\$ 218,541	\$ 230,635
44100-Public Works - Administration	648,360	671,245	697,950
44700-Public Works - Engineering	680,680	697,921	732,866
	<u>\$ 1,477,646</u>	<u>\$ 1,587,707</u>	<u>\$ 1,661,451</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 202 Major Streets Fund</b>			
<b>Revenue</b>			
Licenses and Permits	\$ 225,000	\$ 275,000	\$ 275,000
Federal Grants	-	-	-
State Grants	5,200,000	5,620,000	5,600,000
Charges for Service	-	5,000	-
Interest and Rentals	32,000	15,000	13,000
Other Revenues	37,000	28,000	32,000
Transfers	-	3,140,000	4,200,000
Revenue Totals	5,494,000	9,083,000	10,120,000
<b>Expenditures</b>			
Personal Services	1,148,783	1,129,697	1,192,692
Supplies	486,650	494,650	493,250
Other Services and Charges	1,757,331	1,767,405	1,931,114
Capital Outlay	2,178,560	5,320,000	8,200,000
Other Financing Sources	1,500,000	1,500,000	-
Expenditure Totals	7,071,324	10,211,752	11,817,056
<b>Fund Total</b>	(1,577,324)	(1,128,752)	(1,697,056)
<b>Fund Balance, Beginning</b>	3,159,376	3,159,376	2,030,624
<b>Fund Balance, Ending</b>	\$ 1,582,051	\$ 2,030,624	\$ 333,568

<b>Expenditure detail by program</b>			
46300-Street Maintenance	\$ 3,431,151	\$ 6,487,555	\$ 9,458,787
47400-Traffic Services	945,282	956,664	1,002,389
47800-Winter Maintenance	665,361	734,268	771,565
48300-Street Administration	529,530	533,265	584,315
48400-Transfers to Local Streets	1,500,000	1,500,000	-
	\$ 7,071,324	\$ 10,211,752	\$ 11,817,056

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 203 Local Streets Fund</b>			
<b>Revenue</b>			
Licenses and Permits	\$ 25,000	\$ 25,000	\$ 25,000
Federal Grants	-	-	-
State Grants	1,600,000	1,720,000	1,700,000
Charges for Service	-	4,000	-
Interest and Rentals	9,000	7,000	5,000
Other Revenues	15,000	14,000	10,000
Other Financing Sources	1,500,000	1,760,000	-
Revenue Totals	<u>3,149,000</u>	<u>3,530,000</u>	<u>1,740,000</u>
<b>Expenditures</b>			
Personal Services	764,287	748,433	829,131
Supplies	174,810	165,810	167,640
Other Services and Charges	799,457	847,055	914,345
Capital Outlay	3,182,965	3,440,000	-
Expenditure Totals	<u>4,921,519</u>	<u>5,201,298</u>	<u>1,911,116</u>
<b>Fund Total</b>	(1,772,519)	(1,671,298)	(171,116)
<b>Fund Balance, Beginning</b>	<u>2,578,498</u>	<u>2,578,498</u>	<u>907,200</u>
<b>Fund Balance, Ending</b>	<u>\$ 805,979</u>	<u>\$ 907,200</u>	<u>\$ 736,084</u>

**Expenditure detail by program**

46300-Street Maintenance	\$ 3,974,792	\$ 4,199,804	\$ 856,642
47400-Traffic Services	321,099	331,359	346,308
47800-Winter Maintenance	539,617	584,135	615,253
48300-Street Administration	86,011	86,000	92,913
	<u>\$ 4,921,519</u>	<u>\$ 5,201,298</u>	<u>\$ 1,911,116</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 205 Public Safety Fund</b>			
Revenue			
Taxes	\$ 2,554,839	\$ 2,570,791	\$ 2,652,481
Interest and Rentals	-	-	4,500
Revenue Totals	<u>2,554,839</u>	<u>2,570,791</u>	<u>2,656,981</u>
Expenditures			
Transfers Out	<u>2,554,839</u>	<u>2,554,839</u>	<u>2,656,981</u>
Expenditure Totals	<u>2,554,839</u>	<u>2,554,839</u>	<u>2,656,981</u>
<b>Fund Total</b>	-	15,952	-
<b>Fund Balance, Beginning</b>	<u>1,189</u>	<u>1,189</u>	<u>17,141</u>
<b>Fund Balance, Ending</b>	<u><u>\$ 1,189</u></u>	<u><u>\$ 17,141</u></u>	<u><u>\$ 17,141</u></u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
Fund: 206 Fire Fund			
Revenue			
Taxes	\$ 1,539,623	\$ 1,542,845	\$ 1,602,056
Interest and Rentals	-	-	2,800
Revenue Totals	1,539,623	1,542,845	1,604,856
Expenditures			
Transfers Out	1,539,623	1,539,623	1,604,856
Expenditure Totals	1,539,623	1,539,623	1,604,856
<b>Fund Total</b>	-	3,222	-
<b>Fund Balance, Beginning</b>	5,851	5,851	9,073
<b>Fund Balance, Ending</b>	\$ 5,851	\$ 9,073	\$ 9,073

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 207 Police Fund</b>			
Revenue			
Taxes	\$ 2,566,910	\$ 2,573,445	\$ 2,668,431
Interest and Rentals	-	-	4,800
Revenue Totals	<u>2,566,910</u>	<u>2,573,445</u>	<u>2,673,231</u>
Expenditures			
Transfers Out	<u>2,566,910</u>	<u>2,566,910</u>	<u>2,673,231</u>
Expenditure Totals	<u>2,566,910</u>	<u>2,566,910</u>	<u>2,673,231</u>
<b>Fund Total</b>	-	6,535	-
<b>Fund Balance, Beginning</b>	<u>9,366</u>	<u>9,366</u>	<u>15,901</u>
<b>Fund Balance, Ending</b>	<u><u>\$ 9,366</u></u>	<u><u>\$ 15,901</u></u>	<u><u>\$ 15,901</u></u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 208 Parks and Recreation Fund</b>			
Revenue			
Taxes	\$ 3,080,251	\$ 3,094,905	\$ 3,174,273
Federal Grants	1,406,093	1,406,093	175,274
State Grants	300,000	300,000	-
Contributions from Local Units	-	-	-
Charges for Service	295,300	291,680	297,500
Interest and Rentals	23,400	19,400	19,525
Other Revenues	145,740	130,760	125,620
Revenue Totals	<u>5,250,784</u>	<u>5,242,838</u>	<u>3,792,192</u>
Expenditures			
Personal Services	3,299,578	3,302,854	2,315,517
Supplies	157,067	152,555	125,570
Other Services and Charges	1,263,319	1,206,372	1,201,043
Capital Outlay	1,565,319	1,596,400	78,100
Expenditure Totals	<u>6,285,283</u>	<u>6,258,181</u>	<u>3,720,230</u>
<b>Fund Total</b>	(1,034,499)	(1,015,343)	71,962
<b>Fund Balance, Beginning</b>	<u>1,626,754</u>	<u>1,626,754</u>	<u>611,411</u>
<b>Fund Balance, Ending</b>	<u>\$ 592,255</u>	<u>\$ 611,411</u>	<u>\$ 683,373</u>
<b>Expenditure detail by program</b>			
75200-Parks and Rec Administration	\$ 727,623	\$ 720,930	\$ 728,109
75600-Parks and Rec - Facilities	3,267,302	3,307,320	1,920,679
75800-Parks and Rec - Senior Center	381,685	358,568	386,477
76100-Recreation	519,933	482,995	509,691
76108-21st Century Cohort G	6,780	6,476	-
76109-21st Century Cohort H	323,270	323,289	-
76110-21st Century Cohort I-1	529,190	529,192	87,637
76111-21st Century Cohort I-2	529,500	529,411	87,637
	<u>\$ 6,285,283</u>	<u>\$ 6,258,181</u>	<u>\$ 3,720,230</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 211 Sidewalk Fund</b>			
Revenue			
Taxes	\$ 407,428	\$ 408,716	\$ 316,392
Interest and Rentals	2,000	1,700	1,700
Revenue Totals	<u>409,428</u>	<u>410,416</u>	<u>318,092</u>
Expenditures			
Personal Services	36,588	44,820	35,322
Supplies	6,500	10,000	3,000
Other Services and Charges	342,702	356,946	378,703
Expenditure Totals	<u>385,790</u>	<u>411,766</u>	<u>417,025</u>
<b>Fund Total</b>	23,638	(1,350)	(98,933)
<b>Fund Balance, Beginning</b>	<u>352,178</u>	<u>352,178</u>	<u>350,828</u>
<b>Fund Balance, Ending</b>	<u>\$ 375,816</u>	<u>\$ 350,828</u>	<u>\$ 251,895</u>

<b>Expenditure detail by program</b>			
17500-Administration	\$ 20,141	\$ 20,141	\$ 22,991
44200-Snow Removal	305,000	311,000	320,000
44210-Sidewalk Repair	60,649	80,625	74,034
	<u>\$ 385,790</u>	<u>\$ 411,766</u>	<u>\$ 417,025</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 230 Solid Waste Disposal Fund</b>			
Revenue			
Taxes	\$ 718,604	\$ 761,000	\$ 844,909
Interest and Rentals	10,000	7,000	3,000
Reimbursements	-	2,818	-
Revenue Totals	<u>728,604</u>	<u>770,818</u>	<u>847,909</u>
Expenditures			
Personal Services	249,738	246,369	241,065
Supplies	10,161	4,000	4,000
Other Services and Charges	714,967	667,858	692,101
Capital Outlay	-	-	-
Expenditure Totals	<u>974,865</u>	<u>918,227</u>	<u>937,166</u>
<b>Fund Total</b>	(246,261)	(147,409)	(89,257)
<b>Fund Balance, Beginning</b>	<u>546,467</u>	<u>546,467</u>	<u>399,058</u>
<b>Fund Balance, Ending</b>	<u><u>\$ 300,206</u></u>	<u><u>\$ 399,058</u></u>	<u><u>\$ 309,801</u></u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	<b>Summary 2018 Amended Budget</b>	<b>2018 Estimated Amount</b>	<b>2019 Proposed</b>
<b>Fund: 249 Building Inspection Fund</b>			
<b>Revenue</b>			
Licenses and Permits	\$ 1,301,280	\$ 1,185,520	\$ 1,418,180
Federal Grants	55,000	65,660	55,000
Charges for Service	69,000	67,245	68,500
Fines and Forfeitures	19,200	14,000	16,000
Interest and Rentals	9,000	3,500	3,500
Other Revenues	7,000	16,000	10,000
Revenue Totals	1,460,480	1,351,925	1,571,180
<b>Expenditures</b>			
Personal Services	1,166,686	1,088,268	1,261,353
Supplies	12,535	11,141	14,575
Other Services and Charges	262,440	239,384	261,926
Capital Outlay	9,620	7,100	2,010
Expenditure Totals	1,451,281	1,345,893	1,539,864
<b>Fund Total</b>	9,199	6,032	31,316
<b>Fund Balance, Beginning</b>	1,238,180	1,238,180	1,244,212
<b>Fund Balance, Ending</b>	\$ 1,247,379	\$ 1,244,212	\$ 1,275,528

<b>Expenditure detail by program</b>			
37100-Permits	\$ 636,929	\$ 653,750	\$ 716,053
37210-Code Enforcement-Other	281,594	232,519	301,900
37220-Code Enforcement-CDBG Eligible	126,163	128,553	115,862
37300-Rental Program	301,520	227,037	293,696
72200-Zoning and Other Programs	105,075	104,034	112,353
	\$ 1,451,281	\$ 1,345,893	\$ 1,539,864

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 256 Community Development Fund</b>			
Revenue			
Federal Grants	\$ 689,876	\$ 535,212	\$ 634,088
Interest and Rentals	16,400	15,079	14,500
Other Revenues	96,100	163,696	97,496
Other Financing Sources	-	-	-
Revenue Totals	802,376	713,987	746,084
Expenditures			
Personal Services	169,011	149,880	182,151
Supplies	650	650	680
Other Services and Charges	606,005	536,748	558,253
Capital Outlay	26,710	26,709	5,000
Expenditure Totals	802,376	713,987	746,084
<b>Fund Total</b>	-	-	-
<b>Fund Balance, Beginning</b>	-	-	-
<b>Fund Balance, Ending</b>	\$ -	\$ -	\$ -

**Expenditure detail by program**

17518-Administration 2018	\$ 115,420	\$ 99,520	\$ -
17519-Administration 2019	-	-	108,668
69118-Rehabilitation 2018	83,473	77,695	-
69119-Rehabilitation 2019	-	-	106,272
69216-CDBG Activities 2016	23,337	23,337	-
69217-CDBG Activities 2017	187,113	187,113	-
69218-CDBG Activities 2018	393,034	326,322	154,662
69219-CDBG Activities 2019	-	-	376,482
	\$ 802,376	\$ 713,987	\$ 746,084

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 265 Drug Law Enforcement Fund</b>			
Revenue			
Fines and Forfeitures	\$ -	\$ 74,353	\$ -
Interest and Rentals	-	200	-
Revenue Totals	<u>-</u>	<u>74,553</u>	<u>-</u>
Expenditures			
Capital Outlay	-	-	148,886
Transfers Out	-	-	-
Expenditure Totals	<u>-</u>	<u>-</u>	<u>148,886</u>
<b>Fund Total</b>	-	74,553	(148,886)
<b>Fund Balance, Beginning</b>	<u>76,701</u>	<u>76,701</u>	<u>151,254</u>
<b>Fund Balance, Ending</b>	<u>\$ 76,701</u>	<u>\$ 151,254</u>	<u>\$ 2,368</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	<b>Summary 2018 Amended Budget</b>	<b>2018 Estimated Amount</b>	<b>2019 Proposed</b>
<b>Fund: 271 Library Fund</b>			
<b>Revenue</b>			
Taxes	\$ 746,888	\$ -	\$ -
Contributions from Local Units	61,540	61,540	-
Interest and Rentals	1,750	750	-
Other Revenues	100	-	-
Revenue Totals	810,278	62,290	-
<b>Expenditures</b>			
Personal Services	106,707	108,541	-
Supplies	26,800	23,000	-
Other Services and Charges	298,573	278,757	-
Capital Outlay	404,311	404,310	-
Expenditure Totals	836,391	814,608	-
<b>Fund Total</b>	(26,113)	(752,318)	-
<b>Fund Balance, Beginning</b>	529,311	529,311	-
<b>Fund Balance, Ending</b>	\$ 503,198	\$ (223,007)	\$ -
 <b>Expenditure detail by program</b>			
17500-Administration	\$ 46,282	\$ 46,282	\$ -
26700-Facility Maintenance	790,109	768,326	-
	\$ 836,391	\$ 814,608	\$ -

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
Fund: 401 Library Maintenance & Capital Fund			
Revenue			
Taxes	\$ -	\$ 741,906	\$ 768,588
Contributions from Local Units	-	-	61,540
Interest and Rentals	-	3,000	4,000
Other Revenues	-	-	-
Revenue Totals	-	744,906	834,128
Expenditures			
Personal Services	-	-	113,079
Supplies	-	-	26,050
Other Services and Charges	-	-	286,169
Capital Outlay	-	-	24,500
Expenditure Totals	-	-	449,798
<b>Fund Total</b>	-	744,906	384,330
<b>Fund Balance, Beginning</b>	-	(223,007) *	521,899
<b>Fund Balance, Ending</b>	\$ -	\$ 521,899	\$ 906,229

*\*See sheet for fund 271 for Fund Balance, Beginning; Funds 271 and 401 will be combined beginning in fiscal year 2019*

<b>Expenditure detail by program</b>			
17500-Administration	\$ -	\$ -	\$ 42,244
26700-Facility Maintenance	-	-	407,554
	\$ -	\$ -	\$ 449,798

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
Fund: 320 MTF Major Str Debt Service Fund			
Revenue			
Other Financing Sources	\$ 530,295	\$ 530,295	\$ 422,163
Revenue Totals	530,295	530,295	422,163
Expenditures			
Debt Service	530,295	530,295	422,163
Expenditure Totals	530,295	530,295	422,163
<b>Fund Total</b>	-	-	-
<b>Fund Balance, Beginning</b>	-	-	-
<b>Fund Balance, Ending</b>	\$ -	\$ -	\$ -

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	<b>Summary 2018 Amended Budget</b>	<b>2018 Estimated Amount</b>	<b>2019 Proposed</b>
<b>Fund: 400 Capital Improvement Fund</b>			
<b>Revenue</b>			
Taxes	\$ 3,219,508	\$ 3,231,851	\$ 3,318,041
Federal Grants	1,600,000	1,600,000	2,390,000
Contributions from Local Units	-	-	-
Charges for Service	-	16,000	-
Interest and Rentals	15,000	7,000	7,000
Other Revenues	-	30,000	-
Revenue Totals	4,834,508	4,884,851	5,715,041
<b>Expenditures</b>			
Other Services and Charges	650,406	662,937	780,383
Capital Outlay	3,640,209	140,000	400,000
Transfers Out	530,300	3,930,000	4,622,165
Expenditure Totals	4,820,915	4,732,937	5,802,548
<b>Fund Total</b>	13,593	151,914	(87,507)
<b>Fund Balance, Beginning</b>	1,325,472	1,325,472	1,477,386
<b>Fund Balance, Ending</b>	\$ 1,339,065	\$ 1,477,386	\$ 1,389,879

<b>Expenditure detail by program</b>			
17500-Administration	\$ 650,406	\$ 662,937	\$ 780,383
45200-Storm Water Construction	145,000	140,000	400,000
50200-Major Street Construction	3,495,209	-	-
50300-Local Street Construction	-	-	-
99900-Transfers	530,300	3,930,000	4,622,165
	\$ 4,820,915	\$ 4,732,937	\$ 5,802,548

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 588 Sewer - Bond and Interest Fund</b>			
Revenue			
Interest and Rentals	\$ -	\$ -	\$ -
Revenue Totals	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Transfers Out	<u>-</u>	<u>17,000</u>	<u>-</u>
Expenditure Totals	<u>-</u>	<u>17,000</u>	<u>-</u>
<b>Fund Total</b>	-	(17,000)	-
<b>Net Position, Beginning</b>	<u>3,482,535</u>	<u>3,482,535</u>	<u>3,465,535</u>
<b>Net Position, Ending</b>	<u>\$ 3,482,535</u>	<u>\$ 3,465,535</u>	<u>\$ 3,465,535</u>

This fund reflects the funds set aside to meet the debt service reserve requirement set by the bond covenants.

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 589 Sewer - Construction Reserve</b>			
Revenue			
Interest and Rentals	\$ -	\$ -	\$ -
Other Financing Sources	120,000	90,000	90,000
Revenue Totals	<u>120,000</u>	<u>90,000</u>	<u>90,000</u>
Expenditures			
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Expenditure Totals	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Total</b>	120,000	90,000	90,000
<b>Net Position, Beginning</b>	<u>574,621</u>	<u>574,621</u>	<u>664,621</u>
<b>Net Position, Ending</b>	<u>\$ 694,621</u>	<u>\$ 664,621</u>	<u>\$ 754,621</u>

This fund retains transfers set aside for future capacity expansion projects.

