

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

Monday, May 13, 2019, 5:30 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Snow Removal, Leaf Removal, Tall Grass & Weeds Ordinance Review**
- 5) FY 2020 Budget**
 - FY 2020 Budget Changes**
- 6) Component Budgets**
 - Grand Valley Regional Biosolids Authority Budget for FY 2020 (page 91)**
 - Downtown Development Authority Budget for FY 2020 (page 96)**
 - Brownfield Redevelopment Authority Budget for FY 2020 (page 87)**
 - Greater Wyoming Community Resource Alliance Budget for FY 2020 (page 88)**
 - Retirement Board Budget for FY 2020 (page 83)**
 - Tree Commission Budget for FY 2020 (page 89)**
- 7) 2020-2028 Street and Utility Capital Improvement Program**
- 8) Fee Schedule Changes**
 - Water and Sewer Rates**
 - Inspection Fees**
- 9) Michigan Local Agency Pavement Warranty Program**
- 10) Any Other Matters**
- 11) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

STAFF REPORT

Date: May 9, 2019
Subject: Snow Removal, Leaves, Tall Grass and Weed Ordinance Provisions
From: Scott Smith, City Attorney
Meeting Date: May 13, 2019 City Council Work Session

Background:

A citizen expressed concerns about snow removal on his neighbor's property, including that (i) snow removal occurred at 2:00 a.m., (ii) the contractor used an tractor pulling a "screaming" (loud) 10-foot wide snow-blower, (iii) the tractor was not City licensed (or listed on the snowplow license application), (iv) the tractor was driven on City streets it was not and could not be licensed for on-street use, and (v) despite his repeated efforts, City officials did not cite the plow contractor for obvious violations. Others complained about a neighbor plowing streets without City consent and about where snow is deposited. There are questions about the snowplow licensing ordinance and process.

Another citizen expressed concerns with leaf disposal and with tall grass and weed height restrictions. This resident asked that our ordinance be more restrictive including a requirement to rake leaves and lowering the grass height standard. Finally, there are concerns about placement of leaves and other materials in public rights-of-way or other public areas.

Mayor Poll asked that we review the current ordinances and follow-up with a report and recommendation to the City Council.

Report:

City ordinance provisions covering snowplowing and removal raise some concerns.

- A. The process for addressing failures to clear snow from sidewalks and recovering City costs to remove the snow may not comply with current court interpretations of due process requirements.
- B. Fines for violations of snow removal requirements may be insufficient to incentivize compliance.
- C. The ordinance could be broadened to address the deposit of snow, ice, leaves, soil, branches and other items in rights-of-way, on other public places, or on another's property.
- D. Current snowplow licensing requirements do not clearly indicate whether the business or equipment is licensed. The provisions do not include criteria for denying a license or for suspending, revoking, or denying renewal of a license and do not clearly provide for appeals.

The complaining neighbor's video and U-Tube videos of similar snow blowing equipment reveal it is noisy. But, the blower's width and other features hasten driveway clearing.

Consideration was given to limiting hours for snowplowing/blowing or similar efforts (much as for construction work). But, doing so might impede public safety benefits from prompt removal. Due to work and other commitments, many persons (including staff members) snow blow in early morning or late evening. Moonlighting plow operators may plow during off-hours from other jobs and plowing may be safest, quickest, and most successful when parking lots are empty and traffic is light.

Consideration was also given to limiting equipment types, perhaps adding language that the piece of equipment be considered "street-legal." But not all City equipment would comply, some plow contractors use equipment that serves other purposes during non-winter months, and during some storms, plow contractors use all available equipment.

Consideration was given to requiring timely raking of leaves and to shortening the grass height that might trigger enforcement. But leaf raking timeliness is affected by individual time constraints, tree

species and size, wind, snow, and other factors. Conditions might result in covering a yard with leaves soon after raking is completed. Lowering the grass height limit from 12 to 10 inches is not likely to hasten or improve the effectiveness of enforcement efforts.

Recommendation:

We recommend:

1. Licensing the business, not the equipment. The equipment may be replaced or reassigned during a season. Plow contractors may engage personnel bringing their own equipment. If a plow business serves property in a number of communities, each equipment item might be covered with license stickers issued by those communities. Identifying the business is beneficial, but tracking vehicles and equipment may be less important.
2. Clarify and modify licensing processes to comply with due process.
3. Clarify sidewalk snow removal requirements, enforcement and cost recovery. Provide for a single lot special assessment to impose a lien that is not dischargeable via tax sale or bankruptcy.
4. Prohibit placing any substances in a public right-of-way, other public spaces, or property owned by another, subject to exceptions for the City plowing and construction, and when permission is given for temporary use during construction on abutting property.
5. No change to leaf removal requirements or grass and weed height restrictions.
6. Set fines at levels such as \$25 for a first offense, \$150 for a second offense, and \$500 for subsequent offenses to ensure noncompliance is more costly than compliance, while also ensuring unknowing first offender (*e.g.*, absent property owners) are not unduly penalized. (Enforcement staff will continue to first talk with offenders and exercise discretion in citing and prosecuting them.)

City of **Wyoming** Michigan

Annual Budget **2019-2020**



Budget Message

To Mayor Poll and Members of the Wyoming City Council,

On behalf of the entire City staff and administration, I am pleased to provide you with the recommended fiscal year 2019-20 Annual Budget for all funds and operations of the City of Wyoming. This year's budget has been prepared in accordance with the results of our 2019 Council Retreat and our newly adopted mission statement: Community, Safety and Stewardship. As a result, you will find that I have used a more aggressive approach than in years prior. However, I am confident that we are delivering the best financial plan possible with the information that is available at this time.

This year's document includes estimated revenues and expenditures for each fund and component unit the City administers, as well as a summary of all budgeted funds. It also includes information regarding previous expenditure trends and notable expenditures planned for the next fiscal year.

As presented, the budget includes all known sources of revenue and expenditures. No millage increase is anticipated; however, an increase has been included for water and sewer service that is slightly higher than the cost of living. No other significant changes to user fees are anticipated.

In the General Fund, we continue to budget for the base amount of personal property tax reimbursements from the Local Community Stabilization Authority despite the surplus distributions we have received from this source over the past couple of years. On the expense side we are also budgeting for 100 percent of all staff costs, as we plan to fill all of the retirements that will take place during the upcoming fiscal year. In addition, while we do expect to receive certain state and federal grants, those monies are not reflected in this document as they are not guaranteed. Finally, based on our continued analysis and emphasis, we estimate that the 2019-20 budget year will end with a General Fund budget deficit. However, a significant portion of this deficit is comprised of one-time capital expenditures or programs.

City of Wyoming's Fiscal Situation

I continue to believe the City of Wyoming exists in a cautiously stable financial environment. To me, cautiously stable means that although our projections show the structural deficit in local government funding is real, we are experiencing slight relief due to the strong economy. The relief does not mean the structural problem does not exist, only that the amount of the deficit

is not as high. In addition, this relief means that we are able to maintain current levels of service for the foreseeable future. However, our ability to provide public safety services at the levels our citizens expect remains an area of concern as our community continues to grow, age, and experience socio-economic and demographic changes.

This budget reflects a remarkable accomplishment for our entire staff as we recall the significant challenges faced in past years. These include declining property values, loss of State Shared Revenue and our largest taxpayer. Despite these past challenges, this budget allows us to provide outstanding service, maintain infrastructure at recommended asset management levels, provide training and technology upgrades, and deliver small town services while being a large city.

Strategic Approach

The City budgets for what is expected, but also continuously reviews the results of our operations and takes action when the unexpected occurs. City management utilizes three strategic goals in developing the budget. Our first priority is always the safety of our residents and staff. Our second is on-going training and professional development in order to make our team as effective as possible. This is particularly important as we operate with a smaller, more flexible workforce. Third, is technology as we believe it is critical to delivering quality service.

This year we have added another component to our approach. From a General Fund perspective, we historically spend approximately 98% of our budgeted expenditures resulting in a surplus compared to budget at year end. This year our budget will reflect additional expenditures that should see our budgeted expenditures finish at breakeven or with a slight deficit. Our priority is to utilize that funding to address staffing needs that impact public safety, enable us to meet ongoing and newly created reporting requirements, and provide improved engagement and communication with residents.

Budget Highlights

- This year we continue significant progress towards the reduction of our Other Post Employment Benefit (OPEB) outstanding debt. During the Council Retreat in February, Council identified funding of the annual recommended contribution for OPEB for our General Fund groups as a high priority. This year we continue to see the benefits of diligent work by our Finance and Human Resources staff in addressing this issue. In all areas, we are now making the full annual contribution or a significant portion of that contribution. We have yet to fund all OPEB debt, but by contributing the annual recommended amount we continue to work towards total payoff in the future. This will

be the first year that the City budget includes 100% of the annual recommended contribution for all groups, including the General Fund.

- Our health insurance fund, although unbudgeted, maintains a significant fund balance. However, our claims experience is showing us that while the number of claims is not changing significantly, the types of claims and cost have risen significantly in the past year.
- Department staff met with administration to quantify the level and cost of human resources necessary to meet each department's responsibilities and goals. In addition, the Council Retreat focused almost exclusively on staffing needs. As indicated previously in this message, City staff is becoming increasingly concerned about the service needs of our citizens outpacing our ability to provide those services. Staff members mostly react on a call-to-call basis with the ability to commit time to being proactive on any level being nearly nonexistent.
- Community Services covers four main service areas including parks and recreation, inspections, planning and Community Development Block Grant. One new position is budgeted in this area to assist with planning. With the new position funded in the budget the biggest challenge for this area is now parks and recreation with a significant reduction in fund balance expected this year to support the Ideal Park project.
- With the adoption of our flexible fund proposal, we are now utilizing the millage levied for library operations to also support park capital investments. This funding will not support the ongoing needs of capital and preventive maintenance of the Library and Parks for the long term; however, it serves as a stop gap for the time being. This is an area that needs to be explored further, as the Parks and Recreation millage is over 20 years old and nearly all solutions for funding ongoing capital improvements have been exhausted. In the next year, we anticipate construction of the first phase of the redevelopment of Ideal Park with the assistance of a State Grant. At the same time, we expect to be in plan development, and hopefully construction, of improvements to both Jackson Park and Gezon Park.
- Public works, streets and engineering continue to focus on preventative maintenance including expanded crack sealing and tree maintenance. Over six million dollars is scheduled for street projects with the majority of funding focused on resurfacing.
- We prioritized capital projects that include a new shooting simulator for the Police Department, security enhancements for our fire stations, over \$8M in road

reconstruction and resurfacing, slip lining of deteriorating sewer lines, and water main replacement.

- The City's utilities plants also remain focused on preventative maintenance with video inspection and lining of sewer mains, implementation of the meter replacement program, and water main replacements. Other large projects included within utility budgets include engineering of the first phase of a third Lake Michigan water supply pipeline, replacement of the Clean Water Plant disinfection system and renovation of the Burlingame water tank.

I continue to be amazed at the ingenuity of our staff as we continue to provide exceptional service to our residents at staffing levels that predate 1990 and funding levels that have seen little change in over ten years. We are proud of our employees' efforts to find solutions to our budget challenges. We will continue to push for more by assessing staff cross training, neighborhood and school programs, energy efficiency, staff and facility utilization.

Looking Ahead

The City continues to be challenged by long-term financial stability. The City Council ranks this item as a high priority whenever asked; however, stability or sustainability is impossible under our current revenue model. Recently, a task force of citizens and business people were assembled to review our funding model and either confirm or deny the idea of a structural deficit. This group confirmed and supported the fact that the structural deficit does exist.

Economic development has often been cited as a way to bridge the structural deficit gap. However, in order to accomplish this, the City would need to see increases in taxable value that exceed any past increases at a sustained level year after year. In the end, the City does not have the land mass to support that level of development. Even if it did, City services remain stretched nearly beyond capabilities. Public safety services are currently reactionary based and increasingly unable to address minor issues. City departments do not have managers; we have staff members that are responsible for various functions but also manage the operations of a given department. Currently the City of Wyoming maintains a staffing level that is pre-1980 levels. Population, property values and nearly every indicator of economic activity has grown over 20% during this time frame. At the same time, City Staffing has been reduced by over 20%.

City residents, Council Members and City staff will need to find solutions that better address financial sustainability in the future. The idea that the state government, or even the federal government, will provide that relief is not realistic. In an era where the mantra "no new taxes" has become a common theme, state government in particular continues to fund programs on

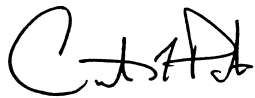
the backs of local government while celebrating their funding accomplishments. Local governments are then left with lower levels of funding to deal with more regulation, reporting, infrastructure issues, and citizen concerns. Lower tax liability is a laudable goal, but not when it comes at the expense of service delivery which is what we are facing. We must work together to find a way to address future funding and service issues for the long term benefit of the City of Wyoming and all of our residents.

Conclusion

Although this budget is recommended under my name, our various departments begin developing this document in December each year. Once again, their dedication and commitment to the people of Wyoming is unmatched and their continued ability to provide service under enormous financial pressure is nearly magic. I again look forward to a challenging year, but history tells us the staff of the City of Wyoming is up to that challenge.

I would like to take a moment to thank our City Council members for their guidance and support throughout the development of this proposed budget, as well as the efforts of the entire City staff. Special thanks to all department heads and the Finance Department, especially Rosa Ooms and Kate Balfourt, for their commitment and long hours dedicated to the creation of this Fiscal Year 2019-2020 Budget.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'C. Holt', with a stylized flourish at the end.

Curtis Holt
City Manager

City of Wyoming
All Funds - Revenues and Other Sources, Expenditures and Other Uses, and Changes in Fund Balance
Fiscal Year 2019 - 2020

	Estimated Beginning Fund Balance	Revenues and Other Sources	Expenditures and Other Uses	Excess (Deficiency)	Fund Balance End of Year
General Fund	\$ 10,931,598	\$ 34,094,877	\$ 35,335,819	\$ (1,240,942)	\$ 9,690,656
Major Streets	3,230,944	7,070,000	8,425,970	(1,355,970)	1,874,974
Local Streets	369,467	2,060,000	2,030,301	29,699	399,166
Public Safety	-	2,787,170	2,787,170	-	-
Fire	-	1,637,860	1,637,860	-	-
Police	-	2,730,450	2,730,450	-	-
Parks & Recreation	198,234	3,956,027	3,953,332	2,695	200,929
Sidewalk Snow Removal	274,269	332,820	446,751	(113,931)	160,338
Solid Waste Disposal	519,095	904,365	987,296	(82,931)	436,164
Building Inspections	924,064	1,603,651	1,584,086	19,565	943,629
Community Dev. Block Grant	-	762,707	762,707	-	-
Indigent Defense	136,395	-	-	-	136,395
Drug Law Enforcement	56,336	-	45,000	(45,000)	11,336
Capital Improvement	1,442,780	3,470,882	4,716,019	(1,245,137)	197,643
Library Maintenance	1,057,039	880,580	527,751	352,829	1,409,868
Sewer Bond Reserve	3,465,483	-	-	-	3,465,483
Sewer Construction Reserve	814,149	100,000	-	100,000	914,149
Sewer*	11,229,861	19,092,150	22,730,272	(3,638,122)	7,591,739
Sewer Total	15,509,493	19,192,150	22,730,272	(3,538,122)	11,971,371
Water*	8,180,613	22,727,130	26,642,424	(3,915,294)	4,265,319
Water Construction Reserve	827,677	100,000	-	100,000	927,677
Water Bond Reserve	3,597,962	-	-	-	3,597,962
Water Total	12,606,252	22,827,130	26,642,424	(3,815,294)	8,790,958
Motor Pool*	2,037,664	4,029,810	3,888,902	140,908	2,178,572
Motor Pool Depreciation Reserve*	2,626,714	1,794,000	1,277,960	516,040	3,142,754
Motor Pool Total	4,664,378	5,823,810	5,166,862	656,948	5,321,326
Capital Projects Revolving	2,115,470	28,432	190,932	(162,500)	1,952,970
Total	\$ 54,035,814	\$ 110,162,911	\$ 120,701,002	\$ (10,538,091)	\$ 43,497,723
Less Transfers Between Funds		(8,964,480)	(8,964,480)		
Less Admin Fee Between Funds		(3,559,923)	(3,289,013)		
Grand Total Revenue and Expenditures		97,638,508	108,447,509		

* 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	\$ 1,677,987	\$ 560,780	\$ 543,921	\$ 16,859	\$ 1,694,846
Fleet Insurance	524,320	155,243	139,869	15,374	539,694
Property Insurance	1,785,647	87,329	258,673	(171,344)	1,614,303
Life Insurance	12,134	32,121	29,520	2,601	14,735
Worker's Compensation	2,619,992	722,000	708,351	13,649	2,633,641
Health Insurance	4,033,104	9,945,503	10,176,617	(231,114)	3,801,990
Dental Insurance	572,256	505,994	716,191	(210,197)	362,059
Self Insurance Sub-Total	11,225,440	12,008,970	12,573,142	(564,172)	10,661,268

Pension Fund	180,006,722	16,439,521	12,390,320	4,049,201	184,055,923
OPEB Fund	43,651,966	6,659,000	3,046,600	3,612,400	47,264,366
Total	\$ 234,884,128	\$ 35,107,491	\$ 28,010,062	\$ 7,097,429	\$ 241,981,557
Less Admin Fee Between Funds			(270,910)		
Grand Total Revenue and Expenditures		277,529,400	285,408,306		

City of Wyoming
All Funds - Revenues and Other Sources, Expenditures and Other Uses, and Changes in Fund Balance
Fiscal Year 2019 - 2020

	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	\$ 267,794	\$ 130,500	\$ 101,000	\$ 29,500	\$ 297,294
Brownfield Redevelopment Authority	7,171	94,500	94,500	-	7,171
Tree Commission	8,512	-	7,018	(7,018)	1,494
Greater Wyoming Com. Res. Alliance	74,714	15,250	38,500	(23,250)	51,464
Total	<u>\$ 358,191</u>	<u>\$ 240,250</u>	<u>\$ 241,018</u>	<u>\$ (768)</u>	<u>\$ 357,423</u>

City of Wyoming, Michigan
Property Tax Millage Rate Schedule

	Actual						Final
	2014	2015	2016	2017	2018	2019	2020
<u>Purpose</u>							
General Operations	4.6695	4.6695	4.6695	4.6695	4.8938	4.8938	4.8571
Fire Services	0.7500	0.7500	0.7500	0.7500	0.7487	0.7487	0.7430
Police Services	1.2500	1.2500	1.2500	1.2500	1.2478	1.2478	1.2384
Parks & Recreation	1.5000	1.5000	1.5000	1.5000	1.4973	1.4973	1.4860
Sidewalks	0.2000	0.2000	0.2000	0.2000	0.1996	0.1496	0.1484
Yard Waste	0.3500	0.3500	0.3500	0.3500	0.3500	0.4000	0.4000
Library Maintenance	0.1000	0.1000	0.3700	0.3700			
Library Debt Service	0.2700	0.2700					
Library Ops/Parks Capital					0.3693	0.3693	0.3665
Capital Projects	1.5678	1.5678	1.5678	1.5678	1.5650	1.5650	1.5532
Public Safety	1.0000	1.2500	1.2500	1.2500	1.2477	1.2477	1.2383
Total Mills	11.6573	11.9073	11.9073	11.9073	12.1192	12.1192	12.0309

	Authorized*	Headlee Limit	Levied
Charter-Aggregate	12.3400	11.6809	11.6309
State-Yard Waste	3.0000	2.7630	0.4000
Total Tax Rate	15.3400	14.4439	12.0309

* Millage Authorized by Election, Charter, etc.

City of Wyoming, Michigan
Administrative Fee Allocation

		<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Budget</u>
202	Major Streets Fund	\$ 264,610	\$ 176,312	\$ 201,204
203	Local Streets Fund	86,011	92,913	106,147
208	Parks and Recreation Fund	315,508	312,466	337,909
211	Sidewalk Fund	20,141	22,991	26,560
230	Solid Waste Disposal Fund	54,385	69,060	54,945
249	Inspections Fund	81,444	80,074	86,590
400	Capital Improvement Fund	110,406	355,729	379,641
401	Library Fund	46,282	42,244	45,445
590	Sewer Fund	972,534	932,362	795,388
591	Water Fund	1,132,843	1,117,831	1,043,480
661	Motor Pool Fund	202,910	189,256	170,772
678-684	Insurance Funds	263,930	232,801	270,910
800	Capital Revolving Fund	-	-	40,932
	Total	<u>\$ 3,551,004</u>	<u>\$ 3,624,039</u>	<u>\$ 3,559,923</u>

City of Wyoming, Michigan
Transfers Between Funds

	<u>Transfers Out</u>	<u>Transfers In</u>
General Fund	\$ -	\$ 7,155,480
Public Safety Fund	2,787,170	-
Fire Fund	1,637,860	-
Police Fund	2,730,450	-
Total	<u>7,155,480</u>	<u>7,155,480</u>
 Sewer - Construction Reserve	-	100,000
Sewer Fund	100,000	-
Total	<u>100,000</u>	<u>100,000</u>
 Water - Construction Reserve	-	100,000
Water Fund	100,000	-
Total	<u>100,000</u>	<u>100,000</u>
 Motor Pool Reserve Fund	-	1,609,000
Motor Pool Equipment Fund	1,609,000	-
Total	<u>1,609,000</u>	<u>1,609,000</u>
 Grand Total of Transfers	<u>\$ 8,964,480</u>	<u>\$ 8,964,480</u>

CITY OF WYOMING
PERSONNEL SCHEDULE FOR FISCAL YEAR 2019-2020

<u>Department</u>	<u>Position Title</u>	<u>Position Class</u>	<u>Pay Class</u>	<u>Budgeted 2016-2017</u>	<u>Budgeted 2017-2018</u>	<u>Budgeted 2018-2019</u>	<u>Budgeted 2019-2020</u>
MANAGER 172	CITY MANAGER	16020		1.00	1.00	1.00	1.00
	ASSISTANT CITY MANAGER	16031		0.00	1.00	1.00	0.00
	DEPUTY CITY MANAGER	16030		1.00	0.00	0.00	1.00
	DIRECTOR OF HUMAN RESOURCES	16055		1.00	1.00	1.00	1.00
	ADMINISTRATIVE ASSISTANT	16007		2.00	2.00	1.00	1.00
	ANALYTICS PROJECT SPECIALIST	10020	G63	1.00	1.00	1.00	1.00
	CITY ATTORNEY	16025		0.00	0.00	1.00	1.00
	COMMUNICATIONS/SPECIAL EVENTS	TBD	TBD	0.00	0.00	0.00	1.00
	HUMAN RESOURCE SPECIALIST	16008		1.00	1.00	2.00	2.00
	OFFICE SPECIALIST I	10205	G21	0.00	0.00	0.00	1.00
	RISK CONTROL SUPERVISOR	15350	A28	1.00	1.00	1.00	1.00
	SECRETARY II	10263	G41	1.00	1.00	1.00	1.00
	PT - ADMIN ASSISTANT TO CITY ATTY	11206		0.00	0.00	0.00	0.50
				9.00	9.00	10.00	12.50
DISTRICT COURT 136	COURT ADMINISTRATOR	15130	A40	1.00	1.00	1.00	1.00
	DEPUTY COURT ADMINISTRATOR	15160	A24	1.00	1.00	1.00	1.00
	CHIEF PROBATION OFFICER	10250	G71	1.00	1.00	1.00	1.00
	COURT RECORDER	15145	A12	2.00	2.00	2.00	2.00
	DEPUTY COURT CLERK	10083	G21	1.00	2.00	2.00	2.00
	DEPUTY COURT CLERK I	10085	G21	2.00	2.00	2.00	2.00
	DEPUTY COURT CLERK II	10086	G29	3.00	2.00	2.00	2.00
	DEPUTY COURT CLERK III	10087	G37	1.00	1.00	1.00	1.00
	PROBATION OFFICER	10245	G63	2.00	2.00	2.00	2.00
	SENIOR DEPUTY COURT CLERK	10283	G37	2.00	2.00	2.00	2.00
	PT - BAILIFF	11021		2.50	2.50	2.50	2.50
	PT - DEPUTY COURT CLERK	11083		1.00	1.00	1.00	1.00
	PT - MAGISTRATE	51030		0.50	0.50	0.50	0.50
				20.00	20.00	20.00	20.00
FINANCE 201	FINANCE DIRECTOR	16035		0.00	0.00	1.00	1.00
	DEPUTY FINANCE DIRECTOR	16034		1.00	1.00	0.00	0.00
	ACCOUNT CLERK II	10016	G41	2.00	2.00	2.00	2.00
	ACCOUNT CLERK III	10017	G49	1.00	1.00	1.00	0.00
	ACCOUNTING SPECIALIST I	10018	G37	1.00	1.00	1.00	1.00
	ACCOUNTING SPECIALIST II	10019	G41	0.00	0.00	0.00	1.00
	SENIOR ACCOUNTANT	15358	A28	2.00	2.00	2.00	2.00
				7.00	7.00	7.00	7.00
ASSESSOR 209	CITY ASSESSOR	15090	A48	0.00	0.00	0.00	1.00
	ASSESSING ADMINISTRATOR	15140	A32	1.00	1.00	1.00	0.00
	OFFICE SPECIALIST I	10205	G21	1.00	1.00	1.00	1.00
	PROPERTY EXAMINER II	10256	G55	1.00	1.00	1.00	2.00
	PROPERTY EXAMINER III	10257	G63	2.00	2.00	2.00	2.00
	PT - CLERICAL	11013		0.50	1.00	1.00	0.50
				5.50	6.00	6.00	6.50
CITY CLERK 215	CITY CLERK	16010		1.00	1.00	1.00	1.00
	DEPUTY CLERK	15150	A18	1.00	1.00	1.00	1.00
	OFFICE CLERK II	10201	G21	1.00	1.00	1.00	1.00
	OFFICE SPECIALIST I	10205	G21	1.00	1.00	1.00	1.00
	SECRETARY	10260	G27	1.00	1.00	1.00	1.00
				5.00	5.00	5.00	5.00
TREASURER 253	CITY TREASURER	15110	A40	1.00	1.00	1.00	1.00
	DEPUTY TREASURER	15190	A22	1.00	1.00	1.00	1.00
	ACCOUNT CLERK I	10015	G33	1.00	1.00	0.00	0.00
	ACCOUNT CLERK II	10016	G41	1.00	1.00	0.00	0.00
	ACCOUNTING SPECIALIST I	10018	G37	1.00	1.00	1.00	1.00
	ACCOUNTING SPECIALIST II	10019	G41	0.00	0.00	1.00	1.00
	OFFICE SPECIALIST I	10205	G21	1.00	1.00	1.00	1.00
	OFFICE SPECIALIST II	10206	G37	0.00	0.00	2.00	2.00
	TAX COLLECTOR	10290	G53	1.00	1.00	0.00	0.00
				7.00	7.00	7.00	7.00

INFORMATION TECHNOLOGY 258	DIRECTOR OF INFORMATION TECH.	15205	A40	1.00	1.00	1.00	1.00
	INFORMATION TECH SPECIALIST I	10285	G55	3.00	3.00	2.00	2.00
	INFORMATION TECH SPECIALIST II	10287	G63	3.00	2.00	3.00	3.00
	INFORMATION TECH SUPERVISOR	15260	A32	2.00	2.00	2.00	2.00
	PT - OFFICE SPECIALIST I	11205		1.00	0.50	0.50	0.50
				10.00	8.50	8.50	8.50
POLICE 305, 308, 310 313, 315, 312	DIRECTOR OF POLICE & FIRE SERVICES	16046		1.00	1.00	1.00	1.00
	ACCOUNT CLERK II	10016	G41	1.00	0.00	0.00	0.00
	ACCOUNTING SPECIALIST I	10018	G37	0.00	1.00	1.00	1.00
	ADMINISTRATIVE SPECIALIST	15062	A16	1.00	1.00	2.00	2.00
	BUILDING MAINTENANCE WORKER I	10040	G29	1.00	1.00	0.00	0.00
	EVIDENCE TECHNICIAN I	10105	G41	0.00	1.00	2.00	3.00
	EVIDENCE TECHNICIAN II	10106	G55	3.00	2.00	1.00	0.00
	EVIDENCE TECHNICIAN III	10107	G63	1.00	2.00	2.00	2.00
	MAINTENANCE HELPER	10170	G21	0.00	0.00	1.00	0.00
	MAINTENANCE TECHNICIAN 1	10180	G33	0.00	0.00	0.00	1.00
	OFFICE MANAGER	15290	A22	1.00	1.00	0.00	0.00
	OFFICE SPECIALIST I (Office Clerk I)	10205	G21	3.00	3.00	4.00	4.00
	OFFICE SPECIALIST II (Office Clerk II)	10206	G37	3.00	2.00	1.00	1.00
	POLICE CAPTAIN	22040	L15	2.00	2.00	2.00	2.00
	POLICE LIEUTENANT	22050	L12	5.00	5.00	5.00	5.00
	POLICE OFFICER	20300	P30	66.00	66.00	66.00	68.00
	POLICE SERGEANT	22060	L09	12.00	12.00	12.00	12.00
	TECHNICAL SUPPORT SUPERVISOR	15385	A24	1.00	1.00	1.00	1.00
				101.00	101.00	101.00	103.00
FIRE 337, 339	FIRE CHIEF	16045		1.00	1.00	1.00	1.00
	DEPUTY FIRE CHIEF	16047		1.00	1.00	1.00	1.00
	FIRE BATTALION CHIEF	30160	F30	1.00	0.00	0.00	0.00
	FIRE EQUIPMENT OPERATOR	30110	F10	5.00	6.00	5.00	6.00
	FIRE INSPECTOR	30130	F20	1.00	1.00	1.00	1.00
	FIRE LIEUTENANT	30140	F15	4.00	4.00	3.00	3.00
	FIRE MARSHALL	30150	F25	0.00	0.00	0.00	1.00
	FIREFIGHTER	30120	F05	15.00	16.00	18.00	18.00
	OFFICE SPECIALIST I	10205	G21	0.00	0.00	1.00	1.00
	PT - OFFICE SPECIALIST I	11205		0.50	1.00	0.00	0.00
				28.50	30.00	30.00	32.00
INSPECTIONS & PLANNING 371, 400	BUILDING INSPECTIONS SUPERVISOR	15078	A28	1.00	1.00	1.00	1.00
	ADMINISTRATIVE AIDE	15020	A20	1.00	1.00	1.00	0.00
	BUILDING INSPECTOR	10035	G67	0.00	0.00	1.00	1.00
	BUILDING INSPECTOR II	10036	G73	1.00	1.00	1.00	1.00
	BUILDING REHAB SPECIALIST	10045	G63	1.00	1.00	0.00	0.00
	CITY PLANNER	15100	A36	1.00	1.00	1.00	1.00
	CODE ENFORCEMENT INSPECTOR	10037	G53	1.00	1.00	1.00	1.00
	COMMUNITY DEVELOPMENT SPECIALIST	15124	A20	0.00	0.00	0.00	1.00
	ELECTRICAL INSPECTOR	10090	G67	1.00	1.00	1.00	1.00
	HOUSING INSPECTOR	10115	G67	2.00	2.00	2.00	2.00
	MECHANICAL INSPECTOR	TBD	G67	0.00	0.00	0.00	1.00
	OFFICE SPECIALIST I (Office Clerk II)	10205	G21	1.00	1.00	1.00	1.00
	PLUMBING/MECHANICAL INSPECTOR	10225	G63	2.00	2.00	2.00	0.00
	PLUMBING INSPECTOR	TBD	G67	0.00	0.00	0.00	1.00
	PLANNING AIDE	TBD	TBD	0.00	0.00	0.00	1.00
	PRINCIPAL PLANNER	15310	A30	0.00	1.00	1.00	0.00
	SECRETARY	10260	G27	1.00	1.00	1.00	1.00
	PT INSPECTOR		G63	0.00	0.00	0.50	0.00
				13.00	14.00	14.50	14.00

