

**WORK SESSION AGENDA  
WYOMING CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS**

**Monday, May 14, 2018, 7:00 P.M.**

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Resolution Accepting City Attorney’s Resignation and Approving and Authorizing Signing Amendment to Legal Services Contract with Sluiter, Van Gessel, & Carlson PC**
- 5) Resolution Appointing “Name” as City Attorney and Approving and Authorizing the Mayor and City Clerk to Sign an Employment Agreement with “Name”**
- 6) 2019-2027 Street and Utility Capital Improvement Program**
- 7) Component Budgets**
  - Grand Valley Regional Biosolids Authority Budget for FY 2019**
  - Downtown Development Authority Budget for FY 2019**
  - Economic Development Corporation Budget for FY 2019**
  - Brownfield Redevelopment Authority Budget for FY 2019**
  - Greater Wyoming Community Resource Alliance Budget for FY 2019**
  - Retirement Board Budget for FY 2019**
- 8) FY 2019 Budget Changes**
- 9) Addition of Manufactured Homes to the Rental Inspection Program**
- 10) Fee Schedule Changes**
  - Water and Sewer Rates**
  - Engineering Fees**
- 11) Any Other Matters**
- 12) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**
- 13) Closed Session (City Manager’s Performance Review)**

05.14.18  
Manager/MSS

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

RESOLUTION ACCEPTING CITY ATTORNEY’S RESIGNATION AND APPROVING AND AUTHORIZING SIGNING AMENDMENT TO LEGAL SERVICES CONTRACT WITH SLUITER, VAN GESSEL, & CARLSON PC

WHEREAS:

1. Jack R. Sluiter has served as Assistant City Attorney since 1972 and as City Attorney since 1995, through a contract with Sluiter, Van Gessel, & Carlson PC (the “Firm”).
2. By a letter dated May 9, 2018, Mr. Sluiter stated his intention to resign as City Attorney effective June 30, 2018, and his desire to work with the City to transition to a new City Attorney to be employed by the City.
3. The City Council would like to retain Mr. Sluiter and the Firm to provide legal services for the City, as assistant City attorneys to provide ordinance prosecution and other legal services under the direction and guidance of its employed City Attorney.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council acknowledges and accepts Mr. Sluiter’s resignation as City Attorney, effective June 30, 2018, and its appreciation for his 46 years of legal services to the City.
2. An amendment to the contract with the Firm to be effective July 1, 2018, is approved subject to review and approval by the Mayor and City Manager, and the Mayor and City Clerk are authorized and directed to sign that amendment for the City. That amendment shall provide for the Firm to provide for prosecution and other legal services as assistant City attorneys under the direction and guidance of the employed City Attorney at the current billing rates with an increase in billing rates to take effect July 1, 2019, at amounts to be approved by the City Council.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

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 work session held on May 14, 2018.

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

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

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

RESOLUTION APPOINTING "NAME" AS CITY ATTORNEY AND  
APPROVING AND AUTHORIZING THE MAYOR AND CITY CLERK TO  
SIGN AN EMPLOYMENT AGREEMENT WITH "NAME"

WHEREAS:

1. The City Charter provides that the City Council is to appoint a City Attorney to serve at the pleasure of the City Council for an indefinite term.
2. The City Council has determined it is in the City's best interest to employ its City Attorney.
3. The City Council wishes to appoint INSERT NAME as the City Attorney and wishes to employ INSERT NAME pursuant to the attached employment agreement.

NOW, THEREFORE, BE IT RESOLVED:

1. INSERT NAME is appointed as City Attorney for the City of Wyoming effective July 1, 2018.
2. The attached employment agreement is approved and the Mayor and City Clerk are authorized to execute it on behalf of the City.
3. The City Manager is authorized to approve and future amendments to the agreement that are generally equivalent to the existing City of Wyoming bargaining agreements.
4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

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 work session held on May 14, 2018.

ATTACHMENTS:  
Employment Agreement

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

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

**CITY OF WYOMING**  
**EMPLOYMENT AGREEMENT**  
**CITY ATTORNEY**

THIS AGREEMENT between INSERT NAME, of INSERT ADDRESS (“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 City Attorney for the City. This appointment shall be effective INSERT DATE. The Employee understands that as City Attorney, he serves at the pleasure of the City Council, who may terminate the Employee for any reason at any time as provided by the City Charter and City Code.

**2. PERFORMANCE.** The Employee agrees to perform the duties of City Attorney as set forth in the City Charter, City Code, established policies and regulations of the City, the laws of the State of Michigan, and as directed by the City Council. A job description has been provided to the Employee that the City may periodically revise with notice to the Employee. The Employee shall perform his duties in a competent and professional manner, to the satisfaction of the City Council. The City Council, shall formally evaluate the Employee’s performance annually.