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 590 Sewer Fund</b>			
Revenue			
State Grants	\$ 410,000	\$ 500,000	\$ -
Contributions from Local Units	417,000	417,000	417,000
Charges for Service	16,997,000	17,080,000	17,719,065
Fines and Forfeitures	145,000	160,000	160,000
Interest and Rentals	85,000	67,000	67,000
Other Revenues	30,000	19,000	17,000
Other Financing Sources	-	17,000	-
Revenue Totals	<u>18,084,000</u>	<u>18,260,000</u>	<u>18,380,065</u>
Expenditures			
Personal Services*	4,589,295	4,170,132	4,153,480
Supplies	874,744	808,050	872,349
Other Services and Charges	8,612,052	7,917,381	7,866,154
Capital Outlay	1,556,188	2,801,500	1,736,500
Debt Service	3,108,080	3,094,301	3,456,589
Transfers Out	120,000	90,000	90,000
Expenditure Totals	<u>18,860,359</u>	<u>18,881,364</u>	<u>18,175,072</u>
<b>Fund Total</b>	(776,359)	(621,364)	204,993
<b>Working Capital, Beginning</b>	<u>10,322,049</u>	<u>10,322,049</u>	<u>9,700,685</u>
<b>Working Capital, Ending**</b>	<u>\$ 9,545,690</u>	<u>\$ 9,700,685</u>	<u>\$ 9,905,678</u>

\*Includes pension and OPEB liabilities

\*\*Working capital excludes Funds 588 and 589

Expenditure detail by program - See Next Page

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	<b>Summary</b>		
	<b>2018 Amended Budget</b>	<b>2018 Estimated Amount</b>	<b>2019 Proposed</b>
	<hr/>	<hr/>	<hr/>
<b>Expenditure detail by program</b>			
54200-Transmission	\$ 1,135,635	\$ 1,160,848	\$ 1,281,861
54400-Capital Outlay	512,890	511,500	806,500
54100-Administration Services	2,567,055	2,098,945	2,240,717
54300-Treatment	8,762,365	7,870,935	7,535,811
54310-Treatment-Lab Services	704,782	693,687	724,696
54400-Capital Outlay	1,043,298	2,290,000	910,000
54700-Industrial Pretreatment	545,323	539,428	570,267
54800-GVRBA Operations-Land Appl	327,234	461,445	519,298
54801-GVRBA Operations-Pump House	33,697	35,973	39,333
92500-Revenue Bonds	3,108,080	3,128,603	3,456,589
99900-Transfers	120,000	90,000	90,000
	<hr/>	<hr/>	<hr/>
	<b>\$ 18,860,359</b>	<b>\$ 18,881,364</b>	<b>\$ 18,175,072</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 591 Water Fund</b>			
Revenue			
Federal Grants	\$ -	\$ -	\$ -
State Grants	-	-	-
Charges for Service	21,221,000	21,276,000	22,015,665
Fines and Forfeitures	145,000	170,000	170,000
Interest and Rentals	263,000	186,000	191,000
Other Revenues	535,000	409,000	371,000
Other Financing Sources	-	-	-
Revenue Totals	<u>22,164,000</u>	<u>22,041,000</u>	<u>22,747,665</u>
Expenditures			
Personal Services*	5,554,528	5,298,780	5,506,663
Supplies	1,657,911	1,506,682	1,489,665
Other Services and Charges	5,942,534	5,740,523	5,636,403
Capital Outlay	6,336,615	5,135,000	2,391,500
Debt Service	6,831,342	6,763,155	6,802,611
Transfers Out	120,000	90,000	90,000
Expenditure Totals	<u>26,442,930</u>	<u>24,534,140</u>	<u>21,916,842</u>
<b>Fund Total</b>	(4,278,930)	(2,493,140)	830,823
<b>Working Capital, Beginning</b>	<u>14,028,540</u>	<u>14,028,540</u>	<u>11,535,400</u>
<b>Working Capital, Ending**</b>	<u>\$ 9,749,610</u>	<u>\$ 11,535,400</u>	<u>\$ 12,366,223</u>

\*Includes pension and OPEB liabilities

\*\*Working capital excludes Funds 592 and 593

Expenditure detail by program - See Next Page

**City of Wyoming, Michigan**  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Expenditure detail by program</b>			
56200-T and D - Mains	\$ 1,107,601	\$ 1,173,624	\$ 1,116,152
56600-T and D - Hydrants	103,731	99,777	108,962
56700-T and D - Services	1,243,843	1,210,204	1,278,763
57300-Capital Outlay	2,241,520	2,175,000	1,531,500
57400-Installation of Service	25,366	10,938	20,809
55100-Administration	1,686,267	1,513,517	1,612,826
55300-Pumping and Treatment	6,159,599	6,067,324	5,948,284
55310-Pumping & Treatment-Lab Services	610,173	570,005	586,978
55800-T and D - Storage/E of Gezon	21,130	14,336	21,023
55900-T and D - Gezon Station	717,785	550,379	492,962
56100-T and D - Storage/W of Gezon	65,090	50,872	48,333
56300-T and D - Pipeline to Gezon	193,330	173,599	167,208
56400-T and D - Pipeline Meters	66,348	68,791	75,069
56500-T and D - Meters	598,801	516,537	605,311
56900-Customer Accounting	555,909	526,082	550,051
56910-Finance Computer Acquisition	-	-	-
57000-Ottawa County	3,337,344	3,337,344	3,336,369
57300-Capital Outlay	4,095,095	2,960,000	860,000
92500-Revenue Bonds	3,493,998	3,425,811	3,466,242
99900-Transfers	120,000	90,000	90,000
	<u>\$ 26,442,930</u>	<u>\$ 24,534,140</u>	<u>\$ 21,916,842</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 592 Water - Construction Reserve Fun</b>			
Revenue			
Interest and Rentals			
Other Financing Sources	\$ 120,000	\$ 90,000	\$ 90,000
Revenue Totals	<u>120,000</u>	<u>90,000</u>	<u>90,000</u>
Expenditures			
Transfers Out	-	-	-
Expenditure Totals	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Total</b>	120,000	90,000	90,000
<b>Net Position, Beginning</b>	<u>582,488</u>	<u>582,488</u>	<u>672,488</u>
<b>Net Position, Ending</b>	<u>\$ 702,488</u>	<u>\$ 672,488</u>	<u>\$ 762,488</u>

This fund retains transfers set aside for future capacity expansion projects.

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 593 Water - Bonds and Interest</b>			
Revenue			
Interest and Rentals	\$ -	\$ -	\$ -
Revenue Totals	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Expenditure Totals	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Total</b>	-	-	-
<b>Net Position, Beginning</b>	<u>3,597,962</u>	<u>3,597,962</u>	<u>3,597,962</u>
<b>Net Position, Ending</b>	<u>\$ 3,597,962</u>	<u>\$ 3,597,962</u>	<u>\$ 3,597,962</u>

This fund reflects the funds set aside to meet the debt service reserve requirement set by the bond covenants.

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed

**Fund: 661 Motor Pool Fund**

Revenue			
Federal Grants			
Charges for Service	25,000	26,000	25,000
Interest and Rentals	4,274,500	3,999,900	4,179,900
Other Revenues	-	300	-
Revenue Totals	4,299,500	4,026,200	4,204,900
Expenditures			
Personal Services	807,313	635,812	689,382
Supplies	741,900	612,250	686,876
Other Services and Charges	859,760	784,908	804,451
Transfers Out	1,600,000	1,600,000	1,650,000
Expenditure Totals	4,008,973	3,632,970	3,830,709
Less Depreciaton	-	-	-
	4,008,973	3,632,970	3,830,709
<b>Fund Total</b>	290,527	393,230	374,191
<b>Net Position, Beginning</b>	1,778,865	1,778,865	2,172,095
<b>Net Position, Ending</b>	\$ 2,069,392	\$ 2,172,095	\$ 2,546,286

	Fund 662	\$ 2,746,453
Total Working Capital Between Fund 661/662		\$ 5,292,739

**Expenditure detail by program**

58100-Administration Fee	\$ 491,725	\$ 329,074	\$ 331,966
58200-Equipment Operations	1,509,433	1,332,143	1,467,396
58300-Building	407,815	371,753	381,347
99900-Transfers	1,600,000	1,600,000	1,650,000
	\$ 4,008,973	\$ 3,632,970	\$ 3,830,709

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 662 Motor Pool - Depreciation Res</b>			
Revenue			
Grants	\$ 15,305	\$ 15,000	\$ -
Interest and Rentals	22,500	9,100	9,100
Other Revenues	150,000	115,000	140,000
Other Financing Sources	1,600,000	1,600,000	1,650,000
Revenue Totals	<u>1,787,805</u>	<u>1,739,100</u>	<u>1,799,100</u>
Expenditures			
Capital Outlay	<u>2,340,854</u>	<u>1,975,000</u>	<u>1,243,000</u>
Expenditure Totals	<u>2,340,854</u>	<u>1,975,000</u>	<u>1,243,000</u>
<b>Fund Total</b>	(553,049)	(235,900)	556,100
<b>Net Position, Beginning</b>	<u>2,426,253</u>	<u>2,426,253</u>	<u>2,190,353</u>
<b>Net Position, Ending</b>	<u>\$ 1,873,204</u>	<u>\$ 2,190,353</u>	<u>\$ 2,746,453</u>

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
Fund: 800 Capital Projects Revolving Fund			
Revenue			
Interest and Rentals	\$ 45,950	\$ 49,360	\$ 23,435
Other Revenues	246,000	393,138	309,190
Revenue Totals	291,950	442,498	332,625
Expenditures			
Other Services and Charges	-	87,898	63,825
Capital Oulay	679,746	711,527	50,000
Expenditure Totals	679,746	799,425	113,825
<b>Fund Total</b>	(387,796)	(356,927)	218,800
<b>Fund Balance, Beginning</b>	2,449,070	2,449,070	2,092,143
<b>Fund Balance, Ending</b>	\$ 2,061,274	\$ 2,092,143	\$ 2,310,943

05.21.18  
Manager/JRS

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE THE 2018-2019 BUDGET FOR THE WYOMING  
DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS:

1. Act 197 of 1995, the Downtown Development Authority Act, requires that Downtown Development Authorities annually prepare a budget subject to governing body approval.
2. The Wyoming Downtown Development Authority (DDA) has recommended the attached budget for the Fiscal Year 2018-2019.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby approve the attached Wyoming DDA budget for Fiscal Year 2018-2019.

Moved by Councilmember:

Seconded by Councilmember:

Motion carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan, at a regular session held on May 21, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

2018-19 DDA Budget Proposals and Justification  
DDA Annual Budget Classification Report  
DDA Resolution Approving the Budget

Resolution No. \_\_\_\_\_

**City of Wyoming  
Downtown Development Authority  
2018-19 Budget Proposals and Justification**

**Revenue:**

- Investment income has been quite small; nothing is budgeted.
- The Assessor's Office and Treasurer Andrea Boot indicate there may be a small tax capture this year; nothing is budgeted.
- The changes to Personal Property Tax law created a "Small Taxpayer Loss (STL) Reimbursement" payable from the State. Actual revenue from the STL has varied from \$55,000 to \$119,000 per year. I have budgeted \$100,000 this year.

**Expenses:**

- **Staff: \$25,000** - The DDA will fund \$25,000 of the Assistant to the City Manager's wages.
- **Administrative Fee:** Fees paid by non-General Fund Departments for general government, building overhead, mailing etc. The DDA has been unable to fund this since 2013.
- **Supplies: \$200** is budgeted for other services. Office and event supplies.
- **Professional Services, Legal: \$1,000** is budgeted to provide any specialized legal services relating to TIF district.
- **Marketing: \$1,000** is budgeted to provide any necessary marketing services or materials for the District.
- **Travel, Training: \$1,500** - Covers part of the cost of one national marketing event; alternatively, local or regional staff training for retail/commercial development topics.
- **Printing and Advertising: \$300** - The DDA is required to publish an annual report in the newspaper.
- **Corridor Property Maintenance: \$18,000** for installation, removal and storage of holiday decorations, repairs to the irrigation system or decorative sidewalks.
- **Corridor Landscape Maintenance: \$27,000** (same) Annual maintenance of lawns and plantings in the ROW in the DDA.
- **Projects: \$5,000** has been budgeted for potential project costs in the District.
- **Wyoming Gives Back: \$3,500** - Supplies, marketing, advertising and sound equipment.
- **Metro Cruise: \$2,500** - In light of budget constraints, this expense may need to be reconsidered in this or future years.
- **Holiday Lights: \$5,000.** To replace rope lights that no longer work and also purchase rope lights for the 28 West Place light poles.
- **Pedestrian Lighting: \$10,000.** Plan continued inspection and repair of light fixtures, power outlets for holiday lighting; replacements as needed due to damage.

City of Wyoming, Michigan  
**Annual Budget by Account Classification**

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Fund: 995 Downtown Development Authority</b>			
Revenue			
Taxes	\$ 94,000	\$ 119,388	\$ 100,000
Interest and Rentals	-	(620)	-
Revenue Totals	<u>94,000</u>	<u>118,768</u>	<u>100,000</u>
Expenditures			
Supplies	-	-	200
Other Services and Charges	69,900	61,379	74,800
Transfers	25,000	25,000	25,000
Expenditure Totals	<u>94,900</u>	<u>86,379</u>	<u>100,000</u>
<b>Fund Total</b>	(900)	32,389	-
<b>Net Position, Beginning</b>	<u>189,585</u>	<u>189,585</u>	<u>221,974</u>
<b>Net Position, Ending*</b>	<u>\$ 188,685</u>	<u>\$ 221,974</u>	<u>\$ 221,974</u>

*\*Includes \$44,958 investment in capital assets (restricted)*

RESOLUTION NO. 29

RESOLUTION TO RECOMMEND THE BUDGET FOR THE  
CITY OF WYOMING DOWNTOWN DEVELOPMENT AUTHORITY  
FOR THE FISCAL YEAR ENDING JUNE 30, 2019

WHEREAS, Public Act 197 of the State of Michigan requires the Director of the Downtown Development Authority to submit a budget to the Board of the Downtown Development Authority, and

WHEREAS, the Director has submitted said budget for recommendation, and

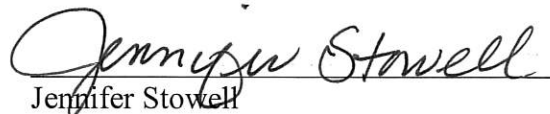
WHEREAS, Public Act 197 further states that said budget must be approved by the City Council of the City of Wyoming prior to adoption by the Board of the Downtown Development Authority; now, therefore,

BE IT RESOLVED, that the revised budget attached hereto and made a part hereof by reference is hereby considered and recommended by the Board of the City of Wyoming Downtown Development Authority for adoption by the City Council of the City of Wyoming.

Boardmember Poll moved, seconded by Boardmember Vanderveen, that the above Resolution be adopted.

Motion carried: Yeas: 4 Nays: 0

I hereby certify that the foregoing Resolution was adopted by the Board of the City of Wyoming Downtown Development Authority, at a meeting held on the April 10, 2018.



Jennifer Stowell

DDA/Administrative Assistant to the City Manager

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE THE GRAND VALLEY REGIONAL  
BIOSOLIDS AUTHORITY (GVRBA) BUDGET FOR FISCAL YEAR 2019

WHEREAS:

1. As detailed in the attached Staff Report, the GVRBA Operations Team prepared a budget for the 2019 fiscal year as required in section 11 of the Joint Biosolids Management Project Agreement between the communities of Wyoming and Grand Rapids.
2. The City is required by the Joint Biosolids Management Project Agreement to approve the budget prior to the start of the fiscal year.
3. The City's required contribution to the GVRBA 2019 fiscal year budget is \$2,865,210.
4. Pending approval of the City's 2019 fiscal year budget, sufficient funds will exist in account number 590-590-54300-921000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby approve the Grand Valley Regional Biosolids Authority (GVRBA) budget for fiscal year 2019.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

\_\_\_\_\_  
Kelli A. Vandenberg, Wyoming City Clerk

ATTACHMENTS:

Staff Report  
GVRBA Budget

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: May 8, 2018

Subject: Grand Valley Regional Biosolids Authority FY19 Budget Approval

From: Jon Burke, CWP Superintendent

Meeting Date: May 21, 2018

### RECOMMENDATION:

It is recommended that the City Council approve the FY2019 budget for the Grand Valley Regional Biosolids Authority (GVRBA), as required by Section 11 of the Joint Biosolids Management Project Agreement between the communities of Wyoming and Grand Rapids.

### SUSTAINABILITY CRITERIA:

Environmental Quality – The adoption of the FY19 GVRBA budget assures the continued commitment by Wyoming to provide a diversity of residuals disposition options that are environmentally beneficial including land application (fertilizer) and landfill (energy generation).

Social Equity – The GVRBA provides the same high quality service to all areas of Wyoming without regard to income level or socio-economic status.

Economic Strength – The FY19 GVRBA budget presents an affordable means of biosolids treatment and disposition, as reflected by Wyoming's commitment to partner with Grand Rapids to produce efficiencies gained by leveraging the resources of both communities.

### QUALITY CUSTOMER SERVICE:

The preferred method of residuals removal is to use it as a fertilizer through the land application program. This is not possible during certain times of the year so it is very beneficial to have a secondary source of removal through the dewatering equipment shared with the City of Grand Rapids.

### DISCUSSION:

The Operations Team of the GVRBA is required to develop an annual budget that must be approved by the GVRBA Board of Directors, the Wyoming City Council, and the Grand Rapids City Commission. Budget development occurred earlier this year by the staff at both facilities including designated project manager. On March 14th, the GVRBA Board of Directors approved the FY19 budget and recommended subsequent approval by both communities.

The FY19 GVRBA budget includes a 5% increase in land fill tipping fees and trucking costs, a 2.8% increase in the land application rates, and a 5% increase in the cost for purchasing the polymer used in the dewatering process. The budget also includes money to rebuild one of the dewatering centrifuges, the final phase of a 3-year centrifuge rehabilitation plan.

Per the Joint Biosolids Management Project Agreement, Wyoming's share of the FY19 GVRBA budget is based on the dry ton contribution in FY 2017. This means that Wyoming share of the FY19 GVRBA budget will be 35.7% or \$2,865,210. This is an increase of \$141,100 from the current FY18 GVRBA budget.

**BUDGET IMPACT:**

Wyoming's share of the FY19 GVRBA budget is \$2,865,210. The proposed 2019 Sewer Fund budget includes approximately 98.4% of this amount or \$2,820,000 (account 590-590-54300-921000). This is because it is anticipated that the FY19 GVRBA expenses will come in slightly under the budget amount.



RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE AN AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER

WHEREAS

- 1. The City Council adopted resolution number 25445 on May 16, 2016 authorizing the Mayor and City Clerk to execute an employment agreement with Curtis L. Holt as City Manager for the City of Wyoming.
- 2. The City of Wyoming and Curtis L. Holt have negotiated the attached amendment to the agreement.

NOW, THEREFORE, BE IT RESOLVED:

- 1. The Mayor and City Clerk are hereby authorized to execute the attached amendment to the City Manager employment agreement.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried	Yes
	No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENT:  
Amendment

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

**AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT**

The City of Wyoming (City) and City Manager Curtis Holt (Employee), agree to modify the Employee’s Employment Agreement as follows:

Effective July 1, 2018, the Employee will be eligible for performance pay at the beginning of each year of the Agreement based on the score he receives on his annual evaluation.

Performance pay will be awarded based on the following performance achievement score:

Average Score on Evaluation	Percent Performance Pay
0.0 to 1.99	0%
2.0 to 2.19	1%
2.2 to 2.49	2%
2.5 to 3.00	3%

On July 1 of each year, performance pay will be calculated by multiplying the percent performance pay received (as shown in the chart above) by the Employee’s annual base salary.

The resulting performance pay, if any, will represent a one-time annual payment and will not accrue to the base salary and will not be included in the final average compensation for pension.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Curtis L. Holt  
Its: City Manager

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jack A. Poll  
Its: Mayor

Dated: \_\_\_\_\_

\_\_\_\_\_  
Kelli A. Vandenberg  
Its: City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN  
EMPLOYMENT AGREEMENT WITH THE HUMAN RESOURCES SPECIALIST

WHEREAS:

1. The City Manager desires to enter into employment agreements with officers and employees in administrative service for the City.
2. Section 4.7 of the City Charter allows the City Manager to "...exercise his judgment in the appointment or employment of officers and employees in the administrative service."
3. The City Manager has negotiated an employment agreement with the Human Resources Specialist.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Manager is authorized to execute an employment agreement with the Human Resources Specialist.
2. The City Manager is authorized to approve future amendments to the agreement that are generally equivalent to the existing City of Wyoming bargaining agreements.

Moved by Councilmember:  
Seconded by Councilmember:  
Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENT:  
Employment Agreement

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## CITY OF WYOMING

### EMPLOYMENT AGREEMENT – HUMAN RESOURCES SPECIALIST

THIS AGREEMENT between Emily Christina Vande Griend, of 3478 Golfside Drive, Hudsonville, MI 49426 (“Employee”), and the City of Wyoming, a municipal corporation, of 1155 – 28<sup>th</sup> Street SW, Wyoming, Michigan 49509 (“City”), is made on the following terms:

**1. TERM.** The City hereby employs the Employee as Human Resources Specialist. This appointment shall be effective July 1, 2018. The Employee understands that as Human Resources Specialist, she serves at the pleasure of the City Manager, who may terminate the Employee for any reason at any time as provided by the City Charter and City Code and subject only to the provisions of Section 6 of this agreement.

**2. PERFORMANCE.** The Employee agrees to perform the duties of Human Resources Specialist in a competent and professional manner and as set forth in the City Charter, City Code, established policies and regulations of the City and the laws of the State of Michigan. A job description has been provided to the Employee that the City may periodically revise with notice to the Employee. The Employee shall report to and be supervised by the Director of Human Resources.

**3. SERVICE DATE.** The Employee’s date of service with the City shall be May 19, 2015. The Employee shall be credited with all earned benefits from her service date and shall accumulate benefits uninterrupted after the effective date of this Agreement.

**4. COMPENSATION.** The Employee’s salary shall be established by the City Manager in accordance with the annual budget authorization, the City Charter, and the City Code. The salary shall be paid in accordance with City payroll procedures.

**5. BENEFITS.** The Employee shall be provided the same health insurance plan (including employee contribution and opt-out option), dental, vision and life insurance plans, defined contribution plan, post-employment health plan, holidays, vacation, sick leave, sick leave incentive, bereavement leave, educational benefits, longevity pay, and payout of accrued benefits upon separation from employment as provided to regular employees in the Administrative and Supervisory Association unless otherwise stated herein. Benefits shall be based on a hire date of May 19, 2015.

**6. TERMINATION.** This Agreement and the Employee's employment pursuant to it may be terminated as follows:

a. By the Employee's resignation. The Employee shall give written notice of the Employee's resignation at least thirty (30) days prior to its effective date. If the Employee fails to do so and/or resigns prior to one full year of employment, any other provision of this Agreement notwithstanding, the City shall have no obligation to pay the Employee for accumulated sick leave or vacation time or any other accrued benefits, the amount of which the City shall be entitled to retain as liquidated damages for the costs it will incur as a result of such sudden resignation.

b. By the City Manager for the reason that the Employee 1) failed to substantially perform the Employee's job duties; 2) committed misfeasance, malfeasance or nonfeasance in the Employee's position; 3) engaged in criminal misconduct; 4) is convicted of any felony; 5) is convicted of a misdemeanor involving bodily harm or dishonesty; or 6) performed a deliberate and wrongful act.