PARKS & RECREATION 752, 756, 758, 761	DIRECTOR OF COMMUNITY SERV	16036		1.00	1.00	1.00	1.00
	MAINTENANCE HELPER	10170	G21	3.00	3.00	0.00	0.00
	MAINTENANCE I	10175	G29	2.00	2.00	2.00	2.00
	MAINTENANCE TECHNICIAN 1	10180	G33	0.00	0.00	3.00	3.00
	OFFICE SPECIALIST I	10205	G21	1.00	1.00	1.00	2.00
	OFFICE SPECIALIST II	10206	G37	0.00	0.00	2.00	2.00
	PARKS & FACILITIES SUPERVISOR	15300	A28	1.00	1.00	1.00	1.00
	PARKS & FACILITIES TECHNICIAN I	10219	G37	1.00	1.00	1.00	1.00
	PARKS & FACILITIES TECHNICIAN II	10221	G43	3.00	3.00	0.00	0.00
	PARKS & FACILITIES TECHNICIAN III	10223	G47	2.00	2.00	0.00	0.00
	PARKS AND FACILITIES TECHNICIAN 2	10211	G43	0.00	0.00	3.00	3.00
	PARKS AND FACILITIES TECHNICIAN 3	10212	G47	0.00	0.00	2.00	2.00
	RECREATION PROGRAMMER I	15345	A12	2.00	2.00	1.00	1.00
	RECREATION PROGRAMMER II	15346	A18	2.00	2.00	2.00	2.00
	RECREATION SUPERVISOR	15347	A28	1.00	1.00	1.00	1.00
	SECRETARY	10260	G27	2.00	2.00	0.00	0.00
	SPECIAL EVENTS & MKTG PROGRAMMER	15348	A12	0.00	0.00	1.00	1.00
	PT - RECEPTIONIST (WSC)	11070		0.50	0.50	0.50	0.00
	PT - SITE SUPERVISOR (WSC)	11090		1.00	1.00	1.00	1.00
	PT - OFFICE SPECIALIST I (TEAM 21)	11205		0.50	0.50	0.50	0.50
	PT - PROGRAM ASSISTANT (TEAM 21)	51124		0.50	0.50	0.50	0.50
				23.50	23.50	23.50	24.00
PUBLIC SERVICE 441, 445, 447, 474, 661	DIRECTOR OF PUBLIC WORKS	16060		1.00	1.00	1.00	1.00
	ASSIST. DIRECTOR PW, ENGINEERING	15066	A40	1.00	1.00	1.00	1.00
	ASSIST. DIRECTOR PW, MAINTENANCE	15065	A40	1.00	1.00	1.00	1.00
	AUTOMOTIVE MECHANIC II	10026	G41	2.00	0.00	0.00	0.00
	BUILDING MAINT WORKER III	10042	G47	1.00	1.00	1.00	1.00
	CIVIL ENGINEER	15120	A28	0.00	0.00	0.00	1.00
	CONTRACT & PROCURE. SUPERVISOR	15125	A28	1.00	1.00	0.00	0.00
	ENGINEERING TECHNICIAN	10095	G53	0.00	0.00	0.00	1.00
	EQUIPMENT OPERATOR I	10100	G39	7.00	7.00	1.00	1.00
	FLEET SERVICES APPRENTICE	10120	G21	0.00	1.00	0.00	1.00
	FLEET SERVICES MASTER TECHNICIAN	10122	G49	1.00	2.00	2.00	1.00
	FLEET SERVICES SENIOR TECHNICIAN	10123	G41	0.00	1.00	1.00	1.00
	FLEET SERVICES UTILITY TECHNICIAN	10125	G29	1.00	0.00	1.00	1.00
	MAINTENANCE II	10176	G33	13.00	9.00	3.00	3.00
	MAINTENANCE HELPER	10170	G21	3.00	7.00	0.00	1.00
	MAINTENANCE TECHNICIAN 1	10180	G33	0.00	0.00	13.00	13.00
	MAINTENANCE TECHNICIAN 2	10181	G45	0.00	0.00	11.00	10.00
	MAINTENANCE WORKER II	10185	G37	2.00	2.00	0.00	0.00
	MOTOR POOL SUPERVISOR	15280	A28	1.00	1.00	1.00	1.00
	OFFICE MANAGER	15290	A22	1.00	1.00	1.00	0.00
	OFFICE SPECIALIST I	10205	G21	1.00	1.00	1.00	0.00
	OFFICE SPECIALIST II	10206	G37	1.00	1.00	1.00	2.00
	PUBLIC SERVICES SUPERVISOR	15320	A28	0.00	0.00	3.00	3.00
	PUBLIC SERVICES CREW LEADER	10259	G57	0.00	0.00	4.00	4.00
	PUBLIC WORKS SUPERVISOR	15330	A28	2.00	2.00	0.00	0.00
	SENIOR CIVIL ENGINEER	15360	A34	1.00	1.00	1.00	1.00
	SENIOR CREW LEADER	10281	G55	5.00	4.00	0.00	0.00
	SENIOR ENGINEERING TECH	10284	G63	2.00	2.00	2.00	2.00
	SHOP FOREMAN	15370	A24	0.00	1.00	0.00	0.00
	TRAFFIC MAINTENANCE I	10295	G29	0.00	1.00	0.00	0.00
	TRAFFIC MAINTENANCE II	10296	G33	3.00	2.00	0.00	0.00
	TRAFFIC MAINTENANCE ELECTRICIAN	10298	G55	0.00	0.00	2.00	2.00
	TRAFFIC MAINTENANCE TECH II	10301	G55	2.00	2.00	0.00	0.00
	TRAFFIC SAFETY FOREMAN	15390	A24	0.00	0.00	1.00	1.00
	PT - ENGINEERING TECH	11065		0.50	0.50	0.50	0.50
	PT - FLEET MAINT PARTS SPECIALIST	11055		0.50	0.50	0.50	0.50
	PT - PUBLIC SERVICE	11056		0.50	0.50	0.50	1.50
				54.50	54.50	54.50	56.50

UTILITIES
590, 591

DEPUTY DIRECTOR OF PW	15170	A48	1.00	1.00	1.00	1.00
ASSET MGMT COORDINATOR (grant funded)	10021	G71	1.00	1.00	1.00	0.00
BIO-SOLIDS OPERATIONS COORD.	10330	G59	1.00	1.00	1.00	0.00
BUILDING MAINTENANCE WORKER II	10041	G37	2.00	2.00	2.00	1.00
BUILDING MAINTENANCE TECHNICIAN	10038	G43	0.00	0.00	0.00	1.00
CHEMIST	10058	G71	2.00	2.00	2.00	2.00
CUSTODIAN	10078	G21	1.00	1.00	1.00	1.00
ENVIRONMENTAL SERVICE INSPECTOR	10135	G63	2.00	2.00	2.00	3.00
ENVIRONMENTAL SERVICE SUPERVISOR	15247	A28	1.00	1.00	1.00	1.00
ENVIRONMENTAL SERVICE SPECIALIST	10130	G55	1.00	1.00	1.00	1.00
INSTRUMENT TECHNICIAN	10140	G55	2.00	2.00	0.00	0.00
LABORATORY SERVICES MANAGER	15270	A36	1.00	1.00	1.00	1.00
LABORATORY TECHNICIAN I	10153	G55	2.00	3.00	3.00	2.00
LABORATORY TECHNICIAN II	10154	G63	3.00	2.00	2.00	3.00
MAINTENANCE TECHNICIAN 2	10181	G45	0.00	0.00	6.00	3.00
MAINTENANCE TECHNICIAN 3	10182	G55	0.00	0.00	11.00	13.00
OFFICE SPECIALIST I	10205	G21	0.00	1.00	1.00	1.00
SECRETARY II	10263	G41	2.00	1.00	1.00	1.00
SHOP FOREMAN	15370	A24	2.00	2.00	2.00	2.00
UTILITY MAINTENANCE I	10320	G45	8.00	8.00	0.00	0.00
UTILITY MAINTENANCE II	10321	G55	7.00	7.00	0.00	1.00
UTILITY MAINTENANCE III	10322	G63	2.00	2.00	0.00	0.00
UTILITY MAINTENANCE ELECTRICIAN	10325	G67	0.00	0.00	2.00	2.00
UTILITY MAINTENANCE MANAGER	15405	A36	1.00	1.00	1.00	1.00
UTILITY PLANT OPERATOR I	10356	G45	6.00	7.00	2.00	2.00
UTILITY PLANT OPERATOR II	10355	G59	8.00	7.00	12.00	12.00
UTILITY PLANT SUPERINTENDENT	15430	A40	2.00	2.00	2.00	2.00
PT - COURIER	11030		1.00	1.00	1.00	1.00
			59.00	59.00	59.00	58.00
			343.00	344.50	346.00	354.00

City of Wyoming, Michigan
Annual Budget by Account Classification

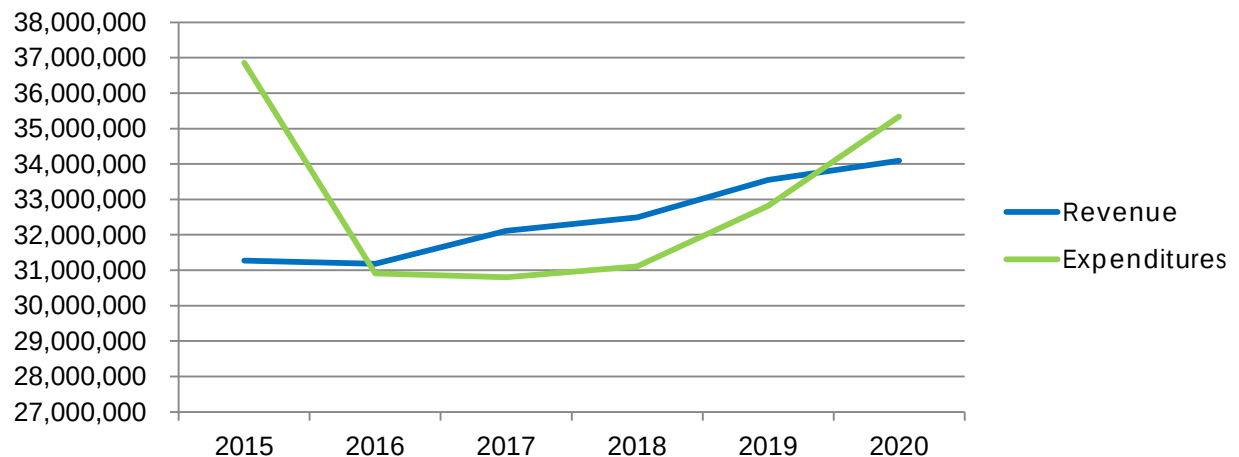
	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 101 General Fund				
Revenue				
Taxes	\$ 11,671,394	\$ 11,671,394	\$ 11,881,583	\$ 12,467,366
Licenses and Permits	1,295,000	1,295,000	1,109,000	1,050,000
Federal Grants	-	334,962	251,168	-
State Grants	6,855,849	6,958,724	7,271,282	7,376,848
Contributions from Local Units	268,073	437,684	384,073	283,680
Charges for Service	3,671,200	3,671,200	3,674,039	3,609,923
Fines and Forfeitures	1,700,000	1,700,000	1,700,000	1,700,000
Interest and Rentals	75,770	75,770	277,646	292,280
Other Revenues	83,900	99,107	175,058	134,300
Other Financing Sources	6,985,068	6,985,068	6,829,858	7,180,480
Revenue Totals	<u>32,606,254</u>	<u>33,228,909</u>	<u>33,553,707</u>	<u>34,094,877</u>
Expenditures				
Personnel Services	24,737,845	25,185,066	24,292,458	26,801,610
Supplies	597,911	614,211	605,876	623,751
Other Services and Charges	7,208,096	7,689,802	7,350,887	7,245,958
Capital Outlay	184,400	573,203	567,774	664,500
Transfers Out	-	-	-	-
Expenditure Totals	<u>32,728,252</u>	<u>34,062,281</u>	<u>32,816,995</u>	<u>35,335,819</u>
Fund Total	(121,998)	(833,372)	736,712	(1,240,942)
Fund Balance, Beginning	<u>10,194,886</u>	<u>10,194,886</u>	<u>10,194,886</u>	<u>10,931,598</u>
Fund Balance, Ending	<u>\$ 10,072,888</u>	<u>\$ 9,361,514</u>	<u>\$ 10,931,598</u>	<u>\$ 9,690,656</u>

Expenditure detail by program - See Next Page

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Expenditure detail by program				
10100-City Council	\$ 114,807	\$ 115,807	\$ 112,857	\$ 140,645
10300-City Council - Communication	59,000	59,000	53,400	37,900
13600-District Court	1,654,556	1,676,928	1,711,042	1,732,963
13610-District Court - Building	284,610	326,893	288,610	290,520
15100-District Court - Probation	404,594	677,080	539,947	403,020
17200-City Manager	1,198,059	1,198,059	1,185,565	1,549,470
20100-Finance - Accounting	938,281	938,281	883,793	990,210
25300-Finance - Treasurer	370,637	370,637	352,675	391,486
73200-Finance - Cable TV Commissior	600,000	600,000	509,000	500,000
20900-Assessor	761,899	861,899	714,763	855,198
24700-Assessor - Board of Review	7,251	7,251	2,747	7,251
21000-Attorney - Legal Services	500,000	706,650	653,940	655,896
19100-City Clerk - Election	109,079	144,429	126,134	120,331
21500-City Clerk	546,393	546,393	518,086	575,924
24800-Purchasing - Central Services	108,766	108,766	108,011	108,766
26500-Purchasing - City Hall	2,430	2,430	2,430	1,230
25800-Information Technology	1,760,897	1,766,397	1,625,775	1,854,445
26700-Facilities Maintenance	356,016	356,016	365,568	447,887
30500-Police - Administration Services	1,749,907	1,790,065	1,478,040	1,506,008
30610-Police - Building	397,208	404,098	389,443	455,338
30700-Police - Records Management	404,373	403,373	362,695	383,347
31000-Police - Detective Bureau	2,666,050	2,668,150	2,719,607	2,837,812
31200-Police - Forensic Science Unit	704,339	710,537	700,933	705,423
31500-Police - Patrol	9,137,349	9,203,816	9,178,010	10,044,057
31506-Police - OHSP - Strategic Traffic	-	166,000	82,545	-
31600-Police - Crossing Guard	77,182	79,387	79,387	84,440
31700-Police - Senior Volunteer	15,655	9,955	12,400	11,150
32000-Police - Training	80,000	80,000	80,000	120,400
32100-Police - ACT 302 Training Fund:	16,900	32,224	16,110	15,000
32500-Police - Communications/Dispat	614,380	615,380	615,380	632,720
33400-Police - Jail	365,742	365,742	365,742	365,742
33700-Fire - Administration Services	410,109	444,059	421,488	460,397
33800-Fire - Buildings	200,808	202,593	206,803	550,033
33900-Fire - Fighting	4,318,258	4,494,005	4,396,452	4,508,910
33901-Fire - Dual Empl. Reserves	211,387	210,537	97,061	207,658
33902-Fire - Fighting - Paid on Call	162,014	159,664	132,160	161,663
34100-Fire - Prevention	143,016	143,016	145,283	283,396
42600-Fire - Civil Defense	7,190	8,690	8,181	8,325
40000-Planning	462,547	592,547	585,150	346,080
72800-Economic Development	20,000	20,000	20,000	20,000
44612-Public Works - Kentwood Hwys/	1,575	1,575	-	1,580
44613-Public Works - Other Govt/Agen	4,908	4,908	744	3,158
44800-Public Works - Street Lighting	770,080	770,080	950,073	950,040
75300-Community Outreach Programs	10,000	18,965	18,965	10,000
	<u>\$ 32,728,252</u>	<u>\$ 34,062,281</u>	<u>\$ 32,816,995</u>	<u>\$ 35,335,819</u>

General Fund



2020 Revenue Estimate Highlights:

Taxable Value	Estimated tax revenue of \$12,467,366 - a 5.4% increase over 2019 including the CPI increase of 2.4% and assessments on new construction
State Shared Revenue	Estimate of \$7,162,398 including EVIP - A 2.7% increase over 2019 estimate
District Court Income	2018 and 2019 estimates are \$1,700,000
Administrative Fee	Decrease of \$64,116 compared to 2019
Transfers	Increase of \$195,000 from the Police, Fire and Public Safety Millages, reflecting the increase in taxable values

2020 Expenditure Highlights Compared to 2019:

City Council	Includes \$20,000 for a community survey
City Manager	- Includes \$201,800 for two new positions, an Office Specialist and Communications/Special Events position - Includes \$15,000 for Respect in the Workplace training - Includes \$11,300 for office reconfiguration
Cable TV Commission	Represents 50% of collections
Assessing	Includes changing one part time position to full time status
Clerk	Continuing to budget for 3 full elections
Information Technology	- Includes \$163,000 in planned computer, monitor, server, other replacements - Includes \$350,000 in software expenses
Police	- Includes \$120,000 for continuation of cadet program, with eight cadets - Includes \$50,000 for Decision Making simulator - Includes \$224,500 in wages and fringe benefits for two new police officers - Capital outlay of \$45,000 to be spent from the Drug Forfeiture Fund for electronic investigative tools and external vest/equipment carriers Added: Pistol Range Target System upgrade for \$50,000
Fire	- Includes \$96,150 in wages and fringe benefits for one new firefighter - Includes \$36,000 in additional tuition reimbursement - Includes \$64,500 in capital outlay for security card access readers for all four stations, overhead door and opener replacements at 36th Street station, and a turnout gear rack replacement at Gezon station Added: Training Center pavement replacement for \$500,000
Planning	- Includes \$109,000 in wages and fringe benefits for a new Planning Aide position - Includes \$20,000 for The Right Place; cost in past years was split with the Economic Development Corp (EDC) which no longer has available funding
Various Facilities	Added: Court Garage roof replacement for \$75,000 and Council Chambers A/V upgrade for \$75,000
Community Outreach	Includes \$10,000 for the CEC fireworks

City of Wyoming
General Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	10,194,886	10,931,598	9,690,656	8,290,004	6,871,452	5,429,964
Revenues	33,553,707	34,094,877	34,897,378	35,713,533	36,552,736	37,415,197
Expenses	32,816,995	35,335,819	36,298,030	37,132,084	37,994,225	38,881,333
Surplus or (Deficit)	736,712	(1,240,942)	(1,400,652)	(1,418,552)	(1,441,489)	(1,466,136)
Ending Reserves	10,931,598	9,690,656	8,290,004	6,871,452	5,429,964	3,963,828
Fund Balance as a % of Exp	33.3%	27.4%	22.8%	18.5%	14.3%	10.2%

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

Major Expenditure Assumptions

General Inflation		Based on City	0.0%	0.0%	0.0%	0.0%
Professional Svcs		Manager	0.0%	0.0%	0.0%	0.0%
Wages: General	2019 is based	recommenda-	1.0%	1.0%	1.0%	1.0%
Wages: Police	on estimated	tion if	2.8%	2.8%	2.8%	2.8%
Wages: Fire	year-end	available;	3.3%	3.3%	3.3%	3.3%
Pension-DB	amounts	otherwise	5.0%	5.0%	5.0%	5.0%
Healthcare		based on	4.0%	4.0%	4.0%	4.0%
Longevity		department	0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		request.	2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

INCLUDES \$500,000 IN CAPITAL OUTLAY AND \$285,000 IN ADDITIONAL OPEB EXPENSE FOR 2021-2024

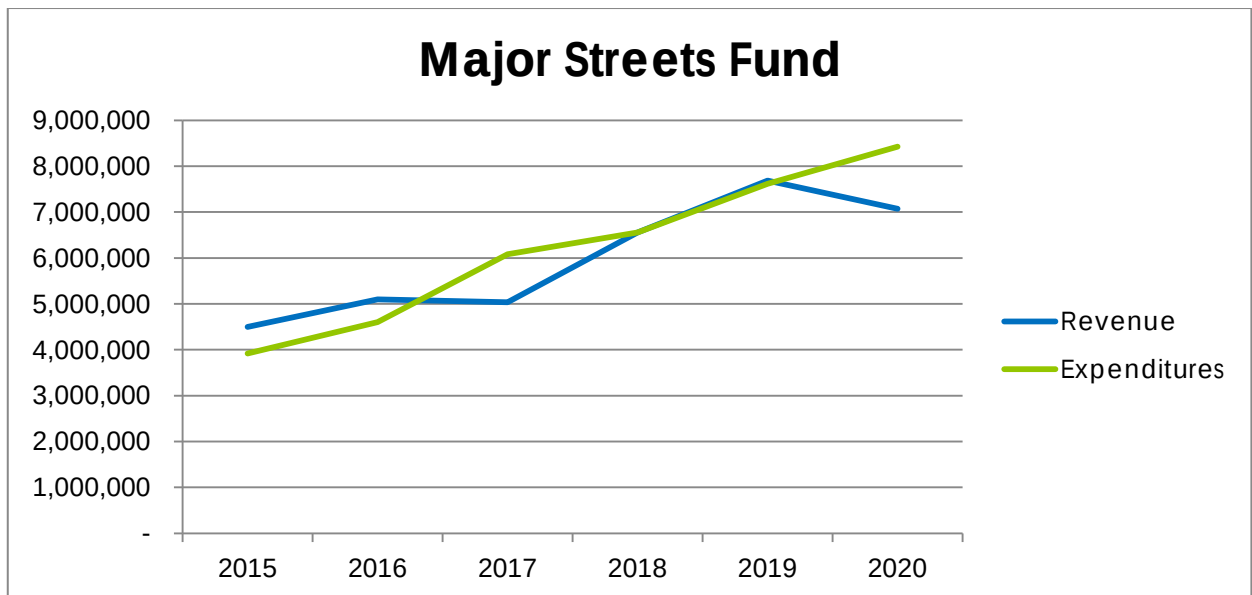
City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 110 Allocation Fund				
Revenue				
Other Financing Sources	\$ -	\$ -	\$ -	\$ -
Revenue Totals	-	-	-	-
Expenditures				
Personnel Services	1,478,601	1,478,601	1,378,485	163,853
Supplies	11,200	11,200	10,700	1,800
Other Services and Charges	154,600	154,600	149,570	10,844
Capital Outlay	17,050	17,050	14,000	-
Transfers Out	(1,661,451)	(1,661,451)	(1,552,755)	(176,497)
Expenditure Totals	-	-	-	-
Fund Total	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -
Expenditure detail by program (before transfers out)				
22800-HR/Risk Management	\$ 230,635	\$ 230,635	\$ 150,641	\$ 176,497
44100-Public Works - Administration	697,950	697,950	683,826	-
44700-Public Works - Engineering	732,866	732,866	718,288	-
	<u>\$ 1,661,451</u>	<u>\$ 1,661,451</u>	<u>\$ 1,552,755</u>	<u>\$ 176,497</u>

Beginning in fiscal year 2020 PW Administration and Engineering will no longer be accounted for in the Allocation Fund. These charges will be accounted for directly in the individual public works related funds.

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 202 Major Streets Fund				
Revenue				
Licenses and Permits	\$ 275,000	\$ 275,000	\$ 280,000	\$ 280,000
Federal Grants	-	-	-	-
State Grants	5,600,000	5,600,000	6,106,500	6,700,000
Charges for Service	-	-	40,000	30,000
Interest and Rentals	13,000	13,000	30,000	30,000
Other Revenues	32,000	32,000	30,000	30,000
Transfers	4,200,000	4,200,000	1,200,000	-
Revenue Totals	<u>10,120,000</u>	<u>10,120,000</u>	<u>7,686,500</u>	<u>7,070,000</u>
Expenditures				
Personnel Services	1,192,692	1,192,692	1,083,935	1,417,284
Supplies	493,250	493,250	477,800	534,660
Other Services and Charges	1,931,114	1,958,854	1,746,879	1,704,026
Capital Outlay	8,200,000	6,854,353	3,710,000	4,770,000
Other Financing Sources	-	1,500,000	600,000	-
Expenditure Totals	<u>11,817,056</u>	<u>11,999,149</u>	<u>7,618,614</u>	<u>8,425,970</u>
Fund Total	(1,697,056)	(1,879,149)	67,886	(1,355,970)
Fund Balance, Beginning	<u>3,163,058</u>	<u>3,163,058</u>	<u>3,163,058</u>	<u>3,230,944</u>
Fund Balance, Ending	<u>\$ 1,466,001</u>	<u>\$ 1,283,908</u>	<u>\$ 3,230,944</u>	<u>\$ 1,874,974</u>
Expenditure detail by program				
46300-Street Maintenance	\$ 9,458,787	\$ 8,138,140	\$ 4,890,963	\$ 6,280,361
47400-Traffic Services	1,002,389	1,005,129	978,845	1,088,973
47800-Winter Maintenance	771,565	771,565	686,751	817,432
48300-Street Administration	584,315	584,315	462,055	239,204
48400-Transfers to Local Streets	-	1,500,000	600,000	-
	<u>\$ 11,817,056</u>	<u>\$ 11,999,149</u>	<u>\$ 7,618,614</u>	<u>\$ 8,425,970</u>



2020 Revenue Estimate Highlights:

- State M.V.H.F. Revenue • Estimated revenue of \$6,700,000 - A \$593,000 increase (9.7%) over the 2019 estimate
- Transfers • In 2019 a transfer from the Capital Improvement Fund will be recognized in the Major Street Fund to offset the capital outlay also being transferred. Both transactions allow the City to meet the administrative cap required of Act 51.
- 2019 transfer estimate is \$1,200,000

2020 Expenditure Highlights Compared to 2019:

- Street Maintenance • Continued emphasis on durapatching and crack sealing programs
- Includes \$100,000 to clean out sediment from beneath the Byron Center/Buck Creek bridge
- Capital outlay of \$4,770,000 includes \$4,470,000 in resurfacing throughout the City, \$100,000 for the 44th St/Byron Center right turn lane (SE) and \$200,000 for 54th Street Meijer access project
-
- Traffic Services • No major changes in expected expenditures
-
- Winter Maintenance • Increase of \$40,000 in supplies due to the increase in salt prices per ton
-
- Street Administration • No transfer to Local Streets anticipated for 2020
- Decrease of \$88,000 in General Fund administrative fees compared to FY 2019 budget
-
- Overall • Beginning in FY 2020 the engineering and public works administrative fees will be allocated directly to the other activities (Street Maintenance, Traffic and Winter Maintenance) rather than charged as an administrative fee, allowing the City to stay within the required admin fee cap of Act 51
- The percentage charged to the public works department for pension continues to include an extra 10% to fund the OPEB annual contribution

City of Wyoming
Major Streets Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	3,163,058	3,230,944	1,874,974	1,742,973	1,571,772	1,359,385
Revenues	7,686,500	7,070,000	7,049,071	7,048,216	7,045,705	7,047,309
Expenses	7,618,614	8,425,970	7,181,072	7,219,417	7,258,091	7,298,390
Surplus or (Deficit)	67,886	(1,355,970)	(132,002)	(171,201)	(212,387)	(251,081)
Ending Reserves	3,230,944	1,874,974	1,742,973	1,571,772	1,359,385	1,108,304

Major Revenue Assumptions

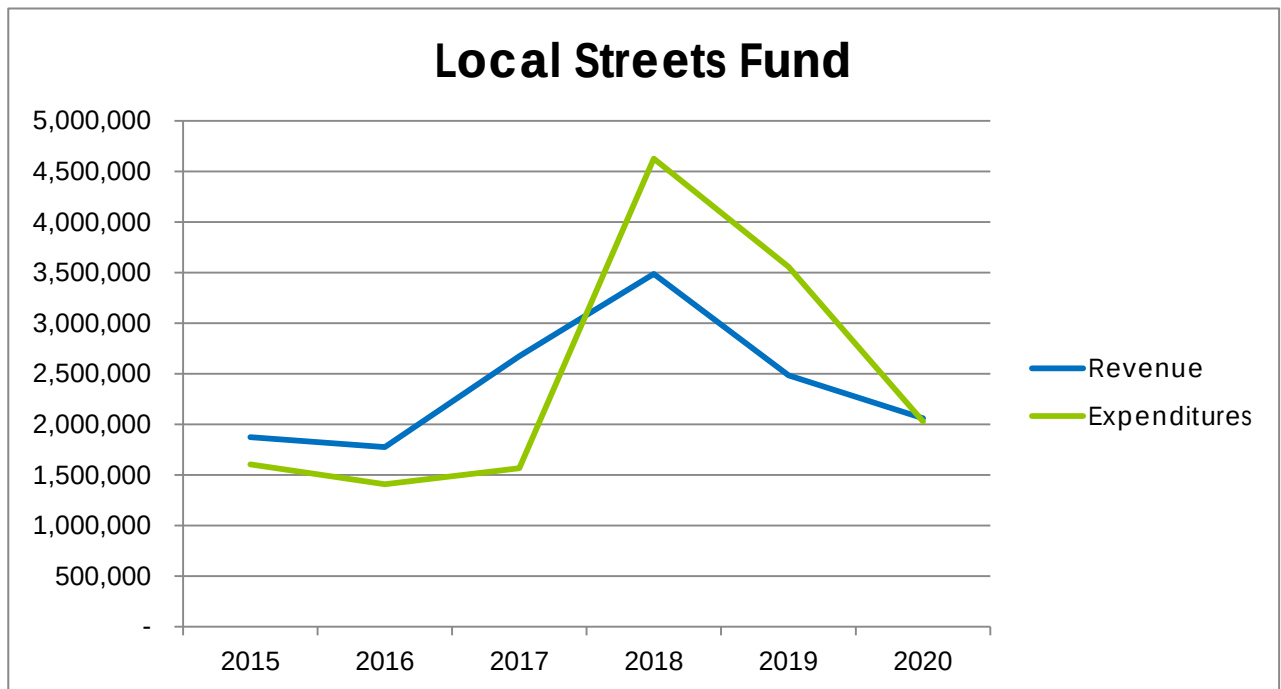
Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

Major Expenditure Assumptions

General Inflation	2019 is based on estimated year-end amounts	Based on City Manager recommendation if available; otherwise based on department request.	0.0%	0.0%	0.0%	0.0%
Professional Svcs			0.0%	0.0%	0.0%	0.0%
Wages: General			1.0%	1.0%	1.0%	1.0%
Wages: Police			2.8%	2.8%	2.8%	2.8%
Wages: Fire			3.3%	3.3%	3.3%	3.3%
Pension-DB			5.0%	5.0%	5.0%	5.0%
Healthcare			4.0%	4.0%	4.0%	4.0%
Longevity			0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb			2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 203 Local Streets Fund				
Revenue				
Licenses and Permits	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Federal Grants	-	-	-	-
State Grants	1,700,000	1,700,000	1,813,410	2,000,000
Charges for Service	-	-	25,000	15,000
Interest and Rentals	5,000	5,000	5,000	5,000
Other Revenues	10,000	10,000	15,400	15,000
Other Financing Sources	-	2,000,000	600,000	-
Revenue Totals	<u>1,740,000</u>	<u>3,740,000</u>	<u>2,483,810</u>	<u>2,060,000</u>
Expenditures				
Personnel Services	829,131	829,131	799,678	880,834
Supplies	167,640	167,640	161,940	179,640
Other Services and Charges	914,345	929,345	743,694	969,827
Capital Outlay	-	2,146,461	1,850,000	-
Expenditure Totals	<u>1,911,116</u>	<u>4,072,577</u>	<u>3,555,312</u>	<u>2,030,301</u>
Fund Total	(171,116)	(332,577)	(1,071,502)	29,699
Fund Balance, Beginning	<u>1,440,969</u>	<u>1,440,969</u>	<u>1,440,969</u>	<u>369,467</u>
Fund Balance, Ending	<u>\$ 1,269,853</u>	<u>\$ 1,108,392</u>	<u>\$ 369,467</u>	<u>\$ 399,166</u>
Expenditure detail by program				
46300-Street Maintenance	\$ 856,642	\$ 3,015,103	\$ 2,581,051	\$ 889,327
47400-Traffic Services	346,308	346,308	365,303	360,939
47800-Winter Maintenance	615,253	618,253	516,045	673,888
48300-Street Administration	92,913	92,913	92,913	106,147
	<u>\$ 1,911,116</u>	<u>\$ 4,072,577</u>	<u>\$ 3,555,312</u>	<u>\$ 2,030,301</u>



2020 Revenue Estimate Highlights:

- State M.V.H.F. Revenue • Estimated revenue of \$2,000,000 - A \$186,500 increase (10.2%) over the 2019 estimate
- Transfers • Transfers in 2019 include \$600,000 from Major Street Fund

2020 Expenditure Highlights Compared to 2019:

- | | |
|-----------------------|---|
| Street Maintenance | <ul style="list-style-type: none"> Continued emphasis on durapatching and crack sealing programs Increase of \$13,500 in repairs and maintenance 2019 includes \$1,850,000 in resurfacing |
| Traffic Services | <ul style="list-style-type: none"> No major changes in expected expenditures |
| Winter Maintenance | <ul style="list-style-type: none"> Increase of \$20,000 in motor pool rental and maintenance fees, mainly due to replacement of trucks now including new salting/brine equipment to help reduce dependence on more expensive rock salt |
| Street Administration | <ul style="list-style-type: none"> Increase of \$13,200 in administrative fee |
| Overall | <ul style="list-style-type: none"> Beginning in FY 2020 the engineering and public works administrative fees will be allocated directly to the other activities (Street Maintenance, Traffic and Winter Maintenance) rather than charged as an administrative fee, allowing the City to stay within the required admin fee cap of Act 51 The percentage charged to the public works department for pension continues to include an extra 10% to fund the OPEB annual contribution |

City of Wyoming
Local Streets Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	1,440,969	369,467	399,166	398,090	373,596	323,228
Revenues	2,483,810	2,060,000	2,049,915	2,050,244	2,047,870	2,048,518
Expenses	3,555,312	2,030,301	2,050,992	2,074,738	2,098,239	2,122,946
Surplus or (Deficit)	(1,071,502)	29,699	(1,076)	(24,493)	(50,369)	(74,428)
Ending Reserves	369,467	399,166	398,090	373,596	323,228	248,799

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

Major Expenditure Assumptions

General Inflation		Based on City	0.0%	0.0%	0.0%	0.0%
Professional Svcs		Manager	0.0%	0.0%	0.0%	0.0%
Wages: General	2019 is based	recommenda-	1.0%	1.0%	1.0%	1.0%
Wages: Police	on estimated	tion if	2.8%	2.8%	2.8%	2.8%
Wages: Fire	year-end	available;	3.3%	3.3%	3.3%	3.3%
Pension-DB	amounts	otherwise	5.0%	5.0%	5.0%	5.0%
Healthcare		based on	4.0%	4.0%	4.0%	4.0%
Longevity		department	0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		request.	2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 205 Public Safety Fund				
Revenue				
Taxes	\$ 2,652,481	\$ 2,652,481	\$ 2,615,700	\$ 2,773,670
Interest and Rentals	4,500	4,500	13,500	13,500
Revenue Totals	<u>2,656,981</u>	<u>2,656,981</u>	<u>2,629,200</u>	<u>2,787,170</u>
Expenditures				
Transfers Out	<u>2,656,981</u>	<u>2,656,981</u>	<u>2,642,958</u>	<u>2,787,170</u>
Expenditure Totals	<u>2,656,981</u>	<u>2,656,981</u>	<u>2,642,958</u>	<u>2,787,170</u>
Fund Total	-	-	(13,758)	-
Fund Balance, Beginning	<u>13,758</u>	<u>13,758</u>	<u>13,758</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 13,758</u>	<u>\$ 13,758</u>	<u>\$ -</u>	<u>\$ -</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