**3. SERVICE DATE.** The Employee’s date of service with the City shall be July 1, 2018. The Employee shall be credited with all earned benefits from his 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 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 department head employees in the Administrative and Supervisory Association unless otherwise stated herein. Benefits shall be based on a hire date of July 1, 2018.

In addition to the above-stated benefits, the Employee shall be credited with 80 hours of vacation upon starting employment. On January 1, 2019 and annually thereafter the Employee shall be credited with 160 hours of vacation until the sixth year of service, at which time the Administrative and Supervisory Association vacation schedule shall apply.

Notwithstanding any other provision of this Agreement, the Employee shall not be eligible for a payout of any accrued benefits upon separation from employment until he has been employed by the City for at least five (5) years.

**6. PROFESSIONAL REQUIREMENTS.**

a. The Employee shall at all times be and remain qualified to practice law in the state of Michigan. The Employee shall promptly report to the City any professional grievance or claim of professional malpractice made against the Employee

b. The City shall obtain and maintain professional liability insurance coverage from the Employee in commercially reasonable amounts. The City shall pay the Employee's annual dues for the State Bar of Michigan (including

membership in the Government Law Section), the Grand Rapids Bar Association, and the Michigan Association of Municipal Attorneys.

**7. 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, 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 Council 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 Council, 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.

**8. OTHER WORK.** The City recognizes the Employee has been representing other municipal clients for a long time and, accordingly, is leaving his prior position at INSERT LAW FIRM in the midst of a number of projects for those clients. Therefore, the City consents to the Employee's continued work with and for the Law Firm on a part-time basis until no later than December 31, 2018, in order to finish or transition those current projects for those Law Firm clients. However, work the Employee performs for the Law Firm shall not interfere with the Employee's service to the City under this Agreement. Any services performed by the Employee after December 31, 2018 for any client other than the City shall require the prior written consent of the City.

**9. 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.

**10. 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.

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

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

**13. 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.

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

**15. 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.

**16. 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: \_\_\_\_\_

\_\_\_\_\_  
INSERT NAME

CITY OF WYOMING

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

\_\_\_\_\_  
Jack A. Poll  
Mayor

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

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

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:

\_\_\_\_\_  
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	
<u>REVENUES AND OTHER SOURCES</u>	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>
<u>EXPENDITURES</u>											
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. \_\_\_\_\_

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 \_\_\_\_\_.

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

ATTACHMENTS:  
Staff Report  
GVRBA Budget

## 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.



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)*

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: 997 Economic Development Corporation</b>			
Revenue			
Taxes	\$ -	\$ -	\$ -
Interest and Rentals	-	301	-
Revenue Totals	<u>-</u>	<u>301</u>	<u>-</u>
Expenditures			
Supplies	-	-	-
Other Services and Charges	9,482	9,825	-
Expenditure Totals	<u>9,482</u>	<u>9,825</u>	<u>-</u>
<b>Fund Total</b>	(9,482)	(9,524)	-
<b>Net Position, Beginning</b>	<u>9,524</u>	<u>9,524</u>	<u>-</u>
<b>Net Position, Ending</b>	<u>\$ 42</u>	<u>\$ -</u>	<u>\$ -</u>

No longer a funding source. Last of fund balance spent in 2018.

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: 996 Brownfield Redevelopment Authority</b>			
Revenue			
Taxes	\$ 86,000	\$ 83,172	\$ 86,000
Interest and Rentals	-	(600)	-
Other Revenues	-	3,450	-
Revenue Totals	<u>86,000</u>	<u>86,022</u>	<u>86,000</u>
Expenditures			
Supplies	-	-	-
Other Services and Charges	65,000	146,330	111,544
Transfers	25,000	25,000	25,000
Expenditure Totals	<u>90,000</u>	<u>171,330</u>	<u>136,544</u>
<b>Fund Total</b>	(4,000)	(85,308)	(50,544)
<b>Net Position, Beginning</b>	<u>135,852</u>	<u>135,852</u>	<u>50,544</u>
<b>Net Position, Ending</b>	<u>\$ 131,852</u>	<u>\$ 50,544</u>	<u>\$ -</u>

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

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 998 Greater Wyoming Community Alliance CU</b>			
Revenue			
Charges for Services	\$ -	\$ -	\$ -
Interest and Rentals	-	250	250
Other Revenues	15,000	16,000	15,000
Revenue Totals	<u>15,000</u>	<u>16,250</u>	<u>15,250</u>
Expenditures			
Supplies	10,000	5,000	7,500
Other Services and Charges	20,500	7,100	18,000
Capital Outlay	-	-	-
Expenditure Totals	<u>30,500</u>	<u>12,100</u>	<u>25,500</u>
<b>Fund Total</b>	(15,500)	4,150	(10,250)
<b>Net Position, Beginning</b>	<u>54,131</u>	<u>54,131</u>	<u>58,281</u>
<b>Net Position, Ending</b>	<u>\$ 38,631</u>	<u>\$ 58,281</u>	<u>\$ 48,031</u>

Excludes the Community Enrichment Commission, Pinery Park Little League and Tree Commission.