In such circumstances, any other provision of this Agreement notwithstanding, the City shall have no obligation to pay the Employee for accumulated sick leave or vacation time or any other accrued benefits.

c. By the City Manager, other than as provided in subsection (b) of this Section. If such action is taken, the City shall pay the Employee, in addition to any other amounts to which the Employee is entitled under this Agreement, an amount equal to six months of the Employee's base salary. Such severance pay will be paid to the Employee over a six-month period by checks issued on regular City paydays and will have appropriate amounts withheld. The Employee's insurance (health, dental, vision and life) shall continue to be paid by the City for the same period. However, if the Employee secures another position of equal or greater pay during the six-month period, the City's obligation to make severance payments and continue insurance will cease. If the Employee takes another position at less pay during the six-month period, the City's obligation will be limited to the difference in pay for the balance of said six-month period. For purposes of this section, "another position" shall include employment, self-employment, independent contracting, or compensation from any source. The aforesaid severance pay and benefits shall be paid to the Employee contingent upon the Employee executing a waiver and release of all claims satisfactory to the City.

d. Upon termination of the Employee's employment, the Employee shall arrange for the immediate and orderly transfer of the Employee's office and the City-owned personal property, records, documents and other items in the Employee's possession.

e. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the services of the Employee at any time and for any reason, subject only to the provisions set forth in this Section. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from the Employee's position with the City, subject only to the provisions set forth in this Section.

**7. SCOPE AND AMENDMENTS.** This Agreement is made in accordance with the provisions of the City Charter and City Code and shall be the sole agreement of the parties, any written or oral contracts to the contrary notwithstanding. By way of illustration and not limitation, any prior agreement or promises, and any collective bargaining agreements, have no application to the Employee or to the employment relationship between the Employee and the City. This agreement may not be modified orally, but only by an agreement in writing signed by the parties.

**8. SEVERABILITY.** The invalidity or unenforceability of any term in this Agreement shall not affect the validity or enforceability of any other term in this Agreement. If any term in this Agreement is determined to be invalid, unenforceable or over broad in any respect, that term shall nevertheless be enforceable to the fullest extent permitted by law.

**9. APPLICABLE LAW.** The terms of this agreement are to be interpreted, construed, enforced, and performed under the laws of the State of Michigan.

**10. ASSIGNMENT.** Neither party may assign its rights, duties or interests in this Agreement without the prior written consent of the other party.

**11. JURISDICTION AND VENUE.** To the extent permitted by law, the parties agree that the jurisdiction and venue of any action brought pursuant to or to enforce this Agreement shall be solely in state court in Kent County, Michigan.

**12. BINDING.** This Agreement shall be binding upon the parties and their heirs, subrogates, successors and assigns.

**13. RETURN OF CITY PROPERTY.** The Employee agrees that when the Employee's employment ends, the Employee is responsible for returning any City-owned property in the Employee's possession and for paying any expenses or other amounts that the Employee may owe to the City at that time. The Employee authorizes the City to deduct any amount owed from any wage or benefit payments that may be due to the Employee.

**14. SHORTENED LIMITATIONS PERIOD.** The Employee agrees that any lawsuit or claim against the City arising out of the Employee's employment or termination of employment (including, but not limited to, claims arising under state, federal or local civil rights laws) must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the Equal Employment Opportunity Commission, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limits specified by statute, whichever is shorter. The Employee waives any statute of limitations that exceeds this time limit.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Emily Christina Vande Griend  
Human Resources Specialist

CITY OF WYOMING

Dated: \_\_\_\_\_

\_\_\_\_\_  
Curtis Holt  
City Manager

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AMEND THE EMPLOYMENT CONTRACT BETWEEN  
THE CITY OF WYOMING AND THE WYOMING  
ADMINISTRATIVE AND SUPERVISORY EMPLOYEES ASSOCIATION

WHEREAS:

1. Resolution 25665, dated January 16, 2017, was adopted by the Wyoming City Council, approving an Employment Contract and the Classification Salary Schedule between the Administrative and Supervisory Employees Association and the City of Wyoming.
2. The City Manager recommends the City Council amend the Employment Contract and the Classification and Salary Schedule for the Administrative and Supervisory Employees Association as shown in the attached memorandum of understanding.
3. This amendment shall be effective July 1, 2018.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming does hereby approve the amendment to the Administrative and Supervisory Employees Association Classification and Salary Schedule and authorizes the City Manager to execute the attached Memorandum of Understanding.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENTS:

Staff Report

Memorandum of Understanding

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

## STAFF REPORT

Date: March 27, 2018  
Subject: Maintenance Analysis – Position Changes  
From: Kristen Bosker, Human Resources Specialist  
Meeting Date: May 21, 2018

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### Recommendation

It is recommended the City Council approve the closure of 29 existing maintenance classifications and the addition of 12 newly created maintenance classifications. These positions are in either the Wyoming City Employees Union or the Wyoming Administrative and Supervisory Association.

### Sustainability Criteria

Environmental Quality – Approval of these changes does not significantly impact environmental quality.

Social Quality – Approval of the proposed changes ensures the City of Wyoming is able to attract and retain skilled individuals in maintenance positions and that it is able to do so at rates that reflect the market and that are equitable internally.

Economic Strength – Approval of the proposed changes will position the City to employ maintenance staff with the skills, educational background, experience, and licenses that are needed by the organization today and into the future. The approval of these changes will also allow the City to operate with greater flexibility and efficiency.

### Discussion

Significant changes have occurred throughout the City over the past several decades and the existing job descriptions do not accurately reflect current maintenance positions. While position titles and job descriptions have remained fairly static, positions have evolved through the implementation of new technology, operational modifications, federal and state licensing requirements, and the restructuring of departments.

Recognizing the need for change, a committee was formed to review existing job titles and job descriptions for all maintenance positions within the areas of public services, traffic, utility plants, community services, public safety, and housing. Following the completion of the skill assessment questionnaire in 2016, the committee broke into a subcommittee to complete the job description study and development, and wage survey.

The committees were comprised of representatives who are employed in, supervise and manage, or directly interact with maintenance positions within the City. Collectively,

this group of employees exemplifies a variety of experience and depth of knowledge related to the City's maintenance operations. The insight each committee member provided was instrumental to the overall process.

Goals identified throughout this process include:

1. Provide a flexible organizational structure that is representative of our organization and the needs of the City.
2. To create job descriptions that accurately represent the needs of various departments.
3. Maintain the integrity of the Dual Trained Employee (DTE) program.
4. Provide market appropriate and competitive wages.

As a result of this study, the committee recommends eliminating redundancy in the various positions and has developed job descriptions that accurately reflect the needs of the City. The committee is therefore recommending the closure of 29 existing classifications, addition of 12 newly created positions, and revising three current positions for a total of 15 maintenance positions, as summarized below.

<b>New Positions</b>	<b>Bargaining Unit</b>
Maintenance Technician 1	General City Employees Union
Maintenance Technician 2	General City Employees Union
Maintenance Technician 3	General City Employees Union
Building Maintenance Technician	General City Employees Union
Parks and Facilities Technician 2	General City Employees Union
Parks and Facilities Technician 3	General City Employees Union
Traffic Maintenance Electrician	General City Employees Union
Utility Maintenance Electrician	General City Employees Union
Public Services Crew Leader	General City Employees Union
Traffic Safety Foreman	Administrative and Supervisory Association
Utility Maintenance Foreman	Administrative and Supervisory Association
Public Services Supervisor	Administrative and Supervisory Association
*Housing Maintenance Supervisor	Administrative and Supervisory Association
*Parks and Facilities Supervisor	Administrative and Supervisory Association
*Utility Maintenance Manager	Administrative and Supervisory Association

<b>Positions to be closed</b>	<b>Bargaining Unit</b>
Building Maintenance Coordinator	General City Employees Union
Building Maintenance Worker I	General City Employees Union
Building Maintenance Worker II	General City Employees Union
Building Maintenance Worker III	General City Employees Union
Crew Leader	General City Employees Union
Custodian	General City Employees Union
Equipment Operator 1	General City Employees Union
Instrument Technician	General City Employees Union
Maintenance Helper	General City Employees Union
Maintenance I	General City Employees Union
Maintenance II	General City Employees Union

Maintenance Worker II	General City Employees Union
Parks and Facilities Technician I	General City Employees Union
Parks and Facilities Technician II	General City Employees Union
Parks and Facilities Technician III	General City Employees Union
Senior Crew Leader	General City Employees Union
Traffic Maintenance I	General City Employees Union
Traffic Maintenance II	General City Employees Union
Traffic Maintenance Technician I	General City Employees Union
Traffic Maintenance Technician II	General City Employees Union
Traffic Maintenance Technician III	General City Employees Union
Utility Plant Maintenance I	General City Employees Union
Utility Plant Maintenance II	General City Employees Union
Utility Plant Maintenance III	General City Employees Union
Contracts and Procurement Supervisor	Administrative and Supervisory Association
Facilities Coordinator	Administrative and Supervisory Association
Public Works Supervisor	Administrative and Supervisory Association
Shop Foreman	Administrative and Supervisory Association
Utility Maintenance Supervisor	Administrative and Supervisory Association
*Housing Maintenance Supervisor	Administrative and Supervisory Association
*Parks and Facilities Supervisor	Administrative and Supervisory Association
*Utility Maintenance Manager	Administrative and Supervisory Association

*\*This is not a new job classification but it has been reviewed and updated during the course of the analysis. It will appear on both the lists.*

There are approximately 78 employees within the City who are in a maintenance position. Transition to new positions will occur through departmental need analysis and attrition. As positions become vacant, they will be removed from the Classification and Salary Schedule. Currently, five General City and two Administrative and Supervisory positions are vacant and will be removed immediately.

To determine appropriate market wages, a comprehensive wage survey was completed for this project. This consisted of an email survey, review of data from the Michigan Municipal League (MML), 2017 information from The Employers Association (TEA), American Water Works Association (AWWA), Bureau of Labor and Statistics (BLS), internal comparables, and open positions from Indeed, Payscale, and Glassdoor. It is important to note that job titles alone may not reflect the duties and knowledge required of the position. Job descriptions, duties, skill levels, among other things, must be considered when comparing positions and wages

Due to the change in job descriptions, there is not a direct correlation between the old positions and the new positions. Knowledge, skill level, ability, education, and licensing requirements played a crucial role in determining wage levels for each position.

#### Budget Impact

The budgetary impact for fiscal year 2018-2019 is approximately \$111,087.27 as outlined below.

Summary of Maintenance Analysis Changes – By Department

<b>Departments</b>	<b>Cost</b>
Housing Estimate	\$0.00
Parks Estimate	\$5,881.58
Sewer Estimate	\$10,626.43
Water Estimate	\$13,641.66
Traffic Estimate	\$6,264.65
PW Estimate	\$58,138.25
PW OT Estimate	\$16,534.70
<b>Total</b>	<b>\$111,087.27</b>

Memorandum of Understanding

RE: Maintenance Classification Analysis

The City of Wyoming and the Wyoming Administrative and Supervisory Employees Association agree as follows:

1. Effective July 1, 2018, the positions listed below are added to the bargaining unit and are placed in the following ranges of the Classification and Salary Schedule:

Traffic Safety Foreman	A24
Utility Maintenance Foreman	A24
Public Services Supervisor	A28

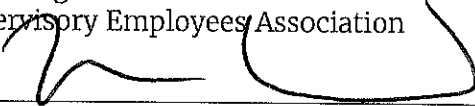
2. The classifications of contracts and procurement supervisor, facilities coordinator, public works supervisor, shop foreman, and utility maintenance supervisor shall be closed to new applicants and will be deleted at which point the position becomes vacant.
3. The above changes to the Classification and Salary Schedule are subject to approval by the Wyoming City Council.

City of Wyoming

By: \_\_\_\_\_  
Curtis Holt

Date: \_\_\_\_\_

Wyoming Administrative and  
Supervisory Employees Association

By:  \_\_\_\_\_  
Myron Erickson

Date: 8 May 2018

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AMEND THE EMPLOYMENT CONTRACT BETWEEN  
THE CITY OF WYOMING AND THE WYOMING CITY EMPLOYEES UNION

WHEREAS:

1. Resolution 25486, dated June 20, 2016, was adopted by the Wyoming City Council, approving an Employment Contract and the Classification Salary Schedule between the Wyoming City Employees Union.
2. The City Manager recommends the City Council amend the Employment Contract and the Classification and Salary Schedule for the Wyoming City Employees Union as shown in the attached Memorandum of Understanding.
3. This amendment shall be effective July 1, 2018.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby approve the amendment to the Wyoming City Employees Union Employment Contract and Classification and Salary Schedule and authorizes the City Manager to execute the attached Memorandum of Understanding.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENTS:

Staff Report

Memorandum of Understanding

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

## STAFF REPORT

Date: March 27, 2018  
Subject: Maintenance Analysis – Position Changes  
From: Kristen Bosker, Human Resources Specialist  
Meeting Date: May 21, 2018

---

### Recommendation

It is recommended the City Council approve the closure of 29 existing maintenance classifications and the addition of 12 newly created maintenance classifications. These positions are in either the Wyoming City Employees Union or the Wyoming Administrative and Supervisory Association.

### Sustainability Criteria

Environmental Quality – Approval of these changes does not significantly impact environmental quality.

Social Quality – Approval of the proposed changes ensures the City of Wyoming is able to attract and retain skilled individuals in maintenance positions and that it is able to do so at rates that reflect the market and that are equitable internally.

Economic Strength – Approval of the proposed changes will position the City to employ maintenance staff with the skills, educational background, experience, and licenses that are needed by the organization today and into the future. The approval of these changes will also allow the City to operate with greater flexibility and efficiency.

### Discussion

Significant changes have occurred throughout the City over the past several decades and the existing job descriptions do not accurately reflect current maintenance positions. While position titles and job descriptions have remained fairly static, positions have evolved through the implementation of new technology, operational modifications, federal and state licensing requirements, and the restructuring of departments.

Recognizing the need for change, a committee was formed to review existing job titles and job descriptions for all maintenance positions within the areas of public services, traffic, utility plants, community services, public safety, and housing. Following the completion of the skill assessment questionnaire in 2016, the committee broke into a subcommittee to complete the job description study and development, and wage survey.

The committees were comprised of representatives who are employed in, supervise and manage, or directly interact with maintenance positions within the City. Collectively,

this group of employees exemplifies a variety of experience and depth of knowledge related to the City's maintenance operations. The insight each committee member provided was instrumental to the overall process.

Goals identified throughout this process include:

1. Provide a flexible organizational structure that is representative of our organization and the needs of the City.
2. To create job descriptions that accurately represent the needs of various departments.
3. Maintain the integrity of the Dual Trained Employee (DTE) program.
4. Provide market appropriate and competitive wages.

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<b>New Positions</b>	<b>Bargaining Unit</b>
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Parks and Facilities Technician 3	General City Employees Union
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Utility Maintenance Electrician	General City Employees Union
Public Services Crew Leader	General City Employees Union
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Utility Maintenance Foreman	Administrative and Supervisory Association
Public Services Supervisor	Administrative and Supervisory Association
*Housing Maintenance Supervisor	Administrative and Supervisory Association
*Parks and Facilities Supervisor	Administrative and Supervisory Association
*Utility Maintenance Manager	Administrative and Supervisory Association

<b>Positions to be closed</b>	<b>Bargaining Unit</b>
Building Maintenance Coordinator	General City Employees Union
Building Maintenance Worker I	General City Employees Union
Building Maintenance Worker II	General City Employees Union
Building Maintenance Worker III	General City Employees Union
Crew Leader	General City Employees Union
Custodian	General City Employees Union
Equipment Operator 1	General City Employees Union
Instrument Technician	General City Employees Union
Maintenance Helper	General City Employees Union
Maintenance I	General City Employees Union
Maintenance II	General City Employees Union

Maintenance Worker II	General City Employees Union
Parks and Facilities Technician I	General City Employees Union
Parks and Facilities Technician II	General City Employees Union
Parks and Facilities Technician III	General City Employees Union
Senior Crew Leader	General City Employees Union
Traffic Maintenance I	General City Employees Union
Traffic Maintenance II	General City Employees Union
Traffic Maintenance Technician I	General City Employees Union
Traffic Maintenance Technician II	General City Employees Union
Traffic Maintenance Technician III	General City Employees Union
Utility Plant Maintenance I	General City Employees Union
Utility Plant Maintenance II	General City Employees Union
Utility Plant Maintenance III	General City Employees Union
Contracts and Procurement Supervisor	Administrative and Supervisory Association
Facilities Coordinator	Administrative and Supervisory Association
Public Works Supervisor	Administrative and Supervisory Association
Shop Foreman	Administrative and Supervisory Association
Utility Maintenance Supervisor	Administrative and Supervisory Association
*Housing Maintenance Supervisor	Administrative and Supervisory Association
*Parks and Facilities Supervisor	Administrative and Supervisory Association
*Utility Maintenance Manager	Administrative and Supervisory Association

*\*This is not a new job classification but it has been reviewed and updated during the course of the analysis. It will appear on both the lists.*

There are approximately 78 employees within the City who are in a maintenance position. Transition to new positions will occur through departmental need analysis and attrition. As positions become vacant, they will be removed from the Classification and Salary Schedule. Currently, five General City and two Administrative and Supervisory positions are vacant and will be removed immediately.

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Due to the change in job descriptions, there is not a direct correlation between the old positions and the new positions. Knowledge, skill level, ability, education, and licensing requirements played a crucial role in determining wage levels for each position.

#### Budget Impact

The budgetary impact for fiscal year 2018-2019 is approximately \$111,087.27 as outlined below.

Summary of Maintenance Analysis Changes – By Department

<b>Departments</b>	<b>Cost</b>
Housing Estimate	\$0.00
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Water Estimate	\$13,641.66
Traffic Estimate	\$6,264.65
PW Estimate	\$58,138.25
PW OT Estimate	\$16,534.70
<b>Total</b>	<b>\$111,087.27</b>

## Memorandum of Understanding

RE: Maintenance Classification Analysis

The City of Wyoming (“City”) and the Wyoming City Employees Union (“Union”) agree as follows:

1. Effective July 1, 2018, the positions listed below are added to the bargaining unit and are placed in the following ranges of the Classification and Salary Schedule:

Maintenance Technician 1	G33
Building Maintenance Technician	G43
Parks and Facilities Technician 2	G43
Maintenance Technician 2	G45
Parks and Facilities Technician 3	G47
Traffic Maintenance Electrician	G55
Maintenance Technician 3	G55
Public Services Crew Leader	G57
Utility Maintenance Electrician	G67

2. Effective July 1, 2018, the following classifications shall be closed and will be deleted at which point the position becomes vacant: building maintenance coordinator building maintenance worker I, building maintenance worker II, building maintenance worker III, crew leader, custodian, equipment operator 1, instrument technician, maintenance helper, maintenance I, maintenance II, maintenance worker II, parks and facilities technician I, parks and facilities technician II, parks and facilities technician III, senior crew leader, traffic maintenance I, traffic maintenance II, traffic maintenance technician I, traffic maintenance technician II, traffic maintenance technician III, utility plant maintenance I, utility plant maintenance II, and utility plant maintenance III.
3. Current employees who are reclassified into one of the new positions listed above between the dates of July 1, 2018 and June 30, 2019, will not be subject to the six month probationary period (Article 9) and will be eligible for a merit increase after one year from the date of reclassification.
4. An employee hired into one of the new positions listed above, between July 1, 2018 and June 30, 2019, will be subject to the six month probationary period; however, will not be eligible for a merit increase until they have completed one year of service.
5. Effective July 1, 2018, the following language from the maintenance helper job description will be included in the maintenance technician 1 classification and will be a requirement for employees within the A-F steps of the Classification and Salary Schedule, “Employees hired after September 1, 2012 will be required to complete work related to fire and rescue services and shall be certified to perform such work.”
6. Section 9 of Article 5 “duty time – public service” – add the new titles of maintenance technician 1 (G-K steps), maintenance technician 2, and the public services crew leader to the list of positions required to be on standby.

7. Anis Jukanovic, Gerald Westerman, Andrew Galganski, Ross Vanderlugt, Dylan Hadaway, and Brandon Bigler, who are currently in the position of maintenance I or maintenance II and are voluntary Dual Trained Employees (DTE) will not be subject to the mandatory DTE requirement if they are reclassified into the maintenance technician 1 position.
8. The above changes to the Classification and Salary Schedule are subject to approval by the Wyoming City Council.