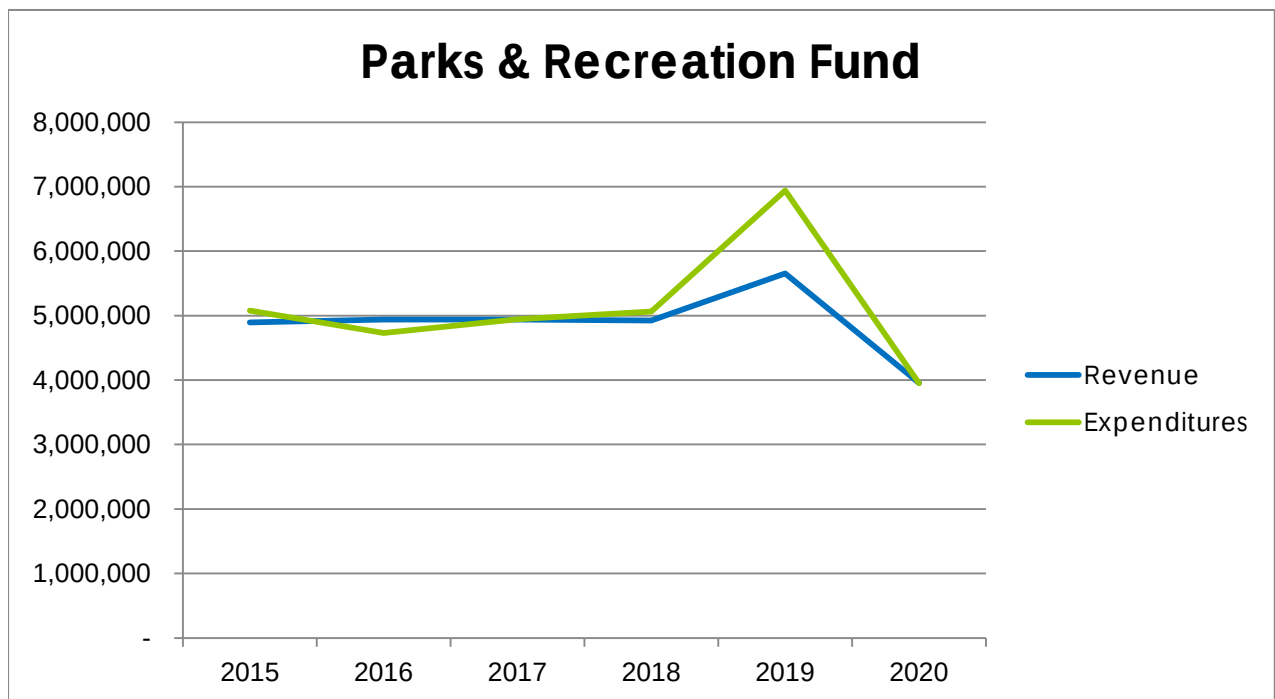
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 206 Fire Fund				
Revenue				
Taxes	\$ 1,602,056	\$ 1,602,056	\$ 1,535,660	\$ 1,630,110
Interest and Rentals	2,800	2,800	7,750	7,750
Revenue Totals	<u>1,604,856</u>	<u>1,604,856</u>	<u>1,543,410</u>	<u>1,637,860</u>
Expenditures				
Transfers Out	<u>1,604,856</u>	<u>1,604,856</u>	<u>1,551,675</u>	<u>1,637,860</u>
Expenditure Totals	<u>1,604,856</u>	<u>1,604,856</u>	<u>1,551,675</u>	<u>1,637,860</u>
Fund Total	-	-	(8,265)	-
Fund Balance, Beginning	<u>8,265</u>	<u>8,265</u>	<u>8,265</u>	<u>-</u>
Fund Balance, Ending	<u><u>\$ 8,265</u></u>	<u><u>\$ 8,265</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 207 Police Fund				
Revenue				
Taxes	\$ 2,668,431	\$ 2,668,431	\$ 2,559,800	\$ 2,717,550
Interest and Rentals	4,800	4,800	12,900	12,900
Revenue Totals	<u>2,673,231</u>	<u>2,673,231</u>	<u>2,572,700</u>	<u>2,730,450</u>
Expenditures				
Transfers Out	<u>2,673,231</u>	<u>2,673,231</u>	<u>2,585,225</u>	<u>2,730,450</u>
Expenditure Totals	<u>2,673,231</u>	<u>2,673,231</u>	<u>2,585,225</u>	<u>2,730,450</u>
Fund Total	-	-	(12,525)	-
Fund Balance, Beginning	<u>12,525</u>	<u>12,525</u>	<u>12,525</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 12,525</u>	<u>\$ 12,525</u>	<u>\$ -</u>	<u>\$ -</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 208 Parks and Recreation Fund				
Revenue				
Taxes	\$ 3,174,273	\$ 3,174,273	\$ 3,071,825	\$ 3,260,265
Federal Grants	175,274	1,656,019	1,656,022	205,070
State Grants	-	270,427	300,000	-
Contributions from Local Units	-	-	-	-
Charges for Service	297,500	301,377	292,580	319,207
Interest and Rentals	19,525	19,525	39,930	40,225
Other Revenues	125,620	138,657	141,580	131,260
Transfers	-	150,000	150,000	-
Revenue Totals	<u>3,792,192</u>	<u>5,710,278</u>	<u>5,651,937</u>	<u>3,956,027</u>
Expenditures				
Personnel Services	2,315,517	3,631,923	3,571,417	2,610,870
Supplies	125,570	201,870	196,370	125,022
Other Services and Charges	1,201,043	1,311,710	1,227,805	1,187,720
Capital Outlay	78,100	1,952,223	1,946,750	29,720
Expenditure Totals	<u>3,720,230</u>	<u>7,097,726</u>	<u>6,942,342</u>	<u>3,953,332</u>
Fund Total	71,962	(1,387,448)	(1,290,405)	2,695
Fund Balance, Beginning	<u>1,488,639</u>	<u>1,488,639</u>	<u>1,488,639</u>	<u>198,234</u>
Fund Balance, Ending	<u>\$ 1,560,601</u>	<u>\$ 101,191</u>	<u>\$ 198,234</u>	<u>\$ 200,929</u>
Expenditure detail by program				
75200-Parks and Rec Administration	\$ 728,109	\$ 732,084	\$ 705,684	\$ 770,337
75600-Parks and Rec - Facilities	1,920,679	3,777,878	3,723,674	1,947,594
75800-Parks and Rec - Senior Center	386,477	439,671	392,436	448,413
76100-Recreation	509,691	509,691	486,488	581,900
76109-21st Century Cohort H	-	18,084	13,742	-
76110-21st Century Cohort I-1	87,637	532,762	532,762	29,301
76111-21st Century Cohort I-2	87,637	535,219	535,219	29,302
76112-21st Century Cohort K	-	552,337	552,337	146,485
	<u>\$ 3,720,230</u>	<u>\$ 7,097,726</u>	<u>\$ 6,942,342</u>	<u>\$ 3,953,332</u>



2020 Revenue Estimate Highlights:

- | | |
|---------------|--|
| Taxable Value | <ul style="list-style-type: none"> Estimated tax revenue of \$3,260,265 - A 2.7% increase based on a CPI increase of 2.4% and assessments on new construction |
| Grant Revenue | <ul style="list-style-type: none"> 2019 estimate includes \$1,956,022 in grant revenues from AAAWM Transportation (Go Bus), Team 21, and the State of Michigan Grants are budgeted as approved throughout the fiscal year; the 2019 budget reflects a decrease of \$1,750,952 in grant revenue because the grants will not be received and approved until after the fiscal year begins |

2020 Expenditure Highlights Compared to 2019:

- | | |
|----------------|---|
| Administration | <ul style="list-style-type: none"> Increase of \$25,400 in administrative fee Increase of \$6,000 in building rent fee to General Fund Includes \$4,440 in capital outlay for computer equipment |
| Facility | <ul style="list-style-type: none"> Includes \$5,000 for crack sealing of parking lots Includes \$10,000 for tree planting FY 2019 included multiple capital outlay projects, including \$1,774,300 for Ideal Park improvements |
| Senior Center | <ul style="list-style-type: none"> Includes changing one part time position to full time status Includes \$5,280 for computer lab replacement equipment Includes \$10,000 for HVAC replacement |
| Recreation | <ul style="list-style-type: none"> No major changes in expected expenditures |

City of Wyoming
Parks and Recreation Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	1,488,639	198,234	200,929	373,889	596,976	871,614
Revenues	5,651,937	3,956,027	3,857,247	3,957,964	4,061,793	4,168,148
Expenses	6,942,342	3,953,332	3,684,287	3,734,877	3,787,155	3,836,982
Surplus or (Deficit)	(1,290,405)	2,695	172,960	223,087	274,638	331,165
Ending Reserves	198,234	200,929	373,889	596,976	871,614	1,202,780

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

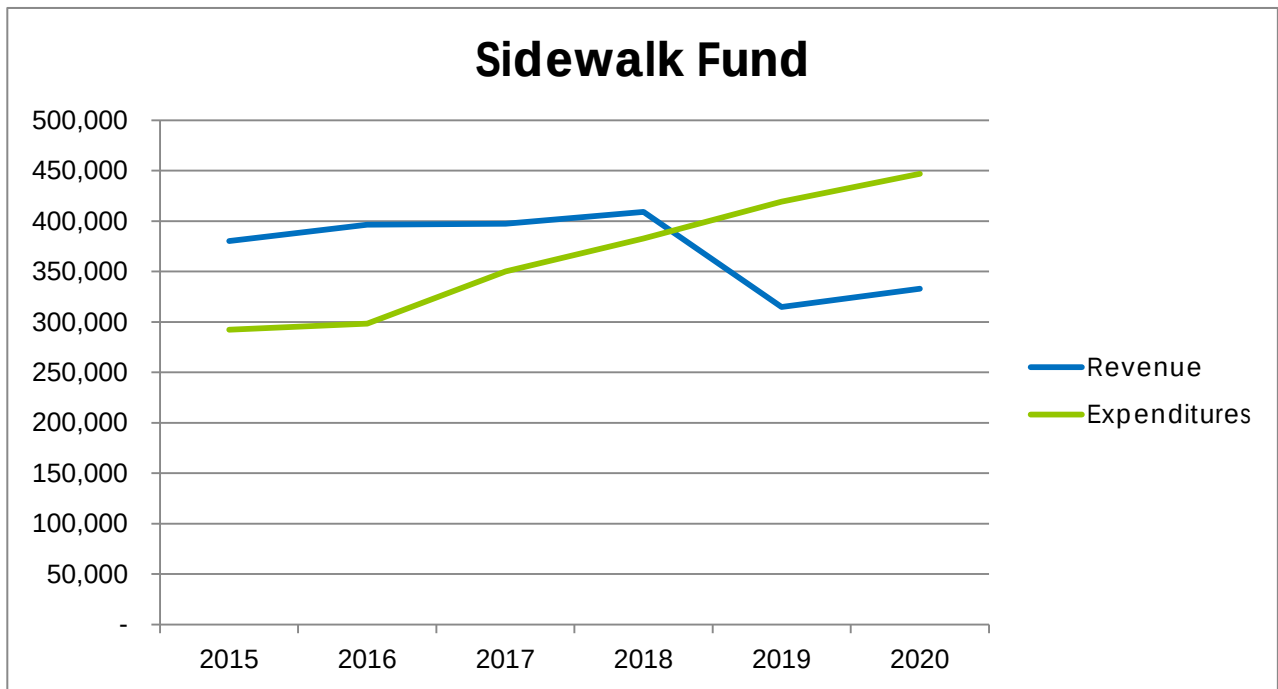
Major Expenditure Assumptions

General Inflation		Based on City	0.0%	0.0%	0.0%	0.0%
Professional Svcs		Manager	0.0%	0.0%	0.0%	0.0%
Wages: General	2019 is based	recommenda-	1.0%	1.0%	1.0%	1.0%
Wages: Police	on estimated	tion if	2.8%	2.8%	2.8%	2.8%
Wages: Fire	year-end	available;	3.3%	3.3%	3.3%	3.3%
Pension-DB	amounts	otherwise	5.0%	5.0%	5.0%	5.0%
Healthcare		based on	4.0%	4.0%	4.0%	4.0%
Longevity		department	0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		request.	2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 211 Sidewalk Fund				
Revenue				
Taxes	\$ 316,392	\$ 316,392	\$ 308,010	\$ 325,920
Interest and Rentals	1,700	1,700	6,900	6,900
Revenue Totals	<u>318,092</u>	<u>318,092</u>	<u>314,910</u>	<u>332,820</u>
Expenditures				
Personnel Services	35,322	35,322	33,826	43,119
Supplies	3,000	3,000	3,500	4,000
Other Services and Charges	378,703	378,703	381,893	399,632
Expenditure Totals	<u>417,025</u>	<u>417,025</u>	<u>419,219</u>	<u>446,751</u>
Fund Total	(98,933)	(98,933)	(104,309)	(113,931)
Fund Balance, Beginning	<u>378,578</u>	<u>378,578</u>	<u>378,578</u>	<u>274,269</u>
Fund Balance, Ending	<u><u>\$ 279,645</u></u>	<u><u>\$ 279,645</u></u>	<u><u>\$ 274,269</u></u>	<u><u>\$ 160,338</u></u>
 Expenditure detail by program				
17500-Administration	\$ 22,991	\$ 22,991	\$ 22,991	\$ 26,560
44200-Snow Removal	320,000	320,000	318,000	330,000
44210-Sidewalk Repair	74,034	74,034	78,228	90,191
	<u><u>\$ 417,025</u></u>	<u><u>\$ 417,025</u></u>	<u><u>\$ 419,219</u></u>	<u><u>\$ 446,751</u></u>



2020 Revenue Estimate Highlights:

Taxable Value • Estimated tax revenue of \$332,820 - Decrease in revenue beginning in FY 2019 reflects movement of .05 mills from Sidewalk Fund to Yard Waste Fund

2020 Expenditure Highlights Compared to 2019:

Administration	• Increase of \$3,500 in administrative fee
Snow Removal	• Increase of \$10,000 due to increase in the contract for plowing
Sidewalk Repair	• Increase of \$7,360 in repairs and motor pool expenses

City of Wyoming
Sidewalk Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	378,578	274,269	160,338	54,861	(41,909)	(129,711)
Revenues	314,910	332,820	342,736	352,947	363,464	374,295
Expenses	419,219	446,751	448,213	449,717	451,267	452,863
Surplus or (Deficit)	(104,309)	(113,931)	(105,477)	(96,770)	(87,803)	(78,568)
Ending Reserves	274,269	160,338	54,861	(41,909)	(129,711)	(208,280)

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

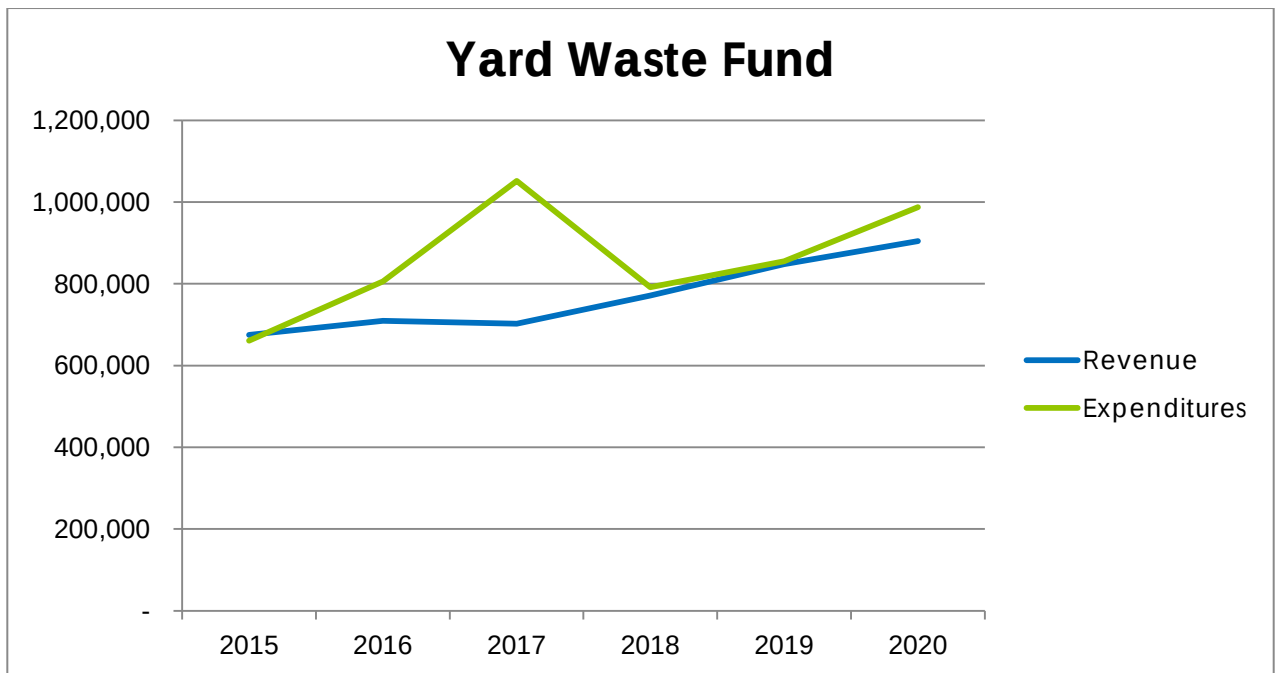
Major Expenditure Assumptions

General Inflation		Based on City	0.0%	0.0%	0.0%	0.0%
Professional Svcs		Manager	0.0%	0.0%	0.0%	0.0%
Wages: General	2019 is based	recommenda-	1.0%	1.0%	1.0%	1.0%
Wages: Police	on estimated	tion if	2.8%	2.8%	2.8%	2.8%
Wages: Fire	year-end	available;	3.3%	3.3%	3.3%	3.3%
Pension-DB	amounts	otherwise	5.0%	5.0%	5.0%	5.0%
Healthcare		based on	4.0%	4.0%	4.0%	4.0%
Longevity		department	0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		request.	2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 230 Solid Waste Disposal Fund				
Revenue				
Taxes	\$ 844,909	\$ 844,909	\$ 831,345	\$ 887,665
Interest and Rentals	3,000	3,000	16,700	16,700
Reimbursements	-	-	-	-
Revenue Totals	<u>847,909</u>	<u>847,909</u>	<u>848,045</u>	<u>904,365</u>
Expenditures				
Personnel Services	241,065	241,065	226,580	312,813
Supplies	4,000	4,000	1,500	3,100
Other Services and Charges	692,101	692,101	626,635	621,383
Capital Outlay	-	-	-	50,000
Expenditure Totals	<u>937,166</u>	<u>937,166</u>	<u>854,715</u>	<u>987,296</u>
Fund Total	(89,257)	(89,257)	(6,670)	(82,931)
Fund Balance, Beginning	<u>525,765</u>	<u>525,765</u>	<u>525,765</u>	<u>519,095</u>
Fund Balance, Ending	<u>\$ 436,508</u>	<u>\$ 436,508</u>	<u>\$ 519,095</u>	<u>\$ 436,164</u>



2020 Revenue Estimate Highlights:

- Taxable Value
- Estimated tax revenue of \$887,665 - Increase in revenue beginning FY 2019 reflects movement of .05 mills from Sidewalk Fund to Yard Waste Fund

2020 Expenditure Highlights Compared to 2019:

- | | |
|---------------------|---|
| Administration | <ul style="list-style-type: none"> Decrease of \$14,100 in general fund administrative fees Beginning in FY 2020 the engineering and public works administrative fees will be allocated directly to the other activities (Yard Waste Disposal) rather than charged as an administrative fee due to Act 51 for the Streets funds |
| Yard Waste Disposal | <ul style="list-style-type: none"> 2017 expenditures reflect impact of tornado cleanup Increase of \$13,200 in Other Services related to catch basin cleaning and tree pruning Includes \$50,000 in Capital Outlay for lighted sign, access gate system, and security camera upgrade |

City of Wyoming
Solid Waste Disposal Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	525,765	519,095	436,164	426,835	438,318	470,319
Revenues	848,045	904,365	931,953	959,927	987,830	1,017,287
Expenses	854,715	987,296	941,282	948,444	955,829	963,448
Surplus or (Deficit)	(6,670)	(82,931)	(9,329)	11,483	32,001	53,840
Ending Reserves	519,095	436,164	426,835	438,318	470,319	524,159

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

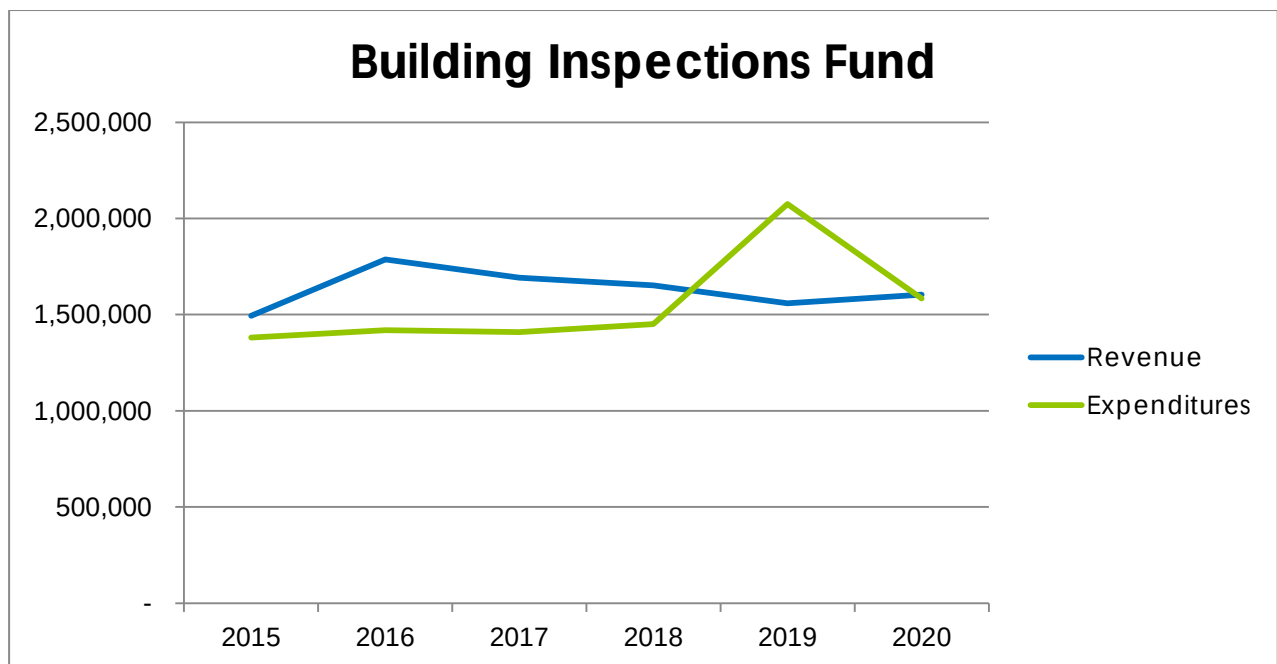
Major Expenditure Assumptions

General Inflation	2019 is based on estimated year-end amounts	Based on City Manager recommendation if available; otherwise based on department request.	0.0%	0.0%	0.0%	0.0%
Professional Svcs			0.0%	0.0%	0.0%	0.0%
Wages: General			1.0%	1.0%	1.0%	1.0%
Wages: Police			2.8%	2.8%	2.8%	2.8%
Wages: Fire			3.3%	3.3%	3.3%	3.3%
Pension-DB			5.0%	5.0%	5.0%	5.0%
Healthcare			4.0%	4.0%	4.0%	4.0%
Longevity			0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb			2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 249 Building Inspection Fund				
Revenue				
Licenses and Permits	\$ 1,418,180	\$ 1,418,180	\$ 1,397,211	\$ 1,454,941
Federal Grants	55,000	55,000	61,101	55,000
Charges for Service	68,500	68,500	56,214	62,510
Fines and Forfeitures	16,000	16,000	10,978	15,200
Interest and Rentals	3,500	3,500	22,100	5,000
Other Revenues	10,000	10,000	10,900	11,000
Revenue Totals	<u>1,571,180</u>	<u>1,571,180</u>	<u>1,558,504</u>	<u>1,603,651</u>
Expenditures				
Personnel Services	1,261,353	1,972,115	1,809,002	1,274,660
Supplies	14,575	14,575	11,388	14,293
Other Services and Charges	261,926	261,926	251,916	294,100
Capital Outlay	2,010	3,610	2,605	1,033
Expenditure Totals	<u>1,539,864</u>	<u>2,252,226</u>	<u>2,074,911</u>	<u>1,584,086</u>
Fund Total	31,316	(681,046)	(516,407)	19,565
Fund Balance, Beginning	<u>1,440,471</u>	<u>1,440,471</u>	<u>1,440,471</u>	<u>924,064</u>
Fund Balance, Ending	<u>\$ 1,471,787</u>	<u>\$ 759,425</u>	<u>\$ 924,064</u>	<u>\$ 943,629</u>
Expenditure detail by program				
37100-Permits	\$ 716,053	\$ 1,106,756	\$ 1,075,859	\$ 767,219
37210-Code Enforcement-Other	301,900	466,494	355,742	296,264
37220-Code Enforcement-CDBG Eligible	115,862	115,862	147,023	119,741
37300-Rental Program	293,696	409,142	345,661	275,516
72200-Zoning and Other Programs	112,353	153,973	150,626	125,346
	<u>\$ 1,539,864</u>	<u>\$ 2,252,226</u>	<u>\$ 2,074,911</u>	<u>\$ 1,584,086</u>



2020 Revenue Estimate Highlights:

Rental Registration	• Increase of \$45,900 over 2019 budget due to cycle of registrations
Permits & Inspections	• Minimal change in other permit and inspection categories
Federal Grants	• Includes continuation of \$55,000 to be received from CDBG grant
Charges for Services	• Includes decrease of \$5,000 in vacant building inspection services
Property Maint. Fees	• Minimal changes

2020 Expenditure Highlights Compared to 2019:

All Activities Combined	• Increase of \$6,500 in General Fund administrative fee • Increase of \$7,500 in overtime and related fringe benefits for continuing education required for inspectors and increasing work load • Decrease of \$4,200 in temporary salaries originally designated for a part-time inspector position which proved difficult in filling position, reverting to funding overtime to cover increase in work load • Increase of \$670,000 in pension costs in FY 2019 due to additional funding contributions to OPEB fund to move Inspections into Group A, allowing for fully funding annual recommended contribution going forward • Capital outlay of \$1,000 includes new computer equipment • Minimal other changes
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City of Wyoming
Building Inspection Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	1,440,471	924,064	943,629	942,565	887,863	793,585
Revenues	1,558,504	1,603,651	1,602,902	1,578,761	1,570,063	1,575,355
Expenses	2,074,911	1,584,086	1,603,966	1,633,463	1,664,341	1,695,454
Surplus or (Deficit)	(516,407)	19,565	(1,064)	(54,702)	(94,278)	(120,099)
Ending Reserves	924,064	943,629	942,565	887,863	793,585	673,486

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

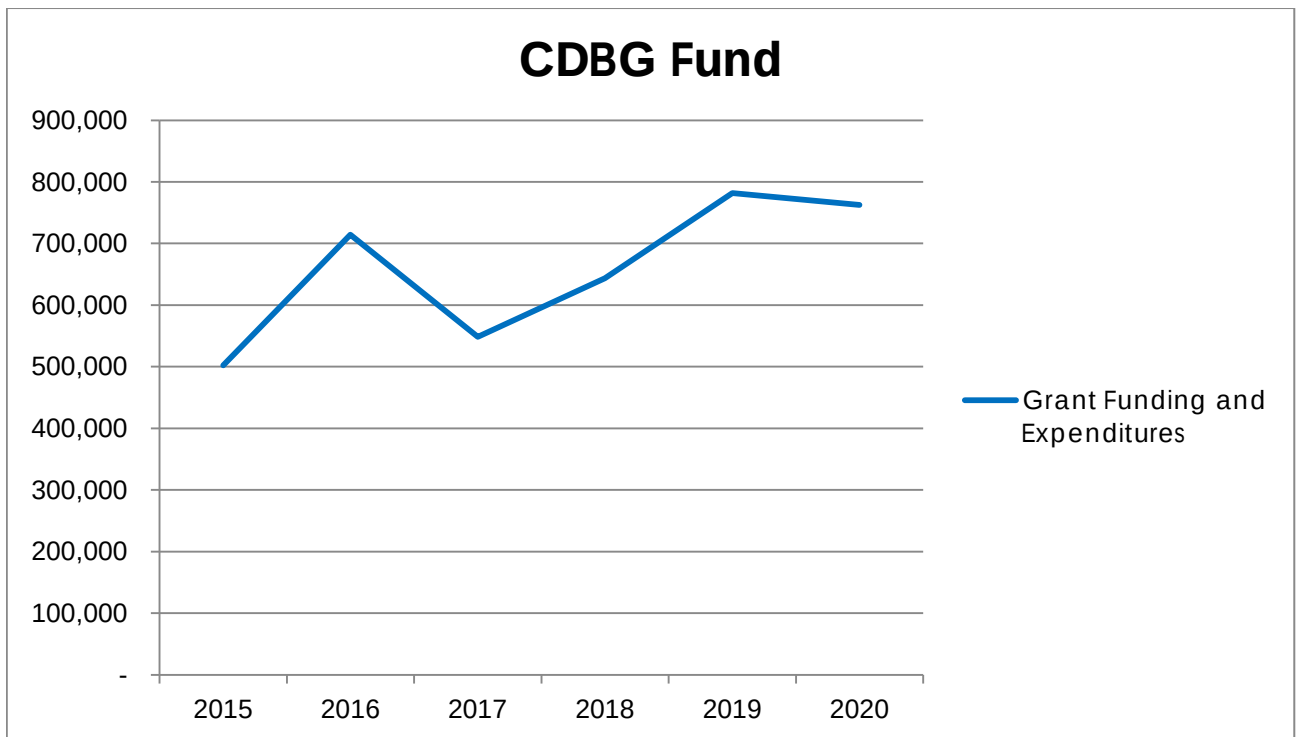
Major Expenditure Assumptions

General Inflation		Based on City	0.0%	0.0%	0.0%	0.0%
Professional Svcs		Manager	0.0%	0.0%	0.0%	0.0%
Wages: General	2019 is based	recommenda-	1.0%	1.0%	1.0%	1.0%
Wages: Police	on estimated	tion if	2.8%	2.8%	2.8%	2.8%
Wages: Fire	year-end	available;	3.3%	3.3%	3.3%	3.3%
Pension-DB	amounts	otherwise	5.0%	5.0%	5.0%	5.0%
Healthcare		based on	4.0%	4.0%	4.0%	4.0%
Longevity		department	0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		request.	2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 256 Community Development Fund				
Revenue				
Federal Grants	\$ 634,088	\$ 748,282	\$ 657,510	\$ 641,707
Interest and Rentals	14,500	14,500	13,250	13,800
Other Revenues	97,496	97,496	111,200	107,200
Other Financing Sources	-	-	-	-
Revenue Totals	<u>746,084</u>	<u>860,278</u>	<u>781,960</u>	<u>762,707</u>
Expenditures				
Personnel Services	182,151	188,252	172,603	160,212
Supplies	680	680	520	640
Other Services and Charges	558,253	646,795	584,286	601,855
Capital Outlay	5,000	24,551	24,551	-
Expenditure Totals	<u>746,084</u>	<u>860,278</u>	<u>781,960</u>	<u>762,707</u>
Fund Total	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditure detail by program				
17519-Administration 2019	\$ 108,668	\$ 118,668	\$ 113,578	\$ -
17520-Administration 2020	-	-	-	122,682
69119-Rehabilitation 2019	106,272	112,373	101,430	-
69120-Rehabilitation 2020	-	-	-	93,516
69218-CDBG Activities 2018	154,662	226,147	226,147	-
69219-CDBG Activities 2019	376,482	403,090	340,805	90,772
69220-CDBG Activities 2020	-	-	-	455,737
	<u>\$ 746,084</u>	<u>\$ 860,278</u>	<u>\$ 781,960</u>	<u>\$ 762,707</u>



2020 Revenue Estimate Highlights:

Federal Grants

- Revenue fluctuations from 2015-2018 are due to grant awards not fully spent in prior years being spent in subsequent years

Other Revenues

- 2020 entitlement amount of \$550,935 is an 5.5% increase over 2019
- Estimated revenue of \$107,200 consists of program income from grant related activities

History of Grant Awards

- 2014 \$467,660
- 2015 \$479,630
- 2016 \$499,160
- 2017 \$470,878
- 2018 \$479,426
- 2019 \$522,135
- 2020 \$550,935

2020 Expenditure Highlights Compared to 2019:

All Activities Combined

- Increase of \$4,000 in administrative costs
- CDBG activities for 2020 include the following:
 - Demolition \$20,760
 - Rehab Loans \$229,457
 - Home Repair Services \$55,760
 - Salvation Army Rental Assistance \$15,000
 - Code Enforcement \$60,760
 - Fair Housing \$11,000
 - Family Promise-Rehousing \$29,000
 - Family Promise-Stabilization \$19,000
 - ICCF Financial Assistance \$15,000

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 260 Indigent Defense Fund				
Revenue				
State Grants	\$ -	\$ 183,193	\$ 137,395	\$ -
Interest and Rentals	-	-	-	-
Transfers	-	7,007	7,007	-
Revenue Totals	-	190,200	144,402	-
Expenditures				
Personnel Services	-	29,970	1,000	-
Supplies	-	13,000	14,673	-
Other Services and Charges	-	147,230	10,500	-
Capital Outlay	-	-	-	-
Expenditure Totals	-	190,200	26,173	-
Fund Total	-	-	118,229	-
Fund Balance, Beginning	-	-	-	118,229
Fund Balance, Ending	\$ -	\$ -	\$ 118,229	\$ 118,229

The Indigent Defense Fund was set up per State requirements in FY 2019. However, due to the timing of receipt of the agreement, the standards will not be implemented until FY 2020. The grant and associated funding will be on the State of Michigan's fiscal year, October through September. Therefore, the budget will be handled with a budget amendment at the time the grant is awarded.