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

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 731 Pension Fund</b>			
<b>Revenue</b>			
Contributions from Local Units	\$ 4,925,523	\$ 5,483,522	\$ 4,205,289
Interest and Rentals	2,275,000	2,536,467	2,612,561
Other Revenues	9,669,212	20,708,973	9,479,767
Revenue Totals	<u>16,869,735</u>	<u>28,728,962</u>	<u>16,297,617</u>
<b>Expenditures</b>			
Administration	71,410	58,973	71,345
Investment Expense	578,568	592,072	623,545
Retirement Benefits	11,016,568	10,897,289	11,694,328
Expenditure Totals	<u>11,666,546</u>	<u>11,548,334</u>	<u>12,389,218</u>
<b>Fund Total</b>	5,203,189	17,180,628	3,908,399
<b>Net Position, Beginning</b>	<u>166,842,165</u>	<u>166,842,165</u>	<u>184,022,793</u>
<b>Net Position, Ending</b>	<u>\$ 172,045,354</u>	<u>\$ 184,022,793</u>	<u>\$ 187,931,192</u>

- 2018 other revenue estimates higher than budget due to investment returns experience
- 2019 revenue based on actuarial valuation

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

	Summary 2018 Amended Budget	2018 Estimated Amount	2019 Proposed
<b>Fund: 732 OPEB Fund</b>			
Revenue			
Contributions from Local Units	\$ 3,074,118	\$ 3,831,000	\$ 3,816,000
Interest and Rentals	-	(1,000)	-
Other Revenues	845,000	5,081,000	1,970,000
Other Financing Sources	-	-	-
Revenue Totals	3,919,118	8,911,000	5,786,000
Expenditures			
Administration	48,070	54,330	47,060
Investment Expense	122,500	124,200	139,725
Health Benefits	3,833,000	2,994,900	2,788,200
Expenditure Totals	4,003,570	3,173,430	2,974,985
<b>Fund Total</b>	(84,452)	5,737,570	2,811,015
<b>Net Position, Beginning</b>	36,651,197	36,651,197	42,388,767
<b>Net Position, Ending</b>	\$ 36,566,745	\$ 42,388,767	\$ 45,199,782

- 2018 other revenue estimates higher than budget due to investment returns experience
- 2019 revenue based on actuarial valuation
- 2018 health benefits are based on the annualized actual expense incurred to date
- 2019 health benefits are based on the actual plus average prior year increases
- 2018 and 2019 decrease in health benefits expenditures due to MAPD implementation

## 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

**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**

<b><u>Description/Account Code</u></b>	<b><u>Current</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>	<b><u>Amended</u></b>
<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
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 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: \_\_\_\_\_

Senior Accountant

\_\_\_\_\_

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

## **Budget and Related Approvals – May 21, 2018 For Fiscal Year 2019**

1. City of Wyoming Fee Schedule
2. General Appropriations Act (City of Wyoming budget)
3. Downtown Development Authority (DDA) Budget
4. Grand Valley Regional Biosolids Authority (GVRBA) Budget
5. Street and Utility Capital Improvement Plan
6. Amendment to the Employment Contract with the City Manager
7. Employment Contract with the Human Resources Specialist
8. Amendment to the Employment Contract between the City of Wyoming and the Wyoming City Employees Union (Maintenance Analysis)
9. Amendment to the Employment Contract between the City of Wyoming and the Wyoming Administrative and Supervisory Association (Maintenance Analysis)

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 10-179(4)(c)  
TO 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. \_\_\_\_\_

## 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 14, 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.

###

**All changes are in bold**

**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
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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	\$ 22.54	<u>\$ 23.31</u>
1 inch	46.21	<u>47.79</u>
1 1/2 inch	99.18	<u>102.57</u>
2 inch	153.29	<u>158.53</u>
3 inch	265.99	<u>275.08</u>
4 inch	497.05	<u>514.04</u>
6 inch	1,023.83	<u>1,058.83</u>
8 inch	1,723.32	<u>1,782.23</u>

Water commodity rate (in addition to Readiness to Serve Charge):  
Quantity steps applicable rate, per 100 cubic feet: \$1.15 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	\$ 14.94	\$ <u>17.43</u>
1 inch	26.09	<u>30.43</u>
1 1/2 inch	48.42	<u>56.48</u>
2 inch	70.69	<u>82.46</u>
3 inch	171.09	<u>199.57</u>
4 inch	282.64	<u>329.69</u>
6 inch	561.45	<u>654.91</u>
8 inch	840.28	<u>980.15</u>
12 inch	1,290.92	<u>1,505.80</u>

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: \$2.85 \$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 **\$45.60** plus the applicable Ready to Serve Charge.