City of Wyoming

Date: \_\_\_\_\_

By: \_\_\_\_\_

Curtis Holt

Its: City Manager

Date: 5-16-18

By: \_\_\_\_\_

Jay VanDyke

Its: Vice President

05.21.18

Human Resources/KRO

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING  
WITH THE CITY OF EAST GRAND RAPIDS

WHEREAS:

1. On May 18, 2015 City Council adopted resolution number 25133 authorizing the City Manager to execute an employment agreement with the Deputy Director of Fire Services and an Associated Letter of Understanding with the City of East Grand Rapids related to health insurance.
2. It is recommended City Council enter into the attached follow up Letter of Understanding agreeing to a one-time payment to East Grand Rapids, instead of annual payments.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby approve a Letter of Understanding with the City of East Grand Rapids.
2. The City Manager is authorized to execute the Letter of Understanding.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENTS:

Letter of Understanding 2015

Letter of Understanding 2018

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## LETTER OF UNDERSTANDING

This is a Letter of Understanding setting forth the agreement reached during discussions between representatives of the City of Wyoming and the City of East Grand Rapids.

Because the City of Wyoming wishes to employ as its Deputy Director of Fire Services ("DDFS") an individual named Chuck Lark, who was previously employed by and is retired from the City of East Grand Rapids, and Mr. Lark has negotiated a proposed employment agreement with the City of Wyoming that does not provide any health insurance benefits, and Mr. Lark wishes to continue to receive the retiree health insurance benefit currently provided to him by the City of East Grand Rapids, it is mutually desirable and agreeable that arrangements be made with respect to the City of Wyoming's payment to the City of East Grand Rapids of amounts necessary to cover certain costs in connection with continuing Mr. Lark's retiree health insurance benefit.

To that end, in consideration of the mutual promises of the parties, the parties agree as follows:

1. Following the commencement of Mr. Lark's employment with the City of Wyoming as its DDFS under the negotiated employment agreement, the City of East Grand Rapids will continue to provide him (and his eligible spouse and dependents) with retiree health insurance in accordance with and subject to all applicable policies and plan documents.
2. While Mr. Lark is employed by the City of Wyoming as its DDFS under the negotiated employment agreement, the City of Wyoming will pay the City of East Grand Rapids the full cost of the premiums (COBRA rate) paid by the City of East Grand Rapids in connection with #1 above.
3. If Mr. Lark's employment with the City of Wyoming as its DDFS under the negotiated employment agreement ends after at least three but less than five full years of employment, the City of Wyoming will pay the City of East Grand Rapids 20% of the cost of the premiums (COBRA rate) paid by the City of East Grand Rapids to continue to provide Mr. Lark (and his eligible spouse and dependents) with retiree health insurance in accordance with and subject to all applicable policies and plan documents.
4. If Mr. Lark's employment with the City of Wyoming as its DDFS under the negotiated employment agreement ends after at least five full years of employment, the City of Wyoming will pay the City of East Grand Rapids 30% of the cost of the premiums (COBRA rate) paid by the City of East Grand Rapids to continue to provide Mr. Lark (and his eligible spouse and dependents) with retiree health insurance in accordance with and subject to all applicable policies and plan documents.
5. Except as provided in #6 below, the City of Wyoming will pay the amounts due under #2-4 above annually on an advance basis as billed each January by the City of East Grand Rapids.

6. With respect to the remainder of the calendar year in which Mr. Lark is hired by the City of Wyoming, the amount due under #2 above shall be billed and paid on a pro-rated advance basis as soon as practicable following Mr. Lark's hire date.

CITY OF WYOMING

By: Curtis [Signature]  
Its: City Manager

Date: 6.11.15

CITY OF EAST GRAND RAPIDS

By: Ann [Signature]  
Its: Mayor

Date: June 1, 2015

**LETTER OF UNDERSTANDING**

This is a follow-up Letter of Understanding to the attached Letter of Understanding entered into between the City of Wyoming and the City of East Grand Rapids in June of 2015 relating to health insurance for Chuck Lark.

The City of Wyoming has advised the City of East Grand Rapids that Mr. Lark has provided the City of Wyoming with notice of his resignation effective May 24, 2018. Mr. Lark's hire date with the City of Wyoming is May 19, 2015, and as of the date of his resignation he will have been employed by the City of Wyoming for at least three but less than five full years.

In view of the circumstances and the discussions between them, the parties agree as follows:

1. Item #3 of the June 2015 Letter of Understanding is hereby modified to read:

If Mr. Lark's employment with the City of Wyoming as its DDFS under the negotiated employment agreement ends after at least three but less than five full years of employment, the City of Wyoming will pay the City of East Grand Rapids a one-time lump-sum payment in the amount of \$60,298.21 as soon as administratively practicable after his employment ends.

CITY OF WYOMING

By: \_\_\_\_\_  
Its:

Date: \_\_\_\_\_

CITY OF EAST GRAND RAPIDS

By: \_\_\_\_\_  
Its:

Date: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE REVISIONS TO THE WYOMING  
REHABILITATION MANUAL

WHEREAS:

1. The Wyoming Rehabilitation Manual outlines the policies and procedures for the City's Housing Rehabilitation Program, which is in need of revisions related to specific policy items.
2. The proposed revisions were reviewed and recommended by the Wyoming Community Development Committee.
3. The Wyoming Community Development Committee has recommended that the City Council approve these proposed revisions to the Wyoming Rehabilitation Manual.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby adopt the attached revised Wyoming Rehabilitation Manual, with the proposed Manual changes effective on July 1, 2018.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

\_\_\_\_\_  
Kelli A. Vandenberg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Wyoming Rehabilitation Manual

## STAFF REPORT

Date: May 16, 2018  
Subject: Adoption of Revised Wyoming Rehabilitation Manual  
From: Rebecca Rynbrandt, Director of Community Services  
Meeting Date: May 21, 2018

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### RECOMMENDATION:

It is recommended by the Wyoming Community Development Committee that the City Council adopt the revised Wyoming Rehabilitation Manual.

### SUSTAINABILITY CRITERIA:

Environmental Quality – The adopted City policies, programs and administrative processes in the Wyoming Rehabilitation Manual help to ensure an environment of safe housing and neighborhoods free from slums and blight.

Social Equity – The manual describes adopted City policies, programs and administrative processes of the rehabilitation program related to improvement of the health, safety and welfare of the City's low and moderate income residents. The manual works to ensure fair and equitable treatment.

Economic Strength – The adopted City policies, programs and administrative processes in the manual help to ensure the conservation and preservation of housing and improvement of neighborhood economic conditions, including but not limited to the preservation of property values.

### DISCUSSION:

The City of Wyoming has been an entitlement City for Community Development Block Grant (CDBG) funds since the inception of the program in 1974. The Department of Housing and Urban Development (HUD) has set parameters for use of the grant monies, but individual communities may design their own programs and activities within the federal parameters. The Rehabilitation Program is one of the major activities outlined in the 2016-2021 Kent County, City of Grand Rapids and City of Wyoming Regional Consolidated Housing and Community Development Plan. The Wyoming Rehabilitation Manual describes those adopted City policies, programs and administrative processes related to the structural rehabilitation portion of the overall CDBG Program.

On April 5, 2018, the Wyoming Rehabilitation Committee unanimously recommended to the Wyoming Community Development Committee approval of revisions to Sections III and VII of the City of Wyoming Rehabilitation Manual, as follows:

“SECTION III. HOMEOWNER HOUSING REHABILITATION PROGRAM

C. FUNDING LIMITATIONS:

1. Maximum: The actual amount of all eligible work item costs and closing costs shall be the amount of funding to a limit of ~~\$20,000.00~~ **\$23,000.00.**”

The reason for the change is increased construction labor and materials costs. Bids are coming in regularly over the \$20,000.00 maximum, which requires the Wyoming Rehabilitation Committee to waive the maximum in cases where code items need to be addressed.

“SECTION VII. GENERAL ADMINISTRATIVE RESPONSIBILITIES

E. REHABILITATION CONTRACTOR:

2. Minimal Qualifications for Selection:
  - c. Within the last two years, have completed:
    - At least ~~20~~ **10** home repair jobs costing **a total of** at least ~~\$150,000~~ **\$100,000**.  
~~—At least 6 new home construction jobs; or~~  
~~—Any appropriate combination of the above, but no less than ten jobs.~~
  - d. As a general contractor, have utilized at least ~~20~~ **10** subcontractor contracts.
3. Application Materials:
  - f. ~~Ten~~ **Five** residential construction references.
  - j. A City of Wyoming Business License must be obtained, **if applicable, and a State of Michigan Builders License.**”

The reason for the change is, due to the shortage of general contractors and skilled tradespeople throughout the State, it is necessary to apply less stringent requirements in the application process in order to attract potential new contractors to bid on housing rehabilitation jobs.

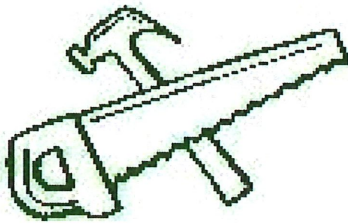
At their meeting of May 2, 2018, the Wyoming Community Development Committee unanimously recommended that the City Council approve the proposed revisions to the Wyoming Rehabilitation Manual.

If adopted by City Council, the proposed Manual changes will be implemented on July 1, 2018.

ATTACHMENT:

Wyoming Rehabilitation Manual

## CITY OF WYOMING REHABILITATION MANUAL



# REHABILITATION MANUAL

Guidelines for Rehabilitation Programs

Sponsored by the

Community Development Program

CITY OF WYOMING, MICHIGAN

Wyoming Community Development Committee Approval:	4/3/13
Wyoming City Council Adoption:	5/20/13
Wyoming Community Development Committee Revised:	11/6/13
Wyoming City Council Revised:	11/18/13
Wyoming Community Development Committee Revised:	5/2/18
Wyoming City Council Revised:	

REHABILITATION MANUAL  
LIST OF PARTICIPATING OFFICIALS  
WYOMING, MICHIGAN

CITY COUNCIL

Jack Poll . . . . . Mayor  
Sheldon DeKryger . . . . 1st Ward  
Marissa Postler . . . . . 2nd Ward  
Robert Postma . . . . . 3rd Ward  
Kent Vanderwood . . . . At-Large  
Sam Bolt . . . . . At-Large  
Dan Burrill . . . . . At-Large

COMMUNITY DEVELOPMENT COMMITTEE

Tamara Lopez – Chair  
Jill DeJager – Vice Chair  
Christopher Hall  
Deborah Krenz

REHABILITATION COMMITTEE

Rebecca Rynbrandt . . . . Director of Community Services  
David Rupert . . . . . Building Inspections Supervisor  
Timothy Cochran . . . . . City Planner

PROJECT STAFF

Curtis Holt . . . . . City Manager  
Megan Sall . . . . . Deputy City Manager  
Rebecca Rynbrandt . . . . Director of Community Services  
Kimberly Lucar . . . . . Administrative Aide  
David Waclawski . . . . . Building Rehabilitation Specialist

## TABLE OF CONTENTS

I.	Introduction	1
A.	Description of the Community Development Rehabilitation Program	1
B.	Use of the Rehabilitation Manual	2
C.	Effective Date	2
II.	Definitions	3
III.	Homeowner Housing Rehabilitation Program	5
A.	Purpose	5
B.	Eligibility Requirements	5
C.	Funding Limitations	6
D.	Mortgage Requirements	6
E.	Eligible Improvements	7
F.	Deferred Loan/Grant or Loan Approval Authority	8
IV.	Commercial Rehabilitation Program	9
A.	Purpose	9
B.	Loan Eligibility Requirements	9
C.	Funding Limitations	9
D.	Mortgage Requirements	10
E.	Eligible Improvements	10
F.	Federal Regulations	11
G.	Loan Approval Authority	11
V.	Demolition Program	12
A.	Purpose	12
B.	Eligibility Requirements	12
C.	Funding Limitations	12
D.	Eligible Work	13
E.	Demolition Approval Authority	13
VI.	Homeowner Housing Emergency Repair Program	14
A.	Purpose	14
B.	Eligibility Requirements	14
C.	Funding Limitations	14
D.	Approval	14
VII.	General Administrative Responsibilities	15
A.	Community Development Committee	15
B.	The Rehabilitation Committee	16
C.	Community Development Department Staff	18
D.	Rehabilitation Program Loan Recipient	19
E.	Rehabilitation Contractor	20
VIII.	Appeals Procedure	23
A.	Purpose	23
B.	Basic Rights and Rules	23
C.	Review, Determination and Notification	24
D.	Judicial Review	24

	Complaint and Appeals Tier Chart	25
IX.	Homeowner Housing Rehabilitation Program Administration	26
	A. Introduction	26
	B. Application Process	26
	C. Bidding and Approval Process	27
	D. Financial Settlement	28
	E. Contract Management	28
	F. Case Close Out and Required Records	29
	G. Monthly Loan Payments	31
	H. Late Loan Payments	31
	I. Subordination	32
X.	Commercial Rehabilitation Program Administration	33
	A. Introduction	33
	B. Application Process	33
	C. Bidding and Approval Process	34
	D. Financial Settlement	34
	E. Contract Management	35
	F. Case Close Out and Required Records	35
	G. Late Loan Payments	35
	H. Subordination	36
XI.	Demolition Program Administration	37
	A. Introduction	37
	B. Application Process	37
	C. Bidding and Approval Process	37
	D. Settlement Documents	38
	E. Contract Management	38
	F. Case Close Out and Required Records	39
XII.	Homeowner Housing Emergency Repair Program Administration	41
	A. Introduction	41
	B. Waiver Allowances	41
	Appendix A Classification of Eligible Work Items	42
	A. Introduction	42
	B. Work Item Classifications	42

SECTION I  
INTRODUCTION

A. DESCRIPTION OF THE COMMUNITY DEVELOPMENT REHABILITATION PROGRAM:

1. Administration:

Since 1975, the Department of Housing and Urban Development has annually made available grants to communities for various community improvements under HUD's Community Development Block Grant Program (CDBG). HUD has set parameters for use of the grant monies, but the individual communities may design their own programs and activities within the federal parameters. In Wyoming the CDBG Program has been guided by the Five Year Consolidated Strategic Plan for the City of Wyoming, that sets general guidelines relative to where to spend the monies and for what purposes. The annual City HUD application refines and details the Plan guide. It is called the Wyoming Consolidated Housing and Community Development Plan (CHCDP) One Year Action Plan.

The Wyoming City Council adopts the CHCDP and approves the annual CHCDP application. However, to provide additional citizen input, the Council has appointed a citizens advisory committee known as the Community Development Committee to make recommendations to it covering the overall CDBG Program and the five year Plan.

While not involved with recommendations for the five year Plan or annual CDBG application, another Committee has responsibilities in the approval of site specific activities, based on the Plan and application. This is the Rehabilitation Committee, consisting of three staff members from the Community Services area.

Housed within the City of Wyoming's Community Services Division, the Community Development Department handles the day-to-day administration of the CDBG Program and serves as staff advisor to the Council, Community Development Committee and Rehabilitation Committee. The Community Development Department has such functions as preparing the CHCDP and annual CHCDP application, implementing CDBG projects and satisfying the HUD administrative requirements. Five other City departments have continuous input into the CDBG Program. The Planning Department assists in the identification of blighted areas, land use planning, and housing needs; the Building Inspections Department provides expertise in specialized building rehabilitation; the Engineering Department supervises major construction projects; the Accounting Department does the financial bookkeeping; and the Treasurer's Office acts as the collection agent for loan payments. Other City departments provide periodic assistance as needed.

For a more detailed description of the key Committees and C.D. Staff involved in the CDBG Program, refer to Section VII.

2. Objectives:

Beginning in 1974 and periodically thereafter, studies of the City have been conducted by

the Planning/Community Development Department staff to determine City and citizen needs within the framework of HUD-guidelines. These studies have located pockets of low and moderate income families and neighborhood development needs, including physical deterioration in housing and various City services. Based on the studies, the following CDBG Program objectives were developed and approved by the City Council:

- a. Elimination and prevention of slums and blight.
- b. Improvement of the health, safety and welfare of the City's low and moderate income residents.
- c. Conservation and preservation of housing.
- d. Improvement of neighborhood economic and social conditions.

The CHCDP and annual CHCDP applications and subsequent projects reflect these objectives.

**B. USE OF THE REHABILITATION MANUAL:**

This manual describes those adopted City policies, programs and administrative processes related to the structural rehabilitation portion of the overall CDBG Program. Program elements not included in the Manual include new construction and equipment projects, social programs, and other non-rehabilitation activities. An outline of the Manual follows:

Sections I-II: Introductory Materials  
III-VI: Programs  
VII-VIII: General Administration  
IX-XII: Program Administration  
Appendix A: Classification of Eligible Work Items

Refer to the TABLE OF CONTENTS for the location of each of the sections.

**C. EFFECTIVE DATE:**

This manual supersedes all prior City of Wyoming Rehabilitation Manuals and is effective as of the date of Wyoming City Council adoption as noted on the title page.

## SECTION II

### DEFINITIONS

The definitions listed here are included to provide full understanding of the guidelines set forth in this Manual. Whenever possible, the definitions of terms are those set forth in the Municipal Codes and Ordinances of City of Wyoming, Michigan. None of the terms listed here are intended to nullify the provisions of any local code or ordinance.

Applicant: A family, person or owner who is applying for rehabilitation assistance.

Assessed Value: The value of a piece of property for tax purposes, as determined by the Wyoming City Assessor. Assumed to be one-half of market value.

Code Violations: Those conditions that are not in conformance with applicable Federal, State, County and City health, housing, building, fire prevention, housing maintenance, zoning codes and other public standards.

Contract: A written, signed agreement to perform housing improvement or demolition work.

Contractors: Any general contractor, sub-contractor, worker or supplier who does rehabilitation work for applicants under this program.

Community Development Office: A department of the City of Wyoming's Community Services area that is responsible for administering the Community Development Program.

Deferred Loan/Grant: An award of Community Development funds to an eligible applicant to be used for home repairs. The required amount of repayment of the funds, if any, is based upon the number of years that the mortgage is in effect.

General Improvement Items: Those rehabilitation improvement work items which increase the general value of a residence, such as carpeting, cabinets, interior painting or wall coverings, air conditioning, refrigerator, stove or oven, but are not code violations.

Gross Family Income: All income according to the HUD definition of "Annual Income", except that past and future overtime pay, commissions, fees, tips, bonuses, and other compensation for personal services shall not be considered if deemed to be nonrecurring by the Rehabilitation Committee.

Housing Improvement Area: A portion of the City, designated by the Community Development Committee and the City Council, in which funds may be expended for Community Development Program activities.

H.U.D.: An office of the federal government known as the Department of Housing and Urban Development.

Inspector: A city employee whose responsibility is to enforce Michigan construction and property maintenance codes.

Incipient Code Violations: Those conditions, in the judgment of the Code Enforcement Inspector, Building Inspector, or Building Rehabilitation Specialist that are likely to deteriorate into actual code

violations in the near future.

Liquid Assets: All assets of an applicant, which shall include, but are not limited to, cash, checking and savings accounts, stocks, bonds, mutual funds, IRA's and real estate other than the principal residence.

Loan: An award of Community Development funds to an eligible applicant to rehabilitate property, which must be repaid in installment payments to the City.

Mortgage: A security document, in favor of the City, placed against the property of a loan or deferred loan/grant recipient, which states the repayment terms of the rehabilitation loan or deferred loan/grant.

Owner (Legally Authorized Agent): Persons or families who are the fee owners or contract for deed purchasers of eligible properties.

Rehabilitation: A repair or renewal treatment used to restore or revitalize deteriorating properties.

Severe Code Violations: Those code violations that directly and immediately endanger the public health, safety and welfare.

Target Area: Same as Housing Improvement Area.

## SECTION III

### HOMEOWNER HOUSING REHABILITATION PROGRAM

#### A. PURPOSE:

As a means of maintaining and improving the structural condition of neighborhoods, and to provide housing assistance to low and moderate income homeowners, deferred loan/grants and loans are available to low and moderate income homeowners in Community Development Target Areas for housing rehabilitation. Policies and rules pertaining to the Homeowner Housing Rehabilitation Program follow.

#### B. ELIGIBILITY REQUIREMENTS:

##### 1. Property:

- a. Type/Location: The property shall be a single-family residence located anywhere in the city.
- b. Zoning: The property must be residentially zoned, according to the Wyoming Zoning Ordinance.
- c. Limit: Only one deferred loan or loan may be given per property in any 20 year period.

##### 2. Applicant:

- a. Ownership: The applicant must be an owner-occupant or purchaser-occupant of the residence. A title search will be obtained for the property.
- b. Limit: The applicant may receive no more than one deferred loan or loan in any 20 year period.
- c. Income: For deferred loans/grants the gross family income of applicants shall not exceed 50% of the most current applicable median gross family income of the Grand Rapids Standard Metropolitan Statistical Area (SMSA). For loans, the gross family income limit shall be 80% of the SMSA figure. These figures shall be calculated based on SMSA family income data provided by the Economic Market and Analysis Division of HUD. Income calculations shall be based on averaging the total previous tax year's income with the current projected year's income, based on a normal week's salary. However, if the current projected year's income exceeds the program's income standards, the applicant is ineligible for funds.
- d. Ability to Repay: The applicant must verify to the City the ability to repay a loan; this requirement is waived for deferred loan/grants. For loans, the following documents shall be submitted:
  - IRS Personal Income Tax Report for previous year.
  - Current Income Verification form from employer(s), three most current payroll

stubs and/or other verification of non-wages income.

- Personal Credit Report (Ordered and reviewed by the Community Development Department).

- Title Report (Ordered and reviewed by the Community Development Department) verifying proof of home ownership and clear title.