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 265 Drug Law Enforcement Fund				
Revenue				
Fines and Forfeitures	\$ -	\$ -	\$ 38,337	\$ -
Interest and Rentals	-	-	1,700	-
Miscellaneous Income	-	-	13,500	-
Revenue Totals	<u>-</u>	<u>-</u>	<u>53,537</u>	<u>-</u>
Expenditures				
Capital Outlay	148,886	156,321	156,321	45,000
Transfers Out	-	-	-	-
Expenditure Totals	<u>148,886</u>	<u>156,321</u>	<u>156,321</u>	<u>45,000</u>
Fund Total	(148,886)	(156,321)	(102,784)	(45,000)
Fund Balance, Beginning	<u>151,685</u>	<u>151,685</u>	<u>151,685</u>	<u>48,901</u>
Fund Balance, Ending	<u>\$ 2,799</u>	<u>\$ (4,636)</u>	<u>\$ 48,901</u>	<u>\$ 3,901</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

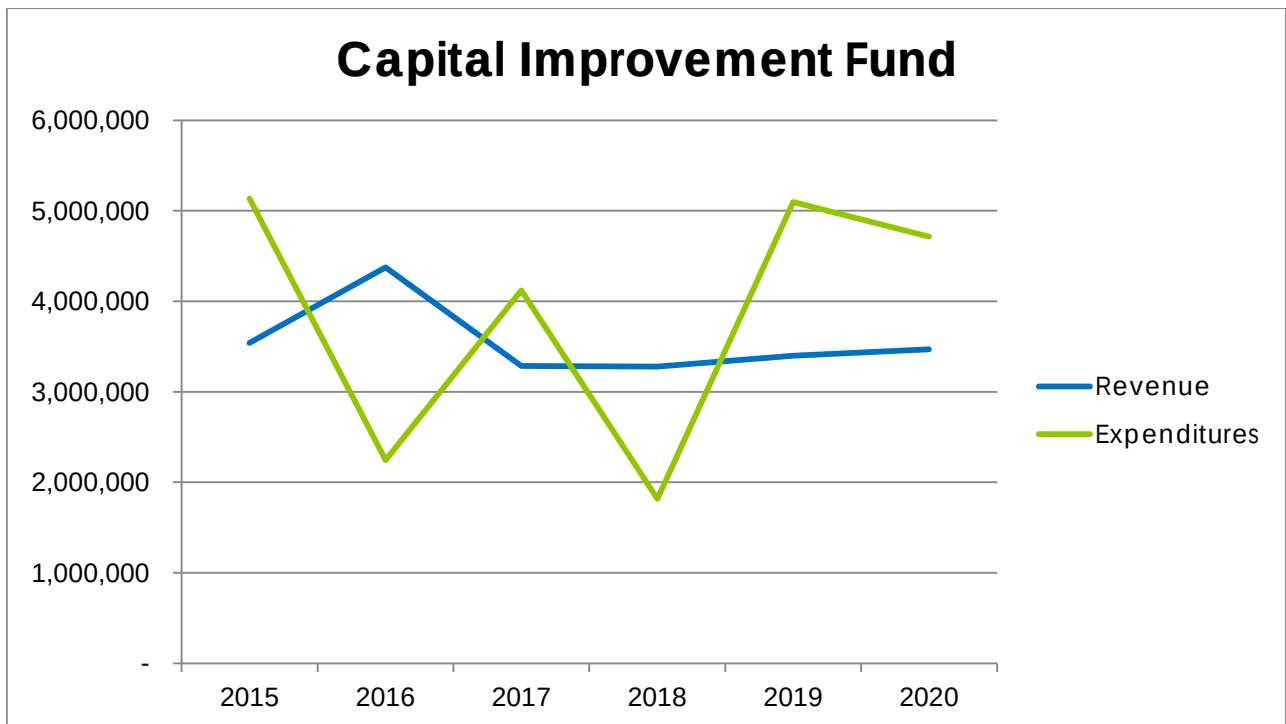
	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 320 MTF Major Str Debt Service Fund				
Revenue				
Other Financing Sources	\$ 422,163	\$ 422,163	\$ 2,322,000	\$ -
Revenue Totals	422,163	422,163	2,322,000	-
Expenditures				
Debt Service	422,163	422,163	2,322,000	-
Expenditure Totals	422,163	422,163	2,322,000	-
Fund Total	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

MTF bonds to be paid off in fiscal year 2019. No additional funds will be required for fiscal year 2020.

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 400 Capital Improvement Fund				
Revenue				
Taxes	\$ 3,318,041	\$ 3,318,041	\$ 3,210,915	\$ 3,407,882
Federal Grants	2,390,000	2,390,000	-	-
Contributions from Local Units	-	-	-	-
Charges for Service	-	-	125,000	-
Interest and Rentals	7,000	7,000	63,000	63,000
Other Revenues	-	-	-	-
Revenue Totals	<u>5,715,041</u>	<u>5,715,041</u>	<u>3,398,915</u>	<u>3,470,882</u>
Expenditures				
Personnel Services	-	-	-	723,598
Supplies	-	-	-	2,720
Other Services and Charges	780,383	780,383	905,717	448,701
Capital Outlay	400,000	1,859,477	670,000	3,541,000
Transfers Out	4,622,165	4,622,165	3,522,000	-
Expenditure Totals	<u>5,802,548</u>	<u>7,262,025</u>	<u>5,097,717</u>	<u>4,716,019</u>
Fund Total	(87,507)	(1,546,984)	(1,698,802)	(1,245,137)
Fund Balance, Beginning	<u>3,141,582</u>	<u>3,141,582</u>	<u>3,141,582</u>	<u>1,442,780</u>
Fund Balance, Ending	<u><u>\$ 3,054,075</u></u>	<u><u>\$ 1,594,598</u></u>	<u><u>\$ 1,442,780</u></u>	<u><u>\$ 197,643</u></u>
Expenditure detail by program				
17500-Administration	\$ 780,383	\$ 780,383	\$ 905,717	\$ 1,176,019
45200-Storm Water Construction	400,000	819,528	670,000	540,000
50200-Major Street Construction	-	1,039,949	-	-
50300-Local Street Construction	-	-	-	-
57300-Capital Outlay Watermain	-	-	-	3,000,000
99900-Transfers	4,622,165	4,622,165	3,522,000	-
	<u><u>\$ 5,802,548</u></u>	<u><u>\$ 7,262,025</u></u>	<u><u>\$ 5,097,717</u></u>	<u><u>\$ 4,716,019</u></u>



2020 Revenue Estimate Highlights:

Taxable Value

- Estimated tax revenue of \$3,407,882 - A 2.7% increase over 2019 estimate includes a CPI increase of 2.4% and assessments on new construction

2020 Expenditure Highlights Compared to 2019:

Administration

- Increase of \$43,900 in administrative fees

Storm Water

- Includes \$540,000 in capital outlay for Jackson Park lift station and Melvin storm sewer

Watermain

- Includes \$3,000,000 in capital outlay for watermain replacements
- Beginning in 2019 the portion of the general fund administrative fee from Major and Local streets attributed to capital projects will be billed to the capital improvement fund. This change will help ensure that the Major and Local Street funds stay within the limitations of the Act 51 administrative cap.

City of Wyoming
Capital Improvement Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	3,141,582	1,442,780	197,643	(337,240)	(461,754)	(604,723)
Revenues	3,398,915	3,470,882	3,610,386	3,690,437	3,802,110	3,918,006
Expenses	5,097,717	4,716,019	4,145,269	3,814,952	3,945,079	3,955,664
Surplus or (Deficit)	(1,698,802)	(1,245,137)	(534,883)	(124,514)	(142,969)	(37,658)
Ending Reserves	1,442,780	197,643	(337,240)	(461,754)	(604,723)	(642,381)

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

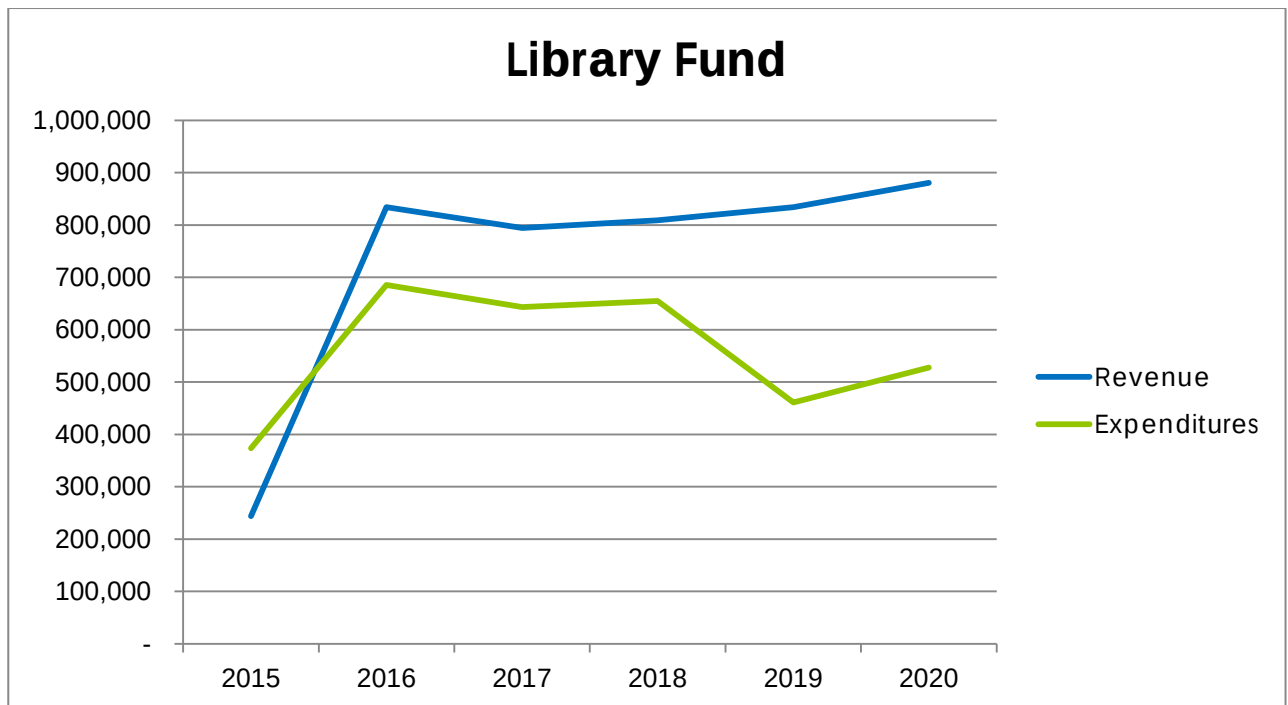
Major Expenditure Assumptions

General Inflation		Based on City	0.0%	0.0%	0.0%	0.0%
Professional Svcs		Manager	0.0%	0.0%	0.0%	0.0%
Wages: General	2019 is based	recommenda-	1.0%	1.0%	1.0%	1.0%
Wages: Police	on estimated	tion if	2.8%	2.8%	2.8%	2.8%
Wages: Fire	year-end	available;	3.3%	3.3%	3.3%	3.3%
Pension-DB	amounts	otherwise	5.0%	5.0%	5.0%	5.0%
Healthcare		based on	4.0%	4.0%	4.0%	4.0%
Longevity		department	0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		request.	2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 401 Library Maintenance & Capital Fund				
Revenue				
Taxes	\$ 768,588	\$ 768,588	\$ 757,692	\$ 803,840
Contributions from Local Units	61,540	61,540	61,540	61,540
Interest and Rentals	4,000	4,000	14,900	15,200
Other Revenues	-	-	130	-
Revenue Totals	<u>834,128</u>	<u>834,128</u>	<u>834,262</u>	<u>880,580</u>
Expenditures				
Personnel Services	113,079	113,079	96,535	96,526
Supplies	26,050	26,050	22,500	22,700
Other Services and Charges	286,169	286,169	271,854	289,025
Capital Outlay	24,500	172,688	70,000	119,500
Expenditure Totals	<u>449,798</u>	<u>597,986</u>	<u>460,889</u>	<u>527,751</u>
Fund Total	384,330	236,142	373,373	352,829
Fund Balance, Beginning	<u>683,666</u>	<u>683,666</u>	<u>683,666</u> *	<u>1,057,039</u>
Fund Balance, Ending	<u>\$ 1,067,996</u>	<u>\$ 919,808</u>	<u>\$ 1,057,039</u>	<u>\$ 1,409,868</u>
Expenditure detail by program				
17500-Administration	\$ 42,244	\$ 42,244	\$ 42,244	\$ 45,445
26700-Facility Maintenance	407,554	555,742	418,645	399,306
75600-Parks Facility Capital Outlay	-	-	-	83,000
	<u>\$ 449,798</u>	<u>\$ 597,986</u>	<u>\$ 460,889</u>	<u>\$ 527,751</u>



2020 Revenue Estimate Highlights:

Taxable Value

- Estimated tax revenue of \$803,840 - A 4.6% increase including a CPI increase of 2.4% and assessments on new construction
- In 2016 the Library debt was retired and the millage transferred to the maintenance millage
- In 2017 voters approved the Library millage to become a flexible millage, allowing for the funds to be used for Library maintenance as well as Parks capital projects

District Library Share

- Estimate of \$61,540

2020 Expenditure Highlights Compared to 2019:

Administration

- Increase of \$3,200 in administrative fee

Facilities Maintenance

- 2016-2018 expenditures reflect significant capital outlay investment: \$276,364 in 2016, \$243,563 in 2017, and \$404,310 in 2018
- Includes \$36,500 in library capital for an HVAC compressor and replacement
- Includes \$83,000 in parks capital for the Buck Creek Nature Preserve parking lot, Kelloggsville Park fencing, Lemery Park restroom remodel, and Palmer Park restroom remodel

City of Wyoming
Library Maintenance & Capital Fund
The Essential 5 X 5 Budget

	FYE Estimate	Budget	Projected	Projected	Projected	Projected
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Beginning Reserves	683,666	1,057,039	1,409,868	1,875,379	2,370,997	2,899,318
Revenues	834,262	880,580	874,209	907,030	942,525	965,812
Expenses	460,889	527,751	408,698	411,412	414,204	417,002
Surplus or (Deficit)	373,373	352,829	465,511	495,618	528,321	548,810
Ending Reserves	1,057,039	1,409,868	1,875,379	2,370,997	2,899,318	3,448,128

Major Revenue Assumptions

Property Taxes			3.0%	3.0%	3.0%	3.0%
Rev Sharing			2.0%	2.0%	2.0%	2.0%
Investment Earnings			2.0%	2.0%	2.0%	2.0%

Major Expenditure Assumptions

General Inflation		Based on City	0.0%	0.0%	0.0%	0.0%
Professional Svcs		Manager	0.0%	0.0%	0.0%	0.0%
Wages: General	2019 is based	recommenda-	1.0%	1.0%	1.0%	1.0%
Wages: Police	on estimated	tion if	2.8%	2.8%	2.8%	2.8%
Wages: Fire	year-end	available;	3.3%	3.3%	3.3%	3.3%
Pension-DB	amounts	otherwise	5.0%	5.0%	5.0%	5.0%
Healthcare		based on	4.0%	4.0%	4.0%	4.0%
Longevity		department	0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		request.	2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%
Water Charges for Svc			6.6%	6.7%	6.3%	6.3%

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
	Fund: 588 Sewer - Bond and Interest Fund			
Revenue				
Interest and Rentals	\$ -	\$ -	\$ -	\$ -
Revenue Totals	-	-	-	-
Expenditures				
Transfers Out	-	-	-	-
Expenditure Totals	-	-	-	-
Fund Total	-	-	-	-
Net Position, Beginning	3,465,483	3,465,483	3,465,483	3,465,483
Net Position, Ending	\$ 3,465,483	\$ 3,465,483	\$ 3,465,483	\$ 3,465,483

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			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
	Fund: 589 Sewer - Construction Reserve			
Revenue				
Interest and Rentals	\$ -	\$ -	\$ -	\$ -
Other Financing Sources	90,000	90,000	140,000	100,000
Revenue Totals	<u>90,000</u>	<u>90,000</u>	<u>140,000</u>	<u>100,000</u>
Expenditures				
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditure Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Total	90,000	90,000	140,000	100,000
Net Position, Beginning	<u>674,149</u>	<u>674,149</u>	<u>674,149</u>	<u>814,149</u>
Net Position, Ending	<u>\$ 764,149</u>	<u>\$ 764,149</u>	<u>\$ 814,149</u>	<u>\$ 914,149</u>

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

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

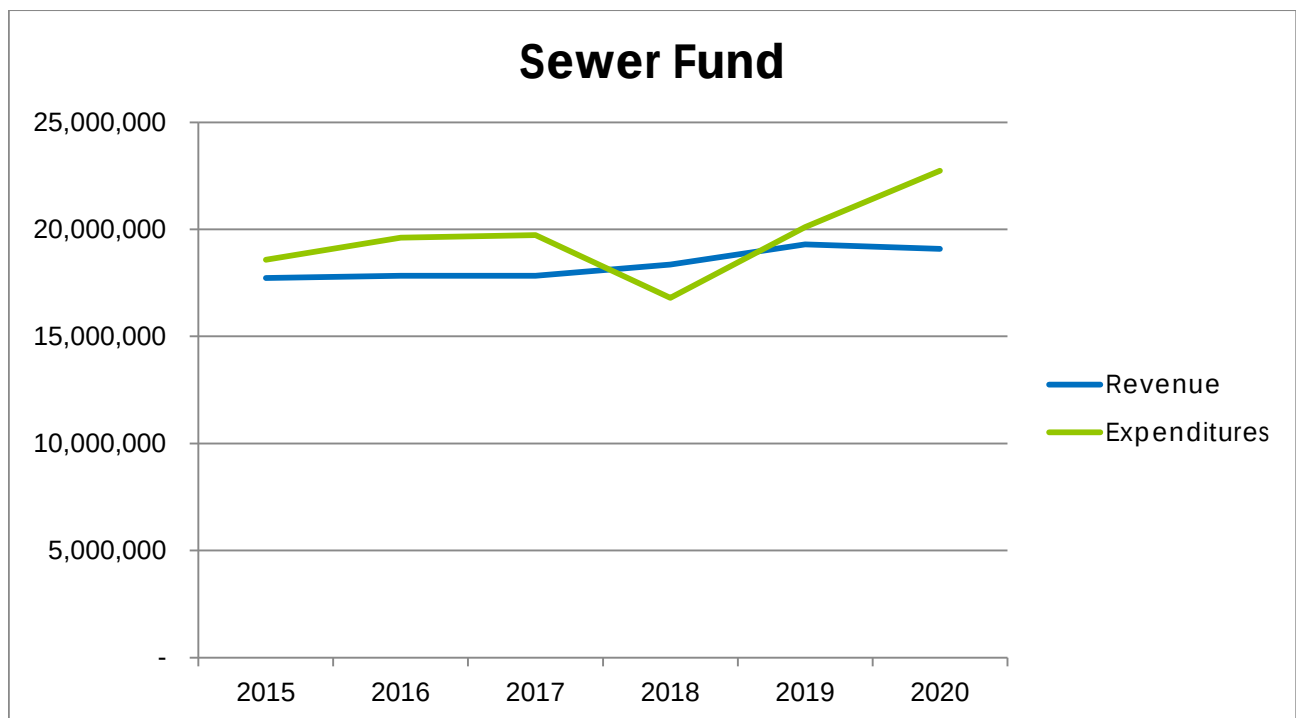
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 590 Sewer Fund				
Revenue				
State Grants	\$ -	\$ -	\$ 372,228	\$ -
Contributions from Local Units	417,000	417,000	417,000	417,000
Charges for Service	17,719,065	17,719,065	18,080,000	18,270,000
Fines and Forfeitures	160,000	160,000	160,000	160,000
Interest and Rentals	67,000	67,000	230,150	230,150
Other Revenues	17,000	17,000	40,000	15,000
Other Financing Sources	-	-	-	-
Revenue Totals	<u>18,380,065</u>	<u>18,380,065</u>	<u>19,299,378</u>	<u>19,092,150</u>
Expenditures				
Personnel Services	4,153,480	4,153,480	4,423,802	4,738,979
Supplies	872,349	879,349	701,600	833,507
Other Services and Charges	7,866,154	8,109,523	7,676,986	8,003,250
Capital Outlay	1,736,500	4,044,346	3,712,000	5,580,000
Debt Service	3,456,589	3,456,589	3,455,968	3,474,536
Transfers Out	90,000	90,000	140,000	100,000
Expenditure Totals	<u>18,175,072</u>	<u>20,733,286</u>	<u>20,110,356</u>	<u>22,730,272</u>
Fund Total	204,993	(2,353,221)	(810,978)	(3,638,122)
Working Capital, Beginning	<u>12,040,839</u>	<u>12,040,839</u>	<u>12,040,839</u>	<u>11,229,861</u>
Working Capital, Ending*	<u>\$ 12,245,832</u>	<u>\$ 9,687,618</u>	<u>\$ 11,229,861</u>	<u>\$ 7,591,739</u>

*Working capital excludes Funds 588 and 589

Expenditure detail by program - See Next Page

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Expenditure detail by program				
54200-Transmission	\$ 1,281,861	\$ 1,341,861	\$ 1,295,634	\$ 1,584,479
54400-Capital Outlay	806,500	818,500	812,000	1,450,000
54100-Administration Services	2,240,717	2,240,717	2,365,418	2,013,479
54300-Treatment	7,535,811	7,721,180	7,426,580	8,139,484
54310-Treatment-Lab Services	724,696	724,696	747,026	762,015
54400-Capital Outlay	910,000	3,205,846	2,900,000	4,110,000
54700-Industrial Pretreatment	570,267	575,267	550,670	587,984
54800-GVRBA Operations-Land Appl	519,298	519,298	359,979	470,813
54801-GVRBA Operations-Pump House	39,333	39,333	57,081	37,482
92500-Revenue Bonds	3,456,589	3,456,589	3,455,968	3,474,536
99900-Transfers	90,000	90,000	140,000	100,000
	<u>\$ 18,175,072</u>	<u>\$ 20,733,286</u>	<u>\$ 20,110,356</u>	<u>\$ 22,730,272</u>



2020 Revenue Estimate Highlights:

- | | |
|----------------------|---|
| State Grants | • SAW Grant ended in FY 2019, no additional funding planned |
| Charges for Services | • Increase of \$550,000 over 2019 budget |
| Other Revenues | • Minimal change expected |

2020 Expenditure Highlights Compared to 2019:

- | | |
|-------------------------|---|
| Public Works | <ul style="list-style-type: none"> • Increases in most accounts due to the engineering and public works administrative fees now being split directly to the individual activities (public works) rather than the administrative activity • Capital outlay of \$1,100,000 includes \$800,000 for sliplining of sewer mains and \$300,000 for replacement of sewer main at 56th St and Division • Includes \$350,000 in capital outlay for first of 5 year program of AMI meter replacement program (split with water) |
| Administrative Services | <ul style="list-style-type: none"> • The administrative activity is lower due to engineering and public works administrative fees now being split directly to the individual activities • Decrease of \$61,000 in pension liability expense compared to 2019 estimate • Increase of \$8,900 in OPEB expense compared to 2019 estimate • Decrease of \$136,900 in general fund administrative fees |
| Treatment | <ul style="list-style-type: none"> • Increase of \$15,000 in operating supplies which includes treatment chemicals and non-capital computer hardware purchases • Decrease of \$41,000 in software services. Prior years included costs to develop asset management software • Decrease of \$153,000 in utilities costs compared to 2019 budget due to continued savings from aeration project • Increase of \$660,000 in sludge disposal over 2019 budget (GVRBA) |
| Lab Services | <ul style="list-style-type: none"> • No major changes in expected expenditures |
| Capital Outlay | <ul style="list-style-type: none"> • Increase of \$1,210,000 in capital outlay from 2019 estimate • Capital outlay of \$4,110,000 includes \$90,000 for a new roof on old blower building, \$4,000,000 for ultraviolet disinfection, and \$20,000 for an upgrade to one cake pump |
| Industrial Pretreatment | <ul style="list-style-type: none"> • No major changes in expected expenditures |
| GVRBA Operations | <ul style="list-style-type: none"> • Decrease of \$43,000 in chemical supplies compared to 2019 budget • No other major changes in expected expenditures |

City of Wyoming
Sewer Fund
The Essential 5 X 5 Budget

	FYE Estimate 2019	Budget 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
Beginning Working Capital	12,040,839	11,229,861	7,591,739	7,624,017	7,588,154	7,517,069
Revenues	19,299,378	19,092,150	19,174,183	19,251,803	19,327,025	19,401,272
Expenses	20,110,356	22,730,272	19,141,905	19,287,666	19,398,109	19,427,850
Surplus or (Deficit)	(810,978)	(3,638,122)	32,278	(35,863)	(71,084)	(26,577)
Ending Working Capital	11,229,861	7,591,739	7,624,017	7,588,154	7,517,069	7,490,492

Major Revenue Assumptions

Property Taxes		3.0%	3.0%	3.0%	3.0%
Rev Sharing		2.0%	2.0%	2.0%	2.0%
Investment Earnings		2.0%	2.0%	2.0%	2.0%

Major Expenditure Assumptions

Professional Svcs		0.0%	0.0%	0.0%	0.0%
Wages: General		1.0%	1.0%	1.0%	1.0%
Wages: Police		2.8%	2.8%	2.8%	2.8%
Wages: Fire		3.3%	3.3%	3.3%	3.3%
Pension-DB		5.0%	5.0%	5.0%	5.0%
Healthcare		4.0%	4.0%	4.0%	4.0%
Longevity		0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb		2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil		0.0%	0.0%	0.0%	0.0%
Utilities		0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service		0.4%	0.4%	0.4%	0.4%

2019 is based on estimated year-end amounts	Based on City Manager recommendation if available; otherwise based on department request.
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*Does not include funds 588 and 589.
Includes capital outlay.*

**CITY OF WYOMING
SEWER FUND
TOTAL EXISTING DEBT
AS OF JULY 1, 2020**

FISCAL YEAR ENDING 6/30	PRINCIPAL	INTEREST	TOTAL
2020	2,555,000	899,537	3,454,537
2021	2,625,000	825,506	3,450,506
2022	2,710,000	749,386	3,459,386
2023	2,795,000	670,483	3,465,483
2024	2,770,000	588,737	3,358,737
2025	2,830,000	508,473	3,338,473
2026	2,890,000	426,416	3,316,416
2027	2,950,000	342,602	3,292,602
2028	3,005,000	257,167	3,262,167
2029	2,900,000	170,087	3,070,087
2030	2,905,000	85,117	2,990,117
	<u>\$30,935,000</u>	<u>\$5,523,508</u>	<u>\$36,458,508</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 591 Water Fund				
Revenue				
Federal Grants	\$ -	\$ -	\$ -	\$ -
State Grants	-	-	-	-
Charges for Service	22,015,665	22,015,665	21,359,210	22,107,130
Fines and Forfeitures	170,000	170,000	140,000	140,000
Interest and Rentals	191,000	191,000	371,000	200,000
Other Revenues	371,000	371,000	999,000	280,000
Other Financing Sources	-	-	-	-
Revenue Totals	<u>22,747,665</u>	<u>22,747,665</u>	<u>22,869,210</u>	<u>22,727,130</u>
Expenditures				
Personnel Services	5,506,663	5,506,663	5,849,620	6,254,542
Supplies	1,489,665	1,494,066	1,449,800	1,627,463
Other Services and Charges	5,636,403	5,721,957	5,549,717	5,501,078
Capital Outlay	2,391,500	6,222,064	5,250,000	6,350,000
Debt Service	6,802,611	6,802,611	6,797,914	6,809,341
Transfers Out	90,000	90,000	140,000	100,000
Expenditure Totals	<u>21,916,842</u>	<u>25,837,361</u>	<u>25,037,051</u>	<u>26,642,424</u>
Fund Total	830,823	(3,089,696)	(2,167,841)	(3,915,294)
Working Capital, Beginning	<u>10,348,454</u>	<u>10,348,454</u>	<u>10,348,454</u>	<u>8,180,613</u>
Working Capital, Ending*	<u>\$ 11,179,277</u>	<u>\$ 7,258,758</u>	<u>\$ 8,180,613</u>	<u>\$ 4,265,319</u>

*Working capital excludes Funds 592 and 593

Expenditure detail by program - See Next Page

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Expenditure detail by program				
56200-T and D - Mains	\$ 1,116,152	\$ 1,132,902	\$ 1,140,883	\$ 1,456,559
56600-T and D - Hydrants	108,962	108,962	99,291	107,466
56700-T and D - Services	1,278,763	1,294,763	1,309,870	1,381,389
57300-Capital Outlay	1,531,500	3,497,642	3,000,000	350,000
57400-Installation of Service	20,809	21,309	22,156	22,239
55100-Administration	1,612,826	1,612,826	1,887,209	1,524,464
55300-Pumping and Treatment	5,948,284	5,987,607	5,959,621	6,318,005
55310-Pumping & Treatment-Lab Service	586,978	586,978	587,520	606,010
55800-T and D - Storage/E of Gezon	21,023	23,803	24,635	16,203
55900-T and D - Gezon Station	492,962	509,254	507,780	503,330
56100-T and D - Storage/W of Gezon	48,333	49,893	39,751	34,955
56300-T and D - Pipeline to Gezon	167,208	167,208	157,735	171,064
56400-T and D - Pipeline Meters	75,069	75,069	72,819	75,147
56500-T and D - Meters	605,311	602,061	484,329	574,521
56900-Customer Accounting	550,051	550,051	555,538	591,731
57000-Ottawa County	3,336,369	3,336,369	3,336,369	3,340,119
57300-Capital Outlay	860,000	2,724,422	2,250,000	6,000,000
92500-Revenue Bonds	3,466,242	3,466,242	3,461,545	3,469,222
99900-Transfers	90,000	90,000	140,000	100,000
	\$ 21,916,842	\$ 25,837,361	\$ 25,037,051	\$ 26,642,424

City of Wyoming, Michigan
Annual Budget by Account Classification

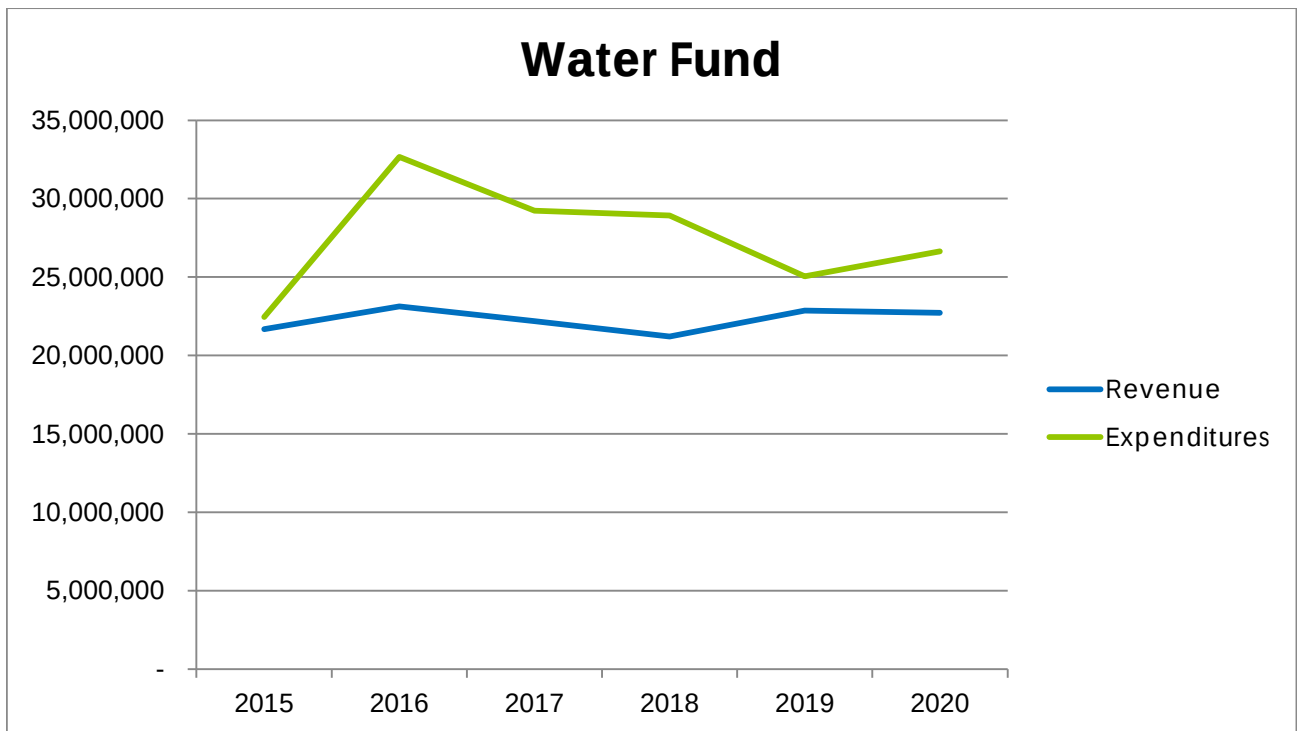
	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 592 Water - Construction Reserve Fun				
Revenue				
Interest and Rentals				
Other Financing Sources	\$ 90,000	\$ 90,000	\$ 140,000	\$ 100,000
Revenue Totals	90,000	90,000	140,000	100,000
Expenditures				
Transfers Out	-	-	-	-
Expenditure Totals	-	-	-	-
Fund Total	90,000	90,000	140,000	100,000
Net Position, Beginning	687,677	687,677	687,677	827,677
Net Position, Ending	\$ 777,677	\$ 777,677	\$ 827,677	\$ 927,677