\$47.04

#### 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)	<b>57.50</b>	<b><u>61.00</u></b>
Pool Filling Permit:		
Homeowner and contractor	<b>57.50</b>	<b><u>61.00</u></b>
Miscellaneous Hydrant Usage:		
Used one day	<b>57.50</b>	<b><u>61.00</u></b>
Used after first day	<b>57.50</b>	<b><u>61.00</u></b>
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

**All changes are in bold**

**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	\$48.30 lf <b><u>53.10</u></b>
Full Improvement – Residential	\$77.90 lf <b><u>85.60</u></b>
Full Improvement – Commercial	\$98.30 lf <b><u>108.10</u></b>

Sanitary Sewer

Main – Residential	\$31.90 lf <b><u>35.00</u></b>
Main – Commercial	\$46.80 lf <b><u>51.40</u></b>

6 inch service	\$2,070.00 ea <b><u>2,070.00</u></b>
8 inch service	\$3,030.00 ea <b><u>3,330.00</u></b>

Watermain

Main – Residential	\$19.70 lf <b><u>21.60</u></b>
Main – Commercial	\$23.60 lf <b><u>25.90</u></b>

1 inch service	\$1,190.00 ea <b><u>1,300.00</u></b>
1 ½ inch service	\$1,190.00 ea <b><u>1,300.00</u></b>
2 inch service	\$1,390.00 ea <b><u>1,520.00</u></b>
6 inch service	\$3,400.00 ea <b><u>3,740.00</u></b>
8 inch service	\$4,140.00 ea <b><u>4,550.00</u></b>

Storm Sewer		
12 inch lateral		\$1,350.00 ea <u>1,310.00</u>
15 inch lateral		\$1,750.00 ea <u>1,570.00</u>
18 inch lateral		\$1,910.00 ea <u>1,720.00</u>
Sidewalk		
4 inch - Residential		\$15.20 lf <u>16.70</u>
6 inch – Commercial		\$21.20 lf <u>23.30</u>
8 inch – Industrial		\$24.90 lf <u>27.30</u>
Drive Approach		
Standard 4 inch – Residential		\$25.20 sy <u>27.70</u>
Standard 6 inch – Commercial		\$35.90 sy <u>39.40</u>
Standard 8 inch – Industrial		\$44.20 sy <u>48.60</u>
Curb Return		\$2,410.00 ea <u>2,650.00</u>
Tapered Curb Return		\$4,310.00 ea <u>4,740.00</u>

**Stormwater Fees- 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 **\$40.00 100.00**

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		
Concrete <del>Concrete</del> <b><u>New Flared Concrete Drive Approach</u></b>	\$90.00	<b><u>100.00</u></b>
Asphalt <del>Asphalt</del> <b><u>New Asphalt Drive Approach</u></b>	\$30.00	
Reconstruction <del>Reconstruction</del> <b><u>Reconstruct Existing Drive Approach</u></b>	\$30.00	
Drive Removal (if performed separate from new Construction) <b><u>(Not Replaced)</u></b>	\$30.00	
Landscaping Grades	\$50.00	
Drive Grade Stakes (Only)	\$50.00	
Reconstruct Curb & Gutter	\$30.00	
Commercial Drive Approach Construction		
Flared <del>Flared</del> <b><u>New Flared Concrete Drive</u></b>	\$145.00	<b><u>150.00</u></b>
Radius <del>Radius</del> <b><u>New Radius Drive</u></b>	\$300.00	
Tapered <del>Tapered</del> <b><u>New Tapered Drive</u></b>		
Based on Construction Cost	4%	
Minimum Fee	\$150.00	
Reconstruct <del>Reconstruct</del> <b><u>Existing Drive</u></b>	\$80.00	
Drive Removal (if performed separate from new Construction) <b><u>(Not Replaced)</u></b>	\$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	
<del>Street</del> <b><u>Pavement Opening (with Lane Closure)</u></b>	\$380.00	
Jack and Bore R.O.W	\$125.00	
Traffic <del>Street</del> Closure (Detour)	\$445.00	
Parkway Opening ( <b><u>each location</u></b> )	\$50.00	<b><u>100.00</u></b>
<del>Storm Sewer</del>	\$30.00	
<b><u>Lane Closures</u></b>		
<b><u>By Others</u></b>	<b><u>\$100.00</u></b>	
<b><u>Single by City</u></b>	<b><u>\$200.00</u></b>	
<b><u>Double by City</u></b>	<b><u>\$300.00</u></b>	
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)	