- Personal Financial Statement/Monthly Budget (The ability to pay index on the PFS must be greater than \$100 a month per household member to qualify for approval of the loan.)

- e. Assets: For deferred loan/grant applicants, liquid assets cannot exceed \$15,000. For loan applicants, there are no asset limits.

#### C. FUNDING LIMITATIONS:

1. Maximum: The actual amount of all eligible work item costs and closing costs shall be the amount of funding to a limit of \$23,000.
2. Contingency: Up to an additional 10 percent of the funding amount of the initial contract may be authorized by the City and the applicant to cover unforeseen expenditures during construction. The amount may be used to cover legitimate repair costs associated with the original bid items or work specified in the contract. If the added repair costs exceed the 10% amount, the owner may escrow the additional monies or the Rehabilitation Committee may approve the added costs, provided that the total costs remain within the maximum funding limits.
3. Overages: Any work completed, not previously authorized by the City, that exceeds the maximum funding limitations shall be at the discretion and obligation of the owner.
4. Existing Debt: Funds shall not be available to refinance existing debt on the property.
5. Change Orders: Change orders may be made to substitute for contract items in order to comply with the limits set forth in III(C)(1) and III(C)(2), with the written approval of the appropriate Community Development staff member, owner(s) and contractor.

#### D. MORTGAGE REQUIREMENTS:

1. Mortgage Recording: The city must record a mortgage in the name of the City against any property for which a deferred loan/grant or loan has been approved. In cases where an applicant will not agree to a mortgage, the Rehabilitation Committee must disapprove the application. For a property under land contract, the contract seller must also sign the mortgage, except that this condition may be waived in instances where the land contract seller refuses to sign a mortgage and the applicant signs an assignment of land contract as security.
2. Transfer of Title: If the title of the property is transferred by the recipient to any party, other than his or her spouse, then the outstanding balance of the mortgage shall become due and payable on the closing date of the title transfer.

3. Pre-Payment: There shall be no penalty for total prepayment of loans.
4. Term: The term for a deferred loan/grant shall continue indefinitely until the outstanding loan amount is repaid. The applicant may choose to repay the loan or portions thereof at any time. The repayment shall be due upon transfer of title under the conditions of III(D)(2). That portion of the deferred loan/grant to be repaid (with the remainder deemed a grant) shall be according to the following schedule:

<u>Length of Time from the Mortgage Date</u>	<u>Repayment Rate</u>
0-1 Year	100%
1-2 Years	90%
2-3 Years	80%
3-4 Years	70%
4-5 Years	60%
5 or More Years	50%

The maximum term for a loan is 15 years, except that the Rehabilitation Committee may require a shorter term. The minimum monthly loan payment is \$25.00

5. Interest Rate: No interest shall be charged for deferred loan/grants. The annual interest rate for loans shall be three percent (3%).

E. **ELIGIBLE IMPROVEMENTS:**

(See Appendix A, "Classification of Eligible Work Items" for a detailed description of Code Violations versus General Improvement Items.)

1. Code Violations: All code violations shall be repaired within the maximum limitations. In the event that costs for these corrections exceed the limits, deletions may be made on certain repairs at the discretion of the Rehabilitation Committee. The committee may require the applicant to escrow additional monies to cover those items, which exceed the limitations prior to the approval of assistance. Garage repairs are also eligible.
2. Incipient Code Violations: The application may include incipient code violation repairs.
3. General Improvement Items: General Improvement Items, as defined in this Manual, not to exceed \$5,000 in total costs, may be included in an improvement loan, but not in a deferred loan/grant. All code violations shall be included for correction before approval of any general improvement items as determined by the Rehabilitation Committee.
4. Self-Help: Deferred loan/grants or loans shall not be used to finance work performed by the recipient or any unlicensed contractor. All work shall be on a contractual basis between the loan recipient and a contractor.

F. DEFERRED LOAN/GRANT OR LOAN APPROVAL AUTHORITY:

Sole approval of a deferred loan/grant or loan shall rest with the City, through the Rehabilitation Committee. A majority vote of the Rehabilitation Committee is required for the final approval of a deferred loan/grant or loan.

SECTION IV  
COMMERCIAL REHABILITATION PROGRAM

A. PURPOSE:

A deteriorating neighborhood commercial sector is a blighting influence on the nearby residential neighborhood. Inadequate business parking or cramped space also inconveniences or underserves the residents. In order to maintain a strong neighborhood commercial sector and safeguard the adjoining neighborhood, loans are available to property owners of businesses for property improvement. Policies and rules pertaining to the Commercial Rehabilitation Program follow.

B. LOAN ELIGIBILITY REQUIREMENTS:

1. Property:

- a. Location: The business shall be located in a qualified target area designated as part of the Wyoming Community Development Block Grant Program.
- b. Zoning: The property must be eligible for use as commercial activities, according to the Wyoming Zoning Ordinance.
- c. Type of Structure: The structure must be at least 50 percent commercial in structural design.
- d. Limit: Only one loan may be given per structure per 20 year period.

2. Applicant:

- a. Ownership/Unit Eligibility: The applicant must be the owner/purchaser of the structure or unit. A title search will be obtained for the property.
- b. Ability to Repay: The applicant must verify to the City the ability to repay the rehabilitation loan. The following documents shall be submitted:
  - Personal Credit Report (Ordered and reviewed by the Wyoming Community Development Department).
  - Title Report (Ordered and reviewed by the Community Development Department) verifying proof of home ownership and clear title.
  - Personal Financial Statement/Monthly Budget (The ability to pay index on the PFS must be great than \$100 per month to qualify for approval of the loan).
  - Profit and loss statement (for loans over \$10,000).
  - Personal Income Tax forms (for loans over \$10,000).

C. FUNDING LIMITATIONS:

1. Maximum: The applicant shall be eligible for a loan up to \$10,000 with no matching private funds required. For project costs exceeding \$10,000, a dollar for dollar applicant match is required of that amount over \$10,000. No Community Development loan shall exceed \$25,000. Also, no loan may be given if the debt on the property exceeds two times the current City assessed value of the property, except that other types of loan guarantees may be provided, as per Section IV(D).
2. Contingency: Up to an additional 10 percent of the funding amount of the initial contract may be authorized by the City and the applicant to cover unforeseen expenditures during construction. The amount may be used to cover legitimate repair costs associated with original bid items or work specified in the contract. If the added repair costs exceed the 10% amount, the owner must escrow the additional monies or the Rehabilitation Committee may approve the added costs provided that the total costs remain within the maximum funding limits.
3. Overages: Any work completed, not previously authorized by the City, that exceeds the maximum funding limitations shall be at the discretion and obligation of the owner.
4. Existing Debt: Funds shall not be available to refinance existing debt on the property.
5. Change Orders: Change orders may be made to substitute for contract items in order to comply with the limits set forth in IV(C)(1) and IV(C)(2), with the written approval of the appropriate Community Development staff member, owner(s) and contractor.

D. MORTGAGE REQUIREMENTS:

1. Mortgage Recording: The City will record a mortgage in the name of the City against any property for which a rehabilitation loan has been approved. However, the Rehabilitation Committee may accept a mortgage on an alternate property of the applicant, providing that it satisfies the requirements of Section IV(C)(1). In cases where the applicant will not agree to a mortgage, the Rehabilitation Committee must disapprove the loan.
2. Transfer of Title: If the title to the property is transferred by the recipient to any party, other than his or her spouse, then the outstanding balance of the mortgage shall become due and payable on the closing date of the title transfer.
3. Pre-Payment: There shall be no penalty for total prepayment of the loan.
4. Term: The maximum term of a loan is fifteen years. The Rehabilitation Committee may require a shorter term loan. Minimum monthly loan payment shall be \$25.00.
5. Interest Rate: The annual interest rate shall be three percent.

E. ELIGIBLE IMPROVEMENTS:

1. Priority and Types of Improvements: The following types of eligible improvements are listed in order of priority:
  - a. Correction of severe code violations (See Appendix A) items.

- b. Creation of five or more parking spaces, where there is a parking deficiency.
- c. Facade improvements.
- d. Correction of other code or maintenance items. (Items a-c above must be completed first.)
- e. Repaving of existing parking allowed only when any of the above items are also being done. (Maximum of 50% of a loan for repaving.)
- f. Fencing and landscaping improvements when auxiliary to any of the other above improvements.

2. Self-Help: Loans shall not be used to finance work performed by the recipient. All work shall be on a contractual basis between the loan recipient and a licensed contractor.

F. FEDERAL REGULATIONS:

All Federal Regulations shall apply as required by HUD, periodically amended. The following federal regulations, as well as any required updates, shall be adhered to in commercial loan cases:

- 1. Davis Bacon Wage Rates
- 2. Copeland "Anti-Kickback" Act
- 3. Wage, Hour and Safety Act
- 4. HUD Section 3 Training Act
- 5. Equal Opportunity Statement
- 6. Affirmative Action Plan (for loans over \$10,000)
- 7. Invitational open bidding through the Community Development Department (for loans under \$10,000)

G. LOAN APPROVAL AUTHORITY:

Sole approval of a loan shall rest with the City, through the Rehabilitation Committee. A majority vote of the Rehabilitation Committee is necessary for the final approval of the loan.

## SECTION V

### DEMOLITION PROGRAM

#### A. PURPOSE:

Certain structures in the City evidence physical deterioration, or obsolescence, to such a high degree that restoration is no longer economically feasible. Yet, such structures remain standing, often for years, and have a blighting influence on the neighborhood. Therefore, non-repayable grants are made available for the demolition of such structures. Policies and rules related to the Demolition Program follow.

#### B. ELIGIBILITY REQUIREMENTS:

##### 1. Property:

- a. Type/Location: Grants may be given to demolish structures that are deemed, by the Rehabilitation Committee, to be physically decayed and a blighting influence on the neighborhood. For commercial projects only, obsolescence may also be a qualifying factor, if the demolition is part of a commercial improvement project under Section IV of this Manual. The structure to be demolished shall be located anywhere in the city.
- b. Limit: Only one grant may be given per property.

##### 2. Applicant:

- a. Ownership: The applicant must be the owner of the structure to be demolished and the related land area. A title search will be obtained for the property.
- b. Income: For demolition grants, the gross family income of applicants shall not exceed 80% of the Grand Rapids Standard Metropolitan Statistical Area (SMSA). These figures shall be calculated based on SMSA family income data provided by the Economic Market and Analysis Division of HUD. Income calculations shall be based on averaging the total previous tax year's income with the current projected year's income, based on a normal week's salary. However, if the current projected year's income exceeds the program's income standards, the applicant is ineligible for funds.
- c. Authorization and Release of Liability: All persons and/or organizations with an interest in the property must sign an "Authorization and Release of Liability" form which releases the City from any possible liability resulting from the demolition.
- d. Limit: Only one grant may be given per property owner.

#### C. FUNDING LIMITATIONS:

1. Maximum: The amount of the grant shall not exceed the costs of demolition of the structure plus related eligible work as defined in Section V D.

2. Contingency: Up to an additional 10 percent of the funding amount of the initial contract may be authorized by the city and the applicant as a contingency to cover unforeseen expenditures during the work. The amount shall be used to cover legitimate repair costs associated with original bid items or work specified in the contract.
3. Overages: Any work completed, not previously authorized by the City, that exceeds the contract shall be at the discretion and obligation of the owner.
4. Change Order: Change orders may be made to substitute for contracted items, with the written approval of the applicable Community Development Department staff member, owner(s) and contractor.

D. ELIGIBLE WORK:

1. Eligible Items: The following items may be removed from the site, subject to the approval of the Rehabilitation Committee:
  - a. Building structures, including decks, fences, garages or other blighted structures.
  - b. Concrete foundations, pads, floors, driveways, sidewalks, etc.
  - c. Trees, stumps, bushes, fencing, etc., located on public property.
2. Self-Help: The grant shall not be used to finance work performed by the recipient. All work shall be on a contractual basis between the recipient and a qualified contractor.

E. DEMOLITION APPROVAL AUTHORITY:

Sole approval of a demolition grant shall rest with the City. The Rehabilitation Committee shall have approval authority, by majority vote. For grants of \$8,500 or more, the Wyoming City Council must also approve the demolition.

## SECTION VI

### HOMEOWNER HOUSING EMERGENCY REPAIR PROGRAM

#### A. PURPOSE:

The Homeowner Housing Emergency Repair Program allows for the expediting of repair to those housing code violations creating a severe and immediate threat to the homeowner's health and safety while waiting for processing to correct housing code violations in the dwelling under the normal housing rehabilitation process as described in Section III.

#### B. ELIGIBILITY REQUIREMENTS:

1. Property: The property must satisfy the requirements of Section III(B)(1).
2. Applicant: The applicant must satisfy the requirements of Section III(B)(2), except that family income verification will be based on a preliminary reduced investigation to allow for a faster decision on the request.
3. Security Requirements: Eligible applicants must sign a mortgage or an assignment of land contract as security.
4. Limit: Emergency repair funds may not be awarded for structures previously repaired within the past 20 years through the Homeowners Housing Rehabilitation Program (Section III).

#### C. FUNDING LIMITATIONS:

1. Emergency Determination: An emergency repair item shall be a furnace replacement and/or a roof replacement. The Building Rehabilitation Specialist shall determine if items are an emergency and make a recommendation to the Rehabilitation Committee.
2. Other Improvements: Applicants receiving emergency repair funds will be placed at the front of the Community Development Department's waitlist and all other eligible home improvements may be addressed at that time to be included in the home rehabilitation deferred loan/grant or loan, as per Section III. The number of emergency cases per year shall be monitored to review any noticeable increases in requests.
3. Disqualification: In cases where formal verification indicates that the applicant is ineligible for funds, the emergency repair costs shall be deemed as a debt of the applicant to the City and shall become due and payable within 30 days from the date of disqualification of the application.

#### D. APPROVAL:

The Rehabilitation Committee shall determine and approve any emergency repair items and the amount of funding.

## SECTION VII

### GENERAL ADMINISTRATIVE RESPONSIBILITIES

#### A. COMMUNITY DEVELOPMENT COMMITTEE:

1. Purpose:

This Committee is formed to provide citizen representation to advise staff and the City Council relative to the overall Community Development Program, including in particular the Community Development Plan and the annual Community Development Applications.

2. Members:

This Committee shall have nine members, appointed by the City Council. Members shall serve for two years. However, for any City Official appointment (e.g., Council, Planning Commission), if that City Official is not reelected or reappointed to the respective City Council or Commission, then there shall automatically be a like vacancy on the Community Development Committee, with the City Council charged with appointing a replacement to complete the member's term. Each appointed member shall sign a Conflict of Interest Attestation, stating they will agree and will comply with the Conflict of Interest Clause, Part of 24 CFR 570.611.

When making appointments to the Committee, the Council shall strive to maintain a broadly representative Committee, but with emphasis on such groups as current and anticipated Community Development Target Area residents and businesses, lower income families, minorities, elderly, females, City Council and other City government commissions related to developmental activities. The Chair of the Committee shall be elected annually by the members, at the first meeting occurring after January 1st. The Director of Community Services shall be an ex-officio member of the Committee. The Community Development Department Administrative Aide shall serve as Recording Secretary for this Committee.

3. Duties:

The Community Development Committee shall review and make recommendations to the City Council relative to the following items:

- a. Consolidated Housing and Community Development Plan (CHCDP): Every five years, or sooner if necessitated by changing developmental conditions, a new CHCDP is prepared by the Community Development Department staff. The Committee shall review said Plan, relative to such content as selection of project Target Areas, determination of neighborhood needs, general improvements for funding and priorities and phasing of funding.
- b. Community Development Application: Annually, the City must make application for another year's C.D. funding. The Committee shall work with the Community Development Department staff in the preparation of said application, considering in particular its appropriateness to the recommendation of the CHCDP.

- c. Rehabilitation Manual: The Rehabilitation Manual represents City policy, responsibilities and regulations relative to various Community Development rehabilitation programs. The Committee shall review the Manual, as prepared by the Community Development staff, for its appropriate relationship to items VII A-3, a-b above, overall HUD and City program objectives, and sound administrative practices.
- d. Miscellaneous Assistance: The Committee shall provide additional assistance related to the Community Development Program as requested by the City Council or the Community Development Department staff.

4. Meetings:

The Committee shall meet as needed to accomplish Committee business. Minutes shall be kept.

B. THE REHABILITATION COMMITTEE

1. Purpose:

This Committee is formed for the purpose of reviewing and approving Community Development residential loan, residential deferred loan/grant, commercial loan, homeowner housing emergency and corrective repair, and demolition applications. Review responsibilities shall include applicant eligibility, work items, costs and contractor eligibility.

The Committee also makes determinations, when requested by the Director of Community Services, concerning actions to be taken relative to late loan payment cases.

2. Members:

The appointed members of this Committee shall be the Chief Building Official, the City Planner and the Director of Community Services. Each appointed member may authorize a substitute member to attend those meetings when the appointed member will be absent. The substitute member shall have the same voting privileges as the appointed member. There shall be a minimum of two appointed members and three total members at each meeting. The Director of Community Services shall serve as Chairman of the Committee.

3. Duties:

The Rehabilitation Committee shall have, but not be limited to the following duties:

- a. Committee Review: The Committee shall review all Community Development residential loan, residential deferred loan/grant, commercial loan and demolition applications and make appropriate modifications to contracts where necessary to promote the best interests of the program. Before the Committee shall approve a loan or deferred loan/grant, a minimum of two bids from qualified contractors must be received.
- b. Lowest Bidder: The Committee shall approve the lowest bidder, if qualified, to complete the work in cases of a deferred loan/grant. In loan cases, the Committee shall approve the lowest bidder, if qualified, unless the applicant requests to select a

qualified contractor with a higher bid. This higher bid shall be approved by the Committee, provided the applicant escrows with the City prior to the execution of the contract, the difference between the low bid and the higher bid.

- c. Rebidding: Rebidding to all general contractors shall be conducted when any of the following occurs after formal bidding and prior to contract signing:
  - 1. The applicant requests to include additional work items.
  - 2. The applicant requests to delete work items, which reduces the low bid by more than 20%.
  - 3. The applicant and City agree that there is an error in the bid specifications.
  - 4. If there are only two bidders on a job, and the low bidder withdraws, the applicant may request a rebid.
- d. Costs Exceeding Limits: The Committee shall have the discretion to approve a bid amount that is in excess of the maximum limits set forth in this Manual, provided that the applicant escrows with the City, prior to the execution of the contract, the difference between the maximum limits and the selected bid amount.
- e. Late Loan Payments: The Committee shall make determinations, if requested by the Director of Community Services, concerning actions to be taken in late loan payment cases.
- f. Waiver of Code Violations: The Committee shall have the discretion to waive code violations from being corrected in cases where the repair costs exceed the maximum limits for either a loan or grant, provided all serious code deficiencies are rectified and the applicant is financially unable to sustain the additional financial burden.
- g. Dilapidated Structures: The Committee shall have the discretion to determine whether any highly dilapidated structure shall be provided financial assistance. The Committee may recommend that the structure be acquired for demolition under the Community Development program or condemned by the City when it becomes vacant.
- h. Emergency Repair: The Committee shall have the authority to expend repair monies for Homeowner Housing Emergency Repairs. (See Section VI).
- i. Corrective Repairs: In instances related to the Homeowner Housing Rehabilitation Program (Section III) where construction problems may arise after closeout of the construction contract that relate either to: 1) incorrect original bid specifications to solve a specific rehabilitation problem, or 2) a contracted improvement proves faulty and the homeowner is unsuccessful in getting the contractor to rectify it, the Rehabilitation Committee may grant up to \$1,000 in Corrective Repair Funds to rectify the construction problem. However, the homeowner must make a written request for such funds within one year of the City Staff's final approval of the work from the original construction contract.

- j. Overcrowding: The Committee may approve the renovation of interior habitable space of a dwelling where there is evidence of overcrowding and a habitation violation will be rectified.
- k. Limiting Contractor Work: The Committee shall have the authority to remove a contractor from the bidders list if a contractor is exhibiting poor job performance or other violations of the Rehabilitation Manual. The Committee shall limit contractors to no more than five rehabilitation contracts at one time. The Community Development Department staff may not send out bids to any contractor having five contracts. If a contractor has fewer than five contracts, but is low bidder on sufficient rehabilitation jobs to result in the possibility of more than five jobs under contract, the homeowner(s) whose contract(s) would represent more than five to the contractor shall have the option of waiting for the contractor to complete other work to stay under the limit or to accept the price of the next lowest bidder.
- l. Waiver Clause: The Committee shall have the authority, based on unanimous decision, to waive any standards and requirements in any of the housing and commercial rehabilitation programs in instances where it determines that an emergency situation exists or where the waivers are of a type determined by the Committee to be within the overall intent of the programs. For any waiver granted, the specific description of the waiver and the reasons for it shall be indicated in the minutes of the Committee.

C. COMMUNITY DEVELOPMENT DEPARTMENT STAFF:

1. Director of Community Services:

- a. Function: The Director is charged with the overall management of the Department, including staffing and performance of the Community Development program.
- b. Sample Duties:
  - 1. Liaison with HUD, City Council, Community Development Committee, Rehabilitation Committee, other City Departments and Committees, and citizens.
  - 2. Overall planning, administration and implementation of all Community Development activities.
  - 3. Chairperson of the Rehabilitation Committee.