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

Summary

Fund: 593 Water - Bonds and Interest				
Revenue				
Interest and Rentals	\$ -	\$ -	\$ -	\$ -
Revenue Totals	-	-	-	-
Expenditures				
Transfers Out	-	-	-	-
Expenditure Totals	-	-	-	-
Fund Total	-	-	-	-
Net Position, Beginning	3,597,962	3,597,962	3,597,962	3,597,962
Net Position, Ending	\$ 3,597,962	\$ 3,597,962	\$ 3,597,962	\$ 3,597,962

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



2020 Revenue Estimate Highlights:

- | | |
|----------------------|--|
| Charges for Services | ● Increase of \$91,000 over 2019 budget |
| Other Revenues | ● Decrease of \$91,000 over 2019 budget due to decrease in Ottawa County contributions |

2020 Expenditure Highlights Compared to 2019:

- | | |
|-------------------------|---|
| Public Works | <ul style="list-style-type: none"> ● Increases in many accounts due to the engineering and public works administrative fees now being split directly to the individual activities (public works) rather than the administrative activity ● Includes \$350,000 in capital outlay for first of 5 year program of AMI meter replacement program (split with sewer) |
| Administrative Services | <ul style="list-style-type: none"> ● The administrative activity is lower due to engineering and public works administrative fees now being split directly to the individual activities ● Decrease of \$68,300 in pension liability expense compared to 2019 estimate ● Decrease of \$9,900 in OPEB expense compared to 2019 estimate ● Decrease of \$74,000 in administrative fees |
| Pumping & Treatment | <ul style="list-style-type: none"> ● Increase of \$111,000 in operating supplies (treatment chemicals) ● Includes \$110,000 in professional services for corrosion control study |
| Lab Services | ● No major changes in expected expenditures |
| Trans & Distribution | ● No major changes in expected expenditures |
| Customer Accounting | ● No major changes in expected expenditures |
| Capital Outlay | <ul style="list-style-type: none"> ● Capital outlay of \$6,000,000 includes: valve actuator replacement, analytical balance, turbidimeters, Ford Explorer, Gezon parking lot replacement, ion chromatography system, NTF filter pipe gallery renovation, pipeline repair, STF wetwell pump, WTP pH probe, \$5,000,000 for Burlingame tanks and equipment, \$550,000 for Hook tank inspection and painting |

City of Wyoming
Water Fund
The Essential 5 X 5 Budget

	FYE Estimate 2019	Budget 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
Beginning Working Capital	10,348,454	8,180,613	4,265,319	5,864,425	(32,853,899)	(27,906,361)
Revenues	22,869,210	22,727,130	24,055,261	25,628,211	27,217,948	28,905,812
Expenses	25,037,051	26,642,424	22,456,155	64,346,535	22,270,410	63,480,190
Surplus or (Deficit)	(2,167,841)	(3,915,294)	1,599,106	(38,718,324)	4,947,538	(34,574,378)
Ending Working Capital	8,180,613	4,265,319	5,864,425	(32,853,899)	(27,906,361)	(62,480,738)

Major Revenue Assumptions

Property Taxes		3.0%	3.0%	3.0%	3.0%
Rev Sharing		2.0%	2.0%	2.0%	2.0%
Investment Earnings		2.0%	2.0%	2.0%	2.0%

Major Expenditure Assumptions

Professional Svcs	2019 is based on estimated year-end amounts	Based on City Manager recommendation if available; otherwise based on department request.	0.0%	0.0%	0.0%	0.0%
Wages: General			1.0%	1.0%	1.0%	1.0%
Wages: Police			2.8%	2.8%	2.8%	2.8%
Wages: Fire			3.3%	3.3%	3.3%	3.3%
Pension-DB			5.0%	5.0%	5.0%	5.0%
Healthcare			4.0%	4.0%	4.0%	4.0%
Longevity			0.0%	0.0%	0.0%	0.0%
Admin Cost Reimb			2.4%	2.4%	2.4%	2.4%
Gas, Grease, Oil			0.0%	0.0%	0.0%	0.0%
Utilities			0.0%	0.0%	0.0%	0.0%
Sewer Charge for Service			0.4%	0.4%	0.4%	0.4%

Does not include funds 592 and 593.

Includes capital outlay.

**CITY OF WYOMING
WATER FUND
TOTAL EXISTING DEBT
AS OF JULY 1, 2020**

FISCAL YEAR ENDING 6/30	PRINCIPAL	INTEREST	TOTAL
2020	2,570,735	1,072,291	3,643,026
2021	2,658,112	978,075	3,636,187
2022	2,747,866	883,323	3,631,189
2023	2,265,243	788,117	3,053,360
2024	1,949,997	693,951	2,643,948
2025	2,017,374	607,951	2,625,325
2026	1,792,128	518,517	2,310,645
2027	1,874,505	432,714	2,307,219
2028	1,959,259	342,851	2,302,110
2029	1,624,013	248,870	1,872,883
2030	1,686,390	186,369	1,872,759
2031	1,756,144	121,410	1,877,554
2032	1,820,237	53,731	1,873,968
	<u>\$26,722,003</u>	<u>\$6,928,170</u>	<u>\$33,650,173</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

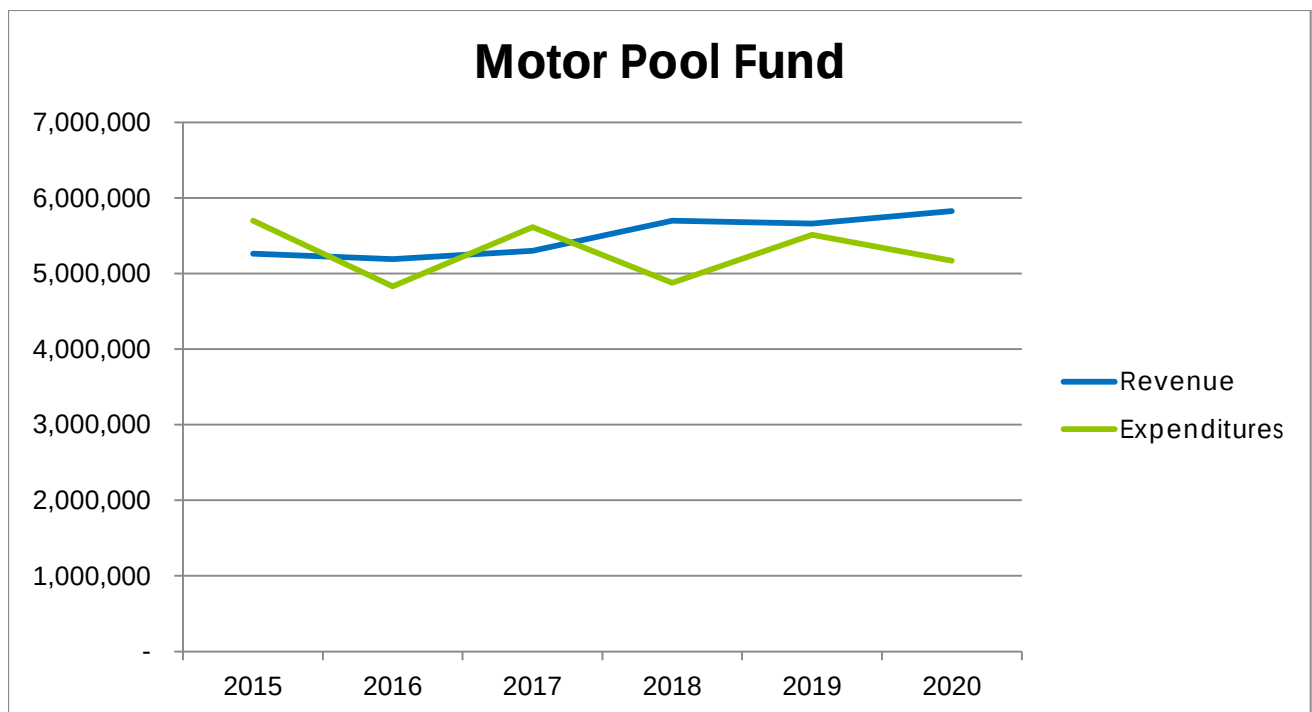
Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 661 Motor Pool Fund				
Revenue				
Federal Grants				
Charges for Service	25,000	25,000	30,000	30,000
Interest and Rentals	4,179,900	4,179,900	3,781,334	3,999,810
Other Revenues	-	-	1,014	-
Revenue Totals	<u>4,204,900</u>	<u>4,204,900</u>	<u>3,812,348</u>	<u>4,029,810</u>
Expenditures				
Personnel Services	689,382	689,382	668,437	775,156
Supplies	686,876	686,876	664,250	701,940
Other Services and Charges	804,451	828,206	800,886	802,806
Transfers Out	1,650,000	1,650,000	1,650,000	1,609,000
Expenditure Totals	<u>3,830,709</u>	<u>3,854,464</u>	<u>3,783,573</u>	<u>3,888,902</u>
Fund Total	374,191	350,436	28,775	140,908
Working Capital, Beginning	<u>2,008,889</u>	<u>2,008,889</u>	<u>2,008,889</u>	<u>2,037,664</u>
Working Capital, Ending	<u>\$ 2,383,080</u>	<u>\$ 2,359,325</u>	<u>\$ 2,037,664</u>	<u>\$ 2,178,572</u>
			Fund 662	\$ 3,142,754
			Total Working Capital Between Fund 661/662	\$ 5,321,326
Expenditure detail by program				
58100-Administration Fee	\$ 331,966	\$ 331,966	\$ 365,577	\$ 238,833
58200-Equipment Operations	1,467,396	1,467,396	1,377,530	1,642,339
58300-Building	381,347	405,102	390,466	398,730
99900-Transfers	1,650,000	1,650,000	1,650,000	1,609,000
	<u>\$ 3,830,709</u>	<u>\$ 3,854,464</u>	<u>\$ 3,783,573</u>	<u>\$ 3,888,902</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 662 Motor Pool - Depreciation Res				
Revenue				
Grants	\$ -	\$ -	\$ -	\$ -
Interest and Rentals	9,100	9,100	35,000	15,000
Other Revenues	140,000	140,000	163,000	170,000
Other Financing Sources	1,650,000	1,650,000	1,650,000	1,609,000
Revenue Totals	<u>1,799,100</u>	<u>1,799,100</u>	<u>1,848,000</u>	<u>1,794,000</u>
Expenditures				
Capital Outlay	<u>1,243,000</u>	<u>1,764,092</u>	<u>1,730,000</u>	<u>1,277,960</u>
Expenditure Totals	<u>1,243,000</u>	<u>1,764,092</u>	<u>1,730,000</u>	<u>1,277,960</u>
Fund Total	556,100	35,008	118,000	516,040
Net Position, Beginning	<u>2,508,714</u>	<u>2,508,714</u>	<u>2,508,714</u>	<u>2,626,714</u>
Net Position, Ending	<u>\$ 3,064,814</u>	<u>\$ 2,543,722</u>	<u>\$ 2,626,714</u>	<u>\$ 3,142,754</u>



2020 Revenue Estimate Highlights:

- Rentals
- Estimated revenue of \$4,002,290 in rental and interest income - An 5.8% increase over 2019 estimate

2020 Expenditure Highlights Compared to 2019:

- | | |
|-----------------------------------|---|
| Administrative Services | <ul style="list-style-type: none"> • Decrease of \$12,500 in pension and OPEB liability expenses compared to 2019 estimate • Decrease of \$18,400 in general fund administrative fees • Beginning in FY 2020 the public works administrative fee will be allocated directly to Equipment Operations activity rather than as an administrative fee, allowing the City to stay within required admin fee cap of Act 51 for Streets |
| Equipment Operations | <ul style="list-style-type: none"> • Most increases due to reallocation of the public works administrative expenses being allocated directly to individual activities • Increase of \$104,500 in fleet insurance costs due to deficits in recent years in the Fleet Insurance fund relating to increases in claims costs • Minimal other changes |
| Building | <ul style="list-style-type: none"> • Decrease of \$2,000 in maintenance supplies • Increase of \$13,100 in tools and supplies for purchase of concrete floor refinishing equipment • Increase of \$25,000 in repairs and maintenance includes driveway and parking lot asphalt work, replacement of flag pole, lighting and sign that were removed when fuel island was remodeled last year • Decrease of \$48,000 in professional services and project costs |
| Capital Outlay-Buildings | <ul style="list-style-type: none"> • Capital outlay of \$130,000 includes security camera upgrade and asphalt repair, specifically around salt dome |
| Capital Outlay-Computer Equipment | <ul style="list-style-type: none"> • Includes \$12,460 for computer equipment |
| Capital Outlay-Vehicles | <ul style="list-style-type: none"> • Capital outlay of \$1,028,500 includes one vehicle for the Clean Water Plant, one truck for Engineering, one car for Inspections, one truck for Parks, 5 Chargers and one Interceptor for Police, one truck and one hydroexcavator for Public Works, one F550 aerial lift for Traffic, and one van for Water Treatment Plant |
| Capital Outlay-Equipment | <ul style="list-style-type: none"> • Capital outlay of \$107,000 includes one forklift for Public Works and one sewer jet flushing system |

The insurance funds (678-684) account for the City's employee benefits, liability and property insurance. Certain insurance types are subject to reinsurance for individual and aggregates over specific levels.

Overview – The City's history of risk retention through its self-insurance program dates back to the mid-1970's when governments were unable to obtain commercial liability and property insurance coverage at cost effective rates. In 1998 a program of self-insured health insurance was added to the program.

In 2015 fund 677 was split into individual funds, 678-684, to separately account for each type of insurance activity. This was done to ease preparation for the annual fiscal year-end audit process.

Following are the reserve balances utilized for budgetary purposes:

General Liability (Fund 678)

Historical reserve target (source Administrative Service Department Memo, January 13, 2006)

Self-insurance risk retention (per occurrence)	\$500,000
Self-insurance risk retention (sewer liability per occurrence)	500,000
Six year average claims expense (50%)	82,602
Total target reserve	<u>\$1,082,602</u>
Projected ending reserve FY 2020	\$1,694,846

Fleet (Fund 679)

Historical reserve target (source Administrative Service Department Memo, January 13, 2006)

Self-insurance risk retention (50%) (liability per occurrence)	\$250,000
Six year average claims expense (50%)	24,408
Total target reserve	<u>\$274,408</u>
Projected ending reserve FY 2020	\$539,695

Property (Fund 680)

Historical reserve target (source Administrative Service Department Memo, January 13, 2006)

Common coverage limit for various property and crime occurrences of \$1,000,000 (50%)	\$500,000
Six year average claims expense (50%)	3,531
Total target reserve	<u>\$503,531</u>
Projected ending reserve FY 2020	\$1,614,303

Life (Fund 681)

Life insurance is no longer self-funded. This fund is now serving as a flow through for the contributions from departments charged as a percentage of payroll and the expenses incurred.

Reserve for cash flow purposes only	<u>\$10,000</u>
Total target reserve	<u>\$10,000</u>
Projected ending reserve FY 2020	\$14,735

Workers' Compensation (Fund 682)

Historical reserve target (source Administrative Service Department Memo, January 13, 2006).

Stop Loss (50%)	\$375,000
Six year average claims expense (50%)	66,922
Total target reserve	<u>\$441,922</u>
Accrued Liabilities (Ongoing claims, Pension, OPEB)	<u>\$1,880,432</u>
Total target reserve and liabilities	<u>\$2,322,354</u>
Projected ending reserve FY 2020	\$2,633,642

Health (including vision) (Fund 683)

Historical reserve target (source Administrative Service Department Memo, January 13, 2006)

Stop loss (\$125,000 times 2)	\$250,000
Six year average claims expense multiplied by projected increase, min 5%, max 10% (2020 7.6%)	540,036
Total target reserve	<u>\$790,036</u>
Projected ending reserve FY 2020	\$3,801,990

Dental (Fund 684)

In 2016 the Insurance Fund was split into individual funds for ease of auditing and tracking. At this time Dental was split from Health. The dental plan does not have a stop loss. Being consistent with the historical reserve target for other areas, the reserve for Dental is being calculated based on the six year average claims expense.

Five year average claims expense (50%)	<u>\$159,246</u>
Total target reserve	<u>\$159,246</u>
Projected ending reserve FY 2020	\$362,058

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 678 General Liability Fund				
Revenue				
Charges for Service	\$ 523,700	\$ 523,700	\$ 513,900	\$ 544,000
Interest and Rentals	14,657	14,657	30,000	16,780
Other Revenues (MMRMA Rebate)	-	-	98,725	-
Revenue Totals	<u>538,357</u>	<u>538,357</u>	<u>642,625</u>	<u>560,780</u>
Expenditures				
Personnel Services	-	-	-	4,600
Other Services and Charges	509,671	509,671	493,819	539,321
Transfers Out	-	-	-	-
Expenditure Totals	<u>509,671</u>	<u>509,671</u>	<u>493,819</u>	<u>543,921</u>
Fund Total	28,686	28,686	148,806	16,859
Net Position, Beginning	<u>1,529,181</u>	<u>1,529,181</u>	<u>1,529,181</u>	<u>1,677,987</u>
Net Position, Ending	<u>\$ 1,557,867</u>	<u>\$ 1,557,867</u>	<u>\$ 1,677,987</u>	<u>\$ 1,694,846</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 679 Fleet Insurance Fund				
Revenue				
Charges for Service	\$ 45,000	\$ 45,000	\$ 45,000	\$ 150,000
Interest and Rentals	7,639	7,639	10,000	5,243
Other Revenues (MMRMA Rebate)	-	-	8,274	-
Revenue Totals	<u>52,639</u>	<u>52,639</u>	<u>63,274</u>	<u>155,243</u>
Expenditures				
Personnel Services	-	-	6,536	4,600
Other Services and Charges	155,522	155,522	154,859	135,269
Transfers Out	-	-	-	-
Expenditure Totals	<u>155,522</u>	<u>155,522</u>	<u>161,395</u>	<u>139,869</u>
Fund Total	(102,883)	(102,883)	(98,121)	15,374
Net Position, Beginning	<u>622,441</u>	<u>622,441</u>	<u>622,441</u>	<u>524,320</u>
Net Position, Ending	<u>\$ 519,558</u>	<u>\$ 519,558</u>	<u>\$ 524,320</u>	<u>\$ 539,694</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 680 Property Insurance Fund				
Revenue				
Charges for Service	\$ 138,578	\$ 138,578	\$ 138,578	\$ 69,473
Interest and Rentals	18,595	18,595	18,500	17,856
Other Revenues (MMRMA Rebate)	-	-	57,711	-
Revenue Totals	<u>157,173</u>	<u>157,173</u>	<u>214,789</u>	<u>87,329</u>
Expenditures				
Personnel Services	-	-	4,357	4,600
Other Services and Charges	253,305	253,305	233,601	254,073
Transfers Out	-	-	-	-
Expenditure Totals	<u>253,305</u>	<u>253,305</u>	<u>237,958</u>	<u>258,673</u>
Fund Total	(96,132)	(96,132)	(23,169)	(171,344)
Net Position, Beginning	<u>1,808,816</u>	<u>1,808,816</u>	<u>1,808,816</u>	<u>1,785,647</u>
Net Position, Ending	<u>\$ 1,712,684</u>	<u>\$ 1,712,684</u>	<u>\$ 1,785,647</u>	<u>\$ 1,614,303</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
	Fund: 681 Life Insurance Fund			
Revenue				
Charges for Service	\$ 30,179	\$ 30,179	\$ 30,120	\$ 32,000
Interest and Rentals	-	-	400	121
Other Revenues	-	-	-	-
Revenue Totals	<u>30,179</u>	<u>30,179</u>	<u>30,520</u>	<u>32,121</u>
Expenditures				
Other Services and Charges	29,400	29,400	29,360	29,520
Transfers Out	15,000	15,000	15,000	-
Expenditure Totals	<u>44,400</u>	<u>44,400</u>	<u>44,360</u>	<u>29,520</u>
Fund Total	(14,221)	(14,221)	(13,840)	2,601
Net Position, Beginning	<u>25,974</u>	<u>25,974</u>	<u>25,974</u>	<u>12,134</u>
Net Position, Ending	<u>\$ 11,753</u>	<u>\$ 11,753</u>	<u>\$ 12,134</u>	<u>\$ 14,735</u>

Life insurance is no longer self-funded by the City. This fund will serve as a flow through for the contributions from departments charged as a percentage of payroll and for the expenses incurred.

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 682 Workers Compensation Fund				
Revenue				
Charges for Service	\$ 649,917	\$ 649,917	\$ 663,000	\$ 662,000
Interest and Rentals	22,318	22,318	80,000	60,000
Other Revenues	-	-	-	-
Revenue Totals	<u>672,235</u>	<u>672,235</u>	<u>743,000</u>	<u>722,000</u>
Expenditures				
Personnel Services	-	-	10,893	4,600
Other Services and Charges	<u>764,443</u>	<u>764,443</u>	<u>708,604</u>	<u>703,751</u>
Expenditure Totals	<u>764,443</u>	<u>764,443</u>	<u>719,497</u>	<u>708,351</u>
Fund Total	(92,208)	(92,208)	23,503	13,649
Net Position, Beginning	<u>2,596,489</u>	<u>2,596,489</u>	<u>2,596,489</u>	<u>2,619,992</u>
Net Position, Ending	<u>\$ 2,504,281</u>	<u>\$ 2,504,281</u>	<u>\$ 2,619,992</u>	<u>\$ 2,633,641</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 683 Health Insurance Fund				
Revenue				
Charges for Service	\$ 8,884,665	\$ 8,884,665	\$ 9,393,269	\$ 9,911,503
Interest and Rentals	44,116	44,116	90,000	34,000
Other Revenues	-	-	4,292	-
Revenue Totals	<u>8,928,781</u>	<u>8,928,781</u>	<u>9,487,561</u>	<u>9,945,503</u>
Expenditures				
Other Services and Charges	8,292,463	8,292,463	10,128,188	9,926,017
Transfers Out	-	-	-	250,600
Expenditure Totals	<u>8,292,463</u>	<u>8,292,463</u>	<u>10,128,188</u>	<u>10,176,617</u>
Fund Total	636,318	636,318	(640,627)	(231,114)
Net Position, Beginning	<u>4,673,731</u>	<u>4,673,731</u>	<u>4,673,731</u>	<u>4,033,104</u>
Net Position, Ending	<u>\$ 5,310,049</u>	<u>\$ 5,310,049</u>	<u>\$ 4,033,104</u>	<u>\$ 3,801,990</u>

2019 Estimate:

- The actual claims experience is coming in higher than budgeted due to several large claims
- Claims experience continues to be impacted positively by the MAPD implementation 1/1/18, including reductions in claims expense, stop loss and Priority Health administrative fees
- Transfers to OPEB and additional buyout programs continue to be evaluated

2020 Budget:

- Based on the projections provided by Lighthouse Insurance Group
- Increased revenues due to 8% increase in what departments are charged to help offset the increase being seen in claims expenses for the current fiscal year and projected for next fiscal year
- Fiscal year 2019 is estimated to be an 11.8% increase over 2018, fiscal year 2020 projected to be approximately 2% less than the current fiscal year
- Minimal change in administrative fees, MAPD fees, vision coverage, and Affordable Care Act (ACA) fees

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 684 Dental Insurance Fund				
Revenue				
Charges for Service	\$ 468,654	\$ 468,654	\$ 468,300	\$ 500,358
Interest and Rentals	4,928	4,928	8,000	5,636
Other Revenues	-	-	-	-
Revenue Totals	<u>473,582</u>	<u>473,582</u>	<u>476,300</u>	<u>505,994</u>
Expenditures				
Other Services and Charges	398,607	398,607	390,882	416,191
Transfers Out	-	-	-	300,000
Expenditure Totals	<u>398,607</u>	<u>398,607</u>	<u>390,882</u>	<u>716,191</u>
Fund Total	74,975	74,975	85,418	(210,197)
Net Position, Beginning	<u>486,838</u>	<u>486,838</u>	<u>486,838</u>	<u>572,256</u>
Net Position, Ending	<u>\$ 561,813</u>	<u>\$ 561,813</u>	<u>\$ 572,256</u>	<u>\$ 362,059</u>

2019 Estimate:

- The actual claims experience is coming in close to budget

2020 budget:

- Based on the projections provided by Lighthouse Insurance Group
- Increase of \$23,000 in claims expense
- Combined increase in General Fund and provider administration fees of \$2,700

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 731 Pension Fund				
Revenue				
Contributions from Local Units	\$ 4,205,289	\$ 4,205,289	\$ 5,128,289	\$ 3,920,490
Interest and Rentals	2,612,561	2,612,561	2,442,000	2,500,000
Other Revenues	9,479,767	9,479,767	9,173,210	10,019,031
Revenue Totals	<u>16,297,617</u>	<u>16,297,617</u>	<u>16,743,499</u>	<u>16,439,521</u>
Expenditures				
Administration	71,345	71,345	60,280	67,920
Investment Expense	623,545	623,545	650,975	618,190
Retirement Benefits	11,694,328	11,694,328	11,328,501	11,704,210
Expenditure Totals	<u>12,389,218</u>	<u>12,389,218</u>	<u>12,039,756</u>	<u>12,390,320</u>
Fund Total	3,908,399	3,908,399	4,703,743	4,049,201
Net Position, Beginning	<u>175,302,979</u>	<u>175,302,979</u>	<u>175,302,979</u>	<u>180,006,722</u>
Net Position, Ending	<u>\$ 179,211,378</u>	<u>\$ 179,211,378</u>	<u>\$ 180,006,722</u>	<u>\$ 184,055,923</u>

- 2019 Contribution revenue higher than budgeted due to estimated dividend income which is classified in this category of accounts
- 2020 revenue based on actuarial valuation

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 732 OPEB Fund				
Revenue				
Contributions from Local Units	\$ 3,816,000	\$ 4,528,362	\$ 5,110,362	\$ 4,530,000
Interest and Rentals	-	-	(2,100)	(2,000)
Other Revenues	1,970,000	1,970,000	1,601,913	2,131,000
Other Financing Sources	-	-	15,000	-
Revenue Totals	<u>5,786,000</u>	<u>6,498,362</u>	<u>6,725,175</u>	<u>6,659,000</u>
Expenditures				
Administration	47,060	47,060	21,450	68,500
Investment Expense	139,725	139,725	132,400	137,700
Health Benefits	<u>2,788,200</u>	<u>2,788,200</u>	<u>2,630,000</u>	<u>2,840,400</u>
Expenditure Totals	<u>2,974,985</u>	<u>2,974,985</u>	<u>2,783,850</u>	<u>3,046,600</u>
Fund Total	2,811,015	3,523,377	3,941,325	3,612,400
Net Position, Beginning	<u>39,710,641</u>	<u>39,710,641</u>	<u>39,710,641</u>	<u>43,651,966</u>
Net Position, Ending	<u>\$ 42,521,656</u>	<u>\$ 43,234,018</u>	<u>\$ 43,651,966</u>	<u>\$ 47,264,366</u>

- 2019 contribution estimates higher than budget due to the additional contribution made from the Inspections fund to move to Group A, fully funding the annual recommended contributions, and an increase in estimated dividend income which is classified in this category of accounts
- 2020 revenue based on actuarial valuation
- 2019 health benefits are based on the annualized actual expense incurred to date
- 2020 health benefits are based on the actual plus average prior year increases

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 800 Capital Projects Revolving Fund				
Revenue				
Interest and Rentals	\$ 23,435	\$ 23,435	\$ 61,637	\$ 11,698
Other Revenues	309,190	309,190	470,179	16,734
Revenue Totals	<u>332,625</u>	<u>332,625</u>	<u>531,816</u>	<u>28,432</u>
Expenditures				
Other Services and Charges	63,825	63,825	224,815	40,932
Capital Outlay	50,000	310,181	365,190	150,000
Transfers	-	150,000	150,000	-
Expenditure Totals	<u>113,825</u>	<u>524,006</u>	<u>740,005</u>	<u>190,932</u>
Fund Total	218,800	(191,381)	(208,189)	(162,500)
Fund Balance, Beginning	<u>2,173,659</u>	<u>2,173,659</u>	<u>2,173,659</u>	<u>1,965,470</u>
Fund Balance, Ending	<u>\$ 2,392,459</u>	<u>\$ 1,982,278</u>	<u>\$ 1,965,470</u>	<u>\$ 1,802,970</u>

- The capital outlay for FY 2020 is related to Gezon Park improvement planning costs.

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 995 Downtown Development Authority				
Revenue				
Taxes	\$ 100,000	\$ 100,000	\$ 142,499	\$ 130,000
Interest and Rentals	-	-	5,000	500
Revenue Totals	<u>100,000</u>	<u>100,000</u>	<u>147,499</u>	<u>130,500</u>
Expenditures				
Supplies	200	200	50	200
Other Services and Charges	74,800	74,800	53,059	75,800
Transfers	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Expenditure Totals	<u>100,000</u>	<u>100,000</u>	<u>78,109</u>	<u>101,000</u>
Fund Total	-	-	69,390	29,500
Net Position, Beginning*	<u>198,404</u>	<u>198,404</u>	<u>198,404</u>	<u>267,794</u>
Net Position, Ending	<u>\$ 198,404</u>	<u>\$ 198,404</u>	<u>\$ 267,794</u>	<u>\$ 297,294</u>

***Unrestricted**

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 996 Brownfield Redevelopment Authority				
Revenue				
Taxes	\$ 86,000	\$ 86,000	\$ 93,790	\$ 93,000
State Grants*	\$ -	\$ 202,000	\$ 202,000	\$ -
Interest and Rentals	-	-	1,500	1,500
Other Revenues	-	-	67	-
Other Financing Sources*	-	433,000	433,000	-
Revenue Totals	<u>86,000</u>	<u>721,000</u>	<u>730,357</u>	<u>94,500</u>
Expenditures				
Supplies	-	-	-	-
Other Services and Charges	111,544	111,544	114,544	94,500
Capital Outlay	-	635,000	635,000	-
Transfers	25,000	25,000	25,000	-
Expenditure Totals	<u>136,544</u>	<u>771,544</u>	<u>774,544</u>	<u>94,500</u>
Fund Total	(50,544)	(50,544)	(44,187)	-
Net Position, Beginning	<u>51,358</u>	<u>51,358</u>	<u>51,358</u>	<u>7,171</u>
Net Position, Ending	<u>\$ 814</u>	<u>\$ 814</u>	<u>\$ 7,171</u>	<u>\$ 7,171</u>

*MDEQ Grant and Loan

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Fund: 998 Greater Wyoming Community Alliance CU				
Revenue				
Charges for Services	\$ -	\$ -	\$ -	\$ -
Interest and Rentals	250	250	3,000	250
Other Revenues	15,000	15,000	24,471	15,000
Revenue Totals	<u>15,250</u>	<u>15,250</u>	<u>27,471</u>	<u>15,250</u>
Expenditures				
Supplies	7,500	7,500	7,500	8,500
Other Services and Charges	18,000	18,000	8,538	30,000
Capital Outlay	-	-	-	-
Expenditure Totals	<u>25,500</u>	<u>25,500</u>	<u>16,038</u>	<u>38,500</u>
Fund Total	(10,250)	(10,250)	11,433	(23,250)
Net Position, Beginning	<u>63,281</u>	<u>63,281</u>	<u>63,281</u>	<u>74,714</u>
Net Position, Ending	<u>\$ 53,031</u>	<u>\$ 53,031</u>	<u>\$ 74,714</u>	<u>\$ 51,464</u>

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

City of Wyoming, Michigan
Annual Budget by Account Classification

	Summary			
	2019 Adopted Budget	2019 Amended Budget	2019 Estimated Amount	2020 Proposed
Wyoming Tree Commission*				
Revenue				
Charges for Services	\$ -	\$ -	\$ -	\$ -
Interest and Rentals	-	-	-	-
Other Revenues	-	-	550	-
Revenue Totals	-	-	550	-
Expenditures				
Supplies	-	-	-	-
Other Services and Charges	-	-	165	4,322
Capital Outlay	-	-	500	2,696
Expenditure Totals	-	-	665	7,018
Fund Total	-	-	(115)	(7,018)
Net Position, Beginning	8,627	8,627	8,627	8,512
Net Position, Ending	\$ 8,627	\$ 8,627	\$ 8,512	\$ 1,494

*Part of the Greater Wyoming Community Resource Alliance

STAFF REPORT

Date: May 20, 2019

Subject: Fiscal Year 2020 Budget Changes

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

After the budget was published for the Public Hearing held on May 6, 2019, certain changes were made to that budget. Following is a list of the changes made. The attached summaries reflect these changes.