2. Administrative Aide:

- a. Function: This position serves the Director of Community Services in various administrative aspects of the C.D. Program, particularly relative to satisfying HUD administrative paperwork. This position processes applications for structural rehabilitation loans and deferred loan/grants in the Department's Rehabilitation Programs (Sections III - VI).
- b. Sample Duties:

1. Maintains current knowledge of HUD Community Development Program requirements.
2. Assists in satisfying HUD administrative paperwork and reporting requirements.
3. Assists applicants in preparing the necessary forms for structural rehabilitation loan and deferred loan/grants.
4. Verifies the correctness of the applicant information, including financial qualifications and performs other required verifications.
5. Prepares the documentation and assists the Rehabilitation Committee in its determination relative to the qualifications of the applicant for funding.
6. Monitors repayment of loan monies, giving special attention to delinquent accounts.
7. Acts as the Recording Secretary of the Community Development Committee.

3. Building Rehabilitation Specialist:

- a. Function: The primary function of this position is to operate the structural inspection and rehabilitation aspects of the Department's Rehabilitation Programs (Sections III-VI).
- b. Sample Duties:
  1. Performs code inspections for the Community Development Program.
  2. Qualifies contractors.
  3. Prepares construction specifications and other documents related to job bidding and the structural rehabilitation aspects of the Residential Rehabilitation Program.
  4. Monitors contractor performance through job completion.
  5. Works with the general contractor and property owner to resolve construction problems.

D. REHABILITATION PROGRAM LOAN RECIPIENT:

1. Responsibilities:

The property owner who receives a loan or deferred loan/grant, has duties and responsibilities to insure that the repair work under the structural rehabilitation program (Sections III-VI) is a successful improvement undertaken with the full consent and satisfaction of the owner. These duties and responsibilities include:

- a. Asking questions to obtain a complete understanding of the program and its eligibility requirements, maximum fund limitations, and eligible repairs.
- b. Assisting the Administrative Aide in confirming income, assets, and other required verification by providing employer, wage, dependent, bank, and other information.
- c. Carefully reviewing the work write-up prior to the bidding process and at the time of the preconstruction meeting, so that the nature and procedure of repair is fully understood.
- d. Working with the contractor and the C.D. Office in resolving any disagreements in a timely and equitable manner.
- e. Repaying loans or deferred loan/grants according to the contract agreement.

E. REHABILITATION CONTRACTOR:

1. Responsibilities:

Any contractor who participates in the structural Rehabilitation Programs is performing a vital role in improving the appearance, quality and longevity of structures in Wyoming. The contractor is an integral part of a team which is also composed of the Director of Community Services, Administrative Aide, Building Rehabilitation Specialist, Rehabilitation Committee and the loan or deferred loan/grant recipient. Each participant must perform their expected function conscientiously and in a responsible manner so that unnecessary costs, construction delays, poor workmanship and other problems can be avoided. Contractor responsibilities may be amended from time to time in response to City of Wyoming and H.U.D. requirements. At a minimum, the contractor should realize this contribution and accept the duties and responsibilities which shall include:

- a. Inspecting the property for necessary repairs prior to submitting a bid proposal. This will reduce change orders and problems which can result from misinterpretations. Proposed repairs which the contractor is not technically familiar with should be inspected by the appropriate sub-contractor.
- b. Insuring that all workers and sub-contractors have the proper training, skills and certification.
- c. Supervising the workers and sub-contractors to insure that work is completed on time and in accordance with acceptable construction standards and procedures.
- d. Contacting the Community Development Office regarding any necessary contract revisions, change orders, or overages. The contractor must receive written permission before providing any additional work or materials.
- e. Taking pride in the job, regardless of the social or economic conditions of the property owner, or that governmental assistance is involved.
- f. Making sure the job site is kept as neat as possible while work is in progress,

disposing of unused or discarded materials and cleaning the work site when the job is completed.

- g. Cooperating with the property owner and Community Development Department in resolving problems or complaints.
- h. If low bidder on a project, the contractor shall accept the job, unless the contractor provides a written bid withdrawal to the Rehabilitation Committee, stating the reasons therefore. If the job is rebid, the contractor may not submit a rebid. If the Rehabilitation Committee feels that a contractor has been misusing this privilege, it may disqualify the contractor from the program.

2. Minimal Qualifications for Selection

- a. Possessing a Residential Builders License, with experience in more than one type of residential construction.
- b. At least \$25,000 in annual gross personal income for each of the last two years from residential repair or construction work.
- c. Within the last two years, have completed:
  - At least 10 home repair jobs costing a total of at least \$100,000.
- d. As a general contractor, have utilized at least 10 subcontractor contracts.

3. Application Materials:

- a. A copy of the organization's IRS profit and loss statements from the last two years. (Signed form 1040 – Schedule C or Form 1065.)
- b. A proper insurance certificate showing minimum coverage of workman's compensation protection of \$500,000 per occurrence, bodily injury of \$1,000,000 per person and per occurrence and property damage of \$1,000,000 per occurrence. An Indemnification Agreement must also be signed.
- c. A detailed two year work/training history.
- d. Information concerning any pending lawsuits concerning construction work.
- e. Consent to have the City perform a personal credit review.
- f. Five residential construction references.
- g. Two business/supplier references.
- h. A list of subcontractors intended to be used for electrical, heating, and plumbing work.
- i. A DUNS number (Data Universal Numbering System) must be submitted.

- j. A City of Wyoming Business License must be obtained, if applicable, and a State of Michigan Builders License.

4. Staff Investigation:

- a. Michigan Department of Licensing and Regulation, Grand Rapids Branch
- b. Better Business Bureau
- c. Area Rehabilitation/Inspection Departments
- d. Wyoming Building Inspections Department
- e. Credit Bureau
- f. HUD Debarred Contractors List

5. Conditions for Continued Contracting:

- a. The contractor will be on probation status until three jobs are satisfactorily completed. No more than three jobs may be undertaken during this probation period.
- b. The contractor must follow all rules as stated in the Rehabilitation Manual.
- c. A contractor may be disqualified from the Program for poor performance, as determined by the Rehabilitation Committee.
- d. If disqualified from the housing rehabilitation program, the contractor may not reapply for 12 months.
- e. A contractor may be disqualified for failure to bid on at least 25% of all rehabilitation jobs bid each fiscal year.

## SECTION VIII

### APPEALS PROCEDURE

#### A. PURPOSE:

This Section describes an appeals procedure for anyone not satisfied with decisions made by the Rehabilitation Committee or the Community Development Department Staff involving a Community Development Block Grant administration program.

#### B. BASIC RIGHTS AND RULES:

##### 1. Right to Appeal:

A person may file an appeal in any case in which he/she believes that any person or group involved with a Community Development Program has made an unsatisfactory decision.

##### 2. Right to Representation:

The appellant has the right to be represented by legal counsel and to be accompanied by an advisor, attorney or other representative in any personal appearance in connection with the appeal, but solely at the appellant's own expense.

##### 3. Order of Appeal:

The appellant's request for an appeal must be in writing. It should be presented to the person or group who made the decision (see "Tier Chart"). The appellant may appeal a decision up the tier, one tier at a time, to the level deemed necessary.

##### 4. Timing of Appeal:

Appeals of decisions made in the Community Development Program should be made within 30 days of the decision, except that complaints about completed rehabilitation work may be submitted to the City at any time within one year from the final inspection date of the rehabilitation project.

##### 5. Content of Appeal:

The appeal request should be in letter form. It should include, at a minimum, the name of the appellant, the nature of the appeal and any available explanation details, such as dates and names of any persons or organizations involved.

##### 6. Review of Files:

The Community Development office shall permit the person making a complaint or appeal to inspect and copy all files and records pertinent to his/her case, except materials deemed by the Director to be confidential. A Freedom of Information Act request must be made through the City Clerk's Office for copies of materials. The Community Development office shall send copies of pertinent information to higher tier persons or groups.

C. REVIEW, DETERMINATION AND NOTIFICATION:

1. Scope of Review:

All persons or groups in the appeal process shall review an appellant's request based on the following considerations:

- a. All applicable rules and regulations.
- b. All material submitted.
- c. All material upon which the appeal is based.
- d. Any other available information needed to insure a fair and full review.

2. Scope of Determination:

A written determination by the persons or groups in the appeal process shall include, but need not be limited to, the following:

- a. The person's or group's decision.
- b. The basis upon which the decision was made.
- c. A statement on how any relief will be provided, if applicable.

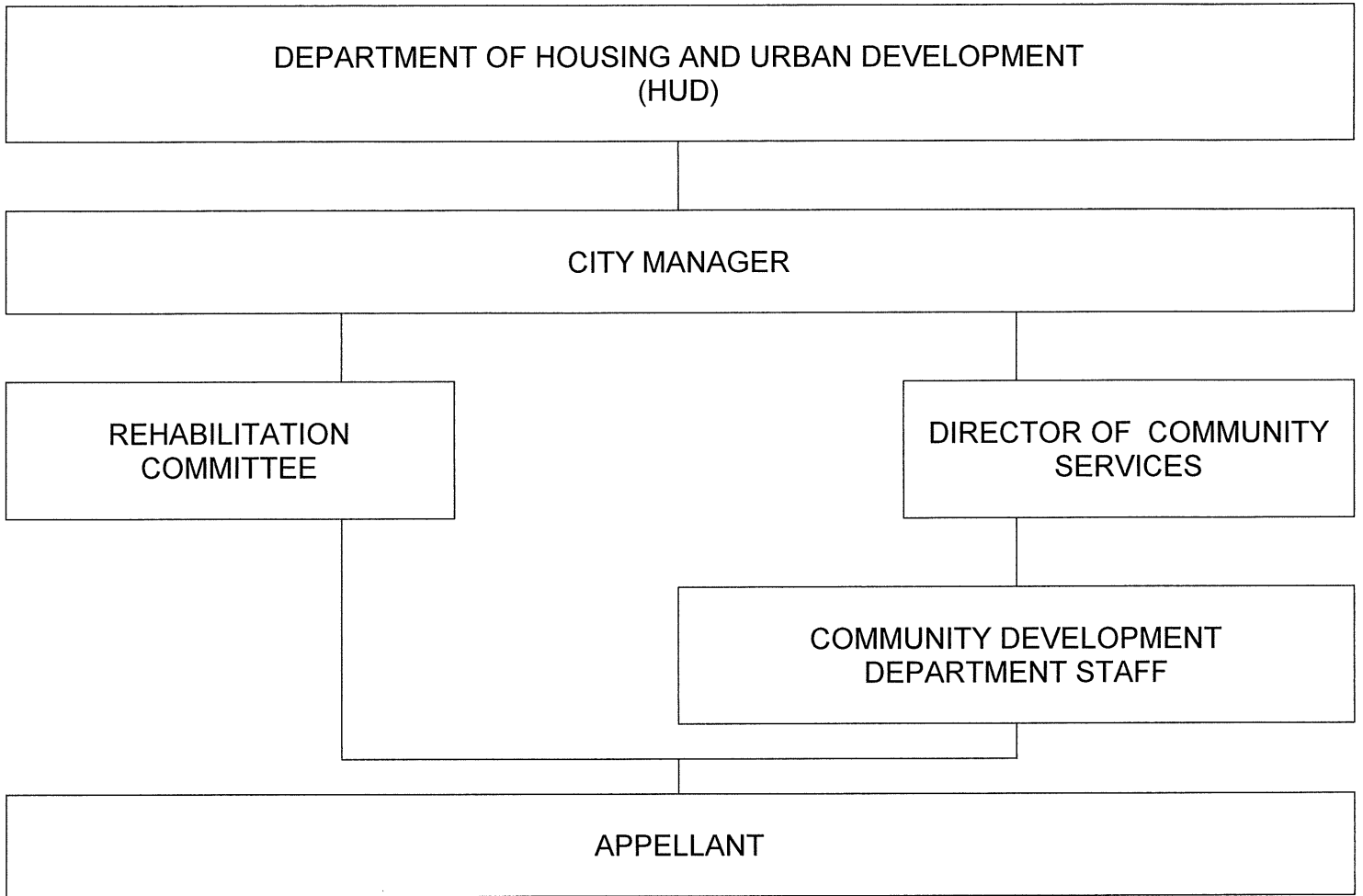
3. Timing and Notification:

The person or group involved in the appeal process shall make a written determination on each appeal within 30 days after receipt of the appeal request and shall furnish the appellant a copy of the decision.

D. JUDICIAL REVIEW:

Nothing in this section shall in any way preclude or limit an appellant from seeking judicial review of an appeal after exhaustion of such administrative remedies as are available under this Section.

COMPLAINT AND APPEALS TIER CHART



## SECTION IX

### HOMEOWNER HOUSING REHABILITATION PROGRAM ADMINISTRATION

#### A. INTRODUCTION:

This section is an overview of the administrative aspects of the Homeowner Housing Rehabilitation Program (Section III).

#### B. APPLICATION PROCESS:

1. Potential Applicants:

Potential applicants shall be notified of the opportunity to participate in the program through the use of mass mailing of pamphlets, meetings, newspapers and other advertising measures.

2. Applicant Waitlist:

Interested applicants shall notify the Administrative Aide who shall record their name, address, telephone number and date of inquiry.

3. Selection of Applicants:

Applicants will be prioritized from the Applicant Waitlist by date of inquiry, except that shifts from the priorities may be made based on severity of need (e.g., emergency repairs such as a major wintertime roof leak or an irreparable furnace).

4. Eligibility Verification:

The Administrative Aide shall verify the applicant's eligibility for assistance. The following checks will be performed:

- a. Title Search - Verification of property ownership
- b. Income Check - Verification of all sources of family income.
- c. Asset Check - Verification of savings and other assets.
- d. Credit Report - Confirmation of credit history of the applicant.
- e. Assessed Valuation Check - Determination of the current value of the property, property taxes owed, age of property and zoning classification.
- f. Employment Verification – Confirmation of employment status, history and current wage rate.
- g. U.S. Citizenship Verification – Signed confirmation by all household members of U.S. citizenship and/or legal residency.

5. Inspection:

A detailed inspection shall be done by the Building Rehabilitation Specialist.

6. Write-Up:

The Building Rehabilitation Specialist shall develop a work write-up which identifies the required work to be done with an estimate of costs involved.

7. Applicant Approval of Write-Up:

The applicant may then decide whether to continue with the application by approving the write-up.

8. Work Write-Up Review:

After eligibility has been verified, the amount and type of funds shall be determined. The work write-up may have to be changed, due to program funding limitations. The Building Rehabilitation Specialist will review and revise the work write-up if necessary.

9. Applicant's Final Approval of Work Write-Up:

The applicant shall review and approve the work write-up prior to bidding.

C. BIDDING AND APPROVAL PROCESS:

1. Prequalified Bidders:

The Administrative Aide shall develop and maintain a prequalified contractors list which requires the approval of the Rehabilitation Committee.

The following checks are made to qualify contractors:

- a. Credit status
- b. Better Business Bureau Records
- c. Other municipalities' records
- d. City Building Department Inspectors
- e. State license
- f. Business performance
- g. Client references

Contractor application packets will be sent to the Small Business Administration, the West Michigan Minority Contractors Association and Section 3 Certified Contractors in an effort to take necessary affirmative steps to assure that minority firms, women's business enterprise, and labor surplus area firms are used when possible.

2. Bid Mailing:

Bid requests shall be sent to those contractors who have been prequalified.

3. Bid Openings:

The sealed bids will be received, publically opened and read by the City Clerk's Office, using standard City bidding procedure.

4. Contractor and Subcontractor Verification:

The Administrative Aide shall check HUD's System for Award Management to verify debarment or excluded status prior to contract award.

5. Application Approval by City:

The Administrative Aide shall prepare and present the final application and supporting materials to the Rehabilitation Committee for review. The Rehabilitation Committee shall review the application based on the applicant's eligibility, the work items to be done, the cost of the work and the eligibility of the contractor.

D. FINANCIAL SETTLEMENT:

1. Required Documents:

After obtaining Rehabilitation Committee approval, a financial settlement is held. The following documents shall be prepared by the Administrative Aide and then received and signed as applicable, during the financial settlement meeting:

- a. Approved Application by Rehabilitation Committee
- b. Order to Proceed
- c. Truth in Lending
- d. Promissory Note
- e. Opportunity to Rescind
- f. Mortgage
- g. Contract
- h. Work Write-up

2. Contractor's Signature:

If the contractor cannot attend the financial settlement, the Building Rehabilitation Specialist shall obtain the signature of the contractor on the construction contract.

E. CONTRACT MANAGEMENT:

1. Proceed Order:

The Administrative Aide shall forward the signed contract, work write-up and proceed order to the contractor and applicant.

2. Permits and Final Permit Inspections:

The Building Rehabilitation Specialist shall confirm that the contractor has obtained all required permits prior to commencement of the project.

3. Periodic Inspections:

The Building Rehabilitation Specialist shall make as many periodic inspections as may be required to insure the quality of the work.

4. Lead-Based Paint Poisoning Prevention in Certain Residential Structures:

The Building Rehabilitation Specialist shall perform lead risk assessments and clearances and regularly test to make sure contractors use lead-safe work practices and that occupancy protections are properly carried out.

5. Final Inspection:

After notification from the contractor that all work has been completed, the Building Rehabilitation Specialist will make a final inspection.

6. Applicant's Approval Statement:

Upon approval of the work, the Building Rehabilitation Specialist will obtain the applicant's approval of the completed work.

7. Contractor's Payment Request:

The Building Rehabilitation Specialist will notify the Administrative Aide that payment may be given by submitting the following to the Administrative Aide:

- a. Contractor's invoice
- b. Final Inspection/Completion Report
- c. Applicant's Approval Statement
- d. Loan Adjustment (if needed)

F. CASE CLOSE OUT AND REQUIRED RECORDS:

1. Invoice Submittal:

The Administrative Aide shall submit the invoice for payment.

2. Loan Adjustment:

If the contingency amount of the loan agreement is not used (10% of construction costs), a loan adjustment is prepared by the Administrative Aide, removing this amount from the mortgage balance. The signed original of the loan adjustment will be filed with the Clerk and shall supersede the mortgage and promissory note amount. A copy of the loan adjustment shall be sent to the Treasurer's Office, which shall receive the monthly loan payments.

4. Master Servicing File:

The recorded mortgage, promissory note and loan adjustment (if needed) shall be sent to the City Clerk's office for filing in their Master Servicing File.

5. Close Out Documents:

The Administrative Aide shall close out the file by preparing a file cover sheet and checking that the following documents are in the file for HUD auditing purposes:

- a. Finalized Rehabilitation Application
- b. Draft Work Write-up and letter, signed only by homeowner
- c. Final Work Write-up
- d. Invoices, Purchase Orders and Change Orders (if any)
- e. Owners Completion
- f. Inspection Report
- g. Loan Adjustment (if applicable)
- h. Recorded Mortgage
- i. Promissory Note
- j. Title Search
- k. Assessor's Card
- l. Legal Documents (if any)
- m. Bid Tab
- n. Approved Bid
- o. Order to Proceed
- p. Contract Agreement
- q. General Agreement
- r. Truth in Lending
- s. Racial /Ethnic/Woman Contract & Subcontract Activity
- t. Affidavit of Contractor
- u. Original Application/Screening Questionnaire/Citizenship Verification

- v. Lead Based Paint/Environmental Protection Act Forms
- w. Income Verification/Financial Eligibility Information
- x. Warranty Information
- y. Historic Form
- z. Statistical Questionnaire
- aa. Lead Based Paint Report
- bb. Contractor Verifications
- cc. Environmental Review

G. MONTHLY LOAN PAYMENTS:

The Administrative Aide shall send monthly billing statements the 15<sup>th</sup> day of each month to borrowers with outstanding loan balances. Payments are received by the Treasurer's Office and the payment records are forwarded to the Administrative Aide for posting in the LA Pro database, which is the master database for the Housing Rehabilitation Program. The Administrative Aide is responsible for the maintenance of this master database which contains all loans and deferred loans/grants information.

H. LATE LOAN PAYMENTS:

The actions described below will be taken when a loan recipient is delinquent with loan payments:

1. Routine Actions:

- a. Borrowers with outstanding loan balances are notified of past due amounts on a monthly basis on their billing statement.
- b. Delinquent Report: A report of loan delinquencies will be drafted by the Administrative Aide and presented to the Committee on an annual basis. Following review of the report, the Committee may require collection actions to be taken.

2. Other Actions:

- a. Collection: The Committee may initiate any legal action, other than foreclosure, which is deemed necessary to affect collection (eg., temporarily reduce the payments, defer payments, extend the loan, small claims court, wage garnishment, calling the note).
- b. Foreclosure: If foreclosure procedures are deemed necessary, the Committee may recommend such action to the City Council for their approval.

I. SUBORDINATION:

A borrower may receive one subordination of the City's mortgage to a new or refinanced mortgage from a financial institution for any reason, provided that "cash out" does not exceed \$7,000 and the new debt-to-value is no more than 90%. A second subordination will only be considered if there is no cash out and there is an interest rate reduction of at least 1.0%. A charge of \$50 will be assessed to defer the city's costs for the subordination processing.

## SECTION X

### COMMERCIAL REHABILITATION PROGRAM ADMINISTRATION

#### A. INTRODUCTION:

This Section is an overview of the administrative aspects of the Commercial Rehabilitation Program (Section IV).

#### B. APPLICATION PROCESS:

##### 1. Potential Applicants:

Potential applicants shall be notified of the opportunity to participate in the program through newspapers, meetings, door-to-door outreach and other advertising measures.

##### 2. Applicants:

Interested applicants shall notify the Administrative Aide.

##### 3. Work Write-Up:

The applicant shall submit a work write-up listing the improvements requested for loan monies. The Administrative Aide shall verify the loan eligibility of the improvement items.

##### 4. Final Work Write-Up:

The Building Rehabilitation Specialist will assist in drafting plans and writing specifications if requested, but only in instances where an architect is not required to submit plans for obtaining a building permit. Plans must be approved by the applicant.

##### 5. Eligibility Verification:

The Community Development Coordinator shall verify the applicant's eligibility. The following checks will be performed:

- a. Credit Report
- b. Financial Report
- c. Profit & Loss Report (for loans over \$10,000)
- d. Income Tax Report (for loans over \$10,000)

##### 6. Pre-Application Approval by Applicant:

The applicant shall approve the pre-application. The Rehabilitation Committee shall review the pre-application, based on the applicant's eligibility and the work to be done.

#### C. BIDDING AND APPROVAL PROCESS:

1. Bid Packages:

A bid package will be prepared by the Administrative Aide. The bid package shall contain:

- a. Plans or Work Write-Up
- b. Sample contract
- c. Federal Regulations
- d. Required wage rates
- e. Required City specifications
- f. Bid Proposal form

2. Applicant Receipt of Bids:

The applicant shall send out and receive bids from contractors of his choice. Two or more bids shall be obtained. The applicant shall select a contractor and submit the selection to the Administrative Aide along with bid information from at least one other bidder.

3. Applicant Approval of Final Application:

The applicant shall approve the final application form.

4. Final Application Approval by City:

The Rehabilitation Committee shall review the final application, considering in particular any changed work items, the final cost of the work and the selected contractor.

D. FINANCIAL SETTLEMENT:

1. Required Documents:

The following documents shall be received and signed, as applicable, during the financial settlement meeting:

- a. Order to Proceed
- b. Truth in Lending
- c. Promissory Note
- d. Opportunity to Rescind
- e. Mortgage
- f. Contract

2. Contractor's Signature:

The Building Rehabilitation Specialist shall obtain the signature of the contractor on the contract.

E. CONTRACT MANAGEMENT:

1. Proceed Order:

The proceed order shall be sent to the contractor.

2. Building Permits:

The Building Rehabilitation Specialist shall obtain a copy of any required building permits

3. Non-Permit Items - Final Inspection:

After notification from the contractor that all non-permit items are completed, the Building Rehabilitation Specialist will make a final inspection.

4. Permit Items - Final Inspection:

After notification from the contractor that all permit items are completed, the Building Inspections Office will make a final inspection.

5. Applicant's Approval Statement:

The Building Rehabilitation Specialist will obtain the applicant's approval statement.

6. Contractor's Payment Request:

The following shall be received prior to processing the contractor's payment request:

- a. Invoice
- b. Final Inspection and Owners Completion Reports
- c. Loan Adjustment (if needed)

F. CASE CLOSE OUT AND REQUIRED RECORDS:

The Administrative Aide shall be responsible for the case close out and required records according to the guidelines mentioned in Homeowner Housing Rehabilitation Program Administration (Section IX).

G. LATE LOAN PAYMENTS:

The same procedure concerning late loans will be used as stated in Homeowner Housing Rehabilitation Program Administration (Section IX).

H. SUBORDINATION:

A borrower may receive one subordination of the City's mortgage to a new or refinanced mortgage from a financial institution for any reason, provided that "cash out" does not exceed \$7,000 and the new debt-to-value is no more than 90%. A second subordination will only be considered if there is no cash out and there is an interest rate reduction of at least 1.0%. A charge of \$50 will be assessed to defer the city's costs for the subordination processing.

## SECTION XI

### DEMOLITION PROGRAM ADMINISTRATION

#### A. INTRODUCTION:

This Section is an overview of the administrative aspects of the Demolition Program (Section V).

#### B. APPLICATION PROCESS:

##### 1. Potential Applicants:

Interested applicants should notify the Administrative Aide, who shall pre-qualify the project based on proof of ownership, a field inspection by the Building Rehabilitation Specialist, and review of the program requirements.

##### 2. Demolition Work Write-Up:

The Building Rehabilitation Specialist shall develop a detailed demolition work write up which identifies the required demolition work to be done, including the structures, foundations, trees and other items to be removed.

##### 3. Applicant Approval of Work Write-Up:

The applicant shall approve the demolition work write-up.

#### C. BIDDING AND APPROVAL PROCESS:

##### 1. Pre-Qualified Bidders:

The Building Rehabilitation Specialist shall pre-qualify contractors and maintain a demolition contractors list. However, contractors may be removed from the list, by action of the Rehabilitation Committee, based on poor performance. A State license is required for residential demolitions. The experience of the contractor shall determine qualifications for commercial demolition.

##### 2. Bid Mailings:

Bid requests are sent to contractors on the demolition contractors list.

##### 3. Bid Openings:

The sealed bids will be received, publically opened and read by the City Clerk's Office, using standard City bidding procedure.

##### 4. Applicant Approval of Final Application:

The Building Rehabilitation Specialist shall obtain final approval of the applicant on the final application form.

5. Application Approval by City:

The Rehabilitation Committee shall review the application, the work items, the cost of the work and the contractor prior to approving the demolition project.

D. SETTLEMENT DOCUMENTS:

1. Required Documents:

The following documents must be executed by the applicant if the demolition project is not part of a commercial improvement project:

- a. Waiver of Claim to Personal Property
- b. Authorization and Release for the Removal of Real Property
- c. Proceed Order
- d. Contract

2. Contractor's Signature:

The Administrative Aide shall obtain the signature of the contractor on the construction contract.

E. CONTRACT MANAGEMENT:

1. Utilities:

The Building Rehabilitation Specialist shall verify appropriate utility displacement. However, full responsibility for utility shut off or removal, as appropriate, shall rest with the owner and contractor prior to work being started.

2. Proceed Order:

The Administrative Aide shall forward the contract and Proceed Order to the contractor and applicant.

3. Demolition Permit:

The contractor shall obtain the proper permit from the Building Inspections Office.

4. Project Management:

Any problems during the demolition work are to be worked out with the Building Rehabilitation Specialist, and/or the Building Inspections Office, as appropriate.

5. Final Inspection:

After notification from the contractor that all work has been completed, the Building

Rehabilitation Specialist shall do a final inspection.

6. Applicant's Approval Statement:

Upon doing the final inspection and the approval report, the Building Rehabilitation Specialist shall obtain the applicant's written approval of the demolition work.

7. Contractor's Payment:

A request for payment will not be processed until the following executed documents are received:

- a. Contractor's invoice
- b. Final Inspection Completion form
- c. Applicant's Approval statement

F. CASE CLOSE OUT AND REQUIRED RECORDS:

1. Submittal of Invoice:

The Administrative Aide shall submit the invoice for payment.

2. Master Demolition File:

A record shall be posted to the file of the completed demolition work.

3. Close Out Documents:

The Administrative Aide shall close out the case file by preparing a file cover sheet and checking that the following documents are in the file:

- a. Owner's request letter
- b. Inspection's "Dangerous Building" form, if applicable
- c. Approved application
- d. Contract
- e. Demolition Work Write-Up
- f. Invoices, Purchase Orders and Change Orders (if applicable)
- g. Proceed Order
- h. Inspections Report
- i. Applicant's Approval Statement

j. Environmental Review

## SECTION XII

### HOMEOWNER HOUSING EMERGENCY REPAIR PROGRAM ADMINISTRATION

#### A. INTRODUCTION:

This Section is an overview of the administrative aspects of the Homeowner Housing Emergency Repair Program (Section VI). The same administrative guidelines as discussed in Section IX (Homeowner Rehabilitation Administration) of this Manual shall apply for this Program, except for the additional waiver allowances listed below.

#### B. WAIVER ALLOWANCES:

Under emergency conditions, the Rehabilitation Committee may waive formal eligibility procedures and the formal bidding process. The work may be assigned by the Building Rehabilitation Specialist to a qualified contractor who can accomplish the job in a timely manner. Additional non-emergency repairs must meet the administrative guidelines as discussed in Section IX (Homeowner Rehabilitation Administration).

## APPENDIX A

### CLASSIFICATION OF ELIGIBLE WORK ITEMS

#### REHABILITATION PROGRAMS III, IV, VI

##### A. INTRODUCTION:

For a rehabilitation project, the Building Rehabilitation Specialist will make a determination on a final list of eligible work items using this classification system. In the event that all items on the list cannot be repaired due to maximum loan limits, deletions will be made based on the following described criteria. Severe code violations will not be deleted. Deletions of other items and/or violations shall be made in the following order:

1. General Improvement Items
2. Garage Repairs
3. Incipient Code Items
4. Code Violations

##### B. WORK ITEM CLASSIFICATIONS:

###### 1. General Improvement Items:

These are improvements to residential property, other than code or incipient code items, that relate to the primary dwelling. Final approval of all general improvement items will be made by the Rehabilitation Committee.

Ineligible general improvement items include, but are not limited to:

Barbecue Pit	Kennels
Bath House	Tree Surgery (Other than a hazardous condition)
Burglar Alarms and Bars	Swimming Pools
Dishwashers	T.V. Antenna
Flower Boxes	
Green Houses	

###### 2. Garage Repairs:

These are any item qualified under the Homeowner Housing Rehabilitation Program (Section III, Part E), except for general improvement items. Any new siding or roofing materials must match those on the house where feasible.

###### 3. Incipient Code Items:

These are code items that, in the opinion of the Building Rehabilitation Specialist, will likely deteriorate into actual code violations in the near future.

4. Code Violations:

These are City Property Maintenance Code Violations not covered under the "Severe Code Violations" classification.

Included in this category shall be items required under the Michigan Building Code (MBC) and Michigan Residential Code (MRC), and Michigan State Energy Code to insure the adequate and efficient conservation of energy.

5. Severe Code Violations Listing:

These are City Housing Code violations that directly and immediately endanger the public health, safety and welfare. The following sections explain those situations considered to be extreme. These repairs must be done prior to that of any other repairs or improvements.

- a. ELECTRICAL: An electrical deficiency shall be deemed severe if it contributes to any of the following:
1. Severe over-loading.
  2. Non-insulated wiring in close proximity to heat runs, plumbing systems or appliances.
  3. Completely failed system.
  4. Failed system connected to electrically operated heating plants.
  5. Unprotected (not fused or no breaker) circuits.
  6. Ungrounded or improperly grounded circuits or systems.
  7. Outlets, switches or fixtures that contribute to immediate shorts, shocks, sparks or possible fire.
  8. The accumulation of water near electrical equipment appliances or fixtures.
- b. PLUMBING: A plumbing system deficiency shall be deemed severe if it contributes to any of the following:
1. Severely leaking supply lines.
  2. Severely leaking or obstructed waste lines, vents or traps.
  3. Lack of an operable flush toilet.
  4. Lack of operable washing and/or bathing facilities.
  5. Cross connection of supply and waste lines.

6. Failed septic tanks and dry wells.
  7. Water heaters that are unsafe due to: a leaking heat exchanger or tank, lack of proper or obstructed venting, connection to an unsafe fuel supply, inoperable or lack of proper safety valves, switches or other safety controls.
  8. Any plumbing system deficiency causing a sewer gas leak into the interior of the structure.
- c. HEATING: A heating system deficiency shall be deemed severe if it contributes to any of the following:
1. Burned or rusted out heat exchanger.
  2. Obstructed or lack of proper venting.
  3. Connection to an unsafe fuel supply.
  - 4) Inoperable or lack of proper safety valves, switches and other safety controls.
  - 5) Incapable of adequately heating the living space.
- d. STRUCTURAL: A structural deficiency shall be deemed severe if it contributes to any of the following:
1. The structural system (walls, chimney, roof, foundation, ceilings and floors) not safely carrying design imposed loads- or exhibiting extensive sagging due to material decay, fracturing or improper design.
  2. The structural system in potential danger of collapse
  3. The structural materials being excessively deteriorated or damaged allowing animals or excessive amounts of water to enter the interior of the structure, excluding open porches or steps.
  4. Water drainage causing significant damage or seepage into the structure.
- e. SANITATION: A sanitation deficiency shall be deemed severe if it contributes to any of the following:
1. The presence of sewage above ground level from a failed or improperly maintained septic or other waste system.
  2. Dangerous infestation of the structure or exterior from insects or rodents.
  3. The dangerous accumulation of litter, garbage, debris or abandoned vehicles, endangering the occupants of the dwelling unit or other structures.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT A PROPOSAL FROM RAFTELIS FINANCIAL  
CONSULTANTS, INC. FOR A WHOLESALE WATER RATE STUDY

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council accept a proposal from Raftelis Financial Consultants, Inc. for a wholesale water rate study in the amount of \$35,495.
2. Sufficient funds are available in the Water Fund but a budget amendment is necessary.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from Raftelis Financial Consultants, Inc. for a wholesale water rate study in the amount of \$35,495.
2. The City Council does hereby approve the attached budget amendment.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Budget Amendment

Staff Report

Proposal

Resolution No. \_\_\_\_\_

**CITY OF WYOMING BUDGET AMENDMENT**

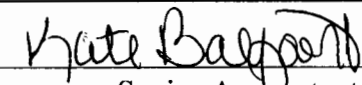
**Date: May 21, 2018**

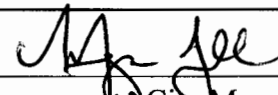
**Budget Amendment No. 067**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$40,000.00 of additional budgetary authority to provide funding for a wholesale water rate study as per the attached resolution.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>Water Fund</u></b>				
Water Utility - Pumping and Treatment - Professional Services				
591-591-55300-801.000	66,393.01	40,000.00		106,393.01
Fund Balance/Working Capital (Fund 591)		-	40,000.00	

Recommended:   
Senior Accountant

  
Assistant City Manager

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_  
that the General Appropriations Act for Fiscal Year 2017-2018 be amended by adoption of the  
foregoing budget amendment.

Motion carried: Yes \_\_\_\_\_, No \_\_\_\_\_

I hereby certify that at a \_\_\_\_\_ meeting of the Wyoming City Council duly held on  
\_\_\_\_\_ the foregoing budget amendment was approved.

\_\_\_\_\_  
City Clerk

## STAFF REPORT

Date: May 9, 2018  
Subject: Wholesale Water Rate Study  
From: William D Dooley, Director of Public Works  
Meeting Date: May 21, 2018

---

### RECOMMENDATION:

It is recommended that the City Council accept a proposal from Raftelis Financial Consultants, Inc. for a wholesale water rate study.

### SUSTAINABILITY CRITERIA:

Environmental Quality:

This wholesale water rate study will have no impact upon the environment.

Social Equity:

This rate study will maintain social equity in the development of wholesale water rates.

Economic Strength:

This rate study will result in a new Wyoming wholesale water rate model that will include all five wholesale water customer communities. This is in the best interest of Wyoming and each of the other five communities.

Quality Service Impact:

The results of this wholesale water rate study will allow Wyoming to continue providing excellent customer service to each of its wholesale customer communities.

### DISCUSSION:

The City of Wyoming furnishes treated drinking water to nearly all of its 75,000 residents, as well as an additional 155,000 individuals living within the cities of Kentwood and Grandville, the townships of Byron and Gaines, and Ottawa County.

Fifty-four years ago, in July 1964, the City of Wyoming and Ottawa County entered into an agreement for the sale and purchase of treated drinking water. This agreement was subsequently amended in 1972 and 1974, and restated in 1988.

One year later, in April 1965, the Cities of Wyoming and Grandville entered into a similar agreement. This agreement was also subsequently amended (in 1967 and 1974) and restated in 1988. In September 2011, Wyoming and Grandville executed a new agreement implementing a new utility basis rate model.

An additional year later, in September 1966, the City of Wyoming and Paris Township (now the City of Kentwood) entered into an agreement for the sale and purchase of treated drinking water. Like the other two, this agreement was subsequently amended (in 1970) and restated in 1988. In September 2011, Kentwood agreed to the same utility basis rate model as Grandville.

Ten years after the first agreement with Ottawa County, in September 1974, the City of Wyoming, Byron Township, and Gaines Township entered into an agreement for the sale and purchase of treated drinking water. In similar fashion, this agreement was restated in 1988 and then replaced with a new agreement in 2011, thereby implementing the new utility basis rate model.

While four of Wyoming's wholesale customer communities agreed to implement a new utility basis rate model in 2011, Ottawa County did not. They elected to continue with the 1988 agreement. That is until now. Ottawa County has notified Wyoming of its desire to join the other wholesale communities in the implementation of utility basis rate model. For this reason, Wyoming requested a proposal from Raftelis Financial Consultants, Inc. to update Wyoming's existing water rate model in order to incorporate the necessary wholesale water rate methodology for Ottawa County.

Raftelis Financial Consultants, Inc. developed the current water rate model, adopted in 2011. It also recently completed a sewer rate study for Grandville and Ottawa County. Their familiarity with Wyoming and Ottawa County, as well as the current water rate model, make them best suited to perform this work.

#### **BUDGET IMPACT:**

The cost to update the wholesale water rate methodology for Ottawa County is \$35,495. Sufficient funds exist in the sewer fund, but a budget amendment is necessary to move \$40,000 from the working capital balance to the professional services account #591-591-55300-801.000.

Attachments:

Proposal for financial services from Raftelis Financial Consultants, Inc.

Budget Amendment

May 4, 2018

William Dooley, PE  
Director of Public Works  
City of Wyoming  
2660 Burlingame Ave SW  
Wyoming, MI 49509

**Subject: Wholesale Rate Determination Proposal**

Dear Mr. Dooley:

We appreciate this opportunity to be of continued service to the City of Wyoming (the “City”) by providing you this proposal to update the wholesale water rate methodology for Ottawa County (the “County”). We have extensive experience providing similar services to other utilities throughout the United States and have also worked with the City in the past on both retail and wholesale water and wastewater rates, including the wholesale water and wastewater rates for the County.

*Task 1 – Project Initiation and Kick-Off*

The Project Team believes the execution of a successful kick-off workshop is instrumental in conducting an efficient and useful study. The goals of this meeting include providing a forum to finalize the work plan and schedule of the Study; ensuring Raftelis has a clear understanding of the objectives of the City; and providing an opportunity for any City Staff to meet and become comfortable with Raftelis staff.

We will provide the City with an initial data request list of the information we expect to need to perform the update the wholesale water rate methodology for the County. Once we have reviewed the initial data we will conduct a kick-off meeting in Wyoming where we would expect to sit down with both City Staff as well as County Staff to discuss the City’s overall rate structure, with a focus on the County’s share of costs and the recovery of those costs.

We will confirm the overall objectives, schedule and rate-setting approach with both the City and County at this kick-off meeting. Based on preliminary discussions with the City and County it is expected that the new methodology will follow the industry-standard utility basis. This approach is consistent with the rates for the City’s other wholesale customers as well as the County’s recently negotiated rate with the City of Grandville for wastewater service.

*Task 2 – County Wholesale Water Rate Methodology*

We will update the City’s existing water rate model to incorporate the proposed wholesale water rate methodology for the County based on the objectives and direction collected during Task 1. The utility basis methodology is frequently used for wholesale rate determination. Under a utility basis methodology all capital costs, which would include debt service, costs of future capital improvements, as well as reserve requirements would be recovered through a return on rate base and depreciation rather than direct charges of debt service, capital costs and reserve requirements. This methodology provides an appropriate return for the owner of the utility on their investment to provide service to wholesale customers while protecting

the wholesale customers from dramatic changes in rates due to capital financing decisions made by the owners.

We will work with City Staff, including the City Treasurer, who has historically been responsible for use and update the of the model on a regular basis. We will review the model with City and County Staff as necessary throughout this task using online collaboration tools to ensure that calculations are consistent with the expectations of both parties.

*Task 3 – Final Report and Optional Council Presentation*

These presentations and reports will be summarized into a single report that outlines the evaluation of the existing methodology, the recommendations for the new methodology and any additional reporting requirements of the City. A draft of the report will be submitted to the City for review and comment. Following receipt of any comments, Raftelis will finalize the report and, if desired, can present the results to the City and County. Raftelis has not included presentation of the results into the price proposed in this letter.

We proposed to complete this proposed scope of work for a not-to-exceed price of \$35,495 based on 156 professional hours as shown in the table below. The tables below provide work plan, detailing the anticipated level of effort required to complete each of the analyses and their associated tasks. The project fees are based on our standard hourly billing rates for professional and administrative personnel assigned to the project, plus direct expenses. Expenses would relate to travel costs, computers, postage, supplies, etc. It is our practice to bill monthly for fees and expenses as they are incurred during a project. The attached work plan provides an estimate of the time required to complete each task, and we reserve the right to shift hours among tasks and personnel as circumstances may change during the project. I will remain the main point of contact for the City throughout the project’s duration. Total fees and expenses will be limited to the not-to-exceed amount unless specific approval for an adjustment in scope is approved by the City.