- Tax and transfer revenues for the General Fund were reduced by \$132,600 due to the Headlee Rollback.
- Expenditures of \$23,190 were added for the General Fund to reflect additional wage, fringe, and motor pool rental changes.
- Revenue and expenditures for the Community Development Fund were increased by \$28,800 to reflect the final grant award.
- Revenues and expenditures for the Public Safety Fund were reduced by \$21,100 due to the Headlee Rollback.
- Revenues and expenditures for the Fire Fund were reduced by \$12,100 due to the Headlee Rollback.
- Revenues and expenditures for the Police Fund were reduced by \$20,100 due to the Headlee Rollback.
- Revenues for the Parks and Recreation Fund were reduced by \$25,000 due to the Headlee Rollback. The Estimated Beginning Fund Balance was also increased by \$150,000.
- Revenues for the Sidewalk Fund were reduced by \$3,100 due to the Headlee Rollback.
- Revenues for the Capital Improvement Fund were reduced by \$25,200 due to the Headlee Rollback.
- Revenues for the Library Fund were reduced by \$6,000 due to the Headlee Rollback.

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	(\$1,085,152)	(\$155,790)	(\$1,240,942)
Community Development Fund	\$0	\$0	\$0
Public Safety Fund	\$0	\$0	\$0
Fire Fund	\$0	\$0	\$0
Police Fund	\$0	\$0	\$0
Parks & Recreation Fund	\$225,929	(\$25,000)	\$200,929
Sidewalk Fund	\$163,438	(\$3,100)	\$160,338
Capital Improvement Fund	\$222,843	(\$25,200)	\$197,643
Library Fund	\$1,415,868	(\$6,000)	\$1,409,868

RESOLUTION NO. _____

RESOLUTION TO APPROVE THE GRAND VALLEY REGIONAL
BIOSOLIDS AUTHORITY (GVRBA) BUDGET FOR FISCAL YEAR 2020

WHEREAS:

1. The GVRBA Operations Team prepared a budget for the 2020 fiscal year as required in section 11 of the Joint Biosolids Management Project Agreement between the communities of Wyoming and Grand Rapids.
2. Each City is required by the Joint Biosolids Management Project Agreement to approve the budget prior to the start of the fiscal year.
3. Wyoming's required contribution to the GVRBA 2020 fiscal year budget is \$3,480,000.
4. Pending approval of Wyoming's 2020 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 2020.

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

Resolution No. _____

STAFF REPORT

Date: April 15, 2020

Subject: Grand Valley Regional Biosolids Authority FY2020 Budget Approval

From: Jon Burke, CWP Superintendent

Meeting Date: May 20, 2019

RECOMMENDATION:

It is recommended that the City Council approve the FY2020 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 FY2020 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 FY2020 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 21, the GVRBA Board of Directors approved the FY2020 budget and recommended subsequent approval by both communities.

The FY2020 GVRBA budget includes a 29% decrease in land fill costs, due to a reduction in the volume of Grand Rapids biosolids, and a 49% increase in the land application costs, due higher contractor rates.

Per the Joint Biosolids Management Project Agreement, Wyoming's share of the FY2020 GVRBA budget is based on the dry ton contribution in FY2018. This means that Wyoming share of the FY2020 GVRBA budget will be \$3,480,000. This is an increase of \$610,000 from the current FY2019 GVRBA budget.

BUDGET IMPACT:

Wyoming's share of the FY2020 GVRBA budget will be financed out of the Sewer Fund (account 590-590-54300-921000).

Projected and Historical Dry Ton Production Information

Annual Biosolids Dry Tons		FY2020 Proposed Budget Budget	FY2019 Budget
GRWRRF			
	Amount sent to landfill	8,500.0	11,500.0
	<i>GRWRRF Sub-Total</i>	<i>8,500.0</i>	<i>11,500.0</i>
WCWP			
	Amount sent to landfill	1,200.0	1,350.0
	Amount applied to land i	5,100.0	5,125.2
	<i>WCWP Sub-Total</i>	<i>6,300.0</i>	<i>6,475.2</i>
	Total	14,800.0	17,975.2

Partner Percentage Calculation of Debt Service and Administration

Partner Percentage of Total			
	GRWRRF	67.06%	64.32%
	WCWP	32.94%	35.68%
Annual Debt Service		\$ 2,095,803.00	\$ 2,099,918.75
Storage Tank Rental		\$ 409,760.00	\$ 409,760.00
Administrative Cost		\$ 11,320.00	\$ 11,420.50
WAS Tank Lease			
	Total	\$ 2,516,883.00	\$ 2,521,099.25
Partner Share of Debt Service and Administration			
	GRWRRF (Monthly = \$140,651.81)	\$ 1,687,821.74	\$ 1,621,571.04
	WCWP (Monthly = \$69,088.44)	\$ 829,061.26	\$ 899,528.21

Partner Percentage Calculation of Operations and Maintenance

Landfill			
	GRWRRF	87.63%	89.49%
	WCWP	12.37%	10.51%
Land Application			
	GRWRRF	0.00%	0.00%
	WCWP	100.00%	100.00%
Landfill Cost		\$ 2,985,100.00	\$ 4,222,127.43
Land Application Cost		\$ 2,281,489.99	\$ 1,529,321.94
Partner Share of Operations and Maintenance			
	GRWRRF (Monthly = \$217,984.11)	\$ 2,615,809.28	\$ 3,778,557.62
	WCWP (Monthly = \$220,898.39)	\$ 2,650,780.71	\$ 1,972,891.75

Revenue

Cash Balance			
	Operations (Subfund 592)	\$3,384,816.00	\$3,384,816.00
	Construction (Subfund 593)		
	<i>Cash Balance Total</i>	<i>\$ 3,384,816.00</i>	<i>\$ 3,384,816.00</i>
Revenue Requirements		\$ 7,783,472.99	\$ 8,272,548.62
GRWRRF			
	Debt Service and Administration	\$ 1,687,821.74	\$ 1,621,571.04
	Landfill Cost	\$ 2,615,809.28	\$ 3,778,557.62
	Land Application Cost	\$ -	\$ -

	Total	\$ 4,303,631.02	\$ 5,400,128.66
WAS Tank Lease		\$60,000	
WCWP			
Debt Service And Administration	\$ 829,061.26	\$ 899,528.21	
Landfill Cost	\$ 369,290.72	\$ 443,569.81	
Land Application Cost	\$ 2,281,489.99	\$ 1,529,321.94	
Total	\$ 3,479,841.97	\$ 2,872,419.96	
Partner Share of Revenue Requirements			
GRWRRF (Monthly = \$363,635.92)	\$ 4,363,631.02	\$ 5,400,128.66	
WCWP (Monthly = \$289,986.83)	\$ 3,479,841.97	\$ 2,872,419.96	
Dry Ton Rate	\$ 525.91	\$ 460.22	
Expenses			
7520 Supplies			
Polymer	576,000.00	834,127.43	
Miscellaneous	182,000.00	182,000.00	
Supplies Sub-Total	\$ 758,000.00	\$ 1,016,127.43	
8010 Contractual Services			
Trucking	342,600.00	545,000.00	
Landfill	1,080,000.00	1,682,000.00	
Land Application	2,281,489.99	1,529,321.94	
GRWRRF O&M Segments 1 & 4	667,000.00	815,000.00	
Financial Processing (Grand Rapids Comptro	5,000.00	5,100.50	
WCWP O&M Segments 2 & 3	37,500.00	39,000.00	
Administration Services (Legal/Audit/Insuranc	6,320.00	6,320.00	
Centrifuge Service	100,000.00	100,000.00	
Contractual Services Sub-Total	\$ 4,519,909.99	\$ 4,721,742.44	
9410 Equipment Rental/Lease			
WCWP Storage Tank Rental	409,760.00	409,760.00	
Equipment Rental or Lease Sub-Total	\$ 409,760.00	\$ 409,760.00	
9880 Capital Improvements			
CWP Roof Top Unit	-	25,000.00	
Capital Improvements Sub-Total	\$ -	\$ 25,000.00	
Debt Service			
GRWRRF	1,405,445.49	1,350,667.74	
WCWP	690,357.51	749,251.01	
Debt Service Sub-Total	\$ 2,095,803.00	\$ 2,099,918.75	
Expenses Total	\$ 7,783,472.99	\$ 8,272,548.62	

GRWRRF = City of Grand Rapids Wastewater Treatment Plant

MDEQ = Michigan Department of Environmental Quality

GVRBA = Grand Valley Regional Biosolids Authority

WCWP = City of Wyom

O&M = Operation and M

RESOLUTION NO. 01-19

RESOLUTION TO RECOMMEND THE BUDGET FOR THE
CITY OF WYOMING DOWNTOWN DEVELOPMENT AUTHORITY
FOR THE FISCAL YEAR ENDING JUNE 30, 2020

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 VandervVeen, that the above Resolution be adopted.

Motion carried: Yeas: 5 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 9, 2019.



Megan Sall
DDA Director/Assistant City Manger

**City of Wyoming
Downtown Development Authority
2019-2020 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 \$130,000 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.
- **Brownfield Payments: \$578** – Covers the Brownfield payment for Baker 1515 Realty L.L.C.
- **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 28West 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.

RESOLUTION NO. _____

RESOLUTION TO APPROVE THE 2020-28
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 2020-28 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
2020-28 Street and Utility Capital Improvement Program

STAFF REPORT

Date: April 15, 2019
Subject: 2020-28 Street & Utility Capital Improvement Program
From: William D. Dooley, Director of Public Works
Meeting Date: May 20, 2019

Recommendation: It is recommended that the City Council approve the attached nine-year street and utility capital program for 2020-28.

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 2020 to FY 2028. Many of the project schedules and cost estimates have been revised since the City Council’s review and approval in May 2018. This nine-year program totals approximately \$279 million, including \$70 million for ongoing debt service.

Wyoming proposes to invest \$53 million, or nearly \$6 million per year, in street resurfacing. Approximately 22% of this amount will come from federal transportation funding. \$34 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 at least \$5.5 million each year. In

addition to resurfacing, Wyoming also proposes to invest \$1 million to help reduce traffic congestion in 54th Street.

Wyoming proposes to invest \$0.8 million in storm water improvements, including \$0.5 million to replace the Jackson Park lift station.

Wyoming proposes to invest \$20 million in the sewer collection and treatment system. This includes \$10.8 million at the CWP, \$7.2 million for sewer main lining, and \$1.8 million for advanced meter infrastructure. The annual sewer debt service will average \$3.4 million through 2028.

Wyoming proposes to invest \$123 million in the water treatment, transmission, and distribution system, including \$92 million for the WTP, \$29 million for water main replacement, and \$1.8 million for advanced meter infrastructure. These costs will be financed out of the water and capital improvement funds, and with Ottawa County contributions. Wyoming currently has six outstanding water revenue bonds, four of which will be retired within the next nine years. The annual water debt service will average \$4.4 million.

Budget Impact:

The budget impacts are identified in the above discussion information.

CAPITAL IMPROVEMENT PROGRAM SUMMARY

2020 Draft 3-28-19

Revenues and Expenditures (\$000)

	Fiscal Year										Total
	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28		
REVENUES AND OTHER SOURCES											
SSWI Millage	3,420	3,490	3,560	3,630	3,700	3,780	3,850	3,930	4,010	33,370	
Interest	60	20	20	20	20	20	20	20	20	220	
Act 51 Funding (Major Street Fund)	4,770	4,500	3,500	3,480	3,500	3,500	3,500	3,500	3,500	33,750	
Federal Funding (STP, EDF-C, CMAQ)	2,010	980	560	2,960	1,300	1,300	1,300	1,300	1,300	13,010	
Federal/State Grants (Bridge, EDF-A)	0	0	0	0	0	0	0	0	0	0	
Other Sources (Ottawa Co. & Reimbursements)	227	297	17,497	297	17,497	297	1,157	297	297	37,863	
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	5,560	1,950	1,950	1,950	1,950	1,600	1,600	1,600	1,600	19,760	
Sewer - Debt Service	3,454	3,450	3,459	3,465	3,359	3,338	3,316	3,292	3,262	30,395	
Water - Revenue Bonds	0	0	20,000	0	20,000	0	0	0	0	40,000	
Water - Working Capital	6,200	1,630	5,930	1,230	5,230	1,980	3,120	2,880	2,780	30,980	
Water - Debt Service	3,388	3,382	3,378	4,248	3,856	5,308	4,983	4,979	4,974	38,496	
Stormwater Development Fees	0	0	0	0	0	0	0	0	0	0	
Totals	29,089	19,699	59,854	21,280	60,412	21,123	22,846	21,798	21,743	277,844	
EXPENDITURES											
Administration Fee to General Fund	380	390	400	410	420	430	440	450	460	3,780	
Engineering	800	810	820	830	840	850	860	870	880	7,560	
Streets	6,780	5,830	5,860	6,440	6,000	6,000	6,000	6,000	6,000	54,910	
Stormwater Systems	540	0	0	230	0	0	0	0	0	770	
Sanitary Sewer	5,560	1,950	1,950	1,950	1,950	1,600	1,600	1,600	1,600	19,760	
Water	9,350	3,850	43,850	3,850	43,850	3,500	5,500	4,500	4,500	122,750	
Debt Service (Street Projects)	0	0	0	0	0	0	0	0	0	0	
Debt Service (Sewer Projects)	3,454	3,450	3,459	3,465	3,359	3,338	3,316	3,292	3,262	30,395	
Debt Service (Water Projects)	3,465	3,459	3,455	4,325	3,933	5,385	5,060	5,056	5,051	39,189	
Totals	30,329	19,739	59,794	21,500	60,352	21,103	22,776	21,768	21,753	279,114	
Excess, -Deficiency	(1,240)	(40)	60	(220)	60	20	70	30	(10)	(1,270)	
Fund Balance	1,440	200	160	220	0	80	150	180	170	(1,270)	

STREET

Project Number/Title	Fiscal Year										Total
	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28		
Resurfacing - Unspecified	4,200	4,600	5,000	2,600	6,000	6,000	6,000	6,000	6,000	46,400	
Resurfacing - Byron Ctr, 44th to SCL	1,340									1,340	
Resurfacing - Wilson, NCL to SCL		1,230								1,230	
Resurfacing - 36th, Burl to Clyde Pk			750							750	
Resurfacing - Eastern, 28th to 44th (Wyo share)			110							110	
Resurfacing - Gezon, Byr Ctr to Clyde Pk				1,730						1,730	
Resurfacing - 54th, Clyde Pk to Div				1,510						1,510	
54th St, Meijer Access	1,000									1,000	
44th / Byron Ctr Rt Lane (SE)	240									240	
Plaster Creek Trail				600						600	
									</		

STORMWATER

4

SANITARY SEWER

[illegible]

WATER[illegible]

**Questions and Answers from the
January 16, 2019 Public Information Meeting**

2019 Water main – Clyde Park Avenue from 26th Street to 36th Street

Q: How will traffic be maintained?

A: One lane will be maintained in each direction throughout the project.

Q: Will you replace the water service to the house?

A: Depending on the existing water service material, the repair will be done as follows:

Copper service – new service from main to existing stop box

Plastic/galvanized service – new service from main to meter

2020 Sanitary sewer – 56th Street from Buchanan Avenue to Division Avenue

Q: How will the Special Assessment rates be applied to each parcel?

A: They are applied per the assessable frontage and per the square footage (drives).

Q: Are residents required to immediately hook up to the new sewer?

A: No, unless their current septic system fails. If your residence is within 200 feet of a sanitary sewer, the KCHD will not issue a permit to replace the septic system.

2021 Water main – Noel, Wykes, and Longstreet Avenues

Q: How will the City route the water services from the rear of house to the front?

A: A plumber will re-route the interior plumbing to accommodate a service entering the house in the front instead of rear.

Q: Is it up to the residents to choose the location of the new meter and service?

A: Yes, working directly with the contractor's plumber.

Q: Why is Wyoming replacing the main in 2021?

A: Because the main is in the rear yards, it is difficult to maintain. Wyoming wants to move it to the street before significant problems begin to occur.

ALL CHANGES ARE IN BOLD

X - UTILITIES

These fees will be effective as of **July 1, 2019**

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
10.6 – 10.9	17.08	34.14	51.20	68.27
11.0 - 11.9	45.50	91.00	136.51	182.01
≥ 12.0	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 460 mg/L	> 460 mg/L
Rate/lb.	\$0.00	\$0.158
SS	Up to 260 mg/L	> 260 mg/L
Rate/lb.	\$0.00	\$0.196
Phosphorus	Up to 12 mg/L	> 12 mg/L
Rate/lb.	\$0.00	\$1.59
Oil and Grease	Up to 91 mg/L	> 91 mg/L
Rate/lb.	\$0.00	\$0.126
Ammonia	Up to 32 mg/L	> 32 mg/L
Rate/lb.	\$0.00	\$0.14

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	\$ <u>23.66</u>
1 inch	47.79	<u>48.51</u>
1 1/2 inch	102.57	<u>104.11</u>
2 inch	158.53	<u>160.91</u>
3 inch	275.08	<u>279.21</u>
4 inch	514. 04	<u>521.75</u>
6 inch	1,058.83	<u>1,074.71</u>
8 inch	1,782.23	<u>1,808.96</u>

Water commodity rate (in addition to Readiness to Serve Charge):
Quantity steps applicable rate, per 100 cubic feet: \$1.22 1.35

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	\$ <u>17.69</u>
1 inch	30.43	<u>30.89</u>
1 1/2 inch	56.48	<u>57.33</u>
2 inch	82.46	<u>83.70</u>
3 inch	199.57	<u>202.56</u>
4 inch	329.69	<u>334.64</u>
6 inch	654.91	<u>664.73</u>
8 inch	980.15	<u>994.85</u>
12 inch	1,505.80	<u>1,528.39</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: \$2.94

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, 2019, 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 ½ 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	<u>67.50</u>
Pool Filling Permit:		
Homeowner and contractor	61.00	<u>67.50</u>
Miscellaneous Hydrant Usage:		
Used one day	61.00	<u>67.50</u>
Used after first day	61.00	<u>67.50</u>
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

II - BUILDING INSPECTIONS DEPARTMENT

APPEALS:

Construction Board of Appeals	\$ 350.00
Housing Board of Appeals	200.00
 Zoning Board of Appeals	
Residential (one - and two-family) and accessory uses	275.00
All other uses	525.00
Interpretations	250.00
Special meeting (requested by petitioner)	300.00

For the purpose of computing fees based on valuation, all construction cost other than for residential buildings, including underground and surface improvements, shall be based upon the value of cost of a building project as determined by the contract price, including all subcontracts such as electrical, plumbing, mechanicals, parking lots, etc. The building applicant shall present evidence of these costs to the Building Official.

Fee for work without a permit:

If any work is commenced before a permit is obtained, an administrative investigation and process fee equivalent to 200% of the appropriate fee set forth herein shall be paid to the City before a permit is issued.

BUILDING PERMITS:

Commercial, industrial, and multi-family estimated construction value/permit formula:

Base Fee – first \$1,000 of value	60.00
\$1,000 - \$15 million cost – base fee & \$7.00 per \$1,000 value, plus 25% plan review	
\$15 million and over cost – use above rate, and then add \$5 per \$1,000 valuation and 20% plan review for balance of project value	

Construction costs for residential valuation computation (per sq. ft.)

1st Floor (including one bath)	70.00
2nd Floor	65.00
Unfinished walkout	2,000.00
Finished walkout area	25.00
Porches and decks (per sq. ft.)	15.00
Attached accessory buildings, garage, etc.	20.00
Detached accessory buildings, garage, etc. (more than 120 sq. ft.)	22.00
Fireplace chimney with one fireplace	2,000.00
Additional fireplace on same chimney	750.00
Extra full bath	3,500.00
Extra half bath	2,500.00

Miscellaneous building/land use fees:

Modular homes in parks	150.00
------------------------	--------

Sign permits (per sign):

Pedestrian sign (annual)	35.00
Permanent	100.00
Portable (per week)	35.00
Temporary Signs (per week)	35.00
-including trailer mount, banners, flags, streamers, balloons	
-for specific requirements see City Zoning Code Chapter 90, Article XXIII Signs	

Swimming Pools:

Bonding and insurance fees related to Section 1906.1 of the City Code follow:

Construction bond	1,000.00
Insurance (City named as additional insured)	\$200,000.00
Swimming Pools (above ground)	90.00
Swimming Pools (in ground)	140.00

Gasoline, explosive oils and naphtha storage tank installation	140.00
Gasoline station storage tank permits (abandoned or closed gas stations, per tank)	70.00
Initial license	700.00
Annual renewal	350.00
Peat mining	
Initial license	700.00
Annual renewal	350.00
Zoning compliance letter	25.00

Extra Inspection: fees and deposits

1. Extra inspection fees and deposits shall apply only to projects where the building permit is issued for \$250,000 or less of construction value as determined by the Code. Permits for residential barrier free entry ramps and residential siding installations are exempt from deposits.
2. "Extra inspection" shall mean any building inspection in addition to the inspections listed below:
 - a. Residential house, addition and alteration permits: foundation rough-in, final, plus one additional;
 - b. Residential garage, pools, and miscellaneous permits: 2 inspections;
 - c. Commercial/industrial/multi-family permits: foundation, rough, firestop, final plus one addition; and
 - d. Sign permits: 2 inspections.
3. A fee of \$40.00 shall be charged for each extra inspection.
4. A fee of \$60.00 per inspection shall be charged for requested inspections where no permit is required.
5. Deposits for extra inspection fees:

Each building permit applicant shall pay a \$120.00 deposit in addition to any permit fees. The deposit will be held by the City and shall be refunded at the close of the permit if extra inspections are not required. Any extra inspections shall be charged against the deposit balance (at a rate of \$40.00 per inspection). If the balance becomes zero, the City may issue a stop-work order until an additional deposit of \$120.00 is paid. Expired permits and occupancy or use prior to receiving final approval or a Certificate of Occupancy shall result in forfeiture of the deposit.

6. Under special circumstances, an inspector, with the approval of the Chief Inspector, may waive an extra inspection fee.

Electrical Permits:

Electrical Application fee	
(Non-refundable and includes 1 inspection)	50.00
Annual factory permit (includes 2 inspections)	130.00
Administrative fee (work w/o permit)	80.00
Each additional Inspection	40.00
Minimum fee, new construction	
Single-family (this fee covers all wiring installed) (MI Residential Code, includes three inspections)	200.00
Special Inspection (per hour for carnival, fair, event, etc.)	60.00
Conduit, ~~or~~ grounding or temperature only	45.00
Written report (per hour)	60.00
Certificates	60.00
Hazardous Location Doubles Permit Total Fee	double

Services and subpanels

Meter Set or Mast Repair	10.00
Temporary Service (each location)	17.00
Up to 200 Amp	17.00
Over 200 – thru 600 Amp	30.00
Over 600 – thru 1000 Amp	60.00
Over 1000 Amp / GFPE / Over 600 V	100.00

Alternative Power (Solar, Wind, etc)

System and first 10 KW	40.00
Each additional 1 KW	4.00

Fire Alarms

System and up to 10 devices	60.00
Each additional device	6.00

Circuits of wiring **and data/communications outlets**

General Branch Circuit	10.00
Lighting Branch Circuit	10.00
Addition, alteration, repair existing, replace per 25 devices or lighting	10.00
Electric Range	10.00
Electric Dryer	10.00
Each furnace or A/C	10.00
~~Furnace~~ Data/Communication outlets per 20	10.00
Microwave	10.00
Electric Water Heater	10.00
Vehicle Charging Station	20.00
Heating Device (per 5000 Watts)	10.00

Pool/Hot Tub (bonding, motor, light and includes 2 inspections)	60.00
Other Fixed Appliances	10.00
Signs	
Illuminated signs, per circuit	20.00
Neon Trans / LED power supplies (per unit)	20.00
Bus Ducts and Feeders	
Feeders (per 50')	11.00
Bus Duct (per 50')	11.00
Motors, Generators, Transformers (per HP or KVA)	
Up to 5 HP/KVA	10.00
Over 5 – thru 75 HP/KVA	25.00
Over 75 HP/KVA	50.00
1. Electrical contractor's license, \$60 for term of license.	
2. Facility Contractors License \$60 for term of license.	
3. Fire alarm contractor, \$60 for term of license.	
4. Sign specialty contractor, \$60 for term of license.	
Mechanical (Heating, Cooling, Air Conditioning) Permits:	
Mechanical Application fee	
(Non-refundable and includes 1 inspection)	50.00
Administrative fee (work w/o permit)	80.00
Commercial	
Underground Inspection	40.00
Rough-In Inspection	40.00
Final Inspection	40.00
Additional Inspections	40.00
A/C, Refrigeration Self-Contained	20.00
A/C Refrigeration Split System	30.00
Chillers	95.00
Chimney Factory Built / Chimney Liner	30.00
Compressors	45.00
Condensers	45.00
Cooling Towers	45.00
Evaporator Coils	30.00
Gas/Oil Burning Equipment/Roof Top Unit	35.00
Heaters (unit, space, water, gas logs, gas fireplace)	15.00
Kitchen Hoods (add duct work)	30.00
Solar Equipment Panels (including piping)	25.00
Solid Fuel Equip. (wood or fireplace stoves)	30.00
Tanks	13.00
Testing	40.00
Ventilation Units and Exhaust fans	
1 to 2,000 CFM	7.00
2,001 CFM to 10,000 CFM	35.00
Over 10,000 CFM	65.00
Air Handler Units	
1 to 2,000 CFM	20.00
2,001 CFM to 10,000 CFM	40.00
Over 10,000 CFM	65.00

Miscellaneous Commercial	
Air Cleaners and Humidifiers	10.00
ERV or HRV	10.00
Heat Pumps or VAV Boxes	10.00
PTACS	10.00
Commercial & Residential (based on each item bid price) Ductwork, Fire Suppression, Gas Piping, and Process Piping	
Bid Price under \$3,000	30.00
\$3,000 - \$7,999	40.00
\$8,000 - \$10,999	55.00
\$11,000 - \$15,000	70.00
Over \$15,000	(\$70.00 plus \$11 for each \$3,000 over \$15,000)
Residential	
Final Inspection	40.00
Additional Inspections	40.00
Air Conditioning Units	30.00
Bath and Kitchen Exhaust Fans	5.00
Chimneys Factory Built Class A	10.00
Chimney Liners	5.00
Heaters (unit, space, gas logs, gas fireplace)	15.00
Heating System (furnaces add ductwork)	50.00
Humidifiers	5.00
Solid Fuel Equip. (wood or fireplace stoves)	20.00
Water Heaters (new construction)	5.00
Residential Replacement Equipment	
Air Conditioning Units / Heat Pumps	20.00
Furnaces	20.00
Water Heaters	5.00
1. Mechanical contractor's license, \$15.00 for term of license.	
Plumbing Permits:	
Plumbing Application Fee	
(Non-refundable and includes 1 inspection)	50.00
Administrative fee (work w/o permit)	80.00
Each additional Inspection	40.00
Schedule of Plumbing Equipment	
Backflow Preventer	5.00
Backwater Valve	5.00
Bath Tub / Shower	5.00
Catch Basin, Sump, Roof Drain	5.00
Dishwashing Machine	5.00
Drinking Fountain	5.00
Floor Drain	5.00
Garbage Disposal	5.00
Grease Trap, Oil Separator	5.00
Laundry Tray, Stand Pipes	5.00
Lavatory	5.00
Lawn Sprinkler	5.00
Refrigerator, Ice Machine, Water Connected Appliances	5.00
Sink, 3 Compartment Pot & Pan	5.00

Sink, Kitchen	5.00
Sink Slop/Service	5.00
Stacks: Soil, Waste, Vent, Re-Vent	5.00
Urinal	5.00
Water Heater	5.00
Water Closet	5.00
Water Distribution Pipe Interior	
3/4" Water Distribution	6.00
1" Water Distribution	10.00
1 – 1/4" Water Distribution	20.00
1 – 1/2" Water Distribution	25.00
2" Water Distribution	30.00
Over 2" Water Distribution	35.00
Medical Gas – License Required	
Medical Gas Piping (per outlet)	5.00
Medical Gas Systems	50.00
Exterior Work Only	
Storm Sewer	60.00
Water Service	60.00
Sanitary Sewer	60.00

1. Plumbing license registration, Master \$15.00 for term of license.

Rental Inspection Fees	
Rental properties with 4 or more rental units:	
Initial inspection fee, per unit inspected	118.00
Re-inspection fee, per unit inspected	90.00
Rental properties with less than 4 rental units:	
Initial inspection fee, per unit inspected	175.00
Re-inspection fee, per unit inspected	111.00
Unregistered or uncertified rental properties	500.00
Manufactured Homes within a community:	
Initial inspection fee, per unit inspected	118.00
Re-inspection fee, per unit inspected	90.00

Vacant Building fees:	
Vacant building inspection	50.00
Vacant or Abandoned Residential Repair Permit (six month permit)	275.00

RESOLUTION NO. _____

RESOLUTION TO ADOPT A LOCAL PAVEMENT WARRANTY PROGRAM

WHEREAS:

1. The Michigan Legislature (MCL 247.663) requires each city or village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018.
2. The Michigan Local Agency Pavement Warranty Program was developed by the Local Agency Pavement Warranty Task Force for use by all 533 cities and villages in the format approved by the Michigan Department of Transportation in 2018.
3. The Michigan Department of Transportation has reviewed and approved the Michigan Local Agency Pavement Warranty Program consisting of Special Provisions (Boilerplate, Concrete, HMA, Location, Pass-Through Warranty Bond); a Warranty Bond Form and Contract Form; and Guidelines for Local Agency Pavement Warranty Programs.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Council hereby adopts the Michigan Local Agency Pavement Warranty Program and accompanying documents in accordance to the requirements of MCL 247.663.

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

Resolution No. _____

RESOLUTION NO. _____

RESOLUTION TO IMPLEMENT A LOCAL PAVEMENT WARRANTY PROGRAM

WHEREAS:

1. The Michigan Legislature created a requirement (MCL 247.663) as part of the Transportation Funding Package of 2015 that requires each city or village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018.
2. Wyoming adopted the Michigan Local Agency Pavement Warranty Program on May 20, 2019.
3. Wyoming agrees to consider a local pavement warranty on each project that includes \$2 million or more in paving-related items and includes any state or federal funds.
4. The Local Agency Pavement Warranty Program law requires each city and village to report annually on each project that includes \$2 million or more in paving-related items and includes any state or federal funds, whether or not a warranty was utilized in the project.
5. Wyoming agrees to implement the Michigan Local Agency Pavement Warranty Program consistent with the Guidelines for Local Agency Pavement Warranty Program document that was approved by the Michigan Department of Transportation in 2018; and which Wyoming adopted Implementation Policy defines Wyoming's intent of its pavement warranty program.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Council hereby agrees to implement the Michigan Local Agency Pavement Warranty Program and annually report in accordance with the law.

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

Resolution No. _____

GUIDELINES FOR LOCAL AGENCY PAVEMENT WARRANTY PROGRAM

By
CRA Engineering Committee
Local Agency Pavement Warranty Task Force

Revised 8-13-2018

TABLE OF CONTENTS

Topic	Page
Cover	1
Table of Contents	2
Preface - Intent of the Local Agency Warranty Program	3
Pavement Warranty Reporting and General Warranty Project Selection	4
Warranty Contract Process	5
General Guidelines of Local Road Agency Warranties	6
Warranty Documents	7
Warranty Process	7
Rights and Responsibilities of the Local Agency	8
Rights and Responsibilities of the Contractor	8
Supplemental Lien Bonds and Liability Insurance	9
Warranty Inspections	9
Correction of Defects	9
Emergency Repairs	10
<u>Appendix A – Flow Charts</u>	11
Warranty Determination Process	12
Warranty Process	13
Warranty Inspection Subprocess	14
Resolve Subprocess	15
<u>Appendix B – Inspection Guidelines</u>	16
HMA New Construction/Reconstruction	17
HMA Construction over Aggregate Base without Base or Drainage Improvement	20
HMA Overlay	23
New/Reconstructed Jointed Plain Concrete Pavement	26
<u>Appendix C – Inspection Forms (under development)</u>	29
HMA Inspection Form	30
Concrete Inspection Form	31
<u>Appendix D – Model Pavement Warranty Contract and Bond Forms (under development)</u>	32
Local Agency Pass-Through Warranty Bonds	33
Local Agency Pavement Warranty Bond Form	34
Local Agency Pavement Warranty Contract	35
<u>Appendix E – Reporting Forms (under development)</u>	36
Pavement Warranty Reporting	36
<u>Appendix F – Education and Training (under development)</u>	37
Education of Local Road Agencies on Local Pavement Warranty Program	37

PREFACE- Intent of the Local Agency Warranty Program

The Legislature (P.A. 175 of 2015) requires each local road agency to adopt a Local Pavement Warranty Program acceptable to the Michigan Department of Transportation. Warranties have the potential to improve the quality of road projects, benefitting the drivers, taxpayers and road agencies of Michigan

The intent of the Local Agency Pavement Warranty Program is to provide a warranty program that all local agencies can use for all hot mix asphalt and plain jointed concrete paving projects on public roads and streets. This pavement warranty program was created by the Local Agency Pavement Warranty Task Force, to establish a common pavement warranty program for all local agencies in Michigan. The goals of this Local Agency Pavement Warranty program is to standardize the review, to provide oversight of pavement warranty projects, and to make this program more transparent and uniform for private sector contractors.