**Wyoming Wholesale Rate Determination**

Proposed Hours & Fees

Task	Task Descriptions	No of Meetings	Hours Requirements					Total Fees & Expenses
			TB	JC	EJ	Admin	Total	
<b>HOURLY RATES</b>			\$260	\$260	\$205	\$75		
1	Project Management, Initiation, and Kickoff Meeting	1	2	12	16	2	32	\$7,665
2	Develop County Wholesale Rate Methodology		1	8	20		29	\$6,730
3	Develop Wholesale Rate Model (or incorporate into existing)			8	56		64	\$14,200
4	Prepare Draft and Final Reports		1	8	20	2	31	\$6,900
<b>TOTAL ESTIMATED MEETINGS / HOURS</b>		<b>1</b>	<b>4</b>	<b>36</b>	<b>112</b>	<b>4</b>	<b>156</b>	
<b>PROFESSIONAL FEES</b>			<b>\$1,040</b>	<b>\$9,360</b>	<b>\$22,960</b>	<b>\$300</b>	<b>\$33,660</b>	
<i>TB - Tom Beckley</i>							<b>Total Fees</b>	<b>\$33,660</b>
<i>JC - Joe Crea</i>							<b>Total Expenses</b>	<b>\$1,835</b>
<i>EJ - Erik Johnson</i>							<b>TOTAL FEES &amp; EXPENSES</b>	<b>\$35,495</b>
<i>Admin - Administrative Staff</i>								

Should you have any questions or concerns, please do not hesitate to contact me at (513) 818-4145 or via email at [jcrea@raftelis.com](mailto:jcrea@raftelis.com). If the provisions of this engagement letter are acceptable, please sign and return one copy of the letter for our files. We are delighted to have this opportunity to provide continuing assistance to the City of Wyoming.

Sincerely,  
**RAFTELIS**



**Joseph F. Crea**  
*Senior Manager*

We accept the terms of this engagement letter:

Signature _____	Date _____
Title _____	Printed name of authorized agent _____

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT A PROPOSAL FROM SHI INTERNATIONAL CORPORATION FOR MICROSOFT WINDOWS SERVER LICENSES

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council accept a proposal from SHI International Corporation for Microsoft Windows server licenses in the total amount of \$18,135.00 using the State of Michigan (MiDEAL) extended purchasing program.
2. Funds for the purchase of software and licenses are available in the General Fund Information Technology Software Services account number 101-258-25800-806000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from SHI International Corporation for Microsoft Windows server licenses in the total amount of \$18,135.00.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENTS:

Staff Report  
Proposal

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: May 14, 2018  
Subject: Recommend to Purchase Microsoft Windows Server 2016 Data Center Licenses  
From: Pat Firestone, Director of Information Technology  
Meeting Date: May 21, 2018

---

### RECOMMENDATION:

It is recommended that the City Council authorize the purchase of Microsoft Windows Server 2016 Data Center software licenses, in the amount of \$18,135 from SHI International Corp.

### SUSTAINABILITY CRITERIA:

Environmental Quality – Does not significantly impact this criterion.

Social Equity – Does not significantly impact this criterion.

Economic Strength – By maintaining a program of scheduled routine upgrades to information technology systems, the City reduces the risk of loss due to failure, or reduced protection of information resources.

### DISCUSSION:

The City of Wyoming Information Technology Department operates and maintains four data centers throughout city facilities. The data centers are home to the back-office technology used to store, process, and host services to city departments and citizens.

The IT Department has aggressively pursued the virtualization of its data centers, reducing the number of physical devices to maintain, support, and use energy. In addition to these benefits, virtualization also provides financial benefits related to server licensing: where each traditional physical server required a Windows Server license from Microsoft, Data Center licenses allow for the unlimited creation of virtual servers.

As departments implement new systems and maintain or upgrade existing ones, many software publishers require more modern server operating systems (OS's). Windows Server 2016 is the current version of the Windows Server platform, replacing version 2012. As new virtual servers are placed into service, using the latest version of Windows Server will maximize the longevity of each virtual server. The IT department wishes to purchase Windows Server 2016 Data Center licenses for its data centers at City Hall and the Department of Public Safety.

Microsoft maintains an Open License Program (MOLP) for local governments, with a set price list for all Microsoft products. Customers like the City must utilize a Value Added Reseller (VAR) for all purchases of Microsoft Licenses. VARs are allowed to add a small margin to sales transactions, and traditionally, quotes from several vendors have resulted in the vendor, SHI, being most competitive.

### BUDGET IMPACT:

Adequate funding was planned in the fiscal 2018 budget, in account 101-258-25800-806.000, General Fund, Information Technology, Software Services.



Pricing Proposal  
 Quotation #: 15343620  
 Reference #: 8ADCAA60  
 Created On: 5/15/2018  
 Valid Until: 5/31/2018

## City of Wyoming MI

### Lisa Sunday

M  
 United States  
 Phone: (616) 249-3424  
 Fax:  
 Email: [sundayl@wyomingmi.gov](mailto:sundayl@wyomingmi.gov)

## Inside Account Manager

### Alex Esposito

290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 800-477-6479 x.5848457  
 Fax: 800-477-6479  
 Email: [Alex\\_Esposito@shi.com](mailto:Alex_Esposito@shi.com)

[Click here](#) to order this quote

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Windows Server 2016 - License - 1 device CAL - Select Plus - Single Language Microsoft - Part#: R18-05172 Contract Name: Michigan Master Computing Program Contract (MiDEAL) Contract #: 071B6600113 Subcontract #: 071B6600113-MiDEAL	1	\$19.78	\$19.78
2 Microsoft Windows Server 2016 - License - 1 user CAL - Select Plus - Single Language Microsoft - Part#: R18-05173 Contract Name: Michigan Master Computing Program Contract (MiDEAL) Contract #: 071B6600113 Subcontract #: 071B6600113-MiDEAL	1	\$25.83	\$25.83
		Qty of 175 = \$4,520.25	
3 Microsoft Windows Server 2016 Datacenter - License - 2 cores - Select Plus - minimum 16 cores per physical server - Single Language Microsoft - Part#: 9EA-00270 Contract Name: Michigan Master Computing Program Contract (MiDEAL) Contract #: 071B6600113 Subcontract #: 071B6600113-MiDEAL	26	\$521.89	\$13,569.14
		<b>Total</b>	<b>\$13,614.75</b>

CALS (\$4,520.25 + \$13,614.75) = \$18,135

### Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is

*an existing agreement between SHI and the Customer.*

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT A STATEMENT OF WORK  
FROM IMAGESOFT FOR ONBASE SOFTWARE LICENSES AND  
ANNUAL MAINTENANCE AND SUPPORT SERVICES

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council accept a statement of work from ImageSoft for Onbase software licenses in the amount of \$8,000 and annual maintenance and support services in the amount of \$2,000.
2. Funds for the purchase of software and licenses are available in the General Fund Information Technology Software Services account number 101-258-25800-806000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a statement of work from ImageSoft for Onbase software licenses in the amount of \$8,000.
2. The City Council does hereby accept a statement of work for annual maintenance and support services in the total amount of \$2,000.
3. The City Council does hereby authorize the City Manager to acknowledge acceptance of future renewals of the licensing agreement in accordance with budget authorization.
4. The City Council does hereby authorize the City Manager to acknowledge acceptance of future renewals of the annual maintenance and support services in accordance with budget authorization.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENTS:  
Staff Report  
Statement of Work

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: May 14, 2018  
Subject: Recommend to License OnBase Unity Client Server  
From: Pat Firestone, Director of Information Technology  
Meeting Date: May 21, 2018

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### RECOMMENDATION:

It is recommended that the City Council authorize the licensing of the OnBase Unity Client Server module from ImageSoft, Inc., in the amount of \$10,000.

### SUSTAINABILITY CRITERIA:

Environmental Quality – OnBase Unity Client Server promotes the reduction of paper use and paper waste by providing a means of digitally collecting, moving, and structuring data to support City functions. Many of the processes that will be modernized with the Unity Client Server are age-old paper-driven processes.

Social Equity – Does not significantly impact this criterion.

Economic Strength – The Unity Client Server (Unity) will allow City departments to leverage the investment in the OnBase enterprise document management (EDM) system. Unity provides a platform for development of processes to automate, and integrate OnBase with existing and new business processes. This integration will reduce effort and increase efficiency of processes related to the collection, storage, and flow of documents between City personnel.

### DISCUSSION:

The City made an initial investment in the OnBase EDM platform in 2004. Strategic Document Solutions (SDS), LLC submitted the successful proposal for hardware and software totaling approximately 160 thousand dollars. SDS' daughter company, Business Strategy, provided excellent support to the City for eleven years. In 2015, SDS sold the Business Strategy business unit to ImageSoft Incorporated, another OnBase reseller. ImageSoft has been our vendor partner ever since, providing technical support for the OnBase solution.

In 2017, the Information Technology Department adopted the leveraging of the OnBase platform as a strategic goal.

In the 14 years of its use, City departments have gradually migrated paper storage processes to digital, making good use of this technology. Except for a small number of Workflow licenses that have been added in the past year, the OnBase system has not been upgraded to include any additional functionality.

In the past 18 months, several requests have been made to the Information Technology Department for features that are provided by the Unity Client Server module. Notable items in the IT project backlog are: A request for an electronic plan submission and review process for the Community Services, Building Inspections department – Unity is a requisite module that will enable the department to implement electronic plan submission and review; A request from the

Purchasing department for improvements to the on-line bidding system, to allow bidders to submit bids electronically; And, a request from the Community Services, Planning Department to assist with digitizing the Planning Commission minutes, agendas, and related site plans.

This is a one-time purchase with customary 20 percent annual maintenance fees. Hyland, the software publisher is currently offering a 20 percent discount to local governments, offsetting the first year of maintenance fees.

**BUDGET IMPACT:**

Adequate funding was planned in the fiscal 2018 budget, in account 101-258-25800-806.000, General Fund, Information Technology, Software Services.

## **Statement of Work**

<b>Statement of Work No.</b>	17520
<b>Revision No.</b>	1.0
<b>Customer Name:</b>	City of Wyoming
<b>Project Name:</b>	Unity Client Server
<b>ImageSoft Contact:</b>	Tim Zarzycki
<b>Submitted Date:</b>	4/25/2018

This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 25900 West 11 Mile Rd, Suite 100, Southfield, MI 48034 ("ImageSoft"), and City of Wyoming with its principal offices at 1155 28th Street SW, Wyoming, MI 49509 ("Customer"):

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Master Agreement for Licensed Software, Hardware and Services entered into by and between Customer and Business Strategy, Inc. dated 3/29/2004 and assumed by ImageSoft. In addition, the products and services provided within this SOW are covered for one (1) year under the maintenance and support terms of the Master Agreement for Licensed Software, Hardware and Services.

To the extent that any terms and conditions contained in the related Master Agreement for Licensed Software, Hardware and Services are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control.

### **1. Introduction**

This SOW will cover the purchase of one (1) Unity Client Server license.

#### **Unity Client Server**

Desktop client built on .NET and WPF that provides a customizable user experience to the desktop.  
OnBase Requirements: Application Server and Valid Client Licenses

There are no professional services included in this Statement of Work (SOW). A separate SOW can be provided for the recommended professional service hours.

## 2. Pricing

The table below provides estimated pricing for software only.

<b>Software</b>				
	<b>Product</b>	<b>Unit Cost</b>	<b># Units</b>	<b>Cost</b>
<b>OnBase Software</b>				
Unity Client Server	UNIP11	\$10,000	1	\$10,000
Hyland Government Discount 20%				(\$2,000)
OnBase Annual Maintenance and telephone support	OBMAINT			\$2,000
<b>Software Subtotal</b>				<b>\$10,000</b>
<b>Total</b>				
<b>Grand Total</b>				<b>\$10,000</b>
<i>Pricing valid until 6/29/2018</i>				

### 2.1 Payment Schedule

All payments will be due on a Net-30 day basis.

#### **Third-Party Software Procurement and Maintenance**

Unless otherwise specified, the third-party software that is being provided within this SOW will be ordered by ImageSoft immediately following the acceptance of this SOW.

Software Maintenance: The first year of software maintenance is required with every third-party software purchase. The software maintenance for the third-party software provided in this SOW will begin based on the selected option below:

- The third-party software is an add-on to an existing system, and therefore maintenance will begin immediately after the software is ordered by ImageSoft.

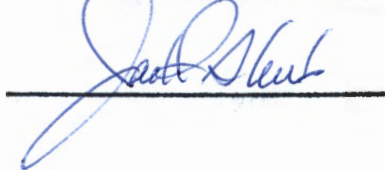
### 3. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<i>Agreed to:</i> City of Wyoming 1155 28th Street SW, Wyoming, MI 49509	<i>Agreed to:</i> ImageSoft, Inc. 25900 West 11 Mile Road, Suite 100, Southfield, MI 48034
By: _____ Authorized Signature	By: _____ Authorized Signature
Date: _____	Date: _____
Name (Type or Print): _____	Name (Type or Print): <u>Scott Bade</u>
Title (Type or Print): _____	Title (Type or Print): <u>President</u>
Project Name: Unity Client Server	

<i>Internal Use:</i> Opportunity #: <u>17520</u>
Sales Order #: _____

APPROVED AS TO FORM:

  
\_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO CONCUR WITH THE EMERGENCY REPLACEMENT OF  
A FIRE ENGINE PUMP FOR HME ENGINE #71

WHEREAS:

1. As detailed in the attached Staff Report, the fire engine pump for HME Engine #71 has failed and requires emergency replacement.
2. R&R Fire Apparatus Repair has provided the City with a quote for the replacement of the pump in the total estimated amount of \$21,297.
3. It is recommended the City Council accept the quote.
4. Funds for the replacement are available in the Motor Pool Equipment Repairs and Maintenance account number 661-441-58200-930000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby concur with the emergency replacement of a fire engine pump for HME Engine #71 in the total estimated amount of \$21,297.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on May 21, 2018.

ATTACHMENT:  
Staff Report

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: May 9, 2018

Subject: Emergency Replacement of Fire Engine Pump for HME Engine #71

From: Fire Chief Chuck Lark

Meeting Date: May 21, 2018

### **Recommendation:**

It is recommended that the City of Wyoming approve the emergency replacement of a fire engine pump for HME Engine #71. We request processing this as a sole source purchase as this system is an emergency purchase from R&R Fire Apparatus Repair. They are intimately familiar with this repair process and have been recommended by Fleet Supervisor Ted Seil.

### **Sustainability Criteria:**

Environmental Responsibility: The Department strives to be environmentally responsible and is contracting with a reputable company for the replacement of the Pump. R&R Fire Apparatus Repair will dispose of the damaged pump to scrap to not impact the environment.

Social Equity: This recommendation will provide service to all residents of the City of Wyoming, and any other individual in need of immediate fire suppression services through the Wyoming Department of Public Safety, without regard to income level or socio-economic status.

Economic Strength: The Wyoming Department of Public Safety is committed to providing excellent customer service. Providing timely repair of this Pump allows the City of Wyoming to maintain high quality fire suppression services.

### **Discussion:**

During the March 2018 dual trained employee training program staff responded to Station #3 for training. Due to the inclement weather the engine was put in pump gear and placed in circulation mode to keep it from freezing (standard practice when leaving it outside during inclement weather and not flowing water). When the group was released from training they noticed that water was being released out of the deck gun indicating an irregularity in the pump. This was reported to full-time staff who determined that E-71 had a failure in the pump which facilitated them bringing it to Fleet Service. Public Works DTE staff brought the engine to R&R Fire to repair. They removed and tore down the pump and after inspection have recommended replacement of the pump because of overheated conditions. They found severe distortion of the main pump body and several stator blades are cracked off, all of the seals are melted or distorted.

The email estimate received by Ted Seil for the replacement of the pump is \$21,297.00

### **Budget Impact:**

Funds for the repair exist in the Motor pool Equipment Repairs and Maintenance:

Budget Expense Account: 661 441 58200 930.000

ORDINANCE NO. 9-18

AN ORDINANCE TO AMEND SECTION 10-179(4)(c)  
OF THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 10-179(4)(c) of the Code of the City of Wyoming is hereby amended to read as follows:

(c) A registration for properties with four (4) or more units shall be in effect for two (2) years from the date of issue unless revoked for cause by the City.

A certificate for properties with less than four (4) units shall be in effect for four (4) years from the date of issue unless revoked for cause by the city.

A certificate for a manufactured home in a community shall be in effect for a term defined by the Mobile Home Commission unless revoked for cause by the City. An inspection for a manufactured home in a mobile home community shall be limited to a safety inspection as defined in the Mobile Home Commission Act.

Exceptions:

If a property with less than four (4) units is in violation of one or more of the following, the property shall be issued a two (2) year certification.

Safety:

- (1) Smoke detector violations
- (2) Work completed without a permit
- (3) Eminent electrical hazards
- (4) Eminent mechanical hazards
- (5) Eminent building hazards

Cosmetic:

- (1) More than one window with broken or missing glazing.
- (2) Peeling paint on more than 25% of the building

(3) Loose or damaged siding, facia or soffit materials on the house or garage. Reasonable wear and minor maintenance concerns related to these items shall not disqualify property owners from a four-year certification.

(4) Damaged exterior doors on the house or garage that prevents the door from opening and/or closing, locking, or operating as designed or where more than 25% of the exterior surface area is dented, peeling or otherwise in disrepair.

(5) Damaged or excessively worn roof/shingles

Other:

In addition to any one (1) of the above, if a property has more than four maintenance code violations the property shall receive a two (2) year certification.

Failure to register and certify a rental unit in accordance with the provisions of this ordinance or failure to pay the program fees is a violation of this code.

Section 2. This ordinance shall be in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a \_\_\_\_\_ session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kelli A. Vandenberg  
Wyoming City Clerk

Ordinance No. 9-18

## STAFF REPORT

Date: May 3, 2018  
Subject: Addition of Manufactured Homes to the Rental Inspection Program  
From: David Rupert, Inspections Supervisor  
Cc: Rebecca Rynbrandt, Director of Community Services  
Meeting Date: May 21, 2018

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### RECOMMENDATION

To ensure consistency across all housing rental properties within the City of Wyoming, affirming public health and welfare, staff recommends amending the Property Maintenance Code and the City's fee schedule to include manufactured homes as a class of inspected rental units.

### SUSTAINABILITY CRITERIA

Environmental Quality – The application of the City's Property Maintenance Code has far reaching impacts of the City's neighborhoods and communities. Adopting these amendments to the Code will ensure that leased manufactured homes are subject to the same cyclical inspections as all other rental properties. Priorities are life safety issues within the homes.

Social Equity – Removing code violations from properties helps ensure that all neighboring property values are maximized. Property owners throughout the community share in the benefits of property maintenance improvements.

Economic Strength – Property maintenance has a direct impact on property values. Well maintained properties have a positive impact on their neighborhoods. Well maintained neighborhoods have a positive impact on their communities. The elimination of hazards adds value to the community.

Quality Service Impact - The Rental Inspection Program is a valuable tool that the Community Services Department's Building Inspections Bureau utilizes to ensure safe maintained properties and the elimination of blight throughout the City of Wyoming. This addition is an extension of the priorities previously approved by the City Council for maintaining properties, neighborhoods and the community.

### DISCUSSION

Over twenty years ago, when Wyoming initially adopted the Rental Inspection Program, the State of Michigan Mobile Home Commission Act prohibited code enforcement by local inspection agencies. The Mobile Home Act now allows local enforcing agencies to perform rental inspections on mobile homes within the following requirements:

- Inspection for safety

- Inspection for safety includes:
  - Furnace.
  - Water heater.
  - Electrical wiring.
  - Proper sanitation and plumbing.
  - Ventilation.
  - Heating equipment.
  - Smoke alarms
- Inspections may occur every three (3) years unless a complaint is filed

Approximately 300 mobile homes are currently rental homes within the four (4) mobile home parks within the city. Initially, we anticipate a 50% failure rate among the 300 inspected units. The re-inspection rate is based on observations related to the inclusion of the single family homes into the inspection program. It is expected that we will conduct an additional 450 inspections over a three (3) year period. On average, this is less than one (1) additional rental inspection per working day. That volume will be absorbed by current staff.

**BUDGET IMPACT**

No additional staffing is necessary to activate the expansion of rental inspections for mobile homes. This amendment will not require amendment to expense line items in the Rental Inspection Program budget.

Consistent for all properties within the rental inspection program, there is no fee for rental registration. Cost recovery income is limited to performing and processing documents related to onsite inspections. Staff proposes the fee for mobile home rental inspections be established at:

Initial inspection:     \$118  
 Re-inspection:         \$90

These inspections fees have been developed based upon the State of Michigan regulatory parameters. The anticipated three (3) year impact from the additional inspections is as follows:

Type	Account Number	Fee	Number of inspections projected over a three year period	Total Income over 3 year period
<b>Initial Inspections</b>	<b>249-476.000</b>	<b>\$118</b>	<b>300</b>	<b>\$35,400</b>
<b>Re-Inspections</b>	<b>249-476.000</b>	<b>\$90</b>	<b>150</b>	<b>\$13,500</b>
<b>Total</b>				<b>\$48,900</b>

This planned income was included in the Community Services Inspection’s Bureau budget for FY 2019. As with all income, fees are established for cost recovery purposes only.

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