This Local Agency Pavement Warranty Program is available for all local road agencies if they choose to use it. Local road agencies vary dramatically in size and sophistication; therefore the Local Road Warranty Task Force developed a warranty program to address the capabilities of the rural, the mid-sized urban and the large urban agencies. This approach provides a warranty program that meets the intent of Public Act 175 of 2015 (MCL 247.662 and 247.663), and provides all local road agencies with a pavement warranty program that provides value to the public.

The Local Road Warranty Task Force recognizes there may be substantial benefits and public confidence resulting from a comprehensive pavement warranty program. However, the existing pavement structure, drainage and planned improvements for each project will need to be evaluated on an individual basis to critically assess a justification or basis for a pavement warranty. Road agencies should anticipate increased project costs related to higher bid prices and costs for the warranty administration such as: pavement monitoring, defect documentation, official notifications, joint field inspections; defect remediation and dispute resolution.

The intent of this GUIDELINES FOR LOCAL AGENCY PAVEMENT WARRANTY PROGRAM, is to provide an overview and guidance on implementing a pavement warranty project. This guideline is intended for local agency use and it not intended to be a contract document.

GUIDELINES FOR LOCAL AGENCY PAVEMENT WARRANTY PROGRAM

Pavement Warranty Reporting and General Warranty Project Selection

According to PA 175 of 2015, all local road agencies must submit an annual report to the state for all projects where the pavement-related bid items exceeded \$ 2 million, regardless of whether or not the agency included a pavement warranty on the project. Each local road agency must submit and maintain its records to comply with the reporting requirements included in Appendix E.

The Task Force determined that the Legislature's intent for local pavement warranties is to provide assurances to elected officials and taxpayers in the use of the new funds arriving for road and bridge infrastructure. Assurances which include that local road projects would be held to a higher standard in the future.

At the same time, there are logical explanations why a local road agency may choose to not require a warranty such as unjustifiably higher costs for a warranted project that may or may not be affordable to the community and may or may not be justified by the scope of the project; recognition of a limit to the contractor's ability to bond for every project; some projects are simple preservation or resurfacing over an existing imperfect road base wherein the contractor cannot control such pre-existing conditions; and many other engineering factors that indicate a pavement warranty would not serve the taxpayer's best interests. Whether or not a warranty is selected on a project with \$2 million in pavement related items, this must be reported to the Legislature on an annual, state fiscal year basis.

The Legislature had the wisdom to specify that warranties would be left to the discretion and justification of the local road agency and its road engineering expertise. Agencies can waive a pavement warranty with a written justification. The agency's written justification identifies reasons such as project appropriateness, scope and type of project improvements, why this is in the best interest of the local agency, project cost justification, and effectiveness of the warranty provisions. It is highly recommended for all local road agencies with paving projects where the engineer's opinion of cost exceeds \$ 1.8 million in pavement related items that serious consideration should be given to include the pavement warranty special provisions in the project proposal prior to advertisement.

The Task Force does not believe the Legislature intended every local new construction, reconstruction, rehabilitation, and overlay road project to be warranted, and thus included the \$2 million threshold. Because pavement is the road component most likely to fail – and the area most aggravating to the motoring public – the Task Force believed the Local Pavement Warranty Program was intended to focus on pavement-related items. The Task Force has relied on customary and basic engineering principles in defining pavement-related items that are recommended for consideration of a warranty. As a result of the Local Agency Warranty Task Force believes the Michigan Legislature intended a local road agency to use its best judgment in requiring a warranty, consistent with the scope of the intended project and the ability to enforce it.

This Local Agency Pavement Warranty Program considers the vast array of project types and sizes. Local road agency projects often involve short stretches of pavement resurfacing to address a surface condition or safety concern. These types of projects are accomplished with very limited budgets, often with funding from non-MTF sources. In addition, often these types of projects do not address the subgrade, existing aggregate base or drainage systems; which all are major factors in determining the longevity of a pavement surface. If the road segment may

be subjected to a significant amount of overloads (higher than average daily truck counts and/or heavier than normal axle loading) during the anticipated warranty term, the road may not be a good candidate for pavement warranties. Therefore, the Local Agency Pavement Warranty Program is recommended for road segments designated as “all-season road” which are designed for year-round normal loading.

While the law indicates where possible a pavement warranty shall be secure when the paving project exceeds \$2 million, the Task Force recognizes project bids are often 10 percent over the engineer’s opinion of cost, and that a warranty requirement cannot be retroactively applied to a road project after the bids are opened. Thus, the Task Force has recommended the more conservative \$1.8 million engineer’s opinion of cost for pavement related items, as the point when the local agency decides if the warranty special provisions are included in the bid documents, rather than the \$2 million stated in the law.

The Task Force believes the Michigan Legislature was speaking in the context of new Michigan Transportation Funds for roads, which are exclusively state revenue sources, when it included the Local Agency Pavement Warranty Program alongside the new funding legislation in the 2015 Transportation Package. It also seems clear the Legislature was speaking not just to the new transportation funds, but also to the other road funds under its control, which includes the federal funds flowing through MDOT to the local road agencies.

The Local Agency Pavement Warranty Program also recognizes that if the only source of revenue for a local road agency paving or reconstruction projects is entirely locally derived revenue (non- Act 51 or Federal Funds) such as local general fund, millage revenue, special assessment districts or other locally raised revenue; then these projects will not be subject to the Local Agency Pavement Warranty Program reporting requirements.

It’s important to note that this Local Agency Pavement Warranty Program may also be used by that local road agency on any paving project regardless if the \$2 million dollar threshold for pavement related items has been reached or not. This approach ensures that Local Pavement Warranties can be used on any project with any funding source, including Michigan Transportation Funds, and can utilize the same requirements to provide greater understanding and transparency to contractors, stakeholders and the public.

Warranty Contract Process

For those construction projects advertised and let through the MDOT Local Agency Programs, the construction contract is between the prime contractor and MDOT. The prime contractors’ surety company names MDOT as the obligee in the performance bond in the original contract. For Local Agency Pavement Warranty projects, an additional warranty contract and pavement warranty bond will be required prior to award, see Appendix D. The bid proposal shall include a contract consistent with the model contract and bond form shown in Appendix D. These documents will serve as the contract and warranty bond between the local road agency and the paving contractor for the warranty work. The warranty bond will be provided by the paving contractor in the name of the local road agency.

The MDOT Local Agency Agreement will reference the local road agency’s responsibility to administer the warranty portion of the contract. Upon the acceptance of the construction work, the prime contractor’s contract and performance bond with MDOT will be released and no longer in effect. At this point the warranty contract and warranty bond are triggered to begin the new contract for the warranted work during the warranty term.

The local road agency will be solely responsible for administering the warranty contract, inspection of warranted work during the warranty period, approving remediation work and seeking resolution through the warranty bond if the contractor is unresponsive in performing corrective work and declaring acceptance of all warranted / corrective work at the end of the warranty period.

General Guidelines of Local Road Agency Warranties

These General Guidelines are recommended for all local road agencies administering pavement warranties for public road and street construction contracts. The responsibility and authority for administering pavement warranties rest with the road owner and/or the local road agency that conducted the construction administration phase of the project.

To determine the pavement-related cost for a hot mixed asphalt pavement warranty project, the Local Agency is required to prepare an opinion of cost for all of the pavement-related items which include: the pavement, curb, shoulders, aggregate base, subbase and underdrain pay items. To determine the pavement-related cost for concrete pavements, the local road agency engineer is required to prepare an opinion of cost for all of the pavement-related items which include: pavement, curb, shoulders, joint sealing, dowel bars, load transfer devices, aggregate base, subbase and underdrain. If the total estimated cost of these pavement-related items exceeds \$1.8 million in the opinion of the Engineer, the local road agency should review the existing pavement variables, stated in the "Pavement Warranty Reporting and General Warranty Project Selection" section of this document, to determine if the pavement warranty special provisions should be included in the bid documents.

The contractor is responsible for correcting defects attributable to elements within the contractor's control. Each warranty specification includes condition parameters and distress thresholds to provide a basis for evaluating the warranted work. Each distress parameter includes threshold limits that, if exceeded during the warranty period, would trigger notifying the contractor to participate in a joint field investigation. Depending on the outcome of the investigation the contractor may be required to prepare a remediation plan to correct distresses that are attributable to its materials and/or workmanship or there may be a call for further investigation. If the agency and the contractor cannot agree, either side can call for a Conflict Resolution Team to resolve the dispute as described in the Local Road Agency Special Provision for Hot Mix Asphalt and Concrete Pavement Warranty.

Once a remediation plan is agreed-to by the local road agency and the contractor, the corrective action shall be performed. The corrective actions and/or repairs shall be performed to correct deficiencies in the warranted work in order to achieve acceptance at the end of the warranty period. If the contractor fails to perform the remediation work within specified timeframes, the local road agency shall notify the surety company to perform the work. Further, if a defect is declared as an imminent safety problem by the agency, the local agency may complete the work and seek reimbursement from the contractor or submit a claim against the warranty bond.

All required corrective action must be performed by the contractor at no cost to the owner. The condition parameter thresholds and warranty requirements may vary depending on the date the specification was developed; type of warranty; and the application to the construction work. It is important, therefore, to refer to the specific warranty special provision in the contract when administering warranties.

The warranty administration phase should follow the documentation procedures outlined in Appendix A, B, C, D and E of these guidelines. The warranty administration can be performed by qualified local agency staff members or under a consultant service contract.

Warranty Documents

The Local Agency Pavement Warranty consists of the warranty contract and warranty bond as well as the appropriate special provisions:

- Local Road Agency Special Provision for Hot Mix Asphalt and Concrete Pavement Warranty
- Local Road Agency Special Provision for Warranty Work Requirements for Hot Mix Asphalt Pavement
- Local Road Agency Special Provision for Warranty Work Requirements for Jointed Plain Concrete Pavement
- Local Road Agency Special Provision for Pavement Warranty Information

The Local Road Agency Special Provision for Hot Mix Asphalt and Concrete Pavement Warranty establishes the common terms and definitions applied to pavement projects requiring a warranty. The Local Road Agency Special Provision for Warranty Work Requirements for Hot Mix Asphalt Pavements warrants the Local Road Agency against specific defects in HMA pavements. The Local Road Agency Special Provision for Warranty Work Requirements for Jointed Plain Concrete Pavement warrants the Local Road Agency against specific defects in concrete pavements. Local Road Agency Special Provision for Pavement Warranty Information provides the beginning and ending locations for warranted work and the applicable warranty work requirements special provision.

Under the Local Agency Pavement Warranty special provisions the Prime Contractor is responsible for correcting defects in the pavement caused by elements within the contractor's control (i.e., the materials supplied, the workmanship, etc.), during the warranty period. The Pavement Warranty Contract Provisions and Warranty Bond may pass through to subcontractors, and with this the responsibility to correct warranty defects, at the direction of the Prime Contractor and upon written notice to the agency prior to the start of the work.

The contractor assumes no responsibility for defects that are design related unless the paving contract is design-build. When a defect is attributable to the materials and/or workmanship and/or the design, the responsibility for correcting the defect (or defects) will be shared by the agency and the contractor. The contractor is responsible for the percentage of fault attributable to the workmanship and/or materials, and the agency is responsible for the percentage of fault attributable to the design. Note: The agency may elect to require the contractor to provide the pavement design(s) in the contract documents and specifications. In this case, the Contractor shall also be responsible for the percentage of fault attributable to the pavement design.

Warranty Process

The process flow charts as shown in Appendix A describe the steps involved in the warranty administration process. The warranty term begins with the acceptance of the warranted work during construction of the project. Warranty Administration involves periodic condition inspections of the mainline pavement areas throughout the warranty term; joint field inspections; documentation of findings, official notifications; joint determination of defects; initiation of corrective action, inspection & documentation of the corrective action taken, filing those inspection reports as necessary, and if necessary a conflict resolution process. If at any time, a safety issue or significant defect is observed or reported, prior to a scheduled inspection, an interim inspection will be initiated by the agency. If emergency repairs are determined to be necessary the agency can perform these repairs without altering the contractor's responsibilities under the warranty contract.

A joint field review between the local road agency and the warranty contractor may be held to verify and confirm of findings documented during the various inspections. MDOT should be included in any official communication dealing with the warranty if the construction project had MDOT oversight. The findings of the final inspection at the end of the warranty term are distributed to the owner, (and MDOT if construction had MDOT oversight), the warranty contractor and the Surety Company.

The appeal process, when needed, involves assembling a conflict resolution team (CRT) to conduct investigations as needed to determine distress cause & effect and establish concurrence between the local agency and the warranty contractor regarding warranty compliance issues. More on the CRT can be found in the section j, Correction of Defects of the Local Road Agency Special Provision for Hot Mix Asphalt and Concrete Pavement Warranty.

The final step of the process, after the project or warranty work has been deemed acceptable is closing out the warranty project through notification of the contractor, the bonding company and Local agency's Finance and /or Administration Division.

Rights and Responsibilities of the Local Agency

The agency administering the project should inform the appropriate local road agency maintenance staff about sections of roadway incorporated in a warranty contract. The local road agency has the right to perform, or have performed, routine and emergency reactive maintenance during the warranty period. Major planned maintenance projects conducted during a warranty period need to be evaluated in terms of possible impact to the ongoing warranty coverage.

If corrective work is required to bring the project back into compliance with the requirements found in the warranty special provisions; the local agency in charge of the construction project must approve the schedule, materials and methods of construction repair. If the contractor is unable to comply with this provision, or fails to comply with it to the local agency's satisfaction, the local agency reserves the right to arrange for the work to be completed at the contractor's expense. If this action by the local agency is required, it will in no way relieve the contractor from meeting the warranty requirements stated in the project documents.

The rights and responsibilities are further detailed in Section e, Rights and Responsibilities of the Agency in the Local Agency Special Provision for Hot Mix Asphalt and Concrete Pavement Warranty.

Rights and Responsibilities of the Contractor

The contractor must provide a written work plan for any necessary corrective warranty work. A request for a work permit must be submitted through the local road agency's permit process and work should be coordinated with the construction inspection agency if different from the local agency issuing the permit. All corrective warranty work should be completed within the warranty term. If scheduling conflicts necessitate corrective work being completed outside of the warranty term, the local road agency shall be notified as soon as the contractor is aware of the conflict.

The rights and responsibilities of the contractor are further detailed in Section f. Rights and Responsibilities of the Contractor in the Local Agency Special Provision for Hot Mix asphalt and Concrete Pavement Warranty.

Supplemental Lien Bonds and Liability Insurance

In addition to the warranty bond that is in place, if corrective work is necessary the contractor must furnish supplemental lien bond to the local agency covering the corrective work. The Engineer is responsible for estimating the amount of the supplemental lien bond required. The amount should be approximately equal to the dollar amount of the corrective work. The contractor must also have liability insurance in place prior to performing corrective work during the warranty period. The contractor should not be allowed on-site to perform corrective work during the warranty period until the supplemental lien bond is in place and the proper insurances verified. Depending on the nature and scope of the corrective work, the local agency may waive this supplemental lien bond, but not the liability insurance.

Warranty Inspections

Warranty inspections are limited to only mainline pavement areas. There are two types of inspections conducted during the warranty period. The cursory inspection is a simplified inspection to quickly identify segments in the project that may have distresses that exceed threshold values. This cursory inspection normally does not require a lane closure and is conducted from the roadway shoulder estimating distress lengths and widths. The detailed inspection requires direct measuring and reporting of all observed distress in each segment. Traffic control may be required to complete the detailed inspection.

The minimum inspection frequency for the various warranty provisions are specified in the applicable warranty inspection guidelines, see Appendix B. The minimum number of inspections is dependent upon the warranty duration. The local road agency may elect to perform additional inspections over & above the recommended minimum interim inspections. The suggested time frames in the inspection guidelines allow local road agencies to notify the contractor regarding warranty compliance. Interim inspections may be delayed if weather makes it difficult to inspect the road or creates an unsafe condition. Final inspections shall be completed in a timely manner to ensure that there is enough time to document any thresholds that exceed the condition thresholds and notify the contractor prior to the expiration of the warranty.

The designation of lanes during the warranty inspection shall be detailed adequately so that it is clear to all involved in the warranty process which lane is being referenced. If necessary, a sketch should be included. It is important to use the same lane numbering designation for all inspections conducted throughout the warranty period.

If defects are found in any inspection, they should be carefully and accurately documented, even if the severity or number does not meet the threshold to require corrective work. These notes shall be kept in the inspection files and reviewed prior to all future inspections of the work. The inspectors of the work should pay specific attention to areas previously noted, record those defects, and list any changes in those defects differing from the last inspection.

Correction of Defects

If inspections during the warranty term show a defect has exceeded the allowable threshold as defined in either the Hot Mixed Asphalt or Concrete Warranty specification, the contractor shall be notified of the finding. The agency should call for a joint field investigation to determine the cause of the defect, and to discuss the best possible remediation of the problem. If additional forensic investigation is desired, the scope of the investigation, party or consultant to conduct

the investigation, and the cost split shall be agreed to by the engineer and contractor prior to scheduling the investigation.

If the contractor and engineer are in agreement, the Engineer shall send notice to contractor in writing the defect(s), location(s), recommended remediation and a request for a schedule to complete the work. The contractor will reply back to the Engineer, copying the local agency (and MDOT if MDOT had original construction oversight) with a schedule to complete the work. The local agency will issue a permit to the contractor to complete the warranty work according to the Local Agency's Right-of-way permit policy. The contractor will complete the work under the inspection of the Engineer.

If the contractor and engineer disagree, then a Conflict Resolution Team (CRT) may be convened. The CRT will be made of:

- One (1) member selected, and compensated by the agency.
- One (1) member selected and compensated by the contractor.
- One (1) member mutually selected by the Agency and the contractor.
Compensation for the third party member will be equally shared by the agency and the contractor.

At least two members of the CRT must vote in favor of a motion to make a decision. If the CRT decides to conduct a forensic investigation, the CRT will determine the scope of work and select the party to conduct the investigation. All costs related to the forensic investigation will be shared proportionately between the contractor and the agency based on the determined cause of the warranty defect condition.

Emergency Repairs

When the agency determines that emergency repairs of the warranted work are necessary for public safety, the agency or its agent may take immediate and sufficient repair action to address the imminent danger and to safeguard the traveling public. Prior to emergency repairs of warranted work, the agency will document the basis for the emergency action. In addition, the agency will preserve all documentation of the defective condition, including failed materials samples if applicable.

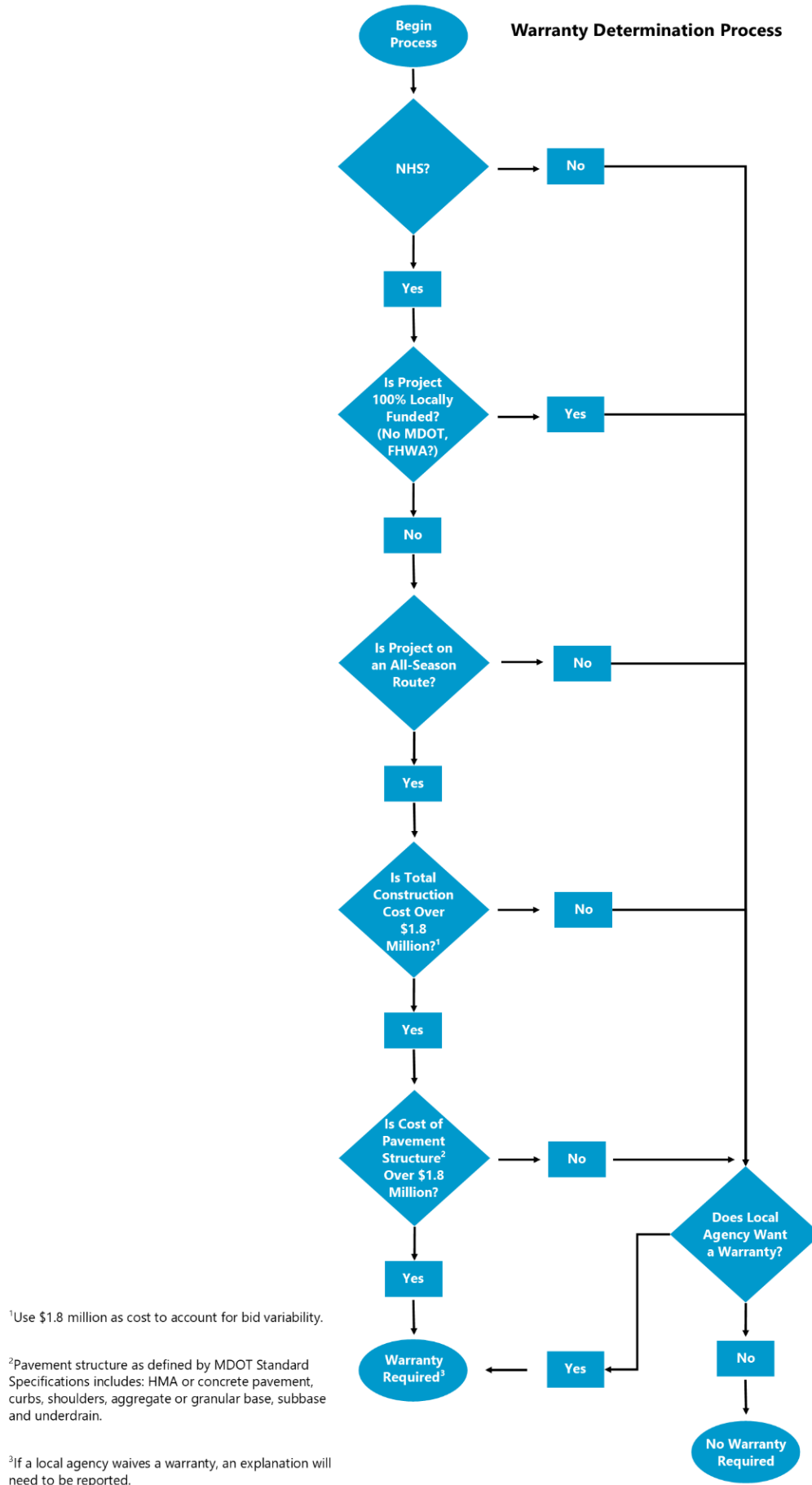
Once the imminent danger to the public has been addressed, the local road agency shall notify the contractor to explain the situation, identify the work temporarily done by the agency, and to what further actions need to happen to return the warranted work and pavement to threshold compliance. A joint inspection may be called to investigate the situation.

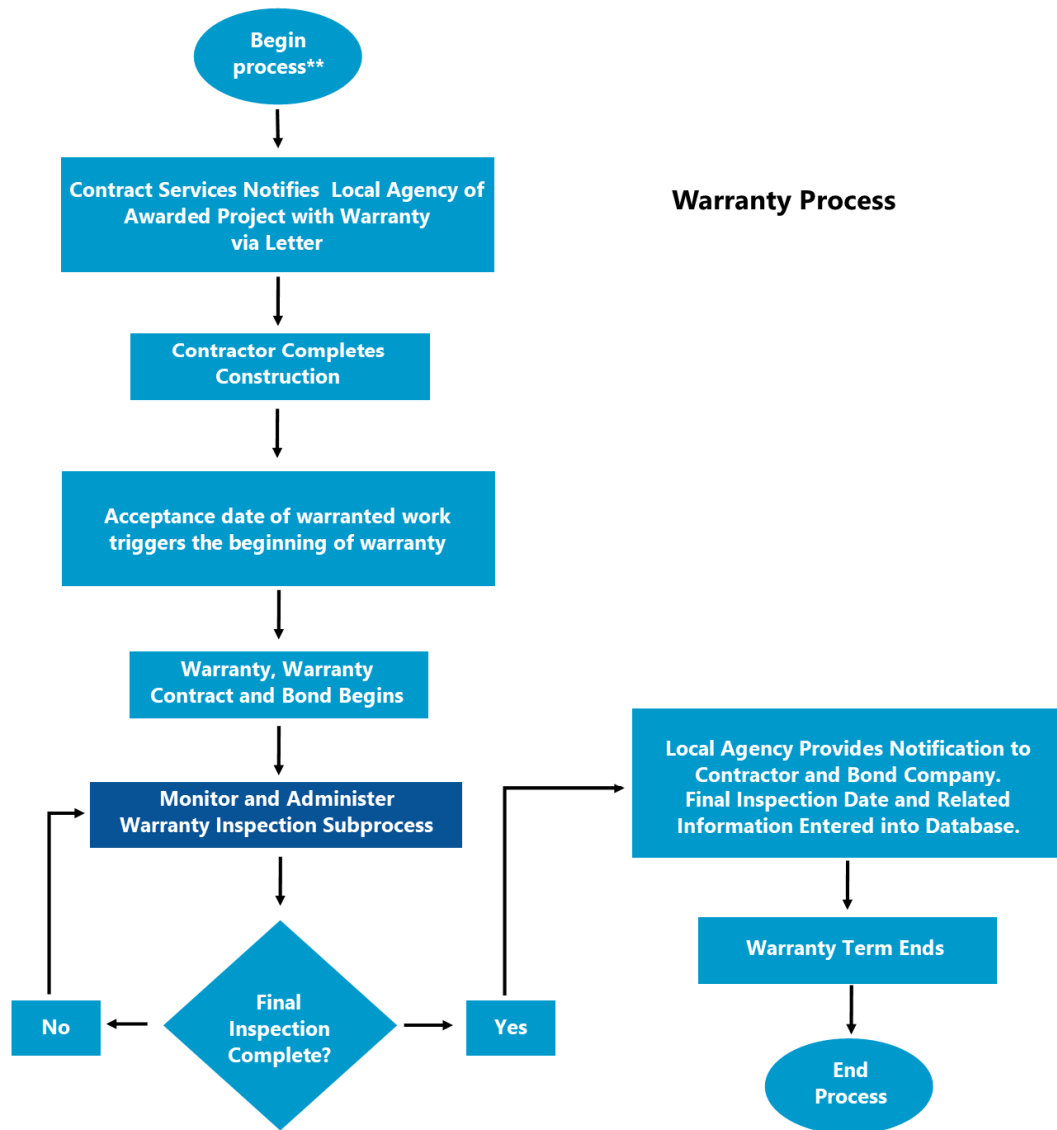
The emergency repairs of warranted work by the contractor must be authorized by the agency's engineer.

Should the contractor be unable to perform the emergency repair to the agency's satisfaction and/or within the time frame required by the agency, the agency will perform, or have performed any emergency repairs deemed necessary. Any such emergency repairs undertaken will not relieve the contractor from meeting the warranty requirements. Any costs associated with the emergency repairs will be paid by the contractor when due to a cause from defective materials and/or workmanship.

APPENDIX A

Flow Charts

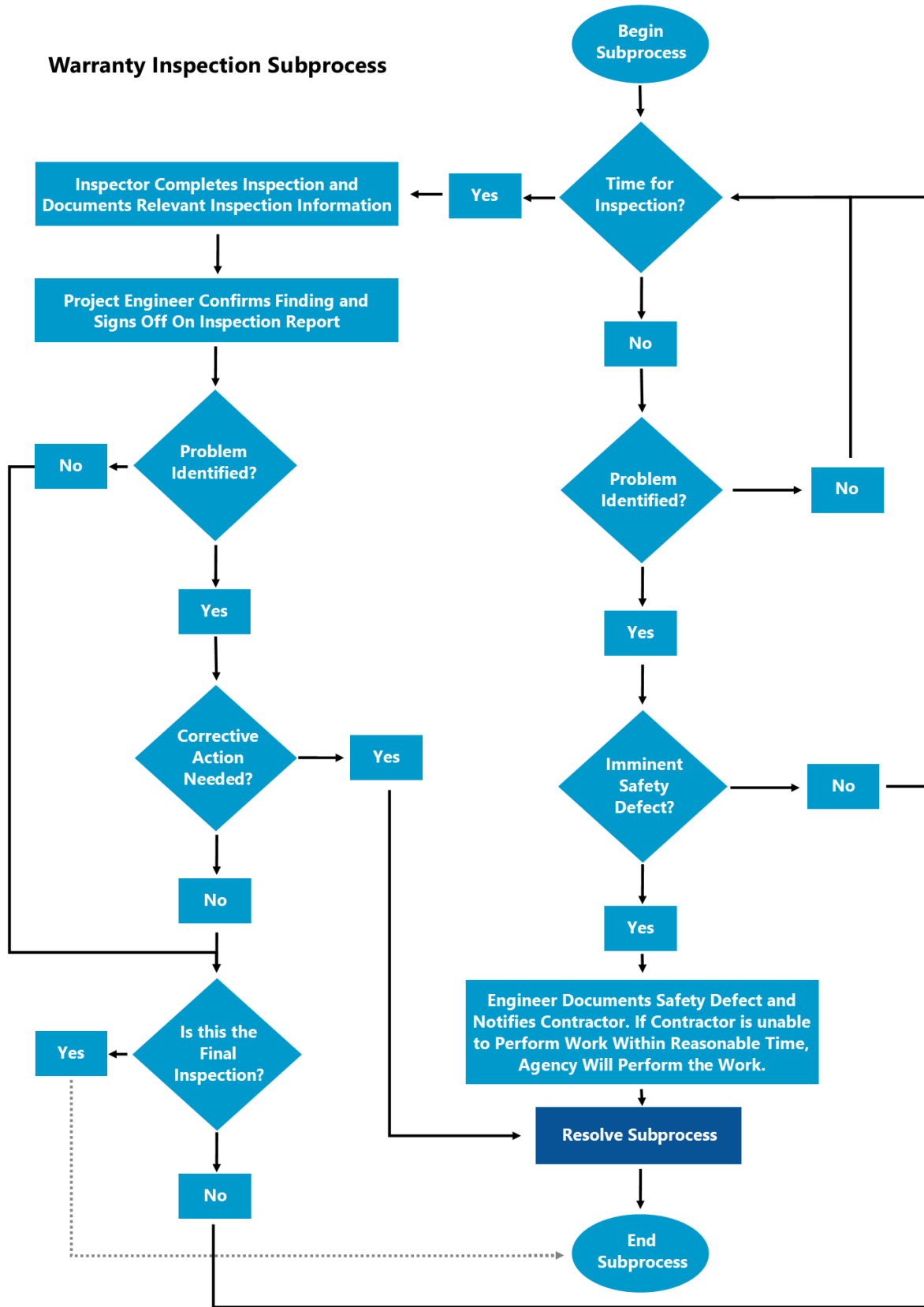




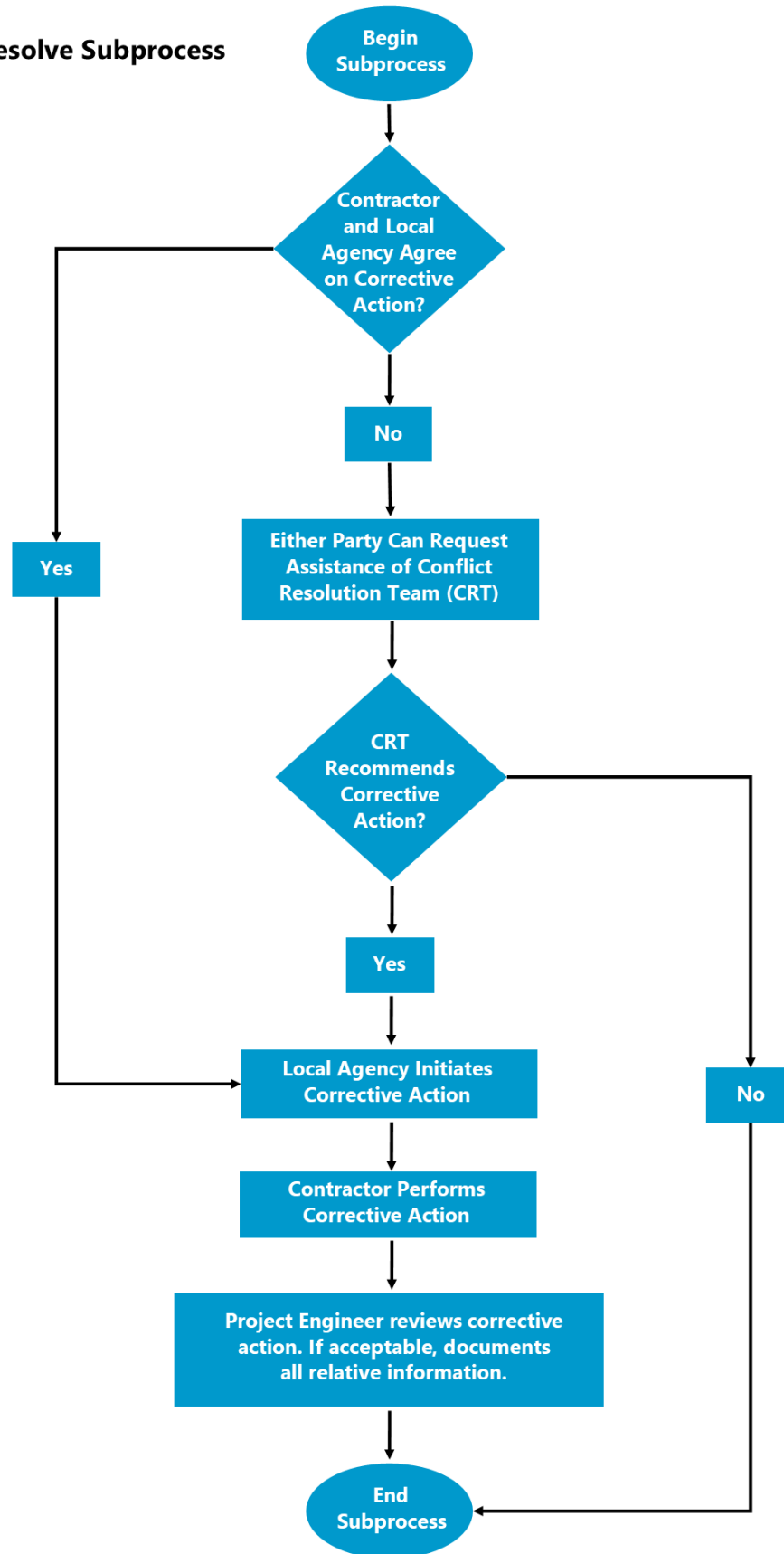
**This is the process if MDOT has oversight and/or MDOT let bid.

If project is locally let, with no MDOT oversight, the local agency shall determine the process.

Warranty Inspection Subprocess



Resolve Subprocess



APPENDIX B

Inspection Guidelines

LOCAL AGENCY
WARRANTY INSPECTION GUIDELINES
HMA NEW CONSTRUCTION / RECONSTRUCTION

Warranty period: 5 Year

Inspection Period Begins: Interim - 6 months after Initial Acceptance
Final - 56 months after initial Acceptance
(Local Agency may do additional inspections)

Notes:

1. Segments defined as 528 foot (1/10 mile).
2. Each lane will be evaluated separately.
3. The threshold level for each distress type is determined separately.

Procedure: For both **INTERIM** & **FINAL** inspections

1. **Perform overview inspection.** Based on results of overview inspection, recommend the project for either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Detailed inspection – more detailed inspection and / or measurements are needed
2. **Perform detailed inspection if required.** Based on the results of detailed inspection, either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Warranty work is needed – Provide contactor written notice of the distresses and locations needing corrective work.

Condition Parameter Measurement:

Performance parameters will be measured as described for each of the following distress types in mainline pavement areas:

1. **Transverse Cracking** - Total number of transverse cracks in a segment. Each individual crack must exceed 5 feet in length to be included in the total.
2. **Longitudinal Cracking** - Total linear feet of longitudinal cracks in a segment. Each individual crack must exceed 5 feet in length to be included in the total.
3. **De-bonding**- Total longitudinal length, in feet, of de-bonding in a segment. Potholes are to be classified as de-bonding. Measure individual de-bonding locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
4. **Raveling** - Total longitudinal length, in feet, of raveling in a segment. Measure individual raveling locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
5. **Flushing** - Total longitudinal length, in feet, of flushing in a segment. Measure individual flushing locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
6. **Rutting** - The average rut depth, in inches, in a segment. Each wheel path shall be evaluated separately. If rutting is found, the pavement surface will be measured beginning at the POB and every 132 feet thereafter to determine average rut depth to quantify rutting for a

particular segment. Rut measurements will be done using a straight rigid device that is a minimum of 7 feet long and of sufficient stiffness that it will not deflect from its own weight, or a wire under sufficient tension to prevent sag when extended 7 feet. Measurements will be taken by placing this “straightedge” across the pavement surface perpendicular to the direction of travel. The straightedge shall contact the surface on at least two bearing points with one located on either side of the rut. The straightedge is properly located when sliding the straightedge along its axis does not change the location of the contact points. Rut depth is then measured at the point of greatest perpendicular distance from the bottom of the straightedge to the pavement surface.

7. **Alligator Cracking** – Total area, in square feet, of alligator cracking in a segment. Measure individual alligator cracked areas and sum the areas for the segment.

Overview Inspection Procedure:

1. Review any notes from previous inspections.
2. Perform a “windshield” survey of the entire location length. Based solely on visual examination and estimated measurements, approximate the individual distress quantities for the questionable segment(s) of each distress type and record on the inspection form. Details which should be noted for the inspection include, but are not limited the following:
 - a. The lane or ramp where the distress was noted and the associated direction.
 - b. Approximate distress location (i.e. 1/4 mile north of the POB, or at the intersection of 1st St in SW quadrant, or near drive for house #123..)
 - c. The distress quantity, in general terms (i.e. minor amounts of longitudinal cracking; mid lane flushing).
 - d. Areas where temporary maintenance makes it difficult to determine the type of distress, (i.e. presence of cold patching material).
3. Estimate if any of the following distress threshold conditions are exceeded
 - a. Transverse Cracking exceeds 3 total in the segment length (3 cracks within 528 feet) for any single segments.
 - b. Longitudinal Cracking exceeds 10 percent of the segment length (53 feet within 528 feet) for any single segments.
 - c. Debonding exceeds 5 percent (5%) of the segment length (26 feet within 528 longitudinal feet) for any 1 segment.
 - d. Raveling exceeds 8 percent (8%) of the segment length (42 feet within 528 longitudinal feet) for any 1 segment.
 - e. Flushing exceeds 5 percent (5%) of the segment length (26 feet within 528 longitudinal feet) for any 1 segment.
 - f. Average rut depth exceeds 0.375 (3/8) inches for any 1 segment.
 - g. Any amount of alligator cracking.
4. If **any** condition above is estimated to be true:
 - a. Perform Detailed Inspection; and

- b. Provide a description of the magnitude and location(s) of the distress condition(s) observed which justify the Detailed Inspection.
5. If **all** conditions above are false:
 - a. Recommend work is acceptable.
 - b. If this is an interim or other non-final inspection, put notes in file.
 - c. If this is final inspection recommend final acceptance.

Detailed Inspection Procedure:

1. Determine the questionable segments suspected of exceeding threshold limits for each individual distress type based on the overview inspection notes.
2. Document the lane, direction and distance from POB, of each questionable segment identified in Step 1.
3. For each questionable segment, measure and record the amount of each individual distress type and record on the inspection form.
 - a. Transverse Cracking
 - b. Longitudinal Cracking
 - c. De-bonding
 - d. Raveling
 - e. Flushing
 - f. Rutting
 - g. Alligator Cracking
4. Determine if any of the threshold limits for transverse cracking, longitudinal cracking, de-bonding, raveling, flushing, or alligator cracking, listed under Overview Inspection, are exceeded.
5. Evaluate segments where the average rut depth appears to exceed 0.25 inches as follows.
 - a. Measure the average rutting at all questionable segments to verify that the threshold was exceeded.
6. Warranty work is required at those segments for which any of the threshold limits for transverse cracking, longitudinal cracking, de-bonding, raveling, flushing, rutting, or alligator cracking are exceeded. Provide the contractor with results of the inspection indicating segments where warranty work is required.

LOCAL AGENCY
WARRANTY INSPECTION GUIDELINES
**HMA CONSTRUCTION OVER AGGREGATE BASE
WITHOUT BASE OR DRAINAGE IMPROVEMENT**

Warranty period: 3 Year

Inspection Period Begins: Interim - 6 months after Initial Acceptance
Final - 32 months after initial Acceptance
(Local Agency may do additional inspections)

Notes:

1. Segments defined as 528 foot (1/10 mile).
2. Each lane will be evaluated separately
3. The threshold level for each distress type is determined separately.

Procedure: For both **INTERIM & FINAL** inspections

1. **Perform overview inspection.** Based on results of cursory inspection, recommend the project for either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Detailed inspection – more detailed inspection and / or measurements are needed
2. **Perform detailed inspection if required.** Based on the results of detailed inspection, either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Warranty work is needed – Provide contactor written notice of the distresses and locations needing corrective work.

Condition Parameter Measurement:

Performance parameters will be measured as described for each of the following distress types in mainline pavement areas:

1. **Transverse Cracking** - Total number of transverse cracks in a segment. Each individual crack must exceed 5 feet in length to be included in the total.
2. **Longitudinal Cracking** - Total linear feet of longitudinal cracks in a segment. Each individual crack must exceed 5 feet in length to be included in the total.
3. **De-bonding**- Total longitudinal length, in feet, of de-bonding in a segment. Potholes are to be classified as de-bonding. Measure individual de-bonding locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
4. **Raveling** - Total longitudinal length, in feet, of raveling in a segment. Measure individual raveling locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
5. **Flushing** - Total longitudinal length, in feet, of flushing in a segment. Measure individual flushing locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
6. **Rutting** - The average rut depth, in inches, in a segment. Each wheel path shall be evaluated separately. If rutting is found, the pavement surface will be measured beginning at the POB and every 132 feet

thereafter to determine average rut depth to quantify rutting for a particular segment. Rut measurements will be done using a straight rigid device that is a minimum of 7 feet long and of sufficient stiffness that it will not deflect from its own weight, or a wire under sufficient tension to prevent sag when extended 7 feet. Measurements will be taken by placing this “straightedge” across the pavement surface perpendicular to the direction of travel. The straightedge shall contact the surface on at least two bearing points with one located on either side of the rut. The straightedge is properly located when sliding the straightedge along its axis does not change the location of the contact points. Rut depth is then measured at the point of greatest perpendicular distance from the bottom of the straightedge to the pavement surface.

7. **Alligator Cracking** – Total area, in square feet, of alligator cracking in a segment. Measure individual alligator cracked areas and sum the areas for the segment.

Overview Inspection Procedure:

1. Review any notes from previous inspections.
2. Perform a “windshield” survey of the entire location length. Based solely on visual examination and estimated measurements, approximate the individual distress quantities for questionable segment(s) of each distress type and record on the inspection form. Details which should be noted for the inspection include, but are not limited the following:
 - a. The lane or ramp where the distress was noted and the associated direction.
 - b. Approximate distress location (i.e. 1/4 mile north of the POB, or at the intersection of 1st St in SW quadrant, or near drive for house #123..)
 - c. The distress quantity, in general terms (i.e. minor amounts of longitudinal cracking; mid lane flushing).
 - d. Areas where temporary maintenance makes it difficult to determine the type of distress, (i.e. presence of cold patching material).
3. Estimate if any of the following distress threshold conditions are exceeded
 - a. Transverse Cracking exceeds 3 total in the segment length (3 cracks within 528 feet) for any 2 segments. All reflective cracking shall be ignored as these will not count against the allowable amount.
 - b. Longitudinal Cracking exceeds 25 percent of the segment length (132 feet within 528 feet) for any 2 segments. All reflective cracking shall be ignored as these will not count against the allowable amount.
 - c. Debonding exceeds 5 percent (5%) of the segment length (26 feet within 528 longitudinal feet) for any 1 segment..
 - d. Raveling exceeds 8 percent (8%) of the segment length (42 feet within 528 longitudinal feet) for any 1 segment.
 - e. Flushing exceeds 5 percent (5%) of the segment length (26 feet within 528 longitudinal feet) for any 1 segment.
 - f. Average rut depth exceeds 0.375 (3/8) inches for any 1 segment.

- g. Any amount of alligator cracking.
- 4. If **any** condition above is estimated to be true:
 - a. Perform Detailed Inspection; and
 - b. Provide a description of the magnitude and location(s) of the distress condition(s) observed which justify the Detailed Inspection.
- 5. If **all** conditions above are false,
 - a. Recommend work is acceptable.
 - b. If this is an interim or other non-final inspection, put notes in file.
 - c. If this is final inspection recommend final acceptance.

Detailed Inspection Procedure:

- 1. Determine the questionable segments suspected of exceeding threshold limits for each individual distress type based on the overview inspection notes.
- 2. Document the lane, direction and distance from POB, of each questionable segment identified in Step 1.
- 3. For each questionable segment, measure and record the amount of each individual distress type and record on the inspection form.
 - a. Transverse Cracking
 - b. Longitudinal Cracking
 - c. De-bonding
 - d. Raveling
 - e. Flushing
 - f. Rutting
 - g. Alligator Cracking
- 4. Determine if any of the threshold limits for transverse cracking, longitudinal cracking, de-bonding, raveling, flushing, or alligator cracking, listed under Overview Inspection, are exceeded.
- 5. Evaluate segments where the average rut depth appears to exceed 0.25 inches as follows.
 - a. Measure the average rutting at all questionable segments to verify that the threshold was exceeded.
- 6. Warranty work is required at those segments for which any of the threshold limits for transverse cracking, longitudinal cracking, de-bonding, raveling, flushing, rutting, or alligator cracking are exceeded. Provide the contractor with results of the inspection indicating segments where warranty work is required.

LOCAL AGENCY
WARRANTY INSPECTION GUIDELINES
HMA OVERLAY

Warranty period: 1 Year

Inspection Period Begins: Final - 10 months after Initial Acceptance
(Local Agency may do additional inspections such as at 6 months after initial acceptance, after spring break up, etc.)

Notes:

1. Segments defined as 528 foot (1/10 mile).
2. Each lane will be evaluated separately.
3. The threshold level for each distress type is determined separately.

Procedure:

1. Perform **overview inspection**. Based on results of cursory inspection, recommend the project for either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Detailed inspection – more detailed inspection and / or measurements are needed
2. **Perform detailed inspection if required**. Based on the results of detailed inspection, either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Warranty work is needed – Provide contactor written notice of the distresses and locations needing corrective work.

Condition Parameter Measurement:

Performance parameters will be measured as described for each of the following distress types in mainline pavement areas:

1. **Transverse Cracking** - Total number of transverse cracks in a segment. Only count cracks that are not “reflective” from a prior crack or joint. Count all transverse cracks that cannot be positively identified as “reflective” or are questionable. Each individual crack must exceed 5 feet in length to be included in the total. Ignore transverse cracking for all single course overlays, or if the total thickness of multiple course overlays is 2” or less.
2. **Longitudinal Cracking** - Total linear feet of longitudinal cracks in a segment. Only count cracks that are **not** “reflective” from a prior crack or joint. Count all longitudinal cracks that cannot be positively identified as “reflective” or are questionable. Each individual crack must exceed 5 feet in length to be included in the total. Ignore transverse cracking for all single course overlays, or if the total thickness of multiple course overlays is 2” or less.
3. **De-bonding**- Total longitudinal length, in feet, of de-bonding in a segment. Potholes are to be classified as de-bonding. Measure individual de-bonding locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
4. **Raveling** - Total longitudinal length, in feet, of raveling in a segment. Measure individual raveling locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.

5. **Flushing** - Total longitudinal length, in feet, of flushing in a segment. Measure individual flushing locations in the longitudinal direction, regardless of width of the distress location and sum these lengths for the segment.
6. **Rutting** - The average rut depth, in inches, in a segment. Each wheel path shall be evaluated separately. If rutting is found, the pavement surface will be measured beginning at the POB and every 132 feet thereafter to determine average rut depth to quantify rutting for a particular segment. Rut measurements will be done using a straight rigid device that is a minimum of 7 feet long and of sufficient stiffness that it will not deflect from its own weight, or a wire under sufficient tension to prevent sag when extended 7 feet. Measurements will be taken by placing this "straightedge" across the pavement surface perpendicular to the direction of travel. The straightedge shall contact the surface on at least two bearing points with one located on either side of the rut. The straightedge is properly located when sliding the straightedge along its axis does not change the location of the contact points. Rut depth is then measured at the point of greatest perpendicular distance from the bottom of the straightedge to the pavement surface.
7. **Alligator Cracking** – Total area, in square feet, of alligator cracking in a segment. Measure individual alligator cracked areas and sum the areas for the segment.

Overview Inspection Procedure:

1. Review any notes from previous inspections.
2. Perform a "windshield" survey of the entire location length. Based solely on visual examination and estimated measurements, approximate the individual distress quantities for the questionable segment(s) of each distress type and record on the inspection form. Details which should be noted for the inspection include, but are not limited the following:
 - a. The lane or ramp where the distress was noted and the associated direction.
 - b. Approximate distress location (i.e. 1/4 mile north of the POB, or at the intersection of 1st St in SW quadrant, or near drive for house #123..)
 - c. The distress quantity, in general terms (i.e. minor amounts of longitudinal cracking; mid lane flushing).
 - d. Areas where temporary maintenance makes it difficult to determine the type of distress, (i.e. presence of cold patching material).
3. Estimate if any of the following distress threshold conditions are exceeded
 - a. Transverse Cracking exceeds 3 total in the segment length (3 cracks within 528 feet) for any 3 segments. All reflective cracking shall be ignored as these will not count against the allowable amount.
 - b. Longitudinal Cracking exceeds 25 percent of the segment length (132 feet within 528 feet) for any 3 segments. Ignore all reflective cracking. All reflective cracking shall be ignored as these will not count against the allowable amount.

- c. Debonding exceeds 5 percent (5%) of the segment length (26 feet within 528 longitudinal feet) for any 1 segment.
 - d. Raveling exceeds 8 percent (8%) of the segment length (42 feet within 528 longitudinal feet) for any 1 segment.
 - e. Flushing exceeds 5 percent (5%) of the segment length (26 feet within 528 longitudinal feet) for any 1 segment.
 - f. Average rut depth exceeds 0.375 (3/8) inches for any 1 segment.
 - g. Any amount of alligator cracking.
4. If **any** condition above (in item 2) is estimated to be true:
- a. Perform Detailed Inspection; and
 - b. Provide a description of the magnitude and location(s) of the distress condition(s) observed which justify the Detailed Inspection.
5. If **all** conditions above are false,
- a. Recommend work is acceptable.
 - b. If this is an interim or other non-final inspection, put notes in file
 - c. If this is final inspection recommend final acceptance.

Detailed Inspection Procedure:

- 1. Determine the questionable segments suspected of exceeding threshold limits for each individual distress type based on the overview inspection notes.
- 2. Document the lane, direction and distance from POB, of each questionable segment identified in Step 1.
- 3. For each questionable segment, measure and record the amount of each individual distress type and record on the inspection form.
 - a. Transverse Cracking
 - b. Longitudinal Cracking
 - c. De-bonding
 - d. Raveling
 - e. Flushing
 - f. Rutting
 - g. Alligator Cracking
- 4. Determine if any of the threshold limits for transverse cracking, longitudinal cracking, de-bonding, raveling, flushing, or alligator cracking, listed under Overview Inspection, are exceeded.
- 5. Evaluate segments where the average rut depth appears to exceed 0.25 inches as follows.
 - a. Measure the average rutting at all questionable segments to verify that the threshold was exceeded.
- 6. Warranty work is required at those segments for which any of the threshold limits for transverse cracking, longitudinal cracking, de-bonding, raveling, flushing, rutting, or alligator cracking are exceeded. Provide the contractor with results of the inspection indicating segments where warranty work is required.

LOCAL AGENCY
WARRANTY INSPECTION GUIDELINES
NEW/RECONSTRUCTED JOINTED PLAIN CONCRETE PAVEMENT

Warranty period: 5 Years

Inspection Period Begins: Interim -30 months after Initial Acceptance
Final - 56 months after initial Acceptance
(Local Agency may do additional inspections)

- Notes:**
1. **Segment** - 528 feet in a specific driving lane. For inspection a segment begins at the point where the joint sealant failure or pavement distress begins to appear and extends for 528 feet from that point.
 2. **Slab** - The pavement outlined between consecutive transverse joints and longitudinal joints or a longitudinal joint and the outer pavement edge. Segments consist of one or more slabs.
 3. **Driving Lanes** - Each of the following is considered a Driving Lane.
 - a. Each individual mainline lane.
 - b. The sum of all ramp lanes and associated acceleration/deceleration lanes.
 - c. The sum of all auxiliary lanes, such as passing lanes and turn lanes.
 4. **Condition Parameters** - Each condition parameter has a threshold level applied to each segment and a maximum number of defective segments before corrective action is required. A segment is defective if the threshold level is exceeded.
 5. **Longitudinal Joint Designation** - All inspections relate to the driving lane as defined in the warranty special provision. For tallying joint sealant failure and pavement distress (spalling), consider the entire perimeter of the slab in all cases. The condition parameter of the full joint associated with the slab being evaluated is considered even though two adjacent slabs may share the same interior longitudinal joint.
 6. The contractor will not be required to take corrective measures as a result of the interim inspection unless the Engineer determines emergency repairs are needed for public safety. Any faults or distresses noted will be logged and verified with the final inspection.

- Procedure:** For both **INTERIM & FINAL** inspections
1. **Perform overview inspection.** Based on results of overview inspection, recommend the project for either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Detailed inspection – more detailed inspection and / or measurements are needed
 2. **Perform detailed inspection if required.** Based on the results of detailed inspection, either:
 - a. Acceptable – no corrective work needed. If this is the final inspection recommend acceptance of the work, or
 - b. Warranty work is needed – Provide contractor written notice of the distresses and locations needing corrective work.

Overview Inspection Procedure:

1. Review any notes from previous inspections of the work.
2. Perform a “windshield” survey of the entire project length. Inspect all driving lanes. Based solely on visual examination and estimated measurements, approximate the individual distress quantities for the questionable segment(s) of each distress type and record on the inspection form. Details which should be noted for the inspection include, but are not limited the following:
 - a. The lane or ramp where the distress was noted and the associated direction.
 - b. Approximate distress location (i.e. 1/4 mile north of the POB, or at the intersection of 1st St in SW quadrant, or near drive for house #123..)
 - c. Estimate the distress quantity. Also include a description of distress in general terms (i.e. minor amounts of longitudinal cracking; every joint has loss of sealant).
 - d. Areas where temporary maintenance makes it difficult to determine the type of distress, (i.e. presence of cold patching material).
3. If this is an **interim** or other non-final inspection, Put notes in file and STOP HERE.
4. If this is the final inspection, estimate if any of the following distress threshold conditions are exceeded
 - a. Transverse Cracking exceeds 2 total for any 1 segment. (2 cracks within 528 feet).
 - b. Longitudinal Cracking exceeds 5 percent (5%) of the segment length (26 feet within 528 feet) for any 1 segment.
 - c. Map Cracking exceeds 10 percent (10%) of the segment area (632 square feet within 528 longitudinal feet assuming 12 foot lane width) for any 1 segment.
 - d. Spalling exceeds 10 percent (10%) of each slab. Can be non-contiguous. Include all 4 sides of the slab.
 - e. Scaling exceeds 15 percent (15%) of the slab area.
 - f. Corner cracking exceeds 1 for any 1 segment.
 - g. Joint Sealant failure exceeds 10 percent (10%) total joint length in a segment. Include both longitudinal & transverse joints
 - h. Any shattered slabs.
5. If any condition above is true:
 - a. Perform Detailed Inspection; and
 - b. Provide a description of the magnitude and location(s) of the distress condition(s) observed which justify the Detailed Inspection.
6. If all conditions above are false and this is the final inspection, recommend Final Acceptance.

Detailed Inspection Procedure: This will be done at **FINAL** inspection when distresses are estimated to be at threshold levels, and at **INTERIM** inspections as directed by the engineer.

1. Determine the questionable segments suspected of exceeding threshold limits for each individual distress type based on the overview inspection notes.

2. Document the lane, direction and distance from POB, of each questionable segment identified in Step 1.
3. For each questionable segment, measure and record the amount of each individual distress type and record on the inspection form.
 - a. Transverse Cracking
 - b. Longitudinal Cracking
 - c. Map Cracking
 - d. Spalling
 - e. Flushing
 - f. Scaling
 - g. Joint sealant failure
 - h. Shattered slabs
4. Determine if any of the threshold limits for the various distresses are exceeded.
5. Warranty work is required at those segments for which any of the threshold limits are exceeded. Provide the contractor with results of the inspection indicating segments where warranty work is required.

APPENDIX C

Inspection Forms

Under Development

The inspections forms have not been developed to-date; the Task Force Education Committee is working with LTAP to create inspection forms compatible with the RoadSoft program to enable tracking the warranty inspection forms to the actual location along a road segment

INSPECTION FORM FOR CONCRETE WARRRANTY WORK			
Inspected By: _____		Date: _____	
Type of inspetion:	☐ Interim	☐ Final	☐ Special
Type of Construction:	☐ Plain Concrete ☐ Reinforced Concrete		
Condition Parameter or Defect	Threshold Limits Per Segment (Length = 528 feet)	Max. Defective Segments Per Driving Lane-Mile (a)	
Transverse Crack	2	1	
Longitudinal Crack	5% of segment length	1	
Map Cracking	10% of segment area	1	
Edge Spalling	10% each slab (b) < 2 slabs	1	
Surface Scaling	15% of the slab area < 1 slab	1	
Corner Cracking	1	1	
Joint Sealant Failure	10% joint length (c) < 2 slabs	1	
Shattered Slab	0 (d)	0	
Distresses Found?	☐ Yes (Describe below, attach additonal sheets if needed)		☐ No
Distresses Found: (Describe type, severity & location)			
Corrective action needed?	☐ Yes ☐ No ☐ Needs further evaluation		
Signed (INSPECTOR): _____			
Checked by (ENGINEER): _____			

APPENDIX D

Model Pavement Warranty Contract and Bond Forms

MICHIGAN
LOCAL AGENCY
SPECIAL PROVISION
FOR

PASS-THROUGH WARRANTY BONDS

LM

1 of 1

9/5/2017

a. Description. This special provision establishes the conditions under which and method for a contractor to assign responsibility for the warranty obligations and the providing of a warranty bond to a warranty contractor(s). Second tier subcontractor assignments are prohibited.

b. Requirements. Ensure the Warranty Contract(s) and warranty bond(s) are on forms provided by the Local Agency. Ensure the bonds meet the requirements of Michigan law and of the Local Agency and include other items such as the powers of Attorney and Endorsement as specified by the Local Agency.

c. Method. The assignment must be made to the warranty contractor(s) that will perform the work covered by the warranty. If for any reason after signing the Warranty Contract and providing the Warranty Bond, the warranty contractor does not perform the work, the warranty contractor will remain obligated for the warranty obligations and the warranty bond obligations will remain in effect unless the Local Agency consents in writing to substituting a different contractor to assume those warranty obligations and accepts a substitute warranty bond.

The assignment of warranty work must be designated with and at the time of electronic bid submittal. To become a warranty contractor responsible for the warranty obligations of the contract, and providing a warranty bond, the warranty contractor must complete and submit to the Local Agency a Warranty Contract and a Warranty Bond for each warranty it will be responsible for. Ensure the Warranty Contract is signed by an authorized signer of the warranty contractor, as identified in its prequalification application.

Submit the Warranty Contract and Warranty Bond to the Local Agency prior to award of the construction contract to the prime contractor for the work to which the warranty applies. Ensure the warranty contractor is prequalified in the work classification for the type of work to be warranted. The Warranty Bond must guarantee performance of all warranty obligations for the covered work, in accordance with the Warranty Contract. All provisions of the prime contract will be applicable to the warranty contractor in regard to the warranty work, except as otherwise expressly provided in the Warranty Contract.

Under no circumstances does the assignment of the warranty work and the execution of a Warranty Contract create any obligations to the Local Agency beyond the obligations undertaken in the prime contract. The purpose of the Local Agency accepting the assignment of warranty obligations is to allow a warranty contractor to stand in place of the prime contractor for purposes of the warranty work without increasing any obligation or liability that the Local Agency would have had if the prime contractor had not assigned the warranty work.

d. Measurement and Payment. This work will not be paid for separately, but will be included in costs for other pay items.

<local agency name>
LOCAL AGENCY
PASS-THROUGH WARRANTY BOND

Bond Number: _____

KNOWN ALL MEN BY THESE PRESENTS

That we, _____ (hereinafter called the "Principal" and
_____ (hereinafter called "Surety") a corporation duly
organized under the laws of the State of _____ and duly licensed to transact business in the
State of Michigan, are held and firmly bound unto the _____
(hereinafter called the "Obligee"), in the sum of \$ _____
dollars for the payment of which sum well and truly to be made, we, the said Principal and the
said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly
and severally, firmly by these presents.

WHEREAS, the said Principal has heretofore entered into a contract with the Obligee,
under Contract ID _____ and;

WHEREAS, the said Principal is required to guarantee the:

installed under said contract, against defects in materials or workmanship which may develop
during the period of ____ years beginning the date of the Acceptance Date of Warranted Work by the
Obligee.

In no event shall losses paid under this bond aggregate more than the amount of the bond.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if said Principal
shall faithfully carry out and perform the said guarantee, and shall, on due notice, repair and make
good at its own expense any and all defects in materials or workmanship in the said work which may
develop during the period specified above or shall pay over, make good and reimburse to the said
Obligee all loss and damage which said Obligee may sustain by reason of failure or default of said
Principal so to do, then this obligation shall be null and void; otherwise shall remain in full force and
effect.

PROVIDED HOWEVER, that in the event of any default on the part of said Principal, a written
statement of the particular facts showing such default and the date thereof shall be delivered to
the Surety by registered mail, promptly in any event within ten (10) days after the Obligee or his
representative shall learn of such default and that no claim, suit or action by reason of any default
of the Principal shall be brought hereunder after the expiration of thirty (30) days from the end of
the warranty period as herein set forth.

Signed by: _____ day of _____ 20____.

Contractor _____

By _____

Surety _____

By _____

PASS THROUGH WARRANTY CONTRACT

This contract ID number _____ is executed on the date signed below by the _____ of the <local agency name> between the Warranty Contractor, Prime Contractor and the Local Agency in conjunction with the execution of this contract ID number, _____ between the Local Agency and the Prime Contractor.

(Warranty Contractor)

(Prime Contractor)

The work included within this Warranty Contract is, described here:

The Warranty Contractor represents that it has entered into a subcontract with the Prime Contractor to perform Warranted Work for the project, but that any failure to have properly done so, or any breach or failure in the performance of that subcontract, shall not diminish or otherwise affect the obligations of the Warranty Contractor to the Local Agency under this warranty contract. Nor shall the obligations of the Warranty Contractor to the Local Agency under this warranty contract be diminished or affected if the Prime Contractor or some other person performs some or all of the Warranted Work or warranty obligations for the project, unless the Local Agency consents to, and executes, a written amendment to this warranty contract.

Insofar as they pertain to the warranty rights and obligations, the terms of the contract are hereby incorporated by reference into this warranty contract and, for purposes of this warranty contract, references in the contract to the contractor shall be deemed to refer to the Warranty Contractor.

The Warranty Contractor hereby agrees to fulfill and perform, without qualification or exception, all of the warranty obligations under the terms of the contract, as if they were the Prime Contractor. Until acceptance of the Warranted Work, the Prime Contractor will be responsible to the Department for ensuring completion of the Warranted Work and to the Local Agency for fulfilling the terms of the warranty for that work. Upon acceptance of the Warranted Work, the Warranty Contractor shall have full responsibility for the warranty obligations and the Prime Contractor will be relieved of further obligation for performing those warranty obligations.

The Warranty Contractor agrees that its obligations to the Local Agency under this warranty contract are the same as if the Warranty Contractor was the Prime Contractor; the Warranty Contractor can assert no rights, defenses or qualifications to the warranty obligations under the contract that would have been unavailable to the Prime Contractor, if the Prime Contractor had retained contractual responsibility for the warranty. The Warranty Contractor may assert the same rights under the terms of the warranty as could have been asserted by the Prime Contractor, if the Prime Contractor had retained contractual responsibility for the warranty.

This warranty contract may be executed prior to execution of the contract with the Prime Contractor, provided that if the Local Agency fails to execute the contract with the Prime Contractor this warranty contract shall be null and void.

By: _____

By: _____

Title: _____

Title: _____

By: _____

Typed name: _____

Local Agency: _____

Date: _____

APPENDIX E

Reporting Forms

Under Development

Local Road Agencies Warranty Program Reporting

We have partnered with the Transportation Asset Management Council to modify the Investment Reporting Tool to provide an open and transparent reporting method for each local transportation agency. The reporting fields will be enabled as soon as the Local Agency Pavement Warranty Program is approved by MDOT

We have also partnered with the Michigan Technological University - CTT to modify the Roadsoft Program to provide a common data entry method for each local road agency. The Roadsoft warranty data fields will be imported into the TAMC ITR module to provide a statewide presentation of the warranty projects that exceed the \$ 2,000,000 threshold.

APPENDIX F

Education and Training

Under Development

Education of Local Road Agencies on Local Pavement Warranty Program

Since the passage of the 2015 Transportation Package, the CRA has been informing its members of the coming warranty requirement; the *Engineering Updates* provided by the CRA-MML Engineering Specialist have also described the imminent Local Pavement Warranty Program. The CRA provided updates about the Local Pavement Warrant Program at its nine regional Council meetings during fall-winter 2017-2018; at its County Engineers Workshop in February 2018; at its Highway Conference in March 2018, and at its Road Commissioners Conference in April 2018. The CRA is also developing this Guidance Document on Local Pavement Warranties to serve as the training manual for. The CRA has scheduled and dedicated a large portion of its annual 2017 Law Symposium to a session on Implementing the New Local Pavement Warranties on December 5, 2017; speakers include the legal counsel from the Road Commission for Oakland County and CRA-MML Engineering Specialist Steve Puuri. The CRA-MML Engineering Specialist Steve Puuri and two bond counsel representatives provided an update at the Michigan Concrete Association.

In addition, the Local Pavement Warranty Task Force has created an Education Committee that has been developing model agency adoption resolutions and training materials. The Task Force has partnered with the Local Technical Assistance Program to develop and conduct training program for decision makers and project staff. The Education Committee is poised to distribute adoption and training materials upon approval of the Local Agency Pavement Warranty Program by MDOT. Finally, the Task Force has developed this Guidance Document to assist local agency decision makers and project staff with implementing their Local Agency Pavement Warranty program.